



**FINANCE COMMITTEE MEETING
DECEMBER 1, 2022 — 12:00 PM
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO**

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 Teri Gregory at tgregory@compassidaho.org or 208-475-2225.

****AGENDA****

I. CALL TO ORDER/ROLL CALL

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 3 **A.* Approve August 18, 2022, Finance Committee Meeting Minutes**

IV. INFORMATION/DISCUSSION ITEM

Page 5 **A.* Review Report of Disbursements Made in the Reporting Period**

V. ACTION ITEMS

Page 10 **A.* Approve Variance Report for October 1, 2021 – September 30, 2022**

Page 17 **B.* Recommend Approval of Revision 1 of the FY2023 Unified Planning Work Program and Budget (UPWP)**

Page 25 **C.* Recommend Approval of Resolution OX-2023 to Increase the Credit Limit on the COMPASS Credit Card**

VI. OTHER

A. Next Meeting: December 15, 2022

VII. ADJOURNMENT

***Enclosures Agenda is subject to change.**

Those needing assistance with COMPASS events or materials, or needing materials in alternate formats, please call 208-855-2558 with 48 hours advance notice.

Si necesita asistencia con una junta de COMPASS, o necesita un documento en otro formato, por favor llame al 208-855-2558 con 48 horas de anticipación.

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**FINANCE COMMITTEE MEETING
AUGUST 18, 2022
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM AND VIA ZOOM**

****DRAFT MINUTES****

ATTENDEES: Jay Gibbons, Commissioner, Canyon Highway District #4, **Chair**, in person
Jim Hansen, Commissioner, Ada County Highway District, **Vice Chair**, via telephone
Ryan Davidson for Kendra Kenyon, Commissioner, Ada County, via telephone
Victor Rodriguez, Councilmember, City of Nampa, via telephone
Wendy Miles for Steve Rule, Mayor, City of Middleton, via telephone
Holli Woodings, Councilmember, City of Boise, via telephone

MEMBERS ABSENT: Keri Smith, Commissioner, Canyon County

OTHERS PRESENT: Teri Gregory, COMPASS, in person
David Hegstrom, Harris CPAs, via telephone
Keith Holmes, COMPASS, via telephone
Meg Larsen, COMPASS, in person
Amy Luft, COMPASS, via telephone
Josh Tyree, Harris CPAs, via telephone

CALL TO ORDER:

Chair Jay Gibbons called the meeting to order at 12:02 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

A. Approve July 14, 2022, Finance Committee Meeting Minutes

Jim Hansen moved and Wendy Miles seconded approval of the Consent Agenda, as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEMS

A. Review Report of Disbursements Made in the Reporting Period

Meg Larsen reviewed the report of disbursements made in the reporting period, July 6 through August 5, 2022, which was provided in the packet for information.

ACTION ITEMS

A. Approve FY2022 Audit Process

David Hegstrom with Harris CPAs presented the FY2022 audit process for Finance Committee approval.

After discussion, **Jim Hansen moved and Holli Woodings seconded to approve the FY2022 audit process as presented. Motion passed unanimously.**

B. Variance Report for October 1, 2021 – June 30, 2022

Meg Larsen presented the variance report for October 1, 2021 – June 30, 2022, for approval by the Finance Committee.

Holli Woodings moved and Victor Rodriguez seconded to approve the variance report as presented. Motion passed unanimously.

ADJOURNMENT

Holli Woodings moved and Victor Rodriguez seconded to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 12:24 p.m.

Approved this 1st day of December 2022.

By: _____
Jay Gibbons, Chair

Attest:

By: _____
Jim Hansen, Vice Chair

Check History Report
Sorted By Vendor Name
Activity From: 8/6/2022 to 11/18/2022

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: ***Void Check***					
A	ICCU - Checking	0000007064	11/1/2022		
				Vendor Total:	0.00
Vendor Number: 2ND&BR 2ND & BROADWAY CONDO ASSOC					
A	ICCU - Checking	E000001170	10/20/2022	29,913.00	Electronic Payment
				Vendor 2ND & BROADWAY CONDO ASSOC Total:	29,913.00
Vendor Number: ALTA Alta Planning & Design					
A	ICCU - Checking	E000001139	8/19/2022	2,642.00	Electronic Payment
A	ICCU - Checking	E000001159	10/5/2022	3,531.80	Electronic Payment
				Vendor Alta Planning & Design Total:	6,173.80
Vendor Number: AMPLAS AMERICAN PLANNING ASSOCIATION					
A	ICCU - Checking	0000007064	11/4/2022	419.00	Auto
				Vendor AMERICAN PLANNING ASSOCIATION Total:	419.00
Vendor Number: LUFT AMY LUFT					
A	ICCU - Checking	E000001164	10/5/2022	137.51	Electronic Payment
A	ICCU - Checking	E000001176	11/4/2022	1,844.06	Electronic Payment
				Vendor AMY LUFT Total:	1,981.57
Vendor Number: BENTLEY Bentley Systems. Inc.					
A	ICCU - Checking	E000001140	8/19/2022	15,000.00	Electronic Payment
				Vendor Bentley Systems. Inc. Total:	15,000.00
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E000001150	9/2/2022	31,359.67	Electronic Payment
A	ICCU - Checking	E000001167	10/5/2022	32,009.67	Electronic Payment
A	ICCU - Checking	E000001182	11/4/2022	32,548.61	Electronic Payment
				Vendor Boise Municipal Health Care Total:	95,917.95
Vendor Number: BOE Boise Office Equipment					
A	ICCU - Checking	0000007013	8/19/2022	409.25	Auto
				Vendor Boise Office Equipment Total:	409.25
Vendor Number: BSURADI Boise State Public Radio					
A	ICCU - Checking	0000007014	8/19/2022	1,950.00	Auto
A	ICCU - Checking	0000007031	9/20/2022	1,560.00	Auto
A	ICCU - Checking	0000007049	10/20/2022	2,685.00	Auto
				Vendor Boise State Public Radio Total:	6,195.00
Vendor Number: BURGESS Burgess & Niple					
A	ICCU - Checking	E000001144	9/2/2022	268.08	Electronic Payment
A	ICCU - Checking	E000001160	10/5/2022	20,539.19	Electronic Payment
				Vendor Burgess & Niple Total:	20,807.27
Vendor Number: CALCHA CALDWELL CHAMBER OF COMMERCE					
A	ICCU - Checking	0000007065	11/4/2022	200.00	Auto
				Vendor CALDWELL CHAMBER OF COMMERCE Total:	200.00
Vendor Number: CITYKUN City of Kuna					
A	ICCU - Checking	0000007050	10/20/2022	25,000.00	Auto
				Vendor City of Kuna Total:	25,000.00
Vendor Number: CITYOFW City of Wilder					
A	ICCU - Checking	0000007032	9/20/2022	25,000.00	Auto
				Vendor City of Wilder Total:	25,000.00
Vendor Number: COALITI Coalition for Amer's Gateways					
A	ICCU - Checking	0000007066	11/4/2022	7,500.00	Auto
				Vendor Coalition for Amer's Gateways Total:	7,500.00
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT					
A	ICCU - Checking	0000007012	8/19/2022	169.32	Manual
A	ICCU - Checking	0000007030	9/20/2022	169.32	Manual

