

**FINANCE COMMITTEE MEETING
MARCH 16, 2017 — 12:00 P.M.
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO**

**** AGENDA ****

I. CALL TO ORDER (12:00)

II. AGENDA ADDITIONS/CHANGES

III. OPEN DISCUSSION/ANNOUNCEMENTS

IV. CONSENT AGENDA

Page 2 *A. Approve December 15, 2016, Finance Committee Meeting Minutes

V. INFORMATION/DISCUSSION ITEMS

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

Page 12 *B. Discuss Five Year Revenue and Expense Projections

VI. ACTION ITEMS

A. Elect Finance Committee Vice-Chair

Page 15 *B. Approve Variance Report: October 1, 2016 – December 31, 2016

Page 21 *C. Recommend COMPASS Board Approval of the FY2018 General and Special Membership Dues

Page 24 *D. Recommend COMPASS Board Approval of Revision 2 of the FY2017 Unified Planning Work Program and Budget

VII. OTHER

VIII. ADJOURNMENT

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

ITEM IV-A

**FINANCE COMMITTEE MEETING
DECEMBER 15, 2016
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

- ATTENDEES:** John Evans, Mayor, City of Garden City
Bob Henry, Mayor, City of Nampa, **Chair**
John McEvoy, Commissioner, Canyon Highway District #4
Garret Nancolas, Mayor, City of Caldwell
Steve Rule, Commissioner, for Craig Hanson, Commissioner, Canyon County
- MEMBERS ABSENT:** Rebecca Arnold, Commissioner, Ada County Highway District, **Vice Chair**
Rick Yzaguirre, Commissioner, Ada County
- OTHERS PRESENT:** Nancy Brecks, Community Planning Association
Keith Holmes, Community Planning Association
Megan Larsen, Community Planning Association
Amy Luft, Community Planning Association
Sabrina Minshall, Community Planning Association
Matt Stoll, Community Planning Association

CALL TO ORDER:

Chair Bob Henry called the meeting to order at 12:05 pm.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

General announcements were made.

CONSENT AGENDA

A. Approve December 1, 2016, Finance Committee Meeting Minutes

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

INFORMATION/DISCUSSION ITEM

A. Review Report of Disbursements made in the Reporting Period

Megan Larsen noted the Report of Disbursements for accounts payable issued November 10 – December 6, 2016, is provided for information.

ACTION ITEMS

A. Approve Draft Fiscal Year 2016 Audit

John Tyree, Harris & Co., presented the draft Fiscal Year 2016 audit for approval. Josh stated no reportable conditions or material weaknesses were identified.

After discussion, **John McEvoy moved and John Evans seconded approval of the draft Fiscal Year 2016 audit as presented. Motion passed unanimously.**

B. Establish 2017 Finance Committee Meeting Dates

Megan Larsen presented 2017 Finance Committee meeting dates.

After discussion, **John Evans moved and Garret Nancolas seconded approval of the 2017 Finance Committee meeting dates as presented. Motion passed unanimously.**

OTHER

Next Meeting: March 16, 2017

ADJOURNMENT

Chair Henry adjourned the meeting at 12:35 p.m.

Dated this 16th day of March 2017.

Approved:

**By: _____
Elaine Clegg, Chair**

Attest:

**By: _____
Vice Chair**

Payment History Report
Sorted By Vendor Name
Activity From: 12/7/2016 to 3/3/2017

Community Planning Association (CPA)

Bank Code	Description/ Invoice Number	Invoice Date	Check Number	Discount Amount	Check Date	Invoice Amount	Check Amount	Check Type
Vendor Number: ABCSTA ABC STAMP COMPANY								
A	ICCU - Checking 0498110	12/1/2016	E00121	0.00	12/19/2016	23.19	98.93	Electronic Payment
	0498395	12/8/2016		0.00		52.55		
	0498506	12/12/2016		0.00		23.19		
A	ICCU - Checking 0498595	12/14/2016	E00129	0.00	1/5/2017	23.19	23.19	Electronic Payment
A	ICCU - Checking 0499597	1/13/2017	E00136	0.00	1/20/2017	23.19	23.19	Electronic Payment
A	ICCU - Checking 0500123	1/27/2017	E00141	0.00	2/3/2017	23.19	23.19	Electronic Payment
Vendor ABC STAMP COMPANY Total:							<u>168.50</u>	
Vendor Number: ACHDCOM ACHD Commuteride								
A	ICCU - Checking 201702	1/11/2017	005715	0.00	1/20/2017	1,000.00	1,000.00	Auto
Vendor ACHD Commuteride Total:							<u>1,000.00</u>	
Vendor Number: ADALAN ADA COUNTY ASSESSOR								
A	ICCU - Checking 01/03/2017	1/3/2017	005716	0.00	1/20/2017	1,200.00	1,200.00	Auto
Vendor ADA COUNTY ASSESSOR Total:							<u>1,200.00</u>	
Vendor Number: AGENCY AGENCY PRESS								
A	ICCU - Checking 16024	12/15/2016	E00130	0.00	1/5/2017	4,865.00	4,865.00	Electronic Payment
Vendor AGENCY PRESS Total:							<u>4,865.00</u>	
Vendor Number: ASSIDC ASSOCIATION OF IDAHO CITIES								
A	ICCU - Checking 7104	12/15/2016	005693	0.00	12/20/2016	400.00	400.00	Auto
Vendor ASSOCIATION OF IDAHO CITIES Total:							<u>400.00</u>	
Vendor Number: AMPO ASSOCIATION OF METROPOLITAN								
A	ICCU - Checking 2017-34	1/1/2017	005717	0.00	1/20/2017	2,098.10	2,098.10	Auto
Vendor ASSOCIATION OF METROPOLITAN Total:							<u>2,098.10</u>	
Vendor Number: BOICHA BOISE AREA CHAMBER OF COMMERCE								
A	ICCU - Checking 5770438	12/8/2016	E00122	0.00	12/19/2016	650.00	650.00	Electronic Payment
Vendor BOISE AREA CHAMBER OF COMMERCE Total:							<u>650.00</u>	
Vendor Number: ZBOIMUN Boise Municipal Health Care								
A	ICCU - Checking COM1216	12/31/2016	E00135	0.00	1/5/2017	20,840.36	20,840.36	Electronic Payment
A	ICCU - Checking COM0117	1/31/2017	E00147	0.00	2/3/2017	21,615.37	21,615.37	Electronic Payment
Vendor Boise Municipal Health Care Total:							<u>42,455.73</u>	
Vendor Number: BSUAR BOISE STATE UNIVERSITY								
A	ICCU - Checking V0005271	2/10/2017	005738	0.00	2/17/2017	550.00	550.00	Auto
Vendor BOISE STATE UNIVERSITY Total:							<u>550.00</u>	
Vendor Number: BONBLU BONNEVILLE BLUE PRINT SUPPLY								
A	ICCU - Checking 6151 /2	1/24/2017	E00142	0.00	2/3/2017	118.22	118.22	Electronic Payment
Vendor BONNEVILLE BLUE PRINT SUPPLY Total:							<u>118.22</u>	
Vendor Number: CATALYS Catalyst Incorporated								
A	ICCU - Checking 8279	2/8/2017	E00148	0.00	2/17/2017	8,260.00	8,260.00	Electronic Payment

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Community Planning Association (CPA)

Bank Code	Description/ Invoice Number	Invoice Date	Check Number	Discount Amount	Check Date	Invoice Amount	Check Amount	Check Type
Vendor Catalyst Incorporated Total:							8,260.00	
Vendor Number: CHEVRO CHEVRON & TEXACO UNIVERSAL								
A	ICCU - Checking		005694		12/20/2016		74.17	Auto
	GG899 DEC 2016	12/15/2016		0.00		74.17		
A	ICCU - Checking		005753		2/17/2017		37.83	Auto
	GG899 FEB 2017	2/17/2017		0.00		37.83		
Vendor CHEVRON & TEXACO UNIVERSAL Total:							112.00	
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT								
A	ICCU - Checking		005692		12/20/2016		17.32	Manual
	122016	12/20/2016		0.00		17.32		
A	ICCU - Checking		005713		1/20/2017		17.32	Manual
	012017	1/20/2017		0.00		17.32		
A	ICCU - Checking		005735		2/17/2017		17.32	Manual
	021717	2/17/2017		0.00		17.32		
Vendor COLONIAL LIFE & ACCIDENT Total:							51.96	
Vendor Number: CUMUBOI Cumulus - Boise								
A	ICCU - Checking		005739		2/17/2017		1,909.20	Auto
	2255879	1/31/2017		0.00		577.20		
	2255930	1/31/2017		0.00		444.00		
	2255971	1/31/2017		0.00		666.00		
	2256051	1/31/2017		0.00		222.00		
Vendor Cumulus - Boise Total:							1,909.20	
Vendor Number: DUANE W Duane Wakan								
A	ICCU - Checking		E00143		2/3/2017		42.82	Electronic Payment
	JANUARY 30, 2017	1/30/2017		0.00		42.82		
Vendor Duane Wakan Total:							42.82	
Vendor Number: ECOCOUN Eco Counter								
A	ICCU - Checking		E00123		12/19/2016		16,095.00	Electronic Payment
	70466	12/7/2016		0.00		16,095.00		
Vendor Eco Counter Total:							16,095.00	
Vendor Number: ECONOM ECONOMIC DEV. RESEARCH GRP								
A	ICCU - Checking		E00131		1/5/2017		22,022.14	Electronic Payment
	636-09	12/14/2016		0.00		22,022.14		
A	ICCU - Checking		E00138		1/20/2017		8,000.00	Electronic Payment
	702-01REV	12/31/2016		0.00		8,000.00		
A	ICCU - Checking		E00154		3/3/2017		7,533.51	Electronic Payment
	636-10	1/18/2017		0.00		7,533.51		
Vendor ECONOMIC DEV. RESEARCH GRP Total:							37,555.65	
Vendor Number: EIDEBA EideBailly								
A	ICCU - Checking		005718		1/20/2017		77.50	Auto
	E100455872	12/27/2016		0.00		77.50		
Vendor EideBailly Total:							77.50	
Vendor Number: INTEGR Electric Lightwave								
A	ICCU - Checking		005699		12/20/2016		865.15	Auto
	877116 DEC 2016	12/1/2016		0.00		865.15		
A	ICCU - Checking		005723		1/20/2017		868.74	Auto
	14368179	1/1/2017		0.00		868.74		
A	ICCU - Checking		005742		2/17/2017		865.01	Auto
	14428468	2/1/2017		0.00		865.01		
Vendor Electric Lightwave Total:							2,598.90	
Vendor Number: ENPOSAL EnPointe Tech. Sales, LLC								
A	ICCU - Checking		005707		1/5/2017		814.52	Auto
	93121121	12/29/2016		0.00		814.52		
Vendor EnPointe Tech. Sales, LLC Total:							814.52	

