CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
225 N MAIN STREET, SUITE 304, BRISTOL CT 06010 • WWW.CCRPA.ORG • 860.589.7820(P) • 860.589.6950(F)

MEMORANDUM

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

DATE: August 8, 2011

FOR AGENDA: September 1, 2011

SUBJECT: FY2011-2012 Budget Amendment

On June 2, 2011, the Board adopted the Agency budget for FY2011-2012. Since that time a number of conditions have changed that suggest the following amendments.

REVENUES

1. Paratransit System Advertising increase from $100 to $5,000 - one contract has been signed which will provide us with $2,500 this year and another contract is in process of being completed. There may be other contracts during the year and each one will bring us a portion of $2,500 depending upon when they are signed. We had only budgeted a $100 revenue for this item.
2. Sustainable Communities reallocation from $33,333 to $41,163 - this three-year project, which involves three Regions (CCRPA, CRCOG, and Pioneer Valley, MA) was not able to start up as quickly as anticipated so the $11,111 we had budgeted last year was not expended. To more properly reflect the amount that we anticipate bringing in (and expending) on this project this year, we are recommending increasing the amount budgeted from this grant for this year by $7,830.

EXPENDITURES

1. Salaries - unemployment tax increase of $730. - We received notice after the budget was approved that the State is increasing unemployment insurance rates by .3%, in addition to imposing a special statewide assessment on all program participants. Statewide Unemployment benefit payouts have exceeded Unemployment system tax revenues since 2007. The Unemployment Trust Fund became insolvent on October 13, 2009, and the State needed to turn to the Federal Government to borrow the required funds. If it is to continue paying out benefits, it will need to borrow from the US Department of Labor again. The proceeds for the special assessment will pay the interested accrued on the borrowing. Our portion of the statewide special assessment this year is estimated at $730.
2. Equipment/Software Purchases - from $27,900 to $39,900, 4 radar-based traffic counters @$3,000 - we currently own four (tube) traffic counters, however, demand for traffic counts frequently outstrips the supply of counters. Four counters are required for a 4-way intersection, and for good data, counters should be installed for a minimum of one week. Therefore, we can only count one intersection per week). In case of failure of a unit during a 4-way intersection count, we do not have a backup counter. We are seeking

authority to purchase four new "radar" counters which are much safer to install and do not require associated disposables. The radar counters cost approximately $3,000 each, but will save a significant amount of staff time and eliminate the need for staff to haul around tubes, nails, plates, straps, sledge hammers, etc. and to hammer that smorgasbord of parts into the road. The new radar counters will pay for themselves in staff time savings, improve our capabilities, and vastly improve employee safety conditions. The cost for four new radar-based traffic counters will not exceed $12,000 and their purchase can be direct charged against our transportation planning grant.

The attached table indicates in hi-lighting the budget lines that would be changed if you approve this recommendation. On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board amend the FY2011-2012 Budget as indicated on the attached table.

cc: Agency Board

Attachment(s): Proposed Budget Amendment Sheet

Central Connecticut Regional Planning Agency
Fiscal Year 2011-2012

	ADOPTED BUDGET as of June 30, 2011	PROPOSED BUDGET for September 1, 2011
Revenues		
Municipal Contributions	91,500	91,500
Transportation Planning Grant	642,576	642,576
Paratransit Admin./Contractor	1,555,000	1,555,000
Paratransit System Advertising	100	5,000
SGIA	5,587	5,587
R5EPT	2,500	2,500
CEDS- Municipality	10,000	10,000
CEDS - USEDA	20,000	20,000
Pequabuck River Dam Removal	164,500	164,500
CERT Administrative	8,000	8,000
Sustainable Communities	33,333	41,163
Miscellaneous Revenues	1,000	1,000
Total Revenues	2,534,096	2,546,826
Expenses		
Salaries & Payroll Taxes	455,770	456,500
Retirement/Administration	14,039	14,039
Health/Life Insurance/ STD	119,846	119,846
D&O/Liability/Bonding Ins.	6,410	6,410
Accounting/Legal	15,500	15,500
Paratransit Contractor	1,465,000	1,465,000
Equipment Service Cont./Maint.	3,500	3,500
Equipment /Software Purchases	27,900	39,900
Rent	30,180	30,180
Office Cleaning	5,200	5,200
Telephone/Postage	5,000	5,000
Supplies	4,000	4,000
Training/Workshops/Sem./Conf.	18,000	18,000
Travel in State	18,000	18,000
Dues/Subscription	11,346	11,346
Publications	400	400
Advertising	3,000	3,000
CPC Referral Consultant	2,940	2,940
Pequabuck River Dam Removal	164,500	164,500
Miscellaneous Expenditures	6,000	6,000
Contingency	157,565	157,565
Total Expenses	2,534,096	2,546,826

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MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: July 28, 2011

FOR AGENDA: September 1, 2011

SUBJECT: Municipal Dues for FY2012-2013

The CCRPA was formed under Chapter 127 of the Connecticut Statutes which notes that "Any town, city or borough participating in a regional planning agency shall annually appropriate funds for the expenses of such agency in the performance of its purposes. Such funds shall be appropriated and paid in accordance with a dues formula established by the regional agency."