Check History Report
Sorted By Vendor Name
Activity From: 8/6/2022 to 11/18/2022

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	0000007059	10/20/2022	169.32	Manual
A	ICCU - Checking	0000007073	11/18/2022	169.32	Manual
Vendor COLONIAL LIFE & ACCIDENT Total:				677.28	
Vendor Number: CUMUBOI Cumulus - Boise					
A	ICCU - Checking	0000007051	10/20/2022	1,320.00	Auto
A	ICCU - Checking	0000007067	11/4/2022	1,560.00	Auto
Vendor Cumulus - Boise Total:				2,880.00	
Vendor Number: DKSACCO DKS Associates					
A	ICCU - Checking	E000001145	9/2/2022	12,650.00	Electronic Payment
A	ICCU - Checking	E000001161	10/5/2022	13,200.00	Electronic Payment
Vendor DKS Associates Total:				25,850.00	
Vendor Number: ESRI ENVIRONMENTAL SYSTEMS RESEARCH					
A	ICCU - Checking	E000001171	10/20/2022	46,300.00	Electronic Payment
Vendor ENVIRONMENTAL SYSTEMS RESEARCH Total:				46,300.00	
Vendor Number: GEOTER GEOTERRA MAPPING GROUP					
A	ICCU - Checking	E000001146	9/2/2022	37,500.00	Electronic Payment
Vendor GEOTERRA MAPPING GROUP Total:				37,500.00	
Vendor Number: GOODHEA Good Heart Technology, Incorporated					
A	ICCU - Checking	E000001151	9/20/2022	105.95	Electronic Payment
Vendor Good Heart Technology, Incorporated Total:				105.95	
Vendor Number: ZHARTF HARTFORD					
A	ICCU - Checking	W000000593	8/19/2022	1,204.67	Wire Transfer
A	ICCU - Checking	W000000605	9/20/2022	1,048.49	Wire Transfer
A	ICCU - Checking	W000000613	10/20/2022	1,126.08	Wire Transfer
A	ICCU - Checking	W000000624	11/18/2022	1,172.80	Wire Transfer
Vendor HARTFORD Total:				4,552.04	
Vendor Number: MULHALL Hunter Mulhall					
A	ICCU - Checking	E000001177	11/4/2022	1,204.17	Electronic Payment
Vendor Hunter Mulhall Total:				1,204.17	
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	0000007023	9/2/2022	10,088.38	Auto
A	ICCU - Checking	0000007041	10/5/2022	3,997.22	Auto
A	ICCU - Checking	W000000599	8/26/2022	693.00	Wire Transfer
A	ICCU - Checking	W000000600	8/29/2022	750.00	Wire Transfer
A	ICCU - Checking	W000000601	8/30/2022	895.00	Wire Transfer
A	ICCU - Checking	W000000606	9/27/2022	3,359.00	Wire Transfer
A	ICCU - Checking	W000000614	10/24/2022	10,357.50	Wire Transfer
A	ICCU - Checking	W000000617	11/1/2022	1,044.00	Wire Transfer
Vendor IDAHO CENTRAL CREDIT UNION Total:				31,184.10	
Vendor Number: IDPOWE IDAHO POWER CO.					
A	ICCU - Checking	0000007024	9/2/2022	895.30	Auto
A	ICCU - Checking	0000007042	10/5/2022	814.56	Auto
A	ICCU - Checking	0000007061	10/20/2022	634.59	Auto
Vendor IDAHO POWER CO. Total:				2,344.45	
Vendor Number: IDPRES IDAHO PRESS-TRIBUNE					
A	ICCU - Checking	0000007025	9/2/2022	192.20	Auto
A	ICCU - Checking	0000007033	9/20/2022	147.36	Auto
A	ICCU - Checking	0000007043	10/5/2022	151.40	Auto
A	ICCU - Checking	0000007052	10/20/2022	3,392.66	Auto
A	ICCU - Checking	0000007062	10/20/2022	171.34	Auto
Vendor IDAHO PRESS-TRIBUNE Total:				4,054.96	
Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION					

Check History Report
Sorted By Vendor Name
Activity From: 8/6/2022 to 11/18/2022

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	W000000596	8/19/2022	4,499.00	Wire Transfer
A	ICCU - Checking	W000000604	9/20/2022	4,262.00	Wire Transfer
A	ICCU - Checking	W000000612	10/20/2022	4,885.00	Wire Transfer
A	ICCU - Checking	W000000623	11/18/2022	4,624.00	Wire Transfer
Vendor IDAHO STATE TAX COMMISSION Total:				<u>18,270.00</u>	
Vendor Number: IMPACT Iliad Media Boise, LLC					
A	ICCU - Checking	0000007015	8/19/2022	2,151.00	Auto
A	ICCU - Checking	0000007026	9/2/2022	2,215.00	Auto
A	ICCU - Checking	0000007045	10/5/2022	2,890.00	Auto
A	ICCU - Checking	0000007053	10/20/2022	503.00	Auto
Vendor Iliad Media Boise, LLC Total:				<u>7,759.00</u>	
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.					
A	ICCU - Checking	0000007016	8/19/2022	10.34	Auto
A	ICCU - Checking	0000007035	9/20/2022	10.57	Auto
A	ICCU - Checking	0000007054	10/20/2022	37.46	Auto
A	ICCU - Checking	0000007069	11/4/2022	206.83	Auto
Vendor INTERMOUNTAIN GAS CO. Total:				<u>265.20</u>	
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W000000594	8/19/2022	16,930.44	Wire Transfer
A	ICCU - Checking	W000000597	9/2/2022	19,613.87	Wire Transfer
A	ICCU - Checking	W000000602	9/20/2022	16,107.62	Wire Transfer
A	ICCU - Checking	W000000607	10/5/2022	20,387.18	Wire Transfer
A	ICCU - Checking	W000000610	10/20/2022	18,291.09	Wire Transfer
A	ICCU - Checking	W000000619	11/4/2022	17,602.18	Wire Transfer
A	ICCU - Checking	W000000621	11/18/2022	17,613.92	Wire Transfer
Vendor INTERNAL REVENUE SERVICE Total:				<u>126,546.30</u>	
Vendor Number: GALLUP Josie Gallup					
A	ICCU - Checking	E000001162	10/5/2022	61.51	Electronic Payment
Vendor Josie Gallup Total:				<u>61.51</u>	
Vendor Number: KIMANG Kim Anglesey					
A	ICCU - Checking	E000001147	9/2/2022	255.00	Electronic Payment
Vendor Kim Anglesey Total:				<u>255.00</u>	
Vendor Number: KINGSTO Kingston Phoenix Group, Inc.					
A	ICCU - Checking	E000001163	10/5/2022	496.00	Electronic Payment
Vendor Kingston Phoenix Group, Inc. Total:				<u>496.00</u>	
Vendor Number: STOLL MATTHEW STOLL					
A	ICCU - Checking	E000001142	8/19/2022	40.04	Electronic Payment
A	ICCU - Checking	E000001156	9/20/2022	40.04	Electronic Payment
A	ICCU - Checking	E000001174	10/20/2022	39.97	Electronic Payment
Vendor MATTHEW STOLL Total:				<u>120.05</u>	
Vendor Number: IDSTAT McClatchy Company					
A	ICCU - Checking	0000007034	9/20/2022	714.09	Auto
A	ICCU - Checking	0000007044	10/5/2022	725.92	Auto
A	ICCU - Checking	0000007068	11/4/2022	89.14	Auto
Vendor McClatchy Company Total:				<u>1,529.15</u>	
Vendor Number: PETTY MEGAN LARSEN					
A	ICCU - Checking	0000007047	10/5/2022	56.46	Auto
Vendor MEGAN LARSEN Total:				<u>56.46</u>	
Vendor Number: MIRADA Mirada Magazine					
A	ICCU - Checking	0000007070	11/4/2022	400.00	Auto
Vendor Mirada Magazine Total:				<u>400.00</u>	
Vendor Number: MOMENTI Momentive					

