



**FINANCE COMMITTEE MEETING
JULY 14, 2022 — 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.

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

**** AGENDA ****

I. CALL TO ORDER/ROLL CALL

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 3 *A. Approve March 24, 2022, Finance Committee Meeting Minutes

IV. INFORMATION/DISCUSSION ITEM

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

Page 11 *B. Review Updated Salary Range table

V. ACTION ITEMS

Page 14 *A. Approve Variance Report for October 1, 2021 – March 31, 2022

Page 17 *B. Recommend Approval of the FY2023 Unified Planning Work Program and Budget (UPWP)

VI. OTHER

A. Next Meeting: August 18, 2022

VII. ADJOURNMENT

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

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

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

**FINANCE COMMITTEE MEETING
MARCH 24, 2022
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM**

****DRAFT MINUTES****

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

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

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

CALL TO ORDER:

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

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

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

Holli Woodings moved and Kendra Kenyon seconded approval of the Consent Agenda, as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEMS

A. Review Report of Disbursements Made in the Reporting Period

Meg Larsen reviewed the report of disbursements made in the reporting period, December 4, 2021, to March 4, 2022, which was provided in the packet for information.

B. Discuss Five-Year Revenue and Expense Projections

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

ACTION ITEMS

A. Elect Finance Committee Vice Chair

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

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

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

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

C. Recommend Approval of FY2023 Membership Dues

Meg Larsen reviewed the projected FY2023 membership dues.

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

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

Meg Larsen reviewed Revision 3 of the FY2022 UPWP.

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

ADJOURNMENT

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

Approved this 16th day of June 2022.

**By: _____
Jay Gibbons, Chair**

Attest:

**By: _____
Jim Hansen, Vice Chair**

Check History Report
Sorted By Vendor Name
Activity From: 3/5/2022 to 7/5/2022

Community Planning Association (CPA)

| Bank Code | Description | Check Number | Check Date | Check Amount | Check Type |
|---|-----------------|--------------|------------|-------------------|--------------------|
| Vendor Number: ACHDCOM ACHD Commuteride | | | | | |
| A | ICCU - Checking | 0000006940 | 4/20/2022 | 1,000.00 | Auto |
| Vendor ACHD Commuteride Total: | | | | <u>1,000.00</u> | |
| Vendor Number: ALTA Alta Planning & Design | | | | | |
| A | ICCU - Checking | E000001043 | 3/18/2022 | 2,069.40 | Electronic Payment |
| A | ICCU - Checking | E000001068 | 5/5/2022 | 1,435.00 | Electronic Payment |
| A | ICCU - Checking | E000001078 | 5/20/2022 | 3,111.45 | Electronic Payment |
| A | ICCU - Checking | E000001099 | 6/17/2022 | 15,228.70 | Electronic Payment |
| Vendor Alta Planning & Design Total: | | | | <u>21,844.55</u> | |
| Vendor Number: LUFT AMY LUFT | | | | | |
| A | ICCU - Checking | E000001084 | 5/20/2022 | 51.01 | Electronic Payment |
| A | ICCU - Checking | E000001101 | 6/17/2022 | 26.49 | Electronic Payment |
| Vendor AMY LUFT Total: | | | | <u>77.50</u> | |
| Vendor Number: APAIDA APA IDAHO CHAPTER | | | | | |
| A | ICCU - Checking | 0000006941 | 4/20/2022 | 3,000.00 | Auto |
| Vendor APA IDAHO CHAPTER Total: | | | | <u>3,000.00</u> | |
| Vendor Number: BOICHA BOISE AREA CHAMBER OF COMMERCE | | | | | |
| A | ICCU - Checking | E000001069 | 5/5/2022 | 472.00 | Electronic Payment |
| Vendor BOISE AREA CHAMBER OF COMMERCE Total: | | | | <u>472.00</u> | |
| Vendor Number: ZBOIMUN Boise Municipal Health Care | | | | | |
| A | ICCU - Checking | E000001056 | 4/5/2022 | 30,279.34 | Electronic Payment |
| A | ICCU - Checking | E000001077 | 5/5/2022 | 31,031.08 | Electronic Payment |
| A | ICCU - Checking | E000001098 | 6/3/2022 | 32,069.99 | Electronic Payment |
| A | ICCU - Checking | E000001114 | 7/5/2022 | 32,696.80 | Electronic Payment |
| Vendor Boise Municipal Health Care Total: | | | | <u>126,077.21</u> | |
| Vendor Number: BOE Boise Office Equipment | | | | | |
| A | ICCU - Checking | 0000006951 | 5/5/2022 | 298.77 | Auto |
| A | ICCU - Checking | 0000006959 | 5/20/2022 | 917.35 | Auto |
| Vendor Boise Office Equipment Total: | | | | <u>1,216.12</u> | |
| Vendor Number: BSURADI Boise State Public Radio | | | | | |
| A | ICCU - Checking | 0000006942 | 4/20/2022 | 1,400.00 | Auto |
| A | ICCU - Checking | 0000006974 | 6/17/2022 | 560.00 | Auto |
| Vendor Boise State Public Radio Total: | | | | <u>1,960.00</u> | |
| Vendor Number: BSUMEDI Boise State Student Media | | | | | |
| A | ICCU - Checking | 0000006928 | 3/18/2022 | 1,400.00 | Auto |
| A | ICCU - Checking | 0000006928 | 3/18/2022 | 1,400.00- | Reversal |
| Vendor Boise State Student Media Total: | | | | <u>0.00</u> | |
| Vendor Number: BURGESS Burgess & Niple | | | | | |
| A | ICCU - Checking | E000001052 | 4/5/2022 | 4,232.12 | Electronic Payment |
| A | ICCU - Checking | E000001070 | 5/5/2022 | 1,832.72 | Electronic Payment |
| A | ICCU - Checking | E000001108 | 7/5/2022 | 703.00 | Electronic Payment |
| Vendor Burgess & Niple Total: | | | | <u>6,767.84</u> | |
| Vendor Number: CANYONO Canyon Outdoor Media, LLC | | | | | |
| A | ICCU - Checking | E000001057 | 4/20/2022 | 2,200.00 | Electronic Payment |
| A | ICCU - Checking | E000001079 | 5/20/2022 | 2,200.00 | Electronic Payment |
| A | ICCU - Checking | E000001091 | 6/3/2022 | 2,200.00 | Electronic Payment |
| Vendor Canyon Outdoor Media, LLC Total: | | | | <u>6,600.00</u> | |
| Vendor Number: ZCOLON COLONIAL LIFE & ACCIDENT | | | | | |
| A | ICCU - Checking | 0000006927 | 3/18/2022 | 169.32 | Manual |
| A | ICCU - Checking | 0000006939 | 4/20/2022 | 169.32 | Manual |
| A | ICCU - Checking | 0000006958 | 5/20/2022 | 169.32 | Manual |
| A | ICCU - Checking | 0000006973 | 6/17/2022 | 169.32 | Manual |

Check History Report
Sorted By Vendor Name
Activity From: 3/5/2022 to 7/5/2022

Community Planning Association (CPA)

| Bank Code | Description | Check Number | Check Date | Check Amount | Check Type |
|---|-----------------|--------------|------------|--------------|--------------------|
| Vendor COLONIAL LIFE & ACCIDENT Total: | | | | 677.28 | |
| Vendor Number: DKSACCO DKS Associates | | | | | |
| A | ICCU - Checking | E000001053 | 4/5/2022 | 19,225.75 | Electronic Payment |
| A | ICCU - Checking | E000001071 | 5/5/2022 | 2,749.65 | Electronic Payment |
| A | ICCU - Checking | E000001080 | 5/20/2022 | 10,289.15 | Electronic Payment |
| A | ICCU - Checking | E000001109 | 7/5/2022 | 18,596.45 | Electronic Payment |
| Vendor DKS Associates Total: | | | | 50,861.00 | |
| Vendor Number: ECOCOUN Eco Counter | | | | | |
| A | ICCU - Checking | E000001044 | 3/18/2022 | 7,810.00 | Electronic Payment |
| Vendor Eco Counter Total: | | | | 7,810.00 | |
| Vendor Number: GEOTER GEOTERRA MAPPING GROUP | | | | | |
| A | ICCU - Checking | E000001081 | 5/20/2022 | 50,000.00 | Electronic Payment |
| Vendor GEOTERRA MAPPING GROUP Total: | | | | 50,000.00 | |
| Vendor Number: GOODHEA Good Heart Technology, Incorporated | | | | | |
| A | ICCU - Checking | E000001058 | 4/20/2022 | 687.45 | Electronic Payment |
| Vendor Good Heart Technology, Incorporated Total: | | | | 687.45 | |
| Vendor Number: GRANT P Grant Professionals Association | | | | | |
| A | ICCU - Checking | 0000006960 | 5/20/2022 | 250.00 | Auto |
| Vendor Grant Professionals Association Total: | | | | 250.00 | |
| Vendor Number: ZHARTF HARTFORD | | | | | |
| A | ICCU - Checking | W000000556 | 3/18/2022 | 1,107.70 | Wire Transfer |
| A | ICCU - Checking | W000000563 | 4/20/2022 | 1,041.74 | Wire Transfer |
| A | ICCU - Checking | W000000573 | 5/20/2022 | 1,093.40 | Wire Transfer |
| A | ICCU - Checking | W000000579 | 6/17/2022 | 1,087.07 | Wire Transfer |
| Vendor HARTFORD Total: | | | | 4,329.91 | |
| Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION | | | | | |
| A | ICCU - Checking | 0000006933 | 4/5/2022 | 4,834.79 | Auto |
| A | ICCU - Checking | 0000006952 | 5/5/2022 | 4,668.78 | Auto |
| A | ICCU - Checking | 0000006966 | 6/3/2022 | 6,984.43 | Auto |
| A | ICCU - Checking | 0000006983 | 6/29/2022 | 7,246.31 | Auto |
| A | ICCU - Checking | W000000569 | 5/5/2022 | 5,000.00 | Wire Transfer |
| A | ICCU - Checking | W000000574 | 5/18/2022 | 2,150.00 | Wire Transfer |
| A | ICCU - Checking | W000000575 | 5/23/2022 | 450.00 | Wire Transfer |
| A | ICCU - Checking | W000000578 | 5/31/2022 | 1,650.00 | Wire Transfer |
| Vendor IDAHO CENTRAL CREDIT UNION Total: | | | | 32,984.31 | |
| Vendor Number: IDPOWE IDAHO POWER CO. | | | | | |
| A | ICCU - Checking | 0000006934 | 4/5/2022 | 479.34 | Auto |
| A | ICCU - Checking | 0000006943 | 4/20/2022 | 505.40 | Auto |
| A | ICCU - Checking | 0000006961 | 5/20/2022 | 520.75 | Auto |
| A | ICCU - Checking | 0000006984 | 6/29/2022 | 560.94 | Auto |
| Vendor IDAHO POWER CO. Total: | | | | 2,066.43 | |
| Vendor Number: IDPRESR Idaho Press Tribune Renewal | | | | | |
| A | ICCU - Checking | 0000006953 | 5/5/2022 | 317.00 | Auto |
| Vendor Idaho Press Tribune Renewal Total: | | | | 317.00 | |
| Vendor Number: IDPRES IDAHO PRESS-TRIBUNE | | | | | |
| A | ICCU - Checking | 0000006944 | 4/20/2022 | 227.64 | Auto |
| A | ICCU - Checking | 0000006962 | 5/20/2022 | 778.10 | Auto |
| A | ICCU - Checking | 0000006967 | 6/3/2022 | 143.32 | Auto |
| A | ICCU - Checking | 0000006975 | 6/17/2022 | 460.84 | Auto |
| Vendor IDAHO PRESS-TRIBUNE Total: | | | | 1,609.90 | |
| Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION | | | | | |
| A | ICCU - Checking | W000000559 | 3/18/2022 | 3,975.00 | Wire Transfer |

Check History Report
Sorted By Vendor Name
Activity From: 3/5/2022 to 7/5/2022

Community Planning Association (CPA)

| Bank Code | Description | Check Number | Check Date | Check Amount | Check Type |
|--|-----------------|--------------|------------|-------------------|--------------------|
| A | ICCU - Checking | W000000564 | 4/20/2022 | 4,287.00 | Wire Transfer |
| A | ICCU - Checking | W000000572 | 5/20/2022 | 4,336.00 | Wire Transfer |
| A | ICCU - Checking | W000000582 | 6/17/2022 | 4,470.00 | Wire Transfer |
| Vendor IDAHO STATE TAX COMMISSION Total: | | | | <u>17,068.00</u> | |
| Vendor Number: IDSTATR Idaho Statesman - Renewal | | | | | |
| A | ICCU - Checking | 0000006945 | 4/20/2022 | 1,143.54 | Auto |
| Vendor Idaho Statesman - Renewal Total: | | | | <u>1,143.54</u> | |
| Vendor Number: IMPACT Impact Radio Group | | | | | |
| A | ICCU - Checking | 0000006968 | 6/3/2022 | 1,180.00 | Auto |
| Vendor Impact Radio Group Total: | | | | <u>1,180.00</u> | |
| Vendor Number: INTMOU INTERMOUNTAIN GAS CO. | | | | | |
| A | ICCU - Checking | 0000006929 | 3/18/2022 | 406.23 | Auto |
| A | ICCU - Checking | 0000006946 | 4/20/2022 | 285.46 | Auto |
| A | ICCU - Checking | 0000006954 | 5/5/2022 | 268.72 | Auto |
| A | ICCU - Checking | 0000006977 | 6/17/2022 | 131.71 | Auto |
| Vendor INTERMOUNTAIN GAS CO. Total: | | | | <u>1,092.12</u> | |
| Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE | | | | | |
| A | ICCU - Checking | W000000557 | 3/18/2022 | 15,994.75 | Wire Transfer |
| A | ICCU - Checking | W000000560 | 4/5/2022 | 16,827.07 | Wire Transfer |
| A | ICCU - Checking | W000000565 | 4/20/2022 | 15,366.92 | Wire Transfer |
| A | ICCU - Checking | W000000567 | 5/5/2022 | 15,600.74 | Wire Transfer |
| A | ICCU - Checking | W000000570 | 5/20/2022 | 16,668.68 | Wire Transfer |
| A | ICCU - Checking | W000000576 | 6/3/2022 | 16,676.40 | Wire Transfer |
| A | ICCU - Checking | W000000580 | 6/17/2022 | 15,977.00 | Wire Transfer |
| A | ICCU - Checking | W000000583 | 7/5/2022 | 16,948.80 | Wire Transfer |
| Vendor INTERNAL REVENUE SERVICE Total: | | | | <u>130,060.36</u> | |
| Vendor Number: GALLUP Josie Gallup | | | | | |
| A | ICCU - Checking | E000001100 | 6/17/2022 | 33.18 | Electronic Payment |
| Vendor Josie Gallup Total: | | | | <u>33.18</u> | |
| Vendor Number: JUBENG JUB Engineers, Inc. | | | | | |
| A | ICCU - Checking | E000001045 | 3/18/2022 | 7,330.00 | Electronic Payment |
| A | ICCU - Checking | E000001059 | 4/20/2022 | 5,952.00 | Electronic Payment |
| A | ICCU - Checking | E000001092 | 6/3/2022 | 3,402.00 | Electronic Payment |
| A | ICCU - Checking | E000001110 | 7/5/2022 | 3,960.00 | Electronic Payment |
| Vendor JUB Engineers, Inc. Total: | | | | <u>20,644.00</u> | |
| Vendor Number: KIMANG Kim Anglesey | | | | | |
| A | ICCU - Checking | E000001046 | 3/18/2022 | 232.50 | Electronic Payment |
| Vendor Kim Anglesey Total: | | | | <u>232.50</u> | |
| Vendor Number: KINGSTO Kingston Phoenix Group, Inc. | | | | | |
| A | ICCU - Checking | E000001082 | 5/20/2022 | 1,389.00 | Electronic Payment |
| Vendor Kingston Phoenix Group, Inc. Total: | | | | <u>1,389.00</u> | |
| Vendor Number: KUNMEL KUNA MELBA NEWS | | | | | |
| A | ICCU - Checking | 0000006935 | 4/5/2022 | 42.95 | Auto |
| Vendor KUNA MELBA NEWS Total: | | | | <u>42.95</u> | |
| Vendor Number: KLOPFEN Lila Klopfenstein | | | | | |
| A | ICCU - Checking | E000001083 | 5/20/2022 | 1,656.41 | Electronic Payment |
| A | ICCU - Checking | E000001093 | 6/3/2022 | 803.82 | Electronic Payment |
| Vendor Lila Klopfenstein Total: | | | | <u>2,460.23</u> | |
| Vendor Number: MAY Mary May | | | | | |
| A | ICCU - Checking | 0000006964 | 5/20/2022 | 1,460.20 | Auto |
| A | ICCU - Checking | 0000006985 | 6/29/2022 | 163.20 | Auto |
| Vendor Mary May Total: | | | | <u>1,623.40</u> | |

