

AGENDA

Meeting of the Executive Committee of the Capital Area Regional Planning Commission

November 11, 2010

DeForest Area Community & Senior Center, 505 N. Main Street, DeForest WI

6:45 p.m.

Notice is hereby given that due to common membership, a majority of the Personnel Committee of the Capital Area Regional Planning Commission is expected to be present at this meeting. This constitutes a meeting of the Personnel Committee pursuant to State ex rel. Badke V. Greendale Village Board., 173 Wis 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such although the Personnel Committee will not take any formal action at this meeting.

All CARPC Commissioners may attend this meeting, and a quorum of the full CARPC may be present. It is intended that actions at this meeting will be voted on by only those Executive Committee members present.

1. Roll Call
2. Approval of minutes of the meeting of October 14, 2010
3. Review of agenda
4. Public comment
5. Approval of disbursements and Treasurer's Report for October 2010
6. Report on 3Q 2010 CARPC finances and work activities
7. Communications
8. Future agenda items
9. Adjournment

NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg pab hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

CARPC staff 608-266-4137 + TDD 608-266-4529

MINUTES

Meeting of the Executive Committee of the Capital Area Regional Planning Commission

October 14, 2010

City-County Building Rm 351, 210 Martin Luther King Jr Blvd, Madison WI

6:45 p.m.

Present: Martha Gibson, Peter McKeever, Larry Palm, Kurt Sonnentag, Phil Van Kampen

Absent: None

Staff Present: Chris Gjestson, Kamran Mesbah

1. Roll Call

Chair Van Kampen called the meeting to order at 6:48 p.m.; roll was recorded.

2. Approval of minutes of the meeting of September 9, 2010

Moved by Mr. Sonnentag, second by Mr. Palm, to approve the minutes of the meeting of September 9, 2010; motion carried (McKeever abstained).

3. Review of agenda

None.

4. Public comment

None.

5. Approval of disbursements and Treasurer's Report for October 2010

Provided at members' places were the list of October voucher bills (in the total amount of \$156,612.34) and Treasurer's Report, and the September 2010 year-to-date revenues and expenditures report. Mr. Sonnentag reported that he had reviewed the documents and had signed the Treasurer's Report. Mr. Gjestson noted that the month in the title of the Treasurer's Report had been changed to September, to reflect the month in which the transactions had occurred for the resulting balance. Future Reports would continue to be titled in this manner. Moved by Mr. Sonnentag, seconded by Mr. Palm, to approve the disbursements and September Report. Motion carried unanimously on voice vote.

6. Communications

Mr. Mesbah noted that items were at commissioners' places, including a press release from HUD announcing its \$2 million grant award to CARPC. The items were provided for the full Commission.

7. Future agenda items

None.

8. Adjournment

Moved by Mr. Palm, seconded by Ms. Gibson, to adjourn. Motion carried at 6:53 p.m.

Recorded by Chris Gjestson

The information presented below is intended to provide general information on CARPC staff work activities in the third quarter of 2010. See Exhibit 1 on the back of this page for more detail.

In this quarter, CARPC employed seven full-time and two part-time employees (8.125 FTE), plus four Extra Hire (LTE) employees, to work 4,600 hours on work activities falling under the three Major Work Categories of the 2010 CARPC Work Program: Community and Regional Development Planning; Environmental and Natural Resources Planning; and Administration/Indirect. Total paid hours for the quarter including leave were 5,175.

Over 92% of *direct* work activities in the 3rd quarter centered on the following work elements. **Work reported under one work element often directly or indirectly supports another work element.** The table on the back of this page indicates hours reported for each direct work element.