Check History Report
Sorted By Vendor Name
Activity From: 8/6/2022 to 11/18/2022

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	E000001172	10/20/2022	4,951.09	Electronic Payment
				Vendor Momentive Total:	4,951.09
Vendor Number: NAMCHA NAMPA CHAMBER OF COMMERCE					
A	ICCU - Checking	0000007071	11/4/2022	230.00	Auto
				Vendor NAMPA CHAMBER OF COMMERCE Total:	230.00
Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)					
A	ICCU - Checking	0000007011	8/19/2022	64.00	Manual
A	ICCU - Checking	0000007029	9/20/2022	64.00	Manual
A	ICCU - Checking	0000007058	10/20/2022	64.00	Manual
A	ICCU - Checking	0000007072	11/18/2022	64.00	Manual
				Vendor NCPERS Group Life Ins. (M605) Total:	256.00
Vendor Number: NEIGHB NEIGHBORHOOD ALL STARS					
A	ICCU - Checking	E000001152	9/20/2022	8,324.09	Electronic Payment
A	ICCU - Checking	E000001165	10/5/2022	2,596.71	Electronic Payment
A	ICCU - Checking	E000001168	10/20/2022	402.50	Electronic Payment
				Vendor NEIGHBORHOOD ALL STARS Total:	11,323.30
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	0000007017	8/19/2022	607.72	Auto
A	ICCU - Checking	0000007027	9/2/2022	77.39	Auto
A	ICCU - Checking	0000007036	9/20/2022	63.58	Auto
A	ICCU - Checking	0000007046	10/5/2022	178.74	Auto
				Vendor Office Depot Total:	927.43
Vendor Number: PROVELO Pro Velocity					
A	ICCU - Checking	E000001141	8/19/2022	2,721.95	Electronic Payment
A	ICCU - Checking	E000001148	9/2/2022	1,750.00	Electronic Payment
A	ICCU - Checking	E000001153	9/20/2022	403.20	Electronic Payment
A	ICCU - Checking	E000001169	10/20/2022	1,575.00	Electronic Payment
A	ICCU - Checking	E000001173	10/20/2022	418.20	Electronic Payment
A	ICCU - Checking	E000001178	11/4/2022	1,706.25	Electronic Payment
				Vendor Pro Velocity Total:	8,574.60
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W000000595	8/19/2022	21,944.27	Wire Transfer
A	ICCU - Checking	W000000598	9/2/2022	25,506.98	Wire Transfer
A	ICCU - Checking	W000000603	9/20/2022	21,122.70	Wire Transfer
A	ICCU - Checking	W000000608	10/5/2022	26,211.25	Wire Transfer
A	ICCU - Checking	W000000611	10/20/2022	22,133.54	Wire Transfer
A	ICCU - Checking	W000000620	11/4/2022	22,707.02	Wire Transfer
A	ICCU - Checking	W000000622	11/18/2022	22,724.77	Wire Transfer
				Vendor PUBLIC EMPLOYEES RETIREMENT Total:	162,350.53
Vendor Number: RADIO R Radio Rancho					
A	ICCU - Checking	0000007037	9/20/2022	2,273.00	Auto
A	ICCU - Checking	0000007048	10/5/2022	4,986.00	Auto
				Vendor Radio Rancho Total:	7,259.00
Vendor Number: SAGE Sage Software, Inc.					
A	ICCU - Checking	E000001155	9/20/2022	643.00	Electronic Payment
				Vendor Sage Software, Inc. Total:	643.00
Vendor Number: SCRIPP SCRIPPS - Boise					
A	ICCU - Checking	0000007018	8/19/2022	1,250.00	Auto
				Vendor SCRIPPS - Boise Total:	1,250.00
Vendor Number: SHADOW SHADOW TRACKERS INVESTIGATIVE					
A	ICCU - Checking	E000001179	11/4/2022	50.00	Electronic Payment
				Vendor SHADOW TRACKERS INVESTIGATIVE Total:	50.00

Check History Report
Sorted By Vendor Name
Activity From: 8/6/2022 to 11/18/2022

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: SADER Sherone Sader					
A	ICCU - Checking	E000001154	9/20/2022	101.20	Electronic Payment
A	ICCU - Checking	E000001166	10/5/2022	61.25	Electronic Payment
Vendor Sherone Sader Total:				<u>162.45</u>	
Vendor Number: SHREDIT Shred-It USA- Boise					
A	ICCU - Checking	0000007055	10/20/2022	60.00	Auto
Vendor Shred-It USA- Boise Total:				<u>60.00</u>	
Vendor Number: SINCLAI Sinclair Broadcast Group					
A	ICCU - Checking	0000007019	8/19/2022	695.00	Auto
A	ICCU - Checking	0000007056	10/20/2022	1,000.00	Auto
Vendor Sinclair Broadcast Group Total:				<u>1,695.00</u>	
Vendor Number: ZIDGRA STATE TAX COMMISSION					
A	ICCU - Checking	W000000609	10/5/2022	640.48	Wire Transfer
Vendor STATE TAX COMMISSION Total:				<u>640.48</u>	
Vendor Number: SYRINGA Syringa Networks, LLC					
A	ICCU - Checking	E000001157	9/20/2022	1,876.02	Electronic Payment
A	ICCU - Checking	E000001175	10/20/2022	932.82	Electronic Payment
Vendor Syringa Networks, LLC Total:				<u>2,808.84</u>	
Vendor Number: HARTFO THE HARTFORD					
A	ICCU - Checking	0000007060	10/20/2022	6,071.00	Auto
Vendor THE HARTFORD Total:				<u>6,071.00</u>	
Vendor Number: TOWNSQU Townsquare Digital					
A	ICCU - Checking	0000007020	8/19/2022	3,048.00	Auto
A	ICCU - Checking	0000007038	9/20/2022	3,448.00	Auto
A	ICCU - Checking	0000007057	10/20/2022	3,928.00	Auto
Vendor Townsquare Digital Total:				<u>10,424.00</u>	
Vendor Number: TREAVA TREASURE VALLEY COFFEE					
A	ICCU - Checking	0000007021	8/19/2022	59.96	Auto
A	ICCU - Checking	0000007028	9/2/2022	119.92	Auto
A	ICCU - Checking	0000007039	9/20/2022	128.29	Auto
Vendor TREASURE VALLEY COFFEE Total:				<u>308.17</u>	
Vendor Number: VRT Valley Regional Transit					
A	ICCU - Checking	E000001149	9/2/2022	1,500.00	Electronic Payment
A	ICCU - Checking	E000001180	11/4/2022	1,375.00	Electronic Payment
Vendor Valley Regional Transit Total:				<u>2,875.00</u>	
Vendor Number: VERITA VERITAS					
A	ICCU - Checking	E000001143	8/19/2022	7,912.50	Electronic Payment
Vendor VERITAS Total:				<u>7,912.50</u>	
Vendor Number: VERIZON Verizon					
A	ICCU - Checking	0000007022	8/19/2022	16.90	Auto
A	ICCU - Checking	0000007040	9/20/2022	16.90	Auto
A	ICCU - Checking	0000007063	10/20/2022	16.90	Auto
Vendor Verizon Total:				<u>50.70</u>	
Vendor Number: WESTRO WESTERN TROPHY & ENGRAVING					
A	ICCU - Checking	E000001158	9/20/2022	27.55	Electronic Payment
A	ICCU - Checking	E000001181	11/4/2022	27.35	Electronic Payment
Vendor WESTERN TROPHY & ENGRAVING Total:				<u>54.90</u>	
Report Total:				<u><u>777,806.45</u></u>	

