

FINANCE COMMITTEE MEETING
November 16, 2007 — 12:00 p.m.
COMPASS Conference Room



****AGENDA****

I. AGENDA ADDITIONS/CHANGES

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 2 * A. Approve April 30, 2007, Finance Committee Meeting Minutes

Page 5 * B. Approve October 11, 2007, Finance Committee Meeting Minutes

IV. ACTION ITEMS

Page 7 * A. Approve Variance Report: October 1, 2006 to September 30, 2007

Page 19 * B. Recommend Board Approval of Revision 1 of the FY2008 Unified Planning Work Program and Budget

V. INFORMATION/DISCUSSION ITEMS

A. Review Policy Change: Merit Bonus Increase

The Finance Committee requested staff follow up on the success of the increase to the merit bonus from \$200 to a one time, per year bonus up to \$500.

B. Discuss 2008 Meeting Dates and Times

VI. OTHER

VII. ADJOURNMENT

**Enclosures*

Times are approximate. Agenda is subject to change.

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FINANCE COMMITTEE MEETING
APRIL 30, 2007 - 12:00 PM
COMPASS CONFERENCE ROOM

****MINUTES****

ATTENDEES: A.J. Balukoff, Trustee, Independent School District of Boise City,
Chair
 Dave Bieter, Mayor, City of Boise
 Elaine Clegg, Councilwoman, City of Boise
 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**

OTHERS PRESENT: Nancy Brecks, Community Planning Association
 Keith Holmes, Community Planning Association
 Matt Stoll, Community Planning Association
 Jeanne Urlezaga, Community Planning Association

CALL TO ORDER:

Chair Balukoff called the meeting to order at 12:15 p.m.

CONSENT AGENDA

- A. *Approve January 19, 2007, Finance Committee Meeting Minutes*
- B. *Approve March 20, 2007, Special Finance Committee Meeting Minutes*

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

ACTION ITEMS

- A. *Approve October 1, 2006 to March 31, 2007, Variance Report*

Jeanne Urlezaga reviewed the October 1, 2006 to March 31, 2007, Variance Report.

After discussion, *Garret Nancolas moved and Dave Bieter seconded approval of the October 1, 2006 to March 31, 2007, Variance Report as presented. Motion passed unanimously.*

- B. *Approve Proposed Changes to Employment Procedures and Financial Policy Manuals*

Jeanne Urlezaga reviewed proposed changes to the Employment Procedures and Financial Policy manuals.

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
- Capitalization Policy from \$500 to \$1,000
- Petty Cash Fund not to exceed \$25 to \$50

After discussion, ***Dave Bieter moved and Frank McKee approved proposed changes to the Employment Procedures and Financial Policy manuals as presented. Motion passed unanimously.***

INFORMATION/DISCUSSION ITEMS

A. Review Preliminary FY2006 Unified Planning Work Program and Budget

Jeanne Urlezaga reviewed the preliminary FY2008 Unified Planning Work Program and Budget. She stated that in order to balance the preliminary budget, direct costs were reduced by \$55,837. When funds become available, staff requests approval to reinstate \$44,837 of the \$55,837 as follows:

Program No. 647 – Regional Growth Issues and Options:	\$ 10,310
Program No. 653 – Communication and Education:	\$ 29,147
Program No. 661 – Communities in Motion:	\$ 3,590
Program No. 685 – Transportation Improvement Program:	\$ 1,790

After discussion, ***Elaine Clegg moved and Carol McKee seconded when funds become available, the \$44,837 in unfunded priorities are to be reinstated, and pending a formal request from the Open Space Task Force Committee, Matt Stoll is directed to look at what COMPASS staff time will need to be allocated to support the Committee. Motion passed unanimously.***

OTHER

Matt Stoll reviewed the status of the building fund and what space needs would be.

ADJOURNMENT

Carol McKee moved and Elaine Clegg seconded adjournment at 1:15 p.m. Motion passed unanimously.

Dated this 16th day of November 2007.

APPROVED:

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

ATTEST:

BY: _____
David Ferdinand, Vice-Chair
Finance Committee

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**FINANCE COMMITTEE MEETING
OCTOBER 11, 2007 - 12:00 PM
COMPASS CONFERENCE ROOM**



****MINUTES****

ATTENDEES: A.J. Balukoff, Trustee, Independent School District of Boise City,
Chair
Carol McKee, Commissioner, Ada County Highway District
Bryce Millar, Commissioner, Nampa Highway District

MEMBERS ABSENT: Dave Bieter, Mayor, City of Boise
Elaine Clegg, Councilwoman, City of Boise
David Ferdinand, Commissioner, Canyon County, **Vice-Chair**
Garret Nancolas, Mayor, City of Caldwell

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. Quorum was not reached no action will be taken.

INFORMATION/DISCUSSION ITEMS:

A. Pre-2007 Audit Discussion with COMPASS' Auditor, George Wadsworth

George Wadsworth reviewed the Letter of Engagement for the 2007 Audit for Chair Balukoff's signature and outlined the process based on several new rules. The audit is scheduled to begin in November and conclude by December 2007. He will be scheduling interviews with staff, Finance Committee members and COMPASS' Information Technology consultants.

The Committee discussed having George review the COMPASS credit card and travel expense reimbursements of staff and Board members as was done in 2006. Matt Stoll stated he felt it was appropriate to enter into an agreed upon procedures contract with George again for the 2007 expenses. The Committee members stated agreement. George will prepare an Agreed Upon Procedures contract for Chair Balukoff's signature.

NEXT MEETING:

The next meeting of the Finance Committee meeting was scheduled for Thursday, December 20, 2007 at 12:00 p.m. to review the draft 2007 Audit Report.

ADJOURNMENT

The meeting adjourned at 1:00 p.m.

Dated this 16th day of November 2007.

APPROVED:

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

ATTEST:

BY: _____
David Ferdinand, Vice-Chair
Finance Committee

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MEMORANDUM

ITEM IV-A

TO: COMPASS Finance Committee
FROM: Jeanne Urlezaga, Director of Operations
DATE: November 16, 2007
RE: Approve Variance Report: October 1, 2006 to September 30, 2007

ACTION REQUESTED:

Approve Variance Report: October 1, 2006 to September 30, 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 100%. Total dollars expended are 57% of budget, which breaks down to 74% Ada, 50% Canyon and 54% Regional. With few exceptions these percentages are lower than anticipated due to the overall low pay out of professional services budgeted for various programs.

