



*Working together to plan for the future*

**FINANCE COMMITTEE MEETING  
JUNE 15, 2023 — 12:00 PM  
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM  
700 NE 2<sup>ND</sup> STREET, SUITE 200  
MERIDIAN, IDAHO**

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

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

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

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

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

**II. OPEN DISCUSSION/ANNOUNCEMENTS**

**III. CONSENT AGENDA**

Page 3 **A.\* Approve April 5, 2022, Finance Committee Special Meeting Minutes**

**IV. INFORMATION/DISCUSSION ITEM**

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

Page 10 **B.\* Review Draft FY2024 Unified Planning Work Program and Budget (UPWP)**

**V. ACTION ITEMS**

Page 19 **A.\* Approve Variance Report for October 1, 2022 – March 31, 2023**

Page 25 **B.\* Recommend Approval of Revision 3 of the FY2023 Unified Planning Work Program and Budget (UPWP)**

**VI. OTHER**

**A. Next Meeting: July 13, 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.*

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FINANCE COMMITTEE SPECIAL MEETING  
APRIL 5, 2023  
COMPASS 2<sup>ND</sup> FLOOR LARGE CONFERENCE ROOM AND ZOOM

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

**ATTENDEES:** Rod Beck, Commissioner, Ada County, **Chair**, via telephone  
Zach Brooks, Commissioner, Canyon County, via telephone  
Trevor Chadwick, Mayor, City of Star, via telephone  
Miranda Gold, Commissioner, Ada County Highway District, via telephone  
Steve Rule, Mayor, City of Middleton, via telephone  
Holli Woodings, Councilmember, City of Boise, via telephone

**MEMBERS ABSENT:** Victor Rodriguez, Councilmember, City of Nampa

**OTHERS PRESENT:** Teri Gregory, COMPASS, in person  
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 10:05 a.m.

**OPEN DISCUSSION/ANNOUNCEMENTS**

Matt Stoll announced COMPASS has hired an Assistant Planner who will begin April 17, at which time COMPASS will be fully staffed.

**CONSENT AGENDA**

**A. Approve March 23, 2023, Finance Committee Meeting Minutes**

**Steve Rule moved and Holli Woodings seconded approval of the Consent Agenda as presented. Motion passed unanimously.**

**ACTION ITEM**

**A. Recommend Approval of Updated FY2024 Membership Dues**

Megan Larsen presented updated FY2024 membership dues. The membership dues for the City of Star, the Ada County Highway District, and Ada County were increased by \$815.00 each after a persons per household calculation error was discovered by COMPASS staff for the City of Star. No other membership dues were affected.

**Trevor Chadwick moved and Miranda Gold seconded recommending the updated membership dues to the COMPASS Board of Directors for approval. Motion passed unanimously.**

**ADJOURNMENT**

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

**The meeting adjourned at 10:13 a.m.**

**Approved this 15<sup>th</sup> day of June 2023.**

**By: \_\_\_\_\_  
Rod Beck, Chair**

**Attest:**

**By: \_\_\_\_\_  
Holli Woodings, Vice Chair**

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**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 3/4/2023 to 5/19/2023**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
<b>Vendor Number: ACHDCOM ACHD Commuteride</b>					
A	ICCU - Checking	0000007171	4/20/2023	1,000.00	Auto
				<b>Vendor ACHD Commuteride Total:</b>	1,000.00
<b>Vendor Number: LUFT AMY LUFT</b>					
A	ICCU - Checking	E000001279	5/5/2023	784.46	Electronic Payment
A	ICCU - Checking	E000001290	5/19/2023	41.32	Electronic Payment
				<b>Vendor AMY LUFT Total:</b>	825.78
<b>Vendor Number: ASPHALT Asphalt Concrete Drilling &amp; Sawing</b>					
A	ICCU - Checking	0000007176	5/5/2023	1,200.00	Auto
				<b>Vendor Asphalt Concrete Drilling &amp; Sawing Total:</b>	1,200.00
<b>Vendor Number: BOICHA BOISE AREA CHAMBER OF COMMERCE</b>					
A	ICCU - Checking	E000001285	5/19/2023	481.00	Electronic Payment
				<b>Vendor BOISE AREA CHAMBER OF COMMERCE Total:</b>	481.00
<b>Vendor Number: ZBOIMUN Boise Municipal Health Care</b>					
A	ICCU - Checking	E000001258	3/20/2023	32,758.65	Electronic Payment
A	ICCU - Checking	E000001274	4/20/2023	35,781.84	Electronic Payment
A	ICCU - Checking	E000001284	5/5/2023	34,010.89	Electronic Payment
				<b>Vendor Boise Municipal Health Care Total:</b>	102,551.38
<b>Vendor Number: BSURADI Boise State Public Radio</b>					
A	ICCU - Checking	0000007151	3/20/2023	1,260.00	Auto
				<b>Vendor Boise State Public Radio Total:</b>	1,260.00
<b>Vendor Number: CALYZ Calyx-Weaver &amp; Associates</b>					
A	ICCU - Checking	0000007184	5/17/2023	2,200.00	Auto
				<b>Vendor Calyx-Weaver &amp; Associates Total:</b>	2,200.00
<b>Vendor Number: CANYONO Canyon Outdoor Media, LLC</b>					
A	ICCU - Checking	E000001264	4/20/2023	2,200.00	Electronic Payment
A	ICCU - Checking	E000001286	5/19/2023	2,200.00	Electronic Payment
				<b>Vendor Canyon Outdoor Media, LLC Total:</b>	4,400.00
<b>Vendor Number: CITYOFN City of Nampa</b>					
A	ICCU - Checking	0000007159	4/5/2023	356.00	Auto
				<b>Vendor City of Nampa Total:</b>	356.00
<b>Vendor Number: ZCOLON COLONIAL LIFE &amp; ACCIDENT</b>					
A	ICCU - Checking	0000007150	3/20/2023	169.32	Manual
A	ICCU - Checking	0000007170	4/20/2023	169.32	Manual
A	ICCU - Checking	0000007183	5/19/2023	169.32	Manual
				<b>Vendor COLONIAL LIFE &amp; ACCIDENT Total:</b>	507.96
<b>Vendor Number: CONSOR Consor</b>					
A	ICCU - Checking	E000001252	3/20/2023	3,858.00	Electronic Payment
A	ICCU - Checking	E000001265	4/20/2023	1,974.00	Electronic Payment
A	ICCU - Checking	E000001287	5/19/2023	1,272.00	Electronic Payment
				<b>Vendor Consor Total:</b>	7,104.00
<b>Vendor Number: DKSACCO DKS Associates</b>					
A	ICCU - Checking	E000001259	4/5/2023	2,200.00	Electronic Payment
A	ICCU - Checking	E000001275	5/5/2023	1,100.00	Electronic Payment
				<b>Vendor DKS Associates Total:</b>	3,300.00
<b>Vendor Number: ECOCOUN Eco Counter</b>					
A	ICCU - Checking	E000001266	4/20/2023	6,740.00	Electronic Payment
				<b>Vendor Eco Counter Total:</b>	6,740.00
<b>Vendor Number: ECONORT ECONorthwest</b>					
A	ICCU - Checking	E000001260	4/5/2023	13,325.00	Electronic Payment
A	ICCU - Checking	E000001267	4/20/2023	28,072.50	Electronic Payment
				<b>Vendor ECONorthwest Total:</b>	41,397.50

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 3/4/2023 to 5/19/2023**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
<b>Vendor Number: GOODHEA Good Heart Technology, Incorporated</b>					
A	ICCU - Checking	E000001253	3/20/2023	368.55	Electronic Payment
A	ICCU - Checking	E000001269	4/20/2023	1,084.95	Electronic Payment
A	ICCU - Checking	E000001289	5/19/2023	120.00	Electronic Payment
<b>Vendor Good Heart Technology, Incorporated Total:</b>				<u>1,573.50</u>	
<b>Vendor Number: ZHARTF HARTFORD</b>					
A	ICCU - Checking	W000000654	3/17/2023	1,225.76	Wire Transfer
A	ICCU - Checking	W000000661	4/20/2023	1,337.32	Wire Transfer
A	ICCU - Checking	W000000668	5/19/2023	1,128.03	Wire Transfer
<b>Vendor HARTFORD Total:</b>				<u>3,691.11</u>	
<b>Vendor Number: MULHALL Hunter Mulhall</b>					
A	ICCU - Checking	E000001280	5/5/2023	1,681.43	Electronic Payment
<b>Vendor Hunter Mulhall Total:</b>				<u>1,681.43</u>	
<b>Vendor Number: IDASSO IDAHO ASSOCIATION OF COUNTIES</b>					
A	ICCU - Checking	E000001254	3/20/2023	1,000.00	Electronic Payment
<b>Vendor IDAHO ASSOCIATION OF COUNTIES Total:</b>				<u>1,000.00</u>	
<b>Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION</b>					
A	ICCU - Checking	0000007160	4/5/2023	8,051.58	Auto
A	ICCU - Checking	0000007177	5/5/2023	8,959.05	Auto
<b>Vendor IDAHO CENTRAL CREDIT UNION Total:</b>				<u>17,010.63</u>	
<b>Vendor Number: IDPOWE IDAHO POWER CO.</b>					
A	ICCU - Checking	0000007161	4/5/2023	505.20	Auto
A	ICCU - Checking	0000007178	5/5/2023	531.66	Auto
<b>Vendor IDAHO POWER CO. Total:</b>				<u>1,036.86</u>	
<b>Vendor Number: IDPRESR Idaho Press Tribune Renewal</b>					
A	ICCU - Checking	0000007162	4/5/2023	105.35	Auto
<b>Vendor Idaho Press Tribune Renewal Total:</b>				<u>105.35</u>	
<b>Vendor Number: IDPRES IDAHO PRESS-TRIBUNE</b>					
A	ICCU - Checking	0000007172	4/20/2023	102.92	Auto
A	ICCU - Checking	0000007185	5/17/2023	396.00	Auto
<b>Vendor IDAHO PRESS-TRIBUNE Total:</b>				<u>498.92</u>	
<b>Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION</b>					
A	ICCU - Checking	W000000653	3/20/2023	4,643.00	Wire Transfer
A	ICCU - Checking	W000000659	4/20/2023	5,128.00	Wire Transfer
A	ICCU - Checking	W000000667	5/19/2023	5,281.00	Wire Transfer
<b>Vendor IDAHO STATE TAX COMMISSION Total:</b>				<u>15,052.00</u>	
<b>Vendor Number: IMPACT Iliad Media Boise, LLC</b>					
A	ICCU - Checking	0000007152	3/20/2023	2,160.00	Auto
<b>Vendor Iliad Media Boise, LLC Total:</b>				<u>2,160.00</u>	
<b>Vendor Number: INTMOU INTERMOUNTAIN GAS CO.</b>					
A	ICCU - Checking	0000007153	3/20/2023	658.72	Auto
A	ICCU - Checking	0000007173	4/20/2023	476.20	Auto
A	ICCU - Checking	0000007187	5/17/2023	434.24	Auto
<b>Vendor INTERMOUNTAIN GAS CO. Total:</b>				<u>1,569.16</u>	
<b>Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE</b>					
A	ICCU - Checking	W000000651	3/20/2023	18,148.35	Wire Transfer
A	ICCU - Checking	W000000655	4/5/2023	20,537.15	Wire Transfer
A	ICCU - Checking	W000000658	4/20/2023	17,533.66	Wire Transfer
A	ICCU - Checking	W000000662	5/5/2023	21,198.98	Wire Transfer
A	ICCU - Checking	W000000665	5/19/2023	17,473.11	Wire Transfer
<b>Vendor INTERNAL REVENUE SERVICE Total:</b>				<u>94,891.25</u>	
<b>Vendor Number: MILLERJ Jacob Miller</b>					

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 3/4/2023 to 5/19/2023**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	E000001291	5/19/2023	1,680.20	Electronic Payment
<b>Vendor Jacob Miller Total:</b>				<u>1,680.20</u>	
<b>Vendor Number:</b> GALLUP Josie Gallup					
A	ICCU - Checking	E000001268	4/20/2023	243.93	Electronic Payment
A	ICCU - Checking	E000001276	5/5/2023	49.72	Electronic Payment
A	ICCU - Checking	E000001288	5/19/2023	223.10	Electronic Payment
<b>Vendor Josie Gallup Total:</b>				<u>516.75</u>	
<b>Vendor Number:</b> KELLER Keller Associates, Inc.					
A	ICCU - Checking	0000007188	5/17/2023	3,805.00	Auto
<b>Vendor Keller Associates, Inc. Total:</b>				<u>3,805.00</u>	
<b>Vendor Number:</b> KINGSTO Kingston Phoenix Group, Inc.					
A	ICCU - Checking	E000001261	4/5/2023	195.00	Electronic Payment
A	ICCU - Checking	E000001277	5/5/2023	130.00	Electronic Payment
<b>Vendor Kingston Phoenix Group, Inc. Total:</b>				<u>325.00</u>	
<b>Vendor Number:</b> STOLL MATTHEW STOLL					
A	ICCU - Checking	E000001262	4/5/2023	39.91	Electronic Payment
A	ICCU - Checking	E000001271	4/20/2023	1,169.91	Electronic Payment
A	ICCU - Checking	E000001297	5/19/2023	39.85	Electronic Payment
<b>Vendor MATTHEW STOLL Total:</b>				<u>1,249.67</u>	
<b>Vendor Number:</b> IDSTAT McClatchy Company					
A	ICCU - Checking	0000007186	5/17/2023	441.68	Auto
<b>Vendor McClatchy Company Total:</b>				<u>441.68</u>	
<b>Vendor Number:</b> LARSEN Megan Larsen					
A	ICCU - Checking	E000001278	5/5/2023	690.59	Electronic Payment
<b>Vendor Megan Larsen Total:</b>				<u>690.59</u>	
<b>Vendor Number:</b> PETTY MEGAN LARSEN					
A	ICCU - Checking	0000007164	4/5/2023	138.15	Auto
<b>Vendor MEGAN LARSEN Total:</b>				<u>138.15</u>	
<b>Vendor Number:</b> ZBYERL NCPERS Group Life Ins. (M605)					
A	ICCU - Checking	0000007149	3/20/2023	64.00	Manual
A	ICCU - Checking	0000007169	4/20/2023	64.00	Manual
A	ICCU - Checking	0000007182	5/19/2023	64.00	Manual
<b>Vendor NCPERS Group Life Ins. (M605) Total:</b>				<u>192.00</u>	
<b>Vendor Number:</b> NEIGHB NEIGHBORHOOD ALL STARS					
A	ICCU - Checking	E000001292	5/19/2023	250.00	Electronic Payment
<b>Vendor NEIGHBORHOOD ALL STARS Total:</b>				<u>250.00</u>	
<b>Vendor Number:</b> NET@WOR Net@Work					
A	ICCU - Checking	E000001255	3/20/2023	243.75	Electronic Payment
A	ICCU - Checking	E000001293	5/19/2023	48.75	Electronic Payment
<b>Vendor Net@Work Total:</b>				<u>292.50</u>	
<b>Vendor Number:</b> OFFMAX Office Depot					
A	ICCU - Checking	0000007154	3/20/2023	223.35	Auto
A	ICCU - Checking	0000007163	4/5/2023	468.72	Auto
A	ICCU - Checking	0000007174	4/20/2023	149.30	Auto
A	ICCU - Checking	0000007179	5/5/2023	212.55	Auto
A	ICCU - Checking	0000007189	5/17/2023	42.23	Auto
<b>Vendor Office Depot Total:</b>				<u>1,096.15</u>	
<b>Vendor Number:</b> PHILAD PHILADELPHIA INSURANCE CO.					
A	ICCU - Checking	0000007190	5/17/2023	7,515.00	Auto
<b>Vendor PHILADELPHIA INSURANCE CO. Total:</b>				<u>7,515.00</u>	
<b>Vendor Number:</b> PROVELO Pro Velocity					
A	ICCU - Checking	E000001256	3/20/2023	418.20	Electronic Payment

