



*Working together to plan for the future*

**FINANCE COMMITTEE MEETING  
MARCH 23, 2023 — 12:00 PM  
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM  
700 NE 2<sup>ND</sup> STREET, SUITE 200  
MERIDIAN, IDAHO**

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

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

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

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

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

**II. OPEN DISCUSSION/ANNOUNCEMENTS**

**III. CONSENT AGENDA**

**Page 3 A.\* Approve December 15, 2022, Finance Committee Meeting Minutes**

**IV. INFORMATION/DISCUSSION ITEM**

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

**Page 11 B.\* Discuss Five-Year Revenue and Expense Projections**

**Page 20 C.\* Review Remaining CY2023 Meeting Dates for Availability**

**V. ACTION ITEMS**

**A. Elect Finance Committee Vice Chair**

**Page 21 B.\* Approve Variance Report for October 1, 2022 – December 31, 2022**

**Page 27 C.\* Recommend Approval for the FY2024 Membership Dues**

Page 30 D.\* Recommend Approval of Revision 2 of the FY2023 Unified Planning Work Program and Budget

VI. OTHER

A. Next Meeting: June 15, 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  
DECEMBER 15, 2022  
COMPASS 2<sup>ND</sup> FLOOR LARGE CONFERENCE ROOM AND ZOOM**

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

**ATTENDEES:** Jay Gibbons, Commissioner, Canyon Highway District #4, **Chair**, in person  
Jim Hansen, Commissioner, Ada County Highway District, **Vice Chair**, via telephone  
Rod Beck for Kendra Kenyon, Commissioner, Ada County, via telephone  
Victor Rodriguez, Councilmember, City of Nampa, via telephone  
Holli Woodings, Councilmember, City of Boise, via telephone

**MEMBERS ABSENT:** Steve Rule, Mayor, City of Middleton  
Keri Smith, Commissioner, Canyon County

**OTHERS PRESENT:** Teri Gregory, COMPASS, in person  
David Hegstrom, Harris CPAs, in person  
Keith Holmes, COMPASS, via telephone  
Meg Larsen, COMPASS, in person  
Amy Luft, COMPASS, in person  
Matt Stoll, COMPASS, in person

**CALL TO ORDER:**

Chair Jay Gibbons called the meeting to order at 12:03 p.m.

**OPEN DISCUSSION/ANNOUNCEMENTS**

There were no announcements.

**CONSENT AGENDA**

**A. Approve December 1, 2022, Finance Committee Meeting Minutes**

**Jim Hansen moved and Holli Woodings 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 presented the report of disbursements made in the reporting period, November 19, 2022, through December 5, 2022, which was provided in the packet for information. There were no questions regarding these disbursements.

**ACTION ITEMS**

**A. Accept Draft Fiscal Year 2022 Audit**

David Hegstrom, Harris CPAs, presented the draft FY2022 audit for acceptance by the Finance Committee.

After discussion, **Jim Hansen moved and Victor Rodriguez seconded to accept the draft audit as presented. Motion passed unanimously.**

**B. Establish 2023 Finance Committee Meeting Dates**

Chair Jay Gibbons presented the 2023 Finance Committee meeting dates for approval.

After discussion, **Holli Woodings moved and Jim Hansen seconded to approve the 2023 Finance Committee meeting dates. Motion passed unanimously.**

**ADJOURNMENT**

**Chair Jay Gibbons reminded everyone the next Finance Committee Meeting will be March 23, 2023. The meeting adjourned at 12:36 p.m.**

Approved this 23<sup>rd</sup> day of March 2023.

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

Attest:

By: \_\_\_\_\_  
, Vice Chair

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**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 12/6/2022 to 3/3/2023**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
<b>Vendor Number: ***Void Check***</b>					
A	ICCU - Checking	0000007131	2/17/2023		
				<b>Vendor Total:</b>	0.00
<b>Vendor Number: 2ND&amp;BR 2ND &amp; BROADWAY CONDO ASSOC</b>					
A	ICCU - Checking	E000001235	2/17/2023	27,560.00	Electronic Payment
				<b>Vendor 2ND &amp; BROADWAY CONDO ASSOC Total:</b>	27,560.00
<b>Vendor Number: LUFT AMY LUFT</b>					
A	ICCU - Checking	E000001217	1/20/2023	1,970.58	Electronic Payment
				<b>Vendor AMY LUFT Total:</b>	1,970.58
<b>Vendor Number: BOICHA BOISE AREA CHAMBER OF COMMERCE</b>					
A	ICCU - Checking	E000001195	12/20/2022	1,250.00	Electronic Payment
				<b>Vendor BOISE AREA CHAMBER OF COMMERCE Total:</b>	1,250.00
<b>Vendor Number: ZBOIMUN Boise Municipal Health Care</b>					
A	ICCU - Checking	E000001210	1/5/2023	31,591.89	Electronic Payment
A	ICCU - Checking	E000001234	2/3/2023	32,758.65	Electronic Payment
				<b>Vendor Boise Municipal Health Care Total:</b>	64,350.54
<b>Vendor Number: BOE Boise Office Equipment</b>					
A	ICCU - Checking	0000007141	3/3/2023	397.54	Auto
				<b>Vendor Boise Office Equipment Total:</b>	397.54
<b>Vendor Number: BSURADI Boise State Public Radio</b>					
A	ICCU - Checking	0000007110	1/20/2023	1,260.00	Auto
A	ICCU - Checking	0000007133	2/17/2023	1,540.00	Auto
				<b>Vendor Boise State Public Radio Total:</b>	2,800.00
<b>Vendor Number: BORTONL Borton-Lakey Law</b>					
A	ICCU - Checking	E000001236	2/17/2023	33.00	Electronic Payment
				<b>Vendor Borton-Lakey Law Total:</b>	33.00
<b>Vendor Number: CANYONO Canyon Outdoor Media, LLC</b>					
A	ICCU - Checking	E000001196	12/20/2022	2,200.00	Electronic Payment
A	ICCU - Checking	E000001211	1/20/2023	2,200.00	Electronic Payment
				<b>Vendor Canyon Outdoor Media, LLC Total:</b>	4,400.00
<b>Vendor Number: CITCLU CITY CLUB OF BOISE, INC.</b>					
A	ICCU - Checking	0000007134	2/17/2023	90.00	Auto
				<b>Vendor CITY CLUB OF BOISE, INC. Total:</b>	90.00
<b>Vendor Number: ZCOLON COLONIAL LIFE &amp; ACCIDENT</b>					
A	ICCU - Checking	0000007095	12/20/2022	169.32	Manual
A	ICCU - Checking	0000007109	1/20/2023	169.32	Manual
A	ICCU - Checking	0000007132	2/17/2023	169.32	Manual
				<b>Vendor COLONIAL LIFE &amp; ACCIDENT Total:</b>	507.96
<b>Vendor Number: CONSOR Consor</b>					
A	ICCU - Checking	E000001243	3/3/2023	3,098.00	Electronic Payment
				<b>Vendor Consor Total:</b>	3,098.00
<b>Vendor Number: DKSACCO DKS Associates</b>					
A	ICCU - Checking	E000001206	1/5/2023	5,500.00	Electronic Payment
A	ICCU - Checking	E000001212	1/20/2023	2,750.00	Electronic Payment
A	ICCU - Checking	E000001244	3/3/2023	4,950.00	Electronic Payment
				<b>Vendor DKS Associates Total:</b>	13,200.00
<b>Vendor Number: ECOCOUN Eco Counter</b>					
A	ICCU - Checking	E000001213	1/20/2023	8,529.50	Electronic Payment
				<b>Vendor Eco Counter Total:</b>	8,529.50
<b>Vendor Number: ECONORT ECONorthwest</b>					
A	ICCU - Checking	E000001245	3/3/2023	13,111.25	Electronic Payment

**Check History Report**  
**Sorted By Vendor Name**  
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**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
<b>Vendor ECONorthwest Total:</b>				13,111.25	
<b>Vendor Number: FORTH FORTH</b>					
A	ICCU - Checking	E000001237	2/17/2023	2,750.00	Electronic Payment
<b>Vendor FORTH Total:</b>				2,750.00	
<b>Vendor Number: GEOTER GEOTERRA MAPPING GROUP</b>					
A	ICCU - Checking	E000001207	1/5/2023	37,500.00	Electronic Payment
<b>Vendor GEOTERRA MAPPING GROUP Total:</b>				37,500.00	
<b>Vendor Number: HARRIS HARRIS CPA's</b>					
A	ICCU - Checking	E000001197	12/20/2022	10,500.00	Electronic Payment
A	ICCU - Checking	E000001214	1/20/2023	7,500.00	Electronic Payment
<b>Vendor HARRIS CPA's Total:</b>				18,000.00	
<b>Vendor Number: ZHARTF HARTFORD</b>					
A	ICCU - Checking	W000000630	12/20/2022	1,226.19	Wire Transfer
A	ICCU - Checking	W000000642	1/20/2023	1,190.76	Wire Transfer
A	ICCU - Checking	W000000648	2/17/2023	1,195.35	Wire Transfer
<b>Vendor HARTFORD Total:</b>				3,612.30	
<b>Vendor Number: IDBUSI Idaho Business Review</b>					
A	ICCU - Checking	0000007122	2/3/2023	79.00	Auto
<b>Vendor Idaho Business Review Total:</b>				79.00	
<b>Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION</b>					
A	ICCU - Checking	0000007102	1/5/2023	9,543.61	Auto
A	ICCU - Checking	0000007123	2/3/2023	2,323.44	Auto
A	ICCU - Checking	0000007142	3/3/2023	12,331.92	Auto
A	ICCU - Checking	W000000632	12/28/2022	900.00	Wire Transfer
<b>Vendor IDAHO CENTRAL CREDIT UNION Total:</b>				25,098.97	
<b>Vendor Number: IDPOWE IDAHO POWER CO.</b>					
A	ICCU - Checking	0000007103	1/5/2023	545.45	Auto
A	ICCU - Checking	0000007111	1/20/2023	555.77	Auto
A	ICCU - Checking	0000007143	3/3/2023	485.82	Auto
<b>Vendor IDAHO POWER CO. Total:</b>				1,587.04	
<b>Vendor Number: IDPRES IDAHO PRESS-TRIBUNE</b>					
A	ICCU - Checking	0000007112	1/20/2023	329.20	Auto
<b>Vendor IDAHO PRESS-TRIBUNE Total:</b>				329.20	
<b>Vendor Number: IDPROEN Idaho Society of Professional Engineers Foundation</b>					
A	ICCU - Checking	0000007096	12/20/2022	300.00	Auto
<b>Vendor Idaho Society of Professional Engineers Foundation Total:</b>				300.00	
<b>Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION</b>					
A	ICCU - Checking	W000000629	12/20/2022	5,061.00	Wire Transfer
A	ICCU - Checking	W000000641	1/20/2023	4,895.00	Wire Transfer
A	ICCU - Checking	W000000647	2/17/2023	4,768.00	Wire Transfer
<b>Vendor IDAHO STATE TAX COMMISSION Total:</b>				14,724.00	
<b>Vendor Number: IMPACT Iliad Media Boise, LLC</b>					
A	ICCU - Checking	0000007104	1/5/2023	1,760.00	Auto
A	ICCU - Checking	0000007124	2/3/2023	1,760.00	Auto
<b>Vendor Iliad Media Boise, LLC Total:</b>				3,520.00	
<b>Vendor Number: INTMOU INTERMOUNTAIN GAS CO.</b>					
A	ICCU - Checking	0000007097	12/20/2022	654.50	Auto
A	ICCU - Checking	0000007114	1/20/2023	768.94	Auto
A	ICCU - Checking	0000007125	2/3/2023	535.56	Auto
<b>Vendor INTERMOUNTAIN GAS CO. Total:</b>				1,959.00	
<b>Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE</b>					
A	ICCU - Checking	W000000627	12/20/2022	19,262.27	Wire Transfer