STATUS:

Yield Signs mark programs that came in under budget. Remaining budget was used to cover overages in other projects:

- Program 653, Communications and Education
- Program 689, Major Destinations
- Program 692, Regional Transportation Funding Information
- Program 703, General Public Services
- Program 741, South Meridian / Ten Mile Area Plan
- Program 733, Clean Cities Coalition Participation
- Program 762, Transit Performance Reporting
- Program 856, Transportation Studies Coordination
- Program 900, Operations

Detour Signs are shown on the following programs due to delays in contract negotiations, delayed RFQ / RFP processes, and late billings from contractors:

- Program 610, SH 44 Corridor Preservation Study
- Program 611, US 20/26 Corridor Preservation Study
- Program 631, Treasure Valley High Capacity Transit Study
- Program 655, AMPO, Treasure Valley Access Management Strategy
- Program 687, Treasure Valley Truck Freight Travel Study
- Program 757, Regional Functional Classification Typologies
- Program 861, Ada County Orthophotography

Stop Signs mark programs that came in over budget. Remaining budgets from programs with Yield Signs were used to cover the following programs:

- Program 647, Regional Growth Issues and Options
- Program 661, ***Communities in Motion***
- Program 694, High Volume Intersection Study
- Program 705, Transportation Liaison Services
- Program 760, Legislative Services
- Program 801, Staff Development
- Program 836, Model Maintenance
- Program 842, Congestion Management System Maintenance
- Program 858, Temporary Staff Support



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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2006 - SEPTEMBER 30, 2007 (100.0%)

	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	162	96,972		96,972	90%	102%

601 UPWP Budget Development and Monitoring			<i>Lead:</i>	<i>Jeanne Urlezaga</i>
Commencement Date:	10/01/06	Proposed Completion:	09/30/07	Status: 100%
<i>Explanation:</i> Project completed as scheduled.				
<i>Recommended Action:</i> None.				

COMPLETE

Regional	167	89,676	700,000	789,676	75	45,239	537,976	583,215	45%	74%
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610 SH44 Corridor Preservation Study			<i>Lead:</i>	<i>Don Matson</i>
Commencement Date:	01/01/04	Proposed Completion:	06/11/09	Status: 75%
<i>Explanation:</i> Multi-year project that will carry forward into FY08. Contract negotiations took longer than expected putting the expenditure of direct costs behind schedule. Anticipate remainder of work to be completed by end of FY08 with an Environmental Impact Study submitted for federal review.				
<i>Recommended Action:</i> Reprogram unexpended labor and direct funds to 2008 as part of Revision 1.				



	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
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	1,128,769	1,198,987	124	71,463	746,444	817,907	91%	68%
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611 US 20/26 Corridor Preservation Study			<i>Lead:</i>	<i>Don Matson</i>
Commencement Date:	01/01/04	Proposed Completion:	03/12/09	Status: 75%
<i>Explanation:</i> Multi-year project that will carry forward into FY08. Expenditure of direct costs were overestimated in FY07. Anticipate remainder of work will be completed by end of FY08 with an Environmental Impact Study submitted for federal review.				
<i>Recommended Action:</i> Reprogram unexpended direct funds to 2008 as part of Revision 1.				



	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
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	1,128,769	1,198,987
FY08 Budget			600,000	600,000
Total Project Budget:	398	210,000	2,378,781	2,588,781

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2006 - SEPTEMBER 30, 2007 (100.0%)

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:		100%	
Explanation: Project completed as scheduled.			
Recommended Action: None.			

Regional	201	86,781	1,000	87,781	223	93,556	93,556	111%	107%
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COMPLETE

631 Treasure Valley High Capacity Transit Study		Lead: John Cunningham		
Commencement Date:	12/01/05	Proposed Completion:	09/30/08	
Status:		20%		
Explanation: Due to the complexity of the study, initiation of the professional services agreement was delayed. The majority of the tasks are now under contract and moving ahead.				
Recommended Action: Workdays from projects that are under budget were used to fund the labor overrun on this project. Reprogram unexpended direct funds to 2008 as part of Revision 1.				
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
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	137	75,433	33,776	109,209	110%	23%
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647 Regional Growth Issues and Options		Lead: Carl Miller	
Commencement Date:	10/01/06	Proposed Completion:	09/30/07
Status:		90%	
Explanation: Labor days and dollars were over budget due to additional requests from RTAC members.			
Recommended Action: Workdays from projects that are under budget were used to fund the labor overrun on this project.			

Regional	124	56,422	35,000	91,422	180	83,663	23,303	106,966	145%	117%
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COMPLETE

653 Communications and Education		Lead: Terri Schorzman	
Commencement Date:	10/01/06	Proposed Completion:	09/30/07
Status:		100%	
Explanation: Remaining funds in the printing budget were not used due to delay in document preparation.			
Recommended Action: Remaining budget was used to cover overages in other projects.			

Regional	145	81,185	29,900	111,085	139	73,757	11,359	85,116	96%	77%
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COMPLETE

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2006 - SEPTEMBER 30, 2007 (100.0%)

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:* **Don Matson**
 Commencement Date: 04/17/06 | Proposed Completion: 02/15/08 | Status: 70%

Regional	61	30,653	17,923	48,576	38	22,745	5,200	27,945	63%	58%
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Explanation: Due to difficulties in obtaining consensus between member agencies, project will continue into fiscal year 2008. Toolkit and consultant deliverable is complete. Distribution and implementation will occur in first quarter of FY2008.



Recommended Action: Reprogram unexpended funds to 2008 as part of Revision 1.

	<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

661 Communities in Motion *Lead:* **Charles Trainor**
 Commencement Date: 10/01/03 | Proposed Completion: 07/31/07 | Status: 100%

Regional	85	53,393	35,893	89,286	114	59,275	34,897	94,172	135%	105%
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Explanation: Project completed as scheduled.



