



Working together to plan for the future

**FINANCE COMMITTEE  
SPECIAL MEETING  
JANUARY 24 — 12:00 PM  
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM  
700 NE 2<sup>ND</sup> STREET, SUITE 200  
MERIDIAN, IDAHO**

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

**Committee members can participate in the meeting in-person or via Zoom conference call.** The 2nd floor large conference room is open for in-person attendance.

Please specify whether you plan to attend in-person or virtually when RSVPing to Teri Gregory at [tgregory@compassidaho.org](mailto:tgregory@compassidaho.org) or 208-475-2225.

**\*\*AGENDA\*\***

**I. CALL TO ORDER/ROLL CALL**

**II. OPEN DISCUSSION/ANNOUNCEMENTS**

**III. CONSENT AGENDA**

Page 2 **A.\* Approve December 12, 2024, Finance Committee Meeting Minutes**

**IV. INFORMATION/DISCUSSION ITEM**

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

**V. ACTION ITEMS**

Page 10 **A.\* Recommend Approval of Revision 2 of the FY2025 Unified Planning and Work Program and Budget**

**VI. OTHER**

**A. Next Meeting: March 20, 2025**

**VII. ADJOURNMENT**

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

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

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

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**FINANCE COMMITTEE MEETING  
DECEMBER 12, 2024  
COMPASS 2<sup>ND</sup> FLOOR LARGE CONFERENCE ROOM AND ZOOM**

**\*\*DRAFT MINUTES\*\***

**ATTENDEES:**

Rod Beck, Commissioner, Ada County, in person  
Zach Brooks, Commissioner, Canyon County, in person  
Jay Gibbons, Commissioner, Highway District No. 4, in person  
Dave McKinney, Commissioner, Ada County Highway District, in person  
Victor Rodriguez, Councilmember, City of Nampa, via ZOOM  
Jarom Wagoner, Mayor, City of Caldwell, **Chair**, in person

**MEMBERS ABSENT:**

Robert Simison, Mayor, City of Meridian, **Vice Chair**

**OTHERS PRESENT:**

Morgan Browning, Harris CPAs, via ZOOM  
Ashley Cannon, COMPASS, in person  
Teri Gregory, COMPASS, in person  
Amy Luft, COMPASS, in person  
Meg Sonnen, COMPASS, in person  
Matt Stoll, COMPASS, in person

**CALL TO ORDER:**

Chair Jarom Wagoner called the meeting to order at 12:00 p.m.

**OPEN DISCUSSION/ANNOUNCEMENTS**

Matt Stoll reminded the committee of the COMPASS luncheon and Board meeting on December 16, 2024.

**CONSENT AGENDA**

**A. Approve November 21, 2024, Finance Committee Meeting Minutes**

**Jay Gibbons moved and Victor Rodriguez 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 Sonnen presented the disbursements made in the reporting period, November 20, 2024, through December 5, 2024, which was provided in the packet for information.

**ACTION ITEMS**

**A. Accept Fiscal Year 2024 Audit Report**

Morgan Browning, Harris CPAs, presented the fiscal year 2024 audit report and noted an unmodified ("clean") opinion for the 2024 audit.

After discussion, **Dave McKinney moved and Rod Beck seconded acceptance of the fiscal year 2024 audit report as presented.** Motion passed unanimously.

**B. Establish 2025 Finance Committee Meeting Dates**

Meg Sonnen presented the 2025 Finance Committee meeting dates.

**Jay Gibbons moved and Zach Brooks seconded to establish the 2025 Finance Committee meeting dates as presented.** Motion passed unanimously.

**ADJOURNMENT**

Chair Jarom Wagoner adjourned the meeting at 12:14 p.m.

**Approved this 24<sup>th</sup> day of January 2025.**

**By:** \_\_\_\_\_  
**Mary May, Chair**

**Attest:**

**By:** \_\_\_\_\_  
**Robert Simison, Vice Chair**

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**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 12/6/2024 to 1/3/2025**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type	CommentText
<b>Vendor Number: LUFT AMY LUFT</b>						
A	ICCU - Checking	E000001621	1/3/2025	19.18	Electronic Pa	
E000001621	1/3/2025 LUFT	AMY LUFT		19.18	Electronic Pa	Milage
A	ICCU - Checking	E000001621	1/3/2025	19.18	Electronic Pa	
E000001621	1/3/2025 LUFT	AMY LUFT		19.18	Electronic Pa	Coffee
<b>Vendor AMY LUFT Total:</b>						<u>38.36</u>
<b>Vendor Number: ZBOIMUN Boise Municipal Health Care</b>						
A	ICCU - Checking	E000001618	12/20/2024	30,686.92	Electronic Pa	
E000001618	12/20/2024 ZBOIMUN	Boise Municipal Health Care		30,686.92	Electronic Pa	Employee paid dental
A	ICCU - Checking	E000001618	12/20/2024	30,686.92	Electronic Pa	
E000001618	12/20/2024 ZBOIMUN	Boise Municipal Health Care		30,686.92	Electronic Pa	Employer paid dental
A	ICCU - Checking	E000001618	12/20/2024	30,686.92	Electronic Pa	
E000001618	12/20/2024 ZBOIMUN	Boise Municipal Health Care		30,686.92	Electronic Pa	Employer paid health / vision
<b>Vendor Boise Municipal Health Care Total:</b>						<u>92,060.76</u>
<b>Vendor Number: BOE Boise Office Equipment</b>						
A	ICCU - Checking	0000007518	12/20/2024	3,278.67	Auto	
0000007518	12/20/2024 BOE	Boise Office Equipment		3,278.67	Auto	Toner
<b>Vendor Boise Office Equipment Total:</b>						<u>3,278.67</u>
<b>Vendor Number: BURGESS Burgess &amp; Niple</b>						
A	ICCU - Checking	E000001609	12/20/2024	2,770.56	Electronic Pa	
E000001609	12/20/2024 BURGESS	Burgess & Niple		2,770.56	Electronic Pa	New Plymouth Street Bridge
<b>Vendor Burgess &amp; Niple Total:</b>						<u>2,770.56</u>
<b>Vendor Number: CANYONO Canyon Outdoor Media, LLC</b>						
A	ICCU - Checking	E000001619	1/3/2025	1,300.00	Electronic Pa	
E000001619	1/3/2025 CANYONO	Canyon Outdoor Media, LLC		1,300.00	Electronic Pa	Good Move billboard
<b>Vendor Canyon Outdoor Media, LLC Total:</b>						<u>1,300.00</u>
<b>Vendor Number: ZCOLON COLONIAL LIFE &amp; ACCIDENT</b>						
A	ICCU - Checking	0000007517	12/20/2024	17.32	Manual	
0000007517	12/20/2024 ZCOLON	COLONIAL LIFE & ACCIDENT		17.32	Manual	Employee paid insurance
<b>Vendor COLONIAL LIFE &amp; ACCIDENT Total:</b>						<u>17.32</u>
<b>Vendor Number: GEOTER GEOTERRA MAPPING GROUP</b>						
A	ICCU - Checking	E000001620	1/3/2025	37,500.00	Electronic Pa	
E000001620	1/3/2025 GEOTER	GEOTERRA MAPPING GROUP		37,500.00	Electronic Pa	2024 Flight
<b>Vendor GEOTERRA MAPPING GROUP Total:</b>						<u>37,500.00</u>
<b>Vendor Number: GIVENS Givens Pursley, LLP</b>						
A	ICCU - Checking	0000007526	1/3/2025	1,940.00	Auto	
0000007526	1/3/2025 GIVENS	Givens Pursley, LLP		1,940.00	Auto	Legal Services
<b>Vendor Givens Pursley, LLP Total:</b>						<u>1,940.00</u>
<b>Vendor Number: GOODHEA Good Heart Technology, Incorporated</b>						
A	ICCU - Checking	E000001610	12/20/2024	120.00	Electronic Pa	
E000001610	12/20/2024 GOODHEA	Good Heart Technology, Incorporated		120.00	Electronic Pa	Website Maintenance
<b>Vendor Good Heart Technology, Incorporated Total:</b>						<u>120.00</u>
<b>Vendor Number: HARRIS HARRIS CPA's</b>						
A	ICCU - Checking	E000001611	12/20/2024	6,000.00	Electronic Pa	
E000001611	12/20/2024 HARRIS	HARRIS CPA's		6,000.00	Electronic Pa	Audit
<b>Vendor HARRIS CPA's Total:</b>						<u>6,000.00</u>
<b>Vendor Number: ZHARTF HARTFORD</b>						
A	ICCU - Checking	W000000799	12/20/2024	1,095.13	Wire Transfer	
W000000799	12/20/2024 ZHARTF	HARTFORD		1,095.13	Wire Transfer	Employer paid life/STD/LTD
<b>Vendor HARTFORD Total:</b>						<u>1,095.13</u>
<b>Vendor Number: IDASSO IDAHO ASSOCIATION OF COUNTIES</b>						

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 12/6/2024 to 1/3/2025**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type	CommentText
A	ICCU - Checking	E000001612	12/20/2024	1,000.00	Electronic Pa	
E000001612	12/20/2024 IDASSO	IDAHO ASSOCIATION OF COUNTIES		1,000.00	Electronic Pa	Membership renewal
<b>Vendor IDAHO ASSOCIATION OF COUNTIES Total:</b>						1,000.00
<b>Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION</b>						
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	Finance Committee lunch
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	Casetext
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	Zoom
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	Matt - Assoc Taxpayers Conference
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	Basecamp
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	Stamps.com account fee
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	Linktree
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	Amazon Web Services
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	Postage
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	Ashley - MPO Institute
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	Megan, Amy City Club Pundit's Forum
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	Matt Cit Club Pundit's Forum
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	Matt's lobbyist registration
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	Finance Committee lunch
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	Meg flight to NARC conference
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	Meg NARC registration
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	Meg flight from NARC conference
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	ESRI
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	Command hooks
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	Canva
A	ICCU - Checking	0000007527	1/3/2025	7,246.62	Auto	
0000007527	1/3/2025 IDCENT	IDAHO CENTRAL CREDIT UNION		7,246.62	Auto	
<b>Vendor IDAHO CENTRAL CREDIT UNION Total:</b>						152,179.02
<b>Vendor Number: IDPOWE IDAHO POWER CO.</b>						
A	ICCU - Checking	0000007519	12/20/2024	587.97	Auto	
0000007519	12/20/2024 IDPOWE	IDAHO POWER CO.		587.97	Auto	Electric billing
<b>Vendor IDAHO POWER CO. Total:</b>						587.97
<b>Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION</b>						

