

FINANCE COMMITTEE MEETING

April 30, 2007 — 12:00 p.m.
COMPASS Conference Room



AGENDA

- I. AGENDA ADDITIONS/CHANGES
- II. OPEN DISCUSSION/ANNOUNCEMENTS
- III. CONSENT AGENDA
 - Page 2 * A. Approve January 19, 2007, Finance Committee Meeting Minutes
 - Page 5 * B. Approve March 20, 2007, Special Finance Committee Meeting Minutes
- IV. ACTION ITEMS
 - Page 7 * A. Approve October 1, 2006 to March 31, 2007, Variance Report
 - Page 19 * B. Approve Proposed Changes to Employment Procedures and Financial Policy Manuals
- V. INFORMATION DISCUSSION/ITEMS
 - Page 20 * A. Review Preliminary FY2008 Unified Planning Work Program and Budget
- VI. OTHER
- VII. ADJOURNMENT

*Enclosures

Times are approximate. Agenda is subject to change.

800 S. Industry Way, Ste 100

Meridian, ID 83642

P. 208.855.2558

F. 208.855.2559

www.compassidaho.org

T:\FY07\900 Operations\990 Direct Operations-Maintenance\Finance Committee\2007agendaminutes\agenda04302007.doc



**FINANCE COMMITTEE MEETING
JANUARY 19, 2007 - 12:00 PM
COMPASS CONFERENCE ROOM**

****MINUTES****

- ATTENDEES:** A.J. Balukoff, Trustee, Independent School District of Boise City,
Chair
Elaine Clegg, Councilwoman, City of Boise (via telephone)
Carol McKee, Commissioner, Ada County Highway District
Bryce Millar, Commissioner, Nampa Highway District
Garret Nancolas, Mayor, City of Caldwell
- MEMBERS ABSENT:** David Ferdinand, Commissioner, Canyon County, **Vice-Chair**
Frank McKeever, Mayor, City of Middleton
- OTHERS PRESENT:** Nancy Brecks, Community Planning Association
Keith Holmes, Community Planning Association
Matt Stoll, Community Planning Association
Jeanne Urlezaga, Community Planning Association
George Wadsworth, Wadsworth & Smith

CALL TO ORDER:

Chair A.J. Balukoff called the meeting to order at 12:00 pm.

AGENDA ADDITIONS/CHANGES

Matt Stoll requested to add a discussion item regarding the Interagency Regional Operations Center under VI. Other. **Hearing no objections, Chair Balukoff so ordered.**

OPEN DISCUSSION

Jeanne Urlezaga noted that the memo for Item IV-B had been left out of the packet. Staff provided handout copies.

CONSENT AGENDA

A. Approve November 17, 2006, Finance Committee Meeting Minutes

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

ACTION ITEMS

A. Recommend Approval of the FY2006 Audit and Agreed Upon Procedures

There was general discussion regarding posting of the FY2006 Audit on the COMPASS website. It was the consensus of the Committee to post the audit report on the website under Reports, copies will not be provided unless requested.

George Wadsworth presented the FY2006 Audit. He reported there were no reportable conditions or material weaknesses.

After discussion, **Garret Nancolas moved and Elaine Clegg seconded approval of the 2006 Audit ending September 2006 as presented. Motion passed unanimously.**

George Wadsworth reported on three immaterial instances. He recommended that the trial balance be reconciled to the general ledger quarterly. He noted there were two instances where the per diem policy was not followed as reimbursement was paid based on a daily rate not by percentage of the day. He also suggested staff not use quarter hours when entering their time on time sheets.

After discussion, **staff was directed to determine the number of sub-elements under Programs that are needed and delete those that are not necessary. Staff was directed to determine what changes need to be made based on George Wadsworth's recommendations and report back to the Committee as to what changes were implemented and if they require policy changes.**

George Wadsworth reviewed the findings of the Agreed upon Procedures audit. He stated that 15 exceptions were found out of 174 tested transactions. They fell into three categories:

- No documentation – Complete documentation for one travel reimbursement was not provided, all that was provided was the credit card statement.
- Inadequate documentation – A \$10 tip was left in the hotel room, but was not shown on the itemized bill. One taxi receipt and one parking receipt were not turned in. There were nine transactions with inadequate documentation, either just a Purchase Order or just a credit card receipt without an invoice.
- Calculation errors - There were two calculation errors, percentages were wrong, but in COMPASS' favor.

Elaine Clegg moved and Garret Nancolas seconded approval of the Agreed upon Procedures audit with wording changes to improve readability to the report as discussed off the record with A.J. Balukoff and George Wadsworth. Motion passed unanimously.

A. Approve Variance Report: October 1, 2006 to December 31, 2006

Jeanne Urlezaga reviewed the October 1, 2006 to December 31, 2006, Variance Report.

After discussion, **Elaine Clegg moved and Carol McKee seconded approval of the October 1, 2006 to December 31, 2006, Variance Report as presented. Motion passed unanimously.**

Information/Discussion Items

A. Discuss Unified Planning Work Program and Budget (UPWP) Development

Jeanne Urlezaga and Matt Stoll asked for guidance in the development of the UPWP.

After discussion, Elaine Clegg requested staff bring this item back to the Finance Committee at the next meeting to allow time for her to ask Susan Eastlake and Dave Eberle to offer suggestions on the format of the UPWP. Matt said staff will check with AMPO and NARC and other MPOs as well. **Hearing no objection, Chair Balukoff so ordered.**

After discussion, **Chair Balukoff asked for any objection to holding a Finance Committee work session regarding the development of the FY2008 UPWP on March 20, 2007, at 12:00 p.m. and convene into a joint meeting with the Executive Committee from 2:00-3:30 p.m. Hearing no objection, Chair Balukoff so ordered.**

OTHER

Matt Stoll presented a request from the Interagency Regional Operations Center to have COMPASS consider co-locating at that facility. Matt stated after reviewing the request, it is staff's opinion that there is no purpose or financial benefit to COMPASS to do so.

After discussion, **it was agreed that COMPASS will decline to co-locate in the Interagency Regional Operations Center building as there does not appear to be any financial benefit to COMPASS to do so.**

ADJOURNMENT

Carol McKee moved and Elaine Clegg seconded adjournment at 2:15 p.m. Motion passed unanimously.

Dated this 30th day of April 2007.

APPROVED:

BY: _____
A.J. Balukoff, Chair
Finance Committee

ATTEST:

BY: _____
David Ferdinand, Vice-Chair
Finance Committee

T:\FY07\900 Operations\990 Direct Operations-Maintenance\Finance Committee\2007agendaminutes\minutes01192007.doc

**SPECIAL FINANCE COMMITTEE MEETING
MARCH 20, 2007 - 1:00 PM
COMPASS CONFERENCE ROOM**



****MINUTES****

- ATTENDEES:** A.J. Balukoff, Trustee, Independent School District of Boise City,
Chair
Dave Bieter, Mayor, City of Boise
David Ferdinand, Commissioner, Canyon County, **Vice-Chair**
Carol McKee, Commissioner, Ada County Highway District
Bryce Millar, Commissioner, Nampa Highway District
Garret Nancolas, Mayor, City of Caldwell
- MEMBERS ABSENT:** Elaine Clegg, Councilwoman, City of Boise
- OTHERS PRESENT:** Nancy Brecks, Community Planning Association
John Cunningham, Community Planning Association
Keith Holmes, Community Planning Association
Matt Stoll, Community Planning Association
Jeanne Urlezaga, Community Planning Association
Charles Trainor, Community Planning Association

CALL TO ORDER:

Chair Balukoff called the meeting to order at 1:05 p.m.

