



**FINANCE COMMITTEE MEETING
JULY 16, 2020 — 12:00 PM
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO**

ZOOM CONFERENCE CALL

Facebook Live Streaming - <https://www.facebook.com/COMPASSIdaho>

Committee members are encouraged to participate in the meeting via Zoom conference call.

Others may watch the meeting via Live Streaming on Facebook. The 2nd floor conference room is open for in-person attendance, but has limited capacity for physical distancing; for the health and safety of all participants, virtual participation is encouraged. In-person attendees are asked to maintain physical distance and are required to wear a mask at all times in the COMPASS building.

Individuals that intend to attend the meeting in person should RSVP to Morgan Andrus at mandrus@compassidaho.org or 208-855-2558.

Written comments may be submitted by email to info@compassidaho.org. Comments can also be left by voicemail. Please call 208-475-2229 to record comments. Commenters must provide their name for the record. Comments identified by name that are received by 10:00 am on July 16, 2020, will be provided to the Committee members and read into the record during the meeting.

**** AGENDA ****

I. CALL TO ORDER

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 3 *A. Approve June 18, 2020, Finance Committee Meeting Minutes

IV. INFORMATION/DISCUSSION ITEM

Page 5 *A. Review Report of Disbursements Made in the Reporting Period

V. ACTION ITEM

Page 7 *A. Recommend COMPASS Board of Directors' Approval of the FY2021 Unified Planning Work Program and Budget (UPWP)

VI. OTHER

A. Next Meeting: AUGUST 27, 2020

VII. ADJOURNMENT

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

Those needing assistance with COMPASS events or materials, or needing materials in alternate formats, please call 475-2229 with 48 hours advance notice.

Si necesita asistencia con una junta de COMPASS, o necesita un documento en otro formato, por favor llame al 475-2229 con 48 horas de anticipación.

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FINANCE COMMITTEE AGENDA ITEM III-A

Date: July 16, 2020

**FINANCE COMMITTEE MEETING
JUNE 18, 2020
ZOOM CONFERENCE CALL**

****MINUTES****

ATTENDEES: Jay Gibbons, Commissioner, Canyon Highway District #4, via telephone
Debbie Kling, Mayor, City of Nampa, **Chair**, via telephone
Diana Lachiondo, Commissioner, Ada County, via telephone
Mary May, Commissioner, Ada County Highway District, via telephone
Garret Nancolas, Mayor, City of Caldwell, **Vice Chair**, via telephone
Holli Woodings, Councilmember, Boise, via telephone

MEMBERS ABSENT: Pam White, Commissioner, Canyon County

OTHERS PRESENT: Morgan Andrus, Community Planning Association, via telephone
Keith Holmes, Community Planning Association, via telephone
Liisa Itkonen, Community Planning Association, via telephone
Meg Larsen, Community Planning Association, via telephone
Matt Stoll, Community Planning Association, via telephone

CALL TO ORDER:

Acting Chair Matt Stoll called the meeting to order at 12:02 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

A. Approve March 19, 2020, Finance Committee Meeting Minutes

Jay Gibbons moved and Mary May seconded approval of the Consent Agenda as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEMS

A. Review Report of Disbursements Made in the Reporting Period

The Report of Disbursements made in the reporting period March 10, 2020 to June 10, 2020, was provided in the packet for information.

B. Review Draft FY2021 Unified Planning Work Program and Budget (UPWP)

Meg Larsen reviewed the draft FY2021 UPWP and the committee suggested changes to budgeted salaries and benefits. Item will be brought back for recommendation at the July 16, 2020, meeting.

ACTION ITEM

B. Approve Variance Report for October 1, 2019 – March 31, 2020

Meg Larsen presented the October 1, 2019 – March 31, 2020, variance report.

After discussion, **Garret Nancolas moved and Debbie Kling seconded approval of the October 1, 2019 to March 31, 2020, variance report as presented. Motion passed unanimously.**

ADJOURNMENT

Acting Chair Matt Stoll adjourned the meeting at 1:15 p.m.

Approved this 16th day of July 2020.

**By: _____
Debbie Kling, Chair**

Attest:

**By: _____
Garret Nancolas, Vice Chair**

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Check History Report
Sorted By Vendor Name
Activity From: 6/11/2020 to 7/3/2020

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: AECOM AECOM Technical Services, Inc.					
A	ICCU - Checking	E00755	6/19/2020	7,024.00	Electronic Payment
				Vendor AECOM Technical Services, Inc. Total:	7,024.00
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E00761	7/2/2020	25,192.32	Electronic Payment
				Vendor Boise Municipal Health Care Total:	25,192.32
Vendor Number: CITYKUN City of Kuna					
A	ICCU - Checking	006579	6/19/2020	8,000.00	Auto
				Vendor City of Kuna Total:	8,000.00
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT					
A	ICCU - Checking	006577	6/19/2020	169.32	Manual
				Vendor COLONIAL LIFE & ACCIDENT Total:	169.32
Vendor Number: FLEXTE FLEXTECHS, LLC					
A	ICCU - Checking	E00756	6/19/2020	1,827.50	Electronic Payment
				Vendor FLEXTECHS, LLC Total:	1,827.50
Vendor Number: ZHARTF HARTFORD					
A	ICCU - Checking	006578	6/19/2020	834.57	Manual
				Vendor HARTFORD Total:	834.57
Vendor Number: IDPOWE IDAHO POWER CO.					
A	ICCU - Checking	006581	6/19/2020	519.02	Auto
				Vendor IDAHO POWER CO. Total:	519.02
Vendor Number: IDPRES IDAHO PRESS-TRIBUNE					
A	ICCU - Checking	006582	6/19/2020	155.40	Auto
				Vendor IDAHO PRESS-TRIBUNE Total:	155.40
Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION					
A	ICCU - Checking	W00438	6/19/2020	3,863.00	Wire Transfer
				Vendor IDAHO STATE TAX COMMISSION Total:	3,863.00
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.					
A	ICCU - Checking	006584	6/19/2020	31.47	Auto
				Vendor INTERMOUNTAIN GAS CO. Total:	31.47
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W00436	6/19/2020	14,744.23	Wire Transfer
A	ICCU - Checking	W00439	7/2/2020	14,836.63	Wire Transfer
				Vendor INTERNAL REVENUE SERVICE Total:	29,580.86
Vendor Number: KITTELS Kittelson & Associates, Inc.					
A	ICCU - Checking	E00759	7/2/2020	1,868.34	Electronic Payment
				Vendor Kittelson & Associates, Inc. Total:	1,868.34
Vendor Number: STOLL MATTHEW STOLL					
A	ICCU - Checking	E00760	7/2/2020	105.21	Electronic Payment
				Vendor MATTHEW STOLL Total:	105.21
Vendor Number: MIRADA Mirada Magazine					
A	ICCU - Checking	006585	6/19/2020	260.00	Auto
				Vendor Mirada Magazine Total:	260.00
Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)					
A	ICCU - Checking	006576	6/19/2020	48.00	Manual
				Vendor NCPERS Group Life Ins. (M605) Total:	48.00
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	006586	6/19/2020	220.48	Auto
				Vendor Office Depot Total:	220.48
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W00437	6/19/2020	18,962.47	Wire Transfer

