



**FINANCE COMMITTEE MEETING
AUGUST 8, 2019 — 12:00 PM
COMPASS - 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO**

**** AGENDA ****

I. CALL TO ORDER

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 2 *A. Approve May 23, 2019, Finance Committee Meeting Minutes

IV. INFORMATION/DISCUSSION ITEM

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

V. ACTION ITEMS

Page 9 A. Approve FY2019 Audit Process

Page 9 *B. Approve Variance Report for October 1, 2018 – June 30, 2019

Page 15 *C. Recommend COMPASS Board Approval of Revision 4 of the FY2019 Unified Planning Work Program and Budget

Page 23 *D. Recommend COMPASS Board Approval of the FY2020 Unified Planning Work Program and Budget

Page 51 *E. Recommend COMPASS Board Approval of the Updated COMPASS Procurement Policy

VI. OTHER

A. Next Meeting: November 21, 2019

VII. ADJOURNMENT

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

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

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

T:\FY19\900 Operations\Finance\FY2019 agendasminutes\agenda08082019.docx

ITEM III-A

**FINANCE COMMITTEE MEETING
MAY 23, 2019
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
Diana Lachiondo, Commissioner, Ada County
Stan Ridgeway, Mayor, City of Eagle, **Chair**

MEMBERS ABSENT: Garret Nancolas, Mayor, City of Caldwell
Pam White, Commissioner, Canyon County

OTHERS PRESENT: Morgan Andrus, Community Planning Association
Keith Holmes, Community Planning Association
Meg Larsen, Community Planning Association
Amy Luft, Community Planning Association
Matt Stoll, Community Planning Association

CALL TO ORDER:

Chair Stan Ridgeway called the meeting to order at 12:07 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

General announcements were made.

CONSENT AGENDA

A. Approve March 21, 2019, Finance Committee Meeting Minutes

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

INFORMATION/DISCUSSION ITEMS

A. Review Report of Disbursements Made in the Reporting Period

Meg Larsen noted the Report of Disbursements for the period March 6, 2019 to May 3, 2019, is included in the meeting packet for information.

B. Review Draft FY2020 Unified Planning Work Program and Budget

Meg Larsen reviewed the draft FY2020 Unified Planning Work Program and Budget.

ACTION ITEMS

A. Approve Variance Report for October 1, 2018 – March 31, 2019

Meg Larsen presented the October 1, 2018 – March 31, 2019, Variance Report.

After discussion, **John Evans moved and Rebecca Arnold seconded approval of the October 1, 2018 – March 31, 2019, Variance Report as presented. Motion passed unanimously.**

B. Recommend COMPASS Board Approval of Revision 3 of the FY2019 Unified Planning Work Program and Budget

Meg Larsen presented Revision 3 of the FY2019 Unified Planning Work Program and Budget.

After discussion, **Diana Lachiondo moved and John Evans seconded to recommend COMPASS Board of Directors' approval of Revision 3 of the FY2019 Unified Planning Work Program and Budget as presented. Motion passed unanimously.**

ADJOURNMENT

Diana Lachiondo moved and John Evans seconded adjournment at 12:50 p.m. Motion passed unanimously.

Approved this 11th day of July 2019.

**By: _____
Stan Ridgeway, Chair**

Attest:

**By: _____
John Evans, Vice Chair**

T:\FY19\900 Operations\Finance\FY2019 agendasminutes\minutes03212019.docx

Check History Report
Sorted By Vendor Name
Activity From: 5/4/2019 to 7/19/2019

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: ABCSTA ABC STAMP COMPANY					
A	ICCU - Checking	E00556	5/20/2019	24.99	Electronic Payment
				Vendor ABC STAMP COMPANY Total:	24.99
Vendor Number: AGENCY AGENCY PRESS					
A	ICCU - Checking	E00571	6/20/2019	175.00	Electronic Payment
				Vendor AGENCY PRESS Total:	175.00
Vendor Number: INTEGR Allstream					
A	ICCU - Checking	006321	5/20/2019	873.64	Auto
A	ICCU - Checking	006339	6/20/2019	873.64	Auto
A	ICCU - Checking	006360	7/19/2019	877.03	Auto
				Vendor Allstream Total:	2,624.31
Vendor Number: BDPA BDPA, INC.					
A	ICCU - Checking	006315	5/20/2019	60.00	Auto
				Vendor BDPA, INC. Total:	60.00
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E00570	6/5/2019	18,992.60	Electronic Payment
A	ICCU - Checking	E00587	7/5/2019	19,779.88	Electronic Payment
				Vendor Boise Municipal Health Care Total:	38,772.48
Vendor Number: BOE Boise Office Equipment					
A	ICCU - Checking	006316	5/20/2019	701.25	Auto
				Vendor Boise Office Equipment Total:	701.25
Vendor Number: BSUAR BOISE STATE UNIVERSITY					
A	ICCU - Checking	006327	6/5/2019	197.00	Auto
				Vendor BOISE STATE UNIVERSITY Total:	197.00
Vendor Number: CATALYS Catalyst Incorporated					
A	ICCU - Checking	E00588	7/19/2019	7,925.00	Electronic Payment
				Vendor Catalyst Incorporated Total:	7,925.00
Vendor Number: NOTUS City of Notus					
A	ICCU - Checking	E00584	7/5/2019	793.05	Electronic Payment
A	ICCU - Checking	E00591	7/19/2019	2,538.80	Electronic Payment
				Vendor City of Notus Total:	3,331.85
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT					
A	ICCU - Checking	006313	5/20/2019	17.32	Manual
A	ICCU - Checking	006334	6/20/2019	17.32	Manual
A	ICCU - Checking	006356	7/19/2019	17.32	Manual
				Vendor COLONIAL LIFE & ACCIDENT Total:	51.96
Vendor Number: ECOCOUN Eco Counter					
A	ICCU - Checking	E00572	6/20/2019	1,325.00	Electronic Payment
A	ICCU - Checking	E00580	7/5/2019	8,232.00	Electronic Payment
				Vendor Eco Counter Total:	9,557.00
Vendor Number: ECONOM ECONOMIC DEV. RESEARCH GRP					
A	ICCU - Checking	E00581	7/5/2019	1,173.44	Electronic Payment
				Vendor ECONOMIC DEV. RESEARCH GRP Total:	1,173.44
Vendor Number: EIDEBA EideBailly					
A	ICCU - Checking	006317	5/20/2019	43.75	Auto
				Vendor EideBailly Total:	43.75
Vendor Number: ELITE Elite Transportation Group, Inc.					
A	ICCU - Checking	E00573	6/20/2019	5,040.00	Electronic Payment
				Vendor Elite Transportation Group, Inc. Total:	5,040.00
Vendor Number: ENVISIO Envision Sustainability Tools Inc.					
A	ICCU - Checking	006345	7/5/2019	28,750.00	Auto

Check History Report
Sorted By Vendor Name
Activity From: 5/4/2019 to 7/19/2019

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Envision Sustainability Tools Inc. Total:				28,750.00	
Vendor Number: FLEXTE FLEXTECHS, LLC					
A	ICCU - Checking	E00557	5/20/2019	2,108.46	Electronic Payment
A	ICCU - Checking	E00574	6/20/2019	1,020.00	Electronic Payment
A	ICCU - Checking	E00589	7/19/2019	1,636.25	Electronic Payment
Vendor FLEXTECHS, LLC Total:				4,764.71	
Vendor Number: NANCOLA Garret Nancolas					
A	ICCU - Checking	006350	7/5/2019	891.34	Auto
Vendor Garret Nancolas Total:				891.34	
Vendor Number: GEOTER GEOTERRA MAPPING GROUP					
A	ICCU - Checking	E00582	7/5/2019	200,000.00	Electronic Payment
Vendor GEOTERRA MAPPING GROUP Total:				200,000.00	
Vendor Number: ZHARTF HARTFORD					
A	ICCU - Checking	006314	5/20/2019	733.41	Manual
A	ICCU - Checking	006335	6/20/2019	794.35	Manual
A	ICCU - Checking	006357	7/19/2019	695.20	Manual
Vendor HARTFORD Total:				2,222.96	
Vendor Number: HAWLEY HAWLEY TROXELL ENNIS & HAWLEY					
A	ICCU - Checking	006328	6/5/2019	291.50	Auto
Vendor HAWLEY TROXELL ENNIS & HAWLEY Total:				291.50	
Vendor Number: HUGOS HUGO'S DELI					
A	ICCU - Checking	E00566	6/5/2019	99.76	Electronic Payment
A	ICCU - Checking	E00583	7/5/2019	26.48	Electronic Payment
Vendor HUGO'S DELI Total:				126.24	
Vendor Number: IBIGRO IBI GROUP					
A	ICCU - Checking	006318	5/20/2019	15,349.28	Auto
A	ICCU - Checking	006336	6/20/2019	16,067.21	Auto
A	ICCU - Checking	006358	7/19/2019	22,324.51	Auto
Vendor IBI GROUP Total:				53,741.00	
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	006329	6/5/2019	7,341.43	Auto
A	ICCU - Checking	006346	7/5/2019	11,692.62	Auto
Vendor IDAHO CENTRAL CREDIT UNION Total:				19,034.05	
Vendor Number: IDPOWE IDAHO POWER CO.					
A	ICCU - Checking	006330	6/5/2019	603.31	Auto
A	ICCU - Checking	006347	7/5/2019	633.21	Auto
Vendor IDAHO POWER CO. Total:				1,236.52	
Vendor Number: IDPRES IDAHO PRESS-TRIBUNE					
A	ICCU - Checking	006320	5/20/2019	103.98	Auto
A	ICCU - Checking	006338	6/20/2019	91.86	Auto
A	ICCU - Checking	006348	7/5/2019	93.88	Auto
Vendor IDAHO PRESS-TRIBUNE Total:				289.72	
Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION					
A	ICCU - Checking	W00364	5/20/2019	3,736.00	Wire Transfer
A	ICCU - Checking	W00369	6/20/2019	3,677.00	Wire Transfer
A	ICCU - Checking	W00375	7/19/2019	3,487.00	Wire Transfer
Vendor IDAHO STATE TAX COMMISSION Total:				10,900.00	
Vendor Number: INTHEBA In The Bag Promotions, Inc.					
A	ICCU - Checking	E00558	5/20/2019	2,317.55	Electronic Payment
Vendor In The Bag Promotions, Inc. Total:				2,317.55	
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.					
A	ICCU - Checking	006322	5/20/2019	77.37	Auto

Check History Report
Sorted By Vendor Name
Activity From: 5/4/2019 to 7/19/2019

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	006340	6/20/2019	45.69	Auto
A	ICCU - Checking	006361	7/19/2019	12.96	Auto
Vendor INTERMOUNTAIN GAS CO. Total:				<u>136.02</u>	
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W00362	5/20/2019	13,817.71	Wire Transfer
A	ICCU - Checking	W00365	6/5/2019	14,526.25	Wire Transfer
A	ICCU - Checking	W00367	6/20/2019	12,767.18	Wire Transfer
A	ICCU - Checking	W00370	7/5/2019	12,974.20	Wire Transfer
A	ICCU - Checking	W00373	7/19/2019	13,447.75	Wire Transfer
Vendor INTERNAL REVENUE SERVICE Total:				<u>67,533.09</u>	
Vendor Number: RUSSELL JANET RUSSELL					
A	ICCU - Checking	E00561	5/20/2019	23.98	Electronic Payment
A	ICCU - Checking	E00586	7/5/2019	17.05	Electronic Payment
Vendor JANET RUSSELL Total:				<u>41.03</u>	
Vendor Number: PARKERK Kathy Parker					
A	ICCU - Checking	E00585	7/5/2019	18.00	Electronic Payment
Vendor Kathy Parker Total:				<u>18.00</u>	
Vendor Number: HOLMES KEITH HOLMES					
A	ICCU - Checking	E00575	6/20/2019	120.00	Electronic Payment
Vendor KEITH HOLMES Total:				<u>120.00</u>	
Vendor Number: KTVB.CO KTVB.COM					
A	ICCU - Checking	006323	5/20/2019	1,305.45	Auto
A	ICCU - Checking	006341	6/20/2019	5,114.20	Auto
A	ICCU - Checking	006349	7/5/2019	570.78	Auto
Vendor KTVB.COM Total:				<u>6,990.43</u>	
Vendor Number: STOLL MATTHEW STOLL					
A	ICCU - Checking	E00563	5/20/2019	379.24	Electronic Payment
A	ICCU - Checking	E00576	6/20/2019	318.31	Electronic Payment
A	ICCU - Checking	E00592	7/19/2019	104.58	Electronic Payment
Vendor MATTHEW STOLL Total:				<u>802.13</u>	
Vendor Number: PETTY MEGAN LARSEN					
A	ICCU - Checking	006352	7/5/2019	123.78	Auto
Vendor MEGAN LARSEN Total:				<u>123.78</u>	
Vendor Number: MIG Moore Iacofano Goltsman, Inc.					
A	ICCU - Checking	E00559	5/20/2019	15,957.19	Electronic Payment
A	ICCU - Checking	E00590	7/19/2019	17,112.54	Electronic Payment
Vendor Moore Iacofano Goltsman, Inc. Total:				<u>33,069.73</u>	
Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)					
A	ICCU - Checking	006312	5/20/2019	32.00	Manual
A	ICCU - Checking	006333	6/20/2019	32.00	Manual
A	ICCU - Checking	006355	7/19/2019	32.00	Manual
Vendor NCPERS Group Life Ins. (M605) Total:				<u>96.00</u>	
Vendor Number: MILLER O. CARL MILLER					
A	ICCU - Checking	E00560	5/20/2019	1,666.51	Electronic Payment
A	ICCU - Checking	E00567	6/5/2019	44.88	Electronic Payment
Vendor O. CARL MILLER Total:				<u>1,711.39</u>	
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	006324	5/20/2019	233.20	Auto
A	ICCU - Checking	006331	6/5/2019	31.57	Auto
A	ICCU - Checking	006342	6/20/2019	48.07	Auto
A	ICCU - Checking	006351	7/5/2019	84.04	Auto
A	ICCU - Checking	006362	7/19/2019	102.14	Auto

