



SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Planning for Our Region's Future

Bethany Branford East Haven Guilford Hamden Madison Meriden Milford
New Haven North Branford North Haven Orange Wallingford West Haven Woodbridge

Carl J. Amento, Executive Director

EXECUTIVE/PERSONNEL COMMITTEES
MEETING NOTICE & AGENDA
APRIL 25, 2012 – 9:00A.M.

**Location: 127 Washington Avenue, 4th Floor West
North Haven, CT 06473**

Full agenda materials can be found at our website – www.scrkog.org

1. Call to order – *First Selectman Anthony DaRos, Chairman*
2. Adopt Minutes of January 25, 2012 Executive Committee Meeting – *Mayor John Picard, Secretary* Pages 2-3
3. Adopt Minutes of March 28, 2012 Personnel Committee Meeting – *First Selectwoman Derrylyn Gorski, Acting Secretary* Pages 4-5
4. Review of Preliminary SCRCOG Budget for FY 2012-13 – *Executive Director Carl Amento and Business Manager Al Ruggiero* Pages 6-18
5. Review of Work Program and Goals for FY 2012-13 – *Executive Director Carl Amento* Pages 19-21
6. Personnel and Salary Review – *Executive Director Carl Amento* Pages 22-26
7. Other Business
8. Adjournment

Special needs: Hearing impaired closed audio loops and/or sign language interpreter and limited English proficiency translator will be provided upon two weeks' notice. Agenda can be requested in a language other than English by contacting SCRCOG.

127 Washington Avenue, 4th Floor West, North Haven, CT 06473

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SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Bethany Branford East Haven Guilford Hamden Madison Meriden Milford
New Haven North Branford North Haven Orange Wallingford West Haven Woodbridge

Carl J. Amento, Executive Director

TO: **SCRCOG Executive Committee**
FROM: **Mayor John Picard, SCRCOG Secretary**
DATE: **April 18, 2012**
SUBJECT: **SCRCOG Executive Committee Minutes of January 25, 2012**

Present:

Bethany First Selectwoman Derrylyn Gorski
Branford First Selectman Anthony DaRos - ***Vice Chair***
New Haven Mayor John DeStefano, Jr.
Orange First Selectman James Zeoli
Wallingford Mayor William Dickinson,
West Haven Mayor John Picard - ***Secretary***
Woodbridge First Selectman Edward Sheehy- ***Chairman***

Guests (Incoming Members)

Hamden Mayor Scott Jackson
North Haven First Selectman Michael Freda

SCRCOG Staff Executive Director Carl J. Amento
Business Manager Al Ruggiero
Senior Transportation Planner Stephen Dudley

ITEM 1 - Call to Order

The meeting was called to order at 9:10 a.m. by Chairman Sheehy.

ITEM 2 - SCRCOG Executive Committee Minutes of November 16, 2011

Motion to approve was made by Mayor Picard, seconded by First Selectwoman Gorski and approved unanimously.

ITEM 3 - Budget Overview Presentation

Executive Director Carl Amento, Business Manager Al Ruggiero, and Senior Transportation Planner Steve Dudley presented to the Executive Committee an overview of the SCRCOG budget detailing the funding stream from federal to state to SCRCOG, how the shortfall in local match results in SCRCOG's federal allocation not being fully spent each year, and how the unspent funds are rolled over to future years. Executive Director Amento stated that the options were to (1) continue as we have been; (2) increase dues to increase the local match and utilize more or all of the federal allocation; or (3) do not increase dues, but allow individual municipalities to provide local matches for federal funds spent on studies. The consensus of the members was to defer a decision until the number and dollar amount of UPWP studies requested by the members can be reviewed.

ITEM 4 - Proposed Legislative Agenda

Executive Director Amento reviewed a 7 item draft Legislative Agenda found on page 3 of the agenda packet. Mayor DeStefano pointed out that the first item should be re-worded as follows: “Invest in and support Union Station Transit-Oriented Development project to create a major transportation hub with enhanced rail service, expanded parking and new retail and commuter services.” Mayor DeStefano also noted that the agenda should contain a request for an ongoing stream of state funding for REX. The suggested change and addition will be made to the Legislative Agenda.

Other Business:

The need for funding for REX to assist with its operating budget in the current fiscal year was discussed. The issue of ongoing funding for REX was the subject of a meeting of REX Board members with Representative Sharkey. A follow-up meeting will be scheduled to secure ongoing funding for REX. For the current fiscal year, REX needs \$100,000 to continue to operate. The consensus was that SCRCOG should provide \$50,000 from its reserves to assist REX provided that the business community provided a matching amount of \$50,000.

ITEM 5 - Adjournment:

Motion to adjourn made by Mayor John Picard and seconded by First Selectman DaRos. It passed unanimously. The meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Mayor John Picard, Secretary



SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Bethany Branford East Haven Guilford Hamden Madison Meriden Milford
New Haven North Branford North Haven Orange Wallingford West Haven Woodbridge

Carl J. Amento, Executive Director

TO: **SCRCOG Personnel Committee**
FROM: **First Selectwoman Derrylyn Gorski, Acting Secretary**
DATE: **April 18, 2012**
SUBJECT: **SCRCOG Personnel Committee Minutes of March 28, 2012**

Present:

Bethany First Selectwoman Derrylyn Gorski – *Acting Secretary*
Branford First Selectman Anthony DaRos - *Chairman*
Orange First Selectman James Zeoli

SCRCOG Staff Executive Director Carl J. Amento

ITEM 1 - Call to Order

The Personnel Committee meeting was called to order at 9:35 a.m. by Chairman DaRos.

ITEM 2 - Personnel and Salary Review

Executive Director Amento stated that he would appreciate the Committee reviewing information he had assembled and giving him informal advice and guidance on the amount of salary increases that would be appropriate to request for the upcoming budget season. He distributed personnel evaluations of the SCRCOG staff dated January 29, 2012 for the Committee members’ review. Amento pointed out that the staff was performing at a very high level, and working as a team. Each task had a point person and a back-up person. Staff members have been cross-trained to assist each other and to assist REX. Since Amento became Executive Director, the SCRCOG staff has been reduced from 6.5 FTE employees to 6 FTE employees. There are no longer any employees whose main duties are clerical. All staff members are professional planners who perform their own clerical/ secretarial duties. Office-wide clerical/secretarial duties have been assigned to staff as additional duties.

SCRCOG has obtained two new grants: the HUD Sustainable Communities Regional Planning Grant (SCRCOG’s share of \$3.5 million = \$68,000) and the FEMA Regional Hazard Mitigation Regional Planning Grant (\$225,562.50). SCRCOG is overseeing a regional foreclosure prevention project. SCRCOG has applied to the state for a \$600,000 grant to create a Regional Web-Based GIS Program. All of these projects have created additional work tasks for the SCRCOG staff, and additional revenue for SCRCOG.

Offices have been created without cost for REX Development which has moved into the space once occupied exclusively by SCRCOG. A rent reduction was negotiated. Since Amento became Executive Director, the costs of benefits have been reduced substantially due to a new high-deductible health insurance plan. The operating budget has been kept flat on a year-over-year basis and SCRCOG’s municipal dues remain at the lowest rate in the state.

