

AGENDA
of the Executive Committee
of the Capital Area Regional Planning Commission

December 7, 2020

Zoom Virtual Meeting

6:00 p.m.

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. You may participate in the meeting from your computer, tablet, smartphone, or telephone by registering at <https://us02web.zoom.us/j/89950333301?pwd=eW9uSkpXelhORDU1UDFMemJkcm12UT09>. (This registration link is unique to this meeting.) Registrants will receive an email with details on how to join the meeting. If you do not have Internet access, call Haley Smith at 608-474-6017 to register.

Speaking at RPC Meetings: Oral comments from registered members of the public may be heard for individual agenda items when called upon by the Chair. The time limit for testimony by each registrant will be 3 minutes unless additional time is granted at the discretion of the Chair. The RPC may alter the order of the agenda items at the meeting.

Written Communications: Written communications intended to be provided to the Commission as part of the packet should be received in the RPC office no later than noon, 7 days prior to the meeting. Written communications, including emails sent to info@capitalarearpc.org, received after this deadline will be provided to Commissioners at the meeting.

RPC Quorum may be Present: RPC Commissioners who are not members of the Executive Committee may attend Executive Committee meetings which may constitute a quorum of the RPC.

MISSION: Strengthen the region by engaging communities through planning, collaboration and assistance.

VISION: A region where communities create exceptional quality of life for all by working together to solve regional challenges.

1. Roll Call
2. **Approval of Minutes of the November 9, 2020 Executive Committee Meeting (*actionable item*)**
3. Public Comment
4. Discussion of Potential Improvements to CARPC Financial Systems
5. Discussion of Potential Amendments to CARPC 2021 Budget
6. Discussion of Potential Revisions to CARPC Bylaws
7. **Approval of December 2020 Disbursements and Treasurer's Report for November 2020 (*actionable item*)**
8. Future Agenda Items (Next meeting is January 11, 2020, via Zoom Virtual Meeting)
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 pab hnub ua hauj lwm ua ntej yuav tuaj sib tham.

DRAFT MINUTES
of the Executive Committee
of the Capital Area Regional Planning Commission

November 9, 2020 at 6:00 pm (via virtual Zoom Meeting)

Commissioners Present: Mark Geller, Kris Hampton, Peter McKeever, Larry Palm (Chair), David Pfeiffer (arrived 6:03 pm)

Commissioners Absent: Maureen Crombie

Staff Present: Sean Higgins, Mike Rupiper, Haley Smith, Steve Steinhoff

Others Present: None

1. Roll Call

Chair Palm called the meeting to order at 6:00 pm. Quorum was established.

2. **Approval of Minutes of the October 5, 2020 Executive Committee Meeting (*actionable item*)**

Mr. Hampton moved to recommend approval of the minutes of the October 5, 2020 Executive Committee meeting; Mr. Geller seconded. The motion passed on voice vote.

3. Public Comment

No members of the public attended the meeting.

4. **Authorization for Agency Director to Execute Planning Assistance Agreement with Town of Springfield (*actionable item*)**

Mr. McKeever moved to recommend authorization for the Agency Director to execute a planning assistance agreement with the Town of Springfield; Mr. Hampton seconded. Discussion ensued concerning the scope of services CARPC was providing. Mr. Steinhoff clarified, and the motion passed on a voice vote.

5. **Adoption of Revised Internal Control Procedures (*actionable item*)**

Mr. Geller moved to recommend adoption of revised internal control procedures; Mr. McKeever seconded. The motion passed on a voice vote.

6. **Authorization for Agency Director to Execute Annual Agreement with City of Madison for Transportation Planning Services in 2021 (*actionable item*)**

Mr. Pfeifer moved to recommend authorization for Agency Director to Execute the annual agreement with the City of Madison for transportation planning services in 2020; Mr. Hampton seconded. Discussion ensued about the billing arrangement. Mr. Steinhoff clarified and the motion passed on a voice vote.

