

**FINANCE COMMITTEE MEETING
NOVEMBER 30, 2023 — 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 August 17, 2023, Finance Committee Meeting Minutes

IV. INFORMATION/DISCUSSION ITEM

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

V. ACTION ITEMS

Page 10 A. * Approve Variance Report for October 1, 2022 – September 30, 2023

Page 16 B. * Recommend Approval of Revision 1 of the FY2024 Unified Planning Work Program and Budget (UPWP)

VI. OTHER

A. Next Meeting: December 14, 2023

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.

T:\FY24\900 Operations\Finance\2024 Packets\November 2023\agenda11302023.docx

**FINANCE COMMITTEE MEETING
AUGUST 17, 2023
COMPASS 2ND 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, 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, in person
Robert Simison, Mayor, City of Meridian, in person

MEMBERS ABSENT: None

OTHERS PRESENT: Ashley Cannon, COMPASS, in person
Teri Gregory, COMPASS, in person
David Hegstrom, Harris, CPAs, via ZOOM
Megan Larsen, COMPASS, in person
Amy Luft, COMPASS, 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

Matt Stoll introduced Ashley Cannon, COMPASS' new accountant.

Matt Stoll announced Mayor Robert Simison has been appointed to the Finance Committee by COMPASS Board Chair Debbie Kling after former City of Boise Councilmember Holli Woodings resigned her place on the committee in July.

Chair Rod Beck reminded attendees of the upcoming Western Idaho Fair.

CONSENT AGENDA

A. Approve the July 13, 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

Megan Larsen presented the disbursements made in the reporting period, July 6, 2023, through August 4, 2023, which was provided in the packet for information. There was no discussion regarding these disbursements.

ACTION ITEMS

A. Approve FY2023 Audit Process

Matt Stoll introduced David Hegstrom, Harris CPAs, who presented the recommended audit process for FY2023.

After discussion, **Victor Rodriguez moved and Trevor Chadwick seconded approval of the FY2023 audit process as presented. Motion passed unanimously.**

B. Elect Finance Committee Vice-Chair

Chair Rod Beck opened nominations to elect a Vice-Chair to the Finance Committee. Steve Rule nominated Trevor Chadwick; Robert Simison seconded the nomination.

Victor Rodriguez moved that nominations cease and Robert Simison seconded the motion. The motion passed unanimously. Trevor Chadwick was elected Vice-Chair by acclamation.

C. Approve Variance Report for October 1, 2022 – July 31, 2023

Meg Larsen presented the variance report from October 1, 2022 – July 31, 2023.

Trevor Chadwick moved and Zach Brooks seconded approval of the variance report from October 1, 2022 – July 31, 2023, as presented. Motion passed unanimously.

ADJOURNMENT

Miranda Gold moved and Zach Brooks seconded adjournment of the meeting. Motion passed unanimously.

Chair Rod Beck adjourned the meeting at 12:22 p.m.

Approved this 30th day of November 2023.

By: _____
Rod Beck, Chair

Attest:

By: _____
Trevor Chadwick, Vice Chair

Check History Report
Sorted By Vendor Name
Activity From: 8/5/2023 to 11/5/2023

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: ***Void Check***					
A	ICCU - Checking	0000007291	10/3/2023		
			Vendor Total:	0.00	
Vendor Number: 2ND&BR 2ND & BROADWAY CONDO ASSOC					
A	ICCU - Checking	E000001380	10/20/2023	57,487.00	Electronic Payment
A	ICCU - Checking	E000001389	11/3/2023	397.00	Electronic Payment
		Vendor 2ND & BROADWAY CONDO ASSOC Total:		57,884.00	
Vendor Number: MILLERA Austin Miller					
A	ICCU - Checking	E000001372	10/5/2023	1,592.18	Electronic Payment
		Vendor Austin Miller Total:		1,592.18	
Vendor Number: BENTLEY Bentley Systems. Inc.					
A	ICCU - Checking	E000001357	9/20/2023	16,125.00	Electronic Payment
		Vendor Bentley Systems. Inc. Total:		16,125.00	
Vendor Number: BOICHA BOISE AREA CHAMBER OF COMMERCE					
A	ICCU - Checking	E000001341	8/18/2023	800.00	Electronic Payment
A	ICCU - Checking	E000001347	9/5/2023	1,600.00	Electronic Payment
		Vendor BOISE AREA CHAMBER OF COMMERCE Total:		2,400.00	
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E000001346	8/18/2023	35,687.85	Electronic Payment
A	ICCU - Checking	E000001367	9/20/2023	34,779.16	Electronic Payment
A	ICCU - Checking	E000001378	10/5/2023	35,774.16	Electronic Payment
		Vendor Boise Municipal Health Care Total:		106,241.17	
Vendor Number: BOE Boise Office Equipment					
A	ICCU - Checking	0000007244	8/18/2023	1,403.28	Auto
		Vendor Boise Office Equipment Total:		1,403.28	
Vendor Number: BSURADI Boise State Public Radio					
A	ICCU - Checking	0000007245	8/18/2023	1,545.00	Auto
A	ICCU - Checking	0000007265	9/20/2023	1,560.00	Auto
A	ICCU - Checking	0000007280	10/5/2023	1,545.00	Auto
		Vendor Boise State Public Radio Total:		4,650.00	
Vendor Number: CALCHA CALDWELL CHAMBER OF COMMERCE					
A	ICCU - Checking	0000007266	9/20/2023	200.00	Auto
		Vendor CALDWELL CHAMBER OF COMMERCE Total:		200.00	
Vendor Number: CALYZ Calyx-Weaver & Associates					
A	ICCU - Checking	0000007267	9/20/2023	500.00	Auto
		Vendor Calyx-Weaver & Associates Total:		500.00	
Vendor Number: CANYONO Canyon Outdoor Media, LLC					
A	ICCU - Checking	E000001348	9/5/2023	2,200.00	Electronic Payment
		Vendor Canyon Outdoor Media, LLC Total:		2,200.00	
Vendor Number: CITYKUN City of Kuna					
A	ICCU - Checking	0000007268	9/20/2023	18,000.00	Auto
		Vendor City of Kuna Total:		18,000.00	
Vendor Number: COALITI Coalition for Amer's Gateways					
A	ICCU - Checking	E000001381	10/20/2023	7,500.00	Electronic Payment
		Vendor Coalition for Amer's Gateways Total:		7,500.00	
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT					
A	ICCU - Checking	0000007243	8/18/2023	169.32	Manual
A	ICCU - Checking	0000007264	9/20/2023	169.32	Manual
A	ICCU - Checking	0000007295	10/20/2023	17.32	Manual
		Vendor COLONIAL LIFE & ACCIDENT Total:		355.96	
Vendor Number: CONSOR Consor					
A	ICCU - Checking	E000001349	9/5/2023	2,319.00	Electronic Payment

