



# SPECIAL FINANCE COMMITTEE MEETING

April 5, 2006

2:30 p.m. – 4:30 p.m.

COMPASS Conference Room

*Notice: This packet contains only the documents listed with an asterisk (\*) in the agenda. The entire packet, including all attachments is available at <http://www.compassidaho.org/board/finance/agenda04052006.pdf>. The online document requires Adobe Acrobat to read it; COMPASS' homepage <http://www.compassidaho.org> contains a free download link if you need a copy. The online document includes bookmarks at the left of the screen that are named to correspond to agenda items that have attachments. Clicking on a bookmark will take you directly to the named document.*

## **\*\*AGENDA\*\***

### **I. AGENDA ADDITIONS/CHANGES**

### **II. OPEN DISCUSSION/ANNOUNCEMENTS**

### **III. ACTION ITEMS**

- \* A. Recommend Approval of Revision 2 of the FY2006 Unified Planning Work Program and Budget** **Jeanne Urlezaga**  
*Staff will review Revision 2 of the FY2006 Unified Planning Work Program and Budget.*
- \*B. Recommend Board Approval of the FY2007 General and Special Membership Dues** **Jeanne Urlezaga**  
*Staff will review proposed FY2007 Membership dues.*

### **IV. OTHER**

### **V. ADJOURNMENT**

**\*Enclosures**

***Times are approximate. Agenda is subject to change.***

T:\FY06\900 Operations\990 Direct Operations-Maintenance\Finance Committee\2006agendaminutes\agenda040506.doc

800 S. Industry Way, Ste 100

Meridian, ID 83642

P. 208.855.2558

F. 208.855.2559

[www.compassidaho.org](http://www.compassidaho.org)



## MEMORANDUM

**TO:** COMPASS Finance Committee

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

**DATE:** March 31, 2006

**RE:** Recommend Board Approval of Revision 2 of the FY2006 Unified Planning Work Program and Budget

### ACTION REQUESTED:

Recommend Board approval of Revision 2 of the FY2006 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 Regional Technical Advisory Committee and Finance Committee for recommendation to the Board.

Revision 2 of the FY2006 Unified Planning Work Program and Budget is proposed for the following reasons:

1. To include additional Consolidated Planning Grant revenue for FY2004, 2005, and 2006 and related expenses;
2. To include AMPO Grant dollars to conduct the Access Management Study and create new project number; and

At the March 21, 2006, Joint Executive and Finance Committee meeting staff presented a variety of options and requested direction. The items listed below on the Recommended Changes for Revision 2 are the items the Committee recommended for implementation. The Revenue Expense Summary is also attached showing additional detail of this proposal. Greater detail will be provided early next week.

### STATUS:

Staff requests the Finance Committee review and recommend Board adoption of Revision 2 of the FY2006 Unified Planning Work Program and Budget. This revision will be presented to the Regional Technical Advisory Committee in April 2006.

Attachments

**Recommended Changes to Revision 2:**

<b>#</b>	<b>Revenue Adjustment</b>	<b>\$ Change</b>	<b>Expense Adjustment</b>	<b>\$ Change</b>
1	Add Consolidated Planning Grant final obligation amounts. FY 2004 FY 2005 FY 2006	\$ 43,518 \$ 195,218 \$ 267,246		
2	Add AMPO Grant revenue – Treasure Valley Access Management	\$ 28,250	Add related expense to Program Number 655-AMPO Treasure Valley Access Management Professional Service Agreements Printing Meeting Support	\$ 5,200 \$ 1,000 \$ 300
3	Zero remainder Legislative Services Revenue	(\$ 37,439)		
4			Complete Salary Survey Adjustments: Salary & Fringe Add Demographer Position: Salary & Fringe	\$ 22,967 \$ 37,326
5			Add Consultant support to Program Number 620 - Growth and Transportation Monitoring Professional Service Agreements	\$ 25,000
6			Add Consultant support to new Program Number 757-Functional Classification Typologies Professional Service Agreements	\$ 245,000
7			Add Training / Education dollars to Program Number 801-Staff Development Professional Service Agreements	\$ 10,000
8			Establish a building fund for purchase instead of lease Program Number 995 – Building Fund	\$ 150,000
9				
	<b>TOTALS</b>	\$496,793		\$ 496,793

