



# FINANCE COMMITTEE MEETING

July 14, 2006 — 2:30 p.m.  
COMPASS Conference Room

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

- I. AGENDA ADDITIONS/CHANGES
- II. OPEN DISCUSSION/ANNOUNCEMENTS
- III. CONSENT AGENDA
  - \* A. *Approve April 14, 2006, Finance Committee Meeting Minutes*
- IV. ACTION ITEMS
  - A. *Recommend Board Approval of the Draft FY2007 Unified Planning Work Program and Budget*  
*A copy of the draft FY2007 Unified Planning Work Program and Budget was previously mailed to the Finance Committee for the June 28, 2006, Special Finance Committee meeting.*
  - \* B. *Review Variance Report: October 31, 2005 to June 30, 2006*
- V. OTHER
- VI. ADJOURNMENT

*\*Enclosures*

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

T\FY06\900Operations\990Direct Operations-Maintenance\FinanceCommittee\2006agendaminutes\agenda071406.doc

800 S. Industry Way, Ste 100

Meridian, ID 83642

P. 208.855.2558

F. 208.855.2559

www.compassidaho.org



**FINANCE COMMITTEE MEETING**  
**APRIL 14, 2006 2:30 PM**  
**COMPASS CONFERENCE ROOM**

**\*\*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*  
 Judy Peavey-Derr, Commissioner, Ada County  
 Margie Watson, Mayor, City of Parma

**MEMBERS ABSENT:** Frank McKeever, Mayor, City of Middleton  
 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 Balukoff called the meeting to order 2:35 p.m.

**AGENDA ADDITIONS/CHANGES**

*Chair Balukoff asked for any objection to adding the November 18, 2005, Finance Committee meeting minutes to the Consent Agenda as Item III-C. Hearing none, Chair Balukoff so ordered.*

**CONSENT AGENDA**

- A. *Approve January 20, 2006, Finance Committee Meeting Minutes*
- B. *Approve April 5, 2006, Special Finance Committee Meeting Minutes*
- C. *Approve November 18, 2005, Finance Committee Meeting Minutes*

*Elaine Clegg moved and Margie Watson seconded approval of Consent Agenda items A-C as presented. Motion passed unanimously.*

**ACTION ITEMS**

- A. *Approve Variance Report: October 31, 2005 to March 31, 2006*

Jeanne Urlezaga reviewed the October 31, 2005 to March 31, 2006 Variance Report.

After discussion, *Judy Peavey-Derr moved and Elaine Clegg seconded approval of Variance Report: October 31, 2005 to March 31, 2006. Motion passed unanimously.*

*INFORMATION/DISCUSSION ITEMS*

**A. Review FY2007 Unified Planning Work Program and Budget**

Jeanne Urlezaga reviewed the FY2007 Unified Planning Work Program and Budget.

After discussion, *Chair Balukoff asked for any objection to scheduling a Special Finance Committee meeting on June 28, 2006, at COMPASS at 12:00 p.m. to review the draft 2007 Unified Planning Work Program and Budget. Hearing none, Chair Balukoff so ordered.*

*OTHER*

After discussion, *Chair Balukoff asked for any objection to scheduling the regular 2007 Finance Committee meetings at 12:00 p.m. Hearing no objections, Chair Balukoff so ordered.*

*ADJOURNMENT*

*Margie Watson moved and David Ferdinand seconded to adjourn at 3:45 p.m. Motion passed unanimously.*

*Dated this 14<sup>th</sup> day of July 2006.*

*APPROVED:*

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

*ATTEST:*

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



## MEMORANDUM

**TO:** COMPASS Finance Committee

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

**DATE:** July 7, 2006

**RE:** Approve Variance Report: October 1, 2005 to June 30, 2006

### ACTION REQUESTED:

Approve Variance Report: October 1, 2005 to June 30, 2006.

### BACKGROUND:

The Variance Report is compared to the FY2006 Unified Planning Work Program and Budget – Revision 2.

