



**SPECIAL FINANCE COMMITTEE MEETING  
MARCH 26, 2010 — 12:00 P.M. – 1:00 P.M.  
COMPASS CONFERENCE ROOM**

**\*\* AGENDA \*\***

**I. AGENDA ADDITIONS/CHANGES**

**II. OPEN DISCUSSION/ANNOUNCEMENTS**

**III. ACTION ITEMS**

**A. Elect Officers**

Page 2 \* **B. Approve FY2011 General and Special Membership Dues**

Page 4 \* **C. Approve Budget Assumptions for FY2011 through  
FY2015**

**IV. INFORMATION/DISCUSSION ITEMS**

**A. Status Report – Household Travel Survey**

**B. Status Report – Permanent Office Space Acquisition**

**C. Status Report - Economic Indicators for General and  
Special Membership Dues**

**V. OTHER**

**VI. ADJOURNMENT**

\*Enclosures

Times are approximate. Agenda is subject to change.

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## MEMORANDUM

**To:** COMPASS Finance Committee

**From:** Jeanne Urlezaga, Director of Operations

**Date:** March 26, 2010

**Re:** **Proposed FY2011 General and Special Membership Dues**

### **Action Requested:**

Approve and recommend to the COMPASS Board that FY2011 general and special membership dues be held constant with FY2010 amounts.

### **Background:**

Staff presented budget scenarios to the Finance Committee at its February 18, 2010, meeting and sought direction for FY2011 general and special membership dues levels. Though no formal motion was made, the Committee indicated that FY2011 membership dues should remain at the FY2010 levels.

### **Status:**

Board adoption of FY2011 general and special membership dues will assist in the timely development of the FY2011 Unified Planning Work Program and Budget and allow member agencies adequate time to plan for these expenses in their budgeting process.

### **Additional Information:**

- 1) Attachment:
  - Membership dues by member agency.
- 2) For more detailed information, contact Jeanne Urlezaga, Director of Operations, at 855-2558 ext. 242 or [jurlezaga@compassidaho.org](mailto:jurlezaga@compassidaho.org).

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**FY2011  
General and Special Membership Dues**

<b><u>General Membership</u></b>		
Ada County	\$200,030	
Ada County Highway District	200,030	
Canyon Highway District No. 4	11,845	
Nampa Highway District No. 1	11,845	
Boise City	99,095	
Caldwell City	29,550	
Canyon County	131,927	
Eagle City	9,743	
Garden City	5,812	
Kuna City	6,852	
Meridian City	33,745	
Middleton City	3,853	
Nampa City	56,715	
Notus City	429	
Parma City	1,407	
Star City	2,629	
Subtotal	\$805,506	
<b><u>Special Membership</u></b>		
Boise State University	\$8,190	
Capital City Development Corporation	8,190	
Department of Environmental Quality	8,190	
Idaho Transportation Department	8,190	
Independent School District of Boise City	8,190	
Valley Regional Transit	8,190	
Subtotal	\$49,140	
<b>TOTAL</b>	<b><u>\$854,646</u></b>	

## MEMORANDUM



**To:** COMPASS Finance Committee

**From:** Jeanne Urlezaga, Director of Operations

**Date:** March 26, 2010

**Re:** **Budget Assumptions for FY2011 through FY2015**

**Action Requested:**

Approve balanced budget for FY2011 through FY2015 so staff can move forward in drafting the FY2011 through FY2012 Unified Planning Work Program and Budget.

**Background:**

Staff presented FY2011 through FY2015 budget scenarios showing revenue shortfalls to the Finance Committee at its February 2010 meeting. After discussion, staff was directed to bring back a balanced budget.