Check History Report
Sorted By Vendor Name
Activity From: 6/11/2020 to 7/3/2020

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	W00440	7/2/2020	18,748.45	Wire Transfer
Vendor PUBLIC EMPLOYEES RETIREMENT Total:				<u>37,710.92</u>	
Vendor Number: ZIDGRA STATE TAX COMMISSION					
A	ICCU - Checking	W00441	7/2/2020	1,326.53	Wire Transfer
Vendor STATE TAX COMMISSION Total:				<u>1,326.53</u>	
Vendor Number: SYRINGA Syringa Networks, LLC					
A	ICCU - Checking	E00757	6/19/2020	921.05	Electronic Payment
Vendor Syringa Networks, LLC Total:				<u>921.05</u>	
Vendor Number: IDASTA THE IDAHO STATESMAN					
A	ICCU - Checking	006580	6/19/2020	141.22	Auto
Vendor THE IDAHO STATESMAN Total:				<u>141.22</u>	
Vendor Number: INDEPEN The Independent News					
A	ICCU - Checking	006583	6/19/2020	200.00	Auto
Vendor The Independent News Total:				<u>200.00</u>	
Vendor Number: VERITA VERITAS					
A	ICCU - Checking	E00758	6/19/2020	7,912.50	Electronic Payment
Vendor VERITAS Total:				<u>7,912.50</u>	
Report Total:				<u><u>127,911.71</u></u>	

FINANCE COMMITTEE AGENDA ITEM V-A

Date: July 16, 2020

Topic: Draft FY2021 Unified Planning Work Program and Budget (UPWP)

Request/Recommendation:

COMPASS staff seeks a recommendation of the FY2021 UPWP for COMPASS Board of Directors' approval.

Background/Summary:

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

The COMPASS Finance Committee recommended Board approval of the FY2021 general and special membership dues at its March 19, 2020, meeting. The Board approved the FY2021 general and special membership dues at its April 20, 2020, meeting. Staff has incorporated these amounts into the attached draft FY2021 UPWP worksheets.

A preliminary draft of the FY2021 UPWP was reviewed at the June 18, 2020, Finance Committee meeting. After discussion, the committee suggested changes to reduce the proposed salary merit pool from 3% to 1.5% and the estimated health care benefit cost increase from 10% to 7%. These adjustments reduced the salaries and benefits budget by \$29,251. The attached draft reflects these changes.

Upon review and recommendation by the Finance Committee, the draft UPWP will be presented to the COMPASS Board at the August 2020 meeting for approval. Following Board approval, the UPWP is forwarded to the Idaho Transportation Department (ITD), the Federal Highway Administration, and the Federal Transit Administration for final approval.

The draft FY2021 UPWP includes the following items:

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

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

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

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

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 FY2021 UPWP contains the following assumptions for revenues and expenses:

1. Total membership dues shown reflect the amount approved by the Board at its April 20, 2020, meeting. Total dues increase compared to the prior year. The per capita rate has remained the same since FY2015. The increase reflects year over year population growth in the jurisdictions.
2. Revenues include \$1,383,000 from the FY2021 Consolidated Planning Grant. This reflects the amount included in the FY2020-FY2026 Regional Transportation Improvement Program (TIP).
3. Revenue of \$306,705 from off-the-top Surface Transportation Program – Transportation Management Area (STP-TMA) funds, as approved by the COMPASS Board on April 19, 2010, continues.
4. Revenue of \$192,548 from STP-TMA funds for *Communities in Motion 2050* (CIM 2050).
5. Revenue of \$649,000 from STP-TMA funds for the Travel Survey Data Collection.
6. Revenues include \$110,000 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.
7. Revenue of \$76,278 from Air Quality Board to reimburse COMPASS for support services provided for Air Quality Operations.
8. Revenue of \$16,200 from ITD for its share of the TREDIS purchase.
9. Revenue of \$83,333 from participation contributions to fund future orthophotography projects. These funds are proposed to be provided each year rather than in a single lump sum in the flight year to give participants an option to budget those contributions annually.
10. Revenues include \$20,980 in estimated interest income.
11. Revenues include \$15,252 from fund balance to cover match requirement for CIM 2050 grant, \$30,000 from fund balance to cover local funding for CIM 2050, and \$150,000 carry forward of ITD funds received for CIM 2050.
12. Revenue of \$50,000 from fund balance for the CIM Implementation Grant Program.
13. Revenue of \$107,207 from fund balance to cover the shortfall in revenue.
14. Salary costs cover 19 FTEs. The COMPASS Board approved the addition of a Modeler position at its April 20, 2020, meeting. Note that the three staff for Air Quality Board operations are included in the Air Quality Board budget and funded directly by the Air Quality Board; therefore, they are not included in the UPWP. Salary costs also include a 1.5% merit increase pool. Distribution of individual merit adjustments is determined by the Executive Director.
15. Fringe expenses include an allowance for a 7% increase in the cost of health insurance and a 3% increase in the cost of other benefits for FY2021.
16. Indirect expenses increase by \$500 to a total of \$203,950. Staff continues to closely manage indirect expenses to contain the organization's overall costs.
17. The Project Development Program is funded at \$75,000.
18. The CIM Implementation Grant Program is funded at \$50,000.
19. Direct expenses for all other programs are fairly stable and consistent with current year activities.

Implication (policy and/or financial):

Federal approval of the UPWP by October 1, 2020, is required in order to begin work in FY2021.

More Information:

- 1) Attachments

2) For detailed information contact: Meg Larsen at 208/475-2228
or mlarsen@compassidaho.org

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2021 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
REVENUE AND EXPENSE SUMMARY (total)**

REVENUE	FY2020 Revision 2	FY2021 Draft
GENERAL MEMBERSHIP		
Ada County	228,095	235,317
Ada County Highway District	228,095	235,317
Canyon County	109,594	114,775
Canyon Highway District No. 4	41,183	42,784
Golden Gate Highway District No.3	5,398	5,718
City of Boise	104,191	105,986
City of Caldwell	25,939	26,988
City of Eagle	13,787	14,356
City of Garden City	5,397	5,494
City of Greenleaf	384	384
City of Kuna	10,066	10,974
City of Meridian	50,563	52,622
City of Melba	260	260
City of Middleton	4,281	4,312
City of Nampa	44,986	47,115
City of Notus	251	251
City of Parma	948	952
City of Star	4,843	5,229
City of Wilder	776	798
Subtotal	879,037	909,632
SPECIAL MEMBERSHIP		
Boise State University	8,800	9,100
Capital City Development Corporation	8,800	9,100
Idaho Department of Environmental Quality	8,800	9,100
Idaho Transportation Department	8,800	9,100
Valley Regional Transit	8,800	9,100
Subtotal	44,000	45,500
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2020 K# 19258 Ada County	1,023,420	
CPG - FY2020 K# 19258 Canyon County	359,580	
CPG - FY2021 K# 20050 Ada County		1,023,420
CPG - FY2021 K# 20050 Canyon County		359,580
Sub Total CPG Grants	1,383,000	1,383,000
STP TMA - K# 19766, FY2020 off-the-top funds for Planning	306,705	
STP TMA - K# 20113 & STU-U - K# 19389, FY2021 off-the-top funds for Planning		306,705
STP TMA - K# 19571, <i>Communities in Motion 2050</i> (carry over from FY19)	433,520	
STP TMA - K# 19571, <i>Communities in Motion 2050</i>	80,614	
STP TMA - K# 19571, <i>Communities in Motion 2050</i>		192,548
STP TMA - K# 18694, Treasure Valley ITS Plan (carry over from FY19)	57,400	
STP TMA - K# 19303, Travel Survey Data Collection	138,990	
STP TMA - K# 19303, Travel Survey Data Collection		649,000
Subtotal	1,017,229	1,148,253
OTHER REVENUE SOURCES		
Idaho Transportation Department (I-84 Corridor Operations Plan)	150,000	
ACHD Commuteride (Park and Ride Study)	85,000	
Ada County - Increase Scope of Fiscal Impact Study; Phase 3		-
Idaho Department of Environmental Quality	25,000	55,000
Ada County Air Quality Board	25,000	55,000
Air Quality Operations - Management Fee	64,738	76,278
Idaho Transportation Department (share of TREDIS purchase)		16,200
Orthophotography - Participant Contributions	83,333	83,333
City of Boise - Project Development	9,839	
Interest Income	24,000	20,980
Subtotal	466,910	306,791
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,790,176	3,793,176
Draw from Fund Balance (Match for CIM 2050)	40,727	15,252
Draw from Fund Balance (Local Funding for CIM 2050)		30,000
ITD Funds Carried Forward from FY2020 for CIM 2050		150,000
Draw from Fund Balance (Match for Treasure Valley ITS Plan)	4,547	
Draw From Fund Balance (CIM Implementation Grants)	62,000	50,000
Draw From Fund Balance (Carry-Over FY2019 Ortho Project)	125,000	
Draw From Fund Balance (to fund revenue shortfall)	(3,981)	107,207
Subtotal	228,293	352,459
TOTAL REVENUE, ALL RESOURCES	4,018,468	4,145,635