Recommended Action: Workdays from projects that are under budget were used to fund the labor overrun on this project.

	<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

685 Transportation Improvement Program *Lead:* **Toni Tisdale**
 Commencement Date: 10/01/06 | Proposed Completion: 09/30/07 | Status: 100%

Ada	181	89,191	2,100	91,291	189	95,315	2,119	97,434	105%	107%
Canyon	120	59,461	1,400	60,861	124	63,364	1,413	64,776	103%	106%

Explanation: Project completed as scheduled.

COMPLETE

Recommended Action: None.

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2006 - SEPTEMBER 30, 2007 (100.0%)

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: 10%
Explanation: Delay in obligation authority put this project behind schedule. Consultant was selected in July and contract signed in September. Data collection will begin in October 2007.		
Recommended Action: Reprogram unexpended direct funds to 2008 as part of Revision 1.		

Regional	125	62,365	310,000	372,365	35	17,895	11,639	29,534	28%	8%
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689 Major Destinations	Lead:	Ross Dodge
Commencement Date: 10/01/06	Proposed Completion: 09/30/07	Status: 100%
Explanation: Project completed as scheduled.		
Recommended Action: Remaining labor budget was used to cover overages in other projects.		

Ada	32	15,328	-	15,328	10	4,086	-	4,086	30%	27%
Canyon	13	6,569	-	6,569	5	2,206	-	2,206	39%	34%



COMPLETE

692 Regional Transportation Funding Information	Lead:	Charles Trainor
Commencement Date: 10/01/07	Proposed Completion: 09/30/07	Status: 75%
Explanation: Project completed as scheduled.		
Recommended Action: Remaining labor budget was used to cover overages in other projects.		

Regional	74	42,924	-	42,924	37	17,137	-	17,137	51%	40%
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COMPLETE

694 High Volume Intersection Study	Lead:	Don Matson
Commencement Date: 10/01/06	Proposed Completion: 02/19/08	Status: 50%
Explanation: The amount of time needed for administering the project was underestimated. Project is scheduled to be completed in February 2008.		
Recommended Action: Workdays from projects that are under budget were used to fund overrun on this project. Reprogram unexpended direct funds to 2008 as part of Revision 1.		

Ada	30	15,567	185,320	200,887	63	34,148	68,672	102,820	210%	51%
Canyon	-	-	-	-	-	-	-	-	0%	0%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2006 - SEPTEMBER 30, 2007 (100.0%)

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:	100%		
Explanation: Project completed as scheduled. Total variance is 94%.			
Recommended Action: Remaining labor budget was used to cover overages in other projects.			

Ada	126	67,941	8,000	75,941	120	61,188	6,624	67,812	95%	89%
Canyon	32	16,985	2,000	18,985	44	20,095	1,656	21,751	140%	115%

COMPLETE

703 General Public Services		Lead:	Charles Trainor
Commencement Date:	10/01/06	Proposed Completion:	09/30/07
Status:	100%		
Explanation: Project ran behind budget for both counties due to reduced requests.			
Recommended Action: Remaining labor budget was used to cover overages in other projects.			

Ada	74	40,256	-	40,256	46	22,584		22,584	63%	56%
Canyon	24	13,419	-	13,419	14	7,061		7,061	58%	53%



COMPLETE

705 Transportation Liaison Services		Lead:	Matt Stoll
Commencement Date:	10/01/06	Proposed Completion:	09/30/07
Status:	100%		
Explanation: Higher paid staff and more time was expended in Ada County than initially budgeted.			
Recommended Action: Workdays from projects that are under budget were used to fund the labor overrun on this project.			

Ada	61	36,277	-	36,277	68	45,136		45,136	111%	124%
Canyon	41	24,184	-	24,184	40	26,291		26,291	99%	109%
Regional	-	-	-	-	13	6,397		6,397	0%	0%



COMPLETE

733 Clean Cities Coalition Participation		Lead:	MaryAnn Waldinger
Commencement Date:	10/01/06	Proposed Completion:	09/30/07
Status:	100%		
Explanation: This project is running behind budget due to meeting cancellations and conflicts. However, COMPASS staff did attend all meetings that were scheduled by Clean Cities Coalition. Project complete in this regard.			
Recommended Action: Remaining labor budget was used to cover overages in other projects.			

Ada	12	6,754	-	6,754	5	2,663		2,663	42%	39%
Canyon									0%	0%



COMPLETE

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2006 - SEPTEMBER 30, 2007 (100.0%)

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: 100%
Explanation: Project completed as scheduled.
Recommended Action: Remaining labor budget was used to cover overages in other projects.

Ada	17	9,451	-	9,451	15	7,399	-	7,399	91%	78%
Canyon				-				-	0%	0%



COMPLETE

751 ACHD West Bench, CIP, 3CRX, Floating Feather *Lead: MaryAnn Waldinger*
 Commencement Date: 10/01/06 | Proposed Completion: 09/30/07 | Status: 100%
Explanation: Project completed as scheduled. Total dollar variance is 95%.
Recommended Action: Remaining labor budget was used to cover overages in other projects.

Ada	6	2,754	12,951	15,705	13	6,977	12,951	19,928	222%	127%
Canyon	18	8,264	38,852	47,116	2	977	38,852	39,829	13%	85%

COMPLETE

757 Regional Functional Classification Typologies *Lead: Charles Trainor*
 Commencement Date: 04/17/06 | Proposed Completion: 12/31/07 | Status: 35%
Explanation: Combined labor was under for the Ada and Canyon totals due to delays in project activity and higher demands in other tasks.
Recommended Action: Reprogram unexpended direct funds to 2008 as part of Revision 1.

Ada	13	8,465	36,750	45,215	8	3,123	36,750	39,873	63%	88%
Canyon	72	47,971	208,250	256,221	21	13,617	26,497	40,114	29%	16%



	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: 100%
Explanation: Required staff time was higher than initially anticipated. VRT and COMPASS conducted a survey at year end that COMPASS paid in full. VRT will reimburse COMPASS their portion as an offset to this project. Also, a 2006 invoice was incorrectly paid in FY2007.
Recommended Action: Workdays from projects that are under budget were used to fund overrun on this project.

