

FINANCE COMMITTEE MEETING
MAY 15, 2008 — 12:00 p.m.
COMPASS Conference Room



****AGENDA****

- I. AGENDA ADDITIONS/CHANGES
- II. OPEN DISCUSSION/ANNOUNCEMENTS
- III. CONSENT AGENDA
Page 2 * A. Approve February 21, 2008, Meeting Minutes
- IV. ACTION ITEMS
Page 4 * A. Approve Variance Report – October 1, 2007 to March 31, 2008
- V. INFORMATION/DISCUSSION ITEMS
A. Review Draft FY2009 Unified Planning Work Program and Budget
- VI. OTHER
- VII. ADJOURNMENT

**Enclosures*

Times are approximate. Agenda is subject to change.

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**FINANCE COMMITTEE MEETING
 FEBRUARY 21, 2008, 10:00 A.M.
 COMPASS CONFERENCE ROOM
 MERIDIAN, IDAHO**

****MINUTES****

ATTENDEES: A.J. Balukoff, Trustee, Independent School District of Boise City, **Chair**
 Carol McKee, Commissioner, Ada County Highway District
 Bryce Millar, Commissioner, Nampa Highway District
 Steve Rule, Commissioner, Canyon County

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

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

CALL TO ORDER

Chair A.J. Balukoff called the meeting to order at 10:05 a.m.

AGENDA CHANGES/ADDITIONS

None.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

- A. Approve April 30, 2007, Meeting Minutes**
- B. Approve October 11, 2007, Meeting Minutes**
- C. Approve December 17, 2007, Meeting Minutes**
- D. Approve December 20, 2007, Meeting Minutes**

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

INFORMATION/DISCUSSION ITEMS

- A. Review Variance Report – October 1, 2007 - December 31, 2007**

Jeanne recapped the October 1, 2007- December 31, 2007 Variance Report.

She noted the Stop sign added to Program 705, Transportation Liaison Services, which highlights incorrect charges to the program. Staff will move the identified charges to the correct programs in the second quarter.

After discussion, *Carol McKee moved and Steve Rule seconded approval of the October 1, 2007-December 31, 2007 Variance Report as presented.*

B. Review Projected Revenue Needs from FY2009 through FY2013

Carl Miller reviewed the process used to develop projected population estimates, which are used to determine projected member dues.

Chair Balukoff noted that the Committee needs to be prepared to explain the 35% increase in membership dues in 2011 as shown on the FY2008-2013 Projected Dues worksheet. Matt explained the significant increase in 2011 is based on a shortfall of revenues: the completed phase out of STP-Urban dollars in 2009 and the completion of the corridor studies in 2008.

After discussion of the budgeted 3% merit pool estimated in the FY2009 – 2013 Project Revenue and Expense Worksheet, *Chair Balukoff said if the current 3% estimate for salary increases seems to be low based on cost of living, which is currently at 3.9%, and the recent ACHD salary survey, it would be prudent to build in a bigger increase now. Chair Balukoff directed staff to recalculate the increase at 5%, and show the increase in membership dues starting in 2009. The increased merit pool would not be guaranteed. Adjustments will be made in each year as needed based on revenues.*

After discussion, *the Committee also confirmed the following assumptions in FY2009: 1) Staffing level is at 19; and 2) The building fund and legislative services program will be maintained.*

C. Review FY2009 Unified Planning Work Program and Budget Development Process

Discussion did not take place on this item, based on direction to staff to recalculate Projected Revenue needs from FY2009 through FY2013.

ADJOURNMENT:

Carol McKee moved and Steve Rule seconded adjournment at 11:10 p.m. Motion passed unanimously.

Dated this 15th day of May 2008.

