



**FINANCE COMMITTEE MEETING
JUNE 17, 2021 – 12:00 PM
COMPASS 1ST FLOOR BOARD ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO**

Committee members can participate in the meeting in-person or via Zoom conference call. The 1st floor Board room is open for in-person attendance, but has limited capacity. In-person attendees must maintain physical distance and should wear a mask at all times in the COMPASS building, if not fully vaccinated.

Please specify whether you plan to attend in-person or virtually when RSVPing to Hailey Townsend at htownsend@compassidaho.org or 208-475-2232.

****AGENDA****

I. CALL TO ORDER/ROLL CALL

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 2 *A. Approve March 18, 2021, Finance Committee Meeting Minutes

IV. INFORMATION/DISCUSSION ITEM

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

Page 8 *B. Review Draft FY2022 Unified Planning Work Program and Budget

V. ACTION ITEMS

Page 35 *A. Approve Variance Report for October 1, 2020 – March 31, 2021

VI. OTHER

A. Next Meeting: July 15, 2021

VII. ADJOURNMENT

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

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

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

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**FINANCE COMMITTEE MEETING
MARCH 18, 2021
ZOOM CONFERENCE CALL**

****MINUTES****

ATTENDEES: John Evans, Mayor, City of Garden City, via telephone
Jay Gibbons, Commissioner, Canyon Highway District #4, via telephone
Kendra Kenyon, **Vice Chair**, Commissioner, Ada County, via telephone
Mary May, **Chair**, Commissioner, Ada County Highway District, via telephone
Garret Nancolas, Mayor, City of Caldwell, via telephone
Holly Woodings, City of Boise, via telephone

MEMBERS ABSENT: Keri Smith, Commissioner, Canyon County

OTHERS PRESENT: Meg Larsen, Community Planning Association, via telephone
Matt Stoll, Community Planning Association, via telephone
Hailey Townsend, Community Planning Association, via telephone

CALL TO ORDER:

Chair Mary May called the meeting to order at 12:03 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

A. Approve December 17, 2020, Finance Committee Meeting Minutes

Holli Woodings moved and Garret Nancolas seconded approval of the Consent Agenda as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEM

A. Review Report of Disbursements Made in the Reporting Period

Meg Larsen reviewed the report of disbursements made in the reporting period, December 5, 2020 to March 5, 2021, 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 ITEM

A. Elect Finance Committee Vice Chair

Mary May facilitated the election of the Finance Committee Vice Chair for 2021.

After discussion, **Holli Woodings moved and John Evans seconded to elect Kendra Kenyon as the 2021 Finance Committee Vice Chair. Motion passed unanimously.**

B. Approve Variance Report for October 1, 2020 – December 31, 2020

Meg Larsen presented the Variance Report for October 1, 2020 – December 31, 2020, for approval by the Finance Committee.

After discussion, **Jay Gibbons moved and Holli Woodings seconded to approve the variance report as presented. Motion passed unanimously.**

C. Recommend COMPASS Board Approval of the FY2022 General and Special Membership Dues

Meg Larsen reviewed FY2022 general and special membership dues for recommendation by the Finance Committee for approval by the COMPASS Board of Directors.

After discussion, **Holli Woodings moved and Garret Nancolas seconded to recommend the FY2022 General and Special Membership Dues for COMPASS Board of Directors' approval. Motion passed unanimously.**

ADJOURNMENT

Garret Nancolas moved and John Evans seconded to adjourn the meeting at 12:43 p.m. Motion passed unanimously.

Approved this 17th day of June 2021.

**By: _____
Mary May, Chair**

Attest:

**By: _____
Kendra Kenyon, Vice Chair**

Check History Report
Sorted By Vendor Name
Activity From: 3/6/2021 to 6/4/2021

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: ACHDCOM ACHD Commuteride					
A	ICCU - Checking	006723	3/19/2021	1,000.00	Auto
Vendor ACHD Commuteride Total:				<u>1,000.00</u>	
Vendor Number: AGENCY AGENCY PRESS					
A	ICCU - Checking	E00903	5/5/2021	198.00	Electronic Payment
Vendor AGENCY PRESS Total:				<u>198.00</u>	
Vendor Number: BOICHA BOISE AREA CHAMBER OF COMMERCE					
A	ICCU - Checking	E00910	5/20/2021	450.00	Electronic Payment
Vendor BOISE AREA CHAMBER OF COMMERCE Total:				<u>450.00</u>	
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E00893	4/5/2021	27,794.44	Electronic Payment
A	ICCU - Checking	E00909	5/5/2021	26,832.96	Electronic Payment
A	ICCU - Checking	E00926	6/4/2021	27,793.44	Electronic Payment
Vendor Boise Municipal Health Care Total:				<u>82,420.84</u>	
Vendor Number: BOE Boise Office Equipment					
A	ICCU - Checking	006756	5/20/2021	94.72	Auto
Vendor Boise Office Equipment Total:				<u>94.72</u>	
Vendor Number: BSURADI Boise State Public Radio					
A	ICCU - Checking	006724	3/19/2021	3,080.00	Auto
A	ICCU - Checking	006739	4/20/2021	690.00	Auto
Vendor Boise State Public Radio Total:				<u>3,770.00</u>	
Vendor Number: BORTONL Borton-Lakey Law					
A	ICCU - Checking	E00883	3/19/2021	346.50	Electronic Payment
Vendor Borton-Lakey Law Total:				<u>346.50</u>	
Vendor Number: CANYONO Canyon Outdoor Media, LLC					
A	ICCU - Checking	E00894	4/20/2021	2,200.00	Electronic Payment
A	ICCU - Checking	E00911	5/20/2021	2,200.00	Electronic Payment
Vendor Canyon Outdoor Media, LLC Total:				<u>4,400.00</u>	
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT					
A	ICCU - Checking	006721	3/19/2021	169.32	Manual
A	ICCU - Checking	006737	4/20/2021	169.32	Manual
A	ICCU - Checking	006754	5/20/2021	169.32	Manual
Vendor COLONIAL LIFE & ACCIDENT Total:				<u>507.96</u>	
Vendor Number: CUMUBOI Cumulus - Boise					
A	ICCU - Checking	006725	3/19/2021	1,601.40	Auto
Vendor Cumulus - Boise Total:				<u>1,601.40</u>	
Vendor Number: DKSACCO DKS Associates					
A	ICCU - Checking	E00884	3/19/2021	14,689.80	Electronic Payment
A	ICCU - Checking	E00904	5/5/2021	34,061.50	Electronic Payment
A	ICCU - Checking	E00912	5/20/2021	11,919.05	Electronic Payment
Vendor DKS Associates Total:				<u>60,670.35</u>	
Vendor Number: ECOCOUN Eco Counter					
A	ICCU - Checking	E00891	4/5/2021	1,325.00	Electronic Payment
Vendor Eco Counter Total:				<u>1,325.00</u>	
Vendor Number: FLEXTE FLEXTECHS, LLC					
A	ICCU - Checking	E00885	3/19/2021	2,465.00	Electronic Payment
A	ICCU - Checking	E00895	4/20/2021	3,587.69	Electronic Payment
A	ICCU - Checking	E00905	5/5/2021	757.88	Electronic Payment
A	ICCU - Checking	E00913	5/20/2021	2,577.00	Electronic Payment
A	ICCU - Checking	E00920	6/4/2021	171.89	Electronic Payment
Vendor FLEXTECHS, LLC Total:				<u>9,559.46</u>	
Vendor Number: GEOTER GEOTERRA MAPPING GROUP					

Check History Report
Sorted By Vendor Name
Activity From: 3/6/2021 to 6/4/2021

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	E00921	6/4/2021	33,250.00	Electronic Payment
Vendor GEOTERRA MAPPING GROUP Total:				33,250.00	
Vendor Number: ZHARTF HARTFORD					
A	ICCU - Checking	006722	3/19/2021	865.47	Manual
A	ICCU - Checking	006738	4/20/2021	866.47	Manual
A	ICCU - Checking	006755	5/20/2021	866.47	Manual
Vendor HARTFORD Total:				2,598.41	
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	006731	4/5/2021	1,913.30	Auto
A	ICCU - Checking	006748	5/5/2021	2,928.36	Auto
A	ICCU - Checking	006760	6/4/2021	2,810.34	Auto
Vendor IDAHO CENTRAL CREDIT UNION Total:				7,652.00	
Vendor Number: IDPOWE IDAHO POWER CO.					
A	ICCU - Checking	006726	3/19/2021	482.62	Auto
A	ICCU - Checking	006740	4/20/2021	493.84	Auto
A	ICCU - Checking	006757	5/20/2021	524.61	Auto
Vendor IDAHO POWER CO. Total:				1,501.07	
Vendor Number: IDPRES IDAHO PRESS-TRIBUNE					
A	ICCU - Checking	006732	4/5/2021	196.56	Auto
A	ICCU - Checking	006741	4/20/2021	705.83	Auto
A	ICCU - Checking	006758	5/20/2021	103.98	Auto
A	ICCU - Checking	006761	6/4/2021	89.84	Auto
Vendor IDAHO PRESS-TRIBUNE Total:				1,096.21	
Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION					
A	ICCU - Checking	W00492	3/19/2021	3,968.00	Wire Transfer
A	ICCU - Checking	W00498	4/20/2021	4,341.00	Wire Transfer
A	ICCU - Checking	W00503	5/20/2021	4,118.00	Wire Transfer
Vendor IDAHO STATE TAX COMMISSION Total:				12,427.00	
Vendor Number: IDSTATR Idaho Statesman - Renewal					
A	ICCU - Checking	006743	4/20/2021	1,128.40	Auto
Vendor Idaho Statesman - Renewal Total:				1,128.40	
Vendor Number: IMPACT Impact Radio Group					
A	ICCU - Checking	006727	3/19/2021	3,905.00	Auto
Vendor Impact Radio Group Total:				3,905.00	
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.					
A	ICCU - Checking	006728	3/19/2021	345.43	Auto
A	ICCU - Checking	006744	4/20/2021	227.25	Auto
A	ICCU - Checking	006759	5/20/2021	109.68	Auto
Vendor INTERMOUNTAIN GAS CO. Total:				682.36	
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W00490	3/19/2021	15,508.48	Wire Transfer
A	ICCU - Checking	W00493	4/5/2021	16,160.33	Wire Transfer
A	ICCU - Checking	W00496	4/20/2021	15,811.54	Wire Transfer
A	ICCU - Checking	W00499	5/5/2021	15,786.82	Wire Transfer
A	ICCU - Checking	W00501	5/20/2021	15,072.47	Wire Transfer
A	ICCU - Checking	W00504	6/4/2021	15,553.01	Wire Transfer
Vendor INTERNAL REVENUE SERVICE Total:				93,892.65	
Vendor Number: JUBENG JUB Engineers, Inc.					
A	ICCU - Checking	E00892	4/5/2021	12,552.00	Electronic Payment
Vendor JUB Engineers, Inc. Total:				12,552.00	
Vendor Number: HOLMES KEITH HOLMES					
A	ICCU - Checking	E00896	4/20/2021	100.00	Electronic Payment