The year-to-date workdays are on budget at 72%. Total dollars expended are 41% of budget, which breaks down to 56% Ada, 36% Canyon and 40% Regional. The percentages are low because consultant billings are behind schedule on Projects 610-SH44 Corridor Preservations Study, 611- US20/26 Corridor Preservation Study, and 661- *Communities in Motion*.

### STATUS:

Yield signs remain on several projects that are all under budget. Staff has recommended that workdays and dollars be reallocated from these projects to those marked with Stop signs, which are all over budget. Staff effort has been focused to date on work program revisions, FY2007 draft *Communities in Motion*, and liaison support to other agencies as requested. These projects will either need to be adjusted in a future revision or will be over budget at year-end.

All projects with Detour signs are in process but will likely remain behind schedule.

Surface Transportation Program Grants are at 26% and the Professional Services expense at 26% reflects outstanding billings from the Corridor Studies. Public Involvement at 35% and printing at 4% are low because of the extension to *Communities in Motion*. Other at 5% represents “in-kind” labor added in Revision 2 for the AMPO Grant, dollars set aside for the Building Fund and Legislative Services miscellaneous expenses.

Cash on hand decreased through third quarter primarily due to an increase in outstanding invoices shown in Accounts Receivable. Overall Assets increased as a result of higher draw in labor and direct expenses for the Consolidated Planning Grant and the Surface Transportation Program planning funds.

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

T:\FY06\900 Operations\990 Direct Operations-Maintenance\Finance Committee\Variance Report Analysis October-June 2006.doc

800 S. Industry Way, Ste 100

Meridian, ID 83642

P. 208.855.2558

F. 208.855.2559

www.compassidaho.org

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

<b>STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE</b> October 1, 2005 to June 30, 2006 (75.00%)				
	<b>BUDGET-REV2</b>	<b>ACTUAL</b>	<b>BUDGET REMAINING</b>	<b>PERCENTAGE TO DATE</b>
<b>REVENUE</b>				
General Membership Dues	655,495	655,495	0	100%
Special Membership Dues	46,200	46,200	-	100%
FTA/FHWA Consolidated Planning Grant	1,312,014	667,831	644,183	51%
Surface Transportation Program Grants	2,711,336	716,882	1,994,454	26%
Other Federal Aid	57,144	28,895	28,249	51%
Other Revenue Sources	482,909	237,880	245,029	49%
<b>Total Revenue</b>	<b>5,265,098</b>	<b>2,353,183</b>	<b>2,911,915</b>	<b>45%</b>
<b>EXPENSES</b>				
Salary	973,751	685,552	288,199	70%
Fringe	353,692	225,550	128,142	64%
Overhead	328,000	223,361	104,639	68%
Professional Services	3,080,366	806,053	2,274,313	26%
Legal/Lobbying	160,000	106,677	53,323	67%
Equipment	40,000	20,132	19,868	50%
Travel/Education	55,000	27,174	27,826	49%
Printing	53,000	2,169	50,831	4%
Public Involvement	22,000	7,692	14,308	35%
Meeting Support	12,800	8,160	4,640	64%
Other	186,489	10,065	176,424	5%
<b>Total Expenses</b>	<b>5,265,098</b>	<b>2,122,587</b>	<b>3,142,511</b>	<b>40%</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>-</b>	<b>230,596</b>		
FUND BALANCE AT BEGINNING OF YEAR	648,653	648,653		
<b>FUND BALANCE AT JUNE 30, 2006</b>	<b>648,653</b>	<b>879,249</b>		

<b>EXPENSES PER VARIANCE REPORT</b>	<b>BUDGET</b>	<b>ACTUAL</b>
Ada County	499,522	279,949
Canyon County	425,973	153,450
Regional	4,189,604	1,689,183
<b>Total Expenses-June 30, 2006 variance report</b>	<b>5,115,099</b>	<b>2,122,582</b>