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Community Planning Association (CPA)

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Vendor Number: ADOLF ERIC ADOLFSON								
A	ICCU - Checking JANUARY 12, 2017	1/12/2017	E00137	0.00	1/20/2017	1,459.45	1,459.45	Electronic Payment
							Vendor ERIC ADOLFSON Total:	1,459.45
Vendor Number: FLEXTE FLEXTECHS, LLC								
A	ICCU - Checking 7126	11/30/2016	E00124	0.00	12/19/2016	85.00	85.00	Electronic Payment
A	ICCU - Checking 7202	12/19/2016	E00132	0.00	1/5/2017	429.56	812.78	Electronic Payment
	7229	12/28/2016		0.00		383.22		
A	ICCU - Checking 7230	12/31/2016	E00139	0.00	1/20/2017	935.00	1,809.71	Electronic Payment
	7339	12/31/2016		0.00		42.50		
	7363	1/16/2017		0.00		832.21		
A	ICCU - Checking 7390	1/31/2017	E00149	0.00	2/17/2017	1,105.00	1,402.50	Electronic Payment
	7463	1/31/2017		0.00		297.50		
A	ICCU - Checking 7580	2/28/2017	E00155	0.00	3/3/2017	1,445.00	1,445.00	Electronic Payment
							Vendor FLEXTECHS, LLC Total:	5,554.99
Vendor Number: NANCOLA Garret Nancolas								
A	ICCU - Checking 02/28/17	2/22/2017	005757	0.00	3/3/2017	1,214.95	1,214.95	Auto
							Vendor Garret Nancolas Total:	1,214.95
Vendor Number: HARRIS HARRIS & CO.								
A	ICCU - Checking 25953	11/30/2016	005695	0.00	12/20/2016	14,000.00	14,000.00	Auto
							Vendor HARRIS & CO. Total:	14,000.00
Vendor Number: ZHARTF HARTFORD								
A	ICCU - Checking 010517	1/5/2017	005706	0.00	1/5/2017	1,202.55	1,202.55	Manual
A	ICCU - Checking 012017	1/20/2017	005714	0.00	1/20/2017	600.14	600.14	Manual
A	ICCU - Checking 021717	2/17/2017	005736	0.00	2/17/2017	609.32	609.32	Manual
							Vendor HARTFORD Total:	2,412.01
Vendor Number: HAWLEY HAWLEY TROXELL ENNIS & HAWLEY								
A	ICCU - Checking 314698	12/12/2016	005696	0.00	12/20/2016	1,174.00	1,174.00	Auto
A	ICCU - Checking 314697	12/12/2016	005719	0.00	1/20/2017	20.00	360.00	Auto
	315616	1/12/2017		0.00		340.00		
A	ICCU - Checking 316995	2/23/2017	005754	0.00	3/3/2017	193.50	193.50	Auto
							Vendor HAWLEY TROXELL ENNIS & HAWLEY Total:	1,727.50
Vendor Number: HUGOS HUGO'S DELI								
A	ICCU - Checking 1612010002	12/1/2016	E00125	0.00	12/19/2016	69.47	69.47	Electronic Payment
A	ICCU - Checking 1612150001	12/15/2016	E00133	0.00	1/5/2017	95.19	95.19	Electronic Payment
A	ICCU - Checking 1702020001	2/2/2017	E00150	0.00	2/17/2017	62.18	62.18	Electronic Payment
							Vendor HUGO'S DELI Total:	226.84
Vendor Number: HUMANR HUMAN RESOURCES ASSOC OF T. V.								
A	ICCU - Checking		005708		1/5/2017		100.00	Auto

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Community Planning Association (CPA)

Bank Code	Description/ Invoice Number	Invoice Date	Check Number	Discount Amount	Check Date Invoice Amount	Check Amount	Check Type
	00285	12/17/2016		0.00	100.00		
Vendor HUMAN RESOURCES ASSOC OF T. V. Total:						100.00	
Vendor Number: ZIDDOE ID. STATE DEPT. OF EMPLOYMENT							
A	ICCU - Checking 010517	1/5/2017	W00202	0.00	1/5/2017 435.69	435.69	Wire Transfer
Vendor ID. STATE DEPT. OF EMPLOYMENT Total:						435.69	
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION							
A	ICCU - Checking 1112450009 JAN 2017 1639720009 JAN 2017	12/21/2016 12/21/2016	005709	0.00 0.00	1/5/2017 6,807.54 2,360.76	9,168.30	Auto
A	ICCU - Checking 1112450009 FEB 2017 1639720009 FEB 2017	1/21/2017 1/21/2017	005731	0.00 0.00	2/3/2017 7,773.76 432.28	8,206.04	Auto
A	ICCU - Checking 1112450009 MAR 2017 1639720009 MAR 2017	2/21/2017 2/21/2017	005755	0.00 0.00	3/3/2017 5,280.72 1,215.63	6,496.35	Auto
Vendor IDAHO CENTRAL CREDIT UNION Total:						23,870.69	
Vendor Number: IDPOWE IDAHO POWER CO.							
A	ICCU - Checking 2202937708 DEC 2016	12/9/2016	005697	0.00	12/20/2016 582.28	582.28	Auto
A	ICCU - Checking 2202937708 JAN 17	1/11/2017	005720	0.00	1/20/2017 615.62	615.62	Auto
A	ICCU - Checking 2202937708 2016 FEB	2/10/2017	005740	0.00	2/17/2017 572.96	572.96	Auto
Vendor IDAHO POWER CO. Total:						1,770.86	
Vendor Number: IDPRESR Idaho Press Tribune Renewal							
A	ICCU - Checking 3026022 RENEW 2017	12/28/2016	005710	0.00	1/5/2017 182.00	182.00	Auto
Vendor Idaho Press Tribune Renewal Total:						182.00	
Vendor Number: IDPRES IDAHO PRESS-TRIBUNE							
A	ICCU - Checking 1017187 LEGAL AD 12165849	11/17/2016 12/31/2016	005721	0.00 0.00	1/20/2017 142.36 262.08	404.44	Auto
A	ICCU - Checking 1028776 LEGAL	2/2/2017	005756	0.00	3/3/2017 91.86	91.86	Auto
Vendor IDAHO PRESS-TRIBUNE Total:						496.30	
Vendor Number: IDPROEN Idaho Society of Professional Engineers Foundation							
A	ICCU - Checking MARCH 1, 2017	2/13/2017	005741	0.00	2/17/2017 300.00	300.00	Auto
Vendor Idaho Society of Professional Engineers Foundation Total:						300.00	
Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION							
A	ICCU - Checking 122016	12/20/2016	W00198	0.00	12/20/2016 4,224.00	4,224.00	Wire Transfer
A	ICCU - Checking 012017	1/20/2017	W00206	0.00	1/20/2017 4,282.00	4,282.00	Wire Transfer
A	ICCU - Checking 021717	2/17/2017	W00211	0.00	2/17/2017 4,312.00	4,312.00	Wire Transfer
Vendor IDAHO STATE TAX COMMISSION Total:						12,818.00	
Vendor Number: IDSTAT IDAHO STATESMAN							
A	ICCU - Checking 263492 DEC 2016	11/27/2016	005698	0.00	12/20/2016 237.33	237.33	Auto
A	ICCU - Checking 263492 JAN 2017	12/25/2016	005722	0.00	1/20/2017 480.00	480.00	Auto
Vendor IDAHO STATESMAN Total:						717.33	

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Community Planning Association (CPA)