Check History Report
Sorted By Vendor Name
Activity From: 3/6/2021 to 6/4/2021

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor KEITH HOLMES Total:				100.00	
Vendor Number: KELLER Keller Associates, Inc.					
A	ICCU - Checking	006733	4/5/2021	2,942.50	Auto
A	ICCU - Checking	006745	4/20/2021	417.50	Auto
Vendor Keller Associates, Inc. Total:				3,360.00	
Vendor Number: KIMANG Kim Anglesey					
A	ICCU - Checking	E00914	5/20/2021	1,710.60	Electronic Payment
Vendor Kim Anglesey Total:				1,710.60	
Vendor Number: KUNMEL KUNA MELBA NEWS					
A	ICCU - Checking	006749	5/5/2021	42.95	Auto
Vendor KUNA MELBA NEWS Total:				42.95	
Vendor Number: WALDIN MARY ANN WALDINGER					
A	ICCU - Checking	E00925	6/4/2021	104.93	Electronic Payment
Vendor MARY ANN WALDINGER Total:				104.93	
Vendor Number: STOLL MATTHEW STOLL					
A	ICCU - Checking	E00887	3/19/2021	38.60	Electronic Payment
A	ICCU - Checking	E00898	4/20/2021	38.57	Electronic Payment
A	ICCU - Checking	E00916	5/20/2021	38.59	Electronic Payment
A	ICCU - Checking	E00923	6/4/2021	250.00	Electronic Payment
Vendor MATTHEW STOLL Total:				365.76	
Vendor Number: IDSTAT McClatchy Company					
A	ICCU - Checking	006742	4/20/2021	184.88	Auto
Vendor McClatchy Company Total:				184.88	
Vendor Number: NARC National Association of Regional Councils					
A	ICCU - Checking	006746	4/20/2021	3,349.15	Auto
A	ICCU - Checking	006746	4/20/2021	3,349.15	Reversal
A	ICCU - Checking	E00922	6/4/2021	3,349.15	Electronic Payment
Vendor National Association of Regional Councils Total:				3,349.15	
Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)					
A	ICCU - Checking	006720	3/19/2021	64.00	Manual
A	ICCU - Checking	006736	4/20/2021	64.00	Manual
A	ICCU - Checking	006753	5/20/2021	64.00	Manual
Vendor NCPERS Group Life Ins. (M605) Total:				192.00	
Vendor Number: NEIGHB NEIGHBORHOOD ALL STARS					
A	ICCU - Checking	E00897	4/20/2021	1,887.50	Electronic Payment
A	ICCU - Checking	E00915	5/20/2021	2,922.00	Electronic Payment
Vendor NEIGHBORHOOD ALL STARS Total:				4,809.50	
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	006747	4/20/2021	161.52	Auto
A	ICCU - Checking	006750	5/5/2021	165.36	Auto
Vendor Office Depot Total:				326.88	
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W00491	3/19/2021	19,236.23	Wire Transfer
A	ICCU - Checking	W00494	4/5/2021	19,721.33	Wire Transfer
A	ICCU - Checking	W00497	4/20/2021	19,540.15	Wire Transfer
A	ICCU - Checking	W00500	5/5/2021	19,779.83	Wire Transfer
A	ICCU - Checking	W00502	5/20/2021	18,969.01	Wire Transfer
A	ICCU - Checking	W00505	6/4/2021	19,415.89	Wire Transfer
Vendor PUBLIC EMPLOYEES RETIREMENT Total:				116,662.44	
Vendor Number: HAUKKAL Rachel Haukkala					
A	ICCU - Checking	E00906	5/5/2021	475.00	Electronic Payment
Vendor Rachel Haukkala Total:				475.00	

Check History Report
Sorted By Vendor Name
Activity From: 3/6/2021 to 6/4/2021

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: RADIO R Radio Rancho					
A	ICCU - Checking	006729	3/19/2021	2,000.00	Auto
				Vendor Radio Rancho Total:	2,000.00
Vendor Number: ZRBH Reliant Behavioral Health					
A	ICCU - Checking	006730	3/19/2021	930.00	Auto
				Vendor Reliant Behavioral Health Total:	930.00
Vendor Number: SHADOW SHADOW TRACKERS INVESTIGATIVE					
A	ICCU - Checking	E00886	3/19/2021	50.00	Electronic Payment
				Vendor SHADOW TRACKERS INVESTIGATIVE Total:	50.00
Vendor Number: SHREDIT Shred-It USA- Boise					
A	ICCU - Checking	006751	5/5/2021	60.00	Auto
				Vendor Shred-It USA- Boise Total:	60.00
Vendor Number: ZIDGRA STATE TAX COMMISSION					
A	ICCU - Checking	W00495	4/5/2021	1,337.04	Wire Transfer
				Vendor STATE TAX COMMISSION Total:	1,337.04
Vendor Number: SYRINGA Syringa Networks, LLC					
A	ICCU - Checking	E00888	3/19/2021	936.49	Electronic Payment
A	ICCU - Checking	E00899	4/20/2021	938.52	Electronic Payment
A	ICCU - Checking	E00917	5/20/2021	938.52	Electronic Payment
				Vendor Syringa Networks, LLC Total:	2,813.53
Vendor Number: TISCHLE TischlerBise					
A	ICCU - Checking	E00900	4/20/2021	17,925.00	Electronic Payment
A	ICCU - Checking	E00907	5/5/2021	23,430.00	Electronic Payment
				Vendor TischlerBise Total:	41,355.00
Vendor Number: TOWNSQU Townsquare Digital					
A	ICCU - Checking	006734	4/5/2021	6,106.00	Auto
				Vendor Townsquare Digital Total:	6,106.00
Vendor Number: TRAVELE Travelers					
A	ICCU - Checking	006735	4/5/2021	375.00	Auto
				Vendor Travelers Total:	375.00
Vendor Number: TREAVA TREASURE VALLEY COFFEE					
A	ICCU - Checking	006752	5/5/2021	93.17	Auto
				Vendor TREASURE VALLEY COFFEE Total:	93.17
Vendor Number: VRT Valley Regional Transit					
A	ICCU - Checking	E00890	3/19/2021	4,770.00	Electronic Payment
A	ICCU - Checking	E00902	4/20/2021	1,500.00	Electronic Payment
A	ICCU - Checking	E00919	5/20/2021	1,500.00	Electronic Payment
A	ICCU - Checking	E00924	6/4/2021	1,500.00	Electronic Payment
				Vendor Valley Regional Transit Total:	9,270.00
Vendor Number: VERITA VERITAS					
A	ICCU - Checking	E00889	3/19/2021	7,912.50	Electronic Payment
A	ICCU - Checking	E00901	4/20/2021	7,912.50	Electronic Payment
A	ICCU - Checking	E00918	5/20/2021	7,912.50	Electronic Payment
				Vendor VERITAS Total:	23,737.50
Vendor Number: WESTRO WESTERN TROPHY & ENGRAVING					
A	ICCU - Checking	E00908	5/5/2021	116.92	Electronic Payment
				Vendor WESTERN TROPHY & ENGRAVING Total:	116.92
				Report Total:	<u>556,957.58</u>

FINANCE COMMITTEE AGENDA ITEM IV-B

Date: June 17, 2021

Topic: Draft FY2022 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 has provided a preliminary draft of the FY2022 UPWP to the Finance Committee for review and comment. Feedback from the Finance Committee 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 15, 2021, meeting, with a request to recommend approval. It will then be presented to the COMPASS Board in August 2021 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 FY2022 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.

Program Worksheets - A one-page worksheet for each program describing the purpose of the program, the planned tasks in that program for the year, and the expenses and funding sources for that program.

The draft FY2022 UPWP contains the following assumptions for revenues and expenses:

1. Total membership dues shown reflect the amount approved by the Board at its April 19, 2021, meeting. Although the per capita rate has remained the same since FY2015, the total dues increased compared to FY2021. The increase is entirely attributable to year over year population growth in the jurisdictions.

2. Projected revenue of \$1,417,000 from the FY2022 Consolidated Planning Grant (CPG) reflects the amount included in the FY2021-FY2027 Regional Transportation Improvement Program (TIP).
3. Revenue of \$306,705 from off-the-top STBG-TMA and STBG-U funds, as approved by the COMPASS Board on April 19, 2010, continues.
4. Revenues include \$45,589 from STP-TMA funds for *Communities in Motion* (CIM) 2050.
5. 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.
6. Revenues include \$66,475 from Air Quality Board to reimburse COMPASS for support services provided for Air Quality operations. The reimbursement amount is the greater of actual costs, or 10% of revenues. The amount shown is a conservative estimate of 10% of anticipated revenues.
7. Revenues include \$137,050 from participant contributions for the FY2022 orthophotography flight. COMPASS has \$112,951 on hand in fund balance from revenues generated from the 2019 flight that will also be applied to the total cost, reducing the required contributions from participants.
8. Interest income is estimated as \$5,031 in FY2022, reflecting declining interest rates.
9. Revenues include \$50,000 from fund balance for the CIM Implementation Grant Program.
10. Revenues include \$95,443 from fund balance to cover the shortfall and balance the budget.
11. Salary costs cover 19 full time and one half-time employee. This includes a temporary staffing increase of one full time employee. COMPASS anticipates retirement of senior staff in FY2023, and proposes bringing new staff aboard in FY2022 to prepare for that transition. The total number of employees is expected to return to the FY2021 level of 18.5 in FY2023.
12. Salary costs include a 3% across-the-board adjustment to salaries for cost of living. Staff believes the salary data collected support an adjustment to salary ranges to remain competitive for quality employees in the current environment.
13. Salary costs include a 3% merit pool. Salary adjustments from this pool made during the year would be performance based, and the distribution of those individual salary adjustments is determined by the Executive Director.
14. Fringe expenses included an allowance for a seven percent increase in the cost of health insurance and a three percent increase in the cost of disability benefits for FY2022. PERSI contribution rates are not expected to change in FY2022.
15. Indirect expenses increase by just over \$1,600 (about 1%) to a total of \$205,599. Staff continues to closely manage indirect expenses in an effort to control the organization's overall costs.
16. Total direct expenses decline significantly compared to FY2021. Substantial work was done on CIM 2050 and the household travel and on board transit surveys in FY2021, and these projects will be wrapped up in FY2022, with total expenses being much lower as they wind down.
17. Direct expenses include \$250,000 for an orthophotography flight. The last flight was completed in FY2019. This will be funded with fund balance on hand and participant contributions, as described above.
18. Direct expenses include \$18,000 to build out the remaining modular work spaces in the COMPASS office with hard walled spaces.
19. Direct expenses include \$10,200 to migrate 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.
20. The Project Development Program is proposed to be funded in FY2022, its eighth year, at \$75,000. This is the same amount as FY2021.