<b>FUND BALANCE SHEET</b> June 30, 2006		
	<b>June 30, 2006</b>	<b>March 31, 2006</b>
<b>ASSETS</b>		
Cash and Cash Equivalents	390,708	452,106
Accounts Receivable	578,781	284,789
Prepaid Expenses	-	-
<b>TOTAL ASSETS</b>	<b>969,490</b>	<b>736,895</b>
<b>LIABILITIES</b>		
Accounts Payable	8,651	8,522
Accrued Payroll Liabilities	-	-
Deferred Revenue	81,590	104,643
<b>TOTAL LIABILITIES</b>	<b>90,241</b>	<b>113,165</b>
<b>FUND BALANCE</b>		
Fund Balance, Unreserved	698,127	489,331
Fund Balance, Designated-local dollars to match grants	-	-
Fund Balance, Designated-orthophotography project	181,122	134,398
	879,249	623,729
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>969,490</b>	<b>736,895</b>

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2006 VARIANCE REPORT  
 OCTOBER 1, 2005 - JUNE 30, 2006 (75.00%)

	Budget - Rev 2				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:</b>	<b>Jeanne Urlezaga</b>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 75%
<b>Explanation:</b> Staff has used a considerable amount of time in preparing UPWP's for Revision 1, Revision 2 and the draft version of FY07 UPWP. With turn-over of financial staff more Director time has been spent in training than budgeted.				
<b>Recommended Action:</b> Staff will recommend additional budget dollars to cover costs.				

Regional	197	98,911	-	98,911	190	107,561	-	107,561	96%	109%
----------	-----	--------	---	--------	-----	---------	---	---------	-----	------



<b>605 Federal Assurances</b>			<b>Lead:</b>	<b>Toni Tisdale</b>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 15%
<b>Explanation:</b> This task deals mainly with reporting progress and compliance with federal requirements. Most work on this task occurs in the summer.				
<b>Recommended Action:</b> None.				

Regional	6	3,320	-	3,320	1	381	-	381	16%	11%
----------	---	-------	---	-------	---	-----	---	-----	-----	-----

<b>610 SH44 Corridor Preservation Study</b>			<b>Lead:</b>	<b>Patricia Nilsson</b>
Commencement Date:	01/01/04	Proposed Completion:	05/31/07	Status: 55%
<b>Explanation:</b> Work Order #2 scheduled to be negotiated in July and will involve increase activity in fourth quarter. Consultant has not yet invoiced for work in May and June.				
<b>Recommended Action:</b> None.				
	<b>Workdays</b>	<b>Labor \$</b>	<b>Direct \$</b>	<b>Total</b>
FY04 Actual	91	50,470	-	50,470
FY05 Actual	54	29,145	36,496	65,640
FY06 Budget	172	90,386	1,393,504	1,483,890
<b>Total Project Budget:</b>	<b>317</b>	<b>170,001</b>	<b>1,430,000</b>	<b>1,600,000</b>

Regional	172	90,386	1,393,504	1,483,890	85	45,650	213,046	258,696	50%	17%
----------	-----	--------	-----------	-----------	----	--------	---------	---------	-----	-----



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2006 VARIANCE REPORT  
 OCTOBER 1, 2005 - JUNE 30, 2006 (75.00%)

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

Regional	94	49,774	748,322	798,096	87	46,123	335,060	381,183	93%	48%
----------	----	--------	---------	---------	----	--------	---------	---------	-----	-----

<b>611 US 20/26 Corridor Preservation Study</b>					<b>Lead:</b>	<b>Patricia Nilsson</b>
Commencement Date:	01/01/04	Proposed Completion:	05/31/07	Status:	85%	
<b>Explanation:</b> Project is on schedule. Consultant has not yet bill for work completed in June. Contract for Work Order #2 executed for work in FY06 and FY07.						
<b>Recommended Action:</b> None.						
	<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 Budget	94	49,774	748,322	798,096		
<b>Total Project Budget:</b>	<b>261</b>	<b>140,000</b>	<b>930,000</b>	<b>1,070,000</b>		