INFORMATION/DISCUSSION ITEMS

A. Review Projected Revenue Needs from FY2008 through FY2012

Jeanne Urlezaga reviewed the projected revenue needs from FY2008-FY2012. She stated for FY2008, based on the approved 2008 population estimates, membership dues will be \$1.47 per person; the 5-year phase out of Surface Transportation Program – Urban funds is in its third year; estimated consolidated planning grant dollars have been factored in; a 3% salary merit pool is assumed; and a 10% increase to the benefit plan is assumed; contingency and sick trade, indirect operations and maintenance will stay the same; and additional dollars have been built in under direct operations for consultants and legislative advocacy.

After discussion, **Carol McKee moved and David Ferdinand seconded recommending to the Executive Committee that they recommend Board approval of the projected revenue needs from FY2008-FY2012. Motion passed unanimously.**

B. Review FY2008 Unified Planning Work Program and Budget Development Process

Jeanne Urlezaga reviewed the development timeline for the FY2008 Unified Planning Work Program and Budget, project support requests from member agencies, and staff's findings regarding other metropolitan planning organization's regional processes.

Jeanne reported that she spoke with 6 comparable metropolitan planning organizations that work with multiple counties, and they all pool local dollars to cover local match for grants, equipment, purchases, and legislative advocacy.

Matt Stoll said staff is requesting that the Finance Committee recommend to the Executive Committee Board approval to change the process in tracking local dollars for projects and to direct staff to implement the new format as part of the FY2008 budgeting process. Work program numbers will be identified for each project; revenue will be identified; specific number of workdays will be allocated per project; and staff time will be tracked, but not expensed (split) between Ada County and Canyon County. Staff will prepare a preliminary budget and forward it to the Finance Committee for review.

After discussion, **Carol McKee moved and Garret Nancolas seconded directing staff to prepare the preliminary FY2008 Unified Planning Work Program and Budget based on today's discussion for review at the April 2007 meeting. Staff is to identify revenue, but it is not necessary to track expenses county by county when projects appear to be regional in nature and it is not clear where the split is. Motion passed unanimously.**

C. Follow Up on Auditor Recommendations from 2006 Audit

Chair Balukoff noted that this item was self explanatory per the memorandum provided in the packet and no review was necessary.

OTHER

A. Determine April 2007 Meeting Date

The regularly scheduled April 13, 2007, Finance Committee meeting was rescheduled to April 30, 2007, at COMPASS from 12:00-2:00 p.m.

ADJOURNMENT

Meeting adjourned at 2:15 p.m.

Dated this 30th day of April 2007.

APPROVED:

**BY: _____
A.J. Balukoff, Chair
Finance Committee**

ATTEST:

**BY: _____
David Ferdinand, Vice-Chair
Finance Committee**



MEMORANDUM

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: April 30, 2007

RE: Approve Variance Report: October 1, 2006 to March 31, 2007

ACTION REQUESTED:

Approve Variance Report: October 1, 2006 to March 31, 2007.

BACKGROUND:

The Variance Report is compared to the FY2007 Unified Planning Work Program and Budget – Revision 1.

The year-to-date total workdays are on budget at 47%. Total dollars expended are 18% of budget, which breaks down to 20% Ada, 17% Canyon and 18% Regional. With few exceptions these percentages are lower than anticipated due to the overall low pay out of professional services budgeted for various programs. A significant reason for this low pay out is that Congress was slow in determining the level of Obligation Authority (OA) available to the states for Federal Fiscal Year 2007. Until OA is determined, and the subsequent obligation of funds is completed with the appropriate federal agency, no expenses can be made for subsequent reimbursement.

STATUS:

Detour signs have been added to the following programs due to delays in contract negotiations, and delayed RFP / RFQ processes. However, all contracts will be final in third quarter:

Program 610, SH 44 Corridor Preservation Study
 Program 611, US 20/26 Corridor Preservation Study
 Program 631, Treasure Valley High Capacity Transit Study
 Program 687, Treasure Valley Truck Freight Travel Study
 Program 694, High Volume Intersection Study
 Program 858, Temporary Staff Support

Yield signs have been added to the following programs because the variance is either under or over budget. Staff will continue to monitor for possible recommendations later in the fiscal year:

Program 689, Major Destinations – under budget
 Program 856, Transportation Studies Coordination

Stop Signs have been added to the following programs as they are clearly going to exceed budget and modifications will need to be made in the next budget revision:

Program 661, *Communities in Motion*
 Program 751, ACHD West Bench, CIP, 3CRX, Floating Feather
 Program 801, Staff Development

Also attached is the Statement of Revenues, Expenses and Changes in Fund Balance Sheet. Total revenue received through the second quarter of FY2007 is at 18% of budget. Revenues from General and Special Membership dues are on target at a combined 54%. Consolidated Planning Grant revenues at 29% are low as staff is billing out COMPASS expenditures to older Surface Transportation Program Grants in an effort to close-out those grants by year end. In general, the remaining revenue sources are low because of the slow starts for professional services in the various programs as substantiated by 6% expended through March 31, 2007. Printing at 67% is due to printing of the final CIM report & Executive Summary.

The Fund Balance Sheet compares balances of the current quarter to those of the previous quarter. As billings were brought to date in the second quarter, fund balance increased to an amount approximating the audited balance at September 30, 2006. Monies for the building fund have been transferred from the operating account to the building fund account and are at \$340,079 through March 31, 2007.

Attachments

T:\FY07\900 Operations\990 Direct Operations-Maintenance\Finance Committee\Variance Report Analysis October- March 31, 2007.doc

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2006 - MARCH 31, 2007 (50.00%)

	Budget - Rev 1				Actual				% Expended	
	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$
Regional	181	94,850	-	94,850	104	64,276	-	64,276	58%	68%

601 UPWP Budget Development and Monitoring		Lead: Jeanne Urlezaga	
Commencement Date:	10/01/06	Proposed Completion:	09/30/07
Status:	50%		
Explanation: Project is over on both workdays and dollars due to extra time spent in preparation of Revision 1. Staff will monitor and advise after third quarter.			
Recommended Action: None.			

Regional	167	89,676	700,000	789,676	28	17,041	7,527	24,568	17%	2%
----------	-----	--------	---------	---------	----	--------	-------	--------	-----	----

610 SH44 Corridor Preservation Study		Lead: Don Matson	
Commencement Date:	01/01/04	Proposed Completion:	04/30/09
Status:	10%		
Explanation: Work Order #2 has been negotiated with consultant team, with an anticipated 24-month time frame. Work completed in 1st and second quarters under Work Order 1 remaining funds, to evaluate Middleton bypass options - invoice to be paid 3rd quarter. Consultant to commence work on Work Order 2 tasks in April 07.			
Recommended Action: None.			



