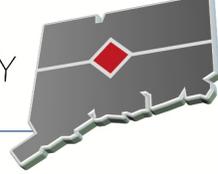


February 2010
CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
FINANCIAL REPORT AND CASH FLOW STATEMENT

REVENUES	Budget	Current Month	Year To Date	Balance	% Received
Paratransit Administration/Contractor	990,000	97,790	717,124	272,876	72.44%
Paratransit Advertising	1,000	0	0	1,000	0.00%
Transportation Planning Grant	600,923	22,043	143,623	457,300	23.90%
Municipal Contributions	91,500	0	91,500	0	100.00%
Miscellaneous Revenues	4,200	238	34,079	-29,879	811.40%
CEDS - USEDA	64,000	16,000	16,000	48,000	25.00%
CEDS - Municipality	40,000	0	40,000	0	100.00%
CERT	8,000	0	5,467	2,533	68.34%
SGIA	1,000	0	0	1,000	0.00%
Hazard Mitigation	1,000	0	0	1,000	0.00%
Berlin/NB Solid Waster - RPI	255,160	15,397	191,194	63,966	74.93%
Pequabuck River Dam	100,000	0	50,000	50,000	50.00%
R5EPT	2,000	1,739	2,000	0	100.00%
Budgeted Revenues	2,158,783	153,207	1,290,988	867,795	59.80%
66.00% completed					
EXPENDITURES	Budget	Current Month	Year To Date	Balance	% Used
Salaries/Payroll Taxes/Workers Comp.	409,425	26,297	246,497	162,928	60.21%
Retirement/Administration	16,159	473	7,118	9,041	44.05%
Health/Life & ST Disability Insurance	111,883	6,815	75,996	35,887	67.92%
Directors & Officers/Liability/Bonding Ins.	5,000	0	5,000	0	100.00%
Accounting/Legal	12,560	0	9,000	3,560	71.66%
Paratransit Contractor	910,000	88,384	636,550	273,450	69.95%
Equipment Service Contracts/Maintenance	5,500	546	1,776	3,724	32.29%
Equipment/Software Purchases	28,800	132	10,580	18,220	36.74%
Rent	30,016	2,515	19,956	10,060	66.48%
Office Cleaning	3,800	250	2,250	1,550	59.21%
Office Renovations	1,500	0	1,500	0	100.00%
Telephone/Postage	6,500	0	3,000	3,500	46.15%
Supplies	9,500	461	2,033	7,467	21.40%
Conferences	4,500	0	1,202	3,298	26.71%
Training/Workshops/Seminars	4,700	0	1,245	3,455	26.49%
Travel in State/Meetings/Forums	11,000	400	8,947	2,053	81.34%
Dues/Subscriptions	11,326	0	4,226	7,100	37.31%
Publications	300	0	0	300	0.00%
Advertising	4,000	0	531	3,469	13.28%
Pequabuck River Dam	90,000	0	2,360	87,640	2.62%
Berlin/NB Solid Waster - RPI	251,964	15,397	191,194	60,770	75.88%
Miscellaneous Expenditures	9,400	358	4,574	4,826	48.66%
Contingency	220,950	0	0	220,950	0.00%
Budgeted Expenses	2,158,783	142,028	1,235,535	923,248	57.23%
CASH ON HAND					
Checking Acct. Balance - BOA				124,341	
CT State Treas.Short-Term Investment Fund				4,123	
Money Market - BOA				20,618	
CD - Valley Bank				98,486	
CD - Thomaston Savings Bank				99,459	
CD - Webster Savings Bank				97,766	
CD - BOA				110,849	
	TOTAL CASH ON HAND			555,642	



MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: March 22, 2010

FOR AGENDA: April 1, 2010

SUBJECT: Funding CPC Staff Work

At the last Agency Board meeting it was noted that as a result of the elimination of the \$60,000 OPM State Grant-in-Aid for reviewing zoning/subdivision/land use referrals, the CPC is receiving referral reviews that are not as in-depth as they had been in the past. In response staff offered to prepare an analysis of the budget impacts of the loss of the SGIA in terms of how many hours the Agency has available to expend on "General Fund" efforts (i.e. work funded by something other than a particular grant).

The Agency's funding picture is actually very simple. We receive the following two types of money (using this year's budgeted amounts as an example):

1. General Fund money - this amounts to \$84,200 which we can use for whatever we wish and consists of our municipal dues (\$80,000), and some "miscellaneous" revenue (\$4,200 - virtually entirely interest earned)
2. Grant Fund money - money that can only be spent for a specific grant-defined purpose.

We don't receive any other money. In addition, some of our grants require a General Fund match. The largest one of these is our Transportation Planning grant (\$600,923) which requires a 10% match (\$60,092). With the required match taken out, we have approximately \$24,000 for General Fund supported work for the year - about \$2,000 per month which we can use to fund the time that our staff

spends on any thing which is not related to a grant project. At \$47.29 per hour for a Regional Planner (including Burden, Fringe, and Overhead [BFO], at 110%), for example, that would allow a Regional Planner to spend a total of 9.75 hours a week on work not directly associated with one or another of our grants.

For the past several months of this fiscal year those 9.75 hours have been spread around quite widely. They have been used to buy time to complete zoning/land use referrals, but also have been used to allow staff to prepare grant applications (e.g. the Incentive Housing Zone projects before they were funded by their own grants), and participate in such activities as the meetings of the Pequabuck River Watershed Association, Capital Workforce Partners Workforce Investment Board, Regional Brownfields Partnership of West Central Connecticut, and numerous others (see attachment). They have also been used to fund time with legislators advocating programs/projects/activities of importance to the Region (e.g. Legislative Task Force on Smart Growth), and for attendance at workshops, seminars, and trainings that do not directly relate to any particular grant project.

In prior years, in addition to the General Fund money that was used to fund all the work noted above, we had the SGIA money. As a result, on average with the SGIA and General Fund in 2003/2004, 2004/2005, and 2005/2006, for example, we funded our Senior Planner Margus Laan 11½, 9, and 10 hours per week, respectively, to work on zoning/land use referrals (average 10 hrs./wk.). For that reason Margus was able to complete a thorough analysis of each referral when he was here.

