



COMPASS

COMMUNITY PLANNING ASSOCIATION

of Southwest Idaho

COMPASS FINANCE COMMITTEE

July 15, 2005 - 2:30 p.m.
COMPASS Conference Room
Meridian, Idaho

AGENDA

(The meeting packet and all attachments can be accessed on the Internet at: <http://www.compassidaho.org/board.html>)

I. AGENDA ADDITIONS/CHANGES (2:30)

II. OPEN DISCUSSION/ANNOUNCEMENTS (2:35)

III. CONSENT AGENDA (2:40)

- *A. **Approve April 15, 2005, and June 29, 2005, Finance Committee Meeting Minutes**
A copy of the April 15, 2005 and June 29, 2005, Finance Committee meeting minutes are attached.

IV. ACTION ITEMS

- 2:45 *A. **Review Revision 4 of the FY2005 Unified Planning Work Program and Budget and Recommend for Approval** **Jeanne Urlezaga**
Staff will review Revision 4 of the FY2005 Unified Planning Work Program and Budget.
- 3:30 *B. **Review Variance Report: October 1, 2004 to June 30, 2005** **Jeanne Urlezaga**
A copy of the October 1, 2004 to June 30, 2005 Variance Report is attached.
- 3:40 *C. **Approve COMPASS Board Travel Reimbursement Policy** **Jeanne Urlezaga**
The COMPASS Executive Committee approved implementing the attached COMPASS Board Travel Reimbursement Policy.
- 3:50 D. **Reschedule October 21, 2005, Finance Committee Meeting** **Jeanne Urlezaga**
Staff will present a request to reschedule the October 21, 2005, Finance Committee meeting to November 18, 2005, due to year-end closing and audit preparation.

V. OTHER

VI. ADJOURNMENT (3:55)

* Enclosures

Times are approximate. Agenda is subject to change.

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**Community Planning Association of Southwest Idaho
COMPASS Finance Committee
COMPASS Conference Room
April 15, 2005**

***** MINUTES*****

ATTENDEES: Elaine Clegg, Councilwoman, City of Boise
David Ferdinand, Commissioner, Canyon County, **Vice-Chair**
Bob Flowers, Mayor, City of Parma
Carol McKee, Commissioner, for John Franden, Commissioner, Ada
County Highway District
Judy Peavey-Derr, Commissioner, Ada County

ABSENT MEMBERS: A.J. Balukoff, Boise School District, **Chair**
Frank McKeever, Mayor, City of Middleton

OTHERS ATTENDING: Nancy Brecks, Community Planning Association
Matt Stoll, Community Planning Association
Cindy Thiel, Community Planning Association
Jeanne Urlezaga, Community Planning Association

CALL TO ORDER:

Board Chair Bob Flowers called the meeting to order at 2:40 p.m.

CONSENT AGENDA

A. Approve January 21, 2005, Finance Committee Meeting Minutes

Carol McKee moved and David Ferdinand seconded approval of the Consent Agenda as presented. Motion passed unanimously.

ACTION ITEMS

A. Elect COMPASS Finance Committee Officers

Elaine Clegg moved and Judy Peavey-Derr seconded appointing A.J. Balukoff as Chair. Motion passed unanimously.

Judy Peavey-Derr moved and Elaine Clegg seconded appointing David Ferdinand as Vice-Chair. Motion passed unanimously.

B. Review Variance Report: October 1, 2004 to March 31, 2005

Jeanne Urlezaga reviewed the October 1, 2004 to March 31, 2005 Variance Report.

C. Recommend Board Approval of Revision 3 of the FY2005 Unified Planning Work Program and Budget

Matt Stoll reviewed Revision 3 of the FY2005 Unified Planning Work Program and Budget.

After discussion, **Judy Peavey-Derr moved and Elaine Clegg seconded recommending Board approval of Revision 3 of the FY2005 Unified Planning Work Program and Budget as presented. Motion passed unanimously.**

D. Approve June 29, 2005, Special Finance Committee Meeting

Jeanne Urlezaga stated staff requests a special meeting to review the proposed FY2006 Unified Planning Work Program and Budget.

Judy Peavey-Derr moved and Carol McKee seconded scheduling a June 29, 2005 Special Finance Committee meeting. Motion passed unanimously.

ADJOURNMENT

Judy Peavey-Derr moved and Carol McKee seconded adjournment at 3:15 p.m.

Dated this 15th Day of July 2005.

APPROVED:

**By: _____
A. J. Balukoff, Chair
COMPASS Finance Committee**

ATTEST:

**By: _____
David Ferdinand, Vice-Chair
COMPASS Finance Committee**



**Community Planning Association of Southwest Idaho
COMPASS Finance Committee
COMPASS Conference Room
June 29, 2005**

***** MINUTES*****

ATTENDEES: A.J. Balukoff, Boise School District, **Chair**
 Dave Bivens, Commissioner, for John Franden, Commissioner, Ada
 County Highway District
 Bob Flowers, Mayor, City of Parma
 Frank McKeever, Mayor, City of Middleton
 Judy Peavey-Derr, Commissioner, Ada County

ABSENT MEMBERS: David Ferdinand, Commissioner, Canyon County, **Vice-Chair**
 Elaine Clegg, Councilwoman, City of Boise

OTHERS ATTENDING: Nancy Brecks, Community Planning Association
 Matt Stoll, Community Planning Association
 Cindy Thiel, Community Planning Association

CALL TO ORDER:

Chair A.J. Balukoff called the meeting to order at 3:30 p.m.

ACTION ITEMS

- A. Review Draft FY2006 Unified Planning Work Program and Budget and Recommend for Approval**

Matt Stoll reviewed the draft FY2006 Unified Planning Work Program and Budget.

After discussion, **Bob Flowers moved and Frank McKeever seconded to recommend approval by the COMPASS Board of the draft FY2006 Unified Planning Work Program and Budget; direct staff to look at how to incorporate the requests from member agencies for COMPASS staff support, with the exception of the Treasure Valley Clean Cities Coalition; and to incorporate the Rail Feasibility Corridor Study. Motion passed unanimously.**

ADJOURNMENT

Bob Flowers moved and Frank McKeever seconded adjournment at 4:45 p.m.

Dated this 15th Day of July 2005.

APPROVED:

By: _____
A. J. Balukoff, Chair
COMPASS Finance Committee

ATTEST:

By: _____
David Ferdinand, Vice-Chair
COMPASS Finance Committee



MEMORANDUM

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: July 7, 2005

RE: Recommend Board Approval of Revision 4 of the FY2005 Unified Planning Work Program and Budget

Action Requested:

Recommend Board approval of Revision 4 of the FY2005 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 resolutions and documents to the appropriate funding agencies. Prior to presentation to the Board, proposed modifications of these documents are brought to the Regional Technical Advisory Committee and Finance Committee for recommendation to the Board.

Revision 4 of the FY2005 Unified Planning Work Program and Budget is proposed for the following reasons:

1. Move FY2006 projects forward as a result of the Balancing Committee action taken on June 24, 2005;
2. Re-allocate workdays as noted under Item #3; and
3. Adjust allocation between counties to reflect actual.

The following documents are attached to this memorandum for additional detail of the proposed Revision 4 of the FY2005 Unified Planning Work Program and Budget:

- Recommended Changes for Revision 4;
- Revenue and Expense Summary;
- Program Expenses Allocated by Year;
- Revenue by Funding Source;
- Expenses by Work Program Number and Funding Source – Ada County;
- Expenses by Work Program Number and Funding Source – Canyon County;
- Expenses by Work Program Number and Funding Source – Regional;
- Expenses by Work Program Number and Funding Source – Total;
- Change in Fund Balance;
- Direct Expense Summary; and
- Workday Allocation.

Status:

Staff requests the Finance Committee's review and recommendation of Board adoption of Revision 4 of the FY2005 Unified Planning Work Program and Budget. This revision will be presented to the Regional Technical Advisory Committee in July.