1. **1500 FUDA Community Planning (728 hrs, 18% of total direct work hours; 1,772 hrs and 17% Year-to-Date); and 3530 Environmental Conditions Reports (ECR) for FUDA (258 hrs, 7%; 454 hrs, 4% YTD).** The Senior Community Planner position which leads the FUDA process was filled July 1. By the end of the quarter, the process to proceed with FUDA had been proposed and approved by the Commission, two planning areas with up to eight communities had been identified and scheduled for steering committee appointment, and ECR preparation had begun for the two planning areas.
2. **1110 Land Use Inventories and Development Monitoring (715 hrs, 18%; 1,336 hrs, 13% YTD).** The first of two phases of the Land Use Inventory project – site visit and survey – was completed in the quarter, with the two Extra Hire employees finalizing their project work in mid-August. The 2nd phase commences in the fourth quarter, with an Extra Hire employee hired to assist in the completion of the inventory. Project completion is planned in May 2011.
3. **1430 Public Participation, Education, Information Dissemination & Outreach (469 hrs, 12%; 1,791 hrs, 17% YTD).** Involved preparation of CARPC Annual Report and Regional Trends report, and includes all aspects of public participation and information dissemination, including website maintenance, meetings, and other outreach activities.
4. **3143 Urban Service Area and Environmental Corridor Delineation (295 hrs, 7%; 1,054 hrs, 10% YTD); and 1220 Plan Implementation (185 hrs, 5%; 598 hrs, 6% YTD).** Staff worked on USA amendments requested by the Village of DeForest and City of Verona (Epic Northwest), and LSA amendments requested by the City of Madison (Rodefild Landfill LSA) and Town of Verona (Badger Prairie LSA).
5. **1210 Land Use & Transportation Plan (344 hrs, 9%; 962 hrs, 9% YTD).** Largely reflects staff support of the Farmland Loss Mitigation workgroup and the Policies & Criteria Advisory Group, both of which have application in FUDA work as well as other CARPC policy work.
6. **3151 Urban Non-Point Source Management (327 hrs, 8%; 957 hrs, 9% YTD).** Most of these hours were spent by the Environmental Engineer in reviewing stormwater management plans, submitted for USA amendment requests or sewer extension requests, for consistency with the *Water Quality Plan*.
7. **1130 GIS Maintenance (241 hrs, 6%; 505 hrs, 5% YTD).** Work reflects the ongoing maintenance of GIS data layers to provide the most accurate and current maps.
8. **3153 Stream/Lake Water Quality Management (92 hrs, 2%; 268 hrs, 3% YTD).** Work activities include effort by the Environmental Resources Planner in support of the update of Appendix B (“Water Quality Conditions”) of the *Water Quality Plan*.

(table on back)

CARPC 3Q 2010 Work Program Progress (sorted by Work Element)

100% hours reported

		DIRECT WORK HOURS of 2010 Work Program						
		1Q Actual	2Q Actual	3Q Actual	4Q Actual	2010 YTD	2010 Programmed*	% of Programmed
1110	Land Use Inventories and Development Monitoring	113.00	508.00	714.50	0.00	1,335.50	920	145.11%
1120	Demographic, Economic and Physical Features Studies (Census)	2.50	3.50	24.00	0.00	30.00	77	39.12%
1130	Geographic Information System Maintenance	93.75	170.50	240.50	0.00	504.75	307	164.54%
1210	Land Use and Transportation Planning	285.50	332.50	344.25	0.00	962.25	844	114.06%
1213	Land Use and Transportation Plan Integration	3.00	0.00	0.00	0.00	3.00	77	3.91%
1215	Intergovernmental Cooperation	0.00	0.00	0.00	0.00	0.00	460	0.00%
1220	Plan Implementation (amendments)	150.50	262.50	185.00	0.00	598.00	767	77.97%
1230	Housing Element and Planning	3.00	1.50	1.00	0.00	5.50	460	1.20%
1240	Natural Resources	0.00	0.00	0.00	0.00	0.00	153	0.00%
1315	Agricultural Planning	0.00	0.00	33.00	0.00	33.00	77	43.03%
1320	Comprehensive Planning/Smart Growth Law Assistance	0.00	0.00	0.00	0.00	0.00	153	0.00%
1410	Economic Analysis	0.00	0.00	0.00	0.00	0.00	153	0.00%
1420	Project Notification and Review	0.00	0.00	0.00	0.00	0.00	153	0.00%
1430	Public Participation, Education, Info Dissemination and Outreach	595.25	726.50	468.75	0.00	1,790.50	1,841	97.28%
1500	FUDA Community Planning	796.50	247.25	728.25	0.00	1,772.00	2,454	72.20%
3121	Monitoring Program	11.00	9.00	6.00	0.00	26.00	46	56.50%
3122	Data Analysis	11.00	8.50	19.00	0.00	38.50	77	50.20%
3131	Water Supply Systems Planning	0.00	0.00	10.00	0.00	10.00	153	6.52%
3132	Water Supply Systems Service	0.00	0.00	0.00	0.00	0.00	153	0.00%
3141	Wastewater Systems Planning	2.00	12.00	44.00	0.00	58.00	460	12.60%
3142	Wastewater Systems Service	34.50	63.50	26.00	0.00	124.00	460	26.95%
3143	Urban Service Area and Environmental Corridor Delineation	382.50	376.00	295.00	0.00	1,053.50	690	152.63%
3144	On-Site Wastewater Systems	0.00	0.00	0.00	0.00	0.00	153	0.00%
3151	Urban Non-Point Source Management	279.00	350.50	327.00	0.00	956.50	1,227	77.95%
3152	Agricultural Non-Point Source Management	0.00	0.00	0.00	0.00	0.00	31	0.00%
3153	Stream and Lake Water Quality Evaluation and Management	91.00	85.00	92.00	0.00	268.00	153	174.72%
3154	Wetland and Floodplain Protection	4.00	4.00	0.00	0.00	8.00	153	5.22%
3155	Groundwater Protection	14.00	23.00	47.00	0.00	84.00	307	27.38%
3156	Water Quality Plan Update	13.50	0.00	38.50	0.00	52.00	153	33.90%
3162	Drainage and Flood Management Service	0.00	2.50	0.00	0.00	2.50	77	3.26%
3174	Regional Hydrologic Modeling and Management Program	33.00	0.00	6.00	0.00	39.00	153	25.43%
3181	Lake and Watershed Management Planning	14.00	2.00	49.00	0.00	65.00	153	42.38%
3510	Environmental Impact Evaluation	11.00	18.00	0.00	0.00	29.00	153	18.91%
3530	Environmental Conditions Reports for FUDA Planning	135.50	60.50	258.00	0.00	454.00	460	98.66%
TOTAL		3,079.00	3,266.75	3,956.75	0.00	10,302.50	14,112	73.01%

