

**FINANCE COMMITTEE MEETING
DECEMBER 3, 2020— 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>

Committee members are encouraged to participate in the meeting via Zoom conference call. Others may watch the meeting via Live Streaming on Facebook. The 2nd floor large conference room is open for in-person attendance, but has limited capacity for physical distancing; for the health and safety of all participants, virtual participation is encouraged. In-person attendees are asked to maintain physical distance and are required to wear a mask at all times in the COMPASS building.

Individuals that intend to attend the meeting in person should RSVP to Hailey Townsend at htownsend@compassidaho.org or 208-475-2232.

Written comments may be submitted by email to info@compassidaho.org. Comments can also be left by voicemail. Please call 208-475-2232 to record comments. Commenters must provide their name for the record. Comments identified by name that are received by 10:00 am on December 3, 2020, will be provided to the Committee members and read into the record during the meeting.

****AGENDA****

I. CALL TO ORDER

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 3 ***A. Approve August 27, 2020, Finance Committee Meeting Minutes**

IV. INFORMATION/DISCUSSION ITEM

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

V. ACTION ITEMS

Page 10 ***A. Approve Variance Report for October 1, 2019 – September 30, 2020**

Page 16 ***B. Recommend Approval of Revision 1 of the FY2021 Unified Planning Work Program and Budget**

VI. OTHER

A. Next Meeting: December 17, 2020

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 AUGUST 27, 2020 ZOOM CONFERENCE CALL

****MINUTES****

ATTENDEES: Jay Gibbons, Commissioner, Canyon Highway District #4, via telephone
Debbie Kling, Mayor, City of Nampa, **Chair**, via telephone
Diana Lachiondo, Commissioner, Ada County, via telephone
Mary May, Commissioner, Ada County Highway District, via telephone
Garret Nancolas, Mayor, City of Caldwell, **Vice Chair**, via telephone
Holli Woodings, Councilmember, City of Boise, via telephone

MEMBERS ABSENT: Pam White, Commissioner, Canyon County

OTHERS PRESENT: Richard Beck, Ada County, via telephone
Kevin Congo, Harris CPA, via telephone
Meg Larsen, Community Planning Association, via telephone
Amy Luft, Community Planning Association, via telephone
Matt Stoll, Community Planning Association, via telephone
Hailey Townsend, Community Planning Association, via telephone
Josh Tyree, Harris CPA, via telephone

CALL TO ORDER:

Chair Debbie Kling called the meeting to order at 12:00 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

A. Approve July 16, 2020, Finance Committee Meeting Minutes

Mary May moved and Jay Gibbons seconded approval of the Consent Agenda as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEM

A. Review Report of Disbursements Made in the Reporting Period

The report of disbursements made in the reporting period, July 4, 2020, to August 5, 2020, was provided in the packet for information.

ACTION ITEM

A. Approve FY2020 Audit Process

Josh Tyree with Harris CPA presented the FY2020 audit process for approval by the Finance Committee.

After discussion, **Garret Nancolas moved and Mary May seconded to approve the FY2020 audit process as presented. Motion passed unanimously.**

B. Approve Variance Report for October 1, 2019 – June 30, 2020

Meg Larsen presented the Variance Report for October 1, 2019 – June 30, 2020, for approval by the Finance Committee.

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

ADJOURNMENT

Chair Debbie Kling adjourned the meeting at 12:31 p.m.

Approved this 3rd day of December 2020.

**By: _____
Debbie Kling, Chair**

Attest:

**By: _____
Garret Nancolas, Vice Chair**

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Check History Report
Sorted By Vendor Name
Activity From: 8/6/2020 to 11/20/2020

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: AECOM AECOM Technical Services, Inc.					
A	ICCU - Checking	E00784	9/4/2020	7,789.00	Electronic Payment
A	ICCU - Checking	E00800	10/5/2020	3,012.00	Electronic Payment
Vendor AECOM Technical Services, Inc. Total:				<u>10,801.00</u>	
Vendor Number: AGENCY AGENCY PRESS					
A	ICCU - Checking	E00785	9/4/2020	186.00	Electronic Payment
Vendor AGENCY PRESS Total:				<u>186.00</u>	
Vendor Number: AMPLAS AMERICAN PLANNING ASSOCIATION					
A	ICCU - Checking	006605	8/20/2020	794.00	Auto
A	ICCU - Checking	006657	11/20/2020	600.00	Auto
Vendor AMERICAN PLANNING ASSOCIATION Total:				<u>1,394.00</u>	
Vendor Number: APAIDA APA IDAHO CHAPTER					
A	ICCU - Checking	006620	9/18/2020	1,000.00	Auto
Vendor APA IDAHO CHAPTER Total:				<u>1,000.00</u>	
Vendor Number: ASSIDC ASSOCIATION OF IDAHO CITIES					
A	ICCU - Checking	006621	9/18/2020	500.00	Auto
Vendor ASSOCIATION OF IDAHO CITIES Total:				<u>500.00</u>	
Vendor Number: BENTLEY Bentley Systems, Inc.					
A	ICCU - Checking	006649	11/5/2020	15,000.00	Auto
Vendor Bentley Systems, Inc. Total:				<u>15,000.00</u>	
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E00794	9/4/2020	25,192.32	Electronic Payment
A	ICCU - Checking	E00808	10/5/2020	23,343.24	Electronic Payment
A	ICCU - Checking	E00821	11/5/2020	24,027.32	Electronic Payment
Vendor Boise Municipal Health Care Total:				<u>72,562.88</u>	
Vendor Number: BOE Boise Office Equipment					
A	ICCU - Checking	006606	8/20/2020	84.84	Auto
A	ICCU - Checking	006658	11/20/2020	160.97	Auto
Vendor Boise Office Equipment Total:				<u>245.81</u>	
Vendor Number: BSURADI Boise State Public Radio					
A	ICCU - Checking	006607	8/20/2020	300.00	Auto
Vendor Boise State Public Radio Total:				<u>300.00</u>	
Vendor Number: BORTONL Borton-Lakey Law					
A	ICCU - Checking	E00795	9/18/2020	99.00	Electronic Payment
Vendor Borton-Lakey Law Total:				<u>99.00</u>	
Vendor Number: CATALYS Catalyst Incorporated					
A	ICCU - Checking	E00778	8/20/2020	8,017.50	Electronic Payment
A	ICCU - Checking	E00801	10/5/2020	8,685.00	Electronic Payment
Vendor Catalyst Incorporated Total:				<u>16,702.50</u>	
Vendor Number: CITCLU CITY CLUB OF BOISE, INC.					
A	ICCU - Checking	006659	11/20/2020	90.00	Auto
Vendor CITY CLUB OF BOISE, INC. Total:				<u>90.00</u>	
Vendor Number: EAGLEPL City of Eagle					
A	ICCU - Checking	006631	10/5/2020	4,157.74	Auto
Vendor City of Eagle Total:				<u>4,157.74</u>	
Vendor Number: CITYKUN City of Kuna					
A	ICCU - Checking	006622	9/18/2020	19,000.00	Auto
Vendor City of Kuna Total:				<u>19,000.00</u>	
Vendor Number: CITYMEL City of Melba					
A	ICCU - Checking	006641	10/20/2020	4,000.00	Auto
Vendor City of Melba Total:				<u>4,000.00</u>	

