



**FINANCE COMMITTEE MEETING
MARCH 19, 2020 — 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 December 12, 2019, Finance Committee Meeting Minutes

IV. INFORMATION/DISCUSSION ITEMS

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

Page 10 *B. Discuss Five-Year Revenue and Expense Projections

V. ACTION ITEMS

A. Elect Finance Committee Vice-Chair

Page 18 *B. Approve Variance Report for October 1, 2019 – December 31, 2019

Page 24 *C. Recommend COMPASS Board Approval of the FY2021 General and Special Membership Dues

Page 27 *D. Recommend COMPASS Board Approval of Revision 2 of the FY2020 Unified Planning Work Program and Budget

VI. OTHER

A. Next Meeting: June 18, 2020

VII. ADJOURNMENT

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

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

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

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FINANCE COMMITTEE AGENDA ITEM III-A

Date: March 19, 2020

**FINANCE COMMITTEE MEETING
DECEMBER 12, 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
Pam White, Commissioner, Canyon County

MEMBERS ABSENT: Diana Lachiondo, Commissioner, Ada County
Garret Nancolas, Mayor, City of Caldwell
Stan Ridgeway, Mayor, City of Eagle, **Chair**

OTHERS PRESENT: Morgan Andrus, Community Planning Association
Kevin Congo, Harris CPAs
Keith Holmes, Community Planning Association
Meg Larsen, Community Planning Association
Amy Luft, Community Planning Association
Matt Stoll, Community Planning Association
Josh Tyree, Harris CPAs.

CALL TO ORDER:

Acting Chair John Evans called the meeting to order at 12:08 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

General announcements were made.

CONSENT AGENDA

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

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

INFORMATION/DISCUSSION ITEM

A. Review Report of Disbursements Made in the Reporting Period

The Report of Disbursements made in the reporting period November 20, 2019 to December 4, 2019, was provided in the packet for information.

ACTION ITEMS

A. Approve Draft Fiscal Year 2019 Audit

Josh Tyree, Harris & Co., reviewed the draft FY2019 audit.

After discussion, **Rebecca Arnold moved and Pam White seconded approval of the draft FY2019 audit report as presented. Motion passed unanimously.**

B. Establish 2020 Finance Committee Meeting Dates

Matt Stoll reviewed the proposed Finance Committee meeting dates for calendar year 2020.

After discussion, **Rebecca Arnold moved and Jay Gibbons seconded approval of the 2020 Finance Committee meeting dates as presented. Motion passed unanimously.**

ADJOURNMENT

Acting Chair John Evans adjourned the meeting at 12:28 p.m.

Approved this 19th day of March 2020.

By: _____
Debbie Kling, Chair

Attest:

By: _____
Vice Chair

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Check History Report
Sorted By Vendor Name
Activity From: 12/5/2019 to 3/9/2020

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: ABCSTA ABC STAMP COMPANY					
A	ICCU - Checking	E00691	2/20/2020	221.18	Electronic Payment
				Vendor ABC STAMP COMPANY Total:	221.18
Vendor Number: ACHDCOM ACHD Commuteride					
A	ICCU - Checking	006518	2/20/2020	1,000.00	Auto
				Vendor ACHD Commuteride Total:	1,000.00
Vendor Number: AGENCY AGENCY PRESS					
A	ICCU - Checking	E00658	12/5/2019	787.00	Electronic Payment
A	ICCU - Checking	E00692	2/20/2020	175.00	Electronic Payment
A	ICCU - Checking	E00700	3/5/2020	342.00	Electronic Payment
				Vendor AGENCY PRESS Total:	1,304.00
Vendor Number: INTEGR Allstream					
A	ICCU - Checking	006487	12/20/2019	887.05	Auto
A	ICCU - Checking	006507	1/17/2020	885.87	Auto
A	ICCU - Checking	006522	2/20/2020	883.78	Auto
				Vendor Allstream Total:	2,656.70
Vendor Number: LUFT AMY LUFT					
A	ICCU - Checking	E00678	1/3/2020	13.92	Electronic Payment
				Vendor AMY LUFT Total:	13.92
Vendor Number: AGA Association of Government Accounts					
A	ICCU - Checking	006529	3/5/2020	100.00	Auto
				Vendor Association of Government Accounts Total:	100.00
Vendor Number: APBD Association of Pedestrian & Bicycle Professionals					
A	ICCU - Checking	006530	3/5/2020	500.00	Auto
				Vendor Association of Pedestrian & Bicycle Professionals Total:	500.00
Vendor Number: BOICHA BOISE AREA CHAMBER OF COMMERCE					
A	ICCU - Checking	E00668	12/20/2019	700.00	Electronic Payment
				Vendor BOISE AREA CHAMBER OF COMMERCE Total:	700.00
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E00667	12/5/2019	23,045.92	Electronic Payment
A	ICCU - Checking	E00682	1/3/2020	23,045.92	Electronic Payment
A	ICCU - Checking	E00690	2/5/2020	21,219.92	Electronic Payment
A	ICCU - Checking	E00705	3/5/2020	24,635.68	Electronic Payment
				Vendor Boise Municipal Health Care Total:	91,947.44
Vendor Number: BOE Boise Office Equipment					
A	ICCU - Checking	006519	2/20/2020	1,168.75	Auto
				Vendor Boise Office Equipment Total:	1,168.75
Vendor Number: BONBLU BONNEVILLE BLUE PRINT SUPPLY					
A	ICCU - Checking	E00686	2/5/2020	192.81	Electronic Payment
				Vendor BONNEVILLE BLUE PRINT SUPPLY Total:	192.81
Vendor Number: CATALYS Catalyst Incorporated					
A	ICCU - Checking	E00693	2/20/2020	10,352.50	Electronic Payment
				Vendor Catalyst Incorporated Total:	10,352.50
Vendor Number: CITYOFW City of Wilder					
A	ICCU - Checking	006481	12/20/2019	16,100.00	Auto
A	ICCU - Checking	006502	1/17/2020	6,900.00	Auto
				Vendor City of Wilder Total:	23,000.00
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT					
A	ICCU - Checking	006479	12/20/2019	169.32	Manual
A	ICCU - Checking	006500	1/17/2020	169.32	Manual
A	ICCU - Checking	006527	2/20/2020	169.32	Manual
				Vendor COLONIAL LIFE & ACCIDENT Total:	507.96

Check History Report
Sorted By Vendor Name
Activity From: 12/5/2019 to 3/9/2020

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: ECOCOUN Eco Counter					
A	ICCU - Checking	E00677	1/3/2020	5,040.00	Electronic Payment
				Vendor Eco Counter Total:	5,040.00
Vendor Number: EIDEBA EideBailly					
A	ICCU - Checking	006466	12/5/2019	647.50	Auto
A	ICCU - Checking	006482	12/20/2019	92.50	Auto
A	ICCU - Checking	006503	1/17/2020	92.50	Auto
A	ICCU - Checking	006512	2/5/2020	277.50	Auto
				Vendor EideBailly Total:	1,110.00
Vendor Number: ENPOSAL EnPointe Tech. Sales, LLC					
A	ICCU - Checking	006504	1/17/2020	1,339.26	Auto
				Vendor EnPointe Tech. Sales, LLC Total:	1,339.26
Vendor Number: FEHR Fehr & Peers					
A	ICCU - Checking	E00701	3/5/2020	3,245.60	Electronic Payment
				Vendor Fehr & Peers Total:	3,245.60
Vendor Number: FLEXTE FLEXTECHS, LLC					
A	ICCU - Checking	E00659	12/5/2019	1,498.00	Electronic Payment
A	ICCU - Checking	E00669	12/20/2019	2,860.51	Electronic Payment
A	ICCU - Checking	E00683	1/17/2020	1,657.50	Electronic Payment
A	ICCU - Checking	E00694	2/20/2020	1,965.44	Electronic Payment
				Vendor FLEXTECHS, LLC Total:	7,981.45
Vendor Number: NANCOLA Garret Nancolas					
A	ICCU - Checking	006524	2/20/2020	1,773.33	Auto
				Vendor Garret Nancolas Total:	1,773.33
Vendor Number: HARRIS HARRIS CPA's					
A	ICCU - Checking	E00670	12/20/2019	10,000.00	Electronic Payment
A	ICCU - Checking	E00687	2/5/2020	5,200.00	Electronic Payment
				Vendor HARRIS CPA's Total:	15,200.00
Vendor Number: ZHARTF HARTFORD					
A	ICCU - Checking	006480	12/20/2019	802.88	Manual
A	ICCU - Checking	006501	1/17/2020	826.93	Manual
A	ICCU - Checking	006528	2/20/2020	826.93	Manual
				Vendor HARTFORD Total:	2,456.74
Vendor Number: HUGOS HUGO'S DELI					
A	ICCU - Checking	E00661	12/5/2019	64.95	Electronic Payment
A	ICCU - Checking	E00671	12/20/2019	92.07	Electronic Payment
				Vendor HUGO'S DELI Total:	157.02
Vendor Number: IBIGRO IBI GROUP					
A	ICCU - Checking	006467	12/5/2019	15,254.58	Auto
A	ICCU - Checking	006492	1/2/2020	23,314.22	Auto
A	ICCU - Checking	006520	2/20/2020	9,308.11	Auto
A	ICCU - Checking	006531	3/5/2020	4,565.07	Auto
				Vendor IBI GROUP Total:	52,441.98
Vendor Number: IDASSO IDAHO ASSOCIATION OF COUNTIES					
A	ICCU - Checking	006468	12/5/2019	500.00	Auto
				Vendor IDAHO ASSOCIATION OF COUNTIES Total:	500.00
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	006469	12/5/2019	5,197.52	Auto
A	ICCU - Checking	006494	1/2/2020	2,583.85	Auto
A	ICCU - Checking	006513	2/5/2020	5,765.84	Auto
A	ICCU - Checking	006532	3/5/2020	3,071.79	Auto
				Vendor IDAHO CENTRAL CREDIT UNION Total:	16,619.00