Check History Report
Sorted By Vendor Name
Activity From: 5/4/2019 to 7/19/2019

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Office Depot Total:				499.02	
Vendor Number: PHILAD PHILADELPHIA INSURANCE CO.					
A	ICCU - Checking	006332	6/5/2019	6,102.00	Auto
Vendor PHILADELPHIA INSURANCE CO. Total:				6,102.00	
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W00363	5/20/2019	16,010.16	Wire Transfer
A	ICCU - Checking	W00366	6/5/2019	15,888.26	Wire Transfer
A	ICCU - Checking	W00368	6/20/2019	15,119.26	Wire Transfer
A	ICCU - Checking	W00371	7/5/2019	15,430.52	Wire Transfer
A	ICCU - Checking	W00374	7/19/2019	16,459.33	Wire Transfer
Vendor PUBLIC EMPLOYEES RETIREMENT Total:				78,907.53	
Vendor Number: SCRIPPS Scripps - Boise					
A	ICCU - Checking	006325	5/20/2019	500.00	Auto
A	ICCU - Checking	006343	6/20/2019	1,020.00	Auto
A	ICCU - Checking	006363	7/19/2019	500.00	Auto
Vendor Scripps - Boise Total:				2,020.00	
Vendor Number: SHADOW SHADOW TRACKERS INVESTIGATIVE					
A	ICCU - Checking	E00562	5/20/2019	60.00	Electronic Payment
Vendor SHADOW TRACKERS INVESTIGATIVE Total:				60.00	
Vendor Number: SHREDIT Shred-It USA- Boise					
A	ICCU - Checking	006353	7/5/2019	60.00	Auto
Vendor Shred-It USA- Boise Total:				60.00	
Vendor Number: ZIDGRA STATE TAX COMMISSION					
A	ICCU - Checking	W00372	7/5/2019	1,197.77	Wire Transfer
Vendor STATE TAX COMMISSION Total:				1,197.77	
Vendor Number: IDASTA THE IDAHO STATESMAN					
A	ICCU - Checking	006319	5/20/2019	994.02	Auto
A	ICCU - Checking	006337	6/20/2019	103.60	Auto
A	ICCU - Checking	006359	7/19/2019	103.60	Auto
Vendor THE IDAHO STATESMAN Total:				1,201.22	
Vendor Number: THELAND The Land Group					
A	ICCU - Checking	E00568	6/5/2019	11,436.25	Electronic Payment
Vendor The Land Group Total:				11,436.25	
Vendor Number: TREAVA TREASURE VALLEY COFFEE					
A	ICCU - Checking	006326	5/20/2019	103.67	Auto
A	ICCU - Checking	006344	6/20/2019	93.09	Auto
A	ICCU - Checking	006354	7/5/2019	61.80	Auto
Vendor TREASURE VALLEY COFFEE Total:				258.56	
Vendor Number: VRT Valley Regional Transit					
A	ICCU - Checking	E00578	6/20/2019	780.00	Electronic Payment
Vendor Valley Regional Transit Total:				780.00	
Vendor Number: VERITA VERITAS					
A	ICCU - Checking	E00564	5/20/2019	7,912.50	Electronic Payment
A	ICCU - Checking	E00577	6/20/2019	7,912.50	Electronic Payment
A	ICCU - Checking	E00593	7/19/2019	7,912.50	Electronic Payment
Vendor VERITAS Total:				23,737.50	
Vendor Number: WATER, Water, Civil, and Environmental Inc.					
A	ICCU - Checking	E00565	5/20/2019	12,739.96	Electronic Payment
A	ICCU - Checking	E00579	6/20/2019	5,684.00	Electronic Payment
A	ICCU - Checking	E00594	7/19/2019	4,500.00	Electronic Payment
Vendor Water, Civil, and Environmental Inc. Total:				22,923.96	
Vendor Number: WESTRO WESTERN TROPHY & ENGRAVING					

Check History Report
Sorted By Vendor Name
Activity From: 5/4/2019 to 7/19/2019

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	E00569	6/5/2019	25.40	Electronic Payment
Vendor WESTERN TROPHY & ENGRAVING Total:				<u>25.40</u>	
Report Total:				<u><u>654,094.43</u></u>	

FINANCE COMMITTEE AGENDA ITEM V-B

Date: AUGUST 8, 2019

Topic: Variance Report for October 1, 2018 – June 30, 2019

Request/Recommendation:

COMPASS staff seeks approval of the Variance Report dated October 1, 2018 to June 30, 2019.

Background/Summary:

The Variance Report is used to report actual financial results compared to Revision 3 of the FY2019 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 June 30, 2019.

Revenue from participants in the orthophotography project is at 118% of budget. The \$65,957 of additional revenue is from participants that joined the project after the budget was set. This revenue will be set aside and applied to the cost of future orthophotography flights to help keep costs down for participants.

Salaries and fringe expense, at 71%, are on budget at the end of the second quarter. As of June 30, 2019, COMPASS is fully staffed. Staff anticipates that total salary and fringe expenditures for FY2019 will be about 97% of budget, an anticipated savings for the year of nearly \$65,000. This savings results from the timing of increases, some short-term vacancies, and lower-than-expected benefit costs.

Total direct expenses are at 51% of budget overall.

- Professional Services is under budget with just 51% of the budget expended. Most of this variance is attributable to the Project Development Program, CIM Implementation Grants, Air Quality Outreach, Treasure Valley ITS Plan, and the orthophotography project. It is expected that most of these projects will be on budget at the end of the fiscal year.
 - An additional \$125,000 will be paid in FY2019 for the orthophotography flight. The final billing of \$125,000 for the project is expected in November 2019 when it is completed. A carryover to FY2020 is included in the draft UPWP to cover this amount.
 - Staff anticipates that approximately \$4,000 in unspent CIM Implementation Grant funds will be carried forward to the FY2020 UPWP, and another \$33,200 from the Grant program was turned back and will not be spent.
- Travel and Education, Other, and Public Involvement are under budget but are expected to be substantially expended by the end of the fiscal year.

- Overall, staff anticipates that direct expenses will end the fiscal year at about 98% of budget, with most of the savings in travel and education expenses for staff, COMPASS education series expenses, and the CIM Implementation Grant expenses.

Total indirect expenses at 71% are on budget. Overall, staff anticipates that direct expenses will end the fiscal year at about 91% of budget, with most of the savings in employee membership dues, general supplies, and computer supplies.

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 June 30, 2019. 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: Meg Larsen at 208-475-2228 or mlarsen@compassidaho.org.

COMPASS

FY2019 BUDGET TO ACTUAL VARIANCES BY LINE ITEM - REVENUES AND EXPENSES

	Budget	Actual	% of Budget Earned or Expended
Grant revenue	\$ 1,974,694	1,134,480	57%
Member contributions	889,250	889,250	100%
ID DEQ/ACAQB Awareness	50,000	17,782	36%
VRT-State Street Grant	127,392	110,280	87%
Interest income	15,000	22,697	151%
Orthophotography Project - Participants	366,218	432,175	118%
Orthophotography Revenue - Sales	-	3,429	
Modeling revenue	-	5,621	
Maps and publications revenue	-	618	
Other income	-	7,932	
Subtotal, revenues	3,422,554	2,624,263	77%
Staff labor	1,304,610	950,795	73%
Payroll taxes and fringe benefits	590,107	402,021	68%
Subtotal, salaries and fringe expenses	1,894,717	1,352,816	71%
Professional services	1,110,300	482,664	43%
Equipment purchase	156,820	140,627	90%
Travel/education	59,600	32,529	55%
Printing	3,050	3,027	99%
Other	20,300	6,631	33%
Public involvement	49,708	26,984	54%
Meeting support	9,000	6,266	70%
Legislative services	102,950	71,278	69%
Subtotal, direct expenses	1,511,728	770,006	51%
Professional services	34,800	17,892	51%
Equipment repair	200	-	0%
Publications	1,000	2,173	217%
Employee professional memberships	7,500	3,286	44%
Postage	750	408	54%
Telephone	11,800	8,738	74%
Building maintenance/association	54,000	53,978	100%
Printing	1,500	390	26%
Advertising	1,000	802	80%
Audit	15,000	14,400	96%
Insurance	13,000	12,897	99%
Legal services	2,500	1,618	65%
General supplies	6,000	1,856	31%
Computer supplies	18,800	5,713	30%
Computer software/maintenance	17,000	9,735	57%
Vehicle maintenance	1,000	860	86%
Utilities	10,500	6,680	64%
Local travel	2,100	1,387	66%
Other	5,000	682	14%
Subtotal, indirect expenses	203,450	143,494	71%
Total, all expenses	3,609,895	2,266,316	63%
Change in fund balance	(187,342)	357,946	
Beginning fund balance	1,825,712	1,825,712	
Current fund balance	\$ 1,638,370	2,183,658	

COMPASS

FY2019 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of June 30, 2019, 75% of the fiscal year has passed. Programs that have expended 65% or less of their budgeted dollars are considered under budget. Programs that have expended 85% or more of their budgeted dollars are considered over budget.

10% or more under budgeted expenses

10% or more over budgeted expenses

	Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	Notes	
601	UPWP: Budget Development and Federal Assurances	Larsen	83,813	56,302	67%			83,813	56,302	67%	On Budget.	
620	Demographics and Growth Monitoring	Miller	119,724	94,241	79%	1,000	76	120,724	94,317	78%	On Budget.	
653	Communication and Education	Luft	131,406	117,745	90%	51,350	19,264	182,756	137,009	75%	On Budget.	
661	Long-Range Planning	Itkonen	394,418	287,838	73%	86,758	32,982	481,177	320,820	67%	On Budget.	
685	Resource Development/Funding		390,797	269,517	69%	159,823	58,373	550,620	327,890	60%	Under Budget. Labor and Indirect expenditures are on budget. There will be about \$4,000 from the CIM Implementation Grant that will be carried forward to the FY2020 UPWP to wrap up a project and about \$33,200 that was turned back and will not be expended.	
Subtotal, Projects			1,120,159	825,643	74%	298,931	110,695	37%	1,419,091	936,338	66%	
701	General Membership Services	Itkonen	83,405	35,656	43%			83,405	35,656	43%	Under Budget. Expenditures are directly related to the services requested by member agencies.	
702	Air Quality Outreach	Luft	4,545	1,744	38%	45,455	16,165	50,000	17,909	36%	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	13,585	4,900	36%	-		13,585	4,900	36%	Under Budget. Expenditures are directly related to the amount of services requested by the general public. Some GIS services provided to the public for a fee were incorrectly categorized, but this issue has been corrected for the third quarter.	
705	Transportation Liaison Services	Stoll	38,288	31,316	82%	-		38,288	31,316	82%	On Budget.	
720	State Street Corridor	Larsen	3,462	2,821	81%	127,392.41	110,280	130,855	113,101	86%	Over Budget. This project was completed in the 4th quarter and ended on budget.	
760	Legislative Services	Stoll	61,191	47,704	78%	115,050	74,499	176,241	122,203	69%	On Budget.	
761	Growth Incentives	Stoll	1,020	-	0%	-		1,020	-	0%	Under Budget. The Blueprint for Good Growth Board has not requested any work for the period of October 1, 2018 through June 30, 2019.	
Subtotal, Services			205,496	124,142	60%	287,897	200,944	70%	493,393	325,085	66%	
801	Staff Development	Larsen	75,802	54,154	71%	40,000	20,841	115,802	74,995	65%	Under Budget. Staff expects to incur additional expenses for training and conferences in the fourth quarter, but overall this category is expected to be slightly under budget at year end.	
820	Committee Support	Larsen	150,295	112,016	75%	2,000	1,319	152,295	113,335	74%	On Budget.	

COMPASS
FY2019 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of June 30, 2019, 75% of the fiscal year has passed. Programs that have expended 65% or less of their budgeted dollars are considered under budget. Programs that have expended 85% or more of their budgeted dollars are considered over budget.

