

**FINANCE COMMITTEE MEETING
NOVEMBER 19, 2009 — 12:00 – 2:00 P.M.
COMPASS CONFERENCE ROOM**



**** AGENDA ****

I. AGENDA ADDITIONS/CHANGES

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 2 * A. Approve August 20, 2009, Finance Committee Meeting Minutes

IV. ACTION ITEMS

Page 5 * A. Approve Variance Report: October 1, 2008 – September 30, 2009

Page 15 * B. Approve Revision 1- FY2010 Unified Planning Work Program and Budget

V. INFORMATION/DISCUSSION ITEMS

A. Review Attorney's Findings of Building/Property Purchase

B. Status Report - FY2010 General and Special Membership Dues Received To Date

C. Status Report - FY2010 Health Care Benefits

VI. OTHER

VII. ADJOURNMENT

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

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FINANCE COMMITTEE MEETING AUGUST 20, 2009 COMPASS CONFERENCE ROOM MERIDIAN, IDAHO

**** MINUTES ****

- Attendees:** Phil Bandy, Mayor, City of Eagle, **Chair**
Carol McKee, Commissioner, Ada County Highway District
Bryce Millar, Commissioner, Nampa Highway District
Garret Nancolas, Mayor, City Caldwell
- Members Absent:** Rebecca Arnold, Commissioner, Ada County Highway District, **Vice Chair**
Elaine Clegg, Councilwoman, City of Boise
Steve Rule, Commissioner, Canyon County
- Others Present:** Nancy Brecks, Community Planning Association
Keith Holmes, Community Planning Association
Matt Stoll, Community Planning Association
Jeanne Urlezaga, Community Planning Association
George Wadsworth, Crandall, Swenson, Gleason & Wadsworth, Chtd.

Call to Order

Chair Bandy called the meeting to order at 12:05 p.m.

Agenda Additions/Changes

None.

Open Discussion/Announcements

None.

Consent Agenda

- A. Approve May 21, 2009, Finance Committee Meeting Minutes**

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

Special Item

A. Pre 2009 Audit Discussion with George Wadsworth

George Wadsworth of Crandall, Swenson, Gleason & Wadsworth, Chtd. presented a proposed 2009 Audit Engagement Letter.

After discussion, the Committee agreed to not conduct a supplemental audit of travel/credit cards for FY2009.

After discussion, **Carol McKee moved and Garret Nancolas seconded approval for Chair Bandy to sign the 2009 Audit Engagement Letter as presented. Motion passed unanimously.**

Action Items

A. Approve Variance Report: October 1, 2008-June 30, 2009

Jeanne Urlezaga presented the October 1, 2008 – June 30, 2009, Variance Report.

After discussion, **Carol McKee moved and Bryce Millar seconded approval of the October 1, 2008- June 30, 2009, Variance Report as presented. Motion passed unanimously.**

Information/Discussion Items

A. Review 2009 General and Special Membership Dues Received To Date

Jeanne Urlezaga reported that all FY2009 dues are in.

B. Review Building Space Needs Analysis: Lease vs. Purchase

Jeanne Urlezaga reviewed the building space needs analysis, which includes the needs of COMPASS and VRT.

After discussion, staff were directed to prepare another space needs analysis without VRT included for review by the Finance Committee in November 2009.

After discussion, **Carol McKee moved and Garret Nancolas seconded directing staff to secure a written legal opinion as to whether COMPASS can enter into a mortgage agreement; talk to Cameron Ariel at Zion's bank about bonding authority, per Chair Bandy's suggestion; and to look at all options for a lease/purchase not limited to downtown Meridian. Motion passed unanimously.**

C. Review Alternatives for Health Care Benefits

Jeanne Urlezaga presented a review of options for COMPASS health care benefits.

Matt Stoll stated his recommendation is that COMPASS absorb any increase in FY2010 with contingency funds and rebid services for FY2011; or change coverage to keep cost down.

D. Report Life Insurance Carrier Change and Possible Cost Implications

Jeanne Urlezaga stated that for many years COMPASS has "piggybacked" on Ada County's life and short term disability contract. She was recently informed that Ada County went out to bid for a new policy and COMPASS will no longer be eligible to participate on their policy. Jeanne is currently looking into a policy for COMPASS.

E. Status Report – Grant Opportunities

Matt presented a status report on grant opportunities staff is pursuing to offset the projected funding shortfall in FY2010/2011.

Adjournment:

Carol McKee moved and Garret Nancolas seconded adjournment at 1:15 pm. Motion passed unanimously.

Dated this 19th day of November 2009.

Approved:

**By: _____
Phil Bandy, Chair**

Attest:

**By: _____
Rebecca Arnold, Vice Chair**

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MEMORANDUM

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: November 19, 2009

RE: **Approve Variance Report: October 1, 2008 to September 30, 2009**

Action Requested:

Approve Variance Report: October 1, 2008 to September 30, 2009.

Background:

The Variance Report is compared to the FY2009 Unified Planning Work Program and Budget – Revision 3.

The year-to-date total workdays are on budget at 100%. Total dollars expended are 74% of budget. With few exceptions, these percentages are lower than anticipated due to the overall low payout of Professional Service Agreements for the various programs.

Status:

Detour signs remain or were added to the following programs that are behind schedule due to slow starts or other delays. These unexpended funds will be carried forward to FY2010 UPWP Revision 1:

- Program 610, SH44 Corridor Preservation Study – due to delays imposed by federal agencies.
- Program 611, US 20/26 Corridor Preservation Study – due to delays imposed by federal agencies.
- Program 631, Treasure Valley High Capacity Transit Study – due to delays with the Multi-Modal Center and the Downtown Circulator.
- Program 661, *Communities in Motion* – due to staff focus on other programs.
- Program 671, Mobility Management Strategies – due to termination of BSU Master of Community and Regional Planning graduate assistantship.
- Program 672, Rural Mobility Management – due to funding delays in obtaining a state / local agreement with the Idaho Transportation Department.

Yield signs remain or were added to the following programs because the variance is under budget by the 10% threshold:

- Program 842, Congestion Management / ITS – remaining work days were used to cover overages in other projects.
- Program 990, Operations – direct dollars were not used as replacement computer equipment was less expensive than budgeted.

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Statement of Revenues, Expenses, and Changes in Fund Balance:

The Statement of Revenues, Expenses and Changes in Fund Balance and the Fund Balance Sheet is also attached.

Revenue Highlights:

- General and Special Membership dues were received at a rate of 100%.
- 92% of the Consolidated Planning Grant revenues were received.
- Revenues for the Surface Transportation Program Grants at 41%, and Other Revenue Sources at 51% are low primarily due to slow payout of direct costs for the two corridor planning projects.
- 60% of FTA Funds for Mobility Management Strategies have been received.

Expenditures Highlights:

- Salary at 101%, and Fringe at 94% are on budget at the end of fiscal year 2009.
- Overhead at 82% is under budget as many expense categories were under-utilized.
- Professional Services at 43% are under budget due primarily to slow payout on the two corridor planning projects.
- Equipment at 73%, Travel & Education at 27%, Printing at 23%, Public Involvement at 27%, Meeting Support at 57%, and Other at 83% are all under budget.
- The payout on FY2010 Carry Over, Building Fund, and Set-Aside for potential rescission of Federal Funds remain at 0% as these are budget set-asides for use in the future as necessary.

Fund Balance Sheet:

The Fund Balance Sheet compares assets, liabilities, and fund balance of the current quarter to those of the previous quarter.

Assets:

- Cash and Cash Equivalents are up by \$291,623.
- The Building Fund earned \$1,453 in interest for the quarter bringing the balance to \$705,153.
- Accounts Receivable are up by \$274,538.

