



**FINANCE COMMITTEE MEETING
JUNE 29, 2017 — 12:00 P.M.
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO**

**** AGENDA ****

I. CALL TO ORDER

II. AGENDA ADDITIONS/CHANGES

III. OPEN DISCUSSION/ANNOUNCEMENTS

IV. CONSENT AGENDA

Page 2 *A. Approve May 18, 2017, Finance Committee Meeting Minutes

V. INFORMATION/DISCUSSION ITEMS

Page 4 *A. Review Report of Disbursements made in the Reporting Period

Page 8 *B. Status Report – Salary Survey

VI. ACTION ITEMS

Page 14 *A. Recommend Approval of the Updated Financial Policy and Procedures

Page 28 *B. Recommend Approval of the FY2018 Unified Planning Work Program and Budget

VII. OTHER

VIII. ADJOURNMENT

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

ITEM IV-A

**FINANCE COMMITTEE MEETING
MAY 18, 2017
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Elaine Clegg, Councilmember, City of Boise, **Chair**
John Evans, Mayor, City of Garden City
Jim Hansen, Commissioner, for Paul Woods, Commissioner, Ada County
Highway District
John McEvoy, Commissioner, Canyon Highway District #4
Garret Nancolas, Mayor, City of Caldwell
Jim Tibbs, Commissioner, Ada County
Pam White, Commissioner, Canyon 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 Elaine Clegg called the meeting to order at 12:00 p.m.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

General announcements were made by committee members.

CONSENT AGENDA

A. Approve March 16, 2017, Finance Committee Meeting Minutes

Jim Tibbs moved and Garret Nancolas seconded approval of the Consent Agenda as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEMS

A. Review Report of Disbursements Made in the Reporting Period

Megan Larsen noted that the Report of Disbursements made in the reporting period March 4, 2017 to May 5, 2017, is provided for information.

B. Review Draft FY2018 Unified Planning Work Program and Budget

Megan Larsen reviewed the draft FY2018 Unified Planning Work Program and Budget.

ACTION ITEM

A. Approve Variance Report: October 1, 2016 - March 31, 2017

Megan Larsen presented the Variance Report from October 1, 2016 to March 31, 2017.

After discussion, **Garret Nancolas moved and Jim Tibbs seconded approval of the Variance Report: October 1, 2016 – March 31, 2017, as presented. Motion passed unanimously.**

OTHER

ADJOURNMENT

Garret Nancolas moved and Jim Tibbs seconded adjournment at 12:50 p.m.

Approved this 29th day of June 2017.

By: _____
Elaine Clegg, Chair

Attest:

By: _____
John Evans, Vice Chair

Check History Report
Sorted By Vendor Name
Activity From: 5/6/2017 to 6/20/2017

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: ABCSTA ABC STAMP COMPANY					
A	ICCU - Checking	E00206	6/20/2017	23.19	Electronic Payment
Vendor ABC STAMP COMPANY Total:				23.19	
Vendor Number: AGENCY AGENCY PRESS					
A	ICCU - Checking	E00187	5/19/2017	1,375.00	Electronic Payment
Vendor AGENCY PRESS Total:				1,375.00	
Vendor Number: INTEGR Allstream					
A	ICCU - Checking	005843	6/20/2017	864.97	Auto
Vendor Allstream Total:				864.97	
Vendor Number: AMPLAS AMERICAN PLANNING ASSOCIATION					
A	ICCU - Checking	005817	5/19/2017	295.00	Auto
Vendor AMERICAN PLANNING ASSOCIATION Total:				295.00	
Vendor Number: BOICHA BOISE AREA CHAMBER OF COMMERCE					
A	ICCU - Checking	E00188	5/19/2017	450.00	Electronic Payment
Vendor BOISE AREA CHAMBER OF COMMERCE Total:				450.00	
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E00205	6/5/2017	21,615.37	Electronic Payment
Vendor Boise Municipal Health Care Total:				21,615.37	
Vendor Number: CAMBRI CAMBRIDGE SYSTEMATICS, INC.					
A	ICCU - Checking	E00196	6/5/2017	6,000.00	Electronic Payment
Vendor CAMBRIDGE SYSTEMATICS, INC. Total:				6,000.00	
Vendor Number: CATALYS Catalyst Incorporated					
A	ICCU - Checking	E00207	6/20/2017	6,260.00	Electronic Payment
Vendor Catalyst Incorporated Total:				6,260.00	
Vendor Number: CHEVRO CHEVRON & TEXACO UNIVERSAL					
A	ICCU - Checking	005818	5/19/2017	66.30	Auto
A	ICCU - Checking	005842	6/20/2017	60.14	Auto
Vendor CHEVRON & TEXACO UNIVERSAL Total:				126.44	
Vendor Number: GARDENC City of Garden City					
A	ICCU - Checking	E00209	6/20/2017	8,750.40	Electronic Payment
Vendor City of Garden City Total:				8,750.40	
Vendor Number: CITYKUN City of Kuna					
A	ICCU - Checking	005831	6/5/2017	14,036.57	Auto
Vendor City of Kuna Total:				14,036.57	
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT					
A	ICCU - Checking	005815	5/19/2017	17.32	Manual
A	ICCU - Checking	005840	6/20/2017	17.32	Manual
Vendor COLONIAL LIFE & ACCIDENT Total:				34.64	
Vendor Number: EIDEBA EideBailly					
A	ICCU - Checking	005820	5/19/2017	1,668.92	Auto
Vendor EideBailly Total:				1,668.92	
Vendor Number: CLEGG ELAINE CLEGG					
A	ICCU - Checking	005819	5/19/2017	926.52	Auto
Vendor ELAINE CLEGG Total:				926.52	
Vendor Number: INTEGR Electric Lightwave					
A	ICCU - Checking	005823	5/19/2017	871.82	Auto
Vendor Electric Lightwave Total:				871.82	
Vendor Number: ADOLF ERIC ADOLFSON					
A	ICCU - Checking	E00195	6/5/2017	20.00	Electronic Payment
Vendor ERIC ADOLFSON Total:				20.00	
Vendor Number: FLEXTE FLEXTECHS, LLC					

Check History Report
Sorted By Vendor Name
Activity From: 5/6/2017 to 6/20/2017

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	E00189	5/19/2017	864.25	Electronic Payment
A	ICCU - Checking	E00197	6/5/2017	1,466.25	Electronic Payment
A	ICCU - Checking	E00208	6/20/2017	1,806.25	Electronic Payment
Vendor FLEXTECHS, LLC Total:				<u>4,136.75</u>	
Vendor Number: ZHARTF HARTFORD					
A	ICCU - Checking	005816	5/19/2017	675.70	Manual
A	ICCU - Checking	005841	6/20/2017	680.95	Manual
Vendor HARTFORD Total:				<u>1,356.65</u>	
Vendor Number: HDRENGI HDR Engineering, Inc.					
A	ICCU - Checking	E00190	5/19/2017	7,736.35	Electronic Payment
Vendor HDR Engineering, Inc. Total:				<u>7,736.35</u>	
Vendor Number: HUGOS HUGO'S DELI					
A	ICCU - Checking	E00198	6/5/2017	96.19	Electronic Payment
Vendor HUGO'S DELI Total:				<u>96.19</u>	
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	005832	6/5/2017	4,519.53	Auto
A	ICCU - Checking	W00230	5/8/2017	4,817.26	Wire Transfer
Vendor IDAHO CENTRAL CREDIT UNION Total:				<u>9,336.79</u>	
Vendor Number: IDPOWE IDAHO POWER CO.					
A	ICCU - Checking	005821	5/19/2017	624.51	Auto
Vendor IDAHO POWER CO. Total:				<u>624.51</u>	
Vendor Number: IDPRES IDAHO PRESS-TRIBUNE					
A	ICCU - Checking	005822	5/19/2017	1,059.60	Auto
A	ICCU - Checking	005833	6/5/2017	140.00	Auto
Vendor IDAHO PRESS-TRIBUNE Total:				<u>1,199.60</u>	
Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION					
A	ICCU - Checking	W00227	5/19/2017	4,647.00	Wire Transfer
A	ICCU - Checking	W00232	6/20/2017	4,492.00	Wire Transfer
Vendor IDAHO STATE TAX COMMISSION Total:				<u>9,139.00</u>	
Vendor Number: IDSTAT IDAHO STATESMAN					
A	ICCU - Checking	005834	6/5/2017	911.32	Auto
Vendor IDAHO STATESMAN Total:				<u>911.32</u>	
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.					
A	ICCU - Checking	005824	5/19/2017	216.24	Auto
A	ICCU - Checking	005844	6/20/2017	99.51	Auto
Vendor INTERMOUNTAIN GAS CO. Total:				<u>315.75</u>	
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W00225	5/19/2017	13,354.71	Wire Transfer
A	ICCU - Checking	W00228	6/5/2017	13,332.63	Wire Transfer
A	ICCU - Checking	W00231	6/20/2017	12,329.79	Wire Transfer
Vendor INTERNAL REVENUE SERVICE Total:				<u>39,017.13</u>	
Vendor Number: J2CONST J2 Construction					
A	ICCU - Checking	E00212	6/20/2017	15,028.90	Electronic Payment
Vendor J2 Construction Total:				<u>15,028.90</u>	
Vendor Number: PARKERK Kathy Parker					
A	ICCU - Checking	E00202	6/5/2017	681.11	Electronic Payment
Vendor Kathy Parker Total:				<u>681.11</u>	
Vendor Number: HOLMES KEITH HOLMES					
A	ICCU - Checking	E00210	6/20/2017	120.00	Electronic Payment
Vendor KEITH HOLMES Total:				<u>120.00</u>	
Vendor Number: KELLER Keller Associates, Inc.					
A	ICCU - Checking	005825	5/19/2017	4,117.50	Auto

Check History Report
Sorted By Vendor Name
Activity From: 5/6/2017 to 6/20/2017

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	005845	6/20/2017	5,446.25	Auto
Vendor Keller Associates, Inc. Total:				<u>9,563.75</u>	
Vendor Number: KTVB2 KTVB2					
A	ICCU - Checking	005826	5/19/2017	6,950.00	Auto
Vendor KTVB2 Total:				<u>6,950.00</u>	
Vendor Number: ITKONE LIISA ITKONEN					
A	ICCU - Checking	E00211	6/20/2017	417.56	Electronic Payment
Vendor LIISA ITKONEN Total:				<u>417.56</u>	
Vendor Number: ZBYERL M605 - NCPERS IDAHO					
A	ICCU - Checking	005814	5/19/2017	64.00	Manual
A	ICCU - Checking	005839	6/20/2017	48.00	Manual
Vendor M605 - NCPERS IDAHO Total:				<u>112.00</u>	
Vendor Number: STOLL MATTHEW STOLL					
A	ICCU - Checking	E00203	6/5/2017	268.88	Electronic Payment
Vendor MATTHEW STOLL Total:				<u>268.88</u>	
Vendor Number: MCFARLA McFarland Management, LLC					
A	ICCU - Checking	E00192	5/19/2017	9,000.00	Electronic Payment
A	ICCU - Checking	E00200	6/5/2017	8,000.00	Electronic Payment
Vendor McFarland Management, LLC Total:				<u>17,000.00</u>	
Vendor Number: LARSEN Megan Larsen					
A	ICCU - Checking	E00213	6/20/2017	27.00	Electronic Payment
Vendor Megan Larsen Total:				<u>27.00</u>	
Vendor Number: PETTY MEGAN LARSEN					
A	ICCU - Checking	005828	5/19/2017	127.03	Auto
Vendor MEGAN LARSEN Total:				<u>127.03</u>	
Vendor Number: MILLER O. CARL MILLER					
A	ICCU - Checking	E00193	5/19/2017	1,426.88	Electronic Payment
Vendor O. CARL MILLER Total:				<u>1,426.88</u>	
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	005827	5/19/2017	100.23	Auto
A	ICCU - Checking	005835	6/5/2017	374.95	Auto
A	ICCU - Checking	005846	6/20/2017	440.76	Auto
Vendor Office Depot Total:				<u>915.94</u>	
Vendor Number: PARAME PARAMETRIX					
A	ICCU - Checking	E00194	5/19/2017	6,646.25	Electronic Payment
A	ICCU - Checking	E00201	6/5/2017	9,158.75	Electronic Payment
Vendor PARAMETRIX Total:				<u>15,805.00</u>	
Vendor Number: PHILAD PHILADELPHIA INSURANCE CO.					
A	ICCU - Checking	005836	6/5/2017	5,953.00	Auto
Vendor PHILADELPHIA INSURANCE CO. Total:				<u>5,953.00</u>	
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W00226	5/19/2017	11,568.58	Wire Transfer
A	ICCU - Checking	W00229	6/5/2017	11,350.00	Wire Transfer
A	ICCU - Checking	W00233	6/20/2017	10,859.21	Wire Transfer
Vendor PUBLIC EMPLOYEES RETIREMENT Total:				<u>33,777.79</u>	
Vendor Number: SCRIPPS Scripps - Boise					
A	ICCU - Checking	005829	5/19/2017	665.00	Auto
A	ICCU - Checking	005847	6/20/2017	1,260.00	Auto
Vendor Scripps - Boise Total:				<u>1,925.00</u>	
Vendor Number: SHREDIT Shred-It USA- Boise					
A	ICCU - Checking	005837	6/5/2017	87.00	Auto

