

AGENDA

Meeting of the Budget and Personnel Panel of the Capital Area Regional Planning Commission

June 18, 2019

CCB Room 354, 210 Martin Luther King Jr. Blvd., Madison WI

10:00 AM

1. Roll Call
2. **Approval of the Minutes of the July 9, 2018 Budget and Personnel Panel Meeting (*actionable item*)**
3. Public Comment
4. **Consideration of BPP Support for Requesting the State Legislature Act to Allow CARPC to Independently Levy a Tax to Finance its Operations (*actionable item*)**

Motion made at July 9, 2018 that was referred to a later meeting:

The Budget and Personnel Panel of the Capital Area Regional Planning Commission supports reforming the funding structure for CARPC, requesting the state legislature act to allow CARPC to independently levy a tax to finance its operations, separating it from the county levy. The appointing authorities represented on the BPP will work to lobby for this reform in the upcoming state budget.

5. Overview of CARPC Work Program Activities
6. Review of the Preliminary 2020 Budget
7. **Approval and Adoption of the Preliminary CARPC 2020 Budget and Levy Charge to Dane County (*actionable item*)**
8. 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 hnub ua hauj lwm ua ntej yuav tuaj sib tham.

CARPC staff 608-266-4137 + TDD 608-266-4529

DRAFT MINUTES

Meeting of the Budget and Personnel Panel of the Capital Area Regional Planning Commission

July 9, 2018

CCB Room 354, 210 Martin Luther King Jr. Blvd., Madison WI

9:00 AM

Budget and Personnel Panel Members Present: Jerry Derr (Chair), Larry Palm (non-voting member), Joseph Parisi, Paul Soglin, Robert Wipperfurth

CARPC Staff Present: Linda Firestone, Steve Steinhoff

Others Present: Jon Becker, Renee Lauber, Anne Monks, Carlos Pabellon, Josh Wescott, Nick Zavos, Forbes McIntosh

1. Roll Call

Meeting was called to order at 9:01am by Chair Derr. Roll call was taken and quorum was established.

2. **Approval of the Minutes of the July 21, 2017 Budget and Personnel Panel Meeting (*actionable item*)**

Mr. Soglin moved to approve the minutes of the July 21, 2017, Budget and Personnel Panel meeting; Chair Derr seconded. The motion passed on a voice vote, with one abstention.

3. Public Comment

Mr. Becker, a member of the public, spoke about A Greater Madison Vision and problems he saw with the future scenario surveys. He suggested that CARPC's revenue stream from USA amendments and sewer reviews be controlled by the BPP.

4. Update of the Regional Land Use Plan (A Greater Madison Vision) and Review of the 2019 Budget

Mr. Palm gave an overview of AGMV and reviewed the handout (see attached).

Topics of discussion included:

- How members of the Steering Committee were selected;
- City of Madison representation on the Steering Committee;
- The need for a shared regional vision that encompasses the entire county and guides development decisions;
- The amount of time spent in 2017 by CARPC staff on AGMV (2.2-2.5 FTE);
- The need for CARPC to be restructured in order to be effective, be able to enforce regional planning, and be cost shared by multiple entities in the County;
- A comprehensive regional plan will be developed based on the results of the scenario surveys and then will need to be revised every five years;
- The roles of the mayors currently on the Steering Committee;
- An overview of the incentive program and the effort needed to reach a goal of 10,000 survey participants.

Mr. Soglin moved to receive the report; Mr. Wipperfurth seconded. The motion passed by unanimous voice vote.

5. **Approval and Adoption of the CARPC 2019 Budget and Levy Charge to Dane County (*actionable item*)**

Mr. Soglin moved to approve and adopt the CARPC 2019 budget and levy charge; Mr. Wipperfurth seconded.

Mr. Palm gave an overview of the 2019 budget and the steps used to develop it.

The motion passed on a voice vote with Mr. Soglin, Mr. Wipperfurth, and Mr. Derr voting yes; and Mr. Parisi voting no.

Mr. Parisi made the following motion:

The Budget and Personnel Panel of the Capital Area Regional Planning Commission supports reforming the funding structure for CARPC, requesting the state legislature act to allow CARPC to independently levy a tax to finance its operations, separating it from the county levy. The appointing authorities represented on the BPP will work to lobby for this reform in the upcoming state budget.

Mr. Soglin seconded.