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 3/4/2023 to 5/19/2023**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	E000001270	4/20/2023	4,022.20	Electronic Payment
A	ICCU - Checking	E000001294	5/19/2023	683.20	Electronic Payment
<b>Vendor Pro Velocity Total:</b>				<u>5,123.60</u>	
<b>Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT</b>					
A	ICCU - Checking	W000000652	3/20/2023	23,242.47	Wire Transfer
A	ICCU - Checking	W000000656	4/5/2023	28,525.41	Wire Transfer
A	ICCU - Checking	W000000660	4/20/2023	21,682.29	Wire Transfer
A	ICCU - Checking	W000000664	5/2/2023	22,401.16	Wire Transfer
A	ICCU - Checking	W000000666	5/19/2023	21,490.31	Wire Transfer
<b>Vendor PUBLIC EMPLOYEES RETIREMENT Total:</b>				<u>117,341.64</u>	
<b>Vendor Number: RADIO R Radio Rancho</b>					
A	ICCU - Checking	0000007155	3/20/2023	1,806.56	Auto
<b>Vendor Radio Rancho Total:</b>				<u>1,806.56</u>	
<b>Vendor Number: RSG Resource Systems Group, Inc.</b>					
A	ICCU - Checking	E000001295	5/19/2023	15,148.42	Electronic Payment
<b>Vendor Resource Systems Group, Inc. Total:</b>				<u>15,148.42</u>	
<b>Vendor Number: RIVAL Rival Solutions</b>					
A	ICCU - Checking	0000007165	4/5/2023	420.00	Auto
A	ICCU - Checking	0000007180	5/5/2023	420.00	Auto
<b>Vendor Rival Solutions Total:</b>				<u>840.00</u>	
<b>Vendor Number: SHADOW SHADOW TRACKERS INVESTIGATIVE</b>					
A	ICCU - Checking	E000001296	5/19/2023	50.00	Electronic Payment
<b>Vendor SHADOW TRACKERS INVESTIGATIVE Total:</b>				<u>50.00</u>	
<b>Vendor Number: SHREDIT Shred-It USA- Boise</b>					
A	ICCU - Checking	0000007156	3/20/2023	60.00	Auto
<b>Vendor Shred-It USA- Boise Total:</b>				<u>60.00</u>	
<b>Vendor Number: ZIDGRA STATE TAX COMMISSION</b>					
A	ICCU - Checking	W000000657	4/5/2023	1,549.95	Wire Transfer
<b>Vendor STATE TAX COMMISSION Total:</b>				<u>1,549.95</u>	
<b>Vendor Number: SUPPORT Support Warehouse</b>					
A	ICCU - Checking	E000001298	5/19/2023	1,111.00	Electronic Payment
<b>Vendor Support Warehouse Total:</b>				<u>1,111.00</u>	
<b>Vendor Number: SYRINGA Syringa Networks, LLC</b>					
A	ICCU - Checking	E000001257	3/20/2023	937.51	Electronic Payment
A	ICCU - Checking	E000001272	4/20/2023	932.95	Electronic Payment
A	ICCU - Checking	E000001299	5/19/2023	932.95	Electronic Payment
<b>Vendor Syringa Networks, LLC Total:</b>				<u>2,803.41</u>	
<b>Vendor Number: TISDAL TONI TISDALE</b>					
A	ICCU - Checking	E000001281	5/5/2023	690.59	Electronic Payment
<b>Vendor TONI TISDALE Total:</b>				<u>690.59</u>	
<b>Vendor Number: TOWNSQU Townsquare Digital</b>					
A	ICCU - Checking	0000007157	3/20/2023	4,375.00	Auto
<b>Vendor Townsquare Digital Total:</b>				<u>4,375.00</u>	
<b>Vendor Number: TRAVELE Travelers</b>					
A	ICCU - Checking	0000007166	4/5/2023	375.00	Auto
<b>Vendor Travelers Total:</b>				<u>375.00</u>	
<b>Vendor Number: TREAVA TREASURE VALLEY COFFEE</b>					
A	ICCU - Checking	0000007168	4/5/2023	64.23	Auto
A	ICCU - Checking	0000007181	5/5/2023	135.18	Auto
<b>Vendor TREASURE VALLEY COFFEE Total:</b>				<u>199.41</u>	
<b>Vendor Number: TREASLI Treasure Valley Litho</b>					
A	ICCU - Checking	0000007167	4/5/2023	2,067.57	Auto



**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 3/4/2023 to 5/19/2023**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
<b>Vendor Treasure Valley Litho Total:</b>				<u>2,067.57</u>	
<b>Vendor Number: VRT Valley Regional Transit</b>					
A	ICCU - Checking	E000001263	4/5/2023	1,375.00	Electronic Payment
A	ICCU - Checking	E000001282	5/5/2023	1,375.00	Electronic Payment
<b>Vendor Valley Regional Transit Total:</b>				<u>2,750.00</u>	
<b>Vendor Number: VERIZON Verizon</b>					
A	ICCU - Checking	0000007158	3/20/2023	16.90	Auto
A	ICCU - Checking	0000007175	4/20/2023	16.90	Auto
A	ICCU - Checking	0000007191	5/17/2023	16.90	Auto
<b>Vendor Verizon Total:</b>				<u>50.70</u>	
<b>Vendor Number: WESTRO WESTERN TROPHY &amp; ENGRAVING</b>					
A	ICCU - Checking	E000001273	4/20/2023	27.55	Electronic Payment
A	ICCU - Checking	E000001283	5/5/2023	28.40	Electronic Payment
<b>Vendor WESTERN TROPHY &amp; ENGRAVING Total:</b>				<u>55.95</u>	
<b>Report Total:</b>				<u><u>488,185.32</u></u>	

## FINANCE COMMITTEE AGENDA ITEM IV-B

Date: June 15, 2023

### **Topic: Draft FY2024 Unified Planning Work Program and Budget (UPWP)**

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

Information only.

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

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

Staff is providing this preliminary draft of the FY2024 UPWP to the Finance Committee for review and comment. Any feedback will be incorporated into the UPWP following the Finance Committee's review. The updated draft will be brought back to the Finance Committee at its July 13, 2023, meeting, with a request to recommend COMPASS Board of Directors' approval. It will then be presented to the COMPASS Board of Directors at the August 21, 2023, meeting for adoption. Finally, it will be forwarded to the Idaho Transportation Department, the Federal Highway Administration, and the Federal Transit Administration for approval.

The documents included in the preliminary draft of the FY2024 UPWP include the following items:

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

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

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

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

**The draft FY2024 UPWP contains the following assumptions for revenues and expenses:**

#### **Revenues**

1. Total membership dues shown reflect the amount approved by the COMPASS Board of Directors in its April 17, 2023, meeting. Although the per capita rate has remained the same since FY2015, total dues increased by \$25,544 compared to FY2023. The increase is entirely attributable to year-over-year population growth in the jurisdictions.
2. Consolidated Planning Grant (CPG) revenue of \$250,540 is carried forward from FY2023. Staff is requesting that currently unprogrammed CPG funds be programmed for a

transportation funding study in Revision 3 of the FY2023 UPWP. If approved, this study is expected to get underway in FY2023, and be carried forward for completion in FY2024. There are corresponding direct expenses associated with this funding. The carry forward amount will be adjusted in Revision 1 of the FY2024 UPWP after the fiscal year is closed and the exact amount is determined.

3. The projected revenue of \$1,782,628 from the FY2024 CPG reflects the amount included in the draft FY2024-FY2030 Regional Transportation Improvement Program (TIP).
4. Revenue of \$306,705 from off-the-top Surface Transportation Block Grant-Transportation Management Area (STBG-TMA) and STBG-Urban funds, as approved by the COMPASS Board of Directors on April 19, 2010, continues.
5. Revenues include \$230,260 of STBG-TMA funds to continue work on the next update of the long-range plan, Communities in Motion 2055 (CIM 2055). This funding includes carryover of funds to complete the Regional Housing Needs Assessment and carry forward of unprogrammed funds from FY2023. There is \$18,240 in local match associated with these federal funds.
6. Revenues include \$768,151 of STBG-TMA funds for the Planning and Environmental Linkages High-Capacity Transit Corridor Study (PEL). This project is expected to get underway in FY2024 and be completed in FY2025. There is \$60,849 in local match associated with these federal funds, and corresponding direct expenses of \$829,000.
7. Revenues include \$166,788 of Carbon Reduction Program – Transportation Management Area (CRP-TMA) funds for development of a regional carbon reduction strategy. There is \$13,212 in local match associated with these federal funds, and corresponding direct expenses of \$180,000.
8. Revenues include \$392,000 in funding from the Federal Highway Administration (FHWA) Safe Streets and Roads for All grant that was awarded to COMPASS to develop an action plan. This project is expected to get underway in FY2023. There is \$98,000 in local match associated with these federal funds, and corresponding direct expenses of \$490,000. The carry forward amount will be adjusted in Revision 1 of the FY2024 UPWP after the fiscal year is closed and the exact amount is determined.
9. Revenues include \$16,000 from the Idaho Transportation Department (ITD) as a contribution for the TREDIS cost-benefit analysis software.
10. Revenues include \$125,000 from participant contributions for the FY2024 orthophotography flight.
11. Interest income is estimated at \$25,000 in FY2024.
12. Revenues include \$100,000 from fund balance for the CIM Implementation Grant Program. This is an increase of \$50,000 over the FY2023 amount for new grants.

## **Expenses**

13. Salary costs cover 20 full-time and 1 part-time employee. As of the memo date, two of these positions are vacant, but staff is actively recruiting to fill these positions.

14. Salary costs include a 4.9% cost of living adjustment, effective October 1, 2023. This is the equivalent of the Consumer Price Index-Urban, West region (CPI-U, West) rate for the period April 2022 to April 2023, the most recent data available. The region has experienced the inflationary pressures reflected in the CPI-U, West data. COMPASS has faced significant recruiting and retention challenges as staff seek to maintain their standard of living in the current economic environment and are able to negotiate salaries accordingly, both at COMPASS and its member agencies. Retention of employees is of critical importance as a significant number of senior staff are expected to reach Rule of 90 over the course of the next nine years.
15. Staff commissioned a salary survey in May 2023. The consultant recommended a standardized salary range table, with salary ranges spaced at even intervals across grades. The consultant placed COMPASS positions in the appropriate grade as supported by the collected survey data. COMPASS intends to implement this salary range table effective October 1, 2023, with the target of having well-performing employees reach the midpoint of their respective ranges after five years in their position. With the implementation of the remaining expected merit adjustments in FY2023 and the cost-of-living adjustment described above, most employees should be at an achievable but still competitive rate relative to market. The consultant recommended an additional adjustment for one position to bring it to the market rate, and resources for that adjustment are also included. COMPASS Team Leads receive an additional premium for taking on that leadership role and performing the supervisory and administrative functions associated with it. This premium has been at the same rate since the Team Lead structure was implemented in 2017. Consistent with the consultant's recommendations, salary costs include a \$1,000 increase in the annual Team Lead premium.
16. Salary costs include a 4.1% merit pool, in addition to the cost-of-living adjustment. This was the recommended merit pool from the salary survey, based on the data collected from member agencies for the merit pool they are proposing in their own budgets. While performance recognition is not the only factor in employee recruitment and retention, it is an important factor. Staff believes that a merit pool allowing for recognition of strong performance will help to alleviate the recruiting and retention challenges COMPASS has faced. The budgeted merit pool covers all employees, including the Executive Director. Salary adjustments from this pool made during the year are performance-based, following annual review. The Executive Director determines the distribution of those individual salary adjustments. The Executive Committee recommends the Executive Director's salary adjustment to the COMPASS Board of Directors, following his performance review in August.
17. Fringe expenses include an allowance for a 3.5% increase in the cost of health insurance and a 3% increase in the cost of disability benefits for FY2023. PERSI has proposed an adjustment to the contribution rate for general employees, effective July 1, 2024, and that adjustment is also reflected.
18. Indirect expenses are budgeted to increase by just over \$16,000 (about 6%) to a total of \$233,950. Most line items have proposed increases of less than 3%, but some categories reflect higher increases. Audit costs are expected to increase by about \$3,000 and insurance costs are expected to increase about \$1,250. Costs for general supplies have

also increased by about \$1,000 as staff have returned to the office nearly full time. Staff continue to closely manage indirect expenses to control the organization's overall costs.

19. Total direct expenses increased significantly compared to FY2023. This increase is mostly attributable to costs for the PEL and the carbon reduction strategy described above. Direct expenses can vary substantially from year to year, depending on projects planned.
19. The Project Development Program is funded in FY2023, its tenth year, at \$150,000. This is double the amount budgeted in FY2023 for new projects.
21. Direct expenses include \$125,000 for an orthophotography flight. With the support of participating member agencies, COMPASS entered into a contract for multi-year flights at a fixed annual cost. A full, two-county flight was completed in FY2022, an interim, urban-only flight was completed for FY2023. Another urban-only flight is planned for FY2024.
22. Direct expenses include \$58,000 for software to help manage the TIP more efficiently.
23. Direct expenses for all other programs are stable and consistent with current year activities.

With the end of the emission testing program expected on June 30, 2023, the air quality outreach program, the support of the Air Quality Board, and the management fee paid for that support are not included in the FY2024 UPWP.

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

Federal approval of the UPWP by October 1, 2023, is required to begin work in FY2024.

