



**FINANCE COMMITTEE MEETING
NOVEMBER 27, 2018 — 12:00 PM
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO**

**** AGENDA ****

I. CALL TO ORDER

II. AGENDA ADDITIONS/CHANGES

III. OPEN DISCUSSION/ANNOUNCEMENTS

IV. CONSENT AGENDA

Page 2 *A. Approve August 23, 2018, Finance Committee Meeting Minutes

V. INFORMATION/DISCUSSION ITEM

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

VI. ACTION ITEMS

Page 10 *A. Approve Variance Report for October 1, 2017 – September 30, 2018

Page 16 *B. Recommend Approval of Revision 1 of the FY2019 Unified Planning Work Program and Budget

VII. OTHER

A. Next Meeting: December 13, 2018

VIII. 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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ITEM IV-A

**FINANCE COMMITTEE MEETING
AUGUST 23, 2018
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

- ATTENDEES:** John Evans, Mayor, City of Garden City, **Vice Chair**
Jay Gibbons, Commissioner, Canyon Highway District #4
Debbie Kling, Mayor, City of Nampa
Garret Nancolas, Mayor, City of Caldwell, **Chair**
- MEMBERS ABSENT:** Rebecca Arnold, Commissioner, Ada County Highway District
Jim Tibbs, Commissioner, Ada County
Pam White, Commissioner, Canyon County
- OTHERS PRESENT:** Nancy Brecks, Community Planning Association
Kevin Congo, Harris CPAs
Keith Holmes, Community Planning Association
Megan Larsen, Community Planning Association
Matt Stoll, Community Planning Association
Josh Tyree, Harris CPAs

CALL TO ORDER:

Chair Garret Nancolas called the meeting to order at 12:06 p.m.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

General announcements were made.

CONSENT AGENDA

A. Approve July 19, 2018, Finance Committee Meeting Minutes

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

INFORMATION/DISCUSSION ITEM

A. Review Report of Disbursements Made in the Reporting Period

Megan Larsen noted the Report of Disbursements made in the reporting period March 6, 2018 to August 3, 2018, is provided in the packet for information.

ACTION ITEMS

A. Approve FY2018 Audit Process

Josh Tyree, Harris CPAs, outlined the process and procedures to be used for the FY2018 audit.

After discussion, **Debbie Kling moved and John Evans seconded approval of the process for the FY2018 audit as presented. Motion passed unanimously.**

After discussion, **Debbie Kling moved and John Evans seconded approval for Garret Nancolas to sign the letter of engagement with Harris CPAs for the FY2018 audit. Motion passed unanimously.**

B. Approve Variance Report: October 1, 2017 – June 30, 2018

Megan Larsen reviewed the Variance Report for October 1, 2017 – June 30, 2018.

After discussion, **Jay Gibbons moved and John Evans seconded approval of the Variance Report for October 1, 2017 – June 30, 2018, as presented. Motion passed unanimously.**

ADJOURNMENT

Debbie Kling moved and Jay Gibbons seconded adjournment at 12:35 p.m. Motion passed unanimously.

Approved this 27th day of November 2018.

**By: _____
Garret L. Nancolas, Chair**

Attest:

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

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Check History Report
Sorted By Vendor Name
Activity From: 8/4/2018 to 11/20/2018

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: 2ND&BR 2ND & BROADWAY CONDO ASSOC					
A	ICCU - Checking	E00473	10/19/2018	49,208.00	Electronic Payment
A	ICCU - Checking	E00480	11/5/2018	80.53	Electronic Payment
Vendor 2ND & BROADWAY CONDO ASSOC Total:				<u>49,288.53</u>	
Vendor Number: AGENCY AGENCY PRESS					
A	ICCU - Checking	E00483	11/20/2018	215.00	Electronic Payment
Vendor AGENCY PRESS Total:				<u>215.00</u>	
Vendor Number: INTEGR Allstream					
A	ICCU - Checking	006124	8/20/2018	876.39	Auto
A	ICCU - Checking	006141	9/20/2018	873.94	Auto
A	ICCU - Checking	006175	10/19/2018	873.47	Auto
A	ICCU - Checking	006195	11/20/2018	877.84	Auto
Vendor Allstream Total:				<u>3,501.64</u>	
Vendor Number: AMPLAS AMERICAN PLANNING ASSOCIATION					
A	ICCU - Checking	006120	8/20/2018	533.00	Auto
A	ICCU - Checking	006167	10/19/2018	95.00	Auto
A	ICCU - Checking	006182	11/5/2018	980.00	Auto
Vendor AMERICAN PLANNING ASSOCIATION Total:				<u>1,608.00</u>	
Vendor Number: LUFT AMY LUFT					
A	ICCU - Checking	E00476	10/19/2018	55.39	Electronic Payment
Vendor AMY LUFT Total:				<u>55.39</u>	
Vendor Number: APAIDA APA IDAHO CHAPTER					
A	ICCU - Checking	006128	9/5/2018	750.00	Auto
Vendor APA IDAHO CHAPTER Total:				<u>750.00</u>	
Vendor Number: APBD Association of Pedestrian & Bicycle Professionals					
A	ICCU - Checking	006145	10/5/2018	50.00	Auto
Vendor Association of Pedestrian & Bicycle Professionals Total:				<u>50.00</u>	
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E00460	9/20/2018	18,600.51	Electronic Payment
A	ICCU - Checking	E00470	10/5/2018	19,246.43	Electronic Payment
A	ICCU - Checking	E00482	11/5/2018	19,246.43	Electronic Payment
Vendor Boise Municipal Health Care Total:				<u>57,093.37</u>	
Vendor Number: BOE Boise Office Equipment					
A	ICCU - Checking	006121	8/20/2018	8,802.00	Auto
A	ICCU - Checking	006190	11/20/2018	1,484.98	Auto
Vendor Boise Office Equipment Total:				<u>10,286.98</u>	
Vendor Number: BRADEN Braden Cervetti					
A	ICCU - Checking	E00461	10/5/2018	299.83	Electronic Payment
Vendor Braden Cervetti Total:				<u>299.83</u>	
Vendor Number: CALCHA CALDWELL CHAMBER OF COMMERCE					
A	ICCU - Checking	006137	9/20/2018	145.00	Auto
Vendor CALDWELL CHAMBER OF COMMERCE Total:				<u>145.00</u>	
Vendor Number: CATALYS Catalyst Incorporated					
A	ICCU - Checking	E00440	8/20/2018	8,805.00	Electronic Payment
A	ICCU - Checking	E00453	9/20/2018	6,975.00	Electronic Payment
A	ICCU - Checking	E00471	10/19/2018	8,760.00	Electronic Payment
Vendor Catalyst Incorporated Total:				<u>24,540.00</u>	
Vendor Number: CITILA CITILABS INC.					
A	ICCU - Checking	006169	10/19/2018	15,253.33	Auto
Vendor CITILABS INC. Total:				<u>15,253.33</u>	
Vendor Number: CITCLU CITY CLUB OF BOISE, INC.					
A	ICCU - Checking	006168	10/19/2018	75.00	Auto