**Status:**

Staff recommends the following adjustments in order to balance to estimated revenues and expenses for FY2011 through FY2015:

## FY2011:

- Eliminate \$115,000 of direct costs for *Communities in Motion* update. Staff will look to replace this reduction by submitting requests to the Idaho Transportation Department for end-of-year sweep of federal funds as well as searching out other grant opportunities.
- Use \$68,600 in projected fund balance surplus.
- Request \$67,857 of STP-TMA funds if they become available. This is to partially re-instate off-the-top planning funds that were phased out at the direction of the COMPASS Board.
- Temporarily freeze the number of staff from 20 to 19 with no proposed salary increase.

## FY2012:

- Eliminate \$297,000 of direct costs for *Communities in Motion* update. Staff will look to replace this reduction by submitting requests to the Idaho Transportation Department for end-of-year sweep of federal funds as well as searching out other grant opportunities.
- Request \$59,881 of STP-TMA funds if they become available. This is to partially re-instate off-the-top planning funds that were phased out at the direction of the COMPASS Board.
- Maintain 19 staff with no proposed salary increase.

## FY2013:

- Eliminate \$256,000 of direct costs for *Communities in Motion* update. Staff will look to replace this reduction by submitting requests to the Idaho Transportation Department for end-of-year sweep of federal funds as well as searching out other grant opportunities.
- Request \$86,059 of STP-TMA funds if they become available. This is to partially re-instate off-the-top planning funds that were phased out at the direction of the COMPASS Board.

- Remove the Federal portion of lobbying costs in the amount of \$45,000.
- Maintain 19 staff with no proposed salary increase.

FY2014:

- Request \$152,329 of STP-TMA funds if they become available. This is to partially re-instate off-the-top planning funds that were phased out at the direction of the COMPASS Board.
- Remove the Federal portion of lobbying costs in the amount of \$45,000.
- Maintain 19 staff with no proposed salary increase.

FY2015:

- Eliminate \$64,200 of direct costs for *Communities in Motion* update. Staff will look to replace this reduction by submitting requests to the Idaho Transportation Department for end-of-year sweep of federal funds as well as searching out other grant opportunities.
- Request \$99,061 of STP-TMA funds if they become available. This is to partially re-instate off-the-top planning funds that were phased out at the direction of the COMPASS Board.
- Remove the Federal portion of lobbying costs in the amount of \$45,000.
- Maintain 19 staff with no proposed salary increase.

Other key assumptions used in preparing these estimates include:

1. Membership dues for FY2011 through FY2015 reflect FY2010 amounts.
2. Projections for Consolidated Planning Grant for FY2011 through FY2015 held constant from FY2010.
3. Assume Corridor studies are completed in FY2010.
4. In FY2011, staff anticipates a \$68,600 surplus in the three month reserve of Fund Balance for operating expenses. This amount will be used to help cover projected expenses.
5. Staff will seek STP-TMA funds to help cover projected expenses in FY2011 through FY2015. This will partially re-instate the annual \$306,000 off-the-top planning funds that were phased out over a five year period at the direction of the COMPASS Board.
6. Assume 19 positions with a 0% merit pool for FY2011 thru FY2015.
7. Assume 10% increase to health insurance Fringe costs for FY2011 thru FY2015.
8. Assume a net increase of 3.3% in PERSI costs for the period of FY2011 thru FY2013.
9. Decrease indirect costs in FY2012 to reflect savings from building lease.
10. Add contribution of \$170,000 to the Building Fund in FY2011 bringing the balance to approximately one-million dollars.

**Additional Information:**

Attachments:

1. Recommended Adjustments to Cover Revenue Shortfalls in FY2011 through FY2015.
2. Projected FY2011 through FY2015 Revenue and Expense Worksheet.
3. For detailed information contact: Jeanne Urlezaga, Director of Planning, at 855-255, ex. 242 or [jurlezaga@compassidaho.org](mailto:jurlezaga@compassidaho.org).

