



FINANCE COMMITTEE MEETING
November 20, 2008 — 12:00 p.m. – 1:00 p.m.
COMPASS Conference Room

****AGENDA****

- I. AGENDA ADDITIONS/CHANGES
- II. OPEN DISCUSSION/ANNOUNCEMENTS
- III. CONSENT AGENDA
Page 2 * A. Approve August 21, 2008 Meeting Minutes
- IV. ACTION ITEMS
Page 4 * A. Approve Variance Report – October 1, 2007 to September 30, 2008
Page 17 * B. Recommend Approval of Revision 1 of the FY2009 Unified Planning Work Program and Budget
- V. OTHER
A. Confirm December 18, 2008, Meeting Date
- VI. ADJOURNMENT

**Enclosures*

Times are approximate. Agenda is subject to change.

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**FINANCE COMMITTEE MEETING
AUGUST 21, 2008, 12:00 P.M.
COMPASS CONFERENCE ROOM
MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: A.J. Balukoff, Trustee, Independent School District of Boise City, **Chair**
Carol McKee, Commissioner, Ada County Highway District
David Ferdinand, Commissioner, Canyon County, **Vice-Chair**
Garret Nancolas, Mayor, City of Caldwell
Steve Rule, Commissioner, Canyon County

MEMBERS ABSENT: Elaine Clegg, Councilwoman, City of Boise
Bryce Millar, Commissioner, Nampa Highway District

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, P.C.

CALL TO ORDER

Chair Balukoff called the meeting to order at 12:10 p.m.

AGENDA CHANGES/ADDITIONS

Jeanne Urlezaga requested that an item be added under Other for a Building Fund Status Report. **Hearing no objection, Chair Balukoff so ordered.**

OPEN DISCUSSION/ANNOUNCEMENTS

Garret Nancolas report that the City of Caldwell passed a covered load ordinance.

CONSENT AGENDA

A. Approve May 15, 2008, Finance Committee Meeting.

After discussion, **Carol McKee moved and Garret Nancolas seconded approval of the May 15, 2008, Finance Committee meeting minutes with the following correction to the second direction to staff under Information/Discussion Items, A. Review Draft FY2009 Unified Planning Work Program and Budget. It should read, "After discussion, the Committee directed staff to email the modified FY2009 Unified Planning Work Program and Budget draft for Committee review instead of holding a meeting. The draft was subsequently emailed to the Committee and the modifications were approved." Motion passed unanimously.**

SPECIAL ITEM

A. Pre 2008 Audit Discussion with George Wadsworth

George Wadsworth presented the 2008 Audit Engagement Letter and reviewed the additional requirements to the process as mandated by the government.

After discussion of whether to authorize the additional special Internal Controls Audit of the travel and entertainment expenses of the staff and Board members as done in the last two years, **Chair Balukoff asked if there were any objection to deleting that process as part of the 2008 Audit, hearing none, Chair Balukoff so ordered.**

After discussion, **David Ferdinand moved and Carol McKee seconded approval of Chair Balukoff signing the 2008 Audit Engagement Letter authorizing George Wadsworth to begin the 2008 Audit. Motion passed unanimously.**

Action Items

A. Approve Variance Report – October 1, 2007 to June 31, 2008

Jeanne Urlezaga reviewed the October 1, 2007 to June 31, 2008, Variance Report. She noted that the recommended action on Program 631, Treasure Valley High Capacity Transit Study, should read, "The project is a stand alone project that has its own funding source and will be carried forward to FY2009." She stated remaining labor could be used to cover other programs, but not the direct dollars.

After discussion, **Garret Nancolas moved and David Ferdinand seconded approval of the October 1, 2007 to June 31, 2008, Variance report as presented with the correction as noted by Jeanne Urlezaga. Motion passed unanimously.**

OTHER

Jeanne Urlezaga and Matt Stoll provided an update on the Building Fund.

ADJOURNMENT

Steve Rule moved and Carol McKee seconded adjournment at 1:20 p.m. Motion passed unanimously.

Dated this 20th day of November 2008.

APPROVED:

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

ATTEST:

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



MEMORANDUM

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: November 20, 2008

RE: Approve Variance Report: October 1, 2007 to September 30, 2008

ACTION REQUESTED:

Approve Variance Report: October 1, 2007 to September 30, 2008.

BACKGROUND:

The Variance Report is compared to the FY2008 Unified Planning Work Program and Budget – Revision 2.

The year-to-date total workdays are on budget at 96%. Total dollars expended are 61% 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 on Programs 610, 611, and 631 due to delayed feedback and decisions needed from federal agencies. Detour signs were added to Programs 653 and 687 due to delays in the expenditure of direct dollars. These unexpended funds will be carried forward to FY2009 UPWP Revision 1:

Program 610, SH44 Corridor Preservation Study
 Program 611, US 20/26 Corridor Preservation Study
 Program 631, Treasure Valley High Capacity Transit Study
 Program 653, Communications and Education
 Program 687, Treasure Valley Truck Freight Travel Study

Yield signs remain, or have been added to the following programs because the variance is under budget by the 10% threshold. Remaining labor days will be used to cover overages in other projects:

Program 655, AMPO, Treasure Valley Access Mgt. Strategy
 Program 687, Treasure Valley Truck Freight Travel Study
 Program 692, Regional Transportation Funding Information
 Program 757, Regional Functional Classification Typologies
 Program 760, Legislative Services
 Program 766, Boise City Comprehensive Plan Update
 Program 768, City of Kuna Comprehensive Plan Update
 Program 770, City of Meridian Special Study Support
 Program 774, 2010 Census Preparation
 Program 801, Staff Development
 Program 856, Transportation Studies Coordination
 Program 858, Temporary Staff Support

Stop Signs remain, or have been added, to the following programs because the variance is over budget by the 10% threshold:

Program 620, Growth and Transportation System Monitoring
Program 647, Regional Growth Issues and Options
Program 694, High Volume Intersection Study
Program 701, General Member Services
Program 733, Clean Cities Coalition Participation
Program 751, ACHD Special Studies
Program 762, Transit Performance Reporting
Program 836, Model Maintenance
Program 860, Geographic Information System Maintenance
Program 900, Operations

Also attached are the Statement of Revenues, Expenses and Changes in Fund Balance and the Fund Balance Sheet.

Revenue: 99% of General and 100% of Special Membership dues were received. In the fourth quarter, Notus-Parma Highway District terminated its membership with COMPASS leaving a funding shortfall of \$6,264. Through the end of fiscal year 76% of the Consolidated Planning Grant revenues were received. Reported revenues are low for the Surface Transportation Program Grant at 53% and Other Revenue Sources at 36% primarily due to delays of the Professional Service Agreements for the two corridor planning projects.

Expenditures: Salary at 98%, fringe at 89%, and Overhead at 92% are on budget at the end of fourth quarter. Professional Services at 46% are due to the overall low payout of Professional Service Agreements. Expenditures for Travel & Education, Printing, Public Involvement, and Other Expenditures are all under budget.

The Fund Balance Sheet compares balances of the current quarter to those of the previous quarter.

- Under the Assets section, Cash and cash equivalents are up \$339,820. The building fund earned \$3,542 in interest during the fourth quarter bringing the balance to \$547,311. After final billings were made for the year, Accounts Receivable is at \$530,289. Overall, total assets at September 30, 2008 increased \$486,960.
- Under the Liabilities section, accounts payable and accrued payroll liabilities are up by \$237,573.
- Under the Fund Balance section, the net difference in Fund Balance for the quarter shows an increase of \$249,387.
- The net change in fund balance for the year is \$141,279 bringing the total fund balance to \$1,458,413.
- Of this total fund balance, \$817,947 is Unreserved which will provide approximately three months of normal operating costs.

