



*Working together to plan for the future*

**FINANCE COMMITTEE MEETING  
MAY 14, 2015 — 12:00 PM  
COMPASS 2<sup>ND</sup> FLOOR LARGE CONFERENCE ROOM  
700 NE 2<sup>ND</sup> STREET, SUITE 200  
MERIDIAN, IDAHO**

**\*\* AGENDA \*\***

**I. AGENDA ADDITIONS/CHANGES**

**II. OPEN DISCUSSION/ANNOUNCEMENTS**

**III. CONSENT AGENDA**

Page 2 \*A. Approve April 23, 2015, Finance Committee Meeting Minutes

**IV. ACTION ITEMS**

Page 4 \*A. Approve Variance Report for October 1, 2014 – March 31, 2015

Page 11 \*B. Recommend COMPASS Board Approval of the FY2016 Economic Development District Membership Dues

Page 14 \*C. Recommend COMPASS Board Approval of the Draft FY2016 Unified Planning Work Program and Budget

**V. OTHER**

A. Next Meeting: August 13, 2015

**VI. ADJOURNMENT**

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

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**FINANCE COMMITTEE MEETING  
APRIL 23, 2015  
COMPASS, 2<sup>ND</sup> FLOOR LARGE CONFERENCE ROOM  
MERIDIAN, IDAHO**

**\*\*MINUTES\*\***

**ATTENDEES:** Rebecca Arnold, Commissioner, Ada County Highway District, **Chair**  
Dave Case, Commissioner, Ada County  
Craig Hanson, Commissioner, Canyon County  
John McEvoy, Commissioner, Canyon Highway District #4

**MEMBERS ABSENT:** Garret Nancolas, Mayor, City of Caldwell  
Charlie Rountree, Councilman, City of Meridian  
Rick Yzaguirre, Commissioner, Ada County

**OTHERS PRESENT:** 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:**

**Chair Arnold called the meeting to order at 12:04 pm.**

**AGENDA ADDITIONS/CHANGES**

None.

**OPEN DISCUSSION/ANNOUNCEMENTS**

Dave Case noted Ada County will be holding an open house celebrating National County Government on Saturday, April 25, 2015, 11:00 am -3:00 pm.

**CONSENT AGENDA**

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

**Craig Hanson moved and John McEvoy seconded approval of the Consent Agenda as presented. Motion passed unanimously.**

**INFORMATION/DISCUSSION ITEM**

**A. Review Draft FY2016 Unified Planning Work Program and Budget (UPWP)**

Megan Larsen reviewed the draft FY2016 UPWP. Based on Board action at the April 20 Board meeting, additional revenue and shifts in workday allocations will be added to accommodate the Economic Development District activity in FY2016. Staff will present those changes to the Finance Committee in May 2015 and seek a recommendation of COMPASS Board approval in June 2015.

**ACTION ITEM**

**A. Recommend COMPASS Board Approval of Revision 3 of the FY2015 Unified Planning Work Program and Budget (UPWP)**

Megan Larsen presented Revision 3 of the FY2015 UPWP adding \$225,000 in federal Strategic Highway Research Program (SHRP2) grant funding received by COMPASS.

After discussion, **Dave Case moved and Craig Hanson seconded to recommend Revision 3 of the FY2015 Unified Planning Work Program and Budget for COMPASS Board approval as presented. Motion passed unanimously.**

**ADJOURNMENT**

**Chair Arnold adjourned the meeting at 12:20 pm.**

**Dated this 14th day of May 2015.**

**Approved:**

**By: \_\_\_\_\_  
Rebecca Arnold, Chair**

**Attest:**

**By: \_\_\_\_\_  
Craig Hanson, Vice Chair**

## FINANCE COMMITTEE AGENDA ITEM V-A DATE: MAY 14, 2015

### **Topic: Variance Report for October 1, 2014 – March 31, 2015**

#### **Request/Recommendation:**

Staff seeks approval of the Variance Report dated October 1, 2014 to March 31, 2015.

#### **Background/Summary:**

The Variance Report is used to report actual financial results compared to Revision 2 of the FY2015 Unified Planning Work Program and Budget, referred to hereinafter as budget.

#### **Budget to actual variances by line item – revenue and expenses**

The first page of the attachment shows budget to actual variances by line item. The grant revenues shown are for billings through March 31, 2015.

Salaries and fringe expense are on budget at the end of the second quarter.

Direct expense is below budget for this point in the year. Expenditures for professional services for *Communities in Motion*, project and scope development, regional travel demand model, on-board transit survey, and congestion management are expected to occur in the third through fourth quarters. The purchase of bicycle and pedestrian counters is expected to occur in the third and fourth quarters of this fiscal year.

Indirect expenses are in line with budgeted expectations for this point in the year.

The change in fund balance, an increase for the second quarter, is expected to be a draw from fund balance by the end of the fiscal year as more direct expenditures are made.

#### **Budget to actual variances by program – expenses**

The second and third pages of the attachment show budget to actual expenses by program. Items highlighted in green are 10% or more below budget for this point in the year. Items highlighted in yellow are 10% or more above budget for this point in the year. Explanations for these variances are provided in the attachment on the respective line items.

#### **Balance sheet and cash summary**

The fourth and final page of the attachment shows the balance sheet as of March 31, 2015. A summary of COMPASS' cash balance by account is also provided at the bottom of the page.

**Implication (policy and/or financial):**

In order to maintain strong internal controls, the Finance Committee is asked to periodically compare actual financial results to budgeted amounts in the current Unified Planning Work Program and Budget.

**More Information:**

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

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# COMPASS

## FY2015 BUDGET TO ACTUAL VARIANCES BY LINE ITEM - REVENUES AND EXPENSES

	Budget	Actual	% of budget earned or expended
Grant revenue	\$ 2,531,387	\$ 865,749	34%
ID DEQ/ACAQB Awareness	82,500	44,673	54%
Member contributions	847,474	635,938	75%
Modeling revenue	-	998	
Interest income	4,055	1,946	48%
Orthophotography revenue	-	1,865	
Maps and publications revenue	-	555	
Data Dissemination	-	650	
Other income	-	1,511	
<b>Subtotal, revenues</b>	<b>3,465,416</b>	<b>1,553,885</b>	<b>45%</b>
Staff labor	1,190,683	609,220	51%
Payroll taxes and fringe benefits	541,383	238,672	44%
<b>Subtotal, salaries and fringe expenses</b>	<b>1,732,066</b>	<b>847,892</b>	<b>49%</b>
Professional services	858,229	130,121	15%
Equipment purchase	340,250	81,208	24%
Travel education	46,000	33,752	73%
Printing	23,821	5,093	21%
Other	19,800	8,281	42%
Other: Implementation grant program	147,427	29,998	20%
Public involvement	46,150	23,410	51%
Meeting support	5,425	1,702	31%
Legislative services	85,950	35,813	42%
FY2016 carry-forward (future ortho project)	61,500	61,500	100%
<b>Subtotal, direct expenses</b>	<b>1,634,552</b>	<b>410,878</b>	<b>25%</b>
Professional services	30,000	10,447	35%
Equipment repair	2,000	432	22%
Travel/education	2,500	498	20%
Publications	1,500	465	31%
COMPASS Memberships	12,000	10,572	88%
Employee Professional Memberships	9,500	3,084	32%
Postage	1,500	741	49%
Telephone	13,100	5,709	44%
Building maintenance/association	41,293	41,293	100%
Printing	2,000	-	0%
Advertising	5,000	781	16%
Audit	16,000	14,000	88%
Insurance	13,000	4,936	38%
Legal services	10,000	4,516	45%
General supplies	4,500	3,038	68%
Computer supplies	10,500	5,763	55%
Computer software/maintenance	24,200	22,840	94%
Commuting incentive	500	-	0%
Vehicle maintenance	3,000	1,113	37%
Utilities	12,000	5,136	43%
Local travel	2,500	559	22%
Other	1,500	135	9%
<b>Subtotal, indirect expenses</b>	<b>218,093</b>	<b>136,058</b>	<b>62%</b>
<b>Total, all expenses</b>	<b>3,584,711</b>	<b>1,394,827</b>	<b>39%</b>
Change in fund balance	(119,295)	159,058	
Beginning fund balance	1,328,630	1,328,630	
<b>Current fund balance</b>	<b>1,209,335</b>	<b>1,487,688</b>	

**COMPASS**

**FY2015 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES**

As of March 31, 2015, 50% of the fiscal year has passed. Programs that have expended 40% or less of their budgeted dollars are considered under budget. Programs that have expended 60% or more of their budgeted dollars are considered over budget.

10% or more under budgeted expenses  
10% or more over budgeted expenses

	Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	Notes
601	UPWP: budget development and federal assurances	Larsen	122,307	70,490	58%	-	-	122,307	70,490	58%	On Budget.
605	Multi-Modal Planning	Minshall	162,591	97,083	60%	148,750	6,717	311,341	103,800	33%	Under Budget. Direct expenses includes \$148,750 for automated bike/ped counters. A bidding process is currently underway and these counters are expected to be purchased and installed in the 4th quarter, fully expending the direct dollars.
620	Growth and Transportation System Monitoring	Miller	83,354	50,551	61%	1,750	-	85,104	50,551	59%	On Budget.
647	Regional Growth Issues and Options	Miller	70,050	24,523	35%	1,500	-	71,550	24,523	34%	Under Budget. Staff anticipates work on this project will increase in 3rd and 4th quarters making it on budget by the end of the fiscal year.
653	Communications and Education	Luft	136,320	73,241	54%	98,185	32,649	234,505	105,890	45%	On Budget.
661	<i>Communities in Motion</i>	Itkonen	307,033	111,290	36%	137,465	35,953	444,498	147,243	33%	Under Budget for labor costs. Staff anticipates that work will increase in the 3rd and 4th quarters on this project, particularly related to activities under the SHRP 2 grant. However, it is anticipated that this project will end the year under budget on workdays.  Under budget for direct costs. Staff anticipates that direct costs will be under expended for the fiscal year. Budget savings will be used in FY16 for other purposes.
685	Regional Transportation Improvement Program	Tisdale	272,688	130,519	48%	3,500	-	276,188	130,519	47%	On Budget.
686	Project/Scope Development	Matson	54,000	12,371	23%	125,000	-	179,000	12,371	7%	Under Budget for labor costs. This project was added in the 2nd quarter, with Revision 1 of the UPWP. The staff work and consultant expenditures will occur in the 3rd and 4th quarters, as planned. Staff anticipates that this project will end the year on budget.
692	Regional Asset and Resource Maintenance Report	Matson	5,034	1,020	20%	-	-	5,034	1,020	20%	Under Budget for labor costs. Most of the work for this project will be completed in late spring and early summer. Staff anticipates this project will be fully expended by the end of the fiscal year.
693	Grant Research and Assistance	Matson	12,067	9,910	82%	-	-	12,067	9,910	82%	Over Budget for labor. Staff underestimated the time needed for this project. There has been an increased effort in grant research and procurement of grants.
<b>Subtotal, Projects</b>			<b>1,225,444</b>	<b>580,998</b>	<b>47%</b>	<b>516,150</b>	<b>75,319</b>	<b>1,741,594</b>	<b>656,317</b>	<b>38%</b>	

**COMPASS**

**FY2015 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES**

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10% or more under budgeted expenses  
10% or more over budgeted expenses

	Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	Notes	
701	General Membership Services	Minshall	61,164	47,329	77%	12,365	17,365	140%	73,529	64,694	88%	Over Budget for labor costs. The amount of labor costs is directly related to the amount of work requested by member agencies. Over Budget for direct costs. The total project direct costs were budgeted at \$75,000. \$57,635 was expended in FY2014. The amount that should have been carried over was \$17,365 but only \$12,365 was carried over due to a staff error. The budget overage is expected to be offset by savings in other areas so no amendment is proposed to correct this error. The total amount actually expended was \$75,000.
702	Air Quality Outreach	Luft	7,500	1,474	20%	75,000	26,067	35%	82,500	27,541	33%	Under Budget for labor costs. Staff over-estimated the time necessary to manage this project. Under Budget for direct costs. Direct expenses are for the airing of PSA's. The number of PSA's that can be aired will be maximized for the dollars available. Therefore, the direct costs will be fully expended by the end of the year.
703	General Public Services	Luft	16,843	12,686	75%	-	-	-	16,843	12,686	75%	Over Budget. The amount of labor costs is directly related to the amount of work requested by the public.
705	Transportation Liaison Services	Stoll	47,954	26,657	56%	-	-	-	47,954	26,657	56%	On Budget.
720	State Street Corridor Implementation	Matson	3,053	631	21%	-	-	-	3,053	631	21%	Under Budget for labor. Project is under budget because the State Street Transit Coordinating Committee has not moved forward with the proposed tasks.
760	Legislative Services	Stoll	59,784	33,107	55%	112,550	48,102	43%	172,334	81,209	47%	On Budget.
761	Blueprint for Good Growth	Stoll	6,988	3,273	47%	-	-	-	6,988	3,273	47%	On Budget.
<b>Subtotal, Services</b>			<b>203,286</b>	<b>125,157</b>	<b>62%</b>	<b>199,915</b>	<b>91,534</b>	<b>46%</b>	<b>403,201</b>	<b>216,691</b>	<b>54%</b>	



**COMPASS**

**FY2015 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES**

As of March 31, 2015, 50% of the fiscal year has passed. Programs that have expended 40% or less of their budgeted dollars are considered under budget. Programs that have expended 60% or more of their budgeted dollars are considered over budget.

