

MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: May 30, 2012

FOR AGENDA: June 7, 2012

SUBJECT: Designating staff member Tim Malone as an Agency Check Signer

Administrative Policy Section II.E states that: "... All checks must have two authorized signatures. The Agency Chair, Treasurer, Executive Director and one additional individual designated by the PFP shall be the approved check signers. ..."

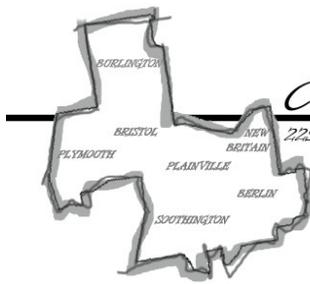
On September 2, 2010, you approved Ethan Abeles as a check signer. With his reduction in working hours to half-time, we need to have a full-time employee to serve as a check signer. Our Associate Planner, Tim Malone, is prepared and qualified to assume that responsibility.

On that basis, it is my

RECOMMENDATION

that your Committee

Approve Tim Malone to replace Ethan Abeles as a check signer for the Agency.



CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
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MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director

DATE: May 21, 2012

FOR AGENDA: June 7, 2012
SUBJECT: Recommendation to the Agency Board: FY2012-2013 Final Budget

Based on your discussion of the Preliminary FY2012-2013 Budget which we reviewed with you last month, we have made the changes you suggested and prepared the attached Final FY2012-2013 Budget. As you can see, our revenue expectations remain the same, and our expenditures were adjusted slightly to reflect a cost-of-living increase reduced to a flat 2%.

This budget would enable us to continue our current programs through the coming fiscal year, and to continue forward thru FY2013-2014, even if our transportation planning grant carryover were to be somehow “clawed- back” by the federal government. On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board approve the attached FY2012-2013 Budget

cc: Agency Board

Attachment: FY2012-2013 Budget

**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
BUDGET FY 2012-2013**

REVENUES

	10/6/2011			6/30/2012
	ADOPTED	ACTUAL	Estimated	Proposed
	FY2011-2012	FY 2011-2012	FY 2011-2012	FY 2012-2013
	BUDGET	as of 04/30/2012		BUDGET
Municipal Contributions	\$91,500	\$91,500	\$91,500	\$91,500
Transportation Planning Grant Carryover	\$196,512	\$196,512	\$196,512	\$271,290
Transportation Planning Grant	\$446,064	\$171,387	\$205,664	\$457,028
Paratransit -Contractor	\$1,465,000	\$1,331,396	\$1,597,675	\$1,545,069
Paratransit -Admin.	\$90,000	\$105,209	\$120,000	\$120,000
SGIA	\$12,541	\$12,541	\$12,541	\$12,541
CERT Administrative	\$8,000	\$1,600	\$8,000	\$8,000
R5EPT	\$2,500	\$757	\$2,500	\$3,000
CEDS - Municipality	\$10,000	\$10,000	\$10,000	\$20,000
CEDS - USEDA	\$20,000	\$19,423	\$19,423	\$0
Pequabuck River Dam Removal	\$164,500	\$82,250	\$82,250	\$82,250
Sustainable Communities	\$41,163	\$4,217	\$10,000	\$15,000
Paratransit Advertising	\$5,000	\$6,273	\$7,272	\$2,000
DEEP	\$0	\$0	\$0	\$8,000
Miscellaneous Revenues	\$1,000	\$969	\$1,500	\$1,000
Total Revenues	\$2,553,780	\$2,034,034	\$2,364,837	\$2,636,678

**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY
BUDGET FY 2012-2013**

EXPENSES

	10/6/2011			6/30/2012
	ADOPTED	ACTUAL	ESTIMATED	PROPOSED
	BUDGET	as of 04/30/2012	FY 2011-2012	BUDGET
	FY2011-2012	FY 2011-2012		FY2012-2013
Salaries & Payroll Taxes	\$549,688	\$395,016	\$477,939	\$593,342
Retirement/Administration	\$17,239	\$7,717	\$9,289	\$18,533
Health/Life Insurance/STD	\$175,362	\$85,560	\$101,836	\$156,593
D&O/Liability/Bonding Ins.	\$6,410	\$5,071	\$5,500	\$7,000
Accounting/Legal	\$17,500	\$12,850	\$15,850	\$17,500
Paratransit Contractor	\$1,465,000	\$1,331,396	\$1,597,675	\$1,545,069
Equipment Service Cont./Maint.	\$3,500	\$3,492	\$3,500	\$5,000
Equipment/Software Purch.	\$45,900	\$28,231	\$30,000	\$30,300
Rent	\$30,180	\$25,150	\$30,180	\$30,180
Office Cleaning	\$5,200	\$2,500	\$3,000	\$5,200
Telephone/Postage	\$5,000	\$3,045	\$3,700	\$4,500
Supplies	\$4,000	\$1,197	\$1,800	\$3,800
Training/Workshops/Sem./Conf.	\$18,000	\$9,075	\$13,000	\$18,000
Travel in State	\$22,615	\$11,086	\$12,500	\$20,000
Dues/Subscription	\$11,346	\$6,517	\$10,000	\$11,446
Publications	\$400	\$162	\$250	\$400
CPC Referral Consultant	\$2,940	\$1,226	\$1,968	\$2,000
Advertising	\$3,000	\$466	\$1,000	\$3,000
Pequabuck River Dam Removal	\$164,500	\$5,939	\$40,000	\$82,250
Special Projects/Consultants	\$0	\$0	\$0	\$74,639
Miscellaneous Expenditures	\$6,000	\$5,195	\$5,850	\$7,926
Total Expenses	\$2,553,780	\$1,940,891	\$2,364,837	\$2,636,678

