

Community Planning Association of Southwest Idaho

COMPASS FINANCE COMMITTEE
February 18, 2004, 2:00 p.m.– 3:15 p.m.
COMPASS Conference Room
800 S. Industry Way, Suite 100, Meridian, Idaho

****AGENDA****

(The meeting packet and all attachments can be accessed on the Internet at:
<http://www.compassidaho.org/board.html>)

I. AGENDA ADDITIONS/CHANGES (2:00)

II. OPEN DISCUSSION/ANNOUNCEMENTS (2:05)

III. CONSENT AGENDA (2:10)

- * A. Approve January 9, 2004, Finance Committee Meeting Minutes**
A copy of the minutes is attached.

IV. ACTION ITEMS

- | | | |
|------|---|------------------------|
| 2:15 | A. Internal Controls Engagement | Jae Hallet |
| | <i>Jae Hallet will provide an update on the Internal Controls Engagement.</i> | |
| 2:45 | *B. Review October 1, 2003 to December 31, 2003 Variance Report | Jeanne Urlezaga |
| | <i>A copy of the report is attached.</i> | |
| 3:00 | *C. Consider Revision 2 to the FY2004 Unified Planning Work Program and Budget and Formulate a Recommendation to the COMPASS Board | Jeanne Urlezaga |
| | <i>A copy of Revision 2 is attached.</i> | |
| 3:15 | *D. Establish Next Meeting Agenda/Date | Susan Eastlake |
| | <i>A copy of the agenda worksheet is attached.</i> | |

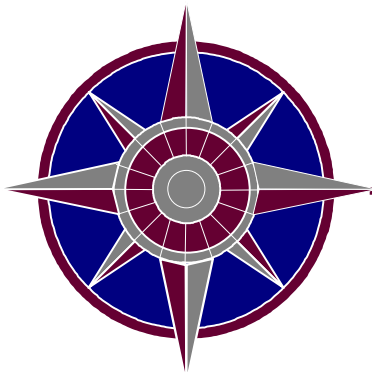
V. OTHER

ADJOURNMENT

*** Enclosures**

Times are approximate. Agenda is subject to change.

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Community Planning Association

of Southwest Idaho

**COMPASS Finance Committee
COMPASS Conference Room
January 9, 2004**

*****Minutes*****

- ATTENDEES:** A.J. Balukoff, Boise School District, **Vice-Chair**
Tom Dale, Mayor, City of Nampa
Susan Eastlake, Commissioner, Ada County Highway District,
Chair
Ralph Little, Commissioner, Canyon Highway District
Judy Peavey-Derr, Commissioner, Ada County
- MEMBERS ABSENT:** Todd Lakey, Commissioner, Canyon County
Garret Nancolas, Mayor, City of Caldwell
- OTHERS ATTENDING:** Clair Bowman, Community Planning Association
Nancy Brecks, Community Planning Association
Jae Hallett, Balukoff Lindstrom
Steve Purvis, City of Boise
Cindy Thiel, Community Planning Association
Jeanne, Urlezaga, Community Planning Association

CALL TO ORDER:

Chair Susan Eastlake called the meeting to order at 2:37 p.m.

CONSENT AGENDA

A. Approve November 7, 2003, Finance Committee Meeting Minutes

After general discussion, Chair Eastlake asked for any objection to approving the November 24, 2003, Finance Committee meeting minutes as presented. Hearing none, Chair Eastlake so ordered.

ACTION ITEMS

A. Approve Direction for Phase II of the Internal Controls Engagement

Jae Hallet of Balukoff Lindstrom reviewed the four areas of concern identified by the Board in Phase I of the Internal Controls Engagement: Financial Reporting; Accounting Controls; Words and Actions; and Scope of Authority.

Jae discussed his opinion that monthly meetings of the COMPASS Board and Executive Committee appear to be excessive and questioned if the same matters are covered at both meetings. Jae recommended limiting the COMPASS Board meetings to a quarterly basis and keeping the Executive Committee on a monthly meeting schedule.

Jae reviewed his proposed outline for Phase II of the engagement:

Financial Reporting: Establish a working group to meet with Jae in a three meeting series to develop a new reporting model that is concise and accurate. Jae anticipates a single summary report format based on tasks. Consisting of two pages of numbers at a maximum and a one-page narrative. A point person at COMPASS will be identified for Board members to contact when they want to access information in greater detail. The report will address a method of approving and reporting budget transfers between tasks and projects; a method of reporting projects/tasks on a percentage complete basis; and a method of reporting on tasks/projects that are having problems. Jeanne Urlezaga, Clair Bowman, Cindy Thiel and Judy Peavey-Derr were selected as the working group. Jeanne will provide copies of COMPASS Financial reports to Jae before the first meeting of the working group. Jae requested that staff develop drafts of reporting formats to be considered at the first meeting. Steve Purvis suggested that staff look at Boise City's website to see if there is a report format that could be used. Susan clarified that the reports will continue to be split out between the two counties.

Accounting Controls: Jae will meet with staff to develop guidelines and suggestions for expanding on a financial policy manual. Specific items to be addressed include: bank states, credit cards; check signing; annual raises; payroll reporting; and allocation of costs between projects.

Jae recommended COMPASS incorporate a fraud policy and procedures based on the new standard that was established January 1st.

Words/Actions: Clarify the role of the Board. Determine what rises to the level of a policy vs. individual Board member's interests and what is management's day-to-day responsibility. Jae suggested that Clair develop a log of all directives to staff from individual Board members to be reviewed by the Executive Committee on a monthly basis for determining if the directives were appropriate without prior Board approval.

Scope of Authority: Clarify Clair's position description and establish descriptions or outline the duties of the Board groups, define meeting calendars and the size of each group. After general discussion, **Chair Eastlake asked for any objections to moving this item out of the Finance Committee's authority to the Executive Committee's authority. Hearing none, Chair Eastlake so ordered.**

Susan Eastlake noted that Phase III of the engagement would not be necessary because the products outlined in Phase III will be delivered as part of Phase II.

Clair asked Jae to address his concerns regarding how often the COMPASS Board meets in his final report.

B. Review Existing Guidelines for Executive Director's Authority to Committee Staff Time for Requests by Individual Board Members

After general discussion, Chair Eastlake asked for any objection to deferring this item until the March Finance Committee meeting. Hearing none, Chair Eastlake so ordered.

C. Consider Establishing a Formal Contingency Fund

After general discussion, Chair Eastlake asked for any objections to staff developing a recommendation, based on facts, of what the COMPASS contingency fund should be. Hearing no objection, Chair Eastlake so ordered.

D. Establish next Meeting Agenda/Date

The next meeting of the Finance Committee was scheduled for February 18, 2004, replacing the February 20th meeting. Susan Eastlake recapped that the agenda items for the February 18, 2004, are the Internal Controls Engagement and the Review of the Variance Report, unless other items arise that need to be considered.

INFORMATION/DISCUSSION

A. Review Variance Report: October 1, 2003 to October 31, 2003 and October 1, 2003 to November 30, 2003

Jeanne Urlezaga reviewed the October 1, 2003 to October 31, 2003 and October 1, 2003 to November 30, 2003 variance reports.

B. Update on Direct Costs for the Idaho Task Force on Public Transportation

Susan Eastlake stated the Finance Committee referred this issue to the Executive Committee and it will come back to the Finance Committee as a normal revision to the budget.

C. Discussion Regarding Error in Calculating General Membership Dues for the Canyon Highway Districts

Clair Bowman stated that he would bring to the March Finance Committee proposals for consideration on how dues are calculated for FY2005. One will be the method that came out of the Dues Subcommittee.

ADJOURNMENT:

The meeting adjourned at 4:05 p.m.

Dated this 18th Day of February 2004.

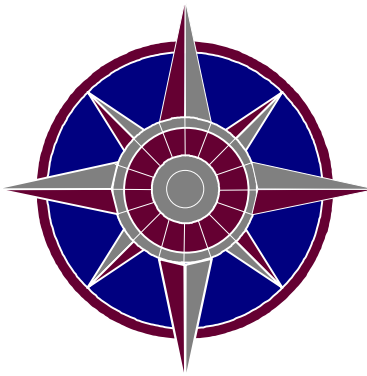
APPROVED:

By: _____
Susan Eastlake, Chair
COMPASS Finance Committee

ATTEST:

By: _____
A. J. Balukoff, Vice-Chair
COMPASS Finance Committee

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Community Planning Association of Southwest Idaho

MEMORANDUM

TO: COMPASS Finance Committee
FROM: Jeanne Urlezaga, Operations Director
DATE: February 12, 2004
RE: FY2004 Variance Report – December 2003

Action Requested:

None. This item is for information only.

Background:

The attached documents represent the variance analysis for the month of December 2003.

Status:

The December variance report is compared to the Unified Planning Work Program (UPWP) Revision 1. The expenditures for all categories of funds shown on page one of the December 2003 Variance Report are 14% of budget. Explanation of unusual differences follows:

- Transportation/Air Quality – under budget due to Personal Service Agreements not being finalized. The Engineering Request for Qualifications process was completed, but postponed pending determination of revised Scope of Work if the COMPASS Board accepts the Joint ITD request for the Regional Long Range Plan. The Financial Request for Qualifications was also completed in first quarter, but due to concern of a potential conflict of interest the contract was not signed. If the COMPASS Board accepts the ITD request to consider a five county study, the original Scope of Work for the Regional Long Range Plan will need to be revised. It is the intent that Personal Service Agreements will be executed and dollars will be obligated within this fiscal year.

