

**FINANCE COMMITTEE MEETING  
MARCH 21, 2024 — 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 3    **A. \* Approve December 14, 2023, Finance Committee Meeting Minutes**

**IV. INFORMATION/DISCUSSION ITEM**

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

Page 10    **B. \* Discuss Five-Year Revenue and Expense Projections**

**V. ACTION ITEMS**

- A. Elect Finance Committee Vice Chair**
- Page 18    **B. \* Approve Variance Report for October 1, 2023 – December 31, 2023**
- Page 24    **C. \* Recommend Approval for the FY2025 General and Special Membership Dues**
- Page 27    **D. \* Recommend Approval of Revision 2 of the FY2024 Unified Planning Work Program and Budget**

**VI. OTHER**

**A. Next Meeting: June 13, 2024**

**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 14, 2023  
COMPASS 2<sup>ND</sup> FLOOR LARGE CONFERENCE ROOM AND ZOOM**

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

**ATTENDEES:** Rod Beck, Commissioner, Ada County, **Chair**, in person  
Zach Brooks, Commissioner, Canyon County, via ZOOM  
Trevor Chadwick, Mayor, City of Star, **Vice Chair**, in person  
Miranda Gold, Commissioner, Ada County Highway District, in person  
Victor Rodriguez, Councilmember, City of Nampa, via ZOOM  
Steve Rule, Mayor, City of Middleton, via ZOOM  
Robert Simison, Mayor, City of Meridian, via ZOOM

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Ashley Cannon, COMPASS, in person  
Teri Gregory, COMPASS, in person  
David Hegstrom, Harris CPAs, in person  
Meg Larsen, COMPASS, in person  
Amy Luft, COMPASS, in person  
Kendra Stillwaugh, Harris CPAs, in person  
Matt Stoll, COMPASS, in person

**CALL TO ORDER:**

Chair Rod Beck called the meeting to order at 12:00 p.m.

**OPEN DISCUSSION/ANNOUNCEMENTS**

There were no announcements.

**CONSENT AGENDA**

**A. Approve November 30, 2023, Finance Committee Meeting Minutes**

Trevor Chadwick moved and Miranda Gold seconded approval of the Consent Agenda as presented. Motion passed unanimously.

## **INFORMATION/DISCUSSION ITEM**

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

Meg Larsen presented the disbursements made in the reporting period, November 6, 2023, through December 5, 2023, which was provided in the packet for information. There was no discussion regarding these disbursements.

## **ACTION ITEMS**

### **A. Accept Fiscal Year 2023 Audit Report**

David Hegstrom, Harris CPAs, presented the draft FY2023 audit for acceptance by the Finance Committee.

**Victor Rodriguez moved and Trevor Chadwick seconded to accept the draft audit as presented. Motion passed unanimously.**

### **B. Establish 2024 Finance Committee Meeting Dates**

The 2024 Finance Committee meeting dates were presented for acceptance by the Finance Committee.

**Miranda Gold moved and Trevor Chadwick seconded to accept the 2024 Finance Committee meeting dates as presented. Motion passed unanimously.**

## **OTHER**

Matt Stoll announced there will be three Finance Committee seats to be filled by incoming COMPASS Chair Trevor Chadwick in 2024, two in Ada County (currently held by Miranda Gold and Trevor Chadwick) and one in Canyon County (currently held by Steve Rule).

## **ADJOURNMENT**

**Robert Simison moved and Miranda Gold seconded adjournment of the meeting. Motion passed unanimously.**

Chair Rod Beck adjourned the meeting at 12:16 p.m.

**Approved this 21<sup>st</sup> day of March 2024.**

**By:** \_\_\_\_\_  
**Jarom Wagoner, Chair**

**Attest:**

**By:** \_\_\_\_\_  
**Vice Chair**

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 12/6/2023 to 3/5/2024**

**Community Planning Association (CPA)**

| Bank Code   | Description     | Check Number | Check Date | Check Amount | Check Type         |
|---|-----------------|--------------|------------|--------------|--------------------|
| <b>Vendor Number: ACHDCOM ACHD Commuteride</b>                    |                 |              |            |              |                    |
| A   | ICCU - Checking | 0000007362   | 3/5/2024   | 1,000.00     | Auto               |
| <b>Vendor ACHD Commuteride Total:</b>                             |                 |              |            | 1,000.00     |                    |
| <b>Vendor Number: ADOBE Adobe, Inc.</b>                           |                 |              |            |              |                    |
| A   | ICCU - Checking | E000001441   | 3/5/2024   | 8,707.08     | Electronic Payment |
| <b>Vendor Adobe, Inc. Total:</b>                                  |                 |              |            | 8,707.08     |                    |
| <b>Vendor Number: AMERIBE AmeriBen</b>                            |                 |              |            |              |                    |
| A   | ICCU - Checking | E000001429   | 2/5/2024   | 2,500.00     | Electronic Payment |
| <b>Vendor AmeriBen Total:</b>                                     |                 |              |            | 2,500.00     |                    |
| <b>Vendor Number: LUFT AMY LUFT</b>                               |                 |              |            |              |                    |
| A   | ICCU - Checking | E000001424   | 1/19/2024  | 2,047.44     | Electronic Payment |
| <b>Vendor AMY LUFT Total:</b>                                     |                 |              |            | 2,047.44     |                    |
| <b>Vendor Number: ASSOCTA Associated Taxpayers of Idaho</b>       |                 |              |            |              |                    |
| A   | ICCU - Checking | 0000007325   | 12/19/2023 | 200.00       | Auto               |
| <b>Vendor Associated Taxpayers of Idaho Total:</b>                |                 |              |            | 200.00       |                    |
| <b>Vendor Number: BOICHA BOISE AREA CHAMBER OF COMMERCE</b>       |                 |              |            |              |                    |
| A   | ICCU - Checking | E000001405   | 12/20/2023 | 1,250.00     | Electronic Payment |
| A   | ICCU - Checking | E000001430   | 2/5/2024   | 800.00       | Electronic Payment |
| <b>Vendor BOISE AREA CHAMBER OF COMMERCE Total:</b>               |                 |              |            | 2,050.00     |                    |
| <b>Vendor Number: ZBOIMUN Boise Municipal Health Care</b>         |                 |              |            |              |                    |
| A   | ICCU - Checking | E000001416   | 12/20/2023 | 29,687.78    | Electronic Payment |
| A   | ICCU - Checking | E000001428   | 1/19/2024  | 31,647.78    | Electronic Payment |
| A   | ICCU - Checking | E000001440   | 2/20/2024  | 30,605.65    | Electronic Payment |
| <b>Vendor Boise Municipal Health Care Total:</b>                  |                 |              |            | 91,941.21    |                    |
| <b>Vendor Number: BOE Boise Office Equipment</b>                  |                 |              |            |              |                    |
| A   | ICCU - Checking | 0000007346   | 2/5/2024   | 50.78        | Auto               |
| <b>Vendor Boise Office Equipment Total:</b>                       |                 |              |            | 50.78        |                    |
| <b>Vendor Number: BORTONL Borton-Lahey Law</b>                    |                 |              |            |              |                    |
| A   | ICCU - Checking | E000001422   | 1/19/2024  | 150.00       | Electronic Payment |
| <b>Vendor Borton-Lahey Law Total:</b>                             |                 |              |            | 150.00       |                    |
| <b>Vendor Number: ZCOLON COLONIAL LIFE &amp; ACCIDENT</b>         |                 |              |            |              |                    |
| A   | ICCU - Checking | 0000007324   | 12/20/2023 | 17.32        | Manual             |
| A   | ICCU - Checking | 0000007338   | 1/19/2024  | 17.32        | Manual             |
| A   | ICCU - Checking | 0000007355   | 2/20/2024  | 17.32        | Manual             |
| <b>Vendor COLONIAL LIFE &amp; ACCIDENT Total:</b>                 |                 |              |            | 51.96        |                    |
| <b>Vendor Number: DAWGHAU Dawg Haus, Inc.</b>                     |                 |              |            |              |                    |
| A   | ICCU - Checking | E000001435   | 2/20/2024  | 385.00       | Electronic Payment |
| <b>Vendor Dawg Haus, Inc. Total:</b>                              |                 |              |            | 385.00       |                    |
| <b>Vendor Number: ECOCOUN Eco Counter</b>                         |                 |              |            |              |                    |
| A   | ICCU - Checking | E000001423   | 1/19/2024  | 7,365.00     | Electronic Payment |
| <b>Vendor Eco Counter Total:</b>                                  |                 |              |            | 7,365.00     |                    |
| <b>Vendor Number: GEOTER GEOTERRA MAPPING GROUP</b>               |                 |              |            |              |                    |
| A   | ICCU - Checking | E000001417   | 1/5/2024   | 37,500.00    | Electronic Payment |
| <b>Vendor GEOTERRA MAPPING GROUP Total:</b>                       |                 |              |            | 37,500.00    |                    |
| <b>Vendor Number: GOODHEA Good Heart Technology, Incorporated</b> |                 |              |            |              |                    |
| A   | ICCU - Checking | E000001406   | 12/20/2023 | 120.00       | Electronic Payment |
| A   | ICCU - Checking | E000001418   | 1/5/2024   | 120.00       | Electronic Payment |
| A   | ICCU - Checking | E000001436   | 2/20/2024  | 120.00       | Electronic Payment |
| A   | ICCU - Checking | E000001443   | 3/5/2024   | 120.00       | Electronic Payment |
| <b>Vendor Good Heart Technology, Incorporated Total:</b>          |                 |              |            | 480.00       |                    |
| <b>Vendor Number: HARRIS HARRIS CPA's</b>                         |                 |              |            |              |                    |
| A   | ICCU - Checking | E000001407   | 12/20/2023 | 6,000.00     | Electronic Payment |

Run Date: 3/7/2024 4:06:55PM

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A/P Date: 3/7/2024

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 12/6/2023 to 3/5/2024**

**Community Planning Association (CPA)**

| Bank Code  | Description     | Check Number | Check Date | Check Amount | Check Type         |
|--|-----------------|--------------|------------|--------------|--------------------|
| <b>Vendor HARRIS CPA's Total:</b>                          |                 |              |            | 6,000.00     |                    |
| <b>Vendor Number: ZHARTF HARTFORD</b>                      |                 |              |            |              |                    |
| A  | ICCU - Checking | W000000716   | 12/20/2023 | 1,180.43     | Wire Transfer      |
| A  | ICCU - Checking | W000000723   | 1/19/2024  | 1,182.36     | Wire Transfer      |
| A  | ICCU - Checking | W000000730   | 2/20/2024  | 1,182.44     | Wire Transfer      |
| <b>Vendor HARTFORD Total:</b>                              |                 |              |            | 3,545.23     |                    |
| <b>Vendor Number: IDASSO IDAHO ASSOCIATION OF COUNTIES</b> |                 |              |            |              |                    |
| A  | ICCU - Checking | E000001408   | 12/20/2023 | 1,265.00     | Electronic Payment |
| <b>Vendor IDAHO ASSOCIATION OF COUNTIES Total:</b>         |                 |              |            | 1,265.00     |                    |
| <b>Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION</b>    |                 |              |            |              |                    |
| A  | ICCU - Checking | 0000007331   | 1/5/2024   | 7,490.98     | Auto               |
| A  | ICCU - Checking | 0000007347   | 2/5/2024   | 12,615.02    | Auto               |
| A  | ICCU - Checking | 0000007347   | 2/5/2024   | 12,615.02    | Reversal           |
| A  | ICCU - Checking | 0000007364   | 3/5/2024   | 3,745.02     | Auto               |
| A  | ICCU - Checking | W000000731   | 2/16/2024  | 12,615.02    | Wire Transfer      |
| <b>Vendor IDAHO CENTRAL CREDIT UNION Total:</b>            |                 |              |            | 23,851.02    |                    |
| <b>Vendor Number: IDCORR IDAHO CORRECTIONAL INDUSTRIES</b> |                 |              |            |              |                    |
| A  | ICCU - Checking | 0000007356   | 2/20/2024  | 649.00       | Auto               |
| <b>Vendor IDAHO CORRECTIONAL INDUSTRIES Total:</b>         |                 |              |            | 649.00       |                    |
| <b>Vendor Number: IDLEGIS Idaho Legislative Advisors</b>   |                 |              |            |              |                    |
| A  | ICCU - Checking | 0000007326   | 12/19/2023 | 300.00       | Auto               |
| <b>Vendor Idaho Legislative Advisors Total:</b>            |                 |              |            | 300.00       |                    |
| <b>Vendor Number: IDPOWE IDAHO POWER CO.</b>               |                 |              |            |              |                    |
| A  | ICCU - Checking | 0000007332   | 1/5/2024   | 593.84       | Auto               |
| A  | ICCU - Checking | 0000007348   | 2/5/2024   | 574.31       | Auto               |
| A  | ICCU - Checking | 0000007365   | 3/5/2024   | 562.59       | Auto               |
| <b>Vendor IDAHO POWER CO. Total:</b>                       |                 |              |            | 1,730.74     |                    |
| <b>Vendor Number: IDPRES IDAHO PRESS-TRIBUNE</b>           |                 |              |            |              |                    |
| A  | ICCU - Checking | 0000007339   | 1/19/2024  | 198.00       | Auto               |
| A  | ICCU - Checking | 0000007349   | 2/5/2024   | 183.34       | Auto               |
| <b>Vendor IDAHO PRESS-TRIBUNE Total:</b>                   |                 |              |            | 381.34       |                    |
| <b>Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION</b>    |                 |              |            |              |                    |
| A  | ICCU - Checking | W000000715   | 12/20/2023 | 5,376.00     | Wire Transfer      |
| A  | ICCU - Checking | W000000724   | 1/19/2024  | 5,277.00     | Wire Transfer      |
| A  | ICCU - Checking | W000000729   | 2/20/2024  | 5,417.00     | Wire Transfer      |
| <b>Vendor IDAHO STATE TAX COMMISSION Total:</b>            |                 |              |            | 16,070.00    |                    |
| <b>Vendor Number: INTMOU INTERMOUNTAIN GAS CO.</b>         |                 |              |            |              |                    |
| A  | ICCU - Checking | 0000007327   | 12/19/2023 | 358.50       | Auto               |
| A  | ICCU - Checking | 0000007341   | 1/19/2024  | 444.80       | Auto               |
| A  | ICCU - Checking | 0000007358   | 2/20/2024  | 510.82       | Auto               |
| <b>Vendor INTERMOUNTAIN GAS CO. Total:</b>                 |                 |              |            | 1,314.12     |                    |
| <b>Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE</b>      |                 |              |            |              |                    |
| A  | ICCU - Checking | W000000713   | 12/20/2023 | 17,895.34    | Wire Transfer      |
| A  | ICCU - Checking | W000000717   | 1/5/2024   | 17,729.30    | Wire Transfer      |
| A  | ICCU - Checking | W000000721   | 1/19/2024  | 17,717.04    | Wire Transfer      |
| A  | ICCU - Checking | W000000725   | 2/5/2024   | 18,313.95    | Wire Transfer      |
| A  | ICCU - Checking | W000000727   | 2/20/2024  | 17,975.02    | Wire Transfer      |
| A  | ICCU - Checking | W000000732   | 3/5/2024   | 17,663.75    | Wire Transfer      |
| <b>Vendor INTERNAL REVENUE SERVICE Total:</b>              |                 |              |            | 107,294.40   |                    |
| <b>Vendor Number: IRONEDG IronEdge Group</b>               |                 |              |            |              |                    |
| A  | ICCU - Checking | 0000007328   | 12/19/2023 | 1,231.95     | Auto               |
| A  | ICCU - Checking | 0000007342   | 1/19/2024  | 337.50       | Auto               |

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 12/6/2023 to 3/5/2024**

**Community Planning Association (CPA)**

| Bank Code  | Description     | Check Number | Check Date | Check Amount | Check Type         |
|--|-----------------|--------------|------------|--------------|--------------------|
| A  | ICCU - Checking | 0000007350   | 2/5/2024   | 448.20       | Auto               |
| A  | ICCU - Checking | 0000007359   | 2/20/2024  | 710.70       | Auto               |
| A  | ICCU - Checking | 0000007366   | 3/5/2024   | 448.20       | Auto               |
| <b>Vendor IronEdge Group Total:</b>                                  |                 |              |            | 3,176.55     |                    |
| <b>Vendor Number: MILLERJ Jacob Miller</b>                           |                 |              |            |              |                    |
| A  | ICCU - Checking | E000001410   | 12/20/2023 | 75.83        | Electronic Payment |
| <b>Vendor Jacob Miller Total:</b>                                    |                 |              |            | 75.83        |                    |
| <b>Vendor Number: GALLUP Josie Gallup</b>                            |                 |              |            |              |                    |
| A  | ICCU - Checking | E000001442   | 3/5/2024   | 93.83        | Electronic Payment |
| <b>Vendor Josie Gallup Total:</b>                                    |                 |              |            | 93.83        |                    |
| <b>Vendor Number: KIMANG Kim Anglesey</b>                            |                 |              |            |              |                    |
| A  | ICCU - Checking | E000001419   | 1/5/2024   | 135.00       | Electronic Payment |
| <b>Vendor Kim Anglesey Total:</b>                                    |                 |              |            | 135.00       |                    |
| <b>Vendor Number: KITTELS Kittelson &amp; Associates, Inc.</b>       |                 |              |            |              |                    |
| A  | ICCU - Checking | E000001409   | 12/20/2023 | 27,784.22    | Electronic Payment |
| A  | ICCU - Checking | E000001420   | 1/5/2024   | 33,688.94    | Electronic Payment |
| A  | ICCU - Checking | E000001431   | 2/5/2024   | 27,064.73    | Electronic Payment |
| A  | ICCU - Checking | E000001444   | 3/5/2024   | 62,101.05    | Electronic Payment |
| <b>Vendor Kittelson &amp; Associates, Inc. Total:</b>                |                 |              |            | 150,638.94   |                    |
| <b>Vendor Number: STOLL MATTHEW STOLL</b>                            |                 |              |            |              |                    |
| A  | ICCU - Checking | E000001413   | 12/20/2023 | 1,672.05     | Electronic Payment |
| A  | ICCU - Checking | E000001426   | 1/19/2024  | 184.35       | Electronic Payment |
| A  | ICCU - Checking | E000001434   | 2/5/2024   | 590.71       | Electronic Payment |
| A  | ICCU - Checking | E000001446   | 3/5/2024   | 2,808.49     | Electronic Payment |
| <b>Vendor MATTHEW STOLL Total:</b>                                   |                 |              |            | 5,255.60     |                    |
| <b>Vendor Number: IDSTAT McClatchy Company</b>                       |                 |              |            |              |                    |
| A  | ICCU - Checking | 0000007340   | 1/19/2024  | 188.00       | Auto               |
| A  | ICCU - Checking | 0000007357   | 2/20/2024  | 83.80        | Auto               |
| <b>Vendor McClatchy Company Total:</b>                               |                 |              |            | 271.80       |                    |
| <b>Vendor Number: PETTY MEGAN LARSEN</b>                             |                 |              |            |              |                    |
| A  | ICCU - Checking | 0000007368   | 3/5/2024   | 167.83       | Auto               |
| <b>Vendor MEGAN LARSEN Total:</b>                                    |                 |              |            | 167.83       |                    |
| <b>Vendor Number: MERCHA MERIDIAN CHAMBER OF COMMERCE</b>            |                 |              |            |              |                    |
| A  | ICCU - Checking | 0000007329   | 12/19/2023 | 295.00       | Auto               |
| <b>Vendor MERIDIAN CHAMBER OF COMMERCE Total:</b>                    |                 |              |            | 295.00       |                    |
| <b>Vendor Number: NAMPAC NAMPAC CIVIC CENTER</b>                     |                 |              |            |              |                    |
| A  | ICCU - Checking | E000001432   | 2/5/2024   | 1,190.00     | Electronic Payment |
| <b>Vendor NAMPAC CIVIC CENTER Total:</b>                             |                 |              |            | 1,190.00     |                    |
| <b>Vendor Number: NARC National Association of Regional Councils</b> |                 |              |            |              |                    |
| A  | ICCU - Checking | E000001433   | 2/5/2024   | 3,349.15     | Electronic Payment |
| <b>Vendor National Association of Regional Councils Total:</b>       |                 |              |            | 3,349.15     |                    |
| <b>Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)</b>           |                 |              |            |              |                    |
| A  | ICCU - Checking | 0000007323   | 12/20/2023 | 80.00        | Manual             |
| A  | ICCU - Checking | 0000007337   | 1/19/2024  | 80.00        | Manual             |
| A  | ICCU - Checking | 0000007354   | 2/20/2024  | 80.00        | Manual             |
| <b>Vendor NCPERS Group Life Ins. (M605) Total:</b>                   |                 |              |            | 240.00       |                    |
| <b>Vendor Number: NET@WOR Net@Work</b>                               |                 |              |            |              |                    |
| A  | ICCU - Checking | E000001411   | 12/20/2023 | 585.00       | Electronic Payment |
| A  | ICCU - Checking | E000001421   | 1/5/2024   | 900.00       | Electronic Payment |
| <b>Vendor Net@Work Total:</b>  |                 |              |            | 1,485.00     |                    |
| <b>Vendor Number: OFFMAX Office Depot</b>                            |                 |              |            |              |                    |
| A  | ICCU - Checking | 0000007333   | 1/5/2024   | 197.41       | Auto               |

