



**FINANCE COMMITTEE MEETING
MAY 23, 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 March 21, 2019, Finance Committee Meeting Minutes

IV. INFORMATION/DISCUSSION ITEMS

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

Page 8 *B. Review Draft FY2020 Unified Planning Work Program and Budget

V. ACTION ITEMS

Page 14 *A. Approve Variance Report for **October 1, 2018 – March 31, 2019**

Page 20 *B. Recommend COMPASS Board Approval of Revision 3 of the FY2019 Unified Planning Work Program and Budget

VI. OTHER

A. Next Meeting: July 11, 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
MARCH 21, 2019
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
Mary May, Commissioner, for Rebecca Arnold, Commissioner, Ada County
Highway District
Garret Nancolas, Mayor, City of Caldwell, via telephone
Stan Ridgeway, Mayor, City of Eagle, **Chair**
Pam White, Commissioner, Canyon County

MEMBERS ABSENT: Diana Lachiondo, Commissioner, Ada County

OTHERS PRESENT: Nancy Brecks, Community Planning Association
Keith Holmes, Community Planning Association
Liisa Itkonen, Community Planning Association
Meg Larsen, Community Planning Association
Matt Stoll, Community Planning Association

CALL TO ORDER:

Chair Stan Ridgeway called the meeting to order at 12:00 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

A. Approve December 15, 2018, Finance Committee Meeting Minutes

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

INFORMATION/DISCUSSION ITEMS

A. Review Report of Disbursements Made in the Reporting Period

Meg Larsen noted the Report of Disbursements for the period December 6, 2018 to March 5, 2019, is included in the meeting packet for information.

B. Discuss Five Year Revenue and Expense Projections

Meg Larsen reviewed the five year revenue and expense projections.

ACTION ITEMS

A. Elect Finance Committee Vice-Chair

Chair Ridgeway opened the nominations for Finance Committee Vice-Chair.

Pam White nominated and Jay Gibbons seconded John Evans as Vice-Chair. There were no other nominations. Motion passed unanimously.

B. Approve Variance Report for October 1, 2018 - December 31, 2018

Meg Larsen presented the October 1, 2018 - December 31, 2018, variance report.

After discussion, **John Evans moved and Pam White seconded approval of the October 1, 2018 - December 31, 2018, variance report as presented. Motion passed unanimously.**

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

Meg Larsen presented the FY2020 membership dues, in preparation for development of the FY2020 Unified Planning Work Program and Budget.

After discussion, **John Evans moved and Jay Gibbons seconded to recommend COMPASS Board of Directors' approval of the FY2020 General and Special membership dues as presented. Motion passed unanimously.**

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

Meg Larsen presented Revision 2 of the FY2019 Unified Planning Work Program and Budget.

After discussion, **John Evans moved and Pam White seconded to recommend COMPASS Board of Directors' approval of Revision 2 of the FY2019 Unified Planning Work Program and Budget as presented. Motion passed unanimously.**

ADJOURNMENT

Meeting was adjourned at 12:35 p.m.

Approved this 23rd day of May 2019.

By: _____
Stan Ridgeway, Chair

Attest:

By: _____
John Evans, Vice Chair

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

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: ***Void Check***					
A	ICCU - Checking	006300	5/3/2019		
A	ICCU - Checking	006301	5/3/2019		
A	ICCU - Checking	006302	5/3/2019		
A	ICCU - Checking	006303	5/3/2019		
A	ICCU - Checking	006304	5/3/2019		
A	ICCU - Checking	006305	5/3/2019		
Vendor Total:				<u>0.00</u>	
Vendor Number: INTEGR Allstream					
A	ICCU - Checking	006276	3/20/2019	873.88	Auto
A	ICCU - Checking	006295	4/19/2019	874.86	Auto
Vendor Allstream Total:				<u>1,748.74</u>	
Vendor Number: BOICHA BOISE AREA CHAMBER OF COMMERCE					
A	ICCU - Checking	E00552	5/3/2019	450.00	Electronic Payment
Vendor BOISE AREA CHAMBER OF COMMERCE Total:				<u>450.00</u>	
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E00541	4/5/2019	20,487.60	Electronic Payment
A	ICCU - Checking	E00555	5/3/2019	20,487.60	Electronic Payment
Vendor Boise Municipal Health Care Total:				<u>40,975.20</u>	
Vendor Number: CATALYS Catalyst Incorporated					
A	ICCU - Checking	E00527	3/20/2019	6,555.00	Electronic Payment
Vendor Catalyst Incorporated Total:				<u>6,555.00</u>	
Vendor Number: CITYOFW City of Wilder					
A	ICCU - Checking	006291	4/19/2019	17,605.40	Auto
Vendor City of Wilder Total:				<u>17,605.40</u>	
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT					
A	ICCU - Checking	006269	3/20/2019	17.32	Manual
A	ICCU - Checking	006289	4/19/2019	17.32	Manual
Vendor COLONIAL LIFE & ACCIDENT Total:				<u>34.64</u>	
Vendor Number: HERNAND Daniel Hernandez					
A	ICCU - Checking	E00537	4/5/2019	308.05	Electronic Payment
Vendor Daniel Hernandez Total:				<u>308.05</u>	
Vendor Number: ECONOM ECONOMIC DEV. RESEARCH GRP					
A	ICCU - Checking	E00542	4/19/2019	5,100.12	Electronic Payment
Vendor ECONOMIC DEV. RESEARCH GRP Total:				<u>5,100.12</u>	
Vendor Number: EIDEBA EideBailly					
A	ICCU - Checking	006272	3/20/2019	1,793.75	Auto
A	ICCU - Checking	006292	4/19/2019	306.25	Auto
A	ICCU - Checking	006306	5/3/2019	218.75	Auto
Vendor EideBailly Total:				<u>2,318.75</u>	
Vendor Number: ELITE Elite Transportation Group, Inc.					
A	ICCU - Checking	E00528	3/20/2019	2,100.00	Electronic Payment
Vendor Elite Transportation Group, Inc. Total:				<u>2,100.00</u>	
Vendor Number: FLEXTE FLEXTECHS, LLC					
A	ICCU - Checking	E00529	3/20/2019	1,785.00	Electronic Payment
A	ICCU - Checking	E00535	4/5/2019	573.66	Electronic Payment
A	ICCU - Checking	E00543	4/19/2019	1,806.25	Electronic Payment
A	ICCU - Checking	E00553	5/3/2019	2,258.00	Electronic Payment
Vendor FLEXTECHS, LLC Total:				<u>6,422.91</u>	
Vendor Number: TOWNSEN Hailey Townsend					
A	ICCU - Checking	E00546	4/19/2019	1,186.31	Electronic Payment
Vendor Hailey Townsend Total:				<u>1,186.31</u>	