Check History Report
Sorted By Vendor Name
Activity From: 3/5/2022 to 7/5/2022

Community Planning Association (CPA)

| Bank Code | Description | Check Number | Check Date | Check Amount | Check Type |
|--|-----------------|--------------|------------|------------------|--------------------|
| Vendor Number: STOLL MATTHEW STOLL | | | | | |
| A | ICCU - Checking | E000001048 | 3/18/2022 | 38.42 | Electronic Payment |
| A | ICCU - Checking | E000001064 | 4/20/2022 | 519.38 | Electronic Payment |
| A | ICCU - Checking | E000001088 | 5/20/2022 | 891.20 | Electronic Payment |
| A | ICCU - Checking | E000001104 | 6/17/2022 | 38.45 | Electronic Payment |
| A | ICCU - Checking | E000001112 | 7/5/2022 | 1,557.47 | Electronic Payment |
| Vendor MATTHEW STOLL Total: | | | | <u>3,044.92</u> | |
| Vendor Number: IDSTAT McClatchy Company | | | | | |
| A | ICCU - Checking | 0000006963 | 5/20/2022 | 540.04 | Auto |
| A | ICCU - Checking | 0000006976 | 6/17/2022 | 376.00 | Auto |
| Vendor McClatchy Company Total: | | | | <u>916.04</u> | |
| Vendor Number: NAMCHA NAMPA CHAMBER OF COMMERCE | | | | | |
| A | ICCU - Checking | 0000006978 | 6/17/2022 | 230.00 | Auto |
| Vendor NAMPA CHAMBER OF COMMERCE Total: | | | | <u>230.00</u> | |
| Vendor Number: NARC National Association of Regional Councils | | | | | |
| A | ICCU - Checking | E000001061 | 4/20/2022 | 3,349.15 | Electronic Payment |
| Vendor National Association of Regional Councils Total: | | | | <u>3,349.15</u> | |
| Vendor Number: ZBYERL NCPERS Group Life Ins. (M605) | | | | | |
| A | ICCU - Checking | 0000006926 | 3/18/2022 | 48.00 | Manual |
| A | ICCU - Checking | 0000006938 | 4/20/2022 | 48.00 | Manual |
| A | ICCU - Checking | 0000006957 | 5/20/2022 | 48.00 | Manual |
| A | ICCU - Checking | 0000006972 | 6/17/2022 | 48.00 | Manual |
| Vendor NCPERS Group Life Ins. (M605) Total: | | | | <u>192.00</u> | |
| Vendor Number: NEIGHB NEIGHBORHOOD ALL STARS | | | | | |
| A | ICCU - Checking | E000001062 | 4/20/2022 | 2,309.46 | Electronic Payment |
| A | ICCU - Checking | E000001073 | 5/5/2022 | 480.00 | Electronic Payment |
| Vendor NEIGHBORHOOD ALL STARS Total: | | | | <u>2,789.46</u> | |
| Vendor Number: MILLER O. CARL MILLER | | | | | |
| A | ICCU - Checking | E000001094 | 6/3/2022 | 450.00 | Electronic Payment |
| Vendor O. CARL MILLER Total: | | | | <u>450.00</u> | |
| Vendor Number: OFFMAX Office Depot | | | | | |
| A | ICCU - Checking | 0000006936 | 4/5/2022 | 220.48 | Auto |
| A | ICCU - Checking | 0000006947 | 4/20/2022 | 387.98 | Auto |
| A | ICCU - Checking | 0000006979 | 6/17/2022 | 123.79 | Auto |
| A | ICCU - Checking | 0000006986 | 6/29/2022 | 122.06 | Auto |
| Vendor Office Depot Total: | | | | <u>854.31</u> | |
| Vendor Number: PHILAD PHILADELPHIA INSURANCE CO. | | | | | |
| A | ICCU - Checking | 0000006955 | 5/5/2022 | 7,331.00 | Auto |
| Vendor PHILADELPHIA INSURANCE CO. Total: | | | | <u>7,331.00</u> | |
| Vendor Number: PROVELO Pro Velocity | | | | | |
| A | ICCU - Checking | E000001047 | 3/18/2022 | 1,093.75 | Electronic Payment |
| A | ICCU - Checking | E000001054 | 4/5/2022 | 1,312.50 | Electronic Payment |
| A | ICCU - Checking | E000001063 | 4/20/2022 | 1,916.89 | Electronic Payment |
| A | ICCU - Checking | E000001074 | 5/5/2022 | 911.00 | Electronic Payment |
| A | ICCU - Checking | E000001086 | 5/20/2022 | 1,618.20 | Electronic Payment |
| A | ICCU - Checking | E000001095 | 6/3/2022 | 1,750.00 | Electronic Payment |
| A | ICCU - Checking | E000001102 | 6/17/2022 | 655.70 | Electronic Payment |
| A | ICCU - Checking | E000001111 | 7/5/2022 | 1,706.25 | Electronic Payment |
| Vendor Pro Velocity Total: | | | | <u>10,964.29</u> | |
| Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT | | | | | |
| A | ICCU - Checking | W000000558 | 3/18/2022 | 20,503.27 | Wire Transfer |
| A | ICCU - Checking | W000000561 | 4/5/2022 | 20,955.16 | Wire Transfer |
| A | ICCU - Checking | W000000566 | 4/20/2022 | 20,229.10 | Wire Transfer |

Check History Report
Sorted By Vendor Name
Activity From: 3/5/2022 to 7/5/2022

Community Planning Association (CPA)

| Bank Code | Description | Check Number | Check Date | Check Amount | Check Type |
|--|-----------------|--------------|------------|-------------------|--------------------|
| A | ICCU - Checking | W000000568 | 5/5/2022 | 20,682.40 | Wire Transfer |
| A | ICCU - Checking | W000000571 | 5/20/2022 | 20,550.29 | Wire Transfer |
| A | ICCU - Checking | W000000577 | 6/3/2022 | 21,785.12 | Wire Transfer |
| A | ICCU - Checking | W000000581 | 6/17/2022 | 21,140.87 | Wire Transfer |
| A | ICCU - Checking | W000000584 | 7/5/2022 | 22,075.17 | Wire Transfer |
| Vendor PUBLIC EMPLOYEES RETIREMENT Total: | | | | <u>167,921.38</u> | |
| Vendor Number: RADIO R Radio Rancho | | | | | |
| A | ICCU - Checking | 0000006969 | 6/3/2022 | 1,452.00 | Auto |
| Vendor Radio Rancho Total: | | | | <u>1,452.00</u> | |
| Vendor Number: RSG Resource Systems Group, Inc. | | | | | |
| A | ICCU - Checking | E000001075 | 5/5/2022 | 121,416.64 | Electronic Payment |
| Vendor Resource Systems Group, Inc. Total: | | | | <u>121,416.64</u> | |
| Vendor Number: RIVAL Rival Solutions | | | | | |
| A | ICCU - Checking | 0000006930 | 3/18/2022 | 420.00 | Auto |
| A | ICCU - Checking | 0000006956 | 5/5/2022 | 420.00 | Auto |
| Vendor Rival Solutions Total: | | | | <u>840.00</u> | |
| Vendor Number: SHADOW SHADOW TRACKERS INVESTIGATIVE | | | | | |
| A | ICCU - Checking | E000001055 | 4/5/2022 | 50.00 | Electronic Payment |
| A | ICCU - Checking | E000001087 | 5/20/2022 | 50.00 | Electronic Payment |
| A | ICCU - Checking | E000001103 | 6/17/2022 | 130.00 | Electronic Payment |
| Vendor SHADOW TRACKERS INVESTIGATIVE Total: | | | | <u>230.00</u> | |
| Vendor Number: SHREDIT Shred-It USA- Boise | | | | | |
| A | ICCU - Checking | 0000006948 | 4/20/2022 | 60.00 | Auto |
| A | ICCU - Checking | 0000006980 | 6/17/2022 | 60.00 | Auto |
| A | ICCU - Checking | 0000006987 | 6/29/2022 | 60.00 | Auto |
| Vendor Shred-It USA- Boise Total: | | | | <u>180.00</u> | |
| Vendor Number: ZSTINF STATE INSURANCE FUND | | | | | |
| A | ICCU - Checking | 0000006971 | 6/3/2022 | 431.00 | Auto |
| Vendor STATE INSURANCE FUND Total: | | | | <u>431.00</u> | |
| Vendor Number: ZIDGRA STATE TAX COMMISSION | | | | | |
| A | ICCU - Checking | W000000562 | 4/5/2022 | 1,355.36 | Wire Transfer |
| A | ICCU - Checking | W000000585 | 7/5/2022 | 1,230.11 | Wire Transfer |
| Vendor STATE TAX COMMISSION Total: | | | | <u>2,585.47</u> | |
| Vendor Number: SUPPORT Support Warehouse | | | | | |
| A | ICCU - Checking | E000001089 | 5/20/2022 | 1,058.00 | Electronic Payment |
| Vendor Support Warehouse Total: | | | | <u>1,058.00</u> | |
| Vendor Number: SYRINGA Syringa Networks, LLC | | | | | |
| A | ICCU - Checking | E000001049 | 3/18/2022 | 928.14 | Electronic Payment |
| A | ICCU - Checking | E000001065 | 4/20/2022 | 926.37 | Electronic Payment |
| A | ICCU - Checking | E000001096 | 6/3/2022 | 926.37 | Electronic Payment |
| A | ICCU - Checking | E000001105 | 6/17/2022 | 926.37 | Electronic Payment |
| Vendor Syringa Networks, LLC Total: | | | | <u>3,707.25</u> | |
| Vendor Number: MILLERT Talia L Miller | | | | | |
| A | ICCU - Checking | E000001060 | 4/20/2022 | 255.00 | Electronic Payment |
| A | ICCU - Checking | E000001072 | 5/5/2022 | 311.82 | Electronic Payment |
| A | ICCU - Checking | E000001085 | 5/20/2022 | 60.00 | Electronic Payment |
| Vendor Talia L Miller Total: | | | | <u>626.82</u> | |
| Vendor Number: TOWNSQU Townsquare Digital | | | | | |
| A | ICCU - Checking | 0000006931 | 3/18/2022 | 2,500.00 | Auto |
| A | ICCU - Checking | 0000006981 | 6/17/2022 | 2,050.00 | Auto |
| Vendor Townsquare Digital Total: | | | | <u>4,550.00</u> | |
| Vendor Number: TRAVELE Travelers | | | | | |

Check History Report
Sorted By Vendor Name
Activity From: 3/5/2022 to 7/5/2022

Community Planning Association (CPA)

| Bank Code | Description | Check Number | Check Date | Check Amount | Check Type |
|---|-----------------|--------------|------------|--------------------------|--------------------|
| A | ICCU - Checking | 0000006937 | 4/5/2022 | 375.00 | Auto |
| Vendor Travelers Total: | | | | <u>375.00</u> | |
| Vendor Number: TREAVA TREASURE VALLEY COFFEE | | | | | |
| A | ICCU - Checking | 0000006949 | 4/20/2022 | 119.92 | Auto |
| A | ICCU - Checking | 0000006970 | 6/3/2022 | 59.96 | Auto |
| A | ICCU - Checking | 0000006988 | 6/29/2022 | 59.96 | Auto |
| Vendor TREASURE VALLEY COFFEE Total: | | | | <u>239.84</u> | |
| Vendor Number: VRT Valley Regional Transit | | | | | |
| A | ICCU - Checking | E000001051 | 3/18/2022 | 1,500.00 | Electronic Payment |
| A | ICCU - Checking | E000001076 | 5/5/2022 | 3,000.00 | Electronic Payment |
| A | ICCU - Checking | E000001097 | 6/3/2022 | 1,500.00 | Electronic Payment |
| A | ICCU - Checking | E000001113 | 7/5/2022 | 1,500.00 | Electronic Payment |
| Vendor Valley Regional Transit Total: | | | | <u>7,500.00</u> | |
| Vendor Number: VERITA VERITAS | | | | | |
| A | ICCU - Checking | E000001050 | 3/18/2022 | 7,912.50 | Electronic Payment |
| A | ICCU - Checking | E000001066 | 4/20/2022 | 7,912.50 | Electronic Payment |
| A | ICCU - Checking | E000001090 | 5/20/2022 | 7,162.50 | Electronic Payment |
| A | ICCU - Checking | E000001106 | 6/17/2022 | 7,912.50 | Electronic Payment |
| Vendor VERITAS Total: | | | | <u>30,900.00</u> | |
| Vendor Number: VERIZON Verizon | | | | | |
| A | ICCU - Checking | 0000006932 | 3/18/2022 | 15.92 | Auto |
| A | ICCU - Checking | 0000006950 | 4/20/2022 | 15.92 | Auto |
| A | ICCU - Checking | 0000006965 | 5/20/2022 | 15.92 | Auto |
| A | ICCU - Checking | 0000006982 | 6/17/2022 | 15.92 | Auto |
| Vendor Verizon Total: | | | | <u>63.68</u> | |
| Vendor Number: WESTRO WESTERN TROPHY & ENGRAVING | | | | | |
| A | ICCU - Checking | E000001067 | 4/20/2022 | 27.55 | Electronic Payment |
| A | ICCU - Checking | E000001107 | 6/17/2022 | 55.10 | Electronic Payment |
| Vendor WESTERN TROPHY & ENGRAVING Total: | | | | <u>82.65</u> | |
| Report Total: | | | | <u><u>871,858.68</u></u> | |

FINANCE COMMITTEE AGENDA ITEM IV-B

Date: July 14, 2022

Topic: Updated Salary Range Table

Request/Recommendation:

Information only.