Also, this shortfall reflects the absence of our Transportation Principal Planner for the Corridor Studies. Scope of Work for these projects will be developed in second quarter. We filled this position in January with Patricia Nilsson. She is currently working with ITD in the development of Request for Qualifications for the SH44 Corridor Preservation and the US 20/26 Corridor Preservation Studies. She is also working with the Public Works Director of Nampa on the Request for Qualifications for the Middleton Road Extension Alternatives. These activities will increase this low percent starting in second quarter.

- Land Use Resource Labor - over budget based on the building of a Center Line file in Canyon County to expedite the monitoring of building permits and compilation of data information that will be completed early in the year. As we complete the Demographic Report in second quarter the effort in this task (720) will be substantially reduced. Also, under Task 760 products generated early in the year for Canyon County were one-time projects that consisted of a Flood Plain Map, Commissioner District population evaluation, Canyon data clean up and a Street Center Line file. These last two items will be beneficial in the development of the Demographic Report. Labor will be greatly reduced in the next three quarters.
- Overhead - over budget based on early expenditures such as rent, insurance and computer expenses. This will level out as the year progresses.
- Equipment – over budget due to the purchase of a staff vehicle. \$15,475. In January we sold two COMPASS vehicles, receiving \$8,500. That adjustment will be documented in January that will level out this account.
- Other - a one-time expenditure to the Public Employees Retirement System for Purchase of Service for Erv Olen. \$33,234.

Attachment

T:\900supsvs\Finance Committee\Variance Report Analysis Dec FY2004.doc

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 VARIANCE REPORT
ALL FUNCTIONAL AREAS
OCTOBER 1, 2003 TO DECEMBER 31, 2003 (25.00%)

	TOTAL				ADA COUNTY				CANYON COUNTY			
	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED
EXPENSES BY FUNCTIONAL AREA												
Transportation / Air Quality	286,466	3,118,448	2,831,982	9%	211,850	1,884,041	1,672,191	11%	74,616	1,234,407	1,159,791	6%
Land Use Resources	172,963	383,161	210,198	45%	134,909	306,005	171,096	44%	38,054	77,156	39,102	49%
Operations	63,660	137,000	73,340	46%	44,555	95,900	51,345	46%	19,105	41,100	21,995	46%
TOTAL	\$ 523,089	\$ 3,638,609	\$ 3,115,520	14%	\$ 391,314	\$ 2,285,946	\$ 1,894,632	17%	\$ 131,775	\$ 1,352,663	\$ 1,220,888	10%

	TOTAL				ADA COUNTY				CANYON COUNTY			
	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED
EXPENSES BY CATEGORY												
Salary	226,708	950,200	723,492	24%	163,857	696,873	533,016	24%	62,850	253,327	190,476	25%
Fringe	87,843	355,700	267,857	25%	63,490	260,869	197,379	24%	24,353	94,831	70,478	26%
Overhead	78,209	275,500	197,291	28%	56,527	202,051	145,524	28%	21,682	73,449	51,767	30%
Professional Services	59,593	1,783,809	1,724,216	3%	57,471	914,288	856,817	6%	2,122	869,521	867,399	0%
Legal / Lobbying	4,417	35,000	30,583	13%	3,092	24,500	21,408	13%	1,325	10,500	9,175	13%
Equipment	29,246	55,000	25,754	53%	20,766	40,000	19,234	52%	8,480	15,000	6,520	57%
Travel / Education	1,628	19,500	17,872	8%	1,182	14,075	12,893	8%	446	5,425	4,979	8%
Printing	20	3,500	3,480	1%	-	2,960	2,960	0%	20	540	520	4%
Public Involvement	386	82,000	81,614	0%	363	70,300	69,937	1%	23	11,700	11,677	0%
Meeting Support	1,019	5,500	4,481	19%	717	4,095	3,378	18%	302	1,405	1,103	21%
Other	34,021	72,900	38,879	47%	23,850	55,935	32,085	43%	10,172	16,965	6,793	60%
TOTAL	\$ 523,089	\$ 3,638,609	\$ 3,115,520	14%	\$ 391,314	\$ 2,285,946	\$ 1,894,632	17%	\$ 131,775	\$ 1,352,663	\$ 1,220,888	10%

	TOTAL				ADA COUNTY				CANYON COUNTY			
	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE	PERCENT EXPENDED
EXPENSES BY FUNDING SOURCE												
Consolidated Planning Grant	234,447	756,160	521,713	31%	165,615	559,407	393,792	30%	68,832	196,753	127,921	35%
Surface Transportation Program	116,129	1,864,673	1,748,544	6%	90,089	965,519	875,430	9%	26,039	899,154	873,115	3%
Congestion Mitigation Air Quality	5,047	185,320	180,273	3%	5,047	148,256	143,209	3%	-	37,064	37,064	0%
Federal Transit Authority 5307	6,441	150,000	143,559	4%	1,349	105,000	103,651	1%	5,092	45,000	39,908	11%
Local - Membership Dues	92,935	448,833	355,898	21%	62,033	341,310	279,277	18%	30,902	107,523	76,621	29%
Local - Carry-over	1,509	16,240	14,731	9%	1,509	16,240	14,731	9%	-	-	-	0%
Other Sources	66,581	217,383	150,802	31%	65,671	150,214	84,543	44%	910	67,169	66,259	1%
TOTAL	\$ 523,089	\$ 3,638,609	\$ 3,115,520	14%	\$ 391,314	\$ 2,285,946	\$ 1,894,632	17%	\$ 131,775	\$ 1,352,663	\$ 1,220,888	10%

* Totals may vary due to rounding.

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 VARIANCE REPORT
TRANSPORTATION/AIR QUALITY AND LAND USE
OCTOBER 1, 2003 TO DECEMBER 31, 2003 (25.00%)**

TRANSPORTATION / AIR QUALITY	TOTAL			ADA			CANYON		
	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE
EXPENSES BY CATEGORY									
Salary	156,198	779,255	623,057	115,223	567,824	452,601	40,975	211,432	170,457
Fringe	60,522	291,708	231,186	44,645	212,560	167,915	15,877	79,148	63,271
Overhead	53,884	225,936	172,052	39,749	164,634	124,885	14,135	61,302	47,167
Professional Services	8,480	1,657,548	1,649,068	6,586	803,918	797,332	1,894	853,630	851,736
Legal / Lobbying	-	-	-	-	-	-	-	-	-
Equipment	5,880	30,000	24,120	4,410	22,500	18,090	1,470	7,500	6,030
Travel / Education	858	11,000	10,142	671	7,925	7,254	186	3,075	2,889
Printing	-	3,000	3,000	-	2,610	2,610	-	390	390
Public Involvement	386	82,000	81,614	363	70,300	69,937	23	11,700	11,677
Meeting Support	199	2,500	2,301	157	1,995	1,838	42	505	463
Other	59	35,500	35,441	46	29,775	29,729	13	5,725	5,712
TOTAL	\$ 286,466	\$ 3,118,448	\$ 2,831,982	\$ 211,850	\$ 1,884,041	\$ 1,672,191	\$ 74,616	\$ 1,234,407	\$ 1,159,791

EXPENSES BY FUNDING SOURCE	TOTAL	ADA	CANYON
Consolidated Planning Grant	133,173	582,024	448,851
Surface Transportation Program	116,129	1,864,673	1,748,544
Congestion Mitigation Air Quality	5,047	185,320	180,273
Federal Transit Authority 5307	6,441	150,000	143,559
Local - Membership Dues	24,117	222,569	198,452
Local - Carry-over	1,509	16,240	14,731
Other Sources	50	97,622	97,572
TOTAL	\$ 286,466	\$ 3,118,448	\$ 2,831,982

YEAR TO DATE	9%	11%	6%
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LAND USE RESOURCES	TOTAL			ADA			CANYON		
	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE

EXPENSES BY CATEGORY									
Salary	70,510	170,945	100,435	48,635	129,050	80,415	21,875	41,895	20,020
Fringe	27,320	63,992	36,671	18,844	48,309	29,464	8,476	15,683	7,207
Overhead	24,324	49,564	25,239	16,778	37,417	20,639	7,546	12,147	4,601
Professional Services	50,353	91,261	40,908	50,353	85,870	35,517	-	5,391	5,391
Legal / Lobbying	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-
Travel / Education	125	4,500	4,375	88	3,350	3,263	38	1,150	1,113
Printing	20	500	480	-	350	350	20	150	130
Public Involvement	-	-	-	-	-	-	-	-	-
Meeting Support	155	500	345	88	350	262	67	150	83
Other	155	1,900	1,745	124	1,310	1,186	31	590	559
TOTAL	\$ 172,963	\$ 383,161	\$ 210,198	\$ 134,909	\$ 306,005	\$ 171,096	\$ 38,054	\$ 77,156	\$ 39,102

EXPENSES BY FUNDING SOURCE	TOTAL	ADA	CANYON
Consolidated Planning Grant	101,274	174,136	72,862
Surface Transportation Program	-	-	-
Congestion Mitigation Air Quality	-	-	-
Federal Transit Authority 5307	-	-	-
Local - Membership Dues	8,022	96,264	88,242
Local - Carry-over	-	-	-
Other Sources	63,666	112,761	49,095
TOTAL	\$ 172,963	\$ 383,161	\$ 210,198

