Central Connecticut Regional Planning Agency
Financial and Cash Balance Report
as of March 2014

REVENUES	Budget	Current Month	Year To Date	Balance	% Received
Municipal Contributions	91,500	0	91,501	-1	100.00%
Transportation Planning Grant	457,072	22,097	323,497	133,575	70.78%
Paratransit Admin./Contractor	1,825,000	152,763	1,355,065	469,935	74.25%
State Grant In Aid (SGIA)	125,000	31,250	93,750	31,250	75.00%
Paratransit System Advertising	500	0	5,099	-4,599	1019.80%
R5EPT	1,400	450	1,150	250	82.14%
CEDS-Municipality	20,000	0	20,000	0	100.00%
EDA Disaster Recovery	111,258	0	16,341	94,917	14.69%
FEMA Natural Hazard	8,733	0	0	8,733	0.00%
Pequabuck River Dam	82,250	0	0	82,250	0.00%
Pequabuck River Dam (3rd)	100,000	0	0	100,000	0.00%
CERT Administrative	8,000	0	4,000	4,000	50.00%
Sustainable Communities	75,000	42,962	58,359	16,641	77.81%
EDA - EDD	33,500	0	0	33,500	0.00%
RPI - GIS Mapping	74,670	0	0	74,670	0.00%
FMPP - Urban Oaks	70,533	8,353	51,701	18,832	73.30%
Litchfield Natural Hazard	20,000	6,700	6,700	13,300	33.50%
Miscellaneous Revenues	1,000	88	14,476	-13,476	1447.60%
Budgeted Revenues	3,105,416	264,663	2,041,639	1,063,777	

75% completed

EXPENDITURES	Budget	Current Month	Year To Date	Balance	% Used
Salaries/Payroll Taxes/Workers Comp.	803,544	59,244	536,568	266,976	66.78%
Retirement/Administration	27,757	1,169	12,902	14,855	46.48%
Health/Life & STD Insurance	118,540	7,983	71,754	46,786	60.53%
Directors & Officers/Liability/Bonding Ins.	7,810	0	5,521	2,289	70.69%
Accounting/Legal	17,500	585	11,670	5,830	66.69%
Paratransit Contractor	1,705,000	141,104	1,274,277	430,723	74.74%
Equipment Service Contracts/Maintenance	5,000	254	1,547	3,453	30.94%
Equipment/Software Purchases	21,002	0	14,626	6,376	69.64%
Rent	33,500	2,837	24,243	9,257	72.37%
Office Cleaning	6,600	285	2,640	3,960	40.00%
Telephone/Postage	5,000	709	5,464	-464	109.28%
Office Upgrades	7,000	0	0	7,000	0.00%
Supplies	3,000	147	1,368	1,632	45.60%
Training/Workshops/Seminars/Conf.	18,000	0	15,134	2,866	84.08%
Travel in State/Meetings/Forums	15,200	1,181	11,097	4,103	73.01%
Dues/Subscriptions	15,010	743	9,911	5,099	66.03%
Publications	400	0	0	400	0.00%
Advertising	2,000	0	469	1,531	23.45%
Pequabuck River Dam	42,250	340	3,191	39,059	7.55%
Pequabuck River Dam	100,000	0	0	100,000	0.00%
RPI GIS Mapping	74,670	0	31,898	42,772	42.72%
FMPP Urban Oaks	68,033	131	42,823	25,210	62.94%
Miscellaneous Expenditures	8,600	633	4,051	4,549	47.10%
Budgeted Expenses	3,105,416	217,345	2,081,154	1,024,262	

Cash on Hand					
Checking Acct. Balance - BOA				120,551	
CT State Treas.Short-Term Investment Fund				4,168	
Money Market - BOA				88,298	
CD - Thomaston Savings Bank				101,536	
CD - Webster Savings Bank				49,842	
	Total Cash On Hand			364,395	
Accounts Receivable		63,213			
Accrued Liability - Staff accrual payout			113,364		

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MEMORANDUM

TO: Agency Board
FROM: Francis Pickering, Deputy Director
DATE: April 11, 2015

FOR AGENDA: April 15, 2015

SUBJECT: Pending and future grant applications

CCRPA's robust capacity--with thirteen employees for seven towns, it has the highest staff-to-town ratio of any MPO in the state--has enabled it to provide additional services to its members.

One of the most frequent requests CCRPA receives is for grantwriting. When municipal staff lack the time or expertise to prepare grants themselves, CCRPA can step in. Over the last five years, CCRPA has prepared and submitted multiple competitive grants for its members. These grants have brought in upward of $50 million to the region. Example grants that CCRPA was successful in bringing to the region were $3 million—the largest award ever made under the funding program—for downtown revitalization in New Britain and $800,000—the first time these funds from this program were ever awarded to Connecticut—for protection of the Plymouth Reservoir.

At present, CCRPA is preparing two grant applications:

1. A TIGER grant to complete final design for the gap in the Farmington Canal Heritage Trail. CCRPA is making a major push to obtain a highly-competitive federal grant to determine and design a route around a long-stalled trail section Plainville and Southington. This project, which is being coordinated with ConnDOT, is projected to cost $750,000. To date, CCRPA has received official letters of support from communities from New Haven to Northampton; congressional support is anticipated. This application is due April 28 in Washington.
2. Main Street Investment Fund. CCRPA will submit an application on behalf of Southington to obtain funds to implement their ca. $2-3 million Plantsville Beautification project. This project will build off the success of the Farmington Canal Heritage Trail, whose extension to the Cheshire town line CCRPA was successful in funding in 2010. This application is due May 30.

CCRPA forwards grant opportunities to its members throughout the year. Should Board members wish to apply to these opportunities, or to grants for other programs, please advise CCRPA staff.

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MEMORANDUM

TO: Agency Board
FROM: Carl J. Stephani, Executive Director

DATE WRITTEN: April 8, 2014
FOR AGENDA: April 15, 2014

SUBJECT: Forestville Comprehensive Village Plan

With the completion of the Route 72 Extension thru Forestville in 2011 new urban design possibilities became available for the core area of Forestville. To examine those possibilities, CCRPA staff began a cooperative Comprehensive Village Plan project for the area in conjunction with the City of Bristol Planning Staff, University of Connecticut Professors, and the local residents.

The Plan has reached a point of completion such that it can now be made available to the public for final comment and utilization by City staff. Prior to releasing such a document, it is appropriate your Board to accept it.

On that basis, it is my

RECOMMENDATION

that your Board

Accept the "Forestville Comprehensive Village Plan" and encourage its use in the future planning and design of the Forestville core area.

Attachment: See on-line posting of the Forestville Comprehensive Village Plan at www.ccrpa.org under "Supporting Documents" for the April 15 Board meeting

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MEMORANDUM

TO: Agency Board
FROM: Francis Pickering, Deputy Director
DATE: March 11, 2014

FOR AGENDA: March 15, 2014

SUBJECT: FY 2015 Unified Planning Work Program

So that federal transportation funds can flow to the region, CCRPA must prepare and maintain several documents. One of these is the Unified Planning Work Program (UPWP), which lays out the transportation planning work that CCRPA undertakes. A draft UPWP for fiscal year 2015 has been prepared for your review, input, and approval.

CCRPA will receive more funding per town than any other MPO in the state for transportation work in fiscal year 2015. (All work listed in the UPWP is 90% funded by the federal and state governments and is provided at no additional cost to the region's municipalities.) As a consequence of CCRPA's high funding levels, CCRPA expects to complete substantial transportation plans and studies in all of the region's municipalities over that period.

Major projects that CCRPA staff has scheduled for fiscal year 2015 based on regional feedback are:

- Economic resilience plan
- Regional bicycle plan
- Snow plow route optimization
- Quinnipiac River runoff reduction plan
- Route 9 corridor study
- Memorial Boulevard study
- CCSU Transportation Plan
- Tunxis Community College Transportation Plan
- Berlin transit-oriented development study
- Burlington town center study
- Farmington Canal Heritage trail gap closure
- Plymouth reservoir trail connection

Details of the projects can be found on pages 6 and 7 of the UPWP.

In addition to plans and studies, CCRPA provides a number of additional services to its members. These include:

- Funding referrals and grant writing
- Project solicitation, development, and review
- Coordination with ConnDOT, FHWA, and FTA, and other agencies
- Financial management of transportation projects
- Data collection and analysis
- Technical assistance

Pages 7-19 of the UPWP detail these services.

The UPWP also includes a description of the MPO-related transportation responsibilities of staff and pay rates on pages 19-22.

