

# AGENDA

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

August 12, 2010

City-County Building Rm 351, 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 July 8, 2010
3. Review of agenda
4. Public comment
5. Approval of disbursements and Treasurer's Report for August 2010
6. Report on 2Q 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 peb 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

July 8, 2010

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

6:45 p.m.

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Present: Martha Gibson, Larry Palm, Peter McKeever, 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 6:47 p.m.; roll was recorded.

### 2. Approval of minutes of the meeting of June 10, 2010

Moved by Ms. Gibson, second by Mr. Sonnentag, to approve the minutes of the meeting of June 10, 2010; motion carried.

### 3. Review of agenda

None.

### 4. Public comment

None.

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

Provided at members' places were the list of July voucher bills (in the total amount of \$69,123.69) and Treasurer's Report, and the June 2010 year-to-date revenues and expenditures report. Treasurer Sonnentag had reviewed and signed the Treasurer's Report. Moved by Mr. McKeever, seconded by Ms. Gibson, to approve the disbursements and July Report. Motion carried unanimously on voice vote. Mr. Mesbah stated that he would be seeking Commission approval to amend the budget at a future meeting to transfer funds from the employee travel to the employee training line item to allow the staff environmental engineer to attend the annual ASCE conference; there were no objections.

### 6. Communications

None.

### 7. Future agenda items

None.

### 8. Adjournment

Moved by Mr. Sonnentag, seconded by Ms. Gibson, to adjourn. Motion carried at 6:56 p.m.

Recorded by Chris Gjestson

**Banking**

Prior to June 22, 2010, the Capital Area Regional Planning Commission (CARPC) maintained a single Public Investment Checking account with Harris N.A. (formerly Amcore Bank N.A.) to administer all its cash inflows and outflows. Due to continually higher fees and decreasing interest revenue associated with the account, the Executive Committee directed staff to review other banking options. After receiving information from four other local banks, staff opened two accounts with Park Bank: a Business Select checking account to pay Commission bills and payroll, and a Savvy Money Market account to maximize interest revenue.

Effective June 30, 2010, the balance of the Park Bank checking account was \$150,000; the money market account balance was \$358,000, and the unreconciled balance of the Amcore checking account was \$2,396.59. The Amcore account was closed on July 28 and its balance of \$1,138.74 was transferred to the Park Bank checking account.

**2010 Budget**

The CARPC 2010 budget is \$1,024,565 (not including pass-through revenues/expenditures). Through June 30, 2010, CARPC had expended \$435,472 (not including pass-through) and had received \$473,079 (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 \$37,607 in excess revenue over expenditures.

As of June 30, 2010, CARPC had on a pro-rata basis under-expended by \$76,810 (including rent/IM services encumbrances payable to Dane County), which is mostly due to the delay in filling the Executive Director position.

Second quarter revenues from sewer extension fees were up from the first quarter, but the year-to-date receipts are still just over half of the pro-rated budget. Similarly, second quarter interest revenue was up from 1Q due to changing bank accounts in mid-June, but year-to-date interest revenue was still nullified by bank fees. However, the switch to a dual-account approach to CARPC finances (no-fees checking account and interest-bearing money market account) will allow higher interest rates that will likely produce revenue close to the amount budgeted. As noted in the 1Q 2010 Financial Summary, even if these sources of revenue do not rebound by the end of 2010, the impact should be negligible since they only represent a combined 1.5% of CARPC revenue.

Additional unbudgeted revenues will be realized in 2010 from two sources: \$1,400 from Planning Conference registration fees, and approximately \$15,000 to 20,000 from Dane County in grant revenue secured by the County through the state Department of Agriculture, Trade and Consumer Protection (DATCP) to help pay for the CARPC 2010 Land Use Inventory. The specific revenue amounts will be recognized by the Commission by budget amendment before the end of the year.

The 2Q 2010 line item budget is on the back of this page.