**More Information:**

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

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
 REVENUE AND EXPENSE SUMMARY

REVENUE	FY2023 Rev 3	FY2024 UPWP
<b>GENERAL MEMBERSHIP</b>		
Ada County	249,479	254,115
Ada County Highway District	249,479	254,115
Canyon County	122,508	125,110
Canyon Highway District No. 4	47,092	48,483
City of Boise	107,392	108,922
City of Caldwell	29,298	30,824
City of Eagle	14,973	15,591
City of Garden City	5,749	5,727
City of Greenleaf	370	370
City of Kuna	12,116	13,174
City of Meridian	58,848	61,119
City of Melba	256	295
City of Middleton	4,727	5,282
City of Nampa	48,112	50,687
City of Notus	273	278
City of Parma	935	944
City of Star	6,711	7,799
City of Wilder	714	741
Subtotal	959,032	983,576
<b>SPECIAL MEMBERSHIP</b>		
Boise State University	9,600	9,800
Capital City Development Corporation	9,600	9,800
Idaho Department of Environmental Quality	9,600	9,800
Idaho Transportation Department	9,600	9,800
Valley Regional Transit	9,600	9,800
Subtotal	48,000	49,000
<b>GRANTS AND SPECIAL PROJECTS</b>		
<b>FHWA/FTA - Consolidated Planning Grants</b>		
CPG - FY2022 K# 20640 Ada County (carryover from FY22 YE)	323,578	
CPG - FY2022 K# 20640 Canyon County (carryover from FY22 YE)	113,690	
CPG - FY2023 K# 22108; Ada County	1,280,846	185,400
CPG - FY2023 K# 22108; Canyon County	450,027	65,140
CPG - FY2024 K# 22494 Ada County		1,319,167
CPG - FY2024 K# 22494 Canyon County		463,491
Sub Total CPG Grants	2,168,141	2,033,198
STBG-TMA & STBG-U - K# 21889; FY2024 off-the-top funds for Planning	306,705	306,705
STBG-U - K# 23026 Permanent Automated Counters	36,137	-
STBG-TMA - K# 22395 Fiscal Impact Analysis Phase 3	55,596	-
STP TMA - K# 19571, CIM 2050 (carryover from FY22 YE)	99,302	-
STBG TMA - K# 20271, CIM 2055	169,568	230,260
STBG-TMA K#13046 PEL, High-Capacity Transit Corridor		768,151
CRP-TMA K# ORN24233 Carbon Reduction Strategy		166,788
FHWA Safe Streets and Roads for All Action Plan	392,000	392,000
Subtotal	1,059,308	1,863,904
<b>OTHER REVENUE SOURCES</b>		
Idaho Department of Environmental Quality	55,000	-
Ada County Air Quality Board	55,000	-
Air Quality Operations - Management Fee	70,000	-
Cities of Star and Nampa - Project Dev reimb; consultant refund	41,945	-
TREDIS Contribution		16,000
Orthophotography - Participant Contributions	125,000	125,000
Interest Income	38,954	25,000
Subtotal	385,899	166,000
<b>TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous</b>	<b>4,620,379</b>	<b>5,095,678</b>
Draw From Fund Balance (CIM Implementation Grants)	50,000	100,000
Draw From Fund Balance (funds set aside for orthophotography flight)	37,500	-
Draw From Fund Balance (match on PEL High Capacity Transit)		61,000
Draw From Fund Balance match on transportation funding study		24,460
Draw From Fund Balance (20% match Safe Streets for All Action Plan)	98,000	98,000
Draw From Fund Balance - match on Carbon Reduction Strategy		13,000
Draw From Fund Balance to cover shortfall	18,000	476,517
Subtotal	203,500	772,977
<b>TOTAL REVENUE, ALL RESOURCES</b>	<b>4,823,879</b>	<b>5,868,655</b>

EXPENSE	FY2023 Rev 3	FY2024 UPWP
<b>SALARY, FRINGE &amp; CONTINGENCY</b>		
Salary	1,767,151	1,851,915
Fringe	822,100	864,800
Contingency (Overtime, Bonus, and Sick Time Trade)	19,000	22,000
Subtotal	2,608,251	2,738,715
<b>INDIRECT OPERATIONS &amp; MAINTENANCE</b>		
Indirect Costs	217,900	233,950
Subtotal	217,900	233,950
<b>DIRECT OPERATIONS &amp; MAINTENANCE</b>		
620001, Demographics and Growth Monitoring	2,500	2,500
653001, Communication and Education	49,100	52,350
661001, Long-Range Planning	598,514	1,532,500
661005, Safe Streets and Roads for All	490,000	490,000
661008, Bike Counter Management	67,330	19,840
685001, Transportation Improvement Program	6,000	6,500
685002, Project Development Program	115,632	150,000
685003, Grant Research and Development		20,000
685004, CIM Implementation Grants	50,000	100,000
702001, Air Quality Outreach	100,000	-
760001, Government Affairs	18,000	19,750
801001, Staff Development	60,000	50,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	37,200	27,200
838001, Travel Survey Data Collection	15,148	-
860001, Geographic Information System Maintenance	223,800	199,500
990001, Direct Operations and Maintenance	162,504	223,850
Subtotal	1,997,728	2,895,990
<b>TOTAL EXPENSE</b>	<b>4,823,879</b>	<b>5,868,655</b>

<b>REVENUE AND EXPENSE SUMMARY</b>		
TOTAL REVENUE	4,823,879	5,868,655
LESS: TOTAL EXPENSES	4,823,879	5,868,655
REVENUE EXCESS/(DEFICIT)	(0)	-

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2024 UNIFIED PLANNING WORK PROGRAM AND BUDGET  
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES													MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES	
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY23 CPG 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 County K# 22494 (26%) 20% match safety; 7.34% match other	STP-TMA Off The Top K# 20560 7.34% match	STBG-TMA CIM 2055 K# 20271; 7.34% match	STBG-TMA PEL, High Capacity Transit KNT3046	CRP-TMA Carbon Reduction Strategy KN ORN24233	FHWA Safe Streets and Roads for All 20% match	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue		Total Local & Other
601001 UPWP/Budget Development and Federal Assurances	108	105,004	-	105,004			72,000	25,297						97,297	7,707			7,707	105,004
620001 Demographics and Growth Monitoring	143	120,692	2,500	123,192			84,471	29,679						114,150	9,042			9,042	123,192
620005 Safe and Accessible Transportation (development reviews)	32	25,939	-	25,939			15,356	5,395						20,751	5,188			5,188	25,939
653001 Communication and Education	246	166,486	52,350	218,836										-		218,836		218,836	218,836
661001 General Project Management	642	491,382	703,500	1,194,882	185,400	65,140	109,971	38,639	306,705	230,260		166,788		1,102,903	87,365	4,614		91,979	1,194,882
661005 Safe and Accessible Transportation (SS4A Action Plan)	138	120,748	490,000	610,748			71,483	25,116				392,000		488,599	122,149			122,149	610,748
661006 High-Capacity Transit PEL	188	139,558	829,000	968,558			95,693	33,622			768,151			897,466	71,092			71,092	968,558
661008 Bike Counter Management	208	105,810	19,840	125,650			72,552	25,491						98,043	7,766	19,841		27,607	125,650
685001 Transportation Improvement Program	398	287,449	6,500	293,949			201,556	70,817						272,373	21,576			21,576	293,949
685002 Project Development Program	29	24,935	150,000	174,935			119,950	42,145						162,095	12,840			12,840	174,935
685003 Grant Research and Development	204	172,593	20,000	192,593										-		192,593		192,593	192,593
685004 CIM Implementation Grants	16	13,207	100,000	113,207			9,056	3,182						12,238	969	100,000		100,969	113,207
685005 Safe and Accessible Transportation (CMF)	7	3,451	-	3,451			2,043	718						2,761	690			690	3,451
<b>TOTAL PROJECTS</b>	<b>2,359</b>	<b>1,777,254</b>	<b>2,373,690</b>	<b>4,150,944</b>	<b>185,400</b>	<b>65,140</b>	<b>854,131</b>	<b>300,101</b>	<b>306,705</b>	<b>230,260</b>	<b>768,151</b>	<b>166,788</b>	<b>392,000</b>	<b>3,268,676</b>	<b>346,384</b>	<b>535,884</b>	<b>-</b>	<b>882,268</b>	<b>4,150,944</b>
701001 Membership Services	80	69,482	-	69,482			47,643	16,739						64,382	5,100			5,100	69,482
703001 Public Services	25	21,735	-	21,735										-		21,735		21,735	21,735
705001 Transportation Liaison Services	48	42,912	-	42,912			29,424	10,338						39,762	3,150			3,150	42,912
760001 Government Affairs	270	269,988	19,750	289,738										-		289,738		289,738	289,738
<b>TOTAL SERVICES</b>	<b>423</b>	<b>404,117</b>	<b>19,750</b>	<b>423,867</b>	<b>-</b>	<b>-</b>	<b>77,067</b>	<b>27,077</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>104,144</b>	<b>8,250</b>	<b>311,473</b>	<b>-</b>	<b>319,723</b>	<b>423,867</b>
801001 Staff Development	153	117,664	50,000	167,664			114,965	40,393						155,358	12,306			12,306	167,664
820001 Committee Support	211	166,588	2,000	168,588			114,227	40,134						154,361	12,227	2,000		14,227	168,588
836001 Regional Travel Demand Model	202	182,232	27,200	209,432			143,604	50,456						194,060	15,372			15,372	209,432
842001 Congestion Management Process	75	67,661	-	67,661			15,173	5,330						20,503	1,624	45,534		47,158	67,661
860001 Geographic Information System Maintenance	337	257,149	199,500	456,649										-		331,649	125,000	456,649	456,649
<b>TOTAL SYSTEM MAINTENANCE</b>	<b>978</b>	<b>791,294</b>	<b>278,700</b>	<b>1,069,994</b>	<b>-</b>	<b>-</b>	<b>387,969</b>	<b>136,313</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>524,282</b>	<b>41,529</b>	<b>379,183</b>	<b>125,000</b>	<b>545,712</b>	<b>1,069,994</b>
990001 Direct Operations / Maintenance	-	-	223,850	223,850										-		182,850	41,000	223,850	223,850
991001 Support Services Labor	1,020	-	-	-										-		-		-	-
999001 Indirect Operations/Maintenance	-	-	-	-										-		-		-	-
<b>TOTAL INDIRECT/OVERHEAD</b>	<b>1,020</b>	<b>-</b>	<b>223,850</b>	<b>223,850</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>182,850</b>	<b>41,000</b>	<b>223,850</b>	<b>223,850</b>
<b>GRAND TOTAL</b>	<b>4,780</b>	<b>2,972,665</b>	<b>2,895,990</b>	<b>5,868,655</b>	<b>185,400</b>	<b>65,140</b>	<b>1,319,167</b>	<b>463,491</b>	<b>306,705</b>	<b>230,260</b>	<b>768,151</b>	<b>166,788</b>	<b>392,000</b>	<b>3,897,102</b>	<b>396,163</b>	<b>1,409,390</b>	<b>166,000</b>	<b>1,971,553</b>	<b>5,868,655</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
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	248,500	248,500								
661001 Long Range Planning: Funding Study	275,000	275,000								
661001 Long Range Planning: Carbon Reduction Strategy	180,000	180,000								
661005 Safe Streets and Roads for All	490,000	490,000								
661006 Long Range Planning: PEL High Capacity Transit	829,000	829,000								
661008 Bike Counter Management	19,840		19,840							
685001 Transportation Improvement Program	6,500						6,500			
685002 Project Development Program	150,000	150,000								
685003 Grant Research and Development	20,000	20,000								
685004 CIM Implementation Grants	100,000	100,000								
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	27,200	27,200								
860001 Geographic Information System Maintenance	199,500	125,000	74,500							
990001 Direct Operations / Maintenance										
New/replacement hardware and software	25,000		25,000							
Transit network planning software	19,250		19,250							
TIP Software	58,000		58,000							
TREDIS Renewal	81,000		81,000							
Cube renewal; Cube Land	15,000		15,000							
AICP and APBP Webinar series	1,600			1,600						
Membership dues for COMPASS	17,000								17,000	
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
<b>GRAND TOTAL</b>	<b>2,895,990</b>	<b>2,468,700</b>	<b>292,590</b>	<b>69,600</b>	<b>3,700</b>	<b>2,500</b>	<b>30,850</b>	<b>9,800</b>	<b>18,250</b>	<b>-</b>



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

CATEGORY	ACCOUNT CODE	FY2023 Rev 3	FY2024 UPWP
Professional Services	930	30,000	30,000
Equipment Repair / Maintenance	936	500	500
Publications	943	2,000	3,000
Employee Professional Membership	945	4,500	3,500
Postage	950	600	900
Telephone	951	14,000	14,000
Building Maintenance and Reserve for Major Repairs	955	63,550	63,550
Printing	960	1,500	1,500
Advertising	962	1,500	3,000
Audit	970	17,000	20,000
Insurance	971	17,250	18,500
Legal Services	972	5,000	5,000
General Supplies	980	3,500	9,000
Computer Supplies	982	9,000	10,000
Computer Software / Maintenance	983	29,500	29,500
Vehicle Maintenance	991	3,000	2,500
Utilities	992	9,000	13,500
Local Travel	993	1,500	1,000
Other / Miscellaneous	995	5,000	5,000
<b>TOTAL</b>		<b>217,900</b>	<b>233,950</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
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	216	-	246
	Long-Range Planning						
661001	General Project Management	AM	14	610	18	-	642
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	-	208	-	-	208
	Resource Development/Funding						
685001	Transportation Improvement Program	TT	11	347	40	-	398
685002	Project Development Program	MC	-	29	-	-	29
685003	Grant Research and Development	MC	8	175	21	-	204
685004	CIM Implementation Grants	MC	-	16	-	-	16
685005	Safe and Accessible Transportation (CMF)	TT	-	7	-	-	7
<b>TOTAL PROJECTS</b>			<b>86</b>	<b>1,883</b>	<b>341</b>	<b>49</b>	<b>2,359</b>
701001	Membership Services	MW	1	64	15	-	80
703001	Public Services	MW	-	20	5	-	25
705001	Transportation Liaison Services	MS	10	26	12	-	48
760001	Government Affairs	MS	50	-	220	-	270
<b>TOTAL SERVICES</b>			<b>61</b>	<b>110</b>	<b>252</b>	<b>-</b>	<b>423</b>
801001	Staff Development	ML	10	111	22	10	153
820001	Committee Support	ML	12	67	132	-	211
836001	Regional Travel Demand Model	MW	-	202	-	-	202
842001	Congestion Management Process	MW	-	75	-	-	75
860001	Geographic Information System Maintenance	EA	-	337	-	-	337
<b>TOTAL SYSTEM MAINTENANCE</b>			<b>22</b>	<b>792</b>	<b>154</b>	<b>10</b>	<b>978</b>
<b>TOTAL DIRECT</b>			<b>169</b>	<b>2,785</b>	<b>747</b>	<b>59</b>	<b>3,760</b>
991001	Support Services Labor	ML	291	155	173	401	1,020
<b>TOTAL INDIRECT/OVERHEAD</b>			<b>291</b>	<b>155</b>	<b>173</b>	<b>401</b>	<b>1,020</b>
<b>TOTAL LABOR</b>			<b>460</b>	<b>2,940</b>	<b>920</b>	<b>460</b>	<b>4,780</b>

## FINANCE COMMITTEE AGENDA ITEM V-A

Date: JUNE 15, 2023

### **Topic: Variance Report for October 1, 2022 – March 31, 2023**

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

COMPASS staff seeks approval of the Variance Report dated October 1, 2022, to March 31, 2023.