21. The CIM Implementation Grant Program is funded at \$50,000, the same amount as FY2021.
22. Direct expenses for all other programs are fairly stable and consistent with current year activities.

Implication (policy and/or financial):

Federal approval of the UPWP by October 1, 2021, is required in order to begin work in FY2022.

More Information:

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

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
REVENUE AND EXPENSE SUMMARY (TOTAL)**

REVENUE	FY2021 Rev 1	FY2022 Draft
GENERAL MEMBERSHIP		
Ada County	235,317	241,931
Ada County Highway District	235,317	241,931
Canyon County	114,775	118,802
Canyon Highway District No. 4	42,784	44,458
Golden Gate Highway District No.3	5,718	5,906
City of Boise	105,986	106,519
City of Caldwell	26,988	28,112
City of Eagle	14,356	15,198
City of Garden City	5,494	5,542
City of Greenleaf	384	397
City of Kuna	10,974	12,156
City of Meridian	52,622	56,388
City of Melba	260	260
City of Middleton	4,312	4,594
City of Nampa	47,115	48,932
City of Notus	251	251
City of Parma	952	974
City of Star	5,229	5,904
City of Wilder	798	807
Subtotal	909,632	939,062
SPECIAL MEMBERSHIP		
Boise State University	9,100	9,400
Capital City Development Corporation	9,100	9,400
Idaho Department of Environmental Quality	9,100	9,400
Idaho Transportation Department	9,100	9,400
Valley Regional Transit	9,100	9,400
Subtotal	45,500	47,000
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2020 K# 19258 Ada County 125,573 1	125,573	
CPG - FY2020 K# 19258 Canyon County	44,120	
CPG - FY2021 K# 20050 Ada County	1,023,420	
CPG - FY2021 K# 20050 Canyon County	359,580	
CPG - FY2022 K# 20640 Ada County		1,048,580
CPG - FY2022 K# 20640 Canyon County		368,420
Sub Total CPG Grants	1,552,693	1,417,000
STP TMA & STPU - K# 19389, FY2021 off-the-top funds for Planning	306,705	
STBG-TMA & STBG-U - K# 19920, FY2021 off-the-top funds for Planning		306,705
STP TMA - K# 19571, <i>Communities in Motion 2050</i>	446,186	
STP TMA - K# 19571, <i>Communities in Motion 2050</i>		45,589
STBG TMA - K# 19303, Travel Survey Data Collection	787,610	
Subtotal	1,540,501	352,294
OTHER REVENUE SOURCES		
Idaho Department of Environmental Quality	55,000	55,000
Ada County Air Quality Board	55,000	55,000
Air Quality Operations - Management Fee	76,278	66,475
Idaho Transportation Department (share of TREDIS purchase)	16,200	
Idaho Transportation Department (Metroquest Survey Software)	26,250	
City of Boise - Funding in Excess of \$24,000 for Project Development (Broadway-Federal V	9,839	
Orthophotography - Participant Contributions	116,583	137,050
Interest Income	7,000	5,031
Subtotal	362,150	318,556
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	4,410,476	3,073,912
Draw From Fund Balance (ITD Funds Received I-84 Operations Study)	150,000	
Draw From Fund Balance (ACHD Commuteride Funds Received for Park & Ride)	20,849	
Draw From Fund Balance (CIM Implementation Grants)	50,000	50,000
Draw From Fund Balance (CIM Implementation Grants - Melba)	4,000	
Draw From Fund Balance (funds set aside for orthophotography flight)		112,951
Draw From Fund Balance (to fund revenue shortfall)	27,469	95,443
Subtotal	252,318	258,394
TOTAL REVENUE, ALL RESOURCES	4,662,794	3,332,306

EXPENSE	FY2021 Rev 1	FY2022 Draft
SALARY, FRINGE & CONTINGENCY		
Salary	1,387,200	1,495,507
Fringe	654,151	684,300
Contingency (Overtime, Bonus, and Sick Time Trade)	19,000	19,000
Subtotal	2,060,351	2,198,807
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	203,950	205,599
Subtotal	203,950	205,599
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	2,500	2,500
653001, Communication and Education	45,300	40,800
661001, Long-Range Planning	707,871	50,700
661008, Bike Counter Management	19,800	24,800
685001, Transportation Improvement Program	5,600	5,800
685002, Project Development Program	84,839	75,000
685004, CIM Implementation Grants	54,000	50,000
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	22,200	17,200
838001, Travel Survey Data Collection	850,000	
860001, Geographic Information System Maintenance	173,383	300,000
990001, Direct Operations and Maintenance	175,950	104,050
Subtotal	2,398,493	927,900
TOTAL EXPENSE	4,662,794	3,332,306

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	4,662,794	3,332,306
LESS: TOTAL EXPENSES	4,662,794	3,332,306
REVENUE EXCESS/(DEFICIT)	0	0

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

WORK PROGRAM NUMBER	EXPENSES				FUNDING					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%)	STP-TMA Off The Top K# 19920	STP-TMA CIM 2050 K# 19751	Total Federal Funds	Required Match	Local Funds/FB	Other Revenue	Total Local & Other	
601001 UPWP/Budget Development and Federal Assurance	91	70,670	-	70,670	26,257	9,225	30,000		65,482	5,187			5,187	70,670
601002 UPWP/Certification Review	37	28,878	-	28,878	19,801	6,957			26,758	2,120			2,120	28,878
620001 Demographics and Growth Monitoring	100	72,319	2,500	74,819	27,388	9,623	30,000		67,011	5,308	2,500		7,808	74,819
620002 Development Monitoring	74	56,199	-	56,199	31,135	10,939	10,000		52,074	4,125			4,125	56,199
620003 Census 2020	23	16,476	-	16,476	11,297	3,969			15,266	1,209			1,209	16,476
653001 Communication and Education	184	114,422	40,800	155,222					-		155,222		155,222	155,222
Long-Range Planning									-					
661001 General Project Management	444	269,575	50,700	320,275	185,871	65,306		45,589	296,766	23,508			23,508	320,275
661003 Roadways	43	27,388	-	27,388	18,780	6,598			25,378	2,010			2,010	27,388
661004 Freight	31	17,368	-	17,368	11,909	4,184			16,094	1,275			1,275	17,368
661005 Bicycles/Pedestrians	117	52,417	-	52,417	35,941	12,628			48,569	3,847			3,847	52,417
661006 Public Transportation	57	31,516	-	31,516	21,610	7,593			29,202	2,313			2,313	31,516
661007 Performance Management	55	31,490	-	31,490	21,592	7,586			29,178	2,311			2,311	31,490
661008 Bike Counter Management	95	42,662	24,800	67,462	29,253	10,278			39,531	3,131	24,800		27,931	67,462
661009 Public Involvement	46	30,189	-	30,189	20,700	7,273			27,973	2,216			2,216	30,189
661010 Human Services Transportation Plan Update	55	29,122	-	29,122	19,969	7,016			26,985	2,138			2,138	29,122
Resource Development/Funding									-					
685001 Transportation Improvement Program	390	249,274	5,800	255,074	82,123	28,854	120,000		230,977	18,297	5,800		24,097	255,074
685002 Project Development Program	35	26,101	75,000	101,101	17,897	6,288			24,185	1,916	75,000		76,916	101,101
685003 Grant Research and Development	176	123,926	-	123,926					-		123,926		123,926	123,926
685004 CIM Implementation Grants	15	12,032	50,000	62,032	8,250	2,899			11,148	883	50,000		50,883	62,032
TOTAL PROJECTS	2,068	1,302,022	249,600	1,551,622	589,772	207,217	190,000	45,589	1,032,578	81,795	437,249	-	519,044	1,551,622
701001 Membership Services	159	112,541	-	112,541	77,167	27,113			104,280	8,260.48			8,260	112,541
702001 Air Quality Outreach	14	10,000	100,000	110,000					-		110,000		110,000	110,000
703001 Public Services	64	48,572	-	48,572					-		48,572		48,572	48,572
704001 Air Quality Operations	126	104,388	-	104,388					-		37,913	66,475	104,388	104,388
705001 Transportation Liaison Services	39	30,077	-	30,077	20,623	7,246			27,869	2,208			2,208	30,077
760001 Legislative Services	53	56,359	115,050	171,409					-		171,409		171,409	171,409
TOTAL SERVICES	455	361,937	215,050	576,987	97,791	34,359	-	-	132,150	10,468	257,895	176,475	444,838	576,987
801001 Staff Development	107	65,661	40,000	105,661	45,023	15,819			60,841	4,820	40,000		44,820	105,661
820001 Committee Support	233	137,420	2,000	139,420	94,227	33,107			127,334	10,087	2,000		12,087	139,420
836001 Regional Travel Demand Model	178	142,774	17,200	159,974	83,098	29,196	20,000		132,294	10,480	17,200		27,680	159,974
838001 Travel Survey Data Collection	47	37,699	-	37,699	25,849	9,082			34,932	2,767			2,767	37,699
842001 Congestion Management Process	96	75,423	-	75,423	51,717	18,171			69,887	5,536			5,536	75,423
842002 I-84 Corridor Operations Plan	35	28,074	-	28,074	19,250	6,763			26,013	2,061			2,061	28,074
860001 Geographic Information System Maintenance	402	253,396	300,000	553,396	41,855	14,706	96,705		153,265	10,049	253,032	137,050	400,131	553,396
TOTAL SYSTEM MAINTENANCE	1,098	740,447	359,200	1,099,647	361,017	126,844	116,705	-	604,566	45,798	312,232	137,050	495,081	1,099,647
990001 Direct Operations / Maintenance	-	-	104,050	104,050					-		99,019	5,031	104,050	104,050
991001 Support Services Labor	859	-	-	-					-		-	-	-	-
999001 Indirect Operations/Maintenance	-	-	-	-					-		-	-	-	-
TOTAL INDIRECT/OVERHEAD	859	-	104,050	104,050	-	-	-	-	-	-	99,019	5,031	104,050	104,050
G R A N D T O T A L	4,480	2,404,406	927,900	3,332,306	1,048,580	368,420	306,705	45,589	1,769,294	138,062	1,106,395	318,556	1,563,012	3,332,306

