



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**  
**JUNE 26, 2013 – 9:00A.M.**

**Location: 127 Washington Avenue, 4<sup>th</sup> Floor West  
North Haven, CT 06473**

**Full agenda materials can be found at our website – [www.scrkog.org](http://www.scrkog.org)**

1. Call to order – *Mayor John Picard, Chairman*
2. Adopt Minutes of April 24, 2013 Executive/ Personnel Committee Meeting – Pages 1-2  
*First Selectman Michael Freda, Secretary*
3. Recommendation to Board re: SCRCOG Budget for FY 2013-14 – *Executive Director Carl Amento* Pages 3-41  
*and Business Manager Al Ruggiero*
4. Recommendation re Work Program and Goals for FY 2012-13 – *Executive Director Carl Amento* Pages 42-47
5. Review of Personnel Evaluations – *Executive Director Carl Amento* Handouts
6. Recommendation re Proposed Salary Increases Pages 48-50
7. Recommendation to Board re Extension of Executive Director's Contract for 3 Years Pages 51-54
8. Other Business
9. 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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Carl J. Amento, Executive Director

TO: **SCRCOG Executive Committee**  
FROM: **First Selectman Michael Freda, Secretary**  
DATE: **June 19, 2013**  
SUBJECT: **SCRCOG Executive/Personnel Committees Minutes of April 24, 2013**

**Present**

Hamden Mayor Scott Jackson—*Vice-Chairman*  
Madison First Selectman Fillmore McPherson—*Treasurer*  
Milford Mayor Benjamin Blake  
New Haven Mayor John DeStefano  
North Haven First Selectman Michael Freda – *Secretary*  
Orange First Selectman James Zeoli  
West Haven Mayor John Picard—*Chairman*

SCRCOG Staff Executive Director Carl J. Amento, Business Manager Al Ruggiero

**ITEM 1 - Call to Order**

The Executive/Personnel Committee meeting was called to order at 9:10 a.m. by Vice-Chairman Jackson, in Chairman Picard’s absence.

**ITEM 2 – Adopt Minutes of February 27, 2013 Executive Committee Meeting**

First Selectman Freda presented the minutes contained in the agenda packet on pages 2. First Selectman Freda moved for their acceptance. First Selectman McPherson seconded. The minutes were accepted unanimously.

**ITEM 3-Review of Preliminary SCRCOG Budget for FY 2013-14**

Executive Director Amento and Business manager Al Ruggiero reviewed the proposed budget for FY 2013-2014, which was found on pages 3-31 of the agenda packet. Pages 3-4 of the agenda are a Budget Narrative. The Proposed Budget contained a Summary Budget and separate, detailed budgets for Overhead, Local Initiatives, Transportation Planning, Regional Planning, the Regional GIS Grant Program, the Sustainable Communities Grant Program, the Regional Hazard Mitigation Grant Program, and the Department of Emergency Services & Public Protection Grant Program. Mayor DeStefano asked if the budget accounted for REX not continuing to share offices with SCRCOG. Amento indicated that it had. Mayor DeStefano inquired if the budget contained an allocation for the Regional ROOF Foreclosure Prevention Project. Amento said that it did not, because ROOF does not usually make its funding request until June or July, and presumably SCRCOG funding would come from reserves, which could be accomplished at any point in the year by a budget amendment. Mayor DeStefano asked if the other members were amenable to an allocation for ROOF of the same \$10,000 amount given last year. After discussion, the majority of members agreed and requested that the budget be revised to reflect such a contribution to the ROOF project.

Chairman Picard, who had entered the meeting before, took over chairing the meeting from Vice-Chairman Jackson.

**ITEM 4- Review of Work Program and Goals for FY 2012-13:**

Executive Director Amento referred to the proposed Work Program and Goals on pages 32-34 of the agenda.

**ITEM 5 – Review of Personnel Evaluations:**

Executive Director Amento distributed copies of the most recent personnel evaluations of the SCRCOG staff.

**ITEM 6—Review of Proposed Salary Increases:**

The proposed salary increases for the SCRCOG staff and Executive Director are found on pages 35-37 of the agenda.

Mayor DeStefano moved that the Executive Committee go into Executive Session to discuss personnel issues. Mayor Jackson seconded the motion which was approved unanimously. Executive Director Amento and Business Manager Ruggiero left the meeting.

Mayor DeStefano moved that the Executive Committee leave Executive Session, which motion was seconded by Mayor Jackson. All were in favor.

Chairman Picard said he would report the consensus of the Executive Committee members at the regular meeting.

**ITEM 7-- Other Business:**

None

**ITEM 8—Adjournment:**

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

Respectfully submitted,  
First Selectman Michael Freda, Secretary

FY2013-2014 Draft SCRCOG Budget  
Executive/ Personnel Committee Review  
June 26, 2013

The 2013-2014 Draft SCRCOG Budget is virtually the same as that presented to the Executive/Personnel Committee on April 24, 2013. The major change is that \$10,000 has been added to Revenue transferred from SCRCOG's reserves (to be formalized by a Budget Amendment in July), and \$10,000 has been added to Expenditures to fund a contribution to the Regional Foreclosure Prevention Project (ROOF). In addition, the estimates for the grant amounts to be utilized in the coming year were adjusted to reflect better estimation as we approach the close of this fiscal year. The additions to the proposed budget relating to ROOF were requested by the Executive/Personnel Committee at their last meeting on April 24, 2013.

ROOF's request for funding assistance for 2013-2014 is attached.

FY2013-14 Draft SCRCOG Budget  
Executive/ Personnel Committee Review  
June 26, 2013

The 2013-2014 Draft SCRCOG Budget proposes:

- No municipal dues increase. SCRCOG dues rate is the lowest among the 14 Regional Planning Organizations in the state.
- The proposed SCRCOG budget for 2013-14 totals \$1,617,761. Operating expenses total \$863,468, and the UPWP planning studies and the Sustainable Communities, FEMA, GIS and Shared Services Study grants will result in expenditures of \$651,300.
- The proposed budget contains an increased and more diversified revenue stream with the addition of two new state grants—The Regional Performance Incentive (RPI) Grants for the Regional GIS Program and the Shared Services Study. These grants are now added to the ongoing HUD Sustainable Communities Regional Planning Grant and FEMA Hazard Mitigation Planning Grant---adding \$409,042 to our revenues next year. We anticipate expending \$372,816 on the two RPI grants in the next fiscal year. The Shared Services Study grant of \$54,581 will be completely expended in the current and the next fiscal year. The GIS grant of \$591,028 will require multiple years to expend, with \$331,893 expected to be expended in FY 2013-14.
- Proposed salary increases of \$12,708 (\$433,917 to \$446,625) represent a 3.0% increase over the current year's salaries. Municipal dues only pay, at the most, 10% of these increases or \$1,270. Staff salaries will also be partially funded by the state and federal grants obtained by SCRCOG, reducing the draw upon municipal dues and federal transportation funds.
- Health and dental costs increased a total of \$11,459 (\$111,200 to \$122,659) or 10.3% for next year. Our high deductible/health savings account plan increased by \$10,259 or 9.8% mostly due to employees entering new age brackets. The premiums are based upon age and gender. However, health insurance premiums for next year (\$115,159) will cost SCRCOG \$30,341 (20%) less than our 2009-2010 health benefits costs of \$153,000. Overall,

our proposed total benefits cost of \$196,058 is \$13,788 or 6.6% less than the \$209,846 that SCRCOG paid in 2009-2010.

- General overhead expenses are proposed to be increased by \$8,795 (from \$173,700 to \$182,495) over the current year, an increase of 5%. However General Overhead expenses have only increased by \$20,865 or 13% since 2009-2010. Contractual rent increases account for approximately one third of that increase.
- Total operating expenses show an increase of only \$29,377 (from \$791,800 to \$821,177) or 3.7% over the current year and only \$54,882 (from \$766,295 to \$821,177) or 7.2% since 2009-2010.
- There are no capital expenses planned for next year.
- Next year's Unified Planning Work Program will fund \$341,000 in transportation studies for the benefit of our member cities and towns.

# **SCRCOG**

## **Fiscal Year 2014 Budget Proposal**

**Draft Budget – June 26, 2013**

**2014 SCRCOG Budget Proposal**

**SCRCOG Salaries & Labor Allocation**

Salary Expense

	Annual Salary	
	FY 13	FY 14 (Proposed)
C. Amento	102,500	105,575
A. Ruggiero	75,902	78,180
S. Dudley	86,705	89,307
J. Rode	65,847	67,823
E. Livshits	53,323	54,923
C. Rappa	46,125	47,509

Labor Allocation

	Overhead <sup>1</sup>		Local		Transportation		Regional Planning		Hazard Mitigation		Sustainable Cities		Regional GIS		Shared Services		Total	
	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
C. Amento	375	21,669.75	120	6,934.32	1,038	59,981.86	24	1,386.86	90	5,200.74	40	2,311.44	90	5,200.74	50	2,889.30	1,827	105,575.00
A. Ruggiero	1,105	47,284.56	14	599.08	661	28,285.16	12	513.50	0	0.00	15	641.87	20	855.83	0	0.00	1,827	78,180.00
S. Dudley	323	15,788.81	0	0.00	1,504	73,518.19	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1,827	89,307.00
J. Rode	288	10,691.31	0	0.00	1,539	57,131.69	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1,827	67,823.00
E. Livshits	253	7,605.65	30	901.86	1,019	30,633.03	60	1,803.71	90	2,705.57	55	1,653.40	304	9,138.80	16	480.99	1,827	54,923.00
C. Rappa	253	6,578.97	30	780.11	1,020	26,523.91	60	1,560.23	90	2,340.34	55	1,430.21	304	7,905.16	15	390.06	1,827	47,509.00
D. Sullivan	0	0.00	0	0.00	30	307.50	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	30	307.50
Student Intern	0	0.00	0	0.00	300	3,000.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	300	3,000.00
<b>Total</b>	<b>2,597</b>	<b>109,619.05</b>	<b>194</b>	<b>9,215.37</b>	<b>7,111</b>	<b>279,381.32</b>	<b>156</b>	<b>5,264.30</b>	<b>270</b>	<b>10,246.65</b>	<b>165</b>	<b>6,036.92</b>	<b>718</b>	<b>23,100.54</b>	<b>81</b>	<b>3,760.35</b>	<b>11,292</b>	<b>446,624.50</b>

1. Overhead labor includes overhead hours and benefit hours - holiday, vacation, sick, personal.



**SCRCOG - Fiscal Year 2014 Budget Proposal Summary**  
**Draft - June 26, 2013**

<i>Revenue</i>	<i>Current Budget</i>	<i>Proposed Budget</i>
<b>Municipal Contribution</b>		
Municipal Contribution	154,100	153,700
ROOF - Regional Foreclosure Fund (From Reserves)	10,000	10,000
<b>Transportation Planning</b>		
U.S. Department of Transportation	1,023,305	909,015
CT Department of Transportation	127,914	113,627
<b>Regional Planning</b>		
Connecticut Office of Policy & Management	14,000	14,000
Regional GIS Program	159,370	331,893
Shared Services Study	16,960	40,923
<b>REX Development</b>		
Reimbursement for SCRCOG Rent	10,000	-
<b>Investment Income</b>	1,200	1,200
<b>Emergency Response Planning</b>		
NHASH FY 09 - Training Grant	16,300	-
<b>Sustainable Communities Grant</b>		
Sustainable Communities Reg Planning Grant	20,000	13,384
<b>Hazard Mitigation Plan</b>		
Federal Emergency Management Agency	175,500	22,842
Municipal - In-Kind Contribution	58,500	7,177
<b>TOTAL</b>	<b>1,787,149</b>	<b>1,617,761</b>

<i>Expenses</i>	<i>Current Budget</i>	<i>Proposed Budget</i>
<b>Salaries</b>	438,500	446,625
Benefits	179,600	192,058
Travel	8,930	8,300
Computer Supplies & Software	105,526	45,400
Rent	99,700	101,700
General Office Expenses	59,160	69,385
Transportation Consultants	515,000	402,000
Other Consultants	308,764	249,300
Contingency	71,969	102,994
<b>Total</b>	<b>1,787,149</b>	<b>1,617,761</b>

***Fiscal Year 2014 Municipal Dues***

<b><i>Municipality</i></b>	<b><i>FY 13/14 Dues</i></b>	
	<b><i>Per Capita (rounded to \$100)</i></b>	
	<b><i>CT DPH Population <sup>(1)</sup></i></b>	<b><i>0.27</i></b>
<i>Bethany</i>	5,554	1,500
<i>Branford</i>	27,980	7,600
<i>East Haven</i>	29,209	7,900
<i>Guilford</i>	22,340	6,000
<i>Hamden</i>	60,868	16,400
<i>Madison</i>	18,239	4,900
<i>Meriden</i>	60,770	16,400
<i>Milford</i>	52,675	14,200
<i>New Haven</i>	129,585	35,000
<i>North Branford</i>	14,383	3,900
<i>North Haven</i>	24,054	6,500
<i>Orange</i>	13,933	3,800
<i>Wallingford</i>	45,062	12,200
<i>West Haven</i>	55,477	15,000
<i>Woodbridge</i>	8,976	2,400
<b><i>Total</i></b>	<b>569,105</b>	<b>153,700</b>

(1) State of Connecticut, Department of of Public Health, Estimated Population in Connecticut Towns As of July 1, 2011.

## Detailed Summary of Total Expenses

	Fiscal Year 14		Fiscal Year 13		To Date - May, 2013		Fiscal Year 12		
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	
<b>1.0 Salaries</b>									
1.1	C. Amento	1,827.00	105,575.00	1,827.00	102,494.70	1,680.00	94,248.00	1,827.00	99,991.71
1.2	A. Ruggiero	1,827.00	78,180.00	1,827.00	75,893.58	1,680.00	69,787.20	1,827.00	73,946.99
1.3	S. Dudley	1,827.00	89,307.00	1,827.00	86,709.42	1,680.00	79,732.80	1,827.00	85,631.49
1.4	J. Rode	1,827.00	67,823.00	1,827.00	65,845.08	1,680.00	60,547.20	1,827.00	59,359.23
1.5	E. Livshits	1,827.00	54,923.00	1,827.00	53,330.13	1,680.00	49,039.20	1,827.00	52,014.69
1.6	C. Rappa	1,827.00	47,509.00	1,827.00	46,131.75	1,680.00	42,420.00	1,680.00	41,378.40
1.7	D. Sullivan	30.00	307.50	50.00	512.50	27.00	276.75	22.50	230.63
1.8	Student Intern	300.00	3,000.00	300.00	3,000.00	0.00	0.00	0.00	0.00
1.9	Reserve for Adjustment				4,583.00				
<b>Total</b>			<b>446,624.50</b>		<b>438,500.16</b>		<b>396,051.15</b>		<b>412,553.13</b>
<b>2.0 Benefits</b>									
2.1	Social Security		27,703.46		27,100.00		23,801.34		24,848.49
2.2	Medicare		6,479.04		6,400.00		5,566.54		5,810.79
2.3	Unemployment Compensation		5,049.00		4,900.00		5,920.96		5,605.24
2.4	Health Insurance		115,159.60		104,900.00		93,728.89		109,013.70
2.5	Dental Insurance		7,500.00		6,300.00		7,548.41		8,315.72
2.6	Life Insurance		2,525.25		2,300.00		2,667.50		2,142.25
2.7	Long Term Disability Insurance		2,000.00		2,300.00		1,764.40		160.40
2.8	Pension - Contribution		22,341.50		22,200.00		19,377.16		19,895.09
2.9	Pension - Admin. Fee		2,800.00		2,700.00		1,676.28		3,528.00
2.10	Longevity		500.00		500.00		500.00		500.00
<b>Total</b>			<b>192,057.85</b>		<b>179,600.00</b>		<b>162,551.48</b>		<b>179,819.68</b>
<b>3.0 Travel</b>									
<b>In-State</b>									
3.1	Mileage		4,300.00		4,930.00		2,791.93		3,918.80
3.2	Parking Expense		500.00		400.00		152.00		192.08
3.3	Rail Transportation		200.00		200.00		30.50		109.50
<b>Out of State</b>									
3.4	Mileage Reimbursement		300.00		400.00		0.00		96.90
3.5	Air Transportation		600.00		400.00		310.84		381.20
3.6	Rail Transportation		200.00		400.00		124.75		164.05
3.7	Parking Expense		200.00		200.00		50.00		79.76
3.8	Accommodations		1,700.00		1,700.00		862.60		866.09
3.9	Meal Allowance		100.00		100.00		0.00		24.45
3.10	Miscellaneous Expenses		200.00		200.00		50.25		122.00
<b>Total</b>			<b>8,300.00</b>		<b>8,930.00</b>		<b>4,372.87</b>		<b>5,954.83</b>
<b>4.0 Computer Supplies &amp; Software</b>									
4.1	Plotter Paper		200.00		100.00		0.00		0.00
4.2	Laser Ink - Black - HP 3700		0.00		200.00		0.00		71.98
4.3	Laser Ink - Color - HP 3700		0.00		600.00		0.00		0.00
4.4	Laser Toner Cartridges - HP 5200		700.00		700.00		0.00		0.00
4.5	Plotter Ink		200.00		200.00		0.00		155.95
4.6	Backup Storage Cartridges - Server		400.00		400.00		0.00		0.00
4.7	Cleaning Tape		100.00		100.00		0.00		0.00
4.8	CD & DVD Diskettes		100.00		100.00		0.00		64.37
4.9	Miscellaneous Computer Supplies		200.00		200.00		256.73		164.74
4.10	Miscellaneous Computer Equipment		200.00		100.00		38.24		130.68
4.11	Adobe Acrobat		0.00		0.00		0.00		840.00
4.12	Remote Access Operating System		400.00		0.00		0.00		259.00
4.13	Other General Purpose Software		500.00		400.00		685.50		1,039.98
4.14	Arc View Upgrade, Maint, & Support		0.00		0.00		0.00		0.00
4.15	Symantec Network Security		600.00		800.00		852.45		618.75
4.16	Symantec Backup Exec System		200.00		0.00		1,026.68		0.00
4.17	Sonic Wall		300.00		200.00		205.00		0.00