Check History Report
Sorted By Vendor Name
Activity From: 12/5/2019 to 3/9/2020

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: IDPRIMA Idaho Chapter of Prima					
A	ICCU - Checking	006506	1/17/2020	50.00	Auto
				Vendor Idaho Chapter of Prima Total:	50.00
Vendor Number: IDCORR IDAHO CORRECTIONAL INDUSTRIES					
A	ICCU - Checking	006521	2/20/2020	359.95	Auto
				Vendor IDAHO CORRECTIONAL INDUSTRIES Total:	359.95
Vendor Number: IDDEPTL Idaho Department of Labor Accounting Bureau					
A	ICCU - Checking	006470	12/5/2019	101.79	Auto
				Vendor Idaho Department of Labor Accounting Bureau Total:	101.79
Vendor Number: IDPOWE IDAHO POWER CO.					
A	ICCU - Checking	006471	12/5/2019	479.24	Auto
A	ICCU - Checking	006483	12/20/2019	501.35	Auto
A	ICCU - Checking	006514	2/5/2020	481.06	Auto
A	ICCU - Checking	006533	3/5/2020	513.76	Auto
				Vendor IDAHO POWER CO. Total:	1,975.41
Vendor Number: IDPRESR Idaho Press Tribune Renewal					
A	ICCU - Checking	006485	12/20/2019	260.00	Auto
				Vendor Idaho Press Tribune Renewal Total:	260.00
Vendor Number: IDPRES IDAHO PRESS-TRIBUNE					
A	ICCU - Checking	006484	12/20/2019	87.82	Auto
A	ICCU - Checking	006505	1/17/2020	196.56	Auto
				Vendor IDAHO PRESS-TRIBUNE Total:	284.38
Vendor Number: IDPROEN Idaho Society of Professional Engineers Foundation					
A	ICCU - Checking	006472	12/5/2019	300.00	Auto
				Vendor Idaho Society of Professional Engineers Foundation Total:	300.00
Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION					
A	ICCU - Checking	W00401	12/20/2019	3,661.00	Wire Transfer
A	ICCU - Checking	W00407	1/17/2020	4,052.00	Wire Transfer
A	ICCU - Checking	W00413	2/20/2020	3,841.00	Wire Transfer
				Vendor IDAHO STATE TAX COMMISSION Total:	11,554.00
Vendor Number: IDSTAT IDAHO STATESMAN					
A	ICCU - Checking	006486	12/20/2019	97.34	Auto
				Vendor IDAHO STATESMAN Total:	97.34
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.					
A	ICCU - Checking	006473	12/5/2019	194.29	Auto
A	ICCU - Checking	006508	1/17/2020	288.67	Auto
A	ICCU - Checking	006523	2/20/2020	255.36	Auto
				Vendor INTERMOUNTAIN GAS CO. Total:	738.32
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W00397	12/5/2019	14,058.81	Wire Transfer
A	ICCU - Checking	W00399	12/20/2019	14,058.97	Wire Transfer
A	ICCU - Checking	W00402	1/3/2020	15,161.56	Wire Transfer
A	ICCU - Checking	W00405	1/17/2020	14,904.32	Wire Transfer
A	ICCU - Checking	W00409	2/5/2020	15,112.87	Wire Transfer
A	ICCU - Checking	W00411	2/20/2020	14,131.34	Wire Transfer
A	ICCU - Checking	W00414	3/5/2020	14,155.63	Wire Transfer
				Vendor INTERNAL REVENUE SERVICE Total:	101,583.50
Vendor Number: ITDSPEC ITD-Special Plates					
A	ICCU - Checking	006509	1/17/2020	23.00	Auto
				Vendor ITD-Special Plates Total:	23.00
Vendor Number: RUSSELL JANET RUSSELL					
A	ICCU - Checking	E00679	1/3/2020	14.62	Electronic Payment

Check History Report
Sorted By Vendor Name
Activity From: 12/5/2019 to 3/9/2020

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor JANET RUSSELL Total:				14.62	
Vendor Number: KIMANG Kim Anglesey					
A	ICCU - Checking	E00695	2/20/2020	20.00	Electronic Payment
Vendor Kim Anglesey Total:				20.00	
Vendor Number: KITTELS Kittelson & Associates, Inc.					
A	ICCU - Checking	E00702	3/5/2020	1,460.36	Electronic Payment
Vendor Kittelson & Associates, Inc. Total:				1,460.36	
Vendor Number: SCRIPPS Lotus Boise Corp					
A	ICCU - Checking	E00662	12/5/2019	360.00	Electronic Payment
Vendor Lotus Boise Corp Total:				360.00	
Vendor Number: STOLL MATTHEW STOLL					
A	ICCU - Checking	E00663	12/5/2019	105.37	Electronic Payment
A	ICCU - Checking	E00673	12/20/2019	721.50	Electronic Payment
A	ICCU - Checking	E00680	1/3/2020	105.37	Electronic Payment
A	ICCU - Checking	E00688	2/5/2020	208.30	Electronic Payment
A	ICCU - Checking	E00703	3/5/2020	301.47	Electronic Payment
Vendor MATTHEW STOLL Total:				1,442.01	
Vendor Number: PETTY MEGAN LARSEN					
A	ICCU - Checking	006511	1/17/2020	131.77	Auto
Vendor MEGAN LARSEN Total:				131.77	
Vendor Number: MERCHA MERIDIAN CHAMBER OF COMMERCE					
A	ICCU - Checking	006495	1/2/2020	275.00	Auto
Vendor MERIDIAN CHAMBER OF COMMERCE Total:				275.00	
Vendor Number: NAMCHA NAMPA CHAMBER OF COMMERCE					
A	ICCU - Checking	006474	12/5/2019	230.00	Auto
Vendor NAMPA CHAMBER OF COMMERCE Total:				230.00	
Vendor Number: NAMPAC NAMPA CIVIC CENTER					
A	ICCU - Checking	006496	1/2/2020	991.00	Auto
Vendor NAMPA CIVIC CENTER Total:				991.00	
Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)					
A	ICCU - Checking	006478	12/20/2019	48.00	Manual
A	ICCU - Checking	006499	1/17/2020	48.00	Manual
A	ICCU - Checking	006526	2/20/2020	48.00	Manual
Vendor NCPERS Group Life Ins. (M605) Total:				144.00	
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	006475	12/5/2019	150.42	Auto
A	ICCU - Checking	006488	12/20/2019	755.72	Auto
A	ICCU - Checking	006510	1/17/2020	273.65	Auto
A	ICCU - Checking	006515	2/5/2020	54.64	Auto
A	ICCU - Checking	006525	2/20/2020	247.56	Auto
A	ICCU - Checking	006534	3/5/2020	114.34	Auto
Vendor Office Depot Total:				1,596.33	
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W00398	12/5/2019	17,282.57	Wire Transfer
A	ICCU - Checking	W00400	12/20/2019	17,171.88	Wire Transfer
A	ICCU - Checking	W00403	1/3/2020	18,239.49	Wire Transfer
A	ICCU - Checking	W00406	1/17/2020	18,289.56	Wire Transfer
A	ICCU - Checking	W00410	2/5/2020	18,082.43	Wire Transfer
A	ICCU - Checking	W00412	2/20/2020	18,111.39	Wire Transfer
A	ICCU - Checking	W00415	3/5/2020	18,367.94	Wire Transfer
Vendor PUBLIC EMPLOYEES RETIREMENT Total:				125,545.26	
Vendor Number: HAUKKAL Rachel Haukkala					

