



Working together to plan for the future

**FINANCE COMMITTEE MEETING
NOVEMBER 21, 2019 — 12:00 PM
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO**

**** AGENDA ****

I. CALL TO ORDER

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 2 *A. Approve August 8, 2019, Finance Committee Meeting Minutes

IV. INFORMATION/DISCUSSION ITEMS

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

Page 12 *B. Review Fund Balance Analysis

V. ACTION ITEMS

Page 16 *A. Approve Variance Report for October 1, 2018 – September 30, 2019

Page 22 *B. Recommend Approval of Revision 1 of the FY2020 Unified Planning Work Program and Budget

VI. OTHER

A. Next Meeting: December 12, 2019

VII. ADJOURNMENT

*Enclosures Times are approximate. Agenda is subject to change.

Those needing assistance with COMPASS events or materials, or needing materials in alternate formats, please call 475-2229 with 48 hours advance notice.

Si necesita asistencia con una junta de COMPASS, o necesita un documento en otro formato, por favor llame al 475-2229 con 48 horas de anticipación.

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ITEM III-A

**FINANCE COMMITTEE MEETING
AUGUST 8, 2019
COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: Rebecca Arnold, Commissioner, Ada County Highway District
John Evans, Mayor, City of Garden City, **Vice Chair**
Jay Gibbons, Commissioner, Canyon Highway District #4, via telephone
Diana Lachiondo, Commissioner, Ada County
Garret Nancolas, Mayor, City of Caldwell
Stan Ridgeway, Mayor, City of Eagle, **Chair**

MEMBERS ABSENT: Pam White, Commissioner, Canyon County

OTHERS PRESENT: Morgan Andrus, Community Planning Association
Kevin Congo, Harris CPAs
Keith Holmes, Community Planning Association
Meg Larsen, Community Planning Association
Amy Luft, Community Planning Association
Matt Stoll, Community Planning Association

CALL TO ORDER:

Chair Stan Ridgeway called the meeting to order at 12:00 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

General announcements were made.

CONSENT AGENDA

A. Approve May 23, 2019, Finance Committee Meeting Minutes

John Evans moved and Rebecca Arnold seconded approval of the Consent Agenda as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEMS

A. Review Report of Disbursements Made in the Reporting Period

Meg Larsen noted the Report of Disbursements for the period May 4, 2019 to July 19, 2019, is included in the meeting packet for information.

ACTION ITEMS

A. Approve FY2019 Audit Process

Kevin Congo, Harris CPAs, outlined the process and procedures to be used for the FY2019 audit.

After discussion, **Garret Nancolas moved and Rebecca Arnold seconded approval of the FY2019 audit process. Motion passed unanimously.**

B. Approve Variance Report for October 1, 2018 – June 30, 2019

Meg Larsen presented the October 1, 2018 – June 30, 2019, Variance Report.

After discussion, **Garret Nancolas moved and Diana Lachiondo seconded approval of the Variance Report as presented. Motion passed unanimously.**

C. Recommend COMPASS Board Approval of Revision 4 of the FY2019 Unified Planning Work Program and Budget

Meg Larsen presented Revision 4 of the FY2019 Unified Planning Work Program and Budget.

After discussion, **John Evans moved and Diana Lachiondo seconded to recommend COMPASS Board of Directors' approval of Revision 4 of the FY2019 Unified Planning Work Program and Budget as presented. Motion passed unanimously.**

D. Recommend COMPASS Board Approval of the draft FY2020 Unified Planning Work Program and Budget

Meg Larsen presented the draft FY2020 Unified Planning Work Program and Budget.

After discussion, **Garret Nancolas moved and John Evans seconded to recommend COMPASS Board of Directors' approval of the FY2020 Unified Planning Work Program and Budget. Motion passed unanimously.**

E. Recommend COMPASS Board Approval of the Updated COMPASS Procurement Policy

Meg Larsen noted the updates to the COMPASS Procurement Policy.

After discussion, **Diana Lachiondo moved and Garret Nancolas seconded to recommend COMPASS Board of Directors' approval of the updated COMPASS Procurement Policy. Motion passed unanimously.**

ADJOURNMENT

Garret Nancolas moved and Diana Lachiondo seconded adjournment at 1:03 p.m. Motion passed unanimously.

Approved this 21st day of November 2019.

By: _____
Stan Ridgeway, Chair

Attest:

By: _____
John Evans, Vice Chair

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Check History Report
Sorted By Vendor Name
Activity From: 7/20/2019 to 11/5/2019

ITEM IV-A

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: 2ND&BR 2ND & BROADWAY CONDO ASSOC					
A	ICCU - Checking	E00641	10/18/2019	50,358.00	Electronic Payment
				Vendor 2ND & BROADWAY CONDO ASSOC Total:	50,358.00
Vendor Number: ABCSTA ABC STAMP COMPANY					
A	ICCU - Checking	E00600	8/20/2019	18.15	Electronic Payment
A	ICCU - Checking	E00610	9/5/2019	24.99	Electronic Payment
				Vendor ABC STAMP COMPANY Total:	43.14
Vendor Number: AGENCY AGENCY PRESS					
A	ICCU - Checking	E00627	10/4/2019	940.00	Electronic Payment
				Vendor AGENCY PRESS Total:	940.00
Vendor Number: INTEGR Allstream					
A	ICCU - Checking	006379	8/20/2019	874.70	Auto
A	ICCU - Checking	006404	9/20/2019	880.35	Auto
A	ICCU - Checking	006436	10/18/2019	878.29	Auto
				Vendor Allstream Total:	2,633.34
Vendor Number: ALTA Alta Planning & Desogn					
A	ICCU - Checking	E00595	8/5/2019	20,842.50	Electronic Payment
A	ICCU - Checking	E00611	9/5/2019	5,019.47	Electronic Payment
A	ICCU - Checking	E00628	10/4/2019	2,833.03	Electronic Payment
				Vendor Alta Planning & Desogn Total:	28,695.00
Vendor Number: AMPLAS AMERICAN PLANNING ASSOCIATION					
A	ICCU - Checking	006364	8/5/2019	539.00	Auto
A	ICCU - Checking	006410	10/4/2019	95.00	Auto
				Vendor AMERICAN PLANNING ASSOCIATION Total:	634.00
Vendor Number: LUFT AMY LUFT					
A	ICCU - Checking	E00620	9/20/2019	56.17	Electronic Payment
A	ICCU - Checking	E00632	10/4/2019	45.32	Electronic Payment
A	ICCU - Checking	E00647	11/5/2019	133.88	Electronic Payment
				Vendor AMY LUFT Total:	235.37
Vendor Number: BENITON Beniton Construction					
A	ICCU - Checking	006422	10/11/2019	17,616.00	Auto
				Vendor Beniton Construction Total:	17,616.00
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E00599	8/5/2019	20,354.16	Electronic Payment
A	ICCU - Checking	E00616	9/5/2019	21,604.16	Electronic Payment
A	ICCU - Checking	E00637	10/4/2019	21,604.16	Electronic Payment
A	ICCU - Checking	E00653	11/5/2019	22,134.72	Electronic Payment
				Vendor Boise Municipal Health Care Total:	85,697.20
Vendor Number: BOE Boise Office Equipment					
A	ICCU - Checking	006372	8/20/2019	1,095.11	Auto
				Vendor Boise Office Equipment Total:	1,095.11
Vendor Number: BRADEN Braden Cervetti					
A	ICCU - Checking	E00612	9/5/2019	328.40	Electronic Payment
				Vendor Braden Cervetti Total:	328.40
Vendor Number: CALCHA CALDWELL CHAMBER OF COMMERCE					
A	ICCU - Checking	006430	10/18/2019	145.00	Auto
				Vendor CALDWELL CHAMBER OF COMMERCE Total:	145.00
Vendor Number: CASEYFE Casey Feldman Foundation					
A	ICCU - Checking	006396	9/20/2019	3,680.98	Auto
				Vendor Casey Feldman Foundation Total:	3,680.98
Vendor Number: CATALYS Catalyst Incorporated					
A	ICCU - Checking	E00601	8/20/2019	8,240.00	Electronic Payment

