

AGENDA

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

April 8, 2010

City-County Building Rm 315, 210 Martin Luther King Jr. Blvd., Madison WI

6:30 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 January 14, 2010
3. Review of agenda
4. Public comment
5. Consideration of a motion to convene into closed session pursuant to Wis. Stat. 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, so that the Deputy Director may discuss personnel matters with the Executive Committee. The meeting will reconvene into open session immediately following the closed session (*actionable item*).
6. Reconvene into open session for discussion and possible action regarding the closed session item (*actionable item*).
7. Approval of disbursements and Treasurer's Report for February, March & April 2010
8. Report on 2009 CARPC finances and work activities
9. Communications
10. Future agenda items
11. Adjournment

If you need a sign language interpreter, materials in alternate formats, or other accommodations to access this meeting, please contact CARPC staff at 266-4137, or TDD 266-4529, at least 72 hours in advance of the meeting.

MINUTES

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

January 14, 2010

City-County Building Rm 315, 210 Martin Luther King Jr Blvd, Madison WI

6:45 p.m.

Present: Kristine Euclide, Martha Gibson, Steve Hiniker, Jeff Miller, John Murray, Phil Van Kampen

Absent: None

Staff Present: Chris Gjestson, Kamran Mesbah

1. Roll Call

Chair Miller called the meeting to order at 6:45 p.m.; roll was recorded.

2. Approval of minutes of the meeting of November 12, 2009

Moved by Mr. Murray, second by Ms. Van Kampen, to approve the minutes of the meeting of November 12, 2009; motion carried.

3. Review of agenda

None.

4. Public comment

None.

5. Approval of disbursements and Treasurer's Report for December & January 2009

Provided at members' places were the list of December and January voucher bills (in the total amount of \$157,311.67) and Treasurer's Report, and the December 31, 2009 year-to-date revenues and expenditures report. Treasurer Van Kampen had reviewed and signed the Report. Moved by Mr. Van Kampen, seconded by Ms. Euclide, to approve the disbursements and December/January Report. Motion carried unanimously on voice vote.

6. Consideration of recommendation to CARPC to consider an exception to CARPC personnel policies governing earned vacation and personal holiday leave and/or payout of leave liability

Moved by Mr. Van Kampen, second by Mr. Hiniker, to recommend an exception to CARPC personnel policies to pay out to Mr. Mesbah his remaining 2009 vacation and holiday leave in excess of the maximum allowed carry-forward, as described in the cover sheet for this agenda item. Motion carried unanimously on voice vote.

7. Communications

None.

8. Future agenda items

None.

9. Adjournment

Moved by Mr. Hiniker, seconded by Mr. Murray, to adjourn. Motion carried at 6:54 p.m.

Recorded by Chris Gjestson

CARPC 4Q 2009 Financial Summary

3/31/10

Banking

The Capital Area Regional Planning Commission (CARPC) maintains a single Public Investment Checking account with Amcore Bank N.A. to administer all its cash inflows and outflows. The reconciled balance effective December 31, 2009 was \$435,424.88.

2009 Budget

The CARPC 2009 budget is \$1,084,064 (not including pass-through revenues/expenditures). Through December 31, 2009, CARPC had expended \$889,174 (less pass-through) and had received \$997,679 (less pass-through and operating reserve amounts designated as Fly Dane revenue; *including* 2008 net fund balance), resulting in \$338,609 in excess revenue over expenditures.

As of the end of 2009, CARPC had under-expended by \$194,889 (including rent/IM services encumbrances), which is mostly due to the delay in filling the Executive Director position and a budget over-estimation on health insurance costs.

CARPC in 2009 received \$28,416 less than the budgeted non-pass-through revenue. Two revenue line items provided \$11,712 over budgeted revenues, most of which came from completion of CARPC staff assistance with the MMSD collection system study update. Four revenue line items provided \$40,128 less than budgeted. Most of the revenue shortfall was due to the lack of sewer extension activity (\$24,800 shortfall) and greatly reduced interest rate (LIBOR) earnings (\$11,888 shortfall). It should be noted that while those line items with 2009 shortfalls were projected as reduced revenues for the 2010 budget, the continued economic slump will likely result in another shortfall in 2010; compounding this issue is the fact that the additional revenue provided by the MMSD project in 2009 will not be available to help offset shortages in 2010.

The final 2009 line item budget is on the back of this page.

