



Working together to plan for the future

**FINANCE COMMITTEE MEETING
JULY 30, 2015 — 12:00 PM
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO**

**** AGENDA ****

I. AGENDA ADDITIONS/CHANGES

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 2 *A. Approve May 14, 2015, Finance Committee Meeting Minutes

IV. ACTION ITEMS

A. Approve FY2015 Audit Process

Page 4 *B. Approve Variance Report for October 1, 2014 – June 30, 2015

Page 11 *C. Recommend COMPASS Board Approval of the Draft FY2016 Unified Planning Work Program and Budget

V. OTHER

A. Next Meeting: November 19, 2015

VI. ADJOURNMENT

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

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**FINANCE COMMITTEE MEETING
MAY 14, 2015
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Rebecca Arnold, Commissioner, Ada County Highway District, **Chair**
Dave Case, Commissioner, Ada County
Craig Hanson, Commissioner, Canyon County
John McEvoy, Commissioner, Canyon Highway District #4
Garret Nancolas, Mayor, City of Caldwell
Charlie Rountree, Councilman, City of Meridian
Rick Yzaguirre, Commissioner, Ada County

OTHERS PRESENT: Keith Holmes, Community Planning Association
Megan Larsen, Community Planning Association
Amy Luft, Community Planning Association
Sabrina Minshall, Community Planning Association
Matt Stoll, Community Planning Association
Christina Torkelson, Community Planning Association

CALL TO ORDER:

Chair Arnold called the meeting to order at 12:00 pm.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

A. Approve April 23, 2015, Finance Committee Meeting Minutes

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

ACTION ITEMS

A. Approve Variance Report for October 1, 2014 – March 31, 2015

Megan Larsen presented the October 1, 2014 – March 31, 2015, Variance Report.

After discussion, **Garret Nancolas moved and Charlie Rountree seconded approval of the October 1, 2014 – March 31, 2015, Variance Report as presented. Motion passed unanimously.**

B. Recommend COMPASS Board Approval of the FY2016 Economic Development District Membership Dues

Megan Larsen presented proposed FY2016 Economic Development District membership dues.

After discussion, **Garret Nancolas moved and Charlie Rountree seconded to recommend the FY2016 Economic Development District Membership Dues for COMPASS Board approval as presented. Motion passed 4 to 3.**

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

Megan Larsen presented the draft FY2016 Unified Planning Work Program and Budget.

After discussion, **Garret Nancolas moved and Charlie Rountree seconded to recommend the draft FY2016 Unified Planning Work Program and Budget for COMPASS Board approval as presented. Motion passed 4 to 3.**

ADJOURNMENT

Dave Case moved and Charlie Rountree seconded adjournment at 1:06 pm. Motion passed unanimously.

Dated this 30th day of July 2015.

Approved:

**By: _____
Rebecca Arnold, Chair**

Attest:

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

FINANCE COMMITTEE AGENDA ITEM IV-B DATE: JULY 30, 2015

Topic: Variance Report for October 1, 2014 – June 30, 2015

Request/Recommendation:

Staff seeks approval of the Variance Report dated October 1, 2014 to June 30, 2015.

Background/Summary:

The Variance Report is used to report actual financial results compared to Revision 3 of the FY2015 Unified Planning Work Program and Budget, referred to hereinafter as budget.

Budget to actual variances by line item – revenue and expenses

The first page of the attachment shows budget to actual variances by line item. The grant revenues shown are for billings through June 30, 2015.

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

Direct expense is expected to end the year well below budget.

- Total expenditures for *Communities in Motion* printing and professional services are expected to end the year about \$50,000 below budget.
- \$94,000 was budgeted in Congestion Management for travel time sensors. These dollars will not be expended in FY2015 and are included in the proposed FY2016 budget as carry forward.
- The on-board transit survey was budgeted for FY2015 for \$150,000. About \$25,000 of this amount is expected to be spent in FY2015, with the remainder carried forward for completion of the project in FY2016.
- \$200,000 was budgeted for the household travel survey in FY2015. The household travel survey will not be completed at this time and these dollars will not be spent.

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

Budget to actual variances by program – expenses

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

Balance sheet and cash summary

The fourth and final page of the attachment shows the balance sheet as of June 30, 2015. A summary of COMPASS' cash balance by account is also provided at the bottom of the page.

Implication (policy and/or financial):

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

More Information:

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

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COMPASS

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

	Budget	Actual	% of budget earned or expended
Grant revenue	\$ 2,756,387	\$ 1,231,302	45%
ID DEQ/ACAQB Awareness	82,500	80,643	98%
Member contributions	847,474	847,474	100%
Modeling revenue	-	3,042	
Interest income	4,055	3,201	79%
Orthophotography revenue	-	4,340	
Maps and publications revenue	-	1,161	
Data Dissemination	-	650	
Other income	-	1,511	
Subtotal, revenues	3,690,416	2,173,324	59%
Staff labor	1,190,683	907,955	76%
Payroll taxes and fringe benefits	541,383	366,861	68%
Subtotal, salaries and fringe expenses	1,732,066	1,274,816	74%
Professional services	858,229	159,291	19%
Equipment purchase	340,250	100,013	29%
Travel education	46,000	48,604	106%
Printing	23,821	5,093	21%
Other	19,800	14,369	73%
Other: Implementation grant program	147,427	29,998	20%
Public involvement	46,150	38,475	83%
Meeting support	5,425	3,650	67%
Legislative services	85,950	57,300	67%
FY2016 carry-forward (future ortho project & SHRP2 project)	286,500	286,500	100%
Subtotal, direct expenses	1,859,552	743,292	40%
Professional services	30,000	16,031	53%
Equipment repair	2,000	432	22%
Travel/education	2,500	1,117	45%
Publications	1,500	465	31%
COMPASS Memberships	12,000	11,022	92%
Employee Professional Memberships	9,500	3,794	40%
Postage	1,500	897	60%
Telephone	13,100	8,546	65%
Space Rent	-	268	
Building maintenance/association	41,293	41,293	100%
Printing	2,000	-	0%
Advertising	5,000	87	2%
Audit	16,000	14,000	88%
Insurance	13,000	11,336	87%
Legal services	10,000	4,926	49%
General supplies	4,500	5,719	127%
Computer supplies	10,500	8,720	83%
Computer software/maintenance	24,200	25,135	104%
Commuting incentive	500	80	16%
Vehicle maintenance	3,000	1,198	40%
Utilities	12,000	7,268	61%
Local travel	2,500	1,262	50%
Other	1,500	146	10%
Subtotal, indirect expenses	218,093	163,740	75%
Total, all expenses	3,809,711	2,181,848	57%
Change in fund balance	(119,295)	(8,524)	
Beginning fund balance	1,328,630	1,328,630	
Current fund balance	1,209,335	1,320,106	

COMPASS
FY2015 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of June 30, 2015, 75% of the fiscal year has passed. Programs that have expended 65% or less of their budgeted dollars are considered under budget. Programs that have expended 85% or more of their budgeted dollars are considered over budget.

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

		Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	Notes
601	UPWP: budget development and federal assurances	Larsen	122,307	97,067	79%	-	-		122,307	97,067	79%	On Budget. Staff anticipates that this actual workdays in this area will exceed budget by the end of the year. Staff prepared a total of 3 revisions to the FY2016 budget, and performed additional work related to the EDD exploration that was not anticipated when the budget was prepared.
605	Multi-Modal Planning	Minshall	162,591	136,437	84%	148,750	22,677	15%	311,341	159,114	51%	On budget for labor costs. Under Budget for direct costs. Staff notes that the budget for direct costs will be fully expended by the end of the fiscal year.
620	Growth and Transportation System Monitoring	Miller	83,354	64,826	78%	1,750	-	0%	85,104	64,826	76%	On Budget. Staff still plans to use the budget for direct costs and expects this project to be on budget by the end of the fiscal year.
647	Regional Growth Issues and Options	Miller	70,050	42,643	61%	1,500	-	0%	71,550	42,643	60%	Under Budget. Staff anticipates more time will be used on this project putting the labor budget on track by the end of the fiscal year. Staff still plans to use the budget for direct costs.
653	Communications and Education	Luft	136,320	103,032	76%	98,185	49,296	50%	234,505	152,328	65%	On Budget for labor costs. Under Budget for direct costs. Staff anticipates there will be approximately \$15,000 unspent direct dollars at the end of the fiscal year.
661	<i>Communities in Motion</i>	Itkonen	307,033	163,813	53%	362,465	260,954	72%	669,498	424,767	63%	Under Budget for labor costs. Staff anticipates that work will increase in the 4th quarter, particularly related to activities under the SHRP 2 grant. However, it is anticipated that this project will be under budget by the end of the fiscal year. On budget for direct costs. Staff anticipates that direct costs will be under expended for the fiscal year. Budget savings will be used in FY16 for other purposes.
685	Regional Transportation Improvement Program	Tisdale	272,688	190,179	70%	3,500	781	22%	276,188	190,960	69%	On Budget.
686	Project/Scope Development	Matson	54,000	30,020	56%	125,000	-	0%	179,000	30,020	17%	Under Budget. Staff anticipates that labor will be fully expended by the end of the fiscal year. It is expected some of the direct dollars for professional services will be carried over into FY2016 to wrap up the project development tasks initiated in FY2015.
692	Regional Asset and Resource Maintenance Report	Matson	5,034	1,475	29%	-	-		5,034	1,475	29%	Under Budget. Staff anticipates this project will be on budget by the end of the fiscal year.
693	Grant Research and Assistance	Matson	12,067	24,619	204%	-	2,780		12,067	27,399	227%	Over Budget. Staff devoted more workdays to this activity than was anticipated in the budget. Workdays allocated in the FY2016 budget have been adjusted accordingly to reflect the need in this area.
Subtotal, Projects			1,225,444	854,111	70%	741,150	336,488	45%	1,966,594	1,190,599	61%	

