

# FINANCE COMMITTEE MEETING

February 21, 2008 — 10:00 a.m.

COMPASS Conference Room



**COMPASS**  
COMMUNITY PLANNING ASSOCIATION  
of Southwest Idaho

## **\*\*AGENDA\*\***

I. AGENDA ADDITIONS/CHANGES

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

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

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

Page 7 \* C. Approve December 17, 2007, Meeting Minutes

Page 9 \* D. Approve December 20, 2007, Meeting Minutes

IV. INFORMATION/DISCUSSION ITEMS

Page 13 \* A. Review Variance Report – October 1, 2007 to December 31, 2007

Page 26 \* B. Review Projected Revenue Needs from FY2009 through FY2013

Page 29 \* C. Review FY2009 Unified Planning Work Program and Budget  
Development Process

V. OTHER

VI. ADJOURNMENT

*\*Enclosures*

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

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

**\*\*MINUTES\*\***

**ATTENDEES:** A.J. Balukoff, Trustee, Independent School District of Boise City,  
**Chair**  
 Dave Bieter, Mayor, City of Boise  
 Elaine Clegg, Councilwoman, City of Boise  
 Carol McKee, Commissioner, Ada County Highway District  
 Bryce Millar, Commissioner, Nampa Highway District  
 Garret Nancolas, Mayor, City of Caldwell

**MEMBERS ABSENT:** David Ferdinand, Commissioner, Canyon County, **Vice-Chair**

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

**CALL TO ORDER:**

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

**CONSENT AGENDA**

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

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

**ACTION ITEMS**

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

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

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

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

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

### ***Employment Procedures Manual***

- Longevity Recognition from \$10 per year to \$50 per year
- Educational Support from \$500 per six months to \$800 per six months
- Professional Association Membership from \$200 per year to \$500 per year

### ***Financial Policy Manual***

- Cash disbursement by purchase order authorized amounts based on procurement modifications:
  - Financial Assistant and Accountant from \$400 to \$500
  - Director of Operations from \$10,000 to \$25,000
  - Executive Director from \$25,000 to \$50,000
- Capitalization Policy from \$500 to \$1,000
- Petty Cash Fund not to exceed \$25 to \$50

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

### ***INFORMATION/DISCUSSION ITEMS***

#### ***A. Review Preliminary FY2006 Unified Planning Work Program and Budget***

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

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

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

### ***OTHER***

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

### ***ADJOURNMENT***

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

*Dated this 21st day of February 2008.*

*APPROVED:*

*BY: \_\_\_\_\_*  
*A.J. Balukoff, Chair*  
*Finance Committee*

*ATTEST:*

*BY: \_\_\_\_\_*  
*David Ferdinand, Vice-Chair*  
*Finance Committee*

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



**\*\*MINUTES\*\***

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

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

**OTHERS PRESENT:** Nancy Brecks, Community Planning Association  
Keith Holmes, Community Planning Association  
Matt Stoll, Community Planning Association  
Jeanne Urlezaga, Community Planning Association  
George Wadsworth, Wadsworth & Smith

**CALL TO ORDER:**

Chair A.J. Balukoff called the meeting to order at 12:00 pm. Quorum was not reached no action will be taken.

**INFORMATION/DISCUSSION ITEMS:**

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

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

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

**NEXT MEETING:**

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

*ADJOURNMENT*

The meeting adjourned at 1:00 p.m.

*Dated this 21st day of February 2008.*

*APPROVED:*

*BY: \_\_\_\_\_*  
*A.J. Balukoff, Chair*  
*Finance Committee*

*ATTEST:*

*BY: \_\_\_\_\_*  
*David Ferdinand, Vice-Chair*  
*Finance Committee*

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**FINANCE COMMITTEE MEETING  
DECEMBER 17, 2007 - 11:30 AM  
NAMPA CIVIC CENTER  
NAMPA, IDAHO**

**\*\*MINUTES\*\***

**ATTENDEES:** A.J. Balukoff, Trustee, Independent School District of Boise City,  
**Chair**  
Elaine Clegg, Councilwoman, City of Boise  
David Ferdinand, Commissioner, Canyon County, **Vice-Chair**  
Carol McKee, Commissioner, Ada County Highway District  
Bryce Millar, Commissioner, Nampa Highway District

**MEMBERS ABSENT:** Dave Bieter, Mayor, City of Boise  
Garret Nancolas, Mayor, City of Caldwell

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

**CALL TO ORDER:**

Chair A.J. Balukoff called the meeting to order at 11:45 am.

**ACTION ITEMS:**

- A. *Recommend Board Approval of Revision 1 of the FY2008 Unified Planning Work Program and Budget***

Jeanne Urlezaga reviewed Revision 1 of the FY2008 Unified Planning Work Program and Budget.

Elaine Clegg stated as revisions are made, they affect work days to those projects that are being revised and currently the Finance Committee does not see those changes and requested to see those in the future.

After discussion, *the Committee agreed it did not require that level of detail on a regular basis and requested that Elaine raise specific questions she may have with future revisions on a case-by-case basis.*

After discussion, *Chair Balukoff asked for any objection to recommending Board approval of Revision 1 of the FY2008 Unified Planning Work Program and Budget as presented. Hearing none, Chair Balukoff so ordered.*

**OTHER:**

After discussion of 2008 Finance Committee meeting dates, *the Committee directed staff to look at the 1<sup>st</sup> or 3<sup>rd</sup> Thursdays at 9:00 a.m. and bring a recommendation to the Committee at its December 20, 2007, meeting for further discussion.*

**ADJOURNMENT:**

The meeting adjourned at 12:00 p.m.

*Dated this 21st day of February 2008.*

**APPROVED:**

BY: \_\_\_\_\_  
*A.J. Balukoff, Chair  
Finance Committee*

**ATTEST:**

BY: \_\_\_\_\_  
*David Ferdinand, Vice-Chair  
Finance Committee*

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**FINANCE COMMITTEE MEETING  
 DECEMBER 20, 2007 - 12:00 PM  
 COMPASS CONFERENCE ROOM  
 MERIDIAN, IDAHO**

**\*\*MINUTES\*\***

**ATTENDEES:** A.J. Balukoff, Trustee, Independent School District of Boise City,  
**Chair**  
 Elaine Clegg, Councilwoman, City of Boise  
 David Ferdinand, Commissioner, Canyon County, **Vice-Chair**  
 Carol McKee, Commissioner, Ada County Highway District  
 Bryce Millar, Commissioner, Nampa Highway District

**MEMBERS ABSENT:** Dave Bieter, Mayor, City of Boise  
 Garret Nancolas, Mayor, City of Caldwell

**OTHERS PRESENT:** Nancy Brecks, Community Planning Association  
 Keith Holmes, Community Planning Association  
 Matt Stoll, Community Planning Association  
 Jeanne Urlezaga, Community Planning Association  
 George Wadsworth, Wadsworth & Smith

**CALL TO ORDER:**

Chair A.J. Balukoff called the meeting to order at 12:10 pm.