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

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: ZHARTF HARTFORD					
A	ICCU - Checking	006270	3/20/2019	728.12	Manual
A	ICCU - Checking	006290	4/19/2019	726.70	Manual
Vendor HARTFORD Total:				<u>1,454.82</u>	
Vendor Number: HAWLEY HAWLEY TROXELL ENNIS & HAWLEY					
A	ICCU - Checking	006273	3/20/2019	1,280.00	Auto
Vendor HAWLEY TROXELL ENNIS & HAWLEY Total:				<u>1,280.00</u>	
Vendor Number: HUGOS HUGO'S DELI					
A	ICCU - Checking	E00530	3/20/2019	368.22	Electronic Payment
A	ICCU - Checking	E00538	4/5/2019	73.75	Electronic Payment
Vendor HUGO'S DELI Total:				<u>441.97</u>	
Vendor Number: IBIGRO IBI GROUP					
A	ICCU - Checking	006274	3/20/2019	15,298.13	Auto
A	ICCU - Checking	006281	4/5/2019	19,341.95	Auto
Vendor IBI GROUP Total:				<u>34,640.08</u>	
Vendor Number: ZIDDOE ID. STATE DEPT. OF EMPLOYMENT					
A	ICCU - Checking	W00356	4/5/2019	1,202.25	Wire Transfer
Vendor ID. STATE DEPT. OF EMPLOYMENT Total:				<u>1,202.25</u>	
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	006282	4/5/2019	3,581.82	Auto
A	ICCU - Checking	006307	5/3/2019	4,811.80	Auto
Vendor IDAHO CENTRAL CREDIT UNION Total:				<u>8,393.62</u>	
Vendor Number: IDPRIMA Idaho Chapter of Prima					
A	ICCU - Checking	006308	5/3/2019	50.00	Auto
Vendor Idaho Chapter of Prima Total:				<u>50.00</u>	
Vendor Number: IDPOWE IDAHO POWER CO.					
A	ICCU - Checking	006283	4/5/2019	598.19	Auto
A	ICCU - Checking	006293	4/19/2019	566.37	Auto
Vendor IDAHO POWER CO. Total:				<u>1,164.56</u>	
Vendor Number: IDPRES IDAHO PRESS-TRIBUNE					
A	ICCU - Checking	006294	4/19/2019	488.90	Auto
Vendor IDAHO PRESS-TRIBUNE Total:				<u>488.90</u>	
Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION					
A	ICCU - Checking	W00353	3/20/2019	3,563.00	Wire Transfer
A	ICCU - Checking	W00359	4/19/2019	3,659.00	Wire Transfer
Vendor IDAHO STATE TAX COMMISSION Total:				<u>7,222.00</u>	
Vendor Number: IDSTAT IDAHO STATESMAN					
A	ICCU - Checking	006275	3/20/2019	107.78	Auto
Vendor IDAHO STATESMAN Total:				<u>107.78</u>	
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.					
A	ICCU - Checking	006277	3/20/2019	318.93	Auto
A	ICCU - Checking	006296	4/19/2019	189.95	Auto
Vendor INTERMOUNTAIN GAS CO. Total:				<u>508.88</u>	
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W00351	3/20/2019	13,016.71	Wire Transfer
A	ICCU - Checking	W00354	4/5/2019	13,184.06	Wire Transfer
A	ICCU - Checking	W00357	4/19/2019	13,703.49	Wire Transfer
A	ICCU - Checking	W00360	5/3/2019	13,586.74	Wire Transfer
Vendor INTERNAL REVENUE SERVICE Total:				<u>53,491.00</u>	
Vendor Number: JBRYDON Jennifer Brydon					
A	ICCU - Checking	006284	4/5/2019	536.80	Auto
Vendor Jennifer Brydon Total:				<u>536.80</u>	

Check History Report
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Activity From: 3/6/2019 to 5/3/2019

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: PARKERK Kathy Parker					
A	ICCU - Checking	E00544	4/19/2019	306.46	Electronic Payment
				Vendor Kathy Parker Total:	306.46
Vendor Number: KUNMEL KUNA MELBA NEWS					
A	ICCU - Checking	006309	5/3/2019	30.00	Auto
				Vendor KUNA MELBA NEWS Total:	30.00
Vendor Number: STOLL MATTHEW STOLL					
A	ICCU - Checking	E00532	3/20/2019	756.18	Electronic Payment
A	ICCU - Checking	E00545	4/19/2019	131.30	Electronic Payment
				Vendor MATTHEW STOLL Total:	887.48
Vendor Number: PETTY MEGAN LARSEN					
A	ICCU - Checking	006298	4/19/2019	146.31	Auto
				Vendor MEGAN LARSEN Total:	146.31
Vendor Number: MIG Moore Iacofano Goltsman, Inc.					
A	ICCU - Checking	E00531	3/20/2019	8,951.25	Electronic Payment
A	ICCU - Checking	E00554	5/3/2019	23,033.73	Electronic Payment
				Vendor Moore Iacofano Goltsman, Inc. Total:	31,984.98
Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)					
A	ICCU - Checking	006268	3/20/2019	32.00	Manual
A	ICCU - Checking	006288	4/19/2019	32.00	Manual
				Vendor NCPERS Group Life Ins. (M605) Total:	64.00
Vendor Number: NEIGHB NEIGHBORHOOD ALL STARS					
A	ICCU - Checking	E00539	4/5/2019	1,000.00	Electronic Payment
				Vendor NEIGHBORHOOD ALL STARS Total:	1,000.00
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	006278	3/20/2019	18.21	Auto
A	ICCU - Checking	006285	4/5/2019	277.02	Auto
A	ICCU - Checking	006297	4/19/2019	113.77	Auto
A	ICCU - Checking	006310	5/3/2019	113.97	Auto
				Vendor Office Depot Total:	522.97
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W00352	3/20/2019	15,205.78	Wire Transfer
A	ICCU - Checking	W00355	4/5/2019	15,490.54	Wire Transfer
A	ICCU - Checking	W00358	4/19/2019	15,995.01	Wire Transfer
A	ICCU - Checking	W00361	5/3/2019	15,799.30	Wire Transfer
				Vendor PUBLIC EMPLOYEES RETIREMENT Total:	62,490.63
Vendor Number: HAUKKAL Rachel Haukkala					
A	ICCU - Checking	E00536	4/5/2019	541.81	Electronic Payment
				Vendor Rachel Haukkala Total:	541.81
Vendor Number: ZRBH Reliant Behavioral Health					
A	ICCU - Checking	006271	3/20/2019	900.00	Manual
				Vendor Reliant Behavioral Health Total:	900.00
Vendor Number: ROCKYMT Rocky Mountain Electric					
A	ICCU - Checking	006279	3/20/2019	600.87	Auto
				Vendor Rocky Mountain Electric Total:	600.87
Vendor Number: SHREDIT Shred-It USA- Boise					
A	ICCU - Checking	006286	4/5/2019	60.00	Auto
				Vendor Shred-It USA- Boise Total:	60.00
Vendor Number: THELAND The Land Group					
A	ICCU - Checking	E00540	4/5/2019	5,043.75	Electronic Payment
				Vendor The Land Group Total:	5,043.75
Vendor Number: TRAVELE Travelers					

