



**FINANCE COMMITTEE MEETING
JULY 19, 2018 — 12:00 P.M.
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO**

**** AGENDA ****

I. CALL TO ORDER (12:00)

II. AGENDA ADDITIONS/CHANGES

III. OPEN DISCUSSION/ANNOUNCEMENTS

IV. CONSENT AGENDA

Page 2 *A. Approve March 22, 2018, Finance Committee Meeting Minutes

V. INFORMATION/DISCUSSION ITEM

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

VI. ACTION ITEMS

Page 9 *A. Approve Variance Report: October 1, 2017 – March 31, 2018

Page 15 *B. Recommend COMPASS Board of Directors' Approval of the FY2019 Unified Planning Work Program and Budget

VII. OTHER

VIII. ADJOURNMENT

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

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**FINANCE COMMITTEE MEETING
MARCH 22, 2018
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Rebecca Arnold, Commissioner, Ada County Highway District
John Evans, Mayor, City of Garden City, **Vice Chair**
Jay Gibbons, Commissioner, Canyon Highway District #4
Debbie Kling, Mayor, City of Nampa
Larry Maneely for Jim Tibbs, Commissioner, Ada County
Garret Nancolas, Mayor, City of Caldwell, **Chair**
Pam White, Commissioner, Canyon County

OTHERS PRESENT: Nancy Brecks, Community Planning Association
Megan Larsen, Community Planning Association
Amy Luft, Community Planning Association
Matt Stoll, Community Planning Association

CALL TO ORDER:

Chair Garret Nancolas called the meeting to order at 12:03 p.m.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

General announcements were made.

CONSENT AGENDA

A. Approve December 14, 2017, Finance Committee Meeting Minutes

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

INFORMATION/DISCUSSION ITEMS

A. Review Report of Disbursements Made in the Reporting Period

Megan Larsen noted the Report of Disbursements made in the reporting period December 6, 2017 to March 5, 2018, is provided in the packet for information.

B. Review Change in 401K Participation Following Match Implementation

Megan Larsen reported that after the 401K match was implemented 100% of the COMPASS employees are participating in the plan.

C. Discuss Five Year Revenue and Expense Projections

Megan Larsen reviewed the five year revenue and expense projections, which provide the starting point for the preparation of the FY2019 Unified Planning Work Program and Budget.

ACTION ITEMS

A. Elect Finance Committee Vice-Chair

Debbie Kling nominated John Evans as Vice-Chair; seconded by Pam White. There were no other nominations. Motion passed unanimously.

B. Approve Variance Report: October 1, 2017 – December 31, 2017

Megan Larsen reviewed the Variance Report for October 1, 2017 - December 31, 2017.

After discussion, **Jay Gibbons moved and Rebecca Arnold seconded approval of the Variance Report for October 1, 2017 – December 31, 2017, as presented. Motion passed unanimously.**

C. Recommend COMPASS Board Approval of the FY2019 General and Special Membership Dues

Megan Larsen presented the FY2019 General and Special membership dues.

After discussion, **Larry Maneely moved and Pam White seconded to recommend COMPASS Board approval of the FY2019 General and Special membership dues as presented. Motion passed unanimously.**

ADJOURNMENT

Debbie Kling moved and Jay Gibbons seconded adjournment at 12:33 p.m. Motion passed unanimously.

Approved this 19th day of July 2018.

By: _____
Garret L. Nancolas, Chair

Attest:

By: _____
John Evans, Vice Chair

Check History Report
Sorted By Vendor Name
Activity From: 3/6/2018 to 6/5/2018

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: ABCSTA ABC STAMP COMPANY					
A	ICCU - Checking	E00390	5/18/2018	24.99	Electronic Payment
Vendor ABC STAMP COMPANY Total:				<u>24.99</u>	
Vendor Number: INTEGR Allstream					
A	ICCU - Checking	006024	3/20/2018	873.67	Auto
A	ICCU - Checking	006048	4/20/2018	874.08	Auto
A	ICCU - Checking	006067	5/18/2018	882.03	Auto
Vendor Allstream Total:				<u>2,629.78</u>	
Vendor Number: BOICHA BOISE AREA CHAMBER OF COMMERCE					
A	ICCU - Checking	E00382	5/4/2018	450.00	Electronic Payment
Vendor BOISE AREA CHAMBER OF COMMERCE Total:				<u>450.00</u>	
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E00371	3/20/2018	23,467.96	Electronic Payment
A	ICCU - Checking	E00374	4/5/2018	23,488.68	Electronic Payment
A	ICCU - Checking	E00389	5/4/2018	21,572.86	Electronic Payment
A	ICCU - Checking	E00405	6/5/2018	21,552.14	Electronic Payment
Vendor Boise Municipal Health Care Total:				<u>90,081.64</u>	
Vendor Number: BONBLU BONNEVILLE BLUE PRINT SUPPLY					
A	ICCU - Checking	E00376	4/20/2018	670.72	Electronic Payment
Vendor BONNEVILLE BLUE PRINT SUPPLY Total:				<u>670.72</u>	
Vendor Number: CATALYS Catalyst Incorporated					
A	ICCU - Checking	E00366	3/20/2018	6,930.00	Electronic Payment
Vendor Catalyst Incorporated Total:				<u>6,930.00</u>	
Vendor Number: CHEVRO CHEVRON & TEXACO UNIVERSAL					
A	ICCU - Checking	006021	3/20/2018	58.66	Auto
A	ICCU - Checking	006043	4/20/2018	123.38	Auto
A	ICCU - Checking	006064	5/18/2018	81.30	Auto
Vendor CHEVRON & TEXACO UNIVERSAL Total:				<u>263.34</u>	
Vendor Number: CITPAR CITY OF PARMA					
A	ICCU - Checking	006044	4/20/2018	9,902.46	Auto
Vendor CITY OF PARMA Total:				<u>9,902.46</u>	
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT					
A	ICCU - Checking	006019	3/20/2018	17.32	Manual
A	ICCU - Checking	006041	4/20/2018	17.32	Manual
A	ICCU - Checking	006061	5/18/2018	17.32	Manual
Vendor COLONIAL LIFE & ACCIDENT Total:				<u>51.96</u>	
Vendor Number: CPSC CPCS Transcom, Inc.					
A	ICCU - Checking	E00367	3/20/2018	29,284.44	Electronic Payment
A	ICCU - Checking	E00391	5/18/2018	52,061.24	Electronic Payment
Vendor CPCS Transcom, Inc. Total:				<u>81,345.68</u>	
Vendor Number: KOLOSKI Diamond Koloski					
A	ICCU - Checking	006050	4/20/2018	409.30	Auto
Vendor Diamond Koloski Total:				<u>409.30</u>	
Vendor Number: ECOCOUN Eco Counter					
A	ICCU - Checking	E00397	6/5/2018	265.00	Electronic Payment
Vendor Eco Counter Total:				<u>265.00</u>	
Vendor Number: ECONOM ECONOMIC DEV. RESEARCH GRP					
A	ICCU - Checking	E00368	3/20/2018	7,741.38	Electronic Payment
Vendor ECONOMIC DEV. RESEARCH GRP Total:				<u>7,741.38</u>	
Vendor Number: CLEGG ELAINE CLEGG					
A	ICCU - Checking	006030	4/5/2018	663.49	Auto
Vendor ELAINE CLEGG Total:				<u>663.49</u>	

Check History Report
Sorted By Vendor Name
Activity From: 3/6/2018 to 6/5/2018

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: FLEXTE FLEXTECHS, LLC					
A	ICCU - Checking	E00369	3/20/2018	1,105.00	Electronic Payment
A	ICCU - Checking	E00377	4/20/2018	2,376.00	Electronic Payment
A	ICCU - Checking	E00383	5/4/2018	3,223.35	Electronic Payment
A	ICCU - Checking	E00398	6/5/2018	176.00	Electronic Payment
Vendor FLEXTECHS, LLC Total:				<u>6,880.35</u>	
Vendor Number: ZHARTF HARTFORD					
A	ICCU - Checking	006020	3/20/2018	637.45	Manual
A	ICCU - Checking	006042	4/20/2018	616.22	Manual
A	ICCU - Checking	006062	5/18/2018	616.22	Manual
Vendor HARTFORD Total:				<u>1,869.89</u>	
Vendor Number: ZIDDOE ID. STATE DEPT. OF EMPLOYMENT					
A	ICCU - Checking	W00290	4/5/2018	1,193.96	Wire Transfer
Vendor ID. STATE DEPT. OF EMPLOYMENT Total:				<u>1,193.96</u>	
Vendor Number: IDBUSI Idaho Business Review					
A	ICCU - Checking	006022	3/20/2018	131.13	Auto
Vendor Idaho Business Review Total:				<u>131.13</u>	
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	006031	4/5/2018	2,155.68	Auto
A	ICCU - Checking	006053	5/4/2018	6,533.92	Auto
A	ICCU - Checking	006072	6/5/2018	1,670.20	Auto
Vendor IDAHO CENTRAL CREDIT UNION Total:				<u>10,359.80</u>	
Vendor Number: IDDEPTL Idaho Department of Labor Accounting Bureau					
A	ICCU - Checking	006032	4/5/2018	96.22	Auto
Vendor Idaho Department of Labor Accounting Bureau Total:				<u>96.22</u>	
Vendor Number: IDPOWE IDAHO POWER CO.					
A	ICCU - Checking	006033	4/5/2018	599.40	Auto
A	ICCU - Checking	006045	4/20/2018	613.56	Auto
A	ICCU - Checking	006073	6/5/2018	638.01	Auto
Vendor IDAHO POWER CO. Total:				<u>1,850.97</u>	
Vendor Number: IDPRES IDAHO PRESS-TRIBUNE					
A	ICCU - Checking	006023	3/20/2018	95.90	Auto
A	ICCU - Checking	006034	4/5/2018	196.56	Auto
A	ICCU - Checking	006046	4/20/2018	589.68	Auto
A	ICCU - Checking	006065	5/18/2018	108.02	Auto
A	ICCU - Checking	006074	6/5/2018	106.00	Auto
Vendor IDAHO PRESS-TRIBUNE Total:				<u>1,096.16</u>	
Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION					
A	ICCU - Checking	W00094	5/20/2018	4,224.00	Wire Transfer
A	ICCU - Checking	W00287	3/20/2018	4,355.00	Wire Transfer
A	ICCU - Checking	W00293	4/20/2018	4,156.00	Wire Transfer
A	ICCU - Checking	W00298	5/18/2018	4,124.00	Wire Transfer
Vendor IDAHO STATE TAX COMMISSION Total:				<u>16,859.00</u>	
Vendor Number: IDSTAT IDAHO STATESMAN					
A	ICCU - Checking	006047	4/20/2018	2,016.00	Auto
A	ICCU - Checking	006054	5/4/2018	114.06	Auto
A	ICCU - Checking	006066	5/18/2018	657.00	Auto
Vendor IDAHO STATESMAN Total:				<u>2,787.06</u>	
Vendor Number: IMPULSE IMPulse, A TureTone Inc. Company					
A	ICCU - Checking	E00400	6/5/2018	425.00	Electronic Payment
Vendor IMPulse, A TureTone Inc. Company Total:				<u>425.00</u>	
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.					