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Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	E00617	9/20/2019	6,555.00	Electronic Payment
A	ICCU - Checking	E00629	10/4/2019	6,555.00	Electronic Payment
Vendor Catalyst Incorporated Total:				<u>21,350.00</u>	
Vendor Number: CITILA CITILABS INC.					
A	ICCU - Checking	006432	10/18/2019	14,080.00	Auto
Vendor CITILABS INC. Total:				<u>14,080.00</u>	
Vendor Number: CITCLU CITY CLUB OF BOISE, INC.					
A	ICCU - Checking	006431	10/18/2019	75.00	Auto
Vendor CITY CLUB OF BOISE, INC. Total:				<u>75.00</u>	
Vendor Number: GARDENC City of Garden City					
A	ICCU - Checking	E00613	9/5/2019	3,397.50	Electronic Payment
Vendor City of Garden City Total:				<u>3,397.50</u>	
Vendor Number: CITYMID City of Middleton					
A	ICCU - Checking	006397	9/20/2019	7,412.80	Auto
Vendor City of Middleton Total:				<u>7,412.80</u>	
Vendor Number: NOTUS City of Notus					
A	ICCU - Checking	E00622	9/20/2019	838.15	Electronic Payment
Vendor City of Notus Total:				<u>838.15</u>	
Vendor Number: COALITI Coalition for Amer's Gateways					
A	ICCU - Checking	006433	10/18/2019	6,500.00	Auto
Vendor Coalition for Amer's Gateways Total:				<u>6,500.00</u>	
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT					
A	ICCU - Checking	006370	8/20/2019	17.32	Manual
A	ICCU - Checking	006394	9/20/2019	17.32	Manual
A	ICCU - Checking	006428	10/18/2019	17.32	Manual
Vendor COLONIAL LIFE & ACCIDENT Total:				<u>51.96</u>	
Vendor Number: CSRCONS Construction Services & Repairs					
A	ICCU - Checking	006411	10/4/2019	485.00	Auto
Vendor Construction Services & Repairs Total:				<u>485.00</u>	
Vendor Number: CUMUBOI Cumulus - Boise					
A	ICCU - Checking	006423	10/11/2019	915.50	Auto
Vendor Cumulus - Boise Total:				<u>915.50</u>	
Vendor Number: ECOCOUN Eco Counter					
A	ICCU - Checking	E00642	10/18/2019	1,260.00	Electronic Payment
Vendor Eco Counter Total:				<u>1,260.00</u>	
Vendor Number: ECONOM ECONOMIC DEV. RESEARCH GRP					
A	ICCU - Checking	E00638	10/11/2019	3,075.00	Electronic Payment
Vendor ECONOMIC DEV. RESEARCH GRP Total:				<u>3,075.00</u>	
Vendor Number: EIDEBA EideBailly					
A	ICCU - Checking	006373	8/20/2019	218.75	Auto
A	ICCU - Checking	006385	9/5/2019	138.75	Auto
A	ICCU - Checking	006399	9/20/2019	185.00	Auto
A	ICCU - Checking	006442	11/5/2019	2,127.50	Auto
Vendor EideBailly Total:				<u>2,670.00</u>	
Vendor Number: ESRI ENVIRONMENTAL SYSTEMS RESEARCH					
A	ICCU - Checking	E00643	10/18/2019	27,800.00	Electronic Payment
Vendor ENVIRONMENTAL SYSTEMS RESEARCH Total:				<u>27,800.00</u>	
Vendor Number: FLEXTE FLEXTECHS, LLC					
A	ICCU - Checking	E00602	8/20/2019	2,380.00	Electronic Payment
A	ICCU - Checking	E00618	9/20/2019	5,734.81	Electronic Payment
A	ICCU - Checking	E00630	10/4/2019	2,358.75	Electronic Payment
A	ICCU - Checking	E00639	10/11/2019	75.00	Electronic Payment

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Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor FLEXTECHS, LLC Total:				10,548.56	
Vendor Number: GEOTER GEOTERRA MAPPING GROUP					
A	ICCU - Checking	E00603	8/20/2019	130,650.00	Electronic Payment
Vendor GEOTERRA MAPPING GROUP Total:				130,650.00	
Vendor Number: ZHARTF HARTFORD					
A	ICCU - Checking	006371	8/20/2019	731.63	Manual
A	ICCU - Checking	006395	9/20/2019	732.70	Manual
A	ICCU - Checking	006429	10/18/2019	732.70	Manual
Vendor HARTFORD Total:				2,197.03	
Vendor Number: HAWLEY HAWLEY TROXELL ENNIS & HAWLEY					
A	ICCU - Checking	006386	9/5/2019	544.00	Auto
A	ICCU - Checking	006400	9/20/2019	2,446.26	Auto
Vendor HAWLEY TROXELL ENNIS & HAWLEY Total:				2,990.26	
Vendor Number: HUGOS HUGO'S DELI					
A	ICCU - Checking	E00604	8/20/2019	93.88	Electronic Payment
A	ICCU - Checking	E00619	9/20/2019	275.00	Electronic Payment
Vendor HUGO'S DELI Total:				368.88	
Vendor Number: IBIGRO IBI GROUP					
A	ICCU - Checking	006374	8/20/2019	28,471.01	Auto
A	ICCU - Checking	006412	10/4/2019	29,406.23	Auto
A	ICCU - Checking	006424	10/11/2019	27,794.50	Auto
Vendor IBI GROUP Total:				85,671.74	
Vendor Number: IDBLUEP Idaho Blueprint & Supply					
A	ICCU - Checking	006375	8/20/2019	5,940.00	Auto
A	ICCU - Checking	006402	9/20/2019	227.00	Auto
Vendor Idaho Blueprint & Supply Total:				6,167.00	
Vendor Number: IDBUSI Idaho Business Review					
A	ICCU - Checking	006376	8/20/2019	140.57	Auto
Vendor Idaho Business Review Total:				140.57	
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	006365	8/5/2019	6,451.61	Auto
A	ICCU - Checking	006387	9/5/2019	3,604.97	Auto
A	ICCU - Checking	006413	10/4/2019	8,842.15	Auto
A	ICCU - Checking	006444	11/5/2019	2,273.14	Auto
Vendor IDAHO CENTRAL CREDIT UNION Total:				21,171.87	
Vendor Number: IDPOWE IDAHO POWER CO.					
A	ICCU - Checking	006366	8/5/2019	717.05	Auto
A	ICCU - Checking	006388	9/5/2019	777.10	Auto
A	ICCU - Checking	006414	10/4/2019	687.23	Auto
A	ICCU - Checking	006445	11/5/2019	519.92	Auto
Vendor IDAHO POWER CO. Total:				2,701.30	
Vendor Number: IDPRES IDAHO PRESS-TRIBUNE					
A	ICCU - Checking	006377	8/20/2019	391.61	Auto
A	ICCU - Checking	006403	9/20/2019	1,375.92	Auto
A	ICCU - Checking	006415	10/4/2019	114.08	Auto
A	ICCU - Checking	006425	10/11/2019	1,179.36	Auto
Vendor IDAHO PRESS-TRIBUNE Total:				3,060.97	
Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION					
A	ICCU - Checking	W00379	8/20/2019	3,543.00	Wire Transfer
A	ICCU - Checking	W00385	9/20/2019	3,413.00	Wire Transfer
A	ICCU - Checking	W00391	10/18/2019	3,905.00	Wire Transfer
Vendor IDAHO STATE TAX COMMISSION Total:				10,861.00	

