

MEMORANDUM

TO: Program, Finance and Personnel Committee  
FROM: Carl J. Stephani, Executive Director

DATE: May 25, 2011

FOR AGENDA: June 2, 2011

SUBJECT: Proposed FY2011-2012 Budget

The attached Proposed Budget for FY2011-2012 is exactly the same as the draft budget you reviewed at your last meeting except for a \$15,898 reduction in health insurance costs resulting from one employee's dependent moving onto Medicare, and a reduction in the insurance policy cost from the 10% increase we had originally estimated.

The \$15,898 reduction in health insurance cost is reflected as an increase in the contingency. On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the attached Proposed FY2011-2012 Budget be approved by the Agency Board.

cc: Agency Board

Attachment: Proposed FY2011-2012 Budget

**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY  
BUDGET FY 2011-2012**

**REVENUES**

	BUDGET	Actual as of	Estimated for	Proposed
	FY 2010-2011	4/30/2011 2010-2011	FY2010-2011	FY2011-2012
		YTD	Year End	BUDGET
Municipal Contributions	\$91,500	\$91,500	\$91,500	\$91,500
Transportation Planning Grant	\$577,392	\$269,928	\$320,014	\$642,576
Paratransit Admin./Contractor	\$1,555,000	\$1,316,053	\$1,555,000	\$1,555,000
SGIA	\$0	\$5,587	\$5,587	\$5,587
CERT Administrative	\$8,000	\$10,400	\$10,400	\$8,000
R5EPT	\$500	\$625	\$500	\$2,500
CEDS - Municipality	\$0	\$0	\$0	\$10,000
CEDS - USEDA	\$48,000	\$0	\$28,577	\$20,000
Pequabuck River Dam Removal	\$10,000	\$50,000	\$50,000	\$164,500
Bristol IHZ	\$15,000	\$20,000	\$20,000	\$0
Sustainable Communities	\$0	\$0	\$11,111	\$33,333
Paratransit Advertising	\$1,000	\$0	\$0	\$100
Miscellaneous Revenues	\$6,200	\$3,896	\$4,200	\$1,000
<b>Total Revenues</b>	<b>\$2,312,592</b>	<b>\$1,767,989</b>	<b>\$2,096,889</b>	<b>\$2,534,096</b>

**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY  
BUDGET FY 2011-2012**

**EXPENSES**

	BUDGET	Actual as of 4/30/2011 YTD 2010-2011	Estimated for Year End FY2010-2011	DRAFT BUDGET FY2011-2012
Salaries & Payroll Taxes	\$390,056	\$314,826	\$361,000	\$455,770
Retirement/Administration	\$12,461	\$5,801	\$7,200	\$14,039
Health/Life Insurance/STD	\$119,764	\$73,278	\$88,462	<b>\$119,846</b>
D&O/Liability/Bonding Ins.	\$6,000	\$4,976	\$4,976	\$6,410
Accounting/Legal	\$14,500	\$7,200	\$9,000	\$15,500
Paratransit Contractor	\$1,465,000	\$1,240,766	\$1,465,000	\$1,465,000
Equipment Service Cont./Maint.	\$4,500	\$650	\$1,335	\$3,500
Equipment/Software Purch.	\$21,895	\$14,511	\$15,000	\$27,900
Rent	\$30,180	\$27,665	\$30,180	\$30,180
Office Cleaning	\$4,200	\$2,500	\$3,000	\$5,200
Telephone/Postage	\$6,500	\$4,084	\$5,000	\$5,000
Supplies	\$7,500	\$1,292	\$1,500	\$4,000
Training/Workshops/Sem./Conf.	\$21,500	\$8,399	\$18,000	\$18,000
Travel in State	\$13,000	\$7,069	\$11,000	\$18,000
Dues/Subscription	\$11,326	\$6,828	\$8,000	\$11,346
Publications	\$300	\$300	\$300	\$400
CPC Referral Consultant	\$3,500	\$1,407	\$2,200	\$2,940
Advertising	\$4,000	\$565	\$1,000	\$3,000
Pequabuck River Dam Removal	\$10,000	\$5,606	\$10,000	\$164,500
Berlin/NB Solid Waste - RPI	\$0	\$0	\$0	\$0
Miscellaneous Expenditures	\$9,400	\$23,840	\$23,000	\$6,000
Contingency	\$157,010	\$0	\$0	<b>\$157,565</b>
<b>Total Expenses</b>	<b>\$2,312,592</b>	<b>\$1,751,563</b>	<b>\$2,065,153</b>	<b>\$2,534,096</b>

