

Community Planning Association

of Southwest Idaho

COMPASS FINANCE COMMITTEE
August 11, 2004 - 2:30 p.m.– 4:00 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 June 21, 2004, Finance Committee Meeting Minutes**
A copy of the June 21, 2004, Finance Committee meeting minutes is attached.

IV. ACTION ITEMS

- 2:45 ***A. Review Variance Report: October 1, 2003 to June 30, 2004** **Jeanne Urlezaga**
A copy of the October 1, 2003 to June 30, 2004, Variance Report is attached.
- 3:00 ***B. Recommend Board Approval of Revision 4 of the FY2004 Unified Planning Work Program and Budget** **Clair Bowman**
Approve changes to the Unified Planning Work Program and Budget for inclusion of Surface Transportation Program-Urban funds, Key No. 8821, for the Three Cities River Crossing and reallocation of funds to tasks that are over budget as identified in the Variance Report.
- 3:30 ***C. Approve the Definition of “Regional” Projects** **Matt Stoll**
A copy of the definition of “regional” projects, reflecting changes requested at the May 14th Finance Committee meeting, is attached.
- 3:40 ***D. Consider Changes to the Per Diem Rate** **Jeanne Urlezaga**
Jeanne Urlezaga will provide an update on changing the Per Diem rate COMPASS uses to match the state rate subject to full Board approval.

3:45 *E. **Establish Next Meeting Agenda**
A copy of the draft agenda worksheet is attached.

Susan Eastlake

INFORMATION/DISCUSSION ITEMS

3:50 A. **Revisit Finance Committee Meeting Dates** **Jeanne Urlezaga**
Current timing of the Finance Committee meeting dates makes it difficult for staff to complete the Variance Reports and prepare Work Program documents for approval before Board meetings. Staff recommends scheduling the Finance Committee meetings two weeks before the Board meetings.

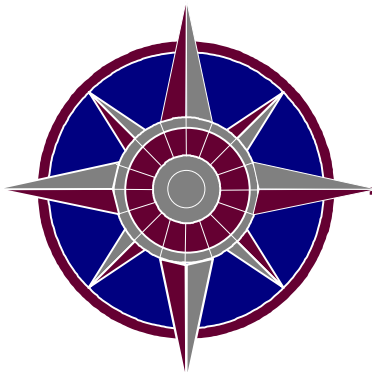
VI. OTHER

ADJOURNMENT (4:00)

* **Enclosures**

Times are approximate. Agenda is subject to change.

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Community Planning Association of Southwest Idaho

**Community Planning Association of Southwest Idaho
COMPASS Finance Committee
June 21, 2004
Canyon County Courthouse**

***** MINUTES*****

ATTENDEES:

A.J. Balukoff, Boise School District, **Vice-Chair**
Tom Dale, Mayor, City of Nampa
Susan Eastlake, Commissioner, Ada County Highway District,
Chair
Bob Flowers, Mayor, City of Parma
Ralph Little, Commissioner, Canyon Highway District
Judy Peavey-Derr, Commissioner, Ada County

ABSENT MEMBERS:

Todd Lakey, Commissioner, Canyon County
Garret Nancolas, Mayor, City of Caldwell

OTHERS ATTENDING:

Nancy Brecks, Community Planning Association
Steve Purvis, City of Boise
Matt Stoll, Community Planning Association
Cindy Thiel, Community Planning Association
Jeanne Urlezaga, Community Planning Association

CALL TO ORDER:

Chair Susan Eastlake called the meeting to order at 12:10 p.m.

CONSENT AGENDA

A. Approve May 14, 2004, Finance Committee Meeting Minutes

Chair Eastlake asked for any objections to approving the May 14, 2004, meeting minutes as presented. Hearing none, Chair Eastlake so ordered.

ACTION ITEMS

Chair Eastlake asked for any objections to changing the order of the action items moving Items C and D before Item A. Hearing none, Chair Eastlake so ordered.

C. Approve Finance Committee Bylaws

A. J. Balukoff moved and Ralph Little seconded approval of the Finance Committee Bylaws as presented. Motion passed unanimously.

D. Approve COMPASS Financial Manual

A. J. Balukoff moved and Ralph Little seconded approval of the COMPASS Financial Manual as presented. Motion passed unanimously.

A. Review Variance Report: October 1, 2003 to May 31, 2004

After discussion, Chair Eastlake asked for any objections to directing staff to revise the Variance Report format. The cover memo will provide a general picture of major projects that need to be highlighted. The Variance Report will be attached reporting both status and explanation, and will be color-coded and sorted so that the items in red, which reflect either a substantial financial component or timing component, are at the top. Items coded in yellow reflect projects that need to be watched. Hearing no objections, Chair Eastlake so ordered.

B. Review Preliminary FY2005 Unified Planning Work Program and Budget

After discussion, Chair Eastlake asked for any objection to directing staff to list the Downtown Boise Mobility Study in the Planning Factors report under “Promote efficient system management and operation.” Hearing none, Chair Eastlake so ordered.