## Detailed Summary of Total Expenses

	Fiscal Year 14		Fiscal Year 13		To Date - May, 2013		Fiscal Year 12	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
4.18	Transportation Software	0.00		0.00		0.00		0.00
4.19	Advantage - Accounting	3,900.00		3,500.00		3,649.61		5,109.86
4.20	TransCAD License & Support	1,200.00		1,100.00		0.00		1,200.00
4.21	Miscellaneous Software Support	200.00		200.00		59.38		0.00
4.22	Domain Registration	200.00		100.00		0.00		0.00
4.23	E-Mail / Web-Site Hosting Fee	400.00		400.00		275.00		300.00
4.24	SCRCOG Website Enhancements	3,000.00		0.00		0.00		0.00
4.25	ArcGIS Server Standard Enterprise	5,000.00		18,000.00		0.00		0.00
4.26	Server Enterprise Staging License	2,500.00		9,672.00		2,971.00		0.00
4.27	(2) ArcGIS Desktop License - Standard	2,700.00		17,350.00		0.00		0.00
4.28	ESRI Developer Network	1,500.00		5,804.00		0.00		0.00
4.29	Business Analyst Subscription	11,300.00		0.00		0.00		0.00
4.30	Microsoft SQL Server License	0.00		5,000.00		5,851.00		0.00
4.31	Plotter / Scanner	8,900.00		0.00		0.00		0.00
4.32	GIS Server # 1	0.00		20,200.00		7,768.39		0.00
4.33	GIS Server # 2	0.00		20,100.00		7,768.39		0.00
4.34	Miscellaneous Computer Equipment	500.00		0.00		0.00		0.00
	<b>Total</b>	<b>45,400.00</b>		<b>105,526.00</b>		<b>31,407.37</b>		<b>9,955.31</b>
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<b>5.0</b>	<b>Rent</b>							
5.1	Monthly Expense	101,200.00		99,200.00		99,161.44		97,217.12
5.2	Alarm Monitoring	500.00		500.00		395.40		395.40
	<b>Total</b>	<b>101,700.00</b>		<b>99,700.00</b>		<b>99,556.84</b>		<b>97,612.52</b>
<hr/>								
<b>6.0</b>	<b>Postage &amp; Telephone</b>							
6.1	First Class Postage	600.00		1,700.00		337.97		92.66
6.2	Certified Mail	100.00		100.00		0.00		0.00
6.3	Express Mail	100.00		100.00		0.00		0.00
6.4	Telephone	5,700.00		3,800.00		1,877.87		5,585.28
6.5	Mobile Data Plan	1,800.00		1,800.00		770.00		1,178.33
	<b>Total</b>	<b>8,300.00</b>		<b>7,500.00</b>		<b>2,985.84</b>		<b>6,856.27</b>
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<b>7.0</b>	<b>General Office Supplies</b>							
7.1	Tape, Staples, Clips	100.00		100.00		11.50		5.69
7.2	Note Paper & Pads	100.00		100.00		42.42		25.99
7.3	Pens, Pencils & Markers	100.00		100.00		53.50		111.05
7.4	Binders & Folders	300.00		300.00		2.50		8.28
7.5	Envelopes, Labels & Postal Supplies	500.00		700.00		0.00		115.24
7.6	FAX Machine Supplies	100.00		100.00		0.00		0.00
7.7	Copier Paper	1,200.00		1,500.00		119.99		652.50
7.8	Copier Supplies	300.00		100.00		149.38		0.00
7.9	Commercial Printing & Coping	300.00		400.00		92.00		46.00
7.10	Business Cards	200.00		100.00		0.00		348.00
7.11	Check Reprinting	400.00		400.00		0.00		0.00
7.12	Purchase Order Forms	200.00		200.00		351.10		0.00
7.13	Federal & State Labor Law Posters	100.00		100.00		0.00		0.00
7.14	Poland Springs Water	800.00		900.00		537.17		767.31
7.15	Miscellaneous Office Equipment	400.00		400.00		319.04		95.97
7.16	Miscellaneous Office Supplies	400.00		400.00		227.77		341.91
	<b>Total</b>	<b>5,500.00</b>		<b>5,900.00</b>		<b>1,906.37</b>		<b>2,517.94</b>

## Detailed Summary of Total Expenses

	Fiscal Year 14		Fiscal Year 13		To Date - May, 2013		Fiscal Year 12	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
<b>8.0 General Office Maintenance</b>								
8.1 Postage Machine Rental		0.00		0.00		0.00		619.02
8.2 FAX Machine Maintenance Contract		300.00		300.00		188.80		188.04
8.3 Miscellaneous Office Equipment		600.00		700.00		0.00		222.62
8.4 Network & Computers - Replacement Parts		500.00		500.00		0.00		616.88
8.5 Network & Server Maintenance Contract		6,000.00		5,500.00		1,952.00		216.02
8.6 Copier - Base Service Contract		7,500.00		6,000.00		6,920.47		5,807.64
8.7 Copier - Meter Usage Charge - B&W		200.00		600.00		22.38		577.78
8.8 Copier - Meter Usage Charge - Color		1,600.00		2,200.00		1,223.81		2,755.20
<b>Total</b>		<b>16,700.00</b>		<b>15,800.00</b>		<b>10,307.46</b>		<b>11,003.20</b>
<b>9.0 Dues, Subscriptions &amp; Publications</b>								
9.1 American Planning Association		400.00		300.00		379.00		254.00
9.2 Professional Engineer License		300.00		300.00		285.00		285.00
9.3 Assoc. of American Geographers		200.00		200.00		125.01		0.00
9.4 National Association of Regional Council		0.00		0.00		0.00		1,000.00
9.5 Other Dues & Contributions		300.00		300.00		0.00		0.00
9.6 Atlantic Northeast Rails & Ports		200.00		200.00		175.00		145.00
9.7 APA - Zoning Practice		100.00		100.00		0.00		95.00
9.8 Efficient Government Grants		695.00		0.00		0.00		0.00
9.9 Other Subscriptions		200.00		200.00		0.00		0.00
9.10 Technical Books & Reports		300.00		200.00		0.00		0.00
<b>Total</b>		<b>2,695.00</b>		<b>1,800.00</b>		<b>964.01</b>		<b>1,779.00</b>
<b>10.0 Insurance, Audit &amp; Legal</b>								
10.1 General Liability		2,800.00		2,700.00		2,675.00		2,560.00
10.2 Workers Compensation		1,700.00		1,500.00		1,324.00		751.00
10.3 Public Officials Liability		2,600.00		2,600.00		2,560.00		2,890.00
10.4 Annual Audit		8,800.00		8,600.00		0.00		8,500.00
10.5 Legal Services		500.00		400.00		0.00		0.00
<b>Total</b>		<b>16,400.00</b>		<b>15,800.00</b>		<b>6,559.00</b>		<b>14,701.00</b>
<b>11.0 General Meeting Expenses</b>								
11.1 Meeting Refreshments		2,390.00		2,660.00		2,059.40		2,497.87
11.2 Regional Plan Comm - Annual Mtg		700.00		700.00		927.68		564.06
11.3 SCRCOG December Meeting		900.00		900.00		664.80		744.29
11.4 Other SCRCOG Meetings		700.00		600.00		310.35		172.26
<b>Total</b>		<b>4,690.00</b>		<b>4,860.00</b>		<b>3,962.23</b>		<b>3,978.48</b>
<b>12.0 Other Consultants &amp; Contributions</b>								
12.1 Technical Transportation Seminars		1,800.00		1,800.00		0.00		450.00
12.2 Technical Land Use Seminars		1,000.00		500.00		0.00		1,635.00
12.3 GIS and Other Seminars & Conferences		8,600.00		600.00		470.00		685.25
<b>Total</b>		<b>11,400.00</b>		<b>2,900.00</b>		<b>470.00</b>		<b>2,770.25</b>
<b>13.0 Advertising Expense</b>								
13.1 Employment Opportunities		0.00		0.00		0.00		0.00
13.2 Audit - Legal Notice		100.00		100.00		72.00		71.51
13.3 RFP Consultant Selection		1,200.00		2,600.00		1,439.75		781.00
13.4 Other Published Notices		400.00		500.00		1,858.00		183.42
<b>Total</b>		<b>1,700.00</b>		<b>3,200.00</b>		<b>3,369.75</b>		<b>1,035.93</b>



# Expenses By Project

## Overhead Budget

SCRCOG's overhead expenses support the overall planning activities undertaken by staff each year. Overhead expenses consist of administrative functions, fringe benefits, and general expenses not attributed to direct planning projects.

The overhead is allocated proportionally to the labor expense for each SCRCOG planning project or grant, and as such becomes an expense to those activities and grants. The proposed FY 2014 Budget projects an overhead rate of 1.3728 well below the maximum of 1.5000 as set by the Connecticut Department of Transportation.

### Fiscal Year 2014 - Overhead Budget

Source of Project Financing		Summary of Project Expenses	
Municipal	12,651.01	Labor	109,619.05
Federal - FHWA & FTA	383,539.29	Overhead Expenses	353,027.60
State (OPM) - Regional Planning	7,226.92		
State (OPM) - GIS Program	31,712.80		
State (OPM) - Shared Services	5,162.27		
State (DEEP) - Hazard Mitigation	14,066.77		
Federal - HUD & USDOT & EPA	8,287.59		
<b>Total</b>	<b>462,646.65</b>	<b>Total</b>	<b>462,646.65</b>

	Fiscal Year 14		Fiscal Year 13		To Date - May, 2013		Fiscal Year 12	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
<b>1.0 Salaries</b>								
1.1 C. Amento	375.00	21,669.75	475.00	26,647.50	382.00	21,430.20	435.50	23,834.92
1.2 A. Ruggiero	1,105.00	47,284.56	1,005.00	41,747.70	995.50	41,353.07	735.50	29,809.82
1.3 S. Dudley	323.00	15,788.81	340.00	16,136.40	332.00	15,756.72	357.50	16,756.03
1.4 J. Rode	288.00	10,691.31	305.00	10,992.20	234.00	8,433.36	255.00	8,284.95
1.5 E. Livshits	253.00	7,605.65	270.00	7,881.30	254.50	7,428.86	155.00	4,412.85
1.6 C. Rappa	253.00	6,578.97	270.00	6,817.50	200.25	5,056.31	121.00	2,980.23
1.7 D. Sullivan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.8 Student Intern	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>		<b>109,619.05</b>		<b>110,222.60</b>		<b>99,458.52</b>		<b>86,078.79</b>
<b>2.0 Benefits</b>								
2.1 Social Security		27,703.46		27,100.00		23,801.34		24,848.49
2.2 Medicare		6,479.04		6,400.00		5,566.54		5,810.79
2.3 Unemployment Compensation		5,049.00		4,900.00		5,920.96		5,605.24
2.4 Health Insurance		115,159.60		104,900.00		93,728.89		109,013.70
2.5 Dental Insurance		7,500.00		6,300.00		7,548.41		8,315.72
2.6 Life Insurance		2,000.00		2,300.00		2,142.25		1,617.00
2.7 Long Term Disability Insurance		2,000.00		2,300.00		1,764.40		160.40
2.8 Pension - Contribution		22,341.50		22,200.00		19,377.16		19,895.09
2.9 Pension - Admin. Fee		2,800.00		2,700.00		1,676.28		3,528.00
2.10 Longevity		500.00		500.00		500.00		500.00
<b>Total</b>		<b>191,532.60</b>		<b>179,600.00</b>		<b>162,026.23</b>		<b>179,294.43</b>



