

# AGENDA

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

October 23, 2008 City-County Building Rm 310, 210 Martin Luther King Jr. Blvd., Madison WI

6:30 p.m.

---

All CARPC Commissioners have been invited to 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 September 25, 2008
3. Review of agenda
4. Public comment
5. Quarterly Financial Report (3Q CY2008)
6. Approval of disbursements for November 2008
7. Deputy Director's quarterly progress report (may be deferred)
8. Discussion and potential consideration of recommendation to CARPC to approve hiring the Senior Planner beyond the first step of the position salary range
9. Consideration of recommendation to CARPC regarding Deputy Director's 2008 vacation leave status
10. Review of 2007 financial audit
11. Communications
12. Future agenda items
13. Adjournment

<p>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.</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

# MINUTES

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

September 25, 2008

City-County Building Rm 201, 210 Martin Luther King Jr Blvd, Madison WI

6:30 p.m.

---

Present: Kristine Euclide, Steve Hiniker, Phil Van Kampen

Absent: George Kamperschroer, Jeff Miller

Staff Present: Chris Gjestson, Kamran Mesbah

### 1. Roll Call

Ms. Euclide called the meeting to order at 6:35 p.m.; roll was recorded.

### 2. Approval of minutes of the meetings of August 28, 2008

Minutes were approved without objection.

### 3. Public Comment

None.

### 4. Approval of disbursements for October 2008, and consideration of disbursements for employee travel and training expenses in December 2008

Mr. Gjestson described the list of CARPC bills (in the amount of \$56,344.98), the Treasurer's Report for October 2008, and the August 31, 2008 year-to-date revenues and expenditures report. Moved by Mr. Van Kampen, seconded by Mr. Hiniker, to approve the disbursements for October 2008. Motion carried unanimously.

Mr. Gjestson referred to the August 28 Committee meeting discussion regarding Mr. Mesbah's attendance at a 3-day program in December at the Harvard Law School Program on Negotiation in Cambridge. Registration cost was \$2,850, and travel and lodging may exceed \$1,000. Although it was not feasible for CARPC to pay all costs, staff recommended that the year-end balance in the staff travel and training line items (which was estimated to be between \$1,000 and \$1,500) could be applied towards the cost of the program; Mr. Mesbah was willing to pay for the rest himself. Discussion followed. Moved by Mr. Hiniker, seconded by Mr. Van Kampen, to make available the year-end balance in staff travel and training line items (lines 9 and 10 in the year-to-date report) to reimburse Mr. Mesbah for attendance at the program. Motion carried unanimously. Mr. Mesbah stated that the specific amounts would be presented for approval in January.

### 5. Discussion of the Deputy Director's vacation leave status

Mr. Gjestson stated that due to staff shortages, including the vacancy of the Executive Director position, Mr. Mesbah had accrued vacation leave well beyond that which can be carried forward into the next year (CARPC policy allows carry-forward of one year's worth of vacation leave). Mr. Gjestson stated that Committee members could discuss action at its next meeting. Discussion followed. Staff was directed to bring the pertinent section from the Personnel Manual to the next Executive Committee meeting, and the details of Mr. Mesbah's estimated year-end remaining leave.

**6. Communications**

Mr. Mesbah provided an e-mail between staff to Attorney St. Peter regarding a staff question about maintenance of interview records.

**7. Future Agenda Items**

Mr. Gjestson stated that the Committee has scheduled its regular meetings to take place the fourth Thursday of each month, immediately prior to the CARPC meeting. However, CARPC was not holding its "fourth Thursday" meetings in November and December. Ms. Euclide suggested that the general policy could be that for those months when there are two CARPC meetings, the Executive Committee would meet prior to the second meeting; for those months when CARPC only meets once, the Committee would meet prior to that meeting. Members agreed.

**8. Adjournment**

Moved by Mr. Van Kampen, seconded by Mr. Hiniker, to adjourn. Motion carried at 6:57 p.m.

Recorded by Chris Gjestson

**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 September 30, 2008 was \$577,448.54.

**Budget status**

The CARPC 2008 budget is \$948,250. As of September 30, CARPC had on a pro-rata basis under-expended by \$178,969, and exceeded revenue by \$15,861 (not including Dane County revenue; see back page).

**Projection**

The 2009 budget anticipates an ending 2008 fund balance of \$189,149, of which \$139,149 will be used to reduce County levy-based revenue, and \$50,000 will be used to maintain the CARPC operating reserve in 2009. Currently the anticipated fund balance is expected to be approximately \$196,700, which could increase the operating reserve amount by about \$7,500. This projection is based on the following assumptions.

- Senior Planner is hired Nov. 10 at Step A of M-11 (per budget).
- One workstudy/Intern is hired Nov. 3 as Extra Hire employee at \$10/hr, working full-time through '08.
- All commissioners attend all 3 October, November and December meetings, plus two workgroup/committee meetings.
- The Commission spends \$25,000 on recruiter to search for its Executive Director.
- About \$4,000 for legal services are spent from October through December.
- Directors & Officers Liability insurance will renew in October with rates similar to '07-'08 (\$2,800).
- CARPC will collect \$2,600 in sewer extension fees from October through December, resulting in fee revenue of \$12,800, \$17,200 under budget.
- CARPC will earn interest income for October through December similar to the average earned over the past 6 months (\$816.50/month).

## CARPC 3rd Quarter 2008 Staff Work Activities

10/17/08

The attached three Exhibits reflect the work undertaken by CARPC staff in the third quarter of 2008. Six full-time employees and two part-time employees (7.125 FTE), plus two Extra Hire employees, worked 3,172 hours (see Exhibit 2) in support of activities falling under the four Major Work Categories: Community and Regional Development Planning; Environmental and Natural Resources Planning; Public Assistance and Information; and Administration/Indirect.