YEAR TO DATE	45%	44%	49%
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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2004 VARIANCE REPORT
 OPERATIONS AND PASS-THROUGH
 OCTOBER 1, 2003 TO DECEMBER 31, 2003 (25.00%)**

OPERATIONS	TOTAL			ADA			CANYON		
	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE
EXPENSES BY CATEGORY									
Salary	-	-	-	-	-	-	-	-	-
Fringe	-	-	-	-	-	-	-	-	-
Overhead	-	-	-	-	-	-	-	-	-
Professional Services	760	35,000	34,240	532	24,500	23,968	228	10,500	10,272
Legal / Lobbying	4,417	35,000	30,583	3,092	24,500	21,408	1,325	10,500	9,175
Equipment	23,366	25,000	1,634	16,356	17,500	1,144	7,010	7,500	490
Travel / Education	646	4,000	3,354	423	2,800	2,377	222	1,200	978
Printing	-	-	-	-	-	-	-	-	-
Public Involvement	-	-	-	-	-	-	-	-	-
Meeting Support	665	2,500	1,835	472	1,750	1,278	193	750	557
Other	33,807	35,500	1,693	23,680	24,850	1,170	10,128	10,650	522
TOTAL	\$ 63,660	\$ 137,000	\$ 73,340	\$ 44,555	\$ 95,900	\$ 51,345	\$ 19,105	\$ 41,100	\$ 21,995

EXPENSES BY FUNDING SOURCE									
Consolidated Planning Grant	-	-	-	-	-	-	-	-	-
Surface Transportation Program	-	-	-	-	-	-	-	-	-
Congestion Mitigation Air Quality	-	-	-	-	-	-	-	-	-
Federal Transit Authority 5307	-	-	-	-	-	-	-	-	-
Local - Membership Dues	60,796	130,000	69,204	42,550	91,000	48,450	18,246	39,000	20,754
Local - Carry-over	-	-	-	-	-	-	-	-	-
Other Sources	2,865	7,000	4,135	2,005	4,900	2,895	859	2,100	1,241
TOTAL	\$ 63,660	\$ 137,000	\$ 73,340	\$ 44,555	\$ 95,900	\$ 51,345	\$ 19,105	\$ 41,100	\$ 21,995

YEAR TO DATE	46%	46%	46%
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PASS-THROUGH	TOTAL			ADA			CANYON		
	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE	YTD ACTUAL	REVISION 1 BUDGET	UNEXPENDED BALANCE

EXPENSES BY CATEGORY									
Salary	-	-	-	-	-	-	-	-	-
Fringe	-	-	-	-	-	-	-	-	-
Overhead	-	-	-	-	-	-	-	-	-
Professional Services	-	-	-	-	-	-	-	-	-
Legal / Lobbying	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-
Travel / Education	-	-	-	-	-	-	-	-	-
Printing	-	-	-	-	-	-	-	-	-
Public Involvement	-	-	-	-	-	-	-	-	-
Meeting Support	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
Pass-Through	114,658	1,439,214	1,324,556	79,655	1,154,734	1,075,079	35,003	284,480	249,477
TOTAL	\$ 114,658	\$ 1,439,214	\$ 1,324,556	\$ 79,655	\$ 1,154,734	\$ 1,075,079	\$ 35,003	\$ 284,480	\$ 249,477

EXPENSES BY FUNDING SOURCE									
Consolidated Planning Grant	-	-	-	-	-	-	-	-	-
Surface Transportation Program	114,658	1,439,214	1,324,556	79,655	1,154,734	1,075,079	35,003	284,480	249,477
Congestion Mitigation Air Quality	-	-	-	-	-	-	-	-	-
Federal Transit Authority 5307	-	-	-	-	-	-	-	-	-
Local - Membership Dues	-	-	-	-	-	-	-	-	-
Local - Carry-over	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-
TOTAL	\$ 114,658	\$ 1,439,214	\$ 1,324,556	\$ 79,655	\$ 1,154,734	\$ 1,075,079	\$ 35,003	\$ 284,480	\$ 249,477

YEAR TO DATE	8%	7%	12%
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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 PROFESSIONAL SERVICES EXPENSES
OCTOBER 1, 2003 TO DECEMBER 31, 2003**

PSA #	VENDOR	TASK	TYPE OF WORK	EFFECTIVE DATES	AGREEMENT AMOUNT/ CHANGE ORDERS	SPENT FY2003	SPENT FY2004	TOTAL SPENT	BALANCE	
2003-26	Advanced Cyber Solutions	601 687	Review database software to the TELUS package	4/28/2003 6/30/2003 9/30/2003 Concludes 12/31/2003	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	COMPLETED	
2004-06	Transportation Support Group	636	Compass Travel Demand Model	11/11/2003 Concludes 9/30/2004	\$ 5,000	\$ -		\$ -	\$ 5,000	
2004-01	Desert Research Institute (DRI)	651	B20 Biodiesel Project, Meridian School District	11/3/2003 7/31/2004	\$ 95,000	\$ -		\$ -	\$ 95,000	
2003-31	Green House, Inc.	661	Image/naming/branding campaign for the Regional Long-Range Transportation Plan	9/19/2003 Concludes 6/1/2005	\$ 24,000	\$ 2,120	\$ 6,980	\$ 9,100	\$ 14,900	
TOTAL TRANSPORTATION / AIR QUALITY							\$ 2,120	\$ 8,480	\$ 10,600	

2004-02	3DI, LLC	761	Aerial photo and orthophoto production project for Ada County	10/1/2003 1/31/2004	\$ 74,000	\$ -	\$ 50,353	\$ 50,353	\$ 23,647	
TOTAL LAND USE RESOURCES							\$ -	\$ 50,353	\$ 50,353	

2004-08	The Network Group	960	Install new computer server	12/18/2003 1/10/2004	\$ 2,600	\$ -	\$ -	\$ -	\$ 2,600	
2004-05	Balukoff, Lindstrom	990	Internal Controls Engagement	11/17/2003 2/29/2004	\$ 10,000	\$ -	\$ 760	\$ 760	\$ 9,240	
2005-07	Schwiebert Group Inc	990	Provide recommendations to develop mission and vision for the COMPASS Board	12/1/2003 3/15/2004	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000	
TOTAL LAND USE RESOURCES							\$ -	\$ 760	\$ 760	

TOTAL DIRECT PROFESSIONAL SERVICES EXPENSES							\$ 2,120	\$ 59,593	\$ 61,713	
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TOTAL INDIRECT PROFESSIONAL SERVICES EXPENSES							\$ -	\$ -	\$ -	
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TOTAL PROFESSIONAL SERVICES EXPENSES							\$ 2,120	\$ 59,593	\$ 61,713	
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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2004 PROFESSIONAL SERVICES EXPENSES
 OCTOBER 1, 2003 TO DECEMBER 31, 2003**

PSA #	VENDOR	TASK	TYPE OF WORK	EFFECTIVE DATES	AGREEMENT AMOUNT/ CHANGE ORDERS	SPENT FY2003	SPENT FY2004	TOTAL SPENT	BALANCE
N/A	Givens Pursley	990	Legal expense	10/01/03 09/30/04			\$ -	\$ -	Open
N/A	Veritas	990	Lobbying Expense	10/01/03 09/30/04			\$ 4,417	\$ 4,417	Open
TOTAL DIRECT LEGAL / LOBBYING SERVICES EXPENSES					Budget	\$ 35,000	\$ 4,417	\$ 4,417	
N/A	Bosch, Daw & Ballard	999	Review flexible benefit plan.	10/01/03 09/30/04			\$ 578	\$ 578	Open
N/A	Givens Pursley	999	General legal expense	10/01/03 09/30/04			\$ -	\$ -	Open
TOTAL INDIRECT LEGAL / LOBBYING SERVICES EXPENSES					Budget	\$ 5,000	\$ 578	\$ 578	
TOTAL LEGAL / LOBBYING EXPENSES							\$ 4,994	\$ 4,994	

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
OPERATIONS & MAINTENANCE COMPARISON TO BUDGET
FY-2004 INDIRECT EXPENSES
OCTOBER 1, 2003 TO DECEMBER 31, 2003 (25.00%)**

EXPENSE CATEGORY	YTD ACTUAL	FY2004 BUDGET	UNEXPENDED BALANCE	YEAR TO DATE
Professional Services	\$0	\$5,000	\$5,000	0%
Equipment Lease	\$3,770	\$10,000	\$6,230	38%
Equipment Repair / Maint.	\$1,051	\$5,000	\$3,949	21%
Travel / Education	\$870	\$5,000	\$4,130	17%
Dues	\$2,232	\$9,000	\$6,768	25%
Publications	\$1,261	\$1,000	-\$261	126%
Postage	\$30	\$8,000	\$7,970	0%
Telephone	\$2,149	\$12,000	\$9,851	18%
Space Rent	\$31,402	\$100,000	\$68,598	31%
Janitorial	\$1,269	\$8,000	\$6,731	16%
Printing	\$38	\$1,500	\$1,462	3%
Copier	\$826	\$10,000	\$9,174	8%
Advertising	\$833	\$1,300	\$467	64%
Events	\$336	\$2,500	\$2,164	13%
Audit	\$6,468	\$12,000	\$5,532	54%
Insurance	\$4,807	\$9,000	\$4,193	53%
Legal Services	\$578	\$5,000	\$4,423	12%
General Supplies	\$1,854	\$15,000	\$13,146	12%
Computer Supplies	\$1,160	\$8,500	\$7,340	14%
Computer Software / Maint	\$14,053	\$17,000	\$2,947	83%
Internet Service	\$818	\$4,000	\$3,182	20%
Commuting Incentive	\$0	\$1,500	\$1,500	0%
Vehicle Maintenance	\$235	\$3,000	\$2,765	8%
Utilities	\$1,773	\$12,000	\$10,227	15%
Local Travel / Fuel	\$357	\$9,000	\$8,643	4%
Other / Miscellaneous	\$39	\$1,200	\$1,161	3%
TOTAL	\$78,209	\$275,500	\$197,291	28%

