

**FINANCE COMMITTEE MEETING
MAY 13, 2010 — 12:00 P.M. — 2:00 P.M.
COMPASS CONFERENCE ROOM**



**** AGENDA ****

I. AGENDA ADDITIONS/CHANGES

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 2 * A. Approve Special March 26, 2010, Meeting Minutes

IV. ACTION ITEMS

Page 5 * A. Approve Variance Report October 1, 2009 – March 31, 2010

Page 15 * B. Approve FY2011 Unified Planning Work Program and Budget - Draft

Page 51 * C. Approve FY2010 Unified Planning Work Program and Budget – Revision 2

V. INFORMATION/DISCUSSION ITEMS

A. Review 2010 General and Special Membership Dues Received To Date

VI. OTHER

VII. ADJOURNMENT

*Enclosures

Times are approximate. Agenda is subject to change.

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**SPECIAL FINANCE COMMITTEE MEETING
MARCH 26, 2010
COMPASS CONFERENCE ROOM
MERIDIAN, IDAHO**



****MINUTES****

ATTENDEES: Rebecca Arnold, Commissioner, Ada County Highway District, **Chair**
Keith Bird, Councilman, City of Meridian
Elaine Clegg, Councilwoman, City of Boise
Bryce Millar, Commissioner, Nampa Highway District
Garret Nancolas, Mayor, City Caldwell
Steve Rule, Commissioner, Canyon County, **Vice Chair**
Vicki Thurber, Mayor, City of Middleton

OTHERS PRESENT: Nancy Brecks, Community Planning Association
Keith Holmes, Community Planning Association
Matt Stoll, Community Planning Association
Jeanne Urlezaga, Community Planning Association

CALL TO ORDER

Vice Chair Rebecca Arnold called the meeting to order at 12:10 pm.

AGENDA ADDITIONS/CHANGES

OPEN DISCUSSION/ANNOUNCEMENTS

Councilman Keith Bird was welcomed to his first Finance Committee meeting.

ACTION ITEMS

A. Elect Officers

Garret Nancolas nominated Rebecca Arnold as Chair. Bryce Millar seconded the nomination. Nomination passed unanimously.

Vicki Thurber nominated Steve Rule as Vice Chair. Keith Bird seconded the nomination. Nomination passed unanimously.

B. Approve FY2011 General and Special Membership Dues

Matt Stoll presented proposed FY2011 general and special membership dues, which are locked in at the FY2010 levels, based on the discussion at the February 18, 2010, Finance Committee meeting.

After discussion, **Elaine Clegg moved and Keith Bird seconded recommending Board approval of the FY2011 general and special membership dues as presented, acknowledging that based on the current economy, the levels may need to be revisited at a later date. Motion passed unanimously.**

C. Approve Budget Assumptions for FY2011 through FY2015

Matt Stoll presented budget assumptions for FY2011 through FY2015, based on input received from the Finance Committee at the February 18, 2010 meeting.

After discussion, **Elaine Clegg moved and Garret Nancolas seconded to direct staff to develop a new version of budget assumptions. Including no more than \$306,000 in off-the-top Surface Transportation Program-TMA funding, continue the *Communities in Motion* Update, pursue End of Year Sweep money to fund the update. If successful in pursuing the End of Year Sweep funding, reprogram the off-the-top Surface Transportation Program-TMA funding. And if necessary, eliminate the federal portion of the legislative consultant funding. Motion passed unanimously.**

Matt will include the new version of the budget assumptions as part of the dues proposal at the April 2010 Board meeting. Staff will start the process to program the \$306,000 Surface Transportation Program – Urban funds in the Transportation Improvement Program for FY2011- FY2015.

INFORMATION/DISCUSSION ITEMS

A. Status Report – Household Travel Survey

At the February 18, 2010, Finance Committee meeting, Elaine Clegg asked whether cost savings would be realized by conducting the Household Travel Survey internally. After review, staff concluded that consultant expertise will be needed for some portions of the survey, but staff will be used where appropriate to leverage the dollars.

B. Status Report – Permanent Office Space Acquisition

Matt Stoll recapped the March 16, 2010, Joint Executive and Finance Committee meeting, and the presentation from Colliers International. Matt was directed to sign an Early Entry Agreement with Meridian Development Corporation and start negotiations on the architectural design. Matt stated that the Early Entry Agreement does not financially commit COMPASS. A subcommittee will be established consisting of three COMPASS members: Mayor Bieter, Commissioner McKee and Commissioner Millar; and three VRT members: Mayor Dale, Commissioner Ferdinand, and Mayor Nancolas to enter into the discussion with Meridian Development Corporation.

C. Status Report – Economic Indicators for General and Special Membership Dues

As requested at the February 18, 2010, Finance Committee meeting, Jeanne Urlezaga reviewed economic indicators that would trigger when membership dues could be increased. These are the same economic indicators that the member agencies use:

- Property Tax
- Sales tax
- Building permits and impact fees

It was noted that in this economic times, foreclosures are another indicator.

ADJOURNMENT:

Steve Rule moved and Bryce Millar seconded adjournment at 1:32 pm. Motion passed unanimously.

Dated this 13th day of May 2010.

Approved:

**By: _____
Rebecca Arnold, Chair**

Attest:

**By: _____
Steve Rule, Vice Chair**

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MEMORANDUM

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: May 13, 2010

RE: **Approve Variance Report: October 1, 2009 to March 31, 2010**

ACTION REQUESTED:

Approve Variance Report: October 1, 2009 to March 31, 2010.

BACKGROUND:

The Variance Report is compared to the FY2010 Unified Planning Work Program and Budget – Revision 1.

The year-to-date total workdays are on budget at 49%. Total dollars expended are 32% of budget.

STATUS:

A detour sign was added to Program 837, Transit Ridership Survey. Data collection has been delayed due to transit route changes that are being made by Valley Regional Transit. Remaining direct dollars will be carried forward into FY2011.

A yield sign was added to Program 761, Blue Print for Good Growth. The initial focus of an Adequate Public Facilities Ordinance has changed to informing local governments about development impacts. There will be unused workdays by the end of the fiscal year that will be used to cover shortfalls as needed.

A yield sign remains on Program 900, Operations, due to low payout of direct costs. Depending on budget constraints, staff will delay equipment purchases until later in the fiscal year.

A stop sign was added to Program 701, General Membership Services. Staff has increased its efforts on the State Street Corridor sub-task and anticipates this project will be over budget by the end of the fiscal year. Unused workdays from other programs will be used to cover this shortfall.

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND BALANCE:

Also attached is the Statement of Revenues, Expenses and Changes in Fund Balance and the Fund Balance Sheet.

Revenue: 50% of general membership dues and 58% of special membership dues were received. 38% of the Consolidated Planning Grant revenues were received. Revenues for the Surface Transportation Program Grants at 15%, and Other Revenue Sources at 3% are low primarily due to work delays for the two corridor planning projects. Only 23% of FTA Funds for Mobility Management Strategies have been received to date. However, staff anticipates increased effort on this project in Quarters 3 and 4.



Expenditures: Salary at 50%, Fringe at 45%, and Overhead at 51% are on budget at the end of second quarter. Legal/Lobbying at 42% is on budget. Professional Services at 15% are under budget due primarily to slow payout on the two corridor planning projects and *Communities in Motion*. Equipment at 13%, Travel/Education at 17%, Printing at 0%, Public Involvement at 17%, Meeting Support at 35%, and Other at 4% are all under budget. The payout on Building Fund and Set-Aside for Potential Rescission of Federal Funds remain at 0% as these are budget set-asides for use in future periods. Other than the set-asides, most expense categories will be on budget by the end of the fiscal year.

The net difference in revenues and expenses at March 31, 2010 shows a decrease to Fund Balance by \$63,052. Staff anticipates this overall Fund Balance will increase as the fiscal year progresses.

FUND BALANCE SHEET:

The Fund Balance Sheet compares assets, liabilities, and fund balance of the current quarter to those of the previous quarter.

Assets: Cash and Cash Equivalents are up by \$30,003.

Liabilities: Total liabilities remained relatively constant decreasing by \$196 from Quarter 1 to Quarter 2.

Fund Balance: The unreserved fund balance shows an increase of \$31,715. The Fund Balance, Designated-Local Dollars to Match Grants, decreased by \$2,533 as federal funds carried over from FY2009 were spent out. The Building Fund shows an increase of \$866, the amount of interest income received for Quarter 2.

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2009 - MARCH 31, 2010 (50.0%)

	Budget - Rev 1				Actual				% Expended	
	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

601 UPWP Budget Development and Monitoring	Lead:	Jeanne Urlezaga
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 60%
Explanation: Workdays are on budget. Dollars are over due to high level of Principal Planner involvement in FY2011 development. Project should be on track at fiscal year end.		
Recommended Action: None.		

Regional	210	112,442	-	112,442	120	74,731		74,731	57%	66%
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610 SH44 Corridor Preservation Study	Lead:	Don Matson
Commencement Date: 01/01/04	Proposed Completion: 07/31/10	Status: 57%
Explanation: Project is on track according to scheduled workdays. Consultant work is postponed due to delay in review and approval by FHWA of the "Alternative Screening Report" creating a low payout of direct dollars. At the request of Idaho Transportation Department COMPASS will no longer manage these contracts and will transfer any remaining budget for direct dollars back to ITD by fourth quarter.		
Recommended Action: Work with consultant and the Idaho Transportation Department to encourage FHWA to accelerate review of Alternative Screening Report.		

Regional	67	36,654	734,620	771,274	38	23,560	78,908	102,468	57%	13%
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	Workdays	Labor \$	Direct \$	Total
FY04 Actual	91	50,470	-	50,470
FY05 Actual	54	29,145	36,496	65,640
FY06 Actual	132	71,684	375,140	446,824
FY07 Actual	75	45,239	537,976	583,215
FY08 Actual	97	54,997	910,247	965,244
FY09 Actual	63	35,485	388,322	423,807
FY10 Budget	67	36,654	734,620	771,274
Total Project Budget:	579	323,674	2,982,801	3,306,474

611 US 20/26 Corridor Preservation Study	Lead:	Don Matson
Commencement Date: 01/01/04	Proposed Completion: 07/31/10	Status: 53%
Explanation: Project on track according to scheduled workdays. The FHWA recently approved the "Screening Methodology Report" allowing the consultant to move forward with the "Environmental Draft Document". At the request of Idaho Transportation Department COMPASS will no longer manage these contracts and will transfer any remaining budget for direct dollars back to ITD by fourth quarter.		
Recommended Action: Continue to work with consultant to complete environmental draft document.		

Regional	60	33,746	532,741	566,487	32	20,110	153,897	174,007	53%	31%
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	Workdays	Labor \$	Direct \$	Total
FY04 Actual	82	44,274	-	44,274
FY05 Actual	85	45,952	181,678	227,630
FY06 Actual	95	49,556	468,334	517,890
FY07 Actual	124	71,463	746,444	817,907
FY08 Actual	82	47,860	405,209	453,069
FY09 Actual	64	37,274	280,494	317,768
FY10 Budget	60	33,746	532,741	566,487
Total Project Budget:	592	330,125	2,614,900	2,945,025

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2009 - MARCH 31, 2010 (50.0%)

620 Growth and Transportation System Monitoring	Lead:	Carl Miller
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 60%
Explanation: Project is on track according to schedule and budget.		
Recommended Action: None.		

	Budget - Rev 1				Actual				% Expended	
	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$
Regional	110	51,288	2,500	53,788	70	29,086		29,086	64%	54%

631 Treasure Valley High Capacity Transit Study	Lead:	Charles Trainor		
Commencement Date: 12/01/05	Proposed Completion: 03/31/10	Status: 100%		
Explanation: Project completed as scheduled.				
Recommended Action: Remaining dollars will be used to cover shortfalls in other areas.				
	Workdays	Labor \$	Direct \$	Total
FY06 Actual	65	33,955	789	34,744
FY07 Actual	137	75,433	33,776	109,209
FY08 Actual	108	66,148	109,119	175,267
FY09 Actual	81	49,365	190,117	239,482
FY10 Budget	10	8,508	24,094	32,602
Total Project Budget:	401	233,409	357,895	591,304

Regional	10	8,508	24,094	32,602	8	5,553	22,202	27,755	80%	85%
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COMPLETE

647 Regional Growth Issues and Options	Lead:	Carl Miller
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 60%
Explanation: Project is on track according to schedule and budget.		
Recommended Action: None.		

Regional	108	52,501	-	52,501	62	28,544		28,544	57%	54%
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653 Communications and Education	Lead:	Amy Luft
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 41%
Explanation: Project is on track according to schedule and budget.		
Recommended Action: None.		

Regional	145	76,480	30,500	106,980	61	28,010	14,682	42,692	42%	40%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2009 - MARCH 31, 2010 (50.0%)

661 Communities in Motion	Lead:	Charles Trainor
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 50%
Explanation: Project is on track according to scheduled workdays. A request for proposal for a transportation investment economic benefit model will be advertised later in 2010 that will commit most of the direct dollars.		
Recommended Action: None.		

	Budget - Rev 1				Actual				% Expended	
	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$
Regional	525	320,047	200,794	520,841	252	149,688	24,609	174,297	48%	33%

671 Mobility Management Strategies	Lead:	Liisa Itkonen		
Commencement Date: 10/01/07	Proposed Completion: 09/30/11	Status: 36%		
Explanation: Due to staff focus in other areas, one of the five tasks has been postponed to FY11. The project is expected to catch up on workdays and completion status during the third and fourth quarters for the remaining four tasks.				
Recommended Action: Any remaining workdays and direct dollars will be re-programmed into FY2011.				
	Workdays	Labor \$	Direct \$	Total
FY09 Actual	628	263,723	9,285	273,008
FY10 Budget	587	261,141	34,704	295,845
FY11 Carry Over			160,532	160,532
Total Project Budget:	1,215	524,864	204,521	729,385

Regional	587	261,141	34,704	295,845	208	100,191	5,683	105,874	36%	36%
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672 Rural Mobility Management	Lead:	Liisa Itkonen		
Commencement Date: 08/01/09	Proposed Completion: 09/30/11	Status: 43%		
Explanation: One of the tasks is being postponed into 3rd and 4th quarters. Overall, the project is on track according to schedule and budget.				
Recommended Action: None.				
	Workdays	Labor \$	Direct \$	Total
FY09 Actual	29	13,294		13,294
FY10 Budget	216	100,773	3,532	104,305
FY11 Carry Over			2,401	2,401
Total Project Budget:	245	114,067	5,933	120,000

Regional	216	100,773	3,532	104,305	93	41,649	-	41,649	43%	39%
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685 Transportation Improvement Program	Lead:	Toni Tisdale
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 57%
Explanation: Project is on track according to schedule and budget.		
Recommended Action: None.		

Regional	302	153,180	1,500	154,680	172	88,230	1,314	89,544	57%	58%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2009 - MARCH 31, 2010 (50.0%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

692 Regional Transportation Funding Information	Lead:	Liisa Itkonen
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 39%
Explanation: Project is on track according to schedule and budget. The majority of data collection and compilation of the report will take place in the third and fourth quarters.		
Recommended Action: None.		

Regional	42	20,322	-	20,322	17	7,449	7,449	41%	37%
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701 General Membership Services	Lead:	Charles Trainor
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 50%
Explanation: Project is over according to schedule and budget due to increased activity on State Street Corridor. If current levels of activity continue, staff anticipates project will be over budget by end of fiscal year.		
Recommended Action: Unused labor from other programs can be used to cover shortfalls.		

