



**FINANCE COMMITTEE MEETING
MARCH 21, 2019 — 12:00 PM
COMPASS - 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO**

**** AGENDA ****

I. CALL TO ORDER

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 2 *A. Approve December 13, 2018, Finance Committee Meeting Minutes

IV. INFORMATION/DISCUSSION ITEMS

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

Page 9 *B. Discuss Five Year Revenue and Expense Projections

V. ACTION ITEMS

A. Elect Finance Committee Vice-Chair

Page 17 *B. Approve Variance Report for October 1, 2018 – December 31, 2018

Page 23 *C. Recommend COMPASS Board Approval of the FY2020 General and Special Membership Dues

Page 26 *D. Recommend COMPASS Board Approval of Revision 2 of the FY2019 Unified Planning Work Program and Budget

VI. OTHER

A. Next Meeting: May 23, 2019

VII. ADJOURNMENT

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

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

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

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ITEM III-A

**FINANCE COMMITTEE MEETING
DECEMBER 13, 2018
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Rebecca Arnold, Commissioner, Ada County Highway District
John Evans, Mayor, City of Garden City, **Vice Chair**
Jay Gibbons, Commissioner, Canyon Highway District #4, via telephone
Garret Nancolas, Mayor, City of Caldwell, **Chair**
Jim Tibbs, Commissioner, Ada County

MEMBERS ABSENT: Debbie Kling, Mayor, City of Nampa
Pam White, Commissioner, Canyon County

OTHERS PRESENT: Nancy Brecks, Community Planning Association
Keith Holmes, Community Planning Association
Meg Larsen, Community Planning Association
Amy Luft, Community Planning Association
Matt Stoll, Community Planning Association

CALL TO ORDER:

Chair Garret Nancolas called the meeting to order at 12:04 p.m.

AGENDA ADDITIONS/CHANGES

None.

OPEN DISCUSSION/ANNOUNCEMENTS

General announcements were made.

CONSENT AGENDA

A. Approve November 27, 2018, Finance Committee Meeting Minutes

Jim Tibbs 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

Meg Larsen noted the Report of Disbursements made in the reporting period November 21, 2018 to December 5, 2018, is provided in the packet for information.

ACTION ITEMS

A. Approve Draft Fiscal Year 2018 Audit

Josh Tyree, Harris & Co., reviewed the draft FY2018 audit.

After discussion, **Rebecca Arnold moved and Jim Tibbs seconded approval of the draft FY2018 audit report as presented. Motion passed unanimously.**

B. Establish 2019 Finance Committee Meeting Dates

After discussion, **John Evans moved and Rebecca Arnold seconded approval of the 2019 Finance Committee meeting dates as presented. Motion passed unanimously.**

ADJOURNMENT

Jim Tibbs moved and John Evans seconded adjournment at 12:25 p.m. Motion passed unanimously.

Approved this 21st day of March 2019.

By: _____
Stan Ridgeway, Chair

Attest:

By: _____
John Evans, Vice Chair

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Check History Report
Sorted By Vendor Name
Activity From: 12/6/2018 to 3/5/2019

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: ABCSTA ABC STAMP COMPANY					
A	ICCU - Checking	E00513	2/5/2019	90.44	Electronic Payment
				Vendor ABC STAMP COMPANY Total:	90.44
Vendor Number: ACDS ACDS, Inc.					
A	ICCU - Checking	006243	2/5/2019	1,200.00	Auto
				Vendor ACDS, Inc. Total:	1,200.00
Vendor Number: ACHDCOM ACHD Commuteride					
A	ICCU - Checking	006261	3/5/2019	1,000.00	Auto
				Vendor ACHD Commuteride Total:	1,000.00
Vendor Number: AGENCY AGENCY PRESS					
A	ICCU - Checking	E00514	2/5/2019	2,050.00	Electronic Payment
				Vendor AGENCY PRESS Total:	2,050.00
Vendor Number: INTEGR Allstream					
A	ICCU - Checking	006216	12/20/2018	873.89	Auto
A	ICCU - Checking	006237	1/18/2019	873.89	Auto
A	ICCU - Checking	006256	2/20/2019	873.88	Auto
				Vendor Allstream Total:	2,621.66
Vendor Number: AMPO ASSOCIATION OF METROPOLITAN					
A	ICCU - Checking	006232	1/18/2019	2,098.10	Auto
				Vendor ASSOCIATION OF METROPOLITAN Total:	2,098.10
Vendor Number: BOICHA BOISE AREA CHAMBER OF COMMERCE					
A	ICCU - Checking	E00503	1/4/2019	700.00	Electronic Payment
				Vendor BOISE AREA CHAMBER OF COMMERCE Total:	700.00
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E00505	1/4/2019	20,604.79	Electronic Payment
A	ICCU - Checking	E00518	2/5/2019	20,487.60	Electronic Payment
A	ICCU - Checking	E00526	3/5/2019	20,487.60	Electronic Payment
				Vendor Boise Municipal Health Care Total:	61,579.99
Vendor Number: BOE Boise Office Equipment					
A	ICCU - Checking	006254	2/20/2019	606.82	Auto
				Vendor Boise Office Equipment Total:	606.82
Vendor Number: CATALYS Catalyst Incorporated					
A	ICCU - Checking	E00519	2/20/2019	9,610.00	Electronic Payment
				Vendor Catalyst Incorporated Total:	9,610.00
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT					
A	ICCU - Checking	006209	12/20/2018	17.32	Manual
A	ICCU - Checking	006230	1/18/2019	17.32	Manual
A	ICCU - Checking	006252	2/20/2019	17.32	Manual
				Vendor COLONIAL LIFE & ACCIDENT Total:	51.96
Vendor Number: EIDEBA EideBailly					
A	ICCU - Checking	006233	1/18/2019	175.00	Auto
A	ICCU - Checking	006244	2/5/2019	831.25	Auto
A	ICCU - Checking	006255	2/20/2019	743.75	Auto
A	ICCU - Checking	006262	3/5/2019	87.50	Auto
				Vendor EideBailly Total:	1,837.50
Vendor Number: ELITE Elite Transportation Group, Inc.					
A	ICCU - Checking	E00506	1/18/2019	2,730.00	Electronic Payment
				Vendor Elite Transportation Group, Inc. Total:	2,730.00
Vendor Number: FLEXTE FLEXTECHS, LLC					
A	ICCU - Checking	E00495	12/20/2018	1,700.00	Electronic Payment
A	ICCU - Checking	E00507	1/18/2019	1,615.00	Electronic Payment
A	ICCU - Checking	E00515	2/5/2019	1,473.00	Electronic Payment