Last budget season, the SCRCOG staff received a 0% increase because of the difficult financial circumstances of the economy, and, in particular, of municipalities. Amento presented CCM municipal data on collective bargaining awards and settlements showing an average annual increase of approximately 2.5% during the past two years. He also showed the Committee members salaries paid for planners by other Regional Planning Organizations in Connecticut and salaries paid by municipalities for planners. Amento requested discussion and guidance on a proposed 5% increase for the SCRCOG staff plus a salary adjustment for one planner who is paid less than comparable planners at other RPOs. The Committee discussed the proposal and advised Amento to reduce the proposal for the next step in the process. Amento showed that his salary is the 6th highest among Connecticut Regional Plan Organization directors, despite SCRCOG being the second largest region in the state. With a raise of \$10,000, he would still be the sixth highest paid RPO director. The additional grants and other additional projects have created more tasks to supervise and accomplish. After discussion, the Personnel Committee advised that this salary request should be trimmed as well. The Committee advised that Amento should investigate an increase in the proportion of benefits costs paid on behalf of employees as a possible way of permitting salary increases to be approved. Amento thanked the Committee for its advice and guidance.

In April and again in May, the Personnel and Executive Committees will meet jointly to review the proposed budget, including salaries. The SCRCOG Board will take up the budget and salaries at their May meeting.

ITEM 3 - Other Business:

None

ITEM 4 - Adjournment:

Motion to adjourn made by First Selectwoman Gorski and seconded by First Selectman Zeoli. It passed unanimously. The meeting was adjourned at 10:00 a.m.

Respectfully submitted,

First Selectwoman Derrylyn Gorski, Acting Secretary

**FY2012-13 Draft SCRCOG Budget
Executive/ Personnel Committee Review
April 25, 2012**

The 2012-2013 Draft SCRCOG Budget proposes:

- **No municipal dues increase. SCRCOG dues rate is the lowest among the 15 Regional Planning Organizations in the state.**
- **The proposed SCRCOG budget for 2012-13 totals \$1,574,819. Operating expenses total \$795,500, and planning studies and the FEMA grant will result in expenditures of \$720,750.**
- **The proposed budget contains an increased and more diversified revenue stream with the addition of two federal grants—HUD Sustainable Communities Regional Planning Grant and FEMA Hazard Mitigation Planning Grant---adding \$234,200 to our revenues.**
- **Proposed salary increases of \$9,300 represent only a 2.2% increase over the current year’s salaries. Salary adjustments totaling \$12,500 are also proposed. Municipal dues only pay, at the most, 10% of these increases and adjustments or \$2,180. Staff salaries will be partially funded by \$28,450 of the federal grants obtained by SCRCOG, reducing the draw upon municipal dues and federal transportation funds.**
- **Health and dental costs decreased a total of \$4,900 for next year. Our high deductible/health savings account plan will cost SCRCOG \$48,000 (31%) less than our 2009-2010 health benefits costs. We are proposing the addition of a long term disability plan for our employees which will only cost \$2,300 per year. With the addition of the disability plan our employees will have a benefits package comparable to that offered by the other Regional Planning Organizations in Connecticut. The dental plan was introduced in FY2010-11. We are now proposing an employee contribution of 10% for the dental plan. In the current year, there was no employee contribution. The employee contribution to the health insurance plan was increased from 7 to 10% in FY 2010-11.**

- **General overhead expenses are proposed to be reduced by \$5,700 as a result of elimination of rental of a postage machine (we are using stamps) and lower liability insurance, workers compensation, audit and legal expenses.**
- **Total operating expenses show an increase of only \$16,100 or 2% over the current year and only 3.9% since 2009-2010.**
- **There are no capital expenses planned for next year. \$30,200 was budgeted and spent in the current budget year on computer and server upgrades.**
- **Next year's Unified Planning Work Program will fund \$515,000 in transportation studies for the benefit of our member cities and towns.**
- **Next year, we expect to expend \$205,750 in FEMA grant funds producing a Regional Hazard Mitigation Plan for the 10 communities in our region who did not already have such a plan. Having a plan in place makes the cities and towns and the region eligible for FEMA project grants to eliminate or mitigate identified hazards.**
- **SCRCOG is awaiting notice of whether it will receive either or both of the state Regional Performance Grants it applied for in December of 2011. The applications were for: (1) a Regional Web-Based Geographic Information System (GIS)--\$591,028; and (2) an Inter-Municipal Shared Services Feasibility Study--\$54,581.**

*South Central Regional Council of Governments
Proposed Budget - Fiscal Year 2013*

| <i>Revenue</i> | <i>Actual Revenue</i> | | <i>Current Budget</i> | <i>Proposed Budget</i> |
|---|-------------------------|-------------------------|-------------------------|-------------------------|
| | <i>Fiscal Year 2010</i> | <i>Fiscal Year 2011</i> | <i>Fiscal Year 2012</i> | <i>Fiscal Year 2013</i> |
| Municipal Contribution | | | | |
| Municipal Contribution | 151,100 | 151,100 | 151,400 | 151,400 |
| Municipal Contribution - Carry-Over from FY 11 | 0 | | 28,700 | 0 |
| Transportation Planning | | | | |
| U.S. Department of Transportation | 849,608 | 556,471 | 949,700 | 1,023,305 |
| U.S. Dept of Transportation - Carry-Over from FY 11 | 0 | 0 | 229,700 | 0 |
| CT Department of Transportation | 106,201 | 69,558 | 118,800 | 127,914 |
| CT Dept of Transportation - Carry-Over from FY 11 | 0 | 0 | 28,700 | 0 |
| Shoreline Greenways - Federal | 216,205 | 0 | 0 | 0 |
| Shoreline Greenways - Municipal | 54,150 | 0 | 0 | 0 |
| Regional Planning | | | | |
| Connecticut Office of Policy & Management | 10,611 | 6,359 | 30,000 | 7,000 |
| Regional Economic Development Web Portal | 44,218 | 0 | 0 | 0 |
| REX Development | | | | |
| Reimbursement for SCRCOG Rent | 0 | 10,000 | 10,000 | 10,000 |
| Investment Income | 2,015 | 938 | 3,200 | 1,200 |
| Emergency Response Planning | | | | |
| NHASH Homeland Security Grant - FY 07 | 20,854 | 22,861 | 0 | 0 |
| NHASH Homeland Security Grant - FY 08 | 0 | 35,744 | 30,000 | 0 |
| NHASH FY 08 - Training Grant | 0 | 0 | 7,500 | 0 |
| NHASH FY 09 - Training Grant | 0 | 0 | 5,000 | 0 |
| Sustainable Communities Grant | | | | |
| Sustainable Communities Reg Planning Grant | 0 | 0 | 48,300 | 20,000 |
| Hazard Mitigation Plan | | | | |
| Federal Emergency Management Agency | 0 | 0 | 120,000 | 175,500 |
| Municipal - In-Kind Contribution | 0 | 0 | 15,000 | 58,500 |
| TOTAL | 1,454,962 | 853,031 | 1,776,000 | 1,574,819 |