Run Date: 11/14/2023 5:12:00PM

Page: 1

A/P Date: 11/14/2023

Check History Report
Sorted By Vendor Name
Activity From: 8/5/2023 to 11/5/2023

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	E000001368	10/5/2023	10,828.00	Electronic Payment
Vendor Consor Total:				13,147.00	
Vendor Number: NABORS Daniel T. Nabors					
A	ICCU - Checking	E000001360	9/20/2023	1,100.00	Electronic Payment
Vendor Daniel T. Nabors Total:				1,100.00	
Vendor Number: ECONORT ECONorthwest					
A	ICCU - Checking	E000001342	8/18/2023	4,552.50	Electronic Payment
A	ICCU - Checking	E000001358	9/20/2023	4,765.00	Electronic Payment
A	ICCU - Checking	E000001379	10/20/2023	15,115.00	Electronic Payment
Vendor ECONorthwest Total:				24,432.50	
Vendor Number: ESRI ENVIRONMENTAL SYSTEMS RESEARCH					
A	ICCU - Checking	E000001382	10/20/2023	31,160.14	Electronic Payment
Vendor ENVIRONMENTAL SYSTEMS RESEARCH Total:				31,160.14	
Vendor Number: FORTH FORTH					
A	ICCU - Checking	E000001350	9/5/2023	2,750.00	Electronic Payment
Vendor FORTH Total:				2,750.00	
Vendor Number: GEOTER GEOTERRA MAPPING GROUP					
A	ICCU - Checking	E000001369	10/5/2023	37,500.00	Electronic Payment
Vendor GEOTERRA MAPPING GROUP Total:				37,500.00	
Vendor Number: GOODHEA Good Heart Technology, Incorporated					
A	ICCU - Checking	E000001390	11/3/2023	360.00	Electronic Payment
Vendor Good Heart Technology, Incorporated Total:				360.00	
Vendor Number: HARRIS HARRIS CPA's					
A	ICCU - Checking	E000001383	10/20/2023	6,000.00	Electronic Payment
Vendor HARRIS CPA's Total:				6,000.00	
Vendor Number: ZHARTF HARTFORD					
A	ICCU - Checking	W000000687	8/18/2023	1,193.66	Wire Transfer
A	ICCU - Checking	W000000694	9/20/2023	1,251.48	Wire Transfer
A	ICCU - Checking	W000000703	10/20/2023	1,130.24	Wire Transfer
Vendor HARTFORD Total:				3,575.38	
Vendor Number: HARTWEL Hartwell Corporation					
A	ICCU - Checking	0000007297	10/20/2023	8,054.00	Auto
Vendor Hartwell Corporation Total:				8,054.00	
Vendor Number: MULHALL Hunter Mulhall					
A	ICCU - Checking	E000001373	10/5/2023	1,707.41	Electronic Payment
Vendor Hunter Mulhall Total:				1,707.41	
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	0000007256	9/5/2023	5,820.09	Auto
A	ICCU - Checking	0000007281	10/5/2023	5,577.64	Auto
A	ICCU - Checking	0000007281	10/5/2023	5,577.64	Reversal
A	ICCU - Checking	0000007281	10/5/2023	5,577.64	Manual
A	ICCU - Checking	0000007303	11/3/2023	5,674.55	Auto
Vendor IDAHO CENTRAL CREDIT UNION Total:				17,072.28	
Vendor Number: IDPOWE IDAHO POWER CO.					
A	ICCU - Checking	0000007257	9/5/2023	934.14	Auto
A	ICCU - Checking	0000007282	10/5/2023	857.59	Auto
A	ICCU - Checking	0000007304	11/3/2023	647.66	Auto
Vendor IDAHO POWER CO. Total:				2,439.39	
Vendor Number: IDPRES IDAHO PRESS-TRIBUNE					
A	ICCU - Checking	0000007246	8/18/2023	1,611.31	Auto
A	ICCU - Checking	0000007269	9/20/2023	531.24	Auto
Vendor IDAHO PRESS-TRIBUNE Total:				2,142.55	

Check History Report
Sorted By Vendor Name
Activity From: 8/5/2023 to 11/5/2023

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION					
A	ICCU - Checking	W000000686	8/18/2023	5,070.00	Wire Transfer
A	ICCU - Checking	W000000696	9/28/2023	6,604.00	Wire Transfer
A	ICCU - Checking	W000000702	10/20/2023	5,364.00	Wire Transfer
Vendor IDAHO STATE TAX COMMISSION Total:				<u>17,038.00</u>	
Vendor Number: IMPACT Iliad Media Boise, LLC					
A	ICCU - Checking	0000007248	8/18/2023	2,400.00	Auto
A	ICCU - Checking	0000007271	9/20/2023	2,400.00	Auto
A	ICCU - Checking	0000007284	10/5/2023	2,150.00	Auto
A	ICCU - Checking	0000007291	10/20/2023	250.00	Auto
Vendor Iliad Media Boise, LLC Total:				<u>7,200.00</u>	
Vendor Number: INTHEBA In The Bag Promotions, Inc.					
A	ICCU - Checking	E000001343	8/18/2023	558.58	Electronic Payment
Vendor In The Bag Promotions, Inc. Total:				<u>558.58</u>	
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.					
A	ICCU - Checking	0000007249	8/18/2023	15.45	Auto
A	ICCU - Checking	0000007272	9/20/2023	16.35	Auto
A	ICCU - Checking	0000007292	10/20/2023	25.37	Auto
Vendor INTERMOUNTAIN GAS CO. Total:				<u>57.17</u>	
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W000000684	8/18/2023	17,245.79	Wire Transfer
A	ICCU - Checking	W000000688	9/5/2023	19,134.21	Wire Transfer
A	ICCU - Checking	W000000692	9/20/2023	17,939.66	Wire Transfer
A	ICCU - Checking	W000000695	9/28/2023	8,326.21	Wire Transfer
A	ICCU - Checking	W000000697	10/5/2023	20,622.47	Wire Transfer
A	ICCU - Checking	W000000700	10/20/2023	17,382.75	Wire Transfer
A	ICCU - Checking	W000000704	11/3/2023	18,407.85	Wire Transfer
Vendor INTERNAL REVENUE SERVICE Total:				<u>119,058.94</u>	
Vendor Number: IPMAID IPMA-HR Idaho Chapter					
A	ICCU - Checking	0000007258	9/5/2023	50.00	Auto
Vendor IPMA-HR Idaho Chapter Total:				<u>50.00</u>	
Vendor Number: MILLERJ Jacob Miller					
A	ICCU - Checking	E000001344	8/18/2023	64.93	Electronic Payment
A	ICCU - Checking	E000001353	9/5/2023	117.49	Electronic Payment
A	ICCU - Checking	E000001359	9/20/2023	52.46	Electronic Payment
Vendor Jacob Miller Total:				<u>234.88</u>	
Vendor Number: GALLUP Josie Gallup					
A	ICCU - Checking	E000001351	9/5/2023	92.43	Electronic Payment
Vendor Josie Gallup Total:				<u>92.43</u>	
Vendor Number: KELLER Keller Associates, Inc.					
A	ICCU - Checking	0000007273	9/20/2023	27,105.21	Auto
A	ICCU - Checking	0000007285	10/5/2023	11,072.50	Auto
Vendor Keller Associates, Inc. Total:				<u>38,177.71</u>	
Vendor Number: KINGSTO Kingston Phoenix Group, Inc.					
A	ICCU - Checking	E000001370	10/5/2023	130.00	Electronic Payment
Vendor Kingston Phoenix Group, Inc. Total:				<u>130.00</u>	
Vendor Number: KITTELS Kittelson & Associates, Inc.					
A	ICCU - Checking	E000001352	9/5/2023	775.56	Electronic Payment
A	ICCU - Checking	E000001391	11/3/2023	2,603.17	Electronic Payment
Vendor Kittelson & Associates, Inc. Total:				<u>3,378.73</u>	
Vendor Number: KLOPFEN Lila Klopfenstein					
A	ICCU - Checking	E000001371	10/5/2023	953.51	Electronic Payment

Check History Report
Sorted By Vendor Name
Activity From: 8/5/2023 to 11/5/2023

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Lila Klopfenstein Total:				953.51	
Vendor Number: STOLL MATTHEW STOLL					
A	ICCU - Checking	E000001355	9/5/2023	58.20	Electronic Payment
A	ICCU - Checking	E000001364	9/20/2023	74.96	Electronic Payment
A	ICCU - Checking	E000001376	10/5/2023	45.38	Electronic Payment
Vendor MATTHEW STOLL Total:				178.54	
Vendor Number: IDSTAT McClatchy Company					
A	ICCU - Checking	0000007247	8/18/2023	598.53	Auto
A	ICCU - Checking	0000007270	9/20/2023	376.00	Auto
A	ICCU - Checking	0000007283	10/5/2023	85.90	Auto
Vendor McClatchy Company Total:				1,060.43	
Vendor Number: PETTY MEGAN LARSEN					
A	ICCU - Checking	0000007260	9/5/2023	143.79	Auto
A	ICCU - Checking	0000007287	10/5/2023	96.68	Auto
Vendor MEGAN LARSEN Total:				240.47	
Vendor Number: NARC National Association of Regional Councils					
A	ICCU - Checking	E000001361	9/20/2023	10,000.00	Electronic Payment
Vendor National Association of Regional Councils Total:				10,000.00	
Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)					
A	ICCU - Checking	0000007242	8/18/2023	80.00	Manual
A	ICCU - Checking	0000007263	9/20/2023	80.00	Manual
A	ICCU - Checking	0000007294	10/20/2023	80.00	Manual
Vendor NCPERS Group Life Ins. (M605) Total:				240.00	
Vendor Number: NET@WOR Net@Work					
A	ICCU - Checking	E000001362	9/20/2023	97.50	Electronic Payment
Vendor Net@Work Total:				97.50	
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	0000007250	8/18/2023	128.77	Auto
A	ICCU - Checking	0000007259	9/5/2023	140.07	Auto
A	ICCU - Checking	0000007274	9/20/2023	309.99	Auto
A	ICCU - Checking	0000007286	10/5/2023	238.46	Auto
A	ICCU - Checking	0000007298	10/20/2023	156.20	Auto
A	ICCU - Checking	0000007305	11/3/2023	235.13	Auto
Vendor Office Depot Total:				1,208.62	
Vendor Number: PROVELO Pro Velocity					
A	ICCU - Checking	E000001354	9/5/2023	523.20	Electronic Payment
A	ICCU - Checking	E000001363	9/20/2023	885.70	Electronic Payment
A	ICCU - Checking	E000001374	10/5/2023	507.49	Electronic Payment
A	ICCU - Checking	E000001384	10/20/2023	448.20	Electronic Payment
Vendor Pro Velocity Total:				2,364.59	
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W000000685	8/18/2023	21,010.46	Wire Transfer
A	ICCU - Checking	W000000689	9/5/2023	22,706.71	Wire Transfer
A	ICCU - Checking	W000000693	9/20/2023	21,629.76	Wire Transfer
A	ICCU - Checking	W000000698	10/5/2023	26,992.10	Wire Transfer
A	ICCU - Checking	W000000701	10/20/2023	20,848.60	Wire Transfer
A	ICCU - Checking	W000000705	11/3/2023	22,757.20	Wire Transfer
Vendor PUBLIC EMPLOYEES RETIREMENT Total:				135,944.83	
Vendor Number: RADIO R Radio Rancho					
A	ICCU - Checking	0000007251	8/18/2023	1,963.16	Auto
A	ICCU - Checking	0000007275	9/20/2023	2,098.35	Auto
A	ICCU - Checking	0000007288	10/5/2023	1,958.48	Auto