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1	COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO											
2	FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT											
3	DIRECT EXPENSE SUMMARY											
4												
5												
6												
7		DESCRIPTION	TOTAL DIRECT	PROFESSIONAL SERVICES	EQUIPMENT / SOFTWARE	TRAVEL / EVENTS / EDUCATION	PRINTING	OTHER	PUBLIC INVOLVEMENT	MEETING SUPPORT	LEGAL / LOBBYING	CARRY-FORWARD
8				(830)	(834)	(840)	(860)	(863)	(864)	(865)	(872)	
9												
10	620001	Demographics and Growth Monitoring	2,500					2,500				
11	653001	Communication and Education	40,800	19,900			600		20,300			
12												
13	661001	Long-Range Planning	50,700	14,200			1,500		35,000			
14	661008	Bike Counter Management	24,800	5,000	19,800							
15												
16	685001	Transportation Improvement Program	5,800						5,800			
17	685002	Project Development Program	75,000	75,000								
18	685004	CIM Implementation Grants	50,000	50,000								
19												
20	702001	Air Quality Outreach	100,000	100,000								
21	760001	Legislative Services	115,050			18,000		11,100			85,950	
22												
23	801001	Staff Development	40,000			40,000						
24	820001	Committee Support	2,000							2,000		
25	836001	Regional Travel Demand Model	17,200	17,200								
26	860001	Geographic Information System Maintenance	300,000	250,000	50,000							
27												
28	990001	Direct Operations / Maintenance										
29		Workspace buildout	18,000		18,000							
30		New/replacement hardware and software	10,000		10,000							
31		Transit network planning software	19,250		19,250							
32		Cube renewal; Cube Land	15,000		15,000							
33		Migrate website from Dreamweaver	10,200	10,200								
34		AICP and APBP Webinar series	1,600			1,600						
35		Tools of the Trade sponsorship	6,000			6,000						
36		Membership dues for COMPASS	17,000								17,000	
37		Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
38		GRAND TOTAL	927,900	541,500	132,050	65,600	2,100	13,600	61,100	9,000	102,950	-
39												
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41												
42												
43												
44												
45												
46	FY2022 - Draft											DIRECT EXPENSE SUMMARY

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2021 Rev 1	FY2022 Draft
Professional Services	930	31,000	29,000
Equipment Repair / Maintenance	936	200	200
Publications	943	3,000	2,500
Employee Professional Membership	945	7,500	7,500
Postage	950	750	750
Telephone	951	13,000	13,500
Building Maintenance and Reserve for Major Repairs	955	55,150	61,199
Printing	960	2,250	2,250
Advertising	962	1,500	1,500
Audit	970	15,500	16,200
Insurance	971	13,100	14,000
Legal Services	972	5,000	5,000
General Supplies	980	6,000	4,000
Computer Supplies	982	12,500	10,500
Computer Software / Maintenance	983	20,000	20,000
Vehicle Maintenance	991	1,500	1,500
Utilities	992	9,000	9,000
Local Travel	993	2,000	2,000
Other / Miscellaneous	995	5,000	5,000
TOTAL		203,950	205,599

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A	B	C	D	E	F	G	H	I	
1	COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO								
2	FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT								
3	WORKDAY ALLOCATION SUMMARY								
4									
5									
6									
7	WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL	
8									
9	601001	UPWP/Budget Development and Federal Assurances	ML	29	5	2	55	91	
10	601002	UPWP/Certification Review	AL	6	22	9	-	37	
11	620001	Demographics and Growth Monitoring	CM	-	95	5	-	100	
12	620002	Development Monitoring	CM	-	71	3	-	74	
13	620003	Census 2020	CM	-	23	-	-	23	
14	653001	Communication and Education	AL	12	17	155	-	184	
15		Long-Range Planning	LI						
16	661001	General Project Management	LI	10	380	54	-	444	
17	661003	Roadways	LI	-	43	-	-	43	
18	661004	Freight	LI	-	31	-	-	31	
19	661005	Bicycles/Pedestrians	BC	-	117	-	-	117	
20	661006	Public Transportation	LI	-	57	-	-	57	
21	661007	Performance Management	CM	-	54	1	-	55	
22	661008	Bike Counter Management	BC	-	94	1	-	95	
23	661009	Public Involvement	LI	-	22	24	-	46	
24	661010	Human Services Transportation Plan Update	LI	-	45	10	-	55	
25		Resource Development/Funding	TT						
26	685001	Transportation Improvement Program	TT	12	346	32	-	390	
27	685002	Project Development Program	DH	-	35	-	-	35	
28	685003	Grant Research and Development	DH	8	164	4	-	176	
29	685004	CIM Implementation Grants	DH	-	15	-	-	15	
30	TOTAL PROJECTS			77	1,636	300	55	2,068	
31	701001	Membership Services	LI	-	152	7	-	159	
32	702001	Air Quality Outreach	AL	-	-	14	-	14	
33	703001	Public Services	MW	-	58	6	-	64	
34	704001	Air Quality Operations	ML	65	-	13	48	126	
35	705001	Transportation Liaison Services	MS	12	22	5	-	39	
36	760001	Legislative Services	MS	53	-	-	-	53	
37	TOTAL SERVICES			130	232	45	48	455	
38	801001	Staff Development	ML	6	77	18	6	107	
39	820001	Committee Support	ML	10	100	123	-	233	
40	836001	Regional Travel Demand Model	MW	-	178	-	-	178	
41	838001	Travel Survey Data Collection	MW	-	47	-	-	47	
42	842001	Congestion Management Process	MW	-	94	2	-	96	
43	842002	I-84 Corridor Operations Plan	MW	-	35	-	-	35	
44	860001	Geographic Information System Maintenance	EA	-	402	-	-	402	
45	TOTAL SYSTEM MAINTENANCE			16	933	143	6	1,098	
46									
47	TOTAL DIRECT			223	2,801	488	109	3,621	
48									
49	991001	Support Services Labor	ML	237	189	82	351	859	
50	TOTAL INDIRECT/OVERHEAD			237	189	82	351	859	
51									
52	TOTAL LABOR			460	2,990	570	460	4,480	
53									
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55									
56	FY2022 - Draft							WORKDAY ALLOCATION	

PROGRAM NO.	601				CLASSIFICATION:	Project
TITLE:	UPWP Budget Development and Monitoring					
TASK / PROJECT DESCRIPTION:	Monitor and amend, as necessary, the FY2022 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 FY2023 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	Federal Code 23 CFR § 450.308 (b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420.					
FY2022 BENCHMARKS						
MILESTONES / PRODUCTS						
FY2022 UPWP						
Process and track revenues and expenditures for the FY2022 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants						Ongoing As Needed
Process and obtain Board approval of FY2022 UPWP revisions						
Distribute revisions of the FY2022 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2022 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval						As Needed
FY2023 UPWP Development						
Develop process and schedule for the FY2023 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2023 Submit initial revenue assessment for FY2023 to the Finance Committee for input Obtain Board approval on FY2023 General and Special membership dues						Nov Jan-Feb Mar Apr
Present FY2023 UPWP						
Present draft FY2023 UPWP to Finance Committee for input and feedback Present draft FY2023 UPWP to Finance Committee for recommendation Submit FY2023 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2023 UPWP Distribute FY2023 UPWP to the Idaho Transportation Department and Federal Transit Administration						Jun Jul Aug Aug Aug
Track Federal requirements as related to Self-Certification						
Compliance with federal requirements						Ongoing
Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan						
Document and prepare for Federal Certification Review Monitor federal changes through the Federal Register						Ongoing
Certification Review						
Work with federal agencies to set up review Respond to questions and prepare materials for submission prior to in-person review Host the certification review team for the certification review Receive final report and prepare necessary responses Inform the COMPASS Board of Directors of the certification review Develop corrective action plan as necessary						Mar Mar Apr Jul Aug Aug Aug
LEAD STAFF: Meg Larsen						
END PRODUCTS: FY2022 UPWP revisions; FY2023 UPWP; 2022 certification review, and maximize funding opportunities.						
Expense Summary						
Total Workdays: 128						
Salary \$ 62,705						
Fringe 28,331						
Overhead 8,511						
Total Labor Cost: 99,547						
ESTIMATED DATE OF COMPLETION: September-2022						
Funding Sources					Participating Agencies	
	Ada	Canyon	Special	Total		
CPG, K20640	\$ 46,058	\$ 16,183		\$ 62,241	Member Agencies	
STP-TMA, K19920			30,000	30,000	Federal Highway Administration	
				-	Federal Transit Administration	
Local / Fund Bal	5,407	1,900		7,307		
Total:	\$ 51,465	\$ 18,082	\$ 30,000	\$ 99,547		
					DIRECT EXPENDITURES:	
					Professional Services \$ -	
					Legal / Lobbying	
					Equipment Purchases	
					Travel / Education	
					Printing	
					Public Involvement	
					Meeting Support	
					Other	
					Total Direct Cost: \$ -	
					601 Total Cost: \$ 99,547	

