



FTZ #121

CAPITAL DISTRICT REGIONAL PLANNING COMMISSION

ONE PARK PLACE, SUITE 102, ALBANY, NY 12205

TEL: 518/453-0850

FAX: 518/453-0856

WEB SITE AT <http://cdrpc.org>

E-MAIL: cdrpc@cdrpc.org

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MEMORANDUM

To: Mike Franchini, Executive Director, CDTC

From: Rocky Ferraro, Executive Director

Date: October 28, 2014

Re: Proposed 2014-15 PL Budget Amendment

The Capital District Regional Planning Commission is requesting an amendment to the 2014-15 PL Budget to permit up to \$10,000 to be expended under the contractual line item. An equal sum will be subtracted from the Direct Labor, Fringe Charges, and Indirect Charges Category resulting in no net change to the budget.

The purpose for the requested budget amendment is due to a staff change at CDRPC. The primary staff person assigned to prepare the projections, David Wardle, is leaving CDRPC effective November 15th. In order to complete the employment projections in a timely manner, CDRPC would like to hire a consultant to finish the task. It is unclear at this time the exact amount that will be needed; it is dependent upon how much additional work David can accomplish on this specific task prior to his departure.

I appreciate your attention to this matter. Please let me know if you need any additional information from me regarding the proposed budget amendment.