Capital Area Regional Planning Commission
2009 Revenue & Expenditures as of
12/31/09

Accounts	A	B	C	D
	Actual YTD	Under/ (Over) YTD	Pro-rata Budget YTD	Adopted RPC Budget
EXPENDITURES				
Personal Services				
1 Salaries & Wages	\$ 511,096	\$ 95,002	\$ 606,098	\$ 606,098
2 Contract Employee (GIS Specialist)	28,690	0	28,690	28,690
3 Workstudy / Intern	9,785	7,315	17,100	17,100
4 Wisconsin Retirement	52,306	12,547	64,853	64,853
5 Social Security / Medicare	39,136	7,230	46,366	46,366
6 Employee / Retiree Insurance	93,482	43,068	136,550	136,550
7 Total Personal Services	\$ 734,495	\$ 165,162	\$ 899,657	\$ 899,657
Operating Expenses				
8 Commissioner Per Diem & Travel	\$ 5,239	\$ 3,871	\$ 9,110	\$ 9,110
9 Employee Travel & Meeting Exp	3,690	3,760	7,450	7,450
10 Conference & Training	2,322	178	2,500	2,500
11 Office Supplies (Postage, printing, copies, etc.)	17,539	4,961	22,500	22,500
12 Dues / Membership Fees	2,565	1,245	3,810	3,810
13 GIS Software	3,700	2,100	5,800	5,800
14 Recruitment	330	(330)	0	0
15 Telephone / Internet	4,497	3	4,500	4,500
16 Office Space (Rent)	33,036	-	33,036	33,036
17 Legal Services	19,931	10,069	30,000	30,000
18 Advertising	-	1,000	1,000	1,000
19 Audit Services	5,690	310	6,000	6,000
20 Insurance (Package, WC, D&O)	7,094	506	7,600	7,600
21 Total Operating	\$ 105,633	\$ 27,673	\$ 133,306	\$ 133,306
Capital Outlay				
22 Office / Computer Equipment and Furniture	\$ 4,196	\$ 1,904	\$ 6,100	\$ 6,100
23 Fly Dane 2009/2010 Partnership	13,850	150	14,000	14,000 **
24 GIS Equipment	-	0	0	0
25 Total Capital Outlay	\$ 18,046	\$ 2,054	\$ 20,100	\$ 20,100
Contractual				
26 Consulting Services	\$ 10,000	\$ -	\$ 10,000	\$ 10,000
27 IM Services	21,000	-	21,000	21,000
28 Total Contractual	\$ 31,000	\$ -	\$ 31,000	\$ 31,000
Pass-Thru				
29 Cooperative Water Resources Monitoring	\$ 101,945	\$ (2,835)	\$ 99,110	\$ 99,110
30 MPO Transp Planning/Pass-Thru	12,071	12,929	25,000	25,000
31 Total Pass-Thru	\$ 114,016	\$ 10,094	\$ 124,110	\$ 124,110
32 TOTAL Expenditures (Less Pass-Thru)	\$ 889,174	\$ 194,889	\$ 1,084,063	\$ 1,084,063
REVENUES				
33 Fees: sewer extensions	\$ 5,200	\$ (24,800)	\$ 30,000	\$ 30,000
34 Local Planning Assistance	1,055	1,055	-	0
35 MMSD	10,657	10,657	-	-
36 EPA/DNR Water Quality Planning	75,330	-	75,330	75,330
37 FHAWDOT Transp Planning Funds	2,396	(2,604)	5,000	5,000
38 Interest Income (less bank fees)	612	(11,888)	12,500	12,500
39 Product Sales	164	(836)	1,000	1,000
40 Operating Reserve Allocation for Fly Dane 2009/2010	14,000	-	14,000	14,000 **
41 PASS-THRU: MPO Transp Planning	10,864	(14,136)	25,000	25,000
42 PASS-THRU: Coop Water Resources Monitoring	101,945	2,835	99,110	99,110
43 Fund Balance *	139,149	-	139,149	139,149
44 Dane County Property Tax ***	807,084	-	807,084	807,084
45 TOTAL REVENUE (Less Pass-Thru)	\$ 1,055,647	\$ (28,416)	\$ 1,084,063	\$ 1,084,063

* Portion used to reduce County levy

** Amended 3/12/09

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

Excess Revenue over Expenses	\$ 166,473
Less Depreciation	(2,652)
YTD Excess Revenue	\$ 163,821

The attached three Exhibits reflect the work undertaken by CARPC staff in the fourth quarter of 2009, and year-to-date. Seven full-time and two part-time employees (8.125 FTE), plus two Extra Hire employees, worked 3,752.5 hours (see Exhibit 2) in support of activities falling under the three Major Work Categories of the 2009 CARPC Work Program: Category 1000: Community and Regional Development Planning; Category 3000: Environmental and Natural Resources Planning; and Category 5000: Administration/Indirect. Total paid hours for the quarter including leave were 4,681.5 (see Exhibit 3).