APPROVED:

BY: _____

*A.J. Balukoff, Chair
Finance Committee*

ATTEST:

BY: _____

*David Ferdinand, Vice-Chair
Finance Committee*



MEMORANDUM

TO: COMPASS Finance Committee

FROM: Jeanne Urlezaga, Director of Operations

DATE: May 15, 2008

RE: **Approve Variance Report: October 1, 2007 to March 31, 2008**

ACTION REQUESTED:

Approve Variance Report: October 1, 2007 to March 31, 2008.

BACKGROUND:

The Variance Report is compared to the FY2008 Unified Planning Work Program and Budget – Revision 1.

The year-to-date total workdays are on budget at 47%. Total dollars expended are 34% of budget. With few exceptions these percentages are lower than anticipated due to the overall low payout of Professional Service Agreements for the various programs.

STATUS:

Detour signs remain on the following programs due to delayed feedback and decisions needed from federal agencies:

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

Yield signs have been added to the following programs because the variance is under budget. Remaining labor days will be used to cover overages in other projects:

Program 703, General Member Services
Program 757, Regional Functional Classification Typologies
Program 766, Boise City Comprehensive Plan Update
Program 768, City of Kuna Comprehensive Plan Update
Program 770, City of Meridian Special Study Support
Program 774, 2010 Census Preparation
Program 856, Transportation Studies Coordination

Stop Signs remain, or have been added, to the following programs because the variance is over budget:

Program 694, High Volume Intersection Study
Program 701, General Member Services
Program 705, Transportation Liaison Services

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

Revenue: 50% of General and 57% of Special Membership dues were received. 37% of the Consolidated Planning Grant revenues were received. Smaller reported revenues for the Surface Transportation Program Grant funds at 24%, and Other Revenue Sources at 17%, is low primarily due to delays of the Professional Service Agreements for the two corridor planning projects.

Expenditures: Salary at 48%, fringe at 45%, and Overhead at 55% are on budget at the end of second quarter. Professional Services at 28% are due to the overall low payout of Professional Service Agreements. Legal and lobbying expenses are under budget at 37%. Expenditures for Equipment, Travel & Education, Public Involvement, Meeting Support, and Other Expenditures are all under budget. It is anticipated that all expense categories, other than Professional Services, will be on budget by the end of the fiscal year.

The building fund earned approximately \$3,000 in interest during the second quarter bringing the balance to \$537,960.

The Fund Balance Sheet compares balances of the current quarter to those of the previous quarter. Total assets are lower at March 31st as all accounts receivable reported at December 31st have been received. Total liabilities at March 31st are slightly higher than those reported at December 31st. While Fund Balance decreased by \$14,103 it is expected to increase as the year progresses.

JU:nb T:\FY08\900 Operations\990 Direct Operations-Maintenance\Finance Committee\Variance Report Analysis October-March 2008.doc

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2008 VARIANCE REPORT
 OCTOBER 1, 2007 - MARCH 31, 2008 (50.0%)

Budget - Rev 1				Actual				% Expended	
Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Labor / Indirect \$	Direct \$	Total \$	Work Days	Total \$
204	114,738	-	114,738	96	61,713		61,713	47%	54%

601 UPWP Budget Development and Monitoring		Lead: Jeanne Urlezaga	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08
Status:	50%		
Explanation: Project is on track according to schedule and budget.			
Recommended Action: None.			

Regional	204	114,738	-	114,738	96	61,713		61,713	47%	54%
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610 SH44 Corridor Preservation Study		Lead: Don Matson	
Commencement Date:	01/01/04	Proposed Completion:	09/30/08
Status:	26%		
Explanation: Work has been delayed awaiting feedback and decisions from Federal agencies.			
Recommended Action: Accelerate staff work tasks during the 3rd and 4th quarters to maintain budget.			

Regional	161	90,000	1,955,326	2,045,326	42	24,780	515,889	540,669	26%	26%
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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 Actual	132	71,684	375,140	446,824
FY07 Actual	75	45,239	537,976	583,215
FY08 Budget	161	90,000	1,955,326	2,045,326
Total Project Budget:	513	286,538	2,904,938	3,191,475

611 US 20/26 Corridor Preservation Study		Lead: Don Matson	
Commencement Date:	01/01/04	Proposed Completion:	09/30/08
Status:	25%		
Explanation: Work has been delayed awaiting feedback and decisions from Federal and State agencies.			
Recommended Action: Accelerate staff work tasks during the 3rd and 4th quarters to maintain budget.			