Because of the reduced amount of funding available, until the March 4th Agency Board meeting I had directed Michael Tonelli, the Regional Planner assigned to the zoning/land use referrals, to limit the amount of time spent on referrals to approximately 2 hours a week, so that we would have General Funds available to take care of the other General Fund supported work that we do. This month, in response to concerns expressed by the CPC, I have authorized him to charge up to 8 hours per week on referrals. We can only sustain that level of investment for a month or two if we are to continue to do any other work supported by the General Fund.

There are a number of alternative ways to deal with this situation:

1. Continue to allow referrals to consume up to 8 hours/week and curtail virtually all other General Fund supported work;
2. Allow some lower level of hourly work on referrals with the balance of General Fund time allocated to other General Fund supported work; or,
3. Increase dues from our member municipalities to make up the loss of the \$60,000 OPM SGIA.

On that basis, it is my

RECOMMENDATION

that your Committee

Discuss the various alternative funding levels for supporting zoning/land use referrals and recommend an alternative course of action to the Agency Board.

Discussion

The other Regional Planning Organizations in the State are facing similar issues. Several have adopted a policy expressed best in the following note:

"From: Jonathan Chew [mailto:jchew@hvceo.org]

Sent: Wednesday, February 03, 2010 11:29 AM

To: Carl Stephani; 'Jim Butler'; 'Dan McGuinness'; 'Floyd Lapp'; 'Geoff Colegrove'; 'John Filchak'; 'Judy Gott (SCRCOG)'; 'Linda Krause'; 'Lyle Wray'; 'Mark Nielsen'; 'Mark Paquette'; 'Peter Dorpalen'; 'Rick Dunne'; 'Rick Lynn'

Subject: RE: Loss of SGIA funds

Hi Carl:

We still officially do referrals, as everyone submitting a zone change or subdivision referral receives a written acknowledgment for their records. Butwe have been using a classification system whereby the vast majority are deemed not of regional significance and for these there is no staff analysis. The few important referrals still get copied to adjacent towns and first selectmen, and we will put in some limited time. But rare. The 1983 scale down was very much an economy measure....

Jonathan Chew, Executive Director, Housatonic Valley Council of Elected Officials"

cc: Agency Board

Attachment: GF Funded Meetings Routinely Attended

GF FUNDED MEETINGS ROUTINELY ATTENDED

(NOT INCLUDING THE AGENCY'S REGULAR MONTHLY STANDING COMMITTEES, or SPECIAL SINGLE-EVENTS)

March 22, 2010

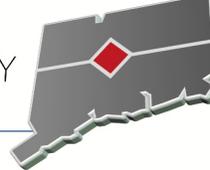
Organization	Priority 1 = high 5 = low	Frequency of meetings	Meetings Attended Annually	Agency Representative(s)	Meeting Location	Function
Capital Workforce Partners (CWP) Workforce Investment Board	2	semi- monthly	6 (not including committee s)	Carl	Hartford	Oversees the management of the CWP's approximately \$25 million annual budget
CCRPA Ad Hoc CEO Luncheon*	1	bi-annually	2	Carl	Central CT Region	provides the Region's CEOs an opportunity to exchange information, express concerns, and learn of new opportunities for their municipalities
Connecticut Geographic Information Systems Users' Group	2	quarterly		Francis	Hartford	advises the Connecticut Geospatial Information Systems Council on system user related issues
Connecticut Association of Regional Planning Agencies (CARPO)	1	semi- monthly	6	Carl	Rocky Hill	encourages use of "best practices" among the State's 15 RPOs, and promotes coordinated RPO responses to statewide initiatives
Connecticut Greenways Council	3	bi-monthly	6	Francis	CFPA Rockfall	advises state agencies in greenway planning, design, implementation

*No minutes taken

† Bi-monthly = every 2 months

L:\Committees\!PFP\memos\0401 CPC Staffing.wpd

Organization	Priority 1 = high 5 = low	Frequency of meetings	Meetings Attended Annually	Agency Representative(s)	Meeting Location	Function
King's Mark Resource Conservation and Development District	4	bi-monthly	5	Francis	Towns west of CT River, or by phone	supports development projects related to the conservation of natural resources; e.g. management of horse farm waste, boat launching areas, Tour des Farms.
National Association of Regional Councils	4	annual	1	Carl	United States	supports coordination among regional councils nationally
New England Association of Regional Councils (NEARC)	4	quarterly	1	Carl	New England	supports coordination among the regional councils in New England
Pequabuck River Watershed Association	5		1	Carl	Central CT Region	supports improved management of the Pequabuck River
Regional Brownfields Partnership of West Central Connecticut	2	quarterly	4	Francis	25 town region	oversees the administration of the brownfields funds which come under the organization's purview
Upper Connecticut Water Utility Coordinating Council	1	annually, and as needed	2	Michael	New Britain	review/approve changes to water service area boundaries
Visions - New Britain	4	bi-monthly	2	Michael	New Britain	encourages the implementation of projects that are consistent with the organization's long-range vision



MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: March 22, 2010
FOR AGENDA: April 1, 2010

SUBJECT: Recommendation to the Agency Board regarding amendment of the Personnel Policy for Health Insurance non-participation allowances

The Agency provides health insurance coverage for its employees. Some employees choose not to participate in the health insurance program because their spouses have them covered. The Agency benefits when its otherwise-covered-employees do not participate in its health insurance program which, depending upon the type of coverage (i.e. married couple versus family) can cost up to \$12,000 annually.

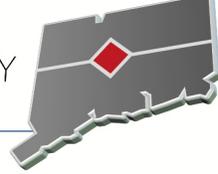
Some organizations provide an allowance to employees who do not participate in their health insurance program and thereby save them money. On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board amend Personnel Policy Section III.A "Health Insurance" by adding the following language: "Employees who have coverage through a spouse, and who choose not to enroll in the Agency sponsored health insurance program, may be given an allowance of up to \$2,000 per year for savings that accrue to the Agency as a result of their non-participation."

cc: Agency Board



MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: March 22, 2010

FOR AGENDA: April 1, 2010

SUBJECT: Draft FY2010-2011 Budget

The attached draft budget for FY2010-2011 is consistent with this year's budget. It anticipates no new revenue sources and a continuation of all of our other revenues at levels similar to this year. The most notable budget changes relate to staffing and include elimination of the Deputy Director position, elevation of the Regional Planner and Transportation Assistant positions to Senior Planner/Assistant Director, Senior Planner/IT Manager, Transportation Planner, and Transit Programs Manager positions, respectively, and the addition of a part-time Regional Planner and intern. Classification descriptions for these new positions are attached to this memorandum.