FINANCE COMMITTEE AGENDA ITEM V-A

Date: DECEMBER 1, 2022

Topic: Variance Report for October 1, 2021 – September 30, 2022

Request/Recommendation:

COMPASS staff seeks approval of the Variance Report dated October 1, 2021, to September 30, 2022.

Background/Summary:

The Variance Report is used to report actual financial results compared to Revision 4 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.

Grant revenues are at 82% for billings through September 30, 2022. Federal grants are billed on a reimbursement basis as expenses are incurred. Staff expects to carryover unexpended federal grant funding to FY2023.

Revenues from member contributions are at 100%. All member dues have been billed out for the year as of the end of September.

Funding for the air quality outreach program from the Department of Environmental Quality and the Air Quality Board is at 101% of budget as of the end of September.

Revenues from the management fee charged to the Air Quality Board are at 126% of the budget as of the end of September.

Orthophotography revenues include payments received from participants in the current project, as well as sales from previous flights.

Salaries and fringe expense are at 95% of budget overall. COMPASS has had several vacancies throughout the year.

Total direct expenses are at 62% of budget overall. The direct expense budget included \$313,000 related to federal grant funds that became available with the Infrastructure Investment and Jobs Act (IIJA). Expenses for these funds were not programmed in FY2022. The revenues were carried forward to FY2023.

Professional services are under budget with 77% of the budget expended. The most significant variance in this line item was related to the FY2022 orthophotography flight. The flight was

originally budgeted at \$250,000, but staff negotiated a multi-year flight structure with the vendor for \$125,000 per year. \$87,500 of this total was paid in FY2022, and the remaining \$37,500 will be paid in FY2023, upon receipt of the data.

Approximately \$25,000 remained from the budget for the I84 HOV analysis. This amount was carried over to FY2023 to complete the project. One of the FY2022 CIM grants for \$25,000 was carried over to FY2023 as the city worked with stakeholders to get to completion of the project. The project development program was underspent by about \$19,000. The household travel survey project was underspent by about \$18,000 and the education series was underspent by about \$13,000. Professional services to support *Communities in Motion 2050* were under budget by about \$29,000. Some items that were included in the workplan, such as support for the financial forecast, were not needed. Other items were carried forward to FY2023. Support for the regional travel demand model was budgeted but not needed in FY2022, so this category was under budget by about \$15,000.

The phone system purchase and buildout of additional hard-walled workspaces was carried over to fiscal year 2023, so equipment purchases ended the year about \$34,000 under budget.

COMPASS' legislative services contract ended July 31, 2022, so legislative services ended the year under budget. COMPASS welcomed a Government Affairs Coordinator in November to perform this work going forward.

Total indirect expenses are on budget at 96% as of the end of September.

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 September 30, 2022. 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.

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

	Budget	Actual	% of Budget Earned or Expended
Grant revenue	2,914,811	2,392,800	82%
Member contributions	986,062	986,062	100%
ID DEQ/ACAQB Awareness	110,000	110,776	101%
Idaho Transportation Department - Survey software	55,000	55,000	100%
Air Quality Operations - Management Fee	66,475	83,453	126%
Orthophotography Revenue - Sales & Project Participants	124,140	146,471	118%
Interest income	5,031	15,666	311%
Cities of Star & Eagle for Project Development	35,000	15,632	
Modeling revenue	-	24,095	
Maps and publications revenue	-	1,981	
Other income	-	68	
Subtotal, revenues	4,296,519	3,832,004	89%
Staff labor	1,552,900	1,484,312	96%
Payroll taxes and fringe benefits	726,300	681,076	94%
Subtotal, salaries and fringe expenses	2,279,200	2,165,388	95%
Professional services	1,348,097	1,031,916	77%
Equipment purchase	165,219	97,460	59%
Travel/education	65,600	29,400	45%
Printing	2,100	1,259	60%
Other	13,600	6,932	51%
Public involvement	61,100	33,146	54%
Meeting support	9,000	1,444	16%
Legislative services	102,950	88,251	86%
Carry Forward	313,873	-	0%
Subtotal, direct expenses	2,081,539	1,289,808	62%
Professional services	29,000	29,598	102%
Equipment repair	200	-	0%
Publications	2,500	2,734	109%
Employee professional memberships	7,500	3,124	42%
Postage	750	535	71%
Telephone	13,500	12,705	94%
Building maintenance/association	61,199	61,688	101%
Printing	2,250	886	39%
Advertising	1,500	9,826	655%
Audit	16,200	16,200	100%
Insurance	14,000	15,184	108%
Legal services	5,000	314	6%
General supplies	4,000	3,190	80%
Computer supplies	10,500	4,917	47%
Computer software/maintenance	20,000	24,381	122%
Vehicle maintenance	1,500	1,558	104%
Utilities	9,000	9,212	102%
Local travel	2,000	758	38%
Other	5,000	982	20%
Subtotal, indirect expenses	205,599	197,790	96%
Total, all expenses	4,566,338	3,652,987	80%
Change in fund balance	(269,819)	179,017	
Beginning fund balance	2,148,847	2,148,847	
Current fund balance	1,879,028	2,327,864	