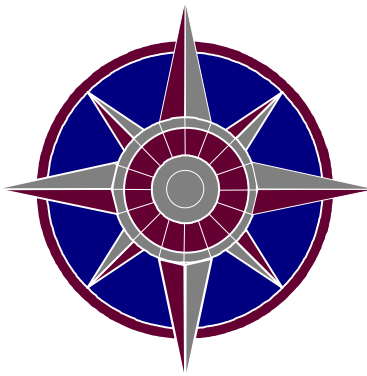
**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
PROFESSIONAL SERVICES EXPENSES
FY-2004 DIRECT EXPENSES
OCTOBER 1, 2003 TO DECEMBER 31, 2003 (25.00%)**

TASK DESCRIPTION	YTD ACTUAL	FY2004 BUDGET	UNEXPENDED BALANCE	YEAR TO DATE
601 Transportation Support	1,500	11,100	9,600	14%
610 SH 44 Corridor Preservation	0	500,080	500,080	0%
611 US 20/26 Corridor Preservation	0	495,660	495,660	0%
612 Middleton Road Extension Alternatives	0	169,630	169,630	0%
636 Regional Transportation Modeling	0	18,000	18,000	0%
642 Congestion Management System	0	20,000	20,000	0%
651 Air Quality Planning	0	95,000	95,000	0%
661 Regional Long Range Transportation Plan	6,980	348,078	341,098	2%
720 Data Resources and Forecasting	0	4,500	4,500	0%
760 Automated Geographic Information Systems	0	500	500	0%
761 Ada County Orthophotography	50,353	75,000	24,647	67%
780 Drainage Planning	0	11,261	11,261	0%
990 Operations	760	35,000	34,240	2%
TOTAL	\$59,593	\$1,783,809	\$1,724,216	3%

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 SUMMARY OF REVENUE AND RECEIVABLES**

OCTOBER 1, 2003 TO DECEMBER 31, 2003

	FY2004 BUDGET	YTD REVENUE	TOTAL RECEIVED	ACCOUNTS RECEIVABLE
GENERAL MEMBERSHIP				
Ada County	153,552	38,388	38,388	0
Ada County Highway District	99,809	24,952	24,952	0
Association of Canyon County Highway Districts	26,595	8,167	8,167	0
Boise City	90,128	22,532	21,250	1,282
Caldwell City	14,129	3,532	3,532	0
Canyon County	70,000	17,500	17,500	0
Eagle City	6,506	1,627	1,627	0
Garden City	5,331	1,333	1,333	0
Kuna City	3,979	995	0	995
Meridian City	19,541	4,885	4,885	0
Middleton City	1,659	415	415	0
Nampa City	29,084	7,271	7,271	0
Parma City	832	832	832	0
Star City	1,032	258	258	0
Refund FY2003 Unspent General Membership Dues	-6,973			0
Sub-Total	\$515,204	\$132,686	\$130,409	\$2,277
SPECIAL MEMBERSHIP				
Boise State University	3,650	913	913	0
Capital City Development Corporation	3,650	913	913	0
Greater Boise Auditorium District	1,825	456	456	0
Idaho Transportation Department	3,650	913	913	0
Independent School District of Boise City	3,650	3,650	3,650	0
Joint School District #2	3,650	913	913	0
ValleyRide	3,650	913	913	0
Sub-Total	\$23,725	\$8,669	\$8,669	\$0
FHWA/FTA CONSOLIDATED PLANNING GRANT				
FY2004 Consolidated Planning Grant-Ada County	559,408	165,615		165,615
FY2004 Consolidated Planning Grant-Canyon County	196,754	68,832		68,832
Sub-Total	\$756,162	\$234,446	\$0	\$234,446
SURFACE TRANSPORTATION PROGRAM GRANTS				
STP-State Key #7826	523,529	0.00		0
STP-State Key #7827	523,529	0.00		0
STP-Urban Key #8136	197,908	51,718	42,711	9,006
STP-Urban Key #8137	207,839	19,054	5,771	13,283
STP-TMA Key #8138	244,622	19,318		19,318
STP-Urban Key #9134	251,645	23,022	16,431	6,592
STP-Urban Key #9206	61,156	3,017		3,017
Sub-Total	\$2,010,228	\$116,129	\$64,913	\$51,216
OTHER FEDERAL AID				
FTA 5307	150,000	6,441		6,441
CMAQ B20 Biodiesel Project	185,320	5,047	3,092	1,955
Bureau of Reclamation-Drainage Planning	11,261	0		0
Sub-Total	\$346,581	\$11,488	\$3,092	\$8,396
OTHER REVENUE SOURCES				
Data Dissemination - Sales	19,000	2,850	2,749	101
Orthophotography	75,000	58,401	19,233	39,168
Maps and Publications - Sales	7,500	2,415	2,415	0
Interest Income	7,000	615	615	0
Other -Audio Conferences, surplus equipment sale	0	2,250	2,250	0
Local match provided by other agencies	97,622	50	0	50
Local Carry-over	16,240	0		0
Sub-Total	\$222,362	\$66,581	\$27,263	\$39,319
TOTAL	\$3,874,262	\$569,998	\$234,345	\$335,653
Pass-Through	1,439,214	114,658	112,665	1,993
TOTAL-INCLUDING PASS-THROUGH	\$5,313,476	\$684,656	\$347,010	\$337,646



Community Planning Association *of Southwest Idaho*

MEMORANDUM

TO: COMPASS Finance Committee

FROM: Clair M. Bowman, Executive Director

DATE: February 12, 2004

RE: Consider FY2004 Unified Planning Work Program and Budget-Revision 2 and Formulate a Recommendation to the Board

Action Requested:

Consider the following proposal regarding the FY2004 Unified Planning Work Program and Budget-Revision 2.

Background:

Federal metropolitan planning rules require the Metropolitan Planning Organization to produce and maintain the Unified Planning Work Program and Budget.

Modification is needed to accommodate changes in staff activities, revenues and expenses, transportation projects, etc. In general, modifications are accomplished by means of a Board resolution, original copies of which are then distributed to appropriate funding agencies.

The role of the Finance Committee, according to the charter adopted by the COMPASS Board, is to perform a detailed review of COMPASS' financial portions of these proposals and formulate a recommendation to the full Board to accept, reject, or accept with specific modifications.

Status:

Changes proposed in Revision 2 are as follows:

#	Revenue Adjustment	\$ Change	Expense Adjustment	\$ Change
1	Reduce the Canyon County Association of Highway Districts Membership dues to agreed upon amount.	(\$10,262)	The Canyon County FY04 Fund Balance is reduced. Expenditures are not adjusted.	\$0
2	Add FY2003 FTA 5307 funds from ValleyRide to support the Peak Hour Model and the Mode Split. Ada County 75% \$150,000 Canyon County 25% \$ 50,000	\$200,000	Add Professional Services to Task 637-Peak Hour Model Transfer \$50,000 labor (111 workdays) from Task 636-Regional Transportation Model to Task 637 in order to support this effort.	\$200,000 \$0
3	Program the STP-U Key #8136 Ada County un-programmed dollars.	\$145,556	Allocate un-programmed dollars to Task 262-Three Cities River Crossing – ACHD Pass-Through per Ada County Delegation.	\$145,556
4		\$0	Reallocate Indirect Operations and Maintenance costs between categories. No change in total.	\$0
5	Task 651–Air Quality Planning included the CMAQ Biodiesel grant. This adjustment creates a new task for better tracking (655- Biodiesel Study) CMAQ grant \$185,320 Local Match \$ 14,680 Ada County 92% \$183,500 Canyon County 8% \$ 16,500	\$200,000	Transfer related Biodiesel expenses to new task 655 Labor (93 workdays) \$ 50,000 Professional Svc \$ 95,000 Public Involvement \$ 20,000 Other \$ 35,000	\$200,000
6	Change Task 651 Air Quality Planning percentage split from 97% Ada and 3% Canyon to 70% Ada and 30% Canyon. Calculation error in the original budget.	\$0	This percent adjustment increased Canyon County expenses thus decreased the FY2004 Canyon Fund Balance. Increased the FY2004 Ada County Fund Balance	\$14,599 (\$14,599)
7		\$0	Underwrite Public Transportation access in the event of an Air Quality episode and reduce change in Fund Balance accordingly. Ada County 90% \$13,500 Canyon County 10% \$ 1,500	\$15,000
	Total	\$535,294		\$560,556