**Budget Detail - Expenditures
Payroll and Taxes**

Title	FY11/12 Salaries	Changes	FY12/13 Salaries
1- Executive Director	98,644	3,946	102,590 **
1- Sr. Plnr/IT Mgr.	52,020	0	0
1 -Deputy Director	0	10,000	62,020 +
1 -Transportation Plnr.	42,840	0	0
1 -PT Transportation Plnr.	0	0	22,277
2 -Regional Planner	85,680	0	0
2 -Associate Planner	0	15,000	100,680 +
2 -Assistant Planner	80,000	3,200	84,640 **
1 -Assistant Planner- New	40,000	0	40,000
1 -Office & Financial Adm.	45,969	1,839	47,808 ** +
1 -Paratransit Coord.	36,000	0	36,000
3 - PT Aides (Intern)	10,823	0	40,438 +
Sub Totals	491,976	33,985	536,453

PT Aides - at \$15.per hour for 5 months

** 2.0% performance and 2.0% CPI for a maximum potential of a 4.0% increase

+ Title change

Employer SS & Medicare portion (7.65%)	41,039
Unemployment Comp (6.80%)	13,260
Unemployment Special Assessment (\$40 x 11)	440
Workers Compensation	1,600
Payroll Admin Costs	550
Sub Total	56,889
Budget Amount	593,342

Current ING Plan

Executive Director	98,644
Deputy Director	52,020
Associate Planner	42,840
Associate Planner	42,840
Assistant Planner	40,000
Assistant Planner	40,000
Assistant Planner- New	40,000
Office & Financial Adm.	45,969
Paratransit Coord.	36,000
Total	438,313
Employer portion (4%)	17,533
Administrative Cost	1,000
Total Budget Amount	18,533

Budget Detail - Expenditures

Other Expenses	Budget Amount
Office Cleaning	4,200
Carpet Cleaning	1,000
	<hr/>
	5,200
D&O	3,190
Liability	3,500
Bonding	310
	<hr/>
	7,000
Training/Workshops/Sem./Conf.	
GIS/Computer Analysis Training	5,500
Transportation/Planning Training	5,000
Meetings	5,000
Miscellaneous	2,500
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	18,000
Travel in State	20,000
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	20,000
Telephone/Postage	
Telephone/Cell Phone	3,000
Postage	1,500
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	4,500
Equipment/Software Purchases	
ArcGIS one year	7,100
Digitizer tablet	400
ID Printer	2,000
McTrans Subscription (1 year)	500
Air Quality Modeling	2,000
Projector (portable0	500
Plotter	10,000
QuickBooks/Payroll Upgrades	650
Replacement Computer (3)	3,000
Other Hardware/Software	4,000
Web Hosting	150
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	30,300
Dues/Subscriptions	
APA Dues (5 members)	1,300

Budget Detail - Expenditures

Other Expenses		Budget Amount
COST	110	
CCM	100	
CEDAS	100	
Chambers	1,500	
ICMA	706	
NARC	1,000	
CRPC	3,500	
HSEP	1,000	
Others	1,655	
Subscriptions	175	
Other	300	
	<hr/>	11,446
Accounting/Legal		
Accounting	15,000	
Legal	2,500	
	<hr/>	17,500
Service Contracts/Equipment Maint.		
Service Contract Copier	2,500	
Misc. Equipment/Rep./Maint.	2,500	
	<hr/>	5,000
Miscellaneous		
Emp. Of the Quarter Program	600	
Holiday/Appreciation Dinner	2,000	
Other	5,326	
	<hr/>	7,926