CARPC's levy amount would appear as a separate line item on the tax levy in the same manner as MATC currently did. Mr. Soglin stated that he would vote in favor of this motion as long as it was understood that the BPP had to approve any change in the levy. If there was no BPP meeting, then the levy amount would continue at the previous year's levy amount. Any increase or decrease would need to be approved by the BPP.

Mr. Wipperfurth stated that he would vote no from a procedure standpoint because he wanted feedback from the membership of the Dane County Cities and Villages Association first. He agreed in principle with the motion, but since there was some time before the next legislature meets, he wanted feedback from DCCVA's members first.

Mr. Soglin supported referral to another BPP meeting in mid-October.

Mr. Derr was concerned about whether there would be restrictions on what the levy would be.

Mr. Palm stated that other RPCs in the state would support this as long as it was specific to just Dane County.

Mr. Soglin moved to refer this item to a meeting to be held as close as possible to mid-September; Mr. Wipperfurth seconded. The motion passed by unanimous voice vote.

6. **Adjournment**

Mr. Soglin moved to adjourn; Mr. Wipperfurth seconded. The motion passed unanimously on a voice vote. The meeting adjourned at 10:04 am.

Minutes recorded by Linda Firestone

A Greater Madison Vision



how we grow matters

Budget and Personnel Panel Meeting
July 9, 2018



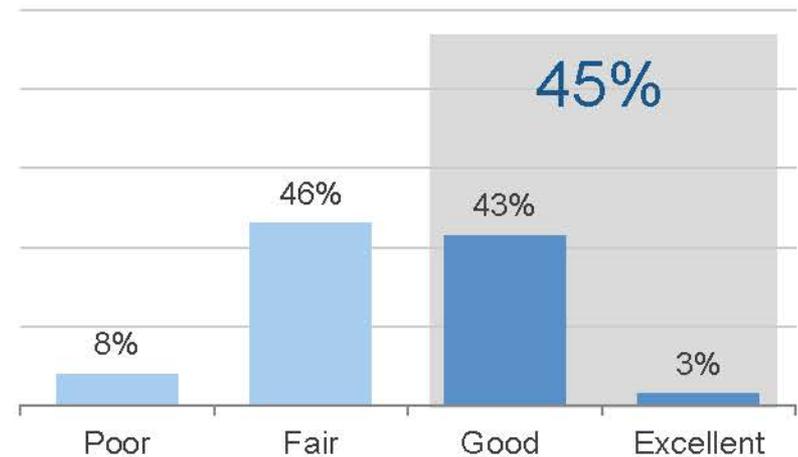
High importance for vision/long range plan

Importance of Having a Vision/Long Range Plan for Growth

Top 2 Box (Extremely/Very Important)



Performance Rating of Greater Madison Region on Planning and Preparing for Growth



How important is it that this region have a vision or a long range plan to deal with growth and make the quality of life in the region better?
How would you rate the performance of Greater Madison region when it comes to planning and preparing for growth in the region?

A Greater
Madison
Vision



how we grow matters

MISSION

Develop a shared vision and plan to guide public and private decisions about how the region grows, to foster exceptional quality of life, economic opportunities, and a healthy environment for all.

Steering Committee Roster

Click on a name on the roster below to view details, or simply scroll down!

Godwin Amegashie, SEED Consulting LLC

Ruben Anthony, Urban League

Juli Aulik, UW Health & UnityPoint Health – Meriter

Zach Brandon, Greater Madison Chamber

Dave Branson, Building and Construction Trades Council

Gurdip Brar, City of Middleton

Dan Brown, Ho-Chunk Gaming

Frank Byrne, St. Mary's Hospital

Justice Castañeda, Common Wealth Development

Sharon Corrigan, Dane County Board

Drake Daily, City of Sun Prairie

Jack Daniels III, Madison College

Denise Demarb, Madison Common Council

Chris Ehlers, Ehlers Development Co.

Paul Esser, City of Sun Prairie

Paulette Glunn, Northwest Dane Senior Services

Kari Grasee, American Family Insurance

James Hegenbarth, Park Bank

John Imes, Wisconsin Environmental Initiative

Paul Jadin, MadREP

Sharyl Kato, Rainbow Project

Nhi Le, Gener8tor

Sabrina Madison, Heymiss Progress

Mayra Medrano, Latino Chamber of Commerce

Ezra Meyer, Clean Wisconsin

Deb Nemeth, 1000 Friends of Wisconsin

Mark Opitz, Madison Area Transportation Planning Board

Kevin Oppermann, Highland Spring Farm

Leslie Orrantia, UW-Madison Office of Community Relations

Larry Palm, Capital Area Regional Planning Commission

Harold Rayford, African American Council of Churches

Keith Reopelle, Dane Co. Office of Energy and Climate Change

Andy Ross, Columbia Co. Economic Development Corp.