Approval of the UPWP by April 30 is necessary for the federal transportation process, including funding of municipal projects, to continue in the region. Once approved, the UPWP will be submitted to the Connecticut Department of Transportation (ConnDOT), the Federal Highway Administration, and the Federal Transit Administration for review and modification (if necessary).

On that basis, it is my

RECOMMENDATION

that your Board:

Review and approve the draft FY 2015 for submission to ConnDOT and FHWA/FTA

ATTACHMENT: 2015 draft UPWP

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MEMORANDUM

TO: Agency Board
FROM: Jason Zheng, Associate Planner (Transportation)
DATE: March 28, 2014

FOR AGENDA: April 15, 2014

SUBJECT: Appointment of Transportation Committee (TC) Chair

The TC voted unanimously to recommend that the Agency Board appoint Mark Moriarty, Director of Public Works for the City of New Britain, as TC Chair.

The Transportation Committee

RECOMMENDS

That your Board

Appoint Mark Moriarty as Transportation Committee Chair.

ATTACHMENT(S): Memo to Transportation Committee on 3/27/14

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MEMORANDUM

TO: Transportation Committee
FROM: Jason Zheng, Associate Planner (Transportation)
DATE: March 20, 2014

FOR AGENDA: March 27, 2014

SUBJECT: Transportation Committee (TC) Chair Position

Don Padlo has retired from the Agency Board and the position for TC Chair is open. The TC may wish to nominate a member to serve as Chair. To date, Mark Moriarty, Director of Public Works for the City of New Britain, has expressed interest in this position. Please let CCRPA staff know if any other TC members are interested in the position of the Chair. CCRPA staff will provide the Agency Board with a recommendation at the April Board Meeting. (The Board must formally appoint the selected nominee.)

According to the TC bylaws, the Chair presides at meetings of the TC and, when necessary, may call special meetings and appoint subcommittees. No other responsibilities are anticipated.

CCRPA staff currently provide support to the TC and the Chair, including preparation of agendas and minutes, assistance with meetings, and reporting on TC matters to the Agency Board.

Should no other persons wish to serve as Chair, it is my

RECOMMENDATION

That your Committee:

Recommend that the Agency Board appoint Mark Moriarty as TC Chair.

ATTACHMENT(S): n/a
CC: Agency Board

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MEMORANDUM

TO: Agency Board
FROM: Jason Zheng, Associate Planner (Transportation)
DATE: March 28, 2014

FOR AGENDA: April 15, 2014

SUBJECT: Approval of STIP/TIP amendments
a. State NHPP project #0170-3303 "Replace Overhead Sign Supports" (3)
b. New Britain STPU project #0088-0185 "Hart St Reconstruction" (2)

The TC voted unanimously to recommend that the Agency Board approve all five (5) STIP/TIP amendments related to the above projects.

The Transportation Committee

RECOMMENDS

That your Board

Approve these STIP/TIP amendments.

ATTACHMENT(S): Memo to Transportation Committee on 3/27/14
ConnDOT TIP/STIP Details Sheet for project #0170-3303 (2 pages)
ConnDOT TIP/STIP Details Sheet for project #0088-0185 (1 page)

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MEMORANDUM

TO: Transportation Committee
FROM: Jason Zheng, Associate Planner (Transportation)
DATE: March 20, 2014

FOR AGENDA: March 27, 2014

SUBJECT: Recommendations to the Agency Board to approve STIP/TIP amendments:
a. State NHPP project #0170-3303 "Replace Overhead Sign Supports" (3)
b. New Britain STPU project #0088-0185 "Hart St Reconstruction" (2)

a: Statewide NHPP project #0170-3303 "Replace Overhead Sign Supports" (3 amendments)
This statewide project is a new addition to the TIP funded through the National Highway Performance Program (NHPP). This project involves the replacement of overhead sign supports that are deteriorating or exceeding their useful life. Estimates are preliminary and actual locations to be determined based on a priority listing from Bridge Safety Unit.

Phase	Year	Total $(000)	Fed $(000)	State $(000)	Local $(000)
PD	2014	190	152	38	0
FD	2015	10	8	2	0
CON	2015	4,000	3,200	800	0

b: New Britain STPU project #0088-0185 "Hart St Reconstruction" (2 amendments)
This project in New Britain is a new addition to the TIP funded through CCRPA's allocation of the Surface Transportation Urban Program (STPU), which is a discretionary program. After CCRPA's solicitation process, the region prioritized this project for funding. This project involves the reconstruction of Hart Street.

Phase	Year	Total $(000)	Fed $(000)	State $(000)	Local $(000)
FD	2014	300	240	30	30
CON	2015	3,183	2,546	318	318

These projects ensure a continuing commitment to safety and system preservation within our region, which are both supported by CCRPA.

On that basis, it is my

RECOMMENDATION

That your Committee:

Recommend that the Agency Board approve these STIP/TIP amendments.

ATTACHMENT(S): ConnDOT TIP/STIP Details Sheet (one for each project)
CC: Agency Board

To: Maribeth C. Wojenski
Bureau of Policy and Planning

TIP/STIP~Action and Amendment Details

1/30/14

Project No	Region	Route	Town	Description	Project Manager
0170-3303	ALL	Various	Statewide	Replace overhead sign supports	Cohen, Phil (860) 594-2744

Phase	Year	FA CODE	TOTAL	FEDERAL	STATE	LOCAL	Fiscal Impact:	2012	2013	2014	2015	FYI
PD	2014	NHPP	190,000	152,000	38,000	0		0	0	152,000	0	0

Revision Code 05-New project

amendment | Add new project, Project is included within 2015-2018 Draft STIP

0170-3303 PD **Phase Total:** 190,000 **Federal Share:** 152,000 **State Share:** 38,000 **Local Share:** 0

Phase	Year	FA CODE	TOTAL	FEDERAL	STATE	LOCAL	Fiscal Impact:	2012	2013	2014	2015	FYI
FD	2015	NHPP	10,000	8,000	2,000	0		0	0	0	8,000	0

Revision Code 05-New project

amendment | Add new project, Project is included within 2015-2018 Draft STIP

0170-3303 FD **Phase Total:** 10,000 **Federal Share:** 8,000 **State Share:** 2,000 **Local Share:** 0

Phase	Year	FA CODE	TOTAL	FEDERAL	STATE	LOCAL	Fiscal Impact:	2012	2013	2014	2015	FYI
CN	2015	NHPP	4,000,000	3,200,000	800,000	0		0	0	0	3,200,000	0

Revision Code 05-New project

amendment | Add new project, Project is included within 2015-2018 Draft STIP

0170-3303 CN **Phase Total:** 4,000,000 **Federal Share:** 3,200,000 **State Share:** 800,000 **Local Share:** 0

- 01-Move project to another year
  - a - Funding limitations
  - b - Outstanding ROW issue
  - c - Outstanding Permit
  - d - Other (Specify)

  Comments:
- 02-Fiscal constraint
  - a - Funding fully programmed
  - b - State match not available
  - c - Local match not available
  - d - Other

  Comments:
- 03-Design schedule change
  - a - Permit issue
  - b - CTDOT staffing issue
  - c - Local staffing issue
  - d - ROW issue
  - e - Other

  Comments:
- 04-Revised cost estimate
  - a - Increase due to inflation
  - b - Increase due to (specify)
  - c - Decrease due to (specify)
  - d - Other

  Comments:
- 05-New project
  - a - Project requested by (specify)
  - b - Copy of RPM attached

  Comments: See attached
- 06-New phase
  - a - PE phase required
  - b - ROW phase required
  - c - CON phase required

  Comments:
- 07-Administrative requirement
  - a - Add AC entry
  - b - Other

  Comments:
- 08-Delete phase
  - a - Phase not required
  - b - Phase changed to State funds
  - c - Phase changed to Local funds
  - d - Other

  Comments:
- 09-Delete project
  - a - Not supported by State
  - b - Not supported by Region
  - c - Not supported by Town
  - d - Change to State funded
  - e - Change to Local funded
  - d - Other

  Comments:
- 10-Correction

  Comments:
- 11-Financing/Funding revision
  - a - Due to project schedule
  - b - Due to funding availability
  - c - Other

  Comments:

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

PROJECT MEMORANDUM

DATE: 6/25/13
(Rev. 4/22/13)

To: Patricia A. Hustus
Capital Services Division
Bureau of Finance & Administration

MOD # RPM

From: Jim Massini/Jas Florah

SM Project ID:
PE Project ID: DOT01703303PE
RW Project ID:
CN Project ID: DOT01703303CN

Please Review Project Information and Estimate for Approval:

Project Description (short): 24 (80 Characters)	Sign Support Replacement
Project Description (long): 76 (254 Characters)	The purpose of this project is to replace overhead sign supports (statewide)

Justification: 361 (1938 Characters)	**The purpose of this project is to replace overhead sign supports due to deterioration and or exceeding the useful life of sign structure. Estimates are preliminary for FY 2014 and actual locations to be determined based on a priority list from Bridge Safety. PE estimate of $200,000 as allocated between PD $190,000 and FD $10,000.**
Project Manager: Phil Cohen	
Project Engineer: Jim Massini	

Scope Code: ST 2 — ST 2 - Non HSIP (SLOSSS)

		Requested Schedule:		Approved Schedule:		Actual Schedule:
	PE Auth	2/28/14	PE Auth	5/7/14	PE Auth	
	FD/RW Auth		FD/RW Auth	2/4/15	FD/RW Auth	
☑ State ADV	FDP	3/25/15	FDP	3/25/15	FDP	
☐ Town ADV	DCD	5/6/15	DCD	5/6/15	DCD	
	ADV	6/3/15	ADV	6/3/15	ADV	

Estimates by Activity (Minor Phase):

Total EST in Core-CT	Estimate in Core-CT for RPM/MOD #	EST Amount Requested	Activity
$0	$0	$200,000	PE
$0	$0	$0	NF
$0	$0	$200,000	

Total EST in Core-CT	Estimate in Core-CT for RPM/MOD #	EST Amount Requested	Activity
$0	$0	$0	RW
$0	$0	$0	NF
$0	$0	$0	

Activity	Total EST in Core-CT	Estimate in Core-CT for RPM/MOD #	EST Amount Requested
CT	$0	$0	$4,000,000
DG	$0	$0	$0
IN	$0	$0	$0
N	$0	$0	$0
NF	$0	$0	$0
U	$0	$0	$0
RF	$0	$0	$0
SF	$0	$0	$0
TF	$0	$0	$0
CM	$0	$0	$0
	$0	$0	$4,000,000

Preceding MOD #		Current MOD #	RPM	Total EST Amount in Core-CT for All Phases	$0
Preceding MOD Amt	$0	Current MOD Amt	$0		

Approved By:

Sign	*Sign*
Manager	Patricia A. Hustus
Sign	*Sign*
Director / Administrator	Thomas A. Harley

To: Maribeth C. Wojenski
Bureau of Policy and Planning

TIP/STIP~Action and Amendment Details

3/5/14

Project No	Region	Route	Town	Description	Project Manager
0088-0185	9	HART STREET	NEW BRITAI	RECONSTRUCTION OF HART STREET	Roberts, Scott (860) 594-3232

Phase	Year	FA CODE	TOTAL	FEDERAL	STATE	LOCAL	Fiscal Impact:	2012	2013	2014	2015	FYI
FD	2014	STPH	300,000	240,000	30,000	30,000		0	0	240,000	0	0

Revision Code 06-New phase

action	Add FD phase

0088-0185 FD **Phase Total:** 300,000 **Federal Share:** 240,000 **State Share:** 30,000 **Local Share:** 30,000

Phase	Year	FA CODE	TOTAL	FEDERAL	STATE	LOCAL	Fiscal Impact:	2012	2013	2014	2015	FYI
CN	2015	STPH	3,183,000	2,546,400	318,300	318,300		0	0	0	2,546,400	0

Revision Code 06-New phase

action	Add CN phase

0088-0185 CN **Phase Total:** 3,183,000 **Federal Share:** 2,546,400 **State Share:** 318,300 **Local Share:** 318,300

☐ 01-Move project to another year
- a - Funding limitations
- b - Outstanding ROW issue
- c - Outstanding Permit
- d - Other (Specify)

Comments:

☐ 02-Fiscal constraint
- a - Funding fully programmed
- b - State match not available
- c - Local match not available
- d - Other

Comments:

☐ 03-Design schedule change
- a - Permit issue
- b - CTDOT staffing issue
- c - Local staffing issue
- d - ROW issue
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Comments:

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- a - Project requested by (specify)
- b - Copy of RPM attached

Comments:

☒ 06-New phase
- a - PE phase required
- b - ROW phase required
- c - CON phase required

Comments:

☐ 07-Administrative requirement
- a - Add AC entry
- b - Other

Comments:

☐ 08-Delete phase
- a - Phase not required
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- c - Phase changed to Local funds
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Comments:

☐ 09-Delete project
- a - Not supported by State
- b - Not supported by Region
- c - Not supported by Town
- d - Change to State funded
- e - Change to Local funded
- d - Other

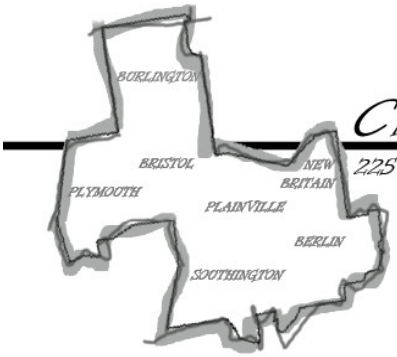
Comments:

☐ 10-Correction

Comments:

☐ 11-Financing/Funding revision
- a - Due to project schedule
- b - Due to funding availability
- c - Other

Comments:



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MEMORANDUM

TO: Agency Board
FROM: Carl J. Stephani, Executive Director

DATE WRITTEN: April 8, 2014
FOR AGENDA: April 15, 2014

SUBJECT: Budget Transfer

Due to an unusual demand for public notices of programs and projects with which we have been involved (e.g. Bristol Park 'n Ride project, and Burlington trail survey), we have exceeded this year's $5,000 budget line for "Telephone/Postage" by $464. We will continue to need to send notices of projects that are in process thru the end of this fiscal year (e.g. notifications to the ADA clients regarding the Paratransit Service provider change). We have a surplus in our "Miscellaneous Expenditures" line.

On that basis, it is my

RECOMMENDATION

that your Board

Approve a budget amendment moving $2,200 from Miscellaneous Expenditures to Telephone/Postage.

Discussion

These types of transfers are not common, but this year there have been some unusual demands for mailings.

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MEMORANDUM

TO: Agency Board

FROM: Timothy Malone, Senior Planner

DATE: 4/7/2014

FOR AGENDA: 4/15/2014

SUBJECT: MPO Hosting Options

At your March 18th Agency Board meeting, you directed CCRPA staff to continue to pursue the following MPO hosting options: hosting by an adjacent council of governments, a new nonprofit, or an arrangement with Central Connecticut State University (CCSU). Since that meeting, staff has met with ConnDOT, directors of adjacent MPOs, staff at the Federal Highways Administration (FHWA), staff at CCSU, and people familiar with setting up nonprofits. This memo gives an overview of those meetings.

At the March 18th meeting, you also expressed your desire to wait on making a final decision regarding the hosting of the MPO until ConnDOT releases its study in July 2014. Over the past month, CCRPA staff has been given information that indicates that your Board should take action sooner. This memo makes a recommendation in that regard.

CCRPA meeting with ConnDOT and COGs

On March 25th, CCRPA staff met with Tom Maziarz of ConnDOT, along with representatives from FHWA, CRCOG, COGCNV, and Valley COG. The topic of the meeting was hosting arrangements for the Central Connecticut MPO. FHWA gave a presentation on the various options available to CCRPA and the steps necessary to pursue them. FHWA staff first went over the redesignation process. For the CCRPA towns to be split apart, the following steps would need to be taken (in all cases below reference to a "75% vote" means a vote supported by CEOs representing at least 75% of the MPO Region's population, and it's largest municipality):

- The CCRPA Policy Board (consisting of member town CEOs) must vote to redesignate to release the towns from their MPO by a 75% vote.
- CCRPA must submit MPO re-designation to Governor for approval.
- MPO re-designation approvals and documentation need to be sent to the FHWA/FTA offices.
- CRCOG Policy Board (consisting of town CEOs) must hold MPO redesignation vote to add former CCRPA towns to MPO, and obtain 75% approval vote by CEOs.

- CRCOG must submit MPO re-designation to Governor for approval.
- COGCNV Policy Board (consisting of town CEOs) must hold MPO redesignation vote to add former CCRPA towns to MPO, and obtain 75% approval vote by CEOs.
- COGCNV must submit MPO re-designation to Governor for approval.
- CRCOG must submit MPO re-designation approvals and documentation needed to be sent to the FHWA/FTA offices.
- COGCNV must submit MPO re-designation approvals and documentation needed to be sent to the FHWA/FTA offices.

Furthermore, COGCNV will be merging with Valley COG, which is currently in the same MPO as Bridgeport. The Valley COG/Bridgeport MPO will need to be redesignated prior to a merger of COGCNV and Valley COG.