Recommended Changes for Revision 4:

#	Revenue Adjustment	\$ Change	Expense Adjustment	\$ Change
1	Add FY2006 STP-TMA Key #8697 dollars-Ada County to FY2005 as a result of the Balancing Committee action on June 24, 2005.	\$ 195,698	Reserve dollars to be programmed in FY2006.	\$ 195,698
2	Add STP-TMA Key #8960 dollars for the Rail Corridor Feasibility Study. Valley Regional Transit has requested that COMPASS coordinate this project. The Balancing Committee acted to move these dollars from FY2006 to FY2005 at the June 24, 2005 meeting.	\$ 277,980	Create new program number 631-Rail Corridor Feasibility Study and program Professional Service Agreement dollars.	\$ 277,980
3			<p>Re-allocate workdays to cover estimated overages in programs, including a provision for the increased effort in <i>Communities in Motion</i>.</p> <p><u>Programs needing additional workdays:</u></p> <p>626-Population Estimate Development (9 days) \$ 2,950</p> <p>661-<i>Communities in Motion</i> (224 days) \$ 99,912</p> <p>685-Transportation Improvement Program (36 days) \$ 15,050</p> <p>725-Downtown Boise Mobility Study (2 days) \$ 1,020</p> <p>860-Geographic Information System Maintenance (29 days) \$ 14,730</p> <p>861-Ada County Orthophography (3 days) \$ 1,520</p> <p><u>Programs complete, with remaining workdays to re-allocate:</u></p> <p>605-Triennial Review (68 days) (\$ 26,592)</p> <p>656-Studies Coordination System Development (27 days) (\$ 11,000)</p> <p>662-Destination 2030 Limited update (35 days) (\$ 18,720)</p> <p>735-Public Transportation/Air Quality Interim Committee (8 days) (\$ 3,850)</p>	

			<u>Other workday re-allocations, based on updated estimates through September, 2005.</u> 638-Mode Choice Model Development (36 days) (\$ 15,180) 653-Outreach Program Development (15 days) (\$ 4,920) 701-General Membership Services (21 days) (\$ 11,120) 703-General Public Services (45 days) (\$ 24,650) 729-Lake Hazel-Gowen Study (10 days) (\$ 4,240) 755-ACHD/Impact Fee Program (12 days) (\$ 5,000) 842-Congestion Management System Maintenance (26 days) (\$ 9,910)	
4			Adjust allocation percentages between counties to reflect actual year-to-date activity. 620-Development Monitoring from 68%/32% to 50%/50% Ada County (\$ 4,450) Canyon County \$ 4,450 626-Population Estimate Development from 68%/32% to 50%/50% Ada County (\$ 2,333) Canyon County \$ 2,333 701 General Membership Services from 67%/33% to 80%/20% Ada County \$ 13,636 Canyon County (\$ 13,636)	
		TOTALS		\$ 473,678
				\$ 473,678

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2005 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 4
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2005	FY2005
	Revision 3	Revision 4
GENERAL MEMBERSHIP		
Ada County	137,599	137,599
Ada County Highway District	137,599	137,599
Association of Canyon County Highway Districts	21,623	21,623
Boise City	73,356	73,356
Caldwell City	18,936	18,936
Canyon County	92,939	92,939
Eagle City	6,020	6,020
Garden City	4,281	4,281
Kuna City	3,555	3,555
Meridian City	17,486	17,486
Middleton City	2,109	2,109
Nampa City	38,607	38,607
Notus City	259	259
Parma City	1,011	1,011
Star City	936	936
Subtotal	556,316	556,316
SPECIAL MEMBERSHIP		
Boise State University	5,600	5,600
Capital City Development Corporation	5,600	5,600
Department of Environmental Quality	5,600	5,600
Idaho Transportation Department	5,600	5,600
Independent School District of Boise City	5,600	5,600
Joint School District #2	5,600	5,600
Valley Regional Transit	5,600	5,600
Subtotal	39,200	39,200
GRANT AND SPECIAL		
CMAQ - Biodiesel project Key #8858	19,857	19,857
FHWA/FTA - Consolidated Planning Grant FY05/Ada	673,332	673,332
FHWA/FTA - Consolidated Planning Grant FY05/Canyon	236,822	236,822
FHWA/FTA - Consolidated Planning Grant FY04/Ada	417	417
FHWA/FTA - Consolidated Planning Grant FY04/Canyon	146	146
FTA 5307(04) Mode Choice Model/Communities in Motion, carry-over	93,000	93,000
FTA 5307(03) Mode Choice Model/Communities in Motion, carry-over	122,080	122,080
STP TMA - Key #8138, FY04, Transportation Planning, Ada, carry-over	106,571	106,571
STP TMA - Key #8468, FY05, Transportation Planning, Ada	244,622	244,622
STP TMA - Key #8697, FY06 Transportation Planning, Ada	-	195,698
STP TMA - Key #8960, Rail Corridor Feasibility Study, Ada	-	277,980
STP-U Key #9206, FY04, Transportation Planning, Canyon, carry-over	10,500	10,500
STP-U Key #9207, FY05, Transportation Planning, Canyon	61,156	61,156
STP-S Key #7826, FY04, US 20/26 Corridor Preservation Study, carry-over	391,788	391,788
STP-S Key #7826, FY05, US 20/26 Corridor Preservation Study	532,795	532,795
ITD-local match for Key #7826, US 20/26 Corridor Preservation Study	73,240	73,240
STP-S Key #7827, FY04, SH44 Corridor Preservation Study, carry-over	419,900	419,900
STP-S Key #7827, FY05, SH44 Corridor Preservation Study	996,093	996,093
ITD-local match for Key #7827, SH44 Corridor Preservation Study	112,168	112,168
STP-U Key #9134, FY04 Middleton Road Connections Study, carry-over	-	-
STP-U Key #9660, FY04 Middleton Road Connections Study, carry-over	157,009	157,009
City of Nampa-local match for Key #9134, Middleton Road Connections	12,434	12,434
Subtotal	4,263,930	4,737,608
OTHER		
ITD-Communities in Motion	500,000	500,000
City of Middleton - Middleton Circulation Plan	4,000	4,000
Participating agency revenue-installation of E85(Ethanol) pump.	20,000	20,000
Data Dissemination	19,000	19,000
Interest Income	7,000	7,000
Ortho Photos, Ada County	20,000	20,000
Ortho Photos, Ada County, carry-over from fund balance	50,000	50,000
Carry-over (local funds for match) from fund balance	64,713	64,713
Mapping and Miscellaneous	7,500	7,500
Subtotal	692,213	692,213
COMPASS REVENUE	5,551,659	6,025,337

PASS THROUGH		
STP Urban - Key #7702, FY01	9,055	9,055
STP Urban - Key #8137, FY03	163	163
STP Urban - Key #8821, FY02	581,366	581,366
STP-Urban - Key #9134, FY03	4,465	4,465
PASS THROUGH REVENUE	595,049	595,049

TOTAL REVENUE	6,146,708	6,620,386
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EXPENSE	FY2005	FY2005
	Revision 3	Revision 4
SALARY, FRINGE & CONTINGENCY		
Salary	890,700	890,700
Fringe	334,800	334,800
Salary Contingency (Overtime and Bonus)	13,000	13,000
Sick Time Trade	10,000	10,000
Subtotal	1,248,500	1,248,500
INDIRECT OPERATIONS & MAINTENANCE		
COMPASS	309,300	309,300
DIRECT OPERATIONS & MAINTENANCE		
Planning & Administrative:		
FY2005 Direct Expenses:		
601, UPWP Budget Development and Monitoring	-	-
605, Triennial Review	1,400	1,400
610, SH44 Corridor Preservation Study	1,430,000	1,430,000
611, US 20/26 Corridor Preservation Study	930,000	930,000
612, Middleton Road Connections Study	154,096	154,096
620, Development Monitoring	-	-
626, Population Estimate Development	3,000	3,000
631, Rail Corridor Feasibility Study	-	277,980
638, Mode Choice Model Development	167,600	167,600
644, Air Quality Modeling Improvements	21,430	21,430
653, Outreach Program Development	22,500	22,500
656, Studies Coordination System Development	10,000	10,000
661, Communities in Motion	935,966	935,966
662, Destination 2030-Limited Plan Update	6,000	6,000
685, Transportation Improvement Program	8,000	8,000
701, General Membership Services	15,000	15,000
703, General Public Services	700	700
707, Educational Services	16,000	16,000
720, Three Cities River Crossing	-	-
723, Middleton Circulation Plan	-	-
725, Downtown Boise Mobility Study	-	-
729, Lake Hazel-Gowen Study	-	-
733, Clean Cities Coalition Participation	20,000	20,000
735, Public Transportation/Air Quality Interim Committee	-	-
755, ACHD/Impact Fee Program	-	-
760, Legislative Services	67,000	67,000
801, Staff Development	20,000	20,000
820, Committee Support	3,000	3,000
836, Model Maintenance	16,000	16,000
842, Congestion Management System Maintenance	6,500	6,500
860, Geographic Information System Maintenance	1,000	1,000
861, Ada County Orthophotography	70,000	70,000
990, Operations	62,000	62,000
Subtotal	3,987,192	4,265,172
COMPASS EXPENSE	5,544,992	5,822,972

COMPASS SUMMARY WITHOUT PASS THROUGH		
TOTAL REVENUE	5,551,659	6,025,337
TOTAL EXPENSES	5,544,992	5,822,972
UNPROGRAMMED STP-TMA KEY #8697 DOLLARS	-	195,698
CHANGE IN FUND BALANCE	6,667	6,667

PASS THROUGH		
Valley Regional Transit-Rail Corridor Study	9,055	9,055
Idaho Department of Water Resources-Biodiesel Fuel	163	163
Ada County Highway District-Three Cities River Crossing	581,366	581,366
Downtown Caldwell Circulation Study	4,465	4,465
PASS THROUGH EXPENSE	595,049	595,049

TOTAL EXPENSE	6,140,041	6,418,021
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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2005 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 4
 PROGRAM EXPENSES ALLOCATED BY YEAR**

