



**FINANCE COMMITTEE MEETING  
JUNE 16, 2022 — 12:00 PM  
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM  
700 NE 2<sup>ND</sup> STREET, SUITE 200  
MERIDIAN, IDAHO**

**ZOOM CONFERENCE CALL**

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 Amy Luft at [aluft@compassidaho.org](mailto:aluft@compassidaho.org) or 208-475-2229.

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

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

**II. OPEN DISCUSSION/ANNOUNCEMENTS**

**III. CONSENT AGENDA**

Page 2 \*A. Approve March 24, 2022, Finance Committee Meeting Minutes

**IV. INFORMATION/DISCUSSION ITEM**

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

Page 9 \*B. Review First Draft FY2023 Unified Planning Work Program and Budget (UPWP)

**V. ACTION ITEMS**

Page 17 \*A. Approve Variance Report for October 1, 2021 – March 31, 2022

Page 22 \*B. Recommend Approval of Revision 4 of the FY2022 Unified Planning Work Program and Budget (UPWP)

**VI. OTHER**

A. Next Meeting: July 14, 2022

**VII. ADJOURNMENT**

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

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

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

T:\FY22\900 Operations\Finance\1 2022 Packets\06-16-2022\agenda06162022.docx

**FINANCE COMMITTEE MEETING  
MARCH 24, 2022  
COMPASS 2<sup>ND</sup> FLOOR LARGE CONFERENCE ROOM**

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

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

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

**OTHERS PRESENT:** Meg Larsen, Community Planning Association, in person  
Amy Luft, Community Planning Association, in person  
Matt Stoll, Community Planning Association, in person  
Hailey Townsend, Community Planning Association, in person

**CALL TO ORDER:**

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

**OPEN DISCUSSION/ANNOUNCEMENTS**

None.

**CONSENT AGENDA**

**A. Approve December 16, 2021, Finance Committee Meeting Minutes**

Holli Woodings moved and Kendra Kenyon 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 reviewed the report of disbursements made in the reporting period, December 4, 2021, to March 4, 2022, which was provided in the packet for information.

**B. Discuss Five-Year Revenue and Expense Projections**

Meg Larsen reviewed the five-year revenue and expense projections, which were provided in the packet for information.

**ACTION ITEMS**

**A. Elect Finance Committee Vice Chair**

After discussion, **Holli Woodings moved and Victor Rodriguez seconded to nominate and elect Commissioner Jim Hansen as the 2022 Finance Committee Vice Chair. Motion passed unanimously.**

**B. Approve Variance Report for October 1 – December 31, 2021**

Meg Larsen reviewed the variance report for October 1 through December 31, 2021.

After discussion, **Victor Rodriguez moved and Holli Woodings seconded to approve the variance report for October 1 through December 31, 2021. Motion passed unanimously.**

**C. Recommend Approval of FY2023 Membership Dues**

Meg Larsen reviewed the projected FY2023 membership dues.

After discussion, **Holli Woodings moved and Victor Rodriguez seconded to recommend COMPASS Board of Directors' approval of the FY2023 membership dues. Motion passed unanimously. This item will be brought to the COMPASS Board of Directors for action in its April 18, 2022, meeting.**

**D. Recommend Approval of Revision 3 of the FY2022 Unified Planning Work Program and Budget (UPWP)**

Meg Larsen reviewed Revision 3 of the FY2022 UPWP.

After discussion, **Holli Woodings moved and Victor Rodriguez seconded to recommend COMPASS Board of Directors' approval of Revision 3 of the FY2022 UPWP. Motion passed unanimously. This item brought to the COMPASS Board of Directors for action in its April 18, 2022, meeting.**

**ADJOURNMENT**

**Holli Woodings moved and Victor Rodriguez seconded to adjourn the meeting at 12:50 p.m. Motion passed unanimously.**

**Approved this 16<sup>th</sup> day of June 2022.**

**By: \_\_\_\_\_  
Jay Gibbons, Chair**

**Attest:**

**By: \_\_\_\_\_  
Jim Hansen, Vice Chair**

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 3/5/2022 to 6/3/2022**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
<b>Vendor Number: ACHDCOM ACHD Commuteride</b>					
A	ICCU - Checking	0000006940	4/20/2022	1,000.00	Auto
<b>Vendor ACHD Commuteride Total:</b>				<u>1,000.00</u>	
<b>Vendor Number: ALTA Alta Planning &amp; Design</b>					
A	ICCU - Checking	E000001043	3/18/2022	2,069.40	Electronic Payment
A	ICCU - Checking	E000001068	5/5/2022	1,435.00	Electronic Payment
A	ICCU - Checking	E000001078	5/20/2022	3,111.45	Electronic Payment
<b>Vendor Alta Planning &amp; Design Total:</b>				<u>6,615.85</u>	
<b>Vendor Number: LUFT AMY LUFT</b>					
A	ICCU - Checking	E000001084	5/20/2022	51.01	Electronic Payment
<b>Vendor AMY LUFT Total:</b>				<u>51.01</u>	
<b>Vendor Number: APAIDA APA IDAHO CHAPTER</b>					
A	ICCU - Checking	0000006941	4/20/2022	3,000.00	Auto
<b>Vendor APA IDAHO CHAPTER Total:</b>				<u>3,000.00</u>	
<b>Vendor Number: BOICHA BOISE AREA CHAMBER OF COMMERCE</b>					
A	ICCU - Checking	E000001069	5/5/2022	472.00	Electronic Payment
<b>Vendor BOISE AREA CHAMBER OF COMMERCE Total:</b>				<u>472.00</u>	
<b>Vendor Number: ZBOIMUN Boise Municipal Health Care</b>					
A	ICCU - Checking	E000001056	4/5/2022	30,279.34	Electronic Payment
A	ICCU - Checking	E000001077	5/5/2022	31,031.08	Electronic Payment
A	ICCU - Checking	E000001098	6/3/2022	32,069.99	Electronic Payment
<b>Vendor Boise Municipal Health Care Total:</b>				<u>93,380.41</u>	
<b>Vendor Number: BOE Boise Office Equipment</b>					
A	ICCU - Checking	0000006951	5/5/2022	298.77	Auto
A	ICCU - Checking	0000006959	5/20/2022	917.35	Auto
<b>Vendor Boise Office Equipment Total:</b>				<u>1,216.12</u>	
<b>Vendor Number: BSURADI Boise State Public Radio</b>					
A	ICCU - Checking	0000006942	4/20/2022	1,400.00	Auto
<b>Vendor Boise State Public Radio Total:</b>				<u>1,400.00</u>	
<b>Vendor Number: BSUMEDI Boise State Student Media</b>					
A	ICCU - Checking	0000006928	3/18/2022	1,400.00	Auto
A	ICCU - Checking	0000006928	3/18/2022	1,400.00-	Reversal
<b>Vendor Boise State Student Media Total:</b>				<u>0.00</u>	
<b>Vendor Number: BURGESS Burgess &amp; Niple</b>					
A	ICCU - Checking	E000001052	4/5/2022	4,232.12	Electronic Payment
A	ICCU - Checking	E000001070	5/5/2022	1,832.72	Electronic Payment
<b>Vendor Burgess &amp; Niple Total:</b>				<u>6,064.84</u>	
<b>Vendor Number: CANYONO Canyon Outdoor Media, LLC</b>					
A	ICCU - Checking	E000001057	4/20/2022	2,200.00	Electronic Payment
A	ICCU - Checking	E000001079	5/20/2022	2,200.00	Electronic Payment
A	ICCU - Checking	E000001091	6/3/2022	2,200.00	Electronic Payment
<b>Vendor Canyon Outdoor Media, LLC Total:</b>				<u>6,600.00</u>	
<b>Vendor Number: ZCOLON COLONIAL LIFE &amp; ACCIDENT</b>					
A	ICCU - Checking	0000006927	3/18/2022	169.32	Manual
A	ICCU - Checking	0000006939	4/20/2022	169.32	Manual
A	ICCU - Checking	0000006958	5/20/2022	169.32	Manual
<b>Vendor COLONIAL LIFE &amp; ACCIDENT Total:</b>				<u>507.96</u>	
<b>Vendor Number: DKSACCO DKS Associates</b>					
A	ICCU - Checking	E000001053	4/5/2022	19,225.75	Electronic Payment
A	ICCU - Checking	E000001071	5/5/2022	2,749.65	Electronic Payment
A	ICCU - Checking	E000001080	5/20/2022	10,289.15	Electronic Payment
<b>Vendor DKS Associates Total:</b>				<u>32,264.55</u>	