Regional	125	66,529	-	66,529	82	45,904	45,904	66%	69%
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703 General Public Services	Lead:	Charles Trainor
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 59%
Explanation: Project is on track according to schedule and budget.		
Recommended Action: None.		

Regional	40	20,124	-	20,124	23	12,281	12,281	58%	60%
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705 Transportation Liaison Services	Lead:	Matt Stoll
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 49%
Explanation: Project is on track according to schedule and budget.		
Recommended Action: None.		

Regional	57	35,760	0	35,760	26	18,458	18,458	45%	52%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2009 - MARCH 31, 2010 (50.0%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

760 Legislative Services	Lead:	Matt Stoll
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 50%
Explanation: Project is on track according to schedule and budget.		
Recommended Action: None.		

Regional	84	61,154	107,050	168,204	49	31,425	41,217	72,642	58%	43%
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761 Blue Print for Good Growth	Lead:	Charles Trainor
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 50%
Explanation: Project is behind according to original schedule and budget. After an initial period of intensive work on the key product for this task (Adequate Public Facilities Ordinance) the scope focus was changed to informing local governments about development impacts which reduced the amount of COMPASS time required.		
Recommended Action: Remaining labor will be used to fund shortfalls in other programs, specifically, program 701, General Membership Services, addressing the Sustainable Communities project on State Street related to a US Housing and Urban Development grant.		

Ada	172	106,591	-	106,591	44	27,024		27,024	26%	25%
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801 Staff Development	Lead:	Jeanne Urlezaga
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 40%
Explanation: Project is on track according to schedule and budget. Direct costs are low due to staff taking advantage of low cost webinar training. Staff will be attending more off-site training in third and fourth quarters.		
Recommended Action: None.		

Regional	70	36,094	30,000	66,094	28	14,664	7,937	22,601	40%	34%
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820 Committee Support	Lead:	Jeanne Urlezaga
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 50%
Explanation: Project is on track according to schedule and budget.		
Recommended Action: None.		

Regional	332	144,868	8,500	153,368	164	71,117	3,763	74,880	49%	49%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2009 - MARCH 31, 2010 (50.0%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

836 Model Maintenance and Support	Lead:	MaryAnn Waldinger
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 50%
Explanation: Project is on track according to scheduled workdays. Staff anticipates direct costs will be fully expended by end of fiscal year.		
Recommended Action: None.		

Regional	129	60,522	40,000	100,522	64	33,414	3,500	36,914	50%	37%
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837 Transit Ridership Survey	Lead:	MaryAnn Waldinger
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 5%
Explanation: Data collection is delayed until September 2010 due to transit route changes that are currently being made by Valley Regional Transit. Staff anticipates some direct dollars will carry over into FY2011.		
Recommended Action: Staff requests that any remaining direct dollars be re-programmed into FY2011.		

Regional	15	8,735	75,000	83,735	1	373	-	373	4%	0%
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842 Congestion Management / ITS	Lead:	MaryAnn Waldinger
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 64%
Explanation: Project is on track according to schedule and budget.		
Recommended Action: None.		

Regional	85	32,222		32,222	54	21,508		21,508	64%	67%
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860 Geographic Information System Maintenance	Lead:	Ross Dodge
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 52%
Explanation: Project is on track according to schedule and budget.		
Recommended Action: None.		

Regional	188	97,513	1,200	98,713	96	51,956	1,200	53,156	51%	54%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2009 - MARCH 31, 2010 (50.0%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$



861 Regional Orthophotography	Lead:	Ross Dodge
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 80%
Explanation: Project is on track according to scheduled workdays. Majority of workdays were expected to be used in the first half of fiscal year. Direct costs will be fully expended by end of fiscal year.		
Recommended Action: None		

Regional	45	24,006	340,000	364,006	37	20,431	105	20,536	82%	6%
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900 Operations	Lead:	Jeanne Urlezaga
Commencement Date: 10/01/09	Proposed Completion: 09/30/10	Status: 50%
Explanation: Labor is on track. Depending on budget constraints, staff will delay equipment purchases until later in the year.		
Recommended Action: None		

Regional	876	-	31,310	31,310	452		3,698	3,698	52%	12%
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- LEGEND:
-  Projects that are under budget.
 -  Projects that are behind schedule
 -  Projects that are over budget.

TOTAL ALL TASKS										
Ada	172	106,591	-	106,591	44	27,024	-	27,024	26%	25%
Canyon	-	-	-	-	-	-	-	-	0%	0%
Regional	4,428	1,814,609	2,198,045	4,012,654	2,210	918,329	362,717	1,281,046	50%	32%
TOTAL	4,600	1,921,200	2,198,045	4,119,245	2,254	945,353	362,717	1,308,070	49%	32%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE October 1, 2009 to March 31, 2010 (50.0%)				
	BUDGET-REV1	ACTUAL	BUDGET REMAINING	PERCENTAGE TO DATE
REVENUE				
General Membership Dues	805,506	405,383	400,123	50%
Special Membership Dues	49,140	28,665	20,475	58%
FTA/FHWA Consolidated Planning Grant	1,275,959	486,213	789,746	38%
Surface Transportation Program Grants	1,309,065	193,388	1,115,677	15%
FTA Funds for Mobility Management Strategies	471,808	109,067	362,741	23%
Other Revenue Sources	732,860	22,303	710,557	3%
Total Revenue	4,644,338	1,245,019	3,399,319	27%
EXPENSES				
Salary	1,142,600	572,644	569,956	50%
Fringe	430,600	194,736	235,864	45%
Overhead	348,000	177,972	170,028	51%
Professional Services	1,876,482	287,910	1,588,572	15%
Legal/Lobbying	85,950	35,813	50,138	42%
Equipment	22,810	3,030	19,780	13%
Travel/Education	45,950	7,937	38,013	17%
Printing	43,200	98	43,102	0%
Public Involvement	86,350	14,462	71,888	17%
Meeting Support	17,746	6,265	11,481	35%
Other	182,490	7,203	175,287	4%
Building Fund	118,808	-	118,808	0%
Set-Aside for Potential Rescission of Federal Funds	243,352	-	243,352	0%
Total Expenses	4,644,338	1,308,070	3,336,268	28%
NET CHANGE IN FUND BALANCES	-	(63,052)		
FUND BALANCE AT BEGINNING OF YEAR	1,920,299	1,920,299		
FUND BALANCE AT MARCH 31, 2010	1,920,299	1,857,247		

FUND BALANCE SHEET March 31, 2010		
	March 31, 2010	December 31, 2009
ASSETS		
Cash and Cash Equivalents	1,097,056	814,725
Zions - Building Fund	825,682	824,816
Accounts Receivable	1,001	254,196
Prepaid Expenses	-	-
TOTAL ASSETS	1,923,740	1,893,737
LIABILITIES		
Accounts Payable	8,993	9,158
Accrued Payroll Liabilities	-	31
Deferred Revenue	57,500	57,500
TOTAL LIABILITIES	66,493	66,689
FUND BALANCE		
Fund Balance, Unreserved	689,212	657,497
Set-Aside for Potential Rescission of Federal Funds	243,352	243,352
Fund Balance, Designated-Local Dollars to Match Grants	5,504	8,037
Fund Balance, Designated-Building Fund	825,682	824,816
Fund Balance, Designated-Orthophotography Project	93,497	93,346
	1,857,247	1,827,048
TOTAL LIABILITIES AND FUND BALANCES	1,923,740	1,893,737



MEMORANDUM

TO: Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: May 13, 2010

RE: **Approve FY2011 Unified Planning Work Program and Budget - Draft**

ACTION REQUESTED:

Approve the FY2011 Unified Work Program and Budget – Draft (UPWP) and recommend COMPASS Board approval.

BACKGROUND:

Annually, COMPASS staff prepares a draft UPWP for review and approval by the COMPASS Board of Directors at its August meeting. This allows for adoption of a budget prior to the beginning of the new fiscal year.

At its April 19, 2010 meeting, the COMPASS Board approved the FY2011 general and special membership dues and the re-instatement of \$306,000 off-the-top STP-TMA funds. Staff has incorporated these amounts into the attached FY2011 UPWP worksheets. Upon review and approval by the Finance Committee, the draft UPWP will be presented to the COMPASS Board at the July 19, 2010 meeting as an Information/Discussion Item. A final FY2011 UPWP will be submitted to the COMPASS Board in August 2010 for adoption.

STATUS:

The draft FY2011 UPWP is presented as follows:

Program Sheets – Each of these sheets are identified by a unique program number and a summarized title. Program sheets provide a complete overview of work budgeted to be performed in FY2011.

Revenue and Expense Summary – A one-page summary of all revenue estimates and related expenses proposed for FY2011.

Revenue and Expense Summary – A one-page summary of all revenue estimates and related expenses proposed for FY2012.

Expenses by Work Program Number and Funding Source – A one-page spreadsheet showing each work program's budgeted expenses by funding source.

Direct Expense Summary – A one-page spreadsheet showing direct expenses budgeted for each work program.

Indirect Operations and Maintenance Expense Summary – A one-page spreadsheet showing indirect expenses budgeted for each category.

Workday Allocation – A one-page spreadsheet showing staff distribution of workdays to each program.

The draft FY2011 UPWP contains the following assumptions:

Revenue

- No change in membership dues from FY2010;
- Projections for Consolidated Planning Grant held constant from FY2010 amounts; and
- Re-Instate \$306,000 off-the-top Funds from STP-TMA Funds.

Expense

- Temporarily freeze staff at 19, with 0% annual merit increase;
- 10% increase in insurance;
- Adjust PERSI costs for potential 1.07% increase; and
- Assume ten staff will exceed health insurance deductible.

Other

- Contribute \$170,000 to Building Fund bringing balance to approximately one million dollars; and
- Continue \$243,352 set-aside for potential rescission of federal aid funds.

Projects Added – The following sub-tasks were added to Work Program 701, General Membership Services at the request of member agencies:

- ACHD CIP update process
- DEQ State Implementation Plan update support

Attachment (1)

KH: JU: nb T:\FY10\900 Operations\990 Direct Operations-Maintenance\Finance\Finance Committee Packets\May 13-2010 mtg\2011 UPWP Draft\FY2011 UPWP - Draft Memo 05-13-10.doc

PROGRAM NO.	836			CLASSIFICATION:	System Maintenance	
TITLE:	Model Maintenance					
STRATEGIC PLAN REFERENCE: Goal 3 - Planning Excellence and Collaboration. To achieve a program of investments, technology improvements, staff development and collaboration to support good decisions on issues significant to the region.						
COMMUNITIES IN MOTION REFERENCE: Goal 1 - Connections. Provide options for safe access and mobility in a cost-effective manner in the region. Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 4 - Information. Coordinate data gathering and dispense better information.						
OBJECTIVE/DESCRIPTION: To keep the COMPASS Travel Demand Model (including the peak hour and mode choice model tools) and the Environmental Protection Agency Air Quality Model current and reasonably accurate. Improve these models when justified and necessary. To refine the COMPASS modeling policies as needed. To ensure that COMPASS travel demand modeling processes meet the standards of professional practice and meet federal, state and local planning requirements.						
FY2011 BENCHMARKS						
MILESTONES / PRODUCTS						
Update traffic count data as needed. Identify model improvements for FY2011 based on member agency needs. Implement mode choice improvements and ridership forecasting based on recommendations from Federal Transit Administration Technical Assistance. Update and maintain long range transportation plan demographic scenarios. Update model software/equipment if needed. Set model policies to handle sub-area models and modeling done by consultants (checks and balances). Maintain and update the "preservation" model based on comprehensive build out demographics. Assist Department of Environmental Quality with the Northern Ada County PM10 Maintenance Plan update.					Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	
LEAD STAFF: MaryAnn Waldinger					Expense Summary	
END PRODUCT: A current, up-to-date, and peer reviewed tool that can support informed decision making and analyses of regionally significant transportation planning issues.					Total Workdays: 123	
					Salary \$ 37,550	
					Fringe \$ 14,137	
					Overhead \$ 11,423	
					Total Labor Cost: \$ 63,110	
ESTIMATED DATE OF COMPLETION: September-2011					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ 40,000
	Ada	Canyon	Special	Total	Highway Districts	Legal / Lobbying
FHWA/FTA	\$42,689	\$15,789		\$58,478	Member Agencies	Equipment Purchases
STP					Federal Highways Administration	Travel / Education
STP-TMA(PL)	\$37,064			\$37,064	Idaho Transportation Department	Printing
STP-Urban(PL)					Valley Regional Transit	Public Involvement
Local	\$5,601	\$1,968		\$7,568	Department of Environmental Quality	Meeting Support
Other						Other
						Pass-through
Total:	\$85,353	\$17,757	\$0	\$103,110		Total Direct Cost: \$ 40,000
					836	Total Cost: \$ 103,110

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PROGRAM NO.	601			CLASSIFICATION:	Project
TITLE:	UPWP Budget Development and Monitoring				
STRATEGIC PLAN REFERENCE: Goal 2 - People and Structure. To ensure an effective organization that is responsive to members and the community in identifying and addressing regional transportation and growth issues.					
COMMUNITIES IN MOTION REFERENCE: Goal 1 - Connections. Provide options for safe access and mobility in a cost-effective manner in the region.					
OBJECTIVE/DESCRIPTION: Monitor and amend, as necessary, the Fiscal Year 2011 Unified Planning Work Program and Budget (UPWP) and related transportation grants for the Metropolitan Planning Organization. Develop and obtain COMPASS Board approval for the Fiscal Year 2012 UPWP. Attain compliance on all federal requirements of transportation planning implemented under the federal transportation bill, "Safe, Accountable, Flexible, Efficient Transportation Equity Act - a Legacy for Users" (SAFETEA-LU).					
FY2011 BENCHMARKS					
MILESTONES / PRODUCTS					
FY 2011 UPWP Process and track revenues and expenditures for the FY2011 UPWP and related transportation grants. Process required State and Local Agreements and other required paperwork for transportation grants. Process and obtain Board approval of FY2011 UPWP revisions. Distribute FY2011 UPWP Final and revisions to the Idaho Transportation Department for tracking purposes. Distribute FY2011 UPWP Final and revisions to the Federal Highway Administration for approval.					Ongoing As Needed As Needed As Needed As Needed
FY 2012 UPWP Development Develop and obtain Board approval for the FY2012 UPWP process and schedule. Solicit membership input on possible transportation planning projects and associated needs for FY2012. Submit initial revenue assessment for FY2012 to the Finance Committee for input. Recommend and obtain Board approval on FY2012 general and special membership dues. Present draft FY2012 UPWP to the Finance Committee. Present draft FY2012 UPWP to Board. Obtain Finance Committee and Board approval of FY2012 UPWP. Distribute FY2012 UPWP to the Idaho Transportation Department. Track Federal requirements as related to Self-Certification.					Jan Jan-Feb Feb Mar May Jul Aug Aug Ongoing
Compliance with federal requirements Track federal requirements as related to Transportation Improvement Program and the Regional Long-Range Transportation Plan. Document and prepare for Federal Certification Review. Monitor federal changes through the Federal Register.					Ongoing Ongoing Ongoing
Research Other Grant Opportunities					Ongoing
LEAD STAFF: Jeanne Urlezaga					Expense Summary
END PRODUCT: FY2011 UPWP revisions; FY2012 UPWP; Self-Certification; Maximize funding opportunities.					
					Total Workdays: 267
					Salary \$ 91,875 Fringe \$ 34,588 Overhead \$ 27,948
					Total Labor Cost: \$ 154,411
ESTIMATED DATE OF COMPLETION: September-2011					DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Pass-through Total Direct Cost: \$ -
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
FHWA/FTA	\$36,169	\$13,378		\$49,547	
STP					
STP-TMA(PL)	\$93,531			\$93,531	
STP-Urban(PL)					
Local	\$8,387	\$2,947		\$11,334	
Other					
Total:	\$138,087	\$16,324	\$0	\$154,411	601 Total Cost: \$ 154,411