Bank Code	Description/ Invoice Number	Invoice Date	Check Number	Discount Amount	Check Date	Invoice Amount	Check Amount	Check Type
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.								
A	ICCU - Checking 49240330008 DEC 2016	11/30/2016	005700	0.00	12/20/2016	219.61	219.61	Auto
A	ICCU - Checking 49240330008 JAN 17	12/29/2016	005724	0.00	1/20/2017	513.22	513.22	Auto
A	ICCU - Checking 492403300008 FEB 17	1/27/2017	005743	0.00	2/17/2017	552.56	552.56	Auto
Vendor INTERMOUNTAIN GAS CO. Total:							<u>1,285.39</u>	
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE								
A	ICCU - Checking 122016	12/20/2016	W00197	0.00	12/20/2016	12,060.46	12,060.46	Wire Transfer
A	ICCU - Checking 010517	1/5/2017	W00200	0.00	1/5/2017	12,232.17	12,232.17	Wire Transfer
A	ICCU - Checking 012017	1/20/2017	W00204	0.00	1/20/2017	11,804.45	11,804.45	Wire Transfer
A	ICCU - Checking 020317	2/3/2017	W00207	0.00	2/3/2017	12,038.16	12,038.16	Wire Transfer
A	ICCU - Checking 021717	2/17/2017	W00209	0.00	2/17/2017	12,145.01	12,145.01	Wire Transfer
A	ICCU - Checking 030317	3/3/2017	W00212	0.00	3/3/2017	12,006.73	12,006.73	Wire Transfer
Vendor INTERNAL REVENUE SERVICE Total:							<u>72,286.98</u>	
Vendor Number: KRVB KRVB								
A	ICCU - Checking 202176-1	1/29/2017	005744	0.00	2/17/2017	1,230.00	1,230.00	Auto
Vendor KRVB Total:							<u>1,230.00</u>	
Vendor Number: KTHI KTHI								
A	ICCU - Checking 202187-1	1/29/2017	005745	0.00	2/17/2017	740.00	740.00	Auto
Vendor KTHI Total:							<u>740.00</u>	
Vendor Number: ZBYERL M605 - NCPERS IDAHO								
A	ICCU - Checking 122016	12/20/2016	005691	0.00	12/20/2016	48.00	48.00	Manual
A	ICCU - Checking 012017	1/20/2017	005712	0.00	1/20/2017	48.00	48.00	Manual
A	ICCU - Checking 021717	2/17/2017	005734	0.00	2/17/2017	48.00	48.00	Manual
Vendor M605 - NCPERS IDAHO Total:							<u>144.00</u>	
Vendor Number: STOLL MATTHEW STOLL								
A	ICCU - Checking DECEMBER 2016	12/28/2016	E00134	0.00	1/5/2017	77.09	77.09	Electronic Payment
A	ICCU - Checking JANUARY 31, 2017	1/31/2017	E00146	0.00	2/3/2017	77.09	77.09	Electronic Payment
A	ICCU - Checking 02/28/17	2/22/2017	E00157	0.00	3/3/2017	136.28	136.28	Electronic Payment
Vendor MATTHEW STOLL Total:							<u>290.46</u>	
Vendor Number: MCFARLA McFarland Management, LLC								
A	ICCU - Checking 1	1/30/2017	E00151	0.00	2/17/2017	2,900.00	2,900.00	Electronic Payment
A	ICCU - Checking 2	2/24/2017	E00156	0.00	3/3/2017	3,600.00	3,600.00	Electronic Payment
Vendor McFarland Management, LLC Total:							<u>6,500.00</u>	
Vendor Number: PETTY MEGAN LARSEN								
A	ICCU - Checking		005727		1/20/2017	164.29	164.29	Auto

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Community Planning Association (CPA)

Bank Code	Description/ Invoice Number	Invoice Date	Check Number	Discount Amount	Check Date Invoice Amount	Check Amount	Check Type
	JANUARY 20, 2017	1/17/2017		0.00	164.29		
A	ICCU - Checking		005747		2/17/2017	198.32	Auto
	FEBRUARY 17, 2017	2/10/2017		0.00	198.32		
A	ICCU - Checking		005759		3/3/2017	84.26	Auto
	02/28/17	3/1/2017		0.00	84.26		
Vendor MEGAN LARSEN Total:						<u>446.87</u>	
Vendor Number: MERCHA MERIDIAN CHAMBER OF COMMERCE							
A	ICCU - Checking		005711		1/5/2017	275.00	Auto
	6242	12/13/2016		0.00	275.00		
Vendor MERIDIAN CHAMBER OF COMMERCE Total:						<u>275.00</u>	
Vendor Number: NAMPAC NAMPAC CIVIC CENTER							
A	ICCU - Checking		005725		1/20/2017	879.38	Auto
	0414541	12/28/2016		0.00	879.38		
Vendor NAMPAC CIVIC CENTER Total:						<u>879.38</u>	
Vendor Number: NEIGHB NEIGHBORHOOD ALL STARS							
A	ICCU - Checking		E00145		2/3/2017	2,493.75	Electronic Payment
	COMP-0117	1/31/2017		0.00	2,493.75		
Vendor NEIGHBORHOOD ALL STARS Total:						<u>2,493.75</u>	
Vendor Number: MILLER O. CARL MILLER							
A	ICCU - Checking		E00152		2/17/2017	1,139.10	Electronic Payment
	01/17/17	2/13/2017		0.00	1,139.10		
Vendor O. CARL MILLER Total:						<u>1,139.10</u>	
Vendor Number: OFFMAX Office Depot							
A	ICCU - Checking		005732		2/3/2017	632.28	Auto
	897573905001	1/25/2017		0.00	632.28		
A	ICCU - Checking		005746		2/17/2017	176.13	Auto
	900527918001	2/6/2017		0.00	176.13		
A	ICCU - Checking		005758		3/3/2017	449.87	Auto
	909071487001	2/22/2017		0.00	449.87		
Vendor Office Depot Total:						<u>1,258.28</u>	
Vendor Number: OFFMAX OFFICEMAX							
A	ICCU - Checking		005701		12/20/2016	1,060.63	Auto
	593265	12/9/2016		0.00	1,032.35		
	599346	12/12/2016		0.00	28.28		
A	ICCU - Checking		005726		1/20/2017	675.78	Auto
	693150	12/29/2016		0.00	664.63		
	714863	1/4/2017		0.00	11.15		
Vendor OFFICEMAX Total:						<u>1,736.41</u>	
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT							
A	ICCU - Checking		W00199		12/20/2016	10,707.42	Wire Transfer
	122016	12/20/2016		0.00	10,707.42		
A	ICCU - Checking		W00201		1/5/2017	10,977.46	Wire Transfer
	010517	1/5/2017		0.00	10,977.46		
A	ICCU - Checking		W00205		1/20/2017	10,557.86	Wire Transfer
	012017	1/20/2017		0.00	10,557.86		
A	ICCU - Checking		W00208		2/3/2017	10,738.96	Wire Transfer
	020317	2/3/2017		0.00	10,738.96		
A	ICCU - Checking		W00210		2/17/2017	10,732.84	Wire Transfer
	021717	2/17/2017		0.00	10,732.84		
A	ICCU - Checking		W00213		3/3/2017	10,765.62	Wire Transfer
	030317	3/3/2017		0.00	10,765.62		
Vendor PUBLIC EMPLOYEES RETIREMENT Total:						<u>64,480.16</u>	
Vendor Number: REMIX Remix Software, Inc.							
A	ICCU - Checking		005728		1/20/2017	22,250.00	Auto

Payment History Report
Sorted By Vendor Name
Activity From: 12/7/2016 to 3/3/2017

Community Planning Association (CPA)

Bank Code	Description/ Invoice Number	Invoice Date	Check Number	Discount Amount	Check Date Invoice Amount	Check Amount	Check Type
	IN-0037	1/3/2017		0.00	22,250.00		
Vendor Remix Software, Inc. Total:						22,250.00	
Vendor Number: MINSHAL Sabrina Minshall							
A	ICCU - Checking		E00126		12/19/2016	392.01	Electronic Payment
	NOV 16,2016	11/16/2016		0.00	33.00		
	NOV 30, 2016	11/30/2016		0.00	359.01		
A	ICCU - Checking		E00144		2/3/2017	241.70	Electronic Payment
	JANUARY 28, 2017	1/31/2017		0.00	241.70		
Vendor Sabrina Minshall Total:						633.71	
Vendor Number: SHREDIT Shred-It USA- Boise							
A	ICCU - Checking		005733		2/3/2017	60.00	Auto
	8121580294	1/15/2017		0.00	60.00		
Vendor Shred-It USA- Boise Total:						60.00	
Vendor Number: SIXMILE Six Mile Engineering							
A	ICCU - Checking		005702		12/20/2016	3,084.00	Auto
	251601-02	12/1/2016		0.00	3,084.00		
Vendor Six Mile Engineering Total:						3,084.00	
Vendor Number: SHRM SOCIETY OF HUMAN RESOURCE MGT							
A	ICCU - Checking		005748		2/17/2017	199.00	Auto
	9006960516	2/3/2017		0.00	199.00		
Vendor SOCIETY OF HUMAN RESOURCE MGT Total:						199.00	
Vendor Number: SODEXO SODEXO, INC.							
A	ICCU - Checking		005729		1/20/2017	1,849.93	Auto
	216296	12/26/2016		0.00	1,849.93		
Vendor SODEXO, INC. Total:						1,849.93	
Vendor Number: ZSTINF STATE INSURANCE FUND							
A	ICCU - Checking		005737		2/17/2017	4,480.00	Manual
	021717	2/17/2017		0.00	4,480.00		
Vendor STATE INSURANCE FUND Total:						4,480.00	
Vendor Number: ZIDGRA STATE TAX COMMISSION							
A	ICCU - Checking		W00203		1/5/2017	133.32	Wire Transfer
	010517	1/5/2017		0.00	133.32		
Vendor STATE TAX COMMISSION Total:						133.32	
Vendor Number: STRAVA Strava							
A	ICCU - Checking		005749		2/17/2017	10,000.00	Auto
	1877	2/9/2017		0.00	10,000.00		
Vendor Strava Total:						10,000.00	
Vendor Number: TOWNSQU Townsquare Digital							
A	ICCU - Checking		005750		2/17/2017	1,637.00	Auto
	BO23469-1	1/29/2017		0.00	658.00		
	BO23470-1	1/29/2017		0.00	549.00		
	BO23500-1	1/29/2017		0.00	430.00		
Vendor Townsquare Digital Total:						1,637.00	
Vendor Number: TRAFX TRAFx Research, Ltd.							
A	ICCU - Checking		005703		12/20/2016	8,500.00	Auto
	160929TA	12/5/2016		0.00	8,500.00		
Vendor TRAFx Research, Ltd. Total:						8,500.00	
Vendor Number: TRAVELE Travelers							
A	ICCU - Checking		005760		3/3/2017	375.00	Auto
	8750D6209	2/28/2017		0.00	375.00		
Vendor Travelers Total:						375.00	
Vendor Number: TREAVAL TREASURE VALLEY COFFEE							
A	ICCU - Checking		005704		12/20/2016	84.90	Auto