10% or more under budgeted expenses  
10% or more over budgeted expenses

		Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	Notes
801	Staff Development	Larsen	54,978	44,043	80%	28,500	24,761	87%	83,478	68,804	82%	Over Budget. Staff has had the opportunity to take advantage of training opportunities during the year to help staff with new tasks, such as bike/ped planning, so both workdays and direct expenses exceed budget for this point in the year. The run rate on workdays and expenses will slow down in the 3rd and 4th quarters, but this program is expected to end the year over budget. Savings in other programs will offset overages in this area.
820	Committee Support	Larsen	94,701	48,017	51%	2,000	787	39%	96,701	48,804	50%	On Budget.
836	Regional Travel Demand Model	Waldinger	115,648	61,586	53%	59,000	19,000	32%	174,648	80,586	46%	On Budget.
838	On-Board Transit and Household Travel Survey	Waldinger	15,794	-	0%	350,000	-	0%	365,794	-	0%	Under Budget. Staff anticipates that this project will begin in the 4th quarter, with activity, and budgeted dollars, carrying forward into FY2016.
842	Congestion Management System	Waldinger	52,967	21,044	40%	109,000	-	0%	161,967	21,044	13%	Under Budget. Staff anticipates labor costs will be fully expended by the end of the fiscal year, as most of the activity occurs in the 3rd quarter when data is gathered by driving the corridors. Acquisition of technology (direct costs) has been postponed to FY2016 while issues with the technology are analyzed and resolved.
860	Geographic Information System Maintenance	Adolfson	135,766	81,627	60%	1,200	1,200	100%	136,966	82,827	60%	Over Budget. Assistant Planner time has been more focused on the GIS area than the other programs where that time was budgeted than was anticipated when the budget was developed. This program is expected to end the year over budget, with savings in other areas offsetting the overage.
862	Regional Data Center	Adolfson	51,574	21,475	42%	52,360	21,052	40%	103,934	42,527	41%	On Budget.
<b>Subtotal, System Maintenance</b>			<b>521,428</b>	<b>277,792</b>	<b>53%</b>	<b>602,060</b>	<b>66,800</b>	<b>11%</b>	<b>1,123,488</b>	<b>344,592</b>	<b>31%</b>	
990	Direct Operations and Maintenance	Larsen	-	-		316,427	177,224	56%	316,427	177,224	56%	On Budget.
<b>Subtotal, Indirect and overhead</b>			<b>-</b>	<b>-</b>		<b>316,427</b>	<b>177,224</b>	<b>56%</b>	<b>316,427</b>	<b>177,224</b>	<b>56%</b>	
<b>GRAND TOTAL</b>			<b>1,950,159</b>	<b>983,949</b>	<b>50%</b>	<b>1,634,552</b>	<b>410,878</b>	<b>25%</b>	<b>3,584,711</b>	<b>1,394,827</b>	<b>39%</b>	

# COMPASS

## Balance Sheet - March 31, 2015

	9/30/2014	3/31/2015
<b><u>ASSETS</u></b>		
Cash and Cash Equivalents	\$ 1,313,958	\$ 1,254,641
Accounts Receivable	259,184	350,231
Prepaid Expenses	26,278	-
	<hr/>	<hr/>
<b><u>TOTAL ASSETS</u></b>	<b><u>\$ 1,599,420</u></b>	<b><u>\$ 1,604,871</u></b>
<b><u>LIABILITIES</u></b>		
Accounts Payable	173,273	77
Accrued Payroll Liabilities	78,496	36,582
Deferred Revenue	19,024	19,024
	<hr/>	<hr/>
<b>Subtotal, liabilities</b>	<b>270,793</b>	<b>55,683</b>
<b><u>FUND BALANCE</u></b>		
Nonspendable: Prepaid Expenses	26,278	-
Assigned To: Set-Aside for Grant Implementation Program	147,427	117,429
Assigned To: Set-Aside for Future Orthophotography Costs	140,000	140,000
Unassigned	1,014,925	1,291,759
	<hr/>	<hr/>
<b>Subtotal, fund balance</b>	<b>1,328,630</b>	<b>1,549,188</b>
	<hr/>	<hr/>
<b><u>TOTAL LIABILITIES AND FUND BALANCE</u></b>	<b><u>\$ 1,599,420</u></b>	<b><u>\$ 1,604,871</u></b>

## Cash Summary - March 31, 2015

<u>Account</u>	<u>Current Rate</u>	<u>Balance</u>
ID Central Credit Union Money Market Checking	0.25%	\$ 42,030
ID Central Credit Union Share Savings	0.00%	25
ID Central Credit Union Premium Money Market Savings	0.40%	711,168
Zion's Bank Money Market Account	0.38%	250,870
Local Government Investment Pool	0.16%	250,347
Petty Cash	n/a	200
		<hr/>
<b>Total Cash Balance</b>		<b><u>\$ 1,254,641</u></b>

## FINANCE COMMITTEE AGENDA ITEM IV-B DATE: MAY 14, 2015

### **Topic: FY2016 Proposed Economic Development District Membership Dues**

#### **Request/Recommendation:**

Recommend Board approval of the proposed FY2016 Economic Development District membership dues.

#### **Background/Summary:**

At its April 23, 2015, meeting, the Board approved moving forward with the transfer of the Region 3 Economic Development District (EDD) designation to COMPASS. Accordingly, membership dues for FY2016 need to be established for those cities and counties that may wish to join the EDD.

Each EDD member's proportionate share of membership dues is calculated using a formula based on the population within the member agency's jurisdiction, as described below. The minimum dues amount for any city or county is \$250 annually.

- a. County dues = the greater of (the unincorporated county population + 1/2 of the population from incorporated portions of the county) x the dues per person rate, or \$250.
- b. City dues = the greater of 1/2 of each city's population within incorporated boundaries x the dues per person rate, or \$250.

EDD members other than cities and counties, such as higher education institutions, utilities, nonprofits, etc. will be assessed dues equal to 1% of the total of all city and county dues assessed, or \$1,000, whichever is greater.

The proposed per capita rate is \$0.10.

COMPASS staff used the 2015 population estimates approved by the Board at its March 16, 2015, meeting to calculate the proposed FY2016 EDD membership dues for Ada and Canyon Counties and the cities therein. For population estimates for the cities and counties in the Region 3 EDD outside of Ada and Canyon counties, the most recent census data available was used.

EDD membership dues will be used to make the 50% match on the Economic Development Administration planning grant of \$75,000 that is expected to be received in FY2016. EDD membership dues in excess of the match requirement will be used to support EDD work. The EDD will not receive any funding from COMPASS membership dues.

COMPASS staff does not expect that every listed city and county in Region 3 will join the EDD in FY2016, but COMPASS does expect participation at a level sufficient to make the grant match.

**Implication (policy and/or financial):**

The dues proposed herein are included in the draft Unified Planning Work Program and Budget (UPWP) to be presented to the Finance Committee at its May 14, 2015, meeting. If recommended by the Finance Committee, the proposed FY2016 EDD dues and the proposed FY2016 UPWP will be presented to the Board for approval at the June 16, 2015, meeting.

**More Information:**

- 1) Attachments: Proposed FY2016 Membership Dues
- 2) For detailed information contact: Megan Larsen, at 475-2228 or [mlarsen@compassidaho.org](mailto:mlarsen@compassidaho.org).

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COMPASS: ECONOMIC DEVELOPMENT DISTRICT  
 PROPOSED MEMBERSHIP DUES

	Estimated Population	Dues amount per person in jurisdiction		Estimated Population	Dues amount per person in jurisdiction		Estimated Population	Dues amount per person in jurisdiction		Estimated Population	Dues amount per person in jurisdiction
		\$ 0.10			\$ 0.10			\$ 0.10			\$ 0.10
<b>ADA COUNTY</b>			<b>ADAMS COUNTY</b>			<b>BOISE COUNTY</b>			<b>CANYON COUNTY</b>		
Ada County	61,780	\$ 25,023	Adams County	2,587	\$ 322	Boise County	5,471	\$ 615	Canyon County	53,800	\$ 13,079
City of Boise	223,670	11,184	City of Council	805	250	City of Idaho City	459	250	City of Caldwell	51,880	2,594
City of Eagle	24,600	1,230	City of New Meadows	469	250	City of Horseshoe Bend	686	250	City of Greenleaf	860	250
City of Garden City	12,060	603				City of Crouch	156	250	City of Melba	570	250
City of Kuna	17,320	866				City of Placerville	52	250	City of Middleton	7,110	356
City of Meridian	91,310	4,566							City of Nampa	89,210	4,461
City of Star	7,930	397							City of Notus	570	250
									City of Parma	2,140	250
									City of Wilder	1,640	250
<b>TOTAL ADA COUNTY</b>	<b>438,670</b>	<b>\$ 43,867</b>	<b>TOTAL ADAMS COUNTY</b>	<b>3,861</b>	<b>\$ 822</b>	<b>TOTAL BOISE COUNTY</b>	<b>6,824</b>	<b>\$ 1,615</b>	<b>TOTAL CANYON COUNTY</b>	<b>207,780</b>	<b>\$ 21,740</b>

	Estimated Population	Dues amount per person in jurisdiction		Estimated Population	Dues amount per person in jurisdiction		Estimated Population	Dues amount per person in jurisdiction
		\$ 0.10			\$ 0.10			\$ 0.10
<b>ELMORE COUNTY</b>			<b>GEM COUNTY</b>			<b>OWYHEE COUNTY</b>		
Elmore County	11,038	\$ 1,857	Gem County	10,347	\$ 1,361	Owyhee County	6,980	\$ 917
City of Mountain Home	13,805	690	City of Emmett	6,519	326	City of Homedale	2,610	250
City of Glens Ferry	1,253	250				City of Marsing	1,316	250
						City of Grand View	447	250
<b>TOTAL ELMORE COUNTY</b>	<b>26,096</b>	<b>\$ 2,797</b>	<b>TOTAL GEM COUNTY</b>	<b>16,866</b>	<b>\$ 1,687</b>	<b>TOTAL OWYHEE COUNTY</b>	<b>11,353</b>	<b>\$ 1,667</b>

	Estimated Population	Dues amount per person in jurisdiction		Estimated Population	Dues amount per person in jurisdiction		Estimated Population	Dues amount per person in jurisdiction
		\$ 0.10			\$ 0.10			\$ 0.10
<b>PAYETTE COUNTY</b>			<b>VALLEY COUNTY</b>			<b>WASHINGTON COUNTY</b>		
Payette County	9,139	\$ 1,599	Valley County	5,860	\$ 784	Washington County	4,390	\$ 729
City of Payette	7,430	372	City of McCall	2,925	250	City of Weiser	5,333	267
City of Fruitland	4,754	250	City of Cascade	904	250	City of Cambridge	315	250
City of New Plymouth	1,513	250	City of Donnelly	137	250	City of Midvale	160	250
<b>TOTAL PAYETTE COUNTY</b>	<b>22,836</b>	<b>\$ 2,471</b>	<b>TOTAL VALLEY COUNTY</b>	<b>9,826</b>	<b>\$ 1,534</b>	<b>TOTAL WASHINGTON COUNTY</b>	<b>4,390</b>	<b>\$ 1,496</b>

**TOTAL DUES** \$ **79,695**

## FINANCE COMMITTEE AGENDA ITEM IV-C

Date: May 14, 2015

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

#### **Request/Recommendation:**

Staff seeks a recommendation for COMPASS Board approval of the FY2016 UPWP.

#### **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 initial draft of the FY2016 UPWP was reviewed at the April 23, 2015 Finance Committee meeting. It was discussed that based on Board action at the April 20, 2015 Board meeting, additional revenue and shifts in workday allocations would be added to accommodate the Economic Development District (EDD) activity in FY2016.

