

memorandum

to: Program, Finance and Personnel Committee  
 from: Carl J. Stephani, Executive Director  
 date: April 24, 2013  
 for agenda: May 2, 2013  
 subject: FY2013-2014 Proposed Budget

Since last month, staff has made a couple of minor adjustments to the draft FY2013-2014 Budget.

REVENUES

The only change in budgeted revenues for next year since last month's draft involves our allocation from the R5EPT. That amount was cut in half last week by the R5EPT Steering Committee from \$2,800 to \$1,400. Our role in the R5EPT has diminished since the Town of Plymouth appointed a more assertive Emergency Management Director, and the \$1,400 should be adequate to cover the cost of our involvement there. On the other side of the equation, although we have not budgeted anything for our State Grant in Aid, there are state budget proposals that would provide us with some SGIA funding. If that funding gets included in the final adopted state budget, we will revise the Agency budget correspondingly for the June budget adoption meeting.

EXPENDITURES

The only change to this section relates to our Health Insurance, which shows an increase of approximately \$2,500 from what we showed you last month. This increase is based on revised estimates provided to us by our health insurance broker. This increase has been off-set by a corresponding decrease in the amount in the Miscellaneous Expenditures line. In relation to health insurance, our current coverage is being changed by our provider setting new co-pay amounts for prescriptions, doctor visits, and hospital stays as noted below:

Health Insurance Co-pays			
Prescriptions		Doctor visits	
Current	FY2013-2014	Current	FY2013-2014
\$15, \$20, \$25	\$20, \$25, \$30	\$15, \$25	\$20, \$30
Current Hospital stay deductible - \$250		FY2013-2014 Hospital stay deductible - \$500/day up to \$1,500	

We now also qualify to be covered by a health insurance plan recently offered through the State of Connecticut to organizations such as ours. We are currently investigating our options there and, if that plan offers significant cost reductions for similar coverage, we will report that to you at your June 6<sup>th</sup> meeting at which time a final decision can be made.

Finally, as you know, each of our employees has the option of declining our health insurance plan coverage, if they have coverage available thru a spouse, or other source. We provide a \$2,000 incentive to employees to take that option. That option has been utilized by employees in the past, and there is at least one other employee who may choose that option prior to the

end of this fiscal year. In such cases the overall savings to the Agency can be between \$15,000-\$20,000, per employee per year.

RECOMMENDATION

that your Committee

Advise staff regarding changes you would like made to the attached version of the budget before it is presented to you and the full Agency Board for adoption on June 6<sup>th</sup>.

cc: Agency Board

Attachment: Proposed FY2013-2014 Budget

**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY  
BUDGET FY 2013-2014**

**REVENUES**

	Adopted	Actual	Estimated	Proposed
	Budget	as of	Year End	Budget
	FY2012-2013	3/31/2013	FY 2012-2013	FY 2013-2014
Municipal Contributions	\$91,500	\$91,500	\$91,500	\$91,500
Transportation Planning Grant Carryover	\$271,290	\$271,290	\$271,290	\$0
Transportation Planning Grant	\$457,028	\$29,659	\$224,087	\$457,028
Paratransit -Contractor	\$1,545,069	\$1,211,256	\$1,639,445	\$1,545,069
Paratransit -Admin.	\$120,000	\$95,079	\$120,000	\$120,000
SGIA	\$12,541	\$12,517	\$12,517	\$0
CERT Administrative	\$8,000	\$7,903	\$7,903	\$8,000
R5EPT	\$3,000	\$1,356	\$2,500	\$1,400
CEDS - Municipality	\$20,000	\$20,000	\$20,000	\$20,000
Pequabuck River Dam Removal	\$82,250	\$0	\$0	\$82,250
Sustainable Communities	\$15,000	\$16,606	\$20,000	\$75,000
Paratransit Advertising	\$2,000	\$4,965	\$5,000	\$500
DEEP - Urban Forestry	\$8,000	\$0	\$8,000	\$0
EDA Disaster Recovery	\$10,000	\$0	\$10,000	\$85,000
RPI GIS Mapping	\$25,000	\$25,000	\$25,000	\$74,670
FMPP - Urban Oaks	\$0	\$0	\$0	\$70,533
Miscellaneous Revenues	\$1,000	\$946	\$1,000	\$1,000
<b>Total Revenues</b>	<b>\$2,671,678</b>	<b>\$1,788,077</b>	<b>\$2,458,242</b>	<b>\$2,631,950</b>

**CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY  
BUDGET FY 2013-2014**

**EXPENSES**

	Adopted	Actual	Estimated	Proposed
	Budget	as of	Year End	Budget
	FY2012-2013	3/31/2013	FY 2012-2013	FY2013-2014
Salaries & Payroll Taxes	\$566,055	\$386,535	\$526,535	\$595,233
Retirement/Administration	\$18,533	\$11,746	\$14,353	\$22,976
Health/Life Insurance/STI	\$156,101	\$73,004	\$94,818	\$141,177
D&O/Liability/Bonding Ins.	\$7,000	\$5,939	\$7,000	\$7,810
Accounting/Legal	\$17,500	\$8,562	\$13,750	\$17,500
Paratransit Contractor	\$1,545,069	\$1,211,256	\$1,639,445	\$1,545,069
Equipment Service Cont./Maint.	\$5,000	\$755	\$2,200	\$5,000
Equipment/Software Purch.	\$30,300	\$16,019	\$17,500	\$14,701
Rent	\$30,180	\$22,635	\$30,180	\$30,180
Office Cleaning	\$5,200	\$2,321	\$3,500	\$6,000
Telephone/Postage	\$4,500	\$3,954	\$4,200	\$4,000
Office Furniture/Cabinet	\$0	\$0	\$0	\$3,000
Supplies	\$3,800	\$1,319	\$2,200	\$3,000
Training/Workshops/Sem./Conf.	\$18,000	\$10,088	\$15,000	\$16,000
Travel in State	\$20,000	\$10,251	\$13,650	\$14,200
Dues/Subscription	\$11,446	\$5,836	\$11,446	\$12,010
Publications	\$400	\$137	\$400	\$400
CPC Referral Consultant	\$2,000	\$0	\$0	\$300
Advertising	\$3,000	\$299	\$1,100	\$2,000
Pequabuck River Dam Removal	\$82,250	\$20,756	\$28,500	\$42,250
RPI GIS Mapping	\$25,000	\$0	\$25,000	\$74,670
FMPP Urban Oaks	\$0	\$0	\$0	\$68,033
Special Projects	\$112,418	\$0	\$0	\$0
Miscellaneous Expenditures	\$7,926	\$6,421	\$6,781	\$6,441
<b>Total Expenses</b>	<b>\$2,671,678</b>	<b>\$1,797,833</b>	<b>\$2,457,558</b>	<b>\$2,631,950</b>

## Budget Detail - Expenditures

### Payroll and Taxes

<u>Title</u>	<u>FY12/13</u> <u>Salaries</u>	<u>Changes</u>	<u>FY13/14</u> <u>Salaries</u>
Executive Director (1)	102,590	4,104	106,694 *
Deputy Director (1)	62,020	2,481	64,501 *
Sr. Planner (1)	0	7,000	57,340
Associate Planners (1.5 reduced to .5)	81,715	0	31,395 **
Regional Planners (2)	0	8,000	91,200
Assistant Planners (4 reduced to 2)	136,534	3,200	83,200 *
Financial & Office Adm.(1)	47,808	1,912	49,720 *
Paratransit Coord.(1)	40,000	1,600	41,600 *
PT Aides (Intern)	40,438	0	14,000 +
Sub Totals	511,105	28,297	539,650

\*2% for COLA, 2% for performance increase = 4% total

\*\*\$28.75 x 21. hrs wkly x 52 weeks

+ PT Aides at \$15. per hour

Employer SS & Medicare portion (7.65%)	41,283
Unemployment Comp (6.80%)	11,220
Unemployment Special Assessment (\$40 x 11)	480
Workers Compensation	1,800
Payroll Admin Costs	800
Sub Total	55,583
Budget Amount	595,233

### Money Purchase Option Plan

Executive Director	106,694
Deputy Director	64,501
Sr. Planner	57,340
Associate Planner - PT	31,395
Regional Planner	45,600
Regional Planner	45,600
Financial & Office Adm.	49,720
Paratransit Coord.	41,600
Assistant Planner	41,600
Assistant Planner	41,600
Total	525,650
Employer portion (4%)	21,026
Administrative Cost	1,950
Total Budget Amount	22,976

## Budget Detail - Expenditures

<b>Other Expenses</b>		Budget Amount
<u>Office Cleaning</u>		
Office Cleaning	3,500	
Carpet Cleaning	2,500	
		<hr/> 6,000
<u>Office Furniture/Cabinets</u>		3,000
<u>D&amp;O/Liability/Bonding Insurances</u>		
D&O	4,000	
Liability	3,500	
Bonding	310	
		<hr/> 7,810
<u>Training/Workshops/Sem./Conf.</u>		
GIS/Computer Analysis Training	3,000	
Transportation/Planning Training	5,000	
Meetings	5,000	
Miscellaneous	3,000	
		<hr/> 16,000
<u>Travel in State</u>	14,200	
		<hr/> 14,200
<u>Telephone/Postage</u>		
Telephone/Cell Phone	2,500	
Postage	1,500	
		<hr/> 4,000
<u>Equipment/Software Purchases</u>		
ArcGIS one year	7,100	
McTrans Subscription (1 year)	700	
QuickBooks/Payroll Upgrades	751	
Replacement Computer (2)	2,800	
Other Hardware/Software	3,200	
Web Hosting	150	
		<hr/> 14,701