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Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: IDSTAT IDAHO STATESMAN					
A	ICCU - Checking	006378	8/20/2019	768.00	Auto
A	ICCU - Checking	006416	10/4/2019	1,820.54	Auto
Vendor IDAHO STATESMAN Total:				<u>2,588.54</u>	
Vendor Number: IDSTATR Idaho Statesman - Renewal					
A	ICCU - Checking	006435	10/18/2019	410.80	Auto
Vendor Idaho Statesman - Renewal Total:				<u>410.80</u>	
Vendor Number: ITD IDAHO TRANSPORTATION DEPT.					
A	ICCU - Checking	006381	8/20/2019	6,375.00	Auto
Vendor IDAHO TRANSPORTATION DEPT. Total:				<u>6,375.00</u>	
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.					
A	ICCU - Checking	006380	8/20/2019	9.79	Auto
A	ICCU - Checking	006405	9/20/2019	9.79	Auto
A	ICCU - Checking	006437	10/18/2019	32.49	Auto
Vendor INTERMOUNTAIN GAS CO. Total:				<u>52.07</u>	
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W00376	8/5/2019	13,693.81	Wire Transfer
A	ICCU - Checking	W00378	8/20/2019	13,245.22	Wire Transfer
A	ICCU - Checking	W00381	9/5/2019	13,466.45	Wire Transfer
A	ICCU - Checking	W00383	9/20/2019	12,945.45	Wire Transfer
A	ICCU - Checking	W00386	10/4/2019	15,259.98	Wire Transfer
A	ICCU - Checking	W00389	10/18/2019	15,454.30	Wire Transfer
A	ICCU - Checking	W00392	11/5/2019	15,209.28	Wire Transfer
Vendor INTERNAL REVENUE SERVICE Total:				<u>99,274.49</u>	
Vendor Number: IPMA HR IPMA - HR					
A	ICCU - Checking	006438	10/18/2019	109.00	Auto
Vendor IPMA - HR Total:				<u>109.00</u>	
Vendor Number: IPMAID IPMA-HR Idaho Chapter					
A	ICCU - Checking	006367	8/5/2019	75.00	Auto
Vendor IPMA-HR Idaho Chapter Total:				<u>75.00</u>	
Vendor Number: RUSSELL JANET RUSSELL					
A	ICCU - Checking	E00633	10/4/2019	23.66	Electronic Payment
Vendor JANET RUSSELL Total:				<u>23.66</u>	
Vendor Number: PARKERK Kathy Parker					
A	ICCU - Checking	E00648	11/5/2019	7.54	Electronic Payment
Vendor Kathy Parker Total:				<u>7.54</u>	
Vendor Number: KIMANG Kim Anglesey					
A	ICCU - Checking	E00596	8/5/2019	36.00	Electronic Payment
A	ICCU - Checking	E00614	9/5/2019	135.00	Electronic Payment
A	ICCU - Checking	E00646	11/5/2019	331.50	Electronic Payment
Vendor Kim Anglesey Total:				<u>502.50</u>	
Vendor Number: LOCALHI Local Highway Technical Assistance Council					
A	ICCU - Checking	006389	9/5/2019	5,000.00	Auto
Vendor Local Highway Technical Assistance Council Total:				<u>5,000.00</u>	
Vendor Number: SCRIPPS Lotus Boise Corp					
A	ICCU - Checking	E00640	10/11/2019	880.00	Electronic Payment
A	ICCU - Checking	E00649	11/5/2019	1,760.00	Electronic Payment
Vendor Lotus Boise Corp Total:				<u>2,640.00</u>	
Vendor Number: STOLL MATTHEW STOLL					
A	ICCU - Checking	E00598	8/5/2019	59.74	Electronic Payment
A	ICCU - Checking	E00615	9/5/2019	148.85	Electronic Payment
A	ICCU - Checking	E00623	9/20/2019	88.96	Electronic Payment

Check History Report
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Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	E00650	11/5/2019	309.67	Electronic Payment
Vendor MATTHEW STOLL Total:				<u>607.22</u>	
Vendor Number: PETTY MEGAN LARSEN					
A	ICCU - Checking	006418	10/4/2019	161.54	Auto
Vendor MEGAN LARSEN Total:				<u>161.54</u>	
Vendor Number: NADO National Assoc. of Development Org					
A	ICCU - Checking	006406	9/20/2019	250.00	Auto
Vendor National Assoc. of Development Org Total:				<u>250.00</u>	
Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)					
A	ICCU - Checking	006369	8/20/2019	32.00	Manual
A	ICCU - Checking	006393	9/20/2019	32.00	Manual
A	ICCU - Checking	006427	10/18/2019	32.00	Manual
Vendor NCPERS Group Life Ins. (M605) Total:				<u>96.00</u>	
Vendor Number: NEIGHB NEIGHBORHOOD ALL STARS					
A	ICCU - Checking	E00597	8/5/2019	750.00	Electronic Payment
A	ICCU - Checking	E00605	8/20/2019	772.50	Electronic Payment
A	ICCU - Checking	E00621	9/20/2019	1,310.00	Electronic Payment
Vendor NEIGHBORHOOD ALL STARS Total:				<u>2,832.50</u>	
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	006368	8/5/2019	262.91	Auto
A	ICCU - Checking	006382	8/20/2019	1,237.35	Auto
A	ICCU - Checking	006390	9/5/2019	292.55	Auto
A	ICCU - Checking	006407	9/20/2019	382.00	Auto
A	ICCU - Checking	006417	10/4/2019	69.79	Auto
A	ICCU - Checking	006439	10/18/2019	204.01	Auto
A	ICCU - Checking	006446	11/5/2019	280.83	Auto
Vendor Office Depot Total:				<u>2,729.44</u>	
Vendor Number: DOWNT0 Park BOI					
A	ICCU - Checking	006398	9/20/2019	300.00	Auto
Vendor Park BOI Total:				<u>300.00</u>	
Vendor Number: PMI Project Management Institute					
A	ICCU - Checking	006440	10/18/2019	129.00	Auto
Vendor Project Management Institute Total:				<u>129.00</u>	
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W00377	8/5/2019	16,616.20	Wire Transfer
A	ICCU - Checking	W00380	8/20/2019	16,052.50	Wire Transfer
A	ICCU - Checking	W00382	9/5/2019	16,288.22	Wire Transfer
A	ICCU - Checking	W00384	9/20/2019	15,777.24	Wire Transfer
A	ICCU - Checking	W00387	10/4/2019	18,704.95	Wire Transfer
A	ICCU - Checking	W00390	10/18/2019	18,300.07	Wire Transfer
A	ICCU - Checking	W00393	11/5/2019	18,224.45	Wire Transfer
Vendor PUBLIC EMPLOYEES RETIREMENT Total:				<u>119,963.63</u>	
Vendor Number: HAUKKAL Rachel Haukkala					
A	ICCU - Checking	E00631	10/4/2019	1,308.79	Electronic Payment
Vendor Rachel Haukkala Total:				<u>1,308.79</u>	
Vendor Number: RADIO R Radio Rancho					
A	ICCU - Checking	006419	10/4/2019	1,606.50	Auto
Vendor Radio Rancho Total:				<u>1,606.50</u>	
Vendor Number: SAGE Sage Software, Inc.					
A	ICCU - Checking	006383	8/20/2019	4,935.89	Auto
A	ICCU - Checking	006408	9/20/2019	600.00	Auto
Vendor Sage Software, Inc. Total:				<u>5,535.89</u>	

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Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: SCRIPPS Scripps - Boise					
A	ICCU - Checking	006420	10/4/2019	930.00	Auto
				Vendor Scripps - Boise Total:	930.00
Vendor Number: SHREDIT Shred-It USA- Boise					
A	ICCU - Checking	006391	9/5/2019	60.00	Auto
				Vendor Shred-It USA- Boise Total:	60.00
Vendor Number: ZIDGRA STATE TAX COMMISSION					
A	ICCU - Checking	W00388	10/4/2019	453.13	Wire Transfer
				Vendor STATE TAX COMMISSION Total:	453.13
Vendor Number: SURVEY SURVEY MONKEY INC.					
A	ICCU - Checking	E00644	10/18/2019	3,950.00	Electronic Payment
				Vendor SURVEY MONKEY INC. Total:	3,950.00
Vendor Number: HARTFO THE HARTFORD					
A	ICCU - Checking	006434	10/18/2019	4,901.00	Auto
A	ICCU - Checking	006443	11/5/2019	1,714.00	Auto
				Vendor THE HARTFORD Total:	6,615.00
Vendor Number: IDASTA THE IDAHO STATESMAN					
A	ICCU - Checking	006401	9/20/2019	1,339.32	Auto
				Vendor THE IDAHO STATESMAN Total:	1,339.32
Vendor Number: THELAND The Land Group					
A	ICCU - Checking	E00606	8/20/2019	28,743.75	Electronic Payment
A	ICCU - Checking	E00624	9/20/2019	4,471.75	Electronic Payment
				Vendor The Land Group Total:	33,215.50
Vendor Number: TISDAL TONI TISDALE					
A	ICCU - Checking	E00607	8/20/2019	70.69	Electronic Payment
A	ICCU - Checking	E00651	11/5/2019	47.37	Electronic Payment
				Vendor TONI TISDALE Total:	118.06
Vendor Number: TOWNSQU Townsquare Digital					
A	ICCU - Checking	006426	10/11/2019	1,924.00	Auto
				Vendor Townsquare Digital Total:	1,924.00
Vendor Number: TREAVA TREASURE VALLEY COFFEE					
A	ICCU - Checking	006384	8/20/2019	223.62	Auto
A	ICCU - Checking	006409	9/20/2019	47.30	Auto
A	ICCU - Checking	006441	10/18/2019	147.78	Auto
				Vendor TREASURE VALLEY COFFEE Total:	418.70
Vendor Number: VRT Valley Regional Transit					
A	ICCU - Checking	E00635	10/4/2019	2,740.00	Electronic Payment
A	ICCU - Checking	E00645	10/18/2019	4,770.00	Electronic Payment
A	ICCU - Checking	E00652	11/5/2019	1,700.00	Electronic Payment
				Vendor Valley Regional Transit Total:	9,210.00
Vendor Number: VERITA VERITAS					
A	ICCU - Checking	E00608	8/20/2019	7,912.50	Electronic Payment
A	ICCU - Checking	E00625	9/20/2019	7,912.50	Electronic Payment
A	ICCU - Checking	E00634	10/4/2019	7,912.50	Electronic Payment
				Vendor VERITAS Total:	23,737.50
Vendor Number: VERIZON Verizon					
A	ICCU - Checking	006421	10/4/2019	650.02	Auto
A	ICCU - Checking	006447	11/5/2019	54.64	Auto
				Vendor Verizon Total:	704.66
Vendor Number: WANTMAN Wantman Group, Inc.					
A	ICCU - Checking	006392	9/5/2019	5,625.00	Auto
				Vendor Wantman Group, Inc. Total:	5,625.00

