

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

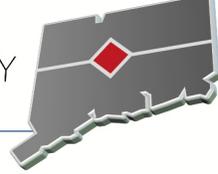
Organization	Priority 1 = high 5 = low	Frequency of meetings	Meetings Attended Annually	Agency Representative(s)	Meeting Location	Function
Capital Workforce Partners (CWP) Workforce Investment Board	2	semi- monthly	6 (not including committee s)	Carl	Hartford	Oversees the management of the CWP's approximately \$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

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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

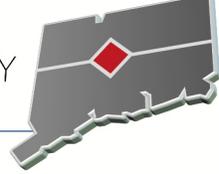
RECOMMENDATION

that your Committee

Recommend that the Agency Board amend Personnel Policy Section III.A "Health Insurance" by adding the following language to become effective the first full pay period following July 1, 2010:

"Employees who have coverage thru 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) to be awarded proportionally with the issuance of each paycheck, but not considered 'salary' in relation to annual salary increases."

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 shareing 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 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~~ organizes and retrieves data, conducts statistical analyses and conducts 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