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 12/6/2024 to 1/3/2025**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type	Comment/Text
A	ICCU - Checking	W000000798	12/20/2024	5,321.00	Wire Transfer	
W000000798	12/20/2024 ZIDSTX	IDAHO STATE TAX COMMISSION		5,321.00	Wire Transfer	Employer paid FICA
A	ICCU - Checking	W000000798	12/20/2024	5,321.00	Wire Transfer	
W000000798	12/20/2024 ZIDSTX	IDAHO STATE TAX COMMISSION		5,321.00	Wire Transfer	Employee paid FICA
A	ICCU - Checking	W000000798	12/20/2024	5,321.00	Wire Transfer	
W000000798	12/20/2024 ZIDSTX	IDAHO STATE TAX COMMISSION		5,321.00	Wire Transfer	Employee federal withholding
A	ICCU - Checking	W000000798	12/20/2024	5,321.00	Wire Transfer	
W000000798	12/20/2024 ZIDSTX	IDAHO STATE TAX COMMISSION		5,321.00	Wire Transfer	Employer retirement
A	ICCU - Checking	W000000798	12/20/2024	5,321.00	Wire Transfer	
W000000798	12/20/2024 ZIDSTX	IDAHO STATE TAX COMMISSION		5,321.00	Wire Transfer	Employee retirement
A	ICCU - Checking	W000000798	12/20/2024	5,321.00	Wire Transfer	
W000000798	12/20/2024 ZIDSTX	IDAHO STATE TAX COMMISSION		5,321.00	Wire Transfer	Employee 401K Choice Plan
A	ICCU - Checking	W000000798	12/20/2024	5,321.00	Wire Transfer	
W000000798	12/20/2024 ZIDSTX	IDAHO STATE TAX COMMISSION		5,321.00	Wire Transfer	Employer 401K match
A	ICCU - Checking	W000000798	12/20/2024	5,321.00	Wire Transfer	
W000000798	12/20/2024 ZIDSTX	IDAHO STATE TAX COMMISSION		5,321.00	Wire Transfer	Dec Idaho Withholding
<b>Vendor IDAHO STATE TAX COMMISSION Total:</b>						42,568.00
<b>Vendor Number: INTHEBA In The Bag Promotions, Inc.</b>						
A	ICCU - Checking	E000001613	12/20/2024	4,176.23	Electronic Pa	
E000001613	12/20/2024 INTHEBA	In The Bag Promotions, Inc.		4,176.23	Electronic Pa	Safety Eduction Campaign
<b>Vendor In The Bag Promotions, Inc. Total:</b>						4,176.23
<b>Vendor Number: INTMOU INTERMOUNTAIN GAS CO.</b>						
A	ICCU - Checking	0000007520	12/20/2024	200.12	Auto	
0000007520	12/20/2024 INTMOU	INTERMOUNTAIN GAS CO.		200.12	Auto	Natural gas billing
<b>Vendor INTERMOUNTAIN GAS CO. Total:</b>						200.12
<b>Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE</b>						
A	ICCU - Checking	W000000796	12/20/2024	18,422.89	Wire Transfer	
W000000796	12/20/2024 ZSTAUD	INTERNAL REVENUE SERVICE		18,422.89	Wire Transfer	Employer paid FICA
A	ICCU - Checking	W000000796	12/20/2024	18,422.89	Wire Transfer	
W000000796	12/20/2024 ZSTAUD	INTERNAL REVENUE SERVICE		18,422.89	Wire Transfer	Employee paid FICA
A	ICCU - Checking	W000000796	12/20/2024	18,422.89	Wire Transfer	
W000000796	12/20/2024 ZSTAUD	INTERNAL REVENUE SERVICE		18,422.89	Wire Transfer	Employee federal withholding
A	ICCU - Checking	W000000796	12/20/2024	18,422.89	Wire Transfer	
W000000796	12/20/2024 ZSTAUD	INTERNAL REVENUE SERVICE		18,422.89	Wire Transfer	Employer retirement
A	ICCU - Checking	W000000796	12/20/2024	18,422.89	Wire Transfer	
W000000796	12/20/2024 ZSTAUD	INTERNAL REVENUE SERVICE		18,422.89	Wire Transfer	Employee retirement
A	ICCU - Checking	W000000796	12/20/2024	18,422.89	Wire Transfer	
W000000796	12/20/2024 ZSTAUD	INTERNAL REVENUE SERVICE		18,422.89	Wire Transfer	Employee 401K Choice Plan
A	ICCU - Checking	W000000796	12/20/2024	18,422.89	Wire Transfer	
W000000796	12/20/2024 ZSTAUD	INTERNAL REVENUE SERVICE		18,422.89	Wire Transfer	Employer 401K match
A	ICCU - Checking	W000000796	12/20/2024	18,422.89	Wire Transfer	
W000000796	12/20/2024 ZSTAUD	INTERNAL REVENUE SERVICE		18,422.89	Wire Transfer	Dec Idaho Withholding
A	ICCU - Checking	W000000800	1/3/2025	17,364.44	Wire Transfer	
W000000800	1/3/2025 ZSTAUD	INTERNAL REVENUE SERVICE		17,364.44	Wire Transfer	Employer FICA
A	ICCU - Checking	W000000800	1/3/2025	17,364.44	Wire Transfer	
W000000800	1/3/2025 ZSTAUD	INTERNAL REVENUE SERVICE		17,364.44	Wire Transfer	Employee FICA
A	ICCU - Checking	W000000800	1/3/2025	17,364.44	Wire Transfer	
W000000800	1/3/2025 ZSTAUD	INTERNAL REVENUE SERVICE		17,364.44	Wire Transfer	Employee Federal Withholding
A	ICCU - Checking	W000000800	1/3/2025	17,364.44	Wire Transfer	
W000000800	1/3/2025 ZSTAUD	INTERNAL REVENUE SERVICE		17,364.44	Wire Transfer	4th QTR Unemployment
A	ICCU - Checking	W000000800	1/3/2025	17,364.44	Wire Transfer	
W000000800	1/3/2025 ZSTAUD	INTERNAL REVENUE SERVICE		17,364.44	Wire Transfer	4th QTR Sales Tax
<b>Vendor INTERNAL REVENUE SERVICE Total:</b>						234,205.32
<b>Vendor Number: RUSSELL JANET RUSSELL</b>						

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 12/6/2024 to 1/3/2025**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type	CommentText
A	ICCU - Checking	E000001623	1/3/2025	61.64	Electronic Pa	
E000001623	1/3/2025 RUSSELL	JANET RUSSELL		61.64	Electronic Pa	Mileage
<b>Vendor JANET RUSSELL Total:</b>						61.64
<b>Vendor Number: KELLER Keller Associates, Inc.</b>						
A	ICCU - Checking	0000007521	12/20/2024	1,980.00	Auto	
0000007521	12/20/2024 KELLER	Keller Associates, Inc.		1,980.00	Auto	CIM 2050
A	ICCU - Checking	0000007528	1/3/2025	1,660.00	Auto	
0000007528	1/3/2025 KELLER	Keller Associates, Inc.		1,660.00	Auto	CIM 2025
<b>Vendor Keller Associates, Inc. Total:</b>						3,640.00
<b>Vendor Number: STOLL MATTHEW STOLL</b>						
A	ICCU - Checking	E000001615	12/20/2024	3,650.97	Electronic Pa	
E000001615	12/20/2024 STOLL	MATTHEW STOLL		3,650.97	Electronic Pa	NARC Conference
A	ICCU - Checking	E000001615	12/20/2024	3,650.97	Electronic Pa	
E000001615	12/20/2024 STOLL	MATTHEW STOLL		3,650.97	Electronic Pa	Lunch with Mayor Chawick
A	ICCU - Checking	E000001615	12/20/2024	3,650.97	Electronic Pa	
E000001615	12/20/2024 STOLL	MATTHEW STOLL		3,650.97	Electronic Pa	Mileage
<b>Vendor MATTHEW STOLL Total:</b>						10,952.91
<b>Vendor Number: MCCLATC McClatchy Company</b>						
A	ICCU - Checking	0000007522	12/20/2024	79.60	Auto	
0000007522	12/20/2024 MCCLATC	McClatchy Company		79.60	Auto	TIP legal ad
<b>Vendor McClatchy Company Total:</b>						79.60
<b>Vendor Number: MERCHA MERIDIAN CHAMBER OF COMMERCE</b>						
A	ICCU - Checking	0000007523	12/20/2024	350.00	Auto	
0000007523	12/20/2024 MERCHA	MERIDIAN CHAMBER OF COMMERCE		350.00	Auto	Membership dues
<b>Vendor MERIDIAN CHAMBER OF COMMERCE Total:</b>						350.00
<b>Vendor Number: NAMPAC NAMPAC CIVIC CENTER</b>						
A	ICCU - Checking	E000001622	1/3/2025	1,886.90	Electronic Pa	
E000001622	1/3/2025 NAMPAC	NAMPAC CIVIC CENTER		1,886.90	Electronic Pa	Holiday luncheon
<b>Vendor NAMPAC CIVIC CENTER Total:</b>						1,886.90
<b>Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)</b>						
A	ICCU - Checking	0000007516	12/20/2024	80.00	Manual	
0000007516	12/20/2024 ZBYERL	NCPERS Group Life Ins. (M605)		80.00	Manual	Employee paid life insurance
<b>Vendor NCPERS Group Life Ins. (M605) Total:</b>						80.00
<b>Vendor Number: NET@WOR Net@Work</b>						
A	ICCU - Checking	E000001614	12/20/2024	137.50	Electronic Pa	
E000001614	12/20/2024 NET@WOR	Net@Work		137.50	Electronic Pa	Sage GL adjustment
<b>Vendor Net@Work Total:</b>						137.50
<b>Vendor Number: OFFMAX Office Depot</b>						
A	ICCU - Checking	0000007529	1/3/2025	537.52	Auto	
0000007529	1/3/2025 OFFMAX	Office Depot		537.52	Auto	Pencils, paper
A	ICCU - Checking	0000007529	1/3/2025	537.52	Auto	
0000007529	1/3/2025 OFFMAX	Office Depot		537.52	Auto	Toner
A	ICCU - Checking	0000007529	1/3/2025	537.52	Auto	
0000007529	1/3/2025 OFFMAX	Office Depot		537.52	Auto	Calendar
A	ICCU - Checking	0000007529	1/3/2025	537.52	Auto	
0000007529	1/3/2025 OFFMAX	Office Depot		537.52	Auto	Batteries
A	ICCU - Checking	0000007529	1/3/2025	537.52	Auto	
0000007529	1/3/2025 OFFMAX	Office Depot		537.52	Auto	Duster
A	ICCU - Checking	0000007529	1/3/2025	537.52	Auto	
0000007529	1/3/2025 OFFMAX	Office Depot		537.52	Auto	Bulletin board, tabs
A	ICCU - Checking	0000007529	1/3/2025	537.52	Auto	
0000007529	1/3/2025 OFFMAX	Office Depot		537.52	Auto	Mounting tape

