



**FINANCE COMMITTEE MEETING**  
**May 21, 2009 — 12:00 – 2:00 p.m.**  
**COMPASS Conference Room**

**\*\*AGENDA\*\***

**I. AGENDA ADDITIONS/CHANGES**

**II. OPEN DISCUSSION/ANNOUNCEMENTS**

**III. CONSENT AGENDA**

**Page 2 \* A. Approve March 19, 2009, Special Finance Committee Meeting Minutes**

**IV. ACTION ITEMS**

**Page 4 \* A. Approve Variance Report: October 1, 2008 – March 31, 2009**

**Page 13 \* B. Approve Change in Investments**

**Page 14 \* C. Recommend Approval of Revision 2 of the FY2009 Unified Planning Work Program and Budget**

**V. INFORMATION/DISCUSSION ITEMS**

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

**VI. OTHER**

**VII. ADJOURNMENT**

**\*Enclosures**

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

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**SPECIAL FINANCE COMMITTEE MEETING  
MARCH 19, 2009, 11:30 A.M.  
COMPASS CONFERENCE ROOM  
MERIDIAN, IDAHO**



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

**ATTENDEES:** Rebecca Arnold, Commissioner, Ada County Highway District, **Vice Chair** (via telephone)  
Phil Bandy, Mayor, City of Eagle, **Chair**  
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 (via telephone)  
Steve Rule, Commissioner, Canyon County

**OTHERS PRESENT:** Cameron Arial, Zions Bank  
Nancy Brecks, Community Planning Association  
Keith Holmes, Community Planning Association  
Matt Stoll, Community Planning Association  
Charles Trainor, Community Planning Association  
Jeanne Urlezaga, Community Planning Association

**CALL TO ORDER**

Chair Bandy called the meeting to order at 11:40 a.m.

**AGENDA ADDITIONS/CHANGES**

None.

**OPEN DISCUSSION/ANNOUNCEMENTS**

None.

**CONSENT AGENDA**

**A. Approve February 19, 2009, Finance Committee Meeting Minutes**

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

**SPECIAL ITEM**

**A. Presentation: Cameron Arial, Governmental Relations Vice President, Zions Bank**

Cameron Arial, Government Relations Vice President, Zions Bank, spoke to the Committee regarding 923 Idaho municipal money market accounts. Cameron recommended that the Enterprise fund should be collateralized, which would be at a higher rate of return than the Local State Government Investment Pool.

*INFORMATION/DISCUSSION ITEMS*

**A. Review FY2010/2011 Membership Dues Scenarios**

Matt Stoll reviewed three FY2010/2011 membership dues scenarios and the implications of reducing dues:

- Option 1 - Staying at the current FY2009 level, as approved by the COMPASS Board on March 16, 2009.
- Option 2 - A 10% dues reduction.
- Option 3 - A 20% dues reduction combined with a possible 20% recession in federal funds.

The Committee also reviewed FY2011 membership dues with a 10% dues reduction, a 20% recession in federal funds, and the loss of federal funds for JARC, New Freedom and Corridor Studies funding.

After discussion, ***Elaine Clegg moved and Rebecca Arnold seconded to recommend at the April 20, 2009, Board meeting a 10% reduction in FY2010 General and Special Membership Dues. Reduce the costs of the transportation conference, not eliminate it. Reduce legislative services by what is needed to cover the transportation conference.***

Discussion:

Garret Nancolas noted that the ultimate decision must be truly consistent with what is happening today.

***Motion passed unanimously.***

***ADJOURNMENT***

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

***Dated this 21st day of May 2009.***

***APPROVED:***

***BY: \_\_\_\_\_  
Phil Bandy, Chair***

***ATTEST:***

***BY: \_\_\_\_\_  
Rebecca Arnold, Vice Chair***

# MEMORANDUM



**TO:** COMPASS Finance Committee

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

**DATE:** May 21, 2009

**RE:** Approve Variance Report: October 1, 2008 to March 31, 2009

**ACTION REQUESTED:**

Approve Variance Report: October 1, 2008 to March 31, 2009.

**BACKGROUND:**

The Variance Report is compared to the FY2009 Unified Planning Work Program and Budget – Revision 1.

The year-to-date total workdays are on budget at 49%. Total dollars expended are 36% 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 the following programs due to delays in contractor billings; delays imposed by federal agencies, and slow spend out of direct dollars for equipment. Staff anticipates the operations budget will be on track by fiscal year end:

Program 610, SH44 Corridor Preservation Study  
 Program 611, US 20/26 Corridor Preservation Study  
 Program 900, Operations

Yield signs were added to the following programs:

Program 760, Legislative Services – Professional Services were negotiated at a reduced fee. Remaining dollars will be used to cover shortfalls in other programs.  
 Program 767, Western Canyon Communities Circulation Plan – Staff downsized scope of work to reduce engineering details for a higher level analysis over a larger impact area freeing up \$20,000. These dollars will be used to cover budget reduction in revision 2 of the UPWP.