The following 13 work elements have each been supported by 80 or more work hours in the fourth quarter of 2009, and represent nearly 86% of all staff work activities in the quarter.

1500 FUDA Planning: Com. & Reg. Development (820.5 hours, 21.9% of total work hours)

3530 FUDA Planning: Env. & Nat'l Resources (177.0 hours, 4.7% of total work hours)

TOTAL: 997.5 hours, 26.6% of total work hours. Represents all phases of Future Urban Development Area Planning work activities, including preparatory work to develop the Environmental Conditions Reports and associated indicators and metrics to be used for communities in the FUDA planning process. About one-quarter of these hours (246) were devoted to preparation of the Verona FUDA plan. Preparatory FUDA work has also begun for DeForest, Sun Prairie and Brooklyn.

3143 Environmental Corridor Delineation (461.5 hours, 12.3% of total work hours)

1220 Plan Implementation: Com. & Reg. Development (309.5 hours, 8.3% of total work hours)

TOTAL: 771.0 hours, 20.6% of total work hours. These work elements represent all phases of sewer service area and environmental corridor analysis and delineation. Over half of this work time was spent on two CUSA amendment proposals: the "Bishop's Bay" (271 hours) and "McGaw Park" (150 hours) amendments. Other work was performed for USA amendments which had been or will be requested by the villages of DeForest and Oregon, and the cities of Verona (Southwest, Southeast, and North amendments) and Madison (Shadywood, Cottage Grove Road parcel, and Northeast Neighborhood).

1211 Farmland Loss Mitigation (249.0 hours, 6.6% of total work hours)

Work in support of the Farmland Loss Mitigation workgroup, including report preparation. In the 4th quarter, the first of a planned series of reports was distributed for public review and comment. Over 40% of the Junior Planner's work was spent on this activity in 4Q 2009.

5200 Commission Support (229.8 hours, 6.1% of total work hours)

This work element reflects general staff support of the Commission that is not directly supportive of a single activity, including preparation for and attendance at CARPC and its committee meetings (unless allocable to other specific work activity). About 45% of the Administrative Services Manager's time was spent on this activity in the 4th quarter.

3151 Urban Nonpoint Source Management (216.0 hours, 5.8% of total work hours)

Work activities included review of stormwater management plans for areas conditionally approved by CARPC and DNR to be added to USAs, and work on the update to the Urban Nonpoint Source Analysis technical appendix to the *Dane County Water Quality*

Plan. This is one of four major work activities DNR contracts with CARPC to perform. Nearly 43% of the Environmental Engineer's work time was spent on this element.

1433 CARPC Newsletter (158.0 hours, 4.2% of total work hours)

A sub-element of 1430, this work was in support of the new CARPC newsletter, the *Regional View*. The hours spent in this quarter represent nearly all of the work required to create the newsletter; the Commission approved publication at its January 2010 meeting.

1435 Website Maintenance (143.0 hours, 3.8% of total work hours)

A sub-element of 1430, this work includes website maintenance, plus the review, edit and finalization of the new site.

5900 Other Indirect (128.3 hours, 3.4% of total work hours)

This work element includes general office support, such as filing, typing, photo-copying and other work activities which are not in support of a specific work element.

5110 Financial Management (114.0 hours, 3.0% of total work hours)

Reflects time spent on agency bookkeeping, payroll and banking activities.

