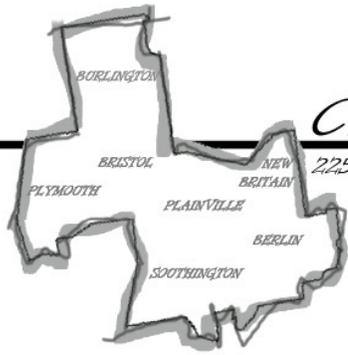


**Central Connecticut Regional Planning Agency
Financial and Cash Balance Report
as of May 31, 2014 (92%)**

REVENUES	Budget	Current Month	Year To Date	Balance	% Received
Municipal Contributions	91,500	0	91,501	-1	100.00%
Transportation Planning Grant	457,072	27,824	382,198	74,874	83.62%
Paratransit Admin./Contractor	1,825,000	154,875	1,667,539	157,461	91.37%
State Grant In Aid (SGIA)	125,000	0	93,750	31,250	75.00%
Paratransit System Advertising	500	2,116	7,215	-6,715	1443.00%
R5EPT	1,400	0	1,150	250	82.14%
CEDS-Municipality	20,000	0	20,000	0	100.00%
EDA Disaster Recovery	111,258	77,165	93,806	17,452	84.31%
FEMA Natural Hazard	8,733	0	0	8,733	0.00%
Pequabuck River Dam	82,250	0	0	82,250	0.00%
Pequabuck River Dam (3rd)	100,000	0	0	100,000	0.00%
CERT Administrative	8,000	0	4,000	4,000	50.00%
Sustainable Communities	75,000	0	58,359	16,641	77.81%
EDA - EDD	33,500	0	0	33,500	0.00%
RPI - GIS Mapping	74,670	0	40,000	34,670	53.57%
FMPP - Urban Oaks	70,533	0	51,701	18,832	73.30%
Litchfield Natural Hazard	20,000	0	6,700	13,300	33.50%
Miscellaneous Revenues	1,000	0	14,476	-13,476	1447.62%
Budgeted Revenues	3,105,416	261,980	2,532,395	573,021	
EXPENDITURES	Budget	Current Month	Year To Date	Balance	% Used
Salaries/Payroll Taxes/Workers Comp.	803,544	53,266	646,779	156,765	80.49%
Retirement/Administration	27,757	146	14,704	13,053	52.97%
Health/Life & STD Insurance	118,540	7,689	87,029	31,511	73.42%
Directors & Officers/Liability/Bonding Ins.	7,810	214	5,735	2,075	73.43%
Accounting/Legal	17,500	0	11,085	6,415	63.34%
Paratransit Contractor	1,705,000	142,267	1,544,212	160,788	90.57%
Equipment Service Contracts/Maintenance	5,000	786	2,639	2,361	52.78%
Equipment/Software Purchases	21,002	0	14,626	6,376	69.64%
Rent	33,500	2,837	29,917	3,583	89.30%
Office Cleaning	6,600	285	2,925	3,675	44.32%
Telephone/Postage	7,200	1,159	6,598	602	91.64%
Office Upgrades	7,000	0	0	7,000	0.00%
Supplies	3,000	411	1,819	1,181	60.63%
Training/Workshops/Seminars/Conf.	18,000	600	15,734	2,266	87.41%
Travel in State/Meetings/Forums	15,200	1,789	12,218	2,982	80.38%
Dues/Subscriptions	15,010	2,474	11,845	3,165	78.91%
Publications	400	0	0	400	0.00%
Advertising	2,000	348	817	1,183	40.85%
EDA Disaster Resiliency	0	8,502	8,502	-8,502	0.00%
Pequabuck River Dam	42,250	0	2,851	39,399	6.75%
Pequabuck River Dam	100,000	0	0	100,000	0.00%
RPI GIS Mapping	74,670	25,091	56,989	17,681	76.32%
FMPP Urban Oaks	68,033	3,672	46,364	21,669	68.15%
Miscellaneous Expenditures	6,400	427	6,550	-150	102.34%
Budgeted Expenses	3,105,416	251,963	2,529,938	575,478	
Cash on Hand					
Checking Acct. Balance - BOA				375,142	
CT State Treas.Short-Term Investment Fund				4,168	
Money Market - BOA				88,298	
CD - Thomaston Savings Bank				101,536	
CD - Webster Savings Bank				49,842	
	Total Cash On Hand			618,986	
Accounts Receivable		98,126			
Accrued Liability - Staff vacation payout			51,710		