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - SEPTEMBER 30, 2008 (100.0%)

| Budget - Rev 2 | | | | Actual | | | | % Expended | |
|----------------|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|----------|
| Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Total \$ |

| | | | | | |
|---|----------|----------------------|----------|------------------------------|------|
| 601 UPWP Budget Development and Monitoring | | | | Lead: Jeanne Urlezaga | |
| Commencement Date: | 10/01/07 | Proposed Completion: | 09/30/08 | Status: | 100% |
| Explanation: Project completed as scheduled. | | | | | |
| Recommended Action: None. | | | | | |

| | | | | | | | | | |
|----------|-----|---------|---|---------|-----|---------|---------|-----|------|
| Regional | 204 | 114,738 | - | 114,738 | 191 | 119,674 | 119,674 | 94% | 104% |
|----------|-----|---------|---|---------|-----|---------|---------|-----|------|

COMPLETE

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|---|----------|----------------------|----------|-------------------------|-----|
| 610 SH44 Corridor Preservation Study | | | | Lead: Don Matson | |
| Commencement Date: | 01/01/04 | Proposed Completion: | 07/31/10 | Status: | 60% |
| Explanation: Work on project was significantly delayed while awaiting feedback and decisions from overseeing agencies. Activities resumed in 4th Quarter. Estimated project completion date moved into FY10. | | | | | |
| Recommended Action: Reprogram unexpended labor and direct funds to 2009 as part of Revision 1. | | | | | |

| | | | | | | | | | | |
|----------|-----|--------|-----------|-----------|----|--------|---------|---------|-----|-----|
| Regional | 161 | 90,000 | 1,955,326 | 2,045,326 | 97 | 54,997 | 910,247 | 965,244 | 60% | 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 Budget | 161 | 90,000 | 1,955,326 | 2,045,326 |
| Total Project Budget: | 513 | 286,538 | 2,904,938 | 3,191,475 |

| | | | | | |
|--|----------|----------------------|----------|-------------------------|-----|
| 611 US 20/26 Corridor Preservation Study | | | | Lead: Don Matson | |
| Commencement Date: | 01/01/04 | Proposed Completion: | 05/31/10 | Status: | 70% |
| Explanation: Work on project was significantly delayed due to unforeseen requirements imposed by reviewing agencies. Estimated project completion date moved into FY10. | | | | | |
| Recommended Action: Reprogram unexpended labor and direct funds to 2009 as part of Revision 1. | | | | | |

| | | | | | | | | | | |
|----------|-----|--------|---------|-----------|----|--------|---------|---------|-----|-----|
| Regional | 122 | 70,000 | 982,325 | 1,052,325 | 82 | 47,860 | 405,209 | 453,069 | 67% | 43% |
|----------|-----|--------|---------|-----------|----|--------|---------|---------|-----|-----|



| | 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 Budget | 122 | 70,000 | 982,325 | 1,052,325 |
| Total Project Budget: | 508 | 281,245 | 2,378,781 | 2,660,026 |

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - SEPTEMBER 30, 2008 (100.0%)

| Budget - Rev 2 | | | | 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: 10/01/07 | Proposed Completion: 09/30/08 | Status: 100%
Explanation: Workdays over-budget due to additional requests from Regional Technical Advisory Committee (RTAC) members for additional information in the Performance Monitoring Report and the development of workshops.
Recommended Action: Workdays from projects that are under budget were used to fund the labor overrun on this project.

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|----------|-----|--------|-------|--------|-----|--------|--------|------|------|
| Regional | 171 | 80,449 | 1,000 | 81,449 | 202 | 86,011 | 86,011 | 118% | 106% |
|----------|-----|--------|-------|--------|-----|--------|--------|------|------|



COMPLETE

631 Treasure Valley High Capacity Transit Study *Lead: Charles Trainor*
 Commencement Date: 12/01/05 | Proposed Completion: 03/31/09 | Status: 65%
Explanation: Project delayed due to personnel changes and competing priorities for staff time. Work will continue into FY2009.
Recommended Action: Remaining workdays were used to cover overages in other projects. Reprogram unexpended direct funds to FY2009 as part of Revision 1.

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|----------|-----|--------|---------|---------|-----|--------|---------|---------|-----|-----|
| Regional | 162 | 92,026 | 365,387 | 457,413 | 108 | 66,148 | 109,119 | 175,267 | 67% | 38% |
|----------|-----|--------|---------|---------|-----|--------|---------|---------|-----|-----|



| | Workdays | Labor \$ | Direct \$ | Total |
|------------------------------|------------|----------------|----------------|----------------|
| FY06 Actual | 65 | 33,955 | 789 | 34,744 |
| FY07 Actual | 137 | 75,433 | 33,776 | 109,209 |
| FY08 Budget | 162 | 92,026 | 365,387 | 457,413 |
| Total Project Budget: | 364 | 201,414 | 399,952 | 601,366 |

647 Regional Growth Issues and Options *Lead: Carl Miller*
 Commencement Date: 10/01/07 | Proposed Completion: 09/30/08 | Status: 100%
Explanation: Workdays over-budget due to additional requests from Demographic Advisory Committee (DAC) members.
Recommended Action: Workdays from projects that are under budget were used to fund the labor overrun on this project.

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|----------|-----|--------|--------|--------|-----|--------|-------|--------|------|------|
| Regional | 137 | 72,064 | 10,690 | 82,754 | 155 | 77,332 | 8,214 | 85,546 | 113% | 103% |
|----------|-----|--------|--------|--------|-----|--------|-------|--------|------|------|



COMPLETE

653 Communications and Education *Lead: Amy Luff*
 Commencement Date: 01/01/07 | Proposed Completion: 09/30/08 | Status: 100%
Explanation: Due to personnel changes, expenditure of direct costs for "Making Connections: A Conference on Transportation Funding, Land Use and Politics" were delayed to 1st Quarter of FY2009.
Recommended Action: Reprogram unexpended direct dollars to 2009 as part of Revision 1.

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|----------|-----|---------|--------|---------|-----|---------|--------|---------|------|-----|
| Regional | 191 | 104,711 | 54,952 | 159,663 | 197 | 102,457 | 40,335 | 142,792 | 103% | 89% |
|----------|-----|---------|--------|---------|-----|---------|--------|---------|------|-----|



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - SEPTEMBER 30, 2008 (100.0%)

| Budget - Rev 2 | | | | 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: | 08/30/08 | |
| Status: 100% | | | | |
| Explanation: Workdays under-budget. More Principal Planner level time was used resulting in fewer actual days at a higher dollar rate. | | | | |
| Recommended Action: Remaining workdays were used to cover overages in other projects. | | | | |
| | <u>Workdays</u> | <u>Labor \$</u> | <u>Direct \$</u> | <u>Total</u> |
| FY06 Actual | 14 | 7,923 | - | 7,923 |
| FY07 Actual | 38 | 22,745 | 5,200 | 27,945 |
| FY08 Budget | 68 | 9,016 | 13,607 | 22,623 |
| Total Project Budget: | 120 | 39,684 | 18,807 | 58,491 |

| | | | | | | | | | | |
|----------|----|-------|--------|--------|----|--------|----|--------|-----|------|
| Regional | 68 | 9,016 | 13,607 | 22,623 | 39 | 23,014 | 35 | 23,049 | 57% | 102% |
|----------|----|-------|--------|--------|----|--------|----|--------|-----|------|



COMPLETE

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|---|-----------------|------------------------------|------------------|------------------|
| 661 Communities in Motion | | Lead: Charles Trainor | | |
| Commencement Date: | 10/01/03 | Proposed Completion: | 09/30/08 | |
| Status: 100% | | | | |
| Explanation: Project completed as scheduled. | | | | |
| Recommended Action: None. | | | | |
| | <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 Actual | 114 | 59,275 | 31,897 | 91,172 |
| FY08 Budget | 93 | 60,612 | 7,500 | 68,112 |
| Total Project Budget: | 2,353 | 1,257,254 | 1,117,998 | 2,375,252 |

| | | | | | | | | | | |
|----------|----|--------|-------|--------|----|--------|-------|--------|------|------|
| Regional | 93 | 60,612 | 7,500 | 68,112 | 97 | 62,464 | 6,914 | 69,378 | 104% | 102% |
|----------|----|--------|-------|--------|----|--------|-------|--------|------|------|

COMPLETE

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|--|-----------------|----------------------------|------------------|----------------|
| 671 Mobility Management Strategies | | Lead: Liisa Itkonen | | |
| Commencement Date: | 10/01/07 | Proposed Completion: | 09/30/10 | |
| Status: 100% | | | | |
| Explanation: Project added to FY2008 UPWP Revision 2 in order to obligate federal funds by end of fiscal year. Work on this project will begin in FY2009. | | | | |
| Recommended Action: None. | | | | |
| | <u>Workdays</u> | <u>Labor \$</u> | <u>Direct \$</u> | <u>Total</u> |
| FY08 Budget | - | - | 300,000 | 300,000 |
| Total Project Budget: | - | - | 300,000 | 300,000 |

| | | | | | | | | | |
|----------|--|---------|---------|--|--|---|--|----|----|
| Regional | | 300,000 | 300,000 | | | - | | 0% | 0% |
|----------|--|---------|---------|--|--|---|--|----|----|

