



**SPECIAL FINANCE COMMITTEE MEETING
JULY 5, 2011
12:00 P.M. – 1:00 P.M.
COMPASS CONFERENCE ROOM**

**** AGENDA ****

I. AGENDA ADDITIONS/CHANGES

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. ACTION ITEMS

PAGE 2 * A. Recommend Approval of Revision 2-FY2011 Unified Planning Work Program

PAGE 13 * B. Recommend Approval of Draft-FY2012 Unified Planning Work Program

IV. INFORMATION/DISCUSSION ITEMS

A. Update on Joint FHWA/ITD Financial Review of COMPASS

B. Review of 2011 Salary Survey

C. Status Report – Property Update

D. Status Report – RFQ for Health, Life, Disability, Dental, and Other Related Benefit Programs

V. OTHER

VI. ADJOURNMENT

*Enclosures

Times are approximate. Agenda is subject to change.

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MEMORANDUM

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: July 5, 2011

RE: Revision 2 of the FY2011 Unified Planning Work Program

ACTION REQUESTED:

Recommend approval of Revision 2 of the FY2011 Unified Work Program (UPWP).

BACKGROUND:

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

1. Unified Planning Work Program;
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. Prior to presentation to the Board, proposed modifications of these documents are brought to the Finance Committee.

STATUS:

Revision 2 of the FY2011 UPWP is proposed for the following reasons:

1. To increase workdays and adjust direct costs for Program 661, *Communities in Motion (CIM)*.
2. To begin set-aside for CIM Grant Implementation Program.
3. To reduce program workdays and milestones /products for Program 703, General Public Services, and Program 715, HOV / Park and Ride Study to accommodate increased workload in Program 661, *Communities in Motion*.

The attached schedules summarize staff's recommended changes for Revision 2 of the FY2011 UPWP.

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Recommended Changes to FY2011 - Revision 2

#	Revenue Adjustments	\$ Change	Expense Adjustment	\$ Change
1			Adjust direct costs for Program 661, <i>Communities in Motion</i> - Based on Board approval of adjustments recommended to Program 661 by the Regional Technical Advisory Committee.	
			Program 661, <i>Communities in Motion</i> - Professional Services	(100,000)
			Program 661, <i>Communities in Motion</i> - Public Involvement	(46,355)
			Program 661, <i>Communities in Motion</i> - FY2012 Carry Over	144,000
			Program 990, Direct Operations / Maintenance - Other (Set-Aside for CIM Grant Implementation Program)	2,355
				0
2			Adjust workdays for Program 661, <i>Communities in Motion</i> - Based on Board approval of adjustments recommended to Program 661 by the Regional Technical Advisory Committee.	
			Program 661, <i>Communities in Motion</i> . Add 133 days from programs 703, 715, and 761	69,569
			Program 703, General Public Services. Transfer 24 days to 661 - Workday Allocation	(14,057)
			Program 715, HOV / Park & Ride Study. Transfer 109 days to 661 - Workday Allocation	(55,512)
				0
	TOTAL	\$ -		\$ -

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2011 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2011 Revision 1	FY2011 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
Valley Regional Transit	8,190	8,190
Subtotal	40,950	40,950
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2010 K# 10698 Ada County - Carry Over	89,133	89,133
CPG - FY2010 K# 10698 Canyon County - Carry Over	31,317	31,317
CPG - FY2011 K# 11191 Ada County	855,148	855,148
CPG - FY2011 K# 11191 Canyon County	300,457	300,457
Sub Total CPG Grants	1,276,056	1,276,056
STP-St. K# 7827, SH44 Corr Pres Study; carry-over	533,922	533,922
ITD-Local Match for K# 7827, SH44 Corr Pres Study; carry-over	42,294	42,294
STP-St. K# 7826, US 20/26 Corr Pres Study; carry-over	287,863	287,863
ITD-Local Match for K# 7826, US 20/26 Corr Pres Study; carry-over	22,803	22,803
STP TMA - K# 9827, Household Travel Survey Phase 1	278,000	278,000
STP TMA - K# 9506 FY09 Trans Planning, Ada; carry-over	22,389	22,389
STP TMA - K# 12274, Reinstate off-the-top funds for Planning	306,000	306,000
FTA - Mobility Management Strategies; 5316 & 5317 funds	209,200.00	209,200
FTA - Rural Mobility Management; K# 11909; 2009 stimulus package	25,540.74	25,541
Subtotal	1,728,013	1,728,013
OTHER		
COMPASS Local Match for CPG Carry Over (Fund Balance)	9,541	9,541
COMPASS Local Match for K# 9506 Carry Over (Fund Balance)	1,774	1,774
COMPASS Local Match for Mobility Mgt Carry Over (Fund Balance)	52,300	52,300
Set-Aside for Potential Rescission of Fed Aid Funds (Fund Balance)	243,352	243,352
Interest Income	9,800	9,800
Subtotal	316,766	316,766
COMPASS REVENUE	4,167,291	4,167,291

EXPENSE	FY2011 Revision 1	FY2011 Revision 2
SALARY, FRINGE & CONTINGENCY		
Salary	1,080,100	1,080,100
Fringe	443,491	443,491
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	1,558,591
INDIRECT OPERATIONS & MAINTENANCE		
COMPASS	348,000	348,000
Subtotal	348,000	348,000
DIRECT OPERATIONS & MAINTENANCE		
610, SH44 Corridor Preservation Study	568,109	568,109
611, US 20/26 Corridor Preservation Study	308,716	308,716
653, Communications and Education	41,300	41,300
661, <i>Communities in Motion</i>	165,000	162,645
671, Mobility Management Strategies	100,968	100,968
685, Transportation Improvement Program	1,800	1,800
715, HOV / Park & Ride Study	26,000	26,000
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	24,163	24,163
838, Household Travel Survey, Phase 1	300,000	300,000
860, Geographic Information System Maintenance	1,200	1,200
990, Direct Operations and Maintenance	134,043	134,043
Subtotal	1,847,348	1,844,993
COMPASS EXPENSE	3,753,939	3,751,584

SET-ASIDES AND BUILDING FUND	FY2011 Revision 1	FY2011 Revision 2
992, Set-Aside for Potential 20% Rescission	243,352	243,352
993, Set-Aside for CIM Grant Implementation Program		2,355
995, Transfer in to Building Fund	170,000	170,000
COMPASS SET-ASIDE AND BUILDING FUND	413,352	415,707

COMPASS REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	4,167,291	4,167,291
LESS: TOTAL EXPENSES	3,753,939	3,751,584
LESS: TOTAL SET-ASIDES AND BUILDING FUND	413,352	415,707
CHANGE IN FUND BALANCE	0	0