**Check History Report**  
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**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type	CommentText
A	ICCU - Checking	0000007529	1/3/2025	537.52	Auto	
0000007529	1/3/2025 OFFMAX	Office Depot		537.52	Auto	Space heater
A	ICCU - Checking	0000007529	1/3/2025	537.52	Auto	
0000007529	1/3/2025 OFFMAX	Office Depot		537.52	Auto	Binders
<b>Vendor Office Depot Total:</b>						<u>4,837.68</u>
<b>Vendor Number: OVATION Ovations Food Services</b>						
A	ICCU - Checking	0000007530	1/3/2025	2,639.40	Auto	
0000007530	1/3/2025 OVATION	Ovations Food Services		2,639.40	Auto	Holiday luncheon
<b>Vendor Ovations Food Services Total:</b>						<u>2,639.40</u>
<b>Vendor Number: PSHRA PSHRA Idaho</b>						
A	ICCU - Checking	0000007524	12/20/2024	50.00	Auto	
0000007524	12/20/2024 PSHRA	PSHRA Idaho		50.00	Auto	Megan Membership renewal
<b>Vendor PSHRA Idaho Total:</b>						<u>50.00</u>
<b>Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT</b>						
A	ICCU - Checking	W000000797	12/20/2024	19,394.57	Wire Transfer	
W000000797	12/20/2024 ZPERET	PUBLIC EMPLOYEES RETIREMENT		19,394.57	Wire Transfer	Employer paid FICA
A	ICCU - Checking	W000000797	12/20/2024	19,394.57	Wire Transfer	
W000000797	12/20/2024 ZPERET	PUBLIC EMPLOYEES RETIREMENT		19,394.57	Wire Transfer	Employee paid FICA
A	ICCU - Checking	W000000797	12/20/2024	19,394.57	Wire Transfer	
W000000797	12/20/2024 ZPERET	PUBLIC EMPLOYEES RETIREMENT		19,394.57	Wire Transfer	Employee federal withholding
A	ICCU - Checking	W000000797	12/20/2024	19,394.57	Wire Transfer	
W000000797	12/20/2024 ZPERET	PUBLIC EMPLOYEES RETIREMENT		19,394.57	Wire Transfer	Employer retirement
A	ICCU - Checking	W000000797	12/20/2024	19,394.57	Wire Transfer	
W000000797	12/20/2024 ZPERET	PUBLIC EMPLOYEES RETIREMENT		19,394.57	Wire Transfer	Employee retirement
A	ICCU - Checking	W000000797	12/20/2024	19,394.57	Wire Transfer	
W000000797	12/20/2024 ZPERET	PUBLIC EMPLOYEES RETIREMENT		19,394.57	Wire Transfer	Employee 401K Choice Plan
A	ICCU - Checking	W000000797	12/20/2024	19,394.57	Wire Transfer	
W000000797	12/20/2024 ZPERET	PUBLIC EMPLOYEES RETIREMENT		19,394.57	Wire Transfer	Employer 401K match
A	ICCU - Checking	W000000797	12/20/2024	19,394.57	Wire Transfer	
W000000797	12/20/2024 ZPERET	PUBLIC EMPLOYEES RETIREMENT		19,394.57	Wire Transfer	Dec Idaho Withholding
A	ICCU - Checking	W000000801	1/3/2025	21,792.40	Wire Transfer	
W000000801	1/3/2025 ZPERET	PUBLIC EMPLOYEES RETIREMENT		21,792.40	Wire Transfer	Employer Retirement
A	ICCU - Checking	W000000801	1/3/2025	21,792.40	Wire Transfer	
W000000801	1/3/2025 ZPERET	PUBLIC EMPLOYEES RETIREMENT		21,792.40	Wire Transfer	Employee Retirement
A	ICCU - Checking	W000000801	1/3/2025	21,792.40	Wire Transfer	
W000000801	1/3/2025 ZPERET	PUBLIC EMPLOYEES RETIREMENT		21,792.40	Wire Transfer	Employee 401K Choice Plan
A	ICCU - Checking	W000000801	1/3/2025	21,792.40	Wire Transfer	
W000000801	1/3/2025 ZPERET	PUBLIC EMPLOYEES RETIREMENT		21,792.40	Wire Transfer	Employer 401K Match
<b>Vendor PUBLIC EMPLOYEES RETIREMENT Total:</b>						<u>242,326.16</u>
<b>Vendor Number: ZIDGRA STATE TAX COMMISSION</b>						
A	ICCU - Checking	W000000802	1/3/2025	317.18	Wire Transfer	
W000000802	1/3/2025 ZIDGRA	STATE TAX COMMISSION		317.18	Wire Transfer	Employer FICA
A	ICCU - Checking	W000000802	1/3/2025	317.18	Wire Transfer	
W000000802	1/3/2025 ZIDGRA	STATE TAX COMMISSION		317.18	Wire Transfer	Employee FICA
A	ICCU - Checking	W000000802	1/3/2025	317.18	Wire Transfer	
W000000802	1/3/2025 ZIDGRA	STATE TAX COMMISSION		317.18	Wire Transfer	Employee Federal Withholding



**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 12/6/2024 to 1/3/2025**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type	CommentText
A	ICCU - Checking	W000000802	1/3/2025	317.18	Wire Transfer	
W000000802	1/3/2025 ZIDGRA	STATE TAX COMMISSION		317.18	Wire Transfer	4th QTR Unemployment
A	ICCU - Checking	W000000802	1/3/2025	317.18	Wire Transfer	
W000000802	1/3/2025 ZIDGRA	STATE TAX COMMISSION		317.18	Wire Transfer	4th QTR Sales Tax
A	ICCU - Checking	W000000803	1/3/2025	445.50	Wire Transfer	
W000000803	1/3/2025 ZIDGRA	STATE TAX COMMISSION		445.50	Wire Transfer	Employer FICA
A	ICCU - Checking	W000000803	1/3/2025	445.50	Wire Transfer	
W000000803	1/3/2025 ZIDGRA	STATE TAX COMMISSION		445.50	Wire Transfer	Employee FICA
A	ICCU - Checking	W000000803	1/3/2025	445.50	Wire Transfer	
W000000803	1/3/2025 ZIDGRA	STATE TAX COMMISSION		445.50	Wire Transfer	Employee Federal Withholding
A	ICCU - Checking	W000000803	1/3/2025	445.50	Wire Transfer	
W000000803	1/3/2025 ZIDGRA	STATE TAX COMMISSION		445.50	Wire Transfer	4th QTR Unemployment
A	ICCU - Checking	W000000803	1/3/2025	445.50	Wire Transfer	
W000000803	1/3/2025 ZIDGRA	STATE TAX COMMISSION		445.50	Wire Transfer	4th QTR Sales Tax
<b>Vendor STATE TAX COMMISSION Total:</b>						<u>3,813.40</u>
<b>Vendor Number:</b> SYRINGA Syringa Networks, LLC						
A	ICCU - Checking	E000001616	12/20/2024	700.00	Electronic Pa	
E000001616	12/20/2024 SYRINGA	Syringa Networks, LLC		700.00	Electronic Pa	Internet access
<b>Vendor Syringa Networks, LLC Total:</b>						<u>700.00</u>
<b>Vendor Number:</b> TOTALCA TotalCare IT, Inc.						
A	ICCU - Checking	E000001624	1/3/2025	5,962.80	Electronic Pa	
E000001624	1/3/2025 TOTALCA	TotalCare IT, Inc.		5,962.80	Electronic Pa	Computer maintenance
A	ICCU - Checking	E000001624	1/3/2025	5,962.80	Electronic Pa	
E000001624	1/3/2025 TOTALCA	TotalCare IT, Inc.		5,962.80	Electronic Pa	Telephone
A	ICCU - Checking	E000001624	1/3/2025	5,962.80	Electronic Pa	
E000001624	1/3/2025 TOTALCA	TotalCare IT, Inc.		5,962.80	Electronic Pa	Microsoft 365
<b>Vendor TotalCare IT, Inc. Total:</b>						<u>17,888.40</u>
<b>Vendor Number:</b> TREAVAL TREASURE VALLEY COFFEE						
A	ICCU - Checking	0000007531	1/3/2025	77.15	Auto	
0000007531	1/3/2025 TREAVAL	TREASURE VALLEY COFFEE		77.15	Auto	Coffee
<b>Vendor TREASURE VALLEY COFFEE Total:</b>						<u>77.15</u>
<b>Vendor Number:</b> VERIZON Verizon						
A	ICCU - Checking	0000007525	12/20/2024	52.26	Auto	
0000007525	12/20/2024 VERIZON	Verizon		52.26	Auto	Cell phone
<b>Vendor Verizon Total:</b>						<u>52.26</u>
<b>Vendor Number:</b> WESTRO WESTERN TROPHY & ENGRAVING						
A	ICCU - Checking	E000001617	12/20/2024	723.55	Electronic Pa	
E000001617	12/20/2024 WESTRO	WESTERN TROPHY & ENGRAVING		723.55	Electronic Pa	Leadership awards
A	ICCU - Checking	E000001617	12/20/2024	723.55	Electronic Pa	
E000001617	12/20/2024 WESTRO	WESTERN TROPHY & ENGRAVING		723.55	Electronic Pa	Board plaques
<b>Vendor WESTERN TROPHY &amp; ENGRAVING Total:</b>						<u>1,447.10</u>
<b>Report Total:</b>						<u><u>872,057.56</u></u>

## FINANCE COMMITTEE AGENDA ITEM V-A

Date: January 24, 2025

### **Topic: Revision 2 of the FY2025 Unified Planning Work Program and Budget**

#### **Request/Recommendation:**

Review and recommend Revision 2 of the FY2025 Unified Planning Work Program and Budget (UPWP) for approval by the COMPASS Executive Committee and ratification by the COMPASS Board of Directors.

#### **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 to these documents are brought to the Finance Committee.

The following revisions to revenues are proposed in Revision 2 of the FY2025 UPWP:

- Add \$7,665 for the pro-rated dues of new general member Boise County. Boise County membership was approved by the COMPASS Board of Directors at the December 16, 2024, meeting, with an effective date of December 1, 2024.
- Decrease the draw from fund balance by \$2,787 to balance the budget.

The following revisions to expenses are proposed in Revision 2 of the FY2025 UPWP:

- Increase salary expense by \$29,854 to cover one-time elements of the new Executive Director's compensation package, cover overlap between prior Executive Director and new Executive Director, and account for staff promotion.
- Increase benefit costs by \$34,074 for additional health insurance costs and the payroll tax and PERSI costs related to the increase in salary expense.
- Decrease the amount budgeted for the government affairs consultant by \$75,000. Bids came in lower than the budgeted amount.
- Increase the amount budgeted for implementation of Transportation Improvement Program (TIP) Manager software by \$31,000. COMPASS seeks to implement TIP Manager software in conjunction with the Idaho Transportation Department's (ITD) software implementation to gain efficiency in developing and managing the TIP. The budgeted dollar amount is a ceiling, and the actual cost may be less dependent on how many Idaho metropolitan planning organizations participate with ITD.
- Add an expense item of \$15,950 to cover the write off of orthophotography billing and revenue that was recorded in FY2024. The member agency withdrew from the project after the FY2024 audit was completed, so the write off had to be recorded in FY2025.

#### **Implication (policy and/or financial):**

Without COMPASS Board of Directors' adoption of Revision 2 of the FY2025 UPWP, the agency cannot make full use of available revenues.

**More Information:**

- 1) Attachments
- 2) For detailed information contact: Meg Sonnen, at 208-475-2228 or [msonnen@compassidaho.org](mailto:msonnen@compassidaho.org).