| <i>Expenses</i> | <i>Actual Expenses</i> | | <i>Current Budget</i> | <i>Proposed Budget</i> |
|---|-------------------------|-------------------------|-------------------------|-------------------------|
| | <i>Fiscal Year 2010</i> | <i>Fiscal Year 2011</i> | <i>Fiscal Year 2012</i> | <i>Fiscal Year 2013</i> |
| General SCRCOG Operations | | | | |
| 1.0 Labor | 604,665 | 564,129 | 598,800 | 621,200 |
| 2.0 Travel | 5,217 | 4,064 | 7,900 | 8,500 |
| 3.0 Data Process | 8,336 | 7,556 | 11,200 | 9,400 |
| 4.0 General Overhead | 148,077 | 148,718 | 161,500 | 155,800 |
| Total - General SCRCOG Operations | 766,293 | 724,467 | 779,400 | 794,900 |
| 5.0 COG Capital | 0 | 0 | 30,200 | 0 |
| 6.0 Special Planning Studies & Pass-Through Grants | | | | |
| Transportation Consultant Services | 635,608 | 50,807 | 503,000 | 515,000 |
| Transportation Consultant Services from FY 11 | 0 | 0 | 287,100 | 0 |
| NHASH Homeland Security Grant | 19,833 | 57,049 | 39,875 | 0 |
| ROOF - Regional Foreclosure Fund | 0 | 25,000 | 0 | 0 |
| FEMA - Hazard Mitigation Plan | 0 | 0 | 125,300 | 205,750 |
| Sustainable Communities Consultant | 0 | 0 | 10,000 | 0 |
| Total - Special Planning Studies | 655,441 | 132,856 | 965,275 | 720,750 |
| 7.0 Contingencies | ----- | ----- | 1,125 | 59,169 |
| TOTAL | 1,421,735 | 857,323 | 1,776,000 | 1,574,819 |

2013 SCRCOG Budget

1.1 Labor - Full & Part Time Staff

| | Fiscal Year 10 | Fiscal Year 11 | Fiscal Year 12 | | Fiscal Year 13 |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Audited Expenses | Audited Expenses | To Date - 3/31 | Current Budget | Proposed Budget |
| Salaries | | | | | |
| 1.111 Full & Part-Time Staff | 394,818.37 | 395,907.91 | 306,008.06 | 416,700.00 | 438,500.00 |
| 1.113 Student Intern Program | 0.00 | 0.00 | 0.00 | 3,000.00 | 3,000.00 |
| Total | 394,818.37 | 395,907.91 | 306,008.06 | 419,700.00 | 441,500.00 |
| Benefits | | | | | |
| 1.121 Social Security | 23,856.19 | 24,060.05 | 16,152.10 | 26,200.00 | 27,200.00 |
| 1.122 Medicare | 5,579.25 | 5,626.85 | 3,777.19 | 6,200.00 | 6,400.00 |
| 1.123 Unemployment Compensation | 2,526.89 | 3,468.60 | 852.18 | 4,300.00 | 4,900.00 |
| 1.124 Health Insurance | 153,000.83 | 108,411.60 | 81,539.06 | 107,600.00 | 104,900.00 |
| 1.125 Dental Insurance | ----- | 657.25 | 6,379.19 | 8,500.00 | 6,300.00 |
| 1.126 Life Insurance | 2,183.12 | 2,440.47 | 1,323.00 | 2,300.00 | 2,300.00 |
| 1.127 Long Term Disability Insurance | ----- | ----- | ----- | ----- | 2,300.00 |
| 1.128 Pension - Contribution | 17,671.87 | 19,528.11 | 12,738.83 | 20,900.00 | 22,200.00 |
| 1.129 Pension - Admin. Fee | 3,528.00 | 2,528.00 | 2,264.00 | 2,700.00 | 2,700.00 |
| 1.130 Longevity | 1,500.00 | 1,500.00 | 500.00 | 500.00 | 500.00 |
| Total | 209,846.15 | 168,220.93 | 125,525.55 | 179,200.00 | 179,700.00 |
| Total | 604,664.52 | 564,128.84 | 431,533.61 | 598,900.00 | 621,200.00 |

2013 SCRCOG Budget

2 Travel

| | Fiscal Year 10 | | Fiscal Year 11 | | Fiscal Year 12 | | Fiscal Year 13 | |
|--|------------------|------------------|------------------|-----------------|-----------------|-----------------|----------------|--|
| | Audited Expenses | Audited Expenses | Audited Expenses | To Date - 3/31 | Current Budget | Proposed Budget | | |
| 2.1 Travel - In State | | | | | | | | |
| 2.111 Mileage - SCRCOG Staff | 4,295.83 | 3,702.57 | 2,705.55 | 4,500.00 | 4,500.00 | 4,500.00 | | |
| 2.112 Field Staff | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| 2.121 Parking Expense | 57.50 | 133.50 | 173.08 | 300.00 | 300.00 | 400.00 | | |
| 2.131 Rail Transportation | 0.00 | 0.00 | 22.00 | 100.00 | 100.00 | 200.00 | | |
| 2.1 Total - In State Travel | 4,353.33 | 3,836.07 | 2,900.63 | 4,900.00 | 4,900.00 | 5,100.00 | | |
| 2.2 Travel - Out of State | | | | | | | | |
| 2.211 Mileage Reimbursement | 136.95 | 84.00 | 96.90 | 800.00 | 800.00 | 400.00 | | |
| 2.212 Air Transportation | 0.00 | 0.00 | 331.20 | 0.00 | 0.00 | 400.00 | | |
| 2.213 Rail Transportation | 18.50 | 119.00 | 168.55 | 400.00 | 400.00 | 400.00 | | |
| 2.221 Parking Expense | 42.00 | 25.00 | 0.00 | 200.00 | 200.00 | 200.00 | | |
| 2.222 Accomodations | 665.72 | 0.00 | 866.09 | 1,400.00 | 1,400.00 | 1,700.00 | | |
| 2.223 Meal Allowance | 0.00 | 0.00 | 24.45 | 0.00 | 0.00 | 100.00 | | |
| 2.224 Miscellaneous Expenses | 0.00 | 0.00 | 24.00 | 200.00 | 200.00 | 200.00 | | |
| 2.2 Total - Out of State Travel | 863.17 | 228.00 | 1,511.19 | 3,000.00 | 3,000.00 | 3,400.00 | | |
| 2.0 Total - Travel | 5,216.50 | 4,064.07 | 4,411.82 | 7,900.00 | 7,900.00 | 8,500.00 | | |

