



Working together to plan for the future

FINANCE COMMITTEE MEETING
JULY 13, 2023 — 12:00 PM
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO

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

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

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

** AGENDA **

I. CALL TO ORDER/ROLL CALL

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 2 A.* Approve June 15, 2023, Finance Committee Meeting Minutes

IV. INFORMATION/DISCUSSION ITEM

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

V. ACTION ITEMS

Page 6 A.* Recommend Approval of the FY2024 Unified Planning Work Program and Budget (UPWP)

VI. OTHER

A. Next Meeting: August 17, 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 MEETING
JUNE 15, 2023
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM AND ZOOM**

****DRAFT MINUTES****

- ATTENDEES:** Zach Brooks, Commissioner, Canyon County, in person
Trevor Chadwick, Mayor, City of Star, in person
Miranda Gold, Commissioner, Ada County Highway District, in person
Holli Woodings, Councilmember, City of Boise, **Vice Chair**, in person
- MEMBERS ABSENT:** Rod Beck, Commissioner, Ada County, **Chair**
Victor Rodriguez, Councilmember, City of Nampa
Steve Rule, Mayor, City of Middleton
- 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:

Vice Chair Holli Woodings called the meeting to order at 12:08 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

There were no announcements.

CONSENT AGENDA

A. Approve the April 5, 2023, Finance Committee Special Meeting Minutes

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

INFORMATION/DISCUSSION ITEMS

A. Review Report of Disbursements Made in the Reporting Period

Megan Larsen presented the disbursements made in the reporting period, March 4, 2023, through May 19, 2023, which was provided in the packet for information. There was no discussion regarding these disbursements.

B. Review Draft FY2024 Unified Planning Work Program and Budget (UPWP)

Megan Larsen presented the Draft FY2024 UPWP, which was provided in the packet for information. There was minimal discussion regarding the Draft FY2024 UPWP.

ACTION ITEMS

A. Approve Variance Report for October 1, 2022 – March 31, 2023

Megan Larsen presented the Variance Report for October 1, 2022 – March 31, 2023, for approval.

Trevor Chadwick moved and Miranda Gold seconded approval of the variance report for October 1, 2022 – March 31, 2023, as presented. Motion passed unanimously.

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

Megan Larsen presented Revision 3 of the FY2023 UPWP.

Miranda Gold moved and Trevor Chadwick seconded recommending COMPASS Board of Directors' approval of Revision 3 of the FY2023 UPWP as presented. Motion passed unanimously.

ADJOURNMENT

Vice Chair Holli Woodings adjourned the meeting at 12:43 p.m.

Approved this 13th day of July 2023.

By: _____
Rod Beck, Chair

Attest:

By: _____
Holli Woodings, Vice Chair

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Check History Report
Sorted By Vendor Name
Activity From: 5/20/2023 to 7/5/2023

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: AMPO ASSOCIATION OF METROPOLITAN PLANNING					
A	ICCU - Checking	0000007214	7/5/2023	3,721.94	Auto
				Vendor ASSOCIATION OF METROPOLITAN PLANNING Total:	3,721.94
Vendor Number: BOE Boise Office Equipment					
A	ICCU - Checking	0000007192	6/5/2023	1,507.38	Auto
				Vendor Boise Office Equipment Total:	1,507.38
Vendor Number: BSURADI Boise State Public Radio					
A	ICCU - Checking	0000007201	6/15/2023	740.00	Auto
				Vendor Boise State Public Radio Total:	740.00
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT					
A	ICCU - Checking	0000007200	6/20/2023	169.32	Manual
				Vendor COLONIAL LIFE & ACCIDENT Total:	169.32
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	0000007194	6/5/2023	8,878.61	Auto
A	ICCU - Checking	0000007215	7/5/2023	3,334.69	Auto
				Vendor IDAHO CENTRAL CREDIT UNION Total:	12,213.30
Vendor Number: IDPOWE IDAHO POWER CO.					
A	ICCU - Checking	0000007195	6/5/2023	592.20	Auto
A	ICCU - Checking	0000007216	7/5/2023	678.10	Auto
				Vendor IDAHO POWER CO. Total:	1,270.30
Vendor Number: IDPRESR Idaho Press Tribune Renewal					
A	ICCU - Checking	0000007203	6/15/2023	409.55	Auto
				Vendor Idaho Press Tribune Renewal Total:	409.55
Vendor Number: IDPRES IDAHO PRESS-TRIBUNE					
A	ICCU - Checking	0000007196	6/5/2023	113.02	Auto
				Vendor IDAHO PRESS-TRIBUNE Total:	113.02
Vendor Number: IMPACT Iliad Media Boise, LLC					
A	ICCU - Checking	0000007205	6/15/2023	800.00	Auto
				Vendor Iliad Media Boise, LLC Total:	800.00
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.					
A	ICCU - Checking	0000007206	6/15/2023	68.47	Auto
				Vendor INTERMOUNTAIN GAS CO. Total:	68.47
Vendor Number: IDSTAT McClatchy Company					
A	ICCU - Checking	0000007204	6/15/2023	69.74	Auto
				Vendor McClatchy Company Total:	69.74
Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)					
A	ICCU - Checking	0000007199	6/20/2023	64.00	Manual
				Vendor NCPERS Group Life Ins. (M605) Total:	64.00
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	0000007197	6/5/2023	74.21	Auto
A	ICCU - Checking	0000007207	6/15/2023	45.64	Auto
A	ICCU - Checking	0000007217	7/5/2023	273.55	Auto
				Vendor Office Depot Total:	393.40
Vendor Number: RADIO R Radio Rancho					
A	ICCU - Checking	0000007208	6/15/2023	1,959.83	Auto
				Vendor Radio Rancho Total:	1,959.83
Vendor Number: SHREDIT Shred-It USA- Boise					
A	ICCU - Checking	0000007209	6/15/2023	60.00	Auto
				Vendor Shred-It USA- Boise Total:	60.00
Vendor Number: SINCLAI Sinclair Broadcast Group					
A	ICCU - Checking	0000007210	6/15/2023	500.00	Auto