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
FY2006 UNIFIED PLANNING WORK PROGRAM AND BUDGET - REVISION 2  
REVENUE AND EXPENSE SUMMARY**

<b>REVENUE</b>	<b>FY2006 Revision 1</b>	<b>FY2006 Revision 2</b>
<b>GENERAL MEMBERSHIP</b>		
Ada County	160,408	160,408
Ada County Highway District	160,408	160,408
Association of Canyon County Highway Districts	31,190	31,190
Boise City	86,064	86,064
Caldwell City	21,753	21,753
Canyon County	105,452	105,452
Eagle City	7,617	7,617
Garden City	4,924	4,924
Kuna City	4,376	4,376
Meridian City	23,191	23,191
Middleton City	2,583	2,583
Nampa City	44,771	44,771
Notus City	334	334
Parma City	1,172	1,172
Star City	1,252	1,252
Subtotal	655,495	655,495
<b>SPECIAL MEMBERSHIP</b>		
Boise State University	6,600	6,600
Capital City Development Corporation	6,600	6,600
Department of Environmental Quality	6,600	6,600
Idaho Transportation Department	6,600	6,600
Independent School District of Boise City	6,600	6,600
Joint School District #2	6,600	6,600
Valley Regional Transit	6,600	6,600
Subtotal	46,200	46,200
<b>GRANT AND SPECIAL</b>		
FHWA/FTA - Consolidated Planning Grant Ada - FY2004	-	32,195 1
FHWA/FTA - Consolidated Planning Grant Canyon - FY2004	-	11,323 1
FHWA/FTA - Consolidated Planning Grant Ada - FY2005	-	144,423 1
FHWA/FTA - Consolidated Planning Grant Canyon - FY2005	-	50,795 1
FHWA/FTA - Consolidated Planning Grant Ada - FY2006	596,303	794,012 1
FHWA/FTA - Consolidated Planning Grant Canyon - FY2006	209,729	279,266 1
STP TMA - Key #8697, FY06, Transportation Planning, Ada	214,230	214,230
STP TMA - Key #8960, Rail Corridor Feasibility Study	277,980	277,980
Valley Regional Transit-local match for Key #8960	22,020	22,020
STP-U Key #7702 - Rail Corridor Feasibility Study, carry-over	7,945	7,945
STP-U Key #9193, FY06, Transportation Planning, Canyon	48,925	48,925
STP-S Key #7826, FY05, US 20/26 Corridor Preservation Study, carry-over	739,516	739,516
ITD-local match for Key#7826, US 20/26 Corridor Preservation Study	58,580	58,580
STP-S Key #7827, FY05, SH44 Corridor Preservation Study, carry-over	1,374,973	1,374,973
ITD-local match for Key #7827, SH44 Corridor Preservation Study	108,917	108,917
STP-U Key #9660, Middleton Road Connections Study	47,768	47,768
City of Nampa-local match for Key #9660, Middleton Road Connections Study	3,784	3,784
FTA5307(04) - Mode Choice Model	28,894	28,894
FTA - AMPO Treasure Valley Mgt. Strategy Grant	-	28,250 2
Subtotal	3,739,563	4,273,795
<b>OTHER</b>		
ITD - <i>Communities in Motion</i>	202,024	202,024
Carry-over local dollars from Fund Balance	49,661	49,661
In-Kind Labor (task #655)	-	11,423
Data Dissemination	12,000	12,000
Interest Income	7,000	7,000
Mapping and Miscellaneous	7,500	7,500 3
Legislative Services Revenue	37,439	-
Subtotal	315,624	289,608
<b>COMPASS REVENUE</b>	<b>4,756,882</b>	<b>5,265,098</b>