**Budget Detail - Expenditures  
Payroll and Taxes**

Title	FY10/11 Salaries	Changes	FY11/12 Salaries
Executive Director	96,710	1,934	98,644
Sr. Plnr/IT Mgr.	51,000	1,020	52,020
Sr. Pln/Assist. Dir.	12,716	0	0
Regional Planner	42,000	840	42,840
Regional Planner	42,000	840	42,840
Transportation Plnr.	42,000	840	42,840
Planner	0	0	40,000
Office Manager/Bkkp	45,068	901	45,969
Transit Prog. Mgr.	41,000	820	41,820
Intern	1,434	0	6,600
Sub Totals	<u>373,928</u>	<u>7,196</u>	<u>413,573</u>
Employer SS & Medicare portion (7.65%)			31,638
Unemployment Comp (6.8%)			8,609
Workers Compensation			1,600
Payroll Admin Costs			350
Sub Total			<u>42,197</u>
Budget Amount			<u><u>455,770</u></u>

2% Performance Salary Increase

Current ING Plan

Executive Director	96,710.00
Sr. Plnr./IT Mgr.	51,000.00
Regional Planner	26,654.00
Regional Planner	25,038.00
Transportation Plnr.	41,365.00
Office Manager/Bkkp.	44,201.00
Transit Prog. Mgr.	41,000.00
Total	<u>325,968.00</u>
Employer portion (4%)	<u>13,038.72</u>
Administrative Cost	<u>1,000.00</u>
Total Budget Amount	<u><u>14,038.72</u></u>

## Budget Detail - Expenditures

Other Expenses		Budget Amount
Office Cleaning	4,200	
Carpet Cleaning	1,000	
		<hr/>
		5,200
D&O	2,600	
Liability	3,500	
Bonding	310	
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		6,410
Training/Workshops/Sem./Conf.		
GIS/Computer Analysis Training	5,500	
Transportation/Planning Training	5,000	
Meetings	5,000	
Miscellaneous	2,500	
		<hr/>
		18,000
Travel in State	18,000	
		<hr/>
		18,000
Telephone/Postage		
Telephone/Cell Phone	3,000	
Postage	2,000	
		<hr/>
		5,000
Equipment/Software Purchases		
ArcGIS one year	6,500	
SPSS Software	2,500	
CommunityViz	850	
McTrans Subscription (1 year)	1,750	
Antivirus	1,500	
Server	9,000	
QuickBooks/Payroll Upgrades	650	
Replacement Computer (2)	2,000	
Other Hardware/Software	2,000	
GPS Units	500	

## Budget Detail - Expenditures

### Other Expenses

		Budget Amount
Backup Drives	500	
Web Hosting	150	
		<hr/>
		27,900
Dues/Subscriptions		
APA Dues (5 members)	1,300	
COST	110	
CCM	100	
Chambers	1,500	
ICMA	706	
NARC	1,000	
CRPC	3,500	
HSEP	1,000	
Others	1,655	
Subscriptions	175	
Other	300	
		<hr/>
		11,346
Accounting/Legal		
Accounting	13,000	
Legal	2,500	
		<hr/>
		15,500
Service Contracts/Equipment Maint.		
Service Contract Copier	1,500	
Misc. Equipment/Rep./Maint.	2,000	
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		3,500
Miscellaneous		
Emp. Of the Quarter Program	400	
Holiday/Appreciation Dinner	2,000	
Other	3,600	
		<hr/>
		6,000

## Budget Detail - Expenditures

### Employee Insurances

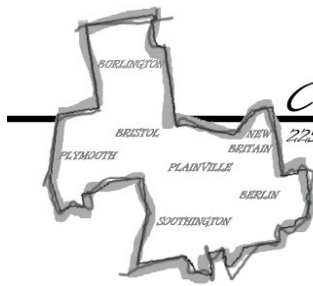
Health, RX & Dental	Class	Total Cost	Employee Cost	Agency Cost
Executive Director*	EE+1	16,875	1,267	15,608
Sr. Planner/IT Mgr.	EE	6,205	310	5,895
Transportation Plnr.	EE+1	14,274	1,122	13,152
Regional Planner	EE+1	14,562	1,023	13,539
Regional Planner	EE	4,788	239	4,549
Planner	Family	30,035	2,475	27,560
Office Manager/Bkkp	Family	30,035	2,475	27,560
Non-Coverage Allow		2,000	0	2,000
Medicare OFP		4,000	0	4,000
Total Budget Cost		<u>122,774</u>	<u>8,911</u>	<u>113,863</u>

\* Employee & Dependent on Medicare

Short Term Disability	Total Cost	Employee Cost	Agency Cost
Executive Director	850	85	765
Sr. Planner/IT Mgr.	250	25	225
Transportation Plnr.	485	49	437
Regional Planner	220	22	198
Regional Planner	220	22	198
Assistant Planner	220	22	198
Office Manager/Bkkp	293	29	264
Transit Program Mgr.	220	22	198
Total Budget Cost	<u>2,758</u>	<u>276</u>	<u>2,483</u>