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PROGRAM NO.	620			CLASSIFICATION:	Project
TITLE:	Growth and Transportation System Monitoring				
STRATEGIC PLAN REFERENCE: Goal 3 - Planning Excellence and Collaboration. To achieve a program of investments, technology improvements, staff development and collaboration to support good decisions on issues significant to the region. Goal 4 - Products and Services. To develop products and services that support regional transportation planning.					
COMMUNITIES IN MOTION REFERENCE: Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 4 - Information. Coordinate data gathering and dispense better information.					
OBJECTIVE/DESCRIPTION: 1. To collect, analyze and report on growth and transportation patterns related to goals in the regional transportation plan, <i>Communities in Motion</i> . This program will result in two main reports each year: a development monitoring report and a Performance Monitoring Report including an analytical review of growth and transportation patterns. This analytical report will also include analysis of the implications of comprehensive plan updates and amendments in regard to how proposed decisions could affect the transportation system region-wide. 2. To develop population estimates by city, rural county, and highway district. Population estimates are developed each year for use in setting COMPASS member dues. The estimates are also posted on the COMPASS web site and are used by many members and citizens. Estimates are based on residential building permits and factored by vacancy rates and household sizes. 3. Mapping and distribution of census data and support for member agencies for using census information.					
FY2011 BENCHMARKS					
MILESTONES / PRODUCTS					
Report on Growth and Transportation Patterns					
Compile building permits collected from local governments. Update preliminary plat information on a monthly or bi-monthly basis. Coordinate data collection of building permits, preliminary plats, and other GIS data for up to a five county Metropolitan Statistical Area. Revise Preservation scenario forecast based on updated population, employment, and preliminary plat data. Complete 2010 Development Monitoring Report. Evaluate amendments to comprehensive plans during previous 12 months. Committee review of draft Performance Monitoring Report. Board review draft Performance Monitoring Report. Seek Board endorsement of final Performance Monitoring Report. Post Performance Monitoring Report on COMPASS website with dynamic mapping products.					Ongoing Ongoing Ongoing Jan-Mar Jan-Mar Jan-Mar April May June June
Population Estimates					
Receive complete building permit inventory for 2010. Allocate building permits by highway district in Canyon County. Update population by current corporate limits for cities within Ada and Canyon counties. Committee review of 2011 Population Estimates Board review and approval of 2011 Population Estimates. Post estimates on COMPASS web site.					Jan Jan Jan Feb Mar Mar
2010 Census					
Provide support to member agencies' for redistricting election boundaries. Mapping and distribution of census data. Update Community Profiles with 2010 census data. Traffic Analysis Zone (TAZ) delineation.					Apr-June June-Sept July Aug-Sept
LEAD STAFF: Carl Miller					
END PRODUCT: Five main products: 1. The Performance Monitoring Report, the annual tracking report being the major document, with databases of building permits, preliminary plats as supporting data; 2. Development Monitoring Report; 3. Population estimates by city jurisdiction, county rural and highway district boundaries; 4. Update of Community Profiles with 2010 census data; and 5. Mapping, distribution, and support of 2010 census data releases.					
ESTIMATED DATE OF COMPLETION: September-2011					
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies Other Local Governments
FHWA/FTA STP STP-TMA(PL) STP-Urban(PL) Local Other	\$46,844	\$17,326		\$64,170	
	\$3,762	\$1,322		\$5,083	
Total:	\$50,606	\$18,647	\$0	\$69,253	
Expense Summary					
Total Workdays:					135
Salary					\$ 41,206
Fringe					\$ 15,513
Overhead					\$ 12,535
Total Labor Cost:					\$ 69,253
DIRECT EXPENDITURES:					
Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Pass-through					
Total Direct Cost:					\$ -
620					Total Cost: \$ 69,253

PROGRAM NO.	647			CLASSIFICATION:	Project
TITLE:	Regional Growth Issues and Options				
STRATEGIC PLAN REFERENCE: Goal 3 - Planning, Excellence and Collaboration. To achieve a program of investments, technology improvements, staff development and collaboration to support good decisions on issues significant to the region. Goal 4 - Products and Services. To develop products and services that support regional transportation planning.					
COMMUNITIES IN MOTION REFERENCE: Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 4 - Information. Coordinate data gathering and dispense better information.					
OBJECTIVE/DESCRIPTION: To achieve a more diverse, explainable and open approach in projecting and allocating regional growth that will improve COMPASS' travel demand forecasting and assist in regional decision-making. The project will have two components: 1) establish a workgroup to begin to develop the 2040 population and employment forecast, identify best practices, and obtain forecasting data, and 2) acquire Cube Land model to improve forecasting and allocation and integrate seamlessly with travel demand model.					
FY2011 BENCHMARKS					
MILESTONES / PRODUCTS					
<u>Regional Growth Projection Options</u> Establish Demographic Advisory Committee (DAC) workgroup to develop 2040 forecast. Identify Population and Employment Forecasting methods. Acquire Econometric forecast data.					Jan Ongoing Sept
<u>Land Use Allocation Model</u> Acquire Cube Land model. Calibrate Cube Land model with 2010 census data, building permits, and other economic data. Test integration of Cube Land model with Cube Voyager travel demand model. Committee review Cube Land model results.					Nov Jan-June June-Aug Sept
LEAD STAFF: Carl Miller				Expense Summary	
END PRODUCT: Establish a workgroup of the Demographic Advisory Committee and others to guide the population and employment forecasting for the 2014 <i>Communities in Motion</i> update. Develop Cube Land model in coordination with DAC workgroup and Paint the Region for visioning exercises. Calibrate the land use allocation model based on 2010 census data, building permits, and other economic data.				Total Workdays: 98	
				Salary	\$ 32,314
				Fringe	\$ 12,165
				Overhead	\$ 9,830
				Total Labor Cost: \$ 54,309	
ESTIMATED DATE OF COMPLETION: September-2011				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
FHWA/FTA	\$36,736	\$13,587		\$50,323	Treasure Valley land use agencies.
STP					
STP-TMA(PL)					
STP-Urban(PL)					
Local	\$2,950	\$1,036		\$3,986	
Other					
Total:	\$39,685	\$14,624	\$0	\$54,309	
				647	Total Cost: \$ 54,309

PROGRAM NO.	653			CLASSIFICATION:	Project
TITLE:	Communications and Education				
STRATEGIC PLAN REFERENCE: Goal 1 - Communications and Public Awareness. To implement a plan that will communicate and disseminate information in a clear and concise manner to multiple audiences.					
COMMUNITIES IN MOTION REFERENCE: Goal 4 - Information. Coordinate data gathering and dispense better information.					
OBJECTIVE/DESCRIPTION: To help COMPASS achieve a positive region-wide identity and help facilitate public involvement in, and knowledge of, transportation planning efforts by planning and implementing an integrated communications/education and public involvement strategy. The task includes external communications, public relations, public involvement, public education, and ongoing Board education.					
FY2011 BENCHMARKS					
MILESTONES / PRODUCTS					
General Continue work with media -- set up interviews, develop story ideas, respond to inquiries. Support work of Public Participation Committee.					Ongoing Ongoing
Develop tools such as electronic and print materials designed for most effective means of communication Maintain and enhance COMPASS website. Update and print COMPASS brochures; develop new/additional brochures, as needed. Develop electronic annual report. Design and print new COMPASS display.					Ongoing Ongoing Dec-10 Ongoing
Education and community outreach Develop and implement FY2011 public education series. Sponsor and/or participate in related community events (such as May in Motion and Idaho Green Expo). Manage public involvement efforts for all areas of COMPASS transportation planning. Submit COMPASS products for awards (as identified). Attend/support member agencies as public meetings. Manage/support <i>Leadership in Motion</i> awards program.					Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing
Evaluate effectiveness Evaluate the effectiveness of public processes.					Ongoing
LEAD STAFF: Amy Luft					Expense Summary
END PRODUCT: A positive region-wide identity and public involvement in, and understanding of, transportation planning through planning and implementing an integrated marketing and communications strategy.					
					Total Workdays: 151
					Salary \$ 49,796 Fringe \$ 18,747 Overhead \$ 15,148
					Total Labor Cost: \$ 83,691
ESTIMATED DATE OF COMPLETION: September-2011					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
FHWA/FTA	\$56,610	\$20,938		\$77,548	Professional Services \$ 9,500
STP					Legal / Lobbying
STP-TMA(PL)	\$38,269			\$38,269	Equipment Purchases
STP-Urban(PL)					Travel / Education
Local	\$6,789	\$2,385		\$9,174	Printing \$ 7,500
Other					Public Involvement \$ 22,900
					Meeting Support \$ 700
					Other \$ 700
					Pass-through
					Total Direct Cost: \$ 41,300
Total:	\$101,668	\$23,323	\$0	\$124,991	653 Total Cost: \$ 124,991

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PROGRAM NO.	661			CLASSIFICATION:	Project
TITLE:	<i>Communities in Motion</i>				
STRATEGIC PLAN REFERENCE: Goal 1- Communication and Public Awareness. To implement a plan that will communicate and disseminate information in a clear and concise manner to multiple audiences. Goal 4 - Products and Services. To develop products and services that support regional transportation planning.					
COMMUNITIES IN MOTION REFERENCE: Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 4 - Information. Coordinate data gathering and dispense better information.					
OBJECTIVE/DESCRIPTION: Initiate activities that will lead to an updated regional long-range transportation plan by August 2014 in full compliance with the current federal transportation bill. Incorporate updated corridor information or revisions to goals, objectives and tasks. Continue education and outreach program.					
FY2011 BENCHMARKS					
MILESTONES / PRODUCTS					
Key Elements					
Work with Ada and Canyon governments to adopt 2010 <i>Communities in Motion</i> . Develop Technical Materials for Growth Scenario Workshops. Host Workshops on Growth Scenarios. Work with developers and others on "Reality Check" regarding growth scenarios. Public Open House Meetings or Workshops. Develop information and outreach materials regarding State system funding needs and implications for local roadways. On-going public outreach. On-going contacts with COMPASS members.					Oct-Dec Dec-Feb March-May June-July Oct-Dec Ongoing Ongoing
LEAD STAFF: Charles Trainor				Expense Summary	
END PRODUCT: Local adoptions of <i>Communities in Motion</i> . Initial work on a growth allocation scenario for the 2014 update. Continued outreach/public education.				Total Workdays: 527	
				Salary \$ 180,995	
				Fringe \$ 68,139	
				Overhead \$ 55,059	
				Total Labor Cost: \$ 304,193	
ESTIMATED DATE OF COMPLETION: September-2011				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
FHWA/FTA	\$205,762	\$76,104		\$281,865	Professional Services \$ 50,000
STP					Legal / Lobbying
STP-TMA(PL)	\$106,559			\$106,559	Equipment Purchases
STP-Urban(PL)					Travel / Education
Local	\$22,769	\$8,000		\$30,769	Printing \$ 10,000
Other					Public Involvement \$ 55,000
					Meeting Support
					Other
					Pass-through
Total:	\$335,090	\$84,103	\$0	\$419,193	Total Direct Cost: \$ 115,000
					661 Total Cost: \$ 419,193

PROGRAM NO.	671				CLASSIFICATION:	Project	
TITLE:	Mobility Management Strategies						
STRATEGIC PLAN REFERENCE: Goal 3 - Planning Excellence & Collaboration. To achieve a program of investments, technology improvements, staff development and collaboration to support good decisions on issues significant to the region. Goal 4 - Products and Services. To develop products and services that support regional transportation planning.							
COMMUNITIES IN MOTION REFERENCE: Goal 1 - Connections. Provide options for safe access and mobility in a cost-effective manner in the region. Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning.							
OBJECTIVE/DESCRIPTION: COMPASS will research and develop regional mobility management tools and strategies to help implement priorities identified in the local mobility management network plan, which incorporates Valley Regional Transit's <i>Transportation Service Coordination Plan</i> priorities to enhance transportation services especially for older individuals, individuals with disabilities and those with lower incomes. The project will explore and help implement coordination of services; deliver tools and data to bridge service gaps and provide mobility options; and analyze financial and performance measures to assess accessibility, efficiency and effectiveness of transportation services.							
FY2011 BENCHMARKS							
MILESTONES / PRODUCTS							
Mobility Corridor Project Draft performance measures for stated goals and objectives of the Bogus Basin project. Develop and confirm an evaluation/feedback loop to be used at stated intervals to report on the performance of the services for the Bogus Basin project. Research other appropriate mobility corridors.							Dec '10 Dec '10 Sep
Mobility Assessment Toolkit Research factors that are relevant in determining transportation and mobility needs of target populations. Develop a mobility assessment toolkit to assist advocates to identify appropriate transportation options for target populations.							Dec '10 Dec '10
Neighborhood Rideshare / Transportation Management Organization Project Explore implementation of voluntary, neighborhood-based travel coordination and transportation services. Design and help implement a neighborhood travel coordination pilot project.							Mar Sep
Research and Mapping Assistance for Transit Planning for Disadvantaged /Transit Dependent Populations Conduct demographic research on older individuals, people with disabilities and those with low incomes. Update geographic information system analysis of service gaps for target populations. Provide available travel demand model data to help address transit needs of target populations.							Mar May Sep
Financial and Performance Analysis Develop and track appropriate measures for evaluating performance and financial status of transportation services for target populations. Compile a performance and financial status report about transportation services for target populations.							June Sep
LEAD STAFF: Liisa Itkonen					Expense Summary		
END PRODUCT: Pilot projects, tools and data to help implement regional mobility management strategies to enhance and better coordinate services to meet individual transportation needs of people with disabilities, those with low incomes, and older individuals.							
ESTIMATED DATE OF COMPLETION: September-2011					Total Workdays: 323		
					Salary \$ 95,517		
					Fringe \$ 35,959		
					Overhead \$ 29,056		
					Total Labor Cost: \$ 160,532		
ESTIMATED DATE OF COMPLETION: September-2011					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Valley Regional Transit		
FHWA/FTA					ACHD Commuteride		
VRT				\$0	Member Agencies		
STP-TMA(PL)							
STP-Urban(PL)							
Local				\$0			
FTA 5316 & 5317			\$160,532	\$160,532			
Total:	\$0	\$0	\$160,532	\$160,532			
					Total Direct Cost: \$ -		
					671	Total Cost: \$ 160,532	