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - SEPTEMBER 30, 2008 (100.0%)

| | | | | |
|---|----------|----------------------|---------------------|--------------|
| 685 Transportation Improvement Program | | Lead: | Toni Tisdale | |
| Commencement Date: | 10/01/07 | Proposed Completion: | 09/30/08 | Status: 100% |
| Explanation: Project completed as scheduled. | | | | |
| Recommended Action: None. | | | | |

| | Budget - Rev 2 | | | | Actual | | | | % Expended | |
|--|----------------|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|----------|
| | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Total \$ |

| | | | | | | | | | | |
|----------|-----|---------|-------|---------|-----|---------|-------|---------|-----|------|
| Regional | 342 | 174,265 | 3,700 | 177,965 | 334 | 174,676 | 3,022 | 177,698 | 98% | 100% |
|----------|-----|---------|-------|---------|-----|---------|-------|---------|-----|------|

COMPLETE

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|---|----------|----------------------|--------------------------|-------------|
| 687 Treasure Valley Truck Freight Travel Study | | Lead: | MaryAnn Waldinger | |
| Commencement Date: | 10/01/06 | Proposed Completion: | 11/30/08 | Status: 85% |
| Explanation: Workdays under-budget. Quality product by consultant resulted in less staff time being used. Consultant will finish remaining two tasks in 1st quarter of FY2009. | | | | |
| Recommended Action: Remaining workdays were used to cover overages in other projects. Reprogram unexpended direct funds to 2009 as part of Revision 1. | | | | |

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|----------|-----|--------|---------|---------|----|--------|---------|---------|-----|-----|
| Regional | 117 | 62,867 | 335,823 | 398,690 | 52 | 27,787 | 305,439 | 333,226 | 45% | 84% |
|----------|-----|--------|---------|---------|----|--------|---------|---------|-----|-----|



| | Workdays | Labor \$ | Direct \$ | Total |
|------------------------------|------------|---------------|----------------|----------------|
| FY07 Actual | 35 | 17,895 | 11,639 | 29,534 |
| FY08 Budget | 117 | 62,867 | 335,823 | 398,690 |
| Total Project Budget: | 152 | 80,762 | 347,462 | 428,224 |

| | | | | |
|---|----------|----------------------|------------------------|--------------|
| 692 Regional Transportation Funding Information | | Lead: | Charles Trainor | |
| Commencement Date: | 10/01/08 | Proposed Completion: | 09/30/08 | Status: 100% |
| Explanation: Project is under-budget. More Assistant Planner hours and fewer Principal Planner hours were used resulting in a lower dollar rate. | | | | |
| Recommended Action: Remaining workdays were used to cover overages in other projects. | | | | |

| | | | | | | | | | | |
|----------|----|--------|---|--------|----|--------|---|--------|-----|-----|
| Regional | 40 | 20,720 | - | 20,720 | 38 | 17,684 | - | 17,684 | 96% | 85% |
|----------|----|--------|---|--------|----|--------|---|--------|-----|-----|



COMPLETE

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|---|----------|----------------------|-------------------|--------------|
| 694 High Volume Intersection Study | | Lead: | Don Matson | |
| Commencement Date: | 10/01/06 | Proposed Completion: | 06/30/08 | Status: 100% |
| Explanation: Project is complete. Workdays from other tasks covered the overage on workdays per Board direction at its April 2008 meeting. | | | | |
| Recommended Action: None. | | | | |

| | | | | | | | | | | |
|-----|----|--------|---------|---------|----|--------|---------|---------|------|-----|
| Ada | 18 | 10,249 | 126,496 | 136,745 | 26 | 15,119 | 116,648 | 131,767 | 142% | 96% |
|-----|----|--------|---------|---------|----|--------|---------|---------|------|-----|



COMPLETE

| | Workdays | Labor \$ | Direct \$ | Total |
|------------------------------|-----------|---------------|----------------|----------------|
| FY07 Actual | 63 | 34,148 | 68,672 | 102,820 |
| FY08 Budget | 18 | 10,249 | 126,495 | 136,744 |
| Total Project Budget: | 81 | 44,397 | 195,167 | 239,564 |

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - SEPTEMBER 30, 2008 (100.0%)

| Budget - Rev 2 | | | | 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: 10/01/07 | Proposed Completion: 09/30/08 | Status: 100%
Explanation: More Principal Planner and Director time was used to complete development reviews and transportation impact studies.
Recommended Action: Workdays from projects that are under budget were used to fund the labor overrun on this project.

| | | | | | | | | | | |
|----------|-----|--------|---|--------|-----|--------|-----|--------|------|------|
| Eagle Rd | 11 | 7,913 | - | 7,913 | 11 | 7,913 | | 7,913 | 100% | 100% |
| Regional | 141 | 64,546 | - | 64,546 | 151 | 85,180 | 107 | 85,287 | 107% | 132% |



COMPLETE

703 General Public Services **Lead:** Charles Trainor
 Commencement Date: 10/01/07 | Proposed Completion: 09/30/08 | Status: 100%
Explanation: Project completed as scheduled.
Recommended Action: None.

| | | | | | | | | | | |
|----------|----|--------|---|--------|----|--------|--|--------|------|------|
| Regional | 83 | 40,344 | - | 40,344 | 85 | 42,674 | | 42,674 | 102% | 106% |
|----------|----|--------|---|--------|----|--------|--|--------|------|------|

COMPLETE

705 Transportation Liaison Services **Lead:** Matt Stoll
 Commencement Date: 10/01/07 | Proposed Completion: 09/30/08 | Status: 100%
Explanation: Project completed as scheduled.
Recommended Action: None.

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|----------|----|--------|---|--------|----|--------|--|--------|-----|-----|
| Regional | 85 | 57,701 | 0 | 57,701 | 79 | 56,043 | | 56,043 | 93% | 97% |
|----------|----|--------|---|--------|----|--------|--|--------|-----|-----|

COMPLETE

733 Clean Cities Coalition Participation **Lead:** MaryAnn Waldinger
 Commencement Date: 10/01/07 | Proposed Completion: 09/30/08 | Status: 100%
Explanation: Total dollars expended over-budget by \$600. More Principal Planner time used than was expected.
Recommended Action: Workdays from projects that are under budget were used to fund the labor overrun on this project.

| | | | | | | | | | | |
|-----|---|-------|---|-------|---|-------|--|-------|------|------|
| Ada | 6 | 3,028 | - | 3,028 | 7 | 3,603 | | 3,603 | 109% | 119% |
|-----|---|-------|---|-------|---|-------|--|-------|------|------|



COMPLETE

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - SEPTEMBER 30, 2008 (100.0%)

| | | | |
|--|----------|--------------------------------|----------|
| 751 ACHD Special Studies | | Lead: MaryAnn Waldinger | |
| Commencement Date: | 10/01/07 | Proposed Completion: | 09/30/08 |
| Status: | 100% | | |
| Explanation: Work on the Northwest Foothills project was accelerated in 4th quarter which used more Principal Planner time than budgeted. | | | |
| Recommended Action: Workdays from projects that are under budget were used to fund the labor overrun on this project. | | | |

| Budget - Rev 2 | | | | Actual | | | | % Expended | |
|----------------|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|----------|
| Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Total \$ |

| | | | | | | | | | | |
|-----|----|--------|--|--------|----|--------|--|--------|------|------|
| Ada | 36 | 14,532 | | 14,532 | 41 | 23,298 | | 23,298 | 113% | 160% |
|-----|----|--------|--|--------|----|--------|--|--------|------|------|



COMPLETE

| | | | |
|---|----------|------------------------------|----------|
| 757 Regional Functional Classification Typologies | | Lead: Charles Trainor | |
| Commencement Date: | 04/17/06 | Proposed Completion: | 09/30/08 |
| Status: | 0% | | |
| Explanation: ACHD terminated contract with consultant. No further work to be performed. | | | |
| Recommended Action: Remaining workdays were used to cover overages in other projects. Remaining direct dollars will be carried forward to fund various projects in FY2009. | | | |

| | | | | | | | | | | |
|----------|----|--------|---------|---------|---|-------|--------|--------|-----|----|
| Regional | 22 | 14,875 | 181,752 | 196,627 | 8 | 4,780 | 11,485 | 16,265 | 38% | 8% |
|----------|----|--------|---------|---------|---|-------|--------|--------|-----|----|



PROJECT CANCELED

| | Workdays | Labor \$ | Direct \$ | Total |
|------------------------------|-----------|---------------|----------------|----------------|
| FY06 Actual | 3 | 2,016 | - | 2,016 |
| FY07 Actual | 29 | 16,740 | 63,247 | 79,987 |
| FY08 Budget | 22 | 14,875 | 181,752 | 196,627 |
| Total Project Budget: | 54 | 33,631 | 244,999 | 278,630 |

| | | | |
|---|----------|-------------------------|----------|
| 760 Legislative Services | | Lead: Matt Stoll | |
| Commencement Date: | 10/01/07 | Proposed Completion: | 09/30/08 |
| Status: | 100% | | |
| Explanation: Project under-budget due to less activity in 3rd and 4th quarters. Remaining direct dollars will become part of fund balance. | | | |
| Recommended Action: Remaining workdays were used to cover overages in other projects. | | | |

| | | | | | | | | | | |
|----------|----|--------|---------|---------|----|--------|---------|---------|-----|-----|
| Regional | 88 | 63,342 | 193,100 | 256,442 | 65 | 56,692 | 152,958 | 209,650 | 74% | 82% |
|----------|----|--------|---------|---------|----|--------|---------|---------|-----|-----|