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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2011 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2
 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# 12274	STP-STATE K# 7826	STP-STATE K# 7827	STP-TMA K# 9506	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	154,294	-	154,294	36,090	13,348	93,531							142,969	11,325			11,325	154,294
610 SH44 Corridor Preservation Study	14	8,108	568,109	576,217					533,922					533,922			42,294	42,294	576,217
611 US 20/26 Corridor Preservation Study	3	1,950	308,716	310,666				287,863						287,863			22,803	22,803	310,666
620 Growth and Transportation System Monitoring	135	69,186	-	69,186	46,799	17,309								64,108	5,078			5,078	69,186
647 Regional Growth Issues and Options	98	54,256	-	54,256	36,700	13,574								50,274	3,982			3,982	54,256
653 Communications and Education	151	83,610	41,300	124,910	56,555	20,918	38,269							115,742	9,168			9,168	124,910
661 Communities in Motion	601	341,897	162,645	504,542	263,493	97,456	106,559							467,508	37,033			37,033	504,542
671 Mobility Management Strategies	323	160,532	100,968	261,500								209,200		209,200	52,300			52,300	261,500
672 Rural Mobility Management	50	25,541	-	25,541									25,541	25,541				-	25,541
685 Transportation Improvement Program	318	172,849	1,800	174,649	116,918	43,244	1,668							161,830	12,819			12,819	174,649
692 Regional Transportation Funding Information	42	21,915	-	21,915	14,824	5,483								20,307	1,609			1,609	21,915
TOTAL PROJECTS	2,002	1,094,138	1,183,537	2,277,676	571,379	211,332	240,026	287,863	533,922	-	-	209,200	25,541	2,079,263	133,315	-	65,097	198,413	2,277,676
701 General Membership Services	151	84,001	-	84,001	5,540	2,049								7,589	601	75,811		76,412	84,001
703 General Public Services	31	17,996	-	17,996	12,173	4,502								16,675	1,321			1,321	17,996
705 Transportation Liaison Services	67	44,656	-	44,656										-		44,656		44,656	44,656
710 Complete Streets	42	22,394	-	22,394	15,147	5,602								20,750	1,644			1,644	22,394
715 HOV / Park & Ride Study	35	18,845	26,000	44,845	30,334	11,219								41,553	3,292			3,292	44,845
720 State Street Transit Corridor Implementation	109	63,186	-	63,186	42,740	15,808								58,548	4,638			4,638	63,186
760 Legislative Services	86	67,579	106,050	173,629										-		173,629		173,629	173,629
761 Blueprint for Good Growth	88	51,802	-	51,802	47,999									47,999	3,802			3,802	51,802
TOTAL SERVICES	609	370,457	132,050	502,507	153,933	39,181	-	-	-	-	-	-	-	193,114	15,297	294,095	-	309,393	502,507
801 Staff Development	69	37,096	20,000	57,096			18,532							18,532	1,468	37,096		38,564	57,096
820 Committee Support	335	151,824	10,000	161,824	54,875	20,569	9,266							84,710.01	6,537	70,576		77,114	161,824
836 Model Maintenance and Support	103	52,588	40,000	92,588	35,571	13,157	37,064							85,792	6,796			6,796	92,588
837 Transit Ridership Survey	20	10,462	24,163	34,624										22,389	1,774	10,462		12,235	34,624
838 Household Travel Survey, Phase 1	35	22,066	300,000	322,066	14,911	5,515						278,000		298,426	23,640			23,640	322,066
842 Congestion Management / ITS	96	43,877	-	43,877	29,679	10,977								40,657	3,221			3,221	43,877
860 Geographic Information System Maintenance	201	114,608	1,200	115,808	77,523	28,673	1,112							107,308	8,500			8,500	115,808
861 Regional Orthophotography	17	9,475	-	9,475	6,409	2,371								8,780	695			695	9,475
TOTAL SYSTEM MAINTENANCE	876	441,996	395,363	837,359	218,969	81,262	65,974	-	-	22,389	278,000	-	-	666,594	52,631	118,134	-	170,765	837,359
960 Information Technology	106	-	-	-										-				-	-
990 Direct Operations / Maintenance	0	-	134,042.69	134,043										-		124,243	9,800	134,043	134,043
991 Support Services Labor	777	-	-	-										-				-	-
992 Set-Aside for Potential 20% Rescission	-	-	243,352	243,352										-			243,352	243,352	243,352
993 Set-Aside for CIM Grant Implementation Program	-	-	2,355	2,355										-			2,355	2,355	2,355
995 Building Fund	0	-	170,000	170,000										-		170,000		170,000	170,000
999 Indirect Operations/Maintenance	-	-	-	-										-				-	-
TOTAL INDIRECT/OVERHEAD	883	-	549,750	549,750	-	-	-	-	-	-	-	-	-	-	-	294,243	255,507	549,750	549,750
GRAND TOTAL	4,370	1,906,591	2,260,700	4,167,291	944,281	331,774	306,000	287,863	533,922	22,389	278,000	209,200	25,541	2,938,971	201,244	706,472	320,604	1,228,321	4,167,291

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 FY2011 Revision 1

EXPENSES BY WORK PROGRAM AND FUNDING SOURCE - TOTAL

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2011 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)	BUILDING & MOVING - CONTINGENCY	FY2012 CARRY-OVER
610 SH44 Corridor Preservation Study	568,109				568,109						
611 US 20/26 Corridor Preservation Study	308,716				308,716						
653 Communications and Education	41,300				9,500	7,500	22,900	700	700		
661 Communities in Motion	162,645				-	18,645	-				① 144,000
671 Mobility Management Strategies	100,968		5,500		-	1,000	6,500				87,968
685 Transportation Improvement Program	1,800						1,800				
715 HOV / Park & Ride Study	26,000				15,000		11,000				
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						
837 Transit Ridership Survey	24,163				24,163						
838 Household Travel Survey, Phase 1	300,000				300,000						
860 Geographic Information System Maintenance	1,200								1,200		
990 Direct Operations / Maintenance	134,043		35,000		5,000			3,500		69,000	21,543
SUB-TOTAL, DIRECT EXPENSES	1,844,993	85,950	40,500	29,000	1,270,487	27,145	42,200	14,200	13,000	69,000	253,510
992 Set-Aside for Potential 20% Rescission	243,352								243,352		
993 Set-Aside for CIM Grant Implementation Program	2,355								2,355		
995 Building Fund	170,000								170,000		
SUB-TOTAL	415,707	-	-	-	-	-	-	-	415,707	-	-
GRAND TOTAL	2,260,700	85,950	40,500	29,000	1,270,487	27,145	42,200	14,200	428,707	69,000	253,510

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① \$144,000 for 2012 Professional Services