A special note was included for Burlington. Since Burlington will be joining a COG that is not currently an MPO, an extra step would be required to remove them from the MPO. ConnDOT must demonstrate that a 20-year population forecast would support Burlington being classified as rural. Federal law states that: "a metropolitan planning organization shall be designated for each urbanized area with a population of more than 50,000 individuals" (Title 23, US Code, Section 134(d)(1)). Jeff Kramer, a noted expert on MPO issues was asked about this issue and responded with this note:

"This implies that all areas of a Census-defined urbanized area must be covered by an MPO process. It is my opinion that it would be a violation of federal law if the Town of Burlington is moved to an area that is not covered by an MPO process since it falls within the boundaries of the Hartford Urbanized area".

Even if the forecast supports excluding Burlington from the MPO process, Burlington would no longer be in an MPO and would be ineligible for Surface Transportation – Urban funding.

If no changes are made to the MPO boundaries, no votes or redesignation process would be necessary.

Following the discussion of the redesignation process, the topic turned to CCRPA's hosting options. Carl and Lyle Wray reported on the vote taken by your board. Tom Maziarz inquired whether CCRPA was pursuing a new host on an interim basis or as a permanent arrangement. CCRPA staff responded that a decision had not been made yet and that both options were currently open. CCRPA staff added that your board was waiting to hear the results of ConnDOT's study in July. Tom Maziarz indicated that ConnDOT was waiting, to a certain extent, to hear what each MPO had planned. He then suggested that ConnDOT staff meet with your board to discuss the matter.

CCRPA staff has also been in discussions with ConnDOT regarding the agreement between CCRPA and ConnDOT for transportation planning funds. That agreement is set to expire at the end of this fiscal year and must be renewed. During this meeting, and during other conversations, ConnDOT staff stated that they expect to sign a one-year agreement with CCRPA (ending in June 2015). Neither

ConnDOT staff, nor representatives of other COGs, expressed any reservations about CCRPA continuing as the MPO for the seven town region until June 2015.

Based on these conversations, we came away with the following conclusions:

- A breakup of the MPO would require numerous votes and would likely not be complete by the end of December 2014.
- CCRPA will be expected to sign a one-year funding agreement with ConnDOT before the end of this summer.
- There were no objections to CCRPA continuing to host the Central Connecticut MPO until at least the end of fiscal year 2015.
- Dissolution of the CCRPA MPO could result in Burlington's exclusion from the Federal transportation planning and funding process.
- The option with the fewest logistical hurdles would be for CCRPA, in some new form, to continue to operate as the MPO host. This could be done on an interim basis.
- ConnDOT's study of MPO boundaries, due July 1, will take into account whatever action your board takes.

An analysis of other hosting arrangements

Since a complete breakup of the CCRPA MPO prior to December 31st, 2014, is unlikely to be feasible, an alternate hosting arrangement will be necessary. CCRPA staff has been inquiring about the pros and cons of the following hosting arrangements: a new independent nonprofit; hosting within CCSU; hosting by an adjacent COG; hosting by a municipality; hosting by an existing nonprofit; and the creation of a new intergovernmental agency. Regardless of which arrangement is chosen, the MPO will need to have its own Policy Board (your board plus a representative of a transit service operator) and will need to hold its own meetings.

It should be noted that few, if any, changes to dues or finances will occur under any of these scenarios (with the exception of hosting by an adjacent COG, which would bring with it a new dues structure). The MPO receives a grant from FHWA each year to perform its planning duties. Municipal dues are used to match this grant. Regardless of how the MPO is hosted, the size of the grant will remain constant, and thus, the amount of municipal dues necessary to act as a match will also remain constant.

The method of collecting dues for the required match will need to change. Normally, in Connecticut, part of a municipality's RPO/COG dues go toward matching that RPO/COG's transportation planning grant. Each region charges a different rate that is determined by that region's costs and services. Since the Central Connecticut MPO will no longer be attached to a single RPO/COG to which all seven towns are members, an equitable method of collecting the required match is necessary. Regardless of how the MPO is hosted, CCRPA recommends the following, adapted from a proposal by CRCOG:

- Each municipality pays its normal dues to its respective COG

- The entity chosen to host the MPO determines how much the required match will be for the Central Connecticut MPO
- The MPO host then bills the respective COGs for the MPO services it provides on a per-capita basis (COGCNV would be billed for Bristol and Plymouth while CRCOG would be billed for Berlin, New Britain, Plainville, and Southington)

The above method ensures that no municipality is paying twice for transportation planning services. Since all MPOs receive funding on a per-capita basis, and have the same required match, this method also ensures that no COG is unfairly burdened.

A new independent nonprofit

In a 2010 study of MPOs, 31% of the respondents (the largest percentage) were from independent MPOs. The study does not differentiate between not-for-profit corporations and independent government agencies. The authors of that study noted, however, the pros and cons of each arrangement are largely the same.

CCRPA staff has looked into the steps that would be necessary to form a new nonprofit. All indications are that a not-for-profit corporation would be fairly easy to establish and involve a minimum of disruption to ongoing projects and studies. CCRPA staff would file to incorporate a new non-stock corporation. The board would comprise the CEOs of the seven member towns. The legislative body of each town could individually determine how it is represented on the new board. It should be noted that while the board could be structured in the same way as your current board, the non-profit and the MPO would need to be separate, and a competitive process would be required among candidate non-profits before the MPO hosting decision could be made. The non-profit could be setup so that each board has the same membership with meetings on the same day; the MPO Policy Board could meet before the non-profit board meets. A set of bylaws would need to be drafted, but could be adapted from the agency's existing bylaws. As soon as the corporation was setup, CCRPA staff would begin the process of applying for 501(c)3 status. We have been advised that this process can take a few months, but is retroactive and we would be able to continue operating while our application is being processed. The current CCRPA board would then vote, after following a competitive RFP process, to "hire" this nonprofit as its MPO host and transfer the existing assets to the new corporation. In the future, if the seven municipalities decided to break up the MPO, they could do so in a controlled fashion and dissolve the nonprofit when the process is complete.

Of all the hosting arrangements, a nonprofit involves the fewest disruptions and the least amount of work for member towns. The agency would have a new legal name but could retain existing staff, office space, and assets. Existing staff knowledge of municipal projects and relationships with municipal staff would be preserved. The agency (nonprofit) would also remain under the control of the seven member municipalities, as it is today. The Federal funding that flows through the MPO would also remain in the control of the seven member municipalities. This option involves the greatest autonomy for the seven-town MPO. There would be no parent organization to interfere with the operations, allowing the MPO Policy Board to set the priorities for the agency's work. As the

hosting organization would not be a political entity, like a Council of Governments or an inter-governmental agency, it would not be subject to disruption by changes in state law.

There would also be little change to the agency's financial situation as CCRPA receives very limited funding for its RPO work, on average over the past few years less than $10,000 per year. Since there would be few changes to the operation of CCRPA, it would maintain its independence and its relationships with the public, outside agencies, and grantors.

In relation to other hosting arrangements, there are a few factors that could be considered negatives. The first, which is shared by all independent hosting arrangements, is that adjacent COGs, of which the seven municipalities are members, may be unhappy with the arrangement. While all MPOs in Connecticut have been hosted by Regional Planning Organizations (of which COGs are but one form), they are primarily transportation planning agencies. As such, most of their funding comes from Federal transportation planning grants. Adjacent COGs would not have control of these funds, which would remain in the control of your seven municipalities. The second factor, which could be a negative, is that a new nonprofit would require that each municipality send a representative to attend meetings.

Hosting by a municipality

In the above-mentioned study, 20% of respondents were hosted by municipalities. Under this sort of arrangement, the MPO's policy board (which is currently the same as CCRPA's Board) would have a memorandum of understanding with one of the member municipalities to provide staffing for the MPO's work. MPO staff would be employees of the municipality and the municipality would act as the fiscal agent for the MPO. The MPO Policy Board (your board) would stay the same and remain in control of all Federal funding (both planning and capital funds).

Hosting by a municipality can be an attractive option for a number of reasons. There can be economies of scale when an MPO is hosted by a municipality, though they are not guaranteed. The MPO can share office space, office supplies, some administrative support, and human resource functions. The MPO can also take advantage of municipal contracting and purchasing arrangements.