**AGENDA CHANGES/ADDITIONS:**

None.

**OPEN DISCUSSION/ANNOUNCEMENTS:**

None

**INFORMATION/DISCUSSION ITEMS:**

**A. Review Draft 2007 Audit with George Wadsworth**

George Wadsworth of Wadsworth & Smith reviewed the draft 2007 Audit. He said as stated in the Independent Auditor's Report it was Wadsworth & Smith's unqualified opinion the financial statements present fairly in all material respects. The respective financial portions of the governmental activities and each major fund, as of September 30, 2007, and the respective changes in financial position for the year ended in conformity with generally accepted accounting principles.

The Committee discussed the following modifications to be made to the Management's Discussion and Analysis:

Page 3 under Financial Highlights: add the wording to the end of the first bullet point, "Of this amount, \$743,854 has been designated for specific future uses."

Page 7, first paragraph, change \$313,471 to \$313,472

Page 7, fourth paragraph, change the wording "...due to an increase in annual membership dues." to "...due to a population increase."

Page 10, under Capital Assets, third bullet, change "Upgrade Software, \$31,923" to "Upgrade Software, \$31,922."

Page 10, under Economic factors and Next Year's Budget, rewrite the third bullet for clarity and change "...general planning" to "...general operations."

Page 12, under Current Assets, move the building fund cash out of Current Assets into Noncurrent Assets. And breakout the designated portion of the unrestricted assets.

Page 15, under Fund Balance – Total Governmental Funds, second paragraph, change "\$81,496" to "\$81,495."

Page 16, under Revenues, Operating Grants, change "\$2,788,092" to "\$2,788,093," and under Other Revenue, change "\$303,226" to "\$303,225."

Page 17, under Net Change in Fund Balance – Total Governmental Funds, second paragraph, end of sentence add the wording, "...of \$51,521 exceeded Depreciation Expense of \$36,854."

Page 26, correct title to read: "Supplementary Information."

Page 27, under Actual GAAP Basis, Operating Grants, change "\$2,788,092" to "\$2,788,093." Other Revenue change \$303,226 to \$303,225.

Page 27, under Variance with Final Budget Favorable (Unfavorable), Other Revenue, change (\$152,538) to (\$152,539).

Page 27, under Variance with Final Budget Favorable (Unfavorable), Indirect Expenditures, change "\$46,536" to \$46,537." Change Total Expenditures from "\$2,901,175" to "\$2,901,176."

Page 29, under Schedule of Expenditures of Federal Awards, Federal Transit Administration Consolidated Planning Grant, change "\$1,105,584" to "\$1,105,585," and change the total from "\$2,788,092" to "\$2,788,093."

Page 29, spell out the acronym "AMPO."

George stated he felt that COMPASS has good systems in place. He reviewed two instances that were noted as part of the internal controls audit:

- The fringe rates for interns were calculated the same as for regular fulltime employees. However, all the reports are adjusted to actual before they are billed so it is not a large issue, but it was recommended that fringe rates for interns be calculated to include only those fringe benefits available to them.
- It was recommended that a specific person be assigned the responsibility of identifying, evaluating and managing risks relevant to the financial statements thus enhancing the monitoring responsibilities of management and those charged with governance. George suggested that the Director of Operations fill the role.

George reviewed the findings of the Independent Accountant's Report on Applying Agreed upon Procedures for travel reimbursement claims and credit card purchases of the Board and staff. He stated he tested 183 transactions totaling \$57,538.84 of those there were four exceptions of note totaling \$685.52. One instance was lack of documentation; two instances were inadequate documentation; and one instance was a calculation error. George said all these exceptions were before the 2006 Independent Accountant's Report on Applying Agreed upon Procedures and there have not been any since and in his opinion that says a lot.

After discussion, ***Elaine Clegg moved and Carol McKee seconded acceptance of the 2007 Audit with the changes as noted. Motion passed unanimously.***

***B. Review Policy Change: Merit Bonus Increase***

Jeanne Urlezaga stated that in 2006 the Committee approved a change to the merit bonus dollar amount on an interim basis from up to \$200 per employee but not within two consecutive months in a year to \$500 per employee once a year. Staff was directed to come back to the Committee in a year with a recommendation for adoption. Jeanne stated after consideration staff recommends changing the bonus to up to \$500 twice a year.

After discussion, ***Elaine Clegg moved and Carol McKee seconded setting a cap of \$1,000 per employee, per fiscal year and to allow executive management to set the frequency within the budget amount allocated. Motion passed unanimously.***

***C. Discuss 2008 Meeting Dates***

After discussion, ***based on staff recommendations the 2008 meeting dates were unanimously approved as follows:***

***Thursday, February 21, 2008 at COMPASS from 12:00-2:00 p.m.***

***Thursday, May 15, 2008 at COMPASS from 12:00-2:00 p.m.***

***Thursday, August 21, 2008 at COMPASS from 12:00-2:00 p.m.***

***Thursday, November 20, 2008 at COMPASS from 12:00-2:00 p.m.***

***Thursday, December 18, 2008 at COMPASS from 12:00-2:00 p.m.***

***D. Discuss 2008 Finance Committee Membership***

Chair Balukoff stated the three members of the committee with expiring terms, himself, Carol McKee and Bryce Millar have all agreed to sit on the committee for another term, dependent upon confirmation of incoming COMPASS Board Chair John Franden. The new COMPASS Board secretary/treasurer to be appointed at the January 2008 Board meeting will be a Canyon County member per the COMPASS Bylaws and if an existing member of the Finance Committee is elected to that position, another Canyon County representative will be selected to fill the seat on the Finance Committee.

***ADJOURNMENT:***

***Carol McKee moved and David Ferdinand seconded adjournment at 2:00 p.m. Motion passed unanimously.***

*Dated this 21st day of February 2008.*

*APPROVED:*

*BY: \_\_\_\_\_*  
*A.J. Balukoff, Chair*  
*Finance Committee*

*ATTEST:*

*BY: \_\_\_\_\_*  
*David Ferdinand, Vice-Chair*  
*Finance Committee*

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## MEMORANDUM

**TO:** COMPASS Finance Committee

**FROM:** Jeanne Urlezaga, Director of Operations

**DATE:** February 21, 2008

**RE:** **Approve Variance Report: October 1, 2007 to December 31, 2007**

### **ACTION REQUESTED:**

Approve Variance Report: October 1, 2007 to December 31, 2007.