## Overhead Budget (con't)

	Fiscal Year 14		Fiscal Year 13		To Date - May, 2013		Fiscal Year 12	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
<b>3.0 Travel - In-State</b>								
3.1 Mileage		200.00		200.00		0.00		44.88
3.2 Parking Expense		0.00		0.00		0.00		0.00
3.3 Rail Transportation		0.00		0.00		0.00		0.00
<b>Out of State</b>								
3.4 Mileage Reimbursement		0.00		0.00		0.00		0.00
3.5 Air Transportation		0.00		0.00		0.00		0.00
3.6 Rail Transportation		0.00		0.00		0.00		0.00
3.7 Parking Expense		0.00		0.00		0.00		0.00
3.8 Accomodations		0.00		0.00		0.00		0.00
3.9 Meal Allowance		0.00		0.00		0.00		0.00
3.10 Miscellaneous Expenses		0.00		0.00		0.00		0.00
<b>Total</b>		<b>200.00</b>		<b>200.00</b>		<b>0.00</b>		<b>44.88</b>
<b>4.0 Computer Supplies</b>								
4.1 Plotter Paper		200.00		100.00		0.00		0.00
4.2 Laser Ink - Black - HP 3700		0.00		200.00		0.00		71.98
4.3 Laser Ink - Color - HP 3700		0.00		600.00		0.00		0.00
4.4 Laser Toner Cartridges - HP 5200		700.00		700.00		0.00		0.00
4.5 Plotter Ink		200.00		200.00		0.00		155.95
4.6 Backup Storage Cartridges - Server		400.00		400.00		0.00		0.00
4.7 Cleaning Tape		100.00		100.00		0.00		0.00
4.8 CD & DVD Diskettes		100.00		100.00		0.00		64.37
4.9 Miscellaneous Computer Supplies		200.00		200.00		256.73		164.74
4.10 Miscellaneous Computer Equipment		200.00		100.00		38.24		130.68
4.11 Adobe Acrobat		0.00		0.00		0.00		840.00
4.12 Remote Access Operating System		400.00		0.00		0.00		259.00
4.13 Other General Purpose Software		500.00		400.00		685.50		1,039.98
4.14 Arc View Upgrade, Maint, & Support		0.00		0.00		0.00		0.00
4.15 Symantec Network Security		600.00		800.00		606.45		618.75
4.16 Symantec Backup Exec System		200.00		0.00		289.91		0.00
4.17 Sonic Wall		300.00		200.00		205.00		0.00
4.18 Transportation Software		0.00		0.00		0.00		0.00
4.19 Advantage - Accounting		3,900.00		3,500.00		3,649.61		5,109.86
4.20 TransCAD License & Support		0.00		0.00		0.00		0.00
4.21 Miscellaneous Software Support		200.00		200.00		59.38		0.00
4.22 Domain Registration		200.00		100.00		0.00		0.00
4.23 E-Mail / Web-Site Hosting Fee		400.00		400.00		275.00		300.00
4.24 SCRCOG Website Enhancements		3,000.00		0.00		0.00		0.00
4.25 ArcGIS Server Standard Enterprise		0.00		0.00		0.00		0.00
4.26 Server Enterprise Staging License		0.00		0.00		0.00		0.00
4.27 (2) ArcGIS Desktop License - Standard		0.00		0.00		0.00		0.00
4.28 ESRI Developer Network		0.00		0.00		0.00		0.00
4.29 Business Analyst Subscription		0.00		0.00		0.00		0.00
4.30 Microsoft SQL Server License		0.00		0.00		0.00		0.00
4.31 Plotter / Scanner		0.00		0.00		0.00		0.00
4.32 GIS Server # 1		0.00		0.00		0.00		0.00
4.33 GIS Server # 2		0.00		0.00		0.00		0.00
4.34 Miscellaneous Computer Equipment		0.00		0.00		0.00		0.00
<b>Total</b>		<b>11,800.00</b>		<b>8,300.00</b>		<b>6,065.82</b>		<b>8,755.31</b>
<b>5.0 Rent</b>								
5.1 Monthly Expense (12 Months)		101,200.00		99,200.00		99,161.44		80,690.12
5.2 Alarm Monitoring		500.00		500.00		395.40		395.40
<b>Total</b>		<b>101,700.00</b>		<b>99,700.00</b>		<b>99,556.84</b>		<b>81,085.52</b>

## Overhead Budget (con't)

	Fiscal Year 14		Fiscal Year 13		To Date - May, 2013		Fiscal Year 12	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
<b>6.0 Postage &amp; Telephone</b>								
6.1 First Class Postage		600.00		1,700.00		337.97		92.66
6.2 Certified Mail		100.00		100.00		0.00		0.00
6.3 Express Mail		100.00		100.00		0.00		0.00
6.4 Telephone		5,700.00		3,800.00		1,877.87		5,585.28
6.5 Mobile Data Plan		1,800.00		1,800.00		770.00		1,178.33
<b>Total</b>		<b>8,300.00</b>		<b>7,500.00</b>		<b>2,985.84</b>		<b>6,856.27</b>
<b>7.0 General Office Supplies</b>								
7.1 Tape, Staples, Clips		100.00		100.00		11.50		5.69
7.2 Note Paper & Pads		100.00		100.00		42.42		25.99
7.3 Pens, Pencils & Markers		100.00		100.00		53.50		111.05
7.4 Binders & Folders		300.00		300.00		2.50		8.28
7.5 Envelopes, Labels & Postal Supplies		500.00		700.00		0.00		115.24
7.6 FAX Machine Supplies		100.00		100.00		0.00		0.00
7.7 Copier Paper		1,200.00		1,500.00		119.99		652.50
7.8 Copier Supplies		300.00		100.00		149.38		0.00
7.9 Commercial Printing & Copying		300.00		400.00		92.00		46.00
7.10 Business Cards		200.00		100.00		0.00		348.00
7.11 Check Reprinting		400.00		400.00		0.00		0.00
7.12 Purchase Order Forms		200.00		200.00		351.10		0.00
7.13 Federal & State Labor Law Posters		100.00		100.00		0.00		0.00
7.14 Poland Springs Water		800.00		900.00		537.17		767.31
7.15 Miscellaneous Office Equipment		400.00		400.00		319.04		95.97
7.16 Miscellaneous Office Supplies		400.00		400.00		227.77		341.91
<b>Total</b>		<b>5,500.00</b>		<b>5,900.00</b>		<b>1,906.37</b>		<b>2,517.94</b>
<b>8.0 General Office Maintenance</b>								
8.1 Postage Machine Rental		0.00		0.00		0.00		619.02
8.2 FAX Machine Maintenance Contract		300.00		300.00		188.80		188.04
8.3 Miscellaneous Office Equipment		600.00		700.00		0.00		222.62
8.4 Network & Computers - Replacement Parts		500.00		500.00		0.00		616.88
8.5 Network & Server Maintenance Contract		6,000.00		5,500.00		1,952.00		216.02
8.6 Copier - Base Service Contract		7,500.00		6,000.00		6,920.47		5,807.64
8.7 Copier - Meter Usage Charge - B&W		200.00		600.00		22.38		577.78
8.8 Copier - Meter Usage Charge - Color		1,600.00		2,200.00		1,223.81		2,755.20
<b>Total</b>		<b>16,700.00</b>		<b>15,800.00</b>		<b>10,307.46</b>		<b>11,003.20</b>
<b>9.0 Dues, Subscriptions &amp; Publications</b>								
9.1 American Planning Association		0.00		0.00		0.00		0.00
9.2 Professional Engineer License		0.00		0.00		0.00		0.00
9.3 Assoc. of American Geographers		0.00		0.00		0.00		0.00
9.4 National Association of Regional Council		0.00		0.00		0.00		0.00
9.5 Other Dues & Contributions		0.00		0.00		0.00		0.00
9.6 Atlantic Northeast Rails & Ports		200.00		200.00		175.00		145.00
9.7 APA - Zoning Practice		0.00		0.00		0.00		0.00
9.8 Efficient Government Grants		695.00		0.00		0.00		0.00
9.9 Other Subscriptions		100.00		100.00		0.00		0.00
9.10 Technical Books & Reports		100.00		100.00		0.00		0.00
<b>Total</b>		<b>1,095.00</b>		<b>400.00</b>		<b>175.00</b>		<b>145.00</b>
<b>10.0 Insurance, Audit &amp; Legal</b>								
10.1 General Liability		2,800.00		2,700.00		2,675.00		2,560.00
10.2 Workers Compensation		1,700.00		1,500.00		1,324.00		751.00
10.3 Public Officials Liability		2,600.00		2,600.00		2,560.00		2,890.00
10.4 Annual Audit		8,800.00		8,600.00		0.00		8,500.00
10.5 Legal Services		0.00		0.00		0.00		0.00
<b>Total</b>		<b>15,900.00</b>		<b>15,400.00</b>		<b>6,559.00</b>		<b>14,701.00</b>

## Overhead Budget (con't)

	Fiscal Year 14		Fiscal Year 13		To Date - May, 2013		Fiscal Year 12	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
<b>11.0 General Meeting Expenses</b>								
11.1 Meeting Refreshments		0.00		0.00		0.00		15.33
11.2 Regional Plan Comm - Annual Mtg		0.00		0.00		0.00		0.00
11.3 SCRCOG December Meeting		0.00		0.00		0.00		0.00
11.4 Other SCRCOG Meetings		0.00		0.00		0.00		0.00
<b>Total</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>15.33</b>
<b>12.0 Seminars &amp; Conferences</b>								
12.1 Technical Transportation Seminars		0.00		0.00		0.00		0.00
12.2 Technical Land Use Seminars		0.00		0.00		0.00		0.00
12.3 GIS and Other Seminars & Conferences		0.00		0.00		0.00		0.00
<b>Total</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>
<b>13.0 Advertising Expense</b>								
13.1 Employment Opportunities		0.00		0.00		0.00		0.00
13.2 Audit - Legal Notice		100.00		100.00		72.00		71.51
13.3 RFP Consultant Selection		0.00		0.00		0.00		0.00
13.4 Other Published Notices		0.00		0.00		0.00		0.00
<b>Total</b>		<b>100.00</b>		<b>100.00</b>		<b>72.00</b>		<b>71.51</b>
<b>14.0 Miscellaneous</b>								
14.1 Miscellaneous Expenses		200.00		100.00		0.00		0.36
14.2 Bank Account Analysis Charge		0.00		0.00		0.00		0.00
<b>Total</b>		<b>200.00</b>		<b>100.00</b>		<b>0.00</b>		<b>0.36</b>
<b>Total - Overhead Budget</b>		<b>462,646.65</b>		<b>443,222.60</b>		<b>389,113.08</b>		<b>390,569.54</b>

## Local Initiatives Budget

Funds for local initiatives come from the dues that member communities pay to SCRCOG each year. Those municipal dues fund activities which SCRCOG members feel are pertinent to the Region as a whole or on an individual community basis. Municipal dues also provide the local match for Federal and State programs which the Council of Governments undertakes on behalf of the Region.

Local funds also permit the Executive Director and staff to participate in state and regional organizations which identify the needs and direction of the Region, such as Greater New Haven Chamber of Commerce’s Governmental Affairs Committee, Regional Workforce Alliance, CMED of New Haven, Regional Alliance, REX Development, HOME Connecticut, Transit-Oriented Development (TOD) Stakeholders Group, and the CT Association of Regional Planning Organizations (CARPO).

While local initiatives utilize approximately 20 percent of all municipal contributions to SCRCOG, the bulk of those dues (80%) provide the needed local match for much of the planning programs and activities at SCRCOG. Match requirements vary greatly from grant to grant. SCRCOG’s transportation planning program, largely Federal (80%), requires a significant local match of \$244,176, of which the Connecticut Department of Transportation pays half. For Fiscal Year 2014 match requirements are also needed for Hazard Mitigation – 25 percent of program costs less any municipal in-kind contribution, and Sustainable Communities Initiatives which requires 17% of program costs.

At the conclusion of each fiscal year, all unused municipal funds are transferred to SCRCOG’s cash reserves, and permit SCRCOG the ability to make cash contributions to various organizations. Most recently SCRCOG has made a cash contribution to REX Development of \$50,000, and two contributions to ROOF of \$25,000 and \$10,000.

### Fiscal Year 2014 - Local Initiatives Budget

<u>Source of Project Financing</u>		<u>Summary of Project Expenses</u>	
Municipal	153,700	Labor	9,215
Municipal Reserves	10,000	Share of Overhead	12,651
Investment Income	1,200	Direct Expenses	19,725
		Match - Transportation	107,282
		Match - Hazard Mitigation	9,594
		Match - SCI	2,741
		Regional Planning	3,691
<b>Total</b>	<b>164,900</b>	<b>Total</b>	<b>164,900</b>

## Local Initiatives (con't)

		Fiscal Year 14		Fiscal Year 13 - Budget		To Date - May, 2013		Fiscal Year 12 - Audit	
		Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
<b>1.0</b>	<b>Salaries</b>								
1.1	C. Amento	120.00	6,934.32	94.00	5,273.40	189.75	10,644.98	257.75	14,106.66
1.2	A. Ruggiero	14.00	599.08	0.00	0.00	4.00	166.16	3.00	121.59
1.3	S. Dudley	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.4	J. Rode	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.5	E. Livshits	30.00	901.86	30.00	875.70	3.00	87.57	1.00	28.47
1.6	C. Rappa	30.00	780.11	30.00	757.50	9.75	246.19	6.00	147.78
1.7	D. Sullivan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.8	Student Intern	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>		<b>9,215.37</b>		<b>6,906.60</b>		<b>11,144.89</b>		<b>14,404.50</b>
<b>2.0</b>	<b>Benefits</b>								
2.6	Life Insurance		525.25		0.00		525.25		525.25
	<b>Total</b>		<b>525.25</b>		<b>0.00</b>		<b>525.25</b>		<b>525.25</b>
<b>3.0</b>	<b>Travel - In-State</b>								
3.1	Mileage		400.00		400.00		569.07		391.10
3.2	Parking Expense		100.00		100.00		0.00		61.00
3.3	Rail Transportation		0.00		0.00		0.00		0.00
	<b>Travel - Out of State</b>								
3.4	Mileage Reimbursement		100.00		100.00		0.00		0.00
3.5	Air Transportation		600.00		400.00		310.84		0.00
3.6	Rail Transportation		0.00		0.00		0.00		164.05
3.7	Parking Expense		100.00		100.00		50.00		0.00
3.8	Accommodations		1,700.00		1,700.00		862.60		306.09
3.9	Meal Allowance		100.00		100.00		0.00		24.45
3.10	Miscellaneous Expenses		100.00		100.00		0.00		24.00
	<b>Total</b>		<b>3,200.00</b>		<b>3,000.00</b>		<b>1,792.51</b>		<b>970.69</b>
<b>5.0</b>	<b>Rent</b>								
5.1	Monthly Expense		0.00		0.00		0.00		16,527.00
	<b>Total</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>16,527.00</b>
<b>9.0</b>	<b>Dues, Subscriptions &amp; Publications</b>								
9.1	American Planning Association		0.00		300.00		0.00		0.00
9.2	Professional Engineer License		300.00		300.00		285.00		285.00
9.3	Assoc. of American Geographers		200.00		200.00		125.01		0.00
9.4	National Association of Regional Council		0.00		0.00		0.00		1,000.00
9.5	Other Dues & Contributions		200.00		100.00		0.00		0.00
9.6	Atlantic Northeast Rails & Ports		0.00		0.00		0.00		0.00
9.7	APA - Zoning Practice		0.00		0.00		0.00		0.00
9.8	Efficient Government Grants		0.00		0.00		0.00		0.00
9.9	Other Subscriptions		100.00		0.00		0.00		0.00
9.10	Technical Books & Reports		100.00		0.00		0.00		0.00
	<b>Total</b>		<b>900.00</b>		<b>900.00</b>		<b>410.01</b>		<b>1,285.00</b>
<b>10.0</b>	<b>Insurance, Audit &amp; Legal</b>								
10.5	Legal Services		500.00		400.00		0.00		0.00
	<b>Total</b>		<b>500.00</b>		<b>400.00</b>		<b>0.00</b>		<b>0.00</b>

## Local Initiatives (con't)

	Fiscal Year 14		Fiscal Year 13 - Budget		To Date - May, 2013		Fiscal Year 12 - Audit	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
<b>11.0 General Meeting Expenses</b>								
11.1 Meeting Refreshments		2,000.00		1,800.00		1,878.40		2,469.54
11.3 SCRCOG December Meeting		900.00		900.00		664.80		744.29
11.4 Other SCRCOG Meetings		500.00		300.00		235.35		172.26
<b>Total</b>		<b>3,400.00</b>		<b>3,000.00</b>		<b>2,778.55</b>		<b>3,386.09</b>
<b>12.0 Seminars &amp; Conferences</b>								
12.1 Technical Transportation Seminars		0.00		0.00		0.00		100.00
12.2 Technical Land Use Seminars		400.00		0.00		0.00		770.00
12.3 GIS and Other Seminars & Conferences		500.00		500.00		310.00		685.25
<b>Total</b>		<b>900.00</b>		<b>500.00</b>		<b>310.00</b>		<b>1,555.25</b>
<b>13.0 Advertising Expense</b>								
13.4 Other Published Notices		200.00		200.00		0.00		0.00
<b>Total</b>		<b>200.00</b>		<b>200.00</b>		<b>0.00</b>		<b>0.00</b>
<b>14.0 Miscellaneous</b>								
14.1 Miscellaneous Expenses		100.00		100.00		118.77		225.00
<b>Total</b>		<b>100.00</b>		<b>100.00</b>		<b>118.77</b>		<b>225.00</b>
<b>16.0 Other Consultants &amp; Contributions</b>								
16.1 REX Development		0.00		0.00		0.00		50,000.00
16.2 ROOF - Regional Foreclosure Fund		10,000.00		10,000.00		10,000.00		0.00
16.8 Shared Services Consultant								
<b>Total</b>		<b>10,000.00</b>		<b>10,000.00</b>		<b>10,000.00</b>		<b>50,000.00</b>
<b>Total Local Initiatives Budget</b>		<b>28,940.62</b>		<b>25,006.60</b>		<b>27,079.98</b>		<b>88,878.78</b>

## Transportation Planning

SCRCOG is committed to developing an integrated and efficient multi-modal transportation system which will facilitate the movement of people and goods in the Region. To accomplish this, SCRCOG prepares the regional Long-Range Transportation Plan (LRTP), which addresses broad goals for the transportation needs of the Region. SCRCOG maintains the Transportation Improvement Program (TIP) which identifies all projects expected to be funded with federal participation over the next five years. SCRCOG works with our member municipalities to advance construction projects to utilize the New Haven-Meriden Urban Area Surface Transportation funds, through prioritization, programming, progress monitoring and assistance in all phases of the project.