1430 Public Participation, Education, Information Dissemination & Outreach (109.0 hours, 2.9% of total work hours)

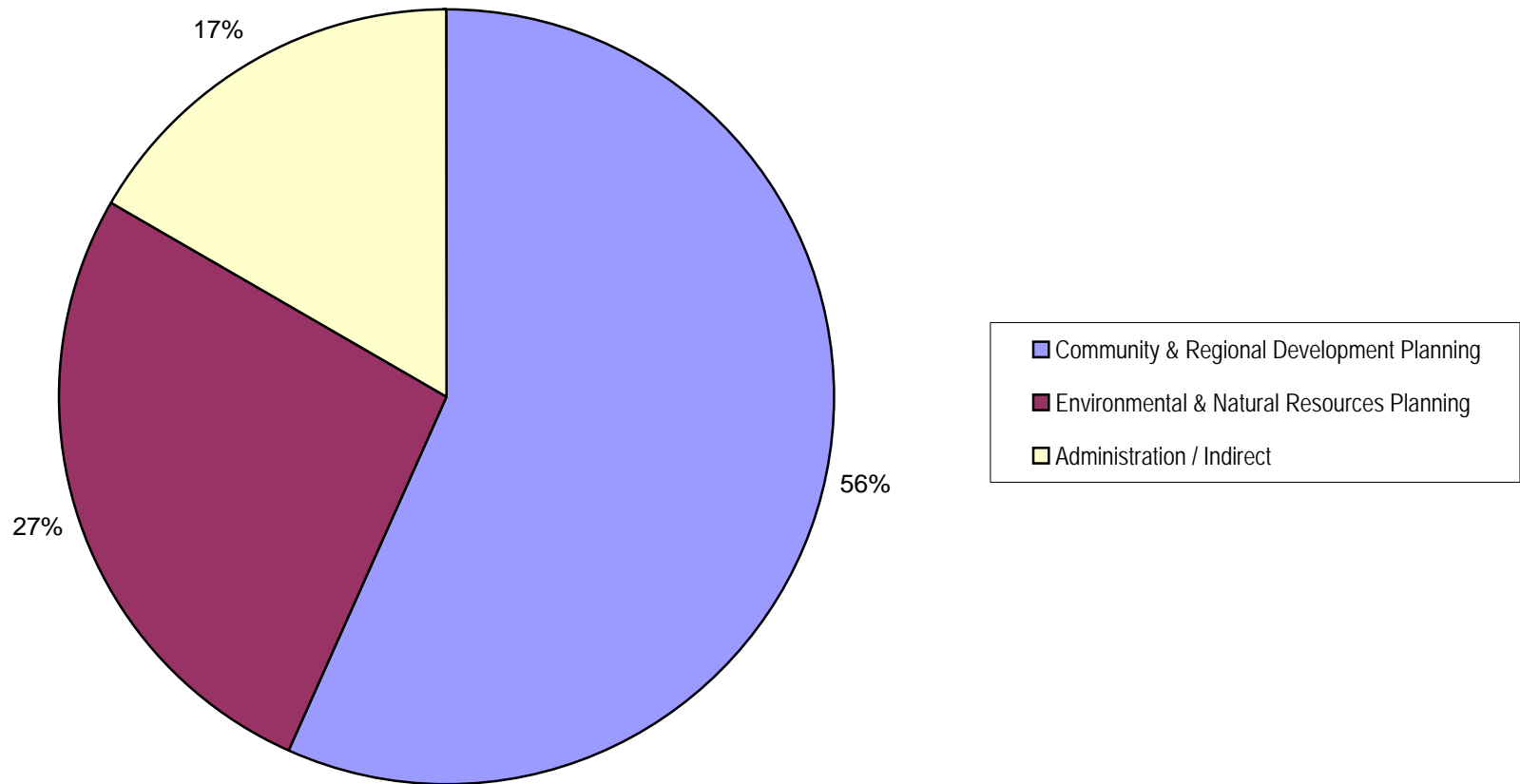
Work activities related to the preparation and dissemination of information, including responses to requests by public individuals and agencies. Time spent on work on this work element *and all six of its sub-elements* was 561.3 hours, which would make it the third-most time consuming activity in the quarter.

1130 GIS System Development (103.8 hours, 2.8% of total work hours)

This reflects work required to maintain the digitized natural and cultural resource, urban service area and environmental corridor maps of CARPC, and is not associated with a specific USA amendment request.

Att.