After discussion, Chair Eastlake asked for any objection to directing staff to revise the format of the Revenue by Funding Source report under the Surface Transportation Program column eliminate the descriptive wording “Urban” and “State” and the “key #” wording and add COMPASS task numbers and task descriptions. Hearing none, Chair Eastlake so ordered.

After discussion, Chair Eastlake asked for any objection to directing staff to research if there is a tax liability to the fleet manager associated with the fleet manager taking a COMPASS car home nightly for maintenance. Hearing none, Chair Eastlake so ordered.

After discussion, Judy Peavey-Derr moved and Ralph Little seconded recommending the Preliminary FY2005 Unified Planning Work Program and Budget to the Executive Committee, as presented. With the caveat that if there is savings because the medical benefit increase does not go to 25% as budgeted, those savings would go to salaries in the form of merit increases of up to 3%, but more likely 2%. Motion passed unanimously.

E. Approve Definition of “Regional” Projects

F. Consider Changes to the Per Diem Rate

Chair Eastlake asked for any objections to deferring items E and F until the July Finance Committee meeting. Hearing none, Chair Eastlake so ordered.

INFORMATION/DISCUSSION ITEMS

A. Establish Next Meeting Agenda

After discussion, Chair Eastlake asked for any objection to directing staff to reschedule the **July 16, 2004 Finance Committee to before the COMPASS Board meeting on July 19th.** Hearing none, Chair Eastlake so ordered.

ADJOURNMENT

Meeting adjourned at 1:30 p.m.

Dated this 11th Day of August 2004.

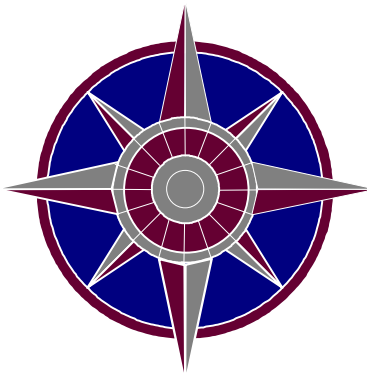
APPROVED:

By: _____
Susan Eastlake, Chair
COMPASS Finance Committee

ATTEST:

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

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Community Planning Association

of Southwest Idaho

MEMORANDUM

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Operations Director

DATE: July 22, 2004

RE: Review Variance Report: October 1, 2003 to June 30, 2004

Action Requested:

None. This item is for information only.

Background:

The attached documents represent the financial variance analysis for the October 2003 through June 2004 time period.

Staff has designed a new format to provide relevant information within the actual report instead of in this memo. These include:

- Recommended Action section
- Total Project Budget section for projects occurring over multiple years
- Road Signs for easy identification of areas of concern



Indicates projects requiring a possible Unified Planning Work Program and Budget revision or with material cost overruns.



Indicates projects in process but with a delayed start-up, thus producing a lower percent of budget expended than scheduled.



Indicates projects being monitored by staff, which could need future corrective action.

Status:

The June Variance Report is compared to the FY2004 Unified Planning Work Program and Budget Revision 3. The overall year-to-date labor is 72% at 75% of the year; however, the expenditures for all funding categories are 37% of budget at June 30, 2004. This is primarily due to Professional Service Agreements for the Corridor Studies and *Communities in Motion* not being in place earlier in the year. Staff labor was focused on other tasks due to these delays thus creating possible year-end cost overruns.

Attached is the Quarterly Income Statement and Balance Sheet. The REVENUE line items for the Surface Transportation Program Grants, the Other Federal Aid and Other Revenue Sources are low as a result of the delay in the studies mentioned above. Unexpended dollars will be carried forward into FY2005.

The EXPENSE line item for Legal/Lobbying is at 151% and staff anticipates continuing cost overruns in fourth quarter. Staff will be proposing the reallocation of dollars in FY2004 UPWP Revision 4.

Attachment

T:\900supsvs\Finance Committee\Variance Report Analysis June FY2004.doc

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2004 VARIANCE REPORT
 OCTOBER 1, 2003 - JUNE 30, 2004 (75.00%)

601 Transportation Support		Lead:		Matt Stoll	
Commencement Date:	10/01/03	Proposed Completion:	09/30/04	Status:	75%
Explanation: Development of the FY2005 Unified Planning Work Program and Budget and proposed revisions of the FY2004 Unified Planning work Program and Budget are charged to this task. There should be decreased expenditures in future months as the workload associated with developing and revising this year's and next year's work programs and budgets diminishes.					
Recommended Action: Staff will recommend reallocation between tasks in Revision 4 of FY2004 Unified Planning Work Program and Budget.					

