

Capital Area Regional Planning Commission

3-Sep-10

2011 Budget (Approved by BPP on July 27, 2010; Adopted by CARPC on September 9, 2010)

	2009 Actual	2010 Adopted	2010 Estimated	2011 Draft Budget
EXPENDITURES				
Personal Services	FTE: 8.125	FTE: 8.625	FTE: 8.125	FTE: 8.125
Salaries & Wages (incl. GIS contract)	\$ 539,786	\$ 597,838	\$ 543,843	\$ 557,075 ¹
Workstudy / Interns	9,785	21,100	28,500 ¹⁴	10,550
Retirement Fund	52,306	65,762	59,823	64,621
Social Security / Medicare	39,136	45,735	41,604	42,616
Employee/Retiree Insurance	93,482	103,035	98,558	113,290 ²
Furloughs (4 days)	0	0	0	(10,220)
Total Personal Services	\$ 734,495	\$ 833,470	\$ 772,328	\$ 777,931
Operating Expenses				
Commissioner Per Diem & Travel	\$ 5,239	\$ 6,900	\$ 6,900	\$ 5,300 ³
Employee Travel & Meeting Expenses	3,690	7,450	6,850 ¹⁴	5,000 ⁴
Training & Conferences	2,322	2,500	3,100 ¹⁴	2,400
Office Supplies	17,539	22,500	22,500	16,000
Dues / Membership Fees	2,565	3,810	2,000	3,810
GIS Software	3,700	5,800	5,800	5,800
Recruitment	330	23,000 ¹³	17,000	0
Telephone	4,497	4,500	5,500 ¹⁴	5,500
Office Space/Rent	33,036	33,036	33,036	33,036
Legal Services	19,931	30,000	30,000	30,000
Audit Services	5,690	6,000	6,000	6,000
Advertising	0	1,000	580	0 ⁵
Insurance (package, WC, D&O)	7,094	7,600	7,600	8,000
Total Operating Expenses	\$ 105,633	\$ 154,096	\$ 146,866	\$ 120,846
Capital Outlay				
Office/Computer Equipment & Furniture	\$ 4,196	\$ 6,000	\$ 6,000	\$ 3,000
GIS Equipment (new plotter)	0	0	0	0
Fly Dane 2009/2010 Partnership	13,850	0	0	0
Total Capital Outlay	\$ 18,046	\$ 6,000	\$ 6,000	\$ 3,000
Contractual				
Consultant services	\$ 10,000	\$ 10,000	\$ 10,000	\$ - ⁶
Expanded Water Resources Monitoring	0	0	0	0
IM Services	21,000	21,000	21,000	21,000
Total Contractual	\$ 31,000	\$ 31,000	\$ 31,000	\$ 21,000
Pass-Thru				
Cooperative Water Resources Monitoring	\$ 101,945	\$ 95,219	\$ 95,219	\$ 96,074
Groundwater Model Update	0	165,306 ¹⁴	165,306 ¹⁴	0
EPA/DNR Stimulus Programs	0	87,100 ⁷	87,120 ⁷	0
WDOT Rural Work Program (90% funded)	12,071	10,000	10,000	10,000
Total Pass-Thru	\$ 114,016	\$ 357,625	\$ 357,645	\$ 106,074
Gross Total Expenditures	\$ 1,003,190 ⁸	\$ 1,382,191 ⁸	\$ 1,313,839 ⁸	\$ 1,028,851 ⁸
LESS pass-thru	\$ (114,016)	\$ (357,625)	\$ (357,645)	\$ (106,074)
NET TOTAL Expenditures	\$ 889,174	\$ 1,024,566	\$ 956,194	\$ 922,777

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3-Sep-10

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	2009 Actual	2010 Adopted	2010 Estimated	2011 Draft Budget
REVENUES				
Fees: sewer extensions	\$ 5,200	\$ 14,400	\$ 7,600	\$ 7,600 ⁹
Fees: USA/LSA Review	0	0	0	0 ¹⁰
Fees: Annual Planning Conference Registration	0	0 ¹⁴	1,400 ¹⁴	1,400
Land Use Inventory Grant (via Dane Co.)	0	0 ¹⁴	15,000 ¹⁴	6,000
Local Planning Assistance	1,055	0	460	0
MMSD	10,657	0	0	0
EPA/DNR Water Quality Planning	75,330	71,230	71,230	71,230
Product Sales	164	350	100	100
Interest Income (Less Bank Fees)	612	1,000	500	1,000
WDOT Transportation Plan Integration	2,396	2,250	2,250	2,250
Allocation from Reserves ("AR")	14,000	23,000 ¹³	0 ¹⁴	0
Pass-Thru (WDOT Rural Work Program)	10,864	9,000	9,000	9,000
Pass-Thru (Groundwater Model update)	0	165,306 ¹⁴	165,306 ¹⁴	0
Pass-Thru (EPA/DNR Stimulus)	0	87,100 ⁷	87,120 ⁷	0
Pass-Thru (Coop. Water Resources Monitoring)	101,945	95,219	95,219	96,074
Net Fund Balance ("NFB")	139,149	225,690	225,690	146,552
Dane County Property Tax	807,084	686,645	686,645	686,645 ¹¹
Gross Total Revenues	\$ 1,168,456	\$ 1,381,190	\$ 1,367,520	\$ 1,027,851
LESS pass-thru	\$ (112,809)	\$ (356,625)	\$ (356,645)	\$ (105,074)
NET TOTAL Revenues	\$ 1,055,647	\$ 1,024,565	\$ 1,010,875	\$ 922,777