REVENUES

The largest jump in revenue is in the Paratransit program. This is due to an increase in clients and is all covered 100% by State/Federal funding. There is the potential for a \$15,000 contract with the City of Bristol for the preparation of Incentive Housing Zone regulations; we may know more about that by our June meeting, at which time we can determine whether to include it in the final budget.

EXPENDITURES

The largest jump in expenditures is in the Paratransit program and is matched by the jump in revenues noted in the previous paragraph. Other than that, our proposed expenditure budget is very similar to this year's, and includes the staff changes in noted in the first paragraph above. The proposed budget provides for a contingency of more than \$150,000, which is less than 10% of the total budget but certainly in an acceptable range.

Based on what we have been reading we have estimated our health insurance costs to rise by 20%, although there is a possibility that the increase may not be that high. Also, we have budgeted the Transit Programs Manager's health insurance at the full cost of that insurance, even though the incumbent has never enrolled in the program, and does not intend to enroll in the future. We have budgeted high so that, if our current Transit Programs Manager were to leave the Agency, there would be enough budgeted to cover a new employee regardless of their health insurance situation. For the 2 employees who would not be changing job classifications (Executive Director and Office Manager) we are proposing a 0.2% cola (based on the US DOLA calculations for New England), and a 2% performance salary increase (for up to a total of 2.2%, depending upon performance) .

On that basis, it is my

RECOMMENDATION

that your Committee

Review the attached Draft FY2010-2011 Budget and proposed classification descriptions and advise staff of changes you would like to see made for consideration next month for the Proposed FY2010-2011 Budget.

cc: Agency Board

Attachments: Draft FY2010-2011 Budget

Classification Descriptions - Senior Planner/Ass't. Director, Senior Planner/IT Manager, Transportation Planner, Transit Programs Manager

Draft FY2010-2011 Organization Chart

**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
BUDGET FY 2010-2011**

REVENUES				
			as of	
		Estimated	2/28/2010	PROPOSED
	FY 2009-2010	FY2009-2010	2009-2010	FY2010-2011
	BUDGET	Year End	YTD	BUDGET
Municipal Contributions	\$91,500	\$91,500	\$91,500	\$91,500
Transportation Planning Grant	\$600,923	\$332,500	\$143,624	\$577,392
Paratransit Advertising	\$1,000	\$0	\$0	\$0
Paratransit Admin./Contractor	\$990,000	\$1,223,271	\$717,124	\$1,658,964
R5EPT	\$2,000	\$2,000	\$2,000	\$500
CEDS - Municipality	\$40,000	\$40,000	\$40,000	\$0
CEDS - USEDA	\$64,000	\$16,000	\$16,000	\$48,000
Pequabuck River Dam Removal	\$100,000	\$90,000	\$50,000	\$10,000
CERT Support	\$8,000	\$8,000	\$5,467	\$8,000
SGIA	\$1,000	\$0	\$0	\$0
Hazard Mitigation	\$1,000	\$0	\$0	\$0
Berlin/NB Solid Waste - RPI	\$255,160	\$255,160	\$191,194	\$0
Miscellaneous Revenues	\$4,200	\$35,000	\$34,079	\$6,200
Total Revenues	\$2,158,783	\$2,093,431	\$1,290,988	\$2,400,556

**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
BUDGET FY 2010-2011**

EXPENSES				
			as of	
	BUDGET	Estimated	2/28/2010	PROPOSED
	FY2009-2010	Year End	YTD	BUDGET
	FY2009-2010	FY2009-2010	2009-2010	FY2010-2011
Salaries & Payroll Taxes	\$409,425	\$373,700	\$246,497	\$380,931
Retirement/Administration	\$16,159	\$9,113	\$7,118	\$13,762
Health/Life Insurance/STD	\$111,883	\$104,640	\$75,996	\$131,021
D&O/Liability/Bonding Ins.	\$5,000	\$5,000	\$5,000	\$6,000
Accounting/Legal	\$12,560	\$12,560	\$9,000	\$14,500
Paratransit Contractor	\$910,000	\$1,143,271	\$636,550	\$1,568,964
Equipment Service Cont./Maint.	\$5,500	\$3,000	\$1,776	\$4,500
Equipment/Software Purch.	\$28,800	\$18,000	\$10,580	\$23,650
Rent	\$30,016	\$30,016	\$19,956	\$30,180
Office Cleaning	\$3,800	\$3,000	\$2,250	\$4,200
Office Renovations	\$1,500	\$1,500	\$1,500	\$0
Telephone/Postage	\$6,500	\$4,000	\$3,000	\$6,500
Supplies	\$9,500	\$4,500	\$2,033	\$7,500
Training/Workshops/Sem./Conf.	\$9,200	\$8,500	\$2,447	\$10,500
Travel in State	\$11,000	\$11,000	\$8,947	\$13,000
Dues/Subscription	\$11,326	\$6,000	\$4,226	\$11,326
Publications	\$300	\$300	\$0	\$300
Advertising	\$4,000	\$1,000	\$531	\$4,000
Pequabuck River Dam Removal	\$90,000	\$80,000	\$2,360	\$10,000
Berlin/NB Solid Waste - RPI	\$251,964	\$251,964	\$191,194	\$0
Miscellaneous Expenditures	\$9,400	\$4,800	\$4,574	\$9,400
Contingency	\$220,950	\$0	\$0	\$150,322
Total Expenses	\$2,158,783	\$2,075,864	\$1,235,535	\$2,400,556

Budget Detail - Expenditures

Payroll and Taxes

Title	Current Salaries	Proposed Raises	Proposed Salaries	Comments
Executive Director	95,281	2,096	97,377	*
Regional Planner	39,780	11,220	51,000	Sr. Planner/IT Mgr.
Regional Planner	39,780	11,220	51,000	Sr. Planner/ Asst. Dir.
Regional Planner	39,585	1,415	41,000	Transportation Plnr.
Regional Planner PT	0	0	18,992	**
Office Manager/Bkkp	44,098	970	45,068	*
Transportation Assist.	35,525	5,475	41,000	Transit Program Mgr.
Intern	0	0	2,000	
Sub Totals	294,049	32,396	347,437	
Employer SS & Medicare portion (7.65%)			26,579	
Unemployment Comp (4.5%)			4,815	
Workers Compensation			1,600	
Payroll Admin Costs			500	
Sub Total			33,494	
Budget Amount			380,931	

