

Community Planning Association

of Southwest Idaho

COMPASS FINANCE COMMITTEE
November 4, 2004 2:30 p.m. – 4:30 p.m.
COMPASS Conference Room
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 (2:30)

II. OPEN DISCUSSION/ANNOUNCEMENTS (2:35)

III. CONSENT AGENDA (2:40)

- *A. Approve August 11, 2004, Finance Committee Meeting Minutes**
A copy of the August 11, 2004, Finance Committee meeting minutes is attached.

IV. ACTION ITEMS

- 2:45 ***A. Review Variance Report: October 1, 2003 to September 30, 2004** **Jeanne Urlezaga**
A copy of the October 1, 2003 to September 30, 2004, Variance Report is attached.
- 3:00 ***B. Recommend Board Approval of Revision 1 of the FY2005 Unified Planning Work Program and Budget** **Matt Stoll**
A copy of Revision 1 of the FY2005 Unified Planning Work Program and Budget is attached.
- 3:30 ***C. Approve the Definition of “Regional” Projects** **Jeanne Urlezaga**
A copy of the definition of “regional” projects, reflecting changes requested at the August 11, 2004 Finance Committee meeting, is attached.
- 3:40 ***D. Approve Modifications to the COMPASS Financial Manual** **Jeanne Urlezaga**
A copy of Section V: Travel/Education of the COMPASS Financial Manual reflecting changes to the per diem rate approved at the August 11, 2004, Finance Committee meeting is attached.

3:45

E. Establish Quarterly Meetings of the Finance Committee

At its August 11, 2004, meeting the Finance Committee moved to discuss changing the regular meetings of the Finance Committee to quarterly meetings rather than monthly meetings with the option of calling a special meeting when necessary.

V. INFORMATION/DISCUSSION ITEMS

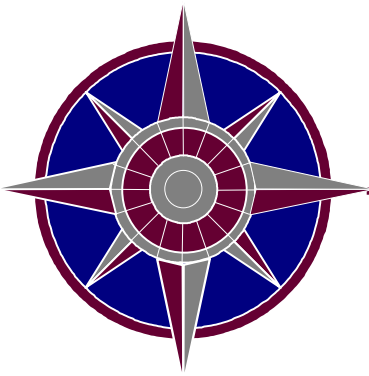
VI. OTHER

ADJOURNMENT (4:00)

* Enclosures

Times are approximate. Agenda is subject to change.

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Community Planning Association of Southwest Idaho

**Community Planning Association of Southwest Idaho
COMPASS Finance Committee
August 11, 2004
COMPASS Conference Room**

***** MINUTES*****

ATTENDEES:

A.J. Balukoff, Boise School District, **Vice-Chair**
Susan Eastlake, Commissioner, Ada County Highway District,
Chair
Bob Flowers, Mayor, City of Parma
Judy Peavey-Derr, Commissioner, Ada County

ABSENT MEMBERS:

Tom Dale, Mayor, City of Nampa
Matt Beebe, Commissioner, Canyon County
Ralph Little, Commissioner, Canyon Highway District
Garret Nancolas, Mayor, City of Caldwell

OTHERS ATTENDING:

Clair Bowman, Community Planning Association
Nancy Brecks, Community Planning Association
Steve Purvis, City of Boise
Matt Stoll, Community Planning Association
Cindy Thiel, Community Planning Association
Jeanne Urlezaga, Community Planning Association

CALL TO ORDER:

Chair Susan Eastlake called the meeting to order at 2:45 p.m.

CONSENT AGENDA

A. Approve June 2, 2004, Finance Committee Meeting Minutes

Chair Eastlake asked for any objections to approving the June 2, 2004, meeting minutes as presented. Hearing none, Chair Eastlake so ordered.

ACTION ITEMS

A. Review Variance Report: October 1, 2003 to June 30, 2004.

Jeanne Urlezaga reviewed the October 1, 2003 to June 30, 2004 Variance Report.

B. Recommend Board Approval of Revision 4 of the FY2004 Unified Planning Work Program and Budget

Jeanne Urlezaga reviewed the five modifications proposed in Revision 4 of the FY2004 Unified Planning Work Program and Budget. Matt Stoll stated that additional modifications might be made due to the result of the Idaho Transportation Department end-of-the-year funding sweep. He said the only project that additional funding has been requested for, which would affect the Unified Planning Work Program and Budget, is \$112,000 for the Middleton Road Connections project. He said these additional funds have been requested based on recommendations from the contractor and the Idaho Transportation Department to address environmental requirements necessary to move the project from concept to construction. Matt added that if the funding comes through, the \$112,000 would be added into this revision when it goes to the Board.

After discussion, **Chair Eastlake asked for any objection to recommending COMPASS Board approval at the August 16th Board meeting of Revision 4 of the FY2004 Unified Planning Work Program and Budget. Hearing none, Chair Eastlake so ordered.**

C. Approve the Definition of “Regional” Projects

Matt Stoll reviewed the proposed definition of “regional projects.”

After discussion, **Chair Eastlake asked for any objection to directing staff to bring back a revised definition - the third bullet point is to read, “A task’s direct costs can only be assigned rationally to a multiple county area,” and the fourth bullet point is to read, “A task’s labor costs can be easily tracked only on a multiple county basis.” Staff is to bring the revised definition back to the Finance Committee at its next meeting for approval. Hearing none, Chair Eastlake so ordered.**

D. Consider Change to the Per Diem Rate

After discussion, **Chair Eastlake asked for any objection to recommending the Board approve the proposed change to the per diem rate based on the current State of Idaho’s Per Diem Policy. Steve Purvis will provide Jeanne Urlezaga with the clarifying language that Boise City uses regarding per diem rates for partial days. Hearing no objection, Chair Eastlake so ordered.**

After further discussion, **Chair Eastlake asked for any objection to directing staff to revise the COMPASS Financial Manual incorporating the change to the per diem rate and to bring the manual back to the Finance Committee at its next meeting for approval. Hearing none, Chair Eastlake so ordered.**

INFORMATION/DISCUSSION ITEM

A. Establish Next Meeting Agenda

After discussion, **Chair Eastlake** asked for any objection to canceling the **September 7, 2004, October 15, 2004 and December 17, 2004, meetings**. Staff is to continue sending the **Variance Reports** to the **Finance Committee** on a monthly basis for review. Hearing none, **Chair Eastlake** so ordered.

Chair Eastlake asked for any objection to scheduling the next meeting of the **Finance Committee** for **November 4, 2004, at 2:30 p.m. at COMPASS**. An action item will be added to the **November 4th Agenda** to establish that regular meetings of the **Finance Committee** will be held on a quarterly basis rather than monthly, with the option of calling a special meeting when necessary. Hearing none, **Chair Eastlake** so ordered.

Chair Eastlake asked for any objection to **Steve Purvis'** request to meet with **Jeanne Urlezaga** regarding internal controls and cost accounting for post retirement, fringe benefits and annual leave. Hearing none, **Chair Eastlake** so ordered.

ADJOURNMENT

Meeting adjourned at 4:00 p.m.

Dated this 4th Day of November 2004.

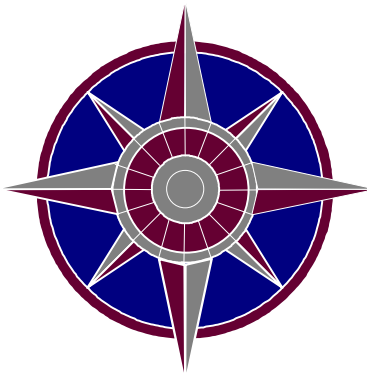
APPROVED:

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: October 27, 2004

RE: Review Variance Report: October 1, 2003 to September 30, 2004

Action Requested:

None. This item is for information only.

Background:

The attached documents represent the year-end financial variance analysis for the period from October 2003 through September 2004.

Status:

The year-end Variance Report is compared to the FY2004 Unified Planning Work Program and Budget Revision 4.

The overall labor at year-end is 96% of budget; however, the expenditures for all funding categories are 52% of budget. This is due to Professional Service Agreements for the Corridor Studies and *Communities in Motion* not being in place earlier in the year. Without those tasks with YIELD signs the total expenses are at 86% of budget.

Due to annual system close and new year start-up, staff has not had time to prepare financial statements for inclusion. These will be presented to you as part of the audit report. It must also be noted that the Variance Report figures represent where we are at year-end prior to audit preparation. While we do not anticipate major changes, it is possible that some adjustments may occur.

Attachment

JU:dw T:\900supsvs\Finance Committee\Variance Report Analysis September FY2004.doc

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2004 VARIANCE REPORT
 OCTOBER 1, 2003 - SEPTEMBER 30, 2004 (100.00%)

Budget - Revision 4				Actual				% Expended	
Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$

601 Transportation Support	Lead:	Matt Stoll
Commencement Date: 10/01/03	Proposed Completion: 09/30/04	Status: 100%
Explanation: Task completed within budget for fiscal year through staff focus on specific projects and Revision 4 workday reallocation. The result is an under expenditure of Ada County resources for this task.		
Recommended Action: None.		