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Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: COALITI Coalition for Amer's Gateways					
A	ICCU - Checking	006642	10/20/2020	6,500.00	Auto
				Vendor Coalition for Amer's Gateways Total:	6,500.00
Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT					
A	ICCU - Checking	006603	8/20/2020	169.32	Manual
A	ICCU - Checking	006618	9/18/2020	169.32	Manual
A	ICCU - Checking	006639	10/20/2020	169.32	Manual
A	ICCU - Checking	006655	11/20/2020	169.32	Manual
				Vendor COLONIAL LIFE & ACCIDENT Total:	677.28
Vendor Number: ECOCOUN Eco Counter					
A	ICCU - Checking	E00817	11/5/2020	385.00	Electronic Payment
				Vendor Eco Counter Total:	385.00
Vendor Number: ECONOM ECONOMIC DEV. RESEARCH GRP					
A	ICCU - Checking	E00802	10/5/2020	2,587.73	Electronic Payment
A	ICCU - Checking	E00813	10/20/2020	81,000.00	Electronic Payment
				Vendor ECONOMIC DEV. RESEARCH GRP Total:	83,587.73
Vendor Number: ESRI ENVIRONMENTAL SYSTEMS RESEARCH					
A	ICCU - Checking	E00786	9/4/2020	3,150.00	Electronic Payment
A	ICCU - Checking	E00814	10/20/2020	27,800.00	Electronic Payment
				Vendor ENVIRONMENTAL SYSTEMS RESEARCH Total:	30,950.00
Vendor Number: ENVISIO Envision Sustainability Tools Inc.					
A	ICCU - Checking	E00818	11/5/2020	55,000.00	Electronic Payment
				Vendor Envision Sustainability Tools Inc. Total:	55,000.00
Vendor Number: FLEXTE FLEXTECHS, LLC					
A	ICCU - Checking	E00779	8/20/2020	977.50	Electronic Payment
A	ICCU - Checking	E00787	9/4/2020	488.53	Electronic Payment
A	ICCU - Checking	E00796	9/18/2020	1,976.25	Electronic Payment
A	ICCU - Checking	E00809	10/20/2020	1,870.00	Electronic Payment
A	ICCU - Checking	E00822	11/20/2020	1,629.43	Electronic Payment
				Vendor FLEXTECHS, LLC Total:	6,941.71
Vendor Number: LOCHNER H.W. Lochner, Inc.					
A	ICCU - Checking	E00803	10/5/2020	2,581.93	Electronic Payment
				Vendor H.W. Lochner, Inc. Total:	2,581.93
Vendor Number: ZHARTF HARTFORD					
A	ICCU - Checking	006604	8/20/2020	836.66	Manual
A	ICCU - Checking	006619	9/18/2020	924.73	Manual
A	ICCU - Checking	006640	10/20/2020	822.46	Manual
A	ICCU - Checking	006656	11/20/2020	852.11	Manual
				Vendor HARTFORD Total:	3,435.96
Vendor Number: IDBUSI Idaho Business Review					
A	ICCU - Checking	006624	9/18/2020	140.57	Auto
A	ICCU - Checking	006644	10/20/2020	140.57	Auto
				Vendor Idaho Business Review Total:	281.14
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	006632	10/5/2020	2,368.03	Auto
A	ICCU - Checking	006651	11/5/2020	3,941.57	Auto
A	ICCU - Checking	W00454	9/4/2020	3,916.29	Wire Transfer
				Vendor IDAHO CENTRAL CREDIT UNION Total:	10,225.89
Vendor Number: IDPOWE IDAHO POWER CO.					
A	ICCU - Checking	006608	8/20/2020	709.68	Auto
A	ICCU - Checking	006625	9/18/2020	690.17	Auto
A	ICCU - Checking	006645	10/20/2020	524.01	Auto

Check History Report
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Activity From: 8/6/2020 to 11/20/2020

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	006661	11/20/2020	529.25	Auto
Vendor IDAHO POWER CO. Total:				<u>2,453.11</u>	
Vendor Number: IDPRES IDAHO PRESS-TRIBUNE					
A	ICCU - Checking	006609	8/20/2020	393.12	Auto
A	ICCU - Checking	006626	9/18/2020	790.17	Auto
A	ICCU - Checking	006635	10/20/2020	589.68	Auto
A	ICCU - Checking	006646	10/20/2020	99.94	Auto
Vendor IDAHO PRESS-TRIBUNE Total:				<u>1,872.91</u>	
Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION					
A	ICCU - Checking	W00453	8/20/2020	4,010.00	Wire Transfer
A	ICCU - Checking	W00458	9/18/2020	4,084.00	Wire Transfer
A	ICCU - Checking	W00465	10/20/2020	4,319.00	Wire Transfer
A	ICCU - Checking	W00470	11/20/2020	4,128.00	Wire Transfer
Vendor IDAHO STATE TAX COMMISSION Total:				<u>16,541.00</u>	
Vendor Number: ITE Institute of Transportation Engineers					
A	ICCU - Checking	006647	10/20/2020	310.00	Auto
Vendor Institute of Transportation Engineers Total:				<u>310.00</u>	
Vendor Number: INTMOU INTERMOUNTAIN GAS CO.					
A	ICCU - Checking	006610	8/20/2020	11.91	Auto
A	ICCU - Checking	006627	9/18/2020	9.79	Auto
A	ICCU - Checking	006636	10/20/2020	19.30	Auto
A	ICCU - Checking	006652	11/5/2020	99.59	Auto
Vendor INTERMOUNTAIN GAS CO. Total:				<u>140.59</u>	
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W00451	8/20/2020	15,031.87	Wire Transfer
A	ICCU - Checking	W00455	9/4/2020	15,414.83	Wire Transfer
A	ICCU - Checking	W00457	9/18/2020	15,156.23	Wire Transfer
A	ICCU - Checking	W00460	10/5/2020	17,529.73	Wire Transfer
A	ICCU - Checking	W00463	10/20/2020	15,239.19	Wire Transfer
A	ICCU - Checking	W00466	11/5/2020	15,550.48	Wire Transfer
A	ICCU - Checking	W00468	11/20/2020	15,416.32	Wire Transfer
Vendor INTERNAL REVENUE SERVICE Total:				<u>109,338.65</u>	
Vendor Number: KITTELS Kittelson & Associates, Inc.					
A	ICCU - Checking	E00788	9/4/2020	4,236.48	Electronic Payment
Vendor Kittelson & Associates, Inc. Total:				<u>4,236.48</u>	
Vendor Number: KTVB.CO KTVB.COM					
A	ICCU - Checking	006611	8/20/2020	3,429.43	Auto
A	ICCU - Checking	006628	9/18/2020	3,339.63	Auto
Vendor KTVB.COM Total:				<u>6,769.06</u>	
Vendor Number: SCRIPPS Lotus Boise Corp					
A	ICCU - Checking	E00798	9/18/2020	1,500.00	Electronic Payment
A	ICCU - Checking	E00798	9/18/2020	1,500.00	Electronic Reversal
Vendor Lotus Boise Corp Total:				<u>0.00</u>	
Vendor Number: STOLL MATTHEW STOLL					
A	ICCU - Checking	E00789	9/4/2020	105.55	Electronic Payment
A	ICCU - Checking	E00805	10/5/2020	105.11	Electronic Payment
A	ICCU - Checking	E00819	11/5/2020	105.11	Electronic Payment
Vendor MATTHEW STOLL Total:				<u>315.77</u>	
Vendor Number: PETTY MEGAN LARSEN					
A	ICCU - Checking	006637	10/20/2020	113.91	Auto
Vendor MEGAN LARSEN Total:				<u>113.91</u>	
Vendor Number: NAMCHA NAMPA CHAMBER OF COMMERCE					