PROGRAM NO.	672			CLASSIFICATION:	Project	
TITLE:	Rural Mobility Management					
STRATEGIC PLAN REFERENCE: Goal 3 - Planning Excellence & Collaboration. To achieve a program of investments, technology improvements, staff development and collaboration to support good decisions on issues significant to the region. Goal 4 - Products and Services. To develop products and services that support regional transportation planning.						
COMMUNITIES IN MOTION REFERENCE: Goal 1 - Connections. Provide options for safe access and mobility in a cost-effective manner in the region. Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning.						
OBJECTIVE/DESCRIPTION: COMPASS will coordinate mobility in the rural areas of Ada, Boise, Canyon, Elmore, Gem and Owyhee counties to enhance the local mobility management network (LMMN) plan, and research and develop rural mobility management strategies to help implement priorities identified in the LMMN plan for rural areas. The project will explore available services and help coordinate existing services and bridge service coverage and gaps; deliver tools to better integrate mobility management into local decision-making.						
FY2011 BENCHMARKS						
MILESTONES / PRODUCTS						
Coordination of Services Assist with identifying funding opportunities. Support local partnerships and ride sharing, and help coordinate transportation services in a rural community. Work with other District 3 mobility managers to coordinate services in rural areas.					On-going On-going On-going	
Travel Training and Marketing Provide assistance/training to identify available travel services, route options, urban connections, and to provide better accessibility in the rural communities. Assist with marketing efforts to help support ridesharing and vanpooling programs.					Dec '10 Dec '10	
Development Review Guidelines for Rural Communities Help implement development guidebook recommendations through a review, when requested, of new projects and proposals for improvements relating to transportation, land use and general mobility.					On-going	
LEAD STAFF: Liisa Itkonen					Expense Summary	
END PRODUCT: Pilot projects, tools, resources and outreach to help implement transportation strategies for enhancement and better coordination of transportation services in rural areas.						
					Total Workdays: 5	
					Salary \$ 1,429	
					Fringe \$ 538	
					Overhead \$ 435	
					Total Labor Cost: \$ 2,401	
ESTIMATED DATE OF COMPLETION: September-2011					DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other FY2012 Carry-Over	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		Community Transportation Association of Idaho
FHWA/FTA						Elderly Opportunity Agency
STP						ACHD Commuteride
STP-TMA(PL)						Member Agencies
STP-Urban(PL)						Boise County
Local						Elmore County
FTA ARRA funds			\$2,401	\$2,401		Gem County
						Owyhee County
Total:	\$0	\$0	\$2,401	\$2,401		
					672	
					Total Cost: \$ 2,401	

PROGRAM NO.	685			CLASSIFICATION:	Project
TITLE:	Transportation Improvement Program (TIP)				
STRATEGIC PLAN REFERENCE: Goal 4 - Products and Services. To develop products and services that support regional transportation planning.					
COMMUNITIES IN MOTION REFERENCE: Goal 1 - Connections. Provide options for safe access and mobility in a cost-effective manner in the region. Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 4 - Information. Coordinate data gathering and dispense better information.					
OBJECTIVE/DESCRIPTION: To develop a FY2012-2016 Regional Transportation Improvement Program (TIP) for Northern Ada and Canyon Counties that complies with all federal, state, and local regulations and policies; for the purpose of funding transportation projects. The annual development of the TIP will be based on <i>Communities in Motion</i> . Included in this project is an initial round of project solicitation, development of the preliminary program, factoring of financial resources, and the completion of the final program for adoption by the COMPASS Board of Directors and the Idaho Transportation Department (ITD). Amendments to the FY2011-2015 program may be necessary in order to maximize funding opportunities. Provide tracking and monitoring services to sponsoring agencies of approved projects to ensure funding obligation. Provide assistance to Valley Regional Transit in the administration of the project scoring process as defined in the 3C Local Mobility Management Network Plan and required under SAFETEA-LU.					
FY2011 BENCHMARKS					
MILESTONES / PRODUCTS					
Solicit Projects for the FY2012-2016 Regional Transportation Improvement Program Request applications for the Surface Transportation Program - Urban and Transportation Management Area projects. Assist member agencies in the preparation of applications.					Oct Oct - Nov
Prioritize projects for the FY2012-2016 Regional Transportation Improvement Program Prioritize projects for possible inclusion in the TIP. Work with ITD on the development of projects within Ada and Canyon Counties. Provide necessary forms and information to ITD for the development of the program.					Dec - Feb Nov - Mar Mar
Develop the Preliminary FY2012-2016 Regional Transportation Improvement Program Update information, including maps, for all projects within the TIP. Produce the Northern Ada County air quality conformity demonstration. Prepare the preliminary project list for public involvement. Hold public meetings for input into the FY2012-2016 TIP.					Mar - Jun Mar - Jun Mar - Jun July
Develop the Final FY2012-2016 Regional Transportation Improvement Program Incorporate pertinent public comments into the programs. Prepare the FY2012-2016 TIP for adoption. Incorporate final mirroring between the Statewide Transportation Improvement Program and the local TIP. Submit the Final FY2012-2016 TIP to ITD and Federal Highway/Federal Transit Administrations.					July July - Aug Sept Oct
Monitor and Track FY2011-2015 Regional Transportation Improvement Program Track and provide technical support of the projects in the FY2011-2015 TIP. Participate in the balancing process for the Urban and Transportation Management Area committees.					Ongoing Ongoing
Assistance to Valley Regional Transit (VRT) Release a call for projects consistent with VRT's Transportation Service Coordination Plan (TSCP)/3C Local Mobility Network Plan. Staff sub-committee of VRT's Regional Coordinating Council to score projects submitted for funding under the TSCP. Make a recommendation to the VRT Board based on the scoring process.					Aug - Nov Nov - Feb Feb
Solicit Projects for the FY2013-2017 Regional Transportation Improvement Program Request applications for the Surface Transportation Program - Urban and Transportation Management Area projects.					July
LEAD STAFF: Toni Tisdale					Expense Summary
END PRODUCT: Adopted FY2012-2016 Regional Transportation Improvement Program for Northern Ada and Canyon Counties. Amendments to the FY2011-2015 program as necessary to maximize funding opportunities.					
ESTIMATED DATE OF COMPLETION: September-2011					Total Workdays: 318
					Salary \$ 102,943
					Fringe \$ 38,755
					Overhead \$ 31,315
					Total Labor Cost: \$ 173,013
ESTIMATED DATE OF COMPLETION: September-2011					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
FHWA/FTA	\$117,029	\$43,285		\$160,314	Idaho Transportation Department
STP					
STP-TMA(PL)	\$1,668			\$1,668	
STP-Urban(PL)					
Local	\$9,495	\$3,336		\$12,831	
Other					
Total:	\$128,192	\$46,621	\$0	\$174,813	
					Professional Services
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement \$ 1,800
					Meeting Support
					Other
					Pass-through
					Total Direct Cost: \$ 1,800
					685 Total Cost: \$ 174,813

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PROGRAM NO.	692			CLASSIFICATION:	Project	
TITLE:	Regional Transportation Funding Information					
STRATEGIC PLAN REFERENCE: Goal 2 - People and Structure. To ensure an effective organization that is responsive to members and the community in identifying and addressing regional transportation and growth issues. Goal 4 - Products and Services. To develop products and services that support regional transportation planning.						
COMMUNITIES IN MOTION REFERENCE: Goal 1 - Connections. Provide options for safe access and mobility in a cost-effective manner in the region. Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning.						
OBJECTIVE/DESCRIPTION: COMPASS will compile transportation financial data from regional transportation agencies to maintain an accurate and up-to-date financial report for future updates to the regional long-range transportation plan. Project will update information on existing and potential revenue sources, maintain a database that allows calculation of revenue potential based on most recent information, evaluate legal, political, social and economic issues related to the revenue options. This information will be used as part of a public education effort in seeking revenues to implement <i>Communities in Motion</i> .						
FY2011 BENCHMARKS						
MILESTONES / PRODUCTS						
Update Revenue Sources						
Review revenue sources that could be used to implement <i>Communities in Motion</i> . Evaluate data sources needed to estimate revenue potential of each source. Update data for each source. Prepare an overall draft summary of potential revenue sources, including a comparison of their issues and benefits. Prepare a draft detail paper of each revenue source. Review summary and detail papers with RTAC. Submit to COMPASS Board. Update brochure and website to inform the public.					Nov Dec Feb Mar Apr May Jun July	
Annual Financial Report						
Obtain prior year financial reports submitted by roadway entities in the region to the Idaho Transportation Department. (Note: Due date for submittal to ITD is December 31, 2010.) As a secondary task, obtain project costs to establish baselines for specified categories such as five-lane arterial construction, right-of-way, bridge construction, signals, overlays, etc. Obtain prior year financial reports from transit entities in region. Review and compile financial data. Clarify any data issues with relevant entities. Prepare draft financial report summarizing revenues and expenses and comparing to prior years. Evaluate level of effort in maintenance and tie to available reports and information on transportation system sufficiency. Submit report to transportation entities for review and comment. Review/acceptance by RTAC. Information item to COMPASS Board.					Mar Mar Apr May May Jun Jul	
Revenue Forecast and Inflation Projection						
Evaluate projected revenues by source. Estimate inflation and tie to each revenue source.					Sep Sep	
LEAD STAFF: Don Matson					Expense Summary	
END PRODUCT: An annual financial report that summarizes transportation revenues and expenditures across the region, reviews maintenance expenditures and system conditions, and documents project costs for basic construction categories. A summary of revenue sources, detail papers on each source and a public information brochure and web site material.						
					Total Workdays: 42	
					Salary \$ 13,053 Fringe \$ 4,914 Overhead \$ 3,971	
					Total Labor Cost: \$ 21,937	
ESTIMATED DATE OF COMPLETION: September-2011					DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Pass-through Total Direct Cost: \$ -	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		Idaho Transportation Department Regional Transportation Agencies
FHWA/FTA STP STP-TMA(PL) STP-Urban(PL) Local Other	\$14,839	\$5,488		\$20,327		
	\$1,192	\$419		\$1,610		
Total:	\$16,030	\$5,907	\$0	\$21,937		
					692 Total Cost: \$ 21,937	

PROGRAM NO.	703				CLASSIFICATION:	Services	
TITLE:	General Public Services						
STRATEGIC PLAN REFERENCE: Goal 2- People and Structure. To ensure an effective organization that is responsive to members and the community in identifying and addressing regional transportation and growth issues.							
COMMUNITIES IN MOTION REFERENCE: Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 3 - Environment. Minimize transportation impacts to people, cultural resources, and the environment. Goal 4 - Information. Coordinate data gathering and dispense better information.							
OBJECTIVE/DESCRIPTION: To provide data and mapping assistance to the general public. COMPASS provides a number of products to the general public: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses. For some products, e.g., maps, a charge is made for the product. When data or other information is not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.							
FY2011 BENCHMARKS							
MILESTONES / PRODUCTS							
Provide assistance to general public as requested in the areas of: GIS. Data Requests. Other various requests as budget allows.							Ongoing
LEAD STAFF: Charles Trainor					Expense Summary		
END PRODUCT: Data and mapping assistance to the general public.							
					Total Workdays: 55		
					Salary \$ 19,090		
					Fringe \$ 7,187		
					Overhead \$ 5,807		
					Total Labor Cost: \$ 32,084		
ESTIMATED DATE OF COMPLETION: September-2011					DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Pass-through		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
FHWA/FTA	\$13,478	\$6,924		\$20,402			
STP							
STP-TMA(PL)							
STP-Urban(PL)							
Local		\$8,645	\$3,037	\$11,682			
Other							
Total:	\$13,478	\$15,569	\$3,037	\$32,084			
					703	Total Cost: \$ 32,084	

PROGRAM NO.	705			CLASSIFICATION:	Services	
TITLE:	Transportation Liaison Services					
STRATEGIC PLAN REFERENCE: Goal 3 - Planning Excellence and Collaboration. To achieve a program of investments, technology improvements, staff development and collaboration to support good decisions on issues significant to the region.						
COMMUNITIES IN MOTION REFERENCE: Goal 1 - Connections. Provide options for safe access and mobility in a cost-effective manner in the region. Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 3 - Environment. Minimize transportation impacts to people, cultural resources, and the environment. Goal 4 - Information. Coordinate data gathering and dispense better information.						
OBJECTIVE/DESCRIPTION: To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies. Transportation liaison services ensures staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require Board approval of a new work program.						
FY2011 BENCHMARKS						
MILESTONES / PRODUCTS						
Attend liaison activities to coordinate transportation-related planning activities.					Ongoing	
LEAD STAFF: Matt Stoll					Expense Summary	
END PRODUCT: Ongoing staff liaison role to member agencies.						
Total Workdays: 67						
Salary \$ 26,594						
Fringe \$ 10,012						
Overhead \$ 8,090						
Total Labor Cost: \$ 44,695						
ESTIMATED DATE OF COMPLETION: September-2011					DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Pass-through	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		Member Agencies
FHWA/FTA						
STP						
STP-TMA(PL)						
STP-Urban(PL)						
Local	\$33,074	\$11,621		\$44,695		
Other						
Total:	\$33,074	\$11,621	\$0	\$44,695		
					Total Direct Cost: \$ -	
					705 Total Cost: \$ 44,695	

PROGRAM NO.	710			CLASSIFICATION:	Services
TITLE:	Complete Streets				
<p>STRATEGIC PLAN REFERENCE: Goal 2- People and Structure. To ensure an effective organization that is responsive to members and the community in identifying and addressing regional transportation and growth issues. GOAL 3 – Planning Excellence & Collaboration. To achieve a program of investments, technology improvements, staff development and collaboration to support good decisions on issues significant to the region. <u>GOAL 4 – Products & Services. To develop products and services that support regional transportation planning.</u></p> <p>COMMUNITIES IN MOTION REFERENCE: Goal 1 - Connections. Provide options for safe access and mobility in a cost-effective manner in the region. Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 3 - Environment. Minimize transportation impacts to people, cultural resources, and the environment. Goal 4 - Information. Coordinate data gathering and <u>dispense better information.</u></p> <p>OBJECTIVE/DESCRIPTION: To provide assistance to Idaho Health & Welfare, the City of Nampa, and other partners in developing a Complete Street plan for the City of Nampa. The objective of the Complete Streets policies is to improve overall health by increasing physical activity and promote accessibility of streets for all users, motorized and non-motorized. With the Idaho Health & Welfare as the lead agency, provide assistance to Complete Streets policies, design standards, and implementation strategies. COMPASS support will include demographic data, geographic information system mapping, traffic model data, and other support with member projects. COMPASS will evaluate existing COMPASS Complete Streets Policy to ensure federal compliance and provide a checklist to guide Project Prioritization, amend as needed, and analyze property values compared to walkability.</p>					
FY2011 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide general assistance to the City of Nampa as requested in the areas of:					
Research/peer review of adopted Complete Streets policies. Assist with community environmental assessments. GIS Mapping. Meeting Support.					As As As As
Complete Streets Policy Revision					
Review Complete Streets policy for compliance with federal Complete Streets guidelines. Evaluate property values compared to walkability. Develop Complete Streets checklist. Revise and Review Complete Streets policy with committees (if necessary). Submit to COMPASS Board (if necessary).					Oct-Dec Dec-Feb Jan-Mar Apr-May June
LEAD STAFF: Carl Miller					
Expense Summary					
END PRODUCT: Four main products: 1. Nampa Complete Streets policies; 2. Revised COMPASS Complete Streets policy that complies with federal Complete Streets guidelines; 3. Complete Streets checklist for Project Prioritization; and 4. Evaluation of property values in walkable neighborhoods.					
Total Workdays:					42
Salary					\$ 13,337
Fringe					\$ 5,021
Overhead					\$ 4,057
Total Labor Cost:					\$ 22,415
ESTIMATED DATE OF COMPLETION: September-2012					
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
FHWA/FTA	\$15,162	\$5,608		\$20,770	Idaho Health & Welfare
STP					City of Nampa
STP-TMA(PL)					Member Agencies
STP-Urban(PL)					
Local	\$1,217	\$428		\$1,645	
Other					
Total:	\$16,379	\$6,036	\$0	\$22,415	
DIRECT EXPENDITURES:					
Professional Services					\$ -
Legal / Lobbying					\$ -
Equipment Purchases					\$ -
Travel / Education					\$ -
Printing					\$ -
Public Involvement					\$ -
Meeting Support					\$ -
Other					\$ -
Pass-through					\$ -
Total Direct Cost:					\$ -
710					Total Cost: \$ 22,415