Check History Report
Sorted By Vendor Name
Activity From: 7/20/2019 to 11/5/2019

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: WATER, Water, Civil, and Environmental Inc.					
A	ICCU - Checking	E00609	8/20/2019	15,943.00	Electronic Payment
A	ICCU - Checking	E00626	9/20/2019	4,380.00	Electronic Payment
Vendor Water, Civil, and Environmental Inc. Total:				<u>20,323.00</u>	
Vendor Number: WESTRO WESTERN TROPHY & ENGRAVING					
A	ICCU - Checking	E00636	10/4/2019	72.35	Electronic Payment
Vendor WESTERN TROPHY & ENGRAVING Total:				<u>72.35</u>	
Report Total:				<u><u>919,816.96</u></u>	



FINANCE COMMITTEE AGENDA ITEM IV-B

Date: NOVEMBER 21, 2019

Topic: Fund Balance Analysis

Request/Recommendation:

Information only.

Background/Summary:

The current COMPASS Financial Policy stipulates that COMPASS maintain a fund balance equivalent to the greater of four months of expenses or \$1 million.

Finance Committee requested an analysis of the past five years changes in fund balance, and a comparison of the four months expenses requirement to a possible six months expenses requirement.

Attachment 1 shows the budgeted change in fund balance (the blue bar) compared to the actual change in fund balance (the orange bar) from fiscal years 2015 to 2019. The cumulative actual increase in fund balance for fiscal years 2015 to 2019 was \$713,133.

The projected change in fund balance for fiscal years 2020 to 2024 is also shown. The projected change in fund balance amount is from the Five Year Projections reviewed by the Finance Committee in March 2019, adjusted by the estimated annual management fee from Air Quality Board.

Attachment 2 shows actual fund balance for fiscal years 2015 to 2019 and projected fund balance for fiscal years 2020 to 2024 (the blue bar) compared to a reserve requirement of four months of budgeted expenses (the orange bar) and six months of budgeted expenses (the gray bar).

Attachment 3 shows the actual year end fund balance for fiscal years 2015 to 2019 and the projected year end fund balance for fiscal years 2020 to 2024.

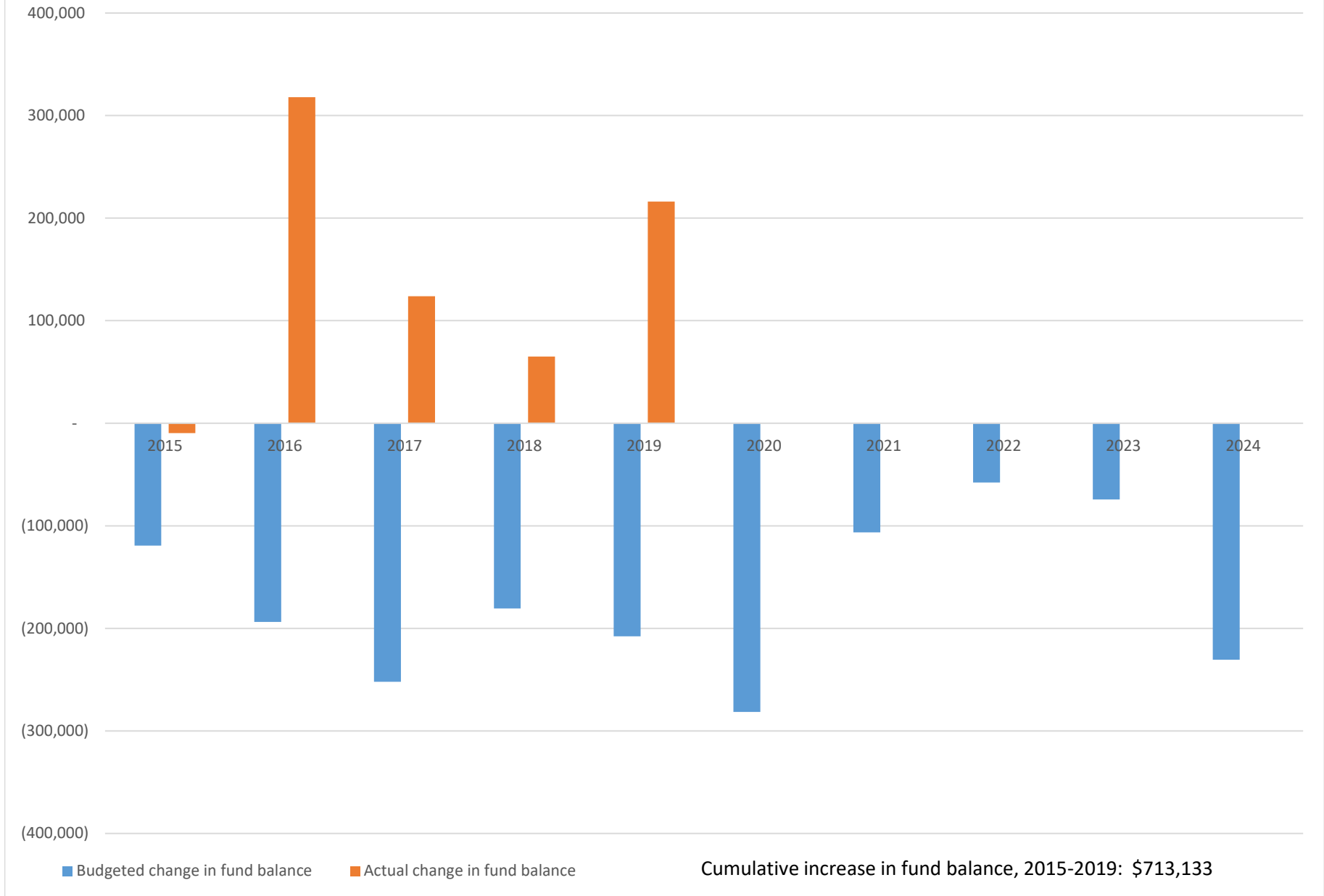
More Information:

- 1) Attachment 1: Budget v Actual Change in Fund Balance
- Attachment 2: Actual/Projected Fund Balance Compared to 4 Months and 6 Months Expenses
- Attachment 3: Actual/Projected Fund Balance at Year End

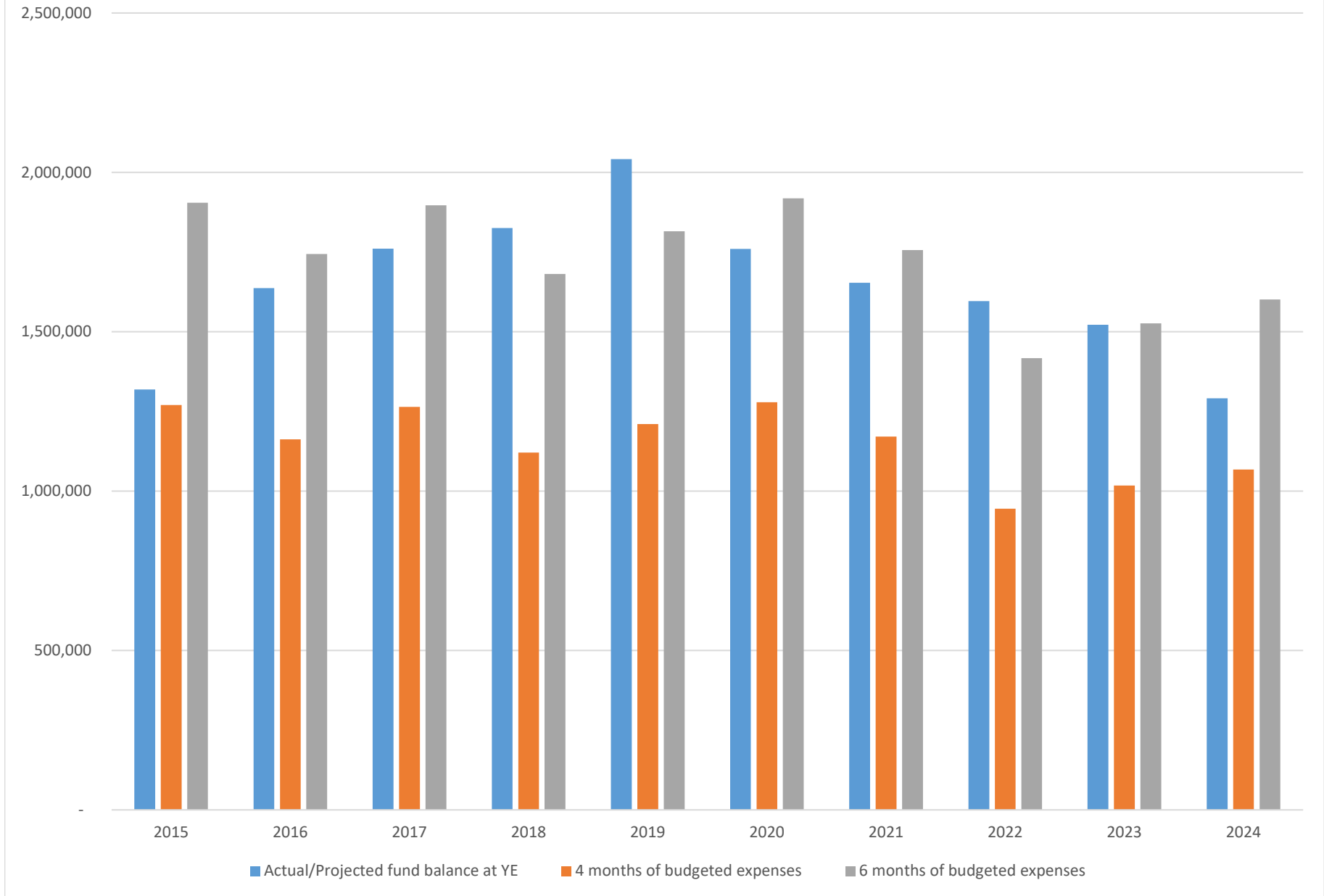
- 2) For detailed information contact: Meg Larsen at 208-475-2228 or mlarsen@compassidaho.org.

