



FINANCE COMMITTEE MEETING
AUGUST 21, 2008 — 12:00 p.m. – 2:00 p.m.
COMPASS Conference Room

****AGENDA****

- I. AGENDA ADDITIONS/CHANGES
- II. OPEN DISCUSSION/ANNOUNCEMENTS
- III. CONSENT AGENDA
Page 2 * A. Approve May 15, 2008 Meeting Minutes
- IV. SPECIAL ITEM
A. Pre 2008 Audit Discussion with George Wadsworth
- V. ACTION ITEMS
Page 4 * A. Approve Variance Report – October 1, 2007 to June 31, 2008
- VI. OTHER
- VII. ADJOURNMENT

**Enclosures*

Times are approximate. Agenda is subject to change.

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**FINANCE COMMITTEE MEETING
MAY 15, 2008, 12:00 P.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
Matt Stoll, Community Planning Association
Jeanne Urlezaga, Community Planning Association

CALL TO ORDER

Chair A.J. Balukoff called the meeting to order at 12:10 p.m.

AGENDA CHANGES/ADDITIONS

None.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

A. Approve February 21, 2008, Meeting Minutes

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

Action Items

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

Jeanne Urlezaga reviewed the October 1, 2008 to March 21, 2008, Variance Report.

After discussion, *Carol McKee moved and Steve Rule seconded approval of the October 1, 2007 to March 31, 2008, Variance Report as presented. Motion passed unanimously.*

Information/Discussion Items

A. Review Draft FY2009 Unified Planning Work Program and Budget

Matt Stoll provided an update on the status of the draft FY2009 Unified Planning Work Program and Budget. Matt stated staff recently received word from ITD that Valley Regional Transit has been awarded New Freedom and Job Access Reverse Commute (JARC) funds totaling \$240,000. He stated COMPASS will provide support in programming those funds. Staff is currently revising budget worksheets to incorporate these funds and will present them to the Committee when complete.

Matt requested direction from the Committee on implementing the 5 percent salary pool as either a cost of living adjustment or a merit increase or a combination of both.

After discussion, *the Committee directed Matt to determine a cost of living adjustment percentage and a merit raise percentage before taking the request to the full Board. A.J. directed staff to look at the Cost of Living Index to determine what portion of the 5 percent should be cost of living.*

After discussion, *the Committee directed staff to email the completed draft FY2009-2013 Unified Planning Work Program and Budget to them for review instead of holding a meeting.*

OTHER:

After discussion of the building fund, *the Committee directed Matt to approach the Board about moving away from a downtown Meridian location for a COMPASS owned building or increase the building fund to meet the cost of commercial property, which has increased significantly since the inception of the building fund.*

ADJOURNMENT:

Steve Rule moved and Carol McKee seconded adjournment at 12:50 p.m. Motion passed unanimously.

Dated this 21st day of August 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: August 21, 2008

RE: Approve Variance Report: October 1, 2007 to June 30, 2008

ACTION REQUESTED:

Approve Variance Report: October 1, 2007 to June 30, 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 73%. Total dollars expended are 50% 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, or have been added to 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
Program 631, Treasure Valley High Capacity Transit Study

Yield signs remain, or 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 687, Treasure Valley Truck Freight Travel Study
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 856, Transportation Studies Coordination
Program 858, Temporary Staff Support

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

Program 701, General Member Services
Program 751, ACHD Special Studies
Program 762, Transit Performance Reporting

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

Revenue: 75% of General and 79% of Special Membership dues were received. 54% of the Consolidated Planning Grant revenues were received. Smaller reported revenues for the Surface Transportation Program Grant funds at 39%, and Other Revenue Sources at 27% is low primarily due to delays of the Professional Service Agreements for the two corridor planning projects.