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

The Variance Report is used to report actual financial results compared to Revision 1 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 billings are at about 39% of budget through the second quarter. No expenses for the fiscal impact tool update have yet been incurred. The automated counter is expected to be purchased in the third quarter, and then that grant will be billed.

Revenues from member contributions are at 66%, reflecting billings for the first two quarters. Some members have already paid the full year of dues. Revenues from the management fee charged to Air Quality Board are 7% of budget but will catch up in the third quarter, as billings are now up to date.

Salaries and fringe expenses at 46% are under budget at the end of the second quarter, due to vacancies. COMPASS currently has two vacancies and expects to end the year at about 93% of budget assuming that vacancies are filled soon.

Total direct expenses are 24% of budget overall. Significant professional services costs for the housing study, fiscal impact tool update, work on *Communities in Motion (CIM) 2055*, project development, CIM implementation grants and the FY2023 orthophotography flight have yet to be incurred. Professional services are expected to be close to budget by year end.

Public involvement expenses are over budget as of the second quarter due to public outreach efforts for CIM 2050, which was adopted by the Board at its December 19, 2022, meeting. Public involvement is expected to come in line with budget by year end.

This category includes \$307,378 in carry forward. This line item primarily covers unprogrammed FY2023 Consolidated Planning Grant funds. Most of this amount will be programmed for the funding study with Revision 3 of the UPWP, and expenses are expected to be incurred in the fourth quarter.

Total indirect expenses are over budget at 67%. As in prior years, some indirect expense line items are spent out early in the fiscal year. Staff anticipates that indirect expenses will be in line with budget by the end of the fiscal year.

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

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

**Balance sheet and cash summary**

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

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

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

**More Information:**

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

## COMPASS

### FY2022 BUDGET TO ACTUAL VARIANCES BY LINE ITEM - REVENUES AND EXPENSES

	Revision 1 FY2023 UPWP	Actual	% of Budget Earned or Expended
Grant revenue	2,835,449	1,113,998	39%
Member contributions	1,007,032	668,750	66%
ID DEQ/ACAQB Awareness	110,000	52,640	48%
Air Quality Operations - Management Fee	70,000	31,995	46%
Cities of Star & Nampa for PDP; consultant refund	41,945	6,945	17%
Orthophotography Project - Participants	125,000	-	0%
Interest income	9,000	22,203	247%
Orthophotography Revenue - Sales	-	10,346	
Modeling revenue	-	3,713	
Maps and publications revenue	-	658	
Other income	-	4,145	
<b>Subtotal, revenues</b>	<b>4,198,425</b>	<b>1,915,392</b>	<b>46%</b>
Staff labor	1,786,151	825,301	46%
Payroll taxes and fringe benefits	822,100	371,795	45%
<b>Subtotal, salaries and fringe expenses</b>	<b>2,608,251</b>	<b>1,197,095</b>	<b>46%</b>
Professional services	824,846	168,271	20%
Equipment purchase	202,350	101,456	50%
Travel/education	69,600	40,055	58%
Printing	3,300	-	0%
Other	2,500	231	9%
Public involvement	48,800	23,404	48%
Meeting support	9,000	4,547	51%
Legislative services	17,000	13,925	82%
Carry forward unprogrammed CPG and local funds	307,378	-	0%
<b>Subtotal, direct expenses</b>	<b>1,484,774</b>	<b>351,889</b>	<b>24%</b>
Professional services	30,000	6,920	23%
Equipment repair	500	-	0%
Publications	2,000	227	11%
Employee professional memberships	4,500	2,532	56%
Postage	600	216	36%
Telephone	14,000	5,967	43%
Building maintenance/association	63,550	63,521	100%
Printing	1,500	520	35%
Advertising	1,500	4,549	303%
Audit	17,000	18,000	106%
Insurance	17,250	10,544	61%
Legal services	5,000	33	1%
General supplies	3,500	3,254	93%
Computer supplies	9,000	6,626	74%
Computer software/maintenance	29,500	15,898	54%
Vehicle maintenance	3,000	956	32%
Utilities	9,000	6,087	68%
Local travel	1,500	336	22%
Other	5,000	611	12%
<b>Subtotal, indirect expenses</b>	<b>217,900</b>	<b>146,796</b>	<b>67%</b>
<b>Total, all expenses</b>	<b>4,310,925</b>	<b>1,695,780</b>	<b>39%</b>
Change in fund balance	(112,500)	219,612	
Beginning fund balance	2,338,986	2,338,986	
<b>Current fund balance</b>	<b>2,226,486</b>	<b>2,558,598</b>	

**COMPASS**  
**FY2023 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES**

As of March 31, 2023, 50% of the fiscal year has passed. Programs that have expended 40% or less of their budgeted dollars are considered under budget. Programs that have expended 60% or more of their budgeted dollars are considered over budget.

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

	Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	
601	UPWP: Budget Development and Federal Assurances	Larsen	72,220	20,350	28%	-	-	72,220	20,350	28%	
620	Demographics and Growth Monitoring	Miller	50,785	74,519	147%	2,500	0%	53,285	74,519	140%	
653	Communication and Education	Luft	127,928	77,309	60%	49,100	4,696	177,028	82,005	46%	
661	Long-Range Planning	Miller	740,150	254,196	34%	382,314	86,359	1,122,464	340,555	30%	
685	Resource Development/Funding	Tisdale	479,948	243,378	51%	196,632	22,798	676,580	266,176	39%	
<b>Subtotal, Projects</b>			<b>1,471,031</b>	<b>669,752</b>	<b>46%</b>	<b>630,546</b>	<b>113,853</b>	<b>18%</b>	<b>2,101,577</b>	<b>783,604</b>	<b>37%</b>
701	General Membership Services	Miller	39,495	36,363	92%	-	-	39,495	36,363	92%	
702	Air Quality Outreach	Luft	10,000	2,395	24%	100,000	50,187	110,000	52,582	48%	
703	General Public Services	Waldinger	46,993	15,776	34%	-	-	46,993	15,776	34%	
704	Air Quality Operations	Larsen	118,276	46,651	39%	-	-	118,276	46,651	39%	
705	Transportation Liaison Services	Stoll	41,832	34,893	83%	-	-	41,832	34,893	83%	
760	Legislative Services	Stoll	186,979	82,280	44%	18,000	7,247	204,979	89,526	44%	
<b>Subtotal, Services</b>			<b>443,575</b>	<b>218,357</b>	<b>49%</b>	<b>118,000</b>	<b>57,434</b>	<b>49%</b>	<b>561,575</b>	<b>275,791</b>	<b>49%</b>

Notes

Under Budget. Work on this project will increase significantly in the third quarter. It is expected that this project will be on budget at the end of the fiscal year.

Over Budget. Significant workdays were used in the first two quarters to make updates to the development checklist process and to bring new staff up to speed on demographic projections.

On Budget.

Under Budget. Direct expenses budgeted for the fiscal impact tool update and work on CIM 2055 have not yet been incurred, but are expected to be later in the fiscal year.

Under Budget. Significant direct expenses budgeted for project development and CIM implementation grants has not yet been incurred. City of Eagle withdrew from its \$25,000 CIM implementation grant, so this program will end the year under budget.

Over Budget. Expenses are directly related to the amount of work requested by member agencies.

On Budget.

Under Budget. Expenditures are directly related to the amount of services requested by the general public.

Under Budget. As the anticipated end of the program in June 2023 approaches, the amount of support time required for the program is declining.

Over Budget. Actual workdays used significantly higher than budget in the 1st and 2nd quarters. Activity should slow somewhat over the summer.

On Budget.

**COMPASS**  
**FY2023 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES**

As of March 31, 2023, 50% of the fiscal year has passed. Programs that have expended 40% or less of their budgeted dollars are considered under budget. Programs that have expended 60% or more of their budgeted dollars are considered over budget.

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

	Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	
801	Staff Development	Larsen	100,803	67,846	67%	40,000	34,070	85%	140,803	101,916	72%
820	Committee Support	Larsen	172,825	93,487	54%	2,000	522	26%	174,825	94,009	54%
836	Regional Travel Demand Model	Waldinger	251,285	98,826	39%	37,200		0%	288,485	98,826	34%
842	Congestion Management Process / I-84 Corridor Plan	Mulhall	122,314	31,490	26%	-			122,314	31,490	26%
860	Geographic Information System Maintenance	Adolfson	264,316	164,134	62%	223,800	90,078	40%	488,116	254,212	52%
<b>Subtotal, System Maintenance</b>			<b>911,543</b>	<b>455,782</b>	<b>50%</b>	<b>303,000</b>	<b>124,670</b>	<b>41%</b>	<b>1,214,543</b>	<b>580,452</b>	<b>48%</b>
990	Direct Operations and Maintenance	Larsen				433,228	55,932	13%	433,228	55,932	13%
<b>Subtotal, Indirect and overhead</b>			<b>-</b>	<b>-</b>		<b>433,228</b>	<b>55,932</b>	<b>13%</b>	<b>433,228</b>	<b>55,932</b>	<b>13%</b>
<b>GRAND TOTAL</b>			<b>2,826,149</b>	<b>1,343,891</b>	<b>48%</b>	<b>1,484,774</b>	<b>351,889</b>	<b>24%</b>	<b>4,310,923</b>	<b>1,695,780</b>	<b>39%</b>

Notes

Over Budget.  
 With several new staff on board, in person training and conferences resuming, and inflation in travel costs, staff development costs have exceeded budget so far this fiscal year.

On Budget.

Under Budget. Direct dollars were budgeted for technical support with the travel demand model that have not been used.

Under Budget.  
 Most of the work on the I-84 Operations Plan was completed in FY2022 and fewer workdays were needed in early FY2023. As the year progresses, expenses will catch up to budget as work on other projects is completed.

On Budget.

Under Budget.  
 Approximately \$325,000 of the total budgeted direct expenses were budgeted as a carry-forward amount to FY2024. With Revision 3 of the UPWP, most of those dollars will be programmed, so actual expenses should catch up with budget in the 4th quarter.

**COMPASS****Balance Sheet -March 31, 2023**

	<u>9/30/2022</u>	<u>3/31/2023</u>
<b><u>ASSETS</u></b>		
Cash and Cash Equivalents	2,317,994	2,026,674
Accounts Receivable	305,780	755,071
Prepaid Expenses	24,985	3,359
	<hr/>	<hr/>
<b>TOTAL ASSETS</b>	<b><u>2,648,759</u></b>	<b><u>2,785,105</u></b>
<b><u>LIABILITIES</u></b>		
Accounts Payable	127,039	115,536
Accrued Payroll Liabilities	180,759	108,996
Advanced Revenue	1,975	1,975
	<hr/>	<hr/>
<b>Subtotal, liabilities</b>	<b>309,773</b>	<b>226,507</b>
<b><u>FUND BALANCE</u></b>		
Nonspendable: Prepaid Expenses	24,985	-
Assigned To: Set-Aside for CIM Implementation Grant Program	75,000	50,000
Assigned To: Set-Aside for Orthophotography Cost	87,500	157,677
Unassigned	2,151,501	2,350,921
	<hr/>	<hr/>
<b>Subtotal, fund balance</b>	<b>2,338,986</b>	<b>2,558,598</b>
	<hr/>	<hr/>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b><u>2,648,759</u></b>	<b><u>2,785,105</u></b>

**Cash & Investment Summary - March 31, 2023**

<u>Account</u>	<u>Current Rate</u>	<u>Balance</u>
Petty Cash	n/a	200
ID Central Credit Union Share Savings	0.10%	25
ID Central Credit Union Money Market Checking	0.15%	28,158
ID Central Credit Union Premium Money Market Savings	0.15%	50,000
ID Central Credit Union 60 Month CD	0.75%	198,128
Local Government Investment Pool	4.54%	1,271,958
Banner Bank 36 Month CD #8093	0.25%	156,328
Banner Bank 60 Month CD #8069	0.25%	159,294
Banner Bank 60 Month CD #8101	1.85%	162,584
		<hr/>
<b>Total Cash Balance</b>		<b><u>2,026,674</u></b>



## FINANCE COMMITTEE AGENDA ITEM V-B

Date: June 15, 2023

### **Topic: Revision 3 of the FY2023 Unified Planning Work Program and Budget**

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

Review and recommend Revision 3 of the FY2023 Unified Planning Work Program and Budget (UPWP) for COMPASS Board of Directors' approval.

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

Federal metropolitan planning rules require that COMPASS produce a UPWP, which is periodically amended to accommodate changes in revenues, expenses, staffing, and scope. These amendments are usually accomplished through a Board resolution with subsequent distribution of the approved resolution and documents to the appropriate funding agencies. Prior to presentation to the Board, proposed modifications of these documents are brought to the Finance Committee.

The following revisions to revenues are proposed in Revision 3 of the FY2023 UPWP:

- Increase interest revenue by \$4,613 to more closely approximate year to date actual interest revenue. Interest rates on reserve balances have continued to rise.
- Decrease draw from fund balance by \$25,000 for the CIM Implementation Grant that was withdrawn by the City of Eagle.
- Increase draw from fund balance by \$18,000 to cover funding shortfall.

The following revisions to expenses are proposed in Revision 3 of the FY2023 UPWP:

- Add \$275,000 in professional services expense for consultant support to develop the transportation funding study.
- Decrease FY2023 Consolidated Planning Grant (CPG) funds that were to be carried forward to FY2024 by \$270,387. These funds are released from carry forward and applied to the funding study expense instead.
- Correct funding for ESRI licensing for GIS program, which was miscalculated in Revision 2 of the UPWP.

The following revisions to the program worksheets are proposed in Revision 3 of the FY2023 UPWP:

- Add task for funding study and the related funding sources and expenses to 661 Long Range Planning.
- Remove funding and expense for City of Eagle CIM implementation grant from 685 Resource Development.
- Update funding and expense for ESRI licenses in 860 GIS.
- Remove carry forward from 990 Direct Operations that was applied to transportation funding study.

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

Without COMPASS Board of Directors' adoption of Revision 3 of the FY2023 UPWP, Revision 2 of the UPWP will remain in effect and the funding study will not be developed.