CARPC 4Q 2009 Employee Hours (by Major Work Category)



CARPC 4Q 2009 Employee Work Hours (by Major Work Category)
100% hours reported

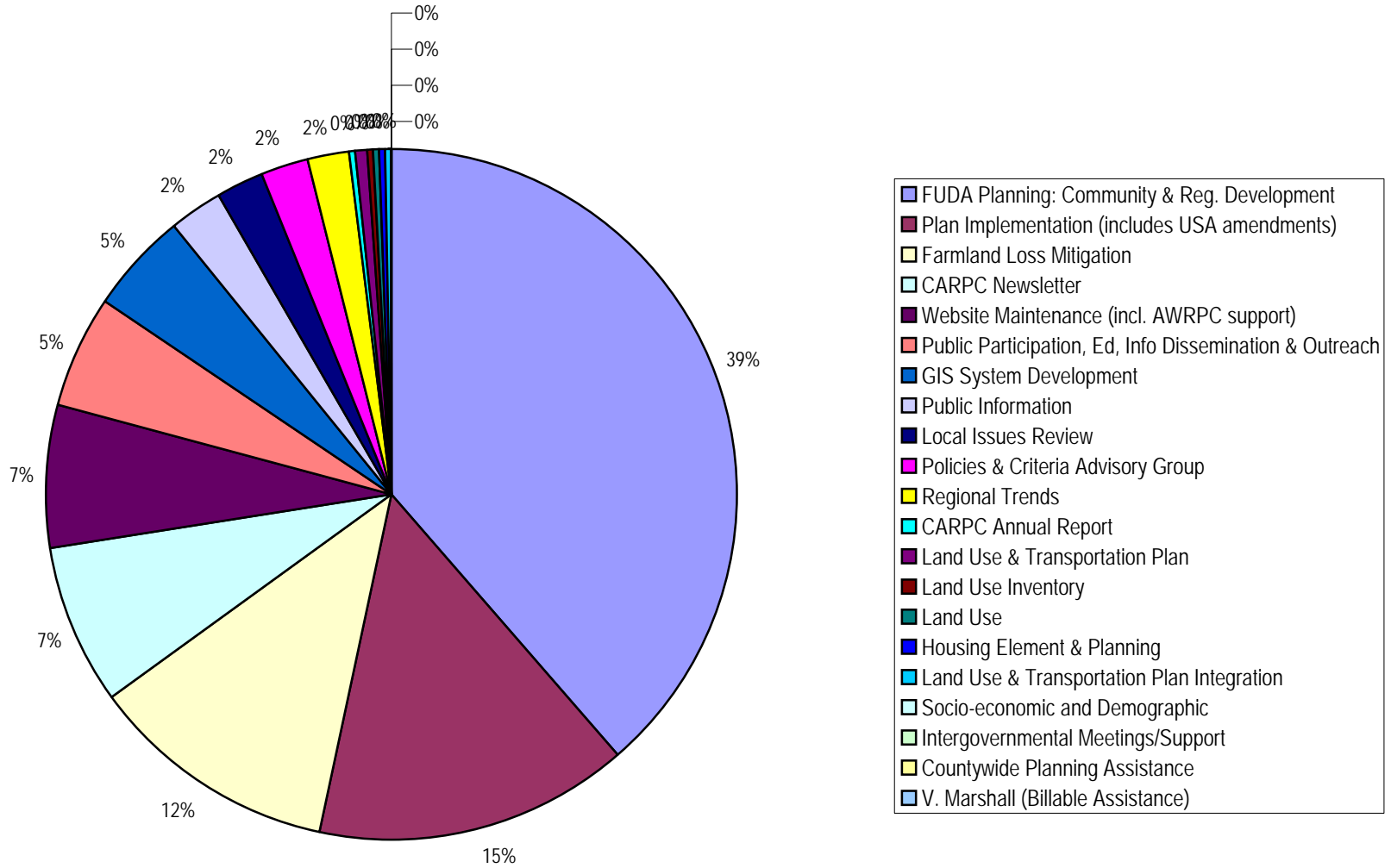
	4Q		2009 Total	
	Hours	% of Total Work Hrs	Hours	% of Total Work Hrs
1000: Community & Regional Development Planning	2,121.50	56.54%	8,237.05	53.37%
1500 FUDA Planning: Community & Reg. Development	820.50	21.87%	2,677.95	17.35%
1220 Plan Implementation (includes USA amendments)	309.50	8.25%	1,067.75	6.92%
1211 Farmland Loss Mitigation	249.00	6.64%	858.50	5.56%
1433 CARPC Newsletter	158.00	4.21%	172.00	1.11%
1435 Website Maintenance (incl. AWRPC support)	143.00	3.81%	481.25	3.12%
1430 Public Participation, Ed, Info Dissemination & Outreach	109.00	2.90%	646.50	4.19%
1130 GIS System Development	103.75	2.76%	361.75	2.34%
1438 Public Information	52.75	1.41%	204.75	1.33%
1434 Local Issues Review	49.00	1.31%	174.50	1.13%
1214 Policies & Criteria Advisory Group	44.50	1.19%	311.75	2.02%
1431 Regional Trends	40.00	1.07%	582.25	3.77%
1432 CARPC Annual Report	9.50	0.25%	148.00	0.96%
1210 Land Use & Transportation Plan	9.50	0.25%	126.50	0.82%
1115 Land Use Inventory	7.00	0.19%	89.35	0.58%
1110 Land Use	6.00	0.16%	110.50	0.72%
1230 Housing Element & Planning	5.50	0.15%	31.50	0.20%
1213 Land Use & Transportation Plan Integration	2.50	0.07%	69.50	0.45%
1120 Socio-economic and Demographic	2.50	0.07%	65.75	0.43%
1460 Intergovernmental Meetings/Support	0.00	0.00%	29.00	0.19%
1310 Countywide Planning Assistance	0.00	0.00%	24.00	0.16%
1363 V. Marshall (Billable Assistance)	0.00	0.00%	4.00	0.03%
3000: Environmental & Natural Resources Planning	1,008.00	26.86%	4,595.70	29.77%
3143 Env. Corr. Delineation (includes USA amendments)	461.50	12.30%	1,657.45	10.74%
3151 Urban Nonpoint Source Mgmt	216.00	5.76%	804.50	5.21%
3530 FUDA Planning: Env. & Nat. Res. Planning	177.00	4.72%	827.50	5.36%