## Budget Detail - Expenditures

<b>Other Expenses</b>		Budget Amount
<u>Dues/Subscriptions</u>		
APA Dues (5 members)	1,500	
COST	110	
CCM	100	
CEDAS	100	
Chambers	1,500	
ICMA	706	
NARC	1,000	
CRPC	3,500	
HSEP	1,000	
Others	1,119	
Subscriptions	175	
Other	1,200	
	<hr/>	12,010
 <u>Accounting/Legal</u>		
Accounting	15,000	
Legal	2,500	
	<hr/>	17,500
 <u>Service Contracts/Equipment Maint.</u>		
Service Contract Copier	2,500	
Misc. Equipment/Rep./Maint.	2,500	
	<hr/>	5,000
 <u>Miscellaneous</u>		
Emp. Of the Quarter Program	600	
Holiday/Appreciation Dinner	2,000	
Other	3,841	
	<hr/>	6,441

## Budget Detail - Expenditures

### Employee Insurances

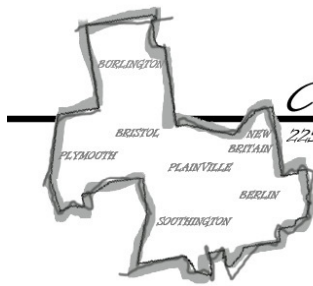
<u>Health, RX &amp; Dental</u>	Class	Total Cost	Employee Cost	Agency Cost
Executive Director*	EE+1	17,253	1,292	15,961
Deputy Director	EE	6,717	336	6,381
Sr. Planner	Family	29,530	2,617	26,913
Regional Planner	EE	9,469	473	8,996
Regional Planner	EE	5,272	264	5,008
Financial & Office Adm.	Family	35,550	2,818	32,732
Paratransit Coord.	EE	5,272	264	5,008
Assistant Planner-new	Family	29,530	2,431	27,099
Health Ins Allow.**		3,140	0	3,140
Medicare OFP		4,000	0	4,000
<b>Total Budget Cost</b>		<b>145,733</b>	<b>10,495</b>	<b>135,238</b>

\* Employee & Dependent on Medicare

\*\* savings of \$17,310

<b>Short Term Disability</b>	Total Cost	Employee Cost	Agency Cost
Executive Director	760	76	684
Deputy Director	280	28	252
Sr. Planner	280	28	252
Associate Planner	210	21	189
Regional Planner	180	18	162
Regional Planner	180	18	162
Financial & Office Adm.	280	28	252
Paratransit Coord.	180	18	162
Assistant Planner	180	18	162
Assistant Planner-new	180	18	162
<b>Total Budget Cost</b>	<b>2,710</b>	<b>271</b>	<b>2,439</b>
Life Insurance			3,500
<b>Total Budget Costs - Employee Insurances</b>			<b>141,177</b>





**MEMORANDUM**

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

**DATE:** April 17, 2013  
**FOR AGENDA:** September 6, 2012

**SUBJECT:** Budget Amendment: Office Storage Cabinets - Phase II

In February of this year, a new storage cabinet was installed in the library area to hold office materials and supplies. It has been extremely helpful in maintaining the order and aesthetics of the office.

To organize and consolidate our traffic counting equipment and related tools into a single, new cabinet, we would like to replace the existing plastic storage containers with wood cabinetry matching what was installed in February. The cabinet we are proposing would have drawers and shelving to store traffic counting tubing, tool boxes and other supplies.

This new 23" deep, floor to ceiling cabinet would be located adjacent to the existing work counter on the west wall of the office. We propose to purchase the cabinet from CWC Architectural Woodworking, the same vendor who won the bid, and built and installed the cabinet in February. They quoted us \$2,390 for the construction and installation of this new cabinet.

Because of some economizing on the purchase of computer equipment this year, the FY2012-2013 Budget adopted last June has a line for "Equipment/Software" which will be under-expended by the end of this fiscal year by more than \$2,500.