Total work hours for the quarter including leave were 3,738.75 (see Exhibit 3); the year-to-date total hours worked through September 30 were 10,457.25.

The following 21 work elements have each been supported by 40 or more work hours in the third quarter of 2008, and represent over 87% of all staff work activities.

### 3145 MMSD Collection System Study (476.0 hours, 14.2% of total work hours)

One full-time employee (Mike Rupiper), funding for whom is fully provided by MMSD, commits all of his work hours to this project. The project is on target to be completed by the end of the year as planned.

### 3302 Urban Service Area Planning (387.0 hours, 11.5% of total work hours)

In the third quarter of 2008, staff provided partial to full reviews of twelve amendment requests, and had completed staff analyses (or addendum to analyses) of six amendments for CARPC consideration. Work hours include time spent on planning activities and map and graphics generation.

### 5200 Commission Support (312.5 hours, 9.3% 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.

### 5900 Other Indirect (235.5 hours, 7.0% 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.

### 4130 Website Maintenance (230.0 hours, 6.8% of total work hours)

Over one-third of the work hours of the Graphic Designer have been in support of this activity. A comprehensive re-design is being prepared for launch in the fourth quarter, which will result in a more organized and navigable website.

### 1140 Regional Trends Report (145.8 hours, 4.3% of total work hours)

Work hours under this element were in support of the preparation of the 2007 report.

### 1450 Outreach (125.0 hours, 3.7% of total work hours)

This includes efforts to maintain open communication with local governments and the citizenry in order to keep interested parties informed on CARPC activities, and to keep CARPC staff informed about local activities.

### 1130 GIS System Development (123.5 hours, 3.7% 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.

### 5110 Financial Management (112.8 hours, 3.4% of total work hours)

Reflects time spent on agency bookkeeping, payroll and banking activities. Also includes assistance to auditor in preparation of the CARPC 2007 financial audit.

1219 Ag & Cultural Resources (107.0 hours, 3.2% of total work hours)

Work in support of the Agricultural Land Loss Mitigation workgroup.

3191 FUDA Planning: EC Reports, general (96.0 hours, 2.9% of total work hours)

Preparatory work to develop the Environmental Conditions Reports for communities in the FUDA planning process. Work hours for this element doubled from the second quarter, reflecting the ramping up of staff efforts in support of the planning process.

5400 Personnel Activities (83.3 hours, 2.5% of total work hours)

Human resources work done in support of agency staff. The increase from previous quarters mostly reflects activities in support of the recruitment of the Junior Planner and Senior Planner positions.

3151 Urban Nonpoint Source Management (74.0 hours, 2.2% of total work hours)

Provided assistance to local units of government in developing and implementing stormwater plans and projects, and promoted the priority actions contained in the *Dane County Water Quality Plan Summary*.

3142 Wastewater System Service (69.5 hours, 2.1% of total work hours)

Encompasses the review of all public and private sewer extensions for consistency with plans and service areas; participation in public meetings, hearings and committees related to point source issues, review of point source related legislation and administrative rule changes.

3123 Data Analysis (56.8 hours, 1.7% of total work hours)

Cataloguing, filing and analyzing water quality and flow data.

5800 Training (56.0 hours, 1.7% of total work hours)

Staff training in issues not related to environmental resources planning, including in-house professional development and attendance at seminars or conferences. (Note: Training for environmental resources planning is #5801, for which 29.0 work hours were spent in the third quarter.)

3153 Stream/Lake Water Quality Management (55.0 hours, 1.6% of total work hours)

Provided assistance to local management agencies and citizen groups in lake and stream evaluations, studies, and projects.

3174 Regional Hydrologic Modeling & Management Program (55.0 hours, 1.6% of total work hours)

This work was in preparation of a white paper regarding the use of the regional hydrologic model to develop groundwater budget indices to assess water supply plans in Dane County. The draft paper was submitted to Ken Bradbury for review and comment.

1120 Socio-economic and Demographic (53.5 hours, 1.6% of total work hours)

Activities mostly included preparation of Urban Service Area tables, where new population estimates were incorporated into a series of tables which eventually calculate 2030 population forecasts for USAs and land demand.