Check History Report
Sorted By Vendor Name
Activity From: 3/6/2018 to 6/5/2018

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	006025	3/20/2018	346.27	Auto
A	ICCU - Checking	006049	4/20/2018	219.16	Auto
A	ICCU - Checking	006068	5/18/2018	102.56	Auto
Vendor INTERMOUNTAIN GAS CO. Total:				<u>667.99</u>	
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W00092	5/20/2018	12,121.56	Wire Transfer
A	ICCU - Checking	W00285	3/20/2018	12,477.39	Wire Transfer
A	ICCU - Checking	W00288	4/5/2018	11,894.52	Wire Transfer
A	ICCU - Checking	W00291	4/20/2018	11,831.02	Wire Transfer
A	ICCU - Checking	W00294	5/4/2018	11,749.42	Wire Transfer
A	ICCU - Checking	W00296	5/18/2018	12,041.68	Wire Transfer
A	ICCU - Checking	W00299	6/5/2018	12,834.17	Wire Transfer
Vendor INTERNAL REVENUE SERVICE Total:				<u>84,949.76</u>	
Vendor Number: JAMAR Jamar Technologies, Inc.					
A	ICCU - Checking	006069	5/18/2018	252.35	Auto
Vendor Jamar Technologies, Inc. Total:				<u>252.35</u>	
Vendor Number: RUSSELL JANET RUSSELL					
A	ICCU - Checking	E00387	5/4/2018	27.47	Electronic Payment
Vendor JANET RUSSELL Total:				<u>27.47</u>	
Vendor Number: HOLMES KEITH HOLMES					
A	ICCU - Checking	E00399	6/5/2018	120.00	Electronic Payment
Vendor KEITH HOLMES Total:				<u>120.00</u>	
Vendor Number: KIMANG Kim Anglesey					
A	ICCU - Checking	E00385	5/4/2018	1,479.75	Electronic Payment
Vendor Kim Anglesey Total:				<u>1,479.75</u>	
Vendor Number: KTVB.CO KTVB.COM					
A	ICCU - Checking	006051	4/20/2018	450.00	Auto
A	ICCU - Checking	006070	5/18/2018	2,970.57	Auto
Vendor KTVB.COM Total:				<u>3,420.57</u>	
Vendor Number: KUNMEL KUNA MELBA NEWS					
A	ICCU - Checking	006055	5/4/2018	30.00	Auto
Vendor KUNA MELBA NEWS Total:				<u>30.00</u>	
Vendor Number: BISE L. Carson Bise II					
A	ICCU - Checking	E00375	4/20/2018	2,900.00	Electronic Payment
Vendor L. Carson Bise II Total:				<u>2,900.00</u>	
Vendor Number: ITKONE LIISA ITKONEN					
A	ICCU - Checking	E00384	5/4/2018	2,023.10	Electronic Payment
A	ICCU - Checking	E00401	6/5/2018	666.19	Electronic Payment
Vendor LIISA ITKONEN Total:				<u>2,689.29</u>	
Vendor Number: ZBYERL M605 - NCPERS IDAHO					
A	ICCU - Checking	006018	3/20/2018	48.00	Manual
A	ICCU - Checking	006040	4/20/2018	48.00	Manual
A	ICCU - Checking	006060	5/18/2018	48.00	Manual
Vendor M605 - NCPERS IDAHO Total:				<u>144.00</u>	
Vendor Number: STOLL MATTHEW STOLL					
A	ICCU - Checking	E00372	4/5/2018	718.86	Electronic Payment
A	ICCU - Checking	E00388	5/4/2018	278.57	Electronic Payment
A	ICCU - Checking	E00403	6/5/2018	80.01	Electronic Payment
Vendor MATTHEW STOLL Total:				<u>1,077.44</u>	
Vendor Number: PETTY MEGAN LARSEN					
A	ICCU - Checking	006036	4/5/2018	181.33	Auto
A	ICCU - Checking	006057	5/4/2018	152.94	Auto

Check History Report
Sorted By Vendor Name
Activity From: 3/6/2018 to 6/5/2018

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor MEGAN LARSEN Total:				334.27	
Vendor Number: MICHAEL Michael Baker International, Inc.					
A	ICCU - Checking	E00386	5/4/2018	2,300.00	Electronic Payment
Vendor Michael Baker International, Inc. Total:				2,300.00	
Vendor Number: MIG Moore Iacofano Goltsman, Inc.					
A	ICCU - Checking	E00370	3/20/2018	22,368.52	Electronic Payment
A	ICCU - Checking	E00378	4/20/2018	19,614.31	Electronic Payment
A	ICCU - Checking	E00402	6/5/2018	16,802.06	Electronic Payment
Vendor Moore Iacofano Goltsman, Inc. Total:				58,784.89	
Vendor Number: NEIGHB NEIGHBORHOOD ALL STARS					
A	ICCU - Checking	E00379	4/20/2018	600.00	Electronic Payment
A	ICCU - Checking	E00392	5/18/2018	3,060.24	Electronic Payment
Vendor NEIGHBORHOOD ALL STARS Total:				3,660.24	
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	006026	3/20/2018	30.66	Auto
A	ICCU - Checking	006035	4/5/2018	147.82	Auto
A	ICCU - Checking	006052	4/20/2018	1,297.49	Auto
A	ICCU - Checking	006056	5/4/2018	126.48	Auto
A	ICCU - Checking	006075	6/5/2018	171.57	Auto
Vendor Office Depot Total:				1,774.02	
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W00093	5/20/2018	11,074.94	Wire Transfer
A	ICCU - Checking	W00286	3/20/2018	14,897.38	Wire Transfer
A	ICCU - Checking	W00289	4/5/2018	14,571.41	Wire Transfer
A	ICCU - Checking	W00292	4/20/2018	14,480.86	Wire Transfer
A	ICCU - Checking	W00295	5/4/2018	14,393.11	Wire Transfer
A	ICCU - Checking	W00297	5/18/2018	14,687.97	Wire Transfer
A	ICCU - Checking	W00300	6/5/2018	15,357.40	Wire Transfer
Vendor PUBLIC EMPLOYEES RETIREMENT Total:				99,463.07	
Vendor Number: ZRBH Reliant Behavioral Health					
A	ICCU - Checking	006063	5/18/2018	900.00	Manual
Vendor Reliant Behavioral Health Total:				900.00	
Vendor Number: SCRIPPS Scripps - Boise					
A	ICCU - Checking	006027	3/20/2018	50.00	Auto
A	ICCU - Checking	006071	5/18/2018	1,250.00	Auto
Vendor Scripps - Boise Total:				1,300.00	
Vendor Number: SHADOW SHADOW TRACKERS INVESTIGATIVE					
A	ICCU - Checking	E00393	5/18/2018	170.00	Electronic Payment
Vendor SHADOW TRACKERS INVESTIGATIVE Total:				170.00	
Vendor Number: SHREDIT Shred-It USA- Boise					
A	ICCU - Checking	006037	4/5/2018	60.00	Auto
Vendor Shred-It USA- Boise Total:				60.00	
Vendor Number: SHRM SOCIETY OF HUMAN RESOURCE MGT					
A	ICCU - Checking	006028	3/20/2018	209.00	Auto
Vendor SOCIETY OF HUMAN RESOURCE MGT Total:				209.00	
Vendor Number: TJKM T J K M					
A	ICCU - Checking	E00380	4/20/2018	18,202.50	Electronic Payment
A	ICCU - Checking	E00394	5/18/2018	6,000.00	Electronic Payment
Vendor T J K M Total:				24,202.50	
Vendor Number: TRAVELE Travelers					
A	ICCU - Checking	006038	4/5/2018	375.00	Auto
Vendor Travelers Total:				375.00	

Check History Report
Sorted By Vendor Name
Activity From: 3/6/2018 to 6/5/2018

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: TREAVA TREASURE VALLEY COFFEE					
A	ICCU - Checking	006029	3/20/2018	85.57	Auto
A	ICCU - Checking	006039	4/5/2018	49.37	Auto
A	ICCU - Checking	006058	5/4/2018	45.50	Auto
A	ICCU - Checking	006076	6/5/2018	94.27	Auto
Vendor TREASURE VALLEY COFFEE Total:				<u>274.71</u>	
Vendor Number: VALOFFI Valley Office Systems					
A	ICCU - Checking	006059	5/4/2018	535.00	Auto
Vendor Valley Office Systems Total:				<u>535.00</u>	
Vendor Number: VERITA VERITAS					
A	ICCU - Checking	E00373	4/5/2018	7,912.50	Electronic Payment
A	ICCU - Checking	E00381	4/20/2018	7,912.50	Electronic Payment
A	ICCU - Checking	E00395	5/18/2018	7,912.50	Electronic Payment
Vendor VERITAS Total:				<u>23,737.50</u>	
Vendor Number: WESTRO WESTERN TROPHY & ENGRAVING					
A	ICCU - Checking	E00396	5/18/2018	45.30	Electronic Payment
A	ICCU - Checking	E00404	6/5/2018	19.90	Electronic Payment
Vendor WESTERN TROPHY & ENGRAVING Total:				<u>65.20</u>	
Report Total:				<u><u>560,883.30</u></u>	

FINANCE COMMITTEE AGENDA ITEM VI-A

Date: July 19, 2018

Topic: Variance Report for October 1, 2017 – March 31, 2018

Request/Recommendation:

COMPASS staff seeks approval of the Variance Report dated October 1, 2017 to March 31, 2018.

Background/Summary:

The Variance Report is used to report actual financial results compared to Revision 1 of the FY2018 Unified Planning Work Program and Budget (UPWP), referred to hereinafter as budget.

Budget to actual variances by line item – revenue and expenses

The first page of the attachment shows budget to actual variances by line item. The grant revenues shown are for billings through March 31, 2018.

Salaries and fringe expense, at 48 percent of the total budget, are on budget at the end of the second quarter and are expected to remain on budget through the remainder of the fiscal year.

Total direct expenses are at 45 percent of budget.

- Professional services is under budget with 40 percent of the budget expended. These funds are expected to be substantially expended by the end of the fiscal year.
- Printing, Other, and Public Involvement are under budget, but are expected to be fully expended by the end of the fiscal year.

Total indirect expenses are over budget as of March 31, 2018, but are expected to be on budget at the end of the fiscal year. Some large, one-time expenses have been recorded, making the total look high compared to budget. These expenses include the building, audit, insurance, and software expense.

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 percent or more below budget for this point in the year. Items highlighted in yellow are 10 percent or more above budget for this point in the year. Explanations for these variances are provided in the attachment on the respective line items.

Balance sheet and cash summary

The fourth and final page of the attachment shows the balance sheet as of March 31, 2018. 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.