The Agency's formula for the calculation of its municipal dues assigns each jurisdiction a certain proportion of the total dues in the following way:

1. POPULATION: Half of the total amount of dues collected is calculated on the basis of the percentage of the Region's population in each jurisdiction. To calculate that amount for each jurisdiction, the total amount of dues to be collected is divided in half. That amount is then multiplied by the percentage of the Region's population in each member jurisdiction. For example, if our total municipal dues were $100,000, a town that had 25% of the Region's population would pay 25% of $50,000, or $12,500 for this portion of the formula. (The population percentages for each of the Region's cities/towns are noted in the attached table entitled "Municipal Dues Calculator"). The population figures used are the most recent estimates prepared by the Connecticut Office of Policy and Management
2. LAND AREA: A quarter of the total amount of dues collected is calculated on the basis of the percentage of the Region's land area in each jurisdiction. To make that calculation a procedure is followed that matches what was described in the preceding paragraph with the exception of the "half" being changed to a "quarter," and the multiplier being the percentage of land area.
3. GRAND LIST: Finally, a quarter of the total amount of dues collected is calculated on the basis of the percentage of the value of the Region's most recent Equalized Grand List in each jurisdiction as provided by the Connecticut Office of Policy and Management.

The attached table shows the results of the dues formula calculations for FY2012-2013, based on the same total $91,500 municipal dues that has been collected from the member municipalities for more than a decade. Individual member dues vary slightly each year as each town's proportion of the region's population and grand list totals change.

On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board approve FY2012-2013 municipal dues amounts noted in the attached Table.

cc: Agency Board Members

Attachment: FY12/13 "Municipal Dues Calculator"

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CCRPA MUNICIPAL DUE$ CALCULATIONS FOR FY 2012-2013

CCRPA Town List	Pop. Count July 1, 2010	Town's Percent of Region Pop.	Town Due$ Per Region Pop.	Assessment Year Oct. 1, 2008 to Sept. 30, 2009 Equalized Net Grand List	Town's Percent of Region ENGL	Town Due$ Per Region ENGL	Town Land in Square Miles	Town's Percent of Region Area	Town Due$ Per Square Miles	Town Total Due$ Fiscal 12/13	Town's Percent of CCRPA Due$	Town Total Paid Fiscal 11/12
Berlin	19,866	8.4%	$3,853	$3,211,952,015	13.4%	$3,064	26.5	16.2%	$3,705	**$10,622**	11.6%	$10,778
Bristol	60,477	25.6%	$11,730	$6,164,454,137	25.7%	$5,880	26.5	16.2%	$3,705	**$21,315**	23.3%	$21,581
Burlington	9,301	3.9%	$1,804	$1,300,774,610	5.4%	$1,241	29.8	18.2%	$4,167	**$7,211**	7.9%	$7,209
New Britain	73,206	31.0%	$14,199	$4,136,232,104	17.2%	$3,945	13.3	8.1%	$1,860	**$20,004**	21.9%	$19,683
Plainville	17,716	7.5%	$3,436	$2,219,047,278	9.3%	$2,117	9.9	6.1%	$1,384	**$6,937**	7.6%	$6,891
Plymouth	12,243	5.2%	$2,375	$1,153,756,485	4.8%	$1,100	21.7	13.3%	$3,034	**$6,509**	7.1%	$6,491
Southington	43,069	18.3%	$8,353	$5,796,798,062	24.2%	$5,529	35.9	21.9%	$5,020	**$18,902**	20.7%	$18,867
Total	235,878	100.0%	$45,750	$23,983,014,691	100.0%	$22,875	163.6	100.0%	$22,875	**$91,500**	100.0%	**$91,500**
			$45,750			$22,875			$22,875	**$91,500**		

Source: U.S Bureau of the Census

Source: CT. Office of Policy & Management

Source: CCRPA

Updated 6/18/09

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MEMORANDUM

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

DATE: July 29, 2011

FOR AGENDA: September 1, 2011

SUBJECT: Office Space Lease Agreement Extension

At its regular meeting on October 4, 2001, the Agency Board approved a lease agreement with The Carpenter Companies, for our current office space effective January 1, 2002, for three years -thru December 31, 2005 - at $9/sq. ft. with an option for three more years at $10/square feet. On October 2, 2003, that lease was amended to extend until December 31, 2010 at the $10/sq.ft. rate; and on June 5, 2008 the lease was extended again thru December 31, 2012, for the same cost.

