



MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: March 13, 2013
FOR AGENDA: April 4, 2013
SUBJECT: Draft FY2013-2014 Budget

The attached draft budget is divided into two sections: Revenues and Expenditures. Highlights for the budget are reviewed below.

REVENUES

Planning Grant Carryover - Next year's revenues look very similar to this years with a few exceptions. In the past we have always been able to budget unexpended funds from prior years' Transportation Planning Grants. Because of a unique accounting procedure ConnDOT is implementing this year, those funds will not be available to us next year. We will not lose our prior years' carryover; it will just not be available to us next year. That will work fine for us because next year we have other grants that will fill in for us.

SGIA - Since the 1970s, shortly after the Agency was organized, we have received a State-Grant-in-Aid (SGIA) of funds we could use to fund virtually any of our activities. Although next year's State Budget is not settled yet, the attached Draft Budget for next year does not assume we will receive any SGIA funds. If SGIA funding is forthcoming we will add them to the final budget the Board will adopt in June.

Other Grants - Grants for the Pequabuck River Dam Removal, Sustainable Communities, Urban Forestry, Disaster Recovery, GIS Mapping, and Urban Oaks are being utilized as programmed by the grant documents and all of those projects are on-schedule and within budget. Revenue from paratransit advertising has been sporadic so we have proposed budgeting a very conservative amount from that source.

EXPENDITURES

Salaries - In conformance with what we have recommended in past budgets, we have included a 2% COLA in the attached draft budget based on the US DOL Northeast "Urban" CPI (see attachment), and a 2% performance increase. We are also recommending a number of re-classifications. Those positions being re-classified would not receive either performance or COLA increases.

In terms of staffing, because of the incumbent's proven ability to carry projects (e.g. Comprehensive Economic Development Strategy) to completion with minimal supervision, the budget provides for re-classifying our full-time Associate Planner to a Senior Planner position (see classification description attached). In addition, the budget provides for two of our four most experienced Assistant Planners to be re-classified as Regional Planners, the next step up in the professional progression. The incumbents have assumed lead responsibility for our Transportation Planning and Paratransit Programs, have the requisite years of experience, and have ably demonstrated the independence of action and judgement traditionally exercised by Regional Planners.

We have assumed a 10% increase in our health insurance rates as a "place holder" in the budget and will refine that figure when we receive a more accurate estimate from our insurance provider.

On that basis, it is my

RECOMMENDATION

that your Committee

Review the attached draft FY2013-2014 Budget in anticipation of approving a proposed budget next month to recommend to the Agency Board for approval by the Board on June 6, 2013.

cc: Agency Board

Attachment: Draft FY2013-2014 Budget
US DOL CPI Table, All Consumers, Northeast Urban Areas
Draft Senior Planner Classification Description

**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
BUDGET FY 2013-2014**

REVENUES

	Adopted	Actual	Estimated	Draft
	Budget	as of	Year End	Budget
	FY2012-2013	2/28/2013	FY 2012-2013	FY 2013-2014
Municipal Contributions	\$91,500	\$91,500	\$91,500	\$91,500
Transportation Planning Grant Carryover	\$271,290	\$271,290	\$271,290	\$0
Transportation Planning Grant	\$457,028	\$138	\$224,087	\$457,028
Paratransit -Contractor	\$1,545,069	\$1,074,409	\$1,639,445	\$1,545,069
Paratransit -Admin.	\$120,000	\$84,074	\$120,000	\$120,000
SGIA	\$12,541	\$12,517	\$12,517	\$0
CERT Administrative	\$8,000	\$7,903	\$7,903	\$8,000
R5EPT	\$3,000	\$1,356	\$2,500	\$2,800
CEDS - Municipality	\$20,000	\$20,000	\$20,000	\$20,000
Pequabuck River Dam Removal	\$82,250	\$0	\$0	\$82,250
Sustainable Communities	\$15,000	\$0	\$20,000	\$75,000
Paratransit Advertising	\$2,000	\$4,965	\$3,000	\$500
DEEP - Urban Forestry	\$8,000	\$0	\$8,000	\$0
EDA Disaster Recovery	\$10,000	\$0	\$10,000	\$85,000
RPI GIS Mapping	\$25,000	\$25,000	\$25,000	\$74,670
FMPP - Urban Oaks	\$0	\$0	\$0	\$70,533
Miscellaneous Revenues	\$1,000	\$859	\$1,000	\$1,000
Total Revenues	\$2,671,678	\$1,594,011	\$2,456,242	\$2,633,350