KH:ml:nb T:\FY18\900 Operations\Finance\FY2018 Packets\07-19-2018 Meeting\VI. A.1. Variance Report Memo 03-31-18.docx

COMPASS

FY2018 BUDGET TO ACTUAL VARIANCES BY LINE ITEM - REVENUES AND EXPENSES

	Budget	Actual	% of budget earned or expended
Grant revenue	\$ 1,895,764	\$ 974,985	51%
Member contributions	863,961	650,504	75%
ID DEQ/ACAQB Awareness	50,000	15,384	31%
TREDIS reimbursement from ITD	16,200	16,200	100%
VRT-State Street Grant	345,870	84,877	25%
Interest income	10,000	4,140	41%
Modeling revenue	-	3,723	
Orthophotography revenue	-	1,300	
Maps and publications revenue	-	339	
Other income	-	9,574	
Subtotal, revenues	3,181,795	1,761,025	55%
Staff labor	1,267,860	616,874	49%
Payroll taxes and fringe benefits	566,830	270,804	48%
Subtotal, salaries and fringe expenses	1,834,690	887,678	48%
Professional services	910,242	363,493	40%
Equipment purchase	195,170	146,427	75%
Travel education	59,600	24,309	41%
Printing	1,500	-	0%
Other	12,900	1,951	15%
Public involvement	51,900	7,127	14%
Meeting support	9,000	6,206	69%
Legislative services	102,950	51,764	50%
Subtotal, direct expenses	1,343,262	601,277	45%
Professional services	25,000	9,796	39%
Equipment repair	500	-	0%
Travel/education	1,500	-	0%
Publications	1,000	958	96%
Employee professional memberships	8,000	2,653	33%
Postage	1,500	297	20%
Telephone	11,250	5,702	51%
Building maintenance/association	50,720	49,723	98%
Printing	1,000	-	0%
Advertising	1,000	352	35%
Audit	16,000	14,400	90%
Insurance	12,000	6,541	55%
Legal services	3,000	-	0%
General supplies	8,000	1,528	19%
Computer supplies	15,000	4,245	28%
Computer software/maintenance	15,200	13,663	90%
Commuting incentive	400	-	0%
Vehicle maintenance	1,200	180	15%
Utilities	10,500	5,180	49%
Local travel	1,500	1,059	71%
Other	200	222	111%
Subtotal, indirect expenses	184,470	116,498	63%
Total, all expenses	3,362,422	1,605,453	48%
Change in fund balance	(180,627)	155,572	
Beginning fund balance	1,760,652	1,760,652	
Current fund balance	\$ 1,580,025	\$ 1,916,224	

COMPASS

FY2018 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of March 31, 2018, 50% of the fiscal year has passed. Programs that have expended 40% or less of their budgeted dollars are considered under budget. Programs that have expended 60% or more of their budgeted dollars are considered over budget.

10% or more under budgeted expenses

10% or more over budgeted expenses

		Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	Notes
601	UPWP: Budget Development and Federal Assurances	Larsen	126,272	43,351	34%				126,272	43,351	34%	Under Budget. Staff will be preparing the Unified Planning Work Program and budget for FY2019 in the second and third quarters. This project is expected to be on budget by the end of the fiscal year.
620	Demographics and Growth Monitoring	Miller	122,821	50,238	41%	600	96		123,421	50,334	41%	On Budget.
653	Communication and Education	Luft	123,301	81,738	66%	40,429	5,286	13%	163,731	87,024	53%	On Budget.
661	Long-Range Planning	Itkonen	398,351	215,575	54%	309,507	156,813	51%	707,858	372,388	53%	On Budget.
685	Resource Development/Funding	Tisdale	348,057	184,837	53%	130,100	39,423	30%	478,157	224,261	47%	On Budget.
Subtotal, Projects			1,118,803	575,739	51%	480,637	201,618	42%	1,599,440	777,357	49%	
701	General Membership Services	Itkonen	48,258	12,302	25%	6,000.00	-		54,258	12,302	23%	Under Budget. Expenditures are directly related to the amount of services requested by member agencies. The requested agri tourism project for which direct dollars were budgeted is expected to be completed in FY2018 as planned.
702	Air Quality Outreach	Luft	4,545	1,044	23%	45,455	13,985	31%	50,000	15,029	30%	Under Budget. Staff anticipates the funds budgeted for this project will be fully expended by the end of the fiscal year.
703	General Public Services	Luft	7,049	2,932	42%	-			7,049	2,932	42%	On Budget.
705	Transportation Liaison Services	Stoll	36,172	19,449	54%	-			36,172	19,449	54%	On Budget.
720	State Street Corridor	Larsen	39,717	9,212	23%	345,870	84,877	25%	385,587	94,089	24%	Under Budget. The project was started in FY2017 and continued into FY2018. Staff estimates \$20,000 will remain unspent at the end of the current fiscal year to be spent out in the first quarter of FY2019.
760	Legislative Services	Stoll	58,321	32,773	56%	115,050	49,130	43%	173,371	81,903	47%	On Budget.
761	Growth Incentives	Stoll	2,328	-	0%	-			2,328	-	0%	Under Budget. The Blueprint for Good Growth Board has not requested any work on this project.
Subtotal, Services			196,391	77,713	40%	512,375	147,992	29%	708,766	225,705	32%	
801	Staff Development	Larsen	85,760	35,978	42%	40,000	10,502	26%	125,760	46,480	37%	Currently under budget, but several conferences are scheduled for the second half of the year and it is expected that this budget will be substantially spent out by year end.
820	Committee Support	Larsen	141,717	64,824	46%	2,000	779	39%	143,717	65,603	46%	On Budget.

COMPASS

FY2018 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of March 31, 2018, 50% of the fiscal year has passed. Programs that have expended 40% or less of their budgeted dollars are considered under budget. Programs that have expended 60% or more of their budgeted dollars are considered over budget.

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

	Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	Notes	
836	Regional Travel Demand Model	Waldinger	105,113	71,866	68%	44,000	18,842	43%	149,113	90,708	61%	Over Budget. Required work days for travel demand model have been greater than was anticipated in the budget in FY2018. Direct expenses are within budget.
842	Congestion Management Process	Mulhall	38,655	14,807	38%	51,000	51,000	100%	89,655	65,807	73%	Over Budget. Direct expenditures were for the I-84 Detour Plan contract, which was wrapped up in early FY2018 as planned. The program is expected to end the year on budget.
860	Geographic Information System Maintenance	Adolfson	332,721	163,250	49%	52,300	33,595	64%	385,021	196,844	51%	On Budget.
Subtotal, System Maintenance			703,966	350,725	50%	189,300	114,718	61%	893,267	465,443	52%	
990	Direct Operations and Maintenance	Larsen				160,950	136,949	85%	160,950	136,949	85%	Over Budget. A substantial portion of this budget was for software expenditures completed at the beginning of the year. This program is expected to end the year on budget.
Subtotal, Indirect and overhead			-	-		160,950	136,949	85%	160,950	136,949	85%	
GRAND TOTAL			2,019,160	1,004,176	50%	1,343,262	601,277	45%	3,362,422	1,605,453	48%	

COMPASS**Balance Sheet - March 31, 2018**

	<u>9/30/2017</u>	<u>3/31/2018</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	\$ 1,783,556	\$ 1,514,000
Accounts Receivable	254,605	456,228
Prepaid Expenses	3,138	-
	<hr/>	<hr/>
TOTAL ASSETS	<u>2,041,299</u>	<u>1,970,228</u>
<u>LIABILITIES</u>		
Accounts Payable	154,550	45
Accrued Payroll Liabilities	92,200	27,803
Deferred Revenue	33,897	26,155
	<hr/>	<hr/>
Subtotal, liabilities	280,646	54,004
<u>FUND BALANCE</u>		
Nonspendable: Prepaid Expenses	3,138	-
Assigned To: Set-Aside for CIM Implementation Grant Program	50,000	50,000
Assigned To: Set-Aside for Future Orthophotography Costs	-	-
Unassigned	1,707,514	1,866,224
	<hr/>	<hr/>
Subtotal, fund balance	1,760,652	1,916,224
	<hr/>	<hr/>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 2,041,299</u>	<u>\$ 1,970,228</u>

Cash Summary - March 31, 2018

<u>Account</u>	<u>Current Rate</u>	<u>Balance</u>
ID Central Credit Union Share Savings	0.00%	\$ 25
ID Central Credit Union Money Market Checking	0.17%	26,690
ID Central Credit Union Premium Money Market Savings	0.20%	49,991
ID Central Credit Union 60 Month CD	2.48%	175,380
Local Government Investment Pool	1.57%	511,714
Banner Bank 12 Month CD #8101	0.20%	150,000
Banner Bank 24 Month CD #8077	0.35%	150,000
Banner Bank 24 Month CD #8085	0.35%	150,000
Banner Bank 36 Month CD #8093	1.19%	150,000
Banner Bank 60 Month CD #8069	1.19%	150,000
Petty Cash	n/a	200
	<hr/>	<hr/>
Total Cash Balance		<u>\$ 1,514,000</u>

FINANCE COMMITTEE AGENDA ITEM VI-B

Date: July 19, 2018

Topic: Draft FY2019 Unified Planning Work Program and Budget (UPWP)

Request/Recommendation:

COMPASS staff seeks a recommendation of the FY2019 UPWP for COMPASS Board of Directors' approval.

Background/Summary:

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

The COMPASS Finance Committee recommended Board approval of the FY2019 General and Special membership dues at its March 22, 2018, meeting. The Board approved the FY2019 General and Special membership dues at its April 16, 2018, meeting. Staff has incorporated these amounts into the attached draft FY2019 UPWP worksheets.

The preliminary draft of the FY2019 UPWP was scheduled to be reviewed at the May 17, 2018, Finance Committee meeting. The meeting was canceled due to lack of quorum.

Upon review and recommendation by the Finance Committee, the draft UPWP will be presented to the COMPASS Board at the August 2018 meeting for approval. Following Board approval, the UPWP is forwarded to the Idaho Transportation Department, the Federal Highway Administration, and the Federal Transit Administration for approval.

The documents included in the draft of the FY2019 UPWP include the following items.

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

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

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

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

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

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

The draft FY2019 UPWP contains the following assumptions for revenues and expenses:

1. Total membership dues shown reflect the amount approved by the Board at its April 16, 2018, meeting. Total dues increased compared to the prior year. The per capita rate remained the same as FY2018. The increase reflects year over year population growth in the jurisdictions.
2. Projected revenue from the FY2019 CPG reflects the amount included in the FY2018-FY2022 Regional Transportation Improvement Program (TIP).
3. Revenue of \$306,705 from off-the-top STP-TMA funds, as approved by the COMPASS Board on April 19, 2010, continues.
4. Under key number 19571, the first year of STP-TMA revenues of \$46,330 are being added to begin the *Communities in Motion 2050* project. Additional funding will be added in fiscal years 2020, 2021, and 2022 for a total of \$242,769.
5. Under key number 18694, the first year of STP-TMA revenues of \$218,678 are being added to begin the update of the Treasure Valley ITS Plan. Additional funding will be added in FY2020 for a total of \$231,650.
6. Revenues include the funds committed by the Idaho Department of Environmental Quality and Air Quality Board for the air quality outreach program. There are corresponding expenses associated with these revenues.
7. Staff estimates there will be approximately \$20,000 of unspent revenues for the State Street Grant that are being provided by Valley Regional Transit. There are corresponding expenses associated with these revenues.
8. Staff estimates interest income to be approximately \$15,000 in FY2019.
9. The draw in fund balance to fund the revenue shortfall is \$16,030.
10. The number of full time staff remains at 18 positions.
11. Salary costs include a 3% overall increase pool. Distribution of individual salary adjustments will be determined by the Executive Director.
12. Fringe costs include an estimated 5% increase in health benefit costs. PERSI has planned an increase in the employer contribution rate from 11.32% to 11.94% effective July 1, 2019, that is also included in total fringe costs. An estimated 3% increase is included in fringe costs for other benefits. Actual increases in benefit costs, if any, will be available in November 2018.
13. There is a planned Indirect expenses increase of about 3% compared to the FY2018 UPWP. Staff continues to closely manage indirect expenses.
14. The Project Development Program is proposed to be funded in FY2019, its fifth year, at \$75,000.
15. The CIM Implementation Grant Program is funded at \$50,000.
16. Direct expenses for all other programs are fairly stable and consistent with current year activities.

Implication (policy and/or financial):

Federal approval of the UPWP by October 1, 2018, is required in order to begin work in FY2019.