Liabilities:

- Accounts Payable and Accrued Payroll Liabilities are up by a combined \$258,315 due to year end adjustment to show the October 5, 2009 check run as an accrued liability.
- Deferred Revenues are up by \$57,500 as participating agencies made early payment on the Orthophotography fly over that will occur in FY2010.

Fund Balance:

- Unreserved funds increased by \$202,053.
- The set-aside for a potential rescission of federal funds remains unchanged. While COMPASS' budget was not impacted by the FY2009 rescission, it is still possible that an additional rescission could be implemented in FY2010. In light of this, staff will budget this set-aside in the FY2010 UPWP Revision 1.
- As noted above, the balance in the Building Fund at June 30, 2009 was \$705,153.
- The Orthophotography fund balance increased by \$2,404 from sales and \$57,500 in prepaid amounts from participants in the FY2010 fly over.
- The net increase to Fund Balance through September 30, 2009 is \$459,135.

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2008 - SEPTEMBER 30, 2009 (100.0%)

| | | | | |
|---|----------|----------------------|--------------|------------------------|
| 601 UPWP Budget Development and Monitoring | | | Lead: | Jeanne Urlezaga |
| Commencement Date: | 10/01/08 | Proposed Completion: | 09/30/09 | Status: 100% |
| Explanation: Project completed as scheduled. | | | | |
| Recommended Action: None. | | | | |

| | Budget - Rev 3 | | | | Actual | | | | % Expended | |
|----------|----------------|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|----------|
| | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Total \$ |
| Regional | 251 | 140,952 | - | 140,952 | 254 | 155,368 | | 155,368 | 101% | 110% |

COMPLETE

| | | | | |
|---|----------|----------------------|--------------|-------------------|
| 610 SH44 Corridor Preservation Study | | | Lead: | Don Matson |
| Commencement Date: | 01/01/04 | Proposed Completion: | 09/30/10 | Status: 95% |
| Explanation: Project on track according to scheduled work days. Payout of direct dollars under budget due to FHWA delay in review and approval of Draft Alternative Screening Report. | | | | |
| Recommended Action: Reprogram unexpended labor and direct budget into 2010 as part of Revision 1. Staff will work with ITD to transfer remainder of contract to ITD prior to September 30, 2010. | | | | |

| | | | | | | | | | | |
|----------|----|--------|---------|---------|----|--------|---------|---------|-----|-----|
| Regional | 67 | 37,490 | 870,553 | 908,043 | 63 | 35,485 | 388,322 | 423,807 | 93% | 47% |
|----------|----|--------|---------|---------|----|--------|---------|---------|-----|-----|



| | Workdays | Labor \$ | Direct \$ | Total |
|------------------------------|----------|----------|-----------|-----------|
| FY04 Actual | 91 | 50,470 | - | 50,470 |
| FY05 Actual | 54 | 29,145 | 36,496 | 65,640 |
| FY06 Actual | 132 | 71,684 | 375,140 | 446,824 |
| FY07 Actual | 75 | 45,239 | 537,976 | 583,215 |
| FY08 Actual | 97 | 54,997 | 910,247 | 965,244 |
| FY09 Actual | 63 | 35,485 | 388,322 | 423,807 |
| FY10 Budget | 67 | 36,654 | 734,620 | 771,274 |
| Total Project Budget: | 579 | 323,674 | 2,982,801 | 3,306,474 |

| | | | | |
|--|----------|----------------------|--------------|-------------------|
| 611 US 20/26 Corridor Preservation Study | | | Lead: | Don Matson |
| Commencement Date: | 01/01/04 | Proposed Completion: | 07/31/10 | Status: 95% |
| Explanation: Project on track according to scheduled work days. Payout of direct costs under budget due to significant delay in FHWA review and approval of Screening Methodology Report. | | | | |

| | | | | | | | | | | |
|----------|----|--------|---------|---------|----|--------|---------|---------|-----|-----|
| Regional | 68 | 38,070 | 662,049 | 700,119 | 64 | 37,274 | 280,494 | 317,768 | 94% | 45% |
|----------|----|--------|---------|---------|----|--------|---------|---------|-----|-----|



| Recommended Action: Reprogram unexpended labor and direct budget into 2010 as part of Revision 1. Staff will work with ITD to transfer remainder of contract to ITD prior to September 30, 2010. | | | | |
|---|----------|----------|-----------|-----------|
| | Workdays | Labor \$ | Direct \$ | Total |
| FY04 Actual | 82 | 44,274 | - | 44,274 |
| FY05 Actual | 85 | 45,952 | 181,678 | 227,630 |
| FY06 Actual | 95 | 49,556 | 468,334 | 517,890 |
| FY07 Actual | 124 | 71,463 | 746,444 | 817,907 |
| FY08 Actual | 82 | 47,860 | 405,209 | 453,069 |
| FY09 Actual | 64 | 37,274 | 280,494 | 317,768 |
| FY10 Budget | 60 | 33,746 | 532,741 | 566,487 |
| Total Project Budget: | 592 | 330,125 | 2,614,900 | 2,945,025 |

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|--|----------|----------------------|----------|--------------------|
| 620 Growth and Transportation System Monitoring | | Lead: | | Carl Miller |
| Commencement Date: | 10/01/08 | Proposed Completion: | 09/30/09 | Status: 100% |
| Explanation: Project completed as scheduled. | | | | |
| Recommended Action: None. | | | | |

| | Budget - Rev 3 | | | | Actual | | | | % Expended | |
|----------|----------------|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|----------|
| | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Total \$ |
| Regional | 123 | 57,677 | - | 57,677 | 130 | 55,813 | | 55,813 | 105% | 97% |

COMPLETE

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|---|-----------------|----------------------|------------------|------------------------|
| 631 Treasure Valley High Capacity Transit Study | | Lead: | | Charles Trainor |
| Commencement Date: | 12/01/05 | Proposed Completion: | 11/30/09 | Status: 90% |
| Explanation: Work days and labor dollars are under budget as staff and consultant focused on the Multi-Modal Center and the Downtown Circulator tasks of this project. | | | | |
| Recommended Action: Program workdays and direct costs in Revision 1. | | | | |
| | Workdays | Labor \$ | Direct \$ | Total |
| FY06 Actual | 65 | 33,955 | 789 | 34,744 |
| FY07 Actual | 137 | 75,433 | 33,776 | 109,209 |
| FY08 Actual | 108 | 66,148 | 109,119 | 175,267 |
| FY09 Actual | 81 | 49,365 | 190,117 | 239,482 |
| FY10 Budget | 10 | 8,508 | 24,094 | 32,602 |
| Total Project Budget: | 401 | 233,409 | 357,895 | 591,304 |

| | | | | | | | | | | |
|----------|-----|--------|---------|---------|----|--------|---------|---------|-----|-----|
| Regional | 135 | 79,333 | 165,680 | 245,013 | 81 | 49,365 | 190,117 | 239,482 | 60% | 98% |
|----------|-----|--------|---------|---------|----|--------|---------|---------|-----|-----|



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|---|----------|----------------------|----------|--------------------|
| 647 Regional Growth Issues and Options | | Lead: | | Carl Miller |
| Commencement Date: | 10/01/08 | Proposed Completion: | 09/30/09 | Status: 100% |
| Explanation: Project completed as scheduled. | | | | |
| Recommended Action: None. | | | | |

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|----------|-----|--------|---|--------|-----|--------|--|--------|------|-----|
| Regional | 110 | 53,546 | - | 53,546 | 113 | 52,669 | | 52,669 | 103% | 98% |
|----------|-----|--------|---|--------|-----|--------|--|--------|------|-----|