COMPASS
FY2022 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of September 30, 2022, 100% of the fiscal year has passed. Programs that have expended 90% or less of their budgeted dollars are considered under budget. Programs that have expended 110% 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	64,250.13	64%	-		99,831	64,250	64%	Under Budget. With four revisions of the FY2022 UPWP, less staff time was expended than anticipated. Many of the revisions were for minor changes only.
620	Demographics and Growth Monitoring	Miller	146,102	100,212.49	69%	2,500	-	148,602	100,212	67%	Under Budget. Workdays needed for FY2022 were less than anticipated due to staff vacancies.
653	Communication and Education	Luft	114,277	122,583.60	107%	40,800	23,295	155,077	145,879	94%	On Budget.
661	Long-Range Planning	Itkonen	601,641	669,885.60	111%	313,607	226,661	915,248	896,547	98%	On Budget.
685	Resource Development/Funding	Tisdale	420,358	409,465.69	97%	215,800	169,501	636,158	578,966	91%	On Budget.
Subtotal, Projects			1,382,210	1,366,397.51	99%	572,707	419,457	1,954,917	1,785,854	91%	
701	General Membership Services	Itkonen	112,573	64,241.33	57%	-		112,573	64,241	57%	Under Budget. Expenditures are directly related to the amount of assistance requested by member agencies.
702	Air Quality Outreach	Luft	10,000	7,363.96	74%	100,000	100,705	110,000	108,069	98%	On Budget.
703	General Public Services	Waldinger	46,541	45,361.92	97%	-		46,541	45,362	97%	On Budget.
704	Air Quality Operations	Larsen	104,873	111,323.34	106%	-		104,873	111,323	106%	On Budget.
705	Transportation Liaison Services	Stoll	32,168	38,121.85	119%	-		32,168	38,122	119%	Over Budget. More staff time was used in FY2022 to work with member agencies than anticipated in the budget.
760	Legislative Services	Stoll	56,550	48,739.11	86%	115,050	85,538	171,600	134,277	78%	Under Budget. The legislative services contract ended 7/31/2022. This became a staff position in FY2023.
Subtotal, Services			362,705	315,151.51	87%	215,050	186,243	577,755	501,395	87%	
801	Staff Development	Larsen	69,632	54,636.67	78%	40,000	23,248	109,632	77,885	71%	Under Budget. In FY2022, a significant share of conference and training attendance was virtual; in person conferences and training began to pick up toward the end of FY2022 and is expected to return to near-normal in FY2023.
820	Committee Support	Larsen	133,218	159,695.89	120%	2,000	1,322	135,218	161,018	119%	Over Budget. More staff time was used in FY2022 to complete this project than budgeted to allow for training of new staff.
836	Regional Travel Demand Model	Waldinger	141,330	166,595.83	118%	17,200		158,530	166,596	105%	On Budget.
838	Travel Survey Data Collection	Waldinger	37,318	13,215.07	35%	483,490	465,801	520,808	479,016	92%	On Budget.
842	Congestion Management Process / I-84 Corridor Plan	Mulhall	103,280	80,476.39	78%	-	-	103,280	80,476	78%	Under Budget. The I-84 Operations HOV plan is planned to be carried over into FY2023.

COMPASS
FY2022 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of September 30, 2022, 100% of the fiscal year has passed. Programs that have expended 90% or less of their budgeted dollars are considered under budget. Programs that have expended 110% 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	207,009.64	81%	313,169	124,606	40%	568,275	331,616	58%	Under Budget. The FY2022 orthophotography flight was budgeted at \$250,000, but the actual cost for the fiscal year 2022 flight is \$125,000, with \$87,500 to be paid in fiscal year 2022 and the remainder to be paid in fiscal year 2023.

COMPASS
FY2022 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of September 30, 2022, 100% of the fiscal year has passed. Programs that have expended 90% or less of their budgeted dollars are considered under budget. Programs that have expended 110% 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			
Subtotal, System Maintenance				739,884	681,629.49	92%	855,859	614,977	72%	1,595,743	1,296,607	81%
990	Direct Operations and Maintenance	Larsen		437,923	69,131	16%	437,923	69,131	16%	437,923	69,131	16%
Subtotal, Indirect and overhead				-	-		437,923	69,131	16%	437,923	69,131	16%
GRAND TOTAL				2,484,799	2,363,178.51	95%	2,081,539	1,289,808	62%	4,566,338	3,652,987	80%
		check	2,363,178.51			1,289,808.02			3,652,986.53			

Under Budget.
 Approximately \$313,000 of the budgeted direct dollars are additional CPG funds (federal aid plus local match) made available with the IJJA. Staff will budget these funds to be spent out in a future fiscal year.

Notes

COMPASS**Balance Sheet - September 30, 2022**

	<u>9/30/2021</u>	<u>9/30/2022</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	2,108,436	2,317,994
Accounts Receivable	557,098	283,612
Prepaid Expenses	16,358	24,985
	<hr/>	<hr/>
TOTAL ASSETS	<u>2,681,892</u>	<u>2,626,592</u>
<u>LIABILITIES</u>		
Accounts Payable	381,546	127,039
Accrued Payroll Liabilities	149,524	169,713
Deferred Revenue	1,975	1,975
	<hr/>	<hr/>
Subtotal, liabilities	533,045	298,727
<u>FUND BALANCE</u>		
Nonspendable: Prepaid Expenses	16,358	24,985
Assigned To: Set-Aside for CIM 2050 Tasks	13,492	-
Assigned To: Set-Aside for CIM Implementation Grant Program	100,000	75,000
Assigned To: Set-Aside for Orthophotography Cost	125,860	87,500
Assigned To: Set-Aside for FY22 Revenue Shortfall	6,347	-
Unassigned	1,886,790	2,140,379
	<hr/>	<hr/>
Subtotal, fund balance	2,148,847	2,327,864
	<hr/>	<hr/>
TOTAL LIABILITIES AND FUND BALANCE	<u>2,681,892</u>	<u>2,626,592</u>

Cash & Investment Summary - September 30, 2022

<u>Account</u>	<u>Current Rate</u>	<u>Balance</u>
Petty Cash	n/a	200
ID Central Credit Union Share Savings	0.20%	25
ID Central Credit Union Money Market Checking	0.15%	22,702
ID Central Credit Union Premium Money Market Savings	0.20%	50,000
ID Central Credit Union 60 Month CD	2.51%	195,972
Local Government Investment Pool	2.10%	1,573,138
Banner Bank 36 Month CD #8093	0.25%	156,134
Banner Bank 60 Month CD #8069	1.19%	158,724
Banner Bank 60 Month CD #8101	1.85%	161,099
		<hr/>
Total Cash Balance		<u>2,317,994</u>

FINANCE COMMITTEE AGENDA ITEM V-B

Date: December 1, 2022

Topic: Revision 1 of the FY2023 Unified Planning Work Program and Budget

Request/Recommendation:

Review and recommend Revision 1 of the FY2023 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 1 of the FY2023 UPWP:

- Remove \$5,555 of General Membership revenues to reflect the non-renewal of membership for Golden Gate Highway District No. 3.
- Add \$123,395 of Consolidated Planning Grant (CPG) funds from key number 20640. These are unspent funds that were obligated for expenditure in FY2022 and carried forward to FY2023.
- Add \$14,379 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 for expenditure in FY2022 and carried forward to FY2023.
- Add \$10,000 from the City of Star for Project Development costs in excess of \$25,000 for Star Greenbelt Planning.
- Add \$25,000 from the City of Nampa for Project Development costs in excess of \$25,000 for Historic Downtown Master Plan.
- Add \$6,945 received from Burgess and Niple as a refund of amount overbilled for a project development project.