Expenditures: Salary at 73%, fringe at 67%, and Overhead at 74% are on budget at the end of third quarter. Professional Services at 40% are due to the overall low payout of Professional Service Agreements. Legal and lobbying expenses are under budget at 57%. Meeting Support at 85% is on budget. Expenditures for Equipment, Travel & Education, Printing, Public Involvement, 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 Fund Balance Sheet compares balances of the current quarter to those of the previous quarter. Under the Assets section, Cash and cash equivalents are down approximately \$242,000, which is offset by an increase in accounts receivable of approximately \$329,000. The building fund earned approximately \$5,800 in interest during the third quarter bringing the balance to \$543,769. Overall, total assets at June 30, 2008 increased approximately \$92,800. Under the Liabilities section, there was little change to accounts payable. The net difference in assets and liabilities shows an increase to Fund Balance by approximately \$92,500.

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

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - JUNE 30, 2008 (75.0%)

Budget - Rev 1				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:	10/01/07	Proposed Completion:	09/30/08
Status:	85%		
Explanation: Project is on track according to schedule and budget.			
Recommended Action: None.			

Regional	204	114,738	-	114,738	159	98,586		98,586	78%	86%
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610 SH44 Corridor Preservation Study		Lead:	Don Matson	
Commencement Date:	01/01/04	Proposed Completion:	07/31/10	
Status:	40%			
Explanation: Work has been delayed awaiting feedback and decisions from federal agencies. Project completion date is targeted for 2010.				
Recommended Action: None.				
	Workdays	Labor \$	Direct \$	Total
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

Regional	161	90,000	1,955,326	2,045,326	71	39,544	714,163	753,707	44%	37%
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611 US 20/26 Corridor Preservation Study		Lead:	Don Matson	
Commencement Date:	01/01/04	Proposed Completion:	05/31/10	
Status:	35%			
Explanation: Work has been delayed awaiting feedback and decisions from federal agencies. Project completion date is targeted for 2010.				
Recommended Action: None.				
	Workdays	Labor \$	Direct \$	Total
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

Regional	122	70,000	982,325	1,052,325	46	26,114	313,782	339,896	37%	32%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - JUNE 30, 2008 (75.0%)

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: 75%
Explanation: Project is on track according to schedule and budget.		
Recommended Action: None.		

Regional	171	80,449	1,000	81,449	137	57,652	57,652	80%	71%
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631 Treasure Valley High Capacity Transit Study	Lead:	Charles Trainor
Commencement Date: 12/01/05	Proposed Completion: 12/31/08	Status: 50%
Explanation: Project has been delayed due to personnel changes and competing priorities for staff time. Work will continue into December 2008.		
Recommended Action: None. Depending on staff time used in the 4th quarter, any remaining budget will be used to cover overages in other projects.		

Regional	162	92,026	365,387	457,413	96	58,255	82,705	140,960	59%	31%
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	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

647 Regional Growth Issues and Options	Lead:	Carl Miller
Commencement Date: 10/01/07	Proposed Completion: 09/30/08	Status: 75%
Explanation: Project is on track according to schedule and budget.		
Recommended Action: None.		

Regional	137	72,064	10,690	82,754	113	56,748	3,178	59,926	82%	72%
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653 Communications and Education	Lead:	Terri Schorzman
Commencement Date: 01/01/07	Proposed Completion: 09/30/08	Status: 75%
Explanation: Project is on track according to schedule and budget.		
Recommended Action: None.		

Regional	191	104,711	54,952	159,663	158	81,015	30,908	111,923	83%	70%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - JUNE 30, 2008 (75.0%)

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:	90%
Explanation: Project is under scheduled days but over budgeted dollars. More Principal Planner level time was used resulting in fewer actual days at a higher dollar rate. Task is not expected to exceed budgeted dollars.					
Recommended Action: None.					
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>	
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	33	19,785	35	19,820	49%	88%
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661 Communities in Motion				Lead: Charles Trainor	
Commencement Date:	10/01/03	Proposed Completion:	09/30/08	Status:	80%
Explanation: Project is on track according to schedule and budget.					
Recommended Action: None.					
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>	
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	74	47,892	6,914	54,806	80%	80%
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685 Transportation Improvement Program				Lead: Toni Tisdale	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	75%
Explanation: Project is on track according to schedule and budget.					
Recommended Action: None.					