	Workdays	Labor \$	Direct \$	Total
FY04 Actual	91	50,470	-	50,470
FY05 Actual	54	29,145	36,496	65,640
FY06 Actual	132	71,684	375,140	446,824
FY07 Budget	167	89,676	700,000	789,676
FY08 Budget			318,865	509,432
Total Project Budget:	444	240,975	1,430,501	1,862,042

Regional	136	70,218	1,728,769	1,798,987	81	50,027	226,732	276,759	60%	15%
----------	-----	--------	-----------	-----------	----	--------	---------	---------	-----	-----

611 US 20/26 Corridor Preservation Study		Lead: Don Matson	
Commencement Date:	01/01/04	Proposed Completion:	04/30/08
Status:	50%		
Explanation: Project Work Order #2 on task, including new supplemental agreement. Direct dollars low due to outstanding invoices for Feb. and Mar. Public workshops postponed to 3rd quarter. Work Order 3 to be negotiated mid-April. Environmental documents are scheduled to be completed in late spring, 2008.			
Recommended Action: None.			



	Workdays	Labor \$	Direct \$	Total
FY04 Actual	82	44,274	-	44,274
FY05 Actual	85	45,952	181,678	227,630
FY06 Actual	95	49,556	468,334	517,890
FY07 Budget	136	70,218	1,728,769	1,798,987
Total Project Budget:	398	210,000	2,378,781	2,588,781

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2006 - MARCH 31, 2007 (50.00%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

620 Growth and Transportation System Monitoring				Lead: Carl Miller					
Commencement Date:	10/01/06	Proposed Completion:	09/30/07	Status:	50%				
Explanation: Project is on track. Population estimates approved by COMPASS Board during May meeting. Data compiled and formatted for Development Monitoring Report. Various staff have been assigned tasks and responsibilities for Performance Monitoring Report.									
Recommended Action: None.									

Regional	201	86,781	1,000	87,781	96	39,738	39,738	48%	45%
----------	-----	--------	-------	--------	----	--------	--------	-----	-----

631 Treasure Valley High Capacity Transit Study				Lead: John Cunningham					
Commencement Date:	12/01/05	Proposed Completion:	09/30/07	Status:	20%				
Explanation: Work is underway on Task 1 (of 4). 2-3 months of invoices are outstanding from consultant.									
Recommended Action: None.									
	Workdays	Labor \$	Direct \$	Total					
FY06 Actual	65	33,955	789	34,744					
FY07 Budget	125	69,262	399,163	468,425					
Total Project Budget:	190	103,217	399,952	503,169					

Regional	125	69,262	399,163	468,425	55	32,297	80	32,377	44%	7%
----------	-----	--------	---------	---------	----	--------	----	--------	-----	----



647 Regional Growth Issues and Options				Lead: Carl Miller					
Commencement Date:	10/01/06	Proposed Completion:	09/30/07	Status:	50%				
Explanation: Preparation continued for the Growth Drivers project. FY 2007 Obligation Authority was stopped preventing contract to be signed into effect. Now that funds are obligated the survey contract is expected to commence and anticipated project completion is by year end.									
Recommended Action: None.									

Regional	124	56,422	35,000	91,422	72	36,281	36,281	58%	40%
----------	-----	--------	--------	--------	----	--------	--------	-----	-----

653 Communications and Education				Lead: Terri Schorzman					
Commencement Date:	10/01/06	Proposed Completion:	04/30/07	Status:	50%				
Explanation: Project on track according to schedule and budget; slightly over on work days and slightly under on expenditures.									
Recommended Action: None.									

Regional	145	81,185	29,900	111,085	86	47,378	2,449	49,827	60%	45%
----------	-----	--------	--------	---------	----	--------	-------	--------	-----	-----

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2006 - MARCH 31, 2007 (50.00%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

655 AMPO, Treasure Valley Access Mgt. Strategy					Lead: John Cunningham				
Commencement Date: 04/17/06		Proposed Completion: 09/30/07		Status: 40%					
Explanation: Project on track according to schedule and budget. Staff is compiling chargeable in-kind labor and the consultant will bill upon completion, drawing down direct expenses.									
Recommended Action: None.									
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>					
FY06 Actual	14	7,923	-	7,923					
FY07 Budget	61	30,653	17,923	48,576					
Total Project Budget:	75	38,576	17,923	56,499					

Regional	61	30,653	17,923	48,576	20	11,479	11,479	32%	24%
----------	----	--------	--------	--------	----	--------	--------	-----	-----

661 Communities in Motion					Lead: Charles Trainor				
Commencement Date: 10/01/03		Proposed Completion: 07/31/07		Status: 60%					
Explanation: Carryover work involving completion of the plan document and electronic documents took more time than expected. No significant work has started on the amendments originally intended as the main focus for FY 2007.									
Recommended Action: Labor dollars from task 703 may be used to cover this overage.									
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>					
FY04 Actual	573	332,466	163,319	495,785					
FY05 Actual	875	434,897	723,475	1,158,372					
FY06 Actual	698	370,004	191,807	561,811					
FY07 Budget	85	53,393	35,893	89,286					
Total Project Budget:	2,231	1,190,760	1,114,494	2,305,254					

Regional	85	53,393	35,893	89,286	79	38,645	34,847	73,492	93%	82%
----------	----	--------	--------	--------	----	--------	--------	--------	-----	-----



685 Transportation Improvement Program					Lead: Toni Tisdale				
Commencement Date: 10/01/06		Proposed Completion: 09/30/07		Status: 50%					
Explanation: Project on track according to schedule and budget.									
Recommended Action: None.									

Ada	181	89,191	2,100	91,291	92	48,114	33	48,147	51%	53%
Canyon	120	59,461	1,400	60,861	54	29,247	22	29,269	45%	48%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2006 - MARCH 31, 2007 (50.00%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

687 Treasure Valley Truck Freight Travel Study	Lead:	MaryAnn Waldinger
Commencement Date: 10/01/06	Proposed Completion: 12/31/08	Status: 3%
Explanation: Work on this project was stopped until FY 2007 Obligation Authority was given. Work resumed the first of April and a RFQ will be released mid-April.		
Recommended Action: Consultant will be selected in August and data collection will take place in the fall. Anticipate carry over of direct dollars into FY 2008.		

Regional	125	62,365	310,000	372,365	4	2,259	2,259	3%	1%
----------	-----	--------	---------	---------	---	-------	-------	----	----



689 Major Destinations	Lead:	Ross Dodge
Commencement Date: 10/01/06	Proposed Completion: 09/30/07	Status: 50%
Explanation: Research has been completed, criteria for local major destinations have been outlined, local major destinations have been mapped and a draft report has been submitted for review. Possibly over-budgeted labor.		
Recommended Action: Labor may be reallocated to cover overages under 661, Communities in Motion and/or 694, High Volume Intersection Study.		

Ada	32	15,328	-	15,328	9.0	3,895	3,895	28%	25%
Canyon	13	6,569	-	6,569	2.0	952	952	18%	14%



692 Regional Transportation Funding Information	Lead:	Charles Trainor
Commencement Date: 10/01/07	Proposed Completion: 09/30/07	Status: 20%
Explanation: The major portion of work will be completed in third quarter. Project will be on track for schedule and budget by year end.		
Recommended Action: None		

Regional	74	42,924	-	42,924	13	5,091	5,091	17%	12%
----------	----	--------	---	--------	----	-------	-------	-----	-----

694 High Volume Intersection Study	Lead:	Don Matson
Commencement Date: 10/01/06	Proposed Completion: 11/30/07	Status: 10%
Explanation: Staff prepared for and completed the RFQ process in 2nd quarter. Two finalists were selected to participate in the Request for Proposals. Selection of a consultant is expected to occur by end of May, staff time should then be only for progress meetings involvement.		
Recommended Action: None.		