Payment History Report
Sorted By Vendor Name
Activity From: 12/7/2016 to 3/3/2017

Community Planning Association (CPA)

Bank Code	Description/ Invoice Number	Invoice Date	Check Number	Discount Amount	Check Date	Invoice Amount	Check Amount	Check Type
	216004786487	12/8/2016		0.00		84.90		
A	ICCU - Checking		005730		1/20/2017		108.10	Auto
	216004824559	1/5/2017		0.00		108.10		
A	ICCU - Checking		005751		2/17/2017		84.90	Auto
	2160-04780035	2/1/2017		0.00		84.90		
Vendor TREASURE VALLEY COFFEE Total:							<u>277.90</u>	
Vendor Number: URBAID ULI - IDAHO								
A	ICCU - Checking		005752		2/17/2017		250.00	Auto
	ACTIVE RECREATION	2/8/2017		0.00		250.00		
Vendor ULI - IDAHO Total:							<u>250.00</u>	
Vendor Number: URISA URISA								
A	ICCU - Checking		005705		12/20/2016		175.00	Auto
	81620	12/12/2016		0.00		175.00		
Vendor URISA Total:							<u>175.00</u>	
Vendor Number: VERITA VERITAS								
A	ICCU - Checking		E00127		12/19/2016		7,912.50	Electronic Payment
	3695	11/30/2016		0.00		7,912.50		
A	ICCU - Checking		E00140		1/20/2017		7,912.50	Electronic Payment
	3727	12/31/2016		0.00		7,912.50		
A	ICCU - Checking		E00153		2/17/2017		7,912.50	Electronic Payment
	3748	1/31/2017		0.00		7,912.50		
Vendor VERITAS Total:							<u>23,737.50</u>	
Vendor Number: WESTRO WESTERN TROPHY & ENGRAVING								
A	ICCU - Checking		E00128		12/19/2016		456.47	Electronic Payment
	20986	12/14/2016		0.00		456.47		
A	ICCU - Checking		E00158		3/3/2017		167.53	Electronic Payment
	21105	2/15/2017		0.00		167.53		
Vendor WESTERN TROPHY & ENGRAVING Total:							<u>624.00</u>	
Report Total:							<u><u>421,761.85</u></u>	

FINANCE COMMITTEE AGENDA ITEM V-B DATE: MARCH 16, 2017

Topic: Five Year Revenue and Expense Projections

Request/Recommendation:

Information only.

Background/Summary:

COMPASS staff has prepared the attached worksheet, "Projected Revenue and Expense, FY2018-FY2022." The projections and the underlying assumptions used to calculate them are presented to the Finance Committee before the Unified Planning Work Program and Budget (UPWP) for the coming fiscal year is prepared. The assumptions that underlie the Five Year Projections include those that staff is considering to bring the future years into balance, eliminating the need for a fund balance draw to support activities. As has been discussed with the Finance Committee in the past, some adjustments to COMPASS' current activities and associated expenditures are expected to be necessary to eliminate the need for support from fund balance in the future, as such support is not sustainable over the long term. These type of adjustments will be made over time to preserve the fund balance reserve consistent with Finance Committee direction. Draws from fund balance are expected to continue over the next several years, as COMPASS phases in adjustments to its activities. Total fund balance is expected to remain above the required reserve level throughout the five year period.

The following assumptions apply to the five year projections:

1. Estimated member dues are calculated using the estimated population for each year and the methodology contained in the Joint Powers Agreement. The modest growth each year reflects the population growth in the jurisdictions, as directed by previous Finance Committees. The per capita rate remains the same throughout the five year period.
2. Projected revenue from federal sources reflects the amounts included or expected to be included in the Transportation Improvement Program (TIP).
3. Other revenues include funding from DEQ/AQB for air quality outreach, as established in the MOU with those entities, funding from Valley Regional Transit and the City of Boise for the second year of the State Street project, and funding from ITD for its share of the TREDIS software cost.
4. Salary costs include a 3% pool for salary adjustments each year. Distribution of individual salary adjustments is determined annually by the Executive Director.
5. An annual 5% increase in health benefit costs is included as a contingency.
6. Direct expenses for the public outreach survey that was previously planned are not included, as funding to complete this survey in future years is not expected to be available.
7. Direct expenses for the transportation funding ads that had been running during the legislative session are not included in FY2018 or subsequent years.

8. Funding for the project development program of \$75,000 is included for FY2018-FY2020. After FY2020, continuation of the project development program will be contingent on identifying an additional funding source.
9. The CIM Implementation Grant program is funded at \$50,000 annually.
10. Direct expenses for an orthophotography effort every three years are included. These efforts are expected to be fully funded by contributions from participating entities, per direction provided by the Finance Committee in 2016. If funding is not secured from participating entities, the orthophotography effort will not be completed.
11. Direct expenses for all other programs are fairly stable and consistent with current year activities.
12. Indirect expenses are projected to remain flat throughout the five year period, as staff continues to manage these expenses carefully. Membership expenses have been moved from indirect to direct, to allow them to be funded entirely with local dollars.

Implication (policy and/or financial):

The five year revenue and expense projections provide the starting point for the preparation of the FY2018 UPWP.

More Information:

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

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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 PROJECTED REVENUE AND EXPENSE
 FY2018 - FY2022

	Actual FY2014	Actual FY2015	Actual FY2016	UPWP Rev 2 FY2017	Projected FY2017	Estimate FY2018	Estimate FY2019	Estimate FY2020	Estimate FY2021	Estimate FY2022
REVENUES										
MEMBER DUES (for Local Match & Other Costs)										
COMPASS General Membership	806,655	806,974	789,083	792,508	789,024	822,582	841,062	858,151	875,260	892,367
COMPASS Special Membership	40,500	40,500	42,200	39,750	39,750	41,000	42,000	43,000	44,000	44,500
TOTAL MEMBER DUES	847,155	847,474	831,283	832,258	828,774	863,582	883,062	901,151	919,260	936,867
FEDERAL-AID										
CPG - Actual total CPG billings for the year	881,146	1,617,327	1,524,753							
CPG - Budgeted for the year				1,410,915	1,410,915					
CPG - Estimated amount from the TIP						1,335,000	1,358,000	1,383,000	1,383,000	1,383,000
STP-TMA/U - Off-The-Top Actual billings for the year	354,132	145,329	468,081	306,705	306,705	306,705	306,705	306,705	306,705	306,705
STP-TMA/U - Off-The-Top Budgeted										
STP-TMA - Key #13047, <i>Communities in Motion</i> 2040 2.0			247,626	36,840	36,840					
STP-TMA - KN tbd, <i>Communities in Motion</i> 2050							50,000	55,000	85,000	72,000
STP-TMA - Key #13048, Onboard Transit Survey			90,148	56,255	56,255					
STP-TMA - K# 18948, Freight Study				202,005	202,005	99,140				
STP-TMA - K# 18694, Update Treasure Valley ITS Strat Plan							232,000			
STP-TMA - KN tbd, Treasure Valley ITS Strat Plan (PD)									150,000	407,000
STP-TMA - KN tbd, Household Travel Survey										700,000
FHWA - T2 Deployment Program		15,000								
FHWA - SHRP Program			182,274	42,726	42,726					
TOTAL FEDERAL-AID	1,235,278	1,777,656	2,512,882	2,055,445	2,055,445	1,740,845	1,946,705	1,744,705	1,924,705	2,868,705
OTHER REVENUES										
DEQ/AQB contributed funds for air quality outreach	149,840	82,495	83,627	50,000	50,000	50,000				
ACHD/ITD - Funding for I-84 Detour Plan			-	75,000	75,000					
VRT/City of Boise funding for State Street				176,000	176,000	228,000				
Contributions to orthophotography projects by agreement	50,000	-	-	-	-		195,000			195,000
TREDIS contribution						16,000	5,333	5,333	5,333	5,333
Orthophotography, modeling, and maps revenue	10,761	10,122	15,341							
Interest revenue	3,545	4,427	4,164	4,000	4,000	5,000	5,000	5,000	5,000	5,000
Miscellaneous revenue	4,650	1,511	6,190	13,180	13,180					
TOTAL OTHER REVENUES	218,796	98,555	109,322	318,180	318,180	299,000	205,333	10,333	10,333	205,333
TOTAL PROJECTED REVENUE	2,301,229	2,723,685	3,453,487	3,205,883	3,202,399	2,903,427	3,035,100	2,656,189	2,854,298	4,010,905
EXPENSES										
Salary	1,089,542	1,213,053	1,209,711	1,302,171	1,206,570	1,256,562	1,284,314	1,322,844	1,304,411	1,343,543
Overtime and Bonus				20,000	20,000	20,000	20,000	20,000	20,000	20,000
Sick time trade				10,000	10,000	10,000	10,000	10,000	10,000	10,000
Subtotal, salaries	1,089,542	1,213,053	1,209,711	1,332,171	1,236,570	1,286,562	1,314,314	1,352,844	1,334,411	1,373,543
Payroll taxes	89,199	103,191	102,159			109,358	111,717	114,992	113,425	116,751
Payroll fringe	403,195	336,904	433,373	559,000	527,000	455,089	473,634	494,193	489,258	510,554
Total Salaries and Fringe	1,581,936	1,653,148	1,745,243	1,891,171	1,763,570	1,851,009	1,899,665	1,962,029	1,937,094	2,000,848
Direct Operations and Maintenance	686,096	880,821	1,189,317	1,278,844	1,278,844	971,874	1,011,906	582,661	686,696	1,893,515
Indirect Operations and Maintenance	214,364	199,381	201,121	208,000	208,000	192,700	192,700	192,700	192,700	192,700
TOTAL EXPENSE	2,482,396	2,733,351	3,135,681	3,378,015	3,250,414	3,015,583	3,104,271	2,737,390	2,816,490	4,087,063
CHANGE IN FUND BALANCE	(181,167)	(9,666)	317,806	(172,132)	(48,015)	(112,156)	(69,171)	(81,201)	37,808	(76,158)
Beginning unassigned cash balance										
	1,509,797	1,328,630	1,318,964	1,636,770	1,636,770	1,588,755	1,352,482	1,283,311	1,202,111	1,239,919
Less: Reserve; Greater of 33% or \$1M	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Available fund balance at beginning of year	509,797	328,630	318,964	636,770	636,770	464,638	352,482	283,311	202,111	239,919
Release from (deposit to) fund balance	(181,167)	(9,666)	317,806	(172,132)	(48,015)	(112,156)	(69,171)	(81,201)	37,808	(76,158)
Available fund balance at end of year	328,630	318,964	636,770	464,638	588,755	352,482	283,311	202,111	239,919	163,761

