



Working together to plan for the future

**FINANCE COMMITTEE MEETING
DECEMBER 2, 2021 — 12:00 PM
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO**

ZOOM CONFERENCE CALL

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

Committee members can participate in the meeting in-person or via Zoom conference call. The 2nd Floor Large Conference room is open for in-person attendance, 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 3 *A. Approve August 19, 2021, Finance Committee Meeting Minutes

IV. INFORMATION/DISCUSSION ITEM

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

V. ACTION ITEMS

Page 11 *A. Approve Variance Report for October 1, 2020 – September 30, 2021

Page 17 *B. Recommend Approval of Revision 1 of the FY2022 Unified Planning Work Program and Budget

VI. OTHER

A. Next Meeting: December 16, 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.

T:\FY22\900 Operations\Finance\1 2022 Packets\12-2-2021\agenda12022021.docx

FINANCE COMMITTEE MEETING AUGUST 19, 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, in person
Garret Nancolas, Mayor, City of Caldwell, via telephone
Holly Woodings, Councilmember, City of Boise, via telephone

MEMBERS ABSENT: Keri Smith, Commissioner, Canyon County

OTHERS PRESENT: Meg Larsen, Community Planning Association, in person
Matt Stoll, Community Planning Association, in person
Hailey Townsend, Community Planning Association, in person
Josh Tyree, Harris CPAs, in person

CALL TO ORDER:

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

OPEN DISCUSSION/ANNOUNCEMENTS

Mayor Nancolas announced that the Caldwell Night Rodeo will run through Saturday, August 21, 2021. Kendra Kenyon announced that the Western Idaho Fair will begin August 20, 2021, and run through August 29, 2021.

CONSENT AGENDA

A. Approve July 15, 2021, Finance Committee Meeting Minutes

Kendra Kenyon moved and John Evans 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, July 3, 2021, to August 5, 2021, which was provided in the packet for information.

ACTION ITEM

A. Approve FY2021 Audit Process

Josh Tyree presented the FY2021 audit process for Finance Committee approval.

After discussion, **Garret Nancolas moved and Holli Woodings seconded to approve the FY2021 audit process as presented. Motion passed unanimously.**

B. Approve Variance Report for October 1, 2020 – June 30, 2021

Meg Larsen presented the variance report for October 1, 2020 – June 30, 2021, for approval by the Finance Committee.

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

ADJOURNMENT

Jay Gibbons moved and Kendra Kenyon seconded to adjourn the meeting at 12:23 p.m. Motion passed unanimously.

Approved this 2nd day of December 2021.

By: _____
Mary May, Chair

Attest:

By: _____
Kendra Kenyon, Vice Chair

\\cpa-file01\Shared\FY21\900 Operations\Finance\2021 Minutes\Unsigned\minutes8192021.docx

Check History Report
Sorted By Vendor Name
Activity From: 7/3/2021 to 11/5/2021

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: 2ND&BR 2ND & BROADWAY CONDO ASSOC					
A	ICCU - Checking	E00981	10/20/2021	56,429.00	Electronic Payment
				Vendor 2ND & BROADWAY CONDO ASSOC Total:	56,429.00
Vendor Number: AMAZON Amazon Web Services					
A	ICCU - Checking	W00529	10/14/2021	854.92	Wire Transfer
				Vendor Amazon Web Services Total:	854.92
Vendor Number: AMPLAS AMERICAN PLANNING ASSOCIATION					
A	ICCU - Checking	006810	8/20/2021	558.00	Auto
A	ICCU - Checking	006850	11/5/2021	1,020.00	Auto
				Vendor AMERICAN PLANNING ASSOCIATION Total:	1,578.00
Vendor Number: AMPO ASSOCIATION OF METROPOLITAN					
A	ICCU - Checking	006789	7/20/2021	3,007.10	Auto
				Vendor ASSOCIATION OF METROPOLITAN Total:	3,007.10
Vendor Number: ATLANTI Atlantic & Pacific Data Corporation					
A	ICCU - Checking	E00975	10/20/2021	10,000.00	Electronic Payment
				Vendor Atlantic & Pacific Data Corporation Total:	10,000.00
Vendor Number: BENTLEY Bentley Systems. Inc.					
A	ICCU - Checking	E00960	9/3/2021	15,000.00	Electronic Payment
				Vendor Bentley Systems. Inc. Total:	15,000.00
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E00950	8/5/2021	27,816.26	Electronic Payment
A	ICCU - Checking	E00963	9/3/2021	27,816.26	Electronic Payment
A	ICCU - Checking	E00974	10/5/2021	28,524.82	Electronic Payment
A	ICCU - Checking	E00988	11/5/2021	28,524.82	Electronic Payment
				Vendor Boise Municipal Health Care Total:	112,682.16
Vendor Number: BOE Boise Office Equipment					
A	ICCU - Checking	006811	8/20/2021	331.92	Auto
				Vendor Boise Office Equipment Total:	331.92
Vendor Number: BSURADI Boise State Public Radio					
A	ICCU - Checking	006790	7/20/2021	1,225.00	Auto
A	ICCU - Checking	006812	8/20/2021	1,960.00	Auto
A	ICCU - Checking	006823	9/20/2021	2,450.00	Auto
A	ICCU - Checking	006834	10/20/2021	1,925.00	Auto
				Vendor Boise State Public Radio Total:	7,560.00
Vendor Number: BSUAR BOISE STATE UNIVERSITY					
A	ICCU - Checking	006851	11/5/2021	2,350.00	Auto
				Vendor BOISE STATE UNIVERSITY Total:	2,350.00
Vendor Number: BONBLU BONNEVILLE BLUE PRINT SUPPLY					
A	ICCU - Checking	E00945	8/5/2021	87.76	Electronic Payment
				Vendor BONNEVILLE BLUE PRINT SUPPLY Total:	87.76
Vendor Number: CALCHA CALDWELL CHAMBER OF COMMERCE					
A	ICCU - Checking	006845	10/20/2021	175.00	Auto
				Vendor CALDWELL CHAMBER OF COMMERCE Total:	175.00
Vendor Number: CANYONO Canyon Outdoor Media, LLC					
A	ICCU - Checking	E00946	8/5/2021	2,200.00	Electronic Payment
A	ICCU - Checking	E00987	11/5/2021	2,200.00	Electronic Payment
				Vendor Canyon Outdoor Media, LLC Total:	4,400.00
Vendor Number: GARDENC City of Garden City					
A	ICCU - Checking	E00983	10/20/2021	252.00	Electronic Payment
				Vendor City of Garden City Total:	252.00
Vendor Number: COALITI Coalition for Amer's Gateways					
A	ICCU - Checking	006852	11/5/2021	6,500.00	Auto