Check History Report
Sorted By Vendor Name
Activity From: 5/20/2023 to 7/5/2023

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	0000007218	7/5/2023	525.00	Auto
Vendor Sinclair Broadcast Group Total:				<u>1,025.00</u>	
Vendor Number: SMARTNO Smart North Florida, Idc.					
A	ICCU - Checking	0000007211	6/15/2023	3,000.00	Auto
Vendor Smart North Florida, Idc. Total:				<u>3,000.00</u>	
Vendor Number: IDASTA THE IDAHO STATESMAN					
A	ICCU - Checking	0000007193	6/5/2023	1,151.53	Auto
Vendor THE IDAHO STATESMAN Total:				<u>1,151.53</u>	
Vendor Number: TOWNSQU Townsquare Digital					
A	ICCU - Checking	0000007212	6/15/2023	1,207.00	Auto
Vendor Townsquare Digital Total:				<u>1,207.00</u>	
Vendor Number: TREAVAL TREASURE VALLEY COFFEE					
A	ICCU - Checking	0000007198	6/5/2023	135.18	Auto
A	ICCU - Checking	0000007219	7/5/2023	67.59	Auto
Vendor TREASURE VALLEY COFFEE Total:				<u>202.77</u>	
Vendor Number: CHADWIC Trevor Chadwick					
A	ICCU - Checking	0000007202	6/15/2023	237.60	Auto
Vendor Trevor Chadwick Total:				<u>237.60</u>	
Vendor Number: VERIZON Verizon					
A	ICCU - Checking	0000007213	6/15/2023	16.90	Auto
Vendor Verizon Total:				<u>16.90</u>	
Report Total:				<u><u>30,401.05</u></u>	

FINANCE COMMITTEE AGENDA ITEM V-A

Date: July 13, 2023

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

Request/Recommendation:

COMPASS staff seeks a recommendation of the FY2024 UPWP for COMPASS Board of Directors' approval.

Background/Summary:

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

The preliminary draft of the FY2024 UPWP was reviewed at the June 16, 2023, Finance Committee meeting.

Following review and recommendation by the Finance Committee, the FY2024 UPWP will be presented to the COMPASS Board of Directors' for adoption at its August 21, 2023, meeting. Then, it will be forwarded to the Idaho Transportation Department (ITD), the Federal Highway Administration, and the Federal Transit Administration for approval.

The draft FY2024 UPWP includes the following documents:

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

Funding Source Summary – A one-page summary of the funding applied to all expenditures by program.

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.

Program Worksheets – A one-page worksheet for each program describing the purpose of the program, the planned tasks in that program for the year, and the expenses and funding sources for that 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. At the June 26, 2023, meeting, the COMPASS Board approved Revision 3 of the FY2023 UPWP, authorizing the use of these CPG funds for the transportation funding study. 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 \$1,738,826 from the FY2024 CPG reflects the updated amount provided to COMPASS from ITD. The amount is about \$40,000 less than what was included in the draft FY2024-FY2030 Regional Transportation Improvement Program (TIP) and provided to the Finance Committee at the June 15 meeting. The update resulted from the inclusion of the new Twin Falls Metropolitan Planning Organization in the distribution of CPG funds.
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, one of these positions is vacant, but staff are actively recruiting to fill this position.
14. Due to recruiting challenges, COMPASS was not able to replace departing senior- and mid-level staff with individuals with equivalent experience, but instead brought in early-career individuals, generating some salary savings. The total increase in the salary budget from FY2023 to FY2024 is just 3.2%, but it allows COMPASS to accomplish several important objectives in support of staff retention. First, 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, budgeted 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 covered by the overall 3.2% increase in salary budget.
16. 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, the 3.2% overall increase in the salary budget from FY2023 to FY2024 covers a \$1,000 increase in the annual Team Lead premium.
17. The overall 3.2% increase in the salary budget from FY2023 to FY2024 provides for 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.

18. Fringe expenses include the cost of health insurance. The previous UPWP draft included an estimated 3.5% increase in health insurance costs. The Boise Municipal Health Care Trust met on July 6, 2023, and approved renewal of the health insurance at the same rates as 2023, with no increase. Estimated fringe expenses were updated accordingly. Additionally, coverage option estimates for new staff were updated to reflect their actual selections. This line item includes 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.
19. 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.
20. 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.
21. 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.
22. Direct expenses include \$55,000 for enhancements to the travel demand model.
23. 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.
24. Direct expenses include \$58,000 for software to help manage the TIP more efficiently.
25. Direct expenses include funding of \$40,000 for upgrades to COMPASS servers, which are approaching the end-of-life.
26. Direct expenses for all other programs are stable and consistent with current year activities.

With the end of the emission testing program 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

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

REVENUE	FY2023 Rev 3	FY2024 UPWP
GENERAL MEMBERSHIP		
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
SPECIAL MEMBERSHIP		
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
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
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		1,286,731
CPG - FY2024 K# 22494 Canyon County		452,095
Sub Total CPG Grants	2,168,141	1,989,366
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#23676 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
OTHER REVENUE SOURCES		
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
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	4,620,379	5,051,846
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	526,542
Subtotal	203,500	823,002
TOTAL REVENUE, ALL RESOURCES	4,823,879	5,874,848

EXPENSE	FY2023 Rev 3	FY2024 UPWP
SALARY, FRINGE & CONTINGENCY		
Salary	1,767,151	1,824,108
Fringe	822,100	837,300
Contingency (Overtime, Bonus, and Sick Time Trade)	19,000	22,000
Subtotal	2,608,251	2,683,408
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	217,900	233,950
Subtotal	217,900	233,950
DIRECT OPERATIONS & MAINTENANCE		
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	67,200
838001, Travel Survey Data Collection	15,148	-
860001, Geographic Information System Maintenance	223,800	199,500
990001, Direct Operations and Maintenance	162,504	245,350
Subtotal	1,997,728	2,957,490
TOTAL EXPENSE	4,823,879	5,874,848

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	4,823,879	5,874,848
LESS: TOTAL EXPENSES	4,823,879	5,874,848
REVENUE EXCESS/(DEFICIT)	(0)	-