7. **Authorization for Agency Director to Execute Memorandum of Understanding with the Southwest Workforce Development Board for Financial Services in 2021 (*actionable item*)**

Mr. Geller moved to recommend authorization for Agency Director to Execute a memorandum of understanding with the Southwest Workforce Development Board for financial services in 2021; Mr. McKeever seconded. Discussion ensued about the origins of CARPC's association with SWWDB and if

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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.

other options might be available. The contract may be terminated if the Agency decides to move in a different direction. The motion passed on a voice vote.

8. Authorization for Deputy Agency Director to Provide Letter of Support and Associated Financial Contribution to WI Salt Wise (*actionable item*)

Mr. McKeever moved to recommend authorization for Deputy Agency Director to provide a letter of support and associated financial contribution of \$5,000 in 2021 and 2022 to WI Salt Wise; Mr. Pfeifer seconded. Mr. Rupiper provided background on the reasons for the collaboration and contribution. The motion passed on a voice vote.

9. Approval of November 2020 Disbursements and Treasurer's Report for October 2020 (*actionable item*)

Mr. Geller moved to recommend approval of the November 2020 disbursements and Treasurer's report for October 2020; Mr. Hampton seconded. Discussion ensued about the level of detail provided. The motion passed on a voice vote.

10. Future Agenda Items (Next meeting is December 7, 2020 at 6:00 pm CST, via Zoom Virtual Meeting)

11. Adjournment

Mr. Hampton moved to adjourn; Mr. Pfeifer seconded. The meeting adjourned at 6:34 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:

Kris Hampton, Secretary

Re: Potential Improvements to CARPC Financials Systems**Requested Action:** None**Background:**

Transitions in staff bring opportunities to take a fresh look at, and potentially improve, existing systems. The recent retirement of the former Administrative Services Coordinator and hire of the new ASC, offers an opportunity to re-examine agency financial systems.

CARPC currently outsources its accounting, financial, payroll processing and some personnel administration activities to the Southwest Wisconsin Workforce Development Board (SWWDB) in Platteville, WI. This relationship began in 2014 based on a referral from the Southwest Wisconsin Regional Planning Commission (SWWRPC).

Staff Comments:

Staff has identified issues with the current financial systems. We would like to explore opportunities to address these issues and make potential improvements. Some improvements could be implemented immediately while others would require further investigation and potential changes to new systems and providers.

1. Issues with Current Systems

- a. Lack of Access to Our Data – CARPC staff does not have access to financial data in the SWWDB system which limits staff ability to carry out functions and creates duplication of work.
- b. System and / or Vendor Limitations – Under the SWWDB system, bank reconciliations are done manually by both CARPC and SWWDB and the payroll system is not integrated into the accounting software. No human resource software is used. Options for electronic payments are limited, and reports are not customizable.
- c. Duplication of Activities – Due to system limitations and lack of access to data, CARPC maintains spreadsheets of expense and revenue transactions, payroll and personnel data, makes manual additions to reports for approval and must wait for invoices to be created and returned to us so they be uploaded to letterhead and sent out to customers.
- d. Timing Issues - Because Commission and the Executive Committee meetings are held early in the month, it is difficult to get accurate financials produced from the preceding month from SWWDB and included in the packets each month. This requires staff to produce manual reports which is duplicative.
- e. Level of Detail – CARPC financial packets include higher levels of detail than is customary for similar organizations. For example, the listing of estimated payments anticipated for the coming month for approval, most of which are regular recurring expenses. Detailed financial information is also included in the monthly meeting packets for public review.

2. Potential Short-Term Improvements

- a. Introduce a month lag in the Statement of Operations – This would enable the Executive Committee to review statements produced by SWWDB (attached) and avoid CARPC staff having to manually produce a separate Statement of Operations. It would also enable the Committee to review monthly balance statements.
- b. Streamline expenditure information provided to the Executive Committee – staff prepared a sample expenditure report for review

3. Potential Long-Term Improvements – This would require switching to a new accounting system, mostly run in-house with oversight and financial statement preparation from an outside local CPA firm or other entity that works with local government agencies. Staff would like to conduct research on the following questions.