COMPLETE

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|--|----------|----------------------|----------|-----------------|
| 653 Communications and Education | | Lead: | | Amy Luft |
| Commencement Date: | 10/01/08 | Proposed Completion: | 09/30/09 | Status: 100% |
| Explanation: Work days completed are on track at 98%. Total labor dollars expended are under budget at 83% as Assistant Planers were able to perform more of the tasks alleviating the need for Principal Planner time. Total direct dollars expended are under budget at 67% as staff used lower cost methods for providing services than budgeted (e.g., more electronic communication; fewer printed materials). | | | | |
| Recommended Action: None. | | | | |

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|----------|-----|--------|--------|---------|-----|--------|--------|---------|-----|-----|
| Regional | 146 | 78,014 | 86,720 | 164,734 | 143 | 64,786 | 58,337 | 123,123 | 98% | 75% |
|----------|-----|--------|--------|---------|-----|--------|--------|---------|-----|-----|

COMPLETE

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2008 - SEPTEMBER 30, 2009 (100.0%)

| | | | |
|--|----------|----------------------|------------------------|
| 661 Communities in Motion | | Lead: | Charles Trainor |
| Commencement Date: | 10/01/03 | Proposed Completion: | 09/30/09 |
| | | Status: | 90% |
| Explanation: Project was delayed as staff focused efforts on other work programs. Consulting services and other direct expenses were not needed during this phase to the extent envisioned. | | | |
| Recommended Action: Reprogram \$40,000 of direct dollars as carry over into FY2010 UPWP Revision 1. | | | |

| | Budget - Rev 3 | | | | Actual | | | | % Expended | |
|----------|----------------|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|----------|
| | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Total \$ |
| Regional | 325 | 192,347 | 95,000 | 287,347 | 284 | 156,441 | 31,925 | 188,366 | 87% | 66% |



| | | | | |
|--|-----------------|----------------------|----------------------|--------------|
| 671 Mobility Management Strategies | | Lead: | Liisa Itkonen | |
| Commencement Date: | 10/01/07 | Proposed Completion: | 09/30/09 | |
| | | Status: | 98% | |
| Explanation: Direct dollars were budgeted to fund an intern from Boise State University's Masters Program in Community and Regional Planning. The program was suspended and the funds could not be spent. | | | | |
| Recommended Action: Reprogram unexpended labor and direct dollars as carry over into FY2010 UPWP Revision 1. | | | | |
| | <u>Workdays</u> | <u>Labor \$</u> | <u>Direct \$</u> | <u>Total</u> |
| FY09 Actual | 628 | 263,723 | 9,285 | 273,008 |
| FY10 Budget | 587 | 261,131 | 195,236 | 456,367 |
| Total Project Budget: | 1,215 | 524,854 | 204,521 | 729,375 |

| | | | | | | | | | | |
|----------|-----|---------|--------|---------|-----|---------|-------|---------|-----|-----|
| Regional | 642 | 277,882 | 33,000 | 310,882 | 628 | 263,723 | 9,285 | 273,008 | 98% | 83% |
|----------|-----|---------|--------|---------|-----|---------|-------|---------|-----|-----|



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|---|-----------------|----------------------|----------------------|--------------|
| 672 Rural Mobility Management | | Lead: | Liisa Itkonen | |
| Commencement Date: | 08/01/09 | Proposed Completion: | 09/30/09 | |
| | | Status: | 89% | |
| Explanation: Project behind schedule due to delay in finalizing grant agreement with ITD. | | | | |
| Recommended Action: Reprogram unexpended labor and direct dollars as carry over into FY2010 UPWP Revision 1. | | | | |
| | <u>Workdays</u> | <u>Labor \$</u> | <u>Direct \$</u> | <u>Total</u> |
| FY09 Actual | 29 | 13,294 | | 13,294 |
| FY10 Budget | 216 | 100,773 | 5,933 | 106,706 |
| Total Project Budget: | 245 | 114,067 | 5,933 | 120,000 |

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|----------|----|--------|-----|--------|----|--------|---|--------|-----|-----|
| Regional | 33 | 15,537 | 500 | 16,037 | 29 | 13,294 | - | 13,294 | 89% | 83% |
|----------|----|--------|-----|--------|----|--------|---|--------|-----|-----|



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|---|----------|----------------------|---------------------|
| 685 Transportation Improvement Program | | Lead: | Toni Tisdale |
| Commencement Date: | 01/01/08 | Proposed Completion: | 09/30/09 |
| | | Status: | 100% |
| Explanation: Project completed as scheduled. | | | |
| Recommended Action: None. | | | |

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|----------|-----|---------|-------|---------|-----|---------|-------|---------|------|------|
| Regional | 308 | 157,592 | 1,500 | 159,092 | 330 | 170,437 | 1,807 | 172,244 | 107% | 108% |
|----------|-----|---------|-------|---------|-----|---------|-------|---------|------|------|

COMPLETE

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2008 - SEPTEMBER 30, 2009 (100.0%)

| 687 Treasure Valley Truck Freight Travel Study | | Lead: MaryAnn Waldinger | |
|--|-----------------|--------------------------------|------------------|
| Commencement Date: | 10/01/06 | Proposed Completion: | 03/15/09 |
| Status: 100% | | | |
| Explanation: Work days completed are on track at 93%. Direct costs were fully expended. | | | |
| Recommended Action: None. | | | |
| | Workdays | Labor \$ | Direct \$ |
| FY07 Actual | 35 | 17,895 | 11,639 |
| FY08 Actual | 52 | 27,787 | 305,439 |
| FY09 Actual | 13 | 7,368 | 15,829 |
| Total Project Budget: | 100 | 53,050 | 332,907 |

| | Budget - Rev 3 | | | | Actual | | | | % Expended | |
|----------|-----------------------|----------------------------|------------------|-----------------|------------------|----------------------------|------------------|-----------------|-------------------|-----------------|
| | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Total \$ |
| Regional | 14 | 7,396 | 19,531 | 26,927 | 13 | 7,368 | 15,829 | 23,197 | 93% | 86% |

COMPLETE

| 692 Regional Transportation Funding Information | | Lead: Liisa Itkonen | |
|--|----------|----------------------------|----------|
| Commencement Date: | 10/01/08 | Proposed Completion: | 09/30/09 |
| Status: 100% | | | |
| Explanation: Project completed as scheduled. | | | |
| Recommended Action: None. | | | |

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|----------|----|--------|---|--------|----|--------|--|--------|------|-----|
| Regional | 42 | 20,250 | - | 20,250 | 45 | 19,779 | | 19,779 | 106% | 98% |
|----------|----|--------|---|--------|----|--------|--|--------|------|-----|

COMPLETE

| 701 General Membership Services | | Lead: Charles Trainor | |
|---|----------|------------------------------|----------|
| Commencement Date: | 10/01/08 | Proposed Completion: | 09/30/09 |
| Status: 100% | | | |
| Explanation: Project completed as scheduled. | | | |
| Recommended Action: None. | | | |

| | | | | | | | | | | |
|----------|-----|---------|---|---------|-----|---------|--|---------|------|------|
| Regional | 233 | 118,516 | - | 118,516 | 250 | 128,309 | | 128,309 | 107% | 108% |
|----------|-----|---------|---|---------|-----|---------|--|---------|------|------|

COMPLETE

| 703 General Public Services | | Lead: Charles Trainor | |
|---|----------|------------------------------|----------|
| Commencement Date: | 10/01/08 | Proposed Completion: | 09/30/09 |
| Status: 100% | | | |
| Explanation: Project completed as scheduled. | | | |
| Recommended Action: None. | | | |

| | | | | | | | | | | |
|----------|----|--------|---|--------|----|--------|--|--------|------|------|
| Regional | 44 | 21,999 | - | 21,999 | 48 | 24,099 | | 24,099 | 109% | 110% |
|----------|----|--------|---|--------|----|--------|--|--------|------|------|

