

MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Carl J. Stephani, Executive Director
DATE: October 29, 2013

FOR AGENDA: November 7, 2013

SUBJECT: Recommendation to the Agency Board: FY2013-2014 Agency Budget Amendment #2 for new grant funding, position reclassifications, and salary adjustments

Since September’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 FEMA \$84,502 Natural Hazard Mitigation Planning grant, a US EDA \$44,758 “Partner Planning” grant, a \$100,000 Long Island Sound Futures Fund grant, and have negotiated a \$20,000 contract with the Litchfield Hills CEO to assist them with their Natural Hazard Mitigation Plan Update. Those revenues need to be added to our Budget. Some of these grant funds will only be partially included in this budget; the remainder will fund project activities next fiscal year.

Most of the grant program names are self-explanatory. The EDA Partner Planning grant is under a 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 receiving this grant annually as long as we continue performing economic development functions.

The award of these 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
<u>Sub-total</u>	4.0
Associate Planner	0.5
Regional Planner	2.0
Assistant Planner	4.0
Paratransit Coordinator	1.0
Planning Aide	3.0
<u>Subtotal</u>	10.5

GRAND TOTAL	14.5
-------------	------

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

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' position 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 (not including 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, an across-the-board 8% increase in the salaries of all the other Agency employees (except the Executive Director and the planning aides) would be appropriate.

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 be appropriate now 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

Recommend that the Agency Board approve the attached proposed amendments to the FY2013-2014 Agency Budget incorporating the new grants, and the title and salary changes outlined above and in the attachments.

Attachment: Salary Comparison Table
Proposed FY2013-2014 Budget Amendment #2

cc: Agency Board

CCRPA

Position	CCRPA Salary
Assistant Director/Deputy Director	\$64,501.00
Senior Planner	\$57,340.00
Regional Planner	\$45,600.00
Assistant Planner	\$40,000.00
General Administration/Office Manager	\$49,720.00

CRCOG

Position	CRCOG Salary	% above CCRPA	Range of Position Responsibilities
Assistant Director/Deputy Director	\$96,576.00	50%	Average of Community Development, Transit Services, Public Safety, and Finance Principal Planners
Senior Planner	\$67,963.00	19%	Average of Senior And Principal Planners
Regional Planner	\$55,000.00	21%	Average of range of Transportation Planner and Public Safety Planner
Low/Entry level planner	\$46,000.00	15%	
General Administration/Office Manager	\$93,840.00	89%	

COGNV

Position	COGCNV Salary	% above CCRPA	Range of Position Responsibilities
Assistant Director/Deputy Director	\$66,625.00	3%	
Senior Planner	\$53,339.00	-7%	Does not supervise any employees
Regional Planner	\$52,640.00	15%	
GIS Coordinator & Specialist	\$44,800.00	12%	
General Administration/Office Manager	\$52,293.00	5%	

GBRC

Position	GBRC Salary	% above CCRPA	Range of Position Responsibilities
Assistant Director/Deputy Director	N/A	N/A	
Senior Transportation Planner	\$74,333.00	30%	
Transportation Planner	N/A	N/A	
Planning Assistant	\$43,000.00	8%	
General Administration/Office Manager	\$74,915.00	51%	

SCRCOG

Position	SCRCOG Salary	% above CCRPA	Range of Position Responsibilities
Assistant Director/Deputy Director	N/A	N/A	
Senior Planner	\$82,937.00	45%	Average of Principal Financial Planner and Senior Transportation Planner
Regional Planner	\$56,199.00	23%	Average of Transportation Regional, and Sustainability Planner
Low/Entry level planner	\$47,045.00	18%	
General Administration/Office Manager	\$77,428.00	56%	

ConnDoT

Position	ConnDOT (2010 data)	% above CCRPA	Range of Position Responsibilities
Assistant Director/Deputy Director	\$111,952.00	74%	
Senior Planner	\$107,119.00	87%	
Regional Planner	\$66,436.00	46%	
Planner 1	\$57,462.00	44%	
General Administration/Office Manager	\$63,871.00	28%	

Entry Level in other Agencies

Entry Level in other Agencies	Salary	% above CCRPA	Range of Position Responsibilities
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%	

