



MEMORANDUM

Date: February 23, 2020
To: Transportation Advisory Committee
From: Bonnie Waninger, Executive Director
Re: CVRPC FFY 2020 TPI Budget Adjustment 1 – Supplemental Information

✉ **ACTION REQUESTED:** Approve the FFY20 Transportation Planning Initiative (TPI) agreement budget adjustment.

This memo advises the TAC of changes to CVRPC's FFY20 Transportation Planning Initiative (TPI) agreement budget adjustment. The TAC approved an adjustment at its January 28, 2020 meeting. Subsequent to TAC approval, errors were discovered in the adjustment, and a revised budget is being presented for TAC approval.

Changes primarily reflect:

- updates to staff billing to reflect CY2020 benefit rates. Ex. Health insurance costs increased.
- revisions to staff hours to reflect existing use through January 31, 2020. Ex. The summer 2019 intern expended hours in several categories.
- revisions to staff hours based on projected use due to the transportation planner position vacancy. Ex. The Executive Director will prepare the FFY21 work program and budget.

Budget revision approved by TAC on January 28, 2020:

Task	Task Description	Approved Amount	Amended	Difference	% Change
Task 1	Administration	\$18,988	\$18,153	(\$835)	-4.40%
Task 2	Public Participation & Coordination	\$38,945	\$37,571	(\$1,374)	-3.53%
Task 3	Long Range Planning	\$65,691	\$93,207	\$27,516	41.89%
Task 4	Short Range Planning	\$93,816	\$68,488	(\$25,327)	-27.00%
Task 5	Project Development	\$15,591	\$15,612	\$20	0.13%
Task 6A	Other Planning - VT Culverts	\$3,398	\$3,398	\$0	0.0%

Task	Task Description	Approved Amount	Amended	Difference	% Change
Task 6B	Other Planning - Watershed Planning	\$10,000	\$22,377	\$12,377	123.77%
TOTAL		\$246,429	\$258,806	\$12,471	

Revised budget to reflect task revisions and updated staff billing rates:

Task	Task Description	Approved Amount	Amended	Difference	% Change
Task 1	Administration	\$18,988	\$21,787	\$2,799	14.74%
Task 2	Public Participation & Coordination	\$38,945	\$45,854	\$6,909	17.74%
Task 3	Long Range Planning	\$65,691	\$94,660	\$28,969	44.10%
Task 4	Short Range Planning	\$93,816	\$55,729	(\$38,087)	-40.60%
Task 5	Project Development	\$15,591	\$15,094	(\$497)	-3.19%
Task 6A	Other Planning - VT Culverts	\$3,398	\$3,398	\$0	0.00%
Task 6B	Other Planning - Watershed Planning	\$10,000	\$22,377	\$12,377	123.77%
TOTAL		\$246,429	\$258,899	\$12,470	

Funding Level - \$258,899

The following budget changes from the FFY20 VTrans-approved budget (2019 submission) include:

- Task 1 – Program Administration: Reallocation of hours to staff to reflect position vacancy and addition of funding to update traffic counting software.
- Task 2 – Public Participation and Coordination: Reallocation of hours among staff to reflect actual trends and position vacancy.
- Task 3 – Long Range Planning: Reallocation of hours among staff. Additional hours for the Executive Director's service as Chair of the GMT Board of Commissioners.
- Task 4 – Short Range Planning: Reallocation of hours among staff. Removed Planning Technician hours for bridge and culvert inventories in summer 2020. Added consultant funds for ash tree inventories.
- Task 5 – Project Development Planning: Change reflects position vacancy.
- Task 6A – Other Planning Activities (VT Culverts): Reallocation of hours to staff to reflect position vacancy.
- Task 6B – Other Planning Activities (Watershed Planning): Reallocation of hours to staff to reflect position vacancy. Addition of \$12,377 to the task from FY19 carry over, which is to be used to continue working on existing Transportation Resiliency Planning Tool (TRPT) watershed project.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
FFY 2020 Transportation Planning Initiative
February 2020