MS:tg T:\Operations\Accounting & Reporting\UPWP\FY2025 - All Revisions\FY2025 Revision 2\Rev2 FY25 UPWP Memo.docx

**Recommended Changes for FY2025 - Revision 2  
Summary**

<b>Revision 1 FY2025 UPWP Revenues</b>		<b>6,115,693</b>	<b>Revision 1 FY2025 UPWP Expenses</b>		<b>6,115,693</b>
1	Add pro-rated membership dues for new general member, Boise County	7,665			
2				Increase salary expense for ED compensation package, staffing overlap and promotion.	29,854
3				Increase benefit costs for health benefit expenses and additional payroll tax and PERSI contributions on salary expense increase.	34,074
4				Decrease budgeted expenses for government affairs consultant based on bids received	(75,000)
5				Increase budgeted expense for implementation of TIP Manager software	31,000
6				Add an expense item to cover write off of orthophotography billing; the member agency withdrew from the project after FY2024 financial audit was completed	15,950
7	Adjust draw from fund balance to balance the budget	28,213			
<b>Recommended Adjustments to Revenues</b>		<b>35,878</b>	<b>Recommended Adjustments to Expenses</b>		<b>35,878</b>
<b>Adjusted Revenues - Revision 2</b>		<b>6,151,571</b>	<b>Adjusted Expenses - Revision 2</b>		<b>6,151,571</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
REVISION 2 FY2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
REVENUE AND EXPENSE SUMMARY**

<b>REVENUE</b>	<b>FY2025 Rev 1 UPWP</b>	<b>FY2025 Rev 2 UPWP</b>
<b>GENERAL MEMBERSHIP</b>		
Ada County	259,594	259,594
Ada County Highway District	259,594	259,594
Boise County	-	7,665
Canyon County	128,633	128,633
Canyon Highway District No. 4	50,240	50,240
City of Boise	110,254	110,254
City of Caldwell	32,371	32,371
City of Eagle	16,556	16,556
City of Garden City	5,899	5,899
City of Greenleaf	362	362
City of Kuna	13,884	13,884
City of Meridian	62,975	62,975
City of Melba	309	309
City of Middleton	5,816	5,816
City of Nampa	52,565	52,565
City of Notus	278	278
City of Parma	979	979
City of Star	8,981	8,981
City of Wilder	776	776
<b>Subtotal</b>	<b>1,010,066</b>	<b>1,017,731</b>
<b>SPECIAL MEMBERSHIP</b>		
Boise State University	10,100	10,100
Capital City Development Corporation	10,100	10,100
Idaho Department of Environmental Quality	10,100	10,100
Idaho Transportation Department	10,100	10,100
Valley Regional Transit	10,100	10,100
West Ada School District	10,100	10,100
<b>Subtotal</b>	<b>60,600</b>	<b>60,600</b>
<b>GRANTS AND SPECIAL PROJECTS</b>		
<b>FHWA/FTA - Consolidated Planning Grants</b>		
CPG - FY2023 K# 22108; Ada County		
CPG - FY2023 K# 22108; Canyon County		
CPG - FY2024 K# 22494 Ada County		-
CPG - FY2024 K# 22494 Canyon County		-
CPG - FY2025 K# 22998 Ada County	1,255,426	1,255,426
CPG - FY2025 K# 22998 Canyon County	512,779	512,779
<b>Sub Total CPG Grants</b>	<b>1,768,205</b>	<b>1,768,205</b>
STBG-TMA & STBG-U - K# 21889; FY2024 off-the-top funds for Planning	306,705	306,705
STBG-U - K# 23026/23313 Permanent Automated Counters	7,413	7,413
STBG-TMA - K# 22395 Fiscal Impact Tool Update (carryover)	-	-
STP TMA - K# 19571, CIM 2050 (carryover)	-	-
STBG TMA - K# 20271, CIM 2055	543,606	543,606
STBG-TMA K#13046 PEL, High-Capacity Transit Corridor	720,974	720,974
CRP-TMA K#24233 Carbon Reduction Strategy	166,788	166,788
FHWA Regional Safety Action Plan	122,703	122,703
FHWA Spears	276,000	276,000
STBG-TMA K#22394 Big Data Purchase	138,990	138,990
STBG-TMA K#23312 Coordinate Local Waterway-Pathway Plans	111,192	111,192
<b>Subtotal</b>	<b>2,394,371</b>	<b>2,394,371</b>
<b>OTHER REVENUE SOURCES</b>		
Orthophotography - Participant Contributions FY25 Flight	125,000	125,000
Interest Income	60,000	60,000
<b>Subtotal</b>	<b>185,000</b>	<b>185,000</b>
<b>TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous</b>	<b>5,418,242</b>	<b>5,425,907</b>
Draw From Fund Balance (CIM Implementation Grants)	80,000	80,000
Draw From Fund Balance - CIM 2055 carry forward match	19,961	19,961
Draw From Fund Balance (match on PEL high capacity transit)	57,112	57,112
Draw From Fund Balance for Fiscal Impact Tool Data Update	-	-
Draw From Fund Balance match on transportation funding study	1,866	1,866
Draw From Fund Balance (20% match safe streets and roads for all)	91,365	91,365
Draw From Fund Balance - match on carbon reduction strategy	13,212	13,212
Draw From Fund Balance - match waterway pathway plan	8,808	8,808
Draw From Fund Balance - match data purchase	11,010	11,010
Draw from Fund Balance - expense 2nd of 3 years on software	33,317	33,317
Draw From Fund Balance to cover shortfall	380,800	409,013
<b>Subtotal</b>	<b>697,451</b>	<b>725,664</b>
<b>13 TOTAL REVENUE, ALL RESOURCES</b>	<b>6,115,693</b>	<b>6,151,571</b>

<b>EXPENSE</b>	<b>FY2025 Rev 1 UPWP</b>	<b>FY2025 Rev 2 UPWP</b>
<b>SALARY, FRINGE &amp; CONTINGENCY</b>		
Salary	1,750,400	1,780,254
Payroll taxes and employee benefits	795,992	830,066
Contingency (Overtime, Bonus, and Sick Time Trade)	22,000	22,000
<b>Subtotal</b>	<b>2,568,392</b>	<b>2,632,320</b>
<b>INDIRECT OPERATIONS &amp; MAINTENANCE</b>		
Indirect Costs	310,190	310,190
<b>Subtotal</b>	<b>310,190</b>	<b>310,190</b>
<b>DIRECT OPERATIONS &amp; MAINTENANCE</b>		
620001, Demographics and Growth Monitoring	-	-
653001, Communication and Education	61,250	61,250
661001, Long-Range Planning	867,093	867,093
661005, Safe Streets and Roads for All	456,825	456,825
661006, High Capacity Transit PEL	778,086	778,086
661008, Bike Counter Management	29,300	29,300
685001, Transportation Improvement Program	6,500	6,500
685002, Project Development Program	100,000	100,000
685003, Grant Research and Development	30,000	30,000
685004, CIM Implementation Grants	80,000	80,000
760001, Government Affairs	119,250	44,250
801001, Staff Development	50,000	50,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	300,000	300,000
860001, Geographic Information System Maintenance	191,080	191,080
990001, Direct Operations and Maintenance	165,727	212,677
<b>Subtotal</b>	<b>3,237,111</b>	<b>3,209,061</b>
<b>TOTAL EXPENSE</b>	<b>6,115,693</b>	<b>6,151,571</b>

<b>REVENUE AND EXPENSE SUMMARY</b>		
TOTAL REVENUE	<b>6,115,693</b>	<b>6,151,571</b>
LESS: TOTAL EXPENSES	<b>6,115,693</b>	<b>6,151,571</b>
REVENUE EXCESS/(DEFICIT)	-	-