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**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	W000000634	1/5/2023	20,058.08	Wire Transfer
A	ICCU - Checking	W000000639	1/20/2023	17,559.71	Wire Transfer
A	ICCU - Checking	W000000643	2/3/2023	18,287.77	Wire Transfer
A	ICCU - Checking	W000000645	2/17/2023	16,900.38	Wire Transfer
A	ICCU - Checking	W000000649	3/3/2023	17,322.55	Wire Transfer
<b>Vendor INTERNAL REVENUE SERVICE Total:</b>				<u>109,390.76</u>	
<b>Vendor Number: MILLERJ Jacob Miller</b>					
A	ICCU - Checking	E000001199	12/20/2022	133.45	Electronic Payment
A	ICCU - Checking	E000001229	2/3/2023	2,041.82	Electronic Payment
<b>Vendor Jacob Miller Total:</b>				<u>2,175.27</u>	
<b>Vendor Number: KELLER Keller Associates, Inc.</b>					
A	ICCU - Checking	0000007105	1/5/2023	917.50	Auto
A	ICCU - Checking	0000007136	2/17/2023	913.75	Auto
<b>Vendor Keller Associates, Inc. Total:</b>				<u>1,831.25</u>	
<b>Vendor Number: KIMANG Kim Anglesey</b>					
A	ICCU - Checking	E000001227	2/3/2023	165.00	Electronic Payment
<b>Vendor Kim Anglesey Total:</b>				<u>165.00</u>	
<b>Vendor Number: KIMLEY Kimley Horn</b>					
A	ICCU - Checking	0000007144	3/3/2023	395.00	Auto
<b>Vendor Kimley Horn Total:</b>				<u>395.00</u>	
<b>Vendor Number: KINGSTO Kingston Phoenix Group, Inc.</b>					
A	ICCU - Checking	E000001198	12/20/2022	44.94	Electronic Payment
A	ICCU - Checking	E000001215	1/20/2023	195.00	Electronic Payment
A	ICCU - Checking	E000001228	2/3/2023	130.00	Electronic Payment
<b>Vendor Kingston Phoenix Group, Inc. Total:</b>				<u>369.94</u>	
<b>Vendor Number: KITTELS Kittelson &amp; Associates, Inc.</b>					
A	ICCU - Checking	E000001216	1/20/2023	5,206.30	Electronic Payment
A	ICCU - Checking	E000001246	3/3/2023	2,726.61	Electronic Payment
<b>Vendor Kittelson &amp; Associates, Inc. Total:</b>				<u>7,932.91</u>	
<b>Vendor Number: KUNMEL KUNA MELBA NEWS</b>					
A	ICCU - Checking	0000007137	2/17/2023	42.95	Auto
<b>Vendor KUNA MELBA NEWS Total:</b>				<u>42.95</u>	
<b>Vendor Number: KLOPFEN Lila Klopfenstein</b>					
A	ICCU - Checking	E000001247	3/3/2023	281.03	Electronic Payment
<b>Vendor Lila Klopfenstein Total:</b>				<u>281.03</u>	
<b>Vendor Number: STOLL MATTHEW STOLL</b>					
A	ICCU - Checking	E000001203	12/20/2022	475.09	Electronic Payment
A	ICCU - Checking	E000001223	1/20/2023	45.86	Electronic Payment
A	ICCU - Checking	E000001232	2/3/2023	1,102.13	Electronic Payment
A	ICCU - Checking	E000001240	2/17/2023	39.91	Electronic Payment
<b>Vendor MATTHEW STOLL Total:</b>				<u>1,662.99</u>	
<b>Vendor Number: IDSTAT McClatchy Company</b>					
A	ICCU - Checking	0000007113	1/20/2023	188.00	Auto
A	ICCU - Checking	0000007135	2/17/2023	76.94	Auto
<b>Vendor McClatchy Company Total:</b>				<u>264.94</u>	
<b>Vendor Number: MERCHA MERIDIAN CHAMBER OF COMMERCE</b>					
A	ICCU - Checking	0000007106	1/5/2023	295.00	Auto
<b>Vendor MERIDIAN CHAMBER OF COMMERCE Total:</b>				<u>295.00</u>	
<b>Vendor Number: SKILES Mitch Skiles</b>					
A	ICCU - Checking	E000001222	1/20/2023	3,151.04	Electronic Payment
<b>Vendor Mitch Skiles Total:</b>				<u>3,151.04</u>	
<b>Vendor Number: NAMPAC NAMPAC CIVIC CENTER</b>					

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 12/6/2022 to 3/3/2023**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	0000007115	1/20/2023	1,952.50	Auto
<b>Vendor NAMPA CIVIC CENTER Total:</b>				1,952.50	
<b>Vendor Number:</b> NARC National Association of Regional Councils					
A	ICCU - Checking	E000001218	1/20/2023	3,349.15	Electronic Payment
<b>Vendor National Association of Regional Councils Total:</b>				3,349.15	
<b>Vendor Number:</b> ZBYERL NCPERS Group Life Ins. (M605)					
A	ICCU - Checking	0000007094	12/20/2022	64.00	Manual
A	ICCU - Checking	0000007108	1/20/2023	64.00	Manual
A	ICCU - Checking	0000007130	2/17/2023	64.00	Manual
<b>Vendor NCPERS Group Life Ins. (M605) Total:</b>				192.00	
<b>Vendor Number:</b> NEIGHB NEIGHBORHOOD ALL STARS					
A	ICCU - Checking	E000001200	12/20/2022	3,132.50	Electronic Payment
A	ICCU - Checking	E000001219	1/20/2023	402.50	Electronic Payment
A	ICCU - Checking	E000001238	2/17/2023	280.00	Electronic Payment
<b>Vendor NEIGHBORHOOD ALL STARS Total:</b>				3,815.00	
<b>Vendor Number:</b> NET@WOR Net@Work					
A	ICCU - Checking	E000001248	3/3/2023	900.00	Electronic Payment
<b>Vendor Net@Work Total:</b>				900.00	
<b>Vendor Number:</b> NEURIL Neurilink, LLC					
A	ICCU - Checking	E000001201	12/20/2022	350.00	Electronic Payment
A	ICCU - Checking	E000001249	3/3/2023	629.50	Electronic Payment
<b>Vendor Neurilink, LLC Total:</b>				979.50	
<b>Vendor Number:</b> OAKVIEW Oak View Group					
A	ICCU - Checking	0000007116	1/20/2023	1,951.25	Auto
<b>Vendor Oak View Group Total:</b>				1,951.25	
<b>Vendor Number:</b> OFFMAX Office Depot					
A	ICCU - Checking	0000007098	12/20/2022	304.57	Auto
A	ICCU - Checking	0000007098	12/20/2022	304.57	Reversal
A	ICCU - Checking	0000007117	1/20/2023	643.92	Auto
A	ICCU - Checking	0000007126	2/3/2023	325.14	Auto
A	ICCU - Checking	0000007138	2/17/2023	304.57	Auto
A	ICCU - Checking	0000007145	3/3/2023	362.97	Auto
<b>Vendor Office Depot Total:</b>				1,636.60	
<b>Vendor Number:</b> PROVELO Pro Velocity					
A	ICCU - Checking	E000001202	12/20/2022	418.20	Electronic Payment
A	ICCU - Checking	E000001208	1/5/2023	175.00	Electronic Payment
A	ICCU - Checking	E000001220	1/20/2023	418.20	Electronic Payment
A	ICCU - Checking	E000001230	2/3/2023	2,518.20	Electronic Payment
A	ICCU - Checking	E000001239	2/17/2023	418.20	Electronic Payment
<b>Vendor Pro Velocity Total:</b>				3,947.80	
<b>Vendor Number:</b> ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W000000628	12/20/2022	23,591.54	Wire Transfer
A	ICCU - Checking	W000000635	1/5/2023	25,861.86	Wire Transfer
A	ICCU - Checking	W000000640	1/20/2023	22,346.63	Wire Transfer
A	ICCU - Checking	W000000644	2/3/2023	23,048.63	Wire Transfer
A	ICCU - Checking	W000000646	2/17/2023	21,784.91	Wire Transfer
A	ICCU - Checking	W000000650	3/3/2023	22,355.97	Wire Transfer
<b>Vendor PUBLIC EMPLOYEES RETIREMENT Total:</b>				138,989.54	
<b>Vendor Number:</b> RADIO R Radio Rancho					
A	ICCU - Checking	0000007118	1/20/2023	1,993.20	Auto
A	ICCU - Checking	0000007127	2/3/2023	2,200.24	Auto
<b>Vendor Radio Rancho Total:</b>				4,193.44	



**Check History Report**  
**Sorted By Vendor Name**  
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**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
<b>Vendor Number: ZRBH Reliant Behavioral Health</b>					
A	ICCU - Checking	0000007101	12/20/2022	5,300.00	Auto
				<b>Vendor Reliant Behavioral Health Total:</b>	5,300.00
<b>Vendor Number: REMIX Remix Software, Inc.</b>					
A	ICCU - Checking	E000001221	1/20/2023	19,250.00	Electronic Payment
				<b>Vendor Remix Software, Inc. Total:</b>	19,250.00
<b>Vendor Number: RIVAL Rival Solutions</b>					
A	ICCU - Checking	0000007099	12/20/2022	420.00	Auto
A	ICCU - Checking	0000007119	1/20/2023	420.00	Auto
A	ICCU - Checking	0000007146	3/3/2023	420.00	Auto
				<b>Vendor Rival Solutions Total:</b>	1,260.00
<b>Vendor Number: SHADOW SHADOW TRACKERS INVESTIGATIVE</b>					
A	ICCU - Checking	E000001231	2/3/2023	50.00	Electronic Payment
				<b>Vendor SHADOW TRACKERS INVESTIGATIVE Total:</b>	50.00
<b>Vendor Number: ZSTINF STATE INSURANCE FUND</b>					
A	ICCU - Checking	0000007129	2/3/2023	3,999.00	Auto
A	ICCU - Checking	0000007148	3/3/2023	517.00	Auto
				<b>Vendor STATE INSURANCE FUND Total:</b>	4,516.00
<b>Vendor Number: ZIDGRA STATE TAX COMMISSION</b>					
A	ICCU - Checking	W000000636	1/5/2023	464.94	Wire Transfer
A	ICCU - Checking	W000000638	1/5/2023	1,019.40	Wire Transfer
				<b>Vendor STATE TAX COMMISSION Total:</b>	1,484.34
<b>Vendor Number: SYRINGA Syringa Networks, LLC</b>					
A	ICCU - Checking	E000001204	12/20/2022	932.82	Electronic Payment
A	ICCU - Checking	E000001224	1/20/2023	937.51	Electronic Payment
A	ICCU - Checking	E000001241	2/17/2023	937.51	Electronic Payment
				<b>Vendor Syringa Networks, LLC Total:</b>	2,807.84
<b>Vendor Number: HARTFO THE HARTFORD</b>					
A	ICCU - Checking	W000000631	12/22/2022	2,049.00	Wire Transfer
				<b>Vendor THE HARTFORD Total:</b>	2,049.00
<b>Vendor Number: TOWNSQU Townsquare Digital</b>					
A	ICCU - Checking	0000007120	1/20/2023	1,299.00	Auto
A	ICCU - Checking	0000007139	2/17/2023	3,386.00	Auto
				<b>Vendor Townsquare Digital Total:</b>	4,685.00
<b>Vendor Number: TREAVA TREASURE VALLEY COFFEE</b>					
A	ICCU - Checking	0000007107	1/5/2023	139.56	Auto
A	ICCU - Checking	0000007128	2/3/2023	64.23	Auto
A	ICCU - Checking	0000007147	3/3/2023	64.23	Auto
				<b>Vendor TREASURE VALLEY COFFEE Total:</b>	268.02
<b>Vendor Number: VRT Valley Regional Transit</b>					
A	ICCU - Checking	E000001209	1/5/2023	1,375.00	Electronic Payment
A	ICCU - Checking	E000001225	1/20/2023	6,047.54	Electronic Payment
A	ICCU - Checking	E000001233	2/3/2023	1,375.00	Electronic Payment
A	ICCU - Checking	E000001250	3/3/2023	1,375.00	Electronic Payment
				<b>Vendor Valley Regional Transit Total:</b>	10,172.54
<b>Vendor Number: VERIZON Verizon</b>					
A	ICCU - Checking	0000007100	12/20/2022	16.90	Auto
A	ICCU - Checking	0000007121	1/20/2023	16.90	Auto
A	ICCU - Checking	0000007140	2/17/2023	31.90	Auto
				<b>Vendor Verizon Total:</b>	65.70
<b>Vendor Number: WESTRO WESTERN TROPHY &amp; ENGRAVING</b>					
A	ICCU - Checking	E000001205	12/20/2022	902.05	Electronic Payment

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 12/6/2022 to 3/3/2023**

**Community Planning Association (CPA)**

<b>Bank Code</b>	<b>Description</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Check Amount</b>	<b>Check Type</b>
A	ICCU - Checking	E000001226	1/20/2023	329.15	Electronic Payment
A	ICCU - Checking	E000001242	2/17/2023	27.55	Electronic Payment
A	ICCU - Checking	E000001251	3/3/2023	248.00	Electronic Payment
<b>Vendor WESTERN TROPHY &amp; ENGRAVING Total:</b>				<u>1,506.75</u>	
<b>Report Total:</b>				<u><u>594,037.93</u></u>	

## FINANCE COMMITTEE AGENDA ITEM IV-B DATE: MARCH 23, 2023

### **Topic: Five-Year Revenue and Expense Projections**

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

Information only.

