

FINANCE COMMITTEE MEETING

November 17, 2006 — 2:30 p.m.

COMPASS Conference Room



****AGENDA****

I. AGENDA ADDITIONS/CHANGES

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 2 * A. Approve July 14, 2006, Finance Committee Meeting Minutes and
Page 4 October 24, 2006, Special Finance Committee Meeting Minutes

IV. ACTION ITEMS

Page 6 * A. Approve Variance Report: October 31, 2005 to September 30, 2006
Page 19 * B. Review Proposed Revision 1 of the FY2007 Unified Planning Work
Program and Budget

V. INFORMATION/DISCUSSION ITEMS

A. Discuss Procedures to Test Integrity of the Internal Control System for
Specific Expenses

VI. OTHER

VII. ADJOURNMENT

**Enclosures*

Times are approximate. Agenda is subject to change.

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

****MINUTES****

ATTENDEES: Elaine Clegg, Councilwoman, City of Boise
 David Ferdinand, Commissioner, Canyon County, **Vice-Chair**
 Frank McKeever, Mayor, City of Middleton
 Judy Peavey-Derr, Commissioner, Ada County

MEMBERS ABSENT: A.J. Balukoff, Trustee, Independent School District of Boise City,
Chair
 Garret Nancolas, Mayor, City of Caldwell
 Margie Watson, Mayor, City of Parma

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

CALL TO ORDER:

Vice-Chair Ferdinand called the meeting to order 2:35 p.m.

CONSENT AGENDA

A. Approve April 14, 2006, Finance Committee Meeting Minutes

Elaine Clegg moved and Judy Peavey-Derr seconded approval of the Consent Agenda as presented. Motion passed unanimously.

ACTION ITEMS

A. Recommend Board Approval of the Draft FY2007 Unified Planning Work Program and Budget

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

After discussion, Judy Peavey-Derr moved and Elaine Clegg seconded to recommend Board approval of the Draft FY2007 Unified Planning Work Program and Budget. If there are any costs savings from the Benefit Plan this year, those funds should be shifted into the building fund. Motion passed unanimously.

B. Approve Variance Report: October 31, 2005 to June 30, 2006

Jeanne Urlezaga reviewed the October 31, 2005 to June 30, 2006 Variance Report.

After discussion, *Judy Peavey-Derr moved and Elaine Clegg seconded approval of the October 31, 2005 to June 30, 2006 Variance Report. Motion passed unanimously.*

Jeanne asked for approval to distribute the Variance Report quarterly instead of monthly.

After discussion, *Vice-Chair Ferdinand asked for any objection to changing from a monthly to quarterly variance report distribution. Hearing none, Vice-Chair Ferdinand so ordered.*

ADJOURNMENT

Frank McKeever moved and Judy Peavey-Derr seconded adjournment at 3:30 p.m. Motion passed unanimously.

Dated this 17th day of November 2006.

APPROVED:

BY: _____
*A.J. Balukoff, Chair
Finance Committee*

ATTEST:

BY: _____
*David Ferdinand, Vice-Chair
Finance Committee*

SPECIAL FINANCE COMMITTEE MEETING
OCTOBER 24, 2006 4:00 P.M.
COMPASS CONFERENCE ROOM



****MINUTES****

ATTENDEES: A.J. Balukoff, Trustee, Independent School District of Boise City,
Chair

Elaine Clegg, Councilwoman, City of Boise
 David Ferdinand, Commissioner, Canyon County, **Vice-Chair**
 Judy Peavey-Derr, Commissioner, Ada County

MEMBERS ABSENT: Frank McKeever, Mayor, City of Middleton
 Garret Nancolas, Mayor, City of Caldwell
 Margaret Watson, Mayor, City of Parma

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

CALL TO ORDER:

Chair Balukoff called the meeting to order at 4:14 p.m.

INFORMATION/DISCUSSION ITEMS

A. Pre-Audit Discussion with George Wadsworth of Wadsworth & Smith

George Wadsworth reviewed the proposed Engagement Letter and Scope of Work for the 2006 Audit.

After discussion, *David Ferdinand moved and Judy Peavey-Derr seconded approval of Chair A. J. Balukoff signing acceptance of the 2006 Engagement Letter dated October 24, 2006, between Wadsworth & Smith and COMPASS for the 2006 COMPASS Audit not to exceed \$12,000. Motion passed unanimously.*

After discussion, *Chair Balukoff asked for any objection to directing George Wadsworth to conduct a separate review, outside the scope of the 2006 Audit, of travel expenses for Board members and staff and review COMPASS credit card statements for Jeanne Urlezaga and Matt Stoll. George will submit a separate Engagement Letter outlining the Scope of Work and cost to Jeanne Urlezaga. Jeanne will determine where the money will be pulled from to cover the costs. Jeanne will e-mail the information to the Finance Committee for final approval. Hearing no objections, Chair Balukoff so ordered.*

After discussion, *Elaine Clegg moved and Judy Peavey-Derr seconded approval of Chair Balukoff signing acceptance of the Engagement Letter and Scope of Work for the review of travel expenses for Board members and staff and the review of credit card statements for Jeanne Urlezaga and Matt Stoll, after the Finance Committee provides approval via e-mail. Motion passed unanimously.*

OTHER

Matt Stoll provided an update on the 2007 COMPASS employee benefit package.