- a. What are the other regional planning commission’s doing?
- b. What are the governmental, compliance, regulatory and system requirements we must meet?
- c. Can we find an outside party to provide oversight and produce our financials for us?

Attachments:

- 1. SWWDB system-generated Balance Sheet as of 09/30/20
- 2. SWWDB system-generated Statement of Operations as of 09/30/20
- 3. Potential streamlined disbursements report

Staff Contact:

Haley Smith
Administrative Services Coordinator
608-474-6017
HaleyS@capitalarearpc.org

Next Steps:

Potentially implement short term improvements. Authorize staff to investigate other options for consideration.

General Ledger System

Capital Area Regional Planning
 For User: d.thousand
 Agency Balance Sheet

September 2020

Page: Page 1 of 2
 Date: 11/22/2020
 Time: 7:30:41 AM

Account Description	Balance Amount	Totals
Assets:		
1000 CASH	\$37,537.56	
1001 MONEY MARKET ACCOUNT	\$108,129.81	
1002 LGIP ACCOUNT	\$700,023.99	
1105 PROJECT AND GRANT RECEIVA	\$61,506.01	
1110 UNBILLED ACCOUNTS RECEIVA	\$45,121.54	
1151 PREPAID INSURANCE	\$1,368.61	
1152 PREPAID DENTAL INS.	\$580.95	
1153 PREPAID HEALTH INSURANCE	\$11,877.44	
1154 PREPAID DISABILITY	\$158.98	
1155 PREPAID RENT	\$3,835.54	
1156 PREPAID LIFE INSURANCE	\$145.34	
1157 PREPAID PARKING	\$113.76	
1165 PREPAID LICENSES	\$9,870.92	
1200 FURNITURE AND EQUIPMENT	\$7,171.66	
1201 ACCUM DEP-FURNITURE/EQUIP	(\$2,510.13)	
1210 RIGHT OF USE ASSET	\$6,076.50	
1211 ACCUMULATED AMORTIZATION	(\$506.40)	
Total assets		<u>\$990,502.08</u>
Liabilities:		
3000 ACCOUNTS PAYABLE	\$9,583.59	
3005 ACCRUED PAYROLL	\$21,798.21	
3031 GARNISHMENTS	\$422.68	
3202 WRS	\$6,240.08	
3300 UNUSED VACATION, WELLNESS	\$49,360.58	
3500 SICK LEAVE ACCRUAL PAY	\$111,409.20	
3600 DEFERRED/UNEARNED REVENUE	\$274,641.43	
3650 INVEST IN CAPITAL ASSETS	\$4,661.53	
3655 INVEST IN RIGHT OF USE	\$5,570.10	
3700 Prior Year Balance	\$43,321.37	
Total liabilities		<u>\$527,008.77</u>

General Ledger System

Capital Area Regional Planning
For User: d.thousand
Agency Balance Sheet

September 2020

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Date: 11/22/2020
Time: 7:30:42 AM

Account Description	Balance Amount	Totals
Prior year fund balance	\$346,529.19	
Current fund balance	\$116,964.12	
Total liabilities and fund balance:		<u>\$990,502.08</u>

(Funds included: ALL)

General Ledger System

Capital Area Regional Planning
 For User: d.thousand
 Agency Statement of Operations