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PROGRAM NO.	620				CLASSIFICATION:	Project
TITLE:	Demographics and Growth Monitoring					
TASK / PROJECT DESCRIPTION:	To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, Census 2020 data review, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service; 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) Census data review enables COMPASS data to reflect the results of the 2020 Census.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.322 (b) -- Long-range plans require valid forecasts of future demand for transportation services that are based on existing conditions that can be included in the travel demand model. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."					
FY2022 BENCHMARKS						
MILESTONES / PRODUCTS						
Population and Employment Estimates						
Data collection and geocoding of building permits						Ongoing
Compare and align population estimates with 2020 census counts						Oct
Complete 2021 employment data						Mar
Complete 2021 Development Monitoring Report						Mar
Complete 2022 population estimates and receive Board acceptance						Apr
Development Forecasting, Tracking, and Reconciliation						
Update preliminary plat files and other entitled development						Ongoing
Reconcile CIM 2050 preferred growth scenario with entitlements						Apr
Evaluate land use models and scenario planning tools for next long-range plan						
Housing Analysis						
Develop housing and demographic profile						Mar
Establish steering committee for housing evaluation						June
Issue Request For Proposals, and select consultant						Sept
Demographics Support						
Respond to member requests for census data						Ongoing
Provide development and policy reviews and checklists						Ongoing
Provide fiscal impact analysis per policy						Ongoing
Development checklist report						Mar
LEAD STAFF: Carl Miller					Expense Summary	
END PRODUCT: Demographic products: 1) 2022 population estimates; 2) 2021 employment estimates; 3) Census 2020 data review; 4) 2021 Development Monitoring Report updated; 5) annual demographic reconciliation; 5) housing analysis RFP; and 6) development checklist report.					Total Workdays: 197	
					Salary \$ 91,331	
					Fringe 41,265	
					Overhead 12,397	
					Total Labor Cost: 144,993	
ESTIMATED DATE OF COMPLETION: September-2022					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies	
CPG, K20640	\$ 69,820	\$ 24,531		\$ 94,351	Housing authorities and other housing stakeholders	
STP-TMA, K19920			40,000	40,000		
				-		
Local / Fund Bal	7,875	2,767	2,500	13,143	Professional Services	
					Legal / Lobbying	
					Equipment Purchases	
					Travel / Education	
					Printing	
					Public Involvement	
					Meeting Support	
					Other 2,500	
					Total Direct Cost: \$ 2,500	

PROGRAM NO.	653				CLASSIFICATION:	Project
TITLE:	Communication and Education					
TASK / PROJECT DESCRIPTION:	The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include, but are not limited to, managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; managing COMPASS' social media channels; supporting the Public Participation Workgroup; and representing COMPASS at open houses and other events.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public involvement strategy.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., regional transportation improvement program, regional long-range transportation plan [<i>Communities in Motion</i>]) is planned and budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing and updating the COMPASS participation plan, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to support federally required public involvement efforts.					
FY2022 BENCHMARKS						
MILESTONES / PRODUCTS						
General Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases Support work of Public Participation Workgroup Implement the COMPASS participation plan; work toward goals established in the plan Provide outreach/public speaking support and training to staff						Ongoing Ongoing Ongoing
Develop tools, such as electronic and print materials, designed for most effective means of communication Maintain and enhance COMPASS social media channels Continually update the COMPASS website to improve usability and keep content up to date Develop the FY2021 annual report, annual budget summary, and annual communication summary Write and distribute monthly update handout Write and distribute monthly Keeping Up With COMPASS newsletter Update/develop other print materials as appropriate						Ongoing Ongoing Oct - Dec Ongoing Ongoing Ongoing
Education and community outreach Develop and implement FY2022 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
LEAD STAFF: Amy Luft					Expense Summary	
END PRODUCT: Public involvement in, and understanding of, transportation planning and related issues.						
					Total Workdays: 184	
					Salary \$	72,075
					Fringe	32,565
					Overhead	9,783
					Total Labor Cost: 114,422	
ESTIMATED DATE OF COMPLETION: September-2022					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
CPG, K20640 STP-TMA, K19920	Ada	Canyon	Special	Total	Member Agencies	
				\$ -		
Local / Fund Bal			155,222	155,222	Professional Services \$ 19,900	
				-	Legal / Lobbying	
					Equipment Purchases	
					Travel / Education	
					Printing 600	
					Public Involvement 20,300	
					Meeting Support	
					Other	
					Total Direct Cost: \$ 40,800	
					653	Total Cost: \$ 155,222

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PROGRAM NO.		661		CLASSIFICATION:		Project		
TITLE:		Long Range Planning						
TASK / PROJECT DESCRIPTION:		This project encompasses the activities to identify regional transportation needs and solutions, and prepare a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:		<i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:		Federal Code 23 CFR § 450 "Fixing America's Surface Transportation Act" (FAST Act) requires that the regional long-range transportation plan be updated every four years in areas with more than 200,000 people or with air quality issues. Since the area meets the test on both criteria, a new plan has to be adopted by 2019. 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.						
FY2022 BENCHMARKS								
MILESTONES / PRODUCTS								
661001 General Project Management								
Work with the Regional Transportation Advisory Committee, workgroups and the COMPASS Board to develop CIM 2050							Oct-Dec	
Monitor legislative, funding, etc. changes							Ongoing	
Compile 2021 updates to CIM 2040 2.0							Jan	
Update financial forecast							Apr	
Describe needed transportation investments							May	
Identify likely environmental concerns and mitigation strategies							May	
Draft technical documents							May	
Prepare draft plan for public comment							Aug	
661003 Roadways								
Integrate results of congestion management process							Feb	
Integrate complete network policy to transportation improvements							Mar	
Develop transportation demand management (TDM) strategies							Mar	
Identify needed roadway improvements							Apr	
661004 Freight								
Work with Freight Advisory Workgroup to identify freight related needs for CIM 2050							Mar	
Help member agencies identify freight projects and develop funding applications							Ongoing	
661005 Active Transportation (bicycle and pedestrian)								
Develop estimate of pathway maintenance needs							Jan	
Develop regional pathway implementation plan/strategy (including rails with trails)							Jan	
Identify needed active transportation improvements							Apr	
661006 Public Transportation								
Update High Capacity Transit Study for 2020/2050 data							Dec	
Develop list of public transportation investments and a phasing plan							Apr	
Develop park and ride implementation plan							May	
661007 Performance Management								
Update asset management information							Jan	
Update federally required performance targets as needed							May	
Complete TIP Achievement reporting process							Aug	
Assess impacts of growth and transportation scenario and needed transportation investments							June	
Share performance information with stakeholders and decision-makers							Sep	
661008 Bike Counter Management								
Manage portable counter requests							Ongoing	
Manage permanent counter program and COMPASS Data Bike							Ongoing	
Manage and report data							Ongoing	
661009 Public Involvement								
Conduct public involvement according to the work plan							Oct-Sep	
661010 Coordinated Public Transit-Human Services Transportation Plan Update								
Work with stakeholders to identify transportation service needs and strategies							Oct	
Conduct public involvement period and outreach activities for draft plan							Jan	
Finalize plan incorporating public and stakeholder input							Mar	
Adopt plan through committee and Board review processes at COMPASS and VRT							Apr	
LEAD STAFF:		Liisa Itkonen				Expense Summary		
END PRODUCT: Implementation of <i>Communities in Motion 2050</i> work plan, including financial forecast, lists of needed transportation improvements, and draft plan documents; summary of project updates in CIM 2040 2.0; bicycle and pedestrian data; Coordinated Public Transit-Human Services Transportation Plan.								
Total Workdays:								943
Salary								\$ 334,935
Fringe						151,329		
Overhead						45,463		
Total Labor Cost:						531,727		
ESTIMATED DATE OF COMPLETION:		September-2022				DIRECT EXPENDITURES:		
Funding Sources				Participating Agencies				
	Ada	Canyon	Special	Total	Member Agencies			
CPG, K20640	\$ 385,167	\$ 135,329		\$ 520,496	ITD			
STP-TMA, K19920				-	FHWA			
STP-TMA, K19571			40,956	40,956	FTA			
Local / Fund Bal	32,911.51	11,563.50	29,800	74,275	Professional Services \$ 19,200			
					Legal / Lobbying			
					Equipment Purchases 19,800			
					Travel / Education			
					Printing 1,500			
					Public Involvement 35,000			
					Meeting Support			
					Carry-Forward			
Total Direct Cost:						\$ 75,500		
661						Total Cost: \$ 607,227		

PROGRAM NO.	685				CLASSIFICATION:	Project				
TITLE:	Resource Development/Funding									
TASK / PROJECT DESCRIPTION:	Develop a FY2023-2029 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 FY2022-2028 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.									
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 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.									
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	The task is designed to help identify additional revenue sources for member agencies to assist in funding improvements and on-going maintenance of the transportation system; also assists member agencies in implementing the regional long-range transportation plan, <i>Communities in Motion 2040 2.0</i> , and the annual TIP. Under 12 CFR § 450.306 and 23 CFR § 450.324, 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 Idaho Transportation Investment Program (ITIP), 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.									
FY2022 BENCHMARKS										
MILESTONES / PRODUCTS										
685001 Transportation Improvement Program Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate ranking of project applications Assign projects to funding programs Develop the final FY2023-2029 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor and track FY2022-2028 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 assistance to Valley Regional Transit (VRT) Update the Resource Development Plan							Oct-Sept			
685002 Project Development Program Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports							Oct-Sept			
685003 Grant Research and Development Seek funding for project needs listed in the Resource Development Plan Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications - INFRA, RAISE, CDBG, etc.							Oct-Sept			
685004 CIM Implementation Grants Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget							Oct-Sept			
LEAD STAFF: Toni Tisdale					Expense Summary					
END PRODUCTS: Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants.										
					Total Workdays: 616					
					Salary \$ 259,098					
					Fringe 117,065					
					Overhead 35,169					
					Total Labor Cost: 411,332					
ESTIMATED DATE OF COMPLETION: September-2022					DIRECT EXPENDITURES:					
Funding Sources				Participating Agencies				Professional Services \$ 125,000		
				Member Agencies				Legal / Lobbying		
								Equipment Purchases		
								Travel / Education		
								Printing		
								Public Involvement 5,800		
					Meeting Support					
					Other					
					Total Direct Cost: \$ 130,800					
					685 Total Cost: \$ 542,132					

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PROGRAM NO.	702				CLASSIFICATION:	Service
TITLE:	Air Quality Outreach					
TASK / PROJECT DESCRIPTION:	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 an multi-agency outreach and education program.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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, 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> (http://www.legislature.idaho.gov/ldstat/Title39/T39CH1SECT39-116B.htm).					
FY2022 BENCHMARKS						
MILESTONES / PRODUCTS						
Outreach Coordinate a multi-agency air quality outreach and education program, focusing on how individuals can help curb air pollution.						Ongoing
LEAD STAFF: Amy Luft						Expense Summary
END PRODUCT: 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: 14
						Salary \$ 6,299
						Fringe 2,846
						Overhead 855
						Total Labor Cost: \$ 10,000
ESTIMATED DATE OF COMPLETION: September-2022						DIRECT EXPENDITURES:
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Department of Environmental Quality	
				\$ -	Ada County Air Quality Board	
DEQ/AQB			110,000	110,000	Professional Services \$ 100,000	
				-	Legal / Lobbying	
					Equipment Purchases	
					Travel / Education	
					Printing	
					Public Involvement	
					Meeting Support	
					Other	
						Total Direct Cost: \$ 100,000
Total:	\$ -	\$ -	\$ 110,000	\$ 110,000	702	Total Cost: \$ 110,000