COMPLETE

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2008 - SEPTEMBER 30, 2009 (100.0%)

| | | | | Budget - Rev 3 | | | | Actual | | | | % Expended | | |
|--|--|--|--|----------------|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|----------|------|
| | | | | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Total \$ | |
| 705 Transportation Liaison Services <i>Lead: Matt Stoll</i> | | | | Regional | 85 | 59,368 | 0 | 59,368 | 87 | 57,954 | | 57,954 | 103% | 98% |
| Commencement Date: 10/01/08 Proposed Completion: 09/30/09 Status: 100% | | | | COMPLETE | | | | | | | | | | |
| <i>Explanation:</i> Project completed as scheduled. | | | | | | | | | | | | | | |
| <i>Recommended Action:</i> None. | | | | | | | | | | | | | | |
| 760 Legislative Services <i>Lead: Matt Stoll</i> | | | | Regional | 84 | 60,934 | 128,600 | 189,534 | 93 | 66,834 | 106,484 | 173,318 | 111% | 91% |
| Commencement Date: 10/01/08 Proposed Completion: 09/30/09 Status: 100% | | | | COMPLETE | | | | | | | | | | |
| <i>Explanation:</i> Work days are over budget as staff spent additional time researching grant opportunities. | | | | | | | | | | | | | | |
| <i>Recommended Action:</i> Workdays from projects that are under budget were used to fund the labor overrun on this project. | | | | | | | | | | | | | | |
| 761 Blue Print for Good Growth <i>Lead: Charles Trainor</i> | | | | Ada | 115 | 69,497 | - | 69,497 | 120 | 72,335 | | 72,335 | 105% | 104% |
| Commencement Date: 10/01/08 Proposed Completion: 09/30/09 Status: 100% | | | | COMPLETE | | | | | | | | | | |
| <i>Explanation:</i> Project completed as scheduled. | | | | | | | | | | | | | | |
| <i>Recommended Action:</i> None. | | | | | | | | | | | | | | |
| 767 Western Canyon Communities Circulation Plan <i>Lead: Don Matson</i> | | | | Canyon | 25 | 12,567 | 25,000 | 37,567 | 23 | 13,228 | 24,674 | 37,902 | 92% | 101% |
| Commencement Date: 10/01/08 Proposed Completion: 09/30/09 Status: 100% | | | | COMPLETE | | | | | | | | | | |
| <i>Explanation:</i> Project completed as scheduled. | | | | | | | | | | | | | | |
| <i>Recommended Action:</i> None. | | | | | | | | | | | | | | |

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2008 - SEPTEMBER 30, 2009 (100.0%)

| | | | | Budget - Rev 3 | | | | Actual | | | | % Expended | | |
|---|--|--|--|-----------------|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|----------|-----|
| | | | | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Total \$ | |
| 801 Staff Development <i>Lead: Jeanne Urlezaga</i> | | | | Regional | 74 | 39,357 | 30,000 | 69,357 | 70 | 33,029 | 13,736 | 46,765 | 95% | 67% |
| Commencement Date: 10/01/08 Proposed Completion: 09/30/09 Status: 100% | | | | COMPLETE | | | | | | | | | | |
| <i>Explanation:</i> Project is on track according to scheduled workdays but is under budget for total dollars expended. Total dollars are low as Assistant Planners were scheduled for more training which reduced the labor dollars spent. Additionally, staff was able to find low cost training opportunities to fulfill training needs. | | | | | | | | | | | | | | |
| <i>Recommended Action:</i> None. | | | | | | | | | | | | | | |
| 820 Committee Support <i>Lead: Jeanne Urlezaga</i> | | | | Regional | 306 | 134,184 | 8,500 | 142,684 | 316 | 126,882 | 5,972 | 132,854 | 103% | 93% |
| Commencement Date: 10/01/08 Proposed Completion: 09/30/09 Status: 100% | | | | COMPLETE | | | | | | | | | | |
| <i>Explanation:</i> Project completed as scheduled. | | | | | | | | | | | | | | |
| <i>Recommended Action:</i> None. | | | | | | | | | | | | | | |
| 836 Model Maintenance and Support <i>Lead: MaryAnn Waldinger</i> | | | | Regional | 141 | 69,210 | 30,493 | 99,703 | 142 | 62,832 | 30,142 | 92,974 | 100% | 93% |
| Commencement Date: 10/01/08 Proposed Completion: 09/30/09 Status: 100% | | | | COMPLETE | | | | | | | | | | |
| <i>Explanation:</i> Project completed as scheduled. | | | | | | | | | | | | | | |
| <i>Recommended Action:</i> None. | | | | | | | | | | | | | | |
| 837 Transit Ridership Survey <i>Lead: MaryAnn Waldinger</i> | | | | Regional | - | - | 75,000 | 75,000 | - | - | - | - | 0% | 0% |
| Commencement Date: 10/01/09 Proposed Completion: 09/30/10 Status: 0% | | | | COMPLETE | | | | | | | | | | |
| <i>Explanation:</i> Project budgeted in FY2009 UPWP Revision 3 in order to obligate funds. Work will begin in FY2010. | | | | | | | | | | | | | | |
| <i>Recommended Action:</i> Program direct dollars as carry over into FY2010 UPWP Revision 1. | | | | | | | | | | | | | | |

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 VARIANCE REPORT
 OCTOBER 1, 2008 - SEPTEMBER 30, 2009 (100.0%)

| Budget - Rev 3 | | | | Actual | | | | % Expended | |
|----------------|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|----------|
| Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Total \$ |

842 Congestion Management / ITS *Lead: MaryAnn Waldinger*

Commencement Date: 10/01/08 | Proposed Completion: 09/30/09 | Status: 100%

Explanation: Project is complete. Assistant Planners were able to perform more of the tasks alleviating the need for principal planner time.

Recommended Action: Remaining workdays were used to cover overages in other projects.

| | | | | | | | | | | |
|----------|-----|--------|--|--------|-----|--------|--|--------|-----|-----|
| Regional | 115 | 46,365 | | 46,365 | 100 | 38,568 | | 38,568 | 87% | 83% |
|----------|-----|--------|--|--------|-----|--------|--|--------|-----|-----|



COMPLETE

860 Geographic Information System Maintenance *Lead: Ross Dodge*

Commencement Date: 10/01/08 | Proposed Completion: 09/30/09 | Status: 100%

Explanation: Project completed as scheduled.

Recommended Action: None.

| | | | | | | | | | | |
|----------|-----|--------|-------|---------|-----|---------|-------|---------|------|------|
| Regional | 189 | 98,827 | 1,200 | 100,027 | 199 | 102,604 | 1,200 | 103,804 | 105% | 104% |
|----------|-----|--------|-------|---------|-----|---------|-------|---------|------|------|

COMPLETE

861 Regional Orthophotography *Lead: Ross Dodge*

Commencement Date: 10/01/06 | Proposed Completion: 09/30/09 | Status: 100%

Explanation: Project completed as scheduled.

Recommended Action: None.

| | | | | | | | | | | |
|----------|----|--------|--------|--------|----|--------|--------|--------|-----|-----|
| Regional | 54 | 29,143 | 10,000 | 39,143 | 53 | 28,535 | 10,000 | 38,535 | 98% | 98% |
|----------|----|--------|--------|--------|----|--------|--------|--------|-----|-----|

COMPLETE

900 Operations *Lead: Jeanne Urlezaga*

Commencement Date: 10/01/08 | Proposed Completion: 09/30/09 | Status: 100%

Explanation: Project is on track according to scheduled workdays but is under budget for direct dollars expended. Replacement computer equipment was less expensive than budgeted for.