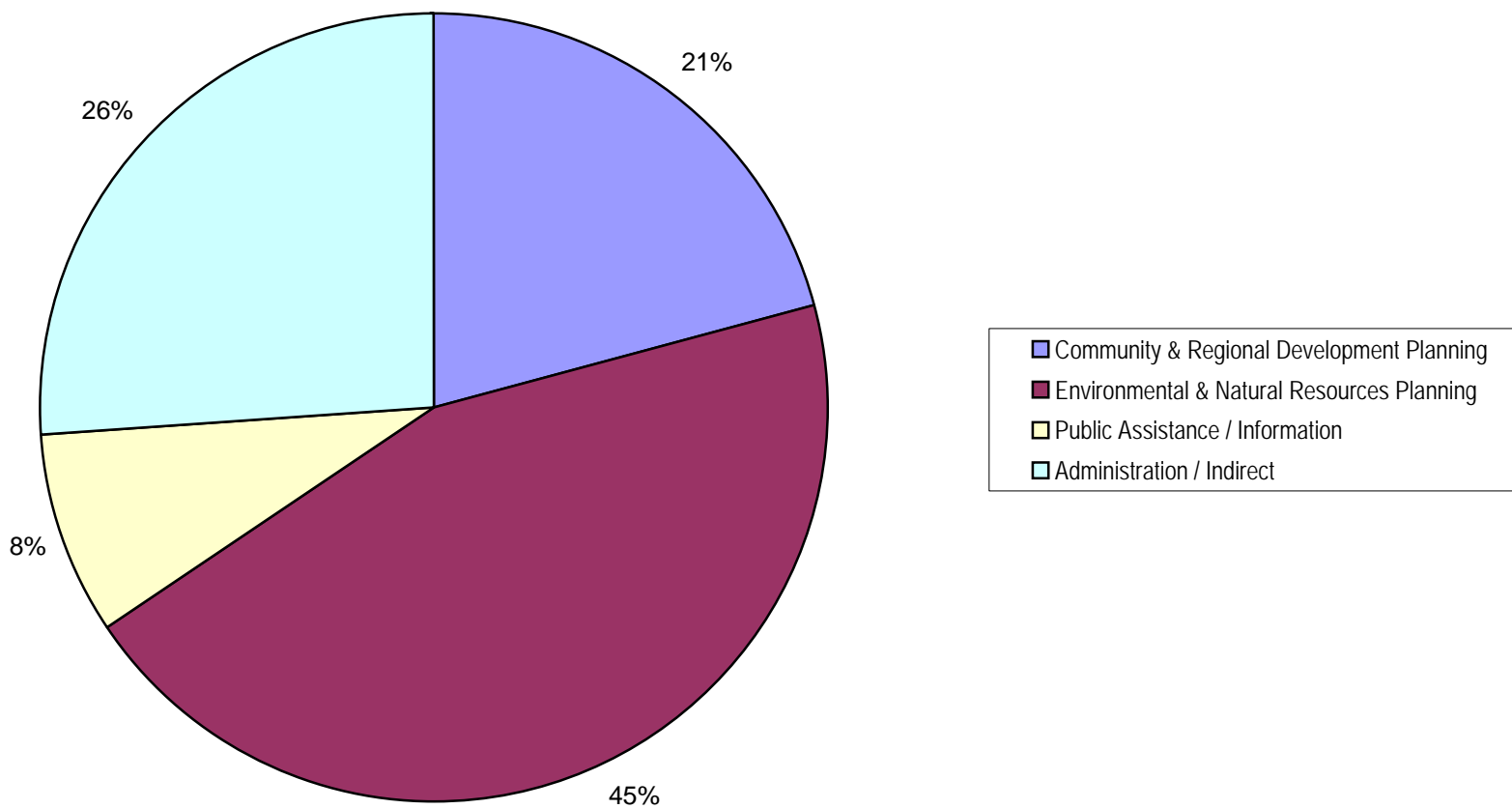
4140 Public Information (49.8 hours, 1.5% of total work hours)

Work activities related to the provision of information in response to public queries.

3181 Watershed Planning (41.0 hours, 1.2% of total work hours)

Provided technical assistance to local management agencies in developing watershed plans, projects or activities focused on specific issues or problems.