	Budget - Revision 3				Actual				% Expended	
	Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$
Ada	202	112,463	22,950	135,413	171	93,914	21,624	115,538	85%	85%
Canyon	67	37,488	7,650	45,138	79	44,906	7,260	52,166	118%	116%



610 SH44 Corridor Preservation		Lead:		Patricia Nilsson	
Commencement Date:	01/01/04	Proposed Completion:	04/30/06	Status:	10%
Explanation: Request for Qualifications issued on June 25. Staff continues work on corridor mapping and data collection.					
Recommended Action: Staff has developed work tasks for mapping and data collection and development of scope. Consultant selection is underway, with selection committee formed and RFQ scoring scheduled for July 26.					
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>	
Total Project Budget:	345	170,000	1,430,000	1,600,000	

Ada	54	26,617	205,033	231,650	22	13,068	-	13,068	40%	6%
Canyon	77	38,303	295,047	333,350	21	12,656	-	12,656	27%	4%



611 US 20/26 Corridor Preservation		Lead:		Patricia Nilsson	
Commencement Date:	01/01/04	Proposed Completion:	04/30/06	Status:	10%
Explanation: Request for Qualifications issued on June 25. Staff continues work on corridor mapping and data collection.					
Recommended Action: Staff has developed work tasks for mapping and data collection and development of scope. Consultant selection is underway, with selection committee formed and RFQ scoring scheduled for July 26.					
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>	
Total Project Budget:	293	140,000	930,000	1,070,000	

Ada	68	32,590	232,960	265,550	17	10,316	-	10,316	26%	4%
Canyon	76	36,750	262,700	299,450	17	9,779	-	9,779	22%	3%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2004 VARIANCE REPORT
 OCTOBER 1, 2003 - JUNE 30, 2004 (75.00%)

Budget - Revision 3				Actual				% Expended	
Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$

612 Middleton Road Extension Alternatives				Lead: Patricia Nilsson			
Commencement Date:	01/01/04	Proposed Completion:	04/30/05	Status:	25%		
Explanation: Kick-off meeting held on June 8. Steering committee was established.							
Recommended Action:							
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>			
Total Project Budget:	57	30,370	169,630	200,000			

Ada	-	-	-	-	-	-	-	-	0%	0%
Canyon	57	30,370	169,630	200,000	22	13,973	83	14,056	39%	7%



636 Regional Transportation Modeling				Lead: Jay Witt			
Commencement Date:	10/01/03	Proposed Completion:	09/30/04	Status:	80%		
Explanation: Much of the staff time has been used for the development of the "new" 24-hour model. Staff efforts shifted to Task 637 (Peak Hour model development).							
Recommended Action: Focus efforts in this task on Ada County, which has approximately 29 work days remaining.							

Ada	156	70,410	40,500	110,910	127	62,926	23,141	86,067	82%	78%
Canyon	52	23,470	13,500	36,970	53	26,809	8,673	35,482	102%	96%

637 Peak Hour Model				Lead: Jay Witt			
Commencement Date:	3/15/04	Proposed Completion:	9/30/04	Status:	27%		
Explanation: Direct \$ for this task are for the development of both the Peak Hour and Mode Choice models. However, the Peak Hour model will be developed this fiscal year and use approximately \$50,000, while a model choice model will be developed next fiscal year and use the remaining \$150,000. Thus the Peak Hour Model is approximately 36% of total \$ expended and 37% of labor. The Peak Hour model is on track to be completed by 9/1/04.							
Recommended Action: None.							
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>			
Total Project Budget:	236	101,380	200,000	301,380			

Regional	111	50,000	200,000	250,000	41	19,656	16,854	36,511	37%	15%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2004 VARIANCE REPORT
 OCTOBER 1, 2003 - JUNE 30, 2004 (75.00%)

Budget - Revision 3				Actual				% Expended	
Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$

640 Transportation Liaison	Lead:	Matt Stoll
Commencement Date: 10/01/03	Proposed Completion: 09/30/04	Status: 75%
<p>Explanation: Staff time, specifically senior management, was under budgeted for this task. For the remainder of the year staff will decrease the liaison effort in order to bring this task in budget. Staff will focus on outreach efforts for Communities in Motion, Destination 2030 Limited Plan Update and Corridor Studies .</p>		
<p>Recommended Action: Staff will decrease liaison effort to focus on specific projects. Staff will recommend reallocation between tasks in Revision 4 of FY2004 Unified Planning Work Program and Budget.</p>		

Ada	34	19,944	-	19,944	37	27,715	-	27,715	108%	139%
Canyon	23	13,296	-	13,296	18	11,636	-	11,636	77%	88%



642 Congestion Management System	Lead:	Jay Witt
Commencement Date: 10/01/03	Proposed Completion: 09/30/04	Status: 63%
<p>Explanation: System implementation and maintenance are on schedule. However, more staff time has been needed for this task due to staff turnover and the development of additional system components. Therefore, staff will have the Congestion Management System implemented and documented by the end of the calendar year.</p>		
<p>Recommended Action: Reallocate direct funds and provide 5 additional work days in this fiscal year for this task.</p>		

Ada	52	25,270	15,050	40,320	43	22,463	2,110	24,572	82%	61%
Canyon	23	10,830	6,450	17,280	21	10,174	904	11,078	93%	64%