Check History Report
Sorted By Vendor Name
Activity From: 7/3/2021 to 11/5/2021

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Coalition for Amer's Gateways Total:				6,500.00	
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT					
A	ICCU - Checking	006787	7/20/2021	169.32	Manual
A	ICCU - Checking	006808	8/20/2021	169.32	Manual
A	ICCU - Checking	006821	9/20/2021	169.32	Manual
A	ICCU - Checking	006843	10/20/2021	169.32	Manual
Vendor COLONIAL LIFE & ACCIDENT Total:				677.28	
Vendor Number: DELUXE DELUXE BUSINESS CHECKS					
A	ICCU - Checking	W00522	8/10/2021	270.64	Wire Transfer
Vendor DELUXE BUSINESS CHECKS Total:				270.64	
Vendor Number: DKSACCO DKS Associates					
A	ICCU - Checking	E00947	8/5/2021	19,213.60	Electronic Payment
A	ICCU - Checking	E00951	8/20/2021	6,955.25	Electronic Payment
A	ICCU - Checking	E00964	9/20/2021	21,675.80	Electronic Payment
A	ICCU - Checking	E00976	10/20/2021	15,536.25	Electronic Payment
Vendor DKS Associates Total:				63,380.90	
Vendor Number: ESRI ENVIRONMENTAL SYSTEMS RESEARCH					
A	ICCU - Checking	E00982	10/20/2021	28,369.86	Electronic Payment
Vendor ENVIRONMENTAL SYSTEMS RESEARCH Total:				28,369.86	
Vendor Number: FLEXTE FLEXTECHS, LLC					
A	ICCU - Checking	E00937	7/20/2021	2,358.75	Electronic Payment
A	ICCU - Checking	E00952	8/20/2021	1,881.10	Electronic Payment
A	ICCU - Checking	E00965	9/20/2021	2,145.00	Electronic Payment
A	ICCU - Checking	E00977	10/20/2021	4,268.36	Electronic Payment
Vendor FLEXTECHS, LLC Total:				10,653.21	
Vendor Number: LOCHNER H.W. Lochner, Inc.					
A	ICCU - Checking	E00938	7/20/2021	3,193.93	Electronic Payment
A	ICCU - Checking	E00953	8/20/2021	12,253.45	Electronic Payment
A	ICCU - Checking	E00972	10/5/2021	5,535.72	Electronic Payment
Vendor H.W. Lochner, Inc. Total:				20,983.10	
Vendor Number: ZHARTF HARTFORD					
A	ICCU - Checking	006788	7/20/2021	880.43	Manual
A	ICCU - Checking	006809	8/20/2021	912.55	Manual
A	ICCU - Checking	006822	9/20/2021	863.37	Manual
A	ICCU - Checking	006844	10/20/2021	861.57	Manual
Vendor HARTFORD Total:				3,517.92	
Vendor Number: ICCU IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	006800	8/5/2021	2,141.62	Auto
Vendor IDAHO CENTRAL CREDIT UNION Total:				2,141.62	
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	006817	9/3/2021	2,794.56	Auto
A	ICCU - Checking	006830	10/5/2021	4,296.90	Auto
A	ICCU - Checking	006835	10/20/2021	3,366.00	Auto
A	ICCU - Checking	006854	11/5/2021	2,959.50	Auto
Vendor IDAHO CENTRAL CREDIT UNION Total:				13,416.96	
Vendor Number: IDPOWE IDAHO POWER CO.					
A	ICCU - Checking	006791	7/20/2021	813.93	Auto
A	ICCU - Checking	006813	8/20/2021	763.98	Auto
A	ICCU - Checking	006831	10/5/2021	674.40	Auto
A	ICCU - Checking	006855	11/5/2021	532.21	Auto
Vendor IDAHO POWER CO. Total:				2,784.52	
Vendor Number: IDPRESR Idaho Press Tribune Renewal					

Check History Report
Sorted By Vendor Name
Activity From: 7/3/2021 to 11/5/2021

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	006856	11/5/2021	83.25	Auto
Vendor Idaho Press Tribune Renewal Total:				83.25	
Vendor Number: IDPRES IDAHO PRESS-TRIBUNE					
A	ICCU - Checking	006792	7/20/2021	1,311.36	Auto
A	ICCU - Checking	006801	8/5/2021	275.80	Auto
A	ICCU - Checking	006814	8/20/2021	152.46	Auto
A	ICCU - Checking	006824	9/20/2021	1,237.68	Auto
Vendor IDAHO PRESS-TRIBUNE Total:				2,977.30	
Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION					
A	ICCU - Checking	W00514	7/20/2021	4,203.00	Wire Transfer
A	ICCU - Checking	W00519	8/20/2021	4,148.00	Wire Transfer
A	ICCU - Checking	W00525	9/20/2021	4,145.00	Wire Transfer
A	ICCU - Checking	W00532	10/20/2021	4,185.00	Wire Transfer
Vendor IDAHO STATE TAX COMMISSION Total:				16,681.00	
Vendor Number: IMPACT Impact Radio Group					
A	ICCU - Checking	006803	8/5/2021	1,950.00	Auto
A	ICCU - Checking	006818	9/3/2021	2,925.00	Auto
A	ICCU - Checking	006837	10/20/2021	1,867.00	Auto
Vendor Impact Radio Group Total:				6,742.00	
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.					
A	ICCU - Checking	006794	7/20/2021	15.34	Auto
A	ICCU - Checking	006815	8/20/2021	9.79	Auto
A	ICCU - Checking	006826	9/20/2021	11.44	Auto
A	ICCU - Checking	006838	10/20/2021	40.32	Auto
A	ICCU - Checking	006857	11/5/2021	120.25	Auto
Vendor INTERMOUNTAIN GAS CO. Total:				197.14	
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W00512	7/20/2021	15,228.40	Wire Transfer
A	ICCU - Checking	W00515	8/5/2021	15,574.62	Wire Transfer
A	ICCU - Checking	W00517	8/20/2021	15,054.18	Wire Transfer
A	ICCU - Checking	W00520	9/3/2021	15,819.84	Wire Transfer
A	ICCU - Checking	W00523	9/20/2021	17,292.64	Wire Transfer
A	ICCU - Checking	W00526	10/5/2021	17,248.16	Wire Transfer
A	ICCU - Checking	W00530	10/20/2021	15,840.04	Wire Transfer
A	ICCU - Checking	W00533	11/5/2021	15,485.88	Wire Transfer
Vendor INTERNAL REVENUE SERVICE Total:				127,543.76	
Vendor Number: SAUCEDO Jayleen Saucedo					
A	ICCU - Checking	E00954	8/20/2021	51.52	Electronic Payment
Vendor Jayleen Saucedo Total:				51.52	
Vendor Number: HOLMES KEITH HOLMES					
A	ICCU - Checking	E00966	9/20/2021	275.00	Electronic Payment
Vendor KEITH HOLMES Total:				275.00	
Vendor Number: KELLER Keller Associates, Inc.					
A	ICCU - Checking	006795	7/20/2021	7,555.00	Auto
Vendor Keller Associates, Inc. Total:				7,555.00	
Vendor Number: KIMANG Kim Anglesey					
A	ICCU - Checking	E00961	9/3/2021	645.00	Electronic Payment
Vendor Kim Anglesey Total:				645.00	
Vendor Number: STOLL MATTHEW STOLL					
A	ICCU - Checking	E00941	7/20/2021	38.59	Electronic Payment
A	ICCU - Checking	E00956	8/20/2021	38.57	Electronic Payment
A	ICCU - Checking	E00967	9/20/2021	38.57	Electronic Payment
A	ICCU - Checking	E00984	10/20/2021	38.52	Electronic Payment