Municipal hosting comes with many disadvantages as well. While the MPO Policy Board would be an independent entity and would be the ultimate authority on how Federal funding is spent, the staff conducting the day-to-day operations would be employed by the municipality. This could create the perception of a conflict of interest. The staff would also be subject to the hiring, contracting, and purchasing rules of the municipality. This could require staff to have membership in municipal unions and entail more complicated procurement processes. A municipal host can also, as was pointed out by some respondents to the MPO study mentioned above, place pressure on the MPO by withholding services or interfering with MPO operations. Finally, members of the public and outside agencies may experience confusion about whom they are dealing with at any given time. Interacting with MPO staff would mean interacting with municipal staff, which could give the perception that the agency serves primarily one municipality.

Hosting by CCSU

One of the most intriguing hosting option is to become part of CCSU. At least one other MPO has a similar arrangement, the North Jersey Transportation Planning Authority, which is hosted by the New Jersey Institute of Technology, a public university. Under this model, a new entity would be created within CCSU, similar to their Institute for Municipal and Regional Policy. CCRPA's resources and staff could then be transferred to this institute. While CCRPA employees would be employees of CCSU, the decision-making authority for the MPO would remain with your board (the MPO Policy Board), which would still comprise the seven CEOs. The MPO Policy Board would make all decisions regarding project selection and management of Federal transportation funds.

Staff has met with representatives of CCSU and received indications that the University is interested. Rick Mullin, of CCSU's Institute of Technology and Business Development is compiling information necessary to determine what steps would be necessary. Issues that will need to be resolved include: hiring of employees; pay scales for employees; the physical location of the new agency/institute; and how the organization would be managed. CCSU representatives have indicated that the process could take upwards of six months to complete. They recommend beginning formal negotiations no later than this summer.

Having the MPO hosted by CCSU would provide many compelling benefits. The MPO would have access to the resources of the University, including faculty, students, computers, and purchasing (for example, CCRPA currently spends over $7,000 annually on ArcGIS software; CCSU has an unlimited license for this software). Economies of scale would also be realized when purchasing software and other services as the agency would be part of the state. Employees would be on the state health care and retirement plans, which could provide more employee benefits at a similar cost. Finally, since there are many synergies between the MPO's work and work done at CCSU, it's possible that some of CCSU's existing activities could be counted towards the region's require local match, resulting in cost savings for the municipalities. This would need to be investigated further.

Tighter integration with CCSU would allow the MPO to partner with classes and students to complete projects. Student labor, which would be cheaper, or, in some cases, free, would allow the agency to supplement professional staff to get more work done with the same financial resources. The MPO would also be able to tap into the vast array of expertise held by CCSU's faculty. For example, CCSU has engineering and construction management departments that could assist with project development and management. Federal regulations are requiring MPOs to take on greater responsibilities that will require more technical expertise; much of this expertise could be met with existing resources available at CCSU. At the same time, CCSU students and faculty would gain valuable real world experience.

Having CCSU act as a host for the MPO could present a number of issues as well. As with municipal hosting, conflicts of interest could arise. MPO staff would be employees of the University, which would be able to exercise some control over them. MPO staff would also be subject to University-wide human resources rules. Employees would likely be members of the same union as other CCSU staff, and compensation and hiring practices would need to follow University standards. Employees could, however, be hired on a grant-funded contractual basis, allowing some flexibility in keeping

staffing levels commensurate with grant income; staff would still have to be union members but would operate on one-year contracts that would be renewed (or not) annually.

As with a municipal host, having the MPO located within the CCSU structure could be confusing to stakeholders and could give the impression that the organization is not independent. The public and town staff would be interacting with CCSU staff, on CCSU property, and may begin to associate the MPO with the University. The fact that the MPO serves a larger region may become lost. It would need to be emphasized at all times that the MPO is a distinct and separate entity from CCSU.

Hosting by an adjacent COG

As CCRPA's RPO is being split amongst three different adjacent COGs, the MPO could also be hosted by one or more of those COGs. The three candidates would be the Council of Governments of the Central Naugatuck Valley (COGCNV), the Capitol Region Council of Governments (CRCOG), and the Northwest Hills Council of Governments (NHCOG). CCRPA staff asked each of these organizations if they would be willing to host the entire seven-town MPO, and how they would envision that arrangement working. NHCOG and COGCNV responded that they could not host the entire MPO. NHCOG did not give a reason, but as they currently are not an MPO, it is likely due to a lack of organizational capacity at this time. COGCNV is in the process of merging with Valley COG and does not feel that it has the resources right now to manage that process and manage another MPO. They did suggest splitting up the management of the MPO, which will be dealt with later. CRCOG was the only COG to reply in the affirmative.

Each of the COGs was also asked if they would accept a situation where the entire seven town MPO was managed by an adjacent COG. Both NHCOG and COGCNV replied that they would not. CRCOG responded that they would not be opposed to such an arrangement and will "fully support whatever the Central Connecticut MPO board decides."

Under this sort of arrangement, your board would "hire", for example, CRCOG to manage the MPO. The MPO Policy Board would remain in its current form (with the seven CEOs) and would still be required to meet to conduct MPO business. Agency assets would likely be transferred to CRCOG or disposed of. Some CCRPA staff would probably be needed, at least on an interim basis, to assist with transitioning projects. The MPO's plans and funding arrangements would be kept segregated from CRCOG's for the time being. Essentially, CRCOG would now be maintaining two Transportation Improvement Programs, two Long-range Transportation Plans, two Public Participation Plans, and two Unified Planning Work Programs. CRCOG has suggested that it could work out an arrangement with adjacent COGS regarding dues. One solution would be for CRCOG to bill the adjacent COGs for their portion of the required match on a per-capita basis.

Having the MPO hosted by CRCOG has some advantages, mostly in relation to efficiency and capacity. They already manage a large MPO (currently 29 towns) and have done so for some time. They possess the expertise necessary to do the job. They also have staff that is talented in grant writing, traffic modeling, and project management. While additional staff may need to be hired to manage this MPO, administrative functions, such as bookkeeping and management, could be shared, providing some savings. The workload for these functions, since the finances and required plans of

the two MPOs would be kept separate, would increase, however, and may require some additional staff assistance. Having the entire MPO managed by CRCOG would also have an abstract benefit in that a larger portion of the Hartford Urbanized Area would be managed by a single organization. What practical benefit this would provide is difficult to say.

Moving the management of the Central Connecticut MPO to CRCOG would involve a number of disruptions and have some negative effects. Staff knowledge of projects and town priorities, unless staff were moved to CRCOG, could be lost. Getting CRCOG staff up to speed would take a few months, if not longer. Any project that was in-progress at CCRPA would also need to be transferred if it is to be completed; this presents a risk that ongoing work could be lost in the shuffle, unless CCRPA staff is given time to wrap projects up. The MPO may also be unable to control employee and operational costs. As an independent organization, CCRPA's board can determine the appropriate level of compensation for its staff. Under a contractual arrangement, the MPO would be using CRCOG staff and would have to pay CRCOG's salaries and benefits, which, currently, tend to be significantly more costly than CCRPA's.

As with the municipal option, a conflict of interests may arise. Only four of the seven municipalities are moving to CRCOG for RPO functions, while two are moving to COGCNV, and Burlington is moving to NHCOG. Municipalities that are not members of the COG that hosts the MPO may not get the same level of attention, or may believe so, as those who are members. While it is unlikely that staff would purposefully prioritize some towns over the others, the municipalities that are members of the hosting entity would have more frequent interactions with that COG's.

For the towns not moving to the COG hosting the MPO, another disruption could occur. If the MPO is ultimately broken up, then those municipalities would have to undergo two transitions for their MPO services: one to the interim COG, and another to their eventual MPO/COG (or, in the case of Burlington, the potential total loss of MPO eligibility). This could result in the municipalities performing a lot of work to transition the organization for a very brief period of time. This would, essentially, be an interim solution that would involve a significant amount of disruption and transition work.

The two COG option

Another option is to split the management of the MPO between two adjacent COGs: COGCNV and CRCOG. In this scenario, CRCOG and COGCNV would sign an MOU allowing them to share the planning funds due to this region. Each COG would undertake required planning activities for its member municipalities. A single Transportation Improvement Program (the list of capital projects that will be funded with the MPO's allocation of Federal transportation dollars) would need to be created, however, so the two COGs would need to coordinate on project solicitation and selection. Your board would still need to meet as a single body to conduct the business of the MPO.

The only real benefit of this arrangement over having the entire MPO managed by one adjacent COG is if it serves as an interim step. Municipalities would only need to go through one transition instead of two. If your board's ultimate goal is to dissolve the MPO, then this arrangement could make some

sense. As noted below, however, it would be complicated to setup, which may not be worth it for such a short period of time.