645 Air Quality Conformity Demonstration	Lead:	Jay Witt
Commencement Date: 10/01/03	Proposed Completion: 09/30/04	Status: 80%
<p>Explanation: This task is currently on schedule. Because COMPASS generates a TIP annually, transportation conformity analyses are annual tasks. A draft transportation conformity demonstration for the FY2005-2009 TIP is complete.</p>		
<p>Recommended Action: None.</p>		

Ada	92	45,100	-	45,100	68	32,064	-	32,064	74%	71%
Canyon	-	-	-	-	-	-	-	-	0%	0%

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2004 VARIANCE REPORT
OCTOBER 1, 2003 - JUNE 30, 2004 (75.00%)**

Budget - Revision 3				Actual				% Expended	
Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$

651 Air Quality Planning			Lead: Jay Witt		
Commencement Date:	10/01/03	Proposed Completion:	09/30/04	Status:	75%
Explanation: These projects are on schedule. The labor used for this task is currently based upon the air quality support requested by member agencies and the Idaho Department of Environmental Quality. The requests for assistance on air quality planning issues has not met the projected demand. Staff turnover has also promoted the surplus in the task's labor.					
Recommended Action: Reallocate 34 labor days to other tasks.					

Ada	85	41,650	-	41,650	44	24,991	586	25,576	51%	61%
Canyon	36	17,850	-	17,850	18	10,223	201	10,424	50%	58%

655 B20 Biodiesel Study			Lead: Jay Witt		
Commencement Date:	10/01/03	Proposed Completion:	09/30/04	Status:	77%
Explanation: A draft report was distributed for technical review. Comments are due on August 5th. Public outreach efforts will continue through the summer. 75% of the direct funds are committed, yet only 58% have been distributed. More direct fund commitments are anticipated by the end of the year.					
Recommended Action: None.					

Ada	84	45,000	138,500	183,500	55	26,593	80,334	106,927	65%	58%
Canyon	9	5,000	11,500	16,500	7	2,918	6,357	9,275	74%	56%

661 Communities in Motion			Lead: Charles Trainor											
Commencement Date:	10/01/03	Proposed Completion:	02/01/06	Status:	40%									
Explanation: Negotiations have been completed, and the consultant is under contract effective July 23, with a possible \$150,000 in direct costs incurred by September 30. Direct costs will spread over multiple years.														
Recommended Action: None														
<table border="0"> <tr> <td></td> <td><u>Workdays</u></td> <td><u>Labor \$</u></td> <td><u>Direct \$</u></td> <td><u>Total</u></td> </tr> <tr> <td>Total Project Budget:</td> <td>1,520</td> <td>787,000</td> <td>1,025,000</td> <td>1,812,000</td> </tr> </table>						<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>	Total Project Budget:	1,520	787,000	1,025,000	1,812,000
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>										
Total Project Budget:	1,520	787,000	1,025,000	1,812,000										

Regional	620	317,410	866,978	1,184,388	423	251,847	39,271	291,118	68%	25%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2004 VARIANCE REPORT
 OCTOBER 1, 2003 - JUNE 30, 2004 (75.00%)

Budget - Revision 3				Actual				% Expended	
Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$

662 Destination 2030-Limited Update	Lead:	Toni Tisdale		
Commencement Date: 4/20/04	Proposed Completion: 12/31/04	Status: 65%		
Explanation: This project was split off from Task 661, effective April 19. Project is on schedule with a few delays that should not interfere with final deadline. Percentage complete refers to this fiscal year only and not the project as a whole.				
Recommended Action:				
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
Total Project Budget:	155	82,450	36,100	118,550

Ada	83	47,590	30,100	77,690	56	29,541	13,408	42,948	67%	55%
Canyon	-	-	-	-	-	-	-	-	0%	0%

671 Public Transportation Support	Lead:	Toni Tisdale		
Commencement Date: 10/1/03	Proposed Completion: 09/30/04	Status: 75%		
Explanation: Senior management involvement in the Task Force on Public Transportation as well as the commitment of various staff to attend many levels of committee meetings created the overrun. Most started last fall. The new Interim Legislative Committee on transportation and air quality may cause additional concerns this summer.				
Recommended Action: Staff is not attending regular committee meetings unless direct relevance is proven or the agenda can directly tie to a different task.				

Ada	72	44,880	-	44,880	60	39,483	-	39,483	84%	88%
Canyon	18	11,220	-	11,220	13	10,034	-	10,034	71%	89%

685 Transportation Improvement Program	Lead:	Patricia Nilsson		
Commencement Date: 10/01/03	Proposed Completion: 09/30/04	Status: 75%		
Explanation: Task on schedule based on adopted TIP calendar. Project list for public review was prepared and presented to the Regional Technical Advisory Committee and the COMPASS Board.				
Recommended Action: Reallocate 48 labor workdays to other tasks.				