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2011 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2011 Final	FY2011 Revision 1
Professional Services	30	36,000	36,000
Equipment Lease	35	5,000	5,000
Equipment Repair / Maintenance	36	5,000	5,000
Travel / Education	40	6,000	6,000
Dues	42	12,000	12,000
Publications	43	3,000	3,000
Postage	50	5,000	5,000
Telephone	51	10,000	10,000
Space Rent	52	102,700	102,700
Janitorial	53	10,000	10,000
Moving Costs	54	15,300	15,300
Printing	60	2,500	2,500
Copier	61	10,000	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	10,000	10,000
Computer Software / Maintenance	83	23,000	23,000
Internet Service	84	1,500	1,500
Commuting Incentive	90	1,000	1,000
Vehicle Maintenance	91	3,000	3,000
Utilities	92	10,000	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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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2011 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2
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
610 SH44 Corridor Preservation Study	DM	-	11	-	1	2	14
611 US 20/26 Corridor Preservation Study	DM	-	3	-	-	-	3
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 <i>Communities in Motion</i>	LI	20	404	40	120	17	601
671 Mobility Management Strategies	LI	-	141	43	115	24	323
672 Rural Mobility Management	LI	2	23	-	19	6	50
685 Transportation Improvement Program	TT	13	186	-	100	19	318
692 Regional Transportation Funding Information	DM	-	25	-	17	-	42
TOTAL PROJECTS		106	1,072	125	445	254	2,002
701 General Membership Services	CTr	-	106	8	37	-	151
703 General Public Services	CTr	-	24	3	4	-	31
705 Transportation Liaison Services	MSt	15	46	-	6	-	67
710 Complete Streets	CM	-	24	6	10	2	42
715 HOV / Park & Ride Study	LI	-	23	-	12	-	35
720 State Street Transit Corridor Implementation	DM	-	87	1	15	6	109
760 Legislative Services	MSt	60	15	-	6	5	86
761 Blueprint for Good Growth	CTr	12	46	5	11	14	88
TOTAL SERVICES		87	371	23	101	27	609
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	-	57	-	46	-	103
837 Transit Ridership Survey	MW	-	12	-	8	-	20
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		220	1,773	228	684	582	3,487
960 Information Technology	JU	56	-	-	-	50	106
991 Support Services Labor	JU	184	67	2	6	518	777
TOTAL INDIRECT/OVERHEAD		240	67	2	6	568	883
TOTAL LABOR		460	1,840	230	690	1,150	4,370

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WORKDAY ALLOCATION

FY2011 Revision 1

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						
<p>Work with Ada and Canyon governments to adopt 2010 <i>Communities in Motion</i>.</p> <p>Develop Technical Materials for Growth Scenario Workshops.</p> <p>Host Workshops on Growth Scenarios.</p> <p>Develop RFQ/RFP and select a consultant to manage and implement a Scenario Planning Process.</p> <p>Inventory existing conditions including data and plans for land use, natural resources, emergency services, economics, employment, community infrastructure and comprehensive plans.</p> <p>Public Open House Meetings or Workshops.</p> <p>Develop information and outreach materials regarding state system funding needs and implications for local roadways.</p> <p>On-going public outreach.</p> <p>On-going contacts with COMPASS members.</p> <p>Prepare materials and make presentations regarding the overall need to expand funding for all forms of transportation. This element will include developing packets for area media, posting information on the COMPASS website, preparing information targeted to specific member agency needs upon request by members, and updating costs and revenues as needed.</p> <p>Develop a economic benefits model to evaluate long-term returns on investment. This element would include use of consulting services and acquisition of software to evaluate economic growth and job creation due to major investments.</p>					<p>Oct-Dec</p> <p>Dec-Feb</p> <p>March-May</p> <p>June-July</p> <p>July-Sept</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
LEAD STAFF: Liisa Itkonen					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: 601	
					Salary \$ 203,429	
					Fringe \$ 76,585	
					Overhead \$ 61,883	
					Total Labor Cost: \$ 341,897	
ESTIMATED DATE OF COMPLETION: September-2011					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing \$ 18,645 Public Involvement Meeting Support Other Carry Over \$ 144,000 Total Direct Cost: \$ 162,645	
FHWA/FTA	\$263,493	\$97,456		\$360,949		
STP						
STP-TMA(PL)	\$106,559			\$106,559		
STP-Urban(PL)						
Local	\$27,035	\$9,999		\$37,034		
Other						
Total:	\$397,087	\$107,455	\$0	\$504,542	661	Total Cost: \$ 504,542

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. A fee is charged for some products (e.g., maps). 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.						
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	\$12,173	\$4,502		\$16,675		
STP						
STP-TMA(PL)						
STP-Urban(PL)						
Local	\$964	\$357		\$1,321		
Other						
Total:	\$13,137	\$4,859	\$0	\$17,996		
					703	
					Total Cost: \$ 17,996	

PROGRAM NO.	715			CLASSIFICATION:	Services
TITLE:	HOV / 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 will research transportation corridors and high occupancy vehicle transportation systems, support facilities and programs to determine how they would improve mobility in the Treasure Valley. COMPASS will conduct public outreach and education and provide recommendations for alternatives for implementation. Staff will work with Valley Regional Transit, Ada County Highway District, and Idaho Transportation Department, and other appropriate agencies.					
FY2011 BENCHMARKS					
MILESTONES / PRODUCTS					
Research HOV Transportation Corridors and Systems Research other areas with recent implementation of HOVs - date, length, violation rates, enforcement, driver education, conversion from GP to HOV, HOV on non-access controlled roads Identify criteria for evaluating options for HOV transportation corridors and systems, support facilities and programs					Dec Feb
Collect Data Compile base and forecast data Analyze data					Mar Apr
Identify Possible Transportation Corridors for Evaluation Identify possible HOV corridors for evaluation					May
Identify Support Facilities and Programs Identify existing and needed future support facilities (park & ride lots, carpool programs, incident management, etc.)					May
Recommend Further Work on HOV/Park& Ride Facilities and Programs Identify objectives and expected benefits of high occupancy vehicle transportation in the region Develop recommendations regarding further work on HOV and/or park & ride system					June July
Public Education and Outreach Conduct outreach and education to inform stakeholders and the public about the project and to gather input.					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 recommendations regarding an HOV and/or park-and-ride system.					Total Workdays: 35
					Salary \$ 11,213 Fringe \$ 4,221 Overhead \$ 3,411
					Total Labor Cost: \$ 18,845
ESTIMATED DATE OF COMPLETION: September-2011					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
FHWA/FTA	\$30,334	\$11,219		\$41,553	Valley Regional Transit
VRT					Ada County Highway District
STP-TMA(PL)					Idaho Transportation Department
STP-Urban(PL)					
Local	\$2,403	\$889		\$3,292	
Total:	\$32,737	\$12,108	\$0	\$44,845	
					Professional Services \$ 15,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement \$ 11,000 Meeting Support Other FY2012 Carry-Over
					Total Direct Cost: \$ 26,000
					715 Total Cost: \$ 44,845

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PROGRAM NO.	990 / 992 / 993 / 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. Accumulate funds for CIM Grant Implementation Program.						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	\$214,797	\$79,446		\$294,243			
Other			\$255,507	\$255,507			
Total:	\$214,797	\$79,446	\$255,507	\$549,750			
						Total Direct Cost:	\$ 549,750
						990 / 992 / 993	Total Cost: \$ 549,750



MEMORANDUM

TO: Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: July 5, 2011

RE: Approve FY2012 Unified Planning Work Program - Draft

ACTION REQUESTED:

Recommend approval of the FY2012 Unified Work Program – Draft (UPWP).