Check History Report
Sorted By Vendor Name
Activity From: 8/5/2023 to 11/5/2023

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Radio Rancho Total:				6,019.99	
Vendor Number: RIVAL Rival Solutions					
A	ICCU - Checking	0000007276	9/20/2023	1,680.00	Auto
A	ICCU - Checking	0000007289	10/5/2023	420.00	Auto
A	ICCU - Checking	0000007299	10/20/2023	420.00	Auto
Vendor Rival Solutions Total:				2,520.00	
Vendor Number: SAGE Sage Software, Inc.					
A	ICCU - Checking	W000000690	9/12/2023	4,394.62	Wire Transfer
A	ICCU - Checking	W000000691	9/12/2023	688.00	Wire Transfer
Vendor Sage Software, Inc. Total:				5,082.62	
Vendor Number: SCRIPP SCRIPPS - Boise					
A	ICCU - Checking	0000007261	9/5/2023	1,020.00	Auto
Vendor SCRIPPS - Boise Total:				1,020.00	
Vendor Number: SADER Sherone Sader					
A	ICCU - Checking	E000001375	10/5/2023	31.57	Electronic Payment
Vendor Sherone Sader Total:				31.57	
Vendor Number: SINCLAI Sinclair Broadcast Group					
A	ICCU - Checking	0000007252	8/18/2023	500.00	Auto
Vendor Sinclair Broadcast Group Total:				500.00	
Vendor Number: ZIDGRA STATE TAX COMMISSION					
A	ICCU - Checking	W000000699	10/5/2023	795.19	Wire Transfer
Vendor STATE TAX COMMISSION Total:				795.19	
Vendor Number: SHREDIT Stericycle, Inc.					
A	ICCU - Checking	0000007306	11/3/2023	60.00	Auto
Vendor Stericycle, Inc. Total:				60.00	
Vendor Number: SURVEY SURVEY MONKEY INC.					
A	ICCU - Checking	E000001385	10/20/2023	2,675.00	Electronic Payment
Vendor SURVEY MONKEY INC. Total:				2,675.00	
Vendor Number: SYRINGA Syringa Networks, LLC					
A	ICCU - Checking	E000001345	8/18/2023	936.95	Electronic Payment
A	ICCU - Checking	E000001365	9/20/2023	933.20	Electronic Payment
A	ICCU - Checking	E000001386	10/20/2023	939.91	Electronic Payment
Vendor Syringa Networks, LLC Total:				2,810.06	
Vendor Number: TERALYT Teralytics, Inc					
A	ICCU - Checking	0000007262	9/5/2023	1,540.00	Auto
Vendor Teralytics, Inc Total:				1,540.00	
Vendor Number: HARTFO THE HARTFORD					
A	ICCU - Checking	0000007296	10/20/2023	6,469.00	Auto
A	ICCU - Checking	0000007302	11/3/2023	2,909.00	Auto
Vendor THE HARTFORD Total:				9,378.00	
Vendor Number: TOWNSQU Townsquare Digital					
A	ICCU - Checking	0000007253	8/18/2023	3,118.00	Auto
A	ICCU - Checking	0000007277	9/20/2023	2,776.00	Auto
A	ICCU - Checking	0000007293	10/20/2023	4,346.00	Auto
Vendor Townsquare Digital Total:				10,240.00	
Vendor Number: TREAVA TREASURE VALLEY COFFEE					
A	ICCU - Checking	0000007254	8/18/2023	139.59	Auto
A	ICCU - Checking	0000007278	9/20/2023	87.79	Auto
A	ICCU - Checking	0000007300	10/20/2023	67.59	Auto
Vendor TREASURE VALLEY COFFEE Total:				294.97	
Vendor Number: TREASLI Treasure Valley Litho					
A	ICCU - Checking	0000007290	10/5/2023	1,593.45	Auto

Run Date: 11/14/2023 5:12:00PM

Page: 5

A/P Date: 11/14/2023

Check History Report
Sorted By Vendor Name
Activity From: 8/5/2023 to 11/5/2023

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Treasure Valley Litho Total:				1,593.45	
Vendor Number: VRT Valley Regional Transit					
A	ICCU - Checking	E000001356	9/5/2023	1,375.00	Electronic Payment
A	ICCU - Checking	E000001377	10/5/2023	1,375.00	Electronic Payment
A	ICCU - Checking	E000001387	10/20/2023	8,077.50	Electronic Payment
Vendor Valley Regional Transit Total:				10,827.50	
Vendor Number: VERIZON Verizon					
A	ICCU - Checking	0000007255	8/18/2023	16.90	Auto
A	ICCU - Checking	0000007279	9/20/2023	16.90	Auto
A	ICCU - Checking	0000007301	10/20/2023	16.90	Auto
Vendor Verizon Total:				50.70	
Vendor Number: WESTRO WESTERN TROPHY & ENGRAVING					
A	ICCU - Checking	E000001366	9/20/2023	53.20	Electronic Payment
A	ICCU - Checking	E000001388	10/20/2023	24.80	Electronic Payment
Vendor WESTERN TROPHY & ENGRAVING Total:				78.00	
Report Total:				764,274.22	

FINANCE COMMITTEE AGENDA ITEM V-A

Date: NOVEMBER 30, 2023

Topic: Variance Report for October 1, 2022 – September 30, 2023

Request/Recommendation:

COMPASS staff seeks approval of the Variance Report dated October 1, 2022, to September 30, 2023.

Background/Summary:

The Variance Report is used to report actual financial results compared to Revision 4 of the FY2023 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 revenues are at 81% for billings through September 30, 2023. Federal grants are billed on a reimbursement basis as expenses are incurred. Expenses for the fiscal impact tool, some planned activity related to *Communities in Motion* 2055 (CIM 2055), the transportation funding study, and the regional safety action plan were not incurred in FY2023, so these grants were not billed as budgeted. Staff expects to carryover unexpended federal grant funding to FY2024 when the related expenses will be incurred.

Revenues from member contributions are at 100%. All member dues were received for FY2023.

Funding for the air quality outreach program from the Department of Environmental Quality and the Air Quality Board (AQB) was greater than budget for the year because revenues related to FY2022 activity were recorded in FY2023. FY2023 was the last year for this program.

Revenues from the management fee charged to AQB were 82% of the budget for the year. Support needed for AQB was minimal in the fourth quarter.

Orthophotography revenues include payments received from participants in the current project, as well as sales from previous flights. Participant contributions for the FY2023 flight from two members were paid in FY2024, so this category is under budget in FY2023.

Salaries and fringe expenses are at 92% of budget overall. COMPASS had several vacancies throughout the year that contributed to this positive variance.

Total direct expenses were 40% of budget overall. The direct expense budget included \$80,000 for the fiscal impact tool update, about \$315,000 for the transportation funding study, and \$490,000 for the regional safety action plan, but none of these expenses will be incurred until

FY2024. The CIM implementation grant for \$25,000 to the City of Wilder was not paid. Wilder has requested that the grant be extended to FY2024. \$37,000 was budgeted for assistance with the travel demand model and traffic counts, but none of these expenses were incurred. This work will be done in FY2024 instead.

The phone system purchase and buildout of additional hard-walled workspaces will be carried over to fiscal year 2024, along with the costs of installation of new bike counters. Overall, equipment purchases ended the year about \$59,000 under budget.

Total indirect expenses are on budget at 97% as of the end of September.

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 September 30, 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.