Attachment

pc: File 601 FY04 UPWP

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2004 Rev-1	FY2004 Rev-2
GENERAL MEMBERSHIP		
Ada County	153,552	153,552
Ada County Highway District	99,809	99,809
Association of Canyon County Highway Districts	26,595	16,333
Boise City	90,128	90,128
Caldwell City	14,129	14,129
Canyon County	70,000	70,000
Eagle City	6,506	6,506
Garden City	5,331	5,331
Kuna City	3,979	3,979
Meridian City	19,541	19,541
Middleton City	1,659	1,659
Nampa City	29,084	29,084
Parma City	832	832
Star City	1,032	1,032
Refund FY03 Membership Contributions-Ada	(6,476)	(6,476)
Refund FY03 Membership Contributions-Canyon	(497)	(497)
Subtotal	515,204	504,942
SPECIAL MEMBERSHIP		
Boise State University	3,650	3,650
Capital City Development Corporation	3,650	3,650
Greater Boise Auditorium District	1,825	1,825
Idaho Transportation Department	3,650	3,650
Independent School District of Boise City	3,650	3,650
Joint School District #2	3,650	3,650
ValleyRide	3,650	3,650
Subtotal	23,725	23,725
GRANT AND SPECIAL		
Bureau of Reclamation, Drainage Planning	11,261	11,261
CMAQ - Biodiesel project	185,320	185,320
FHWA/FTA - CPG/Ada	559,408	559,408
FHWA/FTA - CPG/Canyon	196,754	196,754
FTA Section 5307 Ada (04)	105,000	105,000
FTA Section 5307 Canyon (04)	45,000	45,000
FTA Section 5307 Ada (03)	-	150,000
FTA Section 5307 Canyon (03)	-	50,000
STP Urban - Key #8136, FY02 Ada carry-over	197,908	52,352
STP Urban - Key #8137, FY02 Ada carry-over	207,839	207,839
STP TMA - Key #8138, FY04 Ada	244,622	244,622
STP Urban - Key #9206, FY04 Canyon	61,156	61,156
STP-State - Key #7826, FY04, Ada	246,059	246,059
ITD-local match for STP-State Key #7826, Ada	19,491	19,491
STP-State - Key #7826, FY04, Canyon	277,470	277,470
ITD-local match for STP-State Key #7826, Canyon	21,980	21,980
STP State - Key #7827, FY04, Ada	214,647	214,647
ITD-local match for STP-State Key #7827, Ada	17,003	17,003
STP State - Key #7827, FY04, Canyon	308,882	308,882
ITD-local match for STP-State Key #7827, Canyon	24,468	24,468
STP Urban-Key #9134, FY04 Canyon	251,645	251,645
City of Nampa-local match for STP-U Key #9134	14,680	14,680
Subtotal	3,210,593	3,265,037
OTHER		
Carry-over (local funds for match)	16,240	16,240
Data Dissemination	19,000	19,000
Interest Income	7,000	7,000
Ortho Photos, Ada County	75,000	75,000
Mapping and Miscellaneous	7,500	7,500
Subtotal	124,740	124,740
COMPASS REVENUE	3,874,262	3,918,444

PASS THROUGH		
STP Urban - Key #7702, FY01	36,368	36,368
STP Urban - Key #8136, FY02	184,816	184,816
STP Urban - Key #8136, FY02	-	145,556
STP Urban - Key #8137, FY03	32,910	32,910
STP Urban - Key #8137, FY03	13,900	13,900
STP Urban - Key #8821, FY02	926,600	926,600
STP Urban - Key #9134, FY03	105,630	105,630
STP-Urban - Key #9134, FY03	138,990	138,990
PASS THROUGH REVENUE	1,439,214	1,584,770

TOTAL REVENUE	5,313,476	5,503,214
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EXPENSE	FY2004 Rev-1	FY2004 Rev-2
SALARY, FRINGE & CONTINGENCY		
Salary	932,000	932,000
Fringe	355,700	355,700
Salary Contingency (Overtime and Bonus)	8,200	8,200
Sick Time Trade	10,000	10,000
Subtotal	1,305,900	1,305,900
INDIRECT OPERATIONS & MAINTENANCE		
COMPASS	275,500	275,500
DIRECT OPERATIONS & MAINTENANCE		
Planning & Administrative:		
Professional Service Agreements		
601, Transportation Support	11,100	11,100
610, SH 44 Corridor Preservation	500,080	500,080
611, SH 20/26 Corridor Preservation	495,660	495,660
612, Middleton Road Extension Alternatives	169,630	169,630
636, Regional Transportation Modeling	18,000	18,000
637, Peak Hour Model	-	200,000
642, Congestion Management System	20,000	20,000
651, Air Quality Planning	95,000	-
655, Biodiesel Study	-	95,000
661, Regional Long Range Transportation Plan	348,078	348,078
720, Data Resources and Forecasting	4,500	4,500
760, Automated Geographic Information Systems	500	500
761, Ada County Orthophotography	75,000	75,000
780, Drainage Planning	11,261	11,261
990, Operations	35,000	35,000
Legal / Lobbying	35,000	35,000
Equipment / Software	55,000	55,000
Travel/Education	19,500	19,500
Printing / Postage	3,500	3,500
Public Involvement	82,000	82,000
Meeting Support	5,500	5,500
Other	37,900	52,900
Retirement	35,000	35,000
Subtotal	2,057,209	2,272,209
COMPASS EXPENSE	3,638,609	3,853,609

COMPASS SUMMARY WITHOUT PASS THROUGH		
TOTAL REVENUE	3,874,262	3,918,444
TOTAL EXPENSES	3,638,609	3,853,609
STP Urban - Key #8136, Ada unprogrammed	145,556	-
CHANGE IN FUND BALANCE	90,097	64,835

PASS THROUGH		
ValleyRide-Rail Corridor Study	36,368	36,368
Ada County Highway District-Corridor Studies	184,816	184,816
Ada County Highway District-Three Cities River Crossing	-	145,556
City of Caldwell-GIS start up	32,910	32,910
Idaho Department of Water Resources-Biodiesel Fuel	13,900	13,900
Ada County Highway District-Three Cities River Crossing	926,600	926,600
Caldwell portion of Canyon County Orthophotos	105,630	105,630
Downtown Caldwell Circulation Study	138,990	138,990
PASS THROUGH EXPENSE	1,439,214	1,584,770

TOTAL EXPENSE	5,077,823	5,438,379
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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2
REVENUE BY FUNDING SOURCE**

	FY2004 REVISION 1				FY2004 REVISION 2			
	Ada	Canyon	Pass-Through	Total	Ada	Canyon	Pass-Through	Total
General Membership								
Ada County	153,552			153,552	153,552			153,552
Ada County Highway District	99,809			99,809	99,809			99,809
Association of Canyon County Highway Districts		26,595		26,595		16,333		16,333
Boise City	90,128			90,128	90,128			90,128
Caldwell City		14,129		14,129		14,129		14,129
Canyon County		70,000		70,000		70,000		70,000
Eagle City	6,506			6,506	6,506			6,506
Garden City	5,331			5,331	5,331			5,331
Kuna City	3,979			3,979	3,979			3,979
Meridian City	19,541			19,541	19,541			19,541
Middleton City		1,659		1,659		1,659		1,659
Nampa City		29,084		29,084		29,084		29,084
Parma City		832		832		832		832
Star City	1,032			1,032	1,032			1,032
Refund FY2003 Unspent General Membership Dues	-6,476	-497		-6,973	-6,476	-497		-6,973
Sub-total	373,401	141,802	0	515,204	373,402	131,540	0	504,942
Special Membership								
Boise State University	2,555	1,095		3,650	2,555	1,095		3,650
Capital City Development Corporation	3,650			3,650	3,650			3,650
Greater Boise Auditorium District	1,825			1,825	1,825			1,825
Idaho Transportation Department	2,555	1,095		3,650	2,555	1,095		3,650
Independent School District of Boise City	3,650			3,650	3,650			3,650
Joint School District #2	3,650			3,650	3,650			3,650
ValleyRide	2,555	1,095		3,650	2,555	1,095		3,650
Sub-total	20,440	3,285	0	23,725	20,440	3,285	0	23,725
FHWA/FTA Consolidated Planning Grant								
FY2004	559,408	196,754		756,162	559,408	196,754		756,162
Sub-total	559,408	196,754	0	756,162	559,408	196,754	0	756,162
Surface Transportation Program								
Urban-Key#7702-ValleyRide Rail Corridor Feasibility Study			36,368	36,368			36,368	36,368
Urban-Key#8136	197,908			197,908	52,352			52,352
Urban-Key#8136-ACHD Corridor Studies			184,816	184,816			184,816	184,816
Urban-Key#8136-ACHD Three Cities River Crossing				0			145,556	145,556
Urban-Key#8137	207,839			207,839	207,839			207,839
Urban-Key#8137-City of Caldwell GIS			32,910	32,910			32,910	32,910
Urban-Key#8137-ID Dept of Water Resources-Biodiesel			13,900	13,900			13,900	13,900
Urban-Key#8138-FY04 TMA - Ada County	244,622			244,622	244,622			244,622
Urban-Key#9206-Canyon County		61,156		61,156		61,156		61,156
Urban-Key#8821-ACHD Three Cities River Crossing			926,600	926,600			926,600	926,600
Urban-Key#9134		66,325		66,325		66,325		66,325
Urban-Key#9134-Canyon County Orthophotos			105,630	105,630			105,630	105,630
Urban-Key#9134-Downtown Caldwell Circulation Study			138,990	138,990			138,990	138,990
Urban-Key#9134-Middleton Road Extension Alternatives		185,320		185,320		185,320		185,320
State-Key#7826 SH 20/26 Corridor Preservation	246,059	277,470		523,529	246,059	277,470		523,529
State-Key#7827 SH 44 Corridor Preservation	214,647	308,882		523,529	214,647	308,882		523,529
Sub-total	1,111,075	899,153	1,439,214	3,449,442	965,519	899,153	1,584,770	3,449,442
Other Federal Aid								
Bureau of Reclamation-Drainage Planning	7,320	3,941		11,261	7,320	3,941		11,261
CMAQ-Biodiesel	148,256	37,064		185,320	170,031	15,289		185,320
FTA Section 5307 (04)	105,000	45,000		150,000	105,000	45,000		150,000
FTA Section 5307 (03)				0	150,000	50,000		200,000
Sub-total	260,576	86,005	0	346,581	432,351	114,230	0	546,581
Other Revenue Sources								
Local Carry-over	16,240			16,240	16,240			16,240
Urban-Key#9134-City of Nampa-Local match		14,680		14,680		14,680		14,680
State-Key#7826-ITD US 20/26 Corridor Preservation	19,491	21,980		41,471	19,491	21,980		41,471
State Key#7827-ITD SH 44 Corridor Preservation	17,003	24,468		41,471	17,003	24,468		41,471
Data Dissemination-Sales	19,000			19,000	19,000			19,000
Orthophotography	75,000			75,000	75,000			75,000
Maps and Miscellaneous-Sales	7,500			7,500	7,500			7,500
Interest Income	4,900	2,100		7,000	4,900	2,100		7,000
Sub-total	159,134	63,228	0	222,362	159,134	63,228	0	222,362
Grand Total	2,484,034	1,390,228	1,439,214	5,313,476	2,510,254	1,408,191	1,584,770	5,503,214