Regional	122	70,000	982,325	1,052,325	30	18,034	203,373	221,407	24%	21%
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	<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 Actual	95	49,556	468,334	517,890
FY07 Actual	124	71,463	746,444	817,907
FY08 Budget	122	70,000	982,325	1,052,325
Total Project Budget:	508	281,245	2,378,781	2,660,026

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2008 VARIANCE REPORT
 OCTOBER 1, 2007 - MARCH 31, 2008 (50.0%)

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

620 Growth and Transportation System Monitoring		Lead:	Carl Miller
Commencement Date:	10/01/07	Proposed Completion:	09/30/08
		Status:	45%
Explanation: Project is on track according to schedule and budget.			
Recommended Action: None.			

Regional	171	80,449	1,000	81,449	78	33,283		33,283	46%	41%
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631 Treasure Valley High Capacity Transit Study		Lead:	Charles Trainor	
Commencement Date:	12/01/05	Proposed Completion:	09/30/08	
		Status:	40%	
Explanation: Project is on track according to schedule. Consultant billings include February expenditures. Focus of work has been on VRT portion of project. COMPASS portion (Rail Corridor Study) will begin in 3rd quarter.				
Recommended Action: None.				
	Workdays	Labor \$	Direct \$	Total
FY06 Actual	65	33,955	789	34,744
FY07 Actual	137	75,433	33,776	109,209
FY08 Budget	162	92,026	365,387	457,413
Total Project Budget:	364	201,414	399,952	601,366

Regional	162	92,026	365,387	457,413	74	46,525	30,120	76,645	46%	17%
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647 Regional Growth Issues and Options		Lead:	Carl Miller
Commencement Date:	10/01/07	Proposed Completion:	09/30/08
		Status:	45%
Explanation: Project is on track according to schedule and budget.			
Recommended Action: None.			

Regional	137	72,064	10,690	82,754	66	35,067	963	36,030	48%	44%
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653 Communications and Education		Lead:	Terri Schorzman
Commencement Date:	01/01/07	Proposed Completion:	09/30/08
		Status:	45%
Explanation: Project is on track according to schedule and budget.			
Recommended Action: None.			

Regional	191	104,711	54,952	159,663	85	46,451	21,004	67,455	45%	42%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2008 VARIANCE REPORT
 OCTOBER 1, 2007 - MARCH 31, 2008 (50.0%)

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

655 AMPO, Treasure Valley Access Mgt. Strategy				Lead: Don Matson	
Commencement Date:	04/17/06	Proposed Completion:	09/30/08	Status:	35%
Explanation: Project is on track according to budget. More Principal Planner time has been used than anticipated increasing the dollars expended.					
Recommended Action: Utilize Assistant Planner time in 3rd and 4th quarters to bring project on budget.					
	Workdays	Labor \$	Direct \$	Total	
FY06 Actual	14	7,923	-	7,923	
FY07 Actual	38	22,745	5,200	27,945	
FY08 Budget	68	9,016	13,607	22,623	
Total Project Budget:	120	39,684	18,807	58,491	

Regional	68	9,016	13,607	22,623	21	13,166	35	13,201	31%	58%
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661 Communities in Motion				Lead: Charles Trainor	
Commencement Date:	10/01/03	Proposed Completion:	09/30/08	Status:	50%
Explanation: Project is on track according to schedule and budget.					
Recommended Action: None.					
	Workdays	Labor \$	Direct \$	Total	
FY04 Actual	573	332,466	163,319	495,785	
FY05 Actual	875	434,897	723,475	1,158,372	
FY06 Actual	698	370,004	191,807	561,811	
FY07 Actual	114	59,275	31,897	91,172	
FY08 Budget	93	60,612	7,500	68,112	
Total Project Budget:	2,353	1,257,254	1,117,998	2,375,252	

Regional	93	60,612	7,500	68,112	42	29,367	6,914	36,281	45%	53%
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685 Transportation Improvement Program				Lead: Toni Tisdale	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	50%
Explanation: Project is on track according to schedule and budget.					
Recommended Action: None.					