Carl Ruedebusch, Ruedebusch Development & Construction

Sue Springman, Village of Waunakee and Mullins Group

David Stark, Stark Company Realtors

Steve Staton, Village of Oregon

Andrew Statz, Madison Metropolitan School District

Nia Trammell, Urban League

James Tye, Clean Lakes Alliance

Lyle Updike, Town of Sun Prairie and Dane Co. Lakes and Watersheds

Troy Vosseller, Gener8tor

Donna Walker, Alliant Energy

Dan White, Filament Games

William White, WhiteFish Partners

Tom Wilson, Town of Westport

Gary Wolter, Madison Gas & Electric

Phillip Yang, Wisconsin Hmong Association

Timeline

2016

Phase 1: Where Are We?

Build the capacity for AGMV to succeed
Research best practices
Assess regional trends and current plans
Engage stakeholders and build public support

2017

Phase 2: Where Do We Want to Go?

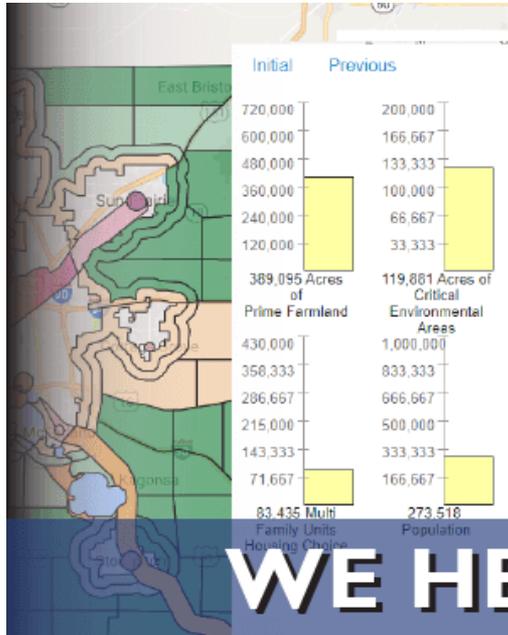
Engage the public and stakeholders on growth
and development priorities
Translate input into options and choices

2018

Phase 3: How Will We Get There?

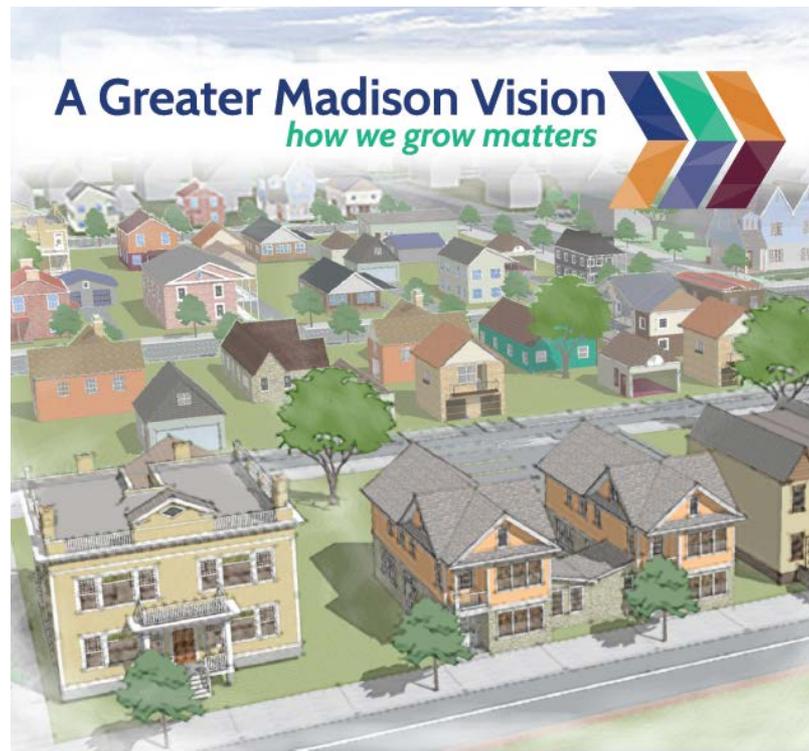
Participants evaluate and choose among options
Prepare action plan to implement vision
Build on collaborative relationships and improve
regional and sub-regional cooperation





WE HEARD FROM YOU IN 2017!