Check History Report
Sorted By Vendor Name
Activity From: 8/6/2020 to 11/20/2020

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	006662	11/20/2020	230.00	Auto
Vendor NAMPA CHAMBER OF COMMERCE Total:				230.00	
Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)					
A	ICCU - Checking	006602	8/20/2020	48.00	Manual
A	ICCU - Checking	006617	9/18/2020	48.00	Manual
A	ICCU - Checking	006638	10/20/2020	48.00	Manual
A	ICCU - Checking	006654	11/20/2020	48.00	Manual
Vendor NCPERS Group Life Ins. (M605) Total:				192.00	
Vendor Number: NEIGHB NEIGHBORHOOD ALL STARS					
A	ICCU - Checking	E00781	8/20/2020	2,225.00	Electronic Payment
A	ICCU - Checking	E00797	9/18/2020	1,781.00	Electronic Payment
A	ICCU - Checking	E00810	10/20/2020	1,218.75	Electronic Payment
A	ICCU - Checking	E00823	11/20/2020	6,443.75	Electronic Payment
Vendor NEIGHBORHOOD ALL STARS Total:				11,668.50	
Vendor Number: NEURIL Neurilink, LLC					
A	ICCU - Checking	E00815	10/20/2020	749.99	Electronic Payment
Vendor Neurilink, LLC Total:				749.99	
Vendor Number: NUMINA Numina					
A	ICCU - Checking	E00804	10/5/2020	7,700.00	Electronic Payment
Vendor Numina Total:				7,700.00	
Vendor Number: OFFMAX Office Depot					
A	ICCU - Checking	006612	8/20/2020	64.38	Auto
A	ICCU - Checking	006629	9/18/2020	220.48	Auto
A	ICCU - Checking	006648	10/20/2020	963.64	Auto
A	ICCU - Checking	006663	11/20/2020	57.68	Auto
Vendor Office Depot Total:				1,306.18	
Vendor Number: MOKHTAR Patricia Lyon Mokhtarian					
A	ICCU - Checking	E00780	8/20/2020	250.00	Electronic Payment
Vendor Patricia Lyon Mokhtarian Total:				250.00	
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W00452	8/20/2020	18,983.26	Wire Transfer
A	ICCU - Checking	W00456	9/4/2020	19,248.26	Wire Transfer
A	ICCU - Checking	W00459	9/18/2020	18,969.03	Wire Transfer
A	ICCU - Checking	W00461	10/5/2020	22,129.51	Wire Transfer
A	ICCU - Checking	W00464	10/20/2020	19,107.34	Wire Transfer
A	ICCU - Checking	W00467	11/5/2020	19,760.80	Wire Transfer
A	ICCU - Checking	W00469	11/20/2020	19,340.18	Wire Transfer
Vendor PUBLIC EMPLOYEES RETIREMENT Total:				137,538.38	
Vendor Number: RADIO R Radio Rancho					
A	ICCU - Checking	006613	8/20/2020	2,115.50	Auto
Vendor Radio Rancho Total:				2,115.50	
Vendor Number: RIVAL Rival Solutions					
A	ICCU - Checking	006614	8/20/2020	420.00	Auto
Vendor Rival Solutions Total:				420.00	
Vendor Number: SAGE Sage Software, Inc.					
A	ICCU - Checking	006630	9/18/2020	5,446.15	Auto
Vendor Sage Software, Inc. Total:				5,446.15	
Vendor Number: SCRIPP SCRIPPS - Boise					
A	ICCU - Checking	006615	8/20/2020	1,500.00	Auto
A	ICCU - Checking	006633	10/5/2020	1,500.00	Auto
Vendor SCRIPPS - Boise Total:				3,000.00	
Vendor Number: SHREDIT Shred-It USA- Boise					

Check History Report
Sorted By Vendor Name
Activity From: 8/6/2020 to 11/20/2020

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
A	ICCU - Checking	006634	10/5/2020	60.00	Auto
A	ICCU - Checking	006653	11/5/2020	60.00	Auto
Vendor Shred-It USA- Boise Total:				<u>120.00</u>	
Vendor Number: ZIDGRA STATE TAX COMMISSION					
A	ICCU - Checking	W00462	10/5/2020	607.02	Wire Transfer
Vendor STATE TAX COMMISSION Total:				<u>607.02</u>	
Vendor Number: SURVEY SURVEY MONKEY INC.					
A	ICCU - Checking	E00816	10/20/2020	3,950.00	Electronic Payment
Vendor SURVEY MONKEY INC. Total:				<u>3,950.00</u>	
Vendor Number: SYRINGA Syringa Networks, LLC					
A	ICCU - Checking	E00790	9/4/2020	929.79	Electronic Payment
A	ICCU - Checking	E00806	10/5/2020	929.79	Electronic Payment
A	ICCU - Checking	E00820	11/5/2020	930.55	Electronic Payment
Vendor Syringa Networks, LLC Total:				<u>2,790.13</u>	
Vendor Number: HARTFO THE HARTFORD					
A	ICCU - Checking	006643	10/20/2020	5,570.00	Auto
A	ICCU - Checking	006650	11/5/2020	1,783.00	Auto
Vendor THE HARTFORD Total:				<u>7,353.00</u>	
Vendor Number: IDASTA THE IDAHO STATESMAN					
A	ICCU - Checking	006623	9/18/2020	2,472.40	Auto
A	ICCU - Checking	006660	11/20/2020	118.24	Auto
Vendor THE IDAHO STATESMAN Total:				<u>2,590.64</u>	
Vendor Number: TD&H EN Thomas, Dean & Hoskins of Idaho, Inc.					
A	ICCU - Checking	E00791	9/4/2020	3,306.21	Electronic Payment
Vendor Thomas, Dean & Hoskins of Idaho, Inc. Total:				<u>3,306.21</u>	
Vendor Number: TISCHLE TischlerBise					
A	ICCU - Checking	E00792	9/4/2020	2,268.00	Electronic Payment
A	ICCU - Checking	E00807	10/5/2020	18,888.00	Electronic Payment
A	ICCU - Checking	E00824	11/20/2020	29,274.00	Electronic Payment
Vendor TischlerBise Total:				<u>50,430.00</u>	
Vendor Number: TOWNSQU Townsquare Digital					
A	ICCU - Checking	006616	8/20/2020	3,838.00	Auto
Vendor Townsquare Digital Total:				<u>3,838.00</u>	
Vendor Number: VERITA VERITAS					
A	ICCU - Checking	E00782	8/20/2020	7,912.50	Electronic Payment
A	ICCU - Checking	E00793	9/4/2020	7,912.50	Electronic Payment
A	ICCU - Checking	E00811	10/20/2020	7,912.50	Electronic Payment
A	ICCU - Checking	E00825	11/20/2020	7,912.50	Electronic Payment
Vendor VERITAS Total:				<u>31,650.00</u>	
Vendor Number: WALKER Walker Consultants					
A	ICCU - Checking	E00783	8/20/2020	18,944.35	Electronic Payment
A	ICCU - Checking	E00799	9/18/2020	20,020.40	Electronic Payment
A	ICCU - Checking	E00812	10/20/2020	16,983.35	Electronic Payment
A	ICCU - Checking	E00826	11/20/2020	11,656.85	Electronic Payment
Vendor Walker Consultants Total:				<u>67,604.95</u>	
Report Total:				<u><u>833,553.70</u></u>	