MEMORANDUM

TO: Agency Board
FROM: Carl J. Stephani, Executive Director

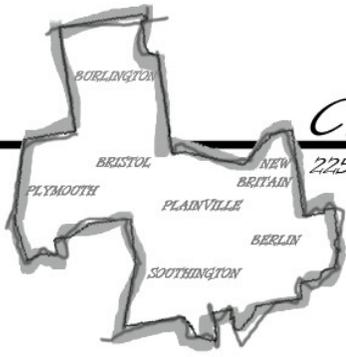
DATE WRITTEN: June 3, 2014
FOR AGENDA: June 17, 2014

SUBJECT: Rescheduling the September Board meeting

The Agency’s Bylaw Section IV.A states that:
“Unless otherwise determined, the Board shall meet at noon on the third Tuesday of every month, except in July and August.”

September 16th is the third Tuesday of this September which is one of the days of the annual meeting of the International City/County Management Association (ICMA) in Charlotte, North Carolina. I would like to attend the ICMA Conference, as may some of you. On that basis, it is my

RECOMMENDATION
that your Board
Set the September Board meeting for September 9, 2014, the second Tuesday of the month, to avoid a conflict with the Annual ICMA Conference.



MEMORANDUM

TO: Agency Board
FROM: Carl J. Stephani, Executive Director

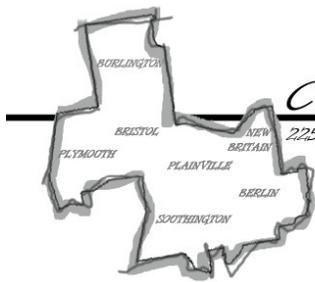
DATE WRITTEN: June 10, 2014
FOR AGENDA: June 17, 2014

SUBJECT: RESOLUTION NO. 20140617 Regarding Agency Dissolution and Transition Board

Some time before the Agency is abolished on December 31, 2014, your Board needs to establish a "Transition Board" to conduct the business that will be required after that date to redesignate the Metropolitan Planning Organization (MPO) and dissolve the Regional Planning Agency (RPO). Both CT OPM and DOT recommend that your Board serve in that capacity. The attached RESOLUTION, which has been reviewed by both CT OPM and DOT, has been drafted to accomplish that purpose. There is no urgency in the adoption of this resolution if you would like to delay action on it to a meeting later in the year.

On that basis, it is my
RECOMMENDATION
that your Board
Adopt attached RESOLUTION NO. 20140617 Regarding Agency Dissolution and
Transition Board

Attachment: RESOLUTION NO. 20140617



RESOLUTION NO. 20140617

A RESOLUTION OF THE CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY (CCRPA) REGARDING ESTABLISHMENT OF A "TRANSITION BOARD" TO FACILITATE: (1) THE RE-DESIGNATION OF THE CENTRAL CONNECTICUT METROPOLITAN PLANNING ORGANIZATION (MPO); AND, (2) THE FINAL DISSOLUTION OF THE REGIONAL PLANNING AGENCY (RPA)

WHEREAS, the State of Connecticut Department Transportation has advised all of the CCRPA member towns (Berlin, Bristol, Burlington, New Britain, Plainville, Plymouth, and Southington) that they will be authorized to join the MPOs which will have boundaries corresponding to their respective new Council Of Government (COG) boundaries; and,