Ada	245	134,385	22,950	157,335	209	114,456	21,872	136,328	85%	87%
Canyon	82	44,795	7,650	52,445	81	43,519	7,343	50,862	99%	97%

610 SH44 Corridor Preservation	Lead:	Patricia Nilsson		
Commencement Date: 01/01/04	Proposed Completion: 04/30/06	Status: 22%		
Explanation: Staff and ITD are preparing Request for Proposals. Staff continues work on corridor mapping and data collection.				
Recommended Action: Continuing work on mapping and data collection and development of scope.				
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
Total Project Budget:	345	170,000	1,430,000	1,600,000

Ada	54	26,617	205,033	231,650	45	24,710	13	24,723	82%	11%
Canyon	77	38,303	295,047	333,350	46	24,754	19	24,773	59%	7%



611 US 20/26 Corridor Preservation	Lead:	Patricia Nilsson		
Commencement Date: 01/01/04	Proposed Completion: 04/30/06	Status: 22%		
Explanation: Staff and ITD are preparing Request for Proposals. Staff continues work on corridor mapping and data collection.				
Recommended Action: Continuing work on mapping and data collection and development of scope.				
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
Total Project Budget:	293	140,000	930,000	1,070,000

Ada	68	32,590	232,960	265,550	42	22,748	15	22,763	62%	9%
Canyon	76	36,750	262,700	299,450	40	21,494	17	21,511	52%	7%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2004 VARIANCE REPORT
 OCTOBER 1, 2003 - SEPTEMBER 30, 2004 (100.00%)

Budget - Revision 4				Actual				% Expended	
Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$

612 Middleton Road Extension Alternatives	Lead:	Patricia Nilsson		
Commencement Date: 01/01/04	Proposed Completion: 04/30/05	Status: 65%		
Explanation: Results of the public meeting were compiled. Alternative screening criteria were developed. Weekly conference calls were held.				
Recommended Action: None. Project is on track.				
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
Total Project Budget:	57	30,370	281,630	312,000

Ada	-	-	-	-	-	-	-	-	0%	0%
Canyon	57	30,370	281,630	312,000	41	24,316	118,261	142,577	73%	46%



636 Regional Transportation Modeling	Lead:	Jay Witt		
Commencement Date: 10/01/03	Proposed Completion: 09/30/04	Status: 100%		
Explanation: The development of Task 637 (Peak Hour Modeling) allowed us to realize some cost savings. In FY 2005, this task will be distributed among several projects, maintenance programs, and general membership/public services. A model calibration/validation report will be completed in FY 2005.				
Recommended Action: None.				

Ada	156	70,410	40,500	110,910	141	68,702	23,261	91,963	90%	83%
Canyon	52	23,470	13,500	36,970	53	26,452	8,713	35,165	102%	95%

637 Peak Hour Model	Lead:	Jay Witt		
Commencement Date: 3/15/04	Proposed Completion: 9/30/04	Status: 95%		
Explanation: The FY 2005 Program number 638 (Mode Choice Model) was created as the continuation of this effort as it moves towards developing a mode choice modeling tool. Thus the residual direct funds have been moved into the FY 2005 program number. The peak hour model component is complete. A calibration/validation report for the component will be completed in FY 2005.				
Recommended Action: None.				
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
Total Project Budget:	236	101,380	200,000	301,380

Regional	111	50,000	200,000	250,000	109	50,196	32,347	82,544	98%	33%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2004 VARIANCE REPORT
 OCTOBER 1, 2003 - SEPTEMBER 30, 2004 (100.00%)

Budget - Revision 4				Actual				% Expended	
Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$

640 Transportation Liaison	Lead:	Matt Stoll
Commencement Date: 10/01/03	Proposed Completion: 09/30/04	Status: 100%
Explanation: Staff decreased their effort in the liaison task to focus on specific projects. The result of staff refocusing its efforts is an under expenditure of Canyon County resources for this task.		
Recommended Action: None.		

Ada	46	31,326	-	31,326	46	31,393	-	31,393	100%	100%
Canyon	30	20,884	-	20,884	18	11,638	-	11,638	60%	56%

642 Congestion Management System	Lead:	Jay Witt
Commencement Date: 10/01/03	Proposed Completion: 09/30/04	Status: 100%
Explanation: Documentation, implementation, and system maintenance efforts continue. The Congestion Management System should be documented by the end of the calendar year. FY2005 Program number 842 will allow the system to develop and improve.		
Recommended Action: None.		

Ada	56	27,090	4,550	31,640	53	27,249	2,110	29,358	94%	93%
Canyon	24	11,610	1,950	13,560	25	11,798	904	12,702	104%	94%

645 Air Quality Conformity Demonstration	Lead:	Jay Witt
Commencement Date: 10/01/03	Proposed Completion: 09/30/04	Status: 100%
Explanation: This task will be a project element in FY2005, which reflects the true nature of air quality conformity.		
Recommended Action: None.		

Ada	92	45,100	-	45,100	85	39,339	-	39,339	92%	87%
Canyon	-	-	-	-	-	-	-	-	0%	0%

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 VARIANCE REPORT
OCTOBER 1, 2003 - SEPTEMBER 30, 2004 (100.00%)**

Budget - Revision 4				Actual				% Expended	
Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$

651 Air Quality Planning	Lead:	Jay Witt
Commencement Date: 10/01/03	Proposed Completion: 09/30/04	Status: 100%
Explanation: These projects are on schedule. The focus of this task has been directed towards Clean Cities Coalition and transportation related air quality planning efforts in the region. In FY2005, air quality planning efforts will be specific projects or considered part of general/public services.		
Recommended Action: None.		

Ada	61	31,360	-	31,360	66	36,957	695	37,651	108%	120%
Canyon	26	13,440	-	13,440	23	13,533	244	13,777	88%	103%

655 B20 Biodiesel Study	Lead:	Jay Witt
Commencement Date: 10/01/03	Proposed Completion: 09/30/04	Status: 90%
Explanation: The final report is currently scheduled for completion by the end of December. The remaining tasks are to be completed by the consultant. All of the direct funds are committed.		
Recommended Action: None		

Ada	84	45,000	138,500	183,500	94	45,332	118,915	164,247	112%	90%
Canyon	9	5,000	11,500	16,500	11	4,732	9,687	14,419	118%	87%

661 Communities in Motion	Lead:	Charles Trainor		
Commencement Date: 10/01/03	Proposed Completion: 02/01/06	Status: 95%		
Explanation: The consultant is under contract effective July 23. Direct costs will be spread over multiple years. (Percentage complete refers to this fiscal year only; not the project as a whole.)				
Recommended Action: None				
Total Project Budget:	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
	1,520	787,000	1,025,000	1,812,000

Regional	620	317,410	866,978	1,184,388	573	344,930	171,384	516,313	92%	44%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2004 VARIANCE REPORT
 OCTOBER 1, 2003 - SEPTEMBER 30, 2004 (100.00%)

Budget - Revision 4				Actual				% Expended	
Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$

662 Destination 2030-Limited Update	Lead:	Toni Tisdale		
Commencement Date: 4/20/04	Proposed Completion: 12/31/04	Status: 100%		
Explanation: Workdays are over budget, but labor dollars are at budget due to the ability to utilize lower paid staff to complete this task. (Percentage complete refers to this fiscal year only not the project as a whole.)				
Recommended Action: None.				
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
Total Project Budget:	155	82,450	36,100	118,550

Ada	83	47,590	30,100	77,690	94	48,641	30,100	78,741	114%	101%
Canyon	-	-	-	-	-	-	-	-	0%	0%

671 Public Transportation Support	Lead:	Toni Tisdale		
Commencement Date: 10/1/03	Proposed Completion: 09/30/04	Status: 100%		
Explanation: Although task was over budget projections early in the year, work was adjusted which allowed the year to end near budget.				
Recommended Action: None.				

Ada	72	44,880	4,400	49,280	66	42,847	3,546	46,393	92%	94%
Canyon	18	11,220	1,100	12,320	16	11,719	886	12,605	86%	102%

685 Transportation Improvement Program	Lead:	Patricia Nilsson		
Commencement Date: 10/01/03	Proposed Completion: 09/30/04	Status: 100%		
Explanation: Task on schedule based on adopted TIP calendar. Final TIP report was mirrored with State Transportation Improvement Program. Meetings on development of FY2006-2010 TIP were held with Middleton, Kuna, and Ada County Planning & Zoning.				
Recommended Action: None.				

Ada	189	81,705	1,300	83,005	176	80,766	846	81,613	93%	98%
Canyon	102	43,995	700	44,695	119	54,356	448	54,804	118%	123%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2004 VARIANCE REPORT
 OCTOBER 1, 2003 - SEPTEMBER 30, 2004 (100.00%)

Budget - Revision 4				Actual				% Expended	
Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$

686 Maximize Transportation Funds	Lead:	Matt Stoll
Commencement Date: 10/01/03	Proposed Completion: 09/30/04	Status: 100%
Explanation: The overall budget for this task was completed slightly over budget. Budget allocation between Ada and Canyon Counties was slightly different from actual expenditures. Senior management staff time was under budgeted for the task in FY2004.		
Recommended Action: None.		

Ada	33	20,600	500	21,100	32	24,009	21	24,030	99%	114%
Canyon	33	20,600	500	21,100	25	20,980	21	21,001	77%	100%

710 Development Monitoring	Lead:	Charles Trainor
Commencement Date: 10/01/03	Proposed Completion: 08/31/04	Status: 100%
Explanation: Task was completed with a mid-year report in August. An inventory of preliminary plats was started.		
Recommended Action: None.		