**More Information:**

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

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

Recommended Changes to FY2023 - Revision 3

Summary

Revision 1 FY2023 UPWP Revenues		4,826,266	Revision 1 FY2023 UPWP Expenses	4,826,266
1	Increase interest revenue to more closely approximate year to date actual interest revenues	4,613		
2	Increase draw from fund balance to cover funding shortfall	18,000	Correct costs for ESRI licensing for GIS program; inadvertently miscalculated in Revision 2	18,000
3			Professional Services for funding study  Decrease unprogrammed FY2023 CPG funds to be carried over to FY2024; this amount of CPG funds was programmed for the funding study	275,000  (270,387)
4	Decrease draw from fund balance for CIM Implementation Grant	(25,000)	Remove City of Eagle CIM Implementation Grant; Eagle has withdrawn	(25,000)
<b>Recommended Adjustments to Revenues</b>		<b>(2,387)</b>	<b>Recommended Adjustments to Expenses</b>	<b>(2,387)</b>
<b>Adjusted Revenues - Revision 1</b>		<b>4,823,879</b>	<b>Adjusted Expenses - Revision 1</b>	<b>4,823,879</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 3  
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2023 Rev 2	FY2023 Rev 3
<b>GENERAL MEMBERSHIP</b>		
Ada County	249,479	249,479
Ada County Highway District	249,479	249,479
Canyon County	122,508	122,508
Canyon Highway District No. 4	47,092	47,092
Golden Gate Highway District No.3	-	-
City of Boise	107,392	107,392
City of Caldwell	29,298	29,298
City of Eagle	14,973	14,973
City of Garden City	5,749	5,749
City of Greenleaf	370	370
City of Kuna	12,116	12,116
City of Meridian	58,848	58,848
City of Melba	256	256
City of Middleton	4,727	4,727
City of Nampa	48,112	48,112
City of Notus	273	273
City of Parma	935	935
City of Star	6,711	6,711
City of Wilder	714	714
Subtotal	959,032	959,032
<b>SPECIAL MEMBERSHIP</b>		
Boise State University	9,600	9,600
Capital City Development Corporation	9,600	9,600
Idaho Department of Environmental Quality	9,600	9,600
Idaho Transportation Department	9,600	9,600
Valley Regional Transit	9,600	9,600
Subtotal	48,000	48,000
<b>GRANTS AND SPECIAL PROJECTS</b>		
<b>FHWA/FTA - Consolidated Planning Grants</b>		
CPG - FY2022 K# 20640 Ada County (carryover from FY22 YE)	323,578	323,578
CPG - FY2022 K# 20640 Canyon County (carryover from FY22 YE)	113,690	113,690
CPG - FY2023 K# 22108; Ada County	1,280,846	1,280,846
CPG - FY2023 K# 22108; Canyon County	450,027	450,027
Sub Total CPG Grants	2,168,141	2,168,141
STBG-TMA & STBG-U - K# 20560; FY2023 off-the-top funds for Planning	306,705	306,705
STBG-U - K# 23026 Permanent Automated Counters	36,137	36,137
STBG-TMA - K# 22395 Fiscal Impact Analysis Phase 3	55,596	55,596
STP TMA - K# 19571, CIM 2050 (carryover from FY22 YE)	99,302	99,302
STBG TMA - K# 20271, CIM Minor Update	169,568	169,568
FHWA Safe Streets and Roads for All Action Plan	392,000	392,000
Subtotal	1,059,308	1,059,308
<b>OTHER REVENUE SOURCES</b>		
Idaho Department of Environmental Quality	55,000	55,000
Ada County Air Quality Board	55,000	55,000
Air Quality Operations - Management Fee	70,000	70,000
Cities of Star and Nampa - Project Dev reimb; consultant refund	41,945	41,945
Orthophotography - Participant Contributions	125,000	125,000
Interest Income	34,341	38,954
Subtotal	381,286	385,899
<b>TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous</b>	<b>4,615,766</b>	<b>4,620,379</b>
Draw From Fund Balance (CIM Implementation Grants)	75,000	50,000
Draw From Fund Balance (funds set aside for orthophotography flight)	37,500	37,500
Draw From Fund Balance (20% match on Safe Streets for All Action Plan)	98,000	98,000
Draw From Fund Balance to cover shortfall	-	18,000
Subtotal	210,500	203,500
<b>TOTAL REVENUE, ALL RESOURCES</b>	<b>4,826,266</b>	<b>4,823,879</b>

EXPENSE	FY2023 Final	FY2023 Rev 2
<b>SALARY, FRINGE &amp; CONTINGENCY</b>		
Salary	1,767,151	1,767,151
Fringe	822,100	822,100
Contingency (Overtime, Bonus, and Sick Time Trade)	19,000	19,000
Subtotal	2,608,251	2,608,251
<b>INDIRECT OPERATIONS &amp; MAINTENANCE</b>		
Indirect Costs	217,900	217,900
Subtotal	217,900	217,900
<b>DIRECT OPERATIONS &amp; MAINTENANCE</b>		
620001, Demographics and Growth Monitoring	2,500	2,500
653001, Communication and Education	49,100	49,100
661001, Long-Range Planning	323,514	598,514
661005, Safe Streets and Roads for All	490,000	490,000
661008, Bike Counter Management	67,330	67,330
685001, Transportation Improvement Program	6,000	6,000
685002, Project Development Program	115,632	115,632
685004, CIM Implementation Grants	75,000	50,000
702001, Air Quality Outreach	100,000	100,000
760001, Government Affairs (was Legislative Services)	18,000	18,000
801001, Staff Development	60,000	60,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	37,200	37,200
838001, Travel Survey Data Collection	15,148	15,148
860001, Geographic Information System Maintenance	205,800	223,800
990001, Direct Operations and Maintenance	432,891	162,504
Subtotal	2,000,115	1,997,728
<b>TOTAL EXPENSE</b>	<b>4,826,266</b>	<b>4,823,879</b>

<b>REVENUE AND EXPENSE SUMMARY</b>		
TOTAL REVENUE	4,826,266	4,823,879
LESS: TOTAL EXPENSES	4,826,266	4,823,879
REVENUE EXCESS/(DEFICIT)	(0)	-

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 3  
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES				FUNDING SOURCES										MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES	
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY22 CPG Ada County K# 20640 (74%)	FY22 CPG Canyon County K# 20640 (26%)	FY23 CPG Ada County K# 22108 (74%)	FY23 CPG Canyon County K# 22108 (26%)	STP-TMA Off The Top K# 20560	STBG-U Bike Counters K# 20326	STBG-TMA Fiscal Impact Analysis K# 22395	STP-TMA CIM 2050 K# 19751	STBG-TMA CIM Minor Update K# 20271	FHWA Safe Streets and Roads for All	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue		Total Local & Other
601001 UPWP/Budget Development and Federal Assurances	83	69,724	-	69,724	3,700	1,300	21,908	7,698	30,000						64,606	5,118			5,118	69,724
620001 Demographics and Growth Monitoring	46	33,680	2,500	36,180	2,220	780	4,088	1,436	25,000						33,525	2,656			2,656	36,180
620005 Safe and Accessible Transportation (development reviews)	35	17,105	-	17,105	1,480	520	2,848	1,001	10,000						15,849	1,255			1,255	17,105
653001 Communication and Education Long-Range Planning	193	122,936	49,100	172,036											-		172,036		172,036	172,036
661001 General Project Management	670	491,565	598,514	1,090,079	74,000	26,000	448,458	157,567							1,005,793	79,674		4,613	84,286	1,090,079
661005 Safe and Accessible Transportation	157	99,884	490,000	589,884	7,400	2,600	61,089	21,464						392,000	484,552	7,331	98,000		105,331	589,884
661008 Bike Counter Management Resource Development/Funding	304	146,204	67,330	213,534			100,250	35,223		36,137					171,610	13,594	28,330		41,924	213,534
685001 Transportation Improvement Program	418	277,605	6,000	283,605	1,480	520	100,483	35,305	125,000						262,788	20,817			20,817	283,605
685002 Project Development Program	36	26,420	115,632	142,052	740	260	13,302	4,674	75,000						93,975	7,444		40,632.36	48,077	142,052
685003 Grant Research and Development	188	144,158	-	144,158											-		144,158		144,158	144,158
685004 CIM Implementation Grants	25	17,621	50,000	67,621			12,075	4,243							16,318	1,303	50,000		51,303	67,621
685005 Safe and Accessible Transportation (safety grant application)	7	5,824	-	5,824	370	130	3,624	1,273							5,397	428			428	5,824
<b>TOTAL PROJECTS</b>	<b>2,162</b>	<b>1,452,727</b>	<b>1,379,076</b>	<b>2,831,802</b>	<b>91,390</b>	<b>32,110</b>	<b>768,126</b>	<b>269,882</b>	<b>265,000</b>	<b>36,137</b>	<b>55,596</b>	<b>74,604</b>	<b>169,568</b>	<b>392,000</b>	<b>2,154,413</b>	<b>139,620</b>	<b>492,524</b>	<b>45,245</b>	<b>677,389</b>	<b>2,831,802</b>
701001 Membership Services	50	39,495	-	39,495	7,400	2,600	19,681	6,915							36,596	2,899			2,899	39,495
702001 Air Quality Outreach	7	10,000	100,000	110,000											-			110,000	110,000	110,000
703001 Public Services	62	46,993	-	46,993											-				46,993	46,993
704001 Air Quality Operations	128	118,276	-	118,276											-		48,276	70,000	118,276	118,276
705001 Transportation Liaison Services	38	33,511	-	33,511	7,400	2,600	15,578	5,473							31,051	2,460			2,460	33,511
760001 Government Affairs	253	224,422	18,000	242,422											-		242,422		242,422	242,422
<b>TOTAL SERVICES</b>	<b>538</b>	<b>472,697</b>	<b>118,000</b>	<b>590,697</b>	<b>14,800</b>	<b>5,200</b>	<b>35,259</b>	<b>12,388</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>67,647</b>	<b>5,360</b>	<b>337,691</b>	<b>180,000</b>	<b>523,050</b>	<b>590,697</b>
801001 Staff Development	133	94,146	60,000	154,146	22,200	7,800	83,496	29,336							142,832	11,314			11,314	154,146
820001 Committee Support	254	168,665	2,000	170,665	29,600	10,400	87,422	30,716							158,138	12,527			12,527	170,665
836001 Regional Travel Demand Model	302	251,285	37,200	288,485	37,000	13,000	146,010	51,301	20,000						267,310	21,175			21,175	288,485
838001 Travel Survey Data Collection	-	-	15,148	15,148			10,387	3,649							14,037	1,112			1,112	15,148
842001 Congestion Management Process	137	113,994	-	113,994	51,800	18,200	26,364	9,263							105,626	8,367			8,367	113,994
842002 I-84 Corridor Operations Plan	10	8,321	-	8,321	2,960	1,040	2,745	965							7,710	611			611	8,321
860001 Geographic Information System Maintenance	374	253,580	223,800	477,380	70,300	24,700	117,205	41,180	21,704.60						275,089	21,791	55,500	125,000	202,291	477,380
860005 Safe and Accessible Transportation (mapping)	18	10,736	-	10,736	3,528	1,240	3,833	1,347							9,948	788			788	10,736
<b>TOTAL SYSTEM MAINTENANCE</b>	<b>1,228</b>	<b>900,727</b>	<b>338,148</b>	<b>1,238,875</b>	<b>217,388</b>	<b>76,380</b>	<b>477,461</b>	<b>167,757</b>	<b>41,705</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>980,690</b>	<b>77,685</b>	<b>55,500</b>	<b>125,000</b>	<b>258,185</b>	<b>1,238,875</b>
990001 Direct Operations / Maintenance	-	-	162,504	162,504											162,504	1,958	100,194	35,654	137,806	162,504
991001 Support Services Labor	1,012	-	-	-											-				-	-
999001 Indirect Operations/Maintenance	-	-	-	-											-				-	-
<b>TOTAL INDIRECT/OVERHEAD</b>	<b>1,012</b>	<b>-</b>	<b>162,504</b>	<b>162,504</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>162,504</b>	<b>1,958</b>	<b>100,194</b>	<b>35,654</b>	<b>137,806</b>	<b>162,504</b>	
<b>G R A N D T O T A L</b>	<b>4,940</b>	<b>2,826,150</b>	<b>1,997,728</b>	<b>4,823,879</b>	<b>323,578</b>	<b>113,690</b>	<b>1,280,846</b>	<b>450,027</b>	<b>306,705</b>	<b>36,137</b>	<b>55,596</b>	<b>99,302</b>	<b>169,568</b>	<b>392,000</b>	<b>3,227,449</b>	<b>224,622</b>	<b>985,909</b>	<b>385,899</b>	<b>1,596,430</b>	<b>4,823,879</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 3  
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	49,100	24,000			1,300		23,800			
661001 Long-Range Planning	598,514	577,514			2,000		19,000			
661005 Safe Streets and Roads for All	490,000	490,000								
661008 Bike Counter Management	67,330		67,330							
685001 Transportation Improvement Program	6,000						6,000			
685002 Project Development Program	115,632	115,632								
685004 CIM Implementation Grants	50,000	50,000								
702001 Air Quality Outreach	100,000	100,000								
760001 Government Affairs	18,000			18,000						
801001 Staff Development	60,000			60,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	37,200	37,200								
838001 Travel Survey Data Collection	15,148	15,148								
860001 Geographic Information System Maintenance	223,800	162,500	61,300							
990001 Direct Operations / Maintenance	26,654									26,654
Consultant support for salary/benefits survey	10,000	10,000								
Migrate website from Dreamweaver	8,000	8,000								
New/replacement hardware and software	10,000		10,000							
Phone System (carry over)	20,000		20,000							
Workspace buildout (carry over)	18,000		18,000							
Transit network planning software	19,250		19,250							
Cube renewal; Cube Land	15,000		15,000							
AICP and APBP Webinar series	1,600			1,600						
NARC Executive Directors' Conf Sponsorship	10,000			10,000						
Membership dues for COMPASS	17,000								17,000	
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
<b>GRAND TOTAL</b>	<b>1,997,728</b>	<b>1,589,994</b>	<b>210,880</b>	<b>89,600</b>	<b>3,300</b>	<b>2,500</b>	<b>48,800</b>	<b>9,000</b>	<b>17,000</b>	<b>26,654</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 3  
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2023 Final	FY2023 Rev 1
Professional Services	930	30,000	30,000
Equipment Repair / Maintenance	936	500	500
Publications	943	2,000	2,000
Employee Professional Membership	945	4,500	4,500
Postage	950	600	600
Telephone	951	14,000	14,000
Building Maintenance and Reserve for Major Repairs	955	63,550	63,550
Printing	960	1,500	1,500
Advertising	962	1,500	1,500
Audit	970	17,000	17,000
Insurance	971	17,250	17,250
Legal Services	972	5,000	5,000
General Supplies	980	3,500	3,500
Computer Supplies	982	9,000	9,000
Computer Software / Maintenance	983	29,500	29,500
Vehicle Maintenance	991	3,000	3,000
Utilities	992	9,000	9,000
Local Travel	993	1,500	1,500
Other / Miscellaneous	995	5,000	5,000
<b>TOTAL</b>		<b>217,900</b>	<b>217,900</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 3  
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	21	19	2	41	83
620001	Demographics and Growth Monitoring	AM	-	39	7	-	46
620005	Safe and Accessible Transportation (development reviews)	AM	-	35	-	-	35
653001	Communication and Education	AL	8	10	175	-	193
	Long-Range Planning	AM					
661001	General Project Management	AM	14	596	60	-	670
661005	Safe and Accessible Transportation	AM	-	157	-	-	157
661008	Bike Counter Management	AM	-	304	-	-	304
	Resource Development/Funding	TT					
685001	Transportation Improvement Program	TT	11	364	43	-	418
685002	Project Development Program	MC	-	36	-	-	36
685003	Grant Research and Development	MC	8	170	10	-	188
685004	CIM Implementation Grants	MC	-	25	-	-	25
685005	Safe and Accessible Transportation (safety grant application)	TT	-	7	-	-	7
<b>TOTAL PROJECTS</b>			<b>62</b>	<b>1,762</b>	<b>297</b>	<b>41</b>	<b>2,162</b>
701001	Membership Services	AM	1	43	6	-	50
702001	Air Quality Outreach	AL	-	-	7	-	7
703001	Public Services	MW	-	55	7	-	62
704001	Air Quality Operations	ML	67	-	12	49	128
705001	Transportation Liaison Services	MS	10	15	13	-	38
760001	Government Affairs	MS	38	-	215	-	253
<b>TOTAL SERVICES</b>			<b>116</b>	<b>113</b>	<b>260</b>	<b>49</b>	<b>538</b>
801001	Staff Development	ML	6	102	19	6	133
820001	Committee Support	ML	7	118	129	-	254
836001	Regional Travel Demand Model	MW	-	302	-	-	302
838001	Travel Survey Data Collection	MW	-	-	-	-	-
842001	Congestion Management Process	MW	-	137	-	-	137
842002	I-84 Corridor Operations Plan	MW	-	10	-	-	10
860001	Geographic Information System Maintenance	EA	-	374	-	-	374
860005	Safe and Accessible Transportation (mapping)	AM	-	18	-	-	18
<b>TOTAL SYSTEM MAINTENANCE</b>			<b>13</b>	<b>1,061</b>	<b>148</b>	<b>6</b>	<b>1,228</b>
<b>TOTAL DIRECT</b>			<b>191</b>	<b>2,936</b>	<b>705</b>	<b>96</b>	<b>3,928</b>
991001	Support Services Labor	ML	269	164	215	364	1,012
<b>TOTAL INDIRECT/OVERHEAD</b>			<b>269</b>	<b>164</b>	<b>215</b>	<b>364</b>	<b>1,012</b>
<b>TOTAL LABOR</b>			<b>460</b>	<b>3,100</b>	<b>920</b>	<b>460</b>	<b>4,940</b>