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
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	FY25 CPG Ada County K# 22998 (71%) 0% match safety; 7.34% match other	FY25 CPG Canyon County K# 22998 (29%) 0% match safety; 7.34% match other	STP-TMA Off The Top K#22387 7.34% match	STBG-TMA CIM 2055 K# 20271; 7.34% match	STBG-TMA PEL, High Capacity Transit KN13046	STBG-TMA Data Purchase and Analysis K#22394; 7.34% Match	STBG-TMA Local Waterways Pathway Plans K# 23312; 7.34% Match	STBG-TMA Perm Auto Counters K#23313 7.34% Match	CRP-TMA Carbon Reduction Strategy KN24233	FHWA Safe Streets and Roads for All 20% match	FHWA Spears 20% match	Total Federal Funds	Required Match	Local Funds/FB		Other Revenue	Total Local & Other
601001 UPWP/Budget Development and Federal Assurances	73	93,979	-	93,979	46,371	18,940	21,770									87,081	6,898			6,898	93,979
620001 Demographics and Growth Monitoring	145	115,778	-	115,778	57,127	23,333	26,820									107,280	8,498			8,498	115,778
653001 Communication and Education Long-Range Planning	195	146,599	61,250	207,849												-		207,849		207,849	207,849
661001 General Project Management	615	519,237	595,150	1,114,387	301,922	123,320	79,441	291,624		111,192			166,788			1,074,287	85,100	(45,000)		40,100	1,114,387
661002 Active Transportation - Complete Streets	100	18,339	-	18,339	12,065	4,928										16,993	1,346			1,346	18,339
661002 Active Transportation - Complete Streets; 0% Match; max. of \$37,000					37,000											37,000	-			-	37,000
661005 Safe and Accessible Transportation (SS4A Action Plan)	89	90,334	456,825	547,159	59,429	24,274										482,406	106,306	(41,553)		64,753	547,159
661006 High-Capacity Transit PEL	201	209,640	778,086	987,726	103,439	42,250	48,563	720,974						122,703	276,000	915,226	72,500			72,500	987,726
661008 Bike Counter Management Resource Development/Funding	171	94,630	29,300	123,930	46,692	19,071	21,921					7,413				95,097	7,533	21,300		28,833	123,930
685001 Transportation Improvement Program	395	321,950	6,500	328,450	163,131	66,631	74,580									304,342	24,108			24,108	328,450
685002 Project Development Program	29	28,798	100,000	128,798	79,998	32,675	6,671									119,344	9,454			9,454	128,798
685003 Grant Research and Development	186	182,451	30,000	212,451												-		212,451		212,451	212,451
685004 CIM Implementation Grants	16	15,465	80,000	95,465	7,631	3,117	3,582									14,330	1,135	80,000		81,135	95,465
<b>TOTAL PROJECTS</b>	<b>2,215</b>	<b>1,874,200</b>	<b>2,137,111</b>	<b>4,011,311</b>	<b>904,075</b>	<b>369,269</b>	<b>283,348</b>	<b>291,624</b>	<b>720,974</b>	<b>-</b>	<b>111,192</b>	<b>7,413</b>	<b>166,788</b>	<b>122,703</b>	<b>276,000</b>	<b>3,253,386</b>	<b>322,878</b>	<b>435,047</b>	<b>-</b>	<b>757,925</b>	<b>4,011,311</b>
701001 Membership Services	98	100,829	-	100,829	49,750	20,321	23,357									93,428	7,401			7,401	100,829
703001 Public Services	8	7,733	-	7,733												-		7,733		7,733	7,733
705001 Transportation Liaison Services	48	56,546	-	56,546	37,201	15,195										52,396	4,150			4,150	56,546
760001 Government Affairs	60	102,216	44,250	146,466												-		146,466		146,466	146,466
<b>TOTAL SERVICES</b>	<b>214</b>	<b>267,324</b>	<b>44,250</b>	<b>311,574</b>	<b>86,951</b>	<b>35,516</b>	<b>23,357</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>145,824</b>	<b>11,551</b>	<b>154,199</b>	<b>-</b>	<b>165,750</b>	<b>311,574</b>
801001 Staff Development	119	102,937	50,000	152,937	100,615	41,096										141,711	11,226			11,226	152,937
820001 Committee Support	258	218,574	2,000	220,574	143,797	58,734										202,531	16,043	2,000		18,043	220,574
836001 Regional Travel Demand Model	67	68,716	300,000	368,716	19,988	8,164				138,990						167,142	13,240	188,334		201,574	368,716
842001 Congestion Management Process	66	67,690	-	67,690	-	-										-	-	67,690		67,690	67,690
860001 Geographic Information System Maintenance	396	343,067	191,080	534,147	-	-										-	-	409,147	125,000	534,147	534,147
<b>TOTAL SYSTEM MAINTENANCE</b>	<b>906</b>	<b>800,984</b>	<b>543,080</b>	<b>1,344,064</b>	<b>264,400</b>	<b>107,994</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>138,990</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>511,384</b>	<b>40,509</b>	<b>667,171</b>	<b>125,000</b>	<b>832,680</b>	<b>1,344,064</b>
990001 Direct Operations / Maintenance	-	-	212,677	212,677												-		152,677	60,000	212,677	212,677
661001 CIM 2055 Carry forward (unprogrammed dollars)			271,943	271,943				251,982								251,982	19,961			19,961	271,943
991001 Support Services Labor	989	-	-	-												-				-	-
999001 Indirect Operations/Maintenance	-	-	-	-												-				-	-
<b>TOTAL INDIRECT/OVERHEAD</b>	<b>989</b>	<b>-</b>	<b>484,620</b>	<b>484,620</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>251,982</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>251,982</b>	<b>19,961</b>	<b>152,677</b>	<b>60,000</b>	<b>232,638</b>	<b>484,620</b>
<b>G R A N D T O T A L</b>	<b>4,324</b>	<b>2,942,508</b>	<b>3,209,061</b>	<b>6,151,569</b>	<b>1,255,426</b>	<b>512,779</b>	<b>306,705</b>	<b>543,606</b>	<b>720,974</b>	<b>138,990</b>	<b>111,192</b>	<b>7,413</b>	<b>166,788</b>	<b>122,703</b>	<b>276,000</b>	<b>4,162,576</b>	<b>394,899</b>	<b>1,409,094</b>	<b>185,000</b>	<b>1,988,993</b>	<b>6,151,569</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
REVISION 2 FY2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
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
653001 Communication and Education	61,250	26,500			700		34,050			
661001 Long Range Planning: CIM 2055	529,243	182,200			2,100		73,000			271,943
661001 LRP CIM 2055: Fiscal Impact Tool Update	12,425	12,425								
661001 LRP: Transportation Funding Study	25,425	25,425								
661001 LRP: Waterways Pathways Study	120,000	120,000								
661001 LRP: Carbon Reduction Strategy	180,000	180,000								
661005 LRP: Regional Safety Action Plan	111,825	111,825								
661005 LRP: Safety - SPEARS	345,000	345,000								
661006 LRP: PEL High Capacity Transit	778,086	764,961					13,125			
661008 Bike Counter Management	29,300		29,300							
685001 Transportation Improvement Program	6,500						6,500			
685002 Project Development Program	100,000	100,000								
685003 Grant Research and Development	30,000	30,000								
685004 CIM Implementation Grants	80,000	80,000								
760001 Government Affairs	44,250	25,000		18,000					1,250	
801001 Staff Development	50,000			50,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	300,000	300,000								
860001 Geographic Information System Maintenance	191,080	125,000	66,080							
990001 Direct Operations / Maintenance										
Website Maintenance	1,440	1,440								
New/replacement hardware and software	10,000		10,000							
Transit network planning software	21,245		21,245							
TIP Software	89,000		89,000							
Benefit cost analysis software, 2nd of 3 years	33,317		33,317							
CUBE	16,125		16,125							
AICP and APBP Webinar series	1,600			1,600						
Membership dues for COMPASS	17,000								17,000	
Canyon County Orthophotography Flight Write	15,950					15,950				
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
<b>GRAND TOTAL</b>	<b>3,209,061</b>	<b>2,429,776</b>	<b>265,067</b>	<b>69,600</b>	<b>2,800</b>	<b>15,950</b>	<b>126,675</b>	<b>9,000</b>	<b>18,250</b>	<b>271,943</b>

**REVISION 2 FY2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

<b>CATEGORY</b>	<b>ACCOUNT CODE</b>	<b>FY2025 Rev 1</b>	<b>FY2025 Rev 2</b>
Professional Services	930	71,700	71,700
Equipment Repair / Maintenance	936	510	510
Publications	943	2,570	2,570
Employee Professional Membership	945	3,600	3,600
Postage	950	920	920
Telephone	951	16,000	16,000
Building Maintenance and Reserve for Major Repairs	955	69,800	69,800
Printing	960	1,540	1,540
Advertising	962	3,090	3,090
Audit	970	22,000	22,000
Insurance	971	26,590	26,590
Legal Services	972	5,000	5,000
General Supplies	980	7,720	7,720
Computer Supplies	982	14,420	14,420
Computer Software / Maintenance	983	36,050	36,050
Vehicle Maintenance	991	8,750	8,750
Utilities	992	13,900	13,900
Local Travel	993	1,030	1,030
Other / Miscellaneous	995	5,000	5,000
<b>TOTAL</b>		<b>310,190</b>	<b>310,190</b>



**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
REVISION 2 FY2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	37	8	2	26	73
620001	Demographics and Growth Monitoring	AM	-	140	5	-	145
653001	Communication and Education	AL	14	15	166	-	195
	Long-Range Planning						
661001	General Project Management	AM	11	530	74	-	615
661002	Active Transportation - Complete Streets	AM	-	100	-	-	100
661005	Safe and Accessible Transportation (SS4A Action Plan)	HM	-	85	4	-	89
661006	High-Capacity Transit PEL	LK	6	168	27	-	201
661008	Bike Counter Management	AM	-	170	1	-	171
	Resource Development/Funding						
685001	Transportation Improvement Program	TT	11	362	22	-	395
685002	Project Development Program	MC	-	27	2	-	29
685003	Grant Research and Development	MC	6	173	7	-	186
685004	CIM Implementation Grants	MC	-	14	2	-	16
<b>TOTAL PROJECTS</b>			<b>85</b>	<b>1,792</b>	<b>312</b>	<b>26</b>	<b>2,215</b>
701001	Membership Services	MW	3	82	13	-	98
703001	Public Services	MW	-	5	3	-	8
705001	Transportation Liaison Services	MS	15	22	11	-	48
760001	Government Affairs	MS	55	-	5	-	60
<b>TOTAL SERVICES</b>			<b>73</b>	<b>109</b>	<b>32</b>	<b>-</b>	<b>214</b>
801001	Staff Development	ML	10	75	22	12	119
820001	Committee Support	AL	10	80	168	-	258
836001	Regional Travel Demand Model	MW	-	67	-	-	67
842001	Congestion Management Process	MW	-	65	1	-	66
860001	Geographic Information System Maintenance	EA	-	396	-	-	396
860002	GIS - Orthophotography processing for sales	EA	-	-	-	-	-
<b>TOTAL SYSTEM MAINTENANCE</b>			<b>20</b>	<b>683</b>	<b>191</b>	<b>12</b>	<b>906</b>
<b>TOTAL DIRECT</b>			<b>178</b>	<b>2,584</b>	<b>535</b>	<b>38</b>	<b>3,335</b>
991001	Support Services Labor	ML	282	130	155	422	989
<b>TOTAL INDIRECT/OVERHEAD</b>			<b>282</b>	<b>130</b>	<b>155</b>	<b>422</b>	<b>989</b>
<b>TOTAL LABOR</b>			<b>460</b>	<b>2,714</b>	<b>690</b>	<b>460</b>	<b>4,324</b>

FY2025

WORKDAY ALLOCATION

<b>PROGRAM NO.</b>	<b>601</b>				<b>CLASSIFICATION:</b>	<b>Project</b>
<b>TITLE:</b>	<b>UPWP Budget Development and Monitoring</b>					
<b>TASK / PROJECT DESCRIPTION:</b>	Monitor and amend, as necessary, the FY2025 Unified Planning Work Program and Budget (UPWP) and related transportation grants for the metropolitan planning organization (MPO). Develop and obtain COMPASS Board approval for the FY2026 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW</b>	Federal Code 23 CFR § 450.308 (b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.					
<b>FY2025 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>FY2025 UPWP</b> Process and track revenues and expenditures for the FY2025 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants						Ongoing As Needed
<b>Process and obtain Board approval of FY2025 UPWP revisions</b> Distribute revisions of the FY2025 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2025 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval						As Needed
<b>FY2026 UPWP Development</b> Develop process and schedule for the FY2026 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2026 Submit initial revenue assessment for FY2026 to the Finance Committee for input Obtain Board approval on FY2026 General and Special membership dues						Nov Jan-Feb Mar Apr
<b>Present FY2026 UPWP</b> Present draft FY2026 UPWP to Finance Committee for input and feedback Present draft FY2026 UPWP to Finance Committee for recommendation Submit FY2026 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2026 UPWP Distribute FY2026 UPWP to the Idaho Transportation Department and Federal Transit Administration						Jun Jul Aug Aug Aug
<b>Track Federal requirements as related to Self-Certification</b> Compliance with federal requirements						Ongoing
<b>Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan</b> Monitor federal changes through the Federal Register						Ongoing
LEAD STAFF: Meg Larsen						<b>Expense Summary</b>
END PRODUCTS: FY2025 UPWP revisions; FY2026 UPWP; and maximize funding opportunities.						
ESTIMATED DATE OF COMPLETION: September-2025						<b>Total Workdays:</b> 73
						Salary \$ 57,562
						Fringe 26,511
						Overhead 9,905
						<b>Total Labor Cost:</b> 93,979
<b>Funding Sources</b>					<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K22494	\$ -	\$ -		\$ -	Federal Highway Administration	
CPG, K22998	46,371	18,940		65,311	Federal Transit Administration	
STP-TMA, 22387			21,770	21,770		
Local / Fund Bal	3,672	1,499	1,724	6,895		
<b>Total:</b>	<b>\$ 50,043</b>	<b>\$ 20,439</b>	<b>\$ 23,494</b>	<b>93,979</b>		
						<b>DIRECT EXPENDITURES:</b>
						Professional Services \$ -
						Legal / Lobbying
						Equipment Purchases
						Travel / Education
						Printing
						Public Involvement
						Meeting Support
						Other
						<b>Total Direct Cost:</b> \$ -
						<b>601 Total Cost:</b> \$ 93,979