**CARPC 3Q 2008 Employee Hours (by Major Work Category)**

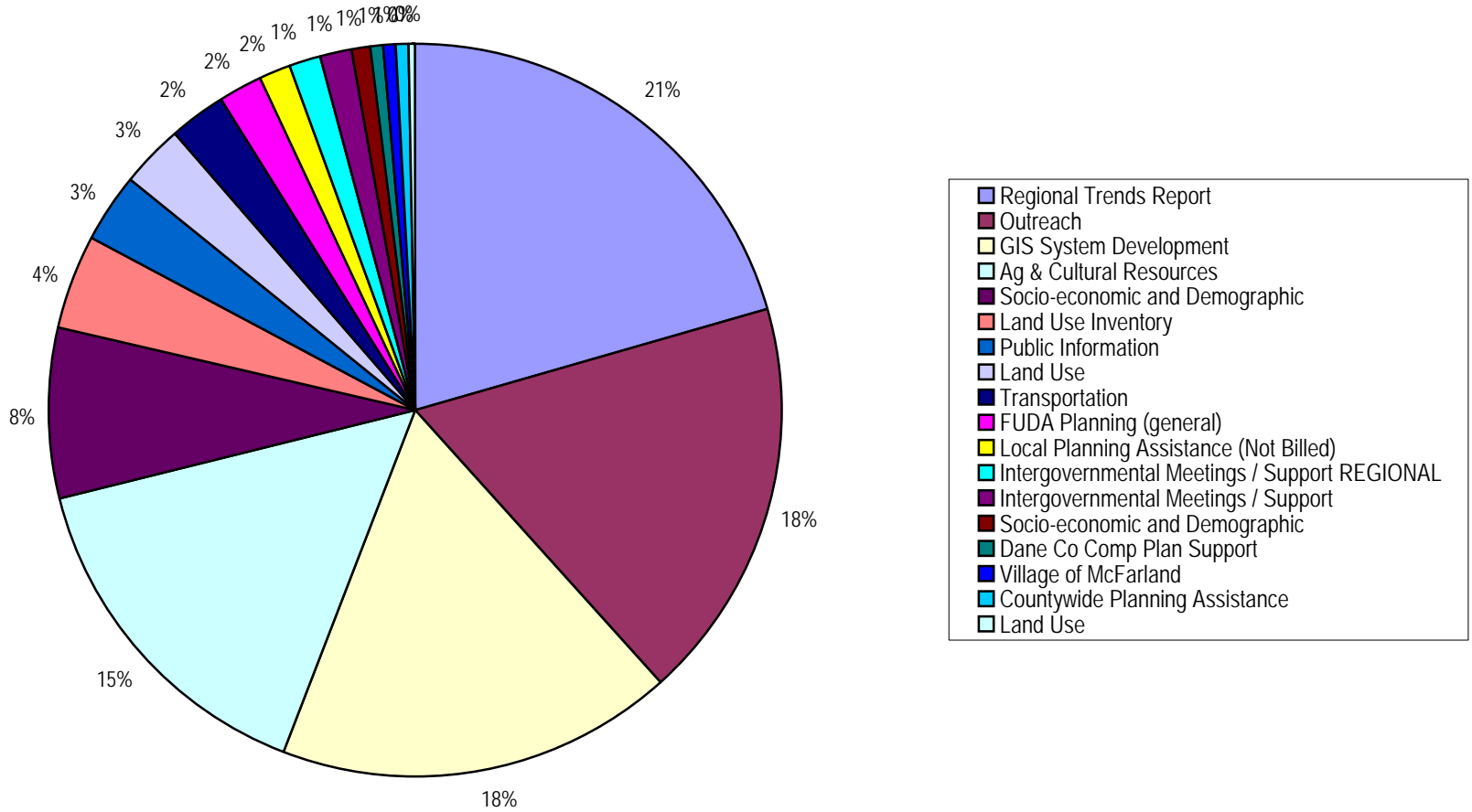


	3Q		YTD	
	Hours	% of Total Work Hrs	Hours	% of Total Work Hrs
<b>1000: Community &amp; Regional Development Planning</b>	<b>705.50</b>	<b>20.97%</b>	<b>1455.25</b>	<b>15.61%</b>
1140 Regional Trends Report	145.75	4.33%	374.75	4.02%
1450 Outreach	125.00	3.71%	217.00	2.33%
1130 GIS System Development	123.50	3.67%	263.85	2.83%
1219 Ag & Cultural Resources	107.00	3.18%	139.00	1.49%
1120 Socio-economic and Demographic	53.50	1.59%	58.00	0.62%
1115 Land Use Inventory	29.25	0.87%	47.00	0.50%
1430 Public Information	21.00	0.62%	28.65	0.31%
1217 Land Use	20.00	0.59%	20.00	0.21%
1213 Transportation	17.00	0.51%	17.00	0.18%
1501 FUDA Planning (general)	14.00	0.42%	52.00	0.56%
1320 Local Planning Assistance (Not Billed)	11.00	0.33%	24.00	0.26%
1470 Intergovernmental Meetings / Support REGIONAL	9.00	0.27%	20.00	0.21%
1460 Intergovernmental Meetings / Support	9.00	0.27%	9.00	0.10%
1420 Socio-economic and Demographic	6.00	0.18%	23.00	0.25%
1261 Dane Co Comp Plan Support	5.00	0.15%	5.00	0.05%
1357 Village of McFarland	4.00	0.12%	4.00	0.04%
1310 Countywide Planning Assistance	3.00	0.09%	3.00	0.03%
1410 Land Use	2.50	0.07%	11.00	0.12%
1110 Land Use	0.00	0.00%	74.25	0.80%
1360 City of Verona (Issues & Opportunities)	0.00	0.00%	52.75	0.57%
1362 V. Belleville (Billable Assistance)	0.00	0.00%	12.00	0.13%
<b>3000: Environmental &amp; Natural Resources Planning</b>	<b>1504.75</b>	<b>44.72%</b>	<b>4632.25</b>	<b>49.68%</b>
3145 MMSD Collection System Study	476.00	14.15%	1367.00	14.66%
3300 Urban Service Area	387.00	11.50%	1369.25	14.68%
3191 FUDA Planning: EC Report (general)	96.00	2.85%	144.50	1.55%
3151 Urban Nonpoint Source Mgmt	74.00	2.20%	162.00	1.74%
3142 Wastewater Systems Service	69.50	2.07%	122.00	1.31%
3123 Data Analysis	56.75	1.69%	157.75	1.69%
3153 Stream/Lake Water Quality Mgmt	55.00	1.63%	149.00	1.60%
3174 Regional Hydrologic Modeling & Mgmt Program	55.00	1.63%	100.00	1.07%
3181 Watershed Planning	41.00	1.22%	136.00	1.46%
3121 Natural Resources	32.00	0.95%	246.25	2.64%
3155 Groundwater Quality Protection	28.00	0.83%	50.00	0.54%
3143 Env. Corr. Delineation	27.50	0.82%	86.50	0.93%
3186 Water Body Classification	24.00	0.71%	86.00	0.92%
3410 Public Information	20.00	0.59%	41.00	0.44%
3131 Water Supply Systems Planning	18.00	0.53%	18.00	0.19%
3154 Wetland Protection	10.00	0.30%	193.00	2.07%
3161 Drainage & Flooding Mgmt Planning	10.00	0.30%	10.00	0.11%
3141 Wastewater Systems Planning	7.00	0.21%	54.00	0.58%
3162 Drainage & Flooding Mgmt Service (mapping)	6.00	0.18%	6.00	0.06%
3163 Floodplain Management and Evaluation	6.00	0.18%	6.00	0.06%
3122 Monitoring Program	3.00	0.09%	43.00	0.46%
3152 Agr. Nonpoint Source Mgmt	3.00	0.09%	3.00	0.03%
3420 Natural Resources Advisory Committee	0.00	0.00%	76.00	0.82%
3210 Env. Impact Evaluation	0.00	0.00%	6.00	0.06%
<b>4000: Public Assistance / Information</b>	<b>279.75</b>	<b>8.31%</b>	<b>754.00</b>	<b>8.09%</b>
4130 Website Maintenance	230.00	6.84%	603.00	6.47%
4140 Public Information	49.75	1.48%	149.00	1.60%
4150 Plan Commissioner Training	0.00	0.00%	2.00	0.02%
<b>5000: Administration / Indirect</b>	<b>874.75</b>	<b>26.00%</b>	<b>2482.75</b>	<b>26.63%</b>
5200 Commission Support	312.50	9.29%	1181.25	12.67%
5900 Other Indirect	235.50	7.00%	361.50	3.88%
5110 Financial Management (accg/banking/audit/payroll)	112.75	3.35%	261.25	2.80%
5400 Personnel Activities	83.25	2.47%	144.75	1.55%
5800 Training	56.00	1.66%	69.00	0.74%
5801 Training: Env Resources Planning	29.00	0.86%	89.00	0.95%
5300 Staff Meetings / Management	20.75	0.62%	95.00	1.02%
5100 Budget Preparation / Management	13.50	0.40%	119.00	1.28%
5120 Work Program Development / Management	6.50	0.19%	132.00	1.42%
5130 Work Program Development: Env Resources Planning	5.00	0.15%	30.00	0.32%
<b>9000: Leave Pool</b>	<b>374.00</b>		<b>1133.00</b>	
9953 Holiday / Floating Holiday Leave	148.00		414.50	
9951 Vacation Leave	144.00		542.50	
9952 Sick Leave	66.00		133.50	
9954 Wellness Days	16.00		18.50	
9957 Funeral Leave	0.00		24.00	
<b>TOTAL (less leave pool)</b>	<b>3,364.75</b>	<b>100.00%</b>	<b>9,324.25</b>	<b>100.00%</b>