On that basis, it is my

**RECOMMENDATION**

that your Committee

Recommend that the Agency Board approve an amendment to the FY2012-2013 Agency Budget to reduce the amount in the "Equipment/Software" line by \$2,500; to increase the amount in the "Miscellaneous Expenditures" line by \$2,500; and authorize the purchase and installation of cabinetry for traffic counting tools and equipment by CWC Architectural Woodworking.

cc: Agency Board

Attachment: Proposed Budget Amendment Worksheet  
CWC Phase II cabinetry bid

# ***CWC Architectural Woodworking, Inc.***

*Race Street P.O. Box 1519  
860-585-6396*

*Bristol, CT 06011-1519  
Fax 860-585-7552*

[www.cwcarch.com](http://www.cwcarch.com)

*State of Connecticut SBE Contractor*

April 17, 2013

**Job Name: CCRPA**

**Section: Millwork**

**Addendum:**

We are pleased to quote the following AWI Custom Grade plastic laminate or wood cabinets, counters and millwork per plans and specs.

**P.Lam tall cabinets:** 5.5lf melamine interior/p.lam exterior w/4 drawers and 8 adj. shelves above.

**Material and Installation as per plans and specs \$2,270.00**

**Existing counter:** Take out counter cut flush to existing cabinets.

**Installation \$120.00**

Thank you for the opportunity of quoting. Should you have further questions, please call.

Todd Schultz

860-585-6396 ext. 113

E-Mail: [tschultz@cwarch.com](mailto:tschultz@cwarch.com)

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

**EXPENSES**

	6/30/2012	2/7/2013	5/2/2013
	ADOPTED	ADOPTED	PROPOSED
	BUDGET	BUDGET	BUDGET
	FY2012-2013	FY2012-2013	FY2012-2013
Salaries & Payroll Taxes	\$593,342	\$566,055	\$566,055
Retirement/Administration	\$18,533	\$18,533	\$18,533
Health/Life Insurance/STD	\$156,101	\$156,101	\$156,101
D&O/Liability/Bonding Ins.	\$7,000	\$7,000	\$7,000
Accounting/Legal	\$17,500	\$17,500	\$17,500
Paratransit Contractor	\$1,545,069	\$1,545,069	\$1,545,069
Equipment Service Cont./Maint.	\$5,000	\$5,000	\$5,000
Equipment/Software Purch.	\$30,300	\$30,300	\$27,800
Rent	\$30,180	\$30,180	\$30,180
Office Cleaning	\$5,200	\$5,200	\$5,200
Telephone/Postage	\$4,500	\$4,500	\$4,500
Supplies	\$3,800	\$3,800	\$3,800
Training/Workshops/Sem./Conf.	\$18,000	\$18,000	\$18,000
Travel in State	\$20,000	\$20,000	\$20,000
Dues/Subscription	\$11,446	\$11,446	\$11,446
Publications	\$400	\$400	\$400
CPC Referral Consultant	\$2,000	\$2,000	\$2,000
Advertising	\$3,000	\$3,000	\$3,000
Pequabuck River Dam Removal	\$82,250	\$82,250	\$82,250
Special Projects/Consultants	\$75,132	\$137,418	\$137,418
Miscellaneous Expenditures	\$7,926	\$7,926	\$10,426
<b>Total Expenses</b>	<b>\$2,636,678</b>	<b>\$2,671,678</b>	<b>\$2,671,678</b>



## MEMORANDUM

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TO: Program, Finance and Personnel Committee  
FROM: Carl J. Stephani, Executive Director  
DATE: April 10, 2013

FOR AGENDA: May 2, 2013

SUBJECT: Executive Director's Performance Evaluation

Personnel Policy Section IV.D.1 requires that the "PFP ... conduct an annual evaluation of the Executive Director." It is customary to complete all Agency performance evaluations in the month of April or May. A copy of the Agency template performance evaluation form is attached to facilitate your completion of this performance evaluation.

On that basis, it is my

### RECOMMENDATION

that your Committee

Approve a motion to move into Executive Session to complete your review my job performance and determine my rating score for salary adjustment purposes:

90+ = full performance increase	60-69.99 = 25% performance increase
80-89.99 = 75% performance increase	Below 60 = no performance increase
70-79.99 = 50 % performance increase	

### Discussion

The PFP Committee is permitted to move into Executive Session to conduct employee performance reviews. An Executive Session allows you to meet with only the PFP Committee members present along with such others as they invite. No action can be taken in an Executive Session. Action to set the Executive Director's performance evaluation rating can be taken after the Executive Session is concluded and the Committee moves back into its regular public meeting.

Attachment: Performance Evaluation Rating Form Template for the Executive Director position

## PERFORMANCE APPRAISAL FORM

Employee Name: Carl Stephani                      Title: Executive Director

Supervisor Name: PFP Committee                      Title: PFP Committee

Review Period Start Date: 4/1/2012                      End Date: 4/1/2013

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)		