Background/Summary:

COMPASS has a salary range table that covers all current positions at COMPASS. The salary range table indicates the minimum, maximum, and midpoint salary for each position. It is COMPASS' aim that employees should generally reach the midpoint of the salary range for their position by the completion of their fifth full year of employment.

More junior or entry-level positions have a narrower width, with the maximum salary at 140% of the minimum salary. More senior positions have a greater width, with the maximum at 150% of the minimum, reflecting the longer tenure typical of these positions. The Director level positions have the greatest width, with the maximum at 160% of the minimum.

Positions in different departments that are similar in requirements for knowledge, skills, and abilities are assigned the same salary range. For example, the Communication Coordinator and the Principal Planner positions have the same salary range. Salary ranges for certain positions are set as a percentage of the next highest position. For example, the midpoint for the Principal Planner position is 130% of the midpoint for the Associate Planner position.

Periodically, COMPASS conducts a salary survey to assess the appropriateness of its established salary ranges relative to comparable agencies around the country. Salary ranges are adjusted to reflect the current market as indicated by the survey data, while adhering to the guidance for establishing ranges described above. COMPASS last conducted a salary survey and updated its salary ranges in FY2019.

Recently, like many of its member agencies, COMPASS has felt the impact of a very competitive labor market. In the past thirteen months, five employees, nearly 25% of the workforce, have departed COMPASS, with one additional retirement scheduled for October 2022. COMPASS struggled to recruit a pool of applicants for these vacant positions, and then struggled further to successfully negotiate a mutually acceptable offer once qualified candidates were identified. Particular difficulties were encountered at the more entry level planning positions, with COMPASS needing to increase its offer nearly 15% higher than the range minimum to secure a job acceptance.

The Consumer Price Index-Urban for the Mountain region increased 9.8% from April 2021 to April 2022. Rents in the Treasure Valley have seen double digit percentage increases from 2021 to 2022.

In addition to the currently planned staff retirement in October 2022, there are nine additional staff, nearly half the current workforce, who will reach rule of 90 within the next eight years. Retention and development of less senior staff to assume these roles is critical to COMPASS' long term success, and competitive salaries are a key element in COMPASS' retention strategy.

In May 2022, staff conducted a new salary survey to assess its ranges relative to the market. Using the Federal Highway Administration database, staff identified a list of metropolitan planning organizations serving areas with populations between 250,000 and 1,000,000. Staff also included larger MPO's from Washington, Utah, Oregon, Colorado, and Arizona as those are the MPO's with which COMPASS might compete most directly for staff. Staff emailed those MPO's with brief descriptions of COMPASS positions and a request for the salary ranges for comparable positions at their own agencies. As is typical with a salary survey request, a small percentage of the identified agencies responded.

To supplement the data, staff searched recent job postings on job boards such as the Association of Metropolitan Planning Organizations, the American Planning Association, and the National Association of Regional Councils to identify similar positions and the salary ranges for them. Current job postings provide a useful snapshot of what agencies are actually offering to recruit staff. Like COMPASS, other agencies may find their salary ranges out of date in the current climate, and therefore find it necessary to offer starting salaries greater than the minimums in their ranges.

Staff used this combined data to calculate an average midpoint for select positions. For certain positions, such as Communication Assistant, there was insufficient data available to calculate a meaningful average. However, staff was able to establish ranges for those positions based on the guidance for establishing ranges described above, using the more robust data available for other positions as a starting point.

As expected, staff found that its ranges were substantially lower than the survey average for entry level and mid-level planning positions. Administrative positions were lower than the survey average as well, but not by quite as significant a percentage. The detailed survey data will be shared with the Finance Committee in the July 14, 2022, meeting.

The attached updated salary range table will be effective October 1, 2022. The FY2023 UPWP includes a cost-of-living increase of 5% to move staff up within the newly established range and keep them on target for the general goal of getting to the midpoint by the completion of their fifth year.

Implication (policy and/or financial):

The salary range table identifies minimums and maximums for each position and is updated periodically using survey data. The actual budget for salaries and any salary adjustment pools are recommended annually by the Finance Committee as part of the Unified Planning Work Program and Budget.

More Information:

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

COMPASS SALARY RANGES AS OF 10/01/2022

| | Range Width | Salary Ranges as of 10/1/21 | | | Adjustment to midpoint | Proposed Ranges 10/1/22 | | |
|---|-------------|-----------------------------|----------|---------|------------------------|-------------------------|----------|---------|
| | | Minimum | Midpoint | Maximum | | Minimum | Midpoint | Maximum |
| Customer Service | 40% | 27,920 | 33,500 | 39,100 | 26% | 35,200 | 42,300 | 49,300 |
| Data Specialist (TIP or AQB) | 40% | 41,200 | 49,500 | 57,700 | 14% | 47,000 | 56,400 | 65,800 |
| Vehicle Emission Inspection and Maintenance Coordinator | 50% | 49,440 | 61,800 | 74,200 | 9% | 54,000 | 67,500 | 81,000 |
| Assistant Planner | 40% | 41,200 | 49,500 | 57,700 | 14% | 47,000 | 56,400 | 65,800 |
| Associate Planner | 50% | 49,440 | 61,800 | 74,200 | 9% | 54,000 | 67,500 | 81,000 |
| Principal Planner | 50% | 66,440 | 83,100 | 99,700 | 5% | 70,000 | 87,500 | 105,000 |
| Communication Assistant | 40% | 41,200 | 49,500 | 57,700 | 14% | 47,000 | 56,400 | 65,800 |
| Communication Coordinator | 50% | 66,440 | 83,100 | 99,700 | 5% | 70,000 | 87,500 | 105,000 |
| Executive Assistant | 40% | 46,350 | 55,600 | 64,900 | 3% | 47,900 | 57,500 | 67,100 |
| Financial Assistant | 40% | 46,350 | 55,600 | 64,900 | 3% | 47,900 | 57,500 | 67,100 |
| Accountant | 50% | 59,850 | 74,800 | 89,800 | 4% | 62,000 | 77,500 | 93,000 |
| Director of Operations | 60% | 82,770 | 107,600 | 132,400 | 14% | 94,000 | 122,200 | 150,400 |
| Executive Director | 60% | 114,850 | 149,300 | 183,800 | 10% | 126,000 | 163,800 | 201,600 |

FINANCE COMMITTEE AGENDA ITEM V-A

Date: July 14, 2022

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

Request/Recommendation:

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

Background/Summary:

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

Budget to actual variances by line item – revenues and expenses

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

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

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

Total direct expenses are at 40% of budget overall.

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

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

Total indirect expenses are over budget at 63%. As in prior years, some indirect expense line items spend out early in the fiscal year. Staff anticipates that indirect expenses will be on budget by the end of the fiscal year.

Budget to actual variances by program – expenses

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

Balance sheet and cash summary

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

Implication (policy and/or financial):

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

More Information:

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

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COMPASS

Balance Sheet - March 31, 2022

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

Cash & Investment Summary - March 31, 2022

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

FINANCE COMMITTEE AGENDA ITEM V-B

Date: July 14, 2022

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

Request/Recommendation:

COMPASS staff seeks a recommendation of the FY2023 UPWP for COMPASS Board of Directors' approval.

Background/Summary:

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

The preliminary draft of the FY2023 UPWP was scheduled to be reviewed at the June 16, 2022, Finance Committee meeting. The meeting was canceled due to lack of quorum.

For today's Finance Committee meeting, staff has provided an updated draft of the FY2023 UPWP with a request to recommend approval. It will then be presented to the COMPASS Board of Directors at the August 15, 2022, meeting for adoption. Finally, it will be forwarded to the Idaho Transportation Department, the Federal Highway Administration, and the Federal Transit Administration for approval.

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

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

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

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

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

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

Revenues

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

3. The projected revenue of \$1,730,873 from the FY2023 CPG reflects the amount included in the FY2022-FY2028 Regional Transportation Improvement Program (TIP).
4. Revenue of \$306,705 from off-the-top Surface Transportation Block Grant-Transportation Management Area (STBG-TMA) and STBG-Urban (STBG-U) funds, as approved by the COMPASS Board of Directors on April 19, 2010, continues.
5. Revenue of \$36,137 in STBG-U funds for permanent automated counters. This funding is included in the draft FY2023-FY2029 TIP. There is \$2,863 in local match associated with these federal funds.
6. Revenues include \$55,596 in STBG-TMA funds for Phase 3 of the Fiscal Impact Analysis Tool. There is \$4,404 in local match associated with these federal funds.
7. Revenues include carryover of \$84,923 in STBG-TMA funds for *Communities in Motion 2050* (CIM 2050) to cover \$55,000 in costs for the I-84 High Occupancy Vehicle analysis that began in FY2022 and the remaining \$36,650 in anticipated costs to wrap up CIM 2050. There is \$6,727 in local match associated with these federal funds.
8. Revenues include \$169,568 of STBG-TMA funds to begin work on the next update of CIM after the 2050 plan is adopted, to include the Housing Coordination Plan. There is \$13,432 in local match associated with these federal funds.
9. Revenues include \$110,000 committed by the Department of Environmental Quality and Air Quality Board for the air quality outreach program. There are corresponding direct expenses of \$100,000 associated with these revenues, and COMPASS retains 10% of the revenues for the cost of administering the program. FY2023 is expected to be the last year of the program.
10. Revenues include \$70,000 from the Air Quality Board to reimburse COMPASS for support services provided for Air Quality Board operations. The reimbursement amount is the greater of actual costs or 10% of revenue. The amount shown is a conservative estimate of anticipated labor costs through September 2023. FY2023 is expected to be the last year of the program.
11. Revenues include \$125,000 from participant contributions for the FY2023 orthophotography flight.
12. Interest income is estimated at \$9,000 in FY2023.
13. Revenues include \$75,000 from fund balance for the CIM Implementation Grant Program. This is \$25,000 for a CIM Implementation Grant carried over from FY2022 and \$50,000 for new grants expected to be awarded by the COMPASS Board of Directors in FY2023.
14. Revenues include \$37,500 in participant contributions from carried forward from FY2022 to make the final payment on the FY2022 orthophotography flight.

Expenses

15. Salary costs cover 21 full time employees. One COMPASS staff member has announced retirement in early FY2023. An entry level planner was hired in FY2022 in anticipation of the transition, and COMPASS anticipates hiring an additional, more senior planner in FY2023 to strengthen the Planning Team following this retirement. Additionally, COMPASS intends to bring its government affairs work in house in FY2023 and hire a staff person for this purpose. COMPASS' contract with its current legislative liaison ends in July 2022. The three members of the COMPASS staff that perform AQB operations are paid in full by AQB and those costs are not included in the UPWP.
16. Salary costs include a 5% across-the-board adjustment to salaries for all employees, including the Executive Director, to compensate for increased cost-of-living. Several member agencies have also proposed 5-6% cost-of-living adjustments in their budgets. The Consumer Price Index-Urban for the Mountain region increased 9.8% from April 2021 to April 2022. A salary survey conducted in May 2022 indicates that COMPASS' current

ranges are between 1% and 15% below the salary survey average, with the largest gaps in the less senior positions. COMPASS has faced significant challenges in filling vacant positions over the past year. Staff believes that a cost-of-living adjustment coupled with an update to its salary ranges will help COMPASS recruit and retain employees, particularly less senior employees. Retention of employees is of critical importance as a significant number of senior staff are expected to reach Rule of 90 in the next seven to ten years.

17. Salary costs include a 3% merit pool, in addition to the cost-of-living adjustment pool. The budgeted merit pool covers all employees, including the Executive Director. Salary adjustments from this pool made during the year are performance based, following annual review. The Executive Director determines the distribution of those individual salary adjustments. The Executive Committee recommends the Executive Director's salary adjustment to the COMPASS Board of Directors, following his performance review in June.
18. Fringe expenses include an allowance for a 6% increase in the cost of health insurance and a 3% increase in the cost of disability benefits for FY2023. Early estimates from the Boise Municipal Health Care Trust indicate a 4% to 6% increase in premiums for calendar year 2023. Exact amounts will not be known until late summer. No changes to PERSI contribution rates are expected in FY2023.
19. Indirect expenses increase by just over \$12,000 (about 6%) to a total of \$217,900. Most line items have proposed increases of 3% or less, but some categories reflect higher increases. Audit costs are expected to increase 5%. Insurance costs are expected to increase about 20%, as COMPASS is in the process of adding cyber insurance to its overall coverage. Budgeted software costs reflect recent additions to cover scheduling and virtual meeting tools. Vehicle maintenance costs include increases needed due to the age of the vehicles. Staff continues to closely manage indirect expenses to control the organization's overall costs.
20. Total direct expenses decline significantly compared to FY2022. Most of the decrease is related to the household travel and on-board transit surveys, which wrapped up in FY2022 and are not included in FY2023 expenses.
21. Direct expenses include \$100,000 for the Housing Coordination Plan, \$60,000 for the Fiscal Impact Tool – Phase 3 and \$39,000 for additional permanent bike counters.
22. The Project Development Program is funded in FY2023, its ninth year, at \$75,000. This is the same amount as FY2022.
23. Direct expenses include \$125,000 for an orthophotography flight. With the support of participating member agencies, COMPASS entered a contract for multi-year flights at a fixed annual cost. A full, two-county flight was completed in FY2022, and an interim, urban-only flight is planned for FY2023.
24. Direct expenses include \$8,000 to complete the migration of the COMPASS website from its current Dreamweaver platform to a more user-friendly platform that will allow staff to be more efficient and responsive with web updates. This project was postponed in FY2022 due to staff vacancies.
25. Direct expenses include \$18,000 to build out the remaining modular workspaces in the COMPASS office with hard walled spaces, carried over from FY2022. This small construction project was postponed in FY2022, given the current challenging construction environment.
26. A carry-over of \$212,162 is included in direct expenses. This carry-over reflects funds available in FY2023 but not expended. They will be carried forward to FY2024 and be expended then.
27. Direct expenses for all other programs are stable and consistent with current year activities.

