

# AGENDA

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

February 10, 2011

City-County Building Rm 351, 210 Martin Luther King Jr. Blvd., Madison 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 January 13, 2011
3. Review of agenda
4. Public comment
5. Approval of February disbursements and Treasurer's Report for January 2011
6. Report on 4Q 2010 / year-end 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

January 13, 2011

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

6:45 p.m.

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Present: Peter McKeever, Larry Palm, Kurt Sonnentag

Absent: Martha Gibson, Phil Van Kampen

Staff Present: Chris Gjestson

### 1. Roll Call

Vice-Chair Palm called the meeting to order at 6:46 p.m.; roll was recorded.

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

Moved by Mr. Sonnentag, seconded by Mr. McKeever, to approve the minutes of the meeting of December 10, 2010; motion carried.

### 3. Review of agenda

None.

### 4. Public comment

None.

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

Provided at members' places were the list of January voucher bills (in the total amount of \$73,380.90) and December Treasurer's Report, and the December 2010 year-to-date revenues and expenditures report. Moved by Mr. Sonnentag, seconded by Mr. McKeever, to approve the disbursements and December Report. Motion carried unanimously on voice vote.

### 6. Communications

None.

### 7. Future agenda items

None.

### 8. Adjournment

Moved by Mr. McKeever, seconded by Mr. Sonnentag, to adjourn. Motion carried at 6:52 p.m.

Recorded by Chris Gjestson

The information presented below is intended to provide general information on CARPC staff work activities in the fourth 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 two Extra Hire (LTE) employees, to work 3,859 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 4,774.

About 90% of *direct* work activities in the 4<sup>th</sup> 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 (772 hrs, 24% of total direct work hours; 2,544 hrs and 19% Year-to-Date); and 3530 Environmental Conditions Reports (ECR) for FUDA (191 hrs, 6%; 645 hrs, 5% YTD).** Staff met with the newly created steering committee for the Middleton-Waunakee-Westport FUDA planning area, and worked with local staff to form the DeForest-Windsor-Vienna steering committee. ECR preparation continued for these two planning areas.
2. **1430 Public Participation, Education, Information Dissemination & Outreach (454 hrs, 14%; 2,244 hrs, 17% YTD).** Involved publication of the Regional Trends report, and includes all aspects of public participation and information dissemination, including website maintenance, meetings, and other outreach activities.
3. **1110 Land Use Inventories and Development Monitoring (367 hrs, 11%; 1,735 hrs, 13% YTD).** Commencement of the 2<sup>nd</sup> phase of the LUI project occurred in the quarter, with an Extra Hire employee hired to assist in the completion of the inventory (summer 2011).
4. **3151 Urban Non-Point Source Management (256 hrs, 8%; 1,212 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*.
5. **1220 Plan Implementation (145 hrs, 4%; 743 hrs, 5% Year-to-Date); and 3143 Urban Service Area and Environmental Corridor Delineation (61 hrs, 2%; 1,115 hrs, 8% YTD).** Staff review and analyses of the City of Madison amendment request (Mid-Town Neighborhood), Village of DeForest request (multiple areas), City of Verona request (Epic campus), and preliminary review of the pending City of Stoughton request.
6. **3156 Water Quality Plan Update (196 hrs, 6%; 248 hrs, 2% YTD).** Represents staff research and data collection in support of the update to Appendix B (Water Quality Conditions) of the Plan.
7. **1130 GIS Maintenance (191 hrs, 6%; 695 hrs, 5% YTD).** Work reflects the ongoing maintenance of GIS data layers to provide the most accurate and current maps.
8. **3155 Groundwater Protection (155 hrs, 5%; 239 hrs, 2% YTD).** Work activities includes groundwater data collection and analysis.
9. **1210 Land Use & Transportation Plan (108 hrs, 3%; 1,070 hrs, 8% 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.

(table on back)