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 12/6/2023 to 3/5/2024**

**Community Planning Association (CPA)**

| Bank Code  | Description     | Check Number | Check Date | Check Amount      | Check Type         |
|--|-----------------|--------------|------------|-------------------|--------------------|
| A  | ICCU - Checking | 0000007343   | 1/19/2024  | 78.63             | Auto               |
| A  | ICCU - Checking | 0000007360   | 2/20/2024  | 347.46            | Auto               |
| A  | ICCU - Checking | 0000007367   | 3/5/2024   | 47.84             | Auto               |
| <b>Vendor Office Depot Total:</b>                        |                 |              |            | <u>671.34</u>     |                    |
| <b>Vendor Number: OVATION Ovations Food Services</b>     |                 |              |            |                   |                    |
| A  | ICCU - Checking | 0000007334   | 1/5/2024   | 2,544.00          | Auto               |
| <b>Vendor Ovations Food Services Total:</b>              |                 |              |            | <u>2,544.00</u>   |                    |
| <b>Vendor Number: PROVELO Pro Velocity</b>               |                 |              |            |                   |                    |
| A  | ICCU - Checking | E000001412   | 12/20/2023 | 1,425.00          | Electronic Payment |
| <b>Vendor Pro Velocity Total:</b>                        |                 |              |            | <u>1,425.00</u>   |                    |
| <b>Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT</b> |                 |              |            |                   |                    |
| A  | ICCU - Checking | W000000714   | 12/20/2023 | 20,878.79         | Wire Transfer      |
| A  | ICCU - Checking | W000000718   | 1/5/2024   | 21,443.57         | Wire Transfer      |
| A  | ICCU - Checking | W000000722   | 1/19/2024  | 21,388.38         | Wire Transfer      |
| A  | ICCU - Checking | W000000726   | 2/5/2024   | 21,953.78         | Wire Transfer      |
| A  | ICCU - Checking | W000000728   | 2/20/2024  | 21,754.39         | Wire Transfer      |
| A  | ICCU - Checking | W000000733   | 3/5/2024   | 21,433.66         | Wire Transfer      |
| <b>Vendor PUBLIC EMPLOYEES RETIREMENT Total:</b>         |                 |              |            | <u>128,852.57</u> |                    |
| <b>Vendor Number: QUALCOU Quality Counts</b>             |                 |              |            |                   |                    |
| A  | ICCU - Checking | E000001445   | 3/5/2024   | 5,450.00          | Electronic Payment |
| <b>Vendor Quality Counts Total:</b>                      |                 |              |            | <u>5,450.00</u>   |                    |
| <b>Vendor Number: QUALITY Quality Electric, Inc.</b>     |                 |              |            |                   |                    |
| A  | ICCU - Checking | 0000007361   | 2/20/2024  | 3,065.00          | Auto               |
| <b>Vendor Quality Electric, Inc. Total:</b>              |                 |              |            | <u>3,065.00</u>   |                    |
| <b>Vendor Number: REMIX Remix Software, Inc.</b>         |                 |              |            |                   |                    |
| A  | ICCU - Checking | E000001425   | 1/19/2024  | 19,250.00         | Electronic Payment |
| <b>Vendor Remix Software, Inc. Total:</b>                |                 |              |            | <u>19,250.00</u>  |                    |
| <b>Vendor Number: RIVAL Rival Solutions</b>              |                 |              |            |                   |                    |
| A  | ICCU - Checking | 0000007344   | 1/19/2024  | 5,040.00          | Auto               |
| <b>Vendor Rival Solutions Total:</b>                     |                 |              |            | <u>5,040.00</u>   |                    |
| <b>Vendor Number: ZSTINF STATE INSURANCE FUND</b>        |                 |              |            |                   |                    |
| A  | ICCU - Checking | 0000007353   | 2/5/2024   | 3,571.00          | Auto               |
| A  | ICCU - Checking | 0000007369   | 3/5/2024   | 217.00            | Auto               |
| <b>Vendor STATE INSURANCE FUND Total:</b>                |                 |              |            | <u>3,788.00</u>   |                    |
| <b>Vendor Number: ZIDGRA STATE TAX COMMISSION</b>        |                 |              |            |                   |                    |
| A  | ICCU - Checking | W000000719   | 1/5/2024   | 358.49            | Wire Transfer      |
| A  | ICCU - Checking | W000000720   | 1/5/2024   | 1,852.74          | Wire Transfer      |
| <b>Vendor STATE TAX COMMISSION Total:</b>                |                 |              |            | <u>2,211.23</u>   |                    |
| <b>Vendor Number: SHREDIT Stericycle, Inc.</b>           |                 |              |            |                   |                    |
| A  | ICCU - Checking | 0000007335   | 1/5/2024   | 60.00             | Auto               |
| A  | ICCU - Checking | 0000007351   | 2/5/2024   | 120.00            | Auto               |
| <b>Vendor Stericycle, Inc. Total:</b>                    |                 |              |            | <u>180.00</u>     |                    |
| <b>Vendor Number: SYRINGA Syringa Networks, LLC</b>      |                 |              |            |                   |                    |
| A  | ICCU - Checking | E000001414   | 12/20/2023 | 939.91            | Electronic Payment |
| A  | ICCU - Checking | E000001427   | 1/19/2024  | 940.04            | Electronic Payment |
| A  | ICCU - Checking | E000001437   | 2/20/2024  | 940.04            | Electronic Payment |
| <b>Vendor Syringa Networks, LLC Total:</b>               |                 |              |            | <u>2,819.99</u>   |                    |
| <b>Vendor Number: TREAVA TREASURE VALLEY COFFEE</b>      |                 |              |            |                   |                    |
| A  | ICCU - Checking | 0000007336   | 1/5/2024   | 97.59             | Auto               |
| A  | ICCU - Checking | 0000007352   | 2/5/2024   | 142.38            | Auto               |
| <b>Vendor TREASURE VALLEY COFFEE Total:</b>              |                 |              |            | <u>239.97</u>     |                    |
| <b>Vendor Number: CHADWIC Trevor Chadwick</b>            |                 |              |            |                   |                    |

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 12/6/2023 to 3/5/2024**

**Community Planning Association (CPA)**

| Bank Code   | Description     | Check Number | Check Date | Check Amount | Check Type         |
|---|-----------------|--------------|------------|--------------|--------------------|
| A   | ICCU - Checking | 0000007363   | 3/5/2024   | 400.20       | Auto               |
| <b>Vendor Trevor Chadwick Total:</b>                    |                 |              |            | 400.20       |                    |
| <b>Vendor Number:</b> VRT Valley Regional Transit       |                 |              |            |              |                    |
| A   | ICCU - Checking | E000001447   | 3/5/2024   | 330.00       | Electronic Payment |
| <b>Vendor Valley Regional Transit Total:</b>            |                 |              |            | 330.00       |                    |
| <b>Vendor Number:</b> VERIZON Verizon                   |                 |              |            |              |                    |
| A   | ICCU - Checking | 0000007345   | 1/19/2024  | 23.33        | Auto               |
| <b>Vendor Verizon Total:</b>                            |                 |              |            | 23.33        |                    |
| <b>Vendor Number:</b> WESTRO WESTERN TROPHY & ENGRAVING |                 |              |            |              |                    |
| A   | ICCU - Checking | E000001415   | 12/20/2023 | 808.45       | Electronic Payment |
| A   | ICCU - Checking | E000001438   | 2/20/2024  | 239.00       | Electronic Payment |
| A   | ICCU - Checking | E000001448   | 3/5/2024   | 223.20       | Electronic Payment |
| <b>Vendor WESTERN TROPHY &amp; ENGRAVING Total:</b>     |                 |              |            | 1,270.65     |                    |
| <b>Vendor Number:</b> WSP WSP USA, Inc.                 |                 |              |            |              |                    |
| A   | ICCU - Checking | E000001439   | 2/20/2024  | 13,950.00    | Electronic Payment |
| <b>Vendor WSP USA, Inc. Total:</b>                      |                 |              |            | 13,950.00    |                    |
| <b>Report Total:</b>                                    |                 |              |            | 674,715.13   |                    |

## FINANCE COMMITTEE AGENDA ITEM IV-B

DATE: March 21, 2024

### **Topic: Five-Year Revenue and Expense Projections**

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

Information only.

#### **Background/Summary:**

COMPASS staff has prepared the attached worksheet, "Five-Year Projected Revenue and Expense." The projections, and the underlying assumptions used to calculate them, are presented to the Finance Committee before the Unified Planning Work Program and Budget (UPWP) for the coming fiscal year is prepared. The assumptions that underlie the five-year projections reflect the best information that COMPASS has as of this writing.

The assumptions reflect careful management of expenses to preserve the fund balance reserve consistent with Finance Committee direction. Total COMPASS fund balance has exceeded \$2 million since FY2019. With conservative budget assumptions, COMPASS had anticipated drawing down the fund balance each fiscal year. However, total fund balance has actually increased by about \$932,000 from FY2018 to FY2023. Although the five-year projections indicate that a substantial reduction in fund balance may occur in future years, this estimate could be materially impacted by federal funding amounts, staffing, and other factors. COMPASS staff will update projections when more information is known about these items to better inform Finance Committee decision making. Even with conservative assumptions, the fund balance will remain well over \$1 million through FY2026, allowing adequate time for adjustments, if required.

The following assumptions apply to the five-year projections:

1. Proposed member dues for FY2025 were calculated with no change in the per capita rate. The total is a 2.7% increase over the prior year, which is entirely attributable to an increase in population in the jurisdictions. FY2026-FY2029 projected dues are assumed to increase at a rate of about 1.5% per year. The per capita rate is expected to remain the same throughout the five-year period and the growth in dues is attributable solely to anticipated population growth.
2. Projected revenue from federal sources reflects the amounts included in the transportation improvement program (TIP) through FY2029. Federal Consolidated Planning Grant revenues are assumed to remain flat over that period. The obligation authority is assumed at 100%.
3. Other revenues include funding from the Idaho Transportation Department (ITD) for its share of the Transportation Economic Development Impact System (TREDIS) software.
4. Consistent with Finance Committee direction, orthophotography projects are expected to be funded in full by contributions from participating entities. COMPASS, with support from participating member agencies, negotiated a cost for flights to occur each year from FY2022 through FY2027 at a fixed annual price, as shown. It is assumed that a comparable contract will be in place for FY2028 and FY2029.

5. Salary costs cover full staffing at 21 employees. COMPASS is fully staffed at this writing.
6. Currently, the draft FY2025 budget assumes a 2% cost of living adjustment and 3% merit pool, for total adjustments of 5% for all employees. The specific salary adjustment amount for the Executive Director is determined annually by the Board. The distribution of individual staff salary adjustments is determined annually by the Executive Director. Staff have a salary and benefit survey in process to inform the FY2025 budget. The draft UPWP presented to the Finance Committee in June will reflect an updated salary adjustment pool, informed by that data.
7. For FY2026 to FY2029, the projections include a 3% annual total salary adjustment pool.
8. For FY2025, staff anticipates that health insurance costs will remain flat, based on preliminary discussions of the Boise Municipal Health Care Trust board. For FY2026 through FY2029, a 3% annual increase in health benefits and other benefits is assumed.
9. PERSI will have a rate increase for employers from 11.18% to 11.96% effective July 1, 2024. PERSI has proposed rate increases for FY2026 and FY2027 to 13.53% and 15.87%, respectively. It has yet to be determined if those rate increases will be implemented.
10. Direct expenses for the *Communities in Motion 2055* (CIM 2055) plan are included. There are corresponding federal Surface Transportation Block Grant – Transportation Management Area (STBG-TMA) revenues associated with these expenses.
11. Direct expenses for several other studies included in the TIP, with the corresponding STBG funding, are included in the projections. These studies include Coordination of Local Waterway-Pathway Plans, Transportation Demand Management, Transportation System Management and Operations Plan, and purchase of data to supplement the household travel survey data.
12. Funding for the project development program and CIM Implementation Grant program is included at \$100,000 annually for each program.
13. Funding for the TREDIS software licensing is included. This cost is \$99,250 every third year. ITD covers about \$19,800 of this total.
14. Direct expenses for all other programs are fairly stable and consistent with current year activities. Detail is provided in the attachments.
15. Most indirect expenses are expected to increase modestly by 1% per year for FY2025 through FY2029. Audit costs and building maintenance expenses are assumed to increase 3% annually. FY2025 includes some additional one-time costs for IT services. COMPASS has underspent its indirect budget for the last several years because the indirect budget includes contingencies for legal and other unforeseen expenses that were not needed. These contingencies are still budgeted.

**More Information:**

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

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FIVE-YEAR PROJECTED REVENUE AND EXPENSE

|   | Actual<br>FY2022 | Actual<br>FY2023 | Projected<br>FY2024 | Draft<br>FY2025  | Estimate<br>FY2026 | Estimate<br>FY2027 | Estimate<br>FY2028 | Estimate<br>FY2029 |
|---|------------------|------------------|---------------------|------------------|--------------------|--------------------|--------------------|--------------------|
| <b>REVENUES</b>   |                  |                  |                     |                  |                    |                    |                    |                    |
| <b>MEMBER DUES (for Local Match &amp; Other Costs)</b>                        | 103.2%           | 102.1%           | 102.6%              | 102.7%           | 101.5%             | 101.5%             | 101.5%             | 101.5%             |
| COMPASS General Membership  | 939,062          | 959,032          | 983,576             | 1,010,065        | 1,025,216          | 1,040,594          | 1,056,203          | 1,072,046          |
| COMPASS Special Membership  | 47,000           | 48,000           | 49,000              | 50,500           | 51,500             | 52,000             | 53,000             | 53,500             |
| <b>TOTAL MEMBER DUES</b>  | <b>986,062</b>   | <b>1,007,032</b> | <b>1,032,576</b>    | <b>1,060,565</b> | <b>1,076,716</b>   | <b>1,092,594</b>   | <b>1,109,203</b>   | <b>1,125,546</b>   |
| <b>FEDERAL-AID</b>  |                  |                  |                     |                  |                    |                    |                    |                    |
| CPG Actual total CPG billings for the year                                    | 1,527,920        | 1,812,763        |                     |                  |                    |                    |                    |                    |
| CPG est amt from the TIP, assumes 100% obligation authority                   |                  |                  | 2,174,315           | 1,809,650        | 1,837,448          | 1,837,448          | 1,837,448          | 1,837,448          |
| STP-TMA/U Off-The-Top   | 306,705          | 306,705          | 306,705             | 306,705          | 306,705            | 306,705            | 306,705            | 306,705            |
| STBG-TMA <i>Communities in Motion 2050</i>                                    | 126,564          | 46,140           | 18,532              |                  |                    |                    |                    |                    |
| STBG-TMA KN 19303 Household Travel Survey                                     | 431,611          |                  |                     |                  |                    |                    |                    |                    |
| STBG-TMA or other funding: High Capacity Transit PEL Study                    |                  |                  | 1,019,260           |                  |                    |                    |                    |                    |
| STBG-TMA KN 20271 <i>Communities in Motion</i> 2055 & updates                 |                  | 86,880           | 349,919             | 68,846           | 13,899             | 61,619             | 8,154              | 602,290            |
| STBG-TMA KN 22395 Fiscal impact Analysis                                      |                  |                  | 55,596              |                  |                    |                    |                    |                    |
| STBG-TMA/U, Automated Counters  |                  | 29,788           | 6,350               |                  | 7,413              |                    |                    |                    |
| CRP-TMA K#24233 Carbon Reduction Strategy                                     |                  |                  | 166,788             |                  |                    |                    |                    |                    |
| FHWA Safe Streets and Roads for All   |                  |                  | 392,000             |                  |                    |                    |                    |                    |
| STBG-TMA KN 22394 Study, Big Data Purchase                                    |                  |                  |                     | 138,990          |                    |                    |                    |                    |
| STBG-TMA KN 23312 Study, Coordinate Local Waterway-Pathway Plans              |                  |                  |                     | 111,192          |                    |                    |                    |                    |
| STBG-TMA KN23677 Study, Transportation Demand Management Plan                 |                  |                  |                     |                  |                    | 138,990            |                    |                    |
| STBG-TMA, KN23678 Study, Transportation System Management and Operations Plan |                  |                  |                     |                  |                    |                    | 231,650            |                    |
| STBG-TMA, KN23320 Study, Smart Corridors                                      |                  |                  |                     |                  |                    | 129,724            |                    |                    |
| STBG-TMA, KN24224 Study, Travel Characteristics                               |                  |                  |                     |                  |                    |                    |                    | 1,389,900          |
| <b>TOTAL FEDERAL-AID</b>  | <b>2,392,800</b> | <b>2,282,276</b> | <b>4,489,465</b>    | <b>2,435,383</b> | <b>2,165,465</b>   | <b>2,474,486</b>   | <b>2,383,957</b>   | <b>4,136,343</b>   |
| <b>OTHER REVENUES</b>   |                  |                  |                     |                  |                    |                    |                    |                    |
| DEQ/AQB contributed funds for air quality outreach                            | 110,775          | 117,864          |                     |                  |                    |                    |                    |                    |
| AQB Operations Management Fee   | 90,917           | 57,052           |                     |                  |                    |                    |                    |                    |
| Member agency contributions to project development                            |                  | 18,814           |                     |                  |                    |                    |                    |                    |
| ITD Survey Software contribution  | 55,000           |                  |                     |                  |                    |                    |                    |                    |
| TREDIS contribution   |                  |                  | 19,800              |                  |                    | 19,800             |                    |                    |
| Orthophotography, modeling, and maps revenue                                  | 172,547          | 127,180          | 173,634             | 125,000          | 125,000            | 125,000            | 125,000            | 125,000            |
| Interest revenue  | 19,324           | 66,390           | 50,000              | 60,000           | 45,000             | 30,000             |                    |                    |
| Miscellaneous revenue   | 68               | 108,390          | 5,500               |                  |                    |                    |                    |                    |
| <b>TOTAL OTHER REVENUES</b>   | <b>464,263</b>   | <b>495,690</b>   | <b>248,934</b>      | <b>185,000</b>   | <b>170,000</b>     | <b>174,800</b>     | <b>125,000</b>     | <b>125,000</b>     |
| <b>TOTAL PROJECTED REVENUE</b>  | <b>3,843,125</b> | <b>3,784,998</b> | <b>5,770,975</b>    | <b>3,680,948</b> | <b>3,412,181</b>   | <b>3,741,880</b>   | <b>3,618,160</b>   | <b>5,386,889</b>   |
| <b>EXPENSES</b>   |                  |                  |                     |                  |                    |                    |                    |                    |
| Salary  | 1,484,312        | 1,648,148        | 1,846,108           | 1,893,500        | 1,950,305          | 2,008,814          | 2,069,079          | 2,131,151          |
| Overtime/employee awards/sick time trade                                      |                  |                  |                     | 22,000           | 22,000             | 22,000             | 22,000             | 22,000             |
| Subtotal, salaries  | 1,484,312        | 1,648,148        | 1,846,108           | 1,915,500        | 1,972,305          | 2,030,814          | 2,091,079          | 2,153,151          |
| Payroll taxes   | 121,128          | 133,496          | 148,600             | 156,200          | 163,700            | 168,600            | 173,600            | 178,700            |
| Payroll fringe  | 559,949          | 616,307          | 688,700             | 683,100          | 703,600            | 724,700            | 746,400            | 768,800            |
| <b>Total Salaries and Fringe</b>  | <b>2,165,389</b> | <b>2,397,951</b> | <b>2,683,408</b>    | <b>2,754,800</b> | <b>2,839,605</b>   | <b>2,924,114</b>   | <b>3,011,079</b>   | <b>3,100,651</b>   |
| Direct Operations and Maintenance   | 1,289,809        | 810,557          | 3,421,216           | 1,041,675        | 800,375            | 1,173,325          | 1,036,475          | 2,197,675          |
| Indirect Operations and Maintenance   | 197,788          | 211,508          | 295,590             | 310,910          | 311,070            | 315,990            | 320,980            | 326,040            |
| <b>TOTAL EXPENSE</b>  | <b>3,652,986</b> | <b>3,420,016</b> | <b>6,400,214</b>    | <b>4,107,385</b> | <b>3,951,050</b>   | <b>4,413,429</b>   | <b>4,368,534</b>   | <b>5,624,366</b>   |
| <b>CHANGE IN FUND BALANCE</b>   | <b>190,139</b>   | <b>364,982</b>   | <b>(629,238)</b>    | <b>(426,437)</b> | <b>(538,869)</b>   | <b>(671,549)</b>   | <b>(750,373)</b>   | <b>(237,477)</b>   |