ADJOURNMENT

Elaine Clegg moved and David Ferdinand seconded adjournment at 4:50 p.m. Motion passed unanimously.

Dated this 17th day of November 2006.

APPROVED:

*BY: _____
A.J. Balukoff, Chair
Finance Committee*

ATTEST:

*BY: _____
David Ferdinand, Vice-Chair
Finance Committee*

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MEMORANDUM

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: November 13, 2006

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

ACTION REQUESTED:

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

BACKGROUND:

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

The year-to-date workdays are on budget at 96%. Total dollars expended are 57% of budget, which breaks down to 80% Ada, 51% Canyon and 55% Regional. The percentages are low because consultant billings are behind schedule on Program Numbers 610- SH44 Corridor Preservations Study, 611- US20/26 Corridor Preservation Study, and 661- *Communities in Motion* had an unspent balance of \$42,140. It also reflects the delay of Program Number 631- Rail Corridor Feasibility Study, and the addition of dollars in Revision 2 to Program Number 757-Regional Functional Classification Typologies in the amount of \$245,000. Both will be carried into FY2007.

STATUS:

Yield signs as shown on the attached Variance Report mark those projects that staff monitors throughout the year for potential budget adjustments. At year end these signs are removed because there will be no further action.

Those projects marked with Stop signs came in over budgeted amounts and will be funded by those that came in under.

All projects with Detour signs are in process but will move forward and be included in Revision 1 of the FY2007 Unified Planning Work Program and Budget.

Also attached is the Statement of Revenues, Expenses and Change in Fund Balance. Surface Transportation Program Grants are at 43%. The Professional Services expense at 37% reflects outstanding billings from the Corridor Studies and a late start on the Regional Functional Classification Typologies. Public Involvement at 58% and printing at 10% are low because of the extension to *Communities in Motion* which will be completed by January 2007. Other at 5% represents “in-kind” labor added in Revision 2 for the AMPO Grant, and dollars set aside for the Building Fund and Legislative Services miscellaneous expenses.

The net change in fund balance is \$360,675, of which \$25,949 is designated for match for carry-over grants, \$152,472 is reserved for the Building Fund, and \$68,202 will be added to the Orthophotography account for the FY2007 spring flight, resulting in a net change of \$114,052. This change is a result of staff vacancies and unspent indirect operations and maintenance.

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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - SEPTEMBER 30, 2006 (100.00%)

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

601 UPWP Budget Development and Monitoring			Lead:	Jeanne Urlezaga
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 100%
Explanation: Project is complete for FY2006. Staff used a considerable amount of time in preparing UPWP's for Revision 1, Revision 2 and the draft version of FY07 UPWP. With turn-over of financial staff more Director time was spent in training than budgeted.				
Recommended Action: The overrun on this project will be funded by Consolidated Planning Grant dollars from projects that were completed under budget.				

Regional	197	98,911	-	98,911	208	119,146	-	119,146	106%	120%
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605 Federal Assurances			Lead:	Toni Tisdale
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 100%
Explanation: Project is complete for FY2006.				
Recommended Action: The overrun on this project will be funded by Consolidated Planning Grant dollars from projects that were completed under budget.				

Regional	6	3,320	-	3,320	7	4,646	-	4,646	115%	140%
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610 SH44 Corridor Preservation Study			Lead:	Charles Trainor
Commencement Date:	01/01/04	Proposed Completion:	09/30/07	Status: 60%
Explanation: Draft Work Order #2 was submitted by consultant, but was significantly over budget. In first weeks of FY07, the draft Work Order was returned to consultant, with comments/request for revisions.				
Recommended Action: None.				

Regional	172	90,386	1,393,504	1,483,890	132	71,684	375,140	446,824	77%	30%
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	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
FY04 Actual	91	50,470	-	50,470
FY05 Actual	54	29,145	36,496	65,640
FY06 Budget	172	90,386	1,393,504	1,483,890
Total Project Budget:	317	170,001	1,430,000	1,600,000

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - SEPTEMBER 30, 2006 (100.00%)

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

Regional	94	49,774	748,322	798,096	95	49,556	468,334	517,890	101%	65%
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611 US 20/26 Corridor Preservation Study		Lead:		Charles Trainor	
Commencement Date:	01/01/04	Proposed Completion:	05/31/07	Status:	90%
Explanation: Project is on schedule. Work Order #1 complete; Work Order #2 on task. Direct dollars represent billings through July 2006.					
Recommended Action: None.					
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>	
FY04 Actual	82	44,274	-	44,274	
FY05 Actual	85	45,952	181,678	227,630	
FY06 Budget	94	49,774	748,322	798,096	
Total Project Budget:	261	140,000	930,000	1,070,000	