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PROGRAM NO.	703				CLASSIFICATION:	Service	
TITLE:	Public Services						
TASK / PROJECT DESCRIPTION:	To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information are not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy.						
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	COMPASS responds to questions from the public and provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses.						
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of services to the public. However, these services support COMPASS' vision, mission, roles, and values, including: "...serve as a source of information and expertise..." (COMPASS Mission), "serve as the regional technical resource..." (Role #3 Expert), and "perform and share quality analyses" (Role #3 Expert).						
FY2022 BENCHMARKS							
MILESTONES / PRODUCTS							
Provide assistance to public and non-member entities, as requested, in the areas of: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling for proposed developments Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other general requests for information						Ongoing	
LEAD STAFF:	Mary Ann Waldinger					Expense Summary	
END PRODUCT:	Information assistance to the general public.					Total Workdays: 64	
						Salary \$ 30,596	
						Fringe 13,824	
						Overhead 4,153	
						Total Labor Cost: 48,572	
ESTIMATED DATE OF COMPLETION:	September-2022					DIRECT EXPENDITURES: \$ -	
Funding Sources				Participating Agencies			
	Ada	Canyon	Special	Total	Member Agencies		
				\$ -			
Local / Fund Bal			48,572	\$ 48,572			
Total:	\$ -	\$ -	\$ 48,572	\$ 48,572	Total Direct Cost: \$ -	Total Cost: \$ 48,572	

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PROGRAM NO.	704			CLASSIFICATION:	Service
TITLE:	Air Quality Operations				
TASK / PROJECT DESCRIPTION:	To provide COMPASS labor supporting the ongoing administrative functions related to the operations 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.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW	There is no federal requirement for this service.				
FY2022 BENCHMARKS					
MILESTONES / PRODUCTS					
<u>General Administration</u> 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 <u>Personnel Management</u> Prepare and complete recruitment processes Conduct employee annual evaluations <u>Financial Management</u> Close FY2021 financial records and begin FY2022 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 <u>Information Technology</u> 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
LEAD STAFF: Meg Larsen				Expense Summary	
End Product: Using the skills of COMPASS staff, provide for the administrative functions of the Air Quality Board.				Total Workdays: 126 Salary \$ 65,754 Fringe 29,709 Overhead 8,925 Total Labor Cost: 104,388	
ESTIMATED DATE OF COMPLETION: September-2022				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Air Quality Board
Air Quality Board			\$ 104,388	\$ 104,388	
					Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other
Total:				Total Direct Cost: \$ - Total Cost: \$ 104,388	
	\$ -	\$ -	\$ 104,388	104,388	704

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PROGRAM NO.	760			CLASSIFICATION:	Service	
TITLE:	Legislative Services					
TASK / PROJECT DESCRIPTION:	Work with and manage the contract for legislative services. Identify, review, monitor, advocate and report to the COMPASS Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities.					
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels.					
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects.					
FY2022 BENCHMARKS						
MILESTONES / PRODUCTS						
Federal Legislative Priorities 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	
State Legislative Priorities Work with Executive Committee to identify possible priorities and position statements for FY2022 legislative session Obtain Board endorsement of FY2022 legislative priorities Educate and advocate on FY2022 legislative priorities Evaluate possible legislative priorities for FY2022 legislative session					Oct-Nov Nov-Dec Dec-Apr May-Sep	
LEAD STAFF:	Matt Stoll				Expense Summary	
END PRODUCT:	An effective advocacy program for legislative issues and positions that have been approved by the Board.				Total Workdays: 53 Salary \$ 35,501 Fringe 16,040 Overhead 4,819 Total Labor Cost: 56,359	
ESTIMATED DATE OF COMPLETION:	September-2022				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Member Agencies Professional Services Legal / Lobbying \$ 85,950 Equipment Purchases Travel / Education 18,000 Printing Public Involvement Meeting Support Other 11,100 Total Direct Cost: \$ 115,050 Total Cost: 171,409	
Local / Fund Bal			171,409	\$ 171,409		
				-		
Total:	\$ -	\$ -	\$ 171,409	\$ 171,409		

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PROGRAM NO.	801			CLASSIFICATION:	System Maintenance
TITLE:	Staff Development				
TASK / PROJECT DESCRIPTION:	To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies, and best practices and activities nationally.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The activities of this task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning provision of staff training; however, COMPASS provides staff with opportunities for training and education. Training examples include attending workshops and conferences sponsored by Federal Highway Administration, National Association of Regional Councils, American Planning Association, Western Planners, Association of Metropolitan Planning Organizations, and the Transportation Research Board, etc., to keep staff well informed.				
FY2022 BENCHMARKS					
				MILESTONES / PRODUCTS	
Staff training and development				Ongoing	
LEAD STAFF: Meg Larsen				Expense Summary	
END PRODUCT: Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes.				Total Workdays: 107	
				Salary \$ 41,360	
				Fringe 18,687	
				Overhead 5,614	
				Total Labor Cost: 65,661	
ESTIMATED DATE OF COMPLETION: September-2022				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Professional Services \$ -
CPG, K20640 STP-TMA, K19920	\$ 45,023	\$ 15,819		\$ 60,841	Legal / Lobbying
				-	Equipment Purchases
Local / Fund Bal	3,566	1,253	40,000	44,820	Travel / Education 40,000
				-	Printing
				-	Public Involvement
				-	Meeting Support
				-	Other
Total:	\$ 48,589	\$ 17,072	\$ 40,000	\$ 105,661	Total Direct Cost: \$ 40,000
					801 Total Cost: \$ 105,661

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PROGRAM NO.	820			CLASSIFICATION:	System Maintenance
TITLE:	Committee Support				
TASK / PROJECT DESCRIPTION:	To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement. As lead agency, COMPASS also provides support to the Interagency Consultation Committee.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	The COMPASS Joint Powers Agreement, Section 4.1.6(K), states, Open Meeting Law: All meetings of the Board shall be governed under the provisions of the Open Meeting Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or recodification thereof.				
FY2022 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide meeting coordination, materials, and follow-up to the Board, standing committees and workgroups.					Ongoing
LEAD STAFF: Meg Larsen					
END PRODUCT: Ongoing support of committees to promote involvement and communication.					Expense Summary
					Total Workdays: 233
					Salary \$ 86,561
					Fringe 39,110
					Overhead 11,749
					Total Labor Cost: 137,420
ESTIMATED DATE OF COMPLETION:				September-2022	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
CPG, K20640	\$ 94,227	\$ 33,107		\$ 127,334	
STP-TMA, K19920				-	
Local / Fund Bal	7,464	2,623	2,000	12,087	
				-	
Total:	\$ 101,691	\$ 35,729		\$ 139,420	
					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: 139,420

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PROGRAM NO.	836			CLASSIFICATION:	System Maintenance				
TITLE:	Technical Support: Regional Travel Demand Model								
TASK / PROJECT DESCRIPTION:	Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. It also provides vital information for the required process of air quality conformity demonstration and all benefit-cost evaluations.								
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	The model outputs are used to test and plan transportation projects, support 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.								
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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...."								
FY2022 BENCHMARKS									
MILESTONES / PRODUCTS									
Key Elements									
Maintain and update traffic count database					Ongoing				
Maintain the structure and integrity of the regional travel demand model for air quality conformity and use in the Transportation Economic Development Impact System (TREDIS)					Ongoing				
Provide travel demand modeling assistance to support member agency needs and special projects					Ongoing				
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					Apr - Jul				
Provide project and program evaluations using TREDIS for grant applications and ITD's Safety and Capacity Program					Oct - Aug				
Reconcile demographic data and integrate in the current and forecast years of the regional model					Mar - May				
2050 Plan Technical Support									
Provide technical and modeling support as needed for 2050 Plan.					Ongoing				
Provide annual review of the National Highway System, Federal Aid and Planning Functional Classification Systems (Task 661 Roadways)									
Special Tasks and Model Improvements									
Provide technical analysis on member agency requests vetted through RTAC					Ongoing				
Provide modeling and technical assistance to ITD's corridor and environmental studies					Ongoing				
Provide technical analysis on unanticipated member agency requests					Ongoing				
Maintain the data foundation system and continue to incorporate into other data sources					Ongoing				
LEAD STAFF: Mary Ann Waldinger									
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					Expense Summary				
					Total Workdays:				178
					Salary				\$ 89,933
					Fringe				40,633
					Overhead				12,207
Total Labor Cost:				142,774					
ESTIMATED DATE OF COMPLETION: September-2022									
Funding Sources					Participating Agencies				
CPG, K20640 STP-TMA, K19920	Ada	Canyon	Special	Total	Highway Districts Member Agencies Federal Highways Administration Idaho Transportation Department Valley Regional Transit Department of Environmental Quality				
	\$ 83,098	\$ 29,196	20,000	\$ 112,294					
Local / Fund Bal				20,000					
				-					
	7,755	2,725	17,200	27,680					
				-					
Total:	\$ 90,853	\$ 31,921	\$ 37,200	\$ 159,974					
					836				
					Total Cost: \$ 159,974				

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PROGRAM NO.	838	CLASSIFICATION:	System Maintenance
TITLE:	Technical Support: 2020/21 Travel Data Survey (key no. 19303)		
TASK / PROJECT DESCRIPTION:	Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. 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.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	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.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	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...."		

