

**FINANCE COMMITTEE MEETING
MARCH 24, 2022 — 12:00 PM
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO**

ZOOM CONFERENCE CALL

Facebook Live Streaming - <https://www.facebook.com/COMPASSIdaho>
(Subject to availability and functionality of connection.)

Committee members can participate in the meeting in-person or via Zoom conference call. The 2nd Floor Large Conference room is open for in-person attendance.

Please specify whether you plan to attend in-person or virtually when RSVPing to Hailey Townsend at htownsend@compassidaho.org or 208-475-2232.

****AGENDA****

I. CALL TO ORDER/ROLL CALL

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 3 *A. Approve December 16, 2021, Finance Committee Meeting Minutes

IV. INFORMATION/DISCUSSION ITEM

Page 5 *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 20 *B. Approve Variance Report for October 1, 2021 – December 31, 2021

Page 26 *C. Recommend Approval for the FY2023 Membership Dues

Page 29 *D. Recommend Approval of Revision 3 of the FY2022 Unified Planning Work Program and Budget (UPWP)

VI. OTHER

A. Next Meeting: June 16, 2022

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 MEETING DECEMBER 16, 2021 ZOOM CONFERENCE CALL

****MINUTES****

ATTENDEES: John Evans, Mayor, City of Garden City, via telephone
Jay Gibbons, Commissioner, Canyon Highway District #4, via telephone
Kendra Kenyon, **Vice Chair**, Commissioner, Ada County, via telephone
Mary May, **Chair**, Commissioner, Ada County Highway District, via telephone
Garret Nancolas, Mayor, City of Caldwell, via telephone
Holli Woodings, Councilmember, City of Boise, in person

MEMBERS ABSENT: Keri Smith, Commissioner, Canyon County

OTHERS PRESENT: David Hegstrom, Harris CPAs, via telephone
Meg Larsen, Community Planning Association, via telephone
Amy Luft, Community Planning Association, via telephone
Matt Stoll, Community Planning Association, in person
Hailey Townsend, Community Planning Association, in person
Josh Tyree, Harris CPAs, via telephone

CALL TO ORDER:

Chair Mary May called the meeting to order at 12:10 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

Matt Stoll requested that Finance Committee members allow calendar invitations be sent for future COMPASS meetings.

CONSENT AGENDA

A. Approve December 2, 2021, Finance Committee Meeting Minutes

Holli Woodings moved and Kendra Kenyon seconded approval of the Consent Agenda, as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEM

A. Review Report of Disbursements Made in the Reporting Period

Meg Larsen reviewed the report of disbursements made in the reporting period, November 6, 2021, to December 3, 2021, which was provided in the packet for information.

ACTION ITEM

A. Approve Draft Fiscal Year 2021 Audit

Josh Tyree with Harris CPAs presented the draft FY2021 audit for COMPASS Finance Committee approval.

After discussion, **Holli Woodings moved and Garret Nancolas seconded to approve the variance report as presented. Motion passed unanimously.**

B. Establish 2022 Finance Committee Meeting Dates

Meg Larsen reviewed Revision 1 to the FY2022 Unified Planning Work Program and Budget.

After discussion, **John Evans moved and Kendra Kenyon seconded to establish the 2022 Finance Committee meeting dates, as presented. Motion passed unanimously.**

ADJOURNMENT

Kendra Kenyon moved and Garret Nancolas seconded to adjourn the meeting at 12:38 p.m. Motion passed unanimously.

Approved this 24th day of March 2022.

**By: _____
Jay Gibbons, Chair**

Attest:

**By: _____
Vice Chair**

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Check History Report
Sorted By Vendor Name
Activity From: 12/4/2021 to 3/4/2022

FINANCE COMMITTEE AGENDA ITEM IV-A
DATE: MARCH 24, 2022

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: AMPLAS AMERICAN PLANNING ASSOCIATION					
A	ICCU - Checking	0000006919	3/4/2022	49.50	Auto
				Vendor AMERICAN PLANNING ASSOCIATION Total:	49.50
Vendor Number: LUFT AMY LUFT					
A	ICCU - Checking	E000001003	12/20/2021	45.70	Electronic Payment
				Vendor AMY LUFT Total:	45.70
Vendor Number: APBD Association of Pedestrian & Bicycle Professionals					
A	ICCU - Checking	0000006907	2/18/2022	50.00	Auto
				Vendor Association of Pedestrian & Bicycle Professionals Total:	50.00
Vendor Number: BOICHA BOISE AREA CHAMBER OF COMMERCE					
A	ICCU - Checking	E000000998	12/20/2021	1,000.00	Electronic Payment
				Vendor BOISE AREA CHAMBER OF COMMERCE Total:	1,000.00
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E000001012	1/5/2022	28,524.82	Electronic Payment
A	ICCU - Checking	E000001028	2/4/2022	30,168.83	Electronic Payment
A	ICCU - Checking	E000001042	3/4/2022	29,579.34	Electronic Payment
				Vendor Boise Municipal Health Care Total:	88,272.99
Vendor Number: BOE Boise Office Equipment					
A	ICCU - Checking	0000006908	2/18/2022	176.68	Auto
				Vendor Boise Office Equipment Total:	176.68
Vendor Number: BSURADI Boise State Public Radio					
A	ICCU - Checking	0000006888	1/20/2022	1,050.00	Auto
A	ICCU - Checking	0000006909	2/18/2022	1,750.00	Auto
				Vendor Boise State Public Radio Total:	2,800.00
Vendor Number: BORTONL Borton-Lakey Law					
A	ICCU - Checking	E000000999	12/20/2021	264.00	Electronic Payment
				Vendor Borton-Lakey Law Total:	264.00
Vendor Number: BURGESS Burgess & Niple					
A	ICCU - Checking	E000001037	3/4/2022	252.02	Electronic Payment
				Vendor Burgess & Niple Total:	252.02
Vendor Number: CANYONO Canyon Outdoor Media, LLC					
A	ICCU - Checking	E000001000	12/20/2021	2,200.00	Electronic Payment
A	ICCU - Checking	E000001013	1/20/2022	2,200.00	Electronic Payment
				Vendor Canyon Outdoor Media, LLC Total:	4,400.00
Vendor Number: CITYOFW City of Wilder					
A	ICCU - Checking	0000006889	1/20/2022	25,000.00	Auto
				Vendor City of Wilder Total:	25,000.00
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT					
A	ICCU - Checking	0000006874	12/20/2021	169.32	Manual
A	ICCU - Checking	0000006886	1/20/2022	169.32	Manual
A	ICCU - Checking	0000006905	2/18/2022	169.32	Manual
				Vendor COLONIAL LIFE & ACCIDENT Total:	507.96
Vendor Number: DKSACCO DKS Associates					
A	ICCU - Checking	E000001001	12/20/2021	15,102.00	Electronic Payment
A	ICCU - Checking	E000001024	2/4/2022	3,938.90	Electronic Payment
A	ICCU - Checking	E000001038	3/4/2022	8,196.35	Electronic Payment
				Vendor DKS Associates Total:	27,237.25
Vendor Number: EIDEBA EideBailly					
A	ICCU - Checking	0000006910	2/18/2022	2,728.75	Auto
				Vendor EideBailly Total:	2,728.75
Vendor Number: ENVISIO Envision Sustainability Tools Inc.					
A	ICCU - Checking	E000001014	1/20/2022	55,000.00	Electronic Payment