FINANCE COMMITTEE AGENDA ITEM VI-B DATE: MARCH 16, 2017

Topic: Variance Report for October 1, 2016 – December 31, 2016

Request/Recommendation:

COMPASS staff seeks approval of the Variance Report dated October 1, 2016 to December 31, 2016.

Background/Summary:

The Variance Report is used to report actual financial results compared to Revision 1 of the FY2017 Unified Planning Work Program and Budget, referred to hereinafter as budget.

Budget to actual variances by line item – revenue and expenses

The first page of the attachment shows budget to actual variances by line item. The grant revenues shown are for billings through December 31, 2016.

Salaries and fringe expense at 22% are on budget at the end of the first quarter. Expenditures are slightly under what would be expected because of staff vacancies.

Total direct expense are at twelve percent of budget.

- Professional services is under budget for this point at the year, with just six percent of the budget expended. The largest contracts in this category are now in place (Freight Study and I-84 Detour Plan) or in the RFP stage of the process (State Street). These funds are expected to be substantially expended by year end.
- Printing and public involvement are under budget, but are expected to be fully expended by the end of the fiscal year.

Total indirect expenses are slightly over budget as of December 31, 2016, but are expected to be on budget at the end of the fiscal year. Some large, one-time expenses have been recorded, making the total look high compared to budget. These expenses include the building expense, insurance expense, and audit expense.

Budget to actual variances by program – expenses

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

Balance sheet and cash summary

The fourth and final page of the attachment shows the balance sheet as of December 31, 2016. A summary of COMPASS' cash balance by account is also provided at the bottom of the page.

Implication (policy and/or financial):

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

More Information:

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

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COMPASS

FY2017 BUDGET TO ACTUAL VARIANCES BY LINE ITEM - REVENUES AND EXPENSES

	Budget	Actual	% of budget earned or expended
Grant revenue	\$ 1,983,164	\$ 256,234	13%
Member contributions	828,774	420,746	51%
ID DEQ/ACAQB Awareness	50,000		0%
I-84 Detour Plan	75,000		0%
VRT-State Street Grant	176,000		0%
Interest income	4,000	1,667	42%
Modeling revenue	-	1,606	
Orthophotography revenue	-	282	
Maps and publications revenue	-	283	
Other income (Jamar Refund)	13,180	1,565	
Subtotal, revenues	3,130,118	682,383	22%
Staff labor	1,332,171	309,299	23%
Payroll taxes and fringe benefits	559,000	120,353	22%
Subtotal, salaries and fringe expenses	1,891,171	429,652	23%
Professional services	797,669	49,335	6%
Equipment purchase	168,325	57,436	34%
Travel education	58,500	13,410	23%
Printing	6,000	-	0%
Other	12,300	6,605	54%
Public involvement	51,100	4,384	9%
Meeting support	9,000	1,637	18%
Legislative services	85,950	14,325	17%
Subtotal, direct expenses	1,188,844	147,132	12%
Professional services	32,500	4,380	13%
Equipment repair	500	-	0%
Travel/education	1,500	-	0%
Publications	1,500	660	44%
COMPASS Memberships	12,000	1,250	10%
Employee Professional Memberships	7,000	1,675	24%
Postage	1,000	148	15%
Telephone	11,500	1,990	17%
Building maintenance/association	43,500	23,646	54%
Printing	1,000	-	0%
Advertising	2,000	404	20%
Audit	16,000	14,000	88%
Insurance	13,000	6,071	47%
Legal services	10,000	2,136	21%
General supplies	7,000	977	14%
Computer supplies	21,850	3,184	15%
Computer software/maintenance	23,200	14,965	65%
Commuting incentive	450	20	4%
Vehicle maintenance	1,500	431	29%
Utilities	10,500	2,898	28%
Local travel	1,000	468	47%
Other	1,500	19	1%
Subtotal, indirect expenses	220,000	79,324	36%
Total, all expenses	3,300,015	656,107	20%
Change in fund balance	(169,897)	26,276	
Beginning fund balance	1,636,770	1,636,770	
Current fund balance	1,466,873	1,663,046	

COMPASS

FY2017 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of December 31, 2016, 25% of the fiscal year has passed. Programs that have expended 15% or less of their budgeted dollars are considered under budget. Programs that have expended 35% 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	142,919	21,213.22	15%	-	-	142,919	21,213.22	15%	Under Budget. Staff anticipates that work will increase with the preparation of the FY2018 UPWP and this program will be on budget by the end of the fiscal year.
620	Demographics and Growth Monitoring	Miller	82,644	22,674.90	27%	-	-	82,644	22,674.90	27%	On Budget.
653	Communication and Education	Luft	134,908	36,478.04	27%	66,800	4,147	201,708	40,625.40	20%	On Budget.
661	Long Range Planning	Itkonen	455,562	137,309.29	30%	298,352	63,878	753,914	201,187.72	27%	On Budget.
685	Resource Development/Funding	Minshall	371,879	108,015.66	29%	143,919	3,232	515,798	111,247.16	22%	On Budget.
Subtotal, Projects			1,187,912	325,691.11	27%	509,071	71,257	1,696,983	396,948.40	23%	
701	General Membership Services	Minshall	51,617	14,603.21	28%	-	-	51,617	14,603.21	28%	On Budget.
702	Air Quality Outreach	Luft	4,545	3,096.20	68%	45,455	-	50,000	3,096.20	6%	Under Budget. Staff anticipates that most of the work will be completed in the remaining quarters, and will be on budget by the end of the fiscal year.
703	General Public Services	Luft	17,710	1,188.56	7%	-	-	17,710	1,188.56	7%	Under Budget. Expenditures are directly related to the amount of services requested by the general public. At this time is unknown if the project will be on budget at the end of the fiscal year.
705	Transportation Liaison Services	Stoll	49,536	7,169.54	14%	-	-	49,536	7,169.54	14%	Under Budget. The effort required through this point in the year has been less than anticipated.
720	State Street Corridor	Minshall	41,028	-	0%	176,000	-	217,028	-	0%	Under Budget. The RFP for the project has been issued. It is expected that a contractor will be selected in March and all of the budgeted funds will be spent by year end.
760	Legislative Services	Stoll	55,030	14,050.77	26%	115,050	25,724	170,080	39,774.93	23%	On Budget.
761	Growth Incentives	Minshall	1,541	-	0%	-	-	1,541	-	0%	Under Budget. The Blueprint for Good Growth Board has not requested work on this project thus far this year.
Subtotal, Services			221,007	40,108.28	18%	336,505	25,724	557,512	65,832.44	12%	
801	Staff Development	Larsen	93,941	31,773.59	34%	40,000	8,511	133,941	40,284.63	30%	On Budget.
820	Committee Support	Larsen	139,279	27,619.27	20%	2,000	545	141,279	28,163.86	20%	On Budget.
836	Regional Travel Demand Model	Waldinger	146,746	31,368.39	21%	30,000	-	176,746	31,368.39	18%	On Budget.
838	On-Board Transit Survey	Waldinger	14,698	-	0%	56,868	-	71,566	-	0%	Under Budget. Staff anticipates that this project will be held over until the fall, pending resolution of issues with the survey to date.