EXPENSE	TOTAL	FY2005	FY2006
Salary, Fringe & Contingency	1,248,500	1,248,500	
Indirect Operations and Maintenance	309,300	309,300	
<u>Direct Operations and Maintenance</u>			
601, UPWP Budget Development and Monitoring	-	-	
605, Triennial Review	1,400	1,400	
610, SH44 Corridor Preservation Study	1,430,000	643,500	786,500
611, US 20/26 Corridor Preservation Study	930,000	483,600	446,400
612, Middleton Road Connections Study	154,096	154,096	
620, Development Monitoring	-	-	
626, Population Estimate Development	3,000	3,000	
631, Rail Corridor Feasibility Study	277,980	-	277,980
638, Mode Choice Model Development	167,600	167,600	
644, Air Quality Modeling Improvements	21,430	21,430	
653, Outreach Program Development	22,500	22,500	
656, Studies Coordination System Development	10,000	10,000	
661, Communities in Motion	935,966	870,966	65,000
662, Destination 2030-Limited Plan Update	6,000	6,000	
685, Transportation Improvement Program	8,000	8,000	
701, General Membership Services	15,000	15,000	
703, General Public Services	700	700	
707, Educational Services	16,000	16,000	
720, Three Cities River Crossing	-	-	
723, Middleton Circulation Plan	-	-	
725, Downtown Boise Mobility Study	-	-	
729, Lake Hazel-Gowen Study	-	-	
733, Clean Cities Coalition Participation	20,000	20,000	
735, Public Transportation/Air Quality Interim Committee	-	-	
755, ACHD/Impact Fee Program	-	-	
760, Legislative Services	67,000	67,000	
801, Staff Development	20,000	20,000	
820, Committee Support	3,000	3,000	
836, Model Maintenance	16,000	16,000	
842, Congestion Management System Maintenance	6,500	6,500	
860, Geographic Information System Maintenance	1,000	1,000	
861, Ada County Orthophotography	70,000	-	70,000
990, Operations	62,000	62,000	
TOTAL COMPASS EXPENSE	5,822,972	4,177,092	1,645,880

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2005 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 4
REVENUE BY FUNDING SOURCE**

	FY2005 REVISION 3					FY2005 REVISION 4				
	Ada	Canvon	Regional	Pass-Through	Total	Ada	Canvon	Regional	Pass-Through	Total
General Membership										
Ada County	137,599				137,599	137,599				137,599
Ada County Highway District	137,599				137,599	137,599				137,599
Association of Canyon County Highway Districts		21,623			21,623		21,623			21,623
Boise City	73,356				73,356	73,356				73,356
Caldwell City		18,936			18,936		18,936			18,936
Canyon County		92,939			92,939		92,939			92,939
Eagle City	6,020				6,020	6,020				6,020
Garden City	4,281				4,281	4,281				4,281
Kuna City	3,555				3,555	3,555				3,555
Meridian City	17,486				17,486	17,486				17,486
Middleton City		2,109			2,109		2,109			2,109
Nampa City		38,607			38,607		38,607			38,607
Notus City		259			259		259			259
Parma City		1,011			1,011		1,011			1,011
Star City	936				936	936				936
Transfer Local Dollars to Regional Projects	-235,797	-104,437	340,234		0	-239,387	-109,574	348,961		0
Sub-total	145,035	71,047	340,234	0	556,316	141,445	65,910	348,961	0	556,316
Special Membership										
Boise State University			5,600		5,600			5,600		5,600
Capital City Development Corporation	5,600				5,600	5,600				5,600
Department of Environmental Quality			5,600		5,600			5,600		5,600
Idaho Transportation Department			5,600		5,600			5,600		5,600
Independent School District of Boise City	5,600				5,600	5,600				5,600
Joint School District #2	5,600				5,600	5,600				5,600
Valley Regional Transit			5,600		5,600			5,600		5,600
Sub-total	16,800	0	22,400	0	39,200	16,800	0	22,400	0	39,200
FHWA/FTA Consolidated Planning Grant										
FY2004	417	146			563	417	146			563
FY2005	673,332	236,822			910,154	673,332	236,822			910,154
Transfer Consolidated Planning Grant Dollars to Regional Projects	-477,296	-145,073	622,369		0	-477,586	-148,665	626,251		0
Sub-total	196,453	91,895	622,369	0	910,717	196,163	88,303	626,251	0	910,717
Surface Transportation Program										
Urban-Key#7702-Valley Regional Transit Rail Corridor Feasibility Study				9,055	9,055				9,055	9,055
State- Key#7826 SH 20/26 Corridor Preservation Study			924,583		924,583			924,583		924,583
State- Key#7827 SH 44 Corridor Preservation Study			1,415,993		1,415,993			1,415,993		1,415,993
Urban-Key#8137-ID Dept of Water Resources-Biodiesel				163	163				163	163
Urban-Key#8138-FY04 TMA - Ada County	37,861		68,710		106,571	22,007	84,564			106,571
Urban-Key#8468-FY05 TMA - Ada County			244,622		244,622		244,622			244,622
Urban-Key#8697-FY06 TMA - Ada County					0	195,698				195,698
Urban-Key#8821-ACHD Three Cities River Crossing				581,366	581,366				581,366	581,366
Urban-Key#8960-Rail Corridor Feasibility Study - Ada County					0	277,980				277,980
Urban-Key#9134-Downtown Caldwell Circulation Study				4,465	4,465				4,465	4,465
Urban-Key#9134-Middleton Road Connections Study		0			0		0			0
Urban-Key#9206-FY04 Canyon County			10,500		10,500			10,500		10,500
Urban-Key#9207-FY05 Canyon County			61,156		61,156			61,156		61,156
Urban-Key#9660-Middleton Road Connections Study		157,009			157,009		157,009			157,009
Sub-total	37,861	157,009	2,725,564	595,049	3,515,483	495,685	157,009	2,741,418	595,049	3,989,161
Other Federal Aid										
CMAQ-Biodiesel Key#8858			19,857		19,857			19,857		19,857
FTA Section 5307 (04)			93,000		93,000			93,000		93,000
FTA Section 5307 (03)			122,080		122,080			122,080		122,080
Sub-total	0	0	234,937	0	234,937	0	0	234,937	0	234,937
Other Revenue Sources										
ITD-Communities in Motion			500,000		500,000			500,000		500,000
City of Middleton-Middleton Circulation Plan		4,000			4,000		4,000			4,000
Local Carry-over			64,713		64,713			64,713		64,713
City of Nampa-match for Key#9134-Middleton Road Connections		12,434			12,434		12,434			12,434
ITD-match for Key#7826-US 20/26 Corridor Preservation Study			73,240		73,240			73,240		73,240
ITD-match for Key#7827-SH 44 Corridor Preservation Study			112,168		112,168			112,168		112,168
Participating agency revenue-installation of E85(Ethanol) pump.	20,000				20,000	20,000				20,000
Data Dissemination-Sales	19,000				19,000	19,000				19,000
Orthophotography	70,000				70,000	70,000				70,000
Maps and Miscellaneous-Sales	7,500				7,500	7,500				7,500
Interest Income			7,000		7,000			7,000		7,000
Sub-total	116,500	16,434	757,121	0	890,055	116,500	16,434	757,121	0	890,055
Grand Total	512,649	336,385	4,702,625	595,049	6,146,708	966,593	327,656	4,731,088	595,049	6,620,386

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2005 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 4
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE - ADA COUNTY**