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND BALANCE:**

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

**Revenue:** General and Special Membership dues were received at a rate of 51% and 57% respectfully. 37% of the Consolidated Planning Grant revenues were received. Revenues for the Surface Transportation Program Grants at 18%, and Other Revenue Sources at 23% are low primarily due to slow payout of direct costs for the two corridor planning projects. 33% of FTA Funds for Mobility Management Strategies have been accrued.

**Expenditures:** Salary at 50%, Fringe at 45%, and Overhead at 48% are on budget at the end of second quarter. Professional Services at 22% are under budget due primarily to slow payout on the two corridor planning projects. Legal and Lobbying at 33%, Equipment at 5%, Travel & Education at 21%, Printing at 5%, Public Involvement at 23%, Meeting Support at 29%, and Other at 4% are all under budget. The payout on

Building Fund and Set-Aside for Potential Rescission of Federal Funds remain at 0% as these are budget set-asides for use in future periods. Other than the set-asides, most expense categories will be on budget by the end of the fiscal year.

**FUND BALANCE SHEET:**

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

**Assets:** Cash and Cash Equivalents are up by \$108,653. Staff moved \$75,000 into the Building Fund. The fund earned approximately \$3,300 in interest bringing the balance to \$627,948.

**Liabilities:** Total liabilities remained fairly constant as payments are kept current throughout the fiscal year.

**Fund Balance:** Unreserved funds increased by approximately \$102,500. As noted above, the balance in the Building Fund at March 31, 2009 was \$627,948. Staff recommends the remaining \$75,000 be moved in third quarter. The Orthophotography fund increased by \$5,746 due to additional sales.

The net difference in assets and liabilities shows an increase to Fund Balance by \$14,338.

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2009 VARIANCE REPORT  
 OCTOBER 1, 2008 - MARCH 31, 2009 (50.0%)

Budget - Rev 1				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:	10/01/08	Proposed Completion:	09/30/09
		Status:	50%
<i>Explanation:</i> Project is on track according to schedule and budget.			
<i>Recommended Action:</i> None.			

Regional	251	142,400	-	142,400	119	76,653		76,653	47%	54%
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610 SH44 Corridor Preservation Study		Lead: Don Matson	
Commencement Date:	01/01/04	Proposed Completion:	07/31/10
		Status:	50%
<i>Explanation:</i> Project is on track according to schedule. There is some delay in billing for subcontractor work. Larger tasks for consultants are slated for third and fourth quarters.			
<i>Recommended Action:</i> Continue to work with consultants on maintaining more current billings for the remainder of FY09.			

Regional	67	37,874	907,208	945,082	32	19,291	200,015	219,306	49%	23%
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	<i>Workdays</i>	<i>Labor \$</i>	<i>Direct \$</i>	<i>Total</i>
FY04 Actual	91	50,470	-	50,470
FY05 Actual	54	29,145	36,496	65,640
FY06 Actual	132	71,684	375,140	446,824
FY07 Actual	75	45,239	537,976	583,215
FY08 Actual	97	54,997	910,247	965,244
FY09 Budget	67	37,874	907,208	945,082
FY10 Budget			250,000	250,000
<b>Total Project Budget:</b>	<b>516</b>	<b>289,409</b>	<b>3,017,067</b>	<b>3,306,475</b>

611 US 20/26 Corridor Preservation Study		Lead: Don Matson	
Commencement Date:	01/01/04	Proposed Completion:	05/31/10
		Status:	40%
<i>Explanation:</i> Project is over scheduled workdays as staff focused on Access Management Plan in first and second quarters. Staff anticipates workdays will be on track by year end. Payout of direct costs are delayed, awaiting state and federal approval of key environmental screening document.			
<i>Recommended Action:</i> None at this time. Project timeline will be adjusted when FHWA approves screening document.			

Regional	68	38,460	695,795	734,255	43	26,590	195,224	221,814	63%	30%
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	<i>Workdays</i>	<i>Labor \$</i>	<i>Direct \$</i>	<i>Total</i>
FY04 Actual	82	44,274	-	44,274
FY05 Actual	85	45,952	181,678	227,630
FY06 Actual	95	49,556	468,334	517,890
FY07 Actual	124	71,463	746,444	817,907
FY08 Actual	82	47,860	405,209	453,069
FY09 Budget	68	38,460	695,795	734,255
FY10 Budget			150,000	150,000
<b>Total Project Budget:</b>	<b>536</b>	<b>297,565</b>	<b>2,647,460</b>	<b>2,945,025</b>

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2009 VARIANCE REPORT  
 OCTOBER 1, 2008 - MARCH 31, 2009 (50.0%)

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> <i>Lead:</i> <b>Carl Miller</b>			
Commencement Date:	10/01/08	Proposed Completion:	09/30/09      Status: 80%
<i>Explanation:</i> Project is on track according to schedule and budget.			
<i>Recommended Action:</i> None.			

