



Working together to plan for the future

**FINANCE COMMITTEE MEETING
AUGUST 15, 2024 – 12:00 PM
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND 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 or 208-475-2225.

****AGENDA****

I. CALL TO ORDER/ROLL CALL

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 2 **A.* Approve July 11, 2024, Finance Committee Meeting Minutes**

IV. INFORMATION/DISCUSSION ITEM

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

V. ACTION ITEMS

A. Approve FY2024 Audit Process

Page 7 **B.* Approve Variance Report October 1, 2023 – June 30, 2024**

Page 13 **C.* Recommend Approval of Revision 3 of the FY2024 Unified Planning and Work Program and Budget**

VI. OTHER

A. Next Meeting: November 21, 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
JULY 11, 2024
COMPASS 1ST FLOOR BOARD ROOM AND ZOOM**

****DRAFT MINUTES****

ATTENDEES: Rod Beck, Commissioner, Ada County, in person
Jay Gibbons, Commissioner, Highway District No. 4, in person
Dave McKinney for Miranda Gold, Commissioner, Ada County Highway District, **Vice Chair**, in person
Robert Simison, Mayor, City of Meridian, in person
Jarom Wagoner, Mayor, City of Caldwell, **Chair**, in person

MEMBERS ABSENT: Zach Brooks, Commissioner, Canyon County
Victor Rodriguez, Councilmember, City of Nampa

OTHERS PRESENT: Ashley Cannon, COMPASS, via ZOOM
Teri Gregory, COMPASS, in person
Meg Larsen, COMPASS, in person
Amy Luft, COMPASS, in person
Matt Stoll, COMPASS, in person

CALL TO ORDER:

Chair Jarom Wagoner called the meeting to order at 12:03 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

There were no announcements.

CONSENT AGENDA

A. Approve June 13, 2024, Finance Committee Meeting Minutes

Jay Gibbons moved and Robert Simison 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, June 6, 2024, through July 3, 2024, which was provided in the packet for information.

ACTION ITEMS

A. Recommend Approval of the FY2025 Unified Planning Work Program and Budget (UPWP)

Meg Larsen presented the draft FY2025 UPWP.

After discussion, **Robert Simison moved and Jay Gibbons seconded recommending COMPASS Board of Directors’ approval of the FY2025 UPWP as presented.** Motion passed unanimously.

B. Elect Finance Committee Vice Chair

Matt Stoll facilitated the election of a Finance Committee Vice Chair for the remainder of 2024 as current Vice Chair Miranda Gold is stepping off the Finance Committee.

After discussion, **Rod Beck nominated Robert Simison to serve as vice chair for the remainder of 2024, Jay Gibbons seconded.** Motion passed unanimously.

ADJOURNMENT

Chair Jarom Wagoner adjourned the meeting at 12:26 p.m.

Approved this 15th day of August 2024.

By: _____
Jarom Wagoner, Chair

Attest:

By: _____
Robert Simison, Vice Chair

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Check History Report
Sorted By Vendor Name
Activity From: 7/4/2024 to 7/19/2024

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: ASPHALT Asphalt Concrete Drilling & Sawing					
A	ICCU - Checking	0000007440	7/19/2024	4,225.00	Auto
				Vendor Asphalt Concrete Drilling & Sawing Total:	4,225.00
Vendor Number: AMPO ASSOCIATION OF METROPOLITAN PLANNING					
A	ICCU - Checking	0000007431	7/5/2024	3,833.59	Auto
				Vendor ASSOCIATION OF METROPOLITAN PLANNING Total:	3,833.59
Vendor Number: BOICHA BOISE AREA CHAMBER OF COMMERCE					
A	ICCU - Checking	E000001503	7/5/2024	800.00	Electronic Payment
				Vendor BOISE AREA CHAMBER OF COMMERCE Total:	800.00
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E000001520	7/19/2024	31,949.94	Electronic Payment
				Vendor Boise Municipal Health Care Total:	31,949.94
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT					
A	ICCU - Checking	0000007439	7/19/2024	17.32	Manual
				Vendor COLONIAL LIFE & ACCIDENT Total:	17.32
Vendor Number: FEHR Fehr & Peers					
A	ICCU - Checking	E000001504	7/5/2024	9,873.32	Electronic Payment
				Vendor Fehr & Peers Total:	9,873.32
Vendor Number: GOODHEA Good Heart Technology, Incorporated					
A	ICCU - Checking	E000001505	7/5/2024	120.00	Electronic Payment
				Vendor Good Heart Technology, Incorporated Total:	120.00
Vendor Number: ZHARTF HARTFORD					
A	ICCU - Checking	W000000765	7/19/2024	1,128.43	Wire Transfer
				Vendor HARTFORD Total:	1,128.43
Vendor Number: HAWLEY HAWLEY TROXELL ENNIS & HAWLEY					
A	ICCU - Checking	0000007433	7/5/2024	267.00	Auto
				Vendor HAWLEY TROXELL ENNIS & HAWLEY Total:	267.00
Vendor Number: HDRENGI HDR Engineering, Inc.					
A	ICCU - Checking	E000001514	7/19/2024	108,306.41	Electronic Payment
				Vendor HDR Engineering, Inc. Total:	108,306.41
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	0000007434	7/5/2024	4,618.48	Auto
				Vendor IDAHO CENTRAL CREDIT UNION Total:	4,618.48
Vendor Number: IDPOWE IDAHO POWER CO.					
A	ICCU - Checking	0000007441	7/19/2024	956.86	Auto
				Vendor IDAHO POWER CO. Total:	956.86
Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION					
A	ICCU - Checking	W000000764	7/19/2024	5,109.00	Wire Transfer
				Vendor IDAHO STATE TAX COMMISSION Total:	5,109.00
Vendor Number: INTHEBA In The Bag Promotions, Inc.					
A	ICCU - Checking	0000007443	7/19/2024	2,635.78	Auto
				Vendor In The Bag Promotions, Inc. Total:	2,635.78
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.					
A	ICCU - Checking	0000007444	7/19/2024	16.12	Auto
				Vendor INTERMOUNTAIN GAS CO. Total:	16.12
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W000000758	7/5/2024	16,968.16	Wire Transfer
A	ICCU - Checking	W000000762	7/19/2024	18,114.88	Wire Transfer
				Vendor INTERNAL REVENUE SERVICE Total:	35,083.04
Vendor Number: RUSSELL JANET RUSSELL					
A	ICCU - Checking	E000001515	7/19/2024	55.61	Electronic Payment