Upon review and recommendation by the Finance Committee, the draft UPWP will be presented to the COMPASS Board at the June 15, 2015, meeting 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.

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

**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 FY2016 UPWP contains the following assumptions for revenues and expenses:**

1. Revenue of \$113,582 for the EDD was added. The source of these funds is made up of \$75,000 from the Economic Development Administration and \$38,582 of local dues from entities that will participate in the Economic Development District. Staff estimates expenses to be \$5,000 for legal fees, and \$108,582 for staff time.
2. 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.
3. 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.
4. Revenue of \$306,705 from off-the-top STP-TMA funds, as approved by the COMPASS Board on April 19, 2010, continues.
5. 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.
6. 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.
7. COMPASS anticipates carryover of unspent federal funds from FY2015. These funds, in the amount of \$124,323, are included in the UPWP.
8. 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.
9. Revenues include funds released from fund balance for the orthophotography project planned for FY2016.
10. Salary costs include an annual 3% overall increase. Distribution of individual salary adjustments will be determined by the Executive Director.
11. 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.
12. 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.
13. Direct expenses include costs to complete the onboard transit survey and household travel survey, which will get under way in FY2015.
14. The UPWP includes direct expenses of \$195,000 to complete the regional orthophotography flight. COMPASS provides orthophotography as a service to members.
15. 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](mailto:mlarsen@compassidaho.org)

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

<b>REVENUE</b>	<b>FY2015 Revision 2</b>	<b>FY2016 Draft</b>
<b>GENERAL MEMBERSHIP</b>		
Ada County	199,509	207,033
Ada County Highway District	199,509	207,033
Canyon Highway District No. 4	11,964	38,363
Nampa Highway District No. 1	11,964	54,816
City of Boise	95,999	98,618
City of Caldwell	31,375	22,874
Canyon County	131,049	103,472
City of Eagle	10,344	10,846
City of Garden City	4,921	5,317
City of Kuna	7,085	7,637
City of Meridian	37,583	40,259
City of Middleton	4,067	3,135
City of Nampa	56,110	39,333
City of Parma	1,329	944
City of Star	3,148	3,496
City of Wilder	1,018	723
<b>Subtotal</b>	<b>806,974</b>	<b>843,899</b>
<b>SPECIAL MEMBERSHIP</b>		
Boise State University	8,100	8,440
Capital City Development Corporation	8,100	8,440
Department of Environmental Quality	8,100	8,440
Idaho Transportation Department	8,100	8,440
Valley Regional Transit	8,100	8,440
<b>Subtotal</b>	<b>40,500</b>	<b>42,200</b>
<b>GRANTS AND SPECIAL PROJECTS</b>		
<b>FHWA/FTA - Consolidated Planning Grants</b>		
CPG - FY2014 K# 12380 Ada County - Carry Over	468,944	
CPG - FY2014 K# 12380 Canyon County - Carry Over	236,049	
CPG - FY2015 K# 12381 Ada County	886,544	
CPG - FY2015 K# 12381 Canyon County	311,489	
CPG - FY2016 K# 13495 Ada County		865,252
CPG - FY2016 K# 13495 Canyon County		304,007
<b>Sub Total CPG Grants</b>	<b>1,903,026</b>	<b>1,169,259</b>
STP TMA - K# 12373, off-the-top funds for Planning	289,051	306,705
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		124,323
<b>Subtotal</b>	<b>628,361</b>	<b>866,366</b>
<b>OTHER REVENUE SOURCES</b>		
Idaho Department of Environmental Quality	18,150	18,150
Ada County Air Quality Board	64,350	64,350
Interest Income	4,056	3,500
<b>Subtotal</b>	<b>86,556</b>	<b>86,000</b>
<b>COMPASS REVENUE</b>		
<b>3,465,416</b>	<b>3,007,723</b>	
Draw From Fund Balance (Orthophotography)	119,295	131,500
Draw From Fund Balance		-
<b>ECONOMIC DEVELOPMENT DISTRICT</b>		
Local Dues		38,582
Economic Development Administration - Planning Grant		75,000
<b>TOTAL, ALL RESOURCES</b>	<b>3,584,711</b>	<b>3,252,805</b>

<b>EXPENSE</b>	<b>FY2015 Revision 2</b>	<b>FY2016 Draft</b>
<b>SALARY, FRINGE &amp; CONTINGENCY</b>		
Salary	1,190,683	1,206,310
Fringe	498,883	520,820
Salary Contingency (Overtime and Bonus)	20,000	20,000
Sick Time Trade	10,000	10,000
Interns	12,500	12,500
<b>Subtotal</b>	<b>1,732,066</b>	<b>1,769,630</b>
<b>INDIRECT OPERATIONS &amp; MAINTENANCE</b>		
COMPASS	218,093	218,100
<b>Subtotal</b>	<b>218,093</b>	<b>218,100</b>
<b>DIRECT OPERATIONS &amp; MAINTENANCE</b>		
501, Economic Development District		5,000
605, Treasure Valley Bicycle and Pedestrian Data Collection	148,750	
620, Growth and Transportation Monitoring	1,750	12,000
647, Regional Growth Issues and Options	1,500	
653, Communications and Education	98,185	71,325
661, Long Range Planning	137,465	303,000
685, Transportation Improvement Program	3,500	175,000
686, Planning for Project Development	125,000	
701, General Membership Services	12,365	
702, Air Quality Outreach	75,000	75,000
760, Legislative Services	112,550	106,050
801, Staff Development	28,500	28,500
820, Committee Support	2,000	2,000
836, Regional Travel Demand Model	59,000	55,000
838, Household Travel Survey	350,000	125,000
842, Congestion Management and ITS	109,000	35,000
860, Geographic Information System Maintenance	1,200	41,200
861, Regional Orthophotography		195,000
862, Regional Data Center	52,360	-
990, Direct Operations and Maintenance	316,427	36,000
<b>Subtotal</b>	<b>1,634,552</b>	<b>1,265,075</b>
<b>COMPASS EXPENSE</b>	<b>3,584,711</b>	<b>3,252,805</b>

<b>COMPASS REVENUE AND EXPENSE SUMMARY</b>		
TOTAL REVENUE	<b>3,584,711</b>	<b>3,252,805</b>
LESS: TOTAL EXPENSES	<b>3,584,711</b>	<b>3,252,805</b>
<b>CHANGE IN FUND BALANCE</b>	<b>0</b>	<b>0</b>

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2016 UNIFIED PLANNING WORK PROGRAM and Budget  
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	FY16 CPG Ada County K# 13495	FY16 CPG Canyon County K# 13495	Estimate of unspent federal funds - FY14	STP-TMA Title 100 K# 12373	STP-TMA Title 100 K# 13047	FHWA SHRP2 no match	EDA PLANNING GRANT	Total Federal Funds	required Match	Local Funds	Other Revenue	Local Dues EDD	Total Local & Other		
501.100 Economic Development District	147	108,582	5,000	113,582							75,000	75,000					38,582	38,582	113,582
<b>TOTAL ECONOMIC DEVELOPMENT DISTRICT</b>	-	108,582	5,000	113,582	-	-	-	-	-	-	75,000	75,000	-	-	-	-	38,582	38,582	113,582
601.100 UPWP/Budget Development and Federal Assurances	183	127,345	-	127,345	87,318	30,679						117,998	9,347					9,347	127,345
620.100 Demographics and Growth Monitoring	151	79,281	12,000	91,281	62,590	21,991						84,581	6,700					6,700	91,281
653.100 Communications and Education	243	123,434	71,325	194,759	133,543	46,920						180,463	14,295					14,295	194,759
661.100 Long Range Planning	-	-	17,000	17,000	3,264	1,146				11,342		15,752	1,248					1,248	17,000
661.101 General Project Management	227	143,489	-	143,489	35,446	12,454				85,057		132,957	10,532					10,532	143,489
661.102 Roadways	47	26,711	-	26,711	5,128	1,802				17,820		24,751	1,961					1,961	26,711
661.103 Freight	105	62,682	100,000	162,682	53,266	18,715				85,000		156,980	5,702					5,702	162,682
661.104 Bicycles/Pedestrians	160	75,073	16,000	91,073	17,485	6,143				60,760		84,388	6,685					6,685	91,073
661.105 Public Transportation	99	52,999	-	52,999	10,175	3,575				35,358		49,109	3,890					3,890	52,999
661.106 Performance Measurement	171	102,038	170,000	272,038	90,536	31,810				140,000		262,346	9,692					9,692	272,038
685.100 Resource Development/Funding	-	-	-	-	-	-				-		-	-					-	-
685.101 Transportation Improvement Program	393	230,958	-	230,958			124,323	89,682				214,005	16,952					16,952	230,958
685.102 Project Development Program	70	43,841	100,000	143,841				133,283				133,283	10,558					10,558	143,841
685.103 Grant Research and Development	87	53,297	-	53,297								-		53,297					53,297
685.104 CIM Implementation Grants	29	18,130	75,000	93,130	1,891	664						86,294	6,836					6,836	93,130
<b>TOTAL PROJECTS</b>	<b>1,386</b>	<b>1,139,277</b>	<b>561,325</b>	<b>1,700,602</b>	<b>500,642</b>	<b>175,900</b>	<b>124,323</b>	<b>306,705</b>	<b>210,338</b>	<b>225,000</b>	<b>-</b>	<b>1,542,908</b>	<b>104,397</b>	<b>53,297</b>	<b>-</b>	<b>-</b>	<b>157,694</b>	<b>1,700,602</b>	
701.100 General Membership Services	45	25,211	-	25,211								-		25,211				25,211	25,211
702.100 Air Quality Outreach	12	7,500	75,000	82,500								-			82,500			82,500	82,500
703.100 General Public Services	22	12,520	-	12,520								-		12,520				12,520	12,520
705.100 Transportation Liaison Services	52	36,795	-	36,795								-		36,795				36,795	36,795
760.100 Legislative Services	76	62,707	106,050	168,757								-		168,757				168,757	168,757
761.100 Growth Incentives	33	21,299	-	21,299	19,735							19,735	1,563					1,563	21,299
<b>TOTAL SERVICES</b>	<b>240</b>	<b>166,031</b>	<b>181,050</b>	<b>347,081</b>	<b>19,735</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,735</b>	<b>1,563</b>	<b>243,282</b>	<b>82,500</b>	<b>-</b>	<b>-</b>	<b>327,345</b>	<b>347,081</b>
801.100 Staff Development	132	75,924	28,500	104,424	71,602	25,157						96,759	7,665					7,665	104,424
820.100 Committee Support	177	101,032	2,000	103,032	70,648	24,822						95,470	7,563					7,563	103,032
836.100 Technical Support: Regional Tools and Models	232	117,117	55,000	172,117	103,165	43,182						146,347	12,633	13,137				25,770	172,117
838.100 On-Board Transit and Household Travel Survey	35	20,052	125,000	145,052	99,460	34,945						134,405	10,647					10,647	145,052
842.100 Congestion Management Process	65	33,785	35,000	68,785								-		68,785				68,785	68,785
860.100 Geographic Information System Maintenance	392	196,733	41,200	237,933								-		237,933				237,933	237,933
861.100 Regional Orthophotography	57	29,197	195,000	224,197								-		224,197				224,197	224,197
<b>TOTAL SYSTEM MAINTENANCE</b>	<b>1,090</b>	<b>573,840</b>	<b>481,700</b>	<b>1,055,540</b>	<b>344,874</b>	<b>128,107</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>472,981</b>	<b>38,508</b>	<b>544,051</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>582,559</b>	<b>1,055,540</b>
990.100 Direct Operations / Maintenance	-	-	36,000	36,000								-		32,500	3,500			36,000	36,000
991.100 Support Services Labor	928	-	-	-								-		-				-	-
999.100 Indirect Operations/Maintenance	-	-	-	-								-		-				-	-
<b>TOTAL INDIRECT/OVERHEAD</b>	<b>928</b>	<b>-</b>	<b>36,000</b>	<b>36,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,500</b>	<b>3,500</b>	<b>-</b>	<b>-</b>	<b>36,000</b>	<b>36,000</b>
<b>GRAND TOTAL</b>	<b>4,370</b>	<b>1,987,730</b>	<b>1,265,075</b>	<b>3,252,805</b>	<b>865,252</b>	<b>304,007</b>	<b>124,323</b>	<b>306,705</b>	<b>210,338</b>	<b>225,000</b>	<b>75,000</b>	<b>2,110,625</b>	<b>144,468</b>	<b>873,130</b>	<b>86,000</b>	<b>38,582</b>	<b>1,142,181</b>	<b>3,252,805</b>	