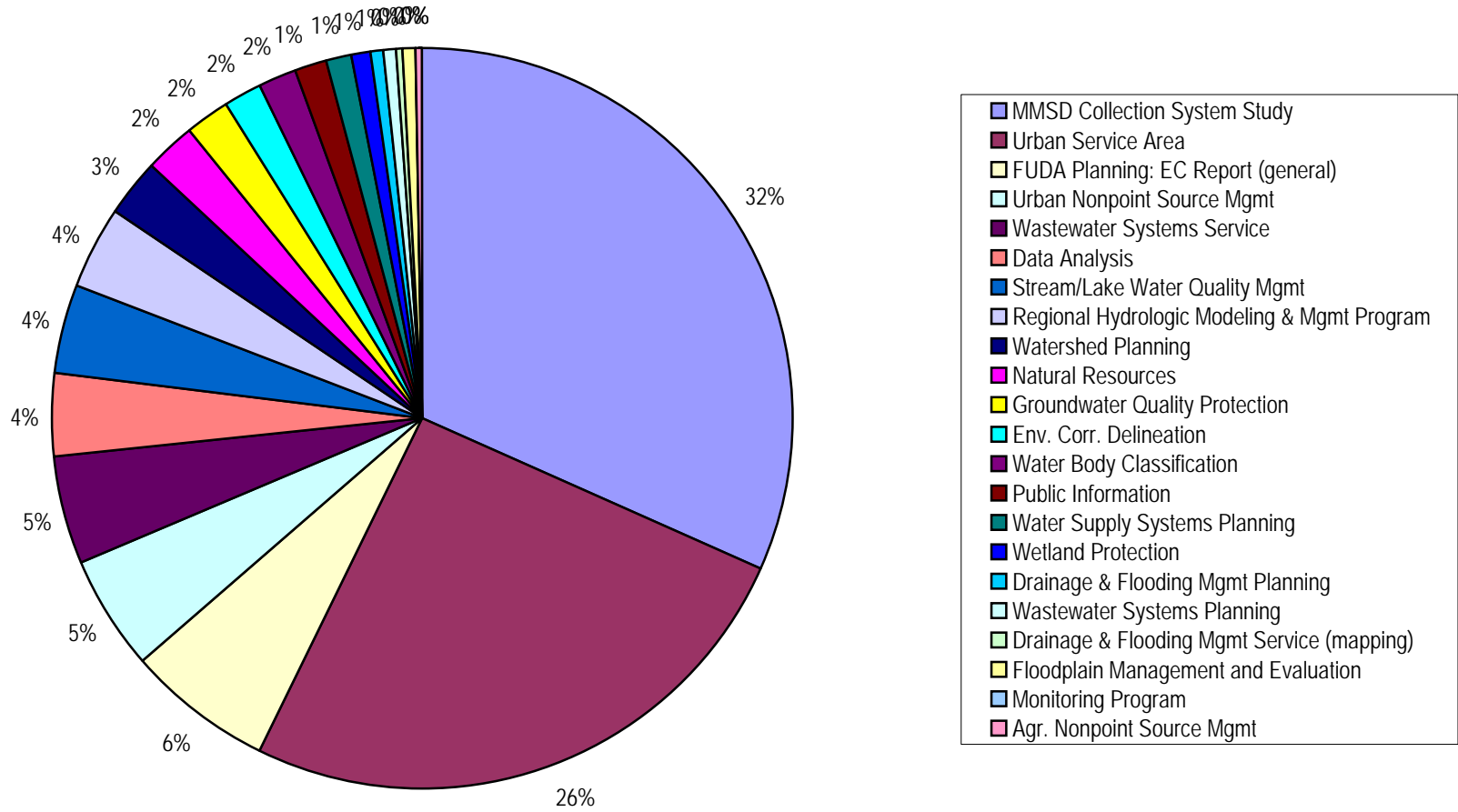
CARPC 3Q 2008 Employee Hours (sorted by # Hours per Work Element)  
 100% hours reported