The two-year Unified Planning Work Program (UPWP) outlines the work necessary to meet the objectives identified in the Region's Planning documents, which describe all transportation issues and needs as well as transportation-related air quality planning activities anticipated within the Region during the next two-year period. Planning studies are undertaken in response to identified needs and asset management studies are accomplished to provide tools for the use of our individual municipalities. Resources made available to SCRCOG by the U.S. Federal Highway Administration (FHWA), the U.S. Federal Transit Administration (FTA), the Connecticut Department of Transportation (CDOT), and member municipalities fund the Transportation Planning Program's activities.

In Fiscal Year 2014, the activities will include the federally-mandated management of the transportation planning process, the management of the STP Urban program for the Region, and studies programmed under the UPWP. These studies will include the second phase of planning studies initiated in FY13, continuation of required congestion management studies, and additional asset management studies for our member municipalities.

### Fiscal Year 2014 - Transportation Planning Budget

<u>Source of Project Financing</u>		<u>Summary of Project Expenses</u>	
Federal - FHWA	726,313	Labor	279,381
Federal - FTA	182,702	Share of Overhead	383,539
State	113,627	Direct Expenses	409,900
Municipal	113,627	Project Balance	63,448
<b>Total</b>	<b>1,136,269</b>	<b>Total</b>	<b>1,136,269</b>

Project Expenses	Fiscal Year 14		Fiscal Year 13		To Date - May, 2013		Fiscal Year 12	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
<b>1.0 Salaries</b>								
1.1 C. Amento	1,038.00	59,981.86	1,038.00	58,231.80	900.25	50,504.03	1,063.75	58,219.04
1.2 A. Ruggiero	661.00	28,285.16	802.00	33,315.08	637.50	26,481.75	1,049.50	42,536.24
1.3 S. Dudley	1,504.00	73,518.19	1,487.00	70,573.02	1,348.00	63,976.08	1,469.50	68,875.47
1.4 J. Rode	1,539.00	57,131.69	1,522.00	54,852.88	1,446.00	52,113.84	1,572.00	51,074.28
1.5 E. Livshits	1,019.00	30,633.03	965.00	28,168.35	1,037.50	30,284.63	1,484.50	42,263.72
1.6 C. Rappa	1,020.00	26,523.91	1,187.00	29,971.75	1,137.00	28,709.25	1,318.25	32,468.50
1.7 D. Sullivan	30.00	307.50	50.00	512.50	27.00	276.75	22.50	230.63
1.8 Student Intern	300.00	3,000.00	300.00	3,000.00	0.00	0.00	0.00	0.00
<b>Total</b>		<b>279,381.32</b>		<b>278,625.38</b>		<b>252,346.32</b>		<b>295,667.86</b>

# Transportation Planning (con't)

Project Expenses	Fiscal Year 14		Fiscal Year 13		To Date - May, 2013		Fiscal Year 12	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
<b>3.0 Travel - In-State</b>								
3.1 Mileage		2,700.00		3,000.00		1,525.60		2,926.44
3.2 Parking Expense		100.00		100.00		62.00		69.08
3.3 Rail Transportation		100.00		0.00		26.00		78.50
<b>Travel - Out of State</b>								
3.4 Mileage Reimbursement		100.00		100.00		0.00		0.00
3.6 Rail Transportation		100.00		100.00		0.00		0.00
<b>Total</b>		<b>3,100.00</b>		<b>3,300.00</b>		<b>1,613.60</b>		<b>3,074.02</b>
<b>4.0 Computer Supplies</b>								
4.20 TransCAD License & Support		1,200.00		1,100.00		0.00		1,200.00
<b>Total</b>		<b>1,200.00</b>		<b>1,100.00</b>		<b>0.00</b>		<b>1,200.00</b>
<b>9.0 Dues, Subscriptions &amp; Publications</b>								
9.5 Other Dues & Contributions		100.00		100.00		0.00		0.00
<b>Total</b>		<b>100.00</b>		<b>100.00</b>		<b>0.00</b>		<b>0.00</b>
<b>10.0 Insurance, Audit &amp; Legal</b>								
10.1 General Liability		0.00		0.00		0.00		0.00
10.2 Workers Compensation		0.00		0.00		0.00		0.00
10.3 Public Officials Liability		0.00		0.00		0.00		0.00
10.4 Annual Audit		0.00		0.00		0.00		0.00
10.5 Legal Services		0.00		0.00		0.00		0.00
<b>Total</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>
<b>11.0 General Meeting Expenses</b>								
11.1 Meeting Refreshments		0.00		200.00		0.00		0.00
11.4 Other SCRCOG Meetings		100.00		100.00		0.00		0.00
<b>Total</b>		<b>100.00</b>		<b>300.00</b>		<b>0.00</b>		<b>0.00</b>
<b>12.0 Seminars &amp; Conferences</b>								
12.1 Technical Transportation Seminars		1,800.00		1,800.00		0.00		350.00
12.2 Technical Land Use Seminars		100.00		0.00		0.00		0.00
12.3 GIS and Other Seminars & Conferences		200.00		0.00		0.00		0.00
<b>Total</b>		<b>2,100.00</b>		<b>1,800.00</b>		<b>0.00</b>		<b>350.00</b>
<b>13.0 Advertising Expense</b>								
13.3 RFP Consultant Selection		600.00		600.00		422.50		250.50
13.4 Other Published Notices		200.00		200.00		897.00		183.42
<b>Total</b>		<b>800.00</b>		<b>800.00</b>		<b>1,319.50</b>		<b>433.92</b>
<b>14.0 Miscellaneous</b>								
14.1 Miscellaneous Expenses		500.00		100.00		734.25		5.00
<b>Total</b>		<b>500.00</b>		<b>100.00</b>		<b>734.25</b>		<b>5.00</b>



# Transportation Planning (con't)

Project Expenses	Fiscal Year 14		Fiscal Year 13		To Date - May, 2013		Fiscal Year 12	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
<b>15.0 Transportation Consultants</b>								
15.1 North Haven - Spring Road Traffic Calming		0.00		0.00		0.00		14,800.00
15.2 Bethany - Road Study		0.00		0.00		0.00		17,000.00
15.3 Bethany - Mini-Bus		0.00		0.00		0.00		200.00
15.4 Hamden - East-West Transportation Study		0.00		0.00		0.00		35,950.00
15.5 Wallingford Transit Study		0.00		0.00		0.00		23,640.16
15.6 Regional School Bus Study		0.00		0.00		0.00		16,956.10
15.7 Regional Traffic Signal Study		0.00		0.00		0.00		31,550.00
15.8 Regional Road Classification		0.00		0.00		0.00		86,570.00
15.9 Meriden Trail Study		0.00		0.00		0.00		20,000.00
15.10 Regional Congestion Management		0.00		0.00		0.00		46,299.00
15.11 Regional Transit Data Acquisition		0.00		0.00		0.00		50,000.00
15.12 Madison Transportation/Transit Study		0.00		0.00		0.00		35,000.00
15.13 Bethany - Pavement Management		0.00		0.00		0.00		0.00
15.14 New Haven - Downtown Modal Split Study		0.00		0.00		0.00		35,000.00
15.15 East Haven - Hemingway Ave & Coe Ave Study		0.00		0.00		0.00		50,000.00
15.16 New Haven - Foxon Boulevard Corridor		0.00		0.00		0.00		43,050.00
15.17 Wallingford Traffic Signal Study		0.00		0.00		0.00		45,000.00
15.18 Update TransCAD Transit Model		0.00		0.00		0.00		0.00
15.19 Multi-Community Road Study		0.00		0.00		0.00		100,000.00
15.20 Regional Traffic Signal Study		60,000.00		0.00		0.00		0.00
15.21 New Haven Street Pattern - Phase 1		0.00		150,000.00		0.00		0.00
15.22 Wallingford Sign Inventory		0.00		45,000.00		0.00		0.00
15.23 Hamden - Traffic Calming		0.00		50,000.00		0.00		0.00
15.24 Hamden - Traffic Signal Study - Phase 1		0.00		40,000.00		28,365.00		0.00
15.25 Madison, Guilford, East Haven - Road Study		0.00		50,000.00		0.00		0.00
15.26 Regional - Congestion Management Process		0.00		110,000.00		0.00		0.00
15.27 Transportation Mobility Management Study		0.00		40,000.00		4,440.00		0.00
15.28 Tweed Airport Cargo Study		0.00		30,000.00		0.00		0.00
15.29 New Haven Street Pattern - Phase 2		115,000.00		0.00		0.00		0.00
15.30 Hamden - Traffic Signal Study - Phase 2		57,000.00		0.00		0.00		0.00
15.31 Regional - Congestion Management Process		20,000.00		0.00		0.00		0.00
15.32 5 Community - Road Study		150,000.00		0.00		0.00		0.00
<b>Total</b>		<b>402,000.00</b>		<b>515,000.00</b>		<b>32,805.00</b>		<b>651,015.26</b>
<b>Total - Transportation Planning Budget</b>		<b>689,281.32</b>		<b>801,125.38</b>		<b>288,818.67</b>		<b>951,746.06</b>

## Regional Planning

SCRCOG is committed to addressing a diversity of projects and providing technical assistance to its member municipalities. Land use activities/projects are either mandated by the State of Connecticut General Statutes or recommended by the SCRCOG Board and the Regional Planning Commission (RPC). SCRCOG's land use responsibilities revolve around advisory recommendations for statutory referrals and the preparation of the Regional Plan of Conservation and Development (POCD). Statutory Referrals may include amendments to Zoning Regulation, Subdivision Applications, and Municipal Plans of Conservation and Development and are reviewed by the RPC, which has representation from each of the municipalities in the Region. Additional items reviewed during the RPC meetings are Open Space Grant Applications and Small Cities Community Development Block Grant Applications. The Connecticut General Statutes require Regional Planning Organizations to update their POCD at least once every 10 years. The POCD reinforces policies which promote development in existing corridors, while conserving environmentally sensitive areas through a focus on Transit Oriented and Smart Growth Development.

During Fiscal Year 2014, SCRCOG Staff will continue to support the Regional Planning Commission. Additionally, SCRCOG Staff will continue to collect and analyze data, including the most recent U.S. Census data, in preparation for the next update of the POCD, which will begin in Fiscal Year 2015.

### Fiscal Year 2014 - Regional Planning Budget

<u>Source of Project Financing</u>		<u>Summary of Project Expenses</u>	
Municipal	3,691	Labor	5,264
State (OPM) - Regional Planning	14,000	Share of Overhead	7,227
		Direct Expenses	5,200
<b>Total</b>	<b>17,691</b>	<b>Total</b>	<b>17,691</b>

	<u>Fiscal Year 14</u>		<u>Fiscal Year 13</u>		<u>To Date - May, 2013</u>		<u>Fiscal Year 12</u>	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
<b>1.0 Salaries</b>								
1.1 C. Amento	24.00	1,386.86	20.00	1,122.00	5.00	280.50	24.50	1,340.89
1.2 A. Ruggiero	12.00	513.50	0.00	0.00	2.00	83.08	2.00	81.06
1.3 S. Dudley	0.00	0.00	0.00	0.00	0.00	0.00		0.00
1.4 J. Rode	0.00	0.00	0.00	0.00	0.00	0.00		0.00
1.5 E. Livshits	60.00	1,803.71	252.00	7,355.88	11.50	335.69	4.00	113.88
1.6 C. Rappa	60.00	1,560.23	30.00	757.50	0.50	12.63	40.00	985.20
1.7 D. Sullivan	0.00	0.00	0.00	0.00	0.00	0.00		0.00
1.8 Student Intern	0.00	0.00	0.00	0.00	0.00	0.00		0.00
<b>Total</b>		<b>5,264.30</b>		<b>9,235.38</b>		<b>711.89</b>		<b>2,521.03</b>
<b>3.0 Travel - In-State</b>								
3.1 Mileage		200.00		200.00		131.51		238.92
3.2 Parking Expense		100.00		0.00		9.50		0.00
<b>Travel - Out of State</b>								
3.5 Air Transportation		0.00		0.00		0.00		381.20
3.7 Parking Expense		0.00		0.00		0.00		79.76
3.8 Accomodations		0.00		0.00		0.00		560.00
3.10 Miscellaneous Expenses		0.00		0.00		0.00		98.00
<b>Total</b>		<b>300.00</b>		<b>200.00</b>		<b>141.01</b>		<b>1,357.88</b>

## Regional Planning (con't)

	Fiscal Year 14		Fiscal Year 13		To Date - May, 2013		Fiscal Year 12	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
<b>9.0 Dues, Subscriptions &amp; Publications</b>								
9.1 American Planning Association	400.00		0.00		379.00		254.00	
9.5 Other Dues & Contributions	0.00		100.00		0.00		0.00	
9.7 APA - Zoning Practice	100.00		100.00		0.00		95.00	
9.9 Other Subscriptions	0.00		100.00		0.00		0.00	
9.10 Technical Books & Reports	100.00		100.00		0.00		0.00	
<b>Total</b>	<b>600.00</b>		<b>400.00</b>		<b>379.00</b>		<b>349.00</b>	
<b>11.0 General Meeting Expenses</b>								
11.1 Meeting Refreshments	300.00		300.00		181.00		0.00	
11.2 Regional Plan Comm - Annual Mtg	700.00		700.00		927.68		564.06	
11.4 Other SCRCOG Meetings	100.00		100.00		75.00		0.00	
<b>Total</b>	<b>1,100.00</b>		<b>1,100.00</b>		<b>1,183.68</b>		<b>564.06</b>	
<b>12.0 Seminars &amp; Conferences</b>								
12.2 Technical Land Use Seminars	500.00		500.00		0.00		865.00	
12.3 GIS and Other Seminars & Conferences	100.00		100.00		160.00		0.00	
<b>Total</b>	<b>600.00</b>		<b>600.00</b>		<b>160.00</b>		<b>865.00</b>	
<b>Total - Regional Planning Budget</b>	<b>7,864.30</b>		<b>11,535.38</b>		<b>2,575.58</b>		<b>5,656.97</b>	

## Regional GIS Program

SCRCOG is developing a regional web-based GIS program with funding awarded through the Regional Performance Incentive Grant Program administered by the CT Office of Policy and Management. The intent of the Program is to provide an interactive regional GIS system that can be easily accessed by municipal staff, general public, and other GIS users. This proposed program is unique from existing municipal GIS services as it will integrate economic, transportation, land-use and demographic data into a regional context. In addition, the development of a regional database will enable municipalities to review and analyze information across municipal boundaries and access a uniform parcel layer.

By the end of Fiscal Year 2013, SCRCOG will have solicited proposals for consultant-supported work, and negotiated a contract with the selected consultant. A Regional GIS Working Committee, which will be made up of representatives from the municipalities in the Region will be organized to support the GIS program. Additionally, SCRCOG will have purchased and installed the hardware and software required to host the web-based application and related datasets.