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO**  
**Recommended Adjustments to Cover Revenue Shortfalls in Fiscal Years 2011 through 2015**

	Fiscal Year					Specifics	
	FY2011	FY2012	FY2013	FY2014	FY2015		
<b>Deficit</b>	<b>(251,457)</b>	<b>(356,881)</b>	<b>(387,059)</b>	<b>(197,329)</b>	<b>(208,261)</b>	<b>Deficit are amounts identified from Projected Revenue and Expense worksheet - #1</b>	
Option #	1	(115,000)	(297,000)	(256,000)	(64,200)	Eliminate direct expenses for CIM update until funding obtained.	
Option #	2	(68,600)				Use projected fund balance surplus for FY2011.	
Option #	3					Increase membership dues to cover funding shortfall and retain proposed expenses.	
Option #	4	(67,857)	(59,881)	(86,059)	(152,329)	(99,061)	Re-instate off-the-top funds from STP-TMA funds.
Option #	5					Use rescission set-aside funds for FY2011 and FY2012 (if available; leaves \$7,014).	
Option #	6			(45,000)	(45,000)	(45,000)	Eliminate federal portion of legislative consulting direct expenses.
Option #	7					Reduce number of positions from 19 to 17.	
<b>Total Recommended Cuts</b>		<b>(251,457)</b>	<b>(356,881)</b>	<b>(387,059)</b>	<b>(197,329)</b>	<b>(208,261)</b>	
<b>Variance (Deficit less Total Recommended Cuts)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO								#3 - Member Dues; no Increase from FY2010 Amounts. Recommended Staff Adjustments to Balance Budget.
PROJECTED REVENUE AND EXPENSE								
FY2011 - FY2015								
	UPWP Rev-1	Estimate	Estimate	Estimate	Estimate	Estimate	Assumptions	
	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015		
<b>REVENUES</b>								
General Membership	805,506	805,506	805,506	805,506	805,506	805,506	1	
Special Membership	49,140	49,140	49,140	49,140	49,140	49,140	1	
CPG - FY09 Carryover	120,354							
CPG - FY10 - FY15	1,155,605	1,155,605	1,155,605	1,155,605	1,155,605	1,155,605	2	91,540 match 2011
STP-State Key #7826 US 20/26 (carry over & new funds)	524,907	0					3	
ITD Match for Key #7826 US 20/26	41,580	0					3	
STP-State Key #7827 SH 44 (carry over & new funds)	714,663	0					3	
ITD Match for Key #7827 SH 44	56,612	0					3	
STP-TMA - Key #9506 Trans Plan, Ada (carry over)	69,495							
STP-TMA - Key #9827, Household Travel Survey Phase 1		278,000					4	22,022 match 2011
STP-TMA - Key #9828, Household Travel Survey Phase 2			278,000				4	
STP-TMA - Key #12060, Onboard Transit Survey					46,000		4	
STP-TMA - Key #12061, Communities in Motion Update					185,000		4	
FTA - Mobility Management Strategies	339,102	160,532						40,133 match 2011
FTA - Mobility Management Strategies; 1/2 FTE	26,000							
VRT - Local Match for 1/2 FTE	6,500							
FTA - Rural Mobility Management; 2009 stimulus pkg	106,706	2,401						0 match 2011
COMPASS and Local Agency Funds for FY10 Ortho	340,000							
Interest Income	15,000	9,800	6,400	6,400	6,400	6,400	5	
COMPASS Local Match for carry-over Funds	29,816							
Set-Aside for Potential Rescission (Fund Balance)	243,352	243,352					6	
Projected Fund Balance Surplus for FY2011		68,600					7	
Re-instate off-the-top funds from STP-TMA funds		67,857	59,881	86,059	152,329	99,061	8	
<b>TOTAL PROJECTED REVENUE</b>	4,644,338	2,840,793	2,354,532	2,102,710	2,399,980	2,115,712		153,695 tot match 2011
<b>EXPENSES</b>								
Salary	1,112,600	1,080,100	1,080,100	1,080,100	1,080,100	1,080,100	9	0.00% inc per year
Fringe - Health Portion	191,000	209,058	229,127	251,202	276,323	303,955	10	10.00% Incr to Health
Fringe - Other Portion	229,600	234,432	244,645	260,297	260,297	260,297	11	Incr to PERSI estimates
<b>Total Fringe</b>	420,600	443,491	473,772	511,500	536,620	564,252		
Fringe - Medical Expense Reimbursement Plan	10,000	5,000	5,000	5,000	5,000	5,000	12	estimate 10 staff exceed deductible
Contingency (Overtime/Bonus)	20,000	20,000	20,000	20,000	20,000	20,000		
Sick Time Trade	10,000	10,000	10,000	10,000	10,000	10,000		
<b>Subtotal</b>	1,573,200	1,558,591	1,588,872	1,626,600	1,651,720	1,679,352		
Indirect Operations and Maintenance	348,000	348,000	255,800	255,800	255,800	255,800	13	
Direct Operations and Maintenance	2,360,978	520,850	509,860	220,310	492,460	180,560		
Set-Aside for Potential Rescission	243,352	243,352	0	0	0	0	6	
Building Fund	118,808	170,000	0	0	0	0	14	
<b>TOTAL PROJECTED EXPENSE</b>	4,644,338	2,840,793	2,354,532	2,102,710	2,399,980	2,115,712		
<b>CHANGE IN FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