Regional	123	58,265	2,500	60,765	100	45,493	45,493	82%	75%
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<b>631 Treasure Valley High Capacity Transit Study</b> <i>Lead:</i> <b>Charles Trainor</b>			
Commencement Date:	12/01/05	Proposed Completion:	09/30/09      Status: 25%
<i>Explanation:</i> It is anticipated that the budget for this project will be quickly drawn down through the remainder of the year. Staff anticipates project will be on track by end of fiscal year.			
<i>Recommended Action:</i> None.			

Regional	135	80,148	165,680	245,828	27	18,518	40,753	59,271	20%	24%
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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 Actual	108	66,148	109,119	175,267
FY09 Budget	135	80,148	165,680	245,828
<b>Total Project Budget:</b>	<b>445</b>	<b>255,684</b>	<b>309,364</b>	<b>565,048</b>

<b>647 Regional Growth Issues and Options</b> <i>Lead:</i> <b>Carl Miller</b>			
Commencement Date:	10/01/08	Proposed Completion:	09/30/09      Status: 60%
<i>Explanation:</i> Project is on track according to schedule and budget.			
<i>Recommended Action:</i> None.			

Regional	110	54,091	-	54,091	67	32,464	32,464	61%	60%
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<b>653 Communications and Education</b> <i>Lead:</i> <b>Amy Luft</b>			
Commencement Date:	10/01/08	Proposed Completion:	09/30/09      Status: 70%
<i>Explanation:</i> Project over scheduled workdays due to staff-wide focus on "Making Connections" conference during first quarter and staff turnover.			
<i>Recommended Action:</i> Staff will adjust efforts for remainder of year anticipating project will be on track by end of fiscal year.			

Regional	146	78,810	90,800	169,610	110	54,786	44,283	99,069	76%	58%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2009 VARIANCE REPORT  
 OCTOBER 1, 2008 - MARCH 31, 2009 (50.0%)

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

<b>661 Communities in Motion</b>		<b>Lead:</b>	<b>Charles Trainor</b>	
Commencement Date:	10/01/03	Proposed Completion:	09/30/09	Status: 25%
<b>Explanation:</b> Labor and direct dollars will be expended at a higher rate in the third quarter as work begins on CIM. Products such as the financial forecast and overview reports on a number of topics are underway. Public outreach will kick off in April with workshops slated for June. Staff anticipates project will be on track by end of fiscal year.				
<b>Recommended Action:</b> 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 Actual	97	62,464	6,914	69,378
FY09 Budget	325	194,321	95,000	289,321
<b>Total Project Budget:</b>	<b>2,682</b>	<b>1,453,427</b>	<b>1,212,412</b>	<b>2,665,839</b>

Regional	325	194,321	95,000	289,321	108	67,217	7,501	74,718	33%	26%
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<b>671 Mobility Management Strategies</b>		<b>Lead:</b>	<b>Liisa Itkonen</b>	
Commencement Date:	10/01/07	Proposed Completion:	09/30/09	Status: 44%
<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>
FY08 Actual	-	-	-	-
FY09 Budget	675	296,404	34,286	330,690
<b>Total Project Budget:</b>	<b>675</b>	<b>296,404</b>	<b>34,286</b>	<b>330,690</b>

Regional	675	296,404	34,286	330,690	300	131,356	13,683	145,039	44%	44%
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<b>685 Transportation Improvement Program</b>		<b>Lead:</b>	<b>Toni Tisdale</b>	
Commencement Date:	01/01/08	Proposed Completion:	09/30/09	Status: 50%
<b>Explanation:</b> Project is on track according to schedule and budget.				
<b>Recommended Action:</b> None.				

Regional	308	159,201	1,500	160,701	136	77,357	686	78,043	44%	49%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2009 VARIANCE REPORT  
 OCTOBER 1, 2008 - MARCH 31, 2009 (50.0%)

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

<b>687 Treasure Valley Truck Freight Travel Study</b> <i>Lead:</i> <b>MaryAnn Waldinger</b>				
Commencement Date:	10/01/06	Proposed Completion:	03/15/09	Status: 75%
<i>Explanation:</i> Data collection and reports are complete. Staff will expend remaining labor in third quarter.				
<i>Recommended Action:</i> None.				
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
FY07 Actual	35	17,895	11,639	29,534
FY08 Actual	52	27,787	305,439	333,226
FY09 Budget	14	7,472	19,531	27,003
<b>Total Project Budget:</b>	<b>101</b>	<b>53,154</b>	<b>336,609</b>	<b>389,763</b>

Regional	14	7,472	19,531	27,003	7	4,233	15,829	20,062	50%	74%
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<b>692 Regional Transportation Funding Information</b> <i>Lead:</i> <b>Liisa Itkonen</b>				
Commencement Date:	10/01/08	Proposed Completion:	09/30/09	Status: 45%
<i>Explanation:</i> Project is on track according to schedule and budget.				
<i>Recommended Action:</i> None.				

Regional	42	20,456	-	20,456	19	8,719	8,719	46%	43%
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<b>701 General Membership Services</b> <i>Lead:</i> <b>Charles Trainor</b>				
Commencement Date:	10/01/08	Proposed Completion:	09/30/09	Status: 50%
<i>Explanation:</i> Project is on track according to schedule and budget.				
<i>Recommended Action:</i> None.				

