

MEMORANDUM

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

DATE: April 16, 2012

FOR AGENDA: May 5, 2012

SUBJECT: Nomination of Board Officers for FY2012-2013

Section V.B of the Agency's Bylaws states that: "Officers shall be chosen from duly appointed or elected representatives from different municipalities by vote of the Agency Board after nominations from the floor and from the PFP committee at the annual meeting."

The annual meeting will be held on June 7, 2012, and the PFP needs to submit its nominations at that meeting. The current officers are: Chair - John Pompei (Bristol) Vice Chair - Dennis Kern (Berlin) Treasurer - Rudy Cabata (Southington) Secretary - Don Naples (New Britain)

Past practice has been that after serving two terms, as these officers have, the Chair retires and the other officers "rotate upward" toward the Chairmanship. When that occurs, only the Secretary position needs to be filled by a "new" officer. If past practice is followed, next year's officers would be: Chair - Dennis Kern\* (Berlin) - Rudy Cabata\* (Southington) Treasurer - Don Naples (New Britain) Secretary - to be selected.

Our current Board Chair intends to retire, and the other current officers have all agreed to move "up" one seat, which would leave the Secretary position vacant. Nominations for Secretary may not be from the same town of another Board officer, which allows nominations for Secretary to come from either Burlington, Plainville, or Plymouth.

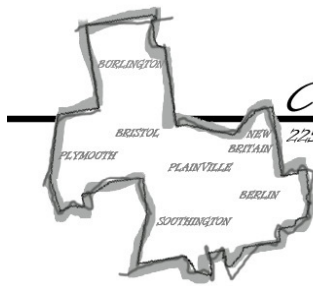
On that basis, it is my

**RECOMMENDATION**

that your Committee

Select a Board member from Burlington, Plainville, or Plymouth to nominate as next year's Board Secretary, and nominate the following other officers for FY2012-2013: Chair - Dennis Kern (Berlin) - Rudy Cabata (Southington) Treasurer - Don Naples (New Britain).

cc: Agency Board



**MEMORANDUM**

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

**DATE:** April 26, 2012

**FOR AGENDA:** May 5, 2012  
**SUBJECT:** FY2012-2013 Preliminary Budget

Since last month, staff has made a number of minor adjustments to the Preliminary FY2012-2013 Budget.

**REVENUES**

The only change to this side of the budget was to eliminate the \$1,000 for the CCSU University Center Project. Other than that, the attached version of the budget revenues remains the same.

**EXPENDITURES**

To reflect elimination of the CCSU University Center Project, the \$1,000 expenditure shown in the prior version of the budget which you reviewed last month has also been removed. In addition, staff has had concerns over the potential for a significant reduction in our federal transportation planning grant for the year after next (FY 2013-2014). We feel there is some need to be able to hold out of the budget enough funding so that, if we lost our carry-over funds during that year, we would still have enough to maintain our current staffing and programs.

To accomplish that goal, we are proposing in the attached budget that our Transportation Planner position be reduced to 1/2 time. The primary focus of this position, as noted in the classification description for the position, is on the "Statewide Transportation Improvement Program (STIP) and the Regional Transportation Improvement Program (TIP)." That function does not require more than the half-time attention of a Transportation Planner. That change would save us significantly on both salary and benefits, and would still allow us to quite adequately staff the function, with the assistance, if needed, of an Assistant Planner, or even an intern. We have discussed this change with the current incumbent who may be interested in continuing in the position on a part-time basis. That change would allow us to increase the "Special Projects/Consultants" line from \$28,963 to \$63,048, which is the line we would attempt to preserve in full to be utilized the following year if federal funding materializes as a problem. With that amount, even if we received no carryover funds in FY2013-2014, we could still maintain our current operations as they are.

No other changes to the version of the budget you reviewed last month are proposed. On that basis, it is my

**RECOMMENDATION**

that your Committee

Advise the staff regarding changes you would like made to the attached version of the budget before it is presented to you and the full Agency Board for adoption in June.