Page: Page 1 of 2
 Date: 11/22/2020
 Time: 7:33:17 AM

September 2020

Revenues

Account	-----Monthly-----			-----YTD-----			Annual estimated	Unrealized	Pct
	Estimated	Actual	Pct	Estimated	Actual				
5101 DANE COUNTY PROP TAX-OTH	\$81,928.00	\$81,928.08	100.00%	\$737,352.00	\$737,352.72	\$983,137.00	\$245,784.28	75.00%	
5201 WI DOT RURAL WORK PROGRA	\$454.00	\$0.00	0.00%	\$4,086.00	\$4,293.84	\$5,457.00	\$1,163.16	78.68%	
5202 EPA/DNR WATER PLANNING	\$6,700.00	\$45,752.38	682.87%	\$60,300.00	\$81,842.85	\$80,400.00	(\$1,442.85)	101.79%	
5220 COOP WATER RESOURCE MO	\$9,500.00	\$9,500.00	100.00%	\$85,500.00	\$85,500.00	\$114,000.00	\$28,500.00	75.00%	
5301 FEES - SEWER EXTENSIONS	\$3,500.00	\$3,000.00	85.71%	\$31,500.00	\$37,600.00	\$42,000.00	\$4,400.00	89.52%	
5302 FEES-USA/LSA APP REVIEW	\$3,500.00	\$9,061.71	258.91%	\$31,500.00	\$66,856.93	\$42,000.00	(\$24,856.93)	159.18%	
5304 LOCAL & REG PLAN ASSIST	\$2,333.00	\$0.00	0.00%	\$20,997.00	\$2,370.11	\$28,000.00	\$25,629.89	8.46%	
5402 MPO FORECASTING	\$0.00	\$898.40	0.00%	\$0.00	\$898.40	\$0.00	(\$898.40)	0.00%	
5403 DOT PLAN INTEGRATION	\$555.00	\$1,340.99	241.62%	\$4,995.00	\$4,742.22	\$6,670.00	\$1,927.78	71.10%	
5501 INTEREST INCOME	\$250.00	\$40.32	16.13%	\$2,250.00	\$3,288.34	\$3,000.00	(\$288.34)	109.61%	
Total Revenues	\$108,720.00	\$151,521.88	139.37%	\$978,480.00	\$1,024,745.41	\$1,304,664.00	\$279,918.59	78.54%	

Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6101 DIRECT SALARIES	\$56,948.00	\$63,219.48	111.01%	\$512,532.00	\$414,886.47	\$683,376.00	\$268,489.53	60.71%	
6102 COMPENSATED LEAVE TIME	\$0.00	\$11,341.53	0.00%	\$0.00	\$91,753.24	\$0.00	(\$91,753.24)	0.00%	
6105 FICA BENEFITS	\$4,356.00	\$5,172.50	118.74%	\$39,204.00	\$36,036.30	\$52,278.00	\$16,241.70	68.93%	
6116 LIFE INSURANCE	\$20.00	\$21.57	107.85%	\$180.00	\$184.29	\$240.00	\$55.71	76.79%	
6117 DENTAL INSURANCE	\$1,154.00	\$926.00	80.24%	\$10,386.00	\$7,788.79	\$13,850.00	\$6,061.21	56.24%	
6118 HEALTH INSURANCE	\$14,955.00	\$11,865.82	79.34%	\$134,595.00	\$110,031.57	\$179,471.00	\$69,439.43	61.31%	
6119 DISABILITY INSURANCE	\$33.00	\$36.89	111.79%	\$297.00	\$314.73	\$400.00	\$85.27	78.68%	
6120 INDIRECT EMPLOYEE BENEFIT	\$0.00	\$0.00	0.00%	\$0.00	\$189.22	\$0.00	(\$189.22)	0.00%	
6121 EMPLOYER WRS	\$3,583.00	\$3,119.97	87.08%	\$32,247.00	\$30,653.66	\$43,001.00	\$12,347.34	71.29%	
6122 UNEMPLOYMENT	\$833.00	\$0.00	0.00%	\$7,497.00	\$1,602.04	\$10,000.00	\$8,397.96	16.02%	
6125 CONTRACTED SERVICES	\$0.00	\$23.20	0.00%	\$0.00	\$1,963.25	\$0.00	(\$1,963.25)	0.00%	
6130 MEALS	\$0.00	\$0.00	0.00%	\$0.00	\$37.87	\$0.00	(\$37.87)	0.00%	
6150 EMPLOYEE TRAVEL	\$375.00	\$96.03	25.61%	\$3,375.00	\$840.51	\$4,500.00	\$3,659.49	18.68%	
6170 CONFERENCE	\$166.00	\$300.00	180.72%	\$1,494.00	\$1,322.68	\$2,000.00	\$677.32	66.13%	
6171 TRAINING	\$166.00	\$89.99	54.21%	\$1,494.00	\$723.99	\$2,000.00	\$1,276.01	36.20%	
6172 MEMBERSHIP/SUBSCRIPT/DUE	\$491.00	\$99.00	20.16%	\$4,419.00	\$3,332.36	\$5,900.00	\$2,567.64	56.48%	
6250 SUPPLIES	\$666.00	\$1,154.68	173.38%	\$5,994.00	\$2,623.99	\$8,000.00	\$5,376.01	32.80%	
6251 PRINTING	\$0.00	\$27.14	0.00%	\$0.00	\$476.11	\$0.00	(\$476.11)	0.00%	