<b>EXPENSE</b>	<b>FY2006 Revision 1</b>	<b>FY2006 Revision 2</b>
<b>SALARY, FRINGE &amp; CONTINGENCY</b>		
Salary	903,918	950,751 4
Fringe	340,232	353,692 4
Salary Contingency (Overtime and Bonus)	13,000	13,000
Sick Time Trade	10,000	10,000
Subtotal	1,267,150	1,327,443
<b>INDIRECT OPERATIONS &amp; MAINTENANCE</b>		
COMPASS	328,000	328,000
<b>DIRECT OPERATIONS &amp; MAINTENANCE</b>		
610, SH44 Corridor Preservation Study	1,393,504	1,393,504
611, US 20/26 Corridor Preservation Study	748,322	748,322
612, Middleton Road Connections Study	48,276	48,276
620, Growth and Transportation System Monitoring	1,000	26,000 5
631, Rail Corridor Feasibility Study	307,945	307,945
647, Land Use Model Demonstration Project	15,000	15,000
653, Communications and Education	38,500	38,500
655, AMPO Treasure Valley Mgt. Strategy	-	17,923 2
661, <i>Communities in Motion</i>	285,556	285,556
685, Transportation Improvement Program	3,000	3,000
701, General Membership Services	10,000	10,000
757, Functional Classification Typologies	-	245,000 6
760, Legislative Services	193,100	193,100
801, Staff Development	20,000	30,000 7
820, Committee Support	5,000	5,000
836, Model Maintenance	44,394	44,394
842, Congestion Management System Maintenance	5,000	5,000
860, Geographic Information System Maintenance	2,200	2,200
990, Direct Operations and Maintenance	40,935	40,935
995, Building Fund	-	150,000 8
Subtotal	3,161,732	3,609,655
<b>COMPASS EXPENSE</b>	<b>4,756,882</b>	<b>5,265,098</b>

<b>COMPASS SUMMARY</b>		
TOTAL REVENUE	4,756,882	5,265,098
TOTAL EXPENSES	4,756,882	5,265,098
CHANGE IN FUND BALANCE	0	0



## MEMORANDUM

**TO:** COMPASS Finance Committee

**FROM:** Jeanne Urlezaga, Operations Director

**DATE:** March 31, 2006

**RE:** **Recommend Board Approval of the FY2007 General and Special Membership Dues**

**ACTION REQUESTED:**

Recommend Board approval of the FY2007 General and Special Membership Dues.

**BACKGROUND:**

In April 2005, the COMPASS Board approved a five-year phase out of Surface Transportation Program (STP) funds that have been used to support planning activities. With this phase out strategy, the Board agreed to increase membership dues to cover the loss of STP funds and the increased salary and fringe expenses.

The FY2007 General Membership dues are calculated on a per person rate based on the Board approved April 1, 2006, Population Estimates. Special Membership dues are equal to 1% of the total combined General Membership dues.

**STATUS:**

Attached is an analysis of projected revenues and expenses for FY2007 and future years. Assumptions used in preparing the analysis are those recommended at the Joint Executive and Finance Committee Meeting on March 21, 2006, and are as follows:

Implement Salary Survey	\$ 46,000
Increase Training Program	\$ 10,000
Create Building Fund	\$150,000
Add Demographer/Economist (Salary and Fringe)	\$ 89,500
Cover Balance for Legislative Services	\$ 37,440
Partner with ACHD on Functional Classification Topologies and include Canyon County	\$245,000
Provide Consultant Support for Demographics	\$ 50,000

Staff requests the Finance Committee recommend Board approval of the FY2007 General and Special Membership dues as presented.

Attachments

T:\FY06\900 Operations\990 Direct Operations-Maintenance\Finance Committee\FY2007 Dues MEMORANDUM.doc

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
PROJECTED DUES REQUIRED WITH 5-YEAR PHASE OUT OF STP REVENUE  
FY2007 - FY2011**