EXPENSE	FY2020 Revision 2	FY2021 Draft
SALARY, FRINGE & CONTINGENCY		
Salary	1,347,530	1,387,200
Fringe	604,356	654,151
Contingency (Overtime, Bonus, and Sick Time Trade)	18,857	19,000
Subtotal	1,970,743	2,060,351
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	203,450	203,950
Subtotal	203,450	203,950
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	2,500	2,500
620003, Census 2020	50,000	
653001, Communication and Education	35,600	45,300
661001, Long-Range Planning	668,611	387,800
661008, Bike Counter Management	19,540	19,800
685001, Transportation Improvement Program	5,500	5,600
685002, Project Development Program	84,839	75,000
685004, CIM Implementation Grants	62,000	50,000
702001, Air Quality Outreach	45,455	100,000
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	25,200	22,200
838001, Travel Survey Data Collection	150,000	700,000
842001, Congestion Management Process	61,947	-
842002, I-84 Corridor Operations Plan	150,000	-
860001, Geographic Information System Maintenance	250,333	140,133
990001, Direct Operations and Maintenance	75,700	175,950
Subtotal	1,844,275	1,881,333
TOTAL EXPENSE	4,018,468	4,145,635

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	4,018,468	4,145,635
LESS: TOTAL EXPENSES	4,018,468	4,145,635
REVENUE EXCESS/(DEFICIT)	0	0

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2021 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES										MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Work Days	Labor &		Total Cost	FY21 CPG	FY21 CPG	STP-TMA	STP-TMA	STP-TMA	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other	
		Indirect Cost	Direct Cost		Ada County K# 20050 (74%)	Canyon County K# 20050 (26%)	Off The Top K# 20113/19389	CIM 2050 K# 19751	Travel Survey Data Collection K# 19303						
601001 UPWP/Budget Development and Federal Assurance	102	71,906	-	71,906	14,335	5,037	30,000			49,372	1,535	21,000		22,535	71,906
620001 Demographics and Growth Monitoring	75	53,432	2,500	55,932	16,067	5,645	30,000			51,712	1,720	2,500		4,220	55,932
620002 Development Monitoring	23	16,689	-	16,689	4,586	1,611	10,000			16,198	491			491	16,689
620003 Census 2020	17	12,335	-	12,335	8,458	2,972				11,430	905			905	12,335
653001 Communication and Education	244	138,138	45,300	183,438						-		183,438		183,438	183,438
Long-Range Planning										-					
661001 General Project Management	207	148,487	387,800	536,287	112,274	39,447		192,548		344,269	12,018	30,000	150,000	192,018	536,287
661003 Roadways	63	42,038	-	42,038	28,825	10,128				38,953	3,086			3,086	42,038
661004 Freight	16	10,293	-	10,293	7,058	2,480				9,537	755			755	10,293
661005 Bicycles/Pedestrians	158	71,641	-	71,641	49,123	17,259				66,382	5,258			5,258	71,641
661006 Public Transportation	113	58,082	-	58,082	39,826	13,993				53,819	4,263			4,263	58,082
661007 Performance Measurement	97	64,128	-	64,128	43,972	15,450				59,421	4,707			4,707	64,128
661008 Bike Counter Management	101	44,024	19,800	63,824	30,187	10,606				40,793	3,231	19,800		23,031	63,824
661009 Public Involvement	44	27,889	-	27,889	19,123	6,719				25,842	2,047			2,047	27,889
661010 Human Service Transportation Plan Update	40	19,701	-	19,701	13,509	4,746				18,255	1,446			1,446	19,701
Resource Development/Funding										-					
685001 Transportation Improvement Program	378	224,381	5,600	229,981	71,572	25,147	120,000			216,719	7,662	5,600		13,262	229,981
685002 Project Development Program	33	22,957	75,000	97,957	15,741	5,531				21,272	1,685	75,000		76,685	97,957
685003 Grant Research and Development	174	112,908	-	112,908						-		112,908		112,908	112,908
685004 CIM Implementation Grants	18	12,073	50,000	62,073	8,278	2,909				11,187	886	50,000		50,886	62,073
TOTAL PROJECTS	1,903	1,151,101	586,000	1,737,101	482,932	169,679	190,000	192,548	-	1,035,159	51,696	500,246	150,000	701,942	1,737,101
701001 Membership Services	133	87,288	-	87,288	51,448	18,076				69,524	5,507	12,257		17,764	87,288
702001 Air Quality Outreach	14	10,000	100,000	110,000						-			110,000	110,000	110,000
703001 General Public Services	35	23,092	-	23,092						-		23,092		23,092	23,092
704001 Air Quality Operations	133	105,530	-	105,530						-		29,252	76,278	105,530	105,530
705001 Transportation Liaison Services	57	40,177	-	40,177	27,549	9,679				37,228	2,949			2,949	40,177
760001 Legislative Services	58	56,961	115,050	172,011						-		172,011		172,011	172,011
TOTAL SERVICES	430	323,049	215,050	538,099	78,997	27,756	-	-	-	106,753	8,456	236,611	186,278	431,346	538,099
801001 Staff Development	105	63,891	40,000	103,891	43,809	15,392				59,202	4,690	40,000		44,690	103,891
820001 Committee Support	227	138,461	2,000	140,461	94,940	33,357				128,298	10,163	2,000		12,163	140,461
836001 Regional Travel Demand Model	287	208,244	22,200	230,444	129,076	45,351	20,000			194,427	13,817	22,200		36,017	230,444
838001 Travel Survey Data Collection	33	22,628	700,000	722,628	15,234	5,353			649,000	669,587	1,631	51,410		53,040.89	722,628
842001 Congestion Management Process	90	65,303	-	65,303	44,777	15,733				60,510	4,793			4,793	65,303
842002 I-84 Corridor Operations Plan	40	29,024	-	29,024	19,901	6,992				26,893	2,130			2,130	29,024
860001 Geographic Information System Maintenance	454	262,600	140,133	402,733	113,752	39,967	96,705			250,424	12,177	56,800	83,333	152,310	402,733
TOTAL SYSTEM MAINTENANCE	1,236	790,151	904,333	1,694,484	461,490	162,145	116,705	-	649,000	1,389,340	49,401	172,410	83,333	305,144	1,694,484
990001 Direct Operations / Maintenance	-	-	175,950	175,950						-		138,770	37,180	175,950	175,950
991001 Support Services Labor	801	-	-	-						-				-	-
999001 Indirect Operations/Maintenance	-	-	-	-						-				-	-
TOTAL INDIRECT/OVERHEAD	801	-	175,950	175,950	-	-	-	-	-	-	-	138,770	37,180	175,950	175,950
G R A N D T O T A L	4,370	2,264,302	1,881,333	4,145,635	1,023,420	359,580	306,705	192,548	649,000	2,531,253	109,553	1,048,037	456,791	1,614,382	4,145,635