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

COMPASS staff has prepared the attached worksheet, "Five-Year Projected Revenue and Expense." The projections, and the underlying assumptions used to calculate them, are presented to the Finance Committee before the Unified Planning Work Program and Budget (UPWP) for the coming fiscal year is prepared. The assumptions that underlie the five-year projections reflect the best information that COMPASS has as of this writing.

The assumptions reflect careful management of expenses to preserve the fund balance reserve consistent with Finance Committee direction. Total COMPASS fund balance has exceeded \$2 million since FY2019. With conservative budget assumptions, COMPASS had anticipated drawing down fund balance each fiscal year. However, total fund balance has stayed about the same since FY2019. Although the five-year projections indicate that a substantial reduction in fund balance may occur in future years, this estimate could be materially impacted by federal funding amounts, staffing, and other factors. COMPASS staff will update projections when more information is known about these items to better inform Finance Committee decision making. Even with conservative assumptions, the fund balance will remain well over \$1 million through FY2027, allowing adequate time for adjustments, if required.

The following assumptions apply to the five-year projections:

1. Proposed member dues for FY2024 were calculated with no change in the per capita rate. The total is a 2.3% increase over the prior year, which is entirely attributable to an increase in population in the jurisdictions. FY2025-FY2028 projected dues are assumed to increase at a rate of about 1.4% per year. The per capita rate is expected to remain the same throughout the five-year period and the growth in dues is attributable solely to anticipated population growth.
2. Projected revenue from federal sources reflects the amounts included in the transportation improvement program (TIP) through FY2028. Federal Consolidated Planning Grant revenues are assumed to remain flat over that period. The obligation authority is assumed at 100%.
3. Other revenues include funding from the Idaho Department of Environmental Quality (DEQ) and the Air Quality Board (AQB) for air quality outreach. With the passage of Senate Bill 1254 to end the state's requirement for emission testing on June 30, 2023, it is assumed that FY2023 will be the last year for the program. Several steps are still required for the program in Ada County to end, including federal approval and repeal of local ordinances. These projections assume those steps will be completed successfully.

4. Funding from the Idaho Transportation Department (ITD) for its share of the Transportation Economic Development Impact System (TREDIS) software is included.
5. The management fee for AQB operations is assumed to be 10% of projected AQB revenues. Per the agreement between COMPASS and AQB, this fee is the greater of actual labor costs to support AQB or 10% of AQB revenues. As described in item 3, this program is expected to end in FY2023.
6. Consistent with Finance Committee direction, orthophotography projects are expected to be funded in full by contributions from participating entities. COMPASS, with support from participating member agencies, has negotiated a cost for flights to occur each year from FY2022 through FY2027 at a fixed annual price, as shown.
7. Salary costs cover full staffing at 22 employees, with one of those positions currently vacant.
8. Like many member agencies, COMPASS has faced significant challenges filling vacant positions, and inflationary pressure on salaries. Staff will secure consultant support to conduct a salary and benefit survey over the next two months to assess its established compensation package relative to the market. For now, the draft FY2024 budget assumes a 4% cost of living adjustment and 3% merit pool, for total adjustments of 7%. These estimates may be updated for the draft UPWP and budget to be presented to the Finance Committee in June, as informed by the salary and benefit survey. Salaries are adjusted by 3% annually and benefits are adjusted by 5% annually for FY2025 through FY2028. The totals include allowances for Executive Director salary adjustments. The specific salary adjustment amount for the Executive Director is determined annually by the Board. The distribution of individual staff salary adjustments is determined annually by the Executive Director.
9. The three staff for AQB operations are covered under the AQB budget and are not included here.
10. PERSI has proposed both a fairness adjustment and contribution rate increases. PERSI will create a new class of school employees and the rates for existing general members will then drop slightly beginning July 1, 2023, to 11.18% for employers. Rate increases for FY2025, FY2026, FY2027 are proposed as 11.96%, 13.53% and 15.87%, respectively. These adjustments are part of the overall 5% increase in benefit costs.
11. Direct expenses for the *Communities in Motion 2055* (CIM 2055) plan are included. There are corresponding federal Surface Transportation Block Grant – Transportation Management Area (STBG-TMA) revenues associated with these expenses.
12. Direct expenses for the Safe Streets and Roads for All Action Plan are included. COMPASS received a Federal Highway Administration (FHWA) grant for this study. The grant requires a 20% match.
13. Direct expenses for the High-Capacity Transit Planning and Environmental Linkages study are included. There are corresponding STBG-TMA dollars for this study.
14. Direct expenses for several other studies included in the TIP, with the corresponding STBG funding, are included in the projections. These studies include Coordination of Local Waterway-Pathway Plans, Transportation Demand Management, Transportation System Management and Operations Plan, and purchase of data to supplement the household travel survey data.
15. Funding for the project development program of \$75,000 is included for FY2024-FY2028. The CIM Implementation Grant program is also funded annually, at \$50,000 per year.
16. Funding for the TREDIS software licensing is included. This cost is \$81,000 every third year. ITD covers about \$16,000 of this total.

17. Direct expenses for all other programs are fairly stable and consistent with current year activities. Detail is provided in the attachments.
18. Most indirect expenses are expected to increase modestly by 1% per year for FY2024 through FY2028. COMPASS has underspent its indirect budget for the last several years because the indirect budget includes contingencies for legal and other unforeseen expenses that were not needed. These contingencies are still budgeted.

**More Information:**

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

COMPASS  
FIVE-YEAR PROJECTED REVENUE AND EXPENSE

	Actual FY2021	Actual FY2022	Projected FY2023	Draft FY2024	Estimate FY2025	Estimate FY2026	Estimate FY2027	Estimate FY2028
<b>REVENUES</b>								
<b>MEMBER DUES (for Local Match &amp; Other Costs)</b>		103.2%	102.1%	102.3%	101.4%	101.4%	101.4%	101.4%
COMPASS General Membership	909,632	939,062	959,032	981,131	994,867	1,008,795	1,022,918	1,037,239
COMPASS Special Membership	45,500	47,000	48,000	49,000	49,500	50,500	51,000	52,000
<b>TOTAL MEMBER DUES</b>	<b>955,132</b>	<b>986,062</b>	<b>1,007,032</b>	<b>1,030,131</b>	<b>1,044,367</b>	<b>1,059,295</b>	<b>1,073,918</b>	<b>1,089,239</b>
<b>FEDERAL-AID</b>								
CPG Actual total CPG billings for the year	1,336,151	1,527,920						
CPG est amt from the TIP, assumes 100% obligation authority			2,168,141	1,737,000	1,737,000	1,737,000	1,737,000	1,737,000
STP-TMA/U Off-The-Top	306,705	306,705	306,705	306,705	306,705	306,705	306,705	306,705
STBG-TMA <i>Communities in Motion 2050</i>	220,320	126,564	66,960					
STBG-TMA KN 19303 Household Travel Survey	339,608	431,611						
STBG-TMA High Capacity Transit PEL Study				768,000	158,000			
STBG-TMA KN 20271 <i>Communities in Motion</i>			169,568	111,000	54,000	255,000		
STBG-TMA KN 22395 Fiscal impact Analysis			55,596					
STBG-TMA/U, Automated Counters			36,137			7,000		
FHWA Safe Streets and Roads for All			392,000					
STBG-TMA KN 22394 Study, Big Data Purchase					139,000			
STBG-TMA KN 23312 Study, Coordinate Local Waterway-Pathway Plans					111,000			
STBG-TMA KN23677 Study, Transportation Demand Management Plan							139,000	
STBG-TMA, KN23678 Study, Transportation System Management and Operations Plan								232,000
STBG-TMA, KN23320 Study, Smart Corridors								152,000
<b>TOTAL FEDERAL-AID</b>	<b>2,202,784</b>	<b>2,392,800</b>	<b>3,195,107</b>	<b>2,922,705</b>	<b>2,505,705</b>	<b>2,305,705</b>	<b>2,182,705</b>	<b>2,427,705</b>
<b>OTHER REVENUES</b>								
DEQ/AQB contributed funds for air quality outreach	108,529	110,775	110,000					
AQB Operations Management Fee	89,217	90,917	70,000					
Member agency contributions to project development	9,836	15,632	41,945					
ITD Survey Software contribution	26,250	55,000						
TREDIS contribution					16,200			16,200
Orthophotography, modeling, and maps revenue	81,666	172,547	138,402	125,000	125,000	125,000	125,000	
Interest revenue	13,635	19,324	35,000	4,542	4,355	3,786	3,305	2,653
Miscellaneous revenue		68	11,089					
<b>TOTAL OTHER REVENUES</b>	<b>329,133</b>	<b>464,263</b>	<b>406,436</b>	<b>129,542</b>	<b>145,555</b>	<b>128,786</b>	<b>128,305</b>	<b>18,853</b>
<b>TOTAL PROJECTED REVENUE</b>	<b>3,487,049</b>	<b>3,843,125</b>	<b>4,608,575</b>	<b>4,082,378</b>	<b>3,695,627</b>	<b>3,493,786</b>	<b>3,384,928</b>	<b>3,535,797</b>
<b>EXPENSES</b>								
Salary	1,394,865	1,484,312	1,698,066	1,818,464	1,873,018	1,929,208	1,987,085	2,046,697
Overtime/employee awards/sick time trade				19,000	19,000	19,000	19,000	19,000
Subtotal, salaries	1,394,865	1,484,312	1,698,066	1,837,464	1,892,018	1,948,208	2,006,085	2,065,697
Payroll taxes	113,660	121,128	137,758	148,800	156,100	160,700	165,500	170,400
Payroll fringe	503,986	559,949	630,912	690,400	724,900	761,100	799,200	839,200
<b>Total Salaries and Fringe</b>	<b>2,012,511</b>	<b>2,165,389</b>	<b>2,466,736</b>	<b>2,676,664</b>	<b>2,773,018</b>	<b>2,870,008</b>	<b>2,970,785</b>	<b>3,075,297</b>
Direct Operations and Maintenance	1,362,490	1,289,808	1,208,574	1,551,150	1,232,050	875,850	789,550	941,250
Indirect Operations and Maintenance	181,655	197,790	214,257	224,380	228,110	232,080	236,120	240,250
<b>TOTAL EXPENSE</b>	<b>3,556,656</b>	<b>3,652,987</b>	<b>3,889,567</b>	<b>4,452,194</b>	<b>4,233,178</b>	<b>3,977,938</b>	<b>3,996,455</b>	<b>4,256,797</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(69,606)</b>	<b>190,138</b>	<b>719,008</b>	<b>(369,816)</b>	<b>(537,551)</b>	<b>(484,152)</b>	<b>(611,526)</b>	<b>(721,000)</b>

COMPASS  
 FIVE-YEAR PROJECTED REVENUE AND EXPENSE

	Actual FY2021	Actual FY2021	Projected FY2022	Draft FY2024	Estimate FY2025	Estimate FY2026	Estimate FY2027	Estimate FY2028
<i>Beginning fund balance</i>	2,218,455	2,148,847	2,338,983	3,057,991	2,688,175	2,150,624	1,666,471	1,054,945
(Release from) deposit to fund balance	(69,606)	190,138	719,008	(369,816)	(537,551)	(484,152)	(611,526)	(721,000)
<b>Available fund balance at end of year</b>	<b>2,148,847</b>	<b>2,338,983</b>	<b>3,057,991</b>	<b>2,688,175</b>	<b>2,150,624</b>	<b>1,666,471</b>	<b>1,054,945</b>	<b>333,945</b>
End of year fund balance as a % of expenses for the year	60%	64%	79%	60%	51%	42%	26%	8%