**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
BUDGET FY 2013-2014**

EXPENSES

	Adopted	Actual	Estimated	Draft
	Budget	as of	Year End	Budget
	FY2012-2013	2/28/2013	FY 2012-2013	FY2013-2014
Salaries & Payroll Taxes	\$566,055	\$344,043	\$520,171	\$596,680
Retirement/Administration	\$18,533	\$10,263	\$14,353	\$22,882
Health/Life Insurance/STD	\$156,101	\$65,760	\$94,818	\$138,738
D&O/Liability/Bonding Ins.	\$7,000	\$5,739	\$7,000	\$7,810
Accounting/Legal	\$17,500	\$8,562	\$15,000	\$17,500
Paratransit Contractor	\$1,545,069	\$1,073,435	\$1,639,445	\$1,545,069
Equipment Service Cont./Maint.	\$5,000	\$697	\$1,917	\$5,000
Equipment/Software Purch.	\$30,300	\$13,142	\$15,000	\$14,701
Rent	\$30,180	\$20,120	\$30,180	\$30,180
Office Cleaning	\$5,200	\$2,071	\$5,200	\$6,000
Telephone/Postage	\$4,500	\$3,212	\$4,500	\$4,000
Office Furniture/Cabinet	\$0	\$0	\$0	\$3,000
Supplies	\$3,800	\$1,122	\$2,200	\$3,000
Training/Workshops/Sem./Conf.	\$18,000	\$6,971	\$15,000	\$16,000
Travel in State	\$20,000	\$8,498	\$15,000	\$15,000
Dues/Subscription	\$11,446	\$5,623	\$11,446	\$12,010
Publications	\$400	\$137	\$400	\$400
CPC Referral Consultant	\$2,000	\$0	\$0	\$300
Advertising	\$3,000	\$209	\$1,350	\$2,000
Pequabuck River Dam Removal	\$82,250	\$20,756	\$28,500	\$42,250
RPI GIS Mapping	\$25,000	\$0	\$25,000	\$74,670
FMPP Urban Oaks	\$0	\$0	\$0	\$68,033
Special Projects	\$112,418	\$0	\$0	\$0
Miscellaneous Expenditures	\$7,926	\$6,247	\$7,500	\$8,127
Total Expenses	\$2,671,678	\$1,596,607	\$2,453,980	\$2,633,350

Budget Detail - Expenditures

Payroll and Taxes

<u>Title</u>	<u>FY12/13</u> <u>Salaries</u>	<u>Changes</u>	<u>FY13/14</u> <u>Salaries</u>
Executive Director (1)	102,590	4,104	106,694 *
Deputy Director (1)	62,020	2,481	64,501 *
Sr. Planner (1)	0	7,000	57,340
Associate Planners (1.5 reduced to .5)	81,715	0	31,395 **
Regional Planners (2)	0	8,000	91,200
Assistant Planners (4 reduced to 2)	136,534	3,200	83,200 *
Financial & Office Adm.(1)	47,808	1,912	49,720 *
Paratransit Coord.(1)	40,000	1,600	41,600 *
PT Aides (Intern)	40,438	0	14,401 +
Sub Totals	511,105	28,297	540,051

*2% for COLA, 2% for performance increase = 4% total

**\$28.75 x 21. hrs wkly x 52 weeks

+ PT Aides at \$15. per hour

Employer SS & Medicare portion (7.65%)	41,309
Unemployment Comp (6.80%)	12,240
Unemployment Special Assessment (\$40 x 11)	480
Workers Compensation	1,800
Payroll Admin Costs	800
Sub Total	56,629
Budget Amount	596,680

Money Purchase Option Plan

Executive Director	106,694
Deputy Director	64,501
Sr. Planner	57,340
Associate Planner	30,648
Regional Planner	45,600
Regional Planner	45,600
Financial & Office Adm.	49,720
Paratransit Coord.	41,600
Assistant Planner	41,600
Assistant Planner	40,000
Total	523,303
Employer portion (4%)	20,932
Administrative Cost	1,950
Total Budget Amount	22,882