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2021 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
DIRECT EXPENSE SUMMARY**

DESCRIPTION		TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	CARRY-FORWARD
620001	Demographics and Growth Monitoring	2,500					2,500				
653001	Communication and Education	45,300	19,900			600		24,800			
661001	Long-Range Planning	387,800	327,800					60,000			
661008	Bike Counter Management	19,800	5,000	14,800							
685001	Transportation Improvement Program	5,600						5,600			
685002	Project Development Program	75,000	75,000								
685004	CIM Implementation Grants	50,000	50,000								
702001	Air Quality Outreach	100,000	100,000								
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	22,200	22,200								
838001	Travel Survey Data Collection	700,000	700,000								
842001	Congestion Management Process	-									
842002	I-84 Corridor Operations Plan	-									
860001	Geographic Information System Maintenance	140,133		56,800							83,333
990001	Direct Operations / Maintenance										
	New/replacement hardware and software	10,000		10,000							
	Phone System (CISCO is at end of life)	20,000		20,000							
	Transit network planning software	19,250		19,250							
	TREDIS renewal	81,000		81,000							
	Cube renewal; Cube Land	14,100		14,100							
	Tools of the Trade' Sponsorship	6,000		6,000							
	AICP and APBP Webinar series	1,600			1,600						
	Membership dues for COMPASS	17,000								17,000	
	Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL		1,881,333	1,299,900	221,950	59,600	600	13,600	90,400	9,000	102,950	83,333

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2021 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2020 Revision 2	FY2021 Draft
Professional Services	930	30,000	31,000
Equipment Repair / Maintenance	936	200	200
Publications	943	1,000	3,000
Employee Professional Membership	945	7,500	7,500
Postage	950	750	750
Telephone	951	11,500	13,000
Building Maintenance and Reserve for Major Repairs	955	54,000	55,150
Printing	960	1,000	2,250
Advertising	962	1,000	1,500
Audit	970	15,000	15,500
Insurance	971	13,000	13,100
Legal Services	972	5,000	5,000
General Supplies	980	6,000	6,000
Computer Supplies	982	15,000	12,500
Computer Software / Maintenance	983	25,000	20,000
Vehicle Maintenance	991	1,000	1,500
Utilities	992	10,000	9,000
Local Travel	993	1,500	2,000
Other / Miscellaneous	995	5,000	5,000
TOTAL		203,450	203,950

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2021 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	33	12	2	55	102
620001	Demographics and Growth Monitoring	CM	-	70	5	-	75
620002	Development Monitoring	CM	-	22	1	-	23
620003	Census 2020	CM	-	17	-	-	17
653001	Communication and Education	AL	12	14	216	2	244
	Long-Range Planning	LI					
661001	General Project Management	LI	29	159	17	2	207
661003	Roadways	LI	-	59	4	-	63
661004	Freight	LI	-	16	-	-	16
661005	Bicycles/Pedestrians	BC	-	150	8	-	158
661006	Public Transportation	RH	-	111	2	-	113
661007	Performance Measurement	CM	-	94	3	-	97
661008	Bike Counter Management	BC	-	99	2	-	101
661009	Public Involvement	LI	-	12	32	-	44
661010	Human Service Transportation Plan Update	RH	-	28	12	-	40
	Resource Development/Funding	TT					
685001	Transportation Improvement Program	TT	12	339	27	-	378
685002	Project Development Program	KP	-	33	-	-	33
685003	Grant Research and Development	KP	8	160	6	-	174
685004	CIM Implementation Grants	KP	-	18	-	-	18
TOTAL PROJECTS			94	1,413	337	59	1,903
701001	Membership Services	LI	2	118	13	-	133
702001	Air Quality Outreach	AL	-	-	14	-	14
703001	General Public Services	MW	-	30	5	-	35
704001	Air Quality Operations	ML	70	2	-	61	133
705001	Transportation Liaison Services	MS	13	32	12	-	57
760001	Legislative Services	MS	56	-	2	-	58
TOTAL SERVICES			141	182	46	61	430
801001	Staff Development	ML	4	75	16	10	105
820001	Committee Support	ML	9	96	17	105	227
836001	Regional Travel Demand Model	MW	-	286	1	-	287
838001	Travel Survey Data Collection	MW	-	25	8	-	33
842001	Congestion Management Process	HM	-	88	2	-	90
842002	I-84 Corridor Operations Plan	MW	-	40	-	-	40
860001	Geographic Information System Maintenance	EA	-	454	-	-	454
TOTAL SYSTEM MAINTENANCE			13	1,064	44	115	1,236
TOTAL DIRECT			248	2,659	427	235	3,569
991001	Support Services Labor	ML	212	101	33	455	801
TOTAL INDIRECT/OVERHEAD			212	101	33	455	801
TOTAL LABOR			460	2,760	460	690	4,370

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PROGRAM NO.	601				CLASSIFICATION:	Project
UPWP Budget Development and Monitoring						
TASK / PROJECT DESCRIPTION:	Monitor and amend, as necessary, the FY2020 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 FY2021 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 § 450.308 (b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.					
FY2021 BENCHMARKS						
MILESTONES / PRODUCTS						
FY2021 UPWP						
Process and track revenues and expenditures for the FY2021 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants						Ongoing As Needed
Process and obtain Board approval of FY2021 UPWP revisions						
Distribute revisions of the FY2021 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2021 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval						As Needed
FY2022 UPWP Development						
Develop process and schedule for the FY2022 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2022 Submit initial revenue assessment for FY2022 to the Finance Committee for input Obtain Board approval on FY2022 General and Special membership dues						Nov Jan-Feb Mar Apr
Present FY2022 UPWP						
Present draft FY2022 UPWP to Finance Committee for input and feedback Present draft FY2022 UPWP to Finance Committee for recommendation Submit FY2022 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2022 UPWP Distribute FY2022 UPWP to the Idaho Transportation Department and Federal Transit Administration						Jun Jul Aug Aug Aug
Track Federal requirements as related to Self-Certification						
Compliance with federal requirements						Ongoing
Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan						
Document and prepare for Federal Certification Review Monitor federal changes through the Federal Register						Ongoing
LEAD STAFF: Meg Larsen						
END PRODUCTS: FY2021 UPWP revisions; FY2022 UPWP; and maximize funding opportunities.						
Expense Summary						
Total Workdays: 102						
Salary \$ 48,414						
Fringe 22,829						
Overhead 663						
Total Labor Cost: \$ 71,906						
ESTIMATED DATE OF COMPLETION: September-2021						
Funding Sources					Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K20050	\$ 14,335	\$ 5,036		\$ 19,371	Federal Highway Administration	
CPG, K19258				-	Federal Transit Administration	
STP-TMA, K20113			30,000	30,000		
Local / Fund Bal	1,136	399	21,000	22,535		
Total:	\$ 15,471	\$ 5,435	\$ 51,000	\$ 71,906		
DIRECT EXPENDITURES:						
Professional Services \$ -						
Legal / Lobbying						
Equipment Purchases						
Travel / Education						
Printing						
Public Involvement						
Meeting Support						
Other						
Total Direct Cost: \$ -						
601	Total Cost: \$ 71,906					