Check History Report
Sorted By Vendor Name
Activity From: 12/5/2019 to 3/9/2020

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	E00660	12/5/2019	120.00	Electronic Payment
Vendor Rachel Haukkala Total:				120.00	
Vendor Number: RADIO R Radio Rancho					
A	ICCU - Checking	006535	3/5/2020	150.00	Auto
Vendor Radio Rancho Total:				150.00	
Vendor Number: REMIX Remix Software, Inc.					
A	ICCU - Checking	006489	12/20/2019	19,250.00	Auto
Vendor Remix Software, Inc. Total:				19,250.00	
Vendor Number: SHADOW SHADOW TRACKERS INVESTIGATIVE					
A	ICCU - Checking	E00672	12/20/2019	50.00	Electronic Payment
Vendor SHADOW TRACKERS INVESTIGATIVE Total:				50.00	
Vendor Number: SHREDIT Shred-It USA- Boise					
A	ICCU - Checking	006476	12/5/2019	60.00	Auto
A	ICCU - Checking	006536	3/5/2020	60.00	Auto
Vendor Shred-It USA- Boise Total:				120.00	
Vendor Number: SODEXO SODEXO, INC.					
A	ICCU - Checking	006497	1/2/2020	2,024.29	Auto
Vendor SODEXO, INC. Total:				2,024.29	
Vendor Number: ZSTINF STATE INSURANCE FUND					
A	ICCU - Checking	006517	2/5/2020	3,718.00	Auto
Vendor STATE INSURANCE FUND Total:				3,718.00	
Vendor Number: ZIDGRA STATE TAX COMMISSION					
A	ICCU - Checking	W00404	1/3/2020	354.84	Wire Transfer
A	ICCU - Checking	W00408	1/17/2020	141.64	Wire Transfer
Vendor STATE TAX COMMISSION Total:				496.48	
Vendor Number: SYRINGA Syringa Networks, LLC					
A	ICCU - Checking	006537	3/5/2020	722.61	Auto
Vendor Syringa Networks, LLC Total:				722.61	
Vendor Number: IDASTA THE IDAHO STATESMAN					
A	ICCU - Checking	006493	1/2/2020	576.00	Auto
Vendor THE IDAHO STATESMAN Total:				576.00	
Vendor Number: TD&H EN Thomas, Dean & Hoskins of Idaho, Inc.					
A	ICCU - Checking	E00696	2/20/2020	9,812.85	Electronic Payment
Vendor Thomas, Dean & Hoskins of Idaho, Inc. Total:				9,812.85	
Vendor Number: TISCHLE TischlerBise					
A	ICCU - Checking	E00674	12/20/2019	4,304.00	Electronic Payment
A	ICCU - Checking	E00684	1/17/2020	3,614.00	Electronic Payment
A	ICCU - Checking	E00697	2/20/2020	10,332.00	Electronic Payment
Vendor TischlerBise Total:				18,250.00	
Vendor Number: TISDAL TONI TISDALE					
A	ICCU - Checking	E00664	12/5/2019	25.76	Electronic Payment
A	ICCU - Checking	E00675	12/20/2019	53.37	Electronic Payment
A	ICCU - Checking	E00704	3/5/2020	36.63	Electronic Payment
Vendor TONI TISDALE Total:				115.76	
Vendor Number: TREAVAL TREASURE VALLEY COFFEE					
A	ICCU - Checking	006490	12/20/2019	134.48	Auto
A	ICCU - Checking	006498	1/2/2020	93.18	Auto
A	ICCU - Checking	006516	2/5/2020	47.30	Auto
A	ICCU - Checking	006538	3/5/2020	93.15	Auto
Vendor TREASURE VALLEY COFFEE Total:				368.11	
Vendor Number: URISA URISA					
A	ICCU - Checking	006491	12/20/2019	195.00	Auto

Check History Report
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Activity From: 12/5/2019 to 3/9/2020

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor URISA Total:				195.00	
Vendor Number: VRT Valley Regional Transit					
A	ICCU - Checking	E00689	2/5/2020	1,905.00	Electronic Payment
A	ICCU - Checking	E00699	2/20/2020	2,700.00	Electronic Payment
Vendor Valley Regional Transit Total:				4,605.00	
Vendor Number: VERITA VERITAS					
A	ICCU - Checking	E00665	12/5/2019	7,912.50	Electronic Payment
A	ICCU - Checking	E00681	1/3/2020	7,912.50	Electronic Payment
A	ICCU - Checking	E00698	2/20/2020	7,912.50	Electronic Payment
Vendor VERITAS Total:				23,737.50	
Vendor Number: VERIZON Verizon					
A	ICCU - Checking	006477	12/5/2019	54.64	Auto
Vendor Verizon Total:				54.64	
Vendor Number: WESTRO WESTERN TROPHY & ENGRAVING					
A	ICCU - Checking	E00666	12/5/2019	25.90	Electronic Payment
A	ICCU - Checking	E00676	12/20/2019	1,312.19	Electronic Payment
A	ICCU - Checking	E00685	1/17/2020	184.59	Electronic Payment
Vendor WESTERN TROPHY & ENGRAVING Total:				1,522.68	
Report Total:				<u>576,956.60</u>	

FINANCE COMMITTEE AGENDA ITEM IV-B DATE: MARCH 19, 2020

Topic: Five-Year Revenue and Expense Projections

Request/Recommendation:

Information only.

Background/Summary:

COMPASS staff has prepared the attached worksheet, "Five-Year Projected Revenue and Expense." 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 reflect careful management of expenses to preserve the fund balance reserve consistent with Finance Committee direction. Draws from fund balance are expected to continue over the next several years, but will be minimized to the extent possible. Total fund balance is expected to remain above the required reserve level through the first four years of the period, and may dip slightly below \$1 million in FY2026. It is important to note that the projections reflect conservative assumptions for staffing costs and expenditure growth; therefore, this drop below \$1 million in cash may not occur in the five-year period.

The following assumptions apply to the five year projections:

1. Proposed member dues for FY2021 were calculated with no change in the per capita rate. The total is a 3.5% increase over the prior year, which is entirely attributable to an increase in population in the jurisdictions. FY2022-FY2026 projected dues are assumed to increase at a rate of about 1.7% per year, consistent with a smoothed population growth rate. The per capita rate is expected to remain 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) through FY2026. Federal Consolidated Planning Grant revenues are expected to remain flat.
3. Other revenues include funding from Idaho Department of Environmental Quality and the Air Quality Board for air quality outreach. The Memorandum of Understanding between those entities is due for renewal in FY2021. Funding from the Idaho Transportation Department (ITD) for its share of the TREDIS software cost is also included.
4. The management fee for Air Quality Board (AQB) operations is included at just under \$65,000 per year. Per the agreement between COMPASS and AQB, this fee is the greater of actual labor costs to support AQB or 10% of AQB revenues. The amount is projected conservatively, as COMPASS does not yet have enough history with AQB operations to project the management fee with more precision.
5. Consistent with Finance Committee direction, orthophotography projects are expected to be funded in full with contributions from participating entities. Participating entities have

expressed a preference for a smooth, annual contribution amount rather than a larger single contribution in the flight year. Flights are expected to occur every third year.

6. Salary costs include the addition of one FTE to provide additional modeling expertise and support to COMPASS and its member agencies. A 3% pool for salary adjustments each year is also included. Distribution of individual salary adjustments is determined annually by the Executive Director.
7. A 1% overall increase in PERSI contribution rates, allocated between employer and employee, is included in FY2022. PERSI has not made any announcements about a rate increase; this estimate is used to project benefit costs conservatively.
8. A 4% annual increase in health benefit costs and a 3% annual increase in other benefit costs are included as contingencies.
9. Direct expenses for the *Communities in Motion 2050* (CIM 2050) plan, an update to the Intelligent Transportation Systems Plan and the Household Travel Survey are included. There are corresponding federal Surface Transportation Program – Transportation Management Area (STP-TMA) revenues associated with these expenses.
10. Funding for the project development program of \$75,000 is included for FY2021-FY2026. The CIM Implementation Grant program is also funded annually, at \$50,000 per year.
11. Funding for the TREDIS software licensing is included. This cost is \$81,000 every third year. ITD covers about \$16,000 of this total.
12. Direct expenses for all other programs are fairly stable and consistent with current year activities.
13. Indirect expenses are expected to increase modestly by 1% per year for FY2021 through FY2026.