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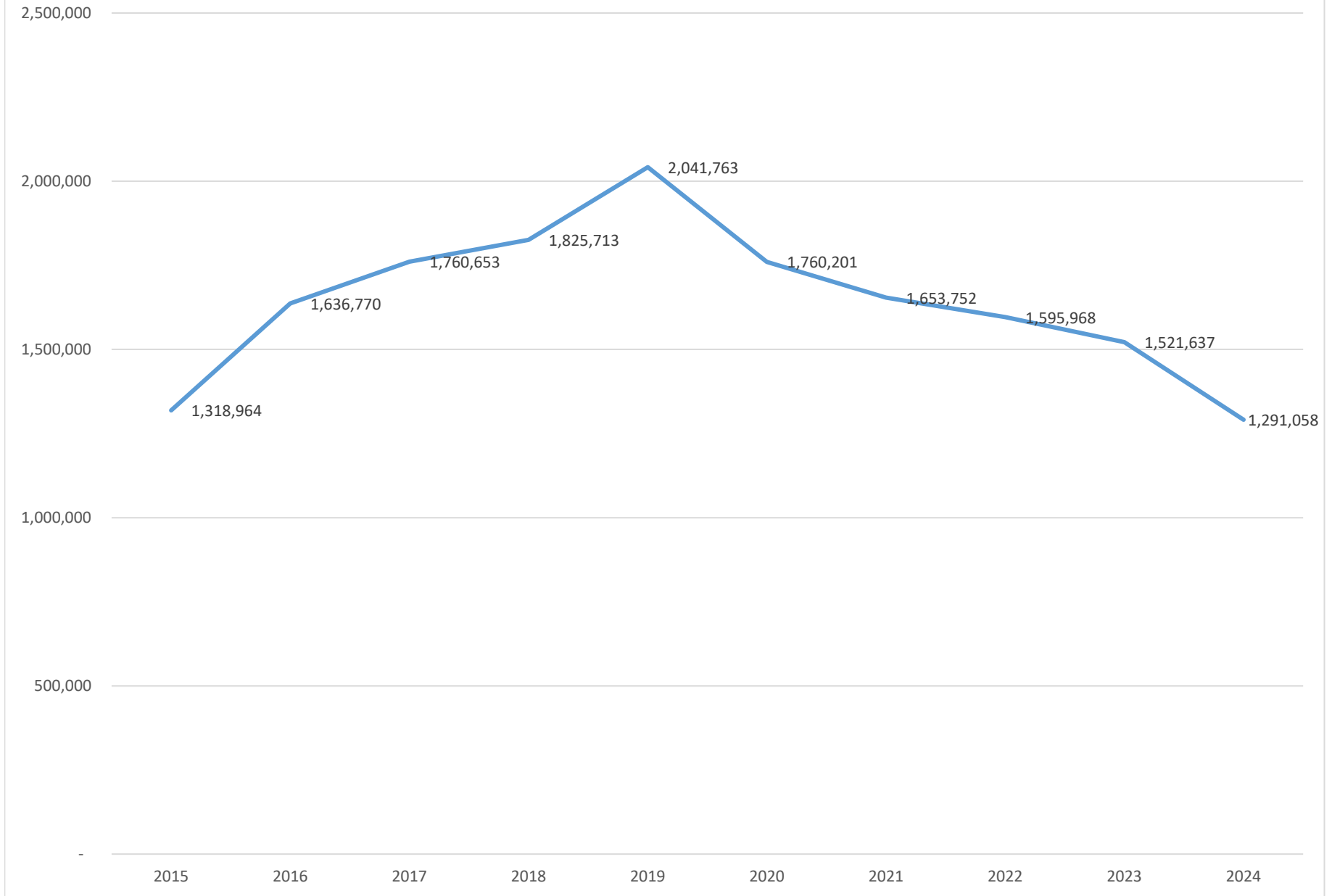
Budget v Actual Change in Fund Balance



Actual/Projected Fund Balance Compared to 4 Months and 6 Months Expenses



Actual/Projected Fund Balance at Year End



FINANCE COMMITTEE AGENDA ITEM V-A

Date: NOVEMBER 21, 2019

Topic: Variance Report for October 1, 2018 – September 30, 2019

Request/Recommendation:

COMPASS staff seeks approval of the Variance Report dated October 1, 2018 to September 30, 2019.

Background/Summary:

The Variance Report is used to report actual financial results compared to Revision 4 of the FY2019 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. The grant revenues shown are for billings through September 30, 2019.

Revenue from participants in the orthophotography project is at 122% of budget. The \$81,931 of additional revenue is from participants that joined the project after the budget was set. This revenue will be set aside and applied to the cost of future orthophotography flights to help keep costs down for participants.

Salaries and fringe expense, at 96%, are on budget at the end of the fourth quarter. The \$71,342 in savings comes from the timing of salary increases, some short-term vacancies, and lower-than- expected benefit costs. As of September 30, 2019, COMPASS is fully staffed at 21 FTE's.

Total direct expenses are at 83% of budget overall.

- Professional Services is under budget with 80% of the budget expended. Most of this variance is attributable to lower actual costs for speaker fees in the COMPASS education series program, unspent budget in the Project Development Program, unspent budget in the CIM Implementation Grants, unspent budget in the Treasure Valley ITS Plan, and unspent budget in the orthophotography project. Approximately \$205,000 of these unspent funds will be carried over to Revision 1 of the FY2020 UPWP to complete projects committed to in FY2019.
- Travel and Education, Other, and Meeting Support ended the fiscal year under budget.

Total indirect expenses at 89% are on budget. As in prior year, some line item expenses are over budget while others are under budget. Overall indirect expenses are within the budgeted amounts.

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 percent or more below budget for this point in the year. Items highlighted in yellow are 10 percent or more above budget for this point in the year. Explanations for these variances are provided in the attachment on the respective line items.

Balance sheet and cash summary

The fourth and final page of the attachment shows the balance sheet as of September 30, 2019. A summary of COMPASS' cash balance by account is also provided at the bottom of the page.

Implication (policy and/or financial):

In order 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) Attachment
- 2) For detailed information contact: Meg Larsen at 208-475-2228 or mlarsen@compassidaho.org.