More Information:

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

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
REVENUE AND EXPENSE SUMMARY (total)**

REVENUE	FY2018 Revision 1	FY2019 Draft
GENERAL MEMBERSHIP		
Ada County	213,522	220,730
Ada County Highway District	213,522	220,730
Canyon County	106,132	106,102
Canyon Highway District No. 4	37,994	37,346
Golden Gate Highway District No.3	5,099	5,313
City of Boise	100,937	102,423
City of Caldwell	23,862	25,070
City of Eagle	11,874	13,188
City of Garden City	5,070	5,238
City of Greenleaf	379	379
City of Kuna	8,686	9,144
City of Meridian	43,341	46,917
City of Melba	251	251
City of Middleton	3,576	4,052
City of Nampa	42,689	43,372
City of Notus	251	251
City of Parma	935	944
City of Star	4,096	4,546
City of Wilder	745	754
Subtotal	822,961	846,750
SPECIAL MEMBERSHIP		
Boise State University	8,200	8,500
Capital City Development Corporation	8,200	8,500
Idaho Department of Environmental Quality	8,200	8,500
Idaho Transportation Department	8,200	8,500
Valley Regional Transit	8,200	8,500
Subtotal	41,000	42,500
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2017 K# 13496 Ada County	35,825	
CPG - FY2017 K# 13496 Canyon County	12,587	
CPG - FY2018 K# 13963 Ada County	988,364	
CPG - FY2018 K# 13963 Canyon County	347,263	
CPG - FY2019 K# 19071 Ada County		1,004,920
CPG - FY2019 K# 19071 Canyon County		353,080
Sub Total CPG Grants	1,384,039	1,358,000
STP TMA - K# 13478, FY18 off-the-top funds for Planning	306,705	
STP TMA - K# 13900, FY19 off-the-top funds for Planning		306,705
STP TMA - K# 18948, Freight Study - estimated carry over	205,020	
STP TMA - K# 19571, <i>Communities in Motion 2040, 2.0</i>		46,330
STP TMA - K# 18694, Update Treasure Valley ITS Plan		218,678
Subtotal	511,725	571,712
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	25,000	25,000
Ada County Air Quality Board	25,000	25,000
TREDIS Reimbursement from ITD	16,200	
Valley Regional Transit - State Street Grant - carry over	345,870	20,000
Interest Income	10,000	15,000
Subtotal	422,070	85,000
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,181,795	2,903,962
Draw From Fund Balance (CIM Implementation Grants)	50,000	
Draw From Fund Balance (to fund revenue shortfall)	130,626	16,030
TOTAL REVENUE, ALL RESOURCES	3,362,422	2,919,992

EXPENSE	FY2018 Revision 1	FY2019 Draft
SALARY, FRINGE & CONTINGENCY		
Salary	1,245,860	1,282,610
Fringe	566,830	590,107
Contingency (Overtime, Bonus, and Sick Time Trade)	22,000	22,000
Subtotal	1,834,690	1,894,717
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	184,470	189,900
Subtotal	184,470	189,900
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	600	500
653001, Communication and Education	40,429	51,350
661001, Long-Range Planning	79,527	55,000
661004, Freight	221,261	
661005, Bicycles and Pedestrians	8,720	8,720
685001, Transportation Improvement Program	5,100	5,400
685002, Project Development Program	75,000	75,000
685004, CIM Implementation Grants	50,000	50,000
701001, Membership Services	6,000	
702001, Air Quality Outreach	45,455	45,455
720001, State Street Corridor	345,870	20,000
760001, Legislative Services	115,050	115,050
801001, Staff Development	40,000	40,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	44,000	22,000
842001, Congestion Management Process	51,000	236,000
860001, Geographic Information System Maintenance	52,300	43,200
990001, Direct Operations and Maintenance	160,950	65,700
Subtotal	1,343,262	835,375
TOTAL EXPENSE	3,362,422	2,919,992

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,362,422	2,919,992
LESS: TOTAL EXPENSES	3,362,422	2,919,992
REVENUE EXCESS/(DEFICIT)	0	0

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES										MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY19 CPG Ada County K# 19071	FY19 CPG Canyon County K# 19071	STP-TMA Off The Top K# 13900	STP-TMA CIM 2040 K# 19751	STP-TMA Treasure Valley ITS Plan K# 18694	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other	
601001 UPWP/Budget Development and Federal Assurances	120	93,634	-	93,634	42,003	14,758	30,000			86,761	6,873			6,873	93,634
620001 Demographics and Growth Monitoring	100	70,229	500	70,729	26,297	9,240	30,000			65,537	5,191			5,191	70,729
620002 Development Monitoring	51	31,616	-	31,616	6,879	2,417	20,000			29,295	2,321			2,321	31,616
620003 Census 2020	40	26,784	-	26,784	10,966	3,853	10,000			24,818	1,966			1,966	26,784
653001 Communication and Education Long-Range Planning	209	123,875	51,350	175,225						-		175,225		175,225	175,225
661001 General Project Management	249	166,324	55,000	221,324	117,474	41,275		46,330		205,078	16,245			16,245	221,324
661003 Roadways	41	23,429	-	23,429	16,065	5,644				21,709	1,720			1,720	23,429
661004 Freight	18	10,531	-	10,531	7,221	2,537				9,758	773			773	10,531
661005 Bicycles/Pedestrians	125	77,072	8,720	85,792	58,826	20,669				79,494	6,297			6,297	85,792
661006 Public Transportation	82	58,156	-	58,156	39,877	14,011				53,887	4,269			4,269	58,156
661007 Performance Measurement	38	25,022	-	25,022	17,157	6,028				23,185	1,837			1,837	25,022
661008 Bike Counter Management	86	35,948	-	35,948	24,649	8,660				33,309	2,639			2,639	35,948
661009 Public Involvement	17	11,376	-	11,376	7,800	2,741				10,541	835			835	11,376
Resource Development/Funding															
685001 Transportation Improvement Program	408	247,889	5,400	253,289	99,676	35,021	100,000			234,698	18,591			18,591	253,289
685002 Project Development Program	31	22,460	75,000	97,460	66,827	23,480				90,307	7,154			7,154	97,460
685003 Grant Research and Development	141	94,544	-	94,544						-		94,544		94,544	94,544
685004 CIM Implementation Grants	16	11,592	50,000	61,592	7,949	2,793				10,742	851	50,000		50,851	61,592
TOTAL PROJECTS	1,772	1,130,480	245,970	1,376,450	549,665	193,126	190,000	46,330	-	979,120	77,560	319,769	-	397,330	1,376,450
701001 Membership Services	130	86,029	-	86,029	58,989	20,726				79,715	6,315			6,315	86,029
702001 Air Quality Outreach	7	4,545	45,455	50,000						-			50,000	50,000	50,000
703001 Public Services	21	13,018	-	13,018						-		13,018		13,018	13,018
705001 Transportation Liaison Services	50	37,465	-	37,465	25,689	9,026				34,715	2,750			2,750	37,465
720001 State Street Corridor	5	4,195	20,000	24,195	2,877	1,011				3,887	308		20,000	20,308	24,195
760001 Legislative Services	60	60,647	115,050	175,697						-		175,697		175,697	175,697
761001 Growth Incentives	1	1,011	-	1,011	937					937	74			74	1,011
TOTAL SERVICES	274	206,910	180,505	387,415	88,491	30,762	-	-	-	119,253	9,447	188,715	70,000	268,162	387,415
801001 Staff Development	116	75,142	40,000	115,142	78,951	27,740				106,691	8,451			8,451	115,142
820001 Committee Support	226	146,718	2,000	148,718	101,974	35,829				137,802	10,916			10,916	148,718
836001 Regional Travel Demand Model	146	105,781	22,000	127,781	68,704	24,139	20,000			112,843	8,939	6,000		14,939	127,781
842001 Congestion Management Process	81	54,921	236,000	290,921	37,658	13,231			218,678	269,567	21,354			21,354	290,921
860001 Geographic Information System Maintenance	609	364,664	43,200	407,864	79,477	28,253	96,705			204,436	29,937	173,491		203,429	407,864
TOTAL SYSTEM MAINTENANCE	1,178	747,227	343,200	1,090,427	366,764	129,192	116,705	-	218,678	831,339	79,597	179,491	-	259,088	1,090,427
990001 Direct Operations / Maintenance	-	-	65,700	65,700						-		50,700	15,000	65,700	65,700
991001 Support Services Labor	916	-	-	-						-				-	-
999001 Indirect Operations/Maintenance	-	-	-	-						-				-	-
TOTAL INDIRECT/OVERHEAD	916	-	65,700	65,700	-	-	-	-	-	-	-	50,700	15,000	65,700	65,700
GRAND TOTAL	4,140	2,084,617	835,375	2,919,992	1,004,920	353,080	306,705	46,330	218,678	1,929,713	166,604	738,676	85,000	990,280	2,919,992

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
REVENUE AND EXPENSE SUMMARY (total)**

DESCRIPTION		TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	FY2020 CARRY- FORWARD
620001	Demographics and Growth Monitoring	500					500				
653001	Communication and Education	51,350	25,100			1,000		25,250			
661001	Long-Range Planning	55,000	42,500			11,000		1,500			
661005	Bicycles/Pedestrians	8,720	-	8,720							
685001	Transportation Improvement Program	5,400						5,400			
685002	Project Development Program	75,000	75,000								
685004	CIM Implementation Grants	50,000	50,000								
702001	Air Quality Outreach	45,455	45,455								
720001	State Street Corridor	20,000	20,000								
760001	Legislative Services	115,050			18,000		11,100			85,950	
801001	Staff Development	40,000			40,000						
820001	Committee Support	2,000							2,000		
836001	Regional Travel Demand Model	22,000	22,000								
842001	Congestion Management Process	236,000	236,000								
860001	Geographic Information System Maintenance	43,200		42,000			1,200				
990001	Direct Operations / Maintenance										
	New/replacement hardware and software	6,000		6,000							
	Transit network planning software	20,000		20,000							
	Cube renewal; Cube Land	14,100		14,100							
	AICP and APBP Webinar series	1,600			1,600						
	Membership dues for COMPASS	17,000								17,000	
	Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL		835,375	516,055	90,820	59,600	12,000	12,800	32,150	9,000	102,950	-

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2018 Revision 1	FY2019 Draft
Professional Services	930	25,000	28,000
Equipment Repair / Maintenance	936	500	200
Travel / Education	940	1,500	
Publications	943	1,000	1,000
Employee Professional Membership	945	8,000	7,500
Postage	950	1,500	750
Telephone	951	11,250	11,800
Building Maintenance and Reserve for Major Repairs	955	50,720	51,750
Printing	960	1,000	1,500
Advertising	962	1,000	1,000
Audit	970	16,000	15,000
Insurance	971	12,000	13,000
Legal Services	972	3,000	2,500
General Supplies	980	8,000	6,000
Computer Supplies	982	15,000	18,000
Computer Software / Maintenance	983	15,200	17,000
Commuting Incentive	990	400	300
Vehicle Maintenance	991	1,200	1,000
Utilities	992	10,500	10,500
Local Travel	993	1,500	2,100
Other / Miscellaneous	995	200	1,000
TOTAL		184,470	189,900

