

MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: May 10, 2010

FOR AGENDA: June 3, 2010

SUBJECT: Executive Director's Performance Evaluation

At your last regular meeting on May 6, 2010, you began the process of evaluating the Executive Director's performance and asked to include additional time for discussion of that topic on the agenda for the June 3rd meeting.

On that basis, it is my

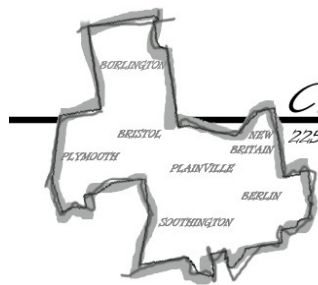
RECOMMENDATION

that your Committee

Pass a motion to move into Executive Session to discuss the Executive Director's performance, and report the results of the discussion upon re-convening the regular Committee meeting.

Discussion

The agenda materials you were provide for the May 6th meeting included a blank Agency employee performance evaluation form. Please let staff know if you need another copy of that form. In the past employees have been granted performance, or "merit," salary increases on the basis of the results of their performance evaluation. Next year's Final Draft Budget includes funding for a potential increase of up to 2% for employees who are not experiencing changes in their Classification Description. In the past, the PFP Policy has been to grant the full merit increase to employees who achieved a score of at least 9.0 on their performance evaluations; .75 to employees scoring between 8-8.99; and .50 to employees scoring between 7-7.99.



MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: May 10, 2010
FOR AGENDA: June 3, 2010
SUBJECT: Recommendation to the Agency Board - Final FY2010-2011 Budget

The attached Agency Budget for FY2010-2011 is virtually identical to the one presented to you at your last regular meeting on May 6, 2010. The year-do-date revenue and expenditure lines have been brought up-to-date, but few other changes have been made to it. It would fund several changes in staffing, including establishment of a Senior Planner/Assistant Director, and a Senior Planner/IT Manager position; and would permit the hiring of up to ½ of an additional Regional Planner over what we have this year. It would allow a cost-of-living increase of .5% to the two employees whose classification descriptions would not change (Executive Director and Office Manager/Bookkeeper) and an up to 2% merit increase for those positions.

The attached FY2010-2011 Budget would continue the Agency's participation in the same employee health insurance program that we have this year with an anticipated increase of 15%. That increase will be mitigated to the extent of \$9,500 by the Executive Director's decision to enroll in Medicare Part B. Further limiting the increase is another increase in co-pays following the increases that employees experienced last year (co-pays for prescriptions will increase from \$5/\$10/\$15 to \$10/\$20/\$30; co-pays for doctor visits will increase from \$10/\$20 to \$15/\$25). Several other HMO and PPO plans were reviewed prior to reaching this recommendation, including those offering rates available thru the Bristol Chamber of Commerce. Key elements of the current PPO plan that are maintained are the ability to select from a broad variety of providers, including out-of-state doctors/hospitals, and limited hospital stay deductibles.

The budget does not include funding for any new programs, although there is the potential for a \$15,000 contract with the City of Bristol for writing zoning language for a new workforce housing incentive zone.

As has been the practice for the past decade, the budget maintains municipal dues at the same level. The budget does not include \$9,500 of State funding (SGIA, or State-Grant-in-Aid) even though that money is in the adopted State budget for next year. That money is not included in the budget because this year we had to wait until early May to receive that Grant, and the new Governor may decide to "claw-back" that money.

The attached budget will enable the Agency to continue to fulfill its transportation planning (Metropolitan Planning Organization, or "MPO") responsibilities, to conduct its paratransit services program, to complete its Comprehensive Economic Development Strategy, and fulfill all of its other responsibilities, including its subdivision/zoning/planning referral reviews, its Regional Performance Initiative program and Pequabuck River Dam project financial management, and its Citizens' Emergency Response Team program administration.

On that basis, it is my
RECOMMENDATION
that your Committee
Recommend that the Board adopt the attached Agency Budget for FY2010-2011

cc: Agency Board
Attachment: FY2010-2011 Agency Budget

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

REVENUES				
			Actual as of	
		Estimated for	4/30/2010	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	\$260,579	\$210,579	\$577,392
Paratransit Advertising	\$1,000	\$0	\$0	\$0
Paratransit Admin./Contractor	\$990,000	\$1,223,271	\$926,509	\$1,319,340
R5EPT	\$2,000	\$2,000	\$2,263	\$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	\$9,468	\$8,000
SGIA	\$1,000	\$0	\$9,500	\$0
Hazard Mitigation	\$1,000	\$0	\$0	\$0
Berlin/NB Solid Waste - RPI	\$255,160	\$255,160	\$225,889	\$0
Miscellaneous Revenues	\$4,200	\$35,000	\$34,241	\$6,200
Total Revenues	\$2,158,783	\$2,021,510	\$1,615,949	\$2,060,932