WORK PROGRAM NUMBER	EXPENSES				%		ADA COUNTY																			GRAND TOTAL		
	Labor &						FEDERAL											LOCAL FUNDING										
	Work Days	Indirect Cost	Direct Cost	Total Cost	Ada	Canyon	CPG 05 FHWA/FTA	CPG 04 FHWA/FTA	FTA (03) Section 5307	FTA (04) Section 5307	STP-U #7702	STP-STATE #7826	STP-STATE #7827	STP-TMA #8138	STP-TMA #8468	STP-U #8821	STP-U #8960	STP-U #9134	STP-U #9206	STP-U #9207	Total Federal	Match	Carry-over	Local	Other Revenue		Total Local	
261 Valley Regional Transit-Rail Corridor Feasibility Study	-	-	9,055	9,055	100%	0%					9,055										9,055						-	9,055
262 ACHD-Three Cities River Crossing	-	-	581,366	581,366	100%	0%									581,366						581,366						-	581,366
274 Downtown Caldwell Circulation Study	-	-	4,465	4,465	0%	100%															-						-	-
275 Idaho Department of Water Resources-Biodiesel	-	-	163	163		Regional															-						-	-
TOTAL PASS THROUGH	-	-	595,049	595,049							9,055				581,366						590,421							590,421
601 UPWP/Budget Development and Monitoring	175	90,781	-	90,781		Regional															-						-	-
605 Triennial Review	47	26,720	1,400	28,120		Regional															-						-	-
610 SH 44 Corridor Preservation Study	214	98,160	1,430,000	1,528,160		Regional															-						-	-
611 US 20/26 Corridor Preservation Study	149	67,820	930,000	997,820		Regional															-						-	-
612 Middleton Road Connections Study	32	15,350	154,096	169,446	0%	100%															-						-	-
620 Development Monitoring	71	24,720	-	24,720	50%	50%	11,453														11,453	907				907	12,360	4
626 Population Estimate Development	26	9,960	3,000	12,960	50%	50%	6,004														6,004	476				476	6,480	3,4
631 Rail Corridor Feasibility Study	-	-	277,980	277,980	100%	0%									277,980						277,980						277,980	2
638 Mode Choice Model Development	85	35,850	167,600	203,450		Regional															-						-	-
644 Air Quality Modeling Improvements	65	27,060	21,430	48,490		Regional															-						-	-
653 Outreach Program Development	81	39,610	22,500	62,110		Regional															-						-	-
656 Studies Coordination System Development	13	6,505	10,000	16,505		Regional															-						-	-
661 Communities in Motion	823	422,254	935,966	1,358,220		Regional															-						-	-
662 Destination 2030-Limited Plan Update	37	17,750	6,000	23,750	100%	0%							22,007								22,007	1,743				1,743	23,750	3
685 Transportation Improvement Program	305	130,700	8,000	138,700	60%	40%	77,112						22,007								77,112	6,108				6,108	83,220	3
TOTAL PROJECTS	2,123	1,013,240	3,967,972	4,981,212			94,569						22,007								394,556	9,234					9,234	403,790
701 General Membership Services	186	89,890	15,000	104,890	80%	20%	77,336	417													77,753	6,159				6,159	83,912	3,4
703 General Public Services	110	46,710	700	47,410	68%	32%															-	-	5,739	26,500	32,239	32,239	3	
705 Transportation Liaison Services	106	63,100	-	63,100	68%	32%															-	-	42,908		42,908	42,908	3	
707 Educational Services	28	13,220	16,000	29,220		Regional															-					-	-	
720 Three Cities River Crossing	15	9,950	-	9,950	100%	0%	9,220														9,220	730			730	9,950	3	
723 Middleton Circulation Plan	10	4,390	-	4,390	0%	100%															-					-	-	
725 Downtown Boise Mobility Study	5	2,540	-	2,540	100%	0%	2,354														2,354	186			186	2,540	3	
729 Lake Hazel-Gowen Study	5	2,210	-	2,210	100%	0%	2,048														2,048	162			162	2,210	3	
733 Clean Cities Coalition Participation	11	5,260	20,000	25,260	100%	0%	4,874														4,874	386		20,000	20,386	25,260	3	
735 Public Transportation/Air Quality Interim Committee	8	5,600	-	5,600		Regional															-					-	-	
755 ACHD/Impact Fee Program	13	5,770	-	5,770	100%	0%	5,346														5,346	424			424	5,770	3	
760 Legislative Services	36	25,400	67,000	92,400		Regional															-					-	-	
TOTAL SERVICES	533	274,040	118,700	392,740			101,177	417													101,594	8,048		48,647	46,500	103,195	204,789	
801 Staff Development	53	25,640	20,000	45,640		Regional															-					-	-	
820 Committee Support	268	101,300	3,000	104,300		Regional															-					-	-	
836 Model Maintenance	28	11,230	16,000	27,230		Regional															-					-	-	
842 Congestion Management System Maintenance	54	24,540	6,500	31,040		Regional															-					-	-	
860 Geographic Information System Maintenance	217	104,120	1,000	105,120	80%	20%															-		84,096		84,096	84,096	3	
861 Ada County Orthophotography	8	3,690	70,000	73,690	100%	0%															-	-	3,690	70,000	73,690	73,690	3	
TOTAL SYSTEM MAINTENANCE	628	270,520	116,500	387,020																				87,786	70,000	157,786	157,786	
960 Information Technology	217	-	-	-		Regional															-					-	-	
990 Direct Operations / Maintenance	0	-	62,000	62,000		Regional															-					-	-	
991 Support Services Labor	858	-	-	-		Regional															-					-	-	
999 Indirect Operations/Maintenance	0	-	-	-		Regional															-					-	-	
TOTAL INDIRECT/OVERHEAD	1,075	-	62,000	62,000																								
GRAND TOTAL	4,359	1,557,800	4,860,221	6,418,021			195,746	417					22,007		581,366	277,980				1,086,571	17,282		136,433	116,500	270,215	1,356,786		

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2005 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 4
EXPENSES BY WORK PROGRAM NUMBER AND FUNDING SOURCE - CANYON COUNTY**

WORK PROGRAM NUMBER	EXPENSES				%		CANYON COUNTY														LOCAL FUNDING					GRAND TOTAL
	Labor &						FEDERAL																			
	Work Days	Indirect Cost	Direct Cost	Total Cost	Ada	Canyon	CPG 05 FHWA/FTA	CPG 04 FHWA/FTA	FTA (03) Section 5307	FTA (04) Section 5307	STP-STATE #7826	STP-STATE #7827	STP-TMA #8138	STP-TMA #8468	STP-U #8821	STP-U #9134	STP-U #9206	STP-U #9207	STP-U #9660	Total Federal	Match	Carry-over Match	Local	Other Revenue	Total Local	
261 Valley Regional Transit-Rail Corridor Feasibility Study	-	-	9,055	9,055	100%	0%															-	-	-	-	-	
262 ACHD-Three Cities River Crossing	-	-	581,366	581,366	100%	0%															-	-	-	-	-	
274 Downtown Caldwell Circulation Study	-	-	4,465	4,465	0%	100%									4,465					4,465	-	-	-	-	4,465	
275 Idaho Department of Water Resources-Biodiesel	-	-	163	163		Regional															-	-	-	-	-	
TOTAL PASS THROUGH	-	-	595,049	595,049											4,465					4,465					4,465	
601 UPWP/Budget Development and Monitoring	175	90,781	-	90,781		Regional														-	-	-	-	-		
605 Triennial Review	47	26,720	1,400	28,120		Regional														-	-	-	-	-		
610 SH 44 Corridor Preservation Study	214	98,160	1,430,000	1,528,160		Regional														-	-	-	-	-		
611 US 20/26 Corridor Preservation Study	149	67,820	930,000	997,820		Regional														-	-	-	-	-		
612 Middleton Road Connections Study	32	15,350	154,096	169,446	0%	100%									-			157,009	157,009	0		12,437	12,437	169,446		
620 Development Monitoring	71	24,720	-	24,720	50%	50%	11,453													11,453	907			907	12,360	
626 Population Estimate Development	26	9,960	3,000	12,960	50%	50%	6,004													6,004	476			476	6,480	
631 Rail Corridor Feasibility Study	-	-	277,980	277,980	100%	0%														-	-	-	-	-		
638 Mode Choice Model Development	85	35,850	167,600	203,450		Regional														-	-	-	-	-		
644 Air Quality Modeling Improvements	65	27,060	21,430	48,490		Regional														-	-	-	-	-		
653 Outreach Program Development	81	39,610	22,500	62,110		Regional														-	-	-	-	-		
656 Studies Coordination System Development	13	6,505	10,000	16,505		Regional														-	-	-	-	-		
661 Communities in Motion	823	422,254	935,966	1,358,220		Regional														-	-	-	-	-		
662 Destination 2030-Limited Plan Update	37	17,750	6,000	23,750	100%	0%														-	-	-	-	-		
685 Transportation Improvement Program	305	130,700	8,000	138,700	60%	40%	51,408													51,408	4,072			4,072	55,480	
TOTAL PROJECTS	2,123	1,013,240	3,967,972	4,981,212			68,865												157,009	225,874	5,455			12,437	17,892	243,766
701 General Membership Services	186	89,890	15,000	104,890	80%	20%	19,292	146												19,438	1,540			1,540	20,978	
703 General Public Services	110	46,710	700	47,410	68%	32%														-	-	15,171		15,171	15,171	
705 Transportation Liaison Services	106	63,100	-	63,100	68%	32%														-	-	20,192		20,192	20,192	
707 Educational Services	28	13,220	16,000	29,220		Regional														-	-	-	-	-		
720 Three Cities River Crossing	15	9,950	-	9,950	100%	0%														-	-	-	-	-		
723 Middleton Circulation Plan	10	4,390	-	4,390	0%	100%														-	-	390	4,000	4,390	4,390	
725 Downtown Boise Mobility Study	5	2,540	-	2,540	100%	0%														-	-	-	-	-		
729 Lake Hazel-Gowen Study	5	2,210	-	2,210	100%	0%														-	-	-	-	-		
733 Clean Cities Coalition Participation	11	5,260	20,000	25,260	100%	0%														-	-	-	-	-		
735 Public Transportation/Air Quality Interim Committee	8	5,600	-	5,600		Regional														-	-	-	-	-		
755 ACHD/Impact Fee Program	13	5,770	-	5,770	100%	0%														-	-	-	-	-		
760 Legislative Services	36	25,400	67,000	92,400		Regional														-	-	-	-	-		
TOTAL SERVICES	533	274,040	118,700	392,740			19,292	146											19,438	1,540			35,753	4,000	41,293	60,731
801 Staff Development	53	25,640	20,000	45,640		Regional														-	-	-	-	-		
820 Committee Support	268	101,300	3,000	104,300		Regional														-	-	-	-	-		
836 Model Maintenance	28	11,230	16,000	27,230		Regional														-	-	-	-	-		
842 Congestion Management System Maintenance	54	24,540	6,500	31,040		Regional														-	-	-	-	-		
860 Geographic Information System Maintenance	217	104,120	1,000	105,120	80%	20%														-	-	21,024		21,024	21,024	
861 Ada County Orthophotography	8	3,690	70,000	73,690	100%	0%														-	-	-	-	-		
TOTAL SYSTEM MAINTENANCE	628	270,520	116,500	387,020																			21,024		21,024	21,024
960 Information Technology	217	-	-	-		Regional														-	-	-	-	-		
990 Direct Operations / Maintenance	0	-	62,000	62,000		Regional														-	-	-	-	-		
991 Support Services Labor	858	-	-	-		Regional														-	-	-	-	-		
999 Indirect Operations/Maintenance	0	-	-	-		Regional														-	-	-	-	-		
TOTAL INDIRECT/OVERHEAD	1,075	-	62,000	62,000																						
GRAND TOTAL	4,359	1,557,800	4,860,221	6,418,021			88,157	146							4,465				157,009	249,777	6,995		56,777	16,437	80,209	329,987