More Information:

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

**COMPASS
FIVE-YEAR PROJECTED REVENUE AND EXPENSE**

	Actual FY2017	Actual FY2018	Actual FY2019	Projected FY2020	Proposed FY2021	Estimate FY2022	Estimate FY2023	Estimate FY2024	Estimate FY2025	Estimate FY2026
REVENUES										
MEMBER DUES (for Local Match & Other Costs)		103%	103%	104%	103.5%	102%	102%	102%	102%	102%
COMPASS General Membership	800,768	822,961	846,750	879,037	909,632	925,460	941,563	957,946	974,614	991,572
COMPASS Special Membership	39,750	41,000	42,500	44,000	45,500	46,500	47,000	48,000	48,500	49,500
TOTAL MEMBER DUES	840,518	863,961	889,250	923,037	955,132	971,960	988,563	1,005,946	1,023,114	1,041,072
FEDERAL-AID										
CPG Actual total CPG billings for the year	1,361,607	1,390,195	1,374,120							
CPG Estimated amount from the TIP				1,383,000	1,383,000	1,383,000	1,383,000	1,383,000	1,383,000	1,383,000
STP-TMA/U Off-The-Top	306,705	306,705	306,705	306,705	306,705	306,705	306,705	306,705	306,705	306,705
STP-TMA KN 13047 <i>Communities in Motion 2040 2.0</i>	36,840									
STP-TMA KN 18948 Freight Study	96,480	205,020								
STP-TMA <i>Communities in Motion</i>			41,371	358,409	183,282	40,956	3,706			
STP-TMA KN 18694 & 20271 Update ITS Strategic Plan			161,277	48,593			28,000	230,000	29,000	
STP-TMA KN 19303 Household Travel Survey				138,990	649,000					
FHWA T2 Deployment Program			5,591							
TOTAL FEDERAL-AID	1,801,632	1,901,920	1,889,064	2,235,697	2,521,987	1,730,661	1,721,411	1,919,705	1,718,705	1,689,705
OTHER REVENUES										
DEQ/AQB contributed funds for air quality outreach	49,995	50,000	49,984	50,000	110,000	148,000	185,000	185,000	185,000	185,000
AQB Operations Management Fee				64,738	64,740	64,740	64,740	64,740	64,740	64,740
ACHD/ITD Funding for I-84 Detour Plan	72,500									
ACHD Funding for Park and Ride Study				85,000						
ITD Funding for I-84 Operations Plan				150,000						
City of Boise funding for project development				9,839						
VRT/City of Boise funding for State Street	54,071	218,478	127,392							
TREDIS contribution	(16,000)				16,200			16,200		
Orthophotography, modeling, and maps revenue	19,248	10,712	451,849	102,997	83,333	83,333	83,333	83,333	83,333	83,333
Interest revenue	8,139	18,638	34,746	25,500	20,980	17,880	15,550	15,540	14,240	10,430
Miscellaneous revenue	14,744	34,333	42,170	2,863	0					
TOTAL OTHER REVENUES	202,697	332,161	706,141	490,937	295,253	313,953	348,623	364,813	347,313	343,503
TOTAL PROJECTED REVENUE	2,844,847	3,098,042	3,484,455	3,649,671	3,772,372	3,016,574	3,058,597	3,290,464	3,089,132	3,074,280
EXPENSES										
Salary	1,190,428	1,240,298	1,280,525	1,322,353	1,375,550	1,416,190	1,458,040	1,501,170	1,545,570	1,591,300
Overtime/employee awards/sick time trade	-			18,857	18,860	18,860	18,860	18,860	18,860	18,860
Subtotal, salaries	1,190,428	1,240,298	1,280,525	1,341,210	1,394,410	1,435,050	1,476,900	1,520,030	1,564,430	1,610,160
Payroll taxes	100,015	101,688	104,098	109,170	114,350	117,680	121,110	124,650	128,290	132,040
Payroll fringe	398,808	432,483	438,752	467,020	521,610	548,730	568,300	588,570	609,590	631,380
Total Salaries and Fringe	1,689,251	1,774,469	1,823,375	1,917,400	2,030,370	2,101,460	2,166,310	2,233,250	2,302,310	2,373,580
Direct Operations and Maintenance	888,607	1,088,830	1,264,611	1,427,626	1,848,574	942,669	685,404	978,504	955,504	649,504
Indirect Operations and Maintenance	185,832	169,683	180,417	205,485	203,450	205,490	207,550	209,630	211,730	213,850
TOTAL EXPENSE	2,763,690	3,032,982	3,268,403	3,550,511	4,082,394	3,249,619	3,059,264	3,421,384	3,469,544	3,236,934
CHANGE IN FUND BALANCE	81,157	65,060	216,052	99,160	(310,022)	(233,045)	(667)	(130,920)	(380,412)	(162,654)

**COMPASS
FIVE-YEAR PROJECTED REVENUE AND EXPENSE**

	Actual FY2017	Actual FY2018	Actual FY2019	Projected FY2020	Estimate FY2021	Estimate FY2022	Estimate FY2023	Estimate FY2024	Estimate FY2025	Estimate FY2026
<i>Beginning fund balance</i>	1,636,770	1,717,926	1,782,986	1,999,038	2,098,198	1,788,176	1,555,131	1,554,465	1,423,545	1,043,133
Less: \$1M Reserve	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
<i>Available fund balance at beginning of year</i>	636,770	717,926	782,986	999,038	1,098,198	788,176	555,131	554,465	423,545	43,133
Release from (deposit to) fund balance	81,157	65,060	216,052	99,160	(310,022)	(233,045)	(667)	(130,920)	(380,412)	(162,654)
Available fund balance at end of year	717,927	782,986	999,038	1,098,198	788,176	555,131	554,465	423,545	43,133	(119,521)

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
DIRECT EXPENSE DETAIL**

PROGRAM					Projected FY2020	Proposed FY2021	Estimate FY2022	Estimate FY2023	Estimate FY2024	Estimate FY2025	Estimate FY2026
620	Demographics	8640	Public Involvement	Census related expenditures	50,000						
620	Demographics	8630	Other	Costs for acquiring data	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Total, 620					52,500	2,500	2,500	2,500	2,500	2,500	2,500
653	Comm. and Ed.	8300	Prof Svc	Education Series: Honoraria	13,800	18,400	18,400	14,400	14,400	14,400	14,400
653	Comm. and Ed.	8300	Prof Svc	Education Series: AICP Credits	1,200	1,400	1,100	14,400	14,400	14,400	14,400
653	Comm. and Ed.	8300	Prof Svc	Design new display				1,300			
653	Comm. and Ed.	8600	Printing	General	600	600	600	600	600	600	600
653	Comm. and Ed.	8600	Printing	Print/laminate new display				600			
653	Comm. and Ed.	8640	Public Involvement	Look! Save A Life! PSA's	10,000	10,000	10,000	10,000	10,000	10,000	10,000
653	Comm. and Ed.	8640	Public Involvement	Education Series: Advertising	3,500	2,600	1,950	1,950	1,950	1,950	1,950
653	Comm. and Ed.	8640	Public Involvement	Public Involvement Plan Update: ads for public comment		4,500					
653	Comm. and Ed.	8640	Public Involvement	Sponsorships of up to 7 events to be determined	5,000	5,000	5,000	5,000	5,000	5,000	5,000
653	Comm. and Ed.	8640	Public Involvement	Leadership in Motion awards, plaques & ads	1,500	1,500	1,500	1,500	1,500	1,500	1,500
653	Comm. and Ed.	8640	Public Involvement	Purchase small promotional products			3,500				
Total, 653					35,600	44,000	42,050	49,750	47,850	47,850	47,850
661	Long Range Planning	8300	Prof Svc	CIM 2050 Survey software	28,750	30,000	30,000				
661	Long Range Planning	8300	Prof Svc	CIM 2050 Translation services	800	800	1,200				
661	Long Range Planning	8300	Prof Svc	CIM 2050 Graphics and editing	8,000	25,000	13,000	2,000			
661	Long Range Planning	8300	Prof Svc	CIM 2050 Financial forecast assumptions	4,000			2,000			
661	Long Range Planning	8300	Prof Svc	CIM 2050 What if scenarios	10,000						
661	Long Range Planning	8300	Prof Svc	CIM 2050 Fiscal Impact Phase 1	60,000						
661	Long Range Planning	8300	Prof Svc	CIM 2050 Fiscal Impact Phase 2	175,000						
661	Long Range Planning	8300	Prof Svc	CIM 2050 Fiscal Impact Phase 3		90,000					
661	Long Range Planning	8300	Prof Svc	CIM 2050 Pavement Scoring Calibration	15,000						
661	Long Range Planning	8300	Prof Svc	CIM 2050 Fixed Guideway Options	50,000						
661	Long Range Planning	8300	Prof Svc	CIM 2050 Park and ride study	100,000						
661	Long Range Planning	8300	Prof Svc	CIM 2050 I-84 Operations study		250,000					
661	Long Range Planning	8300	Prof Svc	CIM 2050 Cost estimate review		12,000					
661	Long Range Planning	8640	Public Involvement	Public involvement - other	49,000	60,000	30,000	1,500	1,500	1,500	1,500
661	LRP: Bike Ped	8300	Prof Svc	Data purchase to support long range planning		5,000	5,000	5,000	5,000	5,000	5,000