Regional	233	119,725	-	119,725	104	59,603	59,603	45%	50%
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<b>703 General Public Services</b> <i>Lead:</i> <b>Charles Trainor</b>				
Commencement Date:	10/01/08	Proposed Completion:	09/30/09	Status: 50%
<i>Explanation:</i> Project is on track according to schedule and budget.				
<i>Recommended Action:</i> None.				

Regional	44	22,224	-	22,224	22	11,966	11,966	50%	54%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2009 VARIANCE REPORT  
 OCTOBER 1, 2008 - MARCH 31, 2009 (50.0%)

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

<b>705 Transportation Liaison Services</b>		<b>Lead: Matt Stoll</b>	
Commencement Date:	10/01/08	Proposed Completion:	09/30/09
		Status:	50%
<b>Explanation:</b> Project is on track according to schedule and budget.			
<b>Recommended Action:</b> None.			

Regional	85	59,980	0	59,980	35	24,179		24,179	42%	40%
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<b>760 Legislative Services</b>		<b>Lead: Matt Stoll</b>	
Commencement Date:	10/01/08	Proposed Completion:	09/30/09
		Status:	45%
<b>Explanation:</b> Project is on track according to schedule. Professional services contract negotiated at reduced fee.			
<b>Recommended Action:</b> Remaining direct dollars will be used to fund shortfalls.			

Regional	84	61,565	164,797	226,362	38	29,829	45,703	75,532	46%	33%
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<b>761 Blue Print for Good Growth</b>		<b>Lead: Charles Trainor</b>	
Commencement Date:	10/01/08	Proposed Completion:	09/30/09
		Status:	50%
<b>Explanation:</b> Project is on track according to schedule and budget.			
<b>Recommended Action:</b> None.			

Ada	115	70,212	-	70,212	53	34,600		34,600	46%	49%
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<b>767 Western Canyon Communities Circulation Plan</b>		<b>Lead: Don Matson</b>	
Commencement Date:	10/01/08	Proposed Completion:	09/30/09
		Status:	60%
<b>Explanation:</b> Project over scheduled workdays as considerable amount of work was completed in second quarter. Staff downsized scope of work to reduce engineering details for a higher level analysis over a larger impact area freeing up \$20,000. Project will be on track by end of fiscal year.			
<b>Recommended Action:</b> Remaining direct dollars will be used to fund budget reduction.			

Canyon	25	12,695	45,000	57,695	16	9,580		9,580	62%	17%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2009 VARIANCE REPORT  
 OCTOBER 1, 2008 - MARCH 31, 2009 (50.0%)

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

<b>801 Staff Development</b>		<b>Lead: Jeanne Urlezaga</b>	
Commencement Date:	10/01/08	Proposed Completion:	09/30/09
		Status:	55%
<b>Explanation:</b> Project is on track according to schedule and budget.			
<b>Recommended Action:</b> None.			

Regional	74	39,759	30,000	69,759	45	21,246	11,125	32,371	61%	46%
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<b>820 Committee Support</b>		<b>Lead: Jeanne Urlezaga</b>	
Commencement Date:	10/01/08	Proposed Completion:	09/30/09
		Status:	50%
<b>Explanation:</b> Project is on track according to schedule and budget.			
<b>Recommended Action:</b> None.			

Regional	306	135,551	8,500	144,051	169	70,247	2,867	73,114	55%	51%
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<b>836 Model Maintenance and Support</b>		<b>Lead: MaryAnn Waldinger</b>	
Commencement Date:	10/01/08	Proposed Completion:	09/30/09
		Status:	45%
<b>Explanation:</b> Project is on track according to schedule and budget.			
<b>Recommended Action:</b> None.			

Regional	141	69,915	40,000	109,915	83	38,966	9,672	48,638	59%	44%
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<b>842 Congestion Management / ITS</b>		<b>Lead: MaryAnn Waldinger</b>	
Commencement Date:	10/01/08	Proposed Completion:	09/30/09
		Status:	33%
<b>Explanation:</b> Most work occurs in second and third quarters. Staff anticipates project will be on track by end of fiscal year.			
<b>Recommended Action:</b> None.			

Regional	115	46,836		46,836	40	17,608		17,608	35%	38%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2009 VARIANCE REPORT  
 OCTOBER 1, 2008 - MARCH 31, 2009 (50.0%)

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

<b>860 Geographic Information System Maintenance</b>				<b>Lead: Ross Dodge</b>					
Commencement Date:	10/01/08	Proposed Completion:	09/30/09	Status:	48%				
<b>Explanation:</b> Project is on track according to schedule and budget.									
<b>Recommended Action:</b> None.									