	UPWP Rev-1	Estimate	Estimate	Estimate	Estimate	Estimate	Assumptions		
	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015			
<b>DIRECT EXPENSE SUMMARY</b>									
610 - SH 44									
Legal / Lobbying									
Equipment									
Travel / Education									
Professional Services	731,406	0							
Printing									
Public Involvement									
Meeting Support	412	0							
Other	2,801	0							
FY2011 Carry-Forward									
611 - US 20/26									
Legal / Lobbying									
Equipment									
Travel / Education									
Professional Services	530,688	0							
Printing									
Public Involvement									
Meeting Support	434	0							
Other	1,620	0							
FY2011 Carry-Forward									
620 - Growth and Transportation System Monitoring									
Legal / Lobbying									
Equipment									
Travel / Education									
Professional Services	2,500			4,000		4,000			
Printing									
Public Involvement									
Meeting Support									
Other									
FY2011 Carry-Forward									
631 - Treasure Valley High Capacity Transit Study									
Legal / Lobbying									
Equipment									
Travel / Education									
Professional Services	24,094	0							
Printing									
Public Involvement									
Meeting Support									
Other									
FY2011 Carry-Forward									
653 - Communications and Education									
Legal / Lobbying									
Equipment									
Travel / Education									
Professional Services	6,500	9,500	9,500	9,500	9,500	10,300			
Printing	5,300	7,500	4,700	4,700	4,700	4,700			
Public Involvement	16,050	22,900	23,500	24,700	25,850	27,100			
Meeting Support	1,100	700	950	950	950	1,000			
Other	1,550	700	850	1,100	1,100	1,100			
FY2011 Carry-Forward									

	UPWP Rev-1	Estimate	Estimate	Estimate	Estimate	Estimate	Assumptions		
	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015			
<b>661 - Communities in Motion</b>									
Legal / Lobbying									
Equipment									
Travel / Education									
Professional Services	115,794	0	0	0	100,000				
Printing	25,000	0	0	0	25,000	0			
Public Involvement	60,000	0	0	0	66,800	0			
Meeting Support									
Other					8,200				
FY2011 Carry-Forward									
<b>671 - Mobility Management Strategies</b>									
Legal / Lobbying									
Equipment									
Travel / Education	5,250								
Professional Services	5,500								
Printing	12,368								
Public Involvement	7,500								
Meeting Support	2,800								
Other	1,286								
FY2011 Carry-Forward	160,532								
<b>672 - Rural Mobility Management</b>									
Legal / Lobbying									
Equipment									
Travel / Education	700								
Professional Services									
Printing	532								
Public Involvement	1,300								
Meeting Support	1,000								
Other									
FY2011 Carry-Forward	2,401								
<b>685 - Transportation Improvement Program</b>									
Legal / Lobbying									
Equipment									
Travel / Education									
Professional Services									
Printing									
Public Involvement	1,500	1,800	1,800	1,800	1,800	1,800			
Meeting Support									
Other									
FY2011 Carry-Forward									
<b>760 - Legislative Services</b>									
Legal / Lobbying	85,950	85,950	85,950	45,450	45,450	45,450			
Equipment									
Travel / Education	10,000	9,000	9,000	4,500	4,500	4,500			
Professional Services									
Printing									
Public Involvement									
Meeting Support									
Other	11,100	11,100	11,100	11,100	11,100	11,100			
FY2011 Carry-Forward									