BACKGROUND:

COMPASS staff reviewed an initial FY2012 UPWP-Draft with the Finance Committee at its May 12, 2011 meeting. It was noted that changes might occur based on COMPASS Board direction regarding the implementation strategy of the next long-range transportation plan. At its June 20, 2011 meeting, the COMPASS Board approved RTAC's recommendations regarding the long-range transportation plan. The FY2012 UPWP-Draft being presented today compares the original draft to the incorporated changes.

Upon review and approval by the Finance Committee, the draft UPWP will be presented to the COMPASS Board at the July 18, 2011 meeting as an Information/Discussion Item. A final FY2012 UPWP will be submitted to the COMPASS Board in August 2011 for adoption.

STATUS:

The revised draft FY2012 UPWP is presented as follows:

Program Sheets – The following tasks were reduced in scope in order to accommodate increased effort to Program 661, Communities in Motion:

- Program 620, Growth and Transportation System
- Program 647, Regional Growth Issues and Options
- Program 701, General Membership Services
- Program 842, Congestion Management System

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 the distribution of staff workdays to each program.

The draft FY2012 UPWP contains the following assumptions:

Revenue

- No change in total membership dues from FY2011;
- Projections for Consolidated Planning Grant held constant from FY2011 amounts; and
- Estimated Building Fund Balance of \$1,000,000.

Expense

- Continue temporary staff freeze at 19, with 0% annual merit increase;
- 10% increase in health insurance;
- Adjust PERSI costs for potential 1.07% increase;
- Assume ten staff will exceed health insurance deductible; and
- Spend-out \$1,000,000 of Building Fund.

Other

- 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:

- Canyon County Southern Arterial Study
- City of Meridian, South Meridian Area Plan

Attachment (1)

KH: JU: nb \\Cpa\dfs\Shared\FY11\900 Operations\990 Direct Operations-Maintenance\Finance\Finance Committee Packets\FY2011 Mtgs\Jul 05-2011 mtg\IV-B -- FY2012 UPWP Draft\FY2012 UPWP - Draft Memo 07-05-11.doc

Recommended Changes to FY2012 - Draft

#	Revenue Adjustments	\$ Change	Expense Adjustment	\$ Change
1	Add carry-over from FY2011 Consolidated Planning Grant (CPG). Add required local match. Note; these amounts were unspent at 05/31/11 and needed to fund costs in FY2012.		Add related expenses to programs listed below:	
	CPG FY2011, Ada & Canyon County - Key# 11191	135,612.54	Program 661, Communities in Motion - Professional Services	144,000.00
	COMPASS Local Match (fund balance)	10,742.46	Program 993, Set-Aside for CIM Grant Implementation Program	2,355.00
2			Adjust workdays for Program 661, <i>Communities in Motion</i> - Based on Board approval of adjustments recommended to Program 661 by the Regional Technical Advisory Committee.	
			Program 661, <i>Communities in Motion</i> . Add 187 days from Programs 620, 647, 701, and 842	187
			Program 620, Growth and Transportation System Monitoring. Transfer 35 days to Program 661 - Workday Allocation.	(35)
			Program 647, Regional Growth Issues and Options. Transfer 40 days to Program 661 - Workday Allocation.	(40)
			Program 701, General Membership Services. Transfer 32 days to Program 661 - Workday Allocation	(32)
		Program 842, Congestion Management System. Transfer 80 days to Program 661 - Workday Allocation.	(80)	
		146,355		146,355

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2012 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2012	FY2012
	Draft; to Finance May 12, 2011	Draft; to Finance July 5, 2011
GENERAL MEMBERSHIP		
Ada County	199,476	199,476
Ada County Highway District	199,476	199,476
Canyon Highway District No. 4	11,738	11,738
Nampa Highway District No. 1	11,738	11,738
Boise City	96,632	96,632
Caldwell City	32,806	32,806
Canyon County	130,872	130,872
Eagle City	9,426	9,426
Garden City	5,139	5,139
Kuna City	7,240	7,240
Meridian City	35,808	35,808
Middleton City	3,931	3,931
Nampa City	57,510	57,510
Notus City		
Parma City	1,397	1,397
Star City	2,767	2,767
Subtotal	805,956	805,956
SPECIAL MEMBERSHIP		
Boise State University	8,100	8,100
Capital City Development Corporation	8,100	8,100
Department of Environmental Quality	8,100	8,100
Idaho Transportation Department	8,100	8,100
Valley Regional Transit	8,100	8,100
Subtotal	40,500	40,500
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2011 K# 11191 Ada County		98,738
CPG - FY2011 K# 11191 Canyon County		34,692
CPG - FY2012 K# 11199 Ada County	855,148	855,148
CPG - FY2012 K# 11199 Canyon County	300,457	300,457
Sub Total CPG Grants	1,155,605	1,289,035
STP TMA - K# 9827, Household Travel Survey Phase 1 & 2	416,970	416,970
STP TMA - K# 12371, Reinstate off-the-top funds for Planning	306,705	306,705
STP TMA - K# 12061, Communities in Motion Update	185,320	185,320
FTA - Mobility Management; 5316 & 5317 funds (carry-over)	87,968	87,968
FTA - Rural Mobility Management; K# 11909; 2009 ARRA		
Subtotal	996,963	996,963
OTHER		
COMPASS (Fund Balance)	21,542	21,542
COMPASS (Fund Balance - Local Match for FY2011 CPG carry-over)		10,570
COMPASS (Fund Balance - Building Fund + Accrued Interest)	1,000,000	1,000,000
COMPASS (Fund Balance - Set-Aside for CIM Grant Implementation Program)		2,355
Set-Aside for Potential Rescission of Fed Aid Funds (Fund Balance)	243,352	243,352
Interest Income	5,000	5,000
Subtotal	1,269,894	1,282,819
COMPASS REVENUE	4,268,917	4,415,272