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

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	006287	4/5/2019	375.00	Auto
Vendor Travelers Total:				<u>375.00</u>	
Vendor Number: TREAVA TREASURE VALLEY COFFEE					
A	ICCU - Checking	006280	3/20/2019	101.37	Auto
A	ICCU - Checking	006299	4/19/2019	89.17	Auto
Vendor TREASURE VALLEY COFFEE Total:				<u>190.54</u>	
Vendor Number: URBANL ULI - THE URBAN LAND INSTITUTE					
A	ICCU - Checking	006311	5/3/2019	500.00	Auto
Vendor ULI - THE URBAN LAND INSTITUTE Total:				<u>500.00</u>	
Vendor Number: VERITA VERITAS					
A	ICCU - Checking	E00533	3/20/2019	7,912.50	Electronic Payment
A	ICCU - Checking	E00547	4/19/2019	7,912.50	Electronic Payment
Vendor VERITAS Total:				<u>15,825.00</u>	
Vendor Number: WATER, Water, Civil, and Environmental Inc.					
A	ICCU - Checking	E00534	3/20/2019	1,150.00	Electronic Payment
Vendor Water, Civil, and Environmental Inc. Total:				<u>1,150.00</u>	
Report Total:				<u><u>318,407.58</u></u>	

FINANCE COMMITTEE AGENDA ITEM IV-B

Date: May 23, 2019

Topic: Draft FY2020 Unified Planning Work Program and Budget (UPWP)

Request/Recommendation:

Information only.

Background/Summary:

Annually, COMPASS staff prepares a Unified Planning Work Program and Budget (UPWP) for approval by the COMPASS Board of Directors.

Staff has provided a preliminary draft of the FY2020 UPWP to the Finance Committee for review and comment. Feedback from the Finance Committee will be incorporated into the UPWP following the Finance Committee's review. The updated draft will be brought back to the Finance Committee in its July 11, 2019, meeting, with a request to recommend approval. It will then be presented to the COMPASS Board in August 2019 for adoption. It is then forwarded to the Idaho Transportation Department, the Federal Highway Administration, and the Federal Transit Administration for approval.

The documents included in the preliminary draft of the FY2020 UPWP include the following items.

Revenue and Expense Summary – A one-page summary of all revenue estimates and related expenses.

Direct Expense Summary – A one-page spreadsheet showing direct expenses budgeted for each work program.

Indirect Operations and Maintenance Expense Summary – A one-page spreadsheet showing indirect expenses budgeted for each category.

Workday Allocation – A one-page spreadsheet showing the distribution of staff workdays to each program.

The draft FY2020 UPWP contains the following assumptions for revenues and expenses:

1. Total membership dues shown reflect the amount approved by the Board at its April 15, 2019, meeting. Total dues increase compared to the prior year. The per capita rate remained the same as FY2019. The increase reflects year over year population growth in the jurisdictions.
2. Projected revenue of \$1,383,000 from the FY2020 Consolidated Planning Grant (CPG) reflects the amount included in the FY2019-FY2023 Regional Transportation Improvement Program (TIP).

3. Revenue of \$306,705 from off-the-top STP-TMA funds, as approved by the COMPASS Board on April 19, 2010, continues.
4. Revenue of \$80,614 from STP-TMA funds for *Communities in Motion 2050*.
5. Revenues of \$12,972 from STP-TMA funds for the Update of the Treasure Valley ITS Plan.
6. Revenue of \$138,990 from STP-TMA funds for the Household Travel Survey.
7. Revenues include \$50,000 committed by the Department of Environmental Quality and Air Quality Board for the air quality outreach program. There are corresponding expenses associated with these revenues.
8. Revenues of \$83,333 from pre-payments by participants to fund future orthophotography projects. These funds will be collected each year rather than in the year of the project as has been done in the past.
9. Staff estimates interest income to be approximately \$24,000 in FY2020.
10. Revenues include \$50,000 from fund balance for the CIM Implementation Grant Program and \$97,399 from fund balance to cover the shortfall in revenue.
11. The number of full time staff remains at 18 positions.
12. Salary costs include a 3% overall increase pool. Distribution of individual salary adjustments will be determined by the Executive Director. It is expected that there will be no increase in the cost of health insurance for FY2020.
13. Indirect expenses remain at \$203,450. Staff continues to closely manage indirect expenses in an effort to reduce the organization's overall costs.
14. The Project Development Program is proposed to be funded in FY2020, its sixth year, at \$75,000.
15. The CIM Implementation Grant Program is funded at \$50,000.
16. Direct expenses for all other programs are fairly stable and consistent with current year activities.

Implication (policy and/or financial):

Federal approval of the UPWP by October 1, 2019, is required in order to begin work in FY2020.

More Information:

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

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

REVENUE	FY2019 Revision 3	FY2020 Draft
GENERAL MEMBERSHIP		
Ada County	220,730	228,095
Ada County Highway District	220,730	228,095
Canyon County	106,102	109,594
Canyon Highway District No. 4	37,346	41,183
Golden Gate Highway District No.3	5,313	5,398
City of Boise	102,423	104,191
City of Caldwell	25,070	25,939
City of Eagle	13,188	13,787
City of Garden City	5,238	5,397
City of Greenleaf	379	384
City of Kuna	9,144	10,066
City of Meridian	46,917	50,563
City of Melba	251	260
City of Middleton	4,052	4,281
City of Nampa	43,372	44,986
City of Notus	251	251
City of Parma	944	948
City of Star	4,546	4,843
City of Wilder	754	776
Subtotal	846,750	879,037
SPECIAL MEMBERSHIP		
Boise State University	8,500	8,800
Capital City Development Corporation	8,500	8,800
Idaho Department of Environmental Quality	8,500	8,800
Idaho Transportation Department	8,500	8,800
Valley Regional Transit	8,500	8,800
Subtotal	42,500	44,000
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2019 K# 19071 Ada County	1,004,920	
CPG - FY2019 K# 19071 Canyon County	353,080	
CPG - FY2020 K# 19258 Ada County		1,023,420
CPG - FY2020 K# 19258 Canyon County		359,580
Sub Total CPG Grants	1,358,000	1,383,000
STP TMA - K# 13900, FY2019 off-the-top funds for Planning	306,705	
STP TMA - K# 19060, FY2020 off-the-top funds for Planning		306,705
STP TMA - K# 19571, <i>Communities in Motion 2050</i>	46,330	80,614
STP TMA - K# 18694, Update Treasure Valley ITS Plan	218,678	12,972
FHWA T2 Grant - K# 22180, COMPASS Data Bike	5,600	
STP TMA - K# 19303, Household Travel Survey		138,990
Subtotal	577,313	539,281
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	83,333
Valley Regional Transit - State Street Grant - carry over	127,392	
Interest Income	15,000	24,000
Subtotal	558,610	157,333
TOTAL REVENUE; Dues, Federal Funds, and Other Miscellaneous	3,383,173	3,002,651
Draw From Fund Balance (to fund Orthophotography Project)	83,782	-
Draw From Fund Balance (CIM Implementation Grants)	79,423	50,000
Draw From Fund Balance (matching funds for FHWA T2 Grant)	1,400	-
Draw From Fund Balance (to fund revenue shortfall)	46,519	97,399
TOTAL REVENUE, ALL RESOURCES	3,594,297	3,150,050

EXPENSE	FY2019 Revision 3	FY2020 Draft
SALARY, FRINGE & CONTINGENCY		
Salary	1,282,610	1,321,100
Fringe	590,107	585,862
Contingency (Overtime, Bonus, and Sick Time Trade)	22,000	22,000
Subtotal	1,894,717	1,928,962
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	203,450	203,450
Subtotal	203,450	203,450
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	945	2,500
620003, Census 2020		50,000
653001, Communication and Education	51,350	35,600
661001, Long-Range Planning	55,495	201,800
661008, Bike Counter Management	15,720	14,500
685001, Transportation Improvement Program	5,400	5,500
685002, Project Development Program	75,000	75,000
685004, CIM Implementation Grants	79,423	50,000
702001, Air Quality Outreach	45,455	45,455
720001, State Street Corridor	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	25,200
838001, Travel Survey Data Collection		150,000
842001, Congestion Management Process	236,000	14,000
860001, Geographic Information System Maintenance	493,200	125,333
990001, Direct Operations and Maintenance	131,700	65,700
Subtotal	1,496,130	1,017,638
TOTAL EXPENSE	3,594,297	3,150,050

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,594,297	3,150,050
LESS: TOTAL EXPENSES	3,594,297	3,150,050
REVENUE EXCESS/(DEFICIT)	-	0

T:\Operations\Accounting & Reporting\UPWPFY2020 Draft

FY2020 - DRAFT

REVENUE AND EXPENSE SUMMARY (total)

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Draft
DIRECT EXPENSE SUMMARY**

DESCRIPTION	TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	CARRY- FORWARD
620001 Demographics and Growth Monitoring	2,500					2,500				
620003 Census 2020	50,000						50,000			
653001 Communication and Education	35,600	15,000			600		20,000			
661001 Long-Range Planning	201,800	152,800					49,000			
661005 Bicycles/Pedestrians	-	-	-							
661008 Bike Counter Management	14,500	5,000	9,500							
685001 Transportation Improvement Program	5,500						5,500			
685002 Project Development Program	75,000	75,000								
685004 CIM Implementation Grants	50,000	50,000								
702001 Air Quality Outreach	45,455	45,455								
760001 Legislative Services	115,050			18,000		11,100			85,950	
801001 Staff Development	40,000			40,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	25,200	25,200								
838001 Travel Survey Data Collection	150,000	150,000								
842001 Congestion Management Process	14,000	14,000								
860001 Geographic Information System Maintenance	125,333		42,000			-				83,333
990001 Direct Operations / Maintenance										
New/replacement hardware and software	6,000		6,000							
Software for CIM 2050 Public Involvement	-									
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	
Conference Room Upgrades	-									
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL	1,017,638	532,455	91,600	59,600	600	13,600	124,500	9,000	102,950	83,333

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

CATEGORY	ACCOUNT CODE	FY2019 Revision 3	FY2020 Draft
Professional Services	930	34,800	30,000
Equipment Repair / Maintenance	936	200	200
Publications	943	1,000	1,000
Employee Professional Membership	945	7,500	7,500
Postage	950	750	750
Telephone	951	11,800	11,500
Building Maintenance and Reserve for Major Repairs	955	54,000	54,000
Printing	960	1,500	1,000
Advertising	962	1,000	1,000
Audit	970	15,000	15,000
Insurance	971	13,000	13,000
Legal Services	972	2,500	5,000
General Supplies	980	6,000	6,000
Computer Supplies	982	18,800	15,000
Computer Software / Maintenance	983	17,000	25,000
Vehicle Maintenance	991	1,000	1,000
Utilities	992	10,500	10,000
Local Travel	993	2,100	1,500
Other / Miscellaneous	995	5,000	5,000
TOTAL		203,450	203,450

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

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING TEAM	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	39	13	3	53	108
620001	Demographics and Growth Monitoring	CM	-	131	5	-	136
620002	Development Monitoring	CM	-	31	-	-	31
620003	Census 2020	CM	-	17	50	-	67
653001	Communication and Education	AL	11	15	144	-	170
	Long-Range Planning	LI					
661001	General Project Management	LI	15	207	49	-	271
661003	Roadways	LI	-	34	-	-	34
661004	Freight	LI	-	20	-	-	20
661005	Bicycles/Pedestrians	BC	-	122	3	-	125
661006	Public Transportation	RH	-	109	11	-	120
661007	Performance Measurement	CM	-	17	3	-	20
661008	Bike Counter Management	BC	-	114	2	-	116
661009	Public Involvement	LI	-	26	35	-	61
	Resource Development/Funding	TT					
685001	Transportation Improvement Program	TT	12	349	31	-	392
685002	Project Development Program	KP	-	33	-	-	33
685003	Grant Research and Development	KP	8	126	6	-	140
685004	CIM Implementation Grants	KP	-	18	-	-	18
TOTAL PROJECTS			85	1,382	342	53	1,862
701001	Membership Services	LI	-	159	8	-	167
702001	Air Quality Outreach	AL	-	-	7	-	7
703001	General Public Services	MW	-	14	-	-	14
705001	Transportation Liaison Services	MS	12	38	14	-	64
760001	Legislative Services	MS	58	-	-	-	58
761001	Growth Incentives	MS	-	5	-	-	5
TOTAL SERVICES			70	216	29	-	315
801001	Staff Development	ML	9	71	14	17	111
820001	Committee Support	ML	12	92	23	114	241
836001	Regional Travel Demand Model	MW	-	102	-	-	102
838001	Travel Survey Data Collection	MW	-	15	5	-	20
842001	Congestion Management Process	HM	-	80	5	-	85
860001	Geographic Information System Maintenance	EA	-	469	5	-	474
TOTAL SYSTEM MAINTENANCE			21	829	52	131	1,033
TOTAL DIRECT			176	2,427	423	184	3,210
991001	Support Services Labor	ML	284	103	37	506	930
TOTAL INDIRECT/OVERHEAD			284	103	37	506	930
TOTAL LABOR			460	2,530	460	690	4,140