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 3/5/2022 to 6/3/2022**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
<b>Vendor Number: ECOCOUN Eco Counter</b>					
A	ICCU - Checking	E000001044	3/18/2022	7,810.00	Electronic Payment
				<b>Vendor Eco Counter Total:</b>	7,810.00
<b>Vendor Number: GEOTER GEOTERRA MAPPING GROUP</b>					
A	ICCU - Checking	E000001081	5/20/2022	50,000.00	Electronic Payment
				<b>Vendor GEOTERRA MAPPING GROUP Total:</b>	50,000.00
<b>Vendor Number: GOODHEA Good Heart Technology, Incorporated</b>					
A	ICCU - Checking	E000001058	4/20/2022	687.45	Electronic Payment
				<b>Vendor Good Heart Technology, Incorporated Total:</b>	687.45
<b>Vendor Number: GRANT P Grant Professionals Association</b>					
A	ICCU - Checking	0000006960	5/20/2022	250.00	Auto
				<b>Vendor Grant Professionals Association Total:</b>	250.00
<b>Vendor Number: ZHARTF HARTFORD</b>					
A	ICCU - Checking	W000000556	3/18/2022	1,107.70	Wire Transfer
A	ICCU - Checking	W000000563	4/20/2022	1,041.74	Wire Transfer
A	ICCU - Checking	W000000573	5/20/2022	1,093.40	Wire Transfer
				<b>Vendor HARTFORD Total:</b>	3,242.84
<b>Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION</b>					
A	ICCU - Checking	0000006933	4/5/2022	4,834.79	Auto
A	ICCU - Checking	0000006952	5/5/2022	4,668.78	Auto
A	ICCU - Checking	0000006966	6/3/2022	6,984.43	Auto
A	ICCU - Checking	W000000569	5/5/2022	5,000.00	Wire Transfer
A	ICCU - Checking	W000000574	5/18/2022	2,150.00	Wire Transfer
A	ICCU - Checking	W000000575	5/23/2022	450.00	Wire Transfer
A	ICCU - Checking	W000000578	5/31/2022	1,650.00	Wire Transfer
				<b>Vendor IDAHO CENTRAL CREDIT UNION Total:</b>	25,738.00
<b>Vendor Number: IDPOWE IDAHO POWER CO.</b>					
A	ICCU - Checking	0000006934	4/5/2022	479.34	Auto
A	ICCU - Checking	0000006943	4/20/2022	505.40	Auto
A	ICCU - Checking	0000006961	5/20/2022	520.75	Auto
				<b>Vendor IDAHO POWER CO. Total:</b>	1,505.49
<b>Vendor Number: IDPRESR Idaho Press Tribune Renewal</b>					
A	ICCU - Checking	0000006953	5/5/2022	317.00	Auto
				<b>Vendor Idaho Press Tribune Renewal Total:</b>	317.00
<b>Vendor Number: IDPRES IDAHO PRESS-TRIBUNE</b>					
A	ICCU - Checking	0000006944	4/20/2022	227.64	Auto
A	ICCU - Checking	0000006962	5/20/2022	778.10	Auto
A	ICCU - Checking	0000006967	6/3/2022	143.32	Auto
				<b>Vendor IDAHO PRESS-TRIBUNE Total:</b>	1,149.06
<b>Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION</b>					
A	ICCU - Checking	W000000559	3/18/2022	3,975.00	Wire Transfer
A	ICCU - Checking	W000000564	4/20/2022	4,287.00	Wire Transfer
A	ICCU - Checking	W000000572	5/20/2022	4,336.00	Wire Transfer
				<b>Vendor IDAHO STATE TAX COMMISSION Total:</b>	12,598.00
<b>Vendor Number: IDSTATR Idaho Statesman - Renewal</b>					
A	ICCU - Checking	0000006945	4/20/2022	1,143.54	Auto
				<b>Vendor Idaho Statesman - Renewal Total:</b>	1,143.54
<b>Vendor Number: IMPACT Impact Radio Group</b>					
A	ICCU - Checking	0000006968	6/3/2022	1,180.00	Auto
				<b>Vendor Impact Radio Group Total:</b>	1,180.00
<b>Vendor Number: INTMOU INTERMOUNTAIN GAS CO.</b>					
A	ICCU - Checking	0000006929	3/18/2022	406.23	Auto

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 3/5/2022 to 6/3/2022**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	0000006946	4/20/2022	285.46	Auto
A	ICCU - Checking	0000006954	5/5/2022	268.72	Auto
<b>Vendor INTERMOUNTAIN GAS CO. Total:</b>				<u>960.41</u>	
<b>Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE</b>					
A	ICCU - Checking	W000000557	3/18/2022	15,994.75	Wire Transfer
A	ICCU - Checking	W000000560	4/5/2022	16,827.07	Wire Transfer
A	ICCU - Checking	W000000565	4/20/2022	15,366.92	Wire Transfer
A	ICCU - Checking	W000000567	5/5/2022	15,600.74	Wire Transfer
A	ICCU - Checking	W000000570	5/20/2022	16,668.68	Wire Transfer
A	ICCU - Checking	W000000576	6/3/2022	16,676.40	Wire Transfer
<b>Vendor INTERNAL REVENUE SERVICE Total:</b>				<u>97,134.56</u>	
<b>Vendor Number: JUBENG JUB Engineers, Inc.</b>					
A	ICCU - Checking	E000001045	3/18/2022	7,330.00	Electronic Payment
A	ICCU - Checking	E000001059	4/20/2022	5,952.00	Electronic Payment
A	ICCU - Checking	E000001092	6/3/2022	3,402.00	Electronic Payment
<b>Vendor JUB Engineers, Inc. Total:</b>				<u>16,684.00</u>	
<b>Vendor Number: KIMANG Kim Anglesey</b>					
A	ICCU - Checking	E000001046	3/18/2022	232.50	Electronic Payment
<b>Vendor Kim Anglesey Total:</b>				<u>232.50</u>	
<b>Vendor Number: KINGSTO Kingston Phoenix Group, Inc.</b>					
A	ICCU - Checking	E000001082	5/20/2022	1,389.00	Electronic Payment
<b>Vendor Kingston Phoenix Group, Inc. Total:</b>				<u>1,389.00</u>	
<b>Vendor Number: KUNMEL KUNA MELBA NEWS</b>					
A	ICCU - Checking	0000006935	4/5/2022	42.95	Auto
<b>Vendor KUNA MELBA NEWS Total:</b>				<u>42.95</u>	
<b>Vendor Number: KLOPFEN Lila Klopfenstein</b>					
A	ICCU - Checking	E000001083	5/20/2022	1,656.41	Electronic Payment
A	ICCU - Checking	E000001093	6/3/2022	803.82	Electronic Payment
<b>Vendor Lila Klopfenstein Total:</b>				<u>2,460.23</u>	
<b>Vendor Number: MAY Mary May</b>					
A	ICCU - Checking	0000006964	5/20/2022	1,460.20	Auto
<b>Vendor Mary May Total:</b>				<u>1,460.20</u>	
<b>Vendor Number: STOLL MATTHEW STOLL</b>					
A	ICCU - Checking	E000001048	3/18/2022	38.42	Electronic Payment
A	ICCU - Checking	E000001064	4/20/2022	519.38	Electronic Payment
A	ICCU - Checking	E000001088	5/20/2022	891.20	Electronic Payment
<b>Vendor MATTHEW STOLL Total:</b>				<u>1,449.00</u>	
<b>Vendor Number: IDSTAT McClatchy Company</b>					
A	ICCU - Checking	0000006963	5/20/2022	540.04	Auto
<b>Vendor McClatchy Company Total:</b>				<u>540.04</u>	
<b>Vendor Number: NARC National Association of Regional Councils</b>					
A	ICCU - Checking	E000001061	4/20/2022	3,349.15	Electronic Payment
<b>Vendor National Association of Regional Councils Total:</b>				<u>3,349.15</u>	
<b>Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)</b>					
A	ICCU - Checking	0000006926	3/18/2022	48.00	Manual
A	ICCU - Checking	0000006938	4/20/2022	48.00	Manual
A	ICCU - Checking	0000006957	5/20/2022	48.00	Manual
<b>Vendor NCPERS Group Life Ins. (M605) Total:</b>				<u>144.00</u>	
<b>Vendor Number: NEIGHB NEIGHBORHOOD ALL STARS</b>					
A	ICCU - Checking	E000001062	4/20/2022	2,309.46	Electronic Payment
A	ICCU - Checking	E000001073	5/5/2022	480.00	Electronic Payment
<b>Vendor NEIGHBORHOOD ALL STARS Total:</b>				<u>2,789.46</u>	