Because finding alternative office space can be very time consuming, it is prudent to determine well before the expiration of a lease whether it is going to be extended.

This office space has worked out very well for us. On that basis, it is my

RECOMMENDATION
that your Committee
Recommend that the Agency Board authorize the Executive Director to sign the attached amendment to our office space lease agreement to extend the agreement thru December 31, 2018.

Attachments: 3rd Lease Amendment

cc: Agency Board

LEASE AMENDMENT

THIS LEASE AMENDMENT, made this ____ day of July, 2001, by and between **The Carpenter Realty Company** ("Lessor"), having its principal place of business at 67 Race Street, Bristol, Connecticut, and **Central Connecticut Regional Planning Agency** ("Lessee"), having its principal place of business at 225 North Main Street, Bristol, CT.

WITNESSETH:

WHEREAS, Lessor and Lessee entered into a certain lease dated October 31, 2001, as amended January 2001, and June 5, 2008, which commenced January 1, 2002, whereby Lessee leases from Lessor a certain premises located at "Building 26" so called with an address of 225 North Main Street, Suite number 304, Bristol Connecticut; and

Whereas, LESSOR and LESSEE desire to amend the Lease by increasing the length of the Lease term by 5 years, expiring on January 1, 2018;

NOW, THEREFORE, in consideration of the premises and mutual covenants in the original lease and contained herein, and other good and valuable consideration, the parties hereto agree as follows:

1. ARTICLE I, Reference, Data and Exhibits, Section 1.1 DATA shall be amended as follows:

PREMISES:	3018 square feet, Suite #304 Building 26, 225 North Main Street
LEASE TERM:	Five (5) Years
EFFECTIVE DATE:	January 1, 2013
ANNUAL FIXED RENT RATE: YEAR ONE- FIVE:	$10.00 per square foot, $30,180.00 per year, payable in equal monthly installments of $2,515.00
PERMITTED USES:	Service Offices
PUBLIC LIABILITY INSURANCE LIMITS:	Bodily Injury - $500,000 / $1,000,000 Property Damage - $100,000

Except as amended herein all terms and conditions of the Lease shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereof have executed this Lease Amendment as of the date above written.

Witness: **The Carpenter Realty Company**

_____ By:_____
Its: President

Witness: **Central Connecticut Regional Planning Agency**

_____ By:_____
Its: Executive Director

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MEMORANDUM

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

DATE: July 29, 2011

FOR AGENDA: September 1, 2011
SUBJECT: Amendment to the Adoption Agreement for the Employee "Non-Standardized Money Purchase Plan and Trust"

Over the past several months staff has been reviewing the retirement savings plan that the Agency offers its employees. For the past several years, the only individuals taking advantage of the Plan have been the Executive Director and the Office Manager. The retirement savings plan is intended to be an enticement to employees to stay with the Agency after they have garnered useful experience, but it has not been a very effective instrument.

The Plan requires that an employee be with the Agency for one complete year before being permitted to enroll. Once enrolled, an employee contributes 3% of salary and the Agency contributes 4%, which money is invested by the fund managing entity (the ING Life Insurance and Annuity Company) on behalf of the employee. In addition to requiring that an employee be employed by the Agency for one full year before joining, the Plan requires participation in the Plan for 10 years before the employee becomes fully vested; i.e. before the money contributed by the Agency (the 4%) along with the interest earned on those funds on behalf of the employee, becomes property of the employee. Employees can only join the plan in June. These extended time periods have discouraged employees from joining the Plan.

We want good employees to stay with the Agency, and we want the retirement savings plan to encourage that. Reducing the time required for an employee to qualify to join the Plan from one year to six months of continued full time employment, and the time required for "vesting" to five years would interest most of our employees in joining the Plan.

Making these changes would have some financial consequences to the Agency. For example, when an employee works for the Agency and does not join the retirement savings plan, the Agency avoids the 4% of that employee's salary which the Agency would have to contribute to the plan if the employee joined the plan. Also under the current plan, when an employee participates in the plan for 5 years and leaves, the employee only receives 50% of the amount the Agency has been contributing and respective interest earned on those funds. For a regional planner, for example, that would amount to approximately a total of $ 4,372 of Agency matched funds over a period of five years.