COMPASS
FY2015 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

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

	Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	Notes	
701	General Membership Services	Minshall	61,164	92,376	151%	12,365	17,365	140%	73,529	109,741	149%	Over Budget for labor costs. Staff spent more time completing development reviews for member agencies than expected. Staff also devoted time to preparing the TIGER grant for I-84 improvements, a project that was not anticipated in the original budget. Over Budget for direct costs. The total project direct costs were budgeted at \$75,000. \$57,635 was expended in FY2014. The amount that should have been carried over was \$17,365 but only \$12,365 was carried over due to a staff error. The budget overage is expected to be offset by savings in other areas so no amendment is proposed to correct this error. The total amount actually expended was \$75,000.
702	Air Quality Outreach	Luft	7,500	1,788	24%	75,000	51,037	68%	82,500	52,825	64%	Under Budget for labor costs. Staff over-estimated the time necessary to manage this project. On Budget for direct costs. Direct expenses are for the airing of PSA's. The number of PSA's that can be aired will be maximized for the dollars available. Therefore, the direct costs will be fully expended by the end of the year.
703	General Public Services	Luft	16,843	15,853	94%	-	-	-	16,843	15,853	94%	Over Budget. While the amount of labor costs used is directly related to the amount of work requested by the public staff anticipates that this project will be on budget by the end of the fiscal year.
705	Transportation Liaison Services	Stoll	47,954	34,694	72%	-	-	-	47,954	34,694	72%	On Budget.
720	State Street Corridor Implementation	Matson	3,053	1,042	34%	-	-	-	3,053	1,042	34%	Under Budget for labor. Project is under budget because the State Street Coordinating Committee has not moved forward with the proposed tasks.
760	Legislative Services	Stoll	59,784	46,632	78%	112,550	76,264	68%	172,334	122,896	71%	On Budget.
761	Blueprint for Good Growth	Stoll	6,988	4,773	68%	-	-	-	6,988	4,773	68%	On Budget.
Subtotal, Services			203,286	197,158	97%	199,915	144,666	72%	403,201	341,824	85%	
801	Staff Development	Larsen	54,978	70,941	129%	28,500	35,188	123%	83,478	106,129	127%	Over Budget. Staff has had the opportunity to take advantage of training opportunities during the year to help staff with new tasks, such as bike/ped planning, so both workdays and direct expenses exceed budget for this point in the year. Savings in other programs will offset overages in this area.
820	Committee Support	Larsen	94,701	66,689	70%	2,000	1,465	73%	96,701	68,154	70%	On Budget.
836	Regional Travel Demand Model	Waldinger	115,648	80,899	70%	59,000	19,000	32%	174,648	99,899	57%	Under Budget. Staff anticipates more time will be used on this project putting the labor budget on track by the end of the fiscal year. Staff expects to fully expend the budgeted direct dollars as well.

COMPASS

FY2015 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of June 30, 2015, 75% of the fiscal year has passed. Programs that have expended 65% or less of their budgeted dollars are considered under budget. Programs that have expended 85% or more of their budgeted dollars are considered over budget.

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

	Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	Notes	
838	On-Board Transit and Household Travel Survey	Waldinger	15,794	-	0%	350,000	-	0%	365,794	-	0%	Under Budget. The household travel survey (\$200,000) will not be completed. The on-board transit survey (\$150,000) will be initiated in FY15, with estimated FY15 expenses of \$25,000, and wrapped up in FY16. The reduced actual labor costs correspond with the reduction/delay of the surveys.
842	Congestion Management System	Waldinger	52,967	30,655	58%	109,000	-	0%	161,967	30,655	19%	Under Budget. Staff anticipates labor costs will be on budget by the end of the fiscal year. Staff is working with ACHD to coordinate implementation of travel time sensors with their related project. The direct dollars for purchase of these devices are expected to be carried over to FY2016.
860	Geographic Information System Maintenance	Adolfson	135,766	106,451	78%	1,200	1,200	100%	136,966	107,651	79%	On Budget.
862	Regional Data Center	Adolfson	51,574	31,653	61%	52,360	23,946	46%	103,934	55,599	53%	Under Budget. Staff anticipates more staff time will be used on this project putting the labor budget on track by the end of the fiscal year. Staff anticipates there will be approximately \$25,000 of unspent direct costs by the end of the fiscal year.
Subtotal, System Maintenance			521,428	387,288	74%	602,060	80,799	13%	1,123,488	468,087	42%	
990	Direct Operations and Maintenance	Larsen	-	-		316,427	181,340	57%	316,427	181,340	57%	Under Budget. Staff anticipates that the CIM Implementation Grants (total of \$147,427 for FY14 and FY15 grants) will be paid out by year end, bringing this category in line with budget.
Subtotal, Indirect and overhead			-	-		316,427	181,340	57%	316,427	181,340	57%	
GRAND TOTAL			1,950,159	1,438,556	74%	1,859,552	743,292	40%	3,809,711	2,181,853	57%	

COMPASS**Balance Sheet - June 30, 2015**

	9/30/2014	6/30/2015
<u>ASSETS</u>		
Cash and Cash Equivalents	\$ 1,313,958	\$ 1,208,895
Accounts Receivable	259,184	457,510
Prepaid Expenses	26,278	-
	<hr/>	<hr/>
TOTAL ASSETS	<u>\$ 1,599,420</u>	<u>\$ 1,666,405</u>
<u>LIABILITIES</u>		
Accounts Payable	173,273	223
Accrued Payroll Liabilities	78,496	40,553
Deferred Revenue	19,024	19,024
	<hr/>	<hr/>
Subtotal, liabilities	270,793	59,799
<u>FUND BALANCE</u>		
Nonspendable: Prepaid Expenses	26,278	-
Assigned To: Set-Aside for Grant Implementation Program	147,427	117,429
Assigned To: Set-Aside for Future Orthophotography Costs	140,000	140,000
Unassigned	1,014,925	1,349,177
	<hr/>	<hr/>
Subtotal, fund balance	1,328,630	1,606,606
<u>TOTAL LIABILITIES AND FUND BALANCE</u>	<u>\$ 1,599,420</u>	<u>\$ 1,666,405</u>

Cash Summary - June 30, 2015

<u>Account</u>	<u>Current Rate</u>	<u>Balance</u>
ID Central Credit Union Money Market Checking	0.10%	\$ 4,803
ID Central Credit Union Share Savings	0.10%	25
ID Central Credit Union Premium Money Market Savings	0.30%	452,677
Zion's Bank Money Market Account	0.15%	251,114
Local Government Investment Pool	0.19%	250,000
Sunwest Bank	0.40%	250,077
Bank of the Cascades (deposit pending)		-
Petty Cash	n/a	200
Total Cash Balance		<u>\$ 1,208,895</u>

FINANCE COMMITTEE AGENDA ITEM IV-C

Date: July 30, 2015

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

Request/Recommendation:

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

Background/Summary:

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

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

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

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

The initial draft of the FY2016 UPWP was recommended for approval by the Finance Committee at the May 14, 2015, Finance Committee meeting. That draft included the Economic Development District (EDD) program, with its associated revenue stream, workdays, and expenditures. In the intervening period, the Economic Development Administration proposed significant changes to the EDD designation transfer process. The Executive Committee felt it would be ill-advised to move forward with the EDD under this new scenario. Therefore, at its July 14, 2015, meeting, the Executive Committee recommended that COMPASS withdraw from the EDD designation process and remove the EDD program from the proposed FY2016 UPWP.

The FY2016 UPWP presented here for Finance Committee consideration has been updated to reflect the Executive Committee's recommendation. The EDD program included 147 workdays, which have been re-assigned to other planning activities. The planned EDD work included a focus on grant research and applications, to help identify and secure funding for member agency projects. These efforts will continue in the current UPWP.

The EDD membership dues and anticipated planning grant from EDA have been removed from revenues. The EDD program included only \$5,000 in anticipated direct expenses, and these have been removed as well.

The updated draft FY2016 UPWP is presented as follows:

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

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

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

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

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

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

1. Total membership dues increase compared to the prior year. The per capita rate remained the same as FY2015. The increase reflects year over year population growth in the jurisdictions.
2. Projected revenue from the Consolidated Planning Grant reflects the amount included in the FY2015-FY2019 Regional Transportation Improvement Program (TIP), with the historical obligation authorization percentage of 94.10% applied.
3. Revenue of \$306,705 from off-the-top STP-TMA funds, as approved by the COMPASS Board on April 19, 2010, continues.
4. STP-TMA revenues for the *Communities in Motion 2.0* (CIM) update are included, as reflected in the FY2015-FY2019 TIP. There are corresponding expenses associated with these revenues.
5. STP-TMA revenues of \$115,825 that will be carried over from FY2015 to complete the onboard transit survey have been added. These revenues were not included in the FY2016 UPWP presentation on May 14, 2015. The corresponding expenses for the onboard transit survey were included however. Although historically COMPASS staff does not capture carryover revenues until Revision 1 of the UPWP is prepared, staff felt it would be more accurate to include these revenues in the UPWP since the corresponding expenses are reflected and the revenues are clearly identifiable and have already been obligated.
6. COMPASS was awarded a grant of \$225,000 from the Strategic Highway Research Program 2 (SHRP 2) in FY2015. These funds are being carried over to FY2016 and are reflected in revenues. There are corresponding expenses associated with these revenues.
7. COMPASS anticipates carryover of unspent federal funds from FY2015. These funds, in the amount of \$155,000, are included in the UPWP. This carryover results from both anticipated savings in direct expenditures made in FY2015 and the obligation of additional federal grant revenues that were not included in the FY2015 UPWP. This estimate of carryover has been revised up from the estimate of \$124,323 that was included in the UPWP presented on May 14, 2015. Staff believes the current estimate of \$155,000 is more accurate.
8. Revenues include the funds committed by the Department of Environmental Quality and Air Quality Board for the air quality outreach program. There are corresponding expenses associated with these revenues.