General Ledger System

Capital Area Regional Planning
 For User: d.thousand
 Agency Statement of Operations

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 Date: 11/22/2020
 Time: 7:33:17 AM

September 2020

Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended	Pct
	Budget	Expenditures	Pct	Budget	Expenditures				
6252 POSTAGE	\$0.00	\$1.60	0.00%	\$0.00	\$44.25	\$0.00	(\$44.25)	0.00%	
6253 WEBHOSTING	\$0.00	\$0.00	0.00%	\$0.00	\$135.84	\$0.00	(\$135.84)	0.00%	
6265 EQUIPMENT	\$833.00	\$938.99	112.72%	\$7,497.00	\$2,509.14	\$10,000.00	\$7,490.86	25.09%	
6270 SOFTWARE	\$1,666.00	\$776.21	46.59%	\$14,994.00	\$7,973.24	\$20,000.00	\$12,026.76	39.87%	
6275 IT SERVICES	\$2,083.00	\$911.64	43.77%	\$18,747.00	\$8,104.22	\$25,000.00	\$16,895.78	32.42%	
6310 RENT	\$3,848.00	\$3,835.54	99.68%	\$34,632.00	\$34,519.86	\$46,180.00	\$11,660.14	74.75%	
6320 MOVING EXPENSES	\$166.00	\$0.00	0.00%	\$1,494.00	\$0.00	\$2,000.00	\$2,000.00	0.00%	
6330 TELEPHONE	\$0.00	\$174.06	0.00%	\$0.00	\$1,363.54	\$0.00	(\$1,363.54)	0.00%	
6341 ADMINISTRATIVE FEES	\$0.00	\$76.99	0.00%	\$0.00	\$78.79	\$0.00	(\$78.79)	0.00%	
6411 OUTREACH & EDUCATION	\$0.00	\$0.00	0.00%	\$0.00	\$168.00	\$0.00	(\$168.00)	0.00%	
6414 COOP WATER RESOURCE MO	\$9,500.00	\$61,600.00	648.42%	\$85,500.00	\$92,400.00	\$114,000.00	\$21,600.00	81.05%	
6415 TRANSPORT PLANNING SERVI	\$454.00	\$898.40	197.89%	\$4,086.00	\$5,457.00	\$5,456.00	(\$1.00)	100.02%	
6416 COMMUNICATIONS	\$41.00	\$0.00	0.00%	\$369.00	\$0.00	\$500.00	\$500.00	0.00%	
6417 URBAN FOOTPRINT	\$0.00	\$264.22	0.00%	\$0.00	\$2,377.98	\$0.00	(\$2,377.98)	0.00%	
6420 AUDIT	\$833.00	\$0.00	0.00%	\$7,497.00	\$8,500.00	\$10,000.00	\$1,500.00	85.00%	
6422 COMMISSION PER DIEM	\$399.00	\$240.00	60.15%	\$3,591.00	\$5,120.00	\$4,788.00	(\$332.00)	106.93%	
6423 COMMISSION TRAVEL	\$399.00	\$0.00	0.00%	\$3,591.00	\$556.86	\$4,788.00	\$4,231.14	11.63%	
6425 LEGAL SERVICES	\$833.00	\$0.00	0.00%	\$7,497.00	\$1,118.00	\$10,000.00	\$8,882.00	11.18%	
6430 PAYCHEX FEES	\$0.00	\$269.42	0.00%	\$0.00	\$2,738.63	\$0.00	(\$2,738.63)	0.00%	
6432 FINANCIAL SERVICES	\$3,166.00	\$2,465.00	77.86%	\$28,494.00	\$22,185.00	\$38,000.00	\$15,815.00	58.38%	
6440 RECRUITMENT	\$41.00	\$286.00	697.56%	\$369.00	\$1,241.00	\$500.00	(\$741.00)	248.20%	
6501 INSURANCE	\$308.00	\$296.42	96.24%	\$2,772.00	\$2,661.12	\$3,700.00	\$1,038.88	71.92%	
6502 WORKER'S COMP	\$291.00	\$244.08	83.88%	\$2,619.00	\$2,236.22	\$3,500.00	\$1,263.78	63.89%	
6560 DEPRECIATION	\$0.00	\$119.53	0.00%	\$0.00	\$1,075.77	\$0.00	(\$1,075.77)	0.00%	
6565 AMORTIZATION EXPENSE	\$0.00	\$50.64	0.00%	\$0.00	\$455.76	\$0.00	(\$455.76)	0.00%	
Total Expenditures	\$108,607.00	\$170,942.54	157.40%	\$977,463.00	\$907,781.29	\$1,303,428.00	\$395,646.71	69.65%	
Excess (Deficit)	\$113.00	(\$19,420.66)		\$1,017.00	\$116,964.12	\$1,236.00	(\$115,728.12)		