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

	Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	Notes	
836	Regional Travel Demand Model	Waldinger	107,052	90,812	85%	22,000	26,964	123%	129,052	117,775	91%	Over Budget. Direct expenses are over budget. \$6,420 of this is for costs related to ITD's TREDIS support which they prepaid to COMPASS several years ago. For COMPASS' portion of direct cost, staff expects this project will be on budget by the end of the fiscal year.
842	Congestion Management Process	Mulhall	56,025	59,163	106%	236,000	66,057	28%	292,025	125,219	43%	Under Budget. Labor budget is considerably over budget. Staff expects direct costs will be spent out by the end of the fiscal year.
860	Geographic Information System Maintenance	Adolfson	383,339	230,381	60%	493,200	232,431	47%	876,539	462,812	53%	Under Budget. Labor budget is under budget but is expected to be on track by the end of the fiscal year. Direct costs include the \$450,000 orthophotography project. An additional \$125,000 of this project will be billed in FY2019, and the remaining \$125,000 will be carried over into FY2020.
Subtotal, System Maintenance			772,512	546,526	71%	793,200	347,611	44%	1,565,712	894,137	57%	
990	Direct Operations and Maintenance	Larsen				131,700	110,756	84%	131,700	110,756	84%	On Budget.
Subtotal, Indirect and overhead			-	-		131,700	110,756	84%	131,700	110,756	84%	
GRAND TOTAL			2,098,167	1,496,310	71%	1,511,728	770,006	51%	3,609,896	2,266,316	63%	

COMPASS**Balance Sheet - June 30, 2019**

	<u>9/30/2018</u>	<u>6/30/2019</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	\$ 1,825,830	1,818,197
Accounts Receivable	228,856	411,718
Prepaid Expenses	3,791	-
	<hr/>	<hr/>
<u>TOTAL ASSETS</u>	<u>2,058,477</u>	<u>2,229,915</u>
<u>LIABILITIES</u>		
Accounts Payable	118,383	102
Accrued Payroll Liabilities	105,987	44,180
Deferred Revenue	8,395	1,975
	<hr/>	<hr/>
Subtotal, liabilities	232,765	46,257
<u>FUND BALANCE</u>		
Nonspendable: Prepaid Expenses	3,791	-
Assigned To: Set-Aside for CIM Implementation Grant Program	79,423	61,025
Assigned To: Set-Aside for Orthophotography Cost	83,782	-
Assigned To: Set-Aside for FY19 Revenue Shortfall	18,120	18,120
Unassigned	1,640,596	2,104,514
	<hr/>	<hr/>
Subtotal, fund balance	1,825,712	2,183,658
<u>TOTAL LIABILITIES AND FUND BALANCE</u>	<u>\$ 2,058,477</u>	<u>2,229,915</u>

Cash & Investment Summary - June 30, 2019

<u>Account</u>	<u>Current Rate</u>	<u>Balance</u>
Petty Cash	n/a	200
ID Central Credit Union Share Savings	0.10%	25
ID Central Credit Union Money Market Checking	0.26%	23,722
ID Central Credit Union Premium Money Market Savings	0.45%	50,000
Local Government Investment Pool	2.56%	804,719
ID Central Credit Union 60 Month CD	2.50%	180,862
Banner Bank 24 Month CD #8077	0.35%	150,789
Banner Bank 24 Month CD #8085	0.35%	150,789
Banner Bank 36 Month CD #8093	1.20%	152,699
Banner Bank 60 Month CD #8069	1.20%	152,699
Banner Bank 60 Month CD #8101	1.87%	151,693
	<hr/>	<hr/>
Total Cash Balance		<u>1,818,197</u>

FINANCE COMMITTEE AGENDA ITEM V-C

Date: AUGUST 8, 2019

Topic: Revision 4 of the FY2019 Unified Planning Work Program and Budget

Request/Recommendation:

Review and recommend Revision 4 of the FY2019 Unified Planning Work Program and Budget (UPWP) for COMPASS Board of Directors' approval.

Background/Summary:

Federal metropolitan planning rules require that COMPASS produce a UPWP, which is periodically amended to accommodate changes in revenues, expenses, staffing, and scope. These amendments are usually accomplished through a Board resolution with subsequent distribution of the approved resolution and documents to the appropriate funding agencies. Prior to presentation to the Board, proposed modifications of these documents are brought to the Finance Committee.

The following revisions to revenues are proposed in Revision 4 of the FY2019 UPWP:

- Add \$20,500 from Fund Balance to pay for construction costs and furnishings for three additional office spaces.

The following revisions to expenses are proposed in Revision 4 of the FY2019 UPWP:

- Add \$15,800 for estimated cost to construct three additional office spaces and \$4,700 for furnishings for the spaces.

Implication (policy and/or financial):

Without COMPASS Board of Directors' adoption of Revision 4 of the FY2019 UPWP, the agency cannot make full use of available revenues.

More Information:

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

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
Recommended Changes to FY2019 - Revision 4
Summary

FY2019 UPWP - Rev 3 Revenues	3,609,895	FY2019 UPWP - Rev 3 Expenses	3,609,895
-------------------------------------	------------------	-------------------------------------	------------------

1	Increase Draw from Fund Balance to pay for construction costs and desks for three additional office spaces.	20,500	Direct Operations & Maintenance Equipment/Software Add \$15,800 for estimated cost to construct three additional office spaces and \$4,700 to purchase three desks.	20,500
---	---	--------	--	--------

Recommended Adjustments to Revenues	20,500	Recommended Adjustments to Expenses	20,500
--	---------------	--	---------------

Adjusted Revenues - Revision 4	3,630,395	Adjusted Expenses - Revision 4	3,630,395
---------------------------------------	------------------	---------------------------------------	------------------

Remaining Revenue	-		
--------------------------	---	--	--

\\cpa.local\dfs\Shared\FY19\900 Operations\Finance\FY2019 Packets\08-08-2019 Meeting\V.C. FY2019 REV4\[V.C.2. Rev4 Changes.xlsx]Changes

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 4
REVENUE AND EXPENSE SUMMARY (total)**

REVENUE	FY2019 Revision 3	FY2019 Revision 4
GENERAL MEMBERSHIP		
Ada County	220,730	220,730
Ada County Highway District	220,730	220,730
Canyon County	106,102	106,102
Canyon Highway District No. 4	37,346	37,346
Golden Gate Highway District No.3	5,313	5,313
City of Boise	102,423	102,423
City of Caldwell	25,070	25,070
City of Eagle	13,188	13,188
City of Garden City	5,238	5,238
City of Greenleaf	379	379
City of Kuna	9,144	9,144
City of Meridian	46,917	46,917
City of Melba	251	251
City of Middleton	4,052	4,052
City of Nampa	43,372	43,372
City of Notus	251	251
City of Parma	944	944
City of Star	4,546	4,546
City of Wilder	754	754
Subtotal	846,750	846,750
SPECIAL MEMBERSHIP		
Boise State University	8,500	8,500
Capital City Development Corporation	8,500	8,500
Idaho Department of Environmental Quality	8,500	8,500
Idaho Transportation Department	8,500	8,500
Valley Regional Transit	8,500	8,500
Subtotal	42,500	42,500
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2019 K# 19071 Ada County	1,004,920	1,004,920
CPG - FY2019 K# 19071 Canyon County	353,080	353,080
Sub Total CPG Grants	1,358,000	1,358,000
STP TMA - K# 13900, FY19 off-the-top funds for Planning	306,705	306,705
STP TMA - K# 19571, <i>Communities in Motion 2050</i>	85,711	85,711
STP TMA - K# 18694, Update Treasure Valley ITS Plan	218,678	218,678
FHWA T2 Grant - K# 22180, COMPASS Data Bike	5,600	5,600
Subtotal	616,694	616,694
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	25,000	25,000
Ada County Air Quality Board	25,000	25,000
Orthophotography - Participant Contributions	366,218	366,218
Valley Regional Transit - State Street Grant - carry over	127,392	127,392
Interest Income	15,000	15,000
Subtotal	558,610	558,610
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,422,554	3,422,554
Draw From Fund Balance (to fund Orthophotography Project)	83,782	83,782
Draw From Fund Balance (CIM Implementation Grants)	79,423	79,423
Draw From Fund Balance (Matching funds for FHWA T2 Grant)	1,400	1,400
Draw From Fund Balance (Matching funds for K# 19571, CIM grant)	3,120	3,120
Draw From Fund Balance (to fund revenue shortfall)	19,617	40,117
TOTAL REVENUE, ALL RESOURCES	3,609,895	3,630,395

EXPENSE	FY2019 Revision 3	FY2019 Revision 4
SALARY, FRINGE & CONTINGENCY		
Salary	1,282,610	1,282,610
Fringe	590,107	590,107
Contingency (Overtime, Bonus, and Sick Time Trade)	22,000	22,000
Subtotal	1,894,717	1,894,717
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	203,450	203,450
Subtotal	203,450	203,450
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	1,000	1,000
653001, Communication and Education	51,350	51,350
661001, Long-Range Planning	71,038	71,038
661008, Bike Counter Management	15,720	15,720
685001, Transportation Improvement Program	5,400	5,400
685002, Project Development Program	75,000	75,000
685004, CIM Implementation Grants	79,423	79,423
702001, Air Quality Outreach	45,455	45,455
720001, State Street Corridor	127,392	127,392
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	22,000	22,000
842001, Congestion Management Process	236,000	236,000
860001, Geographic Information System Maintenance	493,200	493,200
990001, Direct Operations and Maintenance	131,700	152,200
Subtotal	1,511,728	1,532,228
TOTAL EXPENSE	3,609,895	3,630,395

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,609,895.00	3,630,395
LESS: TOTAL EXPENSES	3,609,895	3,630,395
REVENUE EXCESS/(DEFICIT)	(0)	(0)

T:\Operations\Accounting & Reporting\UPWP\FY2019 Rev4

FY2019 - REVISION 4

REVENUE AND EXPENSE SUMMARY (total)

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 4
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES										MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Labor & Indirect Cost	Direct Cost	Total Cost	FY19 CPG	FY19 CPG	STP-TMA	STP-TMA	STP-TMA	FHWA T2	Total	Required Match	Local Funds/FB	Other Revenue	Total Local & Other	
				Ada County K# 19071 (74%)	Canyon County K# 19071 (26%)	Off The Top K# 13900	CIM 2040 K# 19751	Treasure Valley ITS Plan K# 18694	COMPASS Data Bike (20% match) K# 22180						
601001	83,813	-	83,813	35,269	12,392	30,000				77,661	6,152			6,152	83,813
620001	70,518	1,000	71,518	26,838.53	9,430	30,000				66,268	5,249			5,249	71,518
620002	28,592	-	28,592	4,805.20	1,688	20,000				26,494	2,099			2,099	28,592
620003	20,614	-	20,614	6,734.86	2,366	10,000				19,101	1,513			1,513	20,614
653001	131,406	51,350	182,756							-		182,756		182,756	182,756
661001	161,331	71,038	232,369	95,772	33,650		85,711			215,132	17,041.57	195		17,237	232,369
661003	16,645	-	16,645	11,413	4,010					15,424	1,221.76			1,222	16,645
661004	9,703	-	9,703	6,653	2,338					8,991	712.23			712	9,703
661005	64,801	-	64,801	44,433	15,611					60,044	4,756.36			4,756	64,801
661006	55,962	-	55,962	38,372	13,482					51,854	4,107.59			4,108	55,962
661007	24,667	-	24,667	16,914	5,943					22,856	1,810.56			1,811	24,667
661008	48,888	15,720	64,608	39,501	13,879				5,600	58,980	4,228.46	1,400		5,628	64,608
661009	12,421	-	12,421	8,517	2,992					11,509	911.71			912	12,421
685001	259,084	5,400	264,484	107,352	37,718	100,000				245,071	19,413			19,413	264,484
685002	22,730	75,000	97,730	67,012	23,545					90,557	7,173			7,173	97,730
685003	97,252	-	97,252							-		97,252		97,252	97,252
685004	11,732	79,423	91,155	8,044	2,826					10,871	861	79,423		80,284	91,155
TOTAL PROJECTS	1,120,159	298,931	1,419,091	517,632	181,871	190,000	85,711	-	5,600	980,814	77,251	361,026	-	438,277	1,419,091
701001	83,405	-	83,405	57,190	20,094					77,283	6,122			6,122	83,405
702001	4,545	45,455	50,000							-			50,000	50,000	50,000
703001	13,585	-	13,585							-		13,585		13,585	13,585
705001	38,288	-	38,288	26,253	9,224					35,478	2,810			2,810	38,288
720001	3,462	127,392	130,854	2,374	834					3,208	254		127,392	127,647	130,854
760001	61,191	115,050	176,241							-		176,241		176,241	176,241
761001	1,020	-	1,020	945						945	75			75	1,020
TOTAL SERVICES	205,496	287,897	493,393	86,762	30,152	-	-	-	-	116,914	9,261	189,826	177,392	376,479	493,393
801001	75,802	40,000	115,802	79,404	27,899					107,302	8,500			8,500	115,802
820001	150,295	2,000	152,295	104,426	36,690					141,117	11,178			11,178	152,295
836001	107,052	22,000	129,052	73,689	25,891	20,000				119,579	9,472			9,472	129,052
842001	56,025	236,000	292,025	38,415	13,497			218,678		270,590	21,435			21,435	292,024
860001	383,339	493,200	876,539	104,592	37,081	96,705				238,378	18,883	253,060	366,218	638,161	876,539
TOTAL SYSTEM MAINTENANCE	772,512	793,200	1,565,712	400,526	141,057	116,705	-	218,678	-	876,966	69,468	253,060	366,218	688,746	1,565,712
990001	-	152,200	152,200							-		137,200	15,000	152,200	152,200
991001	-	-	-							-				-	-
999001	-	-	-							-				-	-
TOTAL INDIRECT/OVERHEAD	-	152,200	152,200	-	-	-	-	-	-	-	-	137,200	15,000	152,200	152,200
G R A N D T O T A L	2,098,167	1,532,228	3,630,395	1,004,920	353,080	306,705	85,711	218,678	5,600	1,974,693	155,980	941,112	558,610	1,655,703	3,630,395

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 4
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	1,000					1,000				
653001	Communication and Education	51,350	25,100			1,000		25,250			
661001	Long-Range Planning	71,038	49,930			2,050		19,058			
661005	Bicycles/Pedestrians	-	-	-							
661008	Bike Counter Management	15,720	-	8,720			7,000				
685001	Transportation Improvement Program	5,400						5,400			
685002	Project Development Program	75,000	75,000								
685004	CIM Implementation Grants	79,423	79,423								
702001	Air Quality Outreach	45,455	45,455								
720001	State Street Corridor	127,392	127,392								
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	493,200	450,000	42,000			1,200				
990001	Direct Operations / Maintenance										
	Office Partitions/Remodel	20,500		20,500							
	New/replacement hardware and software	21,000		21,000							
	Software; for CIM 2050 Public Involvement	30,000		30,000							
	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	
	Conference Room Upgrades	21,000		21,000							
	Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL		1,532,228	1,110,300	177,320	59,600	3,050	20,300	49,708	9,000	102,950	-