Check History Report
Sorted By Vendor Name
Activity From: 5/6/2017 to 6/20/2017

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Shred-It USA- Boise Total:				<u>87.00</u>	
Vendor Number: LAWS THOMAS LAWS					
A	ICCU - Checking	E00191	5/19/2017	1,997.67	Electronic Payment
A	ICCU - Checking	E00199	6/5/2017	20.00	Electronic Payment
Vendor THOMAS LAWS Total:				<u>2,017.67</u>	
Vendor Number: TOWNSQU Townsquare Digital					
A	ICCU - Checking	005830	5/19/2017	530.00	Auto
Vendor Townsquare Digital Total:				<u>530.00</u>	
Vendor Number: TREAVA TREASURE VALLEY COFFEE					
A	ICCU - Checking	005838	6/5/2017	104.10	Auto
Vendor TREASURE VALLEY COFFEE Total:				<u>104.10</u>	
Vendor Number: VRT Valley Regional Transit					
A	ICCU - Checking	E00204	6/5/2017	19,920.00	Electronic Payment
Vendor Valley Regional Transit Total:				<u>19,920.00</u>	
Vendor Number: VERITA VERITAS					
A	ICCU - Checking	E00214	6/20/2017	7,912.50	Electronic Payment
Vendor VERITAS Total:				<u>7,912.50</u>	
Vendor Number: WESTRO WESTERN TROPHY & ENGRAVING					
A	ICCU - Checking	E00215	6/20/2017	20.00	Electronic Payment
Vendor WESTERN TROPHY & ENGRAVING Total:				<u>20.00</u>	
Report Total:				<u><u>277,879.99</u></u>	

FINANCE COMMITTEE AGENDA ITEM V-B

Date: June 29, 2017

Topic: Salary Survey

Request/Recommendation:
Information Only.

Background/Summary:

Periodically, COMPASS conducts a salary survey to assess its compensation structure relative to the market. COMPASS seeks to recruit and retain the highest quality candidates for its positions. Maintaining a compensation structure that reflects the market value for those candidates is an important element in recruitment and retention efforts.

The last salary survey was completed in 2013 and provided support for the salary ranges that COMPASS currently uses. Since that data is now four years old, COMPASS conducted a new salary survey. The following steps were used to collect data:

- 1) Staff searched current job postings on the National Association of Regional Councils (NARC), Association of Metropolitan Planning Organizations (AMPO), and the American Planning Association (APA) to collect relevant salary range information from those postings.
- 2) Staff requested salary information from its member agencies.
- 3) Staff requested salary information from metropolitan planning organizations around the country.

The attached table shows the salary data that COMPASS was able to collect for its various positions. For data from areas outside the Ada and Canyon county area, a cost of living adjustment factor obtained from Sperling's Best Places was applied to the salaries to make them comparable to the Ada and Canyon county area.

The average for each position was calculated and compared to the midpoint for the COMPASS salary ranges for the same position. The positions of Associate Planner and Principal Planner had the largest number of survey responses and, therefore, provide the best comparison to the COMPASS ranges. This data indicates that COMPASS is below market in its salary ranges and an adjustment to the salary ranges is warranted to keep up with market conditions. The proposed budget for FY2018 allows for a modest adjustment of 2% to 2.5% to the salary range.

The adjusted Associate Planner and Principal Planner positions provide the benchmarks around which the overall salary structure is built. Salary ranges are calculated for the various positions based on these benchmark positions to reflect equity across positions at COMPASS, as well as market value for those positions.

Implication (policy and/or financial):

Periodic adjustments to salary ranges based on market data are appropriate to maintain the desired competitive position within the market.

More Information:

- 1) Attachments: Summary of Salary Survey
 Salary Range Table
- 2) For detailed information contact: Megan Larsen, at 475-2228 or
 mlarsen@compassidaho.org

ML: kh, nb T:\FY17\900 Operations\Finance\2017 agendaminutes\packets\Jun 29 - 2017\V B Salary Survey Memo.docx

Respondent	Metro Area	Population	Sperling Factor	Assistant Planner		Associate Planner		Principal Planner		Communication Assistant	
				Raw Salary (Midpoint)	Adjusted by COLA factor	Raw Salary (Midpoint)	Adjusted by COLA factor	Raw Salary (Midpoint)	Adjusted by COLA factor	Raw Salary (Midpoint)	Adjusted by COLA factor
City of Boise	n/a	n/a	1.000	47,047	47,000	58,648	58,600				
City of Garden City	n/a	n/a	1.000			53,200	53,200				
City of Meridian	n/a	n/a	1.000							47,174	47,200
Ada County	n/a	n/a	1.000	36,920	36,900	56,263	56,300				
Houston-Galveston Area Council	Houston, TX	6,490,000	1.000					80,076	80,100		
Northeast Ohio Areawide Coordinating Council	Cleveland, OH	2,056,000	1.230					80,000	98,400		
Mid America Regional Council	Kansas City, KS	2,159,159	1.210								
Ohio-Kentucky-Indiana Regional COG	Cincinnati, OH	298,165	1.160					62,500	72,500		
Association of Central Oklahoma Governments	Oklahoma City, OK	1,373,000	1.150	41,500	47,700			46,500	53,500		
West Florida Regional Planning Council	Pensacola, FL	461,227	1.150			50,000	57,500				
City of Pocatello	Pocatello, ID	54,292	1.140			47,622	54,300				
River to Sea TPO	Daytona Beach, FL	609,939	1.140					70,250	80,100		
Spokane Regional Transportation Council	Spokane, WA	556,634	1.080	46,044	49,700	63,277	68,300	80,040	86,400		
North Central Texas Council of Governments	Arlington, TX	7,102,800	1.050	45,000	47,300	69,000	72,500	78,900	82,800		
Lewis Clark MPO	Lewiston, ID	61,476	1.040			65,689	68,300	86,875	90,400		
Delaware Valley Regional Planning Commission	Philadelphia, PA	6,069,000	1.030			60,500	62,300	65,500	67,500		
Capital District Transportation Committee	Albany, NY	1,170,483	1.020					70,300	71,700		
Cowlitz-Wahkiakum COG	Kelso, WA	102,410	1.020	45,014	45,900	52,172	53,200	70,082	71,500		
Pikes Peak Area Council of Governments	Colorado Springs, CO	712,327	0.980								
RTC of Southern Nevada	Las Vegas, NV	1,951,269	0.980	57,699	56,500	88,774	87,000	99,174	97,200	62,379	61,100
City of Grants Pass	Grants Pass, OR	35,272	0.960			69,075	66,300	83,524	80,200		
Bonner County		41,585	0.940			57,200	53,800				
Skagit Council of Governments	Mt. Vernon, WA	116,901	0.840			66,229	55,600	77,899	65,400		
Northern Middlesex COG	Lowell, MA	299,550	0.800			52,500	42,000				
North Front Range MPO	Fort Collins, CO	310,487	0.790	47,500	37,500	55,500	43,800	63,000	49,800		
Flagstaff MPO	Flagstaff, AZ	139,100	0.790			56,379	44,500	80,000	63,200		
Bend MPO	Bend, OR	165,954	0.710								
Metro	Portland, OR	2,389,228	0.630	66,165	41,700	72,956	46,000				
San Diego Association of Governments	San Diego, CA	3,263,000	0.380					74,057		55,263	
Puget Sound Regional Council	Seattle, WA	3,733,580	0.280	50,754		59,530		93,477			

Sample size		9		18		16		2
Average of salary data		45,578		57,972		75,669		54,150
Existing COMPASS Midpoint		45,000		54,000		64,800		42,500
% change in the range				7%		17%		

Respondent	Metro Area	Population	Sperling Factor	Communication Coordinator		Financial Assistant		Accountant		Executive Assistant	
				Raw Salary (Midpoint)	Adjusted by COLA factor	Raw Salary (Midpoint)	Adjusted by COLA factor	Raw Salary (Midpoint)	Adjusted by COLA factor	Raw Salary (Midpoint)	Adjusted by COLA factor
City of Boise	n/a	n/a	1.000			35,932	35,900	60,610	60,600	60,610	60,600
City of Garden City	n/a	n/a	1.000								
City of Meridian	n/a	n/a	1.000								
Ada County	n/a	n/a	1.000	71,007	71,000	48,152	48,200	61,485	61,500	55,078	55,100
Houston-Galveston Area Council	Houston, TX	6,490,000	1.000							48,891	48,900
Northeast Ohio Areawide Coordinating Council	Cleveland, OH	2,056,000	1.230								
Mid America Regional Council	Kansas City, KS	2,159,159	1.210								
Ohio-Kentucky-Indiana Regional COG	Cincinnati, OH	298,165	1.160								
Association of Central Oklahoma Governments	Oklahoma City, OK	1,373,000	1.150								
West Florida Regional Planning Council	Pensacola, FL	461,227	1.150								
City of Pocatello	Pocatello, ID	54,292	1.140								
River to Sea TPO	Daytona Beach, FL	609,939	1.140								
Spokane Regional Transportation Council	Spokane, WA	556,634	1.080	58,293	63,000			66,191	71,500	45,153	48,800
North Central Texas Council of Governments	Arlington, TX	7,102,800	1.050					60,000	63,000		
Lewis Clark MPO	Lewiston, ID	61,476	1.040								
Delaware Valley Regional Planning Commission	Philadelphia, PA	6,069,000	1.030								
Capital District Transportation Committee	Albany, NY	1,170,483	1.020								
Cowlitz-Wahkiakum COG	Kelso, WA	102,410	1.020								
Pikes Peak Area Council of Governments	Colorado Springs, CO	712,327	0.980								
RTC of Southern Nevada	Las Vegas, NV	1,951,269	0.980	65,770	64,500	62,067	60,800	93,371	91,500	68,661	67,300
City of Grants Pass	Grants Pass, OR	35,272	0.960								
Bonner County		41,585	0.940								
Skagit Council of Governments	Mt. Vernon, WA	116,901	0.840								
Northern Middlesex COG	Lowell, MA	299,550	0.800								
North Front Range MPO	Fort Collins, CO	310,487	0.790			39,525	31,200				
Flagstaff MPO	Flagstaff, AZ	139,100	0.790	80,671	63,700			62,408	49,300	41,503	32,800
Bend MPO	Bend, OR	165,954	0.710								
Metro	Portland, OR	2,389,228	0.630								
San Diego Association of Governments	San Diego, CA	3,263,000	0.380	67,171							
Puget Sound Regional Council	Seattle, WA	3,733,580	0.280	90,972		62,640		82,416		85,428	

Sample size		4	4	6	6
Average of salary data		65,550	44,025	66,233	52,250
Existing COMPASS Midpoint		61,000	47,600	57,100	47,600
% change in the range					

Respondent	Metro Area	Population	Sperling Factor	Director of Operations		Executive Director	
				Raw Salary (Midpoint)	Adjusted by COLA factor	Raw Salary (Midpoint)	Adjusted by COLA factor
City of Boise	n/a	n/a	1.000	88,046	88,000		
City of Garden City	n/a	n/a	1.000				
City of Meridian	n/a	n/a	1.000				
Ada County	n/a	n/a	1.000	93,602	93,600		
Houston-Galveston Area Council	Houston, TX	6,490,000	1.000				
Northeast Ohio Areawide Coordinating Council	Cleveland, OH	2,056,000	1.230				
Mid America Regional Council	Kansas City, KS	2,159,159	1.210	122,500	148,200		
Ohio-Kentucky-Indiana Regional COG	Cincinnati, OH	298,165	1.160				
Association of Central Oklahoma Governments	Oklahoma City, OK	1,373,000	1.150				
West Florida Regional Planning Council	Pensacola, FL	461,227	1.150				
City of Pocatello	Pocatello, ID	54,292	1.140				
River to Sea TPO	Daytona Beach, FL	609,939	1.140				
Spokane Regional Transportation Council	Spokane, WA	556,634	1.080			118,000	127,400
North Central Texas Council of Governments	Arlington, TX	7,102,800	1.050				
Lewis Clark MPO	Lewiston, ID	61,476	1.040			80,000	
Delaware Valley Regional Planning Commission	Philadelphia, PA	6,069,000	1.030				
Capital District Transportation Committee	Albany, NY	1,170,483	1.020				
Cowlitz-Wahkiakum COG	Kelso, WA	102,410	1.020			104,864	107,000
Pikes Peak Area Council of Governments	Colorado Springs, CO	712,327	0.980			136,654	133,900
RTC of Southern Nevada	Las Vegas, NV	1,951,269	0.980	154,003	150,900	254,779	249,700
City of Grants Pass	Grants Pass, OR	35,272	0.960				
Bonner County		41,585	0.940				
Skagit Council of Governments	Mt. Vernon, WA	116,901	0.840			115,825	97,300
Northern Middlesex COG	Lowell, MA	299,550	0.800				
North Front Range MPO	Fort Collins, CO	310,487	0.790	86,434	68,300	144,492	114,100
Flagstaff MPO	Flagstaff, AZ	139,100	0.790	84,534	66,800	84,534	
Bend MPO	Bend, OR	165,954	0.710				
Metro	Portland, OR	2,389,228	0.630				
San Diego Association of Governments	San Diego, CA	3,263,000	0.380				
Puget Sound Regional Council	Seattle, WA	3,733,580	0.280	196,248		206,088	