Regional	67	43,353	193,100	236,453	81	53,080	208,029	261,109	120%	110%
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COMPLETE

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2006 - SEPTEMBER 30, 2007 (100.0%)

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:	15%
Explanation: Reporting schema has been developed by VRT and COMPASS staff. Additional development and implementation of reporting has been postponed until staffing at the transit district is restored.					
Recommended Action: Remaining labor budget was used to cover overages in other projects.					

Regional	41	23,326	-	23,326	2	1,197	1,197	5%	5%
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COMPLETE

764 Land Use / Transportation Coordination			Lead: John Cunningham		
Commencement Date:	10/01/06	Proposed Completion:	09/30/07	Status:	100%
Explanation: Project completed as scheduled.					
Recommended Action: None.					

Regional	129	72,378	-	72,378	144	75,223	75,223	111%	104%
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COMPLETE

801 Staff Development			Lead: Jeanne Urlezaga		
Commencement Date:	10/01/06	Proposed Completion:	09/30/07	Status:	100%
Explanation: Training time to cover staff-wide workshops created an overage in labor. Dollars came in under budget.					
Recommended Action: Workdays from projects that are under budget were used to fund overrun on this project.					

Regional	65	33,371	30,000	63,371	84	42,210	18,233	60,443	130%	95%
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COMPLETE

820 Committee Support			Lead: Jeanne Urlezaga		
Commencement Date:	10/01/06	Proposed Completion:	09/30/07	Status:	100%
Explanation: Project completed as scheduled.					
Recommended Action: None.					

Regional	317	128,522	5,000	133,522	321	127,052	4,954	132,006	101%	99%
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COMPLETE

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2006 - SEPTEMBER 30, 2007 (100.0%)

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: 100%
Explanation: Labor days and dollars were over budget due to increased modeling requests.		
Recommended Action: Workdays from projects that are under budget were used to fund overrun on this project.		

Regional	152	59,513	43,000	102,513	180	69,718	42,150	111,868	119%	109%
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COMPLETE

842 Congestion Management System Maintenance	Lead:	MaryAnn Waldinger
Commencement Date: 10/01/06	Proposed Completion: 09/30/07	Status: 100%
Explanation: The 2007 travel time data collection is complete and was conducted by COMPASS staff rather than an outside source as budgeted. The data was received in August for staff review and clean up. Staff began drafting the 2007 CMS Annual Report. This has created an overage in labor dollars.		
Recommended Action: Workdays from projects that are under budget were used to fund overrun on this project.		

Regional	70	29,722	5,000	34,722	96	34,600	34,600	137%	100%
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COMPLETE

856 Transportation Studies Coordination	Lead:	Toni Tisdale
Commencement Date: 10/01/06	Proposed Completion: 09/30/07	Status: 100%
Explanation: This project is complete for the year.		
Recommended Action: Remaining labor budget was used to cover overages in other projects.		

Regional	11	5,870	-	5,870	9	3,342	3,342	86%	57%
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COMPLETE

858 Temporary Staff Support	Lead:	Jeanne Urlezaga
Commencement Date: 01/01/07	Proposed Completion: 09/30/07	Status: 100%
Explanation: This task is set up to fluctuate according to available budget. With shortfalls from vacancies, under filling of positions, etc. more dollars become available to support temporary or intern staff positions.		
Recommended Action: Workdays from projects that are under budget were used to fund overrun on this project.		

Regional	229	25,293	-	25,293	243	50,254	50,254	106%	199%
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COMPLETE

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2006 - SEPTEMBER 30, 2007 (100.0%)

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: 100%
Explanation: Early in the year time was invested bringing Canyon County data into alignment with Ada County data. GIS data for both Counties was cleaned, modified, organized and documented for use in all COMPASS planning activities. Total dollar variance is 93%.
Recommended Action: None.

Ada	237	118,378	14,040	132,418	225	108,334	10,999	119,333	95%	90%
Canyon	26	13,153	1,560	14,713	36	16,437	1,223	17,660	135%	120%

COMPLETE

861 Ada County Orthophotography *Lead:* *Ross Dodge*
 Commencement Date: 10/01/06 | Proposed Completion: 12/31/07 | Status: 90%
Explanation: Upfront staff coordination of the orthophotography flight created a delay.
Recommended Action: Reprogram unexpended direct funds to 2008 as part of Revision 1.

Ada	34	17,508	360,000	377,508	29	14,981	226,649	241,630	86%	64%
Canyon				-				-	0%	0%



900 Operations *Lead:* *Jeanne Urlezaga*
 Commencement Date: 10/01/06 | Proposed Completion: 09/30/07 | Status: 100%
Explanation: Direct dollars for professional services, equipment and meeting support were not fully expended.
Recommended Action: Remaining labor budget was used to cover overages in other projects.

Regional	925	-	37,574	37,574	1,064		28,845	28,845	115%	77%
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COMPLETE

LEGEND:



Projects that are under budget.



Projects that are behind schedule.



Projects that are over budget.