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FIVE-YEAR PROJECTED REVENUE AND EXPENSE

|  | Actual<br>FY2022 | Actual<br>FY2023 | Projected<br>FY2024 | Draft<br>FY2025 | Estimate<br>FY2026 | Estimate<br>FY2027 | Estimate<br>FY2028 | Estimate<br>FY2029 |
|--|------------------|------------------|---------------------|-----------------|--------------------|--------------------|--------------------|--------------------|
| Beginning fund balance                                   | 2,148,847        | 2,338,986        | 2,703,968           | 2,074,730       | 1,648,293          | 1,109,424          | 437,875            | (312,499)          |
| (Release from) deposit to fund balance                   | 190,139          | 364,982          | (629,238)           | (426,437)       | (538,869)          | (671,549)          | (750,373)          | (237,477)          |
| Available fund balance at end of year                    | 2,338,986        | 2,703,968        | 2,074,730           | 1,648,293       | 1,109,424          | 437,875            | (312,499)          | (549,976)          |
| End of year fund balance as a % of expenses for the year | 64%              | 79%              | 32%                 | 40%             | 28%                | 10%                | -7%                | -10%               |

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

**PROGRAM**

|                   |                     |      |                    |   | Projected<br>FY2024 | Draft<br>FY2025 | Estimate<br>FY2026 | Estimate<br>FY2027 | Estimate<br>FY2028 | Estimate<br>FY2029 |
|-------------------|---------------------|------|--------------------|---|---------------------|-----------------|--------------------|--------------------|--------------------|--------------------|
| 620               | Demographics        | 8630 | Other              | Costs for acquiring data                            | 2,500               | 2,500           | 2,500              | 2,500              | 2,500              | 2,500              |
| <b>Total, 620</b> |                     |      |                    |   | <b>2,500</b>        | <b>2,500</b>    | <b>2,500</b>       | <b>2,500</b>       | <b>2,500</b>       | <b>2,500</b>       |
| 653               | Comm. and Ed.       | 8300 | Prof Svc           | Education Series - Speaker fees                     | 20,000              | 25,000          | 25,000             | 25,000             | 25,000             | 25,000             |
| 653               | Comm. and Ed.       | 8300 | Prof Svc           | Education Series: AICP Credits                      | 1,500               | 1,500           | 1,500              | 1,500              | 1,500              | 1,500              |
| 653               | Comm. and Ed.       | 8300 | Prof Svc           | Design new display                                  | 2,000               |                 |                    | 2,500              |                    |                    |
| 653               | Comm. and Ed.       | 8300 | Prof Svc           | Translation   | 500                 |                 |                    |                    |                    |                    |
| 653               | Comm. and Ed.       | 8600 | Printing           | General   | 700                 | 700             | 700                | 700                | 800                | 800                |
| 653               | Comm. and Ed.       | 8600 | Printing           | Brochures   | 2,000               |                 |                    |                    |                    |                    |
| 653               | Comm. and Ed.       | 8600 | Printing           | Display   | 500                 |                 |                    | 700                |                    |                    |
| 653               | Comm. and Ed.       | 8640 | Public Involvement | Look! Save A Life! PSA's                            | 10,000              | 10,000          | 10,000             | 10,000             | 10,000             | 10,000             |
| 653               | Comm. and Ed.       | 8640 | Public Involvement | Education Series: Advertising                       | 5,000               | 4,900           | 4,900              | 4,900              | 4,900              | 4,900              |
| 653               | Comm. and Ed.       | 8640 | Public Involvement | Sponsorships of up to 7 events to be determined     | 4,000               | 4,000           | 4,000              | 4,000              | 4,000              | 4,000              |
| 653               | Comm. and Ed.       | 8640 | Public Involvement | Leadership in Motion awards, plaques & ads          | 1,100               | 1,800           | 1,800              | 1,800              | 2,000              | 2,000              |
| 653               | Comm. and Ed.       | 8640 | Public Involvement | SWAG  | 3,500               |                 |                    | 4,000              |                    |                    |
| 653               | Comm. and Ed.       | 8640 | Public Involvement | Linktree & Canva                                    | 250                 | 250             | 250                | 250                | 250                | 250                |
| 653               | Comm. and Ed.       | 8640 | Public Involvement | Miscellaneous                                       | 500                 | 500             | 500                | 500                | 500                | 500                |
| 653               | Comm. and Ed.       | 8650 | Meeting Support    | Snacks for education series                         | 800                 | 800             | 800                | 800                | 800                | 800                |
| <b>Total, 653</b> |                     |      |                    |   | <b>52,350</b>       | <b>49,450</b>   | <b>49,450</b>      | <b>56,650</b>      | <b>49,750</b>      | <b>49,750</b>      |
| 661               | Long Range Planning | 8300 | Prof Svc           | CIM 2055 Professional Services tbd                  | 188,400             |                 |                    |                    |                    |                    |
| 661               | Long Range Planning | 8300 | Prof Svc           | CIM 2055 Graphics and editing                       | 8,000               | 7,000           | 15,000             | 25,000             | 5,000              |                    |
| 661               | Long Range Planning | 8300 | Prof Svc           | CIM 2055 Translation services                       |                     | 200             |                    | 1,200              | 700                |                    |
| 661               | Long Range Planning | 8300 | Prof Svc           | CIM 2055 Housing Needs Assessment                   | 6,238               |                 |                    |                    |                    |                    |
| 661               | Long Range Planning | 8300 | Prof Svc           | CIM 2055 Resiliency Plan                            | 175,000             |                 |                    |                    |                    |                    |
| 661               | Long Range Planning | 8300 | Prof Svc           | CIM 2055 Fiscal Impact Tool, update                 | 80,000              |                 | 80,000             |                    | 80,000             |                    |
| 661               | Long Range Planning | 8300 | Prof Svc           | CIM 2055 Transportation Funding Study               | 275,000             |                 |                    |                    |                    |                    |
| 661               | Long Range Planning | 8300 | Prof Svc           | CIM 2055 Carbon Reduction Strategy                  | 180,000             |                 |                    |                    |                    |                    |
| 661               | Long Range Planning | 8300 | Prof Svc           | CIM 2055 Regional Safety Action Plan                | 490,000             |                 |                    |                    |                    |                    |
| 661               | Long Range Planning | 8300 | Prof Svc           | CIM 2055 High Capacity Transit PEL Study            | 1,100,000           |                 |                    |                    |                    |                    |
| 661               | Long Range Planning | 8300 | Prof Svc           | Bike counter installation                           | 6,853               |                 | 8,000              |                    |                    |                    |
| 661               | Long Range Planning | 8300 | Prof Svc           | Study Coordinate Local Waterway Pathway Plans       |                     | 120,000         |                    |                    |                    |                    |
| 661               |                     | 8600 | Printing           | CIM Printing  |                     | 2,100           |                    | 300                | 3,100              |                    |
| 661               | Long Range Planning | 8640 | Public Involvement | Public involvement - other                          |                     | 35,000          |                    | 40,000             |                    |                    |
| 661               | Long Range Planning | 8640 | Public Involvement | Outreach tool                                       |                     | 30,000          |                    |                    |                    |                    |
| 661               | LRP: Bike Ped       | 8340 | Equip & software   | Additional tubes, shipping costs and misc. supplies | 2,000               | 2,000           | 2,000              | 2,000              | 2,000              | 2,000              |
| 661               | LRP: Bike Ped       | 8340 | Equip & software   | Data bike automatic transmission                    | 5,040               | 5,040           | 5,040              | 5,040              | 5,040              | 5,040              |

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

| PROGRAM           |  |      |                  |  | Projected<br>FY2024 | Draft<br>FY2025 | Estimate<br>FY2026 | Estimate<br>FY2027 | Estimate<br>FY2028 | Estimate<br>FY2029 |
|-------------------|--|------|------------------|--|---------------------|-----------------|--------------------|--------------------|--------------------|--------------------|
| 661               | LRP: Bike Ped                            | 8340 | Equip & software | Bike counter automatic data transmission fees                | 12,800              | 12,800          | 12,800             | 12,800             | 12,800             | 12,800             |
| <b>Total, 661</b> |  |      |                  |  | <b>2,529,331</b>    | <b>214,140</b>  | <b>122,840</b>     | <b>86,340</b>      | <b>108,640</b>     | <b>19,840</b>      |
| 685               | Project/Scope Development                | 8300 | Prof Svc         | Funds to pay on call project development consultants         | 100,000             | 100,000         | 100,000            | 100,000            | 100,000            | 100,000            |
| 685               | CIM Implementation Grants                | 8300 | Prof Svc         | Funding of grants to be awarded during the fiscal year       | 75,000              | 100,000         | 100,000            | 100,000            | 100,000            | 100,000            |
| 685               | Grant Research                           | 8300 | Prof Svc         | Professional support for grants                              | 20,000              | 20,000          | 20,000             | 20,000             | 20,000             | 20,000             |
| 685               | Transportation Improvement Program       | 8640 | Prof Svc         | Public Involvement   | 6,500               | 6,500           | 6,500              | 6,500              | 6,500              | 6,500              |
| <b>Total, 685</b> |  |      |                  |  | <b>201,500</b>      | <b>226,500</b>  | <b>226,500</b>     | <b>226,500</b>     | <b>226,500</b>     | <b>226,500</b>     |
| 760               | Legislative Services                     | 8400 | Travel           | Travel   | 18,000              | 18,000          | 18,000             | 18,000             | 18,000             | 18,000             |
| 760               | Legislative Services                     | 8600 | Printing         | Printing   | 500                 | 500             | 500                | 500                | 500                | 500                |
| 760               | Legislative Services                     | 8720 | Legal            | Legal/lobbying   | 1,250               | 1,250           | 1,250              | 1,250              | 1,250              | 1,250              |
| <b>Total, 760</b> |  |      |                  |  | <b>19,750</b>       | <b>19,750</b>   | <b>19,750</b>      | <b>19,750</b>      | <b>19,750</b>      | <b>19,750</b>      |
| 801               | Staff Development                        | 8400 | Travel           | Staff development - continuing education, conferences        | 50,000              | 50,000          | 50,000             | 50,000             | 50,000             | 50,000             |
| <b>Total, 801</b> |  |      |                  |  | <b>50,000</b>       | <b>50,000</b>   | <b>50,000</b>      | <b>50,000</b>      | <b>50,000</b>      | <b>50,000</b>      |
| 820               | Committee Support                        | 8650 | Meet. Supp.      | General meeting support                                      | 2,000               | 2,000           | 2,000              | 2,000              | 2,000              | 2,000              |
| <b>Total, 820</b> |  |      |                  |  | <b>2,000</b>        | <b>2,000</b>    | <b>2,000</b>       | <b>2,000</b>       | <b>2,000</b>       | <b>2,000</b>       |
| 836               | Tech Supp: Regional Tools and Models     | 8300 | Prof Svc         | Assistance with model scripts and updates                    | 55,000              | 15,000          | 15,000             | 15,000             | 15,000             | 15,000             |
| 836               | Tech Supp: Regional Tools and Models     | 8300 | Prof Svc         | Assistance with TREDIS                                       | 2,200               | 2,200           | 2,200              | 2,200              | 2,200              | 2,200              |
| 836               | Tech Supp: Regional Tools and Models     | 8300 | Prof Svc         | Traffic Counts   | 10,000              | 10,000          | 10,000             | 10,000             | 10,000             | 10,000             |
| 836               | Tech Supp: Regional Tools and Models     | 8300 | Prof Svc         | Study: big data purchase to supplement HH Travel survey data |                     | 150,000         |                    |                    |                    |                    |
| 836               | Tech Supp: Regional Tools and Models     | 8300 | Prof Svc         | Study: Transportation Demand Management Plan                 |                     |                 |                    | 150,000            |                    |                    |
| 836               | Tech Supp: Regional Tools and Models     | 8300 | Prof Svc         | Study: Transportation System Management & Operations Plan    |                     |                 |                    |                    | 250,000            |                    |
| 836               | Tech Supp: Regional Tools and Models     | 8300 | Prof Svc         | Study: Smart Corridors                                       |                     |                 |                    | 140,000            |                    |                    |
| 836               | Tech Supp: Regional Tools and Models     | 8300 | Prof Svc         | Study: Travel Characteristics                                |                     |                 |                    |                    |                    | 1,500,000          |
| <b>Total, 836</b> |  |      |                  |  | <b>67,200</b>       | <b>177,200</b>  | <b>27,200</b>      | <b>317,200</b>     | <b>277,200</b>     | <b>1,527,200</b>   |
| 860               | GIS Maintenance and Regional Data Center | 8300 | Prof Svc         | Orthophotography   | 125,000             | 125,000         | 125,000            | 125,000            | 125,000            | 125,000            |

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

| PROGRAM           |  |      |                  |  | Projected<br>FY2024 | Draft<br>FY2025  | Estimate<br>FY2026 | Estimate<br>FY2027 | Estimate<br>FY2028 | Estimate<br>FY2029 |
|-------------------|--|------|------------------|--|---------------------|------------------|--------------------|--------------------|--------------------|--------------------|
| 860               | GIS Maintenance and Regional Data Center | 8340 | Equip & Software | ESRI Annual Maintenance; Due 10/1 each year              | 31,160              | 31,160           | 31,160             | 31,160             | 31,160             | 31,160             |
| 860               | GIS Maintenance and Regional Data Center | 8340 | Equip & Software | ESRI Roads and Highways License                          | 20,000              | 20,000           | 20,000             | 20,000             | 20,000             | 20,000             |
| 860               | GIS Maintenance and Regional Data Center | 8340 | Equip & Software | AWS 3 year license renewal                               | 13,000              |                  |                    | 13,000             |                    |                    |
| 860               | GIS Maintenance and Regional Data Center | 8340 | Equip & Software | AWS monthly fees for hosting of the Regional Data Center | 13,000              | 13,000           | 13,000             | 13,000             | 13,000             | 13,000             |
| <b>Total, 860</b> |  |      |                  |  | <b>202,160</b>      | <b>189,160</b>   | <b>189,160</b>     | <b>202,160</b>     | <b>189,160</b>     | <b>189,160</b>     |
| 990               | Direct Operations                        | 8340 | Equip & Software | New/replacement hardware and software for the office     | 10,000              | 10,000           | 10,000             | 10,000             | 10,000             | 10,000             |
| 990               | Direct Operations                        | 8340 | Equip & Software | Replacement of servers/op system at end of life          | 40,000              |                  |                    |                    |                    |                    |
| 990               | Direct Operations                        | 8340 | Equip & Software | Buildout of two cubicles                                 | 20,000              |                  |                    |                    |                    |                    |
| 990               | Direct Operations                        | 8340 | Equip & Software | Transit network planning software                        | 19,250              | 19,250           | 19,250             | 19,250             | 19,250             | 19,250             |
| 990               | Direct Operations                        | 8340 | Equip & Software | TIP Software   | 58,000              | 40,000           | 40,000             | 40,000             | 40,000             | 40,000             |
| 990               | Direct Operations                        | 8340 | Equip & Software | TREDIS renewal   | 99,950              |                  |                    | 99,250             |                    |                    |
| 990               | Direct Operations                        | 8340 | Equip & Software | CUBE   | 16,125              | 16,125           | 16,125             | 16,125             | 16,125             | 16,125             |
| 990               | Direct Operations                        | 8400 | Travel & Ed      | AICP/APBP credits for webinar series                     | 1,600               | 1,600            | 1,600              | 1,600              | 1,600              | 1,600              |
| 990               | Direct Operations                        | 8720 | Legal/Lobby      | Membership dues  | 17,000              | 17,000           | 17,000             | 17,000             | 17,000             | 17,000             |
| 990               | Direct Operations                        | 8630 | Other            | Misc.  | 5,500               |                  |                    |                    |                    |                    |
| 990               | Direct Operations                        | 8650 | Meeting Support  | annual board lunch, mtg refreshments                     | 7,000               | 7,000            | 7,000              | 7,000              | 7,000              | 7,000              |
| <b>Total, 990</b> |  |      |                  |  | <b>294,425</b>      | <b>110,975</b>   | <b>110,975</b>     | <b>210,225</b>     | <b>110,975</b>     | <b>110,975</b>     |
| <b>TOTAL</b>      |  |      |                  |  | <b>3,421,216</b>    | <b>1,041,675</b> | <b>800,375</b>     | <b>1,173,325</b>   | <b>1,036,475</b>   | <b>2,197,675</b>   |

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO**  
**INDIRECT COSTS**

| CATEGORY   | Actual<br>FY2022 | Actual<br>FY2023 | Projected<br>FY2024 | UPWP<br>FY2025 | Estimate<br>FY2026 | Estimate<br>FY2027 | Estimate<br>FY2028 | Estimate<br>FY2029 |
|--|------------------|------------------|---------------------|----------------|--------------------|--------------------|--------------------|--------------------|
| Professional Services                              | 29,597.50        | 17,421.75        | 63,000              | 71,700         | 67,700             | 68,380             | 69,060             | 69,750             |
| Equipment Repair / Maintenance                     | -                | -                | 500                 | 510            | 520                | 530                | 540                | 550                |
| Publications                                       | 2,733.99         | 1,931.38         | 2,500               | 2,570          | 2,600              | 2,630              | 2,660              | 2,690              |
| Employee Professional Membership                   | 3,124.00         | 2,757.00         | 3,500               | 3,600          | 3,640              | 3,680              | 3,720              | 3,760              |
| Postage  | 534.58           | 581.76           | 900                 | 920            | 930                | 940                | 950                | 960                |
| Telephone  | 12,704.80        | 11,915.13        | 19,800              | 20,390         | 20,590             | 20,800             | 21,010             | 21,220             |
| Building Maintenance and Reserve for Major Repairs | 61,687.66        | 63,520.54        | 65,565              | 67,530         | 69,560             | 71,650             | 73,800             | 76,010             |
| Printing   | 886.00           | 2,373.45         | 1,500               | 1,540          | 1,560              | 1,580              | 1,600              | 1,620              |
| Advertising  | 9,826.03         | 6,585.89         | 3,000               | 3,090          | 3,120              | 3,150              | 3,180              | 3,210              |
| Audit  | 16,200.00        | 18,000.00        | 20,000              | 20,600         | 21,300             | 22,000             | 22,700             | 23,400             |
| Insurance  | 15,184.00        | 16,010.00        | 25,825              | 26,590         | 26,860             | 27,130             | 27,400             | 27,670             |
| Legal Services                                     | 313.50           | 33.00            | 5,000               | 5,000          | 5,000              | 5,000              | 5,000              | 5,000              |
| General Supplies                                   | 3,190.20         | 6,431.29         | 7,500               | 7,720          | 7,800              | 7,880              | 7,960              | 8,040              |
| Computer Supplies                                  | 4,916.91         | 13,828.24        | 14,000              | 14,420         | 14,560             | 14,710             | 14,860             | 15,010             |
| Computer Software / Maintenance                    | 24,381.12        | 35,042.34        | 35,000              | 36,050         | 36,410             | 36,770             | 37,140             | 37,510             |
| Vehicle Maintenance                                | 1,558.11         | 1,576.54         | 8,500               | 8,750          | 8,840              | 8,930              | 9,020              | 9,110              |
| Utilities  | 9,211.51         | 11,579.25        | 13,500              | 13,900         | 14,040             | 14,180             | 14,320             | 14,460             |
| Local Travel                                       | 758.32           | 974.39           | 1,000               | 1,030          | 1,040              | 1,050              | 1,060              | 1,070              |
| Other / Miscellaneous                              | 982.13           | 947.27           | 5,000               | 5,000          | 5,000              | 5,000              | 5,000              | 5,000              |
| <b>TOTAL</b>                                       | <b>197,790</b>   | <b>211,509</b>   | <b>295,590</b>      | <b>310,910</b> | <b>311,070</b>     | <b>315,990</b>     | <b>320,980</b>     | <b>326,040</b>     |

## FINANCE COMMITTEE AGENDA ITEM V-B

Date: March 21, 2024

### **Topic: Variance Report for October 1, 2023 – December 31, 2023**

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

COMPASS staff seeks approval of the Variance Report dated October 1, 2023, to December 31, 2023.