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
A	ICCU - Checking	E00520	2/20/2019	1,572.50	Electronic Payment
Vendor FLEXTECHS, LLC Total:				<u>6,360.50</u>	
Vendor Number: NANCOLA Garret Nancolas					
A	ICCU - Checking	006266	3/5/2019	1,945.94	Auto
Vendor Garret Nancolas Total:				<u>1,945.94</u>	
Vendor Number: HARRIS HARRIS CPA's					
A	ICCU - Checking	E00496	12/20/2018	14,400.00	Electronic Payment
Vendor HARRIS CPA's Total:				<u>14,400.00</u>	
Vendor Number: ZHARTF HARTFORD					
A	ICCU - Checking	006210	12/20/2018	722.46	Manual
A	ICCU - Checking	006231	1/18/2019	729.57	Manual
A	ICCU - Checking	006253	2/20/2019	725.28	Manual
Vendor HARTFORD Total:				<u>2,177.31</u>	
Vendor Number: HAWLEY HAWLEY TROXELL ENNIS & HAWLEY					
A	ICCU - Checking	006245	2/5/2019	46.00	Auto
Vendor HAWLEY TROXELL ENNIS & HAWLEY Total:				<u>46.00</u>	
Vendor Number: HUGOS HUGO'S DELI					
A	ICCU - Checking	E00497	12/20/2018	187.77	Electronic Payment
Vendor HUGO'S DELI Total:				<u>187.77</u>	
Vendor Number: ZIDDOE ID. STATE DEPT. OF EMPLOYMENT					
A	ICCU - Checking	W00339	1/4/2019	240.78	Wire Transfer
Vendor ID. STATE DEPT. OF EMPLOYMENT Total:				<u>240.78</u>	
Vendor Number: IDASSO IDAHO ASSOCIATION OF COUNTIES					
A	ICCU - Checking	006212	12/20/2018	500.00	Auto
Vendor IDAHO ASSOCIATION OF COUNTIES Total:				<u>500.00</u>	
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	006221	1/4/2019	2,697.19	Auto
A	ICCU - Checking	006246	2/5/2019	5,420.31	Auto
A	ICCU - Checking	006263	3/5/2019	5,597.54	Auto
Vendor IDAHO CENTRAL CREDIT UNION Total:				<u>13,715.04</u>	
Vendor Number: IDDEPTL Idaho Department of Labor Accounting Bureau					
A	ICCU - Checking	006222	1/4/2019	75.93	Auto
Vendor Idaho Department of Labor Accounting Bureau Total:				<u>75.93</u>	
Vendor Number: IDPOWE IDAHO POWER CO.					
A	ICCU - Checking	006213	12/20/2018	500.81	Auto
A	ICCU - Checking	006234	1/18/2019	549.94	Auto
A	ICCU - Checking	006264	3/5/2019	543.81	Auto
Vendor IDAHO POWER CO. Total:				<u>1,594.56</u>	
Vendor Number: IDPRESR Idaho Press Tribune Renewal					
A	ICCU - Checking	006214	12/20/2018	788.00	Auto
A	ICCU - Checking	006223	1/4/2019	260.00	Auto
Vendor Idaho Press Tribune Renewal Total:				<u>1,048.00</u>	
Vendor Number: IDPRES IDAHO PRESS-TRIBUNE					
A	ICCU - Checking	006235	1/18/2019	196.56	Auto
A	ICCU - Checking	006265	3/5/2019	97.92	Auto
Vendor IDAHO PRESS-TRIBUNE Total:				<u>294.48</u>	
Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION					
A	ICCU - Checking	W00336	12/20/2018	3,242.00	Wire Transfer
A	ICCU - Checking	W00343	1/18/2019	3,318.00	Wire Transfer
A	ICCU - Checking	W00348	2/20/2019	3,620.00	Wire Transfer
Vendor IDAHO STATE TAX COMMISSION Total:				<u>10,180.00</u>	
Vendor Number: IDSTAT IDAHO STATESMAN					

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Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	006215	12/20/2018	1,062.29	Auto
A	ICCU - Checking	006236	1/18/2019	692.95	Auto
Vendor IDAHO STATESMAN Total:				<u>1,755.24</u>	
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.					
A	ICCU - Checking	006238	1/18/2019	293.74	Auto
A	ICCU - Checking	006257	2/20/2019	333.04	Auto
Vendor INTERMOUNTAIN GAS CO. Total:				<u>626.78</u>	
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W00334	12/20/2018	12,461.05	Wire Transfer
A	ICCU - Checking	W00337	1/4/2019	13,036.06	Wire Transfer
A	ICCU - Checking	W00341	1/18/2019	12,626.36	Wire Transfer
A	ICCU - Checking	W00344	2/5/2019	13,370.77	Wire Transfer
A	ICCU - Checking	W00346	2/20/2019	12,943.93	Wire Transfer
A	ICCU - Checking	W00349	3/5/2019	12,729.79	Wire Transfer
Vendor INTERNAL REVENUE SERVICE Total:				<u>77,167.96</u>	
Vendor Number: IPMAID IPMA-HR Idaho Chapter					
A	ICCU - Checking	006247	2/5/2019	75.00	Auto
Vendor IPMA-HR Idaho Chapter Total:				<u>75.00</u>	
Vendor Number: RUSSELL JANET RUSSELL					
A	ICCU - Checking	E00510	1/18/2019	38.42	Electronic Payment
A	ICCU - Checking	E00524	3/5/2019	20.94	Electronic Payment
Vendor JANET RUSSELL Total:				<u>59.36</u>	
Vendor Number: STOLL MATTHEW STOLL					
A	ICCU - Checking	E00500	12/20/2018	92.56	Electronic Payment
A	ICCU - Checking	E00511	1/18/2019	168.76	Electronic Payment
A	ICCU - Checking	E00525	3/5/2019	292.28	Electronic Payment
Vendor MATTHEW STOLL Total:				<u>553.60</u>	
Vendor Number: PETTY MEGAN LARSEN					
A	ICCU - Checking	006250	2/5/2019	136.30	Auto
Vendor MEGAN LARSEN Total:				<u>136.30</u>	
Vendor Number: MERCHA MERIDIAN CHAMBER OF COMMERCE					
A	ICCU - Checking	006217	12/20/2018	275.00	Auto
Vendor MERIDIAN CHAMBER OF COMMERCE Total:				<u>275.00</u>	
Vendor Number: MIG Moore Iacofano Goltsman, Inc.					
A	ICCU - Checking	E00498	12/20/2018	52,131.14	Electronic Payment
A	ICCU - Checking	E00516	2/5/2019	10,206.56	Electronic Payment
Vendor Moore Iacofano Goltsman, Inc. Total:				<u>62,337.70</u>	
Vendor Number: NAMPAC NAMPAC CIVIC CENTER					
A	ICCU - Checking	006224	1/4/2019	852.50	Auto
Vendor NAMPAC CIVIC CENTER Total:				<u>852.50</u>	
Vendor Number: NARC National Association of Regional Councils					
A	ICCU - Checking	006225	1/4/2019	3,350.00	Auto
Vendor National Association of Regional Councils Total:				<u>3,350.00</u>	
Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)					
A	ICCU - Checking	006208	12/20/2018	32.00	Manual
A	ICCU - Checking	006229	1/18/2019	32.00	Manual
A	ICCU - Checking	006251	2/20/2019	32.00	Manual
Vendor NCPERS Group Life Ins. (M605) Total:				<u>96.00</u>	
Vendor Number: NEIGHB NEIGHBORHOOD ALL STARS					
A	ICCU - Checking	E00499	12/20/2018	2,531.25	Electronic Payment
A	ICCU - Checking	E00508	1/18/2019	900.00	Electronic Payment
Vendor NEIGHBORHOOD ALL STARS Total:				<u>3,431.25</u>	