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 3/5/2022 to 6/3/2022**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
<b>Vendor Number: MILLER O. CARL MILLER</b>					
A	ICCU - Checking	E000001094	6/3/2022	450.00	Electronic Payment
				<b>Vendor O. CARL MILLER Total:</b>	450.00
<b>Vendor Number: OFFMAX Office Depot</b>					
A	ICCU - Checking	0000006936	4/5/2022	220.48	Auto
A	ICCU - Checking	0000006947	4/20/2022	387.98	Auto
				<b>Vendor Office Depot Total:</b>	608.46
<b>Vendor Number: PHILAD PHILADELPHIA INSURANCE CO.</b>					
A	ICCU - Checking	0000006955	5/5/2022	7,331.00	Auto
				<b>Vendor PHILADELPHIA INSURANCE CO. Total:</b>	7,331.00
<b>Vendor Number: PROVELO Pro Velocity</b>					
A	ICCU - Checking	E000001047	3/18/2022	1,093.75	Electronic Payment
A	ICCU - Checking	E000001054	4/5/2022	1,312.50	Electronic Payment
A	ICCU - Checking	E000001063	4/20/2022	1,916.89	Electronic Payment
A	ICCU - Checking	E000001074	5/5/2022	911.00	Electronic Payment
A	ICCU - Checking	E000001086	5/20/2022	1,618.20	Electronic Payment
A	ICCU - Checking	E000001095	6/3/2022	1,750.00	Electronic Payment
				<b>Vendor Pro Velocity Total:</b>	8,602.34
<b>Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT</b>					
A	ICCU - Checking	W000000558	3/18/2022	20,503.27	Wire Transfer
A	ICCU - Checking	W000000561	4/5/2022	20,955.16	Wire Transfer
A	ICCU - Checking	W000000566	4/20/2022	20,229.10	Wire Transfer
A	ICCU - Checking	W000000568	5/5/2022	20,682.40	Wire Transfer
A	ICCU - Checking	W000000571	5/20/2022	20,550.29	Wire Transfer
A	ICCU - Checking	W000000577	6/3/2022	21,785.12	Wire Transfer
				<b>Vendor PUBLIC EMPLOYEES RETIREMENT Total:</b>	124,705.34
<b>Vendor Number: RADIO R Radio Rancho</b>					
A	ICCU - Checking	0000006969	6/3/2022	1,452.00	Auto
				<b>Vendor Radio Rancho Total:</b>	1,452.00
<b>Vendor Number: RSG Resource Systems Group, Inc.</b>					
A	ICCU - Checking	E000001075	5/5/2022	121,416.64	Electronic Payment
				<b>Vendor Resource Systems Group, Inc. Total:</b>	121,416.64
<b>Vendor Number: RIVAL Rival Solutions</b>					
A	ICCU - Checking	0000006930	3/18/2022	420.00	Auto
A	ICCU - Checking	0000006956	5/5/2022	420.00	Auto
				<b>Vendor Rival Solutions Total:</b>	840.00
<b>Vendor Number: SHADOW SHADOW TRACKERS INVESTIGATIVE</b>					
A	ICCU - Checking	E000001055	4/5/2022	50.00	Electronic Payment
A	ICCU - Checking	E000001087	5/20/2022	50.00	Electronic Payment
				<b>Vendor SHADOW TRACKERS INVESTIGATIVE Total:</b>	100.00
<b>Vendor Number: SHREDIT Shred-It USA- Boise</b>					
A	ICCU - Checking	0000006948	4/20/2022	60.00	Auto
				<b>Vendor Shred-It USA- Boise Total:</b>	60.00
<b>Vendor Number: ZSTINF STATE INSURANCE FUND</b>					
A	ICCU - Checking	0000006971	6/3/2022	431.00	Auto
				<b>Vendor STATE INSURANCE FUND Total:</b>	431.00
<b>Vendor Number: ZIDGRA STATE TAX COMMISSION</b>					
A	ICCU - Checking	W000000562	4/5/2022	1,355.36	Wire Transfer
				<b>Vendor STATE TAX COMMISSION Total:</b>	1,355.36
<b>Vendor Number: SUPPORT Support Warehouse</b>					
A	ICCU - Checking	E000001089	5/20/2022	1,058.00	Electronic Payment
				<b>Vendor Support Warehouse Total:</b>	1,058.00

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 3/5/2022 to 6/3/2022**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
<b>Vendor Number: SYRINGA Syringa Networks, LLC</b>					
A	ICCU - Checking	E000001049	3/18/2022	928.14	Electronic Payment
A	ICCU - Checking	E000001065	4/20/2022	926.37	Electronic Payment
A	ICCU - Checking	E000001096	6/3/2022	926.37	Electronic Payment
<b>Vendor Syringa Networks, LLC Total:</b>				<u>2,780.88</u>	
<b>Vendor Number: MILLERT Talia L Miller</b>					
A	ICCU - Checking	E000001060	4/20/2022	255.00	Electronic Payment
A	ICCU - Checking	E000001072	5/5/2022	311.82	Electronic Payment
A	ICCU - Checking	E000001085	5/20/2022	60.00	Electronic Payment
<b>Vendor Talia L Miller Total:</b>				<u>626.82</u>	
<b>Vendor Number: TOWNSQU Townsquare Digital</b>					
A	ICCU - Checking	0000006931	3/18/2022	2,500.00	Auto
<b>Vendor Townsquare Digital Total:</b>				<u>2,500.00</u>	
<b>Vendor Number: TRAVELE Travelers</b>					
A	ICCU - Checking	0000006937	4/5/2022	375.00	Auto
<b>Vendor Travelers Total:</b>				<u>375.00</u>	
<b>Vendor Number: TREAVA TREASURE VALLEY COFFEE</b>					
A	ICCU - Checking	0000006949	4/20/2022	119.92	Auto
A	ICCU - Checking	0000006970	6/3/2022	59.96	Auto
<b>Vendor TREASURE VALLEY COFFEE Total:</b>				<u>179.88</u>	
<b>Vendor Number: VRT Valley Regional Transit</b>					
A	ICCU - Checking	E000001051	3/18/2022	1,500.00	Electronic Payment
A	ICCU - Checking	E000001076	5/5/2022	3,000.00	Electronic Payment
A	ICCU - Checking	E000001097	6/3/2022	1,500.00	Electronic Payment
<b>Vendor Valley Regional Transit Total:</b>				<u>6,000.00</u>	
<b>Vendor Number: VERITA VERITAS</b>					
A	ICCU - Checking	E000001050	3/18/2022	7,912.50	Electronic Payment
A	ICCU - Checking	E000001066	4/20/2022	7,912.50	Electronic Payment
A	ICCU - Checking	E000001090	5/20/2022	7,162.50	Electronic Payment
<b>Vendor VERITAS Total:</b>				<u>22,987.50</u>	
<b>Vendor Number: VERIZON Verizon</b>					
A	ICCU - Checking	0000006932	3/18/2022	15.92	Auto
A	ICCU - Checking	0000006950	4/20/2022	15.92	Auto
A	ICCU - Checking	0000006965	5/20/2022	15.92	Auto
<b>Vendor Verizon Total:</b>				<u>47.76</u>	
<b>Vendor Number: WESTRO WESTERN TROPHY &amp; ENGRAVING</b>					
A	ICCU - Checking	E000001067	4/20/2022	27.55	Electronic Payment
<b>Vendor WESTERN TROPHY &amp; ENGRAVING Total:</b>				<u>27.55</u>	
<b>Report Total:</b>				<u><u>690,765.15</u></u>	



## FINANCE COMMITTEE AGENDA ITEM IV-B

Date: June 16, 2022

### **Topic: Draft FY2023 Unified Planning Work Program and Budget (UPWP)**

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

Information only.

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

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

Staff is providing this preliminary draft of the FY2023 UPWP to the Finance Committee for review and comment. Any feedback will be incorporated into the UPWP following the Finance Committee's review. The updated draft will be brought back to the Finance Committee at its July 14, 2022, meeting, with a request to recommend COMPASS Board of Directors' approval. It will then be presented to the COMPASS Board of Directors at the August 15, 2022, meeting for adoption. Finally, it will be forwarded to the Idaho Transportation Department, the Federal Highway Administration, and the Federal Transit Administration for approval.

The documents included in the preliminary draft of the FY2023 UPWP include the following items:

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

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

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

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

**The draft FY2023 UPWP contains the following assumptions for revenues and expenses:**

#### **Revenues**

1. Total membership dues shown reflect the amount approved by the COMPASS Board of Directors in its April 18, 2022, meeting. Although the per capita rate has remained the same since FY2015, total dues increased compared to FY2022. The increase is entirely attributable to year over year population growth in the jurisdictions.
2. Consolidated Planning Grant (CPG) revenue of \$313,873 is carried forward from FY2022. These were additional funds allocated but not expected to be expended in FY2022.

3. The projected revenue of \$1,730,873 from the FY2023 CPG reflects the amount included in the FY2022-FY2028 Regional Transportation Improvement Program (TIP).
4. Revenue of \$306,705 from off-the-top Surface Transportation Block Grant-Transportation Management Area (STBG-TMA) and STBG-Urban funds, as approved by the COMPASS Board of Directors on April 19, 2010, continues.
5. Revenues include carryover of \$84,923 in STBG-TMA funds for *Communities in Motion 2050* (CIM 2050) to cover \$55,000 in costs for the I-84 High Occupancy Vehicle analysis that began in FY2022 and the remaining \$36,650 in anticipated costs to wrap up CIM 2050. There is \$6,727 in local match associated with these federal funds.
6. Revenues include \$28,000 of STBG-TMA funds to begin work on the next update of CIM after the 2050 plan is adopted. There is \$1,800 in local match associated with these federal funds.
7. Revenues include \$110,000 committed by the Department of Environmental Quality and Air Quality Board for the air quality outreach program. There are corresponding direct expenses of \$100,000 associated with these revenues, and COMPASS retains 10% of the revenues for the cost of administering the program. FY2023 is expected to be the last year of the program.
8. Revenues include \$70,000 from the Air Quality Board to reimburse COMPASS for support services provided for Air Quality Board operations. The reimbursement amount is the greater of actual costs or 10% of revenue. The amount shown is a conservative estimate of anticipated labor costs through September 2023. FY2023 is expected to be the last year of the program.
9. Revenues include \$125,000 from participant contributions for the FY2023 orthophotography flight.
10. Interest income is estimated at \$4,542 in FY2023.
11. Revenues include \$75,000 from fund balance for the CIM Implementation Grant Program. This is \$25,000 for a CIM Implementation Grant carried over from FY2022 and \$50,000 for new grants expected to be awarded by the COMPASS Board of Directors in FY2023.