COMPASS

FY2019 BUDGET TO ACTUAL VARIANCES BY LINE ITEM - REVENUES AND EXPENSES

	Budget	Actual	% of Budget Earned or Expended
Grant revenue	\$ 1,974,694	1,889,064	96%
Member contributions	889,250	889,250	100%
ID DEQ/ACAQB Awareness	50,000	49,984	100%
VRT-State Street Grant	127,392	127,392	100%
Interest income	15,000	34,746	232%
Orthophotography Project - Participants	366,218	448,149	122%
Orthophotography Revenue - Sales	-	3,701	
City of Eagle; SH=45 Planning	-	24,696	
Modeling revenue	-	8,322	
Maps and publications revenue	-	1,221	
Other income	-	7,932	
Subtotal, revenues	3,422,554	3,484,456	102%
Staff labor	1,304,610	1,280,525	98%
Payroll taxes and fringe benefits	590,107	542,850	92%
Subtotal, salaries and fringe expenses	1,894,717	1,823,375	96%
Professional services	1,110,300	884,511	80%
Equipment purchase	177,320	176,240	99%
Travel/education	59,600	34,105	57%
Printing	3,050	3,027	99%
Other	20,300	10,076	50%
Public involvement	49,708	44,371	89%
Meeting support	9,000	7,354	82%
Legislative services	102,950	104,928	102%
Subtotal, direct expenses	1,532,228	1,264,612	83%
Professional services	34,800	28,145	81%
Equipment repair	200	-	0%
Publications	1,000	2,313	231%
Employee professional memberships	7,500	3,900	52%
Postage	750	512	68%
Telephone	11,800	11,668	99%
Building maintenance/association	54,000	53,978	100%
Printing	1,500	390	26%
Advertising	1,000	1,225	122%
Audit	15,000	14,400	96%
Insurance	13,000	12,897	99%
Legal services	2,500	4,608	184%
General supplies	6,000	3,131	52%
Computer supplies	18,800	14,034	75%
Computer software/maintenance	17,000	16,794	99%
Vehicle maintenance	1,000	888	89%
Utilities	10,500	8,894	85%
Local travel	2,100	1,958	93%
Other	5,000	683	14%
Subtotal, indirect expenses	203,450	180,419	89%
Total, all expenses	3,630,395	3,268,406	90%
Change in fund balance	(207,842)	216,050	
Beginning fund balance	1,825,712	1,825,712	
Current fund balance	\$ 1,617,870	2,041,762	

COMPASS

FY2019 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of September 30, 2019, 100% of the fiscal year has passed. Programs that have expended 90% or less of their budgeted dollars are considered under budget. Programs that have expended 110% or more of their budgeted dollars are considered over budget.

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

	Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	Notes	
601	UPWP: Budget Development and Federal Assurances	Larsen	83,813	76,723	92%			83,813	76,723	92%	On Budget.	
620	Demographics and Growth Monitoring	Miller	119,724	123,714	103%	1,000	521	120,724	124,234	103%	On Budget.	
653	Communication and Education	Luft	131,406	150,799	115%	51,350	33,774	182,756	184,572	101%	On Budget.	
661	Long-Range Planning	Itkonen	394,418	392,269	99%	86,758	78,546	481,177	470,815	98%	On Budget.	
685	Resource Development/Funding		390,797	366,014	94%	159,823	133,416	550,620	499,430	91%	On Budget.	
Subtotal, Projects			1,120,159	1,109,517	99%	298,931	246,257	82%	1,419,091	1,355,774	96%	
701	General Membership Services	Itkonen	83,405	50,688	61%			83,405	50,688	61%	Under Budget. Expenditures are directly related to the services requested by member agencies.	
702	Air Quality Outreach	Luft	4,545	2,104	46%	45,455	45,440	50,000	47,544	95%	On Budget.	
703	General Public Services	Luft	13,585	9,545	70%	-		13,585	9,545	70%	Under Budget. Expenditures are directly related to the amount of services requested by the general public.	
705	Transportation Liaison Services	Stoll	38,288	41,807	109%	-		38,288	41,807	109%	On Budget.	
720	State Street Corridor	Larsen	3,462	3,471	100%	127,392.41	127,392	130,855	130,863	100%	On Budget.	
760	Legislative Services	Stoll	61,191	62,317	102%	115,050	111,149	176,241	173,466	98%	On Budget.	
761	Growth Incentives	Stoll	1,020	-	0%	-		1,020	-	0%	Under Budget. The Blueprint for Good Growth Board has not requested any work for the period of October 1, 2018 through September 30, 2019.	
Subtotal, Services			205,496	169,933	83%	287,897	283,982	99%	493,393	453,914	92%	
801	Staff Development	Larsen	75,802	67,865	90%	40,000	22,417	115,802	90,282	78%	Under Budget. Labor ended the fiscal year on budget. Direct costs ended the fiscal year substantially under budget because staff used training opportunities costing less than what was budgeted.	
820	Committee Support	Larsen	150,295	148,848	99%	2,000	1,686	152,295	150,534	99%	On Budget.	
836	Regional Travel Demand Model	Waldinger	107,052	122,032	114%	22,000	26,964	129,052	148,995	115%	Over Budget. Labor budget ended the fiscal year over budget because staff expended more time than was expected. Overall, direct expenses ended the fiscal year over budget. \$6,420 of this is for costs related to ITD's TREDIS support which they prepaid to COMPASS several years ago. COMPASS' portion of direct cost ended the fiscal year on budget.	

COMPASS

FY2019 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of September 30, 2019, 100% of the fiscal year has passed. Programs that have expended 90% or less of their budgeted dollars are considered under budget. Programs that have expended 110% or more of their budgeted dollars are considered over budget.

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

		Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	Notes
842	Congestion Management Process	Mulhall	56,025	84,156	150%	236,000	174,053	74%	292,025	258,209	88%	Under Budget. Labor budget ended the fiscal year considerably over budget because staff expended more time than was expected. Remaining direct costs will be carried over into fiscal year 2020 to complete the project.
860	Geographic Information System Maintenance	Adolfson	383,339	301,443	79%	493,200	364,615	74%	876,539	666,058	76%	Under Budget. Budgets for labor and direct costs ended the fiscal year under budget. The budget for direct costs include \$450,000 for the orthophotography project. \$125,000 of the unspent direct costs will be carried over into fiscal year 2020 to complete the project. The remaining balance will be added to fund balance.
Subtotal, System Maintenance			772,512	724,344	94%	793,200	589,735	74%	1,565,712	1,314,079	84%	
990	Direct Operations and Maintenance	Larsen				152,200	144,638	95%	152,200	144,638	95%	On Budget.
Subtotal, Indirect and overhead			-	-		152,200	144,638	95%	152,200	144,638	95%	
GRAND TOTAL			2,098,167	2,003,794	96%	1,532,228	1,264,612	83%	3,630,395	3,268,406	90%	

COMPASS**Balance Sheet - September 30, 2019**

	<u>9/30/2018</u>	<u>9/30/2019</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	\$ 1,825,830	1,869,292
Accounts Receivable	228,857	443,902
Prepaid Expenses	3,791	5,440
	<hr/>	<hr/>
TOTAL ASSETS	<u>2,058,478</u>	<u>2,318,634</u>
<u>LIABILITIES</u>		
Accounts Payable	118,384	144,847
Accrued Payroll Liabilities	105,987	121,250
Deferred Revenue	8,395	10,775
	<hr/>	<hr/>
Subtotal, liabilities	232,766	276,872
<u>FUND BALANCE</u>		
Nonspendable: Prepaid Expenses	3,791	5,440
Assigned To: Set-Aside for Matching Funds for CIM 2050		34,341
Assigned To: Set-Aside for Matching funds for Treasure Valley ITS Plan		4,547
Assigned To: Set-Aside for CIM Implementation Grant Program	79,423	62,000
Assigned To: Set-Aside for Orthophotography Cost	83,782	210,632
Assigned To: Set-Aside for FY20 Revenue Shortfall	18,120	55,675
Unassigned	1,640,596	1,669,127
	<hr/>	<hr/>
Subtotal, fund balance	1,825,712	2,041,762
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 2,058,478</u>	<u>2,318,634</u>

Cash & Investment Summary - September 30, 2019

<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	0.22%	25,613
ID Central Credit Union Premium Money Market Savings	0.45%	50,000
Local Government Investment Pool	2.31%	850,913
ID Central Credit Union 60 Month CD	2.50%	181,979
Banner Bank 24 Month CD #8077	0.35%	150,922
Banner Bank 24 Month CD #8085	0.35%	150,922
Banner Bank 36 Month CD #8093	1.20%	153,158
Banner Bank 60 Month CD #8069	1.20%	153,158
Banner Bank 60 Month CD #8101	1.87%	152,402
	<hr/>	<hr/>
Total Cash Balance		<u>1,869,292</u>

FINANCE COMMITTEE AGENDA ITEM V-B

Date: November 21, 2019

Topic: Revision 1 of the FY2020 Unified Planning Work Program and Budget

Request/Recommendation:

Review and recommend Revision 1 of the FY2020 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 1 of the FY2020 UPWP:

- Add \$433,520 of STP-TMA funds from key number 19571, *Communities in Motion 2050*. These are unspent funds that were obligated for expenditure in FY2019. Add \$34,341 of fund balance for matching funds.
- Add \$57,400 of STP-TMA funds from key number 18694, *Treasure Valley ITS Plan Update*. These are unspent funds that were obligated for expenditure in FY2019. Add \$4,547 of fund balance for matching funds.
- Add \$9,839 of funds from the City of Boise to reimburse COMPASS for costs over the \$24,000 allowance for their participation in the Project Development Program.
- Add \$8,000 from fund balance to pay the City of Eagle for their participation in the CIM Implementation Grant. This project is being carried forward from FY2019.
- Decrease the draw from fund balance by \$14,000 to cover the revenue shortfall.