Ada	63	25,545	910	26,455	66	23,320	-	23,320	104%	88%
Canyon	34	13,755	490	14,245	32	11,393	-	11,393	93%	80%

720 Data Resources and Forecasting	Lead:	Charles Trainor
Commencement Date: 01/01/03	Proposed Completion: 09/30/04	Status: 100%
Explanation: Scenario development has shifted to Task 661-Communities in Motion. Extensive work was done with the moderate and high density transit scenarios, with information transmitted to the Communities in Motion consultants.		
Recommended Action: None.		

Ada	74	38,430	2,450	40,880	83	45,702	681	46,383	113%	113%
Canyon	32	16,470	1,050	17,520	30	16,900	380	17,280	95%	99%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2004 VARIANCE REPORT
 OCTOBER 1, 2003 - SEPTEMBER 30, 2004 (100.00%)

Budget - Revision 4				Actual				% Expended	
Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$

760 Automated Geographic Information Systems	Lead:	Ross Dodge
Commencement Date: 10/01/03	Proposed Completion: 09/30/04	Status: 100%
Explanation: Task is completed.		
Recommended Action: None.		

Ada	292	143,200	800	144,000	257	130,162	628	130,790	88%	91%
Canyon	73	35,800	200	36,000	66	32,191	296	32,487	90%	90%

761 Ada County Orthophotography	Lead:	Charles Trainor
Commencement Date: 08/01/03	Proposed Completion: 03/31/04	Status: 100%
Explanation: Work by the consultant was completed in early 2004. Distribution of the product was completed in Spring. Final payment has been made to the consultant.		
Recommended Action: None.		

Ada	-	-	75,000	75,000	-	-	75,318	75,318	0%	100%
Canyon	-	-	-	-	-	-	-	-	0%	0%

780 Drainage Planning	Lead:	Jeanne Urlezaga
Commencement Date: 12/01/03	Proposed Completion: 09/30/04	Status: 100%
Explanation: Professional Service Agreement was signed and work began in late March. Consultant completed this project in August as agreed upon with participants. Remaining dollars will go back to the Bureau of Reclamation who will determine next steps. COMPASS' role is complete.		
Recommended Action: None.		

Ada	3	1,105	6,215	7,320	2	1,263	1,638	2,901	67%	40%
Canyon	1	595	3,346	3,941	1	519	882	1,401	54%	36%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2004 VARIANCE REPORT
 OCTOBER 1, 2003 - SEPTEMBER 30, 2004 (100.00%)

Budget - Revision 4				Actual				% Expended		
Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$	
Ada	1,047	-	107,100	107,100	1,088	-	105,178	105,178	104%	98%
Canyon	449	-	45,900	45,900	466	-	45,023	45,023	104%	98%

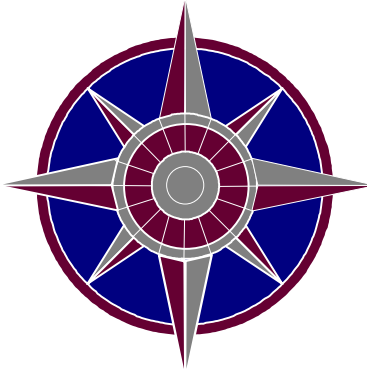
900 Operations	Lead:	Jeanne Urlezaga
Commencement Date: 10/01/03	Proposed Completion: 09/30/04	Status: 100%
Explanation: Task is completed.		
Recommended Action: None.		

TOTAL ALL TASKS										
Ada	2,716	846,933	873,268	1,720,201	2,644	807,596	384,837	1,192,433	97%	69%
Canyon	1,174	367,057	927,263	1,294,320	1,092	330,294	193,124	523,418	93%	40%
Regional	731	367,410	1,066,978	1,434,388	682	395,126	203,731	598,857	93%	42%
TOTAL	4,621	1,581,400	2,867,509	4,448,909	4,417	1,533,016	781,692	2,314,708	96%	52%

T:\900supsvs\Variance Reports\FY2004\September04 Variance Report

Budget	Actual	
4448909	2314708	
565000	49496	610
565000	44274	611
312000	142577	612
1184388	516313	661
<u>2626388</u>	<u>752660</u>	
1822521	1562048	0.857081
	260473	

Percentage without detours



Community Planning Association of Southwest Idaho

MEMORANDUM

TO: COMPASS Finance Committee

FROM: Matthew J. Stoll, Executive Director

DATE: October 28, 2004

RE: Recommend Adoption of Revision 1 to the FY2005 Unified Planning Work Program and Budget

Action Requested:

Recommend adoption of Revision 1 to the FY2005 Unified Planning Work Program and Budget.

Background:

Federal metropolitan planning rules require the Community Planning Association to produce and maintain several documents:

1. Unified Planning Work Program and Budget;
2. Transportation Improvement Program;
3. Long Range Transportation Plan;
4. Air Quality Conformity (Ada County only); and
5. Congestion Mitigation System.

Each of these documents is periodically amended as necessary to accommodate changes in staff activities, revenues and expenses, transportation projects, etc. These amendments are usually accomplished through a Board resolution with subsequent distribution of the approved resolutions and documents to the appropriate funding agencies. Prior to presentation to the Board, proposed modifications of these documents are brought to the Regional Technical Advisory Committee and Finance Committee for recommendation to the Board.

Revision 1 of the FY2005 Unified Planning Work Program and Budget is proposed for the following reasons:

1. Include carry-over grant revenue dollars to other agencies for pass-through projects;

2. Account for increased revenue dollars from FY2004 and FY2005 Consolidated Planning Grants;
3. Adjust revenue and expense dollars for work program numbers (or projects) to reflect actual carry-over dollars from FY2004;
4. Change membership status and associated dues for the Greater Boise Auditorium District and Idaho Department of Environmental Quality;
5. Decrease employee benefit expense from projected 25% premium increase to actual 0% increase;
6. Reinstate a 3% merit increase of employee salary pool as recommended by the Finance Committee at its June 21, 2004 meeting;
7. Reinstate \$195,324 of \$235,824 indirect and direct operations/maintenance budget cuts previously identified in the Final FY2005 Unified Work Program and Budget presentation;
8. Add additional revenue from participating agencies to facilitate establishment of an ethanol (E85) pump in Treasure Valley as part of E85 Feasibility Study;
9. Adjust percentage estimates between Ada and Canyon Counties for Work Program Number 685 – Transportation Improvement Program based upon FY2004 actual expenses and staff recommendation;
10. Create a new Work Program Number for Ada County Orthophotography to improve revenue and expense tracking for this project;
11. Create a new Indirect cost category with associated budget for Board travel and education; and
12. Increase dollars in Work Program Number 661 – Communities in Motion, Professional Services Agreements for contract contingency.

The following documents are attached to this memorandum for additional detail of the proposed Revision 1 of FY2005 Unified Planning Work Program and Budget:

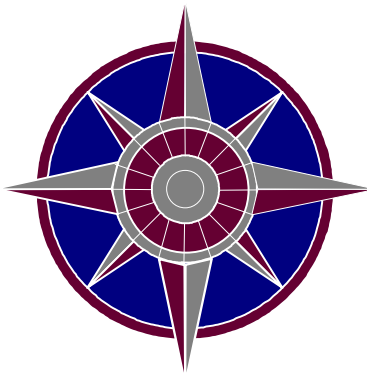
- Proposed Changes for Revision 1 of the FY2005 Unified Planning Work Program and Budget;
- Revenue and Expense Summary;
- Revenue by Funding Source;
- Expenses by Work Program Number and Funding Source – Ada County;
- Expenses by Work Program Number and Funding Source – Canyon County;
- Expenses by Work Program Number and Funding Source – Regional;
- Expenses by Work Program Number and Funding Source – Grand Total;
- Change in Fund Balance;
- Direct Expense Summary;
- Indirect Operations and Maintenance Expense Summary;
- Workday Allocation; and
- Original Cuts – Indirect and Direct Operations/Maintenance Expenses.

Status:

The Regional Technical Advisory Committee reviewed and recommended adoption of Revision 1 of the FY2005 Unified Planning Work Program and Budget at its October 27, 2004 meeting. The Committee also expressed its support of my goal to support on-going expenses (i.e., salaries,

building lease, etc) with Consolidated Planning Grant funds and membership dues in FY2006; thus allowing Surface Transportation Program – Urban funds to be used for specific Board directed planning and implementation projects with start and end dates. Staff requests the Finance Committee’s review and recommendation of Board adoption of Revision 1 of the FY2005 Unified Planning Work Program and Budget. Staff has tentatively scheduled the Board to consider this revision at its November 15, 2004 meeting pending Finance Committee approval.

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Community Planning Association of Southwest Idaho

Proposed changes for Revision 1 of the FY2005 Unified Planning Work Program and Budget.