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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 data review and dissemination, 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 data review enables COMPASS data to reflect the results of the 2020 Census.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	<p>Federal Code 23 CFR § 450.322 (b) -- 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...."</p> <p>Tasks are included to complete the following <i>Communities in Motion</i> 2040 tasks:</p> <p>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.</p> <p>2.1.1.c. Annually compile a development monitoring report.</p>					
FY2021 BENCHMARKS						
MILESTONES / PRODUCTS						
<p>Population and Employment Estimates Data collection and geocoding of building permits Complete 2020 employment data Complete 2020 Development Monitoring Report Complete 2021 population estimates and receive Board acceptance</p> <p>Census Liaison/Clearinghouse Complete the Census Boundary and Annexation Survey (BAS) Integrate Census data in related projects</p> <p>Development Forecasting, Tracking, and Reconciliation Update preliminary plat files and other entitled development Develop CIM 2050 preferred growth scenario and receive Board approval</p> <p>Demographics Support Respond to member requests for census data Provide development and policy reviews and checklists Development checklist report</p>						Ongoing Mar Mar Apr Mar Ongoing Ongoing Apr Ongoing Ongoing Mar
LEAD STAFF: Carl Miller						Expense Summary
END PRODUCT: Demographic products: 1) 2021 population estimates; 2) 2020 employment estimates; 3) Census 2020 data review; 4) develop CIM 2050 forecast and allocation; 5) updated annual demographic reconciliation; and 6) demographic data and support for member agencies and the media.						Total Workdays: 115 Salary \$ 55,517 Fringe 26,179 Overhead 760 Total Labor Cost: \$ 82,456
ESTIMATED DATE OF COMPLETION: September-2021						DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other 2,500 Total Direct Cost: \$ 2,500 620 Total Cost: \$ 84,956
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K20050	\$ 29,111	\$ 10,229		\$ 39,340		
CPG, K19258				-		
STP-TMA, K20113			40,000	40,000		
Local / Fund Bal	2,306	810	2,500	5,616		
Total:	\$ 31,417	\$ 11,039	\$ 42,500	84,956		

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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 support federally required public involvement efforts.						
FY2021 BENCHMARKS							
MILESTONES / PRODUCTS							
General Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases Support work of Public Participation Workgroup Provide outreach/public speaking support and training to staff Update COMPASS Integrated Communication Plan / Public Participation Plan							Ongoing Ongoing Ongoing Apr - Aug
Develop tools, such as electronic and print materials, designed for most effective means of communication Maintain and enhance COMPASS social media channels Continually update COMPASS website to keep content up to date; continue to track COMPASS website traffic Develop FY2020 annual report, annual budget summary, and annual communication summary Write and distribute monthly update handout Write and distribute monthly Keeping Up With COMPASS newsletter Update/develop other print materials as appropriate							Ongoing Ongoing Oct - Dec Ongoing Ongoing Ongoing
Education and community outreach Develop and implement FY2021 public education series Support and collaborate with other agencies' outreach and education efforts and programs Participate in community events to share planning-related information Attend/support member agencies at public meetings Manage/support Leadership in Motion awards program Plan and host annual "COMPASS 101" workshop Sponsor "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department) Present information about COMPASS and our programs to stakeholders and community groups as requested							Jan - Sep Ongoing Ongoing Ongoing Aug - Dec Jan - Feb Mar - Jun Ongoing
LEAD STAFF: Amy Luft					Expense Summary		
END PRODUCT: Public involvement in, and understanding of, transportation planning and related issues.							
					Total Workdays: 244		
					Salary \$ 93,007		
					Fringe 43,857		
					Overhead 1,274		
					Total Labor Cost: \$ 138,138		
ESTIMATED DATE OF COMPLETION: September-2021					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Professional Services \$ 19,900 Legal / Lobbying Equipment Purchases Travel / Education Printing 600 Public Involvement 24,800 Meeting Support Other		
CPG, K20050				\$ -			
CPG, K19258							
STP-TMA, K20113							
Local / Fund Bal			183,438	183,438			
				-	Total Direct Cost: \$ 45,300		
	\$ -	\$ -	\$ 183,438	\$ 183,438	653	Total Cost: \$ 183,438	

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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 prepare 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.					
FY2021 BENCHMARKS							
MILESTONES / PRODUCTS							
661001 General Project Management							
Work with the Regional Transportation Advisory Committee, workgroups and the COMPASS Board to develop CIM 2050							Oct-Dec
Manage contracts related to CIM 2050							Oct-Sep
Monitor legislative, funding, etc. changes							Ongoing
Compile updates to CIM 2040 2.0							Jan
Develop CIM 2050 Vision and the preferred growth and transportation scenario							May
Identify growth incentive strategies that could be implemented locally to achieve CIM 2050 Vision							May-Sep
Draft technical documents							Sep
661003 Roadways							
Integrate results of congestion management process							May
Integrate complete network policy to transportation improvements							June
Develop transportation demand management (TDM) strategies							June
Develop a list of needed roadway improvements							June
661004 Freight							
Work with Freight Advisory Workgroup to identify freight related needs for CIM 2050							June
Help member agencies identify freight projects and develop funding applications							Ongoing
661005 Active Transportation (bicycle and pedestrian)							
Develop Rails with Trails plan/strategy							Dec
Develop CIM 2050 Regional Pathway Plan							Apr
Develop a list of needed active transportation improvements							
661006 Public Transportation							
Define locally favored fixed guideway option based on PI#3 survey results							May
Update Coordinated Public Transit-Human Services Transportation Plan							June
Develop list of public transportation investments and a phasing plan							June
Develop prioritized premium service implementation plan							Sep
661007 Performance Management							
Update asset management information							Aug
Develop fiscal impact analysis for community-level analysis (Phase II)							May
Complete the 2020 Change in Motion scorecard							Aug
Complete TIP Achievement reporting process							Aug
Assess impacts of growth and transportation scenario and needed transportation investments							Sep
661008 Bike Counter Management							
Manage portable counter requests							Ongoing
Manage permanent counter program and COMPASS Data Bike							Ongoing
Manage and report data							Ongoing
661009 Public Involvement							
Conduct public involvement according to the work plan							Oct-Sep
661010 Coordinated Public Transit-Human Services Transportation Plan Update							
Work with stakeholders to identify transportation service needs and strategies							Dec
Conduct public involvement period and outreach activities for draft plan							Mar
Finalize plan incorporating public and stakeholder input							May
Adopt plan through committee and board review processes at COMPASS and VRT							Sep
LEAD STAFF:		Liisa Itkonen				Expense Summary	
END PRODUCT: Implementation of <i>Communities in Motion 2050</i> work plan, including two public involvement opportunities; CIM 2050 Vision and implementation strategies; fiscal impact analysis and tool for community-level analysis (Phase II); lists of needed transportation improvements; summary of project updates in CIM 2040 2.0; bicycle and pedestrian data; Coordinated Public Transit-Human Services Transportation Plan.							
						Total Workdays: 839	
						Salary \$ 327,409	
						Fringe 154,390	
						Overhead 4,484	
						Total Labor Cost: 486,283	
ESTIMATED DATE OF COMPLETION:		September-2021				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K20050	\$ 343,896	\$ 120,828		\$ 464,724	ITD		
CPG, K19258				-	FHWA		
STP-TMA, K20113					FTA		
STP-TMA, K19571			192,548	192,548			
ITD			150,000	150,000			
Local / Fund Bal	27,240	9,571	49,800	86,611			
				-			
Total:	\$ 371,136	\$ 130,399	\$ 392,348	\$ 893,883			
						Professional Services \$ 332,800	
						Legal / Lobbying	
						Equipment Purchases 14,800	
						Travel / Education	
						Printing	
						Public Involvement 60,000	
						Meeting Support	
						Carry-Forward	
						Total Direct Cost: \$ 407,600	
						661 Total Cost: \$ 893,883	