Sample size	6	6
Average of salary data	102,633	138,233
Existing COMPASS Midpoint	80,500	115,000
% change in the range		20%

Salary Range Table

Functional Area	Title	Type	Range Width	Minimum	Maximum	Midpoint	Notes	2017 Survey Mean
Planning	Assistant Planner	Non Exempt	40%	38,400	53,800	46,100	15% less than Associate Planner	45,578
Planning	Associate Planner	Exempt	50%	44,300	66,500	55,400	20% greater than Assistant Planner	54,000
Planning	Principal Planner	Exempt	50%	57,590	86,400	72,000	30% greater than Associate Planner	74,233
Communications	Communication Assistant	Non Exempt	40%	36,750	51,500	44,100		44,025
Communications	Communication Coordinator	Exempt	50%	52,500	78,800	65,700		65,550
Administrative	Executive Assistant	Non Exempt	40%	41,650	58,300	50,000		52,250
Administrative	Financial Assistant	Non Exempt	40%	36,750	51,500	44,100		44,025
Administrative	Accountant	Exempt	50%	49,000	73,500	61,300		66,233
Director	Director of Operations	Executive	60%	66,516	106,400	86,500		102,633
Director	Executive Director	Executive	60%	95,024	152,000	123,500		130,371

FINANCE COMMITTEE AGENDA ITEM VI-A

Date: June 29, 2017

Topic: Updated Financial Policy and Procedures

Request/Recommendation:

COMPASS staff seeks a recommendation of the updated Financial Policy and Procedures for COMPASS Board approval.

Background/Summary:

The COMPASS Financial Policy and Procedures include a section describing procurement policy and procedure. COMPASS follows the procurement law that applies to local governments including cities, counties, and highway districts, as specified in Idaho Code Title 67, Chapter 28.

In the 2017 legislative session, Senate Bill 1074 (SB1074) was passed into law and becomes effective on July 1, 2017. Among other things, SB1074 amends the procurement law specified in Idaho Code Title 67, Chapter 28. Therefore, COMPASS is proposing amendments to the Financial Policy and Procedures to make the policy consistent with the newly amended law.

The most significant change is to adjust the thresholds for bidding. The value of purchases under which bidding processes are not required is increased from \$25,000 to \$50,000. The value of purchases for which an informal bidding process is required is increased from over \$25,000 to over \$50,000. The value of purchases for which a formal bidding process is required is increased from \$50,000 to \$100,000. A redline version of the proposed policy updates showing all changes is provided in the attachment.

The updated policy still allows for a bidding process when the value of the purchase is less than the threshold requirements when COMPASS determines it is in its best interest to do so.

Implication (policy and/or financial):

The updated Financial Policy and Procedures will allow COMPASS to remain consistent with the updated Idaho code.

More Information:

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

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SECTION I: UNIFIED PLANNING WORK PROGRAM AND BUDGET

The Unified Planning Work Program and Budget (UPWP) is the comprehensive work plan that details federally funded transportation planning and transportation related planning activities in the region and identifies the related budget for those activities.

The UPWP must meet all applicable federal requirements.

The UPWP is developed by following these steps:

- Members are asked to submit requests for projects.
- The Regional Technical Advisory Committee (RTAC) brainstorms regional needs and project ideas and then ranks those ideas.
- Staff prepares five year revenue and expense projections to help support budget decision making.
- Staff prepares an initial draft of the UPWP to use, together with population estimates, to calculate proposed member dues.
- Staff presents the five year projections, the ranked project list and the proposed member dues to the Finance Committee.
- The Finance Committee reviews the ranked projects from RTAC and determines the projects to include in the UPWP.
- The Finance Committee reviews the proposed dues and makes a recommendation to the Board.
- The Board approves the member dues.
- Staff prepares an updated draft of the UPWP and presents it to the Finance Committee for review. The Finance Committee makes a recommendation to the Board.
- The Board approves the UPWP.
- The approved UPWP is sent to ITD and FHWA for approval.

The UPWP provides the basis for procurement and expenditures in the budget period. Processes for procurement and expenditures are described below.

SECTION II: PROCUREMENT POLICY

Idaho Code Title 67, Chapter 28 specifies the procurement law that applies to local governments including cities, counties, and highway districts. COMPASS follows the procurement law specified in Idaho Code Title 67, Chapter 28 for its purchasing. The specific procurement steps are described below.

Funds for the proposed expenditure must be appropriated in the UPWP. The expenditure may be specifically identified, such as for professional services to support a task, or generally identified, such as office supplies. If the UPWP does not include appropriation for the item, the purchase may not be completed without authorization from the Board.

Program managers are authorized to procure items (other than employee salaries and benefits) included in their program budget in the UPWP. Professional service agreements and contracts may only be signed by the Executive Director.

The procurement process for the item depends on the type and amount of the expenditure.

The steps for procurement are as follows:

- 1) Verify that funds for the proposed expenditure are appropriated in the UPWP.
- 2) Determine the type and amount of the proposed expenditure and follow the steps for that category.

Purchases exempt from competitive bidding

Certain categories of purchases are exempt from competitive bidding. These are:

- Payment of wages to an employee
- Personal services (defined below)
- Professional services (such as legal, accounting, auditing, and appraisal services)
- Interest in real property
- Insurance
- Travel and training
- Software maintenance, support and licenses of an existing system or platform that was bid in compliance with state law
- Costs of participation in a joint powers agreement with other units of government

Idaho Code 59-514 defines personal services as “performance for remuneration (i.e. compensation) by an individual on a specified contractual basis of specialized professional or consultive expertise germane to administration, maintenance or conduct of governmental activities which require intellectual or sophisticated and varied services, dependent upon facilities, invention, imagination or a specific talent which the state or the taxing entity itself cannot provide or accomplish.” Personal services include but are not limited to planning consultants, digital mapping services, software maintenance, etc.

The purchase may be completed in the manner that the program manager sees fit. Program managers are encouraged, but not required, to seek informal bids to insure that they obtain the best value for the agency.

Purchases of services where the total value of the contract is less than \$10,000 do not require a professional services agreement or contract. Purchases of services where the total value exceeds \$10,000 require a written agreement or contract with the vendor. The Director of Operations prepares the contract for the Executive Director’s signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.

COMPASS must publish a legal notice in the newspaper of record with the largest circulation within 15 days of entering into a contract in excess of \$10,000 per year for personal services. The notice must include the contracting parties, the amount of compensation and a brief description of the work to be performed.

Purchases of services or property valued at less than ~~\$25,000~~\$50,000

Purchases of services, other than personal or professional services as defined above, or property (such as vehicles or equipment) valued at less than ~~\$25,000~~ \$50,000 may be completed in the manner that the program manager sees fit, provided that such purchases are in the best interest of the agency. Program managers are encouraged, but not required, to seek informal bids to insure that they obtain the best value for the agency.

Purchases of services where the total value of the contract is less than \$10,000 do not require a professional services agreement or contract. Purchases of services where the total value exceeds \$10,000 require a written agreement or contract with the vendor. The Director of Operations prepares the contract for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.

~~Purchases of property valued at less than \$25,000 do not require a contract.~~

Purchases of services or property valued at less than ~~\$50100,000~~ but more than ~~\$2550,000~~

Program managers must request written informal bids from at least three vendors for purchases of services (such as janitorial services) or property (such as vehicles or equipment) valued at less than ~~\$50100,000~~ but more than ~~\$250,000~~. Efforts to obtain three bids must be documented.

The request for bids should include:

- Description of the services or property to be purchased in sufficient detail to allow prospective bidders to understand what COMPASS seeks to procure
- Method for bid submission
- Due date and time for bid submission
- Minimum of three business days to respond to bid request

The Board has delegated authority to program managers to select winning bidders for those expenditures specifically identified in the UPWP for their programs. Program managers approve the winning bid or all bids are rejected and the process starts again.

Purchases of services or property valued at more than ~~\$2510,000~~ require a written agreement or contract with the vendor. The Director of Operations prepares the contract for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.

Purchases of property or services valued at more than ~~\$50100,000~~

Purchases of property or services where the total purchase amount or value of the contract is more than ~~\$50100,000~~ require a competitive sealed bid process. COMPASS may use a request for proposal process as an alternative to the competitive sealed bid process in certain circumstances, as described in Idaho Code 67-2806A. These circumstances include matters in which:

- Fixed specifications might preclude the discovery of a cost-effective solution
- A specific problem is amenable to several solutions
- Price is not the sole determining factor for selection

Two notices soliciting bids or proposals, as appropriate, –must be published in the Idaho Statesman, with the first notice at least two weeks before bid opening and the second notice at least one week prior to bid opening.

The notice must state the property or services sought and instruct prospective bidders how to obtain the specifications, bid forms, instructions, contract documents and other information.

If a competitive bid process was conducted, ~~the~~ sealed bids are opened in public at the date, time, and place specified in the bid materials.

The program manager or the Executive Director may approve the winning bid when a competitive bid process was conducted, provided that the lowest bidder is selected. The Director of Operations prepares the contract with the lowest bidder for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.

If COMPASS chooses to award a bidder other than the lowest bidder in a competitive bid process, the bids are presented to the Board and the Board selects the winning bidder. If the Board chooses a bidder other than the lowest bidder, the Board must document the reasons for the selection, the record must reflect the reasons for selection of a bidder other than the lowest bidder, and those reasons must be ~~and~~ communicated to all bidders.

The program manager or the Executive Director may approve the winning proposal when a request for proposal process was conducted. The Director of Operations prepares the contract with the lowest bidder for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.

Purchases of services or property valued at more than \$~~50~~10,000 require a written agreement or contract with the vendor. The Director of Operations prepares the contract for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency.

SECTION III: PAYROLL CYCLE

Exempt and non-exempt employees are required to track time worked each day on a program and sub-task (where appropriate) basis so that actual workdays for each program and task are accurately reflected. Employees are expected to accurately record time worked in each program and task daily.

At the end of each payroll period, employees submit timesheets to their supervisors with a record of all hours worked by program and task, as well as leave hours used, if any.

Supervisors review and sign each timesheet, indicating their concurrence with the accuracy of hours reported. Approved timesheets are turned in to the Financial Assistant by the due date and time for that pay period, as specified by the Financial Assistant.

The Financial Assistant:

- Reviews the timesheets for accuracy as to the number of hours reported. Timesheets with errors are returned to the employee for correction and resubmitted to the supervisor for approval.
- Enters approved timesheets into the accounting software system. The accounting software system automatically prepares the related entries for salaries expense, benefits, taxes, direct deposits and leave accruals.

- Reviews the payroll registers and entries for accuracy and corrects any errors found.
- Posts the payroll entries in the accounting software system to record the expenses and liabilities, update employee leave balances and upload the direct deposit file to the agency's bank.
- Prints the payroll summary and the direct deposit entry for review and approval by the Director of Operations.
- Provides an updated reported of accrued leave time to employees and supervisors
- Files all supporting documentation for the payroll.

The Director of Operations:

- Reviews the payroll summary and verifies that the correct total amount is being paid to each employee.
- Reviews the direct deposit entry for accuracy and releases the direct deposit batch for payment.

Only the Executive Director may authorize changes in employee compensation rates. Notice of changes to employee compensation are provided to the Financial Assistant in writing for entry into the accounting software system.

SECTION IV: CASH DISBURSEMENT CYCLE

Spending authority for all purchases must be included in the UPWP adopted by the Board. The program managers can authorize expenditures for their assigned programs, subject to the procurement requirements detailed in Section II, provided those expenditures are specified in the adopted UPWP.

When contracts are executed for planned expenditures, the contract not-to-exceed amounts are entered into the accounting software system to show that the contract amounts have been encumbered. As the contract dollars are expended and payments are processed through accounts payable, the amounts move from encumbered to expended in the accounting software system. In this way, the financial reports reflect the most accurate picture of the budget to actual results for the agency.

The Director of Operations provides new and updated contract amounts to the Financial Assistant for entry into the accounting software system as the contracts are finalized or updated.