#### **Background/Summary:**

The Variance Report is used to report actual financial results compared to Revision 1 of the FY2024 Unified Planning Work Program and Budget (UPWP), referred to hereinafter as budget.

#### **Budget to actual variances by line item – revenue and expenses**

The first page of the attachment shows budget to actual variances by line item.

Grant billings are current, and the variance report reflects billings through December 31, 2023. Consistent with standard practice, all the prior year (FY2023) carried over Consolidated Planning Grant (CPG) is billed before billings on the current year CPG begin. The final billings on both the FY2023 CPG and the Off the Top funds were completed in February 2024. FY2024 CPG billings will begin in March 2024.

Bike counter installation was partially completed in February 2024 and expected to wrap up in March 2024, so billings on that grant should occur in the second quarter. COMPASS entered the contract for the Fiscal Impact Tool Update on March 12, 2024, so billings on this project are not expected to begin until the third quarter. Final billings to the Communities in Motion 2055 (CIM 2055) grant funds for the housing study were completed in the first quarter. Revision 2 of the FY2024 UPWP will come before the Finance Committee in a later agenda item to begin programming some of those carry forward dollars.

Work on the High-Capacity Transit PEL study is under way, and the first billing is expected to occur in the second quarter. Scoring for Carbon Reduction Strategy proposals is currently underway. Billings for this grant may not begin until the fourth quarter. The Regional Safety Action Plan is well underway, and there were significant billings to this grant in the second quarter.

The first two quarters of membership dues have been billed, and some jurisdictions have paid the full year amount already. Participant contributions for the FY2024 orthophotography flight are expected in the third and fourth quarters. Interest revenue is running well ahead of budget due to favorable rates.

COMPASS is currently fully staffed, so salary and benefit expenses are right on budget. As described in the revenue section, several major projects such as the High-Capacity Transit Corridor PEL study, the Fiscal Impact Tool update, the Carbon Reduction Strategy, and the

Regional Safety Action Plan did not have significant activity in the first quarter, so professional services are well below budget for this point in the year, at 4%. Substantial expenses are expected in this line item as the year progresses.

Similarly, there was not a lot of public involvement activity in the first quarter, but as the year progresses, expenses for the education series and the bike safety campaign are expected.

Total indirect expenses are over budget at 49%. As in prior years, some indirect expense line items, such as building maintenance contributions, insurance and audit fees are spent in full early in the fiscal year. It is expected that indirect expenses will be on budget by the end of the fiscal year.

### **Budget to actual variances by program – expenses**

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

### **Balance sheet and cash summary**

The fourth and final page of the attachment shows the balance sheet as of December 31, 2023. A summary of COMPASS' cash balance by account is also provided at the bottom of the page.

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

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

### **More Information:**

- 1) Attachments: Budget to actual variances by line item – revenue and expenses  
Budget to actual variances by program – expenses  
Balance sheet and cash summary
- 2) For detailed information contact: Meg Larsen at 208-475-2228 or [mlarsen@compassidaho.org](mailto:mlarsen@compassidaho.org).

**COMPASS****REVISION 1 FY2024 BUDGET TO ACTUAL VARIANCES BY LINE ITEM - REVENUES AND EXPENSES**

|   | Revision 1<br>FY2024 UPWP | Actual           | % of Budget<br>Earned or<br>Expended |
|---|---------------------------|------------------|--------------------------------------|
| FY2023 Consolidated Planning Grant                | 396,221                   | 192,168          | 49%                                  |
| FY2024 Consolidated Planning Grant                | 1,778,094                 | -                | 0%                                   |
| STBG-TMA, -U Off the Top for Planning             | 306,705                   | 193,523          | 63%                                  |
| STBG-TMA, -U Bike Counters                        | 6,350                     | -                | 0%                                   |
| STBG-TMA Fiscal Impact Tool Data Update           | 55,596                    | -                | 0%                                   |
| STP-TMA CIM 2050 (fiscal impact tool data update) | 18,532                    | -                | 0%                                   |
| STBG-TMA CIM 2055                                 | 5,779                     | 4,975            | 86%                                  |
| STBG-TMA CIM 2055 Carry Over                      | 496,658                   | -                | 0%                                   |
| STBG-TMA High Capacity Transit Corridor PEL       | 1,019,260                 | -                | 0%                                   |
| CRP-TMA Carbon Reduction Strategy                 | 166,788                   | -                | 0%                                   |
| FHWA Safe Streets and Roads for All               | 392,000                   | 2,083            | 1%                                   |
| Member contributions                              | 1,032,576                 | 629,646          | 61%                                  |
| TREDIS Contribution                               | 19,800                    | 6,600            | 33%                                  |
| Orthophotography Project - Participants           | 173,634                   | 48,634           | 28%                                  |
| AQB FY2023 audit fees                             | 5,500                     | 5,500            | 100%                                 |
| Interest income                                   | 50,000                    | 24,631           | 49%                                  |
| Orthophotography Revenue - Sales                  | -                         | 2,706            |                                      |
| Modeling revenue                                  | -                         | 728              |                                      |
| Maps and publications revenue                     | -                         | -                |                                      |
| Other income                                      | -                         | 61               |                                      |
| <b>Subtotal, revenues</b>                         | <b>5,923,493</b>          | <b>1,111,254</b> | <b>19%</b>                           |
| Staff labor                                       | 1,846,108                 | 443,063          | 24%                                  |
| Payroll taxes and fringe benefits                 | 837,300                   | 200,000          | 24%                                  |
| <b>Subtotal, salaries and fringe expenses</b>     | <b>2,683,408</b>          | <b>643,064</b>   | <b>24%</b>                           |
| Professional services                             | 2,604,791                 | 113,300          | 4%                                   |
| Equipment purchase                                | 360,325                   | 82,323           | 23%                                  |
| Travel/education                                  | 69,600                    | 11,056           | 16%                                  |
| Printing  | 3,700                     | -                | 0%                                   |
| Other   | 2,500                     | 250              | 10%                                  |
| Public involvement                                | 30,850                    | 1,067            | 3%                                   |
| Meeting support                                   | 9,800                     | 4,029            | 41%                                  |
| Legislative services                              | 18,250                    | 10,575           | 58%                                  |
| Carry forward unprogrammed CPG and local funds    | 536,000                   |                  | 0%                                   |
| <b>Subtotal, direct expenses</b>                  | <b>3,635,816</b>          | <b>222,600</b>   | <b>6%</b>                            |
| Indirect expenses                                 | 262,590                   | 128,458          | 49%                                  |
| <b>Total, all expenses</b>                        | <b>6,581,814</b>          | <b>994,121</b>   | <b>15%</b>                           |
| Change in fund balance                            | (658,321)                 | 117,133          |                                      |
| Beginning fund balance                            | 2,703,968                 | 2,703,968        |                                      |
| <b>Current fund balance</b>                       | <b>2,045,647</b>          | <b>2,821,101</b> |                                      |

COMPASS  
FY2024 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES  
For the Period: Oct 1, 2023-Dec 31, 2023

As of December 31, 2023, 25% of the fiscal year has passed. Programs that have expended 15% or less of their budgeted dollars are considered under budget. Programs that have expended 35% or more of their budgeted dollars are considered over budget.

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

|                              |   | Project Lead | Budgeted Labor and Indirect | Actual Labor and Indirect | % of Budget Used | Budgeted Direct | Actual Direct | % of Budget Used | Budgeted Total | Actual Total | % of Budget Used | Notes  |
|------------------------------|---|--------------|-----------------------------|---------------------------|------------------|-----------------|---------------|------------------|----------------|--------------|------------------|--|
| 601                          | UPWP: Budget Development and Federal Assurances | Larsen       | 106,776                     | 14,355                    | 13%              | -               | -             |                  | 106,776        | 14,355       | 13%              | Under Budget. Most of the work on the UPWP occurs in the second and third quarters.  |
| 620                          | Demographics and Growth Monitoring              | Miller       | 134,753                     | 28,515                    | 21%              | 2,500           | -             | 0%               | 137,253        | 28,515       | 21%              | On Budget.   |
| 653                          | Communication and Education                     | Luft         | 159,924                     | 57,689                    | 36%              | 52,350          | 1,202         | 2%               | 212,274        | 58,891       | 28%              | On Budget.   |
| 661                          | Long-Range Planning                             | Miller       | 800,082                     | 194,197                   | 24%              | 2,157,931       | 70,520        | 3%               | 2,958,013      | 264,717      | 9%               | Under Budget. Minimal or no direct expenses for major projects including the PEL study, the Regional Safety Action Plan, the Carbon Reduction Strategy, the Fiscal Impact Tool update, the Transportation Funding Study, and CIM 2055 plans have been incurred. Significantly more activity is expected in the remaining three quarters. |
| 685                          | Resource Development/Funding                    | Tisdale      | 507,231                     | 140,110                   | 28%              | 251,500         | -             | 0%               | 758,731        | 140,110      | 18%              | On Budget.   |
| Subtotal, Projects           |   |              | 1,708,766                   | 434,867                   | 25%              | 2,464,281       | 71,722        | 3%               | 4,173,047      | 506,589      | 12%              |  |
| 701                          | General Membership Services                     | Miller       | 105,086                     | 32,280                    | 31%              | -               | -             |                  | 105,086        | 32,280       | 31%              | On Budget.   |
| 703                          | General Public Services                         | Waldinger    | 22,206                      | 2,462                     | 11%              | -               | -             |                  | 22,206         | 2,462        | 11%              | Under Budget. Expenditures are directly related to the amount of services requested by the general public.   |
| 705                          | Transportation Liaison Services                 | Stoll        | 43,573                      | 14,882                    | 34%              | -               | -             |                  | 43,573         | 14,882       | 34%              | On Budget.   |
| 760                          | Government affairs                              | Stoll        | 275,034                     | 69,484                    | 25%              | 19,750          | 4,786         | 24%              | 294,784        | 74,270       | 25%              | On Budget.   |
| Subtotal, Services           |   |              | 445,899                     | 119,107                   | 27%              | 19,750          | 4,786         | 24%              | 465,649        | 123,893      | 27%              |  |
| 801                          | Staff Development                               | Larsen       | 115,048                     | 22,069                    | 19%              | 50,000          | 7,821         | 16%              | 165,048        | 29,890       | 18%              | On Budget.   |
| 820                          | Committee Support                               | Larsen       | 169,416                     | 45,760                    | 27%              | 2,000           | 401           | 20%              | 171,416        | 46,161       | 27%              | On Budget.   |
| 836                          | Regional Travel Demand Model                    | Waldinger    | 176,144                     | 50,498                    | 29%              | 67,200          | -             | 0%               | 243,344        | 50,498       | 21%              | On Budget.   |
| 842                          | Congestion Management Process                   | Mulhall      | 69,166                      | 7,040                     | 10%              | -               | -             |                  | 69,166         | 7,040        | 10%              | Under Budget. Most of the work for the Congestion Management annual report is planned for the third and fourth quarters.   |
| 860                          | Geographic Information System Maintenance       | Adolfson     | 261,559                     | 92,181                    | 35%              | 202,160         | 72,082        | 36%              | 463,719        | 164,263      | 35%              | On Budget.   |
| Subtotal, System Maintenance |   |              | 791,333                     | 217,547                   | 27%              | 321,360         | 80,304        | 25%              | 1,112,693      | 297,851      | 27%              |  |

COMPASS  
FY2024 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES  
For the Period: Oct 1, 2023-Dec 31, 2023

As of December 31, 2023, 25% of the fiscal year has passed. Programs that have expended 15% or less of their budgeted dollars are considered under budget. Programs that have expended 35% or more of their budgeted dollars are considered over budget.

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

|                                 |                                   | Project Lead | Budgeted Labor and Indirect | Actual Labor and Indirect | % of Budget Used | Budgeted Direct | Actual Direct | % of Budget Used | Budgeted Total | Actual Total | % of Budget Used | Notes   |
|---------------------------------|-----------------------------------|--------------|-----------------------------|---------------------------|------------------|-----------------|---------------|------------------|----------------|--------------|------------------|---|
| 990                             | Direct Operations and Maintenance | Larsen       |                             |                           |                  | 830,425         | 65,788        | 8%               | 830,425        | 65,788       | 8%               | Under Budget.<br>Large equipment purchases for FY2024 such as new servers have not been completed as of December 31, 2023 but are planned for later in the year. CIM 2055 expenses have not yet been programmed and are held in the budget here as carry forward. |
| Subtotal, Indirect and overhead |                                   |              | -                           | -                         |                  | 830,425         | 65,788        | 8%               | 830,425        | 65,788       | 8%               |   |
| GRAND TOTAL                     |                                   |              | 2,945,998                   | 771,521                   | 26%              | 3,635,816       | 222,600       | 6%               | 6,581,814      | 994,121      | 15%              |   |

## COMPASS

### Balance Sheet - December 31, 2023

|   | <u>9/30/2023</u>        | <u>12/31/2023</u>       |
|---|-------------------------|-------------------------|
| <b><u>ASSETS</u></b>  |                         |                         |
| Cash and Cash Equivalents                                   | 2,467,278               | 2,385,140               |
| Accounts Receivable   | 478,187                 | 417,238                 |
| Prepaid Expenses  | 22,818                  | 71,649                  |
| <b><u>TOTAL ASSETS</u></b>                                  | <b><u>2,968,284</u></b> | <b><u>2,874,027</u></b> |
| <b><u>LIABILITIES</u></b>                                   |                         |                         |
| Accounts Payable  | 137,488                 | 21                      |
| Accrued Payroll Liabilities                                 | 109,554                 | 37,732                  |
| Advanced Revenue  | 17,275                  | 15,175                  |
| <b>Subtotal, liabilities</b>                                | <b>264,317</b>          | <b>52,928</b>           |
| <b><u>FUND BALANCE</u></b>                                  |                         |                         |
| Nonspendable: Prepaid Expenses                              | 22,818                  | 70,529                  |
| Assigned To: Set-Aside for CIM Implementation Grant Program | 125,000                 | 75,000                  |
| Assigned To: Set-Aside for Orthophotography Cost            | 221,375                 | 224,511                 |
| Assigned To: High Capacity Transit PEL Study                | 61,000                  | 80,740                  |
| Assigned To: Transportation Funding Study                   | 24,460                  | 20,185                  |
| Assigned To: Safe Streets and Roads for All Action Plan     | 98,000                  | 98,000                  |
| Assigned To: Carbon Reduction Strategy                      | 13,000                  | 13,212                  |
| Unassigned  | 2,138,315               | 2,238,922               |
| <b>Subtotal, fund balance</b>                               | <b>2,703,968</b>        | <b>2,821,099</b>        |
| <b><u>TOTAL LIABILITIES AND FUND BALANCE</u></b>            | <b><u>2,968,285</u></b> | <b><u>2,874,027</u></b> |

### Cash & Investment Summary - December 31, 2023

| <u>Account</u>                                       | <u>Current Rate</u> | <u>Balance</u>          |
|--|---------------------|-------------------------|
| Petty Cash   | n/a                 | 200                     |
| ID Central Credit Union Share Savings                | 0.00%               | 25                      |
| ID Central Credit Union Money Market Checking        | 0.20%               | 25,756                  |
| ID Central Credit Union Premium Money Market Savings | 1.49%               | 50,000                  |
| ID Central Credit Union 12 Month CD                  | 5.01%               | 199,754                 |
| Banner Bank 60 Month CD #8101                        | 4.00%               | 164,866                 |
| Banner Bank 36 Month CD #8093                        | 4.00%               | 156,622                 |
| Banner Bank 60 Month CD #8069                        | 4.00%               | 159,595                 |
| Local Government Investment Pool                     | 5.42%               | 1,628,322               |
| <b>Total Cash Balance</b>                            |                     | <b><u>2,385,140</u></b> |

## FINANCE COMMITTEE AGENDA ITEM V-C

DATE: March 21, 2024

### **Topic: FY2025 General and Special Membership Dues**

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

COMPASS staff seeks a recommendation of the proposed FY2025 membership dues for COMPASS Board of Directors' approval.

#### **Background/Summary:**

The COMPASS Board approved the attached Member Dues Calculation Policy at its January 26, 2015, meeting. The policy specifies the formula that shall be used to calculate the annual membership dues. The approved formula was incorporated into the Joint Powers Agreement adopted by the Board at its September 21, 2015, meeting.

COMPASS staff used the FY2024 population estimates reviewed by the Demographic Advisory Workgroup at its March 11, 2024, meeting to calculate the proposed FY2025 membership dues. The per capita rate used in the calculation is identical to the rate approved by the COMPASS Board for FY2015 through FY2024 dues. The change in dues for each entity in Ada and Canyon Counties reflects the change in estimated population from FY2023.

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

The proposed dues will be used in the development of the draft FY2025 Unified Planning Work Program and Budget to be presented to the Finance Committee in its June 13, 2024, meeting.

#### **More Information:**

- 1) Attachments: Member Dues Calculation Policy  
Proposed FY2025 Membership Dues
- 2) For detailed information contact: Meg Larsen, at 208-475-2228 or [mlarsen@compassidaho.org](mailto:mlarsen@compassidaho.org).

## MEMBER DUES CALCULATION POLICY

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

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

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

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

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

# COMPASS

## PROPOSED FY2025 MEMBERSHIP DUES

|                                      | Actual FY 2024<br>Membership Dues |   | Proposed FY2025<br>Membership Dues |   |                  |
|--------------------------------------|-----------------------------------|---|------------------------------------|---|------------------|
|                                      | FY2023<br>Estimated<br>Population | Dues amount<br>per person in<br>jurisdiction<br>\$ 1.322725 | FY2024<br>Estimated<br>Population  | Dues amount<br>per person in<br>jurisdiction<br>\$ 1.322725 | Change<br>\$ -   |
| <b>GENERAL MEMBERS</b>               |                                   |   |                                    |   |                  |
| <b><u>ADA COUNTY</u></b>             |                                   |   |                                    |   |                  |
| Ada County                           | 544,590                           | \$ 254,115  | 557,590                            | 259,869   | \$ 5,754         |
| Ada County Highway District          | 544,590                           | 254,115   | 557,590                            | 259,869   | 5,754            |
| City of Boise                        | 247,040                           | 108,922   | 250,060                            | 110,254   | 1,332            |
| City of Eagle                        | 35,360                            | 15,591  | 36,300                             | 16,005  | 414              |
| City of Garden City                  | 12,990                            | 5,727   | 13,380                             | 5,899   | 172              |
| City of Kuna                         | 29,880                            | 13,174  | 31,490                             | 13,884  | 710              |
| City of Meridian                     | 138,620                           | 61,119  | 142,830                            | 62,975  | 1,856            |
| City of Star (Ada County)            | 17,190                            | 7,579   | 19,920                             | 8,783   | 1,204            |
| <b>TOTAL ADA COUNTY</b>              | <b>544,590</b>                    | <b>\$ 720,342</b>   | <b>557,590</b>                     | <b>\$ 737,538</b>   | <b>\$ 17,196</b> |
| <b><u>CANYON COUNTY</u></b>          |                                   |   |                                    |   |                  |
| Canyon County                        | 256,940                           | 125,110   | 265,300                            | 128,633   | \$ 3,523         |
| Highway District No. 4               | 100,040                           | 48,483  | 104,280                            | 50,240  | 1,757            |
| Nampa Highway District No. 1         | 138,790                           |   | 142,620                            |   | -                |
| Golden Gate Hwy District No. 3       | 9,380                             |   | 9,540                              |   | -                |
| Notus Parma Highway District         | 8,730                             |   | 8,840                              |   | -                |
| City of Caldwell                     | 69,910                            | 30,824  | 73,420                             | 32,371  | 1,547            |
| City of Greenleaf                    | 840                               | 370   | 820                                | 362   | (8)              |
| City of Melba                        | 670                               | 295   | 700                                | 309   | 14               |
| City of Middleton                    | 11,980                            | 5,282   | 13,190                             | 5,816   | 534              |
| City of Nampa                        | 114,960                           | 50,687  | 119,220                            | 52,565  | 1,878            |
| City of Notus                        | 630                               | 278   | 630                                | 278   | -                |
| City of Parma                        | 2,140                             | 944   | 2,220                              | 979   | 35               |
| City of Star (Canyon County)         | 500                               | 220   | 450                                | 198   | (22)             |
| City of Wilder                       | 1,680                             | 741   | 1,760                              | 776   | 35               |
| <b>TOTAL CANYON COUNTY</b>           | <b>256,940</b>                    | <b>\$ 263,234</b>   | <b>265,300</b>                     | <b>\$ 272,527</b>   | <b>\$ 9,293</b>  |
| <b>SPECIAL MEMBERS</b>               |                                   |   |                                    |   |                  |
| Boise State University               |                                   | 9,800   |                                    | 10,100  | \$ 300           |
| Capital City Development Corporation |                                   | 9,800   |                                    | 10,100  | 300              |
| Department of Environmental Quality  |                                   | 9,800   |                                    | 10,100  | 300              |
| Idaho Transportation Department      |                                   | 9,800   |                                    | 10,100  | 300              |
| Valley Regional Transit              |                                   | 9,800   |                                    | 10,100  | 300              |
| <b>TOTAL SPECIAL MEMBERS</b>         |                                   | <b>\$ 49,000</b>  |                                    | <b>\$ 50,500</b>  | <b>\$ 1,500</b>  |
| <b>TOTAL MEMBER DUES</b>             |                                   | <b>\$ 1,032,576</b>   |                                    | <b>\$ 1,060,565</b>   | <b>\$ 27,989</b> |

450 Canyon County residents in Star are excluded from the calculation of Ada County and ACHD dues. These residents are allocated to the City of Star, Canyon County and Canyon Highway District.