Ada				-					0%	0%
Canyon	6	3,275	48,276	51,551	5	2,605	48,359	50,964	79%	99%

COMPLETED

<b>612 Middleton Road Connections Study</b>					<b>Lead:</b>	<b>Patricia Nilsson</b>
Commencement Date:	01/01/04	Proposed Completion:	03/31/06	Status:	100%	
<b>Explanation:</b> Project completed.						
<b>Recommended Action:</b> None.						
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>		
FY04 Actual	41	28,558	118,261	146,819		
FY05 Actual	25	12,915	100,737	113,652		
FY06 Budget	6	3,275	48,276	51,551		
<b>Total Project Budget:</b>	<b>72</b>	<b>39,666</b>	<b>272,357</b>	<b>312,022</b>		

Ada	71	31,355	13,000	44,355	32	11,561	11,561	45%	26%
Canyon	71	31,355	13,000	44,355	30	10,493	10,493	42%	24%



<b>620 Growth and Transportation System Monitoring</b>					<b>Lead:</b>	<b>Charles Trainor</b>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status:	38%	
<b>Explanation:</b> Project behind schedule and budget due to work on Task 661. The 2005 Development Monitoring report was completed in March. A prototype of the expanded Monitoring Report will be produced in August/September 2006.						
<b>Recommended Action:</b> Reallocate workdays to 661.						

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2006 VARIANCE REPORT  
 OCTOBER 1, 2005 - JUNE 30, 2006 (75.00%)

	Budget - Rev 2				Actual				% Expended	
	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$
Ada	35	18,545	-	18,545	3	1,403	-	1,403	9%	8%
Canyon	35	18,545	-	18,545	2	738	-	738	5%	4%

<b>626 Population Estimate Development</b>	<b>Lead:</b>	<b>Charles Trainor</b>
Commencement Date: 10/01/05	Proposed Completion: 03/31/06	Status: 6%
<b>Explanation:</b> Population estimates were completed in March. A new demographer position has been established, and this project will now include some new activities. Labor was increased in Revision 2 to accommodate these activities.		
<b>Recommended Action:</b> Delays in hiring a new demographer/economist may require a labor adjustment.		

Regional	84	43,734	307,945	351,679	45	22,870	-	22,870	54%	7%
----------	----	--------	---------	---------	----	--------	---	--------	-----	----



<b>631 Rail Corridor Feasibility Study</b>	<b>Lead:</b>	<b>John Cunningham</b>
Commencement Date: 12/01/05	Proposed Completion: 09/30/07	Status: 55%
<b>Explanation:</b> Staff has completed the Request for Proposal which will be released in July. Staff labor is on track but consultant dollars will be carried forward into FY2007. The Proposed Completion date was originally 9/30/06. The project was initiated later than anticipated and the completion was pushed back accordingly.		
<b>Recommended Action:</b> None at this time. Project will carry-over into FY2007.		

Regional	81	38,360	15,000	53,360	4	1,960	-	1,960	5%	4%
----------	----	--------	--------	--------	---	-------	---	-------	----	----



<b>647 Land Use Model Demonstration Project</b>	<b>Lead:</b>	<b>Jay Witt</b>
Commencement Date: 10/01/05	Proposed Completion: 09/30/06	Status: 7%
<b>Explanation:</b> Staff continue to research preferred modeling tools. However, staff have been working on other projects/services (such as CIM - 661 and Transportation Liaison - 705) and therefore unable to devote large amounts of time to this project. This project is proactive in nature and will be proposed in the draft FY2007 UPWP as part of another project.		
<b>Recommended Action:</b> Lead staff recommends a workday reallocation to other projects.		

Regional	84	43,734	307,945	351,679	45	22,870	-	22,870	54%	7%
----------	----	--------	---------	---------	----	--------	---	--------	-----	----



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2006 VARIANCE REPORT  
 OCTOBER 1, 2005 - JUNE 30, 2006 (75.00%)

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

<b>653 Communications and Education</b>			<b>Lead:</b>	<b>Terri Schorzman</b>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 60%
<b>Explanation:</b> Elements of the project are on track (for example, website redevelopment) while other (additional public materials and education series) will be developed in the summer and fall of the fiscal year.				
<b>Recommended Action:</b> None.				