Ada				-					0%	0%
Canyon	6	3,275	48,276	51,551	5	2,658	48,359	51,017	79%	99%

612 Middleton Road Connections Study		Lead:		Patricia Nilsson	
Commencement Date:	01/01/04	Proposed Completion:	03/31/06	Status:	100%
Explanation: Project is complete for FY2006.					
Recommended Action: None.					
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>	
FY04 Actual	41	28,558	118,261	146,819	
FY05 Actual	25	12,915	100,737	113,652	
FY06 Budget	6	3,275	48,276	51,551	
Total Project Budget:	72	39,666	272,357	312,022	

Ada	71	31,355	13,000	44,355	77	29,174	25	29,199	109%	66%
Canyon	71	31,355	13,000	44,355	68	25,998	25	26,023	97%	59%

620 Growth and Transportation System Monitoring		Lead:		Carl Miller	
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status:	100%
Explanation: Project is complete for FY2006. The 2005 Development Monitoring report was completed in March. A prototype of the Monitoring Report was produced in September 2006. It was a partial product as future Monitoring Reports will be more sophisticated.					
Recommended Action: None.					

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - SEPTEMBER 30, 2006 (100.00%)

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

Ada	35	18,545	-	18,545	3	1,476	-	1,476	9%	8%
Canyon	35	18,545	-	18,545	2	918		918	6%	5%

626 Population Estimate Development	Lead:		Carl Miller
Commencement Date:	10/01/05	Proposed Completion:	03/31/06 Status: 10%
Explanation: Population estimates were completed in March. A new demographer position was established and hired in early October. Delays in filling this position delayed the additional work to be done under this task.			
Recommended Action: None. Dollars from this task will be used to fund overruns.			

631 Rail Corridor Feasibility Study	Lead:		John Cunningham
Commencement Date:	12/01/05	Proposed Completion:	09/30/07 Status: 55%
Explanation: A consultant for this study will be selected as a part of an RFQ/RFP process that will be completed in October 2006. Staff anticipates an executed contract in November 2006.			
Recommended Action: None.			

Regional	84	43,734	307,945	351,679	65	33,955	789	34,744	77%	10%
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647 Land Use Model Demonstration Project	Lead:		MaryAnn Waldinger
Commencement Date:	10/01/05	Proposed Completion:	09/30/06 Status: 10%
Explanation: Demographer position was not filled in FY2006. Staff completed research and evaluation of potential Land Use Model software. Software will be purchased in FY2007.			
Recommended Action: Continue task in FY2007 UPWP under 647: Regional Growth Issues and Options. Lead Staff will be Carl Miller			

Regional	81	38,360	15,000	53,360	10	4,767		4,767	12%	9%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - SEPTEMBER 30, 2006 (100.00%)

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

653 Communications and Education			Lead:	Terri Schorzman
Commencement Date:	10/01/05	Proposed Completion:	09/30/07	Status: 100%
Explanation: Elements of the project, such as website redevelopment, agency sponsorships, and planning for educational sessions were complete; others, such as completing new brochures and implementing the education series, were not finished by the end of the fiscal year.				
Recommended Action: None.				

Regional	119	63,580	38,500	102,080	108	49,445	32,157	81,602	91%	80%
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655 AMPO, Treasure Valley Access Mgt. Strategy			Lead:	John Cunningham
Commencement Date:	04/17/06	Proposed Completion:	03/31/07	Status: 10%
Explanation: Project was approved as part of Revision 2 to the UPWP in April. On schedule for FY2007.				
Recommended Action: None.				

Regional	80	38,577	17,923	56,500	14	7,923	7,923	18%	14%
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661 Communities in Motion			Lead:	Charles Trainor
Commencement Date:	10/01/03	Proposed Completion:	08/31/06	Status: 100%
Explanation: The Board authorized a three month extension without addition to direct costs. Additional work on plan has delayed implementation activities related to plan under Tasks 620.				
Recommended Action: Unspent direct dollars will be carried forward to FY2007.				
	Workdays	Labor \$	Direct \$	Total
FY04 Actual	573	332,466	163,319	495,785
FY05 Actual	875	434,897	723,475	1,158,372
FY06 Budget	623	345,741	285,556	631,297
Total Project Budget:	2,071	1,113,104	1,172,350	2,285,454

Regional	623	348,816	285,556	634,372	698	370,004	191,807	561,811	112%	89%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - SEPTEMBER 30, 2006 (100.00%)

685 Transportation Improvement Program			Lead:	Toni Tisdale
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 100%
Explanation: Task is almost complete for FY 2007-2011 program. Additional staff time was needed due to numerous changes towards the end of the process.				
Recommended Action: The overrun on this project will be funded by Consolidated Planning Grant dollars from projects that were completed under budget.				

