

2020 CCRPC Board Training

Part 2:
voting, budget,
transportation project process

Membership

- Board Membership in Chittenden County Regional Planning Commission is as follows:

Bolton	Buel's Gore
Burlington	Charlotte
Colchester	Essex
Essex Junction	Hinesburg
Huntington	Jericho
Milton	Richmond
St. George	Shelburne
South Burlington	Underhill
Westford	Williston
Winooski	
Vermont Agency of Transportation (VAOT)	US Federal Highway Administration (FHWA)
Agriculture	Industrial/Business
Socio-Economic-Housing)	Conservation/Environmental
Burlington International Airport (BIA)	Federal Transit Administration (FTA)
Chittenden County Transportation Authority (CCTA) dba Green Mountain Transit	Railroad Industry

Voting – MPO Business

- MPO business is defined comprehensively to include all activities undertaken by the Chittenden County Regional Planning Commission to carry out its responsibilities and authority as a metropolitan planning organization.
- MPO voting. When conducting MPO business, the voting power of the Chittenden County Regional Planning Commission shall consist of a total of 24 votes apportioned as follows:

Municipality	Votes	Municipality	Votes
Bolton	1	Burlington	4
Charlotte	1	Colchester	2
Essex	1	Essex Junction	1
Hinesburg	1	Huntington	1
Jericho	1	Milton	1
Richmond	1	St. George	1
Shelburne	1	South Burlington	2
Underhill	1	Westford	1
Williston	1	Winooski	1
VT Agency of Transportation	1		

Voting – MPO Business con't

- Municipalities that are incorporated shall each have at least one vote. A majority of the voting power (i.e. 13 of 24 votes) shall constitute a quorum for the transaction of MPO business at meetings. A majority of the voting power (i.e. 13 of 24 votes) and a majority of the municipalities (10 of 18) is required to adopt or amend MPO business.
- Notwithstanding the need to make adjustments as a result of official corrections to the decennial census urbanized area boundary, the Chittenden County Regional Planning Commission shall review, and amend as it deems appropriate, its voting mechanisms and voting distribution for the purposes of MPO business within one year of the publication of each decennial census urbanized area boundary.

Voting – All Other Business

- For the purposes of voting on all other business, including elections, FHWA, VAOT, CCTA, Railroad Industry, FTA and BIA are non-voting Board members.
- A majority of the total of Municipal and Regional Board members shall constitute a quorum for the transaction of all other business at meetings of the Chittenden County Regional Planning Commission unless otherwise noted.
- Each Board member has one vote.
- Only Municipal Board members shall vote on approving municipal plans and planning processes per 24 V.S.A. § 4350.

Understanding Our Budget

Yes, it is Possible!

FY2020 Budget

To the right is a picture of our FY20 Budget.

It is balanced, but you probably can't see that because it's pretty small.

That's why you have a handout of the FY20 Adopted Budget in front of you.

Chittenden County RPC Program Revenue	ADOPTED FY20
	FY20
Municipal - Regional	
Regional Planning Grant - ACCD	\$379,620
direct	\$8,000
Local/Town Dues (exclusive of MPO match)	\$20,306
GIS Revenue	\$1,000
Interest Revenue	\$400
Other Revenue	\$500
Municipal Assistance	\$22,000
Bolton Valley CDBG - pending	\$30,720
Municipal/Regional Staff Total	\$454,546
Transportation	
MPO Transportation Staff Funding - FHWA, FTA, VTrans	\$1,424,126
Local Dues Match Staff	\$158,236
Regionally Matched Consultant/Dues	\$71,858
MPO - Expenses/Consultants/Locally Matched & Carry Forward - direct	\$2,265,386
Trans Prog Mgmt Services	\$0
Real Time Traffic - AID - FHWA	\$9,647
direct	\$150,000
Transportation Staff Total	\$1,592,009
Natural Resources & Energy	
Brownfields 2016 Petroleum	\$5,703
direct	\$20,000
Brownfields 2016 Hazardous	\$3,802
direct	\$10,000
Brownfields 2018 Petroleum	\$8,781
direct	\$40,000
Brownfields 2018 Hazardous	\$8,781
direct	\$50,000
Act 174 Municipal Energy Plan Training	\$0
RSEP/MS-4 Lead Agency Services	\$5,524
WQ Project Development: Direct-to-Lake and Lamoille Basins - ANR	\$2,762
Milton Stormwater Master Planning	\$1,841
direct	\$15,000
Project Scoping for 3+ Acre Parcels - WCA/ANR	\$2,762
604(b) Water Quality Project	\$3,636
Water Quality - Basin Planning - ANR	\$31,493
direct	\$218,507
Vermont Municipal Clean Streets Phosphorus Credit Project	\$1,841
direct	\$0
Water Quality Project Development & Implementation Block Grants	\$6,444
direct	\$86,000
Municipal Grants in Aid Pilot Program - ANR	\$17,785
Natural Resources Staff total	\$101,155
Emergency Management & Health	
Emer Mgmt Perf Grant - Chittenden - VEM	\$52,411
Local Emergency Ping Committee Administration	\$4,000
direct	\$500
Regional Prevention Partnership - VDH	\$12,901
direct	\$87,099
DEMHS MOU - DPS	\$0
Emergency Management Staff total	\$69,312
Subtotal - Operations Support	\$2,217,022
Subtotal - Project Consultant Revenue	\$3,022,350
Total Revenue	\$5,239,372

