



DATE: January 4, 2011

TO: Commission and Board Members

FROM: Charlie Baker, CCRPC Executive Director  
 Michele Boomhower, CCMPO Executive Director  
 Frank Cioffi, GBIC President

SUBJECT: CHITTENDEN COUNTY REGIONAL COOPERATION  
 PROGRESS REPORT AND PLAN

**“MEETING THE CHALLENGE”**

Our three regional organizations have been cooperating in ways small and large for many years. In an effort to more formally communicate our joint efforts and progress, we have developed this report to keep all interested parties up to date. We will also use this report as a way to track our efforts and progress in addressing the Challenges for Change legislation adopted in May 2010. In particular, this document will address the CCRPC and CCMPO consolidation effort. We view the challenges presented as an opportunity for making improvement in our region and therefore have labeled this report, “Meeting the Challenge.” This report is a “living” document and will be constantly revised as we make progress. **Changes from the prior document are highlighted in yellow. Key action items are highlighted in green.**

Consistent with the Challenges for Change legislation, GBIC will coordinate work program efforts with CCRPC and CCMPO and will also aggressively seek to find a location to co-locate and serve as a Chittenden County Regional Resources Center. Conceptually, the Center would be the home of GBIC, LCRCC, CCRPC, CCMPO, VEDA, SBDC, VMEC and other organizations critical to the economic and community planning and development needs of the municipalities and people of Chittenden County. In this effort, we will need to balance the need for a downtown location for visitors with parking demands and budget constraints.





This document is organized by month with responsible parties and topic areas such as co-location, administration, board governance, staff, and plans, policies and programs noted. The

activities and target months will evolve as this effort progresses. This document will be revised as needed to reflect accomplishments, new or different activities, and scheduling changes.








Proposed activities in consolidation or co-location will be evaluated by the following factors:

1. Accountability to the Chittenden County municipalities
2. Impacts on programs and services to region, municipalities, employers (effectiveness)
3. Direct cost savings
4. Impact on staff time investment (efficiency)

Each activity is categorized by a symbol as follows:

-  = Governance
-  = Co-location
-  = Administration and Personnel
-  = Plans, Programs and Services















**Living Plan – subject to change**
















Target Month	Activity	Responsible Party
Since 1968	<input checked="" type="checkbox"/>  CCRPC and GBIC have reciprocal board membership	GBIC, CCRPC Boards
Since 1980	<input checked="" type="checkbox"/>  GBIC has been co-located with the Lake Champlain Regional Chamber of Commerce (LCRCC) and with the WIB, SBDC, VMEC, VEDA and the Vermont Convention Bureau. There is a five year lease expiring in 2014.	GBIC/LCRCC and other Boards
Since 1983	<input checked="" type="checkbox"/>  CCRPC and CCMPO have reciprocal board membership	CCRPC, CCMPO Boards
Since 2002	<input checked="" type="checkbox"/>  CCMPO and CCRPC have been co-located. In 2009 we relocated to a 25% smaller office and achieved annual savings of \$40,000. There is a five year lease expiring in 2014.  <input checked="" type="checkbox"/>  CCMPO and CCRPC share one computer and phone network while maintaining separate phone numbers. Costs could be further reduced by sharing phone and fax numbers.	CCRPC/CCMPO Boards  CCRPC/CCMPO EDs and staff
Since 2003	<input checked="" type="checkbox"/>  Executive Directors of CCMPO, GBIC, CCRPC, and LCCC meet quarterly	Executive Directors (EDs)
March 2007	<input checked="" type="checkbox"/>  Adopted nearly identical Personnel Policies	CCMPO/CCRPC Executive Committees
















**MEETING THE CHALLENGE**

**1/4/11**

September 2009	☑ ☺ Appointed a Joint Compensation Subcommittee	CCRPC/CCMPO Chairs
December 2009	☑ 📖 Board Development Retreat on MPO Basics, Board Member Involvement & Governance	CCMPO Board with CCRPC Representation
April 2010	☑ ☺ Completed a joint Total Compensation Study	CCMPO/CCRPC Executive Committees
May 2010	☑ ☺ Purchased a common project management software tool	CCRPC/CCMPO EDs
June 2010	<p>☑ 📖 Request UVM research on governance models</p> <p>☑ 📖 Board Development Retreat – Report out on internal/external interviews &amp; questionnaires in response to December 2009 Retreat outcomes</p> <p>☑ 📖 Approve the “Meeting the Challenge” report</p> <p>☑ 📖 Appoint a Joint Subcommittee on Consolidation</p> <p>☑ 📁 Review grant application guidelines for comprehensive regional sustainability grant from HUD/EPA/USDOT</p> <p>☑ 📁 Draft revised Municipal Plan, Bylaw, and Permit/Act 250 review procedures that include CCTA</p>	<p>CCRPC/CCMPO EDs and staff</p> <p>CCMPO Board with CCRPC Representation</p> <p>CCMPO/CCRPC Joint Executive Committee</p> <p>CCMPO/CCRPC Joint Executive Committee</p> <p>CCRPC/CCMPO EDs and staff</p> <p>CCRPC/CCMPO EDs and staff</p>
July 2010	<p>☑ 📖 Review research on MPO/RPC board models</p> <p>☑ 📁 CCRPC and GBIC enter into separate contracts with <b>Agency of Commerce and Community Development</b> (ACCD) similar to FY10 contracts for period through January, 2011</p> <p>☑ 📁 Complete Regional Police Services Inventory and Resources Study</p> <p>☑ 📁 Completed annual report and first version of Performance Measure Report per ACCD Contract</p>	<p>CCRPC/GBIC EDs and staff</p> <p>CCRPC and GBIC EDs</p> <p>CCRPC ED</p> <p>CCRPC/GBIC EDs and staff</p>
August 2010	☑ 📖 Review board governance model options and narrow to short list	UVM, CCMPO/CCRPC/GBIC EDs and staff