## **Expenses**

12. Salary costs cover 19 full time employees. One COMPASS staff member has announced retirement in early FY2023. An additional staff member was hired in FY2022 in anticipation of the transition. The three members of the COMPASS staff that perform AQB operations are paid in full by AQB and those costs are not included in the UPWP.
13. Salary costs include a 5% across-the-board adjustment to salaries for all employees, including the Executive Director, to compensate for increased cost-of-living. Several member agencies have also proposed 5-6% cost-of-living adjustments in their budgets. The Consumer Price Index-Urban for the Mountain region increased 9.8% from April 2021 to April 2022. A salary survey conducted in May 2022 indicates that COMPASS' current ranges are between 1% and 15% below the salary survey average, with the largest gaps in the less senior positions. COMPASS has faced significant challenges in filling vacant positions over the past year. Staff believes that a cost-of-living adjustment coupled with an update to its salary ranges will help COMPASS recruit and retain employees, particularly less senior employees. Retention of employees is of critical importance as a significant number of senior staff are expected to reach Rule of 90 in the next seven to ten years.
14. Salary costs include a 3% merit pool, in addition to the cost-of-living adjustment pool. The budgeted merit pool covers all employees, including the Executive Director. Salary adjustments from this pool made during the year are performance based, following annual review. The Executive Director determines the distribution of those individual salary

adjustments. The Executive Committee recommends the Executive Director's salary adjustment to the COMPASS Board of Directors, following his performance review in June.

15. Fringe expenses include an allowance for a 6% increase in the cost of health insurance and a 3% increase in the cost of disability benefits for FY2023. Early estimates from the Boise Municipal Health Care Trust indicate a 4% to 6% increase in premiums for calendar year 2023. Exact amounts will not be known until late summer. No changes to PERSI contribution rates are expected in FY2023.
16. Indirect expenses increase by just over \$12,000 (about 6%) to a total of \$217,900. Most line items have proposed increases of 3% or less, but some categories reflect higher increases. Audit costs are expected to increase 5%. Insurance costs are expected to increase about 20%, as COMPASS is in the process of adding cyber insurance to its overall coverage. Budgeted software costs reflect recent additions to cover scheduling and virtual meeting tools. Vehicle maintenance costs include increases needed due to the age of the vehicles. Staff continues to closely manage indirect expenses to control the organization's overall costs.
17. Total direct expenses decline significantly compared to FY2022. Most of the decrease is related to the household travel and on-board transit surveys, which wrapped up in FY2022 and are not included in FY2023 expenses.
18. Direct expenses include \$100,000 for a regional housing needs assessment.
19. The Project Development Program is funded in FY2023, its ninth year, at \$75,000. This is the same amount as FY2022.
20. Direct expenses include \$125,000 for an orthophotography flight. With the support of participating member agencies, COMPASS entered a contract for multi-year flights at a fixed annual cost. A full, two-county flight was completed in FY2022, and an interim, urban-only flight is planned for FY2023.
21. Direct expenses include \$8,000 to complete the migration of the COMPASS website from its current Dreamweaver platform to a more user-friendly platform that will allow staff to be more efficient and responsive with web updates. This project was postponed in FY2022 due to staff vacancies.
22. Direct expenses include \$18,000 to build out the remaining modular workspaces in the COMPASS office with hard walled spaces, carried over from FY2022. This small construction project was postponed in FY2022, given the current challenging construction environment.
23. A carry-over of \$208,653 is included in direct expenses. This carry-over reflects funds available in FY2023 but not expended. They will be carried forward to FY2024 and expended then.
24. Direct expenses for all other programs are stable and consistent with current year activities.

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

Federal approval of the UPWP by October 1, 2022, is required to begin work in FY2023.

**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  
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT  
REVENUE AND EXPENSE SUMMARY**

**Attachment**

REVENUE	FY2022 Revision 3	FY2023 Draft
<b>GENERAL MEMBERSHIP</b>		
Ada County	241,931	249,479
Ada County Highway District	241,931	249,479
Canyon County	118,802	122,508
Canyon Highway District No. 4	44,458	47,092
Golden Gate Highway District No.3	5,906	5,555
City of Boise	106,519	107,392
City of Caldwell	28,112	29,298
City of Eagle	15,198	14,973
City of Garden City	5,542	5,749
City of Greenleaf	397	370
City of Kuna	12,156	12,116
City of Meridian	56,388	58,848
City of Melba	260	256
City of Middleton	4,594	4,727
City of Nampa	48,932	48,112
City of Notus	251	273
City of Parma	974	935
City of Star	5,904	6,711
City of Wilder	807	714
Subtotal	939,062	964,587
<b>SPECIAL MEMBERSHIP</b>		
Boise State University	9,400	9,600
Capital City Development Corporation	9,400	9,600
Idaho Department of Environmental Quality	9,400	9,600
Idaho Transportation Department	9,400	9,600
Valley Regional Transit	9,400	9,600
Subtotal	47,000	48,000
<b>GRANTS AND SPECIAL PROJECTS</b>		
<b>FHWA/FTA - Consolidated Planning Grants</b>		
CPG - FY2021 K# 20050 Ada County (carryover)	168,747	
CPG - FY2021 K# 20050 Canyon County (carryover)	59,290	
CPG - FY2022 K# 20640 Ada County	1,048,580	
CPG - FY2022 K# 20640 Canyon County	368,420	
CPG - FY2022 K# 20640; Ada County; carryover from FY2022 Rev 4		232,266
CPG - FY2022 K# 20640; Canyon County; carryover from FY2022 Rev 4		81,607
CPG - FY2023 K# 22108; Ada County (Per new highway act)		1,280,846
CPG - FY2023 K# 22108; Canyon County (Per new highway act)		450,027
Sub Total CPG Grants	1,645,037	2,044,746
STP-TMA & STBG-U - K# 19920, FY2022 off-the-top funds for Planning	306,705	
STP-TMA & STBG-U - K# 20560; FY2023 off-the-top funds for Planning		306,705
STP TMA - K# 19571, CIM 2050	201,194	84,923
STP TMA - K# 20271, CIM Minor Update		28,000
STP TMA - K# 19303, Travel Survey Data Collection (carryover)	448,002	
Subtotal	955,901	419,628
<b>OTHER REVENUE SOURCES</b>		
Idaho Department of Environmental Quality	55,000	55,000
Ada County Air Quality Board	55,000	55,000
Air Quality Operations - Management Fee	66,475	70,000
Idaho Transportation Department (Metroquest Survey Software)	55,000	
City of Eagle - Project Development reimbursement	35,000	
Orthophotography - Participant Contributions	124,140	125,000
Interest Income	5,031	4,542
Subtotal	395,646	309,542
<b>TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous</b>	<b>3,982,646</b>	<b>3,786,503</b>
Draw From Fund Balance (CIM Implementation Grants)	100,000	75,000
Draw From Fund Balance (Matching funds for CIM carryover)	15,937	
Draw From Fund Balance (Matching funds for I-84 HOV Study)	21,676	
Draw From Fund Balance (funds set aside for orthophotography flight)	125,860	
Draw From Fund Balance (to fund revenue shortfall)	6,346	
Subtotal	269,819	75,000
<b>TOTAL REVENUE, ALL RESOURCES</b>	<b>4,252,465</b>	<b>3,861,503</b>

EXPENSE	FY2022 Revision 3	FY2023 Draft
<b>SALARY, FRINGE &amp; CONTINGENCY</b>		
Salary	1,533,900	1,579,900
Fringe	726,300	741,800
Contingency (Overtime, Bonus, and Sick Time Trade)	19,000	19,000
Subtotal	2,279,200	2,340,700
<b>INDIRECT OPERATIONS &amp; MAINTENANCE</b>		
Indirect Costs	205,599	217,900
Subtotal	205,599	217,900
<b>DIRECT OPERATIONS &amp; MAINTENANCE</b>		
620001, Demographics and Growth Monitoring	2,500	102,500
653001, Communication and Education	40,800	49,100
661001, Long-Range Planning	293,807	140,950
661008, Bike Counter Management	19,800	19,800
685001, Transportation Improvement Program	5,800	6,000
685002, Project Development Program	110,000	75,000
685004, CIM Implementation Grants	100,000	75,000
702001, Air Quality Outreach	100,000	100,000
760001, Legislative Services	115,050	115,050
801001, Staff Development	40,000	40,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	17,200	37,200
838001, Travel Survey Data Collection	483,490	
860001, Geographic Information System Maintenance	313,169	205,800
990001, Direct Operations and Maintenance	124,050	334,503
Subtotal	1,767,666	1,302,903
<b>TOTAL EXPENSE</b>	<b>4,252,465</b>	<b>3,861,503</b>

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	4,252,465	3,861,503
LESS: TOTAL EXPENSES	4,252,465	3,861,503
REVENUE EXCESS/(DEFICIT)	(0)	(0)