	3Q		YTD	
	Hours	% of Total	Hours	% of Total
3145 MMSD Collection System Study	476.00	12.73%	1,367.00	13.07%
5200 Commission Support	312.50	8.36%	1,181.25	11.30%
5900 Other Indirect	235.50	6.30%	361.50	3.46%
4130 Website Maintenance	230.00	6.15%	603.00	5.77%
9953 Holiday / Floating Holiday Leave	148.00	3.96%	414.50	3.96%
1140 Regional Trends Report	145.75	3.90%	374.75	3.58%
9951 Vacation Leave	144.00	3.85%	542.50	5.19%
1450 Outreach	125.00	3.34%	217.00	2.08%
1130 GIS System Development	123.50	3.30%	263.85	2.52%
5110 Financial Management (accg/banking/audit/payroll)	112.75	3.02%	261.25	2.50%
1219 Ag & Cultural Resources	107.00	2.86%	139.00	1.33%
3191 FUDA Planning: EC Report (general)	96.00	2.57%	144.50	1.38%
5400 Personnel Activities	83.25	2.23%	144.75	1.38%
3151 Urban Nonpoint Source Mgmt	74.00	1.98%	162.00	1.55%
3301 (0806) T. Westport Holy Wisdom Monastery (CUSA)	72.75	1.95%	74.25	0.71%
3301 (0601) T. Albion (Albion LSA)	69.75	1.87%	87.00	0.83%
3301 (0708) V. Mazomanie (Mazomanie USA)	69.50	1.86%	179.25	1.71%
3142 Wastewater Systems Service	69.50	1.86%	122.00	1.17%
3302 Urban Service Area (general)	67.50	1.81%	299.50	2.86%
9952 Sick Leave	66.00	1.77%	133.50	1.28%
3301 (0715) V. Mt. Horeb NE Neighborhood (Mt Horeb USA)	60.50	1.62%	129.50	1.24%
3123 Data Analysis	56.75	1.52%	157.75	1.51%
5800 Training	56.00	1.50%	69.00	0.66%
3153 Stream/Lake Water Quality Mgmt	55.00	1.47%	149.00	1.42%
3174 Regional Hydrologic Modeling & Mgmt Program	55.00	1.47%	100.00	0.96%
1120 Socio-economic and Demographic	53.50	1.43%	58.00	0.55%
4140 Public Information	49.75	1.33%	149.00	1.42%
3181 Watershed Planning	41.00	1.10%	136.00	1.30%
3121 Natural Resources	32.00	0.86%	246.25	2.35%
1115 Land Use Inventory	29.25	0.78%	47.00	0.45%
5801 Training: Env Resources Planning	29.00	0.78%	89.00	0.85%
3155 Groundwater Quality Protection	28.00	0.75%	50.00	0.48%
3143 Env. Corr. Delineation	27.50	0.74%	86.50	0.83%
3186 Water Body Classification	24.00	0.64%	86.00	0.82%
1430 Public Information	21.00	0.56%	28.65	0.27%
5300 Staff Meetings / Management	20.75	0.55%	95.00	0.91%
3301 (0805) C. Verona County Property (Verona USA)	20.50	0.55%	45.00	0.43%
3410 Public Information	20.00	0.53%	41.00	0.39%
1217 Land Use	20.00	0.53%	20.00	0.19%
3131 Water Supply Systems Planning	18.00	0.48%	18.00	0.17%
1213 Transportation	17.00	0.45%	17.00	0.16%
9954 Wellness Days	16.00	0.43%	18.50	0.18%
1501 FUDA Planning (general)	14.00	0.37%	52.00	0.50%
5100 Budget Preparation / Management	13.50	0.36%	119.00	1.14%
1320 Local Planning Assistance (Not Billed)	11.00	0.29%	24.00	0.23%
3301 (0612) C. Stoughton Nordic Ridge (Stoughton USA)	10.75	0.29%	14.75	0.14%
3154 Wetland Protection	10.00	0.27%	193.00	1.85%
3161 Drainage & Flooding Mgmt Planning	10.00	0.27%	10.00	0.10%
1470 Intergovernmental Meetings / Support REGIONAL	9.00	0.24%	20.00	0.19%
1460 Intergovernmental Meetings / Support	9.00	0.24%	9.00	0.09%
3141 Wastewater Systems Planning	7.00	0.19%	54.00	0.52%
5120 Work Program Development / Management	6.50	0.17%	132.00	1.26%
1420 Socio-economic and Demographic	6.00	0.16%	23.00	0.22%
3162 Drainage & Flooding Mgmt Service (mapping)	6.00	0.16%	6.00	0.06%
3163 Floodplain Management and Evaluation	6.00	0.16%	6.00	0.06%
3301 (0803) T. Burke - Mad City (CUSA)	5.50	0.15%	10.00	0.10%
5130 Work Program Development: Env Resources Planning	5.00	0.13%	30.00	0.29%
1261 Dane Co Comp Plan Support	5.00	0.13%	5.00	0.05%
1357 Village of McFarland	4.00	0.11%	4.00	0.04%
3301 (0711) V. Belleville (Belleville USA)	3.50	0.09%	95.75	0.92%
3301 (0706) V. Marshall (Marshall USA)	3.50	0.09%	48.50	0.46%
3122 Monitoring Program	3.00	0.08%	43.00	0.41%
1310 Countywide Planning Assistance	3.00	0.08%	3.00	0.03%
3152 Agr. Nonpoint Source Mgmt	3.00	0.08%	3.00	0.03%
1410 Land Use	2.50	0.07%	11.00	0.11%
3301 (0703) V. Deerfield (Deerfield USA)	1.50	0.04%	60.00	0.57%
3301 (0716) V. Oregon - Oregon Parks (Oregon USA)	1.00	0.03%	55.25	0.53%
3301 (0804) C. Madison Cherokee (CUSA)	0.75	0.02%	51.75	0.49%
3301 (0709) V. Waunakee Meadowbrook (Waunakee USA)	0.00	0.00%	80.25	0.77%
3420 Natural Resources Advisory Committee	0.00	0.00%	76.00	0.73%
1110 Land Use	0.00	0.00%	74.25	0.71%
1360 City of Verona (Issues & Opportunities)	0.00	0.00%	52.75	0.50%
3301 (0712) V. Rockdale (Rockdale USA)	0.00	0.00%	52.75	0.50%
3301 (0705) T. Roxbury (Roxbury USA)	0.00	0.00%	48.75	0.47%
3301 (0801) C. Middleton Airport (CUSA)	0.00	0.00%	29.00	0.28%
9957 Funeral Leave	0.00	0.00%	24.00	0.23%
1362 V. Belleville (Billable Assistance)	0.00	0.00%	12.00	0.11%
3210 Env. Impact Evaluation	0.00	0.00%	6.00	0.06%
3301 (0701) C. Verona Study & Amendment	0.00	0.00%	4.00	0.04%
3301 (0802) C. Stoughton - Greenbriar (Stoughton USA)	0.00	0.00%	2.50	0.02%
4150 Plan Commissioner Training	0.00	0.00%	2.00	0.02%
3301 (0713) C. Madison Pumpkin Hollow (CUSA)	0.00	0.00%	1.50	0.01%
TOTAL	3,738.75	100.00%	10,457.25	100.00%