9. Revenues include funds released from fund balance for the orthophotography project planned for FY2016.
10. Salary costs include an annual 3% overall increase. Distribution of individual salary adjustments will be determined by the Executive Director.
11. The UPWP includes funding of \$75,000 for CIM Implementation Grants. This amount represents an increase of \$25,000 over the \$50,000 that was approved by the Board for FY2015 Implementation Grant funding, but remains under the \$100,000 annual funding limit directed by the Board. Funding at this level would allow award of all grant applications submitted for FY2016, inclusive of an approximately 15% contingency.
12. The Project Development Program is proposed to be funded in FY2016, its second year, at \$100,000. COMPASS received significant interest and applications from member agencies to support this level of funding.
13. Direct expenses include costs to finish the onboard transit survey, which will get under way in FY2015 and be completed in FY2016.
14. The UPWP includes direct expenses of \$195,000 to complete the regional orthophotography flight. COMPASS provides orthophotography as a service to members.
15. An additional \$94,000 was added to the direct costs included in the May 14, 2015, UPWP presentation. This amount is for the purchase of travel time sensors. This amount was originally included in the FY2015 UPWP but not expended. The amount was not carried over to the earlier version of the FY2016 UPWP due to issues with the functionality of the technology. COMPASS wanted to hold off on its purchase of devices to make sure that the selected devices would be compatible with technology in use by ACHD and ITD. Since then, the issues have been resolved and ACHD has issued an RFP for the devices. COMPASS proposes to proceed with its own purchase of devices to supplement data collection efforts on the state highway system and in Canyon County.
16. Direct expenses for all other programs are fairly stable and consistent with current year activities.

The updated UPWP includes a draw from fund balance to fund revenue shortfall in the amount of \$70,133. In the UPWP presented on May 14, 2015, there was no draw from fund balance to fund revenue shortfall included. As of the end of FY2014, COMPASS had a total fund balance of approximately \$1.3 million, inclusive of the amount set aside for orthophotography. The COMPASS financial policy requires maintenance of a three month operating reserve, or approximately \$700,000. This leaves approximately \$600,000 in excess fund balance. The Board's direction was to draw down the excess fund balance over time on programs and projects of value to members that are included in the annually approved UPWP. The \$70,133 draw down of fund balance is consistent with this Board direction.

Implication (policy and/or financial):

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

More Information:

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

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

REVENUE	FY2015 Revision 3	FY2016 Draft
GENERAL MEMBERSHIP		
Ada County	199,509	207,033
Ada County Highway District	199,509	207,033
Canyon Highway District No. 4	11,964	38,363
Nampa Highway District No. 1	11,964	54,816
City of Boise	95,999	98,618
City of Caldwell	31,375	22,874
Canyon County	131,049	103,472
City of Eagle	10,344	10,846
City of Garden City	4,921	5,317
City of Kuna	7,085	7,637
City of Meridian	37,583	40,259
City of Middleton	4,067	3,135
City of Nampa	56,110	39,333
City of Parma	1,329	944
City of Star	3,148	3,496
City of Wilder	1,018	723
Subtotal	806,974	843,899
SPECIAL MEMBERSHIP		
Boise State University	8,100	8,440
Capital City Development Corporation	8,100	8,440
Department of Environmental Quality	8,100	8,440
Idaho Transportation Department	8,100	8,440
Valley Regional Transit	8,100	8,440
Subtotal	40,500	42,200
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2014 K# 12380 Ada County - Carry Over	468,944	
CPG - FY2014 K# 12380 Canyon County - Carry Over	236,049	
CPG - FY2015 K# 12381 Ada County	886,544	
CPG - FY2015 K# 12381 Canyon County	311,489	
CPG - FY2016 K# 13495 Ada County		865,252
CPG - FY2016 K# 13495 Canyon County		304,007
Sub Total CPG Grants	1,903,026	1,169,259
STP TMA - K# 12373, off-the-top funds for Planning	289,051	306,705
STP TMA - K# 13047, <i>Communities in Motion</i> Update		210,338
STP TMA - K# 13048, onboard transit survey	324,310	115,825
FHWA - T2 Deployment Program	15,000	
FYWA - SHRP2 Implementation Assistance Program	225,000	225,000
Estimate of Unspent Federal Funds from FY2015		155,000
Subtotal	853,361	1,012,869
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	18,150	18,150
Ada County Air Quality Board	64,350	64,350
Interest Income	4,056	3,500
Subtotal	86,556	86,000
COMPASS REVENUE		
Draw From Fund Balance (Orthophotography)	119,295	131,500
Draw From Fund Balance (to fund revenue shortfall)		70,133
TOTAL, ALL RESOURCES	3,809,711	3,355,859

EXPENSE	FY2015 Revision 3	FY2016 Draft
SALARY, FRINGE & CONTINGENCY		
Salary	1,190,683	1,216,783
Fringe	498,883	522,847
Salary Contingency (Overtime and Bonus)	20,000	20,000
Sick Time Trade	10,000	10,000
Interns	12,500	-
Subtotal	1,732,066	1,769,630
INDIRECT OPERATIONS & MAINTENANCE		
COMPASS	218,093	218,100
Subtotal	218,093	218,100
DIRECT OPERATIONS & MAINTENANCE		
605, Treasure Valley Bicycle and Pedestrian Data Collection	148,750	
620, Growth and Transportation Monitoring	1,750	12,000
647, Regional Growth Issues and Options	1,500	
653, Communications and Education	98,185	71,325
661, Long Range Plan	362,465	303,000
685, Transportation Improvement Program	3,500	176,000
686, Planning for Project Development	125,000	
701, General Membership Services	12,365	
702, Air Quality Outreach	75,000	75,000
760, Legislative Services	112,550	106,050
801, Staff Development	28,500	28,500
820, Committee Support	2,000	2,000
836, Regional Travel Demand Model	59,000	55,000
838, Household Travel Survey	350,000	125,000
842, Congestion Management and ITS	109,000	129,000
860, Geographic Information System Maintenance	1,200	69,254
861, Regional Orthophotography		195,000
862, Regional Data Center	52,360	-
990, Direct Operations and Maintenance	316,427	21,000
Subtotal	1,859,552	1,368,129
COMPASS EXPENSE	3,809,711	3,355,859

COMPASS REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,809,711	3,355,859
LESS: TOTAL EXPENSES	3,809,711	3,355,859
CHANGE IN FUND BALANCE	0	0

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2016 UNIFIED PLANNING WORK PROGRAM and Budget
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES				FEDERAL FUNDING SOURCES								MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Labor &		Direct Cost	Total Cost	FY16 CPG Ada County K# 13495	FY16 CPG Canyon County K# 13495	Estimate of Unspent Federal funds - FY2015	STP-TMA Off The Top K# 12373	STP-TMA K# 13047	FHWA SHRP2 no match K# 19175	STP-TMA On Board Transit K# 13048	Total Federal Funds	Required Match	Local Funds	Other Revenue	Total Local & Other	
	Work Days	Indirect Cost															
601.100 UPWP/Budget Development and Federal Assurances	188	122,516	-	122,516	84,007	29,516						113,523	8,993			8,993	122,516
620.100 Demographics and Growth Monitoring	161	87,311	12,000	99,311	60,440	21,236		10,345				92,021	7,289			7,289	99,311
653.100 Communications and Education	246	129,913	71,325	201,238								-	201,238			201,238	201,238
661.100 Long Range Plan	-	-	17,000	17,000	3,264	1,147			11,342			15,752	1,248			1,248	17,000
661.101 General Project Management	227	147,895	-	147,895	40,782	14,329			81,929			137,040	10,855			10,855	147,895
661.102 Roadways	45	26,371	-	26,371	5,063	1,779			17,594			24,435	1,936			1,936	26,371
661.103 Freight	105	64,649	100,000	164,649	49,997	17,567				85,000		152,564	12,085			12,085	164,649
661.104 Bicycles/Pedestrians	160	78,744	16,000	94,744	18,190	6,391			63,209			87,790	6,954			6,954	94,744
661.105 Public Transportation	99	54,358	-	54,358	10,436	3,667			36,265			50,368	3,990			3,990	54,358
661.106 Performance Measurement	168	103,516	170,000	273,516	83,945	29,494				140,000		253,440	20,076			20,076	273,516
685.100 Resource Development/Funding	-	-	-	-								-				-	-
685.101 Transportation Improvement Program	395	239,421	-	239,421			155,000		66,847			221,847	17,573			17,573	239,421
685.102 Project Development Program	80	53,012	101,000	154,012				142,707				142,707	11,304			11,304	154,012
685.103 Grant Research and Development	129	82,730	-	82,730								-	82,730			82,730	82,730
685.104 CIM Implementation Grants	29	18,681	75,000	93,681				86,805				86,805	6,876			6,876	93,681
TOTAL PROJECTS	1,399	1,209,117	562,325	1,771,442	356,125	125,125	155,000	306,705	210,338	225,000	-	1,378,294	310,418	82,730	-	393,149	1,771,442
701.100 General Membership Services	45	26,140	-	26,140								-		26,140		26,140	26,140
702.100 Air Quality Outreach	12	7,500	75,000	82,500								-			82,500	82,500	82,500
703.100 General Public Services	22	12,966	-	12,966								-	12,966			12,966	12,966
705.100 Transportation Liaison Services	54	39,536	-	39,536								-	39,536			39,536	39,536
760.100 Legislative Services	77	65,223	106,050	171,273								-	171,273			171,273	171,273
761.100 Growth Incentives	33	21,881	-	21,881	20,275							20,275	1,606			1,606	21,881
TOTAL SERVICES	243	173,245	181,050	354,295	20,275	-	-	-	-	-	-	20,275	1,606	249,914	82,500	334,020	354,295
801.100 Staff Development	143	87,753	28,500	116,253	79,713	28,007						107,720	8,533			8,533	116,253
820.100 Committee Support	176	102,422	2,000	104,422	71,601	25,157						96,758	7,665			7,665	104,422
836.100 Regional Travel Demand Model	232	122,143	55,000	177,143	121,464	42,677						164,141	13,002			13,002	177,143
838.100 On-Board Transit and Household Travel Survey	35	20,721	125,000	145,721	14,208	4,992						115,825	135,025			10,696	145,721
842.100 Congestion Management Process	65	34,897	129,000	163,897	112,381	39,485						151,867	12,030			12,030	163,897
860.100 Geographic Information System Maintenance	394	207,021	69,254	276,275	89,485	38,564						128,049	20,279	127,948		148,226	276,275
861.100 Regional Orthophotography	57	30,410	195,000	225,410								-	225,410			225,410	225,410
TOTAL SYSTEM MAINTENANCE	1,102	605,367	603,754	1,209,121	488,852	178,882	-	-	-	-	115,825	783,559	72,204	353,358	-	425,562	1,209,121
990.100 Direct Operations / Maintenance	-	-	21,000	21,000								-		17,500	3,500	21,000	21,000
991.100 Support Services Labor	993	-	-	-								-				-	-
999.100 Indirect Operations/Maintenance	-	-	-	-								-				-	-
TOTAL INDIRECT/OVERHEAD	993	-	21,000	21,000	-	-	-	-	-	-	-	-	-	17,500	3,500	21,000	21,000
G R A N D T O T A L	4,370	1,987,730	1,368,129	3,355,859	865,252	304,007	155,000	306,705	210,338	225,000	115,825	2,182,128	384,229	703,503	86,000	1,173,732	3,355,859

