



Working together to plan for the future

**FINANCE COMMITTEE MEETING
APRIL 23, 2015 — 12:00 PM
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO**

**** AGENDA ****

I. AGENDA ADDITIONS/CHANGES

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 2 *A. Approve February 26, 2015, Finance Committee Meeting Minutes

IV. INFORMATION/DISCUSSION ITEM

Page 5 *A Review Draft FY2016 Unified Planning Work Program and Budget

V. ACTION ITEMS

Page 10 *A. Recommend COMPASS Board Approval of Revision 3 of the FY2015 Unified Planning Work Program and Budget

VI. OTHER

VII. ADJOURNMENT

*Enclosures Times are approximate. Agenda is subject to change.

T:\FY15\900 Operations\990 Direct Operations Maint\Finance\Agendas\agenda04232015.docx



**FINANCE COMMITTEE MEETING
FEBRUARY 26, 2015
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

**** MINUTES ****

ATTENDEES: John McEvoy, Commissioner, Canyon Highway District #4
Charlie Rountree, Councilman, City of Meridian
Dave Case, Commissioner, Ada County
Rick Yzaguirre, Commissioner, Ada County

MEMBERS ABSENT: Rebecca Arnold, Commissioner, Ada County Highway District, **Chair**
Craig Hanson, Commissioner, Canyon County
Garret Nancolas, Mayor, City of Caldwell

OTHERS PRESENT: Sabrina Anderson, Community Planning Association
Nancy Brecks, Community Planning Association
Keith Holmes, Community Planning Association
Megan Larsen, Community Planning Association
Amy Luft, Community Planning Association
Matt Stoll, Community Planning Association

CALL TO ORDER:

Acting Chair Dave Case called the meeting to order at 12:10 pm.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

A. Approve December 11, 2014, Finance Committee Meeting Minutes

Rick Yzaguirre moved and Charlie Rountree seconded approval of the Consent Agenda as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEM

A. Discuss Five Year Revenue and Expense Estimates and Assumptions

Megan Larsen reviewed five year revenue and expense estimates and assumptions for FY2016-2020, which provides the starting point for the preparation of the FY2016 Unified Planning Work Program and Budget.

ACTION ITEMS

A. Elect Chair and Vice Chair

Acting Chair Case opened nominations for Finance Committee Chair.

John McEvoy nominated Rebecca Arnold as Chair and Rick Yzaguirre seconded the nomination.

John McEvoy moved and Rick Yzaguirre seconded to close nominations. Motion passed unanimously.

Acting Chair Case asked for unanimous consent approving Rebecca Arnold as Finance Committee chair. There were no objections.

Acting Chair Case opened nominations for Finance Committee Vice Chair.

Rick Yzaguirre nominated Craig Hanson as Vice Chair and John McEvoy seconded the nomination.

Rick Yzaguirre moved and John McEvoy seconded to close nominations. Motion passed unanimously.

Acting Chair Case asked for unanimous consent approving Craig Hanson as Finance Committee Vice Chair. There were no objections.

B. Recommend COMPASS Board Approval of Revision 2 of the FY2015 Unified Planning Work Program and Budget (UPWP)

Megan Larsen presented Revision 2 of the FY2015 UPWP to purchase three automated bicycle counters using Technology Deployment funds from the Federal Highway Administration T2 Deployment Program.

After discussion, **Charlie Rountree moved and John McEvoy seconded to recommend Revision 2 of the FY2015 Unified Planning Work Program and Budget for COMPASS Board approval as presented. Motion passed unanimously.**

C. Approve Variance Report for October 1, 2014 - December 31, 2014

Megan Larsen presented the Variance Report for October 1 - December 31, 2014.

After discussion, **Charlie Rountree moved and Rick Yzaguirre seconded approval of the Variance Report for October 1, 2014 – December 31, 2014, as presented, and directed staff to move funds as discussed to bring under FDIC limits. Motion passed unanimously.**

D. Recommend COMPASS Board Approval of the FY2016 General and Special Membership Dues

Megan Larsen presented proposed FY2016 General and Special membership dues based on FY2015 population estimates recommended for COMPASS Board approval by the Demographic Advisory Committee on February 25, 2015.