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

WORK PROGRAM NUMBER	EXPENSES													MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES	
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY23 CPG Ada County K# 22108 (74%) 7.34% match	FY23 CPG Canyon County K# 22108 (26%); 7.34% match	FY24 CPG Ada County K# 22494 (74%) 20% match safety; 7.34% match other	FY24 CPG Canyon County K# 22494 (26%) 20% match safety; 7.34% match other	STP-TMA Off The Top K# 20560 7.34% match	STBG-TMA CIM 2055 K# 20271; 7.34% match	STBG-TMA PEL, High Capacity Transit KN13046	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	106,074	-	106,074			54,550	19,166	24,572					98,288	7,786			7,786	106,074
620001 Demographics and Growth Monitoring	143	116,079	2,500	118,579			61,409	21,576	26,890					109,875	8,704			8,704	118,579
620005 Safe and Accessible Transportation (development reviews)	32	17,862	-	17,862			10,574	3,715						14,289	3,573			3,573	17,862
653001 Communication and Education Long-Range Planning	246	168,290	52,350	220,640										-		220,640		220,640	220,640
661001 General Project Management	642	425,895	703,500	1,129,395	185,400	65,140	219,022	76,954	98,659	230,260		166,788		1,042,223	82,559		4,613	87,172	1,129,395
661005 Safe and Accessible Transportation (SS4A Action Plan)	138	122,534	490,000	612,534			72,540	25,487					392,000	490,027	122,507			122,507	612,534
661006 High-Capacity Transit PEL	188	140,654	829,000	969,654			72,333	25,414	32,582			768,151		898,480	71,174			71,174	969,654
661008 Bike Counter Management Resource Development/Funding	208	106,574	19,840	126,414			54,807	19,257	24,688					98,752	7,822	19,840		27,662	126,414
685001 Transportation Improvement Program	398	290,882	6,500	297,382			154,046	54,124	67,383					275,553	21,829			21,829	297,382
685002 Project Development Program	29	25,309	150,000	175,309			115,868	40,710	5,863					162,441	12,868			12,868	175,309
685003 Grant Research and Development	204	174,923	20,000	194,923										-		194,923		194,923	194,923
685004 CIM Implementation Grants	16	13,399	100,000	113,399			6,890	2,421	3,104					12,415	984	100,000		100,984	113,399
685005 Safe and Accessible Transportation (CMF)	7	3,474	-	3,474			2,057	723						2,780	694			694	3,474
TOTAL PROJECTS	2,359	1,711,949	2,373,690	4,085,639	185,400	65,140	824,096	289,547	283,741	230,260	768,151	166,788	392,000	3,205,123	340,500	535,403	4,613	880,516	4,085,639
701001 Membership Services	80	70,488	-	70,488			36,249	12,736	16,329					65,314	5,174			5,174	70,488
703001 Public Services	25	22,064	-	22,064										-		22,064		22,064	22,064
705001 Transportation Liaison Services	48	43,306	-	43,306			24,785	8,708	6,635					40,128	3,178			3,178	43,306
760001 Government Affairs	270	273,225	19,750	292,975										-		292,975		292,975	292,975
TOTAL SERVICES	423	409,083	19,750	428,833	-	-	61,034	21,444	22,964	-	-	-	-	105,442	8,352	315,039	-	323,391	428,833
801001 Staff Development	153	114,384	50,000	164,384			112,715	39,603						152,318	12,066			12,066	164,384
820001 Committee Support	211	168,326	2,000	170,326			115,418	40,552						155,970	12,356	2,000		14,356	170,326
836001 Regional Travel Demand Model	202	185,064	67,200	252,264			172,973	60,775						233,748	18,516	-		18,516	252,264
842001 Congestion Management Process	75	68,712	-	68,712			495	174						669	53	67,990		68,043	68,712
860001 Geographic Information System Maintenance	337	259,840	199,500	459,340										-		334,340	125,000	459,340	459,340
TOTAL SYSTEM MAINTENANCE	978	796,326	318,700	1,115,026	-	-	401,601	141,104	-	-	-	-	-	542,705	42,991	404,330	125,000	572,321	1,115,026
990001 Direct Operations / Maintenance	-	-	245,350	245,350										-		208,963	36,387	245,350	245,350
991001 Support Services Labor	1,020	-	-	-										-				-	-
999001 Indirect Operations/Maintenance	-	-	-	-										-				-	-
TOTAL INDIRECT/OVERHEAD	1,020	-	245,350	245,350	-	-	-	-	-	-	-	-	-	-	-	208,963	36,387	245,350	245,350
GRAND TOTAL	4,780	2,917,358	2,957,490	5,874,848	185,400	65,140	1,286,731	452,095	306,705.00	230,260	768,151	166,788	392,000	3,853,270	391,843	1,463,735	166,000	2,021,578	5,874,848

**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	67,200	67,200								
860001 Geographic Information System Maintenance	199,500	125,000	74,500							
990001 Direct Operations / Maintenance										
Annual salary survey update	6,500	6,500								
Replacement of servers/op system at end of life	40,000		40,000							
Transit network planning software	19,250		19,250							
TIP Software	58,000		58,000							
TREDIS Renewal	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		
GRAND TOTAL	2,957,490	2,515,200	307,590	69,600	3,700	2,500	30,850	9,800	18,250	-

**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
TOTAL		217,900	233,950

**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
TOTAL PROJECTS			86	1,883	341	49	2,359
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
TOTAL SERVICES			61	110	252	-	423
801001	Staff Development	ML	10	111	22	10	153
820001	Committee Support	AL	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
TOTAL SYSTEM MAINTENANCE			22	792	154	10	978
TOTAL DIRECT			169	2,785	747	59	3,760
991001	Support Services Labor	ML	291	155	173	401	1,020
TOTAL INDIRECT/OVERHEAD			291	155	173	401	1,020
TOTAL LABOR			460	2,940	920	460	4,780

PROGRAM NO.	601				CLASSIFICATION:	Project
TITLE:	UPWP Budget Development and Monitoring					
TASK / PROJECT DESCRIPTION:	Monitor and amend, as necessary, the FY2024 Unified Planning Work Program and Budget (UPWP) and related transportation grants for the metropolitan planning organization (MPO). Develop and obtain COMPASS Board approval for the FY2025 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	Federal Code 23 CFR § 450.308 (b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.					
FY2024 BENCHMARKS						
MILESTONES / PRODUCTS						
FY2024 UPWP Process and track revenues and expenditures for the FY2024 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants						Ongoing As Needed
Process and obtain Board approval of FY2024 UPWP revisions Distribute revisions of the FY2024 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2024 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval						As Needed
FY2025 UPWP Development Develop process and schedule for the FY2025 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2025 Submit initial revenue assessment for FY2025 to the Finance Committee for input Obtain Board approval on FY2025 General and Special membership dues						Nov Jan-Feb Mar Apr
Present FY2025 UPWP Present draft FY2025 UPWP to Finance Committee for input and feedback Present draft FY2025 UPWP to Finance Committee for recommendation Submit FY2025 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2025 UPWP Distribute FY2025 UPWP to the Idaho Transportation Department and Federal Transit Administration						Jun Jul Aug Aug Aug
Track Federal requirements as related to Self-Certification Compliance with federal requirements						Ongoing
Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan Monitor federal changes through the Federal Register						Ongoing
LEAD STAFF: Meg Larsen						Expense Summary
END PRODUCTS: FY2024 UPWP revisions; FY2025 UPWP; and maximize funding opportunities.						
						Total Workdays: 108
						Salary \$ 67,124
						Fringe 30,444
						Overhead 8,506
						Total Labor Cost: 106,074
ESTIMATED DATE OF COMPLETION: September-2024						DIRECT EXPENDITURES:
Funding Sources				Participating Agencies		Professional Services \$ -
	Ada	Canyon	Special	Total	Member Agencies	Legal / Lobbying
CPG, K22108				\$ -	Federal Highway Administration	Equipment Purchases
CPG, K22494	54,550	19,166		73,716	Federal Transit Administration	Travel / Education
STP-TMA, 20560			24,572	24,572		Printing
						Public Involvement
Local / Fund Bal	4,322	1,518	1,946	7,786		Meeting Support
						Other
Total:	\$ 58,872	\$ 20,684	\$ 26,518	106,074		Total Direct Cost: \$ -
					601	Total Cost: \$ 106,074