#	Revenue Adjustment	\$ Change	Expense Adjustment	\$ Change
1	Add the Department of Environmental Quality as a Special Member.	\$ 5,600		
2	Remove Greater Boise Auditorium District Special Member status as a result of their decision to change to Ex-Officio Member status.	(\$ 5,600)		
3	Adjust grant revenue and expense dollars to reflect carry-over from FY2004 program 644-Air Quality Modeling Improvements. CMAQ Key #8858 Carry-over (local funds for match)	\$ 19,857 \$ 1,573	Professional Service Agreements Other	\$ 21,000 \$ 430
4	Increase revenue dollars for the FY2004 Consolidated Planning Grant. These funds will be added to the FY2005 grant as a result of late funding apportionment. Ada County \$ 77,029 Canyon County \$ 27,092	\$ 104,121		
5	Increase in funding for the FY2005 Consolidated Planning Grant. Ada County \$ 90,185 Canyon County \$ 31,719	\$ 121,904		
6	Adjust grant revenue dollars to reflect the actual amount funded from the original estimate of the FY2004 Consolidated Planning Grant. Ada County \$ 417 Canyon County \$ 146	\$ 563		
7	Adjust revenue and expense dollars to reflect actual carry-over to FY2005 program number 638-Mode Choice Model Development. FTA(03) – ValleyRide Carry-over (local funds for match)	\$ 14,080 \$ 3,520	Professional Service Agreements	\$ 17,600

8	Adjust revenue and expense dollars to reflect actual carry-over from FY2004 program number 661-Communities in Motion. FTA(03) – ValleyRide Carry-over (local funds for match)	\$ 16,000 \$ 4,000	Professional Service Agreements	\$ 20,000
9	Adjust revenue dollars from STP-U Key #8138 to reflect actual carry-over from program number 661-Communities in Motion. STP-U Key #8138 Carry-over (local funds for match)	(\$ 17,429) (\$ 1,380)		
10	Adjust revenue and expense dollars to reflect actual carry-over from FY2004 program number 611-US 20/26 Corridor Preservation Study. STP-State Key #7826 ITD-Local match for Key #7826	\$ 27,798 \$ 2,205	Professional Service Agreements	\$ 29,090
11	Adjust revenue and expense dollars to reflect actual carry-over from FY2004 program number 610-SH 44 Corridor Preservation Study. STP-State Key #7827 ITD-Local match for Key #7827	\$ 53,900 \$ 4,271	Professional Service Agreements	\$ 56,840
12	Adjust revenue and expense dollars to reflect actual carry-over from FY2004 program number 612-Middleton Road Connections Study. STP-U Key# 9134 City of Nampa-local match	\$ 32,009 \$ 2,534	Professional Service Agreements Other (State Forces-for review)	\$ 29,334 \$ 5,000
13	Include grant revenue dollars to pass-through program numbers to reflect carry-over dollars from FY2004. STP Key #7702 STP Key #8137 STP Key #8821 STP Key #9134	\$ 9,055 \$ 163 \$ 905,666 \$ 4,465	Add related pass-through expenses. 261-ValleyRide, Rail Corridor 275-ID Dept Water Res-BioDiesel 262-ACHD-3 Cities River Crossing 274-Caldwell Circulation Study	\$ 9,055 \$ 163 \$ 905,666 \$ 4,465
14			Decrease benefit expense to actual. A premium cost increase of 25% was projected for medical benefits; the actual increase came in at 0%.	(\$ 39,400)
15			Increase salary and fringe expense to account for a 3% merit pool. Salary Cost Related Benefits	\$ 27,600 \$ 5,500

16			Reinstated budget cuts to indirect costs. Professional Service Agreements Dues Postage Telephone Legal	\$ 1,324 \$ 1,000 \$ 1,000 \$ 500 \$ 15,000
17			Reinstated budget cuts to direct costs associated with the following program numbers: 626, Population Estimate & Development 653, Outreach Program Development 656, Studies Coordination System Development 661, Communities in Motion 685, Transportation Improvement Program 701, General Membership Services 707, Educational Services 801, Transportation Staff Development 836, Model Maintenance 842, Congestion Management System Maintenance 990, Legal/Lobbying 990, Equipment 990, Professional Service Agreements	\$ 3,000 \$ 20,000 \$ 10,000 \$ 37,500 \$ 5,000 \$ 15,000 \$ 13,500 \$ 5,000 \$ 7,500 \$ 5,000 \$ 25,000 \$ 5,000 \$ 25,000
18	Reclass local revenue dollars and Consolidated Planning Grant Dollars between program number 836-Model Maintenance and program number 644-Air Quality Modeling Improvements. This is necessary to provide local match dollars for the "Statewide Fleet Data Development for MOBILE6" CMAQ grant held by DEQ, per agreement signed in February, 2002. This will have a net zero effect on the COMPASS budget.	644 – CPG Grant (\$ 2,500) 644 – Local dollars \$ 2,500 836 – CPG Grant \$ 2,500 836 – Local Dollars (\$ 2,500)		

19	Add \$20,000 other revenue from participating agencies to facilitate the installation of an E85(Ethanol) Pump in the Treasure Valley. This revenue and related expenses will be added to program number 733-Clean Cities Coalition Participation. Other Revenue	\$ 20,000	Transfer two workdays to provide administrative support for invoicing. 991-Indirect Support Labor 733-Clean Cities Coalition Add \$20,000 Other expense to program number 733-Clean Cities Coalition Participation.	(\$ 650) \$ 650 \$ 20,000
20	Adjust percentage estimates between Ada and Canyon Counties for program number 685-Transportation Improvement Program, to more accurately reflect the time spent in each county per FY2004 actual expenses and staff recommendation. Ada County (approximately) Canyon County (approximately)	(\$ 10,585) \$ 10,585	Ada County Canyon County	(\$ 10,585) \$ 10,585
21	Create new program number, 861-Ada County Orthophotography, and move related labor and expenses from program number 860-Geographic Information System Maintenance for better tracking purposes. 860-Local Dollars 860-Other Revenue 861-Local Dollars 861-Other Revenue	(\$ 2,090) (\$ 70,000) \$ 2,090 \$ 70,000	860-Labor (5 workdays) 860-Professional Service Agreements 861-Labor (5 workdays) 861-Professional Service Agreements	(\$ 2,070) (\$ 70,000) \$ 2,070 \$ 70,000
22			Add \$10,000 to a new indirect cost category titled "Board Travel/Education". 999-Indirect Board Travel/Education	\$ 10,000
23			Increase program number 661-Communities in Motion, Professional Service Agreements to provide for contract contingency. Professional Service Agreements	\$ 11,208
24			Program the "Change in Fund Balance" dollars as reported in the FY2005 UPWP and Budget-Final, to increase contract contingency for program number 661-Communities in Motion. Professional Service Agreements	\$ 2,258
TOTALS		\$1,328,875		\$1,331,133

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2005 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2005 Final	FY2005 Rev-1	
GENERAL MEMBERSHIP			
Ada County	137,599	137,599	
Ada County Highway District	137,599	137,599	
Association of Canyon County Highway Districts	21,623	21,623	
Boise City	73,356	73,356	
Caldwell City	18,936	18,936	
Canyon County	93,198	93,198	
Eagle City	6,020	6,020	
Garden City	4,281	4,281	
Kuna City	3,555	3,555	
Meridian City	17,486	17,486	
Middleton City	2,109	2,109	
Nampa City	38,607	38,607	
Parma City	1,011	1,011	
Star City	936	936	
Subtotal	556,316	556,316	
SPECIAL MEMBERSHIP			
Boise State University	5,600	5,600	
Capital City Development Corporation	5,600	5,600	
Department of Environmental Quality	-	5,600	1
Greater Boise Auditorium District	5,600	-	2
Idaho Transportation Department	5,600	5,600	
Independent School District of Boise City	5,600	5,600	
Joint School District #2	5,600	5,600	
ValleyRide	5,600	5,600	
Subtotal	39,200	39,200	
GRANT AND SPECIAL			
CMAQ - Biodiesel project Key #8858	-	19,857	3
FHWA/FTA - Consolidated Planning Grant FY05/Ada	559,408	726,622	4,5
FHWA/FTA - Consolidated Planning Grant FY05/Canyon	196,754	255,565	4,5
FHWA/FTA - Consolidated Planning Grant FY04/Ada	-	417	6
FHWA/FTA - Consolidated Planning Grant FY04/Canyon	-	146	6
FTA 5307(04) Mode Choice Model/Communities in Motion, carry-over	93,000	93,000	
FTA 5307(03) Mode Choice Model/Communities in Motion, carry-over	92,000	122,080	7,8
STP TMA - Key #8138, FY04, Transportation Planning, Ada, carry-over	124,000	106,571	9
STP TMA - Key #8468, FY05, Transportation Planning, Ada	244,622	244,622	
STP-U Key #9206, FY04, Transportation Planning, Canyon, carry-over	10,500	10,500	
STP-U Key #9207, FY05, Transportation Planning, Canyon	61,156	61,156	
STP-S Key #7826, FY04, US 20/26 Corridor Preservation Study, carry-over	363,990	391,788	10
STP-S Key #7826, FY05, US 20/26 Corridor Preservation Study	532,795	532,795	
ITD-local match for Key#7826, US 20/26 Corridor Preservation Study	71,035	73,240	10
STP-S Key #7827, FY04, SH44 Corridor Preservation Study, carry-over	366,000	419,900	11
STP-S Key #7827, FY05, SH44 Corridor Preservation Study	996,093	996,093	
ITD-local match for Key #7827, SH44 Corridor Preservation Study	107,897	112,168	11
STP-U Key #9134, FY04 Middleton Road Connections Study, carry-over	125,000	157,009	12
City of Nampa-local match for Key #9134, Middleton Road Connections	9,900	12,434	12
Subtotal	3,954,150	4,335,963	
OTHER			
ITD-Communities in Motion	500,000	500,000	
City of Middleton - Middleton Circulation Plan	4,000	4,000	
Carry-over (local funds for match)	57,000	64,713	3,7,8,9
Participating agency revenue-installation of E85(Ethanol) pump.	-	20,000	19
Data Dissemination	19,000	19,000	
Interest Income	7,000	7,000	
Ortho Photos, Ada County	20,000	20,000	
Ortho Photos, Ada County, carry-over	50,000	50,000	
Mapping and Miscellaneous	7,500	7,500	
Subtotal	664,500	692,213	
COMPASS REVENUE	5,214,166	5,623,692	