In Fiscal Year 2014, SCRCOG, in conjunction with the selected consultant, will begin developing regional data layers, including a regional parcel layer, and the web-based mapping application. In

addition, SCRCOG Staff will participate in training courses related to the administration and maintenance of the program. It is expected that the web-based GIS Program will be launched by the end of Fiscal Year 2015.

**Fiscal Year 2014 - Regional GIS Project Budget**

<u>Source of Project Financing</u>		<u>Summary of Project Expenses</u>	
State (OPM) - GIS Program	331,893	Labor	23,101
		Share of Overhead	31,713
		Direct Expenses	277,080
<b>Total</b>	<b>331,893</b>	<b>Total</b>	<b>331,893</b>

	Fiscal Year 14		Fiscal Year 13		To Date - May, 2013		Fiscal Year 12	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
<b>1.0 Salaries</b>								
1.1 C. Amento	90.00	5,200.74	0.00	0.00	17.00	953.70	0.00	0.00
1.2 A. Ruggiero	20.00	855.83	0.00	0.00	0.00	0.00	0.00	0.00
1.3 S. Dudley	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.4 J. Rode	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.5 E. Livshits	304.00	9,138.80	0.00	0.00	30.50	890.30	0.00	0.00
1.6 C. Rappa	304.00	7,905.16	0.00	0.00	35.50	896.38	0.00	0.00
1.7 D. Sullivan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.8 Student Intern	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>		<b>23,100.54</b>		<b>0.00</b>		<b>2,740.37</b>		<b>0.00</b>
<b>3.0 Travel - In-State</b>								
3.1 Mileage		100.00		0.00		0.00		0.00
<b>Total</b>		<b>100.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>
<b>4.0 Computer Supplies</b>								
4.15 Symantec Network Security		0.00		0.00		246.00		0.00
4.16 Symantec Backup Exec System		0.00		0.00		736.77		0.00
4.25 ArcGIS Server Standard Enterprise		5,000.00		18,000.00		0.00		0.00
4.26 Server Enterprise Staging License		2,500.00		9,672.00		2,971.00		0.00
4.27 (2) ArcGIS Desktop License - Standard		2,700.00		17,350.00		0.00		0.00
4.28 ESRI Developer Network		1,500.00		5,804.00		0.00		0.00
4.29 Business Analyst Subscription		11,300.00		0.00		0.00		0.00
4.30 Microsoft SQL Server License		0.00		5,000.00		5,851.00		0.00
4.31 Plotter / Scanner		8,900.00		0.00		0.00		0.00
4.32 GIS Server # 1		0.00		20,200.00		7,768.39		0.00
4.33 GIS Server # 2		0.00		20,100.00		7,768.39		0.00
4.34 Miscellaneous Computer Equipment		500.00		0.00		0.00		0.00
<b>Total</b>		<b>32,400.00</b>		<b>96,126.00</b>		<b>25,341.55</b>		<b>0.00</b>

## Regional GIS Project (con't)

	Fiscal Year 14		Fiscal Year 13		To Date - May, 2013		Fiscal Year 12	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
<b>11.0 General Meeting Expenses</b>								
11.1 Meeting Refreshments		90.00		30.00		0.00		0.00
<b>Total</b>		<b>90.00</b>		<b>30.00</b>		<b>0.00</b>		<b>0.00</b>
<b>12.0 Seminars &amp; Conferences</b>								
12.3 GIS and Other Seminars & Conferences		7,800.00		0.00		0.00		0.00
<b>Total</b>		<b>7,800.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>
<b>13.0 Advertising Expense</b>								
13.3 RFP Consultant Selection		0.00		1,000.00		587.25		0.00
<b>Total</b>		<b>0.00</b>		<b>1,000.00</b>		<b>587.25</b>		<b>0.00</b>
<b>14.0 Miscellaneous</b>								
14.1 Miscellaneous Expenses		1,000.00		500.00		0.00		0.00
<b>Total</b>		<b>1,000.00</b>		<b>500.00</b>		<b>0.00</b>		<b>0.00</b>
<b>16.0 Other Consultants &amp; Contributions</b>								
16.7 GIS Consultant		194,300.00		61,714.00		0.00		0.00
<b>Total</b>		<b>194,300.00</b>		<b>61,714.00</b>		<b>0.00</b>		<b>0.00</b>
<b>Total - Regional GIS Project</b>		<b>258,790.54</b>		<b>159,370.00</b>		<b>28,669.17</b>		<b>0.00</b>

## Sustainable Communities Program

SCRCOG is a member of a bi-state collaboration of cities, counties, and regional planning organizations which have come together to launch New York-Connecticut Sustainable Communities. This initiative has been awarded \$3.5 million from the U.S. Department of Housing and Urban Development (HUD) Sustainable Communities Regional Planning Grant. The grant is being administered by Regional Plan Association. The purpose of the program is to integrate housing, economic development, transportation and environmental planning through project on both a regional and local scale. The work program aims to align policies and investments with HUD's six livability principles.

In Fiscal Year 2014, the final deliverables of the Sustainable Communities Program will be developed and submitted to HUD. Particularly, SCRCOG Staff will assist with the preparation and review of the Execution Plan for Regional Sustainable Development.

**Fiscal Year 2014 - Sustainable Communities Budget**

<u>Source of Project Financing</u>		<u>Summary of Project Expenses</u>	
Federal - HUD & USDOT & EPA	13,384	Labor	6,037
Municipal	2,741	Share of Overhead	8,288
		Direct Expenses	1,800
<b>Total</b>	<b>16,125</b>	<b>Total</b>	<b>16,125</b>

	Fiscal Year 14		Fiscal Year 13		To Date - May, 2013		Fiscal Year 12	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
<b>1.0 Salaries</b>								
1.1 C. Amento	40.00	2,311.44	100.00	5,610.00	61.25	3,436.13	38.50	2,107.11
1.2 A. Ruggiero	15.00	641.87	0.00	0.00	20.00	830.80	21.50	871.40
1.3 S. Dudley	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.4 J. Rode	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.5 E. Livshits	55.00	1,653.40	170.00	4,962.30	156.50	4,568.24	145.00	4,128.15
1.6 C. Rappa	55.00	1,430.21	170.00	4,292.50	126.00	3,181.50	179.00	4,408.77
1.7 D. Sullivan	0.00	0.00	0.00	0.00	0.00	0.00		0.00
1.8 Student Intern	0.00	0.00	0.00	0.00	0.00	0.00		0.00
<b>Total</b>		<b>6,036.92</b>		<b>14,864.80</b>		<b>12,016.66</b>		<b>11,515.42</b>
<b>3.0 Travel - In-State</b>								
3.1 Mileage		300.00		300.00		272.08		303.69
3.2 Parking Expense		100.00		100.00		80.50		62.00
3.3 Rail Transportation		100.00		200.00		4.50		31.00
<b>Travel - Out of State</b>								
3.4 Mileage Reimbursement		100.00		100.00		0.00		96.90
3.6 Rail Transportation		100.00		200.00		124.75		0.00
3.7 Parking Expense		100.00		100.00		0.00		0.00
3.10 Miscellaneous Expenses		100.00		100.00		50.25		0.00
<b>Total</b>		<b>900.00</b>		<b>1,100.00</b>		<b>532.08</b>		<b>493.59</b>
<b>11.0 General Meeting Expenses</b>								
11.1 Meeting Refreshments		0.00		0.00		0.00		13.00
<b>Total</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>13.00</b>
<b>16.0 Other Consultants &amp; Contributions</b>								
16.6 Sustainable Communities Grant		0.00		0.00		0.00		998.66
<b>Total</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>998.66</b>
<b>Total - Sustainable Communities Budget</b>		<b>6,936.92</b>		<b>15,964.80</b>		<b>12,548.74</b>		<b>13,020.67</b>

## Regional Hazard Mitigation

SCRCOG was awarded a grant from the Connecticut Department of Energy and Environmental Protection to develop a Multi-Jurisdiction Hazard Mitigation Plan for Bethany, Branford, Hamden, Madison, North Branford, North Haven, Orange, Wallingford, West Haven and Woodbridge. The five additional municipalities in the Region (East Haven, Guilford, Meriden, Milford, and New Haven) have completed or are currently working on their own hazard mitigation plans and are participating in the development of the Regional Plan. SCRCOG has hired a consulting team led by Jamie Caplan Consulting, LLC with support from AECOM to develop the Plan.

The purpose of the Plan is to reduce the Region's vulnerability to natural hazards and provide a comprehensive approach to mitigate any potential inter-jurisdictional hazards. The Hazard Mitigation Plan is a prerequisite for the Region's municipalities to apply for federal and state grants to implement the identified mitigation projects.

By the end of Fiscal Year 2013, the Final Draft Plan will be completed. During late April and May, SCRCOG will be hosting four public workshops.

In the beginning of Fiscal Year 2014, the Final Draft Plan will be submitted to the State and FEMA for approval. SCRCOG Staff will assist the Consulting Team with making any changes requested by the State and FEMA. After the State and FEMA approval, the Plan will be adopted by each of the participating municipalities.

### Fiscal Year 2014 - Hazard Mitigation Budget

<u>Source of Project Financing</u>		<u>Summary of Project Expenses</u>	
State (DEEP) - Hazard Mitigation	22,842	Labor	10,247
Municipal - In-Kind Contribution	7,177	Share of Overhead	14,067
Municipal	9,594	Direct Expenses	15,300
<b>Total</b>	<b>39,613</b>	<b>Total</b>	<b>39,613</b>

	Fiscal Year 14		Fiscal Year 13		To Date - Feb, 2013		Fiscal Year 12	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
<b>1.0 Salaries</b>								
1.1 C. Amento	90.00	5,200.74	100.00	5,610.00	88.25	4,950.83	7.00	383.11
1.2 A. Ruggiero	0.00	0.00	0.00	0.00	3.00	124.62	9.00	364.77
1.3 S. Dudley	0.00	0.00	0.00	0.00	0.00	0.00		0.00
1.4 J. Rode	0.00	0.00	0.00	0.00	0.00	0.00		0.00
1.5 E. Livshits	90.00	2,705.57	140.00	4,086.60	182.50	5,327.18	37.50	1,067.63
1.6 C. Rappa	90.00	2,340.34	140.00	3,535.00	160.50	4,052.63	15.75	387.92
1.7 D. Sullivan	0.00	0.00	0.00	0.00	0.00	0.00		0.00
1.8 Student Intern	0.00	0.00	0.00	0.00	0.00	0.00		0.00
<b>Total</b>		<b>10,246.65</b>		<b>13,231.60</b>		<b>14,455.25</b>		<b>2,203.43</b>

## Regional Hazard Mitigation (con't)

	Fiscal Year 14		Fiscal Year 13		To Date - Feb, 2013		Fiscal Year 12	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
<b>3.0 Travel - In-State</b>								
3.1 Mileage		200.00		300.00		293.67		0.00
3.2 Parking Expense		0.00		100.00		0.00		0.00
<b>Travel - Out of State</b>								
3.4 Mileage Reimbursement		0.00		100.00		0.00		0.00
3.6 Rail Transportation		0.00		100.00		0.00		0.00
<b>Total</b>		<b>200.00</b>		<b>600.00</b>		<b>293.67</b>		<b>0.00</b>
<b>11.0 General Meeting Expenses</b>								
11.1 Meeting Refreshments		0.00		300.00		0.00		0.00
11.4 Other SCRCOG Meetings		0.00		100.00		0.00		0.00
<b>Total</b>		<b>0.00</b>		<b>400.00</b>		<b>0.00</b>		<b>0.00</b>
<b>13.0 Advertising Expense</b>								
13.3 RFP Consultant Selection		0.00		0.00		0.00		530.50
13.4 Other Published Notices		0.00		100.00		961.00		0.00
<b>Total</b>		<b>0.00</b>		<b>100.00</b>		<b>961.00</b>		<b>530.50</b>
<b>14.0 Miscellaneous</b>								
14.1 Miscellaneous Expenses		100.00		100.00		0.00		0.00
<b>Total</b>		<b>100.00</b>		<b>100.00</b>		<b>0.00</b>		<b>0.00</b>
<b>16.0 Other Consultants &amp; Contributions</b>								
16.5 Municipal - "In-Kind" Contribution - FEMA Grant		15,000.00		147,750.00		141,705.45		0.00
16.6 Sustainable Communities Grant		0.00		58,000.00		0.00		0.00
<b>Total</b>		<b>15,000.00</b>		<b>205,750.00</b>		<b>141,705.45</b>		<b>0.00</b>
<b>Total - Hazard Mitigation Budget</b>		<b>25,546.65</b>		<b>220,181.60</b>		<b>157,415.37</b>		<b>2,733.93</b>

## Shared Services

SCRCOG is conducting a study to identify best opportunities for cost savings through multi-town collaboration in the provision of services and the performance of government operational functions, in particular purchasing. The study will also explore possible cost-saving collaborations between municipalities and Boards of Education, as well as possibilities for inter-municipal equipment sharing. This study will be funded via a Regional Performance Incentive Grant Program award administered by the CT Office of Policy and Management.



By the end of Fiscal Year 2013, SCRCOG will have solicited proposals for a consultant-supported work and selected and negotiated with a consultant.

During Fiscal Year 2014, the Shared Services Study will be completed.

**Fiscal Year 2014 - Shared Services Budget**

<u>Source of Project Financing</u>		<u>Summary of Project Expenses</u>	
State (OPM) - GIS Program	40,923	Labor	3,760
		Share of Overhead	5,162
		Direct Expenses	32,000
<b>Total</b>	<b>40,923</b>	<b>Total</b>	<b>40,923</b>

	Fiscal Year 14		Fiscal Year 13		To Date - May, 2013		Fiscal Year 12	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
<b>1.0 Salaries</b>								
1.1 C. Amento	50.00	2,889.30	0.00	0.00	36.50	2,047.65	0.00	0.00
1.2 A. Ruggiero	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.3 S. Dudley	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.4 J. Rode	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.5 E. Livshits	16.00	480.99	0.00	0.00	4.00	116.76	0.00	0.00
1.6 C. Rappa	15.00	390.06	0.00	0.00	10.50	265.13	0.00	0.00
1.7 D. Sullivan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.8 Student Intern	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>		<b>3,760.35</b>		<b>0.00</b>		<b>2,429.54</b>		<b>0.00</b>
<b>3.0 Travel - In-State</b>								
3.1 Mileage		200.00		430.00		0.00		0.00
3.2 Parking Expense		100.00		0.00		0.00		0.00
<b>Total</b>		<b>300.00</b>		<b>430.00</b>		<b>0.00</b>		<b>0.00</b>
<b>13.0 Advertising Expense</b>								
13.3 RFP Consultant Selection		600.00		1,000.00		430.00		0.00
<b>Total</b>		<b>600.00</b>		<b>1,000.00</b>		<b>430.00</b>		<b>0.00</b>
<b>14.0 Miscellaneous</b>								
14.1 Miscellaneous Expenses		100.00		500.00		0.00		0.00
<b>Total</b>		<b>100.00</b>		<b>500.00</b>		<b>0.00</b>		<b>0.00</b>
<b>16.0 Other Consultants &amp; Contributions</b>								
16.8 Shared Services Consultant		30,000.00		15,000.00		0.00		0.00
<b>Total</b>		<b>30,000.00</b>		<b>15,000.00</b>		<b>0.00</b>		<b>0.00</b>
<b>Total - Shared Services Budget</b>		<b>34,760.35</b>		<b>16,960.00</b>		<b>2,859.54</b>		<b>0.00</b>

## Department of Emergency Services & Public Protection

The Department of Emergency Services & Public Protection provides Federal Homeland Security funds to SCRCOG for the support of this area's First Responders. SCRCOG passes along 95% of this grant to the New Haven Area Special Hazards for their use in developing training exercises for NHASH's five divisions. Approximately 50% of these funds are used for maintenance and replacement of emergency response equipment.