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Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: NEURIL Neurilink, LLC					
A	ICCU - Checking	E00509	1/18/2019	9,774.53	Electronic Payment
A	ICCU - Checking	E00523	3/5/2019	9,774.53	Electronic Payment
Vendor Neurilink, LLC Total:				<u>19,549.06</u>	
Vendor Number: NIGP NIGP Institute for Public Procurement					
A	ICCU - Checking	006248	2/5/2019	190.00	Auto
Vendor NIGP Institute for Public Procurement Total:				<u>190.00</u>	
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	006218	12/20/2018	32.48	Auto
A	ICCU - Checking	006226	1/4/2019	35.54	Auto
A	ICCU - Checking	006239	1/18/2019	169.11	Auto
A	ICCU - Checking	006249	2/5/2019	94.71	Auto
A	ICCU - Checking	006258	2/20/2019	24.99	Auto
A	ICCU - Checking	006267	3/5/2019	19.04	Auto
Vendor Office Depot Total:				<u>375.87</u>	
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W00335	12/20/2018	14,796.34	Wire Transfer
A	ICCU - Checking	W00338	1/4/2019	15,531.02	Wire Transfer
A	ICCU - Checking	W00342	1/18/2019	15,154.36	Wire Transfer
A	ICCU - Checking	W00345	2/5/2019	15,724.50	Wire Transfer
A	ICCU - Checking	W00347	2/20/2019	15,277.23	Wire Transfer
A	ICCU - Checking	W00350	3/5/2019	15,067.51	Wire Transfer
Vendor PUBLIC EMPLOYEES RETIREMENT Total:				<u>91,550.96</u>	
Vendor Number: REMIX Remix Software, Inc.					
A	ICCU - Checking	006240	1/18/2019	19,250.00	Auto
Vendor Remix Software, Inc. Total:				<u>19,250.00</u>	
Vendor Number: SODEXO SODEXO, INC.					
A	ICCU - Checking	006227	1/4/2019	2,024.29	Auto
Vendor SODEXO, INC. Total:				<u>2,024.29</u>	
Vendor Number: ZSTINF STATE INSURANCE FUND					
A	ICCU - Checking	006242	2/5/2019	4,001.00	Manual
A	ICCU - Checking	006242	2/5/2019	4,001.00	Reversal
A	ICCU - Checking	006260	3/5/2019	4,001.00	Manual
Vendor STATE INSURANCE FUND Total:				<u>4,001.00</u>	
Vendor Number: ZIDGRA STATE TAX COMMISSION					
A	ICCU - Checking	W00340	1/4/2019	244.38	Wire Transfer
Vendor STATE TAX COMMISSION Total:				<u>244.38</u>	
Vendor Number: T ZERS T-ZERS Shirt Shop					
A	ICCU - Checking	006228	1/4/2019	544.00	Auto
Vendor T-ZERS Shirt Shop Total:				<u>544.00</u>	
Vendor Number: HARTFO THE HARTFORD					
A	ICCU - Checking	006211	12/20/2018	1,647.00	Auto
Vendor THE HARTFORD Total:				<u>1,647.00</u>	
Vendor Number: TISDAL TONI TISDALE					
A	ICCU - Checking	E00517	2/5/2019	1,561.08	Electronic Payment
Vendor TONI TISDALE Total:				<u>1,561.08</u>	
Vendor Number: TREAVA TREASURE VALLEY COFFEE					
A	ICCU - Checking	006219	12/20/2018	89.17	Auto
A	ICCU - Checking	006241	1/18/2019	89.17	Auto
A	ICCU - Checking	006259	2/20/2019	108.87	Auto
Vendor TREASURE VALLEY COFFEE Total:				<u>287.21</u>	
Vendor Number: URISA URISA					

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	006220	12/20/2018	195.00	Auto
				Vendor URISA Total:	195.00
Vendor Number: VERITA VERITAS					
A	ICCU - Checking	E00501	12/20/2018	7,912.50	Electronic Payment
A	ICCU - Checking	E00512	1/18/2019	7,912.50	Electronic Payment
A	ICCU - Checking	E00521	2/20/2019	7,912.50	Electronic Payment
				Vendor VERITAS Total:	23,737.50
Vendor Number: WATER, Water, Civil, and Environmental Inc.					
A	ICCU - Checking	E00522	2/20/2019	3,000.00	Electronic Payment
				Vendor Water, Civil, and Environmental Inc. Total:	3,000.00
Vendor Number: WESTRO WESTERN TROPHY & ENGRAVING					
A	ICCU - Checking	E00502	12/20/2018	883.84	Electronic Payment
A	ICCU - Checking	E00504	1/4/2019	165.00	Electronic Payment
				Vendor WESTERN TROPHY & ENGRAVING Total:	1,048.84
				Report Total:	<u>458,865.66</u>

FINANCE COMMITTEE AGENDA ITEM IV-B DATE: MARCH 21, 2019

Topic: Five Year Revenue and Expense Projections

Request/Recommendation:

Information only.

Background/Summary:

COMPASS staff has prepared the attached worksheet, "Five Year Projected Revenue and Expense." The projections and the underlying assumptions used to calculate them are presented to the Finance Committee before the Unified Planning Work Program and Budget (UPWP) for the coming fiscal year is prepared. The assumptions that underlie the five year projections reflect careful management of expenses to preserve the fund balance reserve consistent with Finance Committee direction. Draws from fund balance are expected to continue over the next several years, but will be minimized to the extent possible. Total fund balance is expected to remain above the required reserve level throughout the five year period.

The following assumptions apply to the five year projections:

1. Proposed member dues for FY2020 were calculated with no change in per capita. The total is a 3.8% increase over the prior year, which is entirely attributable to an increase in population in the jurisdictions. FY2021-FY2024 projected dues are assumed to increase at a rate of about 1.7% per year, consistent with a smoothed population growth rate that would match the 2040 forecasted population. The per capita rate is expected to remain the same throughout the five year period.
2. Projected revenue from federal sources reflects the amounts included or expected to be included in the Transportation Improvement Program (TIP) through FY2023. The FY2024 TIP amounts are not yet available, but federal revenues are expected to remain flat.
3. Other revenues include funding from Department of Environmental Quality and the Air Quality Board for air quality outreach, as established in the Memorandum of Understanding with those entities, and funding from the Idaho Transportation Department (ITD) for its share of the TREDIS software cost.
4. Consistent with Finance Committee direction, orthophotography projects are expected to be funded in full with contributions from participating entities. Participating entities have expressed a preference for smooth, annual contribution amount rather than a larger single contribution in the flight year. Flights are expected to occur every third year.
5. Salary costs include a 3% pool for salary adjustments each year. Distribution of individual salary adjustments is determined annually by the Executive Director.
6. A 3% annual increase in benefit costs for FY2020 through FY2024 are included as contingencies. Actual annual benefit costs remained flat over the period FY2016 to FY2018.

7. Direct expenses for the *Communities in Motion* (CIM) 2050 plan, an update to the Intelligent Transportation Systems Plan and the Household Travel Survey are included. There are corresponding federal Surface Transportation Program – Transportation Management Area (STP-TMA) revenues associated with these expenses.
8. Funding for the project development program of \$75,000 is included for FY2020-FY2024. The CIM Implementation Grant program is also funded annually, at \$50,000 per year.
9. Funding for the TREDIS software licensing is included. This cost is \$81,000 every third year. ITD covers about \$16,000 of this total.
10. Direct expenses for all other programs are fairly stable and consistent with current year activities.
11. Indirect expenses are expected to increase modestly by 1% per year for FY2021 through FY2024.