Check History Report
Sorted By Vendor Name
Activity From: 7/3/2021 to 11/5/2021

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor MATTHEW STOLL Total:				154.25	
Vendor Number: IDSTAT McClatchy Company					
A	ICCU - Checking	006793	7/20/2021	1,152.00	Auto
A	ICCU - Checking	006802	8/5/2021	111.52	Auto
A	ICCU - Checking	006825	9/20/2021	1,245.20	Auto
A	ICCU - Checking	006836	10/20/2021	126.90	Auto
Vendor McClatchy Company Total:				2,635.62	
Vendor Number: PETTY MEGAN LARSEN					
A	ICCU - Checking	006832	10/5/2021	17.60	Auto
Vendor MEGAN LARSEN Total:				17.60	
Vendor Number: SKILES Mitch Skiles					
A	ICCU - Checking	E00955	8/20/2021	75.00	Electronic Payment
Vendor Mitch Skiles Total:				75.00	
Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)					
A	ICCU - Checking	006786	7/20/2021	64.00	Manual
A	ICCU - Checking	006807	8/20/2021	64.00	Manual
A	ICCU - Checking	006820	9/20/2021	64.00	Manual
A	ICCU - Checking	006842	10/20/2021	64.00	Manual
Vendor NCPERS Group Life Ins. (M605) Total:				256.00	
Vendor Number: NEIGHB NEIGHBORHOOD ALL STARS					
A	ICCU - Checking	E00939	7/20/2021	225.00	Electronic Payment
A	ICCU - Checking	E00973	10/5/2021	750.00	Electronic Payment
Vendor NEIGHBORHOOD ALL STARS Total:				975.00	
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	006796	7/20/2021	203.63	Auto
A	ICCU - Checking	006804	8/5/2021	740.17	Auto
A	ICCU - Checking	006804	8/5/2021	740.17	Reversal
A	ICCU - Checking	006827	9/20/2021	740.17	Auto
A	ICCU - Checking	006858	11/5/2021	245.38	Auto
Vendor Office Depot Total:				1,189.18	
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	006849	11/5/2021	19,748.73	Manual
A	ICCU - Checking	W00513	7/20/2021	19,209.83	Wire Transfer
A	ICCU - Checking	W00516	8/5/2021	19,613.66	Wire Transfer
A	ICCU - Checking	W00518	8/20/2021	19,395.75	Wire Transfer
A	ICCU - Checking	W00521	9/3/2021	19,830.96	Wire Transfer
A	ICCU - Checking	W00524	9/20/2021	22,079.79	Wire Transfer
A	ICCU - Checking	W00527	10/5/2021	22,155.77	Wire Transfer
A	ICCU - Checking	W00531	10/20/2021	18,529.22	Wire Transfer
Vendor PUBLIC EMPLOYEES RETIREMENT Total:				160,563.71	
Vendor Number: RADIO R Radio Rancho					
A	ICCU - Checking	006797	7/20/2021	1,989.76	Auto
A	ICCU - Checking	006816	8/20/2021	2,057.14	Auto
A	ICCU - Checking	006828	9/20/2021	2,033.78	Auto
A	ICCU - Checking	006839	10/20/2021	2,004.67	Auto
Vendor Radio Rancho Total:				8,085.35	
Vendor Number: RSG Resource Systems Group, Inc.					
A	ICCU - Checking	E00940	7/20/2021	12,282.89	Electronic Payment
A	ICCU - Checking	E00948	8/5/2021	30,997.98	Electronic Payment
A	ICCU - Checking	E00962	9/3/2021	37,985.78	Electronic Payment
A	ICCU - Checking	E00978	10/20/2021	285,243.36	Electronic Payment
Vendor Resource Systems Group, Inc. Total:				366,510.01	
Vendor Number: SAGE Sage Software, Inc.					