Budget Detail - Expenditures

Other Expenses		Budget Amount
<u>Office Cleaning</u>		
Office Cleaning	3,500	
Carpet Cleaning	2,500	
	<hr/>	6,000
<u>Office Furniture/Cabinets</u>		3,000
<u>D&O/Liability/Bonding Insurances</u>		
D&O	4,000	
Liability	3,500	
Bonding	310	
	<hr/>	7,810
<u>Training/Workshops/Sem./Conf.</u>		
GIS/Computer Analysis Training	3,000	
Transportation/Planning Training	5,000	
Meetings	5,000	
Miscellaneous	3,000	
	<hr/>	16,000
<u>Travel in State</u>	15,000	
	<hr/>	15,000
<u>Telephone/Postage</u>		
Telephone/Cell Phone	2,500	
Postage	1,500	
	<hr/>	4,000
<u>Equipment/Software Purchases</u>		
ArcGIS one year	7,100	
McTrans Subscription (1 year)	700	
QuickBooks/Payroll Upgrades	751	
Replacement Computer (2)	2,800	
Other Hardware/Software	3,200	
Web Hosting	150	
	<hr/>	14,701

Budget Detail - Expenditures

Other Expenses		Budget Amount
<u>Dues/Subscriptions</u>		
APA Dues (5 members)	1,500	
COST	110	
CCM	100	
CEDAS	100	
Chambers	1,500	
ICMA	706	
NARC	1,000	
CRPC	3,500	
HSEP	1,000	
Others	1,119	
Subscriptions	175	
Other	1,200	
	<hr/>	12,010
 <u>Accounting/Legal</u>		
Accounting	15,000	
Legal	2,500	
	<hr/>	17,500
 <u>Service Contracts/Equipment Maint.</u>		
Service Contract Copier	2,500	
Misc. Equipment/Rep./Maint.	2,500	
	<hr/>	5,000
 <u>Miscellaneous</u>		
Emp. Of the Quarter Program	600	
Holiday/Appreciation Dinner	2,000	
Other	4,900	
	<hr/>	7,500

Budget Detail - Expenditures

Employee Insurances

<u>Health, RX & Dental</u>	Class	Total Cost	Employee Cost	Agency Cost
Executive Director*	EE+1	17,490	1,308	16,182
Deputy Director	EE	7,558	378	7,180
Sr. Planner	EE	7,558	378	7,180
Regional Planner	EE	10,671	534	10,137
Regional Planner	EE	5,770	288	5,481
Financial & Office Adm.	Family	39,998	3,168	36,831
Paratransit Coord.	EE	5,770	288	5,481
Assistant Planner	EE	11,848	592	11,256
Assistant Planner-new	Family	28,224	2,293	25,931
Health Ins Allow.**		3,140	0	3,140
Medicare OFF		4,000	0	4,000
Total Budget Cost		142,026	9,227	132,799

* Employee & Dependent on Medicare

** savings of \$17,310

Short Term Disability	Total Cost	Employee Cost	Agency Cost
Executive Director	760	76	684
Deputy Director	280	28	252
Sr. Planner	280	28	252
Associate Planner	210	21	189
Regional Planner	180	18	162
Regional Planner	180	18	162
Financial & Office Adm.	280	28	252
Paratransit Coord.	180	18	162
Assistant Planner	180	18	162
Assistant Planner-new	180	18	162
Total Budget Cost	2,710	271	2,439
Life Insurance			3,500
Total Budget Costs - Employee Insurances			138,738



Databases, Tables & Calculators by Subject

FONT SIZE:

Change Output Options: From: To:

include graphs

[More Formatting Options](#)

Data extracted on: January 23, 2013 (1:05:22 PM)