*0.2% COLA and 2% Performance increase (total 2.20%)

** Part time regional planner @ 17.5 hours a week

Retirement - ING Plan

Executive Director	95,281.00
Deputy Director	0.00
Office Mgr/Bkkp	44,098.00
Regional Planner	39,780.00
Regional Planner	39,780.00
Regional Planner	39,585.00
Transportation Assist.	35,525.00
Total	294,049.00
Employer portion (4%)	11,761.96
Administrative Cost	2,000.00
Total Budget Amount	13,761.96

Budget Detail - Expenditures

Other Expenses		Budget Amount
Office Cleaning		4,200
D&O	2,598	
Liability	3,098	
Bonding	304	
	<hr/>	6,000
Training/Workshops/Sem./Conf.		
Computer Network Training	3,500	
GIS Training	2,500	
Meetings	3,000	
Miscellaneous	1,500	
	<hr/>	10,500
Travel in State	13,000	
		13,000
Telephone/Postage		
Telephone/Cell Phone	3,500	
Postage	3,000	
	<hr/>	6,500
Equipment/Software Purchases		
ArcGIS one year	6,500	
ArcGIS Network Analyst	2,500	
CommunityViz	1,000	
Antivirus	1,500	
Microsoft Office	2,000	
Server	5,000	
Plotter	3,000	
Other	2,000	
Web Hosting	150	
	<hr/>	23,650

Budget Detail - Expenditures

Other Expenses		Budget Amount
Dues/Subscriptions		
APA Dues (4 members)	1,090	
Chambers	1,500	
ICMA	706	
NARC	1,000	
CRPC	3,500	
HSEP	1,000	
Others	1,655	
Subscriptions	575	
Other	300	
	<hr/>	11,326
Accounting/Legal		
Accounting	12,000	
Legal	2,500	
	<hr/>	14,500
Service Contracts/Equipment Maint.		
Service Contract Copier	1,500	
Misc. Equipment/Rep./Maint.	3,000	
	<hr/>	4,500
Miscellaneous		
Econ. Dev. Expenses/Events	1,000	
Emp. Of the Quarter Program	400	
Holiday/Appreciation Dinner	2,000	
Other	6,000	
	<hr/>	9,400

Budget Detail - Expenditures

Employee Insurances

Health, RX & Dental	Class	Total Cost	Employee Cost	Agency Cost
Executive Director	EE+1	38,459	3,175	35,284
Sr. Planner/IT Mgr.	EE	4,960	248	4,712
Sr. Planner/ Assit. Dir.	EE+1	15,359	1,288	14,071
Transportation Plnr.	EE+1	15,359	1,288	14,071
Office Manager/Bkkp	Family	31,113	2,481	28,632
Transit Program Mgr.	Family	31,113	2,481	28,632
Total Budget Cost		136,363	10,960	125,403

NOTE: Rates increases will not be known until May or June 2010. An increase of 20% is being used

Short Term Disability	Total Cost	Employee Cost	Agency Cost
Executive Director	947	95	852
Sr. Planner/IT Mgr.	273	27	246
Sr. Planner/ Assit. Dir.	291	29	262
Transportation Plnr.	275	28	248
Office Manager/Bkkp	293	29	264
Transit Program Mgr.	275	28	248
Total Budget Cost	2,354	235	2,119

Life Insurance 3,500

Total Budget Costs - Employee Insurances 131,021

POSITION DESCRIPTION

TITLE: Office Manager/Bookkeeper

Minimum Knowledge/Qualifications:

An associate's degree from an accredited college plus one or more years of bookkeeping and office management experience, or three or more years of similar experience; a moderate level of general computer literacy with Microsoft Word, Excel, Outlook, and Windows; as well as QuickBooks, ability to touch-type at least 40 wpm; or other combination of education and experience which may be judged equivalent by the Executive Director; ~~a moderate level of general computer literacy with Microsoft Word, Excel, Outlook, and Windows; as well as QuickBooks.~~

Duties:

Bookkeeping

Systematically applies in-depth knowledge of the principles and best practices of governmental, non-profit, and business budgeting, purchasing, and accounting practices.

- Has accounting responsibilities for the Agency and its programs, and serves as the Agency's liaison with the Auditor
- Provides precise control and accurate accounting of manual/electronic deposits, purchase orders, checks, expenditures, vouchers, monitoring/proposing of Certificates of Deposit and Savings Account investments, etc.
- Prepares expenditure/hours for employees per grant; payroll and other grant related financial documents.
- Maintains the general ledger, trial balances, invoices, grant payment requisitions, ledgers, journals, accounts receivable, accounts payable, cash disbursement records, cash management of investments, and complete accurate records for future audits
- Maintains systematic oversight of all financial aspects of Agency contracts and grants; reviews time sheets, prepares bi-weekly payrolls, quarterly taxes, pays bills, makes monthly contributions (e.g., retirement programs, 457 pre-tax investments, etc.), controls the petty cash account; reviews, controls, and communicates the status of all personnel benefits, assures timely payment of all financial obligations and verification of personnel benefit payments
- Tracks cost spending of grants
- Maintains inventory list of Agency's personal property
- Handles year end closing along with W-2 , W-3 & 1099 filings in a timely manner
- Prepares the Agency budget and amendments under the direction of the Executive Director
- Maintains filing of both paper and electronic documents as outlined in the Records Retention Policy for all accounting transactions
- Maintains all personnel files keeping them up to date and in accordance of current Federal & State regulations

Office Management

- ~~Prepares the Agency budget and amendments under the direction of the Executive Director~~
- ~~Assists in the maintenance of the Agency web site~~
- Organizes, analyzes, and retrieves data and communicates clearly in both oral and written form; collects data by field/in-house research, data analyses and evaluations
- ~~Completes performance evaluations on assigned staff, and S~~erves as Affirmative Action Officer, and ~~occasionally~~ attends evening meetings with recording and transcription of summary minutes of certain meetings
- ~~In the absence of the Secretary,~~ serves as the office receptionist when necessary, operates office equipment, organizes, ~~assembles and distributes meeting agenda packets,~~ sorts and distributes office mail, maintains all office common areas, ~~prepares meeting minutes~~
- ~~In absence of the Paratransit Coordinator,~~ handles phone inquiries and sends out ADA applications when regular assigned staff is not available
- Has the physical and legal ability to travel from site to site and to carry out all assigned duties; and performs other duties as assigned
- Assembles and distributes PFP/CPC and Agenda Board packets both by mail and posting to the web site
- ~~Responsible for maintaining and ordering office supplies by maintaining and ordering~~
- Maintains filing of both paper and electronic documents— copies of contracts and meeting packages as outlined in the Records Retention Policy
- Performs other duties as assigned

Supervised by: Executive Director.