### **BACKGROUND:**

The Variance Report is compared to the FY2008 Unified Planning Work Program and Budget – Revision 1.

The year-to-date total workdays are on budget at 24%. Total dollars expended are 15% 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 have been added to the following programs due to staff vacancies and work efforts in other programs. It is anticipated that many of these delays will correct themselves in the second and third quarters as vacancies are filled and staff focus changes:

- Program 611, US 20/26 Corridor Preservation Study
- Program 631, Treasure Valley High Capacity Transit Study
- Program 733, Clean Cities Coalition Participation
- Program 757, Regional Functional Classification Typologies
- Program 762, Transit Performance Reporting
- Program 766, Boise City Comprehensive Plan Update
- Program 768, City of Kuna Comprehensive Plan Update
- Program 770, City of Meridian Special Study Support

A Stop Sign was added to Program 705, Transportation Liaison Services to highlight what projects staff has been working on to create this overage and to note that adjustments for incorrect charges will be made to Programs 661, Communities in Motion and 701, General Membership Services in second quarter.

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

Revenue: 26% of General and 25% of Special Membership dues were received. 16% of the Consolidated Planning Grant revenues were received. Smaller reported revenues for the Surface Transportation Program Grant funds at 7%, and Other Revenue Sources at 5%, are primarily due to the slow invoicing on Professional Service contracts.

Expenditures: Salary at 25% and fringe at 22% are on budget at quarter end. However, overhead is high at 32% due to a combination of holiday and vacation usage.

Professional Services at 10% again are due to the overall low payout of Professional Service agreements. Legal and lobbying expenses are on budget at 23%. Expenditures for Equipment, Travel & Education, Printing, Public Involvement, Meeting Support, and Other Expenditures are relatively low but are expected to increase over the course of the year. Overall, expenditures came in at 14% of budget.

Also, \$181,344 budgeted for the building fund has been transferred from general operating funds bringing the balance to \$534,879.

The Fund Balance Sheet compares balances of the current quarter to those of the previous quarter. Total assets are lower at December 31, 2007 as most of the accounts receivable at September 30, 2007 has been received. Total liabilities are lower as September 30, 2007 amounts have been paid out. While fund balance decreased by \$186,472 it is expected to increase as the year progresses.

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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2007 VARIANCE REPORT  
 OCTOBER 1, 2007 - DECEMBER 31, 2007 (25.0%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

<b>601 UPWP Budget Development and Monitoring</b>				<b>Lead: Jeanne Urlezaga</b>	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	25%
<b>Explanation:</b> Project is on track according to schedule and budget.					
<b>Recommended Action:</b> None.					

Regional	204	114,738	-	114,738	31	21,655	21,655	15%	19%
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<b>610 SH44 Corridor Preservation Study</b>				<b>Lead: Don Matson</b>	
Commencement Date:	01/01/04	Proposed Completion:	09/30/08	Status:	20%
<b>Explanation:</b> Project is on track according to schedule and budget.					
<b>Recommended Action:</b> None.					

Regional	161	90,000	1,955,326	2,045,326	24	14,687	244,266	258,953	15%	13%
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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
<b>Total Project Budget:</b>	<b>513</b>	<b>286,538</b>	<b>2,904,938</b>	<b>3,191,475</b>

<b>611 US 20/26 Corridor Preservation Study</b>				<b>Lead: Don Matson</b>	
Commencement Date:	01/01/04	Proposed Completion:	09/30/08	Status:	10%
<b>Explanation:</b> Focus has been on SH44 Corridor Preservation Study and High Volume Intersection Study. Project will be on track by end of fiscal year.					
<b>Recommended Action:</b> None. Project is progressing. Expenses to date include only one invoice during the quarter.					

Regional	122	70,000	982,325	1,052,325	15	9,981	21,992	31,973	12%	3%
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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
<b>Total Project Budget:</b>	<b>508</b>	<b>281,245</b>	<b>2,378,781</b>	<b>2,660,026</b>

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2007 VARIANCE REPORT  
 OCTOBER 1, 2007 - DECEMBER 31, 2007 (25.0%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

<b>620 Growth and Transportation System Monitoring</b>		<b>Lead:</b>	<b>Carl Miller</b>
Commencement Date:	10/01/07	Proposed Completion:	09/30/08
Status:	25%		
<b>Explanation:</b> Project is on track according to schedule and budget.			
<b>Recommended Action:</b> None.			

Regional	171	80,449	1,000	81,449	39	18,633	18,633	23%	23%
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<b>631 Treasure Valley High Capacity Transit Study</b>		<b>Lead:</b>	<b>Charles Trainor</b>
Commencement Date:	12/01/05	Proposed Completion:	09/30/08
Status:	25%		
<b>Explanation:</b> Project is on track according to schedule. Negotiations continued in 1st quarter on Tasks 2-5. Billings reflect only Task 1.			
<b>Recommended Action:</b> None.			

Regional	162	92,026	365,387	457,413	46	27,310	27,310	28%	6%
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	<i>Workdays</i>	<i>Labor \$</i>	<i>Direct \$</i>	<i>Total</i>
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
<b>Total Project Budget:</b>	<b>364</b>	<b>201,414</b>	<b>399,952</b>	<b>601,366</b>

<b>647 Regional Growth Issues and Options</b>		<b>Lead:</b>	<b>Carl Miller</b>
Commencement Date:	10/01/07	Proposed Completion:	09/30/08
Status:	25%		
<b>Explanation:</b> Project is on track according to schedule and budget.			
<b>Recommended Action:</b> None.			

Regional	137	72,064	10,690	82,754	47	25,427	250	25,677	34%	31%
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<b>653 Communications and Education</b>		<b>Lead:</b>	<b>Terri Schorzman</b>
Commencement Date:	01/01/07	Proposed Completion:	09/30/08
Status:	25%		
<b>Explanation:</b> Project is on track according to schedule. Direct expenditures to be on track 2nd quarter.			
<b>Recommended Action:</b> None.			