Having two COGs host the MPO would involve a lot of complicated agreements and contracts. The two COGs would need to negotiate an agreement between themselves and ConnDOT. A formula for sharing transportation planning funds would need to be created. Procedures for integrating transportation plans and work plans would also need to be established as would project solicitation processes that recognize the split nature of the MPO. This would entail significant extra work for both of the COGs (they would essentially each be running two MPOs), possibly negating any cost savings resulting from shared administration within the respective COGs. This option would be cumbersome to set up and operate.

As noted earlier, as long as the seven towns are still in the same MPO together, they will need to meet as a group to approve MPO actions. Even with split management, the board would need to act as one.

Hosting by an existing nonprofit

If a new nonprofit is not desired, an existing nonprofit may be an option. Many organizations in the region have 501(c)3 entities that could act as the host for the Central Connecticut MPO. In this scenario, a willing nonprofit would be found and hired to be the host for the agency. CCRPA assets would be transferred to the non-profit, and a memorandum of understanding would be drafted to govern the arrangement. Staff would be hired (either from the former CCRPA or new staff) to take care of managing grants, completing studies, and soliciting and tracking regional capital projects.

As with a municipal host or hosting by an adjacent COG, there are some efficiencies to be gained. A new organization would not need to be formed, which could save time. Administrative staff could be shared to some degree, as could office supplies and purchasing arrangements. As a nonprofit, the organization could accept donations, tax deductible in some situations, for the MPO, which could open new avenues of funding. Some grantors, including many foundations, will also only give grants to nonprofits.

An existing nonprofit shares many of the disadvantages associated with CCSU or municipal hosting. MPO staff would be managed by the nonprofit, which means they must follow the nonprofit's rules and must report to the nonprofit's management. If the nonprofit and the MPO disagree on a matter, this could put the staff in an awkward situation.

Hosting through an inter-governmental agreement

The Connecticut General Statutes give municipalities the authority to form an "intergovernmental agency" through an interlocal agreement (e.g. the Bristol Resource Recovery Facility Operating Committee). Basically, each municipality adopts a resolution authorizing the agency to be created through a memorandum of understanding. The agency is given a purpose that is spelled out in the MOU and can even be given a set duration. Municipalities may withdraw by passing another resolution.

The advantages of this model are similar to the advantages of forming a new nonprofit. The entity would be independent of outside actors, answering only to its member municipalities in the form of your MPO Policy Board. Staffing and administration would be the same as they are now, as the organization need not differ significantly from CCRPA in its current form. The new organization would not have a statutory responsibility to review land-use changes (an unfunded mandate), but could apply for grants and accept Federal funds. In the future, if your board decides to break up the MPO, each municipality could withdraw from the agreement.

The disadvantages of this host are similar to those of a new nonprofit. Adjacent COGs may object to their member towns not joining their MPOs (though, for Burlington, there is no MPO to join). As noted earlier, the situation in Connecticut, where MPOs and RPOs (now COGs) have traditionally been one and the same, is not the norm. The vast majority of MPOs in the country are separate from any form of regional planning organization. This situation could lead to less integration of land-use and transportation planning, though that could be taken care of with an MOU or an informal agreement to coordinate plans.

One other disadvantage of this hosting option is that it involves the creation of more government. Each municipal town or city council must adopt resolutions to create it, then enter into an MOU to run it. It could make the matter more political than it needs to be. In effect, the seven towns already have an interlocal agreement in the form of the MPO. A new one could be seen as superfluous.

Conclusions

CCRPA staff offers the following conclusions based on its investigations:

- An independent entity, such as new nonprofit or an interlocal agreement, gives the Central Connecticut MPO the greatest amount of operational autonomy.
- Municipal dues will remain stable under any independent hosting arrangement.
- To simplify the collection of dues, an arrangement should be made whereby each COG is billed for its portion of the required local match for transportation planning funds.
- Hosting by a municipality could result in cost savings through economies of scale (though not guaranteed), but may be viewed with suspicion and confusion by stakeholders.
- Adjacent COGs have the advantage of already possessing the necessary expertise, but no single COG represents all seven municipalities. This could lead to perceived, or real, favoritism and could lead to confusion. The process of transitioning the MPO to an adjacent COG would also be disruptive, and would likely only be an interim solution, requiring another disruptive transition in the near future to respond to ConnDOT objectives.
- Hosting by CCSU has many potential long-term benefits in the form of access to labor, access to expertise, and economies of scale. Setup time, however, could be a challenge.
- CCRPA currently operates as an independent entity that is financially stable. Losing its RPO status will not affect its finances, so continuing on as new type of independent entity will not result in increased costs.

Based on these findings, the simplest, cleanest way forward is to form a new nonprofit corporation with a board that mirrors your current board. This solution minimizes disruptions, ensures the continuity of ongoing studies and projects, and provides a stable host for the MPO. The seven towns would retain their autonomy and their ability to revisit the MPO boundaries in the future, without the pressure of impending legislative deadlines.

The most beneficial in the long-term would be the CCSU option. The synergies that would be created could result in much greater "bang for the buck" for your municipalities. Essentially, more work would be done for the same cost. The setup time will probably be longer for this option, but it offers the greatest number of benefits.

In summary, there are basically two decisions that need to be made regarding the Central Connecticut MPO:

1. Do you retain the MPO as an autonomous entity beyond December 31, 2014; and, if so,
2. Should the MPO be hosted by
    a. An existing entity (nonprofit, municipality, or adjacent MPO); or
    b. A new host, such as a new nonprofit, a unit within the CCSU structure, or a new intergovernmental entity (like the BRRFOC).

These two decisions need to be made as soon as possible so that the detailed work that will be needed to implement them can begin immediately, so that staff attrition does not begin to erode the integrity of the organization, and so that work on such documents as next year's budget can be completed coherently. While it is important to make this decision as soon as possible, the decision to keep the MPO as an autonomous entity need not be final; it can be revisited at a later date; a decision to break up the MPO, once completed, however, is irreversible.

On that basis, it is my

RECOMMENDATION

that your Board:

Authorize staff to complete the work necessary to enable the Central Connecticut MPO to continue to function as an autonomous entity until final MPO boundaries can be agreed upon with ConnDOT; and direct staff to pursue the establishment of a new host for the MPO as either: (1) a nonprofit; (2) an autonomous unit within the CCSU structure; or, (3) a new intergovernmental entity.

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
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MEMORANDUM

TO: Agency Board
FROM: Carl J. Stephani, Executive Director

DATE WRITTEN: April 2, 2014
FOR AGENDA: April 15, 2014

SUBJECT: Preliminary FY2014-2015 Budget

The attached Preliminary FY2014-2015 Budget is a refinement of the Draft Budget which you saw at the March 18th Board meeting. It has been reviewed by the Budget and Personnel Committee (the "BPC" comprising Town Managers Brumback, Lee, and McNair) which directed that it be changed to:

1. Reduce potential salary increases from 3.3% to 1.5%; and
2. Increase the proportion employees pay for their own health insurance from 5% to 10%.

Those changes reduced personnel expenditures by approximately $18,000 which was added to the "Consulting Services" line to keep the budget it balance.

The BPC also asked that a half-year budget be prepared, and a copy of that document is also attached. On that basis, it is my

RECOMMENDATION

that your Board

Review the attached Preliminary FY2014-2015 Budget and provide staff with direction to make adjustments as desired prior to your review of a Final Budget at your May 20 meeting.