<b>PROGRAM NO.</b>	601				<b>CLASSIFICATION:</b>	Project	
<b>TITLE:</b>	UPWP Budget Development and Monitoring						
<b>TASK / PROJECT DESCRIPTION:</b>	Monitor and amend, as necessary, the FY2023 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 FY2024 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.						
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.						
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW</b>	Federal Code 23 CFR § 450.308 (b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.						
<b>FY2023 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
<b>FY2023 UPWP</b>							
Process and track revenues and expenditures for the FY2023 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants							Ongoing As Needed
<b>Process and obtain Board approval of FY2023 UPWP revisions</b>							
Distribute revisions of the FY2023 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2023 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval							As Needed
<b>FY2024 UPWP Development</b>							
Develop process and schedule for the FY2024 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2024 Submit initial revenue assessment for FY2024 to the Finance Committee for input Obtain Board approval on FY2024 General and Special membership dues							Nov Jan-Feb Mar Apr
<b>Present FY2024 UPWP</b>							
Present draft FY2024 UPWP to Finance Committee for input and feedback Present draft FY2024 UPWP to Finance Committee for recommendation Submit FY2024 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2024 UPWP Distribute FY2024 UPWP to the Idaho Transportation Department and Federal Transit Administration							Jun Jul Aug Aug Aug
<b>Track Federal requirements as related to Self-Certification</b>							
Compliance with federal requirements							Ongoing
<b>Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan</b>							
Monitor federal changes through the Federal Register							Ongoing
<b>LEAD STAFF:</b> Meg Larsen							
<b>END PRODUCTS:</b> FY2022 UPWP revisions; FY2023 UPWP; and maximize funding opportunities.							
<b>Expense Summary</b>							
							Total Workdays: 83
							Salary \$ 43,919
							Fringe 19,843
							Overhead 5,961
							Total Labor Cost: 69,724
<b>ESTIMATED DATE OF COMPLETION:</b> September-2023							
<b>DIRECT EXPENDITURES:</b>							
Professional Services \$ -							
Legal / Lobbying							
Equipment Purchases							
Travel / Education							
Printing							
Public Involvement							
Meeting Support							
Other							
							Total Direct Cost: \$ -
							601 Total Cost: \$ 69,724
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K20640	\$ 3,700	\$ 1,300		\$ 5,000	Federal Highway Administration		
CPG, K22108	21,908	7,698		29,606	Federal Transit Administration		
STP-TMA, K20560	22,200	7,800		30,000			
Local / Fund Bal	3,787	1,331		5,118			
<b>Total:</b>	<b>\$ 51,595</b>	<b>\$ 18,129</b>	<b>\$ -</b>	<b>69,724</b>			

<b>PROGRAM NO.</b>	620		<b>CLASSIFICATION:</b>		Project	
<b>TITLE:</b>	<b>Demographics and Growth Monitoring</b>					
<b>TASK / PROJECT DESCRIPTION:</b>	To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service; 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> , and 5) developing a housing coordination plan to better integrate affordable housing, employment, and transportation planning.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450.322 (b) -- Long-range plans require valid forecasts of future demand for transportation services that are based on existing conditions that can be included in the travel demand model. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."					
<b>FY2023 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Population and Employment Estimates</b>						
Data collection and geocoding of building permits					Ongoing	
Complete 2022 employment data					Mar	
Complete 2022 Development Monitoring Report					Mar	
Complete 2023 population estimates and receive Board acceptance					Apr	
<b>Development Forecasting, Tracking, and Reconciliation</b>						
Update preliminary plat files and other entitled development					Ongoing	
Reconcile CIM 2050 preferred growth scenario with entitlements					Ongoing	
Develop population, housing, and employment forecasts for long-range transportation plan					Summer	
<b>Demographics Support</b>						
Respond to member requests for census data					Ongoing	
Provide development and policy reviews and checklists					Ongoing	
Include fiscal impact analysis with development checklist per policy					Ongoing	
Development checklist report					Spring	
<b>LEAD STAFF:</b> Austin Miller						
<b>END PRODUCT:</b> Demographic products: 1) 2023 population estimates; 2) 2022 employment estimates; 3) 2021 Development Monitoring Report updated; 4) annual demographic reconciliation; 5) population, housing, and employment forecast; 6) development checklist report; and 7) housing coordination plan.						
<b>Expense Summary</b>						
<b>Total Workdays:</b>					81	
Salary					\$ 31,990	
Fringe					14,453	
Overhead					4,342	
<b>Total Labor Cost:</b>					50,785	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2023						
<b>Funding Sources</b>					<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K20640	\$ 3,700	\$ 1,300		\$ 5,000	Housing authorities and other housing stakeholders	
CPG, K22108	6,937	2,437		9,374		
STP-TMA, K20560			35,000	35,000		
Local / Fund Bal	2,894	1,017		3,911		
<b>Total:</b>	<b>\$ 13,531</b>	<b>\$ 4,754</b>	<b>\$ 35,000</b>	<b>53,285</b>		
<b>DIRECT EXPENDITURES:</b>						
Professional Services						
Legal / Lobbying						
Equipment Purchases						
Travel / Education						
Printing						
Public Involvement						
Meeting Support						
Other 2,500						
<b>Total Direct Cost:</b>					<b>\$ 2,500</b>	
620	<b>Total Cost:</b>					<b>\$ 53,285</b>

<b>PROGRAM NO.</b>	653			<b>CLASSIFICATION:</b>	Project	
<b>TITLE:</b>	Communication and Education					
<b>TASK / PROJECT DESCRIPTION:</b>	The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include, but are not limited to, managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; managing COMPASS' social media channels; supporting the Public Participation Workgroup; and representing COMPASS at open houses and other events.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public involvement strategy.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., regional transportation improvement program, regional long-range transportation plan [ <i>Communities in Motion</i> ]) is planned and budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing and updating the COMPASS participation plan, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to support federally required public involvement efforts.					
<b>FY2023 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>General</b> Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases Support work of Public Participation Workgroup Implement, and potentially update, the COMPASS participation plan; work toward goals established in the plan Provide outreach/public speaking support and training to staff					Ongoing Ongoing Ongoing	
<b>Develop tools, such as electronic and print materials, designed for most effective means of communication</b> Maintain and enhance COMPASS social media channels Continually update the COMPASS website to improve usability and keep content up to date Develop the FY2022 annual report, annual budget summary, and annual communication summary Write and distribute monthly Keeping Up With COMPASS newsletter Update/develop other print materials as appropriate					Ongoing Ongoing Oct - Dec Ongoing Ongoing	
<b>Education and community outreach</b> Develop and implement FY2023 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 Leadership in Motion awards program Plan and host annual "COMPASS 101" workshop Sponsor "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					Jan - Sep Ongoing Ongoing Ongoing Aug - Dec Jan - Feb Mar - Jun Ongoing	
<b>LEAD STAFF:</b> Amy Luft					<b>Expense Summary</b>	
<b>END PRODUCT:</b> Public involvement in, and understanding of, transportation planning and related issues.						
					Total Workdays: 193	
					Salary \$ 77,437	
					Fringe 34,988	
					Overhead 10,511	
					Total Labor Cost: 122,936	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2023					<b>DIRECT EXPENDITURES:</b> Professional Services \$ 24,000 Legal / Lobbying Equipment Purchases Travel / Education Printing 1,300 Public Involvement 23,800 Meeting Support Other	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total		Member Agencies
CPG, K20640 STP-TMA, K19920				\$ -		
Local / Fund Bal			172,036	172,036		
	\$ -	\$ -	\$ 172,036	\$ 172,036		
					Total Direct Cost: \$ 49,100	
					653 Total Cost: 172,036	

<b>PROGRAM NO.</b>		661		<b>CLASSIFICATION:</b>		Project			
<b>TITLE:</b>		Long Range Planning							
<b>TASK / PROJECT DESCRIPTION:</b>		This project encompasses the activities to identify regional transportation needs and solutions, and prepare a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities.							
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>		<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals.							
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>		Federal Code 23 CFR § 450 "Infrastructure Investment and Jobs Act" (IIJA) requires that the regional long-range transportation plan be updated every four years in air quality maintenance areas, otherwise every five years. 23 USC 150-- establishes national goals and a performance program, in consultation with stakeholders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds.							
<b>FY2023 BENCHMARKS</b>									
<b>MILESTONES / PRODUCTS</b>									
<b>General Project Management</b>									
Work with the Regional Transportation Advisory Committee and the COMPASS Board of Directors to finalize and adopt CIM 2050							Oct-Dec		
Monitor legislative, funding, etc. changes and provide updates							Ongoing		
Draft work plan, schedule and budget for next plan update							June		
Integrate complete network policy to transportation planning and improvements							Oct-Sep		
Update environmental data for further analyses and mapping							Ongoing		
Integrate equitable and sustainable practices in transportation planning and to inform land use planning and decision-making							Oct-Sep		
Funding study re: mechanisms for local roadway and active transportation projects, public transportation projects, and mileage-based funding							Jul-Sep		
<b>Housing Coordination Plan</b>									
Select consultant for housing coordination plan							Oct		
Partnership outreach and kickoff meeting							Winter		
<b>Roadways</b>									
Integrate results of congestion management process							Feb		
Identify barriers to and opportunities for increasing transportation resiliency							Oct-Sep		
Research needs and opportunities to deploy/expand electric vehicle charging infrastructure							Oct-Sep		
Develop Safe Streets and Roads for All Action Plan							Apr-Sep		
<b>Freight</b>									
Investigate freight first/last mile needs and impacts							Mar		
Identify needs and goals for rail freight in the region							Apr		
Assist member agencies in freight funding applications							Dec		
Follow up on past freight project implementation							Spring		
Integrate freight needs into Complete Network Policy implementation							Ongoing		
<b>Active Transportation (bicycle and pedestrian)</b>									
Integrate active transportation needs into Complete Network Policy implementation							Ongoing		
Develop regional pathway implementation/funding plan/strategy (including rails with trails)							Feb		
Investigate active transportation first/last mile needs							Mar		
Research regional safe-route needs and explore development of metrics							Apr		
<b>Public Transportation</b>									
Update High Capacity Transit Study for 2020/2050 data							Dec		
Continue high-capacity transit planning per COMPASS Board's direction							Oct-Sep		
Develop Park and Ride implementation plan							May		
Investigate transit-supportive infrastructure and transportation-land use nexus (includes first/last mile considerations)							Oct-Sep		
<b>Performance Management</b>									
Update asset management information as needed							Oct-Sep		
Update federally required performance targets as needed							Ongoing		
Complete TIP Achievement reporting process							Aug		
Document criteria for analyzing impact of long-term unfunded transportation needs on various travel modes and users							Oct-Sep		
Update Fiscal Impact Tool (FIT)							Summer		
<b>Public Involvement</b>									
Conduct public involvement according to the work plan							Ongoing		
<b>Bike Counter Management</b>									
Manage portable counter requests							Ongoing		
Manage permanent counter program and COMPASS Data Bike							Ongoing		
Manage and report data							Ongoing		
<b>LEAD STAFF:</b>		Austin Miller				<b>Expense Summary</b>			
<b>END PRODUCT:</b> Final and adopted <i>Communities in Motion 2050</i> plan, including financial forecast; workplan for next plan update; bicycle and pedestrian data; projects to address new planning emphasis areas and prepare for federal grant opportunities.									
<b>Total Workdays:</b>								1,131	
Salary								\$ 464,648	
Fringe						209,936			
Overhead						63,069			
<b>Total Labor Cost:</b>						737,654			
<b>ESTIMATED DATE OF COMPLETION:</b>		September-2023				<b>DIRECT EXPENDITURES:</b>			
<b>Funding Sources</b>				<b>Participating Agencies</b>				Professional Services	\$ 1,067,514
	<b>Ada</b>	<b>Canyon</b>	<b>Special</b>	<b>Total</b>	Member Agencies				
CPG, K20040	81,400	28,600		110,000	ITD				
CPG, K22108	609,797	214,253		824,050	FHWA				
STBG-U, K20326			36,137	36,137	FTA				
STP-TMA, K19751			74,604	74,604					
STBG-TMA, K20271			169,568	169,568					
STBG-TMA, K22395			55,596	55,596					
FHWA SS4A			392,000	392,000					
Local / Fund Bal	74,443	26,157	130,943	231,543					
<b>Total:</b>	<b>765,640</b>	<b>269,010</b>	<b>858,848</b>	<b>1,893,498</b>					
<b>Total Direct Cost:</b>								<b>\$ 1,155,844</b>	
<b>661</b>								<b>Total Cost:</b>	<b>1,893,498</b>