COMPASS

FY2017 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of December 31, 2016, 25% of the fiscal year has passed. Programs that have expended 15% or less of their budgeted dollars are considered under budget. Programs that have expended 35% 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
842	Congestion Management Process	Minshall	27,065	3,296.32	12%	110,000		0%	137,065	3,296.32	2%	Under Budget. The I-84 detour plan is now under contract. It is expected that all direct dollars will be spent by year end.
860	Geographic Information System Maintenance	Adolfson	280,522	49,118.26	18%	41,700	34,767	83%	322,222	83,885.49	26%	On Budget.
Subtotal, System Maintenance			702,252	143,175.83	20%	280,568	43,823	16%	982,820	186,998.69	19%	
990	Direct Operations and Maintenance	Larsen				62,700	6,327	10%	62,700	6,327.20	10%	Under Budget. Staff anticipates that the anticipated purchases of software and equipment will be substantially complete by year end.
Subtotal, Indirect and overhead			-	-		62,700	6,327	10%	62,700	6,327.20	10%	
GRAND TOTAL			2,111,172	508,975.22	24%	1,188,844	147,131	12%	3,300,015	656,105.73	20%	

COMPASS

Balance Sheet - December 31, 2016

	9/30/2016	12/31/2016
<u>ASSETS</u>		
Cash and Cash Equivalents	\$ 1,536,010	\$ 1,526,358
Accounts Receivable	435,991	197,557
Prepaid Expenses	13,563	
	<hr/>	<hr/>
<u>TOTAL ASSETS</u>	<u>\$ 1,985,564</u>	<u>\$ 1,723,915</u>
<u>LIABILITIES</u>		
Accounts Payable	245,774	1
Accrued Payroll Liabilities	85,123	48,442
Deferred Revenue	17,897	17,897
	<hr/>	<hr/>
Subtotal, liabilities	348,794	66,340
<u>FUND BALANCE</u>		
Nonspendable: Prepaid Expenses	13,563	-
Assigned To: Set-Aside for Grant Implementation Program	63,919	63,919
Assigned To: Set-Aside for Future Orthophotography Costs	65,000	65,000
Unassigned	1,494,288	1,528,656
	<hr/>	<hr/>
Subtotal, fund balance	1,636,770	1,657,575
	<hr/>	<hr/>
<u>TOTAL LIABILITIES AND FUND BALANCE</u>	<u>\$ 1,985,564</u>	<u>\$ 1,723,915</u>

Cash Summary - December 31, 2016

<u>Account</u>	<u>Current Rate</u>	<u>Balance</u>
ID Central Credit Union Money Market Checking	0.25%	\$ 167,644
ID Central Credit Union Share Savings	0.10%	25
ID Central Credit Union Premium Money Market Savings	0.30%	250,086
Zion's Bank Money Market Account	0.42%	250,870
Local Government Investment Pool	0.66%	355,840
Sunwest Bank	0.35%	251,442
Bank of the Cascades	0.15%	250,252
Petty Cash	n/a	200
	<hr/>	<hr/>
Total Cash Balance		<u>\$ 1,526,358</u>

FINANCE COMMITTEE AGENDA ITEM VI-C DATE: MARCH 16, 2017

Topic: FY2018 General and Special Membership Dues

Request/Recommendation:

COMPASS staff seeks a recommendation of COMPASS Board approval of the proposed FY2018 membership dues.

Background/Summary:

The COMPASS Board approved the attached Member Dues Calculation Policy at its January 26, 2015, meeting. The policy specifies the formula that shall be used to calculate the annual membership dues.

COMPASS staff used the FY2017 population estimates recommended by the Demographic Advisory Workgroup at its March 1, 2017, meeting to calculate the proposed FY2018 membership dues. The per capita rate used in the calculation is identical to the rate approved by the COMPASS Board for FY2015 through FY2017 dues. The change in dues for each entity in Ada and Canyon Counties reflects the change in estimated population from FY2016.

Implication (policy and/or financial):

The proposed dues will be used in the draft FY2018 Unified Planning Work Program and Budget to be presented to the Finance Committee at its May 18, 2017, meeting.

More Information:

- 1) Attachments: Member Dues Calculation Policy
Proposed FY2018 Membership Dues
- 2) For detailed information contact: Megan Larsen, at 475-2228 or mlarsen@compassidaho.org.

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MEMBER DUES CALCULATION POLICY

Each member agency's proportionate share of general membership dues is calculated using a formula based on the population within the member agency's jurisdiction, as described below.

- a. County dues = $(1/2 \text{ of the unincorporated county population} + 1/3 \text{ of the population from incorporated portions of the county}) \times \text{the dues per person rate.}$
- b. Highway district dues = $(1/2 \text{ of the unincorporated county population within the highway district boundary} + 1/3 \text{ of the population from incorporated portions of the county within the highway district boundary}) \times \text{the dues per person rate.}$
- c. City dues = $(1/3 \text{ of each city's population within incorporated boundaries}) \times \text{the dues per person rate.}$

The population data used in the calculation are the population estimates for each jurisdiction developed by COMPASS staff and accepted by the Board annually.

The dues per person rate is the per capita rate approved by the Board.

Special member dues for each special member are equal to 1% of the total general member dues, rounded to the nearest hundred.

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**COMPASS
PROPOSED FY2018 MEMBERSHIP DUES**

	Actual FY 2017 Membership Dues		Proposed FY2018 Membership Dues		Change
	FY2016 Estimated Population	Dues amount per person in jurisdiction \$ 1.322725	FY2017 Estimated Population	Dues amount per person in jurisdiction \$ 1.322725	\$ -
GENERAL MEMBERS					
ADA COUNTY					
Ada County	61,020	\$ 208,703	59,760	\$ 213,522	\$ 4,819
Ada County Highway District	442,840	208,703	454,400	213,522	4,819
City of Boise	226,900	100,042	228,930	100,937	895
City of Eagle	25,510	11,248	26,930	11,874	626
City of Garden City	11,420	5,035	11,500	5,070	35
City of Kuna	18,430	8,126	19,700	8,686	560
City of Meridian	91,420	40,308	98,300	43,341	3,033
City of Star	8,150	3,593	9,290	4,096	503
TOTAL ADA COUNTY	442,850	\$ 585,758	454,400	\$ 601,048	\$ 15,290
CANYON COUNTY					
Canyon County	51,360	\$ 103,112	50,560	\$ 106,132	\$ 3,020
Canyon Highway District No. 4	77,320	38,180	79,740	37,994	(186)
Nampa Highway District No. 1	114,010		117,530		-
Golden Gate Hwy District No. 3	8,330	4,959	9,090	5,099	140
Notus Parma Highway District	8,530		9,070		-
City of Caldwell	52,620	23,201	54,120	23,862	661
City of Greenleaf	860		860		-
City of Melba	570	251	570	251	-
City of Middleton	7,580	3,342	8,110	3,576	234
City of Nampa	90,860	40,061	96,820	42,689	2,628
City of Notus	570	251	570	251	-
City of Parma	2,110	930	2,120	935	5
City of Wilder	1,640	723	1,690	745	22
TOTAL CANYON COUNTY	208,170	\$ 215,010	215,420	\$ 221,534	\$ 6,524
SPECIAL MEMBERS					
Boise State University		\$ 7,950		\$ 8,200	\$ 250
Capital City Development Corporation		7,950		8,200	250
Department of Environmental Quality		7,950		8,200	250
Idaho Transportation Department		7,950		8,200	250
Valley Regional Transit		7,950		8,200	250
TOTAL SPECIAL MEMBERS		\$ 39,750		\$ 41,000	\$ 1,250
TOTAL MEMBER DUES		\$ 840,518		\$ 863,582	\$ 23,064

FINANCE COMMITTEE AGENDA ITEM VI-D

Date: March 16, 2017

Topic: Revision 2 of the FY2017 Unified Planning Work Program and Budget

Request/Recommendation:

COMPASS staff seeks review and recommendation of staff prepared changes to Revision 2 of the FY2017 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 attached financial worksheets include a "Revenue and Expense Summary" that shows total revenues and expenses, and a "Revenue and Expense Summary by Year of Expenditure" that shows revenues and expenses in the anticipated year of expenditure. This Revenue and Expense Summary by Year of Expenditure will be the basis for reporting budget to actual variances in FY2017.

The following revisions to revenues and expenses are proposed in Revision 2 of the FY2017 UPWP:

- Add \$23,165 federal-aid funding to Key #18948, Freight Study, to reflect change in the TIP. Add \$2,235 fund balance for required match.
- Move \$12,000 from Indirect Costs to Program 990001, Direct Operations and Maintenance to cover COMPASS memberships.
- Move \$5,000 from Program 836001, Regional Travel Demand Model to Program 661005, Bicycles and Pedestrians to cover cost increase for STRAVA data.
- Move \$2,003 from Program 842001, Congestion Management Process to Program 685002, Project Development Program to cover cost increase for the Eagle Road Project.
- Add \$15,000 to Program 990001, Direct Operations and Maintenance to cover reconfigure four modular workspaces into three hard-walled workspaces that are identical to other existing workspaces.

Implication (policy and/or financial):

Without COMPASS Board of Directors' adoption of Revision 2 of the FY2017 UPWP, the agency cannot make full use of available revenues.