Attachment(s): Preliminary FY2014-2015 Budget
Preliminary ½-year Budget July 1 - December 31, 2014

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
BUDGET FY 2014-2015

REVENUES

	Adopted Budget FY 2013-2014	Actual as of 3/31/2014	Estimated Year End	Preliminary Budget FY 2014-2015
Municipal Contributions	$91,500	$91,501	$91,500	$80,526
CEDS - Municipality	$20,000	$20,000	$20,000	$20,000
Sustainable Communities	$75,000	$58,359	$75,000	$0
Litchfield Natural Hazard	$20,000	$6,700	$20,000	$0
Transportation Planning Grant Carryover	$0	$0	$0	$459,355
Transportation Planning Grant	$457,072	$323,497	$457,072	$411,110
Paratransit -Contractor	$1,705,000	$1,274,277	$1,705,000	$1,705,000
Paratransit -Admin.	$120,000	$80,788	$130,000	$133,000
Pequabuck River Dam Removal	$82,250	$0	$23,250	$0
Pequabuck River Dam Removal (3rd)	$100,000	$0	$0	$100,000
Paratransit Advertising	$500	$5,099	$7,215	$0
SGIA	$125,000	$93,750	$125,000	$0
CERT Administrative	$8,000	$4,000	$8,000	$3,000
R5EPT	$1,400	$1,150	$1,400	$700
EDA - EDD	$33,500	$0	$33,500	$70,000
EDA Disaster Recovery	$111,258	$16,341	$111,258	$0
FEMA Natural Hazard	$8,733	$0	$24,862	$59,640
Miscellaneous Revenues	$1,000	$14,476	$14,596	$1,000
RPI GIS Mapping	$74,670	$0	$95,000	$54,340
FMPP - Urban Oaks	$70,533	$51,701	$70,533	$0
Total Revenues	$3,105,416	$2,041,639	$3,013,186	$3,097,671

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
BUDGET FY 2014 - 2015

EXPENSES

	Adopted Budget 2013-2014	Actual as of 3/31/2014	Estimated Year End	Preliminary Budget FY2014-2015
Salaries & Payroll Taxes	$803,544	$536,568	$760,451	$761,411
Retirement/Administration	$27,757	$12,902	$17,880	$28,306
Health/Life Insurance/STD	$118,540	$71,754	$96,742	$92,824
D&O/Liability/Bonding Ins.	$7,810	$5,521	$6,521	$7,810
Accounting/Legal	$17,500	$11,670	$17,500	$17,500
Paratransit Contractor	$1,705,000	$1,274,277	$1,705,000	$1,705,000
Equipment Service Cont./Maint.	$5,000	$1,547	$5,000	$5,000
Equipment/Software Purch.	$21,002	$14,626	$19,500	$8,701
Rent	$34,800	$24,243	$34,800	$34,040
Office Cleaning	$6,100	$2,640	$3,420	$4,439
Telephone/Postage	$5,000	$5,464	$7,200	$7,500
Office Furniture/Cabinet	$9,000	$0	$0	$0
Supplies	$3,000	$1,368	$3,000	$3,000
Training/Workshops/Sem./Conf.	$18,000	$15,134	$18,000	$18,000
Travel in State	$15,200	$11,097	$13,820	$15,000
Dues/Subscription	$13,510	$9,911	$10,000	$4,250
Publications	$400	$0	$0	$0
Advertising	$2,000	$469	$1,800	$1,000
Pequabuck River Dam Removal	$42,250	$3,191	$9,511	$0
Pequabuck River Dam Removal (3rd)	$100,000	$0	$0	$100,000
RPI GIS Mapping	$74,670	$31,898	$95,000	$54,340
FMPP Urban Oaks	$68,033	$42,823	$68,033	$0
Consulting Services	$0	$0	$0	$226,446
Miscellaneous Expenditures	$7,300	$4,051	$4,500	$3,104
Total Expenses	$3,105,416	$2,081,154	$2,897,678	$3,097,671

Budget Detail - Expenditures

Payroll and Taxes

Salaries

Title	FY 13/14	FY 14/15**
Executive Director (1)	106,694	108,294
Deputy Director (1)	69,661	70,706
Sr. Planner/Econ. Devlp. Mgr (1)	61,927	62,856
Associate Planners (PT)	35,473	36,005
Associate Planners (2-FT)	104,650	106,220
Assistant Planners (4)	172,127	174,709
Financial & Office Adm.(1)	53,698	54,503
Paratransit Coord.(1)	44,928	45,602
+PT Aides (Intern 1)	81,900	33,251
Sub Totals	731,058	692,146

+ PT Aide at $18.27 phr/ 52 weeks

** 1.5% increase

Taxes

Employer SS & Medicare portion (7.65%)	52,949
Unemployment Comp (6.80%)	13,260
Unemployment Special Assessment ($35 x 13)	455
Workers Compensation	1,800
Payroll Admin Costs	800
Sub Total	69,264
Budget Amount	761,411

Agency Contribution (4%) - Retirement Plan

Executive Director	4,332
Deputy Director	2,828
Sr. Planner/Econ. Devlp. Mgr	2,514
Associate Planners (PT)	1,440
Associate Planners (2-FT)	4,249
Assistant Planners (4)	6,988
Financial & Office Adm.	2,180
Paratransit Coord.	1,824
Total Employer Contribution	26,356
Administrative Cost	1,950
Total Budget Amount	28,306

Budget Detail - Expenditures

Other Expenses		Budget Amount
D&O/Liability/Bonding Insurances		
D&O	4,000	
Liability	3,500	
Bonding	310	
		7,810
Training/Workshops/Sem./Conf.		
GIS/Computer Analysis Training	3,000	
Transportation/Planning Training	5,000	
Meetings	6,000	
Miscellaneous	4,000	
		18,000
Equipment/Software Purchases		
ArcGIS one year	7,100	
McTrans Subscription (1 year)	700	
QuickBooks/Payroll Upgrades	751	
Web Hosting	150	
		8,701
Dues/Subscriptions		
APA Dues (5 members)	1,000	
COST	225	
CCM	100	
CEDAS	100	
Chambers	900	
EDC (HSEP)	1,000	
ICMA	550	
Others	200	
Subscriptions	175	
		4,250
Accounting/Legal		
Accounting	14,500	
Legal	3,000	
		17,500
Miscellaneous		
Board Meetings	1,104	
Other	2,000	
		3,104

Budget Detail - Expenditures

Employee Insurances

Health, RX & Dental	Class	Total Cost	Employee Cost	Agency Cost
Executive Director	EE+1	18,054	1,739	16,315
Deputy Director	EE (m)	6,819	682	6,137
Regional Planner	EE (f)	9,602	960	8,642
Regional Planner	EE (m)	5,218	522	4,696
Financial & Office Adm.	EE+1	25,173	2,517	22,656
Paratransit Coord.	EE (m)	5,218	522	4,696
Assistant Planner	EE (f)	9,602	960	8,642
Assistant Planner	EE (m)	6,819	682	6,137
Health Ins Allow		6,425	0	6,425
Medicare OFP		4,000	0	4,000
Total Budget Cost		96,930	8,584	88,346

Short Term Disability	Total Cost	Employee Cost	Agency Cost
Executive Director	744	74	670
Deputy Director	286	29	257
Sr. Planner/Devlp. Mgr	286	29	257
Assoicate Planner	130	13	117
Regional Planner	190	19	171
Regional Planner	190	19	171
Financial & Office Adm.	290	29	261
Paratransit Coord.	172	17	155
Assistant Planner	172	17	155
Assistant Planner	172	17	155
Assistant Planner	172	17	155
Assistant Planner	172	17	155
Total Budget Cost	2,976	298	2,678
Life Insurance			1,800
Total Budget Costs - Employee Insurances			92,824

CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
BUDGET FY 2014-2015

Preliminary Budget - Half Year for FY 2014-2015

	Preliminary Budget Revenue FY 2014-2015
Municipal Contributions	$40,263
CEDS - Municipality	$10,000
Sustainable Communities	$0
Litchfield Natural Hazard	$0
Transportation Planning Grant Carryover	$229,678
Transportation Planning Grant	$205,555
Paratransit -Contractor	$852,500
Paratransit -Admin.	$66,500
Pequabuck River Dam Removal	$0
Pequabuck River Dam Removal (3rd)	$100,000
Paratransit Advertising	$0
SGIA	$0
CERT Administrative	$1,500
R5EPT	$350
EDA - EDD	$35,000
EDA Disaster Recovery	$0
FEMA Natural Hazard	$59,640
Miscellaneous Revenues	$500
RPI GIS Mapping	$54,340
FMPP - Urban Oaks	$0
Total Revenues	$1,655,826

	Preliminary Budget Expenses FY 2014-2015
Salaries & Payroll Taxes	$380,706
Retirement/Administration	$14,153
Health/Life Insurance/STD	$46,412
D&O/Liability/Bonding Ins.	$3,905
Accounting/Legal	$8,750
Paratransit Contractor	$852,500
Equipment Service Cont./Maint.	$2,500
Equipment/Software Purch.	$4,351
Rent	$17,020
Office Cleaning	$2,220
Telephone/Postage	$3,750
Office Furniture/Cabinet	$0
Supplies	$1,500
Training/Workshops/Sem./Conf.	$9,000
Travel in State	$7,500
Dues/Subscription	$2,125
Publications	$0
Advertising	$500
Pequabuck River Dam Removal	$0
RPI GIS Mapping	$54,340
FMPP Urban Oaks	$0
Consulting Services	$143,042
Pequabuck River Dam Removal (3rd)	$100,000
Miscellaneous Expenditures	$1,552
Total Expenses	$1,655,826

FY 2013-2014 BUDGET NOTES

Current Grants

The following grants need to be spent as salaries/mileage/other reimbursements to receive the funds. The formula to charge to a grant is the hourly staff rate times the number of hours worked plus the 110% Burden, Fringe, and Overhead (BFO) rate to cover indirect costs (BFO = costs associated with running the office; equipment, rent, telephone, employee benefits, payroll taxes, etc..).