Life Insurance 3,500

Total Budget Costs - Employee Insurances 119,846



MEMORANDUM

TO: Program, Finance and Personnel Committee  
FROM: Carl J. Stephani, Executive Director  
DATE: May 25, 2011  
FOR AGENDA: June 2, 2011  
SUBJECT: Authorization to start Planner Abigail St. Peter on June 13 instead of July 1

The Proposed FY2011-2012 Budget, which should be approved at the June 2<sup>nd</sup> Board meeting, includes a new Planner position, which will be assigned primarily to the Agency's Sustainable Communities Initiative project with the Hartford and Springfield Regional Planning Organizations, and other transportation-related work.

The individual to whom we have offered this position, Ms. Abigail St. Peter, will complete her Master's Degree in early June and would be able to report to work as early as June 13<sup>th</sup>. We have work waiting for her now on the Sustainable Communities project, as well as on other assignments, and adequate funds remain in our current budget to cover her if she were to start as of that date.

I do not have authority to hire her as a regular employee until July 1<sup>st</sup>, but I have advised her that she could report to work on June 13<sup>th</sup> and work thru June 30<sup>th</sup> as a "Temporary Employee" with no benefits for that period of time.

To simplify the paperwork on her position, I would like to hire her as a regular full-time employee on June 13<sup>th</sup>.

On that basis, it is my

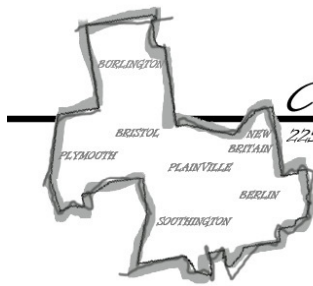
**RECOMMENDATION**

that your Committee

Authorize the Executive Director to hire the new Planner as a regular full-time position starting on Monday, June 13, 2011.

cc: Agency Board





## MEMORANDUM

TO: Program, Finance and Personnel Committee  
FROM: Carl J. Stephani, Executive Director

DATE: May 25, 2011

FOR AGENDA: June 2, 2011

SUBJECT: Incentive Housing Zone (IHZ) Workforce Housing Grant Program Update

When the IHZ program was initiated by the State Office of Policy and Management (OPM) a couple of years ago, we encouraged all of our towns to take advantage of the \$50,000 planning funds (later reduced to \$20,000) available thru it. Berlin, Bristol, New Britain, Plainville and Plymouth applied for, and received grants. Burlington and Southington advised us that they were not interested in the program. Berlin and New Britain completed their own affordable housing studies; Plainville and Plymouth contracted with us to complete their studies.

Bristol divided its project into two Phases:

Phase I - a workforce housing market analysis to be funded by the \$20,000 OPM IHZ grant; and,

Phase II - zoning ordinance amendments for areas identified for workforce housing, funded by \$20,000 from a portion of a larger State Downtown Development Grant given to Bristol at an earlier time.

The City signed an Intergovernmental Agreement with the Agency to complete Phase I, and was going to hire a consultant to complete Phase II. Upon further reflection, however, it seemed more logical to all parties to hire the University of Connecticut Center for Real Estate and Urban Economics ("Center") to do the workforce housing market analysis; and the CT OPM advised that they did not want their money used for the market analysis. It was then agreed by all parties to have Phase I (which was completed by the Center in August 2010) funded by the Bristol Downtown Development Grant.

That left Phase II to be completed with funding from the OPM grant. Since last August we have been in conversation with Bristol City staff to determine whether the City wanted to proceed with the project; and, if so, with whom. This is not a project the Agency is required to do. The City may wish to have Phase II of this project completed by the Agency, by another party, or not completed at all. That has always been up to the City.

We have not taken an advocacy role regarding Phase II of the City's project; when invited, we have offered our suggestions as to what approach we believe would be most fruitful, but we have not sought to promote or discourage the completion of Phase II of this project. Our relationships with our towns has been based on a service concept; we offer our services to the

extent we are able, but we have not in the past attempted to influence whether one of our towns takes up a project or does not. For example, we never pursued the towns of Burlington or Southington when they chose not to take advantage of the original IHZ grant funding. That was simply their decision. Similarly, if the City of Bristol wishes to pursue the completion of Phase II of their workforce housing project, we feel that is up to them.

On that basis, it is my

**RECOMMENDATION**

that your Committee

Direct staff to continue to make itself available to City of Bristol staff as they consider the completion of Phase II of the City's workforce housing project, but to avoid interjecting itself into the internal affairs of the City in this, and all similar situations.

cc: Agency Board