Expenses	ADOPTED FY20
	FY20
Direct Project Expenses	\$3,022,350
Personnel	
Salaries	\$1,269,620
Benefits	\$550,121
Worker's Comp Insurance	\$4,000
Recruitment	\$2,000
Education/Partnerships	
Employee Training & Conferences	\$20,000
Employee Training & Conferences Travel	\$11,000
Dues	\$14,000
Program Workshops/Meetings	\$12,000
Mileage	\$2,000
Electric Vehicles/CarShare	\$2,000
Communications/PR	\$20,000
Publications	\$500
Office & General Operations	
Rent	\$146,390
Audit/Accounting	\$20,500
Copier	\$15,000
Equipment & Software Maint	\$29,000
Depreciation	\$8,565
Supplies	\$6,000
Telephone/Internet	\$14,500
Postage	\$1,500
Equipment Purchase	\$15,325
Utilities	\$6,000
Uneligible	\$8,000
Insurance - General Liability	\$12,000
Janitor	\$5,000
Payroll Processing	\$3,000
Legal	\$5,000
Internal Consultants	\$12,000
Software Purchase	\$2,000
Reserve	\$0
Operations Support Expenses	\$2,217,022
Project Consultant Expenses	\$3,022,350
TOTAL EXPENSES	\$5,239,372
Excess/(deficit)	\$0

How Did We Come Up With This?



- The Unified Planning Work Program (UPWP) process is where the revenues and expenses are plugged in and ultimately budgeted – this process starts in the fall and culminates in an approved UPWP and Budget (fingers crossed) in May
- Many of the projects that make it into the UPWP, and therefore the budget, are driven by the applications made by our member municipalities and partners
- We may be the lucky recipients of Federal grant awards that we apply for
- The rest of the projects generally come from initiatives or ongoing programs at the State level that they need us to work on
- The *Project* or *Direct* Expenses (more on this later) are determined by the needs of each project and the funding available
- The *Non-project* Expenses (we'll get into this more too) don't change that much from year to year

Major Sources of Revenue

- **VTrans – MPO Funding**
 - The large majority of our funding each year – about 75%
 - \$4 million (including local and state match) out of our total budget of \$5.25 million
- **Agency of Commerce and Community Development (ACCD)**
 - Each Vermont RPC receives an ACCD contract each year to do regional planning. \$380,000 or 7%
- **Vermont Emergency Management (usually Federal dollars too)**
 - Emergency Management and Disaster Response. \$150,000 or 2%
- **Agency of Natural Resources**
 - water quality (mostly State dollars). \$400,000 or 8%
- **Municipal Dues**
 - Thanks! We match the Federal Transportation dollars with these. \$250,000 or 4%
- **Other Federal Dollars not passed through the State**
 - EPA for Brownfields work. \$150,000 or 2%

Our Expenses

- We have the same kind of operational expenses a small business might have
 - Personnel Costs (that's the biggie)
 - Rent
 - Insurance
 - Mileage
 - Equipment
 - Supplies
 - Utilities
 - Postage
 - You get the idea
 - We don't sell that much stuff or own property, so we don't really have any inventory or incur maintenance costs like a municipality might



Ok, time for a bit of Vocab



- **Match Row 16**
 - Most Federal grant programs and a lot of State ones require that we put in some of our own dollars or some equivalent of dollars (usually time) as a condition of receiving and using the funds – fun fact – this is where most of your Municipal Dues go
- **Direct [revenue] Row 18, or Row 25, or 46...**
 - Funds we receive to reimburse us for something we paid for or bought for a specific project – like an engineering consultant, mileage to meet with an engineering consultant, or a conference about traffic engineering
- **Operations Support Row 64**
 - This is reimbursement or payments that we receive for staff working on specific projects – billable hours
- **Project Consultant Revenue Row 65**
 - This is the summation of all the Direct Revenue (see 2nd bullet) that we think we'll receive in the fiscal year

And on the Expense Side?