Regional	342	174,265	3,700	177,965	258	131,826	391	132,217	75%	74%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - JUNE 30, 2008 (75.0%)

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:	75%
Explanation: Project is under scheduled days but over budgeted dollars. Quality of product by consultant resulted in less staff time being used. While there will be more staff time spent on this project, it is anticipated that not all of the remaining 93 days will be used by year end.					
Recommended Action: None. Depending on staff time used in the 4th quarter, any remaining budget will be used to cover overages in other projects.					
	Workdays	Labor \$	Direct \$	Total	
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	24	13,222	282,421	295,643	21%	74%
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692 Regional Transportation Funding Information				Lead: Charles Trainor	
Commencement Date:	10/01/08	Proposed Completion:	09/30/08	Status:	60%
Explanation: Project is on track according to schedule. Percent expended is under budget due to using more Assistant Planner time rather than Principal Planner time as budgeted. Staff anticipates this project will be on track by year end.					
Recommended Action: None.					

Regional	40	20,720	-	20,720	26	11,880	11,880	65%	57%
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694 High Volume Intersection Study				Lead: Don Matson	
Commencement Date:	10/01/06	Proposed Completion:	09/30/08	Status:	95%
Explanation: Project is nearing completion. Workdays from other tasks will cover the overage on workdays per Board direction at its April 2008 meeting.					
Recommended Action: None.					
	Workdays	Labor \$	Direct \$	Total	
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	23	13,336	116,648	129,984	126%	95%
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701 General Membership Services				Lead: Charles Trainor	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	75%
Explanation: Project is over budget due to member requests beyond what was expected. It is anticipated that project could be 150% of budget by 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	7,890	-	7,890	11	7,890	7,890	100%	100%	
Regional	141	64,569	-	64,569	134	74,934	107	75,041	95%	116%



COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - JUNE 30, 2008 (75.0%)

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: 75%
Explanation: Labor and expenses are behind budget as requests from the public have been lower than expected.
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	49	24,661		24,661	59%	61%
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705 Transportation Liaison Services *Lead: Matt Stoll*
 Commencement Date: 10/01/07 Proposed Completion: 09/30/08 Status: 75%
Explanation: Project is on track according to schedule and budget.
Recommended Action: None.

Regional	85	57,701	0	57,701	67	47,221		47,221	79%	82%
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733 Clean Cities Coalition Participation *Lead: MaryAnn Waldinger*
 Commencement Date: 10/01/07 Proposed Completion: 09/30/08 Status: 75%
Explanation: Meeting time conflicts and cancelations have prevented staff involvement. Anticipate staff time will be utilized in 4th quarter.
Recommended Action: None.

Ada	6	3,028	-	3,028	3	1,715		1,715	50%	57%
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751 ACHD Special Studies *Lead: MaryAnn Waldinger*
 Commencement Date: 10/01/07 Proposed Completion: 09/30/08 Status: 70%
Explanation: Project is on track according to schedule. Labor costs are over budget as additional Principal Planner time was required to support these projects.
Recommended Action: Workdays from projects that are under budget will be used to fund the overrun on this project.

Ada	36	14,532		14,532	29	16,254		16,254	82%	112%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - JUNE 30, 2008 (75.0%)

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%
Explanation: ACHD terminated contract with consultant. No further work to be performed.					
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	

Regional	22	14,875	181,752	196,627	-	179	11,485	11,664	1%	6%
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PROJECT CANCELED

760 Legislative Services				Lead: Matt Stoll	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	60%
Explanation: Less activity in 3rd quarter than first half of year. Preparation for upcoming educational events and 2009 legislative session will begin in 4th. Project will be on track according to schedule and budget at year end.					
Recommended Action: None.					

Regional	88	63,342	193,100	256,442	47	40,054	113,958	154,012	54%	60%
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762 Transit Performance Reporting				Lead: Charles Trainor	
Commencement Date:	04/01/07	Proposed Completion:	09/30/08	Status:	100%
Explanation: Task is over budget as staff used more time than estimated to complete a scope of needs for Valley Regional Transit implementation. Work this year is 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>	
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	

Regional	23	13,859	-	13,859	30	17,745	17,745	132%	128%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - JUNE 30, 2008 (75.0%)

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: 75%
Explanation: Project is on track according to schedule and budget.				
Recommended Action: None.				