Check History Report
Sorted By Vendor Name
Activity From: 7/3/2021 to 11/5/2021

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	006805	8/5/2021	5,960.76	Auto
Vendor Sage Software, Inc. Total:				5,960.76	
Vendor Number: SCRIPP SCRIPPS - Boise					
A	ICCU - Checking	006798	7/20/2021	585.00	Auto
A	ICCU - Checking	006806	8/5/2021	952.50	Auto
Vendor SCRIPPS - Boise Total:				1,537.50	
Vendor Number: SHREDIT Shred-It USA- Boise					
A	ICCU - Checking	006859	11/5/2021	60.00	Auto
Vendor Shred-It USA- Boise Total:				60.00	
Vendor Number: ZIDGRA STATE TAX COMMISSION					
A	ICCU - Checking	W00528	10/5/2021	500.19	Wire Transfer
Vendor STATE TAX COMMISSION Total:				500.19	
Vendor Number: SURVEY SURVEY MONKEY INC.					
A	ICCU - Checking	E00985	10/20/2021	3,950.00	Electronic Payment
Vendor SURVEY MONKEY INC. Total:				3,950.00	
Vendor Number: SYRINGA Syringa Networks, LLC					
A	ICCU - Checking	E00949	8/5/2021	936.49	Electronic Payment
A	ICCU - Checking	E00957	8/20/2021	936.49	Electronic Payment
A	ICCU - Checking	E00968	9/20/2021	936.49	Electronic Payment
A	ICCU - Checking	E00986	10/20/2021	933.08	Electronic Payment
Vendor Syringa Networks, LLC Total:				3,742.55	
Vendor Number: HARTFO THE HARTFORD					
A	ICCU - Checking	006846	10/20/2021	5,621.00	Auto
A	ICCU - Checking	006853	11/5/2021	1,857.00	Auto
Vendor THE HARTFORD Total:				7,478.00	
Vendor Number: TISCHLE TischlerBise					
A	ICCU - Checking	E00942	7/20/2021	15,075.00	Electronic Payment
A	ICCU - Checking	E00969	9/20/2021	3,030.00	Electronic Payment
Vendor TischlerBise Total:				18,105.00	
Vendor Number: TOWNSQU Townsquare Digital					
A	ICCU - Checking	006799	7/20/2021	2,479.00	Auto
A	ICCU - Checking	006819	9/3/2021	3,437.00	Auto
A	ICCU - Checking	006833	10/5/2021	3,703.00	Auto
A	ICCU - Checking	006840	10/20/2021	3,167.00	Auto
Vendor Townsquare Digital Total:				12,786.00	
Vendor Number: TRAFX TRAFx Research, Ltd.					
A	ICCU - Checking	006847	10/20/2021	500.00	Auto
Vendor TRAFx Research, Ltd. Total:				500.00	
Vendor Number: TREAVAL TREASURE VALLEY COFFEE					
A	ICCU - Checking	006829	9/20/2021	147.75	Auto
A	ICCU - Checking	006860	11/5/2021	147.75	Auto
Vendor TREASURE VALLEY COFFEE Total:				295.50	
Vendor Number: VALOFFI Valley Office Systems					
A	ICCU - Checking	006841	10/20/2021	555.00	Auto
Vendor Valley Office Systems Total:				555.00	
Vendor Number: VRT Valley Regional Transit					
A	ICCU - Checking	E00944	7/20/2021	1,500.00	Electronic Payment
A	ICCU - Checking	E00971	9/20/2021	1,500.00	Electronic Payment
A	ICCU - Checking	E00980	10/20/2021	1,500.00	Electronic Payment
Vendor Valley Regional Transit Total:				4,500.00	
Vendor Number: VERITA VERITAS					
A	ICCU - Checking	E00943	7/20/2021	7,912.50	Electronic Payment

Check History Report
Sorted By Vendor Name
Activity From: 7/3/2021 to 11/5/2021

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	E00958	8/20/2021	7,912.50	Electronic Payment
A	ICCU - Checking	E00970	9/20/2021	7,912.50	Electronic Payment
A	ICCU - Checking	E00979	10/20/2021	7,912.50	Electronic Payment
Vendor VERITAS Total:				<u>31,650.00</u>	
Vendor Number: VERIZON Verizon					
A	ICCU - Checking	006848	10/20/2021	38.89	Auto
Vendor Verizon Total:				<u>38.89</u>	
Vendor Number: WESTRO WESTERN TROPHY & ENGRAVING					
A	ICCU - Checking	E00959	8/20/2021	566.50	Electronic Payment
Vendor WESTERN TROPHY & ENGRAVING Total:				<u>566.50</u>	
Report Total:				<u><u>1,162,842.45</u></u>	

FINANCE COMMITTEE AGENDA ITEM V-A Date: DECEMBER 2, 2021

Topic: Variance Report for October 1, 2020 – September 30, 2021

Request/Recommendation:

COMPASS staff seeks approval of the Variance Report dated October 1, 2020 to September 30, 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 September 30, 2021. The unbilled revenues total \$809,000. This total will be carried forward to fiscal year 2022 and is expected to be billed then, when the associated expenses are incurred.

Revenues from all other sources ended the year at 97% of budget overall.

Salaries and fringe expense are at 98% of budget at the end of the fourth quarter. The \$47,800 in savings comes from the timing of salary increases, some short-term vacancies, and lower than expected benefit costs. As of September 30, COMPASS was fully staffed at 18.5 FTE's. The three Air Quality Board (AQB) staff are included in AQB's stand-alone budget and are not reflected in the COMPASS budget.

Total direct expenses are at 57% of budget overall.

- Professional services is under budget with 57% 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) were underway in FY2021 but will be carried over into FY2022 and wrapped up then.
- Equipment purchase expenses were under budget for the year. Expenses to support the Regional Data Center were less than anticipated, and replacement of the COMPASS phone system was postponed until FY2022.
- Travel and Education was well under budget for the year. Travel and conferences were limited in FY2021 due to Covid.
- About \$30,000 in funds budgeted for *Communities in Motion* Public Involvement were not needed, so this category ended the year under budget, as well.
- Meeting support expenses were well under budget for the year, as most meetings were held virtually.

Total indirect expenses ended the year at 89% of budget, with some line items being over budget and some line items under budget.

Budget to actual variances by program – expenses

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

Balance sheet and cash summary

The fourth and final page of the attachment shows the balance sheet as of September 30, 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) Attachments: Budget to actual variances by line item – revenue and expenses
Budget to actual variances by program – expenses
Balance sheet and cash summary
- 2) For detailed information contact: Meg Larsen at 208-475-2228 or mlarsen@compassidaho.org.

COMPASS

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

	Budget	Actual	% of Budget Earned or Expended
Grant revenue	3,093,194	2,202,784	71%
Member contributions	955,132	955,132	100%
ID DEQ/ACAQB Awareness	110,000	108,529	99%
City of Boise - Project Development	9,839	9,836	100%
Idaho Transportation Department - Survey software	26,250	26,250	100%
Air Quality Operations - Management Fee	76,278	89,217	117%
Orthophotography Project - Participants	116,583	-	0%
Idaho Transportation Department - TREDIS	16,200	-	0%
Interest income	7,000	13,635	195%
Orthophotography Revenue - Sales	-	60,088	
Modeling revenue	-	21,097	
Maps and publications revenue	-	481	
Other income	-	-	
Subtotal, revenues	4,410,475	3,487,049	79%
Staff labor	1,406,200	1,394,865	99%
Payroll taxes and fringe benefits	654,151	617,646	94%
Subtotal, salaries and fringe expenses	2,060,351	2,012,512	98%
Professional services	1,707,947	1,001,713	59%
Equipment purchase	255,200	183,696	72%
Travel/education	59,600	8,315	14%
Printing	600	-	0%
Other	13,600	9,315	68%
Public involvement	99,086	55,769	56%
Meeting support	9,000	471	5%
Legislative services	102,950	103,211	100%
Carry Forward	150,510	-	0%
Subtotal, direct expenses	2,398,493	1,362,489	57%
Professional services	31,000	26,519	86%
Equipment repair	200	-	0%
Publications	3,000	1,576	53%
Employee professional memberships	7,500	3,951	53%
Postage	750	607	81%
Telephone	13,000	11,918	92%
Building maintenance/association	55,150	56,088	102%
Printing	2,250	198	9%
Advertising	1,500	2,464	164%
Audit	15,500	15,700	101%
Insurance	13,100	14,883	114%
Legal services	5,000	347	7%
General supplies	6,000	2,686	45%
Computer supplies	12,500	4,411	35%
Computer software/maintenance	20,000	29,171	146%
Vehicle maintenance	1,500	949	63%
Utilities	9,000	8,924	99%
Local travel	2,000	356	18%
Other	5,000	907	18%
Subtotal, indirect expenses	203,950	181,654	89%
Total, all expenses	4,662,794	3,556,655	76%
Change in fund balance	(252,319)	(69,606)	
Beginning fund balance	2,218,453	2,218,453	
Current fund balance	\$ 1,966,134	2,148,847	

COMPASS
FY2021 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of September 30, 2021, 100% of the fiscal year has passed. Programs that have expended 90% or less of their budgeted dollars are considered under budget. Programs that have expended 110% or more of their budgeted dollars are considered over budget.