## FINANCE COMMITTEE AGENDA ITEM V-D

Date: March 21, 2024

### Topic: Revision 2 of the FY2024 Unified Planning Work Program and Budget

#### Request/Recommendation:

Review and recommend Revision 2 of the FY2024 Unified Planning Work Program and Budget (UPWP) for COMPASS Board of Directors' approval.

#### Background/Summary:

Federal metropolitan planning rules require that COMPASS produce a UPWP, which is periodically amended to accommodate changes in revenues, expenses, staffing, and scope. These amendments are 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 FY2024 UPWP:

- Remove \$50,000 from the draw from fund balance. The City of Kuna withdrew from its *Communities in Motion* (CIM) implementation grant.
- Add \$33,000 to the draw from fund balance to cover additional IT services.

The following revisions to expenses are proposed in Revision 2 of the FY2024 UPWP:

- Remove \$183,000 in funds from unprogrammed, carry-forward funds for CIM 2055.
- Add \$183,000 for the Resiliency Plan for CIM 2055.
- Remove \$50,000 for the CIM implementation grant withdrawn by the City of Kuna.
- Add \$33,000 to indirect costs for IT services to cover the cost of transition to new provider and implementation of new servers. Indirect (overhead) costs on the program worksheets were updated to reflect the distribution of increased indirect costs.

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

Without COMPASS Board of Directors' adoption of Revision 2 of the FY2024 UPWP, Revision 1 of the UPWP will remain in effect.

#### More Information:

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

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

Recommended Changes for FY2024 - Revision 2

Summary

|  |  |                  |   |                  |
|--|--|------------------|---|------------------|
| <b>FY2024 UPWP Revenues</b>                |  | <b>6,581,814</b> | <b>FY2024 UPWP Expenses</b>   | <b>6,581,814</b> |
| 1  |  |                  | Reclassifying funds from "unprogrammed" carryover of CIM 2055 expenses to Resiliency Plan and Outreach.             | (183,000)        |
| 2  |  |                  | Increasing CIM 2055 Professional Services budget for Resiliency Plan and FY24 Outreach.                             | 183,000          |
| 3  | Remove fund balance draw for FY2024 <i>Communities in Motion</i> implementation grant withdrawn by Kuna. | (50,000)         | City of Kuna withdrew its FY2024 <i>Communities in Motion</i> implementation grant.                                 | (50,000)         |
| 4  | Increase draw from fund balance to cover additional IT costs   | 33,000           | Increase indirect expenses to cover IT service costs for transition to new provider and server replacement project. | 33,000           |
|  |  |                  |   |                  |
| <b>Recommended Adjustments to Revenues</b> |  | <b>(17,000)</b>  | <b>Recommended Adjustments to Expenses</b>  | <b>(17,000)</b>  |
| <b>Adjusted Revenues - Revision 2</b>      |  | <b>6,564,814</b> | <b>Adjusted Expenses - Revision 2</b>   | <b>6,564,814</b> |

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
REVISION 2 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
REVENUE AND EXPENSE SUMMARY**

| REVENUE   | FY2024 Rev 1<br>UPWP | FY2024 Rev 2<br>UPWP |
|---|----------------------|----------------------|
| <b><u>GENERAL MEMBERSHIP</u></b>                                    |                      |                      |
| Ada County  | 254,115              | 254,115              |
| Ada County Highway District   | 254,115              | 254,115              |
| Canyon County   | 125,110              | 125,110              |
| Canyon Highway District No. 4                                       | 48,483               | 48,483               |
| City of Boise   | 108,922              | 108,922              |
| City of Caldwell  | 30,824               | 30,824               |
| City of Eagle   | 15,591               | 15,591               |
| City of Garden City   | 5,727                | 5,727                |
| City of Greenleaf   | 370                  | 370                  |
| City of Kuna  | 13,174               | 13,174               |
| City of Meridian  | 61,119               | 61,119               |
| City of Melba   | 295                  | 295                  |
| City of Middleton   | 5,282                | 5,282                |
| City of Nampa   | 50,687               | 50,687               |
| City of Notus   | 278                  | 278                  |
| City of Parma   | 944                  | 944                  |
| City of Star  | 7,799                | 7,799                |
| City of Wilder  | 741                  | 741                  |
| Subtotal  | 983,576              | 983,576              |
| <b><u>SPECIAL MEMBERSHIP</u></b>                                    |                      |                      |
| Boise State University  | 9,800                | 9,800                |
| Capital City Development Corporation                                | 9,800                | 9,800                |
| Idaho Department of Environmental Quality                           | 9,800                | 9,800                |
| Idaho Transportation Department                                     | 9,800                | 9,800                |
| Valley Regional Transit   | 9,800                | 9,800                |
| Subtotal  | 49,000               | 49,000               |
| <b><u>GRANTS AND SPECIAL PROJECTS</u></b>                           |                      |                      |
| <b>FHWA/FTA - Consolidated Planning Grants</b>                      |                      |                      |
| CPG - FY2023 K# 22108; Ada County                                   | 293,204              | 293,204              |
| CPG - FY2023 K# 22108; Canyon County                                | 103,017              | 103,017              |
| CPG - FY2024 K# 22494 Ada County                                    | 1,315,790            | 1,315,790            |
| CPG - FY2024 K# 22494 Canyon County                                 | 462,304              | 462,304              |
| Sub Total CPG Grants  | 2,174,315            | 2,174,315            |
| STBG-TMA & STBG-U - K# 21889; FY2024 off-the-top funds for Planning | 306,705              | 306,705              |
| STBG-U - K# 23026 Permanent Automated Counters (carryover)          | 6,350                | 6,350                |
| STBG-TMA - K# 22395 Fiscal Impact Tool Update (carryover)           | 55,596               | 55,596               |
| STP TMA - K# 19571, CIM 2050 (carryover)                            | 18,532               | 18,532               |
| STBG TMA - K# 20271, CIM 2055                                       | 502,437              | 502,437              |
| STBG-TMA K#13046 PEL, High-Capacity Transit Corridor                | 1,019,260            | 1,019,260            |
| CRP-TMA K#24233 Carbon Reduction Strategy                           | 166,788              | 166,788              |
| FHWA Regional Safety Action Plan                                    | 392,000              | 392,000              |
| Subtotal  | 2,467,668            | 2,467,668            |
| <b><u>OTHER REVENUE SOURCES</u></b>                                 |                      |                      |
| TREDIS Contribution   | 19,800               | 19,800               |
| Orthophotography - Participant Contributions                        | 173,634              | 173,634              |
| Air Quality Board FY2023 audit fees                                 | 5,500                | 5,500                |
| Interest Income   | 50,000               | 50,000               |
| Subtotal  | 248,934              | 248,934              |
| <b>TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous</b>  | <b>5,923,493</b>     | <b>5,923,493</b>     |
| Draw From Fund Balance (CIM Implementation Grants)                  | 125,000              | 75,000               |
| Draw From Fund Balance (match + 100K on PEL high capacity transit)  | 80,740               | 80,740               |
| Draw From Fund Balance match on transportation funding study        | 20,185               | 20,185               |
| Draw From Fund Balance (20% match regional safety action plan)      | 98,000               | 98,000               |
| Draw From Fund Balance - match on carbon reduction strategy         | 13,212               | 13,212               |
| Draw From Fund Balance to cover shortfall                           | 321,184              | 354,184              |
| Subtotal  | 658,321              | 641,321              |
|   | <b>6,581,814</b>     | <b>6,564,814</b>     |

| EXPENSE   | FY2024 Rev 1<br>UPWP | FY2024 Rev 2<br>UPWP |
|---|----------------------|----------------------|
| <b><u>SALARY, FRINGE &amp; CONTINGENCY</u></b>      |                      |                      |
| Salary  | 1,824,108            | 1,824,108            |
| Fringe  | 837,300              | 837,300              |
| Contingency (Overtime, Bonus, and Sick Time Trade)  | 22,000               | 22,000               |
| Subtotal  | 2,683,408            | 2,683,408            |
| <b><u>INDIRECT OPERATIONS &amp; MAINTENANCE</u></b> |                      |                      |
| Indirect Costs                                      | 262,590              | 295,590              |
| Subtotal  | 262,590              | 295,590              |
| <b><u>DIRECT OPERATIONS &amp; MAINTENANCE</u></b>   |                      |                      |
| 620001, Demographics and Growth Monitoring          | 2,500                | 2,500                |
| 653001, Communication and Education                 | 52,350               | 52,350               |
| 661001, Long-Range Planning                         | 541,238              | 724,238              |
| 661005, Safe Streets and Roads for All              | 490,000              | 490,000              |
| 661006, High Capacity Transit PEL                   | 1,100,000            | 1,100,000            |
| 661008, Bike Counter Management                     | 26,693               | 26,693               |
| 685001, Transportation Improvement Program          | 6,500                | 6,500                |
| 685002, Project Development Program                 | 100,000              | 100,000              |
| 685003, Grant Research and Development              | 20,000               | 20,000               |
| 685004, CIM Implementation Grants                   | 125,000              | 75,000               |
| 760001, Government Affairs                          | 19,750               | 19,750               |
| 801001, Staff Development                           | 50,000               | 50,000               |
| 820001, Committee Support                           | 2,000                | 2,000                |
| 836001, Regional Travel Demand Model                | 67,200               | 67,200               |
| 860001, Geographic Information System Maintenance   | 202,160              | 202,160              |
| 990001, Direct Operations and Maintenance           | 830,425              | 647,425              |
| Subtotal  | 3,635,816            | 3,585,816            |
| <b>TOTAL EXPENSE</b>                                | <b>6,581,814</b>     | <b>6,564,814</b>     |

| REVENUE AND EXPENSE SUMMARY |           |           |
|-----------------------------|-----------|-----------|
| TOTAL REVENUE               | 6,581,814 | 6,564,814 |
| LESS: TOTAL EXPENSES        | 6,581,814 | 6,564,814 |
| REVENUE EXCESS/(DEFICIT)    | -         | -         |

**TOTAL REVENUE, ALL RESOURCES**

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 | FY23 CPG<br><br>Ada County K# 22108 (74%); 7.34% match | FY23 CPG<br><br>Canyon County K# 22108 (26%); 7.34% match | FY24 CPG<br>K# 22494 (74%) 20% match safety; 7.34% match other | FY24 CPG<br>Canyon County K# 22494 (26%) 20% match safety; 7.34% match | STP-TMA<br><br>Off The Top K# 21889 7.34% match | STBG-U<br><br>Perm. Automated Counters K# 23026 7.34% Match | STBG-TMA<br><br>Fiscal Impact Tool K# 22395 7.34% Match | STBG-TMA<br><br>CIM 2050 K# 19571 7.34% Match | STBG-TMA<br>K# 20271; 7.34% match | STBG-TMA<br><br>PEL, High Capacity Transit KN13046 | CRP-TMA<br><br>Carbon Reduction Strategy KN24233 | FHWA Safe Streets and Roads for All 20% match | Total<br><br>Federal Funds | Required Match | Local Funds/FB |                       | Other Revenue | Total Local & Other |
| 601001                   | UPWP/Budget Development and Federal Assurances           | 108       | 107,972               | -           | 107,972    |  |   | 55,731   | 19,581   | 24,735  |   |   |   |                                   |  |  |   | 100,047                    | 7,925          |                |                       | 7,925         | 107,972             |
| 620001                   | Demographics and Growth Monitoring                       | 143       | 118,117               | 2,500       | 120,617    |  |   | 62,682   | 22,023   | 27,059  |   |   |   |                                   |  |  |   | 111,764                    | 8,853          |                |                       | 8,853         | 120,617             |
| 620005                   | Safe and Accessible Transportation (development reviews) | 32        | 18,145                | -           | 18,145     | 2,656  | 933   | 8,086  | 2,841  |   |   |   |   |                                   |  |  |   | 14,516                     | 3,629          |                |                       | 3,629         | 18,145              |
| 653001                   | Communication and Education                              | 236       | 161,716               | 52,350      | 214,066    |  |   |  |  |   |   |   |   |                                   |  |  |   | -                          |                | 214,066        |                       | 214,066       | 214,066             |
|                          | Long-Range Planning                                      |           |                       |             |            |  |   |  |  |   |   |   |   |                                   |  |  |   | -                          |                |                |                       |               |                     |
| 661001                   | General Project Management                               | 640       | 431,034               | 724,238     | 1,155,272  | 188,563  | 66,252  | 222,483  | 78,170   | 98,743  |   | 55,596  | 18,532  | 175,348                           |  | 166,788  |   | 1,070,475                  | 84,797         |                |                       | 84,797        | 1,155,272           |
| 661005                   | Safe and Accessible Transportation (SS4A Action Plan)    | 138       | 124,722               | 490,000     | 614,722    | 18,254   | 6,414   | 55,581   | 19,529   |   |   |   |   |                                   |  |  | 392,000                                       | 491,778                    | 122,944        |                |                       | 122,944       | 614,722             |
| 661006                   | High-Capacity Transit PEL                                | 188       | 143,161               | 1,100,000   | 1,243,161  |  |   | 73,894   | 25,963   | 32,796  |   |   |   |                                   | 1,019,260  |  |   | 1,151,913                  | 91,248         |                |                       | 91,248        | 1,243,161           |
| 661008                   | Bike Counter Management                                  | 212       | 110,127               | 26,693      | 136,820    |  |   | 56,844   | 19,972   | 25,228  | 6,350   |   |   |                                   |  |  |   | 108,394                    | 8,586          | 19,840         |                       | 28,426        | 136,820             |
|                          | Resource Development/Funding                             |           |                       |             |            |  |   |  |  |   |   |   |   |                                   |  |  |   | -                          |                |                |                       | -             | -                   |
| 685001                   | Transportation Improvement Program                       | 394       | 292,011               | 6,500       | 298,511    |  |   | 155,182  | 54,523   | 66,895  |   |   |   |                                   |  |  |   | 276,600                    | 21,911         |                |                       | 21,911        | 298,511             |
| 685002                   | Project Development Program                              | 29        | 25,756                | 100,000     | 125,756    |  |   | 81,863   | 28,763   | 5,900   |   |   |   |                                   |  |  |   | 116,526                    | 9,230          |                |                       | 9,230         | 125,756             |
| 685003                   | Grant Research and Development                           | 204       | 177,990               | 20,000      | 197,990    |  |   |  |  |   |   |   |   |                                   |  |  |   | -                          |                | 197,990        |                       | 197,990       | 197,990             |
| 685004                   | CIM Implementation Grants                                | 16        | 13,633                | 75,000      | 88,633     |  |   | 7,037  | 2,472  | 3,123   |   |   |   |                                   |  |  |   | 12,632                     | 1,001          | 75,000         |                       | 76,001        | 88,633              |
| 685005                   | Safe and Accessible Transportation (CMF)                 | 7         | 3,523                 | -           | 3,523      | 516  | 181   | 1,570  | 551  |   |   |   |   |                                   |  |  |   | 2,818                      | 705            |                |                       | 705           | 3,523               |
| TOTAL PROJECTS           |  | 2,347     | 1,727,907             | 2,597,281   | 4,325,188  | 209,989  | 73,780  | 780,953  | 274,388  | 284,479   | 6,350   | 55,596  | 18,532  | 175,348                           | 1,019,260  | 166,788  | 392,000                                       | 3,457,463                  | 360,829        | 506,896        | -                     | 867,725       | 4,325,188           |
| 701001                   | Membership Services                                      | 115       | 106,263               | -           | 106,263    |  |   | 56,415   | 19,822   | 22,226  |   |   |   |                                   |  |  |   | 98,463                     | 7,800          |                |                       | 7,800         | 106,263             |
| 703001                   | Public Services  | 25        | 22,455                | -           | 22,455     |  |   |  |  |   |   |   |   |                                   |  |  |   | -                          |                | 22,455         |                       | 22,455        | 22,455              |
| 705001                   | Transportation Liaison Services                          | 48        | 44,061                | -           | 44,061     |  |   | 30,211   | 10,615   |   |   |   |   |                                   |  |  |   | 40,826                     | 3,235          |                |                       | 3,235         | 44,061              |
| 760001                   | Government Affairs                                       | 270       | 278,114               | 19,750      | 297,864    |  |   |  |  |   |   |   |   |                                   |  |  |   | -                          |                | 297,864        |                       | 297,864       | 297,864             |
| TOTAL SERVICES           |  | 458       | 450,893               | 19,750      | 470,643    | -  | -   | 86,626   | 30,437   | 22,226  | -   | -   | -   | -                                 | -  | -  | -   | 139,289                    | 11,035         | 320,319        | -                     | 331,354       | 470,643             |
| 801001                   | Staff Development  | 153       | 116,337               | 50,000      | 166,337    | 31,123   | 10,934  | 82,933   | 29,138   |   |   |   |   |                                   |  |  |   | 154,128                    | 12,209         |                |                       | 12,209        | 166,337             |
| 820001                   | Committee Support  | 211       | 171,314               | 2,000       | 173,314    | 52,092   | 18,303  | 65,375   | 22,970   |   |   |   |   |                                   |  |  |   | 158,740                    | 12,574         | 2,000          |                       | 14,574        | 173,314             |
| 836001                   | Regional Travel Demand Model                             | 191       | 178,117               | 67,200      | 245,317    |  |   | 168,209  | 59,101   |   |   |   |   |                                   |  |  |   | 227,310                    | 18,007         | -              |                       | 18,007        | 245,317             |
| 842001                   | Congestion Management Process                            | 75        | 69,941                | -           | 69,941     |  |   | 47,957   | 16,850   |   |   |   |   |                                   |  |  |   | 64,807                     | 5,134          | -              |                       | 5,134         | 69,941              |
| 860001                   | Geographic Information System Maintenance                | 337       | 264,489               | 202,160     | 466,649    |  |   | 83,737   | 29,420   |   |   |   |   |                                   |  |  |   | 113,157                    | 9,396          | 170,462        | 173,634               | 353,492       | 466,649             |
| TOTAL SYSTEM MAINTENANCE |  | 967       | 800,198               | 321,360     | 1,121,558  | 83,215   | 29,237  | 448,211  | 157,479  | -   | -   | -   | -   | -                                 | -  | -  | -   | 718,142                    | 57,320         | 172,462        | 173,634               | 403,416       | 1,121,558           |
| 990001                   | Direct Operations / Maintenance                          | -         | -                     | 647,425     | 647,425    |  |   |  |  |   |   |   |   | 327,089                           |  |  |   | 327,089                    | 25,910         | 219,126        | 75,300                | 320,336       | 647,425             |
| 991001                   | Support Services Labor                                   | 1,012     | -                     | -           | -          |  |   |  |  |   |   |   |   |                                   |  |  |   | -                          |                |                |                       | -             | -                   |
| 999001                   | Indirect Operations/Maintenance                          | -         | -                     | -           | -          |  |   |  |  |   |   |   |   |                                   |  |  |   | -                          |                |                |                       | -             | -                   |
| TOTAL INDIRECT/OVERHEAD  |  | 1,012     | -                     | 647,425     | 647,425    | -  | -   | -  | -  | -   | -   | -   | -   | 327,089                           | -  | -  | -   | 327,089                    | 25,910         | 219,126        | 75,300                | 320,336       | 647,425             |
| GRAND TOTAL              |  | 4,784     | 2,978,998             | 3,585,816   | 6,564,814  | 293,204  | 103,017   | 1,315,790  | 462,304  | 306,705   | 6,350   | 55,596  | 18,532  | 502,437                           | 1,019,260  | 166,788  | 392,000                                       | 4,641,983                  | 455,094        | 1,218,803      | 248,934               | 1,922,831     | 6,564,814           |