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FINANCE COMMITTEE AGENDA ITEM V-A

Date: MAY 23, 2019

Topic: Variance Report for October 1, 2018 – March 31, 2019

Request/Recommendation:

COMPASS staff seeks approval of the Variance Report dated October 1, 2018 to March 31, 2019.

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 March 31, 2019.

Revenue from participants in the orthophotography project is at 117% of budget. The \$61,360 of additional revenue is from participants that joined the project after the budget was set.

Salaries and fringe expense, at 47% are on budget at the end of the second quarter. As of March 31, 2019, COMPASS is fully staffed.

Total direct expenses are at 23% of budget overall.

- Professional Services is under budget with just 14% 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.
- Travel and Education, Other, and Public Involvement are under budget but are expected to be substantially expended by the end of the fiscal year.

Total indirect expenses at 58% are on budget. Some large, one-time expenses have been recorded, making the total look high compared to budget. These expenses include the building and audit.

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 March 31, 2019. A summary of COMPASS' cash balance by account is also provided at the bottom of the page.

Implication (policy and/or financial):

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

More Information:

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

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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	648,634	34%
Member contributions	889,250	676,525	76%
ID DEQ/ACAQB Awareness	50,000	17,782	36%
VRT-State Street Grant	127,392	62,338	49%
Interest income	15,000	16,076	107%
Orthophotography Project - Participants	366,218	427,577.50	117%
Orthophotography Revenue - Sales	-	3,262.57	
Modeling revenue	-	3,869	
Maps and publications revenue	-	279	
Other income	-	2,832	
Subtotal, revenues	3,377,573	1,859,174	55%
Staff labor	1,304,610	626,908	48%
Payroll taxes and fringe benefits	590,107	265,974	45%
Subtotal, salaries and fringe expenses	1,894,717	892,882	47%
Professional services	1,104,870	152,685	14%
Equipment purchase	126,820	89,932	71%
Travel education	59,600	22,700	38%
Printing	3,000	2,050	68%
Other	12,800	4,381	34%
Public involvement	42,490	13,779	32%
Meeting support	9,000	4,930	55%
Legislative services	102,950	49,341	48%
Subtotal, direct expenses	1,461,530	339,798	23%
Professional services	34,800	12,269	35%
Equipment repair	200	-	0%
Publications	1,000	978	98%
Employee professional memberships	7,500	2,676	36%
Postage	750	256	34%
Telephone	11,800	5,802	49%
Building maintenance/association	54,000	53,978	100%
Printing	1,500	215	14%
Advertising	1,000	708	71%
Audit	15,000	14,400	96%
Insurance	13,000	6,795	52%
Legal services	2,500	1,326	53%
General supplies	6,000	1,298	22%
Computer supplies	18,000	3,148	17%
Computer software/maintenance	17,000	5,978	35%
Vehicle maintenance	1,000	782	78%
Utilities	10,500	4,564	43%
Local travel	2,100	793	38%
Other	5,000	666	13%
Subtotal, indirect expenses	202,650	116,633	58%
Total, all expenses	3,558,897	1,349,313	38%
Change in fund balance	(181,325)	509,861	
Beginning fund balance	1,825,712	1,825,712	
Current fund balance	\$ 1,644,387	2,335,573	

COMPASS

FY2019 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of March 31, 2019, 50% of the fiscal year has passed. Programs that have expended 40% or less of their budgeted dollars are considered under budget. Programs that have expended 60% 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	83,847	29,086	35%			83,847	29,086	35%	Under Budget. Work will increase on this project in the third quarter. Staff expects that this project will be on budget by the end of the fiscal year.	
620	Demographics and Growth Monitoring	Miller	119,674	67,458	56%	500	76	15%	120,174	67,534	56%	On Budget.
653	Communication and Education	Luft	131,352	78,304	60%	51,350	5,775	11%	182,702	84,080	46%	On Budget.
661	Long-Range Planning	Itkonen	394,256	207,637	53%	67,060	16,770	25%	461,316	224,407	49%	On Budget.
685	Resource Development/Funding	Tisdale	390,635	182,113	47%	159,823	9,399	6%	550,458	191,512	35%	Under Budget. Labor and Indirect expenditures are on budget. Expenditures for the Project Development Program are expected to be fully expended by fiscal year end. One of the CIM Grant projects was withdrawn; staff is currently considering requesting an award to another project.
Subtotal, Projects			1,119,764	564,597	50%	278,733	32,020	11%	1,398,497	596,618	43%	
701	General Membership Services	Itkonen	83,371	22,852	27%			83,371	22,852	27%	Under Budget. Expenditures are directly related to the services requested by member agencies.	
702	Air Quality Outreach	Luft	4,545	1,232	27%	45,455	16,165	36%	50,000	17,397	35%	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	2,139	16%	-		13,579	2,139	16%	Under Budget. Expenditures are directly related to the amount of services requested by the general public. Some GIS services provided to the public for a fee were incorrectly categorized, but this issue has been corrected for the third quarter.	
705	Transportation Liaison Services	Stoll	38,272	19,901	52%	-		38,272	19,901	52%	On Budget.	
720	State Street Corridor	Larsen	3,461	2,006	58%	127,392.41	71,289	56%	130,853	73,295	56%	On Budget.
760	Legislative Services	Stoll	61,166	31,731	52%	115,050	48,682	42%	176,216	80,413	46%	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 for the period of October 1, 2018 through March 31, 2019.	
Subtotal, Services			205,414	79,861	39%	287,897	136,136	47%	493,311	215,997	44%	
801	Staff Development	Larsen	75,771	30,355	40%	40,000	13,092	33%	115,771	43,447	38%	Under Budget. Staff expects to incur additional expenses for training and conferences in the third and fourth quarters, but overall this category is expected to be slightly under budget at year end.
820	Committee Support	Larsen	150,233	74,499	50%	2,000	847	42%	152,233	75,346	49%	On Budget.