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

DESCRIPTION	TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	FY2017 CARRY- FORWARD
620.100 Demographics and Growth Monitoring	12,000	12,000								
653.100 Communications and Education	71,325	20,500					49,400	1,425		
661.100 Long Range Plan	17,000						17,000			
661.103 Freight	100,000	100,000								
661.104 Bicycles/Pedestrians	16,000	16,000								
661.106 Performance Measurement	170,000	155,000								15,000
685.102 Project Development Program	101,000	100,000					1,000			
685.104 CIM Implementation Grants	75,000	75,000								
702.100 Air Quality Outreach	75,000	75,000								
760.100 Legislative Services	106,050			9,000		11,100			85,950	
801.100 Staff Development	28,500			28,500						
820.100 Committee Support	2,000							2,000		
836.100 Regional Travel Demand Model	55,000	55,000								
838.100 On-Board Transit and Household Travel Survey	125,000	125,000								
842.100 Congestion Management Process	129,000	129,000								
860.100 Geographic Information System Maintenance	69,254	40,000	28,054				1,200			
861.100 Regional Orthophotography	195,000	195,000								
990.100 Direct Operations / Maintenance	21,000		14,000					7,000		
GRAND TOTAL	1,368,129	1,097,500	42,054	37,500	-	12,300	67,400	10,425	85,950	15,000

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

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

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

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PRINCIPAL PLANNERS	ASSOCIATE PLANNERS	ASSISTANT PLANNERS	OPERATIONS	TOTAL
601.100	UPWP/Budget Development and Federal Assurances	ML	48	30	2	2	106	188
620.100	Demographics and Growth Monitoring	CM	4	77	-	80	-	161
653.100	Communications and Education	AL	6	103	-	134	3	246
661.100	Long Range Plan	LI	-	-	-	-	-	-
661.101	General Project Management		40	116	32	22	17	227
661.102	Roadways		5	9	29	2	-	45
661.103	Freight		4	77	-	24	-	105
661.104	Bicycles/Pedestrians		8	34	10	108	-	160
661.105	Public Transportation		2	16	79	2	-	99
661.106	Performance Measurement		10	115	4	39	-	168
685.100	Resource Development/Funding	SM	-	-	-	-	-	-
685.101	Transportation Improvement Program	TT	30	245	4	115	1	395
685.102	Project Development Program	DM	20	39	4	16	1	80
685.103	Grant Research and Development	SM	30	58	4	36	1	129
685.104	CIM Implementation Grants	DM	4	19	-	6	-	29
TOTAL PROJECTS			211	938	168	586	129	2,032
701.100	General Membership Services	SM	5	20	2	18	-	45
702.100	Air Quality Outreach	AL	-	12	-	-	-	12
703.100	General Public Services	AL	3	9	2	8	-	22
705.100	Transportation Liaison Services	MS	19	31	2	2	-	54
760.100	Legislative Services	MS	67	3	-	4	3	77
761.100	Growth Incentives	CM	4	24	-	3	2	33
TOTAL SERVICES			98	99	6	35	5	243
801.100	Staff Development	ML	21	66	8	38	10	143
820.100	Committee Support	ML	19	20	4	13	120	176
836.100	Regional Travel Demand Model	MW	2	104	-	126	-	232
838.100	On-Board Transit and Household Travel Survey	MW	-	25	-	10	-	35
842.100	Congestion Management Process	WS	-	20	29	16	-	65
860.100	Geographic Information System Maintenance	EA	5	170	-	215	4	394
861.100	Regional Orthophotography	EA	-	28	-	29	-	57
TOTAL SYSTEM MAINTENANCE			47	433	41	447	134	1,102
TOTAL DIRECT			356	1,470	215	1,068	268	3,377
991.100	Support Services Labor	ML	334	140	15	82	422	993
TOTAL INDIRECT/OVERHEAD			334	140	15	82	422	993
TOTAL LABOR			690	1,610	230	1,150	690	4,370

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PROGRAM NO.		601		CLASSIFICATION:		Project			
TITLE:		UPWP Budget Development and Monitoring							
TASK / PROJECT DESCRIPTION:		Monitor and amend, as necessary, the FY2016 Unified Planning Work Program and Budget (UPWP) and related transportation grants for the metropolitan planning organization (MPO). Develop and obtain Board approval for the FY2017 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.							
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, REFERENCE TO STRATEGIC PLAN:		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. Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 2.1, evaluate the effective use of agency resources to provide the best value for members; 4.2, implement adopted plans; 4.3, establish a process for integrating tasks identified in <i>Communities in Motion</i> into the UPWP; and 4.4, update planning documents.							
FY2016 BENCHMARKS									
MILESTONES / PRODUCTS									
FY2016 UPWP									
Process and track revenues and expenditures for the FY2016 UPWP and related transportation grants						Ongoing			
Process required state and local agreements and other required paperwork for transportation grants						As Needed			
Process and obtain Board approval of FY2016 UPWP revisions									
Distribute revisions of the FY2016 UPWP to the Idaho Transportation Department for tracking purposes						As Needed			
Distribute revisions of the FY2016 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval						As Needed			
FY2017 UPWP Development									
Develop process and schedule for the FY2017 UPWP						Oct			
Solicit membership input on possible transportation planning projects and associated needs for FY2017						Nov-Jan			
Submit initial revenue assessment for FY2017 to the Finance Committee for input						Mar			
Obtain Board approval on FY2017 general and special membership dues						Apr			
Present FY2017 UPWP									
Present draft FY2017 UPWP to Finance Committee for input and feedback						May			
Present draft FY2017 UPWP to Finance Committee for approval						Jun			
Submit FY2017 UPWP to Board for adoption						Aug			
Submit and obtain approval from Federal Highway Administration of FY2017 UPWP						Aug			
Distribute FY2017 UPWP to the Idaho Transportation Department and Federal Transit Administration						Aug			
Track Federal requirements as related to Self-Certification									
Compliance with federal requirements						Ongoing			
Track federal requirements as related to Transportation Improvement Program and the Regional Long-Range Transportation Plan									
Document and prepare for Federal Certification Review						Ongoing			
Monitor federal changes through the Federal Register						Ongoing			
LEAD STAFF:		Megan Larsen				Expense Summary			
END PRODUCT:		FY2015 UPWP revisions; FY2016 UPWP; Self-Certification; Maximize funding opportunities.							
Total Workdays:								188	
Salary								\$ 79,023	
Fringe						29,649			
Overhead						13,844			
Total Labor Cost:						\$ 122,516			
ESTIMATED DATE OF COMPLETION:		September-2016				DIRECT EXPENDITURES:			
Funding Sources				Participating Agencies					
	Ada	Canyon	Special	Total	Member Agencies				
CPG k#13495	\$ 84,007	\$ 29,516		\$ 113,523	Federal Highway Administration				
FY2015 Unspent					Federal Transit Administration				
STP-TMA, k12373									
STP-TMA, k13047									
FHWA SHRP2									
STP-TMA, k13048	6,655	2,338		8,993					
Local									
Total:	\$ 90,662	\$ 31,854		\$ 122,516					
						601	Total Cost: \$ 122,516		

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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 program will result in two main reports each year: a Development Monitoring Report and a Performance Monitoring Report (PMR) including an analytical review of growth and transportation patterns. To develop population estimates by city, rural county, and highway district. Population estimates are developed each year for use in setting COMPASS member dues. The estimates are also posted on the COMPASS website and are used by many member agencies and citizens. Estimates are based on residential building permits and factored by vacancy rates and household sizes. Mapping and distribution of census data and support for member agencies for using census information, including training on census data and tools.								
PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:	Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analysis depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands. 2) The travel demand model also requires current and accurate housing and employment data. 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, and other analysis, and is an often requested member service. 4) Monitoring and reporting on progress toward the goals of <i>Communities in Motion</i> promotes the objectives of the plan and local efforts toward that plan.								
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...." <i>Communities in Motion</i> : The Performance Monitoring Report (PMR) is a requirement of the transportation plan to monitor and track "progress toward achieving alternative transportation and desired land use objectives." Task 4.4.3, Major Activity Center, Task 1.2.2 and providing data on various groups, Task 1.9.1.								
FY2016 BENCHMARKS									
MILESTONES / PRODUCTS									
Population Estimates									
Data collection and geocoding of building permits						Ongoing			
Complete 2015 Development Monitoring Report						Feb			
Complete 2016 population estimates and receive Board acceptance						Feb			
Employment Data Estimates									
Collect and geocode employment data from Idaho Department of Labor						Oct-Jan			
Procure and geocode employment data from other data sources						Oct-Jan			
Compile master employment set						Feb			
Census Liaison/Clearinghouse									
Integrate Census data in related projects						Ongoing			
Respond to member requests for census data						Ongoing			
Complete the Census Boundary and Annexation Survey (BAS)						Apr			
Demographic Data and Forecasting									
Acquire sub-county demographic data						Oct			
Conduct demographics evaluation for age (school and elderly populations)						Nov-Mar			
Develop demographic data for modeling						Nov-Sept			
Development Review									
Provide development and policy reviews and checklists						Ongoing			
Conduct area of influence analysis						Ongoing			
Conduct annual reporting to workgroup/committee						June			
Development Tracking and Reconciliation									
Update preliminary plat files and other entitled development						Ongoing			
Update vacant lot inventory						May			
Conduct reconciliation and report to workgroup/committee						June			
LEAD STAFF: Carl Miller									
END PRODUCT: Eight products: 1) 2016 Population Estimates by jurisdiction; 2) Employment estimates by jurisdiction; 3) Dissemination of census data for COMPASS and member agency planning; 4) Demographic forecast of special-needs populations; 5) Development reviews, area of influence analysis, and an annual reporting to workgroup/committee; 6) Reporting of entitled development through preliminary plat and vacant lot inventory; and 7) Annual reconciliation of the CIM 2040 Vision with entitled developments.						Expense Summary			
						Total Workdays:		161	
						Salary		\$ 56,316	
						Fringe		21,129	
Overhead		9,866							
Total Labor Cost:		\$ 87,311							
ESTIMATED DATE OF COMPLETION: September-2016									
Funding Sources					Participating Agencies				
	Ada	Canyon	Special	Total	Member Agencies Professional Services \$ 12,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other				
CPG k#13495	\$ 60,440	\$ 21,236		\$ 81,676					
FY2015 Unspent									
STP-TMA, k12373			10,345	10,345					
STP-TMA, k13047									
FHWA SHRP2									
STP-TMA, k13048	5,394	1,895		7,290					
Local									
Total:	\$ 65,834	\$ 23,131		\$ 99,311					
				620	Total Cost: \$ 99,311				