PASS THROUGH			
STP Urban - Key #7702, FY01		9,055	13
STP Urban - Key #8137, FY03		163	13
STP Urban - Key #8821, FY02		905,666	13
STP-Urban - Key #9134, FY03		4,465	13
PASS THROUGH REVENUE	-	919,349	

TOTAL REVENUE	5,214,166	6,543,041	
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EXPENSE	FY2005 Final	FY2005 Rev-1	
SALARY, FRINGE & CONTINGENCY			
Salary	920,300	947,900	15
Fringe	390,200	356,300	14,15
Salary Contingency (Overtime and Bonus)	13,000	13,000	
Sick Time Trade	10,000	10,000	
Subtotal	1,333,500	1,327,200	
INDIRECT OPERATIONS & MAINTENANCE			
COMPASS	280,476	309,300	16,22
DIRECT OPERATIONS & MAINTENANCE			
Planning & Administrative:			
FY2005 Direct Expenses:			
601, UPWP Budget Development and Monitoring	-	-	
605, Triennial Review	1,400	1,400	
610, SH44 Corridor Preservation Study	1,373,160	1,430,000	11
611, US 20/26 Corridor Preservation Study	900,910	930,000	10
612, Middleton Road Connections Study	119,762	154,096	12
620, Development Monitoring	-	-	
626, Population Estimate Development	-	3,000	17
638, Mode Choice Model Development	150,000	167,600	7
644, Air Quality Modeling Improvements	-	21,430	3
653, Outreach Program Development	2,500	22,500	17
656, Studies Coordination System Development	-	10,000	17
661, Communities in Motion	865,000	935,966	8,17,23,24
662, Destination 2030-Limited Plan Update	6,000	6,000	
685, Transportation Improvement Program	3,000	8,000	17
701, General Membership Services	-	15,000	17
703, General Public Services	700	700	
707, Educational Services	2,500	16,000	17
720, Three Cities River Crossing	-	-	
723, Middleton Circulation Plan	-	-	
725, Downtown Boise Mobility Study	-	-	
729, Lake Hazel-Gowen Study	-	-	
733, Clean Cities Coalition Participation	-	20,000	19
735, Public Transportation/Air Quality Interim Committee	-	-	
755, ACHD/Impact Fee Program	-	-	
801, Transportation Staff Development	15,000	20,000	17
820, Committee Support	3,000	3,000	
836, Model Maintenance	8,500	16,000	17
842, Congestion Management System Maintenance	1,500	6,500	17
860, Geographic Information System Maintenance	71,000	1,000	21
861, Ada County Orthophotography	-	70,000	21
990, Operations	74,000	129,000	17
Subtotal	3,597,932	3,987,192	
COMPASS EXPENSE	5,211,908	5,623,692	

COMPASS SUMMARY WITHOUT PASS THROUGH			
TOTAL REVENUE	5,214,166	5,623,692	
TOTAL EXPENSES	5,211,908	5,623,692	
CHANGE IN FUND BALANCE	2,258	-	24

PASS THROUGH			
ValleyRide-Rail Corridor Study		9,055	13
Idaho Department of Water Resources-Biodiesel Fuel		163	13
Ada County Highway District-Three Cities River Crossing		905,666	13
Downtown Caldwell Circulation Study		4,465	13
PASS THROUGH EXPENSE	-	919,349	

TOTAL EXPENSE	5,211,908	6,543,041	
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2005 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
REVENUE BY FUNDING SOURCE

	FY2005 FINAL					FY2005 REVISION 1				
	Ada	Canyon	Regional	Pass-Through	Total	Ada	Canyon	Regional	Pass-Through	Total
General Membership										
Ada County	137,599				137,599	137,599				137,599
Ada County Highway District	137,599				137,599	137,599				137,599
Association of Canyon County Highway Districts		21,623			21,623		21,623			21,623
Boise City	73,356				73,356	73,356				73,356
Caldwell City		18,936			18,936		18,936			18,936
Canyon County		93,198			93,198		93,198			93,198
Eagle City	6,020				6,020	6,020				6,020
Garden City	4,281				4,281	4,281				4,281
Kuna City	3,555				3,555	3,555				3,555
Meridian City	17,486				17,486	17,486				17,486
Middleton City		2,109			2,109		2,109			2,109
Nampa City		38,607			38,607		38,607			38,607
Parma City		1,011			1,011		1,011			1,011
Star City	936				936	936				936
Transfer Local Dollars to Regional Projects	-235,492	-101,886	337,378		0	-225,722	-99,785	325,507		0
Sub-total	145,339	73,598	337,378	0	556,316	155,110	75,699	325,507	0	556,316

Special Membership										
Boise State University			5,600		5,600			5,600		5,600
Capital City Development Corporation	5,600				5,600	5,600				5,600
Department of Environmental Quality					0			5,600		5,600
Greater Boise Auditorium District	5,600				5,600					0
Idaho Transportation Department			5,600		5,600			5,600		5,600
Independent School District of Boise City	5,600				5,600	5,600				5,600
Joint School District #2	5,600				5,600	5,600				5,600
ValleyRide			5,600		5,600			5,600		5,600
Sub-total	22,400	0	16,800	0	39,200	16,800	0	22,400	0	39,200

FHWA/FTA Consolidated Planning Grant										
FY2004					0	417	146			563
FY2005	559,408	196,754			756,162	726,622	255,565			982,187
Transfer Consolidated Planning Grant Dollars to Regional Projects	-360,792	-119,160	479,952		0	-520,999	-160,557	681,556		0
Sub-total	198,616	77,594	479,952	0	756,162	206,040	95,154	681,556	0	982,750

Surface Transportation Program										
Urban-Key#7702-ValleyRide Rail Corridor Feasibility Study					0				9,055	9,055
State- Key#7826 SH 20/26 Corridor Preservation Study			896,785		896,785			924,583		924,583
State- Key#7827 SH 44 Corridor Preservation Study			1,362,093		1,362,093		1,415,993			1,415,993
Urban-Key#8137-ID Dept of Water Resources-Biodiesel					0				163	163
Urban-Key#8138-FY04 TMA - Ada County	37,861		86,139		124,000	37,861		68,710		106,571
Urban-Key#8468-FY05 TMA - Ada County			244,622		244,622			244,622		244,622
Urban-Key#8821-ACHD Three Cities River Crossing					0				905,666	905,666
Urban-Key#9134-Downtown Caldwell Circulation Study					0				4,465	4,465
Urban-Key#9134-Middleton Road Connections Study		125,000			125,000		157,009			157,009
Urban-Key#9206-FY04 Canyon County			10,500		10,500			10,500		10,500
Urban-Key#9207-FY05 Canyon County			61,156		61,156			61,156		61,156
Sub-total	37,861	125,000	2,661,295	0	2,824,156	37,861	157,009	2,725,564	919,349	3,839,783

Other Federal Aid										
CMAQ-Biodiesel Key#8858					0			19,857		19,857
FTA Section 5307 (04)			93,000		93,000			93,000		93,000
FTA Section 5307 (03)			92,000		92,000			122,080		122,080
Sub-total	0	0	185,000	0	185,000	0	0	234,937	0	234,937

Other Revenue Sources										
ITD-Communities in Motion			500,000		500,000			500,000		500,000
City of Middleton-Middleton Circulation Plan		4,000			4,000		4,000			4,000
Local Carry-over			57,000		57,000			64,713		64,713
City of Nampa-match for Key#9134-Middleton Road Connections		9,900			9,900		12,434			12,434
ITD-match for Key#7826-US 20/26 Corridor Preservation Study			71,035		71,035			73,240		73,240
ITD-match for Key#7827-SH 44 Corridor Preservation Study			107,897		107,897			112,168		112,168
Participating agency revenue-installation of E85(Ethanol) pump.					0	20,000				20,000
Data Dissemination-Sales	19,000				19,000	19,000				19,000
Orthophotography	70,000				70,000	70,000				70,000
Maps and Miscellaneous-Sales	7,500				7,500	7,500				7,500
Interest Income			7,000		7,000			7,000		7,000
Sub-total	96,500	13,900	742,932	0	853,332	116,500	16,434	757,121	0	890,055
Grand Total	500,716	290,092	4,423,357	0	5,214,166	532,311	344,296	4,747,085	919,349	6,543,041

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2005 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE - ADA COUNTY**