The Financial Assistant receives all invoices for payment. The Financial Assistant adds invoices to the "Invoices to be Paid" tracking sheet upon receipt. The Financial Assistant routes the invoice to the correct program manager for review and approval.

The Financial Assistant enters approved invoices into the accounting software system and prints a cover sheet for each invoice showing the amount, program, and general ledger account for each invoice.

The Financial Assistant attaches the cover sheets to the invoices and forwards them to the Director of Operations.

The Director of Operations reviews each invoice and cover sheet and verifies that the entry was correctly posted to the accounting software system. The Financial Assistant corrects any errors and prints a corrected cover sheet, as needed.

The Director of Operations returns the approved invoices to the Financial Assistant and the Financial Assistant posts the entries in the accounting software system. The Financial Assistant compares the posted entries to the "Invoices to be Paid" tracking sheet and verifies that all invoices have been returned from the program managers.

Payments are processed as needed, but not less than once per month.

The Financial Assistant selects the appropriate items for payment in the accounting system and prints out a disbursement list for the Executive Director's and Secretary/Treasurer's review.

The disbursement list is forwarded electronically to the Secretary/Treasurer for review. The Secretary/Treasurer provides electronic approval to the Financial Assistant of the proposed disbursements. The Financial Assistant prints a record of the Secretary/Treasurer's approval of the disbursement list.

The disbursement list along with the backup documentation for each listed payment are forwarded to the Executive Director for review.

The Executive Director reviews the disbursement list and signs off, indicating his approval for payment, then returns the disbursement list and backup documentation to the Financial Assistant.

The Financial Assistant uploads the payment information from the accounting system to the banking system, then forwards the signed disbursement list to the Director of Operations.

The Director of Operations compares the signed disbursement list to the payment file in the banking system and verifies that the items match exactly, then releases the payment file from the banking system to complete payment processing.

The Financial Assistant files the backup documentation.

A complete listing of payments made in the reporting period is provided to the Finance Committee at its regularly scheduled meeting for their review.

SECTION IV-A: TRAVEL/EDUCATION

An employee wishing to attend a professional meeting or secure additional education or training at the expense of COMPASS will complete a Travel Authorization form with an estimate of all costs involved, and turn it in to the employee's supervisor. Supervisors will review the request and forward it to the Executive Director with their recommendations. If approved by the Executive Director, the employee will be notified and the form will be sent to the Financial Assistant for inclusion in the appropriate check cycle.

An employee may request an advance to cover miscellaneous travel/training related costs (e.g., ground transportation and publications), and should indicate that on the Travel Authorization form.

COMPASS per diem rates are set by the State of Idaho Travel Policies and Procedure guidelines to cover the cost of meals and related tips while out of town for COMPASS purposes. The out-of-state per diem rate will depend upon the destination city. Rates for different cities may be obtained from the Financial Assistant.

Partial day per diem rates are granted for out of town travel when the partial travel day is adjacent to an overnight stay or when the entirety of the trip does not require an overnight stay. Partial day rates are expressed as a percentage of the full day rate as follows:

Breakfast	25%
Lunch	35%
Dinner	55%

Upon return, the employee must complete an Expense Report to obtain reimbursement for any travel/training costs paid by the employee. A receipt must accompany requested expenses. If an advance was received, it must be indicated on the Expense Report, and

subtracted from the total expenses claimed. If the advance was greater than the reported expenses, the employee must reimburse COMPASS for the difference. Failure to reimburse COMPASS will result in a payroll deduction. The Expense Report must be approved by the employee's supervisor and forwarded to the Financial Assistant for processing during the next disbursement cycle. Expense reports from the Executive Director must be approved by the Board Secretary-Treasurer (or other Board officer in the Secretary-Treasurer's absence) before processing for payment.

A Board member may request or be asked to attend a professional meeting or travel for a specific purpose at the expense of COMPASS. Board members will complete a Board Travel Authorization form, with an estimate of all costs involved and submit to the Executive Committee for approval. The Executive Committee will review the request and determine the level of reimbursement based on the level of COMPASS representation.

Board members will be entitled to submit reimbursement for expenses incurred. Reimbursement for per diem will be at the same rate as described above. Expenses reimbursement requests must be accompanied by statements or receipts.

SECTION IV-B: CREDIT CARD USAGE

Credit cards are issued to the Executive Director and the Director of Operations only.

Credit cards may be used for specific agency related expenditures where payment via check is impracticable. Generally, payment via check is the preferred agency method and should be used whenever possible.

All credit card purchases must be documented. Receipts for credit card purchases are provided to the Financial Assistant upon completion of purchase.

The Financial Assistant verifies the receipts against the credit card statements when received. The receipts are attached to the credit card statement. The Executive Director reviews and approves the Director of Operation's credit card statement for payment. The Board Secretary-Treasurer (or other Board officer in the Secretary-Treasurer's absence) reviews and approves the Executive Director's credit card statement for payment. The payment to the issuing bank is processed following the cash disbursement procedures described above.

Use of the credit card for anything other than authorized agency expenses is strictly prohibited, without exception.

SECTION IV-C: PETTY CASH FUND

Minor payments needing immediate attention (e.g., supplies, meeting costs, etc.) may be paid from the petty cash fund. Generally, payment via check is the preferred agency method and should be used whenever possible.

The petty cash fund maintains a balance of \$200. A petty cash receipt is completed by the Financial Assistant and signed by the requester at the time of the draw from petty cash. All draws from petty cash must be accompanied by a receipt for the item purchased. Petty cash draws may not exceed \$50.

Documentation of draws from petty cash are attached to the request to replenish petty cash. The total of the draws from petty cash must match the replenishment request exactly. The replenishment request is then processed according to the cash disbursement procedures above.

The Director of Operations counts the petty cash on hand at least once each month and compares the total to the pending replenishment requests to verify accuracy.

SECTION IV-D: CAPITALIZATION POLICY

Purchases of property, such as land, buildings, or equipment, with a cost of \$1,000 or more for an individual item and a useful life of three or more years are capitalized. Capitalized assets are acquired for use in normal operations and are not for resale. The \$1,000 threshold is applied to an individual item of equipment, not to a group of items purchased together.

The Financial Assistant records capitalized assets as fixed assets in the accounting software system. Fixed assets are depreciated straight line over their useful lives. The accounting software system automatically calculates the depreciation amounts. The Financial Accountant periodically, but not less than annually, reviews these amounts and posts them to the general ledger.

The Financial Accountant removes capitalized assets that have been removed from service from the fixed assets system at the time of disposition.

The Director of Operations periodically, but not less than annually, compares fixed asset records to the actual inventory of assets to verify accuracy.

SECTION V: BILLING

The Financial Accountant prepares grant billings for the agency's grants each month.

The Financial Accountant prints job cost reports from the accounting software system that provide the detail of salary, fringe and direct expenses charged to each program. The job cost reports also show the application of the approved indirect cost rate from the Idaho Transportation Department (ITD) to those costs. The sum of the salary, fringe and direct expenses and the calculated overhead amount, less any expenses not eligible for federal funding, is shown on the job cost reports and is the amount billed for the grants.

The Financial Accountant reviews the job cost reports and reconciles the total expenses shown to the total expenses in the general ledger. The Financial Accountant corrects any errors and prepares the billing summary.

The Director of Operations reviews and approves the billing summary and the job cost reports.

Upon approval, the Financial Accountant submits the billing to ITD.

The billed amount is recorded as revenue and an account receivable in the accounting software system.

When payment is received, the Financial Accountant posts the payment against the outstanding receivable in the accounting software system.

The Financial Accountant follows up with ITD on any billings that remain unpaid thirty days after submission and resolves any issues with those billings.

The Financial Assistant prepares invoices and makes entries into the accounting software system for all other miscellaneous billings, such as map or orthophotography sales.

SECTION VI: CASH RECEIPTS PROCEDURE

Payments to COMPASS may be received through direct deposits into COMPASS bank accounts, via checks received in the mail or via checks or cash from walk in customers.

Payments received through direct deposit

The Financial Accountant reviews the transactions posted to the agency's checking through the online banking system daily. The Financial Accountant prepares and posts entries to the accounting software system for any direct deposits made to the account at the time those deposits are made.

Payments received through the mail or from walk in customers

The Administrative Assistant:

- Opens the mail
- Endorses the back of each check with the "For Deposit Only" stamp
- Makes one copy of the check
- Enters the check on the receipt log
- Enters cash received on the receipt log
- Forwards the checks and cash to the Financial Assistant
- Forwards the check copies and a notation of cash received, if any, to the Financial Accountant

The Financial Assistant:

- Prepares a duplicate bank deposit slip
- Takes the deposit to the bank
- Forwards one copy of the deposit slip to the Financial Accountant

The Financial Accountant:

- Compares the deposit slip to the check copies to verify accuracy
- Enters the deposit to the accounting software system

The Director of Operations:

- Periodically, but not less than monthly, reviews the receipt log and compares to the accounting software system and bank statements to verify accuracy

SECTION VII: BANK RECONCILIATIONS

All agency bank accounts are reconciled monthly.

The Director of Operations:

- Receives the unopened original bank statements
- Opens the bank statements and reviews for any unusual activity
- Forwards the bank statements to the Financial Accountant

The Financial Accountant

- Prepares the bank reconciliations for each account using the accounting software system
- Prints the completed bank reconciliation reports and forwards to the Director of Operations for review

The Director of Operations

- Reviews and approves the completed bank reconciliations

SECTION VIII: GENERAL LEDGER ENTRIES

Most of the general ledger activity is posted from the sub ledgers in the accounting software system. Occasionally, a manual entry in the general ledger will be required for a correction or adjustment.

The Financial Accountant prepares manual journal entries. The entries should include all supporting documentation. The entries are reviewed and approved by the Director of Operations prior to posting.

SECTION XII: INVESTMENTS

COMPASS obtains its funding primarily from membership dues and federal grants. The Finance Committee and management of COMPASS invest with the judgment and care that prudent individuals would exercise in the execution of their own affairs, to maintain the safety of principal, to maintain liquidity to meet cash flow needs, and to provide competitive returns on deposits and investments. These primary objectives in priority order are:

- Safety: Safety of principal is foremost and investments will be made in a manner that ensures the preservation of principal.
- Liquidity: Funds will remain sufficiently liquid in order to meet all anticipated operating expenses.
- Yield: Investments will be made to maximize return, subject to the constraints of safety and liquidity. Yield is always secondary to safety and liquidity.

With these constraints in mind, COMPASS cash is invested in general checking and savings accounts, money market accounts, and certificates of deposit.

COMPASS staff is encouraged, but not required, to keep investments at any one financial institution under the limits of federal deposit insurance. Investments may exceed federal deposit insurance so as not to create undue administrative burden, but still adhere to the investment priorities of safety, liquidity and yield. COMPASS may establish accounts at multiple financial institutions authorized to do business in the State of Idaho as necessary to stay within the limits of federal deposit insurance.

The Executive Director may authorize the opening or closing of accounts to conform to this guidance.

A report of current accounts and the associated financial institutions, balances by account, current rates of return and any accounts opened or closed in the reporting period shall be provided to the Finance Committee with the quarterly financial report.

SECTION XIII: FUND BALANCE

COMPASS shall maintain a fund balance reserve equivalent to not less than three months' expenses. Use of fund balance in excess of the three months' reserve shall be recommended by the Finance Committee as part of the annual UPWP process.

SECTION XIV: FINANCIAL REPORTING

COMPASS shall provide a quarterly report to the Finance Committee that includes the following:

- Year to date budgeted and actual revenues and expenses by line item
- Year to date budgeted and actual expenses by program
- Summary balance sheet as of the last day of the quarter
- Cash summary as of the last day of the quarter

COMPASS shall provide an annual report to the Finance Committee that includes the following:

- Year to date budgeted and actual workdays by program

The Financial Accountant shall provide a monthly report to program managers, the Executive Director, and the Director of Operations that includes the following:

- Year to date budgeted and actual revenues and expenses by line item
- Year to date budgeted and actual expenses by program
- Year to date budgeted and actual workdays by program

The Financial Accountant shall provide other information as requested to the program managers, the Executive Director, and the Director of Operations on an ad hoc basis.

FINANCE COMMITTEE AGENDA ITEM VI-B

Date: June 29, 2017

Topic: Draft FY2018 Unified Planning Work Program and Budget (UPWP)

Request/Recommendation:

COMPASS staff seeks a recommendation of the FY2018 UPWP for COMPASS Board approval.

Background/Summary:

Annually, staff prepares a UPWP for approval by the COMPASS Board.

The COMPASS Finance Committee recommended Board approval of the FY2018 General and Special membership dues at its March 16, 2017, meeting. The Board approved the FY2018 General and Special membership dues at its April 17, 2017, meeting. Staff has incorporated these amounts into the attached draft FY2018 UPWP worksheets.

The preliminary draft of the FY2018 UPWP was reviewed at the May 18, 2017, Finance Committee meeting.

