

Capital Area Regional Planning Commission

2010 Budget (approved by BPP on July 1, 2009; adopted by CARPC September 10, 2009)

	2008 Actual	2009 Adopted (as amended)	2009 Estimated	2010 Adopted Budget
EXPENDITURES				
Personal Services	FTE: 7.000	FTE: 9.125	FTE: 9.125	FTE: 9.125
Salaries & Wages (incl. GIS)	\$ 426,263	\$ 630,431	\$ 529,141	\$ 597,838 ¹
Workstudy / Interns	9,508	17,100	17,100	21,100
Retirement Fund	40,971	67,456	55,031	65,762
Social Security / Medicare	29,823	48,228	40,479	45,735
Employee/Retiree Insurance	90,004	137,290	93,598	103,035 ²
Total Personal Services	\$ 596,569	\$ 900,505	\$ 735,349	\$ 833,469
Operating Expenses				
Commissioner Per Diem & Travel	\$ 10,029	\$ 9,110	\$ 6,500	\$ 6,900 ³
Employee Travel & Meeting Expenses	3,500	7,450	7,200	7,450 ⁴
Training & Conferences	3,450	2,500	2,500	2,500
Office Supplies	23,465	22,500	22,500	22,500
Dues / Membership Fees	2,422	3,810	3,810	3,810
GIS Software	3,700	5,800	5,800	5,800
Recruitment	3,048	0	0	0
Telephone	4,283	4,500	4,500	4,500
Office Space/Rent	33,036	33,036	33,036	33,036
Legal Services	4,699	30,000	30,000	30,000
Audit Services	5,555	6,000	6,000	6,000
Advertising	0	1,000	1,000	1,000 ⁵
Insurance (package, WC, D&O)	5,550	7,600	7,600	7,600
Total Operating Expenses	\$ 102,737	\$ 133,306	\$ 130,446	\$ 131,096
Capital Outlay				
Office/Computer Equipment & Furniture	\$ 7,178	\$ 6,100	\$ 6,100	\$ 6,000
GIS Equipment (new plotter)	0	0	0	0
Access to Co. GIS System & Aerials	0	14,000	14,000	0
Total Capital Outlay	\$ 7,178	\$ 20,100	\$ 20,100	\$ 6,000
Contractual				
Consultant services	\$ 6,525	\$ 10,000	\$ 10,000	\$ 10,000 ⁶
Expanded Water Resources Monitoring	0	0	0	0
IM Services	21,000	21,000	21,000	21,000
Total Contractual	\$ 27,525	\$ 31,000	\$ 31,000	\$ 31,000
Pass-Thru				
Cooperative Water Resources Monitoring	\$ 99,110	\$ 99,110	\$ 99,110	\$ 95,219
EPA/DNR Stimulus Programs	0	0	0	87,100 ⁷
WDOT Rural Work Program (90% funded)	2,336	25,000	25,000	10,000
Total Pass-Thru	\$ 101,446	\$ 124,110	\$ 124,110	\$ 192,319
Gross Total Expenditures	\$ 835,455 ⁸	\$ 1,209,021 ⁸	\$ 1,041,005 ⁸	\$ 1,193,884 ⁸
LESS pass-thru	\$ (101,446)	\$ (124,110)	\$ (124,110)	\$ (192,319)
NET TOTAL Expenditures	\$ 734,009	\$ 1,084,911	\$ 916,895	\$ 1,001,565

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	2008 Actual	2009 Adopted (as amended)	2009 Estimated	2010 Adopted Budget
REVENUES				
Fees: sewer extensions	\$ 12,000	\$ 30,000	\$ 8,000	\$ 14,400 ⁹
Local Planning Assistance	912	0	935	0
MMSD	87,909	0	5,100	0
EPA/DNR Water Quality Planning	80,908	75,330	75,330	71,230
Product Sales	387	1,000	350	350
Interest Income (Less Bank Fees)	11,155	12,500	1,000	1,000
WDOT Transportation Plan Integration	4,176	5,000	5,000	2,250
Allocation from Operating Reserves	0	14,000	14,000	0
Pass-Thru (WDOT Rural Work Program)	2,102	25,000	25,000	9,000
Pass-Thru (EPA/DNR Stimulus)	0	0	0	87,100 ⁷
Pass-Thru (Coop. Water Resources Monitoring)	99,110	99,110	99,110	95,219
Net Fund Balance	77,695	139,149	139,149	225,690
Dane County Property Tax	680,455	807,931	807,931	686,645 ¹⁰
Gross Total Revenues	\$ 1,056,809	\$ 1,209,020	\$ 1,180,905	\$ 1,192,884
LESS pass-thru	\$ (101,212)	\$ (124,110)	\$ (124,110)	\$ (191,319)
NET TOTAL Revenues	\$ 955,597	\$ 1,084,910	\$ 1,056,795	\$ 1,001,565

Reserves

Operating	\$ 50,000 ¹¹	\$ 50,000 ¹¹	\$ 117,690 ^{11,12}	\$ 95,900 ¹¹
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Estimated '09 EAV (no change from 2008)	\$ 51,833,966,700
Estimated certified budget rate (CBR)	0.00132470%

Fund Balance 1/1/08	\$126,946
2008 Revenues (less fund balance to reduce levy)	\$ 877,902
2008 Expenditures	\$ (734,009)
Fund Balance 1/1/09 (less Oper. Res.)	\$ 270,839

¹ Includes regularly scheduled annual step increases for eligible employees; does NOT include COLA increase; estimates July 5, 2010 start date for ED

² Estimated 12% increase health, 10% dental insurance premiums; One retiree remains with sick leave credits, exhausted mid-February; Workers Comp is in "Insurance" Operating Expenses

³ Based on 13 CARPC meetings, plus 1 ExCom and 1 PersCom meeting on non-CARPC meeting nights, plus 4 workgroup meetings (\$20 per diem+FICA)

⁴ Mileage reimbursement based on \$0.585/mile; required travel estimated for 52 meetings (37.2 miles each), 60 USA/FUDA site visits (125 miles each) and 9 conference visits (200 miles each plus meals/lodging)

⁵ For advertising meeting announcements in local paper

⁶ For continued housing & economic analysis study by contract w/ UW-Madison

⁷ Three projects to be contracted by CARPC and funded by EPA/DNR for Dec. 2010 completion: USGS Black Earth Creek Monitoring (\$30,000), Yahara Clean Project (\$27,100), and WQP Appendix B update (\$30,000)

⁸ Does not include depreciation expenses

⁹ Less than 5 acres: \$200/review, estimated 12 reviews = \$2,400
5 - 15 acres: \$400/review, estimated 12 reviews = \$4,800
Over 15 acres: \$600/review, estimated 12 reviews = \$7,200

¹⁰ Represents 15.0% decrease from 2009; Includes \$54,036 to be paid by Dane County as Rent and IM services in lieu of cash

¹¹ Reduced from \$182,500 to \$100,000 by BPP; further reduced to \$95,900 to make up for reduced DNR grant. The Government Finance Officers Association recommends an unreserved fund balance of a *minimum* 5 to 15 percent of regular general fund operating revenues (~\$45,000 to \$136,000 based on 2009 estimated), or no less than 1 to 2 months of regular general fund operating expenditures (~\$65,000 to \$130,000)

¹² See "CARPC 2008 Fund Balance.doc" for explanation