### Fiscal Year 2014 - DESPP Budget

	Fiscal Year 14		Fiscal Year 13		To Date - Feb, 2013		Fiscal Year 12	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
<b>1.0 Salaries</b>								
1.1 C. Amento	0.00	0.00	0.00	0.00	0.00	0.00		0.00
1.2 A. Ruggiero	0.00	0.00	20.00	830.80	18.00	747.72	4.00	162.12
1.3 S. Dudley	0.00	0.00	0.00	0.00	0.00	0.00		0.00
1.4 J. Rode	0.00	0.00	0.00	0.00	0.00	0.00		0.00
1.5 E. Livshits	0.00	0.00	0.00	0.00	0.00	0.00		0.00
1.6 C. Rappa	0.00	0.00	0.00	0.00	0.00	0.00		0.00
1.7 D. Sullivan	0.00	0.00	0.00	0.00	0.00	0.00		0.00
1.8 Student Intern	0.00	0.00	0.00	0.00	0.00	0.00		0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>830.80</b>	<b>830.80</b>	<b>747.72</b>	<b>747.72</b>		<b>162.12</b>
<b>3.0 Travel - In-State</b>								
3.1 Mileage	0.00		100.00		0.00			13.77
<b>Total</b>	<b>0.00</b>		<b>100.00</b>		<b>0.00</b>			<b>13.77</b>
<b>16.0 Other Consultants &amp; Contributions</b>								
16.3 NHASH - Emergency Management Training	0.00		16,300.00		16,408.72			32,303.46
<b>Total</b>	<b>0.00</b>		<b>16,300.00</b>		<b>16,408.72</b>			<b>32,303.46</b>
<b>Total - DESPP Budget</b>	<b>0.00</b>		<b>17,230.80</b>		<b>17,156.44</b>			<b>32,479.35</b>



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Phone: (203) 789-8690 ext. 125 · E-mail: [brianna@gnhclf.org](mailto:brianna@gnhclf.org) · Fax: (203) 865-6475

**The ROOF Project**

**Activities and Budgetary Request 2013**

*for* Southern Connecticut Regional Council of Governments

**May 2013**

May 2013

The Southern Connecticut Regional Council of Governments  
127 Washington Avenue  
4<sup>th</sup> Floor West  
North Haven, Connecticut 06473

Dear SCRCOG Chief Elected Officials,

The ROOF Project (Real Options, Overcoming Foreclosure) would like to thank you for your support since our expansion to the SCRCOG region in 2011. Your dedication to our mission and the residents of your municipalities is deeply appreciated.

The ROOF Project is submitting this grant application for \$10,000 to support activities from June 2013 – June 2014. This proposal will outline The ROOF Project activities, outcomes, and budgetary needs for the coming year.

As you know, foreclosure has the potential to impact individuals, families, and communities in many ways. Research conducted by The Urban Institute suggests that there are several principle reactions to foreclosure on families; including, but not limited to: displacement and housing instability, financial insecurity and economic hardship, personal and familial stress, disrupted relationships, and ill health. A foreclosed home leaves a community (particularly the surrounding neighborhood) with declined property values and physical deterioration. Crime, social disorder, and population turnover are common in areas of mass foreclosure. Local governments are left with immense fiscal stress.

As foreclosure rates remain high in Connecticut and specifically our region, we thank you for your consideration of continued support.

Sincerely,

Carla Weil  
Executive Director  
The Greater New Haven Community Loan Fund

Brianna Gavigan  
AmeriCorps VISTA  
The ROOF Project

### **The ROOF Project Purpose:**

**Mission:** “The ROOF Project strives to provide essential assistance to homeowners and tenants impacted by the mortgage foreclosure crisis.”

- The ROOF Project takes a three pronged approach (Outreach, Assistance, Neighborhood Stabilization) to deal with the foreclosure crisis in the cities and towns of the Southern Connecticut Regional Council of Government region (SCRCOG).
- ROOF’s goals are to keep homeowners in their homes, to reduce the financial and personal costs to families where continued homeownership is not possible, and to reduce the negative impact of multiple foreclosures on the neighborhoods and communities of the SCRCOG region

### **The ROOF Project Partners:**

- SCRCOG
- CT Fair Housing Center
- Community and Economic Development Clinic at Yale Law School
- City of New Haven
- Empower New Haven
- Greater New Haven Community Loan Fund
- Housing Authority of New Haven
- Neighborhood Housing Services of New Haven
- New Haven Legal Assistance Association

### **What The ROOF Project Does:**

**Outreach:** The first element of the program is designed to educate borrowers on how best to manage their loans and avoid foreclosure. Outreach efforts include:

*General Outreach:* ROOF partners with faith-based and other community organizations, the local representatives and officials, and the media to reach out to the general public and educate borrowers on how to minimize their financial losses. This type of outreach is done in neighborhoods and communities most deeply affected by foreclosure. ROOF sponsors Foreclosure Prevention Clinics, in which attendees learn from HUD and CHFA accredited Housing Counselors about the free and trustworthy resources that are available, how to identify and avoid foreclosure related scams, and about individual rights in the foreclosure process.

*Targeted Outreach:* ROOF actively reaches out to homeowners through direct mailings based on foreclosure filings. ROOF has partnerships with representatives from the majority of the 14 cities and towns we service. These representatives serve on the Housing Committee and assist in the distribution of the mailings to homeowners in their respective towns. The mailings encourage at-risk homeowners to seek counseling assistance from GNHCLF or NHS of New Haven or to attend one of the Foreclosure Prevention Clinics, with upcoming dates provided. ROOF also encourages participation in the CT court mediation program.

ROOF works closely with New Haven Action, a Yale nonpartisan student community engagement group. NHA members do the majority of ROOF canvassing, in which informational packets are delivered to homeowners facing foreclosure.

**Assistance:** The centerpiece of any program that addresses the foreclosure crisis is ensuring that there are enough counseling resources to provide one-on-one support to each at-risk homeowner. ROOF provides HUD and CHFA accredited Housing Counselors through The Greater New Haven Community Loan Fund and Neighborhood Housing Services.

**SCRCOG Lis Pendens 2008-Present**

	2008	2009	2010	2011	2012	Q1 2013	<b>Total 2008-present</b>
SCRCOG Totals	2,761	4,631	3,936	2,136	3,528	794	<b>17,786</b>

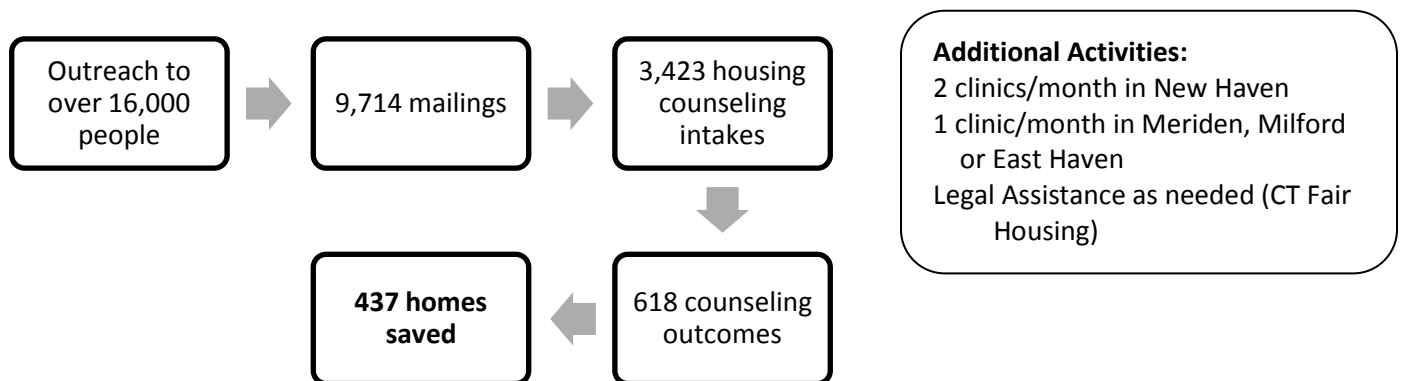
*17,100 families in the SCRCOG region entered the foreclosure process since 2008.*

**SCRCOG Foreclosures 2008-2012**

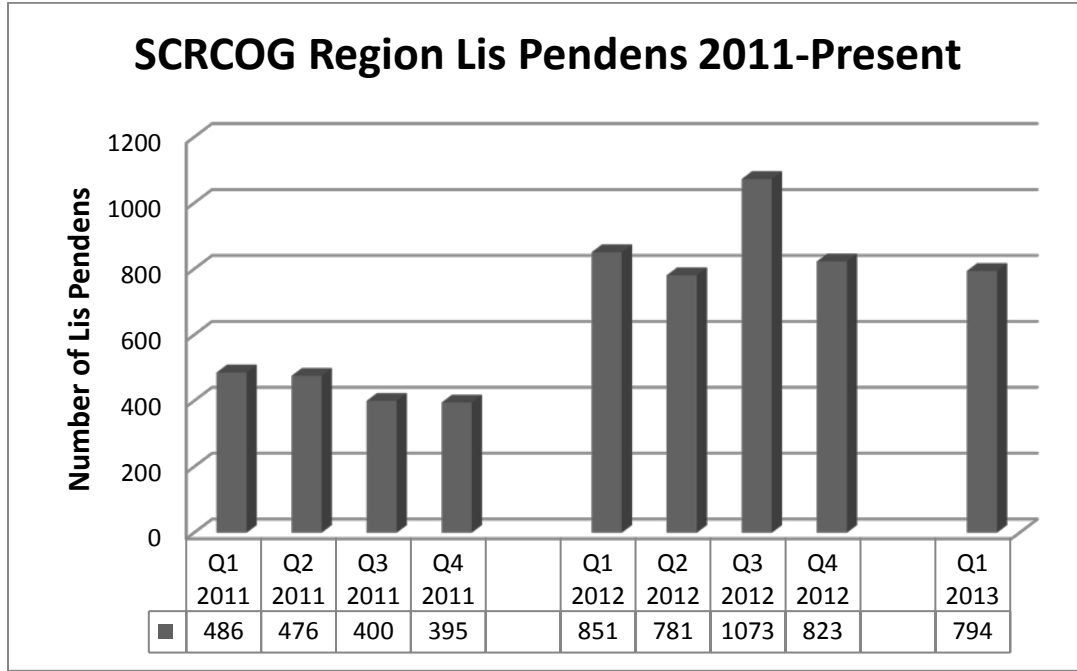
	2008	2009	2010	2011	2012	Q1 2013	<b>Total 2008-present</b>
SCRCOG Totals	938	994	1,146	460	707	108	<b>4,353</b>

*4,353 families in the SCRCOG region lost their home to foreclosure since 2008.*

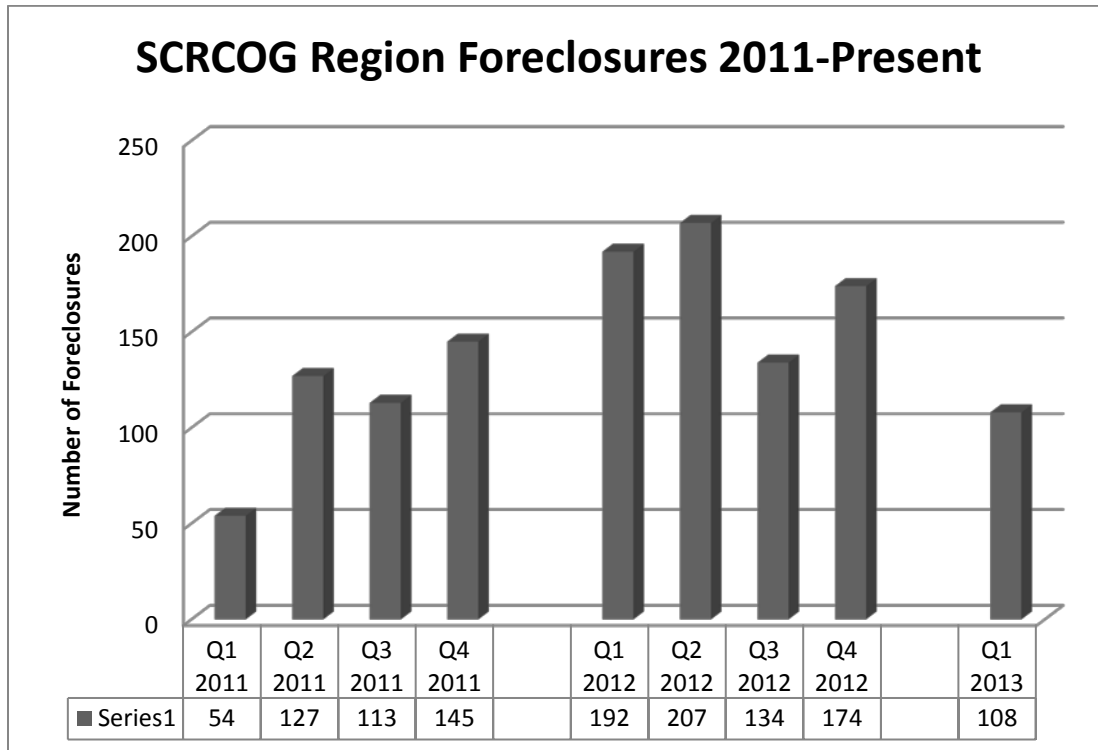
**ROOF Project General Activities and Outcomes 2008-2012**



**SCRCOG Lis Pendens 2011-present**



**SCRCOG Foreclosures 2011-present**



**Summary of ROOF Project Projected Activities June 2013 – June 2014:**

	<b>Activities</b>
<b>Data</b>	<ul style="list-style-type: none"> <li>• Track and analyze foreclosure data for the region</li> <li>• Use data to create graphs, maps, tables for regional use</li> <li>• Make data available to towns, organizations, neighborhood specialists, and programs with like-minded goals</li> </ul>
<b>Outreach</b>	<ul style="list-style-type: none"> <li>• Personal               <ul style="list-style-type: none"> <li>○ Community presentations</li> <li>○ Canvassing</li> </ul> </li> <li>• Materials               <ul style="list-style-type: none"> <li>○ Mailings to lis pendens recipients</li> <li>○ Flyers/posters</li> <li>○ Press releases</li> <li>○ Newsletters – sent to list serve</li> <li>○ Website/social media</li> </ul> </li> </ul>
<b>Workshops</b>	<ul style="list-style-type: none"> <li>• Clinics               <ul style="list-style-type: none"> <li>○ Monthly clinics around the region</li> <li>○ Additional monthly clinics in the City of New Haven</li> </ul> </li> </ul>
<b>Counseling</b>	<ul style="list-style-type: none"> <li>• Provide no-cost housing counseling to homeowners at risk of/in foreclosure (Approx. 80% of cases that reach resolution are successful).</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• ROOF Executive Committee               <ul style="list-style-type: none"> <li>○ Monitor foreclosures in the region</li> <li>○ Create programs to serve residents of the SCRCOG region</li> <li>○ Government relations</li> </ul> </li> </ul>

**Cost Comparison:**

<b>\$79,445 - Total cost of one foreclosure*</b>	<b>\$1,500 - Cost for ROOF to save one home**</b>
\$7,200 – Homeowner \$50,000 - Lender/Service \$19,229 – Local government + \$3,016-Adjacent neighbors ( <i>home values</i> ) <hr/> <b>\$79,445</b> <i>The average total cost of one foreclosure.</i>	Figure based on total ROOF budget from 2008- Q3 2012 and the number of successful outcomes.

\*Kingsley, G. T., Robin Smith, and David Price. "The Impacts of Foreclosures on Families and Communities: A Primer." The Urban Institute, 2009. Web. 13 Jan. 2013.