2013 SCRCOG Budget

3.1 Computer Supplies & Software

| | Fiscal Year 10 | | Fiscal Year 11 | | Fiscal Year 12 | | Fiscal Year 13 | |
|----------------------------------|------------------------------------|-----------------|------------------|---------------|-----------------|-----------------|-----------------|-----------------|
| | Audited Expenses | | Audited Expenses | | To Date - 3/31 | Current Budget | Proposed Budget | |
| Computer Supplies | | | | | | | | |
| 3.111 | Plotter Paper | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 |
| 3.121 | Laser Ink - Black - HP 3700 | 147.99 | 0.00 | 71.98 | 300.00 | 200.00 | 200.00 | 200.00 |
| 3.122 | Laser Ink - Color - HP 3700 | 566.97 | 0.00 | 77.97 | 600.00 | 600.00 | 600.00 | 600.00 |
| 3.123 | Laser Toner Cartridges - HP 5200 | 777.88 | 0.00 | 77.98 | 800.00 | 700.00 | 700.00 | 700.00 |
| 3.124 | Plotter Ink | 0.00 | 0.00 | 77.98 | 100.00 | 200.00 | 200.00 | 200.00 |
| 3.131 | Backup Storage Cartridges - Server | 0.00 | 0.00 | 0.00 | 400.00 | 400.00 | 400.00 | 400.00 |
| 3.132 | Cleaning Tape | 0.00 | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| 3.133 | CD & DVD Diskettes | 106.76 | 0.00 | 64.37 | 100.00 | 100.00 | 100.00 | 100.00 |
| 3.141 | Miscellaneous Computer Supplies | 8.63 | 0.00 | 102.00 | 100.00 | 200.00 | 200.00 | 200.00 |
| 3.151 | Miscellaneous Computer Equipment | 0.00 | 62.95 | 0.00 | 100.00 | 100.00 | 100.00 | 100.00 |
| Total - Computer Supplies | | 1,608.23 | 62.95 | 394.30 | 2,700.00 | 2,700.00 | 2,700.00 | 2,700.00 |

General Purpose Software

| | | | | | | | |
|--------------------------------------|------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 3.211 | Adobe Acrobat | 0.00 | 0.00 | 840.00 | 500.00 | 0.00 | 0.00 |
| 3.212 | Remote Access Operating System | 0.00 | 0.00 | 259.00 | 0.00 | 0.00 | 0.00 |
| 3.213 | Other General Purpose Software | 0.00 | 0.00 | 1,039.98 | 400.00 | 400.00 | 400.00 |
| 3.221 | Arc View Upgrade, Maint, & Support | 0.00 | 0.00 | 0.00 | 1,200.00 | 0.00 | 0.00 |
| 3.231 | Symantec Network Security | 891.60 | 594.00 | 618.75 | 800.00 | 800.00 | 800.00 |
| 3.232 | Sonic Wall | 115.00 | 115.00 | 0.00 | 200.00 | 200.00 | 200.00 |
| 3.241 | Transportation Software | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 | 0.00 |
| 3.251 | Advantage - Accounting | 2,514.39 | 2,939.00 | 3,450.95 | 3,400.00 | 3,500.00 | 3,500.00 |
| 3.252 | TransCAD License & Support | 2,495.00 | 995.00 | 0.00 | 1,100.00 | 1,100.00 | 1,100.00 |
| 3.253 | Miscellaneous Software Support | 0.00 | 0.00 | 0.00 | 100.00 | 200.00 | 200.00 |
| 3.261 | Domain Registration | 211.50 | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 |
| 3.262 | E-Mail / Web-Site Hosting Fee | 300.00 | 225.00 | 225.00 | 400.00 | 400.00 | 400.00 |
| 3.263 | SCRCOG Website Enhancements | 199.99 | 2,625.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3.2 Total - Computer Software | | 6,727.48 | 7,493.00 | 6,433.68 | 8,500.00 | 6,700.00 | 6,700.00 |

3.0 Total Data Process

| | | | | | |
|-------------------------------|-----------------|-----------------|-----------------|------------------|-----------------|
| 3.0 Total Data Process | 8,335.71 | 7,555.95 | 6,827.98 | 11,200.00 | 9,400.00 |
|-------------------------------|-----------------|-----------------|-----------------|------------------|-----------------|

2013 SCRCOG Budget

4.1 General Overhead

| | Fiscal Year 10 | Fiscal Year 11 | Fiscal Year 12 | Fiscal Year 13 |
|--------------------------------------|------------------|------------------|------------------|------------------|
| | Audited Expenses | Audited Expenses | To Date - 3/31 | Proposed Budget |
| 4.1 Rent | | | | |
| 4.111 Monthly Expense | 98,561.52 | 97,123.30 | 80,880.80 | 99,200.00 |
| 4.112 Alarm Monitoring | 395.40 | 395.40 | 395.40 | 500.00 |
| Total Rent | 98,956.92 | 97,518.70 | 81,276.20 | 99,700.00 |
| 4.2 Postage & Telephone | | | | |
| 4.211 First Class Postage | 1,000.00 | 1,505.59 | 0.00 | 2,200.00 |
| 4.212 Certified Mail | 0.00 | 0.00 | 0.00 | 100.00 |
| 4.213 Express Mail | 0.00 | 0.00 | 47.66 | 100.00 |
| 4.221 Telephone | 3,817.62 | 5,941.07 | 1,749.99 | 3,800.00 |
| 4.222 Mobile Data Plan | ----- | ----- | 713.33 | 1,800.00 |
| Total Postage & Telephone | 4,817.62 | 7,446.66 | 2,510.98 | 7,500.00 |

4.3 General Office Supplies

| | | | | |
|---|-----------------|-----------------|-----------------|-----------------|
| 4.311 Tape, Staples, Clips | 11.00 | 26.79 | 5.69 | 100.00 |
| 4.312 Note Paper & Pads | 29.94 | 27.51 | 25.99 | 100.00 |
| 4.313 Pens, Pencils & Markers | 53.78 | 24.14 | 111.05 | 100.00 |
| 4.314 Binders & Folders | 183.44 | 147.20 | 8.28 | 300.00 |
| 4.315 Envelopes, Labels & Postal Supplies | 487.85 | 168.37 | 107.45 | 700.00 |
| 4.316 FAX Machine Supplies | 0.00 | 259.98 | 0.00 | 100.00 |
| 4.321 Copier Paper | 0.00 | 0.00 | 0.00 | 1,500.00 |
| 4.322 Copier Supplies | 0.00 | 0.00 | 0.00 | 100.00 |
| 4.323 Commercial Printing & Copying | 165.00 | 100.00 | 46.00 | 400.00 |
| 4.324 Business Cards | 43.00 | 0.00 | 0.00 | 100.00 |
| 4.325 Check Reprinting | 0.00 | 343.62 | 0.00 | 400.00 |
| 4.326 Purchase Order Forms | 0.00 | 0.00 | 0.00 | 200.00 |
| 4.331 Federal & State Labor Law Posters | 0.00 | 0.00 | 57.25 | 100.00 |
| 4.332 Poland Springs Water | 577.75 | 603.47 | 574.69 | 900.00 |
| 4.333 Miscellaneous Office Equipment | 196.85 | 341.83 | 10.00 | 400.00 |
| 4.334 Miscellaneous Office Supplies | 351.33 | 228.00 | 265.05 | 400.00 |
| Total Office Supplies | 2,099.94 | 2,270.91 | 1,211.45 | 5,900.00 |