Implication (policy and/or financial):

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

More Information:

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

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

| REVENUE | FY2022 Revision 4 | FY2023 Draft |
|--|----------------------|------------------|
| GENERAL MEMBERSHIP | | |
| Ada County | 241,931 | 249,479 |
| Ada County Highway District | 241,931 | 249,479 |
| Canyon County | 118,802 | 122,508 |
| Canyon Highway District No. 4 | 44,458 | 47,092 |
| Golden Gate Highway District No.3 | 5,906 | 5,555 |
| City of Boise | 106,519 | 107,392 |
| City of Caldwell | 28,112 | 29,298 |
| City of Eagle | 15,198 | 14,973 |
| City of Garden City | 5,542 | 5,749 |
| City of Greenleaf | 397 | 370 |
| City of Kuna | 12,156 | 12,116 |
| City of Meridian | 56,388 | 58,848 |
| City of Melba | 260 | 256 |
| City of Middleton | 4,594 | 4,727 |
| City of Nampa | 48,932 | 48,112 |
| City of Notus | 251 | 273 |
| City of Parma | 974 | 935 |
| City of Star | 5,904 | 6,711 |
| City of Wilder | 807 | 714 |
| Subtotal | 939,062 | 964,587 |
| SPECIAL MEMBERSHIP | | |
| Boise State University | 9,400 | 9,600 |
| Capital City Development Corporation | 9,400 | 9,600 |
| Idaho Department of Environmental Quality | 9,400 | 9,600 |
| Idaho Transportation Department | 9,400 | 9,600 |
| Valley Regional Transit | 9,400 | 9,600 |
| Subtotal | 47,000 | 48,000 |
| 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 | 1,280,846 | |
| CPG - FY2022 K# 20640 Canyon County | 450,027 | |
| CPG - FY2022 K# 20640; Ada County; carryover from FY2022 Rev 4 | | 232,266 |
| CPG - FY2022 K# 20640; Canyon County; carryover from FY2022 Rev 4 | | 81,607 |
| CPG - FY2023 K# 22108; Ada County | | 1,280,846 |
| CPG - FY2023 K# 22108; Canyon County | | 450,027 |
| Sub Total CPG Grants | 1,958,910 | 2,044,746 |
| STP-TMA & STBG-U - K# 19920, FY2022 off-the-top funds for Planning | 306,705 | |
| STBG-TMA & STBG-U - K# 20560; FY2023 off-the-top funds for Planning | | 306,705 |
| STBG-U - K# 23026 Permanent Automated Counters | | 36,137 |
| STBG-TMA - K# 22395 Fiscal Impact Analysis Phase 3 | | 55,596 |
| STP TMA - K# 19571, CIM 2050 | 201,194 | 84,923 |
| STBG TMA - K# 20271, CIM Minor Update | | 169,568 |
| STP TMA - K# 19303, Travel Survey Data Collection (carryover) | 448,002 | - |
| Subtotal | 955,901 | 652,929 |
| 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 | 70,000 |
| Idaho Transportation Department (Survey Software) | 55,000 | - |
| Cities of Eagle and Star - Project Development reimbursement | 35,000 | - |
| Orthophotography - Participant Contributions | 124,140 | 125,000 |
| Interest Income | 5,031 | 9,000 |
| Subtotal | 395,646 | 314,000 |
| TOTAL REVENUE; Dues, Federal Funds, and Other miscellaneous | 3,982,646 | 4,024,262 |
| Draw From Fund Balance (CIM Implementation Grants) | 100,000 | 75,000 |
| Draw From Fund Balance (Matching funds for CIM carryover) | 15,937 | |
| Draw From Fund Balance (Matching funds for I-84 HOV Study) | 21,676 | |
| Draw From Fund Balance (funds set aside for orthophotography flight) | 125,860 | 37,500 |
| Draw From Fund Balance (to fund revenue shortfall) | 6,346 | |
| Subtotal | 269,819 | 112,500 |
| TOTAL REVENUE, ALL RESOURCES | 4,566,338 | 4,136,762 |

| EXPENSE | FY2022 Revision 4 | FY2023 Draft |
|---|----------------------|------------------|
| SALARY, FRINGE & CONTINGENCY | | |
| Salary | 1,533,900 | 1,736,100 |
| Fringe | 726,300 | 801,700 |
| Contingency (Overtime, Bonus, and Sick Time Trade) | 19,000 | 19,000 |
| Subtotal | 2,279,200 | 2,556,800 |
| INDIRECT OPERATIONS & MAINTENANCE | | |
| Indirect Costs | 205,599 | 217,900 |
| Subtotal | 205,599 | 217,900 |
| DIRECT OPERATIONS & MAINTENANCE | | |
| 620001, Demographics and Growth Monitoring | 2,500 | 2,500 |
| 653001, Communication and Education | 40,800 | 49,100 |
| 661001, Long-Range Planning | 293,807 | 354,650 |
| 661008, Bike Counter Management | 19,800 | 58,800 |
| 685001, Transportation Improvement Program | 5,800 | 6,000 |
| 685002, Project Development Program | 110,000 | 75,000 |
| 685004, CIM Implementation Grants | 100,000 | 75,000 |
| 702001, Air Quality Outreach | 100,000 | 100,000 |
| 760001, Government Affairs (was Legislative Services) | 115,050 | 18,000 |
| 801001, Staff Development | 40,000 | 40,000 |
| 820001, Committee Support | 2,000 | 2,000 |
| 836001, Regional Travel Demand Model | 17,200 | 37,200 |
| 838001, Travel Survey Data Collection | 483,490 | - |
| 860001, Geographic Information System Maintenance | 313,169 | 205,800 |
| 990001, Direct Operations and Maintenance | 437,923 | 338,012 |
| Subtotal | 2,081,539 | 1,362,062 |
| TOTAL EXPENSE | 4,566,338 | 4,136,762 |

| REVENUE AND EXPENSE SUMMARY | | |
|-----------------------------|-----------|-----------|
| TOTAL REVENUE | 4,566,338 | 4,136,762 |
| LESS: TOTAL EXPENSES | 4,566,338 | 4,136,762 |
| REVENUE EXCESS/(DEFICIT) | - | - |

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

| WORK PROGRAM NUMBER | EXPENSES | | | | | | | | | | | | | MATCH, LOCAL & OTHER FUNDING | | | | TOTAL FUNDING SOURCES | |
|--|--------------|-----------------------|------------------|------------------|------------------------------------|---------------------------------------|------------------------------------|---------------------------------------|------------------------------|-------------------------------|--|---------------------------|------------------------------------|------------------------------|----------------|----------------|----------------|-----------------------|---------------------|
| | Work Days | Labor & Indirect Cost | Direct Cost | Total Cost | FY22 CPG Ada County K# 20640 (74%) | FY22 CPG Canyon County K# 20640 (26%) | FY23 CPG Ada County K# 22108 (74%) | FY23 CPG Canyon County K# 22108 (26%) | STP-TMA Off The Top K# 20560 | STBG-U Bike Counters K# 20326 | STBG-TMA Fiscal Impact Analysis K# 22395 | STP-TMA CIM 2050 K# 19751 | STBG-TMA CIM Minor Update K# 20271 | Total Federal Funds | Required Match | Local Funds/FB | Other Revenue | | Total Local & Other |
| 601001 UPWP/Budget Development and Federal Assurances | 86 | 71,615 | - | 71,615 | 19,306 | 6,783 | 7,599 | 2,670 | 30,000 | | | | | 66,358 | 5,257 | | | 5,257 | 71,615 |
| 620001 Demographics and Growth Monitoring | 89 | 69,887 | 2,500 | 72,387 | 1,380 | 485 | 28,164 | 9,896 | 25,000 | | | | | 64,925 | 7,462 | | | 7,462 | 72,387 |
| 620005 Safe and Accessible Transportation (development reviews) | 41 | 22,352 | - | 22,352 | 6,656 | 2,339 | 1,270 | 446 | 10,000 | | | | | 20,712 | 1,641 | | | 1,641 | 22,352 |
| 653001 Communication and Education Long-Range Planning | 224 | 142,637 | 49,100 | 191,737 | | | | | | | | | | - | | 191,737 | | 191,737 | 191,737 |
| 661001 General Project Management | 722 | 493,597 | 354,650 | 848,247 | 65,058 | 22,858 | 288,696 | 101,433 | | | | 55,596 | 84,923 | 169,568 | 788,134 | 60,113 | | 60,113 | 848,247 |
| 661005 Safe and Accessible Transportation | 146 | 70,836 | - | 70,836 | 35,192 | 12,365 | 13,379 | 4,701 | | | | | | 65,637 | 5,199 | | | 5,199 | 70,836 |
| 661008 Bike Counter Management Resource Development/Funding | 109 | 52,885 | 58,800 | 111,685 | 5,439 | 1,911 | 44,400 | 15,600 | | 36,137 | | | | 103,487 | 8,198 | | | 8,198 | 111,685 |
| 685001 Transportation Improvement Program | 410 | 277,227 | 6,000 | 283,227 | 45,531 | 15,997 | 56,173 | 19,737 | 125,000 | | | | | 262,438 | 20,789 | | | 20,789 | 283,227 |
| 685002 Project Development Program | 32 | 24,662 | 75,000 | 99,662 | 5,810 | 2,042 | 11,100 | 3,900 | 75,000 | | | | | 97,852 | 1,810 | | | 1,810 | 99,662 |
| 685003 Grant Research and Development | 188 | 144,935 | - | 144,935 | | | | | | | | | | - | | 144,935 | | 144,935 | 144,935 |
| 685004 CIM Implementation Grants | 25 | 17,752 | 75,000 | 92,752 | 3,579 | 1,258 | 8,593 | 3,019 | | | | | | 16,449 | 1,303 | 75,000 | | 76,303 | 92,752 |
| 685005 Safe and Accessible Transportation (safety grant application) | 7 | 5,856 | - | 5,856 | 3,377 | 1,187 | 638 | 224 | | | | | | 5,426 | 430 | | | 430 | 5,856 |
| TOTAL PROJECTS | 2,079 | 1,388,386 | 621,050 | 2,009,436 | 187,952 | 66,037 | 459,376 | 161,402 | 265,000 | | | 84,923 | 169,568 | 1,485,990 | 111,773 | 411,673 | - | 523,445 | 2,009,436 |
| 701001 Membership Services | 54 | 41,656 | - | 41,656 | 1,636 | 575 | 26,927 | 9,461 | | | | | | 38,598 | 3,058 | | | 3,058 | 41,656 |
| 702001 Air Quality Outreach | 7 | 10,000 | 100,000 | 110,000 | | | | | | | | | | - | | | 110,000 | 110,000 | 110,000 |
| 703001 Public Services | 66 | 50,646 | - | 50,646 | | | | | | | | | | - | | 50,646 | | 50,646 | 50,646 |
| 704001 Air Quality Operations | 128 | 116,931 | - | 116,931 | | | | | | | | | | - | | 46,931 | 70,000 | 116,931 | 116,931 |
| 705001 Transportation Liaison Services | 36 | 31,821 | - | 31,821 | 3,319 | 1,166 | 18,500 | 6,500 | | | | | | 29,485 | 2,336 | | | 2,336 | 31,821 |
| 760001 Government Affairs (was Legislative Services) | 242 | 215,603 | 18,000 | 233,603 | | | | | | | | | | - | | 233,603 | | 233,603 | 233,603 |
| TOTAL SERVICES | 533 | 466,656 | 118,000 | 584,656 | 4,954 | 1,741 | 45,427 | 15,961 | - | | | - | - | 68,083 | 5,393 | 331,180 | 180,000 | 516,573 | 584,656 |
| 801001 Staff Development | 143 | 100,209 | 40,000 | 140,209 | 7,339 | 2,579 | 88,800 | 31,200 | | | | | | 129,918 | 10,291 | | | 10,291 | 140,209 |
| 820001 Committee Support | 258 | 171,524 | 2,000 | 173,524 | 740 | 260 | 118,242 | 41,545 | | | | | | 160,787 | 12,737 | | | 12,737 | 173,524 |
| 836001 Regional Travel Demand Model | 302 | 252,647 | 37,200 | 289,847 | 423 | 149 | 183,520 | 64,480 | 20,000 | | | | | 268,572 | 21,275 | | | 21,275 | 289,847 |
| 842001 Congestion Management Process | 137 | 114,611 | - | 114,611 | 1,627 | 572 | 76,960 | 27,040 | | | | | | 106,199 | 8,412 | | | 8,412 | 114,611 |
| 842002 I-84 Corridor Operations Plan | 10 | 8,366 | - | 8,366 | 556 | 195 | 5,180 | 1,820 | | | | | | 7,752 | 614 | | | 614 | 8,366 |
| 860001 Geographic Information System Maintenance | 374 | 255,603 | 205,800 | 461,403 | 24,982 | 8,777 | 163,910 | 57,590 | 21,705 | | | | | 276,964 | 21,939 | 37,500 | 125,000 | 184,439 | 461,403 |
| 860005 Safe and Accessible Transportation (mapping) | 18 | 10,842 | - | 10,842 | 315 | 111 | 7,120 | 2,501 | | | | | | 10,046 | 795 | | | 795 | 10,842 |
| TOTAL SYSTEM MAINTENANCE | 1,242 | 902,960 | 285,000 | 1,187,960 | 35,668 | 12,532 | 636,612 | 223,675 | 41,705 | | | - | - | 950,192 | 75,269 | 37,500 | 125,000 | 237,769 | 1,187,960 |
| 990001 Direct Operations / Maintenance | - | - | 338,012 | 338,012 | | | 131,673 | 46,264 | | | | | | 177,937 | 14,095 | 136,980 | 9,000 | 160,075 | 338,012 |
| 991001 Support Services Labor | 976 | - | - | - | | | | | | | | | | - | | | | - | - |
| 999001 Indirect Operations/Maintenance | - | - | - | - | | | | | | | | | | - | | | | - | - |
| TOTAL INDIRECT/OVERHEAD | 976 | - | 338,012 | 338,012 | - | - | 131,673 | 46,264 | - | | | - | - | 177,937 | 14,095 | 136,980 | 9,000 | 160,075 | 338,012 |
| GRAND TOTAL | 4,830 | 2,774,700 | 1,362,062 | 4,136,762 | 232,266 | 81,607 | 1,280,846 | 450,027 | 306,705 | 36,137 | 55,596 | 84,923 | 169,568 | 2,697,675 | 207,755 | 917,332 | 314,000 | 1,439,087 | 4,136,762 |

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

| DESCRIPTION | TOTAL DIRECT | PROFESSIONAL SERVICES (830) | EQUIPMENT / SOFTWARE (834) | TRAVEL / EVENTS / EDUCATION (840) | PRINTING (860) | OTHER (863) | PUBLIC INVOLVEMENT (864) | MEETING SUPPORT (865) | LEGAL / LOBBYING (872) | CARRY- FORWARD |
|--|------------------|-----------------------------------|----------------------------------|--|-------------------|----------------|--------------------------------|-----------------------------|------------------------------|-------------------|
| 620001 Demographics and Growth Monitoring | 2,500 | | | | | 2,500 | | | | |
| 653001 Communication and Education | 49,100 | 24,000 | | | 1,300 | | 23,800 | | | |
| 661001 Long-Range Planning | 354,650 | 332,150 | | | 2,000 | | 20,500 | | | |
| 661008 Bike Counter Management | 58,800 | | 58,800 | | | | | | | |
| 685001 Transportation Improvement Program | 6,000 | | | | | | 6,000 | | | |
| 685002 Project Development Program | 75,000 | 75,000 | | | | | | | | |
| 685004 CIM Implementation Grants | 75,000 | 75,000 | | | | | | | | |
| 702001 Air Quality Outreach | 100,000 | 100,000 | | | | | | | | |
| 760001 Government Affairs (was Legislative Services) | 18,000 | | | 18,000 | | | | | | |
| 801001 Staff Development | 40,000 | | | 40,000 | | | | | | |
| 820001 Committee Support | 2,000 | | | | | | | 2,000 | | |
| 836001 Regional Travel Demand Model | 37,200 | 37,200 | | | | | | | | |
| 860001 Geographic Information System Maintenance | 205,800 | 162,500 | 43,300 | | | | | | | |
| 990001 Direct Operations / Maintenance | 212,162 | | | | | | | | | 212,162 |
| Migrate website from Dreamweaver | 8,000 | 8,000 | | | | | | | | |
| New/replacement hardware and software | 10,000 | | 10,000 | | | | | | | |
| Phone System (carry over) | 20,000 | | 20,000 | | | | | | | |
| Workspace buildout (carry over) | 18,000 | | 18,000 | | | | | | | |
| Transit network planning software | 19,250 | | 19,250 | | | | | | | |
| Cube renewal; Cube Land | 15,000 | | 15,000 | | | | | | | |
| AICP and APBP Webinar series | 1,600 | | | 1,600 | | | | | | |
| NARC Executive Directors' Conf Sponsorship | 10,000 | | | 10,000 | | | | | | |
| Membership dues for COMPASS | 17,000 | | | | | | | | 17,000 | |
| Other: board lunch, staff gifts, meeting refreshments, misc. | 7,000 | | | | | | | 7,000 | | |
| GRAND TOTAL | 1,362,062 | 813,850 | 184,350 | 69,600 | 3,300 | 2,500 | 50,300 | 9,000 | 17,000 | 212,162 |