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<b>PROGRAM NO.</b>	<b>620</b>				<b>CLASSIFICATION:</b>	<b>Project</b>		
<b>TITLE:</b>	<b>Demographics and Growth Monitoring</b>							
<b>TASK / PROJECT DESCRIPTION:</b>	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, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.							
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	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, and 4) Development review, including the fiscal impact analysis, enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> .							
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	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...."							
<b>FY2025 BENCHMARKS</b>								
<b>MILESTONES / PRODUCTS</b>								
<b>Population and Employment Estimates</b> Data collection and geocoding of building permits Complete 2024 employment data Complete 2024 Development Monitoring Report Complete 2025 population estimates and receive Board acceptance						Ongoing Mar Mar Apr		
<b>Development Forecasting, Tracking, and Reconciliation</b> Update preliminary plat files and other entitled development						Ongoing		
<b>Demographics Support</b> Respond to member requests for census data Provide development and policy reviews and checklists Include fiscal impact analysis with development checklist per policy Development checklist report						Ongoing Ongoing Ongoing Mar		
<b>LEAD STAFF:</b> Austin Miller					<b>Expense Summary</b>			
<b>END PRODUCT:</b> Demographic products: 1) 2025 population estimates; 2) 2025 employment estimates; 3) 2024 Development Monitoring Report updated; 4) annual demographic reconciliation; and 5) development checklist report								
					Total Workdays: 145			
					Salary \$ 70,914			
					Fringe 32,661			
					Overhead 12,203			
					Total Labor Cost: 115,778			
<b>ESTIMATED DATE OF COMPLETION:</b> September-2025					<b>DIRECT EXPENDITURES:</b> Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other			
<b>Funding Sources</b>				<b>Participating Agencies</b>				
	Ada	Canyon	Special	Total			Member Agencies Housing authorities and other housing stakeholders	
CPG, K22494	\$ -	\$ -		\$ -				
CPG, K22998	57,127	23,333		80,460				
STP-TMA, 22387			26,820	26,820				
Local / Fund Bal	4,525	1,848	2,125	8,498				
<b>Total:</b>	<b>\$ 61,652</b>	<b>\$ 25,181</b>	<b>\$ 28,945</b>	<b>115,778</b>				
					Total Direct Cost: \$ -			
					<b>620</b>	<b>Total Cost: \$ 115,778</b>		

<b>PROGRAM NO.</b>	<b>653</b>				<b>CLASSIFICATION:</b>	<b>Project</b>	
<b>TITLE:</b>	<b>Communication and Education</b>						
<b>TASK / PROJECT DESCRIPTION:</b>	The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include, but are not limited to, managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; managing COMPASS' social media channels; supporting the Public Participation Workgroup; and representing COMPASS at open houses and other events.						
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public participation strategy.						
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., regional transportation improvement program, regional long-range transportation plan [ <i>Communities in Motion</i> ]) is planned and budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing and updating the COMPASS participation plan, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to support federally required public involvement efforts.						
<b>FY2025 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
<b>General</b> Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases Support work of Public Participation Workgroup Implement the COMPASS participation plan; work toward goals established in the plan Provide outreach/public speaking support and training to staff						Ongoing Ongoing Ongoing Ongoing	
<b>Develop tools, such as electronic and print materials, designed for most effective means of communication</b> Maintain and enhance COMPASS social media channels Continually update the COMPASS website to improve usability and keep content up to date Develop the FY2025 annual report, annual budget summary, and annual communication summary Write and distribute the monthly Keeping Up With COMPASS newsletter Update/develop other print materials as appropriate Continue to produce the "In Motion" COMPASS podcast, with a minimum of one episode every other month						Ongoing Ongoing Oct - Dec Ongoing Ongoing Ongoing	
<b>Education and community outreach</b> Develop and implement the FY2025 public education series Support and collaborate with other agencies' outreach and education efforts and programs Participate in community events to share planning-related information Attend/support member agencies at public meetings Manage/support the Leadership in Motion awards program Plan and host the annual "COMPASS 101" workshop Present information about COMPASS and our programs to stakeholders and community groups as requested Continue to lead an interagency regional safety education campaign						Jan - Sep Ongoing Ongoing Ongoing Aug - Dec Jan - Feb Ongoing Ongoing	
<b>LEAD STAFF:</b>	Amy Luft					<b>Expense Summary</b>	
<b>END PRODUCT:</b>	Public involvement in, and understanding of, transportation planning and related issues.					Total Workdays: 195	
						Salary \$ 89,792	
						Fringe 41,356	
						Overhead 15,452	
						Total Labor Cost: 146,599	
<b>ESTIMATED DATE OF COMPLETION:</b>						<b>September-2025</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	Ada	Canyon	Special	Total	Member Agencies  Professional Services \$ 26,500 Legal / Lobbying Equipment Purchases Travel / Education Printing 700 Public Involvement 34,050 Meeting Support Other  Total Direct Cost: \$ 61,250		
CPG, K22494				\$ -			
CPG, K22998							
Local / Fund Bal			207,849	207,849			
				-			
	\$ -	\$ -	\$ 207,849	\$ 207,849	Total Cost: 207,849		

<b>PROGRAM NO.</b>	661			<b>CLASSIFICATION:</b>	Project
<b>TITLE:</b>	Long Range Planning				
<b>TASK / PROJECT DESCRIPTION:</b>	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.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	<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.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450 "Infrastructure Investment and Jobs Act" (IIJA) requires that the regional long-range transportation plan be updated every four years in air quality maintenance areas, otherwise every five years. 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.				
<b>FY2025 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>General Project Management</b> Monitor legislative, funding, etc. changes and provide updates Update financial analysis Transportation funding study					Ongoing Oct-Mar May-June
<b>Land Use</b> Review comprehensive plans					Ongoing Ongoing FY24-FY25
<b>Active Transportation (bicycle and pedestrian)</b> Review micromobility Update regional pathway network Develop coordinated regional waterway-pathway plan Intergrate bicycle pedestrian count program into planning process					FY24-FY25
<b>Freight</b> Update freight study Develop freight rail analysis					FY24-FY25
<b>Public Transportation</b> Coordinate high capacity transit planning and environmental linkages (PEL) study Update regional public transportation network Update coordinated plan Conduct first and last mile needs analysis Develop park and ride coordination plan					FY24-FY25
<b>Roadways</b> Update congestion management process, strategies and implementation Update regional transportation demand management policy/strategy Analyze smart cities/intelligent transportation systems corridor intergration opportunities Develop carbon reduction strategy					FY24-FY25
<b>Safety</b> Develop regional safety action plan					FY24-FY25
<b>Equity</b> Analysis of transportation underfunding Update disadvantaged groups needs analysis					FY24-FY25
<b>Environment, Natural Resources, and Resiliency</b> Update environmental mitigation strategies Develop resiliency improvement plan					FY24-FY25
<b>Economic Activity</b> Update travel and tourism					FY24-FY25
<b>Emerging technology and security</b> Develop regional transportation security education and support Develop electric vehicles alternative fuels infrastructure deployment study Develop autonomous vehicles preparedness study					FY24-FY25
<b>Performance Management</b> Update asset management information as needed Update federally required performance targets as needed					Mar Ongoing
<b>Public Involvement</b> Conduct public involvement according to the work plan					Ongoing
<b>Bike Counter Management</b> Manage portable counter requests Manage permanent counter program and COMPASS Data Bike Manage and report data					Ongoing Ongoing Ongoing
<b>LEAD STAFF:</b> Austin Miller					<b>Expense Summary</b>
<b>END PRODUCT:</b> Begin development of <i>Communities in Motion 2055</i> ; projects to address new planning emphasis areas and prepare for federal grant opportunities; collect bicycle and pedestrian data.					
<b>ESTIMATED DATE OF COMPLETION:</b> September-2025					<b>Total Workdays:</b> 1,176
					Salary \$ 593,623
					Fringe 273,406
					Overhead 102,152
					<b>Total Labor Cost:</b> 969,180
<b>Funding Sources</b>					<b>DIRECT EXPENDITURES:</b>
	Ada	Canyon	Special	Total	Professional Services \$ 1,741,836
CPG, K22494	-	-	-	-	Legal / Lobbying
CPG, K22998	523,547	213,843	-	737,390	Equipment Purchases 29,300
CPG, K22998 NO MATCH	26,270	10,730	-	37,000	Travel / Education
STP-TMA, 22387	-	-	149,925	149,925	Printing 2,100
STBG-TMA, K22395	-	-	-	-	Public Involvement 86,125
STBG-TMA, K19571	-	-	-	-	Carry-Forward
STBG-TMA, K20271	-	-	291,624	291,624	
STBG-TMA, K23312	-	-	111,192	111,192	
STBG-TMA, K13046	-	-	720,974	720,974	
STBG-TMA, K23313	-	-	7,413	7,413	
CRP-TMA, K24233	-	-	166,788	166,788	
FHWA	-	-	398,703	398,703	
Local / Fund Bal	41,472	16,939	149,118	207,529	
<b>Total:</b>	<b>591,289</b>	<b>241,512</b>	<b>1,995,737</b>	<b>2,828,541</b>	<b>Total Direct Cost: \$ 1,859,361</b>
					<b>661 Total Cost: 2,828,541</b>