ML:tg T:\FY24\900 Operations\Finance\2024 Packets\November 2023\VA_1_Var Report Memo.docx

COMPASS**FY2023 BUDGET TO ACTUAL VARIANCES BY LINE ITEM - REVENUES AND EXPENSES**

	Revision 4 FY2023 UPWP	Actual	% of Budget Earned or Expended
Grant revenue	3,268,292	2,282,275	70%
Member contributions	1,007,032	1,007,032	100%
ID DEQ/ACAQB Awareness	110,000	117,864	107%
Air Quality Operations - Management Fee	70,000	57,052	82%
Cities of Star & Nampa for PDP; consultant refund	41,945	18,814	45%
Orthophotography Project - Participants	125,000	90,636	73%
Interest income	38,954	66,390	170%
Orthophotography Revenue - Sales	-	36,544	
Modeling revenue	-	9,118	
Maps and publications revenue	-	213	
Other income	-	99,059	
Subtotal, revenues	4,661,223	3,784,997	81%
Staff labor	1,786,151	1,648,148	92%
Payroll taxes and fringe benefits	822,100	749,802	91%
Subtotal, salaries and fringe expenses	2,608,251	2,397,950	92%
Professional services	1,629,698	507,646	31%
Equipment purchase	210,880	151,976	72%
Travel/education	89,600	83,294	93%
Printing	3,300	-	0%
Other	2,500	832	33%
Public involvement	48,800	40,768	84%
Meeting support	9,000	6,063	67%
Legislative services	17,000	19,978	118%
Carry forward unprogrammed CPG and local funds	26,654	-	0%
Subtotal, direct expenses	2,037,432	810,557	40%
Professional services	30,000	17,422	58%
Equipment repair	500	-	0%
Publications	2,000	1,931	97%
Employee professional memberships	4,500	2,757	61%
Postage	600	582	97%
Telephone	14,000	11,915	85%
Building maintenance/association	63,550	63,521	100%
Printing	1,500	2,373	158%
Advertising	1,500	6,586	439%
Audit	17,000	18,000	106%
Insurance	17,250	16,010	93%
Legal services	5,000	33	1%
General supplies	3,500	6,431	184%
Computer supplies	9,000	13,828	154%
Computer software/maintenance	29,500	35,042	119%
Vehicle maintenance	3,000	1,577	53%
Utilities	9,000	11,579	129%
Local travel	1,500	974	65%
Other	5,000	947	19%
Subtotal, indirect expenses	217,900	211,509	97%
Total, all expenses	4,863,583	3,420,016	70%
Change in fund balance	(202,360)	364,981	
Beginning fund balance	2,338,986	2,338,986	
Current fund balance	2,136,626	2,703,967	

COMPASS
FY2023 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of September 30, 2023, 100% of the fiscal year has passed. Programs that have expended 90% or less of their budgeted dollars are considered under budget. Programs that have expended 110% 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	69,724	51,418	74%	-			69,724	51,418	74%	Under Budget. Preparing the UPWP for Finance Committee review did not consume as many workdays as originally anticipated.
620	Demographics and Growth Monitoring	Miller	50,785	134,377	265%	2,500		0%	53,285	134,377	252%	Over Budget. Significant workdays were used to make updates to the development checklist process, complete checklists, and to bring new staff up to speed on demographic projections.
653	Communication and Education	Luft	122,936	152,894	124%	49,100	26,105	53%	172,036	178,998	104%	On Budget.
661	Long-Range Planning	Miller	737,654	496,258	67%	1,195,548	197,905	17%	1,933,202	694,163	36%	Under Budget. Direct expenses budgeted for the fiscal impact tool update and work on CIM 2055 have not yet been incurred. These costs are expected to occur in FY2024.
685	Resource Development/Funding	Tisdale	471,628	477,450	101%	171,632	119,737	70%	643,260	597,187	93%	On Budget.
Subtotal, Projects			1,452,727	1,312,397	90%	1,418,780	343,747	24%	2,871,507	1,656,143	58%	
701	General Membership Services	Miller	39,495	77,702	197%	-	-		39,495	77,702	197%	Over Budget. Expenses are directly related to the amount of work requested by member agencies.
702	Air Quality Outreach	Luft	10,000	5,022	50%	100,000	110,197	110%	110,000	115,220	105%	On Budget.
703	General Public Services	Waldinger	46,993	24,528	52%	-	-		46,993	24,528	52%	Under Budget. Expenditures are directly related to the amount of services requested by the general public.
704	Air Quality Operations	Larsen	118,276	75,926	64%	-	-		118,276	75,926	64%	Under Budget. The testing requirement ended in June 2023. The amount of support time required in the 4th quarter was minimal.
705	Transportation Liaison Services	Stoll	33,511	60,966	182%	-	-		33,511	60,966	182%	Over Budget. Actual workdays used significantly higher than budget in the 1st and 2nd quarters. Activity slowed somewhat in the summer.
760	Government affairs	Stoll	224,422	178,663	80%	18,000	22,431	125%	242,422	201,094	83%	Under Budget. Activity was somewhat quieter in the summer, but should pick back up again in the 4th quarter. This category is expected to end the year on budget.
Subtotal, Services			472,697	422,809	89%	118,000	132,628	112%	590,697	555,437	94%	

COMPASS
FY2023 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of September 30, 2023, 100% of the fiscal year has passed. Programs that have expended 90% or less of their budgeted dollars are considered under budget. Programs that have expended 110% 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
801	Staff Development	Larsen	94,146	131,677	140%	60,000	53,724	90%	154,146	185,401	120%	Over Budget. With several new staff on board, and in person training and conferences resuming, staff invested significant time in professional development.
820	Committee Support	Larsen	168,665	173,668	103%	2,000	1,410	70%	170,665	175,078	103%	On Budget.
836	Regional Travel Demand Model	Waldinger	251,285	179,526	71%	37,200	-	0%	288,485	179,526	62%	Under Budget. Direct dollars were budgeted for technical support with the travel demand model that were not used.
838	Trave Survey Data Collection	Waldinger	-	-		15,148	15,148	100%	15,148	15,148	100%	On Budget.
842	Congestion Management Process / I-84 Corridor Plan	Mulhall	122,315	65,572	54%	-	-		122,315	65,572	54%	Under Budget. Most of the work on the I-84 Operations Plan was completed in FY2022 and fewer workdays than budgeted were needed in early FY2023.
860	Geographic Information System Maintenance	Adolfson	264,316	323,811	123%	223,800	184,654	83%	488,116	508,465	104%	On Budget.
Subtotal, System Maintenance			900,727	874,254	97%	338,148	254,936	75%	1,238,875	1,129,190	91%	
990	Direct Operations and Maintenance	Larsen				162,504	79,246	49%	162,504	79,246	49%	Under Budget. Purchases for phones and hard walled cubicles were not completed in FY2023 and will be carried over to FY2024.
Subtotal, Indirect and overhead			-	-		162,504	79,246	49%	162,504	79,246	49%	
GRAND TOTAL			2,826,151	2,609,460	92%	2,037,432	810,557	40%	4,863,583	3,420,016	70%	

COMPASS**Balance Sheet -September 30, 2023**

	<u>9/30/2022</u>	<u>9/30/2023</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	2,317,994	2,467,279
Accounts Receivable	305,780	478,187
Prepaid Expenses	24,985	22,818
<u>TOTAL ASSETS</u>	<u>2,648,759</u>	<u>2,968,284</u>
<u>LIABILITIES</u>		
Accounts Payable	127,039	137,488
Accrued Payroll Liabilities	180,759	109,554
Advanced Revenue	1,975	17,275
Subtotal, liabilities	309,773	264,317
<u>FUND BALANCE</u>		
Nonspendable: Prepaid Expenses	24,985	22,818
Assigned To: Set-Aside for CIM Implementation Grant Program	75,000	125,000
Assigned To: Set-Aside for Orthophotography Cost	87,500	221,375
Assigned To: High Capacity Transit PEL Study	-	61,000
Assigned To: Transportation Funding Study	-	24,460
Assigned To: Safe Streets and Roads for All Action Plan	-	98,000
Assigned To: Carbon Reduction Strategy	-	13,000
Assigned To: Set-Aside for FY24 Revenue Shortfall	-	526,542
Unassigned	2,151,501	1,611,772
Subtotal, fund balance	2,338,986	2,703,967
<u>TOTAL LIABILITIES AND FUND BALANCE</u>	<u>2,648,759</u>	<u>2,968,284</u>

Cash & Investment Summary - September 30, 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%	40,258
ID Central Credit Union Premium Money Market Savings	0.75%	50,000
ID Central Credit Union 60 Month CD	0.75%	198,864
Local Government Investment Pool	5.35%	1,697,805
Banner Bank 36 Month CD #8093	0.25%	156,525
Banner Bank 60 Month CD #8069	0.25%	159,495
Banner Bank 60 Month CD #8101	1.85%	164,107
Total Cash Balance		<u>2,467,279</u>

FINANCE COMMITTEE AGENDA ITEM V-B

Date: November 30, 2023

Topic: Revision 1 of the FY2024 Unified Planning Work Program and Budget

Request/Recommendation:

Review and recommend Revision 1 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 usually accomplished through a Board resolution with subsequent distribution of the approved resolution and documents to the appropriate funding agencies. Prior to presentation to the Board, proposed modifications to these documents are brought to the Finance Committee.