Regional	119	63,580	38,500	102,080	74	31,548	29,360	60,908	62%	60%
----------	-----	--------	--------	---------	----	--------	--------	--------	-----	-----

<b>655 AMPO, Treasure Valley Access Mgt. Strategy</b>			<b>Lead:</b>	<b>Patricia Nilsson</b>
Commencement Date:	04/17/06	Proposed Completion:	03/31/07	Status: 4%
<b>Explanation:</b> Project was approved as part of Revision 2 to the UPWP in April. On schedule for FY2006.				
<b>Recommended Action:</b> None.				

Regional	80	38,577	17,923	56,500	3	1,931		1,931	4%	3%
----------	----	--------	--------	--------	---	-------	--	-------	----	----



<b>661 Communities in Motion</b>			<b>Lead:</b>	<b>Charles Trainor</b>
Commencement Date:	10/01/03	Proposed Completion:	08/31/06	Status: 93%
<b>Explanation:</b> The Board authorized a three month extension without addition to direct costs. Additional work on plan has delayed implementation activities related to plan under Tasks 620.				
<b>Recommended Action:</b> Shift workdays from Task 620.				
	<b>Workdays</b>	<b>Labor \$</b>	<b>Direct \$</b>	<b>Total</b>
FY04 Actual	573	332,466	163,319	495,785
FY05 Actual	875	434,897	723,475	1,158,372
FY06 Budget	623	345,741	285,556	631,297
<b>Total Project Budget:</b>	<b>2,071</b>	<b>1,113,104</b>	<b>1,172,350</b>	<b>2,285,454</b>

Regional	623	348,816	285,556	634,372	633	325,039	161,181	486,220	102%	77%
----------	-----	---------	---------	---------	-----	---------	---------	---------	------	-----



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2006 VARIANCE REPORT  
 OCTOBER 1, 2005 - JUNE 30, 2006 (75.00%)

<b>685 Transportation Improvement Program</b>			<b>Lead:</b>	<b>Toni Tisdale</b>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 75%
<b>Explanation:</b> Task is proceeding on schedule. The workload has increased the last few months. The final phase of the program will involve a lot of staff time.				
<b>Recommended Action:</b> None.				

	Budget - Rev 2				Actual				% Expended	
	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$
Ada	145	73,188	1,800	74,988	132	65,751	355	66,106	91%	88%
Canyon	97	48,792	1,200	49,992	67	32,648	237	32,885	69%	66%

<b>701 General Membership Services</b>			<b>Lead:</b>	<b>Charles Trainor</b>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 75%
<b>Explanation:</b> Labor and expenditures are on track.				
<b>Recommended Action:</b> None.				

Ada	122	57,160	8,000	65,160	91	40,003	521	40,524	75%	62%
Canyon	30	14,290	2,000	16,290	16	7,996	411	8,407	53%	52%

<b>703 General Public Services</b>			<b>Lead:</b>	<b>Charles Trainor</b>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 75%
<b>Explanation:</b> Lower number of public request showing labor costs are lower compared to 75% of the fiscal year completed.				
<b>Recommended Action:</b> Staff recommends a shift of estimated unexpended labor to cover overage of Task 705.				

Ada	78	40,658	-	40,658	45	19,776	245	20,021	58%	49%
Canyon	26	13,553	-	13,553	14	6,365	81	6,446	55%	48%



<b>705 Transportation Liaison Services</b>			<b>Lead:</b>	<b>Matt Stoll</b>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 75%
<b>Explanation:</b> Staff has been involved in a variety of projects under this program in first three quarters. Workdays and dollars expended are in excess of the amounts budgeted.				
<b>Recommended Action:</b> A204				

Ada	58	33,996	-	33,996	70	41,935	41,935	121%	123%
Canyon	38	22,664	-	22,664	46	26,839	26,839	119%	118%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2006 VARIANCE REPORT  
 OCTOBER 1, 2005 - JUNE 30, 2006 (75.00%)

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

<b>720 Three Cities River Crossing</b>			<i>Lead:</i>	<i>Jay Witt</i>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 75%
<i>Explanation:</i> Modeling and air quality conformity support for ACHD's Three Cities River Crossing Project. Project on track.				
<i>Recommended Action:</i> None.				