EXPENSE	FY2012	FY2012
	Draft; to Finance May 12, 2011	Draft; to Finance July 5, 2011
SALARY, FRINGE & CONTINGENCY		
Salary	1,080,100	1,080,100
Fringe	463,559	463,559
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	1,578,659	1,578,659
INDIRECT OPERATIONS & MAINTENANCE		
COMPASS	255,800	255,800
Subtotal	255,800	255,800
DIRECT OPERATIONS & MAINTENANCE		
620, Growth and Transportation Monitoring	2,500	2,500
653, Communications and Education	33,200	33,200
661, <i>Communities in Motion</i>	339,000	483,000
671, Mobility Management Strategies	7,200	7,200
685, Transportation Improvement Program	3,200	3,200
710, Complete Streets	14,500	14,500
760, Legislative Services	106,050	106,050
801, Staff Development	20,000	20,000
820, Committee Support	7,000	7,000
836, Regional Travel Demand Model	76,000	76,000
838, Household Travel Survey, Phase 1 & 2	450,000	450,000
842, Congestion Management System	48,000	48,000
860, Geographic Information System Maintenance	1,200	1,200
861, Regional Orthophotography	10,000	10,000
990, Direct Operations and Maintenance	73,255	73,255
Subtotal	1,191,105	1,335,105
COMPASS EXPENSE	3,025,565	3,169,564

SET-ASIDES AND BUILDING FUND	FY2012	FY2012
	Draft; to Finance May 12, 2011	Draft; to Finance July 5, 2011
992, Set-Aside for Potential 20% Rescission	243,352	243,352
993, Set-Aside for CIM Grant Implementation Program		2,355
995, Building Fund (tsf in 2011; estimated bal in 2012)	1,000,000	1,000,000
COMPASS SET-ASIDE AND BUILDING FUND	1,243,352	1,245,707

COMPASS REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	4,268,917	4,415,272
LESS: TOTAL EXPENSES	3,025,565	3,169,564
LESS: TOTAL SET-ASIDES	1,243,352	1,245,707
CHANGE IN FUND BALANCE	0	0

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2012 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
 EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES				FEDERAL FUNDING SOURCES							MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Work Days	Indirect Cost	Direct Cost	Total Cost	CPG-Ada FHWA/FTA	CPG-Canyon FHWA/FTA	STP-TMA K# 12371	STP-STATE K# 12061	STP-TMA K# 9827	FTA-5316 & 5317	Total Federal	Match	Local	Other Revenue	Total Local	
601 UPWP/Budget Development & Fed assurances	273	151,882	-	151,882	51,368	18,999	70,367				140,734	11,148			11,148	151,882
620 Growth and Transportation System Monitoring	124	62,165	2,500	64,665	43,741	16,178					59,919	4,746			4,746	64,665
647 Regional Growth Issues and Options	60	31,951	-	31,951.30	21,612	7,994					29,606	2,345			2,345	31,951
653 Communications and Education	151	84,896	33,200	118,096	39,941	14,773	54,714				109,428	8,668			8,668	118,096
661 Communities in Motion	828	433,337	483,000	916,337	459,819	170,070	33,869	185,320			849,078	67,259			67,259	916,337
671 Mobility Management Strategies	162	76,665	7,200	83,865						83,865					-	83,865
685 Transportation Improvement Program	318	165,073	3,200	168,273	56,911	21,049	77,960				155,921	12,352			12,352	168,273
692 Regional Transportation Funding Information	42	21,623	-	21,623	14,626	5,410					20,036	1,587			1,587	21,623
TOTAL PROJECTS	1,958	1,027,593	529,100	1,556,693	688,018	254,472	236,910	185,320	-	83,865	1,448,586			-	108,106	1,556,693
701 General Membership Services	201	107,449	-	107,448.61							-		107,449		107,449	107,449
703 General Public Services	38	20,864	-	20,864							-		20,864		20,864	20,864
705 Transportation Liaison Services	50	33,111	-	33,111							-		33,111		33,111	33,111
710 Complete Streets	100	46,970	14,500	61,470							-		61,470		61,470	61,470
720 State Street Transit Corridor Implementation	92	52,292	-	52,292							-		52,292		52,292	52,292
760 Legislative Services	80	62,363	106,050	168,413							-		168,413		168,413	168,413
761 Blueprint for Good Growth	36	22,295	-	22,295	20,658						20,658	1,636			1,636	22,295
TOTAL SERVICES	597	345,344	120,550	465,894	20,658	-	-	-	-	-	20,658			-	445,235	465,894
801 Staff Development	63	32,510	20,000	52,510							-		52,510		52,510	52,510
820 Committee Support	318	141,696	7,000	148,696	37,553	3,872					41,425.88	10,914	96,355		107,270	148,696
836 Regional Travel Demand Model	175	83,959	76,000	159,959	57,249	21,174	69,795				148,218	11,741			11,741	159,959
838 Household Travel Survey	45	26,142	450,000	476,142	17,683	6,540					441,193	34,949			34,949	476,142
842 Congestion Management System	90	33,999	48,000	81,999	55,466	20,515					75,980	6,019			6,019	81,999
860 Geographic Information System Maintenance	201	113,018	1,200	114,218	77,259	28,575					105,834	8,384			8,384	114,218
861 Regional Orthophotography	51	30,202	10,000	40,202							-		40,202		40,202	40,202
TOTAL SYSTEM MAINTENANCE	943	461,524	612,200	1,073,724	245,209	80,677	69,795	-	416,970	-	812,651	72,006	189,067	-	261,073	1,073,724
990 Direct Operations / Maintenance	0	-	73,255	73,255							-		68,255	5,000	73,255	73,255
991 Support Services Labor	872	-	-	-							-				-	-
992 Set-Aside for Potential 20% Rescission	-	-	243,352	243,352							-			243,352	243,352	243,352
993 Set-Aside for CIM Grant Implementation Program	-	-	2,355	2,355							-			2,355	2,355	2,355
995 Building Fund	0	-	1,000,000	1,000,000							-		1,000,000		1,000,000	1,000,000
999 Indirect Operations/Maintenance	-	-	-	-							-				-	-
TOTAL INDIRECT/OVERHEAD	872	-	1,318,962	1,318,962	-	-	-	-	-	-	-	-	68,255	1,250,707	1,318,962	1,318,962
GRAND TOTAL	4,370	1,834,459	2,580,812	4,415,272	953,886	335,149	306,705	185,320	416,970	83,865	2,281,895	181,749	700,920	1,250,707	2,133,378	4,415,272