	<ul style="list-style-type: none"> <li>☑  Entered into joint contract with Cope &amp; Associates to facilitate consolidation efforts</li> <li>☑  Prepare and present a detailed plan for implementing the short list of board governance options to the Joint Executive Committee</li> <li>☑  Recommend approval of the plan for implementing the short list of board governance options to the CCMPO and CCRPC boards</li> <li>☑  GBIC and CCRPC jointly notify ACCD of interest in applying for the performance contract starting in February, 2011</li> <li>☑  Apply for comprehensive regional sustainability grant from HUD/EPA/USDOT</li> <li>☑  Accept the CCMPO/CCRPC Total Compensation Study &amp; Harmonize Personnel Policies</li> </ul>	<p>CCMPO/CCRPC Executive Committees</p> <p>CCRPC/CCMPO EDs and staff</p> <p>CCMPO/CCRPC Joint Executive Committee (8/31)</p> <p>CCMPO/CCRPC/GBIC EDs and staff</p> <p>CCRPC/GBIC EDs</p> <p>CCMPO/CCRPC Executive Committees</p>
<p>September 2010</p>	<ul style="list-style-type: none"> <li>☑  Consider and decide upon RPC/MPO Consolidation Plan options and outreach efforts</li> <li>☑  Present RPC/MPO Consolidation Plan recommendations to municipalities</li> <li>☑  GBIC and CCRPC to explore and pursue opportunities for more coordinated service delivery and reductions in operating costs of each regional service provider.</li> <li>☑  Develop a joint work program and jointly apply for performance contract for economic development and planning for period February, 2011 through June, 2012</li> <li>☑  Prepare a 1 page summary of CCMPO/CCRPC/GBIC work programs</li> <li>☑  CCRPC and GBIC executed a memorandum of understanding to support appropriate work program efforts of the other organization</li> <li>☑  Decide upon follow-up steps to Regional Police Services Inventory and Resources Study – no action</li> </ul>	<p>CCRPC/CCMPO Joint Board meeting (9/7)</p> <p>CCRPC/CCMPO EDs and Consolidation Subcommittee</p> <p>CCRPC/GBIC Joint Board meeting 9/21</p> <p>CCRPC/GBIC EDs and staff</p> <p>CCRPC/CCMPO/GBIC EDs and staff</p> <p>CCRPC/CCMPO/GBIC EDs and staff</p> <p>Municipalities</p>
<p>October 2010</p>	<ul style="list-style-type: none"> <li>☑  Present Consolidation Plan recommendations to municipalities – completed on October 18th</li> </ul>	<p>CCRPC/CCMPO EDs and Consolidation</p>