After discussion, **Rick Yzaguirre moved and John McEvoy seconded to recommend the FY2016 General and Special membership dues for COMPASS Board approval as presented. Motion passed unanimously.**

ADJOURNMENT

Charlie Rountree moved and Rick Yzaguirre seconded adjournment at 1:00 pm. Motion passed unanimously.

Dated this 16th day of April 2015.

Approved:

**By: _____
Rebecca Arnold, Chair**

Attest:

**By: _____
Craig Hanson, Vice Chair**

FINANCE COMMITTEE AGENDA ITEM IV-A

Date: April 23, 2015

Topic: Draft FY2016 Unified Planning Work Program and Budget (UPWP)

Request/Recommendation:

Information only.

Background/Summary:

Annually, COMPASS staff prepares a Unified Planning Work Program and Budget (UPWP) for approval by the COMPASS Board of Directors.

The Regional Technical Advisory Committee (RTAC) prioritized the *Communities in Motion* Implementation Grants and recommended Board approval of the entire list at its April 15, 2015, meeting. Funding of \$75,000 for these grants is included in the draft UPWP.

RTAC also reviewed applications submitted for the Project Development Program. This program was started in FY2015, with a Board approved funding amount of \$125,000. The draft FY2016 UPWP includes funding of \$100,000 to continue the program in FY2016.

The COMPASS Finance Committee recommended Board approval of the FY2016 General and Special membership dues in February 2015. The Board approved the FY2016 General and Special membership dues in March 2015. Staff has incorporated these amounts into the attached draft FY2016 UPWP worksheets.

The draft FY2016 UPWP will be brought back to the Finance Committee in May 2015 for a recommendation for Board approval. It will then be presented to the COMPASS Board in June 2015 for adoption. It is then forwarded to the Idaho Transportation Department, the Federal Highway Administration, and the Federal Transit Administration for approval.

The draft FY2016 UPWP is presented as follows:

Revenue and Expense Summary – A one-page summary of all revenue estimates and related expenses proposed for FY2016.

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 Workday Allocation was being finalized as of the date of distribution of the Finance Committee packet, so it will be distributed as a handout at the April 23, 2015, meeting. Changes to the Workday Allocation will not impact the other worksheets presented herein.

The draft FY2016 UPWP contains the following assumptions for revenues and expenses:

1. Total membership dues increase compared to the prior year. The per capita rate remained the same as FY2015. The increase reflects year over year population growth in the jurisdictions.
2. Projected revenue from the Consolidated Planning Grant reflects the amount included in the FY2015-FY2019 Regional Transportation Improvement Program (TIP), with the historical obligation authorization percentage of 94.10% applied.
3. Revenue of \$306,705 from off-the-top STP-TMA funds, as approved by the COMPASS Board on April 19, 2010, continues.
4. STP-TMA revenues for the *Communities in Motion 2.0 (CIM)* update are included, as reflected in the FY2015-FY2019 TIP. There are corresponding expenses associated with these revenues.
5. COMPASS was awarded a grant of \$225,000 from the Strategic Highway Research Program 2 (SHRP 2) in FY2015. These funds are being carried over to FY2016 and are reflected in revenues. There are corresponding expenses associated with these revenues.
6. COMPASS anticipates carryover of unspent federal funds from FY2015. These funds, in the amount of \$198,347, are included in the UPWP.
7. Revenues include the funds committed by the Department of Environmental Quality and Air Quality Board for the air quality outreach program. There are corresponding expenses associated with these revenues.
8. Revenues include funds released from fund balance for the orthophotography project planned for FY2016.
9. Salary costs include an annual 3% overall increase. Distribution of individual salary adjustments will be determined by the Executive Director.
10. The UPWP includes funding of \$75,000 for *CIM* Implementation Grants. This amount represents an increase of \$25,000 over the \$50,000 that was approved by the Board for FY2015 Implementation Grant funding, but remains under the \$100,000 annual funding limit directed by the Board. Funding at this level would allow award of all grant applications submitted for FY2016, inclusive of an approximately 15% contingency.
11. The Project Development Program is proposed to be funded in FY2016, its second year, at \$100,000. COMPASS received significant interest and applications from member agencies to support this level of funding.
12. Direct expenses include costs to complete the onboard transit survey and household travel survey, which will get under way in FY2015.
13. The UPWP includes direct expenses of \$195,000 to complete the regional orthophotography flight. COMPASS provides orthophotography as a service to members.
14. Direct expenses for all other programs are fairly stable and consistent with current year activities.