- 39 presentations
- 20 workshops
- 9 events
- 1100 people engaged



**CHOOSE AMONG THIS REGION'S
ALTERNATIVE FUTURES**

Take the survey online between
September 12 and November 12, 2018
to choose among alternative
futures for the region.

greatermadisonvision.com

BEGIN THE SURVEY

What are your priorities?

You start with a budget of 12 priority points. The points represent resources, such as time, money, and influence, that can be applied to address different types of change.

Step one: decide how you would divide the 12 points among the four change areas.

TODO explain drag and drop, use arrows to move up and down



POPULATION

Doubling of the aging population; increasing racial and ethnic diversity; changing housing and living preferences **FAST FACTS**



TECHNOLOGY

Driverless cars; job automation; artificial intelligence; ecommerce expansion **FAST FACTS**



SOCIETY

Less social cohesion across the state and country; less capacity for government to solve problems; reduced state and federal funding to local communities **FAST FACTS**



ENVIRONMENTAL CHANGES

Climate change; water pollution; groundwater reduction **FAST FACTS**



SELECT YOUR PREFERRED GROWTH OPTION

COMMUNITY



Household Cost: -\$327

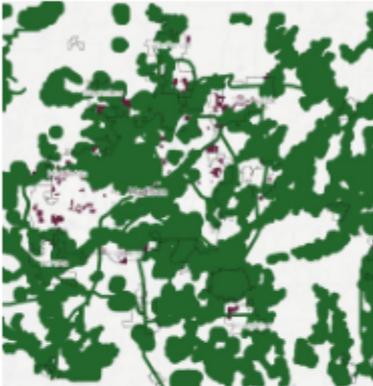
Vehicle Miles Traveled: -481

Housing Mix: 40%

Fiscal Costs: \$1.3 billion

Select

INNOVATION



Household Cost: -\$1,277

Vehicle Miles Traveled: -1208

Housing Mix: 56%

Fiscal Costs: \$911 million

Select

SELF-RELIANCE



Household Cost: \$964

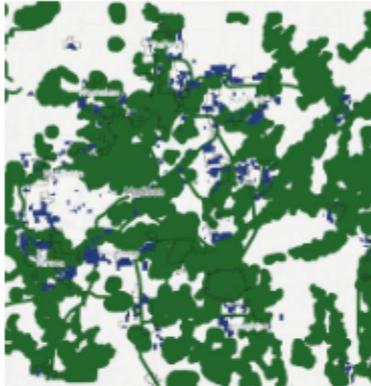
Vehicle Miles Traveled: 652

Housing Mix: 30%

Fiscal Costs: \$1.7 billion

Select

CONSERVATION



Household Cost: \$170

Vehicle Miles Traveled: 37

Housing Mix: 36%

Fiscal Costs: \$1.2 billion

Select



Engage for the Future to Win Funds for the Future Incentive Program for Youth Nonprofits



Help us gather public input on the Greater Madison region's future.



Encourage survey participation:
September 12 - November 12, 2018



Who can earn funds: Schools or
education-based youth programs



Application available now online:
greatermadisonvision.com

Deadline for nonprofit applications:
August 17th 2018

For more information contact
malissad@capitalarearpc.org

Ways You Can Help

- ✓ Endorse scenario survey
- ✓ Provide a quote
- ✓ Recommend Youth Incentive Program to groups
- ✓ Encourage employees to take the survey
- ✓ Participate in a launch day event

A vision and plan so
compelling that people
feel ownership and
commit to achieving it

2018 - 2040

Vision and Plan

Vision: selected story and picture

Plan: Interventions required to achieve vision

Regional Plans

Local Plans

Steering Committee Champions

Investments

Desired Outcomes

Capital Area Regional Planning Commission Overview of Work Program Activities

REGIONAL PLANNING

A Greater Madison Vision – engaging leaders and public in identifying priorities and a vision for future growth and changes through scenario planning