TOTAL ALL TASKS										
Ada	823	427,870	619,161	1,047,031	791	405,934	364,764	770,698	96%	74%
Canyon	346	190,006	252,062	442,068	286	150,048	69,641	219,689	83%	50%
Regional	3,430	1,159,077	4,074,102	5,233,179	3,501	1,120,210	1,706,803	2,827,012	102%	54%
TOTAL	4,599	1,776,953	4,945,325	6,722,278	4,578	1,676,192	2,141,208	3,817,399	100%	57%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE				
<i>October 1, 2006 to September 30, 2007 (100.0%)</i>				
	BUDGET-REV1	ACTUAL	BUDGET REMAINING	PERCENTAGE TO DATE
REVENUE				
General Membership Dues	821,870	821,870	-	100%
Special Membership Dues	57,400	57,400	-	100%
FTA/FHWA Consolidated Planning Grant	1,380,076	1,113,674	266,402	81%
Surface Transportation Program Grants	3,743,645	1,660,446	2,083,199	44%
Other Federal Aid	24,288	13,972	10,316	58%
Other Revenue Sources	694,999	462,187	232,812	67%
Total Revenue	6,722,278	4,129,550	2,592,729	61%
EXPENSES				
Salary	1,056,300	1,056,867	(567)	100%
Fringe	392,654	337,861	54,793	86%
Overhead	328,000	281,464	46,536	86%
Professional Services	4,402,119	1,812,076	2,590,043	41%
Legal/Lobbying	160,000	201,208	(41,208)	126%
Equipment	55,000	51,521	3,479	94%
Travel/Education	50,000	24,946	25,054	50%
Printing	36,893	30,916	5,977	84%
Public Involvement	16,200	11,019	5,181	68%
Meeting Support	11,574	6,499	5,075	56%
Building Fund	183,915	-	183,915	0%
Other	29,623	3,023	26,600	10%
Total Expenses	6,722,278	3,817,399	2,904,879	57%
NET CHANGE IN FUND BALANCES	-	312,150.40		
FUND BALANCE AT BEGINNING OF YEAR	1,009,064	1,009,064		
FUND BALANCE AT SEPTEMBER 30, 2007	1,009,064	1,321,214		

FUND BALANCE SHEET		
<i>September 30, 2007</i>		
	<i>September 30, 2007</i>	<i>June 30, 2007</i>
ASSETS		
Cash and Cash Equivalents	753,315	643,448
Local Government Investment Pool - Building Fund	350,611	344,545
Accounts Receivable	672,075	340,579
Prepaid Expenses	3,044	-
TOTAL ASSETS	1,779,045	1,328,572
LIABILITIES		
Accounts Payable	461,535	9,017
Accrued Payroll Liabilities	(3,704)	-
Deferred Revenue	-	129,912
TOTAL LIABILITIES	457,831	138,929
FUND BALANCE		
Fund Balance, Unreserved	576,436	546,200
Fund Balance, Designated-Local Dollars to Match Grants	30,667	25,949
Fund Balance, Designated-Building Fund	531,955	344,545
Fund Balance, Designated-Orthophotography Project	182,156	272,950
	1,321,214	1,189,644
TOTAL LIABILITIES AND FUND BALANCES	1,779,045	1,328,572



MEMORANDUM

ITEM IV-B

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: November 16, 2007

RE: Revision 1 of the FY2008 Unified Planning Work Program and Budget

ACTION REQUESTED:

Staff requests the Finance Committee recommend Board approval of the proposed modifications to Revision 1 of the FY2008 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 Management 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 resolution and documents to the appropriate funding agencies. Prior to presentation to the Board, proposed modifications of these documents are brought to the Finance Committee and the Regional Technical Advisory Committee.

STATUS:

Revision 1 of the FY2008 Unified Planning Work Program and Budget is proposed for the following reasons:

1. To adjust revenue and expense dollars for work program numbers (or projects) to reflect actual carry-over dollars from FY2007;
2. To reinstate direct expenditure cuts previously identified in the Final FY2007 Unified Planning Work Program and Budget;
3. To decrease fringe costs from amount budgeted in FY2008 UPWP-Final and program the savings to the building fund; and
4. To redistribute Indirect Operations and Maintenance budget categories with no change in total dollars.

The attached schedule summarizes staff's recommended changes for Revision 1 of the FY2008 UPWP.

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Recommended Changes to FY2008 - Revision 1

#	Revenue Adjustments	\$ Change	Expense Adjustment	\$ Change
1	Add carry-over from FY2007 Consolidated Planning Grant (CPG). Add required local match.		Add related expenses to programs listed below:	
			631 - Treasure Valley High Capacity Transit Study; Dir. Cost - Professional Services	90,588
			653 - Communications and Education; Dir. Cost - Professional Services and Printing (originally reduced by \$29,147)	24,099
	CPG FY2007 Ada County	109,869	661 - Communities in Motion; Dir. Cost - Printing	3,590
	CPG FY2007 Canyon County	169,797	685 - Transportation Improvement Program; Dir. Cost - Public Involvement	1,790
	COMPASS Local Match (fund balance)	22,154	757 - Regional Functional Classification Typologies; Dir. Cost - Professional Services	181,752
		301,820		301,820
2	Add carry-over from Key #8960 for Treasure Valley High Capacity Transit Study. Add Valley Regional Transit (VRT) provided match.		Add related expense to program number 631 - Treasure Valley High Capacity Transit Study.	
	STP-TMA; Key #8960	254,628	631 - Dir. Cost; Professional Services	274,799
	VRT Provided Match	20,170		
		274,799		274,799
3	Add carry-over from Key #7827 for SH44 Corridor Preservation Study. Add Idaho Transportation Department (ITD) provided Match.		Add related expense to program number 610 - SH44 Corridor Preservation Study.	
			610 - Dir. Cost; Professional Services	880,388
			610 - Dir. Cost; Meeting Support	(88)
	STP-State; Key #7827	856,944	610 - Dir. Cost; Other (labor carry over)	24,526
	ITD Provided Match	67,882	610 - Labor (from Program numbers listed below)	20,000
	COMPASS Local Match (fund balance)	(20,000)	601, 653, 701, 703, 705, 757, 764, 766, 770, 820, & 860	(20,000)
		904,826		904,826
4	Add carry-over from Key #7826 for US 20/26 Corridor Preservation Study. Add Idaho Transportation Department (ITD) provided Match.		Add related expense to program number 611 - US 20/26 Corridor Preservation Study.	
	STP-State; Key #7826	168,479	611 - Dir. Cost; Professional Services	181,825
	ITD Provided Match	13,346		
		181,825		181,825
5	Add carry-over from Key #9825 for Treasure Valley Truck Freight Travel Study. Add COMPASS match. Add new funding from Key #9601. Add ITD provided match.		Add related expense to program number 687 - Treasure Valley Truck Freight Travel Study.	
	STP-TMA; Key #9825	82,767	687 - Dir. Cost; Professional Services	119,323
	COMPASS Local Match (fund balance)	6,556		
	STP-State; Key #9601	24,000		
	ITD Provided Match	6,000		
		119,323		119,323
6	Add carry-over from Key #9826 for High Volume Intersection Study. Add COMPASS match.		Add related expense to program number 694 - High Volume Intersection Study.	