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2
EXPENSES BY TASK AND FUNDING SOURCE**

TASK DESCRIPTION	EXPENSES				PERCENTAGE		ADA COUNTY																				GRAND TOTAL
	Work Days	Indirect Cost	Direct Cost	Total Cost	Ada	Canyon	FEDERAL													LOCAL FUNDING							
							BOR Drainage	CMAQ Biodiesel	FHWA/ FTA	FTA (04) Section 5307	FTA (03) Section 5307	STP-U #7702	STP-U #8136	STP-U #8137	STP-U TMA #8138	STP-U Canyon #9206	STP-U #8821	STP-U #9134	STP-State #7826	STP-State #7827	Total Federal	Match	Carry-over Match	Local	Other Revenue	Total Local	
261 ValleyRide-Rail Corridor Feasibility Study	-	-	36,368	36,368	100%	0%						36,368								36,368						-	36,368
262 ACHD-Three Cities River Crossing	-	-	1,072,156	1,072,156	100%	0%							145,556					926,600		1,072,156						-	1,072,156
263 ACHD-Corridor Studies	-	-	184,816	184,816	100%	0%						184,816								184,816						-	184,816
271 City of Caldwell GIS start-up	-	-	32,910	32,910	0%	100%														-						-	-
272 Caldwell portion of Canyon County Orthophotos	-	-	105,630	105,630	0%	100%														-						-	-
274 Downtown Caldwell Circulation Study	-	-	138,990	138,990	0%	100%														-						-	-
275 ID Department of Water Resources-Biodiesel	-	-	13,900	13,900	50%	50%								6,950						6,950						-	6,950
TOTAL PASS THROUGH	-	-	1,584,770	1,584,770	350%	350%	-	-	-	-	-	36,368	330,372	6,950	-	-	926,600	-	-	-	1,300,290	-	-	-	-	-	1,300,290
601 Transportation Support	254	140,080	15,600	155,680	75%	25%								2,839	16,000				99,057	7,847	(0)	9,856			17,703	116,760	
610 SH 44 Corridor Preservation	131	64,920	500,080	565,000	41%	59%													214,647					17,003	17,003	231,650	
611 US 20/26 Corridor Preservation	144	69,340	495,660	565,000	47%	53%												246,059					19,491	19,491	265,550		
612 Middleton Road Extension Alternatives	57	30,370	169,630	200,000	0%	100%													-						-	-	
636 Regional Transportation Modeling	208	93,880	54,000	147,880	75%	25%			0	8,000	37,500		13,899		36,170				95,569	15,341	(0)	-			15,341	110,910	
637 Peak Hour Model	111	50,000	200,000	250,000	75%	25%				37,500	112,500								150,000	37,500	-	-			37,500	187,500	
640 Transportation Liaison	57	33,240	-	33,240	60%	40%													18,480	1,464	-	-			1,464	19,944	
642 Congestion Management System	75	36,100	21,500	57,600	70%	30%													37,361	2,959	-	-			2,959	40,320	
645 Air Quality Conformity Demonstration	92	45,100	-	45,100	100%	0%													41,790	3,310	-	-			3,310	45,100	
651 Air Quality Planning	121	59,500	-	59,500	70%	30%													38,593	3,057	-	-			3,057	41,650	
655 Biodiesel Study	93	50,000	150,000	200,000	92%	8%												170,031	13,469	-	-			13,469	183,500		
661 Regional Long Range Transportation Plan	718	374,870	412,078	786,948	80%	20%							38,454	205,000	192,452				579,073	36,805	16,240				53,045	632,118	
671 Public Transportation Support	90	56,100	15,000	71,100	82%	18%													38,817	6,064	-	13,500			19,564	58,380	
685 Transportation Improvement Program	338	152,200	2,000	154,200	65%	35%													92,873	7,357	-	-			7,357	100,230	
686 Maximize Transportation Funds	65	41,200	1,000	42,200	50%	50%													19,551	1,549	-	-			1,549	21,100	
TOTAL TRANSPORTATION/AIR QUALITY	2,554	1,296,900	2,036,548	3,333,448			-	170,031	451,350	105,000	150,000	-	52,352	207,839	244,622	-	-	-	246,059	214,647	1,841,900	136,722	16,240	23,356	36,494	212,812	2,054,712
710 Development Monitoring	97	48,900	1,400	50,300	65%	35%													30,295	2,400	-	-			2,400	32,695	
720 Data Resources and Forecasting	105	54,900	8,000	62,900	70%	30%													40,798	3,232	-	-			3,232	44,030	
760 Automated Geographic Information Systems	368	180,700	3,000	183,700	80%	20%													36,965	2,928	-	80,567	26,500	109,995	146,960		
761 Ada County Orthophotography	-	-	75,000	75,000	100%	0%													-	-	-	-	75,000		75,000	75,000	
780 Drainage Planning	-	-	11,261	11,261	65%	35%	7,320												7,320	-	-	-			-	7,320	
TOTAL LAND USE RESOURCES	570	284,500	98,661	383,161			7,320	-	108,058	-	-	-	-	-	-	-	-	-	115,378	8,560	-	80,567	101,500	190,627	306,005		
900/960/990 Operations	1,497		137,000	137,000	70%	30%													-			91,000	4,900	95,900	95,900		
GRAND TOTAL	4,621	1,581,400	3,856,979	5,438,379			7,320	170,031	559,408	105,000	150,000	36,368	382,724	214,789	244,622	-	926,600	-	246,059	214,647	3,257,568	145,282	16,240	194,923	142,894	499,339	3,756,907

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2
EXPENSES BY TASK AND FUNDING SOURCE**