Regional	342	174,265	3,700	177,965	180	93,967	167	94,134	53%	53%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2008 VARIANCE REPORT
 OCTOBER 1, 2007 - MARCH 31, 2008 (50.0%)

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

687 Treasure Valley Truck Freight Travel Study				Lead: MaryAnn Waldinger	
Commencement Date:	10/01/06	Proposed Completion:	09/30/08	Status:	45%
Explanation: Project is on track according to budget. Consultant portion of the work is currently being done. Staff time will be utilized in 3rd and 4th quarters.					
Recommended Action: None.					
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>	
FY07 Actual	35	17,895	11,639	29,534	
FY08 Budget	117	62,867	335,823	398,690	
Total Project Budget:	152	80,762	347,462	428,224	

Regional	117	62,867	335,823	398,690	12	6,852	165,501	172,353	10%	43%
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692 Regional Transportation Funding Information				Lead: Charles Trainor	
Commencement Date:	10/01/08	Proposed Completion:	09/30/08	Status:	40%
Explanation: Project is on track according to schedule and budget.					
Recommended Action: None.					

Regional	40	20,720	-	20,720	17	8,681	8,681	41%	42%
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694 High Volume Intersection Study				Lead: Don Matson	
Commencement Date:	10/01/06	Proposed Completion:	09/30/08	Status:	100%
Explanation: COMPASS Board requested follow up work on project at its April 21st meeting. Estimate ten additional work days to complete.					
Recommended Action: Workdays from projects that are under budget will be used to fund the overrun on this project.					
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>	
FY07 Actual	63	34,148	68,672	102,820	
FY08 Budget	18	10,249	126,495	136,744	
Total Project Budget:	81	44,397	195,167	239,564	

Ada	18	10,249	126,496	136,745	18	11,281	116,649	127,930	102%	94%
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701 General Membership Services				Lead: Charles Trainor	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	50%
Explanation: Labor and dollars are ahead of budget. Labor time on other over-expended tasks that could have been reported as "member support" was shifted to 701. It is anticipated that labor could be 150% of budget by the end of the fiscal year.					
Recommended Action: Workdays from projects that are under budget will be used to fund the overrun on this project.					

Eagle Rd	11	8,317	-	8,317	11	8,317	8,317	100%	100%
Regional	141	64,142	-	64,142	108	63,124	63,124	77%	98%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2008 VARIANCE REPORT
 OCTOBER 1, 2007 - MARCH 31, 2008 (50.0%)

Budget - Rev 1				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:	10/01/07	Proposed Completion:	09/30/08
Status:	50%		
Explanation: Request for services has been low through 2nd quarter.			
Recommended Action: None. Depending on the level of future requests, any remaining budget will be used to cover overages in other projects.			

Regional	83	40,344	-	40,344	27	15,640	-	15,640	32%	39%
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705 Transportation Liaison Services		Lead: Matt Stoll	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08
Status:	60%		
Explanation: Project is on track according to schedule. Project is over dollar budget based on Director level time charged against project.			
Recommended Action: Workdays from projects that are under budget will be used to fund the overrun on this project.			

Eagle Rd			-	-	-	-	-	0%	0%	
Regional	85	57,701	-	57,701	50	38,260	107	38,367	59%	66%



733 Clean Cities Coalition Participation		Lead: MaryAnn Waldinger	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08
Status:	25%		
Explanation: Meeting time conflicts and cancelations have prevented staff involvement. Anticipate staff time will be utilized in 3rd and 4th quarters.			
Recommended Action: None.			