	FY2007		FY2008		FY2009		FY2010		FY2011	
	Approved Population	\$ 1.47 per person	Estimated Population	\$ 1.61 per person	Estimated Population	\$ 1.74 per person	Estimated Population	\$ 1.87 per person	Estimated Population	\$ 2.00 per person
<b>GENERAL MEMBERS</b>			4.50%	increase	4.50%	increase	4.50%	increase	4.50%	increase
<b>ADA COUNTY</b>										
Ada County	55,830	201,502	58,342	230,624	60,968	260,462	63,711	292,518	66,578	326,932
Ada County Highway District		201,502		230,624		260,462		292,518		326,932
City of Boise	211,473	103,622	220,989	118,598	230,934	133,942	241,326	150,426	252,185	168,124
City of Eagle	20,131	9,864	21,037	11,290	21,984	12,750	22,973	14,320	24,007	16,004
City of Garden City	12,074	5,916	12,617	6,771	13,185	7,647	13,778	8,589	14,398	9,599
City of Kuna	12,647	6,197	13,216	7,093	13,811	8,010	14,432	8,996	15,082	10,055
City of Meridian	66,565	32,617	69,560	37,331	72,691	42,161	75,962	47,349	79,380	52,920
City of Star	4,594	2,251	4,801	2,576	5,017	2,910	5,243	3,268	5,478	3,652
<b>TOTAL ADA COUNTY</b>	<b>383,314</b>	<b>563,472</b>	<b>400,563</b>	<b>644,907</b>	<b>418,588</b>	<b>728,344</b>	<b>437,425</b>	<b>817,985</b>	<b>457,109</b>	<b>914,218</b>
<b>CANYON COUNTY</b>										
Association of Canyon County Highway Districts		37,638		43,077		48,651		54,638		61,066
Canyon County	51,208	131,444	53,512	150,441	55,920	169,905	58,437	190,816	61,066	213,265
City of Caldwell	38,028	27,951	39,739	31,990	41,528	36,129	43,396	40,576	45,349	45,349
City of Greenleaf	912	-	953	-	996	-	1,041	-	1,088	-
City of Melba	561	-	586	-	613	-	640	-	669	-
City of Middleton	4,575	3,363	4,781	3,849	4,996	4,347	5,221	4,881	5,456	5,456
City of Nampa	76,436	56,180	79,876	64,300	83,470	72,619	87,226	81,556	91,151	91,151
City of Notus	558	410	583	469	609	530	637	595	665	665
City of Parma	1,921	1,412	2,007	1,616	2,098	1,825	2,192	2,050	2,291	2,291
City of Wilder	1,582	-	1,653	-	1,728	-	1,805	-	1,887	-
<b>TOTAL CANYON COUNTY</b>	<b>175,781</b>	<b>258,398</b>	<b>183,691</b>	<b>295,743</b>	<b>191,957</b>	<b>334,006</b>	<b>200,595</b>	<b>375,113</b>	<b>209,622</b>	<b>419,244</b>
<b>SPECIAL MEMBERS</b>										
Boise State University		8,200		9,400		10,600		11,900		13,300
Capital City Development Corporation		8,200		9,400		10,600		11,900		13,300
Department of Environmental Quality		8,200		9,400		10,600		11,900		13,300
Idaho Transportation Department		8,200		9,400		10,600		11,900		13,300
Independent School District of Boise City		8,200		9,400		10,600		11,900		13,300
Joint School District #2		8,200		9,400		10,600		11,900		13,300
Valley Regional Transit		8,200		9,400		10,600		11,900		13,300
<b>TOTAL SPECIAL MEMBERS</b>		<b>57,400</b>		<b>65,800</b>		<b>74,200</b>		<b>83,300</b>		<b>93,100</b>
<b>TOTAL COMPASS DUES</b>		<b>879,270</b>		<b>1,006,449</b>		<b>1,136,550</b>		<b>1,276,398</b>		<b>1,426,562</b>
<b>NET INCREASE</b>		<b>177,575</b>		<b>127,180</b>		<b>130,100</b>		<b>139,848</b>		<b>150,164</b>

ASSUMPTIONS:

1. 4.5% Population Increase per Year.
2. Increase CPG \$ to Reflect Idaho Transportation Department Projections.

**COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO  
PROJECTED REVENUE AND EXPENSE  
WITH 5-YEAR PHASE OUT OF STP REVENUE  
FY2006 - FY2011**