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
DIRECT EXPENSE DETAIL**

PROGRAM					Projected FY2023	Draft FY2024	Estimate FY2025	Estimate FY2026	Estimate FY2027	Estimate FY2028
620	Demographics	8630	Other	Costs for acquiring data	2,500	2,500	2,500	2,500	2,500	2,500
<b>Total, 620</b>					<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
653	Comm. and Ed.	8300	Prof Svc	Education Series: Honoraria	20,000	20,600	21,200	21,800	22,500	23,200
653	Comm. and Ed.	8300	Prof Svc	Education Series: AICP Credits	1,500	1,500	1,500	1,500	1,500	1,500
653	Comm. and Ed.	8300	Prof Svc	Design new display	2,000				2,500	
653	Comm. and Ed.	8300	Prof Svc	Translation	500					
653	Comm. and Ed.	8600	Printing	General	700	700	700	700	700	700
653	Comm. and Ed.	8600	Printing	Print/laminate new display	600				700	
653	Comm. and Ed.	8640	Public Involvement	Look! Save A Life! PSA's	10,000	10,000	10,000	10,000	10,000	10,000
653	Comm. and Ed.	8640	Public Involvement	Education Series: Advertising	4,700	4,700	4,900	4,900	4,900	4,900
653	Comm. and Ed.	8640	Public Involvement	Public Involvement Plan Update: ads for public comment	3,500		6,000			6,000
653	Comm. and Ed.	8640	Public Involvement	Sponsorships of up to 7 events to be determined	4,000	4,000	4,000	4,000	4,000	4,000
653	Comm. and Ed.	8640	Public Involvement	Leadership in Motion awards, plaques & ads	1,600	1,600	1,800	1,800	1,800	1,800
653	Comm. and Ed.	8640	Public Involvement	Purchase small promotional products				4,000		
<b>Total, 653</b>					<b>49,100</b>	<b>43,100</b>	<b>50,100</b>	<b>48,700</b>	<b>48,600</b>	<b>52,100</b>
661	Long Range Planning	8300	Prof Svc	CIM 2055 Professional Services	83,000	120,000	58,000	275,000		
661	Long Range Planning	8300	Prof Svc	High Capacity Transit PEL Study		829,000	171,000			
661	Long Range Planning	8300	Prof Svc	Safe Streets and Roads for All Action Plan	490,000					
661	Long Range Planning	8300	Prof Svc	CIM 2050 Translation services		500	500	1,200	500	500
661	Long Range Planning	8300	Prof Svc	CIM 2050 Graphics and editing	14,765					
661	Long Range Planning	8300	Prof Svc	CIM 2050 I-84 Operations study	24,749					
661	Long Range Planning	8300	Prof Svc	CIM Housing Needs Assessment	100,000					
661	Long Range Planning	8300	Prof Svc	Fiscal Impact Tool, update	80,000		60,000		60,000	
661	Long Range Planning	8300	Prof Svc	Study Coordinate Local Waterway Pathway Plans			120,000			
661		8600	Printing	CIM Printing	2,000				2,500	2,500
661	Long Range Planning	8640	Public Involvement	Public involvement - other	19,000	35,000	35,000	35,000		
661	LRP: Bike Ped	8340	Equip & software	Additional tubes, shipping costs and misc. supplies	10,600	2,000	2,000	2,000	2,000	2,000
661	LRP: Bike Ped	8340	Equip & software	Data bike data processing	5,000	5,000	5,000	5,000	5,000	5,000
661	LRP: Bike Ped	8340	Equip & software	Bike counter automatic data transmission fees	12,800	12,800	12,800	12,800	12,800	12,800
661	LRP: Bike Ped	8340	Equip & software	Bike counter automatic data transmission fees	39,000	-	-	8,000	-	-



**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
DIRECT EXPENSE DETAIL**

PROGRAM					Projected FY2023	Draft FY2024	Estimate FY2025	Estimate FY2026	Estimate FY2027	Estimate FY2028
<b>Total, 661</b>					<b>880,914</b>	<b>1,004,300</b>	<b>464,300</b>	<b>339,000</b>	<b>82,800</b>	<b>22,800</b>
685	Project/Scope Development	8300	Prof Svc	Funds to pay on call project development consultants	115,632	100,000	100,000	100,000	100,000	100,000
685	CIM Implementation Grants	8300	Prof Svc	Funding of grants to be awarded during the fiscal year	75,000	50,000	50,000	50,000	50,000	50,000
685	Transportation Improvement Program	8640	Prof Svc	Public Involvement	6,000	6,200	6,400	6,600	6,800	6,800
<b>Total, 685</b>					<b>196,632</b>	<b>156,200</b>	<b>156,400</b>	<b>156,600</b>	<b>156,800</b>	<b>156,800</b>
702	Air Quality Outreach	8300	Prof Svc	Contract for air time purchases for PSA's; emission testing program expected to end in June 2023, outreach ends Sep 2023	100,000	-	-	-	-	-
<b>Total, 702</b>					<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
760	Legislative Services	8400	Travel	Travel	18,000	18,000	18,000	18,000	18,000	18,000
<b>Total, 760</b>					<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
801	Staff Development	8400	Travel	Staff development - continuing education, conferences	60,000	40,000	41,200	42,500	43,800	45,000
<b>Total, 801</b>					<b>60,000</b>	<b>40,000</b>	<b>41,200</b>	<b>42,500</b>	<b>43,800</b>	<b>45,000</b>
820	Committee Support	8650	Meet. Supp.	General meeting support	2,000	2,000	2,000	2,000	2,000	2,000
<b>Total, 820</b>					<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
836	Tech Supp: Regional Tools and Models	8300	Prof Svc	Assistance with model scripts and updates	25,000	15,000	15,000	15,000	15,000	15,000
836	Tech Supp: Regional Tools and Models	8300	Prof Svc	Assistance with TREDIS	2,200	2,200	2,200	2,200	2,200	2,200
836	Tech Supp: Regional Tools and Models	8300	Prof Svc	Traffic Counts	10,000	10,000	10,000	10,000	10,000	10,000
836	Tech Supp: Regional Tools and Models	8300	Prof Svc	Study: big data purchase to supplement HH Travel survey data			150,000			
836	Tech Supp: Regional Tools and Models	8300	Prof Svc	Study: Transportation Demand Management Plan					150,000	
836	Tech Supp: Regional Tools and Models	8300	Prof Svc	Study: Transportation System Management & Operations Plan						250,000
836	Tech Supp: Regional Tools and Models	8300	Prof Svc	Study: Smart Corridors						164,000
<b>Total, 836</b>					<b>37,200</b>	<b>27,200</b>	<b>177,200</b>	<b>27,200</b>	<b>177,200</b>	<b>441,200</b>
860	GIS Maintenance and Regional Data Center	8300	Prof Svc	Orthophotography	162,500	125,000	125,000	125,000	125,000	

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
DIRECT EXPENSE DETAIL**

PROGRAM					Projected FY2023	Draft FY2024	Estimate FY2025	Estimate FY2026	Estimate FY2027	Estimate FY2028
860	GIS Maintenance and Regional Data Center	8340	Equip & Software	ESRI Annual Maintenance; Due 10/1 each year	28,500	28,500	28,500	28,500	28,500	28,500
860	GIS Maintenance and Regional Data Center	8340	Equip & Software	ESRI Roads and Highways License	2,000	2,000	2,000	2,000	2,000	2,000
860	GIS Maintenance and Regional Data Center	8340	Equip & Software	ESRI Roads and Highways RDC Server License	2,000	2,000	2,000	2,000	2,000	2,000
860	GIS Maintenance and Regional Data Center	8340	Equip & Software	AWS Reserved Instances						
860	GIS Maintenance and Regional Data Center	8340	Equip & Software	AWS 3 year license renewal		13,000			13,000	
860	GIS Maintenance and Regional Data Center	8340	Equip & Software	AWS monthly fees for hosting of the Regional Data Center	10,800	12,000	12,000	12,000	12,000	12,000

<b>Total, 860</b>					<b>205,800</b>	<b>182,500</b>	<b>169,500</b>	<b>169,500</b>	<b>182,500</b>	<b>44,500</b>
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990	Direct Operations	8300	Prof Svc	Migrate website to content management system from current Dreamweaver platform; 120 hour estimate	8,000					
990	Direct Operations	8340	Equip & Software	New/replacement hardware and software for the office	10,000	10,000	10,000	10,000	10,000	10,000
990	Direct Operations	8340	Equip & Software	Sophos virus protection; 3 year renewal		5,500			5,500	5,500
990	Direct Operations	8340	Equip & Software	Phone system	20,000					
990	Direct Operations	8340	Equip & Software	Buildout of two cubicles	18,000					
990	Direct Operations	8340	Equip & Software	Transit network planning software	19,250	19,250	19,250	19,250	19,250	19,250
990	Direct Operations	8340	Equip & Software	TREDIS renewal			81,000			81,000
990	Direct Operations	8340	Equip & Software	CUBE	15,000	15,000	15,000	15,000	15,000	15,000
990	Direct Operations	8400	Travel & Ed	AICP/APBP credits for webinar series	1,600	1,600	1,600	1,600	1,600	1,600
990	Direct Operations	8400	Travel & Ed	NARC Executive Directors' Conf Sponsorship	10,000					
990	Direct Operations	8720	Legal/Lobbying	Membership dues	17,000	17,000	17,000	17,000	17,000	17,000
990	Direct Operations	8630	Other	Misc.						
990	Direct Operations	8650	Meeting Support	annual board lunch, mtg refreshments	7,000	7,000	7,000	7,000	7,000	7,000

<b>Total, 990</b>					<b>125,850</b>	<b>75,350</b>	<b>150,850</b>	<b>69,850</b>	<b>75,350</b>	<b>156,350</b>
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<b>TOTAL</b>					<b>1,677,996</b>	<b>1,551,150</b>	<b>1,232,050</b>	<b>875,850</b>	<b>789,550</b>	<b>941,250</b>
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**INDIRECT COSTS**

<b>CATEGORY</b>	<b>Actual FY2021</b>	<b>Actual FY2022</b>	<b>Projected FY2023</b>	<b>UPWP FY2024</b>	<b>Estimate FY2025</b>	<b>Estimate FY2026</b>	<b>Estimate FY2027</b>	<b>Estimate FY2028</b>
Professional Services	26,518.75	29,597.50	30,000	30,900	31,210	31,520	31,840	32,160
Equipment Repair / Maintenance	-	-	500	510	520	530	540	550
Publications	1,575.87	2,733.99	2,000	2,060	2,080	2,100	2,120	2,140
Employee Professional Membership	3,951.00	3,124.00	4,500	4,630	4,680	4,730	4,780	4,830
Postage	606.70	534.58	600	610	620	630	640	650
Telephone	11,918.46	12,704.80	14,000	14,420	14,560	14,710	14,860	15,010
Building Maintenance and Reserve for Major Repairs	56,088.00	61,687.66	63,550	65,450	67,410	69,430	71,510	73,660
Printing	198.00	886.00	1,500	1,540	1,560	1,580	1,600	1,620
Advertising	2,463.99	9,826.03	1,500	1,540	1,560	1,580	1,600	1,620
Audit	15,700.00	16,200.00	17,000	17,510	18,100	18,700	19,300	19,900
Insurance	14,883.00	15,184.00	17,250	17,760	17,940	18,120	18,300	18,480
Legal Services	346.50	313.50	5,000	5,150	5,000	5,000	5,000	5,000
General Supplies	2,685.83	3,190.20	3,500	3,600	3,640	3,680	3,720	3,760
Computer Supplies	4,410.74	4,916.91	9,000	9,270	9,360	9,450	9,540	9,640
Computer Software / Maintenance	29,171.30	24,381.12	29,500	30,380	30,680	30,990	31,300	31,610
Vehicle Maintenance	948.96	1,558.11	3,000	3,090	3,120	3,150	3,180	3,210
Utilities	8,923.82	9,211.51	9,000	9,270	9,360	9,450	9,540	9,640
Local Travel	355.57	758.32	1,500	1,540	1,560	1,580	1,600	1,620
Other / Miscellaneous	907.49	982.13	5,000	5,150	5,150	5,150	5,150	5,150
<b>TOTAL</b>	<b>181,654</b>	<b>197,790</b>	<b>217,900</b>	<b>224,380</b>	<b>228,110</b>	<b>232,080</b>	<b>236,120</b>	<b>240,250</b>

COMPASS Finance Committee  
Proposed Meeting Dates for Calendar Year 2023

**ITEM IV-C**

Agenda Items - Tentative		MEETING DATES	
		Proposed Finance Committee Dates	COMPASS Board
1	a. Review five year revenue and expense estimates and assumptions. b. Review and recommend proposed member dues for FY2024 UPWP. c. Review and approve Q1 Variance Report.	Thursday, March 23, 2023	
2	Approve FY2024 membership dues		Monday, April 17, 2023
3	a. Review FY2024 UPWP budget worksheets. Recommend changes as necessary. b. Review and approve Q2 Variance Report.	Thursday, June 15, 2023	
4	Request recommendation of Board adoption of the FY2024 UPWP.	Thursday, July 13, 2023	
6	Adopt FY2024 UPWP		Monday, August 21, 2023
5	a. Review and approve Q3 Variance Report. b. Discuss audit planning with external auditor.	Thursday, August 17, 2023	
7	a. Review and approve Q4 Variance Report. b. Review and recommend Board approval of Revision 1 of the FY2024 UPWP.	Thursday, November 30, 2023	
8	Review and approve FY2023 Audited Financial Statements.	Thursday, December 14, 2023	
9	Adopt Revision 1 of the FY2024 UPWP.		Monday, December 18, 2023

Notes: - Meeting times are from 12:00 pm to 1:30 pm  
 - As in prior years, it may be necessary to call additional meetings. Staff will make every effort to notify COMPASS Finance Committee members in a timely manner so they can adjust their schedules.