<b>PROGRAM NO.</b>	685				<b>CLASSIFICATION:</b>	Project	
<b>TITLE:</b>	Resource Development/Funding						
<b>TASK / PROJECT DESCRIPTION:</b>	Develop a FY2024-2030 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 FY2023-2029 TIP. COMPASS staff, with consultant assistance, 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 is expected to secure additional funding into the region. COMPASS will award <i>Communities in Motion</i> (CIM) Implementation Grants to member agencies after appropriate outreach, prioritization, and contract due diligence.						
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 2040 goals and performance measures, increase the delivery of funded projects on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects meet deadlines and do not lose federal funding through project monitoring and committee participation.						
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	The task is designed to help identify additional revenue sources for member agencies to assist in funding improvements and on-going 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.						
<b>FY2023 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
<b>685001 Transportation Improvement Program</b> Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate ranking of project applications Assign projects to funding programs through prioritization process Develop the final FY2024-2030 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor and track FY2023-2029 Regional Transportation Improvement Program Balance federal-aid programs managed by COMPASS, as changes occur Provide assistance to member agencies with federal-aid funding concerns Provide funding and programming assistance to Valley Regional Transit (VRT) Update the Resource Development Plan							Oct-Sept
<b>685002 Project Development Program</b> Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports							Oct-Sept
<b>685003 Grant Research and Development</b> Seek funding for project needs listed in the Resource Development Plan Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications - INFRA, RAISE, CDBG, etc.							Oct-Sept
<b>685004 CIM Implementation Grants</b> Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget							Oct-Sept
<b>LEAD STAFF:</b> Toni Tisdale					<b>Expense Summary</b>		
<b>END PRODUCTS:</b> Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.							
					Total Workdays: 674		
					Salary \$ 297,078		
					Fringe 134,225		
					Overhead 40,324		
					Total Labor Cost: 471,628		
<b>ESTIMATED DATE OF COMPLETION:</b> September-2023					<b>DIRECT EXPENDITURES:</b>		
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	Ada	Canyon	Special	Total	Professional Services \$ 165,632 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement 6,000 Meeting Support Other		
CPG, K20640	\$ 2,590	910		\$ 3,500			
CPG, K22108	129,483	45,494		174,978			
STP-TMA, K20560			200,000	200,000			
				-			
Local / Fund Bal	22,194	7,798	234,791	264,782			
<b>Total:</b>	<b>\$ 154,267</b>	<b>\$ 54,202</b>	<b>\$ 434,791</b>	<b>\$ 643,260</b>	Total Direct Cost: \$ 171,632		
					685 Total Cost: \$ 643,260		



<b>PROGRAM NO.</b>	702				<b>CLASSIFICATION:</b>	Service
<b>TITLE:</b>	Air Quality Outreach					
<b>TASK / PROJECT DESCRIPTION:</b>	The Air Quality Outreach program supports the Idaho Department of Environmental Quality (DEQ) and the Air Quality Board in their outreach efforts regarding air quality in the Treasure Valley through coordinating a multi-agency outreach and education program.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Air quality has been an ongoing issue in the Treasure Valley for over 30 years. While many steps have been taken to limit the release of air quality pollutants, individual behaviors must also change to achieve an improvement, or even a lack of degradation, in air quality. Outreach and education on air quality issues and steps individuals can take to curb individual air quality emissions are necessary to bring about this change.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	COMPASS will assist DEQ and the Air Quality Board in fulfilling requirements for outreach and education as outlined in Title 39, Section 116B of Idaho code (effective until July 1, 2023), which states, (1) The board shall...provide for the implementation of a motor vehicle inspection and maintenance program...[and]...provide for: ... (g) A fee, bond or insurance which is necessary to carry out the provisions of this section and <u>to fund an air quality public awareness and outreach program.</u>					
<b>FY2023 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Outreach</b> Coordinate a multi-agency air quality outreach and education program, focusing on how individuals can help curb air pollution						Ongoing
<b>LEAD STAFF:</b> Amy Luft						<b>Expense Summary</b>
<b>END PRODUCT:</b> Increased public understanding of air quality issues and an individual's role in curbing air pollution through assisting DEQ and the Air Quality Board in outreach and communication efforts.						Total Workdays: 7
						Salary \$ 6,299
						Fringe 2,846
						Overhead 855
						Total Labor Cost: \$ 10,000
<b>ESTIMATED DATE OF COMPLETION:</b> September-2023					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Department of Environmental Quality	
				\$ -	Ada County Air Quality Board	
DEQ/AQB			110,000	110,000	Professional Services \$ 100,000	
				-	Legal / Lobbying	
					Equipment Purchases	
					Travel / Education	
					Printing	
					Public Involvement	
					Meeting Support	
					Other	
						Total Direct Cost: \$ 100,000
<b>Total:</b>	\$ -	\$ -	\$ 110,000	\$ 110,000	702	Total Cost: \$ 110,000

<b>PROGRAM NO.</b>	703			<b>CLASSIFICATION:</b>	Service
<b>TITLE:</b>	Public Services				
<b>TASK / PROJECT DESCRIPTION:</b>	To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information are not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	COMPASS responds to questions from the public and provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There are no federal or state requirements concerning provision of services to the public. However, these services support COMPASS' vision, mission, roles, and values, including: "...serve as a source of information and expertise..." (COMPASS Mission), "serve as the regional technical resource..." (Role #3 Expert), and "perform and share quality analyses" (Role #3 Expert).				
<b>FY2023 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>Provide assistance to public and non-member entities, as requested, in the areas of:</b> Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling for proposed developments Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other general requests for information					Ongoing
<b>LEAD STAFF:</b> Mary Ann Waldinger <b>END PRODUCT:</b> Information assistance to the general public.					<b>Expense Summary</b> Total Workdays: 62 Salary \$ 29,601 Fringe 13,374 Overhead 4,018 Total Labor Cost: 46,993
<b>ESTIMATED DATE OF COMPLETION:</b> September-2023					<b>DIRECT EXPENDITURES:</b> \$ - Professional Services Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies
			46,993	\$ -	
Local / Fund Bal			\$ 46,993	\$ 46,993	
<b>Total:</b>	\$ -	\$ -	\$ 46,993	\$ 46,993	Total Direct Cost: \$ - <b>703 Total Cost: \$ 46,993</b>



<b>PROGRAM NO.</b>	704			<b>CLASSIFICATION:</b>	Service		
<b>TITLE:</b>	Air Quality Operations						
<b>TASK / PROJECT DESCRIPTION:</b>	To provide COMPASS labor support for the administrative needs of Air Quality Board. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.						
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Assisting COMPASS's members in meeting and improving air quality is one of the many planning services that COMPASS currently provides. Providing administrative support to the Air Quality Board for its operating functions enables the Air Quality Board to perform its functions in a more cost-effective manner.						
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW</b>	There is no federal requirement for this service.						
<b>FY2023 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
<b>General Administration</b> Provide meeting coordination, materials, and follow-up to the Board Conduct appropriate procurement processes and prepare contracts, as needed Facilitate updates to Air Quality Rules and Regulations, as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs  <b>Personnel Management</b> Prepare and complete recruitment processes Conduct employee annual evaluations  <b>Financial Management</b> Close FY2022 financial records and begin FY2023 Provide annual audit support and complete financial reports Complete AQB annual Audit Report Prepare and distribute year-end payroll reports Prepare financial reports for review by the Air Quality Board Maintain inventory of furniture, equipment, hardware and software  <b>Information Technology</b> Work with software provider to meet program needs and implement improvements and updates 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					Ongoing As needed As needed Ongoing Ongoing  As needed   Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing  Ongoing		
<b>LEAD STAFF:</b> Meg Larsen				<b>Expense Summary</b>			
End Product: Using the skills of COMPASS staff, provide for the administrative functions of the Air Quality Board.				Total Workdays: 128			
				Salary \$ 74,502			
				Fringe 33,661			
				Overhead 10,113			
				Total Labor Cost: 118,276			
<b>ESTIMATED DATE OF COMPLETION:</b> September-2023				<b>DIRECT EXPENDITURES:</b>			
<b>Funding Sources</b>			<b>Participating Agencies</b>				
	Ada	Canyon	Special			Total	Professional Services \$ -
Air Quality Board			\$ 118,276			\$ 118,276	Legal / Lobbying
							Equipment Purchases
					Travel / Education		
					Printing		
					Public Involvement		
					Meeting Support		
					Other		
				Total Direct Cost: \$ -			
<b>Total:</b>	\$ -	\$ -	\$ 118,276	118,276	704 Total Cost: \$ 118,276		

<b>PROGRAM NO.</b>	705			<b>CLASSIFICATION:</b>	Service
<b>TITLE:</b>	Transportation Liaison Services				
<b>TASK / PROJECT DESCRIPTION:</b>	To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Transportation liaison services ensure staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require COMPASS Board approval of a new work program.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Achieve better inter-jurisdictional coordination of transportation and land use planning. Documentation of other significant transportation planning projects occurring within the Treasure Valley through the Unified Planning Work Program and Budget.				
<b>FY2023 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
Attend member agency meetings and coordinate transportation-related planning activities with member agencies					Ongoing
<b>LEAD STAFF:</b> Matt Stoll				<b>Expense Summary</b>	
<b>END PRODUCT:</b> Ongoing staff liaison role to member agencies.				Total Workdays: 38	
				Salary \$ 21,109	
				Fringe 9,537	
				Overhead 2,865	
				Total Labor Cost: 33,511	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2023				<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K20640	\$ 7,400	\$ 2,600		\$ 10,000	
CPG, K22108	15,578	5,473		21,051	
STP-TMA, K20560					
Local / Fund Bal	1,820	640		2,460	
				-	
<b>Total:</b>	<b>\$ 24,798</b>	<b>\$ 8,713</b>		<b>\$ 33,511</b>	
					Total Direct Cost: \$ -
					705 Total Cost: \$ 33,511

<b>PROGRAM NO.</b>	760			<b>CLASSIFICATION:</b>	Service	
<b>TITLE:</b>	Government Affairs					
<b>TASK / PROJECT DESCRIPTION:</b>	Identify, review, monitor, advocate and report to the COMPASS Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.					
<b>FY2023 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Federal Legislative Priorities</b> 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	
<b>State Legislative Priorities</b> Work with Executive Committee to identify possible priorities and position statements for FY2023 legislative session Obtain Board endorsement of FY2023 legislative priorities Educate and advocate on FY2023 legislative priorities Evaluate possible legislative priorities for FY2023 legislative session					Oct-Nov Nov-Dec Dec-Apr May-Sep	
<b>LEAD STAFF:</b>	Matt Stoll				<b>Expense Summary</b>	
<b>END PRODUCT:</b>	An effective advocacy program for legislative issues and positions that have been approved by the Board.				Total Workdays: 253 Salary \$ 141,363 Fringe 63,871 Overhead 19,188 Total Labor Cost: 224,422	
<b>ESTIMATED DATE OF COMPLETION:</b>	September-2023				<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		Professional Services Legal / Lobbying Equipment Purchases Travel / Education 18,000 Printing Public Involvement Meeting Support Other
	Ada	Canyon	Special	Total	Member Agencies	
			242,422	\$ 242,422		
Local / Fund Bal				-		
<b>Total:</b>	\$ -	\$ -	\$ 242,422	\$ 242,422		
					Total Direct Cost: \$ 18,000	
					760 Total Cost: 242,422	

<b>PROGRAM NO.</b>	801			<b>CLASSIFICATION:</b>	System Maintenance
<b>TITLE:</b>	Staff Development				
<b>TASK / PROJECT DESCRIPTION:</b>	To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies, and best practices and activities nationally.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The activities of this task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There are no federal or state requirements concerning provision of staff training; however, COMPASS provides staff with opportunities for training and education. Training examples include attending workshops and conferences sponsored by Federal Highway Administration, National Association of Regional Councils, American Planning Association, Western Planner, Association of Metropolitan Planning Organizations, the Transportation Research Board, etc., to keep staff well informed.				
<b>FY2023 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					Ongoing
Staff training and development					
<b>LEAD STAFF:</b> Meg Larsen					<b>Expense Summary</b>
<b>END PRODUCT:</b> Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.					Total Workdays: 133
					Salary \$ 59,303
					Fringe 26,794
					Overhead 8,049
					Total Labor Cost: 94,146
<b>ESTIMATED DATE OF COMPLETION:</b> September-2023					<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	
CPG, K20640	\$ 22,200	\$ 7,800		\$ 30,000	Professional Services \$ -
CPG, K22108	83,496	29,336		112,832	Legal / Lobbying
STP-TMA, K20560					Equipment Purchases
Local / Fund Bal	8,372	2,942		11,314	Travel / Education 60,000
				-	Printing
				-	Public Involvement
				-	Meeting Support
				-	Other
<b>Total:</b>	<b>\$ 114,068</b>	<b>\$ 40,078</b>	<b>\$ -</b>	<b>\$ 154,146</b>	<b>Total Direct Cost: \$ 60,000</b>
					801 Total Cost: \$ 154,146

<b>PROGRAM NO.</b>	820			<b>CLASSIFICATION:</b>	System Maintenance
<b>TITLE:</b>	Committee Support				
<b>TASK / PROJECT DESCRIPTION:</b>	To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement. As lead agency, COMPASS also provides support to the Interagency Consultation Committee.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	The COMPASS Joint Powers Agreement, Section 4.1.6(K), states, Open Meeting Law: All meetings of the Board shall be governed under the provisions of the Open Meeting Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or recodification thereof.				
<b>FY2023 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
Provide meeting coordination, materials, and follow-up to the Board, standing committees and workgroups					Ongoing
<b>LEAD STAFF:</b> Meg Larsen					
<b>END PRODUCT:</b> Ongoing support of committees to promote involvement and communication.					<b>Expense Summary</b>
					Total Workdays: 254
					Salary \$ 106,242
					Fringe 48,002
					Overhead 14,421
					Total Labor Cost: 168,665
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2023	
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K20640	\$ 29,600	\$ 10,400		\$ 40,000	
CPG, K22108	87,422	30,716		118,138	
STP-TMA, K20560					
Local / Fund Bal	9,270	3,257		12,527	
				-	
<b>Total:</b>	<b>\$ 126,292</b>	<b>\$ 44,373</b>		<b>\$ 170,665</b>	
					DIRECT EXPENDITURES:
					Professional Services \$ -
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support 2,000
					Other
					Total Direct Cost: \$ 2,000
					820 Total Cost: 170,665