TASK DESCRIPTION	EXPENSES				PERCENTAGE		TOTAL ADA AND CANYON COUNTIES																				GRAND TOTAL				
	Work Days	Indirect Cost	Direct Cost	Total Cost	Ada	Canyon	FEDERAL													LOCAL FUNDING											
							BOR Drainage	CMAQ Bio-Diesel	FHWA/FTA	FTA (04) Section 5307	FTA (03) Section 5307	STP-U #7702	STP-U (02) #8136	STP-U (03) #8137	STP-U TMA(04) #8138	STP-U Canyon #H362	STP-U (02) #8821	STP-U #9134	STP-State #7826	STP-State #7827	Total Federal	Match	Carry-over	Local	Other Revenue	Total Local					
261 ValleyRide-Rail Corridor Feasibility Study	-	-	36,368	36,368	100%	0%	-	-	-	-	-	36,368	-	-	-	-	-	-	-	-	-	-	-	36,368	-	-	-	-	-	-	36,368
262 ACHD-Three Cities River Crossing	-	-	1,072,156	1,072,156	100%	0%	-	-	-	-	-	-	145,556	-	-	-	-	-	926,600	-	-	-	-	1,072,156	-	-	-	-	-	-	1,072,156
263 ACHD-Corridor Studies	-	-	184,816	184,816	100%	0%	-	-	-	-	-	-	184,816	-	-	-	-	-	-	-	-	-	-	184,816	-	-	-	-	-	-	184,816
271 City of Caldwell GIS start-up	-	-	32,910	32,910	0%	100%	-	-	-	-	-	-	-	32,910	-	-	-	-	-	-	-	-	-	32,910	-	-	-	-	-	-	32,910
272 Caldwell portion of Canyon County Orthophotos	-	-	105,630	105,630	0%	100%	-	-	-	-	-	-	-	-	-	-	-	-	105,630	-	-	-	-	105,630	-	-	-	-	-	-	105,630
274 Downtown Caldwell Circulation Study	-	-	138,990	138,990	0%	100%	-	-	-	-	-	-	-	-	-	-	-	-	138,990	-	-	-	-	138,990	-	-	-	-	-	-	138,990
275 ID Department of Water Resources-Biodiesel	-	-	13,900	13,900	50%	50%	-	-	-	-	-	-	-	-	13,900	-	-	-	-	-	-	-	13,900	-	-	-	-	-	-	13,900	
TOTAL PASS THROUGH	-	-	1,584,770	1,584,770	350%	350%	-	-	-	-	-	36,368	330,372	46,810	-	-	926,600	244,620	-	-	-	-	1,584,770	-	-	-	-	-	-	1,584,770	
601 Transportation Support	254	140,080	15,600	155,680	75%	25%	-	-	90,282	-	-	-	-	2,839	16,000	26,000	-	-	-	-	-	135,121	10,704	(0)	9,856	-	-	20,559	155,680		
610 SH 44 Corridor Preservation	131	64,920	500,080	565,000	41%	59%	-	-	-	-	-	-	-	-	-	-	-	-	-	523,529	523,529	-	-	-	41,471	41,471	565,000				
611 US 20/26 Corridor Preservation	144	69,340	495,660	565,000	47%	53%	-	-	-	-	-	-	-	-	-	-	-	-	-	523,529	523,529	-	-	-	41,471	41,471	565,000				
612 Middleton Road Extension Alternatives	57	30,370	169,630	200,000	0%	100%	-	-	-	-	-	-	-	-	-	-	-	185,320	-	-	-	185,320	-	-	-	14,680	14,680	200,000			
636 Regional Transportation Modeling	208	93,880	54,000	147,880	75%	25%	-	-	506	15,000	50,000	-	13,899	-	36,170	6,532	-	4,633	-	-	126,739	21,141	(0)	-	-	21,141	147,880				
637 Peak Hour Model	111	50,000	200,000	250,000	75%	25%	-	-	-	50,000	150,000	-	-	-	-	-	-	-	-	-	200,000	50,000	-	-	-	-	50,000	250,000			
640 Transportation Liaison	57	33,240	-	33,240	60%	40%	-	-	30,800	-	-	-	-	-	-	-	-	-	-	-	30,800	2,440	-	-	-	2,440	33,240				
642 Congestion Management System	75	36,100	21,500	57,600	70%	30%	-	-	53,372	-	-	-	-	-	-	-	-	-	-	-	53,372	4,228	-	-	-	4,228	57,600				
645 Air Quality Conformity Demonstration	92	45,100	-	45,100	100%	0%	-	-	41,790	-	-	-	-	-	-	-	-	-	-	-	41,790	3,310	-	-	-	3,310	45,100				
651 Air Quality Planning	121	59,500	-	59,500	70%	30%	-	-	40,001	-	-	-	-	-	-	-	-	-	-	-	40,001	3,169	-	16,330	-	19,499	59,500				
655 Biodiesel Study	93	50,000	150,000	200,000	92%	8%	-	185,320	-	-	-	-	-	-	-	-	-	-	-	-	185,320	14,680	-	-	-	14,680	200,000				
661 Regional Long Range Transportation Plan	718	374,870	412,078	786,948	80%	20%	-	-	133,470	60,000	-	-	38,454	205,000	192,452	28,624	-	61,692	-	-	719,691	51,017	16,240	-	-	67,257	786,948				
671 Public Transportation Support	90	56,100	15,000	71,100	82%	18%	-	-	23,026	25,000	-	-	-	-	-	-	-	-	-	-	48,026	8,074	-	15,000	-	23,074	71,100				
685 Transportation Improvement Program	338	152,200	2,000	154,200	65%	35%	-	-	129,678	-	-	-	-	-	-	-	-	-	-	-	129,678	10,272	-	14,250	-	24,522	154,200				
686 Maximize Transportation Funds	65	41,200	1,000	42,200	50%	50%	-	-	39,103	-	-	-	-	-	-	-	-	-	-	-	39,103	3,097	-	-	-	3,097	42,200				
TOTAL TRANSPORTATION/AIR QUALITY	2,554	1,296,900	2,036,548	3,333,448			-	185,320	582,026	150,000	200,000	-	52,352	207,839	244,622	61,156	-	251,645	523,529	523,529	2,982,018	182,132	16,240	55,436	97,622	351,430	3,333,448				
710 Development Monitoring	97	48,900	1,400	50,300	65%	35%	-	-	46,608	-	-	-	-	-	-	-	-	-	-	-	46,608	3,692	-	-	-	3,692	50,300				
720 Data Resources and Forecasting	105	54,900	8,000	62,900	70%	30%	-	-	58,283	-	-	-	-	-	-	-	-	-	-	-	58,283	4,617	-	-	-	4,617	62,900				
760 Automated Geographic Information Systems	368	180,700	3,000	183,700	80%	20%	-	-	69,244	-	-	-	-	-	-	-	-	-	-	-	69,244	5,485	-	82,470	26,500	114,456	183,700				
761 Ada County Orthophotography	-	-	75,000	75,000	100%	0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75,000	75,000	75,000				
780 Drainage Planning	-	-	11,261	11,261	65%	35%	11,261	-	-	-	-	-	-	-	-	-	-	-	-	-	11,261	-	-	-	-	-	11,261				
TOTAL LAND USE RESOURCES	570	284,500	98,661	383,161			11,261	-	174,136	-	-	-	-	-	-	-	-	-	-	-	185,397	13,794	-	82,470	101,500	197,764	383,161				
900/960/990 Operations	1,497	-	137,000	137,000	70%	30%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	130,000	7,000	137,000	137,000				
GRAND TOTAL	4,621	1,581,400	3,856,979	5,438,379			11,261	185,320	756,162	150,000	200,000	36,368	382,724	254,649	244,622	61,156	926,600	496,265	523,529	523,529	4,752,185	195,926	16,240	267,906	206,122	686,194	5,438,379				

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2
CHANGE IN FUND BALANCE**

	FY2004 REVISION 1			FY2004 REVISION 2			
	Ada	Canyon	Total	Ada	Canyon	Total	
Projected Revenue Summary:							
General Membership	373,402	141,802	515,204	373,402	131,540	504,942	1
Special Membership	20,440	3,285	23,725	20,440	3,285	23,725	
FHWA/FTA Consolidated Planning Grant	559,408	196,754	756,162	559,408	196,754	756,162	
STP-Urban	1,111,075	899,153	2,010,228	965,519	899,153	1,864,672	3
Other Federal Aid	260,576	86,005	346,581	432,351	114,230	546,581	2,5
Other Revenue Sources	159,134	63,228	222,362	159,134	63,228	222,362	
Total Projected Revenue	2,484,035	1,390,228	3,874,262	2,510,254	1,408,191	3,918,444	
Projected Expense Summary:							
Transportation / Air Quality	1,884,036	1,234,412	3,118,448	2,054,712	1,278,736	3,333,448	2,5,7
Land Use Resources	306,005	77,156	383,161	306,005	77,156	383,161	
Operations	95,900	41,100	137,000	95,900	41,100	137,000	
STP Urban - Key #8136, Ada unprogrammed	145,556	0	145,556	0	0	0	3
Total Projected Expenses	2,431,497	1,352,668	3,784,165	2,456,617	1,396,992	3,853,609	
Projected Change in Fund Balance	52,538	37,560	90,097	53,637	11,199	64,835	1

	FY2004 REVISION 1			FY2004 REVISION 2			
	Ada	Canyon	Total	Ada	Canyon	Total	
Pass Through Summary:							
STP-Urban	1,154,734	284,480	1,439,214	1,300,290	284,480	1,584,770	3
Total Projected Pass Through Revenue	1,154,734	284,480	1,439,214	1,300,290	284,480	1,584,770	
Pass Through Expense	1,154,734	284,480	1,439,214	1,300,290	284,480	1,584,770	3