## FINANCE COMMITTEE AGENDA ITEM V-B

Date: MARCH 23, 2023

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

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

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

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

The Variance Report is used to report actual financial results compared to Revision 1 of the FY2023 Unified Planning Work Program and Budget (UPWP), referred to hereinafter as budget.

#### **Budget to actual variances by line item – revenue and expenses**

The first page of the attachment shows budget to actual variances by line item.

Grant billings are behind due to staffing shortages at COMPASS. Activity through November has been billed, and billings are expected to be caught up in the 2<sup>nd</sup> quarter, which will bring the grant billing revenues in line with budget.

Revenues from member contributions are at 50%, reflecting billings for the first two quarters. Revenues from the management fee charged to Air Quality Board are at 7% of the budget but will catch up as billing is caught up.

Salaries and fringe expenses at 19% are under budget at the end of the first quarter, due to vacancies. COMPASS currently has one vacancy still remaining, and expects to end the year at about 95% of budget, assuming that vacancy is filled in the near future.

Total direct expenses are at 10% of budget overall. Significant professional services costs for the housing study, fiscal impact tool update, work on *Communities in Motion (CIM) 2055*, project development, CIM implementation grants and the FY2023 orthophotography flight have yet to be incurred. Professional services are expected to be on budget by year end.

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

This category includes \$307,378 in carry forward. This line item primarily covers unprogrammed FY2023 Consolidated Planning Grant funds. This funding will be carried forward to FY2024 and no actual expenditures are expected to be incurred for this line item in FY2023.

Total indirect expenses are over budget at 33%. As in prior years, some indirect expense line items spend out early in the fiscal year. Staff anticipates that indirect expenses will be on budget by the end of the fiscal year.

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

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

**Balance sheet and cash summary**

The fourth and final page of the attachment shows the balance sheet as of December 31, 2022. A summary of COMPASS' cash balance by account is also provided at the bottom of the page.

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

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

**More Information:**

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

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

	Revision 1 FY2023 UPWP	Actual	% of Budget Earned or Expended
Grant revenue	2,835,449	409,476	14%
Member contributions	1,007,032	499,609	50%
ID DEQ/ACAQB Awareness	110,000	18,382	17%
Air Quality Operations - Management Fee	70,000	4,827	7%
Cities of Star & Nampa for PDP; consultant refund	41,945	-	0%
Orthophotography Project - Participants	125,000	-	0%
Interest income	9,000	9,179	102%
Orthophotography Revenue - Sales	-	5,270	
Modeling revenue	-	2,212	
Maps and publications revenue	-	658	
Other income	-	9,137	
<b>Subtotal, revenues</b>	<b>4,198,425</b>	<b>958,751</b>	<b>23%</b>
Staff labor	1,786,151	339,092	19%
Payroll taxes and fringe benefits	822,100	154,996	19%
<b>Subtotal, salaries and fringe expenses</b>	<b>2,608,251</b>	<b>494,087</b>	<b>19%</b>
Professional services	824,846	35,294	4%
Equipment purchase	202,350	66,736	33%
Travel/education	69,600	19,927	29%
Printing	3,300	-	0%
Other	2,500	-	0%
Public involvement	48,800	20,433	42%
Meeting support	9,000	215	2%
Legislative services	17,000	9,191	54%
Carry forward unprogrammed CPG and local funds	307,378	-	0%
<b>Subtotal, direct expenses</b>	<b>1,484,774</b>	<b>151,796</b>	<b>10%</b>
Professional services	30,000	3,391	11%
Equipment repair	500	-	0%
Publications	2,000	-	0%
Employee professional memberships	4,500	1,073	24%
Postage	600	136	23%
Telephone	14,000	2,969	21%
Building maintenance/association	63,550	29,913	47%
Printing	1,500	-	0%
Advertising	1,500	1,789	119%
Audit	17,000	10,500	62%
Insurance	17,250	8,120	47%
Legal services	5,000	-	0%
General supplies	3,500	2,224	64%
Computer supplies	9,000	2,790	31%
Computer software/maintenance	29,500	6,945	24%
Vehicle maintenance	3,000	2	0%
Utilities	9,000	2,031	23%
Local travel	1,500	146	10%
Other	5,000	339	7%
<b>Subtotal, indirect expenses</b>	<b>217,900</b>	<b>72,368</b>	<b>33%</b>
<b>Total, all expenses</b>	<b>4,310,925</b>	<b>718,251</b>	<b>17%</b>
Change in fund balance	(112,500)	240,499	
Beginning fund balance	2,338,986	2,338,986	
<b>Current fund balance</b>	<b>2,226,486</b>	<b>2,579,485</b>	

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

As of December 31, 2022, 25% of the fiscal year has passed. Programs that have expended 15% or less of their budgeted dollars are considered under budget. Programs that have expended 35% 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	72,220	9,395	13%	-		72,220	9,395	13%	Under Budget. Work on this project will increase in second and third quarters. It is expected that this project will be on budget at the end of the fiscal year.
620	Demographics and Growth Monitoring	Miller	50,785	22,051	43%	2,500	0%	53,285	22,051	41%	Over Budget. Significant workdays were used in the first quarter to make updates to the development checklist process and to bring new staff up to speed on demographic projections.
653	Communication and Education	Luft	127,928	25,715	20%	49,100	797	177,028	26,512	15%	On Budget.
661	Long-Range Planning	Itkonen	740,150	115,728	16%	382,314	31,644	1,122,464	147,371	13%	Under Budget. Direct expenses budgeted for the housing study, the fiscal impact tool update, and work on CIM 2055 have not yet been incurred, but are expected to be later in the fiscal year.
685	Resource Development/Funding	Tisdale	479,948	111,092	23%	196,632	5,870	676,580	116,963	17%	On Budget.
<b>Subtotal, Projects</b>			<b>1,471,031</b>	<b>283,981</b>	<b>19%</b>	<b>630,546</b>	<b>38,311</b>	<b>2,101,577</b>	<b>322,292</b>	<b>15%</b>	
701	General Membership Services	Itkonen	39,495	17,020	43%	-		39,495	17,020	43%	Over Budget. Expenses are directly related to the amount of work requested by member agencies.
702	Air Quality Outreach	Luft	10,000	1,175	12%	100,000	17,687	110,000	18,862	17%	On Budget.
703	General Public Services	Waldinger	46,993	8,715	19%	-	-	46,993	8,715	19%	Over Budget. Expenditures are directly related to the amount of services requested by the general public.
704	Air Quality Operations	Larsen	118,276	21,225	18%	-		118,276	21,225	18%	On Budget.
705	Transportation Liaison Services	Stoll	41,832	13,178	32%	-		41,832	13,178	32%	On Budget.
760	Legislative Services	Stoll	186,979	22,632	12%	18,000	2,030	204,979	24,662	12%	Under Budget. More workdays will be dedicated to legislative services in the 2nd quarter, while the legislature is in session, and actual results will catch up to budget.
<b>Subtotal, Services</b>			<b>443,575</b>	<b>83,945</b>	<b>19%</b>	<b>118,000</b>	<b>19,717</b>	<b>561,575</b>	<b>103,662</b>	<b>18%</b>	
801	Staff Development	Larsen	100,803	34,929	35%	40,000	19,158	140,803	54,087	38%	Over Budget. With several new staff on board, in person training and conferences resuming, and inflation in travel costs, staff development costs have exceeded budget so far this fiscal year.
820	Committee Support	Larsen	172,825	39,378	23%	2,000	128	174,825	39,506	23%	On Budget.
836	Regional Travel Demand Model	Waldinger	251,285	50,288	20%	37,200		288,485	50,288	17%	On Budget.
842	Congestion Management Process / I-84 Corridor Plan	Mulhall	122,314	10,693	9%	-	-	122,314	10,693	9%	Under Budget. Most of the work on the I-84 Operations Plan was completed in FY2022 and fewer workdays were needed in early FY2023. As the year progresses, expenses will catch up to budget as work on other projects is completed.
860	Geographic Information System Maintenance	Adolfson	264,316	63,241	24%	223,800	48,485	488,116	111,727	23%	On Budget.
<b>Subtotal, System Maintenance</b>			<b>911,543</b>	<b>198,529</b>	<b>22%</b>	<b>303,000</b>	<b>67,772</b>	<b>1,214,543</b>	<b>266,301</b>	<b>22%</b>	



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

As of December 31, 2022, 25% of the fiscal year has passed. Programs that have expended 15% or less of their budgeted dollars are considered under budget. Programs that have expended 35% or more of their budgeted dollars are considered over budget.

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

		Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used
990	Direct Operations and Maintenance	Larsen				433,228	25,996	6%	433,228	25,996	6%
<b>Subtotal, Indirect and overhead</b>			-	-		<b>433,228</b>	<b>25,996</b>	<b>6%</b>	<b>433,228</b>	<b>25,996</b>	<b>6%</b>
<b>GRAND TOTAL</b>			<b>2,826,149</b>	<b>566,455</b>	<b>20%</b>	<b>1,484,774</b>	<b>151,796</b>	<b>10%</b>	<b>4,310,923</b>	<b>718,251</b>	<b>17%</b>

Notes  
 Under Budget:  
 Approximately \$325,000 of the total budgeted direct expenses is a carry-forward amount to FY2024, so no actual expenses are expected to be incurred. This category will end the year well under budget.

**COMPASS****Balance Sheet - December 31, 2022**

	<u>9/30/2022</u>	<u>12/31/2022</u>
<b><u>ASSETS</u></b>		
Cash and Cash Equivalents	2,317,994	2,254,103
Accounts Receivable	305,780	525,200
Prepaid Expenses	24,985	3,359
	<hr/>	<hr/>
<b>TOTAL ASSETS</b>	<b><u>2,648,759</u></b>	<b><u>2,782,662</u></b>
<b><u>LIABILITIES</u></b>		
Accounts Payable	127,039	92,206
Accrued Payroll Liabilities	180,759	108,996
Advanced Revenue	1,975	1,975
	<hr/>	<hr/>
<b>Subtotal, liabilities</b>	<b>309,773</b>	<b>203,177</b>
<b><u>FUND BALANCE</u></b>		
Nonspendable: Prepaid Expenses	24,985	-
Assigned To: Set-Aside for CIM Implementation Grant Program	75,000	75,000
Assigned To: Set-Aside for Orthophotography Cost	87,500	190,101
Unassigned	2,151,501	2,314,384
	<hr/>	<hr/>
<b>Subtotal, fund balance</b>	<b>2,338,986</b>	<b>2,579,485</b>
	<hr/>	<hr/>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b><u>2,648,759</u></b>	<b><u>2,782,662</u></b>

**Cash & Investment Summary - December 31, 2022**

<u>Account</u>	<u>Current Rate</u>	<u>Balance</u>
Petty Cash	n/a	200
ID Central Credit Union Share Savings	0.10%	25
ID Central Credit Union Money Market Checking	0.15%	24,034
ID Central Credit Union Premium Money Market Savings	0.15%	50,000
ID Central Credit Union 60 Month CD	0.75%	197,998
Local Government Investment Pool	4.31%	1,504,575
Banner Bank 36 Month CD #8093	0.25%	156,231
Banner Bank 60 Month CD #8069	0.25%	159,196
Banner Bank 60 Month CD #8101	1.85%	161,844
		<hr/>
<b>Total Cash Balance</b>		<b><u>2,254,103</u></b>

## FINANCE COMMITTEE AGENDA ITEM V-C DATE: MARCH 23, 2023

### **Topic: FY2024 General and Special Membership Dues**

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

COMPASS staff seeks a recommendation of the proposed FY2024 membership dues for COMPASS Board of Directors' approval.

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

The COMPASS Board approved the attached Member Dues Calculation Policy at its January 26, 2015, meeting. The policy specifies the formula that shall be used to calculate the annual membership dues. The approved formula was incorporated into the Joint Powers Agreement adopted by the Board at its September 21, 2015, meeting.

COMPASS staff used the FY2023 population estimates recommended by the Demographic Advisory Workgroup at its March 7, 2023, meeting to calculate the proposed FY2024 membership dues. The per capita rate used in the calculation is identical to the rate approved by the COMPASS Board for FY2015 through FY2023 dues. The change in dues for each entity in Ada and Canyon Counties reflects the change in estimated population from FY2022.

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

The proposed dues will be used in the development of the draft FY2024 Unified Planning Work Program and Budget to be presented to the Finance Committee in its June 15, 2023, meeting.

#### **More Information:**

- 1) Attachments: Member Dues Calculation Policy  
Proposed FY2024 Membership Dues
- 2) For detailed information contact: Meg Larsen, at 208-475-2228 or [mlarsen@compassidaho.org](mailto:mlarsen@compassidaho.org).