Exhibit 2: Budget Detail by Task Category

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$21,787
Task 2	Public Participation and Coordination	\$45,854
Task 3	Long Range Transportation Planning	\$94,660
Task 4	Short Range Transportation Planning	\$55,729
Task 5	Project Development Planning	\$15,094
Task 6A	VOBCIT Technical Support	\$3,398
Task 6B	Watershed Planning activities	\$22,377
Total		\$258,899

Exhibit 3: Budget Detail by Expense Category

RPC Staff Position	Rate SFY20	Total Hours	Total Cost
Executive Director	\$59.12	681	\$40,261
Program Manager	\$40.10	532	\$21,333
GIS Senior Planner I	\$42.55	341	\$14,493
GIS Planner I	\$35.06	736	\$25,804
Land Use Senior Planner III	\$37.08	46	\$1,706
Office Manager	\$31.74	69	\$2,190
Emerg Mngmt Asst Plan I	\$28.75	110	\$3,163
Land Use Asst Planner II	\$25.08	156	\$3,919
Planning Technician I	\$14.00	103	\$1,442
Planning Technician II	\$13.99	0	\$0
Total		2,774	\$114,310

Indirect Costs		115.00%		
RPC Staff Position	of Hourly Rate	Total Hours	Total Cost	
Executive Director	\$67.99	681	\$46,300	
Program Manager	\$46.12	532	\$24,533	
GIS Senior Planner I	\$48.93	341	\$16,667	
GIS Planner I	\$40.32	736	\$29,675	
Land Use Senior Planner III	\$42.64	46	\$1,962	
Office Manager	\$36.50	69	\$2,519	
Emerg Mngmt Asst Plan I	\$33.06	110	\$3,637	
Land Use Asst Planner II	\$28.84	156	\$4,507	
Planning Technician I	\$16.10	103	\$1,658	
Planning Technician II	\$16.09	0	\$0	
Total		2,774	\$131,457	

Direct Costs		Total Cost
Contractual		\$3,000
Travel		\$3,550
Supplies		\$2,075
Equipment		\$0
Meetings		\$3,407
Data & References		\$0
Postage		\$800
Copy/Print		\$0
Advertising		\$300
Total		\$13,132

Fund Allocation			
Task	Task Description	CVRPC Share ¹	VTrans Share ²
Task 1	Program Administration	\$2,179	\$19,608
Task 2	Public Participation and Coordination	\$4,585	\$41,269
Task 3	Long Range Transportation Planning	\$9,466	\$85,194
Task 4	Short Range Transportation Planning	\$5,573	\$50,156
Task 5	Project Development Planning	\$1,509	\$13,585
Task 6A	VOBCIT Technical Support	0	\$3,398
Task 6B	Watershed Planning activities	0	\$22,377
Subtotal by Share		\$23,312	\$235,587
Agreement Total			\$258,899

Notes:

¹ CVRPC share comes from annual appropriations from the Vermont Agency of Commerce and Community Development (Municipal & Regional Planning Fund) and CVRPC's member municipalities.

² VTrans share comes from federal transportation funds provided by the U.S. Department of Transportation Federal Highway Administration and state transportation funds appropriated by the Vermont Legislature.

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Exhibit 4: Time-Task-Cost Summary

A. Personnel (Hours)

		Bonnie	Dan	Pam	Ashley	Clare	Nancy	Grace	Zach	Ashlynn		
Task #	Task Description	Exec Director	Transpo Program Mngr	GIS Sr Planner I	GIS Planner I	Land Use Sr Planner III	Office Manager	Emerg Mngmt Planner II	Land Use Asst Plan II	Planning Tech I	Planning Tech II	Total Hours
1	Administration	30	30	7	35	0	10	0	24	0	0	136
2	Public Participation & Coordination	70	200	15	160	5	20	60	15	0	0	545
3	Long Range Transportation Planning	521	120	20	166	25	0	15	12	6	0	885
4	Short Range Transportation Planning	30	100	100	320	5	10	15	40	95	0	715
5	Project Development Planning	30	60	20	10	10	10	20	15	0	0	175
6A	VOBCIT Technical Support		2	35								37
6B	Watershed Planning activities	0	20	143	45	1	19		50	2		281
	Total	681	532	341	736	46	69	110	156	103	0	2,774