Regional	191	104,711	54,952	159,663	36	20,935	438	21,373	19%	13%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2007 VARIANCE REPORT  
 OCTOBER 1, 2007 - DECEMBER 31, 2007 (25.0%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

<b>655 AMPO, Treasure Valley Access Mgt. Strategy</b>				<b>Lead: Don Matson</b>	
Commencement Date:	04/17/06	Proposed Completion:	09/30/08	Status:	25%
<b>Explanation:</b> Project is on track according to budget. Staff anticipates completing major tasks during 2nd and 3rd quarters.					
<b>Recommended Action:</b> None. Anticipate completing major tasks during 2nd quarter.					

Regional	68	9,016	13,607	22,623	7	5,219	5,219	11%	23%
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	Workdays	Labor \$	Direct \$	Total
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
<b>Total Project Budget:</b>	<b>120</b>	<b>39,684</b>	<b>18,807</b>	<b>58,491</b>

<b>661 Communities in Motion</b>				<b>Lead: Charles Trainor</b>	
Commencement Date:	10/01/03	Proposed Completion:	09/30/08	Status:	25%
<b>Explanation:</b> Project is on track according to schedule and budget.					
<b>Recommended Action:</b> None.					

Regional	93	60,612	7,500	68,112	13	10,690	3,305	13,995	14%	21%
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	Workdays	Labor \$	Direct \$	Total
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
<b>Total Project Budget:</b>	<b>2,353</b>	<b>1,257,254</b>	<b>1,117,998</b>	<b>2,375,252</b>

<b>685 Transportation Improvement Program</b>				<b>Lead: Toni Tisdale</b>	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	25%
<b>Explanation:</b> Project is on track according to schedule and budget.					
<b>Recommended Action:</b> None.					

Regional	342	174,265	3,700	177,965	89	49,806	49,806	26%	28%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2007 VARIANCE REPORT  
 OCTOBER 1, 2007 - DECEMBER 31, 2007 (25.0%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

**687 Treasure Valley Truck Freight Travel Study** *Lead: MaryAnn Waldinger*  
 Commencement Date: 10/01/06 Proposed Completion: 09/30/08 Status: 25%  
 Explanation: Project is on track according to budget. Consultant portion of the work is currently being done, staff time will be utilized in 2nd and 3rd quarters.

Regional	117	62,867	335,823	398,690	7	4,139	81,779	85,918	6%	22%
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*Recommended Action:* None.

	<i>Workdays</i>	<i>Labor \$</i>	<i>Direct \$</i>	<i>Total</i>
FY07 Actual	35	17,895	11,639	29,534
FY08 Budget	117	62,867	335,823	398,690
<b>Total Project Budget:</b>	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: 25%

Regional	40	20,720	-	20,720	6	4,123	4,123	16%	20%
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*Explanation:* Project is on track according to schedule and budget.  
  
*Recommended Action:* None.

**694 High Volume Intersection Study** *Lead: Don Matson*  
 Commencement Date: 10/01/06 Proposed Completion: 09/30/08 Status: 80%

Ada	18	10,249	126,496	136,745	14	9,393	40,061	49,454	80%	36%
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*Explanation:* Consultant in final stages of project. Outstanding billings create the dollar variance. Project will be on track in 3rd quarter.

*Recommended Action:* None.

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

**701 General Membership Services** *Lead: Charles Trainor*  
 Commencement Date: 10/01/07 Proposed Completion: 09/30/08 Status: 25%

Regional	152	72,459		72,459	41	23,496	23,496	27%	32%
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*Explanation:* Project is on track according to schedule and budget.

*Recommended Action:* None.

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2007 VARIANCE REPORT  
 OCTOBER 1, 2007 - DECEMBER 31, 2007 (25.0%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

<b>703 General Public Services</b>		<b>Lead:</b>		<b>Charles Trainor</b>	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	25%
<b>Explanation:</b> Project is on track according to schedule and budget.					
<b>Recommended Action:</b> None.					

Regional	83	40,344	-	40,344	13	8,436	8,436	16%	21%
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<b>705 Transportation Liaison Services</b>		<b>Lead:</b>		<b>Matt Stoll</b>	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	25%
<b>Explanation:</b> Actual workdays and dollars exceeded budget based on requests that include: Traffic Impact study reviews, Treasure Valley Air Quality Council meetings and modeling requests, Blueprint for Good Growth and the Ada County Growth Management Summit "Alliance" meetings. Also, some incorrect charges will be moved in 2nd quarter.					
<b>Recommended Action:</b> Adjustments will be made in 2nd quarter.					

Eagle Rd	10	8,593	-	8,593	10	8,593	8,593	100%	100%
Regional	75	49,108	-	49,108	50	39,904	107	40,011	67%



<b>733 Clean Cities Coalition Participation</b>		<b>Lead:</b>		<b>MaryAnn Waldinger</b>	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	0%
<b>Explanation:</b> Meeting time conflicts, cancelations and the holiday season prevented staff involvement.					
<b>Recommended Action:</b> None.					

Ada	6	3,028	-	3,028	-	-	-	0%	0%
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<b>751 ACHD Special Studies</b>		<b>Lead:</b>		<b>MaryAnn Waldinger</b>	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	25%
<b>Explanation:</b> Project is on track according to schedule and budget.					
<b>Recommended Action:</b> None.					

Ada	36	14,532	-	14,532	7	5,207	5,207	20%	36%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2007 VARIANCE REPORT  
 OCTOBER 1, 2007 - DECEMBER 31, 2007 (25.0%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

**757 Regional Functional Classification Typologies**      *Lead:* Charles Trainor  
 Commencement Date: 04/17/06 | Proposed Completion: 09/30/08 | Status: 0%

**Explanation:** Delays in the ACHD component resulted in delays in the Canyon component as well. Consultant focused on the Ada work during 1st quarter.

**Recommended Action:** Meet with ACHD's new project manager and the consultant to develop a schedule to complete project by summer.

	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
<b>Total Project Budget:</b>	54	33,631	244,999	278,630

Regional	22	14,875	181,752	196,627			-	1%	0%
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**760 Legislative Services**      *Lead:* Matt Stoll  
 Commencement Date: 10/01/07 | Proposed Completion: 09/30/08 | Status: 25%

**Explanation:** Project is on track according to schedule and budget.

**Recommended Action:** None.

Regional	88	63,342	193,100	256,442	14	12,675	41,710	54,385	15%	21%
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**762 Transit Performance Reporting**      *Lead:* New Planner  
 Commencement Date: 04/01/07 | Proposed Completion: 09/30/08 | Status: 0%

**Explanation:** Resignation of the transit planner will delay this project in 2008.

**Recommended Action:** Hire new staff and develop a schedule to move this project forwarded.

	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
<b>Total Project Budget:</b>	28	17,072	-	17,072

Regional	23	13,859	-	13,859	1	292	292	2%	2%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2007 VARIANCE REPORT  
 OCTOBER 1, 2007 - DECEMBER 31, 2007 (25.0%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

<b>764 Land Use / Transportation Coordination</b>				<b>Lead:</b>	<b>New Planner</b>
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	25%
<b>Explanation:</b> Project is on track according to schedule and budget.					
<b>Recommended Action:</b> None.					