3174 Regional Hydrologic Modeling & Mgmt Program	42.00	1.12%	121.00	0.78%
3153 Stream/Lake Water Quality Mgmt	33.00	0.88%	164.00	1.06%
3186 Water Body Classification	18.00	0.48%	56.00	0.36%
3142 Wastewater Systems Service	13.50	0.36%	169.00	1.09%
3181 Lake & Watershed Mgmt Planning	13.00	0.35%	97.00	0.63%
3155 Groundwater Quality Protection	12.00	0.32%	106.50	0.69%
3121 Monitoring Program	9.00	0.24%	44.00	0.29%
3141 Wastewater Systems Planning	7.00	0.19%	47.00	0.30%
3122 Data Analysis	4.00	0.11%	124.25	0.80%
3154 Wetland & Floodplain Protection	2.00	0.05%	51.00	0.33%
3145 MMSD Collection System Study	0.00	0.00%	188.50	1.22%
3131 Water Supply Systems Planning	0.00	0.00%	52.00	0.34%
3162 Drainage & Flooding Mgmt Service (mapping)	0.00	0.00%	41.00	0.27%
3161 Drainage & Flooding Mgmt Planning	0.00	0.00%	33.00	0.21%
3510 Environmental Impact Evaluation	0.00	0.00%	11.00	0.07%
3210 Solid Waste Mgmt Planning	0.00	0.00%	1.00	0.01%
5000: Administration / Indirect	623.00	16.60%	2,602.25	16.86%
5200 Commission Support	229.75	6.12%	1,189.00	7.70%
5900 Other Indirect	128.25	3.42%	335.75	2.18%
5110 Financial Management (accg/banking/audit/payroll)	114.00	3.04%	360.75	2.34%
5400 Personnel Activities	64.25	1.71%	226.75	1.47%
5801 Training: Env Resources Planning	55.50	1.48%	125.00	0.81%
5800 Training	26.50	0.71%	92.50	0.60%
5120 Work Program Development / Management	4.00	0.11%	12.50	0.08%
5100 Budget Preparation / Management	0.75	0.02%	193.25	1.25%
5300 Staff Meetings / Management	0.00	0.00%	49.75	0.32%
5130 Work Program Development: Env Resources Planning	0.00	0.00%	17.00	0.11%
9000: Leave Pool	929.00		2,508.50	
9953 Holiday / Floating Holiday Leave	434.00		863.00	
9951 Vacation Leave	384.00		1,330.00	
9952 Sick Leave	92.50		236.00	
9954 Wellness Days	12.00		73.00	
9961 Absent w/out Pay	6.50		6.50	
TOTAL (less Leave Pool)	3,752.50	100.00%	15,435.00	100.00%