The following revisions to revenues are proposed in Revision 1 of the FY2024 UPWP:

- Add \$151,136 of Consolidated Planning Grant (CPG) funds from key number 22108. These are unspent funds that were obligated for expenditure in FY2023 and carried forward to FY2024.
- Decrease the draw from fund balance by \$4,275 for the transportation funding study; only local match is required with the additional availability of FY2023 CPG funds.
- Add \$39,268 of CPG funds from key number 22494 to correspond to the amount in the Transportation Improvement Program (TIP).
- Add carryover of \$6,350 of Surface Transportation Block Grant-Urban (STBG-U) funds from key number 23026 for installation of permanent bike counters that were purchased in FY2023.
- Add carryover of \$74,128 of Surface Transportation Program-Transportation Management Area (STP-TMA) funds from key number 19571, *Communities in Motion 2050* (CIM 2050) and Surface Transportation Block Grant-Transportation Management Area (STBG-TMA) funds from key number 22395, Fiscal Impact Tool. These are unspent funds that were obligated in prior years and carried forward to FY2024 to complete the update of the fiscal impact tool.
- Increase the amount of STBG-TMA funding for *Communities in Motion 2055* (CIM 2055) by \$272,177 to reflect the full amount remaining out of the total \$636,000 multi-year project. This project was advanced in the TIP and the funds are fully obligated.
- Increase the amount of STBG-TMA funding for the high-capacity transit corridor planning and environmental linkages (PEL) study by \$272,177 to reflect the full amount of the total \$1,100,000 multi-year project. The funding was previously split across two years but has been advanced in the TIP. \$1M of the funds have already been obligated and the remaining \$100,000 was approved by the Regional Transportation Advisory Committee (RTAC) with a balancing action on November 15, 2023.

- Increase funding by \$3,800 for the Idaho Transportation Department's share of the benefit cost analysis software to correspond to their proportionate share of the increased price.
- Add participant contributions of \$48,634 from Ada and Canyon counties for the FY2023 orthophotography flight. These amounts were billed in FY2024 instead of FY2023 at the request of the members.
- Recognize \$5,500 in revenue prepaid by the Air Quality Board (AQB) prior to its dissolution to cover the cost of its final financial statement audit.
- Increase anticipated interest revenue by \$25,000 to reflect current, favorable interest rates.
- Carryover \$25,000 for the City of Wilder's FY2023 CIM implementation grant.
- Adjust the local match on the carbon reduction strategy project by \$212 to be the exact amount required.
- Decrease the draw from fund balance required to fund the revenue shortfall by \$160,813.

The following revisions to expenses are proposed in Revision 1 of the FY2024 UPWP:

- Carryover \$6,853 for the costs of installation of permanent bike counters that were acquired in FY2023. There is a corresponding carryover of STP-U federal funds for these costs.
- Carryover \$80,000 for the costs to update the data in the fiscal impact tool. There is a corresponding carryover of STP-TMA and STBG-TMA federal funds for these costs.
- Carryover \$6,238 for the costs to wrap up the regional housing study.
- Reclassify programmed expenses of \$248,500 for CIM 2055 to carryforward. The timeline on some components of the project has been advanced.
- Add the full amount of the remaining \$536,000 in costs for CIM 2055 to carryforward. This project was advanced in the TIP and the funds are fully obligated, but the expenses are not currently programmed.
- Add \$271,000 in costs to have the full amount of the \$1.1M PEL in FY2024. Some of the costs will likely be carried over to FY2025 to wrap up the project.
- Add additional costs of \$18,950 for the benefit cost analysis software to correspond to the actual license renewal rate for FY2024 to FY2026.
- Remove the \$50,000 City of Kuna project development program project; Kuna has withdrawn its project.
- Add \$5,500 in costs for the FY2023 financial statement audit for AQB, facilitated by COMPASS.
- Carryover \$25,000 for the City of Wilder's FY2023 CIM implementation grant. Wilder has requested an extension for the project.
- Increase several categories of indirect expense by a total of \$30,640 to cover increased costs of insurance, vehicle maintenance and information technology infrastructure.
- Decrease two categories of indirect expense by a total of \$2,000 to better reflect anticipated costs for publications and supplies.
- Carryforward costs of \$20,000 for the buildout of remaining workspaces.
- Remove consultant costs of \$6,500 for the annual salary survey, which will be completed with internal resources instead.
- Add a total of \$13,785 for anticipated hardware and software costs.

The following revisions to workdays are proposed in Revision 1 of the FY2024 UPWP:

- Add 35 workdays to General Member Services (Program 701) to facilitate discussions among Canyon County roadway jurisdictions to determine support for placing a county-wide local option registration fee on the ballot. Workdays were re-allocated from Communications, Travel Demand Modeling and Support Services to accommodate this project.
- Added four workdays for the Bike Counter Technician to reflect the correct estimated workdays for this position.

Implication (policy and/or financial):

Without COMPASS Board of Directors' adoption of Revision 1 of the FY2024 UPWP, the agency cannot make full use of available revenues.

More Information:

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

ML:tg T:\FY24\900 Operations\Finance\2024 Packets\November 2023\VB_1_Rev1 FY23 UPWP Memo.docx

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

Recommended Changes for FY2024 - Revision 1

Summary

FY2024 UPWP Revenues		5,874,848	FY2024 UPWP Expenses	5,874,848
1	Adjust amount of FY2023 CPG carryover to correspond to actual amount available. Additional local dollars were applied to fully fund the transportation funding study. This funding was replaced with federal funding with the availability of CPG carry over. Adjust draw from fund balance for match on federal funding accordingly.	151,136 (4,275)		
2	Adjust amount of FY2024 CPG to correspond to the amount in the FY2024-FY2030 TIP.	39,268		
3	Add carryover of STBG-U funds for installation of permanent bike counters purchased in FY2023 (KN23026).	6,350	Add costs to install permanent bike counters that were purchased in FY2023	6,853
4	Add carryover of STBG-TMA funds and STP-TMA funds for fiscal impact tool data update (KN22395 and KN19571).	74,128	Add fiscal impact tool data update project (originally planned for FY2023)	80,000
5	Increase amount of STBG-TMA funding remaining for CIM 2055 to reflect the full amount remaining on the total \$636,000 multi-year project. Project was advanced in the TIP and funds are fully obligated.	272,177	Carry over remaining funds to complete the housing study in FY2024 Reclassify programmed expenses for CIM2055 to carry forward; projects moved forward Add full costs of CIM 2055; project was advanced in the TIP and funds are fully obligated. Expenses to be incurred at a future time and are reported as carry forward	6,238 (248,500) 536,000
6	Increase amount of STBG-TMA funding for the high capacity transit corridor PEL to reflect the full amount of the total \$1,100,000 multi-year project. Project was advanced in the TIP. \$1M of the funds are obligated and the remaining \$100,000 was added with balancing action on 11-15-2023. Increase the fund balance draw for the required match on the PEL to correspond to both the advancement of funds and the increased cost of the project.	251,109 19,740	The costs of the high capacity transit corridor PEL were advanced into FY2024. Some costs will be carried forward to FY2025 to complete the project. Additionally, the overall cost of the project was increased to \$1.1M	271,000
7	Increase funding for ITD's contribution to the benefit cost analysis software purchase. Overall cost of the software increased and ITD's contribution increase proportionately.	3,800	Increased cost of benefit cost analysis software	18,950
8	Participant contributions from Ada and Canyon counties for the FY2023 orthophotography flight were billed and received in FY2024 per the members' request.	48,634		
9	City of Kuna withdrew from its project development program project.			(50,000)
10	COMPASS facilitated Air Quality Board's (AOB) final financial statement audit. AOB prepaid COMPASS for the fees and the revenue was recognized in FY2024.	5,500	COMPASS facilitated Air Quality Board's (AOB) final financial statement audit. Audit fees were paid in FY2024	5,500