Check History Report
Sorted By Vendor Name
Activity From: 8/4/2018 to 11/20/2018

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor CITY CLUB OF BOISE, INC. Total:				75.00	
Vendor Number: CITYKUN City of Kuna					
A	ICCU - Checking	006146	10/5/2018	10,675.00	Auto
Vendor City of Kuna Total:				10,675.00	
Vendor Number: CITYOFW City of Wilder					
A	ICCU - Checking	006129	9/5/2018	25,000.00	Auto
A	ICCU - Checking	006129	9/5/2018	25,000.00-	Reversal
Vendor City of Wilder Total:				0.00	
Vendor Number: COALITI Coalition for Amer's Gateways					
A	ICCU - Checking	006170	10/19/2018	6,500.00	Auto
Vendor Coalition for Amer's Gateways Total:				6,500.00	
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT					
A	ICCU - Checking	006118	8/20/2018	17.32	Manual
A	ICCU - Checking	006135	9/20/2018	17.32	Manual
A	ICCU - Checking	006165	10/19/2018	17.32	Manual
A	ICCU - Checking	006188	11/20/2018	17.32	Manual
Vendor COLONIAL LIFE & ACCIDENT Total:				69.28	
Vendor Number: CUMUBOI Cumulus - Boise					
A	ICCU - Checking	006158	10/19/2018	737.00	Auto
A	ICCU - Checking	006183	11/5/2018	1,851.00	Auto
Vendor Cumulus - Boise Total:				2,588.00	
Vendor Number: HERNAND Daniel Hernandez					
A	ICCU - Checking	006147	10/5/2018	76.15	Auto
Vendor Daniel Hernandez Total:				76.15	
Vendor Number: ECONOM ECONOMIC DEV. RESEARCH GRP					
A	ICCU - Checking	E00481	11/5/2018	1,320.12	Electronic Payment
Vendor ECONOMIC DEV. RESEARCH GRP Total:				1,320.12	
Vendor Number: CLEGG ELAINE CLEGG					
A	ICCU - Checking	006157	10/19/2018	1,629.98	Auto
Vendor ELAINE CLEGG Total:				1,629.98	
Vendor Number: ESRI ENVIRONMENTAL SYSTEMS RESEARCH					
A	ICCU - Checking	E00474	10/19/2018	27,800.00	Electronic Payment
Vendor ENVIRONMENTAL SYSTEMS RESEARCH Total:				27,800.00	
Vendor Number: FLEXTE FLEXTECHS, LLC					
A	ICCU - Checking	E00441	8/20/2018	2,146.25	Electronic Payment
A	ICCU - Checking	E00454	9/20/2018	1,487.50	Electronic Payment
A	ICCU - Checking	E00462	10/5/2018	1,275.00	Electronic Payment
A	ICCU - Checking	E00484	11/20/2018	1,785.00	Electronic Payment
Vendor FLEXTECHS, LLC Total:				6,693.75	
Vendor Number: NANCOLA Garret Nancolas					
A	ICCU - Checking	006176	10/19/2018	993.71	Auto
Vendor Garret Nancolas Total:				993.71	
Vendor Number: ZHARTF HARTFORD					
A	ICCU - Checking	006119	8/20/2018	772.05	Manual
A	ICCU - Checking	006136	9/20/2018	626.48	Manual
A	ICCU - Checking	006166	10/19/2018	626.48	Manual
A	ICCU - Checking	006189	11/20/2018	749.37	Manual
Vendor HARTFORD Total:				2,774.38	
Vendor Number: HUGOS HUGO'S DELI					
A	ICCU - Checking	E00450	9/5/2018	112.80	Electronic Payment
A	ICCU - Checking	E00463	10/5/2018	25.58	Electronic Payment
A	ICCU - Checking	E00475	10/19/2018	36.58	Electronic Payment

Check History Report
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Activity From: 8/4/2018 to 11/20/2018

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor HUGO'S DELI Total:				174.96	
Vendor Number: ZIDDOE ID. STATE DEPT. OF EMPLOYMENT					
A	ICCU - Checking	W00323	10/5/2018	523.81	Wire Transfer
Vendor ID. STATE DEPT. OF EMPLOYMENT Total:				523.81	
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	006130	9/5/2018	6,723.58	Auto
A	ICCU - Checking	006148	10/5/2018	8,539.93	Auto
A	ICCU - Checking	006184	11/5/2018	3,490.09	Auto
Vendor IDAHO CENTRAL CREDIT UNION Total:				18,753.60	
Vendor Number: IDPRIMA Idaho Chapter of Prima					
A	ICCU - Checking	006173	10/19/2018	50.00	Auto
Vendor Idaho Chapter of Prima Total:				50.00	
Vendor Number: IDPOWE IDAHO POWER CO.					
A	ICCU - Checking	006131	9/5/2018	831.68	Auto
A	ICCU - Checking	006138	9/20/2018	717.03	Auto
A	ICCU - Checking	006172	10/19/2018	568.75	Auto
A	ICCU - Checking	006191	11/20/2018	518.48	Auto
Vendor IDAHO POWER CO. Total:				2,635.94	
Vendor Number: IDPRES IDAHO PRESS-TRIBUNE					
A	ICCU - Checking	006122	8/20/2018	192.86	Auto
A	ICCU - Checking	006139	9/20/2018	1,179.36	Auto
A	ICCU - Checking	006149	10/5/2018	727.27	Auto
A	ICCU - Checking	006159	10/19/2018	148.42	Auto
A	ICCU - Checking	006192	11/20/2018	845.21	Auto
Vendor IDAHO PRESS-TRIBUNE Total:				3,093.12	
Vendor Number: IDPROEN Idaho Society of Professional Engineers Foundation					
A	ICCU - Checking	006193	11/20/2018	300.00	Auto
for Idaho Society of Professional Engineers Foundation Total:				300.00	
Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION					
A	ICCU - Checking	W00315	8/20/2018	3,054.00	Wire Transfer
A	ICCU - Checking	W00320	9/20/2018	3,197.00	Wire Transfer
A	ICCU - Checking	W00326	10/19/2018	3,255.00	Wire Transfer
A	ICCU - Checking	W00331	11/20/2018	3,261.00	Wire Transfer
Vendor IDAHO STATE TAX COMMISSION Total:				12,767.00	
Vendor Number: IDSTAT IDAHO STATESMAN					
A	ICCU - Checking	006123	8/20/2018	585.84	Auto
A	ICCU - Checking	006140	9/20/2018	768.00	Auto
A	ICCU - Checking	006150	10/5/2018	552.40	Auto
A	ICCU - Checking	006194	11/20/2018	974.73	Auto
Vendor IDAHO STATESMAN Total:				2,880.97	
Vendor Number: IDSTATR Idaho Statesman - Renewal					
A	ICCU - Checking	006174	10/19/2018	717.60	Auto
Vendor Idaho Statesman - Renewal Total:				717.60	
Vendor Number: IMPULSE Impulse, A TureTone Inc. Company					
A	ICCU - Checking	E00442	8/20/2018	100.00	Electronic Payment
Vendor Impulse, A TureTone Inc. Company Total:				100.00	
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.					
A	ICCU - Checking	006125	8/20/2018	9.79	Auto
A	ICCU - Checking	006142	9/20/2018	9.79	Auto
A	ICCU - Checking	006160	10/19/2018	25.40	Auto
A	ICCU - Checking	006196	11/20/2018	100.95	Auto
Vendor INTERMOUNTAIN GAS CO. Total:				145.93	