	Budget - Rev 2				Actual				% Expended	
	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$
Ada	145	73,188	1,800	74,988	202	99,740	1,843	101,583	139%	135%
Canyon	97	48,792	1,200	49,992	120	58,270	1,228	59,498	124%	119%



701 General Membership Services			Lead:	Charles Trainor
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 100%
Explanation: Project is complete for FY2006.				
Recommended Action: None.				

Ada	122	57,160	8,000	65,160	128	60,372	521	60,894	106%	93%
Canyon	30	14,290	2,000	16,290	26	13,312	411	13,723	84%	84%

703 General Public Services			Lead:	Charles Trainor
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 100%
Explanation: Project is complete for FY2006. Lower number of public requests brought this task in under budget.				
Recommended Action: None. Dollars from this task will be used to fund overruns.				

Ada	78	40,658	-	40,658	70	32,541	326	32,867	90%	81%
Canyon	26	13,553	-	13,553	22	10,398	109	10,507	85%	78%

705 Transportation Liaison Services			Lead:	Matt Stoll
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 100%
Explanation: Project is complete for FY2006. Staff has been involved in a variety of projects under this program. Workdays and dollars expended are in excess of the amounts budgeted.				
Recommended Action: The overrun on this project will be funded by Consolidated Planning Grant dollars from projects that were completed under budget.				

Ada	58	33,996	-	33,996	82	50,083		50,083	143%	147%
Canyon	38	22,664	-	22,664	54	31,889		31,889	140%	141%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - SEPTEMBER 30, 2006 (100.00%)

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

720 Three Cities River Crossing			Lead: MaryAnn Waldinger	
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 100%
Explanation: Project completed in FY2006. ACHD has selected a preferred alignment and lead staff does not anticipate spending much time on this specific project in FY 2007.				
Recommended Action: None. This task is in the FY 2007 UPWP under 751: ACHD West Bench, CIP, 3CRX, Floating Feather				

Ada	10	5,170	-	5,170	9	4,408	4,408	87%	85%
Canyon				-			-	0%	0%

729 Lake Hazel Extension Study			Lead: MaryAnn Waldinger	
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 100%
Explanation: Project is complete for FY2006.				
Recommended Action: Overage will be covered with other ACHD projects that are under budget.				

Ada	6	2,540	-	2,540	11	5,518	5,518	183%	217%
Canyon				-			-	0%	0%



733 Clean Cities Coalition Participation			Lead: MaryAnn Waldinger	
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 100%
Explanation: Project is complete for FY2006. Staff participates at stakeholder meetings as requested.				
Recommended Action: None. Dollars from this task will be used to fund overruns.				

Ada	15	8,160	-	8,160	4	2,058	2,058	25%	25%
Canyon				-			-	0%	0%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - SEPTEMBER 30, 2006 (100.00%)

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

740 Meridian Pathways Plan			Lead: Ross Dodge		
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status:	100%
Explanation: Project is completed for FY2006. Consultant was hired for this project, COMPASS support was no longer needed.					
Recommended Action: None.					

Ada	4	2,400	-	2,400	1	278	278	13%	12%
Canyon				-			-	0%	0%

741 South Meridian Area Plan			Lead: John Cunningham		
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status:	75%
Explanation: COMPASS staff support was provided as requested. Meridian staff indicates project will be complete December 2006 with adoption anticipated for spring 2007.					
Recommended Action: None. Staff will continue to support this project in FY2007.					

Ada	14	7,470	-	7,470	4	1,971	1,971	30%	26%
Canyon				-			-	0%	0%



742 Ten Mile Specific Area Plan			Lead: John Cunningham		
Commencement Date:	02/01/06	Proposed Completion:	09/30/06	Status:	75%
Explanation: Commencement Date changed from 10/01/05 to 2/1/06. Meridian staff indicates project will be complete December 2006 with adoption anticipated for spring 2007.					
Recommended Action: None.					

Ada	6	3,090	-	3,090	3	1,290	1,290	43%	42%
Canyon				-			-	0%	0%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - SEPTEMBER 30, 2006 (100.00%)

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

749 I-84 High Occupancy Vehicle (HOV) Lane Feasibility Study	Lead:	MaryAnn Waldinger
Commencement Date: 10/01/05	Proposed Completion: 09/30/06	Status: 100%
Explanation: This project was completed by the Idaho Transportation Department through a contract; therefore COMPASS support was not needed.		
Recommended Action: None.		

Regional	6	2,340	-	2,340	0	17	-	17	1%	1%
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751 West Bench Circulation Study	Lead:	MaryAnn Waldinger
Commencement Date: 10/01/06	Proposed Completion: 09/30/07	Status: 100%
Explanation: This study was not accomplished in FY2006. COMPASS staff will continue support under the FY2007 UPWP.		
Recommended Action: None.		

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



753 Floating Feather Alignment Study	Lead:	MaryAnn Waldinger
Commencement Date: 05/01/06	Proposed Completion: 09/30/06	Status: 100%
Explanation: Project is complete for FY2006. COMPASS staff will continue support under the FY2007 UPWP.		
Recommended Action: None.		