PROGRAM NO.	685				CLASSIFICATION:	Project	
TITLE:	Resource Development/Funding						
TASK / PROJECT DESCRIPTION:	Develop a FY2022-2028 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 FY2021-2027 TIP. COMPASS staff, with consultant assistance, will assist member agencies in taking project ideas and transforming 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 <i>Communities in Motion</i> (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 strong grant applications, linked closely with CIM 2040 goals and performance measures, 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, <i>Communities in Motion 2040 2.0</i> , and the annual TIP. Under 12 CFR § 450.306 and 23 CFR § 450.324, COMPASS is required to develop a TIP in cooperation with ITD and public transportation 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 or considered regionally significant 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) (air quality budgets for the State of Idaho). The TIP is also scrutinized in the federal Certification Review.						
FY2021 BENCHMARKS							
MILESTONES / PRODUCTS							
685001 Transportation Improvement Program Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate ranking of project applications Assign projects to funding programs Develop the final FY2022-2028 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor and track FY2021-2027 Regional Transportation Improvement Program Balance federal-aid programs managed by COMPASS, as changes occur Provide assistance to member agencies with federal-aid funding concerns Provide assistance to Valley Regional Transit (VRT) Update the Resource Development Plan							Oct-Sept
685002 Project Development Program Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports							Oct-Sept
685003 Grant Research and Development Seek funding for project needs listed in the Resource Development Plan Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications - BUILD, FASTLANE, CDBG, etc.							Oct-Sept
685004 CIM Implementation Grants Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget							Oct-Sept
LEAD STAFF: Toni Tisdale					Expense Summary		
END PRODUCTS: Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.							
					Total Workdays: 603		
					Salary \$ 250,679		
					Fringe 118,208		
					Overhead 3,433		
					Total Labor Cost: \$ 372,319		
ESTIMATED DATE OF COMPLETION: September-2021					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Professional Services \$ 125,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement 5,600 Meeting Support Other		
CPG, K20050	\$ 95,591	\$ 33,587		\$ 129,178			
CPG, K19258				-			
STP-TMA, K20113			120,000	120,000			
				-			
Local / Fund Bal	7,572	2,661	243,508	253,741			
Total:	\$ 103,163	\$ 36,248	\$ 363,508	\$ 502,919	Total Direct Cost: \$ 130,600		
					685 Total Cost: \$ 502,919		

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PROGRAM NO.	701	CLASSIFICATION:	Service		
TITLE:	General Membership Services				
TASK / PROJECT DESCRIPTION:	Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, travel demand modeling, and other project support.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	This service promotes implementation of the regional long-range transportation plan. COMPASS staff are engaged in the members' studies and can become more familiar with their assumptions and recommendations. Use of consistent data and methodologies in the various studies and plans conducted by member agencies is beneficial to the region as well.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of services to member agencies. There are no certification review comments, corrective actions or recommendations related to this program. Member support provides assistance to agencies fulfilling activities related to <i>Communities in Motion</i> , air quality evaluations, and more detailed transportation planning activities such as corridor studies.				
FY2021 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide general assistance to member agencies as requested in the areas of: Specific assistance determined per member agency requests, may include: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling Demographic, development, and related information Traffic counts and related information Travel time data and analysis Annual review and update of the National Highway System, Federal-Aid and Planning Functional Classification Systems Other requests as budget allows			Ongoing		
Specific requested assistance: <i>FY2021 Member Requests; as ranked by RTAC</i> <i>CHD4 - Transportation Impact Fee Technical Support (10 workdays)</i> <i>Garden City - Chinden Access Management (20 workdays)</i> <i>Meridian - Linder Road Overpass (5 workdays)</i> <i>VRT - Coordinated Human Service Transportation Plan (40 workdays)</i> <i>Ada County - Future Foothills Trails Analysis (10 workdays)</i> <i>VRT - Kuna CIP and Transit Operations Plan (5 workdays)</i> <i>VRT - State Street Transit Operational Analysis (5 workdays)</i> <i>Eagle - Three Cities River Crossing Evaluation (15 workdays)</i>			As Needed		
LEAD STAFF:	Liisa Itkonen		Expense Summary		
END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.			Total Workdays: 133		
			Salary \$ 58,770		
			Fringe 27,713		
			Overhead 805		
			Total Labor Cost: \$ 87,288		
ESTIMATED DATE OF COMPLETION:	September-2021		DIRECT EXPENDITURES:		
Funding Sources		Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
CPG, K20050	\$ 51,448	\$ 18,076		\$ 69,524	
CPG, K19258				-	
STP-TMA, K20113				-	
Local / Fund Bal	4,075	1,432	12,257	17,764	
Total:	\$ 55,523	\$ 19,508	\$ 12,257	\$ 87,288	
				Total Direct Cost: \$ -	
				701	Total Cost: \$ 87,288

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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 coordinating an multi-agency outreach and education program.				
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/ldstat/Title39/T39CH1SECT39-116B.htm).				
FY2021 BENCHMARKS					
MILESTONES / PRODUCTS					
Outreach Coordinate a multi-agency air quality outreach and education program, focusing on how individuals can help curb air emissions					Ongoing
LEAD STAFF: Amy Luft 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 outreach and communication efforts					Expense Summary Total Workdays: 14 Salary \$ 6,733 Fringe 3,175 Overhead 92 Total Labor Cost: \$ 10,000
ESTIMATED DATE OF COMPLETION: September-2021					DIRECT EXPENDITURES: Professional Services \$ 100,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ 100,000
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Department of Environmental Quality Ada County Air Quality Board
Special			110,000	110,000	
				-	
Total:	\$ -	\$ -	\$ 110,000	\$ 110,000	702 Total Cost: \$ 110,000