Check History Report
Sorted By Vendor Name
Activity From: 12/4/2021 to 3/4/2022

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Envision Sustainability Tools Inc. Total:				55,000.00	
Vendor Number: SCHREFF Eric Nissen Schreffler					
A	ICCU - Checking	E000001005	12/20/2021	4,625.00	Electronic Payment
Vendor Eric Nissen Schreffler Total:				4,625.00	
Vendor Number: GOODHEA Good Heart Technology, Incorporated					
A	ICCU - Checking	E000001015	1/20/2022	2,572.50	Electronic Payment
A	ICCU - Checking	E000001025	2/4/2022	1,142.55	Electronic Payment
A	ICCU - Checking	E000001039	3/4/2022	1,215.00	Electronic Payment
Vendor Good Heart Technology, Incorporated Total:				4,930.05	
Vendor Number: HARRIS HARRIS CPA's					
A	ICCU - Checking	E000001002	12/20/2021	12,200.00	Electronic Payment
A	ICCU - Checking	E000001016	1/20/2022	4,000.00	Electronic Payment
Vendor HARRIS CPA's Total:				16,200.00	
Vendor Number: ZHARTF HARTFORD					
A	ICCU - Checking	0000006875	12/20/2021	1,038.21	Manual
A	ICCU - Checking	0000006887	1/20/2022	1,071.25	Manual
A	ICCU - Checking	0000006906	2/18/2022	1,022.97	Manual
Vendor HARTFORD Total:				3,132.43	
Vendor Number: IDASSO IDAHO ASSOCIATION OF COUNTIES					
A	ICCU - Checking	0000006890	1/20/2022	1,000.00	Auto
Vendor IDAHO ASSOCIATION OF COUNTIES Total:				1,000.00	
Vendor Number: IDBLUEP Idaho Blueprint & Supply					
A	ICCU - Checking	0000006911	2/18/2022	484.00	Auto
Vendor Idaho Blueprint & Supply Total:				484.00	
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	0000006882	1/5/2022	3,756.08	Auto
A	ICCU - Checking	0000006898	2/4/2022	2,787.95	Auto
A	ICCU - Checking	0000006920	3/4/2022	2,386.83	Auto
Vendor IDAHO CENTRAL CREDIT UNION Total:				8,930.86	
Vendor Number: IDPOWE IDAHO POWER CO.					
A	ICCU - Checking	0000006883	1/5/2022	456.89	Auto
A	ICCU - Checking	0000006899	2/4/2022	482.76	Auto
A	ICCU - Checking	0000006921	3/4/2022	495.38	Auto
Vendor IDAHO POWER CO. Total:				1,435.03	
Vendor Number: IDPRESR Idaho Press Tribune Renewal					
A	ICCU - Checking	0000006900	2/4/2022	83.25	Auto
Vendor Idaho Press Tribune Renewal Total:				83.25	
Vendor Number: IDPRES IDAHO PRESS-TRIBUNE					
A	ICCU - Checking	0000006892	1/20/2022	589.18	Auto
A	ICCU - Checking	0000006912	2/18/2022	196.56	Auto
Vendor IDAHO PRESS-TRIBUNE Total:				785.74	
Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION					
A	ICCU - Checking	W000000541	12/20/2021	4,250.00	Wire Transfer
A	ICCU - Checking	W000000550	2/4/2022	4,250.00	Wire Transfer
A	ICCU - Checking	W000000553	2/18/2022	4,285.00	Wire Transfer
Vendor IDAHO STATE TAX COMMISSION Total:				12,785.00	
Vendor Number: IMPACT Impact Radio Group					
A	ICCU - Checking	0000006884	1/5/2022	1,514.00	Auto
A	ICCU - Checking	0000006914	2/18/2022	2,486.00	Auto
A	ICCU - Checking	0000006922	3/4/2022	2,000.00	Auto
Vendor Impact Radio Group Total:				6,000.00	
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.					

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Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	0000006876	12/20/2021	264.55	Auto
A	ICCU - Checking	0000006893	1/20/2022	268.72	Auto
A	ICCU - Checking	0000006901	2/4/2022	348.24	Auto
Vendor INTERMOUNTAIN GAS CO. Total:				881.51	
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W000000539	12/20/2021	15,906.06	Wire Transfer
A	ICCU - Checking	W000000542	1/5/2022	16,577.86	Wire Transfer
A	ICCU - Checking	W000000545	1/20/2022	15,388.40	Wire Transfer
A	ICCU - Checking	W000000548	2/4/2022	15,669.58	Wire Transfer
A	ICCU - Checking	W000000551	2/18/2022	17,012.88	Wire Transfer
A	ICCU - Checking	W000000554	3/4/2022	15,456.04	Wire Transfer
Vendor INTERNAL REVENUE SERVICE Total:				96,010.82	
Vendor Number: JUBENG JUB Engineers, Inc.					
A	ICCU - Checking	E000001029	2/18/2022	1,356.00	Electronic Payment
Vendor JUB Engineers, Inc. Total:				1,356.00	
Vendor Number: STOLL MATTHEW STOLL					
A	ICCU - Checking	E000001006	12/20/2021	38.47	Electronic Payment
A	ICCU - Checking	E000001010	1/5/2022	2,365.09	Electronic Payment
A	ICCU - Checking	E000001020	1/20/2022	38.47	Electronic Payment
A	ICCU - Checking	E000001033	2/18/2022	38.41	Electronic Payment
Vendor MATTHEW STOLL Total:				2,480.44	
Vendor Number: IDSTAT McClatchy Company					
A	ICCU - Checking	0000006913	2/18/2022	465.00	Auto
Vendor McClatchy Company Total:				465.00	
Vendor Number: MERCHA MERIDIAN CHAMBER OF COMMERCE					
A	ICCU - Checking	0000006877	12/20/2021	275.00	Auto
Vendor MERIDIAN CHAMBER OF COMMERCE Total:				275.00	
Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)					
A	ICCU - Checking	0000006873	12/20/2021	80.00	Manual
A	ICCU - Checking	0000006885	1/20/2022	64.00	Manual
A	ICCU - Checking	0000006904	2/18/2022	48.00	Manual
Vendor NCPERS Group Life Ins. (M605) Total:				192.00	
Vendor Number: NEIGHB NEIGHBORHOOD ALL STARS					
A	ICCU - Checking	E000001004	12/20/2021	225.00	Electronic Payment
A	ICCU - Checking	E000001030	2/18/2022	230.00	Electronic Payment
Vendor NEIGHBORHOOD ALL STARS Total:				455.00	
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	0000006878	12/20/2021	31.55	Auto
A	ICCU - Checking	0000006894	1/20/2022	93.37	Auto
A	ICCU - Checking	0000006915	2/18/2022	74.70	Auto
A	ICCU - Checking	0000006923	3/4/2022	10.84	Auto
Vendor Office Depot Total:				210.46	
Vendor Number: PROVELO Pro Velocity					
A	ICCU - Checking	E000001009	1/5/2022	4,732.75	Electronic Payment
A	ICCU - Checking	E000001017	1/20/2022	318.75	Electronic Payment
A	ICCU - Checking	E000001026	2/4/2022	1,520.00	Electronic Payment
A	ICCU - Checking	E000001031	2/18/2022	656.25	Electronic Payment
A	ICCU - Checking	E000001040	3/4/2022	2,406.25	Electronic Payment
Vendor Pro Velocity Total:				9,634.00	
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W000000540	12/20/2021	20,182.61	Wire Transfer
A	ICCU - Checking	W000000543	1/5/2022	21,598.34	Wire Transfer
A	ICCU - Checking	W000000546	1/20/2022	20,040.07	Wire Transfer

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Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	W000000549	2/4/2022	20,312.35	Wire Transfer
A	ICCU - Checking	W000000552	2/18/2022	21,383.70	Wire Transfer
A	ICCU - Checking	W000000555	3/4/2022	20,179.65	Wire Transfer
Vendor PUBLIC EMPLOYEES RETIREMENT Total:				<u>123,696.72</u>	
Vendor Number: RADIO R Radio Rancho					
A	ICCU - Checking	0000006895	1/20/2022	1,888.50	Auto
A	ICCU - Checking	0000006916	2/18/2022	2,180.50	Auto
A	ICCU - Checking	0000006924	3/4/2022	1,931.00	Auto
Vendor Radio Rancho Total:				<u>6,000.00</u>	
Vendor Number: REMIX Remix Software, Inc.					
A	ICCU - Checking	E000001018	1/20/2022	19,250.00	Electronic Payment
Vendor Remix Software, Inc. Total:				<u>19,250.00</u>	
Vendor Number: RSG Resource Systems Group, Inc.					
A	ICCU - Checking	E000001019	1/20/2022	109,390.46	Electronic Payment
A	ICCU - Checking	E000001032	2/18/2022	31,948.06	Electronic Payment
Vendor Resource Systems Group, Inc. Total:				<u>141,338.52</u>	
Vendor Number: RIVAL Rival Solutions					
A	ICCU - Checking	0000006879	12/20/2021	420.00	Auto
A	ICCU - Checking	0000006925	3/4/2022	420.00	Auto
Vendor Rival Solutions Total:				<u>840.00</u>	
Vendor Number: SHADOW SHADOW TRACKERS INVESTIGATIVE					
A	ICCU - Checking	E000001041	3/4/2022	75.00	Electronic Payment
Vendor SHADOW TRACKERS INVESTIGATIVE Total:				<u>75.00</u>	
Vendor Number: ZSTINF STATE INSURANCE FUND					
A	ICCU - Checking	0000006903	2/4/2022	4,519.00	Auto
Vendor STATE INSURANCE FUND Total:				<u>4,519.00</u>	
Vendor Number: ZIDGRA STATE TAX COMMISSION					
A	ICCU - Checking	W000000544	1/5/2022	228.94	Wire Transfer
A	ICCU - Checking	W000000547	1/20/2022	600.48	Wire Transfer
Vendor STATE TAX COMMISSION Total:				<u>829.42</u>	
Vendor Number: SYRINGA Syringa Networks, LLC					
A	ICCU - Checking	E000001007	12/20/2021	933.08	Electronic Payment
A	ICCU - Checking	E000001021	1/20/2022	928.14	Electronic Payment
A	ICCU - Checking	E000001034	2/18/2022	928.14	Electronic Payment
Vendor Syringa Networks, LLC Total:				<u>2,789.36</u>	
Vendor Number: IDASTA THE IDAHO STATESMAN					
A	ICCU - Checking	0000006891	1/20/2022	400.00	Auto
Vendor THE IDAHO STATESMAN Total:				<u>400.00</u>	
Vendor Number: TOWNSQU Townsquare Digital					
A	ICCU - Checking	0000006896	1/20/2022	3,300.00	Auto
A	ICCU - Checking	0000006917	2/18/2022	2,900.00	Auto
Vendor Townsquare Digital Total:				<u>6,200.00</u>	
Vendor Number: TREAVAL TREASURE VALLEY COFFEE					
A	ICCU - Checking	0000006880	12/20/2021	147.75	Auto
A	ICCU - Checking	0000006902	2/4/2022	185.41	Auto
Vendor TREASURE VALLEY COFFEE Total:				<u>333.16</u>	
Vendor Number: VRT Valley Regional Transit					
A	ICCU - Checking	E000001023	1/20/2022	6,758.66	Electronic Payment
A	ICCU - Checking	E000001036	2/18/2022	3,000.00	Electronic Payment
Vendor Valley Regional Transit Total:				<u>9,758.66</u>	
Vendor Number: VERITA VERITAS					
A	ICCU - Checking	E000001008	12/20/2021	7,912.50	Electronic Payment