Regional	189	99,835	1,200	101,035	87	47,665	1,200	48,865	46%	48%
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<b>861 Regional Orthophotography</b>				<b>Lead: Ross Dodge</b>					
Commencement Date:	10/01/06	Proposed Completion:	09/30/09	Status:	30%				
<b>Explanation:</b> Budget for direct cost has been fully expended. Majority of work will be done in third and fourth quarters. Staff anticipates project will be on track by end of fiscal year.									
<b>Recommended Action:</b> None									

Regional	54	29,441	10,000	39,441	15	8,993	10,000	18,993	28%	48%
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	Workdays	Labor \$	Direct \$	Total
FY06 Actual	3	2,016	-	2,016
FY07 Actual	29	14,981	226,649	241,630
FY08 Actual	50	27,635	107,292	134,927
FY09 Budget	54	29,441	10,000	39,441
<b>Total Project Budget:</b>	<b>136</b>	<b>74,073</b>	<b>343,941</b>	<b>418,014</b>

<b>900 Operations</b>				<b>Lead: Jeanne Urlezaga</b>					
Commencement Date:	10/01/08	Proposed Completion:	09/30/09	Status:	50%				
<b>Explanation:</b> Labor is on track. Direct dollars include equipment purchases that will be spent as we determine our needs. Staff anticipates project will be on track by end of fiscal year.									
<b>Recommended Action:</b> None									

Regional	871	-	38,454	38,454	482	3,477	3,477	55%	9%
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LEGEND:



Projects that are under budget.



Projects that are behind schedule



Projects that are over budget.

TOTAL ALL TASKS										
Ada	115	70,212	-	70,212	53	34,600	-	34,600	46%	49%
Canyon	25	12,695	45,000	57,695	16	9,580	-	-	64%	0%
Regional	4,460	1,852,731	2,305,251	4,157,984	2,190	892,979	602,018	1,494,997	49%	36%
<b>TOTAL</b>	<b>4,600</b>	<b>1,935,638</b>	<b>2,350,251</b>	<b>4,285,891</b>	<b>2,259</b>	<b>937,159</b>	<b>602,018</b>	<b>1,539,177</b>	<b>49%</b>	<b>36%</b>

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

<b>STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE</b>				
<i>October 1, 2008 to March 31, 2008 (50.0%)</i>				
	<b>BUDGET-REV1</b>	<b>ACTUAL</b>	<b>BUDGET REMAINING</b>	<b>PERCENTAGE TO DATE</b>
<b>REVENUE</b>				
General Membership Dues	895,005	457,005	438,000	51%
Special Membership Dues	63,700	36,400	27,300	57%
FTA/FHWA Consolidated Planning Grant	1,482,622	544,326	938,296	37%
Surface Transportation Program Grants	2,159,486	379,717	1,779,769	18%
FTA Funds for Mobility Management Strategies	264,552	87,354	177,198	33%
Other Revenue Sources	213,878	48,713	165,165	23%
<b>Total Revenue</b>	<b>5,079,243</b>	<b>1,553,515</b>	<b>3,525,728</b>	<b>31%</b>
<b>EXPENSES</b>				
Salary	1,142,600	571,543	571,057	50%
Fringe	445,040	199,560	245,480	45%
Overhead	348,000	166,056	181,944	48%
Professional Services	2,346,667	526,263	1,820,404	22%
Legal/Lobbying	131,697	43,958	87,739	33%
Equipment	30,000	1,512	28,488	5%
Travel/Education	53,000	11,125	41,875	21%
Printing	43,200	2,065	41,135	5%
Public Involvement	34,000	7,718	26,282	23%
Meeting Support	21,400	6,183	15,217	29%
Other	90,287	3,195	87,092	4%
Building Fund	150,000	-	150,000	0%
Set-Aside for Potential 20% Rescission of Federal Funds	243,352	-	243,352	0%
<b>Total Expenses</b>	<b>5,079,243</b>	<b>1,539,177</b>	<b>3,540,066</b>	<b>30%</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>-</b>	<b>14,338</b>		
FUND BALANCE AT BEGINNING OF YEAR	1,461,163	1,461,163		
<b>FUND BALANCE AT DECEMBER 31, 2008</b>	<b>1,461,163</b>	<b>1,475,501</b>		

<b>FUND BALANCE SHEET</b>		
<i>March 31, 2009</i>		
	<b>March 31, 2009</b>	<b>December 31, 2008</b>
<b>ASSETS</b>		
Cash and Cash Equivalents	760,499	651,846
Local Government Investment Pool - Building Fund	627,948	549,674
Accounts Receivable	97,541	97,812
Prepaid Expenses	-	-
<b>TOTAL ASSETS</b>	<b>1,485,987</b>	<b>1,299,331</b>
<b>LIABILITIES</b>		
Accounts Payable	10,486	10,309
Accrued Payroll Liabilities	-	-
Deferred Revenue	-	-
<b>TOTAL LIABILITIES</b>	<b>10,486</b>	<b>10,309</b>
<b>FUND BALANCE</b>		
Fund Balance, Unreserved	483,073	380,613
Set-Aside for Potential 20% Rescission of Federal Funds	243,352	243,352
Fund Balance, Designated-Local Dollars to Match Grants	21,594	21,594
Fund Balance, Designated-Building Fund	627,948	549,674
Fund Balance, Designated-Orthophotography Project	99,535	93,789
	1,475,501	1,289,022
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>1,485,987</b>	<b>1,299,331</b>

# MEMORANDUM

**TO:** COMPASS Finance Committee

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

**DATE:** May 21, 2009

**RE:** Change in Investments

**ACTION REQUESTED:**

Approve staff recommendation to modify current investments.