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

REVENUES

	Adopted	Proposed
	Budget	Budget
	9/5/2013	11/7/2013
	FY 2013-2014	FY 2013-2014
Municipal Contributions	\$91,500	\$91,500
Transportation Planning Grant Carryover	\$0	\$0
Transportation Planning Grant *	\$457,072	\$457,072
Paratransit -Contractor	\$1,705,000	\$1,705,000
Paratransit -Admin.	\$120,000	\$120,000
SGIA	\$125,000	\$125,000
CERT Administrative	\$8,000	\$8,000
R5EPT	\$1,400	\$1,400
CEDS - Municipality	\$20,000	\$20,000
EDD *	\$0	\$33,500
Pequabuck River Dam Removal	\$82,250	\$82,250
Pequabuck River Dam Removal (3rd)	\$0	\$100,000
Sustainable Communities	\$75,000	\$75,000
Paratransit Advertising	\$500	\$500
DEEP - Urban Forestry	\$0	\$0
EDA Disaster Recovery *	\$85,000	\$111,258
FEMA Natural Hazard *	\$0	\$8,733
Litchfield Natural Hazard	\$0	\$20,000
RPI GIS Mapping *	\$74,670	\$74,670
FMPP - Urban Oaks	\$70,533	\$70,533
Miscellaneous Revenues	\$1,000	\$1,000
Total Revenues	\$2,916,925	\$3,105,416

* Grants to carry into the 2014-2015 fiscal year	
Transportation Grant Carryover (2011 funds)	200,000
EDA Disaster Recovery	45,370
EDD	11,258
FEMA Natural Hazard	75,769
RPI GIS Mapping	74,670
Total	407,067

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

EXPENSES

	Adopted Budget 9/5/2013 FY2013-2014	Proposed Budget 11/7/2013 FY2013-2014
Salaries & Payroll Taxes	\$716,030	\$803,544
Retirement/Administration	\$24,634	\$27,757
Health/Life Insurance/STI	\$120,686	\$118,540
D&O/Liability/Bonding Ins.	\$7,810	\$7,810
Accounting/Legal	\$17,500	\$17,500
Paratransit Contractor	\$1,705,000	\$1,705,000
Equipment Service Cont./Maint.	\$5,000	\$5,000
Equipment/Software Purch.	\$21,002	\$21,002
Rent	\$34,800	\$34,800
Office Cleaning	\$6,100	\$6,100
Telephone/Postage	\$5,000	\$5,000
Office Upgrades	\$9,000	\$9,000
Supplies	\$3,000	\$3,000
Training/Workshops/Sem./Conf.	\$18,000	\$18,000
Travel in State	\$15,200	\$15,200
Dues/Subscription	\$13,510	\$13,510
Publications	\$400	\$400
CPC Referral Consultant	\$0	\$0
Advertising	\$2,000	\$2,000
Pequabuck River Dam Removal	\$42,250	\$42,250
RPI GIS Mapping	\$74,670	\$74,670
FMPP Urban Oaks	\$68,033	\$68,033
Pequabuck River Dam Removal (3rd)	\$0	\$100,000
Miscellaneous Expenditures	\$7,300	\$7,300
Total Expenses	\$2,916,925	\$3,105,416

Budget Detail - Expenditures

Payroll and Taxes

8% increase and a new Asst. Planner

<u>Title</u>	FY13/14 Salaries - Approved	Increase	FY13/14 Salaries - Proposed
Executive Director (1)	106,694	0.00	106,694
Deputy Director (1)	64,501	5,160.08	69,661
Economic Development Mgr. (1)	57,340	4,587.20	61,927
Associate Planner -PT (.5)	32,845	2,627.60	35,473
Associate Planners FT (2)	91,200	13,450.00	104,650
Assistant Planners (2)	81,600	4,928.00	88,128
New Assistant Planner	40,000	2,000.00	42,000
New Assistant Planner	0	0.00	42,000
Financial & Office Adm.(1)	49,720	3,977.60	53,698
Paratransit Coord.(1)	41,600	3,328.00	44,928
PT Aides (Intern)	81,900	0.00	81,900
Sub Totals	647,400	40,058	731,058

PT Aides at \$18. per hour

Sr. Planner to Economic Development Mgr.

Regional Planners to Associate Planners

Employer SS & Medicare portion (7.65%)	55,926
Unemployment Comp (6.80%)	13,260
Unemployment Special Assessment	500
Workers Compensation	2,000
Payroll Admin Costs	800
Sub Total	72,486
Budget Amount	803,544

Money Purchase Option Plan

Executive Director	106,694
Deputy Director	69,661
Sr. Planner	61,927
Associate Planner - PT	35,472
Regional Planner	52,325
Regional Planner	52,325
Assistant Planner	44,928
Assistant Planner	43,200
Assistant Planner	42,000
Assistant Planner	42,000
Financial & Office Adm.	49,720
Paratransit Coord.	44,928
Total	645,180
Employer portion (4%)	25,807
Administrative Cost	1,950
Total Budget Amount	27,757