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

EXPENSES				
		Estimated for	Actual as of	
	BUDGET	Year End	4/30/2010	PROPOSED
	FY2009-2010	FY2009-2010	YTD	BUDGET
			2009-2010	FY2010-2011
Salaries & Payroll Taxes	\$409,425	\$373,700	\$314,424	\$380,931
Retirement/Administration	\$16,159	\$9,113	\$7,902	\$12,461
Health/Life Insurance/STD	\$111,883	\$104,640	\$89,835	\$125,634
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	\$836,261	\$1,229,340
Equipment Service Cont./Maint.	\$5,500	\$3,000	\$1,984	\$4,500
Equipment/Software Purch.	\$28,800	\$18,000	\$11,165	\$23,650
Rent	\$30,016	\$30,016	\$24,986	\$30,180
Office Cleaning	\$3,800	\$3,000	\$2,750	\$4,200
Office Renovations	\$1,500	\$1,500	\$1,500	\$0
Telephone/Postage	\$6,500	\$4,000	\$3,997	\$6,500
Supplies	\$9,500	\$4,500	\$2,250	\$7,500
Training/Workshops/Sem./Conf.	\$9,200	\$8,500	\$6,504	\$10,500
Travel in State	\$11,000	\$11,000	\$10,473	\$13,000
Dues/Subscription	\$11,326	\$6,000	\$4,756	\$11,326
Publications	\$300	\$300	\$0	\$300
Advertising	\$4,000	\$1,000	\$817	\$4,000
Pequabuck River Dam Removal	\$90,000	\$80,000	\$16,884	\$10,000
Berlin/NB Solid Waste - RPI	\$251,964	\$251,964	\$224,968	\$0
Miscellaneous Expenditures	\$9,400	\$4,800	\$4,841	\$9,400
Contingency	\$220,950	\$0	\$0	\$157,010
Total Expenses	\$2,158,783	\$2,075,864	\$1,580,297	\$2,060,932

Budget Detail - Expenditures

Payroll and Taxes

Title	FY09/10 Salaries	Changes	FY10/11 Salaries
Executive Director*	95,281	2,096	97,377
Deputy Director	66,629	0	0
Sr. Plnr/IT Mgr (Reg. Plnr.)	39,780	11,220	51,000
Sr. Plnr/Asst. Dir. (Reg. Plnr.)	39,780	11,220	51,000
Regional Planner	39,585	0	0
Transportation Plnr.	0	0	39,000
Regional Planner PT	0	0	18,992
Office Manager/Bkkp*	44,098	970	45,068
Transit Prog. Mgr. (Trans. Assist.)	35,525	5,475	41,000
Intern	0	0	4,000
Sub Totals	360,678	30,981	<u>347,437</u>
Employer SS & Medicare portion (7.65%)			26,579
Unemployment Comp (4.5%)			4,815
Workers Compensation			1,600
Payroll Admin Costs			500
Sub Total			<u>33,494</u>
Budget Amount			<u><u>380,931</u></u>

* budget allows up to 0.2% COLA and 2% increase based on Performance

Budget Detail - Expenditures

Employee Insurances

Health, RX & Dental	Class	Total Cost	Employee Cost	Agency Cost
Executive Director	EE+1	26,908	2,345	24,562
Sr. Planner/IT Mgr.	EE	4,739	237	4,502
Sr. Planner/ Assit. Dir.	EE+1	14,696	990	13,707
Transportation Plnr.	Family	27,246	2,403	24,843
Office Manager/Bkkp	Family	29,952	2,392	27,559
Transit Program Mgr.	Family	27,246	2,403	24,843
Total Budget Cost		130,786	10,771	120,016

*estimated rates

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	<u>3,500</u>
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Total Budget Costs - Employee Insurances	<u><u>125,634</u></u>
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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

Tunxis Community College Continuing Education and Business and Industry Services Advisory Council

Tunxis is re-activating an Advisory Council to provide in-sight, direction, general evaluation, and relevance of training and programs as we strive to meet the demands of today's market. The Advisory Council plans to meet quarterly to provide their expertise as the College advances toward this goal in the areas of Continuing Education and in-service training.

Our first meeting is scheduled for June 24th at the main campus in Farmington. The plan is to have our working meeting start by 8:00 AM with a completion of no later than 9:30 AM.

Tunxis Community College looks forward to having the expertise and ideas of the CCRPA represented through Carl Stephani.