Ada	10	5,170	-	5,170	8	3,786	3,786	75%	73%
Canyon				-			-	0%	0%

<b>729 Lake Hazel Extension Study</b>			<i>Lead:</i>	<i>Jay Witt</i>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 98%
<i>Explanation:</i> Several modeling tasks have been requested and completed for this project. More modeling requests are now anticipated. ACHD request for this project will be monitored.				
<i>Recommended Action:</i> Shift resources from Task 751 (West Bench Study) to this task to cover the additional staff time requested.				

Ada	6	2,540	-	2,540	10	5,111	5,111	173%	201%
Canyon				-			-	0%	0%



<b>733 Clean Cities Coalition Participation</b>			<i>Lead:</i>	<i>Jay Witt</i>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 75%
<i>Explanation:</i> Staff participates at stakeholder meetings as requested.				
<i>Recommended Action:</i> Lead staff recommends the reallocation of workdays to Task 705 (Transportation Liason Services).				

Ada	15	8,160	-	8,160	2	1,265	1,265	16%	15%
Canyon				-			-	0%	0%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2006 VARIANCE REPORT  
 OCTOBER 1, 2005 - JUNE 30, 2006 (75.00%)

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

<b>740 Meridian Pathways Plan</b>			<i>Lead:</i>	<i>Ross Dodge</i>	
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status:	0%
<i>Explanation:</i> A consultant has been retained and the scope of work is currently being finalized. Actual work is scheduled to begin this Summer.					
<i>Recommended Action:</i> None.					

Ada	4	2,400	-	2,400	-	-	-	0%	0%
Canyon				-				0%	0%



<b>741 South Meridian Area Plan</b>			<i>Lead:</i>	<i>John Cunningham</i>	
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status:	12%
<i>Explanation:</i> Support for Meridian's South Meridian Area Plan as requested. Meridian staff indicates project will be complete December 06.					
<i>Recommended Action:</i> None.					

Ada	14	7,470	-	7,470	2	863	863	11%	12%
Canyon				-				0%	0%



<b>742 Ten Mile Specific Area Plan</b>			<i>Lead:</i>	<i>John Cunningham</i>	
Commencement Date:	02/01/06	Proposed Completion:	09/30/06	Status:	5%
<i>Explanation:</i> Commencement Date changed from 10/01/05 to 2/1/06. Meridian staff indicates project will be complete December 06.					
<i>Recommended Action:</i> None.					

Ada	6	3,090	-	3,090	0	102	102	3%	3%
Canyon				-				0%	0%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2006 VARIANCE REPORT  
 OCTOBER 1, 2005 - JUNE 30, 2006 (75.00%)

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

<b>749 I-84 High Occupancy Vehicle (HOV) Lane Feasibility Study</b>			<b>Lead:</b>	<b>Jay Witt</b>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 0%
<b>Explanation:</b> No modeling will be requested for this project. Washington Group International was awarded this project as part of the Orchard to Gowen Study. A draft report was submitted to Idaho Transportation Department, District 3 early in the year. COMPASS staff will likely not be given an opportunity to review and comment.				
<b>Recommended Action:</b> Reallocate resources to Task 705 (Transportation Liason Services).				

Regional	6	2,340	-	2,340	0	17	-	17	1%	1%
----------	---	-------	---	-------	---	----	---	----	----	----



<b>751 West Bench Circulation Study</b>			<b>Lead:</b>	<b>Jay Witt</b>
Commencement Date:	10/01/06	Proposed Completion:	09/30/07	Status: 0%
<b>Explanation:</b> ACHD does not anticipate conducting this study until FY07.				
<b>Recommended Action:</b> Reallocate resources to Task 729 (Lake Hazel Extension Study).				