Ada	6	3,028	-	3,028	1	678	678	19%	22%
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751 ACHD Special Studies		Lead: MaryAnn Waldinger	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08
Status:	45%		
Explanation: Project is on track according to schedule. Principal Planners were more involved with studies causing dollars to be over budget. It is not expected that we will over-run budget on this project.			
Recommended Action: None.			

Ada	36	14,532	-	14,532	16	10,109	10,109	44%	70%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2008 VARIANCE REPORT
 OCTOBER 1, 2007 - MARCH 31, 2008 (50.0%)

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

757 Regional Functional Classification Typologies	Lead:	Charles Trainor
Commencement Date: 04/17/06	Proposed Completion: 09/30/08	Status: 0%

Regional	22	14,875	181,752	196,627	-	188	188	1%	0%
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Explanation: ACHD terminated contract with consultant. No further work to be performed.



PROJECT CANCELED

Recommended Action: Remaining direct dollars will be used to fund activities in FY2009. Remaining labor will be used to cover overages in other projects.

	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
FY06 Actual	3	2,016	-	2,016
FY07 Actual	29	16,740	63,247	79,987
FY08 Budget	22	14,875	181,752	196,627
Total Project Budget:	54	33,631	244,999	278,630

760 Legislative Services	Lead:	Matt Stoll
Commencement Date: 10/01/07	Proposed Completion: 09/30/08	Status: 45%

Regional	88	63,342	193,100	256,442	38	33,929	76,007	109,936	44%	43%
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Explanation: Project is on track according to schedule and budget.

Recommended Action: None.

762 Transit Performance Reporting	Lead:	Charles Trainor
Commencement Date: 04/01/07	Proposed Completion: 09/30/08	Status: 15%

Regional	23	13,859	-	13,859	3	2,029	2,029	14%	15%
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Explanation: Resignation of the transit planner caused delay. New employee has been hired. Staff time will be utilized in 3rd and 4th quarters.

Recommended Action: None.

	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>
FY06 Actual	3	2,016	-	2,016
FY07 Actual	2	1,197	-	1,197
FY08 Budget	23	13,859	-	13,859
Total Project Budget:	28	17,072	-	17,072

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2008 VARIANCE REPORT
 OCTOBER 1, 2007 - MARCH 31, 2008 (50.0%)

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

764 Land Use / Transportation Coordination *Lead:* **Carl Miller**
 Commencement Date: 10/01/07 | Proposed Completion: 09/30/08 | Status: 50%
Explanation: Project is on track according to schedule and budget.
Recommended Action: None.

Regional	132	80,501	-	80,501	63	39,146	39,146	47%	49%
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766 Boise City Comprehensive Plan Update *Lead:* **Charles Trainor**
 Commencement Date: 10/01/07 | Proposed Completion: 09/30/08 | Status: 15%
Explanation: Minimal support for this project has been requested to date.
Recommended Action: Nothing at this time. Depending on the level of future requests, any remaining budget will be used to cover overages in other projects.

Ada	10	5,861	-	5,861	1	1,051	1,051	13%	18%
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768 City of Kuna Comprehensive Plan Update *Lead:* **Don Matson**
 Commencement Date: 10/01/07 | Proposed Completion: 09/30/08 | Status: 10%
Explanation: City has selected consultant. Expects longer process than was originally anticipated.
Recommended Action: Nothing at this time. Depending on the level of future requests, any remaining budget will be used to cover overages in other projects.

Ada	20	10,138	-	10,138	1	776	776	6%	8%
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770 City of Meridian Special Study Support *Lead:* **MaryAnn Waldinger**
 Commencement Date: 10/01/07 | Proposed Completion: 09/30/08 | Status: 15%
Explanation: Projects started at the end of first quarter took less time than estimated. COMPASS will provide additional support in 3rd quarter.
Recommended Action: Nothing at this time. Depending on the level of future requests, any remaining budget will be used to cover overages in other projects.