**BACKGROUND:**

COMPASS began investing with the State of Idaho Treasurer's Office in 2001. Due to the downturn in the economy, staff invited Shawn Nydegger, Investment Officer, from the State Treasurer's Office to present an overview of the Local Government Investment Pool (LGIP) to the Finance Committee. Even though the funds appear to be a safe investment, it is not federally backed. The Committee requested that staff meet with other investors to look at diversifying into accounts that are federally insured. At the March 2009 meeting, Cameron Arial, Governmental Relations Vice President of Zions Bank, presented an option that would collateralize the dollars currently invested in the LGIP fund insuring them against possible bank depository default or failure.

**STATUS:**

COMPASS investments are currently with Idaho Central Credit Union in checking and savings and the Local Government Investment Pool for the Building Fund and operating fund balance.

Staff recommends the following modifications to current investments:

- Maintain \$250,000 balance between savings and checking at Idaho Central Credit Union keeping that amount federally insured.
- Invest the Building Fund dollars in a collateralized account with Zion's Bank. This account has historically paid an average of 10 basis points more than LGIP and will be insured.
- Place \$100,000 in a 6 to 11 month money market account or a certificate of deposit.
- Keep the remainder in the Local Government Investment Pool. Keeping this account open allows staff to transfer funds electronically between Idaho Central Credit Union and LGIP on an as-needed basis to cover check cycles.

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# MEMORANDUM

**TO:** COMPASS Finance Committee

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

**DATE:** May 21, 2009

**RE:** Revision 2 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 2 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 2 of the FY2009 Unified Planning Work Program and Budget is proposed for the following reasons:

1. Adjust revenue and expense amounts to show a 10% reduction of FY2009 general and special membership dues;
2. Adjust revenue and expense amounts for additional FTA funds received for new program number "672, Rural Mobility Management";
3. Replace COMPASS Local Match (fund balance) with VRT matching funds for program number "671, Mobility Management Strategies";
4. Add column to Direct Cost worksheet to clearly show carry forward of labor costs into FY2010.
5. Reduce workdays from program number 671 to cover addition of Rural Mobility Management, program number 672.

The attached schedules summarize staff's recommended changes for Revision 2 of the FY2009 UPWP.

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# MEMORANDUM

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

**DATE:** May 21, 2009

**RE:** Revision 2 of the FY2009 Unified Planning Work Program and Budget

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The attached schedules summarize staff's recommended changes for Revision 2 of the FY2009 UPWP.

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**Recommended Changes to FY2009 - Revision 2**

#	Revenue Adjustments	\$ Change	Expense Adjustment	\$ Change
1	Reduce Revenue Amounts to Show 10% Reduction in FY2009 General and Special Membership Dues.	(95,870)	Adjust Expenses as Listed Below:	
			Fringe - Adjust estimate (19,586) 620, Growth and Transportation System (2,500) Monitoring - Dir Cost; Professional Services (11,500) 653, Communications and Education - Dir Cost Professional Services (4,070) 653, Communications and Education - Dir Cost Printing (1,490) 653, Communications and Education - Dir Cost Meeting Support 11,010 653, Communications and Education - Dir Cost Public Involvement 1,970 653, Communications and Education - Dir Cost Other (36,197) 760, Legislative Services - Dir Cost Legal / Lobbying (20,000) 767, Western Canyon Communities Circulation Plan - Dir Costs Professional Services (9,507) 836, Model Maintenance - Dir Cost Professional Services (4,000) 990, Direct Operations and Maintenance - Dir Cost Equipment	
		(95,870)		(95,870)
2	Add FTA Funds from Federal Stimulus Package for New Program Number 672, Rural Mobility Management.	120,000	Adjust Expenses as Listed Below:	
			672, Rural Mobility Management - Dir Cost Travel / Education 200 672, Rural Mobility Management - Dir Cost Public Involvement 300 672, Rural Mobility Management - Dir Cost FY2010 Carry Over 103,805 Salary, Fringe, & Contingency (offset from 671, Mobility Management Strategies - see adjustment number 5 below) 15,695	
		120,000		120,000
3	Add VRT Match for Portion of Mobility Management Strategies. Reduce COMPASS Local Match (Fund Balance).  Valley Regional Transit - Local Match for Mobility Mgt Strategies. COMPASS Local Match (Fund Balance)	6,138		
		(6,138)		-
4	Add Column to Direct Expense Worksheet that Shows Labor Costs to be Carried Forward to FY2010.			
				-
5			Reduce workdays from program number 671 to cover addition of Rural Mobility Management, program number 672 (no impact on \$'s).	
			671, Mobility Management Strategies - Workday Allocation (33) 672, Rural Mobility Management - Workday Allocation 33	
		-		-
	<b>TOTALS</b>	<b>24,130</b>		<b>24,130</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2009 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2  
REVENUE AND EXPENSE SUMMARY**