Supervision exercised: Secretary:none

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POSITION DESCRIPTION -TITLE: Regional Senior Planner/IT Manager

Minimum Knowledge/Qualifications:

~~Generally, either a bachelors Master's degree from an accredited college or university in regional or city planning or a related field and plus one two years of planning experience, or a Bachelor's degree from an accredited college or university in regional planning or a closely-related field and two four or more years of similar planning experience; ability to touch-type at least 40 wpm, and advanced GIS certification and one year of experience with GIS; or, other combinations of education and experience which may be judged equivalent by the Executive Director. Other combinations of education and experience may be judged by the supervisor to be equivalent.~~

General Duties:

Strategic planning – Develop, review, maintain, collect and analyze data for, update, and manage strategic plans and associated processes, including, but not limited to, the Long-Range Transportation Plan and Regional Plan of Conservation and Development.

Environmental planning – Develop, review, maintain, collect and analyze data for, update, and manage environmental planning initiatives and associated processes.

Special projects – Develop, manage, undertake, and complete special projects, such as development studies, environmental projects, and transit/transportation studies. Apply for grants as needed.

IT – Maintain, plan/budget for, and upgrade the Agency's information systems, including the Agency's web site and GIS database. Provide assistance with GIS projects and IT support. Diagnose and correct problems. Oversee and implement electronic initiatives, such as participation techniques (e.g. crowdsourcing), mapping, transit/paratransit trip routing and scheduling, and transportation model development.

Additional Duties:

Prepare RFPs; draft, manage, and verify compliance on contracts with consultants.

Represents the Agency in public and on various committees, coalitions, etc.

Coordinate data collection, analyses, and sharing with public/private organizations.

planning, and management processes with local, regional, and state/federal entities.

Other duties as assigned by the supervisor.

Shall have the physical and legal capability to travel from site to site and carry out all assigned duties.

~~Performs land use, transportation, and economic development planning work~~

~~Coordinates referral review.~~

~~Work on Jobs Access initiatives.~~

~~Monitor and market fixed route bus service.~~

~~Data collection, analyses, and sharing with public/private organizations.~~

~~Represents the Agency on various committees, coalitions, etc.~~

~~Back up Executive Director on economic development and legislative tasks.~~

Special Skills/Abilities:

Demonstrated proficiency in Ability to utilize Microsoft Office, including Word, Powerpoint, Access, Excel, Access, and Outlook; ArcGIS; SQL; SPSS, SAS, or equivalent; and presentation, graphics, and web design etc., software.

Expertise in Windows and Exchange Server, systems and network administration, and HTML/XML and scripting.

Robust research, analysis, and organizational skills, Ability to effectively organize, analyze, and retrieve data including expertise in GIS and statistical techniques.

Effective preparation of reports, statistical analyses, maps, presentations, online documents, and other informational materials.

Participates effectively participation in all appropriate internal (Agency) and external (partner) outside organizational meetings.

Ability to think critically and to communicate ideas persuasively in both oral and written form.

Ability to work independently, and flexibility 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 land use base studies, planning, zoning, land subdivision practices, land use transportation interrelationships, etc.~~

~~Knowledge of various transportation analysis techniques, planning/programming procedures, transportation land use interrelationships, intelligent transportation systems, etc.~~

~~Ability to utilize Microsoft Word, Access, Excel, etc., software.~~

~~Manages the demographic databases of the Agency.~~

~~Assists with GIS and website projects~~

~~Participates effectively in all appropriate Agency and outside organizational meetings.~~

~~Other duties as assigned by the supervisor.~~

~~Shall have the physical and legal capability to travel from site to site and carry out all assigned duties.~~

Optional – Skill in utilizing Arc/GIS desirable

Supervised by: Deputy Executive Director.

Supervision exerted: ~~None~~ Intern(s), Transit Program Manager.

POSITION DESCRIPTION TITLE: ~~Regional Planner~~ Senior Planner/Assistant Director

Minimum Knowledge/Qualifications:

~~Generally, either a bachelors~~ Master's degree from an accredited college or university in regional or city planning plus ~~one~~ two years of planning experience, or a bachelors degree in a closely related field and ~~three~~ two or more years of similar experience, ability to touch-type at least 40 wpm; and two years of supervisory experience; or, other combinations of education and experience which may be judged equivalent by the Executive Director. ~~other combinations of education and experience may be judged by the supervisor to be equivalent.~~

General Duties:

Acts as Executive Director in the Directors' absence

Signs checks, acts as backup to bookkeeper on payroll and AR/AP.

~~Performs~~ Completes land use, transportation, emergency management, and economic development planning ~~work~~ assignments

Supervises zoning and planning referral reviews

~~Coordinates referral review.~~

~~Work on Jobs Access initiatives.~~

~~Monitor and market fixed route bus service.~~

~~Data~~ collects ~~ion~~ data, analyzes, and shares ~~ing~~ with public/private organizations.

~~Represents the Agency on various committees, coalitions, etc.~~

Provides the ~~Backs up~~ Executive Director with support on economic development and legislative ~~tasks~~ tasks, engages in strategic economic development planning for the region, acts as Agency liaison to DECD and EDA.

Manages municipal participation in Department of Emergency Management and Homeland Security (DEMHS) programs; coordinates Citizen Emergency Response Teams' (CERT) activities and funding; represents Plymouth at Region 5 Emergency Planning Team (R5EPT) meetings; acts as Agency liaison to DEMHS and FEMA. Prepares and updates studies and plans regarding regional emergency preparedness.

Develops and regularly updates the transportation work program and budget (UPWP). Ensures timely progress across the Agency on UPWP work program tasks.