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

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

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

| WORK PROGRAM DESCRIPTION | | LEAD STAFF | DIRECTORS | PLANNING | COMMUNICATIONS | OPERATIONS | TOTAL |
|---------------------------------|---|------------|------------|--------------|----------------|------------|--------------|
| 601001 | UPWP/Budget Development and Federal Assurances | ML | 21 | 22 | 2 | 41 | 86 |
| 620001 | Demographics and Growth Monitoring | CM | - | 82 | 7 | - | 89 |
| 620005 | Safe and Accessible Transportation (development reviews) | CM | - | 41 | - | - | 41 |
| 653001 | Communication and Education | AL | 8 | 20 | 196 | - | 224 |
| | Long-Range Planning | PT Lead | | | | | |
| 661001 | General Project Management | PT Lead | 14 | 643 | 65 | - | 722 |
| 661005 | Safe and Accessible Transportation | PT Lead | - | 146 | - | - | 146 |
| 661008 | Bike Counter Management | BC | - | 109 | - | - | 109 |
| | Resource Development/Funding | TT | | | | | |
| 685001 | Transportation Improvement Program | TT | 11 | 368 | 31 | - | 410 |
| 685002 | Project Development Program | JS | - | 32 | - | - | 32 |
| 685003 | Grant Research and Development | JS | 8 | 170 | 10 | - | 188 |
| 685004 | CIM Implementation Grants | JS | - | 25 | - | - | 25 |
| 685005 | Safe and Accessible Transportation (safety grant application) | TT | - | 7 | - | - | 7 |
| TOTAL PROJECTS | | | 62 | 1,665 | 311 | 41 | 2,079 |
| 701001 | Membership Services | PT Lead | 1 | 47 | 6 | - | 54 |
| 702001 | Air Quality Outreach | AL | - | - | 7 | - | 7 |
| 703001 | Public Services | MW | - | 59 | 7 | - | 66 |
| 704001 | Air Quality Operations | ML | 67 | - | 12 | 49 | 128 |
| 705001 | Transportation Liaison Services | MS | 10 | 13 | 13 | - | 36 |
| 760001 | Government Affairs (was Legislative Services) | MS | 38 | 204 | - | - | 242 |
| TOTAL SERVICES | | | 116 | 323 | 45 | 49 | 533 |
| 801001 | Staff Development | ML | 6 | 112 | 19 | 6 | 143 |
| 820001 | Committee Support | ML | 7 | 121 | 130 | - | 258 |
| 836001 | Regional Travel Demand Model | MW | - | 302 | - | - | 302 |
| 842001 | Congestion Management Process | MW | - | 137 | - | - | 137 |
| 842002 | I-84 Corridor Operations Plan | MW | - | 10 | - | - | 10 |
| 860001 | Geographic Information System Maintenance | EA | - | 374 | - | - | 374 |
| 860005 | Safe and Accessible Transportation (mapping) | PT Lead | - | 18 | - | - | 18 |
| TOTAL SYSTEM MAINTENANCE | | | 13 | 1,074 | 149 | 6 | 1,242 |
| TOTAL DIRECT | | | 191 | 3,062 | 505 | 96 | 3,854 |
| 991001 | Support Services Labor | ML | 269 | 158 | 185 | 364 | 976 |
| TOTAL INDIRECT/OVERHEAD | | | 269 | 158 | 185 | 364 | 976 |
| TOTAL LABOR | | | 460 | 3,220 | 690 | 460 | 4,830 |

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WORKDAY ALLOCATION

| | | | | | |
|---------------------------|-----|------|-----|-----|------|
| | 460 | 3220 | 690 | 460 | 4830 |
| CHECK-MUST BE ZERO | - | - | - | - | - |

| | | | | | |
|---|--|--|--|------------------------|----------------------------------|
| PROGRAM NO. | 601 | | | CLASSIFICATION: | Project |
| TITLE: | UPWP Budget Development and Monitoring | | | | |
| TASK / PROJECT DESCRIPTION: | Monitor and amend, as necessary, the FY2023 Unified Planning Work Program and Budget (UPWP) and related transportation grants for the metropolitan planning organization (MPO). Develop and obtain COMPASS Board approval for the FY2024 UPWP. Attain compliance on all federal requirements of transportation planning implemented under applicable federal transportation bills. | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | The UPWP is a comprehensive work plan that coordinates federally funded transportation planning and transportation related planning activities in the region and identifies the related planning budget. | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW | Federal Code 23 CFR § 450.308 (b) An MPO shall document metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in a unified planning work program (UPWP) or simplified statement of work in accordance with the provisions of this section and 23 CFR part 420. | | | | |
| FY2023 BENCHMARKS | | | | | |
| MILESTONES / PRODUCTS | | | | | |
| FY2023 UPWP Process and track revenues and expenditures for the FY2023 UPWP and related transportation grants Process required state and local agreements and other required paperwork for transportation grants | | | | | Ongoing As Needed |
| Process and obtain Board approval of FY2023 UPWP revisions Distribute revisions of the FY2023 UPWP to the Idaho Transportation Department for tracking purposes Distribute revisions of the FY2023 UPWP to the Federal Highway Administration and the Federal Transit Administration for approval | | | | | As Needed |
| FY2024 UPWP Development Develop process and schedule for the FY2024 UPWP Solicit membership input on possible transportation planning projects and associated needs for FY2024 Submit initial revenue assessment for FY2024 to the Finance Committee for input Obtain Board approval on FY2024 General and Special membership dues | | | | | Nov Jan-Feb Mar Apr |
| Present FY2024 UPWP Present draft FY2024 UPWP to Finance Committee for input and feedback Present draft FY2024 UPWP to Finance Committee for recommendation Submit FY2024 UPWP to Board for adoption Submit and obtain approval from Federal Highway Administration of FY2024 UPWP Distribute FY2024 UPWP to the Idaho Transportation Department and Federal Transit Administration | | | | | Jun Jul Aug Aug Aug |
| Track Federal requirements as related to Self-Certification Compliance with federal requirements | | | | | Ongoing |
| Track federal requirements as related to Regional Transportation Improvement Program and the Long-Range Transportation Plan Monitor federal changes through the Federal Register | | | | | Ongoing |
| LEAD STAFF: Meg Larsen | | | | | Expense Summary |
| END PRODUCTS: FY2022 UPWP revisions; FY2023 UPWP; and maximize funding opportunities. | | | | | |
| | | | | | |
| ESTIMATED DATE OF COMPLETION: September-2023 | | | | | Total Workdays: 86 |
| | | | | | Salary \$ 45,110 |
| | | | | | Fringe 20,382 |
| | | | | | Overhead 6,123 |
| | | | | | Total Labor Cost: 71,615 |
| Funding Sources | | | | | DIRECT EXPENDITURES: |
| | | | | | Professional Services \$ - |
| | | | | | Legal / Lobbying |
| | | | | | Equipment Purchases |
| | | | | | Travel / Education |
| | | | | | Printing |
| | | | | | Public Involvement |
| | | | | | Meeting Support |
| | | | | | Other |
| | | | | | Total Direct Cost: \$ - |
| Total: \$ 52,995 \$ 18,620 \$ - \$ 71,615 | | | | | 601 Total Cost: \$ 71,615 |

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| | | | | | | | | | |
|--|--|------------------|-------------|-------------------------------|--|--|--|--|--|
| PROGRAM NO. | 620 | | | CLASSIFICATION: | Project | | | | |
| TITLE: | Demographics and Growth Monitoring | | | | | | | | |
| TASK / PROJECT DESCRIPTION: | To collect, analyze, and report on growth and transportation patterns related to goals in the regional long-range transportation plan. This includes providing demographic data, such as population and employment estimates, providing relevant information for local decision-making, and updating demographic forecasts based on new entitlements and policies. | | | | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | Tracking and monitoring growth and system demands are critical to several planning efforts: 1) <i>Communities in Motion</i> as well as other corridor, subarea, and alternative analyses depend on accurate data and assumptions about current and future transportation, housing, and infrastructure demands; 2) The travel demand model also requires current and accurate housing and employment data; 3) Accessing, mapping, and disseminating census data and training enables member agencies to have data for studies, grants, land use allocation demonstration modeling, and other analyses, and is an often requested member service; 4) Development review, including the fiscal impact analysis, enables local decision-makers to bridge regional and local planning efforts to provide growth supportive of <i>Communities in Motion</i> , and 5) developing a housing coordination plan to better integrate affordable housing, employment, and transportation planning. | | | | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | Federal Code 23 CFR § 450.322 (b) -- Long-range plans require valid forecasts of future demand for transportation services that are based on existing conditions that can be included in the travel demand model. In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...." | | | | | | | | |
| FY2023 BENCHMARKS | | | | | | | | | |
| MILESTONES / PRODUCTS | | | | | | | | | |
| Population and Employment Estimates | | | | | | | | | |
| Data collection and geocoding of building permits | | | | | Ongoing | | | | |
| Complete 2022 employment data | | | | | Mar | | | | |
| Complete 2022 Development Monitoring Report | | | | | Mar | | | | |
| Complete 2023 population estimates and receive Board acceptance | | | | | Apr | | | | |
| Development Forecasting, Tracking, and Reconciliation | | | | | | | | | |
| Update preliminary plat files and other entitled development | | | | | Ongoing | | | | |
| Reconcile CIM 2050 preferred growth scenario with entitlements | | | | | Ongoing | | | | |
| Develop population, housing, and employment forecasts for long-range transportation plan | | | | | Summer | | | | |
| Demographics Support | | | | | | | | | |
| Respond to member requests for census data | | | | | Ongoing | | | | |
| Provide development and policy reviews and checklists | | | | | Ongoing | | | | |
| Include fiscal impact analysis with development checklist per policy | | | | | Ongoing | | | | |
| Development checklist report | | | | | Spring | | | | |
| LEAD STAFF: Carl Miller | | | | | | | | | |
| END PRODUCT: Demographic products: 1) 2023 population estimates; 2) 2022 employment estimates; 3) 2021 Development Monitoring Report updated; 4) annual demographic reconciliation; 5) population, housing, and employment forecast; 6) development checklist report; and 7) housing coordination plan. | | | | | Expense Summary | | | | |
| | | | | | Total Workdays: 130 | | | | |
| | | | | | Salary \$ 58,102 | | | | |
| | | | | | Fringe 26,252 | | | | |
| Overhead 7,887 | | | | | | | | | |
| Total Labor Cost: 92,240 | | | | | | | | | |
| ESTIMATED DATE OF COMPLETION: September-2023 | | | | | | | | | |
| Funding Sources | | | | Participating Agencies | | | | | |
| | Ada | Canyon | Special | Total | Member Agencies | | | | |
| CPG, K20040 | \$ 8,036 | \$ 2,825 | | \$ 10,861 | Housing authorities and other housing stakeholders | | | | |
| CPG, K22108 | 29,434 | 10,342 | | 39,776 | | | | | |
| STP-TMA, K20560 | 25,900 | 9,100 | | 35,000 | | | | | |
| Local / Fund Bal | 6,736 | 2,367 | | 9,103 | | | | | |
| Total: | \$ 70,106 | \$ 24,634 | \$ - | 94,740 | | | | | |
| DIRECT EXPENDITURES: | | | | | | | | | |
| Professional Services | | | | | | | | | |
| Legal / Lobbying | | | | | | | | | |
| Equipment Purchases | | | | | | | | | |
| Travel / Education | | | | | | | | | |
| Printing | | | | | | | | | |
| Public Involvement | | | | | | | | | |
| Meeting Support | | | | | | | | | |
| Other 2,500 | | | | | | | | | |
| Total Direct Cost: \$ 2,500 | | | | | | | | | |
| 620 | Total Cost: \$ 94,740 | | | | | | | | |

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|--|--|--------|------------|-------------------------------|--|-----------------|
| PROGRAM NO. | 653 | | | CLASSIFICATION: | Project | |
| TITLE: | Communication and Education | | | | | |
| TASK / PROJECT DESCRIPTION: | The Communication and Education task broadly includes external communications, public relations, public involvement, public education, and ongoing COMPASS Board education. Specific elements of the task include, but are not limited to, managing the ongoing COMPASS education series, the annual COMPASS 101 workshop, periodic Board workshops, and the Leadership in Motion awards program; writing the annual report, <i>Keeping Up With COMPASS</i> newsletter, brochures, web content, news releases, and other documents; managing COMPASS' social media channels; supporting the Public Participation Workgroup; and representing COMPASS at open houses and other events. | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | The Communication and Education program helps COMPASS facilitate public involvement in, and understanding of, transportation and related planning efforts by planning and implementing an integrated communications/education and public involvement strategy. | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | Federal Code 23 CFR § 450.316 requires public input and involvement in metropolitan planning organization planning activities. Public involvement for specific programs (e.g., regional transportation improvement program, regional long-range transportation plan [<i>Communities in Motion</i>]) is planned and budgeted under those programs. The Communication and Education task supports that outreach and involvement through developing and updating the COMPASS participation plan, coordinating outreach efforts, and providing more general (non-program specific) opportunities for the public to learn about transportation, planning, financial, and related issues to support federally required public involvement efforts. | | | | | |
| FY2023 BENCHMARKS | | | | | | |
| MILESTONES / PRODUCTS | | | | | | |
| General Continue work with media -- set up interviews, develop story ideas, respond to inquiries, write/distribute news releases Support work of Public Participation Workgroup Implement, and potentially update, the COMPASS participation plan; work toward goals established in the plan Provide outreach/public speaking support and training to staff | | | | | Ongoing Ongoing Ongoing | |
| Develop tools, such as electronic and print materials, designed for most effective means of communication Maintain and enhance COMPASS social media channels Continually update the COMPASS website to improve usability and keep content up to date Develop the FY2022 annual report, annual budget summary, and annual communication summary Write and distribute monthly Keeping Up With COMPASS newsletter Update/develop other print materials as appropriate | | | | | Ongoing Ongoing Oct - Dec Ongoing Ongoing | |
| Education and community outreach Develop and implement FY2023 public education series Support and collaborate with other agencies' outreach and education efforts and programs Participate in community events to share planning-related information Attend/support member agencies at public meetings Manage/support Leadership in Motion awards program Plan and host annual "COMPASS 101" workshop Sponsor "Look! Save a Life" bicycle/pedestrian safety campaign (coordinated through the City of Boise Police Department) Present information about COMPASS and our programs to stakeholders and community groups as requested | | | | | Jan - Sep Ongoing Ongoing Ongoing Aug - Dec Jan - Feb Mar - Jun Ongoing | |
| LEAD STAFF: Amy Luft | | | | | Expense Summary | |
| END PRODUCT: Public involvement in, and understanding of, transportation planning and related issues. | | | | | | |
| | | | | | Total Workdays: 224 | |
| | | | | | Salary \$ 89,847 | |
| | | | | | Fringe 40,594 | |
| | | | | | Overhead 12,195 | |
| | | | | | Total Labor Cost: 142,637 | |
| ESTIMATED DATE OF COMPLETION: September-2023 | | | | | DIRECT EXPENDITURES: Professional Services \$ 24,000 Legal / Lobbying Equipment Purchases Travel / Education Printing 1,300 Public Involvement 23,800 Meeting Support Other | |
| Funding Sources | | | | Participating Agencies | | |
| | Ada | Canyon | Special | Total | | Member Agencies |
| CPG, K20640 STP-TMA, K19920 | | | | \$ - | | |
| Local / Fund Bal | | | 191,737 | 191,737 | | |
| | \$ - | \$ - | \$ 191,737 | \$ 191,737 | | |
| | | | | | Total Direct Cost: \$ 49,100 | |
| | | | | | 653 Total Cost: 191,737 | |