Regional	132	80,501	-	80,501	32	20,814	20,814	24%	26%
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<b>766 Boise City Comprehensive Plan Update</b>				<b>Lead:</b>	<b>New Planner</b>
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	10%
<b>Explanation:</b> Staff provided data support for the production of a brochure. No other support has been requested.					
<b>Recommended Action:</b> None.					

Ada	10	5,861	-	5,861	1	668	668	8%	11%
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<b>768 City of Kuna Comprehensive Plan Update</b>				<b>Lead:</b>	<b>Don Matson</b>
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	10%
<b>Explanation:</b> City has revised planning process and sought a consultant during 1st quarter. Staff assisted in reviewing candidate firms.					
<b>Recommended Action:</b> None at this time. City anticipates a longer process than was originally designed, but not yet determined if COMPASS participation will need to be extended into FY09.					

Ada	20	10,138	-	10,138	1	779	779	6%	8%
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<b>770 City of Meridian Special Study Support</b>				<b>Lead:</b>	<b>MaryAnn Waldinger</b>
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	1%
<b>Explanation:</b> City of Meridian projects started at the end of the 1st quarter. Task will be on track in 2nd quarter.					
<b>Recommended Action:</b> None.					

Regional	23	11,546	-	11,546	1	160	160	1%	1%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2007 VARIANCE REPORT  
 OCTOBER 1, 2007 - DECEMBER 31, 2007 (25.0%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

<b>774 2010 Census Preparation</b>		<b>Lead: Carl Miller</b>	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08
		Status:	25%
<b>Explanation:</b> Project is on track according to schedule and budget.			
<b>Recommended Action:</b> None.			

Regional	56	29,867	-	29,867	13	8,109		8,109	23%	27%
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<b>801 Staff Development</b>		<b>Lead: Jeanne Urlezaga</b>	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08
		Status:	15%
<b>Explanation:</b> Project is on track according to schedule and budget.			
<b>Recommended Action:</b> None.			

Regional	72	38,119	30,000	68,119	11	5,758	5,216	10,974	15%	16%
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<b>820 Committee Support</b>		<b>Lead: Jeanne Urlezaga</b>	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08
		Status:	25%
<b>Explanation:</b> Project is on track according to schedule and budget.			
<b>Recommended Action:</b> None.			

Regional	317	132,961	5,000	137,961	88	39,538	2,266	41,804	28%	30%
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<b>836 Model Maintenance</b>		<b>Lead: MaryAnn Waldinger</b>	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08
		Status:	25%
<b>Explanation:</b> Project is on track according to schedule and budget.			
<b>Recommended Action:</b> None.			

Regional	148	62,091	30,000	92,091	53	25,079		25,079	36%	27%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2007 VARIANCE REPORT  
 OCTOBER 1, 2007 - DECEMBER 31, 2007 (25.0%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

<b>842 Congestion Management System Maintenance</b>				<b>Lead: MaryAnn Waldinger</b>	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	15%
<b>Explanation:</b> Project is on track according to schedule and budget.					
<b>Recommended Action:</b> None.					

Regional	109	43,067		43,067	16	7,040		7,040	15%	16%
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<b>856 Transportation Studies Coordination</b>				<b>Lead: Toni Tisdale</b>	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	5%
<b>Explanation:</b> Primary work will be accomplished in 2nd and 3rd quarters.					
<b>Recommended Action:</b> None.					

Regional	36	19,445	-	19,445	2	735		735	6%	4%
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<b>858 Temporary Staff Support</b>				<b>Lead: Jeanne Urlezaga</b>	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	5%
<b>Explanation:</b> Staff utilized one intern in December. Anticipate internships will be filled through the summer months.					
<b>Recommended Action:</b> None.					

Regional	52	6,901	-	6,901	1	313		313	3%	5%
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<b>860 Geographic Information System Maintenance</b>				<b>Lead: Ross Dodge</b>	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	25%
<b>Explanation:</b> Project is on track according to schedule and budget.					
<b>Recommended Action:</b> None.					

Regional	206	105,912	4,800	110,712	47	27,801	1,200	29,001	23%	26%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2007 VARIANCE REPORT  
 OCTOBER 1, 2007 - DECEMBER 31, 2007 (25.0%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

<b>861 Ada County Orthophotography</b>				<b>Lead: Ross Dodge</b>	
Commencement Date: 10/01/06		Proposed Completion: 09/08/08		Status: 20%	
<b>Explanation:</b> Project is on track according to schedule and budget.					
<b>Recommended Action:</b> 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	
<b>Total Project Budget:</b>	<b>82</b>	<b>44,396</b>	<b>333,941</b>	<b>378,337</b>	

Ada	50	27,399	107,292	134,691	7	4,252	10,425	14,677	14%	11%
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<b>900 Operations</b>				<b>Lead: Jeanne Urlezaga</b>	
Commencement Date: 10/01/07		Proposed Completion: 09/30/08		Status: 25%	
<b>Explanation:</b> Labor is on track. Direct dollars include equipment purchases that will be spent as we determine our needs.					
<b>Recommended Action:</b> None.					

Regional	938	-	37,574	37,574	297	2,414	2,414	32%	6%
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LEGEND:



Projects that are under budget.



Projects that are behind schedule.



Projects that are over budget.