**Capital Area Regional Planning Commission**

2010 Revenue & Expenditures as of  
6/30/10

Accounts	A	B	C	D
	Actual YTD	Under/ (Over) YTD	Pro-rata Budget YTD	Adopted RPC Budget
<b>EXPENDITURES</b>				
<b>Personal Services</b>				
1 Salaries & Wages	\$ 250,301	\$ 36,321	\$ 286,621	\$ 573,243
2 Contract Employee (GIS Specialist)	14,972	0	14,973	29,945
3 Workstudy / Intern	10,628	(78)	10,550	21,100
4 Wisconsin Retirement	24,677	6,852	31,529	63,057
5 Social Security / Medicare	21,321	605	21,927	43,853
6 Employee / Retiree Insurance	44,191	6,945	51,136	102,271
7 <b>Total Personal Services</b>	<b>\$ 366,089</b>	<b>\$ 50,645</b>	<b>\$ 416,734</b>	<b>\$ 833,469</b>
<b>Operating Expenses</b>				
8 Commissioner Per Diem & Travel	\$ 2,658	\$ 792	\$ 3,450	\$ 6,900
9 Employee Travel & Meeting Exp	2,875	850	3,725	7,450
10 Conference & Training	2,543	(1,293)	1,250	2,500
11 Office Supplies (Postage, printing, copies, etc.)	3,067	8,183	11,250	22,500
12 Dues / Membership Fees	953	952	1,905	3,810
13 GIS Software	-	2,900	2,900	5,800
14 Recruitment	5,000	6,500	11,500	23,000
15 Telephone / Internet	2,691	(441)	2,250	4,500
16 Office Space (Rent)	16,518	-	16,518	33,036
17 Legal Services	13,741	1,259	15,000	30,000
18 Advertising	580	(80)	500	1,000
19 Audit Services	6,000	(3,000)	3,000	6,000
20 Insurance (Package, WC, D&O)	2,256	1,544	3,800	7,600
21 <b>Total Operating</b>	<b>\$ 58,883</b>	<b>\$ 18,165</b>	<b>\$ 77,048</b>	<b>\$ 154,096</b>
<b>Capital Outlay</b>				
22 Office / Computer Equipment and Furniture	\$ -	\$ 3,000	\$ 3,000	\$ 6,000
23 Fly Dane Partnership	-	-	-	-
24 GIS Equipment	-	-	-	-
25 <b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 6,000</b>
<b>Contractual</b>				
26 Consulting Services	\$ -	\$ 5,000	\$ 5,000	\$ 10,000
27 IM Services	10,500	-	10,500	21,000
28 <b>Total Contractual</b>	<b>\$ 10,500</b>	<b>\$ 5,000</b>	<b>\$ 15,500</b>	<b>\$ 31,000</b>
<b>Pass-Thru</b>				
29 Cooperative Water Resources Monitoring	\$ 54,854	\$ (7,245)	\$ 47,610	\$ 95,219
30 EPA/DNR Stimulus Programs	10,000	33,550	43,550	87,100
31 MPO Transp Planning/Pass-Thru	4,677	323	5,000	10,000
32 <b>Total Pass-Thru</b>	<b>\$ 69,531</b>	<b>\$ 26,628</b>	<b>\$ 96,160</b>	<b>\$ 192,319</b>
33 <b>TOTAL Expenditures (Less Pass-Thru)</b>	<b>\$ 435,472</b>	<b>\$ 76,810</b>	<b>\$ 512,282</b>	<b>\$ 1,024,565</b>
<b>REVENUES</b>				
<b>Non-Dane County Revenue</b>				
34 Fees: sewer extensions	\$ 3,800	\$ (3,400)	\$ 7,200	\$ 14,400
35 Conference Registration Revenue ***	1,400	1,400	-	- ***
36 Land Use Inventory grant revenue ***	-	-	-	- ***
37 Local Planning Assistance	460	460	-	-
38 MMSD	-	-	-	-
39 EPA/DNR Water Quality Planning	-	(35,615)	35,615	71,230
40 FHA/WDOT Transp Planning Funds	-	(1,125)	1,125	2,250
41 Interest Income (less bank fees)	(269)	(769)	500	1,000
42 Product Sales	20	(155)	175	350
43 Operating Reserve Allocation	11,500	-	11,500	23,000
44 PASS-THRU: MPO Transp Planning	1,499	(3,001)	4,500	9,000
45 PASS-THRU: EPA/DNR Stimulus	-	(43,550)	43,550	87,100
46 PASS-THRU: Coop Water Resources Monitoring	13,485	(34,125)	47,610	95,219
47 Fund Balance *	112,845	-	112,845	225,690 *
48 Dane County Property Tax **	343,323	-	343,323	686,645 **
49 <b>TOTAL REVENUE (Less Pass-Thru)</b>	<b>\$ 473,079</b>	<b>\$ (39,204)</b>	<b>\$ 500,783</b>	<b>\$ 1,024,565</b>

\* 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 in order to receive revenue

Excess Revenue over Expenses \$ 37,607  
 Less Depreciation 0  
 YTD Excess Revenue \$ 37,607

The attached Exhibit reflects that staff worked 3,267 hours on the direct work activities of the adopted 2010 Work Program in the second quarter of 2010. Six full-time employees and two part-time employees (7.125 FTE), plus four Extra Hire employees, worked 4,107 hours in support of all 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 4,772.

The top ten most worked on *direct* work activities in the 2<sup>nd</sup> quarter are indicated below, along with a summary of work performed.