Implication (policy and/or financial):

Federal approval of the UPWP by October 1, 2015, is required in order to begin work in FY2016.

More Information:

- 1) Attachments
- 2) For detailed information contact: Megan Larsen, at 475-2228 or mlarsen@compassidaho.org

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2016 UNIFIED PLANNING WORK PROGRAM and Budget
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2015 Revision 2	FY2016 Draft	EXPENSE	FY2015 Revision 2	FY2016 Draft
GENERAL MEMBERSHIP			SALARY, FRINGE & CONTINGENCY		
Ada County	199,509	207,033	Salary	1,190,683	1,206,310
Ada County Highway District	199,509	207,033	Fringe	498,883	520,820
Canyon Highway District No. 4	11,964	38,363	Salary Contingency (Overtime and Bonus)	20,000	20,000
Nampa Highway District No. 1	11,964	54,816	Sick Time Trade	10,000	10,000
City of Boise	95,999	98,618	Interns	12,500	12,500
City of Caldwell	31,375	22,874	Subtotal	1,732,066	1,769,630
Canyon County	131,049	103,472			
City of Eagle	10,344	10,846	INDIRECT OPERATIONS & MAINTENANCE		
City of Garden City	4,921	5,317	COMPASS	218,093	218,100
City of Kuna	7,085	7,637	Subtotal	218,093	218,100
City of Meridian	37,583	40,259			
City of Middleton	4,067	3,135	DIRECT OPERATIONS & MAINTENANCE		
City of Nampa	56,110	39,333	605, Treasure Valley Bicycle and Pedestrian Data Collection	148,750	
City of Parma	1,329	944			
City of Star	3,148	3,496	620, Growth and Transportation Monitoring	1,750	12,000
City of Wilder	1,018	723	647, Regional Growth Issues and Options	1,500	
Subtotal	806,974	843,899	653, Communications and Education	98,185	71,325
SPECIAL MEMBERSHIP			661, Long Range Plan	137,465	303,000
Boise State University	8,100	8,440	685, Transportation Improvement Program	3,500	175,000
Capital City Development Corporation	8,100	8,440	686, Planning for Project Development	125,000	
Department of Environmental Quality	8,100	8,440	701, General Membership Services	12,365	
Idaho Transportation Department	8,100	8,440	702, Air Quality Outreach	75,000	75,000
Valley Regional Transit	8,100	8,440	760, Legislative Services	112,550	106,050
Subtotal	40,500	42,200	801, Staff Development	28,500	28,500
GRANTS AND SPECIAL PROJECTS			820, Committee Support	2,000	2,000
FHWA/FTA - Consolidated Planning Grants			836, Regional Travel Demand Model	59,000	55,000
CPG - FY2014 K# 12380 Ada County - Carry Over	468,944		838, Household Travel Survey	350,000	125,000
CPG - FY2014 K# 12380 Canyon County - Carry Over	236,049		842, Congestion Management and ITS	109,000	35,000
CPG - FY2015 K# 12381 Ada County	886,544		860, Geographic Information System Maintenance	1,200	41,200
CPG - FY2015 K# 12381 Canyon County	311,489		861, Regional Orthophotography		195,000
CPG - FY2016 K# 13495 Ada County		865,252	862, Regional Data Center	52,360	-
CPG - FY2016 K# 13495 Canyon County		304,007	990, Direct Operations and Maintenance	316,427	36,000
Sub Total CPG Grants	1,903,026	1,169,259	Subtotal	1,634,552	1,260,075
STP TMA - K# 12373, off-the-top funds for Planning	289,051	306,705	COMPASS EXPENSE	3,584,711	3,247,805
STP TMA - K# 13047, <i>Communities in Motion</i> Update		210,338			
STP TMA - K# 13048, onboard transit survey	324,310				
FHWA - T2 Deployment Program	15,000				
FYWA - SHRP2 Implementation Assistance Program		225,000			
Estimate of Unspent Federal Funds from FY2015		198,347			
Subtotal	628,361	940,390			
OTHER REVENUE SOURCES					
Idaho Department of Environmental Quality	18,150	18,150			
Ada County Air Quality Board	64,350	64,350			
Interest Income	4,056	3,500			
Subtotal	86,556	86,000			
COMPASS REVENUE	3,465,416	3,081,747			
Draw From Fund Balance (Orthophotography)	119,295	131,500	COMPASS REVENUE AND EXPENSE SUMMARY		
Draw From Fund Balance (to fund revenue shortfall)		34,558	TOTAL REVENUE	3,584,711	3,247,805
TOTAL, ALL RESOURCES	3,584,711	3,247,805	LESS: TOTAL EXPENSES	3,584,711	3,247,805
			CHANGE IN FUND BALANCE	0	0