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING TEAM	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	48	16	3	53	120
620001	Demographics and Growth Monitoring	CM	1	94	5	-	100
620002	Development Monitoring	CM	-	46	5	-	51
620003	Census 2020	CM	-	28	12	-	40
653001	Communication and Education	AL	9	10	190	-	209
	Long-Range Planning	LI	-	-	-	-	-
661001	General Project Management	LI	10	191	48	-	249
661003	Roadways	LI	-	41	-	-	41
661004	Freight	LI	-	18	-	-	18
661005	Bicycles/Pedestrians	DW	-	121	4	-	125
661006	Public Transportation	DW	-	78	4	-	82
661007	Performance Measurement	CM	-	38	-	-	38
661008	Bike Counter Management	BC	-	86	-	-	86
661009	Public Involvement	LI	-	6	11	-	17
	Resource Development/Funding	TT	-	-	-	-	-
685001	Transportation Improvement Program	TT	12	360	36	-	408
685002	Project Development Program	KP	-	31	-	-	31
685003	Grant Research and Development	KP	3	130	8	-	141
685004	CIM Implementation Grants	KP	-	16	-	-	16
TOTAL PROJECTS			83	1,310	326	53	1,772
701001	Membership Services	LI	-	115	15	-	130
702001	Air Quality Outreach	AL	-	-	7	-	7
703001	Public Services	AL	-	14	7	-	21
705001	Transportation Liaison Services	MS	12	24	14	-	50
720001	State Street Corridor	ML	2	3	-	-	5
760001	Legislative Services	MS	60	-	-	-	60
761001	Growth Incentives	MS	1	-	-	-	1
TOTAL SERVICES			75	156	43	-	274
801001	Staff Development	ML	9	83	14	10	116
820001	Committee Support	ML	12	77	23	114	226
836001	Regional Travel Demand Model	MW	-	146	-	-	146
842001	Congestion Management Process	HM	-	77	4	-	81
860001	Geographic Information System Maintenance	EA	-	596	13	-	609
TOTAL SYSTEM MAINTENANCE			21	979	54	124	1,178
TOTAL DIRECT			179	2,445	423	177	3,224
991001	Support Services Labor	ML	281	85	37	513	916
TOTAL INDIRECT/OVERHEAD			281	85	37	513	916
TOTAL LABOR			460	2,530	460	690	4,140

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PROGRAM NO.	601				CLASSIFICATION:	Project			
TITLE:	UPWP Budget Development and Monitoring								
TASK / PROJECT DESCRIPTION:	Monitor and amend, as necessary, the FY2019 Unified Planning Work Program and Budget (UPWP) and related transportation grants for the metropolitan planning organization (MPO). Develop and obtain COMPASS Board approval for the FY2020 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.								
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.								
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	Federal Code 23 CFR § 450.308 (b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.								
FY2019 BENCHMARKS									
MILESTONES / PRODUCTS									
FY2019 UPWP									
Process and track revenues and expenditures for the FY2019 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 FY2019 UPWP revisions									
Distribute revisions of the FY2019 UPWP to the Idaho Transportation Department for tracking purposes							As Needed		
Distribute revisions of the FY2019 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval							As Needed		
FY2020 UPWP Development									
Develop process and schedule for the FY2020 UPWP							Nov		
Solicit membership input on possible transportation planning projects and associated needs for FY2020							Jan-Feb		
Submit initial revenue assessment for FY2020 to the Finance Committee for input							Mar		
Obtain Board approval on FY2020 General and Special membership dues							Apr		
Present FY2020 UPWP									
Present draft FY2020 UPWP to Finance Committee for input and feedback							May		
Present draft FY2020 UPWP to Finance Committee for recommendation							Jun		
Submit FY2020 UPWP to Board for adoption							Aug		
Submit and obtain approval from Federal Highway Administration of FY2020 UPWP							Aug		
Distribute FY2020 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 Regional Transportation Improvement Program and the Long-Range Transportation Plan									
Document and prepare for Federal Certification Review							Ongoing		
Monitor federal changes through the Federal Register							Ongoing		
LEAD STAFF: Megan Larsen					Expense Summary				
END PRODUCTS: FY2019 UPWP revisions; FY2020 UPWP; and maximize funding opportunities.									
Total Workdays:								120	
Salary								\$ 59,803	
Fringe					25,479				
Overhead					8,353				
Total Labor Cost:					\$ 93,634				
ESTIMATED DATE OF COMPLETION: September-2019					DIRECT EXPENDITURES:				
Funding Sources				Participating Agencies					
	Ada	Canyon	Special	Total	Member Agencies				
CPG, K13963				\$ -	Federal Highway Administration				
CPG, K19071	42,003	14,758		56,761	Federal Transit Administration				
STP-TMA, K13900			30,000	30,000					
Local	5,086	1,787		6,873					
Total:	\$ 47,089	\$ 16,545	\$ 30,000	93,634					
					Total Direct Cost: \$ -				
					Total Cost: \$ 93,634				

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PROGRAM NO.	620			CLASSIFICATION:	Project																																			
TITLE:	Demographics and Growth Monitoring																																							
TASK / PROJECT DESCRIPTION:	To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, Census 2020 preparation work, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.																																							
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service; 4) Development review enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> ; and 5) Census preparation enables the most accurate counts during the 2020 Census, enables local governments to receive a variety of federal program funds, and provides key demographic data.																																							
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	<p>Federal Code 23 CFR § 450.322 (b) -- Long-range plans require valid forecasts of future demand for transportation services that are based on existing conditions that can be included in the travel demand model. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."</p> <p>Tasks are included to complete the following <i>Communities in Motion</i> 2040 tasks:</p> <p>1.1.1.a. Annually monitor local land use plans and transportation agencies subarea and corridor plans; identify gaps in meeting goals of linking land use and transportation.</p> <p>2.1.1.c. Annually compile a development monitoring report.</p>																																							
FY2019 BENCHMARKS																																								
MILESTONES / PRODUCTS																																								
Population and Employment Estimates																																								
Data collection and geocoding of building permits					Ongoing																																			
Complete 2018 employment data					March																																			
Complete 2018 Development Monitoring Report					March																																			
Complete 2019 population estimates and receive Board acceptance					April																																			
Census Liaison/Clearinghouse																																								
Integrate Census data in related projects					Ongoing																																			
Regional Complete Count Committee invitations and membership					Dec																																			
Census Hard-to-Count Strategic Plan					Dec																																			
Regional outreach materials and local outreach templates					Fall 2019																																			
Complete the Census Boundary and Annexation Survey (BAS)					March																																			
Complete Census Participant Statistical Areas Program (PSAP)					Summer																																			
Development Forecasting, Tracking, and Reconciliation																																								
Update preliminary plat files and other entitled development					Ongoing																																			
Conduct reconciliation and report to workgroup/committee					June																																			
Population forecast for next long-range plan					September																																			
Demographics Support																																								
Respond to member requests for census data					Ongoing																																			
Provide development and policy reviews and checklists					Ongoing																																			
Development checklist report					March																																			
LEAD STAFF: Carl Miller																																								
END PRODUCT: Demographic products: 1) 2019 population estimates; 2) 2018 employment estimates; 3) Census 2020 support work including technical work (BAS and PSAP) and outreach work (Complete Count Committee, Hard-to-Count plan, and outreach materials and templates; 4) updated CIM demographic forecast, including annual reconciliation; and 5) demographic data and support for member agencies and the media.					Expense Summary																																			
					Total Workdays: 191																																			
					Salary \$ 82,154																																			
					Fringe 35,001																																			
					Overhead 11,475																																			
					Total Labor Cost: \$ 128,629																																			
ESTIMATED DATE OF COMPLETION: September-2019					DIRECT EXPENDITURES: \$ -																																			
Funding Sources					Professional Services \$ 500																																			
					Legal / Lobbying																																			
Participating Agencies					Equipment Purchases																																			
					Travel / Education																																			
Member Agencies					Printing																																			
					Public Involvement																																			
					Meeting Support																																			
					Other																																			
					Total Direct Cost: \$ 500																																			
					620 Total Cost: \$ 129,129																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="4">Funding Sources</th> <th rowspan="2">Total</th> </tr> <tr> <th>Ada</th> <th>Canyon</th> <th>Special</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>CPG, K13963</td> <td></td> <td></td> <td></td> <td>\$ -</td> </tr> <tr> <td>CPG, K19071</td> <td>44,142</td> <td>15,509</td> <td></td> <td>59,651</td> </tr> <tr> <td>STP-TMA, K13900</td> <td></td> <td></td> <td>60,000</td> <td>60,000</td> </tr> <tr> <td>Local</td> <td>7,014</td> <td>2,464</td> <td></td> <td>9,478</td> </tr> <tr> <td>Total:</td> <td>\$ 51,155</td> <td>\$ 17,974</td> <td>\$ 60,000</td> <td>129,129</td> </tr> </tbody> </table>						Funding Sources				Total	Ada	Canyon	Special	Total	CPG, K13963				\$ -	CPG, K19071	44,142	15,509		59,651	STP-TMA, K13900			60,000	60,000	Local	7,014	2,464		9,478	Total:	\$ 51,155	\$ 17,974	\$ 60,000	129,129	
	Funding Sources					Total																																		
	Ada	Canyon	Special	Total																																				
CPG, K13963				\$ -																																				
CPG, K19071	44,142	15,509		59,651																																				
STP-TMA, K13900			60,000	60,000																																				
Local	7,014	2,464		9,478																																				
Total:	\$ 51,155	\$ 17,974	\$ 60,000	129,129																																				

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PROGRAM NO.	653			CLASSIFICATION:	Project
TITLE:	Communication and Education				
TASK / PROJECT DESCRIPTION:	The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include, but are not limited to, managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; managing COMPASS' social media channels; supporting the Public Participation Workgroup; and representing COMPASS at open houses and other events.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public involvement strategy.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., Regional Transportation Improvement Program, regional long-range transportation plan [<i>Communities in Motion</i>]) is planned/budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing /updating the COMPASS <i>Integrated Communication Plan</i> and Public Involvement Plan every three years, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to provide the background to assist the public in becoming involved in COMPASS programs and projects.				
FY2019 BENCHMARKS					
MILESTONES / PRODUCTS					
General					
Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases					Ongoing
Support work of Public Participation Workgroup					Ongoing
Provide outreach/public speaking support and training to staff					Ongoing
Conduct annual update of social media audit					October
Develop tools such as electronic and print materials designed for most effective means of communication					
Maintain and enhance COMPASS social media channels					Ongoing
Continually update COMPASS website to keep content up to date; continue to track COMPASS website traffic					Ongoing
Develop FY2019 annual report, annual budget summary, and annual communication summary					Jul-Sep
Write and distribute monthly update handout					Ongoing
Write and distribute monthly Keeping Up With COMPASS newsletter					Ongoing
Use results of FY2015 random household survey to evaluate success and continually improve programs					Ongoing
Update/develop other print materials as appropriate					Ongoing
Develop a new standard COMPASS display					Jan - March
Education and community outreach					
Develop and implement FY2019 public education series to include a minimum of five speakers					Jan - Sep
Support and collaborate with other agencies' outreach and education efforts and programs					Ongoing
Participate in community events to share planning-related information					Ongoing
Attend/support member agencies at public meetings					Ongoing
Manage/support <i>Leadership in Motion</i> awards program					Aug - Dec
Plan and host annual "COMPASS 101" workshop					Jan - Feb
Sponsor "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department)					Mar - Jun
Purchase small promotional items ("swag") to give away at COMPASS events					Spring
Transportation Funding Outreach Campaign ("Don't Let the Treasure Valley Fall through the Cracks")					
Promote the need for increased transportation funding/funding options through earned media, social media, etc.					Ongoing
LEAD STAFF: Amy Luft					
END PRODUCT: Public involvement in, and understanding of, transportation planning and related issues.					
					Expense Summary
					Total Workdays: 209
					Salary \$ 79,118
					Fringe 33,708
					Overhead 11,051
					Total Labor Cost: \$ 123,875
ESTIMATED DATE OF COMPLETION: September-2019					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Professional Services \$ 25,100
CPG, K13963				\$ -	Legal / Lobbying
CPG, K19071					Equipment Purchases
STP-TMA, K13900					Travel / Education
			175,225	175,225	Printing 1,000
Local				-	Public Involvement 25,250
					Meeting Support
					Other
					Total Direct Cost: \$ 51,350
Total:	\$ -	\$ -	\$ 175,225	\$ 175,225	653 Total Cost: \$ 175,225