- Transportation Planning Grant
- ADA Paratransit Administration
- CERT Administration
- EDA – EDD
- Sustainable Communities
- EDA Disaster Recovery
- FEMA Natural Hazard

The following grants can also have staff time charged to them:

- Pequabuck River Dam
- CEDS

The following grants are considered "pass through," although in most cases can have some minor amount of administrative time charged against them:

- Paratransit Contractor
- Pequabuck River Dam
- RPI GIS Parcel Mapping
- Farmers Market (FMPP)

All grants are billed either monthly or quarterly - in some cases copies of timesheets are required, but billing is in arrears and reserves are drawn upon to pay monthly expenses.

Current Grant Schedule FY2013-2014					
Grant	**Start**	**End**	**Amount**	**Match**	**Comments**
Transportation	07/2013	06/2014	$507,809	$50,781	
SGIA	07/2013	06/2014	$125,000	$0.00	
Paratransit	07/2013	06/2018	$133,000	$0.00	Admin –Annual
Paratransit	07/2013	06/2018	$1,750,000	$0.00	Contractor
CERT	06/2013	07/2014	$8,000	$0.00	
R5EPT	06/2013	07/2014	$1,400	$0.00	
Pequabuck River Dam	07/2011	09/2014	$164,5000	$0.00	
Pequabuck River Dam (3)	07/01/2014	??	$100,000	$0.00	Contractor
SCI	02/2011	06/2014	$110,000	$10,000	Done
EDA Disaster	12/2012	11/2014	$213,428	$42,686	
FEMA Hazard Mit.	09/2013	09/2016	$112,669	$28,167	
Litchfield	11/2013	05/2014	$20,000	$0.00	
EDA/EDD	10/2013	09/2014	$89,516	$44,758	
FMPP	09/2013	09/2014	$70,533	$0.00	
RPI-GIS	12/2012	12/2014	$149,340	$0.00	

- Grant Matching for FY2015 (estimated):

A total of $166,719 will be needed to match the FY2015 grants, it has been calculated that $100,526 will be received from the towns (MPO/RPO/CEDS dues) and the remainder will need to be covered up to $66,193 from our reserve funds, depending upon the degree to which we fully charge out the Transportation Grant.

- Expenses

BFO rates are calculated annually and over past years have been:

FYE 2013: 105.34%
FYE 2012: 100.78%
FYE 2011: 111.37%

CCRPA functions at a lower BFO rate than either CRCOG or COGCNV, which average 130% - 140%.

- Municipal Contributions

For FY2015 Municipal Contributions will make up 6.5 % of revenue (not including the pass through monies of Paratransit, PRD, and RPI GIS Mapping) of $1,238,331.

- Transportation Planning Grant

The Transportation Planning Grant (TP) for FY2015 will include receipt of two fiscal years' carryovers; $267,311 from FY2011, and $243,083 from FY2012, totaling $510,394. The $456,789 FY2015 TP grant will be added to the carryover funds for a total of $967,183. Required local match will be $96,719.

FY2013 Planning Grant carryover (which should be awarded in FY2016) is estimated at $319,132; and FY2017 carryover is estimated at zero because it is anticipated that the full amount of the TP grant for FY2014 will be spent out.

PERFORMANCE APPRAISAL FORM

Employee Name: Carl Stephani Title: Executive Director

Supervisor Name: Agency Board Title: Agency Board

Review Period Start Date: 4/2013 End Date: 3/2014

This Form is composed of three Sections: (1) Job Classification Performance - General Duties; (2) Job Classification Performance - Special Skills/Abilities; and, (3) Behavioral Performance. Each Section of the form is completed separately, and the ratings from each section are averaged to calculate an overall rating. The following rating scale is used throughout:

Exceptional Performance	9+	Needs Improvement	6-6.9
Very Good	8-8.9	Unacceptable	<6
Satisfactory	7-7.9		

SECTION I: Job Classification Performance - General Duties

	Serves as the chief administrator of the Agency and has responsibility for implementing the policies of the Agency and its Committees.
	Overall planning, direction, and coordination of the Agency's staff members.
	Serves as the Agency's primary communication liaison with all levels of government, the private sector, and serves as its chief spokesperson with the news media.
	Coordinates Agency operations with municipal, state, and other agencies.
	Advertises for applicants, screens, and hires new employees.
	Conducts or supervises all personnel matters, including recommended staff appointments, evaluations, assignments/reassignments of duties, supervises selected staff members (i.e., may assign supervision to certain staff members), recognizes good staff performance and conducts positive discipline steps, as well as implements suspensions and terminations of employees.
	Conducts overall quality assurances of all staff oral, written, financial, and mapping products.
	Total Score for this 7 category section
	Average Score for this Section

SECTION II: Job Classification Performance - Special Skills/Abilities

	Overall office management and administration on behalf of the Agency.
	Vision and ability to harmonize diverse groups, energize others, and achieve effective inner-agency relations with innovation, creativity, and dynamic leadership.

	Prepares or directs the preparation of short range and long range programs as well as initiates new activities.
	Directs the preparation of Agency budgets and oversees the control of expenditures.
	Oversees the content of various Agency studies and Central Connecticut Plan of Conservation and Development updates.
	Guides implementation of physical, social and economic development strategies.
	Directs grant applications, negotiates, and grant oversight.
	Develops consultant Requests For Proposals/Qualifications.
	Ability to effectively organize/retrieve data and conduct general financial reviews of selected programs.
	Effective preparation of reports, statistical analyses, and other informational materials.
	Ability to communicate ideas persuasively in both oral communications and in written materials.
	Interprets states statutes, case law, local ordinances, etc. as they apply to advisory reports from the Agency or in service to public officials and citizens.
	Directs the provision of technical assistance communities in the region on planning, zoning, site plan review and related matters.
	Prepares Agency and Committee Agenda and attends all appropriate Agency and outside organization meetings.
	Overall responsibility for CCRPA staff Affirmative Action program.
	Signs checks, approves staff timesheets, expenditure invoices, etc.
	Prepares or directs the preparation of the Agency's Annual Report
	Knowledgeable regarding environmental protection, natural resource, and historic preservation issues and opportunities.
	Oversees the maintenance of the Agency's records, reports, maps, etc.
	Has the physical and legal capability to travel from site to site and carry out all assigned duties.
	Other duties as assigned.
	Total Score for this 19 category Section
	Average Score for this Section

SECTION III: Behavioral Performance

Communications			
	Expresses verbal ideas and thoughts		Selects and uses appropriate communication methods
	Expresses written ideas and thoughts		Keeps others adequately informed
	Exhibits good listening and comprehension		
Job Knowledge			
	Competent in required job skills and knowledge		Displays understanding of how job relates to others
	Exhibits ability to learn		Requires minimal supervision
	Keeps abreast of current developments		
Planning & Organization			
	Prioritizes and plans work activities		Sets goals and objectives
	Uses time efficiently		Works in an organized manner
	Integrates changes smoothly		
Quality of Work			
	Demonstrates accuracy and thoroughness		Applies feedback to improve performance
	Displays commitment to excellence		Monitors own work to ensure quality
	Looks for ways to improve and promote quality		
Quantity of Work			
	Meets productivity standards		Works quickly
	Completes work in timely manner		Achieves established goals
	Strives to increase productivity		
Attendance and Punctuality			
	Schedules time off in advance		Ensures work responsibilities are covered when absent
	Begins and ends work at appropriate time		Arrives at meetings and appointments on time
	Keeps absences within guidelines		

Business Ethics			
	Treats people with respect		Works with integrity and ethically
	Keeps commitments		Upholds organizational values
	Inspires the trust of others		
Cooperation			
	Establishes and maintains effective relations		Offers assistance and support to co-workers
	Exhibits tact and consideration		Works cooperatively in group situations
	Displays positive outlook and pleasant manner		
Initiative			
	Volunteers readily		Looks for/takes advantage of opportunities
	Undertakes self-development activities		Asks for help when needed
	Seeks increased responsibility		
Dependability			
	Responds to requests for service and assistance		Commits to doing the best job possible
	Follows instructions, responds to management direction		Keeps commitments
	Takes responsibility for own actions		
	Total Score for this 50 category Section		
	Average Score for this Section		
	Total of the three averages of the three sections		
	FINAL SCORE (average score of all three Sections)		

Employee comments (optional):

Supervisor's comments (optional):

Supervisor: _____ Date: _____