\*\*Based on the cost of The ROOF Project between 2008 and Q3 2012 and the number of successful outcomes. The actual cost per home saved is less due to the inability to track all outcomes.

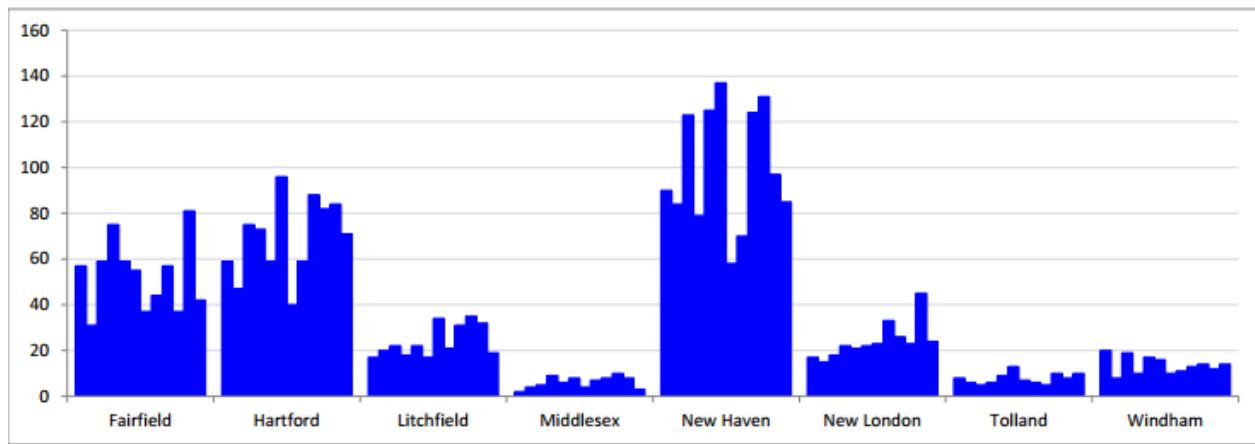


**The Future of ROOF:**

- Continue to send mailings to all regional homeowners who enter foreclosure
- Expand canvassing efforts by reaching out to additional colleges, schools and other community groups
- ROOF materials at courts and town Clerk’s offices
- Publicity campaign, (monthly press releases, news, radio shows, television, etc.)
- Work to secure funding for additional monthly foreclosure prevention clinics
- Reach out to social service agencies, religious organizations and other community groups in order to develop a regional network of individuals who can refer struggling families to trustworthy foreclosure resources

*According to national foreclosure statistics, Connecticut is currently among the top 10 states in the nation for foreclosure deed filings. New Haven County is at the peak in Connecticut.*

**2012 Monthly Distribution of Foreclosure Deed Filings by County**



\*Note: Graph obtained from CHFA.gov, data is derived from Warren Group.

**The ROOF Project Budget:**

<b>Cost of Program:</b>	<b>June 2013 – June 2014</b>
Program Costs	\$12,935
Staffing	\$58,658
Administrative	\$19,727
<b>TOTAL</b>	<b>\$91,320</b>

**SCRCOG Funding:**

The ROOF Project kindly requests \$10,000 from the Southern Connecticut Regional Council of Governments for activities from June 2013-June 2014. As foreclosures continue to impact suburbs in SCRCOG region, ROOF Project efforts should expand to ensure residents are aware of existing resources and services.

<b>June 2011 – June 2012</b>	<b>June 2012 – June 2013</b>	<b>June 2013 – June 2014</b>
\$25,500	\$10,000	<i>Ask: \$10,000</i>
<ul style="list-style-type: none"> <li>○ Funded the expansion of The ROOF Project</li> <li>○ Funding 12 Monthly Foreclosure Prevention Clinics</li> <li>○ Covered annual cost of Warren Group Date (\$9,000)</li> </ul>	<ul style="list-style-type: none"> <li>○ Covered the annual cost of the Warren Group Data (\$9,000)</li> <li>○ Helped fund outreach and regional clinics</li> </ul>	<ul style="list-style-type: none"> <li>○ To cover the annual cost of Warren Group Data (\$9,000)</li> <li>○ To help fund expansion of outreach efforts and regional clinics</li> </ul>

*The ROOF Project will also be seeking funds from the following entities. CHFA, Banks including: Wells Fargo, Bank of America, Webster, Citi, Citizens, and, New Alliance Foundation, Community Foundation of Greater New Haven, and CDBG funds from additional towns and cities ROOF serves in the SCRCOG region.*

## **SCRCOG FY2013-14 Goals and Work Program**

### **SCRCOG Meeting – June 26, 2013**

#### **ADMINISTRATIVE, LEGISLATIVE AND GENERAL:**

##### **July 2013**

- Complete personnel evaluations of employees

##### **July - September 2013**

- Complete re-write of Personnel Management Procedures/ SCRCOG By-Laws
- Update SCRCOG Contact Lists

##### **October - December 2013**

- Legislation Committee meets, develops and adopts legislative agenda

##### **November-December 2013**

- Executive Director and Legislation Committee meet with legislators and advocate legislative agenda
- Complete audit of SCRCOG finances for fiscal year ending June 30, 2013
- Complete Annual Report for fiscal year ending June 30, 2013

##### **January 2014**

- Complete personnel evaluations of employees

##### **January - May 2014**

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

##### **March - April 2014**

- Submit draft FY 2014-15 SCRCOG budget

##### **May 2014**

- Adopt FY 2014-20135 Budget

##### **July 2013 - June 2014**

- Executive Director's continued participation in Workforce Alliance, Regional Alliance, C-Med Board, Regional Planning Commission, REX Development, REX Strategic Planning Committee, Regional Economic Development Forum (REDFO); Governmental Affairs Committee of the Greater New Haven Chamber of Commerce, HOME CT Steering Committee, Growing CT Around Transit, NHHS Corridor Advisory Committee, Connecticut Association of Regional Planning Organizations (CARPO), CT Advisory Commission on Intergovernmental Relations, Department of Emergency Management and Homeland Security – Region 2; DataHaven Board of Directors; Regional Solid Waste Leaders Meeting; Quinnipiac River Watershed Stakeholders Group, NY-CT Sustainable Communities Consortium; ROOF Executive Committee.
- Continue to maintain and update of SCRCOG website
- Plan and prepare for monthly SCRCOG meetings and, when required, Executive Committee meetings
- Director and Staff attend relevant professional development seminars, workshops, conferences and training

#### **TRANSPORTATION:**

##### **July - August 2013**

- Obtain SCRCOG approval and execute consultant contracts for UPWP Studies
- Work with DOT on procedures for new combined Section 5310 and Section 5317 grant programs
- Implement transit study recommendations for new regional Mobility Management Program.

##### **January - February 2014**

- Solicit proposals for new two year UPWP studies from municipalities

##### **January - March 2014**

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

##### **March - April 2014**

- Draft new two year UPWP, obtain SCRCOG approval of draft and submit to DOT for approval

**April 2014**

- Submit municipal grant applications for senior and disabled transportation in the region
- Develop Section 5310/ 5317 funding priorities for purchase of wheelchair accessible vehicles and enhanced transit services

**May - June 2014**

- Solicit consultants for FY 2015 UPWP studies
- Receive CDOT comments on draft UPWP, amend as necessary and obtain SCRCOG approval of final UPWP

**March - June 2014**

- Work closely with consultants to complete UPWP planning studies

**July 2013 - June 2014**

- Regular maintenance and amendments to Transportation Improvement Plan (TIP)
- Frequent meetings with towns and DOT regarding new projects and status of ongoing 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 2013**

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

**October 2013**

- Address any vacancies on Regional Planning Commission

**November 2013 - January 2014**

- Plan and hold the Regional Planning Commission's Annual Meeting and Dinner

**February - June 2014**

- Gather material and collect data in preparation for future update of the Regional Plan of Conservation and Development

**July 2013 - June 2014**

- Review Statutory Referrals
- Plan and prepare for monthly Regional Planning Commission meetings
- Review state, regional and local Plans for consistency
- Review Open Space Grant and Small Cities Community Block Grant Applications

**SUSTAINABLE COMMUNITIES GRANT:**

**July 2013 - February 2014**

- Continue to work on Task A: Enhancement of Existing Plans to Produce Execution Plan for Regional Sustainable Development
  - Collaborate with RPA on the Execution Plan for Regional Sustainable Development
  - Collaborate with RPA on the Fair Housing Equity Assessment and Climate Resilience Committee
- Participate in bi-weekly conference calls, monthly regional meetings and quarterly steering committee meetings.

**FEMA HAZARD MITIGATION GRANT**

**July- September 2013**

- Revise draft plan based upon public comment
- Finalize draft plan
- Submit draft plan to the State and FEMA
- Adoption of final plan by participating municipalities
- Continue to update and maintain Regional Hazard Mitigation webpage.

**REGIONAL ROOF PROGRAM:**

**July 2013 - June 2014**

- Attend meetings of Executive Committee
- Coordinate and monitor program activities

**REGIONAL PERFORMANCE INCENTIVE GRANT: Shared Services Study**

**July 2013 - January 2014**

- Working with consultant, interview and survey municipal CEOs and officials
- Organize a Purchasing Advisory Council and possibly committees of other municipal officials
- With consultant, prepare spreadsheet of anticipated municipal purchases and look for purchase “bundling” opportunities
- Consultant will research best practices of identified shared services opportunities
- Consultant will issue recommendations for “bundled” purchasing and shared services/operations in report

**September - December 2013**

- Prepare new grant applications for December 2013 submission

**REGIONAL PERFORMANCE INCENTIVE GRANT: Regional GIS Program**

**July 2013 - June 2014**

- Working with consultant, set up GIS hardware and software
- Convene meetings of GIS Working Committee, with representatives from each municipality
- Determine data layers to be developed and functionality of web-based mapping application
- Consultant will begin developing regional data layers and web-based mapping application
- Staff will complete the necessary GIS Training Courses to manage and maintain the Regional GIS Program
- Improve the quality of municipal parcel data
- Develop a seamless regional parcel layer
- Digitize East Haven parcels

## **Report on SCRCOG Initiatives in Process**

June 20, 2013

By Executive Director Carl Amento

The “SCRCOG FY2013-14 Goals and Work Program” outlines the basic program elements that we will be involved with in the coming fiscal year. Many more projects and collaborations are in the early stages of discussion, evaluation of feasibility, assessment and identification of funding before they are mature or developed enough to present to the SCRCOG Board for input and approval. Below are descriptions of those initiatives:

- (1) The Multi-Jurisdiction Hazard Mitigation Plan project, funded by FEMA and administered by DEEP, has led us to form a mutually beneficial collaboration with The Nature Conservancy, who provided us with a representative who consistently attended and participated in our Hazard Mitigation Advisory Committee. The Nature Conservancy has, through a data-sharing agreement, allowed us to access their data on sea level rise for Long Island, which was very helpful in the development of our Hazard Mitigation Plan. The Nature Conservancy would like to continue to partner with SCRCOG in seeking grants to study Coastal Resilience in all of SCRCOG’s shoreline communities. So far, The Nature Conservancy has conducted a pilot project on Coastal Resilience in the Town of Guilford.
- (2) The Multi-Jurisdiction Hazard Mitigation Plan will be finalized soon. As a result of this Plan, the 10 participating municipalities will become eligible for Hazard Mitigation Implementation Grants. The hope is that we can fold all 15 municipalities into a Regional Plan as the 5 cities/towns come up for 5-year updates of their existing plans. The data collected from the development of the Hazard Mitigation Plan is easily depicted in Geographic Information System (GIS) data layers. Completion of the Hazard Mitigation Plan this Fall will position SCRCOG to apply for grants under FEMA’s Flood Risk Grant and Community Resilience Innovation Challenge. Greater Bridgeport Regional Council is initiating a Regional Community Rating System (CRS) Feasibility Study for its region. We are discussing with them what would be involved in such a study in our region. Another possible outgrowth of the Hazard Mitigation Plan would be the development of a Transportation Vulnerability Assessment.
- (3) In the last few years, our UPWP studies have moved away from corridor and intersection studies, which involve large amounts of capital funds and long delays to move forward. We have instead moved to types of studies which provide immediate and long-term benefits to our cities and towns. These studies involve asset inventory and management. We are developing an inventory of pavement condition, and traffic signals and signs for each SCRCOG municipality. The studies involve providing the municipality with software and training to keep the inventories up to date. Optimal management of the inventoried assets can be developed by use of the cost estimates provided in the studies. These asset management studies allow for easy mapping of this data on SCRCOG’s GIS program.

- (4) SCRCOG's GIS program will be in development in the coming months utilizing a \$600,000 grant from the state. Representatives from the SCRCOG member municipalities are already providing valuable input into the process. One of the primary goals of the Regional GIS Program is to develop a seamless parcel data layer for the region. This creates the potential for the entire region or for several towns in the region to conduct a regional or multi-town property assessment at a considerable reduction in cost. The Northeast Council of Governments has conducted such a regional revaluation with great cost savings. SCRCOG applied last year for a GIS Orthoflight of the region with greater resolution and currency. Because the Regional Performance Incentive Program, which funded such grants, was swept to the General Fund last year, SCRCOG will likely want to repeat this application for a flyover in this year's round of grants. SCRCOG has opened up a dialogue with DataHaven which could lead to a collaboration where DataHaven develops regional data for SCRCOG and SCRCOG maps DataHaven's data using our GIS system. SCRCOG has also begun conversations with UI, RWA, the Gas Company and GNHWPCA to coordinate our GIS systems by sharing data and saving costs.
- (5) The other state grant about to start is for the development of an Inter-Municipal Shared Services/ Operations Feasibility Study. This study should be completed by the end of the calendar year. It will place SCRCOG in a good position to apply for implementation funds under the Regional Performance Incentive grants due on December 31, 2013 or to utilize some of the additional state funding to be provided by new state statutes to COGs. One of the aspects of the Shared Service Study is to study the feasibility of the "bundling" of planned purchases by the individual cities and towns. SCRCOG has a Purchasing Consortium which relies upon bidding certain products commonly used by municipalities and allowing towns to piggyback on those bids. SCRCOG and CRCOG are discussing the possibility of combining both aspects of purchasing into a CRCOG-SCRCOG purchasing consortium. CRCOG is about to start a back office shared services study. SCRCOG and CRCOG have agreed to share information gleaned from SCRCOG's Shared Services Study and CRCOG's back office service study.
- (6) SCRCOG's ongoing collaboration with the State DOT leads us to a variety of interesting projects in the coming months and years. The planned devolvement of responsibility to the regions for projects under the Urban Program will mean that SCRCOG will need to be involved in project management of local road projects. Stephen Dudley has been intensely involved in a small DOT committee working on the implementation of this program which may begin as soon as Fall 2013. SCRCOG is thereby well-positioned to move forward with this major change in the DOT-SCRCOG relationship. We have had discussions with DOT to extend a TOD Market Analysis focused on the existing and proposed train stations along the New Haven-Hartford-Springfield Rail Corridor. CRCOG has used funding from its Sustainable Communities grant to fund the market study for stations in its jurisdiction. Discussions are on-going with DOT about the

possibility of funding directly from DOT to conduct the analysis for Meriden, Wallingford, North Haven and New Haven. Another alternative is to fund the project with UPWP funds and include those existing and planned train stations along the Metro North and Shoreline East rail lines as well. An existing UPWP study which is approaching completion is a study of Mobility Management Alternatives. There is a recognized need for coordination of the many paratransit providers and programs in the region. The study recommends creating a centralized database, website and person to call for resolution of issues to be embodied in a Mobility Manager who would be paid by federal funds currently unused by the state. This possibility is being further refined with a description of duties and budget and will be presented to the SCRCOG Board soon if it continues to appear to be feasible.