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PROGRAM NO.	661			CLASSIFICATION:	Project			
TITLE:	Long Range Planning							
TASK / PROJECT DESCRIPTION:	This project encompasses the activities to identify regional transportation needs and solutions, and prepare a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities.							
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals.							
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450 "Fixing America's Surface Transportation Act" (FAST Act) requires that the regional long-range transportation plan be updated every four years in areas with more than 200,000 people or with air quality issues. Since the area meets the test on both criteria, a new plan has to be adopted by 2019. 23 USC 150-- establishes national goals and a performance program, in consultation with stakeholders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds.							
FY2019 BENCHMARKS								
MILESTONES / PRODUCTS								
661001 General Project Management								
Work with the Regional Transportation Advisory Committee and the COMPASS Board to adopt CIM 2040 2.0					Oct-Dec			
Reach out to member agencies to adopt CIM 2040 2.0 as a planning/policy guide					Jan-Sep			
Develop charter (objectives, schedule, and budget) for next plan update					April			
Develop work plan for next long-range plan update					Sep			
661003 Roadways								
Update the regional complete streets policy					June			
Develop a regional approach to Vision Zero safety aspiration					Sep			
661004 Freight								
Work with Freight Advisory Workgroup to prioritize and implement freight study findings					Sep			
Help member agencies identify freight projects and develop funding applications					Sep			
661005 Active Transportation (bicycle and pedestrian)								
Develop a charter for a Treasure Valley Regional Bikeway and Pathway Plan					June			
Develop planning tool kit for first/last mile improvements (with public transportation)					Sep			
Work with member agencies to identify and coordinate pilot projects (with public transportation)					Sep			
Develop work plan for a Safe Routes Regional Plan					May			
Continue Rails with Trail project; develop cost estimates for needed infrastructure and amenities					Sep			
661006 Public Transportation								
Develop work plan for public transportation scenario planning					Aug			
Develop planning toolkit for first/last mile improvements (with active transportation)					Apr			
Work with member agencies to identify and coordinate pilot projects (with active transportation)					July			
Update Transportation Service Coordination Plan					Feb			
Develop process to extract and manage ridership data					Sep			
661007 Performance Management								
Compile FHWA and FTA required performance reporting					Ongoing			
Develop a regional asset inventory and management process					Sep			
Complete a pavement condition assessment methodology for Canyon County agencies					Sep			
Refine and update the performance measure framework					Sep			
Complete TIP Achievement reporting process					Sep			
661008 Bike Counter Management								
Manage portable counter requests					Ongoing			
Manage permanent counter program					Ongoing			
Manage and report data					Ongoing			
661009 Public Involvement								
Compile public comments on draft CIM 2040 2.0 plan					Oct-Nov			
LEAD STAFF:	Liisa Itkonen				Expense Summary			
END PRODUCT: Adopted <i>Communities in Motion 2040 2.0</i> ; approved work plan for next long-range plan update; updated complete streets policy; planning tool kit for first/last mile improvements; bicycle and pedestrian data.								
Total Workdays:							656	
Salary							\$ 260,494	
Fringe					110,982			
Overhead					36,385			
Total Labor Cost:					407,856			
ESTIMATED DATE OF COMPLETION:				September-2019				
Funding Sources				Participating Agencies				
	Ada	Canyon	Special	Total	Member Agencies	DIRECT EXPENDITURES:		
CPG, K13963				\$ -	ITD	Professional Services \$ 42,500		
CPG, K19071	289,068	101,564		390,633	FHWA	Legal / Lobbying		
STP-TMA, K13900			46,330	46,330	FTA	Equipment Purchases 8,720		
STP-TMA, K19751				-		Travel / Education		
Local	25,614	9,000		34,614		Printing 11,000		
				-		Public Involvement 1,500		
				-		Meeting Support		
				-		Other		
Total:					Total Direct Cost: \$ 63,720			
					661 Total Cost: \$ 471,576			

PROGRAM NO.	685			CLASSIFICATION:	Project	
TITLE:	Resource Development/Funding					
TASK / PROJECT DESCRIPTION:	Develop a FY2020-2024 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 FY2019-2023 TIP. COMPASS staff, with consultant assistance, will assist member agencies in taking project ideas and transforming them into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public information plans. Grant research, development and grant administration is expected to secure additional funding into the region. COMPASS will award <i>Communities in Motion</i> (CIM) Implementation Grants to member agencies after appropriate outreach, prioritization, and contract due diligence.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 2040 goals and performance measures, increase the delivery of funded projects on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects meet deadlines and do not lose federal funding through project monitoring and committee participation.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	The task is designed to help identify additional revenue sources for member agencies to assist in funding improvements and on-going maintenance of the transportation system; also assists member agencies in implementing the regional long-range transportation plan, <i>Communities in Motion 2040</i> , and the annual TIP. Under 12 CFR § 450.306 and 23 CFR § 450.324 --COMPASS is required to develop a TIP in cooperation with ITD and public transportation operators. Certain additional requirements are required in the Boise Urbanized Area because it is considered a Transportation Management Area (TMA). The TIP is required to be updated every four years; however, COMPASS follows the update cycle of ITD's Idaho Transportation Investment Program (ITIP), which is updated annually. All projects receiving federal funding must be consistent with the regional long-range transportation plan. The TIP is tied to the Air Quality Conformity Demonstration to ensure funded projects do not violate budgets set in the State Implementation Plan (SIP) (the document that sets air quality budgets for the State of Idaho). The TIP is also scrutinized in the federal Certification Review.					
FY2019 BENCHMARKS						
MILESTONES / PRODUCTS						
685001 Transportation Improvement Program Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate prioritization of project applications Assign projects to funding programs Rank applications Develop the final FY2020-2024 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, as information is available, prior to deadlines Monitor and track FY2019-2023 Regional Transportation Improvement Program Balance programs managed by COMPASS, as changes occur Provide assistance to member agencies with federal-aid funding concerns Provide assistance to Valley Regional Transit (VRT) Update the Resource Development Plan					Oct-Sept	
685002 Project Development Program Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports					Oct-Sept	
685003 Grant Research and Development Ensure Resource Development Plan remains current Monitor grant sources: share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications - TIGER, FASTLANE, CDBG, etc.					Oct-Sept	
685004 CIM Implementation Grants Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget					Oct-Sept	
LEAD STAFF:	Toni Tisdale				Expense Summary	
END PRODUCTS: Current-year TIP and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.					Total Workdays: 596	
					Salary \$ 240,458	
					Fringe 102,446	
					Overhead 33,586	
					Total Labor Cost: \$ 376,486	
ESTIMATED DATE OF COMPLETION:					September-2019	
Funding Sources				Participating Agencies		DIRECT EXPENDITURES: Professional Services \$ 125,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement 5,400 Meeting Support Other
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K13963				\$ -		
CPG, K19071	174,452	61,294		235,746		
STP-TMA, K13900			100,000	100,000		
STP-TMA, K19751				-		
Fund Balance			144,544	144,544		
Local	19,681	6,915		26,596		
				-		
Total:	\$ 194,133	\$ 68,209	\$ 244,544	\$ 506,886		
					Total Direct Cost: \$ 130,400	
					685 Total Cost: \$ 506,886	

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PROGRAM NO.	701			CLASSIFICATION:	Service
TITLE:	General Membership Services				
TASK / PROJECT DESCRIPTION:	Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, travel demand modeling, and other project support.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	This service promotes implementation of the regional long-range transportation plan. COMPASS staff are engaged in the members' studies and can become more familiar with their assumptions and recommendations. Use of consistent data and methodologies in the various studies and plans conducted by member agencies is beneficial to the region as well.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of services to member agencies. There are no certification review comments, corrective actions or recommendations related to this program. Member support provides assistance to agencies fulfilling activities related to <i>Communities in Motion</i> , air quality evaluations, and more detailed transportation planning activities such as corridor studies.				
FY2019 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide general assistance to member agencies as requested in the areas of: Specific assistance determined per member agency requests, may include: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling Demographic, development, and related information Traffic counts and related information Other requests as budget allows Specific requested assistance: Provide support for Ada County Master Facilities Plan for public transportation access (13 workdays) Update historic demographic data (20 workdays) Provide Audience Response System support for Canyon County comprehensive plan update (6 workdays) Support Canyon Highway District #4 Transportation Plan update (12 workdays) Conduct transportation and subarea analyses for the City of Meridian Comprehensive Plan (8 workdays) Develop public transportation modeling information (5 workdays) Provide support for Public Transportation Provider Committee (12 workdays) Develop VRT Residential Bus Pass Program (12 workdays)					Ongoing
LEAD STAFF: Liisa Itkonen END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.					Expense Summary Total Workdays: 130 Salary \$ 54,946 Fringe 23,409 Overhead 7,675 Total Labor Cost: \$ 86,029
ESTIMATED DATE OF COMPLETION: September-2019					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K13963				\$ -	Professional Services
CPG, K19071	58,989	20,726		79,715	Legal / Lobbying
STP-TMA, K13900				-	Equipment Purchases
Local	4,673	1,642		6,315	Travel / Education
				-	Printing
				-	Public Involvement
				-	Meeting Support
				-	Other
Total:	\$ 63,662	\$ 22,368		\$ 86,029	Total Direct Cost: \$ -
					701 Total Cost: \$ 86,029

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PROGRAM NO.	702			CLASSIFICATION:	Service
TITLE:	Air Quality Outreach				
TASK / PROJECT DESCRIPTION:	The Air Quality Outreach program supports the Idaho Department of Environmental Quality (DEQ) and the Air Quality Board in their outreach efforts regarding air quality in the Treasure Valley through managing a contract to cover the airing of television and radio public service announcements, and assisting in obtaining related earned media exposure as appropriate.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Air quality has been an ongoing issue in the Treasure Valley for over 30 years. While many steps have been taken to limit the release of air quality pollutants, individual behaviors must also change to achieve an improvement, or even a lack of degradation, in air quality. Outreach and education on air quality issues and steps individuals can take to curb individual air quality emissions are necessary to bring about this change.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	COMPASS will assist DEQ and the Air Quality Board in fulfilling requirements for outreach and education as outlined in Title 39, Section 116B of Idaho code, which states, (1) The board shall...provide for the implementation of a motor vehicle inspection and maintenance program...[and]...provide for: ... (g) A fee, bond or insurance which is necessary to carry out the provisions of this section and <u>to fund an air quality public awareness and outreach program.</u> (http://www.legislature.idaho.gov/idstat/Title39/T39CH1SECT39-116B.htm).				
FY2019 BENCHMARKS					
MILESTONES / PRODUCTS					
Public Service Announcements Work with service provider to purchase radio and television air time for public service announcements, and assist in obtaining related earned media exposure as appropriate.					Ongoing
LEAD STAFF: Amy Luft				Expense Summary	
END PRODUCT: Increased public understanding of air quality issues and an individual's role in curbing air emissions, through assisting DEQ and the Air Quality Board in reaching out to the public via public service announcements.				Total Workdays: 7	
				Salary \$ 2,903	
				Fringe 1,237	
				Overhead 405	
				Total Labor Cost: \$ 4,545	
ESTIMATED DATE OF COMPLETION: September-2019				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Department of Environmental Quality
				\$ -	Ada County Air Quality Board
special			50,000	50,000	
Local				-	
Total:	\$ -	\$ -		\$ 50,000	
				Total Direct Cost: \$ 45,455	
				702 Total Cost: \$ 50,000	