Recommended Action: None.

| | | | | | | | | | | |
|----------|-----|---|--------|--------|-----|--|--------|--------|------|-----|
| Regional | 871 | - | 34,454 | 34,454 | 913 | | 22,352 | 22,352 | 105% | 65% |
|----------|-----|---|--------|--------|-----|--|--------|--------|------|-----|



COMPLETE

- LEGEND:
-  Projects that are under budget.
 -  Projects that are behind schedule
 -  Projects that are over budget.

| TOTAL ALL TASKS | | | | | | | | | | |
|-----------------|--------------|------------------|------------------|------------------|--------------|------------------|------------------|------------------|-------------|------------|
| Ada | 115 | 69,497 | - | 69,497 | 120 | 72,335 | - | 72,335 | 104% | 104% |
| Canyon | 25 | 12,567 | 25,000 | 37,567 | 23 | 13,228 | 24,674 | | 92% | 0% |
| Regional | 4,460 | 1,833,987 | 2,177,780 | 4,011,769 | 4,448 | 1,751,447 | 1,166,002 | 2,917,450 | 100% | 73% |
| TOTAL | 4,600 | 1,916,051 | 2,202,780 | 4,118,833 | 4,591 | 1,837,010 | 1,190,676 | 3,027,686 | 100% | 74% |

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

| STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE | | | | |
|--|--------------------|------------------|-------------------------|---------------------------|
| <i>October 1, 2008 to September 30, 2009 (100.0%)</i> | | | | |
| | BUDGET-REV3 | ACTUAL | BUDGET REMAINING | PERCENTAGE TO DATE |
| REVENUE | | | | |
| General Membership Dues | 805,505 | 805,505 | - | 100% |
| Special Membership Dues | 57,330 | 57,330 | - | 100% |
| FTA/FHWA Consolidated Planning Grant | 1,482,622 | 1,362,778 | 119,844 | 92% |
| Surface Transportation Program Grants | 2,234,486 | 919,915 | 1,314,571 | 41% |
| FTA Funds for Mobility Management Strategies | 384,552 | 231,700 | 152,852 | 60% |
| Other Revenue Sources | 213,878 | 109,592 | 104,286 | 51% |
| Total Revenue | 5,178,373 | 3,486,821 | 1,691,552 | 67% |
| EXPENSES | | | | |
| Salary | 1,142,600 | 1,151,786 | (9,186) | 101% |
| Fringe | 425,454 | 399,641 | 25,813 | 94% |
| Overhead | 348,000 | 285,715 | 62,285 | 82% |
| Professional Services | 2,378,160 | 1,015,177 | 1,362,983 | 43% |
| Legal/Lobbying | 95,500 | 92,242 | 3,258 | 97% |
| Equipment | 26,000 | 18,895 | 7,105 | 73% |
| Travel/Education | 53,200 | 14,335 | 38,865 | 27% |
| Printing | 39,130 | 9,052 | 30,078 | 23% |
| Public Involvement | 45,310 | 12,442 | 32,868 | 27% |
| Meeting Support | 19,910 | 11,321 | 8,589 | 57% |
| Other | 20,570 | 17,079 | 3,491 | 83% |
| FY2010 Carry Over | 191,187 | - | 191,187 | 0% |
| Building Fund | 150,000 | - | 150,000 | 0% |
| Set-Aside for Potential 20% Rescission of Federal Funds | 243,352 | - | 243,352 | 0% |
| Total Expenses | 5,178,373 | 3,027,686 | 2,150,687 | 58% |
| NET CHANGE IN FUND BALANCES | - | 459,135 | | |
| FUND BALANCE AT BEGINNING OF YEAR | 1,461,163 | 1,461,163 | | |
| FUND BALANCE AT JUNE 30, 2009 | 1,461,163 | 1,920,299 | | |

| FUND BALANCE SHEET | | |
|---|---------------------------|----------------------|
| <i>September 30, 2009</i> | | |
| | September 30, 2009 | June 30, 2009 |
| ASSETS | | |
| Cash and Cash Equivalents | 1,190,312 | 898,689 |
| Local Government Investment Pool - Building Fund | 705,153 | 703,700 |
| Accounts Receivable | 329,038 | 54,500 |
| Prepaid Expenses | 11,611 | - |
| TOTAL ASSETS | 2,236,114 | 1,656,888 |
| LIABILITIES | | |
| Accounts Payable | 194,284 | - |
| Accrued Payroll Liabilities | 64,031 | - |
| Deferred Revenue | 57,500 | - |
| TOTAL LIABILITIES | 315,815 | - |
| FUND BALANCE | | |
| Fund Balance, Unreserved | 821,634 | 619,581 |
| Set-Aside for Potential 20% Rescission of Federal Funds | 243,352 | 243,352 |
| Fund Balance, Designated-Local Dollars to Match Grants | - | - |
| Fund Balance, Designated-Building Fund | 705,153 | 703,700 |
| Fund Balance, Designated-Orthophotography Project | 150,160 | 90,256 |
| | 1,920,299 | 1,656,888 |
| TOTAL LIABILITIES AND FUND BALANCES | 2,236,114 | 1,656,888 |

MEMORANDUM



TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: November 19, 2009

RE: **Revision 1 of the FY2010 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 FY2010 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.

STATUS:

Revision 1 of the FY2010 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 FY2009;
2. To show reduction of revenues and expenses for the loss of general membership dues of Joint School District #2; and
3. To add new fringe benefit category, Medical Expense Reimbursement Plan, to cover the increase in employee insurance deductible.

The attached schedules summarize staff's recommended changes for Revision 1 of the FY2010 UPWP.

KH:nb T:\FY10\900 Operations\990 Direct Operations-Maintenance\Finance\FY2010 UPWP Revision 1 Memo.doc

Recommended Changes to FY2010 - Revision 1

| # | Revenue Adjustments | \$ Change | Expense Adjustment | \$ Change |
|---|--|--|---|-----------|
| 1 | Reduce Special Membership Dues | | Adjust expenses to programs listed below: | |
| | Revenue Loss - Joint School District #2 | (8,190) | 990, Operations - Equipment | (7,190) |
| | | | 760, Legislative Services - Other | (1,000) |
| | | (8,190) | | (8,190) |
| 2 | Add carry-over from FY2009 Consolidated Planning Grant (CPG). Add required local match. | | Add related expenses to programs listed below: | |
| | CPG FY2009, Ada County - Key 10693 | 69,594 | 631, Treasure Valley High Capacity Transit Study - Professional Services | 24,094 |
| | CPG FY2009, Canyon County - Key 10693 | 50,760 | 661, Communities in Motion - Public Involvement. | 30,000 |
| | COMPASS Local Match (fund balance) | 9,534 | 661, Communities in Motion - Printing. | 10,000 |
| | | 661, Communities in Motion - Professional Services. For study on Economic Benefits of Transportation Investments | 65,794 | |
| | | 129,888 | | 129,888 |
| 3 | Add carry-over from STP TMA - K# 9506 FY09 Trans Planning, Ada County. Add required local match. (funds are from ITD's end of year plan and are to be used for new task number 837; Transit Ridership Survey). | | Add related expense to program number 837, Transit Ridership Survey. Move workdays from program number 836 to program number 837 (zero impact on labor \$). | |
| | STP TMA - K# 9506 FY09 Trans Planning, Ada County | 69,495 | 837, Dir. Cost; Professional Services | 75,000 |
| | COMPASS Local Match (fund balance) | 5,505 | 836, Model Maintenance. Transfer 15 days to 837 - Workday Allocation | (8,735) |
| | | | 837, Transit Ridership Survey. Transfer 15 days from 836 - Workday Allocation | 8,735 |
| | | 75,000 | | 75,000 |
| 4 | 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. | |
| | STP-State; Key #7827 | 680,698 | 610 - Dir. Cost; Professional Services | 731,818 |
| | ITD Provided Match | 53,921 | 610 - Dir. Cost; Other | 2,801 |
| | | 734,619 | | 734,619 |
| 5 | 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 | 493,638 | 611 - Dir. Cost; Professional Services | 531,122 |
| | ITD Provided Match | 39,103 | 610 - Dir. Cost; Other | 1,620 |
| | | 532,742 | | 532,742 |