Check History Report
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Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	E000001022	1/20/2022	7,912.50	Electronic Payment
A	ICCU - Checking	E000001035	2/18/2022	7,912.50	Electronic Payment
Vendor VERITAS Total:				<u>23,737.50</u>	
Vendor Number: VERIZON Verizon					
A	ICCU - Checking	0000006881	12/20/2021	18.79	Auto
A	ICCU - Checking	0000006897	1/20/2022	18.79	Auto
A	ICCU - Checking	0000006918	2/18/2022	15.92	Auto
Vendor Verizon Total:				<u>53.50</u>	
Vendor Number: WESTRO WESTERN TROPHY & ENGRAVING					
A	ICCU - Checking	E000001011	1/5/2022	182.45	Electronic Payment
A	ICCU - Checking	E000001027	2/4/2022	156.39	Electronic Payment
Vendor WESTERN TROPHY & ENGRAVING Total:				<u>338.84</u>	
Report Total:				<u><u>720,296.12</u></u>	

FINANCE COMMITTEE AGENDA ITEM IV-B DATE: MARCH 24, 2022

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 the best information that COMPASS has as of this writing. Estimates for future years will be updated when the funding and projects from the Infrastructure Investment and Jobs Act (IIJA) are known. At this time, those amounts have not been determined.

The assumptions reflect careful management of expenses to preserve the fund balance reserve consistent with Finance Committee direction. Total COMPASS fund balance has exceeded \$2 million since FY2019. With conservative budget assumptions, COMPASS had anticipated drawing down fund balance each fiscal year, including FY2022. However, total fund balance has stayed about the same since FY2019. Although the five-year projections indicate that a substantial reduction in fund balance may occur in future years, this estimate could be materially impacted by staffing (discussed below), the IIJA, and other factors. COMPASS staff will update projections when more information is known about these items to better inform Finance Committee decision making. Even with conservative assumptions, the fund balance will remain well over \$1 million through FY2024, allowing adequate time for adjustments, if required.

The following assumptions apply to the five-year projections:

1. Proposed member dues for FY2023 were calculated with no change in the per capita rate. The total is a 2.7% increase over the prior year, which is entirely attributable to an increase in population in the jurisdictions. FY2024-FY2027 projected dues are assumed to increase at a rate of about 1.7% per year. The per capita rate is expected to remain the same throughout the five-year period and the growth in dues is attributable solely to anticipated population growth.
2. Projected revenue from federal sources reflects the amounts included in the transportation improvement program (TIP) through FY2027. Federal Consolidated Planning Grant revenues are assumed to remain flat over that period. The obligation authority is assumed at 100%.
3. Other revenues include funding from the Idaho Department of Environmental Quality (DEQ) and the Air Quality Board (AQB) for air quality outreach. With the passage of

Senate Bill 1254 to end the state's requirement for emission testing on June 30, 2023, it is assumed that FY2023 will be the last year for the program. Several steps are still required for the program to end, including federal approval and repeal of local ordinances. These projections assume those steps will be completed successfully.

4. Funding from the Idaho Transportation Department (ITD) for its share of the TREDIS software and the public involvement survey software is also included.
5. The management fee for AQB operations is assumed to be 10% of projected AQB revenues. Per the agreement between COMPASS and AQB, this fee is the greater of actual labor costs to support AQB or 10% of AQB revenues. As described in item 3, this program is expected to end in FY2023.
6. Consistent with Finance Committee direction, orthophotography projects are expected to be funded in full by contributions from participating entities. COMPASS, with support from participating member agencies, has negotiated a cost for flights to occur each year from FY2022 through FY2027 at a fixed annual price, as shown.
7. Salary costs cover full staffing at 19 FTE's. COMPASS expects a staff member retirement at the end of FY2022. The individual to replace this person has already been hired to provide the opportunity for training and development. In FY2022, there are 20 FTE's budgeted; this total will return to 19 FTE's in FY2023. Currently, COMPASS has three of those 19 positions vacant.
8. COMPASS staff has initiated a salary survey to assess its established salary ranges relative to the market. A 3% increase in the total salary budget in FY2023 compared to FY2022 allows for cost-of-living adjustments to salaries, as well as a merit pool. Like many of its member agencies, COMPASS has faced recruitment and hiring challenges in the current market. The draft FY2023 UPWP to be presented to the Finance Committee on June 16, 2022, will be informed by the salary survey, and the total proposed salary budget may be less than what is shown here. The total proposed increase from FY2022 will not exceed 3%, however. FY2024 through FY2027 include a 3% increase from the FY2023 amount to allow for a 3% merit pool. These totals may also decrease, but still include a 3% merit pool, dependent on the FY2022 total upon which they are based. The totals include allowances for Executive Director salary adjustments. The specific salary adjustment amount for the Executive Director is determined annually by the Board. The distribution of individual staff salary adjustments is determined annually by the Executive Director.
9. The three staff for AQB operations are covered under the AQB budget and are not included here.
10. PERSI contribution rates are expected to remain steady.
11. A 3% annual increase in total benefit costs is included.
12. Direct expenses for the *Communities in Motion 2050* (CIM 2050) plan, as well as the next CIM plan are included. There are corresponding federal Surface Transportation Block Grant – Transportation Management Area (STBG-TMA) revenues associated with these expenses.
13. Funding for the project development program of \$75,000 is included for FY2023-FY2027. The CIM Implementation Grant program is also funded annually, at \$50,000 per year.
14. Funding for the TREDIS software licensing is included. This cost is \$81,000 every third year. ITD covers about \$16,000 of this total.
15. Direct expenses for all other programs are fairly stable and consistent with current year activities. Detail is provided in the attachments.

16. Most indirect expenses are expected to increase modestly by 1% per year for FY2023 through FY2027. Costs for building maintenance and repair reserve and the annual financial audit are expected to increase by 3% per year. COMPASS has underspent its indirect budget for the last several years because the indirect budget includes contingencies for legal and other unforeseen expenses that were not needed. These contingencies are still budgeted.