Regional	23	11,546	-	11,546	3	1,658	1,658	12%	14%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2008 VARIANCE REPORT
 OCTOBER 1, 2007 - MARCH 31, 2008 (50.0%)

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

774 2010 Census Preparation	Lead:	Carl Miller
Commencement Date: 10/01/07	Proposed Completion: 09/30/08	Status: 90%
Explanation: Project ahead of schedule. Fewer days will be used in 3rd and 4th quarters to complete.		
Recommended Action: None. Depending on days used to complete, any remaining budget will be used to cover overages in other projects.		

Regional	56	29,867	-	29,867	36	21,077		21,077	65%	71%
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801 Staff Development	Lead:	Jeanne Urlezaga
Commencement Date: 10/01/07	Proposed Completion: 09/30/08	Status: 25%
Explanation: Project is behind schedule and budget but many conferences are being held 3rd and 4th quarters. Project will be on track by end of fiscal year.		
Recommended Action: None.		

Regional	72	38,119	30,000	68,119	19	9,090	7,579	16,669	27%	24%
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820 Committee Support	Lead:	Jeanne Urlezaga
Commencement Date: 10/01/07	Proposed Completion: 09/30/08	Status: 55%
Explanation: Project is on track according to schedule and budget.		
Recommended Action: None.		

Regional	317	132,961	5,000	137,961	171	73,137	3,896	77,033	54%	56%
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836 Model Maintenance	Lead:	MaryAnn Waldinger
Commencement Date: 10/01/07	Proposed Completion: 09/30/08	Status: 50%
Explanation: Project is on track according to schedule and budget.		
Recommended Action: None.		

Regional	148	62,091	30,000	92,091	84	38,664		38,664	57%	42%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2008 VARIANCE REPORT
 OCTOBER 1, 2007 - MARCH 31, 2008 (50.0%)

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

842 Congestion Management System Maintenance <i>Lead: MaryAnn Waldinger</i>			
Commencement Date:	10/01/07	Proposed Completion:	09/30/08
Status:	36%		
<i>Explanation:</i> Data collection will take place in 3rd quarter. Anticipate project to be on track.			
<i>Recommended Action:</i> None.			

Regional	109	43,067		43,067	39	15,869		15,869	36%	37%
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856 Transportation Studies Coordination <i>Lead: Toni Tisdale</i>			
Commencement Date:	10/01/07	Proposed Completion:	09/30/08
Status:	85%		
<i>Explanation:</i> Due to staff streamlining the data collection process, this task will come in under budget.			
<i>Recommended Action:</i> Remaining budget will be used to cover overages in other projects.			

Regional	36	19,445	-	19,445	4	1,653		1,653	12%	9%
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858 Temporary Staff Support <i>Lead: Jeanne Urlezaga</i>			
Commencement Date:	10/01/07	Proposed Completion:	09/30/08
Status:	10%		
<i>Explanation:</i> Staff utilized one intern in December. Anticipate internships will be filled through the summer months.			
<i>Recommended Action:</i> None			

Regional	52	6,901	-	6,901	4	846		846	8%	12%
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860 Geographic Information System Maintenance <i>Lead: Ross Dodge</i>			
Commencement Date:	10/01/07	Proposed Completion:	09/30/08
Status:	60%		
<i>Explanation:</i> Staff focused more time on this project during first two quarters. Less staff time will be used in 3rd and 4th quarters bringing project on track.			
<i>Recommended Action:</i> None			

Regional	206	105,912	4,800	110,712	131	67,914	1,200	69,114	64%	62%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2008 VARIANCE REPORT
 OCTOBER 1, 2007 - MARCH 31, 2008 (50.0%)