10% or more under budgeted expenses

10% or more over budgeted expenses

	Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	Notes	
601	UPWP: Budget Development and Federal Assurances	Larsen	90,459	53,503	59%			90,459	53,503	59%	Under Budget. With just one revision of the FY2021 UPWP, less staff time was expended when compared to prior years.	
620	Demographics and Growth Monitoring	Miller	83,818	83,288	99%	2,500	342	86,318	83,630	97%	On Budget.	
653	Communication and Education	Luft	99,078	140,796	142%	45,300	26,042	144,378	166,838	116%	Over Budget. Staff time used to update the public participation plan took more time than originally estimated.	
661	Long-Range Planning	Itkonen	493,965	477,766	97%	727,671	451,994	1,221,636	929,760	76%	Under Budget. About \$72,000 of the I-84 study contracts remains and will be carried over to FY2022, along with some smaller amounts from the workplan. About \$35,000 of the budgeted outreach funding was not needed.	
685	Resource Development/Funding	Tisdale	380,299	410,004	108%	144,439	82,260	524,737	492,264	94%	On Budget.	
Subtotal, Projects			1,147,618	1,165,357	102%	919,910	560,639	61%	2,067,528	1,725,995	83%	
701	General Membership Services	Itkonen	88,349	65,918	75%			88,349	65,918	75%	Under Budget. Expenditures are directly related to the amount of services requested by member agencies.	
702	Air Quality Outreach	Luft	10,000	9,025	90%	100,000	96,490	110,000	105,515	96%	On Budget.	
703	General Public Services	Waldinger	22,777	49,975	219%	-		22,777	49,975	219%	Over Budget. Expenditures are directly related to the amount of services requested by the general public.	
704	Air Quality Operations	Larsen	117,651	113,136	96%	-	88	117,651	113,225	96%	On Budget.	
705	Transportation Liaison Services	Stoll	39,014	39,317	101%	-		39,014	39,317	101%	On Budget.	
760	Legislative Services	Stoll	58,182	46,770	80%	115,050	96,761	173,232	143,531	83%	Under Budget. This project was under budget for the year since no travel occurred during the year.	
Subtotal, Services			335,973	324,143	96%	215,050	193,340	90%	551,023	517,483	94%	
801	Staff Development	Larsen	64,599	55,281	86%	40,000	6,715	104,599	61,996	59%	Under Budget. This project was well under budget this fiscal year, since conferences and training have been virtual.	
820	Committee Support	Larsen	116,523	140,622	121%	2,000	383	118,523	141,004	119%	Over Budget. Staff hours needed to support the COMPASS Board and Committees were greater than anticipated.	
836	Regional Travel Demand Model	Waldinger	212,707	165,469	78%	22,200		234,907	165,469	70%	Under Budget. Funds budgeted for general model support were not utilized.	
838	Travel Survey Data Collection	Waldinger	22,303	10,798	48%	850,000	376,510	872,303	387,308	44%	Under Budget. Work on the Household Travel Survey will be carried over to FY2022 and wrapped up then.	
842	Congestion Management Process / I-84 Corridor Plan	Mulhall	96,348	83,559	87%		-	96,348	83,559	87%	Under Budget. Staff hours needed for this project were less than anticipated.	

COMPASS
FY2021 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of September 30, 2021, 100% of the fiscal year has passed. Programs that have expended 90% or less of their budgeted dollars are considered under budget. Programs that have expended 110% or more of their budgeted dollars are considered over budget.

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

	Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	
860	Geographic Information System Maintenance	Adolfson	268,229	248,937	93%	173,383	74,203	43%	441,612	323,140	73%
Subtotal, System Maintenance			780,710	704,666	90%	1,087,583	457,810	42%	1,868,293	1,162,477	62%
990	Direct Operations and Maintenance	Larsen				175,950	150,700	86%	175,950	150,700	86%
Subtotal, Indirect and overhead			-	-		175,950	150,700	86%	175,950	150,700	86%
GRAND TOTAL			2,264,301	2,194,166	97%	2,398,493	1,362,489	57%	4,662,794	3,556,655	76%

Notes
 Under Budget.
 Budgeted direct expenses include \$83K for a future flight; these expenses will not be incurred until FY2022.

Under Budget.
 Budgeted direct expenses include \$83K for a future flight; these expenses will not be incurred until FY2022.

COMPASS**Balance Sheet - September 30, 2021**

	<u>9/30/2020</u>	<u>9/30/2021</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	1,983,860	2,108,436
Accounts Receivable	479,876	557,098
Prepaid Expenses	2,019	16,358
	<hr/>	<hr/>
TOTAL ASSETS	<u>2,465,755</u>	<u>2,681,892</u>
<u>LIABILITIES</u>		
Accounts Payable	104,879	381,546
Accrued Payroll Liabilities	139,973	149,524
Deferred Revenue	2,449	1,975
	<hr/>	<hr/>
Subtotal, liabilities	247,300	533,045
<u>FUND BALANCE</u>		
Nonspendable: Prepaid Expenses	2,019	16,358
Assigned To: Set-Aside for CIM 2050 Tasks	170,849	13,492
Assigned To: Set-Aside for CIM Implementation Grant Program	51,083	100,000
Assigned To: Set-Aside for Orthophotography Cost	104,674	125,860
Assigned To: Set-Aside for FY22 Revenue Shortfall	30,387	6,347
Unassigned	1,859,443	1,886,790
	<hr/>	<hr/>
Subtotal, fund balance	2,218,455	2,148,847
	<hr/>	<hr/>
TOTAL LIABILITIES AND FUND BALANCE	<u>2,465,755</u>	<u>2,681,892</u>

Cash & Investment Summary - September 30, 2021

<u>Account</u>	<u>Current Rate</u>	<u>Balance</u>
Petty Cash	n/a	200
ID Central Credit Union Share Savings	0.10%	25
ID Central Credit Union Money Market Checking	0.15%	27,588
ID Central Credit Union Premium Money Market Savings	0.15%	50,000
ID Central Credit Union 60 Month CD	2.51%	191,192
Local Government Investment Pool	0.12%	1,368,695
Banner Bank 36 Month CD #8093	1.20%	155,744
Banner Bank 60 Month CD #8069	1.20%	156,847
Banner Bank 60 Month CD #8101	1.87%	158,146
		<hr/>
Total Cash Balance		<u>2,108,436</u>

FINANCE COMMITTEE AGENDA ITEM V-B

Date: December 2, 2021

Topic: Revision 1 of the FY2022 Unified Planning Work Program and Budget

Request/Recommendation:

Review and recommend Revision 1 of the FY2022 Unified Planning Work Program and Budget (UPWP) for COMPASS Board of Directors' approval.