More Information:

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

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
Recommended Changes to FY2017 - Revision 2
Summary

FY2017 Rev 1 Original UPWP Revenues		3,753,015	FY2017 Rev 1 Original UPWP Expenses	3,753,015
1	Transportation Improvement Program was revised to add funds to the Freight Study Add funds for Key #18948 Increase Fund Balance to cover match requirement.	23,165 2,235	Program 661004, Freight; Professional Services. Add \$25,400 to reflect contract amount. 	25,400
2			Program 990001, Direct Operations/Maintenance; Legal/Lobbying, add \$12,000 for COMPASS Memberships. Indirect Operations and Maintenance Expense; remove \$12,000 for COMPASS Memberships. Some memberships may include costs related to lobbying activities which are non-allowable for federal reimbursement.	12,000 (12,000)
3			Program 661005, Bicycles/Pedestrians; Professional Services. Add \$5,000 for STRAVA Data. Program 836001, Regional Travel Demand Model; Professional Services. Remove \$5,000 from traffic counts.	5,000 (5,000)
4			Program 685002, Project Development Program; Professional Services. Add \$2,003 for the Eagle Road Project. Program 842001, Congestion Management Process; Professional Services. Remove \$2,003 from the I-84 Detour Plan.	2,003 (2,003)
5	Increase Fund Balance.	15,000	Program 990001, Direct Operations/Maintenance; Equipment/Software. Add \$15,000 to reconfigure four modular workspaces into three hard-walled workspaces.	15,000
Recommended Adjustments to Revenues		40,400	Recommended Adjustments to Expenses	40,400
Adjusted Revenues - Revision 1		3,793,415	Adjusted Expenses - Revision 1	3,793,415
Remaining Revenue		-		

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2017 UNIFIED PLANNING WORK PROGRAM and Budget - REVISION 2
REVENUE AND EXPENSE SUMMARY (total)**

REVENUE	FY2017 Revision 1	FY2017 Revision 2
GENERAL MEMBERSHIP		
Ada County	208,703	208,703
Ada County Highway District	208,703	208,703
Canyon Highway District No. 4	38,180	38,180
Golden Gate Highway District No.3	4,959	4,959
City of Boise	100,042	100,042
City of Caldwell	23,201	23,201
Canyon County	103,112	103,112
City of Eagle	11,248	11,248
City of Garden City	5,035	5,035
City of Kuna	8,126	8,126
City of Meridian	40,308	40,308
City of Melba	251	251
City of Middleton	3,342	3,342
City of Nampa	40,061	40,061
City of Notus	251	251
City of Parma	930	930
City of Star	3,593	3,593
City of Wilder	723	723
Subtotal	800,768	800,768
SPECIAL MEMBERSHIP		
Boise State University	7,950	7,950
Capital City Development Corporation	7,950	7,950
Department of Environmental Quality	7,950	7,950
Idaho Transportation Department	7,950	7,950
Valley Regional Transit	7,950	7,950
Subtotal	39,750	39,750
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2016 K# 13495 Ada County -- carry over	72,204	72,204
CPG - FY2016 K# 13495 Canyon County -- carry over	25,369	25,369
CPG - FY2017 K# 13496 Ada County	971,873	971,873
CPG - FY2017 K# 13496 Canyon County	341,469	341,469
Sub Total CPG Grants	1,410,915	1,410,915
STP TMA - K# 12374, FY17 off-the-top funds for Planning	306,705	306,705
STP TMA - K# 13047, <i>Communities in Motion</i> Update - carry over	36,840	36,840
STP TMA - K# 13048, On Board Transit Survey - carry over	56,255	56,255
FHWA - SHRP2 Implementation Assistance Program - carry over	42,726	42,726
STP TMA - K# 18948, Freight Study	277,980	301,145
Subtotal	720,505	743,670
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	25,000	25,000
Ada County Air Quality Board	25,000	25,000
Idaho Transportation Department, I-84 Detour Plan	25,000	25,000
Ada County Highway District, I-84 Detour Plan	50,000	50,000
Jamar Refund for bike/ped counters	13,180	13,180
Interest Income	4,000	4,000
Valley Regional Transit - State Street Grant (consultant costs)	404,000	404,000
Subtotal	546,180	546,180
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,518,118	3,541,283
Draw From Fund Balance (Future Regional Orthophotography)	65,000	65,000
Draw From Fund Balance (CIM Implementation Grants)	63,919	63,919
Draw From Fund Balance (to fund revenue shortfall)	105,978	123,213
TOTAL REVENUE, ALL RESOURCES	3,753,015	3,793,415

EXPENSE	FY2017 Revision 1	FY2017 Revision 2
SALARY, FRINGE & CONTINGENCY		
Salary	1,302,171	1,302,171
Fringe	559,000	559,000
Salary Contingency (Overtime and Bonus)	20,000	20,000
Sick Time Trade	10,000	10,000
Subtotal	1,891,171	1,891,171
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	220,000	208,000
Subtotal	220,000	208,000
DIRECT OPERATIONS & MAINTENANCE		
653001, Communication and Education	66,800	66,800
661001, Long Range Planning	27,000	27,000
661004, Freight	300,000	325,400
661005, Bicycles and Pedestrians	63,625	68,625
661007, Performance Measurement (SHRP2 grant funds)	67,727	67,727
685001, Transportation Improvement Program	5,000	5,000
685002, Project Development Program	75,000	77,003
685004, CIM Implementation Grants	63,919	63,919
702001, Air Quality Outreach	45,455	45,455
720001, State Street Corridor	404,000	404,000
760001, Legislative Services	115,050	115,050
801001, Staff Development	40,000	40,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	30,000	25,000
838001, On-Board Transit Survey	56,868	56,868
842001, Congestion Management Process	110,000	107,997
860001, Geographic Information System Maintenance	41,700	41,700
990001, Direct Operations and Maintenance	127,700	154,700
Subtotal	1,641,844	1,694,244
TOTAL EXPENSE	3,753,015	3,793,415

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,753,015	3,793,415
LESS: TOTAL EXPENSES	3,753,015	3,793,415
REVENUE EXCESS/(DEFICIT)	0	0

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2017 UNIFIED PLANNING WORK PROGRAM and Budget - REVISION 2
DIRECT EXPENSE SUMMARY (by year of expenditure)**

REVENUE	YEAR OF EXPENDITURE	
	FY2017	FY2018
GENERAL MEMBERSHIP		
Ada County	208,703	
Ada County Highway District	208,703	
Canyon Highway District No. 4	38,180	
Golden Gate Highway District No.3	4,959	
City of Boise	100,042	
City of Caldwell	23,201	
Canyon County	103,112	
City of Eagle	11,248	
City of Garden City	5,035	
City of Kuna	8,126	
City of Meridian	40,308	
City of Melba	251	
City of Middleton	3,342	
City of Nampa	40,061	
City of Notus	251	
City of Parma	930	
City of Star	3,593	
City of Wilder	723	
Subtotal	792,508	8,260
SPECIAL MEMBERSHIP		
Boise State University	7,950	
Capital City Development Corporation	7,950	
Department of Environmental Quality	7,950	
Idaho Transportation Department	7,950	
Valley Regional Transit	7,950	
Subtotal	39,750	-
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2016 K# 13495 Ada County	72,204	
CPG - FY2016 K# 13495 Canyon County	25,369	
CPG - FY2017 K# 13496 Ada County	971,873	
CPG - FY2017 K# 13496 Canyon County	341,469	
Sub Total CPG Grants	1,410,915	-
STP TMA - K# 12374, FY17 off-the-top funds for Planning	306,705	
STP TMA - K# 13047, <i>Communities in Motion</i> Update	36,840	
STP TMA - K# 13048, On Board Transit Survey	56,255	
FHWA - SHRP2 Implementation Assistance Program	42,726	
STP TMA - K# 18948, Freight Study	202,005	99,140
Subtotal	644,531	99,140
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	25,000	
Ada County Air Quality Board	25,000	
Idaho Transportation Department, I-84 Detour Plan	50,000	
Ada County Highway District, I-84 Detour Plan	25,000	
Jamar Refund for bike/ped counters	13,180	
Interest Income	4,000	
Valley Regional Transit - State Street Grant (consultant costs)	176,000	228,000
Subtotal	318,180	228,000
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,205,883	335,400
Draw From Fund Balance (Future Regional Orthophotography)		65,000
Draw From Fund Balance (CIM Implementation Grants)	63,919	
Draw From Fund Balance (to fund revenue shortfall)	123,213	
TOTAL REVENUE, ALL RESOURCES	3,393,015	400,400

EXPENSE	YEAR OF EXPENDITURE	
	FY2017	FY2018
SALARY, FRINGE & CONTINGENCY		
Salary	1,302,171	
Fringe	559,000	
Salary Contingency (Overtime and Bonus)	20,000	
Sick Time Trade	10,000	
Subtotal	1,891,171	-
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	208,000	
Subtotal	208,000	-
DIRECT OPERATIONS & MAINTENANCE		
653001, Communication and Education	66,800	
661001, Long Range Planning	27,000	
661004, Freight	218,000	107,400
661005, Bicycles Pedestrians	68,625	
661007, Performanc Measurement (SHRP2 grant funds)	67,727	
685001, Transportation Improvement Program	5,000	
685002, Project Development Program	77,003	
685004, CIM Implementation Grants	63,919	
702001, Air Quality Outreach	45,455	
720001, State Street Corridor	176,000	228,000
760001, Legislative Services	115,050	
801001, Staff Development	40,000	
820001, Committee Support	2,000	
836001, Regional Travel Demand Model	25,000	
838001, On-Board Travel Survey	56,868	
842001, Congestion Management Process	107,997	
860001, Geographic Information System Maintenance	41,700	
990001, Direct Operations and Maintenance	89,700	65,000
Subtotal	1,293,844	400,400
TOTAL EXPENSE	3,393,015	400,400

REVENUE AND EXPENSE SUMMARY	YEAR OF EXPENDITURE	
	FY2017	FY2018
TOTAL REVENUE	3,393,015	400,400
LESS: TOTAL EXPENSES	3,393,015	400,400
REVENUE EXCESS/(DEFICIT)	0	0

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2017 UNIFIED PLANNING WORK PROGRAM and Budget - REVISION 2
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