Upon review and recommendation by the Finance Committee, the draft UPWP will be presented to the COMPASS Board at the August 2017 meeting for approval. Following Board approval, the UPWP is forwarded to the Idaho Transportation Department, the Federal Highway Administration, and the Federal Transit Administration for approval.

The documents included in the draft of the FY2018 UPWP include the following items.

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

Expenses by Work Program Number and Funding Source – A one-page spreadsheet showing the funding sources for each program.

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.

Program Worksheets - A one-page worksheet for each program describing the purpose of the program, the planned tasks in that program for the year, and the expenses and funding sources for that program.

The draft FY2018 UPWP contains the following assumptions for revenues and expenses:

1. Total membership dues shown reflect the amount approved by the Board at its April 17, 2017, meeting. Total dues increase compared to the prior year. The per capita rate remained the same as FY2017. The increase reflects year over year population growth in the jurisdictions.
2. Projected revenue from the FY2018 CPG reflects the amount included in the FY2017-FY2021 Regional Transportation Improvement Program (TIP).
3. Revenue of \$306,705 from off-the-top STP-TMA funds, as approved by the COMPASS Board on April 19, 2010, continues.
4. Staff estimates there will be approximately \$120,600 of unspent STP-TMA revenues for the Freight Study carried over from FY2017. There are corresponding expenses associated with these revenues.
5. 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.
6. Revenues include \$16,000 from the Idaho Transportation Department for their portion of TREDIS.
7. Staff estimates interest income to be approximately \$5,000 in FY2018.
8. Revenues include \$299,000 from Valley Regional Transit for the State Street Grant.
9. Revenues include \$50,000 from fund balance for the CIM Implementation Grant Program and \$87,305 from fund balance to cover the shortfall in revenue.
10. The number of full time staff is reduced from 19 positions to 18 positions.
11. Salary costs include a 3% overall increase pool. Distribution of individual salary adjustments will be determined by the Executive Director.
12. Indirect expenses are reduced by about 10% compared to the FY2017 UPWP. Staff continues to closely manage indirect expenses.
13. Direct expenses include \$130,153 related to the estimate of unspent funds for the Freight Study.
14. The Project Development Program is proposed to be funded in FY2018, its fourth year, at \$75,000.
15. The CIM Implementation Grant Program is funded at \$50,000.
16. Direct expenses for all other programs are fairly stable and consistent with current year activities.
17. The FY2018 UPWP does not include a set-aside for a future orthophotography project. Consistent with Finance Committee direction, future orthophotography projects will not be provided as a member service, but will instead be funded with contributions from participating agencies.

Implication (policy and/or financial):

Federal approval of the UPWP by October 1, 2017, is required in order to begin work in FY2018.

More Information:

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

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
REVENUE AND EXPENSE SUMMARY (total)**

REVENUE	FY2017 Revision 2	FY2018 Draft
GENERAL MEMBERSHIP		
Ada County	208,703	213,522
Ada County Highway District	208,703	213,522
Canyon County	103,112	106,132
Canyon Highway District No. 4	38,180	37,994
Golden Gate Highway District No.3	4,959	5,099
City of Boise	100,042	100,937
City of Caldwell	23,201	23,862
City of Eagle	11,248	11,874
City of Garden City	5,035	5,070
City of Kuna	8,126	8,686
City of Meridian	40,308	43,341
City of Melba	251	251
City of Middleton	3,342	3,576
City of Nampa	40,061	42,689
City of Notus	251	251
City of Parma	930	935
City of Star	3,593	4,096
City of Wilder	723	745
Subtotal	800,768	822,582
SPECIAL MEMBERSHIP		
Boise State University	7,950	8,200
Capital City Development Corporation	7,950	8,200
Department of Environmental Quality	7,950	8,200
Idaho Transportation Department	7,950	8,200
Valley Regional Transit	7,950	8,200
Subtotal	39,750	41,000
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2016 K# 13495 Ada County -- carry over	72,204	
CPG - FY2016 K# 13495 Canyon County -- carry over	25,369	
CPG - FY2017 K# 13496 Ada County	971,873	
CPG - FY2017 K# 13496 Canyon County	341,469	
CPG - FY2018 K# 13963 Ada County		988,364
CPG - FY2018 K# 13963 Canyon County		347,263
Sub Total CPG Grants	1,410,915	1,335,627
STP TMA - K# 12374, FY17 off-the-top funds for Planning	306,705	
STP TMA - K# 13478, FY18 off-the-top funds for Planning		306,705
STP TMA - K# 13047, <i>Communities in Motion</i> Update - carry over	36,840	
STP TMA - K# 13048, On Board Transit Survey - carry over	56,255	
FHWA - SHRP2 Implementation Assistance Program - carry over	42,726	
STP TMA - K# 18948, Freight Study	301,145	
STP TMA - K# 18948, Freight Study - estimated carry over		120,600
Subtotal	743,670	427,305
OTHER REVENUE SOURCES		
Department of Environmental Quality	25,000	25,000
Ada County Air Quality Board	25,000	25,000
TREDIS Contribution		16,000
Idaho Transportation Department, I-84 Detour Plan	25,000	
Ada County Highway District, I-84 Detour Plan	50,000	
Jamar Refund for bike/ped counters	13,180	
Interest Income	4,000	5,000
Valley Regional Transit - State Street Grant (consultant costs)	404,000	
Valley Regional Transit - State Street Grant - estimated carry over		280,000
Subtotal	546,180	351,000
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,541,283	2,977,514
Draw From Fund Balance (Future Regional Orthophotography)	65,000	-
Draw From Fund Balance (CIM Implementation Grants)	63,919	50,000
Draw From Fund Balance (to fund revenue shortfall)	123,213	62,433
TOTAL REVENUE, ALL RESOURCES	3,793,415	3,089,947

EXPENSE	FY2017 Revision 2	FY2018 Draft
SALARY, FRINGE & CONTINGENCY		
Salary	1,302,171	1,256,562
Fringe	559,000	548,128
Salary Contingency (Overtime and Bonus)	20,000	20,000
Sick Time Trade	10,000	10,000
Subtotal	1,891,171	1,834,690
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	208,000	179,700
Subtotal	208,000	179,700
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring		600
653001, Communication and Education	66,800	42,929
661001, Long-Range Planning	27,000	61,500
661004, Freight	325,400	137,153
661005, Bicycles and Pedestrians	68,625	8,720
661007, Performance Measurement (SHRP2 grant funds)	67,727	
685001, Transportation Improvement Program	5,000	5,100
685002, Project Development Program	77,003	75,000
685004, CIM Implementation Grants	63,919	50,000
701001, General Membership Services		2,800
702001, Air Quality Outreach	45,455	45,455
720001, State Street Corridor	404,000	280,000
760001, Legislative Services	115,050	115,050
801001, Staff Development	40,000	40,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	25,000	10,000
838001, On-Board Transit Survey	56,868	
842001, Congestion Management Process	107,997	
860001, Geographic Information System Maintenance	41,700	52,300
990001, Direct Operations and Maintenance	154,700	146,950
Subtotal	1,694,244	1,075,557
TOTAL EXPENSE	3,793,415	3,089,947

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,793,415	3,089,947
LESS: TOTAL EXPENSES	3,793,415	3,089,947
REVENUE EXCESS/(DEFICIT)	0	0

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES				FEDERAL FUNDING SOURCES					MATCH, LOCAL & OTHER FUNDING			TOTAL FUNDING SOURCES	
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY18 CPG Ada County K# 13963	FY18 CPG Canyon County K# 13963	STP-TMA Off The Top K# 13478	STP-TMA Freight Study K# 18948	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue		Total Local & Other
601001 UPWP/Budget Development and Federal Assurances	135	95,443	-	95,443	43,244	15,194	30,000		88,437	7,005			7,005	95,443
601002 Certification Review	37	27,586	-	27,586	4,115	1,446	20,000		25,561	2,025			2,025	27,586
620001 Demographics and Growth Monitoring	71	45,959	600	46,559	9,725	3,417	30,000		43,142	3,417			3,417	46,559
620002 Development Monitoring	60	37,301	-	37,301	3,377	1,186	30,000		34,563	2,738			2,738	37,301
620003 Census 2020	63	38,109	-	38,109	3,931	1,381	30,000		35,312	2,797			2,797	38,109
653001 Communication and Education Long-Range Planning	229	130,107	42,929	173,036					-		173,036		173,036	173,036
661001 General Project Management	240	159,421	61,500	220,921	151,482	53,223			204,705	16,216			16,216	220,921
661003 Roadways	12	8,144	-	8,144	5,584	1,962			7,546	598			598	8,144
661004 Freight	12	8,144	137,153	145,297	16,934	5,950		120,600	143,484	1,812.75			1,813	145,297
661005 Bicycles/Pedestrians	131	63,293	8,720	72,013	49,378	17,349			66,727	5,286			5,286	72,013
661006 Public Transportation	86	54,723	-	54,723	37,523	13,184			50,707	4,017			4,017	54,723
661007 Performance Measurement	68	44,168	-	44,168	30,285	10,641			40,926	3,242			3,242	44,168
661008 Bike Counter Management Resource Development/Funding	69	30,531	-	30,531	20,935	7,356			28,290	2,241			2,241	30,531
685001 Transportation Improvement Program	466	273,599	5,100	278,699	139,299	48,943	70,000		258,242	20,456			20,456	278,699
685002 Project Development Program	51	33,356	75,000	108,356	22,872	8,036			30,908	2,448	75,000		77,448	108,356
685003 Grant Research and Development	101	63,012	-	63,012					-		63,012		63,012	63,012
685004 CIM Implementation Grants	19	12,895	50,000	62,895	8,842	3,107			11,948	946	50,000		50,946	62,895
TOTAL PROJECTS	1,850	1,125,791	381,002	1,506,793			210,000	120,600	1,070,499	75,246	361,048	-	436,294	1,506,793
701001 General Membership Services	79	49,679	2,800	52,479	35,984	12,643			48,627	3,852			3,852	52,479
702001 Air Quality Outreach	7	4,545	45,455	50,000					-		50,000		50,000	50,000
703001 General Public Services	13	7,113	-	7,113					-		7,113		7,113	7,113
705001 Transportation Liaison Services	50	35,763	-	35,763	24,522	8,616			33,138	2,625			2,625	35,763
720001 State Street Corridor	54	39,829	280,000	319,829	27,310	9,595			36,906	2,923	280,000		282,923	319,829
760001 Legislative Services	60	55,836	115,050	170,886					-		170,886		170,886	170,886
761001 Growth Incentives	3	2,288	-	2,288	2,120				2,120	168			168	2,288
TOTAL SERVICES	266	195,054	443,305	638,359			-	-	120,791	9,568	177,999	330,000	517,567	638,359
801001 Staff Development	139	86,926	40,000	126,926	87,031	30,578			117,610	9,316			9,316	126,926
820001 Committee Support	224	136,064	2,000	138,064	94,668	33,262			127,930	10,134			10,134	138,064
836001 Regional Travel Demand Model	155	105,192	10,000	115,192	56,786	19,952	30,000		106,737	8,455			8,455	115,192
842001 Congestion Management Process	57	38,684	-	38,684	4,325	1,520	30,000		35,844	2,839			2,839	38,684
860001 Geographic Information System Maintenance	562	326,679	52,300	378,979	108,092	38,723	36,705		183,520.36	14,537	180,921		195,459	378,979
TOTAL SYSTEM MAINTENANCE	1,137	693,545	104,300	797,845			96,705	-	571,642	45,282	180,921	-	226,204	797,845
990001 Direct Operations / Maintenance	-	-	146,950	146,950					-		125,950	21,000	146,950	146,950
991001 Support Services Labor	887	-	-	-					-		-	-	-	-
999001 Indirect Operations/Maintenance	-	-	-	-					-		-	-	-	-
TOTAL INDIRECT/OVERHEAD	887	-	146,950	146,950			-	-	-	-	125,950	21,000	146,950	146,950
GRAND TOTAL	4,140	2,014,390	1,075,557	3,089,947	988,364	347,263	306,705	120,600	1,762,932	130,096	845,919	351,000	1,327,015	3,089,947

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
REVENUE AND EXPENSE SUMMARY (total)**

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)	FY2019 CARRY- FORWARD
620001	Demographics and Growth Monitoring	600					600				
653001	Communication and Education	42,929	15,629			1,500		25,800			
661001	Long-Range Planning	61,500	40,000			500		21,000			
661004	Freight	137,153	137,153								
661005	Bicycles/Pedestrians	8,720		8,720							
685001	Transportation Improvement Program	5,100						5,100			
685002	Project Development Program	75,000	75,000								
685004	CIM Implementation Grants	50,000	50,000								
701001	General Membership Services	2,800	2,800								
702001	Air Quality Outreach	45,455	45,455								
720001	State Street Corridor	280,000	280,000								
760001	Legislative Services	115,050			18,000		11,100			85,950	
801001	Staff Development	40,000			40,000						
820001	Committee Support	2,000							2,000		
836001	Regional Travel Demand Model	10,000	10,000								
860001	Geographic Information System Maintenance	52,300		51,100			1,200				
990001	Direct Operations / Maintenance										
	New/replacement hardware and software	6,000		6,000							
	Transit network planning software	19,250		19,250							
	Tredis renewal	81,000		81,000							
	Cube renewal: Cube Land	20,100		20,100							
	Webinar series	1,600			1,600						
	Membership dues for COMPASS	12,000								12,000	
	Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL		1,075,557	656,037	186,170	59,600	2,000	12,900	51,900	9,000	97,950	-