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PROGRAM NO.	703			CLASSIFICATION:	Service	
TITLE:	General Public Services					
TASK / PROJECT DESCRIPTION:	To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information are not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	COMPASS responds to questions from the public and provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of services to the public. However, these services support COMPASS' vision, mission, roles, and values, including: "...serve as a source of information and expertise..." (COMPASS Mission), "serve as the regional technical resource..." (Role #3 Expert), and "perform and share quality analyses" (Role #3 Expert).					
FY2019 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 general requests for information					Ongoing	
LEAD STAFF:	Amy Luft				Expense Summary	
END PRODUCT:	Information assistance to the general public.				Total Workdays: 21	
					Salary \$ 8,315	
					Fringe 3,542	
					Overhead 1,161	
					Total Labor Cost: \$ 13,018	
ESTIMATED DATE OF COMPLETION:					September-2019	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	DIRECT EXPENDITURES: \$ - Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other	
Local			13,018	\$ 13,018		
				-		
Total:	\$ -	\$ -	\$ 13,018	\$ 13,018		
					Total Direct Cost: \$ -	
					703	Total Cost: \$ 13,018

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PROGRAM NO.	705			CLASSIFICATION:	Service
TITLE:	Transportation Liaison Services				
TASK / PROJECT DESCRIPTION:	To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Transportation liaison services ensure staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require COMPASS Board approval of a new work program.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Achieve better inter-jurisdictional coordination of transportation and land use planning. Documentation of other significant transportation planning projects occurring within the Treasure Valley through the Unified Planning Work Program and Budget.				
FY2019 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: 50
					Salary \$ 23,928
					Fringe 10,195
					Overhead 3,342
					Total Labor Cost: \$ 37,465
ESTIMATED DATE OF COMPLETION: September-2019					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K13963				\$ -	Professional Services
CPG, K19071	25,689	9,026		34,715	Legal / Lobbying
STP-TMA, K13900					Equipment Purchases
					Travel / Education
					Printing
Local	2,035	715		2,750	Public Involvement
				-	Meeting Support
					Other
Total:	\$ 27,724	\$ 9,741		\$ 37,465	Total Direct Cost: \$ -
					705 Total Cost: \$ 37,465

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PROGRAM NO.	720				CLASSIFICATION:	Service	
TITLE:	State Street Corridor						
TASK / PROJECT DESCRIPTION:	Multi-year cooperative project with member agencies along State Street to advance studies, plans, development, and transit and roadway improvements in the corridor. COMPASS' role is project coordinator providing general support including development and technical assistance on the multi-jurisdictional MOU as well as providing project management for the consultant contract funded by the FTA transit-oriented, land use development grant.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	State Street is a regionally significant corridor and the only east-west route between the two counties north of the Boise River. A multi-jurisdictional State Street Traffic and Transit Operational Plan (TTOP) has been adopted and is being implemented, requiring ongoing technical assistance. The corridor is identified in <i>Communities in Motion 2040</i> as a future high capacity transit corridor. The various tasks in the project are orchestrated to help ensure the viability of transportation through the corridor and protect existing neighborhoods and communities in the future.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR 450.318 -- The tasks fulfill FHWA and FTA goals and direction by focusing on linking traffic, transit, and land development in a stronger relationship than has been done previously in the Treasure Valley. Long-term changes in the corridor are included in <i>Communities in Motion</i> .						
FY2019 BENCHMARKS							
MILESTONES / PRODUCTS							
Project Coordination							
Facilitate meetings and communications of State Street Coordinating Committee as needed Assist agencies to implement Transit and Traffic Operations Plan (TTOP)						Ongoing	
Provide project management for consultant contract and project management team (PMT) for transit oriented development plan Facilitate completion of final report from consultant on transit oriented development plan Work on this project began in FY2017 and continued through FY2018; the final report is the culmination of the project						Oct - Nov Oct - Nov	
LEAD STAFF: Megan Larsen						Expense Summary	
END PRODUCT: Final State Street Transit Oriented Development Vision Plan.						Total Workdays: 5	
						Salary \$ 2,679	
						Fringe 1,142	
						Overhead 374	
						Total Labor Cost: \$ 4,195	
ESTIMATED DATE OF COMPLETION: September-2019						DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Ada County Member Agencies		
CPG, K13963				\$ -	Professional Services \$ 20,000		
CPG, K19071	2,877	1,011		3,887	Legal / Lobbying		
STP-TMA, K13900					Equipment Purchases		
VRT			20,000	20,000	Travel / Education		
Local		228	80	308	Printing		
				-	Public Involvement		
				-	Meeting Support		
Total:	\$ 2,877	\$ 1,239	\$ 20,080	\$ 24,195	Total Direct Cost: \$ 20,000		
					720	Total Cost: \$ 24,195	

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PROGRAM NO.:	760	CLASSIFICATION:	Service
TITLE:	Legislative Services		
TASK / PROJECT DESCRIPTION:	Work with and manage the contract for legislative services. Identify, review, monitor, advocate and report to the COMPASS Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.		

FY2019 BENCHMARKS	MILESTONES / PRODUCTS
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<p>Federal Legislative Priorities</p> <ul style="list-style-type: none"> Work with COMPASS Executive Committee to identify priorities and position statements for federal legislation Obtain COMPASS Board approval of federal legislative priorities Educate and advocate on federal legislative priorities Evaluate possible legislative priorities for next federal legislative session <p>State Legislative Priorities</p> <ul style="list-style-type: none"> Work with Executive Committee to identify possible priorities and position statements for FY2019 legislative session Obtain Board endorsement of FY2019 legislative priorities Educate and advocate on FY2019 legislative priorities Evaluate possible legislative priorities for FY2019 legislative session 	<p>Oct-Nov Nov-Dec Dec-Sep May-Sep</p> <p>Oct-Nov Nov-Dec Dec-Apr May-Sep</p>
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LEAD STAFF:	Matt Stoll	Expense Summary	
END PRODUCT:	An effective advocacy program for legislative issues and positions that have been approved by the Board.	Total Workdays:	60
		Salary	\$ 38,735
		Fringe	16,503
		Overhead	5,410
		Total Labor Cost:	\$ 60,647
ESTIMATED DATE OF COMPLETION:	September-2019	DIRECT EXPENDITURES:	
Funding Sources		Professional Services	-
Participating Agencies		Legal / Lobbying	\$ 85,950
	Ada	Equipment Purchases	
	Canyon	Travel / Education	18,000
	Special	Printing	
	Total	Public Involvement	
Local		Meeting Support	
		Other	11,100
		Total Direct Cost:	\$ 115,050
Total:	\$ -	\$ -	\$ 175,697
		Total Cost:	\$ 175,697
		760	

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PROGRAM NO.	761			CLASSIFICATION:	Service
TITLE:	Growth Incentives				
TASK / PROJECT DESCRIPTION:	Provides assistance to COMPASS members, by evaluating growth incentive policies, reviewing best practices with stakeholders, and reporting to relevant committee.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	This service promotes linkage of the regional long-range transportation plan and local land use planning, as well as provides necessary information to land use agencies for evaluating policies, plans, and strategies for developing the employment market.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Several <i>Communities in Motion 2040</i> goals and objectives support this program, including: Goal 2.3 "Encourage infill development and more compact growth near community identified activity centers." Goal 4.1 "Promote land use patterns that provide Treasure Valley residents with safe, reliable, and cost efficient infrastructure services." Goal 6.1 "Develop a regional transportation system that connects communities, provides access to employment centers, and provides efficient truck, rail, and/or air freight movement throughout the Treasure Valley." Objective 6.1.3 "Maintain adequate land for industrial uses near freight routes and transfer centers."				
FY2019 BENCHMARKS					
MILESTONES / PRODUCTS					
Administration Facilitate required annual meeting of Blueprint for Good Growth					April
Policy Analysis Evaluate growth incentive policies (best practices, legal requirements) as directed by relevant committee Report to workgroup/committee and identify pilot study					As needed As needed
LEAD STAFF: Matt Stoll					Expense Summary
END PRODUCT: Blueprint for Good Growth annual meeting. The policy analysis, if requested, would work with land use and transportation agencies in identifying growth incentive strategies that could be implemented locally to meet the <i>Communities in Motion 2040</i> Vision by encouraging infill, redevelopment, and Major Activity Centers.					
ESTIMATED DATE OF COMPLETION: September-2019					Total Workdays: 1
Funding Sources					Salary \$ 646
					Professional Services \$ -
Participating Agencies					Fringe 275
					Legal / Lobbying
Ada County Member Agencies					Overhead 90
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Labor Cost: \$ 1,011
					Total Direct Cost: \$ -
					761 Total Cost: \$ 1,011
Funding Sources		Participating Agencies			
	Ada	Canyon	Special	Total	
CPG, K13963	\$ -			\$ -	
CPG, K19071	937			937	
Local	74			74	
				-	
Total:	\$ 1,011	\$ -		\$ 1,011	

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PROGRAM NO.	801			CLASSIFICATION:	System Maintenance
TITLE:	Staff Development				
TASK / PROJECT DESCRIPTION:	To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies, and best practices and activities nationally.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The activities of this task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of staff training; however, COMPASS provides staff with opportunities for training and education. Training examples include attending workshops and conferences sponsored by Federal Highway Administration, National Association of Regional Councils, American Planning Association, Western Planners, Association of Metropolitan Planning Organizations, and the Transportation Research Board, etc., to keep staff well informed.				
FY2019 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.					Total Workdays: 116
					Salary \$ 47,993
					Fringe 20,447
					Overhead 6,703
					Total Labor Cost: \$ 75,142
ESTIMATED DATE OF COMPLETION: September-2019					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
CPG, K13963				\$ -	Federal Highway Administration
CPG, K19071	78,951	27,740		106,691	Federal Transit Administration
STP-TMA, K13900					
Local	6,254	2,197		8,451	
				-	
Total:	\$ 85,205	\$ 29,937		\$ 115,142	
					Total Direct Cost: \$ 40,000
					801 Total Cost: \$ 115,142

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PROGRAM NO.	820	CLASSIFICATION:	System Maintenance
TITLE:	Committee Support		
TASK / PROJECT DESCRIPTION:	To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement. As lead agency, COMPASS also provides support to the Interagency Consultation Committee.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	The COMPASS Joint Powers Agreement, Section 4.1.6(K), states, Open Meeting Law: All meetings of the Board shall be governed under the provisions of the Open Meeting Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or recodification thereof.		