T:\Operations\Accounting & Reporting\UPWP\FY2019 Rev4

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 4
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2019 Revision 3	FY2019 Revision 4
Professional Services	930	34,800	34,800
Equipment Repair / Maintenance	936	200	200
Publications	943	1,000	1,000
Employee Professional Membership	945	7,500	7,500
Postage	950	750	750
Telephone	951	11,800	11,800
Building Maintenance and Reserve for Major Repairs	955	54,000	54,000
Printing	960	1,500	1,500
Advertising	962	1,000	1,000
Audit	970	15,000	15,000
Insurance	971	13,000	13,000
Legal Services	972	2,500	2,500
General Supplies	980	6,000	6,000
Computer Supplies	982	18,800	18,800
Computer Software / Maintenance	983	17,000	17,000
Vehicle Maintenance	991	1,000	1,000
Utilities	992	10,500	10,500
Local Travel	993	2,100	2,100
Other / Miscellaneous	995	5,000	5,000
TOTAL		203,450	203,450

T:\Operations\Accounting & Reporting\UPWP\FY2019 Rev4

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 4
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING TEAM	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	38	16	3	53	110
620001	Demographics and Growth Monitoring	CM	-	94	5	-	99
620002	Development Monitoring	CM	-	40	5	-	45
620003	Census 2020	CM	-	20	12	-	32
653001	Communication and Education	AL	8	10	192	-	210
	Long-Range Planning	LI	-				
661001	General Project Management	LI	15	171	43	-	229
661003	Roadways	LI	-	28	-	-	28
661004	Freight	LI	-	15	-	-	15
661005	Bicycles/Pedestrians	BC	-	125	4	-	129
661006	Public Transportation	RH	-	108	4	-	112
661007	Performance Measurement	CM	-	38	2	-	40
661008	Bike Counter Management	BC	-	102	-	-	102
661009	Public Involvement	LI	-	6	12	-	18
	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			76	1,310	326	53	1,765
701001	Membership Services	LI	-	115	15	-	130
702001	Air Quality Outreach	AL	-	-	7	-	7
703001	General 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	83	23	114	232
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	985	54	124	1,184
TOTAL DIRECT			172	2,451	423	177	3,223
991001	Support Services Labor	ML	288	79	37	513	917
TOTAL INDIRECT/OVERHEAD			288	79	37	513	917
TOTAL LABOR			460	2,530	460	690	4,140

T:\Operations\Accounting & Reporting\UPWP\FY2019 Rev4

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:	Meg 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	
				\$ -		
Other			15,000	15,000		
Local			137,200	137,200		
				-		
Total:	\$ -	\$ -	\$ 152,200	\$ 152,200		
					Total Direct Cost: \$ 152,200	
					990 Total Cost: \$ 152,200	

T:\Operations\Accounting & Reporting\UPWP\FY2019rev4\Program Worksheets

FINANCE COMMITTEE AGENDA ITEM V-D

Date: AUGUST 8, 2019

Topic: Draft FY2020 Unified Planning Work Program and Budget (UPWP)

Request/Recommendation:

COMPASS staff seeks a recommendation of the FY2020 UPWP for COMPASS Board approval.

Background/Summary:

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

The COMPASS Finance Committee recommended Board approval of the FY2020 General and Special membership dues at its March 21, 2019, meeting. The Board approved the FY2020 General and Special membership dues at its April 15, 2019, meeting. Staff has incorporated these amounts into the attached draft FY2020 UPWP worksheets.

The preliminary draft of the FY2020 UPWP was reviewed at the May 23, 2019, Finance Committee meeting.

A complete draft was scheduled to be reviewed with the Finance Committee in its July 11, 2019, meeting but was rescheduled to August 8, 2019, to include the addition of Air Quality Operations. In order to keep financial revenues and expenses separate and reportable for each entity, the revised FY2020 UPWP COMPASS budget includes estimated costs of staff that will be working on the new program number 704001, Air Quality Operations.

Upon review and recommendation by the Finance Committee, the draft FY2020 UPWP will be presented to the COMPASS Board in the August 26, 2019, 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 FY2020 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 FY2020 UPWP contains the following assumptions for revenues and expenses:

1. Total membership dues shown reflect the amount approved by the Board at its April 15, 2019, meeting. Total dues increase compared to the prior year. The per capita rate remained the same as FY2019. The increase reflects year-over-year population growth in the jurisdictions.
2. Projected revenue of \$1,383,000 from the FY2020 Consolidated Planning Grant (CPG) reflects the amount included in the FY2019-FY2023 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. Revenue of \$80,614 from STP-TMA funds for *Communities in Motion 2050*.
5. Revenue of \$138,990 from STP-TMA funds for the Household Travel Survey.
6. Revenues include \$50,000 committed by the Department of Environmental Quality and Air Quality Board for the air quality outreach program. There are corresponding expenses associated with these revenues.
7. Revenue of \$64,738 from Air Quality Board for costs of support services for air quality operations provided by COMPASS staff.
8. Revenues of \$83,333 from pre-payments by participants to fund future orthophotography projects. These funds will be collected each year rather than in the year of the project as has been done in the past.
9. Interest income of approximately \$24,000.
10. Revenues include \$125,000 from fund balance to complete the FY2019 Orthophotography Project. These funds were originally received from participants in FY2019 for the 2019 project, which will be completed in November.
11. \$54,000 from fund balance for the CIM Implementation Grant Program and \$70,406 from fund balance to cover the shortfall in revenue.
12. The number of full time staff increases by three full time equivalents (FTE's) for a total of 21 staff positions. COMPASS's Draft FY2020 shows the cost detail for 18 FTE's. The Air Quality Board budget includes the cost detail for 3 FTE's.
13. Salary costs include a 3% overall increase pool. Distribution of individual salary adjustments will be determined by the Executive Director.
14. It is estimated that there will be a 2% increase in the cost of health insurance for FY2020, although final rates for 2020 have not yet been determined by the Boise Municipal Health Care Trust.
15. Indirect expenses remain at \$203,450. Staff continues to closely manage indirect expenses in an effort to reduce the organization's overall costs.
16. The Project Development Program is proposed to be funded in FY2020, its sixth year, at \$75,000.
17. The CIM Implementation Grant Program is funded at \$54,000 with \$4,000 of this coming from unspent funds from FY2019 being carried forward to FY2020.
18. Staff added project number 704001 to track time spent working on AQB operations.
19. Direct expenses for other programs are fairly stable and consistent with current year activities.

Implication (policy and/or financial):

Federal approval of the UPWP by October 1, 2019, is required in order to begin work in FY2020.

More Information:

- 1) Attachments
- 2) For detailed information contact: Megan Larsen, at 208-475-2228
or mlarsen@compassidaho.org

ML: kh, ma: T:\FY19\900 Operations\Finance\FY2019 Packets\08-08-2019 Meeting\V.D. FY2020 DRAFT\V.D.1 UPWP Memo.docx

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
REVENUE AND EXPENSE SUMMARY (total)**

REVENUE	FY2019 Revision 3	FY2020 Draft
GENERAL MEMBERSHIP		
Ada County	220,730	228,095
Ada County Highway District	220,730	228,095
Canyon County	106,102	109,594
Canyon Highway District No. 4	37,346	41,183
Golden Gate Highway District No.3	5,313	5,398
City of Boise	102,423	104,191
City of Caldwell	25,070	25,939
City of Eagle	13,188	13,787
City of Garden City	5,238	5,397
City of Greenleaf	379	384
City of Kuna	9,144	10,066
City of Meridian	46,917	50,563
City of Melba	251	260
City of Middleton	4,052	4,281
City of Nampa	43,372	44,986
City of Notus	251	251
City of Parma	944	948
City of Star	4,546	4,843
City of Wilder	754	776
Subtotal	846,750	879,037
SPECIAL MEMBERSHIP		
Boise State University	8,500	8,800
Capital City Development Corporation	8,500	8,800
Idaho Department of Environmental Quality	8,500	8,800
Idaho Transportation Department	8,500	8,800
Valley Regional Transit	8,500	8,800
Subtotal	42,500	44,000
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2019 K# 19071 Ada County	1,004,920	
CPG - FY2019 K# 19071 Canyon County	353,080	
CPG - FY2020 K# 19258 Ada County		1,023,420
CPG - FY2020 K# 19258 Canyon County		359,580
Sub Total CPG Grants	1,358,000	1,383,000
STP TMA - K# 13900, FY19 off-the-top funds for Planning	306,705	
STP TMA - K# 19060, FY2020 off-the-top funds for Planning		306,705
STP TMA - K# 19571, <i>Communities in Motion 2050</i>	46,330	80,614
STP TMA - K# 18694, Update Treasure Valley ITS Plan	218,678	-
FHWA T2 Grant - K# 22180, COMPASS Data Bike	5,600	
STP TMA - K# 19303, Household Travel Survey		138,990
Subtotal	577,313	526,309
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	25,000	25,000
Ada County Air Quality Board	25,000	25,000
Air Quality Operations - Management Fee		64,738
Orthophotography - Participant Contributions	366,218	83,333
Valley Regional Transit - State Street Grant - carry over	127,392	
Interest Income	15,000	24,000
Subtotal	558,610	222,071
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,383,173	3,054,417
Draw From Fund Balance (to fund Orthophotography Project)	83,782	-
Draw From Fund Balance (CIM Implementation Grants)	79,423	54,000
Draw From Fund Balance (Matching funds for FHWA T2 Grant)	1,400	-
Draw From Fund Balance (to fund revenue shortfall)	46,519	69,674
Draw From Fund Balance (Carry-Over FY2019 Ortho Project)		125,000
TOTAL REVENUE, ALL RESOURCES	3,594,297	3,303,091

EXPENSE	FY2019 Revision 3	FY2020 Draft
SALARY, FRINGE & CONTINGENCY		
Salary	1,282,610	1,321,100
Fringe	590,107	593,006
Contingency (Overtime, Bonus, and Sick Time Trade)	22,000	18,857
Subtotal	1,894,717	1,932,963
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	203,450	203,450
Subtotal	203,450	203,450
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	945	2,500
620003, Census 2020		50,000
653001, Communication and Education	51,350	35,600
661001, Long-Range Planning	55,495	206,800
661008, Bike Counter Management	15,720	19,540
685001, Transportation Improvement Program	5,400	5,500
685002, Project Development Program	75,000	75,000
685004, CIM Implementation Grants	79,423	54,000
702001, Air Quality Outreach	45,455	45,455
720001, State Street Corridor	127,392	
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	22,000	25,200
838001, Travel Survey Data Collection		150,000
842001, Congestion Management Process	236,000	14,000
860001, Geographic Information System Maintenance	493,200	250,333
990001, Direct Operations and Maintenance	131,700	75,700
Subtotal	1,496,130	1,166,678
TOTAL EXPENSE	3,594,297	3,303,091

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,594,297	3,303,091
LESS: TOTAL EXPENSES	3,594,297	3,303,091
REVENUE EXCESS/(DEFICIT)	-	-

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES				FY2020 CPG						MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES		
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	Ada County K# 19258 (74%)	Canyon County K# 19258 (26%)	STP-TMA Off The Top K# 19060	STP-TMA CIM 2050 K# 19751	STP-TMA Travel Survey Data Collection K# 19303	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other			
601001	UPWP/Budget Development and Federal Assurances	100	78,786	-	78,786	31,822	11,181	30,000				73,003	5,783		5,783	78,786	
620001	Demographics and Growth Monitoring	136	102,013	2,500	104,513	47,749	16,777	30,000				94,525	7,488	2,500	9,988	104,513	
620002	Development Monitoring	31	20,085	-	20,085	6,372	2,239	10,000				18,611	1,474		1,474	20,085	
620003	Census 2020	67	33,518	50,000	83,518	8,183	2,875	20,000				31,058	2,460	50,000	52,460	83,518	
653001	Communication and Education Long-Range Planning	168	105,455	35,600	141,055							-		141,055	141,055	141,055	
661001	General Project Management	269	191,879	206,800	398,679	210,285	73,884		80,614			364,783	28,896	5,000	33,896	398,679	
661003	Roadways	34	22,779	-	22,779	15,619	5,488					21,107	1,672		1,672	22,779	
661004	Freight	20	15,536	-	15,536	10,653	3,743					14,396	1,140		1,140	15,536	
661005	Bicycles/Pedestrians	125	55,323	-	55,323	37,934	13,328					51,262	4,061		4,061	55,323	
661006	Public Transportation	120	53,255	-	53,255	36,516	12,830					49,346	3,909		3,909	53,255	
661007	Performance Measurement	20	14,446	-	14,446	9,906	3,480					13,386	1,060		1,060	14,446	
661008	Bike Counter Management	116	54,144	19,540	73,684	37,126	13,044					50,170	3,974	19,540	23,514	73,684	
661009	Public Involvement	61	39,756	-	39,756	27,260	9,578					36,838	2,918		2,918	39,756	
	Resource Development/Funding											-					
685001	Transportation Improvement Program	392	250,300	5,500	255,800	97,627	34,301	100,000				231,928	18,372	5,500	23,872	255,800	
685002	Project Development Program	33	24,545	75,000	99,545	16,830	5,913					22,743	1,802	75,000	76,802	99,545	
685003	Grant Research and Development	140	101,071	-	101,071							-		101,071	101,071	101,071	
685004	CIM Implementation Grants	18	12,893	54,000	66,893	8,840	3,106					11,946	946	54,000	54,946	66,893	
		1,850	1,175,785	448,940	1,624,725	602,721	211,767	190,000	80,614	-		1,085,103	85,956	453,666	539,622	1,624,725	
701001	Membership Services	167	111,563	-	111,563	76,497	26,877					103,374	8,189		8,189	111,563	
702001	Air Quality Outreach	7	4,545	45,455	50,000							-		50,000	50,000	50,000	
703001	General Public Services	14	9,059	-	9,059							-	9,059		9,059	9,059	
704001	Air Quality Operations	87	64,738	-	64,738							-		64,738	64,738	64,738	
705001	Transportation Liaison Services	64	48,183	-	48,183	33,038	11,608					44,647	3,537		3,537	48,183	
760001	Legislative Services	58	60,474	115,050	175,524							-		175,524	175,524	175,524	
761001	Growth Incentives	5	3,884	-	3,884	3,599						3,599	285		285	3,884	
		402	302,446	160,505	462,951	113,134	38,485	-	-	-		151,620	12,010	184,583	114,738	311,331	462,951
801001	Staff Development	111	72,685	40,000	112,685	49,839	17,511					67,350	5,335	40,000	45,335	112,685	
820001	Committee Support	218	142,103	2,000	144,103	97,437	34,235					131,672	10,430	2,000	12,430	144,103	
836001	Regional Travel Demand Model	102	79,235	25,200	104,435	39,530	13,889	20,000				73,419	5,816	25,200	31,016	104,435	
838001	Travel Survey Data Collection	20	15,536	150,000	165,536	10,653	3,743			138,990		153,386	12,150		12,150	165,536	
842001	Congestion Management Process	85	66,029	14,000	80,029	45,275	15,907					61,182	4,847	14,000	18,847	80,029	
860001	Geographic Information System Maintenance	462	282,595	250,333	532,928	64,830	24,043	96,705				185,577	20,742.50	118,276	208,333	532,928	
		998	658,183	481,533	1,139,716	307,564	109,328	116,705	-	138,990		672,587	59,321	199,476	208,333	467,129	1,139,716
990001	Direct Operations / Maintenance	-	-	75,700	75,700							-		51,700	24,000	75,700	75,700
991001	Support Services Labor	890	-	-	-							-		-	-	-	
999001	Indirect Operations/Maintenance	-	-	-	-							-		-	-	-	
		890	-	75,700	75,700	-	-	-	-	-		-		51,700	24,000	75,700	75,700
GRAND TOTAL		4,140	2,136,413	1,166,678	3,303,091	1,023,420	359,580	306,705	80,614	138,990		1,909,309	157,287	889,425	347,071	1,393,783	3,303,091