Background/Summary:

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

The following revisions to revenues are proposed in Revision 1 of the FY2022 UPWP:

- Add \$228,037 of Consolidated Planning Grant funds from key number 20050. These are unspent funds that were obligated for expenditure in FY2021 and carried forward to FY2022.
- Add \$124,727 of Surface Transportation Program-Transportation Management Area (STP-TMA) funds from key number 19571, *Communities in Motion 2050* (CIM 2050). These are unspent funds that were obligated for expenditure in FY2021 and carried forward to FY2022.
- Add matching funds of \$13,492 from fund balance for the carry forward of CIM 2050 STP-TMA funds.
- Add \$448,002 of STP-TMA funds from key number 19303, Travel Survey Data Collection. These are unspent funds that were obligated for expenditure in FY2021 and carried forward to FY2022.
- Add \$55,000 of funds from the Idaho Transportation Department for their continuance of the statewide contract for public outreach survey software.
- Add \$12,909 from fund balance for COMPASS's share of the FY2022 orthophotography project. The total amount from fund balance applied to the FY2022 flight is the revenues collected from orthophotography sales between the FY2019 flight and the end of FY2021.
- Reduce the estimate of participant contributions by \$12,910 for the FY2022 orthophotography project. There are additional funds on hand to cover the project costs.
- Remove \$142,490 from the draw from fund balance that was budgeted to cover the revenue shortfall in the FY2022 UPWP. With the addition of carry-over of federal grants to total available FY2022 revenues, the revenue shortfall was reduced, and therefore the need to use fund balance was reduced.

The following revisions to expenses are proposed in Revision 1 of the FY2022 UPWP:

- Add \$7,600 to total salary expense to cover anticipated change of one staff position from part time to full time in June of 2022.
- Add \$19,400 to total fringe benefit expense to cover the increase in employee benefits.
- Add \$133,107 to program number 661001, Long Range Planning. This amount includes \$1,047 for translation services, \$22,392 for graphics and editing, \$4,000 for assistance with the financial forecast, \$93,668 for completion of the I-84 operations study, which was started in FY2021, and \$12,000 for a cost estimate review.
- Add \$483,490 to program number 838001, Travel Survey Data Collection to complete work on this project which was started in FY2021.
- Add \$55,000 to program number 661001, Long Range Planning, to pay for the continuance of a statewide contract for public outreach survey software requested by the Idaho Transportation Department.
- Reduce program 661008, Bike Counter Management by \$5,000 as the data purchase is no longer needed.
- Add \$13,169 to program 860001, Geographic Information System Maintenance, to cover additional software purchase and maintenance fees.
- Add \$20,000 to program 990001, Direct Operations/Maintenance, to replace the CISCO phone system. This project is carried over from FY2021.

Implication (policy and/or financial):

Without COMPASS Board of Directors' adoption of Revision 1 of the FY2021 UPWP, the agency cannot make full use of available revenues.

More Information:

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

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
Recommended Changes to FY2022 - Revision 1
Summary

FY2022 Original UPWP Revenues		3,435,699	FY2022 Original UPWP Expenses		3,435,699
1	Consolidated Planning Grant, key number 20050; Ada County - carry over \$168,747 of unspent funds from FY2021.	168,747	Salary. Increase to cover staffing changes	7,600	
	Consolidated Planning Grant, key number 20050; Canyon County - carry over \$59,290 of unspent funds from FY2021.	59,290	Fringe. Increase to cover cost of employee benefits.	19,400	
2	STP-TMA, key number 19571; <i>Communities in Motion 2050</i> - carry over \$124,727 of unspent funds from FY2021.	124,727	661001 - Long Range Planning		
			Translation services	1,047	
			Graphics and editing	22,392	
			Financial forecast	4,000	
			I-84 Operations Study; carried over from FY2021	93,668	
			Cost estimate review	12,000	
3	STP-TMA, key number 19303; Travel Survey Data Collection - carry over \$448,002 of unspent funds from FY2021.	448,002	838001 - Travel Survey Data Collection; Data Collection Project; add \$483,490 (includes matching funds) to complete this project in FY2022.	483,490	
4	Idaho Transportation Department (survey software).	55,000	661001 - Long Range Planning; Survey software in partnership with ITD.	55,000	
	Reduce estimated participant contributions for FY2022 orthophotography project; funding on hand to cover remaining cost of project	(12,910)			
5	Draw from fund balance (matching funds for CIM 2050 carryover)	13,492			
	Increase draw from fund balance (set-aside for orthophotography flight in FY2022)	12,909			
	Reduce draw from fund balance (to fund revenue shortfall)	(142,490)			
			661008 - Bike Counter Management; data purchase	(5,000)	
			860001 - Geographic Information System Maintenance; equipment/software.	13,169	
			990001 - Direct Operations and Maintenance; phone system replacement, carried over from FY2021	20,000	
Recommended Adjustments to Revenues		726,766	Recommended Adjustments to Expenses		726,766
Adjusted Revenues - Revision 1		4,162,465	Adjusted Expenses - Revision 1		4,162,465

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
REVENUE AND EXPENSE SUMMARY (TOTAL)**