**CARPC 4Q 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	747.00	366.50	1,734.50	910	190.62%
1120	Demographic, Economic and Physical Features Studies (Census)	2.50	3.50	24.00	10.00	40.00	76	52.75%
1130	Geographic Information System Maintenance	93.75	170.50	240.50	190.50	695.25	303	229.23%
1210	Land Use and Transportation Planning	285.50	332.50	344.25	107.50	1,069.75	834	128.25%
1213	Land Use and Transportation Plan Integration	3.00	0.00	0.00	56.50	59.50	76	78.47%
1215	Intergovernmental Cooperation	0.00	0.00	0.00	0.00	0.00	455	0.00%
1220	Plan Implementation (amendments)	150.50	262.50	185.00	144.50	742.50	758	97.92%
1230	Housing Element and Planning	3.00	1.50	1.00	21.50	27.00	455	5.93%
1240	Natural Resources	0.00	0.00	0.00	0.00	0.00	152	0.00%
1315	Agricultural Planning	0.00	0.00	33.00	43.50	76.50	76	100.89%
1320	Comprehensive Planning/Smart Growth Law Assistance	0.00	0.00	0.00	0.00	0.00	152	0.00%
1410	Economic Analysis	0.00	0.00	0.00	0.00	0.00	152	0.00%
1420	Project Notification and Review	0.00	0.00	0.00	0.00	0.00	152	0.00%
1430	Public Participation, Education, Info Dissemination and Outreach	595.25	726.50	468.75	453.75	2,244.25	1,820	123.32%
1500	FUDA Community Planning	796.50	247.25	728.25	771.75	2,543.75	2,426	104.83%
3121	Monitoring Program	11.00	9.00	6.00	3.00	29.00	45	63.74%
3122	Data Analysis	11.00	8.50	19.00	8.50	47.00	76	61.98%
3131	Water Supply Systems Planning	0.00	0.00	10.00	29.50	39.50	152	26.05%
3132	Water Supply Systems Service	0.00	0.00	0.00	0.00	0.00	152	0.00%
3141	Wastewater Systems Planning	2.00	12.00	44.00	77.00	135.00	455	29.67%
3142	Wastewater Systems Service	34.50	63.50	26.00	21.50	145.50	455	31.98%
3143	Urban Service Area and Environmental Corridor Delineation	382.50	376.00	295.00	61.00	1,114.50	682	163.31%
3144	On-Site Wastewater Systems	0.00	0.00	0.00	22.00	22.00	152	14.51%
3151	Urban Non-Point Source Management	279.00	350.50	327.00	255.50	1,212.00	1,213	99.90%
3152	Agricultural Non-Point Source Management	0.00	0.00	0.00	0.00	0.00	30	0.00%
3153	Stream and Lake Water Quality Evaluation and Management	91.00	85.00	92.00	8.00	276.00	152	182.00%
3154	Wetland and Floodplain Protection	4.00	4.00	0.00	0.00	8.00	152	5.28%
3155	Groundwater Protection	14.00	23.00	47.00	155.00	239.00	303	78.80%
3156	Water Quality Plan Update	13.50	0.00	38.50	196.00	248.00	152	163.53%
3162	Drainage and Flood Management Service	0.00	2.50	0.00	0.00	2.50	76	3.30%
3174	Regional Hydrologic Modeling and Management Program	33.00	0.00	6.00	0.00	39.00	152	25.72%
3181	Lake and Watershed Management Planning	14.00	2.00	49.00	29.00	94.00	152	61.98%
3510	Environmental Impact Evaluation	11.00	18.00	0.00	0.00	29.00	152	19.12%
3530	Environmental Conditions Reports for FUDA Planning	135.50	60.50	258.00	191.00	645.00	455	141.77%
<b>TOTAL</b>		<b>3,079.00</b>	<b>3,266.75</b>	<b>3,989.25</b>	<b>3,223.00</b>	<b>13,558.00</b>	<b>13,952</b>	<b>97.18%</b>

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

## CARPC 4Q 2010 Financial Summary

2/10/11

### 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 December 31, 2010, the total reconciled balance of both accounts was \$298,882.05. A net amount of about \$50,000 of these funds are payable to USGS for the cooperative water resources monitoring program, to UW-Extension for the Groundwater Model update, and to three sub-contractors of the DNR contract for ARRA-funded projects.

### 2010 Budget

The CARPC 2010 budget is \$1,024,565 (not including pass-through revenues/expenditures). Through December 31, 2010, CARPC had expended \$920,925 (not including pass-through) and had received \$1,043,843 (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).

As of the end of 2010, CARPC had under-expended its budget by \$103,639, of which 93% was due to the delay in filling the Executive Director position (62%), and under-expenditures in legal expenses (10%), contractual obligations (10% - although this expense will be incurred in 2011), recruitment for the Executive Director (7%), office supplies (5%).

The year-end fund balance is higher than that estimated in developing the 2011 budget, as indicated below.

	2010 Estimated	2010 Actual	Difference
2009 Ending Fund Balance	\$ 267,913	\$ 267,913	\$ 0
2010 Revenue (less pass-through and CARPC funds used to reduce Co. Levy)	785,185	795,153	9,968
2010 Expenses	( 956,194 )	( 920,925 )	35,269
2010 Operating Reserve	95,900	95,900	0
2010 Year-End Balance	\$ 192,804	\$ 238,041	<b>\$ 45,237</b>

The Commission will need to consider at a future meeting how it will allocate the additional unexpended funds.

The 2010 year-end line item budget is on the back of this page.