Check History Report
Sorted By Vendor Name
Activity From: 7/4/2024 to 7/19/2024

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor JANET RUSSELL Total:				55.61	
Vendor Number: KIMLEY Kimley Horn					
A	ICCU - Checking	E000001506	7/5/2024	2,565.50	Electronic Payment
Vendor Kimley Horn Total:				2,565.50	
Vendor Number: KITTELS Kittelson & Associates, Inc.					
A	ICCU - Checking	E000001507	7/5/2024	30,094.94	Electronic Payment
Vendor Kittelson & Associates, Inc. Total:				30,094.94	
Vendor Number: STOLL MATTHEW STOLL					
A	ICCU - Checking	E000001511	7/5/2024	2,816.08	Electronic Payment
Vendor MATTHEW STOLL Total:				2,816.08	
Vendor Number: IDSTAT McClatchy Company					
A	ICCU - Checking	0000007442	7/19/2024	70.76	Auto
Vendor McClatchy Company Total:				70.76	
Vendor Number: LARSEN Megan Larsen					
A	ICCU - Checking	E000001508	7/5/2024	1,368.10	Electronic Payment
Vendor Megan Larsen Total:				1,368.10	
Vendor Number: SKILES Mitch Skiles					
A	ICCU - Checking	E000001510	7/5/2024	1,840.51	Electronic Payment
Vendor Mitch Skiles Total:				1,840.51	
Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)					
A	ICCU - Checking	0000007438	7/19/2024	80.00	Manual
Vendor NCPERS Group Life Ins. (M605) Total:				80.00	
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	0000007435	7/5/2024	68.37	Auto
Vendor Office Depot Total:				68.37	
Vendor Number: PSHRA PSHRA Idaho					
A	ICCU - Checking	0000007436	7/5/2024	50.00	Auto
Vendor PSHRA Idaho Total:				50.00	
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W000000759	7/5/2024	20,453.01	Wire Transfer
A	ICCU - Checking	W000000763	7/19/2024	22,159.37	Wire Transfer
Vendor PUBLIC EMPLOYEES RETIREMENT Total:				42,612.38	
Vendor Number: SADER Sherone Sader					
A	ICCU - Checking	E000001509	7/5/2024	30.28	Electronic Payment
Vendor Sherone Sader Total:				30.28	
Vendor Number: SPROUT Sprout Social					
A	ICCU - Checking	E000001516	7/19/2024	2,674.92	Electronic Payment
Vendor Sprout Social Total:				2,674.92	
Vendor Number: ZIDGRA STATE TAX COMMISSION					
A	ICCU - Checking	W000000760	7/5/2024	1,895.16	Wire Transfer
A	ICCU - Checking	W000000761	7/5/2024	304.50	Wire Transfer
Vendor STATE TAX COMMISSION Total:				2,199.66	
Vendor Number: SHREDIT Stericycle, Inc.					
A	ICCU - Checking	0000007437	7/5/2024	60.00	Auto
Vendor Stericycle, Inc. Total:				60.00	
Vendor Number: SYRINGA Syringa Networks, LLC					
A	ICCU - Checking	E000001517	7/19/2024	700.00	Electronic Payment
Vendor Syringa Networks, LLC Total:				700.00	
Vendor Number: TEXASA& Texas A&M Transportation Institute					
A	ICCU - Checking	0000007445	7/19/2024	5,353.20	Auto
Vendor Texas A&M Transportation Institute Total:				5,353.20	

Check History Report
Sorted By Vendor Name
Activity From: 7/4/2024 to 7/19/2024

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: TISCHLE TischlerBise					
A	ICCU - Checking	E000001512	7/5/2024	13,875.00	Electronic Payment
				Vendor TischlerBise Total:	<u>13,875.00</u>
Vendor Number: TOTALCA TotalCare IT, Inc.					
A	ICCU - Checking	E000001513	7/5/2024	5,611.80	Electronic Payment
A	ICCU - Checking	E000001518	7/19/2024	9,315.00	Electronic Payment
				Vendor TotalCare IT, Inc. Total:	<u>14,926.80</u>
Vendor Number: TREAVA TREASURE VALLEY COFFEE					
A	ICCU - Checking	0000007447	7/19/2024	142.38	Auto
				Vendor TREASURE VALLEY COFFEE Total:	<u>142.38</u>
Vendor Number: TREASLI Treasure Valley Litho					
A	ICCU - Checking	0000007446	7/19/2024	536.62	Auto
				Vendor Treasure Valley Litho Total:	<u>536.62</u>
Vendor Number: CHADWIC Trevor Chadwick					
A	ICCU - Checking	0000007432	7/5/2024	292.00	Auto
				Vendor Trevor Chadwick Total:	<u>292.00</u>
Vendor Number: TRIPLEG Triple G Construction					
A	ICCU - Checking	0000007448	7/19/2024	5,332.46	Auto
				Vendor Triple G Construction Total:	<u>5,332.46</u>
Vendor Number: VERIZON Verizon					
A	ICCU - Checking	0000007449	7/19/2024	52.22	Auto
				Vendor Verizon Total:	<u>52.22</u>
Vendor Number: WSP WSP USA, Inc.					
A	ICCU - Checking	E000001519	7/19/2024	77,300.00	Electronic Payment
				Vendor WSP USA, Inc. Total:	<u>77,300.00</u>
				Report Total:	<u><u>414,038.08</u></u>

FINANCE COMMITTEE AGENDA ITEM V-B

DATE: August 15, 2024

Topic: Variance Report for October 1, 2023 – June 30, 2024

Request/Recommendation:

COMPASS staff seeks approval of the Variance Report dated October 1, 2023, to June 30, 2024.