More Information:

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

**COMPASS
FIVE YEAR PROJECTED REVENUE AND EXPENSE**

	Actual FY2016	Actual FY2017	Actual FY2018	UPWP Rev 1 FY2019	Estimate FY2020	Estimate FY2021	Estimate FY2022	Estimate FY2023	Estimate FY2024
REVENUES									
MEMBER DUES (for Local Match & Other Costs)									
COMPASS General Membership	789,083	800,768	822,961	846,750	879,037	894,308	909,844	925,650	941,731
COMPASS Special Membership	42,200	39,750	41,000	42,500	44,000	44,500	45,500	46,500	47,000
TOTAL MEMBER DUES	831,283	840,518	863,961	889,250	923,037	938,808	955,344	972,150	988,731
FEDERAL-AID									
CPG Actual total CPG billings for the year	1,524,753	1,361,607	1,390,195						
CPG Budgeted for the year				1,358,000	1,383,000	1,383,000	1,383,000	1,383,000	1,383,000
CPG Estimated amount from the TIP									
STP-TMA/U Off-The-Top Actual billings for the year	468,081	306,705	306,705						
STP-TMA/U Off-The-Top Budgeted				306,705	306,705	306,705	306,705	306,705	306,705
STP-TMA funds for special projects in approved TIP	90,148								
STP-TMA KN 13047 <i>Communities in Motion</i> 2040 2.0	247,626	36,840							
STP-TMA KN 18948 Freight Study		96,480	205,020						
STP-TMA KN 19571 <i>Communities in Motion</i> 2050				46,000	81,000	49,000	67,000		
STP-TMA KN 18694 & 20271 Update ITS Strategic Plan				218,678	12,880			28,000	259,000
STP-TMA KN 19303 Household Travel Survey					139,000	649,000			
FHWA T2 Deployment Program									
FHWA SHRP Program	182,274	42,726							
TOTAL FEDERAL-AID	2,512,882	1,844,358	1,901,919	1,929,383	1,922,585	2,387,705	1,756,705	1,717,705	1,948,705
OTHER REVENUES									
DEQ/AQB contributed funds for air quality outreach	83,627	49,995	50,000	50,000	50,000				
ACHD/ITD Funding for I-84 Detour Plan	-	72,500							
VRT/City of Boise funding for State Street		54,071	218,478	127,392					
TREDIS contribution		(16,000)				16,200			16,200
Contributions to orthophotography projects by agreement	-	-		366,218	83,333	83,333	83,333	83,333	83,333
Orthophotography, modeling, and maps revenue	15,341	19,248	10,712						
Interest revenue	4,164	8,139	18,638	15,000	24,000	24,000	19,500	18,000	16,500
Miscellaneous revenue	6,190	14,745	34,334						
TOTAL OTHER REVENUES	109,322	202,697	332,162	558,610	157,333	123,533	102,833	101,333	116,033
TOTAL PROJECTED REVENUE	3,453,487	2,887,573	3,098,042	3,377,243	3,002,955	3,450,046	2,814,882	2,791,188	3,053,469
EXPENSES									
Salary	1,209,711	1,190,428	1,240,298	1,282,610	1,321,100	1,360,700	1,401,500	1,443,500	1,486,800
Overtime/employee awards/sick time trade		-		22,000	22,000	22,000	22,000	22,000	22,000
Subtotal, salaries	1,209,711	1,190,428	1,240,298	1,304,610	1,343,100	1,382,700	1,423,500	1,465,500	1,508,800
Payroll taxes	102,159	100,015	101,688	110,892	114,280	117,700	121,230	124,860	128,610
Payroll fringe	433,373	398,808	432,483	479,215	493,590	508,400	523,650	539,360	555,540
Total Salaries and Fringe	1,745,243	1,689,251	1,774,469	1,894,717	1,950,970	2,008,800	2,068,380	2,129,720	2,192,950
Direct Operations and Maintenance	1,189,317	888,608	1,088,830	1,461,530	810,655	1,319,570	831,000	509,720	820,500
Indirect Operations and Maintenance	201,121	185,832	169,684	202,650	203,450	205,450	207,460	209,490	211,530
TOTAL EXPENSE	3,135,682	2,763,691	3,032,983	3,558,897	2,965,075	3,533,820	3,106,840	2,848,930	3,224,980
CHANGE IN FUND BALANCE	317,805	123,882	65,059	(181,654)	37,880	(83,774)	(291,958)	(57,742)	(171,511)

COMPASS
 FIVE YEAR PROJECTED REVENUE AND EXPENSE

	Actual FY2016	Actual FY2017	Actual FY2018	UPWP Rev 1 FY2019	Estimate FY2020	Estimate FY2021	Estimate FY2022	Estimate FY2023	Estimate FY2024
<i>Beginning unassigned cash balance</i>	1,318,963	1,636,770	1,760,652	1,825,711	1,644,057	1,681,937	1,598,164	1,306,206	1,248,464
Less: \$1M Reserve	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
<i>Available fund balance at beginning of year</i>	318,963	636,770	760,652	825,711	644,057	681,937	598,164	306,206	248,464
Release from (deposit to) fund balance	317,805	123,882	65,059	(181,654)	37,880	(83,774)	(291,958)	(57,742)	(171,511)
Available fund balance at end of year	636,769	760,652	825,711	644,057	681,937	598,164	306,206	248,464	76,953

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

PROGRAM					UPWP Rev 1 FY2019	Estimated FY2020	Estimated FY2021	Estimated FY2022	Estimated FY2023	Estimated FY2024
	620	Demographics	8640	Public Involvement	Census related expenditures		30,000			
620	Demographics	8630	Other	Costs from DOL for employment data	500	500	500	500	500	500
Total, 620					500	30,500	500	500	500	500
653	Comm. and Ed.	8300	Prof Svc	Education Series: Honoraria	22,500	23,000	18,400	14,400	14,400	14,400
653	Comm. and Ed.	8300	Prof Svc	Education Series: AICP Credits	1,600	1,600	1,400	1,100	1,100	1,100
653	Comm. and Ed.	8300	Prof Svc	Design new display	1,000	-	-	-	1,300	
653	Comm. and Ed.	8600	Printing	General	500	600	600	600	600	
653	Comm. and Ed.	8600	Printing	Print/laminate new display	500	-	-	-	600	
653	Comm. and Ed.	8640	Public Involvement	Look! Save A Life! PSA's	10,000	10,000	10,000	10,000	10,000	10,000
653	Comm. and Ed.	8640	Public Involvement	Education Series: Advertising	3,250	3,250	2,600	1,950	1,950	1,950
653	Comm. and Ed.	8640	Public Involvement	Public Involvement Plan Update: ads for public comment			4,500			
653	Comm. and Ed.	8640	Public Involvement	Sponsorships of up to 7 events to be determined	5,000	5,000	5,000	5,000	5,000	5,000
653	Comm. and Ed.	8640	Public Involvement	Leadership in Motion awards, plaques & ads	1,500	1,500	1,500	1,500	1,500	1,500
653	Comm. and Ed.	8640	Public Involvement	Purchase small promotional products	3,500	-	-	3,500	-	-
653	Comm. and Ed.	8640	Public Involvement	News clip service	2,000					
Total, 653					51,350	44,950	44,000	38,050	36,450	33,950
661	Long Range Planning	8300	Prof Svc	CIM 2050 professional services funded with STP-TMA	43,500	87,000	53,000	72,000		
661	Long Range Planning	8300	Prof Svc	CIM 2050 - Other professional services	1,000					
661	LRP: Bike Ped	8300	Prof Svc	Data purchase to support long range planning		5,000	5,000	5,000	5,000	5,000
661	Long Range Planning	8600	Printing	Printing	2,000	500			10,000	
661	Long Range Planning	8640	Public Involvement	Public involvement - other	11,840	14,000	10,000	36,000	1,500	1,500
661	LRP: Bike Ped	8340	Equip & software	Additional tubes, shipping costs and misc. supplies	2,000	2,000	2,000	2,000	2,000	2,000
661	LRP: Bike Ped	8340	Equip & software	EcoVisio Professional Auto Data Transmission Fee	6,720		6,720		6,720	
Total, 661					67,060	108,500	76,720	115,000	25,220	8,500