The following revisions to expenses are proposed in Revision 1 of the FY2023 UPWP:

- Add \$31,051 to total salary expense and \$20,400 to total fringe benefit expense to cover the net cost of delayed retirement of a Principal Planner. The employee agreed to stay on with COMPASS for an additional half year to help bridge position vacancies.
- Reduce program number 661001, Long Range Planning, by \$31,136 to reflect the actual remaining amount needed to complete the I-84 HOV analysis and to make a small adjustment to the graphics and editing budget for *Communities in Motion 2050*.
- Add \$95,216 to 990001, Direct Operations and Maintenance for CPG funds that are not yet programmed. Staff will continue to evaluate the best use of these funds. Programming of the funds may occur in a future UPWP revision, or in a future fiscal year.

- Add expenses to 685002, Project Development Program for the following: \$10,000 for City of Star Greenbelt Planning, \$25,000 for Nampa Historic District Downtown Master Plan, \$5,632 for payment to City of Eagle to refund reimbursement of the overbilled Burgess and Niple invoice.
- Add expenses to 860001, Geographic Information Systems to carry over \$18,000 for the three-year ESRI Roads and Highways License.

Implication (policy and/or financial):

Without COMPASS Board of Directors' adoption of Revision 1 of the FY2023 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 FY2023 - Revision 1

Summary

FY2023 Original UPWP Revenues		4,136,762	FY2023 Original UPWP Expenses	4,136,762
1	Reduce General Membership revenue by \$5,555 to reflect the non-renewal of membership for Golden Gate Highway District No. 3.	(5,555)		
2	Consolidated Planning Grant, key number 20640; Ada County - carry over \$91,312 of unspent funds from FY2022.	91,312	Salary. Increase to cover staffing changes	31,051
	Consolidated Planning Grant, key number 20640; Canyon County - carry over \$32,083 of unspent funds from FY2022.	32,083	Fringe. Increase to cover cost of employee benefits.	20,400
3	STP-TMA, key number 19571; <i>Communities in Motion 2050</i> - carry over \$14,379 of unspent funds from FY2022.	14,379	661001 - Long Range Planning	
			Additions and Deletions to numerous tasks within 661001	(31,136)
			Addition to direct operations for federal CPG funds not yet programmed. Staff will explore opportunities to fully utilize these funds in future budget revisions and/or fiscal years.	95,216
4	Add \$10,000 from the City of Star for Project Development costs in excess of \$25,000; Star Greenbelt Planning	10,000	685002 - Project Development Program	
	Add \$25,000 from the City of Nampa for Project Development costs in excess of \$25,000; Historic Downtown Master Plan	25,000	Add Expenses of \$10,000 for the City of Star Greenbelt Planning	10,000
	Add \$6,945 received from Burgess & Niple, refunding overbilling of project development costs	6,945	Add Expenses of \$25,000 for the City of Nampa Historic Downtown Master Plan	25,000
			Refund to the City of Eagle their reimbursement for project development costs that were overbilled in FY2022	5,632
5			860001 - Geographic Information Systems	
			Carryover cost for 3 year ESRI Roads & Highways License	18,000
Recommended Adjustments to Revenues		174,163	Recommended Adjustments to Expenses	174,163
Adjusted Revenues - Revision 1		4,310,925	Adjusted Expenses - Revision 1	4,310,925

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
 REVENUE AND EXPENSE SUMMARY

REVENUE	FY2023 Final	FY2023 Rev 1
GENERAL MEMBERSHIP		
Ada County	249,479	249,479
Ada County Highway District	249,479	249,479
Canyon County	122,508	122,508
Canyon Highway District No. 4	47,092	47,092
Golden Gate Highway District No.3	5,555	-
City of Boise	107,392	107,392
City of Caldwell	29,298	29,298
City of Eagle	14,973	14,973
City of Garden City	5,749	5,749
City of Greenleaf	370	370
City of Kuna	12,116	12,116
City of Meridian	58,848	58,848
City of Melba	256	256
City of Middleton	4,727	4,727
City of Nampa	48,112	48,112
City of Notus	273	273
City of Parma	935	935
City of Star	6,711	6,711
City of Wilder	714	714
Subtotal	964,587	959,032
SPECIAL MEMBERSHIP		
Boise State University	9,600	9,600
Capital City Development Corporation	9,600	9,600
Idaho Department of Environmental Quality	9,600	9,600
Idaho Transportation Department	9,600	9,600
Valley Regional Transit	9,600	9,600
Subtotal	48,000	48,000
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2022 K# 20640 Ada County (carryover from FY22 YE)	232,266	323,578
CPG - FY2022 K# 20640 Canyon County (carryover from FY22 YE)	81,607	113,690
CPG - FY2023 K# 22108; Ada County	1,280,846	1,280,846
CPG - FY2023 K# 22108; Canyon County	450,027	450,027
Sub Total CPG Grants	2,044,746	2,168,141
STBG-TMA & STBG-U - K# 20560; FY2023 off-the-top funds for Planning	306,705	306,705
STBG-U - K# 23026 Permanent Automated Counters	36,137	36,137
STBG-TMA - K# 22395 Fiscal Impact Analysis Phase 3	55,596	55,596
STP TMA - K# 19571, CIM 2050 (carryover from FY22 YE)	84,923	99,302
STBG TMA - K# 20271, CIM Minor Update	169,568	169,568
Subtotal	652,929	667,308
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	70,000	70,000
Cities of Star and Nampa - Project Dev reimb; consultant refund	-	41,945
Orthophotography - Participant Contributions	125,000	125,000
Interest Income	9,000	9,000
Subtotal	314,000	355,945
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	4,024,262	4,198,425
Draw From Fund Balance (CIM Implementation Grants)	75,000	75,000
Draw From Fund Balance (funds set aside for orthophotography flight)	37,500	37,500
Subtotal	112,500	112,500
TOTAL REVENUE, ALL RESOURCES	4,136,762	4,310,925

EXPENSE	FY2023 Final	FY2023 Rev 1
SALARY, FRINGE & CONTINGENCY		
Salary	1,736,100	1,767,151
Fringe	801,700	822,100
Contingency (Overtime, Bonus, and Sick Time Trade)	19,000	19,000
Subtotal	2,556,800	2,608,251
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	217,900	217,900
Subtotal	217,900	217,900
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	2,500	2,500
653001, Communication and Education	49,100	49,100
661001, Long-Range Planning	354,650	323,514
661008, Bike Counter Management	58,800	58,800
685001, Transportation Improvement Program	6,000	6,000
685002, Project Development Program	75,000	115,632
685004, CIM Implementation Grants	75,000	75,000
702001, Air Quality Outreach	100,000	100,000
760001, Government Affairs (was Legislative Services)	18,000	18,000
801001, Staff Development	40,000	40,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	37,200	37,200
860001, Geographic Information System Maintenance	205,800	223,800
990001, Direct Operations and Maintenance	338,012	433,228
Subtotal	1,362,062	1,484,774
TOTAL EXPENSE	4,136,762	4,310,925

