



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, 2008 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 21, 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%
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COMPLETE

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%
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	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
FY04 Actual	91	50,470	-	50,470
FY05 Actual	54	29,145	36,496	65,640
FY06 Actual	132	71,684	375,140	446,824
FY07 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%
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	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
FY04 Actual	82	44,274	-	44,274
FY05 Actual	85	45,952	181,678	227,630
FY06 Actual	95	49,556	468,334	517,890
FY07 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.

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

Regional	162	92,026	365,387	457,413	108	66,148	109,119	175,267	67%	38%
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	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
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.

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

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

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%
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COMPLETE

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%
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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%
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COMPLETE

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.			

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

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%
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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%
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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.

Regional	85	57,701	0	57,701	79	56,043		56,043	93%	97%
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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%
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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%
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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%
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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%
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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%
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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%
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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%
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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%
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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%
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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: Carl Miller</i>	Regional	56	29,867	-	29,867	47	25,844	25,844	84%	87%
Commencement Date: 10/01/07 Proposed Completion: 09/30/08 Status: 100%										
<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.	 COMPLETE									
<i>Recommended Action:</i> Remaining workdays were used to cover overages in other projects.										
801 Staff Development <i>Lead: Jeanne Urlezaga</i>	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%										
<i>Explanation:</i> Project is under-budget. Training seminars and travel costs were less than anticipated.	 COMPLETE									
<i>Recommended Action:</i> Remaining direct dollars were used to cover overages in other projects.										
820 Committee Support <i>Lead: Jeanne Urlezaga</i>	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%										
<i>Explanation:</i> Project completed as scheduled.	COMPLETE									
<i>Recommended Action:</i> None.										
836 Model Maintenance <i>Lead: MaryAnn Waldinger</i>	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%										
<i>Explanation:</i> Project is over-budget for work days due to staff working on the Long Range Plan update and the Model update.	 COMPLETE									
<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%
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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%
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COMPLETE

LEGEND:



Projects that are under budget.



Projects that are behind schedule



Projects that are over budget.

TOTAL ALL TASKS										
Ada	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 <i>October 1, 2007 to September 30, 2008 (100.0%)</i>				
	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 <i>September 30, 2008</i>		
	<i>September 30, 2008</i>	<i>June 30, 2008</i>
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	-	-

T:\FY09\900 Operations\991 Support Services Labor\Budget\FY2009 Revision 1\2009 UPWP - Revision 1

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						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							18,097	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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