T:\Operations\Accounting & Reporting\UPWP\FY2023 Draft

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

WORK PROGRAM NUMBER	EXPENSES				EXPENSES									MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY22 CPG Ada County K# 20640 (74%)	FY22 CPG Canyon County K# 20640 (26%)	FY23 CPG Ada County K# 22108 (74%)	FY23 CPG Canyon County K# 22108 (26%)	STP-TMA Off The Top K# 20560	STP-TMA CIM 2050 K# 19751	STP-TMA CIM Minor K# 20271	STP-TMA Travel Survey K# 19303	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other	
601001 UPWP/Budget Development and Federal Assurance	83	71,518	-	71,518	19,240	6,760	7,599	2,670	30,000				66,269	5,249			5,249	71,518
620001 Demographics and Growth Monitoring	124	106,868	102,500	209,368	2,961	1,040	118,400	41,600	30,000				194,001	15,368			15,368	209,368
620005 Safe and Accessible Transportation (development)	41	23,437	-	23,437	7,400	2,600	1,270	446	10,000				21,717	1,720			1,720	23,437
653001 Communication and Education Long-Range Planning	217	144,328	49,100	193,428									-		193,428		193,428	193,428
661001 General Project Management	527	349,028	140,950	489,978	7,367	2,588	266,400	93,600		84,923	28,000		482,877.91	7,100			7,100	489,978
661005 Safe and Accessible Transportation	146	73,473	-	73,473	37,000	13,000	13,379	4,701					68,080.12	5,393			5,393	73,473
661008 Bike Counter Management Resource Development/Funding	107	53,847	19,800	73,647	6,098	2,143	44,400	15,600					68,241	5,406			5,406	73,647
685001 Transportation Improvement Program	407	291,767	6,000	297,767	74,000	26,000	41,374	14,537	120,000				275,911	21,856			21,856	297,767
685002 Project Development Program	32	26,519	75,000	101,519	66,600	23,400	3,010	1,058					94,068	7,452			7,452	101,519
685003 Grant Research and Development	188	155,040	-	155,040									-		155,040		155,040	155,040
685004 CIM Implementation Grants	25	18,991	75,000	93,991	4,429	1,556	8,593	3,019					17,597	1,394	75,000		76,394	93,991
685005 Safe and Accessible Transportation (safety)	7	6,327	-	6,327	3,700	1,300	638	224					5,862	464			464	6,327
<b>TOTAL PROJECTS</b>	<b>1,904</b>	<b>1,314,816</b>	<b>468,350</b>	<b>1,783,166</b>	<b>225,094</b>	<b>79,087</b>	<b>504,426</b>	<b>177,231</b>	<b>190,000</b>	<b>84,923</b>	<b>28,000</b>	<b>-</b>	<b>1,288,761</b>	<b>70,938</b>	<b>423,468</b>	<b>-</b>	<b>494,406</b>	<b>1,783,166</b>
701001 Membership Services	48	39,271	-	39,271			26,927	9,461					36,388	2,882			2,882	39,271
702001 Air Quality Outreach	7	10,000	100,000	110,000									-			110,000	110,000	110,000
703001 Public Services	66	54,446	-	54,446									-		54,446		54,446	54,446
704001 Air Quality Operations	128	118,937	-	118,937									-		48,937	70,000	118,937	118,937
705001 Transportation Liaison Services	30	28,042	-	28,042	728	256	18,500	6,500					25,984	2,058			2,058	28,042
760001 Legislative Services	38	45,478	115,050	160,528									-		160,528		160,528	160,528
<b>TOTAL SERVICES</b>	<b>317</b>	<b>296,173</b>	<b>215,050</b>	<b>511,223</b>	<b>728</b>	<b>256</b>	<b>45,427</b>	<b>15,961</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>62,372</b>	<b>4,941</b>	<b>263,911</b>	<b>180,000</b>	<b>448,852</b>	<b>511,223</b>
801001 Staff Development	125	90,086	40,000	130,086	398	140	88,800	31,200					120,537	9,548			9,548	130,086
820001 Committee Support	235	161,173	2,000	163,173	885	311	111,000	39,000					151,196	11,977			11,977	163,173
836001 Regional Travel Demand Model	302	272,960	37,200	310,160	638	224	198,320	69,680	20,000				288,862	21,298			21,298	310,160
842001 Congestion Management Process	137	123,826	-	123,826	546	192	84,360	29,640					114,737	9,089			9,089	123,826
842002 I-84 Corridor Operations Plan	10	9,038	-	9,038	277	97	5,920	2,080					8,375	663			663	9,038
860001 Geographic Information System Maintenance	374	272,738	205,800	478,538			234,096	82,250	96,705				413,050	27,988	37,500		65,488	478,538
860005 Safe and Accessible Transportation (mapping)	18	11,462	-	11,462			7,859	2,761					10,621	841			841	11,462
<b>TOTAL SYSTEM MAINTENANCE</b>	<b>1,201</b>	<b>929,821</b>	<b>285,000</b>	<b>1,214,821</b>	<b>2,744</b>	<b>964</b>	<b>722,496</b>	<b>253,850</b>	<b>116,705</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,096,758</b>	<b>80,563</b>	<b>37,500</b>	<b>-</b>	<b>118,063</b>	<b>1,214,821</b>
990001 Direct Operations / Maintenance	-	-	334,503	334,503									-		329,961	4,542	334,503	334,503
991001 Support Services Labor	948	-	-	-									-		-		-	-
999001 Indirect Operations/Maintenance	-	-	-	-									-		-		-	-
<b>TOTAL INDIRECT/OVERHEAD</b>	<b>948</b>	<b>-</b>	<b>334,503</b>	<b>334,503</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>329,961</b>	<b>4,542</b>	<b>334,503</b>	<b>334,503</b>
<b>GRAND TOTAL</b>	<b>4,370</b>	<b>2,558,600</b>	<b>1,302,903</b>	<b>3,861,503</b>	<b>232,266</b>	<b>81,607</b>	<b>1,280,846</b>	<b>450,027</b>	<b>306,705</b>	<b>84,923</b>	<b>28,000</b>	<b>-</b>	<b>2,464,373</b>	<b>157,748</b>	<b>1,054,840</b>	<b>184,542</b>	<b>1,397,129</b>	<b>3,861,503</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT  
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	102,500	100,000				2,500				
653001 Communication and Education	49,100	24,000			1,300		23,800			
661001 Long-Range Planning	140,950	119,450			2,000		19,500			
661008 Bike Counter Management	19,800	-	19,800							
685001 Transportation Improvement Program	6,000						6,000			
685002 Project Development Program	75,000	75,000								
685004 CIM Implementation Grants	75,000	75,000								
702001 Air Quality Outreach	100,000	100,000								
760001 Legislative Services	115,050			18,000		11,100			85,950	
801001 Staff Development	40,000			40,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	37,200	37,200								
860001 Geographic Information System Maintenance	205,800	162,500	43,300							
990001 Direct Operations / Maintenance	208,653									208,653
Migrate website from Dreamweaver	8,000	8,000								
New/replacement hardware and software	10,000		10,000							
Phone System (carry over)	20,000		20,000							
Workspace buildout (carry over)	18,000		18,000							
Transit network planning software	19,250		19,250							
Cube renewal: Cube Land	15,000		15,000							
AICP and APBP Webinar series	1,600			1,600						
NARC Executive Directors' Conf Sponsorship	10,000			10,000						
Membership dues for COMPASS	17,000								17,000	
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
<b>GRAND TOTAL</b>	<b>1,302,903</b>	<b>701,150</b>	<b>145,350</b>	<b>69,600</b>	<b>3,300</b>	<b>13,600</b>	<b>49,300</b>	<b>9,000</b>	<b>102,950</b>	<b>208,653</b>

T:\Operations\Accounting & Reporting\UPWP\FY2023 Draft

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

CATEGORY	ACCOUNT CODE	FY2022 Revision 4	FY2023 Draft
Professional Services	930	29,000	30,000
Equipment Repair / Maintenance	936	200	500
Publications	943	2,500	2,000
Employee Professional Membership	945	7,500	4,500
Postage	950	750	600
Telephone	951	13,500	14,000
Building Maintenance and Reserve for Major Repairs	955	61,199	63,550
Printing	960	2,250	1,500
Advertising	962	1,500	1,500
Audit	970	16,200	17,000
Insurance	971	14,000	17,250
Legal Services	972	5,000	5,000
General Supplies	980	4,000	3,500
Computer Supplies	982	10,500	9,000
Computer Software / Maintenance	983	20,000	29,500
Vehicle Maintenance	991	1,500	3,000
Utilities	992	9,000	9,000
Local Travel	993	2,000	1,500
Other / Miscellaneous	995	5,000	5,000
<b>TOTAL</b>		<b>205,599</b>	<b>217,900</b>