PROGRAM NO.	620		CLASSIFICATION:		Project
TITLE:	Demographics and Growth Monitoring				
TASK / PROJECT DESCRIPTION:	To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service, and 4) Development review, including the fiscal impact analysis, enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> .				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.322 (b) -- Long-range plans require valid forecasts of future demand for transportation services that are based on existing conditions that can be included in the travel demand model. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."				
FY2024 BENCHMARKS					
MILESTONES / PRODUCTS					
Population and Employment Estimates					
Data collection and geocoding of building permits					Ongoing
Complete 2023 employment data					Mar
Complete 2023 Development Monitoring Report					Mar
Complete 2024 population estimates and receive Board acceptance					Apr
Development Forecasting, Tracking, and Reconciliation					
Update preliminary plat files and other entitled development					Ongoing
Board approval of 2055 Growth Allocation					Aug
Develop population, housing, and employment forecasts for long-range transportation plan					Jan-Aug
Board approval of 2055 Control Forecast					Dec
Conduct build-out analysis					Jan-Aug
Board approval of buildout forecast					Aug
Demographics Support					
Respond to member requests for census data					Ongoing
Provide development and policy reviews and checklists					Ongoing
Include fiscal impact analysis with development checklist per policy					Ongoing
Development checklist report					Mar
LEAD STAFF: Austin Miller					
END PRODUCT: Demographic products: 1) 2024 population estimates; 2) 2023 employment estimates; 3) 2023 Development Monitoring Report updated; 4) annual demographic reconciliation; 5) population, housing, and employment forecast; and 6) development checklist report					Expense Summary
					Total Workdays: 175
					Salary \$ 84,758
					Fringe 38,442
					Overhead 10,741
					Total Labor Cost: 133,941
ESTIMATED DATE OF COMPLETION: September-2024					
Funding Sources					Participating Agencies
	Ada	Canyon	Special	Total	Member Agencies
CPG, K22108				\$ -	Housing authorities and other housing stakeholders
CPG, K22494	71,983	25,291			
STP-TMA, 20560			26,890	97,274	
				26,890	
Local / Fund Bal	7,508	2,638	2,131	12,277	
Total:	\$ 79,491	\$ 27,929	\$ 29,021	136,441	
					DIRECT EXPENDITURES:
					Professional Services
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other 2,500
					Total Direct Cost: \$ 2,500
					620 Total Cost: \$ 136,441

PROGRAM NO.	653				CLASSIFICATION:	Project	
TITLE:	Communication and Education						
TASK / PROJECT DESCRIPTION:	The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include, but are not limited to, managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; managing COMPASS' social media channels; supporting the Public Participation Workgroup; and representing COMPASS at open houses and other events.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public participation strategy.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., regional transportation improvement program, regional long-range transportation plan [<i>Communities in Motion</i>]) is planned and budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing and updating the COMPASS participation plan, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to support federally required public involvement efforts.						
FY2024 BENCHMARKS							
MILESTONES / PRODUCTS							
General							
Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases							Ongoing
Support work of Public Participation Workgroup							Ongoing
Implement the COMPASS participation plan; work toward goals established in the plan							
Provide outreach/public speaking support and training to staff							Ongoing
Develop tools, such as electronic and print materials, designed for most effective means of communication							
Maintain and enhance COMPASS social media channels							Ongoing
Continually update the COMPASS website to improve usability and keep content up to date							Ongoing
Develop the FY2024 annual report, annual budget summary, and annual communication summary							Oct - Dec
Write and distribute the monthly Keeping Up With COMPASS newsletter							Ongoing
Develop a public-focused summary brochure describing how to become involved with COMPASS							
Update/develop other print materials as appropriate							Ongoing
Education and community outreach							
Develop and implement the FY2024 public education series							Jan - Sep
Support and collaborate with other agencies' outreach and education efforts and programs							Ongoing
Participate in community events to share planning-related information							Ongoing
Attend/support member agencies at public meetings							Ongoing
Manage/support the Leadership in Motion awards program							Aug - Dec
Plan and host the annual "COMPASS 101" workshop							Jan - Feb
Sponsor the "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department)							Mar - Jun
Present information about COMPASS and our programs to stakeholders and community groups as requested							Ongoing
Develop a new COMPASS display for use at community meetings							Oct - Dec
Purchase new COMPASS swag to distribute at public events							Oct - Dec
LEAD STAFF: Amy Luft					Expense Summary		
END PRODUCT: Public involvement in, and understanding of, transportation planning and related issues.							
					Total Workdays: 246		
					Salary \$ 106,494		
					Fringe 48,301		
					Overhead 13,495		
					Total Labor Cost: 168,290		
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies Professional Services \$ 24,000 Legal / Lobbying Equipment Purchases Travel / Education Printing 3,200 Public Involvement 24,350 Meeting Support 800 Other		
CPG, K22108				\$ -			
CPG, K22494							
Local / Fund Bal			220,640	220,640			
				-			
	\$ -	\$ -	\$ 220,640	\$ 220,640	Total Direct Cost: \$ 52,350		
					653	Total Cost: 220,640	