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
DIRECT EXPENSE SUMMARY**

DESCRIPTION	TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	CARRY- FORWARD
620001 Demographics and Growth Monitoring	2,500					2,500				
620003 Census 2020	50,000						50,000			
653001 Communication and Education	35,600	15,000			600		20,000			
661001 Long-Range Planning	206,800	157,800					49,000			
661005 Bicycles/Pedestrians	-	-	-							
661008 Bike Counter Management	19,540	5,000	14,540							
685001 Transportation Improvement Program	5,500						5,500			
685002 Project Development Program	75,000	75,000								
685004 CIM Implementation Grants	54,000	54,000								
702001 Air Quality Outreach	45,455	45,455								
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	25,200	25,200								
838001 Travel Survey Data Collection	150,000	150,000								
842001 Congestion Management Process	14,000	14,000								
860001 Geographic Information System Maintenance	250,333	125,000	42,000							83,333
990001 Direct Operations / Maintenance										
TRB Sponsor: "Tools of the Trade"	10,000					10,000				
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	1,166,678	666,455	96,640	59,600	600	23,600	124,500	9,000	102,950	83,333

T:\Operations\Accounting & Reporting\UPWP\FY2020 Draft

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2019 Revision 3	FY2020 Draft
Professional Services	930	34,800	30,000
Equipment Repair / Maintenance	936	200	200
Publications	943	1,000	1,000
Employee Professional Membership	945	7,500	7,500
Postage	950	750	750
Telephone	951	11,800	11,500
Building Maintenance and Reserve for Major Repairs	955	54,000	54,000
Printing	960	1,500	1,000
Advertising	962	1,000	1,000
Audit	970	15,000	15,000
Insurance	971	13,000	13,000
Legal Services	972	2,500	5,000
General Supplies	980	6,000	6,000
Computer Supplies	982	18,800	15,000
Computer Software / Maintenance	983	17,000	25,000
Vehicle Maintenance	991	1,000	1,000
Utilities	992	10,500	10,000
Local Travel	993	2,100	1,500
Other / Miscellaneous	995	5,000	5,000
TOTAL		203,450	203,450

T:\Operations\Accounting & Reporting\UPWP\FY2020 Draft

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2020 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	39	13	3	45	100
620001	Demographics and Growth Monitoring	CM	-	131	5	-	136
620002	Development Monitoring	CM	-	31	-	-	31
620003	Census 2020	CM	-	17	50	-	67
653001	Communication and Education	AL	11	15	142	-	168
	Long-Range Planning	LI	-	-	-	-	-
661001	General Project Management	LI	15	207	47	-	269
661003	Roadways	LI	-	34	-	-	34
661004	Freight	LI	-	20	-	-	20
661005	Bicycles/Pedestrians	BC	-	122	3	-	125
661006	Public Transportation	RH	-	109	11	-	120
661007	Performance Measurement	CM	-	17	3	-	20
661008	Bike Counter Management	BC	-	114	2	-	116
661009	Public Involvement	LI	-	26	35	-	61
	Resource Development/Funding	TT	-	-	-	-	-
685001	Transportation Improvement Program	TT	12	349	31	-	392
685002	Project Development Program	KP	-	33	-	-	33
685003	Grant Research and Development	KP	8	126	6	-	140
685004	CIM Implementation Grants	KP	-	18	-	-	18
TOTAL PROJECTS			85	1,382	338	45	1,850
701001	Membership Services	LI	-	159	8	-	167
702001	Air Quality Outreach	AL	-	-	7	-	7
703001	General Public Services	MW	-	14	-	-	14
704001	Air Quality Operations	ML	23	12	6	46	87
705001	Transportation Liaison Services	MS	12	38	14	-	64
760001	Legislative Services	MS	58	-	-	-	58
761001	Growth Incentives	MS	-	5	-	-	5
TOTAL SERVICES			93	228	35	46	402
801001	Staff Development	ML	9	71	14	17	111
820001	Committee Support	ML	12	92	23	91	218
836001	Regional Travel Demand Model	MW	-	102	-	-	102
838001	Travel Survey Data Collection	MW	-	15	5	-	20
842001	Congestion Management Process	HM	-	80	5	-	85
860001	Geographic Information System Maintenance	EA	-	457	5	-	462
TOTAL SYSTEM MAINTENANCE			21	817	52	108	998
TOTAL DIRECT			199	2,427	425	199	3,250
991001	Support Services Labor	ML	261	103	35	491	890
TOTAL INDIRECT/OVERHEAD			261	103	35	491	890
TOTAL LABOR			460	2,530	460	690	4,140

T:\Operations\Accounting & Reporting\UPWP\FY2020 Draft

PROGRAM NO.	601				CLASSIFICATION:	Project	
TITLE:	UPWP Budget Development and Monitoring						
TASK / PROJECT DESCRIPTION:	Monitor and amend, as necessary, the FY2020 Unified Planning Work Program and Budget (UPWP) and related transportation grants for the metropolitan planning organization (MPO). Develop and obtain COMPASS Board approval for the FY2021 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.308 (b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.						
FY2020 BENCHMARKS							
MILESTONES / PRODUCTS							
FY2020 UPWP							
Process and track revenues and expenditures for the FY2020 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants							Ongoing As Needed As Needed
Process and obtain Board approval of FY2020 UPWP revisions							
Distribute revisions of the FY2020 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2020 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval							
FY2021 UPWP Development							
Develop process and schedule for the FY2021 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2021 Submit initial revenue assessment for FY2021 to the Finance Committee for input Obtain Board approval on FY2021 General and Special membership dues							Nov Jan-Feb Mar Apr
Present FY2021 UPWP							
Present draft FY2021 UPWP to Finance Committee for input and feedback Present draft FY2021 UPWP to Finance Committee for recommendation Submit FY2021 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2021 UPWP Distribute FY2021 UPWP to the Idaho Transportation Department and Federal Transit Administration							May Jun Aug Aug Aug
Track federal requirements as related to Self-Certification							
Compliance with federal requirements							Ongoing
Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan							
Document and prepare for Federal Certification Review Monitor federal changes through the Federal Register							Ongoing
LEAD STAFF: Meg Larsen							
END PRODUCTS: FY2020 UPWP revisions; FY2021 UPWP; and maximize funding opportunities.							
Expense Summary							
Total Workdays: 100							
Salary \$ 49,873							
Fringe 22,074							
Overhead 7,570							
Total Labor Cost: \$ 79,517							
ESTIMATED DATE OF COMPLETION: September-2020							
DIRECT EXPENDITURES:							
Professional Services \$ -							
Legal / Lobbying							
Equipment Purchases							
Travel / Education							
Printing							
Public Involvement							
Meeting Support							
Other							
Total Direct Cost: \$ -							
601 Total Cost: \$ 79,517							
Funding Sources					Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K19258	\$ 32,324	\$ 11,357		\$ 43,681	Federal Highway Administration		
CPG, K19071				-	Federal Transit Administration		
STP-TMA, K19060			30,000	30,000			
Local / Fund Bal	4,319	1,518		5,836			
Total:	\$ 36,643	\$ 12,875	\$ 30,000	\$ 79,517			

T:\Operations\Accounting & Reporting\UPWP\FY2020draft\Program Worksheets

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 and outreach 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>				
FY2020 BENCHMARKS					
MILESTONES / PRODUCTS					
Population and Employment Estimates					
Data collection and geocoding of building permits Complete 2019 employment data Complete 2019 Development Monitoring Report Complete 2020 population estimates and receive Board acceptance					Ongoing March March April
Census Liaison/Clearinghouse					
Complete Census New Construction Program (NCP) Support the Regional Census Complete Count Committee (Census Advisory Workgroup) Develop Census outreach templates and related materials in support of local Census outreach efforts Conduct regional outreach to encourage participation in the 2020 Census Complete the Census Boundary and Annexation Survey (BAS) Integrate Census data in related projects					Oct Oct - June Oct - Dec Jan - April March Ongoing
Development Forecasting, Tracking, and Reconciliation					
Update preliminary plat files and other entitled development Develop population forecast for CIM 2050 and receive Board approval Update CIM 2050 population and employment allocation Conduct reconciliation and report to workgroup/committee Develop population buildout forecast					Ongoing Dec Dec Apr June
Demographics Support					
Respond to member requests for census data Provide development and policy reviews and checklists Development checklist report					Ongoing Ongoing Mar
LEAD STAFF: Carl Miller					
END PRODUCT: Demographic products: 1) 2020 population estimates; 2) 2019 employment estimates; 3) Census 2020 support work including technical and outreach work (Complete Count Committee; outreach materials and templates; 4) develop CIM 2050 forecast and allocation; 5) updated annual demographic reconciliation; and 6) demographic data and support for member agencies and the media.					
Expense Summary					
					Total Workdays: 234
					Salary \$ 97,603
					Fringe 43,199
					Overhead 14,815
					Total Labor Cost: \$ 155,617
ESTIMATED DATE OF COMPLETION: September-2020					
Funding Sources					Participating Agencies
	Ada	Canyon	Special	Total	Member Agencies
CPG, K19258	\$ 62,304	\$ 21,891		\$ 84,195	
CPG, K19071				-	
STP-TMA, K19060			60,000	60,000	
Local / Fund Bal	8,452	2,970	52,500	63,922	
Total:	\$ 70,756	\$ 24,861	\$ 112,500	208,117	
					DIRECT EXPENDITURES:
					Professional Services
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement \$ 50,000.00
					Meeting Support
					Other 2,500
					Total Direct Cost: \$ 52,500
					620 Total Cost: \$ 208,117

T:\Operations\Accounting & Reporting\UPWP\FY2020draft\Program Worksheets

PROGRAM NO.	653	CLASSIFICATION:		Project	
TITLE:	Communication and Education				
TASK / PROJECT DESCRIPTION:	The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include, but are not limited to, managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; managing COMPASS' social media channels; supporting the Public Participation Workgroup; and representing COMPASS at open houses and other events.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public involvement strategy.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., Regional Transportation Improvement Program, regional long-range transportation plan [<i>Communities in Motion</i>]) is planned/budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing /updating the COMPASS <i>Integrated Communication Plan</i> and Public Involvement Plan every three years, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to support federally required public involvement efforts.				
FY2020 BENCHMARKS					
MILESTONES / PRODUCTS					
<p>General</p> <ul style="list-style-type: none"> Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases Support work of Public Participation Workgroup Provide outreach/public speaking support and training to staff Conduct annual update of social media audit <p>Develop tools, such as electronic and print materials, designed for most effective means of communication</p> <ul style="list-style-type: none"> Maintain and enhance COMPASS social media channels Continually update COMPASS website to keep content up to date; continue to track COMPASS website traffic Develop FY2020 annual report, annual budget summary, and annual communication summary Write and distribute monthly update handout Write and distribute monthly Keeping Up With COMPASS newsletter Update/develop other print materials as appropriate <p>Education and community outreach</p> <ul style="list-style-type: none"> Develop and implement FY2020 public education series to include a minimum of three speakers Support and collaborate with other agencies' outreach and education efforts and programs Participate in community events to share planning-related information Attend/support member agencies at public meetings Manage/support <i>Leadership in Motion</i> awards program Plan and host annual "COMPASS 101" workshop Sponsor "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department) Present information about COMPASS and our programs to stakeholders and community groups as requested 				<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Jan - Sep</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Aug - Dec</p> <p>Jan - Feb</p> <p>Mar - Jun</p> <p>Ongoing</p>	
LEAD STAFF:			Amy Luft		
END PRODUCT:			Public involvement in, and understanding of, transportation planning and related issues.		
			Expense Summary		
			Total Workdays: 168		
			Salary \$ 66,141		
			Fringe 29,274		
			Overhead 10,039		
			Total Labor Cost: \$ 105,455		
ESTIMATED DATE OF COMPLETION:			September-2020		
Funding Sources			Participating Agencies		
	Ada	Canyon	Special	Total	Highway Districts Member Agencies Federal Highways Administration Idaho Transportation Department Valley Regional Transit Department of Environmental Quality Ada County Air Quality Board
Local / Fund Bal			141,055	\$ - 141,055	
				-	
	\$ -	\$ -	\$ 141,055	\$ 141,055	
			Total Direct Cost: \$ 35,600		
			653	Total Cost: \$ 141,055	