C:\Users\Meg Larsen\Dropbox\COMPASS work files\UPWP Worksheets for Fin Comm.xls\RevExp

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2016 UNIFIED PLANNING WORK PROGRAM AND BUDGET
DIRECT EXPENSE SUMMARY**

DESCRIPTION	TOTAL DIRECT	PROFESSIO NAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)
620 Demographics and Growth Monitoring	12,000	12,000							
653 Communications and Education	71,325	20,500					49,400	1,425	
661.100 Long Range Plan	17,000	12,000					5,000		
661.1 Freight	100,000	100,000							
661.1 Bicycles/Pedestrians	16,000	16,000							
661.11 Performance Measurement	170,000	170,000							
685.1 Project Development Program	100,000	100,000							
685.1 CIM Implementation Grants	75,000	75,000							
702 Air Quality Outreach	75,000	75,000							
760 Legislative Services	106,050			9,000		11,100			85,950
801 Staff Development	28,500			28,500					
820 Committee Support	2,000							2,000	
836 Regional Travel Demand Model	55,000	55,000							
838 On-Board Transit and Household Travel Survey	125,000	125,000							
842 Congestion Management Process	35,000	35,000							
860 Geographic Information System Maintenance	41,200	40,000				1,200			
861 Regional Orthophotography	195,000	195,000							
990 Direct Operations / Maintenance	36,000	1,000	25,000		8,000			2,000	
GRAND TOTAL	1,260,075	1,016,500	25,000	37,500	8,000	12,300	54,400	5,425	85,950

C:\Users\Meg Larsen\Dropbox\COMPASS work files\UPWP Worksheets for Fin Comm.xls\DirExp

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2016 UNIFIED PLANNING WORK PROGRAM and Budget
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2015 Revision 2	FY2016 Draft
Professional Services	930	30,000	30,000
Equipment Repair / Maintenance	936	2,000	2,000
Travel / Education	940	2,500	2,500
Publications	943	1,500	1,500
COMPASS Membership	944	12,000	12,000
Employee Professional Membership	945	9,500	9,500
Postage	950	1,500	1,500
Telephone	951	13,100	13,100
Building Maintenance and Reserve for Major Repairs	955	41,293	41,300
Printing	960	2,000	2,000
Advertising	962	5,000	5,000
Audit	970	16,000	16,000
Insurance	971	13,000	13,000
Legal Services	972	10,000	10,000
General Supplies	980	4,500	4,500
Computer Supplies	982	10,500	10,500
Computer Software / Maintenance	983	24,200	24,200
Commuting Incentive	990	500	500
Vehicle Maintenance	991	3,000	3,000
Utilities	992	12,000	12,000
Local Travel	993	2,500	2,500
Other / Miscellaneous	995	1,500	1,500
TOTAL		218,093	218,100

T:\FY15\900 Operations\990 Direct Operations Maint\Finance\Packets\Apr 23 - 2014\[IV. B - Draft FY2016 Worksheets.xlsx]RevExp



FINANCE COMMITTEE AGENDA ITEM V-A DATE: APRIL 23, 2015

Topic: Revision 3 of the FY2015 Unified Planning Work Program and Budget

Background/Summary:

Federal metropolitan planning rules require that COMPASS produce a Unified Planning Work Program and Budget (UPWP), which is periodically amended to accommodate changes in revenues, expenses, staffing, and scope. These amendments are 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.

Revision 3 of the FY2015 UPWP is proposed for the following reason:

To add \$225,000 of revenue and expense to reflect the award of "SHRP2" funds. At the January 26, 2015, meeting the COMPASS Board approved a motion authorizing staff to apply for these funds.