Participates in regional bicycle, pedestrian, greenways, and trails planning; is responsible for the Central Connecticut Plan for Alternative Transportation and Health (CCPATH); Coordinates with towns and DOT regarding Safe Routes to School program.

Develops and updates the Public Participation Program as required under federal transportation legislation

Prepares Title VI reports as required under federal transportation legislation

Assists with administration of 5310 program.

Contributes to the Agency's Annual Report, Newsletter, etc.

Researches and applies for funding opportunities

Other tasks/duties/responsibilities as assigned

Special Skills/Tasks/Abilities:

Ability to effectively organize, analyze, and retrieve data.

Ability to reliably produce high-quality work in a self-directed environment; excellent time and project management skills and attention to both detail and deadlines.

Proven grant-writing ability.

Effective preparation of reports, statistical analyses, and other informational materials.

Ability to communicate ideas persuasively in ~~both~~ oral, ~~and~~ written, and graphic form

Knowledge of land use base studies, planning, zoning, land subdivision practices, land use-transportation interrelationships, etc.

Knowledge of various transportation analysis techniques, planning/programming procedures, transportation-land use interrelationships, intelligent transportation systems, etc.

~~Ability to utilize~~ Demonstrated proficiency in Microsoft Word, Excel, and Powerpoint, as well as ArcGIS and graphic design, layout, and statistical analysis software.

~~Manages the demographic databases of the Agency.~~

Assists with GIS and website projects as necessary

Participates effectively in all appropriate Agency and outside organizational meetings.

~~Other duties as assigned by the supervisor.~~

Shall have/Has the physical and legal capability to travel from site to site and carry out all assigned duties.

~~Optional~~ — Skill in utilizing Arc/GIS desirable

Supervised by: ~~Deputy Director~~ Executive Director

Supervision exercised: Transportation Planner ~~exerted: None.~~

POSITION DESCRIPTION TITLE: Transportation Regional Planner

Minimum Knowledge/Qualifications:

Generally, either a bachelors degree from an accredited college or university in regional, ~~or city-~~ planning, or transportation planning plus one year of planning experience, or a bachelors degree in a closely related field and two or more years of similar experience, and the ability to touch-type at least 40 wpm.; or, other combinations of education and experience which -may be judged equivalent by the Executive Director. ~~supervisor to be equivalent.~~

General Duties:

Performs transportation, land use, ~~transportation,~~ and economic development planning work
Coordinates with Connecticut Department of Transportation in regards to regarding the Statewide Transportation Improvement Program (STIP) and the Regional Transportation Improvement Program (TIP)

Coordinates land use referral reviews.

~~Work on Jobs Access initiatives.~~

~~Monitor and market fixed route bus service.~~

~~Data~~ collection, analyses, and sharing data with public/private organizations.

Represents the Agency on various committees, coalitions, etc.

~~Backs up other staff in relation to Executive Director on~~ economic development, homeland security, and legislative assignments tasks.

Special Skills/Abilities:

~~Ability to~~ effectively organizes, analyzes, and retrieves s data.

Effectively prepares ~~esation~~ of reports, statistical analyses, and other informational materials.

~~Ability to~~ communicates ideas persuasively in both oral and written form

Has a Knowledge of land use base studies, planning, zoning, land subdivision practices, land use-transportation interrelationships, ~~etc.~~

~~Knowledge of~~ various transportation analysis techniques, planning/programming procedures, transportation-land use interrelationships, intelligent transportation systems, etc.

Has the Ability to utilize Microsoft Word, Access, Excel, etc., software.

~~Manages the demographic databases of the Agency.~~

Assists with GIS and website projects

Participates effectively in all appropriate Agency and outside organizational meetings.

Other duties as assigned by the supervisor.

Shall have the physical and legal capability to travel from site to site and carry out all assigned duties.

Optional - - Skill in utilizing Arc/GIS desirable

Supervised by: ~~Executive Deputy Director~~ Senior Planner.

Supervision exerted: None.

POSITION DESCRIPTION TITLE: ~~Transportation Assistant~~ Transit Programs Administrator ~~Manager~~ Manager

Minimum Knowledge/Qualifications:

~~Either~~ a four year college degree from an accredited college or university with an emphasis in planning, management, or social services; ability to touch-type at least 40 wpm; other combinations of education and experience which may be judged by the Executive Director to be equivalent; ~~web site and geographic information system maintenance.~~

General Duties:

Administration of paratransit service, including planning and policies.

Paratransit vendor operations ~~monitoring~~ manager-ment

Americans with Disability Act (ADA) eligibility certification.

Preparation of monthly operating reports, other status and informational materials.

~~Administration and Monitoring of the following: Works with Section 5310~~

~~Municipal Grant Program, Monitoring and reports to Executive Director, of the fixed bus service and recommend changes.~~

~~Administration of the LOCHSTP program~~

~~Maintains the Agency's web site and edits/updates ArcView and ArcInfo files for geographic information system~~

~~Provides staff support to the Office Manager.~~

First Responders to telephone, FAX, and Telecommunications Device for the Deaf (TDD) communications.

Distributes incoming mail and ensures timely mailing of outbound mail; ~~handles all Agency mailings.~~

Distributes public information.

~~Under the direction of the Office Manager, creates and maintains Agency files, library materials, etc., and all public areas of the Agency office.~~

Special Skills/Abilities:

Reviews bus vendor invoices and approves payment, policies and strategies for improving efficiency of ADA service ~~in concert with the Deputy Director~~

~~Administers the implements~~ Section 5310 nonprofit dial-a-ride bus grant application process program

Responds ~~effectively~~ to passenger complaints and maintains a file of complaints and related actions; follows Central Connecticut Paratransit Service policies regarding "no shows" and passenger misbehavior and maintains records of actions taken.

Maintains passenger/vehicle databases; reviews passenger re-certifications.

Develops yearly ADA budget and Annual Report; markets ADA transit services.

Works with disability commissions on improving ADA service and promoting use of fixed route service by persons with disabilities; serves as the Agency liaison with the municipal, regional, and statewide paratransit organizations.

~~Ability to communicate~~ s with individuals, groups, persons with disabilities, etc., in writing and in oral presentations.

~~Ability to effectively~~ organize s and retrieve s data, conduct s statistical analyses and conduct s general financial audits of transit operations.