T:\Operations\Accounting & Reporting\UPWP\FY2023 Draft

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2023 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT  
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	CM	-	117	7	-	124
620005	Safe and Accessible Transportation (development reviews)	CM	-	41	-	-	41
653001	Communication and Education Long-Range Planning	AL NPT Lead	8	13	196	-	217
661001	General Project Management	NPT Lead	14	448	65	-	527
661005	Safe and Accessible Transportation	NPT Lead	-	146	-	-	146
661008	Bike Counter Management	BC	-	107	-	-	107
	Resource Development/Funding	TT					
685001	Transportation Improvement Program	TT	11	365	31	-	407
685002	Project Development Program	JS	-	32	-	-	32
685003	Grant Research and Development	JS	8	170	10	-	188
685004	CIM Implementation Grants	JS	-	25	-	-	25
685005	Safe and Accessible Transportation (safety grant application)	TT	-	7	-	-	7
<b>TOTAL PROJECTS</b>			<b>62</b>	<b>1,490</b>	<b>311</b>	<b>41</b>	<b>1,904</b>
701001	Membership Services	NPT Lead	1	41	6	-	48
702001	Air Quality Outreach	AL	-	-	7	-	7
703001	Public Services	MW	-	59	7	-	66
704001	Air Quality Operations	ML	67	-	12	49	128
705001	Transportation Liaison Services	MS	10	7	13	-	30
760001	Legislative Services	MS	38	-	-	-	38
<b>TOTAL SERVICES</b>			<b>116</b>	<b>107</b>	<b>45</b>	<b>49</b>	<b>317</b>
801001	Staff Development	ML	6	94	19	6	125
820001	Committee Support	ML	7	98	130	-	235
836001	Regional Travel Demand Model	MW	-	302	-	-	302
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)	NPT Lead	-	18	-	-	18
<b>TOTAL SYSTEM MAINTENANCE</b>			<b>13</b>	<b>1,033</b>	<b>149</b>	<b>6</b>	<b>1,201</b>
<b>TOTAL DIRECT</b>			<b>191</b>	<b>2,630</b>	<b>505</b>	<b>96</b>	<b>3,422</b>
991001	Support Services Labor	ML	269	130	185	364	948
<b>TOTAL INDIRECT/OVERHEAD</b>			<b>269</b>	<b>130</b>	<b>185</b>	<b>364</b>	<b>948</b>
<b>TOTAL LABOR</b>			<b>460</b>	<b>2,760</b>	<b>690</b>	<b>460</b>	<b>4,370</b>

T:\Operations\Accounting & Reporting\UPWP\FY2023 Draft

FY2023 - Draft

WORKDAY ALLOCATION



## FINANCE COMMITTEE AGENDA ITEM V-A

Date: June 16, 2022

### **Topic: Variance Report for October 1, 2021 – March 31, 2022**

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

COMPASS staff seeks approval of the Variance Report dated October 1, 2021, to March 31, 2022.

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

The Variance Report provides actual financial results compared to Revision 2 of the FY2022 Unified Planning Work Program and Budget, referred to hereinafter as budget.

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

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

Revenues from member contributions are at 83%, reflecting billings for the first three quarters, as well as full year payments from multiple member agencies. Revenues from the management fee charged to Air Quality Board are at 48% of the budget. Grant revenues are at 52% for billings through March 31, 2022.

Salaries and fringe expense at 45% are on budget at the end of the second quarter. COMPASS has had several staff vacancies during the year and expects to end the year at about 95% of budget for salaries and fringe.

Total direct expenses are at 40% of budget overall.

Professional services are on budget with 42% of the budget expended. The orthophotography flight was budgeted at \$250,000. With the support of participating member agencies, COMPASS negotiated a contract for multi-year flights at an annual cost of \$125,000, so the full \$250,000 will not be spent in FY2022. Other items within professional services are expected to be fully expended. Overall, professional services are expected to end the year at about 90% of budget.

Travel and Education, Printing, Other, Public Involvement, and Meeting Support are all under budget as of March 31, 2022, with most of those categories expected to end the year slightly under budget.

Total indirect expenses are over budget at 63%. 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 March 31, 2022. A summary of COMPASS' cash balance by account is provided at the bottom of the page.

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

To maintain strong internal controls, the Finance Committee periodically compares 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

	Budget	Actual	% of Budget Earned or Expended
Grant revenue	2,570,059	1,333,864	52%
Member contributions	986,062	817,509	83%
ID DEQ/ACAQB Awareness	110,000	43,478	40%
Idaho Transportation Department - Survey software	55,000	-	0%
Air Quality Operations - Management Fee	66,475	32,222	48%
Orthophotography Project - Participants	124,140	-	0%
Project Development - Cities of Eagle and Star	35,000		
Interest income	5,031	5,948	118%
Orthophotography Revenue - Sales	-	4,740	
Modeling revenue	-	15,800	
Maps and publications revenue	-	1,620	
Other income	-	-	
<b>Subtotal, revenues</b>	<b>3,951,767</b>	<b>2,255,181</b>	<b>57%</b>
Staff labor	1,552,900	710,602	46%
Payroll taxes and fringe benefits	726,300	322,252	44%
<b>Subtotal, salaries and fringe expenses</b>	<b>2,279,200</b>	<b>1,032,854</b>	<b>45%</b>
Professional services	1,293,097	548,162	42%
Equipment purchase	165,219	83,609	51%
Travel/education	65,600	4,147	6%
Printing	2,100	-	0%
Other	13,600	3,932	29%
Public involvement	61,100	3,606	6%
Meeting support	9,000	514	6%
Legislative services	102,950	44,774	43%
<b>Subtotal, direct expenses</b>	<b>1,712,666</b>	<b>688,743</b>	<b>40%</b>
Professional services	29,000	13,815	48%
Equipment repair	200	-	0%
Publications	2,500	209	8%
Employee professional memberships	7,500	2,754	37%
Postage	750	208	28%
Telephone	13,500	6,791	50%
Building maintenance/association	61,199	61,688	101%
Printing	2,250		0%
Advertising	1,500	4,255	284%
Audit	16,200	16,200	100%
Insurance	14,000	7,853	56%
Legal services	5,000	264	5%
General supplies	4,000	810	20%
Computer supplies	10,500	1,937	18%
Computer software/maintenance	20,000	7,818	39%
Vehicle maintenance	1,500	2	0%
Utilities	9,000	4,330	48%
Local travel	2,000	140	7%
Other	5,000	461	9%
<b>Subtotal, indirect expenses</b>	<b>205,599</b>	<b>129,535</b>	<b>63%</b>
<b>Total, all expenses</b>	<b>4,197,465</b>	<b>1,851,132</b>	<b>44%</b>
Change in fund balance	(245,698)	404,048	
Beginning fund balance	2,148,847	2,148,847	
<b>Current fund balance</b>	<b>1,903,149</b>	<b>2,552,896</b>	

**COMPASS**  
**FY2022 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES**

As of March 31, 2022, 50% of the fiscal year has passed. Programs that have expended 40% or less of their budgeted dollars are considered under budget. Programs that have expended 60% or more of their budgeted dollars are considered over budget.

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

	Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	Notes	
601	UPWP: Budget Development and Federal Assurances	Larsen	99,831	20,427	20%	-		99,831	20,427	20%	Under Budget. Work on this project will increase in third and fourth quarters. It is expected that this project will be on budget at the end of the fiscal year.	
620	Demographics and Growth Monitoring	Miller	146,102	46,128	32%	2,500	0%	148,602	46,128	31%	Under Budget. Staff anticipates the funds budgeted for this project will be fully expended by the end of the fiscal year.	
653	Communication and Education	Luft	114,277	76,084	67%	40,800	7,664	155,077	83,748	54%	On Budget.	
661	Long-Range Planning	Itkonen	601,641	302,872	50%	313,607	124,331	915,248	427,203	47%	On Budget.	
685	Resource Development/Funding	Tisdale	420,358	192,878	46%	215,800	40,944	636,158	233,822	37%	Under Budget. Staff anticipates the funds budgeted for this project will be slightly under budget at year end due to staff vacancies during the year, and carry over of one CIM Implementation Grant into FY2023.	
<b>Subtotal, Projects</b>			<b>1,382,210</b>	<b>638,389</b>	<b>46%</b>	<b>572,707</b>	<b>172,939</b>	<b>30%</b>	<b>1,954,917</b>	<b>811,328</b>	<b>42%</b>	
701	General Membership Services	Itkonen	112,573	36,398	32%	-		112,573	36,398	32%	Under Budget. Expenditures are directly related to the amount of services requested by member agencies.	
702	Air Quality Outreach	Luft	10,000	4,646	46%	100,000	39,525	110,000	44,171	40%	Under Budget. Staff anticipates the funds budgeted for this project will be fully expended by the end of the fiscal year.	
703	General Public Services	Waldinger	46,541	26,666	57%	-		46,541	26,666	57%	On Budget.	
704	Air Quality Operations	Larsen	104,873	59,400	57%	-		104,873	59,400	57%	On Budget.	
705	Transportation Liaison Services	Stoll	32,168	17,196	53%	-		32,168	17,196	53%	On Budget.	
760	Legislative Services	Stoll	56,550	24,353	43%	115,050	41,104	171,600	65,457	38%	Under Budget. Staff anticipates the funds budgeted for this project will be fully expended by the end of the fiscal year.	
<b>Subtotal, Services</b>			<b>362,705</b>	<b>168,660</b>	<b>47%</b>	<b>215,050</b>	<b>80,629</b>	<b>37%</b>	<b>577,755</b>	<b>249,289</b>	<b>43%</b>	
801	Staff Development	Larsen	69,632	16,060	23%	40,000	3,616	109,632	19,676	18%	Under Budget. Staff anticipates this project will end the year under budget, since conferences and training continue to be mainly virtual.	
820	Committee Support	Larsen	133,218	75,392	57%	2,000	514	135,218	75,906	56%	On Budget.	
836	Regional Travel Demand Model	Waldinger	141,330	85,909	61%	17,200		158,530	85,909	54%	On Budget.	
838	Travel Survey Data Collection	Waldinger	37,318	7,181	19%	483,490	344,384	520,808	351,566	68%	Over Budget. This project is well underway and is expected to be on budget by the end of the fiscal year.	
842	Congestion Management Process / I-84 Corridor Plan	Mulhall	103,280	42,448	41%	-	-	103,280	42,448	41%	On Budget.	
860	Geographic Information System Maintenance	Adolfson	255,106	128,349	50%	313,169	32,269	568,275	160,619	28%	Under Budget. Staff anticipates this project will be on budget by the end of the fiscal year.	
<b>Subtotal, System Maintenance</b>			<b>739,884</b>	<b>355,340</b>	<b>48%</b>	<b>855,859</b>	<b>380,783</b>	<b>44%</b>	<b>1,595,743</b>	<b>736,124</b>	<b>46%</b>	
990	Direct Operations and Maintenance	Larsen				124,050	54,392	124,050	54,392	44%	On Budget.	
<b>Subtotal, Indirect and overhead</b>			<b>-</b>	<b>-</b>		<b>124,050</b>	<b>54,392</b>	<b>44%</b>	<b>124,050</b>	<b>54,392</b>	<b>44%</b>	
<b>GRAND TOTAL</b>			<b>2,484,799</b>	<b>1,162,389</b>	<b>47%</b>	<b>1,767,666</b>	<b>688,743</b>	<b>39%</b>	<b>4,252,465</b>	<b>1,851,132</b>	<b>44%</b>	