Regional	132	80,501	-	80,501	98	57,548	57,548	74%	71%
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766 Boise City Comprehensive Plan Update			Lead: Charles Trainor	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status: 10%
Explanation: Minimal support for this project has been requested to date.				
Recommended Action: None. Depending on staff time used in the 4th quarter, any remaining budget will be used to cover overages in other projects.				

Ada	10	5,861	-	5,861	1	1,038	1,038	14%	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: Minimal support for this project has been requested to date.				
Recommended Action: None. Depending on staff time used in the 4th quarter, any remaining budget will be used to cover overages in other projects.				

Ada	20	10,138	-	10,138	2	946	946	8%	9%
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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: 35%
Explanation: Minimal support for this project has been requested to date.				
Recommended Action: None. Depending on staff time used in the 4th quarter, any remaining budget will be used to cover overages in other projects.				

Regional	23	11,546	-	11,546	8	3,981	3,981	35%	34%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - JUNE 30, 2008 (75.0%)

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 is on track according to schedule and budget. Major efforts of this project are complete and awaiting federal review before final tasks can be finished.		
Recommended Action: None.		

Regional	56	29,867	-	29,867	43	23,617		23,617	76%	79%
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801 Staff Development	Lead:	Jeanne Urlezaga
Commencement Date: 10/01/07	Proposed Completion: 09/30/08	Status: 75%
Explanation: Project is on track according to labor but behind in dollars as some training has not been as costly as anticipated. Additional conferences have been requested by staff in 4th quarter.		
Recommended Action: None.		

Regional	72	38,119	30,000	68,119	53	25,735	12,295	38,030	74%	56%
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820 Committee Support	Lead:	Jeanne Urlezaga
Commencement Date: 10/01/07	Proposed Completion: 09/30/08	Status: 75%
Explanation: Project is on track according to schedule and budget.		
Recommended Action: None.		

Regional	317	132,961	5,000	137,961	264	108,245	5,185	113,430	83%	82%
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836 Model Maintenance	Lead:	MaryAnn Waldinger
Commencement Date: 10/01/07	Proposed Completion: 09/30/08	Status: 75%
Explanation: Project is on track according to schedule. However, project is under budget as direct costs have just begun to be spent out. It is anticipated that project will be on track by year end.		
Recommended Action: None.		

Regional	148	62,091	30,000	92,091	126	54,228	2,772	57,000	85%	62%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - JUNE 30, 2008 (75.0%)

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	Lead:	MaryAnn Waldinger
Commencement Date: 10/01/07	Proposed Completion: 09/30/08	Status: 75%
Explanation: Project is on track according to schedule and budget.		
Recommended Action: None.		

Regional	109	43,067		43,067	85	31,298		31,298	78%	73%
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856 Transportation Studies Coordination	Lead:	Toni Tisdale
Commencement Date: 10/01/07	Proposed Completion: 09/30/08	Status: 92%
Explanation: Due to staff streamlining the data collection process, this task will come in under budget.		
Recommended Action: None. Depending on staff time used in the 4th quarter, any remaining budget will be used to cover overages in other projects.		

Regional	36	19,445	-	19,445	9	3,170		3,170	24%	16%
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858 Temporary Staff Support	Lead:	Jeanne Urlezaga
Commencement Date: 10/01/07	Proposed Completion: 09/30/08	Status: 10%
Explanation: Internships were not used in 3rd quarter, nor do we expect to use any through the remainder of the year.		
Recommended Action: Remaining budget will be used to cover overages in other projects.		