- **Direct Project Expenses** Row 73 and 109
 - The other side of the Direct Revenue or Income. These are all the expenses we budgeted for paying consultants, mileage, or buying supplies, etc. for our projects. The amount we spend on Direct Project Expenses and the amount we receive from our funders in Direct [Income] should be the same
- **Operations Support Expenses** Row 108
 - These are expenses that we cannot charge directly to a project or a specific grant program. Therefore we must attempt to collect enough staff time reimbursement from our funders to also pay for things like rent, utilities, and liability insurance

How do we do that?

- **Indirect Rate?** See the history table starting on Row 115
 - Oh boy

Indirect Rate – Short Version

- Our Indirect Rate is a calculated percentage that we charge on a staff person's time that is in addition to the actual cost of their salaries and benefits
- The percentage is the cost of our Operations expenses distributed equally
- We only charge indirect on staff hours. Full stop.
- This method was created and designed by the Federal government to allow public organizations to *recover* their costs
- It is **not** a **profit** margin, it is designed to reimburse for actual costs – no more, no less
- We have an MOU with the Vermont Agency of Transportation that says they agree to review and approve our Indirect Rate Proposals if we calculate the rate properly, construct our proposals correctly, and submit them on time
- We are very thankful that VTrans agreed to do this for us!

How We Actually Get Paid



- Mostly on a monthly reimbursement basis
- A very large proportion of our revenue is reimbursed, which means we have to incur the expense and then get paid for those expenses later
- The Business Office spends a lot of time tracking and allocating expenses, then assembling them into invoices
- We have a lot of consultants, particularly in the Transportation Program, and a large portion of the revenue pays them
- Again, it's the billable hours. We have to work the hours on each of our projects or we won't be reimbursed by our funders

Tracking & Oversight



► The Board

- Board approves the UPWP, Budget, and Mid-Year Adjustment, and accepts the Audit each year

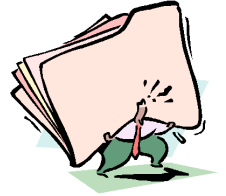
► Finance Committee

- per our Bylaws, “oversees the Chittenden County Regional Planning Commission finances and matters related to organizational finances...”
- The **Executive Committee** also gets involved with financial oversight – draft audit report review for example

► Financial Statements

- Balance sheet vs previous year
- Income against budget per month and for the year to date
- Cash position against projected per month and year to date
- Journal Entries

Who Keeps Track of Us?



- A Certified Public Accountant firm conducts an independent audit of our entire organization annually
- The annual Audit Report is presented to the Board each year for acceptance
- Because of the amount of Federal dollars we expend each year, we are also required to have a “Single Audit”
 - The Single Audit looks very closely at a specific Federal program or programs. Usually the Transportation Program in our case
- Each State and Federal agency that we receive funding from gets a copy of our Audit Report and has access to the Single Audit (national database)
- Federal funders can and will perform their own audits at their discretion
- Our Budget, Audit Reports, and Finance Committee minutes are all available on our website

Questions?

- This was a very quick and high-level run through.
- Please feel free to contact me to delve deeper into any of this.
- Thanks!
- Forest Cohen
Senior Business Manager
846-4490 x19
fcohen@ccrpcvt.org



Transportation Planning Processes

- Transportation projects are identified because of community needs
 - Address safety, capacity, connectivity, access to jobs, support housing, etc.
- Corridor Management Studies
 - Develop recommendations that could be move towards implementation or towards further scoping
- Scoping/Project Definition Studies
 - Initial phase of the Project Development Process

VTrans Project Development Process



Project Example #1: Exit 16

- Circulation Study finalized July 2009
- Scoping study finalized December 2011
 - Preferred Alternative: DDI & Other Intersection Improvements
- VTrans Project Milestones
 - Preliminary Plans, September 2012
 - Permitting, November 2016
 - Act 250 Permit Appeals - Ongoing legal case
 - Construction, scheduled 2020-2021



TO SOUTH EAST SOUTH
89 2 7
↓

EAST SOUTH
2 7
Winooski
↓

89 NORTH
St. Albans →

COLCHESTER HES NH 5600(14)
US ROUTE 7 SOUTHBOUND





COLCHESTER HES NH 5600(14)
US ROUTE 7 NORTHBOUND



VT 116 Potash Brook Culvert

FINAL SCOPING REPORT VT 116 POTASH BROOK CULVERT



SOUTH BURLINGTON, VERMONT

PREPARED FOR THE CHITTENDEN COUNTY
METROPOLITAN PLANNING ORGANIZATION

JANUARY, 2007

PREPARED BY:

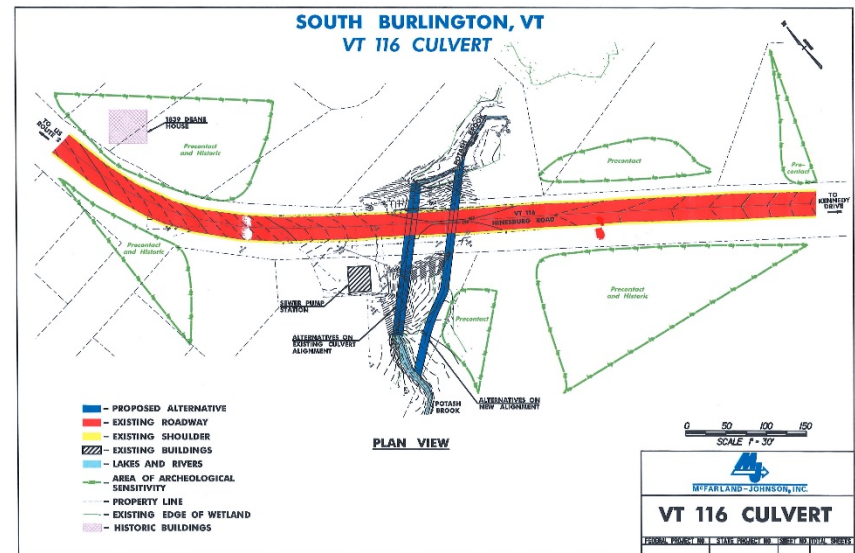


McFarland-Johnson, Inc.
Concord Center
10 Ferry Street, Unit 11
Suite 210
Concord, NH 03301



Chittenden County
Metropolitan Planning
Organization

- Scoping completed in January 2007
- 6 alternatives evaluated
 - Different culvert types
 - On or off alignment
 - Close road or maintain traffic



VT 116 Potash Brook Culvert

- Two Public Meetings
- Project added to the TIP in FY12
- Constructed in FY17
- Full road closure for 2 months



VT 116 Potash Brook Culvert



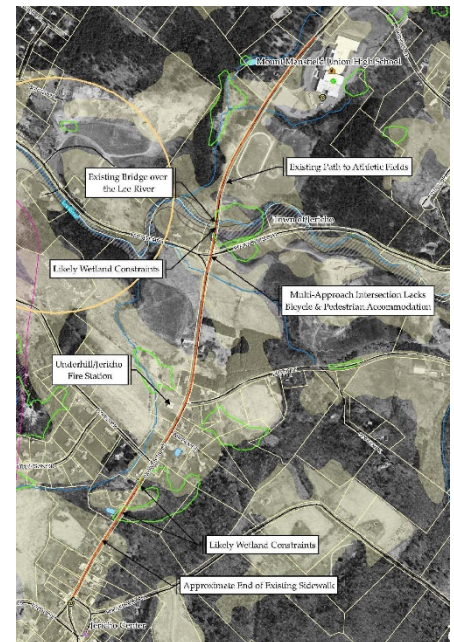
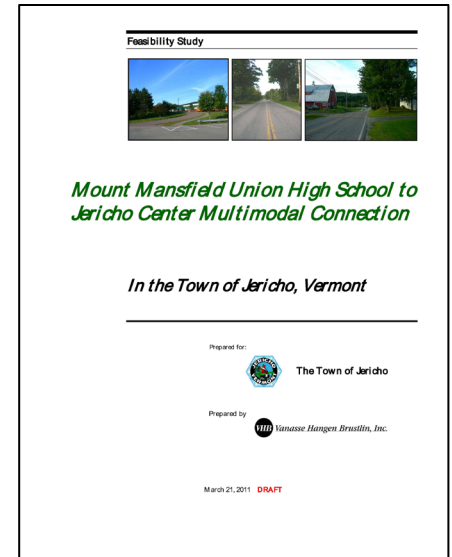
Jericho Center Multimodal Connection

2010 -- CCRPC funded a Feasibility Study.
Project divided into phases.

2012 Jericho awarded a Transportation Enhancement Grant for Segments 3 & 4 – Pratt Road to Town Center. Constructed in 2015.

2015 Jericho awarded a Bike/Ped Grant for Segment 2 – Ethan Allen Road to Pratt Road. Construction programmed for 2020.

Segment 1 – Mount Mansfield Union Highschool to Ethan Allen Road not yet programmed.



South Burlington, VT 116 Sidewalk

- Pre-2010, project scoping
- 2011 CCRPC Sidewalk grant for design and construction
- 2014 VTrans Bike/Ped Grant, additional for design and construction
- 2017 Construction



- Questions?
- Topics for next meeting?
- Thanks!