	STP-TMA; Key #9826	60,689		
	COMPASS Local Match (fund balance)	4,807	694 - Dir. Cost; Professional Services	65,496
		65,496		65,496
7	Add carry-over from FTA-AMPO, Treasure Valley Management Strategy Grant. Add Local In-Kind Match.		Add related expense to program number 655 - AMPO, Treasure Valley Access Mgt. Strategy.	
	AMPO Grant	10,316	655 - Dir. Cost - Printing, Meeting Support, and In-Kind Labor.	4,591
	Local In-Kind Match	3,291	655 - Dir. Cost - Other (COMPASS Match)	9,016
		13,607		13,607
8	Add carry-over for Orthophotography project.		Add related expense to program number 861 - Ada County Orthophotography project.	
	Ortho Photography (Fund Balance)	12,292	861 - Dir. Cost; Professional Services	12,292
		12,292		12,292
9			Salary Savings & Fringe Reduction	
			Salary savings	(3,584)
			Fringe savings	(31,344)
			858 - Temporary Staff Support	3,584
			995 - Building fund	31,344
			0	
TOTALS		1,873,987		1,873,987

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2008 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2008 Final	FY2008 Revision 1
GENERAL MEMBERSHIP		
Ada County	208,113	208,113
Ada County Highway District	208,113	208,113
Association of Canyon County Highway Districts	37,576	37,576
Boise City	104,616	104,616
Caldwell City	30,042	30,042
Canyon County	137,751	137,751
Eagle City	10,266	10,266
Garden City	6,052	6,052
Kuna City	6,988	6,988
Meridian City	35,214	35,214
Middleton City	3,786	3,786
Nampa City	59,795	59,795
Notus City	432	432
Parma City	1,467	1,467
Star City	2,719	2,719
Subtotal	852,930	852,930
SPECIAL MEMBERSHIP		
Boise State University	8,500	8,500
Capital City Development Corporation	8,500	8,500
Department of Environmental Quality	8,500	8,500
Idaho Transportation Department	8,500	8,500
Independent School District of Boise City	8,500	8,500
Joint School District #2	8,500	8,500
Valley Regional Transit	8,500	8,500
Subtotal	59,500	59,500
GRANTS AND SPECIAL PROJECTS		
FHWA/FTA - Consolidated Planning Grants		
CPG - Ada County - FY2007	-	109,869 1
CPG - Canyon County - FY2007	-	169,797 1
CPG - Ada County - FY2008	834,514	834,514
CPG - Canyon County - FY2008	293,513	293,513
Sub Total CPG Grants	1,128,027	1,407,693
STP TMA - K #9204; FY08 Transportation Planning, Ada	98,220	98,220
STP U - K #9198; FY08 Transportation Planning, Canyon	25,018	25,018
STP TMA - K #8960, Treasure Valley High Capacity Transit Study	-	254,628 2
Valley Regional Transit - local match for K #8960	-	20,170 2
STP-St. K #7827, FY05, SH44 Corr Pres Study, carry-over	1,038,255	1,895,199 3
ITD-Local Match for K #7827, SH44 Corr Pres Study	82,245	150,127 3
STP-St. K #7826, FY05, US 20/26 Corr Pres Study, carry-over	806,605	975,084 4
ITD-Local Match for K#7826, US 20/26 Corr Pres Study	63,895	77,241 4
STP TMA - K #9825; Freight Study	216,500	299,267 5
STP TMA - K #9601; Freight Study	-	24,000 5
ITD-Local Match for K #9601; Freight Study	-	6,000 5
STP TMA - K #9826, High Volume Intersection Study	61,000	121,689 6
FTA - AMPO Treasure Valley Mgt. Strategy Grant	-	10,316 7
Subtotal	2,391,738	3,956,959
OTHER		
COMPASS Local Match (Fund Balance)	17,150	30,667 1,3,5,6
In-Kind Match - AMPO Grant	-	3,291 7
Data Dissemination	4,000	4,000
Interest Income	8,000	8,000
Mapping and Miscellaneous	13,000	13,000
Ortho Photography (Fund Balance)	95,000	107,292 8
Subtotal	137,150	166,250
COMPASS REVENUE	4,569,345	6,443,332

EXPENSE	FY2008 Final	FY2008 Revision 1
SALARY, FRINGE & CONTINGENCY		
Salary	1,057,089	1,057,089 3,7,9
Fringe	431,919	400,575 9
Salary Contingency (Overtime and Bonus)	20,000	20,000
Sick Time Trade	10,000	10,000
Subtotal	1,519,008	1,487,664
INDIRECT OPERATIONS & MAINTENANCE		
COMPASS	328,000	328,000
Subtotal	328,000	328,000
DIRECT OPERATIONS & MAINTENANCE		
610, SH44 Corridor Preservation Study	1,050,500	1,955,326 3
611, US 20/26 Corridor Preservation Study	800,500	982,325 4
620, Growth and Transportation System Monitoring	1,000	1,000
631, Treasure Valley High Capacity Transit Study	-	365,387 1,2
647, Regional Growth Issues and Options	10,690	10,690 1
653, Communications and Education	30,853	54,952 1
655, AMPO, Treasure Valley Access Mgt. Strategy	-	13,607 7
661, Communities in Motion	3,910	7,500 1
685, Transportation Improvement Program	1,910	3,700 1
687, Treasure Valley Truck Freight Travel Study	216,500	335,823 5
694, High Volume Intersection Study	61,000	126,496 6
701, General Membership Services	-	-
751, ACHD West Bench, CIP, 3CRX, Floating Feather	-	-
757, Functional Classification Typologies	-	181,752 1
760, Legislative Services	193,100	193,100
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	107,292 8
990, Direct Operations and Maintenance	37,574	37,574
Subtotal	2,572,337	4,446,324
COMPASS EXPENSE	4,419,345	6,261,988

TRANSFER TO BUILDING FUND	FY2008 Draft	FY2008 Revision 1
995, Building Fund	150,000	181,344 9
Subtotal	150,000	181,344
COMPASS TRANSFER TO BUILDING FUND	150,000	181,344