Ada	7	2,690	-	2,690	-	-	-	-	0%	0%
Canyon				-				-	0%	0%



<b>753 Floating Feather Alignment Study</b>			<b>Lead:</b>	<b>Jay Witt</b>
Commencement Date:	05/01/06	Proposed Completion:	09/30/06	Status: 0%
<b>Explanation:</b> Modeling support for ACHD's Floating Feather Alignment Study as requested. CH2MHill has been hired to conduct the study. This project will begin July 2006.				
<b>Recommended Action:</b> None. Staff anticipate conducting the analyses some time this fiscal year.				

Ada	7	2,890	-	2,890	-	-	-	-	0%	0%
Canyon				-				-	0%	0%

<b>755 ACHD - Capital Improvement Plan update</b>			<b>Lead:</b>	<b>Jay Witt</b>
Commencement Date:	01/01/05	Proposed Completion:	09/30/06	Status: 75%
<b>Explanation:</b> Modeling support for ACHD's 2006 revision of it's Capital Improvement Program as requested. Much of the modeling work has been completed and a draft 2007 Capital Improvement Program project list is available. This Plan will be adopted by ACHD Commissioners by the end of the summer.				
<b>Recommended Action:</b> Reallocate days of staff time to other projects.				

Ada	38	18,210	-	18,210	9	4,288	-	4,288	23%	24%
Canyon				-				-	0%	0%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2006 VARIANCE REPORT  
 OCTOBER 1, 2005 - JUNE 30, 2006 (75.00%)

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

<b>757 Regional Functional Classification /Street Typology Study</b>			<b>Lead:</b>	<b>Charles Trainor</b>
Commencement Date:	04/17/06	Proposed Completion:	12/31/06	Status: 0%
<i>Explanation:</i> Project initiated in June, with completion slated for CY 2007.				
<i>Recommended Action:</i> None.				

Ada	12	6,966	73,500	80,466						0%	0%
Canyon	28	16,254	171,500	187,754						0%	0%

<b>760 Legislative Services</b>			<b>Lead:</b>	<b>Matt Stoll</b>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 70%
<i>Explanation:</i> Identification of legislative priorities for next year will consume time in the last quarter. Outreach and education efforts on Coalition for public transportation recommendations are also underway.				
<i>Recommended Action:</i> None.				

Regional	82	48,970	193,100	242,070	43	28,000	113,269	141,269	52%	58%
----------	----	--------	---------	---------	----	--------	---------	---------	-----	-----

<b>801 Transportation Staff Development</b>			<b>Lead:</b>	<b>Jeanne Urlezaga</b>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 90%
<i>Explanation:</i> Higher level of training in the first two quarters. Staff does not expect an over run on this project.				
<i>Recommended Action:</i> None.				

Regional	61	30,420	30,000	60,420	58	29,056	21,084	50,140	95%	83%
----------	----	--------	--------	--------	----	--------	--------	--------	-----	-----

<b>820 Committee Support</b>			<b>Lead:</b>	<b>Jeanne Urlezaga</b>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 75%
<i>Explanation:</i> Many meetings have been charged to the Communities in Motion Project that has impacted the level of support under this task. Staff expects to be back on track by year-end.				
<i>Recommended Action:</i> None.				

Regional	267	105,240	5,000	110,240	164	69,772	2,905	72,677	61%	66%
----------	-----	---------	-------	---------	-----	--------	-------	--------	-----	-----

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2006 VARIANCE REPORT  
 OCTOBER 1, 2005 - JUNE 30, 2006 (75.00%)

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

<b>836 Model Maintenance</b>			<b>Lead:</b>	<b>Jay Witt</b>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 75%
<b>Explanation:</b> Model maintenance continues as needed. Associate level staff have been used to draft a model calibration report and less Assistant level time has been used to date.				
<b>Recommended Action:</b> Staff may request a reallocation of resources in a later revision.				