Check History Report
Sorted By Vendor Name
Activity From: 8/4/2018 to 11/20/2018

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W00313	8/20/2018	11,798.71	Wire Transfer
A	ICCU - Checking	W00316	9/5/2018	12,782.12	Wire Transfer
A	ICCU - Checking	W00318	9/20/2018	11,798.56	Wire Transfer
A	ICCU - Checking	W00321	10/5/2018	13,700.35	Wire Transfer
A	ICCU - Checking	W00324	10/19/2018	12,787.37	Wire Transfer
A	ICCU - Checking	W00327	11/5/2018	12,530.53	Wire Transfer
A	ICCU - Checking	W00329	11/20/2018	12,492.17	Wire Transfer
Vendor INTERNAL REVENUE SERVICE Total:				87,889.81	
Vendor Number: RUSSELL JANET RUSSELL					
A	ICCU - Checking	E00451	9/5/2018	25.62	Electronic Payment
A	ICCU - Checking	E00467	10/5/2018	25.62	Electronic Payment
Vendor JANET RUSSELL Total:				51.24	
Vendor Number: JUBENG JUB Engineers, Inc.					
A	ICCU - Checking	E00464	10/5/2018	10,175.85	Electronic Payment
Vendor JUB Engineers, Inc. Total:				10,175.85	
Vendor Number: PARKERK Kathy Parker					
A	ICCU - Checking	E00486	11/20/2018	1,190.49	Electronic Payment
Vendor Kathy Parker Total:				1,190.49	
Vendor Number: KIMANG Kim Anglesey					
A	ICCU - Checking	E00455	9/20/2018	392.70	Electronic Payment
Vendor Kim Anglesey Total:				392.70	
Vendor Number: KQXR KQXR					
A	ICCU - Checking	006161	10/19/2018	480.00	Auto
A	ICCU - Checking	006197	11/20/2018	960.00	Auto
Vendor KQXR Total:				1,440.00	
Vendor Number: KTHI KTHI					
A	ICCU - Checking	006162	10/19/2018	320.00	Auto
A	ICCU - Checking	006198	11/20/2018	940.00	Auto
Vendor KTHI Total:				1,260.00	
Vendor Number: LAMAR Lamar Companies					
A	ICCU - Checking	006151	10/5/2018	3,085.00	Auto
Vendor Lamar Companies Total:				3,085.00	
Vendor Number: ZBYERL M605 - NCPERS IDAHO					
A	ICCU - Checking	006117	8/20/2018	32.00	Manual
A	ICCU - Checking	006134	9/20/2018	32.00	Manual
A	ICCU - Checking	006164	10/19/2018	16.00	Manual
A	ICCU - Checking	006187	11/20/2018	32.00	Manual
Vendor M605 - NCPERS IDAHO Total:				112.00	
Vendor Number: MANHAN Manhan Group, LLC					
A	ICCU - Checking	E00443	8/20/2018	1,425.00	Electronic Payment
A	ICCU - Checking	E00465	10/5/2018	3,375.00	Electronic Payment
Vendor Manhan Group, LLC Total:				4,800.00	
Vendor Number: WALDIN MARY ANN WALDINGER					
A	ICCU - Checking	E00469	10/5/2018	1,317.94	Electronic Payment
Vendor MARY ANN WALDINGER Total:				1,317.94	
Vendor Number: STOLL MATTHEW STOLL					
A	ICCU - Checking	E00447	8/20/2018	132.01	Electronic Payment
A	ICCU - Checking	E00458	9/20/2018	148.63	Electronic Payment
A	ICCU - Checking	E00478	10/19/2018	281.09	Electronic Payment
Vendor MATTHEW STOLL Total:				561.73	
Vendor Number: PETTY MEGAN LARSEN					

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	006132	9/5/2018	176.25	Auto
A	ICCU - Checking	006154	10/5/2018	146.33	Auto
A	ICCU - Checking	006178	10/19/2018	400.00	Auto
Vendor MEGAN LARSEN Total:				<u>722.58</u>	
Vendor Number: MIG Moore Iacofano Goltsman, Inc.					
A	ICCU - Checking	E00445	8/20/2018	19,739.01	Electronic Payment
A	ICCU - Checking	E00456	9/20/2018	5,352.63	Electronic Payment
A	ICCU - Checking	E00472	10/19/2018	30,992.84	Electronic Payment
Vendor Moore Iacofano Goltsman, Inc. Total:				<u>56,084.48</u>	
Vendor Number: NAMCHA NAMPA CHAMBER OF COMMERCE					
A	ICCU - Checking	006185	11/5/2018	230.00	Auto
Vendor NAMPA CHAMBER OF COMMERCE Total:				<u>230.00</u>	
Vendor Number: NEIGHB NEIGHBORHOOD ALL STARS					
A	ICCU - Checking	E00446	8/20/2018	4,072.50	Electronic Payment
A	ICCU - Checking	E00457	9/20/2018	7,031.00	Electronic Payment
A	ICCU - Checking	E00466	10/5/2018	4,608.75	Electronic Payment
Vendor NEIGHBORHOOD ALL STARS Total:				<u>15,712.25</u>	
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	006126	8/20/2018	57.72	Auto
A	ICCU - Checking	006153	10/5/2018	138.41	Auto
A	ICCU - Checking	006177	10/19/2018	75.20	Auto
A	ICCU - Checking	006186	11/5/2018	61.84	Auto
A	ICCU - Checking	006199	11/20/2018	78.49	Auto
Vendor Office Depot Total:				<u>411.66</u>	
Vendor Number: PMI Project Management Institute					
A	ICCU - Checking	006179	10/19/2018	129.00	Auto
Vendor Project Management Institute Total:				<u>129.00</u>	
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W00314	8/20/2018	13,987.77	Wire Transfer
A	ICCU - Checking	W00317	9/5/2018	14,745.86	Wire Transfer
A	ICCU - Checking	W00319	9/20/2018	13,989.02	Wire Transfer
A	ICCU - Checking	W00322	10/5/2018	16,564.94	Wire Transfer
A	ICCU - Checking	W00325	10/19/2018	14,778.85	Wire Transfer
A	ICCU - Checking	W00328	11/5/2018	14,735.97	Wire Transfer
A	ICCU - Checking	W00330	11/20/2018	14,917.20	Wire Transfer
Vendor PUBLIC EMPLOYEES RETIREMENT Total:				<u>103,719.61</u>	
Vendor Number: HAUKKAL Rachel Haukkala					
A	ICCU - Checking	E00485	11/20/2018	731.70	Electronic Payment
Vendor Rachel Haukkala Total:				<u>731.70</u>	
Vendor Number: RADIO R Radio Rancho					
A	ICCU - Checking	006155	10/5/2018	556.00	Auto
A	ICCU - Checking	006200	11/20/2018	1,244.00	Auto
Vendor Radio Rancho Total:				<u>1,800.00</u>	
Vendor Number: MCKELL Ryan McKell					
A	ICCU - Checking	006152	10/5/2018	461.02	Auto
Vendor Ryan McKell Total:				<u>461.02</u>	
Vendor Number: SHADOW SHADOW TRACKERS INVESTIGATIVE					
A	ICCU - Checking	E00477	10/19/2018	60.00	Electronic Payment
Vendor SHADOW TRACKERS INVESTIGATIVE Total:				<u>60.00</u>	
Vendor Number: SHREDIT Shred-It USA- Boise					
A	ICCU - Checking	006156	10/5/2018	60.00	Auto
Vendor Shred-It USA- Boise Total:				<u>60.00</u>	