PROGRAM NUMBER	EXPENSES				FEDERAL FUNDING SOURCES									MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES	
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY16 CPG County K# 13495	FY16 CPG County K# 13495	FY17 CPG County K# 13496	FY17 CPG County K# 13496	STP-TMA Off The Top K# 12374	STP-TMA CIM K# 13047	FHWA no match K# 19175	STP-TMA Transit K# 13048	STP-TMA Study K# 18948	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue		Total Local & Other
601001 UPWP/Budget Development and Federal Ass	202	142,078	-	142,078			60,421	21,229	50,000					131,650	10,429			10,429	142,078
620001 Demographics and Growth Monitoring	88	55,881	-	55,881			12,417	4,363	35,000					51,779	4,102			4,102	55,881
620002 Development Monitoring	45	26,294	-	26,294			3,229	1,135	20,000					24,364	1,930			1,930	26,294
653001 Communication and Education Long Range Planning	257	134,143	66,800	200,943										-		200,943		200,943	200,943
661001 General Project Management	281	182,088	27,000	209,088	8,489	2,983	128,071	44,998		9,200				193,741	15,347			15,347	209,088
661002 SHRP2	10	6,123	-	6,123			4,199	1,475						5,674	449			449	6,123
661003 Roadways	33	19,712	-	19,712	1,264	444	5,444	1,913		9,200				18,265	1,447			1,447	19,712
661004 Freight	43	26,779	325,400	352,179			18,636	6,548					301,145	326,329	25,849.94			25,850	352,179
661005 Bicycles/Pedestrians	196	95,217	68,625	163,842	14,272	5,014	82,227	28,890		9,200				139,603	11,059		13,180	24,239	163,842
661006 Public Transportation	119	77,882	-	77,882	22,846	8,027	23,719	8,334		9,240				72,166	5,717			5,717	77,882
661007 Performance Measurement	44	29,229	67,727	96,956	16,194	5,690	20,991	7,375			42,726			92,976	3,981			3,981	96,956
661008 Bike Counter Management	36	15,945	-	15,945			10,933	3,841						14,775	1,170			1,170	15,945
Resource Development/Funding																			
685001 Transportation Improvement Program	412	232,489	5,000	237,489	2,057	723	133,624	46,949	36,705					220,057	17,432			17,432	237,489
685002 Project Development Program	52	35,856	77,003	112,859	2,057	723	75,328	26,467						104,575	8,284			8,284	112,859
685003 Grant Research and Development	140	88,235	-	88,235										-		88,235		88,235	88,235
685004 CIM Implementation Grants	19	13,187.29	63,919	77,106			9,042	3,177						12,219	968	63,919		64,887	77,106
TOTAL PROJECTS	1,977	1,181,139	701,474	1,882,613	67,178	23,603	588,282	206,694	141,705	36,840	42,726	-	301,145	1,408,173	108,163	353,097	13,180	474,440	1,882,613
701001 General Membership Services	79	51,324	-	51,324	2,057	723	33,135	11,642						47,556	3,767			3,767	51,324
702001 Air Quality Outreach	7	4,545	45,455	50,000										-			50,000		50,000
703001 General Public Services	29	17,609	-	17,609										-		17,609		17,609	17,609
705001 Transportation Liaison Services	67	49,254	-	49,254	2,057	723	31,715	11,143						45,639	3,615			3,615	49,254
720001 State Street Corridor	50	40,794	404,000	444,794			27,971	9,828						37,799	2,994		#####	406,994	444,794
760001 Legislative Services	62	54,715	115,050	169,765										-		169,765		169,765	169,765
761001 Growth Incentives	2	1,532	-	1,532			1,420							1,420	112			112	1,532
TOTAL SERVICES	296	219,772	564,505	784,277	4,114	1,445	94,241	32,613	-	-	-	-	-	132,414	10,489	187,374	#####	651,863	784,277
801001 Staff Development	145	93,406	40,000	133,406	912	320	90,563	31,819						123,614	9,792			9,792	133,406
820001 Committee Support	228	138,488	2,000	140,488			96,330	33,846						130,176	10,312			10,312	140,488
836001 Regional Travel Demand Model	208	145,912	25,000	170,912			69,091	24,275	65,000					158,367	12,545			12,545	170,912
838001 On-Board Transit Survey	22	14,615	56,868	71,483			7,386	2,595						66,236	5,247			5,247	71,483
842001 Congestion Management Process	40	26,911	107,997	134,908					24,936			56,255		24,936	1,975		#####	109,972	134,908
860001 Geographic Information System Maintenance	509	278,928	41,700	320,628			25,979	9,627	75,064					110,669	23,534	186,425		209,959	320,628
TOTAL SYSTEM MAINTENANCE	1,152	698,260	273,565	971,825	912	320	289,350	102,162	165,000	-	-	56,255	-	613,998	63,405	186,425	#####	357,826	971,825
990001 Direct Operations / Maintenance	-	-	154,700	154,700										-		150,700	4,000	154,700	154,700
991001 Support Services Labor	945	-	-	-										-				-	-
999001 Indirect Operations/Maintenance	-	-	-	-										-				-	-
TOTAL INDIRECT/OVERHEAD	945	-	154,700	154,700	-	-	-	-	-	-	-	-	-	-	-	150,700	4,000	154,700	154,700
G R A N D T O T A L	4,370	2,099,171	1,694,244	3,793,415	72,204	25,369	971,873	341,469	306,705	36,840	42,726	56,255	301,145	2,154,585	182,057	877,595	#####	1,638,829	3,793,415

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EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2017 UNIFIED PLANNING WORK PROGRAM and Budget - REVISION 2
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)	FY2018 CARRY-FORWARD
653001 Communication and Education	66,800	16,700			5,500		44,600			
661001 Long Range Planning	27,000	25,000			500		1,500			
661004 Freight	325,400	218,000								107,400
661005 Bicycles/Pedestrians	68,625	11,000	57,625							
661007 Performance Measurement	67,727	67,727								
685001 Transportation Improvement Program	5,000						5,000			
685002 Project Development Program	77,003	77,003								
685004 CIM Implementation Grants	63,919	63,919								
702001 Air Quality Outreach	45,455	45,455								
720001 State Street Corridor	404,000	176,000								228,000
760001 Legislative Services	115,050			18,000		11,100			85,950	
801001 Staff Development	40,000			40,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	25,000	10,000	15,000							
838001 On-Board Transit Survey	56,868	56,868								
842001 Congestion Management Process	107,997	107,997								
860001 Geographic Information System Maintenance	41,700		40,500			1,200				
990001 Direct Operations / Maintenance	37,500		18,000	500				7,000	12,000	
990001 - Amazon 3yr. License	15,000		15,000							
990001 - Ortho Project	65,000									65,000
990001 - Transit Planning Software	22,200		22,200							
990001 - Office Partitions/Remodel	15,000		15,000							
GRAND TOTAL	1,694,244	875,669	183,325	58,500	6,000	12,300	51,100	9,000	97,950	400,400

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2017 UNIFIED PLANNING WORK PROGRAM and Budget - REVISION 2
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2017 Revision 1	FY2017 Revision 2
Professional Services	930	32,500	32,500
Equipment Repair / Maintenance	936	500	500
Travel / Education	940	1,500	1,500
Publications	943	1,500	1,500
COMPASS Membership	944	12,000	-
Employee Professional Membership	945	7,000	7,000
Postage	950	1,000	1,000
Telephone	951	11,500	11,500
Building Maintenance and Reserve for Major Repairs	955	43,500	43,500
Printing	960	1,000	1,000
Advertising	962	2,000	2,000
Audit	970	16,000	16,000
Insurance	971	13,000	13,000
Legal Services	972	10,000	10,000
General Supplies	980	7,000	7,000
Computer Supplies	982	21,850	21,850
Computer Software / Maintenance	983	23,200	23,200
Commuting Incentive	990	450	450
Vehicle Maintenance	991	1,500	1,500
Utilities	992	10,500	10,500
Local Travel	993	1,000	1,000
Other / Miscellaneous	995	1,500	1,500
TOTAL		220,000	208,000

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2017 UNIFIED PLANNING WORK PROGRAM and Budget - REVISION 2
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING TEAM	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	88	32	4	78	202
620001	Demographics and Growth Monitoring	CM	2	75	11	-	88
620002	Development Monitoring	CM	2	26	17	-	45
653001	Communication and Education	AL	10	13	234	-	257
	Long Range Planning	LI	-	-	-	-	-
661001	General Project Management	LI	44	187	50	-	281
661002	SHRP2	LI	1	7	2	-	10
661003	Roadways	LI	-	31	2	-	33
661004	Freight		-	40	3	-	43
661005	Bicycles/Pedestrians	TL	2	191	3	-	196
661006	Public Transportation		12	105	2	-	119
661007	Performance Measurement	CM	4	40	-	-	44
661008	Bike Counter Management	TL	-	36	-	-	36
	Resource Development/Funding	SM	-	-	-	-	-
685001	Transportation Improvement Program	TT	44	349	19	-	412
685002	Project Development Program	KP	10	42	-	-	52
685003	Grant Research and Development	KP	11	120	9	-	140
685004	CIM Implementation Grants	KP	4	15	-	-	19
TOTAL PROJECTS			234	1,309	356	78	1,977
701001	General Membership Services	SM	16	54	9	-	79
702001	Air Quality Outreach	AL	-	-	7	-	7
703001	General Public Services	AL	4	19	6	-	29
705001	Transportation Liaison Services	MS	31	21	15	-	67
720001	State Street Corridor	SM	35	6	9	-	50
760001	Legislative Services	MS	60	-	2	-	62
761001	Growth Incentives	SM	1	1	-	-	2
TOTAL SERVICES			147	101	48	-	296
801001	Staff Development	ML	36	78	21	10	145
820001	Committee Support	ML	34	74	10	110	228
836001	Regional Travel Demand Model	MW	50	158	-	-	208
838001	On-Board Transit Survey	MW	2	20	-	-	22
842001	Congestion Management Process	WS	5	35	-	-	40
860001	Geographic Information System Maintenance	EA	72	437	-	-	509
TOTAL SYSTEM MAINTENANCE			199	802	31	120	1,152
TOTAL DIRECT			580	2,212	435	198	3,425
991001	Support Services Labor	ML	340	88	25	492	945
TOTAL INDIRECT/OVERHEAD			340	88	25	492	945
TOTAL LABOR			920	2,300	460	690	4,370

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