PROGRAM NO.	715				CLASSIFICATION:	Services	
TITLE:	High Occupancy Vehicle / Park & Ride Study						
STRATEGIC PLAN REFERENCE: Goal 3 - Planning Excellence & Collaboration. To achieve a program of investments, technology improvements, staff development and collaboration to support good decisions on issues significant to the region. Goal 4 - Products and Services. To develop products and services that support regional transportation planning.							
COMMUNITIES IN MOTION REFERENCE: Goal 1 - Connections. Provide options for safe access and mobility in a cost-effective manner in the region. Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning.							
OBJECTIVE/DESCRIPTION: COMPASS, in cooperation with Valley Regional Transit, will research specific aspects of high occupancy vehicle (HOV) transportation, including support facilities (park & ride lots etc.), using examples throughout the U.S. Research will cover the implementation strategies and characteristics of recently (within last ten years) constructed high occupancy vehicle lanes. This research will assist in identifying goals and possible benefits implementing high occupancy vehicle transportation, including supporting facilities.							
FY2011 BENCHMARKS							
MILESTONES / PRODUCTS							
Define Objectives and Overall Approach							
Identify goals and expected benefits of high occupancy vehicle transportation in the region, and in general terms how to achieve them. Assess the ability of an HOV lane to carry more people than an adjacent general purpose travel lane. Research other areas with recent implementation of HOVs - date, length, violation rates, enforcement, driver education, conversion from general purpose (GP) to HOV, HOV on non-access controlled roads.							Jan May May
Data Collection and Analysis							
Compile base data (other areas, existing occupancy on I84). Analyze data.							June Sep
Identify Transportation Corridors for Evaluation							
Identify transportation model impacts. Evaluate potential challenge - identify successful and not so successful HOV facilities. Consider environmental impacts and air quality. Develop and evaluate alternatives for HOV corridors.							Mar Sep Mar
Identify Support Facilities and Programs							
Identify existing and needed future support facilities (park & ride lots, carpool programs, incident management, etc.)							July
Public Education and Outreach							
Conduct outreach and education to inform stakeholders and the public about the project and to gather input.							Sep
Recommend Alternatives for Implementation							
Develop a recommended comprehensive HOV and/or park & ride system plan. Present to stakeholders/decision-makers.							June Sep
LEAD STAFF: Liisa Itkonen					Expense Summary		
END PRODUCT: Research to determine how a high occupancy vehicle transportation system, including park-and-ride facilities would improve mobility in the Treasure Valley, and development of a comprehensive evaluation of a high occupancy vehicle and/or park-and-ride system plan.							
					Total Workdays: 144		
					Salary \$ 44,286		
					Fringe \$ 16,672		
					Overhead \$ 13,472		
					Total Labor Cost: \$ 74,430		
ESTIMATED DATE OF COMPLETION: September-2011					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Valley Regional Transit		
FHWA/FTA	\$50,346	\$18,621		\$68,967	Member Agencies		
STP							
STP-TMA(PL)							
STP-Urban(PL)							
Local	\$4,043	\$1,420		\$5,463			
Other							
Total:	\$54,389	\$20,041	\$0	\$74,430			
					Total Direct Cost: \$ -		
					715 Total Cost: \$ 74,430		

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PROGRAM NO.	720	CLASSIFICATION:			Services	
TITLE:	State Street Transit Corridor Implementation					
STRATEGIC PLAN REFERENCE: Goal 3 - Planning Excellence and Collaboration. To achieve a program of investments, technology improvements, staff development and collaboration to support good decisions on issues significant to the region. Goal 4 - Products and Services. To develop products and services that support regional transportation planning.						
COMMUNITIES IN MOTION REFERENCE: Goal 1 - Connections. Provide options for safe access and mobility in a cost-effective manner in the region. Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 3 - Environment. Minimize transportation impacts to people, cultural resources and the environment.						
OBJECTIVE/DESCRIPTION: The project is a five year effort with five major components: 1) Implement the 2011-2016 State Street Corridor Memorandum of Understanding, 2) Facilitate the implementation of the Transit and Traffic Operational Plan (TTOP) recommendations, 3) Conduct and alternatives analysis as the next step in obtaining federal funds to develop State Street as a High Capacity Transit Corridor, 4) Investigate, recommend and apply for funding to purchase State Street Right of Way, and 5) Assist affected jurisdictions in developing an Access Management Plan for parts of the corridor as needed. COMPASS involvement will consist of a) project management, agency involvement and grant writing, b) stakeholder involvement, c) integrate key elements with other projects, d) participate/contribute to TTOP project, e) public involvement, f) general implementation support, g) modeling support, and h) administrative support.						
FY2011 BENCHMARKS						
MILESTONES / PRODUCTS						
Project management, agency coordination					Ongoing	
Facilitate/assist TTOP near-term plans with stakeholders (enhanced transit service, ITS, park & ride study, other roadway improvements, activities to enable land use change/development)					Ongoing	
Assistance in public involvement and outreach					Ongoing	
Assistance in transportation modeling					Ongoing	
Facilitate/assist in corridor-wide Master Plan					Ongoing	
Catalog Transit Oriented Development (TOD) foundations/concepts					Oct - Mar	
TOD zoning ordinances					Apr - Sep	
Anticipated major activities/tasks in 2011 and future fiscal years:						
FY 2011-2016 - ongoing project management and agency coordination, public involvement/education campaign, etcetera.						
FY 2011-2016 - ongoing support for TTOP near-term plans, such as those listed above.						
FY 2011-2014 - continued facilitation/assistance in corridor-wide Master Plan.						
FY 2012-2015 - assistance in development/implementation of access management plan/policies.						
FY 2013-2016 - conduct corridor alternatives analysis.						
LEAD STAFF: Don Matson					Expense Summary	
END PRODUCT: 1) Completed/implemented near-term plans with member agencies, 2) corridor-wide master plan, 3) access management plan/policies, 3) corridor alternatives analysis.						
Total Workdays:						109
Salary \$						37,632
Fringe \$					14,167	
Overhead \$					11,448	
Total Labor Cost:					\$ 63,247	
ESTIMATED DATE OF COMPLETION: September-2011					DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Pass-through	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		Ada County Highway Dist.
FHWA/FTA	\$42,781	\$15,823		\$58,605		City of Boise
STP						City of Eagle
STP-TMA(PL)						City of Garden City
STP-Urban(PL)						Idaho Transportation Dept.
Local	\$3,435	\$1,207		\$4,642		Valley Regional Transit
Other						
Total:	\$46,217	\$17,030	\$0	\$63,247		
720	Total Direct Cost: \$ -				Total Cost: \$ 63,247	

PROGRAM NO.	760				CLASSIFICATION:	Services
TITLE:	Legislative Services					
STRATEGIC PLAN REFERENCE: Goal 3 - Planning Excellence and Collaboration. To achieve a program of investments, technology improvements, staff development and collaboration to support good decisions on issues significant to the region.						
COMMUNITIES IN MOTION REFERENCE: Goal 1 - Connections. Provide options for safe access and mobility in a cost-effective manner in the region. Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 3 - Environment. Minimize transportation impacts to people, cultural resources, and the environment. Goal 4 - Information. Coordinate data gathering and dispense better information.						
OBJECTIVE/DESCRIPTION: To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels. Identify, review, monitor, advocate and report to the Board of Directors on pending state and federal legislation which directly or indirectly relates to COMPASS priorities and activities.						
FY2011 BENCHMARKS						
MILESTONES / PRODUCTS						
Federal Legislative Priorities Obtain COMPASS Board endorsement of FY2012 Annual Appropriations Project list. Develop project applications and supporting information. Submit applications to Idaho Congressional Delegation. Educate and advocate on FY2012 Annual Appropriations Project Priorities. Work with Executive Committee to identify possible projects for FY2013 Annual Appropriations Project list.						Oct Oct-Feb Feb On-Going Jul-Sep
State Legislative Priorities Work with Executive Committee to identify possible priorities and position statements for FY2011 legislative session. Obtain COMPASS Board endorsement of FY2011 legislative priorities. Educate and advocate on FY2012 legislative priorities. Evaluate possible legislative priorities for FY2012 legislative session.						Oct-Nov Nov Dec-Apr May-Sep
LEAD STAFF: Matt Stoll						Expense Summary
END PRODUCT: An effective advocacy program for legislative issues and positions that have been approved by the COMPASS Board of Directors.						
						Total Workdays: 86
						Salary \$ 40,240 Fringe \$ 15,149 Overhead \$ 12,241
						Total Labor Cost: \$ 67,630
ESTIMATED DATE OF COMPLETION:					September-2011	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies DIRECT EXPENDITURES: Professional Services Legal / Lobbying \$ 85,950 Equipment Purchases Travel / Education \$ 9,000 Printing Public Involvement Meeting Support Other \$ 11,100 Pass-through Total Direct Cost: \$ 106,050	
FHWA/FTA						
STP						
STP-TMA(PL)						
STP-Urban(PL)						
Local	\$128,523	\$45,157		\$173,680		
Other						
Total:	\$128,523	\$45,157	\$0	\$173,680	760	Total Cost: \$ 173,680

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PROGRAM NO.	761			CLASSIFICATION:	Services
TITLE:	Blue Print for Good Growth				
STRATEGIC PLAN REFERENCE: Goal 3 - Planning Excellence and Collaboration. To achieve a program of investments, technology improvements, staff development and collaboration to support good decisions on issues significant to the region.					
COMMUNITIES IN MOTION REFERENCE: Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 3 - Environment. Minimize transportation impacts to people, cultural resources, and the environment. Goal 4 - Information. Coordinate data gathering and dispense better information.					
OBJECTIVE/DESCRIPTION: Provide administrative and technical support to the Blueprint for Good Growth (BGG) activities.					
FY2011 BENCHMARKS					
MILESTONES / PRODUCTS					
Monthly meetings of the BGG Consortium and Technical Committees COMPASS staff will schedule regular meetings of the Consortium and Technical/Steering Committee, prepare packets, provide copies to members, record and provide minutes of each meeting.					Periodic
Assist with local agency implementation of the Adequate Public Facilities concept COMPASS staff will support the Blueprint for Good Growth Consortium and Technical/Steering Committee, specifically consideration of comprehensive plan and cumulative development implications, by local governments. This activity excludes any direct legal work, which will be the responsibility of each local agency. Revisions to materials by staff, research, provision of materials, and other technical assistance are included. The BGG Consortium and Technical/Steering Committee will be the advocacy groups in outreach to local governments. Update base case demographic assumption to include existing, approved, and "preliminary" development.					Sep-11
Develop a public information campaign COMPASS staff will support the Blueprint for Good Growth Consortium and Technical/Steering Committee in promoting public awareness of BGG goals and activities by issuing press releases and seeking opportunities to present information to the public. No direct costs such as printing, postage or consulting services are included in this support.					On-going
LEAD STAFF: Charles Trainor					Expense Summary
END PRODUCT: Implementation of a better process to evaluate proposed developments and comprehensive plan changes in terms of transportation effects, and public information regarding land use/transportation integration.					Total Workdays: 88
					Salary \$ 30,850
					Fringe \$ 11,614
					Overhead \$ 9,385
					Total Labor Cost: \$ 51,849
ESTIMATED DATE OF COMPLETION: September-2011					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
FHWA/FTA	\$48,043			\$48,043	Professional Services \$ -
STP					Legal / Lobbying \$ -
STP-TMA(PL)					Equipment Purchases \$ -
STP-Urban(PL)					Travel / Education \$ -
Local	\$3,806			\$3,806	Printing \$ -
Other					Public Involvement \$ -
					Meeting Support \$ -
					Other \$ -
					Pass-through \$ -
					Total Direct Cost: \$ -
Total:	\$51,849	\$0	\$0	\$51,849	761 Total Cost: \$ 51,849

PROGRAM NO.	801			CLASSIFICATION:	System Maintenance	
TITLE:	Staff Development					
STRATEGIC PLAN REFERENCE: Goal 2 - People and Structure. To ensure an effective organization that is responsive to members and the community in identifying and addressing regional transportation and growth issues.						
COMMUNITIES IN MOTION REFERENCE: Goal 1 - Connections. Provide options for safe access and mobility in a cost-effective manner in the region. Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 3 - Environment. Minimize transportation impacts to people, cultural resources, and the environment. Goal 4 - Information. Coordinate data gathering and dispense better information.						
OBJECTIVE/DESCRIPTION: To support the transportation planning process and provide opportunities for staff training and development. Provide resources toward meeting federal administrative requirements, ongoing staff training and continuing education.						
FY2011 BENCHMARKS						
MILESTONES / PRODUCTS						Ongoing
Staff training and development.						
LEAD STAFF: Jeanne Urlezaga					Expense Summary	
END PRODUCT: Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences and educational classes.					Total Workdays: 69	
					Salary \$ 22,094	
					Fringe \$ 8,318	
					Overhead \$ 6,721	
					Total Labor Cost: \$ 37,132	
ESTIMATED DATE OF COMPLETION:				September-2011		DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education \$ 20,000 Printing Public Involvement Meeting Support Other Pass-through Total Direct Cost: \$ 20,000
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Federal Highway Administration	
FHWA/FTA					Federal Transit Administration	
STP						
STP-TMA(PL)	\$18,532			\$18,532		
STP-Urban(PL)						
Local	\$28,564	\$10,036		\$38,600		
Other						
Total:	\$47,096	\$10,036	\$0	\$57,132	801	Total Cost: \$ 57,132

PROGRAM NO.	820				CLASSIFICATION:	System Maintenance	
TITLE:	Committee Support						
STRATEGIC PLAN REFERENCE: Goal 2 - People and Structure. To ensure an effective organization that is responsive to members and the community in identifying and addressing regional transportation and growth issues.							
COMMUNITIES IN MOTION REFERENCE: Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 4 - Information. Coordinate data gathering and dispense better information.							
OBJECTIVE/DESCRIPTION: To provide staff support to the COMPASS Board, subcommittees of the Board and all standing committees as defined by the COMPASS bylaws. As designated lead agency, COMPASS staff will also provide support to the Interagency Consultation Committee and other Special Project committees determined by the Unified Planning Work Program and Budget. Staff will prepare summary minutes, provide distribution of committee packets, presentations, coordination and follow-up on items requested by the committees.							
FY2011 BENCHMARKS							
MILESTONES / PRODUCTS							
Provide administrative coordination, materials, and follow-up to the COMPASS Board, subcommittees and standing committees.							Ongoing
LEAD STAFF: Jeanne Urlezaga						Expense Summary	
END PRODUCT: Ongoing support of committees, agendas, minutes and information to promote involvement and communication.							
						Total Workdays: 335	
						Salary \$ 90,421	
						Fringe \$ 34,041	
						Overhead \$ 27,506	
						Total Labor Cost: \$ 151,968	
ESTIMATED DATE OF COMPLETION:					September-2011		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
FHWA/FTA							
STP							
STP-TMA(PL)	\$9,266			\$9,266			
STP-Urban(PL)							
Local	\$112,999	\$39,703		\$152,702			
Other							
Total:	\$122,265	\$39,703	\$0	\$161,968			
					DIRECT EXPENDITURES:		
					Professional Services		
					Legal / Lobbying		
					Equipment Purchases		
					Travel / Education		
					Printing		
					Public Involvement		
					Meeting Support \$ 10,000		
					Other		
					Pass-through		
					Total Direct Cost: \$ 10,000		
					820	Total Cost: \$ 161,968	