WORK PROGRAM NUMBER	EXPENSES				PERCENTAGE		ADA COUNTY																				GRAND TOTAL	
	Labor &				Ada	Canyon	FEDERAL													LOCAL FUNDING								
	Work Days	Indirect Cost	Direct Cost	Total Cost			CPG 05 FHWA/FTA	CPG 04 FHWA/FTA	FTA (03) Section 5307	FTA (04) Section 5307	STP-U #7702	STP-STATE #7826	STP-STATE #7827	STP-TMA #8138	STP-TMA #8468	STP-U #8821	STP-U #9134	STP-U #9206	STP-U #9207	Total Federal	Match	Carry-over Match	Local	Other Revenue	Total Local			
261 ValleyRide-Rail Corridor Feasibility Study	-	-	9,055	9,055	100%	0%					9,055								9,055						-	9,055	13	
262 ACHD-Three Cities River Crossing	-	-	905,666	905,666	100%	0%												905,666	905,666							-	905,666	13
274 Downtown Caldwell Circulation Study	-	-	4,465	4,465	0%	100%																				-		
275 Idaho Department of Water Resources-Biodiesel	-	-	163	163	0%	100%																				-		
TOTAL PASS THROUGH	-	-	919,349	919,349						9,055								905,666	914,721							-	914,721	
601 UPWP/Budget Development and Monitoring	210	111,125	-	111,125		Regional																						
605 Triennial Review	140	67,910	1,400	69,310		Regional																						
610 SH 44 Corridor Preservation Study	214	98,160	1,430,000	1,528,160		Regional																						
611 US 20/26 Corridor Preservation Study	149	67,820	930,000	997,820		Regional																						
612 Middleton Road Connections Study	32	15,350	154,096	169,446	0%	100%																						
620 Development Monitoring	73	25,100	-	25,100			15,815												15,815	1,253						1,253	17,068	
626 Population Estimate Development	18	7,510	3,000	10,510	68%	32%		6,622											6,622	525						525	7,147	
638 Mode Choice Model Development	125	52,080	167,600	219,680		Regional																						
644 Air Quality Modeling Improvements	67	27,500	21,430	48,930		Regional																						
653 Outreach Program Development	96	42,990	22,500	65,490		Regional																						
656 Studies Coordination System Development	49	23,130	10,000	33,130		Regional																						
661 Communities in Motion	599	313,635	935,966	1,249,601		Regional																						
662 Destination 2030-Limited Plan Update	72	35,340	6,000	41,340	100%	0%							37,861						38,306	3,034					3,034	41,340		
685 Transportation Improvement Program	287	125,070	8,000	133,070	60%	40%		73,982											73,982	5,860					5,860	79,842	20	
TOTAL PROJECTS	2,131	1,012,720	3,689,992	4,702,712				96,864					37,861					134,725	10,672						10,672	145,397		
701 General Membership Services	210	100,120	15,000	115,120	67%	33%		69,879	417										70,296	5,568		791			6,359	76,655		
703 General Public Services	155	68,930	700	69,630	68%	32%																20,848	26,500		47,348	47,348		
705 Transportation Liaison Services	142	86,830	-	86,830	68%	32%																59,044			59,044	59,044		
707 Educational Services	32	15,770	16,000	31,770		Regional																						
720 Three Cities River Crossing	15	9,790	-	9,790	100%	0%		9,071											9,071	719					719	9,790		
723 Middleton Circulation Plan	10	4,240	-	4,240	0%	100%																						
725 Downtown Boise Mobility Study	9	6,000	-	6,000	100%	0%							5,560						5,560	440					440	6,000		
729 Lake Hazel-Gowen Study	18	8,470	-	8,470	100%	0%							7,848						7,848	622					622	8,470		
733 Clean Cities Coalition Participation	11	5,070	20,000	25,070	100%	0%		4,698											4,698	372		20,000			20,372	25,070	19	
735 Public Transportation/Air Quality Interim Committee	27	17,560	-	17,560		Regional																						
755 ACHD/Impact Fee Program	28	12,630	-	12,630	100%	0%		11,703											11,703	927					927	12,630		
TOTAL SERVICES	657	335,410	51,700	387,110				108,759	417									109,176	8,648			80,684	46,500		135,832	245,008		
801 Transportation Staff Development	53	24,840	20,000	44,840		Regional																						
820 Committee Support	306	125,260	3,000	128,260		Regional																						
836 Model Maintenance	32	13,780	16,000	29,780		Regional																						
842 Congestion Management System Maintenance	84	36,130	6,500	42,630		Regional																						
860 Geographic Information System Maintenance	188	86,270	1,000	87,270	80%	20%																69,816			69,816	69,816	21	
861 Ada County Orthophotography	5	2,090	70,000	72,090	80%	20%																2,090	70,000		72,090	72,090	21	
TOTAL SYSTEM MAINTENANCE	668	288,370	116,500	404,870																		71,906	70,000		141,906	141,906		
960 Information Technology	217	-	-	-		Regional																						
990 Direct Operations / Maintenance	0	-	129,000	129,000		Regional																						
991 Support Services Labor	858	-	-	-		Regional																						
999 Indirect Operations/Maintenance	0	-	-	-		Regional																						
TOTAL INDIRECT/OVERHEAD	1,075	-	129,000	129,000																								
GRAND TOTAL	4,531	1,636,500	4,906,541	6,543,041				205,623	417				37,861					905,666	1,158,622	19,320			152,590	116,500	288,410	1,447,032		

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2005 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE - TOTAL**

WORK PROGRAM NUMBER	EXPENSES				PERCENTAGE		GRAND TOTAL																				GRAND TOTAL					
	Labor &				Ada	Canyon	FEDERAL														LOCAL FUNDING											
	Work Days	Indirect Cost	Direct Cost	Total Cost			CPG-Ada 05 FHWA/FTA	CPG-Canyon 05 FHWA/FTA	CPG-Ada 04 FHWA/FTA	CPG-Canyon 04 FHWA/FTA	CMAQ Key #8858	FTA (03) Section 5307	FTA (04) Section 5307	STP-U #7702	STP-STATE #7826	STP-STATE #7827	STP-U #8137	STP-TMA #8138	STP-TMA #8468	STP-U #8821	STP-U #9134	STP-U #9206	STP-U #9207	Total Federal	Match	Carry-over		Local	Other Revenue	Total Local		
261 ValleyRide-Rail Corridor Feasibility Study	-	-	9,055	9,055	100%	0%	-	-	-	-	-	-	9,055	-	-	-	-	-	-	-	-	-	-	9,055	-	-	-	-	-	9,055	13	
262 ACHD-Three Cities River Crossing	-	-	905,666	905,666	100%	0%	-	-	-	-	-	-	-	-	-	-	-	-	-	905,666	-	-	-	905,666	-	-	-	-	-	905,666	13	
274 Downtown Caldwell Circulation Study	-	-	4,465	4,465	0%	100%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,465	-	-	-	4,465	-	-	-	-	-	4,465	13
275 Idaho Department of Water Resources-Biodiesel	-	-	163	163	0%	100%	-	-	-	-	-	-	-	-	-	163	-	-	-	-	-	-	163	-	-	-	-	-	163	13		
TOTAL PASS THROUGH	-	-	919,349	919,349			-	-	-	-	-	-	9,055	-	-	163	-	-	-	905,666	4,465	-	919,349	-	-	-	-	-	919,349			
601 UPWP/Budget Development and Monitoring	210	111,125	-	111,125	Regional		78,719	24,249	-	-	-	-	-	-	-	-	-	-	-	-	-	-	102,968	8,157	-	-	-	8,157	111,125			
605 Triennial Review	140	67,910	1,400	69,310	Regional		49,098	15,124	-	-	-	-	-	-	-	-	-	-	-	-	-	-	64,223	5,087	-	-	-	5,087	69,310			
610 SH 44 Corridor Preservation Study	214	98,160	1,430,000	1,528,160	Regional		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,415,993	(0)	-	-	112,167	112,167	1,528,160			
611 US 20/26 Corridor Preservation Study	149	67,820	930,000	997,820	Regional		-	-	-	-	-	-	924,583	-	-	-	-	-	-	-	-	-	924,583	0	-	-	73,237	73,237	997,820	11		
612 Middleton Road Connections Study	32	15,350	154,096	169,446	0%	100%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	157,009	-	157,009	0	-	-	12,437	12,437	169,446	12		
620 Development Monitoring	73	25,100	-	25,100	68%	32%	15,815	7,442	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23,258	1,842	-	-	-	1,842	25,100			
626 Population Estimate Development	18	7,510	3,000	10,510	68%	32%	6,622	3,116	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,739	771	-	-	-	771	10,510	17		
638 Mode Choice Model Development	125	52,080	167,600	219,680	Regional		10,328	3,182	-	-	106,080	58,000	-	-	-	-	-	-	-	-	-	-	177,590	19,450	22,640	-	-	42,090	219,680	7		
644 Air Quality Modeling Improvements	67	27,500	21,430	48,930	Regional		17,710	5,455	-	-	19,857	-	-	-	-	-	-	-	-	-	-	-	43,022	1,835	1,573	2,500	-	5,908	48,930	3,18		
653 Outreach Program Development	96	42,990	22,500	65,490	Regional		45,522	14,023	-	-	-	-	-	-	-	-	-	-	-	-	-	-	59,545	4,717	-	1,228	-	5,945	65,490	17		
656 Studies Coordination System Development	49	23,130	10,000	33,130	Regional		23,469	7,229	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,698	2,432	-	-	-	2,432	33,130	17		
661 Communities in Motion	599	313,635	935,966	1,249,601	Regional		190,514	58,767	-	-	16,000	35,000	-	-	-	68,710	244,622	-	-	10,500	61,156	685,268	22,493	40,500	1,340	500,000	564,332	1,249,601	8,9,17,23,24			
662 Destination 2030-Limited Plan Update	72	35,340	6,000	41,340	100%	0%	445	-	-	-	-	-	-	-	-	37,861	-	-	-	-	-	38,306	3,034	-	-	-	3,034	41,340				
685 Transportation Improvement Program	287	125,070	8,000	133,070	60%	40%	73,982	49,321	-	-	-	-	-	-	-	-	-	-	-	-	-	-	123,303	9,767	-	-	-	9,767	133,070	17,20		
TOTAL PROJECTS	2,131	1,012,720	3,689,992	4,702,712			512,224	187,909	-	-	19,857	122,080	93,000	-	-	924,583	1,415,993	-	106,571	244,622	-	157,009	10,500	61,156	3,855,504	79,586	64,713	5,068	697,841	847,208	4,702,712	
701 General Membership Services	210	100,120	15,000	115,120	67%	33%	69,879	35,127	417	146	-	-	-	-	-	-	-	-	-	-	-	-	105,569	8,363	-	1,188	-	9,551	115,120	17		
703 General Public Services	155	68,930	700	69,630	68%	32%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	43,130	26,500	69,630	69,630			
705 Transportation Liaison Services	142	86,830	-	86,830	68%	32%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	86,830	-	86,830	86,830			
707 Educational Services	32	15,770	16,000	31,770	Regional		22,505	6,933	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29,438	2,332	-	-	-	2,332	31,770	17		
720 Three Cities River Crossing	15	9,790	-	9,790	100%	0%	9,071	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,071	719	-	-	-	719	9,790			
723 Middleton Circulation Plan	10	4,240	-	4,240	0%	100%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	240	4,000	4,240	4,240			
725 Downtown Boise Mobility Study	9	6,000	-	6,000	100%	0%	5,560	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,560	440	-	-	-	440	6,000			
729 Lake Hazel-Gowen Study	18	8,470	-	8,470	100%	0%	7,848	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,848	622	-	-	-	622	8,470			
733 Clean Cities Coalition Participation	11	5,070	20,000	25,070	100%	0%	4,698	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,698	372	-	-	20,000	20,372	25,070	19		
735 Public Transportation/Air Quality Interim Committee	27	17,560	-	17,560	Regional		12,439	3,832	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16,271	1,289	-	-	-	1,289	17,560			
755 ACHD/Impact Fee Program	28	12,630	-	12,630	100%	0%	11,703	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11,703	927	-	-	-	927	12,630			
TOTAL SERVICES	657	335,410	51,700	387,110			143,704	45,892	417	146	-	-	-	-	-	-	-	-	-	-	-	-	190,159	15,063	-	131,388	50,500	196,951	387,110			
801 Transportation Staff Development	53	24,840	20,000	44,840	Regional		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	44,840	-	44,840	44,840	17		
820 Committee Support	306	125,260	3,000	128,260	Regional		27,045	8,318	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35,363	2,801	-	90,096	-	92,897	128,260			
836 Model Maintenance	32	13,780	16,000	29,780	Regional		13,451	4,143	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,594	1,394	-	10,792	-	12,186	29,780	17,18		
842 Congestion Management System Maintenance	84	36,130	6,500	42,630	Regional		30,198	9,302	-	-	-	-	-	-	-	-	-	-	-	-	-	-	39,501	3,129	-	-	-	3,129	42,630	17		
860 Geographic Information System Maintenance	188	86,270	1,000	87,270	80%	20%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	87,270	-	87,270	87,270	21		
861 Ada County Orthophotography	5	2,090	70,000	72,090	80%	20%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,090	70,000	72,090	72,090	21		
TOTAL SYSTEM MAINTENANCE	668	288,370	116,500	404,870			70,694	21,764	-	-	-	-	-	-	-	-	-	-	-	-	-	-	92,458	7,324	-	235,088	70,000	312,412	404,870			
960 Information Technology	217	-	-	-	Regional		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
990 Direct Operations / Maintenance	0	-	129,000	129,000	Regional		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	122,000	7,000	129,000	129,000	17		
991 Support Services Labor	858	-	-	-	Regional		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
999 Indirect Operations/Maintenance	0	-	-	-	Regional		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
TOTAL INDIRECT/OVERHEAD	1,075	-	129,000	129,000			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	122,000	7,000	129,000	129,000			
GRAND TOTAL	4,531	1,636,500	4,906,541	6,543,041			726,622	255,565	417	146	19,857	122,080	93,000	9,055	924,583	1,415,993	163	106,571	244,622	905,666	161,474	10,500	61,156	5,057,470	101,974	64,713	493,544	825,341	1,485,571	6,543,041		