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 FY2012 Draft

EXPENSES BY WORK PROGRAM AND FUNDING SOURCE - TOTAL

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2012 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)	BUILDING & MOVING - CONTINGENCY	FY2013 CARRY-OVER
620 Regional Growth Issues and Options	2,500				2,500						
653 Communications and Education	33,200				8,900	3,500	18,500	850	1,450		
661 Communities in Motion	483,000				404,000	17,000	52,000		10,000		
671 Mobility Management Strategies	7,200				1,200	4,000	2,000				
685 Transportation Improvement Program	3,200						3,200				
710 Complete Streets	14,500						2,000	①	12,500		
760 Legislative Services	106,050	85,950		9,000					11,100		
801 Staff Development	20,000			20,000							
820 Committee Support	7,000							7,000			
836 Regional Travel Demand Model	76,000			1,500	74,500						
838 Household Travel Survey	450,000				450,000						
842 Congestion Management System	48,000				48,000						
860 Geographic Information System Maintenance	1,200		-	-					1,200		
861 Regional Orthophotography	10,000				10,000						
990 Direct Operations / Maintenance	73,255		37,000		17,100			3,500	②	15,655	
SUB-TOTAL, DIRECT EXPENSES	1,335,105	85,950	37,000	30,500	1,016,200	24,500	77,700	11,350	51,905	-	-
992 Set-Aside for Potential 20% Rescission	243,352								243,352		
993 Set-Aside for CIM Grant Implementation Program	2,355							③	2,355		
995 Building Fund	1,000,000								④	1,000,000	
SUB-TOTAL	1,245,707	-	-	-	-	-	-	-	245,707	1,000,000	-
GRAND TOTAL	2,580,812	85,950	37,000	30,500	1,016,200	24,500	77,700	11,350	297,612	1,000,000	-

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- ① \$12,500 for BSU Grad Student
- ② \$10,000 for NARC Conference
\$5,657 for costs not federally funded
\$15,657 Total
- ③ \$2,355 Set-Aside for CIM Grant Implementation Program
- ④ \$967,920 for Cost of Building
\$32,080 for Moving and Contingency
\$1,000,000 Estimate of Building Fund

FY2012 Draft

DIRECT EXPENSE SUMMARY

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2012 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2011 Revision 2	FY2012 Draft
Professional Services	30	36,000	36,000
Equipment Lease	35	5,000	5,000
Equipment Repair / Maintenance	36	5,000	5,000
Travel / Education	40	6,000	6,000
Dues	42	12,000	12,000
Publications	43	3,000	3,000
Postage	50	5,000	5,000
Telephone	51	10,000	10,000
Space Rent	52	102,700	800
Janitorial	53	10,000	10,000
Moving Costs	54	15,300	-
Building Maintenance Costs	55		25,000
Printing	60	2,500	2,500
Copier	61	10,000	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	10,000	10,000
Computer Software / Maintenance	83	23,000	23,000
Internet Service	84	1,500	1,500
Commuting Incentive	90	1,000	1,000
Vehicle Maintenance	91	3,000	3,000
Utilities	92	10,000	10,000
Local Travel	93	5,000	5,000
Other / Miscellaneous	95	2,000	2,000
TOTAL		348,000	255,800

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2012 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	69	49	-	4	151	273
620 Growth and Transportation System Monitoring	CM	-	64	28	32	-	124
647 Regional Growth Issues and Options	CM	-	40	10	10	-	60
653 Communications and Education	AL	4	112	5	-	30	151
661 <i>Communities in Motion</i>	LI	10	523	53	182	60	828
671 Mobility Management Strategies	LI	-	71	20	65	6	162
685 Transportation Improvement Program	TT	13	186	-	100	19	318
692 Regional Transportation Funding Information	DM	-	28	-	14	-	42
TOTAL PROJECTS		96	1,073	116	407	266	1,958
701 General Membership Services	CTr	5	134	13	49	-	201
703 General Public Services	CTr	-	28	6	4	-	38
705 Transportation Liaison Services	MSt	12	38	-	-	-	50
710 Complete Streets	CM	-	40	20	40	-	100
720 State Street Transit Corridor Implementation	DM	-	79	5	8	-	92
760 Legislative Services	MSt	60	13	-	4	3	80
761 Blueprint for Good Growth	CTr	10	16	-	-	10	36
TOTAL SERVICES		87	348	44	105	13	597
801 Staff Development	JU	-	38	3	9	13	63
820 Committee Support	JU	20	16	2	-	280	318
836 Regional Travel Demand Model	MW	-	92	-	83	-	175
838 Household Travel Survey	MW	10	20	-	10	5	45
842 Congestion Management System	MW	-	5	10	70	5	90
860 Geographic Information System Maintenance	RD	-	151	50	-	-	201
861 Regional Orthophotography	RD	-	49	2	-	-	51
TOTAL SYSTEM MAINTENANCE		30	371	67	172	303	943
TOTAL DIRECT		213		227	684	582	3,498
991 Support Services Labor	JU	247	48	3	6	568	872
TOTAL INDIRECT/OVERHEAD		247	48	3	6	568	872
TOTAL LABOR		460	48	230	690	1,150	4,370

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PROGRAM NO.	620			CLASSIFICATION:	Project	
TITLE:	Growth and Transportation System Monitoring					
TASK / PROJECT DESCRIPTION:	1) To collect, analyze, and report on growth and transportation patterns related to goals in the regional transportation plan. 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. 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 website and are used by many member agencies 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.					
PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:	Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analysis depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands. 2) The travel demand model also requires current and accurate housing and employment data. 3) Participating in the Census enables the area to receive accurate data from Census surveys and research, receive federal funding through various programs, and is a oft-requested member service. 4) Monitoring and reporting on progress toward the goals of <i>Communities in Motion</i> promotes the objectives of the plan and local efforts toward that plan.					
REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	Federal Code 23 CFR § 450.322 (f) -- Long range plans require valid forecasts of future demand for transportation services that are based on existing conditions that can be included in the travel demand model. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...." Certification review stated: "The Plan update should include the establishment of an ongoing monitoring activity to track the implementation of Plan goals at the local level." [Transportation Planning Certification Review, vi]. The 2010 census will also prompt reevaluation of the planning boundaries. [Transportation Planning Certification Review, 2010, v] <i>Communities in Motion</i> : The Performance Monitoring Report (PMR) is a requirement of the transportation plan to monitor and track "progress toward achieving alternative transportation and desired land use objectives." Task 4.4.3, Major Activity Center Task 1.2.2 and providing data on various groups Task 1.9.1					
FY2012 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. Revise preservation scenario forecast based on updated population, employment, and preliminary plat data. Complete 2012 Development Monitoring Report. 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 Feb-Apr May June July July	
Population Estimates						
Receive complete building permit inventory for 2010. Allocate building permits by city limits, highway districts, and Traffic Analysis Zones (TAZ). Update population by current corporate limits for cities within Ada and Canyon counties. Demographic Advisory Committee review of 2011 Population Estimates Board review and approval of 2011 Population Estimates. Post estimates on COMPASS website.					Jan Jan Jan Feb Mar Mar	
Census Data						
Mapping and distribution of census American Community Survey data. Update community profiles with American Community Survey and employment data.					Mar Apr May	
LEAD STAFF:	Carl Miller				Expense Summary	
END PRODUCT:	Five main products: 1) Performance Monitoring Report; 2) Development Monitoring Report; 3) Population estimates by city jurisdiction, county rural, and highway district boundaries; 4) Update of community profiles with census American Community Survey data; and 5) Mapping, distribution, and support of 2010 census data releases.				Total Workdays: 124	
					Salary	\$ 37,299
					Fringe	\$ 16,163
					Overhead	\$ 8,703
					Total Labor Cost: \$ 62,165	
ESTIMATED DATE OF COMPLETION:				September-2012		
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
FHWA/FTA	\$43,741	\$16,178		\$59,919	Other Local Governments	
STP						
STP-TMA(PL)						
STP-Urban(PL)						
Local	\$3,465	\$1,281		\$4,746		
Other						
Total:	\$47,206	\$17,459	\$0	\$64,665	620	Total Cost: \$ 64,665