* Programmed = Direct person-months of the adopted Work Program multiplied by Direct Work Hours per month per employee (adjusted for earned leave)

CARPC 3Q 2010 Financial Summary

11/11/10

Banking

Capital Area Regional Planning Commission (CARPC) maintains two accounts with The Park Bank: a non-interest bearing, no-fee Business Select checking account to pay Commission bills and payroll, and a Savvy Money Market account to maximize interest revenue. The majority of CARPC funds are deposited for maximum interest benefit; funds are transferred from MMA to checking as needed to ensure timely payment of all agency costs.

Effective September 30, 2010, the total reconciled balance of both accounts was \$649,503.81. Approximately \$229,000 of these funds are payable to be passed through to USGS for the cooperative water resources monitoring program and to UW-Extension for the Groundwater Model update.

2010 Budget

The CARPC 2010 budget is \$1,024,565 (not including pass-through revenues/expenditures). Through September 30, 2010, CARPC had expended \$701,581 (not including pass-through) and had received \$952,837 (not including pass-through; including pro-rata operating reserve amounts designated to pay for the Executive Director recruitment and 2009 pro-rata net fund balance), resulting in \$251,255 in excess revenue over expenditures as of the end of 3Q 2010.

As of September 30, 2010, CARPC had on a pro-rata basis under-expended by \$66,842, which is mostly due to the delay in filling the Executive Director position.

The year-end fund balance is projected to be similar to that estimated in preparing the 2011 budget: approximately \$200,000 should remain as CARPC cash assets, of which \$150,000 is to be used to fund 2011 operations and \$50,000 for operating reserves.

The 3Q 2010 year-to-date line item budget is on the back of this page.