Check History Report
Sorted By Vendor Name
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Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: SURVEY SURVEY MONKEY INC.					
A	ICCU - Checking	E00479	10/19/2018	3,950.00	Electronic Payment
				Vendor SURVEY MONKEY INC. Total:	<u>3,950.00</u>
Vendor Number: HARTFO THE HARTFORD					
A	ICCU - Checking	006171	10/19/2018	4,780.00	Auto
				Vendor THE HARTFORD Total:	<u>4,780.00</u>
Vendor Number: TISDAL TONI TISDALE					
A	ICCU - Checking	E00448	8/20/2018	80.21	Electronic Payment
A	ICCU - Checking	E00452	9/5/2018	861.97	Electronic Payment
				Vendor TONI TISDALE Total:	<u>942.18</u>
Vendor Number: TOWNSQU Townsquare Digital					
A	ICCU - Checking	006163	10/19/2018	1,839.00	Auto
A	ICCU - Checking	006201	11/20/2018	1,351.00	Auto
				Vendor Townsquare Digital Total:	<u>3,190.00</u>
Vendor Number: TREAVA TREASURE VALLEY COFFEE					
A	ICCU - Checking	006133	9/5/2018	46.30	Auto
A	ICCU - Checking	006143	9/20/2018	56.47	Auto
A	ICCU - Checking	006180	10/19/2018	89.17	Auto
A	ICCU - Checking	006202	11/20/2018	47.30	Auto
				Vendor TREASURE VALLEY COFFEE Total:	<u>239.24</u>
Vendor Number: URBANL ULI - THE URBAN LAND INSTITUTE					
A	ICCU - Checking	006144	9/20/2018	100.00	Auto
				Vendor ULI - THE URBAN LAND INSTITUTE Total:	<u>100.00</u>
Vendor Number: VALOFFI Valley Office Systems					
A	ICCU - Checking	006127	8/20/2018	75.00	Auto
				Vendor Valley Office Systems Total:	<u>75.00</u>
Vendor Number: VERITA VERITAS					
A	ICCU - Checking	E00449	8/20/2018	7,912.50	Electronic Payment
A	ICCU - Checking	E00459	9/20/2018	7,912.50	Electronic Payment
A	ICCU - Checking	E00468	10/5/2018	7,912.50	Electronic Payment
A	ICCU - Checking	E00487	11/20/2018	7,912.50	Electronic Payment
				Vendor VERITAS Total:	<u>31,650.00</u>
Vendor Number: WESTRO WESTERN TROPHY & ENGRAVING					
A	ICCU - Checking	E00488	11/20/2018	25.40	Electronic Payment
				Vendor WESTERN TROPHY & ENGRAVING Total:	<u>25.40</u>
Vendor Number: MEYER William Steven Meyer					
A	ICCU - Checking	E00444	8/20/2018	200.00	Electronic Payment
				Vendor William Steven Meyer Total:	<u>200.00</u>
				Report Total:	<u><u>603,976.25</u></u>

FINANCE COMMITTEE AGENDA ITEM VI-A

Date: NOVEMBER 27, 2018

Topic: Variance Report for October 1, 2017 – September 30, 2018

Request/Recommendation:

COMPASS staff seeks approval of the Variance Report dated October 1, 2017 to September 30, 2018.

Background/Summary:

The Variance Report is used to report actual financial results compared to Revision 1 of the FY2018 Unified Planning Work Program and Budget (UPWP), referred to hereinafter as budget.

Budget to actual variances by line item – revenue and expenses

The first page of the attachment shows budget to actual variances by line item. The grant revenues shown are for billings through September 30, 2018.

TREDIS reimbursement from ITD in the amount of \$16,200 was received but was reported as an offset to the TREDIS software expense.

Other income includes recognition of deferred revenue for ITD's share of the freight study and work on the travel demand model. Recognition of deferred revenue is not included in the budget.

Salaries and fringe expense, at 97% are on budget at the end of the fourth quarter. Budget variance is attributable to staff vacancies during the year. As of October 1, COMPASS is fully staffed.

Total direct expenses are at 81% of budget overall.

- Professional Services is under budget with 82% of the budget expended. Most of the variance is attributable to the State Street Transit Oriented Development project. Approximately \$107,000 will be carried over to Revision 1 of the FY2019 Unified Planning Work Program and Budget to complete this project. The CIM Implementation Grant to the City of Wilder for \$25,000 will also be carried over to FY2019.
- Equipment Purchases for replacement copier, and staff computers were under budget. The amount budgeted for TREDIS software was partially offset by reimbursement from ITD.
- Travel/Education expenses for staff training was under budget due to staff vacancies.
- Printing and Public Involvement expenses were also under budget for the year. Printing cost for *Communities in Motion 2040 2.0* (CIM) will be less than anticipated and will not be carried over to FY2019. Public Involvement expenses for CIM will be carried over to FY2019.

Total indirect expenses are at 90% of budget. As in prior years, some line item expenses are over budget while others are under budget, but overall the category is within the budgeted amount.

Budget to actual variances by program – expenses

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

Balance sheet and cash summary

The fourth and final page of the attachment shows the balance sheet as of September 30, 2018. A summary of COMPASS' cash balance by account is also provided at the bottom of the page.

