



MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: February 1, 2013
FOR AGENDA: February 7, 2013
SUBJECT: FY2012-2013 Budget Amendment to add a line for \$10,000 from a U.S. EDA Grant for a Regional Disaster Recovery Plan, delete the Part-Time Transportation Planner, change an Associate Planner to Part-time, and add a new Assistant Planner position

Since the adoption of this year's budget on June 7, 2012, several changes have taken place - all of which are favorable to the Agency - that require amending the current year's budget.

REVENUES

On December 10, 2012, shortly after our last Board meeting, we were advised by the U.S. Economic Development Administration that we had received a \$170,742 grant for the preparation of a Regional Disaster Recovery Plan. That project will be completed over the next two and a half years, but we do want to begin work on it this year, which means we need to provide a line in the budget to allow us to accept funds for it. We do not expect to utilize more than \$10,000 dollars from the grant this year, and the attached proposed budget amendment sheets show that new revenue.

EXPENDITURES

On June 16, 2012, two weeks after this year's budget was adopted, our part-time Transportation Planner left the Agency, and his position was not re-filled. Instead, the work that he used to do has been re-assigned to one of our Assistant Planners, which has worked out very well. We are proposing to delete that position from this year's budget.

Furthermore, the personal situation of one of our Associate Planners has changed, and she has asked to become part-time.

To compensate for the elimination of the part-time Transportation Planner, and the reduction in hours of one Associate Planner, we will need to hire a new Assistant Planner.

All of these changes are reflected in the proposed budget sheets attached to this memorandum.

On that basis, it is my

RECOMMENDATION

that your Board

Approve the changes to the FY2012-2013 Agency Budget indicated on the attached budget spreadsheets, and the changes in payroll amounts (health and life insurance, unemployment compensation, etc.) which would be associated with them.

Attachments: Budget spreadsheets showing proposed amendments to the FY2012-2013 Budget

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

REVENUES

	6/7/2012	2/7/2013
	ADOPTED	PROPOSED
	FY 2012-2013	FY 2012-2013
	BUDGET	BUDGET
Municipal Contributions	\$91,500	\$91,500
Transportation Planning Grant Carryover	\$271,290	\$271,290
Transportation Planning Grant	\$457,028	\$457,028
Paratransit -Contractor	\$1,545,069	\$1,545,069
Paratransit -Admin.	\$120,000	\$120,000
SGIA	\$12,541	\$12,541
CERT Administrative	\$8,000	\$8,000
R5EPT	\$3,000	\$3,000
CEDS - Municipality	\$20,000	\$20,000
CEDS - USEDA	\$0	\$0
EDA Disaster Recovery	\$0	\$10,000
Pequabuck River Dam Removal	\$82,250	\$82,250
Sustainable Communities	\$15,000	\$15,000
Paratransit Advertising	\$2,000	\$2,000
DEEP	\$8,000	\$8,000
Miscellaneous Revenues	\$1,000	\$1,000
Total Revenues	\$2,636,678	\$2,646,678

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

EXPENSES

	6/30/2012	2/7/2013
	ADOPTED	PROPOSED
	BUDGET	BUDGET
	FY2012-2013	FY2012-2013
Salaries & Payroll Taxes	\$593,342	\$566,055
Retirement/Administration	\$18,533	\$18,533
Health/Life Insurance/STD	\$156,101	\$156,101
D&O/Liability/Bonding Ins.	\$7,000	\$7,000
Accounting/Legal	\$17,500	\$17,500
Paratransit Contractor	\$1,545,069	\$1,545,069
Equipment Service Cont./Maint.	\$5,000	\$5,000
Equipment/Software Purch.	\$30,300	\$30,300
Rent	\$30,180	\$30,180
Office Cleaning	\$5,200	\$5,200
Telephone/Postage	\$4,500	\$4,500
Supplies	\$3,800	\$3,800
Training/Workshops/Sem./Conf.	\$18,000	\$18,000
Travel in State	\$20,000	\$20,000
Dues/Subscription	\$11,446	\$11,446
Publications	\$400	\$400
CPC Referral Consultant	\$2,000	\$2,000
Advertising	\$3,000	\$3,000
Pequabuck River Dam Removal	\$82,250	\$82,250
Special Projects/Consultants	\$75,132	\$112,418
Miscellaneous Expenditures	\$7,926	\$7,926
Total Expenses	\$2,636,678	\$2,646,678

**Budget Detail - Expenditures
Payroll and Taxes**

Title	FY12/13 Salaries Adopted	FY12/13 Salaries Proposed
1- Executive Director	102,590	102,590
1 -Deputy Director	62,020	62,020
1 -PT Transportation Plnr.	22,277	0
1-Associate Planner	50,340	50,340
1-Associate Planner PT	50,340	31,375
2 -Assistant Planner	83,200	83,200
1 -Assistant Planner	40,000	40,000
1-Assistant Planner- new	0	13,334
1 -Office & Financial Adm.	47,808	47,808
1 -Paratransit Coord.	40,000	40,000
3 - PT Aides (Intern)	40,438	40,438
Sub Totals	539,013	511,105