FY2019 BENCHMARKS	MILESTONES / PRODUCTS
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Provide meeting coordination, materials, and follow-up to the Board, standing committees and workgroups.	Ongoing
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LEAD STAFF:	Megan Larsen	Expense Summary	
END PRODUCT:	Ongoing support of committees to promote involvement and communication.	Total Workdays:	226
		Salary	\$ 93,708
		Fringe	39,924
		Overhead	13,089
		Total Labor Cost:	\$ 146,718
ESTIMATED DATE OF COMPLETION:	September-2019	DIRECT EXPENDITURES:	
Funding Sources		Professional Services	\$ -
		Legal / Lobbying	
		Equipment Purchases	
		Travel / Education	
		Printing	
		Public Involvement	
		Meeting Support	2,000
		Other	
		Total Direct Cost:	\$ 2,000
Total:		820	Total Cost: \$ 148,718

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PROGRAM NO.	836	CLASSIFICATION:	System Maintenance
TITLE:	Technical Support: Regional Travel Demand Model		
TASK / PROJECT DESCRIPTION:	Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. It also provides vital information for the required process of air quality conformity demonstration and all benefit-cost evaluations.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The model outputs are used to test and plan transportation projects, support Ada County Highway District's impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review proposed developments and traffic impact studies, provide area of influence, and respond to various special member requests.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.322 -- Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."		

FY2019 BENCHMARKS	MILESTONES / PRODUCTS
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<p>Key Elements</p> <ul style="list-style-type: none"> Maintain and update traffic count database Maintain the structure and integrity of the regional travel demand model for air quality conformity and use in the Transportation Economic Development Impact System (TREDIS) Provide travel demand modeling assistance to support member agency needs and special projects 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 Provide project and program evaluations using TREDIS for grant applications and ITD's Safety and Capacity Program Reconcile demographic data and integrate in the current and forecast years of the regional model <p>CIM 2040 2.0 support</p> <ul style="list-style-type: none"> Complete air quality conformity demonstration and report for CIM 240 2.0 <p>Special Tasks and Model Improvements</p> <ul style="list-style-type: none"> Implement feedback loop version of the regional travel demand model Document mode choice model refinements as addendums to the completed calibration report Implement feedback loop with CUBE Land for demographic forecasting Provide technical assistance to Canyon Highway District for the Master Transportation Plan update Provide technical analysis on member agency requests vetted through RTAC (Boise City, VRT) Provide technical analysis on unexpected member agency requests Continue to expand the data foundation task to implement it into other data sources 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Apr - Jul</p> <p>Oct - Aug</p> <p>Mar - May</p> <p>Oct</p> <p>Oct - Jan</p> <p>Jan - Mar</p> <p>Oct - Jan</p> <p>Oct - Mar</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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LEAD STAFF: Mary Ann Waldinger	Expense Summary
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.	Total Workdays: 146
	Salary \$ 67,562
	Fringe 28,784
	Overhead 9,437
	Total Labor Cost: \$ 105,781

ESTIMATED DATE OF COMPLETION: September-2019					DIRECT EXPENDITURES:	
Funding Sources					Participating Agencies	Professional Services \$ 22,000
	Ada	Canyon	Special	Total	Highway Districts	Legal / Lobbying
CPG, K13963				\$ -	Member Agencies	Equipment Purchases
CPG, K19071	68,704	24,139	20,000	92,843	Federal Highways Administration	Travel / Education
STP-TMA, K13900			6,000	20,000	Idaho Transportation Department	Printing
Fund Balance				6,000	Valley Regional Transit	Public Involvement
Local	6,615	2,324		8,939	Department of Environmental Quality	Meeting Support
				-		Other
Total:	\$ 75,318	\$ 26,463	\$ 26,000	\$ 127,781		Total Direct Cost: \$ 22,000
						836 Total Cost: \$ 127,781

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PROGRAM NO.	842	CLASSIFICATION:	System Maintenance
TITLE:	Congestion Management Process		
TASK / PROJECT DESCRIPTION:	Maintain a functional congestion management system (CMS) for the Treasure Valley. Conduct data collection, update the congestion management process as needed, produce an annual Transportation System Monitoring Report, maintain regional intelligent transportation system (ITS) architecture. Research, provide, and monitor transportation demand management (TDM) strategies. Develop strategy for congestion management data collection.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Provides annual CMS report of the congestion levels on major corridors that compares previous year results, and explains the reason for the change. Typically, reason for change is improvements needed such as signal timing and ITS. Periodic needs are: baseline data collection of vehicle occupancy rates, additional research and evaluation of possible transportation demand management strategies.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.322 -- Congestion Management Process is one of the Planning Factors and is required in Transportation Management Areas (TMA). COMPASS has been collecting travel time data since 2003, which provides a summary of how the major roads are functioning during the am and pm peak hours. This process and its results have been integrated into the transportation improvement program prioritization process. Travel time data collection and a data management plan are also required for MPOs in federal legislation. Furthermore, FHWA Final Rule and FTA Policy on ITS requires that all ITS projects funded by highway trust fund or Mass Transit Account conform to the National ITS Architecture.		

FY2019 BENCHMARKS

MILESTONES / PRODUCTS	
<p>CMS Report and Travel Time Data Collection Develop a new and improved annual CMS report using National Performance Measure Research Data Set (NPMRDS) data (2014 to 2017)</p>	Oct-Apr
<p>New Travel Time Data Source and Process Develop a reference table to link the NPMRDS travel time data to the COMPASS unique ID (PMID) system Run basic analysis of the NPMRDS data (2014 to currently available) Set up a process to match accident log data (from State Comm or ACHD) to the crash data and NPMRDS travel time data to evaluate system performance, recovery times and non-reoccurring congestion (supports CIM, performance reporting and performance-based planning) Set up process to match NPMRDS data with building permit activity and permanent traffic count sites Set up process to calculate average speed using the NPMRDS data and consider using it for input speeds in the mode (supports travel demand model)</p>	Oct-Dec Oct-Dec Feb-May Feb-May Jun-Aug
<p>Transportation System Management and Ops (TSMO) and ITS Plan Update Complete the RFQ/P and consultant selection process Notice to Proceed Complete the regional 2018 ITS inventory Purchase additional travel time data for full year of 2017 and 2018 Develop a "current conditions/current state of the system" Integrate congestion management process/plan in the Transportation Systems Management Operation (TSMO)-ITS plan update Project management of TSMO-ITS Plan update</p>	Oct Oct Oct-Feb Feb Oct-Aug Oct-Aug On going

LEAD STAFF:	Mary Ann Waldinger				Expense Summary	
END PRODUCT:	Update of the Congestion Management Process and 2018 travel time data collection, analysis and report.				Total Workdays: 81	
					Salary	\$ 35,077
					Fringe	14,945
					Overhead	4,899
					Total Labor Cost:	\$ 54,921
ESTIMATED DATE OF COMPLETION:	September-2019				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Highway Districts	Professional Services \$ 236,000
CPG, K13963				\$ -	Member Agencies	Legal / Lobbying
CPG, K19071	37,658	13,231		50,890	Federal Highways Administration	Equipment Purchases
STP-TMA, K13900			218,678	218,678		Travel / Education
STP-TMA, K18694				-		Printing
Local	15,802	5,552		21,354		Public Involvement
				-		Meeting Support
				-		Other
Total:	\$ 53,460	\$ 18,783	\$ 218,678	\$ 290,921	Total Direct Cost:	\$ 236,000
					842	Total Cost: \$ 290,921

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PROGRAM NO.	860	CLASSIFICATION:	System Maintenance
TITLE:	Geographical Information System Maintenance (GIS)		
TASK / PROJECT DESCRIPTION:	Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Workgroup (RGAWG) to create regional data that can be used for many purposes.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.324 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."		

FY2019 BENCHMARKS		MILESTONES / PRODUCTS
Provide GIS Data Maintenance and Support for COMPASS Projects.		Ongoing
Data analysis, ped count analysis, and crash analysis Enterprise database creation Data integration GIS Technology 2020 Census preparation		
GIS Cooperation		As Needed
Continue participation in the Canyon Spatial Data Cooperative (SDC) and Ada County Special Interest Group (SIG) meetings		Quarterly/as needed
Regional Geographic Advisory Committee		Quarterly/as needed
Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data		
Regional Data Center		Ongoing
Expand and maintain authoritative regional GIS data COMPASS staff will conduct data accuracy checks and metadata on regional data sets		
CIM		Nov - Feb
Update planning functional classification map Interactive Document/maps Database and dashboard/reporting development		As Needed
TIP		Ongoing
Provide ongoing support		
Orthophotography		Ongoing
Provide orthophotography data to private sector as needed Continue to plan for future orthophotography acquisition and funding		Ongoing

LEAD STAFF: Eric Adolfsen					Expense Summary		
END PRODUCT: 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible.					Total Workdays: 609		
					Salary	\$ 232,907	
					Fringe	99,229	
					Overhead	32,532	
					Total Labor Cost:	\$ 364,664	
ESTIMATED DATE OF COMPLETION: September-2019					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies		Professional Services	\$ -
	Ada	Canyon	Special	Total	All Member Agencies	Legal / Lobbying	
CPG, K13963				\$ -		Equipment Purchases	42,000
CPG, K19071	79,477	28,253	96,705	107,731		Travel / Education	
STP-TMA, K13900				96,705		Printing	
Fund Balance			173,491	173,491		Public Involvement	
Local	22,154	7,784		29,937		Meeting Support	
				-		Other	1,200
Total:	\$ 101,631	\$ 36,037	\$ 270,196	\$ 407,864		Total Direct Cost:	\$ 43,200
					860	Total Cost:	\$ 407,864

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PROGRAM NO.	990			CLASSIFICATION:	Indirect / Overhead	
TITLE:	Direct Operations & Maintenance					
TASK / PROJECT DESCRIPTION:	To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.					
FY2019 BENCHMARKS						
MILESTONES / PRODUCTS						
Provide local dollars for expenditures not federally funded.					Ongoing	
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-2019				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K13963				\$ -		
CPG, K19071						
STP-TMA, K13900						
Other			15,000	15,000		
Local			50,700	50,700		
				-		
Total:	\$ -	\$ -	\$ 65,700	\$ 65,700		
				990	Total Cost: \$ 65,700	

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PROGRAM NO.	991			CLASSIFICATION:	Indirect / Overhead
TITLE:	Support Services Labor				
TASK / PROJECT DESCRIPTION:	To provide labor to support the ongoing administrative functions related to the operations of COMPASS. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	<p>The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.</p> <p>Memorandum of Understanding 04-01, Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allow indirect costs as outlined in the agreement.</p>				
FY2019 BENCHMARKS					
MILESTONES / PRODUCTS					
<p>General Administration Review standing agreements Conduct appropriate procurement processes and prepare contracts, as needed Update COMPASS operational policies as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs</p> <p>Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2019 benefit options</p> <p>Financial Management Close FY2018 financial records and begin FY2019 Provide annual audit support and complete financial reports Complete COMPASS annual Audit Report Prepare and distribute year-end payroll reports Complete budget variance information and report to the Finance Committee quarterly. Maintain inventory of furniture, equipment, hardware and software</p> <p>Information Technology Manage Information Technology consultant and coordinate work efforts Prioritize needs, analyze costs, make recommendations and implement system improvements Coordinate with staff to configure equipment and software to meet the needs of each position Maintain security and integrity of IT systems, and perform appropriate back ups Coordinate systems with member agencies</p>					Aug As needed 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: 916	
				Salary \$ -	
				Fringe -	
				Overhead -	
				Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION: September-2019				DIRECT EXPENDITURES:	
Funding Sources			Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies
CPG, K13963				\$ -	Idaho Transportation Department
CPG, K19071				-	
STP-TMA, K13900				-	
Local				-	
Total:	\$ -	\$ -		\$ -	
				Total Direct Cost: \$ -	
				991	Total Cost: \$ -