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
DIRECT EXPENSE DETAIL**

PROGRAM					Projected FY2020	Proposed FY2021	Estimate FY2022	Estimate FY2023	Estimate FY2024	Estimate FY2025	Estimate FY2026
661	LRP: Bike Ped	8340	Equip & software	Additional tubes, shipping costs and misc. supplies	9,500	2,000	2,000	2,000	2,000	2,000	2,000
661	LRP: Bike Ped	8340	Equip & software	Data bike data processing	5,000	5,000	5,000	5,000	5,000	5,000	5,000
661	LRP: Bike Ped	8340	Equip & software	Bike counter automatic data transmission fees	5,040	5,040	5,040	5,040	5,040	5,040	5,040
Total, 661					520,090	484,840	91,240	22,540	18,540	18,540	18,540
685	Transportation Improvement Program	8300	Prof Svc	Public Involvement	5,500	5,600	5,700	5,800	5,800	5,800	5,800
685	Project/Scope Development	8300	Prof Svc	Funds to pay on call project development consultants	84,828	75,000	75,000	75,000	75,000	75,000	75,000
685	CIM Implementation Grants	8300	Prof Svc	Funding of grants to be awarded during the fiscal year	62,000	50,000	50,000	50,000	50,000	50,000	50,000
Total, 685					152,328	130,600	130,700	130,800	130,800	130,800	130,800
702	Air Quality Outreach	8300	Prof Svc	Contract for air time purchases for PSA's	45,455	100,000	134,545	168,180	168,180	168,180	168,180
Total, 702					45,455	100,000	134,545	168,180	168,180	168,180	168,180
760	Legislative Services	8400	Travel	Travel	18,000	18,000	18,000	18,000	18,000	18,000	18,000
760	Legislative Services	8630	Other	Other	9,200	11,100	11,100	11,100	11,100	11,100	11,100
760	Legislative Services	8720	Lobbying	Lobbyist retainer	85,950	85,950	85,950	85,950	85,950	85,950	85,950
Total, 760					113,150	115,050	115,050	115,050	115,050	115,050	115,050
801	Staff Development	8400	Travel	Staff development - continuing education, conferences	36,270	40,000	40,000	40,000	40,000	40,000	40,000
Total, 801					36,270	40,000	40,000	40,000	40,000	40,000	40,000
820	Committee Support	8650	Meet. Supp.	General meeting support	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Total, 820					2,000	2,000	2,000	2,000	2,000	2,000	2,000
836	Tech Supp: Regional Tools and Models	8300	Prof Svc	Assistance with model scripts and updates	18,000	10,000	25,000	10,000	10,000	10,000	10,000
836	Tech Supp: Regional Tools and Models	8300	Prof Svc	Assistance with TREDIS	2,200	2,200	2,200	2,200	2,200	2,200	2,200
836	Tech Supp: Regional Tools and Models	8300	Prof Svc	Traffic Counts	5,000	10,000	5,000	10,000	10,000	10,000	10,000
Total, 836					25,200	22,200	32,200	22,200	22,200	22,200	22,200

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
DIRECT EXPENSE DETAIL**

PROGRAM					Projected FY2020	Proposed FY2021	Estimate FY2022	Estimate FY2023	Estimate FY2024	Estimate FY2025	Estimate FY2026
838	On Board Transit, Household Travel Surveys	8300	Prof Svc	Household Travel survey, corresponding STP-TMA dollars	150,000	700,000					
Total, 838					150,000	700,000	-	-	-	-	-
842	Congestion Management Process	8300	Prof Svc	Update ITS Plan; corresponding STP-TMA dollars	52,442			30,000	248,000	31,000	
Total, 842					52,442	-	-	30,000	248,000	31,000	-
860	GIS Maintenance and Regional Data Center	8300	Prof Svc	Orthophotography	125,000		250,000			250,000	
860	GIS Maintenance and Regional Data Center	8340	Equip & Software	ESRI Annual Maintenance; Due 10/1 each year	27,800	27,800	27,800	27,800	27,800	27,800	27,800
860	GIS Maintenance and Regional Data Center	8340	Equip & Software	AWS monthly fees for hosting of the Regional Data Center	9,634	9,634	9,634	9,634	9,634	9,634	9,634
Total, 860					162,434	37,434	287,434	37,434	37,434	287,434	37,434
990	Direct Operations	8340	Equip & Software	New/replacement hardware and software for the office	11,227	30,000	6,000	6,000	6,000	31,000	6,000
990	Direct Operations	8340	Equip & Software	"Tools of the Trade" sponsorship	10,000						
990	Direct Operations	8340	Equip & Software	Transit network planning software	19,250	19,250	19,250	19,250	19,250	19,250	19,250
990	Direct Operations	8340	Equip & Software	TREDIS renewal		81,000			81,000		
990	Direct Operations	8340	Equip & Software	CUBE	14,080	14,100	14,100	14,100	14,100	14,100	14,100
990	Direct Operations	8400	Travel & Ed	AICP/APBP credits for webinar series	1,600	1,600	1,600	1,600	1,600	1,600	1,600
990	Direct Operations	8720	Legal/Lobbying	Membership dues	17,000	17,000	17,000	17,000	17,000	17,000	17,000
990	Direct Operations	8650	Meeting Support	annual board lunch, mtg refreshments	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Total, 990					80,157	169,950	64,950	64,950	145,950	89,950	64,950
TOTAL					1,427,626	1,848,574	942,669	685,404	978,504	955,504	649,504

INDIRECT COSTS

CATEGORY	Projected FY2020	Proposed FY2021	Estimate FY2022	Estimate FY2023	Estimate FY2024
Professional Services	30,285	30,590	30,900	31,210	31,520
Equipment Repair / Maintenance	-	-	-	-	-
Publications	1,000	1,010	1,020	1,030	1,040
Employee Professional Membership	7,434	7,510	7,590	7,670	7,750
Postage	657	660	670	680	690
Telephone	16,457	14,650	14,800	14,950	15,100
Building Maintenance and Reserve for Major Repairs	55,128	55,680	56,240	56,800	57,370
Printing	1,000	1,010	1,020	1,030	1,040
Advertising	838	850	860	870	880
Audit	15,200	15,350	15,500	15,660	15,820
Insurance	13,000	13,130	13,260	13,390	13,520
Legal Services	5,000	5,050	5,100	5,150	5,200
General Supplies	8,373	8,460	8,540	8,630	8,720
Computer Supplies	17,412	17,590	17,770	17,950	18,130
Computer Software / Maintenance	22,755	22,980	23,210	23,440	23,670
Vehicle Maintenance	1,572	1,590	1,610	1,630	1,650
Utilities	8,652	8,740	8,830	8,920	9,010
Local Travel	1,746	1,760	1,780	1,800	1,820
Other / Miscellaneous	69	5,000	5,000	5,000	5,000
TOTAL	206,579	211,610	213,700	215,810	217,930

FINANCE COMMITTEE AGENDA ITEM V-B

Date: MARCH 19, 2020

Topic: Variance Report for October 1, 2019 – December 31, 2019

Request/Recommendation:

COMPASS staff seeks approval of the Variance Report dated October 1, 2019 to December 31, 2019.

Background/Summary:

The Variance Report is used to report actual financial results compared to Revision 1 of the FY2020 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 December 31, 2019.

Revenue from member contributions is at 52% reflecting billings for the first two quarters as well as full year payments from three of our member agencies. Revenues from the management fee charged to Air Quality Board are at 37% of the budget.

Salaries and fringe expense, at 24%, are on budget at the end of the first quarter. As of December 31, 2019, COMPASS is fully staffed at 21 FTE's.

Total direct expenses are at 11% of budget overall.

- Professional Services is under budget with 8% of the budget expended. Most of this variance is attributable to unspent budget for speaker fees in the COMPASS education series program, unspent budget in the *Communities in Motion 2050* project, unspent budget in the Project Development Program, unspent budget in the CIM Implementation Grants, unspent budget in the Air Quality Outreach project, unspent budget in the Regional Travel Demand Model, unspent budget in the Travel Survey Data Collection project, and unspent budget in the orthophotography project. It is not expected that there will be a significant amount of unspent budget by the end of the fiscal year, however.
- Travel and Education, Printing, Other, and Public Involvement are all under budget as of December 31, 2019.

Total indirect expenses at 50% are on budget. As in prior years, some indirect expense line items spend out early in the fiscal year. Staff anticipates that indirect expenses will be on budget by the end of the fiscal year.