COMPASS

FY2019 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of March 31, 2019, 50% of the fiscal year has passed. Programs that have expended 40% or less of their budgeted dollars are considered under budget. Programs that have expended 60% 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	
836	Regional Travel Demand Model	Waldinger	107,006	64,051	60%	22,000	15,650	71%	129,006	79,701	62%	Over Budget. Staff expects this project will be on budget by the end of the fiscal year.
842	Congestion Management Process	Mulhall	56,001	34,371	61%	236,000	34,640	15%	292,001	69,011	24%	Under Budget. Labor budget is slightly over budget. The project is under contract and is fifteen percent expended. Staff expects this project will be on budget by the end of the fiscal year.
860	Geographic Information System Maintenance	Adolfson	383,179	161,781	42%	493,200	30,889	6%	876,379	192,670	22%	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	365,058	47%	793,200	95,117	12%	1,565,390	460,175	29%	
990	Direct Operations and Maintenance	Larsen				101,700	76,524	75%	101,700	76,524	75%	Over Budget. Significant projects included software renewals and conference room upgrades have already been completed. Staff expects this project will be on budget by the end of the fiscal year.
Subtotal, Indirect and overhead			-	-		101,700	76,524	75%	101,700	76,524	75%	
GRAND TOTAL			2,097,367	1,009,516	48%	1,461,530	339,798	23%	3,558,898	1,349,313	38%	

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

	<u>9/30/2018</u>	<u>3/31/2019</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	\$ 1,825,830	2,117,525
Accounts Receivable	228,856	264,119
Prepaid Expenses	3,791	-
	<hr/>	<hr/>
<u>TOTAL ASSETS</u>	<u>2,058,477</u>	<u>2,381,644</u>
<u>LIABILITIES</u>		
Accounts Payable	118,383	80
Accrued Payroll Liabilities	105,987	38,916
Deferred Revenue	8,395	7,075
	<hr/>	<hr/>
Subtotal, liabilities	232,765	46,071
<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	2,154,248
	<hr/>	<hr/>
Subtotal, fund balance	1,825,712	2,335,573
<u>TOTAL LIABILITIES AND FUND BALANCE</u>	<u>\$ 2,058,477</u>	<u>2,381,644</u>

Cash & Investment Summary - March 31, 2019

<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	0.25%	25,047
ID Central Credit Union Premium Money Market Savings	0.45%	50,000
Local Government Investment Pool	2.57%	1,104,608
ID Central Credit Union 60 Month CD	2.50%	180,862
Banner Bank 24 Month CD #8077	0.35%	150,656
Banner Bank 24 Month CD #8085	0.35%	150,656
Banner Bank 36 Month CD #8093	1.19%	152,242
Banner Bank 60 Month CD #8069	1.19%	152,242
Banner Bank 60 Month CD #8101	1.85%	150,987
	<hr/>	<hr/>
Total Cash Balance		<u>2,117,525</u>

FINANCE COMMITTEE AGENDA ITEM V-B

Date: May 23, 2019

Topic: Revision 3 of the FY2019 Unified Planning Work Program and Budget

Request/Recommendation:

Review and recommend Revision 3 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 3 of the FY2019 UPWP:

- Add \$39,381 to STP-TMA funds, key number 19571, *Communities in Motion* (CIM) 2050 and \$3,120 of fund balance to cover match requirements.
- Add \$1,302 from fund balance to cover remaining revenue shortfall for changes made in Revision 3.

The following revisions to expenses are proposed in Revision 3 of the FY2019 UPWP:

- Add \$800 to purchase two basic tablets for CIM 2050.
- Add \$500 to purchase a Metropolitan Statistical Area Profile to help with CIM 2050 population forecast.
- Remove \$3,569 for CIM 2040 2.0 graphics and editing.
- Add \$8,000 for CIM 2050 CIM graphics and editing.
- Add \$800 for CIM 2050 translation services.
- Remove \$1,778 for CIM 2040 2.0 public involvement.
- Add \$9,000 for CIM 2050 public involvement.
- Add \$50 for CIM 2040 2.0 printing.
- Add \$30,000 to purchase software for CIM 2050 public involvement.

Implication (policy and/or financial):

Without COMPASS Board of Directors' adoption of Revision 3 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

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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
Recommended Changes to FY2019 - Revision 3
Summary

FY2019 UPWP - Rev 2 Revenues		3,566,093	FY2019 UPWP - Rev 2 Expenses		3,566,093
1			Indirect Operations and Maintenance		
			Add \$800 to Computer Supplies budget for two basic tablets for CIM 2050.		800
2	Increase funding for STP TMA KN 19571 - Federal portion	39,381			
	Increase Draw from Fund Balance to cover local match on STP TMA	3,120			
3	Increase Draw from Fund Balance to cover shortfall	1,302	Direct Operations & Maintenance		
			Other		
			Add \$500 for Metropolitan Statistical Area (MSA) Profile.		500
			Professional Services		
			Remove \$3,569 for CIM 2040 2.0 Graphics & Editing.		(3,569)
			Professional Services		
			Add \$8,000 for CIM 2050 Graphics and Editing.		8,000
			Professional Services		
			Add \$800 for CIM 2050 Translation Services.		800
			Public Involvement		
			Remove \$1,778 for CIM 2040 2.0.		(1,778)
			Public Involvement		
			Add \$9,000 for CIM 2050.		9,000
			Printing		
			Add \$50 for CIM 2040 2.0		50
			Equipment/Software		
			Add \$30,000 for Software for CIM 2050 Public Involvement.		30,000
Recommended Adjustments to Revenues		43,802	Recommended Adjustments to Expenses		43,802
Adjusted Revenues - Revision 3		3,609,895	Adjusted Expenses - Revision 3		3,609,895
Remaining Revenue		-			

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 3
REVENUE AND EXPENSE SUMMARY (total)**

REVENUE	FY2019 Revision 2	FY2019 Revision 3
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	85,711
STP TMA - K# 18694, Update Treasure Valley ITS Plan	218,678	218,678
FHWA T2 Grant - K# 22180, COMPASS Data Bike	5,600	5,600
Subtotal	577,313	616,694
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	3,383,173	3,422,554
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	1,400
Draw From Fund Balance (Matching funds for K# 19571, CIM grant)		3,120
Draw From Fund Balance (to fund revenue shortfall)	18,315	19,617
TOTAL REVENUE, ALL RESOURCES	3,566,093	3,609,895