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2017 Revision 2	FY2018 Draft
Professional Services	930	32,500	25,000
Equipment Repair / Maintenance	936	500	500
Travel / Education	940	1,500	1,500
Publications	943	1,500	1,000
Employee Professional Membership	945	7,000	8,000
Postage	950	1,000	1,500
Telephone	951	11,500	11,250
Building Maintenance and Reserve for Major Repairs	955	43,500	45,950
Printing	960	1,000	1,000
Advertising	962	2,000	1,000
Audit	970	16,000	16,000
Insurance	971	13,000	12,000
Legal Services	972	10,000	3,000
General Supplies	980	7,000	8,000
Computer Supplies	982	21,850	15,000
Computer Software / Maintenance	983	23,200	15,200
Commuting Incentive	990	450	400
Vehicle Maintenance	991	1,500	1,200
Utilities	992	10,500	10,500
Local Travel	993	1,000	1,500
Other / Miscellaneous	995	1,500	200
TOTAL		208,000	179,700

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2018 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING TEAM	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	46	30	3	56	135
601002	Certification Review	AL	10	18	9	-	37
620001	Demographics and Growth Monitoring	CM	-	64	7	-	71
620002	Development Monitoring	CM	-	50	10	-	60
620003	Census 2020	CM	-	55	8	-	63
653001	Communication and Education	AL	9	14	206	-	229
	Long-Range Planning	LI	-	-	-	-	-
661001	General Project Management	LI	12	156	72	-	240
661003	Roadways	LI	-	12	-	-	12
661004	Freight	LI	-	12	-	-	12
661005	Bicycles/Pedestrians	TL	-	125	6	-	131
661006	Public Transportation	DW	-	80	6	-	86
661007	Performance Measurement	CM	-	66	2	-	68
661008	Bike Counter Management	TL	-	69	-	-	69
	Resource Development/Funding	TT	-	-	-	-	-
685001	Transportation Improvement Program	TT	10	441	15	-	466
685002	Project Development Program	KP	-	51	-	-	51
685003	Grant Research and Development	KP	-	97	4	-	101
685004	CIM Implementation Grants	KP	-	19	-	-	19
TOTAL PROJECTS			87	1,359	348	56	1,850
701001	General Membership Services	LI	-	71	8	-	79
702001	Air Quality Outreach	AL	-	-	7	-	7
703001	General Public Services	AL	-	10	3	-	13
705001	Transportation Liaison Services	MS	12	25	13	-	50
720001	State Street Corridor	ML	18	33	3	-	54
760001	Legislative Services	MS	60	-	-	-	60
761001	Growth Incentives	MS	1	2	-	-	3
TOTAL SERVICES			91	141	34	-	266
801001	Staff Development	ML	9	98	22	10	139
820001	Committee Support	ML	14	83	12	115	224
836001	Regional Travel Demand Model	MW	-	155	-	-	155
842001	Congestion Management Process	HM	-	57	-	-	57
860001	Geographic Information System Maintenance	EA	-	542	20	-	562
TOTAL SYSTEM MAINTENANCE			23	935	54	125	1,137
TOTAL DIRECT			201	2,435	436	181	3,253
991001	Support Services Labor	ML	259	95	24	509	887
TOTAL INDIRECT/OVERHEAD			259	95	24	509	887
TOTAL LABOR			460	2,530	460	690	4,140

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FY2018 - Draft

WORKDAY ALLOCATION

PROGRAM NO.	601				CLASSIFICATION:	Project
TITLE:	UPWP Budget Development and Monitoring					
TASK / PROJECT DESCRIPTION:	Monitor and amend, as necessary, the FY2018 Unified Planning Work Program and Budget (UPWP) and related transportation grants for the metropolitan planning organization (MPO). Develop and obtain COMPASS Board approval for the FY2019 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	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.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
FY2018 UPWP						
Process and track revenues and expenditures for the FY2018 UPWP and related transportation grants						Ongoing
Process required state and local agreements and other required paperwork for transportation grants						As Needed
Process and obtain Board approval of FY2018 UPWP revisions						
Distribute revisions of the FY2018 UPWP to the Idaho Transportation Department for tracking purposes						As Needed
Distribute revisions of the FY2018 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval						As Needed
FY2019 UPWP Development						
Develop process and schedule for the FY2019 UPWP						Nov
Solicit membership input on possible transportation planning projects and associated needs for FY2019						Nov-Jan
Submit initial revenue assessment for FY2019 to the Finance Committee for input						Mar
Obtain Board approval on FY2019 General and Special membership dues						Apr
Present FY2019 UPWP						
Present draft FY2019 UPWP to Finance Committee for input and feedback						May
Present draft FY2019 UPWP to Finance Committee for approval						Jun
Submit FY2019 UPWP to Board for adoption						Aug
Submit and obtain approval from Federal Highway Administration of FY2019 UPWP						Aug
Distribute FY2019 UPWP to the Idaho Transportation Department and Federal Transit Administration						Aug
Track Federal requirements as related to Self-Certification						
Compliance with federal requirements						Ongoing
Quadrennial Certification Review						
Work with federal agencies to set up review						Mar
Host the Certification Review Team for the certification review						Apr
Receive final report and prepare necessary responses						Jul
Inform the COMPASS Board of the outcome of the certification review						Aug
Develop corrective action plan as necessary						Aug
Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan						
Document and prepare for Federal Certification Review						Ongoing
Monitor federal changes through the Federal Register						Ongoing
LEAD STAFF: Megan Larsen						
END PRODUCT: 1) FY2018 UPWP revisions; 2) FY2019 UPWP; 3) Self-Certification; and 4) Maximize funding opportunities.						
						Expense Summary
						Total Workdays: 172
						Salary \$ 78,577
						Fringe 33,477
						Overhead 10,975
						Total Labor Cost: \$ 123,029
ESTIMATED DATE OF COMPLETION: September-2018						
Funding Sources					Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K13496				-	Federal Highway Administration	
CPG, K13963	47,359	16,640		63,999	Federal Transit Administration	
STP-TMA, K12478			50,000	50,000		
STP-TMA, K18948						
Local	6,682	2,348		9,029		
				-		
Total:	\$ 54,041	\$ 18,988	\$ 50,000	123,029		
						Total Direct Cost: \$ -
						Total Cost: \$ 123,029
						601

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PROGRAM NO.	620				CLASSIFICATION:	Project	
TITLE:	Demographics and Growth Monitoring						
TASK / PROJECT DESCRIPTION:	To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, Census 2020 preparation work, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses 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, land use allocation demonstration modeling, and other analyses, and is an often requested member service; 4) Development review enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> ; and 5) Census preparation enables the most accurate counts during the 2020 Census, enables local governments to receive a variety of federal program funds, and provides key demographic data.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.322 (f) -- Long range plans require valid forecasts of future demand for transportation services that are based on existing conditions that can be included in the travel demand model. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...." Tasks are included to complete the following <i>Communities in Motion</i> 2040 tasks: 1.1.1.a. Annually monitor local land use plans and transportation agencies subarea and corridor plans; identify gaps in meeting goals of linking land use and transportation. 2.1.1.c. Annually compile a development monitoring report.						
FY2018 BENCHMARKS							
MILESTONES / PRODUCTS							
Population and Employment Estimates							
Data collection and geocoding of building permits Complete 2017 Employment data Complete 2017 Development Monitoring Report Complete 2018 population estimates and receive Board acceptance							Ongoing Oct-Dec March April
Census Liaison/Clearinghouse							
Integrate Census data in related projects Complete the Census Boundary and Annexation Survey (BAS) Complete Local Update of Census Addresses (LUCA) Develop stakeholder workplan and communications plan for the preparation for 2020 Census.							Ongoing March Summer Summer
Development Review							
Provide development and policy reviews and checklists							Ongoing
Development Tracking and Reconciliation							
Update preliminary plat files and other entitled development Conduct reconciliation and report to workgroup/committee							Ongoing September
Demographics Support							
Integrate Census data in related projects Respond to member requests for census data							Ongoing Ongoing
LEAD STAFF: Carl Miller					Expense Summary		
END PRODUCT: Seven products: 1) 2018 Population estimates by jurisdiction; 2) 2017 Employment estimates by jurisdiction; 3) Census 2020 support work including technical work (BAS and LUCA); 5) Census 2020 outreach; 6) An improved development review checklist and demographic data for local land use support; and 7) Annual reconciliation of the CIM 2040 Vision with entitled developments.					Total Workdays: 194		
					Salary		\$ 77,517
					Fringe		33,026
					Overhead		10,827
					Total Labor Cost: \$ 121,369		
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES: \$ -		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K13496				-			
CPG, K13963	17,033	5,984		23,017			
STP-TMA, K12478			90,000	90,000			
STP-TMA, K18948				-			
Local	6,624	2,328		8,952			
				-			
Total:	\$ 23,657	\$ 8,312	\$ 90,000	121,969			
					620	Total Cost: \$ 121,969	

PROGRAM NO.	653			CLASSIFICATION:	Project		
TITLE:	Communication and Education						
TASK / PROJECT DESCRIPTION:	The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include, but are not limited to, 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; managing COMPASS' social media channels; supporting the Public Participation Workgroup; and representing COMPASS at open houses and other events.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., Regional Transportation Improvement Program, regional long-range transportation plan [<i>Communities in Motion</i>]) 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.						
FY2018 BENCHMARKS							
MILESTONES / PRODUCTS							
General							
Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases					Ongoing		
Support work of Public Participation Workgroup					Ongoing		
Provide outreach/public speaking support and training to staff					Ongoing		
Conduct annual update of social media audit					October		
Update and solicit public comment on Integrated Communication Plan					Oct - Jun		
Develop tools such as electronic and print materials designed for most effective means of communication							
Maintain and enhance COMPASS social media channels					Ongoing		
Continually update COMPASS website to keep content up to date; continue to track COMPASS website traffic					Ongoing		
Develop FY2018 annual report					Jul-Sep		
Write and distribute monthly update handout					Ongoing		
Write and distribute monthly Keeping Up With COMPASS newsletter					Ongoing		
Use results of FY2015 random household survey to evaluate success and continually improve programs					Ongoing		
Update/develop other print materials as appropriate					Ongoing		
Education and community outreach							
Develop and implement FY2018 public education series to include a minimum of three speakers					Jan - Sep		
Support and collaborate with other agencies' outreach and education efforts and programs					Ongoing		
Participate in community events to share planning-related information					Ongoing		
Attend/support member agencies at public meetings					Ongoing		
Manage/support <i>Leadership in Motion</i> awards program					Aug - Dec		
Plan and host annual "COMPASS 101" workshop					Jan - Feb		
Sponsor "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department)					Mar - Jun		
Transportation Funding Outreach Campaign ("Don't Let the Treasure Valley Fall through the Cracks")							
Promote the need for increased transportation funding/funding options through earned media, social media, etc.					Ongoing		
Access Management Brochure for Businesses							
Augment access management brochure developed in FY2017 with a more detailed booklet (tentative - pending recommendation from RTAC subcommittee)					Oct - Dec		
LEAD STAFF:	Amy Luft				Expense Summary		
END PRODUCT:	Public involvement in, and understanding of, transportation planning and related issues.						
					Total Workdays: 229		
					Salary \$ 83,098		
					Fringe 35,403		
					Overhead 11,607		
					Total Labor Cost: \$ 130,107		
ESTIMATED DATE OF COMPLETION:				September-2018			
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Highway Districts	DIRECT EXPENDITURES: Professional Services \$ 15,629 Legal / Lobbying Equipment Purchases Travel / Education Printing 1,500 Public Involvement 25,800 Meeting Support Other	
CPG, K13496				\$ -	Member Agencies		
CPG, K13963					Federal Highways Administration		
STP-TMA, K12478					Idaho Transportation Department		
STP-TMA, K18948					Valley Regional Transit		
Local			173,036	173,036	Department of Environmental Quality		
				-	Ada County Air Quality Board		
Total:	\$ -	\$ -		\$ 173,036			
					Total Direct Cost: \$ 42,929		
					653 Total Cost: \$ 173,036		