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PROGRAM NO.	836			CLASSIFICATION:	System Maintenance	
TITLE:	Model Maintenance					
STRATEGIC PLAN REFERENCE: Goal 3 - Planning Excellence and Collaboration. To achieve a program of investments, technology improvements, staff development and collaboration to support good decisions on issues significant to the region.						
COMMUNITIES IN MOTION REFERENCE: Goal 1 - Connections. Provide options for safe access and mobility in a cost-effective manner in the region. Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 4 - Information. Coordinate data gathering and dispense better information.						
OBJECTIVE/DESCRIPTION: To keep the COMPASS Travel Demand Model (including the peak hour and mode choice model tools) and the Environmental Protection Agency Air Quality Model current and reasonably accurate. Improve these models when justified and necessary. To refine the COMPASS modeling policies as needed. To ensure that COMPASS travel demand modeling processes meet the standards of professional practice and meet federal, state and local planning requirements.						
FY2011 BENCHMARKS						
MILESTONES / PRODUCTS						
Update traffic count data as needed. Identify model improvements for FY2011 based on member agency needs. Implement mode choice improvements and ridership forecasting based on recommendations from Federal Transit Administration Technical Assistance. Update and maintain long range transportation plan demographic scenarios. Update model software/equipment if needed. Set model policies to handle sub-area models and modeling done by consultants (checks and balances). Maintain and update the "preservation" model based on comprehensive build out demographics. Assist Department of Environmental Quality with the Northern Ada County PM10 Maintenance Plan update.					Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	
LEAD STAFF: MaryAnn Waldinger					Expense Summary	
END PRODUCT: A current, up-to-date, and peer reviewed tool that can support informed decision making and analyses of regionally significant transportation planning issues.					Total Workdays: 123	
					Salary \$ 37,550	
					Fringe \$ 14,137	
					Overhead \$ 11,423	
					Total Labor Cost: \$ 63,110	
ESTIMATED DATE OF COMPLETION: September-2011					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ 40,000
	Ada	Canyon	Special	Total	Highway Districts	Legal / Lobbying
FHWA/FTA	\$42,689	\$15,789		\$58,478	Member Agencies	Equipment Purchases
STP					Federal Highways Administration	Travel / Education
STP-TMA(PL)	\$37,064			\$37,064	Idaho Transportation Department	Printing
STP-Urban(PL)					Valley Regional Transit	Public Involvement
Local	\$5,601	\$1,968		\$7,568	Department of Environmental Quality	Meeting Support
Other						Other
						Pass-through
Total:	\$85,353	\$17,757	\$0	\$103,110		Total Direct Cost: \$ 40,000
					836	Total Cost: \$ 103,110

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PROGRAM NO.	838			CLASSIFICATION:	System Maintenance	
TITLE:	Household Travel Survey, Phase 1					
STRATEGIC PLAN REFERENCE: Goal 3 - Planning Excellence and Collaboration. To achieve a program of investments, technology improvements, staff development and collaboration to support good decisions on issues significant to the region.						
COMMUNITIES IN MOTION REFERENCE: Goal 1 - Connections. Provide options for safe access and mobility in a cost-effective manner in the region. Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 4 - Information. Coordinate data gathering and dispense better information.						
OBJECTIVE/DESCRIPTION: To keep the COMPASS Travel Demand Model trip general inputs up to date and reasonable. Travel survey data directly support making certain the COMPASS travel demand modeling processes meet the standards of professional practice and meet federal, state and local planning requirements.						
FY2011 BENCHMARKS						
MILESTONES / PRODUCTS						
Prepare request for qualification/request for proposal. Create review committee made up of Transportation Model Advisory Committee Members. Review proposals. Select consultant. Negotiate contract. Manage project.						Jan-11 Jan-11 Mar-11 Apr-11 May-11 May/Sept-11
LEAD STAFF: MaryAnn Waldinger					Expense Summary	
END PRODUCT: A well-defined and executed survey that will provide information about the regions travel habits.						
					Total Workdays: 35	
					Salary \$ 13,141	
					Fringe \$ 4,947	
					Overhead \$ 3,998	
					Total Labor Cost: \$ 22,086	
ESTIMATED DATE OF COMPLETION: March-2012					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Highway Districts	
FHWA/FTA	\$14,939	\$5,526		\$20,465	Member Agencies	
STP k#9827	\$278,000			\$278,000	Federal Highways Administration	
STP-TMA(PL)					Idaho Transportation Department	
STP-Urban(PL)					Valley Regional Transit	
Local	\$17,480	\$6,141		\$23,621	Department of Environmental Quality	
Other					Pass-through	
Total:	#####	\$11,667	\$0	\$322,086	Total Direct Cost: \$ 300,000	
					838	Total Cost: \$ 322,086

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PROGRAM NO.	842			CLASSIFICATION:	System Maintenance	
TITLE:	Congestion Management / ITS					
STRATEGIC PLAN REFERENCE: Goal 4 - Products and Services. To develop products and services that support regional transportation planning.						
COMMUNITIES IN MOTION REFERENCE: Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning.						
OBJECTIVE/DESCRIPTION: To provide services and data to maintain a functional congestion management system for the Treasure Valley. Conduct data collection, update the Congestion Management System (CMS) Plan as needed, facilitate meetings of the Congestion Management Workgroup (or Transportation Model Advisory Committee), produce an annual CMS Report and distribute it to member agencies. Improve the system and its components.						
FY2011 BENCHMARKS						
MILESTONES / PRODUCTS						
Annual CMS Report and Travel Time Data Collection Distribute the 2010 Treasure Valley CMS annual report. Collect 2011 travel time data (40 days). Review and format 2011 CMS travel time data for incorporation into the annual report. Distribute the 2011 Treasure Valley CMS annual report. Develop a Project Tracking List for Transportation Improvement Program projects. Analyze Current and Historic CMS travel time data.						Oct-11 Mar/Apr Jul-11 Sep-11 Aug-11 Ongoing
Congestion Management System Plan Update Update/Revise the CMS Plan per certification review recommendations. Research other areas regarding evaluation and performance measures of other mod. Set up process/protocols for obtaining data to identify and evaluate management and operation strategies.						Ongoing
Miscellaneous CMS/ITS tasks Maintain Intelligent Transportation Systems (ITS) architecture. Transportation Project Coordination. Transportation Studies and Construction Coordination.						Ongoing Ongoing Ongoing
LEAD STAFF: MaryAnn Waldinger					Expense Summary	
END PRODUCT: A functional congestion management system. Annual CMS report and 2011 travel time data.					Total Workdays: 96	
					Salary \$ 26,132	
					Fringe \$ 9,838	
					Overhead \$ 7,950	
					Total Labor Cost: \$ 43,920	
ESTIMATED DATE OF COMPLETION: September-2011					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Professional Services	
FHWA/FTA	\$29,708	\$10,988		\$40,696	Legal / Lobbying	
STP					Equipment Purchases	
STP-TMA(PL)					Travel / Education	
STP-Urban(PL)					Printing	
Local	\$2,386	\$838		\$3,224	Public Involvement	
Other					Meeting Support	
					Other	
					Pass-through	
Total:	\$32,094	\$11,826	\$0	\$43,920	Total Direct Cost: \$ -	
					842	Total Cost: \$ 43,920

PROGRAM NO.	860			CLASSIFICATION:	System Maintenance	
TITLE:	Geographic Information System Maintenance					
STRATEGIC PLAN REFERENCE: Goal 4 - Products and Services. To develop products and services that support regional transportation planning.						
COMMUNITIES IN MOTION REFERENCE: Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 4 - Information. Coordinate data gathering and dispense better information.						
OBJECTIVE/DESCRIPTION: To conduct regional analysis using geographic information system. COMPASS provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS also uses GIS data and technology for internal project support. Ongoing system administration, data maintenance, editing, and creating is required to effectively perform these tasks.						
FY2011 BENCHMARKS						
MILESTONES / PRODUCTS						
Provide GIS Support for COMPASS Projects						Ongoing
GIS Cooperation						Monthly Quarterly
Continue participation in the Canyon Spatial Data Cooperative (SDC) and Ada County Special Interest Group (SIG) meetings. Facilitate the Regional GIS Advisory Committee to address regional cooperation of GIS data.						
LEAD STAFF: Ross Dodge					Expense Summary	
END PRODUCT: An expanded use of GIS technology and data for regional planning. Continued GIS coordination and development of the most accurate and up-to-date information possible.						
ESTIMATED DATE OF COMPLETION: September-2011					Total Workdays: 201	
					Salary \$ 68,258	
					Fringe \$ 25,697	
					Overhead \$ 20,764	
					Total Labor Cost: \$ 114,719	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
FHWA/FTA	\$77,598	\$28,701		\$106,299		
STP						
STP-TMA(PL)	\$1,112			\$1,112		
STP-Urban(PL)						
Local	\$6,296	\$2,212		\$8,508		
Other						
Total:	\$85,006	\$30,913	\$0	\$115,919		
					DIRECT EXPENDITURES:	
					Professional Services	
					Legal / Lobbying	
					Equipment Purchases	
					Travel / Education	
					Printing	
					Public Involvement	
					Meeting Support	
					Other \$ 1,200	
					Pass-through	
					Total Direct Cost: \$ 1,200	
					860	Total Cost: \$ 115,919

PROGRAM NO.	861				CLASSIFICATION:	System Maintenance	
TITLE:	Regional Orthophotography						
STRATEGIC PLAN REFERENCE: Goal 4 - Products & Services. To develop products and services that support regional transportation planning.							
COMMUNITIES IN MOTION REFERENCE: Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 4 - Information. Coordinate data gathering and dispense better information.							
OBJECTIVE/DESCRIPTION: Follow-up of the 2010 orthophotography project							
FY2011 BENCHMARKS							
						MILESTONES / PRODUCTS	Date
Provide orthophotography data to engineering firms and general public as requested.							Ongoing
LEAD STAFF: Ross Dodge						Expense Summary	
END PRODUCT: Continue serving as the point of contact for orthophotography sales and acquisition.							
						Total Workdays:	17
						Salary \$	5,643
						Fringe \$	2,124
						Overhead \$	1,717
						Total Labor Cost:	\$ 9,484
ESTIMATED DATE OF COMPLETION:						September-2011	
Funding Sources					Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies		
FHWA/FTA	\$6,415	\$2,373		\$8,788	US Geological Survey		
STP					Idaho Military Division		
STP-TMA(PL)					United Water		
STP-Urban(PL)							
Local	\$515	\$181		\$696			
Other							
Total:	\$6,930	\$2,554	\$0	\$9,484			
						DIRECT EXPENDITURES:	
						Professional Services	
						Legal / Lobbying	
						Equipment Purchases	
						Travel / Education	
						Printing	
						Public Involvement	
						Meeting Support	
						Other	
						Pass-through	
						Total Direct Cost:	\$ -
						861	Total Cost: \$ 9,484

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PROGRAM NO.	960			CLASSIFICATION:	Indirect / Overhead	
TITLE:	Information Technology					
STRATEGIC PLAN REFERENCE: Goal 2 - People and Structure. To ensure an effective organization that is responsive to members and the community in identifying and addressing regional transportation and growth issues.						
COMMUNITIES IN MOTION REFERENCE: Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 4 - Information. Coordinate data gathering and dispense better information.						
OBJECTIVE/DESCRIPTION: To provide a computer system and website that is current, accurate, functional and configured to meet the needs of the agency. Continue to build upon a system that meets the technical needs of the staff and productivity. Annually identify needs, maintain software and hardware inventory, monitor costs and implement system improvements.						
FY2011 BENCHMARKS						
MILESTONES / PRODUCTS						
Management Manage Information Technology (IT) consultant contract and coordinate work Prioritize needs, analyze costs, make recommendations and implement system improvements.						Ongoing Ongoing
Coordination Work with staff to configure equipment and software to meet the needs of each Document and educate staff with system issues and changes. Coordinate systems with member agencies.						Ongoing Ongoing Ongoing
Maintenance Maintain inventory of hardware and software. Provide and retain daily, monthly and annual system backups.						Ongoing Ongoing
LEAD STAFF: Jeanne Urlezaga					Expense Summary	
END PRODUCT: A well-documented and fully functioning computer network system and website that is current, efficient and user-friendly.					Total Workdays: 108	
					Salary	\$ -
					Fringe	\$ -
					Overhead	\$ -
					Total Labor Cost:	\$ -
ESTIMATED DATE OF COMPLETION:				September-2011		DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Pass-through Total Direct Cost: \$ -
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
FHWA/FTA						
STP						
STP-TMA(PL)						
STP-Urban(PL)						
Local						
Other						
Total:	\$0	\$0	\$0	\$0		960
					Total Cost: \$ -	

PROGRAM NO.	990 / 992 / 995				CLASSIFICATION:	Indirect / Overhead		
TITLE:	Direct Operations & Maintenance / Set-Aside / Building Fund							
STRATEGIC PLAN REFERENCE: Goal 2 - People and Structure. To ensure an effective organization that is responsive to members and the community in identifying and addressing regional transportation and growth issues.								
COMMUNITIES IN MOTION REFERENCE: Goal 1 - Connections. Provide options for safe access and mobility in a cost-effective manner in the region. Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 3 - Environment. Minimize transportation impacts to people, cultural resources, and the environment. Goal 4 - Information. Coordinate data gathering and dispense better information.								
OBJECTIVE/DESCRIPTION: To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for Board related events and meeting expenses and update equipment/software needs. Provide set-aside of local funds for potential rescission of federal-aid highway funds and continue with set-aside for building fund.								
FY2011 BENCHMARKS								
MILESTONES / PRODUCTS								
Provide local dollars for expenditures not federally funded.							Ongoing	
LEAD STAFF: Jeanne Urlezaga						Expense Summary		
END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director and equipment needs. Accumulate adequate funds for purchase of building.								
Total Workdays:								-
Salary \$ - Fringe \$ - Overhead \$ -								-
Total Labor Cost: \$ -								
ESTIMATED DATE OF COMPLETION:					September-2011		DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies				
	Ada	Canyon	Special	Total	Member Agencies			
FHWA/FTA								
STP								
STP-TMA(PL)								
STP-Urban(PL)								
Local	\$159,280	\$55,963		\$215,243				
Other			\$253,152	\$253,152				
Total:	\$159,280	\$55,963	\$253,152	\$468,395				
						Total Direct Cost: \$ 468,395		
						990 / 992 / 995 Total Cost: \$ 468,395		