CARPC 4Q 2009 Employee Hours (sorted by # Hours per Work Element)

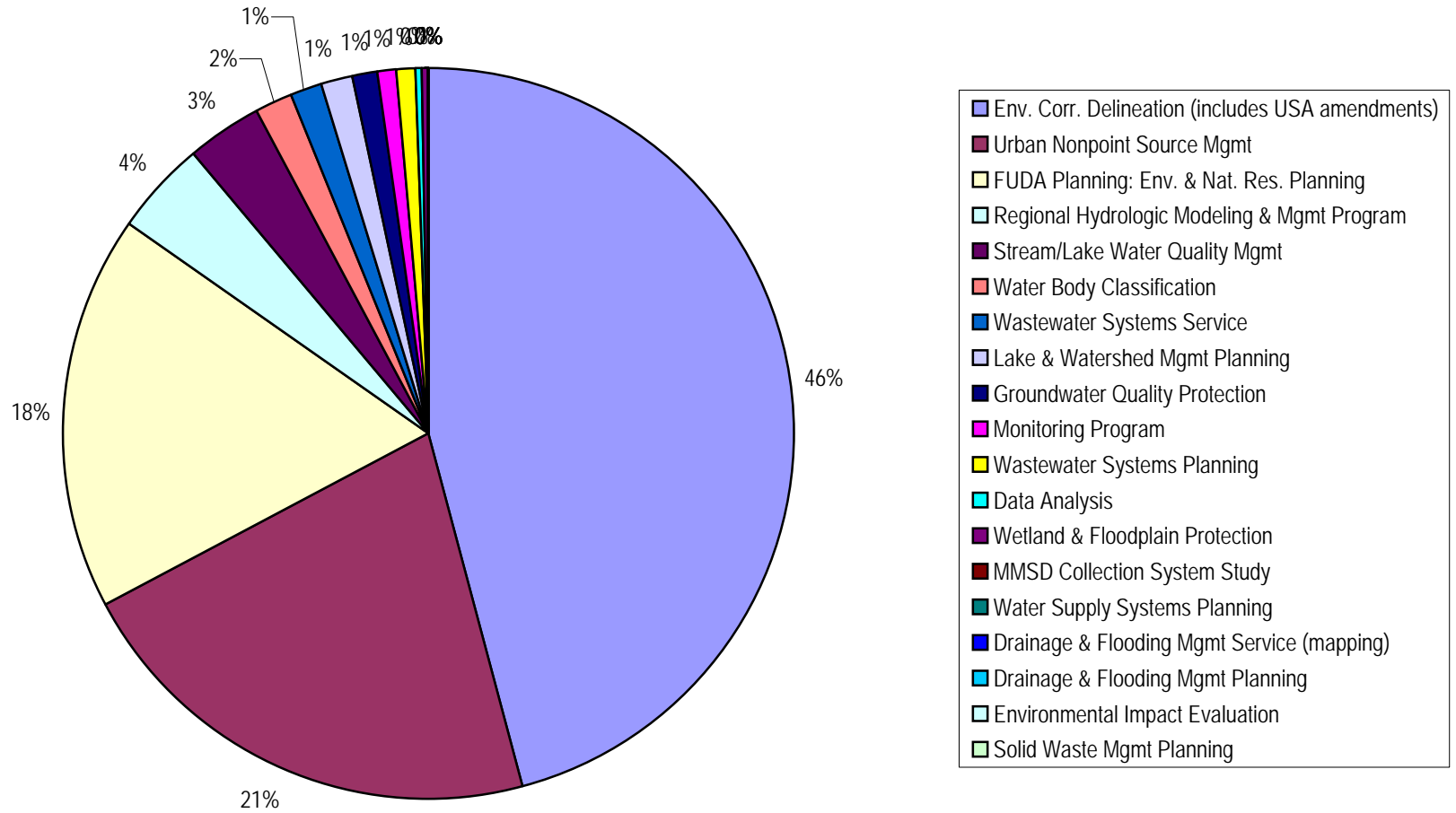
100% hours reported

		4Q		2009 Total	
		Hours	% of Total	Hours	% of Total
1500	FUDA Planning: Community & Reg. Development	820.50	17.53%	2,677.95	14.92%
3143	Env. Corr. Delineation (includes USA amendments)	461.50	9.86%	1,657.45	9.24%
9953	Holiday / Floating Holiday Leave	434.00	9.27%	863.00	4.81%
9951	Vacation Leave	384.00	8.20%	1,330.00	7.41%
1220	Plan Implementation (includes USA amendments)	309.50	6.61%	1,067.75	5.95%
1211	Farmland Loss Mitigation	249.00	5.32%	858.50	4.78%
5200	Commission Support	229.75	4.91%	1,189.00	6.63%
3151	Urban Nonpoint Source Mgmt	216.00	4.61%	804.50	4.48%
3530	FUDA Planning: Env. & Nat. Res. Planning	177.00	3.78%	827.50	4.61%
1433	CARPC Newsletter	158.00	3.37%	172.00	0.96%
1435	Website Maintenance (incl. AWRPC support)	143.00	3.05%	481.25	2.68%
5900	Other Indirect	128.25	2.74%	335.75	1.87%
5110	Financial Management (accg/banking/audit/payroll)	114.00	2.44%	360.75	2.01%
1430	Public Participation, Ed, Info Dissemination & Outreach	109.00	2.33%	646.50	3.60%
1130	GIS System Development	103.75	2.22%	361.75	2.02%
9952	Sick Leave	92.50	1.98%	236.00	1.32%
5400	Personnel Activities	64.25	1.37%	226.75	1.26%
5801	Training: Env Resources Planning	55.50	1.19%	125.00	0.70%
1438	Public Information	52.75	1.13%	204.75	1.14%
1434	Local Issues Review	49.00	1.05%	174.50	0.97%
1214	Policies & Criteria Advisory Group	44.50	0.95%	311.75	1.74%
3174	Regional Hydrologic Modeling & Mgmt Program	42.00	0.90%	121.00	0.67%
1431	Regional Trends	40.00	0.85%	582.25	3.24%
3153	Stream/Lake Water Quality Mgmt	33.00	0.70%	164.00	0.91%
5800	Training	26.50	0.57%	92.50	0.52%
3186	Water Body Classification	18.00	0.38%	56.00	0.31%
3142	Wastewater Systems Service	13.50	0.29%	169.00	0.94%