Budget Detail - Expenditures

Employee Insurances

<u>Health, RX & Dental</u>	Class	Total Cost	Employee Cost	Agency Cost
Executive Director*	EE+1	17,360	1,300	16,060
Deputy Director	EE	6,433	322	6,111
Regional Planner	EE	9,058	453	8,605
Regional Planner	EE	4,923	246	4,677
Financial & Office Adm.	Family	34,051	2,688	31,363
Paratransit Coord.	EE	4,923	246	4,677
Assistant Planner	EE	6,433	322	6,111
Assistant Planner-new	EE+1	14,882	694	14,188
Assistant Planner-new	EE	9,058	453	8,605
Health Ins Allow.**		3,140	0	5,400
Medicare Agency Port.				2,400
Medicare OFF		4,000	0	4,000
Total Budget Cost		114,261	6,724	112,197

* Employee & Dependent on Medicare

** savings of \$17,310

Short Term Disability	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	182
Assistant Planner	180	18	182
Assistant Planner-new	180	18	182
Assistant Planner-new	180	18	182
Total Budget Cost	3,070	307	2,843
Life Insurance			3,500
Total Budget Costs - Employee Insurances			118,540

Budget Detail - Expenditures

Other Expenses		Budget Amount
<u>Office Cleaning</u>		
Office Cleaning	3,600	
Carpet Cleaning	2,500	
		<hr/> 6,100
<u>Office Upgrades</u>		
Office Furniture/Cabinets	3,000	
Office Addition- Space	6,000	
		<hr/> 9,000
<u>D&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	
Workshops	2,000	
Miscellaneous	3,000	
		<hr/> 18,000
<u>Travel in State</u>	15,200	
		<hr/> 15,200
<u>Telephone/Postage</u>		
Telephone/Cell Phone	3,500	
Postage	1,500	
		<hr/> 5,000
<u>Equipment/Software Purchases</u>		
ArcGIS one year	8,000	
McTrans Subscription (1 year)	700	
QuickBooks/Payroll Upgrades	752	
Replacement Computer (2)	5,200	
Other Hardware/Software	6,200	
Web Hosting	150	
		<hr/> 21,002

Budget Detail - Expenditures

Other Expenses		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	
Assoc. of MPO	1,500	
Others	1,119	
Subscriptions	175	
Other	1,200	
	<hr/>	13,510
 <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	4,700	
	<hr/>	7,300

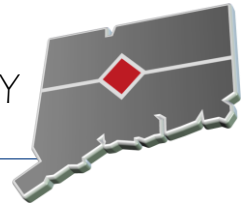
CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY

Serving Berlin, Bristol, Burlington, New Britain, Plainville, Plymouth, and Southington

225 North Main Street, Suite 304
Bristol, CT 06010-4993

Internet: <http://ccrpa.org>
Fax/TDD: (860) 589-6950

Tel: (860) 589-7820
or (860) 224-9888



MEMORANDUM

TO: Program, Finance and Personnel Committee
FROM: Timothy Malone, Senior Planner
DATE: October 30, 2013
FOR AGENDA: November 7, 2013
SUBJECT: Recommendation to the board regarding approval of Memorandum of Agreement with the Litchfield Hills Council of Elected Officials

On October 7th, CCRPA staff were approached by Rick Lynn, executive director of the Litchfield Hills Council of Elected Officials (LHCEO) regarding a project to update the LHCEO regional hazard mitigation plan. LHCEO had received a grant in the amount of \$30,000 to update this plan. Subsequent to receiving that grant, they learned that it would cost significantly more money to perform the work necessary to meet new Federal guidelines. Rick Lynn had learned that CCRPA was also beginning the process of updating its hazard mitigation plan and inquired about ways of reducing costs through cooperation.

Through further discussions, CCRPA learned that LHCEO was primarily in need of assistance on the technical portions of the project, such as running disaster impact simulations, creating maps, and analyzing data. After examining Federal guidelines, and consulting with other staff members, I have determined that much of the work necessary for these tasks will also have to be undertaken for CCRPA's plan update, which is just getting underway. Therefore, adding LHCEO's towns to our own analysis process would not significantly increase our workload, and thus our costs.

LHCEO has offered to pay CCRPA \$20,000 from their grant to complete this work. We have drafted a Memorandum of Agreement (MOA) with LHCEO which we bring to you today. This MOA gives CCRPA six months to perform the work. This project would provide CCRPA with extra revenue without causing a significant increase in workload. It would also be in the spirit of regional cooperation and help our neighbor to the Northwest.