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

	<u>9/30/2021</u>	<u>3/31/2022</u>
<b><u>ASSETS</u></b>		
Cash and Cash Equivalents	2,108,436	2,109,409
Accounts Receivable	557,098	518,516
Prepaid Expenses	16,358	-
	<u>2,681,892</u>	<u>2,627,925</u>
<b><u>LIABILITIES</u></b>		
Accounts Payable	381,546	224
Accrued Payroll Liabilities	149,524	72,830
Deferred Revenue	1,975	1,975
	<u>533,045</u>	<u>75,029</u>
<b>Subtotal, liabilities</b>		
<b><u>FUND BALANCE</u></b>		
Nonspendable: Prepaid Expenses	16,358	-
Assigned To: Set-Aside for CIM 2050 Tasks	13,492	-
Assigned To: Set-Aside for CIM Implementation Grant Program	100,000	75,000
Assigned To: Set-Aside for Orthophotography Cost	125,860	125,860
Assigned To: Set-Aside for FY22 Revenue Shortfall	6,347	-
Unassigned	1,886,790	2,352,036
	<u>2,148,847</u>	<u>2,552,896</u>
<b>Subtotal, fund balance</b>		
<b><u>TOTAL LIABILITIES AND FUND BALANCE</u></b>		
	<u>2,681,892</u>	<u>2,627,925</u>

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

<u>Account</u>	<u>Current Rate</u>	<u>Balance</u>
Petty Cash	n/a	200
ID Central Credit Union Share Savings	0.00%	26
ID Central Credit Union Money Market Checking	0.10%	35,244
ID Central Credit Union Premium Money Market Savings	0.15%	50,006
ID Central Credit Union 60 Month CD	2.48%	194,769
Local Government Investment Pool	0.41%	1,355,848
Banner Bank 36 Month CD #8093	0.25%	155,937
Banner Bank 60 Month CD #8069	1.19%	157,775
Banner Bank 60 Month CD #8101	1.85%	159,604
		<u>2,109,409</u>
<b>Total Cash Balance</b>		

## FINANCE COMMITTEE AGENDA ITEM V-B

Date: June 16, 2022

### **Topic: Revision 4 of the FY2022 Unified Planning Work Program and Budget (UPWP)**

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

Review and recommend Revision 4 of the FY2022 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 of Directors, proposed modifications of these documents are brought to the Finance Committee.

The following revisions to revenues are proposed in Revision 4 of the FY2022 UPWP:

- Add a total of \$313,873 of Consolidated Planning Grant funds for expenditure in fiscal year 2023. These are additional funds that were allocated through the recently passed Infrastructure Investment and Jobs Act, but were unknown to COMPASS staff until just recently. The Consolidated Planning Grant funds in the UPWP must correspond to the allocated amount before Consolidated Planning Grants can be obligated, so the funds are being included in Revision 4 of the FY2022 UPWP but are not expected to be expended until FY2023. These additional funds will be carried over to the FY2023 UPWP.

The following revisions to expenses are proposed in Revision 4 of the FY2022 UPWP:

- Add \$313,873 to Direct Operations/Maintenance to correspond to the Consolidated Planning Grant funds described above. Expenditures will be made in FY2023.

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

Without COMPASS Board of Directors' adoption of Revision 4 of the FY2022 UPWP, the agency cannot make full use of available revenues.

#### **More information:**

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

T:\FY22\900 Operations\Finance\1 2022 Packets\06-16-2022\IV.B.i. UPWP Memo fy2023.docx

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO**

**Recommended Changes to FY2022 - Revision 4**

**Summary**

<b>FY2022 Revision 3 UPWP Revenues</b>		<b>\$ 4,252,465</b>	<b>FY2022 Revision 3 UPWP Expenses</b>	<b>\$ 4,252,465</b>
1	Add \$232,266 to Ada County portion of FY2022 CPG funding to match TIP Administrative Modification #11 dated 5/18/2022.	232,266	Increase Direct Operations/Maintenance by \$313,873 to match TIP Administrative Modification #11 dated 5/18/2022.	313,873
	Add \$81,607 to Canyon County portion of FY2022 CPG funding to match TIP Administrative Modification #11 dated 5/18/2022.	81,607		
<b>Recommended Adjustments to Revenues</b>		<b>313,873</b>	<b>Recommended Adjustments to Expenses</b>	<b>313,873</b>
<b>Adjusted Revenues - Revision 4</b>		<b>4,566,338</b>	<b>Adjusted Expenses - Revision 4</b>	<b>4,566,338</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2022 UNIFIED FINANCIAL WORK PROGRAM AND BUDGET - REVISION 4  
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2022 Revision 3	FY2022 Revision 4
<b>GENERAL MEMBERSHIP</b>		
Ada County	241,931	241,931
Ada County Highway District	241,931	241,931
Canyon County	118,802	118,802
Canyon Highway District No. 4	44,458	44,458
Golden Gate Highway District No.3	5,906	5,906
City of Boise	106,519	106,519
City of Caldwell	28,112	28,112
City of Eagle	15,198	15,198
City of Garden City	5,542	5,542
City of Greenleaf	397	397
City of Kuna	12,156	12,156
City of Meridian	56,388	56,388
City of Melba	260	260
City of Middleton	4,594	4,594
City of Nampa	48,932	48,932
City of Notus	251	251
City of Parma	974	974
City of Star	5,904	5,904
City of Wilder	807	807
Subtotal	939,062	939,062
<b>SPECIAL MEMBERSHIP</b>		
Boise State University	9,400	9,400
Capital City Development Corporation	9,400	9,400
Idaho Department of Environmental Quality	9,400	9,400
Idaho Transportation Department	9,400	9,400
Valley Regional Transit	9,400	9,400
Subtotal	47,000	47,000
<b>GRANTS AND SPECIAL PROJECTS</b>		
<b>FHWA/FTA - Consolidated Planning Grants</b>		
CPG - FY2021 K# 20050 Ada County (carryover)	168,747	168,747
CPG - FY2021 K# 20050 Canyon County (carryover)	59,290	59,290
CPG - FY2022 K# 20640 Ada County	1,048,580	1,280,846
CPG - FY2022 K# 20640 Canyon County	368,420	450,027
Sub Total CPG Grants	1,645,037	1,958,910
STP-TMA & STBG-U - K# 19920, FY2022 off-the-top funds for Planning	306,705	306,705
STP TMA - K# 19571, <i>Communities in Motion 2050</i> & carryover	201,194	201,194
STP TMA - K# 19303, Travel Survey Data Collection (carryover)	448,002	448,002
Subtotal	955,901	955,901
<b>OTHER REVENUE SOURCES</b>		
Idaho Department of Environmental Quality	55,000	55,000
Ada County Air Quality Board	55,000	55,000
Air Quality Operations - Management Fee	66,475	66,475
Idaho Transportation Department (Metroquest Survey Software)	55,000	55,000
City of Eagle - Project Development reimbursement	35,000	35,000
Orthophotography - Participant Contributions	124,140	124,140
Interest Income	5,031	5,031
Subtotal	395,646	395,646
<b>TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous</b>	<b>3,982,646</b>	<b>4,296,519</b>
Draw From Fund Balance (CIM Implementation Grants)	100,000	100,000
Draw From Fund Balance (Matching funds for CIM carryover)	15,937	15,937
Draw From Fund Balance (I-84 HOV Study)	21,676	21,676
Draw From Fund Balance (funds set aside for orthophotography flight)	125,860	125,860
Draw From Fund Balance (to fund revenue shortfall)	6,346	6,346
Subtotal	269,819	269,819
<b>TOTAL REVENUE, ALL RESOURCES</b>	<b>4,252,465</b>	<b>4,566,338</b>