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO**  
**REVISION 2 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET**  
**DIRECT EXPENSE SUMMARY**

| DESCRIPTION        |  | TOTAL<br>DIRECT  | PROFESSIONAL<br>SERVICES<br>(830) | EQUIPMENT<br>/ SOFTWARE<br>(834) | TRAVEL /<br>EVENTS /<br>EDUCATION<br>(840) | PRINTING<br>(860) | OTHER<br>(863) | PUBLIC<br>INVOLVEMENT<br>(864) | MEETING<br>SUPPORT<br>(865) | LEGAL /<br>LOBBYING<br>(872) | CARRY-<br>FORWARD |
|--------------------|--|------------------|-----------------------------------|----------------------------------|--|-------------------|----------------|--------------------------------|-----------------------------|------------------------------|-------------------|
| 620001             | Demographics and Growth Monitoring                           | 2,500            |                                   |                                  |  |                   | 2,500          |                                |                             |                              |                   |
| 653001             | Communication and Education                                  | 52,350           | 24,000                            |                                  |  | 3,200             |                | 24,350                         | 800                         |                              |                   |
| 661001             | Long Range Planning: CIM 2055                                | 189,238          | 189,238                           |                                  |  |                   |                |                                |                             |                              |                   |
| 661001             | LRP: Fiscal Impact Tool Update                               | 80,000           | 80,000                            |                                  |  |                   |                |                                |                             |                              |                   |
| 661001             | LRP: Funding Study   | 275,000          | 275,000                           |                                  |  |                   |                |                                |                             |                              |                   |
| 661001             | LRP: Carbon Reduction Strategy                               | 180,000          | 180,000                           |                                  |  |                   |                |                                |                             |                              |                   |
| 661005             | LRP: Regional Safety Action Plan                             | 490,000          | 490,000                           |                                  |  |                   |                |                                |                             |                              |                   |
| 661006             | LRP: PEL High Capacity Transit                               | 1,100,000        | 1,100,000                         |                                  |  |                   |                |                                |                             |                              |                   |
| 661008             | Bike Counter Management                                      | 26,693           | 6,853                             | 19,840                           |  |                   |                |                                |                             |                              |                   |
| 685001             | Transportation Improvement Program                           | 6,500            |                                   |                                  |  |                   |                | 6,500                          |                             |                              |                   |
| 685002             | Project Development Program                                  | 100,000          | 100,000                           |                                  |  |                   |                |                                |                             |                              |                   |
| 685003             | Grant Research and Development                               | 20,000           | 20,000                            |                                  |  |                   |                |                                |                             |                              |                   |
| 685004             | CIM Implementation Grants                                    | 75,000           | 75,000                            |                                  |  |                   |                |                                |                             |                              |                   |
| 760001             | Government Affairs   | 19,750           |                                   |                                  | 18,000                                     | 500               |                |                                |                             | 1,250                        |                   |
| 801001             | Staff Development  | 50,000           |                                   |                                  | 50,000                                     |                   |                |                                |                             |                              |                   |
| 820001             | Committee Support  | 2,000            |                                   |                                  |  |                   |                |                                | 2,000                       |                              |                   |
| 836001             | Regional Travel Demand Model                                 | 67,200           | 67,200                            |                                  |  |                   |                |                                |                             |                              |                   |
| 860001             | Geographic Information System Maintenance                    | 202,160          | 125,000                           | 77,160                           |  |                   |                |                                |                             |                              |                   |
| 990001             | Direct Operations / Maintenance                              |                  |                                   |                                  |  |                   |                |                                |                             |                              |                   |
|                    | Carryover of CIM 2055 expenses                               | 353,000          |                                   |                                  |  |                   |                |                                |                             |                              | 353,000           |
|                    | Costs for buildout of remaining workspaces                   | 20,000           |                                   | 20,000                           |  |                   |                |                                |                             |                              |                   |
|                    | Air Quality Board FY2023 audit fees                          | 5,500            | 5,500                             |                                  |  |                   |                |                                |                             |                              |                   |
|                    | Annual salary survey update                                  | -                | -                                 |                                  |  |                   |                |                                |                             |                              |                   |
|                    | New/replacement hardware                                     | 10,000           |                                   | 10,000                           |  |                   |                |                                |                             |                              |                   |
|                    | Replacement of servers/op system at end of life              | 40,000           |                                   | 40,000                           |  |                   |                |                                |                             |                              |                   |
|                    | Transit network planning software                            | 19,250           |                                   | 19,250                           |  |                   |                |                                |                             |                              |                   |
|                    | TIP Software   | 58,000           |                                   | 58,000                           |  |                   |                |                                |                             |                              |                   |
|                    | TREDIS Renewal   | 99,950           |                                   | 99,950                           |  |                   |                |                                |                             |                              |                   |
|                    | Cube renewal; Cube Land                                      | 16,125           |                                   | 16,125                           |  |                   |                |                                |                             |                              |                   |
|                    | AICP and APBP Webinar series                                 | 1,600            |                                   |                                  | 1,600                                      |                   |                |                                |                             |                              |                   |
|                    | Membership dues for COMPASS                                  | 17,000           |                                   |                                  |  |                   |                |                                |                             | 17,000                       |                   |
|                    | Other: board lunch, staff gifts, meeting refreshments, misc. | 7,000            |                                   |                                  |  |                   |                |                                | 7,000                       |                              |                   |
| <b>GRAND TOTAL</b> |  | <b>3,585,816</b> | <b>2,737,791</b>                  | <b>360,325</b>                   | <b>69,600</b>                              | <b>3,700</b>      | <b>2,500</b>   | <b>30,850</b>                  | <b>9,800</b>                | <b>18,250</b>                | <b>353,000</b>    |

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
REVISION 2 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

| <b>CATEGORY</b>                                    | <b>ACCOUNT<br/>CODE</b> | <b>FY2024<br/>Rev 1</b> | <b>FY2024<br/>Rev 2</b> |
|--|-------------------------|-------------------------|-------------------------|
| Professional Services                              | 930                     | 30,000                  | 63,000                  |
| Equipment Repair / Maintenance                     | 936                     | 500                     | 500                     |
| Publications                                       | 943                     | 2,500                   | 2,500                   |
| Employee Professional Membership                   | 945                     | 3,500                   | 3,500                   |
| Postage  | 950                     | 900                     | 900                     |
| Telephone  | 951                     | 19,800                  | 19,800                  |
| Building Maintenance and Reserve for Major Repairs | 955                     | 65,565                  | 65,565                  |
| Printing   | 960                     | 1,500                   | 1,500                   |
| Advertising  | 962                     | 3,000                   | 3,000                   |
| Audit  | 970                     | 20,000                  | 20,000                  |
| Insurance  | 971                     | 25,825                  | 25,825                  |
| Legal Services                                     | 972                     | 5,000                   | 5,000                   |
| General Supplies                                   | 980                     | 7,500                   | 7,500                   |
| Computer Supplies                                  | 982                     | 14,000                  | 14,000                  |
| Computer Software / Maintenance                    | 983                     | 35,000                  | 35,000                  |
| Vehicle Maintenance                                | 991                     | 8,500                   | 8,500                   |
| Utilities  | 992                     | 13,500                  | 13,500                  |
| Local Travel                                       | 993                     | 1,000                   | 1,000                   |
| Other / Miscellaneous                              | 995                     | 5,000                   | 5,000                   |
| <b>TOTAL</b>                                       |                         | <b>262,590</b>          | <b>295,590</b>          |

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
REVISION 2 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
WORKDAY ALLOCATION SUMMARY**

| WORK PROGRAM DESCRIPTION        |  | LEAD<br>STAFF | DIRECTORS  | PLANNING     | COMMUNICATIONS | OPERATIONS | TOTAL        |
|---------------------------------|--|---------------|------------|--------------|----------------|------------|--------------|
| 601001                          | UPWP/Budget Development and Federal Assurances           | ML            | 37         | 20           | 2              | 49         | 108          |
| 620001                          | Demographics and Growth Monitoring                       | AM            | -          | 135          | 8              | -          | 143          |
| 620005                          | Safe and Accessible Transportation (development reviews) | AM            | -          | 32           | -              | -          | 32           |
| 653001                          | Communication and Education                              | AL            | 8          | 22           | 206            | -          | 236          |
|                                 | Long-Range Planning                                      |               |            |              |                |            |              |
| 661001                          | General Project Management                               | AM            | 14         | 608          | 18             | -          | 640          |
| 661005                          | Safe and Accessible Transportation (SS4A Action Plan)    | HM            | -          | 132          | 6              | -          | 138          |
| 661006                          | High-Capacity Transit PEL                                | LK            | 8          | 150          | 30             | -          | 188          |
| 661008                          | Bike Counter Management                                  | AM            | -          | 212          | -              | -          | 212          |
|                                 | Resource Development/Funding                             |               |            |              |                |            |              |
| 685001                          | Transportation Improvement Program                       | TT            | 11         | 343          | 40             | -          | 394          |
| 685002                          | Project Development Program                              | MC            | -          | 29           | -              | -          | 29           |
| 685003                          | Grant Research and Development                           | MC            | 8          | 175          | 21             | -          | 204          |
| 685004                          | CIM Implementation Grants                                | MC            | -          | 16           | -              | -          | 16           |
| 685005                          | Safe and Accessible Transportation (CMF)                 | TT            | -          | 7            | -              | -          | 7            |
| <b>TOTAL PROJECTS</b>           |  |               | <b>86</b>  | <b>1,881</b> | <b>331</b>     | <b>49</b>  | <b>2,347</b> |
| 701001                          | Membership Services                                      | MW            | 6          | 81           | 28             | -          | 115          |
| 703001                          | Public Services  | MW            | -          | 20           | 5              | -          | 25           |
| 705001                          | Transportation Liaison Services                          | MS            | 10         | 26           | 12             | -          | 48           |
| 760001                          | Government Affairs                                       | MS            | 50         | -            | 220            | -          | 270          |
| <b>TOTAL SERVICES</b>           |  |               | <b>66</b>  | <b>127</b>   | <b>265</b>     | <b>-</b>   | <b>458</b>   |
| 801001                          | Staff Development  | ML            | 10         | 111          | 22             | 10         | 153          |
| 820001                          | Committee Support  | AL            | 12         | 67           | 132            | -          | 211          |
| 836001                          | Regional Travel Demand Model                             | MW            | -          | 191          | -              | -          | 191          |
| 842001                          | Congestion Management Process                            | MW            | -          | 75           | -              | -          | 75           |
| 860001                          | Geographic Information System Maintenance                | EA            | -          | 337          | -              | -          | 337          |
| <b>TOTAL SYSTEM MAINTENANCE</b> |  |               | <b>22</b>  | <b>781</b>   | <b>154</b>     | <b>10</b>  | <b>967</b>   |
| <b>TOTAL DIRECT</b>             |  |               | <b>174</b> | <b>2,789</b> | <b>750</b>     | <b>59</b>  | <b>3,772</b> |
| 991001                          | Support Services Labor                                   | ML            | 286        | 155          | 170            | 401        | 1,012        |
| <b>TOTAL INDIRECT/OVERHEAD</b>  |  |               | <b>286</b> | <b>155</b>   | <b>170</b>     | <b>401</b> | <b>1,012</b> |
| <b>TOTAL LABOR</b>              |  |               | <b>460</b> | <b>2,944</b> | <b>920</b>     | <b>460</b> | <b>4,784</b> |

|   |  |  |  |                                |  |                            |  |
|---|--|--|--|--------------------------------|--|----------------------------|--|
| PROGRAM NO.   |  | 601  |  | CLASSIFICATION:                |  | Project                    |  |
| TITLE:  |  | UPWP Budget Development and Monitoring   |  |                                |  |                            |  |
| TASK / PROJECT DESCRIPTION:   |  | Monitor and amend, as necessary, the FY2024 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 FY2025 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills. |  |                                |  |                            |  |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:  |  | 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.   |  |                                |  |                            |  |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW   |  | 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.  |  |                                |  |                            |  |
| FY2024 BENCHMARKS   |  |  |  |                                |  |                            |  |
| MILESTONES / PRODUCTS   |  |  |  |                                |  |                            |  |
| FY2024 UPWP   |  |  |  |                                |  | Ongoing                    |  |
| Process and track revenues and expenditures for the FY2024 UPWP and related transportation grants                                 |  |  |  |                                |  | As Needed                  |  |
| Process required state and local agreements and other required paperwork for transportation grants                                |  |  |  |                                |  |                            |  |
| Process and obtain Board approval of FY2024 UPWP revisions  |  |  |  |                                |  | As Needed                  |  |
| Distribute revisions of the FY2024 UPWP to the Idaho Transportation Department for tracking purposes                              |  |  |  |                                |  |                            |  |
| Distribute revisions of the FY2024 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval |  |  |  |                                |  |                            |  |
| FY2025 UPWP Development   |  |  |  |                                |  | Nov                        |  |
| Develop process and schedule for the FY2025 UPWP  |  |  |  |                                |  | Jan-Feb                    |  |
| Solicit membership input on possible transportation planning projects and associated needs for FY2025                             |  |  |  |                                |  | Mar                        |  |
| Submit initial revenue assessment for FY2025 to the Finance Committee for input   |  |  |  |                                |  | Apr                        |  |
| Obtain Board approval on FY2025 General and Special membership dues   |  |  |  |                                |  |                            |  |
| Present FY2025 UPWP   |  |  |  |                                |  | Jun                        |  |
| Present draft FY2025 UPWP to Finance Committee for input and feedback   |  |  |  |                                |  | Jul                        |  |
| Present draft FY2025 UPWP to Finance Committee for recommendation   |  |  |  |                                |  | Aug                        |  |
| Submit FY2025 UPWP to Board for adoption  |  |  |  |                                |  | Aug                        |  |
| Submit and obtain approval from Federal Highway Administration of FY2025 UPWP   |  |  |  |                                |  | Aug                        |  |
| Distribute FY2025 UPWP to the Idaho Transportation Department and Federal Transit Administration                                  |  |  |  |                                |  |                            |  |
| Track Federal requirements as related to Self-Certification   |  |  |  |                                |  | Ongoing                    |  |
| Compliance with federal requirements  |  |  |  |                                |  |                            |  |
| Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan       |  |  |  |                                |  | Ongoing                    |  |
| Monitor federal changes through the Federal Register  |  |  |  |                                |  |                            |  |
| LEAD STAFF: Meg Larsen  |  |  |  |                                |  | Expense Summary            |  |
| END PRODUCTS: FY2024 UPWP revisions; FY2025 UPWP; and maximize funding opportunities.   |  |  |  |                                |  | Total Workdays: 108        |  |
|   |  |  |  |                                |  | Salary \$ 66,943           |  |
|   |  |  |  |                                |  | Fringe 30,340              |  |
|   |  |  |  |                                |  | Overhead 10,689            |  |
|   |  |  |  |                                |  | Total Labor Cost: 107,972  |  |
| ESTIMATED DATE OF COMPLETION: September-2024  |  |  |  |                                |  | DIRECT EXPENDITURES:       |  |
| Funding Sources   |  |  |  | Participating Agencies         |  | Professional Services \$ - |  |
|   |  |  |  | Member Agencies                |  | Legal / Lobbying           |  |
|   |  |  |  | Federal Highway Administration |  | Equipment Purchases        |  |
|   |  |  |  | Federal Transit Administration |  | Travel / Education         |  |
|   |  |  |  |                                |  | Printing                   |  |
|   |  |  |  |                                |  | Public Involvement         |  |
|   |  |  |  |                                |  | Meeting Support            |  |
|   |  |  |  |                                |  | Other                      |  |
| Total:  |  |  |  |                                |  | Total Direct Cost: \$ -    |  |
| 601   |  |  |  | Total Cost: \$ 107,972         |  |                            |  |

|  |           |   |           |                        |  |
|--|-----------|---|-----------|------------------------|--|
| PROGRAM NO.  | 620       |   |           | CLASSIFICATION:        | Project  |
| TITLE:   |           | Demographics and Growth Monitoring  |           |                        |  |
| TASK / PROJECT DESCRIPTION:  |           | To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.  |           |                        |  |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:   |           | Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service, 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> . |           |                        |  |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:   |           | 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...."  |           |                        |  |
| FY2024 BENCHMARKS  |           |   |           |                        |  |
| MILESTONES / PRODUCTS  |           |   |           |                        |  |
| <u>Population and Employment Estimates</u><br>Data collection and geocoding of building permits<br>Complete 2023 employment data<br>Complete 2023 Development Monitoring Report<br>Complete 2024 population estimates and receive Board acceptance   |           |   |           |                        | Ongoing<br>Mar<br>Mar<br>Apr                       |
| <u>Development Forecasting, Tracking, and Reconciliation</u><br>Update preliminary plat files and other entitled development<br>Board approval of 2055 Growth Allocation<br>Develop population, housing, and employment forecasts for long-range transportation plan<br>Board approval of 2055 Control Forecast<br>Conduct build-out analysis<br>Board approval of buildout forecast |           |   |           |                        | Ongoing<br>Aug<br>Jan-Aug<br>Dec<br>Jan-Aug<br>Aug |
| <u>Demographics Support</u><br>Respond to member requests for census data<br>Provide development and policy reviews and checklists<br>Include fiscal impact analysis with development checklist per policy<br>Development checklist report   |           |   |           |                        | Ongoing<br>Ongoing<br>Ongoing<br>Mar               |
| LEAD STAFF: Austin Miller  |           |   |           |                        | Expense Summary                                    |
| END PRODUCT: Demographic products: 1) 2024 population estimates; 2) 2023 employment estimates; 3) 2023 Development Monitoring Report updated; 4) annual demographic reconciliation; 5) population, housing, and employment forecast; and 6) development checklist report   |           |   |           |                        |  |
|  |           |   |           |                        |  |
|  |           |   |           |                        |  |
| ESTIMATED DATE OF COMPLETION: September-2024   |           |   |           |                        | DIRECT EXPENDITURES:                               |
| Funding Sources  |           |   |           | Participating Agencies | Professional Services                              |
|  | Ada       | Canyon  | Special   | Total                  | Legal / Lobbying                                   |
| CPG, K22108  | \$ 2,656  | \$ 933  |           | \$ 3,589               | Equipment Purchases                                |
| CPG, K22494  | 70,768    | 24,864  |           | 95,632                 | Travel / Education                                 |
| STP-TMA, 20560   |           |   | 27,059    | 27,059                 | Printing   |
|  |           |   |           |                        | Public Involvement                                 |
| Local / Fund Bal   | 8,056     | 2,283   | 2,143     | 12,482                 | Meeting Support                                    |
|  |           |   |           |                        | Other 2,500  |
| Total:   | \$ 81,480 | \$ 28,080   | \$ 29,202 | \$ 138,762             | Total Direct Cost: \$ 2,500                        |
|  |           |   |           |                        | 620 Total Cost: \$ 138,762                         |

|  |      |  |            |                 |   |                      |  |
|--|------|--|------------|-----------------|---|----------------------|--|
| PROGRAM NO.  |      | 653  |            | CLASSIFICATION: |   | Project              |  |
| TITLE:   |      | Communication and Education  |            |                 |   |                      |  |
| TASK / PROJECT DESCRIPTION:  |      | 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.  |            |                 |   |                      |  |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:   |      | 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.   |            |                 |   |                      |  |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:   |      | 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. |            |                 |   |                      |  |
| FY2024 BENCHMARKS  |      |  |            |                 |   |                      |  |
| MILESTONES / PRODUCTS  |      |  |            |                 |   |                      |  |
| <p><b>General</b></p> <p>Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases</p> <p>Support work of Public Participation Workgroup</p> <p>Implement the COMPASS participation plan; work toward goals established in the plan</p> <p>Provide outreach/public speaking support and training to staff</p> <p>Ongoing<br/>Ongoing<br/>Ongoing</p> <p><b>Develop tools, such as electronic and print materials, designed for most effective means of communication</b></p> <p>Maintain and enhance COMPASS social media channels</p> <p>Continually update the COMPASS website to improve usability and keep content up to date</p> <p>Develop the FY2024 annual report, annual budget summary, and annual communication summary</p> <p>Write and distribute the monthly Keeping Up With COMPASS newsletter</p> <p>Develop a public-focused summary brochure describing how to become involved with COMPASS</p> <p>Update/develop other print materials as appropriate</p> <p>Ongoing<br/>Ongoing<br/>Oct - Dec<br/>Ongoing<br/>Ongoing</p> <p><b>Education and community outreach</b></p> <p>Develop and implement the FY2024 public education series</p> <p>Support and collaborate with other agencies' outreach and education efforts and programs</p> <p>Participate in community events to share planning-related information</p> <p>Attend/support member agencies at public meetings</p> <p>Manage/support the Leadership in Motion awards program</p> <p>Plan and host the annual "COMPASS 101" workshop</p> <p>Sponsor the "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department)</p> <p>Present information about COMPASS and our programs to stakeholders and community groups as requested</p> <p>Develop a new COMPASS display for use at community meetings</p> <p>Purchase new COMPASS swag to distribute at public events</p> <p>Jan - Sep<br/>Ongoing<br/>Ongoing<br/>Ongoing<br/>Aug - Dec<br/>Jan - Feb<br/>Mar - Jun<br/>Ongoing<br/>Oct - Dec<br/>Oct - Dec</p> |      |  |            |                 |   |                      |  |
| LEAD STAFF: Amy Luft   |      |  |            |                 |   | Expense Summary      |  |
| END PRODUCT: Public involvement in, and understanding of, transportation planning and related issues.  |      |  |            |                 |   |                      |  |
| Total Workdays: 236  |      |  |            |                 |   |                      |  |
| Salary \$ 100,264<br>Fringe 45,442<br>Overhead 16,010<br>Total Labor Cost: 161,716   |      |  |            |                 |   |                      |  |
| ESTIMATED DATE OF COMPLETION: September-2024   |      |  |            |                 |   | DIRECT EXPENDITURES: |  |
| Funding Sources  |      |  |            |                 | Participating Agencies  |                      |  |
| CPG, K22108<br>CPG, K22494<br><br>Local / Fund Bal   | Ada  | Canyon   | Special    | Total           | Member Agencies   |                      |  |
|  |      |  |            | \$ -            |   |                      |  |
|  |      |  | 214,066    | 214,066         |   |                      |  |
|  | \$ - | \$ -   | \$ 214,066 | \$ 214,066      |   |                      |  |
|  |      |  |            |                 | Professional Services \$ 24,000<br>Legal / Lobbying<br>Equipment Purchases<br>Travel / Education<br>Printing 3,200<br>Public Involvement 24,350<br>Meeting Support 800<br>Other<br>Total Direct Cost: \$ 52,350 |                      |  |
|  |      |  |            |                 | 653   | Total Cost: 214,066  |  |