T:\Operations\Accounting & Reporting\UPWP\FY2020draft\Program Worksheets

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.						
FY2020 BENCHMARKS							
MILESTONES / PRODUCTS							
661001 General Project Management							
Work with the Regional Transportation Advisory Committee, workgroups and the COMPASS Board to develop CIM 2050							Oct-Dec
Manage contracts related to CIM 2050							Oct-Sep
Monitor legislative, funding, etc. changes							Ongoing
Compile updates to CIM 2040 2.0							Dec
Develop and implement fiscal impact analysis tool							May
Using feedback on trends and values, develop "what if" transportation scenarios							May
661003 Roadways							
Update the regional complete streets policy							June
661004 Freight							
Work with Freight Advisory Workgroup to update Complete Streets policy							June
Help member agencies identify freight projects and develop funding applications							Ongoing
661005 Active Transportation (bicycle and pedestrian)							
Develop and implement work plan Treasure Valley Regional Bikeway and Pathway Plan							Oct-Sep
Develop planning tool kit for first/last mile improvements (with public transportation)							Dec
Work with Active Transportation Workgroup to update Complete Streets policy							June
Develop Rails with Trails implementation plan							Dec
Compile annual Rails with Trails progress report							July
661006 Public Transportation							
Develop and implement fixed guideway work plan for public transportation scenario planning							Oct-Sep
Develop planning toolkit for first/last mile improvements (with active transportation)							Dec
Work with Public Transportation Workgroup to update Complete Streets policy							June
Conduct Park and Ride study, Phase I							Aug
661007 Performance Management							
Compile FHWA and FTA required performance reporting							Ongoing
Develop and implement fiscal impact analysis tool							May
Complete the 2020 Change in Motion scorecard							Aug
Complete TIP Achievement reporting process							Aug
Develop a regional pavement asset inventory, calibration, and management plan							Sep
661008 Bike Counter Management							
Manage portable counter requests							Ongoing
Manage permanent counter program and COMPASS Data Bike							Ongoing
Manage and report data							Ongoing
661009 Public Involvement							
Conduct public involvement according to the work plan							Oct-Sep
LEAD STAFF:					Liisa Itkonen		
END PRODUCT: Implementation of <i>Communities in Motion 2050</i> work plan, including two public involvement opportunities; summary of project updates in CIM 2040 2.0; updated complete streets policy; planning tool kit for first/last mile improvements; bicycle and pedestrian data.					Expense Summary		
					Total Workdays: 765		
					Salary \$ 280,433		
					Fringe 124,120		
					Overhead 42,566		
					Total Labor Cost: 447,119		
ESTIMATED DATE OF COMPLETION:					September-2020		
Funding Sources					Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K19258	\$ 385,299	\$ 135,375		\$ 520,674	ITD		
CPG, K19071				-	FHWA		
STP-TMA, K19060			80,614	80,614	FTA		
STP-TMA, K19571				-			
Local / Fund Bal	35,247	12,384	24,540	72,171			
				-			
Total:	\$ 420,546	\$ 147,759	\$ 105,154	\$ 673,459			
					DIRECT EXPENDITURES:		
					Professional Services \$ 162,800		
					Legal / Lobbying		
					Equipment Purchases 14,540		
					Travel / Education		
					Printing		
					Public Involvement 49,000		
					Meeting Support		
					Other		
					Total Direct Cost: \$ 226,340		
					661 Total Cost: \$ 673,459		

PROGRAM NO.	685				CLASSIFICATION:	Project	
TITLE:	Resource Development/Funding						
TASK / PROJECT DESCRIPTION:	Develop a FY2021-2025 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 FY20209-2024 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 ongoing maintenance of the transportation system; also assists member agencies in implementing the regional long-range transportation plan, <i>Communities in Motion 2040 2.0</i> , and the annual TIP. Under 12 CFR § 450.306 and 23 CFR § 450.324, COMPASS is required to develop a TIP in cooperation with ITD and public transportation operators. Certain additional requirements are required in the Boise Urbanized Area because it is considered a Transportation Management Area (TMA). The TIP is required to be updated every four years; however, COMPASS follows the update cycle of ITD's Idaho Transportation Investment Program (ITIP), which is updated annually. All projects receiving federal funding or considered regionally significant must be consistent with the regional long-range transportation plan. The TIP is tied to the Air Quality Conformity Demonstration to ensure funded projects do not violate budgets set in the State Implementation Plan (SIP) (air quality budgets for the State of Idaho). The TIP is also scrutinized in the federal Certification Review.						
FY2020 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 FY2021-2025 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, as information is available, prior to deadlines Monitor and track FY2020-2024 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 Seek funding for project needs listed in the Resource Development Plan Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications - 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: 583		
					Salary \$ 243,861		
					Fringe 107,933		
					Overhead 37,015		
					Total Labor Cost: \$ 388,809		
ESTIMATED DATE OF COMPLETION: September-2020					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Professional Services \$ 129,000		
CPG, K19258	\$ 123,297	\$ 43,321		\$ 166,618	Legal / Lobbying		
CPG, K19071				-	Equipment Purchases		
STP-TMA, K19060			100,000	100,000	Travel / Education		
				-	Printing		
				-	Public Involvement 5,500		
Local / Fund Bal	15,629	5,491	235,571	256,691	Meeting Support		
				-	Other		
Total:	\$ 138,926	\$ 48,812	\$ 335,571	\$ 523,309	Total Direct Cost: \$ 134,500		
					685	Total Cost: \$ 523,309	

T:\Operations\Accounting & Reporting\UPWP\FY2020draft\Program Worksheets

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.				
FY2020 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 modeling support for ACHD's CIP Update (10 workdays in Task 836) Update the Planning Functional Classification Map (30 workdays total: 20 workdays in task 701 and 10 workdays in 860) Assist Canyon Highway District #4 Impact Fee Feasibility and Analysis (20 workdays) Provide support to City of Star Circulation Study and Network Analysis (20 workday) Update the Boise State Bike Ped Master Plan (10 workdays) Update the Boise State All Hazards Map (8 workdays in Task 860)					Ongoing
					As Needed
LEAD STAFF: Liisa Itkonen					Expense Summary
END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.					Total Workdays: 167
					Salary \$ 69,972
					Fringe 30,970
					Overhead 10,621
					Total Labor Cost: \$ 111,563
ESTIMATED DATE OF COMPLETION: September-2020					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K19258	\$ 76,497	\$ 26,877		\$ 103,374	
CPG, K19071				-	
				-	
Local / Fund Bal	6,060	2,129		8,189	
				-	
Total:	\$ 82,557	\$ 29,006		\$ 111,563	
					Total Direct Cost: \$ -
					701 Total Cost: \$ 111,563

T:\Operations\Accounting & Reporting\UPWP\FY2020draft\Program Worksheets

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 to fund an air quality public awareness and outreach program. (http://www.legislature.idaho.gov/ldstat/Title39/T39CH1SECT39-116B.htm).				
FY2020 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 \$ 2,851
					Fringe 1,262
					Overhead 433
					Total Labor Cost: \$ 4,545
ESTIMATED DATE OF COMPLETION: September-2020					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Department of Environmental Quality
				\$ -	Ada County Air Quality Board
Special			50,000	50,000	
				-	
Total:	\$ -	\$ -		\$ 50,000	
					Total Direct Cost: \$ 45,455
					702 Total Cost: \$ 50,000

T:\Operations\Accounting & Reporting\UPWP\FY2020draft\Program Worksheets

PROGRAM NO.	703				CLASSIFICATION:	Service
TITLE:	Public Services					
TASK / PROJECT DESCRIPTION:	To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information are not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	COMPASS responds to questions from the public and provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of services to the public. However, these services support COMPASS' vision, mission, roles, and values, including: "...serve as a source of information and expertise..." (COMPASS Mission), "serve as the regional technical resource..." (Role #3 Expert), and "perform and share quality analyses" (Role #3 Expert).					
FY2020 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: Mary Ann Waldinger					Expense Summary	
END PRODUCT: Information assistance to the general public.					Total Workdays: 14	
					Salary \$ 5,682	
					Fringe 2,515	
					Overhead 862	
					Total Labor Cost: \$ 9,059	
ESTIMATED DATE OF COMPLETION: September-2020					DIRECT EXPENDITURES: \$ -	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
				\$ -		
Local / Fund Bal			9,059	\$ 9,059		
Total:	\$ -	\$ -	\$ 9,059	\$ 9,059	Total Direct Cost: \$ -	
					703	Total Cost: \$ 9,059

T:\Operations\Accounting & Reporting\UPWP\FY2020draft\Program Worksheets

PROGRAM NO.	704			CLASSIFICATION:	Service
TITLE:	Air Quality Operations				
TASK / PROJECT DESCRIPTION:	To provide COMPASS labor supporting the ongoing administrative functions related to the operations of Air Quality Board. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Assisting COMPASS' members in meeting and improving air quality is one of the many planning services that COMPASS currently provides. Providing assistance to the Air Quality Board for its operating functions will free up time for its staff to focus on emissions testing.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There is no federal requirement for this service.				
FY2020 BENCHMARKS					
MILESTONES / PRODUCTS					
General Administration Review standing agreements Conduct appropriate procurement processes and prepare contracts, as needed Facilitate updates to Air Quality Rules and Regulations, as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2020 benefit options Financial Management Close FY2019 financial records and begin FY2020 Provide annual audit support and complete financial reports Complete COMPASS annual Audit Report Prepare and distribute year-end payroll reports Prepare financial reports for review by the Air Quality Board Maintain inventory of furniture, equipment, hardware and software Information Technology Manage Information Technology consultant and coordinate work efforts Prioritize needs, analyze costs, make recommendations and implement system improvements Coordinate with staff to configure equipment and software to meet the needs of each position Maintain security and integrity of IT systems, and perform appropriate back ups					Aug As needed As needed Ongoing Ongoing As needed Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing Ongoing
LEAD STAFF: Meg Larsen				Expense Summary	
End Product: Using the skills of COMPASS staff, provide for the administrative functions of the Air Quality Board.				Total Workdays: 87	
				Salary \$ 40,145	
				Fringe 17,768	
				Overhead 6,093	
				Total Labor Cost: \$ 64,006	
ESTIMATED DATE OF COMPLETION: September-2020				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Air Quality Board
Air Quality Board			\$ 64,738	\$ 64,738	
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ -
Total:	\$ -	\$ -	\$ 64,738	64,738	704
					Total Cost: \$ 64,006

T:\Operations\Accounting & Reporting\UPWP\FY2020draft\Program Worksheets

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: 64
	Salary \$ 30,220
	Fringe 13,376
	Overhead 4,587
	Total Labor Cost: \$ 48,183
ESTIMATED DATE OF COMPLETION: September-2020	DIRECT EXPENDITURES:
	Professional Services \$ -
	Legal / Lobbying
	Equipment Purchases
	Travel / Education
	Printing
	Public Involvement
	Meeting Support
	Other
	Total Direct Cost: \$ -
	Total Cost: \$ 48,183
	705

T:\Operations\Accounting & Reporting\UPWP\FY2020draft\Program Worksheets

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**

<p>Federal Legislative Priorities Work with COMPASS Executive Committee to identify priorities and position statements for federal legislation Obtain COMPASS Board approval of federal legislative priorities Educate and advocate on federal legislative priorities Evaluate possible legislative priorities for next federal legislative session</p> <p>State Legislative Priorities Work with Executive Committee to identify possible priorities and position statements for FY2020 legislative session Obtain Board endorsement of FY2020 legislative priorities Educate and advocate on FY2020 legislative priorities Evaluate possible legislative priorities for FY2020 legislative session</p>	<p>Oct-Nov Nov-Dec Dec-Sep May-Sep</p> <p>Oct-Nov Nov-Dec Dec-Apr May-Sep</p>
--	---

LEAD STAFF:	Matt Stoll				Expense Summary	
END PRODUCT:	An effective advocacy program for legislative issues and positions that have been approved by the Board.				Total Workdays: 58	
					Salary	\$ 37,929
					Fringe	16,787
					Overhead	5,757
					Total Labor Cost:	\$ 60,474
ESTIMATED DATE OF COMPLETION:	September-2020				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies Professional Services Legal / Lobbying \$ 85,950 Equipment Purchases Travel / Education 18,000 Printing Public Involvement Meeting Support Other 11,100 Total Direct Cost: \$ 115,050 Total Cost: \$ 175,524	
			175,524	\$ 175,524		
Local / Fund Bal				-		
Total:	\$ -	\$ -	\$ 175,524	\$ 175,524		
					760	Total Cost: \$ 175,524

T:\Operations\Accounting & Reporting\UPWP\FY2020draft\Program Worksheets

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	
LEAD STAFF: Matt Stoll					Expense Summary	
END PRODUCT: Blueprint for Good Growth annual meeting. The policy analysis, if requested, would work with land use and transportation agencies in identifying growth incentive strategies that could be implemented locally to meet the <i>Communities in Motion 2040</i> Vision by encouraging infill, redevelopment, and Major Activity Centers.					Total Workdays:	5
					Salary	\$ 2,436
					Fringe	1,078
					Overhead	370
					Total Labor Cost:	\$ 3,884
ESTIMATED DATE OF COMPLETION: September-2020					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Ada County Member Agencies	
CPG, K19258	\$ 3,599			\$ 3,599		
CPG, K19071				-		
Local / Fund Bal	285			285		
Total:	\$ 3,884	\$ -		\$ 3,884	Total Direct Cost: \$ -	
					761	Total Cost: \$ 3,884