FINANCE COMMITTEE AGENDA ITEM V-A

Date: DECEMBER 3, 2020

Topic: Variance Report for October 1, 2019 – September 30, 2020

Request/Recommendation:

COMPASS staff seeks approval of the Variance Report dated October 1, 2019 to September 30, 2020.

Background/Summary:

The Variance Report is used to report actual financial results compared to Revision 2 of the FY2020 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, 2020. The unbilled revenues total \$613,676. All but \$8,807 of this total will be carried forward to fiscal year 2021 and billed then, when the associated expenses are incurred.

Revenues from all other sources ended the year at 98% of budget overall.

Salaries and fringe expense are at 96% of budget at the end of the fourth quarter. The \$81,000 in savings comes from the timing of salary increases, some short-term vacancies, and lower-than-expected benefit costs. As of September 30, 2020, COMPASS is fully staffed at 18 FTE's. The three Air Quality Board (AQB) staff are included in the AQB's stand-alone budget and are not reflected in the COMPASS budget.

Total direct expenses are at 50% of budget, excluding the Carry Forward line item.

- Professional Services is under budget with 56% of the budget expended. Several projects, including the household travel survey, the I-84 operations plan, the park and ride study, and the fiscal impact analysis will be carried over to fiscal year 2021 and completed then. Staff estimates true savings against budget in professional services at approximately \$66,000 for the year. These savings are attributable to unspent budget for speaker fees in the COMPASS Education Series program, the *Communities in Motion 2050* survey software, travel demand model support and traffic counts, and the update to the Transportation System Management and Operations plan.
- Because of restrictions related to the public health crisis, Travel and Education expenditures ended the year at just 24% of budget. Meeting support expenses were well under budget for the same reason.
- The Tools of the Trade Conference, and COMPASS' sponsorship of it, were canceled, so the Other line item ended the year at 39% of budget.

Total indirect expenses at 88% ended the year under budget. As in prior years, some line item expenses are over budget while others are under budget, but overall indirect expenses are well within the total budgeted amount. Savings against budget were primarily attributable to the budget for legal services, computer supplies, utilities, office supplies, and miscellaneous expenses being underspent. Reduced office overhead, as employees shifted to at home work in accordance with the public health directives, impacted the budget savings.

Revision 2 of the FY2020 UPWP anticipated the use of fund balance for all purposes of \$228,293 total. Actual results increased fund balance by \$176,692, a favorable variance of \$404,985. The favorable variance stems from the expense savings and carry-forward items as described above.

Budget to Actual Variances by Program – Expenses:

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

Balance Sheet and Cash Summary:

The fourth and final page of the attachment shows the balance sheet as of September 30, 2020. 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

FY2020 BUDGET TO ACTUAL VARIANCES BY LINE ITEM - REVENUES AND EXPENSES

	Budget	Actual	% of Budget Earned or Expended
Grant revenue	\$ 2,400,229	1,786,553	74%
Member contributions	923,037	923,037	100%
ID DEQ/ACAQB Awareness	50,000	49,968	100%
Air Quality Operations - Management Fee	64,738	83,565	129%
Orthophotography Project - Participants	83,333	-	0%
City of Boise - Project Development	9,839	-	0%
Interest income	24,000	29,226	122%
Orthophotography Revenue - Sales	-	19,042	
Modeling revenue	-	15,914	
Maps and publications revenue	-	202	
ITD - I-84 Corridor Operations Plan	150,000	150,000	
ACHD Park and Ride Study	85,000	84,434	99%
TREDIS Subscription Renewal - ITD portion		16,200	
Other income	-	1,543	
Subtotal, revenues	3,790,176	3,159,683	83%
Staff labor	1,366,387	1,319,610	97%
Payroll taxes and fringe benefits	604,356	570,096	94%
Subtotal, salaries and fringe expenses	1,970,743	1,889,706	96%
Professional services	1,025,991	578,331	56%
Equipment purchase	96,640	98,988	102%
Travel/education	59,600	14,258	24%
Printing	600	-	0%
Other	23,600	9,117	39%
Public involvement	124,500	107,531	86%
Meeting support	9,000	4,921	55%
Legislative services	102,950	101,492	99%
Carry Forward	401,394	-	0%
Subtotal, direct expenses	1,844,275	914,638	50%
Professional services	30,000	27,588	92%
Equipment repair	200	-	0%
Publications	1,000	1,875	187%
Employee professional memberships	7,500	2,999	40%
Postage	750	634	84%
Telephone	11,500	15,997	139%
Building maintenance/association	54,000	55,128	102%
Printing	1,000	1,490	149%
Advertising	1,000	462	46%
Audit	15,000	15,200	101%
Insurance	13,000	13,797	106%
Legal services	5,000	512	10%
General supplies	6,000	3,913	65%
Computer supplies	15,000	8,238	55%
Computer software/maintenance	25,000	21,095	84%
Vehicle maintenance	1,000	844	84%
Utilities	10,000	7,827	78%
Local travel	1,500	906	60%
Other	5,000	144	3%
Subtotal, indirect expenses	203,450	178,648	88%
Total, all expenses	4,018,468	2,982,991	74%
Change in fund balance	(228,293)	176,692	
Beginning fund balance	2,041,762	2,041,762	
Current fund balance	\$ 1,813,469	2,218,453	