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2016 UNIFIED PLANNING WORK PROGRAM and Budget  
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)
501.100 Economic Development District	5,000								5,000
620.100 Demographics and Growth Monitoring	12,000	12,000							
653.100 Communications and Education	71,325	20,500					49,400	1,425	
661.100 Long Range Planning	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							
702.100 Air Quality Outreach	75,000	75,000							
760.100 Legislative Services	106,050			9,000		11,100			85,950
801.100 Staff Development	28,500			28,500					
820.100 Committee Support	2,000							2,000	
836.100 Technical Support: Regional Tools and Models	55,000	55,000							
838.100 On-Board Transit and Household Travel Survey	125,000	125,000							
842.100 Congestion Management Process	35,000	35,000	-						
860.100 Geographic Information System Maintenance	41,200	40,000				1,200			
861.100 Regional Orthophotography	195,000	195,000							
990.100 Direct Operations / Maintenance	36,000	1,000	25,000		8,000			2,000	
<b>GRAND TOTAL</b>	<b>1,265,075</b>	<b>1,031,500</b>	<b>25,000</b>	<b>37,500</b>	<b>8,000</b>	<b>12,300</b>	<b>54,400</b>	<b>5,425</b>	<b>90,950</b>

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**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
<b>TOTAL</b>		<b>218,093</b>	<b>218,100</b>

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2016 UNIFIED PLANNING WORK PROGRAM and Budget  
WORKDAY ALLOCATION**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PRINCIPAL PLANNERS	ASSOCIATE PLANNERS	ASSISTANT PLANNERS	OPERATIONS	TOTAL
501.100	Economic Development District	ML	84	36	-	17	10	147
<b>TOTAL ECONOMIC DEVELOPMENT DISTRICT</b>			84	36	-	17	10	147
601.100	UPWP/Budget Development and Federal Assurances	ML	43	30	2	2	106	183
620.100	Demographics and Growth Monitoring	CM	4	74	-	73	-	151
653.100	Communications and Education	AL	6	103	-	131	3	243
661.100	Long Range Planning	LI	-	-	-	-	-	-
661.101	General Project Management		38	118	32	22	17	227
661.102	Roadways		5	9	31	2	-	47
661.103	Freight		4	77	-	24	-	105
661.104	Bicycles/Pedestrians		8	34	10	108	-	160
661.105	Public Transportation		2	16	79	2	-	99
661.106	Performance Measurement		10	117	4	40	-	171
685.100	Resource Development/Funding	SM	-	-	-	-	-	-
685.101	Transportation Improvement Program	TT	30	245	4	113	1	393
685.102	Project Development Program	CM	15	34	4	16	1	70
685.103	Grant Research and Development	SM	20	36	4	26	1	87
685.104	CIM Implementation Grants	DM	4	19	-	6	-	29
<b>TOTAL PROJECTS</b>			189	912	170	565	129	1,965
701.100	General Membership Services	SM	5	20	2	18	-	45
702.100	Air Quality Outreach	AL	-	12	-	-	-	12
703.100	General Public Services	AL	3	9	2	8	-	22
705.100	Transportation Liaison Services	MS	17	31	2	2	-	52
760.100	Legislative Services	MS	66	3	-	4	3	76
761.100	Growth Incentives	CM	4	24	-	3	2	33
<b>TOTAL SERVICES</b>			95	99	6	35	5	240
801.100	Staff Development	ML	16	58	6	42	10	132
820.100	Committee Support	ML	22	18	4	13	120	177
836.100	Technical Support: Regional Tools and Models	MW	2	104	-	126	-	232
838.100	On-Board Transit and Household Travel Survey - minor update	MW	-	25	-	10	-	35
842.100	Congestion Management Process	WS	-	20	29	16	-	65
860.100	Geographic Information System Maintenance	EA	3	170	-	215	4	392
861.100	Regional Orthophotography	EA	-	28	-	29	-	57
<b>TOTAL SYSTEM MAINTENANCE</b>			43	423	39	451	134	1,090
<b>TOTAL DIRECT</b>			411	1,470	215	1,068	278	3,442
991.100	Support Services Labor	ML	279	140	15	82	412	928
<b>TOTAL INDIRECT/OVERHEAD</b>			279	140	15	82	412	928
<b>TOTAL LABOR</b>			690	1,610	230	1,150	690	4,370

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# **PROGRAM WORKSHEETS**

PROGRAM NO.	501	CLASSIFICATION:	Economic Development Program
<b>TITLE:</b>	<b>Economic Development District</b>		
<b>TASK / PROJECT DESCRIPTION:</b>	This project encompasses the elements necessary to prepare a Comprehensive Economic Development Strategy (CEDS) for the ten county region of southwest Idaho. The CEDS identifies the current economic conditions of the region, the economic opportunities and challenges in the region, and the strategies that will be used to address those opportunities and challenges. The project also includes the resources needed to assist and support member agencies in implementing those strategies in the region and achieving their economic goals. The work of the economic development district (EDD) is supported by a planning grant from the Economic Development Administration (EDA) and EDD membership dues from participating agencies.		
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	The CEDS is developed through a collaborative process involving EDD member agencies and other important stakeholders, overseen by the EDD governing committee. Identifying strategies and projects in the CEDS provides EDD member agencies with a competitive advantage when they seek funding from federal, state, and private sources to implement those projects. The CEDS will help guide resources to those projects that are expected to deliver the most value to the region.		
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	Federal code 13 CFR Ch. III § 304 describes the formation, organizational requirements and operation of economic development districts. Federal code 13 CFR Ch. III § 303.7 outlines the content requirements for the CEDS. Transportation is closely connected with economic development outcomes. There is significant overlap in participating member agencies, stakeholders, activities, and public involvement between transportation planning and economic development planning. COMPASS is already doing much of the work necessary to support economic development planning in its transportation work. Furthermore, the goals of the regional long range transportation plan and the goals of the CEDS are complimentary.		
<b>FY2016 BENCHMARKS</b>			
<b>MILESTONES / PRODUCTS</b>			
<b>Prepare EDA Planning Grant application</b> Prepare grant application for EDA planning grant to provide funding for FY2016			October
<b>Research best practices</b> Continue research of other EDD's around the nation, with emphasis on EDD/MPO agencies, to identify best practices			Oct-Dec
<b>Develop a work plan for updating the CEDS</b> Work with the EDA to identify those elements that can be improved in the CEDS to make it more regionally focused Work with the EDD governing committee to identify those elements of the CEDS that should be updated to better meet regional needs and goals Develop a specific scope of work for FY2017 and beyond to bring the CEDS up to date			Jan-Mar
<b>Conduct outreach with member agencies and stakeholders</b> Contact member agencies and stakeholders to rebuild relationships Identify the specific opportunities and challenges for those member agencies that the EDD can help address			Ongoing
<b>Identify potential funding sources and requirements</b> Continue research on funding sources available and their eligibility requirements and timeframes Prepare a development plan for preparing and submitting funding applications for planning needs and projects Submit periodic reports to EDA as required			Ongoing Apr-Jun
<b>Submit periodic reports to EDA as required</b> CEDS progress reports Financial reports Loan status reports			
<b>Establish a structure for managing the EDD Revolving Loan Funds (RLF)</b> Conduct an RFP process for an RLF operator Establish a loan review committee that will make recommendations to the COMPASS Board Work with the operator, loan review committee, Board, and funding agencies to re-establish RLF operations			Oct-Nov Dec-Sep
<b>LEAD STAFF:</b> Megan Larsen		<b>Expense Summary</b>	
<b>END PRODUCT:</b> Progress reports on the CEDS, scope of work for updating the CEDS in future year, development plan and schedule for funding for planning activities and projects. RFP for loan operator and contract with same.		Total Workdays: 147	
		Salary \$ 70,035	
		Fringe 26,277	
		Overhead 12,270	
		Total Labor Cost: \$ 108,582	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2016		<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>		<b>Participating Agencies</b>	
	Ada	Canyon	Special
			Total
CPG			\$ -
STP-TMA			
k#12373			
STP-Urban(PL)			
EDA Planning		75,000	75,000
Local (EDD)		38,582	38,582
Other			
<b>Total:</b>	\$ -	\$ -	\$ 113,582
		Professional Services	
		Legal / Lobbying \$ 5,000	
		Equipment Purchases	
		Travel / Education	
		Printing	
		Public Involvement	
		Meeting Support	
		Other	
		Total Direct Cost: \$ 5,000	
		501 Total Cost: \$ 113,582	

<b>PROGRAM NO.</b>	601			<b>CLASSIFICATION:</b>	Project	
<b>TITLE:</b>	UPWP Budget Development and Monitoring					
<b>TASK / PROJECT DESCRIPTION:</b>	Monitor and amend, as necessary, the FY2016 Unified Planning Work Program and Budget (UPWP) and related transportation grants for the metropolitan planning organization (MPO). Develop and obtain Board approval for the FY2017 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	<p>Federal Code 23 CFR § 450.314 -- Metropolitan transportation planning process: Unified planning work programs. (a) In Transportation Management Areas (TMA), the MPOs in cooperation with the state and operators of publicly owned transit shall develop UPWPs that meet the requirements of 23 CFR part 420, subpart A.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 2.1, evaluate the effective use of agency resources to provide the best value for members; 4.2, implement adopted plans; 4.3, establish a process for integrating tasks identified in <i>Communities in Motion</i> into the UPWP; and 4.4, update planning documents.</p>					
<b>FY2016 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>FY2016 UPWP</b>						
Process and track revenues and expenditures for the FY2016 UPWP and related transportation grants					Ongoing	
Process required state and local agreements and other required paperwork for transportation grants					As Needed	
<b>Process and obtain Board approval of FY2016 UPWP revisions</b>						
Distribute revisions of the FY2016 UPWP to the Idaho Transportation Department for tracking purposes					As Needed	
Distribute revisions of the FY2016 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval					As Needed	
<b>FY2017 UPWP Development</b>						
Develop process and schedule for the FY2017 UPWP					Oct	
Solicit membership input on possible transportation planning projects and associated needs for FY2017					Nov-Jan	
Submit initial revenue assessment for FY2017 to the Finance Committee for input					Mar	
Obtain Board approval on FY2017 general and special membership dues					Apr	
<b>Present FY2017 UPWP</b>						
Present draft FY2017 UPWP to Finance Committee for input and feedback					May	
Present draft FY2017 UPWP to Finance Committee for approval					Jun	
Submit FY2017 UPWP to Board for adoption					Aug	
Submit and obtain approval from Federal Highway Administration of FY2017 UPWP					Aug	
Distribute FY2017 UPWP to the Idaho Transportation Department and Federal Transit Administration					Aug	
<b>Track Federal requirements as related to Self-Certification</b>						
Compliance with federal requirements					Ongoing	
<b>Track federal requirements as related to Transportation Improvement Program and the Regional Long-Range Transportation Plan</b>						
Document and prepare for Federal Certification Review					Ongoing	
Monitor federal changes through the Federal Register					Ongoing	
<b>LEAD STAFF:</b> Megan Larsen					<b>Expense Summary</b>	
<b>END PRODUCT:</b> FY2016 UPWP revisions; FY2017 UPWP; Self-Certification; Maximize funding opportunities.						
Total Workdays:						183
Salary						\$ 82,137
Fringe					30,817	
Overhead					14,390	
<b>Total Labor Cost:</b>					<b>\$ 127,345</b>	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2016					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total		Professional Services \$ -
CPG k#13498	\$ 87,318	\$ 30,679		\$ 117,997		Legal / Lobbying
FY14 Misc Fed						Equipment Purchases
STP-TMA, k12373						Travel / Education
STP-TMA, k13047						Printing
FHWA SHRP2						Public Involvement
Local	6,917	2,431		9,348		Meeting Support
Other						Other
<b>Total:</b>	<b>\$ 94,235</b>	<b>\$ 33,110</b>		<b>\$ 127,345</b>	<b>Total Direct Cost: \$ -</b>	
					<b>601 Total Cost: \$ 127,345</b>	