Background/Summary:

The Variance Report is used to report actual financial results compared to Revision 2 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 submitted through June 30, 2024. COMPASS expects to carryover funding for the Fiscal Impact Tool Data Update, *Communities in Motion 2055*, the High-Capacity Transit Corridor PEL Study, the Carbon Reduction Strategy, and the Regional Safety Action Plan, and continue these projects in FY2025.

Membership dues have been fully billed for the year. Total member dues are slightly over budget due to the addition of West Ada School District as a special member during the year. Participant contributions for the FY2024 orthophotography flight were billed in the fourth quarter. Interest revenue is running well ahead of budget due to favorable rates.

Salary and benefit expenses are expected to end the year at about 96% of budget, as COMPASS currently has one unfilled position. COMPASS intends to hold off on filling the Government Affairs Coordinator position until the new Executive Director is on board.

Overall professional services are at just 22% of budget. As described in the revenue section, several major projects such as the PEL, the Fiscal Impact Tool update, and the Carbon Reduction Strategy, are expected to carry over to FY2025.

Equipment purchases are at about 46% of budget. Server upgrades, new staff computers, and cubicle construction have all been completed. The purchase of TIP software is not expected to be completed in FY2024 and will be carried forward to FY2025, accounting for most of the positive variance in this line item.

Public involvement activity picked up in the fourth quarter but is still expected to end the year under budget. *Communities in Motion 2055* public involvement budget will be carried over to FY2025.

Total indirect expenses are over budget at 84%. 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 June 30, 2024. 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.

COMPASS

REVISION 2 FY2024 BUDGET TO ACTUAL VARIANCES BY LINE ITEM - REVENUES AND EXPENSES

	Revision 2 FY2024 UPWP	Actual	% of Budget Earned or Expended
FY2023 Consolidated Planning Grant	396,221	396,220	100%
FY2024 Consolidated Planning Grant	1,778,094	796,404	45%
STBG-TMA, -U Off the Top for Planning	306,705	306,705	100%
STBG-TMA, -U Bike Counters	6,350	2,840	45%
STBG-TMA Fiscal Impact Tool Data Update	55,596	11,814	21%
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	51,440	5%
CRP-TMA Carbon Reduction Strategy	166,788	-	0%
FHWA Safe Streets and Roads for All	392,000	190,240	49%
Member contributions	1,032,576	1,036,660	100%
TREDIS Contribution	19,800	6,600	33%
Orthophotography Project - Participants	173,634	48,634	28%
Orthophotography Revenue - Sales	-	9,646	
AQB FY2023 audit fees	5,500	5,500	100%
Interest income	50,000	75,264	151%
Modeling revenue	-	6,106	
Maps and publications revenue	-	-	
Other income	-	2,328	
Subtotal, revenues	5,923,493	2,951,376	50%
Staff labor	1,846,108	1,341,718	73%
Payroll taxes and fringe benefits	837,300	589,736	70%
Subtotal, salaries and fringe expenses	2,683,408	1,931,454	72%
Professional services	2,604,791	585,610	22%
Equipment purchase	360,325	166,537	46%
Travel/education	69,600	50,179	72%
Printing	3,700	213	6%
Other	2,500	1,468	59%
Public involvement	30,850	8,267	27%
Meeting support	9,800	6,434	66%
Legislative services	18,250	20,399	112%
Carry forward unprogrammed CPG and local funds	536,000		0%
Subtotal, direct expenses	3,635,816	839,107	23%
Indirect expenses	262,590	221,222	84%
Total, all expenses	6,581,814	2,991,783	45%
Change in fund balance	(658,321)	(40,407)	
Beginning fund balance	2,703,968	2,703,968	
Current fund balance	2,045,647	2,663,561	

COMPASS
FY2024 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES
 For the Period: Oct 1, 2023-June 30, 2024

As of June 30, 2024, 75% of the fiscal year has passed. Programs that have expended 65% or less of their budgeted dollars are considered under budget. Programs that have expended 85% 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	107,972	46,185	43%	-	-	107,972	46,185	43%	Under Budget. Most of the work on the UPWP occurs in the third and fourth quarters, but needed workdays were overestimated and this program is still expected to end the year under budget.	
620	Demographics and Growth Monitoring	Miller	136,262	76,616	56%	2,500	-	138,762	76,616	55%	Under Budget. Less staff time than anticipated has been used for this project to date. This project is anticipated to end the year under budget.	
653	Communication and Education	Luft	161,716	174,082	108%	52,350	15,590	214,066	189,672	89%	Over budget. More staff time than anticipated has been used for this project to date. This project is expected to end the year over budget.	
661	Long-Range Planning	Miller	809,044	526,526	65%	2,340,931	444,832	3,149,975	971,358	31%	Under Budget. PEL study, the Fiscal Impact Tool update, CIM 2055, and Carbon Reduction Strategy are expected to be carried over to FY2025.	
685	Resource Development/Funding	Tisdale	512,913	379,823	74%	201,500	42,762	714,413	422,585	59%	Under Budget. Direct expenses for the Communities in Motion Implementation grants and Project Development projects are expected to be incurred in the fourth quarter.	
Subtotal, Projects			1,727,907	1,203,232	70%	2,597,281	503,184	19%	4,325,188	1,706,416	39%	
701	General Membership Services	Miller	106,263	100,198	94%	-	-	106,263	100,198	94%	Over budget. More staff time than anticipated has been used for this project to date. This project is anticipated to end the year over budget.	
703	General Public Services	Waldinger	22,455	12,021	54%	-	-	22,455	12,021	54%	Under Budget. Expenditures are directly related to the amount of services requested by the general public.	
705	Transportation Liaison Services	Stoll	44,061	41,192	93%	-	-	44,061	41,192	93%	Over budget. More staff time than anticipated has been used for this project to date. This project is anticipated to end the year over budget.	
760	Government Affairs	Stoll	278,114	197,782	71%	19,750	25,748	297,864	223,530	75%	On Budget.	
Subtotal, Services			450,893	351,193	78%	19,750	25,748	130%	470,643	376,941	80%	
801	Staff Development	Larsen	116,337	69,981	60%	50,000	28,127	166,337	98,108	59%	Under Budget. This project is expected to end the year on budget, as additional conference attendance for staff is scheduled.	
820	Committee Support	Larsen	171,314	127,268	74%	2,000	1,121	173,314	128,389	74%	On Budget.	
836	Regional Travel Demand Model	Waldinger	178,117	123,121	69%	67,200	-	245,317	123,121	50%	Under Budget. RFP process is complete and scope of work is currently being negotiated for model enhancements. Expenses are expected in the fourth quarter.	
842	Congestion Management Process	Mulhall	69,941	28,779	41%	-	-	69,941	28,779	41%	Under Budget. Most of the work for the Congestion Management annual report is planned for the third and fourth quarters, but this project is still expected to end the year under budget.	
860	Geographic Information System Maintenance	Adolfson	264,489	249,102	94%	202,160	137,914	466,649	387,016	83%	On Budget.	
Subtotal, System Maintenance			800,198	598,251	75%	321,360	167,162	52%	1,121,558	765,413	68%	