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2005 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 4
 CHANGE IN FUND BALANCE**

	FY2005 REVISION 3				FY2005 REVISION 4			
	Ada	Canyon	Regional	Total	Ada	Canyon	Regional	Total
Projected Revenue Summary:								
General Membership	145,035	71,047	340,234	556,316	141,445	65,910	348,961	556,316
Special Membership	16,800	0	22,400	39,200	16,800	0	22,400	39,200
FHWA/FTA Consolidated Planning Grant	196,453	91,895	622,369	910,717	196,163	88,303	626,251	910,717
STP-Urban	37,861	157,009	2,725,564	2,920,434	495,685	157,009	2,741,418	3,394,112
Other Federal Aid	0	0	234,937	234,937	0	0	234,937	234,937
Other Revenue Sources	116,500	16,434	757,121	890,055	116,500	16,434	757,121	890,055
Total Projected Revenue	512,649	336,385	4,702,625	5,551,659	966,593	327,656	4,731,088	6,025,337
Projected Expense Summary:								
Projects	140,125	230,172	4,291,436	4,661,733	403,790	243,766	4,336,108	4,983,663
Services	223,523	85,987	131,069	440,579	204,789	60,731	124,770	390,290
System Maintenance	144,467	18,093	218,120	380,680	157,786	21,024	208,210	387,020
Operations	0	0	62,000	62,000	0	0	62,000	62,000
Unprogrammed					195,698			195,698
Total Projected Expenses	508,115	334,252	4,702,625	5,544,992	962,062	325,520	4,731,088	6,018,670
Projected Change in Fund Balance	4,534	2,133	0	6,667	4,531	2,136	0	6,667

BEGINNING UNRESERVED FUND BALANCE - SEPTEMBER 30, 2004	549,468	549,468
PROJECTED ENDING FUND BALANCE - SEPTEMBER 30, 2005	556,135	556,135

	FY2005 REVISION 3				FY2005 REVISION 4			
	Ada	Canyon	Regional	Total	Ada	Canyon	Regional	Total
Pass Through Summary:								
STP-Urban	590,421	4,465	163	595,049	590,421	4,465	163	595,049
Total Projected Pass Through Revenue	590,421	4,465	163	595,049	590,421	4,465	163	595,049
Pass Through Expense	590,421	4,465	163	595,049	590,421	4,465	163	595,049

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2005 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 4
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)	PASS THROUGH (99)
261 Valley Regional Transit-Rail Corridor Feasibility Study	9,055									9,055
262 ACHD-Three Cities River Crossing	581,366									581,366
274 Downtown Caldwell Circulation Study	4,465									4,465
275 Idaho Department of Water Resources-Biodiesel	163									163
601 UPWP/Budget Development and Monitoring	-									
605 Triennial Review	1,400						600	800		
610 SH 44 Corridor Preservation Study	1,430,000				1,430,000					
611 US 20/26 Corridor Preservation Study	930,000				930,000					
612 Middleton Road Connections Study	154,096				149,096				5,000	
620 Development Monitoring	-									
626 Population Estimate Development	3,000				3,000					
631 Rail Corridor Feasibility Study	277,980				277,980					
638 Mode Choice Model Development	167,600			3,000	164,600					
644 Air Quality Modeling Improvements	21,430				21,000				430	
653 Outreach Program Development	22,500				19,000	3,000		500		
656 Studies Coordination System Development	10,000				7,000		3,000			
661 Communities in Motion	935,966				920,966	5,000	5,000	5,000		
662 Destination 2030-Limited Plan Update	6,000					2,000	2,000	2,000		
685 Transportation Improvement Program	8,000				5,000	1,000	2,000			
701 General Membership Services	15,000				15,000					
703 General Public Services	700						700			
705 Transportation Liaison Services	-									
707 Educational Services	16,000				6,000	1,000	8,000	1,000		
720 Three Cities River Crossing	-									
723 Middleton Circulation Plan	-									
725 Downtown Boise Mobility Study	-									
729 Lake Hazel-Gowen Study	-									
733 Clean Cities Coalition Participation	20,000								20,000	
735 Public Transportation/Air Quality Interim Committee	-									
755 ACHD/Impact Fee Program	-									
760 Legislative Services	67,000	60,000		6,000					1,000	
801 Staff Development	20,000			20,000						
820 Committee Support	3,000							3,000		
836 Model Maintenance	16,000				15,000	500		500		
842 Congestion Management System Maintenance	6,500				5,000	1,000		500		
860 Geographic Information System Maintenance	1,000				1,000					
861 Ada County Orthophotography	70,000				70,000					
990 Direct Operations / Maintenance	62,000	-	30,000	-	25,000			5,000	2,000	
GRAND TOTAL	4,860,221	60,000	30,000	29,000	4,064,642	13,500	21,300	18,300	28,430	595,049

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2005 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 4
WORKDAY ALLOCATION**

WORK PROGRAM DESCRIPTION	LEAD STAFF	DIRECTORS	PRINCIPAL PLANNERS	ASSOCIATE PLANNERS	ASSISTANT PLANNERS	OPERATIONS	TOTAL
261 Valley Regional Transit-Rail Corridor Feasibility Study	MSt	-	-	-	-	-	-
262 ACHD-Three Cities River Crossing	MSt	-	-	-	-	-	-
274 Downtown Caldwell Circulation Study	MSt	-	-	-	-	-	-
275 Idaho Department of Water Resources-Biodiesel	MSt	-	-	-	-	-	-
TOTAL PASS THROUGH		-	-	-	-	-	-
601 UPWP/Budget Development and Monitoring	MSt	55	24	-	-	96	175
605 Triennial Review	TT	7	32	-	1	7	47
610 SH 44 Corridor Preservation Study	PN	21	108	25	50	10	214
611 US 20/26 Corridor Preservation Study	PN	14	70	23	34	8	149
612 Middleton Road Connections Study	PN	4	18	3	3	4	32
620 Development Monitoring	CTr	-	5	5	60	1	71
626 Population Estimate Development	CTr	2	2	2	20	-	26
631 Rail Corridor Feasibility Study	New	-	-	-	-	-	-
638 Mode Choice Model Development	JW	1	17	42	22	3	85
644 Air Quality Modeling Improvements	JW	-	30	3	30	2	65
653 Outreach Program Development	TS	10	47	-	11	13	81
656 Studies Coordination System Development	TT	-	9	1	3	-	13
661 Communities in Motion	CTr	191	316	103	135	78	823
662 Destination 2030-Limited Plan Update	TT	2	25	2	6	2	37
685 Transportation Improvement Program	PN	27	94	17	154	13	305
TOTAL PROJECTS		334	797	226	529	237	2,123
701 General Membership Services	CTr	27	63	55	41	-	186
703 General Public Services	CTr	8	14	44	44	-	110
705 Transportation Liaison Services	MSt	50	33	6	17	-	106
707 Educational Services	TS	2	17	-	3	6	28
720 Three Cities River Crossing	CTr	10	2	3	-	-	15
723 Middleton Circulation Plan	CTr	1	2	3	4	-	10
725 Downtown Boise Mobility Study	CTr	-	5	-	-	-	5
729 Lake Hazel-Gowen Study	CTr	-	2	2	1	-	5
733 Clean Cities Coalition Participation	JW	-	9	-	-	2	11
735 Public Transportation/Air Quality Interim Committee	TT	6	2	-	-	-	8
755 ACHD/Impact Fee Program	JW	1	3	5	4	-	13
760 Legislative Services	MSt	30	3	-	3	-	36
TOTAL SERVICES		135	155	118	117	8	533
801 Staff Development	JU	11	14	7	9	12	53
820 Committee Support	JU	19	4	-	-	245	268
836 Model Maintenance	JW	-	5	10	8	5	28
842 Congestion Management System Maintenance	JW	-	30	13	8	3	54
860 Geographic Information System Maintenance	RD	5	127	75	10	-	217
861 Ada County Orthophotography	RD	-	3	5	-	-	8
TOTAL SYSTEM MAINTENANCE		35	183	110	35	265	628
TOTAL DIRECT		504	1,135	454	681	510	3,284
960 Information Technology	JU	12	-	-	-	205	217
990 Direct Operations / Maintenance	JU	-	-	-	-	-	-
991 Support Services Labor	JU	232	15	6	9	596	858
999 Indirect Operations/Maintenance	JU	-	-	-	-	-	-
TOTAL INDIRECT/OVERHEAD		244	15	6	9	801	1,075
TOTAL LABOR		748	1,150	460	690	1,311	4,359



MEMORANDUM

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: July 7, 2005

RE: Review Variance Report: October 1, 2004 to June 30, 2005

Action Requested:

None. This item is for information only.