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

					UPWP Rev 1	Estimated	Estimated	Estimated	Estimated	Estimated
					FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
PROGRAM										
685	Transportation Improvement Program	8300	Prof Svc	Public Involvement	5,400	5,500	5,600	5,700	5,800	5,800
685	Project/Scope Development	8300	Prof Svc	Funds to pay on-call project development consultants	75,000	75,000	75,000	75,000	75,000	75,000
685	CIM Implementation Grants	8300	Prof Svc	Funding of grants to be awarded during the fiscal year	79,423	50,000	50,000	50,000	50,000	50,000
Total, 685					159,823	130,500	130,600	130,700	130,800	130,800
702	Air Quality Outreach	8300	Prof Svc	Contract for air time purchases for PSA's	45,455	45,455				
Total, 702					45,455	45,455	-	-	-	-
720	State Street Corridor	8300	Prof Svc	State Street FTA TOD Grant; remaining 228K in FY18	127,392					
Total, 720					127,392	-	-	-	-	-
760	Legislative Services	8400	Travel	Travel	18,000	18,000	18,000	18,000	18,000	18,000
760	Legislative Services	8630	Other	Other	2,100	2,100	2,100	2,100	2,100	2,100
760	Legislative Services	8630	Other	Veritas \$750 per month for incidentals	9,000	9,000	9,000	9,000	9,000	9,000
760	Legislative Services	8720	Lobbying	Veritas Retainer \$7162.50 per month	85,950	85,950	85,950	85,950	85,950	85,950
Total, 760					115,050	115,050	115,050	115,050	115,050	115,050
801	Staff Development	8400	Travel	Professional development - training and travel expenses for staff	40,000	40,000	40,000	40,000	40,000	40,000
Total, 801					40,000	40,000	40,000	40,000	40,000	40,000
820	Committee Support	8650	Meet. Supp.	General meeting support	2,000	2,000	2,000	2,000	2,000	2,000
Total, 820					2,000	2,000	2,000	2,000	2,000	2,000
836	Tech Supp: Regional Tools and Models	8300	Prof Svc	Assistance with model scripts and updates	10,000	10,000	10,000	25,000	10,000	10,000
836	Tech Supp: Regional Tools and Models	8300	Prof Svc	Assistance with TREDIS	2,000	2,000	2,000	2,000	2,000	2,000
836	Tech Supp: Regional Tools and Models	8300	Prof Svc	Traffic Counts	10,000	10,000	10,000	5,000	10,000	10,000
Total, 836					22,000	22,000	22,000	32,000	22,000	22,000
838	On Board Transit, Household Travel Surveys	8300	Prof Svc	Household Travel survey, corresponding STP TMA dollars	-	150,000	700,000			
Total, 838					-	150,000	700,000	-	-	-

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

					UPWP Rev 1	Estimated	Estimated	Estimated	Estimated	Estimated
					FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
PROGRAM										
842	Congestion Management Process	8300	Prof Svc	Update ITS Plan; corresponding STP TMA dollars	236,000	14,000			30,000	279,000
Total, 842					236,000	14,000	-	-	30,000	279,000
860	GIS Maintenance and Regional Data Center	8300	Prof Svc	Orthophotography; corresponding participant contributions	450,000	-	-	250,000		
860	GIS Maintenance and Regional Data Center	8340	Equip & Software	ESRI Annual Maintenance	30,000	30,000	30,000	30,000	30,000	30,000
860	GIS Maintenance and Regional Data Center	8340	Equip & Software	Amazon monthly fees for hosting of the Regional Data Center	12,000	12,000	12,000	12,000	12,000	12,000
860	GIS Maintenance and Regional Data Center	8630	Other	Data purchase from Ada County	1,200					
Total, 860					493,200	42,000	42,000	292,000	42,000	42,000
990	Direct Operations	8340	Equip & Software	New/replacement hardware and software for the office	42,000	6,000	6,000	6,000	6,000	6,000
990	Direct Operations	8340	Equip & Software	Transit network planning software licensing	20,000	20,000	20,000	20,000	20,000	20,000
990	Direct Operations	8340	Equip & Software	TREDIS renewal			81,000			81,000
990	Direct Operations	8340	Equip & Software	CUBE software annual licensing	14,100	14,100	14,100	14,100	14,100	14,100
990	Direct Operations	8400	Travel & Ed	AICP credits for webinar series	1,000	1,000	1,000	1,000	1,000	1,000
990	Direct Operations	8400	Travel & Ed	APBP webinar costs	600	600	600	600	600	600
990	Direct Operations	8720	Legal/Lobbying	Membership dues - COMPASS memberships	17,000	17,000	17,000	17,000	17,000	17,000
990	Direct Operations	8650	Meeting Support	Meeting refreshments, annual board luncheon, etc.	7,000	7,000	7,000	7,000	7,000	7,000
Total, 990					101,700	65,700	146,700	65,700	65,700	146,700
TOTAL					1,461,530	810,655	1,319,570	831,000	509,720	820,500

INDIRECT COSTS

CATEGORY	UPWP Rev 1 FY2019	Estimated FY2020	Estimated FY2021	Estimated FY2022	Estimated FY2023	Estimated FY2024
Professional Services	34,800	30,000	30,300	30,600	30,910	31,220
Equipment Repair / Maintenance	200	200	200	200	200	200
Travel / Education	-	-	-	-	-	-
Dues	-	-	-	-	-	-
Publications	1,000	1,000	1,010	1,020	1,030	1,040
COMPASS Membership	-	-	-	-	-	-
Employee Professional Membership	7,500	7,500	7,580	7,660	7,740	7,820
Postage	750	750	760	770	780	790
Telephone	11,800	11,500	11,620	11,740	11,860	11,980
Space rent	-	-	-	-	-	-
Building Maintenance and Reserve for Major Repairs	54,000	54,000	54,540	55,090	55,640	56,200
Printing	1,500	1,000	1,010	1,020	1,030	1,040
Advertising	1,000	1,000	1,010	1,020	1,030	1,040
Audit	15,000	15,000	15,150	15,300	15,450	15,600
Insurance	13,000	13,000	13,130	13,260	13,390	13,520
Legal Services	2,500	5,000	5,000	5,000	5,000	5,000
General Supplies	6,000	6,000	6,060	6,120	6,180	6,240
Computer Supplies	18,000	15,000	15,150	15,300	15,450	15,600
Computer Software / Maintenance	17,000	25,000	25,250	25,500	25,760	26,020
Commuting Incentive	-	-	-	-	-	-
Vehicle Maintenance	1,000	1,000	1,010	1,020	1,030	1,040
Utilities	10,500	10,000	10,100	10,200	10,300	10,400
Local Travel	2,100	1,500	1,520	1,540	1,560	1,580
Other / Miscellaneous	5,000	5,000	5,050	5,100	5,150	5,200
TOTAL	202,650	203,450	205,450	207,460	209,490	211,530

FINANCE COMMITTEE AGENDA ITEM V-B

Date: MARCH 21, 2019

Topic: Variance Report for October 1, 2018 – December 31, 2018

Request/Recommendation:

COMPASS staff seeks approval of the Variance Report dated October 1, 2018 to December 31, 2018.

Background/Summary:

The Variance Report is used to report actual financial results compared to Revision 1 of the FY2019 Unified Planning Work Program and Budget (UPWP), referred to hereinafter as budget.