Ada	30	15,567	185,320	200,887	24	13,366	56	13,422	81%	7%
Canyon				-				-	0%	0%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2006 - MARCH 31, 2007 (50.00%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

701 General Membership Services			Lead: Charles Trainor	
Commencement Date:	10/01/06	Proposed Completion:	09/30/07	Status: 50%
Explanation: Project is behind on budgeted time for the Ada component, but over budget for Canyon. Overall the combined labor is at 57% through March 31, within acceptable deviation.				
Recommended Action: Consider the appropriate balance of labor split between Ada and Canyon.				

Ada	126	67,941	8,000	75,941	65	32,063	32,063	51%	42%
Canyon	32	16,985	2,000	18,985	26	11,342	11,342	82%	60%

703 General Public Services			Lead: Charles Trainor	
Commencement Date:	10/01/06	Proposed Completion:	09/30/07	Status: 50%
Explanation: Project on running behind budget for both counties due to reduced requests.				
Recommended Action: Labor may be reallocated to cover overage under 661 Communities in Motion and 701, General Membership Services (Canyon).				

Ada	74	40,256	-	40,256	27	13,047	13,047	34%	32%
Canyon	24	13,419	-	13,419	10	4,625	4,625	39%	34%

705 Transportation Liaison Services			Lead: Matt Stoll	
Commencement Date:	10/01/06	Proposed Completion:	09/30/07	Status: 50%
Explanation: Project on track according to schedule and budget.				
Recommended Action: None.				

Ada	61	36,277	-	36,277	33	22,287	22,287	53%	61%
Canyon	41	24,184	-	24,184	19	12,611	12,611	47%	52%

733 Clean Cities Coalition Participation			Lead: MaryAnn Waldinger	
Commencement Date:	10/01/06	Proposed Completion:	09/30/07	Status: 30%
Explanation: This project is running behind due to meeting cancellations in March. It is anticipated that meetings will be held on a regular schedule starting April. This task will be on track in the 3rd quarter due to the recent staff time spent researching clean city coalitions throughout the Northwest.				
Recommended Action: None.				

Ada	12	6,754	-	6,754	4	2,076	2,076	32%	31%
Canyon				-			-	0%	0%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2006 - MARCH 31, 2007 (50.00%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

741 South Meridian / Ten Mile Area Plan **Lead: John Cunningham**
 Commencement Date: 10/01/06 | Proposed Completion: 09/30/07 | Status: 90%
Explanation: Project is on track according to schedule and budget. Meridian has indicated that projects are nearly complete.
Recommended Action: None.

Ada	17	9,451	-	9,451	14	6,934	6,934	83%	73%
Canyon				-			-	0%	0%

751 ACHD West Bench, CIP, 3CRX, Floating Feather **Lead: MaryAnn Waldinger**
 Commencement Date: 10/01/06 | Proposed Completion: 09/30/07 | Status: 50%
Explanation: Most of the work is complete for 3CRX and CIP. The Westbench Study will not occur in FY 2007. Some support has been provided to the Beacon Light / Purple Sage study but it is anticipated that more work will begin next quarter.
Recommended Action: Staff identified an error made in Revision 1 on the allocation of workdays and direct dollars between Ada and Canyon Counties. Staff recommends that the workdays and dollars be revised in Revision 2.

Ada	6	2,754	12,951	15,705	8	3,953	3,953	130%	25%
Canyon	18	8,264	38,852	47,116	2	625	625	10%	1%



757 Regional Functional Classification Typologies **Lead: Charles Trainor**
 Commencement Date: 04/17/06 | Proposed Completion: 12/31/07 | Status: 15%
Explanation: The project is running behind schedule in terms of the Canyon County component. Initial work in Canyon commenced in March 2006 and will continue through the spring and summer.
Recommended Action: None.

Ada	13	8,465	36,750	45,215	7	2,959	2,959	53%	7%
Canyon	72	47,971	208,250	256,221	16	9,714	9,714	22%	4%

	Workdays	Labor \$	Direct \$	Total
FY06 Actual	3	2,016	-	2,016
FY07 Budget	85	56,436	245,000	301,436
Total Project Budget:	88	58,452	245,000	303,452

760 Legislative Services **Lead: Matt Stoll**
 Commencement Date: 10/01/06 | Proposed Completion: 09/30/07 | Status: 50%
Explanation: Staff's focus on the FY2007 Appropriation applications and the 2007 legislative session created up front usage of workdays. A decreased effort in third and fourth quarters should balance out this project by year end.
Recommended Action: None.

Regional	67	43,353	193,100	236,453	45	31,274	72,963	104,237	67%	44%
----------	----	--------	---------	---------	----	--------	--------	---------	-----	-----

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2006 - MARCH 31, 2007 (50.00%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

762 Transit Performance Reporting			Lead:	John Cunningham
Commencement Date:	04/01/07	Proposed Completion:	09/30/07	Status: 0%
Explanation: Project commencement date has been changed, work will begin in April 2007.				
Recommended Action: None				

Regional	41	23,326	-	23,326			-	0%	0%
----------	----	--------	---	--------	--	--	---	----	----

764 Land Use / Transportation Coordination			Lead:	John Cunningham
Commencement Date:	10/01/06	Proposed Completion:	09/30/07	Status: 50%
Explanation: Project is on track according to schedule and budget.				
Recommended Action: None				

Regional	129	72,378	-	72,378	54	29,640	29,640	42%	41%
----------	-----	--------	---	--------	----	--------	--------	-----	-----

801 Staff Development			Lead:	Jeanne Urlezaga
Commencement Date:	10/01/06	Proposed Completion:	09/30/07	Status: 50%
Explanation: Training time and dollars have been used to cover staff-wide workshops creating early expenditure.				
Recommended Action: Direct dollars from task 701 or 842 may be used to cover this overage.				

Regional	65	33,371	30,000	63,371	58	30,312	14,056	44,368	89%	70%
----------	----	--------	--------	--------	----	--------	--------	--------	-----	-----



820 Committee Support			Lead:	Jeanne Urlezaga
Commencement Date:	10/01/06	Proposed Completion:	09/30/07	Status: 50%
Explanation: Project is on track according to schedule and budget.				
Recommended Action: None.				

Regional	317	128,522	5,000	133,522	157	66,552	2,695	69,247	50%	52%
----------	-----	---------	-------	---------	-----	--------	-------	--------	-----	-----

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2006 - MARCH 31, 2007 (50.00%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

836 Model Maintenance	Lead:	MaryAnn Waldinger
Commencement Date: 10/01/06	Proposed Completion: 09/30/07	Status: 42%
Explanation: Project workdays are on track. Direct dollars will be spent in third quarter for updated modeling software and the Transportation Model Improvement Program peer review.		
Recommended Action: None.		