Background:

The attached Variance Report is compared to the FY2005 Unified Planning Work Program and Budget –Revision 3.

The year-to-date workdays are on budget at 76%. Total dollars expended are 49% of budget, which breaks down to 77% Ada, 54% Canyon and 45% Regional.

Status:

Detour signs will remain on the Corridor Studies, programs no. 610 and 611, Middleton Circulation Plan no. 723 and Lake Hazel-Gowen Study no. 729 through the end of the fiscal year due to late startup. Workday adjustments are proposed in Revision 4 for the three programs identified with Yield signs (program 661-*Communities in Motion*, 685-Transportation Improvement Program and 860-Geographic Information System Maintenance).

Under the Recommended Action section of the Variance Report there are several programs that note Revision 4 adjustment recommendations.

Also attached is the Statement of Revenues, Expenses and Change in Fund Balance and the Fund Balance Sheet on which the following footnotes have been added to describe areas that are significant to note:

1. Surface Transportation Program Grants revenue and Professional Services expense are under budget, due to on-going contract start-up and negotiations as noted above.
2. Lobbying efforts are under budget but staff expects that these dollars will be spent before the end of the fiscal year with the selection of a consultant as noted under Program 760.
3. The net change in fund balance is \$74,617, of which \$53,034 is orthophotography sales revenue reserved for a FY2006 fly over.

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2005 VARIANCE REPORT
 OCTOBER 1, 2004 - JUNE 30, 2005 (75.00%)

Budget - Rev 3				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

601 Unified Planning Work Program and Budget	Lead:	Matt Stoll
Commencement Date: 10/01/04	Proposed Completion: 09/30/05	Status: 75%
Explanation: Project on track according to schedule and budget.		
Recommended Action: None.		

Regional	175	90,781	-	90,781	140	67,238	-	67,238	80%	74%
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605 Triennial Review	Lead:	Toni Tisdale
Commencement Date: 10/01/04	Proposed Completion: 09/30/05	Status: 100%
Explanation: This project is complete.		
Recommended Action: An adjustment is proposed in Revision 4 to reallocate labor to other programs.		

Regional	115	53,310	1,400	54,710	52	29,625	75	29,700	45%	54%
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610 SH44 Corridor Preservation Study	Lead:	Patricia Nilsson
Commencement Date: 01/01/04	Proposed Completion: 04/30/06	Status: 20%
Explanation: Final contract is being prepared. Met with Star Transportation Committee on June 28.		
Recommended Action: Contract will be completed in early July.		

Regional	214	98,160	643,500	741,660	40	20,929	-	20,929	19%	3%
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	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
FY04 Actual	91	49,464	-	49,464
FY05 Budget	214	98,160	643,500	741,660
FY06 Budget	40	22,376	786,500	808,876
Total Project Budget:	345	170,000	1,430,000	1,600,000

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2005 VARIANCE REPORT
 OCTOBER 1, 2004 - JUNE 30, 2005 (75.00%)

Budget - Rev 3				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

Regional	149	67,820	483,600	551,420	58	31,004	-	31,004	39%	6%
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611 US 20/26 Corridor Preservation Study		Lead: Patricia Nilsson		
Commencement Date:	01/01/04	Proposed Completion:	04/30/06	
		Status:	40%	
Explanation: Contract executed on June 24.				
Recommended Action: None.				
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
FY04 Actual	82	44,242	-	44,242
FY05 Budget	149	67,820	483,600	551,420
FY06 Budget	62	27,938	446,400	474,338
Total Project Budget:	293	140,000	930,000	1,070,000

612 Middleton Road Connections Study		Lead: Patricia Nilsson		
Commencement Date:	01/01/04	Proposed Completion:	09/30/05	
		Status:	60%	
Explanation: Consultants are proceeding on this project according to the revised schedule. Public meeting summary was completed.				
Recommended Action: None.				
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
FY04 Actual	41	24,316	118,261	142,577
FY05 Budget	32	15,350	154,096	169,446
Total Project Budget:	73	39,666	272,357	312,023

Ada	-	-	-	-	-	-	-	0%	0%
Canyon	32	15,350	154,096	169,446	20	9,815	59,170	68,985	61% 41%

620 Development Monitoring		Lead: Charles Trainor	
Commencement Date:	10/01/04	Proposed Completion:	09/30/05
		Status:	80%
Explanation: An end-of-year report for calendar year 2004 was issued in March 2005. A mid-year report will come out in August, and data will need to be compiled through the end of the calendar year.			
Recommended Action: This project may come in under budget for Ada County. Overruns in Canyon due to heavy development activity. An adjustment to reflect a 50/50 split in labor between Ada and Canyon counties is being proposed in Revision 4.			

Ada	49	16,841	-	16,841	31	9,566	-	9,566	63%	57%
Canyon	22	7,880	-	7,880	29	9,048	-	9,048	132%	115%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2005 VARIANCE REPORT
 OCTOBER 1, 2004 - JUNE 30, 2005 (75.00%)

Budget - Rev 3				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

Ada	12	4,765	2,039	6,804	11	3,982	848	4,830	92%	71%
Canyon	5	2,245	961	3,206	10	3,577	399	3,976	210%	124%

626 Population Estimate Development		Lead:	Charles Trainor
Commencement Date:	02/01/05	Proposed Completion:	06/30/05
Status:	100%		
Explanation: The population estimates were presented and approved at the March 21, 2005 Board meeting. A vacancy study of single family housing was conducted in May. This project is now completed.			
Recommended Action: An adjustment to reflect a 50/50 split in labor between Ada and Canyon counties is being proposed in Revision 4, as well as an increase in labor dollars.			

638 Mode Choice Model Development		Lead:	Jay Witt	
Commencement Date:	10/01/04	Proposed Completion:	09/30/05	
Status:	75%			
Explanation: The project is on schedule. Staff have received a draft mode choice model. Staff will continue to calibrate and validate the model, which will require a substantial amount of staff time. However, less than the budgeted amount of staff time may be devoted to the validation and calibration of this model to accommodate an increased demand for <i>Communities in Motion</i> staff time.				
Recommended Action: An adjustment is proposed in Revision 4 to reallocate labor to other programs.				
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
FY04 Actual	109	50,196	32,347	82,543
FY05 Budget	125	52,080	167,600	219,680
Total Project Budget:	234	102,276	199,947	302,223

Regional	121	51,030	167,600	218,630	55	23,898	127,254	151,152	45%	69%
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644 Air Quality Modeling Improvements		Lead:	Jay Witt
Commencement Date:	10/01/04	Proposed Completion:	09/30/05
Status:	90%		
Explanation: Project is on track according to schedule and budget. Improvements will assist with the development of the regional emissions analyses for Transportation Improvement Programs and <i>Communities in Motion</i> .			
Recommended Action: None. Efforts will be directed to specific regional emissions analyses instead of model development. These dollars and workdays will continue to be monitored with no anticipation of added resources.			

Regional	65	27,060	21,430	48,490	58	23,632	19,076	42,708	89%	88%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2005 VARIANCE REPORT
 OCTOBER 1, 2004 - JUNE 30, 2005 (75.00%)

	Budget - Rev 3				Actual				% Expended	
	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

Regional	96	44,530	22,500	67,030	58	28,439	3,582	32,021	61%	48%
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653 Outreach Program Development	Lead:	Terri Schorzman			
Commencement Date:	11/01/04	Proposed Completion:	09/30/05	Status:	75%
Explanation: An adjustment is proposed in Revision 4 to reallocate labor to other programs.					
Recommended Action: None.					

Regional	40	17,505	10,000	27,505	10	4,541	-	4,541	25%	17%
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656 Studies Coordination System Development	Lead:	Toni Tisdale			
Commencement Date:	11/01/04	Proposed Completion:	09/30/05	Status:	75%
Explanation: The development phase of this project is complete and the web site is "live" without the use of a consultant (direct funds). Maintenance will be needed through the end of the year. Direction will be requested from the Regional Technical Advisory Committee in July as to further development of this project.					
Recommended Action: An adjustment is proposed in Revision 4 to reallocate labor to other programs.					