If the plan were to change as proposed, an employee leaving the Agency would receive the full amount of the Agency's contribution to the plan after working for the Agency for five years, which would be twice the amount the employee would receive under the current plan under the same circumstances.

If we were to change the "full vesting period" to five years, it would be consistent with that change to cut the interval between "open enrollment" periods to every six months, so employees could get into the plan earlier. Under the current plan an employee hired in August waits 12 months to complete their first year of employment, and another 10 months to get to the next available open enrollment period in June - for a total of 22 months before getting into the plan.

The objective of these changes is to make the employees' retirement savings plan more attractive to new employees as an enticement to stay with the Agency. They would cost the Agency and benefit shorter-term employees to some degree. On balance, it is my

RECOMMENDATION

that your Board

Approve amendments to the Agency's employee "Money Purchase Plan and Trust" that would offer an open enrollment period every six months, allow enrollment six months after full-time employment, and provide full vesting rights with five years participation in the Plan.

cc: Bessoni, Caruso

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MEMORANDUM

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

DATE: August 22, 2011

FOR AGENDA: September 1, 2011

SUBJECT: Budget and Transportation Planning Grant Carry-Over

Accounting and Unrestricted Net Assets

In the normal operation of the Agency we have funds that we collect and funds that we expend. In the background we are working with a cash reserve of funds that we have in the bank. Some of that cash is identified as "Unrestricted Net Assets" - funds which are not dedicated to any particular program, project, grant-match, or activity. On December 2, 2010, you adopted a policy which requires that if "Unrestricted Net Assets should fall below 10%, or rise above 20% of the annual budget, a special financial panel will be convened by the Chairman of the Governing Board to recommend what actions should be taken to correct the financial situation." Last year's Audit showed our Unrestricted Net Assets at $282,018, and our annual budget at that time was $2,076,932. We expect a similar result in our FY2011 Annual Audit and have no expectation of any concern over the Agency's Unrestricted Net Assets.

Our Unrestricted Net Assets could be considered our "rainy day fund." They are not addressed in the budget and are not anticipated to be spent in any given year, although they could be in case of an emergency. Our Unrestricted Net Assets over the past several years have remained relatively constant.

Unrestricted Net Assets						
FY2004	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010
$177,678	$176,186	$215,419	$210,174	$173,576	$224,257	$282,018

Budgeting and Transportation Planning Grant (TPG)

Because we are a Metropolitan Planning Organization (MPO) we are entitled each year to some portion of the gas tax money collected by the federal government. The amount we receive is determined by a series of complex formulas over which we have no control, but to receive it we are required to match 10% of it with locally raised funds (municipal dues).

This year we are entitled to a TPG of $642,576. That is the amount you can see in our budget for this revenue item. Although these TPG funds are available to us, we have never used 100% of them. Whatever we do not use is held for us by the state as a "carry-over" which we will be required to use two years hence. Thus, for this year, although the FY2012 Transportation Planning Grant (TPG) available to us is $642,576, before we start drawing upon that amount, we will be required to utilize our FY2009 carry-over of $196,512 (see table below). Our carry-over has steadily increased over the past several years. We are becoming concerned about that situation because there have been suggestions that the federal government could "sweep" these carry-overs from the MPOs. If that ever happened, our Region could stand to lose up to several hundred thousand dollars.

Part of the reason our TPG funds continue to accumulate annually is due to the way we do our budget. Although our budget shows the full amount of our TP grant as revenue, we include an expenditure line in our budget entitled "contingency" which prevents us from spending out all of our revenues, except in case of an emergency. That routine "set-aside" of a portion of the amount we expect to receive is not a proper use of the budget. We should be budgeting all of our revenues so that we can have access to them thru the year and avoid continuing to build up larger and larger TPG carry-overs. There is abundant demand for transportation planning work to be done to justify additional TPG expenditures. Furthermore, our Unrestricted Net Assets are always available to us to be brought into the budget and utilized in case of an emergency.

If we were to change the way we budget we could immediately have an additional $157,565 available in this year's budget to dedicate to transportation planning projects which would enable us to hire another regional or transportation planner to provide GIS support to our current planners, and, potentially, to advance the following additional projects:

- Signal timing optimization analysis to enable each of our towns to improve traffic flow.
- Development and submission of projects for Congestion Mitigation and Air Quality (CMAQ) funding (CMAQ can fund a wide variety of improvements, including sidewalks, bike paths, park and rides, bus and rail system improvements [capital and operating], park and rides, message signs, signal coordination, roundabouts, alternative and electric vehicle fueling/charging stations, and truck stop/rest area electric power).
- translation of our current flag-down bus system to fixed bus stops, as COGCNV recently did (identify optimal locations for bus stops and installation of signage).
- completion of a comprehensive analysis of our fixed-route bus system and recommend changes to improve service (such as through-routing, route simplification, schedule changes, and potential extensions to, e.g., Terryville/Southington/ Waterbury).