2013 SCRCOG Budget

| General Overhead | | Fiscal Year 10 | Fiscal Year 11 | Fiscal Year 12 | Fiscal Year 13 | |
|-------------------------|---|------------------|------------------|-----------------|------------------|------------------|
| | | Audited Expenses | Audited Expenses | To Date - 3/31 | Current Budget | Proposed Budget |
| 4.41 | General Office Maintenance | | | | | |
| 4.411 | Postage Machine Rental | 600.00 | 600.00 | 375.52 | 700.00 | 0.00 |
| 4.412 | FAX Machine Maintenance Contract | 160.20 | 172.92 | 140.04 | 200.00 | 300.00 |
| 4.413 | Miscellaneous Office Equipment | 85.00 | 170.00 | 127.62 | 200.00 | 700.00 |
| 4.421 | Network & Computers - Replacement Parts | 0.00 | 0.00 | 616.88 | 400.00 | 500.00 |
| 4.422 | Network & Server Maintenance Contract | 2,091.00 | 6,054.50 | 216.02 | 7,000.00 | 5,500.00 |
| 4.431 | Copier - Base Service Contract | 5,807.64 | 5,807.64 | 3,871.76 | 6,000.00 | 6,000.00 |
| 4.432 | Copier - Meter Usage Charge - B&W | 665.47 | 547.17 | 290.30 | 700.00 | 600.00 |
| 4.433 | Copier - Meter Usage Charge - Color | 1,065.88 | 2,099.31 | 1,432.75 | 2,000.00 | 2,200.00 |
| | Total Equipment Maintenance | 10,475.19 | 15,451.54 | 7,070.89 | 17,200.00 | 15,800.00 |
| 4.51 | Dues, Subscriptions & Publications | | | | | |
| 4.511 | American Planning Association | 0.00 | 101.00 | 254.00 | 200.00 | 300.00 |
| 4.512 | New England Assoc. of Regional Councils | 0.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 4.513 | Professional Engineer License | 285.00 | 285.00 | 285.00 | 300.00 | 300.00 |
| 4.514 | Assoc. of American Geographers | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 |
| 4.515 | National Association of Regional Council | 175.00 | 0.00 | 1,000.00 | 2,900.00 | 0.00 |
| 4.516 | Other Dues & Contributions | 30.00 | 0.00 | 0.00 | 200.00 | 300.00 |
| 4.521 | Atlantic Northeast Ralls & Ports | 145.00 | 145.00 | 145.00 | 300.00 | 200.00 |
| 4.522 | APA - Zoning Practice | 0.00 | 90.00 | 95.00 | 100.00 | 100.00 |
| 4.523 | APA - Journal of APA | 0.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 4.524 | Other Subscriptions | 0.00 | 0.00 | 0.00 | 100.00 | 200.00 |
| 4.531 | Technical Books & Reports | 0.00 | 0.00 | 0.00 | 200.00 | 200.00 |
| | Total Dues, Subscriptions & Publications | 635.00 | 621.00 | 1,779.00 | 4,700.00 | 1,800.00 |
| 4.61 | Insurance, Audit & Legal | | | | | |
| 4.611 | General Liability | 10,420.00 | 2,829.00 | 2,890.00 | 3,100.00 | 2,700.00 |
| 4.612 | Workers Compensation | 1,680.00 | 1,446.00 | 1,358.00 | 1,600.00 | 1,500.00 |
| 4.613 | Public Officials Liability | ----- | 2,560.00 | 2,560.00 | 2,700.00 | 2,600.00 |
| 4.621 | Annual Audit | 8,250.00 | 8,500.00 | 0.00 | 9,800.00 | 8,600.00 |
| 4.631 | Land Use Issues | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| 4.632 | Pension Review | 2,991.25 | 2,000.00 | 0.00 | 1,200.00 | 0.00 |
| 4.633 | Other Legal Services | 656.90 | 450.00 | 0.00 | 400.00 | 400.00 |
| | Total Insurance, Audit & Legal | 23,998.15 | 17,785.00 | 6,808.00 | 19,100.00 | 15,800.00 |

2013 SCRCOG Budget

| General Overhead | Fiscal Year 10 | Fiscal Year 11 | Fiscal Year 12 | Fiscal Year 13 |
|---|------------------|------------------|-----------------|-----------------|
| | Audited Expenses | Audited Expenses | To Date - 3/31 | Proposed Budget |
| 4.71 General Meeting Expenses | | | | |
| 4.711 Meeting Refreshments | 2,042.71 | 2,252.23 | 1,661.64 | 2,600.00 |
| 4.721 Regional Plan Comm - Annual Mtg | 442.80 | 593.05 | 700.00 | 700.00 |
| 4.722 SCRCOG December Meeting | 1,048.32 | 750.00 | 744.29 | 900.00 |
| 4.723 Other SCRCOG Meetings | 0.00 | 45.00 | 635.25 | 700.00 |
| | 3,533.83 | 3,606.52 | 3,634.23 | 4,900.00 |
| 4.73 Seminars & Conferences | | | | |
| 4.731 Technical Transportation Seminars | 115.00 | 970.00 | 750.00 | 1,800.00 |
| 4.732 Technical Land Use Seminars | 310.00 | 250.00 | 185.00 | 500.00 |
| 4.733 Other Seminars & Conferences | 0.00 | 0.00 | 500.00 | 500.00 |
| | 425.00 | 1,220.00 | 1,435.00 | 2,800.00 |
| 4.74 Advertising Expense | | | | |
| 4.741 Employment Opportunities | 1,187.50 | 756.00 | 0.00 | 0.00 |
| 4.742 Audit - Legal Notice | 69.75 | 80.40 | 71.51 | 100.00 |
| 4.743 RFP Consultant Selection | 407.33 | 226.94 | 0.00 | 600.00 |
| 4.744 Other Published Notices | 1,276.52 | 1,168.80 | 183.42 | 500.00 |
| | 2,941.10 | 2,232.14 | 254.93 | 1,200.00 |
| 4.81 Miscellaneous | | | | |
| 4.811 Miscellaneous Expenses | 193.85 | 285.59 | 225.36 | 400.00 |
| 4.812 Bank Account Analysis Charge | 0.00 | 280.00 | 0.00 | 0.00 |
| | 193.85 | 565.59 | 225.36 | 400.00 |