These funds will be used to collect more complete freight data and integrate freight considerations into the regional transportation system and long-range planning. The funds will also be used to develop a transparent and objective benefit-cost model, customizable for local conditions, for evaluating potential future transportation investments in relation to all *Communities in Motion 2040* elements.

Request/Recommendation:

Review and recommend COMPASS Board approval of staff prepared changes to Revision 3 of the FY2015 UPWP.

Implication (policy and/or financial):

Without COMPASS Board adoption of Revision 3 of the FY2015 UPWP, the agency cannot make full use of financial resources.

More Information:

- 1) Attachment
- 2) For detailed information contact: Megan Larsen, at 475-2228 or mlarsen@compassidaho.org.

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

Recommended Changes to FY2015 - Revision 3

Summary

FY2015 Rev 2 UPWP Revenues		3,584,711	FY2015 Rev 2 UPWP Expenses		3,584,711
1	Add new discretionary funds from Federal Highway Administration for SHRP2 Implementation Assistance Program. There are no matching requirements for these funds.	225,000	Program 661, <i>Communities in Motion</i> . Add \$225,000 for a more complete freight data collection that will improve long-range planning. These funds will also be used to develop a benefit-cost model to evaluate potential future transportation investments in relation to all <i>Communities in Motion 2040</i> elements. Note that these funds will be spent in FY2016 but are being added to this budget revision to show that the entire \$225,000 will be obligated no later than June 30, 2015.	225,000	
FY2015 Revision 3 UPWP Revenues		3,809,711	FY2015 Revision 3 UPWP Revenues		3,809,711

T:\Operations\Accounting & Reporting\UPWP\FY2015 Rev-3

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2015 UNIFIED PLANNING WORK PROGRAM and BUDGET - Revision 3
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2015 Revision 2	FY2015 Revision 3
GENERAL MEMBERSHIP		
Ada County	199,509	199,509
Ada County Highway District	199,509	199,509
Canyon Highway District No. 4	11,964	11,964
Nampa Highway District No. 1	11,964	11,964
City of Boise	95,999	95,999
City of Caldwell	31,375	31,375
Canyon County	131,049	131,049
City of Eagle	10,344	10,344
City of Garden City	4,921	4,921
City of Kuna	7,085	7,085
City of Meridian	37,583	37,583
City of Middleton	4,067	4,067
City of Nampa	56,110	56,110
City of Parma	1,329	1,329
City of Star	3,148	3,148
City of Wilder	1,018	1,018
Subtotal	806,974	806,974
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 - FY2014 K# 12380 Ada County - Carry Over	468,944	468,944
CPG - FY2014 K# 12380 Canyon County - Carry Over	236,049	236,049
CPG - FY2015 K# 12381 Ada County	886,544	886,544
CPG - FY2015 K# 12381 Canyon County	311,489	311,489
Sub Total CPG Grants	1,903,026	1,903,026
STP TMA - K# 12373, off-the-top funds for Planning	289,051	289,051
STP TMA - K# 13048, onboard transit survey	324,310	324,310
FHWA - T2 Deployment Program	15,000	15,000
FHWA - SHRP2 Implentation Assiatance Program		225,000
Subtotal	628,361	853,361
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	18,150	18,150
Ada County Air Quality Board	64,350	64,350
Interest Income	4,056	4,056
Subtotal	86,556	86,556
COMPASS REVENUE	3,465,416	3,690,416
Draw From Fund Balance	119,295	119,295
TOTAL, ALL RESOURCES	3,584,711	3,809,711