cc: Agency Board

Attachment(s): Preliminary FY2012-2013 Budget

**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY  
BUDGET FY 2012-2013**

**REVENUES**

	10/6/2011			6/30/2012
	ADOPTED	ACTUAL	Estimated	DRAFT
	FY2011-2012	FY 2011-2012	FY 2011-2012	FY 2012-2013
	BUDGET	as of 03/31/2012		BUDGET
Municipal Contributions	\$91,500	\$91,500	\$91,500	\$91,500
Transportation Planning Grant Carryover	\$196,512	\$196,512	\$196,512	\$271,290
Transportation Planning Grant	\$446,064	\$132,213	\$241,789	\$457,028
Paratransit -Contractor	\$1,465,000	\$1,188,910	\$1,586,699	\$1,545,069
Paratransit -Admin.	\$90,000	\$94,909	\$120,000	\$120,000
SGIA	\$12,541	\$12,541	\$12,541	\$12,541
CERT Administrative	\$8,000	\$1,600	\$8,000	\$8,000
R5EPT	\$2,500	\$757	\$2,500	\$3,000
CEDS - Municipality	\$10,000	\$10,000	\$10,000	\$20,000
CEDS - USEDA	\$20,000	\$19,423	\$19,423	\$0
Pequabuck River Dam Removal	\$164,500	\$82,250	\$82,250	\$82,250
Sustainable Communities	\$41,163	\$4,217	\$10,000	\$15,000
Paratransit Advertising	\$5,000	\$3,395	\$7,272	\$2,000
DEEP	\$0	\$0	\$0	\$8,000
Miscellaneous Revenues	\$1,000	\$924	\$1,500	\$1,000
<b>Total Revenues</b>	<b>\$2,553,780</b>	<b>\$1,839,151</b>	<b>\$2,389,986</b>	<b>\$2,636,678</b>

**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY  
BUDGET FY 2012-2013**

**EXPENSES**

	10/6/2011			6/30/2012
	ADOPTED	ACTUAL	Estimated	DRAFT
	BUDGET	as of 03/31/2012	FY 2011-2012	BUDGET
	FY2011-2012	FY 2011-2012		FY2012-2013
Salaries & Payroll Taxes	\$549,688	\$358,478	\$510,566	\$602,634
Retirement/Administration	\$17,239	\$6,931	\$10,060	\$18,533
Health/Life Insurance/STD	\$175,362	\$77,701	\$101,836	\$158,892
D&O/Liability/Bonding Ins.	\$6,410	\$5,071	\$5,500	\$7,000
Accounting/Legal	\$17,500	\$12,850	\$15,850	\$17,500
Paratransit Contractor	\$1,465,000	\$1,188,910	\$1,586,699	\$1,545,069
Equipment Service Cont./Maint.	\$3,500	\$3,492	\$3,500	\$5,000
Equipment/Software Purch.	\$45,900	\$27,886	\$30,000	\$30,300
Rent	\$30,180	\$22,635	\$30,180	\$30,180
Office Cleaning	\$5,200	\$2,500	\$3,000	\$5,200
Telephone/Postage	\$5,000	\$2,989	\$3,700	\$4,500
Supplies	\$4,000	\$1,112	\$1,800	\$3,800
Training/Workshops/Sem./Conf.	\$18,000	\$8,773	\$13,000	\$18,000
Travel in State	\$22,615	\$10,630	\$12,500	\$20,000
Dues/Subscription	\$11,346	\$5,877	\$10,000	\$11,446
Publications	\$400	\$128	\$250	\$400
CPC Referral Consultant	\$2,940	\$1,226	\$1,968	\$2,000
Advertising	\$3,000	\$466	\$1,000	\$3,000
Pequabuck River Dam Removal	\$164,500	\$5,939	\$40,000	\$82,250
Special Projects/Consultants	\$0	\$0	\$0	\$63,048
Miscellaneous Expenditures	\$6,000	\$4,888	\$5,850	\$7,926
<b>Total Expenses</b>	<b>\$2,553,780</b>	<b>\$1,748,482</b>	<b>\$2,387,259</b>	<b>\$2,636,678</b>

**Budget Detail - Expenditures  
Payroll and Taxes**

Title	FY11/12 Salaries	Changes	FY12/13 Salaries
1- Executive Director	98,644	5,129	103,773 **
1- Sr. Plnr/IT Mgr.	52,020	0	0
1 -Deputy Director	0	10,000	62,020 +
1 -Transportation Plnr.	42,840	2,228	0
1 -PT Transportation Plnr.	0	0	29,175
2 -Regional Planner	85,680	0	0
2 -Associate Planner	0	15,000	100,680 +
2 -Assistant Planner	80,000	4,160	84,640 **
1 -Assistant Planner- New	40,000	0	40,000
1 -Financial & Office Adm.	45,969	2,390	48,359 ** +
1 -Paratransit Coord.	36,000	0	36,000
3 - PT Aides (Intern)	10,823	0	40,438 +
Sub Totals	<u>491,976</u>	<u>38,908</u>	<u>545,085</u>