COMPLETE

| | | | |
|---|----------|------------------------------|----------|
| 762 Transit Performance Reporting | | Lead: Charles Trainor | |
| Commencement Date: | 04/01/07 | Proposed Completion: | 09/30/08 |
| Status: | 100% | | |
| Explanation: Project is over-budget for work days and total dollars expended as staff used more time than estimated to complete a scope of needs for Valley Regional Transit implementation. | | | |
| Recommended Action: Workdays from projects that are under budget were used to fund the labor overrun on this project. | | | |

| | | | | | | | | | | |
|----------|----|--------|---|--------|----|--------|--|--------|------|------|
| Regional | 23 | 13,859 | - | 13,859 | 31 | 17,997 | | 17,997 | 133% | 130% |
|----------|----|--------|---|--------|----|--------|--|--------|------|------|



COMPLETE

| | Workdays | Labor \$ | Direct \$ | Total |
|------------------------------|-----------|---------------|-----------|---------------|
| FY06 Actual | 3 | 2,016 | - | 2,016 |
| FY07 Actual | 2 | 1,197 | | 1,197 |
| FY08 Budget | 23 | 13,859 | | 13,859 |
| Total Project Budget: | 28 | 17,072 | - | 17,072 |

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - SEPTEMBER 30, 2008 (100.0%)

| Budget - Rev 2 | | | | Actual | | | | % Expended | |
|----------------|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|----------|
| Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Total \$ |

| | | | | |
|---|----------|----------------------|--------------|--------------------|
| 764 Land Use / Transportation Coordination | | | Lead: | Carl Miller |
| Commencement Date: | 10/01/07 | Proposed Completion: | 09/30/08 | Status: 100% |
| Explanation: Project completed as scheduled. | | | | |
| Recommended Action: None. | | | | |

| | | | | | | | | | |
|----------|-----|--------|---|--------|-----|--------|--------|-----|-----|
| Regional | 132 | 80,501 | - | 80,501 | 129 | 75,378 | 75,378 | 98% | 94% |
|----------|-----|--------|---|--------|-----|--------|--------|-----|-----|

COMPLETE

| | | | | |
|--|----------|----------------------|--------------|------------------------|
| 766 Boise City Comprehensive Plan Update | | | Lead: | Charles Trainor |
| Commencement Date: | 10/01/07 | Proposed Completion: | 09/30/08 | Status: 15% |
| Explanation: Minimal support for this project was requested during FY2008. | | | | |
| Recommended Action: Remaining workdays were used to cover overages in other projects. | | | | |

| | | | | | | | | | |
|-----|----|-------|---|-------|---|-------|-------|-----|-----|
| Ada | 10 | 5,861 | - | 5,861 | 1 | 1,041 | 1,041 | 14% | 18% |
|-----|----|-------|---|-------|---|-------|-------|-----|-----|



COMPLETE

| | | | | |
|--|----------|----------------------|--------------|-------------------|
| 768 City of Kuna Comprehensive Plan Update | | | Lead: | Don Matson |
| Commencement Date: | 10/01/07 | Proposed Completion: | 09/30/08 | Status: 15% |
| Explanation: Minimal support for this project was requested during FY2008. | | | | |
| Recommended Action: Remaining workdays were used to cover overages in other projects. | | | | |

| | | | | | | | | | |
|-----|----|--------|---|--------|---|-------|-------|-----|-----|
| Ada | 20 | 10,138 | - | 10,138 | 3 | 1,653 | 1,653 | 17% | 16% |
|-----|----|--------|---|--------|---|-------|-------|-----|-----|



COMPLETE




| | | | | |
|--|----------|----------------------|--------------|--------------------------|
| 770 City of Meridian Special Study Support | | | Lead: | MaryAnn Waldinger |
| Commencement Date: | 10/01/07 | Proposed Completion: | 09/30/08 | Status: 45% |
| Explanation: Minimal support for this project was requested during FY2008. | | | | |
| Recommended Action: Remaining workdays were used to cover overages in other projects. | | | | |

| | | | | | | | | | |
|-----|----|--------|---|--------|----|-------|-------|-----|-----|
| Ada | 23 | 11,546 | - | 11,546 | 10 | 5,355 | 5,355 | 45% | 46% |
|-----|----|--------|---|--------|----|-------|-------|-----|-----|






COMPLETE

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - SEPTEMBER 30, 2008 (100.0%)

| | Budget - Rev 2 | | | | Actual | | | | % Expended | |
|---|--|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|-----------|
| | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Total \$ |
| | 774 2010 Census Preparation <i>Lead:</i> Carl Miller | Regional | 56 | 29,867 | - | 29,867 | 47 | 25,844 | 25,844 | 84% |
| Commencement Date: 10/01/07 Proposed Completion: 09/30/08 Status: 100% |  COMPLETE | | | | | | | | | |
| <i>Explanation:</i> Project is under-budget for work days and total dollars expended. Census Bureau information not available in FY2008 postponing intended projects to FY2009. | | | | | | | | | | |
| <i>Recommended Action:</i> Remaining workdays were used to cover overages in other projects. | | | | | | | | | | |
| 801 Staff Development <i>Lead:</i> Jeanne Urlezaga | Regional | 72 | 38,119 | 30,000 | 68,119 | 76 | 35,990 | 16,300 | 52,290 | 106% 77% |
| Commencement Date: 10/01/07 Proposed Completion: 09/30/08 Status: 100% |  COMPLETE | | | | | | | | | |
| <i>Explanation:</i> Project is under-budget. Training seminars and travel costs were less than anticipated. | | | | | | | | | | |
| <i>Recommended Action:</i> Remaining direct dollars were used to cover overages in other projects. | | | | | | | | | | |
| 820 Committee Support <i>Lead:</i> Jeanne Urlezaga | Regional | 317 | 132,961 | 5,000 | 137,961 | 339 | 140,395 | 7,141 | 147,536 | 107% 107% |
| Commencement Date: 10/01/07 Proposed Completion: 09/30/08 Status: 100% | COMPLETE | | | | | | | | | |
| <i>Explanation:</i> Project completed as scheduled. | | | | | | | | | | |
| <i>Recommended Action:</i> None. | | | | | | | | | | |
| 836 Model Maintenance <i>Lead:</i> MaryAnn Waldinger | Regional | 148 | 62,091 | 30,000 | 92,091 | 173 | 73,207 | 24,956 | 98,163 | 117% 107% |
| Commencement Date: 10/01/07 Proposed Completion: 09/30/08 Status: 100% |  COMPLETE | | | | | | | | | |
| <i>Explanation:</i> Project is over-budget for work days due to staff working on the Long Range Plan update and the Model update. | | | | | | | | | | |
| <i>Recommended Action:</i> Workdays from projects that are under budget were used to fund the labor overrun on this project. | | | | | | | | | | |

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - SEPTEMBER 30, 2008 (100.0%)

| | Budget - Rev 2 | | | | Actual | | | | % Expended | | |
|---|--|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|----------|------|
| | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Total \$ | |
| 842 Congestion Management System Maintenance <i>Lead: MaryAnn Waldinger</i> | Regional | 109 | 43,067 | | 43,067 | 102 | 39,007 | | 39,007 | 93% | 91% |
| Commencement Date: 10/01/07 Proposed Completion: 09/30/08 Status: 100% | COMPLETE | | | | | | | | | | |
| <i>Explanation:</i> Project completed as scheduled. | | | | | | | | | | | |
| <i>Recommended Action:</i> None. | | | | | | | | | | | |
| 856 Transportation Studies Coordination <i>Lead: Toni Tisdale</i> | Regional | 36 | 19,445 | - | 19,445 | 18 | 8,215 | | 8,215 | 49% | 42% |
| Commencement Date: 10/01/07 Proposed Completion: 09/30/08 Status: 100% |  COMPLETE | | | | | | | | | | |
| <i>Explanation:</i> Project is under-budget for work days and total dollars expended due to staff streamlining the data collection process. | | | | | | | | | | | |
| <i>Recommended Action:</i> Remaining workdays were used to cover overages in other projects. | | | | | | | | | | | |
| 858 Temporary Staff Support <i>Lead: Jeanne Urlezaga</i> | Regional | 52 | 6,901 | - | 6,901 | 4 | 804 | | 804 | 8% | 12% |
| Commencement Date: 10/01/07 Proposed Completion: 09/30/08 Status: 100% |  COMPLETE | | | | | | | | | | |
| <i>Explanation:</i> Internship use was minimal in FY2008. | | | | | | | | | | | |
| <i>Recommended Action:</i> Remaining budget will be used to cover overages in other projects. | | | | | | | | | | | |
| 860 Geographic Information System Maintenance <i>Lead: Ross Dodge</i> | Regional | 206 | 105,912 | 4,800 | 110,712 | 239 | 119,221 | 1,550 | 120,771 | 116% | 109% |
| Commencement Date: 10/01/07 Proposed Completion: 09/30/08 Status: 100% |  COMPLETE | | | | | | | | | | |
| <i>Explanation:</i> Project is over-budget for work days. Time scheduled in various tasks for Associate Planner was not used as expected. GIS staff focused on updating GIS data. | | | | | | | | | | | |
| <i>Recommended Action:</i> Workdays from projects that are under budget were used to fund the labor overrun on this project. | | | | | | | | | | | |