Regional	152	59,513	43,000	102,513	63	26,050	3,500	29,550	42%	29%
----------	-----	--------	--------	---------	----	--------	-------	--------	-----	-----

842 Congestion Management System Maintenance	Lead:	MaryAnn Waldinger
Commencement Date: 10/01/06	Proposed Completion: 09/30/07	Status: 50%
Explanation: More travel time data was collected in 2006, which affected the number of work days used in the first quarter to complete the FY2006 Annual Report. The 2007 travel time data collection is being conducted through staff rather than an outside source as budgeted. This has created an overage in labor dollars, but will free up the direct dollars budgeted.		
Recommended Action: Labor dollars from task 836 may be used to cover this overage.		

Regional	70	29,722	5,000	34,722	54	21,345		21,345	78%	61%
----------	----	--------	-------	--------	----	--------	--	--------	-----	-----

856 Transportation Studies Coordination	Lead:	Toni Tisdale
Commencement Date: 10/01/06	Proposed Completion: 09/30/07	Status: 40%
Explanation: The mid-year update is planned for April/May 2007, which will use the majority of resources remaining in this task. Staff will make other minor updates as member agencies report changes. Responsibility for this project has been delegated to an Assistant Planner from a Principal Planner level; therefore, the work day and funding budgets will not match the actuals.		
Recommended Action: None.		

Regional	11	5,870	-	5,870	5	1,722		1,722	46%	29%
----------	----	-------	---	-------	---	-------	--	-------	-----	-----



858 Temporary Staff Support	Lead:	Jeanne Urlezaga
Commencement Date: 01/01/07	Proposed Completion: 09/30/07	Status: 25%
Explanation: A temporary staff was hired through the Boise State Planning program in second quarter to assist in planning projects. We will continue to pursue this assistance through the summer months.		
Recommended Action: None. Staff will continue to pursue additional assistance through the summer months.		

Regional	229	25,293	-	25,293	25	5,278		5,278	11%	21%
----------	-----	--------	---	--------	----	-------	--	-------	-----	-----



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2006 - MARCH 31, 2007 (50.00%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

860 Geographic Information System Maintenance		Lead:		Ross Dodge	
Commencement Date:	10/01/06	Proposed Completion:	09/30/07	Status:	50%

Explanation: Early in the year time was invested bringing Canyon County data into alignment with Ada County data. Time allocation will readjust as the year progresses. Project is on track according to schedule and budget. A new plotter will be ordered in April bringing the dollars spent within the variance.

Recommended Action: None.

Ada	237	118,378	14,040	132,418	94	48,184	1,080	49,264	40%	37%
Canyon	26	13,153	1,560	14,713	13	6,228	120	6,348	50%	43%

861 Ada County Orthophotography		Lead:		Ross Dodge	
Commencement Date:	10/01/06	Proposed Completion:	12/31/07	Status:	50%

Explanation: Upfront staff time spent on this project involved the identification of participating members and the coordination of an updated 2007 orthophotography flight. The contract has been signed, the flight will take place the first week of April and consultant will bill as benchmarks are met.

Recommended Action: None.

Ada	34	17,508	360,000	377,508	26	13,908	13,908	76%	4%
Canyon				-			-	0%	0%

900 Operations		Lead:		Jeanne Urlezaga	
Commencement Date:	10/01/06	Proposed Completion:	09/30/07	Status:	50%

Explanation: Project is on track with workdays but under budget for direct expenses. Staff is working with the IT consultants on equipment needs and updates. Direct charges will also occur under this task as a result of the May board retreat.

Recommended Action: None.

Regional	925	-	37,574	37,574	522	11,831	11,831	56%	31%
----------	-----	---	--------	--------	-----	--------	--------	-----	-----

LEGEND:



Potential budget adjustment.
Staff Monitoring



Slow Start. Project may go into next year.



Project over labor or dollar budget with more costs anticipated.
Adjustment needed in next UPWP revision.

TOTAL ALL TASKS										
Ada	823	427,870	619,161	1,047,031	403	210,786	1,169	211,955	49%	20%
Canyon	346	190,006	252,062	442,068	142	75,344	142	75,486	41%	17%
Regional	3,430	1,159,077	4,074,102	5,233,179	1,621	556,685	376,680	933,360	47%	18%
TOTAL	4,599	1,776,953	4,945,325	6,722,278	2,166	842,815	377,991	1,220,801	47%	18%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE October 1, 2006 to March 31, 2007 (50.00%)				
	BUDGET-REV1	ACTUAL	BUDGET REMAINING	PERCENTAGE TO DATE
REVENUE				
General Membership Dues	821,870	417,914	403,956	51%
Special Membership Dues	57,400	32,800	24,600	57%
FTA/FHWA Consolidated Planning Grant	1,380,076	407,029	973,047	29%
Surface Transportation Program Grants	3,743,645	305,999	3,437,646	8%
Other Federal Aid	24,288	-	24,288	0%
Other Revenue Sources	694,999	34,761	660,238	5%
Total Revenue	6,722,278	1,198,503	5,523,775	18%
EXPENSES				
Salary	1,056,300	512,375	543,925	49%
Fringe	392,654	166,670	225,984	42%
Overhead	328,000	163,769	164,231	50%
Professional Services	4,402,119	242,147	4,159,972	6%
Legal/Lobbying	160,000	72,005	87,995	45%
Equipment	55,000	11,118	43,882	20%
Travel/Education	50,000	14,976	35,024	30%
Printing	36,893	24,546	12,347	67%
Public Involvement	16,200	7,801	8,399	48%
Meeting Support	11,574	3,437	8,137	30%
Other	213,538	1,963	211,575	1%
Total Expenses	6,722,278	1,220,805	5,501,473	18%
NET CHANGE IN FUND BALANCES	-	(22,303)		
FUND BALANCE AT BEGINNING OF YEAR	1,009,064	1,009,064		
FUND BALANCE AT DECEMBER 31, 2006	1,009,064	986,761		

EXPENSES PER VARIANCE REPORT	BUDGET	ACTUAL
Ada County	1,047,031	211,955
Canyon County	442,068	75,486
Regional	5,233,179	933,360
Total Expenses-March 31, 2007 variance report	6,722,278	1,220,801

FUND BALANCE SHEET March 31, 2007		
	March 31, 2007	December 31, 2006
ASSETS		
Cash and Cash Equivalents	648,911	558,890
Local Government Investment Pool - Building Fund	340,079	153,686
Accounts Receivable	5,752	12,867
Prepaid Expenses	-	-
TOTAL ASSETS	994,743	725,444
LIABILITIES		
Accounts Payable	7,981	8,511
Accrued Payroll Liabilities	-	-
Deferred Revenue	-	32,392
TOTAL LIABILITIES	7,981	40,904
FUND BALANCE		
Fund Balance, Unreserved	438,452	145,990
Fund Balance, Designated-Local Dollars to Match Grants	25,949	25,949
Fund Balance, Designated-Building Fund	340,079	336,387
Fund Balance, Designated-Orthophotography Project	182,281	176,214
	986,761	684,541
TOTAL LIABILITIES AND FUND BALANCES	994,743	725,444



MEMORANDUM

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: April 24, 2007

RE: Approve Proposed Changes to Employment Procedures and Financial Policy Manuals

ACTION REQUESTED:

Approve Employment Procedures and Financial Policy Manuals updates and approve staff recommendations to increase associated dollar amounts.