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PROGRAM NO.	991			CLASSIFICATION:	Indirect / Overhead	
TITLE:	Support Services Labor					
STRATEGIC PLAN REFERENCE: Goal 2 - People and Structure. To ensure an effective organization that is responsive to members and the community in identifying and addressing regional transportation and growth issues.						
COMMUNITIES IN MOTION REFERENCE: Goal 1 - Connections. Provide options for safe access and mobility in a cost-effective manner in the region. Goal 2 - Coordination. Achieve better inter-jurisdictional coordination of transportation and land use planning. Goal 3 - Environment. Minimize transportation impacts to people, cultural resources, and the environment. Goal 4 - Information. Coordinate data gathering and disperse better information.						
OBJECTIVE/DESCRIPTION: To provide personnel management, financial management and general administration. Provide labor to support the ongoing administrative functions related to the operations of COMPASS. Ongoing functions include maintenance of payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, leases, general ledger, bank reconciliation and cash flow. Work with Independent Auditor on annual audit. Provide administrative assistance for agency needs including public workshops, hearings, open houses, etc.						
FY2011 BENCHMARKS						
MILESTONES / PRODUCTS						
General Administration Review standing agreements. Update COMPASS operational policies. Monitor general workplace and personnel needs. Provide administrative assistance for agency needs.						Aug As needed Ongoing Ongoing
Personnel Management Prepare and complete recruitment processes. Conduct employee annual evaluations. Renew insurance policies. Pursue FY2011 benefit options.						As needed Aug-Sept Aug-Sept Mar
Financial Management Complete FY2010 year-end close and FY2011 start-up. Provide annual audit support and complete financial reports. Complete COMPASS annual Audit Report. Prepare and distribute year-end payroll reports. Complete budget variance information and report to the Finance Committee quarterly.						Oct-Nov Oct-Dec Jan Jan Quarterly
LEAD STAFF: Jeanne Urlezaga				Expense Summary		
END PRODUCT: An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the COMPASS Board.				Total Workdays: 777		
				Salary	\$	-
				Fringe	\$	-
				Overhead	\$	-
				Total Labor Cost: \$ -		
ESTIMATED DATE OF COMPLETION: September-2011				DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
FHWA/FTA					Professional Services	
STP					Legal / Lobbying	
STP-TMA(PL)					Equipment Purchases	
STP-Urban(PL)					Travel / Education	
Local					Printing	
Other					Public Involvement	
					Meeting Support	
					Other	
					Pass-through	
Total:	\$0	\$0	\$0	\$0	Total Direct Cost: \$ -	
					991	Total Cost: \$ -

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2011 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2010 Revision 1	FY2011 Draft
GENERAL MEMBERSHIP		
Ada County	200,030	200,030
Ada County Highway District	200,030	200,030
Canyon Highway District No. 4	11,845	11,845
Nampa Highway District No. 1	11,845	11,845
Boise City	99,095	99,095
Caldwell City	29,550	29,550
Canyon County	131,927	131,927
Eagle City	9,743	9,743
Garden City	5,812	5,812
Kuna City	6,852	6,852
Meridian City	33,745	33,745
Middleton City	3,853	3,853
Nampa City	56,715	56,715
Notus City	429	429
Parma City	1,407	1,407
Star City	2,629	2,629
Subtotal	805,506	805,506
SPECIAL MEMBERSHIP		
Boise State University	8,190	8,190
Capital City Development Corporation	8,190	8,190
Department of Environmental Quality	8,190	8,190
Idaho Transportation Department	8,190	8,190
Independent School District of Boise City	8,190	8,190
Valley Regional Transit	8,190	8,190
Subtotal	49,140	49,140
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2010 K# 10698 Ada County	855,148	
CPG - FY2010 K# 10698 Canyon County	300,457	
CPG - FY2011 K# 11191 Ada County		855,148
CPG - FY2011 K# 11191 Canyon County		300,457
Sub Total CPG Grants	1,155,605	1,155,605
STP TMA - K# 9506 FY09 Trans Planning, Ada; carry-over	69,495	
STP-St. K #7827, SH44 Corr Pres Study; carry-over	714,663	
ITD-Local Match for K #7827, SH44 Corr Pres Study; carry-over	56,612	
STP-St. K #7826, US 20/26 Corr Pres Study; carry-over	524,907	
ITD-Local Match for K#7826, US 20/26 Corr Pres Study; carry-over	41,580	
STP TMA - K#9827, Household Travel Survey Phase 1		278,000
STP TMA - Reinstate off-the-top funds for Planning		306,000
FTA - Mobility Management Strategies; 5316 & 5317 funds	339,102	160,532
FTA - Mobility Management Strategies; 1/2 FTE	26,000	
VRT - Local Match for 1/2 Time FTE (Mobility Management Strategies)	6,500	
FTA - Rural Mobility Management; K#11909; 2009 stimulus package	106,706	2,401
Subtotal	1,885,565	746,933
OTHER		
COMPASS and Local Agency funds for FY2010 Ortho Fly Over	340,000	
COMPASS Local Match for Rural Mobility Mgt (Fund Balance)	3,241	
COMPASS Local Match for CPG Carry Over (Fund Balance)	9,534	
COMPASS Local Match for K#9506 Carry Over (Fund Balance)	5,505	
COMPASS Local Match for Mobility Mgt Carry Over (Fund Balance)	11,536	
Set-Aside for Potential Rescission of Fed Aid Funds (Fund Balance)	243,352	243,352
Interest Income	15,000	9,800
Subtotal	628,168	253,152
COMPASS REVENUE	4,523,984	3,010,336

EXPENSE	FY2010 Revision 1	FY2011 Draft
SALARY, FRINGE & CONTINGENCY		
Salary	1,112,600	1,080,100
Fringe	420,600	443,491
Medical Expense Reimbursement Plan	10,000	5,000
Salary Contingency (Overtime and Bonus)	20,000	20,000
Sick Time Trade	10,000	10,000
Subtotal	1,573,200	1,558,591
INDIRECT OPERATIONS & MAINTENANCE		
COMPASS	348,000	348,000
Subtotal	348,000	348,000
DIRECT OPERATIONS & MAINTENANCE		
610, SH44 Corridor Preservation Study	734,619	
611, US 20/26 Corridor Preservation Study	532,742	
620, Growth and Transportation System Monitoring	2,500	
631, Treasure Valley High Capacity Transit Study	24,094	
653, Communications and Education	30,500	41,300
661, <i>Communities in Motion</i>	200,794	115,000
671, Mobility Management Strategies	195,236	
672, Rural Mobility Management	5,933	
685, Transportation Improvement Program	1,500	1,800
760, Legislative Services	107,050	106,050
801, Staff Development	30,000	20,000
820, Committee Support	8,500	10,000
836, Model Maintenance	40,000	40,000
837, Transit Ridership Survey	75,000	300,000
860, Geographic Information System Maintenance	1,200	1,200
861, Regional Orthophotography	340,000	
990, Direct Operations and Maintenance	31,310	55,043
Subtotal	2,360,978	690,393
COMPASS EXPENSE	4,282,178	2,596,984

SET-ASIDE FOR POTENTIAL 20% RESCISSION	FY2010 Revision 1	FY2011 Draft
992, Other	243,352	243,352
Subtotal	243,352	243,352
COMPASS SET-ASIDE	243,352	243,352

TRANSFER TO BUILDING FUND	FY2010 Revision 1	FY2011 Draft
995, Building Fund	118,808	170,000
Subtotal	118,808	170,000
COMPASS TRANSFER TO BUILDING FUND	118,808	170,000

COMPASS SUMMARY		
TOTAL REVENUE	4,644,338	3,010,336
TOTAL EXPENSES	4,282,178	2,596,984
SET-ASIDE FOR POTENTIAL 20% RESCISSION	243,352	243,352
TRANSFER TO BUILDING FUND	118,808	170,000
CHANGE IN FUND BALANCE	0	0

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2011 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2011 Draft	FY2012 Budget Estimates
GENERAL MEMBERSHIP		
Ada County	200,030	200,030
Ada County Highway District	200,030	200,030
Canyon Highway District No. 4	11,845	11,845
Nampa Highway District No. 1	11,845	11,845
Boise City	99,095	99,095
Caldwell City	29,550	29,550
Canyon County	131,927	131,927
Eagle City	9,743	9,743
Garden City	5,812	5,812
Kuna City	6,852	6,852
Meridian City	33,745	33,745
Middleton City	3,853	3,853
Nampa City	56,715	56,715
Notus City	429	429
Parma City	1,407	1,407
Star City	2,629	2,629
Subtotal	805,506	805,506
SPECIAL MEMBERSHIP		
Boise State University	8,190	8,190
Capital City Development Corporation	8,190	8,190
Department of Environmental Quality	8,190	8,190
Idaho Transportation Department	8,190	8,190
Independent School District of Boise City	8,190	8,190
Valley Regional Transit	8,190	8,190
Subtotal	49,140	49,140
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2011 K# 11191 Ada County	855,148	
CPG - FY2011 K# 11191 Canyon County	300,457	
CPG - FY2011 K# 11199 Ada County		855,148
CPG - FY2011 K# 11199 Canyon County		300,457
Sub Total CPG Grants	1,155,605	1,155,605
STP TMA - K#9827, Household Travel Survey Phase 1	278,000	
STP TMA - K#9828, Household Travel Survey Phase 2		278,000
STP TMA - Reinstate off-the-top funds for Planning	306,000	306,000
FTA - Mobility Management Strategies; 5316 & 5317 funds	160,532	
FTA - Rural Mobility Management; K#11909; 2009 stimulus package	2,401	
Subtotal	746,933	584,000
OTHER		
Set-Aside for Potential Rescission of Fed Aid Funds (Fund Balance)	243,352	
Fund Balance Carry Over		21,543
Interest Income	9,800	6,400
Subtotal	253,152	27,943
COMPASS REVENUE	3,010,336	2,622,194

EXPENSE	FY2011 Draft	FY2012 Budget Estimates
SALARY, FRINGE & CONTINGENCY		
Salary	1,080,100	1,080,100
Fringe	443,491	473,772
Medical Expense Reimbursement Plan	5,000	5,000
Salary Contingency (Overtime and Bonus)	20,000	20,000
Sick Time Trade	10,000	10,000
Subtotal	1,558,591	1,588,872
INDIRECT OPERATIONS & MAINTENANCE		
COMPASS	348,000	255,800
Subtotal	348,000	255,800
DIRECT OPERATIONS & MAINTENANCE		
653, Communications and Education	41,300	39,500
661, <i>Communities in Motion</i>	115,000	297,000
685, Transportation Improvement Program	1,800	1,800
760, Legislative Services	106,050	106,050
801, Staff Development	20,000	20,000
820, Committee Support	10,000	10,000
836, Model Maintenance	40,000	40,000
837, Transit Ridership Survey	300,000	300,000
860, Geographic Information System Maintenance	1,200	1,200
990, Direct Operations and Maintenance	55,043	31,310
Subtotal	690,393	846,860
COMPASS EXPENSE	2,596,984	2,691,532

SET-ASIDE FOR POTENTIAL 20% RESCISSION	FY2011 Draft	FY2012 Budget Estimates
992, Other	243,352	
Subtotal	243,352	
COMPASS SET-ASIDE	243,352	0

TRANSFER TO BUILDING FUND	FY2011 Draft	FY2012 Budget Estimates
995, Building Fund	170,000	
Subtotal	170,000	
COMPASS TRANSFER TO BUILDING FUND	170,000	0

COMPASS SUMMARY		
TOTAL REVENUE	3,010,336	2,622,194
TOTAL EXPENSES	2,596,984	2,691,532
SET-ASIDE FOR POTENTIAL 20% RESCISSION	243,352	
TRANSFER TO BUILDING FUND	170,000	
CHANGE IN FUND BALANCE	0	(69,338)

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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2011 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
 EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE - TOTAL

WORK PROGRAM NUMBER	EXPENSES				FEDERAL FUNDING SOURCES							MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES	
	Labor &		Direct Cost	Total Cost	CPG-Ada FHWA/FTA	CPG-Canyon FHWA/FTA	STP-TMA K# TBD	STP-TMA K# 9827	FTA-5316 & 5317	FTA-2009 Stimulus Pkg.	Total Federal	Match	Local	Other Revenue	Total Local		
	Work Days	Indirect Cost															
601 UPWP/Budget Development & Fed assurances	267	154,411	-	154,411	36,169	13,378	93,531					143,077	11,334			11,334	154,411
620 Growth and Transportation System Monitoring	135	69,253	-	69,253	46,844	17,326					64,170	5,083				5,083	69,253
647 Regional Growth Issues and Options	98	54,309	-	54,309	36,736	13,587					50,323	3,986				3,986	54,309
653 Communications and Education	151	83,691	41,300	124,991	56,610	20,938	38,269				115,817	9,174				9,174	124,991
661 Communities in Motion	528	304,193	115,000	419,193	205,762	76,104	106,559				388,424	30,769				30,769	419,193
671 Mobility Management Strategies	323	160,532	-	160,532					160,532		160,532						160,532
672 Rural Mobility Management	5	2,401	-	2,401						2,401	2,401						2,401
685 Transportation Improvement Program	318	173,013	1,800	174,813	117,029	43,285	1,668				161,982	12,831				12,831	174,813
692 Regional Transportation Funding Information	42	21,937	-	21,937	14,839	5,488					20,327	1,610				1,610	21,937
TOTAL PROJECTS	1,867	1,023,740	158,100	1,181,840	513,988	190,105	240,026	-	160,532		1,107,052	74,788	-	-		74,788	1,181,840
701 General Membership Services	151	84,082	-	84,082							-			84,082		84,082	84,082
703 General Public Services	55	32,084	-	32,084	13,478	6,924					20,402	1,616		10,066		11,682	32,084
705 Transportation Liaison Services	67	44,695	-	44,695							-			44,695		44,695	44,695
710 Complete Streets	42	22,415	-	22,415	15,162	5,608					20,770	1,645				1,645	22,415
715 HOV / Park & Ride Study	144	74,430	-	74,430	50,346	18,621					68,967	5,463				5,463	74,430
720 State Street Transit Corridor Implementation	109	63,247	-	63,247	42,781	15,823					58,605	4,642				4,642	63,247
760 Legislative Services	86	67,630	106,050	173,680							-			173,680		173,680	173,680
761 Blue Print for Good Growth	88	51,849	-	51,849	48,043						48,043	3,806				3,806	51,849
TOTAL SERVICES	742	440,432	106,050	546,482	169,810	46,976	-	-	-		216,786	17,173	312,523	-		329,696	546,482
801 Staff Development	69	37,132	20,000	57,132			18,532				18,532	1,468		37,132		38,600	57,132
820 Committee Support	335	151,968	10,000	161,968			9,266				9,266	734		151,968		152,702	161,968
836 Model Maintenance and Support	123	63,110	40,000	103,110	42,689	15,789	37,064				95,542	7,568				7,568	103,110
838 Household Travel Survey, Phase 1	35	22,086	300,000	322,086	14,939	5,526		278,000			298,465	23,621				23,621	322,086
842 Congestion Management / ITS	96	43,920	-	43,920	29,708	10,988					40,696	3,224				3,224	43,920
860 Geographic Information System Maintenance	201	114,719	1,200	115,919	77,598	28,701	1,112				107,411	8,508				8,508	115,919
861 Regional Orthophotography	17	9,484	-	9,484	6,415	2,373					8,788	696				696	9,484
TOTAL SYSTEM MAINTENANCE	876	442,419	371,200	813,619	171,350	63,376	65,974	278,000	-		578,699	45,820	189,100	-		234,920	813,619
960 Information Technology	108	-	-	-							-					-	-
990 Direct Operations / Maintenance	0	-	55,043	55,043							-			45,243	9,800	55,043	55,043
991 Support Services Labor	777	-	-	-							-					-	-
992 Set-Aside for Potential 20% Rescission	-	-	243,352	243,352							-				243,352	243,352	243,352
995 Building Fund	0	-	170,000	170,000							-			170,000		170,000	170,000
999 Indirect Operations/Maintenance	-	-	-	-							-					-	-
TOTAL INDIRECT/OVERHEAD	885	-	468,395	468,395	-	-	-	-	-		-	-	215,243	253,152		468,395	468,395
G R A N D T O T A L	4,370	1,906,591	1,103,745	3,010,336	855,148	300,457	306,000	278,000	160,532		1,902,538	137,780	716,866	253,152		1,107,799	3,010,336