| # | Revenue Adjustments | \$ Change | Expense Adjustment | \$ Change |
|---------------|---|------------------|---|------------------|
| 6 | Add Program Number 631, Treasure Valley High Capacity Transit Study to complete study. | | Move workdays from program number 661 and 801 to program number 631 (zero impact on labor \$). | |
| | | | 661, Communities in Motion. Transfer 6 days to 631 - Workday Allocation | (5,104) |
| | | | 801, Staff Development. Transfer 4 days to 631 - Workday Allocation | (3,404) |
| | | | 631, Treasure Valley High Capacity Transit Study. Transfer 10 days from 661 & 801 - Workday Allocation | 8,508 |
| | | | | - |
| 7 | Add carry-over from Mobility Management Strategies. Add required local match VRT - Mobility Management Strategies COMPASS Local Match (fund balance) | 46,146 11,536 | Add related expense to program number 671, Mobility Management Strategies. | |
| | | | 671 - Dir. Cost; Travel / Education | 2,750 |
| | | | 671 - Dir. Cost; Professional Services | 5,500 |
| | | | 671 - Dir. Cost; Printing | 5,900 |
| | | | 671 - Dir. Cost; Public Involvement | 3,000 |
| | | | 671 - Dir. Cost; FY 2011 Carry Over | 40,532 |
| 57,682 | 57,682 | | | |
| 8 | Add carry-over from Rural Mobility Management. FTA - Rural Mobility Management; 2009 stimulus package; 100% Federal Aid | 2,901 | Add related expense to program number 672, Rural Mobility Management. | |
| | | | 672 - Dir. Cost; Travel / Education | 200 |
| | | | 672 - Dir. Cost; Public Involvement | 300 |
| | | | 672 - Dir. Cost; FY 2011 Carry Over | 2,401 |
| | | 2,901 | 2,901 | |
| 9 | Add carry-over for net revenue earned from FY2009 orthophotography sales. Add estimate of revenues from participating agencies. Revenue - FY2009 Orthophotography Sales Revenues - Participating Agencies | 2,660 247,340 | Add related expense to program number 861, Regional Orthophotography. | |
| | | | 861 - Dir. Cost; Professional Services | 250,000 |
| | | | 250,000 | 250,000 |
| | | | | |
| 10 | Add carry-over from Set-Aside for Potential 20% Rescission of federal aid funds. COMPASS Fund Balance | 243,352 | Add related expense to program number 992, Set-Aside for Potential 20% Rescission of federal aid funds. | |
| | | | 992 - Dir. Cost; Other | 243,352 |
| | | | 243,352 | 243,352 |
| 11 | | | Add new fringe category to cover increase in employee deductible. | |
| | | | Fringe - Expense Savings from change in insurance coverage. | (10,000) |
| | | | Medical Expense Reimbursement Plan - for HRA Medical Expense Reimbursement Plan. | 10,000 |
| | | | - | - |
| TOTALS | | 2,017,994 | | 2,017,994 |

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2010 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
REVENUE AND EXPENSE SUMMARY**

| REVENUE | FY2010 Final | FY2010 Revision 1 |
|---|-------------------------|------------------------------|
| GENERAL MEMBERSHIP | | |
| Ada County | 200,030 | 200,030 |
| Ada County Highway District | 200,030 | 200,030 |
| Canyon Highway District No. 4 | 11,845 | 11,845 |
| Nampa Highway District No. 1 | 11,845 | 11,845 |
| Boise City | 99,095 | 99,095 |
| Caldwell City | 29,550 | 29,550 |
| Canyon County | 131,927 | 131,927 |
| Eagle City | 9,743 | 9,743 |
| Garden City | 5,812 | 5,812 |
| Kuna City | 6,852 | 6,852 |
| Meridian City | 33,745 | 33,745 |
| Middleton City | 3,853 | 3,853 |
| Nampa City | 56,715 | 56,715 |
| Notus City | 429 | 429 |
| Parma City | 1,407 | 1,407 |
| Star City | 2,629 | 2,629 |
| Subtotal | 805,506 | 805,506 |
| SPECIAL MEMBERSHIP | | |
| Boise State University | 8,190 | 8,190 |
| Capital City Development Corporation | 8,190 | 8,190 |
| Department of Environmental Quality | 8,190 | 8,190 |
| Idaho Transportation Department | 8,190 | 8,190 |
| Independent School District of Boise City | 8,190 | 8,190 |
| Joint School District #2 | 8,190 | - |
| Valley Regional Transit | 8,190 | 8,190 |
| Subtotal | 57,330 | 49,140 |
| GRANTS AND SPECIAL PROJECTS | | |
| FHWA/FTA - Consolidated Planning Grants | | |
| CPG - FY2009 K# 10693 Ada County; carry-over | - | 69,594 |
| CPG - FY2009 K# 10693 Canyon County; carry-over | - | 50,760 |
| CPG - FY2010 K# 10698 Ada County | 855,148 | 855,148 |
| CPG - FY2010 K# 10698 Canyon County | 300,457 | 300,457 |
| Sub Total CPG Grants | 1,155,605 | 1,275,959 |
| STP TMA - K# 9506 FY09 Trans Planning, Ada; carry-over | - | 69,495 |
| STP-St. K #7827, SH44 Corr Pres Study; carry-over | 33,965 | 714,663 |
| ITD-Local Match for K #7827, SH44 Corr Pres Study; carry-over | 2,690 | 56,612 |
| STP-St. K #7826, US 20/26 Corr Pres Study; carry-over | 31,269 | 524,907 |
| ITD-Local Match for K#7826, US 20/26 Corr Pres Study; carry-over | 2,477 | 41,580 |
| FTA - Mobility Management Strategies; 5316 & 5317 funds | 292,956 | 339,102 |
| FTA - Mobility Management Strategies; 1/2 FTE | 26,000 | 26,000 |
| VRT - Local Match for 1/2 Time FTE (Mobility Management Strategies) | 6,500 | 6,500 |
| FTA - Rural Mobility Management; K#11909; 2009 stimulus package | 103,805 | 106,706 |
| Subtotal | 499,662 | 1,885,565 |
| OTHER | | |
| COMPASS Local Match for FY2010 Ortho Fly Over (Fund Balance) | 90,000 | 340,000 |
| COMPASS Local Match for Rural Mobility Mgt (Fund Balance) | 3,241 | 3,241 |
| COMPASS Local Match for CPG Carry Over (Fund Balance) | | 9,534 |
| COMPASS Local Match for K#9506 Carry Over (Fund Balance) | | 5,505 |
| COMPASS Local Match for Mobility Mgt Carry Over (Fund Balance) | | 11,536 |
| Set-Aside for Potential Rescission of Fed Aid Funds (Fund Balance) | | 243,352 |
| Interest Income | 15,000 | 15,000 |
| Subtotal | 108,241 | 628,168 |
| COMPASS REVENUE | 2,626,344 | 4,644,338 |