Budget to actual variances by program – expenses

The second and third pages of the attachment show budget to actual expenses by program. Items highlighted in green are 10 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 December 31, 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

FY2020 BUDGET TO ACTUAL VARIANCES BY LINE ITEM - REVENUES AND EXPENSES

	Budget	Actual	% of Budget Earned or Expended
Grant revenue	\$ 2,400,229	246,128	10%
Member contributions	923,037	477,836	52%
ID DEQ/ACAQB Awareness	50,000	-	0%
Air Quality Operations - Management Fee	64,738	24,251	37%
Orthophotography Project - Participants	83,333	-	0%
City of Boise - Project Development	9,839	-	0%
Interest income	24,000	8,167	34%
Orthophotography Revenue - Sales	-	6,558	
Modeling revenue	-	3,504	
Maps and publications revenue	-	-	
Other income	-	1,525	
Subtotal, revenues	3,555,176	767,968	22%
Staff labor	1,339,957	323,000	24%
Payroll taxes and fringe benefits	593,006	138,572	23%
Subtotal, salaries and fringe expenses	1,932,963	461,572	24%
Professional services	742,241	58,973	8%
Equipment purchase	96,640	73,835	76%
Travel/education	59,600	6,423	11%
Printing	600	-	0%
Other	23,600	2,352	10%
Public involvement	124,500	17,351	14%
Meeting support	9,000	4,361	48%
Legislative services	102,950	29,713	29%
Carry Forward	541,194	-	0%
Subtotal, direct expenses	1,700,325	193,007	11%
Professional services	30,000	8,323	28%
Equipment repair	200	-	0%
Publications	1,000	671	67%
Employee professional memberships	7,500	2,189	29%
Postage	750	129	17%
Telephone	11,500	3,082	27%
Building maintenance/association	54,000	55,128	102%
Printing	1,000	787	79%
Advertising	1,000	338	34%
Audit	15,000	10,000	67%
Insurance	13,000	6,615	51%
Legal services	5,000	-	0%
General supplies	6,000	1,767	29%
Computer supplies	15,000	3,863	26%
Computer software/maintenance	25,000	6,128	25%
Vehicle maintenance	1,000	49	5%
Utilities	10,000	1,859	19%
Local travel	1,500	392	26%
Other	5,000	-	0%
Subtotal, indirect expenses	203,450	101,320	50%
Total, all expenses	3,836,738	755,900	20%
Change in fund balance	(281,563)	12,068	
Beginning fund balance	2,041,762	2,041,762	
Current fund balance	\$ 1,760,199	2,053,830	

COMPASS
FY2020 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of December 31, 2019, 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	78,786	13,357	17%			78,786	13,357	17%	On Budget.
620	Demographics and Growth Monitoring	Miller	155,617	36,031	23%	52,500	433	208,117	36,465	18%	On Budget.
653	Communication and Education	Luft	105,455	33,631	32%	35,600	1,677	141,055	35,308	25%	On Budget.
661	Long-Range Planning	Itkonen	447,119	114,905	26%	694,201	25,836	1,141,320	140,741	12%	Under Budget. Staff time spent on this project is on budget. Approximately \$176,000 of budgeted direct dollars are for expenditures in fiscal year 2021. With the exception of the \$176,000, staff anticipates that the direct dollars will be spent by the end of fiscal year 2020.
685	Resource Development/Funding		388,809	88,643	23%	152,339	16,285	541,147	104,928	19%	On Budget.
Subtotal, Projects			1,175,785	286,566	24%	934,640	44,231	2,110,424	330,797	16%	
701	General Membership Services	Itkonen	111,563	22,853	20%			111,563	22,853	20%	On Budget.
702	Air Quality Outreach	Luft	4,545	346	8%	45,455		50,000	346	1%	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	9,059	4,357	48%	-		9,059	4,357	48%	Over Budget. Expenditures are directly related to the amount of services requested by the general public.
704	Air Quality Operations	ML	64,738	36,935	57%	-		64,738	36,935	57%	Over Budget. More time was used in the initial transition of operations to COMPASS than was estimated. Staff anticipates that staff time charged to this project will taper off in the next three quarters.
705	Transportation Liaison Services	Stoll	48,183	9,319	19%	-		48,183	9,319	19%	On Budget.
760	Legislative Services	Stoll	60,474	19,227	32%	115,050	27,040	175,524	46,268	26%	On Budget.
761	Growth Incentives	Stoll	3,884	-	0%	-		3,884	-	0%	Under Budget. The Blueprint for Good Growth Board has not requested any work for the period of October 1, 2019 through December 31, 2019.
Subtotal, Services			302,446	93,037	31%	160,505	27,040	462,951	120,077	26%	
801	Staff Development	Larsen	72,685	10,711	15%	40,000	3,120	112,685	13,831	12%	Under Budget. This project is under budget in the first quarter as of December 31, 2019.
820	Committee Support	Larsen	142,103	43,190	30%	2,000	580	144,103	43,770	30%	Over Budget. This project is slightly over budget in the first quarter as of December 31, 2019. Staff anticipates this project will on budget by the end of the fiscal year.
836	Regional Travel Demand Model	Waldinger	79,235	27,336	35%	25,200		104,435	27,336	26%	On Budget.
838	Travel Survey Data Collection	Waldinger	15,536		0%	150,000		165,536	-	0%	Under Budget. This project is expected to begin in the second quarter.

COMPASS

FY2020 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of December 31, 2019, 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
842	Congestion Management Process	Mulhall	66,029	28,842	44%	61,947	38,569	62%	127,976	67,411	53%
860	Geographic Information System Maintenance	Adolfson	282,595	73,210	26%	250,333	29,161	12%	532,928	102,372	19%
Subtotal, System Maintenance			658,183	183,289	28%	529,480	71,430	13%	1,187,663	254,719	21%
990	Direct Operations and Maintenance	Larsen				75,700	50,306	66%	75,700	50,306	66%
Subtotal, Indirect and overhead			-	-		75,700	50,306	66%	75,700	50,306	66%
GRAND TOTAL			2,136,413	562,892	26%	1,700,325	193,007	11%	3,836,738	755,900	20%

Notes

Over Budget.
This project is over budget in the first quarter as of December 31, 2019, but is now substantially complete. Staff anticipates this project will end the fiscal year on budget.

On Budget.

Over Budget.
One time costs for the renewal of software licenses were charged in the first quarter. Staff anticipates this project will on budget by the end of the fiscal year.

COMPASS**Balance Sheet - December 31, 2019**

	<u>9/30/2019</u>	<u>12/31/2019</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	1,869,292	1,839,887
Accounts Receivable	443,902	248,378
Prepaid Expenses	5,440	3,582
	<hr/>	<hr/>
TOTAL ASSETS	<u>2,318,634</u>	<u>2,091,847</u>
<u>LIABILITIES</u>		
Accounts Payable	144,847	142
Accrued Payroll Liabilities	121,248	27,100
Deferred Revenue	10,775	10,775
	<hr/>	<hr/>
Subtotal, liabilities	276,870	38,017
<u>FUND BALANCE</u>		
Nonspendable: Prepaid Expenses	5,440	3,582
Assigned To: Set-Aside for Matching Funds for CIM 2050	34,341	34,021
Assigned To: Set-Aside for Matching funds for Treasure Valley ITS Plan	4,547	2,836
Assigned To: Set-Aside for CIM Implementation Grant Program	62,000	45,900
Assigned To: Set-Aside for Orthophotography Cost	210,632	210,632
Assigned To: Set-Aside for FY20 Revenue Shortfall	55,675	55,675
Unassigned	1,669,129	1,701,185
	<hr/>	<hr/>
Subtotal, fund balance	2,041,764	2,053,830
	<hr/>	<hr/>
TOTAL LIABILITIES AND FUND BALANCE	<u>2,318,634</u>	<u>2,091,847</u>

Cash & Investment Summary - December 31, 2019

<u>Account</u>	<u>Current Rate</u>	<u>Balance</u>
Petty Cash	n/a	200
ID Central Credit Union Share Savings	0.10%	(149,975)
ID Central Credit Union Money Market Checking	0.26%	54,385
ID Central Credit Union Premium Money Market Savings	0.10%	50,000
Local Government Investment Pool	2.02%	1,267,308
ID Central Credit Union 60 Month CD	2.51%	184,259
Banner Bank 24 Month CD #8077 - closed 12/6/19	1.21%	-
Banner Bank 24 Month CD #8085 - closed 12/6/19	1.21%	-
Banner Bank 36 Month CD #8093	1.20%	153,613
Banner Bank 60 Month CD #8069	1.20%	153,613
Banner Bank 60 Month CD #8101	1.87%	153,107
		<hr/>
Total Cash Balance		<u>1,866,508</u>

FINANCE COMMITTEE AGENDA ITEM V-C DATE: MARCH 19, 2020

Topic: FY2021 General and Special Membership Dues

Request/Recommendation:

COMPASS staff seeks a recommendation of the proposed FY2021 membership dues for COMPASS Board of Directors' approval.

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. The approved formula was incorporated into the Joint Powers Agreement adopted by the Board at its September 21, 2015, meeting.