	UPWP Rev-1	Estimate	Estimate	Estimate	Estimate	Estimate	Assumptions		
	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015			
<b>801 - Staff Development</b>									
Legal / Lobbying									
Equipment									
Travel / Education	30,000	20,000	20,000	20,000	20,000	20,000			
Professional Services									
Printing									
Public Involvement									
Meeting Support									
Other									
FY2011 Carry-Forward									
<b>820 - Committee Support</b>									
Legal / Lobbying									
Equipment									
Travel / Education									
Professional Services									
Printing									
Public Involvement									
Meeting Support	8,500	10,000	10,000	10,000	10,000	10,000			
Other									
FY2011 Carry-Forward									
<b>836 - Model Maintenance</b>									
Legal / Lobbying									
Equipment									
Travel / Education									
Professional Services	40,000	7,000	0	40,000	25,000	7,000			
Printing									
Public Involvement									
Meeting Support									
Other									
FY2011 Carry-Forward									
<b>837 - Transit Ridership Survey</b>									
Legal / Lobbying									
Equipment									
Travel / Education									
Professional Services	75,000				50,000				
Printing									
Public Involvement									
Meeting Support									
Other									
FY2011 Carry-Forward									
<b>838 - Household Travel Survey (phase 1 &amp;2)</b>									
Legal / Lobbying									
Equipment									
Travel / Education									
Professional Services		300,000	300,000						
Printing									
Public Involvement									
Meeting Support									
Other									
FY2011 Carry-Forward									

	UPWP Rev-1	Estimate	Estimate	Estimate	Estimate	Estimate	Assumptions		
	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015			
<b>842 - Congestion Management and ITS</b>									
Legal / Lobbying									
Equipment									
Travel / Education									
Professional Services				10,000					
Printing									
Public Involvement									
Meeting Support									
Other									
FY2011 Carry-Forward									
<b>860 - Geographic Information System Maintenance</b>									
Legal / Lobbying									
Equipment									
Travel / Education									
Professional Services									
Printing									
Public Involvement									
Meeting Support									
Other	1,200	1,200	1,200	1,200	1,200	1,200			
FY2011 Carry-Forward									
<b>861 - Regional Orthophotography</b>									
Legal / Lobbying									
Equipment									
Travel / Education									
Professional Services	340,000	0							
Printing									
Public Involvement									
Meeting Support									
Other									
FY2011 Carry-Forward									
<b>990 - Direct Operations / Maintenance</b>									
Legal / Lobbying									
Equipment	22,810	25,000	22,810	22,810	22,810	22,810			
Travel / Education									
Professional Services	5,000	5,000	5,000	5,000	5,000	5,000			
Printing									
Public Involvement									
Meeting Support	3,500	3,500	3,500	3,500	3,500	3,500			
Other									
FY2011 Carry-Forward									
<b>Grand Total, Direct Expenses</b>	<b>2,360,978</b>	<b>520,850</b>	<b>509,860</b>	<b>220,310</b>	<b>492,460</b>	<b>180,560</b>			
<b>Set-Aside for Potential Rescission</b>	<b>243,352</b>	<b>243,352</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
Building Fund	118,808	170,000							
<b>Grand Total, Direct Expenses</b>	<b>2,723,138</b>	<b>934,202</b>	<b>509,860</b>	<b>220,310</b>	<b>492,460</b>	<b>180,560</b>			