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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 Board education. Specific elements of the task include managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; supporting the Public Participation Committee; and representing COMPASS at open houses and other events.					
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, REFERENCE TO STRATEGIC PLAN:	<p>Federal Code 23 CFR § 450.316 requires public input and involvement in MPO planning activities. Public involvement for specific programs (e.g., Regional Transportation Improvement Program, regional long-range transportation plan) is planned/budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing /updating the COMPASS <i>Integrated Communication Plan</i> and Public Involvement Plan every three years, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to provide the background to assist the public in becoming involved in COMPASS programs and projects.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: Objective 1.2, Implement Integrated Communication Plan; Objective 3.2, Facilitate the Sharing of Data and Information; and Objective 4.2, Implement Adopted Plans.</p>					
FY2016 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 Committee. Provide outreach/public speaking support and training to staff. Conduct annual update of social media audit. Begin update of COMPASS Strategic Plan for adoption in December 2016.					Ongoing Ongoing Ongoing October Mar - Sept	
Develop tools such as electronic and print materials designed for most effective means of communication						
Maintain and enhance COMPASS social media channels (Facebook, blog, Twitter, YouTube, Flickr). Continually update COMPASS website to keep content up to date; continue to track COMPASS website traffic. Develop FY2016 annual report. Write and distribute monthly update handout. Evaluate effectiveness of monthly Keeping Up With COMPASS newsletter, based on potential new committee structure; revise format as needed. Write and distribute revised monthly Keeping Up With COMPASS newsletter, based on evaluation. Use results of FY2015 random household survey to evaluate success and continually improve programs.					Ongoing Ongoing Jul-Sep Ongoing Sept - Dec Ongoing Ongoing	
Education and community outreach						
Develop and implement FY2016 public education series to include five speakers; focus on transportation components being developed for <i>Communities in Motion 2040 2.0</i> . Support and collaborate with other agencies' outreach and education efforts and programs. Participate in community events to share planning-related information. Attend/support member agencies at public meetings. Manage/support <i>Leadership in Motion</i> awards program. Plan and host annual "COMPASS 101" workshop. Sponsor "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department).					Jan-Jun Ongoing Ongoing Ongoing Fall Jan - Feb Fall	
Transportation Funding Outreach Campaign ("Don't Let the Treasure Valley Fall through the Cracks")						
Promote the need for increased transportation funding/funding options through paid and earned media, social media, education series, etc.					Ongoing	
LEAD STAFF:	Amy Luft				Expense Summary	
END PRODUCT:	Public involvement in, and understanding of, transportation planning and related issues.					
					Total Workdays:	246
					Salary	\$ 83,794
					Fringe	31,439
					Overhead	14,680
					Total Labor Cost:	\$ 129,913
ESTIMATED DATE OF COMPLETION:					September-2016	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Highway Districts	
CPG k#13495				\$ -	Member Agencies	
FY2015 Unspent					Federal Highways Administration	
STP-TMA, k12373					Idaho Transportation Department	
STP-TMA, k13047					Valley Regional Transit	
FHWA SHRP2					Department of Environmental Quality	
STP-TMA, k13048					Ada County Air Quality Board	
Local	148,916	52,322		201,238		
Total:	\$ 148,916	\$ 52,322		\$ 201,238		
					653	Total Cost: \$ 201,238

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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 of the adopted long-range transportation plan.					
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 will help achieve the regional (CIM) goals.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:		Federal Code 23 CFR § 450 "Moving Ahead for Progress in the 21st Century" (MAP-21) requires that the regional long-range transportation plan be updated every four years in areas with more than 200,000 people or with air quality issues. Since the area meets the test on both criteria, a new plan has to be adopted by 2019. 23 USC 150-- establishes national goals and a performance program, in consultation with stakeholders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds. Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 3.2., facilitate the sharing of data and information; 4.1, lead a process to coordinate local land use planning, transportation planning, and development; 4.2, implement adopted plans; 4.3, establish a process for integrating tasks identified in CIM into the UPWP; and, 4.4, update planning documents.					
FY2016 BENCHMARKS							
MILESTONES / PRODUCTS							
661.101 General Project Management Compile components into transportation system Update financial analysis and revenue expenditure forecast Environmental mitigation strategies Evaluate potential long term air quality impacts Analyze consequences of unfunded needs Draft plan chapters and supporting documents							Oct-Sept
661.102 Roadways Develop planning level cost estimates Determine current and projected transportation demand of vehicles Map and summarize to identify potential trade offs							Oct-Sept
661.103 Freight Collect and analyze data SHRP grant effort Map and summarize information							Oct-Sept
661.104 Bicycle and Pedestrian Support Active Transportation Committee, FACTS Maintain and update bike/pedestrian data collection Regional Bike and Pedestrian plan							Oct-Sept
661.105 Public Transportation Public transportation future network analysis Planning level cost estimates for operating and capital costs estimates							Oct-Sept
661.106 Performance Measurement Change in Motion report Data development for online dashboard Participation in development of and implementation of MAP-21 rule making SHRP2 Grant- development of benefit cost performance based system for eight elements in CIM							Oct-Sept
LEAD STAFF:		Liisa Itkonen				Expense Summary	
Communities in Motion 2040 update material, Regional Bicycle and Pedestrian Plan, Public Transportation System network analysis, SHRP-2 Grant completion.						Total Workdays: 804	
						Salary \$ 306,719	
						Fringe 115,079	
						Overhead 53,735	
						Total Labor Cost: \$ 475,534	
ESTIMATED DATE OF COMPLETION:		September-2016				DIRECT EXPENDITURES:	
Funding Sources		Participating Agencies					
	Ada	Canyon	Special	Total	Member Agencies	Professional Services \$ 271,000	
CPG k#13495	\$ 211,678	\$ 74,373		\$ 286,051	ITD	Legal / Lobbying	
FY2015 Unspent					FHWA	Equipment Purchases	
STP-TMA, k12373			210,338	210,338	FTA	Travel / Education	
STP-TMA, k13047			225,000	225,000		Printing	
FHWA SHRP2						Public Involvement 17,000	
STP-TMA, k13048	42,287	14,857		57,145		Meeting Support	
Local						Other 15,000	
Total:	\$ 253,965	\$ 89,230	\$ 435,338	\$ 778,534		Total Direct Cost: \$ 303,000	
					661	Total Cost: \$ 778,534	

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PROGRAM NO.		685			CLASSIFICATION:		Project	
TITLE:		Resource Development/Funding						
TASK / PROJECT DESCRIPTION:		Develop a FY2017-2021 Regional Transportation Improvement Program (TIP) for Ada and Canyon Counties that complies with all federal, state, and local regulations and policies for the purpose of funding transportation projects. Process amendments and provide project tracking and monitoring for the FY2016-2020 TIP. Staff, with consultant assistance, will assist member agencies in taking project ideas and translating them into well-defined projects with cost estimates, purpose and need statements, environmental scans and public information plans. Projects will be prepared for the ITD chartering process to ensure readiness for state and federal funding. Grant research, development and grant administration will be done to secure additional funding into the region.						
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 probability of funded projects to be delivered on time and on budget. Provides the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects are meeting deadlines and do not lose federal funding through project monitoring and balancing committee participation.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:		<p>The task is designed to help identify additional revenue sources for member agencies to assist in funding improvements and on-going maintenance of the transportation system; also assists member agencies in implementing the regional long-range transportation plan, <i>Communities in Motion</i>, and the annual Transportation Improvement Program (TIP). It addresses Objective 4.2 in COMPASS FY2015-2017 Strategic Plan - Implement Adopted Plans, and Federal Code 12 CFR § 450.306. Products may also be assisted through Unified Planning Work Program Task 693-Grant Research and Assistance, and the Communities in Motion Implementation Grant program. Federal Code 23 CFR § 450.324 --COMPASS is required to develop a TIP in cooperation with ITD and public transit operators. Certain additional requirements are required in the Boise Urbanized Area because it is considered to be a Transportation Management Area (TMA). The TIP is required to be updated at least every four years; however, COMPASS follows the update cycle of ITD's Idaho Transportation Investment Program (ITIP), which is updated annually. All projects receiving federal funding must be consistent with the regional long-range transportation plan. The TIP is tied to the Air Quality Conformity Demonstration to ensure funded projects do not violate budgets set in the State Implementation Plan (SIP) (the document that sets air quality budgets for the State of Idaho). The TIP is also scrutinized in the Certification Review.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 4.2, Implement adopted plans; and 4.4, Update planning documents.</p>						
FY2016 BENCHMARKS								
MILESTONES / PRODUCTS								
685.101 Transportation Improvement Program Solicit Projects for the FY2017-2021 Regional Transportation Improvement Program Prioritize projects for the FY2017-2021 Project List Develop the Final FY2017-2021 Regional Transportation Improvement Program Update Federal-Aid Map for FY2017-2021 Regional Transportation Improvement Program Monitor and Track FY2016-2020 Regional Transportation Improvement Program Assistance to Valley Regional Transit (VRT)							Oct-Sept	
685.102 Project Development Program Member outreach Solicit projects needing project development Develop projects and build consensus on project outcomes Consultant Management Project Management/Planning Report creation and dissemination							Oct-Sept	
685.103 Grant Research and Development Follow-up quarterly with sponsors to maintain needs list and unfunded project portfolio Update member needs list. Monitor grant sources, share grant information Seek grants to match portfolio and other member needs Write/assist member agencies with grant application(s)							Oct-Sept	
685.104 CIM Implementation Grants Member outreach Solicit project applications Prioritize Applications Contract and project development Project Management							Oct-Sept	
LEAD STAFF:		Toni Tisdale			Expense Summary Total Workdays: 633 Salary \$ 254,030 Fringe 95,310 Overhead 44,504 Total Labor Cost: \$ 393,845			
END PRODUCT:		Pre-Concept report including purpose and need statement, public involvement plan, environmental scan, planning level design sketches of early alternatives, and cost estimates.						
ESTIMATED DATE OF COMPLETION:		September-2016						
Funding Sources					Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies Professional Services \$ 176,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ 176,000 Total Cost: \$ 569,845			
CPG k#13495				\$ -				
FY2015 Unspent			155,000	155,000				
STP-TMA, k12373			296,360	296,360				
STP-TMA, k13047								
FHWA SHRP2								
STP-TMA, k13048	87,679	30,806		118,485				
Local								
Total:	\$ 87,679	\$ 30,806	\$ 451,360	\$ 569,845				