- 2019 – Analysis of scenario survey results and key findings, education and outreach to share results, explore possible vision statement
- 2020 and beyond – Maintain at reduced level

Regional Land Use Plan – prepare new plan to replace 1997 Dane County Land Use and Transportation Plan

- 2019 – apply priorities and outcomes from Greater Madison Vision to draft land use plan goals, solicit community input on goals
- 2020 – population, housing, employment and land demand projections; future land use map; community input, implementation strategies; preparation for update of regional land use inventory
- 2021 – adoption and use for update of Regional Transportation Plan update; update of regional land use inventory

Environmental Resources Planning

- 2019 – mapping environmentally sensitive areas outside current sewer service area boundaries, coordination of Waubesa Wetlands resource management plan, assist DNR with updating water quality assessment data, develop website for Water Quality Summary Plan
- 2019 and ongoing - USGS cooperative monitoring program coordination, Water Quality Plan amendments to sewer service area and environmental corridor boundaries; sewer extension and stormwater management plan reviews; regional planning for flood resilience
- 2020 and beyond - – Watershed-based water quality planning for non-point sources (EPA 9 Key Element planning)

Regional Plan Integration

- 2019 and ongoing – Implement recommendations of Joint MPO-CARPC Work Group for to increase integration of transportation, land use and environmental planning including colocation with MPO staff, and tools, data and mapping coordination; MadREP Advance Now 2.0 Steering Committee; Joint CARPC-DCLWC work group to advance volume trading recommendations of the joint Stormwater Technical Advisory Committee; Dane County Housing Initiative Steering Committee; WI Salt Wise Partnership; Clean Lakes Alliance Community Board and Strategic Implementation Committee
- Upcoming – discussions regarding potential for multi-county RPC; coordination with Dane County on update of regional land use inventory

SERVICES AND EDUCATION

- 2019 – Mapping and data services; monthly newsletter; continued expansion of online data portal
- 2020 – continued mapping and data services; other additional services as requested

Item 6 of BPP Agenda of 6/18/19 (1 page)