EXPENSE	FY2022 Revision 3	FY2022 Revision 4
<b>SALARY, FRINGE &amp; CONTINGENCY</b>		
Salary	1,533,900	1,533,900
Fringe	726,300	726,300
Contingency (Overtime, Bonus, and Sick Time Trade)	19,000	19,000
Subtotal	2,279,200	2,279,200
<b>INDIRECT OPERATIONS &amp; MAINTENANCE</b>		
Indirect Costs	205,599	205,599
Subtotal	205,599	205,599
<b>DIRECT OPERATIONS &amp; MAINTENANCE</b>		
620001, Demographics and Growth Monitoring	2,500	2,500
653001, Communication and Education	40,800	40,800
661001, Long-Range Planning	293,807	293,807
661008, Bike Counter Management	19,800	19,800
685001, Transportation Improvement Program	5,800	5,800
685002, Project Development Program	110,000	110,000
685004, CIM Implementation Grants	100,000	100,000
702001, Air Quality Outreach	100,000	100,000
760001, Legislative Services	115,050	115,050
801001, Staff Development	40,000	40,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	17,200	17,200
838001, Travel Survey Data Collection	483,490	483,490
860001, Geographic Information System Maintenance	313,169	313,169
990001, Direct Operations and Maintenance	124,050	437,923
Subtotal	1,767,666	2,081,539
<b>TOTAL EXPENSE</b>	<b>4,252,465</b>	<b>4,566,338</b>

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	4,252,465	4,566,338
LESS: TOTAL EXPENSES	4,252,465	4,566,338
REVENUE EXCESS/(DEFICIT)	0	(0)



**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 4  
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES												MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY21 CPG Ada County K# 20050 (74%)	FY21 CPG Canyon County K# 20050 (26%)	FY22 CPG Ada County K# 20640 (74%)	FY22 CPG Canyon County K# 20640 (26%)	STP-TMA Off The Top K# 19920	STP-TMA CIM 2050 K# 19751	STP-TMA Travel Survey K# 19303	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other	
601001 UPWP/Budget Development and Federal Assu	91	70,708	-	70,708	466	164	25,818	9,071	30,000			65,518	5,190			5,190	70,708
601002 UPWP/Certification Review	36	29,123	-	29,123			19,969	7,016			26,986	2,138				2,138	29,123
620001 Demographics and Growth Monitoring	101	73,602	2,500	76,102	2,562	900	27,420	9,634	30,000		70,516	5,586				5,586	76,102
620002 Development Monitoring	72	56,069	-	56,069			31,045	10,908	10,000		51,953	4,115				4,115	56,069
620003 Census 2020	23	16,431	-	16,431	137	48	11,130	3,910			15,225	1,206				1,206	16,431
653001 Communication and Education Long-Range Planning	179	114,277	40,800	155,077							-		155,077			155,077	155,077
661001 General Project Management	848	557,032	293,807	850,839	79,211	27,831	302,737	106,367		201,194	717,339.61	56,823	21,676	55,000	133,499	850,839	
661008 Bike Counter Management Resource Development/Funding	94	44,610	19,800	64,410	793	278	29,796	10,469			41,336	3,274	19,800		23,074	64,410	
685001 Transportation Improvement Program	403	257,345	5,800	263,145	10,823	3,803	80,812	28,393	120,000		243,830	19,315			19,315	263,145	
685002 Project Development Program	35	26,691	110,000	136,691	51,596	18,128	18,132	6,371			94,227	7,464		35,000	42,464	136,691	
685003 Grant Research and Development	177	124,412	-	124,412							-		124,412		124,412	124,412	
685004 CIM Implementation Grants	15	11,910	100,000	111,910	62	22	8,104	2,848			11,036	874	100,000		100,874	111,910	
<b>TOTAL PROJECTS</b>	<b>2,074</b>	<b>1,382,210</b>	<b>572,707</b>	<b>1,954,917</b>	<b>145,649</b>	<b>51,174</b>	<b>554,963</b>	<b>194,987</b>	<b>190,000</b>	<b>201,194</b>	<b>1,337,966</b>	<b>105,986</b>	<b>420,965</b>	<b>90,000</b>	<b>616,950</b>	<b>1,954,917</b>	
701001 Membership Services	157	112,573	-	112,573	362	127	76,827	26,993			104,310	8,263			8,263	112,573	
702001 Air Quality Outreach	14	10,000	100,000	110,000							-		110,000		110,000	110,000	
703001 Public Services	60	46,541	-	46,541							-		46,541		46,541	46,541	
704001 Air Quality Operations	126	104,873	-	104,873							-		38,398	66,475	104,873	104,873	
705001 Transportation Liaison Services	41	32,168	-	32,168	841	295	21,216	7,454			29,807	2,361			2,361	32,168	
760001 Legislative Services	53	56,550	115,050	171,600							-		171,600		171,600	171,600	
<b>TOTAL SERVICES</b>	<b>451</b>	<b>362,705</b>	<b>215,050</b>	<b>577,755</b>	<b>1,203</b>	<b>423</b>	<b>98,044</b>	<b>34,448</b>	<b>-</b>	<b>-</b>	<b>134,117</b>	<b>10,624</b>	<b>256,539</b>	<b>176,475</b>	<b>443,638</b>	<b>577,755</b>	
801001 Staff Development	106	69,632	40,000	109,632			47,745	16,775			64,521	5,111	40,000		45,111	109,632	
820001 Committee Support	210	133,218	2,000	135,218			91,345	32,094			123,440	9,778	2,000		11,778	135,218	
836001 Regional Travel Demand Model	178	141,330	17,200	158,530	13,615	4,784	81,373	28,591	20,000		148,362	10,168			10,168	158,530	
838001 Travel Survey Data Collection	47	37,318	483,490	520,808	194	68	25,394	8,922		448,002	482,580	38,227			38,227	520,808	
842001 Congestion Management Process	96	75,491	-	75,491	413	145	51,350	18,042			69,950	5,541			5,541	75,491	
842002 I-84 Corridor Operations Plan	35	27,790	-	27,790	144	51	18,910	6,644			25,750	2,040			2,040	27,790	
860001 Geographic Information System Maintenance	402	255,106	313,169	568,275	7,529	2,645	79,456	27,917	96,705		214,251	23,361	80,662	250,000	354,024	568,275	
<b>TOTAL SYSTEM MAINTENANCE</b>	<b>1,074</b>	<b>739,884</b>	<b>855,859</b>	<b>1,595,743</b>	<b>21,895</b>	<b>7,693</b>	<b>395,574</b>	<b>138,985</b>	<b>116,705</b>	<b>-</b>	<b>1,128,854</b>	<b>94,227</b>	<b>122,662</b>	<b>250,000</b>	<b>466,889</b>	<b>1,595,743</b>	
990001 Direct Operations / Maintenance	-	-	437,923	437,923			232,266	81,607			313,873		119,019	5,031	124,050	437,923	
991001 Support Services Labor	876	-	-	-			-	-			-				-	-	
999001 Indirect Operations/Maintenance	-	-	-	-			-	-			-				-	-	
<b>TOTAL INDIRECT/OVERHEAD</b>	<b>876</b>	<b>-</b>	<b>437,923</b>	<b>437,923</b>	<b>-</b>	<b>-</b>	<b>232,266</b>	<b>81,607</b>	<b>-</b>	<b>-</b>	<b>313,873</b>	<b>-</b>	<b>119,019</b>	<b>5,031</b>	<b>124,050</b>	<b>437,923</b>	
<b>G R A N D T O T A L</b>	<b>4,475</b>	<b>2,484,799</b>	<b>2,081,539</b>	<b>4,566,338</b>	<b>168,747</b>	<b>59,290</b>	<b>1,280,846</b>	<b>450,027</b>	<b>306,705</b>	<b>201,194</b>	<b>2,914,810</b>	<b>210,836</b>	<b>919,185</b>	<b>521,506</b>	<b>1,651,527</b>	<b>4,566,338</b>	

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 4  
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	40,800	19,900			600		20,300			
661001 Long-Range Planning	293,807	257,307			1,500		35,000			
661008 Bike Counter Management	19,800	-	19,800							
685001 Transportation Improvement Program	5,800						5,800			
685002 Project Development Program	110,000	110,000								
685004 CIM Implementation Grants	100,000	100,000								
702001 Air Quality Outreach	100,000	100,000								
760001 Legislative Services	115,050			18,000		11,100			85,950	
801001 Staff Development	40,000			40,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	17,200	17,200								
838001 Travel Survey Data Collection	483,490	483,490								
860001 Geographic Information System Maintenance	313,169	250,000	63,169							
990001 Direct Operations / Maintenance	313,873									313,873
Phone System (CISCO is at end of life)	20,000		20,000							
Workspace buildout	18,000		18,000							
New/replacement hardware and software	10,000		10,000							
Transit network planning software	19,250		19,250							
Cube renewal; Cube Land	15,000		15,000							
Migrate website from Dreamweaver	10,200	10,200								
AICP and APBP Webinar series	1,600			1,600						
Tools of the Trade sponsorship	6,000			6,000						
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>2,081,539</b>	<b>1,348,097</b>	<b>165,219</b>	<b>65,600</b>	<b>2,100</b>	<b>13,600</b>	<b>61,100</b>	<b>9,000</b>	<b>102,950</b>	<b>313,873</b>

T:\Operations\Accounting & Reporting\UPWP\FY2022 Rev4