<b>PROGRAM NO.</b>	620			<b>CLASSIFICATION:</b>	Project			
<b>TITLE:</b>	<b>Demographics and Growth Monitoring</b>							
<b>TASK / PROJECT DESCRIPTION:</b>	To collect, analyze, and report on growth and transportation patterns related to goals in the regional long range transportation plan. This program will result in two main reports each year: a Development Monitoring Report and a Performance Monitoring Report (PMR) including an analytical review of growth and transportation patterns. The program also develops population estimates by city, rural county, and highway district. Population estimates are developed each year for use in setting COMPASS member dues 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. Mapping and distribution of census data and support for member agencies for using census information, including training on census data and tools. The Development Checklist bridges local and regional planning.							
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	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) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, and other analysis, and is an often 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.							
<b>REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW</b>	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...."  <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.							
<b>FY2016 BENCHMARKS</b>								
<b>MILESTONES / PRODUCTS</b>								
<b>Population Estimates</b>								
Data collection and geocoding of building permits.					Ongoing			
Complete 2015 Development Monitoring Report					Feb			
Complete 2016 population estimates and receive Board acceptance					Feb			
<b>Employment Data Estimates</b>								
Collect and geocode employment data from Idaho Department of Labor					Oct-Jan			
Procure and geocode employment data from other data sources					Oct-Jan			
Compile master employment set					Feb			
<b>Census Liaison/Clearinghouse</b>								
Integrate Census data in related projects					Ongoing			
Respond to member requests for census data					Ongoing			
Host census training					Apr			
Complete the Census Boundary and Annexation Survey (BAS)					Apr			
<b>Demographic Data and Forecasting</b>								
Acquire sub-county demographic data					Oct			
Conduct demographics evaluation for age (school and elderly populations)					Nov-Mar			
Develop demographic data for modeling					Nov-Sept			
<b>Development Review</b>								
Provide development and policy reviews and checklists					Ongoing			
Conduct area of influence analysis					Ongoing			
Conduct annual reporting to workgroup/committee					June			
<b>Development Tracking and Reconciliation</b>								
Update preliminary plat files and other entitled development					Ongoing			
Update vacant lot inventory					May			
Conduct reconciliation and report to workgroup/committee					June			
<b>LEAD STAFF:</b> Carl Miller								
<b>END PRODUCT:</b> 1) 2016 Population Estimates by jurisdiction; 2) Employment estimates by jurisdiction; 3) dissemination of census data for COMPASS and member agency planning; 4) annual census training; 5) demographic forecast of special-needs populations; 6) development reviews, area of influence analysis, and an annual reporting to workgroup/committee; 7) reporting of entitled development through preliminary plat and vacant lot inventory; and 8) annual reconciliation of the CIM 2040 Vision with entitled developments.					<b>Expense Summary</b>			
					Total Workdays:		151	
					Salary		\$ 51,136	
					Fringe		19,186	
					Overhead		8,959	
Total Labor Cost:		\$ 79,281						
<b>ESTIMATED DATE OF COMPLETION:</b> September-2016								
<b>Funding Sources</b>				<b>Participating Agencies</b>				
	Ada	Canyon	Special	Total	Member Agencies			
CPG k#13498	\$ 62,590	\$ 21,991		\$ 84,581				
FY14 Misc Fed								
STP-TMA, k12373								
STP-TMA, k13047								
FWHA SHRP2								
Local	4,958	1,742		6,700				
Other								
<b>Total:</b>	<b>\$ 67,548</b>	<b>\$ 23,733</b>		<b>\$ 91,281</b>				
					<b>Total Direct Cost: \$ 12,000</b>			
					<b>Total Cost: \$ 91,281</b>			

<b>PROGRAM NO.</b>	653			<b>CLASSIFICATION:</b>	Project
<b>TITLE:</b>	Communication and Education				
<b>TASK / PROJECT DESCRIPTION:</b>	The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing Board education. Specific elements of the task include managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; supporting the Public Participation Committee; and representing COMPASS at open houses and other events.				
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public involvement strategy.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	<p>Federal Code 23 CFR § 450.316 requires public input and involvement in MPO planning activities. Public involvement for specific programs (e.g., Regional Transportation Improvement Program, regional long-range transportation plan) is planned/budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing /updating the COMPASS <i>Integrated Communication Plan</i> and Public Involvement Plan every three years, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to provide the background to assist the public in becoming involved in COMPASS programs and projects.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: Objective 1.2, Implement Integrated Communication Plan; Objective 3.2, Facilitate the Sharing of Data and Information; and Objective 4.2, Implement Adopted Plans.</p>				
<b>FY2016 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>General</b>					
Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases. Support work of Public Participation Committee. Provide outreach/public speaking support and training to staff. Conduct annual update of social media audit. Begin update of COMPASS Strategic Plan for adoption in December 2016					Ongoing Ongoing Ongoing October Mar - Sept
<b>Develop tools such as electronic and print materials designed for most effective means of communication</b>					
Maintain and enhance COMPASS social media channels (Facebook, blog, Twitter, YouTube, Flickr). Continually update COMPASS website to keep content up to date; continue to track COMPASS website traffic. Develop FY2016 annual report. Write and distribute monthly update handout. Evaluate effectiveness of monthly Keeping Up With COMPASS newsletter, based on potential new committee structure; revise format as needed. Write and distribute revised monthly Keeping Up With COMPASS newsletter, based on evaluation. Use results of FY2015 random household survey to evaluate success and continually improve programs.					Ongoing Ongoing Jul-Sep Ongoing Sept - Dec Ongoing Ongoing
<b>Education and community outreach</b>					
Develop and implement FY2016 public education series to include five speakers; focus on transportation components being developed for <i>Communities in Motion 2040 2.0</i> . Support and collaborate with other agencies' outreach and education efforts and programs. Participate in community events to share planning-related information. Attend/support member agencies at public meetings. Manage/support <i>Leadership in Motion</i> awards program. Plan and host annual "COMPASS 101" workshop. Sponsor "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department)					Jan-Jun Ongoing Ongoing Ongoing Fall Jan - Feb Fall
<b>Transportation Funding Outreach Campaign ("Don't Let the Treasure Valley Fall through the Cracks")</b>					
Promote the need for increased transportation funding/funding options through paid and earned media, social media, education series, etc.					Ongoing
<b>LEAD STAFF:</b>	Amy Luft				
<b>END PRODUCT:</b>	Public involvement in, and understanding of, transportation planning and related issues.				<b>Expense Summary</b>
					Total Workdays: 243
					Salary Fringe Overhead
					Total Labor Cost: \$ 123,434
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2016	
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Highway Districts
CPG	\$ 133,543	\$ 46,920		\$ 180,463	Member Agencies
STP-TMA k#12373					Federal Highways Administration
STP-Urban(PL)					Idaho Transportation Department
EDA Planning					Valley Regional Transit
Local (EDD)	10,578	3,717		14,295	Department of Environmental Quality
Other					Ada County Air Quality Board
<b>Total:</b>	<b>\$ 144,121</b>	<b>\$ 50,637</b>		<b>\$ 194,758</b>	
					DIRECT EXPENDITURES:
					Professional Services \$ 20,500
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement 49,400
					Meeting Support 1,425
					Other
					Total Direct Cost: \$ 71,325
					653 Total Cost: \$ 194,759

<b>PROGRAM NO.</b>		661		<b>CLASSIFICATION:</b>		Project	
<b>TITLE:</b>		Long Range Planning					
<b>TASK / PROJECT DESCRIPTION:</b>		This project encompasses the activities to identify regional transportation needs and solutions, and prepares a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation of the adopted long-range transportation plan.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>		<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance- and outcome-based planning will help guide resources to infrastructure and service projects that collectively will help achieve the regional (CIM) goals.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>		Federal Code 23 CFR § 450 "Moving Ahead for Progress in the 21st Century" (MAP-21) 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 2019. 23 USC 150-- establishes national goals and a performance program, in consultation with stakeholders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds. Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 3.2., facilitate the sharing of data and information; 4.1, lead a process to coordinate local land use planning, transportation planning, and development; 4.2, implement adopted plans; 4.3, establish a process for integrating tasks identified in CIM into the UPWP; and, 4.4, update planning documents.					
<b>FY2016 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
<b>661.100 General Project Management</b> Compile components into transportation system Update financial analysis and revenue expenditure forecast Environmental mitigation strategies Evaluate potential long term air quality impacts Analyze consequences of unfunded needs Draft plan chapters and supporting documents							Oct-Sept
<b>Roadways 661.200</b> Develop planning level cost estimates Determine current and projected transportation demand of vehicles Map and summarize to identify potential trade offs							Oct-Sept
<b>661.300 Freight</b> Collect and analyze data SHRP grant effort map and summarize information							Oct-Sept
<b>661.400 Bicycle and Pedestrian</b> Support Active Transportation Committee, FACTS Maintain and update bike/pedestrian data collection Regional Bike and Pedestrian plan							Oct-Sept
<b>661.500 Public Transportation</b> Public transportation future network analysis Planning level cost estimates for operating and capital costs estimates							Oct-Sept
<b>661.600 Performance Measurement</b> Change in Motion report Data development for online dashboard Participation in development of and implementation of MAP-21 rule making SHRP2 Grant- development of benefit cost performance based system for eight elements in CIM							Oct-Sept
<b>LEAD STAFF:</b>		Liisa Itkonen				<b>Expense Summary</b>	
<i>Communities in Motion 2040</i> update material, Regional Bicycle and Pedestrian Plan, Public Transportation System network analysis, SHRP-2 grant completion.						Total Workdays: 809	
						Salary \$ 298,630	
						Fringe 112,044	
						Overhead 52,318	
						Total Labor Cost: \$ 462,992	
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2016			
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	Ada	Canyon	Special	Total	Member Agencies		
CPG k#13498	\$ 215,300	\$ 75,645		\$ 290,945	ITD		
FY14 Misc Fed					FHWA		
STP-TMA, k12373			210,338	210,338	FTA		
STP-TMA, k13047			225,000	225,000			
FHWA SHRP2				39,709			
Local	29,385	10,324					
Other							
<b>Total:</b>	<b>\$ 244,685</b>	<b>\$ 85,969</b>	<b>\$ 435,338</b>	<b>\$ 765,992</b>			
						DIRECT EXPENDITURES:	
						Professional Services \$ 298,000	
						Legal / Lobbying	
						Equipment Purchases	
						Travel / Education	
						Printing	
						Public Involvement 5,000	
						Meeting Support	
						Other	
						Total Direct Cost: \$ 303,000	
						661	Total Cost: \$ 765,992

<b>PROGRAM NO.</b>		685		<b>CLASSIFICATION:</b>		Project	
<b>TITLE:</b>		Resource Development/Funding					
<b>TASK / PROJECT DESCRIPTION:</b>		Develop a FY2017-2021 Regional Transportation Improvement Program (TIP) for Ada and Canyon Counties that complies with all federal, state, and local regulations and policies for the purpose of funding transportation projects. Process amendments and provide project tracking and monitoring for the FY2016-2020 TIP. Staff, with consultant assistance, will assist member agencies in taking project ideas and translating them into well-defined projects with cost estimates, purpose and need statements, environmental scans and public information plans. Projects will be prepared for the ITD chartering process to ensure readiness for state and federal funding. Grant research, development and grant administration will be done to secure additional funding into the region.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>		Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow grant applications to be strong, linked closely with CIM 2040 goals and performance measures, and increase probability of funded projects to be delivered on time and on budget. Provides the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects are meeting deadlines and do not lose federal funding through project monitoring and balancing committee participation.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>		<p>The task is designed to help identify additional revenue sources for member agencies to assist in funding improvements and on-going maintenance of the transportation system; also assists member agencies in implementing the regional long-range transportation plan, <i>Communities in Motion</i>, and the annual Transportation Improvement Program (TIP). It addresses Objective 4.2 in COMPASS FY2015-2017 Strategic Plan - Implement Adopted Plans, and Federal Code 12 CFR § 450.306. Products may also be assisted through Unified Planning Work Program Task 693-Grant Research and Assistance, and the Communities in Motion Implementation Grant program. Federal Code 23 CFR § 450.324 --COMPASS is required to develop a TIP in cooperation with ITD and public transit operators. Certain additional requirements are required in the Boise Urbanized Area because it is considered to be a Transportation Management Area (TMA). The TIP is required to be updated at least every four years; however, COMPASS follows the update cycle of ITD's Idaho Transportation Investment Program (ITIP), which is updated annually. All projects receiving federal funding must be consistent with the regional long-range transportation plan. The TIP is tied to the Air Quality Conformity Demonstration to ensure funded projects do not violate budgets set in the State Implementation Plan (SIP) (the document that sets air quality budgets for the State of Idaho). The TIP is also scrutinized in the Certification Review.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 4.2, implement adopted plans; and 4.4, update planning documents.</p>					
<b>FY2016 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
<b>685.1 Transportation Improvement Program</b>						Oct-Sept	
Solicit Projects for the FY2017-2021 Regional Transportation Improvement Program							
Prioritize projects for the FY2017-2021 Project List							
Develop the Final FY2017-2021 Regional Transportation Improvement Program							
Update Federal-Aid Map for FY2017-2021 Regional Transportation Improvement Program							
<b>685.2 Project Development Program</b>						Oct-Sept	
Member outreach							
Solicit projects needing project development							
Develop projects and build consensus on project outcomes							
Consultant Management							
<b>685.3 Grant Research and Development</b>						Oct-Sept	
Follow-up quarterly with sponsors to maintain needs list and unfunded project portfolio							
Update member needs list.							
Monitor grant sources, share grant information							
Seek grants to match portfolio and other member needs							
<b>685.4 CIM Implementation Grants</b>						Oct-Sept	
Member outreach							
Solicit project applications							
Prioritize Applications							
Contract and project development							
Project Management							
<b>LEAD STAFF:</b>		Don Matson				<b>Expense Summary</b>	
<b>END PRODUCT:</b>		Pre-Concept report including purpose and need statement, public involvement plan, environmental scan, planning level design sketches of early alternatives, and cost estimates.					
<b>ESTIMATED DATE OF COMPLETION:</b>		September-2016				<b>DIRECT EXPENDITURES:</b> Professional Services \$ 175,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other  Total Direct Cost: \$ 175,000 685 Total Cost: \$ 521,226	
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	Ada	Canyon	Special	Total			
CPG k#13498	\$ 1,891	\$ 664		\$ 2,554	CIM grants \$100K dues		
FY14 Misc Fed			124,323	124,323	Project Development CPG 80K		
STP-TMA, k12373			306,705	306,705			
STP-TMA, k13047							
FHWA SHRP2							
Local	64,856	22,787		87,644			
Other							
<b>Total:</b>	<b>\$ 66,747</b>	<b>\$ 23,451</b>	<b>\$ 431,028</b>	<b>\$ 521,226</b>			