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	4,136,762	4,310,925
LESS: TOTAL EXPENSES	4,136,762	4,310,925
REVENUE EXCESS/(DEFICIT)	-	-

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES				FUNDING SOURCES									MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES	
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY22 CPG	FY22 CPG	FY23 CPG	FY23 CPG	STP-TMA	STBG-U	STBG-TMA	STP-TMA	STBG-TMA	Total	Required Match	Local Funds/FB	Other Revenue		Total Local & Other
					Ada County K# 20640 (74%)	Canyon County K# 20640 (26%)	Ada County K# 22108 (74%)	Canyon County K# 22108 (26%)	Off The Top K# 20560	Bike Counters K# 20326	Fiscal Impact Analysis K# 22395	CIM 2050 K# 19751	CIM Minor Update K# 20271	Federal Funds					
601001 UPWP/Budget Development and Federal Assurances	86	72,220	-	72,220	3,700	1,300	23,620	8,299	30,000					66,919	5,301			5,301	72,220
620001 Demographics and Growth Monitoring	46	33,680	2,500	36,180	2,220	780	4,088	1,436	25,000					33,525	2,656			2,656	36,180
620005 Safe and Accessible Transportation (development reviews)	35	17,105	-	17,105	1,480	520	2,848	1,001	10,000					15,849	1,255			1,255	17,105
653001 Communication and Education Long-Range Planning	199	127,928	49,100	177,028										-		177,028		177,028	177,028
661001 General Project Management	673	494,062	323,514	817,576	74,000	26,000	264,771	93,027			55,596	74,604	169,568	757,566	60,010			60,010	817,576
661005 Safe and Accessible Transportation	157	99,884	-	99,884	7,400	2,600	61,089	21,464						92,552	7,331			7,331	99,884
661008 Bike Counter Management Resource Development/Funding	304	146,204	58,800	205,004			100,250	35,223		36,137				171,610	13,594	19,800		33,394	205,004
685001 Transportation Improvement Program	418	277,605	6,000	283,605	1,480	520	100,483	35,305	125,000					262,788	20,817			20,817	283,605
685002 Project Development Program	36	26,420	115,632	142,052	740	260	13,302	4,674	75,000					93,975	7,444		40,632	48,077	142,052
685003 Grant Research and Development	198	152,479	-	152,479										-		152,479		152,479	152,479
685004 CIM Implementation Grants	25	17,621	75,000	92,621			12,075	4,243						16,318	1,303	75,000		76,303	92,621
685005 Safe and Accessible Transportation (safety grant application)	7	5,824	-	5,824	370	130	3,624	1,273						5,397	428			428	5,824
TOTAL PROJECTS	2,184	1,465,208	630,546	2,095,753	91,020	31,980	582,526	204,671	265,000			74,604	169,568	1,511,102	119,711	424,308	40,632	584,651	2,095,753
701001 Membership Services	50	39,495	-	39,495	7,400	2,600	19,681	6,915						36,596	2,899			2,899	39,495
702001 Air Quality Outreach	7	10,000	100,000	110,000										-			110,000	110,000	110,000
703001 Public Services	62	46,993	-	46,993										-	46,993		110,000	110,000	110,000
704001 Air Quality Operations	128	118,276	-	118,276										-	48,276	70,000		118,276	118,276
705001 Transportation Liaison Services	48	41,832	-	41,832	7,400	2,600	21,284	7,478						38,762	3,070			3,070	41,832
760001 Government Affairs (was Legislative Services)	208	186,979	18,000	204,979										-	204,979			204,979	204,979
TOTAL SERVICES	503	443,575	118,000	561,575	14,800	5,200	40,965	14,393	-			-	-	75,358	5,970	300,248	180,000	486,217	561,575
801001 Staff Development	141	100,803	40,000	140,803	22,200	7,800	74,346	26,122						130,468	10,335			10,335	140,803
820001 Committee Support	259	172,825	2,000	174,825	29,600	10,400	90,275	31,718						161,993	12,832			12,832	174,825
836001 Regional Travel Demand Model	302	251,285	37,200	288,485	37,000	13,000	146,010	51,301	20,000					267,310	21,175			21,175	288,485
842001 Congestion Management Process	137	113,994	-	113,994	51,800	18,200	26,364	9,263						105,626	8,367			8,367	113,994
842002 I-84 Corridor Operations Plan	10	8,321	-	8,321	2,960	1,040	2,745	965						7,710	611			611	8,321
860001 Geographic Information System Maintenance	374	253,580	205,800	459,380	70,300	24,700	129,547	45,517	21,705					291,768	23,112	37,500	125,000	185,612	477,380
860005 Safe and Accessible Transportation (mapping)	18	10,736	-	10,736	3,528	1,240	3,833	1,347						9,948	788			788	10,736
TOTAL SYSTEM MAINTENANCE	1,241	900,808	285,000	1,185,808	213,860	75,140	469,286	164,885	41,705			-	-	964,876	76,432	37,500	125,000	238,932	1,203,808
990001 Direct Operations / Maintenance	-	-	451,228	451,228			180,612	63,458				24,698		268,768	21,292	132,856	10,313	164,460	433,228
991001 Support Services Labor	1,012	-	-	-										-				-	-
999001 Indirect Operations/Maintenance	-	-	-	-										-				-	-
TOTAL INDIRECT/OVERHEAD	1,012	-	451,228	451,228	-	-	180,612	63,458	-			24,698	-	268,768	21,292	132,856	10,313	164,460	433,228
G R A N D T O T A L	4,940	2,826,150	1,484,774	4,310,924	323,578	113,690	1,280,846	450,027	306,705	36,137	55,596	99,302	169,568	2,835,449	224,620	894,911	355,945	1,475,476	4,310,924

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
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	49,100	24,000			1,300		23,800			
661001 Long-Range Planning	323,514	302,514			2,000		19,000			
661008 Bike Counter Management	58,800		58,800							
685001 Transportation Improvement Program	6,000						6,000			
685002 Project Development Program	115,632	115,632								
685004 CIM Implementation Grants	75,000	75,000								
702001 Air Quality Outreach	100,000	100,000								
760001 Government Affairs (was Legislative Services)	18,000			18,000						
801001 Staff Development	40,000			40,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	37,200	37,200								
860001 Geographic Information System Maintenance	223,800	162,500	61,300							
990001 Direct Operations / Maintenance	307,378									307,378
Migrate website from Dreamweaver	8,000	8,000								
New/replacement hardware and software	10,000		10,000							
Phone System (carry over)	20,000		20,000							
Workspace buildout (carry over)	18,000		18,000							
Transit network planning software	19,250		19,250							
Cube renewal; Cube Land	15,000		15,000							
AICP and APBP Webinar series	1,600			1,600						
NARC Executive Directors' Conf Sponsorship	10,000			10,000						
Membership dues for COMPASS	17,000								17,000	
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL	1,484,774	824,846	202,350	69,600	3,300	2,500	48,800	9,000	17,000	307,378