	Increased Rev FY2006	Estimate FY2007	Estimate FY2008	Estimate FY2009	Estimate FY2010	Estimate FY2011	
<b>REVENUES</b>							
General Membership	655,495	821,870	940,649	1,062,350	1,193,098	1,333,462	1
Special Membership	46,200	57,400	65,800	74,200	83,300	93,100	1
CPG - FY05 Carryover	195,218	-					2
CPG (FY04 43,518 +1,073,278)	1,116,796	1,097,665	1,128,027	1,155,605	1,155,605	1,155,605	2
FTA 5307(From VRT)	28,894	-					
STP-TMA - Key #8697, Trans Plan, Ada	18,532	-					
STP-TMA - Key #8960, Rail Cor Study	277,980						
VRT - Local Match for Key #8960	22,020						
STP-U, Key #7702; Rail Cor Carryover	7,945						3
STP-State Key #7826 US 20/26	739,516	70,000					3
ITD Match for Key #7826 US 20/26	58,580						3
STP-State Key #7827 SH 44	1,374,973	70,000					3
ITD Match for Key #7827 SH 44	108,917						3
STP-U, Key #9660; Middleton Rd Study	47,768	-					
City of Nampa Match for Key #9660	3,784	-					
AMPO Grant (100% In-kind labor match)	28,250	-					
STP-TMA - Key #9825, Freight Study		310,000					4
STP-TMA - Key #9827, Travel Survey					278,000		5
STP-TMA - Key #9826, HVIntersection		185,320					6
STP-TMA - Trans Plan, Ada	195,698	146,000	98,220	49,110			7
STP-U, Trans Plan, Canyon	48,925	37,064	25,018	12,046			7
ITD Communities in Motion	202,024	-					
Carry over local dollars from fund balance	49,661	-					
Data Dissemination	12,000	9,000	4,000	-	-	-	8
Interest Income	7,000	6,000	6,000	6,000	6,000	6,000	9
Map/Publication Sales	7,500	11,000	11,000	11,000	11,000	11,000	9
<b>TOTAL PROJECTED REVENUE</b>	<b>5,253,675</b>	<b>2,821,319</b>	<b>2,278,714</b>	<b>2,370,311</b>	<b>2,727,003</b>	<b>2,599,167</b>	

	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	
<b>EXPENSES</b>							
Salary (3.00% Increase per year)	950,751	1,033,300	1,064,299	1,096,228	1,129,115	1,162,988	10
Fringe (10.00% Increase per year)	353,692	426,569	469,226	516,148	567,763	624,540	11
Contingency (Overtime/Bonus)	13,000	13,000	13,000	13,000	13,000	13,000	
Sick Time Trade	10,000	10,000	10,000	10,000	10,000	10,000	
Subtotal	1,327,443	1,482,869	1,556,525	1,635,376	1,719,878	1,810,528	
Indirect Operations and Maintenance	328,000	328,000	328,000	328,000	328,000	328,000	12
Direct Operations and Maintenance	3,448,232	860,450	260,600	260,600	538,600	260,600	13
Building Fund	150,000	150,000	150,000	150,000	150,000	150,000	14
		-					
<b>TOTAL PROJECTED EXPENSE</b>	<b>5,253,675</b>	<b>2,821,319</b>	<b>2,295,125</b>	<b>2,373,976</b>	<b>2,736,478</b>	<b>2,549,128</b>	

<b>CHANGE IN FUND BALANCE</b>	<b>-</b>	<b>(0)</b>	<b>(16,411)</b>	<b>(3,666)</b>	<b>(9,475)</b>	<b>50,039</b>	
-------------------------------	----------	------------	-----------------	----------------	----------------	---------------	--

- 1 Membership dues based on April 2006 population estimates. Assumes a 4.5% growth factor in FY08 and out.
- 2 5 year projections for Consolidated Planning Grant (FY07 through FY09 provided by ITD; FY10 through FY11 held constant from FY06)
- 3 Assume Corridor studies are completed in FY2006
- 4 Assume that all funding will be spent on consultant
- 5 Assume that all funding will be spent on consultant
- 6 Assume that all funding will be spent on consultant
- 7 Maintain 5 Year phase out of STP planning dollars.
- 8 Anticipate decline in revenues due to out dated technology.
- 9 Adjust Other Income levels to reflect more current estimates.
- 10 Assume 19 positions with a 3% merit increases each year for FY2007 - FY2011.
- 11 Assume 10% annual increase in total benefit costs each year.
- 12 Maintain indirect costs at FY2006, Revision 2
- 13 Maintain direct costs at FY2006, Revision 2 level including corridor studies
- 14 Create Building Fund