<b>PROGRAM NO.</b>	701				<b>CLASSIFICATION:</b>	Service	
<b>TITLE:</b>	General Membership Services						
<b>TASK / PROJECT DESCRIPTION:</b>	Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, travel demand modeling, and other support to member agency projects.						
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	This service can promote implementation of the regional long-range 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.						
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	<p>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 <i>Communities in Motion 2040</i>, air quality evaluations, and more detailed transportation planning activities such as corridor studies.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 3.1, establish quarterly meetings with member agency staff to enhance communication outside a formal committee structure; and 3.2, facilitate the sharing of data and information.</p>						
<b>FY2016 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
<b>Provide general assistance to member agencies as requested in the areas of:</b>							
Geographic Information System (GIS) requests for maps, data and analyses						Ongoing	
Meeting support						Ongoing	
May in Motion						Ongoing	
Audience Response System services						Ongoing	
Travel Demand Modeling support						Ongoing	
Other various requests (such as training) as budget allows						Ongoing	
<b>Specific requested assistance, which may have been separate tasks in the past, include, but are not limited to:</b>							
ACHD support						As requested	
Development Review						As requested	
Traffic Impact Studies						As requested	
Area of Influence Analysis						As requested	
Model Runs per member agency traffic impact study policies							
<b>LEAD STAFF:</b> Sabrina Minshall						<b>Expense Summary</b>	
<b>END PRODUCT:</b> Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.						Total Workdays: 45	
						Salary \$ 16,261	
						Fringe 6,101	
						Overhead 2,849	
						Total Labor Cost: \$ 25,211	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2016						<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	Ada	Canyon	Special	Total	Member Agencies		
CPG k#13498				\$ -	Professional Services \$ -		
FY14 Misc Fed					Legal / Lobbying		
STP-TMA, k12373					Equipment Purchases		
STP-TMA, k13047					Travel / Education		
FHWA SHRP2					Printing		
Local	18,656	6,555		\$25,211	Public Involvement		
Other					Meeting Support		
					Other		
<b>Total:</b>	<b>\$ 18,656</b>	<b>\$ 6,555</b>	<b>\$ -</b>	<b>\$ 25,211</b>	<b>Total Direct Cost: \$ -</b>		
					701	<b>Total Cost: \$ 25,211</b>	

<b>PROGRAM NO.</b>	702			<b>CLASSIFICATION:</b>	Service
<b>TITLE:</b>	Air Quality Outreach				
<b>TASK / PROJECT DESCRIPTION:</b>	The Air Quality Outreach project will support the Idaho Department of Environmental Quality (DEQ) and the Air Quality Board in their outreach efforts regarding air quality in the Treasure Valley through managing a contract to over the airing of television public service announcements.				
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	Air quality has been an ongoing issue in the Treasure Valley for over 30 years. While many steps have been taken to limit the release of air quality pollutants, individual behaviors must also change to achieve an improvement, or even a lack of degradation, in air quality. Outreach and education on air quality issues and steps individuals can take to curb individual air quality emissions are necessary to bring about this change.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	COMPASS will assist DEQ and the Air Quality Board in fulfilling requirements for outreach and education as outlined in Title 39, Section 116B of Idaho code, which states, (1) The board shall...provide for the implementation of a motor vehicle inspection and maintenance program...[and]...provide for: ... (g) A fee, bond or insurance which is necessary to carry out the provisions of this section and to fund an air quality public awareness and outreach program. ( <a href="http://www.legislature.idaho.gov/idstat/Title39/T39CH1SECT39-116B.htm">http://www.legislature.idaho.gov/idstat/Title39/T39CH1SECT39-116B.htm</a> ).				
<b>FY2016 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>Public Service Announcements</b> Work with contractor (selected in FY2014) to purchase air time for public service announcements.					Ongoing
<b>LEAD STAFF:</b> Amy Luft					<b>Expense Summary</b>
<b>END PRODUCT:</b> Increased public understanding of air quality issues and an individual's role in curbing air emissions, through assisting DEQ and the Air Quality Board in reaching out to the public via public service announcements.					Total Workdays: 12
					Salary \$ 4,838
					Fringe 1,815
					Overhead 848
					Total Labor Cost: \$ 7,500
<b>ESTIMATED DATE OF COMPLETION:</b> September-2016					<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Department of Environmental Quality
CPG				\$ -	Ada County Air Quality Board
Local					
Other					
STP-Urban(PL)					
DEQ			18,150	\$ 18,150	Professional Services \$ 75,000
Ada County AQB			64,350	64,350	Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 75,000
<b>Total:</b>			<b>\$ 82,500</b>	<b>\$ 82,500</b>	<b>702</b> Total Cost: \$ 82,500

<b>PROGRAM NO.</b>	703			<b>CLASSIFICATION:</b>	Service	
<b>TITLE:</b>	General Public Services					
<b>TASK / PROJECT DESCRIPTION:</b>	To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information is not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	COMPASS provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	This task supports the COMPASS Strategic Plan goal of "Planning Excellence and Collaboration" and Strategic Plan Objective 3.2, "Facilitate the sharing of data and information" by sharing technical data and products with the public and other entities to assist in regional collaboration and help ensure all entities are using consistent data and information in their planning efforts.					
<b>FY2016 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Provide assistance to public and non-member entities, as requested, in the areas of:</b> Geographic Information Systems (GIS) (maps, data, and analyses). Data and travel demand modeling. Demographic, development, and related information. Traffic counts and related information. Other various requests as budget allows.					Ongoing	
<b>LEAD STAFF:</b> Amy Luft					<b>Expense Summary</b>	
<b>END PRODUCT:</b> Information assistance to the general public.						
					Total Workdays: 22	
					Salary \$ 7,901	
					Fringe 2,965	
					Overhead 1,384	
					Total Labor Cost: \$ 12,250	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2016					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other  Total Direct Cost: \$ -  703 Total Cost: \$ 12,250	
CPG k#13498				\$ -		
FY14 Misc Fed						
STP-TMA, k12373						
STP-TMA, k13047						
FHWA SHRP2						
Local	9,265	3,255		\$12,520		
Other						
<b>Total:</b>	<b>\$ 9,265</b>	<b>\$ 3,255</b>		<b>\$ 12,520</b>		

<b>PROGRAM NO.</b>	705			<b>CLASSIFICATION:</b>	Service
<b>TITLE:</b>	Transportation Liaison Services				
<b>TASK / PROJECT DESCRIPTION:</b>	To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.				
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	Transportation liaison services ensures staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require Board approval of a new work program.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	Achieve better inter-jurisdictional coordination of transportation and land use planning. Documentation of other significant transportation planning projects occurring within the Treasure Valley through the Unified Planning Work Program and Budget.				
<b>FY2016 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
Attend member agency meetings and coordinate transportation-related planning activities with member agencies.					Ongoing
<b>LEAD STAFF:</b> Matt Stoll <b>END PRODUCT:</b> Ongoing staff liaison role to member agencies.					<b>Expense Summary</b> Total Workdays: 52 Salary \$ 23,733 Fringe 8,904 Overhead 4,158 Total Labor Cost: \$ 36,795
<b>ESTIMATED DATE OF COMPLETION:</b> September-2016					<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies
CPG k#13498 FY14 Misc Fed STP-TMA, k12373 STP-TMA, k13047 FHWA SHRP2 Local Other	27,228	9,567		\$ 36,795	
<b>Total:</b>	<b>\$ 27,228</b>	<b>\$ 9,567</b>		<b>\$ 36,795</b>	
					Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ -
					705 Total Cost: \$ 36,795



<b>PROGRAM NO.</b>	760			<b>CLASSIFICATION:</b>	Service	
<b>TITLE:</b>	Legislative Services					
<b>TASK / PROJECT DESCRIPTION:</b>	Work with and manage the Professional Service contract for legislative services. Identify, review, monitor, advocate and report to the Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.					
<b>FY2016 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Federal Legislative Priorities</b> Work with Executive Committee to identify priorities and position statements for federal legislation Obtain COMPASS Board approval of federal legislative priorities Educate and advocate on federal legislative priorities Evaluate possible legislative priorities for next federal legislative session					Oct-Nov Nov-Dec Dec-Sep May-Sep	
<b>State Legislative Priorities</b> Work with Executive Committee to identify possible priorities and position statements for FY2015 legislative session Obtain Board endorsement of FY2015 legislative priorities Educate and advocate on FY2015 legislative priorities Evaluate possible legislative priorities for FY2016 legislative session					Oct-Nov Nov-Dec Dec-Apr May-Sep	
<b>LEAD STAFF:</b> Matt Stoll					<b>Expense Summary</b>	
<b>END PRODUCT:</b> An effective advocacy program for legislative issues and positions that have been approved by the Board.					Total Workdays: 76	
					Salary \$ 40,446	
					Fringe 15,175	
					Overhead 7,086	
					Total Labor Cost: \$ 62,707	
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2016		
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	<b>DIRECT EXPENDITURES:</b> Professional Services Legal / Lobbying \$ 85,950 Equipment Purchases Travel / Education 9,000 Printing Public Involvement Meeting Support Other 11,100 <b>Total Direct Cost: \$ 106,050</b>	
CPG k#13498				\$ -		
FY14 Misc Fed						
STP-TMA, k12373						
STP-TMA, k13047						
FWHA SHRP2						
Local	124,880	43,877		\$ 168,757	<b>Total Cost: \$ 168,757</b>	
Other						
<b>Total:</b>	<b>\$ 124,880</b>	<b>\$ 43,877</b>	<b>\$ -</b>	<b>\$ 168,757</b>	<b>760</b>	