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2023 Final	FY2023 Rev 1
Professional Services	930	30,000	30,000
Equipment Repair / Maintenance	936	500	500
Publications	943	2,000	2,000
Employee Professional Membership	945	4,500	4,500
Postage	950	600	600
Telephone	951	14,000	14,000
Building Maintenance and Reserve for Major Repairs	955	63,550	63,550
Printing	960	1,500	1,500
Advertising	962	1,500	1,500
Audit	970	17,000	17,000
Insurance	971	17,250	17,250
Legal Services	972	5,000	5,000
General Supplies	980	3,500	3,500
Computer Supplies	982	9,000	9,000
Computer Software / Maintenance	983	29,500	29,500
Vehicle Maintenance	991	3,000	3,000
Utilities	992	9,000	9,000
Local Travel	993	1,500	1,500
Other / Miscellaneous	995	5,000	5,000
TOTAL		217,900	217,900

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	21	19	5	41	86
620001	Demographics and Growth Monitoring	AM	-	39	7	-	46
620005	Safe and Accessible Transportation (development reviews)	AM	-	35	-	-	35
653001	Communication and Education	AL	8	10	181	-	199
	Long-Range Planning	AM					
661001	General Project Management	AM	14	596	63	-	673
661005	Safe and Accessible Transportation	AM	-	157	-	-	157
661008	Bike Counter Management	AM	-	304	-	-	304
	Resource Development/Funding	TT					
685001	Transportation Improvement Program	TT	11	364	43	-	418
685002	Project Development Program	JS	-	36	-	-	36
685003	Grant Research and Development	JS	8	170	20	-	198
685004	CIM Implementation Grants	JS	-	25	-	-	25
685005	Safe and Accessible Transportation (safety grant application)	TT	-	7	-	-	7
TOTAL PROJECTS			62	1,762	319	41	2,184
701001	Membership Services	MW	1	43	6	-	50
702001	Air Quality Outreach	AL	-	-	7	-	7
703001	Public Services	MW	-	55	7	-	62
704001	Air Quality Operations	ML	67	-	12	49	128
705001	Transportation Liaison Services	MS	10	15	23	-	48
760001	Government Affairs (was Legislative Services)	MS	38	-	170	-	208
TOTAL SERVICES			116	113	225	49	503
801001	Staff Development	ML	6	102	27	6	141
820001	Committee Support	ML	7	118	134	-	259
836001	Regional Travel Demand Model	MW	-	302	-	-	302
842001	Congestion Management Process	MW	-	137	-	-	137
842002	I-84 Corridor Operations Plan	MW	-	10	-	-	10
860001	Geographic Information System Maintenance	EA	-	374	-	-	374
860005	Safe and Accessible Transportation (mapping)	EA	-	18	-	-	18
TOTAL SYSTEM MAINTENANCE			13	1,061	161	6	1,241
TOTAL DIRECT			191	2,936	705	96	3,928
991001	Support Services Labor	ML	269	164	215	364	1,012
TOTAL INDIRECT/OVERHEAD			269	164	215	364	1,012
TOTAL LABOR			460	3,100	920	460	4,940

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WORKDAY ALLOCATION

FINANCE COMMITTEE AGENDA ITEM V-C

Date: December 1, 2022

Topic: Increase limit on agency credit card

Request/Recommendation:

Recommend COMPASS Board approval of Resolution 0X-2023, authorizing an increase in the credit limit on the agency credit card from \$12,000 to \$20,000.

Background/Summary:

COMPASS uses an agency credit card to pay certain agency related expenditures where payment by check or ACH is impracticable, as outlined in the COMPASS Financial Policy. The COMPASS Financial Policy was approved by the COMPASS Board of Directors at the August 15, 2017, meeting. COMPASS has only one credit card, and it has a limit of \$12,000. Expenses charged to the credit card have increased in recent months for a number of reasons, including but not limited to, return to in-person conference attendance, advertising expenses for hard-to-fill staff vacancies, increased costs for purchases due to inflation, and increased staff headcount.

COMPASS has reached the credit limit on the credit card several times in the past several months. The bank has assessed over limit fees. COMPASS staff can make an off-cycle payment to the credit card via a simple transfer and avoid fees, but such a transfer is outside the disbursement procedures outlined in the Financial Policy and does not allow for the same oversight as a check payment. Therefore, staff do not want it to be necessary to make these kinds of transfers.

An increase in the credit limit on the credit card from \$12,000 to \$20,000 would avoid fees completely and eliminate the need for off-cycle payments.

The bank requires a Resolution signed by all Board officers to increase the credit limit.

Implication (policy and/or financial):

Without COMPASS Board of Directors' approval of a credit limit increase, it may be necessary to make occasional off cycle payments and/or fees may be incurred.

More Information:

- 1) Attachment – Resolution 0X-2023
- 2) For detailed information contact: Meg Larsen, at 208-475-2228 or mlarsen@compassidaho.org

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RESOLUTION NO. OX-2023

FOR THE PURPOSE OF AUTHORIZING A CREDIT LIMIT INCREASE TO \$20,000 FOR THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO CREDIT CARD ISSUED BY IDAHO CENTRAL CREDIT UNION

WHEREAS, the Community Planning Association of Southwest Idaho Financial Policy, approved by the COMPASS Board of Directors at the August 15, 2017, meeting, allows for payment of certain agency related expenditures by credit card where payment via check is impracticable; and,

WHEREAS, the Community Planning Association of Southwest Idaho has one Business Credit Card for all agency related expenditures issued by Idaho Central Credit Union with a credit limit of \$12,000; and,

WHEREAS, the Community Planning Association of Southwest Idaho expenditures on the Business Credit Card have increased in recent months for a number of reasons, including but not limited to, return to in-person conference attendance, advertising expenses for hard-to-fill staff vacancies, increased costs for purchases due to inflation, and increased staff headcount; and

WHEREAS, the Community Planning Association of Southwest Idaho has reached the credit limit on the Business Credit Card several times in the past several months, resulting in incurrence of fees and necessitating out of cycle payments; and,

WHEREAS, an increase in the credit limit on the Community Planning Association of Southwest Idaho Business Credit Card would avoid fees and insure exercise of proper internal control practices relative to payments; and,

WHEREAS, Executive Director Matthew J. Stoll is authorized on behalf of the Community Planning Association of Southwest Idaho to make Business Credit Card credit limit increase requests and to sign related agreements; and,

NOW, THEREFORE, BE IT RESOLVED, that the Community Planning Association of Southwest Idaho Board of Directors authorizes Executive Director Matthew J. Stoll to request a credit limit increase on the agency’s Business Credit Card from \$12,000 to \$20,000 and sign any agreements related thereto.

ADOPTED this 19th day of December 2022.

By: _____
Joe Stear, Chair
Community Planning Association
of Southwest Idaho Board of Directors

By: _____
Debbie Kling, Chair-Elect
Community Planning Association
of Southwest Idaho Board of Directors

By:_____
Mary May, Vice Chair
Community Planning Association
of Southwest Idaho Board of Directors

By:_____
Jay Gibbons, Secretary/Treasurer
Community Planning Association
of Southwest Idaho Board of Directors

ATTEST:

By:_____
Matthew J. Stoll, Executive Director
Community Planning Association
of Southwest Idaho