11	Increase anticipated interest revenue to reflect current, favorable rates.	25,000		
12	City of Wilder requested an extension of its FY2023 <i>Communities In Motion</i> Implementation Grant project. The corresponding fund balance draw for the project will occur upon payment Wilder.	25,000	City of Wilder requested an extension of its FY2023 <i>Communities In Motion</i> Implementation Grant project	25,000
13	The fund balance draw for the match on the carbon reduction study was adjusted slightly to be the exact amount required.	212		
14			Adjustments to indirect expenses: Increase insurance cost for cyber coverage, increased liability limits 7,325 Increase vehicle maintenance to cover cost to repaint vehicles; carried forward from a prior year 6,000 Increase monthly telephone expense to cover cost to shift from hardware to software based; allows greater functionality for remote work. Costs previously budgeted for hardware not expended. 5,800 Increase cost for software tools used to support agency work 5,500 Increase cost for computer supplies to cover replacement of equipment planned for FY2024 4,000 Increased cost of COMPASS' share of building insurance 2,015 Decrease anticipated costs for publications and supplies (2,000)	
15			Carryforward cost of buildout of remaining workspaces	20,000
16			Remove consultant costs for annual salary survey update; this work will be completed with internal resources	(6,500)
17			Add costs for replacement of staff IT equipment 10,000 Increased cost of annual licensing of GIS software 2,660 Increased cost of annual licensing of travel demand modeling software 1,125	
18	The fund balance draw required to cover the revenue shortfall was decreased, as anticipated, with the availability of additional federal funds carried forward from FY2023.	(210,813)		
Recommended Adjustments to Revenues		706,966	Recommended Adjustments to Expenses	706,966
Adjusted Revenues - Revision 1		6,581,814	Adjusted Expenses - Revision 1	6,581,814

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 1 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2024 UPWP	FY2024 Rev 1 UPWP
<u>GENERAL MEMBERSHIP</u>		
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
<u>SPECIAL MEMBERSHIP</u>		
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
<u>GRANTS AND SPECIAL PROJECTS</u>		
<u>FHWA/FTA - Consolidated Planning Grants</u>		
CPG - FY2023 K# 22108; Ada County	185,400	297,240
CPG - FY2023 K# 22108; Canyon County	65,140	104,436
CPG - FY2024 K# 22494 Ada County	1,286,731	1,315,790
CPG - FY2024 K# 22494 Canyon County	452,095	462,304
Sub Total CPG Grants	1,989,366	2,179,770
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
STBG-TMA - K# 22395 Fiscal Impact Tool Update (carryover)	-	55,596
STP TMA - K# 19571, CIM 2050 (carryover)	-	18,532
STBG TMA - K# 20271, CIM 2055	230,260	502,437
STBG-TMA K#13046 PEL, High-Capacity Transit Corridor	768,151	1,019,260
CRP-TMA K#24233 Carbon Reduction Strategy	166,788	166,788
FHWA Regional Safety Action Plan	392,000	392,000
Subtotal	1,863,904	2,467,668
<u>OTHER REVENUE SOURCES</u>		
TREDIS Contribution	16,000	19,800
Orthophotography - Participant Contributions	125,000	173,634
Air Quality Board FY2023 audit fees		5,500
Interest Income	25,000	50,000
Subtotal	166,000	248,934
<u>TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous</u>	5,051,846	5,928,948
Draw From Fund Balance (CIM Implementation Grants)	100,000	125,000
Draw From Fund Balance (match + 100K on PEL high capacity transit)	61,000	80,740
Draw From Fund Balance match on transportation funding study	24,460	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	13,000	13,212
Draw From Fund Balance to cover shortfall	526,542	315,729
Subtotal	823,002	652,866
	5,874,848	6,581,814

EXPENSE	FY2024 UPWP	FY2024 Rev 1 UPWP
<u>SALARY, FRINGE & CONTINGENCY</u>		
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
<u>INDIRECT OPERATIONS & MAINTENANCE</u>		
Indirect Costs	233,950	262,590
Subtotal	233,950	262,590
<u>DIRECT OPERATIONS & MAINTENANCE</u>		
620001, Demographics and Growth Monitoring	2,500	2,500
653001, Communication and Education	52,350	52,350
661001, Long-Range Planning	703,500	541,238
661005, Safe Streets and Roads for All	490,000	490,000
661006, High Capacity Transit PEL	829,000	1,100,000
661008, Bike Counter Management	19,840	26,693
685001, Transportation Improvement Program	6,500	6,500
685002, Project Development Program	150,000	100,000
685003, Grant Research and Development	20,000	20,000
685004, CIM Implementation Grants	100,000	125,000
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	199,500	202,160
990001, Direct Operations and Maintenance	245,350	830,425
Subtotal	2,957,490	3,635,816
<u>TOTAL EXPENSE</u>	5,874,848	6,581,814

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	5,874,848	6,581,814
LESS: TOTAL EXPENSES	5,874,848	6,581,814
REVENUE EXCESS/(DEFICIT)	-	-

21
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
																			Required Match	Local Funds/FB	Other Revenue	Total Local & Other	
	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 2050 K# 19571 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	Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other		
601001	UPWP/Budget Development and Federal Assurances	108	106,776	-	106,776			54,911	19,293	24,735							98,939	7,837			7,837	106,776	
620001	Demographics and Growth Monitoring	143	116,809	2,500	119,309			61,785	21,708	27,059							110,552	8,757			8,757	119,309	
620005	Safe and Accessible Transportation (development reviews)	32	17,944	-	17,944	2,656	933	7,967	2,799								14,355	3,589			3,589	17,944	
653001	Communication and Education Long-Range Planning	236	159,924	52,350	212,274												-		212,274		212,274	212,274	
661001	General Project Management	640	426,259	541,238	967,497	188,563	66,252	219,209	77,020	98,743					166,788		896,483	71,014			71,014	967,497	
661005	Safe and Accessible Transportation (SS4A Action Plan)	138	123,340	490,000	613,340	18,254	6,414	54,763	19,241							392,000	490,672	122,668			122,668	613,340	
661006	High-Capacity Transit PEL	188	141,575	1,100,000	1,241,575			72,806	25,581	32,796				1,019,260			1,150,443	91,132			91,132	1,241,575	
661008	Bike Counter Management	212	108,907	26,693	135,600			56,007	19,678	25,228	6,350						107,263	8,497	19,840		28,337	135,600	
	Resource Development/Funding																-				-	-	
685001	Transportation Improvement Program	394	288,776	6,500	295,276			152,964	53,744	66,895							273,603	21,673			21,673	295,276	
685002	Project Development Program	29	25,471	100,000	125,471			81,667	28,694	5,900							116,261	9,210			9,210	125,471	
685003	Grant Research and Development	204	176,018	20,000	196,018												-		196,018		196,018	196,018	
685004	CIM Implementation Grants	16	13,482	125,000	138,482			6,933	2,436	3,123							12,492	990	125,000		125,990	138,482	
685005	Safe and Accessible Transportation (CMF)	7	3,484	-	3,484	516	181	1,547	543								2,787	697			697	3,484	
TOTAL PROJECTS		2,347	1,708,765	2,464,281	4,173,046	209,989	73,780	770,559	270,737	284,479	6,350	55,596		18,532	5,780	1,019,260	166,788	3,273,850	346,064	553,132	-	899,196	4,173,046
701001	Membership Services	115	105,086	-	105,086			55,609	19,538	22,226							97,373	7,713			7,713	105,086	
703001	Public Services	25	22,206	-	22,206												-		22,206		22,206	22,206	
705001	Transportation Liaison Services	48	43,573	-	43,573			29,877	10,497								40,374	3,199			3,199	43,573	
760001	Government Affairs	270	275,034	19,750	294,784												-		294,784		294,784	294,784	
TOTAL SERVICES		458	445,899	19,750	465,649	-	-	85,486	30,035	22,226	-	-	-	-	-	-	137,747	10,912	316,990	-	327,902	465,649	
801001	Staff Development	153	115,048	50,000	165,048	35,159	12,353	78,012	27,409								152,933	12,115			12,115	165,048	
820001	Committee Support	211	169,416	2,000	171,416	52,092	18,303	64,074	22,512								156,981	12,435	2,000		14,435	171,416	
836001	Regional Travel Demand Model	191	176,144	67,200	243,344			166,857	58,625								225,482	17,862	-		17,862	243,344	
842001	Congestion Management Process	75	69,166	-	69,166			47,426	16,663								64,089	5,077	-		5,077	69,166	
860001	Geographic Information System Maintenance	337	261,559	202,160	463,719			103,376	36,323								139,699	10,254	140,132	173,634	324,020	463,719	
TOTAL SYSTEM MAINTENANCE		967	791,333	321,360	1,112,693	87,251	30,656	459,745	161,532	-	-	-	-	-	-	-	739,184	57,743	142,132	173,634	373,509	1,112,693	
990001	Direct Operations / Maintenance	-	-	830,426	830,426								496,657				496,657	39,800	218,669	75,300	333,769	830,426	
991001	Support Services Labor	1,012	-	-	-												-				-	-	
999001	Indirect Operations/Maintenance	-	-	-	-												-				-	-	
TOTAL INDIRECT/OVERHEAD		1,012	-	830,426	830,426	-	-	-	-	-	-	496,657	-	-	-	-	496,657	39,800	218,669	75,300	333,769	830,426	
GRAND TOTAL		4,784	2,945,997	3,635,817	6,581,814	297,240	104,436	1,315,790	462,304	306,705.00	6,350.00	55,596.00		18,532.00	502,437	1,019,260	166,788	4,647,438	454,519	1,230,923	248,934	1,934,376	6,581,814

