



**MEMORANDUM**

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

**DATE:** September 27, 2013

**FOR AGENDA:** October 3, 2013

**SUBJECT:** Proposed FY2013-2014 Agency Budget Amendment incorporating an \$84,502 FEMA, and \$44,758 US EDA grant, and making other changes

Since last month’s meeting when you recommended that the Agency Board amend the Budget to add in the \$125,000 OPM planning grant, we have received notice of the award of a Natural Hazard Mitigation Planning grant from FEMA for \$84,502, and a “Partner Planning” grant from the US EDA for \$44,758.

Partner Planning is a US EDA program which in the past has provided annual grants to economic development agencies to implement Comprehensive Economic Development Strategies (CEDs) and other economic development efforts. If the past is any indicator, we should be able to anticipate receiving this grant annually.

The award of these two grants brings us to a point where we will need an additional Assistant Planner to be able complete the assignments that we have on-going. That will bring our staff to the following:

Executive Director	1.0
Deputy Director	1.0
Office/Finance Administrator	1.0
Senior Planner	1.0
Sub-total	4.0
Associate Planner	0.5
Regional Planner	2.0
Assistant Planner	4.0
Paratransit Coordinator	1.0
Planning Aide	3.0
Subtotal	10.5

We now employ more than twice the number of planners that we employed in 2009 when we had four.

This change has been good because we have been able to successfully carry out many more programs, projects, and activities with this additional staff, and we have done so totally on the basis of grant funding without raising municipal dues at all.

However, now that we have more projects, programs and activities, each of our planners needs to be more independent because there is not as much time for the supervisory staff to spend with each planner, and the supervisory staff has its own assigned projects.

In recognition of the additional responsibilities the planners with more experience in the Agency have taken on, we feel it is time to make some changes in the following planners' personnel classifications:

Current Title/Pay Grade		Proposed Title/Pay Grade	
Assistant Planner Zheng	\$45,600	Associate Planner/Transportation	\$52,325
Assistant Planner Abigail St. Peter	\$45,600	Associate Planner	\$52,325

In addition, in relation to our entry-level Assistant Planners, we have not increased the amount we have offered them upon hiring (\$40,000) for six years - and all of them (except the aides) either have, or are completing, their masters degrees. Our salaries have fallen behind the levels of agencies against which we compete for staff. To avoid the risk of losing some of the extremely talented and committed staff we now have, we need to adjust our salaries to better parity with similar positions elsewhere. In view of the increased amount of work being handled by all the staff, and in recognition of the salary comparisons noted in the attached salary comparison table, we would like the Agency to consider an across-the-board increase in the salaries of all the other Agency employees (except the Executive Director and the planning aides).

Finally, with the Partner Planning grant we will now be receiving from the US EDA, it is time to recognize that we have a virtually full-time economic development program - it is no longer an adjunct to our land use program - and that we need someone to whom those outside the Agency can turn when seeking our economic development support/coordination/information. It would now be appropriate to change the title of our Senior Planner to "Senior Planner/Economic Development Program Manager."

With the amount of grant funding this staff has been able to generate, and the amount of funding we have been able to hold annually in reserve, we are now in a good position to make these changes - the past two fiscal years (2012 & 2013) have closed with reserves of over \$300,000 each.

On that basis, it is my

**RECOMMENDATION**

that your Committee

Direct staff to prepare a Budget Amendment for the November PFP and Board meetings that would incorporate the new grants, and the title and salary changes noted above.

cc: Agency Board

Attachment: Salary Comparison Table

MPO Salary comparison

Position	CCRPA Salary	CRCOG Salary	% above CCRPA	COGCNV	% above CCRPA	GBRC	% above CCRPA
Deputy/Assistant	\$ 64,501.00	\$ 96,576.00	50%	\$ 66,625.00	3%	N/A	N/A
High level/supervising planner	\$ 57,340.00	\$ 67,963.00	19%	\$ 53,339.00	-7%	\$ 74,333.00	30%
Mid level planner	\$ 45,600.00	\$ 55,000.00	21%	\$ 52,640.00	15%	N/A	N/A
Low/Entry level planner	\$ 40,000.00	\$ 46,000.00	15%	\$ 44,800.00	12%	\$ 43,000.00	8%
Office Manager/Finance	\$ 49,720.00	\$ 93,840.00	89%	\$ 52,293.00	5%	\$ 74,915.00	51%

Position	CCRPA Salary	SCRCOG	% above CCRPA	ConnDOT (2010 data)	% above CCRPA
Deputy/Assistant	\$ 64,501.00	N/A	N/A	\$ 111,952.00	74%
High level/supervising planner	\$ 57,340.00	\$ 82,937.00	45%	\$ 107,119.00	87%
Mid level planner	\$ 45,600.00	\$ 56,199.00	23%	\$ 66,436.00	46%
Low/Entry level planner	\$ 40,000.00	\$ 47,045.00	18%	\$ 57,462.00	44%
Office Manager/Finance	\$ 49,720.00	\$ 77,428.00	56%	\$ 63,871.00	28%

Entry Level in other Agencies	Salary	% above CCRPA
CDTA (Albany, NY MPO)	\$ 56,000.00	40%
Nationwide Planner Survey	\$ 44,200.00	11%
Berkshire Regional Planning Commission	\$ 45,134.00	13%
Pioneer Valley Planning Commission	\$ 45,000.00	13%

Does not supervise any employees