COMPASS
FY2020 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of September 30, 2020, 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	77,631	58,777	76%			77,631	58,777	76%	Under Budget. There were just two budget revisions in fiscal year 2020, freeing up staff time to work on other projects.
620	Demographics and Growth Monitoring	Miller	154,264	112,603	73%	52,500	47,173	206,764	159,776	77%	Under Budget. There was less staff time needed for this project than originally expected.
653	Communication and Education	Luft	104,605	111,439	107%	35,600	13,204	140,205	124,643	89%	Under Budget. Staff time spent on this project is on budget. Due to restrictions caused by COVID-19 there were unspent direct dollars at the end of the fiscal year 2020.
661	Long-Range Planning	Itkonen	443,526	467,268	105%	688,151	281,304	1,131,677	748,572	66%	Under Budget. Staff time spent on this project is on budget. Approximately 280,000 of the unspent direct cost budget will be moved into Revision 1 of the FY2021 Unified Planning Work Program and Budget.
685	Resource Development/Funding	Tisdale	385,504	359,710	93%	152,339	134,110	537,843	493,819	92%	On Budget.
Subtotal, Projects			1,165,530	1,109,796	95%	928,590	475,791	2,094,120	1,585,587	76%	
701	General Membership Services	Itkonen	110,592	59,870	54%			110,592	59,870	54%	Under Budget. Expenditures are directly related to the amount of services requested by member agencies.
702	Air Quality Outreach	Luft	4,545	2,402	53%	45,455	45,425	50,000	47,827	96%	On Budget.
703	General Public Services	Waldinger	8,981	25,820	288%	-		8,981	25,820	288%	Over Budget. Expenditures are directly related to the amount of services requested by the general public.
704	Air Quality Operations	ML	64,738	114,941	178%	-		64,738	114,941	178%	Over Budget. More time was used to support the transition of Air Quality Board operations to COMPASS than was anticipated.
705	Transportation Liaison Services	Stoll	47,789	39,313	82%	-		47,789	39,313	82%	Under Budget. Due to restrictions cause by COVID-19 there was less time used in assisting member agencies.
760	Legislative Services	Stoll	60,087	61,923	103%	115,050	102,533	175,137	164,456	94%	On Budget.
761	Growth Incentives	Stoll	3,848	-	0%	-		3,848	-	0%	Under Budget. The Blueprint for Good Growth Board has not requested any work for the period of October 1, 2019 through September 30, 2020.
Subtotal, Services			300,580	304,269	101%	160,505	147,958	461,085	452,228	98%	
801	Staff Development	Larsen	72,109	36,386	50%	40,000	6,186	112,109	42,572	38%	Under Budget. Due to travel and meeting restrictions staff spent significantly less time and direct dollars on training than a typical year.
820	Committee Support	Larsen	141,010	145,820	103%	2,000	767	143,010	146,587	103%	On Budget.
836	Regional Travel Demand Model	Waldinger	133,917	107,652	80%	25,200	4,200	159,117	111,852	70%	Under Budget. Less direct dollar support was needed for the Regional Travel Demand Model than anticipated. Traffic counts were not conducted due to abnormal travel patterns from Covid 19.
838	Travel Survey Data Collection	Waldinger	15,393		0%	150,000		165,393	-	0%	Under Budget. This project has been moved to FY2021 when traffic patterns might return to normal.

COMPASS
FY2020 BUDGET TO ACTUAL VARIANCES BY PROGRAM - EXPENSES

As of September 30, 2020, 100% of the fiscal year has passed. Programs that have expended 90% or less of their budgeted dollars are considered under budget. Programs that have expended 110% or more of their budgeted dollars are considered over budget.

10% or more under budgeted expenses

10% or more over budgeted expenses

	Project Lead	Budgeted Labor and Indirect	Actual Labor and Indirect	% of Budget Used	Budgeted Direct	Actual Direct	% of Budget Used	Budgeted Total	Actual Total	% of Budget Used	Notes	
842	Congestion Management Process	Mulhall	65,420	99,498	152%	211,947	52,442	25%	277,367	151,940	55%	Under Budget. Staff time allocated to this project was greater than anticipated. \$150,000 of the budgeted direct dollars are scheduled for work in fiscal year 2021 and will be moved into the CIM 2050 project.
860	Geographic Information System Maintenance	Adolfson	280,234	264,931	95%	250,333	163,463	65%	530,567	428,393	81%	Under Budget. Prepaid participant contributions for a future orthophotography flight were not collected, and may be collected in fiscal year 2021 or in 2022, the year of the next flight.
Subtotal, System Maintenance		708,083	654,288	92%	679,480	227,057	33%	1,387,563	881,345	64%		
990	Direct Operations and Maintenance	Larsen			75,700	63,831	84%	75,700	63,831	84%	Under Budget. Costs for meeting support were significantly less than budget, as meetings were held virtually in the second half of the year. The Tools of the Trade conference was canceled due to Covid 19.	
Subtotal, Indirect and overhead		-	-		75,700	63,831	84%	75,700	63,831	84%		
GRAND TOTAL		2,174,193	2,068,353	95%	1,844,275	914,638	50%	4,018,468	2,982,991	74%		

COMPASS**Balance Sheet - September 30, 2020**

	<u>9/30/2019</u>	<u>9/30/2020</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	1,869,292	1,983,860
Accounts Receivable	443,902	479,875
Prepaid Expenses	5,440	2,019
	<hr/>	<hr/>
TOTAL ASSETS	<u>2,318,634</u>	<u>2,465,754</u>
<u>LIABILITIES</u>		
Accounts Payable	144,847	104,879
Accrued Payroll Liabilities	121,248	139,973
Deferred Revenue	10,775	2,449
	<hr/>	<hr/>
Subtotal, liabilities	276,870	247,300
<u>FUND BALANCE</u>		
Nonspendable: Prepaid Expenses	5,440	2,019
Assigned To: Set-Aside for Matching funds for Treasure Valley ITS Plan	4,547	
Assigned To: Set-Aside for Matching Funds for CIM 2050	34,341	
Assigned To: Set-Aside for CIM 2050 tasks		170,849
Assigned To: Set-Aside for CIM Implementation Grant Program	62,000	51,083
Assigned To: Set-Aside for Orthophotography Cost	210,632	104,674
Assigned To: Set-Aside for FY21 Revenue Shortfall	55,675	30,387
Unassigned	1,669,129	1,859,441
	<hr/>	<hr/>
Subtotal, fund balance	2,041,764	2,218,453
TOTAL LIABILITIES AND FUND BALANCE	<u>2,318,634</u>	<u>2,465,754</u>

Cash & Investment Summary - September 30, 2020

<u>Account</u>	<u>Current Rate</u>	<u>Balance</u>
Petty Cash	n/a	200
ID Central Credit Union Share Savings	0.09%	25
ID Central Credit Union Money Market Checking	0.15%	47,025
ID Central Credit Union Premium Money Market Savings	0.24%	50,000
Local Government Investment Pool	0.56%	1,234,839
Banner Bank 24 Month CD #8085 - closed 12/6/19		-
Banner Bank 36 Month CD #8093	1.20%	154,993
Banner Bank 60 Month CD #8069	1.20%	154,993
Banner Bank 60 Month CD #8101	1.87%	155,250
Total Cash Balance		<u>1,983,860</u>

FINANCE COMMITTEE AGENDA ITEM V-B

Date: December 3, 2020

Topic: Revision 1 of the FY2021 Unified Planning Work Program and Budget

Request/Recommendation:

Review and recommend Revision 1 of the FY2021 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 FY2021 UPWP:

- Add \$169,693 of STP-TMA funds from key number 19258, FY2020 Consolidated Planning Grant Funds. These are unspent funds that were obligated for expenditure in FY2020 and carried forward to FY2021.
- Add \$253,638 of STP-TMA funds from key number 19571, *Communities in Motion 2050* (CIM 2050). These are unspent funds that were obligated for expenditure in FY2020 and carried forward to FY2021.
- Add \$138,610 of STP-TMA funds from key number 19303, Travel Survey Data Collection. These are unspent funds that were obligated for expenditure in FY2020 and carried forward to FY2021.
- Add \$26,250 of funds from the Idaho Transportation Department for the expansion of the public outreach survey software to a state-wide contract.
- Add \$9,839 of funds from the City of Boise to reimburse COMPASS for costs over the \$24,000 awarded for their Project Development Program project.
- Add \$33,250 of participant contributions to fund the production of building and vegetation polygons from LIDAR data acquired in 2019.
- Reduce the estimate of interest income by \$13,980 to reflect the downward trend of interest rates on cash and short term investment accounts.
- Reduce the fund balance draw by \$15,252 for the match requirement of CIM 2050 grant and by \$30,000 for local funding of CIM 2050. With the addition of carry-over of federal grants to total available FY2021 revenues, staff is able to apply federal funds to other expenditures, freeing up more current year local funds for CIM 2050, and reducing the need to use fund balance.
- Add \$20,849 of funds from ACHD Commuteride for the park and ride study for CIM 2050. The ACHD contribution was recognized in FY2020, and the unexpended portion was carried over to FY2021 to complete the project.