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - SEPTEMBER 30, 2008 (100.0%)

| Budget - Rev 2 | | | | Actual | | | | % Expended | |
|----------------|---------------------|-----------|----------|-----------|---------------------|-----------|----------|------------|----------|
| Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Labor / Indirect \$ | Direct \$ | Total \$ | Work Days | Total \$ |

| | | | | |
|---|-----------------|-------------------------|------------------|----------------|
| 861 Ada County Orthophotography | | Lead: Ross Dodge | | |
| Commencement Date: | 10/01/06 | Proposed Completion: | 09/08/08 | |
| Status: | 100% | | | |
| Explanation: Project completed as scheduled. | | | | |
| Recommended Action: None. | | | | |
| | <u>Workdays</u> | <u>Labor \$</u> | <u>Direct \$</u> | <u>Total</u> |
| FY06 Actual | 3 | 2,016 | - | 2,016 |
| FY07 Actual | 29 | 14,981 | 226,649 | 241,630 |
| FY08 Budget | 50 | 27,399 | 107,292 | 134,691 |
| Total Project Budget: | 82 | 44,396 | 333,941 | 378,337 |

| | | | | | | | | | | |
|-----|----|--------|---------|---------|----|--------|---------|---------|------|------|
| Ada | 50 | 27,399 | 107,292 | 134,691 | 50 | 27,635 | 107,292 | 134,927 | 100% | 100% |
|-----|----|--------|---------|---------|----|--------|---------|---------|------|------|

COMPLETE

| | | | |
|--|----------|------------------------------|----------|
| 900 Operations | | Lead: Jeanne Urlezaga | |
| Commencement Date: | 10/01/07 | Proposed Completion: | 09/30/08 |
| Status: | 100% | | |
| Explanation: Project is over-budget for work days and under-budget for total dollars expended. Assistant planners used more time than budgeted. | | | |
| Recommended Action: Workdays from projects that are under budget were used to fund the labor overrun on this project. | | | |

| | | | | | | | | | | |
|----------|-----|---|--------|--------|-------|--|--------|--------|------|-----|
| Regional | 938 | - | 37,574 | 37,574 | 1,038 | | 31,000 | 31,000 | 111% | 83% |
|----------|-----|---|--------|--------|-------|--|--------|--------|------|-----|



COMPLETE

LEGEND:



Projects that are under budget.



Projects that are behind schedule



Projects that are over budget.

| TOTAL ALL TASKS | | | | | | | | | | |
|-----------------|--------------|------------------|------------------|------------------|-----------------|------------------|------------------|------------------|------------|------------|
| Ada | 174 | 90,666 | 233,788 | 324,454 | 149 | 85,617 | 223,940 | 309,557 | 86% | 95% |
| Canyon | | | | | | | | | 0% | 0% |
| Regional | 4,316 | 1,724,999 | 4,512,536 | 6,418,878 | 4,176 | 1,641,526 | 2,034,033 | 3,675,560 | 97% | 57% |
| TOTAL | 4,490 | 1,815,665 | 4,746,324 | 6,743,332 | 4,325.00 | 1,727,143 | 2,257,973 | 3,985,117 | 96% | 59% |

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE
October 1, 2007 to September 30, 2008 (100.0%)

| | BUDGET-REV2 | ACTUAL | BUDGET REMAINING | PERCENTAGE TO DATE |
|---|------------------|------------------|------------------|--------------------|
| REVENUE | | | | |
| General Membership Dues | 852,930 | 846,666 | 6,264 | 99% |
| Special Membership Dues | 59,500 | 59,500 | - | 100% |
| FTA/FHWA Consolidated Planning Grant | 1,407,693 | 1,073,875 | 333,818 | 76% |
| Surface Transportation Program Grants | 3,693,105 | 1,965,415 | 1,727,690 | 53% |
| Other Federal Aid | 250,316 | 10,316 | 240,000 | 4% |
| Other Revenue Sources | 479,788 | 170,624 | 309,164 | 36% |
| Total Revenue | 6,743,332 | 4,126,396 | 2,616,936 | 61% |
| EXPENSES | | | | |
| Salary | 1,087,089 | 1,067,938 | 19,151 | 98% |
| Fringe | 400,575 | 357,030 | 43,545 | 89% |
| Overhead | 328,000 | 302,175 | 25,825 | 92% |
| Professional Services | 4,395,606 | 2,014,170 | 2,381,436 | 46% |
| Legal/Lobbying | 160,000 | 130,424 | 29,576 | 82% |
| Equipment | 30,000 | 29,517 | 483 | 98% |
| Travel/Education | 51,000 | 24,656 | 26,344 | 48% |
| Printing | 29,500 | 20,288 | 9,212 | 69% |
| Public Involvement | 11,200 | 7,850 | 3,350 | 70% |
| Meeting Support | 12,786 | 14,030 | (1,244) | 110% |
| Building Fund | 181,344 | - | 181,344 | 0% |
| Other | 56,232 | 17,039 | 39,193 | 30% |
| Total Expenses | 6,743,332 | 3,985,117 | 2,758,215 | 59% |
| NET CHANGE IN FUND BALANCES | - | 141,279 | | |
| FUND BALANCE AT BEGINNING OF YEAR | 1,317,134 | 1,317,134 | | |
| FUND BALANCE AT SEPTEMBER 30, 2008 | 1,317,134 | 1,458,413 | | |

FUND BALANCE SHEET
September 30, 2008

| | September 30, 2008 | June 30, 2008 |
|--|--------------------|------------------|
| ASSETS | | |
| Cash and Cash Equivalents | 601,547 | 261,727 |
| Local Government Investment Pool - Building Fund | 547,311 | 543,769 |
| Accounts Receivable | 530,289 | 413,111 |
| Prepaid Expenses | 26,420 | - |
| TOTAL ASSETS | 1,705,567 | 1,218,607 |
| LIABILITIES | | |
| Accounts Payable | 188,895 | 9,581 |
| Accrued Payroll Liabilities | 58,259 | - |
| Deferred Revenue | - | - |
| TOTAL LIABILITIES | 247,154 | 9,581 |
| FUND BALANCE | | |
| Fund Balance, Unreserved | 817,947 | 444,968 |
| Fund Balance, Designated-Local Dollars to Match Grants | - | 30,667 |
| Fund Balance, Designated-Building Fund | 547,311 | 543,769 |
| Fund Balance, Designated-Orthophotography Project | 93,155 | 189,622 |
| | 1,458,413 | 1,209,026 |
| TOTAL LIABILITIES AND FUND BALANCES | 1,705,567 | 1,218,607 |

MEMORANDUM

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: November 20, 2008

RE: Revision 1 of the FY2009 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 FY2009 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 FY2009 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 FY2008;
2. To show reduction of revenues and expenses for the loss of general membership dues of Golden Gate Highway District and Notus-Parma Highway District;
3. To adjust revenue and expense amounts for additional funds received for program number "671, Mobility Management Strategies";
4. To show decrease in labor and fringe costs from amount budgeted in FY2008 UPWP-Final and to show corresponding expenditure; and
5. To add program number "992, Set-Aside for Potential 20% Rescission" that allows for possible rescissions of FY2009 Federal-aid Highway Funds.

The attached schedules summarize staff's recommended changes for Revision 1 of the FY2009 UPWP.