T:\Operations\Accounting & Reporting\UPWP\FY2020draft\Program Worksheets

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: Meg Larsen END PRODUCT: Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.					Expense Summary Total Workdays: 111 Salary \$ 45,588 Fringe 20,177 Overhead 6,920 Total Labor Cost: \$ 72,685
ESTIMATED DATE OF COMPLETION:				September-2020	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
CPG, K19258	\$ 49,839	\$ 17,511		\$ 67,350	Federal Highway Administration
CPG, K19071				-	Federal Transit Administration
Local / Fund Bal	3,948	1,387	40,000	45,335	
				-	
Total:	\$ 53,787	\$ 18,898		\$ 112,685	
					DIRECT EXPENDITURES: Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education 40,000 Printing Public Involvement Meeting Support Other Total Direct Cost: \$ 40,000
					801 Total Cost: \$ 112,685

T:\Operations\Accounting & Reporting\UPWP\FY2020draft\Program Worksheets

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						
Provide meeting coordination, materials, and follow-up to the Board, standing committees and workgroups.					Ongoing	
LEAD STAFF:	Meg Larsen				Expense Summary	
END PRODUCT: Ongoing support of committees to promote involvement and communication.					Total Workdays: 218	
					Salary \$ 89,127	
					Fringe 39,448	
					Overhead 13,528	
					Total Labor Cost: \$ 142,103	
ESTIMATED DATE OF COMPLETION:				September-2020		DIRECT EXPENDITURES:
Funding Sources				Participating Agencies		Professional Services \$ -
	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying
CPG, K19258	\$ 97,437	\$ 34,235		\$ 131,672		Equipment Purchases
CPG, K19071				-		Travel / Education
Local / Fund Bal	7,718	2,712	2,000	12,431		Printing
				-		Public Involvement
				-		Meeting Support
				-		Other
Total:	\$ 105,155	\$ 36,947		\$ 144,103		Total Direct Cost: \$ 2,000
						820 Total Cost: \$ 144,103

T:\Operations\Accounting & Reporting\UPWP\FY2020draft\Program Worksheets

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					
Key Elements					
Maintain and update traffic count database					Ongoing
Maintain the structure and integrity of the regional travel demand model for air quality conformity and use in the Transportation Economic Development Impact System (TREDIS)					Ongoing
Provide travel demand modeling assistance to support member agency needs and special projects					Ongoing
Maintain the input and output files for air quality conformity process and model (MOVES) and conduct conformity for regional TIP and/or long-range transportation plan					Apr - Jul
Provide project and program evaluations using TREDIS for grant applications and ITD's Safety and Capacity Program					Oct - Aug
Reconcile demographic data and integrate in the current and forecast years of the regional model					Mar - May
2050 Plan Technical Support					
Provide technical and modeling support as needed for the early phases of the 2050 Plan.					Ongoing
Special Tasks and Model Improvements					
Implement updated TAZ structure, additional collectors, and update the entire model structure for the 2050 Plan					Oct - Jan
Run preliminary models using the new TAZs, collectors, 2050 horizon year, etc. to identify issues.					Jan - Mar
Implement feedback loop version of the regional travel demand model					Oct - Jan
Document mode choice model refinements as addendums to the completed calibration report					Oct - Mar
Provide modeling and technical assistance to ACHD CIP update					Ongoing
Provide technical analysis on member agency requests vetted through RTAC					Ongoing
Provide modeling and technical assistance to ITD's corridor and environmental studies					Ongoing
Provide technical analysis on unexpected member agency requests					Ongoing
Maintain the data foundation system and continue to incorporate into other data sources					Ongoing
LEAD STAFF: Mary Ann Waldinger					
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					Expense Summary
					Total Workdays: 102
					Salary \$ 49,696
					Fringe 21,996
					Overhead 7,543
					Total Labor Cost: \$ 79,235
ESTIMATED DATE OF COMPLETION: September-2020					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
CPG, K19258	\$ 39,530	\$ 13,889		\$ 53,419	Highway Districts
CPG, K19071				-	Member Agencies
STP-TMA, K19060			20,000	20,000	Federal Highways Administration
				-	Idaho Transportation Department
				-	Valley Regional Transit
Local / Fund Bal	4,304	1,512	25,200	31,016	Department of Environmental Quality
				-	
Total:	\$ 43,834	\$ 15,401	\$ 45,200	\$ 104,435	
					Total Direct Cost: \$ 25,200
					836 Total Cost: \$ 104,435

T:\Operations\Accounting & Reporting\UPWP\FY2020draft\Program Worksheets

PROGRAM NO.	838	CLASSIFICATION:	System Maintenance
TITLE:	Technical Support: 2020/21 Travel Data Survey (key no. 19303)		
TASK / PROJECT DESCRIPTION:	Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. Travel survey data are used to update various inputs and parameters necessary to facilitate the calibration and validation of the regional travel demand model. The data are also used to support other planning activities that benefit from high quality local data not available from any other source.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The model outputs are used to test and plan transportation projects, support Ada County Highway District's impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review proposed developments and traffic impact studies, provide area of influence, and respond to various special member requests.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.322 -- Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."		

FY2019 BENCHMARKS **MILESTONES / PRODUCTS**

Key Elements	
<ul style="list-style-type: none"> Develop request for qualifications/proposals Release RFP/P Review submittals Select consultant Negotiate contract Review scope of work, survey methods, survey questions, etc Conduct "pilot" survey data collection Identify issues, make necessary refinements to the survey, methodology and / or questions Project management of the Travel Survey Data Collection project 	Mar - Apr Apr May May May-Jun Jun - Jul Aug - Sept Aug - Sept Ongoing

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: 20																														
	Salary \$ 9,744																														
	Fringe 4,313																														
	Overhead 1,479																														
	Total Labor Cost: \$ 15,536																														
ESTIMATED DATE OF COMPLETION: September-2020	DIRECT EXPENDITURES:																														
Funding Sources	Participating Agencies																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Ada</th> <th style="text-align: center;">Canyon</th> <th style="text-align: center;">Special</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>CPG, K19258</td> <td style="text-align: right;">\$ 10,653</td> <td style="text-align: right;">\$ 3,743</td> <td></td> <td style="text-align: right;">\$ 14,396</td> </tr> <tr> <td>CPG, K19071</td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> </tr> <tr> <td>STP-TMA, K19303</td> <td></td> <td></td> <td style="text-align: right;">138,990</td> <td style="text-align: right;">138,990</td> </tr> <tr> <td>Local / Fund Bal</td> <td style="text-align: right;">8,991</td> <td style="text-align: right;">3,159</td> <td></td> <td style="text-align: right;">12,150</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$ 19,644</td> <td style="text-align: right;">\$ 6,902</td> <td style="text-align: right;">\$ 138,990</td> <td style="text-align: right;">\$ 165,536</td> </tr> </tbody> </table>		Ada	Canyon	Special	Total	CPG, K19258	\$ 10,653	\$ 3,743		\$ 14,396	CPG, K19071				-	STP-TMA, K19303			138,990	138,990	Local / Fund Bal	8,991	3,159		12,150	Total:	\$ 19,644	\$ 6,902	\$ 138,990	\$ 165,536	Highway Districts Member Agencies Federal Highways Administration Idaho Transportation Department Valley Regional Transit Department of Environmental Quality
	Ada	Canyon	Special	Total																											
CPG, K19258	\$ 10,653	\$ 3,743		\$ 14,396																											
CPG, K19071				-																											
STP-TMA, K19303			138,990	138,990																											
Local / Fund Bal	8,991	3,159		12,150																											
Total:	\$ 19,644	\$ 6,902	\$ 138,990	\$ 165,536																											
	Professional Services \$ 150,000																														
	Legal / Lobbying																														
	Equipment Purchases																														
	Travel / Education																														
	Printing																														
	Public Involvement																														
	Meeting Support																														
	Other																														
	Total Direct Cost: \$ 150,000																														
	838 Total Cost: \$ 165,536																														

T:\Operations\Accounting & Reporting\UPWP\FY2020draft\Program Worksheets

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**

Congestion Management and Travel Time Data		
Complete the Congestion Management Annual (CMA) report using the National Performance Measure Research Data Set (NPMRDS) for 2019 Complete the new Congestion Management Plan (CMP)		Jan-Mar Dec
NPMRDS Travel Time Data and Process		Ongoing
Develop a reference table to link the NPMRDS travel time data to the COMPASS unique ID (PMID) system Set up a process to match accident log data (from State Comm or ACHD) to the crash data and NPMRDS travel time data to evaluate system performance, recovery times and non-reoccurring congestion Set up a process to evaluate the impact of major roadway projects - under construction or completed to integrate into the CMA report per the new CMP Refine the process to calculate average speed using the NPMRDS data and consider using it for input speeds in the mode (supports travel demand model)		
Transportation System Management and Ops (TSMO) and ITS Plan Update		
Complete the regional 2019 ITS inventory Accept the final TSMO and ITS Plan Project management of TSMO-ITS Plan update Refine the integration of management and operation strategies and TSMO projects into the long range plan (2050 plan) Project management of the I-84 Corridor Operations Study (start in summer 2020 extend into FY21)		Feb-Apr Dec Oct-Dec Ongoing Aug-Oct

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: 85	
		Salary	\$ 41,413
		Fringe	18,330
		Overhead	6,286
		Total Labor Cost:	\$ 66,029
ESTIMATED DATE OF COMPLETION: September-2020		DIRECT EXPENDITURES:	
Funding Sources		Participating Agencies	
	Ada	Canyon	Special
CPG, K19258	\$ 45,275	\$ 15,907	\$ 61,182
CPG, K19071			-
STP-TMA, K18694			-
Local / Fund Bal	3,587	1,260	14,000
			18,847
Total:	\$ 48,862	\$ 17,167	\$ 14,000
			\$ 80,029
		Total Direct Cost:	\$ 14,000
		842 Total Cost:	\$ 80,029

T:\Operations\Accounting & Reporting\UPWP\FY2020draft\Program Worksheets

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**

<p>Provide GIS Data Maintenance and Support for COMPASS Projects. Data analysis, and maintenance for performance reporting and other planning needs Enterprise database creation Data integration GIS Technology 2020 Census (new construction program and BAS)</p> <p>GIS Cooperation Continue participation in the Canyon Spatial Data Cooperative (SDC) and Ada County Special Interest Group (SIG) meetings</p> <p>Regional Geographic Advisory Committee Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data</p> <p>Regional Data Center Expand and maintain authoritative regional GIS data COMPASS staff will conduct data accuracy checks and metadata on regional data sets</p> <p>FY20 CIM 2040 2.0 GIS Data and Mapping Support (55 workdays) Roadways: pavement scoring Freight: identify needs and integrate into scenarios Active Transportation: maintain and update the regional bike/ped pathway plan Public Transportation: develop 2050 PT and fixed guideway system GIS layers, assist with first/last mile analysis and data needs</p> <p>TIP Provide ongoing support</p> <p>Orthophotography Provide orthophotography data to private sector as needed Continue to plan for future orthophotography acquisition and funding</p> <p>FY 20 Member Requests Update and maintain the planning functional classification GIS layers and map (10 workdays) Update Boise State Student All Hazards map (8 workdays)</p>	<p>Ongoing</p> <p>Quarterly/as needed</p> <p>Quarterly/as needed</p> <p>Ongoing</p> <p>Nov - Feb As Needed Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
---	---

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: 462	
Salary \$ 177,244 Fringe 78,448 Overhead 26,903 Total Labor Cost: \$ 282,595	

ESTIMATED DATE OF COMPLETION: September-2020					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	Professional Services \$ 125,000
	Ada	Canyon	Special	Total	Legal / Lobbying
CPG, K19258	\$ 64,328	\$ 23,866		\$ 88,194	Equipment Purchases 42,000
CPG, K19071				-	Travel / Education
STP-TMA, K19060			96,705	96,705	Printing
Ortho Pre-Paid			83,333	83,333	Public Involvement
Local / Fund Bal	15,349	5,393	243,954	264,697	Meeting Support
				-	Other
Total:	\$ 79,677	\$ 29,259	\$ 423,992	\$532,928	Carry-Forward \$ 83,333
					Total Direct Cost: \$ 250,333
					860 Total Cost: \$ 532,928

T:\Operations\Accounting & Reporting\UPWP\FY2020draft\Program Worksheets

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: Meq Larsen					Expense Summary	
END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.					Total Workdays:	0
					Salary	\$ -
					Fringe	-
					Overhead	-
ESTIMATED DATE OF COMPLETION: September-2020					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies Professional Services - Legal / Lobbying \$ 17,000 Equipment Purchases 40,100 Travel / Education 1,600 Printing Public Involvement Meeting Support 7,000 Other 10,000 Total Direct Cost: \$ 75,700	
			\$ -			
Other			24,000	24,000		
Local / Fund Bal			51,700	51,700		
Total:	\$ -	\$ -	\$ 75,700	\$ 75,700		
					990	Total Cost: \$ 75,700

T:\Operations\Accounting & Reporting\UPWP\FY2020draft\Program Worksheets

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						
General Administration Review standing agreements Conduct appropriate procurement processes and prepare contracts, as needed Update COMPASS operational policies as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2020 benefit options Financial Management Close FY2019 financial records and begin FY2020 Provide annual audit support and complete financial reports Complete COMPASS annual Audit Report Prepare and distribute year-end payroll reports Complete budget variance information and report to the Finance Committee quarterly. Maintain inventory of furniture, equipment, hardware and software Information Technology Manage Information Technology consultant and coordinate work efforts Prioritize needs, analyze costs, make recommendations and implement system improvements Coordinate with staff to configure equipment and software to meet the needs of each position Maintain security and integrity of IT systems, and perform appropriate back ups Coordinate systems with member agencies					Aug As needed As needed Ongoing Ongoing As needed Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing Ongoing	
LEAD STAFF: Meg Larsen					Expense Summary	
END PRODUCT: An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.					Total Workdays: 890 Salary \$ - Fringe - Overhead - Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION: September-2020					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
				\$ -	Idaho Transportation Department	
				-		
				-		
Total:	\$ -	\$ -		\$ -		
					Total Direct Cost: \$ - 991 Total Cost: \$ -	

T:\Operations\Accounting & Reporting\UPWP\FY2020draft\Program Worksheets

FINANCE COMMITTEE AGENDA ITEM V-E

Date: AUGUST 8, 2019

Topic: Procurement Policy Update

Request/Recommendation:

COMPASS staff seeks recommendation of the updates to the Procurement section of the Financial Policy and Procedures for COMPASS Board approval.