Implication (policy and/or financial):

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

More Information:

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

COMPASS

FY2018 BUDGET TO ACTUAL VARIANCES BY LINE ITEM - REVENUES AND EXPENSES

	Budget	Actual	% of budget earned or expended
Grant revenue	\$ 1,895,764	1,901,919	100%
Member contributions	863,961	863,961	100%
ID DEQ/ACAQB Awareness	50,000	50,000	100%
TREDIS reimbursement from ITD	16,200	-	0%
VRT-State Street Grant	345,870	218,478	63%
Interest income	10,000	18,638	186%
Modeling revenue	-	7,738	
Orthophotography revenue	-	2,256	
Maps and publications revenue	-	718	
Other income	-	34,334	
Subtotal, revenues	3,181,795	3,098,042	97%
Staff labor	1,267,860	1,240,298	98%
Payroll taxes and fringe benefits	566,830	534,171	94%
Subtotal, salaries and fringe expenses	1,834,690	1,774,469	97%
Professional services	910,242	745,536	82%
Equipment purchase	195,170	146,254	75%
Travel education	59,600	38,474	65%
Printing	1,500	55	4%
Other	12,900	11,648	90%
Public involvement	51,900	35,856	69%
Meeting support	9,000	7,950	88%
Legislative services	102,950	103,057	100%
Subtotal, direct expenses	1,343,262	1,088,830	81%
Professional services	25,000	21,599	86%
Equipment repair	500	891	178%
Travel/education	1,500	-	0%
Publications	1,000	988	99%
Employee professional memberships	8,000	3,492	44%
Postage	1,500	493	33%
Telephone	11,250	11,441	102%
Building maintenance/association	50,720	49,723	98%
Printing	1,000	215	22%
Advertising	1,000	2,420	242%
Audit	16,000	14,400	90%
Insurance	12,000	12,486	104%
Legal services	3,000	1,794	60%
General supplies	8,000	3,508	44%
Computer supplies	15,000	8,602	57%
Computer software/maintenance	15,200	23,641	156%
Commuting incentive	400	-	0%
Vehicle maintenance	1,200	336	28%
Utilities	10,500	9,869	94%
Local travel	1,500	1,944	130%
Other	200	1,843	921%
Subtotal, indirect expenses	184,470	169,684	92%
Total, all expenses	3,362,422	3,032,983	90%
Change in fund balance	(180,627)	65,060	
Beginning fund balance	1,760,652	1,760,652	
Current fund balance	\$ 1,580,025	\$ 1,825,712	

COMPASS

FY2018 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of September 30, 2018, 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	126,272	94,711	75%			126,272	94,711	75%	Under Budget. Staff completed most of the work for the Unified Planning Work Program and Budget for FY2019 by the end of the third quarter, using fewer workdays than expected.	
620	Demographics and Growth Monitoring	Miller	122,821	109,883	89%	600	96	123,421	109,979	89%	Under Budget. Project finished the year slightly under budget using fewer workdays than anticipated.	
653	Communication and Education	Luft	123,301	137,446	111%	40,429	29,789	163,731	167,235	102%	On Budget.	
661	Long-Range Planning	Itkonen	398,351	427,164	107%	309,507	267,480	707,858	694,644	98%	On Budget.	
685	Resource Development/Funding	Tisdale	348,057	352,263	101%	130,100	96,200	478,157	448,463	94%	On Budget.	
Subtotal, Projects			1,118,803	1,121,467	100%	480,637	393,565	82%	1,599,440	1,515,033	95%	
701	General Membership Services	Itkonen	48,258	28,529	59%	6,000.00	6,000	54,258	34,529	64%	Under Budget. Expenditures are directly related to the amount of services requested by member agencies.	
702	Air Quality Outreach	Luft	4,545	1,947	43%	45,455	45,500	50,000	47,447	95%	On Budget.	
703	General Public Services	Luft	7,049	4,360	62%	-		7,049	4,360	62%	Under Budget. Expenditures are directly related to the amount of services requested by the general public.	
705	Transportation Liaison Services	Stoll	36,172	39,497	109%	-		36,172	39,497	109%	On Budget.	
720	State Street Corridor	Larsen	39,717	14,205	36%	345,870	218,478	385,587	232,683	60%	Under Budget. The project was started in FY2017 and continued through FY2018. \$127,392 remained unspent at the end of FY2018 and will be added to Revision 1 of the FY2019 Unified Planning Work Program and Budget.	
760	Legislative Services	Stoll	58,321	66,298	114%	115,050	110,690	173,371	176,988	102%	On Budget.	
761	Growth Incentives	Stoll	2,328	-	0%	-		2,328	-	0%	Under Budget. The Blueprint for Good Growth Board did not request any work for FY2018.	
Subtotal, Services			196,391	154,836	79%	512,375	380,668	74%	708,766	535,504	76%	
801	Staff Development	Larsen	85,760	67,932	79%	40,000	22,245	125,760	90,177	72%	Under Budget. Training was under utilized due to staff turnover.	
820	Committee Support	Larsen	141,717	118,478	84%	2,000	1,347	143,717	119,826	83%	Under Budget. Direct expenses for meeting support were less than anticipated.	
836	Regional Travel Demand Model	Waldinger	105,113	133,173	127%	44,000	68,202	149,113	201,375	135%	Over Budget. Required work days for travel demand model have been greater than was anticipated in the budget in FY2018. Direct expenses for data verification for the freight study were charged here in error. The budget for that effort was part of <i>Communities in Motion</i> . Overall, direct expenses are within budget.	

COMPASS

FY2018 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of September 30, 2018, 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	
842	Congestion Management Process	Mulhall	38,655	28,510	74%	51,000	51,000	100%	89,655	79,510	89%	Under Budget. Work days required for this project were less than anticipated.
860	Geographic Information System Maintenance	Adolfson	332,721	319,757	96%	52,300	38,173	73%	385,021	357,930	93%	On Budget.
Subtotal, System Maintenance			703,966	667,850	95%	189,300	180,969	96%	893,267	848,819	95%	
990	Direct Operations and Maintenance	Larsen				160,950	133,628	83%	160,950	133,628	83%	Under Budget. Replacement copier and employee computer replacements less than budget. TREDIS software renewal partially offset by reimbursement from ITD.
Subtotal, Indirect and overhead			-	-		160,950	133,628	83%	160,950	133,628	83%	
GRAND TOTAL			2,019,160	1,944,153	96%	1,343,262	1,088,830	81%	3,362,422	3,032,983	90%	

COMPASS**Balance Sheet - September 30, 2018**

	<u>9/30/2017</u>	<u>9/30/2018</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	\$ 1,783,556	1,825,830
Accounts Receivable	254,605	228,856
Prepaid Expenses	3,138	3,791
	<hr/>	<hr/>
TOTAL ASSETS	<u>2,041,299</u>	<u>2,058,477</u>
<u>LIABILITIES</u>		
Accounts Payable	154,550	118,383
Accrued Payroll Liabilities	92,200	105,987
Deferred Revenue	33,897	8,395
	<hr/>	<hr/>
Subtotal, liabilities	280,646	232,765
<u>FUND BALANCE</u>		
Nonspendable: Prepaid Expenses	3,138	3,791
Assigned To: Set-Aside for CIM Implementation Grant Program	50,000	79,423
Assigned To: Set-Aside for Orthophotography Cost	-	83,782
Assigned To: Set-Aside for FY19 Revenue Shortfall		18,120
Unassigned	1,707,514	1,640,596
	<hr/>	<hr/>
Subtotal, fund balance	1,760,652	1,825,712
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 2,041,299</u>	<u>2,058,477</u>