On that basis, it is my

RECOMMENDATION

that your Committee

Instruct staff to prepare an amendment to the FY2012 Agency Budget for next month's meeting that would eliminate the "Contingency" line and allocate the funds that would be made available by that action into the staffing lines to provide for the addition of a regional or transportation planner to the organization.

cc: Agency Board

Fiscal year 2012

EXPENDITURES BY SOURCE

Task	1	2	3	4	5	*Direct Costs*	**Total**
FHWA PL	$28,754.33	$79,074.42	$100,640.17	$28,754.33	$50,344.89	$8,893.86	**$296,462.00**
FTA	$7,585.13	$20,859.12	$26,547.97	$7,585.13	$13,280.53	$2,346.12	**$78,204.00**
Released FY09 PL	$19,060.02	$52,415.06	$66,710.07	$19,060.02	$33,371.47	$5,895.36	**$196,512.00**
State match	$6,925.01	$19,043.77	$24,237.53	$6,925.01	$12,124.74	$2,141.94	**$71,398.00**
Local match	$6,925.01	$19,043.77	$24,237.53	$6,925.01	$12,124.74	$2,141.94	**$71,398.00**
Total	$69,249.51	$190,436.14	$242,373.27	$69,249.51	$121,246.36	$21,419.22	**$713,974.00**

EXPENDITURES BY EMPLOYEE

Task	1		2		3		4		5					
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Total hr	Est. rate/hr	**Total cost**[12]	*Max. rate/hr*
Executive Director	100.00	$5,617.90	275.00	$15,449.24	350.00	$19,662.66	100.00	$5,617.90	175.00	$9,831.33	1000	$56.1790	**$56,179**	*$84*
Sr. Planner/IT Mgr.	165.00	$4,854.81	453.75	$13,350.72	577.50	$16,991.83	165.00	$4,854.81	288.75	$8,495.91	1650	$29.4231	**$48,548**	*$44*
Transportation Planner	182.00	$4,410.00	500.50	$12,127.49	637.00	$15,434.98	182.00	$4,410.00	318.50	$7,717.49	1820	$24.2307	**$44,100**	*$35*
Regional Planner	182.00	$4,410.00	500.50	$12,127.49	637.00	$15,434.98	182.00	$4,410.00	318.50	$7,717.49	1820	$24.2307	**$44,100**	*$33*
Regional Planner	182.00	$4,410.00	500.50	$12,127.49	637.00	$15,434.98	182.00	$4,410.00	318.50	$7,717.49	1820	$24.2307	**$44,100**	*$33*
Part-time Planner	65.00	$1,690.05	178.75	$4,647.64	227.50	$5,915.18	65.00	$1,690.05	113.75	$2,957.59	650	$26.0008	**$16,901**	*$33*
Office Mgr./Bookkeeper	58.40	$1,518.44	160.60	$4,175.72	204.40	$5,314.56	58.40	$1,518.44	102.20	$2,657.28	584	$26.0008	**$15,184**	*$39*
Transit Program Mgr.	113.80	$2,691.81	312.95	$7,402.47	398.30	$9,421.33	113.80	$2,691.81	199.15	$4,710.66	1138	$23.6538	**$26,918**	*$35*
Intern	42.50	$446.25	116.88	$1,227.19	148.75	$1,561.88	42.50	$446.25	74.38	$780.94	425	$10.5000	**$4,463**	*$16*
Subtotal	1,090.70	$30,049.25	2,999.43	$82,635.44	3,817.45	$105,172.38	1,090.70	$30,049.25	1,908.73	$52,586.19	10,907		$300,492.51	
BFO (110%)		$33,054.18		$90,898.98		$115,689.62		$33,054.18		$57,844.81			$330,541.76	
Direct Costs (3%)		$901.48		$2,479.06		$3,155.17		$901.48		$1,577.59			$9,014.78	
Reserved[13]		$5,048.27		$13,882.75		$17,668.96		$5,048.27		$8,834.48			$73,924.95	
Total		**$69,053.18**		**$189,896.24**		**$241,686.13**		**$69,053.18**		**$120,843.06**			**$713,974.00**	

[12] *Transportation program only.*

[13] *Reserved includes software, hardware, additional equipment, conferences, seminars, and training.*