Regional	52	6,901	-	6,901	4	802		802	8%	12%
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860 Geographic Information System Maintenance	Lead:	Ross Dodge
Commencement Date: 10/01/07	Proposed Completion: 09/30/08	Status: 75%
Explanation: Project slightly over on scheduled days but on track with budgeted dollars. Time scheduled in various tasks for associate planner was not used as expected. GIS staff focused on updating GIS data.		
Recommended Action: None		

Regional	206	105,912	4,800	110,712	176	86,709	1,200	87,909	85%	79%
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COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO
 FY2007 VARIANCE REPORT
 OCTOBER 1, 2007 - JUNE 30, 2008 (75.0%)

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

861 Ada County Orthophotography				<i>Lead: Ross Dodge</i>	
Commencement Date:	10/01/06	Proposed Completion:	09/08/08	Status:	85%
<i>Explanation:</i> Project on track according to labor schedule and labor budget. The budget for professional services is fully expended. It is anticipated that task will be on budget by year end.					
<i>Recommended Action:</i> None.					
	<u>Workdays</u>	<u>Labor \$</u>	<u>Direct \$</u>	<u>Total</u>	
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	43	23,917	107,292	131,209	85%	97%
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900 Operations				<i>Lead: Jeanne Urlezaga</i>	
Commencement Date:	10/01/07	Proposed Completion:	09/30/08	Status:	75%
<i>Explanation:</i> Labor is on track. Direct dollars include equipment purchases that will be spent as we determine our needs. Staff expects to be on track at year end.					
<i>Recommended Action:</i> None.					

Regional	938	-	37,574	37,574	768	17,070	17,070	82%	45%
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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	79,097	233,788	312,885	112	65,096	223,940	289,036	74%	92%
Canyon									0%	0%
Regional	4,254	1,678,866	4,212,536	5,891,402	3,089	1,195,425	1,598,569	2,793,994	73%	47%
TOTAL	4,405	1,757,963	4,446,324	6,204,287	3,201	1,260,521	1,822,509	3,083,030	73%	50%

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE				
<i>October 1, 2007 to June 30, 2008 (75.0%)</i>				
	BUDGET-REV1	ACTUAL	BUDGET REMAINING	PERCENTAGE TO DATE
REVENUE				
General Membership Dues	852,930	637,878	215,052	75%
Special Membership Dues	59,500	46,750	12,750	79%
FTA/FHWA Consolidated Planning Grant	1,407,693	758,206	649,487	54%
Surface Transportation Program Grants	3,693,105	1,457,572	2,235,533	39%
Other Federal Aid	10,316	6,791	3,525	66%
Other Revenue Sources	419,788	114,946	304,842	27%
Total Revenue	6,443,332	3,022,143	3,421,189	47%
EXPENSES				
Salary	1,087,089	796,353	290,736	73%
Fringe	400,575	268,500	132,075	67%
Overhead	328,000	242,888	85,112	74%
Professional Services	4,095,606	1,645,178	2,450,428	40%
Legal/Lobbying	160,000	91,424	68,576	57%
Equipment	30,000	16,249	13,751	54%
Travel/Education	51,000	20,651	30,349	40%
Printing	29,500	16,328	13,172	55%
Public Involvement	11,200	5,448	5,752	49%
Meeting Support	12,786	10,909	1,877	85%
Building Fund	181,344	-	181,344	0%
Other	56,232	16,324	39,908	29%
Total Expenses	6,443,332	3,130,251	3,313,081	49%
NET CHANGE IN FUND BALANCES	-	(108,108)		
FUND BALANCE AT BEGINNING OF YEAR	1,317,134	1,317,134		
FUND BALANCE AT JUNE 30, 2008	1,317,134	1,209,026		

FUND BALANCE SHEET		
<i>March 31, 2008</i>		
	June 30, 2008	March 31, 2008
ASSETS		
Cash and Cash Equivalents	261,727	504,063
Local Government Investment Pool - Building Fund	543,769	537,960
Accounts Receivable	413,111	84,122
Prepaid Expenses	-	-
TOTAL ASSETS	1,218,607	1,126,146
LIABILITIES		
Accounts Payable	9,581	9,586
Accrued Payroll Liabilities	-	-
Deferred Revenue	-	-
TOTAL LIABILITIES	9,581	9,586
FUND BALANCE		
Fund Balance, Unreserved	444,968	364,705
Fund Balance, Designated-Local Dollars to Match Grants	30,667	30,667
Fund Balance, Designated-Building Fund	543,769	537,960
Fund Balance, Designated-Orthophotography Project	189,622	183,227
	1,209,026	1,116,559
TOTAL LIABILITIES AND FUND BALANCES	1,218,607	1,126,146