TOTAL ALL TASKS										
Ada	140	71,207	233,788	304,995	30	20,299	50,486	70,785	21%	23%
Canyon									0%	0%
Regional	4,340	1,735,864	4,212,536	5,948,401	1,040	432,754	404,943	846,292	24%	14%
<b>TOTAL</b>	<b>4,480</b>	<b>1,807,071</b>	<b>4,446,324</b>	<b>6,253,396</b>	<b>1,070</b>	<b>453,053</b>	<b>455,429</b>	<b>917,077</b>	<b>24%</b>	<b>15%</b>

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

<b>STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE</b>				
<i>October 1, 2007 to December 31, 2007 (25.0%)</i>				
	<b>BUDGET-REV1</b>	<b>ACTUAL</b>	<b>BUDGET REMAINING</b>	<b>PERCENTAGE TO DATE</b>
<b>REVENUE</b>				
General Membership Dues	852,930	223,726	629,204	26%
Special Membership Dues	59,500	14,875	44,625	25%
FTA/FHWA Consolidated Planning Grant	1,407,693	230,039	1,177,654	16%
Surface Transportation Program Grants	3,693,105	240,770	3,452,335	7%
Other Federal Aid	10,316	-	10,316	0%
Other Revenue Sources	419,788	21,196	398,592	5%
<b>Total Revenue</b>	<b>6,443,332</b>	<b>730,605</b>	<b>5,712,727</b>	<b>11%</b>
<b>EXPENSES</b>				
Salary	1,087,089	268,275	818,814	25%
Fringe	400,575	89,099	311,476	22%
Overhead	328,000	104,270	223,730	32%
Professional Services	4,095,606	399,149	3,696,457	10%
Legal/Lobbying	160,000	37,357	122,643	23%
Equipment	30,000	2,135	27,865	7%
Travel/Education	51,000	7,921	43,079	16%
Printing	29,500	3,305	26,195	11%
Public Involvement	11,200	107	11,093	1%
Meeting Support	12,786	2,608	10,178	20%
Building Fund	181,344	-	181,344	0%
Other	56,232	2,850	53,382	5%
<b>Total Expenses</b>	<b>6,443,332</b>	<b>917,077</b>	<b>5,526,255</b>	<b>14%</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>-</b>	<b>(186,472)</b>		
FUND BALANCE AT BEGINNING OF YEAR	1,317,134	1,317,134		
<b>FUND BALANCE AT DECEMBER 31, 2007</b>	<b>1,317,134</b>	<b>1,130,662</b>		

<b>FUND BALANCE SHEET</b>		
<i>December 31, 2007</i>		
	<b>December 31, 2007</b>	<b>September 30, 2007</b>
<b>ASSETS</b>		
Cash and Cash Equivalents	354,613	804,254
Local Government Investment Pool - Building Fund	534,879	350,611
Accounts Receivable	249,854	671,693
Prepaid Expenses	-	3,044
<b>TOTAL ASSETS</b>	<b>1,139,346</b>	<b>1,829,602</b>
<b>LIABILITIES</b>		
Accounts Payable	8,685	451,734
Accrued Payroll Liabilities	-	60,734
Deferred Revenue	-	-
<b>TOTAL LIABILITIES</b>	<b>8,685</b>	<b>512,468</b>
<b>FUND BALANCE</b>		
Fund Balance, Unreserved	381,889	573,279
Fund Balance, Designated-Local Dollars to Match Grants	30,667	30,667
Fund Balance, Designated-Building Fund	534,879	531,955
Fund Balance, Designated-Orthophotography Project	183,227	181,232
	<b>1,130,662</b>	<b>1,317,134</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>1,139,346</b>	<b>1,829,602</b>



## MEMORANDUM

**TO:** COMPASS Finance Committee

**FROM:** Jeanne Urlezaga, Director of Operations

**DATE:** February 21, 2008

**RE:** Review Projected Revenue Needs from FY2009 through FY2013

### ACTION REQUESTED:

Review projected revenue and expense estimates, and projected member dues for FY2008 through FY2013.

### BACKGROUND:

In April 2005, the COMPASS Board approved a five year phase-out of Surface Transportation Program (STP) funds that had been used to support COMPASS planning activities. As part of this approval, the Board agreed to increase membership dues to cover the resulting revenue shortfall.

In April 2007, the COMPASS Board approved continuing the five year phase-out strategy as well as approving the membership dues needed to fund operating costs and federal-aid match requirements.

COMPASS receives Federal-Aid, Consolidated Planning Grant (CPG) dollars, from the Idaho Transportation Department (ITD). ITD has provided CPG estimates for FY2006 through FY2009 which reflect SAFETEA-LU data. Based on this information, it is estimated that COMPASS will receive \$1,155,605 of CPG funds in FY2009. It is unknown what the next highway act might bring in the way of CPG funding.

### STATUS:

COMPASS staff has updated the 2008 population estimates which will be submitted to the COMPASS Board for approval on March 17, 2008.

The FY2008 through FY2013 Projected Revenue and Expense worksheet (Attachment A) is updated using these population estimates and the most current revenue and expense projections. The population estimates are used to complete the Projected Dues worksheet for FY2009 and beyond (Attachment B). To meet required revenue the per person amount was increased from \$1.47 to \$1.50.

Other key assumptions used in preparing these estimates include:

1. Membership dues based on April 2008 population estimates. Assumes a 2.0% growth factor for FY2010 and out.
2. Projections for Consolidated Planning Grant for FY2008 and FY2009 provided by ITD; FY2010 through FY2013 held constant from FY2009.
3. Assume Corridor studies are completed in FY2008.
4. Complete the five year phase out of STP planning dollars.
5. Assume 19 positions with a 3% merit pool for FY2009 - FY2013.
6. Assume 10% annual increase in total Fringe costs each year.
7. Increase indirect costs by \$20,000 to account for rising prices.
8. Continue with contribution of \$150,000 to the Building Fund.

Attachments - 2

T:\FY08\900 Operations\990 Direct Operations-Maintenance\Finance Committee\2009 Revenue Estimates.doc

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
PROJECTED REVENUE AND EXPENSE  
WITH 5-YEAR PHASE OUT OF STP REVENUE  
FY2008 - FY2013**

ATTACHMENT A

	UPWP Rev-1 FY2008	Estimate FY2009	Estimate FY2010	Estimate FY2011	Estimate FY2012	Estimate FY2013	
<b>REVENUES</b>							
General Membership	852,930	884,580	938,362	1,319,121	1,376,794	1,449,013	1
Special Membership	59,500	61,600	65,800	92,400	96,600	101,500	1
CPG - FY07 Carryover	279,666						
CPG - FY08 - FY13	1,128,027	1,155,605	1,155,605	1,155,605	1,155,605	1,155,605	2
STP-TMA - Key #8960, Rail Cor Study (carry over)	254,628						
VRT - Local Match for Key #8960 (carry over)	20,170						
STP-State Key #7826 US 20/26 (carry over & new funds)	975,084						3
ITD Match for Key #7826 US 20/26	77,241						3
STP-State Key #7827 SH 44 (carry over & new funds)	1,895,199						3
ITD Match for Key #7827 SH 44	150,127						3
STP-TMA - Key #9825, Freight Study (carry over)	299,267						
STP-TMA - Key #9601, Freight Study	24,000						
ITD Local Match for Key #9601, Freight Study	6,000						
STP-TMA - Key #9827, Travel Survey				277,980			4
STP-TMA - Key #9826, HVIntersection (carry over)	121,689						
STP-TMA - Trans Plan, Ada	98,220	49,110					5
STP-U, Trans Plan, Canyon	25,018	12,046					5
FTA - AMPO, Treasure Valley Mgt. Strategy Grant	10,316						
In-Kind Match - AMPO Grant	3,291						
COMPASS / VRT Projects		220,000	280,000				
COMPASS Local Match (Fund Balance)	30,667						
Data Dissemination	4,000	-	-	-	-	-	6
Interest Income	8,000	8,500	8,500	8,500	8,500	8,500	
Map/Publication Sales	13,000	9,000	9,000	9,000	9,000	9,000	7
Orthophotography (Fund Balance)	107,292						
<b>TOTAL PROJECTED REVENUE</b>	<b>6,443,332</b>	<b>2,400,441</b>	<b>2,457,267</b>	<b>2,862,606</b>	<b>2,646,499</b>	<b>2,723,618</b>	