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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 support to member agency projects.		
PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:	This service can promote implementation of the regional long-range transportation plan. COMPASS staff are engaged in the members' studies and can become more familiar with their assumptions and recommendations. Use of consistent data and methodologies in the various studies and plans conducted by member agencies is beneficial to the region as well.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	<p>There are no federal or state requirements concerning provision of services to member agencies. There are no certification review comments, corrective actions or recommendations related to this program. Member support can provide assistance to agencies fulfilling activities related to <i>Communities in Motion 2040</i>, air quality evaluations, and more detailed transportation planning activities such as corridor studies.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 3.1, Establish quarterly meetings with member agency staff to enhance communication outside a formal committee structure; and 3.2, Facilitate the sharing of data and information.</p>		
FY2016 BENCHMARKS			
MILESTONES / PRODUCTS			
Provide general assistance to member agencies as requested in the areas of:			
Geographic Information System (GIS) requests for maps, data and analyses Meeting support May in Motion Audience Response System services Travel Demand Modeling support Other various requests (such as training) as budget allows			Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing
Specific requested assistance, which may have been separate tasks in the past, include, but are not limited to:			
ACHD support Development Review Traffic Impact Studies Area of Influence Analysis Model Runs per member agency traffic impact study policies			As requested As requested As requested As requested
LEAD STAFF:	Sabrina Minshall		
END PRODUCT:	Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.		
			Expense Summary
			Total Workdays: 45
			Salary \$ 16,860
			Fringe 6,326
			Overhead 2,954
			Total Labor Cost: \$ 26,140
ESTIMATED DATE OF COMPLETION:	September-2016		
Funding Sources		Participating Agencies	
	Ada	Canyon	Special Total
CPG k#13495			\$ -
FY2015 Unspent			
STP-TMA, k12373			
STP-TMA, k13047			
FHWA SHRP2			
STP-TMA, k13048			
Local	19,344	6,796	26,140
Total:	\$ 19,344	\$ 6,796	\$ - \$ 26,140
			DIRECT EXPENDITURES: Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
			Total Direct Cost: \$ -
701			Total Cost: \$ 26,140

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PROGRAM NO.	702			CLASSIFICATION:	Service
TITLE:	Air Quality Outreach				
TASK / PROJECT DESCRIPTION:	The Air Quality Outreach project will support the Idaho Department of Environmental Quality (DEQ) and the Air Quality Board in their outreach efforts regarding air quality in the Treasure Valley through managing a contract to over the airing of television public service announcements.				
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, REFERENCE TO STRATEGIC PLAN:	COMPASS will assist DEQ and the Air Quality Board in fulfilling requirements for outreach and education as outlined in Title 39, Section 116B of Idaho code, which states, (1) The board shall...provide for the implementation of a motor vehicle inspection and maintenance program...[and]...provide for: ... (g) A fee, bond or insurance which is necessary to carry out the provisions of this section and to fund an air quality public awareness and outreach program. (http://www.legislature.idaho.gov/idstat/Title39/T39CH1SECT39-116B.htm).				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					
Public Service Announcements Work with contractor (selected in FY2014) to purchase air time for public service announcements.					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: 12
					Salary \$ 4,838
					Fringe 1,815
					Overhead 848
					Total Labor Cost: \$ 7,500
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Department of Environmental Quality
CPG k#13495				\$ -	Ada County Air Quality Board
FY2015 Unspent					
STP-TMA, k12373					
STP-TMA, k13047					
DEQ			18,150	\$ 18,150	
AOB			64,350	64,350	
Local					
Total:			\$ 82,500	\$ 82,500	
					Professional Services \$ 75,000
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 75,000
					702 Total Cost: \$ 82,500

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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 is 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 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, REFERENCE TO STRATEGIC PLAN:	This task supports the COMPASS Strategic Plan goal of "Planning Excellence and Collaboration" and Strategic Plan Objective 3.2, "Facilitate the sharing of data and information" by sharing technical data and products with the public and other entities to assist in regional collaboration and help ensure all entities are using consistent data and information in their planning efforts.				
FY2016 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. Demographic, development, and related information. Traffic counts and related information. Other various requests as budget allows.					Ongoing
LEAD STAFF: Amy Luft				Expense Summary	
END PRODUCT: Information assistance to the general public.				Total Workdays: 22	
				Salary \$ 8,363	
				Fringe 3,138	
				Overhead 1,465	
				Total Labor Cost: \$ 12,966	
ESTIMATED DATE OF COMPLETION: September-2016				DIRECT EXPENDITURES:	
Funding Sources			Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies
CPG k#13495				\$ -	
FY2015 Unspent					
STP-TMA, k12373					
STP-TMA, k13047					
FHWA SHRP2					
STP-TMA, k13048					
Local	\$9,595	\$3,371		12,966	
Total:	\$ 9,595	\$ 3,371		\$ 12,966	
				703	Total Cost: \$ 12,966

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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 ensures staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require Board approval of a new work program.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	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.				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					
Attend member agency meetings and coordinate transportation-related planning activities with member agencies.					Ongoing
LEAD STAFF: Matt Stoll					Expense Summary
END PRODUCT: Ongoing staff liaison role to member agencies.					Total Workdays: 54
					Salary \$ 25,501
					Fringe 9,568
					Overhead 4,468
					Total Labor Cost: \$ 39,536
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG k#13495				\$ -	Professional Services \$ -
FY2015 Unspent					Legal / Lobbying
STP-TMA, k12373					Equipment Purchases
STP-TMA, k13047					Travel / Education
FWHA SHRP2					Printing
STP-TMA, k13048					Public Involvement
Local	29,257	10,279		39,536	Meeting Support
					Other
Total:	\$ 29,257	\$ 10,279		\$ 39,536	Total Direct Cost: \$ -
					705 Total Cost: \$ 39,536

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PROGRAM NO.	760			CLASSIFICATION:	Service
TITLE:	Legislative Services				
TASK / PROJECT DESCRIPTION:	Work with and manage the Professional Service contract for legislative services. Identify, review, monitor, advocate and report to the Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.				
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, REFERENCE TO STRATEGIC PLAN:	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					
Federal Legislative Priorities Work with Executive Committee to identify priorities and position statements for federal legislation Obtain COMPASS Board approval of federal legislative priorities Educate and advocate on federal legislative priorities Evaluate possible legislative priorities for next federal legislative session					Oct-Nov Nov-Dec Dec-Sep May-Sep
State Legislative Priorities Work with Executive Committee to identify possible priorities and position statements for FY2016 legislative session Obtain Board endorsement of FY2016 legislative priorities Educate and advocate on FY2016 legislative priorities Evaluate possible legislative priorities for FY2017 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: 77	
				Salary \$ 42,069	
				Fringe 15,784	
				Overhead 7,370	
				Total Labor Cost: \$ 65,223	
ESTIMATED DATE OF COMPLETION: September-2016				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG k#13495				\$ -	
FY2015 Unspent					
STP-TMA, k12373					
STP-TMA, k13047					
FHWA SHRP2					
STP-TMA, k13048					
Local	126,742	44,531		171,273	
Total:	\$ 126,742	\$ 44,531	\$ -	\$ 171,273	
				760	Total Direct Cost: \$ 106,050
					Total Cost: \$ 171,273

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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 workgroup or committees. FY17 to continue this evaluation by working with stakeholders to detail growth incentive strategies and in FY18 COMPASS would test strategies through land use and travel demand modeling.					
PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:		This service can promote linkage of the regional long-range transportation plan and local land use planning, as well as provide necessary information to land use agencies for evaluating policies, plans, and strategies for developing the employment market.					
REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW		Several <i>Communities in Motion</i> 2040 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."					
FY2016 BENCHMARKS							
MILESTONES / PRODUCTS							
<p>Policy Analysis Evaluate growth incentive policies (best practices, legal requirements) Review strategies with stakeholders and development community Report to workgroup/committee and identify pilot study</p> <p>Industrial Lands Inventory Map industrial lands (zoning, comprehensive plans, and employers)</p>							<p>Oct-Dec Jan-Mar May</p> <p>Mar-May</p>
LEAD STAFF:						Carl Miller	
END PRODUCT:						Expense Summary	
The policy analysis would work with land use and transportation agencies in identifying growth incentive strategies that could be implemented locally to meet the Communities in Motion 2040 Vision by encouraging infill, redevelopment, and Major Activity Centers. Future fiscal years would measure the efficacy of these strategies and their overall impact on the multimodal transportation system.						Total Workdays: 33	
						Salary \$ 14,113	
						Fringe 5,295	
						Overhead 2,473	
						Total Labor Cost: \$ 21,881	
ESTIMATED DATE OF COMPLETION:						September-2016	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG k#13495	\$20,275			\$20,275			
FY2015 Unspent							
STP-TMA, k12373							
STP-TMA, k13047							
FHWA SHRP2					DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other		
STP-TMA, k13048							
Local	1,605			1,605			
Total:	\$ 21,881	\$ -	\$ -	\$ 21,881			
					761	Total Cost: \$ 21,881	