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 FY2011 Draft

EXPENSES BY WORK PROGRAM AND FUNDING SOURCE - TOTAL

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2011 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
DIRECT EXPENSE SUMMARY**

DESCRIPTION	TOTAL DIRECT	LEGAL / LOBBYING (72)	EQUIPMENT (34)	TRAVEL / EDUCATION (40)	PROFESSIONAL SERVICES (30)	PRINTING (60)	PUBLIC INVOLVEMENT (64)	MEETING SUPPORT (65)	OTHER (63)	FY2012 CARRY-OVER
653 Communications and Education	41,300				9,500	7,500	22,900	700	700	
661 Communities in Motion	115,000				50,000	10,000	55,000			
685 Transportation Improvement Program	1,800						1,800			
760 Legislative Services	106,050	85,950		9,000					11,100	
801 Staff Development	20,000			20,000						
820 Committee Support	10,000							10,000		
836 Model Maintenance and Support	40,000				40,000					
838 Household Travel Survey, Phase 1	300,000				300,000					
860 Geographic Information System Maintenance	1,200								1,200	
990 Direct Operations / Maintenance	55,043		25,000		5,000			3,500		21,543
SUB-TOTAL, DIRECT EXPENSES	690,393	85,950	25,000	29,000	404,500	17,500	79,700	14,200	13,000	21,543
992 Set-Aside for Potential 20% Rescission	243,352								243,352	
995 Building Fund	170,000								170,000	
SUB-TOTAL	413,352	-	-	-	-	-	-	-	413,352	-
GRAND TOTAL	1,103,745	85,950	25,000	29,000	404,500	17,500	79,700	14,200	426,352	21,543

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2011 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2010 Revision 1	FY2011 Draft
Professional Services	30	38,000	36,000
Equipment Lease	35	5,000	5,000
Equipment Repair / Maintenance	36	5,000	5,000
Travel / Education	40	8,000	6,000
Dues	42	14,000	12,000
Publications	43	3,000	3,000
Postage	50	5,000	5,000
Telephone	51	9,000	10,000
Space Rent	52	112,000	102,700
Moving Costs			15,300
Janitorial	53	10,000	10,000
Printing	60	2,000	2,500
Copier	61	12,000	10,000
Advertising	62	5,000	5,000
Travel / Events	63	8,000	8,000
Audit	70	16,000	16,000
Insurance	71	13,000	13,000
Legal Services	72	20,000	20,000
General Supplies	80	8,000	8,000
Computer Supplies	82	12,000	10,000
Computer Software / Maintenance	83	23,000	23,000
Internet Service	84	1,000	1,500
Commuting Incentive	90	1,000	1,000
Vehicle Maintenance	91	2,000	3,000
Utilities	92	9,000	10,000
Local Travel	93	5,000	5,000
Other / Miscellaneous	95	2,000	2,000
TOTAL		348,000	348,000

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FY2011 Draft

RECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2011 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
WORKDAY ALLOCATION**

WORK PROGRAM DESCRIPTION	LEAD STAFF	DIRECTORS	PRINCIPAL PLANNERS	ASSOCIATE PLANNERS	ASSISTANT PLANNERS	OPERATIONS	TOTAL
601 UPWP/Budget Development & Fed assurances	JU	70	52	-	4	141	267
620 Growth and Transportation System Monitoring	CM	-	67	20	45	3	135
647 Regional Growth Issues and Options	CM	-	63	15	15	5	98
653 Communications and Education	AL	1	97	7	9	37	151
661 Communities in Motion	CTr	20	370	19	105	14	528
671 Mobility Management Strategies	LI	-	140	44	115	24	323
672 Rural Mobility Management	LI	-	2	-	2	1	5
685 Transportation Improvement Program	TT	13	186	-	100	19	318
692 Regional Transportation Funding Information	DM	-	25	-	17	-	42
TOTAL PROJECTS		104	1,002	105	412	244	1,867
701 General Membership Services	CTr	-	106	8	37	-	151
703 General Public Services	CTr	-	44	3	8	-	55
705 Transportation Liaison Services	MSt	15	46	-	6	-	67
710 Complete Streets	CM	-	24	6	10	2	42
715 HOV / Park & Ride Study	LI	-	73	20	41	10	144
720 State Street Transit Corridor Implementation	DM	-	87	1	15	6	109
760 Legislative Services	MSt	60	15	-	6	5	86
761 Blue Print for Good Growth	CTr	12	46	5	11	14	88
TOTAL SERVICES		87	441	43	134	37	742
801 Staff Development	JU	2	37	5	12	13	69
820 Committee Support	JU	20	27	2	-	286	335
836 Model Maintenance and Support	MW	-	69	-	54	-	123
838 Household Travel Survey, Phase 1	MW	5	25	-	5	-	35
842 Congestion Management / ITS	MW	-	34	-	62	-	96
860 Geographic Information System Maintenance	RD	-	128	68	5	-	201
861 Regional Orthophotography	RD	-	10	5	-	2	17
TOTAL SYSTEM MAINTENANCE		27	330	80	138	301	876
TOTAL DIRECT		218	1,773	228	684	582	3,485
960 Information Technology	JU	58	-	-	-	50	108
991 Support Services Labor	JU	184	67	2	6	518	777
TOTAL INDIRECT/OVERHEAD		242	67	2	6	568	885
TOTAL LABOR		460	1,840	230	690	1,150	4,370

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MEMORANDUM

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: May 13, 2010

RE: Revision 2 - FY2010 Unified Planning Work Program and Budget

ACTION REQUESTED:

Staff requests the Finance Committee recommend Board approval of the proposed modifications to the FY2010 Unified Planning Work Program and Budget – Revision 2.

BACKGROUND:

Federal metropolitan planning rules require COMPASS to produce and maintain several documents:

1. Unified Planning Work Program and Budget;
2. Transportation Improvement Program;
3. Long Range Transportation Plan;
4. Air Quality Conformity (Ada County only); and
5. Congestion Management System.

Each of these documents is periodically amended as necessary to accommodate changes in staff activities, revenues and expenses, transportation projects, etc. These amendments are usually accomplished through a Board resolution with subsequent distribution of the approved resolution and documents to the appropriate funding agencies.

STATUS:

At its April 19, 2010 meeting, the COMPASS Board approved the reinstatement of \$306,000 off-the-top Surface Transportation Program-TMA funds. While these funds are to be used for FY2011 expenditures, they have become available in FY2010 through the TMA Balancing Committee process. In order to obligate these funds, Revision 2 of the FY2010 Unified Planning Work Program and Budget is being presented for your consideration.

The attached schedules summarize staff's recommended changes to the FY2010 Unified Planning Work Program and Budget.

KH:nb T:\FY10\900 Operations\990 Direct Operations-Maintenance\Finance\Finance Committee Packets\May 13-2010 mtg\FY2010 Rev 2\FY2010 UPWP Revision 2 Memo.doc



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Recommended Changes to FY2010 - Revision 2

#	Revenue Adjustments	\$ Change	Expense Adjustment	\$ Change
1	Reinstate STP-TMA off-the-top funds for Planning.		Adjust expenses to programs listed below:	
	While these funds are to be used for FY2011 expenditures, they became available in FY2010 through the TMA balancing process. In order to obligate these funds, a revision to the FY2010 UPWP is necessary.	306,000	601, UPWP/Budget Development & Fed assurances	306,000
		306,000		306,000
	TOTALS	306,000		306,000

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2010 UNIFIED FINANCIAL WORK PROGRAM AND BUDGET - REVISION 2
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2010 Revision 1	FY2010 Revision 2
GENERAL MEMBERSHIP		
Ada County	200,030	200,030
Ada County Highway District	200,030	200,030
Canyon Highway District No. 4	11,845	11,845
Nampa Highway District No. 1	11,845	11,845
Boise City	99,095	99,095
Caldwell City	29,550	29,550
Canyon County	131,927	131,927
Eagle City	9,743	9,743
Garden City	5,812	5,812
Kuna City	6,852	6,852
Meridian City	33,745	33,745
Middleton City	3,853	3,853
Nampa City	56,715	56,715
Notus City	429	429
Parma City	1,407	1,407
Star City	2,629	2,629
Subtotal	805,506	805,506
SPECIAL MEMBERSHIP		
Boise State University	8,190	8,190
Capital City Development Corporation	8,190	8,190
Department of Environmental Quality	8,190	8,190
Idaho Transportation Department	8,190	8,190
Independent School District of Boise City	8,190	8,190
Valley Regional Transit	8,190	8,190
Subtotal	49,140	49,140
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2009 K# 10693 Ada County; carry-over	69,594	69,594
CPG - FY2009 K# 10693 Canyon County; carry-over	50,760	50,760
CPG - FY2010 K# 10698 Ada County	855,148	855,148
CPG - FY2010 K# 10698 Canyon County	300,457	300,457
Sub Total CPG Grants	1,275,959	1,275,959
STP TMA - K# 9506 FY09 Trans Planning, Ada; carry-over	69,495	69,495
STP-St. K #7827, SH44 Corr Pres Study; carry-over	714,663	714,663
ITD-Local Match for K #7827, SH44 Corr Pres Study; carry-over	56,612	56,612
STP-St. K #7826, US 20/26 Corr Pres Study; carry-over	524,907	524,907
ITD-Local Match for K#7826, US 20/26 Corr Pres Study; carry-over	41,580	41,580
STPTMA - Reinstate off-the-top funds for Planning		306,000
FTA - Mobility Management Strategies; 5316 & 5317 funds	339,102	339,102
FTA - Mobility Management Strategies; 1/2 FTE	26,000	26,000
VRT - Local Match for 1/2 Time FTE (Mobility Management Strategies)	6,500	6,500
FTA - Rural Mobility Management; K#11909; 2009 stimulus package	106,706	106,706
Subtotal	1,885,565	2,191,565
OTHER		
COMPASS and Local Agency funds for FY2010 Ortho Fly Over	340,000	340,000
COMPASS Local Match for Rural Mobility Mgt (Fund Balance)	3,241	3,241
COMPASS Local Match for CPG Carry Over (Fund Balance)	9,534	9,534
COMPASS Local Match for K#9506 Carry Over (Fund Balance)	5,505	5,505
COMPASS Local Match for Mobility Mgt Carry Over (Fund Balance)	11,536	11,536
Set-Aside for Potential Rescission of Fed Aid Funds (Fund Balance)	243,352	243,352
Interest Income	15,000	15,000
Subtotal	628,168	628,168
COMPASS REVENUE	4,644,338	4,950,338

EXPENSE	FY2010 Revision 1	FY2010 Revision 2
SALARY, FRINGE & CONTINGENCY		
Salary	1,112,600	1,112,600
Fringe	420,600	420,600
Medical Expense Reimbursement Plan	10,000	10,000
Salary Contingency (Overtime and Bonus)	20,000	20,000
Sick Time Trade	10,000	10,000
Subtotal	1,573,200	1,573,200
INDIRECT OPERATIONS & MAINTENANCE		
COMPASS	348,000	348,000
Subtotal	348,000	348,000
DIRECT OPERATIONS & MAINTENANCE		
601, UPWP/Budget Development & Fed assurances		306,000
610, SH44 Corridor Preservation Study	734,619	734,619
611, US 20/26 Corridor Preservation Study	532,742	532,742
620, Growth and Transportation System Monitoring	2,500	2,500
631, Treasure Valley High Capacity Transit Study	24,094	24,094
653, Communications and Education	30,500	30,500
661, <i>Communities in Motion</i>	200,794	200,794
671, Mobility Management Strategies	195,236	195,236
672, Rural Mobility Management	5,933	5,933
685, Transportation Improvement Program	1,500	1,500
760, Legislative Services	107,050	107,050
801, Staff Development	30,000	30,000
820, Committee Support	8,500	8,500
836, Model Maintenance	40,000	40,000
837, Transit Ridership Survey	75,000	75,000
860, Geographic Information System Maintenance	1,200	1,200
861, Regional Orthophotography	340,000	340,000
990, Direct Operations and Maintenance	31,310	31,310
Subtotal	2,360,978	2,666,978
COMPASS EXPENSE	4,282,178	4,588,178
SET-ASIDE FOR POTENTIAL 20% RESCISSION		
	FY2010 Revision 1	FY2010 Revision 2
992, Other	243,352	243,352
Subtotal	243,352	243,352
COMPASS SET-ASIDE	243,352	243,352
TRANSFER TO BUILDING FUND		
	FY2010 Revision 1	FY2010 Revision 2
995, Building Fund	118,808	118,808
Subtotal	118,808	118,808
COMPASS TRANSFER TO BUILDING FUND	118,808	118,808
COMPASS SUMMARY		
TOTAL REVENUE	4,644,338	4,950,338
TOTAL EXPENSES	4,282,178	4,588,178
SET-ASIDE FOR POTENTIAL 20% RESCISSION	243,352	243,352
TRANSFER TO BUILDING FUND	118,808	118,808
CHANGE IN FUND BALANCE	0	(0)

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2010 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2
DIRECT EXPENSE SUMMARY**

DESCRIPTION	TOTAL DIRECT	LEGAL / LOBBYING (72)	EQUIPMENT (34)	TRAVEL / EDUCATION (40)	PROFESSIONAL SERVICES (30)	PRINTING (60)	PUBLIC INVOLVEMENT (64)	MEETING SUPPORT (65)	OTHER (63)	FY2011 CARRY-OVER
601 UPWP/Budget Development & Fed assurances	306,000.00									306,000
610 SH44 Corridor Preservation Study	734,619.41				731,406			412	2,801	
611 US 20/26 Corridor Preservation Study	532,741.52				530,688			434	1,620	
620 Growth and Transportation System Monitoring	2,500				2,500					
631 Treasure Valley High Capacity Transit Study	24,094				24,094					
653 Communications and Education	30,500				6,500	5,300	16,050	1,100	1,550	
661 Communities in Motion	200,794				115,794	25,000	60,000			
671 Mobility Management Strategies	195,236			5,250	5,500	12,368	7,500	2,800	1,286	160,532
672 Rural Mobility Management	5,933			700		532	1,300	1,000		2,401
685 Transportation Improvement Program	1,500						1,500			
760 Legislative Services	107,050	85,950		10,000					11,100	
801 Staff Development	30,000			30,000						
820 Committee Support	8,500							8,500		
836 Model Maintenance and Support	40,000				40,000					
837 Transit Ridership Survey	75,000				75,000					
860 Geographic Information System Maintenance	1,200								1,200	
861 Regional Orthophotography	340,000				340,000					
990 Direct Operations / Maintenance	31,310		22,810		5,000			3,500		
SUB-TOTAL, DIRECT EXPENSES	2,666,978	85,950	22,810	45,950	1,876,482	43,200	86,350	17,746	19,557	468,933
992 Set-Aside for Potential 20% Rescission	243,352								243,352	
995 Building Fund	118,808								118,808	
SUB-TOTAL	362,160	-	-	-	-	-	-	-	362,160	-
GRAND TOTAL	3,029,138	85,950	22,810	45,950	1,876,482	43,200	86,350	17,746	381,717	468,933

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