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PROGRAM NO.	647			CLASSIFICATION:	Project	
TITLE:	Regional Growth Issues and Options					
TASK / PROJECT 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) complete the 2040 population and employment forecast and the build out forecast, and 2) use the control totals in growth scenario and visioning exercises. Receive approval from COMPASS Board.					
PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:	The model outputs are used to test and plan growth scenarios including the ultimate build out of local land use plans. The results of the scenario planning exercise will provide the region with a Trend Analysis and develop goals and objectives for the update to the <i>Communities in Motion</i> plan. The forecasts are an integral component to the travel demand forecast, and forecasts are used by local governments for various infrastructure and service capacity planning. Growth forecasting supports ACHD's impact fee program, is necessary to conduct air quality conformity of the Transportation Improvement Program and long range transportation plan, review of proposed developments and <i>Traffic Impact Studies</i> .					
REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	Federal Code 23 CFR § 450.322 (f) -- Long range plans require valid forecasts of future demand for transportation services, which are based on existing conditions that can be included in the travel demand model. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...." Communities in Motion Task 1.9.4 indicates the need to incorporate forecasts of special needs populations in future demographic forecasts.					
FY2012 BENCHMARKS						
MILESTONES / PRODUCTS						
Regional Employment and Population Forecast Review population forecast options with Demographic Advisory Committee (DAC). Present to Board for acceptance. Prepare summary.					Oct Nov	
Select Preferred Growth Scenarios with DAC. Assemble Growth Scenarios for Travel Demand Model Develop Build out Scenario. Review Growth Scenarios to COMPASS standing committees. Present Growth Scenarios to COMPASS Board.					March-Apr June Aug Sept	
LEAD STAFF: Carl Miller					Expense Summary	
END PRODUCT: Three main products: 1) Complete the 2040 population and employment forecasts for the 2014 Communities in Motion update. 2) Assemble a 2040 forecast by city area of impacts, demographic areas, and traffic analysis zones (TAZ) based on the results of the scenario planning, and 3) Create a build out scenario quantifying local land use plans potential growth.						
Total Workdays: 60						
					Salary \$ 19,171	
					Fringe \$ 8,307	
					Overhead \$ 4,473	
					Total Labor Cost: \$ 31,951	
ESTIMATED DATE OF COMPLETION: September-2012					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		Professional Services
FHWA/FTA	\$21,612	\$7,994		\$29,606		Legal / Lobbying
STP						Equipment Purchases
STP-TMA(PL)						Travel / Education
STP-Urban(PL)						Printing
Local	\$1,712	\$633		\$2,345	Public Involvement	
Other					Meeting Support	
					Other	
Total:	\$23,324	\$8,627	\$0	\$31,951	Total Direct Cost: \$ -	
					647 Total Cost: \$ 31,951	

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PROGRAM NO.	661	CLASSIFICATION:	Projects
TITLE:	Communities in Motion		
TASK / PROJECT DESCRIPTION:	This project encompasses the elements necessary to prepare a regional long-range transportation plan, as required by the current federal transportation bill "Safe, Accountable, Flexible, Efficient Transportation Equity Act - a Legacy for Users" (SAFETEA-LU).		
PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:	<i>Communities in Motion</i> is the long-range transportation plan for Ada County and Canyon County and offers transportation solutions for the next 25 years. The plan is developed in cooperation with member agencies, local governments and the Idaho Transportation Department in carrying out a "continuing, cooperative, and comprehensive" metropolitan planning process.		
REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	Federal Code 23 CFR § 450.322 -- requires that the regional long-range transportation plan be updated every four years in areas with more than 200,000 people or with air quality issues. Since the area meets the test on both criteria, a new plan has to be adopted by September 2014, again by September 2018, and by 2022.		

FY2012 BENCHMARKS	MILESTONES / PRODUCTS
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Key Elements	
Work with Ada County and Canyon County governments to adopt 2010 <i>Communities in Motion</i> .	Oct-Dec
Develop technical materials for growth scenario workshops.	Dec-Feb
Host workshops on growth scenarios. Work with local agencies, developers, and others on growth scenario review.	March-May
Public open house meetings or workshops.	June-July
On-going public outreach.	Ongoing
On-going contacts with COMPASS members.	Ongoing
Prepare materials and make presentations regarding the overall need to expand funding for all forms of transportation. This element will include developing packets for area media, posting information on the COMPASS website, preparing information targeted to specific member agency needs upon request by members, and updating costs and revenues as needed.	Ongoing
Develop a economic benefits model to evaluate long-term returns on investment. This element would include use of consulting services and acquisition of software to evaluate economic growth and job creation due to major investments.	Ongoing
Track cumulative development impacts	Ongoing

LEAD STAFF: Liisa Itkonen	Expense Summary
END PRODUCT: Local adoption of <i>Communities in Motion</i> . Initial work on a growth allocation scenario for the 2014 update. Continued outreach and public education/involvement.	
	Total Workdays: 828
	Salary \$ 260,002
	Fringe \$ 112,668
	Overhead \$ 60,667
	Total Labor Cost: \$ 433,337

ESTIMATED DATE OF COMPLETION: September-2012	DIRECT EXPENDITURES:
Funding Sources	Professional Services \$ 404,000
Participating Agencies	Legal / Lobbying
	Equipment Purchases
	Travel / Education
	Printing \$ 17,000
	Public Involvement \$ 52,000
	Meeting Support
	Other \$ 10,000
	Total Direct Cost: \$ 483,000
Total:	661 Total Cost: \$ 916,337