Ada	220	98,930	1,300	100,230	130	60,779	44	60,823	59%	61%
Canyon	118	53,270	700	53,970	83	39,164	16	39,180	71%	73%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2004 VARIANCE REPORT
 OCTOBER 1, 2003 - JUNE 30, 2004 (75.00%)

Budget - Revision 3				Actual				% Expended	
Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$

686 Maximize Transportation Funds	Lead:	Clair Bowman
Commencement Date: 10/01/03	Proposed Completion: 09/30/04	Status: 75%
<p>Explanation: Staffing demands of the Urban and TMA Balancing Committees are now peaking. Staff are providing educational information and lobbying support to maximize possible funding for the two counties as part of the transportation bill reauthorization. Staff does not anticipate the need for corrective action.</p>		
<p>Recommended Action: None.</p>		

Ada	32	20,600	500	21,100	25	18,854	21	18,876	80%	89%
Canyon	32	20,600	500	21,100	16	13,583	21	13,605	50%	64%

710 Development Monitoring	Lead:	Charles Trainor
Commencement Date: 10/01/03	Proposed Completion: 08/31/04	Status: 90%
<p>Explanation: Task is on schedule with a mid-year report in August. An inventory of preliminary plats has started.</p>		
<p>Recommended Action: Task is on schedule</p>		

Ada	63	31,785	910	32,695	60	21,643	-	21,643	95%	66%
Canyon	34	17,115	490	17,605	26	9,807	-	9,807	78%	56%

720 Data Resources and Forecasting	Lead:	Charles Trainor
Commencement Date: 01/01/03	Proposed Completion: 07/31/04	Status: 95%
<p>Explanation: Task is nearing completion with work being completed for use in Task 661-Communities in Motion. The last two scenarios should be completed at the zonal level by August.</p>		
<p>Recommended Action: Since the work most directly benefits Task 661, hours are being tracked under that task.</p>		

Ada	73	38,430	5,600	44,030	77	43,349	681	44,029	105%	100%
Canyon	32	16,470	2,400	18,870	26	15,381	380	15,761	82%	84%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2004 VARIANCE REPORT
 OCTOBER 1, 2003 - JUNE 30, 2004 (75.00%)

Budget - Revision 3				Actual				% Expended	
Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$

760 Automated Geographic Information Systems				Lead: Ross Dodge	
Commencement Date:	10/01/03	Proposed Completion:	09/30/04	Status:	75%
Explanation: Task is on schedule.					
Recommended Action:					

Ada	292	143,200	2,400	145,600	212	110,954	572	111,526	73%	77%
Canyon	73	35,800	600	36,400	48	23,692	282	23,974	65%	66%

761 Ada County Orthophotography				Lead: Charles Trainor	
Commencement Date:	08/01/03	Proposed Completion:	03/31/04	Status:	100%
Explanation: Work by the consultant has been completed. Distribution of the product is completed. Final payment has been approved to the consultant.					
Recommended Action: Task is on schedule					

Ada	-	-	75,000	75,000	-	-	75,318	75,318	0%	100%
Canyon	-	-	-	-	-	-	-	-	0%	0%

780 Drainage Planning				Lead: Jeanne Urlezaga	
Commencement Date:	12/01/03	Proposed Completion:	09/30/04	Status:	10%
Explanation: Professional Service Agreement was signed and work began in late March. Project is on schedule. Consultant has not invoiced for work completed.					
Recommended Action: No action. Consultant will submit an invoice in July.					

Ada	3	1,104	6,215	7,319	0	168	-	168	12%	2%
Canyon	1	595	3,346	3,941	0	71	-	71	9%	2%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2004 VARIANCE REPORT
 OCTOBER 1, 2003 - JUNE 30, 2004 (75.00%)

900 Operations	Lead:		Jeanne Urlezaga	
Commencement Date:	10/01/03	Proposed Completion:	09/30/04	Status: 75%
Explanation: This task is over as a result of up front expenditures, one time equipment purchase for a vehicle, PERSI retirement Purchase of Service payment for Erv Olen and legal/lobbying expenditures.				
Recommended Action: Adjustment proposed in Revision 4 will add dollars to cover current and anticipated cost overruns in Lega/Lobbying.				



	Budget - Revision 3				Actual				% Expended	
	Work Days	Labor \$	Direct \$	Total \$	Work Days	Labor \$	Direct \$	Total \$	Work Days	Total \$
Ada	1,048	-	95,900	95,900	829	-	93,556	93,556	79%	98%
Canyon	450	-	41,100	41,100	355	-	40,062	40,062	79%	97%

T:\900supvs\Variances\FY2004\June04 Variance Report

TOTAL ALL TASKS										
Ada	2,712	845,563	872,918	1,718,481	2,033	638,821	311,393	950,214	75%	55%
Canyon	1,178	368,427	815,613	1,184,040	823	254,806	64,239	319,045	70%	27%
Regional	731	367,410	1,066,978	1,434,388	463	271,503	56,125	327,629	63%	23%
TOTAL	4,621	1,581,400	2,755,509	4,336,909	3,319	1,165,131	431,758	1,596,888	72%	37%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