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2005 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
CHANGE IN FUND BALANCE

	FY2005 FINAL				FY2005 REVISION 1			
	Ada	Canyon	Regional	Total	Ada	Canyon	Regional	Total
Projected Revenue Summary:								
General Membership	145,340	73,598	337,378	556,316	155,110	75,699	325,507	556,316
Special Membership	22,400	0	16,800	39,200	16,800	0	22,400	39,200
FHWA/FTA Consolidated Planning Grant	198,616	77,594	479,952	756,162	206,040	95,154	681,556	982,750
STP-Urban	37,861	125,000	2,661,295	2,824,156	37,861	157,009	2,725,564	2,920,434
Other Federal Aid	0	0	185,000	185,000	0	0	234,937	234,937
Other Revenue Sources	96,500	13,900	742,932	853,332	116,500	16,434	757,121	890,055
Total Projected Revenue	500,717	290,092	4,423,357	5,214,166	532,311	344,296	4,747,085	5,623,692
Projected Expense Summary:								
Projects	148,674	185,638	4,086,596	4,420,908	145,397	234,070	4,323,245	4,702,712
Services	211,507	86,583	35,391	333,480	245,008	92,772	49,330	387,110
System Maintenance	140,536	17,634	225,350	383,520	141,906	17,454	245,510	404,870
Operations	0	0	74,000	74,000	0	0	129,000	129,000
Total Projected Expenses	500,717	289,855	4,421,337	5,211,908	532,311	344,296	4,747,085	5,623,692
Projected Change in Fund Balance	0	238	2,021	2,258	0	0	0	0

	FY2005 FINAL				FY2005 REVISION 1			
	Ada	Canyon	Regional	Total	Ada	Canyon	Regional	Total
Pass Through Summary:								
STP-Urban	0	0		0	914,721	4,465	163	919,349
Total Projected Pass Through Revenue	0	0	0	0	914,721	4,465	163	919,349
Pass Through Expense	0	0	0	0	914,721	4,465	163	919,349

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CHANGE IN FUND BALANCE

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2005 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
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)	PASS THROUGH (99)
261 ValleyRide-Rail Corridor Feasibility Study	9,055									9,055
262 ACHD-Three Cities River Crossing	905,666									905,666
274 Downtown Caldwell Circulation Study	4,465									4,465
275 Idaho Department of Water Resources-Biodiesel	163									163
601 UPWP/Budget Development and Monitoring	-									
605 Triennial Review	1,400						600	800		
610 SH 44 Corridor Preservation Study	1,430,000				1,430,000					
611 US 20/26 Corridor Preservation Study	930,000				930,000					
612 Middleton Road Connections Study	154,096				149,096				5,000	
620 Development Monitoring	-									
626 Population Estimate Development	3,000				3,000					
638 Mode Choice Model Development	167,600			3,000	164,600					
644 Air Quality Modeling Improvements	21,430				21,000				430	
653 Outreach Program Development	22,500				19,000	3,000		500		
656 Studies Coordination System Development	10,000				7,000		3,000			
661 Communities in Motion	935,966				920,966	5,000	5,000	5,000		
662 Destination 2030-Limited Plan Update	6,000					2,000	2,000	2,000		
685 Transportation Improvement Program	8,000				5,000	1,000	2,000			
701 General Membership Services	15,000				15,000					
703 General Public Services	700						700			
705 Transportation Liaison Services	-									
707 Educational Services	16,000				6,000	1,000	8,000	1,000		
720 Three Cities River Crossing	-									
723 Middleton Circulation Plan	-									
725 Downtown Boise Mobility Study	-									
729 Lake Hazel-Gowen Study	-									
733 Clean Cities Coalition Participation	20,000								20,000	
735 Public Transportation/Air Quality Interim Committee	-									
755 ACHD/Impact Fee Program	-									
801 Transportation Staff Development	20,000			20,000						
820 Committee Support	3,000							3,000		
836 Model Maintenance	16,000				15,000	500		500		
842 Congestion Management System Maintenance	6,500				5,000	1,000		500		
860 Geographic Information System Maintenance	1,000				1,000					
861 Ada County Orthophotography	70,000				70,000					
990 Direct Operations / Maintenance	129,000	60,000	30,000	6,000	25,000			5,000	3,000	
GRAND TOTAL	4,906,541	60,000	30,000	29,000	3,786,662	13,500	21,300	18,300	28,430	919,349

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DIRECT EXPENSE SUMMARY

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2005 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