KH:nb T:\FY09\900 Operations\990 Direct Operations-Maintenance\Finance Committee\FY2009 UPWP Revision 1 Memo.doc

Recommended Changes to FY2009 - Revision 1

| # | Revenue Adjustments | \$ Change | Expense Adjustment | \$ Change |
|---|--|--|---|-----------|
| 1 | Reduce General Membership Dues (Golden Gate Highway District & Notus-Parma Highway District) | (13,164) | Fringe Expense Savings | (13,164) |
| | | | Salary and Fringe Savings | (58,615) |
| | | | 992, Set-Aside for Potential 20% Rescission - Dir. Cost; Other | 58,615 |
| | | (13,164) | | (13,164) |
| 2 | Add carry-over from FY2008 Consolidated Planning Grant (CPG). Add required local match. CPG FY2008 Ada County CPG FY2008 Canyon County COMPASS Local Match (fund balance) | | Add Related Expenses to Programs Listed Below: | |
| | | | 842, Congestion Management / ITS - Trade out Local Dollars for CPG. | 45,217 |
| | | 57,999 | 860, Geographic Information System Maintenance - Trade out Local Dollars for CPG. | 95,822 |
| | | 119,018 | 653, Communications and Education - Dir. Cost; Professional Services | 33,500 |
| | | 14,022 | 653, Communications and Education - Dir. Cost; Printing | 6,200 |
| | | | 653, Communications and Education - Dir. Cost; Public Involvement | 7,000 |
| | | 653, Communications and Education - Dir. Cost; | 3,300 | |
| | | 191,039 | | 191,039 |
| 3 | Add carry-over from Key #7827 for SH44 Corridor Preservation Study. Add Idaho Transportation Department (ITD) provided Match. STP-State; Key #7827 ITD Provided Match | | Add related expense to program number 610, SH44 Corridor Preservation Study. | |
| | | 41,932 | 610 - Dir. Cost; Professional Services | 9,434 |
| | | 3,322 | 610 - Dir. Cost; Meeting Support | 412 |
| | | | 610 - Dir. Cost; Other | 35,408 |
| | | 45,254 | | 45,254 |
| 4 | Add carry-over from Key #7826 for US 20/26 Corridor Preservation Study. Add Idaho Transportation Department (ITD) provided Match. STP-State; Key #7826 ITD Provided Match | | Add related expense to program number 611, US 20/26 Corridor Preservation Study. | |
| | | 289,889 | 611 - Dir. Cost; Professional Services | 279,934 |
| | | 22,963 | 611 - Dir. Cost; Meeting Support | 434 |
| | | | 611 - Dir. Cost; Other | 32,484 |
| | | 312,852 | | 312,852 |
| 5 | Add carry-over from Key #8960 for Treasure Valley High Capacity Transit Study. Add Valley Regional Transit (VRT) provided match. STP-TMA; Key #8960 VRT Provided Match | | Add related expense to program number 631, Treasure Valley High Capacity Transit Study. | |
| | | 153,519 | 631 - Dir. Cost; Professional Services | 165,680 |
| | | 12,161 | | |
| | | 165,680 | | 165,680 |
| 6 | Add carry-over from Key #9825 for Treasure Valley Truck Freight Travel Study. Add COMPASS match. STP-TMA; Key #9825 COMPASS Local Match (fund balance) | | Add related expense to program number 687, Treasure Valley Truck Freight Travel Study. Transfer Labor from program number 836, Model Maintenance, to cover 14 workdays being added to program number 687. | |
| | | 18,097 | 687 - Dir. Cost; Professional Services | 19,531 |
| | | 1,434 | 687 - Labor | 7,472 |
| | | | 836 - Labor | (7,472) |
| | | 19,531 | | 19,531 |

| # | Revenue Adjustments | \$ Change | Expense Adjustment | \$ Change |
|---|--|-----------------|---|---|
| 7 | Add Additional Revenue from VRT for full time staff person and related direct expenses dedicated to Mobility Management Strategies. FTA Section 5316 & 5317 Funds COMPASS Local Match (fund balance) | 24,552 6,138 | Add related expense to program number 671, Mobility Management Strategies. 671 - Labor 671 - Dir. Cost; Travel / Education 671 - Dir. Cost; Printing 671 - Dir. Cost; Public Involvement 671 - Dir. Cost; Meeting Support 671 - Dir. Cost; Other | 17,904 3,000 4,000 3,000 2,000 786 |
| | | 30,690 | | 30,690 |
| 8 | | | Direct Cost Offset to fund 992, Set-Aside for Potential 20% Rescission 992, Set-Aside for Potential 20% Rescission - Dir. Cost; Other 760, Legislative Services - Dir. Cost; Legal / Lobbying 842, Congestion Management / ITS - Trade out Local Dollars for CPG. 860, Geographic Information System Maintenance - Trade out Local Dollars for CPG. 861, Regional Orthophotography - Trade out Local Dollars for CPG. | 184,737 (28,303) (45,217) (95,822) (15,395) |
| | | | | (0) |
| | TOTALS | 751,882 | | 751,882 |

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
 REVENUE AND EXPENSE SUMMARY

| REVENUE | FY2009 Final | FY2009 Revision 1 |
|--|------------------|----------------------|
| GENERAL MEMBERSHIP | | |
| Ada County | 222,255 | 222,255 |
| Ada County Highway District | 222,255 | 222,255 |
| Association of Canyon County Highway Districts | 39,486 | 26,322 |
| Boise City | 110,105 | 110,105 |
| Caldwell City | 32,833 | 32,833 |
| Canyon County | 146,585 | 146,585 |
| Eagle City | 10,826 | 10,826 |
| Garden City | 6,458 | 6,458 |
| Kuna City | 7,613 | 7,613 |
| Meridian City | 37,494 | 37,494 |
| Middleton City | 4,281 | 4,281 |
| Nampa City | 63,017 | 63,017 |
| Notus City | 477 | 477 |
| Parma City | 1,563 | 1,563 |
| Star City | 2,921 | 2,921 |
| Subtotal | 908,169 | 895,005 |
| SPECIAL MEMBERSHIP | | |
| Boise State University | 9,100 | 9,100 |
| Capital City Development Corporation | 9,100 | 9,100 |
| Department of Environmental Quality | 9,100 | 9,100 |
| Idaho Transportation Department | 9,100 | 9,100 |
| Independent School District of Boise City | 9,100 | 9,100 |
| Joint School District #2 | 9,100 | 9,100 |
| Valley Regional Transit | 9,100 | 9,100 |
| Subtotal | 63,700 | 63,700 |
| GRANTS AND SPECIAL PROJECTS | | |
| FHWA/FTA - Consolidated Planning Grants | | |
| CPG - Ada County - FY2008; carry-over | 111,000 | 168,999 |
| CPG - Canyon County - FY2008; carry-over | 39,000 | 158,018 |
| CPG - Ada County - FY2009 | 855,148 | 855,148 |
| CPG - Canyon County - FY2009 | 300,457 | 300,457 |
| Sub Total CPG Grants | 1,305,605 | 1,482,622 |
| STP TMA - K #9506; FY09 Transportation Planning, Ada | 49,110 | 49,110 |
| STP U - K #9512; FY09 Transportation Planning, Canyon | 12,046 | 12,046 |
| STP-St. K #7827, SH44 Corr Pres Study; carry-over | 1,065,431 | 1,107,363 |
| ITD-Local Match for K #7827, SH44 Corr Pres Study; carry-over | 84,397 | 87,719 |
| STP-St. K #7826, US 20/26 Corr Pres Study; carry-over | 529,462 | 819,351 |
| ITD-Local Match for K#7826, US 20/26 Corr Pres Study; carry-over | 41,941 | 64,904 |
| STP TMA - K #8960, Treasure Valley High Capacity Transit Study | - | 153,519 |
| Valley Regional Transit - Local match for K #8960 | - | 12,161 |
| STP TMA - K #9825; Freight Study | - | 18,097 |
| FTA - Mobility Management Strategies | 240,000 | 264,552 |
| Subtotal | 2,022,387 | 2,588,822 |
| OTHER | | |
| COMPASS Local Match (Fund Balance) | | 21,594 |
| Interest Income | 8,500 | 8,500 |
| Mapping and Miscellaneous | 9,000 | 9,000 |
| Ortho Photography (Fund Balance) | 10,000 | 10,000 |
| Subtotal | 27,500 | 49,094 |
| COMPASS REVENUE | 4,327,361 | 5,079,243 |