Budget - Rev 1				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: 10/01/06	Proposed Completion: 09/08/08	Status: 35%		
Explanation: Direct dollars fully expended. Staff time will be used in 3rd and 4th quarters bringing labor budget on track.				
Recommended Action: None.				
	Workdays	Labor \$	Direct \$	Total
FY06 Actual	3	2,016	-	2,016
FY07 Actual	29	14,981	226,649	241,630
FY08 Budget	50	27,399	107,292	134,691
Total Project Budget:	82	44,396	333,941	378,337

Ada	50	27,399	107,292	134,691	18	10,598	107,292	117,890	36%	88%
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900 Operations	Lead:	Jeanne Urlezaga
Commencement Date: 10/01/07	Proposed Completion: 09/30/08	Status: 50%
Explanation: Labor is on track. Direct dollars include equipment purchases that will be spent as we determine our needs.		
Recommended Action: None.		

Regional	938	-	37,574	37,574	516	6,524	6,524	55%	17%
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LEGEND:



Projects that are under budget.



Projects that are behind schedule



Projects that are over budget.

TOTAL ALL TASKS										
Ada	151	79,524	233,788	313,312	66	42,810	223,941	266,751	44%	85%
Canyon									0%	0%
Regional	4,339	1,736,140	4,212,536	5,948,676	2,039	840,109	1,039,279	1,879,387	47%	32%
TOTAL	4,490	1,815,664	4,446,324	6,261,988	2,105	882,919	1,263,220	2,146,138	47%	34%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE				
<i>October 1, 2007 to March 31, 2007 (50.0%)</i>				
	BUDGET-REV1	ACTUAL	BUDGET REMAINING	PERCENTAGE TO DATE
REVENUE				
General Membership Dues	852,930	430,329	422,602	50%
Special Membership Dues	59,500	34,000	25,500	57%
FTA/FHWA Consolidated Planning Grant	1,407,693	519,209	888,484	37%
Surface Transportation Program Grants	3,693,105	889,561	2,803,544	24%
Other Federal Aid	10,316	-	10,316	0%
Other Revenue Sources	419,788	72,465	347,323	17%
Total Revenue	6,443,332	1,945,564	4,497,768	30%
EXPENSES				
Salary	1,087,089	524,851	562,238	48%
Fringe	400,575	178,424	222,152	45%
Overhead	328,000	179,645	148,355	55%
Professional Services	4,095,606	1,145,736	2,949,870	28%
Legal/Lobbying	160,000	59,299	100,701	37%
Equipment	30,000	5,792	24,208	19%
Travel/Education	51,000	10,881	40,119	21%
Printing	29,500	17,594	11,906	60%
Public Involvement	11,200	3,519	7,681	31%
Meeting Support	12,786	4,905	7,881	38%
Building Fund	181,344	-	181,344	0%
Other	56,232	15,492	40,740	28%
Total Expenses	6,443,332	2,146,138	4,297,194	33%
NET CHANGE IN FUND BALANCES	-	(200,575)		
FUND BALANCE AT BEGINNING OF YEAR	1,317,134	1,317,134		
FUND BALANCE AT DECEMBER 31, 2007	1,317,134	1,116,559		

FUND BALANCE SHEET		
<i>March 31, 2008</i>		
	March 31, 2008	December 31, 2008
ASSETS		
Cash and Cash Equivalents	504,063	354,613
Local Government Investment Pool - Building Fund	537,960	534,879
Accounts Receivable	84,122	249,854
Prepaid Expenses	-	-
TOTAL ASSETS	1,126,146	1,139,346
LIABILITIES		
Accounts Payable	9,586	8,685
Accrued Payroll Liabilities	-	-
Deferred Revenue	-	-
TOTAL LIABILITIES	9,586	8,685
FUND BALANCE		
Fund Balance, Unreserved	364,705	381,889
Fund Balance, Designated-Local Dollars to Match Grants	30,667	30,667
Fund Balance, Designated-Building Fund	537,960	534,879
Fund Balance, Designated-Orthophotography Project	183,227	183,227
	1,116,559	1,130,662
TOTAL LIABILITIES AND FUND BALANCES	1,126,146	1,139,346