EXPENSE	FY2015 Revision 2	FY2015 Revision 3
SALARY, FRINGE & CONTINGENCY		
Salary	1,190,683	1,190,683
Fringe	498,883	498,883
Medical Expense Reimbursement Plan	-	-
Salary Contingency (Overtime and Bonus)	20,000	20,000
Sick Time Trade	10,000	10,000
Interns	12,500	12,500
Subtotal	1,732,066	1,732,066
INDIRECT OPERATIONS & MAINTENANCE		
COMPASS	218,093	218,093
Subtotal	218,093	218,093
DIRECT OPERATIONS & MAINTENANCE		
605, Treasure Valley Bicycle and Pedestrian Data Collection	148,750	148,750
620, Growth and Transportation Monitoring	1,750	1,750
647, Regional Growth Issues and Options	1,500	1,500
653, Communications and Education	98,185	98,185
661, <i>Communities in Motion</i>	137,465	362,465
685, Transportation Improvement Program	3,500	3,500
686, Planning for Project Development	125,000	125,000
701, General Membership Services	12,365	12,365
702, Air Quality Outreach	75,000	75,000
760, Legislative Services	112,550	112,550
801, Staff Development	28,500	28,500
820, Committee Support	2,000	2,000
836, Regional Travel Demand Model	59,000	59,000
838, Household Travel Survey	350,000	350,000
842, Congestion Management and ITS	109,000	109,000
860, Geographic Information System Maintenance	1,200	1,200
861, Regional Orthophotography		
862, Regional Data Center	52,360	52,360
990, Direct Operations and Maintenance	316,427	316,427
Subtotal	1,634,552	1,859,552
COMPASS EXPENSE	3,584,711	3,809,711

COMPASS REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,584,711	3,809,711
LESS: TOTAL EXPENSES	3,584,711	3,809,711
CHANGE IN FUND BALANCE	0	0

T:\Operations\Accounting & Reporting\UPWP\FY2015 Rev-3

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2015 UNIFIED PLANNING WORK PROGRAM and BUDGET - Revision 3
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE

WORK PROGRAM NUMBER	EXPENSES				FEDERAL FUNDING SOURCES									MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY14 CPG Ada County K# 12380	FY14 CPG Canyon County K# 12380	FY15 CPG Ada County K# 12381	FY15 CPG Canyon County K# 12381	STP-TMA Off The Top K# 12373	STP-TMA On Board Transit K# 13048	FHWA T2 Deployment Program	FHWA SHRP2 Funds	Total Federal Funds	Required Match	Local Funds	Other Revenue	Total Local & Other	
601 UPWP/Budget Development & Fed assurances	203	122,307	-	122,307	12,047	6,069	53,361	18,748	19,873				110,098	12,208			12,208	122,307
605 Multi Modal Planning	305	162,591	148,750	311,341	1,961	988	198,442	69,723			15,000		286,115	25,226			25,226	311,341
620 Growth and Transportation System Monitoring	169	83,354	1,750	85,104	499	252	57,799	20,308					78,858	6,247			6,247	85,104
647 Regional Growth Issues and Options	144	70,050	1,500	71,550	563	284	48,435	17,018					66,299	5,252			5,252	71,550
653 Communications and Education	270	136,320	98,185	234,505									-		227,645	6,860	234,505	234,505
661 <i>Communities in Motion</i>	540	307,033	362,465	669,498	72,754	28,963	175,193	58,285	76,676			225,000	636,872	32,626			32,626	669,498
685 Transportation Improvement Program	502	272,688	3,500	276,188	58,747	29,594	67,264	23,633	76,676				255,915	20,272			20,272	276,188
686 Project/Scope Development	93	54,000	125,000	179,000	33,274	16,762			115,825				165,861	13,139			13,139	179,000
692 Regional Asset and Resource Maintenance Report	9	5,034	-	5,034	47	24	3,399	1,194					4,665	370			370	5,034
693 Grant Research & Assistance	20	12,067	-	12,067									-		12,067		12,067	12,067
TOTAL PROJECTS	2,255	1,225,444	741,150	1,966,594	179,893	82,936	603,894	208,909	289,051	-	15,000	225,000	1,604,683	115,339	239,712	6,860	361,911	1,966,594
701 General Membership Services	116	61,164	12,365	73,529	45,308	22,824							68,132	5,397			5,397	73,529
702 Air Quality Outreach	12	7,500	75,000	82,500									-		82,500		82,500	82,500
703 General Public Services	33	16,843	-	16,843									-	16,843			16,843	16,843
705 Transportation Liaison Services	70	47,954	-	47,954	29,549	14,886							44,434	3,520			3,520	47,954
720 State Street Corridor Implementation	5	3,053	-	3,053	46		2,783						2,829	224			224	3,053
760 Legislative Services	76	59,784	112,550	172,334									-	165,834	6,500		172,334	172,334
761 Blueprint for Good Growth	10	6,988	-	6,988	84		6,391						6,475	513			513	6,988
TOTAL SERVICES	322	203,286	199,915	403,201	74,987	37,710	9,174	-	-	-	-	-	121,870	9,654	182,677	89,000	281,331	403,201
801 Staff Development	100	54,978	28,500	83,478	51,438	25,912							77,350	6,127			6,127	83,478
820 Committee Support	165	94,701	2,000	96,701	59,586	30,017							89,603	7,098			7,098	96,701
836 Regional Travel Demand Model	229	115,648	59,000	174,648	38,734	19,513	76,651	26,931					161,829	12,819			12,819	174,648
838 On-Board Transit and Household Travel Survey	27	15,794	350,000	365,794	156	78	10,656	3,744		324,310			338,945	26,849			26,849	365,794
842 Congestion Management Process	119	52,967	109,000	161,967	473	238	110,532	38,836					150,078	11,888			11,888	161,967
860 Geographic Information System Maintenance	322	135,766	1,200	136,966	39,430	27,616	44,302	15,565	-				126,913	10,053			10,053	136,966
862 Regional Data Center	94	51,574	52,360	103,934	24,248	12,029	31,336	17,503					85,115	6,742	12,077		18,819	103,934
TOTAL SYSTEM MAINTENANCE	1,056	521,428	602,060	1,123,488	214,064	115,403	273,477	102,579	-	324,310	-	-	1,029,833	81,578	12,077	-	93,655	1,123,488
990 Direct Operations / Maintenance	-	-	316,427	316,427									-		210,186	106,241	316,427	316,427
991 Support Services Labor	1,490	-	-	-									-				-	-
999 Indirect Operations/Maintenance	-	-	-	-									-				-	-
TOTAL INDIRECT/OVERHEAD	1,490	-	316,427	316,427	-	-	-	-	-	-	-	-	-	-	210,186	106,241	316,427	316,427
GRAND TOTAL	5,123	1,950,159	1,859,552	3,809,711	468,944	236,049	886,544	311,489	289,051	324,310	15,000	225,000	2,756,387	206,571	644,652	202,101	1,053,325	3,809,711