Ada	7	2,890	-	2,890	4	1,949	1,949	55%	67%
Canyon				-			-	0%	0%

755 ACHD - Capital Improvement Plan update	Lead:	MaryAnn Waldinger
Commencement Date: 01/01/05	Proposed Completion: 09/30/06	Status: 100%
Explanation: Project is complete for FY2006. Staff completed in less time that anticipated.		
Recommended Action: None. Dollars from this task will be used to fund overruns.		

Ada	38	18,210	-	18,210	10	4,768	4,768	25%	26%
Canyon				-			-	0%	0%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - SEPTEMBER 30, 2006 (100.00%)

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

757 Regional Functional Classification /Street Typology Study			Lead:	Charles Trainor
Commencement Date:	04/17/06	Proposed Completion:	12/31/06	Status: 5%
Explanation: Project initiated in June, with completion slated for FY2007. Direct dollars will be carried forward in Revision 1 of the UPWP.				
Recommended Action: Direct dollars will be carried forward in Revision 1 of the UPWP.				

Ada	12	6,966	73,500	80,466	2	1,459	1,459	20%	2%
Canyon	28	16,254	171,500	187,754	1	557	557	3%	0%



760 Legislative Services			Lead:	Matt Stoll
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 100%
Explanation: Project is complete for this fiscal year. Actual costs came in under budget due to lower than expected travel and staff expenditures.				
Recommended Action: None.				

Regional	82	48,970	193,100	242,070	69	47,418	164,409	211,827	84%	88%
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801 Transportation Staff Development			Lead:	Jeanne Urlezaga
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 100%
Explanation: Project is complete for FY2006.				
Recommended Action: None.				

Regional	61	30,420	30,000	60,420	74	36,103	17,909	54,012	121%	89%
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820 Committee Support			Lead:	Jeanne Urlezaga
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 100%
Explanation: Project is complete for FY2006.				
Recommended Action: None.				

Regional	267	105,240	5,000	110,240	242	103,521	4,087	107,608	91%	98%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - SEPTEMBER 30, 2006 (100.00%)

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

836 Model Maintenance			Lead: MaryAnn Waldinger	
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 100%
Explanation: Project is complete for FY2006.				
Recommended Action: None. Dollars from this task will be used to fund overruns.				

Regional	144	65,776	44,394	110,170	111	48,347	42,438	90,784	77%	82%
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842 Congestion Management System Maintenance			Lead: MaryAnn Waldinger	
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 100%
Explanation: Project is complete for FY2006. COMPASS staff will continue support under the FY2007 UPWP.				
Recommended Action: None.				

Regional	70	32,410	5,000	37,410	34	15,757	3,394	19,150	49%	51%
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856 Transportation Studies Coordination			Lead: Toni Tisdale	
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 100%
Explanation: Staff completed two updates to the study data in FY2006. Other tasks took priority creating a shortfall on actual workdays and dollars.				
Recommended Action: None. Dollars from this task will be used to fund overruns.				

Regional	7	3,810	-	3,810	3	1,219		1,219	38%	32%
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860 Geographic Information System Maintenance			Lead: Ross Dodge	
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 100%
Explanation: Project is complete for FY2006. GIS maintenance is an ongoing internal task of the GIS group. Acquisition and editing of data; building processes to analyze data; providing access to GIS tools for staff; and building GIS capability all fall under this task. GIS maintenance provides a basis from which to begin other GIS tasks.				
Recommended Action: Overage will be covered with projects under budget.				

Ada	178	83,312	1,760	85,072	201	94,397		94,397	113%	111%
Canyon	45	20,828	440	21,268	60	24,367		24,367	136%	115%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2006 VARIANCE REPORT
 OCTOBER 1, 2005 - SEPTEMBER 30, 2006 (100.00%)

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

861 Ada County Orthophotography			Lead:	Ross Dodge
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 100%
Explanation: Project is complete for FY2006. Due to the pace of development this year, these requests continued to be higher than anticipated.				
Recommended Action: Overage will be covered with projects under budget.				

Ada Canyon	10	3,660	-	3,660	15	5,544	-	5,544	147%	151%
				-				-	0%	0%



900 Operations			Lead:	Jeanne Urlezaga
Commencement Date:	10/01/05	Proposed Completion:	09/30/06	Status: 100%
Explanation: Project is complete for FY2006.				
Recommended Action: None.				

Regional	952	-	40,935	40,935	1,011	35,139	-	35,139	106%	86%
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LEGEND:



Potential budget adjustment.
Staff Monitoring



Slow Start. Project may go into next year.