2013 SCRCOG Budget

6.0 Consultants

| | Fiscal Year 10 | | Fiscal Year 11 | | Fiscal Year 12 | | Fiscal Year 13 | |
|-----------------------------------|--|------------------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|
| | Audited Expenses | Audited Expenses | To Date - 3/31 | Current Budget | Proposed Budget | Proposed Budget | Proposed Budget | Proposed Budget |
| Transportation Consultants | | | | | | | | |
| 6.11 | Regional Build-Out Analysis | 38,429.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6.12 | Shoreline Greenways Planning Study | 260,309.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6.13 | Meriden Road Study | 65,473.94 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6.14 | Meriden Traffic Signal Study | 53,526.06 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6.15 | New Haven - Whalley Avenue Corridor Study | 68,012.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6.16 | Wallingford - Route 68 Corridor Study | 67,070.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6.17 | East Haven - Route 100 Corridor Study | 7,794.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6.18 | Region - Congestion Management | 24,991.93 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6.19 | Region - TransCAD Update | 35,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6.20 | SCRCOG - Sustainable Cities Application | 15,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6.21 | North Haven - Spring Road Traffic Calming | 0.00 | 10,200.00 | 8,050.00 | 15,000.00 | 15,000.00 | 0.00 | 0.00 |
| 6.22 | Bethany - Road Study | 0.00 | 8,000.00 | 17,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6.23 | Bethany - Mini-Bus | 0.00 | 0.00 | 200.00 | 10,000.00 | 10,000.00 | 0.00 | 0.00 |
| 6.24 | Hamden - East-West Transportation Study | 0.00 | 4,050.00 | 25,950.00 | 28,600.00 | 28,600.00 | 0.00 | 0.00 |
| 6.25 | Wallingford Transit Study | 0.00 | 6,359.84 | 7,940.04 | 19,500.00 | 19,500.00 | 0.00 | 0.00 |
| 6.26 | Regional School Bus Study | 0.00 | 7,266.90 | 2,422.30 | 15,000.00 | 15,000.00 | 0.00 | 0.00 |
| 6.27 | Regional Traffic Signal Study | 0.00 | 1,500.00 | 10,000.00 | 22,700.00 | 22,700.00 | 0.00 | 0.00 |
| 6.28 | Regional Road Classification | 0.00 | 13,430.00 | 750.00 | 60,000.00 | 60,000.00 | 0.00 | 0.00 |
| 6.29 | Meriden Trail Study | 0.00 | 0.00 | 18,000.00 | 10,000.00 | 10,000.00 | 0.00 | 0.00 |
| 6.30 | Regional Congestion Management | 0.00 | 0.00 | 2,314.95 | 65,000.00 | 65,000.00 | 0.00 | 0.00 |
| 6.31 | Regional Transit Data Acquisition | 0.00 | 0.00 | 2,500.00 | 25,000.00 | 25,000.00 | 0.00 | 0.00 |
| 6.32 | Madison Transportation/Transit Study | 0.00 | 0.00 | 0.00 | 22,800.00 | 22,800.00 | 0.00 | 0.00 |
| 6.33 | Bethany - Pavement Management | 0.00 | 0.00 | 0.00 | 12,500.00 | 12,500.00 | 0.00 | 0.00 |
| 6.34 | New Haven - Downtown Modal Split Study | 0.00 | 0.00 | 0.00 | 21,000.00 | 21,000.00 | 0.00 | 0.00 |
| 6.35 | East Haven - Hemingway Ave & Coe Ave Study | 0.00 | 0.00 | 0.00 | 50,000.00 | 50,000.00 | 0.00 | 0.00 |
| 6.36 | New Haven - Foxon Boulevard Corridor | 0.00 | 0.00 | 0.00 | 70,000.00 | 70,000.00 | 0.00 | 0.00 |

6.0 Consultants

| | Fiscal Year 10 | | Fiscal Year 11 | | Fiscal Year 12 | | Fiscal Year 13 | |
|---|-------------------|------------------|------------------|-------------------|-------------------|----------------|-----------------|------|
| | Audited Expenses | | Audited Expenses | | To Date - 3/31 | Current Budget | Proposed Budget | |
| 6.37 Wallingford Traffic Signal Study | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 45,000.00 | 0.00 | 0.00 |
| 6.38 Update TransCAD Transit Model | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 98,000.00 | 0.00 | 0.00 |
| 6.39 Multi-Community Road Study | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 150,000.00 | 0.00 | 0.00 |
| 6.40 Regional Traffic Signal Study | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50,000.00 | 0.00 | 0.00 |
| 6.41 New Haven Street Pattern - Phase 1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 150,000.00 | 0.00 |
| 6.42 Wallingford Sign Inventory | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 45,000.00 | 0.00 |
| 6.43 Hamden - Traffic Calming | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50,000.00 | 0.00 |
| 6.44 Hamden - Traffic Signal Study - Phase 1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 40,000.00 | 0.00 |
| 6.45 Madison, Guilford, East Haven - Road Study | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50,000.00 | 0.00 |
| 6.46 Regional - Congestion Management Process | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 110,000.00 | 0.00 |
| 6.47 Transportation Mobility Management Study | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 40,000.00 | 0.00 |
| 6.48 Tweed Airport Cargo Study | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 30,000.00 | 0.00 |
| Total - Transportation Consultants | 635,607.83 | 50,806.74 | 95,127.29 | 790,100.00 | 515,000.00 | | | |

Land Use & Other Consultants

| | | | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|------|------|------|
| 6.51 Regional Economic Development Web-Site | 33,693.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6.52 ROOF - Regional Foreclosure Fund | 0.00 | 25,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6.53 NHASH - Emergency Management Training | 19,833.47 | 57,049.24 | 7,955.00 | 39,875.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6.54 Pre-Diaster Mitigation Plan | 0.00 | 0.00 | 0.00 | 110,300.00 | 147,750.00 | 0.00 | 0.00 | 0.00 |
| 6.55 Municipal - "In-Kind" Contribution - FEMA Grant | 0.00 | 0.00 | 0.00 | 15,000.00 | 58,000.00 | 0.00 | 0.00 | 0.00 |
| 6.56 Sustainable Communities Grant | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total - Land Use Consultants | 53,526.47 | 82,049.24 | 7,955.00 | 175,175.00 | 205,750.00 | | | |
| 5.0 Total - Consultants | 689,134.30 | 132,855.98 | 103,082.29 | 965,275.00 | 720,750.00 | | | |

RPO FRINGE BENEFITS SURVEY: FY 2011-12

| | Capitol | Central CT | Central Naugatuck Valley | Greater Bridgeport | Housatonic Valley | Midstate | Southeastern | South Western | South Central |
|-----------------------------|------------------------------------|-------------------------------|---------------------------------------|----------------------|--------------------|---------------|---------------------------------------|---------------------------------|------------------|
| HEALTH PLAN | | | | | | | | | |
| Type: | POS / or HSA | PPO | PPO/HSA | HMO | HMO | POS | FlexPOS Health Sav.Acct. ^a | Flex POS with Health Sav. Acct* | POS ^a |
| Name of Plan: | Bluecare | Century Pref | HSA High Ded | HMO High Ded | BlueCare Plus | Indiv. Choice | ConnectiCare | Oxford 200D | Aetna Choice |
| Provider: | Anthem/Anthem | Anthem | Aetna | Oxford | Anthem | Indiv. Choice | ConnectiCare | CBIA Connections | Aetna |
| Major medical | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Doctor visits | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Dental | Y(Guardian) | Y | Y (Anthem) | Y (Guardian) | Y | Y | Y (Anthem Flex) | Y (separate) | Y |
| Prescriptions | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Eyeglasses | Y | N | N | N | N | N | Y | N | Y |
| Other: | Section 125; Vision reimbursement* | | | Vision Care Emp only | | | | | |
| Pct Paid by Agency for: | | | | | | | | | |
| Employee: | 90% / 100% | 95% | 90% | 100% | 100% | 80% | 90% | 90% premium; 90% HSA | 90% |
| Family: | 90% / 100% | 90% | 90% | 90% | 100% | 80% | 90% | 90% premium; 90% HSA | 90% |
| LIFE INSURANCE | | | | | | | | | |
| Amount | 1x salary \$100,000 max | up to \$30,000 | employee option: up to 15% of pension | \$50,000 max. | 2x salary | 1.5x salary | \$50,000 | up to \$75,000 | \$50,000 |
| Pct paid by Agency: | 100% | 100% | varies | 100% | 100% | 80% | 100% | 100% | 100% |
| DISABILITY INSURANCE | | | | | | | | | |
| Carrier: | Mutual of Omaha | Guardian | The Standard | Sun Life | Mut of Omaha & IDS | Guardian | UNUM | Hartford Life | None |
| Short-term benefit: | 60% salary | 60% salary | 60% salary | Y | 100% salary | 70% salary | None | 67% for 26 wks | None |
| Long-term benefit: | 60% salary | None | 60% salary | Y | 60% salary | 60% salary | 60%/ Salary | 60% for 5 yrs. | None |
| Pct paid by Agency: | 100% | 90% | 100% | 100% | 100% | 0.8 | 100% | 100% | None |
| RETIREMENT PLAN | | | | | | | | | |
| Type: | Defined Comp | Money Purchase (Savings) Plan | Target Trust | 401(a) | SEP | 457 Def Comp | Defined Benefit | Defin. Bnft | 457 Def Comp |
| Pct Paid by Agency: | 10% | 4% | varies | 5% | 8% | 4.5% | 9.50% | 100% | 5% |
| Employee Contrib: | 0% | 3% | 2% of salary | 2% - 5% | 0% | 3%+ | 2.25 | 0% | optional |
| Yrs before eligible: | 6 mos | 500 hours | 1,000 hours | 6 mos | 6 mos | 1 year | 0 | 1 year | 3 mos |
| Yrs to be fully vested: | 5 | 5 | 5 | 5 | na | 1 year | 10 years | 7 years | 5 years |
| Min yrs for retirement: | Age 65 | na | age 65 | age 64 | na | age 55 | na | age 55 | age 65 |
| Carrier: | Fidelity | ING | ING | ICMA | various | various | MERF | Charles Schwab | Prin. Fin. Grp. |