Regional	144	65,776	44,394	110,170	70	32,364	32,776	65,140	48%	59%
----------	-----	--------	--------	---------	----	--------	--------	--------	-----	-----



<b>842 Congestion Management System Maintenance</b>			<b>Lead:</b>	<b>Jay Witt</b>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 30%
<b>Explanation:</b> This task operates on a calendar year schedule. 2006 data collection was completed in early June. Data analysis will commence in August. The allocated resources reflect the desire to identify opportunities for system improvements if possible. Direct funds are being used for staffing the data collection effort.				
<b>Recommended Action:</b> None.				

Regional	70	32,410	5,000	37,410	21	8,041	3,394	11,435	30%	31%
----------	----	--------	-------	--------	----	-------	-------	--------	-----	-----

<b>856 Transportation Studies Coordination</b>			<b>Lead:</b>	<b>Toni Tisdale</b>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 30%
<b>Explanation:</b> This task is behind schedule because other projects have taken priority. Staff will not use the full amount of workdays budgeted under this task.				
<b>Recommended Action:</b> Staff may request a reallocation of resources in a later revision.				

Regional	7	3,810	-	3,810	2	960		960	31%	25%
----------	---	-------	---	-------	---	-----	--	-----	-----	-----



<b>860 Geographic Information System Maintenance</b>			<b>Lead:</b>	<b>Ross Dodge</b>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 75%
<b>Explanation:</b> GIS maintenance is an ongoing internal task of the GIS group. Acquisition and editing of data; building processes to analyze data; providing access to GIS tools for staff; and building GIS capability all fall under this task. GIS maintenance provides a basis from which to begin other GIS tasks.				
<b>Recommended Action:</b> Staff will review the budget requirements for this task and determine if an adjustment will be necessary.				

Ada	178	83,312	1,760	85,072	171	78,617		78,617	96%	92%
Canyon	45	20,828	440	21,268	42	16,680		16,680	94%	78%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
 FY2006 VARIANCE REPORT  
 OCTOBER 1, 2005 - JUNE 30, 2006 (75.00%)

Budget - Rev 2				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:</b>	<b>Ross Dodge</b>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 75%
<b>Explanation:</b> At the pace development has occurred this year these requests continue to be higher than anticipated. Staff expects this project will continue to overrun.				
<b>Recommended Action:</b> Staff recommends a budget adjustment with the next revision.				

Ada Canyon	10	3,660	-	3,660	11	4,367	4,367	114%	119%
				-			-	0%	0%



<b>900 Operations</b>			<b>Lead:</b>	<b>Jeanne Urlezaga</b>
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 75%
<b>Explanation:</b> Project on track according to schedule and budget.				
<b>Recommended Action:</b> None.				

Regional	952	-	40,935	40,935	746	25,837	25,837	78%	63%
----------	-----	---	--------	--------	-----	--------	--------	-----	-----

T:\FY06\900 Operations\991 Support Services Labor\Variance Reports\April06 Variance Report.xls

LEGEND:



Potential budget adjustment.  
Staff Monitoring



Slow Start. Project may go into next year.



Project over labor or dollar budget with more costs anticipated  
Adjustment needed in next UPWP revision.

TOTAL ALL TASKS										
Ada	816	401,461	98,061	499,522	586	278,828	1,121	279,949	72%	56%
Canyon	375	189,557	236,417	425,973	222	104,363	49,087	153,450	59%	36%
Regional	3,045	1,064,425	3,125,180	4,189,604	2,226	751,273	937,910	1,689,183	73%	40%
<b>TOTAL</b>	<b>4,236</b>	<b>1,655,442</b>	<b>3,459,657</b>	<b>5,115,099</b>	<b>3,034</b>	<b>1,134,464</b>	<b>988,118</b>	<b>2,122,582</b>	<b>72%</b>	<b>41%</b>