B. Direct Costs (\$)¹

Task #	Task Description	Contractual	Travel	Supplies	Equipment	Meetings	Data/Ref	Postage	Copy/Print	Advertising	Total
1	Administration		\$3,550	\$2,075		\$3,407	\$0	\$800		\$300	\$10,132
2	Public Participation & Coordination										\$0
3	Long Range Transportation Planning										\$0
4	Short Range Transportation Planning	\$3,000									\$3,000
5	Project Development Planning										\$0
6A	VOBCIT Technical Support										\$0
6B	Watershed Planning activities		\$0		\$0	\$0					\$0
	Total	\$3,000	\$3,550	\$2,075	\$0	\$3,407	\$0	\$800	\$0	\$300	\$13,132

C. Cost Proposal Summary (\$)

Task #	Task Description	Exec Director	Transpo Program Mngr	GIS Sr Planner I	GIS Planner I	Land Use Sr Planner III	Office Manager	Emerg Mngmt Planner II	Land Use Asst Plan II	Planning Tech I	Planning Tech II	Total Personnel	Indirect	Direct	Total Costs
	Hourly Rate	\$59.12	\$40.10	\$42.55	\$35.06	\$37.08	\$31.74	\$28.75	\$25.08	\$14.00	\$13.99				
1	Administration	\$1,774	\$1,203	\$298	\$1,227	\$0	\$317	\$0	\$602	\$0	\$0	\$5,421	\$6,234	\$10,132	\$21,787
2	Public Participation & Coordination	\$4,138	\$8,020	\$638	\$5,610	\$185	\$635	\$1,725	\$376	\$0	\$0	\$21,328	\$24,527	\$0	\$45,854
3	Long Range Transportation Planning	\$30,802	\$4,812	\$851	\$5,820	\$927	\$0	\$431	\$301	\$84	\$0	\$44,028	\$50,632	\$0	\$94,660
4	Short Range Transportation Planning	\$1,774	\$4,010	\$4,255	\$11,219	\$185	\$317	\$431	\$1,003	\$1,330	\$0	\$24,525	\$28,204	\$3,000	\$55,729
5	Project Development Planning	\$1,774	\$2,406	\$851	\$351	\$371	\$317	\$575	\$376	\$0	\$0	\$7,021	\$8,074	\$0	\$15,094
6A	VOBCIT Technical Support	\$0	\$80	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,581	\$1,818	\$0	\$3,398
6B	Watershed Planning activities	\$0	\$802	\$6,100	\$1,578	\$37	\$603	\$0	\$1,261	\$28	\$0	\$10,408	\$11,969	\$0	\$22,377
	Total	\$40,261	\$21,333	\$14,493	\$25,804	\$1,706	\$2,190	\$3,163	\$3,919	\$1,442	\$0	\$114,310	\$131,457	\$13,132	\$258,899

115.00% Indirect Rate												Total Employee Indirect			
	Indirect per employee	\$46,300	\$24,533	\$16,667	\$29,675	\$1,962	\$2,519	\$3,637	\$4,507	\$1,658		\$0	\$131,457		

Notes

¹ Contractual: Audit services, engineering services as needed for problem evaluation, professional editor

Travel: Mileage, transportation, parking, lodging, per diem

Supplies: Office and traffic counting supplies, mapping supplies used for transportation planning

Equipment: Counting and inventory equipment, computers used for transportation planning

Meetings: Meeting room space, other associated costs, conference / workshop fees

Data / Ref: Reference materials

Postage: Large packages, special mailings

Copies / Printing: Reproduction costs, including photocopies (\$0.05 b&w; \$1.0 color) and outside print/copy services

Advertising: Advertising, legal notices