WHEREAS, the State of Connecticut Office of Policy and Management has officially notified all CCRPA member towns that they have been authorized to join their respective new COG's as of July 1, 2014, and to withdraw from the CCRPA effective December 31, 2014;

NOW, THEREFORE, BE IT RESOLVED, that

the CCRPA hereby appoints its currently serving Governing Board members, comprising the towns' Chief Elected Officials (or their designees) to serve as the "Transition Board," for the MPO and the Agency, which Transition Board is established for the purpose of: (1) guiding the MPO thru the re-designation process; and, (2) assisting the Agency's Executive Director in dissolving the organization and disposing of all its assets and liabilities;

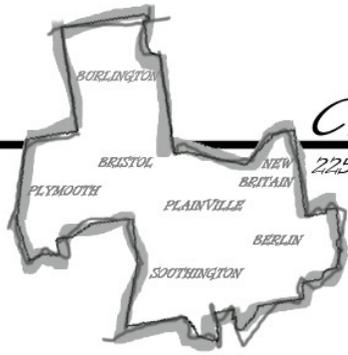
AND,

in conformance with CCRPA policies and procedures, the Central Connecticut Regional Planning Agency also hereby authorizes its current Executive Director, Carl J. Stephani, to sign any and all documents pertaining to the redesignation of the Region's MPO and the dissolution of the CCRPA and of all it's assets and liabilities,.

I certify that above is a true copy of a resolution approved by majority vote of the Central Connecticut Regional Planning Agency Governing Board at its regular meeting on June 17, 2014, in Bristol, Connecticut, a quorum being present. I further hereby certify that the above resolution has not been in any way altered, amended, or repealed, and is now in full force and effect.

Kenneth B. Cockayne, Secretary
Central Connecticut Regional Planning Agency

Date



MEMORANDUM

TO: Agency Board
FROM: Carl J. Stephani, Executive Director

DATE WRITTEN: June 10, 2014
FOR AGENDA: June 17, 2014

SUBJECT: 1/2-year FY2014-2015 Agency Budget

At the April and May Board meetings you reviewed earlier drafts of this budget, which has been revised to reflect the most recent changes in staffing, and so forth. Because of potential staff reductions that could occur between now and December 31st, this budget could be considered a “not to exceed” budget; that is, if there is a resignation between now and the end of the calendar year, there would be no hiring of any replacement. This budget would allow the Agency to continue and complete its projects and programs thru the end of the calendar year. On that basis, it is my

RECOMMENDATION
that your Board

Approve the attached FY2014-2015 Half-year Agency Budget to be effective July 1 thru December 31, 2014.

Attachment: FY2014-2015 Half-year Budget

Central Connecticut Regional Planning Agency

Preliminary Budget - Half Year for FY 2014-2015

	Preliminary Budget Revenue <u>FY 2014-2015</u>		Preliminary Budget Expenses <u>FY 2014-2015</u>
Transp. Plan Grant Carryover*	\$396,450	Salaries & Payroll Taxes	\$370,090
Transport Plan Grant**	\$0	Retirement/Administration	\$7,595
Municipal Contribs (fm reserves)***	\$44,050	Health/Life Insurance/STD	\$45,716
Paratransit -Contractor	\$852,500	D&O/Liability/Bonding Ins.	\$3,905
Paratransit -Admin.	\$66,500	Accounting/Legal	\$24,500
Pequabuck River Dam Removal	\$32,000	Paratransit Contractor	\$852,500
Paratransit Advertising	\$0	Equipment Service Cont./Maint.	\$2,500
SGIA	\$0	Equipment/Software Purch.	\$901
CERT Administrative	\$0	Rent	\$17,020
R5EPT	\$0	Office Cleaning	\$2,220
EDA - EDD	\$0	Telephone/Postage	\$3,750
EDA Disaster Recovery	\$0	Supplies	\$1,500
FEMA Natural Hazard	\$69,515	Training/Workshops/Sem./Conf.	\$10,000
Miscellaneous Revenues	\$500	Travel in State	\$7,500
RPI GIS Mapping	\$54,340	Dues/Subscription	\$500
Total Revenues	<u>\$1,515,855</u>	Advertising	\$500
		RPI GIS Mapping	\$54,340
		Consulting Services	\$109,266
		Miscellaneous Expenditures	\$1,552
		Total Expenses	<u>\$1,515,855</u>
Total Available Funds			
Transp. Plan Grant Carryover*	\$459,355		
Transport Plan Grant**	\$411,119		
Account Reserves as of 04/30/14***	\$243,844		