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

TOTAL ALL TASKS										
Ada	816	401,461	98,061	499,522	826	397,026	2,715	399,741	101%	80%
Canyon	375	189,557	236,417	425,973	358	168,366	50,131	218,497	95%	51%
Regional	3,045	1,064,425	3,125,180	4,189,604	2,881	963,508	1,335,601	2,299,115	95%	55%
TOTAL	4,236	1,655,442	3,459,657	5,115,099	4,065	1,528,900	1,388,447	2,917,353	96%	57%

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE October 1, 2005 to September 30, 2006 (100.00%)				
	BUDGET-REV2	ACTUAL	BUDGET REMAINING	PERCENTAGE TO DATE
REVENUE				
General Membership Dues	655,495	655,495	-	100%
Special Membership Dues	46,200	46,200	-	100%
FTA/FHWA Consolidated Planning Grant	1,312,014	1,020,758	291,256	78%
Surface Transportation Program Grants	2,711,336	1,167,358	1,543,978	43%
Other Federal Aid	57,144	32,857	24,287	57%
Other Revenue Sources	482,909	355,360	127,549	74%
Total Revenue	5,265,098	3,278,028	1,987,070	62%
EXPENSES				
Salary	973,751	939,309	34,442	96%
Fringe	353,692	306,365	47,327	87%
Overhead	328,000	283,227	44,773	86%
Professional Services	3,080,366	1,136,097	1,944,269	37%
Legal/Lobbying	160,000	155,077	4,923	97%
Equipment	40,000	28,708	11,292	72%
Travel/Education	55,000	30,283	24,717	55%
Printing	53,000	5,232	47,768	10%
Public Involvement	22,000	12,817	9,183	58%
Meeting Support	12,800	10,049	2,751	79%
Other	186,489	10,188	176,301	5%
Total Expenses	5,265,098	2,917,353	2,347,745	55%
NET CHANGE IN FUND BALANCES	-	360,675		
FUND BALANCE AT BEGINNING OF YEAR	648,653	648,653		
FUND BALANCE AT SEPTEMBER 30, 2006	648,653	1,009,328		

EXPENSES PER VARIANCE REPORT	BUDGET	ACTUAL
Ada County	499,522	399,741
Canyon County	425,973	218,497
Regional	4,189,604	2,299,115
Total Expenses-September 30, 2006 variance report	5,115,099	2,917,353

FUND BALANCE SHEET September 30, 2006		
	September 30, 2006	September 30, 2005
ASSETS		
Cash and Cash Equivalents	803,494	699,038
Local Government Investment Pool - Building Fund	152,472	-
Accounts Receivable	429,975	507,572
Prepaid Expenses	-	575
TOTAL ASSETS	1,385,942	1,207,184
LIABILITIES		
Accounts Payable	294,218	311,462
Accrued Payroll Liabilities	50,003	45,045
Deferred Revenue	32,392	202,024
TOTAL LIABILITIES	376,614	558,531
FUND BALANCE		
Fund Balance, Unreserved	663,132	499,419
Fund Balance, Designated-Local Dollars to Match Grants	25,949	49,661
Fund Balance, Designated-Building Fund	152,472	-
Fund Balance, Designated-Orthophotography Project	167,775	99,573
	1,009,328	648,653
TOTAL LIABILITIES AND FUND BALANCES	1,385,942	1,207,184



MEMORANDUM

ITEM IV-B

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: November 10, 2006

RE: Revision 1 of the FY2007 Unified Planning Work Program and Budget

ACTION REQUESTED:

Staff requests direction on proposed additions and deletions to the FY2007 Unified Planning Work Program and Budget.

BACKGROUND:

Federal metropolitan planning rules require the Community Planning Association to produce and maintain several documents:

1. Unified Planning Work Program and Budget;
2. Transportation Improvement Program;
3. Long Range Transportation Plan;
4. Air Quality Conformity (Ada County only); and
5. Congestion Management System.

Each of these documents is periodically amended as necessary to accommodate changes in staff activities, revenues and expenses, transportation projects, etc. These amendments are usually accomplished through a Board resolution with subsequent distribution of the approved resolution and documents to the appropriate funding agencies. Prior to presentation to the Board, proposed modifications of these documents are brought to the Finance Committee and the Regional Technical Advisory Committee for recommendation to the Board.

Revision 1 of the FY2007 Unified Planning Work Program and Budget is proposed for the following reasons:

1. To adjust revenue and expense dollars for work program numbers (or projects) to reflect actual carry-over dollars from FY2006;
2. To decrease fringe costs as a result of decreased medical insurance premiums for FY2007, and program the savings to the building fund;
3. To create Program Number 858 - Temporary Staff Support for intern and temporary employment purposes using salary savings;
4. To add Professional Service dollars to Program Number 861 - Ada County Orthophotography for spring 2007 fly over; and
5. To redistribute Indirect Operations and Maintenance budget categories with no change in total dollars.

After the addition of carry-over revenue from Consolidated Planning Grants and other dedicated funding sources, there is a total balance of \$319,632. These dollars can be used in a variety of ways. The items listed below on the Recommended Changes for Revision 1 detail one scenario of how these dollars could be used. There is still an estimated balance of \$50,000 after these adjustments. Staff is seeking direction of how the Finance Committee would like to proceed. The Revenue Expense Summary is attached showing additional detail of this proposal.