PT Aides - at \$15.per hour for 5 months

\*\* 2% performance and 3.2% CPI for a maximun potential of a 5.20% increase

+ Title change

Employer SS & Medicare portion (7.65%)	41,699
Unemployment Comp (6.80%)	13,260
Unemployment Special Assessment (\$40 x 11)	440
Workers Compensation	1,600
Payroll Admin Costs	550
Sub Total	<u>57,549</u>
Budget Amount	<u><u>602,634</u></u>

Current ING Plan

Executive Director	98,644
Deputy Director	52,020
Associate Planner	42,840
Associate Planner	42,840
Assistant Planner	40,000
Assistant Planner	40,000
Assistant Planner- New	40,000
Financial & Office Adm.	45,969
Paratransit Coord.	36,000
Total	<u>438,313</u>
Employer portion (4%)	<u>17,533</u>
Administrative Cost	<u>1,000</u>
Total Budget Amount	<u><u>18,533</u></u>

## Budget Detail - Expenditures

Other Expenses	Budget Amount
Office Cleaning	4,200
Carpet Cleaning	1,000
	<hr/>
	5,200
D&O	3,190
Liability	3,500
Bonding	310
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	7,000
Training/Workshops/Sem./Conf.	
GIS/Computer Analysis Training	5,500
Transportation/Planning Training	5,000
Meetings	5,000
Miscellaneous	2,500
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	18,000
Travel in State	20,000
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	20,000
Telephone/Postage	
Telephone/Cell Phone	3,000
Postage	1,500
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	4,500
Equipment/Software Purchases	
ArcGIS one year	7,100
Digitizer tablet	400
ID Printer	2,000
McTrans Subscription (1 year)	500
Air Quality Modeling	2,000
Projector (portable0	500
Plotter	10,000
QuickBooks/Payroll Upgrades	650
Replacement Computer (3)	3,000
Other Hardware/Software	4,000
Web Hosting	150
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	30,300
Dues/Subscriptions	
APA Dues (5 members)	1,300

## Budget Detail - Expenditures

<b>Other Expenses</b>		<b>Budget Amount</b>
COST	110	
CCM	100	
CEDAS	100	
Chambers	1,500	
ICMA	706	
NARC	1,000	
CRPC	3,500	
HSEP	1,000	
Others	1,655	
Subscriptions	175	
Other	300	
	<hr/>	11,446
<b>Accounting/Legal</b>		
Accounting	15,000	
Legal	2,500	
	<hr/>	17,500
<b>Service Contracts/Equipment Maint.</b>		
Service Contract Copier	2,500	
Misc. Equipment/Rep./Maint.	2,500	
	<hr/>	5,000
<b>Miscellaneous</b>		
Emp. Of the Quarter Program	600	
Holiday/Appreciation Dinner	2,000	
Other	5,326	
	<hr/>	7,926

## Budget Detail - Expenditures

### Employee Insurances

Health, RX & Dental	Class	Total Cost	Employee Cost	Agency Cost
Executive Director*	EE+1	17,358	1,115	16,243
Deputy Director	EE	6,876	344	6,532
Associate Planner	EE+1	15,990	1,123	14,867
Associate Planner	EE	6,876	344	6,532
Assistant Planner	EE	9,701	485	9,216
Assistant Planner	EE	5,253	263	4,990
Assistant Planner-New	Family	32,963	2,730	30,233
Paratransit Coord.	Family	32,963	2,730	30,233
Financial & Office Adm.	Family	32,963	2,730	30,233
Medicare OFP		4,000	0	4,000
Total Budget Cost		<u>164,943</u>	<u>11,864</u>	<u>153,079</u>

\* Employee & Dependent on Medicare

Short Term Disability	Total Cost	Employee Cost	Agency Cost
Executive Director	760	76	684
Deputy Director	250	25	225
Associate Planner	180	18	162
Associate Planner	180	18	162
Assistant Planner	180	18	162
Assistant Planner	180	18	162
Assistant Planner-New	280	28	252
Paratransit Coord.	280	28	252
Financial & Office Adm.	280	28	252
Total Budget Cost	<u>2,570</u>	<u>257</u>	<u>2,313</u>

Life Insurance 3,500

Total Budget Costs - Employee Insurances 158,892