(Funds included: ALL)

**Capital Area Regional Planning Commission
Monthly Disbursements / Bank Reconciliation
For the Period Ending November 30,2020**

Operating Account						
Date	Check #	Description	X	Withdrawals	Deposits	Balance
10/31/20		Ending Balance (Reconciled)				\$ 72,935.49
11/04/20	DP	From Pinnacle Engineering Group/Invoice 567	X		400.00	73,335.49
11/04/20	DP	From Village of Mt Horeb/Invoice 568	X		3,604.87	76,940.36
11/04/20	ACH	Payroll A/Direct deposit	X	(16,251.16)		60,689.20
11/05/20	ACH	Payroll A/Paychex EIB invoice	X	(84.44)		60,604.76
11/05/20	ACH	Payroll A/Deferred compensation contributions	X	(320.00)		60,284.76
11/05/20	ACH	Payroll A/Paychex TPS taxes	X	(6,494.69)		53,790.07
11/06/20	ACH	Payroll A/Wisconsin Dept of Revenue	X	(422.68)		53,367.39
11/09/20	XFR	Transfer from Money Market account	X		30,000.00	83,367.39
11/12/20	DP	From employee/dental reimbursement	X		636.22	84,003.61
11/12/20	DP	From employee/dental reimbursement	X		1,656.00	85,659.61
11/12/20	DP	From City of Madison/Invoice 569	X		11,306.11	96,965.72
11/13/20	9661	Arthur J Gallagher/Director's & Officers Policy	X	(2,865.00)		94,100.72
11/13/20	9662	AT&T/November phone service	X	(174.64)		93,926.08
11/13/20	9663	Dane County Treasurer/December employee parking	X	(113.76)		93,812.32
11/13/20	9664	Packerland/Mat rental	X	(23.20)		93,789.12
11/13/20	9665	Pelion Benefits/Retiree payout	X	(23,163.53)		70,625.59
11/13/20	9666	Ricoh USA/Maintenance agreement	X	(27.60)		70,597.99
11/13/20	9667	Securian Financial Group/Employee life insurance	X	(102.25)		70,495.74
11/13/20	9668	Selective Insurance Co/Commercial insurance policy	X	(690.00)		69,805.74
11/13/20	9669	Supranet Communications Inc/Internet service provider	X	(895.00)		68,910.74
11/16/20	PPAL	Sustain Dane Summit/Caitlin Shanahan	X	(62.19)		68,848.55
11/18/20	DP	From City of Fitchburg/Invoice 525	X		400.00	69,248.55
11/18/20	DP	From City of Madison/Invoices 529 and 558	X		1,400.00	70,648.55
11/18/20	XFR	Transfer from Money Market account	X		28,000.00	98,648.55
11/18/20	ACH	Payroll B/Direct deposit	X	(15,299.75)		83,348.80
11/19/20	ACH	Payroll B/Paychex EIB invoice	X	(84.44)		83,264.36
11/19/20	ACH	Payroll B/Paychex OAB invoice	X	(99.00)		83,165.36