FY2022 BENCHMARKS	MILESTONES / PRODUCTS
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Key Elements Project management of the Travel Survey Data Collection project key elements: Administration of the Household Travel Survey (HTS) main survey Review HTS data - QA/QC and expansion Review HTS documentation and analysis Administration of the On-Board survey Review On-Board data - QA/QC and expansion Review On-Board documentation and analysis Review and analyze external trip data	Oct - May Oct - Nov Dec - May May - Jun Oct Nov-Dec Jan Jan-Apr
---	--

LEAD STAFF: Mary Ann Waldinger					Expense Summary	
END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses.					Total Workdays: 47	
					Salary \$ 23,746	
					Fringe 10,729	
					Overhead 3,223	
					Total Labor Cost: 37,699	
ESTIMATED DATE OF COMPLETION: September-2022					DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies		
	Ada	Canyon	Special	Total	Highway Districts	Professional Services
CPG, K20640	\$ 25,849	\$ 9,082		\$ 34,932	Member Agencies	Legal / Lobbying
STP-TMA, K19920				-	Federal Highways Administration	Equipment Purchases
				-	Idaho Transportation Department	Travel / Education
				-	Valley Regional Transit	Printing
				-	Department of Environmental Quality	Public Involvement
Local / Fund Bal	2,048	719		2,767		Meeting Support
				-		Other
Total:	\$ 27,897	\$ 9,802	\$ -	\$ 37,699		Total Direct Cost: \$ -
					838	Total Cost: \$ 37,699

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PROGRAM NO.	842	CLASSIFICATION:	System Maintenance
TITLE:	Congestion Management Process		
TASK / PROJECT DESCRIPTION:	Maintain a functional congestion management system (CMS) for the Treasure Valley. Conduct data collection, update the congestion management process as needed, produce an annual Transportation System Monitoring Report, maintain regional intelligent transportation system (ITS) architecture. Research, provide, and monitor transportation demand management (TDM) strategies. Develop strategy for congestion management data collection.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Provides annual CMS report of the congestion levels on major corridors that compares previous year results, and explains the reason for the change. Typically, reason for change is improvements needed such as signal timing and ITS. Periodic needs are: baseline data collection of vehicle occupancy rates, additional research and evaluation of possible transportation demand management strategies.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	Federal Code 23 CFR § 450.322 -- Congestion Management Process is one of the Planning Factors and is required in Transportation Management Areas (TMA). COMPASS has been collecting travel time data since 2003, which provides a summary of how the major roads are functioning during the am and pm peak hours. This process and its results have been integrated into the transportation improvement program prioritization process. Travel time data collection and a data management plan are also required for MPOs in federal legislation. Furthermore, FHWA Final Rule and FTA Policy on ITS requires that all ITS projects funded by highway trust fund or Mass Transit Account conform to the National ITS Architecture.		

FY2022 BENCHMARKS **MILESTONES / PRODUCTS**

<p>Congestion Management and Travel Time Data</p> <ul style="list-style-type: none"> Complete the Congestion Management Annual (CMA) report using the National Performance Measure Research Data Set (NPMRDS) for 2021 Complete Tier 2 analysis for the 2021 Congestion Management Annual (CMA) report using INRIX travel time data Complete the Congestion Management Process Document Convert congestion management annual report to digital format (webmap/storymap) <p>NPMRDS Travel Time Data and Process</p> <ul style="list-style-type: none"> Develop process for evaluating effectiveness of congestion mitigation projects using the NPMRDS and INRIX travel time data sets <p>Transportation System Management and Ops (TSMO) and ITS Plan Update</p> <ul style="list-style-type: none"> Update 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 (2050 plan) <p>I-84 Corridor Operations Plan</p> <ul style="list-style-type: none"> Complete I-84 Corridor Operations Plan 	<p>Jan-Mar</p> <p>Jan-Mar</p> <p>Oct-Dec</p> <p>Mar-Apr</p> <p>Ongoing</p> <p>Feb-Mar</p> <p>Ongoing</p> <p>Jan-Feb</p>
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LEAD STAFF: Mary Ann Waldinger					Expense Summary											
END PRODUCT: Update of the congestion management process, annual congestion management report, 2021 travel time data collection and analysis, Updated TSMO/ITS projects list and inventory, I-84 corridor operations plan.					<table border="1"> <tr> <td>Total Workdays:</td> <td>131</td> </tr> <tr> <td>Salary</td> <td>\$ 65,193</td> </tr> <tr> <td>Fringe</td> <td>29,455</td> </tr> <tr> <td>Overhead</td> <td>8,849</td> </tr> <tr> <td>Total Labor Cost:</td> <td>103,497</td> </tr> </table>		Total Workdays:	131	Salary	\$ 65,193	Fringe	29,455	Overhead	8,849	Total Labor Cost:	103,497
Total Workdays:	131															
Salary	\$ 65,193															
Fringe	29,455															
Overhead	8,849															
Total Labor Cost:	103,497															
ESTIMATED DATE OF COMPLETION: September-2022					DIRECT EXPENDITURES:											
Funding Sources				Participating Agencies												
	Ada	Canyon	Special	Total	Highway Districts											
CPG, K20640	\$ 70,966	\$ 24,934		\$ 95,900	Member Agencies											
STP-TMA, K19920				-	Federal Highways Administration											
				-												
				-												
Local / Fund Bal	5,622	1,975		7,597												
				-												
Total:	\$ 76,588	\$ 26,909	\$ -	\$ 103,497												
					<table border="1"> <tr> <td>Total Direct Cost:</td> <td>\$ -</td> </tr> <tr> <td>842 Total Cost:</td> <td>\$ 103,497</td> </tr> </table>		Total Direct Cost:	\$ -	842 Total Cost:	\$ 103,497						
Total Direct Cost:	\$ -															
842 Total Cost:	\$ 103,497															

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PROGRAM NO.	860			CLASSIFICATION:	System Maintenance
TITLE:	Geographical Information System Maintenance (GIS)				
TASK / PROJECT DESCRIPTION:	Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Workgroup (RGAWG) to create regional data that can be used for many purposes.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN:	Federal Code 23 CFR § 450.324 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...."				
FY2022 BENCHMARKS					
MILESTONES / PRODUCTS					
Provide GIS Data Maintenance and Support for COMPASS Projects. Data analysis, and maintenance for performance reporting and other planning needs Enterprise database maintenance Data integration GIS Technology Census BAS GIS Cooperation Continue participation in the Treasure Valley GIS User Group and Canyon Spatial Data Cooperative (SDC) meetings Regional Geographic Advisory Committee Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data Regional Data Center Expand and maintain authoritative regional GIS data COMPASS staff will conduct data accuracy checks and metadata on regional data sets Transportation Improvement Program Provide ongoing support 2022 Orthophotography Project Conduct 2022 orthophotography flight Issue Request for Proposals Continue to plan for future orthophotography acquisition and funding					Ongoing Quarterly/as needed Quarterly/as needed Ongoing Ongoing Ongoing
LEAD STAFF: Eric Adolfsen					Expense Summary
END PRODUCT: 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible.					Total Workdays: 402
					Salary \$ 159,614
					Fringe 72,117
					Overhead 21,665
					Total Labor Cost: 253,396
ESTIMATED DATE OF COMPLETION: September-2022					DIRECT EXPENDITURES: Professional Services \$ 250,000 Legal / Lobbying Equipment Purchases 50,000 Travel / Education Printing Public Involvement Meeting Support Other Carry-Forward Total Direct Cost: \$ 300,000
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	
CPG, K20640	\$ 22,313	\$ 7,840		\$ 30,152	
STP-TMA, K19920			96,705	96,705	
				-	
				-	
Local / Fund Bal	7,436	2,613	416,491	426,539	
				-	
Total:	\$ 29,749	\$ 10,452	\$ 513,195	\$ 553,396	860 Total Cost: 553,396

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PROGRAM NO.	990			CLASSIFICATION:	Indirect / Overhead
TITLE:	Direct Operations & Maintenance				
TASK / PROJECT DESCRIPTION:	To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs.				
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects.				
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures.				
FY2022 BENCHMARKS					
				MILESTONES / PRODUCTS	
Provide local dollars for expenditures not federally funded.				Ongoing	
LEAD STAFF: Meq Larsen					
END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations.				Expense Summary	
				Total Workdays: 0	
				Salary \$ -	
				Fringe -	
				Overhead -	
				Total Labor Cost: \$ -	
ESTIMATED DATE OF COMPLETION: September-2022				DIRECT EXPENDITURES:	
Funding Sources				Participating Agencies	
	Ada	Canyon	Special	Total	Member Agencies
			5,031	5,031	
Other			81,019	81,019	
Local / Fund Bal			-	-	
Total:	\$ -	\$ -	\$ 86,050	\$ 86,050	
				990	Total Cost: \$ 86,050

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PROGRAM NO.	991	CLASSIFICATION:	Indirect / Overhead
TITLE:	Support Services Labor		
TASK / PROJECT DESCRIPTION:	To provide labor to support the ongoing administrative functions related to the operations of COMPASS. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit.		
PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE:	To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system.		
FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW:	<p>The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.</p> <p>Memorandum of Understanding 04-01, Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allow indirect costs as outlined in the agreement.</p>		
FY2022 BENCHMARKS		MILESTONES / PRODUCTS	
General Administration		Review standing agreements	Aug
		Conduct appropriate procurement processes and prepare contracts, as needed	As needed
		Update COMPASS operational policies as needed	As needed
		Monitor general workplace and personnel needs	Ongoing
		Provide administrative assistance for agency needs	Ongoing
Personnel Management		Prepare and complete recruitment processes	As needed
		Conduct employee annual evaluations	
		Renew insurance policies	
		Pursue FY2022 benefit options	
Financial Management		Close FY2021 financial records and begin FY2022	Oct-Nov
		Provide annual audit support and complete financial reports	Oct-Dec
		Complete COMPASS annual Audit Report	Jan
		Prepare and distribute year-end payroll reports	Jan
		Complete budget variance information and report to the Finance Committee quarterly.	Quarterly
		Maintain inventory of furniture, equipment, hardware and software	Ongoing
Information Technology		Manage Information Technology consultant and coordinate work efforts	Ongoing
		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	Oct - Dec
LEAD STAFF:	Meg Larsen		Expense Summary
END PRODUCT:	An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board.		Total Workdays:
			Salary \$ -
			Fringe -
			Overhead -
			Total Labor Cost: \$ -
ESTIMATED DATE OF COMPLETION:	September-2022		DIRECT EXPENDITURES:
Funding Sources		Participating Agencies	Professional Services \$ -
	Ada	Canyon	Legal / Lobbying
			Equipment Purchases
			Travel / Education
			Printing
			Public Involvement
			Meeting Support
			Other
Total:	\$ -	\$ -	Total Direct Cost: \$ -
			991 Total Cost: \$ -

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FINANCE COMMITTEE AGENDA ITEM V-A

Date: JUNE 17, 2021

Topic: Variance Report for October 1, 2020 – March 31, 2021

Request/Recommendation:

COMPASS staff seeks approval of the Variance Report dated October 1, 2020 to March 31, 2021.