<b>REVENUE</b>	<b>FY2009 Revision 1</b>	<b>FY2009 Revision 2</b>
<b>GENERAL MEMBERSHIP</b>		
Ada County	222,255	200,030 1
Ada County Highway District	222,255	200,030 1
Association of Canyon County Highway Districts	26,322	23,690 1
Boise City	110,105	99,095 1
Caldwell City	32,833	29,550 1
Canyon County	146,585	131,927 1
Eagle City	10,826	9,743 1
Garden City	6,458	5,812 1
Kuna City	7,613	6,852 1
Meridian City	37,494	33,745 1
Middleton City	4,281	3,853 1
Nampa City	63,017	56,715 1
Notus City	477	429 1
Parma City	1,563	1,407 1
Star City	2,921	2,629 1
<b>Subtotal</b>	<b>895,005</b>	<b>805,505</b>
<b>SPECIAL MEMBERSHIP</b>		
Boise State University	9,100	8,190 1
Capital City Development Corporation	9,100	8,190 1
Department of Environmental Quality	9,100	8,190 1
Idaho Transportation Department	9,100	8,190 1
Independent School District of Boise City	9,100	8,190 1
Joint School District #2	9,100	8,190 1
Valley Regional Transit	9,100	8,190 1
<b>Subtotal</b>	<b>63,700</b>	<b>57,330</b>
<b>GRANTS AND SPECIAL PROJECTS</b>		
<b>FHWA/FTA - Consolidated Planning Grants</b>		
CPG - Ada County - FY2008; carry-over	168,999	168,999
CPG - Canyon County - FY2008; carry-over	158,018	158,018
CPG - Ada County - FY2009	855,148	855,148
CPG - Canyon County - FY2009	300,457	300,457
<b>Sub Total CPG Grants</b>	<b>1,482,622</b>	<b>1,482,622</b>
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	1,107,363	1,107,362.74
ITD-Local Match for K #7827, SH44 Corr Pres Study; carry-over	87,719	87,719
STP-St. K #7826, US 20/26 Corr Pres Study; carry-over	819,351	819,351
ITD-Local Match for K#7826, US 20/26 Corr Pres Study; carry-ove	64,904	64,904
STP TMA - K #8960, Treasure Valley High Capacity Transit Study	153,519	153,519
Valley Regional Transit - Local match for K #8960	12,161	12,161
STP TMA - K #9825; Freight Study	18,097	18,097
FTA - Mobility Management Strategies	264,552	264,552
FTA - Rural Mobility Management	-	120,000 2
Valley Regional Transit - Local Match for Mobility Mgt Strategies	-	6,138 3
<b>Subtotal</b>	<b>2,588,822</b>	<b>2,714,960</b>
<b>OTHER</b>		
COMPASS Local Match (Fund Balance)	21,594	15,456 3
Interest Income	8,500	8,500
Mapping and Miscellaneous	9,000	9,000
Orthophotography (Fund Balance)	10,000	10,000
<b>Subtotal</b>	<b>49,094</b>	<b>42,956</b>
<b>COMPASS REVENUE</b>	<b>5,079,243</b>	<b>5,103,373</b>

<b>EXPENSE</b>	<b>FY2009 Revision 1</b>	<b>FY2009 Revision 2</b>
<b>SALARY, FRINGE &amp; CONTINGENCY</b>		
Salary	1,112,600	1,112,600
Fringe	445,040	425,454 1
Salary Contingency (Overtime and Bonus)	20,000	20,000
Sick Time Trade	10,000	10,000
<b>Subtotal</b>	<b>1,587,640</b>	<b>1,568,054</b>
<b>INDIRECT OPERATIONS &amp; MAINTENANCE</b>		
COMPASS	348,000	348,000
<b>Subtotal</b>	<b>348,000</b>	<b>348,000</b>
<b>DIRECT OPERATIONS &amp; MAINTENANCE</b>		
610, SH44 Corridor Preservation Study	1,157,208	1,157,208
611, US 20/26 Corridor Preservation Study	845,795	845,795
620, Growth and Transportation System Monitoring	2,500	- 1
631, Treasure Valley High Capacity Transit Study	165,680	165,680
653, Communications and Education	90,800	86,720 1
661, <b>Communities in Motion</b>	95,000	95,000
671, Mobility Management Strategies	34,286	49,981
672, Rural Mobility Management	-	104,305 2
685, Transportation Improvement Program	1,500	1,500
687, Treasure Valley Truck Freight Travel Study	19,531	19,531
760, Legislative Services	164,797	128,600 1
767, Western Canyon Communities Circulation Plan	45,000	25,000 1
801, Staff Development	30,000	30,000
820, Committee Support	8,500	8,500
836, Model Maintenance	40,000	30,493 1
860, Geographic Information System Maintenance	1,200	1,200
861, Regional Orthophotography	10,000	10,000
990, Direct Operations and Maintenance	38,454	34,454 1
<b>Subtotal</b>	<b>2,750,251</b>	<b>2,793,967</b>
<b>COMPASS EXPENSE</b>	<b>4,685,891</b>	<b>4,710,020</b>