Capital Area Regional Planning Commission

2010 Revenue & Expenditures as of
9/30/10

Accounts	A	B	C	D
	Actual YTD	Under/ (Over) YTD	Pro-rata Budget YTD	Adopted RPC Budget
EXPENDITURES				
Personal Services				
1 Salaries & Wages	\$ 385,992	\$ 43,940	\$ 429,932	\$ 573,243
2 Contract Employee (GIS Specialist)	22,459	0	22,459	29,945
3 Workstudy / Intern	19,698	(3,873)	15,825	21,100
4 Wisconsin Retirement	43,596	3,696	47,293	63,057
5 Social Security / Medicare	31,791	1,099	32,890	43,853
6 Employee / Retiree Insurance	75,240	1,463	76,703	102,271
7 Total Personal Services	\$ 578,776	\$ 46,325	\$ 625,101	\$ 833,469
Operating Expenses				
8 Commissioner Per Diem & Travel	\$ 4,045	\$ 1,130	\$ 5,175	\$ 6,900
9 Employee Travel & Meeting Exp	5,125	463	5,588	7,450
10 Conference & Training	3,093	(1,218)	1,875	2,500
11 Office Supplies (Postage, printing, copies, etc.)	4,794	12,081	16,875	22,500
12 Dues / Membership Fees	953	1,905	2,858	3,810
13 GIS Software	3,700	650	4,350	5,800
14 Recruitment	15,881	1,369	17,250	23,000
15 Telephone / Internet	4,122	(747)	3,375	4,500
16 Office Space (Rent)	33,036	(8,259)	24,777	33,036
17 Legal Services	16,121	6,379	22,500	30,000
18 Advertising	580	170	750	1,000
19 Audit Services	6,000	(1,500)	4,500	6,000
20 Insurance (Package, WC, D&O)	3,384	2,316	5,700	7,600
21 Total Operating	\$ 100,833	\$ 14,739	\$ 115,572	\$ 154,096
Capital Outlay				
22 Office / Computer Equipment and Furniture	\$ 972	\$ 3,528	\$ 4,500	\$ 6,000
23 Fly Dane Partnership	-	-	-	-
24 GIS Equipment	-	-	-	-
25 Total Capital Outlay	\$ 972	\$ 3,528	\$ 4,500	\$ 6,000
Contractual				
26 Consulting Services	\$ -	\$ 7,500	\$ 7,500	\$ 10,000
27 IM Services	21,000	(5,250)	15,750	21,000
28 Total Contractual	\$ 21,000	\$ 2,250	\$ 23,250	\$ 31,000
Pass-Thru				
29 Cooperative Water Resources Monitoring	\$ 75,389	\$ (3,975)	\$ 71,414	\$ 95,219
30 Groundwater Model Update ***	3,241	120,739	123,980	165,306 ***
31 EPA/DNR Stimulus Programs	23,560	41,765	65,325	87,100
32 MPO Transp Planning/Pass-Thru	6,432	1,068	7,500	10,000
33 Total Pass-Thru	\$ 108,622	\$ 159,597	\$ 268,219	\$ 357,625
34 TOTAL Expenditures (Less Pass-Thru)	\$ 701,581	\$ 66,842	\$ 768,423	\$ 1,024,565
REVENUES				
Non-Dane County Revenue				
35 Fees: sewer extensions	\$ 9,400	\$ (1,400)	\$ 10,800	\$ 14,400
36 Conference Registration Revenue ***	1,425	1,425	-	- ***
37 Land Use Inventory grant revenue ***	-	-	-	- ***
38 Local Planning Assistance	460	460	-	-
39 MMSD	-	-	-	-
40 EPA/DNR Water Quality Planning	66,900	13,478	53,423	71,230
41 FHA/WDOT Transp Planning Funds	-	(1,688)	1,688	2,250
42 Interest Income (less bank fees)	1,350	600	750	1,000
43 Product Sales	140	(123)	263	350
44 Operating Reserve Allocation	17,250	-	17,250	23,000
45 PASS-THRU: MPO Transp Planning	5,004	(1,746)	6,750	9,000
46 PASS-THRU: Groundwater Model ***	165,306	41,327	123,980	165,306 ***
47 PASS-THRU: EPA/DNR Stimulus	-	(65,325)	65,325	87,100
48 PASS-THRU: Coop Water Resources Monitoring	95,219	23,805	71,414	95,219
49 Fund Balance *	169,268	-	169,268	225,690 *
50 Dane County Property Tax **	686,645	171,661	514,984	686,645 **
51 TOTAL REVENUE (Less Pass-Thru)	\$ 952,837	\$ 184,413	\$ 768,424	\$ 1,024,565

* Portion used to reduce County levy

** Includes \$54,036 in annual services (rent, IM support) provided in-lieu of cash

*** To be added by CARPC budget amendment

Excess Revenue over Expenses \$ 251,255
Less Depreciation 0
YTD Excess Revenue \$ 251,255