COMPASS staff used the FY2020 population estimates recommended by the Demographic Advisory Workgroup at its March 4, 2020, meeting to calculate the proposed FY2021 membership dues. The per capita rate used in the calculation is identical to the rate approved by the COMPASS Board for FY2015 through FY2020 dues. The change in dues for each entity in Ada and Canyon Counties reflects the change in estimated population from FY2019.

Implication (policy and/or financial):

The proposed dues will be used in the draft FY2021 Unified Planning Work Program and Budget to be presented to the Finance Committee in its June 18, 2020, meeting.

More Information:

- 1) Attachments: Member Dues Calculation Policy
Proposed FY2021 Membership Dues
- 2) For detailed information contact: Meg Larsen, at 208-475-2228
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 FY2021 MEMBERSHIP DUES**

	Actual FY2020 Membership Dues		Proposed FY2021 Membership Dues		Change
	FY2019 Estimated Population	Dues amount per person in jurisdiction \$ 1.322725	FY2020 Estimated Population	Dues amount per person in jurisdiction \$ 1.322725	\$ -
GENERAL MEMBERS					
ADA COUNTY					
Ada County	487,660	\$ 228,095	502,970	235,317	\$ 7,222
Ada County Highway District	487,660	228,095	502,970	235,317	7,222
City of Boise	236,310	104,191	240,380	105,986	1,795
City of Eagle	31,270	13,787	32,560	14,356	569
City of Garden City	12,240	5,397	12,460	5,494	97
City of Kuna	22,830	10,066	24,890	10,974	908
City of Meridian	114,680	50,563	119,350	52,622	2,059
City of Star	10,984	4,843	11,860	5,229	386
TOTAL ADA COUNTY	487,660	645,037	502,970	\$ 665,295	\$ 20,258
CANYON COUNTY					
Canyon County	224,540	109,594	234,820	114,775	\$ 5,181
Canyon Highway District No. 4	84,550	41,183	87,780	42,784	1,601
Nampa Highway District No. 1	122,080		128,472		-
Golden Gate Hwy District No. 3	9,040	5,398	9,539	5,718	320
Notus Parma Highway District	8,870		9,030		-
City of Caldwell	58,830	25,939	61,210	26,988	1,049
City of Greenleaf	870	384	870	384	-
City of Melba	590	260	590	260	-
City of Middleton	9,710	4,281	9,780	4,312	31
City of Nampa	102,030	44,986	106,860	47,115	2,129
City of Notus	570	251	570	251	-
City of Parma	2,150	948	2,160	952	4
City of Wilder	1,760	776	1,810	798	22
TOTAL CANYON COUNTY	224,540	\$ 234,000	234,820	\$ 244,337	\$ 10,337
SPECIAL MEMBERS					
Boise State University		8,800		9,100	\$ 300
Capital City Development Corporation		8,800		9,100	300
Department of Environmental Quality		8,800		9,100	300
Idaho Transportation Department		8,800		9,100	300
Valley Regional Transit		8,800		9,100	300
TOTAL SPECIAL MEMBERS		\$ 44,000		\$ 45,500	\$ 1,500
TOTAL MEMBER DUES		\$ 923,037		\$ 955,132	\$ 32,095

10 Canyon County residents in Star are excluded from the calculation of Ada County and ACHD dues. These residents are allocated to the City of Star, Canyon County and Canyon Highway District.

FINANCE COMMITTEE AGENDA ITEM V-D

Date: March 19, 2020

Topic: Revision 2 of the FY2020 Unified Planning Work Program and Budget

Request/Recommendation:

Review and recommend Revision 2 of the FY2020 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 2 of the FY2020 UPWP:

- Add \$150,000 of funds from the Idaho Transportation Department to assist with their I-84 Corridor Operations Plan.
- Add \$85,000 of funds from the ACHD Commuteride to increase the scope of the Park & Ride Study for *Communities in Motion 2050*.
- Add \$6,386 from fund balance to cover matching funds for key #19571, *Communities in Motion 2050*.
- Decrease the draw from Fund Balance by \$59,656 to cover the revenue shortfall.

The following revisions to expenses are proposed in Revision 2 of the FY2020 UPWP:

- Add \$150,000 to program number 842002, I-84 Corridor Operations Plan.
- Add \$85,000 to increase the scope of the Park & Ride Study for *Communities in Motion 2050*.
- Add \$28,750 to program number 660001, Long Range Planning for Metroquest Survey Software.
- Add \$175,000 to program number 660001, Long Range Planning for Fiscal Impact Analysis-Phase II.
- Remove \$5,000 from program number 660001, Long Range Planning for PMF Redo.
- Remove \$289,800 from program number 660001, Long Range Planning for the Carry Forward balance.
- Add \$37,780 to Labor and Fringe to cover costs for a new Modeler Position.

Implication (policy and/or financial):

Without COMPASS Board of Directors' adoption of Revision 2 of the FY2020 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

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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
Recommended Changes to FY2020 - Revision 2
Summary

FY2020 Revision 1 UPWP Revenues		3,836,738	FY2020 Revision 1 UPWP Expenses	3,836,738
1	Idaho Transportation Department; I-84 Corridor Operations Plan	150,000	Carry-Forward. Add \$150,000 to be used in fiscal year 2021 for I-84 Corridor Operations Plan	150,000
2	ACHD Commuteride; Park and Ride study for <i>Communities in Motion 2050</i>	85,000	Professional Services. Add \$85,000 to expand the scope of the planned Park and Ride study	85,000
	Draw from Fund Balance to cover matching funds for key number 19571, <i>Communities in Motion 2050</i>	6,386		
			Survey software for <i>Communities in Motion 2050</i>	28,750
			Fiscal Impact Analysis-Phase II	175,000
			Performance Measure Framework update completed in fiscal year 2019	(5,000)
			Adjustment to carry forward amount for future year <i>Communities in Motion 2050</i> expenditures	(289,800)
3	Decrease draw from Fund Balance needed for revenue shortfall	(59,656)		
4			Add Labor and Fringe for new Modeler position	37,780
Recommended Adjustments to Revenues		181,730	Recommended Adjustments to Expenses	181,730
Adjusted Revenues - Revision 2		4,018,468	Adjusted Expenses - Revision 2	4,018,468
Remaining Revenue		0		

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
REVENUE AND EXPENSE SUMMARY (total)**

REVENUE	FY2020 Revision 1	FY2020 Revision 2
GENERAL MEMBERSHIP		
Ada County	228,095	228,095
Ada County Highway District	228,095	228,095
Canyon County	109,594	109,594
Canyon Highway District No. 4	41,183	41,183
Golden Gate Highway District No.3	5,398	5,398
City of Boise	104,191	104,191
City of Caldwell	25,939	25,939
City of Eagle	13,787	13,787
City of Garden City	5,397	5,397
City of Greenleaf	384	384
City of Kuna	10,066	10,066
City of Meridian	50,563	50,563
City of Melba	260	260
City of Middleton	4,281	4,281
City of Nampa	44,986	44,986
City of Notus	251	251
City of Parma	948	948
City of Star	4,843	4,843
City of Wilder	776	776
Subtotal	879,037	879,037
SPECIAL MEMBERSHIP		
Boise State University	8,800	8,800
Capital City Development Corporation	8,800	8,800
Idaho Department of Environmental Quality	8,800	8,800
Idaho Transportation Department	8,800	8,800
Valley Regional Transit	8,800	8,800
Subtotal	44,000	44,000
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2020 K# 19258 Ada County	1,023,420	1,023,420
CPG - FY2020 K# 19258 Canyon County	359,580	359,580
Sub Total CPG Grants	1,383,000	1,383,000
STP TMA - K# 19766, FY2020 off-the-top funds for Planning	306,705	306,705
STP TMA - K# 19571, <i>Communities in Motion 2050</i> (carry over from FY19)	433,520	433,520
STP TMA - K# 19571, <i>Communities in Motion 2050</i>	80,614	80,614
STP TMA - K# 18694, Treasure Valley ITS Plan (carry over from FY19)	57,400	57,400
STP TMA - K# 19303, Travel Survey Data Collection	138,990	138,990
Subtotal	1,017,229	1,017,229
OTHER REVENUE SOURCES		
Idaho Transportation Department (I-84 Corridor Operations Plan)		150,000
ACHD Commuteride (Park and Ride Study)		85,000
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	64,738
Orthophotography - Participant Contributions	83,333	83,333
City of Boise - Project Development	9,839	9,839
Interest Income	24,000	24,000
Subtotal	231,909	466,909
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,555,176	3,790,176
Draw from Fund Balance (Match for CIM 2050)	34,341	40,727
Draw from Fund Balance (Match for Treasure Valley ITS Plan)	4,547	4,547
Draw From Fund Balance (CIM Implementation Grants)	62,000	62,000
Draw From Fund Balance (Carry-Over FY2019 Ortho Project)	125,000	125,000
Draw From Fund Balance (to fund revenue shortfall)	55,675	(3,981)
Subtotal	281,563	228,293
TOTAL REVENUE, ALL RESOURCES	3,836,738	4,018,468