<b>SET-ASIDE FOR POTENTIAL 20% RESCISSION</b>	<b>FY2009 Revision 1</b>	<b>FY2009 Revision 2</b>
992, Other	243,352	243,352
<b>Subtotal</b>	<b>243,352</b>	<b>243,352</b>
<b>COMPASS SET-ASIDE</b>	<b>243,352</b>	<b>243,352</b>

<b>TRANSFER TO BUILDING FUND</b>	<b>FY2009 Revision 1</b>	<b>FY2009 Revision 2</b>
995, Building Fund	150,000	150,000
<b>Subtotal</b>	<b>150,000</b>	<b>150,000</b>
<b>COMPASS TRANSFER TO BUILDING FUND</b>	<b>150,000</b>	<b>150,000</b>

<b>COMPASS SUMMARY</b>		
TOTAL REVENUE	<b>5,079,243</b>	<b>5,103,373</b>
TOTAL EXPENSES	<b>4,685,891</b>	<b>4,710,020</b>
SET-ASIDE FOR POTENTIAL 20% RESCISSION	<b>243,352</b>	<b>243,352</b>
TRANSFER TO BUILDING FUND	<b>150,000</b>	<b>150,000</b>
CHANGE IN FUND BALANCE	<b>0</b>	<b>0</b>

**FOOTNOTES:**

- 1 Reduce Member dues by 10%. Reduce Fringe Cost Estimate. Adjust Direct Costs.
- 2 Add Stimulus FTA Rural Mobility Management Dollars.
- 3 Add VRT Match - Mobility Management Strategies, reduce COMPASS Local Match (fund balance).
- 4 Add Column to Direct Cost to show carry-over of labor to FY2010
- 5 Transfer Workdays from 671 to 672

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2009 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2  
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)	FY2010 CARRY OVER
610 SH44 Corridor Preservation Study	1,157,208				1,120,141			412		36,655
611 US 20/26 Corridor Preservation Study	845,795				811,615			434		33,746
620 Growth and Transportation System Monitoring	-				-					
631 Treasure Valley High Capacity Transit Study	165,680				165,680					
653 Communications and Education	86,720				42,000	12,130	23,010	3,310	6,270	
661 Communities in Motion	95,000				60,000	20,000	15,000			
671 Mobility Management Strategies	49,981			3,000	13,700	7,000	5,500	3,800		16,981
672 Rural Mobility Management	104,305			200			300			103,805
685 Transportation Improvement Program	1,500						1,500			
687 Treasure Valley Truck Freight Travel Study	19,531				19,531					
760 Legislative Services	128,600	95,500		20,000					13,100	
767 Western Canyon Communities Circulation Plan	25,000				25,000					
801 Staff Development	30,000			30,000						
820 Committee Support	8,500							8,500		
836 Model Maintenance and Support	30,493				30,493					
860 Geographic Information System Maintenance	1,200								1,200	
861 Regional Orthophotography	10,000				10,000					
990 Direct Operations / Maintenance	34,454		26,000		5,000			3,454		
SUB-TOTAL, DIRECT EXPENSES	2,793,967	95,500	26,000	53,200	2,303,160	39,130	45,310	19,910	20,570	191,187
992 Set-Aside for Potential 20% Rescission	243,352								243,352	
995 Building Fund	150,000								150,000	
SUB-TOTAL	393,352	-	-	-	-	-	-	-	393,352	-
<b>GRAND TOTAL</b>	<b>3,187,319</b>	<b>95,500</b>	<b>26,000</b>	<b>53,200</b>	<b>2,303,160</b>	<b>39,130</b>	<b>45,310</b>	<b>19,910</b>	<b>413,922</b>	<b>191,187</b>

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2009 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2  
WORKDAY ALLOCATION**

<b>WORK PROGRAM DESCRIPTION</b>	<b>LEAD STAFF</b>	<b>DIRECTORS</b>	<b>PRINCIPAL PLANNERS</b>	<b>ASSOCIATE PLANNERS</b>	<b>ASSISTANT PLANNERS</b>	<b>OPERATIONS</b>	<b>TOTAL</b>
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	7	215	26	352	42	642
672 Rural Mobility Management	LI	1	16	-	16	-	33
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
<b>TOTAL PROJECTS</b>		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
<b>TOTAL SERVICES</b>		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
<b>TOTAL SYSTEM MAINTENANCE</b>		28	327	101	148	275	879
<b>TOTAL DIRECT</b>		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
<b>TOTAL INDIRECT/OVERHEAD</b>		255	63	5	15	533	871
<b>TOTAL LABOR</b>		690	1,610	230	920	1,150	4,600

5  
5