REGIONAL PLANNING ORGANIZATIONS

Per Capita Dues, FY 2011-2012

| | |
|--------|--|
| CRCOG | \$ 0.513; with base of \$2,000 for rural towns and \$3,000 for urban towns |
| CCRPA | \$0.37 |
| COGCNV | \$0.427 |
| CRERPA | \$2.00 |
| GBRPA | \$0.285 |
| HVCEO | \$0.64 |
| LHCEO | \$0.80 |
| MRPA | \$0.76 |
| NECCOG | \$0.95 |
| NWCCOG | \$2.15 |
| SCRCOG | \$0.27 |
| SCCOG | \$0.50 |
| SWRPA | \$0.34 |
| VCOG | \$0.55 |
| WRCOG | \$0.71 |

SCRCOG FY2012-13 Goals and Work Program
SCRCOG Meeting – April 25, 2012

ADMINISTRATIVE AND LEGISLATIVE:

July 2012

- Complete personnel evaluations of employees

July- September 2012

- Complete re-write of Personnel Management Procedures

October- December 2012

- Legislation Committee meets, develops and adopts legislative agenda

November-December 2012

- Executive Director and Legislation Committee meet with legislators and advocate legislative agenda

January 2013

- Complete personnel evaluations of employees

January-May 2013

- Executive Director and Legislation Committee members advocate legislative agenda during General Assembly session

March 2013

- Submit draft FY 2012-13 SCRCOG budget

May 2013

- Adopt FY 2012-2013 Budget

July 2012 - June 2013

- Executive Director's continued participation in Workforce Alliance, Regional Alliance, C-Med Board, Regional Planning Commission, REX Development, Regional Economic Development Directors, Governmental Affairs Committee of the Greater New Haven Chamber of Commerce, HOME CT Steering Committee, Growing CT Around Transit, Connecticut Association of Regional Planning Organizations, and Department of Emergency Management and Homeland Security – Region 2
- Continue updates of SCRCOG website
- Plan and prepare for monthly SCRCOG meetings and occasional Executive Committee meetings

TRANSPORTATION:

July 2012

- Select consultants for UPWP studies

August-September 2012

- Obtain SCRCOG approval and execute consultant contracts for UPWP Studies

September-December 2012

- Quadrennial Review by CT DOT, FHWA and FTA

January-February 2013

- Solicit, if necessary, additional proposals for UPWP studies from municipalities

January-March 2013

- Update region's locally-coordinated Public Transit Human Services Transportation Plan (LOCHSTP)

March-April 2013

- Approve any revisions to UPWP and submit to DOT for approval

April 2013

- Submit municipal grant applications for senior and disabled transportation in the region
- Develop Section 5310 funding priorities for purchase of wheelchair accessible vehicles

May-June 2013

- Solicit consultants for FY 2012 UPWP studies

March-June 2013

- Work closely with consultants to complete UPWP planning studies

July 2012-June 2013

- Regular maintenance and amendments to Transportation Improvement Plan (TIP)
- Frequent meetings with towns and DOT regarding status of projects
- Preparation for monthly Transportation/ Technical Committee meetings
- Technical assistance to towns and other agencies
- Attendance at public hearings on UPWP studies

LAND USE PLANNING:

July-September 2012

- Continue update of GIS data
- Update demographic and socioeconomic data using the latest U.S. Census, American Community Survey and Economic Census Data
- Assemble zoning regulations/maps, Plans of Conservation and Development from all of the region's cities and towns

August-September 2012

- Organize 2nd workshop to review draft OPM State POCD
- Review and comment on OPM State POCD
- Update zoning regulations/maps and Plans of Conservation and Development from all of the region's cities and towns

October 2012

- Address vacancies on Regional Planning Commission

November 2012 - January 2013

- Plan and hold 2013 Regional Planning Commission Annual Meeting and Dinner

February-June 2013

- Data collection for future update to the Regional Plan of Conservation and Development

July 2012-June 2013

- Review Statutory Referrals
- Plan and prepare for monthly RPC meetings
- Review state, regional and local Plans for consistency

SUSTAINABLE COMMUNITIES GRANT:

July-October 2012

- Plan and prepare for a regional Town Hall meeting
- Collaborate with RPA on materials needed for narratives regarding the identified spatial and topical gaps and case studies of the place-based projects

October 2012-January 2013

- Review and collaborate with RPA on comments regarding the draft report on consolidating the regional gap analysis and case studies from the place-based projects

February-June 2013

- Collaborate with RPA on the draft execution plan for Regional Sustainable Development
- Collaborate with RPA on summarizing the comments pertaining to the draft execution plan for Regional Sustainable Development

July 2012-June 2013

- Proceed to work on Task A: Enhancement of Existing Plans to Produce Execution Plan for Regional Sustainable Development
- Participate in bi-weekly conference calls, monthly regional meetings and quarterly steering committee

FEMA HAZARD MITIGATION GRANT

July- October 2012

- Data collection and analysis

November- December 2012

- Prepare draft plan

January 2013

- Review draft plan

February 2013

- Solicit public comment

March 2013

- Revise draft plan based upon public comment

April 2013

- Solicit public comment

May 2013

- Finalize draft plan

June 2013

- Adoption of final plan by participating towns

July 2012- June 2013

- Work with towns and supervise consultant in identifying hazards and recommended mitigation measures
- Plan and prepare for monthly meetings of Working Committee

REGIONAL ROOF PROGRAM:

July 2012-June 2013

- Coordinate bi-monthly meetings of Regional Housing Committee
- Attend monthly meetings of Executive Committee
- Coordinate and monitor program activities