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PROGRAM NO.		661		CLASSIFICATION:		Project	
TITLE:		Long Range Planning					
TASK / PROJECT DESCRIPTION:		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 support for the adopted long-range transportation plan and ongoing long-range planning activities.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		<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 help achieve the regional (CIM) goals.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		Federal Code 23 CFR § 450 "Fixing America's Surface Transportation Act" (FAST Act) 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.					
FY2018 BENCHMARKS							
MILESTONES / PRODUCTS							
661001 General Project Management							
Develop funded/unfunded project list							Nov
Solicit public feedback on funded/unfunded projects							Mar
Evaluate potential long-term air quality impacts							June
Analyze consequences of significant unfunded long-term needs							June
Research additional funding mechanisms and develop funding plan							June
Complete draft plan and supporting documents							June
Solicit public feedback on draft plan							Aug
661003 Roadways							
Integrate Congestion Management Process							Feb
Develop plan to implement Travel Demand Management Strategies							Sep
Update functional classification map							Apr
661004 Freight							
Administer Freight Study consultant contract							Mar
Work with Freight Advisory Workgroup to prioritize and implement study findings							Sep
Host Freight and Land Use workshop							Sep
661005 Bicycle and Pedestrian							
Stakeholder Coordination: Active Transportation Workgroup, support local municipality bicycle and pedestrian committees/FACTS							Sep
Planning, analysis, and decision support							Sep
Continue Rail With Trail project							Sep
Bicycle and pedestrian forecasting tool creation							Sep
Data collection: bike/pedestrian counting program							Sep
Potential additional projects pending resource development funding							Sep
661006 Public Transportation							
Establish a phasing approach for public transportation including a prioritized list of investments							Nov
Develop cost estimates for each phase (Remix)							Jan
Develop prioritized premium service implementation plan							Apr
Develop priority stop analysis for first/last mile bike/pedestrian connections							Apr
Transit oriented development/Infill analysis							Sep
661007 Performance Measurement							
Integrate federal requirements; develop targets							Aug
Include performance data about packages of projects to help guide investment decisions							Jan
Provide relevant performance information to stakeholders and decision makers							Sep
661008 Bike Counter Management							
Install additional portable counters, manage program with member agencies							Oct-Sept
Update Strava data							
Manage permanent counter program							
LEAD STAFF: Liisa Itkonen							
END PRODUCT: Completed draft of <i>Communities in Motion 2040 2.0</i> ; Regional Bicycle and Pedestrian Plan; completed Freight Study.							
							Expense Summary
							Total Workdays: 618
							Salary \$ 235,309
							Fringe 100,252
							Overhead 32,867
							Total Labor Cost: 368,424
ESTIMATED DATE OF COMPLETION: September-2018							DIRECT EXPENDITURES:
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K13496				\$ -	ITD		
CPG, K13963	312,121	109,665		421,786	FHWA		
STP-TMA, K12478				-	FTA		
STP-TMA, K18948			120,600	120,600			
Local	24,724	8,687		33,411			
				-			
Total:	\$ 336,845	\$ 118,352	\$ 120,600	\$ 575,797			
							Professional Services \$ 177,153
							Legal / Lobbying
							Equipment Purchases 8,720
							Travel / Education
							Printing 500
							Public Involvement 21,000
							Meeting Support
							Other
							Total Direct Cost: \$ 207,373
							661 Total Cost: \$ 575,797

PROGRAM NO.	685			CLASSIFICATION:	Project
TITLE:	Resource Development/Funding				
TASK / PROJECT DESCRIPTION:	Develop a FY2019-2023 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 FY2018-2022 TIP. COMPASS 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. Grant research, development and grant administration is expected to secure additional funding into the region. COMPASS will award CIM Implementation Grants to member agencies after appropriate outreach, prioritization and contract due diligence.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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 the delivery of funded projects on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects meet deadlines and do not lose federal funding through project monitoring and committee participation.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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, Communities in Motion 2040, and the annual Transportation Improvement Program (TIP). Under 12 CFR § 450.306 and 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 a Transportation Management Area (TMA). The TIP is required to be updated 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 Federal Certification Review.				
FY2018 BENCHMARKS					
MILESTONES / PRODUCTS					
685001 Transportation Improvement Program Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate prioritization of project applications Assign projects to funding programs Research ways to automate application process Rank applications Develop the final FY2019-2023 Regional Transportation Improvement Program Monitor and track FY2018-2022 Regional Transportation Improvement Program Provide assistance to Valley Regional Transit (VRT)					Oct-Sept
685002 Project Development Program Identify unfunded projects needing development Select projects for program Select/contract with/manage consultants Manage project development teams Review/revise, approve, and disseminate reports					Oct-Sept
685003 Grant Research and Development Ensure unfunded member needs list remains current Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with writing grant applications - TIGER, FASTLANE, CDBG, etc. Update annual Resource Development Plan					Oct-Sept
685004 CIM Implementation Grants Facilitate prioritization of applications Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget					Oct-Sept
LEAD STAFF: Toni Tisdale				Expense Summary	
END PRODUCT: Pre-Concept reports including purpose and need statement; public involvement plan environmental scan; planning level design sketches of early alternatives, and cost estimates. Grant applications. CIM Implementation Grants/Member Projects. Track and monitor the current-year TIP and develop the TIP update. Annual Resource Development Plan.				Total Workdays: 637	
				Salary \$ 244,529	
				Fringe 104,180	
				Overhead 34,155	
				Total Labor Cost: \$ 382,861	
ESTIMATED DATE OF COMPLETION: September-2018				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K13496				\$ -	
CPG, K13963	171,013	60,085		231,098	
STP-TMA, K12478				-	
STP-TMA, K13478			70,000	70,000	
STP-TMA, K18948					
Local	17,650	6,201		23,851	
			188,012	188,012	
Total:	\$ 188,663	\$ 66,286	\$ 258,012	\$ 512,961	
				685	Total Cost: \$ 512,961

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PROGRAM NO.	702			CLASSIFICATION:	Service
TITLE:	Air Quality Outreach				
TASK / PROJECT DESCRIPTION:	The Air Quality Outreach program supports 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 cover the airing of television and radio public service announcements, and assisting in obtaining related earned media exposure as appropriate.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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 <u>to fund an air quality public awareness and outreach program.</u> (http://www.legislature.idaho.gov/idstat/Title39/T39CH1SECT39-116B.htm).				
FY2018 BENCHMARKS					
MILESTONES / PRODUCTS					
Public Service Announcements Work with service provider to purchase radio and television air time for public service announcements, and assist in obtaining related earned media exposure as appropriate.					Ongoing
LEAD STAFF: Amy Luft					Expense Summary
END PRODUCT: 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: 7
					Salary \$ 2,903
					Fringe 1,237
					Overhead 405
					Total Labor Cost: \$ 4,545
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Department of Environmental Quality
CPG, K13496				\$ -	Ada County Air Quality Board
CPG, K13963					
STP-TMA, K12478					
STP-TMA, K18948			50,000	-	
Local				50,000	
Total:	\$ -	\$ -		\$ 50,000	
					Total Direct Cost: \$ 45,455
					702 Total Cost: \$ 50,000

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PROGRAM NO.	703			CLASSIFICATION:	Service	
TITLE:	General Public Services					
TASK / PROJECT DESCRIPTION:	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 are not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	COMPASS responds to questions from the public and 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.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of services to the public. However, these services support COMPASS' vision, mission, roles, and values, including: "...serve as a source of information and expertise..." (COMPASS Mission), "serve as the regional technical resource..." (Role #3 Expert), and "perform and share quality analyses" (Role #3 Expert).					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
Provide assistance to public and non-member entities, as requested, in the areas of:					Ongoing	
Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling Demographic, development, and related information Traffic counts and related information Other general requests for information						
LEAD STAFF:	Amy Luft				Expense Summary	
END PRODUCT:	Information assistance to the general public.				Total Workdays: 13	
					Salary \$ 4,543	
					Fringe 1,936	
					Overhead 635	
					Total Labor Cost: \$ 7,113	
ESTIMATED DATE OF COMPLETION:				September-2018		
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies DIRECT EXPENDITURES: \$ - Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ -	
CPG, K13496				\$ -		
CPG, K13963						
STP-TMA, K12478						
STP-TMA, K18948				7,113		
Local				-		
Total:	\$ -	\$ -		\$ 7,113	703	Total Cost: \$ 7,113

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PROGRAM NO.	705	CLASSIFICATION:	Service
TITLE:	Transportation Liaison Services		
TASK / PROJECT DESCRIPTION:	To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Transportation liaison services ensure staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require COMPASS Board approval of a new work program.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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.		

FY2018 BENCHMARKS **MILESTONES / PRODUCTS**

Attend member agency meetings and coordinate transportation-related planning activities with member agencies	Ongoing
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LEAD STAFF: Matt Stoll	Expense Summary
END PRODUCT: Ongoing staff liaison role to member agencies.	
	Total Workdays: 50
	Salary \$ 22,841
	Fringe 9,731
	Overhead 3,190
	Total Labor Cost: \$ 35,763

ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES: Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		Member Agencies
CPG, K13496				\$ -		
CPG, K13963 STP-TMA, K12478	24,522	8,616		33,138		
STP-TMA, K18948 Local	1,943	683		2,625		
Total:	\$ 26,465	\$ 9,299		\$ 35,763		
						Total Direct Cost: \$ -
						705 Total Cost: \$ 35,763

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PROGRAM NO.	720			CLASSIFICATION:	Service
TITLE:	State Street Corridor				
TASK / PROJECT DESCRIPTION:	Multi-year cooperative project with member agencies along State Street to advance studies, plans, development, and transit and roadway improvements in the corridor. COMPASS' role is project coordinator providing general support including development and technical assistance on the multi-jurisdictional MOU as well as providing project management for the consultant contract funded by the FTA transit-oriented, land use development grant.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	State Street is a regionally significant corridor and the only east-west route between the two counties north of the Boise River. A multi-jurisdictional State Street Traffic and Transit Operational Plan (TTOP) has been adopted and is being implemented, requiring ongoing technical assistance. The corridor is identified in <i>Communities in Motion 2040</i> as a future high capacity transit corridor. The various tasks in the project are orchestrated to help ensure the viability of transportation through the corridor and protect existing neighborhoods and communities in the future.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR 450.318 -- The tasks fulfill FHWA and FTA goals and direction by focusing on linking traffic, transit, and land development in a stronger relationship than has been done previously in the Treasure Valley. Long-term changes in the corridor are included in <i>Communities in Motion</i> .				
FY2018 BENCHMARKS					
MILESTONES / PRODUCTS					
Project Coordination Facilitate meetings and communications of State Street Coordinating Committee as needed Assist agencies to implement Transit and Traffic Operations Plan (TTOP) Provide project management for consultant contract and project management team (PMT) for transit oriented development plan					Ongoing
					Jun 2017 to Sep 2018
LEAD STAFF: Megan Larsen					Expense Summary
END PRODUCT: Final State Street Transit Oriented Development Vision Plan.					Total Workdays: 54
					Salary \$ 25,438
					Fringe 10,838
					Overhead 3,553
					Total Labor Cost: \$ 39,829
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Ada County Member Agencies
CPG, K13496				\$ -	Professional Services \$ 280,000
CPG, K13963	27,310	9,595		36,905	Legal / Lobbying
STP-TMA, K12478					Equipment Purchases
STP-TMA, K18948					Travel / Education
Local	2,164	760	280,000	282,924	Printing
				-	Public Involvement
				-	Meeting Support
Total:	\$ 29,474	\$ 10,355	\$ 280,000	\$ 319,829	Total Direct Cost: \$ 280,000
					720 Total Cost: \$ 319,829

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PROGRAM NO.	760			CLASSIFICATION:	Service	
TITLE:	Legislative Services					
TASK / PROJECT DESCRIPTION:	Work with and manage the contract for legislative services. Identify, review, monitor, advocate and report to the COMPASS Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
Federal Legislative Priorities Work with COMPASS 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	
State Legislative Priorities Work with Executive Committee to identify possible priorities and position statements for FY2018 legislative session Obtain Board endorsement of FY2018 legislative priorities Educate and advocate on FY2018 legislative priorities Evaluate possible legislative priorities for FY2018 legislative session					Oct-Nov Nov-Dec Dec-Apr May-Sep	
LEAD STAFF: Matt Stoll					Expense Summary	
END PRODUCT: An effective advocacy program for legislative issues and positions that have been approved by the Board.					Total Workdays: 60	
					Salary	\$ 35,662
					Fringe	15,194
					Overhead	4,981
					Total Labor Cost:	\$ 55,836
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K13496				\$ -		
CPG, K13963						
STP-TMA, K12478						
STP-TMA, K18948			170,886	\$ 170,886		
Local				-		
Total:	\$ -	\$ -	\$ 170,886	\$ 170,886	760	Total Cost: \$ 170,886