- Add \$4,000 from fund balance for CIM Implementation Grants for the City of Melba carried over from FY2020.
- Remove \$79,738 from the draw from fund balance that was budgeted to cover the revenue shortfall in the FY2021 UPWP. With the addition of carry-over of federal grants to total available FY2021 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 FY2021 UPWP:

- Add \$192,045 to program number 661001, CIM 2050, for various expenses. These include: completion of the park and ride study and phase two of the fiscal impact analysis, which were initiated in FY2020. Funds for the financial forecast assumptions analysis and pavement scoring calibration project were carried forward from FY2020. The remaining \$21,461 is for graphics, editing, and public outreach expenses.
- Include a carry-forward amount of \$67,177 in program number 661001, CIM 2050. This reflects the CIM 2050 funds that have been obligated, including match, but will not be expended until a future year.
- Add \$150,000 to program number 838001, Travel Survey Data Collection to begin work on this project that was delayed due to the effects of COVID-19 on travel patterns.
- Add \$25,000 to program number 661001, Long Range Planning to expand the public outreach survey software to a state-wide contract in partnership with Idaho Transportation Department.
- Add \$9,839 to program number 685002, Project Development Program to pay for the City of Boise's Broadway/Federal Way Pedestrian Improvements.
- Add \$33,250 to project 860001, GIS to fund a special project to produce building and vegetation polygons from LIDAR data acquired in 2019.
- Add \$35,849 to project 661001, Long Range Planning for completion of the park and ride study that was initiated in FY2020.
- Add \$4,000 to program number 685004, CIM Implementation Grants to pay for the City of Melba's grant that was carried forward from FY2020.

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 FY2021 - Revision 1
Summary

FY2021 Original UPWP Revenues		4,145,635	FY2021 Original UPWP Expenses	4,145,635
1	Consolidated Planning Grant, key number 19258; Ada County - carry over \$125,576 of unspent funds from FY2020.	125,573		
	Consolidated Planning Grant, key number 19258; Canyon County - carry over \$44,120 of unspent funds from FY2020.	44,120		
2	STP-TMA, key number 19571; <i>Communities in Motion 2050</i> - carry over \$253,638 of unspent funds from FY2020.	253,638	661001 - Long Range Planning	
			Professional Services. Carry over \$455 for Translation Services from FY2020.	455
			Professional Services. Add \$12,320 for Graphics and Editing.	12,320
			Professional Services. Complete Fiscal Impact Analysis, Phase II.	151,584
			Professional Services. Carry over \$15,000 for Pavement Scoring Calibration.	15,000
			Professional Services. Carry over \$4000 for Financial Forecast Assumptions consultant support.	4,000
			Public Involvement. Carry over \$3,686 for outreach from FY2020 and add \$5000 for Human Services Coordination Plan outreach.	8,686
	Carry-Forward to FY2022 (obligated funds from key number 19571 that will not be used until FY2022).	67,177		
3	STP-TMA, key number 19303; Travel Survey Data Collection - carry over \$138,610 of unspent funds from FY2020.	138,610	838001 - Travel Survey Data Collection; Data Collection Project; project postponed to FY2021 to collect data when travel patterns return to normal.	150,000
4	Idaho Transportation Department (survey software).	26,250	661001 - Long Range Planning; Expansion of survey software to state-wide contract in partnership with ITD.	25,000
	City of Boise; Broadway/Federal Way Pedestrian Improvements. The City of Boise has agreed to reimburse COMPASS for costs over the \$24,000 awarded for this project as part of the Project Development Program.	9,839	Professional Services. Add \$9,839 to cover estimated costs in excess of \$24,000 that is allowed to the City of Boise under the Project Development Program. Total cost of this project is estimated to be \$33,839.	9,839
	Orthophotography - Participant Contributions for special project.	33,250	860001 - GIS; Special Project to derive building and vegetation polygons from lidar data acquired in 2019.	33,250
	Reduce anticipated interest income to reflect declining rates.	(13,980)		
5	Draw From Fund Balance (match for CIM 2050); match will be provided from current year local funds rather than fund balance.	(15,252)		
	Draw From Fund Balance (local funding for CIM 2050); match will be provided from current year local funds rather than fund balance.	(30,000)		
	Draw From Fund Balance ACHD Commuterride funds received in FY2020; for CIM 2050.	20,849	Professional Services; Complete Park & Ride study; carried over from FY2020.	35,849
	Draw From Fund Balance for CIM Implementation Grants for City of Melba; carried over from FY2020.	4,000	Add \$4,000 to the CIM Implementation Grant Program for the City of Melba; carried over from FY2020	4,000
	Draw From Fund Balance for Revenue Shortfall; the amount of the revenue shortfall is \$79,738 less than previously anticipated.	(79,738)		
Recommended Adjustments to Revenues		517,159	Recommended Adjustments to Expenses	517,159
Adjusted Revenues - Revision 1		4,662,794	Adjusted Expenses - Revision 1	4,662,794
Remaining Revenue		(0)		

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2021 UNIFIED PLANNING WORK PROGRAM and Budget - Rev 1
REVENUE AND EXPENSE SUMMARY (total)**