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2015 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 3
DIRECT EXPENSE SUMMARY**

DESCRIPTION	TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	FY2016 CARRY-FORWARD
605 Multi Modal Planning	-									
Treasure Valley Bicycle and Pedestrian Data Collection	148,750		148,750							
620 Regional Growth Issues and Options	1,750		1,000	500			250			
647 Regional Growth Issues and Options	1,500	1,500								
653 Communications and Education	98,185	61,360				1,000	34,400	1,425		
661 <i>Communities in Motion</i>	362,465	105,644			23,821	-	8,000			225,000
685 Transportation Improvement Program	3,500						3,500			
686 Project/Scope Development	125,000	125,000								
701 General Membership Services	12,365	12,365								
702 Air Quality Outreach	75,000	75,000								
760 Legislative Services	112,550			9,000		17,600			85,950	
801 Staff Development	28,500			28,500						
820 Committee Support	2,000							2,000		
836 Regional Travel Demand Model	59,000	59,000								
838 On-Board Transit and Household Travel Survey	350,000	350,000								
842 Congestion Management Process	109,000	15,000	94,000							
860 Geographic Information System Maintenance	1,200					1,200				
862 Regional Data Center	52,360	52,360								
990 Direct Operations / Maintenance	47,500	1,000	36,500	8,000				2,000		
990 - Grant Implementation Program	147,427					147,427				
990 - Ortho Project	61,500									61,500
990 - TREDIS Renewal (3 yrs)	60,000		60,000							
GRAND TOTAL	1,859,552	858,229	340,250	46,000	23,821	167,227	46,150	5,425	85,950	286,500