Background/Summary:

The Variance Report is used to report actual financial results compared to Revision 1 of the FY2021 Unified Planning Work Program and Budget (UPWP), referred to hereinafter as budget.

Budget to actual variances by line item – revenue and expenses

The first page of the attachment shows budget to actual variances by line item. The grant revenues shown are for billings through March 31, 2021.

Revenue from member contributions is at 76%, reflecting billings for the first three quarters as well as full year payments from two of our member agencies. Revenues from the management fee charged to Air Quality Board are at 52% of the budget.

Salaries and fringe expense, at 48%, are on budget at the end of the first quarter. As of March 31, 2021, COMPASS had 18 FTE's and one 0.5 FTE position. The three additional staff members for Air Quality Board operations are reflected in the Air Quality Board budget, not the COMPASS budget. Salaries and fringe expense are expected to end the year at about 98% of budget, a positive variance of approximately \$45,000.

Total direct expenses are at 23% of budget overall.

- Professional Services is under budget with 17% of the budget expended. The largest planned projects for the year, the I-84 Operations Study (\$250,000) and the Household Travel Survey (\$850,000) went underway in the second and third quarters of FY2021, respectively. Both of these projects are expected to carry over in to FY2022.
- Travel and Education, Printing, Other, Public Involvement, and Meeting Support are all under budget as of March 31, 2021 and are expected to end the year under budget, as well.

Total indirect expenses at 60% are on budget. As in prior years, some indirect expense line items spend out early in the fiscal year. Staff anticipates that indirect expenses end the year at about 90% of budget, a positive variance of about \$20,000.

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

Balance sheet and cash summary

The fourth and final page of the attachment shows the balance sheet as of March 31, 2021. A summary of COMPASS' cash balance by account is also provided at the bottom of the page.

Implication (policy and/or financial):

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

More Information:

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

COMPASS
FY2021 BUDGET TO ACTUAL VARIANCES BY LINE ITEM - REVENUES AND EXPENSES

	Budget	Actual	% of Budget Earned or Expended
Grant revenue	\$ 3,093,194	757,377	24%
Member contributions	955,132	726,872	76%
ID DEQ/ACAQB Awareness	110,000	36,036	33%
Air Quality Operations - Management Fee	76,278	39,888	52%
Orthophotography Project - Participants	116,583	-	0%
City of Boise - Project Development	9,839	9,836	100%
Idaho Transportation Department - TREDIS	16,200	-	0%
Idaho Transportation Department - Survey software	26,250	26,250	100%
Interest income	7,000	7,586	108%
Orthophotography Revenue - Sales	-	49,978	
Modeling revenue	-	10,658	
Maps and publications revenue	-	287	
Other income	-	-	
Subtotal, revenues	4,410,475	1,664,767	38%
Staff labor	1,406,200	690,484	49%
Payroll taxes and fringe benefits	654,151	304,111	46%
Subtotal, salaries and fringe expenses	2,060,351	994,595	48%
Professional services	1,707,947	288,264	17%
Equipment purchase	255,200	172,127	67%
Travel/education	59,600	6,332	11%
Printing	600	-	0%
Other	13,600	4,065	30%
Public involvement	99,086	36,185	37%
Meeting support	9,000	-	0%
Legislative services	102,950	46,267	45%
Carry Forward	150,510	-	0%
Subtotal, direct expenses	2,398,493	553,240	23%
Professional services	31,000	11,665	38%
Equipment repair	200	-	0%
Publications	3,000	405	13%
Employee professional memberships	7,500	2,946	39%
Postage	750	282	38%
Telephone	13,000	6,062	47%
Building maintenance/association	55,150	56,088	102%
Printing	2,250	-	0%
Advertising	1,500	1,565	104%
Audit	15,500	15,700	101%
Insurance	13,100	7,728	59%
Legal services	5,000	347	7%
General supplies	6,000	689	11%
Computer supplies	12,500	2,203	18%
Computer software/maintenance	20,000	11,553	58%
Vehicle maintenance	1,500	373	25%
Utilities	9,000	4,580	51%
Local travel	2,000	129	6%
Other	5,000	567	11%
Subtotal, indirect expenses	203,950	122,880	60%
Total, all expenses	4,662,794	1,670,714	36%
Change in fund balance	(252,319)	(5,947)	
Beginning fund balance	2,218,453	2,218,453	
Current fund balance	\$ 1,966,134	2,212,506	

COMPASS
FY2021 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of March 31, 2021, 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	90,459	22,271	25%			90,459	22,271	25%	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	83,818	40,972	49%	2,500	342	86,318	41,314	48%	On Budget.	
653	Communication and Education	Luft	99,078	73,661	74%	45,300	9,116	144,378	82,777	57%	On Budget.	
661	Long-Range Planning	Itkonen	493,965	236,736	48%	727,671	228,888	1,221,636	465,625	38%	Under Budget. Staff anticipates the majority of funds budgeted for this project will be expended by the end of the fiscal year. The I-84 study is expected to carry in to FY2022, and some outreach funding will not be spent.	
685	Resource Development/Funding	Tisdale	380,299	206,571	54%	144,439	58,778	524,737	265,350	51%	On Budget.	
Subtotal, Projects			1,147,618	580,212	51%	919,910	297,125	32%	2,067,528	877,337	42%	
701	General Membership Services	Itkonen	88,349	30,231	34%			88,349	30,231	34%	Under Budget. Expenditures are directly related to the amount of services requested by member agencies.	
702	Air Quality Outreach	Luft	10,000	5,318	53%	100,000	35,566	110,000	40,884	37%	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	22,777	27,240	120%	-		22,777	27,240	120%	Over Budget. Expenditures are directly related to the amount of services requested by the general public.	
704	Air Quality Operations	Larsen	117,651	64,733	55%	-		117,651	64,733	55%	On Budget.	
705	Transportation Liaison Services	Stoll	39,014	19,952	51%	-		39,014	19,952	51%	On Budget.	
760	Legislative Services	Stoll	58,182	23,571	41%	115,050	41,124	173,232	64,694	37%	Under Budget. Staff anticipates this project will be slightly under budget by the end of the fiscal year since no travel occurred during the year.	
Subtotal, Services			335,973	171,045	51%	215,050	76,690	36%	551,023	247,735	45%	
801	Staff Development	Larsen	64,599	31,299	48%	40,000	4,982	104,599	36,281	35%	Under Budget. Staff anticipates this project will be well under budget this fiscal year, since conferences and training have been virtual.	
820	Committee Support	Larsen	116,523	73,292	63%	2,000		118,523	73,292	62%	Over Budget. Staff anticipates this project will be on budget by the end of the fiscal year.	
836	Regional Travel Demand Model	Waldinger	212,707	82,949	39%	22,200		234,907	82,949	35%	Under Budget. Staff anticipates this project will be slightly under budget by the end of the fiscal year.	
838	Travel Survey Data Collection	Waldinger	22,303	4,400	20%	850,000		872,303	4,400	1%	Under Budget. This project is expected to begin in the third quarter and carry in to FY2022.	
842	Congestion Management Process / I-84 Corridor Plan	Mulhall	96,348	42,353	44%			96,348	42,353	44%	On Budget.	

**COMPASS
FY2021 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES**

As of March 31, 2021, 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	
860	Geographic Information System Maintenance	Adolfson	268,229	131,924	49%
Subtotal, System Maintenance		780,710	366,217	47%	
990	Direct Operations and Maintenance	Larsen			
Subtotal, Indirect and overhead		-	-		
GRAND TOTAL		2,264,301	1,117,475	49%	

Budgeted Direct	Actual Direct	% of Budget Used
173,383	32,350	19%
1,087,583	37,332	3%
175,950	142,093	81%
175,950	142,093	81%
2,398,493	553,240	23%

Budgeted Total	Actual Total	% of Budget Used
441,612	164,275	37%
1,868,293	403,550	22%
175,950	142,093	81%
175,950	142,093	81%
4,662,794	1,670,714	36%

Notes

Under Budget.
Staff anticipates this project will be on budget by the end of the fiscal year.

Over Budget.
Total annual costs for the renewal of software licenses were charged in the first quarter. Staff anticipates this project will on budget by the end of the fiscal year.

COMPASS**Balance Sheet - March 31, 2021**

	<u>9/30/2020</u>	<u>3/31/2021</u>
ASSETS		
Cash and Cash Equivalents	1,983,860	2,011,008
Accounts Receivable	479,876	258,494
Prepaid Expenses	2,019	-
	<hr/>	<hr/>
TOTAL ASSETS	<u>2,465,755</u>	<u>2,269,501</u>
LIABILITIES		
Accounts Payable	104,879	233
Accrued Payroll Liabilities	139,973	54,313
Deferred Revenue	2,449	2,449
	<hr/>	<hr/>
Subtotal, liabilities	247,300	56,995
FUND BALANCE		
Nonspendable: Prepaid Expenses	2,019	-
Assigned To: Set-Aside for CIM 2050 Tasks	170,849	146,967
Assigned To: Set-Aside for CIM Implementation Grant Program	51,083	50,000
Assigned To: Set-Aside for Orthophotography Cost	104,674	148,001
Assigned To: Set-Aside for FY20 Revenue Shortfall	30,387	27,469
Unassigned	1,859,443	1,840,070
	<hr/>	<hr/>
Subtotal, fund balance	2,218,455	2,212,506
	<hr/>	<hr/>
TOTAL LIABILITIES AND FUND BALANCE	<u>2,465,755</u>	<u>2,269,501</u>

Cash & Investment Summary - March 31, 2021

<u>Account</u>	<u>Current Rate</u>	<u>Balance</u>
Petty Cash	n/a	200
ID Central Credit Union Share Savings	0.10%	26
ID Central Credit Union Money Market Checking	0.15%	46,768
ID Central Credit Union Premium Money Market Savings	0.19%	50,008
ID Central Credit Union 60 Month CD	2.51%	190,019
Local Government Investment Pool	0.21%	1,255,852
Banner Bank 36 Month CD #8093	1.20%	155,548
Banner Bank 60 Month CD #8069	1.20%	155,908
Banner Bank 60 Month CD #8101	1.87%	156,678
		<hr/>
Total Cash Balance		<u>2,011,008</u>