- (7) The NY-CT Sustainable Communities Consortium is producing both a Fair Housing Equity Assessment and a Climate Resilience Study which may form the basis of studies to be conducted which focus specifically upon our region.
- (8) Several of the COGs, the Community Foundations of Greater New Haven and Hartford, as well as the Knight Foundation have had discussions regarding the providing of Customer Relations Management (CRM) software such as SeeClickFix for a free trial period of several years for those municipalities wishing to participate. A similar program was launched in Massachusetts with great success.
- (9) The SCRCOG Director and Staff have kept themselves well-informed through forums, webinars and reading with developments in the areas of solid waste, recycling, composting, stormwater and watershed planning, and energy efficiency and climate change. We have completed a Greenhouse Gas Inventory of the region. We would like to develop a Regional Climate Action Plan once we identify a source of funding.

Many potential projects are in early stages of development. We will, of course, present any such proposals to the SCRCOG Board for approval before proceeding to implement of any project. The recently approved statutes relating to Regional Planning Organizations lists 25 regional services that may be provided, without limitation, by COGs, including: Engineering, inspection and planning, economic development, public safety, emergency management, animal control, land use management, tourism promotion, social, health, education, data management, regional sewerage, housing, computerized mapping, household hazardous waste collection, recycling, public facility siting, coordination of master planning, vocational training and development, solid waste disposal, fire protection, regional resource protection, regional impact studies, and transportation. This is a broad mandate. Under the new statutes, COGs must report to OPM beginning January 1, 2014, and annually thereafter, describing “any regional program, project or initiative provided or planned by such regional council of governments.” SCRCOG’s unique Shared Services Study, its development of a regional GIS program, and the experience and training of the director and staff in many areas of government services and operations should position SCRCOG well for the coming challenges of facilitating and/or providing regional services.





SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

*Planning for Our Region's Future*

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

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Carl J. Amento, Executive Director

## SCRCOG STAFF SALARY RECOMMENDATIONS FOR FY 2013-14

To: Joint meeting of Executive and Personnel Committees

By: Executive Director Carl Amento

Date: June 26, 2013

My recommendation of a 3% increase for all staff members is based upon the excellent performance evaluations of all of their work.

The staff has worked very well as a team, has cross-trained to cover for and back up each other, and has taken on more responsibilities. We no longer employ any staff devoted to clerical work, so that each staff member does their own clerical work and the office-wide clerical work has been divided up among the staff members. Attached is a breakdown of work tasks and how they are assigned.

SCRCOG has obtained two federal grants---the HUD Sustainable Communities Regional Planning Grant and the FEMA Regional Hazard Mitigation Planning Grant--- and two state grants---the Regional Performance Incentive Grants for the GIS Program and a Shared Services Study----resulting in greater workloads for staff. SCRCOG is also supervising the Regional Foreclosure Prevention program.

SCRCOG EXECUTIVE DIRECTOR SALARY RECOMMENDATION FOR  
FY2013-14

To: Joint meeting of Executive and Personnel Committees

By: Executive Director Carl Amento

Date: June 26, 2013

I am requesting a 3.0% salary increase for the Executive Director's salary based upon performance, new programs and comparable salaries paid to executive directors at other Connecticut RPOs. The 3.0% salary increase is the same as that requested for the SCRCOG staff. This request would increase the Executive Director salary from \$102,500 to \$105,575.

The salary increase request is based upon performance in maintaining a virtually flat operating budget, increasing programming with new grants and initiatives, and creating a smooth functioning staff that works well as a team and exhibits increased productivity and morale.

SCRCOG has obtained two federal grants---the HUD Sustainable Communities Regional Planning Grant and the FEMA Regional Hazard Mitigation Planning Grant--- and two state grants----the Regional Performance Incentive Grants for the GIS Program and the Shared Services Study----resulting in greater workloads for staff. SCRCOG is also supervising the Regional Foreclosure prevention program.

Please consider the requested salary increase and determine whatever you consider to be fair.

## SCRCOG Tasks

	<b>Supervisor</b>	<b>Point Person</b>	<b>Backup</b>
Administrative		Carl	Al/ Steve
Finance	Carl	Al	Chris
Budget		Carl/Al	Steve
Agendas/Minutes		Carl	Jim/Chris
Legislation		Carl/Chris	Eugene
Public Relations		Carl	Staff
Website	Carl	Chris	Jim
Technology	Carl	Jim	Chris
Census Data	Carl	Chris/Eugene	
Mail/Clerical	Carl	Chris	Jim/Eugene
Transportation	Carl	Carl/Steve/Jim	Chris
Transit	Carl	Carl/Jim/Steve	Chris
Land Use Planning	Carl	Eugene	Chris
Regional Planning Commission	Carl	Eugene	Chris
Environmental/Energy Initiatives	Carl	Chris	Eugene
Foreclosure Prevention Project	Carl	Eugene	Chris
Sustainable Communities Grant	Carl	Eugene/Chris	
FEMA Hazard Mitigation Grant	Carl	Eugene/Chris	
GIS Project	Carl	Eugene/Chris	
Shared Services Study		Carl	Eugene/Chris
Emergency Preparedness	Carl	Steve/Al	Chris
Housing		Carl/Eugene	Chris
Solid Waste/Recycling		Carl/Eugene	Chris

## EXECUTIVE DIRECTOR SELF-EVALUATION

JUNE 26, 2013

Article VII SCRCOG By-Laws: “Any salary increase for the Executive Director shall be determined in conjunction with the annual budget and shall be based upon the Executive Director’s performance with regard to the approved work program and its review and assessment of the Executive Director’s self-evaluation.”

FY 2010-11, 2011-12 and FY 2012-13 approved Goals and Work Plans are attached.

The By-Laws do not refer to a contract with the Executive Director. I signed a three and one-half year employment contract with SCRCOG on January 27, 2010. That contract expires on June 30, 2013. I started work at my position as Executive Director on January 11, 2010. Until June 30, 2010, I was completing the 3 year contract term of my predecessor who had retired. My salary for the completion of my predecessor’s term was at an annual rate of \$93,250. As of July 1, 2010, when I began a three -year term as Executive Director, my salary was increased to \$100,000, which is what I was offered when I accepted the position. On July 1, 2011, I received no increase in salary, and on July 1, 2012 I received a \$2,500 increase in salary to my current salary of \$102,500.

I believe that I should receive whatever increase in salary the Board deems appropriate for FY 2013-14. I have requested a 3% increase for my staff and myself.

I believe that I should receive a new 3-year contract to continue in my position of Executive Director of SCRCOG because I have successfully managed the office by maintaining the same low municipal dues, garnered almost \$1 million in new grants to provide more services to our members, managed the agency’s finances in a prudent and cost-effective manner, maintained the high quality of services to our members in our traditional service areas of transportation and land use, and created a productive, team-oriented work environment for our staff.

### **Same low dues, more services—almost \$1 million more in grant revenue!**

Dues remain at \$0.27 per capita, lowest in the state

New Services:

Regional ROOF Foreclosure Prevention Program

Awarded portion of \$3.5 million NY-CT Sustainable Communities Planning Grant

Awarded \$300,000 FEMA Multi-Jurisdiction Hazard Mitigation Grant

Awarded \$590,000 Regional Performance Incentive Grant to create Regional GIS Program

Awarded \$54,000 Regional Performance Incentive Grant to conduct Inter-Municipal Shared Services Feasibility Study

Hosted Regional Transit Forum with GNHTD

Hosted Regional Housing Forum with Partnerships for Strong Communities

Created Regional Collective Bargaining database

Launched new SCRCOG website and new logo

Annual Reports brought up to date and posted on website

### **Administrative savings!**

My first budget, FY 2010-11, reduced operating expenses by \$61,000 or 7% over the previous year.

New Aetna Health Insurance Plan for employees, instituted in June 2010, saved over \$90,000 from the quote for the existing coverage.

New dental insurance and long-term disability plan for employees still results in benefit payments lower than FY 2009-10, match benefits given by other CT RPOs and improve employee morale and security

For FY 2010-11, employees increased contributions to insurance benefits from 7% to 10%

Longevity pay was eliminated for all employees except for one employee who was “grandfathered”

New 5-year lease in 2010 resulted in a 5% reduction in rent

Fit-out of three new offices for REX at no cost

New VoIP phone system allows for direct lines to each staff member at much lower cost than previous system

Staff reduced from 6.5 FTE to 6FTE, no clerical workers

Technology upgraded, remote mobile access to emails, calendars and work documents enabled

Flat operating budgets and clean audits

### **Recognitions!**

Draft Federal Certification Review commends SCRCOG’s work

Executive Director appointed by Speaker of the House to CT Advisory Commission on Intergovernmental Relations

SCRCOG Hazard Mitigation Plan presented at Association of State Flood Plain Managers Convention

2013 Transportation ACE Award of Merit from CT Society of Civil Engineers for Regional School Bus Study

2010 Celebrate Connecticut Award from CT Economic Resource Center, Inc.

## **CARL J. AMENTO**

4 Pheasant Lane, Hamden, CT 06518

(203) 444-1782

[camento@gmail.com](mailto:camento@gmail.com)

### **WORK EXPERIENCE:**

#### **Executive Director, *South Central Regional Council of Governments (2010-Present)***

Manage Regional Planning Organization (RPO) serving 15 cities and towns in Greater New Haven area. Provide transportation and land use planning. Pursuing new opportunities for regional collaboration and provision of services. Reduced operating expenses and reduced payroll while increasing staff capacity and productivity. Awarded portion of \$3.5 million Sustainable Communities Regional Planning Grant as part of consortium with New York City, Long Island, Lower Hudson Valley and Southwestern Connecticut RPOs. Awarded \$300,000 FEMA Hazard Mitigation Planning Grant. Awarded \$650,000 for Regional Performance Incentive Grants to create Regional Web-Based GIS Program and for Intermunicipal Shared Services Study. Partnered with Greater New Haven Transit District to produce Regional Transit Forum. Collaborated with Partnership for Strong Communities to produce Regional Housing Forum. Partnered with The ROOF Project to launch regional foreclosure prevention program.

#### **Adjunct Professor (part-time), *University of New Haven, Graduate School, Public Administration (2013-Present)***

Teach courses in Public Administration, Public Policy and Social Change

#### **Deputy and Assistant Corporation Counsel, *City of New Haven (2006-2010)***

Represented Economic Development, Livable City Initiative, Tax Collector and Assessor's Offices. Completed contracts and closing for 360 State Street mixed-use project, including \$9.9 million state grant and \$3.1 million HUD grant. Completed contracts and closing for Gateway Community College project, including \$10 million state grant. Worked with State Election Enforcement Commission and Board of Aldermen in drafting Democracy Fund Ordinance for public financing of mayoral elections. Drafted Elderly Tax Freeze and new Anti-Blight and Property Maintenance Ordinances.

#### **Mayor, *Town of Hamden (1999-2005)***

Elected to three two-year terms as Chief Executive Officer of community of 58,000 residents with 435 employees and \$150 million annual budget. Involved in budgeting, public finance, departmental administration, personnel matters and labor negotiations, land use planning, economic development, environmental remediation, energy conservation, construction project management, grant writing, technology improvements, diversity initiatives and state and federal legislative lobbying. Secured over \$13 million for town in state and federal grant assistance as well as \$50 million in school construction grants. Planned and constructed new Hamden Middle School, and Spring Glen and Bear Path elementary schools. Restored 1935 High School "MOM" Building and completed new athletic complex. Purchased office building and converted it into Hamden Government Center to house all Town's administrative offices. Extended Farmington Canal Greenway. Converted 9-hole golf course to 65 acres of open space for use as Town Green for concerts, events and recreational fields. Established 8 new citizens' commissions: Veterans, Human Rights & Relations, Historic Preservation, Natural Resources & Open Space, Technology, Clean & Green, Recycling & Solid Waste and Energy Use & Climate Change. Actively participated in the settlement among responsible parties regarding soil contamination found in Newhall neighborhood. Negotiated creation of new regional entity, Greater New Haven Water Pollution Control Authority, with three other municipalities. Oversaw production of the Town Plan of Conservation & Development, revised zoning and wetland regulations, and purchased over 250 acres of open space for preservation.

#### **Private Practice Attorney, *Springfield, MA, New Haven and Hamden, CT (1978-1999)***

Associate attorney with Bulkley Richardson & Gelinas and Tyler, Cooper & Alcorn. Senior Partner at Amento, Kopetz & D'Angelo, Amento & DePrimo and Amento & Ryder. General practice focused on real estate and land use law, administrative law and civil litigation.

#### **Assistant Town Attorney (part-time), *Town of Hamden (1983-1985, 1989-1991)***

#### **Law Clerk to the Justices of the Superior Court, *Commonwealth of Massachusetts (1977-1978)***

#### **Social Studies Teacher, *Brockton High School, Brockton, MA (1973-1974)***

#### **Political Reporter, *The Daily Journal, Caracas, Venezuela (1970-1971)***

## **COMMUNITY SERVICE:**

Board Member, DataHaven (2013-Present)  
Steering Committee Member, Partnerships for Strong Communities (2010-Present)  
Executive Board Member, Rideworks of Greater New Haven (2010-2011)  
Board Member, REX Development (2010-Present)  
CEO Committee Member, Department of Emergency Services & Public Protection, Region 2 (2010-Present)  
Secretary (2011- present) & Board Member, Yale Club of New Haven (2009-Present)  
Board Member, United Way of Greater New Haven (2009-Present)  
President (2005-2006) & Board Member, CT Coalition for Justice in Education Funding (2005-2010)  
Officer, BPOE Elks Lodge #2224 (2006-2010)  
Guest lecturer at SCSU, UNH and QU on public finance, ethics and public administration (2004-2011)  
Secretary (2005), Treasurer (2004) & Board Member, South Central Regional COG (1999-2005)  
Secretary (2003-2005) and Board Member, C-MED New Haven (2000-2005)  
Executive Committee Member, Regional Workforce Alliance (2002-2005)  
Policy Board Member, CT Resource Recovery Authority, Wallingford Project (2000-2005)  
Elected Council member-at-large, Hamden Legislative Council (1997-1999)  
Founding Board Member, Teen Challenge of New Haven (1996-1999)  
Commissioner, Hamden Economic Development Commission (1991-1995)  
President (1994-1995) & Board Member, Eli Whitney Museum (1990-2000)  
President (1990-1993) & Board Member, Hamden Italian Festival (1984-1995)  
President (1989-1990) & Board Member, UNITAS Club (1985-1991)  
President (1987-1988) & Board Member, Hamden Chamber of Commerce (1983-1990)  
President (1986-1987) & Board Member, Hamden Regional Adult Day Care Center (1985-1991)  
Board Member, American Red Cross (1971-1972)  
First Aid Instructor in Central America, American Red Cross (1969)

## **AWARDS:**

Notable Citizen Award, Hamden Chamber of Commerce (2006)  
One of 45 mayors selected nationally for Mayors' Global Warming Summit in Sundance, Utah (2005)  
Award of Distinction, Hamden High School Human Relations Club (2004)  
Rev. Howard Nash Community Leadership Award for Interracial Dialogue Project (2003)  
Special Recognition, United Illuminating Company for energy conservation initiative (2002)  
CT Energy Conservation Award, CT Energy Conservation Management Board (2001)  
Hamden Notables Award, Hamden Library Board (1994)

## **EDUCATION:**

**Juris Doctor, cum laude, *Boston College Law School (1977)***

President, Boston College Legal Assistance Bureau (1976-1977)

Commencement Prize for Excellence in Clinical Programs

**Master of Arts in Teaching in Secondary Education, *Harvard Graduate School of Education (1973)***

Practice teacher in Boston, MA and course work at M.I.T.

**Bachelor of Arts, cum laude, in Political Science, *Yale University (1972)***

Selected as one of 15 students to participate in Yale-Carnegie Corporation Five-Year B.A. Program spending year abroad in Venezuela as political reporter