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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 the best practices and activities nationally.																								
PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:		The activities of the task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program.																								
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:		<p>There are no federal or state requirements concerning provision of staff training; however, COMPASS provides staff with opportunities for training and education. Training examples include attending workshops and conferences sponsored by Federal Highway Administration, National Association of Regional Councils, American Planning Association, Western Planners, Association of Metropolitan Planning Organizations and the Transportation Research Board, etc. to keep staff well informed.</p> <p>Tasks are included to complete the following objectives in the COMPASS FY2015-2017 Strategic Plan: 2.2, Increase knowledge and skill sets of existing staff to remain on the cutting edge of best practices and technologies in planning and related fields; 2.3, Develop and promote leadership skills and professional development for COMPASS Board members and staff; and 4.2, Implement adopted plans.</p>																								
FY2016 BENCHMARKS																										
MILESTONES / PRODUCTS																										
Staff training and development.							Ongoing																			
LEAD STAFF: Megan 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.																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: right;">Total Workdays:</td> <td colspan="2" style="text-align: right;">143</td> </tr> <tr> <td style="text-align: right;">Salary</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">56,601</td> <td></td> </tr> <tr> <td style="text-align: right;">Fringe</td> <td></td> <td style="text-align: right;">21,236</td> <td></td> </tr> <tr> <td style="text-align: right;">Overhead</td> <td></td> <td style="text-align: right;">9,916</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Labor Cost:</td> <td colspan="2" style="text-align: right;">\$ 87,753</td> </tr> </table>								Total Workdays:		143		Salary	\$	56,601		Fringe		21,236		Overhead		9,916		Total Labor Cost:		\$ 87,753
Total Workdays:		143																								
Salary	\$	56,601																								
Fringe		21,236																								
Overhead		9,916																								
Total Labor Cost:		\$ 87,753																								
ESTIMATED DATE OF COMPLETION: September-2016							DIRECT EXPENDITURES:																			
Funding Sources				Participating Agencies																						
	Ada	Canyon	Special	Total	Federal Highway Administration																					
CPG k#13495	\$79,713	\$28,007		\$ 107,720	Federal Transit Administration																					
FY2015 Unspent																										
STP-TMA, k12373																										
STP-TMA, k13047																										
FHWA SHRP2																										
STP-TMA, k13048																										
Local	\$6,314	\$2,219		8,533																						
Total:	\$ 86,027	\$ 30,226	\$ -	\$ 116,253	801	Total Cost: \$ 116,253																				

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PROGRAM NO.	820			CLASSIFICATION:	System Maintenance	
TITLE:	Committee Support					
TASK / PROJECT DESCRIPTION:	To provide support to the Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement. As lead agency, COMPASS also provides support to the Interagency Consultation Committee.					
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, REFERENCE TO STRATEGIC PLAN:	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.					
FY2016 BENCHMARKS						
MILESTONES / PRODUCTS						Ongoing
Provide meeting coordination, materials, and follow-up to the Board and standing committees.						
LEAD STAFF: Megan Larsen					Expense Summary	
END PRODUCT: Ongoing support of committees, agendas, minutes, and information to promote involvement and communication.					Total Workdays: 176	
					Salary \$ 66,062	
					Fringe 24,786	
					Overhead 11,574	
					Total Labor Cost: \$ 102,422	
ESTIMATED DATE OF COMPLETION:				September-2016		DIRECT EXPENDITURES:
Funding Sources				Participating Agencies		Professional Services \$ -
	Ada	Canyon	Special	Total	Member Agencies	
CPG k#13495	\$71,601	\$25,157		\$ 96,758	Legal / Lobbying	
FY2015 Unspent					Equipment Purchases	
STP-TMA, k12373					Travel / Education	
STP-TMA, k13047					Printing	
FHWA SHRP2					Public Involvement	
STP-TMA, k13048					Meeting Support 2,000	
Local	5,672	1,993		7,664	Other	
Total:	\$ 77,273	\$ 27,150	\$ -	\$ 104,422	820	Total Cost: \$ 104,422

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PROGRAM NO.	836			CLASSIFICATION:	System Maintenance		
TITLE:	Technical Support: Regional Models and Tools						
TASK / PROJECT DESCRIPTION:	Upkeep of the regional travel demand model is an ongoing task in order for it to continue as a useful tool in many planning activities. It also provides vital information for the required process of air quality conformity demonstration.						
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 of 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, REFERENCE TO STRATEGIC PLAN:	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...."						
FY2016 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 TREDIS.						Ongoing	
Provide travel demand modeling assistance to support member agency needs and special projects.						Ongoing	
Maintain the input and output files for air quality conformity process and model (MOVES) and conduct conformity for regional TIP and/or long range transportation plan						Mar - Jul	
Provide project and program evaluations using TREDIS (Transportation Economic Development Impact System) per member agency needs.						Ongoing	
Integrate the reconciled demographics for current and all forecast years into the regional model						Apr - Jun	
CIM 2040 2.0 support							
Use the regional travel demand model to provide current and projected vehicle demand (Task 661, 5.3)						Oct - Sept	
Use the regional travel demand model to analyze potential future public transportation service (Task 661, 5.5)						Oct - Mar	
Use the regional travel demand model to inform bike and ped implementation and planning efforts (Task 661, 5.6)						Jun-Aug	
Research guidance/options on how to analyze applicable ITS projects and the impact to the transportation system (Task 661, 5.1 & 5.2)						Apr - Jul	
Special Tasks and Model Improvements							
Continue development of CUBE Land and into the regional model structure (start in FY16 finish in FY17)						Jun-Sept	
Develop an agreed to protocol and process with ITD to integrate external trips from the Statewide model into the regional model.						Jun-Sept	
Research best practices to utilize travel time data from the Congestion Management Process into the regional model.						Sept-Nov	
Develop scripts to more efficiently provide model output data for TREDIS						Feb-Mar	
Modify model inputs and structure to better integrate area of influence model runs into the regional model (currently post-process)						Sept	
Test implications of utilizing generalized cost assignment process						Sept - Nov	
Begin developing regional model network for dynamic traffic assignment						Jul - Sept	
Project Development support						on going	
Direct Dollars request: \$55,000							
CUBE land need \$60,000 but split over FY16 and FY17							
Assistance with model scripts and updates \$25,000							
CUBE land proof of concept will be done in FY15, see scope of work							
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: 232	
					Salary	\$ 78,782	
					Fringe	29,559	
					Overhead	13,802	
					Total Labor Cost:	\$ 122,143	
ESTIMATED DATE OF COMPLETION:				September-2017			
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total			
CPG k#13495	\$ 121,464	\$ 42,677		\$ 164,141	Highway Districts		
FY2015 Unspent					Member Agencies		
STP-TMA, k12373					Federal Highways Administration		
STP-TMA, k13047					Idaho Transportation Department		
FHWA SHRP2					Valley Regional Transit		
STP-TMA, k13048					Department of Environmental Quality		
Local	9,621	3,381		13,002			
Total:	\$ 131,085	\$ 46,058	\$ -	\$ 177,143			
					DIRECT EXPENDITURES:		
					Professional Services	\$ 55,000	
					Legal / Lobbying		
					Equipment Purchases		
					Travel / Education		
					Printing		
					Public Involvement		
					Meeting Support		
					Other		
					Total Direct Cost:	\$ 55,000	
					836	Total Cost: \$ 177,143	

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PROGRAM NO.	838			CLASSIFICATION:	System Maintenance
TITLE:	On-Board Transit and Household Travel Survey - minor update				
TASK / PROJECT DESCRIPTION:	Gathering data for the upkeep of the regional travel demand model is an ongoing task in order for it to continue as a useful tool in many planning activities. It also provides vital information for the required process of air quality conformity demonstration.				
PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:	The data are used to update and verify model parameters to ensure reasonable model results. The model outputs are used to test and plan transportation projects, support Ada County Highway District's impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review of proposed developments and traffic impact studies, provide area of influence, and respond to various special member requests.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	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...."				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					
Key Elements					
<p>Complete collection of on-board and household travel data. Review data and draft report Final report Begin review of data for updates in the mode choice component of the regional model (start in FY16 and implement updates in FY17)</p> <p>Task 838 and PSA will be complete/closed by July 2016</p> <p>Schedule: On Board portion RFQ/P release by June 2015, select consultant by August 2015, execute PSA September 2015, data collection fall 2015 and spring 2016</p>					Sept-Nov Jan - May Jul Aug-Sept
LEAD STAFF: MaryAnn Waldinger				Expense Summary	
END PRODUCT: Data for the upkeep of the regional travel demand model.				Total Workdays: 35	
				Salary \$ 13,365	
				Fringe 5,014	
				Overhead 2,341	
				Total Labor Cost: \$ 20,721	
ESTIMATED DATE OF COMPLETION: September-2016				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Highway Districts
CPG k#13495	\$ 14,208	\$ 4,992		\$ 19,200	Member Agencies
FY2015 Unspent					Federal Highways Administration
STP-TMA, k12373					
STP-TMA, k13047					
FHWA SHRP2					
STP-TMA, k13048			115,825	115,825	
Local	7,915	2,781		10,696	
Total:	\$ 22,123	\$ 7,773	\$ 115,825	\$ 145,721	
					Professional Services \$ 125,000
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 125,000
					838 Total Cost: \$ 145,721