COMPASS
FY2024 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES
 For the Period: Oct 1, 2023-June 30, 2024

As of June 30, 2024, 75% of the fiscal year has passed. Programs that have expended 65% or less of their budgeted dollars are considered under budget. Programs that have expended 85% 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
990	Direct Operations and Maintenance	Larsen			647,425	143,013	22%	647,425	143,013	22%
Subtotal, Indirect and overhead		-	-		647,425	143,013	22%	647,425	143,013	22%
GRAND TOTAL		2,978,998	2,152,676	72%	3,585,816	839,107	23%	6,564,814	2,991,783	46%

Notes

Under Budget. CIM 2055 expenses have not yet been programmed, are held in the budget here as carry forward and account for most of the budget variance here.

COMPASS

Balance Sheet - June 30, 2024

	<u>9/30/2023</u>	<u>6/30/2024</u>
ASSETS		
Cash and Cash Equivalents	2,467,278	2,442,850
Accounts Receivable	478,187	202,021
Prepaid Expenses	22,818	71,649
	<hr/>	<hr/>
TOTAL ASSETS	<u>2,968,283</u>	<u>2,716,520</u>
LIABILITIES		
Accounts Payable	137,488	-
Accrued Payroll Liabilities	109,554	37,785
Advanced Revenue	17,275	15,174
	<hr/>	<hr/>
Subtotal, liabilities	264,317	52,959
FUND BALANCE		
Nonspendable: Prepaid Expenses	22,818	71,649
Assigned To: Set-Aside for CIM Implementation Grant Program	125,000	75,000
Assigned To: Set-Aside for Orthophotography Cost	221,375	207,791
Assigned To: High Capacity Transit PEL Study	61,000	76,665
Assigned To: Transportation Funding Study	24,460	15,223
Assigned To: Safe Streets and Roads for All Action Plan	98,000	50,919
Assigned To: Carbon Reduction Strategy	13,000	13,212
Unassigned	2,138,315	2,153,102
	<hr/>	<hr/>
Subtotal, fund balance	2,703,968	2,663,561
	<hr/>	<hr/>
TOTAL LIABILITIES AND FUND BALANCE	<u>2,968,285</u>	<u>2,716,520</u>

Cash & Investment Summary - June 30, 2024

<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%	25,843
ID Central Credit Union Premium Money Market Savings	1.49%	50,000
ID Central Credit Union 12 Month CD	5.01%	204,756
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	5.34%	1,680,943
		<hr/>
Total Cash Balance		<u>2,442,850</u>

FINANCE COMMITTEE AGENDA ITEM V-C

Date: August 15, 2024

Topic: Revision 3 of the FY2024 Unified Planning Work Program and Budget

Request/Recommendation:

Review and recommend Revision 3 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 3 of the FY2024 UPWP:

- Add member dues for West Ada School District that became a member partway through FY2024.
- Remove a portion of *Communities in Motion 2050* (CIM 2050) federal funding (\$18,532) planned to partially fund the Fiscal Impact Tool Data Update project.
- Increase *Communities in Motion 2055* (CIM 2055) by the total federal portion of the unused obligation from CIM 2050 (\$53,163). This total includes the amount for the Fiscal Impact Tool Data Update project described above.
- Adjust the draw from fund balance needed to balance the budget.

The following revisions to expenses are proposed in Revision 3 of the FY2024 UPWP:

- Increase Professional Services expenses by \$45,000 for the Transportation Funding Study. The consultant has incurred significant overages on this study, due to its depth and complexity. Pending Executive Committee approval, COMPASS has agreed to reimburse the consultant for a portion of those overages. The unused obligation from CIM 2050 (described above) and CIM 2055 will provide the funding for this expense.
- Adjust the budget to the exact amount of the final payment on the Regional Housing Study.
- Adjust the unprogrammed carryforward amount for CIM 2055 to the correct amount. The total amount that is currently unprogrammed is \$346,243. These expenses will be programmed in a future fiscal year.