BACKGROUND:

The Employment Procedures and Financial Policy Manuals were created to provide guidance to staff on internal processes and procedures and to define those benefits paid by COMPASS outside of salary and fringe. These manuals have not been updated since 2002.

STATUS:

Staff recommends the following changes be made to these documents:

Employment Procedures Manual

- Longevity Recognition from \$10 per year to \$50 per year
- Educational Support from \$500 per six months to \$800 per six months
- Professional Association Membership from \$200 per year to \$500 per year

Financial Policy Manual

- Cash disbursement by purchase order authorized amounts based on procurement modifications:
 - Financial Assistant and Accountant from \$400 to \$500
 - Director of Operations from \$10,000 to \$25,000
 - Executive Director from \$25,000 to \$50,000
- Petty Cash Fund not to exceed \$25 to \$50
- Capitalization Policy from \$500 to \$1000

800 S. Industry Way, Ste 100

Meridian, ID 83642

P. 208.855.2558

F. 208.855.2559

www.compassidaho.org

T:\FY07\900 Operations\990 Direct Operations-Maintenance\Finance Committee\Financial Policy Manual Updates.doc



MEMORANDUM

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: April 30, 2007

RE: **Review Preliminary FY2008 Unified Planning Work Program and Budget**

ACTION REQUESTED:

None. Information only.

BACKGROUND:

The Unified Planning Work Program and Budget (UPWP) is a required document that must be adopted annually in order for COMPASS to qualify for the expenditure of US Department of Transportation funds within Ada and Canyon Counties. The purpose of this document is to provide a work plan to identify, guide and manage transportation planning activities and to identify planning priorities facing the Treasure Valley.

Early preparation of the UPWP allows member agencies to provide input on the activities and projects being proposed. It also allows adequate time for COMPASS to notify member agencies of the required dues amount for inclusion in their budgeting processes.

Prior to presentation to the COMPASS Board, a full draft of this document will be presented to the Regional Technical Advisory Committee and Finance Committee.

STATUS:

The FY2008 Unified Planning Work Program and Budget - Draft contains the following assumptions:

Revenue

1. General and Special Membership Dues were approved at \$1.47 per person;
2. Consolidated Planning Grant funds (CPG) are shown at the most current estimates provided by the Idaho Transportation Department;
3. Continuance with the 5-year phase out of STP-TMA and STP-U planning funds;
4. Continued management of the Corridor preservation studies; and
5. Other revenues were adjusted to reflect more current estimates.

Expense

6. Staff level assumes 19 FTE's (Workday Allocation attached), a 3% merit pool and a 10% fringe increase;
7. Indirect Expenses remain constant; and
8. Direct Expenses are shown on the attached "Direct Expense Summary" worksheet.

Projects

9. Four new work programs were added at the request of member agencies and COMPASS staff:
 - Work Program Number 766 – Boise City Comprehensive Plan Update
 - Work Program Number 768 – City of Kuna Comprehensive Plan Update
 - Work Program Number 770 - City of Meridian Special Study Support
 - Work Program Number 774 – 2010 Census Preparation

COMPASS staff has been asked to provide services for these programs as needed. Staff worked with member agencies to allocate limited resources as presented in this preliminary draft UPWP. All new projects will be funded with Consolidated Planning Grant and local funds.

Also attached is the "Revenue and Expense Summary" worksheet showing no change in Fund Balance. In order to balance this preliminary draft budget to zero, staff reduced requested direct costs by the following amounts:

DESCRIPTION	TRAVEL / EDUCATION	PROFESSIONAL SERVICES	PRINTING	PUBLIC INVOLVEMENT	TOTAL
647 Regional Growth Issues and Options		10,310			10,310
653 Communications and Education		19,147	10,000		29,147
661 Communities in Motion			3,590		3,590
685 Transportation Improvement Program				1,790	1,790
836 Model Maintenance	6,000				6,000
842 Congestion Management System Maintenance		5,000			5,000
Total Direct Expense Removed from Request	6,000	34,457	13,590	1,790	55,837

Staff requests the option to re-instate some or all of these direct costs if additional funds become available.

Attachment

T:\FY07\900 Operations\990 Direct Operations-Maintenance\Finance Committee\FY2008 UPWP - Draft, Finance Committee 04-30-07.doc

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2008 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2007 Revision 1	FY2008 Draft
GENERAL MEMBERSHIP		
Ada County	201,502	208,113
Ada County Highway District	201,502	208,113
Association of Canyon County Highway Districts	37,638	37,576
Boise City	103,622	104,616
Caldwell City	27,951	30,042
Canyon County	131,444	137,751
Eagle City	9,864	10,266
Garden City	5,916	6,052
Kuna City	6,197	6,988
Meridian City	32,617	35,214
Middleton City	3,363	3,786
Nampa City	56,180	59,795
Notus City	410	432
Parma City	1,412	1,467
Star City	2,252	2,719
Subtotal	821,870	852,930
SPECIAL MEMBERSHIP		
Boise State University	8,200	8,500
Capital City Development Corporation	8,200	8,500
Department of Environmental Quality	8,200	8,500
Idaho Transportation Department	8,200	8,500
Independent School District of Boise City	8,200	8,500
Joint School District #2	8,200	8,500
Valley Regional Transit	8,200	8,500
Subtotal	57,400	59,500
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - Canyon County - FY2005 Carry-over	49,147	
CPG - Ada County - FY2006 Carry-over	154,783	
CPG - Canyon County - FY2006 Carry-over	78,481	
CPG - Ada County - FY2007	812,053	
CPG - Canyon County - FY2007	285,612	
Consolidated Planning Grant (CPG) - FY2008		1,128,027
Sub Total CPG Grants	1,380,076	1,128,027
STP TMA - K #8697; Trans. Planning, Ada - FY06 Carry-over	37,221	
STP TMA - K #8962; FY07, Transportation Planning, Ada	146,000	
STP TMA - K #9204; FY08 Transportation Planning, Ada		98,220
STP U - K #9198; FY08 Transportation Planning, Canyon		25,018
STP TMA - K #8960, Treasure Valley High Capacity Transit Study	277,980	
Valley Regional Transit - local match for K #8960	22,020	
STP-U Key #7702 - Treasure Valley High Capacity Transit Study	7,945	
STP-U K #9193, FY06, Purple Sage/Beacon Light	48,000	
Canyon Hwy Dist - Local Match on Purple Sage/Beacon Light	3,802	
STP-U K #9197, FY07, Transportation Planning, Canyon	37,064	
STP-St. K #7826, FY05, US 20/26 Corr Pres Study, carry-over	1,666,941	806,605
ITD-local match for K#7826, US 20/26 Corr Pres Study	132,046	63,895
STP-St. K #7827, FY05, SH44 Corr Pres Study, carry-over	1,027,174	1,038,255
ITD-local match for K #7827, SH44 Corr Pres Study	81,367	82,245
STP TMA - K #9825; Freight Study	310,000	216,500
STP TMA - K #9826, High Volume Intersection Study	185,320	61,000
FTA - AMPO Treasure Valley Mgt. Strategy Grant	24,288	
Subtotal	4,007,168	2,391,738
OTHER		
ITD-Communities in Motion	32,393	
Carry-over local dollars for Match (Fund Balance)	25,948	17,150
In-Kind Match - AMPO Grant	11,423	
Data Dissemination	9,000	4,000
Interest Income	6,000	8,000
Mapping and Miscellaneous	11,000	13,000
Ortho Photography - COMPASS Funding	100,000	
Ortho Photography - Participating Agencies	260,000	
Ortho Photography (Fund Balance)		95,000
Subtotal	455,764	137,150
COMPASS REVENUE	6,722,278	4,569,345