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|   |            |  |            |                        |                 |                                  |  |
|---|------------|--|------------|------------------------|-----------------|----------------------------------|--|
| PROGRAM NO.   |            | 685  |            | CLASSIFICATION:        |                 | Project                          |  |
| TITLE:  |            | Resource Development/Funding   |            |                        |                 |                                  |  |
| TASK / PROJECT DESCRIPTION:   |            | Develop a FY2025-2031 Regional Transportation Improvement Program (TIP) for Ada and Canyon Counties that complies with all federal, state, and local regulations and policies for the purpose of funding transportation projects. Process amendments and provide project tracking and monitoring for the FY2024-2030 TIP. With consultant assistance, COMPASS staff will assist member agencies in taking project ideas and transforming them 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.  |            |                        |                 |                                  |  |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:  |            | 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.  |            |                        |                 |                                  |  |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:  |            | The task is designed to help identify additional revenue sources for member agencies to assist in funding improvements and ongoing maintenance of the transportation system; also assists 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 tied to the Air Quality Conformity Demonstration to ensure funded projects do not violate budgets set in the State Implementation Plan (SIP) (air quality budgets for the State of Idaho). The TIP is also scrutinized in the federal Certification Review. |            |                        |                 |                                  |  |
| FY2024 BENCHMARKS   |            |  |            |                        |                 |                                  |  |
| MILESTONES / PRODUCTS   |            |  |            |                        |                 |                                  |  |
| <b>685001 Transportation Improvement Program</b><br>Update funding application process<br>Conduct member outreach<br>Solicit project applications<br>Assist members with developing complete applications<br>Facilitate ranking of project applications<br>Assign projects to funding programs through prioritization process<br>Develop the final FY2025-2031 Regional Transportation Improvement Program<br>Incorporate reporting methods for federal performance targets, prior to deadlines<br>Monitor and track FY2024-2030 Regional Transportation Improvement Program<br>Balance federal-aid programs managed by COMPASS, as changes occur<br>Provide assistance to member agencies with federal-aid funding concerns<br>Provide funding and programming assistance to Valley Regional Transit (VRT)<br>Update the Resource Development Plan |            |  |            |                        |                 | Oct-Sept                         |  |
| <b>685002 Project Development Program</b><br>Select, contract with, and manage consultants<br>Manage project development teams<br>Review/revise, approve, and disseminate reports   |            |  |            |                        |                 | Oct-Sept                         |  |
| <b>685003 Grant Research and Development</b><br>Seek funding for project needs listed in the Resource Development Plan<br>Monitor grant sources; share grant information<br>Match grant sources with unfunded members needs<br>Write/assist member agencies with grant applications - INFRA, RAISE, CDBG, etc.  |            |  |            |                        |                 | Oct-Sept                         |  |
| <b>685004 CIM Implementation Grants</b><br>Administer contracting/reporting/billing processes<br>Manage projects to ensure completion on time and on budget   |            |  |            |                        |                 | Oct-Sept                         |  |
| LEAD STAFF: Toni Tisdale  |            |  |            |                        |                 | Expense Summary                  |  |
| END PRODUCTS: Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.   |            |  |            |                        |                 | Total Workdays: 650              |  |
|   |            |  |            |                        |                 | Salary \$ 318,006                |  |
|   |            |  |            |                        |                 | Fringe 144,129                   |  |
|   |            |  |            |                        |                 | Overhead 50,778                  |  |
|   |            |  |            |                        |                 | Total Labor Cost: 512,913        |  |
| ESTIMATED DATE OF COMPLETION: September-2024  |            |  |            |                        |                 | DIRECT EXPENDITURES:             |  |
| Funding Sources   |            |  |            | Participating Agencies |                 | Professional Services \$ 195,000 |  |
|   | Ada        | Canyon   | Special    | Total                  | Member Agencies | Legal / Lobbying                 |  |
| CPG, K22108   | \$ 516     | 181  |            | \$ 697                 |                 | Equipment Purchases              |  |
| CPG, K22494   | 245,652    | 86,309   |            | 331,961                |                 | Travel / Education               |  |
| STP-TMA, 20560  |            |  | 75,918     | 75,918                 |                 | Printing                         |  |
| Other   |            |  |            | -                      |                 | Public Involvement 6,500         |  |
| Local / Fund Bal  | 19,857     | 6,976  | 279,004    | 305,837                |                 | Meeting Support                  |  |
|   |            |  |            | -                      |                 | Other                            |  |
| Total:  | \$ 266,025 | \$ 93,466  | \$ 354,922 | \$ 714,413             |                 | Total Direct Cost: \$ 201,500    |  |
| 685   |            |  |            |                        |                 | Total Cost: \$ 714,413           |  |

|   |           |   |           |                        |  |                           |           |
|---|-----------|---|-----------|------------------------|--|---------------------------|-----------|
| PROGRAM NO.   |           | 701   |           | CLASSIFICATION:        |  | Service                   |           |
| TITLE:  |           | General Membership Services   |           |                        |  |                           |           |
| TASK / PROJECT DESCRIPTION:   |           | Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, travel demand modeling, and other project support.   |           |                        |  |                           |           |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:  |           | This service promotes implementation of the regional long-range transportation plan. COMPASS staff are engaged in the members' studies and can become more familiar with their assumptions and recommendations. Use of consistent data and methodologies in the various studies and plans conducted by member agencies is beneficial to the region as well.   |           |                        |  |                           |           |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:  |           | There are no federal or state requirements concerning provision of services to member agencies. There are no certification review comments, corrective actions or recommendations related to this program. Member support provides assistance to agencies fulfilling activities related to <i>Communities in Motion</i> , air quality evaluations, and more detailed transportation planning activities such as corridor studies. |           |                        |  |                           |           |
| FY2024 BENCHMARKS   |           |   |           |                        |  |                           |           |
| MILESTONES / PRODUCTS   |           |   |           |                        |  |                           |           |
| <p><b>Provide general assistance to member agencies as requested in the areas of:</b></p> <p>Specific assistance determined per member agency requests, may include:</p> <p>Geographic Information Systems (GIS) (maps, data, and analyses)</p> <p>Data and travel demand modeling</p> <p>Demographic, development, and related information</p> <p>Traffic counts and related information</p> <p>Travel time data and analysis</p> <p>Other requests as budget allows</p> <p><b>Specifically requested assistance:</b></p> <p><i>FY2024 Member Requests; as ranked by RTAC</i></p> <p><i>Boise Estimating Population Density to Support Regional Transit Goals (6 days)</i></p> <p><i>Meridian Corridor Preservation Analysis (10 days)</i></p> <p><i>Notus Collector Street Rebuilds (10 days)</i></p> <p><i>Additional Member Requests</i></p> <p><i>Facilitate discussions among Canyon County roadway jurisdictions to determine support for a placing a county-wide local option registration fee on the ballot.</i></p> |           |   |           |                        |  |                           | Ongoing   |
|   |           |   |           |                        |  |                           | As Needed |
| LEAD STAFF: Mary Ann Waldinger  |           |   |           |                        |  |                           |           |
| END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.  |           |   |           |                        |  | Expense Summary           |           |
|   |           |   |           |                        |  | Total Workdays: 115       |           |
|   |           |   |           |                        |  | Salary \$ 65,883          |           |
|   |           |   |           |                        |  | Fringe 29,860             |           |
|   |           |   |           |                        |  | Overhead 10,520           |           |
|   |           |   |           |                        |  | Total Labor Cost: 106,263 |           |
| ESTIMATED DATE OF COMPLETION: September-2024  |           |   |           |                        |  | DIRECT EXPENDITURES:      |           |
| Funding Sources   |           |   |           | Participating Agencies |  |                           |           |
|   |           |   |           | Member Agencies        |  |                           |           |
| CPG, K22108   | Ada       | Canyon  | Special   | Total                  |  |                           |           |
| CPG, K22494   | 56,415    | 19,822  |           | 76,237                 |  |                           |           |
| STP-TMA, 20560  |           |   | 22,226    | 22,226                 |  |                           |           |
| Local / Fund Bal  | 4,469     | 1,570   | 1,761     | 7,800                  |  |                           |           |
|   |           |   |           | -                      |  |                           |           |
| Total:  | \$ 60,884 | \$ 21,392   | \$ 23,987 | \$ 106,263             |  |                           |           |
|   |           |   |           |                        |  | Total Direct Cost: \$ -   |           |
| 701   |           |   |           |                        |  | Total Cost: \$ 106,263    |           |

|  |      |   |           |                        |                 |                           |           |
|--|------|---|-----------|------------------------|-----------------|---------------------------|-----------|
| PROGRAM NO.  |      | 703   |           | CLASSIFICATION:        |                 | Service                   |           |
| TITLE:   |      | Public Services   |           |                        |                 |                           |           |
| TASK / PROJECT DESCRIPTION:  |      | 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.                                      |           |                        |                 |                           |           |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:   |      | 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.  |           |                        |                 |                           |           |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:   |      | 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). |           |                        |                 |                           |           |
| FY2024 BENCHMARKS  |      |   |           |                        |                 |                           |           |
| MILESTONES / PRODUCTS  |      |   |           |                        |                 |                           |           |
| Provide assistance to public and non-member entities, as requested, in the areas of:<br>Geographic Information Systems (GIS) (maps, data, and analyses)<br>Data and travel demand modeling for proposed developments<br>Demographic, development, and related information<br>Traffic counts and related information<br>Travel time data and analysis<br>Other general requests for information |      |   |           |                        |                 |                           | Ongoing   |
| LEAD STAFF: Mary Ann Waldinger   |      |   |           |                        |                 | Expense Summary           |           |
| END PRODUCT: Information assistance to the general public.   |      |   |           |                        |                 | Total Workdays: 25        |           |
|  |      |   |           |                        |                 | Salary                    | \$ 13,922 |
|  |      |   |           |                        |                 | Fringe                    | 6,310     |
|  |      |   |           |                        |                 | Overhead                  | 2,223     |
|  |      |   |           |                        |                 | Total Labor Cost:         | 22,455    |
| ESTIMATED DATE OF COMPLETION: September-2024   |      |   |           |                        |                 | DIRECT EXPENDITURES: \$ - |           |
| Funding Sources  |      |   |           | Participating Agencies |                 |                           |           |
|  | Ada  | Canyon  | Special   | Total                  | Member Agencies |                           |           |
|  |      |   |           | \$ -                   |                 |                           |           |
| Local / Fund Bal   |      |   | 22,455    | \$ 22,455              |                 |                           |           |
|  |      |   |           | -                      |                 |                           |           |
| Total:   | \$ - | \$ -  | \$ 22,455 | \$ 22,455              |                 |                           |           |
|  |      |   |           |                        | 703             | Total Direct Cost:        | \$ -      |
|  |      |   |           |                        |                 | Total Cost:               | \$ 22,455 |

|  |           |  |         |                        |                 |                            |         |
|--|-----------|--|---------|------------------------|-----------------|----------------------------|---------|
| PROGRAM NO.  |           | 705  |         | CLASSIFICATION:        |                 | Service                    |         |
| TITLE:   |           | Transportation Liaison Services  |         |                        |                 |                            |         |
| TASK / PROJECT DESCRIPTION:  |           | To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.   |         |                        |                 |                            |         |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:   |           | 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.                                |         |                        |                 |                            |         |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:                         |           | 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. |         |                        |                 |                            |         |
| FY2024 BENCHMARKS  |           |  |         |                        |                 |                            |         |
| MILESTONES / PRODUCTS  |           |  |         |                        |                 |                            |         |
| Attend member agency meetings and coordinate transportation-related planning activities with member agencies |           |  |         |                        |                 |                            | Ongoing |
| LEAD STAFF: Matt Stoll   |           |  |         |                        |                 | Expense Summary            |         |
| END PRODUCT: Ongoing staff liaison role to member agencies.  |           |  |         |                        |                 | Total Workdays: 48         |         |
|  |           |  |         |                        |                 | Salary \$ 27,318           |         |
|  |           |  |         |                        |                 | Fringe 12,381              |         |
|  |           |  |         |                        |                 | Overhead 4,362             |         |
|  |           |  |         |                        |                 | Total Labor Cost: 44,061   |         |
| ESTIMATED DATE OF COMPLETION:  |           |  |         | September-2024         |                 | DIRECT EXPENDITURES:       |         |
| Funding Sources  |           |  |         | Participating Agencies |                 | Professional Services \$ - |         |
|  | Ada       | Canyon   | Special | Total                  | Member Agencies | Legal / Lobbying           |         |
| CPG, K22108  |           |  |         | \$ -                   |                 | Equipment Purchases        |         |
| CPG, K22494  | 30,211    | 10,615   |         | 40,826                 |                 | Travel / Education         |         |
|  |           |  |         |                        |                 | Printing                   |         |
|  |           |  |         |                        |                 | Public Involvement         |         |
| Local / Fund Bal   | 2,393     | 841  | -       | 3,235                  |                 | Meeting Support            |         |
|  |           |  |         | -                      |                 | Other                      |         |
| Total:   | \$ 32,604 | \$ 11,456  |         | \$ 44,061              |                 | Total Direct Cost: \$ -    |         |
|  |           |  |         |                        | 705             | Total Cost: \$             | 44,061  |

|   |  |  |            |   |
|---|--|--|------------|---|
| <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>FY2024 BENCHMARKS</b>  |  |  |            |   |
| <b>MILESTONES / PRODUCTS</b>  |  |  |            |   |
| <p><b><u>Federal Legislative Priorities</u></b></p> <ul style="list-style-type: none"> <li>Work with COMPASS Executive Committee to identify priorities and position statements for federal legislation</li> <li>Obtain COMPASS Board approval of federal legislative priorities</li> <li>Educate and advocate on federal legislative priorities</li> <li>Evaluate possible legislative priorities for next federal legislative session</li> </ul> <p><b><u>State Legislative Priorities</u></b></p> <ul style="list-style-type: none"> <li>Work with Executive Committee to identify possible priorities and position statements for FY2024 legislative session</li> <li>Obtain Board endorsement of FY2024 legislative priorities</li> <li>Educate and advocate on FY2024 legislative priorities</li> <li>Evaluate possible legislative priorities for FY2025 legislative session</li> <li>Develop a booklet highlighting COMPASS' 2024 state legislative priorities for distribution to Idaho legislators</li> </ul> |  |  |            |   |
| <b>LEAD STAFF:</b>  |  | <b>END PRODUCT:</b>  |            | <b>Expense Summary</b>  |
| Matt Stoll  |  | An effective advocacy program for legislative issues and positions that have been approved by the Board. |            | <b>Total Workdays:</b> 270<br>Salary \$ 172,431<br>Fringe 78,150<br>Overhead 27,533<br><b>Total Labor Cost:</b> 278,114 |
| <b>ESTIMATED DATE OF COMPLETION:</b>  |  | September-2024   |            | <b>DIRECT EXPENDITURES:</b>   |
| <b>Funding Sources</b>  |  | <b>Participating Agencies</b>  |            | Professional Services   |
|   | Ada  | Canyon   | Special    | Legal / Lobbying \$ 1,250   |
|   |  |  | \$ -       | Equipment Purchases   |
|   |  |  |            | Travel / Education 18,000   |
|   |  |  |            | Printing 500  |
|   |  |  |            | Public Involvement  |
|   |  |  |            | Meeting Support   |
|   |  |  |            | Other   |
| Local / Fund Bal  |  |  | 297,864    | \$ 297,864  |
|   |  |  | -          |   |
| <b>Total:</b>   | \$ -   | \$ -   | \$ 297,864 | \$ 297,864  |
|   |  |  |            | <b>Total Direct Cost:</b> \$ 19,750   |
|   |  |  |            | <b>Total Cost:</b> 297,864  |
|   |  |  |            | <b>760</b>  |

|  |            |   |         |                        |                                |                              |           |
|--|------------|---|---------|------------------------|--------------------------------|------------------------------|-----------|
| PROGRAM NO.  |            | 801   |         | CLASSIFICATION:        |                                | System Maintenance           |           |
| TITLE:   |            | Staff Development   |         |                        |                                |                              |           |
| TASK / PROJECT DESCRIPTION:  |            | 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.   |         |                        |                                |                              |           |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:   |            | 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.  |         |                        |                                |                              |           |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:   |            | 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. |         |                        |                                |                              |           |
| FY2024 BENCHMARKS  |            |   |         |                        |                                |                              |           |
| MILESTONES / PRODUCTS  |            |   |         |                        |                                |                              |           |
| Staff training and development   |            |   |         |                        |                                | Ongoing                      |           |
| LEAD STAFF: Meg Larsen   |            |   |         |                        |                                |                              |           |
| END PRODUCT: 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. |            |   |         |                        |                                | Expense Summary              |           |
|  |            |   |         |                        |                                | Total Workdays: 153          |           |
|  |            |   |         |                        |                                | Salary                       | \$ 72,129 |
|  |            |   |         |                        |                                | Fringe                       | 32,691    |
|  |            |   |         |                        |                                | Overhead                     | 11,517    |
|  |            |   |         |                        |                                | Total Labor Cost: 116,337    |           |
| ESTIMATED DATE OF COMPLETION: September-2024   |            |   |         |                        |                                | DIRECT EXPENDITURES:         |           |
| Funding Sources  |            |   |         | Participating Agencies |                                | Professional Services \$ -   |           |
|  | Ada        | Canyon  | Special | Total                  | Federal Highway Administration | Legal / Lobbying             |           |
| CPG, K22108  | \$ 31,123  | \$ 10,934   |         | \$ 42,057              | Federal Transit Administration | Equipment Purchases          |           |
| CPG, K22494  | 82,933     | 29,138  |         | 112,071                |                                | Travel / Education 50,000    |           |
|  |            |   |         |                        |                                | Printing                     |           |
|  |            |   |         |                        |                                | Public Involvement           |           |
|  |            |   |         |                        |                                | Meeting Support              |           |
|  |            |   |         |                        |                                | Other                        |           |
| Local / Fund Bal   | 9,035      | 3,174   |         | 12,209                 |                                | Total Direct Cost: \$ 50,000 |           |
|  |            |   |         | -                      |                                | 801 Total Cost: \$ 166,337   |           |
| Total:   | \$ 123,091 | \$ 43,246   | \$ -    | \$ 166,337             |                                |                              |           |