REGIONAL PERFORMANCE INCENTIVE GRANTS:

July 2012

- Await possible notification of grant awards for two grants submitted in December 2011

July 2012-June 2013

- If GIS and Shared Services grants awarded, commence work on both grants

September- December 2012

- Prepare new grant applications for December 2012 submission

RPO Salary Survey FY 12

POSITION: Senior Planner

| AGENCY | SALARY | | EXPERIENCE | | DEGREE | | SUPERVISION Employees Supervised |
|---------------------------|-----------|------------|--------------------------|-----------------------|---------------|-----------------|-------------------------------------|
| | Range | Actual | Actual Years In Position | Total Years of Exper. | Type Required | Actual Deg.Held | |
| CRCOG | | | | | | | |
| Mun.Ser. Manager | 65-84.5 | \$70,000 | 1 | 10 | MA | MPA | 0 |
| Prin.Transp. Planner | 56.5-73.5 | \$74,357 | 6 | 15 | BA | Ph.D | 0 |
| Prin.Transp. Planner | 56.5-73.5 | \$70,000 | 13 | 21 | BA | MA | 0 |
| Prin.Transp. Planner | 56.5-73.5 | \$75,480 | 1 | 17 | BA | BA | 0 |
| Sr. Transp. Planner | 49-63.9 | \$58,726 | 12 | 16 | BA | BA | 0 |
| Sr. Transp. Planner | 49-63.9 | \$63,240 | 3 | 3 | BA | BA | 0 |
| Sr. Transp. Planner | 49-63.9 | \$62,700 | 3 | 10 | BA | MA | 0 |
| Prin.Transp. Planner (PT) | 56.5-73.5 | \$58,620 | 11 | 17 | BA | BA | 0 |
| Sr. Com Dev. Planner (PT) | 49-63.9 | \$35/hr | 12 | 15 | MA | MA | 0 |
| Sr. Com Dev. Planner (PT) | 49-63.9 | \$45.90/hr | 2 | 30 | MA | MA | 0 |
| Sr. Planner/GIS | 49-63.9 | \$65,297 | 5 | 10 | BA | BA | 0 |
| Spec. Proj. Coord (PT) | 65-84.5 | \$55,162 | 1 | 10 | MA | MBA | 0 |
| GBRC | | | | | | | |
| Sr. Transp. Planner | \$50-\$90 | \$88,000 | 30 | 30 | MUP/MRP+5 | MUP | 0 |
| Sr. Transp. Planner | \$50-\$90 | \$75,000 | <1 | 10 | MUP/MRP+5 | MUP | 0 |
| Sr. Transp. Planner | \$50-\$90 | \$60,000 | <1 | 10 | MUP/MRP+5 | MUP | 0 |
| SECCOG | | | | | | | |
| Senior Planner | \$50-\$70 | \$73,230 | 41 | 41 | M+4: B+6 | MURP | 0 |
| Senior Planner | \$50-\$70 | \$71,257 | 24 | 31 | M+4: B+6 | MURP | 0 |
| Senior Planner | \$50-\$70 | \$66,418 | 16 | 23 | M+4: B+6 | BA | 0 |
| Planner II | \$40-\$55 | Vacant | | | M+1: B+3 | MCP | 0 |
| SWRPA | | | | | | | |
| Sen. Reg Transp Coord | None | \$83,185 | 19 | 37 | BS+5 | MS | 2 |
| Sen.Transp.Planner | None | \$60,687 | 6 | 8 | BS+5 | MCP | 0 |
| Sen. Transp. Planner | None | \$60,519 | 5 | 9 | BS+5 | MRP | 0 |
| SCRCOG | | | | | | | |
| Transp. Planner | None | \$59,363 | 5 | 13 | BA+5 | MA | 0 |
| Prin. Planner (Fin.) | None | \$74,051 | 35 | 35 | BA+5 | BS | 1 |
| Sr. Transp. Planner | None | \$85,635 | 4 | 38 | BA+5 | MS | 0 |

CCM Municipal Salary Survey Fall 2011

| Municipality | Salary (\$) | |
|---------------------|---------------------------------|--|
| | <i>Planning Official</i> | <i>Deputy Planning Official</i> |
| Meriden | 109,450 | 82,118 |
| Wallingford | 106,682 | 79,608 |
| Guilford | 97,239 | - |
| Branford | 93,344 | 61,430 |
| Milford | 84,132 | 67,500 |
| Hamden | 83,667 | 79,969 |
| North Haven | 69,722 | - |

SCRCOG Tasks

Administrative: Carl – Al/ Steve

Finance: Carl- Al-Chris

Budget: Carl- Al

Transportation: Carl- Steve-Jim- Chris

Transit: Carl- Jim- Steve- Chris

Land Use Planning: Carl-Eugene- Chris

Regional Planning Commission: Eugene- Chris

Sustainability/ Environmental/ Energy Planning: Carl- Chris –Eugene

Foreclosure Prevention Project: Carl-Eugene- Chris

Sustainable Communities Planning Grant: Carl-Eugene- Chris

FEMA Hazard Mitigation Grant: Carl- Eugene- Chris

GIS Project: Carl- Eugene –Chris

Emergency Preparedness: Carl- Steve-Chris

Housing: Carl- Eugene- Chris

Website: Chris/ Jim

REX Assistance: Carl-Eugene-Chris

RPO Executive Director Salaries

| Regional Planning Organization (RPO) | Abbrev. | Principal City/Town | Regional Population (2010) | Number of Towns | Executive Director Salary, 2011-2012 |
|--|----------------|----------------------------|-----------------------------------|------------------------|---|
| Capitol Regional Council of Governments | CRCOG | Hartford | 769,598 | 30 | \$ 145,656 |
| South Central Regional Council of Governments | SCRCOG | New Haven | 570,001 | 15 | \$ 100,000 |
| South Western Regional Planning Agency | SWRPA | Stamford | 364,519 | 8 | \$ 120,361 |
| Greater Bridgeport Regional Council | GBRC | Bridgeport | 318,004 | 6 | \$ 110,000 |
| Council of Governments of the Central Naugatuck Valley | COG-CNV | Waterbury | 287,768 | 13 | \$ 95,293 |
| Southeastern CT Council of Governments | SECCOG | New London | 256,738 | 18 | \$ 110,670 |
| Central CT Regional Planning Agency | CCRPA | New Britain | 235,878 | 7 | \$ 98,645 |
| Housatonic Valley Council of Elected Officials | HVCEO | Danbury | 224,616 | 10 | \$ 94,111 |
| CT River Valley Planny Agency | LCRVA | Middletown | 175,685 | 16 | \$ 94,283 |
| Windham Region Council of Governments | WINCOG | Windham | 93,291 | 10 | \$ 74,453 |
| Valley Council of Governments | VCOG | Shelton | 88,250 | 4 | \$ 112,500 |
| Northeastern CT Council of Governments | NECCOG | Killingly | 83,803 | 11 | \$ 90,000 |
| Litchfield Hills Council of Elected Officials | LHCEO | Torrington | 83,174 | 11 | \$ 84,208 |
| Northwestern CT Council of Governments | NWCOG | Salisbury | 22,772 | 9 | \$ 63,579 |