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PROGRAM NO.	842			CLASSIFICATION:	System Maintenance	
TITLE:	Congestion Management Process					
TASK / PROJECT DESCRIPTION:	Maintain a functional congestion management system for the Treasure Valley. Conduct data collection, update the Congestion Management Process as needed, produce an annual Transportation System Monitoring Report, maintain regional intelligent transportation system (ITS) architecture. Research, provide, and monitor transportation demand management (TDM) strategies.					
PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:	Provides annual CMS report of the congestion levels on major corridors that compares previous year results, and explains the reason for the change, typically, improvements needed such as signal timing and ITS. Periodic needs are, baseline data collection of vehicle occupancy rates, additional research and evaluation of possible transportation demand management strategies.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.320 -- Congestion Management Program is one of the Planning Factors and required in Transportation Management Areas (TMA). COMPASS and ITD have been collecting travel time data since 2003 which provides a summary of how the major roads are functioning during the am and pm peak hours based on congestion levels. This process and its results have been integrated into the transportation improvement program prioritization scheme. Project-applications receive points if the project is on a CMS corridor and the higher congestion the higher the points. Therefore, annual travel time data collection and reporting is mandatory. Furthermore, FHWA Final Rule and FTA Policy on ITS requires that all ITS projects funded by highway trust fund or Mass Transit Account conform to the National ITS Architecture.					
FY2016 BENCHMARKS						
MILESTONES / PRODUCTS						
Annual CMS Report and Travel Time Data Collection Collect and download (assuming deployment of devices) 2016 travel time data (40 days) Review and format 2016 CMS travel time data for incorporation into newly formatted annual report and for the dashboard Develop a Project Tracking List for Regional Transportation Improvement Program projects Analyze Current and Historic regional travel time data Establish process for downloading and processing raw data from sensors Create reporting mechanisms for annual travel time report						Mar - Apr Jul Aug Ongoing
Miscellaneous CMS/ITS tasks Transportation Project Coordination. Transportation Studies and Construction Coordination.						Ongoing Ongoing
LEAD STAFF: MaryAnn Waldinger					Expense Summary	
END PRODUCT: Update of the Congestion Management Process and 2016 travel time data collection, analysis and report.					Total Workdays: 65	
					Salary \$ 22,509	
					Fringe 8,445	
					Overhead 3,943	
					Total Labor Cost: \$ 34,897	
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ 129,000
	Ada	Canyon	Special	Total	Highway Districts	Legal / Lobbying
CPG k#13495	\$ 112,381	\$ 39,485		\$ 151,866	Member Agencies	Equipment Purchases
FY2015 Unspent					Federal Highways Administration	Travel / Education
STP-TMA, k12373						Printing
STP-TMA, k13047						Public Involvement
FHWA SHRP2						Meeting Support
STP-TMA, k13048						Other
Local	8,902	3,128		12,031		
Total:	\$ 121,283	\$ 42,613	\$ -	\$ 163,897		
					842	Total Cost: \$ 163,897

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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 Committee (RGAC) to create regional data that can be used for many purposes.					
REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	Federal Code 23 CFR § 450.322 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...." GIS also serves the directive under 23 CFR § 450.322 (i)(6) that the MPO "employ visualization techniques to describe plans; and make public information available in electronically accessible format and means, such as the World Wide Web..."					
FY2016 BENCHMARKS						
MILESTONES / PRODUCTS						
<u>Provide GIS Data Maintenance and Support for COMPASS Projects.</u> Data Analysis, ped count analysis, crash analysis, TIP database Linear referencing data integration						Ongoing
<u>Provide CommunityViz Maintenance and Support for COMPASS and member agency projects.</u>						Ongoing
<u>GIS Cooperation</u> Continue participation in the Canyon Spatial Data Cooperative (SDC) and Ada County Special Interest Group (SIG) meetings.						Monthly
<u>Regional Geographic Advisory Committee</u> Host the Regional GIS Advisory Committee to enable regional cooperation of GIS data.						Quarterly/as needed
<u>Regional Data Center</u> Facilitate the maintenance and expansion of a RDC to address the need for real-time regional GIS data.						Ongoing
COMPASS staff will conduct data accuracy checks and metadata on regional data sets.						Ongoing
Documentation and training for staff and member agencies on the RDC and data maintenance. For initial datasets and others as they are added.						Ongoing
Ongoing						Ongoing
LEAD STAFF: Eric Adolfsen					Expense Summary	
END PRODUCT: 1. An expanded use of GIS technology and data for regional planning. 2. Continued GIS coordination and development of the most accurate and up-to-date information possible.					Total Workdays: 394	
					Salary	\$ 133,529
					Fringe	50,099
					Overhead	23,393
					Total Labor Cost:	\$ 207,021
ESTIMATED DATE OF COMPLETION: September-2016					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG k#13495	\$89,485	\$38,564		\$ 128,049	Professional Services	\$ 40,000
FY2015 Unspent					Legal / Lobbying	
STP-TMA, k12373					Equipment / Software	\$ 28,054
STP-TMA, k13047					Travel / Education	
FHWA SHRP2					Printing	
STP-TMA, k13048					Public Involvement	
Local	\$109,687	\$38,539		148,226	Meeting Support	
					Other - data	\$ 1,200
Total:	\$199,172	\$77,103	\$0	\$276,275	Total Direct Cost:	\$ 69,254
					860	Total Cost: \$ 276,275

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PROGRAM NO.	861			CLASSIFICATION:	System Maintenance
TITLE:	Regional Orthophotography				
TASK / PROJECT DESCRIPTION:	Digital orthophotography has become an essential source of data for local governments in the past decade. Much of the daily activities conducted by local governments have incorporated orthophotography. The orthophoto project in 2010 began a synchronized approach to future updates. Coordinated jointly-funded projects result in a large cost savings to participants. 2016 is the first COMPASS/locally funded full two-county project.				
PURPOSE, SIGNIFICANCE AND REGIONAL-VALUE:	Digital orthophotography is the starting point for an accurate, seamless GIS. Digital orthophotos can supply a wealth of information: lane striping, vegetation, land use, utilities, curb-lines, gutter-lines, building footprints, pole locations, sidewalks, access points, elevation data and many other uses.				
REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	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...."				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide orthophotography data to private sector as needed					Ongoing
Continue to plan for future orthophotography acquisition and funding					Ongoing
2015 Prepare for Regional Orthophotography Project					Sept
Work with member agencies to finalize the specifications of the 2016 orthophotography project. Present findings and results to the COMPASS Board for approval.					
Work with the respective technical groups in Ada and Canyon Counties to update the RFQ/RFP for the project.					Oct
Release the RFQ and RFP for a multi-acquisition project, with the 2016 project funded.					Oct
Work with local participating members to interview orthophotography consultants.					Nov
Select consultant and begin contract negotiation process.					Dec
2016 Prepare for Regional Orthophotography Project					Feb/Mar
Orthophotography Flight					May/June
QC Process					July/Aug
Final Delivery and Payment of Orthophotography consultant.					
LEAD STAFF:	Eric Adolfsen				Expense Summary
END PRODUCT:	Continuing selling orthophotography and 2000 contour data from years past. Conduct a 2016 Regional orthophotography project.				
Total Workdays: 57					
Salary \$ 19,614 Fringe 7,359 Overhead 3,436					
Total Labor Cost: \$ 30,410					
ESTIMATED DATE OF COMPLETION:	September-2016				DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Professional Services \$ 195,000
CPG k#13495				\$ -	Legal / Lobbying
FY2015 Unspent					Equipment Purchases
STP-TMA, k12373					Travel / Education
STP-TMA, k13047					Printing
FHWA SHRP2					Public Involvement
STP-TMA, k13048					Meeting Support
Local	166,803	58,607		225,410	Other
Total:	\$166,803	\$58,607	\$0	\$225,410	Total Direct Cost: \$ 195,000
					861 Total Cost: \$ 225,410

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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 Board related events, meeting expenses, and update 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, REFERENCE TO STRATEGIC PLAN:	<p>There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.</p> <p>Tasks are included to complete the following objective in the COMPASS FY2015-2017 Strategic Plan: 2.1, evaluate the effective use of agency resources to provide the best value for members.</p>				
FY2016 BENCHMARKS					
MILESTONES / PRODUCTS					Ongoing
Provide local dollars for expenditures not federally funded.					
LEAD STAFF: Megan 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-2016					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG k#13495				\$ -	
FY2015 Unspent					
STP-TMA, k12373					
STP-TMA, k13047					
FHWA SHRP2					
Local	12,950	4,550		17,500	
Interest Revenue			3,500	3,500	
Total:	\$ 12,950	\$ 4,550	\$ 3,500	\$ 21,000	
					Professional Services
					Legal / Lobbying
					Equipment Purchases \$ 14,000.00
					Travel / Education
					Printing
					Public Involvement
					Meeting Support 7,000.00
					Other
					Total Direct Cost: \$ 21,000
					990 Total Cost: \$ 21,000

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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 leases, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system and website.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	The Single Audit Act of 1984 (with amendment in 1996) and OMB Circular A-133 ("Audits of State, Local Governments, and Non-Profit Organizations") provide audit requirements for ensuring that these funds are expended properly. Memorandum of Understanding 04-01 Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allowable indirect costs as outlined in agreement.				
FY2016 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 FY2016 benefit options. Financial Management Close FY2015 financial records and begin FY2016. Provide annual audit support and complete financial reports. Complete COMPASS annual Audit Report. Prepare and distribute year-end payroll reports. Complete budget variance information and report to the Finance Committee quarterly. Maintain inventory of furniture, equipment, hardware and software. 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: 1,102	
				Salary \$ -	
				Fringe -	
				Overhead -	
				Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION: September-2016				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG k#13495					Idaho Transportation Department
FY2015 Unspent					
STP-TMA, k12373					
STP-TMA, k13047					
FHWA SHRP2					
STP-TMA, k13048					
Local					
Total:	\$0	\$0	\$0	\$0	
				Total Direct Cost: \$ -	
				991 Total Cost: \$ -	

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