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 FY2020	Actual FY2021	Rev 3 UPWP FY2022	Projected FY2022	Proposed FY2023	Estimate FY2024	Estimate FY2025	Estimate FY2026	Estimate FY2027
REVENUES									
MEMBER DUES (for Local Match & Other Costs)	#REF!	103.5%	103.2%	106.8%	102.7%	101.4%	101.4%	101.4%	101.4%
COMPASS General Membership	879,037	909,632	939,062	939,062	964,587	978,091	991,784	1,005,669	1,019,748
COMPASS Special Membership	44,000	45,500	47,000	47,000	48,000	49,000	49,500	50,500	51,000
TOTAL MEMBER DUES	923,037	955,132	986,062	986,062	1,012,587	1,027,091	1,041,284	1,056,169	1,070,748
FEDERAL-AID									
CPG Actual total CPG billings for the year	1,247,482	1,336,151							
CPG est amt from the TIP, assumes 100% obligation authority			1,645,037	1,645,037	1,423,000	1,423,000	1,423,000	1,423,000	1,423,000
STP-TMA/U Off-The-Top	306,705	306,705	306,705	306,705	306,705	306,705	306,705	306,705	306,705
STBG-TMA Update ITS Strategic Plan	48,593								
STBG-TMA <i>Communities in Motion 2050</i>	183,773	220,320	201,194	201,194	5,096				
STBG-TMA KN 19303 Household Travel Survey		339,608	448,002	448,002					
STBG-TMA KN 20271 <i>Communities in Motion</i>					28,000	234,000	72,000	255,000	
STBG-TMA KN 22395 Fiscal impact Analysis Phase 3							56,000		
STBG-TMA KN 22394 Study, Big Data Purchase							139,000		
FHWA T2 Deployment Program									
TOTAL FEDERAL-AID	1,786,553	2,202,784	2,600,938	2,600,938	1,762,801	1,963,705	1,996,705	1,984,705	1,729,705
OTHER REVENUES									
DEQ/AQB contributed funds for air quality outreach	49,968	108,529	110,000	110,000	110,000				
AQB Operations Management Fee	83,565	89,217	66,475	66,475	39,930				
ACHD Funding for Park and Ride Study	84,434								
ITD Funding for I-84 Operations Plan	150,000								
Member agency contributions to project development		9,836	35,000	35,000					
VRT/City of Boise funding for State Street									
ITD Survey Software contribution		26,250	55,000	55,000	55,000	55,000	55,000	55,000	55,000
TREDIS contribution	16,200					16,200			16,200
Orthophotography, modeling, and maps revenue	35,158	81,666	124,140	125,000	125,000	125,000	125,000	125,000	125,000
Interest revenue	29,226	13,635	5,031	7,295	4,542	4,355	3,786	3,305	2,653
Miscellaneous revenue	1,543			18,234					
TOTAL OTHER REVENUES	450,093	329,133	395,646	417,004	334,472	200,555	183,786	183,305	198,853
TOTAL PROJECTED REVENUE	3,159,683	3,487,049	3,982,646	4,004,004	3,109,860	3,191,351	3,221,775	3,224,179	2,999,306
EXPENSES									
Salary	1,319,610	1,394,865	1,533,900	1,509,507	1,579,900	1,627,300	1,676,100	1,726,400	1,778,200
Overtime/employee awards/sick time trade			19,000		19,000	19,000	19,000	19,000	19,000
Subtotal, salaries	1,319,610	1,394,865	1,552,900	1,509,507	1,598,900	1,646,300	1,695,100	1,745,400	1,797,200
Payroll taxes	108,003	113,660	125,600	123,652	129,600	135,800	139,800	144,000	148,300
Payroll fringe	462,093	503,986	600,700	562,611	647,500	666,900	686,900	707,500	728,700
Total Salaries and Fringe	1,889,706	2,012,511	2,279,200	2,195,770	2,376,000	2,449,000	2,521,800	2,596,900	2,674,200
Direct Operations and Maintenance	914,638	1,362,490	1,767,666	1,606,342	963,518	1,023,936	981,703	949,400	813,600
Indirect Operations and Maintenance	178,648	181,655	205,599	183,779	209,890	213,600	217,360	221,190	225,100
TOTAL EXPENSE	2,982,991	3,556,656	4,252,465	3,985,891	3,549,408	3,686,536	3,720,863	3,767,490	3,712,900
CHANGE IN FUND BALANCE	176,692	(69,606)	(269,818)	18,113	(439,548)	(495,185)	(499,088)	(543,311)	(713,594)

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

	Actual FY2020	Actual FY2021	Rev 3 UPWP FY2022	Projected FY2022	Proposed FY2023	Estimate FY2024	Estimate FY2025	Estimate FY2026	Estimate FY2027
<i>Beginning fund balance</i>	2,041,764	2,218,456	2,148,847	2,148,847	2,166,961	1,727,413	1,232,228	733,140	189,829
(Release from) deposit to fund balance	176,692	(69,606)	(269,818)	18,113	(439,548)	(495,185)	(499,088)	(543,311)	(713,594)
Available fund balance at end of year	2,218,456	2,148,847	1,879,029	2,166,961	1,727,413	1,232,228	733,140	189,829	(523,764)
End of year fund balance as a % of expenses for the year	74%	60%	44%	54%	49%	33%	20%	5%	-14%

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

PROGRAM					Projected FY2022	Proposed FY2023	Estimate FY2024	Estimate FY2025	Estimate FY2026	Estimate FY2027
620	Demographics	8300	Prof Svc	Regional housing needs assessment		100,000				
620	Demographics	8630	Other	Costs for acquiring data	2,500	2,500	2,500	2,500	2,500	2,500
Total, 620					2,500	102,500	2,500	2,500	2,500	2,500
653	Comm. and Ed.	8300	Prof Svc	Education Series: Honoraria	18,400	20,000	20,000	25,000	25,000	25,000
653	Comm. and Ed.	8300	Prof Svc	Education Series: AICP Credits	1,500	1,500	1,500	1,500	1,500	1,500
653	Comm. and Ed.	8300	Prof Svc	Design new display		2,000				2,500
653	Comm. and Ed.	8300	Prof Svc	Translation		500				2,500
653	Comm. and Ed.	8600	Printing	General	600	700	700	700	700	700
653	Comm. and Ed.	8600	Printing	Print/laminate new display		600				700
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
653	Comm. and Ed.	8640	Public Involvement	Education Series: Advertising	4,700	4,700	4,700	4,900	4,900	4,900
653	Comm. and Ed.	8640	Public Involvement	Public Involvement Plan Update: ads for public comment		3,500				
653	Comm. and Ed.	8640	Public Involvement	Sponsorships of up to 7 events to be determined	4,000	4,000	4,000	4,000	4,000	4,000
653	Comm. and Ed.	8640	Public Involvement	Leadership in Motion awards, plaques & ads	1,600	1,600	1,600	1,800	1,800	1,800
653	Comm. and Ed.	8640	Public Involvement	Purchase small promotional products			3,500			4,000
Total, 653					40,800	49,100	46,000	47,900	47,900	57,600
661	Long Range Planning	8300	Prof Svc	CIM 20?? Professional Services		29,718	210,036	35,203	212,000	
661	Long Range Planning	8300	Prof Svc	CIM 2050 Substantial Update to ensure compliance with new fed regulations from IJIA						
661	Long Range Planning	8300	Prof Svc	CIM 2050 Survey software	55,000	55,000	55,000	55,000	55,000	55,000
661	Long Range Planning	8300	Prof Svc	CIM 2050 Translation services	2,247	500	500	500	1,200	500
661	Long Range Planning	8300	Prof Svc	CIM 2050 Graphics and editing	35,392	2,000	7,000	7,000	27,000	7,000
661	Long Range Planning	8300	Prof Svc	CIM 2050 Financial forecast assumptions	4,000					
661	Long Range Planning	8300	Prof Svc	CIM 2050 I-84 Operations study	148,668					
661	Long Range Planning	8300	Prof Svc	CIM 2050 Cost estimate review	12,000					
661	Long Range Planning	8300	Prof Svc	Study, Fiscal Impact Analysis Phase 3				60,000		
				Fiscal Impact Tool, data update every two years		20,000		20,000		20,000
661		8600	Printing	CIM Printing	1,500	2,000				2,500
661	Long Range Planning	8640	Public Involvement	Public involvement - other	35,000	1,500	35,000	35,000	35,000	
661	LRP: Bike Ped	8340	Equip & software	Additional tubes, shipping costs and misc. supplies	2,985	2,000	2,000	2,000	2,000	2,000

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

PROGRAM					Projected FY2022	Proposed FY2023	Estimate FY2024	Estimate FY2025	Estimate FY2026	Estimate FY2027
661	LRP: Bike Ped	8340	Equip & software	Data bike data processing	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	12,800	12,800	12,800	12,800	12,800	12,800
Total, 661					314,592	130,518	327,336	232,503	350,000	104,800
685	Project/Scope Development	8300	Prof Svc	Funds to pay on call project development consultants	110,000	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	100,000	50,000	50,000	50,000	50,000	50,000
685	Transportation Improvement Program	8640	Prof Svc	Public Involvement	5,800	6,000	6,200	6,400	6,600	6,800
Total, 685					215,800	131,000	131,200	131,400	131,600	131,800
702	Air Quality Outreach	8300	Prof Svc	Contract for air time purchases for PSA's; emission testing program expected to end in June 2023, outreach ends Sep 2023	100,000	100,000	-	-	-	-
Total, 702					100,000	100,000	-	-	-	-
760	Legislative Services	8400	Travel	Travel	18,000	18,000	18,000	18,000	18,000	18,000
760	Legislative Services	8630	Other	Other	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
Total, 760					115,050	115,050	115,050	115,050	115,050	115,050
801	Staff Development	8400	Travel	Staff development - continuing education, conferences	10,000	40,000	40,000	40,000	40,000	40,000
Total, 801					10,000	40,000	40,000	40,000	40,000	40,000
820	Committee Support	8650	Meet. Supp.	General meeting support	1,513	2,000	2,000	2,000	2,000	2,000
Total, 820					1,513	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	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
836	Tech Supp: Regional Tools and Models	8300	Prof Svc	Traffic Counts	5,000	10,000	10,000	10,000	10,000	10,000
836	Tech Supp: Regional Tools and Models	8300	Prof Svc	Study: big data purchase to supplement HH Travel survey data				150,000		