	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	
<b>EXPENSES</b>							
Salary (3.00% Increase per year)	1,057,089	1,088,802	1,121,466	1,155,110	1,189,763	1,225,456	8
Fringe (10.00% Increase per year)	400,575	440,633	484,696	533,165	586,482	645,130	9
Contingency (Overtime/Bonus)	20,000	20,000	20,000	20,000	20,000	20,000	
Sick Time Trade	10,000	10,000	10,000	10,000	10,000	10,000	
Subtotal	1,487,664	1,559,434	1,636,161	1,718,275	1,806,245	1,900,586	
Indirect Operations and Maintenance	328,000	348,000	328,000	348,000	348,000	328,000	10
Direct Operations and Maintenance	4,446,324	343,174	343,174	643,174	343,174	343,174	11
Building Fund	181,344	150,000	150,000	150,000	150,000	150,000	12
<b>TOTAL PROJECTED EXPENSE</b>	<b>6,443,332</b>	<b>2,400,608</b>	<b>2,457,335</b>	<b>2,859,449</b>	<b>2,647,419</b>	<b>2,721,760</b>	

<b>CHANGE IN FUND BALANCE</b>	<b>-</b>	<b>(167)</b>	<b>(68)</b>	<b>3,157</b>	<b>(920)</b>	<b>1,858</b>	
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**ASSUMPTIONS:**

- 1 Membership dues based on April 2008 population estimates. Assumes a 2.0% growth factor for FY2010 and out.
- 2 Projections for Consolidated Planning Grant for FY2008 and FY2009 provided by ITD; FY2010 through FY2013 held constant from FY2009.
- 3 Assume Corridor studies are completed in FY2008.
- 4 Assume that all funding will be spent on consultant; COMPASS labor to be covered under modeling.
- 5 Continue with 5 Year phase out of STP planning dollars.
- 6 Phase out sales due to out-dated technology.
- 7 Adjust anticipated revenues to reflect FY2007 actual.
- 8 Assume 19 positions with a 3% merit increase for FY2009 - FY2013.
- 9 Assume 10% annual increase in total Fringe costs each year.
- 10 Increase indirect costs by \$20,000 to account for rising prices.
- 11 Maintain \$343,174 base level in direct costs, adjusting as necessary.
- 12 Continue with contributions to Building Fund.

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
PROJECTED DUES REQUIRED WITH 5-YEAR PHASE OUT OF STP REVENUE  
FY2008 - FY2013**

ATTACHMENT B

	FY2008		FY2009		FY2010		FY2011		FY2012		FY2013	
	Approved Population	\$ 1.47 Per Person	Estimated Population	\$ 1.50 Per Person	Estimated Population	\$ 1.56 Per Person	Estimated Population	\$ 2.15 Per Person	Estimated Population	\$ 2.20 Per Person	Estimated Population	\$ 2.27 Per Person
<b>GENERAL MEMBERS</b>												
<b>ADA COUNTY</b>												
Ada County	57,493	208,113	60,830	216,483	62,047	229,645	63,288	322,827	64,553	336,942	65,844	354,616
Ada County Highway District		208,113		216,483		229,645		322,827		336,942		354,616
City of Boise	213,503	104,616	214,490	107,245	218,780	113,765	223,155	159,928	227,619	166,920	232,171	175,676
City of Eagle	20,951	10,266	21,090	10,545	21,512	11,186	21,942	15,725	22,381	16,413	22,828	17,274
City of Garden City	12,352	6,052	12,580	6,290	12,832	6,672	13,088	9,380	13,350	9,790	13,617	10,304
City of Kuna	14,261	6,988	14,830	7,415	15,127	7,866	15,429	11,058	15,738	11,541	16,052	12,146
City of Meridian	71,866	35,214	73,040	36,520	74,501	38,740	75,991	54,460	77,511	56,841	79,061	59,823
City of Star	5,548	2,719	5,690	2,845	5,804	3,018	5,920	4,243	6,038	4,428	6,159	4,660
<b>TOTAL ADA COUNTY</b>	<b>395,974</b>	<b>582,082</b>	<b>402,550</b>	<b>603,825</b>	<b>410,601</b>	<b>640,538</b>	<b>418,813</b>	<b>900,448</b>	<b>427,189</b>	<b>939,816</b>	<b>435,733</b>	<b>989,114</b>
<b>CANYON COUNTY</b>												
Association of Canyon County Highway Districts		37,576		38,460		40,798		57,353		59,861		63,001
Canyon County	51,124	137,751	51,280	142,778	52,306	151,458	53,352	212,916	54,419	222,224	55,507	233,881
City of Caldwell	40,873	30,042	42,640	31,980	43,493	33,924	44,363	47,690	45,250	49,775	46,155	52,386
City of Greenleaf *	912	-	920	-	938	-	957	-	976	-	996	-
City of Melba *	571	-	570	-	581	-	593	-	605	-	617	-
City of Middleton	5,151	3,786	5,560	4,170	5,671	4,424	5,785	6,218	5,900	6,490	6,018	6,831
City of Nampa	81,354	59,795	81,840	61,380	83,477	65,112	85,146	91,532	86,849	95,534	88,586	100,545
City of Notus	588	432	620	465	632	493	645	693	658	724	671	762
City of Parma	1,996	1,467	2,030	1,523	2,071	1,615	2,112	2,270	2,154	2,370	2,197	2,494
City of Wilder *	1,682	-	1,710	-	1,744	-	1,779	-	1,815	-	1,851	-
<b>TOTAL CANYON COUNTY</b>	<b>184,251</b>	<b>270,849</b>	<b>187,170</b>	<b>280,755</b>	<b>190,913</b>	<b>297,825</b>	<b>194,732</b>	<b>418,673</b>	<b>198,626</b>	<b>436,978</b>	<b>202,599</b>	<b>459,899</b>
<b>SPECIAL MEMBERS</b>												
Boise State University		8,500		8,800		9,400		13,200		13,800		14,500
Capital City Development Corporation		8,500		8,800		9,400		13,200		13,800		14,500
Department of Environmental Quality		8,500		8,800		9,400		13,200		13,800		14,500
Idaho Transportation Department		8,500		8,800		9,400		13,200		13,800		14,500
Independent School District of Boise City		8,500		8,800		9,400		13,200		13,800		14,500
Joint School District #2		8,500		8,800		9,400		13,200		13,800		14,500
Valley Regional Transit		8,500		8,800		9,400		13,200		13,800		14,500
<b>TOTAL SPECIAL MEMBERS</b>		<b>59,500</b>		<b>61,600</b>		<b>65,800</b>		<b>92,400</b>		<b>96,600</b>		<b>101,500</b>
<b>TOTAL COMPASS DUES</b>		<b>912,431</b>		<b>946,180</b>		<b>1,004,162</b>		<b>1,411,521</b>		<b>1,473,394</b>		<b>1,550,513</b>
<b>NET INCREASE</b>		<b>33,161</b>		<b>33,749</b>		<b>57,982</b>		<b>407,359</b>		<b>61,873</b>		<b>77,119</b>