| EXPENSE | FY2010 Final | FY2010 Revision 1 |
|--|-------------------------|------------------------------|
| SALARY, FRINGE & CONTINGENCY | | |
| Salary | 1,112,600 | 1,112,600 |
| Fringe | 430,600 | 420,600 |
| Medical Expense Reimbursement Plan | | 10,000 |
| Salary Contingency (Overtime and Bonus) | 20,000 | 20,000 |
| Sick Time Trade | 10,000 | 10,000 |
| Subtotal | 1,573,200 | 1,573,200 |
| INDIRECT OPERATIONS & MAINTENANCE | | |
| COMPASS | 348,000 | 348,000 |
| Subtotal | 348,000 | 348,000 |
| DIRECT OPERATIONS & MAINTENANCE | | |
| 610, SH44 Corridor Preservation Study | | 734,619 |
| 611, US 20/26 Corridor Preservation Study | | 532,742 |
| 620, Growth and Transportation System Monitoring | 2,500 | 2,500 |
| 631, Treasure Valley High Capacity Transit Study | | 24,094 |
| 653, Communications and Education | 30,500 | 30,500 |
| 661, <i>Communities in Motion</i> | 95,000 | 200,794 |
| 671, Mobility Management Strategies | 137,554 | 195,236 |
| 672, Rural Mobility Management | 3,032 | 5,933 |
| 685, Transportation Improvement Program | 1,500 | 1,500 |
| 760, Legislative Services | 108,050 | 107,050 |
| 801, Staff Development | 30,000 | 30,000 |
| 820, Committee Support | 8,500 | 8,500 |
| 836, Model Maintenance | 40,000 | 40,000 |
| 837, Transit Ridership Survey | | 75,000 |
| 860, Geographic Information System Maintenance | 1,200 | 1,200 |
| 861, Regional Orthophotography | 90,000 | 340,000 |
| 990, Direct Operations and Maintenance | 38,500 | 31,310 |
| Subtotal | 586,336 | 2,360,978 |
| COMPASS EXPENSE | 2,507,536 | 4,282,178 |

| SET-ASIDE FOR POTENTIAL 20% RESCISSION | FY2010 Final | FY2010 Revision 1 |
|---|-------------------------|------------------------------|
| 992, Other | - | 243,352 |
| Subtotal | - | 243,352 |
| COMPASS SET-ASIDE | 0 | 243,352 |

| TRANSFER TO BUILDING FUND | FY2010 Final | FY2010 Revision 1 |
|--|-------------------------|------------------------------|
| 995, Building Fund | 118,808 | 118,808 |
| Subtotal | 118,808 | 118,808 |
| COMPASS TRANSFER TO BUILDING FUND | 118,808 | 118,808 |

| COMPASS SUMMARY | | |
|--|------------------|------------------|
| TOTAL REVENUE | 2,626,344 | 4,644,338 |
| TOTAL EXPENSES | 2,507,536 | 4,282,178 |
| SET-ASIDE FOR POTENTIAL 20% RESCISSION | - | 243,352 |
| TRANSFER TO BUILDING FUND | 118,808 | 118,808 |
| CHANGE IN FUND BALANCE | 0 | (0) |

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2010 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) | FY2011 CARRY-OVER |
|---|------------------|-----------------------|----------------|-------------------------|----------------------------|---------------|-------------------------|----------------------|----------------|-------------------|
| 610 SH44 Corridor Preservation Study | 734,619.41 | | | | 731,406 | | | 412 | 2,801 | |
| 611 US 20/26 Corridor Preservation Study | 532,741.52 | | | | 530,688 | | | 434 | 1,620 | |
| 620 Growth and Transportation System Monitoring | 2,500.00 | | | | 2,500 | | | | | |
| 631 Treasure Valley High Capacity Transit Study | 24,094.22 | | | | 24,094 | | | | | |
| 653 Communications and Education | 30,500.00 | | | | 6,500 | 5,300 | 16,050 | 1,100 | 1,550 | |
| 661 Communities in Motion | 200,794.00 | | | | 115,794 | 25,000 | 60,000 | | | |
| 671 Mobility Management Strategies | 195,235.99 | | | 5,250 | 5,500 | 12,368 | 7,500 | 2,800 | 1,286 | 160,532 |
| 672 Rural Mobility Management | 5,933.09 | | | 700 | | 532 | 1,300 | 1,000 | | 2,401 |
| 685 Transportation Improvement Program | 1,500.00 | | | | | | 1,500 | | | |
| 760 Legislative Services | 107,050.00 | 85,950 | | 10,000 | | | | | 11,100 | |
| 801 Staff Development | 30,000.00 | | | 30,000 | | | | | | |
| 820 Committee Support | 8,500.00 | | | | | | | 8,500 | | |
| 836 Model Maintenance and Support | 40,000.00 | | | | 40,000 | | | | | |
| 837 Transit Ridership Survey | 75,000.00 | | | | 75,000 | | | | | |
| 860 Geographic Information System Maintenance | 1,200.00 | | | | | | | | 1,200 | |
| 861 Regional Orthophotography | 340,000.00 | | | | 340,000 | | | | | |
| 990 Direct Operations / Maintenance | 31,310.00 | | 22,810 | | 5,000 | | | 3,500 | | |
| SUB-TOTAL, DIRECT EXPENSES | 2,360,978 | 85,950 | 22,810 | 45,950 | 1,876,482 | 43,200 | 86,350 | 17,746 | 19,557 | 162,933 |
| 992 Set-Aside for Potential 20% Rescission | 243,352.00 | | | | | | | | 243,352 | |
| 995 Building Fund | 118,808.00 | | | | | | | | 118,808 | |
| SUB-TOTAL | 362,160 | - | - | - | - | - | - | - | 362,160 | - |
| GRAND TOTAL | 2,723,138 | 85,950 | 22,810 | 45,950 | 1,876,482 | 43,200 | 86,350 | 17,746 | 381,717 | 162,933 |

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2010 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 | 58 | 20 | - | - | 132 | 210 |
| 610 SH44 Corridor Preservation Study | DM | 4 | 47 | - | 11 | 5 | 67 |
| 611 US 20/26 Corridor Preservation Study | DM | 4 | 45 | - | 6 | 5 | 60 |
| 620 Growth and Transportation System Monitoring | CM | - | 52 | 10 | 45 | 3 | 110 |
| 631 Treasure Valley High Capacity Transit Study | CTr | 10 | - | - | - | - | 10 |
| 647 Regional Growth Issues and Options | CM | - | 58 | 15 | 35 | - | 108 |
| 653 Communications and Education | AL | 1 | 100 | 6 | 5 | 33 | 145 |
| 661 Communities in Motion | CTr | 158 | 233 | 25 | 80 | 29 | 525 |
| 671 Mobility Management Strategies | LI | 17 | 194 | 30 | 296 | 50 | 587 |
| 672 Rural Mobility Management | LI | 3 | 99 | 11 | 92 | 11 | 216 |
| 685 Transportation Improvement Program | TT | 13 | 179 | - | 99 | 11 | 302 |
| 692 Regional Transportation Funding Information | LI | - | 25 | - | 17 | - | 42 |
| TOTAL PROJECTS | | 268 | 1,052 | 97 | 686 | 279 | 2,382 |
| 701 General Membership Services | CTr | 5 | 83 | 10 | 23 | 4 | 125 |
| 703 General Public Services | CTr | - | 26 | 2 | 12 | - | 40 |
| 705 Transportation Liaison Services | MSt | 15 | 36 | - | 6 | - | 57 |
| 760 Legislative Services | MSt | 60 | 7 | - | 12 | 5 | 84 |
| 761 Blue Print for Good Growth | CTr | 63 | 51 | 18 | 12 | 28 | 172 |
| TOTAL SERVICES | | 143 | 203 | 30 | 65 | 37 | 478 |
| 801 Staff Development | JU | 5 | 35 | 5 | 12 | 13 | 70 |
| 820 Committee Support | JU | 19 | 30 | 2 | - | 281 | 332 |
| 836 Model Maintenance and Support | MW | - | 69 | - | 60 | - | 129 |
| 837 Transit Ridership Survey | MW | - | 15 | - | - | - | 15 |
| 842 Congestion Management / ITS | MW | - | 14 | - | 71 | - | 85 |
| 860 Geographic Information System Maintenance | RD | - | 99 | 81 | 6 | 2 | 188 |
| 861 Regional Orthophotography | RD | - | 30 | 10 | - | 5 | 45 |
| TOTAL SYSTEM MAINTENANCE | | 24 | 292 | 98 | 149 | 301 | 864 |
| TOTAL DIRECT | | 435 | 1,547 | 225 | 900 | 617 | 3,724 |
| 960 Information Technology | JU | 60 | - | - | - | 45 | 105 |
| 991 Support Services Labor | JU | 195 | 63 | 5 | 20 | 488 | 771 |
| TOTAL INDIRECT/OVERHEAD | | 255 | 63 | 5 | 20 | 533 | 876 |
| TOTAL LABOR | | 690 | 1,610 | 230 | 920 | 1,150 | 4,600 |