## MEMBER DUES CALCULATION POLICY

Each member agency's proportionate share of general membership dues is calculated using a formula based on the population within the member agency's jurisdiction, as described below.

- a. County dues =  $(1/2 \text{ of the unincorporated county population} + 1/3 \text{ of the population from incorporated portions of the county}) \times \text{the dues per person rate.}$
- b. Highway district dues =  $(1/2 \text{ of the unincorporated county population within the highway district boundary} + 1/3 \text{ of the population from incorporated portions of the county within the highway district boundary}) \times \text{the dues per person rate.}$
- c. City dues =  $(1/3 \text{ of each city's population within incorporated boundaries}) \times \text{the dues per person rate.}$

The population data used in the calculation are the population estimates for each jurisdiction developed by COMPASS staff and accepted by the Board annually.

The dues per person rate is the per capita rate approved by the Board.

Special member dues for each special member are equal to 1% of the total general member dues, rounded to the nearest hundred.

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**COMPASS  
PROPOSED FY2024 MEMBERSHIP DUES**

	Actual FY 2023 Membership Dues		Proposed FY2024 Membership Dues		Change
	FY2022 Estimated Population	Dues amount per person in jurisdiction \$ 1.322725	FY2023 Estimated Population	Dues amount per person in jurisdiction \$ 1.322725	\$ -
<b>GENERAL MEMBERS</b>					
<b>ADA COUNTY</b>					
Ada County	532,710	\$ 249,479	542,740	253,300	\$ 3,821
Ada County Highway District	532,710	249,479	542,740	253,300	3,821
City of Boise	243,570	107,392	247,040	108,922	1,530
City of Eagle	33,960	14,973	35,360	15,591	618
City of Garden City	13,040	5,749	12,990	5,727	(22)
City of Kuna	27,480	12,116	29,880	13,174	1,058
City of Meridian	133,470	58,848	138,620	61,119	2,271
City of Star	15,230	6,711	15,840	6,984	273
<b>TOTAL ADA COUNTY</b>	<b>532,710</b>	<b>\$ 704,747</b>	<b>542,740</b>	<b>\$ 718,117</b>	<b>\$ 13,370</b>
<b>CANYON COUNTY</b>					
Canyon County	249,720	122,508	256,940	125,110	\$ 2,602
Canyon Highway District No. 4	96,496	47,092	100,040	48,483	1,391
Nampa Highway District No. 1	135,419		138,790		-
Golden Gate Hwy District No. 3	9,220		9,380		-
Notus Parma Highway District	8,580		8,730		-
City of Caldwell	66,450	29,298	69,910	30,824	1,526
City of Greenleaf	840	370	840	370	-
City of Melba	580	256	670	295	39
City of Middleton	10,720	4,727	11,980	5,282	555
City of Nampa	109,120	48,112	114,960	50,687	2,575
City of Notus	620	273	630	278	5
City of Parma	2,120	935	2,140	944	9
City of Wilder	1,620	714	1,680	741	27
<b>TOTAL CANYON COUNTY</b>	<b>249,720</b>	<b>\$ 254,285</b>	<b>256,940</b>	<b>\$ 263,014</b>	<b>\$ 8,729</b>
<b>SPECIAL MEMBERS</b>					
Boise State University		9,600		9,800	\$ 200
Capital City Development Corporation		9,600		9,800	200
Department of Environmental Quality		9,600		9,800	200
Idaho Transportation Department		9,600		9,800	200
Valley Regional Transit		9,600		9,800	200
<b>TOTAL SPECIAL MEMBERS</b>		<b>\$ 48,000</b>		<b>\$ 49,000</b>	<b>\$ 1,000</b>
<b>TOTAL MEMBER DUES</b>		<b>\$ 1,007,032</b>		<b>\$ 1,030,131</b>	<b>\$ 23,099</b>

500 Canyon County residents in Star are excluded from the calculation of Ada County and ACHD dues. These residents are allocated to the City of Star, Canyon County and Canyon Highway District.

## FINANCE COMMITTEE AGENDA ITEM V-D

Date: March 23, 2023

**Topic: Revision 2 of the FY2023 Unified Planning Work Program and Budget**

**Request/Recommendation:**

Review and recommend Revision 2 of the FY2023 Unified Planning Work Program and Budget (UPWP) for COMPASS Board of Directors' approval.

**Background/Summary:**

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

The following revisions to revenues are proposed in Revision 2 of the FY2023 UPWP:

- Add \$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.
- Add \$98,000 as a draw from fund balance to cover the 20% required match on the Safe Streets and Roads for All grant.
- Add \$25,341 in interest revenue. Interest rates have increased substantially over the past several months, resulting in greater interest revenue than previously budgeted. These higher rates are expected to be sustained at least through the end of the fiscal year.

The following revisions to expenses are proposed in Revision 2 of the FY2023 UPWP:

- Add \$490,000 in professional services expense for consultant support to develop the Safe Streets and Roads for All Action Plan.
- Increase the bike counter program direct expenses to cover the cost of 4G upgrades to the permanent bike counters to facilitate automatic data transmission. In the previous version of the budget, there were unprogrammed local funds that were to be carried forward to FY2024. Some of these funds are released from carry forward and applied to this expense instead.
- Increase staff development budget by \$20,000. COMPASS has hired several new staff members over the past couple of years. Availability of training and conferences was limited by pandemic effects in the prior three fiscal years, but in FY2023, training and conference availability increased significantly. COMPASS has had higher than usual staff development expenses as staff was able to catch up on training opportunities and travel costs inflated. In the previous version of the budget, there were unprogrammed FY2023 Consolidated Planning Grant (CPG) funds that were to be carried forward to FY2024. Some of these funds are released from carry forward and applied to this expense instead.
- Increase professional services expense by \$15,148 to cover the final payment to the consultant for the Travel Survey Data Collection completed in FY2022. The consultant

experienced significant turnover, and neglected to issue the final bill to COMPASS or communicate about the final billing until FY2023. By the time the final bill was received, the remaining funds allocated for the project had already been turned back. This adjustment allows for payment of the final bill with previously unprogrammed CPG funds.

- Add \$10,000 in professional services for consultant support of a salary/benefit survey to assess market competitiveness of COMPASS' compensation package.
- Adjust workdays for the Government Affairs Coordinator so they are properly assigned to program number 760001 and funded with local dollars only, and increase the amount of unprogrammed CPG funds that results from this adjustment. The remaining unprogrammed local dollars that were planned to be carried forward to FY2024 are released and applied to this expense.

The following revisions to the program worksheets are proposed in Revision 2 of the FY2023 UPWP:

- Adjust total workdays, associated labor, fringe, overhead costs and funding sources in programs 601001, 653001, 661001, 685003, 705001, 801001, 820001, and 760001 to reflect changes to the allocation of the Government Affairs Coordinator workdays.
- Add a program worksheet for 838001 to list the task for the final payment for the Travel Survey Data Collection.
- Update lead staff identified for program 620001.
- Add task for Safe Streets and Roads for All Action Plan and the related funding sources to 661001.
- Add funding and direct expenses for additional bike counter supplies to 661001.
- Increase direct expenses for training and conferences and add associated funding to 801001.
- Add direct expenses for consultant support for salary and benefit survey to 990001.
- Update carry forward amounts on 990001.

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

Without COMPASS Board of Directors' adoption of Revision 2 of the FY2023 UPWP, Revision 1 of the UPWP will remain in effect and the Safe Streets and Roads for All Action Plan will not be developed.

**More Information:**

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

## COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

## Recommended Changes to FY2023 - Revision 2

## Summary

Revision 1 FY2023 UPWP Revenues		4,310,925	Revision 1 FY2023 UPWP Expenses	4,310,925
1	FHWA grant funding for Safe Streets and Roads for All Action Plan	392,000	Professional Services to develop Safe Streets and Roads for All Action Plan	490,000
	Increase draw from fund balance to cover 20% match on Safe Streets and Roads for All Action Plan	98,000		
2	Increase interest revenue to reflect significant increases in rates for interest earned on cash balances; higher rates are expected to be sustained through end of fiscal year	25,341		
3			Increase bike counter supplies budget to cover cost of 4G upgrades needed for automatic data transmission	8,530
			Decrease unprogrammed local funds to be carried over to FY2024; this amount of local funds was programmed to cover bike counter supplies	(8,530)
4			Increase staff development budget to cover additional training for new staff	20,000
			Decrease unprogrammed FY2023 CPG funds to be carried over to FY2024; this amount of CPG funds was programmed for staff development	(20,000)
5			Add professional services to cover final payment to Travel Survey consultant. Billing from consultant was significantly delayed due to consultant staff turnover	15,148
			Decrease unprogrammed FY2023 CPG funds to be carried over to FY2024; this amount of CPG funds was programmed for travel survey	(15,148)
6			Add consultant support for a salary/benefit survey to assess market competitiveness of COMPASS' compensation package	10,000
7			Correct workdays of Government Affairs Coordinator so they are properly allocated to legislative expense and funded with local dollars; increase amount of unprogrammed FY2023 CPG funds resulting from adjustment	24,131
			Decrease unprogrammed local funds to be carried over to FY2024; this amount of local funds was applied to legislative expense	(8,790)
Recommended Adjustments to Revenues		515,341	Recommended Adjustments to Expenses	515,341
<del>32</del> Adjusted Revenues - Revision 1		4,826,266	Adjusted Expenses - Revision 1	4,826,266



A	B	C	D	E	F	G	H	I	J
1	<b>COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO</b>								
2	<b>FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2</b>								
3	<b>REVENUE AND EXPENSE SUMMARY</b>								
4									
5	<b>REVENUE</b>	<b>FY2023</b>	<b>FY2023</b>	<b>EXPENSE</b>				<b>FY2023</b>	<b>FY2023</b>
6		<b>Rev 1</b>	<b>Rev 2</b>					<b>Final</b>	<b>Rev 2</b>
7	<b>GENERAL MEMBERSHIP</b>			<b>SALARY, FRINGE &amp; CONTINGENCY</b>					
8	Ada County	249,479	249,479	Salary				1,767,151	1,767,151
9	Ada County Highway District	249,479	249,479	Fringe				822,100	822,100
10	Canyon County	122,508	122,508	Contingency (Overtime, Bonus, and Sick Time Trade)				19,000	19,000
11	Canyon Highway District No. 4	47,092	47,092	<b>Subtotal</b>				<b>2,608,251</b>	<b>2,608,251</b>
12	Golden Gate Highway District No.3	-	-	<b>INDIRECT OPERATIONS &amp; MAINTENANCE</b>					
13	City of Boise	107,392	107,392	Indirect Costs				217,900	217,900
14	City of Caldwell	29,298	29,298	<b>Subtotal</b>				<b>217,900</b>	<b>217,900</b>
15	City of Eagle	14,973	14,973	<b>DIRECT OPERATIONS &amp; MAINTENANCE</b>					
16	City of Garden City	5,749	5,749	620001, Demographics and Growth Monitoring				2,500	2,500
17	City of Greenleaf	370	370	653001, Communication and Education				49,100	49,100
18	City of Kuna	12,116	12,116	661001, Long-Range Planning				323,514	323,514
19	City of Meridian	58,848	58,848	661005, Safe Streets and Roads for All				-	490,000
20	City of Melba	256	256	661008, Bike Counter Management				58,800	67,330
21	City of Middleton	4,727	4,727	685001, Transportation Improvement Program				6,000	6,000
22	City of Nampa	48,112	48,112	685002, Project Development Program				115,632	115,632
23	City of Notus	273	273	685004, CIM Implementation Grants				75,000	75,000
24	City of Parma	935	935	702001, Air Quality Outreach				100,000	100,000
25	City of Star	6,711	6,711	760001, Government Affairs (was Legislative Services)				18,000	18,000
26	City of Wilder	714	714	801001, Staff Development				40,000	60,000
27	<b>Subtotal</b>	<b>959,032</b>	<b>959,032</b>	820001, Committee Support				2,000	2,000
28	<b>SPECIAL MEMBERSHIP</b>			836001, Regional Travel Demand Model				37,200	37,200
29	Boise State University	9,600	9,600	838001, Travel Survey Data Collection				-	15,148
30	Capital City Development Corporation	9,600	9,600	860001, Geographic Information System Maintenance				205,800	205,800
31	Idaho Department of Environmental Quality	9,600	9,600	990001, Direct Operations and Maintenance				451,228	432,891
32	Idaho Transportation Department	9,600	9,600	<b>Subtotal</b>				<b>1,484,774</b>	<b>2,000,115</b>
33	Valley Regional Transit	9,600	9,600	<b>TOTAL EXPENSE</b>				<b>4,310,925</b>	<b>4,826,266</b>
34	<b>Subtotal</b>	<b>48,000</b>	<b>48,000</b>						
35	<b>GRANTS AND SPECIAL PROJECTS</b>								
36	<b>FHWA/FTA - Consolidated Planning Grants</b>								
37	CPG - FY2022 K# 20640 Ada County (carryover from FY22 YE)	323,578	323,578						
38	CPG - FY2022 K# 20640 Canyon County (carryover from FY22 YE)	113,690	113,690						
39	CPG - FY2023 K# 22108; Ada County	1,280,846	1,280,846						
40	CPG - FY2023 K# 22108; Canyon County	450,027	450,027						
41	<b>Sub Total CPG Grants</b>	<b>2,168,141</b>	<b>2,168,141</b>						
42	STBG-TMA & STBG-U - K# 20560; FY2023 off-the-top funds for Planning	306,705	306,705						
43	STBG-U - K# 23026 Permanent Automated Counters	36,137	36,137						
44	STBG-TMA - K# 22395 Fiscal Impact Analysis Phase 3	55,596	55,596						
45	STP TMA - K# 19571, CIM 2050 (carryover from FY22 YE)	99,302	99,302						
46	STBG TMA - K# 20271, CIM Minor Update	169,568	169,568						
47	FHWA Safe Streets and Roads for All Action Plan	-	392,000						
48	<b>Subtotal</b>	<b>667,308</b>	<b>1,059,308</b>						
49	<b>OTHER REVENUE SOURCES</b>								
50	Idaho Department of Environmental Quality	55,000	55,000						
51	Ada County Air Quality Board	55,000	55,000						
52	Air Quality Operations - Management Fee	70,000	70,000						
53	Cities of Star and Nampa - Project Dev reimb; consultant refund	41,945	41,945						
54	Orthophotography - Participant Contributions	125,000	125,000						
55	Interest Income	9,000	34,341						
56	<b>Subtotal</b>	<b>355,945</b>	<b>381,286</b>						
57	<b>TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous</b>	<b>4,198,425</b>	<b>4,615,766</b>						
58	Draw From Fund Balance (CIM Implementation Grants)	75,000	75,000						
59	Draw From Fund Balance (funds set aside for orthophotography flight)	37,500	37,500						
60	Draw From Fund Balance (20% match on Safe Streets for All Action Plan)	-	98,000						
61	<b>Subtotal</b>	<b>112,500</b>	<b>210,500</b>						
62	<b>TOTAL REVENUE, ALL RESOURCES</b>	<b>4,310,925</b>	<b>4,826,266</b>						