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2
DIRECT EXPENSE SUMMARY**

TASK	DESCRIPTION	ACCT CODE	TOTAL DIRECT	LEGAL / LOBBYING	EQUIPMENT	TRAVEL/ EDUCATION	PROFESSIONAL SERVICES	PRINTING	PUBLIC INVOLVEMENT	MEETING SUPPORT	OTHER	PASS THROUGH
261	ValleyRide-Rail Corridor Feasibility Study	-99	36,368									36,368
262	ACHD-Three Cities River Crossing	-99	1,072,156									1,072,156
263	ACHD-Corridor Studies	-99	184,816									184,816
271	City of Caldwell GIS start-up	-99	32,910									32,910
272	Caldwell portion of Canyon County Orthophotos	-99	105,630									105,630
274	Downtown Caldwell Circulation Study	-99	138,990									138,990
275	ID Department of Water Resources-Biodiesel	-99	13,900									13,900
601	Transportation Support	-30 -40 -65	11,100 3,500 1,000			3,500	11,100			1,000		
610	SH 44 Corridor Preservation	-30	500,080				500,080					
611	US 20/26 Corridor Preservation	-30	495,660				495,660					
612	Middleton Road Extension Alternatives	-30	169,630				169,630					
636	Regional Transportation Modeling	-30 -34 -40 -63 -65	18,000 30,000 5,000 500 500		30,000	5,000	18,000				500	500
637	Peak Hour Model	-30	200,000				200,000					
642	Congestion Management System	-30 -40	20,000 1,500			1,500	20,000					
651	Air Quality Planning	-30 -63 -64	- - -				-					
655	Biodiesel Study	-30 -63 -64	95,000 35,000 20,000				95,000		20,000		35,000	
661	Regional Long Range Transportation Plan	-30 -60 -64 -65	348,078 3,000 60,000 1,000				348,078	3,000	60,000		1,000	
671	Public Transportation Support	-63	15,000								15,000	
685	Transportation Improvement Program	-64	2,000						2,000			
686	Maximize Transportation Funds	-40	1,000			1,000						
710	Development Monitoring	-63	1,400								1,400	
720	Data Resources and Forecasting	-30 -40 -60 -65	4,500 2,500 500 500			2,500	4,500	500		500		
760	Automated Geographic Information Systems	-30 -40 -63	500 2,000 500			2,000	500				500	
761	Ada County Orthophotography	-30	75,000				75,000					
780	Drainage Planning	-30	11,261				11,261					
990	Operations	-30	25,000				25,000					
	Internal Controls Engagement	-30 -34 -40 -63 -65 -72	10,000 25,000 4,000 35,500 2,500 35,000		25,000	4,000	10,000			2,500	35,500	
	GRAND TOTAL		3,856,979	35,000	55,000	19,500	1,983,809	3,500	82,000	5,500	87,900	1,584,770

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2004 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2004 REVISION 1	FY2004 REVISION 2	
Professional Services	30	5,000	2,000	4
Equipment Lease	35	10,000	12,000	4
Equipment Repair / Maintenance	36	5,000	5,000	
Travel / Education	40	5,000	5,000	
Dues	42	9,000	7,000	4
Publications	43	1,000	3,000	4
Postage	50	8,000	7,000	4
Telephone	51	12,000	10,000	4
Space Rent	52	100,000	98,000	4
Janitorial	53	8,000	8,500	4
Printing	60	1,500	1,500	
Copier	61	10,000	10,000	
Advertising	62	1,300	2,000	4
Events	63	2,500	2,500	
Audit	70	12,000	12,000	
Insurance	71	9,000	11,000	4
Legal Services	72	5,000	17,000	4
General Supplies	80	15,000	15,000	
Computer Supplies	82	8,500	8,500	
Computer Software / Maintenance	83	17,000	17,000	
Internet Service	84	4,000	4,000	
Commuting Incentive	90	1,500	500	4
Vehicle Maintenance	91	3,000	1,500	4
Utilities	92	12,000	8,000	4
Local Travel	93	9,000	6,000	4
Other / Miscellaneous	95	1,200	1,500	4
TOTAL		275,500	275,500	

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2
WORKDAY ALLOCATION**

TASK DESCRIPTION	LEAD STAFF	DIRECTORS						PRINCIPAL PLANNERS					ASSOCIATE PLANNERS				ASSISTANT PLANNERS			OPERATIONS								GRAND TOTAL				
		CB	CTr	EO	JU	MSt	SUB TOT	PN	JW	RD	TT	SUB TOT	New	MW	SP	SUB TOT	NP	LR	SUB TOT	CTh	DW	HP	DL	NB	PE	TS	SUB TOT					
261 ValleyRide-Rail Corridor Feasibility Study	MSt						-																							-	-	
262 ACHD-Three Cities River Crossing	MSt						-																								-	-
263 ACHD-Corridor Studies	MSt						-																								-	-
271 City of Caldwell GIS start-up	MSt						-																								-	-
272 Caldwell portion of Canyon County Orthophotos	MSt						-																								-	-
274 Downtown Caldwell Circulation Study	MSt						-																								-	-
275 ID Department of Water Resources-Biodiesel	MSt						-																								-	-
TOTAL PASS THROUGH		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
601 Transportation Support	MSt	20	16		30	20	86	15	10	5	20	50	5	10	5	20	5	5	10	30	10		30	8		10	88	254				
610 SH 44 Corridor Preservation	PN		6			6	12				60	60	14	10	12	36	12		12		3		3			5	11	131				
611 US 20/26 Corridor Preservation	PN		6			6	12	30	10		20	60	18	18		36	25		25							11	11	144				
612 Middleton Road Extension Alternatives	PN					15	15				14	14	6	6		12	9		9							7	7	57				
636 Regional Transportation Modeling	JW	2	6			2	10					-	97	80		177	7		7		12					2	14	208				
637 Peak Hour Model	JW		4				4					-	40	61		101	6		6									111				
640 Transportation Liaison	MSt		6			6	12	15	15		15	45				-			-									57				
642 Congestion Management System	JW					6	6	35				35		10	2	12	2	10	12		6					4	10	75				
645 Air Quality Conformity Demonstration	JW	3				6	9		27			27	43			43			-		10					3	13	92				
651 Air Quality Planning	JW	5				6	11		64			64	6			6			6		15					25	40	121				
655 Biodiesel Study	JW					9	9		75			75	4			4			-							5	5	93				
661 Regional Long Range Transportation Plan	MSt	20	87		12	93	212	10	32	35	54	131		15	15	30	94	54	148	2	25		32	26		112	197	718				
671 Public Transportation Support	TT	5	20		2	13	40				30	30		4	6	10	3	4	7							3	3	90				
685 Transportation Improvement Program	PN	4				20	24	124			15	139		3	5	8		141	141		8		8			10	26	338				
686 Maximize Transportation Funds	CB	5			20	15	40					-				-		15	15				10				10	65				
TOTAL TRANSPORTATION/AIR QUALITY		64	151	-	64	223	502	229	233	40	228	730	233	217	45	495	163	229	392	32	89	-	83	34	-	197	435	2,554				
710 Development Monitoring	CTr	2	30				32				3	3		2		2	50		50				10				10	97				
720 Data Resources and Forecasting	CTr		30				30			12	2	14		10	11	21	20		20		12		8				20	105				
760 Automated Geographic Information Systems	RD	2	7		2		11			177		177			177	177			-	3							3	368				
761 Ada County Orthophotography	CTr						-					-				-			-								-	-				
780 Drainage Planning	CB						-					-				-			-								-	-				
TOTAL LAND USE RESOURCES		4	67	-	2	-	73	-	-	189	5	194	-	12	188	200	70	-	70	3	12	-	18	-	-	-	33	570				
TOTAL DIRECT LABOR		68	218	-	66	223	575	229	233	229	233	924	233	229	233	695	233	229	462	35	101	-	101	34	-	197	468	3,124				
900/960/990 Operations	JU	152	10	43	159	12	376	2	2	2	2	8	2	2	2	6	2	2	4	130	134	235	134	201	231	38	1,103	1,497				
TOTAL LABOR		220	228	43	225	235	951	231	235	231	235	932	235	231	235	701	235	231	466	165	235	235	235	235	231	235	1,571	4,621				

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FINANCE COMMITTEE AGENDA WORKSHEET

ITEM IV-D

<i>ID #</i>	<i>Title/Description</i>	<i>Mandatory¹</i>	<i>Policy Implications/Requirements</i>	<i>Agenda Type²</i>	<i>Time (minutes)</i>	<i>Presenter(s)</i>	<i>Proposed Agenda</i>
1.	Approve Minutes from most recent Meeting	Yes		Consent	N/A	N/A	Monthly
2.	Establish Agenda for Next Meeting	Yes		Action	10	Susan Eastlake	Monthly
3.	Review and Accept Variance Report	Yes	Complies with direction from the Executive Committee	Action	15	Jeanne Urlezaga	Monthly
UPCOMING AGENDA ITEMS							
4.	Establish FY2005 Membership Dues			Action		Susan Eastlake	March
5.	Review FY2003 Audit	Yes	George Wadsworth will present the FY2003 Audit.	Action		George Wadsworth	March
6.	Review Existing Guidelines for Executive Director's Authority to Commit Staff Time For Requests by Individual Board Members		This item was suggested during the November 7 Finance Committee Meeting. The attached memorandum provides some background requested by the Finance Committee to facilitate this discussion. The Finance Committee at its January 9 th meeting deferred this item until the March 12 th meeting.	Action		Clair Bowman	March
7.	Consider Establishing A Formal Contingency Fund		At its January 9 th meeting the Finance Committee directed staff to develop a recommendation of what the contingency fund should be.	Information/ Discussion		Clair Bowman	March
8.	Status Report: Internal Control Engagement		Jae Hallet will provide a status report on the Internal Controls Engagement	Information/ Discussion		Susan Eastlake	March

¹ No, Yes, N/A (Not Applicable)

² Action; Consent Agenda; Information; Special Item; Committee Reports; Open Discussion/Announcements

ID #	Title/Description	Mandatory¹	Policy Implications/Requirements	Agenda Type²	Time (minutes)	Presenter(s)	Proposed Agenda
9.	Reconsider Proposed Language Regarding Status of Boise State University, the Idaho Transportation Department and ValleyRide for Intra-County Voting		The Executive Committee at its November 24, 2003, meeting moved that Boise State University, the Idaho Transportation Department and ValleyRide should not vote on intra-county issues. At the January 7, 2004, Executive Committee, Clair Bowman reviewed unforeseen consequences of that action. The Executive Committee remanded the discussion to reconsider the November 24 th action to the Finance Committee.	Information/ Discussion		Clair Bowman	March