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|---|--|----------------|----------------|-------------------------------|---|
| PROGRAM NO. | 661 | | | CLASSIFICATION: | Project |
| TITLE: | Long Range Planning | | | | |
| TASK / PROJECT DESCRIPTION: | This project encompasses the activities to identify regional transportation needs and solutions, and prepare a regional long-range transportation plan, <i>Communities in Motion</i> (CIM), for Ada and Canyon Counties. This task also incorporates implementation support for the adopted long-range transportation plan and ongoing long-range planning activities. | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | <i>Communities in Motion</i> (CIM) is developed in cooperation with member agencies, local governments and the Idaho Transportation Department by a continuing, cooperative, and comprehensive planning process. This performance and outcome-based planning will help guide resources to infrastructure and service projects that collectively help achieve the regional (CIM) goals. | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | Federal Code 23 CFR § 450 "Infrastructure Investment and Jobs Act" (IIJA) requires that the regional long-range transportation plan be updated every four years in air quality maintenance areas, otherwise every five years. 23 USC 150-- establishes national goals and a performance program, in consultation with stakeholders, including metropolitan planning organizations. The purpose is to provide a means to the most efficient investment of federal transportation funds. | | | | |
| FY2023 BENCHMARKS | | | | | |
| MILESTONES / PRODUCTS | | | | | |
| General Project Management Work with the Regional Transportation Advisory Committee and the COMPASS Board of Directors to finalize and adopt CIM 2050 Monitor legislative, funding, etc. changes and provide updates Draft work plan, schedule and budget for next plan update Integrate complete network policy to transportation planning and improvements Update environmental data for further analyses and mapping Integrate equitable and sustainable practices in transportation planning and to inform land use planning and decision-making | | | | | Oct-Dec Ongoing June Oct-Sep Ongoing Oct-Sep |
| Housing Coordination Plan Select consultant for housing coordination plan Partnership outreach and kickoff meeting | | | | | Oct Winter |
| Roadways Integrate results of congestion management process Identify barriers to and opportunities for increasing transportation resiliency Research needs and opportunities to deploy/expand electric vehicle charging infrastructure | | | | | Feb Oct-Sep Oct-Sep |
| Freight Investigate freight first/last mile needs and impacts Identify needs and goals for rail freight in the region Assist member agencies in freight funding applications Follow up on past freight project implementation Integrate freight needs into Complete Network Policy implementation | | | | | Mar Apr Dec Spring Ongoing |
| Active Transportation (bicycle and pedestrian) Integrate active transportation needs into Complete Network Policy implementation Develop regional pathway implementation/funding plan/strategy (including rails with trails) Investigate active transportation first/last mile needs Research regional safe-route needs and explore development of metrics | | | | | Ongoing Feb Mar Apr |
| Public Transportation Update High Capacity Transit Study for 2020/2050 data Continue high-capacity transit planning per COMPASS Board's direction Develop Park and Ride implementation plan Investigate transit-supportive infrastructure and transportation-land use nexus (includes first/last mile considerations) | | | | | Dec Oct-Sep May Oct-Sep |
| Performance Management Update asset management information as needed Update federally required performance targets as needed Complete TIP Achievement reporting process Document criteria for analyzing impact of long-term unfunded transportation needs on various travel modes and users Update Fiscal Impact Tool (FIT) | | | | | Oct-Sep Ongoing Aug Oct-Sep Summer |
| Public Involvement Conduct public involvement according to the work plan | | | | | Ongoing |
| Bike Counter Management Manage portable counter requests Manage permanent counter program and COMPASS Data Bike Manage and report data | | | | | Ongoing Ongoing Ongoing |
| LEAD STAFF: Carl Miller | | | | | Expense Summary |
| END PRODUCT: Final and adopted <i>Communities in Motion 2050</i> plan, including financial forecast; workplan for next plan update; bicycle and pedestrian data; projects to address new planning emphasis areas and prepare for federal grant opportunities. | | | | | |
| | | | | | |
| ESTIMATED DATE OF COMPLETION: September-2023 | | | | | Total Workdays: 977 |
| | | | | | Salary \$ 388,848 |
| | | | | | Fringe 175,688 |
| | | | | | Overhead 52,781 |
| | | | | | Total Labor Cost: 617,317 |
| Funding Sources | | | | | DIRECT EXPENDITURES: |
| | | | | Participating Agencies | Professional Services \$ 332,150 |
| | Ada | Canyon | Special | Total | Legal / Lobbying |
| CPG, K20040 | 105,689 | 37,134 | | 142,823 | Equipment Purchases 58,800 |
| CPG, K22108 | 346,476 | 121,734 | | 468,210 | Travel / Education |
| STBG-U, K20326 | | | 36,137 | 36,137 | Printing 2,000 |
| STP-TMA, K19751 | | | 84,923 | 84,923 | Public Involvement 20,500 |
| STBG-TMA, K20271 | | | 169,568 | 169,568 | Meeting Support |
| STBG-TMA, K22395 | | | 55,596 | 55,596 | Carry-Forward |
| Local / Fund Bal | 54,397 | 19,113 | | 73,510 | |
| Total: | 506,562 | 177,981 | 346,224 | 1,030,767 | Total Direct Cost: \$ 413,450 |
| | | | | | 661 Total Cost: 1,030,767 |

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|---|--|------------------|-------------------|---|----------|-------------------------------|-----------------|
| PROGRAM NO. | 685 | | | CLASSIFICATION: | Project | | |
| TITLE: | Resource Development/Funding | | | | | | |
| TASK / PROJECT DESCRIPTION: | Develop a FY2024-2030 Regional Transportation Improvement Program (TIP) for Ada and Canyon Counties that complies with all federal, state, and local regulations and policies for the purpose of funding transportation projects. Process amendments and provide project tracking and monitoring for the FY2023-2029 TIP. COMPASS staff, with consultant assistance, will assist member agencies in taking project ideas and transforming them into well-defined projects with cost estimates, purpose and need statements, environmental scans, and public information plans. Grant research, development and grant administration is expected to secure additional funding into the region. COMPASS will award <i>Communities in Motion</i> (CIM) Implementation Grants to member agencies after appropriate outreach, prioritization, and contract due diligence. | | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | Implement requested projects by member agencies, and leverage local dollars. Well defined and scoped projects with accurate project costs and schedules allow strong grant applications, linked closely with CIM 2040 goals and performance measures, increase the delivery of funded projects on time and on budget. These efforts provide the necessary federal documentation for member agencies to obtain federal funding for transportation projects. Staff provides assistance to member agencies to ensure projects meet deadlines and do not lose federal funding through project monitoring and committee participation. | | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | The task is designed to help identify additional revenue sources for member agencies to assist in funding improvements and ongoing maintenance of the transportation system; also assists member agencies in implementing the regional long-range transportation plan and the annual TIP. Under 23 CFR § 450, COMPASS is required to develop a TIP in cooperation with ITD and public transportation operators. Certain additional requirements are required in the Boise Urbanized Area because it is considered a Transportation Management Area (TMA). The TIP is required to be updated every four years; however, COMPASS follows the update cycle of ITD's Statewide Transportation Improvement Program (STIP), which is updated annually. All projects receiving federal funding or considered regionally significant must be consistent with the regional long-range transportation plan. The TIP is tied to the Air Quality Conformity Demonstration to ensure funded projects do not violate budgets set in the State Implementation Plan (SIP) (air quality budgets for the State of Idaho). The TIP is also scrutinized in the federal Certification Review. | | | | | | |
| FY2023 BENCHMARKS | | | | | | | |
| MILESTONES / PRODUCTS | | | | | | | |
| 685001 Transportation Improvement Program Update funding application process Conduct member outreach Solicit project applications Assist members with developing complete applications Facilitate ranking of project applications Assign projects to funding programs through prioritization process Develop the final FY2024-2030 Regional Transportation Improvement Program Incorporate reporting methods for federal performance targets, prior to deadlines Monitor and track FY2023-2029 Regional Transportation Improvement Program Balance federal-aid programs managed by COMPASS, as changes occur Provide assistance to member agencies with federal-aid funding concerns Provide funding and programming assistance to Valley Regional Transit (VRT) Update the Resource Development Plan | | | | | Oct-Sept | | |
| 685002 Project Development Program Select, contract with, and manage consultants Manage project development teams Review/revise, approve, and disseminate reports | | | | | Oct-Sept | | |
| 685003 Grant Research and Development Seek funding for project needs listed in the Resource Development Plan Monitor grant sources; share grant information Match grant sources with unfunded members needs Write/assist member agencies with grant applications - INFRA, RAISE, CDBG, etc. | | | | | Oct-Sept | | |
| 685004 CIM Implementation Grants Administer contracting/reporting/billing processes Manage projects to ensure completion on time and on budget | | | | | Oct-Sept | | |
| LEAD STAFF: Toni Tisdale | | | | Expense Summary | | | |
| END PRODUCTS: Current-year TIP amendments and TIP update. Annual Resource Development Plan. Project Development Program pre-concept reports. Application assistance. CIM Implementation Grants. | | | | | | | |
| | | | | Total Workdays: 662 | | | |
| | | | | Salary \$ 296,326 | | | |
| | | | | Fringe 133,885 | | | |
| | | | | Overhead 40,222 | | | |
| | | | | Total Labor Cost: 470,433 | | | |
| ESTIMATED DATE OF COMPLETION: September-2023 | | | | DIRECT EXPENDITURES: Professional Services \$ 150,000 Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement 6,000 Meeting Support Other Total Direct Cost: \$ 156,000 685 Total Cost: \$ 626,433 | | | |
| Funding Sources | | | | | | Participating Agencies | |
| | Ada | Canyon | Special | | | Total | Member Agencies |
| CPG, K20040 | \$ 58,297 | \$ 20,484 | | | | \$ 78,781 | |
| CPG, K22108 | 76,504 | 26,880 | | | | 103,384 | |
| STP-TMA, K20560 | | | 200,000 | | | 200,000 | |
| | | | | | | - | |
| | | | | | | - | |
| Local / Fund Bal | 18,007 | 6,326 | 219,935 | | | 244,268 | |
| | | | | | | - | |
| Total: | \$ 152,808 | \$ 53,690 | \$ 419,935 | \$ 626,433 | | | |

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|--|---|-----------|---------|-------------------------------|------------------------|--------------------------|-----------------------|
| PROGRAM NO. | 701 | | | | CLASSIFICATION: | Service | |
| TITLE: | General Membership Services | | | | | | |
| TASK / PROJECT DESCRIPTION: | Provides assistance to COMPASS members, including demographic data, mapping, geographic information system assistance/education, travel demand modeling, and other project support. | | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | This service promotes implementation of the regional long-range transportation plan. COMPASS staff are engaged in the members' studies and can become more familiar with their assumptions and recommendations. Use of consistent data and methodologies in the various studies and plans conducted by member agencies is beneficial to the region as well. | | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | There are no federal or state requirements concerning provision of services to member agencies. There are no certification review comments, corrective actions or recommendations related to this program. Member support provides assistance to agencies fulfilling activities related to <i>Communities in Motion</i> , air quality evaluations, and more detailed transportation planning activities such as corridor studies. | | | | | | |
| FY2023 BENCHMARKS | | | | | | | |
| MILESTONES / PRODUCTS | | | | | | | |
| Provide general assistance to member agencies as requested in the areas of: | | | | | | | Ongoing |
| Specific assistance determined per member agency requests, may include: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other requests as budget allows | | | | | | | As Needed |
| Specifically requested assistance: | | | | | | | As Needed |
| FY2023 Member Requests: as ranked by RTAC CHD4 - CIP Development, Sub Dist 2&3, and Updates to Mid-Star Area (11 workdays) | | | | | | | |
| LEAD STAFF: | | | | | | Expense Summary | |
| END PRODUCT: Data, mapping, and modeling assistance to COMPASS members. Support for member agency studies and planning activities. | | | | | | Total Workdays: 54 | |
| | | | | | | Salary \$ 26,239 | |
| | | | | | | Fringe 11,855 | |
| | | | | | | Overhead 3,562 | |
| | | | | | | Total Labor Cost: 41,656 | |
| ESTIMATED DATE OF COMPLETION: | | | | | September-2023 | | |
| Funding Sources | | | | Participating Agencies | | | |
| | Ada | Canyon | Special | Total | Member Agencies | | |
| CPG, K20040 | \$ 1,636 | \$ 575 | | \$ 2,211 | | | |
| CPG, K22108 | 26,927 | 9,461 | | 36,388 | | | |
| STP-TMA, K20560 | | | | - | | | |
| Local / Fund Bal | 2,262 | 795 | | 3,057 | | | |
| Total: | \$ 30,825 | \$ 10,831 | \$ - | \$ 41,656 | | | |
| TOTAL DIRECT COSTS: | | | | | | Total Direct Cost: \$ - | |
| | | | | | | 701 | Total Cost: \$ 41,656 |

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

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|---|---|------------------------|----------------|
| PROGRAM NO. | 703 | CLASSIFICATION: | Service |
| TITLE: | Public Services | | |
| TASK / PROJECT DESCRIPTION: | To provide data, mapping, demographic, and other assistance to the public and non-member entities, as appropriate. For some products, such as maps, there is a charge for the product. When data or other information are not "off-the-shelf" and staff time is needed for research, a labor charge may be applied consistent with COMPASS policy. | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | COMPASS responds to questions from the public and provides a number of products to the public and other entities: demographic data, development information, traffic counts and projections, maps, and geographic information system analyses. | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | There are no federal or state requirements concerning provision of services to the public. However, these services support COMPASS' vision, mission, roles, and values, including: "...serve as a source of information and expertise..." (COMPASS Mission), "serve as the regional technical resource..." (Role #3 Expert), and "perform and share quality analyses" (Role #3 Expert). | | |