	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/>  Consider municipal feedback and make Consolidation Plan recommendations to Joint Board</li> </ul>	<p>Subcommittee</p> <p>CCRPC/CCMPO Joint Executive Committee (10/27)</p>
November 2010	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/>  Finalize Consolidation Plan of action</li> <li><input checked="" type="checkbox"/>  Host Legislative Open House</li> </ul>	<p>CCRPC/CCMPO Joint Board meeting (11/3)</p> <p>CCMPO/CCRPC EDs and Boards (11/17)</p>
December 2010	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/>  Finalize Consolidation Plan report for Legislature, copy to all board members for feedback and conduct one on one outreach as needed</li> <li> Conduct one on one outreach: Legislators, AOT, ACCD, CSWD, CCTA, WIB, CWD, WPD, District Environmental Commission, DOL, ANR, Winooski RCD, NRPC, ACRPC, CVRPC to inform and identify opportunities as needed</li> <li><input checked="" type="checkbox"/>  Complete and present Regional Services Analysis as requested by Senator Illuzi and Representative Botzow</li> </ul>	<p>CCMPO/CCRPC EDs &amp; Joint Executive Committee (12/13/10)</p> <p>CCRPC/CCMPO EDs</p> <p>VAPDA</p>
January 2011	<ul style="list-style-type: none"> <li> Present Consolidation Plan and progress to Legislature</li> <li> Review presentation to Legislature and progress on Consolidation Plan</li> <li> Commence Performance Audit(s) of RPCs statewide</li> <li> Initiate Joint UPWP Committee effort with CCMPO and CCRPC committee members</li> <li> Initiate review of a joint CCMPO/CCRPC budget</li> </ul>	<p>CCMPO/CCRPC EDs</p> <p>CCRPC/CCMPO Joint Board (1/19)</p> <p>NADO and RPCs</p> <p>CCRPC and CCMPO Chairs and Boards</p> <p>CCRPC/CCMPO Joint Finance Committee</p>
February 2011	<ul style="list-style-type: none"> <li> Review Draft Bylaws</li> </ul>	<p>CCMPO/CCRPC Joint Executive Committee</p>
March 2011	<ul style="list-style-type: none"> <li> <b>Revise Consolidation Plan as needed and make final recommendations to municipalities</b></li> <li> Present any potential legislation or legislative changes to the Legislature</li> <li> Review Draft Bylaws</li> </ul>	<p><b>CCRPC and CCMPO Boards</b></p> <p>CCMPO/CCRPC EDs and Boards</p> <p>CCRPC/CCMPO Joint</p>

	<p> Act on Consolidation Plan recommendations, as needed</p>	<p>Board</p> <p>Municipalities</p>
April 2011	<p> Act on Consolidation Plan recommendations, as needed (continued)</p>	<p>Municipalities</p>
May 2011	<p> Act on Consolidation Plan recommendations, as needed (continued)</p> <p> Act upon Draft Bylaws</p> <p> Approve a joint unified planning work program, including integrating CCMPO and CCRPC and referencing GBIC tasks</p> <p> Complete Performance Audit of RPCs statewide and present to RPC Boards</p> <p> Act upon joint CCMPO/CCRPC budget</p> <p> Evaluate opportunities to either reduce municipal dues or further leverage those investments to bring needed federal investments into the region</p> <p> Adopt one common Personnel Policy including identical salary ranges and employee benefits effective July 1, 2011 – moved from 12/10</p>	<p>Municipalities</p> <p>CCRPC/CCMPO Joint Board</p> <p>CCMPO/CCRPC Joint Board</p> <p>NADO</p> <p>CCRPC/CCMPO Joint Board</p> <p>CCRPC/CCMPO EDs and staff</p> <p>CCMPO/CCRPC Executive Committees</p>
June 2011	<p> Adopt Comprehensive Economic Development Strategy</p> <p> Adopt revised Municipal Plan, Municipal Bylaw, and Permit/Act 250 review procedures that include CCTA</p>	<p>GBIC and CCRPC Boards</p> <p>CCRPC and CCMPO Boards</p>
July 2011	<p> Revise CCRPC and CCMPO Bylaws and MOUs as needed</p> <p> Adopt Metropolitan Transportation Plan Update</p> <p> Depending on the governance decision, implement an appropriate management structure</p> <p> Depending on the governance decision, the CCMPO and CCRPC staffs may consolidate. Develop a transitional staffing plan, if needed.</p>	<p>CCRPC and CCMPO Boards</p> <p>CCMPO Board</p> <p>CCMPO/CCRPC Executive Committees</p> <p>CCRPC and CCMPO Boards</p>

	<p>☺ Start cross training of financial staff with the long term intention of consolidating this function. Any consolidation would coincide with staff or board merger. It will remain important that all revenue streams are separately accounted for as programs are delivered</p> <p>☺ Consider obtaining common vendors, payroll providers, retirement plan consultants, insurance, workers compensation, audits, legal, etc.</p> <p>☺ Develop a joint public awareness and involvement program (branding, website, newsletters, press releases)</p>	<p>CCMPO/CCRPC EDs and staff</p> <p>CCMPO/CCRPC EDs and staff</p> <p>CCMPO/CCRPC EDs and staff</p>
January 2012	<p>📖 Present any legislative changes agreed to by municipalities to Legislature for action if needed</p>	CCMPO/CCRPC EDs and Boards
May 2012	<p>📖 Take any final actions that were contingent upon the adoption of legislation</p>	Municipalities and CCRPC/CCMPO Boards
July 2012	<p>📁 Adopt Regional Plan Update (subject to change based on new 2014 deadline)</p>	CCRPC Board
Ongoing	<p>📍 It has been a regional goal to find a suitable and cost effective location to create a Chittenden County Regional Resources Center. Conceptually, this would be the home of GBIC, LCRCC, CCRPC, CCMPO, VEDA, SBDC, VMEC and other entities critical to the economic and community planning and development needs of the municipalities and people of Chittenden County. Finding an affordable site in the City of Burlington with parking has been a challenge. We will continue to look for a location in which we can all co-locate.</p>	GBIC/CCRPC/CCMPO EDs and staff