On that basis, it is my

RECOMMENDATION

that your Committee:

Recommend that the Agency Board authorize the executive director to sign the memorandum of agreement with the Litchfield Hills Council of Elected Officials

CC: AGENCY BOARD

PROFESSIONAL SERVICES AGREEMENT BETWEEN THE
LITCHFIELD HILLS COUNCIL OF ELECTED OFFICIALS AND THE
CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY FOR
TECHNICAL ASSISTANCE WITH UPDATING THE LITCHFIELD
HILLS HAZARD MITIGATION PLAN

This Agreement, by and between the Central Connecticut Regional Planning Agency (hereinafter referred to as the “CCRPA”) and the Litchfield Hills Council of Elected Officials (hereinafter referred to as the “LHCEO”), is made to secure and memorialize certain understandings regarding the professional services to be provided by the CCRPA in the preparation of the LHCEO’s Natural Hazards Mitigation Plan.

Section 1. CCRPA Services

CCRPA shall serve as a technical consultant for this project, providing technical assistance in preparing, but not limited to, the following: HAZUS analysis for the 11-town LHCEO region; GIS mapping for the 11-town LHCEO region; other technical services as needed.

CCRPA’s services will include:

1. HAZUS analysis: CCRPA will collect data, setup the HAZUS model, and run the HAZUS analysis for each of the 11 towns in the LHCEO region. The analysis will include flooding, earthquakes, and high winds. The analysis will comply with Federal Emergency Management Agency (FEMA) requirements.
2. Basic GIS mapping: CCRPA will prepare necessary regional and town-specific maps for the plan. Regional maps that CCRPA will prepare include: overview map of the region; land cover map of the region; natural resource map of the region; generalized map of “repetitive loss properties”; and a hazard identification map of the region. Town-specific maps will include: flood prone areas and critical facilities.
3. Data analysis: updating and analyzing relevant demographic, land-use, and other data.
4. National Flood Insurance Program review: analysis of municipal compliance with the National Flood Insurance Program and a review of repetitive loss properties.
5. Public involvement survey: CCRPA will host and design and survey to solicit feedback from the public regarding the plan and disaster impacts.
6. Project prioritization: CCRPA will assist with the creation of a prioritization process for municipal projects that will include rudimentary cost-benefits analysis.
7. Assembly of draft and final HMP report in electronic and hard copy format for submission to DEEP and FEMA in compliance with FEMA requirements and utilizing content from LHCEO’s 2006 HMP as updated and appropriate.
8. As needed services: On an as-needed basis, CCRPA will provide technical services in support of the Natural Hazard Mitigation Plan update. Requirements for as-needed services will be agreed upon by both parties.

LHCEO will help facilitate all interactions with town officials and the public. This will include:

1. Gathering municipal data, including preparation of general town and regional descriptions.
2. Scheduling meetings with municipal officials and the HMP Planning Committee.
3. Preparation of press releases and any other public outreach efforts.

Section 2. Compensation

LHCEO will pay CCRPA a maximum of \$20,000 for items 1 through 7 listed above. Any additional work, first agreed upon by both parties, will be billed at \$60 per hour. CCRPA will bill LHCEO on a monthly basis. The amount billed will be based upon a good-faith estimate of the percent of the project that has been completed. An accounting of total hours spent on the project, and progress made during the month, will be included with the invoice. CCRPA will notify LHCEO of any time delays. At such time, LHCEO has the

right to ask that CCRPA halt work on the project.

The LHCEO will be responsible for publication of all public notices, meeting announcements, and arrangements to hold public meetings connected with this project.

Section 3. Term of this Agreement

The term of this Agreement shall be from November 1, 2013 to May 30, 2014. The Agreement may be extended by mutual consent.

Section 4. Other

This agreement may be amended in whole or in part by written, mutual agreement of the parties or their authorized representatives. The terms and conditions set forth herein constitute the entire agreement between the parties and supersede all previous communications, representations, or agreements, either written or oral, between the CCRPA and the LHCEO.

The CCRPA and/or the LHCEO may terminate this agreement at any time by a thirty (30) day written notice. In that event all finished or unfinished documents and data related to the services provided and any LHCEO materials shall, at the option of the LHCEO, become its property and the services charged by CCRPA will be paid.

The parties agree that all activities conducted under this agreement will be in full compliance with all State of Connecticut and Federal laws. This agreement is contingent upon approval by the Connecticut Department of Energy and Environmental Protection and the Federal Emergency Management Agency.

Approvals:

Litchfield Hills Council of Elected Officials

Central Connecticut Regional Planning Agency

Richard M. Lynn Jr. Planning Director Date

Carl J. Stephani, Executive Director Date