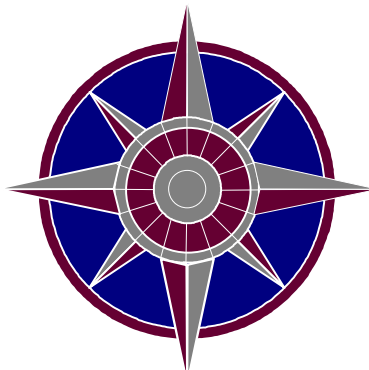
INCOME STATEMENT October 1, 2003 to June 30, 2004 (75.00%)				
	BUDGET-REV3	ACTUAL	BUDGET REMAINING	PERCENTAGE TO DATE
REVENUE				
General Membership Dues	504,942	378,531	126,411	75%
Special Membership Dues	23,725	19,619	4,106	83%
FTA/FHWA Consolidated Planning Grant	756,162	554,744	201,418	73%
Surface Transportation Program Grants	1,864,672	431,192	1,433,480	23%
Other Federal Aid	546,581	188,605	357,976	35%
Other Revenue Sources	722,362	144,957	577,405	20%
Total Revenue	4,418,444	1,717,648	2,700,796	39%
EXPENSES				
Salary	950,200	684,332	265,868	72%
Fringe	355,700	255,469	100,231	72%
Overhead	275,500	225,330	50,170	82%
Professional Services	2,514,109	277,223	2,236,886	11%
Legal/Lobbying	35,000	52,932	(17,932)	151%
Equipment	55,000	45,966	9,034	84%
Travel/Education	19,500	10,116	9,384	52%
Printing	3,500	2,467	1,033	70%
Public Involvement	82,000	3,074	78,926	4%
Meeting Support	5,500	3,729	1,771	68%
Other	40,900	36,251	4,649	89%
Total Expenses	4,336,909	1,596,888	2,740,021	37%
Reserve-Air Quality Event-pubic transportation	15,000	-	15,000	
Net Income (Loss)	66,535	120,760		

EXPENSES PER VARIANCE REPORT	BUDGET	ACTUAL
Ada County	1,718,481	950,214
Canyon County	1,184,040	319,045
Regional	1,434,388	327,629
Total Expenses	4,336,909	1,596,888

BALANCE SHEET June 30, 2004		
	June 30, 2004	March 31, 2004
ASSETS		
Cash and Cash Equivalents	355,584	432,015
Accounts Receivable	341,747	248,160
Fixed Assets - net of accumulated depreciation	160,197	145,769
Amount to be provided for long-term obligations	98,347	100,050
TOTAL ASSETS	955,874	925,994
LIABILITIES		
Accounts Payable	149,179	166,867
Accrued Payroll Liabilities	52,636	52,873
Accrued Capital Lease Obligation	17,169	18,873
Accrued Compensated Absences	81,178	81,178
TOTAL LIABILITIES	300,162	319,791
FUND BALANCE		
Investments in Fixed Assets	160,197	145,769
Fund Balance	495,515	460,434
	655,712	606,203
TOTAL LIABILITIES AND FUND BALANCE	955,874	925,994

* Accrued Compensated Absences are calculated annually at fiscal year-end

** Depreciation on Fixed Assets is calculated annually at fiscal year-end



Community Planning Association of Southwest Idaho

MEMORANDUM

TO: COMPASS Finance Committee

FROM: Clair M. Bowman, Executive Director

DATE: July 26, 2004

RE: Recommend Board Approval of Revision 4 of the FY2004 Unified Planning Work Program and Budget

Action Requested:

Recommend Board approval of Revision 4 of the FY2004 Unified Planning Work Program and Budget.

Background:

Federal metropolitan planning rules require a metropolitan planning organization to produce and maintain a Unified Planning Work Program and Budget.

Modification is needed to accommodate changes in staff activities, revenues and expenses, transportation projects, etc. In general, modifications are accomplished by means of a Board resolution, original copies of which are then distributed to appropriate funding agencies.

The role of the Finance Committee, according to the charter adopted by the COMPASS Board, is to perform a detailed review of COMPASS' financial portions of these proposals and formulate a recommendation to the full Board to accept, reject, or accept with specific modifications.

Status:

Five modifications are proposed for the FY2004 Unified Planning Work Program and Budget-Revision 4 and summarized in the table below.