	A	O	P	Q	R	S
1	CARPC 2020 Preliminary Budget					
2						
3		2019 Budget Adopted 9/13/18	2020 Budget Preliminary (June 2019)	Change from 2019 to 2020		Notes for 2020
4	EXPENDITURES					
5	Personnel Services (includes Chairperson stipend)	\$ 8	8			
6	Salaries & Wages	\$584,510	\$648,016	\$63,505		step incr + 3.5% raise per D.C. + AdminSrv overlap 2 mo. + salary comparison adjustment
7	Workstudy / Interns/ Hourly	\$26,400	\$17,680	-\$8,720		2 interns @ hrly rate of \$17 (incr)
8	Retirement Fund	\$37,025	\$43,001	\$5,976		
9	Social Security / Medicare	\$46,735	\$50,926	\$4,191		
10	Unemployment Insurance Reimbursements	\$10,000	\$10,000	\$0		
11	Employee/Retiree Insurance	\$175,846	\$197,461	\$21,615		
12	Furloughs/Salary Reduction/Salary Savings	\$0	\$0	\$0		
13	Total Personnel Services	\$ 880,524	\$ 967,084	\$ 86,560		
14	Operating Expenses					
15	Commissioner Per Diem & Travel	\$6,000	\$6,500	\$500		
16	Employee Travel & Meeting Expenses	\$6,000	\$4,500	-\$1,500		
17	Training & Conferences	\$7,000	\$4,000	-\$3,000		(new ASM may need training)
18	Office Supplies & Expenses	\$14,000	\$8,000	-\$6,000		2020 factors: very limited AGMV meetings; no Ricoh lease; likely higher telephone costs; other move related costs
19	Equipment	\$14,000	\$10,000	-\$4,000		(get back on workstation renewal schedule), potentially higher costs for City specs
20	Dues / Membership Fees / Subscriptions	\$4,000	\$4,000	\$0		
21	GIS and Other Software	\$32,000	\$27,200	-\$4,800		2019 costs minus one-time 2019 move costs + higher--software costs (annual subs) + 7,200 for UrbanFootprint
22	Recruitment	\$500	\$500	\$0		(Admin Svcs Mngr recruitment?)
23	Office Space/Rent	\$50,000	\$50,000	\$0		As per sublease agreement
24	Legal Services	\$10,000	\$10,000	\$0		contingency in event of legal challenge to levy
25	Audit Services	\$10,000	\$10,000	\$0		New contract starting 2020
26	Financial Services	\$36,000	\$38,000	\$2,000		pays for both SWWDB & Paychex--anticipated increase
27	Insurance (package, D&O)	\$5,200	\$7,000	\$1,800		Potential for our insurance costs to go up b/c we are in a bldg with a restaurant on 1st floor
28	Moving Expenses	\$3,000	\$1,000	-\$2,000		possibly for temporary external document storage
29	Communications	\$10,000	\$0	-\$10,000		No AGMV activity
30	Total Operating Expenses	\$ 207,700	\$ 180,700	\$ (27,000)		
31	Contractual					
32	Server Storage	\$0	\$15,000	\$15,000		rough estimate. Needed for move off of county server
33	IM Services	\$18,000	\$20,000	\$2,000		based on quote from City IT (may still need due to contract for cloud services)
34	Other	\$5,000	\$0	-\$5,000		No AGMV contracting in 2020
35	Total Contractual	\$ 23,000	\$ 20,000	\$ (3,000)		
36	Pass-Thru Contracts					
37	Cooperative Water Resources Monitoring	\$ 104,074	\$114,000	\$9,926		contract costs increased in 2019
38	WDOT Rural Work Program (90% funded)	\$ 5,455	\$5,455	\$0		
39	Total Pass-Thru	\$ 109,529	\$ 119,455	\$ 9,926		
40						
41	Gross Total Expenditures	\$ 1,220,745	\$ 1,287,239	\$ 66,494		
42	LESS pass-thru	\$ (109,529)	\$ (119,455)	-\$9,926		
43	NET TOTAL Expenditures (Gross less pass-thru)	\$ 1,111,216	\$ 1,167,784	\$ 56,568		
44						
45	REVENUES					
46	Operating Revenues					
47	Fees: Sewer Extensions	\$40,000	\$42,000	\$2,000		higher fees implemented in 2019
48	Fees: USA/LSA Application Review	\$40,000	\$42,000	\$2,000		fees go up as staff costs increase
49	Fees: Annual Planning Conference Registration	\$0	\$0	\$0		
50	Local & Regional Planning Assistance	\$21,000	\$13,000	-\$8,000		sanitary district studies, comp plan, mapping, etc
51	MMSD	\$0	\$0	\$0		
52	EPA/DNR Water Quality Planning	\$80,000	\$80,400	\$400		
53	Grants and Donations	\$0	\$0	\$0		
54	Product Sales	\$0	\$0	\$0		
55	WDOT Transportation Plan Integration	\$5,457	\$5,457	\$0		
56	Other	\$0	\$0	\$0		
57	Pass-Thru (WDOT Rural Work Program)	\$5,455	\$5,455	\$0		
58	Pass-Thru (Coop. Water Resources Monitoring)	\$104,074	\$114,000	\$9,926		contract costs increased in 2019
59	Total Operating Revenues	\$ 295,986	\$302,312	\$ 6,326		
60	Nonoperating Revenues					
61	Total Dane County Property Tax	\$ 924,137	\$983,137	\$59,000		increase for personnel service 2020 - 2019: 3.5% increase + step increases
62	Interest Income (Less Bank Fees)	\$ 1,200	\$2,000	\$800		
63	Total Nonoperating Revenues	\$ 925,337	\$985,137	\$ 59,800		
64						
65	Gross Revenues	\$ 1,221,323	\$ 1,287,449	\$ 66,126		
66	LESS pass-thru	\$ (109,529)	\$ (119,455)	-\$9,926		
67	Net Revenues (Gross less pass-thru)	\$ 1,111,794	\$ 1,167,994	\$ 56,200		
68	CARPC Operating Reserves Applied			\$0		
69	Net Revenue + Reserves	\$1,111,794	\$1,167,994	\$ 56,200		
70						
71	Surplus/(Deficit)	\$ 579	\$ 211	-\$368		
72	CARPC Staff Accrued Leave Liability	\$ (25,000)	\$ (25,000)	\$0		
73	Previous Year End Net Assets					
74	Operating Reserves / Net Assets					
75	Unbilled Accounts Receivable	\$ 53,936	\$ 53,936			
76	EAV	\$ 59,290,719,550	\$ 63,913,689,150	\$4,622,969,600		
77	Certified budget rate (CBR)	0.001559%	0.001538%			