	UPWP Rev-1	Estimate	Estimate	Estimate	Estimate	Estimate	Assumptions		
	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015			
<b>INDIRECT COSTS</b>									
CATEGORY	UPWP Rev-1 FY2010	Estimate FY2011	Estimate FY2012	Estimate FY2013	Estimate FY2014	Estimate FY2015			
Professional Services	38,000	36,000	36,000	36,000	36,000	36,000			
Equipment Lease	5,000	5,000	5,000	5,000	5,000	5,000			
Equipment Repair / Maintenance	5,000	5,000	5,000	5,000	5,000	5,000			
Travel / Education	8,000	6,000	6,000	6,000	6,000	6,000			
Dues	14,000	12,000	12,000	12,000	12,000	12,000			
Publications	3,000	3,000	3,000	3,000	3,000	3,000			
Postage	5,000	5,000	5,000	5,000	5,000	5,000			
Telephone	9,000	10,000	10,000	10,000	10,000	10,000			
Space Rent (and storage unit)	112,000	102,700	800	800	800	800			
Building Maintenance Costs			25,000	25,000	25,000	25,000			
Moving Costs		15,300							
Janitorial	10,000	10,000	10,000	10,000	10,000	10,000			
Printing	2,000	2,500	2,500	2,500	2,500	2,500			
Copier	12,000	10,000	10,000	10,000	10,000	10,000			
Advertising	5,000	5,000	5,000	5,000	5,000	5,000			
Travel / Events	8,000	8,000	8,000	8,000	8,000	8,000			
Audit	16,000	16,000	16,000	16,000	16,000	16,000			
Insurance	13,000	13,000	13,000	13,000	13,000	13,000			
Legal Services	20,000	20,000	20,000	20,000	20,000	20,000			
General Supplies	8,000	8,000	8,000	8,000	8,000	8,000			
Computer Supplies	12,000	10,000	10,000	10,000	10,000	10,000			
Computer Software / Maintenance	23,000	23,000	23,000	23,000	23,000	23,000			
Internet Service	1,000	1,500	1,500	1,500	1,500	1,500			
Commuting Incentive	1,000	1,000	1,000	1,000	1,000	1,000			
Vehicle Maintenance	2,000	3,000	3,000	3,000	3,000	3,000			
Utilities	9,000	10,000	10,000	10,000	10,000	10,000			
Local Travel	5,000	5,000	5,000	5,000	5,000	5,000			
Other / Miscellaneous	2,000	2,000	2,000	2,000	2,000	2,000			
<b>TOTAL</b>	<b>348,000</b>	<b>348,000</b>	<b>255,800</b>	<b>255,800</b>	<b>255,800</b>	<b>255,800</b>			
<b>ASSUMPTIONS:</b>									
1 No change in membership dues from FY2010 amounts.									
2 Projections for Consolidated Planning Grant for FY2010 provided by ITD; FY2011 through FY2015 held constant from FY2010.									
As of 02/11/10, ITD is telling us a 30% rescission of CPG funds is possible for 2010 - a reduction of \$347,000. This would fully utilize the \$243,352 set-aside amount, which leaves a \$103,000 shortfall.									
3 Zero dollars as corridor studies are completed in FY2010.									
4 Assume that all STP funding FY2011 thru FY2014 will be spent on professional services.									
5 Reduce anticipated interest revenue.									
6 Assume set-aside for rescission of federal aid funds will be utilized by FY2011.									
7 Add revenue source of Projected Fund Balance Surplus for FY2011.									
8 Add revenue source of "Re-Instate off-the-top Funds from STP-TMA Funds".									
9 Reduce staff to 19 with 0% annual merit increase.									
10 Assume 10% annual increase in Insurance costs each year.									
11 Adjust for potential increase in PERSI costs.									
12 Assume 10 staff will exceed health deductible.									
13 Savings in indirect costs when COMPASS owns building.									
14 Continue with contribution to Building Fund in FY2011 to bring balance to approximately one million dollars.									

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