Changes proposed in Revision 4 are as follows:

#	Revenue Adjustment	\$ Change	Expense Adjustment	\$ Change
1	Add \$324,300 Federal dollars to Task 262-“ACHD-Three Cities River Crossing” to pass-through to ACHD per the June 24, 2004 Transportation Management Area Balancing Committee meeting.	\$324,300.	Add related expense for pass-through to the Ada County Highway District.	\$324,300.
2		\$0.	<p>Reallocate workdays and related salary dollars from 651-“Air Quality Planning” and 685-“Transportation Improvement Program” to 601-“Transportation Support”, 640-“Transportation Liaison” and 642-“Congestion Management System” to help cover anticipated expense overruns at year-end.</p> <p>651 (34) workdays (\$ 14,700) 685 (48) workdays (\$ 26,500)</p> <p>601 +58 workdays \$ 29,230 640 +19 workdays \$ 9,370 642 + 5 workdays \$ 2,600</p>	
3			<p>Reallocate workdays by job classification (Director, Principal, and Operations) to reflect the actual level of staff working within these two tasks as follows:</p> <p>640-“Transportation Liaison” Director +31 workdays Principal -28 workdays Operations - 3 workdays</p> <p>710-“Development Monitoring” Director -31 workdays Principal +28 workdays Operations + 3 workdays</p> <p>The net effect to workdays and salary dollars is zero.</p>	<p>\$ 9,600.</p> <p>(\$ 9,600)</p>
4			Reallocate dollars to cover cost overrun for Task 990-“Operations”- Legal/Lobbying from Professional Services expense as follows:	

		Legal/Lobbying: 990-“Operations”	\$ 36,000.
		Professional Services: 642-“Congestion Management” 720-“Data Resources/Forecasting” 990-“Operations”	(\$15,000) (\$ 3,000) (\$18,000)
5		Transfer dollars to Task 671-“Public Transportation Support” to cover the cost of a Professional Services Agreement for development of a white paper on public transportation. Transfer dollars from unexpended Travel/Education expenses as follows: Professional Services: 671-“Public Transportation Support” Travel/Education: 720-“Data Resources/Forecasting” 760-“Geographic Information Systems” 990-“Operations”	\$ 5,500. (\$ 1,500) (\$ 2,000) (\$ 2,000)
		\$ 324,300	\$ 324,300

Please note that additional modifications may occur as a result of the Idaho Transportation Department end-of-the-year funding sweep.

pc: File 601 FY04 UPWP
T:\900supsvs\board\Clair's Memos\FY2004 UPWP Rev4 Finance Committee.doc



Community Planning Association of Southwest Idaho

MEMORANDUM

TO: Community Planning Association Finance Committee

FROM: Matthew J. Stoll, Deputy Executive Director

DATE: July 26, 2004

RE: Approve Definition of “Regional” Projects

Action Requested:

Approve definition of “regional” projects.

Background:

Tasks in the Unified Planning Work Program and Budget were broken into Ada or Canyon components upon direction from the Board in FY2003. Recently, Jae Hallett (Balukoff, Lindstrom & Company) and Staff recommended that, in some cases, a regional task would be more appropriate than attempting to create separate tasks for the same activity. Finance Committee members requested that some criteria be established to evaluate whether a task should be deemed regional and not be tracked between counties.

The move toward a project-based Unified Planning Work Program and Budget should make it easier to break out county specific activities. (For example, special travel demand model runs for a corridor study would be charged to that corridor study and not to a more general travel demand model task.)

Status:

Staff recommends the following criteria be used in determining whether a project is regional or not:

- A task’s project area and/or benefits are contained within multiple counties.
- The proposed funding is from multiple counties, state, and/or non-specific geographic sources.
- A task’s costs can only be assigned rationally to a multiple county area.
- A task’s activities can be easily tracked only on a multiple county basis.

Upon approval by the Finance Committee, Staff will use these criteria for identifying regional projects unless the Board directs otherwise.

The above criteria were used to determine whether a task in FY2004 Unified Planning Work Program and Budget are regional or not in the following examples:

1.) *Clearly Regional - Task 636 Regional Transportation Modeling*

This task benefits the entire study area. Since the model addresses flows within and between counties, it cannot be broken into separate parts. While Ada County has more of the system mileage, population, and employment, more limited data and the shorter history of modeling in Canyon County create other costs to implement an effective model. Activities such as calibration, code writing, and training cannot be broken out into county-specific time blocks.

2.) *Clearly Not Regional - Task 612.02 Middleton Road Extension Alternatives*

This task evaluates a corridor entirely within Canyon County, with minimal impact on Ada County transportation issues. The task is fully funded with STP-Urban (Canyon) and City of Nampa funds.

3.) *Mixed - Task 760.01 Automated Geographic Information Systems*

Many projects – e.g., zoning layer maintenance or an improved Canyon street file – are of greatest direct benefit to one county. However, there are general benefits of better land use and transportation system information for regional tasks such as Task 636. Costs for specific projects, such as evaluating population balances within highway commissioner districts, can be easily attributed. But, training and system maintenance cannot be.



Community Planning Association of Southwest Idaho

MEMORANDUM

TO: COMPASS Finance Committee
FROM: Jeanne Urlezaga, Operations Director
DATE: July 26, 2004,
RE: Consider Changes to the Per Diem Rate

Action Requested:

Consider changes to the Per Diem rate.