<b>REVENUE AND EXPENSE SUMMARY</b>		
TOTAL REVENUE	<b>4,310,925</b>	<b>4,826,266</b>
LESS: TOTAL EXPENSES	<b>4,310,925</b>	<b>4,826,266</b>
REVENUE EXCESS/(DEFICIT)	-	-

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO																					
2	FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2																					
3	EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE																					
4																						
5	WORK PROGRAM NUMBER		EXPENSES											MATCH, LOCAL & OTHER FUNDING								
6																						
7																						
8																						
9			Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY22 CPG Ada County K# 20640 (74%)	FY22 CPG Canyon County K# 20640 (26%)	FY23 CPG Ada County K# 22108 (74%)	FY23 CPG Canyon County K# 22108 (26%)	STP-TMA Off The Top K# 20560	STBG-U Bike Counters K# 20326	STBG-TMA Fiscal Impact Analysis K# 22395	STP-TMA CIM 2050 K# 19751	STBG-TMA CIM Minor Update K# 20271	FHWA Safe Streets and Roads for All	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other	TOTAL FUNDING SOURCES
10	601001	UPWP/Budget Development and Federal Assurances	83	69,724	-	69,724	3,700	1,300	21,908	7,698	30,000						64,606	5,118			5,118	69,724
11	620001	Demographics and Growth Monitoring	46	33,680	2,500	36,180	2,220	780	4,088	1,436	25,000						33,525	2,656			2,656	36,180
12	620005	Safe and Accessible Transportation (development reviews)	35	17,105	-	17,105	1,480	520	2,848	1,001	10,000						15,849	1,255			1,255	17,105
13	653001	Communication and Education	193	122,936	49,100	172,036											-		172,036			172,036
14		Long-Range Planning															-					
15	661001	General Project Management	670	491,565	323,514	815,079	74,000	26,000	263,058	92,426			55,596	74,604	169,568		755,252	59,827			59,827	815,079
16	661005	Safe and Accessible Transportation	157	99,884	490,000	589,884	7,400	2,600	61,089	21,464						392,000	484,552	7,331	98,000		105,331	589,884
17	661008	Bike Counter Management	304	146,204	67,330	213,534			100,250	35,223		36,137					171,610	13,594	28,330		41,924	213,534
18		Resource Development/Funding															-					
19	685001	Transportation Improvement Program	418	277,605	6,000	283,605	1,480	520	100,483	35,305	125,000						262,788	20,817			20,817	283,605
20	685002	Project Development Program	36	26,420	115,632	142,052	740	260	13,302	4,674	75,000						93,975	7,444		40,632	48,077	142,052
21	685003	Grant Research and Development	188	144,158	-	144,158											-		144,158		144,158	144,158
22	685004	CIM Implementation Grants	25	17,621	75,000	92,621			12,075	4,243							16,318	1,303	75,000		76,303	92,621
23	685005	Safe and Accessible Transportation (safety grant application)	7	5,824	-	5,824	370	130	3,624	1,273							5,397	428			428	5,824
24	TOTAL PROJECTS		2,162	1,452,727	1,129,076	2,581,802	91,390	32,110	582,726	204,741	265,000	36,137	55,596	74,604	169,568	392,000	1,903,872	119,773	517,524	40,632	677,930	2,581,802
25																						
26	701001	Membership Services	50	39,495	-	39,495	7,400	2,600	19,681	6,915							36,596	2,899			2,899	39,495
27	702001	Air Quality Outreach	7	10,000	100,000	110,000											-		110,000		110,000	110,000
28	703001	Public Services	62	46,993	-	46,993											-		46,993		46,993	46,993
29	704001	Air Quality Operations	128	118,276	-	118,276											-		48,276	70,000	118,276	118,276
30	705001	Transportation Liaison Services	38	33,511	-	33,511	7,400	2,600	15,578	5,473							31,051	2,460			2,460	33,511
31	760001	Government Affairs	253	224,422	18,000	242,422											-		242,422		242,422	242,422
32	TOTAL SERVICES		538	472,697	118,000	590,697	14,800	5,200	35,259	12,388	-	-	-	-	-	-	67,647	5,360	337,691	180,000	523,050	590,697
33																						
34	801001	Staff Development	133	94,146	60,000	154,146	22,200	7,800	83,496	29,336							142,832	11,314			11,314	154,146
35	820001	Committee Support	254	168,665	2,000	170,665	29,600	10,400	87,422	30,716							158,138	12,527			12,527	170,665
36	836001	Regional Travel Demand Model	302	251,285	37,200	288,485	37,000	13,000	146,010	51,301	20,000						267,310	21,175			21,175	288,485
37	838001	Travel Survey Data Collection	-	-	15,148	15,148			10,387	3,649							14,037	1,112			1,112	15,148
38	842001	Congestion Management Process	137	113,994	-	113,994	51,800	18,200	26,364	9,263							105,626	8,367			8,367	113,994
39	842002	I-84 Corridor Operations Plan	10	8,321	-	8,321	2,960	1,040	2,745	965							7,710	611			611	8,321
40	860001	Geographic Information System Maintenance	374	253,580	205,800	459,380	70,300	24,700	117,205	41,180	21,705						275,089	21,791	37,500	125,000	184,291	459,380
41	860005	Safe and Accessible Transportation (mapping)	18	10,736	-	10,736	3,528	1,240	3,833	1,347							9,948	788			788	10,736
42	TOTAL SYSTEM MAINTENANCE		1,228	900,727	320,148	1,220,875	217,388	76,380	477,461	167,757	41,705	-	-	-	-	-	980,690	77,685	37,500	125,000	240,185	1,220,875
43																						
44	990001	Direct Operations / Maintenance	-	-	432,891	432,891			185,400	65,141				24,698			275,239	21,804	99,535	36,313	157,652	432,891
45	991001	Support Services Labor	1,012	-	-	-											-				-	-
46	999001	Indirect Operations/Maintenance	-	-	-	-											-				-	-
47	TOTAL INDIRECT/OVERHEAD		1,012	-	432,891	432,891	-	-	185,400	65,141	-	-	-	24,698	-	-	275,239	21,804	99,535	36,313	157,652	432,891
48																						
49	GRAND TOTAL		4,940	2,826,150	2,000,115	4,826,266	323,578	113,690	1,280,846	450,027	306,705	36,137	55,596	99,302	169,568	392,000	3,227,449	224,622	992,250	381,945	1,598,817	4,826,266

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2  
DIRECT EXPENSE SUMMARY**

DESCRIPTION	TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	CARRY-FORWARD
620001 Demographics and Growth Monitoring	2,500					2,500				
653001 Communication and Education	49,100	24,000			1,300		23,800			
661001 Long-Range Planning	323,514	302,514			2,000		19,000			
661005 Safe Streets and Roads for All	490,000	490,000								
661008 Bike Counter Management	67,330		67,330							
685001 Transportation Improvement Program	6,000						6,000			
685002 Project Development Program	115,632	115,632								
685004 CIM Implementation Grants	75,000	75,000								
702001 Air Quality Outreach	100,000	100,000								
760001 Government Affairs	18,000			18,000						
801001 Staff Development	60,000			60,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	37,200	37,200								
838001 Travel Survey Data Collection	15,148	15,148								
860001 Geographic Information System Maintenance	205,800	162,500	43,300							
990001 Direct Operations / Maintenance	297,041									297,041
Consultant support for salary/benefits survey	10,000	10,000								
Migrate website from Dreamweaver	8,000	8,000								
New/replacement hardware and software	10,000		10,000							
Phone System (carry over)	20,000		20,000							
Workspace buildout (carry over)	18,000		18,000							
Transit network planning software	19,250		19,250							
Cube renewal; Cube Land	15,000		15,000							
AICP and APBP Webinar series	1,600			1,600						
NARC Executive Directors' Conf Sponsorship	10,000			10,000						
Membership dues for COMPASS	17,000								17,000	
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
<b>GRAND TOTAL</b>	<b>2,000,115</b>	<b>1,339,994</b>	<b>192,880</b>	<b>89,600</b>	<b>3,300</b>	<b>2,500</b>	<b>48,800</b>	<b>9,000</b>	<b>17,000</b>	<b>297,041</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2  
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

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

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2  
WORKDAY ALLOCATION SUMMARY**