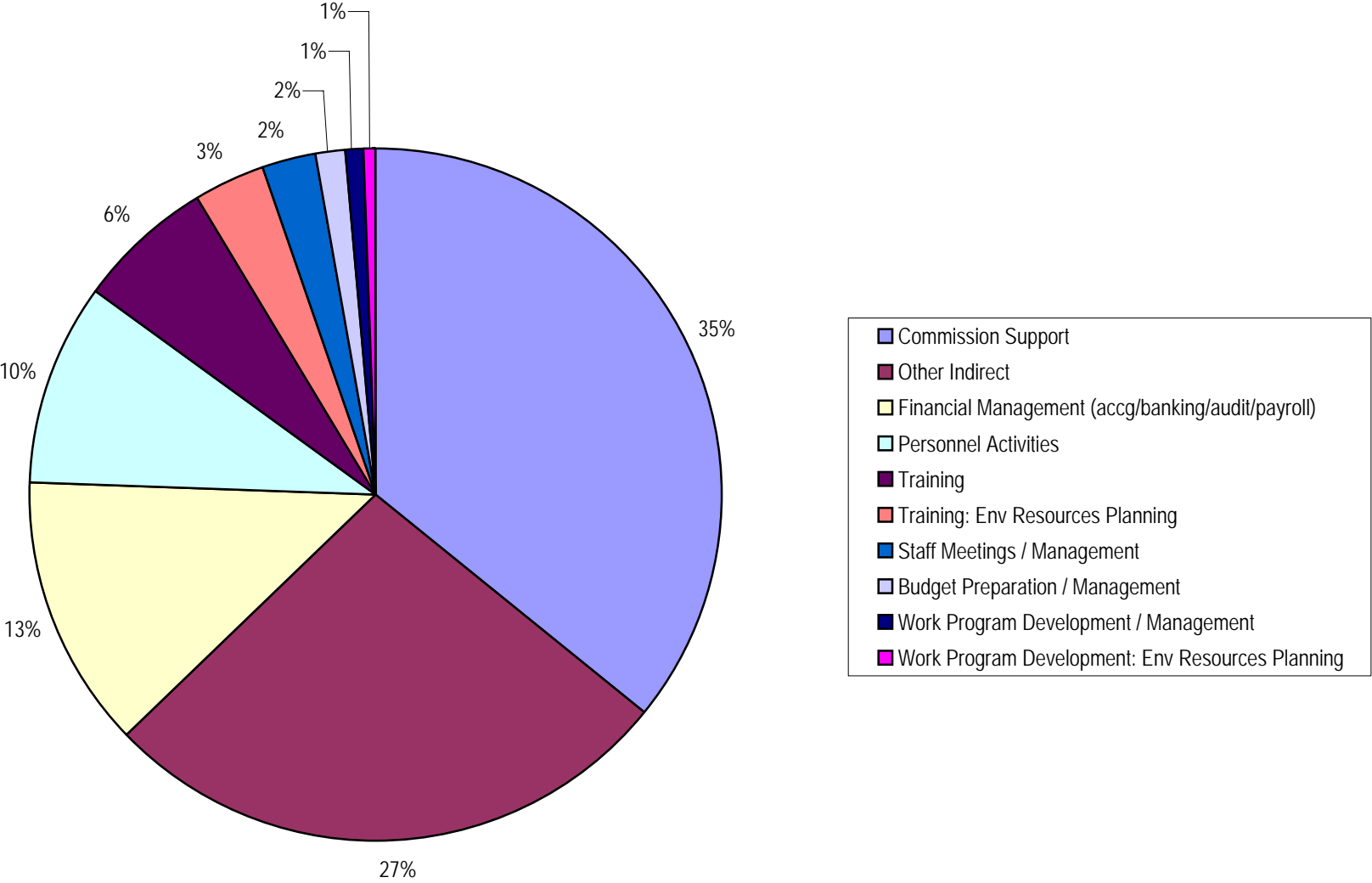
### CARPC 3Q 2008: Category 1000 Community & Regional Planning



### CARPC 3Q 2008: Category 3000 Environmental & Nat'l Resources Planning



**CARPC 3Q 2008: Category 5000 Administration / Indirect**



**Re: Consideration of recommendation to CARPC regarding Deputy Director's 2008 vacation leave status**

**Decision Items:**

1. Recommend to CARPC that it consider making an exception to Section C-5 of the CARPC Personnel Manual governing an employee's use of vacation leave

CARPC personnel policies allow for an employee to "carry forward" one years' worth of vacation leave. This provision is intended to accommodate those employees who are not able to use all their earned vacation leave due to heavy workload.