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PROGRAM NO.	703				CLASSIFICATION:	Service	
TITLE:	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).						
FY2021 BENCHMARKS							
MILESTONES / PRODUCTS							
Provide assistance to public and non-member entities, as requested, in the areas of: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling for proposed developments Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other general requests for information						Ongoing	
LEAD STAFF:	Mary Ann Waldinger					Expense Summary	
END PRODUCT:	Information assistance to the general public.					Total Workdays: 35	
						Salary \$ 15,548	
						Fringe 7,331	
						Overhead 213	
						Total Labor Cost: \$ 23,092	
ESTIMATED DATE OF COMPLETION:	September-2021					DIRECT EXPENDITURES: \$ -	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
				\$ -			
Local / Fund Bal			23,092	\$ 23,092			
Total:	\$ -	\$ -	\$ 23,092	\$ 23,092			
						Total Direct Cost: \$ -	
						703 Total Cost: \$ 23,092	

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PROGRAM NO.	704			CLASSIFICATION:	Service
TITLE:	Air Quality Operations				
TASK / PROJECT DESCRIPTION:	To provide COMPASS labor supporting the ongoing administrative functions related to the operations of Air Quality Board. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Assisting COMPASS' members in meeting and improving air quality is one of the many planning services that COMPASS currently provides. Providing assistance to the Air Quality Board for its operating functions will free up time for its staff to focus on emissions testing.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	There is no federal requirement for this service.				
FY2021 BENCHMARKS					
MILESTONES / PRODUCTS					
General Administration Review standing agreements Conduct appropriate procurement processes and prepare contracts, as needed Facilitate updates to Air Quality Rules and Regulations, 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 FY2021 benefit options Financial Management Close FY2020 financial records and begin FY2021 Provide annual audit support and complete financial reports Complete COMPASS annual Audit Report Prepare and distribute year-end payroll reports Prepare financial reports for review by the Air Quality Board 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 Maintain security and integrity of IT systems, and perform appropriate back ups					Aug As needed As needed Ongoing Ongoing As needed Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing Ongoing
LEAD STAFF: Meg Larsen				Expense Summary	
End Product: Using the skills of COMPASS staff, provide for the administrative functions of the Air Quality Board.				Total Workdays: 133	
				Salary \$ 71,052	
				Fringe 33,505	
				Overhead 973	
				Total Labor Cost: \$ 105,530	
ESTIMATED DATE OF COMPLETION: September-2021				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Air Quality Board
Air Quality Board			\$ 76,278	\$ 76,278	
Local / Fund Bal			29,252		
Total:	\$ -	\$ -	\$ 105,530	76,278	
				Professional Services \$ -	
				Legal / Lobbying	
				Equipment Purchases	
				Travel / Education	
				Printing	
				Public Involvement	
				Meeting Support	
				Other	
				Total Direct Cost: \$ -	
				704 Total Cost: \$ 105,530	

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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.		

FY2021 BENCHMARKS	MILESTONES / PRODUCTS
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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: 57
	Salary \$ 27,051
	Fringe 12,756
	Overhead 370
	Total Labor Cost: \$ 40,177
ESTIMATED DATE OF COMPLETION: September-2021	DIRECT EXPENDITURES:
	Professional Services \$ -
	Legal / Lobbying
	Equipment Purchases
	Travel / Education
	Printing
	Public Involvement
	Meeting Support
	Other
	Total Direct Cost: \$ -
	705 Total Cost: \$ 40,177
Funding Sources	Participating Agencies
	Member Agencies
CPG, K20050	
CPG, K19258	
STP-TMA, K20113	
Local / Fund Bal	
Total:	

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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.					
FY2021 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 FY2021 legislative session Obtain Board endorsement of FY2021 legislative priorities Educate and advocate on FY2021 legislative priorities Evaluate possible legislative priorities for FY2021 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: 58	
					Salary \$ 38,351	
					Fringe 18,085	
					Overhead 525	
					Total Labor Cost: \$ 56,961	
ESTIMATED DATE OF COMPLETION:	September-2021				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies Professional Services Legal / Lobbying \$ 85,950 Equipment Purchases Travel / Education 18,000 Printing Public Involvement Meeting Support Other 11,100 Total Direct Cost: \$ 115,050	
			172,011	\$ 172,011		
Local / Fund Bal				-		
Total:	\$ -	\$ -	\$ 172,011	\$ 172,011		
					760	Total Cost: \$ 172,011

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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.				
FY2021 BENCHMARKS					
MILESTONES / PRODUCTS					Ongoing
Staff training and development					
LEAD STAFF: Meg Larsen					Expense Summary
END PRODUCT: Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.					Total Workdays: 105
					Salary \$ 43,017
					Fringe 20,285
					Overhead 589
					Total Labor Cost: \$ 63,891
ESTIMATED DATE OF COMPLETION: September-2021					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Professional Services \$ -
CPG, K20050	\$ 43,809	\$ 15,392		\$ 59,201	Legal / Lobbying
CPG, K19258				-	Equipment Purchases
STP-TMA, K20113					Travel / Education 40,000
					Printing
Local / Fund Bal	3,471	1,219	40,000	44,690	Public Involvement
					Meeting Support
					Other
Total:	\$ 47,280	\$ 16,611	\$ 40,000	\$ 103,891	Total Direct Cost: \$ 40,000
					801 Total Cost: \$ 103,891

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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:	The COMPASS Joint Powers Agreement, Section 4.1.6(K), states, Open Meeting Law: All meetings of the Board shall be governed under the provisions of the Open Meeting Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or recodification thereof.				
FY2021 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide meeting coordination, materials, and follow-up to the Board, standing committees and workgroups.					Ongoing
LEAD STAFF: Meg Larsen					Expense Summary
END PRODUCT: Ongoing support of committees to promote involvement and communication.					Total Workdays: 227
					Salary \$ 93,224
					Fringe 43,960
					Overhead 1,277
					Total Labor Cost: \$ 138,461
ESTIMATED DATE OF COMPLETION:				September-2020	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K20050	\$ 94,940	\$ 33,357		\$ 128,297	
CPG, K19258				-	
STP-TMA, K20113					
Local / Fund Bal	7,522	2,642	2,000	12,164	
				-	
Total:	\$ 102,462	\$ 35,999		\$ 140,461	
					DIRECT EXPENDITURES:
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support 2,000
					Other
					Total Direct Cost: \$ 2,000
					820 Total Cost: \$ 140,461

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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 -- 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...."								
FY2021 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 Safety and Capacity Program					Oct - Aug				
Reconcile demographic data and integrate in the current and forecast years of the regional model					Mar - May				
2050 Plan Technical Support									
Provide technical and modeling support as needed for 2050 Plan.					Ongoing				
Provide annual review of the National Highway System, Federal Aid and Planning Functional Classification Systems (Task 661 Roadways)									
Special Tasks and Model Improvements									
Provide technical analysis on member agency requests vetted through RTAC					Ongoing				
Provide modeling and technical assistance to ITD's corridor and environmental studies					Ongoing				
Provide technical analysis on unanticipated member agency requests					Ongoing				
Maintain the data foundation system and continue to incorporate into other data sources					Ongoing				
LEAD STAFF: Mary Ann Waldinger									
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					Expense Summary				
					Total Workdays:				287
					Salary				\$ 140,209
					Fringe				66,115
Overhead				1,920					
Total Labor Cost:				\$ 208,244					
ESTIMATED DATE OF COMPLETION: September-2021					DIRECT EXPENDITURES:				
Funding Sources				Participating Agencies					
	Ada	Canyon	Special	Total	Highway Districts				
CPG, K20050	\$ 129,076	\$ 45,351		\$ 174,427	Member Agencies				
CPG, K19258				-	Federal Highways Administration				
STP-TMA, K20113			20,000	20,000	Idaho Transportation Department				
				-	Valley Regional Transit				
Local / Fund Bal	10,225	3,592	22,200	36,017	Department of Environmental Quality				
				-					
Total:	\$ 139,301	\$ 48,943	\$ 42,200	\$ 230,444					
					Total Direct Cost: \$ 22,200				
					Total Cost: \$ 230,444				

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PROGRAM NO.	838	CLASSIFICATION:	System Maintenance
TITLE:	Technical Support: 2020/21 Travel Data Survey (key no. 19303)		
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. Travel survey data are used to update various inputs and parameters necessary to facilitate the calibration and validation of the regional travel demand model. The data are also used to support other planning activities that benefit from high quality local data not available from any other source.		
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 -- 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...."		