Budget to actual variances by line item – revenue and expenses

The first page of the attachment shows budget to actual variances by line item. The grant revenues shown are for billings through December 31, 2018.

Orthophotography revenue includes a pre-payment of \$108,798 from Ada County for its share of the Orthophotography project cost that will occur this fiscal year.

Salaries and fringe expense, at 24% are on budget at the end of the first quarter. As of December 31, 2018, COMPASS is fully staffed.

Total direct expenses are at 11% of budget overall.

- Professional Services is under budget with just 6% of the budget expended. Most of this variance is attributable to the Project Development Program, CIM Implementation Grants, Air Quality Outreach, Treasure Valley ITS Plan, and the Orthophotography project. It is expected that these projects will be on budget at the end of the fiscal year.
- Printing, Other, and Meeting Support are under budget but are expected to be fully expended by the end of the fiscal year.

Total indirect expenses at 47% are over budget but are expected to be on budget at the end of the fiscal year. Some large, one-time expenses have been recorded, making the total look high compared to budget. These expenses include the building, audit, and insurance.

Budget to actual variances by program – expenses

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

Balance sheet and cash summary

The fourth and final page of the attachment shows the balance sheet as of December 31, 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.

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COMPASS

FY2019 BUDGET TO ACTUAL VARIANCES BY LINE ITEM - REVENUES AND EXPENSES

	Budget	Actual	% of Budget Earned or Expended
Grant revenue	\$ 1,929,712	234,224	12%
Member contributions	889,250	463,801	52%
ID DEQ/ACAQB Awareness	50,000	-	0%
VRT-State Street Grant	127,392	-	0%
Interest income	15,000	7,372	49%
Orthophotography Project - Participants	366,218	108,798	30%
Orthophotography Revenue - Sales	-	1,956	
Modeling revenue	-	1,825	
Maps and publications revenue	-	103	
Other income	-	2,832	
Subtotal, revenues	3,377,573	820,910	24%
Staff labor	1,304,610	314,199	24%
Payroll taxes and fringe benefits	590,107	131,207	22%
Subtotal, salaries and fringe expenses	1,894,717	445,406	24%
Professional services	1,104,870	66,284	6%
Equipment purchase	126,820	44,083	35%
Travel education	59,600	12,123	20%
Printing	3,000	-	0%
Other	12,800	2,120	17%
Public involvement	42,490	11,725	28%
Meeting support	9,000	1,265	14%
Legislative services	102,950	27,779	27%
Subtotal, direct expenses	1,461,530	165,379	11%
Professional services	34,800	3,605	10%
Equipment repair	200	-	0%
Publications	1,000	978	98%
Employee professional memberships	7,500	1,932	26%
Postage	750	156	21%
Telephone	11,800	2,865	24%
Building maintenance/association	54,000	53,978	100%
Printing	1,500	215	14%
Advertising	1,000	304	30%
Audit	15,000	14,400	96%
Insurance	13,000	6,420	49%
Legal services	2,500	-	0%
General supplies	6,000	692	12%
Computer supplies	18,000	1,733	10%
Computer software/maintenance	17,000	4,350	26%
Vehicle maintenance	1,000	761	76%
Utilities	10,500	1,927	18%
Local travel	2,100	450	21%
Other	5,000	75	1%
Subtotal, indirect expenses	202,650	94,840	47%
Total, all expenses	3,558,897	705,625	20%
Change in fund balance	(181,325)	115,285	
Beginning fund balance	1,825,712	1,825,712	
Current fund balance	\$ 1,644,387	\$ 1,940,997	

COMPASS

FY2019 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

10% or more under budgeted expenses
10% or more over budgeted expenses

As of December 31, 2018, 25% of the fiscal year has passed. Programs that have expended 15% or less of their budgeted dollars are considered under budget. Programs that have expended 35% or more of their budgeted dollars are considered over budget.

	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	83,847	14,960	18%			83,847	14,960	18%	On Budget.
620	Demographics and Growth Monitoring	Miller	119,674	33,171	28%	500	76	120,174	33,247	28%	On Budget.
653	Communication and Education	Luft	131,352	41,197	31%	51,350	1,949	182,702	43,146	24%	On Budget.
661	Long-Range Planning	Itkonen	394,256	121,151	31%	67,060	12,594	461,316	133,745	29%	On Budget.
685	Resource Development/Funding	Tisdale	390,635	96,924	25%	159,823		550,458	96,924	18%	On Budget.
Subtotal, Projects			1,119,764	307,403	27%	278,733	14,619	1,398,497	322,022	23%	
701	General Membership Services	Itkonen	83,371	9,266	11%			83,371	9,266	11%	Under Budget. Expenditures are directly related to the amount of services requested by member agencies.
702	Air Quality Outreach	Luft	4,545	767	17%	45,455		50,000	767	2%	Under Budget. Staff anticipates the funds budgeted for this project will be fully expended by the end of the fiscal year.
703	General Public Services	Luft	13,579	1,224	9%	-		13,579	1,224	9%	Under Budget. Expenditures are directly related to the amount of services requested by the general public.
705	Transportation Liaison Services	Stoll	38,272	8,566	22%	-		38,272	8,566	22%	On Budget.
720	State Street Corridor	Larsen	3,461	1,098	32%	127,392	52,131	130,853	53,229	41%	Over Budget. The project is expected to wrap up in the 2nd quarter of FY2019; the expenditures through the 1st quarter of FY2019 are consistent with the work plan. The project is expected to end the year on budget.
760	Legislative Services	Stoll	61,166	14,948	24%	115,050	19,314	176,216	34,262	19%	On Budget.
761	Growth Incentives	Stoll	1,019	-	0%	-		1,019	-	0%	Under Budget. The Blueprint for Good Growth Board has not requested any work during the first quarter of FY2019.
Subtotal, Services			205,414	35,869	17%	287,897	71,445	493,311	107,315	22%	
801	Staff Development	Larsen	75,771	14,794	20%	40,000	7,781	115,771	22,575	19%	On Budget.
820	Committee Support	Larsen	150,233	38,358	26%	2,000	494	152,233	38,851	26%	On Budget.
836	Regional Travel Demand Model	Waldinger	107,006	36,112	34%	22,000	10,820	129,006	46,932	36%	Over Budget.

COMPASS

FY2019 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of December 31, 2018, 25% of the fiscal year has passed. Programs that have expended 15% or less of their budgeted dollars are considered under budget. Programs that have expended 35% or more of their budgeted dollars are considered over budget.