EXPENSE	FY2007 Revision 1	FY2008 Draft
SALARY, FRINGE & CONTINGENCY		
Salary	1,026,300	1,057,089
Fringe	392,654	431,919
Salary Contingency (Overtime and Bonus)	20,000	20,000
Sick Time Trade	10,000	10,000
Subtotal	1,448,954	1,519,008
INDIRECT OPERATIONS & MAINTENANCE		
COMPASS	328,000	328,000
Subtotal	328,000	328,000
DIRECT OPERATIONS & MAINTENANCE		
610, SH44 Corridor Preservation Study	1,018,865	1,050,500
611, US 20/26 Corridor Preservation Study	1,728,769	800,500
620, Growth and Transportation System Monitoring	1,000	1,000
631, Treasure Valley High Capacity Transit Study	399,163	-
647, Regional Growth Issues and Options	35,000	10,690
653, Communications and Education	29,900	30,853
655, AMPO, Treasure Valley Access Mgt. Strategy	17,923	
661, Communities in Motion	35,893	3,910
685, Transportation Improvement Program	3,500	1,910
687, Treasure Valley Truck Freight Travel Study	310,000	216,500
694, High Volume Intersection Study	185,320	61,000
701, General Membership Services	10,000	-
751, ACHD West Bench, CIP, 3CRX, Floating Feather	51,802	-
757, Functional Classification Typologies	245,000	-
760, Legislative Services	193,100	193,100
801, Staff Development	30,000	30,000
820, Committee Support	5,000	5,000
836, Model Maintenance	43,000	30,000
842, Congestion Management System Maintenance	5,000	-
860, Geographic Information System Maintenance	15,600	4,800
861, Ada County Orthophotography	360,000	95,000
990, Direct Operations and Maintenance	37,574	37,574
Subtotal	4,761,409	2,572,337
COMPASS EXPENSE	6,538,363	4,419,345

TRANSFER TO BUILDING FUND	FY2007 Revision 1	FY2008 Draft
995, Building Fund	183,915	150,000
Subtotal	183,915	150,000
COMPASS TRANSFER TO BUILDING FUND	183,915	150,000

COMPASS SUMMARY		
	FY2007 Revision 1	FY2008 Draft
TOTAL REVENUE	2,854,859	4,569,345
TOTAL EXPENSES	2,704,859	4,419,345
TRANSFER TO BUILDING FUND	150,000	150,000
CHANGE IN FUND BALANCE	-	(0)

t:\FY08\900Operations\Budget\Draft.xls

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2008 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
WORKDAY ALLOCATION**

WORK PROGRAM DESCRIPTION	LEAD STAFF	DIRECTORS	PRINCIPAL PLANNERS	ASSOCIATE PLANNERS	ASSISTANT PLANNERS	OPERATIONS	TOTAL
601 UPWP/Budget Development & Fed assurances	JU	72	18	3	-	115	208
610 SH 44 Corridor Preservation Study	DM	8	90	1	4	19	122
611 US 20/26 Corridor Preservation Study	DM	11	88	-	2	19	120
620 Growth and Transportation System Monitoring	CM	4	14	70	73	10	171
631 Treasure Valley High Capacity Transit Study	JC	10	127	5	20	-	162
647 Regional Growth Issues and Options	CM	11	8	89	23	6	137
653 Communications and Education	TS	8	140	7	4	35	194
661 Communities in Motion	CTr	44	22	6	14	7	93
685 Transportation Improvement Program	TT	18	187	4	90	43	342
687 Treasure Valley Truck Freight Travel Study	MW	8	74	4	25	6	117
692 Regional Transportation Funding Information	CTr	8	12	-	20	-	40
694 High Volume Intersection Study	DM	3	10	1	2	2	18
TOTAL PROJECTS		205	790	190	277	262	1,724
701 General Membership Services	CTr	6	46	48	53	3	156
703 General Public Services	CTr	3	39	12	31	3	88
705 Transportation Liaison Services	MSt	38	44	5	6	-	93
733 Clean Cities Coalition Participation	MW	-	4	-	2	-	6
751 ACHD Special Study Support	MW	-	8	-	28	-	36
757 Regional Functional Classification Typologies	CTr	10	12	-	2	-	24
760 Legislative Services	MSt	60	14	-	12	2	88
762 Transit Performance Reporting	JC	2	21	-	-	-	23
764 Land Use/Transportation Coordination	JC	34	54	32	20	-	140
766 Boise City Comprehensive Plan Update	JC	2	7	-	2	-	11
768 City of Kuna Comprehensive Plan Update	DM	1	10	2	7	-	20
770 City of Meridian Special Study Support	MW	2	10	4	9	-	25
774 2010 Census Preparation	CM	3	16	25	12	-	56
TOTAL SERVICES		161	285	128	184	8	766
801 Staff Development	JU	8	30	9	12	13	72
820 Committee Support	JU	9	20	5	-	285	319
836 Model Maintenance	MW	3	33	4	102	6	148
842 Congestion Management System Maintenance	MW	2	15	-	87	5	109
856 Transportation Studies Coordination	TT	7	13	3	10	3	36
858 Temporary Staff Support	JU	-	-	-	91	-	91
860 Geographic Information System Maintenance	RD	3	100	100	-	5	208
861 Ada County Orthophotography	RD	-	40	5	-	5	50
TOTAL SYSTEM MAINTENANCE		32	251	126	302	322	1,033
TOTAL DIRECT		398	1,326	444	763	592	3,523
960 Information Technology	JU	60	-	2	-	-	62
991 Support Services Labor	JU	232	54	14	18	558	876
TOTAL INDIRECT/OVERHEAD		292	54	16	18	558	938
TOTAL LABOR		690	1,380	460	781	1,150	4,461

t:\FY08\900Operations\Budget\Draft.xls

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2008 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
DIRECT EXPENSE SUMMARY**