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STATUS:

Staff requests the Finance Committee review and recommend strategy for Board adoption of Revision 1 of the FY2007 Unified Planning Work Program and Budget.

Recommended Changes to FY2007 Revision 1

#	Revenue Adjustment	\$ Change	Expense Adjustment	\$ Change
1	Add carry-over revenue from FY2005/2006 Consolidated Planning Grant and related local match for FY2006 STP TMA Grant CPG (FY2005) Canyon County CPG (FY2006) Canyon County CPG (FY2006) Ada County Local Match	\$ 49,147 \$ 78,481 \$154,783 \$ 22,371	Add related expenses to Program Number 757-Regional Functional Classification/Street Typology Study and offset match reduction on Corridor Studies Professional Service Agreements Staff labor	\$ 245,000 \$ 11,170
2	Add carry-over revenue from STP-TMA, STP Urban and Valley Regional Transit match. STP TMA Key #8960 Valley Regional Transit Match STP – Urban Key #7702 STP TMA Key #8697 Local Match	\$277,980 \$ 22,020 \$ 7,945 \$ 37,221 \$ 3,577	Add related expense to Program Number 631-Treasure Valley High Capacity Transit Study Professional Service Agreements	\$ 348,114
3	Add carry over revenue to reflect addition of FY2006 year-end sweep dollars and match designated to the Purple Sage/Beacon Light Project STP-Urban Key #9193 Canyon Highway District Match	\$ 48,000 \$ 3,802	Add related expense to Program Number 651-ACHD West Bench, CIP, 3CRX, Floating Feather and Purple Sage/Beacon Light Professional Service Agreements	\$ 51,802
4	Add carry-over revenue STP-State, additional FY2006/2007 STP-State revenue and Idaho Transportation Match STP-State carry-over Key #7826 STP-State FY2006/FY2007 Key #7876 ITD Match Reduce ITD Match on COMPASS Labor	\$ 259,437 \$1,341,977 \$ 126,855 (\$ 5,585)	Add related expenses to Program Number 611-US 20/26 Corridor Preservation Study Professional Service Agreements	\$1,728,269
5	Add carry-over revenue to STP-State and Idaho Transportation Dept. Match STP-State Key #7827 Idaho Transportation Dept Match Reduce ITD Match on COMPASS Labor	\$ 943,617 \$ 74,748 (\$ 5,585)	Add related expenses to Consultant support to Program Number 610-SH 44 Corridor Preservation Study Professional Service Agreements	\$1,018,365
6	Add carry-over revenue and match to AMPO grant FTA-AMPO Treasure Valley Mgt. Strategy Grant Local In-kind Match	\$ 10,163 \$ 4,177	Add related expense to Program Number 655-AMPO Treasure Valley Management Strategy Grant carry-over, COMPASS Labor and local In-kind match	\$ 14,340
7	Add revenue dollars for carry-over of Idaho Transportation Department agreement for the regional long-range transportation plan. ITD – Communities in Motion	\$ 32,393	Add related expenses to Program Number 661 – Communities in Motion Printing Public Involvement	\$ 25,393 \$ 7,000

8	Add revenue the Orthophotography fly-over spring 2008 COMPASS Orthophotography Fund Participating Agencies	\$100,000 \$260,000	Add related expense to Program Number 861 – Ada County Orthophotography Professional Service Agreement	\$ 360,000
9			Reduce fringe rate and add savings to the Building Fund account Fringe Rate Building Fund	(\$ 33,915) \$ 33,915
10			Reduce dedicated draw on salary pool due to under fill and vacancies and create new Program Number 858-Temporary Staff Support Salary Pool Redistribution 858 Temporary Staff Support	(\$ 32,292) \$ 32,292

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**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
FY2007 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 1
REVENUE AND EXPENSE SUMMARY**