REVENUE	FY2022 Final	FY2022 Revision 1
GENERAL MEMBERSHIP		
Ada County	241,931	241,931
Ada County Highway District	241,931	241,931
Canyon County	118,802	118,802
Canyon Highway District No. 4	44,458	44,458
Golden Gate Highway District No.3	5,906	5,906
City of Boise	106,519	106,519
City of Caldwell	28,112	28,112
City of Eagle	15,198	15,198
City of Garden City	5,542	5,542
City of Greenleaf	397	397
City of Kuna	12,156	12,156
City of Meridian	56,388	56,388
City of Melba	260	260
City of Middleton	4,594	4,594
City of Nampa	48,932	48,932
City of Notus	251	251
City of Parma	974	974
City of Star	5,904	5,904
City of Wilder	807	807
Subtotal	939,062	939,062
SPECIAL MEMBERSHIP		
Boise State University	9,400	9,400
Capital City Development Corporation	9,400	9,400
Idaho Department of Environmental Quality	9,400	9,400
Idaho Transportation Department	9,400	9,400
Valley Regional Transit	9,400	9,400
Subtotal	47,000	47,000
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2021 K# 20050 Ada County (carryover)		168,747
CPG - FY2021 K# 20050 Canyon County (carryover)		59,290
CPG - FY2022 K# 20640 Ada County	1,048,580	1,048,580
CPG - FY2022 K# 20640 Canyon County	368,420	368,420
Sub Total CPG Grants	1,417,000	1,645,037
STP-TMA & STBG-U - K# 19920, FY2022 off-the-top funds for Planning	306,705	306,705
STP TMA - K# 19571, <i>Communities in Motion 2050</i> & carryover	45,589	170,316
STP TMA - K# 19303, Travel Survey Data Collection (carryover)		448,002
Subtotal	352,294	925,022
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	66,475	66,475
Idaho Transportation Department (Metroquest Survey Software)		55,000
Orthophotography - Participant Contributions	137,050	124,140
Interest Income	5,031	5,031
Subtotal	318,556	360,646
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,073,912	3,916,767
Draw From Fund Balance (CIM Implementation Grants)	100,000	100,000
Draw From Fund Balance (Matching funds for CIM carryover)		13,492
Draw From Fund Balance (funds set aside for orthophotography flight)	112,951	125,860
Draw From Fund Balance (to fund revenue shortfall)	148,836	6,346
Subtotal	361,787	245,698
TOTAL REVENUE, ALL RESOURCES	3,435,699	4,162,465

EXPENSE	FY2022 Final	FY2022 Revision 1
SALARY, FRINGE & CONTINGENCY		
Salary	1,526,300	1,533,900
Fringe	706,900	726,300
Contingency (Overtime, Bonus, and Sick Time Trade)	19,000	19,000
Subtotal	2,252,200	2,279,200
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	205,599	205,599
Subtotal	205,599	205,599
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	2,500	2,500
653001, Communication and Education	40,800	40,800
661001, Long-Range Planning	50,700	238,807
661008, Bike Counter Management	24,800	19,800
685001, Transportation Improvement Program	5,800	5,800
685002, Project Development Program	75,000	75,000
685004, CIM Implementation Grants	100,000	100,000
702001, Air Quality Outreach	100,000	100,000
760001, Legislative Services	115,050	115,050
801001, Staff Development	40,000	40,000
820001, Committee Support	2,000	2,000
836001, Regional Travel Demand Model	17,200	17,200
838001, Travel Survey Data Collection	-	483,490
860001, Geographic Information System Maintenance	300,000	313,169
990001, Direct Operations and Maintenance	104,050	124,050
Subtotal	977,900	1,677,666
TOTAL EXPENSE	3,435,699	4,162,465

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	3,435,699	4,162,465
LESS: TOTAL EXPENSES	3,435,699	4,162,465
REVENUE EXCESS/(DEFICIT)	(0)	0

T:\Operations\Accounting & Reporting\UPWP\FY2022 Rev1

FY2022 - Revision 1

REVENUE AND EXPENSE SUMMARY (total)

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE**

WORK PROGRAM NUMBER	EXPENSES				MATCH, LOCAL & OTHER FUNDING								TOTAL FUNDING SOURCES				
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	FY21 CPG Ada County K# 20050 (74%)	FY21 CPG Canyon County K# 20050 (26%)	FY22 CPG Ada County K# 20640 (74%)	FY22 CPG Canyon County K# 20640 (26%)	STP-TMA Off The Top K# 19920	STP-TMA CIM 2050 K# 19751	STP-TMA Travel Survey K# 19303	Total Federal Funds		Required Match	Local Funds/FB	Other Revenue	Total Local & Other
601001 UPWP/Budget Development and Federal Assu	91	70,708	-	70,708	466	164	25,818	9,071	30,000			65,518	5,190			5,190	70,708
601002 UPWP/Certification Review	36	29,123	-	29,123			19,969	7,016				26,986	2,138			2,138	29,123
620001 Demographics and Growth Monitoring	101	73,602	2,500	76,102	2,562	900	27,420	9,634	30,000			70,516	5,586			5,586	76,102
620002 Development Monitoring	72	56,069	-	56,069			31,045	10,908	10,000			51,953	4,115			4,115	56,069
620003 Census 2020	23	16,431	-	16,431	137	48	11,130	3,910				15,225	1,206			1,206	16,431
653001 Communication and Education Long-Range Planning	179	114,277	40,800	155,077								-		155,077		155,077	155,077
661001 General Project Management	848	557,032	238,807	795,839	79,211	27,831	302,737	106,367		170,316		686,461	54,377		55,000	109,377	795,839
661008 Bike Counter Management Resource Development/Funding	94	44,610	19,800	64,410	793	278	29,796	10,469				41,336	3,274	19,800		23,074	64,410
685001 Transportation Improvement Program	403	257,345	5,800	263,145	10,823	3,803	80,812	28,393	120,000			243,830	19,315			19,315	263,145
685002 Project Development Program	35	26,691	75,000	101,691	51,596	18,128	18,132	6,371				94,227	7,464			7,464	101,691
685003 Grant Research and Development	177	124,412	-	124,412								-		124,412		124,412	124,412
685004 CIM Implementation Grants	15	11,910	100,000	111,910	62	22	8,104	2,848				11,036	874	100,000		100,874	111,910
TOTAL PROJECTS	2,074	1,382,210	482,707	1,864,917	145,649	51,174	554,963	194,987	190,000	170,316	-	1,307,088	103,540	399,289	55,000	557,828	1,864,917
701001 Membership Services	157	112,573	-	112,573	362	127	76,827	26,993				104,310	8,262.87			8,263	112,573
702001 Air Quality Outreach	14	10,000	100,000	110,000								-			110,000	110,000	110,000
703001 Public Services	60	46,541	-	46,541								-		46,541		46,541	46,541
704001 Air Quality Operations	126	104,873	-	104,873								-		38,398	66,475	104,873	104,873
705001 Transportation Liaison Services	41	32,168	-	32,168	841	295	21,216	7,454				29,807	2,361			2,361	32,168
760001 Legislative Services	53	56,550	115,050	171,600								-		171,600		171,600	171,600
TOTAL SERVICES	451	362,705	215,050	577,755	1,203	423	98,044	34,448	-	-	-	134,117	10,624	256,539	176,475	443,638	577,755
801001 Staff Development	106	69,632	40,000	109,632			47,745	16,775				64,521	5,111	40,000		45,111	109,632
820001 Committee Support	210	133,218	2,000	135,218			91,345	32,094				123,440	9,778	2,000		11,778	135,218
836001 Regional Travel Demand Model	178	141,330	17,200	158,530	13,615	4,784	81,373	28,591	20,000			148,362	10,168			10,168	158,530
838001 Travel Survey Data Collection	47	37,318	483,490	520,808	194	68	25,394	8,922			448,002	482,580	38,227			38,227	520,808
842001 Congestion Management Process	96	75,491	-	75,491	413	145	51,350	18,042				69,950	5,541			5,541	75,491
842002 I-84 Corridor Operations Plan	35	27,790	-	27,790	144	51	18,910	6,644				25,750	2,040			2,040	27,790
860001 Geographic Information System Maintenance	402	255,106	313,169	568,275	7,529	2,645	79,456	27,917	96,705			214,251	23,361	80,662	250,000	354,024	568,275
TOTAL SYSTEM MAINTENANCE	1,074	739,884	855,859	1,595,743	21,895	7,693	395,574	138,985	116,705	-	448,002	1,128,854	94,227	122,662	250,000	466,889	1,595,743
990001 Direct Operations / Maintenance	-	-	104,050	104,050								-		99,019	5,031	104,050	104,050
991001 Support Services Labor	876	-	-	-								-		-	-	-	-
999001 Indirect Operations/Maintenance	-	-	-	-								-		-	-	-	-
TOTAL INDIRECT/OVERHEAD	876	-	104,050	104,050	-	-	-	-	-	-	-	-	-	99,019	5,031	104,050	104,050
G R A N D T O T A L	4,475	2,484,799	1,657,666	4,142,465	168,747	59,290	1,048,580	368,420	306,705	170,316	448,002	2,570,059	208,390	877,509	486,506	1,572,406	4,142,465