T:\Operations\Accounting & Reporting\UPWP\FY2015 Rev-3

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2015 UNIFIED PLANNING WORK PROGRAM and BUDGET - Revision 3
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2015 Revision 2	FY2015 Revision 3
Professional Services	930	30,000	30,000
Equipment Repair / Maintenance	936	2,000	2,000
Travel / Education	940	2,500	2,500
Publications	943	1,500	1,500
COMPASS Membership	944	12,000	12,000
Employee Professional Membership	945	9,500	9,500
Postage	950	1,500	1,500
Telephone	951	13,100	13,100
Building Maintenance and Reserve for Major Repairs	955	41,293	41,293
Printing	960	2,000	2,000
Advertising	962	5,000	5,000
Audit	970	16,000	16,000
Insurance	971	13,000	13,000
Legal Services	972	10,000	10,000
General Supplies	980	4,500	4,500
Computer Supplies	982	10,500	10,500
Computer Software / Maintenance	983	24,200	24,200
Commuting Incentive	990	500	500
Vehicle Maintenance	991	3,000	3,000
Utilities	992	12,000	12,000
Local Travel	993	2,500	2,500
Other / Miscellaneous	995	1,500	1,500
TOTAL		218,093	218,093

T:\Operations\Accounting & Reporting\UPWP\FY2015 Rev-3

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2015 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 3
WORKDAY ALLOCATION**

WORK PROGRAM DESCRIPTION	LEAD STAFF	DIRECTORS	PRINCIPAL PLANNERS	ASSOCIATE PLANNERS	ASSISTANT PLANNERS	INTERNS	OPERATIONS	TOTAL
601 UPWP/Budget Development & Fed assurances	ML	47	44	3	-	-	109	203
605 Multi Modal Planning	SA	23	136	64	74	8	-	305
<i>Maintain Multimodal Service Database</i>								
<i>LMMN Plan Development for MPO Area</i>								
<i>Multi Modal Service Analysis</i>								
<i>Treasure Valley Bicycle and Pedestrian Data Collection</i>								
<i>Regional Pathways Plan</i>								
<i>Complete Streets LOS</i>								
620 Growth and Transportation System Monitoring	CM	10	64	-	95	-	-	169
<i>RTAC#2 - Development of Additional Performance Measures</i>								
647 Regional Growth Issues and Options	CM	2	59	9	74	-	-	144
<i>Ada County#5: Area of City Impact Comprehensive Plan Analysis</i>								-
<i>Ada County#6: Full build-Out Scenario Plan</i>								
653 Communications and Education	AL	9	125	6	127		3	270
<i>RTAC#1 - Transportation Funding Education Plan</i>								
661 <i>Communities in Motion</i>	LI	37	311	80	76	-	36	540
<i>RTAC#3 - Share Best Practices</i>								
685 Transportation Improvement Program	TT	32	289	2	178		1	502
686 Project/Scope Development	DM	16	46	6	24		1	93
692 Regional Asset and Resource Maintenance Report	DM	1	5	-	3		-	9
693 Grant Research & Assistance	DM	4	10	2	3		1	20
TOTAL PROJECTS		181	1,089	172	654	8	151	2,255
701 General Membership Services	SA	4	65	2	45	-	-	116
<i>ACHD Support</i>	MW							
<i>Ongoing Members - Development Review</i>	CM							
<i>Support Members - Traffic Impact Studies</i>	MW							
<i>Members - Area of Influence Analysis</i>	MW							
702 Air Quality Outreach	AL	-	12	-	-		-	12
703 General Public Services	AL	3	12	2	16		-	33
705 Transportation Liaison Services	MS	26	40	2	2		-	70
720 State Street Corridor Implementation	DM	1	3	-	1		-	5
760 Legislative Services	MS	66	3	-	4		3	76
761 Blueprint for Good Growth	MS	6	1	-	1		2	10
TOTAL SERVICES		106	136	6	69	-	5	322
801 Staff Development	ML	12	42	6	30		10	100
820 Committee Support	ML	35	12	-	8		110	165
836 Regional Travel Demand Model	MW	2	120	-	107		-	229
838 On-Board Transit and Household Travel Survey	MW	6	10	5	6		-	27
842 Congestion Management Process	MW	2	23	32	55	7	-	119
860 Geographic Information System Maintenance	EA	6	98	7	153	58	-	322
862 Regional Data Center	EA	6	57	-	24	3	4	94
TOTAL SYSTEM MAINTENANCE		69	362	50	383	68	124	1,056
TOTAL DIRECT		356	1,587	228	1,106	76	280	3,633
991 Support Services Labor	ML	424	295	32	194	45	500	1,490
TOTAL INDIRECT/OVERHEAD		424	295	32	194	45	500	1,490
TOTAL LABOR		780	1,882	260	1,300	121	780	5,123