DESCRIPTION	TOTAL DIRECT	LEGAL / LOBBYING (72)	EQUIPMENT (34)	TRAVEL / EDUCATION (40)	PROFESSIONAL SERVICES (30)	PRINTING (60)	PUBLIC INVOLVEMENT (64)	MEETING SUPPORT (65)	OTHER (63)
610 SH 44 Corridor Preservation Study	1,050,500				1,050,000			500	
611 US 20/26 Corridor Preservation Study	800,500				800,000			500	
620 Growth and Transportation System Monitoring	1,000					500			500
631 Treasure Valley High Capacity Transit Study	-								
647 Regional Growth Issues and Options	10,690			1,000	9,690				
653 Communications and Education	30,853				10,853	10,000	5,000	4,000	1,000
661 Communities in Motion	3,910					3,910			
685 Transportation Improvement Program	1,910					500	1,410		
687 Treasure Valley Truck Freight Travel Study	216,500				213,500		3,000		
694 High Volume Intersection Study	61,000				61,000				
701 General Membership Services	-								
751 ACHD Special Study Support	-								
757 Regional Functional Classification Typologies	-								
760 Legislative Services	193,100	160,000		20,000					13,100
801 Staff Development	30,000			30,000					
820 Committee Support	5,000							5,000	
836 Model Maintenance	30,000			-	30,000				
842 Congestion Management System Maintenance	-				-				
860 Geographic Information System Maintenance	4,800								4,800
861 Ada County Orthophotography	95,000				95,000				
990 Direct Operations / Maintenance	37,574		30,000		5,000			2,574	
SUB-TOTAL, DIRECT EXPENSES	2,572,337	160,000	30,000	51,000	2,275,043	14,910	9,410	12,574	19,400
995 Building Fund	150,000								150,000
SUB-TOTAL, REVENUE TRANSFER TO BUILDING FUND	150,000	-	-	-	-	-	-	-	150,000
GRAND TOTAL	2,722,337	160,000	30,000	51,000	2,275,043	14,910	9,410	12,574	169,400

t:\FY08\900Operations\Budget\Draft.xls

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2008 UNIFIED PLANNING WORK PROGRAM AND BUDGET - DRAFT
 EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE

WORK PROGRAM NUMBER	EXPENSES				FEDERAL FUNDING									MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Work Days	Labor & Indirect Cost	Direct Cost	Total Cost	CPG-Ada	CPG-Canyon	STP-STATE	STP-STATE	STP-TMA	STP-Urban	STP-TMA	STP-TMA	Total	Match	Local	Other Revenue	Total Local	
					FHWA/FTA	FHWA/FTA	K# 7826	K# 7827	K# 9204	K# 9198	K# 9825	K# 9826	Federal					
601 UPWP/Budget Development & Fed assurances	208	119,577	-	119,577	32,882	16,299			49,110	12,509			110,800	8,777			8,777	119,577
610 SH 44 Corridor Preservation Study	122	70,000	1,050,500	1,120,500				1,038,255					1,038,255			82,245	82,245	1,120,500
611 US 20/26 Corridor Preservation Study	120	70,000	800,500	870,500			806,605						806,605			63,895	63,895	870,500
620 Growth and Transportation System Monitoring	171	78,123	1,000	79,123	53,520	19,795							73,315	5,808			5,808	79,123
631 Treasure Valley High Capacity Transit Study	162	93,673	-	93,673	63,362	23,435							86,797	6,876			6,876	93,673
647 Regional Growth Issues and Options	137	70,628	10,690	81,318	55,005	20,344							75,349	5,969			5,969	81,318
653 Communications and Education	194	108,839	30,853	139,692	94,490	34,948							129,439	10,253			10,253	139,692
661 Communities in Motion	93	61,684	3,910	65,594	44,369	16,410							60,779	4,815			4,815	65,594
685 Transportation Improvement Program	342	178,061	1,910	179,971	74,293	30,849			49,110	12,509			166,761	13,210			13,210	179,971
687 Treasure Valley Truck Freight Travel Study	117	64,225	216,500	280,725	32,279	11,341							260,120	3,455		17,150	20,605	280,725
692 Regional Transportation Funding Information	40	21,212	-	21,212	14,348	5,307							19,655	1,557			1,557	21,212
694 High Volume Intersection Study	18	10,534	61,000	71,534	5,283								66,283	5,251			5,251	71,534
TOTAL PROJECTS	1,724	946,556	2,176,863	3,123,419	469,832	178,730	806,605	1,038,255	98,220	25,018	216,500	61,000	2,894,159	65,970	-	163,290	229,260	3,123,419
701 General Membership Services	156	77,470	-	77,470	52,402	19,382							71,784	5,686			5,686	77,470
703 General Public Services	88	44,280	-	44,280									-		27,280	17,000	44,280	44,280
705 Transportation Liaison Services	93	63,387	-	63,387	42,876	15,858							58,734	4,653			4,653	63,387
733 Clean Cities Coalition Participation	6	3,096	-	3,096									2,869	227			227	3,096
751 ACHD Special Study Support	36	14,883	-	14,883	13,791								13,791	1,092			1,092	14,883
757 Regional Functional Classification Typologies	24	16,407	-	16,407	11,098	4,105							15,203	1,204			1,204	16,407
760 Legislative Services	88	64,851	193,100	257,951									-		257,951		257,951	257,951
762 Transit Performance Reporting	23	14,163	-	14,163	9,580	3,543							13,123	1,040			1,040	14,163
764 Land Use/Transportation Coordination	140	84,835	-	84,835	57,384	21,224							78,608	6,227			6,227	84,835
766 Boise City Comprehensive Plan Update	11	6,588	-	6,588	6,104								6,104	484			484	6,588
768 City of Kuna Comprehensive Plan Update	20	10,348	-	10,348	9,588								9,588	760			760	10,348
770 City of Meridian Special Study Support	25	12,957	-	12,957	12,006								12,006	951			951	12,957
774 2010 Census Preparation	56	29,250	-	29,250	19,785	7,318							27,103	2,147			2,147	29,250
TOTAL SERVICES	654	383,372	193,100	576,472	190,000	64,112	-	-	-	-	-	-	254,112	20,129	285,231	17,000	322,360	576,472
801 Staff Development	72	38,789	30,000	68,789	12,942	1,094							14,036	1,112	53,641		54,753	68,789
820 Committee Support	319	135,645	5,000	140,645	95,135	35,187							130,322	10,323			10,323	140,645
836 Model Maintenance	148	63,519	30,000	93,519									-		93,519		93,519	93,519
842 Congestion Management System Maintenance	109	44,105	-	44,105									-		44,105		44,105	44,105
856 Transportation Studies Coordination	36	20,063	-	20,063									-		20,063		20,063	20,063
858 Temporary Staff Support	91	12,306	-	12,306									-		12,306		12,306	12,306
860 Geographic Information System Maintenance	208	115,241	4,800	120,041									-		120,041		120,041	120,041
861 Ada County Orthophotography	50	28,269	95,000	123,269	19,122	7,072							26,194	2,075		95,000	97,075	123,269
TOTAL SYSTEM MAINTENANCE	1,033	457,937	164,800	622,737	127,198	43,353	-	-	-	-	-	-	170,552	13,510	343,675	95,000	452,185	622,737
960 Information Technology	62	-	-	-									-				-	-
990 Direct Operations / Maintenance	0	-	37,574	37,574									-		29,574	8,000	37,574	37,574
991 Support Services Labor	876	-	-	-									-				-	-
995 Building Fund	0	-	150,000	150,000									-		150,000		150,000	150,000
999 Indirect Operations/Maintenance	-	-	-	-									-				-	-
TOTAL INDIRECT/OVERHEAD	938	-	187,574	187,574	-	-	-	-	-	-	-	-	-	179,574	8,000	187,574	187,574	
G R A N D T O T A L	4,461	1,847,008	2,722,336	4,569,345	834,514	293,513	806,605	1,038,255	98,220	25,018	216,500	61,000	3,373,625	103,950	808,480	283,290	1,195,720	4,569,345