10% or more under budgeted expenses

10% or more over budgeted expenses

	Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	Notes	
842	Congestion Management Process	Mulhall	56,001	16,121	29%	236,000		0%	292,001	16,121	6%	Under Budget. Labor budget is on track. The project is under contract and is expected to end the year on budget for direct expenses.
860	Geographic Information System Maintenance	Adolfson	383,179	91,590	24%	493,200	29,345	6%	876,379	120,934	14%	Under Budget. Labor budget is on track. Direct costs are expected to be spent out by the end of the fiscal year.
Subtotal, System Maintenance			772,190	196,974	26%	793,200	48,439	6%	1,565,390	245,413	16%	
990	Direct Operations and Maintenance	Larsen				101,700	30,876	30%	101,700	30,876	30%	On Budget.
Subtotal, Indirect and overhead			-	-		101,700	30,876	30%	101,700	30,876	30%	
GRAND TOTAL			2,097,367	540,246	26%	1,461,530	165,379	11%	3,558,898	705,625	20%	

COMPASS**Balance Sheet - December 31, 2018**

	<u>9/30/2018</u>	<u>12/31/2018</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	\$ 1,825,830	1,714,703
Accounts Receivable	228,856	270,462
Prepaid Expenses	3,791	-
	<hr/>	<hr/>
<u>TOTAL ASSETS</u>	<u>2,058,477</u>	<u>1,985,165</u>
<u>LIABILITIES</u>		
Accounts Payable	118,383	-
Accrued Payroll Liabilities	105,987	39,823
Deferred Revenue	8,395	7,075
	<hr/>	<hr/>
Subtotal, liabilities	232,765	46,898
<u>FUND BALANCE</u>		
Nonspendable: Prepaid Expenses	3,791	-
Assigned To: Set-Aside for CIM Implementation Grant Program	79,423	79,423
Assigned To: Set-Aside for Orthophotography Cost	83,782	83,782
Assigned To: Set-Aside for FY19 Revenue Shortfall	18,120	18,120
Unassigned	1,640,596	1,756,942
	<hr/>	<hr/>
Subtotal, fund balance	1,825,712	1,938,267
<u>TOTAL LIABILITIES AND FUND BALANCE</u>	<u>\$ 2,058,477</u>	<u>1,985,165</u>

Cash & Investment Summary - December 31, 2018

<u>Account</u>	<u>Current Rate</u>	<u>Balance</u>
Petty Cash	n/a	200
ID Central Credit Union Share Savings	0.00%	25
ID Central Credit Union Money Market Checking	0.14%	(69,367)
ID Central Credit Union Premium Money Market Savings	0.40%	50,000
Local Government Investment Pool	2.38%	800,253
ID Central Credit Union 60 Month CD	2.51%	178,649
Banner Bank 24 Month CD #8077	0.35%	150,526
Banner Bank 24 Month CD #8085	0.35%	150,526
Banner Bank 36 Month CD #8093	1.19%	151,796
Banner Bank 60 Month CD #8069	1.19%	151,796
Banner Bank 60 Month CD #8101	1.85%	150,300
	<hr/>	<hr/>
Total Cash Balance		<u>1,714,703</u>

FINANCE COMMITTEE AGENDA ITEM V-C DATE: MARCH 21, 2019

Topic: FY2020 General and Special Membership Dues

Request/Recommendation:

COMPASS staff seeks a recommendation of COMPASS Board approval of the proposed FY2020 membership dues.

Background/Summary:

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

COMPASS staff used the FY2019 population estimates recommended by the Demographic Advisory Workgroup at its March 5, 2019, meeting to calculate the proposed FY2020 membership dues. The per capita rate used in the calculation is identical to the rate approved by the COMPASS Board for FY2015 through FY2019 dues. The change in dues for each entity in Ada and Canyon Counties reflects the change in estimated population from FY2018.

Implication (policy and/or financial):

The proposed dues will be used in the draft FY2020 Unified Planning Work Program and Budget to be presented to the Finance Committee in its May 23, 2019, meeting.

More Information:

- 1) Attachments: Member Dues Calculation Policy
Proposed FY2020 Membership Dues
- 2) For detailed information contact: Meg Larsen, at 208-475-2228 or mlarsen@compassidaho.org.

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MEMBER DUES CALCULATION POLICY

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

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

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

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

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

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**COMPASS
PROPOSED FY2020 MEMBERSHIP DUES**

	Actual FY2019 Membership Dues		Proposed FY2020 Membership Dues		Change
	FY2018 Estimated Population	Dues amount per person in jurisdiction \$ 1.322725	FY2019 Estimated Population	Dues amount per person in jurisdiction \$ 1.322725	
GENERAL MEMBERS					
ADA COUNTY					
Ada County	470,930	\$ 220,730	487,660	228,095	\$ 7,365
Ada County Highway District	470,930	220,730	487,660	228,095	7,365
City of Boise	232,300	102,423	236,310	104,191	1,768
City of Eagle	29,910	13,188	31,270	13,787	599
City of Garden City	11,880	5,238	12,240	5,397	159
City of Kuna	20,740	9,144	22,830	10,066	922
City of Meridian	106,410	46,917	114,680	50,563	3,646
City of Star	10,310	4,546	10,984	4,843	297
TOTAL ADA COUNTY	470,930	622,916	487,660	\$ 645,037	\$ 22,121
CANYON COUNTY					
Canyon County	217,190	106,102	224,540	109,594	\$ 3,492
Canyon Highway District No. 4	76,948	37,346	84,550	41,183	3,837
Nampa Highway District No. 1	122,210		122,080		-
Golden Gate Hwy District No. 3	8,891	5,313	9,040	5,398	85
Notus Parma Highway District	9,119		8,870		-
City of Caldwell	56,860	25,070	58,830	25,939	869
City of Greenleaf	860	379	870	384	5
City of Melba	570	251	590	260	9
City of Middleton	9,190	4,052	9,710	4,281	229
City of Nampa	98,370	43,372	102,030	44,986	1,614
City of Notus	570	251	570	251	-
City of Parma	2,140	944	2,150	948	4
City of Wilder	1,710	754	1,760	776	22
TOTAL CANYON COUNTY	387,460	\$ 223,834	224,540	\$ 234,000	\$ 10,166
SPECIAL MEMBERS					
Boise State University		8,500		8,800	\$ 300
Capital City Development Corporation		8,500		8,800	300
Department of Environmental Quality		8,500		8,800	300
Idaho Transportation Department		8,500		8,800	300
Valley Regional Transit		8,500		8,800	300
TOTAL SPECIAL MEMBERS		\$ 42,500		\$ 44,000	\$ 1,500
TOTAL MEMBER DUES		\$ 889,250		\$ 923,037	\$ 33,787

10 Canyon County residents in Star are excluded from the calculation of Ada County and ACHD dues.

These residents are allocated to the City of Star, Canyon County and Canyon Highway District.

FINANCE COMMITTEE AGENDA ITEM V-D

Date: March 21, 2019

Topic: Revision 2 of the FY2019 Unified Planning Work Program and Budget

Request/Recommendation:

Review and recommend Revision 2 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 2 of the FY2019 UPWP:

- Add \$7,000 for the COMPASS Data Bike. The funding for this is made up of \$5,600 from FHWA T2 grant funds and \$1,400 of matching funds from COMPASS fund balance.
- Add \$195 for the Rails with Trails project. The funding for this is from COMPASS fund balance.

The following revisions to expenses are proposed in Revision 2 of the FY2019 UPWP:

- Add \$7,000 to purchase an electric cargo bicycle, video camera, phone-based accelerometer, and gyroscope to collect pavement roughness data and imagery along pathways and bicycle lanes. This equipment will be used to complement the existing bicycle and pedestrian counter program at COMPASS and assist cities, counties, and highway districts within Ada and Canyon Counties in prioritization of scarce transportation dollars.
- Add \$195 to cover estimated costs of a Rails with Trails study.