EXPENSE	FY2019 Revision 2	FY2019 Revision 3
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	203,450
Subtotal	202,650	203,450
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	500	1,000
653001, Communication and Education	51,350	51,350
661001, Long-Range Planning	58,535	71,038
661008, Bike Counter Management	15,720	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	131,700
Subtotal	1,468,725	1,511,728
TOTAL EXPENSE	3,566,093	3,609,895

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,566,093	3,609,895
LESS: TOTAL EXPENSES	3,566,093	3,609,895
REVENUE EXCESS/(DEFICIT)	-	-

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FY2019 - REVISION 3

REVENUE AND EXPENSE SUMMARY (total)

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 3
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE

WORK PROGRAM NUMBER	EXPENSES										MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES	
	Labor & Indirect Cost			FY19 CPG	FY19 CPG	STP-TMA	STP-TMA	STP-TMA	FHWA T2	Total	Required Match	Local Funds/FB	Other Revenue	Total Local & Other		
	Direct Cost	Total Cost	Ada County K# 19071 (74%)	Canyon County K# 19071 (26%)	Off The Top K# 13900	CIM 2040 K# 19751	Treasure Valley ITS Plan K# 18694	COMPASS Data Bike (20% match) K# 22180	Federal Funds							
601001	UPWP/Budget Development and Federal Assurances	83,813	-	83,813	35,269	12,392	30,000				77,661	6,152		6,152	83,813	
620001	Demographics and Growth Monitoring	70,518	1,000	71,518	26,838.53	9,430	30,000				66,268	5,249		5,249	71,518	
620002	Development Monitoring	28,592	-	28,592	4,805.20	1,688	20,000				26,494	2,099		2,099	28,592	
620003	Census 2020	20,614	-	20,614	6,734.86	2,366	10,000				19,101	1,513		1,513	20,614	
653001	Communication and Education	131,406	51,350	182,756							-		182,756		182,756	
	Long-Range Planning										-					
661001	General Project Management	161,331	71,038	232,369	95,772	33,650		85,711			215,132	17,041.57	195	17,237	232,369	
661003	Roadways	16,645	-	16,645	11,413	4,010					15,424	1,221.76		1,222	16,645	
661004	Freight	9,703	-	9,703	6,653	2,338					8,991	712.23		712	9,703	
661005	Bicycles/Pedestrians	64,801	-	64,801	44,433	15,611					60,044	4,756.36		4,756	64,801	
661006	Public Transportation	55,962	-	55,962	38,372	13,482					51,854	4,107.59		4,108	55,962	
661007	Performance Measurement	24,667	-	24,667	16,914	5,943					22,856	1,810.56		1,811	24,667	
661008	Bike Counter Management	48,888	15,720	64,608	39,501	13,879				5,600	58,980	4,228.46	1,400	5,628	64,608	
661009	Public Involvement	12,421	-	12,421	8,517	2,992					11,509	911.71		912	12,421	
	Resource Development/Funding										-					
685001	Transportation Improvement Program	259,084	5,400	264,484	107,352	37,718	100,000				245,071	19,413		19,413	264,484	
685002	Project Development Program	22,730	75,000	97,730	67,012	23,545					90,557	7,173		7,173	97,730	
685003	Grant Research and Development	97,252	-	97,252							-		97,252		97,252	
685004	CIM Implementation Grants	11,732	79,423	91,155	8,044	2,826					10,871	861	79,423	80,284	91,155	
TOTAL PROJECTS		1,120,159	298,931	1,419,091	517,632	181,871	190,000	85,711	-	5,600	980,814	77,251	361,026	-	438,277	1,419,091
701001	Membership Services	83,405	-	83,405	57,190	20,094					77,283	6,122		6,122	83,405	
702001	Air Quality Outreach	4,545	45,455	50,000							-		50,000		50,000	
703001	General Public Services	13,585	-	13,585							-		13,585		13,585	
705001	Transportation Liaison Services	38,288	-	38,288	26,253	9,224					35,478	2,810		2,810	38,288	
720001	State Street Corridor	3,462	127,392	130,854	2,374	834					3,208	254		127,392	130,854	
760001	Legislative Services	61,191	115,050	176,241							-		176,241		176,241	
761001	Growth Incentives	1,020	-	1,020	945						945	75		75	1,020	
TOTAL SERVICES		205,496	287,897	493,393	86,762	30,152	-	-	-	-	116,914	9,261	189,826	177,392	376,479	493,393
801001	Staff Development	75,802	40,000	115,802	79,404	27,899					107,302	8,500		8,500	115,802	
820001	Committee Support	150,295	2,000	152,295	104,426	36,690					141,117	11,178		11,178	152,295	
836001	Regional Travel Demand Model	107,052	22,000	129,052	73,689	25,891	20,000				119,579	9,472		9,472	129,052	
842001	Congestion Management Process	56,025	236,000	292,025	38,415	13,497			218,678		270,590	21,435		21,435	292,024	
860001	Geographic Information System Maintenance	383,339	493,200	876,539	104,592	37,081	96,705				238,378	18,883	253,060	366,218	638,161	
TOTAL SYSTEM MAINTENANCE		772,512	793,200	1,565,712	400,526	141,057	116,705	-	218,678	-	876,966	69,468	253,060	366,218	688,746	1,565,712
990001	Direct Operations / Maintenance	-	131,700	131,700							-		116,700	15,000	131,700	
991001	Support Services Labor	-	-	-							-		-	-	-	
999001	Indirect Operations/Maintenance	-	-	-							-		-	-	-	
TOTAL INDIRECT/OVERHEAD		-	131,700	131,700	-	-	-	-	-	-	-	-	116,700	15,000	131,700	131,700
G R A N D T O T A L		2,098,167	1,511,728	3,609,896	1,004,920	353,080	306,705	85,711	218,678	5,600	1,974,693	155,980	920,612	558,610	1,635,203	3,609,896

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EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 3
 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	1,000					1,000				
653001 Communication and Education	51,350	25,100			1,000		25,250			
661001 Long-Range Planning	71,038	49,930			2,050		19,058			
661005 Bicycles/Pedestrians	-	-	-							
661008 Bike Counter Management	15,720	-	8,720			7,000				
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							
Software for CIM 2050 Public Involvement	30,000		30,000							
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	
Conference room upgades	21,000		21,000							
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL	1,511,728	1,110,300	156,820	59,600	3,050	20,300	49,708	9,000	102,950	-