Implication (policy and/or financial):

Without COMPASS Executive Committee's adoption of Revision 3 of the FY2024 UPWP and the COMPASS Board of Directors' ratification of that action, Revision 2 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

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
Recommended Changes for FY2024 - Revision 3
Summary

Revision 2 - FY2024 UPWP Revenues		6,564,814	Revision 2 - FY2024 UPWP Expenses		6,564,814
1	Add Special Membership dues for West Ada School District	4,084			
2	Transfer federal portion of remaining CIM 2050 obligation to CIM 2055. Includes remaining Fiscal Impact Tool	(18,532)			
3	Increase CIM 2055 for the amount transferred from CIM 2050, including the portion for Fiscal Impact Tool and the previously unprogrammed balance	53,163		Increase Professional Services expenditures for Transportation Funding Study	45,000
4				Adjust final housing study cost to actual	(869)
5				Adjust the unprogrammed carry forward amount for CIM 2055 to the correct amount.	(6,757)
6	Decrease fund balance draw needed to balance the budget.	(1,341)			
Recommended Adjustments to Revenues		37,374	Recommended Adjustments to Expenses		37,374
Adjusted Revenues - Revision 3		6,602,188	Adjusted Expenses - Revision 3		6,602,188

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 3 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2024 Rev 2 UPWP	FY2024 Rev 3 UPWP
GENERAL MEMBERSHIP		
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
SPECIAL MEMBERSHIP		
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
West Ada School District	-	4,084
Subtotal	49,000	53,084
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
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	555,600
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	2,502,299
OTHER REVENUE SOURCES		
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
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	5,923,493	5,962,208
Draw From Fund Balance (CIM Implementation Grants)	75,000	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	354,184	352,843
Subtotal	641,321	639,980
	6,564,814	6,602,188

EXPENSE	FY2024 Rev 2 UPWP	FY2024 Rev 3 UPWP
SALARY, FRINGE & CONTINGENCY		
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
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	295,590	295,590
Subtotal	295,590	295,590
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	2,500	2,500
653001, Communication and Education	52,350	52,350
661001, Long-Range Planning	724,238	768,369
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	75,000	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	647,425	640,668
Subtotal	3,585,816	3,623,190
TOTAL EXPENSE	6,564,814	6,602,188

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	6,564,814	6,602,188
LESS: TOTAL EXPENSES	6,564,814	6,602,188
REVENUE EXCESS/(DEFICIT)	-	-

TOTAL REVENUE, ALL RESOURCES

WORK PROGRAM NUMBER	EXPENSES															MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES	
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY23 CPG Ada County K# 22108 (74%) 7.34% match	FY23 CPG Canyon County K# 22108 (26%); 7.34% match	FY24 CPG Ada County K# 22494 (74%) 20% match safety; 7.34% match other	FY24 CPG Canyon County K# 22494 (26%) 20% match safety; 7.34% match other	STP-TMA Off The Top K# 21889 7.34% match	STBG-U Perm. Automated Counters K# 23026 7.34% Match	STBG-TMA Fiscal Impact Tool K# 22395 7.34% Match	STBG-TMA CIM 2055 K# 20271; 7.34% match	STBG-TMA PEL, High Capacity Transit KN13046	CRP-TMA Carbon Reduction Strategy KN24233	FHWA Safe Streets and Roads for All 20% match	Total 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 Long-Range Planning	236	161,716	52,350	214,066												-		214,066			214,066
661001 General Project Management	640	431,034	768,369	1,199,403	188,563	66,252	222,483	78,170	98,743		55,596	234,772		166,788		1,111,367	88,036			88,036	1,199,403
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 Resource Development/Funding	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
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	2,641,412	4,369,319	209,989	73,780	780,953	274,388	284,479	6,350	55,596	234,772	1,019,260	166,788	392,000	3,498,355	364,068	506,896	-	870,964	4,369,319
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	-	-	640,668	640,668								320,828				320,828	25,414	219,126	75,300	319,840	640,668
991001 Support Services Labor	1,012	-	-	-												-				-	-
999001 Indirect Operations/Maintenance	-	-	-	-												-				-	-
TOTAL INDIRECT/OVERHEAD	1,012	-	640,668	640,668	-	-	-	-	-	-	-	320,828	-	-	-	320,828	25,414	219,126	75,300	319,840	640,668
GRAND TOTAL	4,784	2,978,998	3,623,190	6,602,188	293,204	103,017	1,315,790	462,304	306,705.00	6,350.00	55,596.00	555,600	1,019,260	166,788	392,000	4,676,614	457,837	1,218,803	248,934	1,925,574	6,602,188

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 3 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET
DIRECT EXPENSE SUMMARY**

DESCRIPTION	TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	CARRY-FORWARD
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	188,369	180,369					8,000			
661001 LRP: Fiscal Impact Tool Update	80,000	80,000								
661001 LRP: Funding Study	320,000	320,000								
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	346,243									346,243
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		
GRAND TOTAL	3,623,190	2,773,922	360,325	69,600	3,700	2,500	38,850	9,800	18,250	346,243

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 REVISION 3 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2024 Rev 2	FY2024 Rev 3
Professional Services	930	63,000	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
TOTAL		295,590	295,590

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 3 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	37	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 Long-Range Planning	AL	8	22	206	-	236
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 Resource Development/Funding	AM	-	212	-	-	212
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
TOTAL PROJECTS			86	1,881	331	49	2,347
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
TOTAL SERVICES			66	127	265	-	458
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
TOTAL SYSTEM MAINTENANCE			22	781	154	10	967
TOTAL DIRECT			174	2,789	750	59	3,772
991001	Support Services Labor	ML	286	155	170	401	1,012
TOTAL INDIRECT/OVERHEAD			286	155	170	401	1,012
TOTAL LABOR			460	2,944	920	460	4,784