Implication (policy and/or financial):

Without COMPASS Board of Directors' adoption of Revision 2 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 2
Summary

FY2019 Revision 1 UPWP Revenues		3,558,898	FY2019 Revision 1 UPWP Expenses	3,558,898
1	COMPASS Data Bike FHWA T2 Grant Fund Balance for Required Match	5,600 1,400	Electric cargo bike, video camera, phone based accelerometer, and gyroscope.	7,000
2	Fund Balance for Rails with Trails	195	Rails with Trails study	195

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Recommended Adjustments to Revenues	7,196	Recommended Adjustments to Expenses	7,196
Adjusted Revenues - Revision 2	3,566,093	Adjusted Expenses - Revision 2	3,566,093
Remaining Revenue	-		

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
REVENUE AND EXPENSE SUMMARY (total)**

REVENUE	FY2019 Revision 1	FY2019 Revision 2
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 2050</i>	46,330	46,330
STP TMA - K# 18694, Update Treasure Valley ITS Plan	218,678	218,678
FHWA T2 Grant		5,600
Subtotal	571,713	577,313
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	366,218
Valley Regional Transit - State Street Grant - carry over	127,392	127,392
Interest Income	15,000	15,000
Subtotal	558,610	558,610
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,377,573	3,383,173
Draw From Fund Balance (to fund Orthophotography Project)	83,782	83,782
Draw From Fund Balance (CIM Implementation Grants)	79,423	79,423
Draw From Fund Balance (Matching funds for FHWA T2 Grant)		1,400
Draw From Fund Balance (to fund revenue shortfall)	18,120	18,315
TOTAL REVENUE, ALL RESOURCES	3,558,898	3,566,093

EXPENSE	FY2019 Revision 1	FY2019 Revision 2
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	202,650	202,650
Subtotal	202,650	202,650
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	500	500
653001, Communication and Education	51,350	51,350
661001, Long-Range Planning	58,340	58,535
661008, Bike Counter Management	8,720	15,720
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	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	493,200	493,200
990001, Direct Operations and Maintenance	101,700	101,700
Subtotal	1,461,530	1,468,725
TOTAL EXPENSE	3,558,897	3,566,093

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,558,898	3,566,093
LESS: TOTAL EXPENSES	3,558,898	3,566,093
REVENUE EXCESS/(DEFICIT)	0	0

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FY2019 - REVISION 2

REVENUE AND EXPENSE SUMMARY (total)

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES											MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY19 CPG 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	FHWA T2 COMPASS Data Bike K# tbd	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	58,535	219,798	116,294	40,860		46,330			203,484	16,119	195		16,314	219,798
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					9,987	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	15,720	64,589	39,488	13,874				5,600	58,962	4,227	1,400		5,627	64,589
661009 Public Involvement	18	12,416	-	12,416	8,513	2,991					11,505	911			911	12,416
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
TOTAL PROJECTS	1,765	1,119,764	285,928	1,405,692	537,652	188,905	190,000	46,330	-	5,600	968,486	76,274	360,931	-	437,206	1,405,692
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
TOTAL SERVICES	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					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		218,678		211,523	15,526	283,112	366,218	664,856	876,379
TOTAL SYSTEM MAINTENANCE	1,184	772,190	793,200	1,565,390	380,542	134,036	116,705	-	218,678	-	849,961	66,099	283,112	366,218	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	-	-	-	-							-				-	-
TOTAL INDIRECT/OVERHEAD	917	-	101,700	101,700	-	-	-	-	-	-	-	-	86,700	15,000	101,700	101,700
GRAND TOTAL	4,140	2,097,367	1,468,725	3,566,093	1,004,920	353,080	306,705	46,330	218,678	5,600	1,935,313	151,631	920,539	558,610	1,630,780	3,566,093

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
 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	58,535	44,695			2,000		11,840			2
661005	Bicycles/Pedestrians	-	-	-							
661008	Bike Counter Management	15,720	-	8,720			7,000				1
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		1,468,725	1,105,065	126,820	59,600	3,000	19,800	42,490	9,000	102,950	-

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2019 Revision 1	FY2019 Revision 2
Professional Services	930	34,800	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	54,000	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
Vehicle Maintenance	991	1,000	1,000
Utilities	992	10,500	10,500
Local Travel	993	2,100	2,100
Other / Miscellaneous	995	5,000	5,000
TOTAL		202,650	202,650

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 2
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING TEAM	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	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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PROGRAM NO.	661			CLASSIFICATION:	Project
TITLE:	Long Range Planning				
TASK / PROJECT DESCRIPTION:	This project encompasses the activities to identify regional transportation needs and solutions, and prepare a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments, and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450 "Fixing America's Surface Transportation Act" (FAST Act) requires that the regional long-range transportation plan be updated every four years in areas with more than 200,000 people or with air quality issues. Since the area meets the test on both criteria, a new plan has to be adopted by 2019. 23 USC 150-- establishes national goals and a performance program, in consultation with stakeholders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds.				
FY2019 BENCHMARKS					
MILESTONES / PRODUCTS					
661001 General Project Management					
Work with the Regional Transportation Advisory Committee and the COMPASS Board to adopt CIM 2040 2.0					Oct-Dec
Reach out to member agencies to adopt CIM 2040 2.0 as a planning/policy guide					Jan-Sep
Develop charter (objectives, schedule, and budget) for next plan update					April
Develop work plan for next long-range plan update					Sep
661003 Roadways					
Update the regional complete streets policy					June
Develop a regional approach to Vision Zero safety aspiration					Sep
661004 Freight					
Work with Freight Advisory Workgroup to prioritize and implement freight study findings					Sep
Help member agencies identify freight projects and develop funding applications					Sep
661005 Active Transportation (bicycle and pedestrian)					
Develop a charter for a Treasure Valley Regional Bikeway and Pathway Plan					June
Develop planning tool kit for first/last mile improvements (with public transportation)					Sep
Work with member agencies to identify and coordinate pilot projects (with public transportation)					Sep
Develop work plan for a Safe Routes Regional Plan					May
Continue Rails with Trail project; develop cost estimates for needed infrastructure and amenities					Sep
661006 Public Transportation					
Develop work plan for public transportation scenario planning					Aug
Develop planning toolkit for first/last mile improvements (with active transportation)					Apr
Work with member agencies to identify and coordinate pilot projects (with active transportation)					July
Update Transportation Service Coordination Plan					Feb
Develop process to extract and manage ridership data					Sep
661007 Performance Management					
Compile FHWA and FTA required performance reporting					Ongoing
Develop a regional asset inventory and management process					Sep
Complete a pavement condition assessment methodology for Canyon County agencies					Sep
Refine and update the performance measure framework					Sep
Complete TIP Achievement reporting process					Sep
661008 Bike Counter Management					
Manage portable counter requests					Ongoing
Manage permanent counter program and COMPASS Data Bike					Ongoing
Manage and report data					Ongoing
661009 Public Involvement					
Compile public comments on draft CIM 2040 2.0 plan					Oct-Nov
LEAD STAFF: Liisa Itkonen					
END PRODUCT: Adopted <i>Communities in Motion 2040 2.0</i> ; approved work plan for next long-range plan update; updated complete streets policy; planning tool kit for first/last mile improvements; bicycle and pedestrian data.					Expense Summary
					Total Workdays: 673
					Salary \$ 251,807
					Fringe 107,281
					Overhead 35,172
					Total Labor Cost: 394,256
ESTIMATED DATE OF COMPLETION: September-2019					
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K19071	\$ 282,033	\$ 99,093		\$ 381,125	ITD
FHWA T2			5,600	5,600	FHWA
STP-TMA, K19751			46,330	46,330	FTA
Local	26,237	9,219		35,456	
				-	
Total:	\$ 308,270	\$ 108,312	\$ 51,930	\$ 468,511	
					DIRECT EXPENDITURES:
					Professional Services \$ 44,695
					Legal / Lobbying
					Equipment Purchases 15,720
					Travel / Education
					Printing 2,000
					Public Involvement 11,840
					Meeting Support
					Other
					Total Direct Cost: \$ 74,255
					661 Total Cost: \$ 468,511