COMPASS SUMMARY		
TOTAL REVENUE	4,569,345	6,443,332
TOTAL EXPENSES	4,419,345	6,261,988
TRANSFER TO BUILDING FUND	150,000	181,344
CHANGE IN FUND BALANCE	-	-

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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2008 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
 EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE - TOTAL

WORK PROGRAM NUMBER	EXPENSES				FEDERAL FUNDING SOURCES													MATCH, LOCAL & OTHER FUNDING				TOTAL FUNDING SOURCES
	Labor &				CPG-Ada FHWA/FTA	CPG-Canyon FHWA/FTA	STP-STATE K# 7826	STP-STATE K# 7827	STP-TMA K# 8960	STP-Urban K# 9198	STP-TMA K# 9204	STP-STATE K# 9601	STP-TMA K# 9825	STP-TMA K# 9826	FTA-AMPO Grant	Total Federal	Match	Local	Other Revenue	Total Local		
	Work Days	Indirect Cost	Direct Cost	Total Cost																		
601 UPWP/Budget Development & Fed assurances	204	114,738	-	114,738	21,059	23,639				12,509	49,110					106,316	8,422			8,422	114,738	
610 SH 44 Corridor Preservation Study	161	90,000	1,955,326	2,045,326				1,895,199								1,895,199			150,127	150,127	2,045,326	
611 US 20/26 Corridor Preservation Study	122	70,000	982,325	1,052,325			975,084									975,084			77,241	77,241	1,052,325	
620 Growth and Transportation System Monitoring	171	80,449	1,000	81,449	57,358	18,113										75,471	5,978			5,978	81,449	
631 Treasure Valley High Capacity Transit Study	162	92,026	365,387	457,413	25,105	144,105		254,628								423,839	13,404	20,170	33,574	457,413		
647 Regional Growth Issues and Options	137	72,064	10,690	82,754	58,277	18,403										76,680	6,074		6,074	82,754		
653 Communications and Education	191	104,711	54,952	159,663	112,437	35,506										147,944	11,719			11,719	159,663	
655 AMPO, Treasure Valley Access Mgt. Strategy	68	9,016	13,607	22,623										10,316	10,316		9,016	3,291	12,307	22,623		
661 Communities in Motion	93	60,612	7,500	68,112	47,966	15,147										63,113	4,999		4,999	68,112		
685 Transportation Improvement Program	342	174,265	3,700	177,965	59,726	43,558			12,509	49,110						164,902	13,063			13,063	177,965	
687 Treasure Valley Truck Freight Travel Study	117	62,867	335,823	398,690	30,465	15,694					24,000	299,267				369,426	23,264	6,000	29,264	398,690		
692 Regional Transportation Funding Information	40	20,720	-	20,720	14,591	4,608										19,199	1,521		1,521	20,720		
694 High Volume Intersection Study	18	10,249	126,496	136,745	5,019											126,708	10,037		10,037	136,745		
TOTAL PROJECTS	1,826	961,717	3,856,806	4,818,523	432,002	318,773	975,084	1,895,199	254,628	25,018	98,220	24,000	299,267	121,689	10,316	4,454,196	98,481	9,016	256,829	364,326	4,818,523	
701 General Membership Services	152	72,459	-	72,459	51,027	16,114										67,141	5,318			5,318	72,459	
703 General Public Services	83	40,344	-	40,344												-		23,344	17,000	40,344	40,344	
705 Transportation Liaison Services	85	57,701	-	57,701	40,634	12,832										53,466	4,235			4,235	57,701	
733 Clean Cities Coalition Participation	6	3,028	-	3,028	2,806											2,806	222			222	3,028	
751 ACHD Special Study Support	36	14,532	-	14,532	13,465											13,465	1,067			1,067	14,532	
757 Regional Functional Classification Typologies	22	14,875	181,752	196,627	138,468	43,727										182,195	14,432			14,432	196,627	
760 Legislative Services	88	63,342	193,100	256,442												-		256,442		256,442	256,442	
762 Transit Performance Reporting	23	13,859	-	13,859	9,760	3,082										12,842	1,017			1,017	13,859	
764 Land Use/Transportation Coordination	132	80,501	-	80,501	56,690	17,902										74,592	5,909			5,909	80,501	
766 Boise City Comprehensive Plan Update	10	5,861	-	5,861	5,431											5,431	430			430	5,861	
768 City of Kuna Comprehensive Plan Update	20	10,138	-	10,138	9,394											9,394	744			744	10,138	
770 City of Meridian Special Study Support	23	11,546	-	11,546	10,699											10,699	847			847	11,546	
774 2010 Census Preparation	56	29,867	-	29,867	21,033	6,642										27,675	2,192			2,192	29,867	
TOTAL SERVICES	736	418,053	374,852	792,905	359,406	100,298	-	-	-	-	-	-	-	-	-	459,704	36,415	279,786	17,000	333,201	792,905	
801 Staff Development	72	38,119	30,000	68,119	47,970	13,559										61,529	4,874	1,716		6,590	68,119	
820 Committee Support	317	132,961	5,000	137,961	97,154	30,680										127,835	10,126			10,126	137,961	
836 Model Maintenance	148	62,091	30,000	92,091	7,851											7,851		84,240		84,240	92,091	
842 Congestion Management System Maintenance	109	43,067	-	43,067												-		43,067		43,067	43,067	
856 Transportation Studies Coordination	36	19,445	-	19,445												-		19,445		19,445	19,445	
858 Temporary Staff Support	52	6,901	-	6,901												-		6,901		6,901	6,901	
860 Geographic Information System Maintenance	206	105,912	4,800	110,712												-		110,712		110,712	110,712	
861 Ada County Orthophotography	50	27,399	107,292	134,691												-		107,292		107,292	134,691	
TOTAL SYSTEM MAINTENANCE	990	435,895	177,092	612,987	152,976	44,239	-	-	-	-	-	-	-	-	-	197,215	42,399	266,081	107,292	415,772	612,987	
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	-	181,344	181,344												-		181,344		181,344	181,344	
999 Indirect Operations/Maintenance	-	-	-	-												-				-	-	
TOTAL INDIRECT/OVERHEAD	938	-	218,918	218,918												-		210,918	8,000	218,918	218,918	
GRAND TOTAL	4,490	1,815,665	4,627,668	6,443,332	944,383	463,310	975,084	1,895,199	254,628	25,018	98,220	24,000	299,267	121,689	10,316	5,111,115	177,296	765,801	389,121	1,332,218	6,443,332	

