



MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: September 23, 2011
FOR AGENDA: October 6, 2011
SUBJECT: FY2011-2012 Budget Amendment

At your last meeting we briefly discussed the use of the “contingency” line in the Agency’s annual budgets. As you may recall, at that time we distinguished between the contingency in the budget, and the accounting entry that shows our “unrestricted net assets.”

The title of the “contingency” line gives the impression that it indicates money that would be available in case of an emergency. That is not actually the case because the budget is based on forecasts; and, if anticipated revenues fail to materialize, even though there is a line in the budget for “contingency,” there may not be any actual money behind it.

Unrestricted net assets, on the other hand, are actual dollars in the bank which are not shown in our budgets. They are, generally speaking, dollars we have saved in past years by completing grant-funded projects for amounts less than what the amount of the grant brought us. Unrestricted net assets is what we would use, for instance, the state if the state changed its accounting procedures and could not pay us for a period of months - as has happened in the past from time to time. That is when we dip into our unrestricted net assets to pay our bills until such time as our regular income stream gets back up and running again, when we would replenish the amount we have as unrestricted net assets. Our unrestricted net assets are similar to the state’s “rainy day fund.”

The contingency line has been used by the Agency as a balancing line to bring the anticipated expenditure side of the budget up to the level of the anticipated revenues. Because the contingency amount has been basically held out of the budget over the years, we have been leaving a carry-over in our Transportation Planning Grant (TPG) ranging between \$100,000-200,000 - or even more - each year. As state and federal budgets continue to tighten, it may not be to our advantage to have such large amounts in our TPG carryover.

For federal and state accounting system reasons, our TPG carryover is not made available to us until three years after it is created. This year our TPG is \$642,576, which includes \$138,570 from our FY2008 carryover; the following table provides some other recent carryover history.

	Actuals					Estimates	
Fiscal Year	2005	2006	2007	2008	2009	2010	2011
Carryover	\$99,819	\$1 74,751	\$164,879	\$138,570	\$196, 512	\$270,762	\$242,587
Available	2008	2009	2010	2011	2012	2013	2014

It is time to terminate our use of a “contingency” line in the budget and to incorporate the funds that have been set aside there into our regular budgeting process so that we can further intensify our efforts to seek and obtain as many available transportation and other grants as possible, and complete other worthy projects (see attachment). We have reviewed this concept with our Auditor who is in full agreement with it.

The attached proposed FY2011-2012 Agency Budget amendment would accomplish that by distributing the funds that are currently in our contingency line into staffing and related budget lines, which could ultimately relate to the addition of up to two new planners with associated other expenditure line increases to accommodate them. What we are suggesting with this proposal is that, if the budget amendment is approved, we would be authorized to immediately bring another Planner onto the staff and hold a second Planner position in abeyance until such time as the Board would approve that action.

For convenience we have also included in this budget amendment an approximately \$7,000 increase in our revenue from the SGIA grant which we were advised of at a meeting on September 22, 2011. We had only budgeted \$5,000 for that grant on the basis of some earlier estimates.

On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board approve the proposed amendments to the FY2011-2012 Budget shown on the attachment, which would distribute the funds currently in the “contingency” line to other usable lines, increase the SGIA revenue line by \$6,954, and authorize the Executive Director to hire one additional Planner to enable the Agency to intensify its efforts to secure additional grant funding and complete worthy projects, such as those listed in an attachment to this memorandum.

cc: Agency Board
Maletta

Attachment: Proposed FY2011-2012 Budget Amendments
Potential assignments to be completed by additional Planner

September 23, 2011

TASKS TO ASSIGN TO AN ADDITIONAL STAFF PLANNER

Mapping, GIS, and statistical analysis
Portions of the new Regional Plan of Conservation and Development
Regional transit plan update
Busway station and trail access analysis
Regional dial-a-ride portal
Electronic highway sign plan
Congestion Mitigation and Air Quality (CMAQ) project development and submission
Brownfields project development and submission
Signal timing and optimization
Bristol Incentive Housing Zone plan and regulations
Plymouth Reservoir and Naugatuck River trail development
New England Trail Cooks' Gap crossing closure

TASKS CURRENTLY BEING PERFORMED BY STAFF WHICH COULD BE EXPEDITED WITH ASSISTANCE FROM AN ADDITIONAL PLANNER

UConn-Forestville design project
CCSU Transportation Demand Management strategy and campus access plan
Region's Economic Development District recognition application
Plainville West Broad street traffic study
STP and STP-Enhancement solicitations
STP-Enhancement project development
CMAQ project development
MPO appeals process revision
CMP data analysis and report
Pequabuck River Dam removal
Paratransit and dial-a-ride survey
Burlington scenic roads application
Burlington TIGER III application
Bus signage planning and installation
Multimodal signage, planning, and installation
Citizens' Emergency Response Teams
Community and Natural Resource Planning Program municipal education series
New Britain Urban Tree Canopy assessment and plan
Plymouth Reservoir PLHD land acquisition project
Zoning and subdivision referrals
Regional rail study
Route 6 widening project
Bristol Renaissance downtown project
School bus route optimization
Traffic counts (vehicles)
Traffic counts (pedestrians and cyclists)
Transit signal priority project
Server replacement

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

REVENUES

	9/1/2011	10/6/2011
	ADOPTED	PROPOSED
	FY2011-2012	FY2011-2012
	BUDGET	BUDGET
Municipal Contributions	\$91,500	\$91,500
Transportation Planning Grant	\$642,576	\$642,576
Paratransit Admin./Contractor	\$1,555,000	\$1,555,000
SGIA	\$5,587	\$12,541
CERT Administrative	\$8,000	\$8,000
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
Bristol IHZ	\$0	\$0
Sustainable Communities	\$41,163	\$41,163
Paratransit Advertising	\$5,000	\$5,000
Miscellaneous Revenues	\$1,000	\$1,000
Total Revenues	\$2,546,826	\$2,553,780

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

EXPENSES

	9/1/2011	10/6/2011
	ADOPTED	PROPOSED
	BUDGET	BUDGET
	FY2011-2012	FY2011-2012
Salaries & Payroll Taxes	\$456,500	\$549,688
Retirement/Administration	\$14,039	\$17,239
Health/Life Insurance/STD	\$119,846	\$175,362
D&O/Liability/Bonding Ins.	\$6,410	\$6,410
Accounting/Legal	\$15,500	\$17,500
Paratransit Contractor	\$1,465,000	\$1,465,000
Equipment Service Cont./Maint.	\$3,500	\$3,500
Equipment/Software Purch.	\$39,900	\$45,900
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	\$22,615
Dues/Subscription	\$11,346	\$11,346
Publications	\$400	\$400
CPC Referral Consultant	\$2,940	\$2,940
Advertising	\$3,000	\$3,000
Pequabuck River Dam Removal	\$164,500	\$164,500
Berlin/NB Solid Waste - RPI	\$0	\$0
Miscellaneous Expenditures	\$6,000	\$6,000
Contingency	\$157,565	\$0
Total Expenses	\$2,546,826	\$2,553,780