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

PROGRAM

Projected FY2022	Proposed FY2023	Estimate FY2024	Estimate FY2025	Estimate FY2026	Estimate FY2027
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Total, 836				17,200	37,200	22,200	172,200	22,200	22,200
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838	On Board Transit, Household Travel Surveys	8300	Prof Svc	Household Travel survey, corresponding STP-TMA dollars	483,490					
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Total, 838				483,490	-	-	-	-	-
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860	GIS Maintenance and Regional Data Center	8300	Prof Svc	Orthophotography	125,000	125,000	125,000	125,000	125,000	125,000
860	GIS Maintenance and Regional Data Center	8340	Equip & Software	ESRI Annual Maintenance; Due 10/1 each year	28,369	28,500	28,500	28,500	28,500	28,500
860	GIS Maintenance and Regional Data Center	8340	Equip & Software	ESRI Roads and Highways License	18,000	2,000	2,000	2,000	2,000	2,000
860	GIS Maintenance and Regional Data Center	8340	Equip & Software	ESRI Roads and Highways RDC Server License	-	2,000	2,000	2,000	2,000	2,000
860	GIS Maintenance and Regional Data Center	8340	Equip & Software	AWS Reserved Instances	6,000					
860	GIS Maintenance and Regional Data Center	8340	Equip & Software	AWS 3 year license renewal			13,000			13,000
860	GIS Maintenance and Regional Data Center	8340	Equip & Software	AWS monthly fees for hosting of the Regional Data Center	8,916	10,800	10,800	10,800	10,800	10,800

Total, 860				186,285	168,300	181,300	168,300	168,300	181,300
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990	Direct Operations	8300	Prof Svc	Migrate website to content management system from current Dreamweaver platform; 120 hour estimate	6,000	8,000				
990	Direct Operations	8340	Equip & Software	New/replacement hardware and software for the office	16,080	10,000	10,000	10,000	10,000	10,000
990	Direct Operations	8340	Equip & Software	Sophos virus protection; 3 year renewal			5,500			5,500
990	Direct Operations	8340	Equip & Software	Phone system	20,000					
990	Direct Operations	8340	Equip & Software	Buildout of two cubicles	18,000					
990	Direct Operations	8340	Equip & Software	Transit network planning software	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	15,000	15,000	15,000	15,000	15,000	15,000
990	Direct Operations	8400	Travel & Ed	AICP/APBP credits for webinar series	1,600	1,600	1,600	1,600	1,600	1,600
990	Direct Operations	8400	Travel & Ed	"Tools of the Trade" sponsorship	6,000					
990	Direct Operations	8400	Travel & Ed	NARC Executive Directors' Conf Sponsorship		10,000				

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

PROGRAM					Projected FY2022	Proposed FY2023	Estimate FY2024	Estimate FY2025	Estimate FY2026	Estimate FY2027
990	Direct Operations	8720	Legal/Lobbying	Membership dues	17,000	17,000	17,000	17,000	17,000	17,000
990	Direct Operations	8630	Other	Misc.	182					
990	Direct Operations	8650	Meeting Support	annual board lunch, mtg refreshments		7,000	7,000	7,000	7,000	7,000
Total, 990					119,112	87,850	156,350	69,850	69,850	156,350
TOTAL					1,606,342	963,518	1,023,936	981,703	949,400	813,600

INDIRECT COSTS

CATEGORY	Actual FY2020	Actual FY2021	Projected FY2022	Proposed FY2023	Estimate FY2024	Estimate FY2025
Professional Services	27,588.29	26,518.75	27,169	29,000	29,290	29,580
Equipment Repair / Maintenance	-	-	-	200	200	200
Publications	1,874.77	1,575.87	363	2,500	2,530	2,560
Employee Professional Membership	2,999.00	3,951.00	6,009	7,500	7,580	7,660
Postage	633.63	606.70	414	750	760	770
Telephone	15,996.54	11,918.46	14,816	14,850	15,000	15,150
Building Maintenance and Reserve for Major Repairs	55,128.00	56,088.00	61,688	63,500	65,410	67,370
Printing	1,490.00	198.00	-	2,250	2,270	2,290
Advertising	461.88	2,463.99	5,335	1,500	1,520	1,540
Audit	15,200.00	15,700.00	16,200	16,700	17,300	17,900
Insurance	13,797.00	14,883.00	14,000	14,140	14,280	14,420
Legal Services	511.50	346.50	5,000	5,000	5,000	5,000
General Supplies	3,913.13	2,685.83	1,767	4,000	4,040	4,080
Computer Supplies	8,237.94	4,410.74	3,676	10,500	10,610	10,720
Computer Software / Maintenance	21,094.71	29,171.30	16,462	20,000	20,200	20,400
Vehicle Maintenance	844.15	948.96	1,500	1,500	1,500	1,500
Utilities	7,826.91	8,923.82	8,402	9,000	9,090	9,180
Local Travel	905.80	355.57	250	2,000	2,020	2,040
Other / Miscellaneous	144.46	907.49	728	5,000	5,000	5,000
TOTAL	178,648	181,654	183,779	209,890	213,600	217,360

FINANCE COMMITTEE AGENDA ITEM V-B

Date: MARCH 24, 2022

Topic: Variance Report for October 1, 2021 – December 31, 2021

Request/Recommendation:

COMPASS staff seeks approval of the Variance Report dated October 1, 2021, to December 31, 2021.

Background/Summary:

The Variance Report is used to report actual financial results compared to Revision 1 of the FY2022 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.

Revenues from member contributions are at 66%, reflecting billings for the first two quarters, as well as full year payments from multiple member agencies. Revenues from the management fee charged to Air Quality Board are at 21% of the budget. Grant revenues are at 23% for billings through December 31, 2021.

Salaries and fringe expense at 23%, are on budget at the end of the first quarter. As of December 31, 2021, COMPASS was fully staffed at 18.5 FTE's. Currently, COMPASS has three vacant positions.

Total direct expenses are at 19% of budget overall.

- Professional services are under budget with 19% of the budget expended.
- Travel and Education, Printing, Other, Public Involvement, and Meeting Support are all under budget as of December 31, 2021, but are generally expected to catch up to budget as the year progresses.

Total indirect expenses are over budget at 47%. 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% or more below budget. Items highlighted in yellow are 10% or more above budget. 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, 2021. A summary of COMPASS' cash balance by account is also provided at the bottom of the page.

Implication (policy and/or financial):

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) Attachments: Budget to actual variances by line item – revenue and expenses
Budget to actual variances by program – expenses
Balance sheet and cash summary
- 2) For detailed information contact: Meg Larsen at 208-475-2228 or mlarsen@compassidaho.org.

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COMPASS

FY2022 BUDGET TO ACTUAL VARIANCES BY LINE ITEM - REVENUES AND EXPENSES

	Budget	Actual	% of Budget Earned or Expended
Grant revenue	2,570,059	592,933	23%
Member contributions	986,062	648,955	66%
ID DEQ/ACAQB Awareness	110,000	7,068	6%
Idaho Transportation Department - Survey software	55,000	-	0%
Air Quality Operations - Management Fee	66,475	14,015	21%
Orthophotography Project - Participants	124,140	-	0%
Interest income	5,031	2,889	57%
Orthophotography Revenue - Sales	-	1,133	
Modeling revenue	-	9,164	
Maps and publications revenue	-	315	
Other income	-	-	
Subtotal, revenues	3,916,767	1,276,472	33%
Staff labor	1,552,900	387,819	25%
Payroll taxes and fringe benefits	726,300	130,854	18%
Subtotal, salaries and fringe expenses	2,279,200	518,673	23%
Professional services	1,258,097	243,072	19%
Equipment purchase	165,219	53,893	33%
Travel/education	65,600	2,681	4%
Printing	2,100	-	0%
Other	13,600	1,682	12%
Public involvement	61,100	1,551	3%
Meeting support	9,000	328	4%
Legislative services	102,950	22,275	22%
Subtotal, direct expenses	1,677,666	325,483	19%
Professional services	29,000	3,204	11%
Equipment repair	200	-	0%
Publications	2,500	83	3%
Employee professional memberships	7,500	2,093	28%
Postage	750	154	21%
Telephone	13,500	3,840	28%
Building maintenance/association	61,199	56,429	92%
Printing	2,250	-	0%
Advertising	1,500	1,370	91%
Audit	16,200	12,200	75%
Insurance	14,000	7,478	53%
Legal services	5,000	264	5%
General supplies	4,000	391	10%
Computer supplies	10,500	768	7%
Computer software/maintenance	20,000	7,054	35%
Vehicle maintenance	1,500	2	0%
Utilities	9,000	1,850	21%
Local travel	2,000	76	4%
Other	5,000	142	3%
Subtotal, indirect expenses	205,599	97,397	47%
Total, all expenses	4,162,465	941,554	23%
Change in fund balance	(245,698)	334,919	
Beginning fund balance	2,148,847	2,148,847	
Current fund balance	1,903,149	2,483,766	