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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2010 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 & | | Direct Cost | Total Cost | CPG-Ada FHWA/FTA | CPG-Canyon FHWA/FTA | STP-STATE K# 7826 | STP-STATE K# 7827 | STP-TMA K# 9506 | FTA-5316 & 5317 | FTA-2009 Stimulus Pkg. | Total Federal | Match | Local | Other Revenue | Total Local | |
| | Work Days | Indirect Cost | | | | | | | | | | | | | | | |
| 601 UPWP/Budget Development & Fed assurances | 210 | 112,442 | - | 112,442 | 73,870 | 30,319 | | | | | | 104,189 | 8,253 | | | 8,253 | 112,442 |
| 610 SH44 Corridor Preservation Study | 67 | 36,654 | 734,620 | 771,274 | | | | | 714,663 | | | 714,663 | | | 56,610 | 56,610 | 771,274 |
| 611 US 20/26 Corridor Preservation Study | 60 | 33,746 | 532,741 | 566,487 | | | 524,907 | | | | | 524,907 | | | 41,581 | 41,581 | 566,487 |
| 620 Growth and Transportation System Monitoring | 110 | 51,288 | 2,500 | 53,788 | 35,337 | 14,503 | | | | | | 49,840 | 3,948 | | | 3,948 | 53,788 |
| 631 Treasure Valley High Capacity Transit Study | 10 | 8,508 | 24,094 | 32,602 | 21,418 | 8,791 | | | | | | 30,209 | 2,393 | | | 2,393 | 32,602 |
| 647 Regional Growth Issues and Options | 108 | 52,501 | - | 52,501 | 34,491 | 14,156 | | | | | | 48,647 | 3,854 | | | 3,854 | 52,501 |
| 653 Communications and Education | 145 | 76,480 | 30,500 | 106,980 | 70,282 | 28,846 | | | | | | 99,128 | 7,852 | | | 7,852 | 106,980 |
| 661 Communities in Motion | 525 | 320,047 | 200,794 | 520,841 | 342,171 | 140,440 | | | | | | 482,611 | 38,230 | | | 38,230 | 520,841 |
| 671 Mobility Management Strategies | 587 | 261,141 | 195,236 | 456,377 | | | | | | 365,102 | | 365,102 | 84,775 | | 6,500 | 91,275 | 456,377 |
| 672 Rural Mobility Management | 216 | 100,773 | 5,933 | 106,706 | | | | | | | 106,706 | 106,706 | | | | - | 106,706 |
| 685 Transportation Improvement Program | 302 | 153,180 | 1,500 | 154,680 | 101,618 | 41,708 | | | | | | 143,326 | 11,354 | | | 11,354 | 154,680 |
| 692 Regional Transportation Funding Information | 42 | 20,322 | - | 20,322 | 13,351 | 5,480 | | | | | | 18,830 | 1,492 | | | 1,492 | 20,322 |
| TOTAL PROJECTS | 2,382 | 1,227,082 | 1,727,918 | 2,955,000 | 692,538 | 284,243 | 524,907 | 714,663 | - | 365,102 | 106,706 | 2,688,159 | 162,150 | - | 104,691 | 266,841 | 2,955,000 |
| 701 General Membership Services | 125 | 66,529 | - | 66,529 | | | | | | | | - | | 66,529 | | 66,529 | 66,529 |
| 703 General Public Services | 40 | 20,124 | - | 20,124 | | | | | | | | - | | 20,124 | | 20,124 | 20,124 |
| 705 Transportation Liaison Services | 57 | 35,760 | - | 35,760 | | | | | | | | - | | 35,760 | | 35,760 | 35,760 |
| 760 Legislative Services | 84 | 61,154 | 107,050 | 168,204 | | | | | | | | - | | 168,204 | | 168,204 | 168,204 |
| 761 Blue Print for Good Growth | 172 | 106,591 | - | 106,591 | 67,513 | | | | | | | 67,513 | 7,824 | 31,254 | | 39,078 | 106,591 |
| TOTAL SERVICES | 478 | 290,158 | 107,050 | 397,208 | 67,513 | - | - | - | - | - | - | 67,513 | 7,824 | 321,871 | - | 329,695 | 397,208 |
| 801 Staff Development | 70 | 36,094 | 30,000 | 66,094 | | | | | | | | - | - | 66,094 | | 66,094 | 66,094 |
| 820 Committee Support | 332 | 144,868 | 8,500 | 153,368 | | | | | | | | - | 11,257 | 142,111 | | 153,368 | 153,368 |
| 836 Model Maintenance and Support | 129 | 60,522 | 40,000 | 100,522 | 57,163 | 22,840 | | | | | | 80,003 | 7,378 | 13,141 | | 20,519 | 100,522 |
| 837 Transit Ridership Survey | 15 | 8,735 | 75,000 | 83,735 | 5,739 | 2,355 | | | 69,495 | | | 77,589 | 6,146 | | | 6,146 | 83,735 |
| 842 Congestion Management / ITS | 85 | 32,222 | - | 32,222 | 21,169 | 8,688 | | | | | | 29,857 | 2,365 | | | 2,365 | 32,222 |
| 860 Geographic Information System Maintenance | 188 | 97,513 | 1,200 | 98,713 | 64,850 | 26,617 | | | | | | 91,467 | 7,246 | | | 7,246 | 98,713 |
| 861 Regional Orthophotography | 45 | 24,006 | 340,000 | 364,006 | 15,771 | 6,473 | | | | | | 22,244 | 1,762 | | 340,000 | 341,762 | 364,006 |
| TOTAL SYSTEM MAINTENANCE | 864 | 403,960 | 494,700 | 898,660 | 164,691 | 66,974 | - | - | 69,495 | - | - | 301,160 | 36,154 | 221,346 | 340,000 | 597,500 | 898,660 |
| 960 Information Technology | 105 | - | - | - | | | | | | | | - | | | | - | - |
| 990 Direct Operations / Maintenance | 0 | - | 31,310 | 31,310 | | | | | | | | - | | 16,310 | 15,000 | 31,310 | 31,310 |
| 991 Support Services Labor | 771 | - | - | - | | | | | | | | - | | | | - | - |
| 992 Set-Aside for Potential 20% Rescission | - | - | 243,352 | 243,352 | | | | | | | | - | | 243,352 | | 243,352 | 243,352 |
| 995 Building Fund | 0 | - | 118,808 | 118,808 | | | | | | | | - | | 118,808 | | 118,808 | 118,808 |
| 999 Indirect Operations/Maintenance | - | - | - | - | | | | | | | | - | | | | - | - |
| TOTAL INDIRECT/OVERHEAD | 876 | - | 393,470 | 393,470 | - | - | - | - | - | - | - | - | - | 378,470 | 15,000 | 393,470 | 393,470 |
| GRAND TOTAL | 4,600 | 1,921,200 | 2,723,138 | 4,644,338 | 924,742 | 351,217 | 524,907 | 714,663 | 69,495 | 365,102 | 106,706 | 3,056,832 | 206,129 | 921,687 | 459,691 | 1,587,507 | 4,644,338 |

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