~~Monitors fixed route bus service and recommends changes to the Executive Director.~~

~~Serves as the Agency liaison with the municipal, regional, and statewide transit organizations.~~

~~Types minutes and other documents; sets up for Agency Board and other meetings by making reservations, head counts, and by making reminder calls, and ordering refreshments.~~

~~Greets visitors/visitors' and conducts them to the appropriate area or person; answers and screens telephone calls, arranges conference calls, etc.; makes appointments; files and retrieves correspondence and records.~~

~~Arranges and coordinates travel schedules and reservations; purchases adequate supplies for office operations.~~

~~Under the direction of the Office Manager, maintains the Agency equipment/software inventory and all office supplies and equipment; maintains mailing address and phone number databases;~~

~~Maintains the Office Procedures Manual describing all routine duties.~~

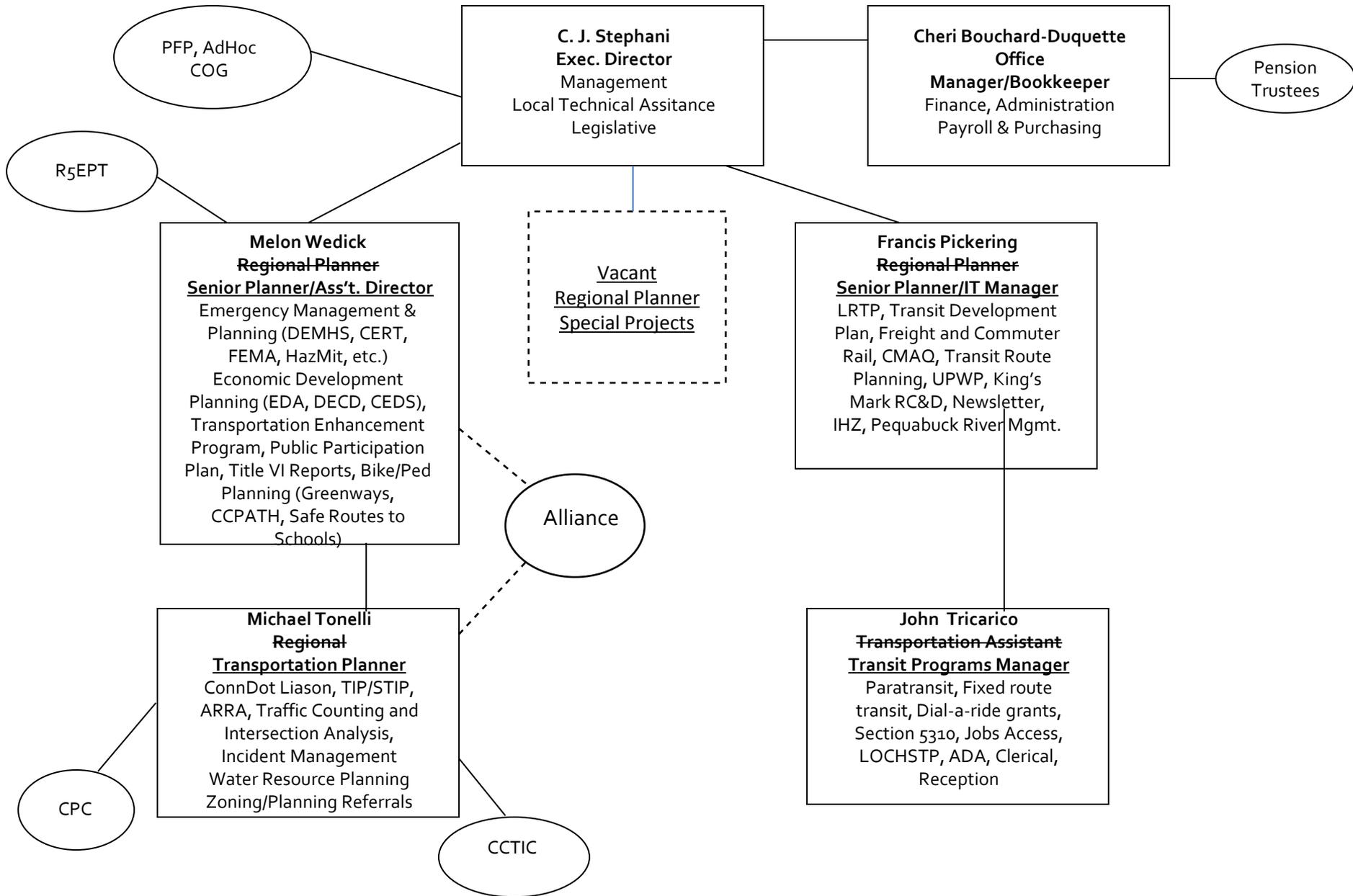
Communicates ideas clearly in both oral and written forms; performs other duties as assigned, and has the physical and legal ability to travel from site to site to carry out all assigned duties.

Ability to use PC computer word processing, spreadsheet, and database software, such as Microsoft Word, Access, Excel, etc.; as well as different types of office equipment including photocopiers, postage meter, FAX machine, and a TDD communication machine, etc. and performs other duties as assigned.

Supervised by: ~~Deputy Director~~ Executive Director ~~Senior Planner~~

~~Supervision exercised: None~~ Supervision exercised: none

Agency Organization Chart



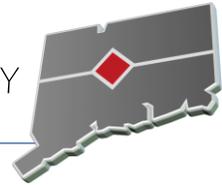
CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY

Serving Berlin, Bristol, Burlington, New Britain, Plainville, Plymouth, and Southington

225 North Main Street, Suite 304
Bristol, CT 06010-4993

Internet: <http://ccrpa.org>
Fax/TDD: (860) 589-6950

Tel: (860) 589-7820
or (860) 224-9888



MEMORANDUM

TO: Agency Board
FROM: Michael Tonelli, Regional Planner
FOR AGENDA: April 1, 2010
DATE: March 4, 2010

SUBJECT: Acceptance of the 2009 Federal Certification Review of the Agency's
Transportation Planning Program

On January 13, 2010 the Federal Highway Administration (FHWA) and the Federal Transportation Administration (FTA) completed their quadrennial (every four years) review of CCRPA's transportation planning process. The FHWA and FTA have determined that the transportation planning process conducted by CCRPA meets the requirements of Metropolitan Planning Rule, 23 CFR Part 450 Subpart C and 49 CFR Part 613. As a result of the review the FHWA and FTA are jointly certifying the transportation planning process conducted by the CCRPA. Below is a summary of recommendations made by the FHWA and FTA and the Agency's response to them:

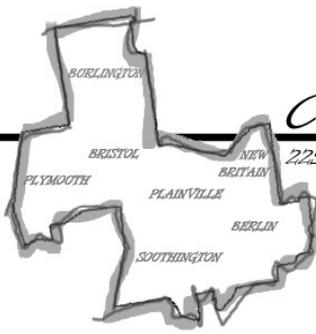
1. The technical staff which has worked on the Google Transit data project are encouraged to prepare a grant proposal to fund continuing work in developing online public information on transit and other transportation services. This noteworthy effort can be expect to yield significant benefits in providing conveniently accessible, practical information to the public on the use of transit services.
 - *CCRPA staff was pursuing this recommendation, but was advised by ConnDot to desist because by doing a separate Google effort is likely not to be a very productive use of limited CCRPA staff time that would likely be duplicating efforts ConnDot is making for improved information systems statewide. ConnDot further explained that they are applying to Google to take the Hartford system live with the bid that starts Sunday, March 7th. They have been trying to work out the bugs that go with the Google trip planning reports and are probably at about 90% accuracy. It seems worthwhile to get the system up and address any problem trip plans on an ongoing basis. ConDot has already developed the necessary data for the New Britain system as part of our Trapeze trip planner such that we can soon submit data to Google for New Haven, Stamford and New Britain to get them in the queue to go live. We will be developing all of the data for the other CTTRANSIT operations for our Trapeze trip planner. This data once developed for Trapeze is in the proper format to be submitted to Google. The process of preparing data to implement the trip planners has been more involved than we guessed at a year ago. However, we are over the hump and moving forward on both the Trapeze and Google planners.*
2. CCRPA should view the FHWA informational presentation on freight planning continue to pursue opportunities to work with providers, FHWA and other relevant Federal agencies, the State, and other MPOs to develop effective approaches to freight planning.
 - *CCRPA staff is continuing to actively work toward developing effective approaches to freight planning by attending workshops and webinars.*

3. Efforts in recent years to enhance technical capabilities at CCRPA have produced good results and should be continued in the future.
 - *CCRPA staff is investigating new telephone technology that facilitate the Agency's public involvement program, and continuing to seek other ways to improve the technical capabilities of the Agency by improving on the Agencies GIS system through the purchase of GIS extensions.*
4. CCRPA should investigate approaches to communicating project benefits to the public. Examples of effective practice by other MPOs may provide useful insights that can be adapted to circumstances in Central Connecticut.
 - *CCRPA staff is investigating new telephone software, and other technical methods to even more effectively communicate project benefits to the public, and has initiated communications with neighboring MPOs regarding their most effective ways of communicating to the public.*
5. CCRPA and partner agencies in the metropolitan planning process should continue to look for opportunities to strengthen coordination and resource sharing in the Hartford Urbanized Area.
 - *CCRPA staff has initiated coordination meetings with CRCOG and NVCOG to develop its \$1 million Congressional appropriation request to fund to an alternatives analysis and scoping study for transit services in the Waterbury-Hartford corridor, and will continue to seek additional opportunities to strengthen coordination and resource sharing in the Hartford Urbanized Area.*
6. CCRPA is encouraged in its efforts to provide a stronger connection between the expansive vision established through the metropolitan transportation plan and the projects included in the TIP.
 - *CCRPA staff has begun to involve its Transportation Improvement Committee (TIC) in its longer range project planning (e.g. Waterbury-Hartford transit corridor funding) and will utilize the TIC additionally in the preparation of the next Regional Long Range Transportation Plan.*

RECOMMENDATION

That your Board
Accept the FHWA and FTA's Federal Certification 2009 Review of the Agency's Transportation Planning Program.

Attachments: Report of the 2009 FHWA/FTA Certification Review of the CCRPA Transportation Planning Process



MEMORANDUM

TO: Agency Board
FROM: Carl J. Stephani, Executive Director
DATE: March 22, 2010

FOR AGENDA: April 1, 2010

SUBJECT: Confirmation of appointment of the Nominating Committee for FY2010-2011 Agency Board Officers

The terms of office for the following officers of the Agency Board expire on June 30th:

Chair - David Dudek

Treasurer - Dennis Kern

Vice Chair - John Pompei

Secretary - Don Naples

Section V.B. of the Agency's Bylaws requires that a nominating committee be established to nominate officers for next fiscal year; and that the "nominating committee ... be composed of one representative from each member municipality who shall be appointed by the Chairperson and confirmed by majority vote of the members present and voting at the regular meeting two months prior to the annual meeting."

The Chairman has appointed the members of the Program, Finance and Personnel (PFP) Committee, which includes a member from each municipality, to the Nominating Committee subject to your confirmation.

On that basis, it is my

RECOMMENDATION

that your Board

Confirm the appointment of the members of the PFP to serve as the Nominating Committee.

Discussion

If past practice is followed, the current officers, which have served one year in office, would be nominated to serve a second term.

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March 16, 2010

Mayor Vincent Festa, Jr.
Town of Plymouth
80 Main Street
Terryville, CT 06786-1209

Re: Community Development Block Grant Application for Housing Rehabilitation Assistance

Dear Mayor Festa:

The Central Connecticut Regional Planning Agency is pleased to give our full support to the application of the Town of Plymouth to the Connecticut Department of Economic and Community Development to obtain Community Development Block Grant funding for the enhancement of its housing rehabilitation program.

The Town's proposal for housing rehabilitation will target qualifying residents and areas, and will be consistent with the goals of the Region's May 3, 2007 Plan of Conservation and Development. As noted on page 9 of the Plan, the Region supports:

"The provision of a wide range of housing types to fill the varied needs of the region's citizenry... the preservation of the existing housing stock for renters and owners [and] stabilization efforts to preserve viable residential neighborhoods."

Please let me know if you need any additional information from the Agency, and thank you for your Town's continued good work to improve the housing stock of the Region.

Yours very truly,

A handwritten signature in blue ink, appearing to read 'Carl J. Stephani', is written over a light blue rectangular background.

Carl J. Stephani
Executive Director

Cc: Agency Board
Dodds