T:\Operations\Accounting & Reporting\UPWP\FY2022 Rev1

EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
DIRECT EXPENSE SUMMARY**

DESCRIPTION	TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	CARRY-FORWARD
620001 Demographics and Growth Monitoring	2,500					2,500				
653001 Communication and Education	40,800	19,900			600		20,300			
661001 Long-Range Planning	238,807	202,307			1,500		35,000			
661008 Bike Counter Management	19,800	-	19,800							
685001 Transportation Improvement Program	5,800						5,800			
685002 Project Development Program	75,000	75,000								
685004 CIM Implementation Grants	100,000	100,000								
702001 Air Quality Outreach	100,000	100,000								
760001 Legislative Services	115,050			18,000		11,100			85,950	
801001 Staff Development	40,000			40,000						
820001 Committee Support	2,000							2,000		
836001 Regional Travel Demand Model	17,200	17,200								
838001 Travel Survey Data Collection	483,490	483,490								
860001 Geographic Information System Maintenance	313,169	250,000	63,169							
990001 Direct Operations / Maintenance										
Phone System (CISCO is at end of life)	20,000		20,000							
Workspace buildout	18,000		18,000							
New/replacement hardware and software	10,000		10,000							
Transit network planning software	19,250		19,250							
Cube renewal; Cube Land	15,000		15,000							
Migrate website from Dreamweaver	10,200	10,200								
AICP and APBP Webinar series	1,600			1,600						
Tools of the Trade sponsorship	6,000			6,000						
Membership dues for COMPASS	17,000								17,000	
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL	1,677,666	1,258,097	165,219	65,600	2,100	13,600	61,100	9,000	102,950	-

2,4
5
5

T:\Operations\Accounting & Reporting\UPWP\FY2022 Rev1

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2022 Final	FY2022 Revision 1
Professional Services	930	29,000	29,000
Equipment Repair / Maintenance	936	200	200
Publications	943	2,500	2,500
Employee Professional Membership	945	7,500	7,500
Postage	950	750	750
Telephone	951	13,500	13,500
Building Maintenance and Reserve for Major Repairs	955	61,199	61,199
Printing	960	2,250	2,250
Advertising	962	1,500	1,500
Audit	970	16,200	16,200
Insurance	971	14,000	14,000
Legal Services	972	5,000	5,000
General Supplies	980	4,000	4,000
Computer Supplies	982	10,500	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		205,599	205,599

T:\Operations\Accounting & Reporting\UPWP\FY2022 Rev1

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2022 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	29	5	2	55	91
601002	UPWP/Certification Review	AL	6	22	8	-	36
620001	Demographics and Growth Monitoring	CM	-	95	6	-	101
620002	Development Monitoring	CM	-	71	1	-	72
620003	Census 2020	CM	-	23	-	-	23
653001	Communication and Education	AL	12	17	150	-	179
	Long-Range Planning	LI					
661001	General Project Management	LI	10	749	89	-	848
661008	Bike Counter Management	BC	-	94	-	-	94
	Resource Development/Funding	TT					
685001	Transportation Improvement Program	TT	12	346	45	-	403
685002	Project Development Program	DH	-	35	-	-	35
685003	Grant Research and Development	DH	8	164	5	-	177
685004	CIM Implementation Grants	DH	-	15	-	-	15
TOTAL PROJECTS			77	1,636	306	55	2,074
701001	Membership Services	LI	-	152	5	-	157
702001	Air Quality Outreach	AL	-	-	14	-	14
703001	Public Services	MW	-	58	2	-	60
704001	Air Quality Operations	ML	65	-	13	48	126
705001	Transportation Liaison Services	MS	12	22	7	-	41
760001	Legislative Services	MS	53	-	-	-	53
TOTAL SERVICES			130	232	41	48	451
801001	Staff Development	ML	6	77	17	6	106
820001	Committee Support	ML	10	100	100	-	210
836001	Regional Travel Demand Model	MW	-	178	-	-	178
838001	Travel Survey Data Collection	MW	-	47	-	-	47
842001	Congestion Management Process	MW	-	94	2	-	96
842002	I-84 Corridor Operations Plan	MW	-	35	-	-	35
860001	Geographic Information System Maintenance	EA	-	402	-	-	402
TOTAL SYSTEM MAINTENANCE			16	933	119	6	1,074
TOTAL DIRECT			223	2,801	466	109	3,599
991001	Support Services Labor	ML	237	189	99	351	876
TOTAL INDIRECT/OVERHEAD			237	189	99	351	876
TOTAL LABOR			460	2,990	565	460	4,475

T:\Operations\Accounting & Reporting\UPWP\FY2022 Rev1

FY2022 - Revision 1

WORKDAY ALLOCATIO