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 Process and track revenues and expenditures for the FY2024 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants						Ongoing As Needed
Process and obtain Board approval of FY2024 UPWP revisions 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						As Needed
FY2025 UPWP Development Develop process and schedule for the FY2025 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2025 Submit initial revenue assessment for FY2025 to the Finance Committee for input Obtain Board approval on FY2025 General and Special membership dues						Nov Jan-Feb Mar Apr
Present FY2025 UPWP Present draft FY2025 UPWP to Finance Committee for input and feedback Present draft FY2025 UPWP to Finance Committee for recommendation Submit FY2025 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2025 UPWP Distribute FY2025 UPWP to the Idaho Transportation Department and Federal Transit Administration						Jun Jul Aug Aug Aug
Track Federal requirements as related to Self-Certification Compliance with federal requirements						Ongoing
Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan Monitor federal changes through the Federal Register						Ongoing
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		
	Ada	Canyon	Special	Total	Member Agencies	Professional Services \$ -
CPG, K22108				\$ -	Federal Highway Administration	Legal / Lobbying
CPG, K22494	55,731	19,581		75,312	Federal Transit Administration	Equipment Purchases
STP-TMA, 20560			24,735	24,735		Travel / Education
						Printing
						Public Involvement
Local / Fund Bal	4,415	1,551	1,959	7,925		Meeting Support
						Other
Total:	\$ 60,146	\$ 21,132	\$ 26,694	107,972		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						
Population and Employment Estimates						
Data collection and geocoding of building permits						Ongoing
Complete 2023 employment data						Mar
Complete 2023 Development Monitoring Report						Mar
Complete 2024 population estimates and receive Board acceptance						Apr
Development Forecasting, Tracking, and Reconciliation						
Update preliminary plat files and other entitled development						Ongoing
Board approval of 2055 Growth Allocation						Aug
Develop population, housing, and employment forecasts for long-range transportation plan						Jan-Aug
Board approval of 2055 Control Forecast						Dec
Conduct build-out analysis						Jan-Aug
Board approval of buildout forecast						Aug
Demographics Support						
Respond to member requests for census data						Ongoing
Provide development and policy reviews and checklists						Ongoing
Include fiscal impact analysis with development checklist per policy						Ongoing
Development checklist report						Mar
LEAD STAFF: Austin Miller						
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						
						Expense Summary
						Total Workdays: 175
						Salary \$ 84,482
						Fringe 38,290
						Overhead 13,490
						Total Labor Cost: 136,262
ESTIMATED DATE OF COMPLETION: September-2024						
Funding Sources					Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies Housing authorities and other housing stakeholders	
CPG, K22108	\$ 2,656	\$ 933		\$ 3,589		
CPG, K22494	70,768	24,864		95,632		
STP-TMA, 20560			27,059	27,059		
Local / Fund Bal	8,056	2,283	2,143	12,482		
Total:	\$ 81,480	\$ 28,080	\$ 29,202	\$ 138,762		
						DIRECT EXPENDITURES:
						Professional Services
						Legal / Lobbying
						Equipment Purchases
						Travel / Education
						Printing
						Public Involvement
						Meeting Support
						Other 2,500
						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						
General						
Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases						Ongoing
Support work of Public Participation Workgroup						Ongoing
Implement the COMPASS participation plan; work toward goals established in the plan						
Provide outreach/public speaking support and training to staff						Ongoing
Develop tools, such as electronic and print materials, designed for most effective means of communication						
Maintain and enhance COMPASS social media channels						Ongoing
Continually update the COMPASS website to improve usability and keep content up to date						Ongoing
Develop the FY2024 annual report, annual budget summary, and annual communication summary						Oct - Dec
Write and distribute the monthly Keeping Up With COMPASS newsletter						Ongoing
Develop a public-focused summary brochure describing how to become involved with COMPASS						
Update/develop other print materials as appropriate						Ongoing
Education and community outreach						
Develop and implement the FY2024 public education series						Jan - Sep
Support and collaborate with other agencies' outreach and education efforts and programs						Ongoing
Participate in community events to share planning-related information						Ongoing
Attend/support member agencies at public meetings						Ongoing
Manage/support the Leadership in Motion awards program						Aug - Dec
Plan and host the annual "COMPASS 101" workshop						Jan - Feb
Sponsor the "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department)						Mar - Jun
Present information about COMPASS and our programs to stakeholders and community groups as requested						Ongoing
Develop a new COMPASS display for use at community meetings						Oct - Dec
Purchase new COMPASS swag to distribute at public events						Oct - Dec
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
					Fringe	45,442
					Overhead	16,010
					Total Labor Cost: 161,716	
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K22108				\$ -		
CPG, K22494						
Local / Fund Bal			214,066	214,066		
				-		
	\$ -	\$ -	\$ 214,066	\$ 214,066		
					Total Direct Cost: \$ 52,350	
					653	Total Cost: 214,066