**Capital Area Regional Planning Commission**

Preliminary 2010 Revenue & Expenditures as of  
12/31/10

Accounts	A	B	C	D
	Actual YTD	Under/ (Over) YTD	Pro-rata Budget YTD	Adopted RPC Budget
<b>EXPENDITURES</b>				
<b>Personnel Services</b>				
1 Salaries & Wages	\$ 519,406	\$ 53,836	\$ 573,243	\$ 573,243
2 Contract Employee (GIS Specialist)	29,945	0	29,945	29,945
3 Workstudy / Intern	25,180	920	26,100	26,100 ***
4 Wisconsin Retirement	57,309	5,748	63,057	63,057
5 Social Security / Medicare	41,308	2,545	43,853	43,853
6 Employee / Retiree Insurance (includes Unemp.)	101,542	729	102,271	102,271
7 <b>Total Personnel Services</b>	<b>\$ 774,690</b>	<b>\$ 63,778</b>	<b>\$ 838,469</b>	<b>\$ 838,469</b>
<b>Operating Expenses</b>				
8 Commissioner Per Diem & Travel	\$ 5,378	\$ 1,522	\$ 6,900	\$ 6,900
9 Employee Travel & Meeting Exp	6,312	1,138	7,450	7,450
10 Conference & Training	3,192	108	3,300	3,300 ***
11 Office Supplies (Postage, printing, copies, etc.)	10,646	5,054	15,700	15,700 ***
12 Dues / Membership Fees	2,123	1,687	3,810	3,810
13 GIS Software	3,700	2,100	5,800	5,800
14 Recruitment	15,881	7,119	23,000	23,000
15 Telephone / Internet	5,424	76	5,500	5,500 ***
16 Office Space (Rent)	33,036	-	33,036	33,036
17 Legal Services	19,951	10,049	30,000	30,000
18 Advertising	580	420	1,000	1,000
19 Audit Services	6,000	-	6,000	6,000
20 Insurance (Package, WC, D&O)	7,037	563	7,600	7,600
21 <b>Total Operating</b>	<b>\$ 119,260</b>	<b>\$ 29,836</b>	<b>\$ 149,096</b>	<b>\$ 149,096</b>
<b>Capital Outlay</b>				
22 Office / Computer Equipment and Furniture	\$ 5,975	\$ 25	\$ 6,000	\$ 6,000
23 Fly Dane Partnership	-	-	-	-
24 GIS Equipment	-	-	-	-
25 <b>Total Capital Outlay</b>	<b>\$ 5,975</b>	<b>\$ 25</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>
<b>Contractual</b>				
26 Consulting Services	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
27 IM Services	21,000	-	21,000	21,000
28 <b>Total Contractual</b>	<b>\$ 21,000</b>	<b>\$ 10,000</b>	<b>\$ 31,000</b>	<b>\$ 31,000</b>
<b>Pass-Thru</b>				
29 Cooperative Water Resources Monitoring	\$ 75,389	\$ 19,830	\$ 95,219	\$ 95,219
30 Groundwater Model Update ***	75,726	89,580	165,306	165,306 ***
31 EPA/DNR Stimulus Programs	62,120	24,980	87,100	87,100
32 MPO Transp Planning/Pass-Thru	7,289	2,711	10,000	10,000
33 <b>Total Pass-Thru</b>	<b>\$ 220,524</b>	<b>\$ 137,101</b>	<b>\$ 357,625</b>	<b>\$ 357,625</b>
34 <b>TOTAL Expenditures (Less Pass-Thru)</b>	<b>\$ 920,925</b>	<b>\$ 103,639</b>	<b>\$ 1,024,565</b>	<b>\$ 1,024,565</b>
<b>REVENUES</b>				
<b>Non-Dane County Revenue</b>				
35 Fees: sewer extensions	\$ 10,000	\$ (4,400)	\$ 14,400	\$ 14,400
36 Conference Registration Revenue ***	1,425	1,425	-	- ***
37 Land Use Inventory grant revenue ***	11,877	11,877	-	- ***
38 Local Planning Assistance	460	460	-	-
39 MMSD	-	-	-	-
40 EPA/DNR Water Quality Planning	82,270	11,040	71,230	71,230
41 FHA/WDOT Transp Planning Funds	-	(2,250)	2,250	2,250
42 Interest Income (less bank fees)	2,317	1,317	1,000	1,000
43 Product Sales	160	(191)	350	350
44 Operating Reserve Allocation	23,000	-	23,000	23,000
45 PASS-THRU: MPO Transp Planning	5,789	(3,211)	9,000	9,000
46 PASS-THRU: Groundwater Model Update***	165,306	-	165,306	165,306 ***
47 PASS-THRU: EPA/DNR Stimulus	-	(87,100)	87,100	87,100
48 PASS-THRU: Coop Water Resources Monitoring	95,219	-	95,219	95,219
49 Fund Balance *	225,690	-	225,690	225,690 *
50 Dane County Property Tax **	686,645	-	686,645	686,645 **
51 <b>TOTAL REVENUE (Less Pass-Thru)</b>	<b>\$ 1,043,843</b>	<b>\$ 19,278</b>	<b>\$ 1,024,565</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

\*\*\* Added or amended 12/9/10. Line 3: 21,100 to 26,100; Line 10: 2,500 to 3,300; Line 11: 22,500 to 15,700; Line 15: 4,500 to 5,500

Excess Revenue over Expenses \$ 122,918  
Less Depreciation 0  
YTD Excess Revenue \$ 122,918