Reserves

Operating	\$ 101,440	\$ 72,900 ¹³	\$ 95,900	\$ 46,252 ¹²
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Estimated '10 EAV (no increase over 2009)	\$ 52,243,766,400
Estimated certified budget rate (CBR)	0.001314%

¹ Presumes new salary schedule; no COLA increases; staffing at 2010 level except no Exec. Director

² Estimated 9% increase health, 10% dental insurance premiums; Workers Comp is in "Insurance" Operating Expenses

³ Based on 11 CARPC meetings, plus 1 ExCom and 1 PersCom meeting on non-CARPC meeting nights, plus 2 workgroup meetings (\$20 per diem+FICA)

⁴ Mileage reimbursement based on \$0.55/mile; required travel estimated for 30 meetings (37.2 miles each), 46 USA/FUDA site visits (125 miles each) and 6 conference visits (200 miles each plus meals/lodging)

⁵ No advertising meeting & job announcements in local paper in 2011

⁶ No consulting expenditures in 2011

⁷ Three projects were 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)

⁸ Does not include depreciation expenses

⁹ Less than 5 acres: \$200/review, estimated 8 reviews = \$1,600
5 - 15 acres: \$400/review, estimated 6 reviews = \$2,400
Over 15 acres: \$600/review, estimated 6 reviews = \$3,600

¹⁰ SSA review fees not approved

¹¹ Includes \$54,036 to be paid by Dane County as Rent and IM services in lieu of cash

¹² The Government Finance Officers Association recommends an unreserved fund balance of a *minimum* 5 to 15 percent of regular general fund operating revenues (~\$50,000 to \$140,000), or no less than 1 to 2 months of regular general fund operating expenditures (~\$65,000 to \$130,000)

¹³ Operating Reserve used in 2010 to partially off-set un-budgeted recruitment of Executive Director (per amendment Feb. 11, 2010)

¹⁴ To be amended by CARPC in 2010

2011 Personnel Detail	Start	Years Eff. 1-Jan-11	FTE	Salary	FICA	WRS	LIFE	DIS	health/mo	HEALTH	den/mo	DENTAL	WC	TOT INS	TOT COST
Executive Director			0.000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration															
Administrative Services Manager - GJESTSON, C.	16-Nov-01	9.13	1.000	51,699	3,955	5,997	-	-	1,242	14,902	126	1,518	145	16,565	78,216
Community and Regional Development Planning															
Senior Planner (contracted)			0.000	-	-	-	-	-	-	-	-	-	-	-	-
Community / Environmental Resources Planner - STEINHOFF, S.	1-Jul-10	0.50	1.000	60,730	4,646	7,045	13	-	1,242	14,902	126	1,518	170	16,603	89,023
Junior Planner - VAN BELLEGHEM, B.	8-Sep-08	2.32	1.000	50,500	3,863	5,858	5	-	528	6,341	45	538	141	7,026	67,248
Senior Community Planner - WEBER, B.	24-May-04	6.61	0.625	46,397	3,549	5,382	13	-	-	-	-	-	130	143	55,471
Environmental & Natural Resources Planning / Technical Support															
Restoration Biologist			0.000	-	-	-	-	-	-	-	-	-	-	-	-
Senior Environmental Resources Planner - KAKUSKA, M.	4-Mar-96	14.84	1.000	78,187	5,981	9,070	26	-	1,242	14,902	126	1,518	219	16,665	109,903
GIS/IT Specialist - KREBS, A. (CONTRACTED)	25-Feb-04	6.85	0.500	25,160	1,925	2,919	-	-	-	-	126	759	70	829	30,833
Deputy Director / Director, Environmental Resources Planning - MESBAH, K.	1-Dec-88	22.10	1.000	110,323	8,440	12,797	68	463	1,513	18,162	126	1,518	1,875	22,086	153,647
Environmental Engineer - RUIPIER, M.	30-Apr-07	3.68	1.000	72,115	5,517	8,365	13	-	1,242	14,902	126	1,518	1,226	17,659	103,656
Graphic Designer - WAGNER, S.	18-Nov-96	14.13	1.000	61,963	4,740	7,188	11	-	1,513	18,162	126	1,518	173	19,864	93,755
Retired															
None				-	-	-	-	-	-	-	-	-	-	-	-
TOTAL:			8.125	\$ 557,075	\$ 42,616	\$ 64,621	\$ 150	\$ 463	\$ 8,523	\$ 102,272	\$ 930	\$ 10,405	\$ 4,150	\$ 117,441	\$ 781,752

CARPC Levy Charge and Fund Balance Analysis

3-Sep-10

CARPC 2011 Budget

Reserve Calculation

2009 Beginning Fund Balance (per audit)	\$	274,274	
2009 Revenues (per audit)		856,997	
2009 Expenditures (per audit)		(863,358)	
2009 Ending Fund Balance		267,913	
2010 Estimated Revenues (less pass-thru, NFB & AR)		785,185	
2010 Estimated Expenditures (less pass-thru)		(956,194)	
2010 Estimated Operating Reserve		95,900	
2010 Estimated Ending Fund Balance		192,804	
2011 Budgeted Operating Reserve		46,252	
Jan. 1, 2011 Estimated Net Fund Balance	\$	146,552	

Levy Calculation

2009 full EAV	\$	52,243,766,400	
2010 Estimated EAV (for 2011 levy)		52,243,766,400	0.0% Increase
2011 Budgeted Non-Dane Co Revenues		89,580	
2011 Budgeted Expenditures (less pass-thru)		(922,777)	
2011 Net Fund Balance Applied to Reduce Levy		146,552	
2011 Net Dane County Levy Charge		686,645	
Certification Charge Rate		0.0013143%	