Regional	599	322,344	870,966	1,193,310	676	330,096	611,129	941,225	113%	79%
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661 Communities in Motion	Lead:	Charles Trainor			
Commencement Date:	10/01/03	Proposed Completion:	02/01/06	Status:	80%
Explanation: Work on this project began in FY 2004. A consultant was put under contract in late July 2004. The project will be moving into development of the transportation component in the next few months.					
Recommended Action: An adjustment to provide additional labor from other programs is proposed in Revision 4. This adjustment reflects Board decision to maintain February 2006 completion date and to keep within the existing consultant budget.					
	Workdays	Labor \$	Direct \$	Total	
FY04 Actual	573	344,930	171,384	516,314	
FY05 Budget	599	313,635	870,966	1,184,601	
FY06 Budget	300	160,000	65,000	225,000	
Total Project Budget:	1,472	818,565	1,107,350	1,925,915	



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2005 VARIANCE REPORT
 OCTOBER 1, 2004 - JUNE 30, 2005 (75.00%)

	Budget - Rev 3				Actual				% Expended	
	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$
Ada	72	36,470	6,000	42,470	42	17,558	1,669	19,227	58%	45%
Canyon				-				-	0%	0%

662 Destination 2030-Limited Plan Update		Lead:		Toni Tisdale	
Commencement Date:	4/20/04	Proposed Completion:	03/31/05	Status:	100%
Explanation: This project is complete.					
Recommended Action: An adjustment is proposed in Revision 4 to reallocate labor to other programs.					
	Workdays	Labor \$	Direct \$	Total	
FY04 Actual	94	48,641	30,100	78,741	
FY05 Budget	72	35,340	6,000	41,340	
Total Project Budget:	166	83,981	36,100	120,081	

Ada	161	69,222	4,789	74,011	205	85,460	9	85,469	127%	115%
Canyon	108	46,428	3,211	49,639	118	50,326	49	50,375	110%	101%

685 Transportation Improvement Program		Lead:		Patricia Nilsson	
Commencement Date:	10/1/04	Proposed Completion:	09/30/05	Status:	85%
Explanation: Project assistance to member agencies and number of amendments has been greater than anticipated. New format for TIP was completed in June. Additional time to process ITD project data was needed in June.					
Recommended Action: An adjustment to provide additional labor from other programs is proposed in Revision 4.					



701 General Membership Services		Lead:		Charles Trainor	
Commencement Date:	10/01/04	Proposed Completion:	09/30/05	Status:	75%
Explanation: Staff activities support member requests for services within guidelines established by the Board. Since measurement of progress cannot be estimated, monitoring of expenses under this project is important. Heavier staff involvement in other projects and lighter than expected member requests have resulted in lower expenditures than estimated.					
Recommended Action: An adjustment to re-allocate labor to other programs and to adjust the split between Ada and Canyon Counties to 80/20 is proposed in Revision 4.					

Ada	137	67,623	10,042	77,665	119	52,201	-	52,201	87%	67%
Canyon	70	33,387	4,958	38,345	22	11,716	-	11,716	32%	31%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2005 VARIANCE REPORT
 OCTOBER 1, 2004 - JUNE 30, 2005 (75.00%)

Budget - Rev 3				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

703 General Public Services	Lead:	Charles Trainor
Commencement Date: 10/01/04	Proposed Completion: 09/30/05	Status: 75%
Explanation: Staff activities support public requests for services within guidelines established by the Board. Since measurement of progress cannot be estimated, monitoring of expenses under this project is important.		
Recommended Action: An adjustment is proposed in Revision 4 to reallocate labor to other programs.		

Ada	105	48,524	476	49,000	63	25,886	267	26,153	60%	53%
Canyon	50	22,836	224	23,060	19	7,816	126	7,942	38%	34%



705 Transportation Liaison Services	Lead:	Matt Stoll
Commencement Date: 10/01/04	Proposed Completion: 09/30/05	Status: 75%
Explanation: Project on track according to schedule and budget.		
Recommended Action: None.		

Ada	72	42,908	-	42,908	54	32,853	-	32,853	75%	77%
Canyon	34	20,192	-	20,192	31	17,432	-	17,432	90%	86%

707 Educational Services	Lead:	Terri Schorzman
Commencement Date: 01/01/05	Proposed Completion: 09/30/05	Status: 75%
Explanation: Work is underway, including the announcement of a public education presentation series, preliminary development of an autumn conference with a national keynote speaker, and sponsorship of member agency transportation events.		
Recommended Action: None.		

Regional	28	13,220	16,000	29,220	30	12,235	2,635	14,870	107%	51%
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720 Three Cities River Crossing	Lead:	Charles Trainor
Commencement Date: 10/01/04	Proposed Completion: 09/30/05	Status: 75%
Explanation: COMPASS staff are conducting travel demand forecasts and participating in committee meetings. Modeling work has been completed, with remaining staff time likely for meeting attendance.		
Recommended Action: None.		

Ada	15	9,950	-	9,950	11	5,191	-	5,191	70%	52%
Canyon	-	-	-	-	-	-	-	-	0%	0%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2005 VARIANCE REPORT
 OCTOBER 1, 2004 - JUNE 30, 2005 (75.00%)

Budget - Rev 3				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

723 Middleton Circulation Plan		Lead:		Charles Trainor	
Commencement Date:	04/01/05	Proposed Completion:	09/30/05	Status:	0%
Explanation: Work on this project has not yet begun. COMPASS staff role in this project will focus on travel demand forecasting and data support.					
Recommended Action: If work does not commence on this project soon, labor time should be transferred to other projects. Note that Middleton was to contribute \$4,000 to offset labor costs.					

Ada	-	-	-	-	-	-	-	0%	0%
Canyon	10	4,390	-	4,390	-	-	-	0%	0%



725 Downtown Boise Mobility Study		Lead:		Charles Trainor	
Commencement Date:	10/01/04	Proposed Completion:	09/30/05	Status:	100%
Explanation: This project is completed for FY 2005.					
Recommended Action: None.					

Ada	3	1,520	-	1,520	4	2,021	-	2,021	136%	133%
Canyon	-	-	-	-	-	-	-	-	0%	0%

729 Lake Hazel-Gowen Study		Lead:		Charles Trainor	
Commencement Date:	04/01/05	Proposed Completion:	09/30/05	Status:	0%
Explanation: Work on this project has not yet begun. COMPASS staff activity will involve travel demand modeling and meeting attendance.					
Recommended Action: An adjustment is proposed in Revision 4 to reallocate labor to other programs.					

Ada	15	6,450	-	6,450	-	-	-	-	0%	0%
Canyon	-	-	-	-	-	-	-	-	0%	0%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2005 VARIANCE REPORT
 OCTOBER 1, 2004 - JUNE 30, 2005 (75.00%)

Budget - Rev 3				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

733 Clean Cities Coalition Participation	Lead:	Jay Witt
Commencement Date: 10/01/04	Proposed Completion: 09/30/05	Status: 100%
Explanation: Staff participates at stakeholder and steering committee meetings as requested.		
Recommended Action: None. Staff will limit participation. These dollars and workdays will continue to be monitored with no anticipation of added resources.		

Ada	11	5,260	20,000	25,260	13	6,471	20,000	26,471	117%	105%
Canyon	-	-	-	-	-	-	-	-	0%	0%

735 Public Transportation and Air Quality Interim Committee	Lead:	Charles Trainor
Commencement Date: 10/01/04	Proposed Completion: 09/30/05	Status: 95%
Explanation: Staff activity involves attendance at committee meetings, technical/data support and other work as requested. The Interim Committee is not currently scheduled to reconvene during this fiscal year. Therefore, no further staff time or resources are anticipated to be expended on this specific committee in the future.		
Recommended Action: An adjustment is proposed in Revision 4 to reallocate labor to other programs.		

Regional	16	9,450	-	9,450	6	5,443	-	5,443	39%	58%
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755 ACHD / Impact Fee Program	Lead:	Jay Witt
Commencement Date: 01/01/05	Proposed Completion: 09/30/05	Status: 7%
Explanation: Capital Improvement Program revision process has entered into the Request for Proposals phase. Staff will be participating in proposal review and interviews this July. More activity on this project is anticipated the last few months of the fiscal year and into FY2006.		
Recommended Action: An adjustment is proposed in Revision 4 to reallocate labor to other programs.		

Ada	25	10,770	-	10,770	1	743	-	743	6%	7%
Canyon	-	-	-	-	-	-	-	-	0%	0%

760 Legislative Services	Lead:	Matt Stoll
Commencement Date: 10/01/04	Proposed Completion: 09/30/05	Status: 25%
Explanation: The Executive Committee conducted interviews in June and selected MGN Inc. and Veritas Advisors. Negotiations and the development of a scope of work will begin in July.		
Recommended Action: None.		