REVENUE	FY2021 Final	FY2021 Rev 1
GENERAL MEMBERSHIP		
Ada County	235,317	235,317
Ada County Highway District	235,317	235,317
Canyon County	114,775	114,775
Canyon Highway District No. 4	42,784	42,784
Golden Gate Highway District No.3	5,718	5,718
City of Boise	105,986	105,986
City of Caldwell	26,988	26,988
City of Eagle	14,356	14,356
City of Garden City	5,494	5,494
City of Greenleaf	384	384
City of Kuna	10,974	10,974
City of Meridian	52,622	52,622
City of Melba	260	260
City of Middleton	4,312	4,312
City of Nampa	47,115	47,115
City of Notus	251	251
City of Parma	952	952
City of Star	5,229	5,229
City of Wilder	798	798
Subtotal	909,632	909,632
SPECIAL MEMBERSHIP		
Boise State University	9,100	9,100
Capital City Development Corporation	9,100	9,100
Idaho Department of Environmental Quality	9,100	9,100
Idaho Transportation Department	9,100	9,100
Valley Regional Transit	9,100	9,100
Subtotal	45,500	45,500
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - FY2020 K# 19258 Ada County		125,573
CPG - FY2020 K# 19258 Canyon County		44,120
CPG - FY2021 K# 20050 Ada County	1,023,420	1,023,420
CPG - FY2021 K# 20050 Canyon County	359,580	359,580
Sub Total CPG Grants	1,383,000	1,552,693
STP TMA & STPU - K# 19389, FY2021 off-the-top funds for Planning	306,705	306,705
STP TMA - K# 19571, <i>Communities in Motion 2050</i>	192,548	446,186
STP TMA - K# 19303, Travel Survey Data Collection	649,000	787,610
Subtotal	1,148,253	1,540,501
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	76,278
Idaho Transportation Department (share of TREDIS purchase)	16,200	16,200
Idaho Transportation Department (Metroquest Survey Software)		26,250
City of Boise - Funding in Excess of \$24,000 for Project Development (Broadway-Federal Way)		9,839
Orthophotography - Participant Contributions (inc. ITD funds for GeoTera)	83,333	116,583
Interest Income	20,980	7,000
Subtotal	306,791	362,150
TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous	3,793,176	4,410,475
Draw from Fund Balance (Match for CIM 2050)	15,252	
Draw from Fund Balance (Local Funding for CIM 2050)	30,000	
Draw From Fund Balance (ITD Funds Received 1-84 Operations Study)	150,000	150,000
Draw From Fund Balance (ACHD Commuterride 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 (to fund revenue shortfall)	107,207	27,469
Subtotal	352,459	252,318
TOTAL REVENUE, ALL RESOURCES	4,145,635	4,662,794

EXPENSE	FY2021 Final	FY2021 Rev 1
SALARY, FRINGE & CONTINGENCY		
Salary	1,387,200	1,387,200
Fringe	654,151	654,151
Contingency (Overtime, Bonus, and Sick Time Trade)	19,000	19,000
Subtotal	2,060,351	2,060,351
INDIRECT OPERATIONS & MAINTENANCE		
Indirect Costs	203,950	203,950
Subtotal	203,950	203,950
DIRECT OPERATIONS & MAINTENANCE		
620001, Demographics and Growth Monitoring	2,500	2,500
653001, Communication and Education	45,300	45,300
661001, Long-Range Planning	387,800	707,871
661008, Bike Counter Management	19,800	19,800
685001, Transportation Improvement Program	5,600	5,600
685002, Project Development Program	75,000	84,839
685004, CIM Implementation Grants	50,000	54,000
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	22,200
838001, Travel Survey Data Collection	700,000	850,000
860001, Geographic Information System Maintenance	140,133	173,383
990001, Direct Operations and Maintenance	175,950	175,950
Subtotal	1,881,333	2,398,493
TOTAL EXPENSE	4,145,635	4,662,794

REVENUE AND EXPENSE SUMMARY		
TOTAL REVENUE	4,145,635	4,662,794
LESS: TOTAL EXPENSES	4,145,635	4,662,794
REVENUE EXCESS/(DEFICIT)	0	0

T:\Operations\Accounting & Reporting\UPWP\FY2021 Rev 1

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2021 UNIFIED PLANNING WORK PROGRAM and Budget - Rev 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	FY20 CPG Ada County K# 19258 (74%)	FY20 CPG Lanyon County K# 19258 (26%)	FY21 CPG Ada County K# 20050 (74%)	FY21 CPG Lanyon County K# 20050 (26%)	STP-TMA Off The Top K# 20113/19389	STP-TMA CIM 2050 K# 19751	STP-TMA Travel Survey Data Collection K# 19303	Total Federal Funds		Required Match	Local Funds/FB	Other Revenue	Total Local & Other
601001 UPWP/Budget Development and Federal Assurance	102	90,459	-	90,459	25,491	8,956	14,335	5,037	30,000			83,819	6,640			6,640	90,459
620001 Demographics and Growth Monitoring	72	53,362	2,500	55,862	37	13	16,067	5,645	30,000			51,762	4,100			4,100	55,862
620002 Development Monitoring	23	17,046	-	17,046	1,328	467	2,960	1,040	10,000			15,795	1,251			1,251	17,046
620003 Census 2020	19	13,409	-	13,409	737	259	8,458	2,972				12,425	984			984	13,409
653001 Communication and Education Long-Range Planning	141	99,078	45,300	144,378								-		144,378		144,378	144,378
661001 General Project Management	208	151,763	707,871	859,634	23,081	8,110	98,459	34,594		446,186		610,430	48,355	30,000	170,849	249,204	859,634
661003 Roadways	61	42,129	-	42,129	62	22	28,825	10,128				39,037	3,092			3,092	42,129
661004 Freight	16	10,513	-	10,513	151	53	7,058	2,480				9,742	772			772	10,513
661005 Bicycles/Pedestrians	154	71,557	-	71,557			49,065	17,239				66,304	5,252			5,252	71,557
661006 Public Transportation	113	59,327	-	59,327	854	300	39,826	13,993				54,973	4,355			4,355	59,327
661007 Performance Management	94	64,288	-	64,288	109	38	43,972	15,450				59,569	4,719			4,719	64,288
661008 Bike Counter Management	99	44,158	19,800	63,958	14,645	5,145	29,210	10,263				59,264	4,695			4,695	63,958
661009 Public Involvement	48	30,107	-	30,107	1,521	534	19,123	6,719				27,897	2,210			2,210	30,107
661010 Human Services Transportation Plan Update Resource Development/Funding	40	20,123	-	20,123	290	102	13,509	4,746				18,646	1,477			1,477	20,123
685001 Transportation Improvement Program	380	230,000	5,600	235,600	1,175	413	71,572	25,147	120,000			218,307	17,293			17,293	235,600
685002 Project Development Program	33	23,449	84,839	108,288			16,079	5,649				21,728	1,721	75,000	9,839	86,560	108,288
685003 Grant Research and Development	172	114,518	-	114,518								-		114,518		114,518	114,518
685004 CIM Implementation Grants	18	12,332	54,000	66,332			8,456	2,971				11,427	905	54,000		54,905	66,332
TOTAL PROJECTS	1,793	1,147,618	919,910	2,067,528	69,481	24,412	466,973	164,072	190,000	446,186	-	1,361,124	107,821	417,896	180,688	706,404	2,067,528
701001 Membership Services	131	88,349	-	88,349	8,108	2,849	52,471.51	18,435.93				81,865	6,484.85			6,485	88,349
702001 Air Quality Outreach	14	10,000	100,000	110,000								-			110,000	110,000	110,000
703001 Public Services	33	22,777	-	22,777								-		22,777		22,777	22,777
704001 Air Quality Operations	131	117,651	-	117,651								-	41,372.73	76,278		117,651	117,651
705001 Transportation Liaison Services	52	39,014	-	39,014			26,751	9,399				36,150	2,864			2,864	39,014
760001 Legislative Services	58	58,182	115,050	173,232								-		173,232		173,232	173,232
TOTAL SERVICES	419	335,973	215,050	551,023	8,108	2,849	79,223	27,835	-	-	-	118,015	9,348	237,382	186,278	433,008	551,023
801001 Staff Development	101	64,599	40,000	104,599	17,149	6,025	54,573	19,174				96,921	7,678			7,678	104,599
820001 Committee Support	206	116,523	2,000	118,523			81,270	28,554				109,824	8,700			8,700	118,523
836001 Regional Travel Demand Model	287	212,707	22,200	234,907			146,272	51,393	20,000			217,665	17,242			17,242	234,907
838001 Travel Survey Data Collection	31	22,303	850,000	872,303			15,293	5,373			787,610	808,276	64,027			64,027	872,303
842001 Congestion Management Process	90	66,703	-	66,703			45,737	16,070				61,807	4,896			4,896	66,703
842002 I-84 Corridor Operations Plan	40	29,646	-	29,646			20,328	7,142				27,470	2,176			2,176	29,646
860001 Geographic Information System Maintenance	454	268,229	173,383	441,612	30,835	10,834	113,752	39,967	96,705			292,092	23,857	9,080	116,583	149,520	441,612
TOTAL SYSTEM MAINTENANCE	1,209	780,710	1,087,583	1,868,293	47,983	16,859	477,224	167,673	116,705	-	787,610	1,614,054	128,575	9,080	116,583	254,238	1,868,293
990001 Direct Operations / Maintenance	-	-	175,950	175,950								-		152,750	23,200	175,950	175,950
991001 Support Services Labor	719	-	-	-								-		-	-	-	-
999001 Indirect Operations/Maintenance	-	-	-	-								-		-	-	-	-
TOTAL INDIRECT/OVERHEAD	719	-	175,950	175,950	-	-	-	-	-	-	-	-	-	152,750	23,200	175,950	175,950
G R A N D T O T A L	4,140	2,264,301	2,398,493	4,662,794	125,573	44,120	1,023,420	359,580	306,705	446,186	787,610	3,093,194	245,745	817,107	506,749	1,569,600	4,662,794