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

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

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

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



<b>PROGRAM NO.</b>	661			<b>CLASSIFICATION:</b>	Project
<b>TITLE:</b>	Long Range Planning				
<b>TASK / PROJECT DESCRIPTION:</b>	This project encompasses the activities to identify regional transportation needs and solutions, and prepare a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	Federal Code 23 CFR § 450 "Infrastructure Investment and Jobs Act" (IIJA) requires that the regional long-range transportation plan be updated every four years in air quality maintenance areas, otherwise every five years. 23 USC 150-- establishes national goals and a performance program, in consultation with stakeholders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds.				
<b>FY2023 BENCHMARKS</b>					
<b>MILESTONES / PRODUCTS</b>					
<b>General Project Management</b>					
Work with the Regional Transportation Advisory Committee and the COMPASS Board of Directors to finalize and adopt CIM 2050					Oct-Dec
Monitor legislative, funding, etc. changes and provide updates					Ongoing
Draft work plan, schedule and budget for next plan update					June
Integrate complete network policy to transportation planning and improvements					Oct-Sep
Update environmental data for further analyses and mapping					Ongoing
Integrate equitable and sustainable practices in transportation planning and to inform land use planning and decision-making					Oct-Sep
<b>Housing Coordination Plan</b>					
Select consultant for housing coordination plan					Oct
Partnership outreach and kickoff meeting					Winter
<b>Roadways</b>					
Integrate results of congestion management process					Feb
Identify barriers to and opportunities for increasing transportation resiliency					Oct-Sep
Research needs and opportunities to deploy/expand electric vehicle charging infrastructure					Oct-Sep
Develop Safe Streets and Roads for All Action Plan					Apr-Sep
<b>Freight</b>					
Investigate freight first/last mile needs and impacts					Mar
Identify needs and goals for rail freight in the region					Apr
Assist member agencies in freight funding applications					Dec
Follow up on past freight project implementation					Spring
Integrate freight needs into Complete Network Policy implementation					Ongoing
<b>Active Transportation (bicycle and pedestrian)</b>					
Integrate active transportation needs into Complete Network Policy implementation					Ongoing
Develop regional pathway implementation/funding plan/strategy (including rails with trails)					Feb
Investigate active transportation first/last mile needs					Mar
Research regional safe-route needs and explore development of metrics					Apr
<b>Public Transportation</b>					
Update High Capacity Transit Study for 2020/2050 data					Dec
Continue high-capacity transit planning per COMPASS Board's direction					Oct-Sep
Develop Park and Ride implementation plan					May
Investigate transit-supportive infrastructure and transportation-land use nexus (includes first/last mile considerations)					Oct-Sep
<b>Performance Management</b>					
Update asset management information as needed					Oct-Sep
Update federally required performance targets as needed					Ongoing
Complete TIP Achievement reporting process					Aug
Document criteria for analyzing impact of long-term unfunded transportation needs on various travel modes and users					Oct-Sep
Update Fiscal Impact Tool (FIT)					Summer
<b>Public Involvement</b>					
Conduct public involvement according to the work plan					Ongoing
<b>Bike Counter Management</b>					
Manage portable counter requests					Ongoing
Manage permanent counter program and COMPASS Data Bike					Ongoing
Manage and report data					Ongoing
<b>LEAD STAFF:</b> Austin Miller					
<b>END PRODUCT:</b> Final and adopted <i>Communities in Motion 2050</i> plan, including financial forecast; workplan for next plan update; bicycle and pedestrian data; projects to address new planning emphasis areas and prepare for federal grant opportunities.					
<b>Expense Summary</b>					
					Total Workdays: 1,131
					Salary \$ 464,648
					Fringe 209,936
					Overhead 63,069
					Total Labor Cost: 737,654
<b>ESTIMATED DATE OF COMPLETION:</b> September-2023					
<b>DIRECT EXPENDITURES:</b>					
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K20040	81,400	28,600		110,000	ITD
CPG, K22108	424,397	149,112		573,509	FHWA
STBG-U, K20326			36,137	36,137	FTA
STP-TMA, K19751			74,604	74,604	
STBG-TMA, K20271			169,568	169,568	
STBG-TMA, K22395			55,596	55,596	
FHWA SS4A			392,000	392,000	
Local / Fund Bal	59,757	20,997	126,330	207,084	
<b>Total:</b>	<b>565,554</b>	<b>198,709</b>	<b>854,235</b>	<b>1,618,498</b>	
					Professional Services \$ 792,514
					Legal / Lobbying
					Equipment Purchases 67,330
					Travel / Education
					Printing 2,000
					Public Involvement 19,000
					Meeting Support
					Carry-Forward
					Total Direct Cost: \$ 880,844
					661 Total Cost: 1,618,498

<b>PROGRAM NO.</b>	685				<b>CLASSIFICATION:</b>	Project	
<b>TITLE:</b>	Resource Development/Funding						
<b>TASK / PROJECT DESCRIPTION:</b>	Develop a FY2024-2030 Regional Transportation Improvement Program (TIP) for Ada and Canyon Counties that complies with all federal, state, and local regulations and policies for the purpose of funding transportation projects. Process amendments and provide project tracking and monitoring for the FY2023-2029 TIP. COMPASS staff, with consultant assistance, will assist member agencies in taking project ideas and transforming them into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public information plans. Grant research, development and grant administration is expected to secure additional funding into the region. COMPASS will award <i>Communities in Motion</i> (CIM) Implementation Grants to member agencies after appropriate outreach, prioritization, and contract due diligence.						
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 2040 goals and performance measures, increase the delivery of funded projects on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects meet deadlines and do not lose federal funding through project monitoring and committee participation.						
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	The task is designed to help identify additional revenue sources for member agencies to assist in funding improvements and on-going maintenance of the transportation system; also assists member agencies in implementing the regional long-range transportation plan and the annual TIP. Under 23 CFR § 450, COMPASS is required to develop a TIP in cooperation with ITD and public transportation operators. Certain additional requirements are required in the Boise Urbanized Area because it is considered a Transportation Management Area (TMA). The TIP is required to be updated every four years; however, COMPASS follows the update cycle of ITD's Statewide Transportation Improvement Program (STIP), which is updated annually. All projects receiving federal funding or considered regionally significant must be consistent with the regional long-range transportation plan. The TIP is tied to the Air Quality Conformity Demonstration to ensure funded projects do not violate budgets set in the State Implementation Plan (SIP) (air quality budgets for the State of Idaho). The TIP is also scrutinized in the federal Certification Review.						
<b>FY2023 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
<b>685001 Transportation Improvement Program</b> Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate ranking of project applications Assign projects to funding programs through prioritization process Develop the final FY2024-2030 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor and track FY2023-2029 Regional Transportation Improvement Program Balance federal-aid programs managed by COMPASS, as changes occur Provide assistance to member agencies with federal-aid funding concerns Provide funding and programming assistance to Valley Regional Transit (VRT) Update the Resource Development Plan							Oct-Sept
<b>685002 Project Development Program</b> Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports							Oct-Sept
<b>685003 Grant Research and Development</b> Seek funding for project needs listed in the Resource Development Plan Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications - INFRA, RAISE, CDBG, etc.							Oct-Sept
<b>685004 CIM Implementation Grants</b> Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget							Oct-Sept
<b>LEAD STAFF:</b> Toni Tisdale					<b>Expense Summary</b>		
<b>END PRODUCTS:</b> Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.							
					Total Workdays: 674		
					Salary \$ 297,078		
					Fringe 134,225		
					Overhead 40,324		
					Total Labor Cost: 471,628		
<b>ESTIMATED DATE OF COMPLETION:</b> September-2023					<b>DIRECT EXPENDITURES:</b>		
<b>Funding Sources</b>				<b>Participating Agencies</b>			
	Ada	Canyon	Special	Total	Member Agencies		
CPG, K20640	\$ 2,590	910		\$ 3,500	Professional Services \$ 190,632		
CPG, K22108	129,483	45,494		174,978	Legal / Lobbying		
STP-TMA, K20560			200,000	200,000	Equipment Purchases		
				-	Travel / Education		
				-	Printing		
				-	Public Involvement 6,000		
				-	Meeting Support		
				-	Other		
Local / Fund Bal	22,194	7,798	259,791	289,782	Total Direct Cost: \$ 196,632		
Total:	\$ 154,267	\$ 54,202	\$ 459,791	\$ 668,260	685	Total Cost: \$ 668,260	



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

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

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

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

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



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

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

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

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

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

<b>PROGRAM NO.</b>	860			<b>CLASSIFICATION:</b>	System Maintenance	
<b>TITLE:</b>	Geographical Information System Maintenance (GIS)					
<b>TASK / PROJECT DESCRIPTION:</b>	Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.					
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Workgroup (RGAWG) to create regional data that can be used for many purposes.					
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:</b>	Federal Code 23 CFR § 450.324 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."					
<b>FY2023 BENCHMARKS</b>						
<b>MILESTONES / PRODUCTS</b>						
<b>Provide GIS Data Maintenance and Support for COMPASS Projects</b> Data analysis, and maintenance for performance reporting and other planning needs Enterprise database maintenance Data integration GIS Technology Census BAS						Ongoing
<b>GIS Cooperation</b> Continue participation in the Treasure Valley GIS User Group and Canyon Spatial Data Cooperative (SDC) meetings						Quarterly/as needed
<b>Regional Geographic Advisory Committee</b> Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data						Quarterly/as needed
<b>Regional Data Center</b> Expand and maintain authoritative regional GIS data Conduct data accuracy checks and metadata on regional data sets						Ongoing
<b>Transportation Improvement Program</b> Provide ongoing support						Ongoing
<b>2022 Orthophotography Project</b> Finalize 2022 orthophotography acquisition Distribute final data products to participants						December
<b>2023 Orthophotography Project</b> Conduct 2023 orthophotography flight Conduct QC on preliminary data Continue to plan for future orthophotography acquisition and funding						March - October
<b>LEAD STAFF:</b> Eric Adolfson					<b>Expense Summary</b>	
<b>END PRODUCT:</b> 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible.					Total Workdays: 392	
					Salary \$ 166,493	
					Fringe 75,224	
					Overhead 22,599	
					Total Labor Cost: 264,316	
<b>ESTIMATED DATE OF COMPLETION:</b>				September-2023		<b>DIRECT EXPENDITURES:</b>
<b>Funding Sources</b>				<b>Participating Agencies</b>		Professional Services \$ 162,500
	Ada	Canyon	Special	Total	All Member Agencies	Legal / Lobbying
CPG, K20640	\$ 73,828	\$ 25,940		\$ 99,768		Equipment Purchases 43,300
CPG, K22108	121,038	42,527		163,565		Travel / Education
STP-TMA, K20560			21,705	21,705		Printing
						Public Involvement
						Meeting Support
Local / Fund Bal	16,708	5,870	162,500	185,078		Other
						Carry-Forward
						Total Direct Cost: \$ 205,800
<b>Total:</b>	<b>\$ 211,575</b>	<b>\$ 74,336</b>	<b>\$ 184,205</b>	<b>\$ 470,116</b>	860	Total Cost: 470,116

<b>PROGRAM NO.</b>	990			<b>CLASSIFICATION:</b>	Indirect / Overhead
<b>TITLE:</b>	Direct Operations & Maintenance				
<b>TASK / PROJECT DESCRIPTION:</b>	To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs.				
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.				
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.				
<b>FY2023 BENCHMARKS</b>					
				<b>MILESTONES / PRODUCTS</b>	
Provide local dollars for expenditures not federally funded.					Ongoing
<b>LEAD STAFF:</b> Meq Larsen					
<b>END PRODUCT:</b> Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.					
<b>Expense Summary</b>					
Total Workdays: 0					
Salary \$ -					
Fringe -					
Overhead -					
Total Labor Cost: \$ -					
<b>ESTIMATED DATE OF COMPLETION:</b> September-2023					
<b>Funding Sources</b>				<b>Participating Agencies</b>	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K20640					
CPG, K22108	185,400	65,141		\$ 250,541	
STP-TMA, K20560			24,698	24,698	
Other			36,313	36,313	
Local / Fund Bal	16,135	5,669	99,535	121,339	
				-	
<b>Total:</b>	<b>\$ 201,535</b>	<b>\$ 70,810</b>	<b>\$ 160,546</b>	<b>\$ 432,891</b>	
					<b>DIRECT EXPENDITURES:</b>
					Professional Services 18,000
					Legal / Lobbying \$ 17,000
					Equipment Purchases 82,250
					Travel / Education 11,600
					Printing
					Public Involvement
					Meeting Support 7,000
					Carryforward 297,041
					<b>Total Direct Cost: \$ 432,891</b>
					<b>990 Total Cost: \$ 432,891</b>

<b>PROGRAM NO.</b>	<b>991</b>	<b>CLASSIFICATION:</b>	<b>Indirect / Overhead</b>				
<b>TITLE:</b>	<b>Support Services Labor</b>						
<b>TASK / PROJECT DESCRIPTION:</b>	To provide labor to support the ongoing administrative functions of COMPASS. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.						
<b>PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:</b>	To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system.						
<b>FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:</b>	<p>The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.</p> <p>Memorandum of Understanding 04-01, Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allow indirect costs as outlined in the agreement.</p>						
<b>FY2023 BENCHMARKS</b>							
<b>MILESTONES / PRODUCTS</b>							
<b>General Administration</b> Review standing agreements Conduct appropriate procurement processes and prepare contracts, as needed Update COMPASS operational policies as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs			Aug As needed As needed Ongoing Ongoing				
<b>Personnel Management</b> Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2023 benefit options			As needed				
<b>Financial Management</b> Close FY2022 financial records and begin FY2023 Provide annual audit support and complete financial reports Complete COMPASS annual Audit Report Prepare and distribute year-end payroll reports Complete budget variance information and report to the Finance Committee quarterly Maintain inventory of furniture, equipment, hardware and software			Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing				
<b>Information Technology</b> 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 Migrate COMPASS website from Dreamweaver to a new platform			Ongoing           Oct - Dec				
<b>LEAD STAFF:</b>	Meg Larsen						
<b>END PRODUCT:</b>	An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.						
			<b>Expense Summary</b>				
			Total Workdays: 1,012				
			Salary \$ -				
			Fringe -				
			Overhead -				
			Total Labor Cost: \$ -				
<b>ESTIMATED DATE OF COMPLETION:</b>			September-2023				
<b>Funding Sources</b>			<b>Participating Agencies</b>				
	Ada	Canyon	Special	Total	Member Agencies Idaho Transportation Department	<b>DIRECT EXPENDITURES:</b>	
				\$ -		Professional Services \$ -	Legal / Lobbying
				-		Equipment Purchases	Travel / Education
				-		Printing	Public Involvement
				-		Meeting Support	
				-		Other	
<b>Total:</b>	\$ -	\$ -		\$ -		Total Direct Cost: \$ -	
					991	Total Cost: \$ -	