COMPASS
FY2022 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of December 31, 2021, 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	99,831	10,477	10%	-			99,831	10,477	10%	Under Budget. Work on this project will increase in second and third quarters. It is expected that this project will be on budget at the end of the fiscal year.
620	Demographics and Growth Monitoring	Miller	146,102	21,732	15%	2,500		0%	148,602	21,732	15%	On Budget.
653	Communication and Education	Luft	114,277	42,225	37%	40,800	5,749	14%	155,077	47,974	31%	On Budget.
661	Long-Range Planning	Itkonen	601,641	137,200	23%	258,607	28,822	11%	860,248	166,022	19%	On Budget.
685	Resource Development/Funding	Tisdale	420,358	116,962	28%	180,800	427	0%	601,158	117,389	20%	On Budget.
Subtotal, Projects			1,382,210	328,596	24%	482,707	34,999	7%	1,864,917	363,595	19%	
701	General Membership Services	Itkonen	112,573	18,420	16%	-			112,573	18,420	16%	On Budget.
702	Air Quality Outreach	Luft	10,000	3,468	35%	100,000	7,939	8%	110,000	11,407	10%	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	Waldinger	46,541	20,010	43%	-			46,541	20,010	43%	Over Budget. Expenditures are directly related to the amount of services requested by the general public.
704	Air Quality Operations	Larsen	104,873	31,496	30%	-			104,873	31,496	30%	On Budget.
705	Transportation Liaison Services	Stoll	32,168	9,308	29%	-			32,168	9,308	29%	On Budget.
760	Legislative Services	Stoll	56,550	11,823	21%	115,050	18,345	16%	171,600	30,168	18%	On Budget.
Subtotal, Services			362,705	94,524	26%	215,050	26,284	12%	577,755	120,808	21%	
801	Staff Development	Larsen	69,632	8,346	12%	40,000	1,161	3%	109,632	9,507	9%	Under Budget. Staff anticipates this project could remain under budget, since conferences and training may likely be offered virtually as in the prior fiscal year.
820	Committee Support	Larsen	133,218	35,609	27%	2,000	328	16%	135,218	35,937	27%	On Budget.
836	Regional Travel Demand Model	Waldinger	141,330	48,114	34%	17,200		0%	158,530	48,114	30%	On Budget.
838	Travel Survey Data Collection	Waldinger	37,318	4,533	12%	483,490	203,046	42%	520,808	207,579	40%	Over Budget. This project is well underway and is expected to be on budget by the end of the fiscal year.
842	Congestion Management Process / I-84 Corridor Plan	Mulhall	103,280	18,549	18%	-	-		103,280	18,549	18%	On Budget.

COMPASS
FY2022 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of December 31, 2021, 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	
860	Geographic Information System Maintenance	Adolfson	255,106	77,799	30%	313,169	30,453	10%	568,275	108,252	19%	On Budget.
Subtotal, System Maintenance			739,884	192,950	26%	855,859	234,988	27%	1,595,743	427,938	27%	
990	Direct Operations and Maintenance	Larsen				124,050	29,212	24%	124,050	29,212	24%	On Budget.
Subtotal, Indirect and overhead			-	-		124,050	29,212	24%	124,050	29,212	24%	
GRAND TOTAL			2,484,799	616,071	25%	1,677,666	325,483	19%	4,162,465	941,554	23%	

COMPASS**Balance Sheet - December 31, 2021**

	<u>9/30/2021</u>	<u>12/31/2021</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	2,108,436	2,000,122
Accounts Receivable	557,098	554,846
Prepaid Expenses	16,358	-
	<hr/>	<hr/>
TOTAL ASSETS	<u>2,681,892</u>	<u>2,554,968</u>
<u>LIABILITIES</u>		
Accounts Payable	381,546	600
Accrued Payroll Liabilities	149,524	68,627
Deferred Revenue	1,975	1,975
	<hr/>	<hr/>
Subtotal, liabilities	533,045	71,202
<u>FUND BALANCE</u>		
Nonspendable: Prepaid Expenses	16,358	-
Assigned To: Set-Aside for CIM 2050 Tasks	13,492	12,367
Assigned To: Set-Aside for CIM Implementation Grant Program	100,000	100,000
Assigned To: Set-Aside for Orthophotography Cost	125,860	125,860
Assigned To: Set-Aside for FY22 Revenue Shortfall	6,347	6,347
Unassigned	1,886,790	2,239,192
	<hr/>	<hr/>
Subtotal, fund balance	2,148,847	2,483,766
	<hr/>	<hr/>
TOTAL LIABILITIES AND FUND BALANCE	<u>2,681,892</u>	<u>2,554,968</u>

Cash & Investment Summary - December 31, 2021

<u>Account</u>	<u>Current Rate</u>	<u>Balance</u>
Petty Cash	n/a	200
ID Central Credit Union Share Savings	0.10%	25
ID Central Credit Union Money Market Checking	0.15%	237,474
ID Central Credit Union Premium Money Market Savings	0.15%	50,000
ID Central Credit Union 60 Month CD	2.51%	193,587
Local Government Investment Pool	0.12%	1,046,805
Banner Bank 36 Month CD #8093	0.25%	155,841
Banner Bank 60 Month CD #8069	1.19%	157,313
Banner Bank 60 Month CD #8101	1.85%	158,878
		<hr/>
Total Cash Balance		<u>2,000,122</u>

FINANCE COMMITTEE AGENDA ITEM V-C DATE: MARCH 24, 2022

Topic: FY2023 General and Special Membership Dues

Request/Recommendation:

COMPASS staff seeks a recommendation of the proposed FY2023 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 FY2022 population estimates recommended by the Demographic Advisory Workgroup at its March 4, 2022, meeting to calculate the proposed FY2023 membership dues. The per capita rate used in the calculation is identical to the rate approved by the COMPASS Board for FY2015 through FY2022 dues. The change in dues for each entity in Ada and Canyon Counties reflects the change in estimated population from FY2021.

Implication (policy and/or financial):

The proposed dues will be used in the development of the draft FY2023 Unified Planning Work Program and Budget to be presented to the Finance Committee in its June 16, 2022, meeting.

More Information:

- 1) Attachments: Member Dues Calculation Policy
Proposed FY2023 Membership Dues
- 2) For detailed information contact: Meg Larsen, at 208-475-2228 or mlarsen@compassidaho.org.

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 FY2022 MEMBERSHIP DUES**

	Actual FY 2022 Membership Dues		Proposed FY2023 Membership Dues		Change
	FY2021 Estimated Population	Dues amount per person in jurisdiction \$ 1.322725	FY2022 Estimated Population	Dues amount per person in jurisdiction \$ 1.322725	\$ -
GENERAL MEMBERS					
ADA COUNTY					
Ada County	518,300	\$ 241,931	532,710	249,479	\$ 7,548
Ada County Highway District	518,300	241,931	532,710	249,479	7,548
City of Boise	241,590	106,519	243,570	107,392	873
City of Eagle	34,470	15,198	33,960	14,973	(225)
City of Garden City	12,570	5,542	13,040	5,749	207
City of Kuna	27,570	12,156	27,480	12,116	(40)
City of Meridian	127,890	56,388	133,470	58,848	2,460
City of Star	13,400	5,904	15,230	6,711	807
TOTAL ADA COUNTY	518,300	\$ 685,569	532,710	\$ 704,747	\$ 19,178
CANYON COUNTY					
Canyon County	243,370	118,802	249,720	122,508	\$ 3,706
Canyon Highway District No. 4	91,373	44,458	96,496	47,092	2,634
Nampa Highway District No. 1	133,067		135,419		-
Golden Gate Hwy District No. 3	9,840	5,906	9,220	5,555	(351)
Notus Parma Highway District	9,100		8,580		-
City of Caldwell	63,760	28,112	66,450	29,298	1,186
City of Greenleaf	900	397	840	370	(27)
City of Melba	590	260	580	256	(4)
City of Middleton	10,420	4,594	10,720	4,727	133
City of Nampa	110,980	48,932	109,120	48,112	(820)
City of Notus	570	251	620	273	22
City of Parma	2,210	974	2,120	935	(39)
City of Wilder	1,830	807	1,620	714	(93)
TOTAL CANYON COUNTY	243,380	\$ 253,493	249,720	\$ 259,840	\$ 6,347
SPECIAL MEMBERS					
Boise State University		9,400		9,600	\$ 200
Capital City Development Corporation		9,400		9,600	200
Department of Environmental Quality		9,400		9,600	200
Idaho Transportation Department		9,400		9,600	200
Valley Regional Transit		9,400		9,600	200
TOTAL SPECIAL MEMBERS		\$ 47,000		\$ 48,000	\$ 1,000
TOTAL MEMBER DUES		\$ 986,062		\$ 1,012,587	\$ 26,525