FY2023 BENCHMARKS **MILESTONES / PRODUCTS**

| | |
|---|---------|
| Provide assistance to public and non-member entities, as requested, in the areas of: Geographic Information Systems (GIS) (maps, data, and analyses) Data and travel demand modeling for proposed developments Demographic, development, and related information Traffic counts and related information Travel time data and analysis Other general requests for information | Ongoing |
|---|---------|

| | | | | | | |
|---|------|--------|-----------|-------------------------------|----------------------------------|------------------------------|
| LEAD STAFF: Mary Ann Waldinger | | | | | Expense Summary | |
| END PRODUCT: Information assistance to the general public. | | | | | Total Workdays: 66 | |
| | | | | | Salary | \$ 31,902 |
| | | | | | Fringe | 14,414 |
| | | | | | Overhead | 4,330 |
| | | | | | Total Labor Cost: | 50,646 |
| ESTIMATED DATE OF COMPLETION: September-2023 | | | | | DIRECT EXPENDITURES: \$ - | |
| Funding Sources | | | | Participating Agencies | | |
| | Ada | Canyon | Special | Total | Member Agencies | |
| | | | | \$ - | | |
| Local / Fund Bal | | | 50,646 | \$ 50,646 | | |
| Total: | \$ - | \$ - | \$ 50,646 | \$ 50,646 | Total Direct Cost: \$ - | |
| | | | | | 703 | Total Cost: \$ 50,646 |

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| | | | | | | | |
|--|--|--------|------------|-------------------------------|---------------------------|-------------------------------|----------------------------|
| PROGRAM NO. | 704 | | | CLASSIFICATION: | Service | | |
| TITLE: | Air Quality Operations | | | | | | |
| TASK / PROJECT DESCRIPTION: | To provide COMPASS labor support for the administrative needs of Air Quality Board. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit. | | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | Assisting COMPASS's members in meeting and improving air quality is one of the many planning services that COMPASS currently provides. Providing administrative support to the Air Quality Board for its operating functions enables the Air Quality Board to perform its functions in a more cost-effective manner. | | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW | There is no federal requirement for this service. | | | | | | |
| FY2023 BENCHMARKS | | | | | | | |
| MILESTONES / PRODUCTS | | | | | | | |
| General Administration | | | | | | | |
| Provide meeting coordination, materials, and follow-up to the Board | | | | | Ongoing | | |
| Conduct appropriate procurement processes and prepare contracts, as needed | | | | | As needed | | |
| Facilitate updates to Air Quality Rules and Regulations, as needed | | | | | As needed | | |
| Monitor general workplace and personnel needs | | | | | Ongoing | | |
| Provide administrative assistance for agency needs | | | | | Ongoing | | |
| Personnel Management | | | | | | | |
| Prepare and complete recruitment processes | | | | | As needed | | |
| Conduct employee annual evaluations | | | | | | | |
| Financial Management | | | | | | | |
| Close FY2022 financial records and begin FY2023 | | | | | Oct-Nov | | |
| Provide annual audit support and complete financial reports | | | | | Oct-Dec | | |
| Complete AQB annual Audit Report | | | | | Jan | | |
| Prepare and distribute year-end payroll reports | | | | | Jan | | |
| Prepare financial reports for review by the Air Quality Board | | | | | Quarterly | | |
| Maintain inventory of furniture, equipment, hardware and software | | | | | Ongoing | | |
| Information Technology | | | | | | | |
| Work with software provider to meet program needs and implement improvements and updates | | | | | Ongoing | | |
| Prioritize needs, analyze costs, make recommendations and implement system improvements | | | | | | | |
| Coordinate with staff to configure equipment and software to meet the needs of each position | | | | | | | |
| LEAD STAFF: | Meg Larsen | | | | Expense Summary | | |
| End Product: | Using the skills of COMPASS staff, provide for the administrative functions of the Air Quality Board. | | | | | | |
| | | | | | Total Workdays: | 128 | |
| | | | | | Salary | \$ 73,655 | |
| | | | | | Fringe | 33,279 | |
| | | | | | Overhead | 9,998 | |
| | | | | | Total Labor Cost: | 116,931 | |
| ESTIMATED DATE OF COMPLETION: | | | | September-2023 | | DIRECT EXPENDITURES: | |
| Funding Sources | | | | Participating Agencies | | | |
| | Ada | Canyon | Special | Total | Air Quality Board | | Professional Services \$ - |
| Air Quality Board | | | \$ 116,931 | \$ 116,931 | | | Legal / Lobbying |
| | | | | | | | Equipment Purchases |
| | | | | | | Travel / Education | |
| | | | | | | Printing | |
| | | | | | | Public Involvement | |
| | | | | | | Meeting Support | |
| | | | | | | Other | |
| | | | | | Total Direct Cost: | \$ - | |
| Total: | \$ - | \$ - | \$ 116,931 | 116,931 | 704 | Total Cost: \$ 116,931 | |

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| | | | |
|---|--|------------------------|---------|
| PROGRAM NO. | 705 | CLASSIFICATION: | Service |
| TITLE: | Transportation Liaison Services | | |
| TASK / PROJECT DESCRIPTION: | To provide adequate staff liaison time at member agency meetings and coordinate transportation-related planning activities with member agencies. | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | Transportation liaison services ensure staff representation and coordination with membership on transportation-related planning. Requests that exceed four days may require COMPASS Board approval of a new work program. | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | Achieve better inter-jurisdictional coordination of transportation and land use planning. Documentation of other significant transportation planning projects occurring within the Treasure Valley through the Unified Planning Work Program and Budget. | | |

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| FY2023 BENCHMARKS | MILESTONES / PRODUCTS |
|--------------------------|------------------------------|

| | |
|--|---------|
| Attend member agency meetings and coordinate transportation-related planning activities with member agencies | Ongoing |
|--|---------|

| | |
|--|----------------------------------|
| LEAD STAFF: Matt Stoll | Expense Summary |
| END PRODUCT: Ongoing staff liaison role to member agencies. | |
| | Total Workdays: 36 |
| | Salary \$ 20,044 |
| | Fringe 9,056 |
| | Overhead 2,721 |
| | Total Labor Cost: 31,821 |
| ESTIMATED DATE OF COMPLETION: September-2023 | DIRECT EXPENDITURES: |
| | Professional Services \$ - |
| | Legal / Lobbying |
| | Equipment Purchases |
| | Travel / Education |
| | Printing |
| | Public Involvement |
| | Meeting Support |
| | Other |
| | Total Direct Cost: \$ - |
| | 705 Total Cost: \$ 31,821 |

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|---|--|--------|------------|------------------------|---|---------------------|
| PROGRAM NO. | 760 | | | CLASSIFICATION: | Service | |
| TITLE: | Government Affairs | | | | | |
| TASK / PROJECT DESCRIPTION: | Identify, review, monitor, advocate and report to the COMPASS Board on pending state and federal legislation that directly or indirectly relates to COMPASS priorities and activities. | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | To secure funding and influence policies on relevant transportation-related legislation at the federal and state levels. | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | There is no federal requirement for this process. The Board works together to identify and prioritize needs and projects. | | | | | |
| FY2023 BENCHMARKS | | | | | | |
| MILESTONES / PRODUCTS | | | | | | |
| <u>Federal Legislative Priorities</u> Work with COMPASS Executive Committee to identify priorities and position statements for federal legislation Obtain COMPASS Board approval of federal legislative priorities Educate and advocate on federal legislative priorities Evaluate possible legislative priorities for next federal legislative session | | | | | Oct-Nov Nov-Dec Dec-Sep May-Sep | |
| <u>State Legislative Priorities</u> Work with Executive Committee to identify possible priorities and position statements for FY2023 legislative session Obtain Board endorsement of FY2023 legislative priorities Educate and advocate on FY2023 legislative priorities Evaluate possible legislative priorities for FY2023 legislative session | | | | | Oct-Nov Nov-Dec Dec-Apr May-Sep | |
| LEAD STAFF: | Matt Stoll | | | | Expense Summary | |
| END PRODUCT: An effective advocacy program for legislative issues and positions that have been approved by the Board. | | | | | Total Workdays: 242 Salary \$ 135,808 Fringe 61,361 Overhead 18,434 Total Labor Cost: 215,603 | |
| ESTIMATED DATE OF COMPLETION: | September-2023 | | | | DIRECT EXPENDITURES: Professional Services Legal / Lobbying Equipment Purchases Travel / Education 18,000 Printing Public Involvement Meeting Support Other | |
| Funding Sources | | | | Participating Agencies | | |
| | Ada | Canyon | Special | Total | Member Agencies | |
| | | | | \$ - | | |
| Local / Fund Bal | | | 233,603 | \$ 233,603 | | |
| | | | | - | | |
| Total: | \$ - | \$ - | \$ 233,603 | \$ 233,603 | 760 | Total Cost: 233,603 |

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|---|---|------------------------|--------------------|
| PROGRAM NO. | 801 | CLASSIFICATION: | System Maintenance |
| TITLE: | Staff Development | | |
| TASK / PROJECT DESCRIPTION: | To provide staff with resources necessary to keep them informed of federal and state regulations, current transportation planning technologies, and best practices and activities nationally. | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | The activities of this task are part of the overall continuous process to enhance technical and professional capacity. It is important that staff be informed and educated on new regulations and practices to develop and maintain a responsive transportation program. | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | There are no federal or state requirements concerning provision of staff training; however, COMPASS provides staff with opportunities for training and education. Training examples include attending workshops and conferences sponsored by Federal Highway Administration, National Association of Regional Councils, American Planning Association, Western Planner, Association of Metropolitan Planning Organizations, the Transportation Research Board, etc., to keep staff well informed. | | |

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| FY2023 BENCHMARKS | | MILESTONES / PRODUCTS | |
| Staff training and development | | | Ongoing |

| | |
|---|---|
| LEAD STAFF: Meg Larsen | Expense Summary Total Workdays: 143 Salary \$ 63,122 Fringe 28,519 Overhead 8,568 Total Labor Cost: 100,209 |
| END PRODUCT: Maintain staff knowledge of federal grant requirement needs and changes and build a strong team through national and local seminars, workshops, conferences, and educational classes. | |

| | | | | | |
|---|-------------------|------------------|-------------|-------------------------------|---|
| ESTIMATED DATE OF COMPLETION: September-2023 | | | | | DIRECT EXPENDITURES: Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education 40,000 Printing Public Involvement Meeting Support Other Total Direct Cost: \$ 40,000 |
| Funding Sources | | | | Participating Agencies | |
| | Ada | Canyon | Special | Total | |
| CPG, K20040 | \$ 7,339 | \$ 2,579 | | \$ 9,918 | |
| CPG, K22108 | 88,800 | 31,200 | | 120,000 | |
| STP-TMA, K20560 | | | | | |
| Local / Fund Bal | 7,615 | 2,676 | | 10,291 | |
| | | | | - | |
| Total: | \$ 103,754 | \$ 36,455 | \$ - | \$ 140,209 | 801 |

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|---|---|------------------|---------|-------------------------------|-----------------------------|
| PROGRAM NO. | 820 | | | CLASSIFICATION: | System Maintenance |
| TITLE: | Committee Support | | | | |
| TASK / PROJECT DESCRIPTION: | To provide support to the COMPASS Board and standing committees as defined by the COMPASS Bylaws and Joint Powers Agreement. As lead agency, COMPASS also provides support to the Interagency Consultation Committee. | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | Provide coordination and communication among member agencies' staff and elected officials in transportation and land use planning, through meeting materials, agendas, and minutes, which are a historical record of events leading to the decision-making processes. | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | The COMPASS Joint Powers Agreement, Section 4.1.6(K), states, Open Meeting Law: All meetings of the Board shall be governed under the provisions of the Open Meeting Law, Chapter 2, Title 74, Idaho Code, and any amendments and/or recodification thereof. | | | | |
| FY2023 BENCHMARKS | | | | | |
| MILESTONES / PRODUCTS | | | | | |
| Provide meeting coordination, materials, and follow-up to the Board, standing committees and workgroups | | | | | Ongoing |
| LEAD STAFF: Meg Larsen | | | | | |
| END PRODUCT: Ongoing support of committees to promote involvement and communication. | | | | | Expense Summary |
| | | | | | Total Workdays: 258 |
| | | | | | Salary \$ 108,043 |
| | | | | | Fringe 48,816 |
| | | | | | Overhead 14,665 |
| | | | | | Total Labor Cost: 171,524 |
| ESTIMATED DATE OF COMPLETION: | | | | September-2023 | |
| Funding Sources | | | | Participating Agencies | |
| | Ada | Canyon | Special | Total | Member Agencies |
| CPG, K20040 | \$ 740 | \$ 260 | | \$ 1,000 | |
| CPG, K22108 | 118,242 | 41,545 | | 159,787 | |
| STP-TMA, K20560 | | | | | |
| Local / Fund Bal | 9,425 | 3,312 | | 12,737 | |
| | | | | - | |
| Total: | \$ 128,407 | \$ 45,117 | | \$ 173,524 | |
| | | | | | DIRECT EXPENDITURES: |
| | | | | | Professional Services \$ - |
| | | | | | Legal / Lobbying |
| | | | | | Equipment Purchases |
| | | | | | Travel / Education |
| | | | | | Printing |
| | | | | | Public Involvement |
| | | | | | Meeting Support 2,000 |
| | | | | | Other |
| | | | | | Total Direct Cost: \$ 2,000 |
| | | | | | 820 Total Cost: 173,524 |

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|---|--|------------------|------------------|-------------------------------|-------------------------------------|
| PROGRAM NO. | 836 | | | CLASSIFICATION: | System Maintenance |
| TITLE: | Technical Support: Regional Travel Demand Model | | | | |
| TASK / PROJECT DESCRIPTION: | Upkeep of the regional travel demand model is an ongoing task needed to maintain the model as a useful tool in planning activities. It also provides vital information for the required process of air quality conformity demonstration and all benefit-cost evaluations. | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | The model outputs are used to test and plan transportation projects, support capital improvement plans and impact fee and/or proportionate share programs for member agencies, conduct air quality conformity of the Regional Transportation Improvement Program (TIP) and regional long-range transportation plan, provide area of influence model runs to inform the traffic impact study process, and respond to various special member requests. | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | Federal Code 23 CFR § 450.324 -- Long-range transportation plans require valid forecasts of future demand for transportation services which are provided by a travel demand model. Outputs from the model are also necessary for transportation conformity determinations of the TIP and long-range plan and evaluating the impacts of alternative transportation investments. In updating the transportation plan, (e) "the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity" (f)"The metropolitan transportation plan shall, at a minimum, include (1) The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan;..." | | | | |
| FY2023 BENCHMARKS | | | | | |
| MILESTONES / PRODUCTS | | | | | |
| Key Elements | | | | | |
| Maintain and update traffic count database | | | | | Ongoing |
| Maintain the structure and integrity of the regional travel demand model for air quality conformity and use in the Transportation Economic Development Impact System (TREDIS) | | | | | Ongoing |
| Provide travel demand modeling assistance to support member agency needs and special projects | | | | | Ongoing |
| Maintain the input and output files for air quality conformity process and model (MOVES) and conduct conformity for regional TIP and/or long-range transportation plan | | | | | Apr - Jul |
| Provide project and program evaluations using TREDIS for grant applications and ITD's Safety and Capacity Program | | | | | Oct - Aug |
| Reconcile demographic data and integrate in the current and forecast years of the regional model | | | | | Oct - Dec |
| Develop and update parameters for calibration of the regional model using data from the 2021 Household Travel Survey | | | | | Oct - Sept |
| Support ACHD's Capital Improvement Plan update | | | | | Jan - Apr |
| Provide technical and modeling support as needed for regional long range transportation plan | | | | | Ongoing |
| Work with and use ITD's required protocols to update of the Federal Aid and possibly the Planning Functional Classification Systems after urbanized boundaries are released | | | | | Oct-Aug |
| Special Tasks and Model Improvements | | | | | |
| Provide technical analysis on member agency requests vetted through RTAC | | | | | Ongoing |
| Provide modeling and technical assistance to ITD's corridor and environmental studies | | | | | Ongoing |
| Provide technical analysis on unanticipated member agency requests | | | | | Ongoing |
| Maintain the data foundation system and continue to incorporate into other data sources | | | | | Ongoing |
| LEAD STAFF: Mary Ann Waldinger | | | | | Expense Summary |
| END PRODUCT: Reasonable and reliable regional travel demand model using the latest available information and forecasts for various types of projects, studies, and analyses. | | | | | Total Workdays: 302 |
| | | | | | Salary \$ 159,142 |
| | | | | | Fringe 71,903 |
| | | | | | Overhead 21,601 |
| | | | | | Total Labor Cost: 252,647 |
| ESTIMATED DATE OF COMPLETION: September-2023 | | | | | DIRECT EXPENDITURES: |
| Funding Sources | | | | Participating Agencies | |
| | Ada | Canyon | Special | Total | Highway Districts |
| CPG, K20040 | \$ 423 | \$ 149 | | \$ 572 | Member Agencies |
| CPG, K22108 | 183,520 | 64,480 | | 248,000 | Federal Highways Administration |
| STP-TMA, K20560 | | | 20,000 | 20,000 | Idaho Transportation Department |
| | | | | - | Valley Regional Transit |
| Local / Fund Bal | 15,744 | 5,532 | | 21,275 | Department of Environmental Quality |
| | | | | - | |
| Total: | \$ 199,687 | \$ 70,161 | \$ 20,000 | \$ 289,847 | |
| | | | | | Total Direct Cost: \$ 37,200 |
| | | | | | 836 Total Cost: \$ 289,847 |