183,676

ASSUMPTIONS:

1. 2.0% Population Increase per Year.
2. Increase CPG \$ to Reflect Idaho Transportation Department Projections.
3. Dues distribution is based on the Joint Powers Agreement

\* Population detail shown for county total. However, entities are not COMPASS members.

*Community Planning Association*  
*FY2009 Unified Work Program and Budget*

**TIMELINE**

**ITEM IV - C**

<b>No.</b>	<b>Activity Description</b>	<b>Mtg / Due Date - 2009</b>	<b>Staff/Committee</b>	<b>Comments</b>	<b>Date Completed</b>
1	Notify RTAC of UPWP start-up and due date of Project / Project Support Request Forms to COMPASS.	Wednesday, November 28, 2007	RTAC / Toni / Jeanne / Accountant	Sent email on 11/28/07. Discussed at 11/28/07 RTAC mtg. Reminder at December RTAC mtg. Reminder email on 01/22/08.	01/22/08
2	RTAC - Request for Project / Project Support Forms due to Accountant.	Friday, January 25, 2008	RTAC / Directors / Principals		01/25/08
3	UPWP Startup Workshop. - Items of Discussion: Timeline; Identify tasks (continuing & new); program worksheet templates and examples; Special revenue sources (including new grant sources); Required staff time; Direct costs; Clarity & consistency of text for Program Sheets; Determine capital equipment needs (i.e., computer equipment and software). **Completed Program Worksheets due to accounting 03/07/08**.	Tuesday, February 05, 2008 1:30 -4:00	Directors / Principals / Accountant		02/05/08
4	Notify VRT of UPWP Start-up and due date of Work Program to COMPASS (April 25th).	Tuesday, February 05, 2008	VRT / Accountant	Emailed Rick 01/24/08 with notification - out of town on 02/05; schedule time with him week of 02/11 to review our UPWP process.	02/05/08
5	Develop initial revenue estimates (Inc. Carry-over).	Thursday, February 07, 2008	Directors / Principals / Accountant		02/14/08
6	Develop total salary estimates. Develop fringe estimates.	Thursday, February 07, 2008	Directors / Accountant	Call Western Benefits.	02/14/08
7	Population estimates due to accountant.	Thursday, February 14, 2008	Director of Planning		02/06/08
8	Quarter 1 meeting - Review revenue and dues estimates.	Thursday, February 21, 2008	Finance Committee		
9	Completed program worksheets due to accountant.	Friday, March 07, 2008	Directors / Principals		
10	Capital equipment budget requests due to accountant.	Friday, March 07, 2008	Directors / Principals		
11	Data from UPWP worksheets and capital equipment requests incorporated into financial worksheets.	Friday, March 14, 2008	Accounting		
12	Distribute work day allocation and direct cost worksheets for review and comments.	Friday, March 14, 2008	COMPASS Staff		
13	Approve FY2008 population estimates. Approve FY2009 member dues estimates.	Monday, March 17, 2008	COMPASS Board		
14	Initial budget review; Selection of RTAC projects; Balance to zero.	Thursday, March 20, 2008	Directors / Principals / Accountant		

No.	Activity Description	Mtg / Due Date - 2009	Staff/Committee	Comments	Date Completed
15	Initial dues letters to members.	Tuesday, April 22, 2008	Accountant / Admin.		
16	Contact Western Benefits, Update insurance rates as necessary.	Tuesday, April 22, 2008	Accountant		
17	Valley Regional Transit work program due to COMPASS.	Friday, April 25, 2008	Valley Regional Transit		
18	Balancing Changes (if any from Apr 21st Board) Made to Draft UPWP.	Monday, April 28, 2008	Directors / Accountant		
19	Update multi-year revenue estimates, adjust Draft UPWP as necessary.	Monday, April 28, 2008	Directors / Principals / Accountant		
20	Other Transportation Planning Studies due to accounting.	Monday, April 28, 2008	Principals / Member Agencies		
21	Review Draft UPWP.	Wednesday, April 30, 2008	Directors / Accountant	financials and program sheets	
22	Full Draft UPWP for Finance Committee mail out.	Thursday, May 08, 2008	Staff		
23	Quarter 2 Meeting - Request Board approval of Draft Budget.	Thursday, May 15, 2008	Finance Committee	Memo and Financials	
24	Draft UPWP to RTAC for review and comments.	Wednesday, May 28, 2008	Staff		
25	Self Certification to ITD.	Friday, June 20, 2008	Accountant		
26	Full Draft UPWP due for Board mail out.	Friday, July 11, 2008	Staff		
27	Presentation of Full Draft UPWP to Board.	Monday, July 21, 2008	Exec Director / COMPASS Board		
28	Review MOU with ITD.	Friday, August 15, 2008	Director of Ops. / Accountant		
29	Final UPWP requesting Board approval.	Monday, August 18, 2008	COMPASS Board		
30	Final dues letters to Members with breakout showing percent of dollars used for lobbying.	Tuesday, August 19, 2008	Accountant		
31	Publish and distribute Final UPWP to ITD & staff.	Monday, August 25, 2008	Accountant		

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