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EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2021 UNIFIED PLANNING WORK PROGRAM and Budget - Rev 1
DIRECT EXPENSE SUMMARY**

DESCRIPTION	TOTAL DIRECT	PROFESSIONAL SERVICES (830)	EQUIPMENT / SOFTWARE (834)	TRAVEL / EVENTS / EDUCATION (840)	PRINTING (860)	OTHER (863)	PUBLIC INVOLVEMENT (864)	MEETING SUPPORT (865)	LEGAL / LOBBYING (872)	CARRY-FORWARD
620001 Demographics and Growth Monitoring	2,500					2,500				
620003 Census 2020	-									
653001 Communication and Education	45,300	19,900			600		24,800			
661001 Long-Range Planning	707,871	572,008					68,686			67,177
661008 Bike Counter Management	19,800	5,000	14,800							
685001 Transportation Improvement Program	5,600						5,600			
685002 Project Development Program	84,839	84,839								
685004 CIM Implementation Grants	54,000	54,000								
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	22,200	22,200								
838001 Travel Survey Data Collection	850,000	850,000								
842001 Congestion Management Process	-									
860001 Geographic Information System Maintenance	173,383		90,050							83,333
990001 Direct Operations / Maintenance										
New/replacement hardware and software	10,000		10,000							
Phone System (CISCO is at end of life)	20,000		20,000							
Transit network planning software	19,250		19,250							
TREDIS renewal	81,000		81,000							
Cube renewal; Cube Land	14,100		14,100							
Tools of the Trade' Sponsorship	6,000		6,000							
AICP and APBP Webinar series	1,600			1,600						
Membership dues for COMPASS	17,000								17,000	
Other: board lunch, staff gifts, meeting refreshments, misc.	7,000							7,000		
GRAND TOTAL	2,398,493	1,707,947	255,200	59,600	600	13,600	99,086	9,000	102,950	150,510

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2021 UNIFIED PLANNING WORK PROGRAM and Budget - Rev 1
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2021 Final	FY2021 Rev 1
Professional Services	930	31,000	31,000
Equipment Repair / Maintenance	936	200	200
Publications	943	3,000	3,000
Employee Professional Membership	945	7,500	7,500
Postage	950	750	750
Telephone	951	13,000	13,000
Building Maintenance and Reserve for Major Repairs	955	55,150	55,150
Printing	960	2,250	2,250
Advertising	962	1,500	1,500
Audit	970	15,500	15,500
Insurance	971	13,100	13,100
Legal Services	972	5,000	5,000
General Supplies	980	6,000	6,000
Computer Supplies	982	12,500	12,500
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	203,950

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2021 UNIFIED PLANNING WORK PROGRAM and Budget - Rev 1
WORKDAY ALLOCATION SUMMARY**

WORK PROGRAM DESCRIPTION		LEAD STAFF	DIRECTORS	PLANNING	COMMUNICATIONS	OPERATIONS	TOTAL
601001	UPWP/Budget Development and Federal Assurances	ML	33	12	2	55	102
620001	Demographics and Growth Monitoring	CM	-	70	2	-	72
620002	Development Monitoring	CM	-	22	1	-	23
620003	Census 2020	CM	-	17	2	-	19
653001	Communication and Education	AL	12	14	115	-	141
	Long-Range Planning	LI					
661001	General Project Management	LI	29	159	20	-	208
661003	Roadways	LI	-	59	2	-	61
661004	Freight	LI	-	16	-	-	16
661005	Bicycles/Pedestrians	BC	-	150	4	-	154
661006	Public Transportation	RH	-	111	2	-	113
661007	Performance Management	CM	-	94	-	-	94
661008	Bike Counter Management	BC	-	99	-	-	99
661009	Public Involvement	LI	-	12	36	-	48
661010	Human Services Transportation Plan Update	RH	-	28	12	-	40
	Resource Development/Funding	TT					
685001	Transportation Improvement Program	TT	12	339	29	-	380
685002	Project Development Program	KP	-	33	-	-	33
685003	Grant Research and Development	KP	8	160	4	-	172
685004	CIM Implementation Grants	KP	-	18	-	-	18
TOTAL PROJECTS			94	1,413	231	55	1,793
701001	Membership Services	LI	2	118	11	-	131
702001	Air Quality Outreach	AL	-	-	14	-	14
703001	Public Services	MW	-	30	3	-	33
704001	Air Quality Operations	ML	70	2	10	49	131
705001	Transportation Liaison Services	MS	13	32	7	-	52
760001	Legislative Services	MS	56	-	2	-	58
TOTAL SERVICES			141	182	47	49	419
801001	Staff Development	ML	4	75	16	6	101
820001	Committee Support	ML	9	96	101	-	206
836001	Regional Travel Demand Model	MW	-	286	1	-	287
838001	Travel Survey Data Collection	MW	-	25	6	-	31
842001	Congestion Management Process	MW	-	88	2	-	90
842002	I-84 Corridor Operations Plan	MW	-	40	-	-	40
860001	Geographic Information System Maintenance	EA	-	454	-	-	454
TOTAL SYSTEM MAINTENANCE			13	1,064	126	6	1,209
TOTAL DIRECT			248	2,659	404	110	3,421
991001	Support Services Labor	ML	212	101	56	350	719
TOTAL INDIRECT/OVERHEAD			212	101	56	350	719
TOTAL LABOR			460	2,760	460	460	4,140

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