3181	Lake & Watershed Mgmt Planning	13.00	0.28%	97.00	0.54%
3155	Groundwater Quality Protection	12.00	0.26%	106.50	0.59%
9954	Wellness Days	12.00	0.26%	73.00	0.41%
1432	CARPC Annual Report	9.50	0.20%	148.00	0.82%
1210	Land Use & Transportation Plan	9.50	0.20%	126.50	0.70%
3121	Monitoring Program	9.00	0.19%	44.00	0.25%
1115	Land Use Inventory	7.00	0.15%	89.35	0.50%
3141	Wastewater Systems Planning	7.00	0.15%	47.00	0.26%
9961	Absent w/out Pay	6.50	0.14%	6.50	0.04%
1110	Land Use	6.00	0.13%	110.50	0.62%
1230	Housing Element & Planning	5.50	0.12%	31.50	0.18%
3122	Data Analysis	4.00	0.09%	124.25	0.69%
5120	Work Program Development / Management	4.00	0.09%	12.50	0.07%
1213	Land Use & Transportation Plan Integration	2.50	0.05%	69.50	0.39%
1120	Socio-economic and Demographic	2.50	0.05%	65.75	0.37%
3154	Wetland & Floodplain Protection	2.00	0.04%	51.00	0.28%
5100	Budget Preparation / Management	0.75	0.02%	193.25	1.08%
3145	MMSD Collection System Study	0.00	0.00%	188.50	1.05%
3131	Water Supply Systems Planning	0.00	0.00%	52.00	0.29%
5300	Staff Meetings / Management	0.00	0.00%	49.75	0.28%
3162	Drainage & Flooding Mgmt Service (mapping)	0.00	0.00%	41.00	0.23%
3161	Drainage & Flooding Mgmt Planning	0.00	0.00%	33.00	0.18%
1460	Intergovernmental Meetings/Support	0.00	0.00%	29.00	0.16%
1310	Countywide Planning Assistance	0.00	0.00%	24.00	0.13%
5130	Work Program Development: Env Resources Planning	0.00	0.00%	17.00	0.09%
3510	Environmental Impact Evaluation	0.00	0.00%	11.00	0.06%
1363	V. Marshall (Billable Assistance)	0.00	0.00%	4.00	0.02%
3210	Solid Waste Mgmt Planning	0.00	0.00%	1.00	0.01%
TOTAL		4,681.50	100.00%	17,943.50	100.00%

CARPC 4Q 2009: Category 1000 Community & Regional Planning



CARPC 4Q 2009: Category 3000 Environmental & Nat'l Resources Planning



CARPC 4Q 2009: Category 5000 Administration / Indirect