<b>PROGRAM NO.</b>	836			<b>CLASSIFICATION:</b>	System Maintenance	
<b>TITLE:</b>	Technical Support: Regional Travel Demand Model					
<b>TASK / PROJECT DESCRIPTION:</b>	Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. It also provides vital information for the required process of air quality conformity demonstration and all benefit-cost evaluations.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The model outputs are used to test and plan transportation projects, support capital improvement plans and impact fee and/or proportionate share programs for member agencies, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, provide area of influence model runs to inform the traffic impact study process, and respond to various special member requests.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450.324 -- Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, (e) "the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity" (f) "The metropolitan transportation plan shall, at a minimum, include (1) The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;..."					
<b>FY2023 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Key Elements</b>						
Maintain and update traffic count database 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) Provide travel demand modeling assistance to support member agency needs and special projects Maintain the input and output files for air quality conformity process and model (MOVES) and conduct conformity for regional TIP and/or long-range transportation plan Provide project and program evaluations using TREDIS for grant applications and ITD's Safety and Capacity Program Reconcile demographic data and integrate in the current and forecast years of the regional model Develop and update parameters for calibration of the regional model using data from the 2021 Household Travel Survey Support ACHD's Capital Improvement Plan update Provide technical and modeling support as needed for regional long range transportation plan 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					Ongoing Ongoing Ongoing Apr - Jul Oct - Aug Oct - Dec Oct - Sept Jan - Apr Ongoing Oct-Aug	
<b>Special Tasks and Model Improvements</b>						
Provide technical analysis on member agency requests vetted through RTAC Provide modeling and technical assistance to ITD's corridor and environmental studies Provide technical analysis on unanticipated member agency requests Maintain the data foundation system and continue to incorporate into other data sources					Ongoing Ongoing Ongoing Ongoing	
<b>LEAD STAFF:</b> Mary Ann Waldinger					<b>Expense Summary</b>	
<b>END PRODUCT:</b> Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					Total Workdays: 302	
					Salary \$ 158,284	
					Fringe 71,516	
					Overhead 21,485	
					Total Labor Cost: 251,285	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2023					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Highway Districts	Professional Services \$ 37,200
CPG, K20640	\$ 37,000	\$ 13,000		\$ 50,000	Member Agencies	Legal / Lobbying
CPG, K22108	146,010	51,301		197,310	Federal Highways Administration	Equipment Purchases
STP-TMA, K20560			20,000	20,000	Idaho Transportation Department	Travel / Education
				-	Valley Regional Transit	Printing
				-	Department of Environmental Quality	Public Involvement
Local / Fund Bal	15,669	5,505		21,175		Meeting Support
				-		Other
<b>Total:</b>	<b>\$ 198,679</b>	<b>\$ 69,806</b>	<b>\$ 20,000</b>	<b>\$ 288,485</b>		<b>Total Direct Cost: \$ 37,200</b>
					836	<b>Total Cost: \$ 288,485</b>

<b>PROGRAM NO.</b>		<b>838</b>			<b>CLASSIFICATION:</b>		<b>System Maintenance</b>	
<b>TITLE:</b>		<b>Travel Data Survey</b>						
<b>TASK / PROJECT DESCRIPTION:</b>		Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. Travel survey data are used to update various inputs and parameters necessary to facilitate the calibration and validation of the regional travel demand model. The data are also used to support other planning activities that benefit from high quality local data not available from any other source.						
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>		The model outputs are used to test and plan transportation projects, support Ada County Highway District's impact fee program, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, review proposed developments and traffic impact studies, provide area of influence, and respond to various special member requests.						
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>		Federal Code 23 CFR § 450.322 -- 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, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."						
<b>FY2022 BENCHMARKS</b>								
<b>MILESTONES / PRODUCTS</b>								
<b>Key Elements</b>								
Process final payment on Travel Data Survey Collection completed in fiscal year 2022								April
<b>LEAD STAFF:</b>		Mary Ann Waldinger			<b>Expense Summary</b>			
<b>END PRODUCT:</b> Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.								
<b>ESTIMATED DATE OF COMPLETION:</b>					September-2022			
<b>Funding Sources</b>					<b>Participating Agencies</b>			
	Ada	Canyon	Special	Total	Highway Districts Member Agencies Federal Highways Administration Idaho Transportation Department Valley Regional Transit Department of Environmental Quality			
CPG, K22108	\$ 10,387	\$ 3,649		\$ 14,037				
CPG, K20640				-				
Local / Fund Bal	824	288		1,112				
<b>Total:</b>	<b>\$ 11,211</b>	<b>\$ 3,937</b>	<b>\$ -</b>	<b>\$ 15,148</b>				
					<b>DIRECT EXPENDITURES:</b>			
					Professional Services \$ 15,148			
					Legal / Lobbying			
					Equipment Purchases			
					Travel / Education			
					Printing			
					Public Involvement			
					Meeting Support			
					Other			
					<b>Total Direct Cost: \$ 15,148</b>			
					<b>838 Total Cost: \$ 15,148</b>			

<b>PROGRAM NO.</b>	842			<b>CLASSIFICATION:</b>	System Maintenance	
<b>TITLE:</b>	Congestion Management Process					
<b>TASK / PROJECT DESCRIPTION:</b>	Maintain a functional congestion management process (CMP) for the Treasure Valley. Conduct data collection, update the congestion management process as needed, produce the Annual Congestion Management Report, maintain regional intelligent transportation system (ITS) architecture and inventory. Research, provide, and monitor transportation demand management (TDM) strategies. Work with member agencies to identify regional congestion issues, identify congestion management needs, and recommend congestion management strategies.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	The Congestion Management Process (CMP) is a systematic, cyclical, and regionally accepted approach for managing congestion that generates current information regarding regional congestion, outlines methods for identifying congestion management needs, identifies strategies to mitigate congestion, defines performance measures and targets related to congestion, and defines the path for implementing strategies through COMPASS' transportation improvement program (TIP) and regional long-range transportation plan.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450.322 -- A congestion management process is federally required for areas with populations exceeding 200,000, known as Transportation Management Areas. While only a portion of COMPASS' planning area is subject to this requirement (the Boise Urbanized Area), COMPASS' CMP covers its entire planning area. (a) "The transportation planning process in a TMA shall address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53 through the use of travel demand reduction (including intercity bus operators, employer-based commuting programs such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), job access projects, and operational management strategies..."					
<b>FY2023 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Congestion Management and Travel Time Data</b> Complete the Congestion Management Annual Report using the National Performance Measure Research Data Set (NPMRDS) for 2022 Complete Tier 2 analysis for the 2022 Congestion Management Annual Report using INRIX travel time data 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  <b>NPMRDS Travel Time Data and Process</b> Develop process for evaluating effectiveness of congestion mitigation projects using the NPMRDS and INRIX travel time data sets  <b>Transportation System Management and Ops (TSMO) and ITS Plan Update</b> Maintain the regional ITS inventory and TSMO/ITS projects list Refine the integration of management and operation strategies and TSMO projects into the long range plan  <b>I-84 Corridor Operations Plan</b> Complete I-84 Corridor Operations Plan HOV Analysis						June-Sept June-Sept Ongoing June-Sept Ongoing  Ongoing  Ongoing Ongoing  Oct-Dec
<b>LEAD STAFF:</b> Mary Ann Waldinger					<b>Expense Summary</b>	
END PRODUCT: Maintenance of the congestion management process, congestion management annual report (congestion issues, needs, strategies), 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: 147 Salary \$ 77,046 Fringe 34,811 Overhead 10,458 Total Labor Cost: 122,314	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2023					<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>		
	Ada	Canyon	Special	Total	Highway Districts	
CPG, K20640	\$ 54,760	\$ 19,240		\$ 74,000	Member Agencies	
CPG, K22108	29,109	10,227		39,336	Federal Highways Administration	
STP-TMA, K20560				-		
				-		
Local / Fund Bal	6,644	2,334		8,978	Public Involvement	
				-	Meeting Support	
				-	Other	
<b>Total:</b>	<b>\$ 90,513</b>	<b>\$ 31,802</b>	<b>\$ -</b>	<b>\$ 122,314</b>	<b>Total Direct Cost: \$ -</b>	
					<b>842</b>	<b>Total Cost: \$ 122,314</b>



<b>PROGRAM NO.</b>	860			<b>CLASSIFICATION:</b>	System Maintenance	
<b>TITLE:</b>	Geographical Information System Maintenance (GIS)					
<b>TASK / PROJECT DESCRIPTION:</b>	Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Workgroup (RGAWG) to create regional data that can be used for many purposes.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	Federal Code 23 CFR § 450.324 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."					
<b>FY2023 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Provide GIS Data Maintenance and Support for COMPASS Projects</b> Data analysis, and maintenance for performance reporting and other planning needs Enterprise database maintenance Data integration GIS Technology Census BAS						Ongoing
<b>GIS Cooperation</b> Continue participation in the Treasure Valley GIS User Group and Canyon Spatial Data Cooperative (SDC) meetings						Quarterly/as needed
<b>Regional Geographic Advisory Committee</b> Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data						Quarterly/as needed
<b>Regional Data Center</b> Expand and maintain authoritative regional GIS data Conduct data accuracy checks and metadata on regional data sets						Ongoing
<b>Transportation Improvement Program</b> Provide ongoing support						Ongoing
<b>2022 Orthophotography Project</b> Finalize 2022 orthophotography acquisition Distribute final data products to participants						December
<b>2023 Orthophotography Project</b> Conduct 2023 orthophotography flight Conduct QC on preliminary data Continue to plan for future orthophotography acquisition and funding						March - October
<b>LEAD STAFF:</b> Eric Adolfson					<b>Expense Summary</b>	
<b>END PRODUCT:</b> 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible.					Total Workdays: 392	
					Salary \$ 166,493	
					Fringe 75,224	
					Overhead 22,599	
					Total Labor Cost: 264,316	
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2023		<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>		Professional Services \$ 162,500
	Ada	Canyon	Special	Total	All Member Agencies	Legal / Lobbying
CPG, K20640	\$ 73,828	\$ 25,940		\$ 99,768		Equipment Purchases 61,300
CPG, K22108	121,038	42,527		163,565		Travel / Education
STP-TMA, K20560			21,705	21,705		Printing
						Public Involvement
						Meeting Support
Local / Fund Bal	16,708	5,870	180,500	203,078		Other
						Carry-Forward
						Total Direct Cost: \$ 223,800
<b>Total:</b>	<b>\$ 211,575</b>	<b>\$ 74,336</b>	<b>\$ 202,205</b>	<b>\$ 488,116</b>	860	Total Cost: 488,116

<b>PROGRAM NO.</b>	990			<b>CLASSIFICATION:</b>	Indirect / Overhead
<b>TITLE:</b>	Direct Operations & Maintenance				
<b>TASK / PROJECT DESCRIPTION:</b>	To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.				
<b>FY2023 BENCHMARKS</b>					
				<b>MILESTONES / PRODUCTS</b>	
Provide local dollars for expenditures not federally funded.				Ongoing	
<b>LEAD STAFF:</b> Meq Larsen				<b>Expense Summary</b>	
<b>END PRODUCT:</b> Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.				Total Workdays: 0	
				Salary \$ -	
				Fringe -	
				Overhead -	
				Total Labor Cost: \$ -	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2023				<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K20640					Professional Services 18,000
CPG, K22108				\$ -	Legal / Lobbying \$ 17,000
STP-TMA, K20560			24,698	24,698	Equipment Purchases 82,250
Other			35,654	35,654	Travel / Education 11,600
Local / Fund Bal			102,152	102,152	Printing
					Public Involvement
					Meeting Support 7,000
					Carryforward 26,654
<b>Total:</b>	\$ -	\$ -	\$ 162,504	\$ 162,504	Total Direct Cost: \$ 162,504
					990 Total Cost: \$ 162,504

<b>PROGRAM NO.</b>	<b>991</b>	<b>CLASSIFICATION:</b>	<b>Indirect / Overhead</b>	
<b>TITLE:</b>	<b>Support Services Labor</b>			
<b>TASK / PROJECT DESCRIPTION:</b>	To provide labor to support the ongoing administrative functions of COMPASS. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.			
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system.			
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	<p>The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.</p> <p>Memorandum of Understanding 04-01, Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allow indirect costs as outlined in the agreement.</p>			
<b>FY2023 BENCHMARKS</b>				
<b>MILESTONES / PRODUCTS</b>				
<p><b>General Administration</b></p> <ul style="list-style-type: none"> <li>Review standing agreements</li> <li>Conduct appropriate procurement processes and prepare contracts, as needed</li> <li>Update COMPASS operational policies as needed</li> <li>Monitor general workplace and personnel needs</li> <li>Provide administrative assistance for agency needs</li> </ul> <p><b>Personnel Management</b></p> <ul style="list-style-type: none"> <li>Prepare and complete recruitment processes</li> <li>Conduct employee annual evaluations</li> <li>Renew insurance policies</li> <li>Pursue FY2023 benefit options</li> </ul> <p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>Close FY2022 financial records and begin FY2023</li> <li>Provide annual audit support and complete financial reports</li> <li>Complete COMPASS annual Audit Report</li> <li>Prepare and distribute year-end payroll reports</li> <li>Complete budget variance information and report to the Finance Committee quarterly</li> <li>Maintain inventory of furniture, equipment, hardware and software</li> </ul> <p><b>Information Technology</b></p> <ul style="list-style-type: none"> <li>Manage Information Technology consultant and coordinate work efforts</li> <li>Prioritize needs, analyze costs, make recommendations and implement system improvements</li> <li>Coordinate with staff to configure equipment and software to meet the needs of each position</li> <li>Maintain security and integrity of IT systems, and perform appropriate back ups</li> <li>Coordinate systems with member agencies</li> <li>Migrate COMPASS website from Dreamweaver to a new platform</li> </ul>			<p>Aug As needed As needed Ongoing Ongoing</p> <p>As needed</p> <p>Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing</p> <p>Ongoing</p> <p>Oct - Dec</p>	
<b>LEAD STAFF:</b> Meg Larsen			<b>Expense Summary</b>	
<b>END PRODUCT:</b> An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.			Total Workdays: 1,012 Salary \$ - Fringe - Overhead - Total Labor Cost: \$ -	
<b>ESTIMATED DATE OF COMPLETION:</b> September-2023			<b>DIRECT EXPENDITURES:</b>	
<b>Funding Sources</b>		<b>Participating Agencies</b>		
	Ada	Canyon	Special	Member Agencies
				Idaho Transportation Department
			Total	
			\$ -	
			-	
			-	
<b>Total:</b>	\$ -	\$ -	\$ -	
				Total Direct Cost: \$ -
				991 Total Cost: \$ -