Background:

In reviewing the revisions to the Financial Manual, the Finance Committee requested that staff bring back a proposal to change the current COMPASS Per Diem policy to match the State of Idaho policy.

Status:

Currently, the Financial Policy Manual states “Per Diem rates are set by the Executive Director to cover meal costs for out of town travel. Per Diem rates are paid to an employee to cover the cost of meals while out of town for COMPASS purposes. The rates are reviewed periodically against those of other public entities and updated as deemed necessary.” The Per Diem dollar amount currently paid to COMPASS employees is \$20.00 in state and \$30.00 out of state.

The State of Idaho pays \$30.00 for travel within the state and follows the Federal guidelines for out of state travel. The Per Diem rate varies depending on location. Please see the attached State Travel Policy and Procedures Appendix “A” and “B”.

Staff recommends the following language to mirror the State policy: “COMPASS Per Diem rates are set by the State of Idaho Travel Policies and Procedure guidelines to cover the cost of meals while out of town for COMPASS purposes.”

Attachment

T:\900supsvs\Finance Committee\Per Diem Rate.doc

Idaho State Travel Policies and Procedures

- **LODGING**

Lodging expense will be reimbursed at actual cost as long as the cost is not unreasonable or exorbitant.

- **MILEAGE AND MEALS**

Current Rate:			
<u>Effective Date</u>	<u>Private Vehicle</u>	<u>MEALS In-State</u>	<u>MEALS Out-State</u>
1-1-04	37.5 cents private vehicle/aircraft	\$30.00	\$31.00 or Federal Rate
History of Rate Changes:			
<u>Effective Date</u>	<u>Private Vehicle</u>	<u>MEALS In-State</u>	<u>MEALS Out-State</u>
7-1-74	15 cents car		
7-1-75		\$10.00	\$14.00
7-1-78	15 cents car 17 cents air	\$12.00	\$15.00
7-1-79			\$17.00
8-15-79	17 cents car		
5-1-80	18 cents car	\$15.00	\$20.00
7-1-84	22 cents car		
1-1-85	20.5 cents car		
12-13-88	22 cents pvt vehicle/aircraft		
7-1-90	26 cents car	\$20.00	\$30.00
7-1-96	31 cents pvt vehicle/aircraft	\$20.00	\$30.00
2-13-00	32.5 cents pvt vehicle/aircraft	\$20.00	\$30.00
1-2-01	34.5 cents pvt vehicle/aircraft	\$20.00	\$30.00
7-1-01	34.5 cents pvt vehicle/aircraft	\$30.00	\$30.00 or Federal Rate
1-1-02	36.5 cents pvt vehicle/aircraft	\$30.00	\$30.00 or Federal Rate
1-1-03	36.0 cents pvt vehicle/aircraft	\$30.00	\$30.00 or Federal Rate

APPENDIX "B"

- **MAXIMUM PER DIEM REIMBURSEMENT RATES**

Daily Per Diem Reimbursement (see definition of “per diem” in Section 12A)

(a) In State \$30.00 day

(b) Out-of-State Per Diem Reimbursement Rate

\$31.00 per day is the base, but would allow the higher federal allowance in those locations published in IRS Publications.

Partial Day Per Diem Reimbursement

Where employees are to be absent from their official station on official business for less than twenty four (24) hours, partial day per diem reimbursement is equal to a maximum of twenty-five percent (25%) of the total per diem rate for breakfast, thirty-five percent (35%) for the total per diem rate for lunch, and fifty-five percent (55%) of the total per diem rate for dinner.

	In-State	Out-of-State
Breakfast – 25%	\$7.50	\$ 7.75 25% of Federal Rate
Lunch – 35%	\$10.50	\$10.85 35% of Federal Rate
Dinner – 55%	\$16.50	\$17.05 55% of Federal Rate

Official Conferences or Conventions

The above limits upon partial day per diem reimbursements do not apply to official conferences or conventions as described in 11.1 herein whether at the official station or not. As to such conferences or conventions, only the statutory daily limits of I.C. §67-2008 will apply.

Agencies may adopt maximums of lesser amounts than those established by the Board of Examiners.

FINANCE COMMITTEE AGENDA WORKSHEET

ITEM IV-E

<i>ID #</i>	<i>Title/Description</i>	<i>Agenda Type¹</i>	<i>Time (minutes)</i>	<i>Presenter(s)</i>	<i>Proposed Agenda</i>
1.	Approve Minutes from most recent Meeting	Consent	N/A	N/A	Monthly
2.	Establish Agenda for Next Meeting	Action	10	Susan Eastlake	Monthly
<i>UPCOMING AGENDA ITEMS</i>					
3.	Review Variance Report: October 1, 2003 to July 31, 2004 and October 1, 2003 to August 31, 2004	Action	20	Jeanne Urlezaga	September
4.	Update on Cafeteria Plan	Information/Discussion	10	Jeanne Urlezaga	TBD

¹ Action; Consent Agenda; Information; Special Item; Committee Reports; Open Discussion/Announcements