PROGRAM NO.	661			CLASSIFICATION:	Project
TITLE:	Long Range Planning				
TASK / PROJECT DESCRIPTION:	This project encompasses the activities to identify regional transportation needs and solutions, and prepare a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450 "Infrastructure Investment and Jobs Act" (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.				
FY2024 BENCHMARKS					
MILESTONES / PRODUCTS					
General Project Management Monitor legislative, funding, etc. changes and provide updates Update financial analysis Transportation funding study					Ongoing Oct-Mar May-June
Land Use Complete Regional Housing Plan and present to COMPASS Board Review comprehensive plans					Oct Ongoing
Active Transportation (bicycle and pedestrian) Review micromobility Update regional pathway network Develop coordinated regional waterway-pathway plan Intergrate bicycle pedestrian count program into planning process					FY24-FY25
Freight Update freight study Develop freight rail analysis					FY24-FY25
Public Transportation Coordinate high capacity transit planning and environmental linkages (PEL) study Update regional public transportation network Update coordinated plan Conduct first and last mile needs analysis Develop park and ride coordination plan					FY24-FY25
Roadways Update congestion management process, strategies and implementation Update regional transportation demand management policy/strategy Analyze smart cities/intelligent transportation systems corridor intergration opportunities Develop carbon reduction strategy					FY24-FY25
Safety Develop regional safety action plan					FY24-FY25
Equity Analysis of transportation underfunding Update disadvantaged groups needs analysis					FY24-FY25
Environment, Natural Resources, and Resiliency Update environmental mitigation strategies Develop resiliency improvement plan					FY24-FY25
Economic Activity Update travel and tourism					FY24-FY25
Emerging technology and security Develop regional transportation security education and support Develop electric vehicles alternative fuels infrastructure deployment study Develop autonomous vehicles preparedness study					FY24-FY25
Performance Management Update asset management information as needed Update federally required performance targets as needed					Mar Ongoing
Public Involvement Conduct public involvement according to the work plan					Ongoing
Bike Counter Management Manage portable counter requests Manage permanent counter program and COMPASS Data Bike Manage and report data					Ongoing Ongoing Ongoing
LEAD STAFF:	Austin Miller				
END PRODUCT:	Begin development of <i>Communities in Motion 2055</i> ; projects to address new planning emphasis areas and prepare for federal grant opportunities; collect bicycle and pedestrian data.				Expense Summary
					Total Workdays: 1,176
					Salary \$ 503,491
					Fringe 228,361
					Overhead 63,804
					Total Labor Cost: 795,657
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K22108	185,400	65,140		250,540	ITD
CPG, K22494	418,702	147,112		565,814	FHWA
STP-TMA, 20560			155,929	155,929	FTA
STBG-TMA, K20271			230,260	230,260	Housing authorities and other housing stakeholders
STBG-TMA, K13046			768,151	768,151	
CRP-TMA			166,788	166,788	
FHWA SS4A			392,000	392,000	
Local / Fund Bal	60,243	21,167	227,105	308,515	
Total:	664,345	233,419	1,940,233	2,837,997	
					Professional Services \$ 2,022,500
					Legal / Lobbying
					Equipment Purchases 19,840
					Travel / Education
					Printing
					Public Involvement
					Carry-Forward
					Total Direct Cost: \$ 2,042,340
					661 Total Cost: 2,837,997

PROGRAM NO.	685				CLASSIFICATION:	Project	
TITLE:	Resource Development/Funding						
TASK / PROJECT DESCRIPTION:	Develop a FY2025-2031 Regional Transportation Improvement Program (TIP) for Ada and Canyon Counties that complies with all federal, state, and local regulations and policies for the purpose of funding transportation projects. Process amendments and provide project tracking and monitoring for the FY2024-2030 TIP. With consultant assistance, COMPASS staff will assist member agencies in taking project ideas and transforming them into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public information plans. Grant research, development, and grant administration are expected to secure additional funding into the region. COMPASS will award <i>Communities in Motion</i> (CIM) Implementation Grants to member agencies after appropriate outreach, prioritization, and contract due diligence.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 2050 goals and performance measures, increase the delivery of funded projects on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects meet deadlines and do not lose federal funding through project monitoring and committee participation.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	The task is designed to help identify additional revenue sources for member agencies to assist in funding improvements and ongoing maintenance of the transportation system; also assists member agencies in implementing the regional long-range transportation plan and the annual TIP. Under 23 CFR § 450, COMPASS is required to develop a TIP in cooperation with ITD and public transportation operators. Certain additional requirements are required in the Boise Urbanized Area because it is considered a Transportation Management Area (TMA). The TIP is required to be updated every four years; however, COMPASS follows the update cycle of ITD's Statewide Transportation Improvement Program (STIP), which is updated annually. All projects receiving federal funding or considered regionally significant must be consistent with the regional long-range transportation plan. The TIP is tied to the Air Quality Conformity Demonstration to ensure funded projects do not violate budgets set in the State Implementation Plan (SIP) (air quality budgets for the State of Idaho). The TIP is also scrutinized in the federal Certification Review.						
FY2024 BENCHMARKS							
MILESTONES / PRODUCTS							
685001 Transportation Improvement Program Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate ranking of project applications Assign projects to funding programs through prioritization process Develop the final FY2025-2031 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor and track FY2024-2030 Regional Transportation Improvement Program Balance federal-aid programs managed by COMPASS, as changes occur Provide assistance to member agencies with federal-aid funding concerns Provide funding and programming assistance to Valley Regional Transit (VRT) Update the Resource Development Plan							Oct-Sept
685002 Project Development Program Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports							Oct-Sept
685003 Grant Research and Development Seek funding for project needs listed in the Resource Development Plan Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications - INFRA, RAISE, CDBG, etc.							Oct-Sept
685004 CIM Implementation Grants Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget							Oct-Sept
LEAD STAFF: Toni Tisdale					Expense Summary		
END PRODUCTS: Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.							
					Total Workdays: 654		
					Salary \$ 321,454		
					Fringe 145,797		
					Overhead 40,735		
					Total Labor Cost: 507,986		
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Professional Services \$ 270,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement 6,500 Meeting Support Other		
CPG, K22108				\$ -			
CPG, K22494	278,861	97,978		376,839			
STP-TMA, 20560			76,350	76,350			
				-			
				-			
Local / Fund Bal	22,441	7,885	300,971	331,297			
				-			
Total:	\$ 301,302	\$ 105,863	\$ 377,321	\$ 784,486	Total Direct Cost: \$ 276,500		
					685 Total Cost: \$ 784,486		