Central Connecticut Regional Planning Agency

Budget Detail - Expenditures

Payroll and Taxes

Salaries

<u>Title</u>	<u>FY 13/14</u>	<u>FY 14/15**</u>	<u>1/2 Year</u>
Executive Director (1)	106,694	108,294	54,147
Deputy Director (1)	69,661	70,706	35,353
Sr. Planner/Econ. Devlp. Mgr. (1)	61,927	62,856	31,428
Associate Planners (PT)	35,473	36,005	18,003
Associate Planners (2-FT)	104,650	106,220	53,110
Assistant Planners (4)	172,127	171,738	85,869
Paratransit Coord.(1)	44,928	45,602	22,801
PT Financial Admin.	0	0	31,360
Sub Totals	731,058	601,421	332,070

** 1.5% increase

Taxes

Employer SS & Medicare portion (7.65%)	46,009	23,004
Unemployment Comp (6.80%)	13,260	13,260
Unemployment Special Assessment (\$35 x 13)	455	455
Workers Compensation	1,800	900
Payroll Admin Costs	800	400
Sub Total	62,324	38,019
Budget Amount	663,745	370,090

Agency Contribution (4%) - Retirement Plan

Current Participants

Executive Director	4,332	2,166
Deputy Director	2,828	1,414
Sr. Planner/Econ. Devlp. Mgr.	2,514	1,257
Associate Planners (PT)	1,440	720
Associate Planners	2,125	1,063
Total Employer Contribution	13,239	6,620
Administrative Cost	1,950	975
Total Budget Amount	15,189	7,595

Central Connecticut Regional Planning Agency

Budget Detail - Expenditures

Employee Insurances

Health, RX & Dental

	<u>Class</u>	<u>Total Cost</u>	<u>Employee Cost</u>	<u>Agency Cost</u>	<u>Agency Cost 1/2 Year</u>
Executive Director	EE+1	18,054	1,739	16,315	8,158
Deputy Director	EE (m)	6,819	682	6,137	3,069
Associate Planner	EE (f)	9,602	960	8,642	4,321
Associate Planner	EE (m)	5,218	522	4,696	2,348
Paratransit Coord.	EE (m)	5,218	522	4,696	2,348
Assistant Planner	EE (m)	25,173	2,517	22,656	11,328
Assistant Planner	EE (f)	9,602	960	8,642	4,321
Assistant Planner	EE (m)	6,819	682	6,137	3,069
Health Ins Allow		6,425	0	5,388	2,694
Medicare OFP		4,000	0	4,000	2,000
Total Budget Cost		96,930	8,584	87,309	43,655

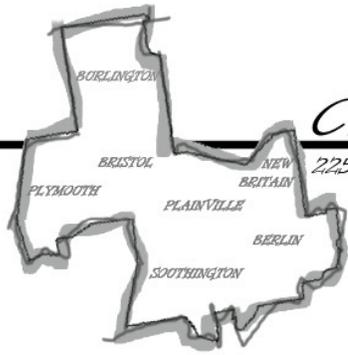
Short Term Disability

	<u>Total Cost</u>	<u>Employee Cost</u>	<u>Agency Cost</u>	<u>Agency Cost 1/2 Year</u>
Executive Director	744	74	670	335
Deputy Director	286	29	257	129
Sr. Planner/Devlp. Mgr.	286	29	257	129
Associate Planner PT	290	29	261	131
Associate Planner	286	29	257	129
Paratransit Coord.	172	17	155	77
Assistant Planner	172	17	155	77
Assistant Planner	172	17	155	77
Assistant Planner	172	17	155	77
Total Budget Cost	2,580	258	2,322	1,161
Life Insurance			1,800	900
Total Budget Costs - Employee Insurances			92,824	45,716

