

# Capital Area Regional Planning Commission

2010 Budget (adopted Sept. 10, 2009; amended Feb. 11, 2010)

	2008 Actual	2009 Adopted (as amended)	2009 Estimated	2010 Amended Budget
<b>EXPENDITURES</b>				
<b>Personal Services</b>	FTE: 7.000	FTE: 9.125	FTE: 9.125	FTE: 9.125
Salaries & Wages (incl. GIS)	\$ 426,263	\$ 630,431	\$ 529,141	\$ 597,838 <sup>1</sup>
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 <sup>2</sup>
Total Personal Services	<u>\$ 596,569</u>	<u>\$ 900,505</u>	<u>\$ 735,349</u>	<u>\$ 833,469</u>
<b>Operating Expenses</b>				
Commissioner Per Diem & Travel	\$ 10,029	\$ 9,110	\$ 6,500	\$ 6,900 <sup>3</sup>
Employee Travel & Meeting Expenses	3,500	7,450	7,200	7,450 <sup>4</sup>
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	23,000 <sup>13</sup>
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 <sup>5</sup>
Insurance (package, WC, D&O)	5,550	7,600	7,600	7,600
Total Operating Expenses	<u>\$ 102,737</u>	<u>\$ 133,306</u>	<u>\$ 130,446</u>	<u>\$ 154,096</u>
<b>Capital Outlay</b>				
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	<u>\$ 7,178</u>	<u>\$ 20,100</u>	<u>\$ 20,100</u>	<u>\$ 6,000</u>
<b>Contractual</b>				
Consultant services	\$ 6,525	\$ 10,000	\$ 10,000	\$ 10,000 <sup>6</sup>
Expanded Water Resources Monitoring	0	0	0	0
IM Services	21,000	21,000	21,000	21,000
Total Contractual	<u>\$ 27,525</u>	<u>\$ 31,000</u>	<u>\$ 31,000</u>	<u>\$ 31,000</u>
<b>Pass-Thru</b>				
Cooperative Water Resources Monitoring	\$ 99,110	\$ 99,110	\$ 99,110	\$ 95,219
EPA/DNR Stimulus Programs	0	0	0	87,100 <sup>7</sup>
WDOT Rural Work Program (90% funded)	2,336	25,000	25,000	10,000
Total Pass-Thru	<u>\$ 101,446</u>	<u>\$ 124,110</u>	<u>\$ 124,110</u>	<u>\$ 192,319</u>
Gross Total Expenditures	<u>\$ 835,455 <sup>8</sup></u>	<u>\$ 1,209,021 <sup>8</sup></u>	<u>\$ 1,041,005 <sup>8</sup></u>	<u>\$ 1,216,884 <sup>8</sup></u>
LESS pass-thru	\$ (101,446)	\$ (124,110)	\$ (124,110)	\$ (192,319)
<b>NET TOTAL Expenditures</b>	<b>\$ 734,009</b>	<b>\$ 1,084,911</b>	<b>\$ 916,895</b>	<b>\$ 1,024,565</b>

# Capital Area Regional Planning Commission

2010 Budget (adopted Sept. 10, 2009; amended Feb. 11, 2010)

	2008 Actual	2009 Adopted (as amended)	2009 Estimated	2010 Amended Budget
<b>REVENUES</b>				
Fees: sewer extensions	\$ 12,000	\$ 30,000	\$ 8,000	\$ 14,400 <sup>9</sup>
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	23,000 <sup>13</sup>
Pass-Thru (WDOT Rural Work Program)	2,102	25,000	25,000	9,000
Pass-Thru (EPA/DNR Stimulus)	0	0	0	87,100 <sup>7</sup>
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 <sup>10</sup>
<b>Gross Total Revenues</b>	<b>\$ 1,056,809</b>	<b>\$ 1,209,020</b>	<b>\$ 1,180,905</b>	<b>\$ 1,215,884</b>
LESS pass-thru	\$ (101,212)	\$ (124,110)	\$ (124,110)	\$ (191,319)
<b>NET TOTAL Revenues</b>	<b>\$ 955,597</b>	<b>\$ 1,084,910</b>	<b>\$ 1,056,795</b>	<b>\$ 1,024,565</b>

## Reserves

Operating	\$ 50,000 <sup>11</sup>	\$ 50,000 <sup>11</sup>	\$ 117,690 <sup>11,12</sup>	\$ 72,900 <sup>11</sup>
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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.)	<u>\$ 270,839</u>