CATEGORY	ACCOUNT CODE	FY2005 FINAL	FY2005 REVISION 1	
Professional Services	30	6,476	7,800	16
Equipment Lease	35	12,000	12,000	
Equipment Repair / Maintenance	36	6,000	6,000	
Travel / Education	40	5,000	5,000	
Board Travel/Education	41	-	10,000	22
Dues	42	7,000	8,000	16
Publications	43	3,000	3,000	
Postage	50	5,000	6,000	16
Telephone	51	8,000	8,500	16
Space Rent	52	100,000	100,000	
Janitorial	53	9,000	9,000	
Printing	60	1,000	1,000	
Copier	61	10,000	10,000	
Advertising	62	4,000	4,000	
Events	63	3,000	3,000	
Audit	70	12,500	12,500	
Insurance	71	12,500	12,500	
Legal Services	72	15,000	30,000	16
General Supplies	80	10,000	10,000	
Computer Supplies	82	10,000	10,000	
Computer Software / Maintenance	83	20,000	20,000	
Internet Service	84	3,500	3,500	
Commuting Incentive	90	500	500	
Vehicle Maintenance	91	1,500	1,500	
Utilities	92	9,000	9,000	
Local Travel	93	5,000	5,000	
Other / Miscellaneous	95	1,500	1,500	
TOTAL		280,476	309,300	

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INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2005 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
WORKDAY ALLOCATION**

WORK PROGRAM DESCRIPTION	LEAD STAFF	DIRECTORS	PRINCIPAL PLANNERS	ASSOCIATE PLANNERS	ASSISTANT PLANNERS	OPERATIONS	TOTAL
261 ValleyRide-Rail Corridor Feasibility Study	MSt	-	-	-	-	-	-
262 ACHD-Three Cities River Crossing	MSt	-	-	-	-	-	-
274 Downtown Caldwell Circulation Study	MSt	-	-	-	-	-	-
275 Idaho Department of Water Resources-Biodiesel	MSt	-	-	-	-	-	-
TOTAL PASS THROUGH		-	-	-	-	-	-
601 UPWP/Budget Development and Monitoring	MSt	90	24	-	-	96	210
605 Triennial Review	TT	32	50	7	27	24	140
610 SH 44 Corridor Preservation Study	PN	21	108	25	50	10	214
611 US 20/26 Corridor Preservation Study	PN	14	70	23	34	8	149
612 Middleton Road Connections Study	PN	4	18	3	3	4	32
620 Development Monitoring	CTr	2	5	5	60	1	73
626 Population Estimate Development	CTr	3	2	2	11	-	18
638 Mode Choice Model Development	JW	5	25	60	30	5	125
644 Air Quality Modeling Improvements	JW	2	30	3	30	2	67
653 Outreach Program Development	TS	10	47	-	26	13	96
656 Studies Coordination System Development	TT	9	18	6	16	-	49
661 Communities in Motion	CTr	167	267	40	77	48	599
662 Destination 2030-Limited Plan Update	TT	11	36	14	5	6	72
685 Transportation Improvement Program	PN	45	76	17	136	13	287
TOTAL PROJECTS		415	776	205	505	230	2,131
701 General Membership Services	CTr	36	72	55	47	-	210
703 General Public Services	CTr	15	52	44	44	-	155
705 Transportation Liaison Services	MSt	80	36	6	20	-	142
707 Educational Services	TS	6	17	-	3	6	32
720 Three Cities River Crossing	CTr	10	2	3	-	-	15
723 Middleton Circulation Plan	CTr	1	2	3	4	-	10
725 Downtown Boise Mobility Study	CTr	6	3	-	-	-	9
729 Lake Hazel-Gowen Study	CTr	3	5	6	4	-	18
733 Clean Cities Coalition Participation	JW	-	9	-	-	2	11
735 Public Transportation/Air Quality Interim Committee	TT	19	4	-	4	-	27
755 ACHD/Impact Fee Program	JW	4	6	10	8	-	28
TOTAL SERVICES		180	208	127	134	8	657
801 Transportation Staff Development	JU	11	14	7	9	12	53
820 Committee Support	JU	57	4	-	-	245	306
836 Model Maintenance	JW	4	5	10	8	5	32
842 Congestion Management System Maintenance	JW	4	30	25	15	10	84
860 Geographic Information System Maintenance	RD	5	98	75	10	-	188
861 Ada County Orthophotography	RD	-	-	5	-	-	5
TOTAL SYSTEM MAINTENANCE		81	151	122	42	272	668
TOTAL DIRECT		676	1,135	454	681	510	3,456
960 Information Technology	JU	12	-	-	-	205	217
990 Direct Operations / Maintenance	JU	-	-	-	-	-	-
991 Support Services Labor	JU	232	15	6	9	596	858
999 Indirect Operations/Maintenance	JU	-	-	-	-	-	-
TOTAL INDIRECT/OVERHEAD		244	15	6	9	801	1,075
TOTAL LABOR		920	1,150	460	690	1,311	4,531

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WORKDAY ALLOCATION

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2005 UNIFIED PLANNING WORK PROGRAM AND BUDGET
ORIGINAL CUTS - INDIRECT AND DIRECT OPERATIONS / MAINTENANCE

INDIRECT OPERATIONS AND MAINTENANCE

Professional Services	(1,324)
Dues	(1,000)
Postage	(1,000)
Telephone	(500)
Legal	(15,000)
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Total Decrease in Indirect Expenses	(18,824)
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DIRECT OPERATIONS AND MAINTENANCE

626, Population Estimate and Development	(3,000)
653, Outreach Program Development	(35,500)
656, Studies Coordination System Development	(10,000)
661, Communities in Motion	(37,500)
685, Transportation Improvement Program	(5,000)
701, General Membership Services	(30,000)
707, Educational Services	(13,500)
801, Transportation Staff Development	(5,000)
836, Model Maintenance	(7,500)
842, Congestion Management System Maintenance	(5,000)
990, Legal/Lobbying	(35,000)
990, Equipment	(5,000)
990, Professional Services	(25,000)
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Total Decrease in Direct Expenses	(217,000)
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Total Decrease in Expenses from first draft **(235,824)**



Community Planning Association of Southwest Idaho

MEMORANDUM

TO: Community Planning Association Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: October 25, 2004

RE: Approve Definition of “Regional” Projects

Action Requested:

Approve definition of “regional” projects.

Background:

Tasks in the Unified Planning Work Program and Budget were broken into Ada or Canyon components. In some cases, a regional task would be more appropriate than attempting to create separate tasks for the same activity. Finance Committee members requested that some criteria be established to evaluate whether a task should be deemed regional and not be tracked between counties.

At the August Finance Committee meeting staff was directed to amend the criteria in determining whether a project county specific or a regional project.

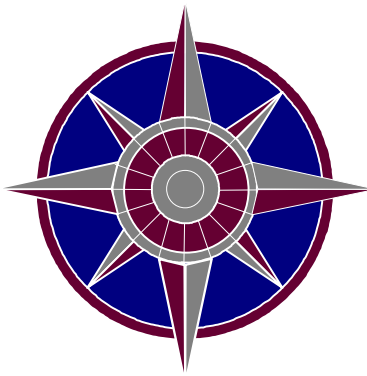
Status:

Staff recommends the following criteria be used in determining whether a project is regional or not:

- A project area and/or benefits are contained within multiple counties.
- The proposed funding is from multiple counties, state, and/or non-specific geographic sources.
- A project’s direct costs can only be assigned rationally to a multiple county area.
- A project’s labor costs can be easily tracked only on a multiple county basis.

Upon approval by the Finance Committee, staff will use these criteria for identifying regional projects unless the Board directs otherwise.

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Community Planning Association *of Southwest Idaho*

MEMORANDUM

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Operations Director

DATE: October 12, 2004

RE: Approve Modification to COMPASS Financial Policy Manual Section V:
Travel/Education

Action Requested:

Approve the per diem modification to the COMPASS Financial Policy manual.

Background:

The Finance Committee directed staff to revise the COMPASS Financial Manual incorporating the change to the per diem rate and to bring the change back to the Finance Committee at its November meeting for final approval.

Status:

COMPASS staff has incorporated the modification to Section V: Travel/Education to mirror the State of Idaho's per diem policy. Attached is a redlined version showing the changes made to this document, including partial day allowance.

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FINANCIAL POLICY MANUAL MODIFICATION

SECTION V: TRAVEL/EDUCATION

An employee wishing to attend a professional meeting or secure additional education or training at the expense of COMPASS will complete a Travel Authorization form (Attachment H), with an estimate of all costs involved, and turn it in to their Supervisor. The Supervisor will review the request and forward it to the Executive Director with their recommendation. If approved by the Executive Director, the employee will be notified and the form will be sent to the Financial Assistant for inclusion in the appropriate check cycle.

An employee may request an advance to cover miscellaneous travel/training related costs (i.e.: ground transportation and publications), and should indicate that on the Travel Authorization form.

COMPASS Per Diem rates are set by the State of Idaho Travel Policies and Procedure guidelines to cover the cost of meals and related tips while out of town for COMPASS purposes. The out-of-state Per Diem rate will depend upon the destination city. Rates for different cities may be obtained from the finance department.

Partial day Per Diem rates are granted when attached to a full day and in conjunction with an overnight trip. Partial day rates are expressed as a percentage of the full day rate as follows:

Breakfast	25%
Lunch	35%
Dinner	55%

Upon return, the employee must complete an Expense Report (Attachment C) to obtain reimbursement for any travel/training costs paid by the employee. A receipt must accompany requested expenses. If an advance was received, it must be indicated on the Expense Report, and subtracted from the total expenses claimed. If the advance was greater than the reported expenses, the employee must reimburse COMPASS for the difference. Failure to reimburse COMPASS will result in a payroll deduction. The Expense Report must be approved by the employee's supervisor and forwarded to the Financial Assistant for processing during the next pay cycle.

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