<b>PROGRAM NO.</b>	<b>685</b>				<b>CLASSIFICATION:</b>	<b>Project</b>		
<b>TITLE:</b>	<b>Resource Development/Funding</b>							
<b>TASK / PROJECT DESCRIPTION:</b>	Develop a FY2026-2032 Regional Transportation Improvement Program (TIP) for Ada and Canyon Counties that complies with all federal, state, and local regulations and policies to fund transportation projects. Process amendments and provide project tracking and monitoring for the FY2025-2031 TIP. With consultant assistance, COMPASS staff will assist member agencies in transforming project ideas into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public information plans. Grant research, development, and grant administration are expected to secure additional funding into the region. COMPASS will award <i>Communities in Motion</i> (CIM) Implementation Grants to member agencies after appropriate outreach, prioritization, and contract due diligence.							
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 2050 goals and performance measures, increase the delivery of funded projects on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects meet deadlines and do not lose federal funding through project monitoring and committee participation.							
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	The task is designed to help identify additional revenue sources for member agencies, assist in funding improvements and maintenance of the transportation system, and assist member agencies in implementing the regional long-range transportation plan and the annual TIP. Under 23 CFR § 450, COMPASS is required to develop a TIP in cooperation with ITD and public transportation operators. Certain additional requirements are required in the Boise Urbanized Area because it is considered a Transportation Management Area (TMA). The TIP is required to be updated every four years; however, COMPASS follows the update cycle of ITD's Statewide Transportation Improvement Program (STIP), which is updated annually. All projects receiving federal funding or considered regionally significant must be consistent with the regional long-range transportation plan. The TIP is also scrutinized in the federal Certification Review.							
<b>FY2025 BENCHMARKS</b>								
<b>MILESTONES / PRODUCTS</b>								
<b>685001 Transportation Improvement Program</b> Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate ranking of project applications Assign projects to funding programs through a prioritization process Develop the final FY2026-2032 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor, track, and process changes to the FY2025-2031 Regional Transportation Improvement Program Balance federal-aid programs managed by COMPASS, as changes occur Provide assistance to member agencies with federal-aid funding concerns Provide funding and programming assistance to Valley Regional Transit (VRT) Update the Resource Development Plan						Oct-Sept		
<b>685002 Project Development Program</b> Award projects through a prioritization process Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports						Oct-Sept		
<b>685003 Grant Research and Development</b> Seek funding for project needs listed in the Resource Development Plan Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications, such as INFRA, RAISE, CDBG, etc.						Oct-Sept		
<b>685004 CIM Implementation Grants</b> Award projects through a prioritization process Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget						Oct-Sept		
<b>LEAD STAFF:</b> Toni Tisdale					<b>Expense Summary</b>			
<b>END PRODUCTS:</b> Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.								
					Total Workdays: 626			
					Salary \$ 336,057			
					Fringe 154,778			
					Overhead 57,829			
					Total Labor Cost: 548,664			
<b>ESTIMATED DATE OF COMPLETION:</b> September-2025					<b>DIRECT EXPENDITURES:</b> Professional Services \$ 216,500 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other  Total Direct Cost: \$ 216,500 685 Total Cost: \$ 765,165			
<b>Funding Sources</b>				<b>Participating Agencies</b>				
	Ada	Canyon	Special	Total			Member Agencies	
CPG, K22494	-	-	-	-				
CPG, K22998	\$ 250,760	102,423	-	\$ 353,183				
STP-TMA, 22387	-	-	84,833	84,833				
Local / Fund Bal	19,864	8,113	299,171	327,148				
<b>Total:</b>	<b>\$ 270,624</b>	<b>\$ 110,536</b>	<b>\$ 384,004</b>	<b>\$ 765,165</b>				



<b>PROGRAM NO.</b>	<b>703</b>				<b>CLASSIFICATION:</b>	<b>Service</b>
<b>TITLE:</b>	<b>Public Services</b>					
<b>TASK / PROJECT DESCRIPTION:</b>	To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information are not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	COMPASS responds to questions from the public and provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There are no federal or state requirements concerning provision of services to the public. However, these services support COMPASS' vision, mission, roles, and values, including: "...serve as a source of information and expertise..." (COMPASS Mission), "serve as the regional technical resource..." (Role #3 Expert), and "perform and share quality analyses" (Role #3 Expert).					
<b>FY2025 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Provide assistance to public and non-member entities, as requested, in the areas of:</b> Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling for proposed developments Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other general requests for information						Ongoing
<b>LEAD STAFF:</b> Mary Ann Waldinger					<b>Expense Summary</b>	
<b>END PRODUCT:</b> Information assistance to the general public.					<b>Total Workdays:</b> 8	
					Salary \$ 4,736	
					Fringe 2,181	
					Overhead 815	
					<b>Total Labor Cost:</b> 7,733	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2025					<b>DIRECT EXPENDITURES:</b> \$ -	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Member Agencies Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other	
CPG, K22998				\$ -		
Local / Fund Bal	-	-	7,733	\$ 7,733		
<b>Total:</b>	\$ -	\$ -	\$ 7,733	\$ 7,733		
					<b>Total Direct Cost:</b> \$ -	
					<b>703</b>	<b>Total Cost:</b> \$ 7,733



<b>PROGRAM NO.</b>	<b>705</b>				<b>CLASSIFICATION:</b>	<b>Service</b>	
<b>TITLE:</b>	<b>Transportation Liaison Services</b>						
<b>TASK / PROJECT DESCRIPTION:</b>	To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.						
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Transportation liaison services ensure staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require COMPASS Board approval of a new work program.						
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Achieve better inter-jurisdictional coordination of transportation and land use planning. Documentation of other significant transportation planning projects occurring within the Treasure Valley through the Unified Planning Work Program and Budget.						
<b>FY2025 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
Attend member agency meetings and coordinate transportation-related planning activities with member agencies							Ongoing
<b>LEAD STAFF:</b> Matt Stoll					<b>Expense Summary</b>		
<b>END PRODUCT:</b> Ongoing staff liaison role to member agencies.					Total Workdays: 48		
					Salary \$ 34,634		
					Fringe 15,952		
					Overhead 5,960		
					Total Labor Cost: 56,546		
<b>ESTIMATED DATE OF COMPLETION:</b> September-2025					<b>DIRECT EXPENDITURES:</b>		
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	Ada	Canyon	Special	Total	Member Agencies Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other		
CPG, K22494				\$ -			
CPG, K22998	37,201	15,195		\$ 52,396			
				-			
Local / Fund Bal	2,947	1,204		4,151			
	-			-	Total Direct Cost: \$ -		
<b>Total:</b>	<b>\$ 40,148</b>	<b>\$ 16,399</b>		<b>\$ 56,546</b>	<b>705</b>	<b>Total Cost: \$ 56,546</b>	

<b>PROGRAM NO.</b>	<b>760</b>			<b>CLASSIFICATION:</b>	<b>Service</b>
<b>TITLE:</b>	<b>Government Affairs</b>				
<b>TASK / PROJECT DESCRIPTION:</b>	Identify, review, monitor, advocate and report to the COMPASS Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.				
<b>FY2025 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>Federal Legislative Priorities</b> Obtain COMPASS Board approval of 2025 federal legislative priorities Educate and advocate on 2025 federal legislative priorities Work with COMPASS Executive Committee to identify 2026 federal priorities and positions Obtain COMPASS Board approval of 2026 federal legislative priorities					Oct Oct-Aug Apl-Jul Aug
<b>State Legislative Priorities</b> Educate and advocate on FY2025 legislative priorities Plan and initiate a road useage charge education program Work with Executive Committee to identify possible priorities and position statements for FY2026 legislative session Obtain Board endorsement of FY2026 legislative priorities					Oct-Aug Oct-Sep Apl-Aug Aug
<b>LEAD STAFF:</b> Matt Stoll					<b>Expense Summary</b>
<b>END PRODUCT:</b> An effective advocacy program for legislative issues and positions that have been approved by the Board.					Total Workdays: 60
					Salary \$ 62,607
					Fringe 28,835
					Overhead 10,774
					Total Labor Cost: 102,216
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2025	
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies
				\$ -	
Local / Fund Bal			146,466	\$ 146,466	
				-	
<b>Total:</b>	\$ -	\$ -	\$ 146,466	\$ 146,466	
				760	Total Direct Cost: \$ 44,250
					Total Cost: 146,466

<b>PROGRAM NO.</b>	801			<b>CLASSIFICATION:</b>	System Maintenance
<b>TITLE:</b>	Staff Development				
<b>TASK / PROJECT DESCRIPTION:</b>	To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies, and best practices and activities nationally.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The activities of this task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There are no federal or state requirements concerning provision of staff training; however, COMPASS provides staff with opportunities for training and education. Training examples include attending workshops and conferences sponsored by Federal Highway Administration, National Association of Regional Councils, American Planning Association, Western Planner, Association of Metropolitan Planning Organizations, the Transportation Research Board, etc., to keep staff well informed.				
<b>FY2025 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
Staff training and development					Ongoing
<b>LEAD STAFF:</b> Meg Larsen <b>END PRODUCT:</b> Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.					<b>Expense Summary</b> Total Workdays: 119 Salary \$ 63,049 Fringe 29,039 Overhead 10,850 Total Labor Cost: 102,937
<b>ESTIMATED DATE OF COMPLETION:</b> September-2025					<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	
CPG, K22494				\$ -	Federal Highway Administration
CPG, K22998	100,615	41,096		141,711	Federal Transit Administration
Local / Fund Bal	7,969	3,256		11,226	
				-	
<b>Total:</b>	<b>\$ 108,584</b>	<b>\$ 44,352</b>	<b>\$ -</b>	<b>\$ 152,937</b>	
					Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education 50,000 Printing Public Involvement Meeting Support Other <b>Total Direct Cost: \$ 50,000</b>
					801 Total Cost: \$ 152,937

<b>PROGRAM NO.</b>	<b>820</b>			<b>CLASSIFICATION:</b>	<b>System Maintenance</b>
<b>TITLE:</b>	<b>Committee Support</b>				
<b>TASK / PROJECT DESCRIPTION:</b>	To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	The COMPASS Joint Powers Agreement, Section 4.1.6(K), states, "Open Meeting Law: All meetings of the Board shall be governed under the provisions of the Open Meeting Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or recodification thereof."				
<b>FY2025 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
Provide meeting coordination, materials, and follow-up to the Board, standing committees, and workgroups.					Ongoing
<b>LEAD STAFF:</b> Amy Luft					
<b>END PRODUCT:</b> Ongoing support of committees to promote involvement and communication.					
					<b>Expense Summary</b>
					Total Workdays: 258
					Salary \$ 133,877
					Fringe 61,660
					Overhead 23,038
					Total Labor Cost: 218,574
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2025	
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K22494				\$ -	
CPG, K22998	143,797	58,734		\$ 202,531	
Local / Fund Bal	11,391	4,653	2,000	18,043	
				-	
<b>Total:</b>	<b>\$ 155,188</b>	<b>\$ 63,387</b>		<b>\$ 220,574</b>	
					DIRECT EXPENDITURES:
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support 2,000
					Other
					Total Direct Cost: \$ 2,000
					820 Total Cost: 220,574

<b>PROGRAM NO.</b>	836			<b>CLASSIFICATION:</b>	System Maintenance
<b>TITLE:</b>	Technical Support: Regional Travel Demand Model				
<b>TASK / PROJECT DESCRIPTION:</b>	Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. It also provides vital information for the required process of air quality conformity demonstration and all benefit-cost evaluations.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The model outputs are used to test and plan transportation projects, support capital improvement plans and impact fee and/or proportionate share programs for member agencies, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, provide area of influence model runs to inform the traffic impact study process, and respond to various special member requests.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450.324 -- Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, (e) "the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity" (f) "The metropolitan transportation plan shall, at a minimum, include (1) The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;..."				
<b>FY2025 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>Key Elements</b>					
Maintain and update traffic count database					Ongoing
Maintain the structure and integrity of the regional travel demand model for use in the Transportation Economic Development Impact System (TREDIS)					Ongoing
Provide travel demand modeling assistance to support member agency needs and special projects					Ongoing
Provide technical and modeling support as needed for regional long range transportation plan					Ongoing
Work with and use ITD's required protocols to update of the Federal Aid Functional Classification Systems after adjusted urban area boundaries are approved by IT Board and FHWA - Boise Division					Oct-Aug
<b>Special Tasks and Model Improvements</b>					
Provide technical analysis on member agency requests vetted through RTAC					Ongoing
Provide modeling and technical assistance to ITD's corridor and environmental studies					Ongoing
Provide technical analysis on unanticipated member agency requests					Ongoing
Maintain the data foundation system and continue to incorporate into other data sources					Ongoing
<b>LEAD STAFF:</b> Mary Ann Waldinger					
<b>END PRODUCT:</b> Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					
					<b>Expense Summary</b>
					Total Workdays: 67
					Salary \$ 42,089
					Fringe 19,385
					Overhead 7,243
					Total Labor Cost: 68,716
<b>ESTIMATED DATE OF COMPLETION:</b> September-2025					
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Highway Districts
CPG, K22494				\$ -	Member Agencies
CPG, K22998	19,988	8,164		28,152	Federal Highways Administration
STCH-TMA, K22394			138,990	138,990	Idaho Transportation Department
				-	Valley Regional Transit
Local / Fund Bal	1,583	647	199,344	201,574	Department of Environmental Quality
<b>Total:</b>	<b>\$ 21,571</b>	<b>\$ 8,811</b>	<b>\$ 338,334</b>	<b>\$ 368,716</b>	
					Professional Services \$ 300,000
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 300,000
					836 Total Cost: \$ 368,716