EXPENSE	FY2020 Revision 1	FY2020 Revision 2
SALARY, FRINGE & CONTINGENCY		
Salary	1,321,100	1,347,530
Fringe	593,006	604,356
Contingency (Overtime, Bonus, and Sick Time Trade)	18,857	18,857
Subtotal	1,932,963	1,970,743
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	203,450	203,450
Subtotal	203,450	203,450
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	2,500	2,500
620003, Census 2020	50,000	50,000
653001, Communication and Education	35,600	35,600
661001, Long-Range Planning	674,661	668,611
661008, Bike Counter Management	19,540	19,540
685001, Transportation Improvement Program	5,500	5,500
685002, Project Development Program	84,839	84,839
685004, CIM Implementation Grants	62,000	62,000
702001, Air Quality Outreach	45,455	45,455
760001, Legislative Services	115,050	115,050
801001, Staff Development	40,000	40,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	25,200	25,200
838001, Travel Survey Data Collection	150,000	150,000
842001, Congestion Management Process	61,947	61,947
842002, I-84 Corridor Operations Plan		150,000
860001, Geographic Information System Maintenance	250,333	250,333
990001, Direct Operations and Maintenance	75,700	75,700
Subtotal	1,700,325	1,844,275
TOTAL EXPENSE	3,836,738	4,018,468

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,836,738	4,018,468
LESS: TOTAL EXPENSES	3,836,738	4,018,468
REVENUE EXCESS/(DEFICIT)	0	0

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES				FY2020 CPG						MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES				
	Work Days	Indirect Cost	Direct Cost	Total Cost	Ada County K# 19258 (74%)	Canyon County K# 19258 (26%)	STP-TMA Off The Top K# 19766	STP-TMA CIM 2050 K# 19751	STP-TMA Treasure Valley ITS Plan	STP-TMA Travel Survey Data Collection	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue		Total Local & Other			
601001	UPWP/Budget Development and Federal Assurances	100	77,630	-	77,630	31,030	10,902	30,000							5,698	5,698	77,630		
620001	Demographics and Growth Monitoring	136	101,083	2,500	103,583	48,826	17,155	30,000							7,603	7,603	103,583		
620002	Development Monitoring	31	19,912	-	19,912	6,254	2,197	10,000							1,462	1,462	19,912		
620003	Census 2020	67	33,269	50,000	83,269	8,012	2,815	20,000							2,442	50,000	83,269		
653001	Communication and Education Long-Range Planning	168	104,605	35,600	140,205											140,205	140,205		
661001	General Project Management	269	190,220	668,611	858,832	130,431	45,827		514,134						54,689	28,750	85,000	168,439	858,832
661003	Roadways	34	22,580	-	22,580	15,483	5,440								1,657			1,657	22,580
661004	Freight	20	15,393	-	15,393	10,555	3,708								1,130			1,130	15,393
661005	Bicycles/Pedestrians	125	54,948	-	54,948	37,677	13,238								4,033			4,033	54,948
661006	Public Transportation	120	52,893	-	52,893	36,268	12,743								3,882			3,882	52,893
661007	Performance Measurement	20	14,317	-	14,317	9,817	3,449								1,051			1,051	14,317
661008	Bike Counter Management	116	53,761	19,540	73,301	36,863	12,952								3,946	19,540		23,486	73,301
661009	Public Involvement	61	39,414	-	39,414	27,026	9,495								2,893			2,893	39,414
	Resource Development/Funding																		
685001	Transportation Improvement Program	392	248,211	5,500	253,711	96,194	33,798	100,000							18,219	5,500		23,719	253,711
685002	Project Development Program	33	24,322	84,839	109,160	16,677	5,860								1,785	75,000	9,839	86,624	109,160
685003	Grant Research and Development	140	100,194	-	100,194											100,194		100,194	100,194
685004	CIM Implementation Grants	18	12,777	62,000	74,777	8,761	3,078								938	62,000		62,938	74,777
TOTAL PROJECTS		1,850	1,165,530	928,590	2,094,119	519,872	182,658	190,000	514,134	-	-	1,406,664	111,428	481,189	94,839	687,455	2,094,119		
701001	Membership Services	167	110,592	-	110,592	75,831	26,643								8,117			8,117	110,592
702001	Air Quality Outreach	7	4,545	45,455	50,000											50,000		50,000	50,000
703001	General Public Services	14	8,981	-	8,981										8,981			8,981	8,981
704001	Air Quality Operations	87	64,738	-	64,738											64,738		64,738	64,738
705001	Transportation Liaison Services	64	47,789	-	47,789	32,768	11,513								3,508			3,508	47,789
760001	Legislative Services	58	60,087	115,050	175,137											175,137		175,137	175,137
761001	Growth Incentives	5	3,848	-	3,848	3,566									282			282	3,848
TOTAL SERVICES		402	300,581	160,505	461,086	112,165	38,157	-	-	-	-	150,322	11,908	184,119	114,738	310,764	461,086		
801001	Staff Development	111	72,109	40,000	112,109	76,871	27,009								8,229			8,229	112,109
820001	Committee Support	218	141,010	2,000	143,010	96,688	33,972								10,350	2,000		12,350	143,010
836001	Regional Travel Demand Model	174	133,917	25,200	159,117	77,025	27,063	20,000							9,830	25,200		35,030	159,117
838001	Travel Survey Data Collection	20	15,393	150,000	165,393	10,555	3,708								12,140			12,140	165,393
842001	Congestion Management Process	85	65,419	61,947	127,367	44,857	15,761			57,400					9,349			9,349	127,367
842002	I-84 Corridor Operations Plan	-	-	150,000	150,000											150,000		150,000	150,000
860001	Geographic Information System Maintenance	462	280,234	250,333	530,567	85,386.82	31,253.60	96,705							16,900	91,989	208,333	317,222	530,567
TOTAL SYSTEM MAINTENANCE		1,070	708,082	679,480	1,387,563	391,383	138,766	116,705	-	57,400	138,990	843,243	66,797	119,189	358,333	544,319	1,387,563		
990001	Direct Operations / Maintenance	-	-	75,700	75,700											75,700		75,700	75,700
991001	Support Services Labor	894	-	-	-											-		-	-
999001	Indirect Operations/Maintenance	-	-	-	-											-		-	-
TOTAL INDIRECT/OVERHEAD		894	-	75,700	75,700	-	-	-	-	-	-	-	-	51,700	24,000	75,700	75,700		
GRAND TOTAL		4,216	2,174,193	1,844,275	4,018,468	1,023,420	359,580	306,705	514,134	57,400	138,990	2,400,229	190,133	836,196	591,909	1,618,238	4,018,468		

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2020 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)	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	668,611	451,550					49,000			168,061
661008 Bike Counter Management	19,540	5,000	14,540							
685001 Transportation Improvement Program	5,500						5,500			
685002 Project Development Program	84,839	84,839								
685004 CIM Implementation Grants	62,000	62,000								
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	61,947	61,947								
842002 I-84 Corridor Operations Plan	150,000									150,000
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	1,844,275	1,025,991	96,640	59,600	600	23,600	124,500	9,000	102,950	401,394

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2020 Revision 1	FY2020 Revision 2
Professional Services	930	30,000	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	11,500	11,500
Building Maintenance and Reserve for Major Repairs	955	54,000	54,000
Printing	960	1,000	1,000
Advertising	962	1,000	1,000
Audit	970	15,000	15,000
Insurance	971	13,000	13,000
Legal Services	972	5,000	5,000
General Supplies	980	6,000	6,000
Computer Supplies	982	15,000	15,000
Computer Software / Maintenance	983	25,000	25,000
Vehicle Maintenance	991	1,000	1,000
Utilities	992	10,000	10,000
Local Travel	993	1,500	1,500
Other / Miscellaneous	995	5,000	5,000
TOTAL		203,450	203,450

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	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	-	174	-	-	174
838001	Travel Survey Data Collection	MW	-	15	5	-	20
842001	Congestion Management Process	HM	-	80	5	-	85
842002	I-84 Corridor Operations Plan	MW	-	-	-	-	-
860001	Geographic Information System Maintenance	EA	-	457	5	-	462
TOTAL SYSTEM MAINTENANCE			21	889	52	108	1,070
TOTAL DIRECT			199	2,499	425	199	3,322
991001	Support Services Labor	ML	261	107	35	491	894
TOTAL INDIRECT/OVERHEAD			261	107	35	491	894
TOTAL LABOR			460	2,606	460	690	4,216

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