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2008 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)	
610 SH 44 Corridor Preservation Study	1,955,325.77				1,930,388			412	24,526	3
611 US 20/26 Corridor Preservation Study	982,325				981,825			500		4
620 Growth and Transportation System Monitoring	1,000					500			500	
631 Treasure Valley High Capacity Transit Study	365,387				365,387					1,2
647 Regional Growth Issues and Options	10,690			1,000	9,690					1
653 Communications and Education	54,952				24,952	20,000	5,000	4,000	1,000	1
655 AMPO, Treasure Valley Access Mgt. Strategy	13,607					1,000		300	12,307	7
661 Communities in Motion	7,500					7,500				1
685 Transportation Improvement Program	3,700					500	3,200			1
687 Treasure Valley Truck Freight Travel Study	335,823				332,823		3,000			5
694 High Volume Intersection Study	126,496				126,496					6
701 General Membership Services	-									
751 ACHD Special Study Support	-									
757 Regional Functional Classification Typologies	181,752				181,752					1
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	107,292				107,292					8
990 Direct Operations / Maintenance	37,574		30,000		5,000			2,574		
SUB-TOTAL, DIRECT EXPENSES	4,446,324	160,000	30,000	51,000	4,095,606	29,500	11,200	12,786	56,232	
995 Building Fund	181,344								181,344	9
SUB-TOTAL, REVENUE TRANSFER TO BUILDING FUND	181,344	-	-	-	-	-	-	-	181,344	
GRAND TOTAL	4,627,668	160,000	30,000	51,000	4,095,606	29,500	11,200	12,786	237,576	

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2008 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY**

<i>CATEGORY</i>	<i>ACCOUNT CODE</i>	<i>FY2008 FINAL</i>	<i>FY2008 REVISION 1</i>
Professional Services	30	33,000	33,000
Equipment Lease	35	11,000	5,000
Equipment Repair / Maintenance	36	5,000	5,000
Travel / Education	40	8,000	8,000
Dues	42	11,000	11,000
Publications	43	5,000	3,000
Postage	50	5,000	4,000
Telephone	51	9,000	9,000
Space Rent	52	105,000	107,000
Janitorial	53	10,000	10,000
Printing	60	2,000	2,000
Copier	61	12,000	12,000
Advertising	62	5,000	4,000
Travel / Events	63	2,000	8,000
Audit	70	14,000	15,000
Insurance	71	13,000	13,000
Legal Services	72	20,000	20,000
General Supplies	80	12,000	8,000
Computer Supplies	82	7,000	12,000
Computer Software / Maintenance	83	20,000	20,000
Internet Service	84	1,000	1,000
Commuting Incentive	90	1,000	1,000
Vehicle Maintenance	91	2,000	2,000
Utilities	92	9,000	9,000
Local Travel	93	4,000	4,000
Other / Miscellaneous	95	2,000	2,000
TOTAL		328,000	328,000

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2008 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
WORKDAY ALLOCATION**

WORK PROGRAM DESCRIPTION	LEAD STAFF	DIRECTORS	PRINCIPAL PLANNERS	ASSOCIATE PLANNERS	ASSISTANT PLANNERS	OPERATIONS	TOTAL
601 UPWP/Budget Development & Fed assurances	JU	69	20	-	-	115	204
610 SH 44 Corridor Preservation Study	DM	11	120	1	5	24	161
611 US 20/26 Corridor Preservation Study	DM	11	90	-	2	19	122
620 Growth and Transportation System Monitoring	CM	4	74	10	73	10	171
631 Treasure Valley High Capacity Transit Study	JC	10	132	-	20	-	162
647 Regional Growth Issues and Options	CM	11	68	29	23	6	137
653 Communications and Education	TS	8	139	5	4	35	191
655 AMPO, Treasure Valley Access Mgt. Strategy	DM	-	-	-	68	-	68
661 Communities in Motion	CTr	44	27	1	14	7	93
685 Transportation Improvement Program	TT	18	189	2	90	43	342
687 Treasure Valley Truck Freight Travel Study	MW	8	76	2	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	957	51	346	267	1,826
701 General Membership Services	CTr	6	54	39	53	-	152
703 General Public Services	CTr	3	38	9	30	3	83
705 Transportation Liaison Services	MSt	38	41	-	6	-	85
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	10	-	2	-	22
760 Legislative Services	MSt	60	14	-	12	2	88
762 Transit Performance Reporting	JC	2	21	-	-	-	23
764 Land Use/Transportation Coordination	JC	34	76	2	20	-	132
766 Boise City Comprehensive Plan Update	JC	2	6	-	2	-	10
768 City of Kuna Comprehensive Plan Update	DM	1	11	1	7	-	20
770 City of Meridian Special Study Support	MW	2	10	2	9	-	23
774 2010 Census Preparation	CM	3	36	5	12	-	56
TOTAL SERVICES		161	329	58	183	5	736
801 Staff Development	JU	8	35	4	12	13	72
820 Committee Support	JU	9	25	-	-	283	317
836 Model Maintenance	MW	3	35	2	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	-	-	-	52	-	52
860 Geographic Information System Maintenance	RD	3	98	100	-	5	206
861 Ada County Orthophotography	RD	-	40	5	-	5	50
TOTAL SYSTEM MAINTENANCE		32	261	114	263	320	990
TOTAL DIRECT		398	1,547	223	792	592	3,552
960 Information Technology	JU	60	-	2	-	-	62
991 Support Services Labor	JU	232	63	5	18	558	876
TOTAL INDIRECT/OVERHEAD		292	63	7	18	558	938
TOTAL LABOR		690	1,610	230	810	1,150	4,490

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