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 3
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2019 Revision 2	FY2019 Revision 3
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	18,800
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	203,450

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2019 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 3
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.	620				CLASSIFICATION:	Project	
TITLE:	Demographics and Growth Monitoring						
TASK / PROJECT DESCRIPTION:	To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, Census 2020 preparation work, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service; 4) Development review enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> ; and 5) Census preparation enables the most accurate counts during the 2020 Census, enables local governments to receive a variety of federal program funds, and provides key demographic data.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	<p>Federal Code 23 CFR § 450.322 (b) -- Long-range plans require valid forecasts of future demand for transportation services that are based on existing conditions that can be included in the travel demand model. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."</p> <p>Tasks are included to complete the following <i>Communities in Motion</i> 2040 tasks:</p> <p>1.1.1.a. Annually monitor local land use plans and transportation agencies subarea and corridor plans; identify gaps in meeting goals of linking land use and transportation.</p> <p>2.1.1.c. Annually compile a development monitoring report.</p>						
FY2019 BENCHMARKS							
MILESTONES / PRODUCTS							
<p>Population and Employment Estimates</p> <p>Data collection and geocoding of building permits Complete 2018 employment data Complete 2018 Development Monitoring Report Complete 2019 population estimates and receive Board acceptance</p> <p>Census Liaison/Clearinghouse</p> <p>Integrate Census data in related projects Regional Complete Count Committee invitations and membership Census Hard-to-Count Strategic Plan Regional outreach materials and local outreach templates Complete the Census Boundary and Annexation Survey (BAS) Complete Census Participant Statistical Areas Program (PSAP)</p> <p>Development Forecasting, Tracking, and Reconciliation</p> <p>Update preliminary plat files and other entitled development Conduct reconciliation and report to workgroup/committee Population forecast for next long-range plan</p> <p>Demographics Support</p> <p>Respond to member requests for census data Provide development and policy reviews and checklists Development checklist report</p>							<p>Ongoing March March April</p> <p>Ongoing Dec Dec Fall 2019 March Summer</p> <p>Ongoing June September</p> <p>Ongoing Ongoing March</p>
LEAD STAFF: Carl Miller					Expense Summary		
END PRODUCT: Demographic products: 1) 2019 population estimates; 2) 2018 employment estimates; 3) Census 2020 support work including technical work (BAS and PSAP) and outreach work (Complete Count Committee, Hard-to-Count plan, and outreach materials and templates; 4) updated CIM demographic forecast, including annual reconciliation; and 5) demographic data and support for member agencies and the media.					Total Workdays: 176		
					Salary	\$	76,467
					Fringe		32,578
					Overhead		10,681
					Total Labor Cost: \$ 119,724		
ESTIMATED DATE OF COMPLETION: September-2019					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies Professional Services \$ 1,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other		
CPG, K19071	\$ 38,379	\$ 13,484		\$ 51,863			
STP-TMA, K13900			60,000	60,000			
Local	6,557	2,304		8,861			
Total:	\$ 44,936	\$ 15,788	\$ 60,000	120,724			
					620	Total Cost: \$ 120,724	

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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 Reach out to member agencies to adopt CIM 2040 2.0 as a planning/policy guide Develop charter (objectives, schedule, and budget) for next plan update Develop work plan for next long-range plan update							Oct-Dec Jan-Sep April Sep	
661003 Roadways Update the regional complete streets policy Develop a regional approach to Vision Zero safety aspiration							June Sep	
661004 Freight Work with Freight Advisory Workgroup to prioritize and implement freight study findings Help member agencies identify freight projects and develop funding applications							Sep Sep	
661005 Active Transportation (bicycle and pedestrian) Develop a charter for a Treasure Valley Regional Bikeway and Pathway Plan Develop planning tool kit for first/last mile improvements (with public transportation) Work with member agencies to identify and coordinate pilot projects (with public transportation) Develop work plan for a Safe Routes Regional Plan Continue Rails with Trail project; develop cost estimates for needed infrastructure and amenities							June Sep Sep May Sep	
661006 Public Transportation Develop work plan for public transportation scenario planning Develop planning toolkit for first/last mile improvements (with active transportation) Work with member agencies to identify and coordinate pilot projects (with active transportation) Update Transportation Service Coordination Plan Develop process to extract and manage ridership data							Aug Apr July Feb Sep	
661007 Performance Management Compile FHWA and FTA required performance reporting Develop a regional asset inventory and management process Complete a pavement condition assessment methodology for Canyon County agencies Refine and update the performance measure framework Complete TIP Achievement reporting process							Ongoing Sep Sep Sep Sep	
661008 Bike Counter Management Manage portable counter requests Manage permanent counter program and COMPASS Data Bike Manage and report data							Ongoing Ongoing Ongoing	
661009 Public Involvement Compile public comments on draft CIM 2040 2.0 plan							Oct-Nov	
LEAD STAFF:		Liisa Itkonen				Expense Summary		
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.								
Total Workdays:								673
Total Labor Cost:								394,418
ESTIMATED DATE OF COMPLETION:		September-2019				DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies				
	Ada	Canyon	Special	Total	Member Agencies			
CPG, K19071	\$ 261,576	\$ 91,905		\$ 353,481	ITD			
FHWA T2			5,600	5,600	FHWA			
STP-TMA, K19751			85,711	85,711	FTA			
Local	25,745	9,045		34,790	Professional Services			
Fund Balance			1,595	1,595	Legal / Lobbying			
Total:	\$ 287,321	\$ 100,950	\$ 92,906	\$ 481,177	Equipment Purchases			
						Travel / Education		
						Printing		
						Public Involvement		
						Meeting Support		
						Other		
						Total Direct Cost: \$ 86,759		
						661	Total Cost: \$ 481,177	

PROGRAM NO.	990			CLASSIFICATION:	Indirect / Overhead	
TITLE:	Direct Operations & Maintenance					
TASK / PROJECT DESCRIPTION:	To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.					
FY2019 BENCHMARKS						
				MILESTONES / PRODUCTS		
Provide local dollars for expenditures not federally funded.					Ongoing	
LEAD STAFF:	Meg Larsen				Expense Summary	
END PRODUCT:	Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.				Total Workdays: 0	
					Salary \$ -	
					Fringe -	
					Overhead -	
					Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION:	September-2019				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
				\$ -		
Other			15,000	15,000		
Local			116,700	116,700		
				-		
Total:	\$ -	\$ -	\$ 131,700	\$ 131,700		
					Total Direct Cost: \$ 131,700	
					990 Total Cost: \$ 131,700	

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