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 1 - 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	6,238	6,238								
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	125,000	125,000								
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	536,000									536,000
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		
GRAND TOTAL	3,635,816	2,604,791	360,325	69,600	3,700	2,500	30,850	9,800	18,250	536,000

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 1 - FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET
INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2024 UPWP	FY2024 Rev 1
Professional Services	930	30,000	30,000
Equipment Repair / Maintenance	936	500	500
Publications	943	3,000	2,500
Employee Professional Membership	945	3,500	3,500
Postage	950	900	900
Telephone	951	14,000	19,800
Building Maintenance and Reserve for Major Repairs	955	63,550	65,565
Printing	960	1,500	1,500
Advertising	962	3,000	3,000
Audit	970	20,000	20,000
Insurance	971	18,500	25,825
Legal Services	972	5,000	5,000
General Supplies	980	9,000	7,500
Computer Supplies	982	10,000	14,000
Computer Software / Maintenance	983	29,500	35,000
Vehicle Maintenance	991	2,500	8,500
Utilities	992	13,500	13,500
Local Travel	993	1,000	1,000
Other / Miscellaneous	995	5,000	5,000
TOTAL		233,950	262,590

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
REVISION 1 - 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	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
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						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							
Develop process and schedule for the FY2025 UPWP						Nov	
Solicit membership input on possible transportation planning projects and associated needs for FY2025						Jan-Feb	
Submit initial revenue assessment for FY2025 to the Finance Committee for input						Mar	
Obtain Board approval on FY2025 General and Special membership dues						Apr	
Present FY2025 UPWP							
Present draft FY2025 UPWP to Finance Committee for input and feedback						Jun	
Present draft FY2025 UPWP to Finance Committee for recommendation						Jul	
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						Aug	
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 \$ 67,076	
						Fringe 31,200	
						Overhead 8,500	
						Total Labor Cost: 106,776	
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 Direct Cost: \$ -	
Total:				\$ 59,261 \$ 20,821 \$ 26,694 106,776		601 Total Cost: \$ 106,776	

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> Data collection and geocoding of building permits Complete 2023 employment data Complete 2023 Development Monitoring Report Complete 2024 population estimates and receive Board acceptance					Ongoing Mar Mar Apr
<u>Development Forecasting, Tracking, and Reconciliation</u> Update preliminary plat files and other entitled development Board approval of 2055 Growth Allocation Develop population, housing, and employment forecasts for long-range transportation plan Board approval of 2055 Control Forecast Conduct build-out analysis Board approval of buildout forecast					Ongoing Aug Jan-Aug Dec Jan-Aug Aug
<u>Demographics Support</u> Respond to member requests for census data Provide development and policy reviews and checklists Include fiscal impact analysis with development checklist per policy Development checklist report					Ongoing Ongoing Ongoing Mar
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					
Funding Sources					Participating Agencies
	Ada	Canyon	Special	Total	Member Agencies
CPG, K22108	\$ 2,656	\$ 933		\$ 3,589	Housing authorities and other housing stakeholders
CPG, K22494	69,752	24,507		94,259	
STP-TMA, 20560			27,059	27,059	
Local / Fund Bal	7,550	2,653	2,143	12,346	
Total:	\$ 79,958	\$ 28,093	\$ 29,202	\$ 137,253	
					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: \$ 137,253

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 Support work of Public Participation Workgroup Implement the COMPASS participation plan; work toward goals established in the plan Provide outreach/public speaking support and training to staff					Ongoing Ongoing Ongoing
Develop tools, such as electronic and print materials, designed for most effective means of communication		Maintain and enhance COMPASS social media channels Continually update the COMPASS website to improve usability and keep content up to date Develop the FY2024 annual report, annual budget summary, and annual communication summary Write and distribute the monthly Keeping Up With COMPASS newsletter Develop a public-focused summary brochure describing how to become involved with COMPASS Update/develop other print materials as appropriate					Ongoing Ongoing Oct - Dec Ongoing Ongoing
Education and community outreach		Develop and implement the FY2024 public education series Support and collaborate with other agencies' outreach and education efforts and programs Participate in community events to share planning-related information Attend/support member agencies at public meetings Manage/support the Leadership in Motion awards program Plan and host the annual "COMPASS 101" workshop Sponsor the "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department) Present information about COMPASS and our programs to stakeholders and community groups as requested Develop a new COMPASS display for use at community meetings Purchase new COMPASS swag to distribute at public events					Jan - Sep Ongoing Ongoing Ongoing Aug - Dec Jan - Feb Mar - Jun Ongoing Oct - Dec Oct - Dec
LEAD STAFF: Amy Luft						Expense Summary	
END PRODUCT: Public involvement in, and understanding of, transportation planning and related issues.							
ESTIMATED DATE OF COMPLETION: September-2024						DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ 24,000	
CPG, K22108 CPG, K22494 Local / Fund Bal	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying	
				\$ -		Equipment Purchases	
						Travel / Education	
						Printing 3,200	
						Public Involvement 24,350	
						Meeting Support 800	
						Other	
						Total Direct Cost: \$ 52,350	
	\$ -	\$ -	\$ 212,274	\$ 212,274		653	Total Cost: 212,274

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 Total Workdays: 650 Salary \$ 318,637 Fringe 148,213 Overhead 40,381 Total Labor Cost: 507,231		
END PRODUCTS: Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.					
ESTIMATED DATE OF COMPLETION: September-2024					
Funding Sources			Participating Agencies	DIRECT EXPENDITURES: Professional Services \$ 245,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement 6,500 Meeting Support Other Total Direct Cost: \$ 251,500 Total Cost: \$ 758,731	
	Ada	Canyon	Special		Total
CPG, K22108	\$ 516	181			\$ 697
CPG, K22494	243,111	85,417			328,528
STP-TMA, 20560			75,918		75,918
Other					-
Local / Fund Bal	19,651	6,904	327,033		353,588
Total:	\$ 263,278	\$ 92,502	\$ 402,951		\$ 758,731

[illegible]

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.																															
ESTIMATED DATE OF COMPLETION: September-2024					Total Workdays: 25																										
<table border="1"> <thead> <tr> <th colspan="4">Funding Sources</th> <th>Participating Agencies</th> </tr> <tr> <th>Ada</th> <th>Canyon</th> <th>Special</th> <th>Total</th> <th rowspan="3">Member Agencies</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>\$ -</td> </tr> <tr> <td>Local / Fund Bal</td> <td></td> <td>22,206</td> <td>\$ 22,206</td> </tr> <tr> <td>Total:</td> <td>\$ -</td> <td>\$ -</td> <td>\$ 22,206</td> <td>\$ 22,206</td> <td></td> </tr> </tbody> </table>					Funding Sources				Participating Agencies	Ada	Canyon	Special	Total	Member Agencies				\$ -	Local / Fund Bal		22,206	\$ 22,206	Total:	\$ -	\$ -	\$ 22,206	\$ 22,206		Salary \$ 13,950 Fringe 6,489 Overhead 1,768 Total Labor Cost: 22,206		
					Funding Sources				Participating Agencies																						
					Ada	Canyon	Special	Total	Member Agencies																						
								\$ -																							
Local / Fund Bal		22,206	\$ 22,206																												
Total:	\$ -	\$ -	\$ 22,206	\$ 22,206																											
DIRECT EXPENDITURES: \$ -																															
Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other																															
					Total Direct Cost: \$ -																										
					703	Total Cost: \$ 22,206																									