|   |            |   |                     |
|---|------------|---|---------------------|
| PROGRAM NO.   | 820        | CLASSIFICATION:   | System Maintenance  |
| TITLE:  |            | Committee Support   |                     |
| TASK / PROJECT DESCRIPTION:   |            | To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement.  |                     |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:  |            | 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. |                     |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:                      |            | 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."        |                     |
| FY2024 BENCHMARKS   |            |   |                     |
| MILESTONES / PRODUCTS   |            |   |                     |
| Provide meeting coordination, materials, and follow-up to the Board, standing committees, and workgroups. |            |   | Ongoing             |
| LEAD STAFF:   |            | Amy Luft  |                     |
| END PRODUCT: Ongoing support of committees to promote involvement and communication.                      |            | Expense Summary   |                     |
|   |            | Total Workdays: 211   |                     |
|   |            | Salary \$ 106,215   |                     |
|   |            | Fringe 48,139   |                     |
|   |            | Overhead 16,960   |                     |
|   |            | Total Labor Cost: 171,314   |                     |
| ESTIMATED DATE OF COMPLETION:   |            | September-2024  |                     |
| Funding Sources   |            | Participating Agencies  |                     |
|   | Ada        | Canyon  | Special             |
| CPG, K22108   | \$ 52,091  | \$ 18,303   | \$ 70,394           |
| CPG, K22494   | 65,375     | 22,970  | 88,345              |
| Local / Fund Bal  | 9,305      | 3,269   | 2,000               |
| Total:  | \$ 126,771 | \$ 44,542   | \$ 173,314          |
|   |            | 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: 173,314 |

|   |            |  |                    |            |                                     |                       |            |
|---|------------|--|--------------------|------------|-------------------------------------|-----------------------|------------|
| PROGRAM NO.   | 836        | CLASSIFICATION:  | System Maintenance |            |                                     |                       |            |
| TITLE:  |            | Technical Support: Regional Travel Demand Model  |                    |            |                                     |                       |            |
| TASK / PROJECT DESCRIPTION:   |            | 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.  |                    |            |                                     |                       |            |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:  |            | 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.   |                    |            |                                     |                       |            |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:  |            | 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; ..." |                    |            |                                     |                       |            |
| FY2024 BENCHMARKS   |            |  |                    |            |                                     |                       |            |
| MILESTONES / PRODUCTS   |            |  |                    |            |                                     |                       |            |
| Key Elements  |            | Ongoing  |                    |            |                                     |                       |            |
| Maintain and update traffic count database  |            | Ongoing  |                    |            |                                     |                       |            |
| Maintain the structure and integrity of the regional travel demand model for air quality conformity and use in the Transportation Economic Development Impact System (TREDIS) |            | Ongoing  |                    |            |                                     |                       |            |
| Provide travel demand modeling assistance to support member agency needs and special projects   |            | Oct - Aug  |                    |            |                                     |                       |            |
| Provide project and program evaluations using TREDIS for grant applications and ITD's Safety and Capacity Program   |            | Oct - Dec  |                    |            |                                     |                       |            |
| Reconcile demographic data and integrate in the current and forecast years of the regional model  |            | Oct - Sept   |                    |            |                                     |                       |            |
| Develop and update parameters for calibration of the regional model using data from the 2021 Household Travel Survey  |            | Jan - Apr  |                    |            |                                     |                       |            |
| Support ACHD's Capital Improvement Plan update  |            | Ongoing  |                    |            |                                     |                       |            |
| Provide technical and modeling support as needed for regional long range transportation plan  |            | Oct-Aug  |                    |            |                                     |                       |            |
| Work with and use ITD's required protocols to update of the Federal Aid and possibly the Planning Functional Classification Systems after urbanized boundaries are released   |            |  |                    |            |                                     |                       |            |
| Special Tasks and Model Improvements  |            | Ongoing  |                    |            |                                     |                       |            |
| 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  |                    |            |                                     |                       |            |
| LEAD STAFF: Mary Ann Waldinger  |            | Expense Summary  |                    |            |                                     |                       |            |
| END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.  |            | Total Workdays: 191  |                    |            |                                     |                       |            |
|   |            | Salary   | \$ 110,433         |            |                                     |                       |            |
|   |            | Fringe   | 50,051             |            |                                     |                       |            |
|   |            | Overhead   | 17,634             |            |                                     |                       |            |
|   |            | Total Labor Cost:  | 178,117            |            |                                     |                       |            |
| ESTIMATED DATE OF COMPLETION: September-2024  |            | DIRECT EXPENDITURES:   |                    |            |                                     |                       |            |
| Funding Sources   |            | Participating Agencies   |                    |            |                                     |                       |            |
| CPG, K22108   | Ada        | Canyon   | Special            | Total      | Highway Districts                   | Professional Services | \$ 67,200  |
| CPG, K22494   | 168,209    | 59,101   |                    | 227,310    | Member Agencies                     | Legal / Lobbying      |            |
|   |            |  |                    | -          | Federal Highways Administration     | Equipment Purchases   |            |
|   |            |  |                    | -          | Idaho Transportation Department     | Travel / Education    |            |
|   |            |  |                    | -          | Valley Regional Transit             | Printing              |            |
| Local / Fund Bal  | 13,325     | 4,683  |                    | 18,007     | Department of Environmental Quality | Public Involvement    |            |
|   |            |  |                    |            |                                     | Meeting Support       |            |
|   |            |  |                    |            |                                     | Other                 |            |
| Total:  | \$ 181,534 | \$ 63,784  | \$ -               | \$ 245,317 |                                     | Total Direct Cost:    | \$ 67,200  |
|   |            |  |                    |            | 836                                 | Total Cost:           | \$ 245,317 |

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|  |   |                 |  |           |                                 |     |                       |
|--|---|-----------------|--|-----------|---------------------------------|-----|-----------------------|
| PROGRAM NO.  | 842   | CLASSIFICATION: | System Maintenance                           |           |                                 |     |                       |
| TITLE:   | Congestion Management Process   |                 |  |           |                                 |     |                       |
| TASK / PROJECT DESCRIPTION:  | 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.  |                 |  |           |                                 |     |                       |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:   | 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.   |                 |  |           |                                 |     |                       |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:   | 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..." |                 |  |           |                                 |     |                       |
| FY2024 BENCHMARKS  |   |                 |  |           |                                 |     |                       |
| MILESTONES / PRODUCTS  |   |                 |  |           |                                 |     |                       |
| Congestion Management and Travel Time Data   |   |                 | June-Sept<br>Ongoing<br>June-Sept<br>Ongoing |           |                                 |     |                       |
| Complete the Congestion Management Annual Report using the National Performance Measure Research Data Set (NPMRDS) for 2023  |   |                 |  |           |                                 |     |                       |
| 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  |   |                 |  |           |                                 |     |                       |
| NPMRDS Travel Time Data and Process  |   |                 |  |           |                                 |     |                       |
| Develop process for evaluating effectiveness of congestion mitigation projects using the NPMRDS and INRIX travel time data sets  |   |                 | Ongoing                                      |           |                                 |     |                       |
| Transportation System Management and Ops (TSMO) and ITS Plan Update  |   |                 |  |           |                                 |     |                       |
| Maintain the regional ITS inventory and TSMO/ITS projects list   |   |                 | Ongoing                                      |           |                                 |     |                       |
| Refine the integration of management and operation strategies and TSMO projects into the long range plan   |   |                 | Ongoing                                      |           |                                 |     |                       |
| LEAD STAFF: Mary Ann Waldinger   |   |                 |  |           |                                 |     |                       |
| END PRODUCT: Maintenance of the congestion management process, congestion management annual report (congestion issues, needs, strategies), 2022 travel time data collection and analysis, Updated TSMO/ITS projects list and inventory, I-84 corridor operations plan including the managed-lane analysis. |   |                 | Expense Summary                              |           |                                 |     |                       |
|  |   |                 | Total Workdays: 75                           |           |                                 |     |                       |
|  |   |                 | Salary                                       | \$ 43,363 |                                 |     |                       |
|  |   |                 | Fringe                                       | 19,653    |                                 |     |                       |
| ESTIMATED DATE OF COMPLETION: September-2024   |   |                 | Overhead                                     | 6,924     |                                 |     |                       |
|  |   |                 | Total Labor Cost: 69,941                     |           |                                 |     |                       |
|  |   |                 | DIRECT EXPENDITURES:                         |           |                                 |     |                       |
|  |   |                 | Professional Services                        |           |                                 |     |                       |
| Funding Sources  |   |                 | Legal / Lobbying                             |           |                                 |     |                       |
|  |   |                 | Equipment Purchases                          |           |                                 |     |                       |
|  |   |                 | Travel / Education                           |           |                                 |     |                       |
|  |   |                 | Printing                                     |           |                                 |     |                       |
| Participating Agencies   |   |                 | Public Involvement                           |           |                                 |     |                       |
|  |   |                 | Meeting Support                              |           |                                 |     |                       |
|  |   |                 | Other  |           |                                 |     |                       |
|  |   |                 | Total Direct Cost: \$ -                      |           |                                 |     |                       |
| CPG, K22108  | Ada   | Canyon          | Special                                      | Total     | Highway Districts               | 842 | Total Cost: \$ 69,941 |
| CPG, K22494  | 47,957  | 16,850          |  | \$ -      | Member Agencies                 |     |                       |
|  |   |                 |  | 64,807    | Federal Highways Administration |     |                       |
|  |   |                 |  | -         |                                 |     |                       |
|  |   |                 |  | -         |                                 |     |                       |
| Local / Fund Bal   | 3,799   | 1,335           |  | 5,134     |                                 |     |                       |
|  |   |                 |  | -         |                                 |     |                       |
| Total:   | \$ 51,756   | \$ 18,185       | \$ -   | \$ 69,941 |                                 |     |                       |

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| <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>FY2024 BENCHMARKS</b>  |   |        |            |                              |                            |                            |  |  |                        |  |     |        |         |       |                  |  |  |         |            |       |  |  |  |   |                  |  |  |         |         |  |  |  |  |   |               |      |      |            |            |  |  |  |
|   |   |        |            | <b>MILESTONES / PRODUCTS</b> |                            |                            |  |  |                        |  |     |        |         |       |                  |  |  |         |            |       |  |  |  |   |                  |  |  |         |         |  |  |  |  |   |               |      |      |            |            |  |  |  |
| Provide local dollars for expenditures not federally funded.<br>Planned FY2024 equipment and software expenditures<br>Network server replacement<br>Staff hardware replacement<br>Transit network planning software<br>Transportation improvement program management software<br>Benefit-cost analysis software<br>Transportation modeling software<br>Planned FY2024 buildout of remaining work spaces   |   |        |            | Ongoing                      |                            |                            |  |  |                        |  |     |        |         |       |                  |  |  |         |            |       |  |  |  |   |                  |  |  |         |         |  |  |  |  |   |               |      |      |            |            |  |  |  |
| <b>LEAD STAFF:</b> Meg 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:            |                            |  |  |                        |  |     |        |         |       |                  |  |  |         |            |       |  |  |  |   |                  |  |  |         |         |  |  |  |  |   |               |      |      |            |            |  |  |  |
|   |   |        |            |                              | Salary \$ -                |                            |  |  |                        |  |     |        |         |       |                  |  |  |         |            |       |  |  |  |   |                  |  |  |         |         |  |  |  |  |   |               |      |      |            |            |  |  |  |
|   |   |        |            |                              | Fringe -                   |                            |  |  |                        |  |     |        |         |       |                  |  |  |         |            |       |  |  |  |   |                  |  |  |         |         |  |  |  |  |   |               |      |      |            |            |  |  |  |
|   |   |        |            |                              | Overhead -                 |                            |  |  |                        |  |     |        |         |       |                  |  |  |         |            |       |  |  |  |   |                  |  |  |         |         |  |  |  |  |   |               |      |      |            |            |  |  |  |
| ESTIMATED DATE OF COMPLETION: September-2024  |   |        |            |                              | Total Labor Cost: \$ -     |                            |  |  |                        |  |     |        |         |       |                  |  |  |         |            |       |  |  |  |   |                  |  |  |         |         |  |  |  |  |   |               |      |      |            |            |  |  |  |
| <table border="1"> <thead> <tr> <th colspan="4">Funding Sources</th> <th>Participating Agencies</th> </tr> <tr> <th></th> <th>Ada</th> <th>Canyon</th> <th>Special</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>STBG-TMA, K20271</td> <td></td> <td></td> <td>327,089</td> <td>\$ 327,089</td> </tr> <tr> <td>Other</td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>Local / Fund Bal</td> <td></td> <td></td> <td>320,336</td> <td>320,336</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>\$ 647,425</td> <td>\$ 647,425</td> </tr> </tbody> </table> |   |        |            |                              | Funding Sources            |                            |  |  | Participating Agencies |  | Ada | Canyon | Special | Total | STBG-TMA, K20271 |  |  | 327,089 | \$ 327,089 | Other |  |  |  | - | Local / Fund Bal |  |  | 320,336 | 320,336 |  |  |  |  | - | <b>Total:</b> | \$ - | \$ - | \$ 647,425 | \$ 647,425 | <b>DIRECT EXPENDITURES:</b><br>Professional Services 5,500<br>Legal / Lobbying \$ 17,000<br>Equipment Purchases 263,325<br>Travel / Education 1,600<br>Printing<br>Public Involvement<br>Meeting Support 7,000<br>Carry Forward 353,000<br>Total Direct Cost: \$ 647,425 |  |  |
| Funding Sources   |   |        |            | Participating Agencies       |                            |                            |  |  |                        |  |     |        |         |       |                  |  |  |         |            |       |  |  |  |   |                  |  |  |         |         |  |  |  |  |   |               |      |      |            |            |  |  |  |
|   | Ada   | Canyon | Special    | Total                        |                            |                            |  |  |                        |  |     |        |         |       |                  |  |  |         |            |       |  |  |  |   |                  |  |  |         |         |  |  |  |  |   |               |      |      |            |            |  |  |  |
| STBG-TMA, K20271  |   |        | 327,089    | \$ 327,089                   |                            |                            |  |  |                        |  |     |        |         |       |                  |  |  |         |            |       |  |  |  |   |                  |  |  |         |         |  |  |  |  |   |               |      |      |            |            |  |  |  |
| Other   |   |        |            | -                            |                            |                            |  |  |                        |  |     |        |         |       |                  |  |  |         |            |       |  |  |  |   |                  |  |  |         |         |  |  |  |  |   |               |      |      |            |            |  |  |  |
| Local / Fund Bal  |   |        | 320,336    | 320,336                      |                            |                            |  |  |                        |  |     |        |         |       |                  |  |  |         |            |       |  |  |  |   |                  |  |  |         |         |  |  |  |  |   |               |      |      |            |            |  |  |  |
|   |   |        |            | -                            |                            |                            |  |  |                        |  |     |        |         |       |                  |  |  |         |            |       |  |  |  |   |                  |  |  |         |         |  |  |  |  |   |               |      |      |            |            |  |  |  |
| <b>Total:</b>   | \$ -  | \$ -   | \$ 647,425 | \$ 647,425                   |                            |                            |  |  |                        |  |     |        |         |       |                  |  |  |         |            |       |  |  |  |   |                  |  |  |         |         |  |  |  |  |   |               |      |      |            |            |  |  |  |
|   |   |        |            |                              | 990 Total Cost: \$ 647,425 |                            |  |  |                        |  |     |        |         |       |                  |  |  |         |            |       |  |  |  |   |                  |  |  |         |         |  |  |  |  |   |               |      |      |            |            |  |  |  |

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| <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>FY2024 BENCHMARKS</b>  |      |  |         |                        |  |                            |  |  |     |        |         |       |  |  |  |  |      |  |  |  |  |   |  |  |  |  |   |               |      |      |  |      |
| <b>MILESTONES / PRODUCTS</b>  |      |  |         |                        |  |                            |  |  |     |        |         |       |  |  |  |  |      |  |  |  |  |   |  |  |  |  |   |               |      |      |  |      |
| <div> <div> <b>General Administration</b><br/> Review standing agreements<br/> Conduct appropriate procurement processes and prepare contracts, as needed<br/> Update COMPASS operational policies as needed<br/> Monitor general workplace and personnel needs<br/> Provide administrative assistance for agency needs </div> <div> <b>Personnel Management</b><br/> Prepare and complete recruitment processes<br/> Conduct employee annual evaluations<br/> Renew insurance policies<br/> Pursue FY2024 benefit options </div> <div> <b>Financial Management</b><br/> Close FY2023 financial records and begin FY2024<br/> Provide annual audit support and complete financial reports<br/> Complete COMPASS annual Audit Report<br/> Prepare and distribute year-end payroll reports<br/> Complete budget variance information and report to the Finance Committee quarterly<br/> Maintain inventory of furniture, equipment, hardware and software </div> <div> <b>Information Technology</b><br/> Manage Information Technology consultant and coordinate work efforts<br/> Prioritize needs, analyze costs, make recommendations and implement system improvements<br/> Coordinate with staff to configure equipment and software to meet the needs of each position<br/> Maintain security and integrity of IT systems, and perform appropriate back ups<br/> Coordinate systems with member agencies </div> </div> |      |  |         |                        |  |                            |  |  |     |        |         |       |  |  |  |  |      |  |  |  |  |   |  |  |  |  |   |               |      |      |  |      |
| <div> <div> <b>LEAD STAFF:</b> Meg Larsen </div> <div> <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. </div> </div>   |      |  |         |                        |  |                            |  |  |     |        |         |       |  |  |  |  |      |  |  |  |  |   |  |  |  |  |   |               |      |      |  |      |
| <div> <div> <b>Expense Summary</b><br/> Total Workdays: 1,012<br/> Salary \$ -<br/> Fringe -<br/> Overhead -<br/> Total Labor Cost: \$ - </div> <div> <b>ESTIMATED DATE OF COMPLETION:</b> September-2024 </div> </div>   |      |  |         |                        |  |                            |  |  |     |        |         |       |  |  |  |  |      |  |  |  |  |   |  |  |  |  |   |               |      |      |  |      |
| <div> <div> <b>Funding Sources</b><br/> <table border="1"> <thead> <tr> <th></th> <th>Ada</th> <th>Canyon</th> <th>Special</th> <th>Total</th> </tr> </thead> <tbody> <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></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> </div> <div> <b>Participating Agencies</b><br/> Member Agencies<br/> Idaho Transportation Department </div> </div>   |      |  |         |                        |  |                            |  |  | Ada | Canyon | Special | Total |  |  |  |  | \$ - |  |  |  |  | - |  |  |  |  | - | <b>Total:</b> | \$ - | \$ - |  | \$ - |
|   | Ada  | Canyon   | Special | Total                  |  |                            |  |  |     |        |         |       |  |  |  |  |      |  |  |  |  |   |  |  |  |  |   |               |      |      |  |      |
|   |      |  |         | \$ -                   |  |                            |  |  |     |        |         |       |  |  |  |  |      |  |  |  |  |   |  |  |  |  |   |               |      |      |  |      |
|   |      |  |         | -                      |  |                            |  |  |     |        |         |       |  |  |  |  |      |  |  |  |  |   |  |  |  |  |   |               |      |      |  |      |
|   |      |  |         | -                      |  |                            |  |  |     |        |         |       |  |  |  |  |      |  |  |  |  |   |  |  |  |  |   |               |      |      |  |      |
| <b>Total:</b>   | \$ - | \$ -   |         | \$ -                   |  |                            |  |  |     |        |         |       |  |  |  |  |      |  |  |  |  |   |  |  |  |  |   |               |      |      |  |      |
| <div> <div> <b>DIRECT EXPENDITURES:</b><br/> Professional Services \$ -<br/> Legal / Lobbying<br/> Equipment Purchases<br/> Travel / Education<br/> Printing<br/> Public Involvement<br/> Meeting Support<br/> Other </div> <div> Total Direct Cost: \$ -<br/> <b>991</b> Total Cost: \$ - </div> </div>  |      |  |         |                        |  |                            |  |  |     |        |         |       |  |  |  |  |      |  |  |  |  |   |  |  |  |  |   |               |      |      |  |      |