<b>PROGRAM NO.</b>	<b>761</b>				<b>CLASSIFICATION:</b>	<b>Service</b>	
<b>TITLE:</b>	<b>Growth Incentives</b>						
<b>TASK / PROJECT DESCRIPTION:</b>	Provides assistance to COMPASS members, by evaluating growth incentive policies, reviewing best practices with stakeholders, and reporting to workgroup or committees. FY17 to continue this evaluation by working with stakeholders to detail growth incentive strategies and in FY18 COMPASS would test strategies through land use and travel demand modeling.						
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	This service can promote linkage of the regional long-range transportation plan and local land use planning, as well as provide necessary information to land use agencies for evaluating policies, plans, and strategies for developing the employment market.						
<b>REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW</b>	Several <i>Communities in Motion 2040</i> goals and objectives support this program, including: Goal 2.3 "Encourage infill development and more compact growth near community- identified activity centers." Goal 4.1 "Promote land use patterns that provide Treasure Valley residents with safe, reliable, and cost-efficient infrastructure services." Goal 6.1 "Develop a regional transportation system that connects communities, provides access to employment centers, and provides efficient truck, rail, and/or air freight movement throughout the Treasure Valley" Objective 6.1.3 "Maintain adequate land for industrial uses near freight routes and transfer centers."						
<b>FY2016 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
<u><b>Policy Analysis</b></u> Evaluate growth incentive policies (best practices, legal requirements) Review strategies with stakeholders and development community Report to workgroup/committee and identify pilot study  <u><b>Industrial Lands Inventory</b></u> Map industrial lands (zoning, comprehensive plans, and employers)						Oct-Dec Jan-Mar Sept   Mar-May	
<b>LEAD STAFF:</b> Carl Miller						<b>Expense Summary</b>	
<b>END PRODUCT:</b> The policy analysis will assist land use and transportation agencies in identifying growth incentive strategies that could be implemented locally to meet the <i>Communities in Motion 2040</i> Vision by encouraging infill, redevelopment, and major activity centers. Future fiscal years will measure the efficacy of these strategies and their overall impact on the multimodal transportation system.						Total Workdays: 33 Salary \$ 13,738 Fringe 5,154 Overhead 2,407 <b>Total Labor Cost: \$ 21,299</b>	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2016						<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	Member Agencies		
CPG k#13498	\$19,735			\$19,735	Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other		
FY14 Misc Fed							
STP-TMA, k12373							
STP-TMA, k13047							
FHWA SHRP2							
Local					<b>Total Direct Cost: \$ -</b>		
Other	1,563			1,563			
<b>Total:</b>	<b>\$ 21,299</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,299</b>	<b>761</b>	<b>Total Cost: \$ 21,299</b>	

<b>PROGRAM NO.</b>	801				<b>CLASSIFICATION:</b>	System Maintenance	
<b>TITLE:</b>	Staff Development						
<b>TASK / PROJECT DESCRIPTION:</b>	To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies and the best practices and activities nationally.						
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	The activities of the task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program.						
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	<p>There are no federal or state requirements concerning provision of staff training; however, COMPASS provides staff with opportunities for training and education. Training examples include attending workshops and conferences sponsored by Federal Highway Administration, National Association of Regional Councils, American Planning Association, Western Planners, Association of Metropolitan Planning Organizations and the Transportation Research Board, etc. to keep staff well informed.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 2.2, increase knowledge and skill sets of existing staff to remain on the cutting edge of best practices and technologies in planning and related fields; 2.3, develop and promote leadership skills and professional development for COMPASS Board members and staff; and 4.2, implement adopted plans.</p>						
<b>FY2016 BENCHMARKS</b>							
						<b>MILESTONES / PRODUCTS</b>	
Staff training and development.						Ongoing	
<b>LEAD STAFF:</b> Megan Larsen						<b>Expense Summary</b>	
<b>END PRODUCT:</b> Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.						Total Workdays: 132	
						Salary \$ 48,971	
						Fringe 18,374	
						Overhead 8,579	
						Total Labor Cost: \$ 75,924	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2016						<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	Ada	Canyon	Special	Total	Federal Highway Administration		
CPG k#13498	\$71,602	\$25,157		\$ 96,759	Federal Transit Administration		
FY14 Misc Fed							
STP-TMA, k12373							
STP-TMA, k13047							
FHWA SHRP2							
Local	5,672	1,993		7,665			
Other							
<b>Total:</b>	<b>\$ 77,274</b>	<b>\$ 27,150</b>	<b>\$ -</b>	<b>\$ 104,424</b>			
						Professional Services \$ -	
						Legal / Lobbying	
						Equipment Purchases	
						Travel / Education 28,500	
						Printing	
						Public Involvement	
						Meeting Support	
						Other	
						Total Direct Cost: \$ 28,500	
						801 Total Cost: \$ 104,424	

<b>PROGRAM NO.</b>		820		<b>CLASSIFICATION:</b>		System Maintenance	
<b>TITLE:</b>		Committee Support					
<b>TASK / PROJECT DESCRIPTION:</b>		To provide support to the Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement. As lead agency, COMPASS also provides support to the Interagency Consultation Committee.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>		Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>		COMPASS Joint Powers Agreement states, Section 6. Articles of Reformation and Organization of a Nonprofit Association Part 6.1.7 (K) Open Meeting Law: All meetings of the Board of Directors shall be governed under the provisions of what is known as the "Open Meeting Law" including any amendments and/or recodification of said law that is presently codified at Idaho Code § 67-2340-2345.					
<b>FY2016 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
Provide meeting coordination, materials, and follow-up to the Board and standing committees.							Ongoing
<b>LEAD STAFF:</b>		Megan Larsen				<b>Expense Summary</b>	
<b>END PRODUCT:</b>		Ongoing support of committees, agendas, minutes, and information to promote involvement and communication.				Total Workdays: 177	
						Salary \$ 65,166	
						Fringe 24,450	
						Overhead 11,417	
						Total Labor Cost: \$ 101,032	
<b>ESTIMATED DATE OF COMPLETION:</b>		September-2016				<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	Ada	Canyon	Special	Total	Member Agencies		
CPG k#13498	\$70,648	\$24,822		\$ 95,470	Professional Services	\$	-
FY14 Misc Fed					Legal / Lobbying		
STP-TMA, k12373					Equipment Purchases		
STP-TMA, k13047					Travel / Education		
FHWA SHRP2					Printing		
Local	5,597	1,965		7,562	Public Involvement		
Other					Meeting Support		2,000
					Other		
<b>Total:</b>	<b>\$ 76,245</b>	<b>\$ 26,787</b>	<b>\$ -</b>	<b>\$ 103,032</b>	<b>Total Direct Cost:</b>	<b>\$</b>	<b>2,000</b>
					820	<b>Total Cost:</b>	<b>\$ 103,032</b>

<b>PROGRAM NO.</b>	836			<b>CLASSIFICATION:</b>	System Maintenance	
<b>TITLE:</b>	Technical Support: Regional Models and Tools					
<b>TASK / PROJECT DESCRIPTION:</b>	Upkeep of the regional travel demand model is to ensure it is a useful tool in many planning activities. It also provides vital information for the required process of air quality conformity demonstration. Allows the provision of evaluation of economic impact of projects through TREDIS software.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	The model outputs are used to test and plan transportation projects, support Ada County Highway District's impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review of proposed developments and traffic impact studies, provide area of influence, and respond to various special member requests.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	Federal Code 23 CFR § 450.322 (f) -- "Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. 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...."					
<b>FY2016 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Key Elements</b>						
Maintain and update traffic count database.						Ongoing
Maintain the structure and integrity of the regional travel demand model for air quality conformity and use in TREDIS.						Ongoing
Provide travel demand modeling assistance to support member agency needs and special projects.						Ongoing
Maintain the input and output files for air quality conformity process and model (MOVES) and conduct conformity for regional TIP and/or long range transportation plan						Mar - Jul
Provide project and program evaluations using TREDIS (Transportation Economic Development Impact System) per member agency needs						Ongoing
Integrate the reconciled demographics for current and all forecast years into the regional model						Apr - Jun
<b>CIM 2040 2.0 support</b>						
Use the regional travel demand model to provide current and projected vehicle demand (Task 661, 5.3)						Oct - Sept
Use the regional travel demand model to analyze potential future public transportation service (Task 661, 5.5)						Oct - Mar
Use the regional travel demand model to inform bike and ped implementation and planning efforts (Task 661, 5.6)						Jun-Aug
Research guidance/options on how to analyze applicable ITS projects and the impact to the transportation system (Task 661, 5.1 & 5.2)						Apr - Jul
<b>Special Tasks and Model Improvements</b>						
Continue development of CUBE Land and into the regional model structure (start in FY16 finish in FY17)						Jun-Sept
Develop an agreed to protocol and process with ITD to integrate external trips from the Statewide model into the regional model.						Jun-Sept
Research best practices to utilize travel time data from the Congestion Management Process into the regional model.						Sept-Nov
Develop scripts to more efficiently provide model output data for TREDIS						Feb-Mar
Modify model inputs and structure to better integrate area of influence model runs into the regional model (currently post-process)						Sept
Test implications of utilizing generalized cost assignment process						Sept - Nov
Begin developing regional model network for dynamic traffic assignment						Jul - Sept
Project Development support						on going
<b>LEAD STAFF:</b> MaryAnn Waldinger				<b>Expense Summary</b>		
<b>END PRODUCT:</b> Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.				Total Workdays: 232		
				Salary \$ 75,540		
				Fringe 28,342		
				Overhead 13,234		
				Total Labor Cost: \$ 117,117		
<b>ESTIMATED DATE OF COMPLETION:</b> September-2016				<b>DIRECT EXPENDITURES:</b>		
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Highway Districts	
CPG k#13498	\$ 103,165	\$ 43,182		\$ 146,347	Member Agencies	
FY14 Misc Fed					Federal Highways Administration	
STP-TMA, k12373					Idaho Transportation Department	
STP-TMA, k13047					Valley Regional Transit	
FHWA SHRP2					Department of Environmental Quality	
Local	19,070	6,700		25,770	Professional Services \$ 55,000	
Other					Legal / Lobbying	
<b>Total:</b>	<b>\$ 122,235</b>	<b>\$ 49,882</b>	<b>\$ -</b>	<b>\$ 172,117</b>	Equipment Purchases	
					Travel / Education	
					Printing	
					Public Involvement	
					Meeting Support	
					Other	
					Total Direct Cost: \$ 55,000	
					836	Total Cost: \$ 172,117

<b>PROGRAM NO.</b>	838				<b>CLASSIFICATION:</b>	System Maintenance																																														
<b>TITLE:</b>	On-Board Transit and Household Travel Survey - minor update																																																			
<b>TASK / PROJECT DESCRIPTION:</b>	Gather data for the upkeep of the regional travel demand model is an ongoing task in order for it to continue as a useful tool in many planning activities. It also provides vital information for the required process of air quality conformity demonstration.																																																			
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	Data is used to update and verify model parameters to ensure reasonable model results. The model outputs are used to test and plan transportation projects, support Ada County Highway District's impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review of proposed developments and traffic impact studies, provide area of influence, and respond to various special member requests.																																																			
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	Federal Code 23 CFR § 450.322 (f) -- "Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. 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...."																																																			
<b>FY2016 BENCHMARKS</b>																																																				
<b>MILESTONES / PRODUCTS</b>																																																				
<b>Key Elements</b>																																																				
Complete collection of on-board and household travel data. Review data and draft report Final report Begin review of data for updates in the mode choice component of the regional model (start in FY16 and implement updates in FY17) I-84 construction has caused delay in data collection							Sept-Nov Jan - May Jul Aug-Sept																																													
<b>LEAD STAFF:</b> MaryAnn Waldinger					<b>Expense Summary</b>																																															
<b>END PRODUCT:</b> Data for the upkeep of the regional travel demand model.																																																				
<b>ESTIMATED DATE OF COMPLETION:</b> September-2016					<b>DIRECT EXPENDITURES:</b>																																															
<b>Funding Sources</b>																																																				
<b>Participating Agencies</b>					Professional Services \$ 125,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Ada</th> <th style="text-align: center;">Canyon</th> <th style="text-align: center;">Special</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>CPG k#13498</td> <td style="text-align: right;">\$ 99,460</td> <td style="text-align: right;">\$ 34,945</td> <td></td> <td style="text-align: right;">\$ 134,405</td> </tr> <tr> <td>FY14 Misc Fed</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>STP-TMA, k12373</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>STP-TMA, k13047</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>FHWA SHRP2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Local</td> <td style="text-align: right;">7,879</td> <td style="text-align: right;">2,768</td> <td></td> <td style="text-align: right;">10,647</td> </tr> <tr> <td>Other</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td style="text-align: right;"><b>\$ 107,339</b></td> <td style="text-align: right;"><b>\$ 37,713</b></td> <td style="text-align: center;"><b>\$ -</b></td> <td style="text-align: right;"><b>\$ 145,052</b></td> </tr> </tbody> </table>									Ada	Canyon	Special	Total	CPG k#13498	\$ 99,460	\$ 34,945		\$ 134,405	FY14 Misc Fed					STP-TMA, k12373					STP-TMA, k13047					FHWA SHRP2					Local	7,879	2,768		10,647	Other					<b>Total:</b>	<b>\$ 107,339</b>	<b>\$ 37,713</b>	<b>\$ -</b>	<b>\$ 145,052</b>
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<b>PROGRAM NO.</b>	842			<b>CLASSIFICATION:</b>	System Maintenance	
<b>TITLE:</b>	Congestion Management Process					
<b>TASK / PROJECT DESCRIPTION:</b>	Maintain a functional congestion management system for the Treasure Valley. Conduct data collection, update the Congestion Management process as needed, produce an annual Transportation System Monitoring Report, maintain regional intelligent transportation system (ITS) architecture. Research, provide, and monitor transportation demand management (TDM) strategies.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	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.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	Federal Code 23 CFR § 450.320 -- Congestion Management Program is one of the 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. Furthermore, FHWA Final Rule and FTA Policy on ITS requires that all ITS projects funded by highway trust fund or Mass Transit Account conform to the National ITS Architecture.					
<b>FY2016 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Annual CMS Report and Travel Time Data Collection</b>						
Collect and download (assuming deployment of devices) 2016 travel time data (40 days) Review and format 2016 CMS travel time data for incorporation into newly formatted annual report and for the dashboard Develop a Project Tracking List for Regional Transportation Improvement Program projects Analyze Current and Historic regional travel time data Establish process for downloading and processing raw data from sensors Create reporting mechanisms for annual travel time report No additional funds requested in FY16						Mar - Apr Jul Aug Ongoing
<b>Miscellaneous CMS/ITS tasks</b>						
Transportation Project Coordination. Transportation Studies and Construction Coordination.						Ongoing Ongoing
<b>LEAD STAFF:</b>				MaryAnn Waldinger		<b>Expense Summary</b>
<b>END PRODUCT:</b>				Update of the Congestion Management Process and 2016 travel time data collection, analysis and report.		
						Total Workdays: 65
						Salary \$ -
						Fringe -
						Overhead -
						Total Labor Cost: \$ 33,785
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2016		<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Highway Districts	Professional Services \$ 35,000
CPG k#13498	\$ -	\$ -		\$ -	Member Agencies	Legal / Lobbying
FY14 Misc Fed					Federal Highways Administration	Equipment Purchases
STP-TMA, k12373					Idaho Transportation Department	Travel / Education
STP-TMA, k13047					Valley Regional Transit	Printing
FHWA SHRP2	-	-			Department of Environmental Quality	Public Involvement
Local	50,901	17,884		68,785		Meeting Support
Other						Other
<b>Total:</b>	<b>\$ 50,901</b>	<b>\$ 17,884</b>	<b>\$ -</b>	<b>\$ 68,785</b>		<b>Total Direct Cost: \$ 35,000</b>
					842	<b>Total Cost: \$ 68,785</b>