Budget Detail - Expenditures

Employee Insurances

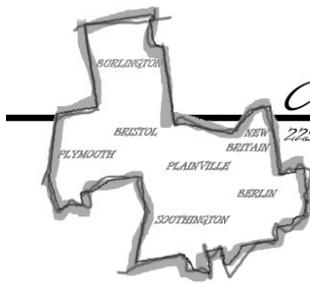
Health, RX & Dental	Class	Total Cost	Employee Cost	Agency Cost
Executive Director*	EE+1	16,857	1,263	15,594
Deputy Director	EE	6,871	344	6,527
Associate Planner	EE+1	25,610	2,083	23,527
Associate Planner	EE	6,871	344	6,527
Assistant Planner	EE	9,701	485	9,216
Assistant Planner	EE	5,246	262	4,984
Assistant Planner-New	Family	25,610	2,084	23,526
Paratransit Coord.	Family	25,610	2,084	23,526
Office & Financial Adm.	Family	36,362	3,009	33,353
Medicare OFF		4,000	0	4,000
Total Budget Cost		<u>162,738</u>	<u>11,958</u>	<u>150,780</u>

* Employee & Dependent on Medicare

Short Term Disability	Total Cost	Employee Cost	Agency Cost
Executive Director	760	76	684
Deputy Director	250	25	225
Associate Planner	180	18	162
Associate Planner	180	18	162
Assistant Planner	180	18	162
Assistant Planner	180	18	162
Assistant Planner-New	280	28	252
Paratransit Coord.	280	28	252
Office & Financial Adm.	280	28	252
Total Budget Cost	<u>2,570</u>	<u>257</u>	<u>2,313</u>

Life Insurance 3,500

Total Budget Costs - Employee Insurances 156,593



MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: May 21, 2012
FOR AGENDA: June 7, 2012
SUBJECT: Recommendation to the Agency Board - Amendments to the Personnel Policy regarding Classification Description Changes to implement the FY2012-2013 Budget

Approval of the FY2012-2013 Budget allows the deletion of two redundant Classification Descriptions from our Personnel Policy (Senior Planner and Transit Programs Manager), and requires the following other changes:

1. Addition of Deputy Director, Associate Planner and Paratransit Coordinator Classification Descriptions
2. Change of title for the Office Manager/Bookkeeper to Office and Finance Administrator

Copies of classification descriptions for the Deputy Director, Associate Planner, and Paratransit Coordinator are attached.

On that basis, it is my

RECOMMENDATION

that your Committee

Recommend that the Agency Board approve the following changes to the Personnel Policy:

1. Deletion of the Senior Planner and Transit Programs Manager classification descriptions
2. Addition of classification descriptions for the Deputy Director, Associate Planner, and Paratransit Coordinator
3. Change in title for the Office Manager/Bookkeeper to Office and Finance Administrator

cc: Agency Board

Attachments: Classification Descriptions - Deputy Director, Associate Planner, Paratransit Coordinator

POSITION DESCRIPTION

TITLE: Deputy Director

Minimum Knowledge/Qualifications:

Master's degree from an accredited college in city or regional planning, or a related field and two years of planning experience, or a Bachelor's degree and three years of planning experience; and one year of supervisory experience; or other combination of education and experience judged equivalent by the Executive Director.

General Duties:

- Supervises planning and transportation staff
- Develops and monitors progress on Agency plan of work, including projects and activities
- Assigns work and provides input/guidance to staff
- Directs staff on planning and transportation activities, including economic development (CEDs/CCEDA), emergency management (CERT/R5EPT), transportation (TIP, LOCHSTP, and ADA paratransit), and zoning/subdivision referral activities
- Develops planning and transportation programs, including development of, updates to, and monitoring of progress under the Unified Planning Work Program
- Develops and updates strategic plans, including the Long-Range Transportation Plan (LRTP) and Regional Plan of Conservation and Development
- Develops and implements special projects, such as development studies, environmental analyses, and transit/transportation studies, and applies for related grants
- Collects and analyzes data
- Prepares reports, statistical and qualitative analyses, maps, presentations, online documents, and other documents
- Maintains and upgrades the Agency's information systems, including the Agency's web site, databases, and computer and telephone networks
- Addresses staff concerns, reviews staff performance, and manages hiring process
- Coordinates with federal, state, and regional actors
- Represents the Agency in public, including arranging and attending meetings
- Fills in for the Executive Director when s/he is absent

Special Knowledge/Skills/Abilities:

- Ability to touch-type at least 40 wpm, and demonstrated proficiency in Microsoft Office; ArcGIS; SQL; SPSS; graphics and web design software; and Windows/Exchange Server
- Creativity to develop projects from the ground up
- Ability to successfully and efficiently carry projects and plans of work to completion
- Ability to delegate tasks effectively, monitor progress, and quickly respond to issues
- Ability to communicate clearly in oral, written, and graphic form
- Knowledge of land use base studies, planning, zoning, land subdivision practices, various transportation analysis techniques, planning/programming procedures, transportation-land, use interrelationships, and intelligent transportation systems
- Research, analysis, and organizational skills, including expertise in GIS and statistics
- Knowledge of contemporary problems, solutions, practices, and trends in planning; economic development; environmental management; transportation; and local, state, and federal policy
- Physical and legal ability to travel from site to site and carry out all assigned duties

Supervised by: Executive Director

Supervision exercised: Planning staff

POSITION DESCRIPTION

TITLE: Associate Planner

Minimum Knowledge/Qualifications:

Bachelor's degree from an accredited college in planning (urban, regional, or spatial), environmental/natural resources (science, policy, or management), or transportation (planning or policy), plus one year of experience; or a Bachelor's degree in a closely related field with two years' experience; or other combinations of education and experience judged equivalent by the Executive Director; Master's Degree preferred.

General Duties:

- Serves as project manager for planning projects (e.g. CEDS, local area plans)
- Serves as staff to and manages the Agency on public committees or stakeholder groups
- Completes applications on behalf of Agency
- Completes transportation, land use, and economic development projects
- Reviews and prepares zoning and subdivision referral reviews
- Collects and analyzes data
- Prepares memoranda, reports, presentations, and other documents
- Represents the Agency and undertakes public outreach and participation
- Assists with GIS and website projects
- Organizes, analyzes, and retrieves data
- Communicates ideas in oral and written form
- Understands land use and land subdivision practices, land use-transportation interrelationships, planning, zoning, and transportation analysis techniques, planning/programming procedures
- Participates in all appropriate Agency and outside organizational meetings
- Directs intern(s) and working partners, where pertinent
- Performs other duties as assigned

Special/Knowledge/ Skills/Abilities:

- Ability to work independently when given direction
- Ability to manage projects through to completion and run committees
- Sustainability and environmental protection
- Land conservation and air and water quality
- Land use, subdivision, and zoning practices
- Transportation systems, including pedestrian/cyclist/transit planning
- Economic development
- Relationships and linkages between these subjects
- Environmental, transportation, and economic trends/challenges and practicable solutions
- Ability to touch-type 40 wpm, proficiency with word processing, spreadsheet, data processing, GIS software and statistics packages (e.g. Word, Excel, Access, SQL, ArcGIS, SPSS)
- Research, analysis, and visualization techniques (including statistical analysis)
- Excellent spoken and written English
- Physical and legal ability to travel from site to site and carry out all assigned duties

Supervised by: Deputy Director

Supervision exercised: Intern(s) as needed

POSITION DESCRIPTION

Title: Paratransit Coordinator

Minimum Knowledge/Qualifications:

Associate's degree from an accredited college with an emphasis in management or social services, knowledge of the 1990 Americans with Disabilities Act as it relates to transit, knowledge of medical conditions and disabilities, experience with data entry and database maintenance; or other combinations of education and experience which may be judged equivalent by the Executive Director.

General Duties:

Prepares correspondence, reports, and other communications
Responds to telephone, fax, e-mail, and Telecommunications Device for the Deaf (TDD) communications
Receives visitors and provides customer service
Administers the regional paratransit service program policies

Specific Duties:

Enforces compliance with pertinent regulations and policies when necessary
Provides information by phone, e-mail, and one-on-one about transportation services, including paratransit
Speaks to public and local groups about transportation services; reaches out to and responds to public on transportation issues
Coordinates with adult services providers, commissions on persons with disabilities, State agencies, and other relevant transportation/paratransit service providers
Provides support to ADA Advisory Committee
Reviews applications for ADA certification, including physician statements, and conducts interviews; determines final eligibility
Notifies and re-certifies paratransit clients as needed
Maintains database(s) of certified and active clients
Develops, maintains, and reviews as needed paratransit policies and procedures
Addresses complaints in a timely and mutually satisfactory manner
Handles passenger and driver/vehicle incidents including accidents, misbehavior, 'no-shows,' and complaints
Applies relevant corrective/disciplinary policies when necessary; keeps records of all incidents and actions taken in response
Performs other duties as assigned

Special Knowledge/Skills/Abilities:

Physical and legal ability to travel from site to site to carry out all assigned duties
Ability to touch-type 40 wpm
Ability to use different types of office equipment including photocopiers, postage meter, fax machine, e-mail, and TDD communication systems
Ability to use PC computer word processing, spreadsheet, and database software, including Microsoft Word, Access, Excel, etc.

Supervised by: Sr. Planner
Supervision exercised: None