PROGRAM NO.	701		CLASSIFICATION:	Service	
TITLE:	General Membership Services				
TASK / PROJECT DESCRIPTION:	Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, travel demand modeling, and other project support.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	This service promotes implementation of the regional long-range transportation plan. COMPASS staff are engaged in the members' studies and can become more familiar with their assumptions and recommendations. Use of consistent data and methodologies in the various studies and plans conducted by member agencies is beneficial to the region as well.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of services to member agencies. There are no certification review comments, corrective actions or recommendations related to this program. Member support provides assistance to agencies fulfilling activities related to <i>Communities in Motion</i> , air quality evaluations, and more detailed transportation planning activities such as corridor studies.				
FY2024 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide general assistance to member agencies as requested in the areas of: Specific assistance determined per member agency requests, may include: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other requests as budget allows Specifically requested assistance: FY2023 Member Requests; as ranked by RTAC Boise Estimating Population Density to Support Regional Transit Goals (6 days) Meridian Corridor Preservation Analysis (10 days) Notus Collector Street Rebuilds (10 days)					Ongoing As Needed As Needed
LEAD STAFF:				Expense Summary	
Mary Ann Waldinger				Total Workdays: 80	
END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities.				Salary \$ 44,605 Fringe 20,231 Overhead 5,652 Total Labor Cost: 70,488	
ESTIMATED DATE OF COMPLETION:				September-2024	
Funding Sources					Participating Agencies
	Ada	Canyon	Special	Total	Member Agencies
CPG, K22108					
CPG, K22494	36,249	12,736		48,985	
STP-TMA, 20560			16,329	16,329	
Local / Fund Bal	2,871	1,009	1,293	5,174	
				-	
Total:	\$ 39,120	\$ 13,745	\$ 17,622	\$ 70,488	
DIRECT EXPENDITURES:					
Professional Services					
Legal / Lobbying					
Equipment Purchases					
Travel / Education					
Printing					
Public Involvement					
Meeting Support					
Other					
Total Direct Cost: \$ -					
701		Total Cost: \$ 70,488			

PROGRAM NO.	703				CLASSIFICATION:	Service	
TITLE:	Public Services						
TASK / PROJECT DESCRIPTION:	To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information are not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	COMPASS responds to questions from the public and provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of services to the public. However, these services support COMPASS' vision, mission, roles, and values, including: "...serve as a source of information and expertise..." (COMPASS Mission), "serve as the regional technical resource..." (Role #3 Expert), and "perform and share quality analyses" (Role #3 Expert).						
FY2024 BENCHMARKS							
MILESTONES / PRODUCTS							
Provide assistance to public and non-member entities, as requested, in the areas of: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling for proposed developments Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other general requests for information						Ongoing	
LEAD STAFF:	Mary Ann Waldinger					Expense Summary	
END PRODUCT:	Information assistance to the general public.					Total Workdays: 25	
						Salary \$ 13,962	
						Fringe 6,333	
						Overhead 1,769	
						Total Labor Cost: 22,064	
ESTIMATED DATE OF COMPLETION:	September-2024					DIRECT EXPENDITURES: \$ -	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
				\$ -			
Local / Fund Bal			22,064	\$ 22,064			
				-			
Total:	\$ -	\$ -	\$ 22,064	\$ 22,064	703	Total Cost: \$ 22,064	

PROGRAM NO.	705			CLASSIFICATION:	Service
TITLE:	Transportation Liaison Services				
TASK / PROJECT DESCRIPTION:	To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Transportation liaison services ensure staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require COMPASS Board approval of a new work program.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Achieve better inter-jurisdictional coordination of transportation and land use planning. Documentation of other significant transportation planning projects occurring within the Treasure Valley through the Unified Planning Work Program and Budget.				
FY2024 BENCHMARKS					
MILESTONES / PRODUCTS					
Attend member agency meetings and coordinate transportation-related planning activities with member agencies					Ongoing
LEAD STAFF: Matt Stoll					Expense Summary
END PRODUCT: Ongoing staff liaison role to member agencies.					Total Workdays: 48
					Salary \$ 27,404
					Fringe 12,429
					Overhead 3,473
					Total Labor Cost: 43,306
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Professional Services \$ -
CPG, K22108				\$ -	Legal / Lobbying
CPG, K22494	24,785	8,708	6,635	33,493	Equipment Purchases
				6,635	Travel / Education
Local / Fund Bal	1,963	690	525	3,178	Printing
				-	Public Involvement
				-	Meeting Support
				-	Other
Total:	\$ 26,748	\$ 9,398		\$ 43,306	Total Direct Cost: \$ -
					705 Total Cost: \$ 43,306

PROGRAM NO.	760			CLASSIFICATION:	Service	
TITLE:	Government Affairs					
TASK / PROJECT DESCRIPTION:	Identify, review, monitor, advocate and report to the COMPASS Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.					
FY2024 BENCHMARKS						
MILESTONES / PRODUCTS						
<u>Federal Legislative Priorities</u> Work with COMPASS Executive Committee to identify priorities and position statements for federal legislation Obtain COMPASS Board approval of federal legislative priorities Educate and advocate on federal legislative priorities Evaluate possible legislative priorities for next federal legislative session					Oct-Nov Nov-Dec Dec-Sep May-Sep	
<u>State Legislative Priorities</u> Work with Executive Committee to identify possible priorities and position statements for FY2024 legislative session Obtain Board endorsement of FY2024 legislative priorities Educate and advocate on FY2024 legislative priorities Evaluate possible legislative priorities for FY2025 legislative session Develop a booklet highlighting COMPASS' 2024 state legislative priorities for distribution to Idaho legislators					Oct-Nov Nov-Dec Dec-Apr May-Sep Oct-Dec	
LEAD STAFF:	Matt Stoll				Expense Summary	
END PRODUCT:	An effective advocacy program for legislative issues and positions that have been approved by the Board.				Total Workdays: 270 Salary \$ 172,897 Fringe 78,418 Overhead 21,910 Total Labor Cost: 273,225	
ESTIMATED DATE OF COMPLETION:	September-2024				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Professional Services Legal / Lobbying \$ 1,250 Equipment Purchases Travel / Education 18,000 Printing 500 Public Involvement Meeting Support Other	
				\$ -		
Local / Fund Bal			292,975	\$ 292,975		
Total:	\$ -	\$ -	\$ 292,975	\$ 292,975		
					Total Direct Cost: \$ 19,750 Total Cost: 292,975	