REVENUE	FY2007 Final	FY2007 Revision 1	
GENERAL MEMBERSHIP			
Ada County	201,502	201,502	
Ada County Highway District	201,502	201,502	
Association of Canyon County Highway Districts	37,638	37,638	
Boise City	103,622	103,622	
Caldwell City	27,951	27,951	
Canyon County	131,444	131,444	
Eagle City	9,864	9,864	
Garden City	5,916	5,916	
Kuna City	6,197	6,197	
Meridian City	32,617	32,617	
Middleton City	3,363	3,363	
Nampa City	56,180	56,180	
Notus City	410	410	
Parma City	1,412	1,412	
Star City	2,252	2,252	
Subtotal	821,870	821,870	
SPECIAL MEMBERSHIP			
Boise State University	8,200	8,200	
Capital City Development Corporation	8,200	8,200	
Department of Environmental Quality	8,200	8,200	
Idaho Transportation Department	8,200	8,200	
Independent School District of Boise City	8,200	8,200	
Joint School District #2	8,200	8,200	
Valley Regional Transit	8,200	8,200	
Subtotal	57,400	57,400	
GRANTS AND SPECIAL PROJECTS			
FHWA/FTA - Consolidated Planning Grants			
CPG - Canyon County - FY2005 Carry-over	-	49,147	1
CPG - Ada County - FY2006 Carry-over	-	154,783	1
CPG - Canyon County - FY2006 Carry-over	-	78,481	1
CPG - Ada County - FY2007	812,053	812,053	
CPG - Canyon County - FY2007	285,612	285,612	
Sub Total CPG Grants	1,097,665	1,380,076	
STP TMA - K #8697 Trans. Planning, Ada - FY06 Carry-over	-	37,221	2
STP TMA - K #8962, FY07, Transportation Planning, Ada	146,000	146,000	
STP TMA - K #8960, Treasure Valley High Capacity Transit Study	-	277,980	2
Valley Regional Transit - local match for K #8960	-	22,020	2
STP-U Key #7702 - Treasure Valley High Capacity Transit Study	-	7,945	2
STP-U K #9193, FY06, Purple Sage/Beacon Light	-	48,000	3
Canyon Hwy Dist - Local Match on Purple Sage/Beacon Light	-	3,802	3
STP-U K #9197, FY07, Transportation Planning, Canyon	37,064	37,064	
STP-St. K #7826, FY05, US 20/26 Corr Pres Study, carry-over	70,500	1,666,739	4
ITD-local match for K#7826, US 20/26 Corr Pres Study	5,585	126,855	4
STP-St. K #7827, FY05, SH44 Corr Pres Study, carry-over	70,500	1,008,942	5
ITD-local match for K #7827, SH44 Corr Pres Study	5,585	79,923	5
STP TMA - K #9825, Freight Study	310,000	310,000	
STP TMA - K #9826, High Volume Intersection Study	185,320	185,320	
FTA - AMPO Treasure Valley Mgt. Strategy Grant	14,125	24,288	6
Subtotal	844,678	3,982,099	
OTHER			
ITD-Communities in Motion	-	32,393	7
Carry-over local dollars for Match (Fund Balance)	-	25,949	1,2
In-Kind Match - AMPO Grant	7,246	11,423	6
Data Dissemination	9,000	9,000	
Interest Income	6,000	6,000	
Mapping and Miscellaneous	11,000	11,000	
Ortho Photography - COMPASS Funding	-	100,000	8
Ortho Photography - Participating Agencies	-	260,000	8
Subtotal	33,246	455,765	
COMPASS REVENUE	2,854,859	6,697,210	

EXPENSE	FY2007 Final	FY2007 Revision 1	
SALARY, FRINGE & CONTINGENCY			
Salary	1,033,300	1,033,300	
Fringe	426,569	392,654	9
Salary Contingency (Overtime and Bonus)	13,000	13,000	
Sick Time Trade	10,000	10,000	
Subtotal	1,482,869	1,448,954	
INDIRECT OPERATIONS & MAINTENANCE			
COMPASS	328,000	328,000	
Subtotal	328,000	328,000	
DIRECT OPERATIONS & MAINTENANCE			
610, SH44 Corridor Preservation Study	500	1,018,865	5
611, US 20/26 Corridor Preservation Study	500	1,728,769	4
620, Growth and Transportation System Monitoring	1,000	1,000	
631, Treasure Valley High Capacity Transit Study	-	348,114	2
647, Regional Growth Issues and Options	35,000	35,000	
653, Communications and Education	29,900	29,900	
655, AMPO, Treasure Valley Access Mgt. Strategy	10,496	17,923	6
661, Communities in Motion	3,500	35,893	7
685, Transportation Improvement Program	3,500	3,500	
687, Treasure Valley Truck Freight Travel Study	310,000	310,000	
694, High Volume Intersection Study	185,320	185,320	
701, General Membership Services	10,000	10,000	
751, ACHD West Bench, CIP, 3CRX, Floating Feather	-	51,802	3
757, Functional Classification Typologies	-	245,000	1
760, Legislative Services	193,100	193,100	
801, Staff Development	30,000	30,000	
820, Committee Support	5,000	5,000	
836, Model Maintenance	30,000	30,000	
842, Congestion Management System Maintenance	5,000	5,000	
860, Geographic Information System Maintenance	3,600	3,600	
861, Ada County Orthophotography	-	360,000	8
990, Direct Operations and Maintenance	37,574	37,574	
Subtotal	893,990	4,685,359	
COMPASS EXPENSE	2,704,859	6,462,313	

TRANSFER TO BUILDING FUND	FY2007 Final	FY2007 Revision 1	
995, Building Fund	150,000	183,915	9
Subtotal	150,000	183,915	
COMPASS TRANSFER TO BUILDING FUND	150,000	183,915	

COMPASS SUMMARY		
TOTAL REVENUE	2,854,859	6,697,210
TOTAL EXPENSES	2,704,859	6,462,314
TRANSFER TO BUILDING FUND	150,000	183,915
CHANGE IN FUND BALANCE	0	50,979