<b>PROGRAM NO.</b>	842			<b>CLASSIFICATION:</b>	System Maintenance	
<b>TITLE:</b>	Congestion Management Process					
<b>TASK / PROJECT DESCRIPTION:</b>	Maintain a functional congestion management process (CMP) for the Treasure Valley. Conduct data collection, update the congestion management process as needed, produce the Annual Congestion Management Report, maintain regional intelligent transportation system (ITS) architecture and inventory. Research, provide, and monitor transportation demand management (TDM) strategies. Work with member agencies to identify regional congestion issues, identify congestion management needs, and recommend congestion management strategies.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The Congestion Management Process (CMP) is a systematic, cyclical, and regionally accepted approach for managing congestion that generates current information regarding regional congestion, outlines methods for identifying congestion management needs, identifies strategies to mitigate congestion, defines performance measures and targets related to congestion, and defines the path for implementing strategies through COMPASS' transportation improvement program (TIP) and regional long-range transportation plan.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450.322 -- A congestion management process is federally required for areas with populations exceeding 200,000, known as Transportation Management Areas. While only a portion of COMPASS' planning area is subject to this requirement (the Boise Urbanized Area), COMPASS' CMP covers its entire planning area. (a) "The transportation planning process in a TMA shall address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53 through the use of travel demand reduction (including intercity bus operators, employer-based commuting programs such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), job access projects, and operational management strategies..."					
<b>FY2025 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Congestion Management and Travel Time Data</b> Complete the Congestion Management Annual Report using the National Performance Measure Research Data Set (NPMRDS) for 2024 Maintain the Congestion Management Process Technical Document Publish congestion management annual report to digital format (web map/story map) Work with Regional Operations Workgroup and other COMPASS workgroups to identify congestion issues, congestion management needs, and congestion management strategies						June-Sept Ongoing June-Sept Ongoing
<b>NPMRDS Travel Time Data and Process</b> Develop process for evaluating effectiveness of congestion mitigation projects using the NPMRDS and INRIX travel time data sets						Ongoing
<b>Transportation System Management and Ops (TSMO) and ITS Plan Update</b> Maintain the regional ITS inventory and TSMO/ITS projects list Refine the integration of management and operation strategies and TSMO projects into the long range plan						Ongoing Ongoing
<b>LEAD STAFF:</b> Mary Ann Waldinger						<b>Expense Summary</b>
END PRODUCT: Maintenance of the congestion management process, congestion management annual report (congestion issues, needs, strategies), current year travel time data collection and analysis, and an updated TSMO/ITS projects list and inventory.						Total Workdays: 66
						Salary \$ 41,460 Fringe 19,095 Overhead 7,135 Total Labor Cost: 67,690
<b>ESTIMATED DATE OF COMPLETION:</b> September-2025				<b>DIRECT EXPENDITURES:</b>		
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Highway Districts	Professional Services
CPG, K22108				\$ -	Member Agencies	Legal / Lobbying
CPG, K22494	-	-	-	-	Federal Highways Administration	Equipment Purchases
				-		Travel / Education
				-		Printing
				-		Public Involvement
Local / Fund Bal	-	-	67,690	67,690		Meeting Support
				-		Other
<b>Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 67,690</b>	<b>\$ 67,690</b>	842	<b>Total Direct Cost: \$ -</b>
						<b>Total Cost: \$ 67,690</b>

<b>PROGRAM NO.</b>	<b>860</b>	<b>CLASSIFICATION:</b>	<b>System Maintenance</b>		
<b>TITLE:</b>	<b>Geographical Information System Maintenance (GIS)</b>				
<b>TASK / PROJECT DESCRIPTION:</b>	Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Workgroup (RGAWG) to create regional data that can be used for many purposes.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	Federal Code 23 CFR § 450.324 (f)-- 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...."				
<b>FY2025 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>Provide GIS Data Maintenance and Support for COMPASS Projects</b> Data analysis, and maintenance for performance reporting and other planning needs Enterprise database maintenance Data integration GIS Technology Census BAS					Ongoing
<b>GIS Cooperation</b> Continue participation in the Treasure Valley GIS User Group and Canyon Spatial Data Cooperative (SDC) meetings					Quarterly/as needed
<b>Regional Geographic Advisory Committee</b> Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data					Quarterly/as needed
<b>Regional Data Center</b> Expand and maintain authoritative regional GIS data Conduct data accuracy checks and metadata on regional data sets					Ongoing
<b>Transportation Improvement Program</b> Provide ongoing support					Ongoing
<b>2024 Orthophotography Project</b> Finalize 2024 orthophotography acquisition Distribute final data products to participants					December
<b>2025 Orthophotography Project</b> Conduct 2025 orthophotography flight Conduct QC on preliminary data Continue to plan for future orthophotography acquisition and funding					March - October
<b>LEAD STAFF:</b> Eric Adolfson					<b>Expense Summary</b>
<b>END PRODUCT:</b> 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible.					
<b>ESTIMATED DATE OF COMPLETION:</b> September-2025					<b>Total Workdays:</b> 396
<b>Funding Sources</b>					Salary \$ 210,129
					<b>Participating Agencies</b>
All Member Agencies					
					CPG, K22108 CPG, K22494
Local / Fund Bal					
					Total:
\$ -					
					\$ 534,147
\$ 534,147					
					\$ -
\$ -					
					\$ -
\$ -					
					\$ -
\$ -					
					\$ 534,147
\$ 534,147					
					\$ 534,147

<b>PROGRAM NO.</b>	<b>990</b>	<b>CLASSIFICATION:</b>	<b>Indirect / Overhead</b>
<b>TITLE:</b>	<b>Direct Operations &amp; Maintenance</b>		
<b>TASK / PROJECT DESCRIPTION:</b>	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.		
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.		
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.		
<b>FY2025 BENCHMARKS</b>			
		<b>MILESTONES / PRODUCTS</b>	
Provide local dollars for expenditures not federally funded. Planned FY2025 equipment and software expenditures Transit network planning software Transportation improvement program management software Benefit-cost analysis software Transportation modeling software		Ongoing	
<b>LEAD STAFF:</b>	Meq Larsen		<b>Expense Summary</b>
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: \$ -
<b>ESTIMATED DATE OF COMPLETION:</b>		September-2025	
<b>Funding Sources</b>		<b>Participating Agencies</b>	
	Ada	Canyon	Special
			Total
CPG, K22108			\$ -
CPG, K22494			\$ -
CIM2055 KN20271	Carry forward only		251,982
			251,982
Other			-
Local / Fund Bal			232,638
			232,638
			-
<b>Total:</b>	\$ -	\$ -	\$ 484,620
			\$ 484,620
		<b>DIRECT EXPENDITURES:</b>	
		Professional Services 1,440	
		Legal / Lobbying \$ 17,000	
		Equipment Purchases 169,687	
		Travel / Education 1,600	
		Printing	
		Public Involvement	
		Meeting Support 7,000	
		Other 15,950	
		CIM 2055 carry forward \$ 271,943	
		Total Direct Cost: \$ 484,620	
		990 Total Cost: \$ 484,620	



<b>PROGRAM NO.</b>	<b>991</b>	<b>CLASSIFICATION:</b>	<b>Indirect / Overhead</b>																																			
<b>TITLE:</b>	<b>Support Services Labor</b>																																					
<b>TASK / PROJECT DESCRIPTION:</b>	To provide labor to support the ongoing administrative functions of COMPASS. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.																																					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system.																																					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	<p>The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.</p> <p>Memorandum of Understanding 04-01, Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allow indirect costs as outlined in the agreement.</p>																																					
<b>FY2025 BENCHMARKS</b>		<b>MILESTONES / PRODUCTS</b>																																				
<p><b>General Administration</b>  Review standing agreements  Conduct appropriate procurement processes and prepare contracts, as needed  Update COMPASS operational policies as needed  Monitor general workplace and personnel needs  Provide administrative assistance for agency needs</p> <p><b>Personnel Management</b>  Prepare and complete recruitment processes  Conduct employee annual evaluations  Renew insurance policies  Pursue FY2025 benefit options</p> <p><b>Financial Management</b>  Close FY2024 financial records and begin FY2025  Provide annual audit support and complete financial reports  Complete COMPASS annual Audit Report  Prepare and distribute year-end payroll reports  Complete budget variance information and report to the Finance Committee quarterly  Maintain inventory of furniture, equipment, hardware and software</p> <p><b>Information Technology</b>  Manage Information Technology consultant and coordinate work efforts  Prioritize needs, analyze costs, make recommendations and implement system improvements  Coordinate with staff to configure equipment and software to meet the needs of each position  Maintain security and integrity of IT systems, and perform appropriate back ups  Coordinate systems with member agencies</p>		<p>Aug As needed As needed Ongoing Ongoing</p> <p>As needed</p> <p>Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing</p> <p>Ongoing</p> <p>Oct - Dec</p>																																				
<b>LEAD STAFF:</b> Meg Larsen		<b>Expense Summary</b>																																				
<b>END PRODUCT:</b> An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.		Total Workdays: 989 Salary \$ - Fringe - Overhead - Total Labor Cost: \$ -																																				
<b>ESTIMATED DATE OF COMPLETION:</b> September-2025		<b>DIRECT EXPENDITURES:</b>																																				
<table border="1"> <thead> <tr> <th colspan="4">Funding Sources</th> <th>Participating Agencies</th> </tr> <tr> <th>Ada</th> <th>Canyon</th> <th>Special</th> <th>Total</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>\$ -</td> <td>Member Agencies</td> </tr> <tr> <td></td> <td></td> <td></td> <td>-</td> <td>Idaho Transportation Department</td> </tr> <tr> <td></td> <td></td> <td></td> <td>-</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>-</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td></td> </tr> </tbody> </table>		Funding Sources				Participating Agencies	Ada	Canyon	Special	Total					\$ -	Member Agencies				-	Idaho Transportation Department				-					-		<b>Total:</b>	\$ -	\$ -	\$ -		Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other Total Direct Cost: \$ - 991 Total Cost: \$ -	
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