The following revisions to expenses are proposed in Revision 1 of the FY2020 UPWP:

- Add \$467,861 to program number 661001, *Communities in Motion 2050* for various expenses. \$10,000 of this is to pay for costs that were budgeted in FY2019 but were unspent. The remaining \$457,861 is to pay for costs in future fiscal years.
- Add \$61,947 to program number 842001, *Congestion Management Process* to complete work on the *Treasure Valley ITS Plan Update*.
- Add \$9,839 to program number 685002, *Project Development Program* to pay for the City of Boise's *Broadway/Federal Way Pedestrian Improvements*.
- Add \$8,000 to program number 685004, *CIM Implementation Grants* to pay for the City of Eagle's *CIM Implementation Project*.

Implication (policy and/or financial):

Without COMPASS Board of Directors' adoption of Revision 1 of the FY2020 UPWP, the agency cannot make full use of available revenues.

More Information:

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

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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
Recommended Changes to FY2020 - Revision 1
Summary

FY2020 Original UPWP Revenues		3,303,091	FY2020 Original UPWP Expenses	3,303,091
1	STP-TMA, key#19571; <i>Communities in Motion 2050</i> - carry over \$433,520 of unspent funds from FY2019.	433,520	Professional Services. Add \$4,000 for 'financial forecast assumptions' that were unspent from FY2019 UPWP.	4,000
	Draw from Fund Balance for matching funds	34,341	Professional Services. Add \$6,000 to finish contract with Neighborhood All-Stars that were unspent from FY2019 UPWP.	6,000
			Carry-Forward. Add \$457,861 to be used in out years.	457,861
2	STP-TMA, key#18694; Treasure Valley ITS Plan - carry over \$57,400 of unspent funds from FY2019.	57,400	Professional Services. Add \$61,947 to complete work on the Treasure Valley ITS Plan Update.	61,947
	Draw from Fund Balance for matching funds	4,547		
3	City of Boise; Broadway/Federal Way Pedestrian Improvements. The City of Boise has agreed to reimburse COMPASS for costs over the \$24,000 allowed for this project as part of the Project Development Program.	9,839	Professional Services. Add \$9,839 to cover estimated costs in excess of \$24,000 that is allowed to the City of Boise under the Project Development Program. Total cost of this project is estimated to be \$33,839.	9,839
4	Draw from Fund Balance for City of Eagle CIM Grant. Project was budgeted in FY2019. City of Eagle is requesting that this project be carried forward to FY2020.	8,000	Professional Services. Add \$8,000 to pay for the City of Eagle's CIM Implementation Project	8,000
5	Decrease Draw from Fund Balance to fund revenue shortfall.	(14,000)		(14,000)
Recommended Adjustments to Revenues		533,647	Recommended Adjustments to Expenses	533,647
Adjusted Revenues - Revision 1		3,836,738	Adjusted Expenses - Revision 1	3,836,738
Remaining Revenue		-		

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 1
REVENUE AND EXPENSE SUMMARY (total)**

REVENUE	FY2020 Final	FY2020 Revision 1
GENERAL MEMBERSHIP		
Ada County	228,095	228,095
Ada County Highway District	228,095	228,095
Canyon County	109,594	109,594
Canyon Highway District No. 4	41,183	41,183
Golden Gate Highway District No.3	5,398	5,398
City of Boise	104,191	104,191
City of Caldwell	25,939	25,939
City of Eagle	13,787	13,787
City of Garden City	5,397	5,397
City of Greenleaf	384	384
City of Kuna	10,066	10,066
City of Meridian	50,563	50,563
City of Melba	260	260
City of Middleton	4,281	4,281
City of Nampa	44,986	44,986
City of Notus	251	251
City of Parma	948	948
City of Star	4,843	4,843
City of Wilder	776	776
Subtotal	879,037	879,037
SPECIAL MEMBERSHIP		
Boise State University	8,800	8,800
Capital City Development Corporation	8,800	8,800
Idaho Department of Environmental Quality	8,800	8,800
Idaho Transportation Department	8,800	8,800
Valley Regional Transit	8,800	8,800
Subtotal	44,000	44,000
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2020 K# 19258 Ada County	1,023,420	1,023,420
CPG - FY2020 K# 19258 Canyon County	359,580	359,580
Sub Total CPG Grants	1,383,000	1,383,000
STP TMA - K# 19060, FY2020 off-the-top funds for Planning	306,705	306,705
STP TMA - K# 19571, <i>Communities in Motion 2050</i> (carry over from FY19)	-	433,520
STP TMA - K# 19571, <i>Communities in Motion 2050</i>	80,614	80,614.20
STP TMA - K# 18694, Treasure Valley ITS Plan (carry over from FY19)	-	57,400
STP TMA - K# 19303, Travel Survey Data Collection	138,990	138,990
Subtotal	526,309	1,017,229
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	25,000	25,000
Ada County Air Quality Board	25,000	25,000
Air Quality Operations - Management Fee	64,738	64,738
Orthophotography - Participant Contributions	83,333	83,333
City of Boise - Project Development	-	9,839
Interest Income	24,000	24,000
Subtotal	222,071	231,909
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,054,417	3,555,176
Draw from Fund Balance (Match for CIM 2050)		34,341
Draw from Fund Balance (Match for Treasure Valley ITS Plan)		4,547
Draw From Fund Balance (CIM Implementation Grants)	54,000	62,000
Draw From Fund Balance (to fund revenue shortfall)	69,675	55,675
Draw From Fund Balance (Carry-Over FY2019 Ortho Project)	125,000	125,000
TOTAL REVENUE, ALL RESOURCES	3,303,091	3,836,738

EXPENSE	FY2020 Final	FY2020 Revision 1
SALARY, FRINGE & CONTINGENCY		
Salary	1,321,100	1,321,100
Fringe	593,006	593,006
Contingency (Overtime, Bonus, and Sick Time Trade)	18,857	18,857
Subtotal	1,932,963	1,932,963
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	203,450	203,450
Subtotal	203,450	203,450
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	2,500	2,500
620003, Census 2020	50,000	50,000
653001, Communication and Education	35,600	35,600
661001, Long-Range Planning	206,800	674,661
661008, Bike Counter Management	19,540	19,540
685001, Transportation Improvement Program	5,500	5,500
685002, Project Development Program	75,000	84,839
685004, CIM Implementation Grants	54,000	62,000
702001, Air Quality Outreach	45,455	45,455
760001, Legislative Services	115,050	115,050
801001, Staff Development	40,000	40,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	25,200	25,200
838001, Travel Survey Data Collection	150,000	150,000
842001, Congestion Management Process	14,000	61,947
860001, Geographic Information System Maintenance	250,333	250,333
990001, Direct Operations and Maintenance	75,700	75,700
Subtotal	1,166,678	1,700,325
TOTAL EXPENSE	3,303,091	3,836,738

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,303,091	3,836,738
LESS: TOTAL EXPENSES	3,303,091	3,836,738
REVENUE EXCESS/(DEFICIT)	0	0

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FY2020 - REVISION 1

REVENUE AND EXPENSE SUMMARY (total)