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PROGRAM NO.	761			CLASSIFICATION:	Service
TITLE:	Growth Incentives				
TASK / PROJECT DESCRIPTION:	Provides assistance to COMPASS members, by evaluating growth incentive policies, reviewing best practices with stakeholders, and reporting to relevant committee.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	This service promotes 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.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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."				
FY2018 BENCHMARKS					
MILESTONES / PRODUCTS					
Administration Facilitate required annual meeting of Blueprint for Good Growth					April
Policy Analysis Evaluate growth incentive policies (best practices, legal requirements) as directed by relevant committee Report to workgroup/committee and identify pilot study					As needed As needed
LEAD STAFF: Matt Stoll				Expense Summary	
END PRODUCT: Blueprint for Good Growth annual meeting. The policy analysis, if requested, would work with 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.				Total Workdays: 3	
				Salary \$ 1,461	
				Fringe 623	
				Overhead 204	
				Total Labor Cost: \$ 2,288	
ESTIMATED DATE OF COMPLETION: September-2018				DIRECT EXPENDITURES:	
Funding Sources			Participating Agencies		
	Ada	Canyon	Special	Total	Ada County Member Agencies Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
CPG, K13496			\$ -		
CPG, K13963	2,120		2,120		
STP-TMA, K12478					
STP-TMA, K18948	168		168		
Local			-		
Total:	\$ 2,288	\$ -		\$ 2,288	Total Direct Cost: \$ -
				761	Total Cost: \$ 2,288

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PROGRAM NO.	801			CLASSIFICATION:	System Maintenance		
TITLE:	Staff Development						
TASK / PROJECT DESCRIPTION:	To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies and best practices and activities nationally.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The activities of this 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.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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.						
FY2018 BENCHMARKS							
MILESTONES / PRODUCTS							
Staff training and development						Ongoing	
LEAD STAFF: Megan Larsen							
END PRODUCT: Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.						Expense Summary	
						Total Workdays:	139
						Salary	\$ 55,519
						Fringe	23,653
						Overhead	7,755
						Total Labor Cost:	\$ 86,926
ESTIMATED DATE OF COMPLETION:				September-2018			
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Federal Highway Administration Federal Transit Administration		
CPG, K13496				-			
CPG, K13963	87,032	30,578		117,610			
STP-TMA, K12478							
STP-TMA, K18948							
Local	6,894	2,422		9,316			
				-			
Total:	\$ 93,926	\$ 33,000		\$ 126,926			
						801	Total Cost: \$ 126,926

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PROGRAM NO.	820			CLASSIFICATION:	System Maintenance	
TITLE:	Committee Support					
TASK / PROJECT DESCRIPTION:	To provide support to the COMPASS 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.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						Ongoing
Provide meeting coordination, materials, and follow-up to the Board, standing committees and workgroups.						
LEAD STAFF: Megan Larsen					Expense Summary	
END PRODUCT: Ongoing support of committees to promote involvement and communication.					Total Workdays: 224	
					Salary \$ 86,903	
					Fringe 37,024	
					Overhead 12,138	
					Total Labor Cost: \$ 136,064	
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K13496				\$ -	Professional Services \$ -	
CPG, K13963	94,668	33,262		127,930	Legal / Lobbying	
STP-TMA, K12478					Equipment Purchases	
					Travel / Education	
STP-TMA, K18948					Printing	
Local	7,499	2,635		10,134	Public Involvement	
					Meeting Support 2,000	
					Other	
Total:	\$ 102,167	\$ 35,897		\$ 138,064	Total Direct Cost: \$ 2,000	
					820	Total Cost: \$ 138,064

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PROGRAM NO.	836			CLASSIFICATION:	System Maintenance	
TITLE:	Technical Support: Regional Travel Demand Model					
TASK / PROJECT DESCRIPTION:	Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. It also provides vital information for the required process of air quality conformity demonstration and all benefit-cost evaluations.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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 proposed developments and traffic impact studies, provide area of influence, and respond to various special member requests.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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...."					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
Key Elements						
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 the Transportation Economic Development Impact System (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					Apr - Jul	
Provide project and program evaluations using TREDIS for grant applications and ITD's Strategic Initiatives					Dec - Mar	
Reconcile demographic data and integrate in the current and forecast years of the regional model					Feb - Mar	
CIM 2040 2.0 support						
Use the regional travel demand model to conduct evaluations for various transportation packages					Oct-Apr	
Update planning functional classification map					Nov - Feb	
Complete air quality conformity demonstration (also supports TIP)						
Special Tasks and Model Improvements						
Finish calibrating AM peak model					Jun - Sept	
Document model refinements as addendums to the completed calibration report					Jun - Sept	
Develop scripts to more efficiently provide model output data for performance based planning efforts					Ongoing	
Provide technical assistance to City of Nampa for the update of the Master Transportation Plan					Oct - Jan	
Provide technical analysis on unexpected member agency requests					Ongoing	
Continue to expand the data foundation task to implement it into other data sources					Ongoing	
Complete the process to efficiently and more timely process ACHD and ITD traffic counts into the master database					Oct - Dec	
Complete the land use model testing and final recommendation					Oct - Jan	
LEAD STAFF:	MaryAnn Waldinger				Expense Summary	
END PRODUCT:	Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					
					Total Workdays:	155
					Salary	\$ 67,185
					Fringe	28,624
					Overhead	9,384
					Total Labor Cost:	\$ 105,192
ESTIMATED DATE OF COMPLETION:					September-2019	
Funding Sources					Participating Agencies	
	Ada	Canyon	Special	Total	Highway Districts	
CPG, K13496				\$ -	Member Agencies	
CPG, K13963	56,786	19,952		76,738	Federal Highways Administration	
STP-TMA, K12478			30,000	30,000	Idaho Transportation Department	
STP-TMA, K18948					Valley Regional Transit	
Local	6,257	2,197		8,454	Department of Environmental Quality	
				-		
Total:	\$ 63,043	\$ 22,149	\$ 30,000	\$ 115,192		
					836	Total Cost: \$ 115,192

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PROGRAM NO.	842			CLASSIFICATION:	System Maintenance	
TITLE:	Congestion Management Process					
TASK / PROJECT DESCRIPTION:	Maintain a functional congestion management system (CMS) 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. Develop strategy for congestion management data collection.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Provides annual CMS report of the congestion levels on major corridors that compares previous year results, and explains the reason for the change. Typically, reason for change is 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.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.320 -- Congestion Management Process is one of the Planning Factors and required in Transportation Management Areas (TMA). COMPASS has 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. This process and its results have been integrated into the transportation improvement program prioritization process. Travel time data collection and a data management plan is also required for MPOs in new federal legislation. 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.					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
CMS Report and Travel Time Data Collection						
Complete a summary of the CMS "floating car" travel time data collection effort from 2003 - 2016						Dec-Jan
New Travel Time Data Source and Process						
Build a process to join the raw NPMRDS travel time data to the NPMRDS shapefile						Oct-Dec
Build the link between the NPMRDS attributes (TMC and LinkID) to the COMPASS PMID system						Oct-Dec
Run basic analysis of the NPMRDS data (2014 to currently available)						Oct-Dec
Compare the NPMRDS data to historical COMPASS floating car travel time data						Jan-Feb
Identify concerns or issues with the NPMRDS data and develop protocols to address these issues (low volume roads with little or no data)						Jan-Feb
Set up a process to match accident log data (from State Comm or ACHD) to the crash data and NPMRDS travel time data to evaluate system performance, recovery times and non-reoccurring congestion (supports CIM, performance reporting and performance-based planning)						Feb-May
Set up process to match NPMRDS data with building permit activity and permanent traffic count sites						Feb-May
Set up process to calculate average speed using the NPMRDS data and consider using it for input speeds in the mode (supports travel demand model)						Jun-Aug
Continue to coordinate with ITD HQ staff on downloading the raw NPMRDS data						Ongoing
Identify roadways not covered by the NPMRDS data and determine if travel time data are necessary						Oct-Dec
If so, collect travel time data using floating car method						Ongoing
ITS Inventory and Online Detour Routes						
Complete the 2017 ITS inventory and detour routes in GIS						Oct-Aug
Set up a process and access to select member agencies to update their ITS inventory						Oct-Aug
Set up a review process of these changes before making them official						Oct-Aug
Set up a process to display long term construction projects from ACHD and 511 in the detour route on line map						
LEAD STAFF: Mary Ann Waldinger					Expense Summary	
END PRODUCT: Update of the Congestion Management Process and 2018 travel time data collection, analysis and report.					Total Workdays: 57	
					Salary \$ 24,707	
					Fringe 10,526	
					Overhead 3,451	
					Total Labor Cost: \$ 38,684	
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Highway Districts	Professional Services \$ -
CPG, K13496				\$ -	Member Agencies	Legal / Lobbying
CPG, K13963	4,325	1,520		5,845	Federal Highways Administration	Equipment Purchases
STP-TMA, K12478			30,000	30,000		Travel / Education
						Printing
STP-TMA, K18948				-		Public Involvement
Local	2,101	738		2,839		Meeting Support
						Other
Total:	\$ 6,426	\$ 2,258	\$ 30,000	\$ 38,684		Total Direct Cost: \$ -
					842	Total Cost: \$ 38,684

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PROGRAM NO.	860	CLASSIFICATION:	System Maintenance			
TITLE:	Geographical Information System Maintenance (GIS)					
TASK / PROJECT DESCRIPTION:	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.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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 Workgroup (RGAW) to create regional data that can be used for many purposes.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	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..."					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
<u>Provide GIS Data Maintenance and Support for COMPASS Projects.</u> Data analysis, ped count analysis, and crash analysis Enterprise database creation Data integration GIS Technology					Ongoing	
<u>Provide CommunityViz Maintenance and Support for COMPASS and member agency projects.</u>					As Needed	
<u>GIS Cooperation</u> Continue participation in the Canyon Spatial Data Cooperative (SDC) and Ada County Special Interest Group (SIG) meetings					Quarterly/as needed	
<u>Regional Geographic Advisory Committee</u> Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data					Quarterly/as needed	
<u>Regional Data Center</u> Expand and maintain authoritative regional GIS data COMPASS staff will conduct data accuracy checks and metadata on regional data sets					Ongoing	
<u>CIM</u> Update planning functional classification map Interactive Document/maps Database and dashboard/reporting development					Nov - Feb	
<u>TIP</u> Data integration support Reporting support					Ongoing Ongoing	
<u>Orthophotography</u> Provide orthophotography data to private sector as needed Continue to plan for future orthophotography acquisition and funding					Ongoing Ongoing	
LEAD STAFF: Eric Adolfsen					Expense Summary	
END PRODUCT: 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible.						
Total Workdays: 562						
Salary \$ 208,647 Fringe 88,893 Overhead 29,143 Total Labor Cost: \$ 326,679						
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES: Professional Services \$ - Legal / Lobbying Equipment Purchases 51,100 Travel / Education Printing Public Involvement Meeting Support Other 1,200 Total Direct Cost: \$ 52,300 860 Total Cost: \$ 378,979	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total		All Member Agencies
CPG, K13496				\$ -		
CPG, K13963	108,093	38,723		146,816		
STP-TMA, K12478			36,705	36,705		
STP-TMA, K18948						
Local	10,757	3,780	180,921	195,458		
Total:	\$ 118,850	\$ 42,503	\$ 217,626	\$ 378,979		

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PROGRAM NO.	990			CLASSIFICATION:	Indirect / Overhead
TITLE:	Direct Operations & Maintenance				
TASK / PROJECT DESCRIPTION:	To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.				
FY2018 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide local dollars for expenditures not federally funded					Ongoing
LEAD STAFF: Megan Larsen					
END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.					Expense Summary
					Total Workdays: 0
					Salary \$ -
					Fringe -
					Overhead -
					Total Labor Cost: \$ -
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K13496				\$ -	
CPG, K13963					
STP-TMA, K12478					
STP-TMA, K18948			146,950	146,950	
Local				-	
Total:	\$ -	\$ -		\$ 146,950	
					Total Direct Cost: \$ 146,950
					990 Total Cost: \$ 146,950

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PROGRAM NO.	991			CLASSIFICATION:	Indirect / Overhead	
TITLE:	Support Services Labor					
TASK / PROJECT DESCRIPTION:	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.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	<p>The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.</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 allow indirect costs as outlined in the agreement.</p>					
FY2018 BENCHMARKS						
MILESTONES / PRODUCTS						
General Administration Review standing agreements Update COMPASS operational policies as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2018 benefit options Financial Management Close FY2017 financial records and begin FY2018 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 Information Technology 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					Aug As needed Ongoing Ongoing As needed As needed As needed As needed Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	
LEAD STAFF: Megan Larsen					Expense Summary	
END PRODUCT: An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.					Total Workdays: 887	
					Salary \$ -	
					Fringe -	
					Overhead -	
					Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION: September-2018					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ -
	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying
CPG, K13496				\$ -	Idaho Transportation Department	Equipment Purchases
CPG, K13963				-		Travel / Education
STP-TMA, K12478						Printing
STP-TMA, K18948						Public Involvement
Local				-		Meeting Support
						Other
Total:	\$ -	\$ -		\$ -		Total Direct Cost: \$ -
					991	Total Cost: \$ -

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