Regional	36	25,400	67,000	92,400	8	5,912	21,888	27,800	21%	30%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2005 VARIANCE REPORT
 OCTOBER 1, 2004 - JUNE 30, 2005 (75.00%)

Budget - Rev 3				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$

801 Transportation Staff Development	Lead:	Jeanne Urlezaga
Commencement Date: 10/01/04	Proposed Completion: 09/30/05	Status: 75%
Explanation: Project on track according to schedule and budget.		
Recommended Action: None.		

Regional	53	25,640	20,000	45,640	39	16,955	13,952	30,907	74%	68%
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820 Committee Support	Lead:	Jeanne Urlezaga
Commencement Date: 10/01/04	Proposed Completion: 09/30/05	Status: 75%
Explanation: Provided on-going support to the Board and standing committees. Project on track according to schedule and budget.		
Recommended Action: None.		

Regional	268	101,300	3,000	104,300	202	76,212	2,692	78,904	75%	76%
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836 Model Maintenance	Lead:	Jay Witt
Commencement Date: 10/01/04	Proposed Completion: 09/30/05	Status: 75%
Explanation: Model maintenance continues as needed. Contracted model maintenance/support (i.e., direct dollars) will primarily focus on <i>Communities in Motion</i> needs and secondarily on peak hour/mode model improvements. This type of support is anticipated over the next several months.		
Recommended Action: None.		

Regional	28	11,230	16,000	27,230	23	10,302	-	10,302	82%	38%
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842 Congestion Management System Maintenance	Lead:	Jay Witt
Commencement Date: 10/01/04	Proposed Completion: 09/30/05	Status: 75%
Explanation: Work on travel time data collection with the Idaho Transportation Department has concluded. Staff anticipate the processed travel time data needed to develop the 2005 CMS annual report will be available in early August. Staff is also preparing a case study document for use by the Federal Highway Administration.		
Recommended Action: An adjustment is proposed in Revision 4 to reallocate labor to other programs.		

Regional	80	34,450	6,500	40,950	26	12,703	2,771	15,474	33%	38%
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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2005 VARIANCE REPORT
OCTOBER 1, 2004 - JUNE 30, 2005 (75.00%)**

860 Geographic Information System Maintenance		Lead:	Ross Dodge
Commencement Date:	10/01/04	Proposed Completion:	09/30/05
		Status:	75%
Explanation: The GIS industry is migrating from an old data layer format to a new format called a GeoDataBase. This migration requires an increased level of coordination among GIS co-operative member agencies. Majority of this effort is being conducted with Ada County data.			
Recommended Action: An adjustment to provide additional labor from other programs is proposed in Revision 4.			

861 Ada County Orthophotography		Lead:	Ross Dodge	
Commencement Date:	10/01/04	Proposed Completion:	09/30/05	
		Status:	75%	
Explanation: Project is dependent on orders for orthophotography.				
Recommended Action: An adjustment to provide additional labor from other programs is proposed in Revision 4.				
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
FY05 Budget	5	2,090	-	2,090
FY06 Budget	5	2,100	70,000	72,100
Total Project Budget:	10	4,190	70,000	74,190

900 Operations		Lead:	Jeanne Urlezaga
Commencement Date:	10/01/04	Proposed Completion:	09/30/05
		Status:	75%
Explanation: Project labor is proceeding on schedule. Direct dollars are low due to Professional Service Agreements. Staff anticipates these dollars will be spent by year end.			
Recommended Action: None.			

	Budget - Rev 3				Actual				% Expended	
	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$
Ada	151	71,497	800	72,297	147	70,175	-	70,175	97%	97%
Canyon	37	17,893	200	18,093	19	9,801	150	9,951	52%	55%



Ada	5	2,170	-	2,170	6	2,539	-	2,539	124%	117%
Canyon	-	-	-	-	-	-	-	-	0%	0%

Regional	1,075	-	62,000	62,000	837	-	32,370	32,370	78%	52%
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TOTAL ALL TASKS										
Ada	833	393,970	44,146	438,116	707	314,646	22,793	337,439	85%	77%
Canyon	368	170,601	163,650	334,251	268	119,531	59,894	179,425	73%	54%
Regional	3,158	993,230	2,411,496	3,404,726	2,318	699,164	837,424	1,536,588	73%	45%
TOTAL	4,359	1,557,800	2,619,292	4,177,092	3,294	1,133,341	920,111	2,053,452	76%	49%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE				
October 1, 2004 to June 30, 2005 (75.00%)				
	BUDGET-REV3	ACTUAL	BUDGET REMAINING	PERCENTAGE TO DATE
REVENUE				
General Membership Dues	556,316	419,552	136,765	75%
Special Membership Dues	39,200	30,800	8,400	79%
FTA/FHWA Consolidated Planning Grant	910,717	661,924	248,793	73%
Surface Transportation Program Grants	1,778,029	515,213	1,262,815	29%
Other Federal Aid	234,937	195,764	39,173	83%
ITD-Communities in Motion Contract	435,000	188,315	246,685	43%
Other Revenue Sources	229,560	116,501	113,059	51%
Total Revenue	4,183,759	2,128,069	2,055,690	51%
EXPENSES				
Salary	913,700	676,023	237,677	74%
Fringe	334,800	255,901	78,899	76%
Overhead	309,300	201,416	107,884	65%
Professional Services	2,418,762	821,207	1,597,555	34%
Legal/Lobbying	60,000	18,727	41,273	31%
Equipment	30,000	24,491	5,509	82%
Travel/Education	29,000	18,580	10,420	64%
Printing	13,500	2,848	10,652	21%
Public Involvement	21,300	4,356	16,944	20%
Meeting Support	18,300	8,724	9,577	48%
Other	28,430	21,178	7,252	74%
Total Expenses	4,177,092	2,053,452	2,123,640	49%
NET CHANGE IN FUND BALANCES	6,667	74,617		
FUND BALANCE AT BEGINNING OF YEAR	549,468	549,468		
FUND BALANCE AT JUNE 30, 2005	556,135	624,085		

EXPENSES PER VARIANCE REPORT	BUDGET	ACTUAL
Ada County	438,116	337,439
Canyon County	334,251	179,425
Regional	3,404,726	1,536,588
Total Expenses-June 30, 2005 variance report	4,177,092	2,053,452

FUND BALANCE SHEET		
June 30, 2005		
	June 30, 2005	March 31, 2005
ASSETS		
Cash and Cash Equivalents	786,471	974,480
Accounts Receivable	328,325	411,135
TOTAL ASSETS	1,114,797	1,385,615
LIABILITIES		
Accounts Payable	131,318	234,293
Accrued Payroll Liabilities	47,709	49,537
Deferred Revenue	311,685	472,679
TOTAL LIABILITIES	490,712	756,509
FUND BALANCE		
Fund Balance, Unreserved	509,576	511,508
Fund Balance, Designated-local dollars to match grants	11,432	28,854
Fund Balance, Designated-orthophotography project	103,077	88,744
	624,085	629,106
TOTAL LIABILITIES AND FUND BALANCES	1,114,797	1,385,615

**MEMORANDUM**

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: July 7, 2005

RE: Review and Adopt a Board Member Travel Policy

Action Requested:

Review and adopt a Board member Travel Policy.

Background:

COMPASS has a policy in place that addresses staff travel and requirements, but does not address travel for Board members. At the June 1, 2005 Executive Committee meeting, staff was directed to develop a Board Member Travel Policy that addresses reimbursement for expenses incurred while out of town on COMPASS business.

Status:

With Finance Committee approval, the attached addition to the policy will be included in the COMPASS Financial Manual amending Section V: Travel/Education.

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SECTION V: TRAVEL/EDUCATION

An employee wishing to attend a professional meeting or secure additional education or training at the expense of COMPASS will complete a Travel Authorization form (Attachment H), with an estimate of all costs involved, and turn it in to the employee's Supervisor. The Supervisor will review the request and forward it to the Executive Director with their recommendation. If approved by the Executive Director, the employee will be notified and the form will be sent to the Financial Assistant for inclusion in the appropriate check cycle.

An employee may request an advance to cover miscellaneous travel/training related costs (i.e.: ground transportation and publications), and should indicate that on the Travel Authorization form.

Partial day Per Diem rates are granted when attached to a full day and in conjunction with an overnight trip. Partial day rates are expressed as a percentage of the full day rate as follows:

Breakfast	25%
Lunch	35%
Dinner	55%

Upon return, the employee must complete an Expense Report (Attachment C) to obtain reimbursement for any travel/training costs paid by the employee. A receipt must accompany requested expenses. If an advance was received, it must be indicated on the Expense Report, and subtracted from the total expenses claimed. If the advance was greater than the reported expenses, the employee must reimburse COMPASS for the difference. Failure to reimburse COMPASS will result in a payroll deduction. The Expense Report must be approved by the employee's supervisor and forwarded to the Financial Assistant for processing during the next check cycle.

COMPASS Board members who travel on behalf of COMPASS will be entitled to submit reimbursement for expenses incurred. Reimbursement for Per Diem will be at the same rate as described above. Expenses submitted must be accompanied by statements or receipts. If a Board member is traveling on COMPASS business and representing their own interest as well, reimbursement will be at 50% of costs incurred.

Section V

Approved By: _____

Date: _____