PROGRAM NO.	661			CLASSIFICATION:	Project
TITLE:	Long Range Planning				
TASK / PROJECT DESCRIPTION:	This project encompasses the activities to identify regional transportation needs and solutions, and prepare a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450 "Infrastructure Investment and Jobs Act" (IIA) requires that the regional long-range transportation plan be updated every four years in air quality maintenance areas, otherwise every five years. 23 USC 150-- establishes national goals and a performance program, in consultation with stakeholders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds.				
FY2024 BENCHMARKS					
MILESTONES / PRODUCTS					
General Project Management Monitor legislative, funding, etc. changes and provide updates Update financial analysis Transportation funding study					Ongoing Oct-Mar May-June
Land Use Complete Regional Housing Plan and present to COMPASS Board Review comprehensive plans					Oct Ongoing FY24-FY25
Active Transportation (bicycle and pedestrian) Review micromobility Update regional pathway network Develop coordinated regional waterway-pathway plan Intergrate bicycle pedestrian count program into planning process					FY24-FY25
Freight Update freight study Develop freight rail analysis					FY24-FY25
Public Transportation Coordinate high capacity transit planning and environmental linkages (PEL) study Update regional public transportation network Update coordinated plan Conduct first and last mile needs analysis Develop park and ride coordination plan					FY24-FY25
Roadways Update congestion management process, strategies and implementation Update regional transportation demand management policy/strategy Analyze smart cities/intelligent transportation systems corridor intergration opportunities Develop carbon reduction strategy					FY24-FY25
Safety Develop regional safety action plan					FY24-FY25
Equity Analysis of transportation underfunding Update disadvantaged groups needs analysis					FY24-FY25
Environment, Natural Resources, and Resiliency Update environmental mitigation strategies Develop resiliency improvement plan					FY24-FY25
Economic Activity Update travel and tourism					FY24-FY25
Emerging technology and security Develop regional transportation security education and support Develop electric vehicles alternative fuels infrastructure deployment study Develop autonomous vehicles preparedness study					FY24-FY25
Performance Management Update asset management information as needed Update federally required performance targets as needed					Mar Ongoing
Public Involvement Conduct public involvement according to the work plan					Ongoing
Bike Counter Management Manage portable counter requests Manage permanent counter program and COMPASS Data Bike Manage and report data					Ongoing Ongoing Ongoing
LEAD STAFF: Austin Miller					Expense Summary
END PRODUCT: Begin development of <i>Communities in Motion 2055</i> ; projects to address new planning emphasis areas and prepare for federal grant opportunities; collect bicycle and pedestrian data.					
ESTIMATED DATE OF COMPLETION: September-2024					Total Workdays: 1,178
					Salary \$ 501,607
					Fringe 227,341
					Overhead 80,095
					Total Labor Cost: 809,044
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K22108	206,817	72,666		279,483	ITD
CPG, K22494	408,802	143,634		552,436	FHWA
STP-TMA, K21889			156,767	156,767	FTA
STBG-U, K23026			6,350	6,350	Housing authorities and other housing stakeholders
STBG-TMA, K22395			55,596	55,596	
STBG-TMA, K19571			-	-	
STBG-TMA, K20271			234,772	234,772	
STBG-TMA, K13046			1,019,260	1,019,260	
CRP-TMA, K24233			166,788	166,788	
FHWA SS4A			392,000	392,000	
Local / Fund Bal	60,280	21,179	249,195	330,654	
Total:	675,899	237,479	2,280,728	3,194,106	
					Total Direct Cost: \$ 2,385,062
					661 Total Cost: 3,194,106

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						
685001 Transportation Improvement Program Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate ranking of project applications Assign projects to funding programs through prioritization process Develop the final FY2025-2031 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor and track FY2024-2030 Regional Transportation Improvement Program Balance federal-aid programs managed by COMPASS, as changes occur Provide assistance to member agencies with federal-aid funding concerns Provide funding and programming assistance to Valley Regional Transit (VRT) Update the Resource Development Plan						Oct-Sept
685002 Project Development Program Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports						Oct-Sept
685003 Grant Research and Development Seek funding for project needs listed in the Resource Development Plan Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications - INFRA, RAISE, CDBG, etc.						Oct-Sept
685004 CIM Implementation Grants Administer contracting/reporting/billing processes 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		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K22108	\$ 516	181		\$ 697	Professional Services \$ 195,000	
CPG, K22494	245,652	86,309		331,961	Legal / Lobbying	
STP-TMA, 20560			75,918	75,918	Equipment Purchases	
Other				-	Travel / Education	
Local / Fund Bal	19,857	6,976	279,004	305,837	Printing	
				-	Public Involvement 6,500	
				-	Meeting Support	
				-	Other	
Total:	\$ 266,025	\$ 93,466	\$ 354,922	\$ 714,413	Total Direct Cost: \$ 201,500	
					685	Total Cost: \$ 714,413

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: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling for proposed developments Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other general requests for information						Ongoing
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 Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other	
				\$ -		
Local / Fund Bal			22,455	\$ 22,455		
Total:	\$ -	\$ -	\$ 22,455	\$ 22,455	Total Direct Cost: \$ -	
					703	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			
	Ada	Canyon	Special	Total	Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other		
CPG, K22108				\$ -			
CPG, K22494	30,211	10,615		40,826			
Local / Fund Bal	2,393	841	-	3,235			
Total:	\$ 32,604	\$ 11,456		\$ 44,061	Total Direct Cost: \$ -		
					705	Total Cost: \$ 44,061	

PROGRAM NO.	760			CLASSIFICATION:	Service	
TITLE:	Government Affairs					
TASK / PROJECT DESCRIPTION:	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.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.					
FY2024 BENCHMARKS						
MILESTONES / PRODUCTS						
Federal Legislative Priorities Work with COMPASS Executive Committee to identify priorities and position statements for federal legislation Obtain COMPASS Board approval of federal legislative priorities Educate and advocate on federal legislative priorities Evaluate possible legislative priorities for next federal legislative session					Oct-Nov Nov-Dec Dec-Sep May-Sep	
State Legislative Priorities Work with Executive Committee to identify possible priorities and position statements for FY2024 legislative session Obtain Board endorsement of FY2024 legislative priorities Educate and advocate on FY2024 legislative priorities Evaluate possible legislative priorities for FY2025 legislative session Develop a booklet highlighting COMPASS' 2024 state legislative priorities for distribution to Idaho legislators					Oct-Nov Nov-Dec Dec-Apr May-Sep Oct-Dec	
LEAD STAFF:	Matt Stoll				Expense Summary	
END PRODUCT:	An effective advocacy program for legislative issues and positions that have been approved by the Board.				Total Workdays: 270 Salary \$ 172,431 Fringe 78,150 Overhead 27,533 Total Labor Cost: 278,114	
ESTIMATED DATE OF COMPLETION:	September-2024				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies Professional Services Legal / Lobbying \$ 1,250 Equipment Purchases Travel / Education 18,000 Printing 500 Public Involvement Meeting Support Other	
			297,864	\$ 297,864		
Local / Fund Bal				-		
Total:	\$ -	\$ -	\$ 297,864	\$ 297,864		
					Total Direct Cost: \$ 19,750 Total Cost: 297,864	