Consumer Price Index - All Urban Consumers

12-Month Percent Change

Series Id: CUUR0100SA0, CUUS0100SA0

Not Seasonally Adjusted

Area: Northeast urban

Item: All items

Base Period: 1982-84=100

Download: .xls

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2002	1.5	1.8	1.8	2.0	1.7	1.3	1.8	2.3	2.4	2.6	2.8	2.9	2.1	1.7	2.5
2003	3.0	3.0	3.2	2.6	2.7	2.7	2.8	2.6	2.9	2.9	2.6	2.8	2.8	2.8	2.7
2004	2.8	2.7	2.9	3.5	3.7	4.3	3.9	3.4	3.2	3.6	3.8	3.6	3.5	3.3	3.6
2005	3.4	3.5	3.7	3.8	3.2	2.5	3.4	3.8	4.8	4.4	3.7	3.5	3.6	3.4	4.0
2006	4.1	3.9	3.3	3.8	4.6	5.1	4.6	4.5	2.6	1.7	2.3	3.0	3.6	4.1	3.1
2007	2.3	2.4	2.6	2.2	2.3	2.3	2.0	1.6	2.4	3.1	4.0	3.8	2.6	2.3	2.8
2008	3.9	4.0	3.9	3.9	4.3	5.0	5.7	5.5	5.2	4.0	1.7	0.7	4.0	4.2	3.8
2009	0.5	0.7	0.2	-0.1	-0.8	-1.2	-1.9	-1.2	-0.7	0.2	2.0	2.8	0.0	-0.1	0.2
2010	3.0	2.5	2.6	2.5	2.6	1.7	1.6	1.4	1.2	1.5	1.5	1.6	2.0	2.5	1.5
2011	1.6	2.0	2.5	2.8	3.2	3.4	3.6	3.8	4.0	3.6	3.2	2.9	3.0	2.6	3.5
2012	2.9	2.8	2.5	2.3	1.7	1.5	1.1	1.3	1.7	1.9	1.8	1.8	2.0	2.3	1.6

TOOLS

- [Areas at a Glance](#)
- [Industries at a Glance](#)
- [Economic Releases](#)
- [Databases & Tables](#)
- [Maps](#)

CALCULATORS

- [Inflation](#)
- [Location Quotient](#)
- [Injury And Illness](#)

HELP

- [Help & Tutorials](#)
- [FAQs](#)
- [Glossary](#)
- [About BLS](#)
- [Contact Us](#)

INFO

- [What's New](#)
- [Careers @ BLS](#)
- [Find It! DOL](#)
- [Join our Mailing Lists](#)
- [Linking & Copyright Info](#)

RESOURCES

- [Inspector General \(OIG\)](#)
- [Budget and Performance](#)
- [No Fear Act](#)
- [USA.gov](#)
- [Benefits.gov](#)
- [Disability.gov](#)

POSITION DESCRIPTION

TITLE: Senior Planner

Minimum Knowledge/Qualifications:

Master's degree from an accredited college in city or regional planning, or a related field, and two years' planning experience; or a Bachelor's degree and three or more years of planning experience; supervisory experience; one year of GIS experience; working knowledge of Windows and network administration; other combinations of education and experience which may be judged equivalent by the Executive Director.

General Duties:

- Strategic planning - Develops, reviews, maintains, collects and analyzes data, updates and manages strategic plans and associated processes, including, but not limited to, the Regional Comprehensive Economic Development Strategy
- Environmental planning - Develops, reviews, maintains, collects and analyzes data, updates, and manages environmental planning initiatives and associated processes
- Special projects - Develops, manages, undertakes, and completes special projects, such as development studies, environmental analyses, and transit/transportation studies, and applies for related grants; assists other staff members in the completion of special projects
- Grant writing - Independently researches funding opportunities, develops proposals on behalf of the agency, and applies for grants in support of regional projects
- IT - Assists in the maintenance, planning/budgeting for, and upgrading of the Agency's information systems, including the Agency's web site and GIS database; provides assistance to other staff with GIS projects and IT support; diagnoses and corrects problems; assists with the implementation of other electronic initiatives, such as participation techniques (e.g. crowdsourcing, etc.), mapping; posts materials to the Agency's website
- Outreach and coordination: Serves as the official Agency representative on various boards and committees, as assigned by the Executive Director; serves as staff to and manages Agency public committees or stakeholder groups; participates in internal (Agency) and external (partner) meetings, and co-ordinates planning, and management processes with local, regional, and state/federal entities
- Other duties: Prepares RFPs/RFQs, and assists with drafting, managing, and verifying compliance with consultant contracts; coordinates data collection, and prepares reports, analyses, maps, presentations, online documents, and other materials; contributes to the Agency's Annual Report, Newsletter, etc; other duties as assigned

Special/Knowledge/ Skills/Abilities:

- Research, analysis, and organizational skills, including expertise in GIS and data analysis
- Ability to think critically and to communicate ideas persuasively in both oral and written form
- Ability to independently develop and complete special projects
- Ability to work independently, and flexibly to take on additional roles or responsibility when necessary
- Knowledge of and familiarity with contemporary problems, solutions, practices, and trends in local and regional planning; economic development; environmental management; transportation; and relevant local, state, and federal policy
- Ability to touch-type at least 40 wpm, and demonstrated proficiency in Microsoft Office, including Word, PowerPoint, Excel, Access, and Outlook; ArcGIS; and presentation, graphics, and web design software
- Physical and legal ability to travel from site to site and carry out all assigned duties

Supervised by: Deputy Director

Supervision exerted: Planning aide(s)