Cash Summary - September 30, 2018

<u>Account</u>	<u>Current Rate</u>	<u>Balance</u>
ID Central Credit Union Share Savings	0.00%	25
ID Central Credit Union Money Market Checking	0.19%	25,292
ID Central Credit Union Premium Money Market Savings	0.30%	50,000
ID Central Credit Union 60 Month CD	2.51%	177,541
Local Government Investment Pool	2.22%	819,066
Banner Bank 12 Month CD #8101	0.20%	150,225
Banner Bank 24 Month CD #8077	0.35%	150,395
Banner Bank 24 Month CD #8085	0.35%	150,395
Banner Bank 36 Month CD #8093	1.19%	151,346
Banner Bank 60 Month CD #8069	1.19%	151,346
Petty Cash	n/a	200
	<hr/>	<hr/>
Total Cash Balance		<u>1,825,830</u>

FINANCE COMMITTEE AGENDA ITEM VI-B

Date: November 27, 2018

Topic: Revision 1 of the FY2019 Unified Planning Work Program and Budget

Request/Recommendation:

Review and recommend Revision 1 of the FY2019 Unified Planning Work Program and Budget (UPWP) for COMPASS Board of Directors' approval.

Background/Summary:

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

The following revisions to revenues are proposed in Revision 1 of the FY2019 UPWP:

- Add \$366,218 from agencies participating in the orthophotography project. Add \$83,782 of fund balance for COMPASS' contribution to the orthophotography project.
- Increase carry over funds from Valley Regional Transit by \$107,392. This funding is dedicated to the State Street Transit Oriented Development Plan. The total funding for the project has not changed; this revision is to shift the revenues from FY2018 to FY2019.
- Add \$79,423 of fund balance for CIM Implementation Grants. \$29,423 of this total are funds carried forward from FY2018. The remaining \$50,000 is for FY2019 CIM Implementation Grants, which were funded with current, non-federal revenues in the original FY2019 UPWP.
- Increase the draw from fund balance by \$2,090 to cover the revenue shortfall.

The following revisions to expenses are proposed in Revision 1 of the FY2019 UPWP:

- Add \$450,000 for the total estimated cost of orthophotography project.
- Add \$107,392 to State Street Transit Oriented Development Plan to complete the project. The total cost of the project has not changed; this revision is to shift funds from FY2018 to FY2019.
- Add \$25,000 to CIM Implementation Grants to cover the cost of the FY2018 City of Wilder grant that was extended into FY2019. This is a carry-over of a FY2018 expense and not a new expense.
- Add \$4,232 for a CIM Implementation Grant to the City of Garden City. These funds were budgeted in FY2018 but not expended, making them available for an additional grant in FY2019.
- Adjustment to Indirect Costs
 - Add \$6,800 for labor costs to update all COMPASS computers to Windows 10;
 - Add \$2,250 to cover the increase in COMPASS' share of the repair and replacement reserve for the building;

- Remove \$300 for commuting incentive, as these reimbursements must be treated as taxable income under current tax law;
- Add \$4,000 as contingency for travel costs of job candidates, if needed.
- Add \$10,340 for public involvement to program 661001, Long-Range Planning. These expenses were originally budgeted in FY2018, but not expended.
- Add \$2,000 for graphics and editing to program 661001, Long-Range Planning. These expenses were originally budgeted in FY2018, but not expended.
- Remove \$9,000 for printing to program 661001, Long-Range Planning.
- Move \$8,720 for bicycle/pedestrian counter costs from program 661005 to program 661008, Bike Counter Management.
- Add \$5,000 for cost of Windows 10 software licenses to program 990001, Direct Operations and Maintenance.
- Add \$21,000 for upgrades to large and small conference rooms to program 990001, Direct Operations and Maintenance.
- Add \$10,000 for contingency to replace the GIS plotter to program 990001, Direct Operations and Maintenance.

Implication (policy and/or financial):

Without COMPASS Board of Directors' adoption of Revision 1 of the FY2019 UPWP, the agency cannot make full use of available revenues.

More Information:

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

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

Recommended Changes to FY2019 - Revision 1

Summary

FY2019 Original UPWP Revenues		2,919,992	FY2019 Original UPWP Expenses		2,919,992
1	Orthophotography Project Contributions from participating entities Draw from Fund Balance	366,218 83,782	Geographic Information System Maintenance, Professional Services. Add funding to cover total project cost.	450,000	
2	Valley Regional Transit. Carry over unspent funds designated for the State Street Transit Oriented Development Plan.	107,392	State Street Corridor, Professional Services. Add \$107,392 to complete contract.	107,392	
3	Add Fund Balance for CIM Implementation Grants	79,423	Resource Development Funding, CIM Implementation Grants. Add \$25,000 for the FY2018 grant extended into FY2019 for City of Wilder. Resource Development Funding, CIM Implementation Grants. Add \$4,423 for City of Garden City grant.	25,000 4,423	
4	Increase Draw from Fund Balance (to fund revenue shortfall)	2,090			
5			Indirect Operations and Maintenance Professional Services. Add \$6,800 for installation of Windows 10. Building Maintenance and Reserve for Major Repairs. Add \$2,250 to reflect budget revision of Second and Broadway Condominium Association. Commuting Incentive. Remove \$300. Current tax law requires this reimbursement to be recognized as taxable income. Other/Miscellaneous. Add \$4,000 as contingency for job candidates, if needed.	6,800 2,250 (300) 4,000	
6			Direct Operations & Maintenance Long-Range Planning, General Project Management, Public Involvement. Add \$10,340 of unspent funds from FY2018. Long-Range Planning, General Project Management, Professional Services. Add \$2,000 for graphics/editing to finish CIM 2040 2.0. Long-Range Planning, General Project Management, Printing. Remove \$9,000 not expected to be needed. Bicycles/Pedestrians, Equipment/Software. Move budget to Bike Counter Management. Bike Counter Management, Equipment/Software. Add \$8,720 for automatic data transmission, replacement tubes, and other maintenance costs. Direct Operations and Maintenance, Equipment/Software. Add \$5,000 for upgrade to Windows 10. Direct Operations and Maintenance, Equipment/Software. Add \$12,000 for large conference room upgrades. Add \$9,000 for small conference room upgrade. Add \$10,000 contingency for plotter replacement.	10,340 2,000 (9,000) (8,720) 8,720 5,000 31,000	
Recommended Adjustments to Revenues		638,906	Recommended Adjustments to Expenses		638,906
Adjusted Revenues - Revision 1		3,558,898	Adjusted Expenses - Revision 1		3,558,898
Remaining Revenue		-			