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	
END PRODUCT:						Ongoing staff liaison role to member agencies.	
						Expense Summary	
						Total Workdays:	
						Salary \$ 27,372	
						Fringe 12,732	
						Overhead 3,469	
						Total Labor Cost:	
						43,573	
ESTIMATED DATE OF COMPLETION:				September-2024			
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K22108				\$ -			
CPG, K22494	29,877	10,497		40,374			
Local / Fund Bal	2,367	832	-	3,199			
				-			
Total:	\$ 32,244	\$ 11,329		\$ 43,573			
					DIRECT EXPENDITURES:		
					Professional Services \$ -		
					Legal / Lobbying		
					Equipment Purchases		
					Travel / Education		
					Printing		
					Public Involvement		
					Meeting Support		
					Other		
					Total Direct Cost: \$ -		
					705	Total Cost: \$	43,573

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					
<u>Federal Legislative Priorities</u> 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
<u>State Legislative Priorities</u> 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 \$ 172,774	
				Fringe 80,365	
				Overhead 21,895	
				Total Labor Cost: 275,034	
ESTIMATED DATE OF COMPLETION: September-2024				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
				\$ -	
Local / Fund Bal			294,784	\$ 294,784	
				-	
Total:	\$ -	\$ -	\$ 294,784	\$ 294,784	
				Total Direct Cost: \$ 19,750	
				Total Cost: 294,784	

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	\$ 72,272
						Fringe	33,617
						Overhead	9,159
						Total Labor Cost: 115,048	
ESTIMATED DATE OF COMPLETION: September-2024						DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Federal Highway Administration	Professional Services	\$ -
CPG, K22108	\$ 35,159	\$ 12,353		\$ 47,512	Federal Transit Administration	Legal / Lobbying	
CPG, K22494	78,012	27,409		105,421		Equipment Purchases	
						Travel / Education	50,000
						Printing	
						Public Involvement	
						Meeting Support	
						Other	
						Total Direct Cost: \$ 50,000	
Total:	\$ 122,136	\$ 42,912	\$ -	\$ 165,048		801	Total Cost: \$ 165,048

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						Expense Summary	
END PRODUCT: Ongoing support of committees to promote involvement and communication.						Total Workdays: 211	
						Salary \$ 106,425	
						Fringe 49,503	
						Overhead 13,487	
						Total Labor Cost: 169,416	
ESTIMATED DATE OF COMPLETION:				September-2024		DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		Professional Services \$ -	
				Member Agencies		Legal / Lobbying	
CPG, K22108	Ada	Canyon	Special	Total		Equipment Purchases	
CPG, K22494	\$ 52,091	\$ 18,303		\$ 70,394		Travel / Education	
	64,074	22,512		86,586		Printing	
						Public Involvement	
Local / Fund Bal	9,203	3,233	2,000	14,436		Meeting Support 2,000	
				-		Other	
Total:	\$ 125,368	\$ 44,048		\$ 171,416		Total Direct Cost: \$ 2,000	
					820	Total Cost:	171,416

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 \$ 110,652				
		Fringe 51,469				
		Overhead 13,926				
		Total Labor Cost: 176,144				
ESTIMATED DATE OF COMPLETION: September-2024		DIRECT EXPENDITURES:				
Funding Sources		Professional Services \$ 67,200				
Participating Agencies		Legal / Lobbying				
CPG, K22108	Ada	Canyon	Special	Total	Highway Districts	
CPG, K22494	166,857	58,625		225,482	Member Agencies	
				-	Federal Highways Administration	
				-	Idaho Transportation Department	
				-	Valley Regional Transit	
Local / Fund Bal	13,218	4,644		17,862	Department of Environmental Quality	
Total:	\$ 180,075	\$ 63,269	\$ -	\$ 243,344		
					Total Direct Cost:	\$ 67,200
					836 Total Cost:	\$ 243,344

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 Ongoing June-Sept 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			Ongoing			
NPMRDS Travel Time Data and Process			Ongoing			
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			Ongoing Ongoing			
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						
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				\$ 43,449		
Fringe			20,210			
Overhead			5,506			
Total Labor Cost:			69,166			
ESTIMATED DATE OF COMPLETION: September-2024			DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other			
Funding Sources						
Participating Agencies						
CPG, K22108	Ada	Canyon		Special	Total	Highway Districts
CPG, K22494	47,426	16,663			\$ -	Member Agencies
					64,089	Federal Highways Administration
					-	
					-	
					-	
Local / Fund Bal	3,757	1,320			5,077	
				-		
Total:	\$ 51,183	\$ 17,983	\$ -	\$ 69,166		
			Total Direct Cost:	\$ -		
			842 Total Cost:	\$ 69,166		

PROGRAM NO.	860	CLASSIFICATION:	System Maintenance
TITLE:	Geographical Information System Maintenance (GIS)		
TASK / PROJECT DESCRIPTION:	Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Workgroup (RGAWG) to create regional data that can be used for many purposes.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.324 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."		
FY2024 BENCHMARKS			
MILESTONES / PRODUCTS			
<u>Provide GIS Data Maintenance and Support for COMPASS Projects</u> Data analysis, and maintenance for performance reporting and other planning needs Enterprise database maintenance Data integration GIS Technology Census BAS			Ongoing
<u>GIS Cooperation</u> Continue participation in the Treasure Valley GIS User Group and Canyon Spatial Data Cooperative (SDC) meetings			Quarterly/as needed
<u>Regional Geographic Advisory Committee</u> Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data			Quarterly/as needed
<u>Regional Data Center</u> Expand and maintain authoritative regional GIS data Conduct data accuracy checks and metadata on regional data sets			Ongoing
<u>Transportation Improvement Program</u> Provide ongoing support			Ongoing
<u>2023 Orthophotography Project</u> Finalize 2023 orthophotography acquisition Distribute final data products to participants			December
<u>2024 Orthophotography Project</u> Conduct 2024 orthophotography flight Conduct QC on preliminary data Continue to plan for future orthophotography acquisition and funding			March - October
LEAD STAFF: Eric Adolfson			Expense Summary
END PRODUCT: 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible.			
			Total Workdays: 337
			Salary \$ 164,309
			Fringe 76,428
			Overhead 20,823
			Total Labor Cost: 261,559
ESTIMATED DATE OF COMPLETION: September-2024			DIRECT EXPENDITURES:
Funding Sources		Participating Agencies	Professional Services \$ 125,000
CPG, K22108	Ada	Canyon	Legal / Lobbying
CPG, K22494	103,376	36,323	Equipment Purchases 77,160
			Travel / Education
			Printing
			Public Involvement
			Meeting Support
			Other
Local / Fund Bal	7,588	2,666	Carry-Forward
		313,766	
		324,020	
		-	
		-	
		-	
		-	
Total:	\$ 110,964	\$ 38,989	\$ 463,719
			860 Total Direct Cost: \$ 202,160
			860 Total Cost: 463,719

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:				Expense Summary			
Meg Larsen							
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			
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
STBG-TMA, K20271			496,657	\$ 496,657			
Other				-			
Local / Fund Bal			333,768	333,768			
				-			
Total:	\$ -	\$ -	\$ 830,425	\$ 830,425			
				DIRECT EXPENDITURES:			
				Professional Services 5,500			
				Legal / Lobbying \$ 17,000			
				Equipment Purchases 263,325			
				Travel / Education 1,600			
				Printing			
				Public Involvement			
				Meeting Support 7,000			
				Carry Forward 536,000			
				Total Direct Cost: \$ 830,425			
				990 Total Cost: \$ 830,425			

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:	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. 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.		
FY2024 BENCHMARKS			
MILESTONES / PRODUCTS			
General Administration			Aug
Review standing agreements			As needed
Conduct appropriate procurement processes and prepare contracts, as needed			As needed
Update COMPASS operational policies as needed			Ongoing
Monitor general workplace and personnel needs			Ongoing
Provide administrative assistance for agency needs			
Personnel Management			As needed
Prepare and complete recruitment processes			
Conduct employee annual evaluations			
Renew insurance policies			
Pursue FY2024 benefit options			
Financial Management			
Close FY2023 financial records and begin FY2024			Oct-Nov
Provide annual audit support and complete financial reports			Oct-Dec
Complete COMPASS annual Audit Report			Jan
Prepare and distribute year-end payroll reports			Jan
Complete budget variance information and report to the Finance Committee quarterly			Quarterly
Maintain inventory of furniture, equipment, hardware and software			Ongoing
Information Technology			Ongoing
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			Oct - Dec
LEAD STAFF: Meg Larsen			
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.			
			Expense Summary
			Total Workdays: 1,012
			Salary \$ -
			Fringe -
			Overhead -
			Total Labor Cost: \$ -
ESTIMATED DATE OF COMPLETION: September-2024			DIRECT EXPENDITURES:
			Professional Services \$ -
			Legal / Lobbying
			Equipment Purchases
			Travel / Education
			Printing
			Public Involvement
			Meeting Support
			Other
			Total Direct Cost: \$ -
			Total Cost: \$ -
Total:			991