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|---|---|------------------|-------------|-------------------------------|---------------------------------|--|
| PROGRAM NO. | 842 | | | CLASSIFICATION: | System Maintenance | |
| TITLE: | Congestion Management Process | | | | | |
| TASK / PROJECT DESCRIPTION: | Maintain a functional congestion management process (CMP) for the Treasure Valley. Conduct data collection, update the congestion management process as needed, produce the Annual Congestion Management Report, maintain regional intelligent transportation system (ITS) architecture and inventory. Research, provide, and monitor transportation demand management (TDM) strategies. Work with member agencies to identify regional congestion issues, identify congestion management needs, and recommend congestion management strategies. | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | The Congestion Management Process (CMP) is a systematic, cyclical, and regionally accepted approach for managing congestion that generates current information regarding regional congestion, outlines methods for identifying congestion management needs, identifies strategies to mitigate congestion, defines performance measures and targets related to congestion, and defines the path for implementing strategies through COMPASS' transportation improvement program (TIP) and regional long-range transportation plan. | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | Federal Code 23 CFR § 450.322 -- A congestion management process is federally required for areas with populations exceeding 200,000, known as Transportation Management Areas. While only a portion of COMPASS' planning area is subject to this requirement (the Boise Urbanized Area), COMPASS' CMP covers its entire planning area. (a) "The transportation planning process in a TMA shall address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53 through the use of travel demand reduction (including intercity bus operators, employer-based commuting programs such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), job access projects, and operational management strategies..." | | | | | |
| FY2023 BENCHMARKS | | | | | | |
| MILESTONES / PRODUCTS | | | | | | |
| Congestion Management and Travel Time Data Complete the Congestion Management Annual Report using the National Performance Measure Research Data Set (NPMRDS) for 2022 Complete Tier 2 analysis for the 2022 Congestion Management Annual Report using INRIX travel time data Maintain the Congestion Management Process Technical Document Publish congestion management annual report to digital format (web map/story map) Work with Regional Operations Workgroup and other COMPASS workgroups to identify congestion issues, congestion management needs, and congestion management strategies | | | | | | June-Sept June-Sept Ongoing June-Sept Ongoing |
| NPMRDS Travel Time Data and Process Develop process for evaluating effectiveness of congestion mitigation projects using the NPMRDS and INRIX travel time data sets | | | | | | Ongoing |
| Transportation System Management and Ops (TSMO) and ITS Plan Update Maintain the regional ITS inventory and TSMO/ITS projects list Refine the integration of management and operation strategies and TSMO projects into the long range plan | | | | | | Ongoing Ongoing |
| I-84 Corridor Operations Plan Complete I-84 Corridor Operations Plan HOV Analysis | | | | | | Oct-Dec |
| LEAD STAFF: Hunter Mulhall | | | | | | Expense Summary |
| END PRODUCT: Maintenance of the congestion management process, congestion management annual report (congestion issues, needs, strategies), 2022 travel time data collection and analysis, Updated TSMO/ITS projects list and inventory, I-84 corridor operations plan including the managed-lane analysis. | | | | | | Total Workdays: 147 Salary \$ 77,463 Fringe 34,999 Overhead 10,515 Total Labor Cost: 122,977 |
| ESTIMATED DATE OF COMPLETION: | | | | September-2023 | | DIRECT EXPENDITURES: |
| Funding Sources | | | | Participating Agencies | | Professional Services |
| | Ada | Canyon | Special | Total | Highway Districts | Legal / Lobbying |
| CPG, K20040 | \$ 2,183 | \$ 767 | | \$ 2,950 | Member Agencies | Equipment Purchases |
| CPG, K22108 | 82,180 | 28,820 | | 111,000 | Federal Highways Administration | Travel / Education |
| STP-TMA, K20560 | | | | - | | Printing |
| | | | | - | | Public Involvement |
| Local / Fund Bal | 6,680 | 2,347 | | 9,027 | | Meeting Support |
| | | | | - | | Other |
| Total: | \$ 91,043 | \$ 31,934 | \$ - | \$ 122,977 | | Total Direct Cost: \$ - |
| | | | | | | 842 Total Cost: \$ 122,977 |

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|--|--|------------------------|---|----------------------------|
| PROGRAM NO. | 860 | CLASSIFICATION: | System Maintenance | |
| TITLE: | Geographical Information System Maintenance (GIS) | | | |
| TASK / PROJECT DESCRIPTION: | Planning activities depend on current and accurate geographic information. For data to be available in a quality suitable for planning, continual data acquisition is necessary. This involves partnering with other GIS stakeholders, data maintenance, editing, and creating new data from GPS and orthophotography. | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | GIS data and technology are used for internal budget support. COMPASS also provides this geographic information to its members and the general public in the form of maps, data, and analysis. COMPASS works in conjunction with its member agencies via the Regional Geographic Advisory Workgroup (RGAWG) to create regional data that can be used for many purposes. | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW, REFERENCE TO STRATEGIC PLAN: | Federal Code 23 CFR § 450.324 (f)-- In updating the transportation plan, the MPO shall use the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. "The metropolitan transportation plan shall, at a minimum, include (1) The projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan...." | | | |
| FY2023 BENCHMARKS | | | | |
| MILESTONES / PRODUCTS | | | | |
| Provide GIS Data Maintenance and Support for COMPASS Projects Data analysis, and maintenance for performance reporting and other planning needs Enterprise database maintenance Data integration GIS Technology Census BAS | | | Ongoing | |
| GIS Cooperation Continue participation in the Treasure Valley GIS User Group and Canyon Spatial Data Cooperative (SDC) meetings | | | Quarterly/as needed | |
| Regional Geographic Advisory Committee Host the Regional Geographic Advisory Workgroup to enable regional cooperation of GIS data | | | Quarterly/as needed | |
| Regional Data Center Expand and maintain authoritative regional GIS data Conduct data accuracy checks and metadata on regional data sets | | | Ongoing | |
| Transportation Improvement Program Provide ongoing support | | | Ongoing | |
| 2022 Orthophotography Project Finalize 2022 orthophotography acquisition Distribute final data products to participants | | | December | |
| 2023 Orthophotography Project Conduct 2023 orthophotography flight Conduct QC on preliminary data Continue to plan for future orthophotography acquisition and funding | | | March - October | |
| LEAD STAFF: Eric Adolfson END PRODUCT: 1) An expanded use of GIS technology and data for regional planning; and 2) Continued GIS coordination and development of the most accurate and up-to-date information possible. | | | Expense Summary Total Workdays: 392 Salary \$ 167,833 Fringe 75,830 Overhead 22,781 Total Labor Cost: 266,444 | |
| ESTIMATED DATE OF COMPLETION: September-2023 | | | DIRECT EXPENDITURES: Professional Services \$ 162,500 Legal / Lobbying Equipment Purchases 43,300 Travel / Education Printing Public Involvement Meeting Support Other Carry-Forward Total Direct Cost: \$ 205,800 | |
| Funding Sources | | | | |
| Participating Agencies | | | | |
| | Ada | Canyon | Special | Total |
| CPG, K20040 | \$ 25,296 | \$ 8,888 | | \$ 34,184 |
| CPG, K22108 | 171,070 | 60,051 | | 231,121 |
| STP-TMA, K20560 | | | 21,705 | 21,705 |
| | | | | - |
| Local / Fund Bal | 16,823 | 5,911 | 162,500 | 185,234 |
| | | | | - |
| Total: | \$ 213,189 | \$ 74,850 | \$ 184,205 | \$ 472,244 |
| | | | | 860 |
| | | | | Total Cost: 472,244 |

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| PROGRAM NO. | 990 | | | CLASSIFICATION: | Indirect / Overhead | |
| TITLE: | Direct Operations & Maintenance | | | | | |
| TASK / PROJECT DESCRIPTION: | To provide local dollars for expenditures that do not qualify for reimbursement under the federal guidelines. Program dollars for professional services for COMPASS Board related events, meeting expenses, and equipment/software needs. | | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | Adequately cover expenses needed to support the Board, Executive Director, and agency outside of federally funded projects. | | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | There are no federal or state requirements concerning these provisions; however, the Finance Committee oversees and approves these accounts and expenditures. | | | | | |
| FY2023 BENCHMARKS | | | | | | |
| | | | | MILESTONES / PRODUCTS | | |
| Provide local dollars for expenditures not federally funded. | | | | | | Ongoing |
| LEAD STAFF: Meq Larsen | | | | Expense Summary | | |
| END PRODUCT: Adequately cover the direct expenses needed to support the Board, Executive Director, equipment needs, and COMPASS operations. | | | | Total Workdays: 0 | | |
| | | | | Salary \$ - | | |
| | | | | Fringe - | | |
| | | | | Overhead - | | |
| | | | | Total Labor Cost: \$ - | | |
| ESTIMATED DATE OF COMPLETION: September-2023 | | | | DIRECT EXPENDITURES: | | |
| Funding Sources | | | | Participating Agencies | | |
| | Ada | Canyon | Special | Total | Member Agencies | |
| CPG, K20040 | | | | | Professional Services | 8,000 |
| CPG, K22108 | 131,673 | 46,264 | | \$ 177,937 | Legal / Lobbying \$ | 17,000 |
| STP-TMA, K20560 | | | | | Equipment Purchases | 82,250 |
| | | | | | Travel / Education | 11,600 |
| | | | | | Printing | |
| Other | | | 9,000 | 9,000 | Public Involvement | |
| Local / Fund Bal | 10,430 | 3,665 | 136,980 | 151,075 | Meeting Support | 7,000 |
| | | | | | Carryforward | 212,162 |
| | | | | | | |
| Total: | \$ 142,103 | \$ 49,929 | \$ 145,980 | \$ 338,012 | Total Direct Cost: \$ | 338,012 |
| | | | | | 990 | Total Cost: \$ 338,012 |

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| PROGRAM NO. | 991 | | | CLASSIFICATION: | Indirect / Overhead |
| TITLE: | Support Services Labor | | | | |
| TASK / PROJECT DESCRIPTION: | To provide labor to support the ongoing administrative functions of COMPASS. Areas include: personnel management, financial management, information technology management, procurement, contracting, and general administration. Work with independent auditor on annual audit. | | | | |
| PURPOSE, SIGNIFICANCE, AND REGIONAL VALUE: | To maintain payroll, accounts payable/receivable, benefits, recruitment, building and vehicle maintenance, general ledger bank reconciliation, cash flow, annual audit, and development of the computer system. | | | | |
| FEDERAL REQUIREMENT, RELATIONSHIP TO OTHER ACTIVITIES, FEDERAL CERTIFICATION REVIEW: | <p>The Office of Management and Budget (OMB) requires that a single audit be performed to ensure federal funds are being expended properly. The most recent OMB regulation issued for this purpose is Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). It includes uniform cost principles and audit requirements for federal awards to nonfederal entities and administrative requirements for all federal grants and cooperative agreements.</p> <p>Memorandum of Understanding 04-01, Operation and Financing of the Metropolitan Planning Organization in the Boise and Nampa Urbanized Areas -- between COMPASS and the Idaho Transportation Department states and agrees to allow indirect costs as outlined in the agreement.</p> | | | | |
| FY2023 BENCHMARKS | | | | | |
| MILESTONES / PRODUCTS | | | | | |
| <p>General Administration Review standing agreements Conduct appropriate procurement processes and prepare contracts, as needed Update COMPASS operational policies as needed Monitor general workplace and personnel needs Provide administrative assistance for agency needs</p> <p>Personnel Management Prepare and complete recruitment processes Conduct employee annual evaluations Renew insurance policies Pursue FY2023 benefit options</p> <p>Financial Management Close FY2022 financial records and begin FY2023 Provide annual audit support and complete financial reports Complete COMPASS annual Audit Report Prepare and distribute year-end payroll reports Complete budget variance information and report to the Finance Committee quarterly Maintain inventory of furniture, equipment, hardware and software</p> <p>Information Technology Manage Information Technology consultant and coordinate work efforts Prioritize needs, analyze costs, make recommendations and implement system improvements Coordinate with staff to configure equipment and software to meet the needs of each position Maintain security and integrity of IT systems, and perform appropriate back ups Coordinate systems with member agencies Migrate COMPASS website from Dreamweaver to a new platform</p> | | | | | <p>Aug As needed As needed Ongoing Ongoing</p> <p>As needed</p> <p>Oct-Nov Oct-Dec Jan Jan Quarterly Ongoing</p> <p>Ongoing</p> <p>Oct - Dec</p> |
| LEAD STAFF: Meg Larsen | | | | | Expense Summary |
| END PRODUCT: An agency where administrative support, personnel management, financial management, and general administrative needs are fully met and whose activities are effectively monitored and communicated to the Board. | | | | | Total Workdays: 976 Salary \$ - Fringe - Overhead - Total Labor Cost: \$ - |
| ESTIMATED DATE OF COMPLETION: September-2023 | | | | | DIRECT EXPENDITURES: |
| Funding Sources | | | | Participating Agencies | |
| | Ada | Canyon | Special | Total | Member Agencies Idaho Transportation Department |
| | | | | \$ - - - | Professional Services \$ - Legal / Lobbying Equipment Purchases Travel / Education Printing Public Involvement Meeting Support Other |
| Total: | \$ - | \$ - | | \$ - | Total Direct Cost: \$ - |
| | | | | | 991 Total Cost: \$ - |

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