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 1
REVENUE AND EXPENSE SUMMARY (total)**

REVENUE	FY2019 Final	FY2019 Revision 1
GENERAL MEMBERSHIP		
Ada County	220,730	220,730
Ada County Highway District	220,730	220,730
Canyon County	106,102	106,102
Canyon Highway District No. 4	37,346	37,346
Golden Gate Highway District No.3	5,313	5,313
City of Boise	102,423	102,423
City of Caldwell	25,070	25,070
City of Eagle	13,188	13,188
City of Garden City	5,238	5,238
City of Greenleaf	379	379
City of Kuna	9,144	9,144
City of Meridian	46,917	46,917
City of Melba	251	251
City of Middleton	4,052	4,052
City of Nampa	43,372	43,372
City of Notus	251	251
City of Parma	944	944
City of Star	4,546	4,546
City of Wilder	754	754
Subtotal	846,750	846,750
SPECIAL MEMBERSHIP		
Boise State University	8,500	8,500
Capital City Development Corporation	8,500	8,500
Idaho Department of Environmental Quality	8,500	8,500
Idaho Transportation Department	8,500	8,500
Valley Regional Transit	8,500	8,500
Subtotal	42,500	42,500
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2019 K# 19071 Ada County	1,004,920	1,004,920
CPG - FY2019 K# 19071 Canyon County	353,080	353,080
Sub Total CPG Grants	1,358,000	1,358,000
STP TMA - K# 13900, FY19 off-the-top funds for Planning	306,705	306,705
STP TMA - K# 19571, <i>Communities in Motion 2040, 2.0</i>	46,330	46,330
STP TMA - K# 18694, Update Treasure Valley ITS Plan	218,678	218,678
Subtotal	571,712	571,712
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	25,000	25,000
Ada County Air Quality Board	25,000	25,000
Orthophotography - Participant Contributions		366,218
Valley Regional Transit - State Street Grant - carry over	20,000	127,392
Interest Income	15,000	15,000
Subtotal	85,000	558,610
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	2,903,962	3,377,573
Draw From Fund Balance (to fund Orthophotography Project)		83,782
Draw From Fund Balance (CIM Implementation Grants)		79,423
Draw From Fund Balance (to fund revenue shortfall)	16,029.62	18,120
TOTAL REVENUE, ALL RESOURCES	2,919,992	3,558,898

EXPENSE	FY2019 Final	FY2019 Revision 1
SALARY, FRINGE & CONTINGENCY		
Salary	1,282,610	1,282,610
Fringe	590,107	590,107
Contingency (Overtime, Bonus, and Sick Time Trade)	22,000	22,000
Subtotal	1,894,717	1,894,717
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	189,900	202,650
Subtotal	189,900	202,650
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	500	500
653001, Communication and Education	51,350	51,350
661001, Long-Range Planning	55,000	58,340
661004, Freight		
661005, Bicycles and Pedestrians	8,720	-
661008, Bike Counter Management		8,720
685001, Transportation Improvement Program	5,400	5,400
685002, Project Development Program	75,000	75,000
685004, CIM Implementation Grants	50,000	79,423
702001, Air Quality Outreach	45,455	45,455
720001, State Street Corridor	20,000	127,392
760001, Legislative Services	115,050	115,050
801001, Staff Development	40,000	40,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	22,000	22,000
842001, Congestion Management Process	236,000	236,000
860001, Geographic Information System Maintenance	43,200	493,200
990001, Direct Operations and Maintenance	65,700	101,700
Subtotal	835,375	1,461,530
TOTAL EXPENSE	2,919,992	3,558,897

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	2,919,992	3,558,898
LESS: TOTAL EXPENSES	2,919,992	3,558,898
REVENUE EXCESS/(DEFICIT)	0	0

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FY2019 - REVISION 1

REVENUE AND EXPENSE SUMMARY (total)

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 1
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES				FY19 CPG						MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES				
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	Ada County K# 19071 (74%)	FY19 CPG Canyon County K# 19071 (26%)	STP-TMA Off The Top K# 13900	STP-TMA CIM 2040 K# 19751	STP-TMA Treasure Valley ITS Plan K# 18694	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other					
601001	UPWP/Budget Development and Federal Assurances	110	83,847	-	83,847	35,293	12,400	30,000						77,693	6,154			6,154	83,847
620001	Demographics and Growth Monitoring	99	70,488	500	70,988	26,475	9,302	30,000						65,777	5,211			5,211	70,988
620002	Development Monitoring	45	28,580	-	28,580	4,797	1,685	20,000						26,482	2,098			2,098	28,580
620003	Census 2020	32	20,606	-	20,606	6,729	2,364	10,000						19,093		1,512		1,512	20,606
653001	Communication and Education Long-Range Planning	210	131,352	51,350	182,702									-		182,702		182,702	182,702
661001	General Project Management	229	161,263	58,340	219,603	116,294	40,860		46,330					203,484	16,119			16,119	219,603
661003	Roadways	28	16,638	-	16,638	11,409	4,008							15,417	1,221			1,221	16,638
661004	Freight	15	9,699	-	9,699	6,651	2,337							8,987	712			712	9,699
661005	Bicycles/Pedestrians	129	64,774	-	64,774	44,415	15,605							60,020	4,754			4,754	64,774
661006	Public Transportation	112	55,939	-	55,939	38,357	13,477							51,833	4,106			4,106	55,939
661007	Performance Measurement	40	24,657	-	24,657	16,907	5,940							22,847	1,810			1,810	24,657
661008	Bike Counter Management	102	48,869	8,720	57,589	39,488	13,874							53,362	4,227			4,227	57,589
661009	Public Involvement	18	12,416	-	12,416	8,513	2,991							11,505	911			911	12,416
	Resource Development/Funding																		
685001	Transportation Improvement Program	408	258,976	5,400	264,376	107,278	37,692	100,000						244,971	19,405			19,405	264,376
685002	Project Development Program	31	22,721	75,000	97,721	67,005	23,542							90,548	7,173			7,173	97,721
685003	Grant Research and Development	141	97,211	-	97,211									-		97,211		97,211	97,211
685004	CIM Implementation Grants	16	11,727	79,423	91,150	8,041	2,825							10,866	861	79,423		80,284	91,150
#REF!		1,765	1,119,764	278,733	1,398,497	537,652	188,905	190,000	46,330	-				962,886	74,762	360,849	-	435,611	1,398,497
701001	Membership Services	130	83,371	-	83,371	57,166	20,085							77,251	6,119			6,119	83,371
702001	Air Quality Outreach	7	4,545	45,455	50,000									-			50,000	50,000	50,000
703001	General Public Services	21	13,579	-	13,579									-		13,579		13,579	13,579
705001	Transportation Liaison Services	50	38,272	-	38,272	26,243	9,220							35,463	2,809			2,809	38,272
720001	State Street Corridor	5	3,461	127,392	130,853	2,373	834							3,207	254		127,392	127,646	130,853
760001	Legislative Services	60	61,166	115,050	176,216									-		176,216		176,216	176,216
761001	Growth Incentives	1	1,019	-	1,019	945								945	75			75	1,019
#REF!		274	205,414	287,897	493,311	86,726	30,139	-	-	-				116,866	9,257	189,795	177,392	376,445	493,311
801001	Staff Development	116	75,771	40,000	115,771	79,382	27,891							107,273	8,498			8,498	115,771
820001	Committee Support	232	150,233	2,000	152,233	104,384	36,675							141,059	11,174			11,174	152,233
836001	Regional Travel Demand Model	146	107,006	22,000	129,006	73,658	25,880	20,000						119,537	9,469			9,469	129,006
842001	Congestion Management Process	81	56,001	236,000	292,001	38,399	13,492			218,678				270,568	21,433			21,433	292,001
860001	Geographic Information System Maintenance	609	383,179	493,200	876,379	84,720	30,098	96,705						211,523.39	16,755.68	648,100		664,856	876,379
#REF!		1,184	772,190	793,200	1,565,390	380,542	134,036	116,705	-	218,678				849,961	67,329	648,100	-	715,429	1,565,390
990001	Direct Operations / Maintenance	-	-	101,700	101,700									-		86,700	15,000	101,700	101,700
991001	Support Services Labor	917	-	-	-									-		-		-	-
999001	Indirect Operations/Maintenance	-	-	-	-									-		-		-	-
#REF!		917	-	101,700	101,700	-	-	-	-	-				-		86,700	15,000	101,700	101,700
GRAND TOTAL		4,140	2,097,367	1,461,530	3,558,898	1,004,920	353,080	306,705	46,330	218,678				1,929,713	151,348	1,285,444	192,392	1,629,185	3,558,898