FY2021 BENCHMARKS **MILESTONES / PRODUCTS**

Key Elements		Ongoing Sept
Project management of the Travel Survey Data Collection project **postponed until FY21** Draft Request for Qualification/Proposal		

LEAD STAFF: Mary Ann 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: 33	
					Salary \$ 15,235	
					Fringe 7,184	
					Overhead 209	
					Total Labor Cost: \$ 22,628	
ESTIMATED DATE OF COMPLETION: September-2021					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Highway Districts	
CPG, K20050	\$ 15,234	\$ 5,353		\$ 20,587	Member Agencies	
CPG, K19258				-	Federal Highways Administration	
STP-TMA, K20113			649,000	649,000	Idaho Transportation Department	
STP-TMA, K19303				-	Valley Regional Transit	
Local / Fund Bal	1,207	424	51,410	53,041	Department of Environmental Quality	
				-		
Total:	\$ 16,441	\$ 5,777	\$ 700,410	\$ 722,628	Total Direct Cost: \$ 700,000	
					838	Total Cost: \$ 722,628

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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 § 450.322 -- Congestion Management Process is one of the Planning Factors and is 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 are also required for MPOs in 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.		

FY2021 BENCHMARKS **MILESTONES / PRODUCTS**

Congestion Management and Travel Time Data Complete the Congestion Management Annual (CMA) report using the National Performance Measure Research Data Set (NPMRDS) for 2020 Complete Tier 2 analysis for the 2020 Congestion Management Annual (CMA) report using INRIX travel time data Present new Congestion Management plan to ROWG, RTAC, and COMPASS Board	Jan-Mar Jan-Mar Oct-Dec
NPMRDS Travel Time Data and Process Update reference table to link the NPMRDS travel time data to the COMPASS unique ID (PMID) system Set up a process to match accident log data to the crash data and NPMRDS travel time data to evaluate system performance, recovery times and non-reoccurring congestion Set up a process to evaluate and integrate the impact of major roadway projects into the CMA report per the new CMP Refine the process to calculate average speeds using the NPMRDS data for use in other planning activities	Ongoing
Transportation System Management and Ops (TSMO) and ITS Plan Update Update the regional ITS inventory and TSMO/ITS projects list Refine the integration of management and operation strategies and TSMO projects into the long range plan (2050 plan) Project management of the I-84 Corridor Operations Study (start in summer 2020 extend into FY21)	Dec-Jan Ongoing Oct-Sept

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: 130	
					Salary	\$ 63,509
					Fringe	29,948
					Overhead	870
					Total Labor Cost:	\$ 94,327
ESTIMATED DATE OF COMPLETION: September-2021					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Highway Districts	Professional Services
CPG, K20050	\$ 64,679	\$ 22,725		\$ 87,404	Member Agencies	Legal / Lobbying
CPG, K19258				-	Federal Highways Administration	Equipment Purchases
STP-TMA, K20113				-		Travel / Education
				-		Printing
Local / Fund Bal	5,123	1,800		6,923		Public Involvement
				-		Meeting Support
				-		Other
Total:	\$ 69,802	\$ 24,525	\$ -	\$ 94,327		Total Direct Cost: \$ -
						842 Total Cost: \$ 94,327

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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 (RGAWG) 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 § 450.324 (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...."				
FY2021 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide GIS Data Maintenance and Support for COMPASS Projects. Data analysis, and maintenance for performance reporting and other planning needs Enterprise database creation Data integration GIS Technology Census BAS GIS Cooperation Continue participation in the Canyon Spatial Data Cooperative (SDC) and Ada County Special Interest Group (SIG) meetings Regional Geographic Advisory Committee Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data Regional Data Center Expand and maintain authoritative regional GIS data COMPASS staff will conduct data accuracy checks and metadata on regional data sets FY21 CIM 2040 2.0 GIS Data and Mapping Support Active Transportation: maintain and update the regional bike/ped pathway plan Transportation Improvement Program Provide ongoing support Orthophotography Provide orthophotography data to private sector as needed Continue to plan for future orthophotography acquisition and funding					Ongoing Quarterly/as needed Quarterly/as needed Ongoing Apr 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: 454 Salary \$ 176,806 Fringe 83,373 Overhead 2,421 Total Labor Cost: \$ 262,600
ESTIMATED DATE OF COMPLETION: September-2021					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	All Member Agencies
CPG, K20050	\$ 113,751	\$ 39,967		\$153,718	
CPG, K19258				-	
STP-TMA, K20113			96,705	96,705	
				-	
Local / Fund Bal	9,011	3,166	140,133	152,310	
				-	
Total:	\$ 122,762	\$ 43,133	\$ 236,838	\$ 402,733	
					860 Total Cost: \$ 402,733

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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.				
FY2021 BENCHMARKS					
				MILESTONES / PRODUCTS	
Provide local dollars for expenditures not federally funded.				Ongoing	
LEAD STAFF: Meq Larsen				Expense Summary	
END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.				Total Workdays: 0	
				Salary \$ -	
				Fringe -	
				Overhead -	
				Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION: September-2021				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
				\$ -	
Other			37,180	37,180	Professional Services -
Local / Fund Bal			138,770	138,770	Legal / Lobbying \$ 17,000
				-	Equipment Purchases 150,350
					Travel / Education 1,600
					Printing
					Public Involvement
					Meeting Support 7,000
					Other
					Total Direct Cost: \$ 175,950
Total:	\$ -	\$ -	\$ 175,950	\$ 175,950	990
					Total Cost: \$ 175,950

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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, procurement, contracting, and general administration. Work with independent auditor on annual audit.					
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>					
FY2021 BENCHMARKS						
MILESTONES / PRODUCTS						
General Administration Review standing agreements Conduct appropriate procurement processes and prepare contracts, as needed 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 FY2021 benefit options Financial Management Close FY2020 financial records and begin FY2021 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 Maintain security and integrity of IT systems, and perform appropriate back ups Coordinate systems with member agencies					Aug As needed As needed Ongoing Ongoing As needed Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing Ongoing	
LEAD STAFF: Meg 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: 801 Salary Fringe - Overhead - Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION: September-2021					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	Professional Services \$ -
				\$ -	Idaho Transportation Department	Legal / Lobbying
				-		Equipment Purchases
				-		Travel / Education
				-		Printing
				-		Public Involvement
				-		Meeting Support
				-		Other
Total:	\$ -	\$ -		\$ -		Total Direct Cost: \$ -
					991	Total Cost: \$ -