Background/Summary:

Procurement standards for local units of government are specified in Idaho Code Title 67, Chapter 28. COMPASS has followed these standards in its approved Procurement Policy.

The Code of Federal Regulations (CFR) Section 200.320 specifies the procurement standards for recipients of federal grants. Entities are required to have a policy in place reflecting these standards as of the end of this fiscal year.

Staff has proposed updates to the Procurement section of the COMPASS Financial Policy and Procedures to comply with the requirement. The updated policy reflects both the standards from the CFR and the Idaho Code, using the more restrictive standards in situations where the two sets of standards do not align.

In almost all procurement situations, COMPASS uses a Request for Proposal process that involves selecting consultants based on qualitative factors as well as price. COMPASS does very few procurements that do not fall under this process. The most substantive change to the policy is that an RFP process will be required for awards over \$10,000, rather than awards over \$25,000. This corresponds to the Small Acquisition Threshold in the CFR, which is amounts over \$10,000 but under \$250,000.

It is important to note that COMPASS often conducted an RFP process for awards under \$25,000 as permitted, but not required, under the previous policy. The update to the policy merely makes this typical practice a requirement.

Implication (policy and/or financial):

In order to comply with audit standards and avoid audit findings, COMPASS needs to update its Procurement Policy to reflect the CFR standards.

More Information:

- 1) Attachments: Procurement Policy Draft Clean
Procurement Policy Draft Redline
- 2) For detailed information contact: Meg Larsen at 208-475-2228
or mlarsen@compassidaho.org.

T:\FY19\900 Operations\Finance\FY2019 Packets\08-08-2019 Meeting\V.B. Q3 Var\V. A.1. Var Report Memo 06-30-19.docx

SECTION II: PROCUREMENT POLICY

Idaho Code Title 67, Chapter 28 specifies the procurement law that applies to local governments including cities, counties, and highway districts. The Code of Federal Regulations, Part 200 specifies the procurement procedures under federal awards.

The COMPASS Procurement Policy incorporates both the Idaho Code and CFR requirements, using the more restrictive requirements wherever the requirements diverge. The specific procurement steps are described below.

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

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

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

The steps for procurement are as follows:

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

Purchases under \$10,000

Purchases less than \$10,000 are considered micro-purchases. A bidding process may be used, but is not required for, purchases under \$10,000. To the extent possible, COMPASS will distribute such purchases equitably among qualified suppliers.

Purchases of services where the total value of the contract is less than \$10,000 do not require a professional services agreement or contract. A letter agreement may be used, but is not required for, purchases of services under \$10,000.

Purchase of services or property valued at more than \$10,000 where price is not the sole determining factor in vendor selection

COMPASS will use a request for proposal (RFP) process for the procurement of services or property when fixed specifications might preclude the discovery of a cost-effective solution, a specific problem is amenable to several solutions and/or price is not the sole determining factor for selection.

Factors that may be considered in the evaluation of vendors in a request for proposal process include, but are not limited to:

- 1) An innovative solution that is offered
- 2) Unique product feature
- 3) Price
- 4) Vendor experience in the market
- 5) Financial stability of a vendor

- 6) Differences among vendors in their ability to perform contract requirements in a timely or efficient manner
- 7) Ability to meet product specifications
- 8) Product quality
- 9) Product performance records
- 10) Past performance by a vendor
- 11) Future product maintenance or service requirements
- 12) Product warranties

The request for proposal will include the following, at a minimum:

- 1) Instructions of the process
- 2) Scope of work for the services or property contemplated
- 3) Selection criteria
- 4) Contract terms
- 5) Scoring methodology apply relative weights to factors considered
 - a. Price must always be included as one of the factors considered

For awards of more than \$100,000, COMPASS will prepare an independent cost estimate prior to the issuance of the solicitation.

Proposals must be solicited from an adequate number of qualified sources. COMPASS will advertise the request. Minority businesses, women's business enterprises, and labor surplus area firms appropriate to the RFP will be identified from the Idaho Transportation Department's (ITD) database of Disadvantaged Business Enterprises (DBE) and invited to submit proposals.

Proposals will be scored by a minimum of two individuals, one of whom will be the program manager. Additional individuals may be included on the scoring team, as identified by the program manager. These individuals may be from COMPASS or from other entities, provided no conflicts of interest exist as described in Idaho Code Title 67, Chapter 28. Proposals are ranked based on the selection criteria and scoring methodology published in the RFP. The Executive Director approves the ranking of the proposals.

The program manager or the Executive Director will negotiate the agreement with the highest ranked proposer. If unable to negotiate a satisfactory agreement, the program manager or Executive Director will move to negotiations with the next-highest-ranked proposer.

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

Purchases of services or property valued at less than \$100,000 but more than \$10,000 where vendor selection is based solely on price.

Purchases of more than \$10,000 but less than \$100,000 fall under the Simple Acquisition Threshold. Program managers must request written informal bids from at least three vendors for purchases of services (such as janitorial services) or property (such as vehicles or equipment) valued at less than \$100,000 but more than \$10,000, when the award is made based on price. Efforts to obtain at least three bids must be documented.

The request for bids should include:

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

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

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

Purchases of services or property valued at more than \$100,000 where vendor selection is based solely on price.

Purchases of property or services where the total purchase amount or value of the contract is more than \$100,000 require a competitive sealed bid process when vendor selection is based solely on price. COMPASS may use a request for proposal process for purchases of property or services valued at more than \$100,000 as described above, when fixed specifications might preclude the discovery of a cost-effective solution, a specific problem is amenable to several solutions, and/or price is not the sole determining factor for selection.

For awards of more than \$100,000, COMPASS will prepare an independent cost estimate prior to the issuance of the solicitation.

Bids must be solicited from an adequate number of qualified sources. COMPASS will advertise the request. Minority businesses, women's business enterprises, and labor surplus area firms appropriate to the RFP will be identified from the Idaho Transportation Department's (ITD) database of Disadvantaged Business Enterprises (DBE) and invited to submit proposals.

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

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

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

The program manager or the Executive Director may approve the winning bid when a competitive bid process was conducted, provided that the lowest bidder is selected. The Director of Operations prepares the contract with the lowest bidder for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency. Contracts for awards greater than \$100,000 will be fixed price contracts.

If COMPASS chooses to award a bidder other than the lowest bidder in a competitive bid process, the bids are presented to the Board and the Board selects the winning bidder. If the Board chooses a bidder other than the lowest bidder, the Board must document the

reasons for the selection, the record must reflect the reasons for selection of a bidder other than the lowest bidder, and those reasons must be communicated to all bidders.

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

Purchases of services or property valued at more than \$10,000 by non-competitive proposals

In rare instances, COMPASS may purchase services or property valued at more than \$10,000 under non-competitive proposals. Non-competitive proposals may be used only when one or more of the following conditions apply:

- 1) The item is available only from a single source.
- 2) There is an emergency requirement that does not permit the delay that would result from a competitive process.
- 3) The federal awarding agency has expressly authorized a non-competitive proposal in response to a written request from COMPASS.
- 4) After soliciting a number of sources for proposals, competition is determined to be inadequate.

Compliance with the applicable conditions supporting non-competitive proposals must be clearly documented in the contract records.

SECTION II: PROCUREMENT POLICY

Idaho Code Title 67, Chapter 28 specifies the procurement law that applies to local governments including cities, counties, and highway districts. The Code of Federal Regulations, Part 200 specifies the procurement procedures under federal awards.

The COMPASS Procurement Policy incorporates both the Idaho Code and CFR requirements, using the more restrictive requirements wherever the requirements diverge. ~~follows the procurement law specified in Idaho Code Title 67, Chapter 28 for its purchasing.~~ The specific procurement steps are described below.

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

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

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

The steps for procurement are as follows:

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

Purchases under \$10,000

Purchases less than \$10,000 are considered micro-purchases. A bidding process may be used, but is not required for, purchases under \$10,000. To the extent possible, COMPASS will distribute such purchases equitably among qualified suppliers.

Purchases of services where the total value of the contract is less than \$10,000 do not require a professional services agreement or contract. A letter agreement may be used, but is not required for, purchases of services under \$10,000.

Purchases exempt from competitive bidding

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

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

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

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

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

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

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

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

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

Purchase of services or property valued at more than \$10,000 where price is not the sole determining factor in vendor selection

COMPASS will use a request for proposal (RFP) process for the procurement of services or property when fixed specifications might preclude the discovery of a cost-effective solution, a specific problem is amenable to several solutions and/or price is not the sole determining factor for selection.

Factors that may be considered in the evaluation of vendors in a request for proposal process include, but are not limited to:

- 1) An innovative solution that is offered
- 2) Unique product feature
- 3) Price
- 4) Vendor experience in the market
- 5) Financial stability of a vendor
- 6) Differences among vendors in their ability to perform contract requirements in a timely or efficient manner
- 7) Ability to meet product specifications
- 8) Product quality
- 9) Product performance records
- 10) Past performance by a vendor
- 11) Future product maintenance or service requirements
- 12) Product warranties

The request for proposal will include the following, at a minimum:

- 1) Instructions of the process
- 2) Scope of work for the services or property contemplated
- 3) Selection criteria
- 4) Contract terms
- 5) Scoring methodology apply relative weights to factors considered
 - a. Price must always be included as one of the factors considered

For awards of more than \$100,000, COMPASS will prepare an independent cost estimate prior to the issuance of the solicitation.

Proposals must be solicited from an adequate number of qualified sources. COMPASS will advertise the request. Minority businesses, women's business enterprises, and labor surplus area firms appropriate to the RFP will be identified from the Idaho Transportation Department's (ITD) database of Disadvantaged Business Enterprises (DBE) and invited to submit proposals.

Proposals will be scored by a minimum of two individuals, one of whom will be the program manager. Additional individuals may be included on the scoring team, as identified by the program manager. These individuals may be from COMPASS or from other entities, provided no conflicts of interest exist as described in Idaho Code Title 67, Chapter 28. Proposals are ranked based on the selection criteria and scoring methodology published in the RFP. The Executive Director approves the ranking of the proposals.

The program manager or the Executive Director will negotiate the agreement with the highest ranked proposer. If unable to negotiate a satisfactory agreement, the program manager or Executive Director will move to negotiations with the next-highest-ranked proposer.

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

Purchases of services or property valued at less than \$100,000 but more than \$510,000 where vendor selection is based solely on price.

Purchases of more than \$10,000 but less than \$100,000 fall under the Simple Acquisition Threshold. Program managers must request written informal bids from at least three vendors for purchases of services (such as janitorial services) or property (such as vehicles or equipment) valued at less than \$100,000 but more than \$510,000, when the award is made based on price. Efforts to obtain at least three bids must be documented.

The request for bids should include:

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

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

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

Purchases of ~~property or services~~services or property valued at more than \$100,000 where vendor selection is based solely on price.

~~Purchases of property or services where the total purchase amount or value of the contract is more than \$100,000 require a competitive sealed bid process when vendor selection is based solely on price. COMPASS may use a request for proposal process for purchases of property or services valued at more than \$100,000 as an alternative to the competitive sealed bid process in certain circumstances, as described in Idaho Code 67-2806A. These circumstances include matters in which described above, when:~~

- ~~• Fixed specifications might preclude the discovery of a cost-effective solution.~~
- ~~• A specific problem is amenable to several solutions, and/or~~
- Price is not the sole determining factor for selection

For awards of more than \$100,000, COMPASS will prepare an independent cost estimate prior to the issuance of the solicitation.

Bids must be solicited from an adequate number of qualified sources. COMPASS will advertise the request. Minority businesses, women's business enterprises, and labor surplus area firms appropriate to the RFP will be identified from the Idaho Transportation Department's (ITD) database of Disadvantaged Business Enterprises (DBE) and invited to submit proposals.

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

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

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

The program manager or the Executive Director may approve the winning bid when a competitive bid process was conducted, provided that the lowest bidder is selected. The Director of Operations prepares the contract with the lowest bidder for the Executive Director's signature. The Board has delegated authority to the Executive Director to sign contracts on behalf of the agency. Contracts for awards greater than \$100,000 will be fixed price contracts.

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

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

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

Purchases of services or property valued at more than \$10,000 by non-competitive proposals

In rare instances, COMPASS may purchase services or property valued at more than \$10,000 under non-competitive proposals. Non-competitive proposals may be used only when one or more of the following conditions apply:

- 1) The item is available only from a single source.
- 2) There is an emergency requirement that does not permit the delay that would result from a competitive process.
- 3) The federal awarding agency has expressly authorized a non-competitive proposal in response to a written request from COMPASS.
- 4) After soliciting a number of sources for proposals, competition is determined to be inadequate.

Compliance with the applicable conditions supporting non-competitive proposals must be clearly documented in the contract records.