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 1
 REVENUE AND EXPENSE SUMMARY (total)**

DESCRIPTION		TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	FY2020 CARRY- FORWARD
620001	Demographics and Growth Monitoring	500					500				
653001	Communication and Education	51,350	25,100			1,000		25,250			
661001	Long-Range Planning	58,340	44,500			2,000		11,840			
661005	Bicycles/Pedestrians	-	-	-							
661008	Bike Counter Management	8,720	-	8,720							
685001	Transportation Improvement Program	5,400						5,400			
685002	Project Development Program	75,000	75,000								
685004	CIM Implementation Grants	79,423	79,423								
702001	Air Quality Outreach	45,455	45,455								
720001	State Street Corridor	127,392	127,392								
760001	Legislative Services	115,050			18,000		11,100			85,950	
801001	Staff Development	40,000			40,000						
820001	Committee Support	2,000							2,000		
836001	Regional Travel Demand Model	22,000	22,000								
842001	Congestion Management Process	236,000	236,000								
860001	Geographic Information System Maintenance	493,200	450,000	42,000			1,200				
990001	Direct Operations / Maintenance										
	New/replacement hardware and software	21,000		21,000							
	Transit network planning software	20,000		20,000							
	Cube renewal; Cube Land	14,100		14,100							
	AICP and APBP Webinar series	1,600			1,600						
	Membership dues for COMPASS	17,000								17,000	
	Conferenc Room Upgades	21,000		21,000							
	Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL		1,461,530	1,104,870	126,820	59,600	3,000	12,800	42,490	9,000	102,950	-

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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 1
INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY

CATEGORY	ACCOUNT CODE	FY2019 Final	FY2019 Revision 1
Professional Services	930	28,000	34,800
Equipment Repair / Maintenance	936	200	200
Publications	943	1,000	1,000
Employee Professional Membership	945	7,500	7,500
Postage	950	750	750
Telephone	951	11,800	11,800
Building Maintenance and Reserve for Major Repairs	955	51,750	54,000
Printing	960	1,500	1,500
Advertising	962	1,000	1,000
Audit	970	15,000	15,000
Insurance	971	13,000	13,000
Legal Services	972	2,500	2,500
General Supplies	980	6,000	6,000
Computer Supplies	982	18,000	18,000
Computer Software / Maintenance	983	17,000	17,000
Commuting Incentive	990	300	-
Vehicle Maintenance	991	1,000	1,000
Utilities	992	10,500	10,500
Local Travel	993	2,100	2,100
Other / Miscellaneous	995	1,000	5,000
TOTAL		189,900	202,650

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 1
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING TEAM	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	38	16	3	53	110
620001	Demographics and Growth Monitoring	CM	-	94	5	-	99
620002	Development Monitoring	CM	-	40	5	-	45
620003	Census 2020	CM	-	20	12	-	32
653001	Communication and Education	AL	8	10	192	-	210
	Long-Range Planning	LI					
661001	General Project Management	LI	15	171	43	-	229
661003	Roadways	LI	-	28	-	-	28
661004	Freight	LI	-	15	-	-	15
661005	Bicycles/Pedestrians	BC	-	125	4	-	129
661006	Public Transportation	RH	-	108	4	-	112
661007	Performance Measurement	CM	-	38	2	-	40
661008	Bike Counter Management	BC	-	102	-	-	102
661009	Public Involvement	LI	-	6	12	-	18
	Resource Development/Funding	TT					
685001	Transportation Improvement Program	TT	12	360	36	-	408
685002	Project Development Program	KP	-	31	-	-	31
685003	Grant Research and Development	KP	3	130	8	-	141
685004	CIM Implementation Grants	KP	-	16	-	-	16
TOTAL PROJECTS			76	1,310	326	53	1,765
701001	Membership Services	LI	-	115	15	-	130
702001	Air Quality Outreach	AL	-	-	7	-	7
703001	General Public Services	AL	-	14	7	-	21
705001	Transportation Liaison Services	MS	12	24	14	-	50
720001	State Street Corridor	ML	2	3	-	-	5
760001	Legislative Services	MS	60	-	-	-	60
761001	Growth Incentives	MS	1	-	-	-	1
TOTAL SERVICES			75	156	43	-	274
801001	Staff Development	ML	9	83	14	10	116
820001	Committee Support	ML	12	83	23	114	232
836001	Regional Travel Demand Model	MW	-	146	-	-	146
842001	Congestion Management Process	HM	-	77	4	-	81
860001	Geographic Information System Maintenance	EA	-	596	13	-	609
TOTAL SYSTEM MAINTENANCE			21	985	54	124	1,184
TOTAL DIRECT			172	2,451	423	177	3,223
991001	Support Services Labor	ML	288	79	37	513	917
TOTAL INDIRECT/OVERHEAD			288	79	37	513	917
TOTAL LABOR			460	2,530	460	690	4,140

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