| EXPENSE | FY2009 Final | FY2009 Revision 1 |
|--|------------------|----------------------|
| SALARY, FRINGE & CONTINGENCY | | |
| Salary | 1,166,380 | 1,112,600 |
| Fringe | 463,039 | 445,040 |
| Salary Contingency (Overtime and Bonus) | 20,000 | 20,000 |
| Sick Time Trade | 10,000 | 10,000 |
| Subtotal | 1,659,419 | 1,587,640 |
| INDIRECT OPERATIONS & MAINTENANCE | | |
| COMPASS | 348,000 | 348,000 |
| Subtotal | 348,000 | 348,000 |
| DIRECT OPERATIONS & MAINTENANCE | | |
| 610, SH44 Corridor Preservation Study | 1,110,707 | 1,157,208 |
| 611, US 20/26 Corridor Preservation Study | 531,681 | 845,795 |
| 620, Growth and Transportation System Monitoring | 2,500 | 2,500 |
| 631, Treasure Valley High Capacity Transit Study | - | 165,680 |
| 653, Communications and Education | 40,800 | 90,800 |
| 661, <i>Communities in Motion</i> | 95,000 | 95,000 |
| 671, Mobility Management Strategies | 21,500 | 34,286 |
| 685, Transportation Improvement Program | 1,500 | 1,500 |
| 687, Treasure Valley Truck Freight Travel Study | - | 19,531 |
| 760, Legislative Services | 193,100 | 164,797 |
| 767, Western Canyon Communities Circulation Plan | 45,000 | 45,000 |
| 801, Staff Development | 30,000 | 30,000 |
| 820, Committee Support | 8,500 | 8,500 |
| 836, Model Maintenance | 40,000 | 40,000 |
| 860, Geographic Information System Maintenance | 1,200 | 1,200 |
| 861, Regional Orthophotography | 10,000 | 10,000 |
| 990, Direct Operations and Maintenance | 38,454 | 38,454 |
| Subtotal | 2,169,942 | 2,750,251 |
| COMPASS EXPENSE | 4,177,361 | 4,685,891 |

| SET-ASIDE FOR POTENTIAL 20% RESCISSION | FY2009 Final | FY2009 Revision 1 |
|--|-----------------|----------------------|
| 992, Other | - | 243,352 |
| Subtotal | - | 243,352 |
| COMPASS SET-ASIDE | - | 243,352 |

| TRANSFER TO BUILDING FUND | FY2009 Final | FY2009 Revision 1 |
|--|-----------------|----------------------|
| 995, Building Fund | 150,000 | 150,000 |
| Subtotal | 150,000 | 150,000 |
| COMPASS TRANSFER TO BUILDING FUND | 150,000 | 150,000 |

| COMPASS SUMMARY | | |
|--|-----------|-----------|
| TOTAL REVENUE | 4,327,361 | 5,079,243 |
| TOTAL EXPENSES | 4,177,361 | 4,685,891 |
| SET-ASIDE FOR POTENTIAL 20% RESCISSION | - | 243,352 |
| TRANSFER TO BUILDING FUND | 150,000 | 150,000 |
| CHANGE IN FUND BALANCE | - | - |

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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 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# 8960 | STP-TMA K# 9506 | STP-Urban K# 9512 | STP-TMA K# 9825 | FTA-5316 & 5317 | Total Federal | Match | Local | Other Revenue | Total Local | |
| | Work Days | Indirect Cost | | | | | | | | | | | | | | | | | |
| 601 UPWP/Budget Development & Fed assurances | 251 | 142,400 | - | 142,400 | 43,253 | 27,538 | | | | | 49,110 | 12,046 | | 131,949 | 10,451 | | | 10,451 | 142,400 |
| 610 SH44 Corridor Preservation Study | 67 | 37,874 | 1,157,208 | 1,195,082 | | | | | | | | | | 1,107,363 | | | 87,719 | 87,719 | 1,195,082 |
| 611 US 20/26 Corridor Preservation Study | 68 | 38,460 | 845,795 | 884,255 | | | 819,351 | | | | | | | 819,351 | | | 64,904 | 64,904 | 884,255 |
| 620 Growth and Transportation System Monitoring | 123 | 58,265 | 2,500 | 60,765 | 42,229 | 14,076 | | | | | | | | 56,305 | 4,460 | | | 4,460 | 60,765 |
| 631 Treasure Valley High Capacity Transit Study | 135 | 80,148 | 165,680 | 245,828 | 5,930 | 68,335 | | | 153,519 | | | | | 227,784 | 5,883 | 12,161 | | 18,044 | 245,828 |
| 647 Regional Growth Issues and Options | 110 | 54,091 | - | 54,091 | 37,591 | 12,530 | | | | | | | | 50,121 | 3,970 | | | 3,970 | 54,091 |
| 653 Communications and Education | 146 | 78,810 | 90,800 | 169,610 | 117,870 | 39,290 | | | | | | | | 157,161 | 12,449 | | | 12,449 | 169,610 |
| 661 Communities in Motion | 325 | 194,321 | 95,000 | 289,321 | 201,064 | 67,021 | | | | | | | | 268,085 | 21,236 | | | 21,236 | 289,321 |
| 671 Mobility Management Strategies | 675 | 296,404 | 34,286 | 330,690 | | | | | | | | | 264,552 | 264,552 | 66,138 | | | 66,138 | 330,690 |
| 685 Transportation Improvement Program | 308 | 159,201 | 1,500 | 160,701 | 111,679 | 37,226 | | | | | | | | 148,906 | 11,795 | | | 11,795 | 160,701 |
| 687 Treasure Valley Truck Freight Travel Study | 14 | 7,472 | 19,531 | 27,003 | | 4,846 | | | | | | | | 25,021 | 1,982 | | | 1,982 | 27,003 |
| 692 Regional Transportation Funding Information | 42 | 20,456 | - | 20,456 | 14,216 | 4,739 | | | | | | | | 18,955 | 1,501 | | | 1,501 | 20,456 |
| TOTAL PROJECTS | 2,264 | 1,167,902 | 2,412,300 | 3,580,202 | 578,678 | 272,833 | 819,351 | 1,107,363 | 153,519 | 49,110 | 12,046 | 18,097 | 264,552 | 3,275,551 | 139,867 | - | 164,784 | 304,651 | 3,580,202 |
| 701 General Membership Services | 233 | 119,725 | - | 119,725 | 83,203 | 27,734 | | | | | | | | 110,937 | 8,788 | | | 8,788 | 119,725 |
| 703 General Public Services | 44 | 22,224 | - | 22,224 | | | | | | | | | | - | | 13,224 | 9,000 | 22,224 | 22,224 |
| 705 Transportation Liaison Services | 85 | 59,980 | - | 59,980 | | | | | | | | | | - | | 59,980 | | 59,980 | 59,980 |
| 760 Legislative Services | 84 | 61,565 | 164,797 | 226,362 | | | | | | | | | | - | | 226,362 | | 226,362 | 226,362 |
| 761 Blue Print for Good Growth | 115 | 70,212 | - | 70,212 | 65,058 | | | | | | | | | 65,058 | 5,154 | | | 5,154 | 70,212 |
| 767 Western Canyon Communities Circulation Plan | 25 | 12,695 | 45,000 | 57,695 | | 53,460 | | | | | | | | 53,460 | 4,235 | | | 4,235 | 57,695 |
| TOTAL SERVICES | 586 | 346,401 | 209,797 | 556,198 | 148,261 | 81,194 | - | - | - | - | - | - | - | 229,456 | 18,176 | 299,566 | 9,000 | 326,742 | 556,198 |
| 801 Staff Development | 74 | 39,759 | 30,000 | 69,759 | 1,255 | 777 | | | | | | | | 2,032 | 161 | 67,566 | | 67,727 | 69,759 |
| 820 Committee Support | 306 | 135,551 | 8,500 | 144,051 | 100,108 | 33,369 | | | | | | | | 133,478 | 10,573 | | | 10,573 | 144,051 |
| 836 Model Maintenance and Support | 141 | 69,915 | 40,000 | 109,915 | 76,385 | 25,462 | | | | | | | | 101,847 | 8,068 | | | 8,068 | 109,915 |
| 842 Congestion Management / ITS | 115 | 46,836 | - | 46,836 | 32,549 | 10,850 | | | | | | | | 43,398 | 3,438 | | | 3,438 | 46,836 |
| 860 Geographic Information System Maintenance | 189 | 99,835 | 1,200 | 101,035 | 70,214 | 23,405 | | | | | | | | 93,619 | 7,416 | | | 7,416 | 101,035 |
| 861 Regional Orthophotography | 54 | 29,441 | 10,000 | 39,441 | 16,695 | 10,585 | | | | | | | | 27,280 | 2,161 | | 10,000 | 12,161 | 39,441 |
| TOTAL SYSTEM MAINTENANCE | 879 | 421,337 | 89,700 | 511,037 | 297,207 | 104,447 | - | - | - | - | - | - | - | 401,655 | 31,817 | 67,566 | 10,000 | 109,382 | 511,037 |
| 960 Information Technology | 105 | - | - | - | | | | | | | | | | - | | | | - | - |
| 990 Direct Operations / Maintenance | 0 | - | 38,454 | 38,454 | | | | | | | | | | - | | 29,954 | 8,500 | 38,454 | 38,454 |
| 991 Support Services Labor | 766 | - | - | - | | | | | | | | | | - | | | | - | - |
| 992 Set-Aside for Potential 20% Rescission | - | - | 243,352 | 243,352 | | | | | | | | | | - | | 243,352 | | 243,352 | 243,352 |
| 995 Building Fund | 0 | - | 150,000 | 150,000 | | | | | | | | | | - | | 150,000 | | 150,000 | 150,000 |
| 999 Indirect Operations/Maintenance | - | - | - | - | | | | | | | | | | - | | | | - | - |
| TOTAL INDIRECT/OVERHEAD | 871 | - | 431,806 | 431,806 | - | - | - | - | - | - | - | - | - | - | - | 423,306 | 8,500 | 431,806 | 431,806 |
| GRAND TOTAL | 4,600 | 1,935,638 | 3,143,603 | 5,079,243 | 1,024,147 | 458,475 | 819,351 | 1,107,363 | 153,519 | 49,110 | 12,046 | 18,097 | 264,552 | 3,906,661 | 189,860 | 790,438 | 192,284 | 1,172,582 | 5,079,243 |