PROGRAM NO.	801			CLASSIFICATION:	System Maintenance	
TITLE:	Staff Development					
TASK / PROJECT DESCRIPTION:	To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies, and best practices and activities nationally.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The activities of this task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of staff training; however, COMPASS provides staff with opportunities for training and education. Training examples include attending workshops and conferences sponsored by Federal Highway Administration, National Association of Regional Councils, American Planning Association, Western Planner, Association of Metropolitan Planning Organizations, the Transportation Research Board, etc., to keep staff well informed.					
FY2024 BENCHMARKS						
					MILESTONES / PRODUCTS	
Staff training and development					Ongoing	
LEAD STAFF: Meg Larsen					Expense Summary	
END PRODUCT: Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.					Total Workdays: 153	
					Salary \$ 72,382	
					Fringe 32,829	
					Overhead 9,172	
					Total Labor Cost: 114,384	
ESTIMATED DATE OF COMPLETION:				September-2024		DIRECT EXPENDITURES:
Funding Sources				Participating Agencies		Professional Services \$ -
	Ada	Canyon	Special	Total		Legal / Lobbying
CPG, K22108				\$ -	Federal Highway Administration	Equipment Purchases
CPG, K22494	112,715	39,603		152,318	Federal Transit Administration	Travel / Education 50,000
						Printing
Local / Fund Bal	8,929	3,137		12,066		Public Involvement
				-		Meeting Support
				-		Other
Total:	\$ 121,644	\$ 42,740	\$ -	\$ 164,384		Total Direct Cost: \$ 50,000
					801	Total Cost: \$ 164,384

PROGRAM NO.	820			CLASSIFICATION:	System Maintenance	
TITLE:	Committee Support					
TASK / PROJECT DESCRIPTION:	To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	The COMPASS Joint Powers Agreement, Section 4.1.6(K), states, "Open Meeting Law: All meetings of the Board shall be governed under the provisions of the Open Meeting Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or recodification thereof."					
FY2024 BENCHMARKS						
MILESTONES / PRODUCTS						
Provide meeting coordination, materials, and follow-up to the Board, standing committees, and workgroups.						Ongoing
LEAD STAFF: Amy Luft				Expense Summary		
END PRODUCT: Ongoing support of committees to promote involvement and communication.						
				Total Workdays: 211		
				Salary \$ 106,517		
				Fringe 48,311		
				Overhead 13,498		
				Total Labor Cost: 168,326		
ESTIMATED DATE OF COMPLETION: September-2024				DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support 2,000 Other	
CPG, K22108				\$ -		
CPG, K22494	115,418	40,552		155,970		
Local / Fund Bal	9,144	3,212	2,000	14,356		
				-		
Total:	\$ 124,562	\$ 43,764		\$ 170,326	Total Direct Cost: \$ 2,000	
					820	Total Cost: 170,326

PROGRAM NO.	836			CLASSIFICATION:	System Maintenance
TITLE:	Technical Support: Regional Travel Demand Model				
TASK / PROJECT DESCRIPTION:	Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. It also provides vital information for the required process of air quality conformity demonstration and all benefit-cost evaluations.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The model outputs are used to test and plan transportation projects, support capital improvement plans and impact fee and/or proportionate share programs for member agencies, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, provide area of influence model runs to inform the traffic impact study process, and respond to various special member requests.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.324 -- Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, (e) "the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity" (f) "The metropolitan transportation plan shall, at a minimum, include (1) The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;..."				
FY2024 BENCHMARKS					
MILESTONES / PRODUCTS					
Key Elements					
Maintain and update traffic count database					Ongoing
Maintain the structure and integrity of the regional travel demand model for air quality conformity and use in the Transportation Economic Development Impact System (TREDIS)					Ongoing
Provide travel demand modeling assistance to support member agency needs and special projects					Ongoing
Provide project and program evaluations using TREDIS for grant applications and ITD's Safety and Capacity Program					Oct - Aug
Reconcile demographic data and integrate in the current and forecast years of the regional model					Oct - Dec
Develop and update parameters for calibration of the regional model using data from the 2021 Household Travel Survey					Oct - Sept
Support ACHD's Capital Improvement Plan update					Jan - Apr
Provide technical and modeling support as needed for regional long range transportation plan					Ongoing
Work with and use ITD's required protocols to update of the Federal Aid and possibly the Planning Functional Classification Systems after urbanized boundaries are released					Oct-Aug
Special Tasks and Model Improvements					
Provide technical analysis on member agency requests vetted through RTAC					Ongoing
Provide modeling and technical assistance to ITD's corridor and environmental studies					Ongoing
Provide technical analysis on unanticipated member agency requests					Ongoing
Maintain the data foundation system and continue to incorporate into other data sources					Ongoing
LEAD STAFF: Mary Ann Waldinger					
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					
					Expense Summary
					Total Workdays: 202
					Salary \$ 117,109
					Fringe 53,115
					Overhead 14,840
					Total Labor Cost: 185,064
ESTIMATED DATE OF COMPLETION: September-2024					
Funding Sources					Participating Agencies
	Ada	Canyon	Special	Total	Highway Districts
CPG, K22108				\$ -	Member Agencies
CPG, K22494	172,973	60,775		233,748	Federal Highways Administration
				-	Idaho Transportation Department
				-	Valley Regional Transit
Local / Fund Bal	13,702	4,814		18,516	Department of Environmental Quality
Total:	\$ 186,675	\$ 65,589	\$ -	\$ 252,264	
					DIRECT EXPENDITURES:
					Professional Services \$ 67,200
					Legal / Lobbying
					Equipment Purchases
					Travel / Education
					Printing
					Public Involvement
					Meeting Support
					Other
					Total Direct Cost: \$ 67,200
					836 Total Cost: \$ 252,264