1. **1430 Public Participation, Ed, Info Dissemination & Outreach (726 hours, 22% of total direct work hours).** Involved preparation of CARPC Annual Report and Regional Trends report, and includes all aspects of public participation and information dissemination.
2. **1110 Land Use Inventories and Development Monitoring (508 hours, 16%).** The 2<sup>nd</sup> quarter saw the commencement of the Land Use Inventory project in earnest, planned for completion in May 2011. Two Extra Hire employees began work on this full-time in May, and the Junior Planner and GIS Specialist have directly managed the project.
3. **3143 Urban Service Area and Environmental Corridor Delineation (376 hours, 12%); and 1210 Plan Implementation (263 hours, 8%).** Staff worked on USA amendments requested by the City of Verona (2) and Village of Oregon which were heard at public hearings, and worked on pending requests from the Village of DeForest, City of Madison, and towns of Dunn, Verona and Windsor.
4. **3151 Urban Non-Point Source Management (351 hours, 11%).** Most of these hours were spent by the Environmental Engineer working to complete the update of Appendix D ("Urban Nonpoint Source Analysis") of the *Water Quality Plan*.
5. **1210 Land Use & Transportation Plan (333 hours, 10%).** Largely reflects staff support of the Farmland Loss Mitigation workgroup and the Policies & Criteria Advisory Group.
6. **1500 FUDA Community Planning (247 hours, 8%).** Two of the 3 months of the 2<sup>nd</sup> quarter, the Senior Community Planner position which leads the FUDA process was vacant.
7. **1130 GIS Maintenance (171 hours, 5%).** Work reflects the ongoing maintenance of GIS data layers to provide the most accurate and current maps.
8. **3153 Stream/Lake Water Quality Management (85 hours, 3%).** Work activities include the update of Appendix B ("Water Quality Conditions") of the *Water Quality Plan*.
9. **3142 Wastewater Systems Service (64 hours, 2%).** Thirty requests to extend public sewer were reviewed for consistency with CARPC conditions of approval.
10. **3530 Environmental Conditions Reports for FUDA (61 hours, 2%).** Preliminary work on data collection; ECR work is expected to increase once communities volunteer their participation in FUDA.

Att.

**CARPC 2Q 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	0.00	0.00	621.00	929	66.87%
1120	Demographic, Economic and Physical Features Studies (Census)	2.50	3.50	0.00	0.00	6.00	77	7.75%
1130	Geographic Information System Maintenance	93.75	170.50	0.00	0.00	264.25	310	85.36%
1210	Land Use and Transportation Planning	285.50	332.50	0.00	0.00	618.00	851	72.59%
1213	Land Use and Transportation Plan Integration	3.00	0.00	0.00	0.00	3.00	77	3.88%
1215	Intergovernmental Cooperation	0.00	0.00	0.00	0.00	0.00	464	0.00%
1220	Plan Implementation (amendments)	150.50	262.50	0.00	0.00	413.00	774	53.37%
1230	Housing Element and Planning	3.00	1.50	0.00	0.00	4.50	464	0.97%
1240	Natural Resources	0.00	0.00	0.00	0.00	0.00	155	0.00%
1315	Agricultural Planning	0.00	0.00	0.00	0.00	0.00	77	0.00%
1320	Comprehensive Planning/Smart Growth Law Assistance	0.00	0.00	0.00	0.00	0.00	155	0.00%
1410	Economic Analysis	0.00	0.00	0.00	0.00	0.00	155	0.00%
1420	Project Notification and Review	0.00	0.00	0.00	0.00	0.00	155	0.00%
1430	Public Participation, Education, Info Dissemination and Outreach	595.25	726.50	0.00	0.00	1,321.75	1,857	71.16%
1500	FUDA Community Planning	796.50	247.25	0.00	0.00	1,043.75	2,477	42.15%
3121	Monitoring Program	11.00	9.00	0.00	0.00	20.00	46	43.07%
3122	Data Analysis	11.00	8.50	0.00	0.00	19.50	77	25.20%
3131	Water Supply Systems Planning	0.00	0.00	0.00	0.00	0.00	155	0.00%
3132	Water Supply Systems Service	0.00	0.00	0.00	0.00	0.00	155	0.00%
3141	Wastewater Systems Planning	2.00	12.00	0.00	0.00	14.00	464	3.01%
3142	Wastewater Systems Service	34.50	63.50	0.00	0.00	98.00	464	21.10%
3143	Urban Service Area and Environmental Corridor Delineation	382.50	376.00	0.00	0.00	758.50	697	108.90%
3144	On-Site Wastewater Systems	0.00	0.00	0.00	0.00	0.00	155	0.00%
3151	Urban Non-Point Source Management	279.00	350.50	0.00	0.00	629.50	1,238	50.84%
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	0.00	0.00	176.00	155	113.71%
3154	Wetland and Floodplain Protection	4.00	4.00	0.00	0.00	8.00	155	5.17%
3155	Groundwater Protection	14.00	23.00	0.00	0.00	37.00	310	11.95%
3156	Water Quality Plan Update	13.50	0.00	0.00	0.00	13.50	155	8.72%
3162	Drainage and Flood Management Service	0.00	2.50	0.00	0.00	2.50	77	3.23%
3174	Regional Hydrologic Modeling and Management Program	33.00	0.00	0.00	0.00	33.00	155	21.32%
3181	Lake and Watershed Management Planning	14.00	2.00	0.00	0.00	16.00	155	10.34%
3510	Environmental Impact Evaluation	11.00	18.00	0.00	0.00	29.00	155	18.74%
3530	Environmental Conditions Reports for FUDA Planning	135.50	60.50	0.00	0.00	196.00	464	42.21%
<b>TOTAL</b>		<b>3,079.00</b>	<b>3,266.75</b>	<b>0.00</b>	<b>0.00</b>	<b>6,345.75</b>	<b>14,240</b>	<b>44.56%</b>

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