Section C-5, Section 2, of the CARPC Personnel Manual reads as follows.

2) **Use of Vacation Credits and Bookkeeping**

- a) For bookkeeping purposes, vacation allowances and personal holidays may be added to personnel time sheets at one time for the entire calendar year.
- b) Employees may select the times to use vacation periods during the year, subject to concurrence by the Division Director or Executive Director. It is Commission policy to encourage employees to use all vacation credits annually. If, however, because of labor shortage or work requirements an employee should be persuaded to delay his/her vacation, it shall remain to the employee's credit. **When vacations are not taken during the year in which they are earned, such remaining vacation credits as employees may be carried forward into the next calendar year, upon notice of the employee to the Division Director or Executive Director. Except as provided for in paragraphs 2) c) and d) of this Section, if the leave is not taken by the end of that next calendar year, the employee loses the vacation allowance.**
- c) Employees who retire from the RPC under the provisions of the Wisconsin Retirement Act may carry over and use as terminal leave on retirement any unused annual leave which they were eligible to use during the previous year.
- d) Up to 80 hours of vacation leave may be retained in each individual employee's Vacation Bank. All hours held in the Vacation Bank shall be fully earned and remain to the credit of the employee until used or paid upon termination.

When the Commission hired its staff effective January 1, 2008, its employees retained all longevity and leave accrued under DCRPC and Dane County employment. Kamran Mesbah, a 19-year employee, had retained a total of 268 hours of vacation/holiday leave (plus 80 hours in the vacation "bank"). In 2008, after earning 232 hours of vacation/holiday leave (and using 136), Kamran will still have 364 hours of vacation/holiday leave remaining. According to CARPC personnel policies, he can carry forward 200 hours of vacation leave, which means he is in danger of **losing 164 hours of vacation leave** effective January 1, 2009. This is the equivalent of over 20 workdays and \$8,300.

Kamran has made every effort to use vacation leave whenever possible. However, in light of staff shortages – especially the Executive Director vacancy – it has not been possible for Kamran to take time off without bringing the Commission's work to a standstill. It is likely that he will be able to take more leave before the end of 2008, but it is not feasible for him to use all

remaining hours without substantially impacting Commission activities and halting the provision of necessary services to local communities.

Because this is a short-term problem (CARPC hopes to have an Executive Director in 2009, and Mike Rupiper will be assuming some stormwater plan review duties), it appears that it may be appropriate for the Commission to approve a one-time exception to CARPC policies to allow the carry-forward of all of Kamran's remaining vacation/holiday leave into 2009.

**Contact for Further Information:**

Chris Gjestson, Administrative Services Manager  
266-4138  
ChrisG@CapitalAreaRPC.org

**Re: Review of 2007 financial audit**

**Decision Items:**

1. Recommendation to CARPC to amend internal controls procedures to address deficiencies identified in 2007 audit

The CARPC 2007 financial audit and report have been completed by Schenck Business Solutions. Attached are the management letter and financial report for your review.

To summarize, the audit did not find any material weaknesses in the Commission's financial reports, and did not disclose any instances of noncompliance required to be reported under *Government Auditing Standards*. Two control deficiencies were identified by the audit, both of which were known by staff to exist. Schenck has made recommendations to address both deficiencies, which staff is prepared to follow and has already begun to address.

- 1) **Segregation of duties.** Audit Recommendation: "We recommend the Commission continue to monitor the transactions and the financial records of the Commission." The audit further recommends that financial accounts and records be reviewed by a Commission member, specifically: "1. Review of the monthly bank and investment records, including the checking account reconciliation, for unusual entries or transfers; 2. Compare available balances of the bank and investment statements and reconciliation to the recorded account balances on the general ledger; and 3. Review and sign off, as complete, the monthly bank and investment account reconciliation."

*Comment:* Staff has already discussed this with Treasurer Van Kampen, who is willing to provide the recommended review. Prior to each Executive Committee meeting, staff will meet with Mr. Van Kampen to review the latest bank statement, reconciliation, and general ledger to identify any unusual entries. The Commission has only one account, so only one bank statement will require review. The Committee may wish to consider recommending to the Commission that it amend its internal controls procedures to formalize this process; if the Committee agrees, staff will draft language for consideration at the Committee meeting of November 13.

- 2) **Year-End Closing and Financial Reporting.** Audit Recommendation: "We recommend the Commission continue reviewing the adjusting, closing and GASB 34 conversion entries along with the financial reports prepared by Schenck. While it may not be cost beneficial to hire additional staff to prepare these items, a thorough review of this information by appropriate staff of the Commission is necessary to obtain an adequate understanding of the Commission's financial report."

*Comment:* The Administrative Services Manager has spoken with the auditors about closing entries, and is comfortable that he will be sufficiently prepared to administer the necessary end-of-year adjusting entries.

**Other recommendation.** The audit also recommends that the internal controls procedures be amended to describe the accounts payable policies and procedures, in order to strengthen the effectiveness of that document in communicating the controls. If the Committee agrees, staff will draft language for consideration at the Committee meeting of November 13; the Committee may then review and recommend the change to the full Commission.

**Materials Presented with Item (NOT AVAILABLE ELECTRONICALLY; please call 266-4137 to review hard copy):**

1. Management Letter, December 31, 2007
2. Annual Financial Report, December 31, 2007

**Contact for Further Information:**

Chris Gjestson, Administrative Services Manager  
266-4138  
ChrisG@CapitalAreaRPC.org