PROGRAM NO.	842			CLASSIFICATION:	System Maintenance	
TITLE:	Congestion Management Process					
TASK / PROJECT DESCRIPTION:	Maintain a functional congestion management process (CMP) for the Treasure Valley. Conduct data collection, update the congestion management process as needed, produce the Annual Congestion Management Report, maintain regional intelligent transportation system (ITS) architecture and inventory. Research, provide, and monitor transportation demand management (TDM) strategies. Work with member agencies to identify regional congestion issues, identify congestion management needs, and recommend congestion management strategies.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The Congestion Management Process (CMP) is a systematic, cyclical, and regionally accepted approach for managing congestion that generates current information regarding regional congestion, outlines methods for identifying congestion management needs, identifies strategies to mitigate congestion, defines performance measures and targets related to congestion, and defines the path for implementing strategies through COMPASS' transportation improvement program (TIP) and regional long-range transportation plan.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.322 -- A congestion management process is federally required for areas with populations exceeding 200,000, known as Transportation Management Areas. While only a portion of COMPASS' planning area is subject to this requirement (the Boise Urbanized Area), COMPASS' CMP covers its entire planning area. (a) "The transportation planning process in a TMA shall address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53 through the use of travel demand reduction (including intercity bus operators, employer-based commuting programs such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), job access projects, and operational management strategies..."					
FY2024 BENCHMARKS						
MILESTONES / PRODUCTS						
Congestion Management and Travel Time Data Complete the Congestion Management Annual Report using the National Performance Measure Research Data Set (NPMRDS) for 2023 Maintain the Congestion Management Process Technical Document Publish congestion management annual report to digital format (web map/story map) Work with Regional Operations Workgroup and other COMPASS workgroups to identify congestion issues, congestion management needs, and congestion management strategies NPMRDS Travel Time Data and Process Develop process for evaluating effectiveness of congestion mitigation projects using the NPMRDS and INRIX travel time data sets Transportation System Management and Ops (TSMO) and ITS Plan Update Maintain the regional ITS inventory and TSMO/ITS projects list Refine the integration of management and operation strategies and TSMO projects into the long range plan						June-Sept Ongoing June-Sept Ongoing Ongoing Ongoing Ongoing
LEAD STAFF: Mary Ann Waldinger						Expense Summary
END PRODUCT: Maintenance of the congestion management process, congestion management annual report (congestion issues, needs, strategies), 2022 travel time data collection and analysis, Updated TSMO/ITS projects list and inventory, I-84 corridor operations plan including the managed-lane analysis.						Total Workdays: 75 Salary \$ 43,481 Fringe 19,721 Overhead 5,510 Total Labor Cost: 68,712
ESTIMATED DATE OF COMPLETION: September-2024						DIRECT EXPENDITURES:
Funding Sources					Participating Agencies	
	Ada	Canyon	Special	Total	Highway Districts	
CPG, K22108				\$ -	Member Agencies	
CPG, K22494	495	174		669	Federal Highways Administration	
				-		
				-		
Local / Fund Bal	39	14	67,990	68,043		
				-		
Total:	\$ 534	\$ 188	\$ 67,990	\$ 68,712	842	Total Cost: \$ 68,712

PROGRAM NO.	860	CLASSIFICATION:	System Maintenance
TITLE:	Geographical Information System Maintenance (GIS)		
TASK / PROJECT DESCRIPTION:	Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Workgroup (RGAWG) to create regional data that can be used for many purposes.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.324 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."		

FY2024 BENCHMARKS		MILESTONES / PRODUCTS	
Provide GIS Data Maintenance and Support for COMPASS Projects Data analysis, and maintenance for performance reporting and other planning needs Enterprise database maintenance Data integration GIS Technology Census BAS		Ongoing	
GIS Cooperation Continue participation in the Treasure Valley GIS User Group and Canyon Spatial Data Cooperative (SDC) meetings		Quarterly/as needed	
Regional Geographic Advisory Committee Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data		Quarterly/as needed	
Regional Data Center Expand and maintain authoritative regional GIS data Conduct data accuracy checks and metadata on regional data sets		Ongoing	
Transportation Improvement Program Provide ongoing support		Ongoing	
2023 Orthophotography Project Finalize 2023 orthophotography acquisition Distribute final data products to participants		December	
2024 Orthophotography Project Conduct 2024 orthophotography flight Conduct QC on preliminary data Continue to plan for future orthophotography acquisition and funding		March - October	

LEAD STAFF: Eric Adolfson					Expense Summary	
END PRODUCT: 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible.					Total Workdays: 337	
					Salary	\$ 164,427
					Fringe	74,577
					Overhead	20,837
					Total Labor Cost:	259,840
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	All Member Agencies	
CPG, K22108				\$ -	Professional Services	\$ 125,000
CPG, K22494				-	Legal / Lobbying	
				-	Equipment Purchases	74,500
				-	Travel / Education	
				-	Printing	
				-	Public Involvement	
				-	Meeting Support	
				-	Other	
				-	Carry-Forward	
				-	Total Direct Cost:	\$ 199,500
Total:	\$ -	\$ -	\$ 459,340	\$ 459,340	860	Total Cost: 459,340

PROGRAM NO.	990			CLASSIFICATION:	Indirect / Overhead
TITLE:	Direct Operations & Maintenance				
TASK / PROJECT DESCRIPTION:	To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.				
FY2024 BENCHMARKS					
				MILESTONES / PRODUCTS	
Provide local dollars for expenditures not federally funded. Planned FY2024 equipment and software expenditures Network server replacement Transit network planning software Transportation improvement program management software Benefit-cost analysis software Transportation modeling software				Ongoing	
LEAD STAFF: Meq Larsen				Expense Summary	
END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.				Total Workdays: 0	
				Salary \$ -	
				Fringe -	
				Overhead -	
				Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION: September-2024				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K22108 CPG, K22494				\$ -	
Other Local / Fund Bal			245,350	245,350	
				-	
Total:	\$ -	\$ -	\$ 245,350	\$ 245,350	
				990	Total Cost: \$ 245,350

PROGRAM NO.	991			CLASSIFICATION:	Indirect / Overhead
TITLE:	Support Services Labor				
TASK / PROJECT DESCRIPTION:	To provide labor to support the ongoing administrative functions of COMPASS. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	<p>The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.</p> <p>Memorandum of Understanding 04-01, Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allow indirect costs as outlined in the agreement.</p>				
FY2024 BENCHMARKS					
MILESTONES / PRODUCTS					
<p>General Administration Review standing agreements Conduct appropriate procurement processes and prepare contracts, as needed Update COMPASS operational policies as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs</p> <p>Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2024 benefit options</p> <p>Financial Management Close FY2023 financial records and begin FY2024 Provide annual audit support and complete financial reports Complete COMPASS annual Audit Report Prepare and distribute year-end payroll reports Complete budget variance information and report to the Finance Committee quarterly Maintain inventory of furniture, equipment, hardware and software</p> <p>Information Technology Manage Information Technology consultant and coordinate work efforts Prioritize needs, analyze costs, make recommendations and implement system improvements Coordinate with staff to configure equipment and software to meet the needs of each position Maintain security and integrity of IT systems, and perform appropriate back ups Coordinate systems with member agencies</p>					<p>Aug As needed As needed Ongoing Ongoing</p> <p>As needed</p> <p>Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing</p> <p>Ongoing</p> <p>Oct - Dec</p>
LEAD STAFF: Meg Larsen					Expense Summary
END PRODUCT: An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.					Total Workdays: 1,020
					Salary \$ -
					Fringe -
					Overhead -
					Total Labor Cost: \$ -
ESTIMATED DATE OF COMPLETION: September-2024					DIRECT EXPENDITURES:
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Professional Services \$ -
				\$ -	Legal / Lobbying
				-	Equipment Purchases
				-	Travel / Education
				-	Printing
				-	Public Involvement
				-	Meeting Support
				-	Other
Total:	\$ -	\$ -		\$ -	Total Direct Cost: \$ -
					991 Total Cost: \$ -