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 1
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	FY20 CPG Ada County K# 19258 (74%)	FY20 CPG Canyon County K# 19258 (26%)	STP-TMA Off The Top K# 19060	STP-TMA CIM 2050 K# 19751	STP-TMA Treasure Valley ITS Plan K# 18694	STP-TMA Travel Survey Data Collection K# 19303	Total Federal Funds	Required Match	Local Funds/EB	Other Revenue		Total Local & Other
601001 UPWP/Budget Development and Federal Assurances	100	78,786	-	78,786	31,822	11,181	30,000				73,003	5,783			5,783	78,786
620001 Demographics and Growth Monitoring	136	102,013	2,500	104,513	47,749	16,777	30,000				94,525	7,488	2,500		9,988	104,513
620002 Development Monitoring	31	20,085	-	20,085	6,372	2,239	10,000				18,611	1,474			1,474	20,085
620003 Census 2020	67	33,518	50,000	83,518	8,183	2,875	20,000				31,058	2,460	50,000		52,460	83,518
653001 Communication and Education Long-Range Planning	168	105,455	35,600	141,055							-		141,055		141,055	141,055
661001 General Project Management	269	191,879	674,661	866,540	210,285	73,884		514,134			798,303	63,237	5,000		68,237	866,540
661003 Roadways	34	22,779	-	22,779	15,619	5,488					21,107	1,672			1,672	22,779
661004 Freight	20	15,536	-	15,536	10,653	3,743					14,396	1,140			1,140	15,536
661005 Bicycles/Pedestrians	125	55,323	-	55,323	37,934	13,328					51,262	4,061			4,061	55,323
661006 Public Transportation	120	53,255	-	53,255	36,516	12,830					49,346	3,909			3,909	53,255
661007 Performance Measurement	20	14,446	-	14,446	9,906	3,480					13,386	1,060			1,060	14,446
661008 Bike Counter Management	116	54,144	19,540	73,684	37,126	13,044					50,170	3,974	19,540		23,514	73,684
661009 Public Involvement	61	39,756	-	39,756	27,260	9,578					36,838	2,918			2,918	39,756
Resource Development/Funding											-					
685001 Transportation Improvement Program	392	250,300	5,500	255,800	97,627	34,301	100,000				231,928	18,372	5,500		23,872	255,800
685002 Project Development Program	33	24,545	84,839	109,383	16,830	5,913					22,743	1,802	84,839		86,640	109,383
685003 Grant Research and Development	140	101,071	-	101,071							-		101,071		101,071	101,071
685004 CIM Implementation Grants	18	12,893	62,000	74,893	8,840	3,106					11,946	946	62,000		62,946	74,893
TOTAL PROJECTS	1,850	1,175,785	934,640	2,110,424	602,721	211,767	190,000	514,134	-	-	1,518,623	120,297	471,505	-	591,801	2,110,424
701001 Membership Services	167	111,563	-	111,563	76,497	26,877					103,374	8,189			8,189	111,563
702001 Air Quality Outreach	7	4,545	45,455	50,000							-			50,000	50,000	50,000
703001 General Public Services	14	9,059	-	9,059							-		9,059		9,059	9,059
704001 Air Quality Operations	87	64,738	-	64,738							-			64,738	64,738	64,738
705001 Transportation Liaison Services	64	48,183	-	48,183	33,038	11,608					44,647	3,537			3,537	48,183
760001 Legislative Services	58	60,474	115,050	175,524							-		175,524		175,524	175,524
761001 Growth Incentives	5	3,884	-	3,884	3,599						3,599	285			285	3,884
TOTAL SERVICES	402	302,446	160,505	462,951	113,134	38,485	-	-	-	-	151,620	12,010	184,583	114,738	311,331	462,951
801001 Staff Development	111	72,685	40,000	112,685	49,839	17,511					67,350	5,335	40,000		45,335	112,685
820001 Committee Support	218	142,103	2,000	144,103	97,437	34,235					131,672	10,430	2,000		12,430	144,103
836001 Regional Travel Demand Model	102	79,235	25,200	104,435	39,530	13,889	20,000				73,419	5,816	25,200		31,016	104,435
838001 Travel Survey Data Collection	20	15,536	150,000	165,536	10,653	3,743				138,990	153,386	12,150			12,150	165,536
842001 Congestion Management Process	85	66,029	61,947	127,976	45,275	15,907					118,583	9,393			9,393	127,976
860001 Geographic Information System Maintenance	462	282,595	250,333	532,928	64,830	24,043	96,705				185,577	14,700	124,318	208,333	347,351	532,928
TOTAL SYSTEM MAINTENANCE	998	658,183	529,480	1,187,663	307,564	109,328	116,705	-	57,400	138,990	729,987	57,825	191,518	208,333	457,676	1,187,663
990001 Direct Operations / Maintenance	-	-	75,700	75,700							-		51,700	24,000	75,700	75,700
991001 Support Services Labor	890	-	-	-							-		-	-	-	-
999001 Indirect Operations/Maintenance	-	-	-	-							-		-	-	-	-
TOTAL INDIRECT/OVERHEAD	890	-	75,700	75,700	-	-	-	-	-	-	-	-	51,700	24,000	75,700	75,700
G R A N D T O T A L	4,140	2,136,413	1,700,325	3,836,738	1,023,420	359,580	306,705	514,134	57,400	138,990	2,400,229	190,133	899,305	347,071	1,436,509	3,836,738

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 1
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				
620003	Census 2020	50,000						50,000			
653001	Communication and Education	35,600	15,000			600		20,000			
661001	Long-Range Planning	674,661	167,800					49,000			457,861
661008	Bike Counter Management	19,540	5,000	14,540							
685001	Transportation Improvement Program	5,500						5,500			
685002	Project Development Program	84,839	84,839								
685004	CIM Implementation Grants	62,000	62,000								
702001	Air Quality Outreach	45,455	45,455								
760001	Legislative Services	115,050			18,000		11,100			85,950	
801001	Staff Development	40,000			40,000						
820001	Committee Support	2,000							2,000		
836001	Regional Travel Demand Model	25,200	25,200								
838001	Travel Survey Data Collection	150,000	150,000								
842001	Congestion Management Process	61,947	61,947								
860001	Geographic Information System Maintenance	250,333	125,000	42,000			-				83,333
990001	Direct Operations / Maintenance										
	TRB Sponsor; 'Tools of the Trade'	10,000					10,000				
	New/replacement hardware and software	6,000		6,000							
	Transit network planning software	20,000		20,000							
	Cube renewal; Cube Land	14,100		14,100							
	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		1,700,325	742,241	96,640	59,600	600	23,600	124,500	9,000	102,950	541,194

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 1
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2020 Final	FY2020 Revision 1
Professional Services	930	30,000	30,000
Equipment Repair / Maintenance	936	200	200
Publications	943	1,000	1,000
Employee Professional Membership	945	7,500	7,500
Postage	950	750	750
Telephone	951	11,500	11,500
Building Maintenance and Reserve for Major Repairs	955	54,000	54,000
Printing	960	1,000	1,000
Advertising	962	1,000	1,000
Audit	970	15,000	15,000
Insurance	971	13,000	13,000
Legal Services	972	5,000	5,000
General Supplies	980	6,000	6,000
Computer Supplies	982	15,000	15,000
Computer Software / Maintenance	983	25,000	25,000
Vehicle Maintenance	991	1,000	1,000
Utilities	992	10,000	10,000
Local Travel	993	1,500	1,500
Other / Miscellaneous	995	5,000	5,000
TOTAL		203,450	203,450

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2020 UNIFIED PLANNING WORK PROGRAM and Budget - Revision 1
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING TEAM	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	39	13	3	45	100
620001	Demographics and Growth Monitoring	CM	-	131	5	-	136
620002	Development Monitoring	CM	-	31	-	-	31
620003	Census 2020	CM	-	17	50	-	67
653001	Communication and Education	AL	11	15	142	-	168
	Long-Range Planning	LI	-	-	-	-	-
661001	General Project Management	LI	15	207	47	-	269
661003	Roadways	LI	-	34	-	-	34
661004	Freight	LI	-	20	-	-	20
661005	Bicycles/Pedestrians	BC	-	122	3	-	125
661006	Public Transportation	RH	-	109	11	-	120
661007	Performance Measurement	CM	-	17	3	-	20
661008	Bike Counter Management	BC	-	114	2	-	116
661009	Public Involvement	LI	-	26	35	-	61
	Resource Development/Funding	TT	-	-	-	-	-
685001	Transportation Improvement Program	TT	12	349	31	-	392
685002	Project Development Program	KP	-	33	-	-	33
685003	Grant Research and Development	KP	8	126	6	-	140
685004	CIM Implementation Grants	KP	-	18	-	-	18
TOTAL PROJECTS			85	1,382	338	45	1,850
701001	Membership Services	LI	-	159	8	-	167
702001	Air Quality Outreach	AL	-	-	7	-	7
703001	General Public Services	MW	-	14	-	-	14
704001	Air Quality Operations	ML	23	12	6	46	87
705001	Transportation Liaison Services	MS	12	38	14	-	64
760001	Legislative Services	MS	58	-	-	-	58
761001	Growth Incentives	MS	-	5	-	-	5
TOTAL SERVICES			93	228	35	46	402
801001	Staff Development	ML	9	71	14	17	111
820001	Committee Support	ML	12	92	23	91	218
836001	Regional Travel Demand Model	MW	-	102	-	-	102
838001	Travel Survey Data Collection	MW	-	15	5	-	20
842001	Congestion Management Process	HM	-	80	5	-	85
860001	Geographic Information System Maintenance	EA	-	457	5	-	462
TOTAL SYSTEM MAINTENANCE			21	817	52	108	998
TOTAL DIRECT			199	2,427	425	199	3,250
991001	Support Services Labor	ML	261	103	35	491	890
TOTAL INDIRECT/OVERHEAD			261	103	35	491	890
TOTAL LABOR			460	2,530	460	690	4,140

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