**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
BUDGET FY 2014-2015**

Budget Detail - Expenditures

Other Expenses	<u>Budget Amount</u>	<u>1/2 Year Budget Amount</u>
<u>D&O/Liability/Bonding Insurances</u>		
D&O	4,000	
Liability	3,500	
Bonding	310	
	7,810	3,905
 <u>Training/Workshops/Sem./Conf.</u>		
Meetings	12,000	
Miscellaneous	8,000	
	20,000	10,000
 <u>Equipment/Software Purchases</u>		
QuickBooks/Payroll Upgrades	751	
Web Hosting	150	
	901	901
 <u>Accounting/Legal</u>		
Accounting	14,500	
Legal	10,000	
	24,500	24,500
 <u>Miscellaneous</u>		
Board Meetings	1,104	
Other	2,000	
	3,104	1,552



MEMORANDUM

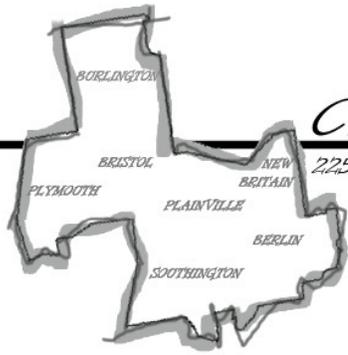
TO: Agency Board
FROM: Carl J. Stephani, Executive Director

DATE WRITTEN: June 10, 2014
FOR AGENDA: June 17, 2014

SUBJECT: RESOLUTION 20140617A: FY2015 MPO Planning Grant Agreement with ConnDOT

Our transportation planning program is funded by a federal grant with a state (and local) match administered by the CTDOT. Prior to receiving those funds we must have an agreement signed by us and the CTDOT. Our current agreement with CTDOT expires on June 30, 2014. Because of the unusual changes in organizational structure taking place in relation to the CCRPA this year, CTDOT has not yet provided us with our agreement for next year's half-year program. If they are able to provide us with an agreement prior to next week's Board meeting, we will send you a copy to review; if not, you may wish to authorize me, with the concurrence of your Board Chair, to sign the agreement, if it meets our approval, when we receive it so that we can avoid calling a special Board meeting to approve it later in the month.

On that basis, it is my
RECOMMENDATION
that your Board
Approve the FY2015 MPO Planning Grant Agreement with ConnDOT which will be provided to you prior to your meeting; or, authorize the Executive Director, with the concurrence of the Board Chair, to sign the agreement, if it meets their approval, when it is received so that a special Board meeting to approve it later can be avoided.



MEMORANDUM

TO: Agency Board
FROM: Carl J. Stephani, Executive Director

DATE WRITTEN: June 10, 2014
FOR AGENDA: June 17, 2014

SUBJECT: FY 2015 Unified Planning Work Program (UPWP)

At your regular meeting on April 15, 2014, you saw a draft version of this document which has since been revised in response to comments received from CTDOT, and others (see full current version on the Agency web site under Documents/Agendas...). This document must be adopted prior to June 30, 2014, for current federally-funded transportation projects in this region to continue to move forward. On that basis, it is my

RECOMMENDATION

that your Board

Adopt the attached FY 2015 Unified Planning Work Program (UPWP) for the Central Connecticut MPO with the understanding that it will be subject to revision within the next few months to reflect deeper integration into the UPWPs of adjacent MPOs.