- <sup>1</sup> Includes regularly scheduled annual step increases for eligible employees; does NOT include COLA increase; estimates July 5, 2010 start date for ED
- <sup>2</sup> 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
- <sup>3</sup> 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)
- <sup>4</sup> 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)
- <sup>5</sup> For advertising meeting announcements in local paper
- <sup>6</sup> For continued housing & economic analysis study by contract w/ UW-Madison
- <sup>7</sup> 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)
- <sup>8</sup> Does not include depreciation expenses
- <sup>9</sup> 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
- <sup>10</sup> **Represents 15.0% decrease from 2009;** Includes \$54,036 to be paid by Dane County as Rent and IM services in lieu of cash
- <sup>11</sup> Reduced from \$182,500 to \$100,000 by BPP; further reduced to \$95,900 to make up for reduced DNR grant; further reduced by \$23,000 per Feb. 11, 2010 amendment. 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)
- <sup>12</sup> See "CARPC 2008 Fund Balance.doc" for explanation
- <sup>13</sup> Amended Feb. 11, 2010: Recruitment increase from \$0 to \$23,000, funded by partial allocation of Operating Reserves, to pay for Exec. Director recruitment

2010 CARPC Personnel: No COLA	Start	Years Eff.	FTE	Salary	FICA	WRS	LIFE	DIS	health/mo	HEALTH	den/mo	DENTAL	WC	TOT INS	TOT COST
	1-Jan-10														
Executive Director	5-Jul-10	-0.51	1.000	\$ 50,003	3,825	5,500	0	0	1,467	8,802	116	696	640	10,138	69,467
<b>Administration</b>															
Administrative Services Manager - GJESTSON, C.	16-Nov-01	8.13	1.000	\$ 50,008	\$ 3,826	\$ 5,501	\$ -	\$ -	\$ 512	\$ 6,144	\$ 41	\$ 492	\$ 135	\$ 6,771	\$ 66,105
<b>Community and Regional Development Planning</b>															
Community / Environmental Resources Planner - GREENE, D.	3-Dec-08	1.08	1.000	\$ 62,315	4,767	6,855	13	0	512	6,144	41	492	168	6,817	80,754
Junior Planner - VAN BELLEGHEM, B.	8-Sep-08	1.32	1.000	\$ 47,555	3,638	5,231	5	0	512	6,144	41	492	128	6,770	63,194
Senior Community Planner - WEBER, B.	24-May-04	5.61	0.625	\$ 46,027	3,521	5,063	13	0	0	0	0	0	589	602	55,214
<b>Environmental &amp; Natural Resources Planning / Technical Support</b>															
Senior Environmental Resources Planner - KAKUSKA, M.	4-Mar-96	13.84	1.000	\$ 77,924	5,961	8,572	26	0	1,204	14,448	116	1,392	210	16,077	108,534
GIS/IT Specialist - KREBS, A. (CONTRACTED)	25-Feb-04	5.85	0.500	\$ 24,595	1,882	2,705	0	0	0	0	116	696	66	762	29,945
Deputy Director / Director, Environmental Resources Planning - MESBAH, K.	1-Dec-88	21.10	1.000	\$ 110,748	8,472	12,182	68	463	1,467	17,604	116	1,392	1,418	20,945	152,347
Environmental Engineer - RUIPIPER, M.	30-Apr-07	2.68	1.000	\$ 68,173	5,215	7,499	13	0	1,204	14,448	116	1,392	184	16,037	96,925
Graphic Designer - WAGNER, S.	18-Nov-96	13.13	1.000	\$ 60,489	4,627	6,654	11	0	1,467	17,604	116	1,392	163	19,170	90,941
<b>Retired</b>															
PREBOSKI, B.				0	0	0	0	0	1,024	1,295	113	1,352	0	2,647	2,647
<b>TOTAL:</b>			9.125	\$ 597,838	\$ 45,735	\$ 65,762	\$ 150	\$ 463	\$ 9,369	\$ 92,633	\$ 932	\$ 9,788	\$ 3,703	\$ 106,737	\$ 816,071

# CARPC Levy Charge and Fund Balance Analysis

10-Sep-09

CARPC 2010 Budget

## Reserve Calculation

2009 Beginning Fund Balance	\$	270,839	
2009 Estimated Revenues		917,646	
2009 Estimated Expenditures		(916,895)	
2009 Budgeted Operating Reserve		50,000	
2009 Estimated Ending Fund Balance		<u>321,590</u>	
2010 Budgeted Operating Reserve		72,900	
Jan. 1, 2010 Estimated Net Fund Balance	\$	<u>225,690</u>	

## Levy Calculation

2008 full EAV	\$	51,833,966,700	
2009 Estimated EAV (for 2010 levy)		51,833,966,700	0.0% Increase
2010 Budgeted Non-Dane Co Revenues		112,230	
2010 Budgeted Expenditures		(1,024,565)	
2010 Net Fund Balance Applied to Reduce Levy		225,690	
2010 Net Dane County Levy Charge		<u>686,645</u>	
Certification Charge Rate		0.001324701%	