<b>PROGRAM NO.</b>	<b>860</b>	<b>CLASSIFICATION:</b>	<b>System Maintenance</b>	
<b>TITLE:</b>	<b>Geographical Information System Maintenance (GIS)</b>			
<b>TASK / PROJECT DESCRIPTION:</b>	Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.			
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Committee (RGAC) to create regional data that can be used for many purposes.			
<b>REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW</b>	Federal Code 23 CFR § 450.322 (f)-- 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...." GIS also serves the directive under 23 CFR § 450.322 (i)(6) that the MPO "employ visualization techniques to describe plans; and make public information available in electronically accessible format and means, such as the World Wide Web..."			
<b>FY2016 BENCHMARKS</b>				
<b>MILESTONES / PRODUCTS</b>				
<u><b>Provide GIS Data Maintenance and Support for COMPASS Projects.</b></u> Data Analysis, pedestrian count analysis, crash analysis, TIP database Linear referencing data integration			Ongoing	
<u><b>Provide CommunityViz Maintenance and Support for COMPASS and member agency projects.</b></u>			Ongoing	
<u><b>GIS Cooperation</b></u> Continue participation in the Canyon Spatial Data Cooperative (SDC) and Ada County Special Interest Group (SIG) meetings.			Monthly	
<u><b>Regional Geographic Advisory Committee</b></u> Host the Regional Geographic Advisory Committee to enable regional cooperation of GIS data.			Quarterly/as needed	
<u><b>Regional Data Center</b></u> Facilitate the maintenance of a RDC to address the need for real-time regional GIS data.			Ongoing	
COMPASS staff will conduct data accuracy checks and metadata on regional data sets.			Ongoing	
Documentation and training for staff and member agencies on the RDC and data maintenance. For initial datasets and others as they are added			Ongoing	
Continue to add data and functionality with goal of connecting authoritative data sources and COMPASS members			Ongoing	
<b>LEAD STAFF:</b>			<b>Expense Summary</b>	
<b>END PRODUCT:</b> 1. An expanded use of GIS technology and data for regional planning. 2. Continued GIS coordination and development of the most accurate and up-to-date information possible.				
<b>ESTIMATED DATE OF COMPLETION:</b>			September-2016	
<b>Funding Sources</b>			<b>Participating Agencies</b>	
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>
CPG k#13498				\$0
FY14 Misc Fed				
STP-TMA, k12373				
STP-TMA, k13047				
FHWA SHRP2				
Local	\$176,070	\$61,863		\$237,933
Other				
<b>Total:</b>	<b>\$176,070</b>	<b>\$61,863</b>	<b>\$0</b>	<b>\$237,933</b>
			<b>Highway Districts</b>	
			<b>Member Agencies</b>	
			<b>Federal Highways Administration</b>	
			<b>Idaho Transportation Department</b>	
			<b>Valley Regional Transit</b>	
			<b>Department of Environmental Quality</b>	
			<b>Professional Services</b>	\$ 40,000
			<b>Legal / Lobbying</b>	
			<b>Equipment / Software</b>	
			<b>Travel / Education</b>	
			<b>Printing</b>	
			<b>Public Involvement</b>	
			<b>Meeting Support</b>	
			<b>Other - data</b>	\$ 1,200
			<b>Total Direct Cost:</b>	<b>\$ 41,200</b>
			<b>860</b>	<b>Total Cost: \$ 237,933</b>



<b>PROGRAM NO.</b>	861			<b>CLASSIFICATION:</b>	System Maintenance			
<b>TITLE:</b>	Regional Orthophotography							
<b>TASK / PROJECT DESCRIPTION:</b>	Digital orthophotography has become an essential source of data for local governments in the past decade. Much of the daily activities conducted by local governments have incorporated orthophotography. The orthophoto project in 2010 began a synchronized approach to future updates. Coordinated jointly-funded projects result in a large cost savings to participants. 2016 is the first COMPASS/locally funded full two-county project.							
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	Digital orthophotography is the starting point for an accurate, seamless GIS. Digital orthophotos can supply a wealth of information: lane striping, vegetation, land use, utilities, curb-lines, gutter-lines, building footprints, pole locations, sidewalks, access points, elevation data, and many other uses.							
<b>REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW</b>	Federal Code 23 CFR § 450.322 (f) --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...."							
<b>FY2016 BENCHMARKS</b>								
<b>MILESTONES / PRODUCTS</b>								
<u>Provide orthophotography data to private sector as needed.</u> <u>Continue to plan for future orthophotography acquisition and funding</u>  <u>Prepare for Regional Orthophotography Project</u> Orthophotography Flight QC Process Final Delivery and Payment of Orthophotography consultant.						Ongoing Ongoing Dec  Feb/Mar May/June Jul/Aug		
<b>LEAD STAFF:</b>	Eric Adolfsen					<b>Expense Summary</b>		
<b>END PRODUCT:</b>	Continue selling orthophotography and 2000 contour data from years past. Conduct a 2016 Regional orthophotography project.					Total Workdays: 57		
						Salary	\$ 17,518	
						Fringe	7,591	
						Overhead	4,088	
						Total Labor Cost:	\$ 29,197	
<b>ESTIMATED DATE OF COMPLETION:</b>	September-2016					<b>DIRECT EXPENDITURES:</b>		
<b>Funding Sources</b>				<b>Participating Agencies</b>			Professional Services	\$ 195,000
	Ada	Canyon	Special	Total	Project conducted for COMPASS member agencies			
CPG k#13498				\$ -	Additional Participants:			
FY14 Misc Fed					Idaho National Guard			
STP-TMA, k12373					United Water			
STP-TMA, k13047								
FHWA SHRP2								
Local	\$165,906	\$58,291		\$224,197				
Other								
<b>Total:</b>	<b>\$165,906</b>	<b>\$58,291</b>	<b>\$0</b>	<b>\$224,197</b>	<b>Total Direct Cost:</b>		<b>\$ 195,000</b>	
					<b>861</b>	<b>Total Cost:</b>	<b>\$ 224,197</b>	

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<b>PROGRAM NO.</b>	990			<b>CLASSIFICATION:</b>	Indirect / Overhead	
<b>TITLE:</b>	Direct Operations & Maintenance					
<b>TASK / PROJECT DESCRIPTION:</b>	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.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	<p>There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.</p> <p>Tasks are included to complete the following objective in the COMPASS FY2015-2017 Strategic Plan: 2.1, evaluate the effective use of agency resources to provide the best value for members.</p>					
<b>FY2016 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
Provide local dollars for expenditures not federally funded.					Ongoing	
<b>LEAD STAFF:</b> Megan Larsen					<b>Expense Summary</b>	
<b>END PRODUCT:</b> Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.					Total Workdays:	0
					Salary	
					Fringe	
					Overhead	
					Total Labor Cost: \$	-
<b>ESTIMATED DATE OF COMPLETION:</b> September-2016					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Member Agencies	
CPG k#13498				\$ -	Professional Services	\$ 1,000
FY14 Misc Fed					Legal / Lobbying	
STP-TMA, k12373					Equipment Purchases	25,000.00
STP-TMA, k13047					Travel / Education	
FHWA SHRP2					Printing	8,000.00
Local	24,050	8,450		32,500	Public Involvement	
Other			3,500	3,500	Meeting Support	2,000.00
Other					Other	
<b>Total:</b>	<b>\$ 24,050</b>	<b>\$ 8,450</b>	<b>\$ 3,500</b>	<b>\$ 36,000</b>	<b>Total Direct Cost:</b>	<b>\$ 36,000</b>
					<b>990</b>	<b>Total Cost: \$ 36,000</b>

<b>PROGRAM NO.</b>	991			<b>CLASSIFICATION:</b>	Indirect / Overhead	
<b>TITLE:</b>	Support Services Labor					
<b>TASK / PROJECT DESCRIPTION:</b>	To provide labor to support the ongoing administrative functions related to the operations of COMPASS. Areas include: personnel management, financial management, information technology management, and general administration. Work with independent auditor on annual audit. Provide administrative assistance for agency needs including public workshops, hearings, open houses, etc.					
<b>PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:</b>	To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance leases, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system and website.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	<p>The Single Audit Act of 1984 (with amendment in 1996) and OMB Circular A-133 ("Audits of State, Local Governments, and Non-Profit Organizations") provide audit requirements for ensuring that these funds are expended properly.</p> <p>Memorandum of Understanding 04-01 Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allowable indirect costs as outlined in agreement.</p>					
<b>FY2016 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<p><b>General Administration</b></p> <p>Review standing agreements. Update COMPASS operational policies as needed. Monitor general workplace and personnel needs. Provide administrative assistance for agency needs.</p> <p><b>Personnel Management</b></p> <p>Prepare and complete recruitment processes. Conduct employee annual evaluations. Renew insurance policies. Pursue FY2016 benefit options.</p> <p><b>Financial Management</b></p> <p>Close FY2015 financial records and begin FY2016. Provide annual audit support and complete financial reports. Complete COMPASS annual Audit Report. Prepare and distribute year-end payroll reports. Complete budget variance information and report to the Finance Committee quarterly. Maintain inventory of furniture, equipment, hardware and software.</p> <p><b>Information Technology</b></p> <p>Manage Information Technology consultant and coordinate work efforts. Prioritize needs, analyze costs, make recommendations and implement system improvements. Coordinate with staff to configure equipment and software to meet the needs of each position. Document and educate staff with system issues and changes. Coordinate systems with member agencies. Provide and retain daily, monthly and annual system backups.</p>						<p>Aug As needed Ongoing Ongoing</p> <p>As needed As needed As needed As needed</p> <p>Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing</p> <p>Ongoing Ongoing Ongoing Ongoing Ongoing</p>
<b>LEAD STAFF:</b> Megan Larsen				<b>Expense Summary</b>		
<b>END PRODUCT:</b> An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.				<p>Total Workdays: 928</p> <p>Salary \$ -</p> <p>Fringe -</p> <p>Overhead -</p> <p>Total Labor Cost: \$ -</p>		
<b>ESTIMATED DATE OF COMPLETION:</b> September-2016				<b>DIRECT EXPENDITURES:</b>		
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Member Agencies Idaho Transportation Department	
CPG k#13498 FY14 Misc Fed STP-TMA, k12373 STP-TMA, k13047 FHWA SHRP2 Local Other					Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other	
<b>Total:</b>	\$0	\$0	\$0	\$0	991	Total Direct Cost: \$ -
						Total Cost: \$ -