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PROGRAM NO.	701			CLASSIFICATION:	Services
TITLE:	General Membership Services				
TASK / PROJECT DESCRIPTION:	Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, traffic model data, and other support to member agency projects.				
PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:	This service can promote implementation of the long-range regional transportation plan. COMPASS staff are engaged in the members' studies and can become more familiar with their assumptions and recommendations. Use of consistent data and methodologies in the various studies and plans conducted by member agencies is beneficial to the region as well.				
REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	There are no federal or state requirements concerning provision of services to member agencies. There are no certification review comments, corrective actions or recommendations related to this program. Member support can provide assistance to agencies fulfilling activities related to Communities in Motion, air quality evaluations, and more detailed transportation planning activities such as corridor studies.				
FY2012 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide general assistance to member agencies as requested in the areas of: GIS. Modeling Support. Comprehensive Plan Updates. Meeting Support. May in Motion. Audience Response System Services. Other various requests as budget allows.					Ongoing
Specific requested assistance, some of which have been under separate task numbers In the past, may include: ACHD Special Study Support. City of Nampa Special Study Support. Canyon County Southern Arterial Study. (No specific assistance requested. No time estimates.) South Meridian Area Plan. (General support, mapping, data and travel demand modeling. Estimated five days total.) DEQ Support for State Implementation Plans. Development Review/Traffic Impact Studies.					As Requested Not Specified Spring/ Summer/Fall
LEAD STAFF: Charles Trainor					Expense Summary
END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.					Total Workdays: 201
					Salary \$ 64,469
					Fringe \$ 27,937
					Overhead \$ 15,043
					Total Labor Cost: \$ 107,449
ESTIMATED DATE OF COMPLETION: September-2012					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Professional Services
FHWA/FTA					Legal / Lobbying
STP					Equipment Purchases
STP-TMA(PL)					Travel / Education
STP-Urban(PL)					Printing
Local	\$78,438	\$29,011		\$107,449	Public Involvement
Other					Meeting Support
					Other
Total:	\$78,438	\$29,011	\$0	\$107,449	Total Direct Cost: \$ -
					701 Total Cost: \$ 107,449

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PROGRAM NO.	842			CLASSIFICATION:	System Maintenance	
TITLE:	Congestion Management System					
TASK / PROJECT DESCRIPTION:	Maintain a functional congestion management system for the Treasure Valley. Conduct data collection, update the Congestion Management System (CMS) Plan as needed, produce an annual CMS Report, maintain regional ITS architecture. Research, provide, and monitor transportation demand management (TDM) strategies.					
PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:	Provides annual CMS report of the congestion levels on major corridors that compares previous year results, and explains the reason for the change, typically, improvements needed such as signal timing and ITS. Periodic needs are, baseline data collection of vehicle occupancy rates, additional research and evaluation of possible transportation demand management strategies.					
REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	Federal Code 23 CFR § 450.320 -- Congestion Management Program is one of the SAFETEA-LU Planning Factors and required in Transportation Management Areas (TMA). COMPASS and ITD have been collecting travel time data since 2003 which provides a summary of how the major roads are functioning during the am and pm peak hours based on congestion levels. This process and its results have been integrated into the transportation improvement program prioritization scheme. Project-applications receive points if the project is on a CMS corridor and the higher congestion the higher the points. Therefore, annual travel time data collection and reporting is mandatory. 2)FHWA Final Rule and FTA Policy on intelligent transportation system (ITS) requires that all ITS projects funded by highway trust fund or Mass Transit Account conform to the National ITS Architecture.					
FY2012 BENCHMARKS						
MILESTONES / PRODUCTS						
Annual CMS Report and Travel Time Data Collection Collect 2012 travel time data (40 days). Review and format 2012 CMS travel time data for incorporation into the annual report. Distribute the 2012 Treasure Valley CMS annual report. Develop a Project Tracking List for Transportation Improvement Program projects. Analyze Current and Historic CMS travel time data.						Mar - Apr Jul Sept Aug Ongoing Ongoing Ongoing Ongoing
Miscellaneous CMS/ITS tasks Update Intelligent Transportation Systems (ITS) architecture (see Attachment 1) Transportation Project Coordination. Transportation Studies and Construction Coordination.						Oct - Feb 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: 90		
				Salary \$ 20,399		
				Fringe \$ 8,840		
				Overhead \$ 4,760		
				Total Labor Cost: \$ 33,999		
ESTIMATED DATE OF COMPLETION: September-2012				DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		
FHWA/FTA	\$55,466	\$20,515		\$75,981	Highway Districts	
STP k#9827					Member Agencies	
STP-TMA(PL)					Federal Highways Administration	
STP-Urban(PL)					Idaho Transportation Department	
Local	\$4,394	\$1,624		\$6,018	Valley Regional Transit	
Other					Department of Environmental Quality	
Total:	\$59,860	\$22,139	\$0	\$81,999		
				Total Direct Cost: \$ 48,000		
				842 Total Cost: \$ 81,999		

PROGRAM NO.	990 / 992 / 993 / 995			CLASSIFICATION:	Indirect / Overhead
TITLE:	Direct Operations & Maintenance / Set-Aside / Building Fund				
TASK / PROJECT 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, 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.				
PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects. To create holding accounts for the possibility of a rescission, the building of an administration office, and contingencies for moving expenditures.				
REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	There are no federal or state requirements concerning these one-time provisions, however, the Finance Committee oversees and approves these accounts and expenditures.				
FY2012 BENCHMARKS					
				MILESTONES / PRODUCTS	
Provide local dollars for expenditures not federally funded.				Ongoing	
LEAD STAFF: Jeanne Urlezaga					
END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations. Accumulate adequate funds for purchase of administrative building. Accumulate funds for CIM Grant Implementation Program.				Expense Summary	
				Total Workdays: -	
				Salary \$ -	
				Fringe \$ -	
				Overhead \$ -	
				Total Labor Cost:	
ESTIMATED DATE OF COMPLETION: September-2012				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
FHWA/FTA					Professional Services \$ 17,100
STP					Equipment Purchases \$ 37,000
STP-TMA(PL)					Meeting Support \$ 3,500
Local	\$49,826	\$18,429		\$68,255	Other \$ 5,655
Other-Interest			\$5,000	\$5,000	Building Fund \$ 967,920
Other-Fund Bal			\$1,245,707	\$1,245,707	Moving Contingency \$ 32,080
					Other - NARC Conference \$ 10,000
					CIM Grant Impl. Set-Aside \$ 2,355
					Rescission Set-Aside \$ 243,352
Total:	\$49,826	\$18,429	\$1,250,707	\$1,318,962	Total Direct Cost: \$ 1,318,962
					990 / 992 / 993 / Total Cost: \$ 1,318,962

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