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				Expense Summary	
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.				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	
	Ada	Canyon	Special	Total	Professional Services \$ -
CPG, K22108	\$ 31,123	\$ 10,934		\$ 42,057	Legal / Lobbying
CPG, K22494	82,933	29,138		112,071	Equipment Purchases
					Travel / Education 50,000
Local / Fund Bal	9,035	3,174		12,209	Printing
				-	Public Involvement
				-	Meeting Support
				-	Other
Total:	\$ 123,091	\$ 43,246	\$ -	\$ 166,337	Total Direct Cost: \$ 50,000
					801 Total Cost: \$ 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	Total	Member Agencies
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	14,574	
				-	
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					
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					Ongoing
Provide project and program evaluations using TREDIS for grant applications and ITD's Safety and Capacity Program					Oct - Aug
Reconcile demographic data and integrate in the current and forecast years of the regional model					Oct - Dec
Develop and update parameters for calibration of the regional model using data from the 2021 Household Travel Survey					Oct - Sept
Support ACHD's Capital Improvement Plan update					Jan - Apr
Provide technical and modeling support as needed for regional long range transportation plan					Ongoing
Work with and use ITD's required protocols to update of the Federal Aid and possibly the Planning Functional Classification Systems after urbanized boundaries are released					Oct-Aug
Special Tasks and Model Improvements					
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					
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					
					Expense Summary
					Total Workdays: 191
					Salary \$ 110,433
					Fringe 50,051
					Overhead 17,634
					Total Labor Cost: 178,117
ESTIMATED DATE OF COMPLETION: September-2024					
Funding Sources					Participating Agencies
	Ada	Canyon	Special	Total	Highway Districts
CPG, K22108				-	Member Agencies
CPG, K22494	168,209	59,101		227,310	Federal Highways Administration
				-	Idaho Transportation Department
				-	Valley Regional Transit
Local / Fund Bal	13,325	4,683		18,007	Department of Environmental Quality
Total:	\$ 181,534	\$ 63,784	\$ -	\$ 245,317	
					DIRECT EXPENDITURES:
					Professional Services \$ 67,200
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 67,200
					836 Total Cost: \$ 245,317

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 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 Transportation System Management and Ops (TSMO) and ITS Plan Update Maintain the regional ITS inventory and TSMO/ITS projects list Refine the integration of management and operation strategies and TSMO projects into the long range plan						June-Sept Ongoing June-Sept Ongoing Ongoing Ongoing Ongoing
LEAD STAFF: Mary Ann Waldinger						Expense Summary
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.						Total Workdays: 75 Salary \$ 43,363 Fringe 19,653 Overhead 6,924 Total Labor Cost: 69,941
ESTIMATED DATE OF COMPLETION: September-2024						DIRECT EXPENDITURES:
Funding Sources				Participating Agencies		Professional Services
	Ada	Canyon	Special	Total	Highway Districts	Legal / Lobbying
CPG, K22108				\$ -	Member Agencies	Equipment Purchases
CPG, K22494	47,957	16,850		64,807	Federal Highways Administration	Travel / Education
				-		Printing
				-		Public Involvement
Local / Fund Bal	3,799	1,335		5,134		Meeting Support
				-		Other
Total:	\$ 51,756	\$ 18,185	\$ -	\$ 69,941		Total Direct Cost: \$ -
					842	Total Cost: \$ 69,941

PROGRAM NO.	990			CLASSIFICATION:	Indirect / Overhead	
TITLE:	Direct Operations & Maintenance					
TASK / PROJECT DESCRIPTION:	To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.					
FY2024 BENCHMARKS						
			MILESTONES / PRODUCTS			
Provide local dollars for expenditures not federally funded. Planned FY2024 equipment and software expenditures Network server replacement Staff hardware replacement Transit network planning software Transportation improvement program management software Benefit-cost analysis software Transportation modeling software Planned FY2024 buildout of remaining work spaces			Ongoing			
LEAD STAFF:	Meq Larsen				Expense Summary	
END PRODUCT:	Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.				Total Workdays: 0	
					Salary \$ -	
					Fringe -	
					Overhead -	
					Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION:	September-2024				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Professional Services 5,500	
STBG-TMA, K20271			320,828	\$ 320,828	Legal / Lobbying \$ 17,000	
Other				-	Equipment Purchases 263,325	
Local / Fund Bal			319,840	319,840	Travel / Education 1,600	
				-	Printing	
				-	Public Involvement	
					Meeting Support 7,000	
					Carry Forward 346,243	
Total:	\$ -	\$ -	\$ 640,668	\$ 640,668	Total Direct Cost: \$ 640,668	
					990	Total Cost: \$ 640,668

PROGRAM NO.	991	CLASSIFICATION:			Indirect / Overhead
TITLE:	Support Services Labor				
TASK / PROJECT DESCRIPTION:	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.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	<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>				
FY2024 BENCHMARKS					
MILESTONES / PRODUCTS					
General Administration Review standing agreements Conduct appropriate procurement processes and prepare contracts, as needed Update COMPASS operational policies as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs					Aug As needed As needed Ongoing Ongoing
Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2024 benefit options					As needed
Financial Management Close FY2023 financial records and begin FY2024 Provide annual audit support and complete financial reports Complete COMPASS annual Audit Report Prepare and distribute year-end payroll reports Complete budget variance information and report to the Finance Committee quarterly Maintain inventory of furniture, equipment, hardware and software					Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing
Information Technology Manage Information Technology consultant and coordinate work efforts Prioritize needs, analyze costs, make recommendations and implement system improvements Coordinate with staff to configure equipment and software to meet the needs of each position Maintain security and integrity of IT systems, and perform appropriate back ups Coordinate systems with member agencies					Ongoing Oct - Dec
LEAD STAFF: Meg Larsen					Expense Summary
END PRODUCT: An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.					Total Workdays: 1,012
					Salary \$ -
					Fringe -
					Overhead -
					Total Labor Cost: \$ -
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Professional Services \$ -
				\$ -	Legal / Lobbying
				-	Equipment Purchases
				-	Travel / Education
				-	Printing
				-	Public Involvement
				-	Meeting Support
				-	Other
Total:					Total Direct Cost: \$ -
					991 Total Cost: \$ -