280 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 24, 2022

Topic: Revision 3 of the FY2022 Unified Planning Work Program and Budget (UPWP)

Request/Recommendation:

Review and recommend Revision 3 of the FY2022 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 3 of the FY2022 UPWP:

- Add \$30,878 of Surface Transportation Program-Transportation Management Area (STP-TMA) funds from key number 19571, *Communities in Motion 2050* (CIM 2050). These are unspent funds that were obligated in prior years and held for future needs related to CIM 2050. Staff has identified a need to expand the scope of the I-84 Corridor Operations plan to include an analysis of High Occupancy Vehicle lanes on the corridor.
- Add matching funds of \$2,445 from fund balance for the addition of CIM 2050 STP-TMA funds.
- Add \$21,676 from fund balance. These are the funds remaining from the funding provided by ITD as its contribution to the I-84 Operations Plan.

The following revisions to expenses are proposed in Revision 3 of the FY2022 UPWP:

- Add \$55,000 to program number 661001, Long Range Planning, to cover increased costs associated with additional work on the I-84 Operations Study, related to the High Occupancy Vehicle study.

Implication (policy and/or financial):

Without COMPASS Board of Directors' adoption of Revision 3 of the FY2022 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 FY2022 - Revision 3
Summary

FY2022 Revision 2 UPWP Revenues		\$ 4,197,465	FY2022 Revision 2 UPWP Expenses		\$ 4,197,465
1	Add \$30,878 from Key 19571, <i>Communities in Motion 2050</i> , to cover increased costs associated with additional work on the I-84 Operations plan, related to the High Occupancy Vehicle study	30,878	Increase Long-Range Planning by \$55,000 to pay for HOV study		55,000
	Add \$2,445 from fund balance to cover matching requirement	2,445			
	Add \$21,676 from fund balance to use up remaining funding provided by ITD for its contribution to the I-84 Operations plan	21,676			
Recommended Adjustments to Revenues		55,000	Recommended Adjustments to Expenses		55,000
Adjusted Revenues - Revision 3		\$ 4,252,465	Adjusted Expenses - Revision 3		\$ 4,252,465

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 3
REVENUE AND EXPENSE SUMMARY (TOTAL)**

REVENUE	FY2022 Revision 2	FY2022 Revision 3
GENERAL MEMBERSHIP		
Ada County	241,931	241,931
Ada County Highway District	241,931	241,931
Canyon County	118,802	118,802
Canyon Highway District No. 4	44,458	44,458
Golden Gate Highway District No.3	5,906	5,906
City of Boise	106,519	106,519
City of Caldwell	28,112	28,112
City of Eagle	15,198	15,198
City of Garden City	5,542	5,542
City of Greenleaf	397	397
City of Kuna	12,156	12,156
City of Meridian	56,388	56,388
City of Melba	260	260
City of Middleton	4,594	4,594
City of Nampa	48,932	48,932
City of Notus	251	251
City of Parma	974	974
City of Star	5,904	5,904
City of Wilder	807	807
Subtotal	939,062	939,062
SPECIAL MEMBERSHIP		
Boise State University	9,400	9,400
Capital City Development Corporation	9,400	9,400
Idaho Department of Environmental Quality	9,400	9,400
Idaho Transportation Department	9,400	9,400
Valley Regional Transit	9,400	9,400
Subtotal	47,000	47,000
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2021 K# 20050 Ada County (carryover)	168,747	168,747
CPG - FY2021 K# 20050 Canyon County (carryover)	59,290	59,290
CPG - FY2022 K# 20640 Ada County	1,048,580	1,048,580
CPG - FY2022 K# 20640 Canyon County	368,420	368,420
Sub Total CPG Grants	1,645,037	1,645,037
STP-TMA & STBG-U - K# 19920, FY2022 off-the-top funds for Planning	306,705	306,705
STP TMA - K# 19571, <i>Communities in Motion 2050</i> & carryover	170,316	201,194
STP TMA - K# 19303, Travel Survey Data Collection (carryover)	448,002	448,002
Subtotal	925,022	955,901
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	55,000	55,000
Ada County Air Quality Board	55,000	55,000
Air Quality Operations - Management Fee	66,475	66,475
Idaho Transportation Department (Metroquest Survey Software)	55,000	55,000
City of Eagle - Project Development reimbursement	35,000	35,000
Orthophotography - Participant Contributions	124,140	124,140
Interest Income	5,031	5,031
Subtotal	395,646	395,646
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,951,767	3,982,646
Draw From Fund Balance (CIM Implementation Grants)	100,000	100,000
Draw From Fund Balance (Matching funds for CIM carryover)	13,492	15,937
Draw From Fund Balance (I-84 HOV Study)		21,676
Draw From Fund Balance (funds set aside for orthophotography flight)	125,860	125,860
Draw From Fund Balance (to fund revenue shortfall)	6,346	6,346
Subtotal	245,698	269,819
TOTAL REVENUE, ALL RESOURCES	4,197,465	4,252,465

EXPENSE	FY2022 Revision 2	FY2022 Revision 3
SALARY, FRINGE & CONTINGENCY		
Salary	1,533,900	1,533,900
Fringe	726,300	726,300
Contingency (Overtime, Bonus, and Sick Time Trade)	19,000	19,000
Subtotal	2,279,200	2,279,200
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	205,599	205,599
Subtotal	205,599	205,599
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	2,500	2,500
653001, Communication and Education	40,800	40,800
661001, Long-Range Planning	238,807	293,807
661008, Bike Counter Management	19,800	19,800
685001, Transportation Improvement Program	5,800	5,800
685002, Project Development Program	110,000	110,000
685004, CIM Implementation Grants	100,000	100,000
702001, Air Quality Outreach	100,000	100,000
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	17,200	17,200
838001, Travel Survey Data Collection	483,490	483,490
860001, Geographic Information System Maintenance	313,169	313,169
990001, Direct Operations and Maintenance	124,050	124,050
Subtotal	1,712,666	1,767,666
TOTAL EXPENSE	4,197,465	4,252,465

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	4,197,465	4,252,465
LESS: TOTAL EXPENSES	4,197,465	4,252,465
REVENUE EXCESS/(DEFICIT)	0	0