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FY2009 REVISION 1

EXPENSES BY WORK PROGRAM AND FUNDING SOURCE - TOTAL

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 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 SH44 Corridor Preservation Study | 1,157,208 | | | | 1,120,141 | | | 412 | 36,655 | 3 |
| 611 US 20/26 Corridor Preservation Study | 845,795 | | | | 811,615 | | | 434 | 33,746 | 4 |
| 620 Growth and Transportation System Monitoring | 2,500 | | | | 2,500 | | | | | |
| 631 Treasure Valley High Capacity Transit Study | 165,680 | | | | 165,680 | | | | | 5 |
| 653 Communications and Education | 90,800 | | | | 53,500 | 16,200 | 12,000 | 4,800 | 4,300 | 2 |
| 661 Communities in Motion | 95,000 | | | | 60,000 | 20,000 | 15,000 | | | |
| 671 Mobility Management Strategies | 34,286 | | | 3,000 | 13,700 | 7,000 | 5,500 | 3,800 | 1,286 | 7 |
| 685 Transportation Improvement Program | 1,500 | | | | | | 1,500 | | | |
| 687 Treasure Valley Truck Freight Travel Study | 19,531 | | | | 19,531 | | | | | 6 |
| 760 Legislative Services | 164,797 | 131,697 | | 20,000 | | | | | | 8 |
| 767 Western Canyon Communities Circulation Plan | 45,000 | | | | 45,000 | | | | | |
| 801 Staff Development | 30,000 | | | 30,000 | | | | | | |
| 820 Committee Support | 8,500 | | | | | | | 8,500 | | |
| 836 Model Maintenance and Support | 40,000 | | | | 40,000 | | | | | |
| 860 Geographic Information System Maintenance | 1,200 | | | | | | | | 1,200 | |
| 861 Regional Orthophotography | 10,000 | | | | 10,000 | | | | | |
| 990 Direct Operations / Maintenance | 38,454 | | 30,000 | | 5,000 | | | 3,454 | | |
| SUB-TOTAL, DIRECT EXPENSES | 2,750,251 | 131,697 | 30,000 | 53,000 | 2,346,667 | 43,200 | 34,000 | 21,400 | 90,287 | |
| 992 Set-Aside for Potential 20% Rescission | 243,352 | | | | | | | | 243,352 | 1,8 |
| 995 Building Fund | 150,000 | | | | | | | | 150,000 | |
| SUB-TOTAL | 393,352 | - | - | - | - | - | - | - | 393,352 | |
| GRAND TOTAL | 3,143,603 | 131,697 | 30,000 | 53,000 | 2,346,667 | 43,200 | 34,000 | 21,400 | 483,639 | |

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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
 INDIRECT OPERATIONS AND MAINTENANCE EXPENSE SUMMARY

| CATEGORY | ACCOUNT CODE | FY2009 FINAL | FY2009 REVISION 1 |
|---------------------------------|--------------|--------------|-------------------|
| Professional Services | 30 | 38,000 | 38,000 |
| Equipment Lease | 35 | 5,000 | 5,000 |
| Equipment Repair / Maintenance | 36 | 5,000 | 5,000 |
| Travel / Education | 40 | 8,000 | 8,000 |
| Dues | 42 | 14,000 | 14,000 |
| Publications | 43 | 3,000 | 3,000 |
| Postage | 50 | 5,000 | 5,000 |
| Telephone | 51 | 9,000 | 9,000 |
| Space Rent | 52 | 112,000 | 112,000 |
| Janitorial | 53 | 10,000 | 10,000 |
| Printing | 60 | 2,000 | 2,000 |
| Copier | 61 | 12,000 | 12,000 |
| Advertising | 62 | 5,000 | 5,000 |
| Travel / Events | 63 | 8,000 | 8,000 |
| Audit | 70 | 16,000 | 16,000 |
| Insurance | 71 | 13,000 | 13,000 |
| Legal Services | 72 | 20,000 | 20,000 |
| General Supplies | 80 | 8,000 | 8,000 |
| Computer Supplies | 82 | 12,000 | 12,000 |
| Computer Software / Maintenance | 83 | 23,000 | 23,000 |
| 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 | 5,000 | 5,000 |
| Other / Miscellaneous | 95 | 2,000 | 2,000 |
| TOTAL | | 348,000 | 348,000 |

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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2009 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 | 80 | 33 | - | - | 138 | 251 |
| 610 SH44 Corridor Preservation Study | DM | 5 | 49 | - | 5 | 8 | 67 |
| 611 US 20/26 Corridor Preservation Study | DM | 5 | 50 | - | 5 | 8 | 68 |
| 620 Growth and Transportation System Monitoring | CM | - | 59 | 15 | 48 | 1 | 123 |
| 631 Treasure Valley High Capacity Transit Study | CTr | 46 | 31 | 3 | 10 | 45 | 135 |
| 647 Regional Growth Issues and Options | CM | - | 53 | 30 | 27 | - | 110 |
| 653 Communications and Education | AL | 2 | 104 | 5 | - | 35 | 146 |
| 661 Communities in Motion | CTr | 80 | 164 | 17 | 64 | - | 325 |
| 671 Mobility Management Strategies | LI | 8 | 231 | 26 | 368 | 42 | 675 |
| 685 Transportation Improvement Program | TT | 15 | 186 | - | 92 | 15 | 308 |
| 687 Treasure Valley Truck Freight Travel Study | MW | - | 11 | - | 3 | - | 14 |
| 692 Regional Transportation Funding Information | LI | - | 25 | - | 17 | - | 42 |
| TOTAL PROJECTS | | 241 | 996 | 96 | 639 | 292 | 2,264 |
| 701 General Membership Services | CTr | 14 | 127 | 15 | 75 | 2 | 233 |
| 703 General Public Services | CTr | - | 27 | 5 | 12 | - | 44 |
| 705 Transportation Liaison Services | MSt | 43 | 36 | - | 6 | - | 85 |
| 760 Legislative Services | MSt | 60 | 7 | - | 12 | 5 | 84 |
| 761 Blue Print for Good Growth | CTr | 49 | 10 | 8 | 5 | 43 | 115 |
| 767 Western Canyon Communities Circulation Plan | DM | - | 17 | - | 8 | - | 25 |
| TOTAL SERVICES | | 166 | 224 | 28 | 118 | 50 | 586 |
| 801 Staff Development | JU | 9 | 35 | 5 | 12 | 13 | 74 |
| 820 Committee Support | JU | 19 | 30 | 2 | - | 255 | 306 |
| 836 Model Maintenance and Support | MW | - | 89 | - | 52 | - | 141 |
| 842 Congestion Management / ITS | MW | - | 31 | - | 84 | - | 115 |
| 860 Geographic Information System Maintenance | RD | - | 103 | 84 | - | 2 | 189 |
| 861 Regional Orthophotography | RD | - | 39 | 10 | - | 5 | 54 |
| TOTAL SYSTEM MAINTENANCE | | 28 | 327 | 101 | 148 | 275 | 879 |
| TOTAL DIRECT | | 435 | 1,547 | 225 | 905 | 617 | 3,729 |
| 960 Information Technology | JU | 60 | - | - | - | 45 | 105 |
| 991 Support Services Labor | JU | 195 | 63 | 5 | 15 | 488 | 766 |
| TOTAL INDIRECT/OVERHEAD | | 255 | 63 | 5 | 15 | 533 | 871 |
| TOTAL LABOR | | 690 | 1,610 | 230 | 920 | 1,150 | 4,600 |

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