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 3
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES												MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY21 CPG Ada County K# 20050 (74%)	FY21 CPG Canyon County K# 20050 (26%)	FY22 CPG Ada County K# 20640 (74%)	FY22 CPG Canyon County K# 20640 (26%)	STP-TMA Off The Top K# 19920	STP-TMA CIM 2050 K# 19751	STP-TMA Travel Survey K# 19303	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other	
601001 UPWP/Budget Development and Federal Assu	91	70,708	-	70,708	466	164	25,818	9,071	30,000			65,518	5,190			5,190	70,708
601002 UPWP/Certification Review	36	29,123	-	29,123			19,969	7,016				26,986	2,138			2,138	29,123
620001 Demographics and Growth Monitoring	101	73,602	2,500	76,102	2,562	900	27,420	9,634	30,000			70,516	5,586			5,586	76,102
620002 Development Monitoring	72	56,069	-	56,069			31,045	10,908	10,000			51,953	4,115			4,115	56,069
620003 Census 2020	23	16,431	-	16,431	137	48	11,130	3,910				15,225	1,206			1,206	16,431
653001 Communication and Education Long-Range Planning	179	114,277	40,800	155,077								-		155,077		155,077	155,077
661001 General Project Management	848	557,032	293,807	850,839	79,211	27,831	302,737	106,367		201,194		717,340	56,823	21,676	55,000	133,499	850,839
661008 Bike Counter Management Resource Development/Funding	94	44,610	19,800	64,410	793	278	29,796	10,469				41,336	3,274	19,800		23,074	64,410
685001 Transportation Improvement Program	403	257,345	5,800	263,145	10,823	3,803	80,812	28,393	120,000			243,830	19,315			19,315	263,145
685002 Project Development Program	35	26,691	110,000	136,691	51,596	18,128	18,132	6,371				94,227	7,464		35,000	42,464	136,691
685003 Grant Research and Development	177	124,412	-	124,412								-		124,412		124,412	124,412
685004 CIM Implementation Grants	15	11,910	100,000	111,910	62	22	8,104	2,848				11,036	874	100,000		100,874	111,910
TOTAL PROJECTS	2,074	1,382,210	572,707	1,954,917	145,649	51,174	554,963	194,987	190,000	201,194	-	1,337,966	105,986	420,965	90,000	616,950	1,954,917
701001 Membership Services	157	112,573	-	112,573	362	127	76,827	26,993				104,310	8,263			8,263	112,573
702001 Air Quality Outreach	14	10,000	100,000	110,000								-			110,000	110,000	110,000
703001 Public Services	60	46,541	-	46,541								-		46,541		46,541	46,541
704001 Air Quality Operations	126	104,873	-	104,873								-		38,398	66,475	104,873	104,873
705001 Transportation Liaison Services	41	32,168	-	32,168	841	295	21,216	7,454				29,807	2,361			2,361	32,168
760001 Legislative Services	53	56,550	115,050	171,600								-		171,600		171,600	171,600
TOTAL SERVICES	451	362,705	215,050	577,755	1,203	423	98,044	34,448	-	-	-	134,117	10,624	256,539	176,475	443,638	577,755
801001 Staff Development	106	69,632	40,000	109,632			47,745	16,775				64,521	5,111	40,000		45,111	109,632
820001 Committee Support	210	133,218	2,000	135,218			91,345	32,094				123,440	9,778	2,000		11,778	135,218
836001 Regional Travel Demand Model	178	141,330	17,200	158,530	13,615	4,784	81,373	28,591	20,000			148,362	10,168			10,168	158,530
838001 Travel Survey Data Collection	47	37,318	483,490	520,808	194	68	25,394	8,922			448,002	482,580	38,227			38,227	520,808
842001 Congestion Management Process	96	75,491	-	75,491	413	145	51,350	18,042				69,950	5,541			5,541	75,491
842002 I-84 Corridor Operations Plan	35	27,790	-	27,790	144	51	18,910	6,644				25,750	2,040			2,040	27,790
860001 Geographic Information System Maintenance	402	255,106	313,169	568,275	7,529	2,645	79,456	27,917	96,705			214,251	23,361	80,662	250,000	354,024	568,275
TOTAL SYSTEM MAINTENANCE	1,074	739,884	855,859	1,595,743	21,895	7,693	395,574	138,985	116,705	-	448,002	1,128,854	94,227	122,662	250,000	466,889	1,595,743
990001 Direct Operations / Maintenance	-	-	124,050	124,050								-		119,019	5,031	124,050	124,050
991001 Support Services Labor	876	-	-	-								-				-	-
999001 Indirect Operations/Maintenance	-	-	-	-								-				-	-
TOTAL INDIRECT/OVERHEAD	876	-	124,050	124,050	-	-	-	-	-	-	-	-	-	119,019	5,031	124,050	124,050
G R A N D T O T A L	4,475	2,484,799	1,767,666	4,252,465	168,747	59,290	1,048,580	368,420	306,705	201,194	448,002	2,600,937	210,836	919,185	521,506	1,651,527	4,252,465

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 3
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				
653001 Communication and Education	40,800	19,900			600		20,300			
661001 Long-Range Planning	293,807	257,307			1,500		35,000			
661008 Bike Counter Management	19,800	-	19,800							
685001 Transportation Improvement Program	5,800						5,800			
685002 Project Development Program	110,000	110,000								
685004 CIM Implementation Grants	100,000	100,000								
702001 Air Quality Outreach	100,000	100,000								
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	17,200	17,200								
838001 Travel Survey Data Collection	483,490	483,490								
860001 Geographic Information System Maintenance	313,169	250,000	63,169							
990001 Direct Operations / Maintenance										
Phone System (CISCO is at end of life)	20,000		20,000							
Workspace buildout	18,000		18,000							
New/replacement hardware and software	10,000		10,000							
Transit network planning software	19,250		19,250							
Cube renewal; Cube Land	15,000		15,000							
Migrate website from Dreamweaver	10,200	10,200								
AICP and APBP Webinar series	1,600			1,600						
Tools of the Trade sponsorship	6,000			6,000						
Membership dues for COMPASS	17,000								17,000	
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL	1,767,666	1,348,097	165,219	65,600	2,100	13,600	61,100	9,000	102,950	-

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PROGRAM NO.	661	CLASSIFICATION:	Project		
TITLE:	Long Range Planning				
TASK / PROJECT DESCRIPTION:	This project encompasses the activities to identify regional transportation needs and solutions, and prepare a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450 "Fixing America's Surface Transportation Act" (FAST Act) requires that the regional long-range transportation plan be updated every four years in areas with more than 200,000 people or with air quality issues. Since the area meets the test on both criteria, a new plan has to be adopted by 2019. 23 USC 150-- establishes national goals and a performance program, in consultation with stakeholders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds.				
FY2022 BENCHMARKS					
MILESTONES / PRODUCTS					
661001 General Project Management					
Work with the Regional Transportation Advisory Committee, workgroups and the COMPASS Board to develop CIM 2050			Oct-Dec		
Monitor legislative, funding, etc. changes			Ongoing		
Compile 2021 updates to CIM 2040 2.0			Jan		
Update financial forecast			Apr		
Describe needed transportation investments			May		
Identify likely environmental concerns and mitigation strategies			May		
Draft technical documents			May		
Prepare draft plan for public comment			Aug		
Roadways					
Integrate results of congestion management process			Feb		
Integrate complete network policy to transportation improvements			Mar		
Develop transportation demand management (TDM) strategies			Mar		
Identify needed roadway improvements			Apr		
Freight					
Work with Freight Advisory Workgroup to identify freight related needs for CIM 2050			Mar		
Help member agencies identify freight projects and develop funding applications			Ongoing		
Active Transportation (bicycle and pedestrian)					
Develop estimate of pathway maintenance needs			Jan		
Develop regional pathway implementation plan/strategy (including rails with trails)			Jan		
Identify needed active transportation improvements			Apr		
Public Transportation					
Update High Capacity Transit Study for 2020/2050 data			Dec		
Develop list of public transportation investments and a phasing plan			Apr		
Develop park and ride implementation plan			May		
Performance Management					
Update asset management information			Jan		
Update federally required performance targets as needed			May		
Complete TIP Achievement reporting process			Aug		
Assess impacts of growth and transportation scenario and needed transportation investments			June		
Share performance information with stakeholders and decision-makers			Sep		
Public Involvement					
Conduct public involvement according to the work plan			Oct-Sep		
Coordinated Public Transit-Human Services Transportation Plan Update					
Work with stakeholders to identify transportation service needs and strategies			Oct		
Conduct public involvement period and outreach activities for draft plan			Jan		
Finalize plan incorporating public and stakeholder input			Mar		
Adopt plan through committee and Board review processes at COMPASS and VRT			Apr		
661008 Bike Counter Management					
Manage portable counter requests			Ongoing		
Manage permanent counter program and COMPASS Data Bike			Ongoing		
Manage and report data			Ongoing		
LEAD STAFF:		Liisa Itkonen			
END PRODUCT: Implementation of <i>Communities in Motion 2050</i> work plan, including financial forecast, lists of needed transportation improvements, and draft plan documents; summary of project updates in CIM 2040 2.0; bicycle and pedestrian data; Coordinated Public Transit-Human Services Transportation Plan.			Expense Summary		
			Total Workdays: 942		
			Salary \$ 378,974		
			Fringe 171,227		
			Overhead 51,440		
			Total Labor Cost: 601,641		
ESTIMATED DATE OF COMPLETION:		September-2022			
DIRECT EXPENDITURES:					
			Professional Services \$ 257,307		
			Legal / Lobbying		
			Equipment Purchases 19,800		
			Travel / Education		
			Printing 1,500		
			Public Involvement 35,000		
			Meeting Support		
			Carry-Forward		
			Total Direct Cost: \$ 313,607		
			661 Total Cost: 915,248		
Funding Sources		Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies
CPG, K20050	80,003	28,109		108,112	ITD
CPG, K20640	332,533	116,836		449,369	FHWA
STP-TMA, K19920					FTA
STP-TMA, K19571			201,194	201,194	
ITD, survey software			55,000	55,000	
Local / Fund Bal	44,472	15,625	41,476	101,573	
Total:	457,008	160,570	297,670	915,248	

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