11/19/20	ACH	Payroll B/Deferred compensation contributions	X	(350.00)		82,815.36
11/19/20	ACH	Payroll B/Paychex TPS taxes	X	(5,910.10)		76,905.26
11/23/20	XFR	Transfer from Money Market account	X		30,000.00	106,905.26
11/24/20	PPAL	Sustain Dane Summit/Steve Steinhoff	X	(62.19)		106,843.07
11/25/20	ACH	ETF/WRS remittance	X	(6,488.17)		100,354.90
11/25/20	9670	Constant Contact Inc/Marketing renewal		(168.00)		100,186.90
11/25/20	9671	Dane County Treasurer/December employee parking (1)		(14.22)		100,172.68
11/25/20	9672	Dean Health Plan/December premiums		(9,969.37)		90,203.31
11/25/20	9673	DeForest Times-Tribune/Subscription renewal		(46.95)		90,156.36
11/25/20	9674	Delta Dental/December premiums		(974.94)		89,181.42
11/25/20	9675	Haley Smith/Expense report	X	(77.85)		89,103.57
11/25/20	9676	Herald Independent-McFarland Tribune/Subscription renewals		(46.95)		89,056.62
11/25/20	9677	Kris Hampton/Expense report per diems		(80.00)		88,976.62
11/25/20	9678	Maureen Crombie/Expense report per diems	X	(120.00)		88,856.62
11/25/20	9679	Ricoh USA/Maintenance agreement (missed invoice)		(22.84)		88,833.78
11/25/20	9680	Sean Higgins/Expense report		(62.45)		88,771.33
11/25/20	9681	The Courier/Subscription renewal		(46.95)		88,724.38
11/25/20	9682	The Verona Press/Subscription renewal		(48.00)		88,676.38
11/25/20	9683	Waunakee Tribune/Subscription renewal		(46.95)		88,629.43
11/25/20	DP	From Sun Prairie Partners LLC			600.00	89,229.43
11/25/20	DP	From Town of Springfield			204.91	89,434.34
11/25/20	DP	From Snyder & Associates Inc			600.00	90,034.34
11/25/20	DP	From Town of Berry			60.50	90,094.84
11/30/20	DP	From Snyder & Associates Inc			400.00	90,494.84
11/30/20	ADJ	Cleared checks		(14,456.92)		76,037.92
11/30/20	SC	Annual security fee		(25.00)		76,012.92
Totals					\$ (106,191.18)	\$ 109,268.61

Bank Reconciliation	
11/30/20 Statement Ending Balance	\$ 87,540.54
Plus: Deposits in transit	-
Subtotal	87,540.54
Less: Outstanding Checks (12)	(11,527.62)
11/30/20 Adjusted Bank Balance	\$ 76,012.92
Difference	\$ -

Re: Potential Amendments to CARPC 2021 Budget

Requested Action: None

Background:

CARPC adopted a 2021 budget on September 10, 2020. Since then, events have occurred that impact this budget.

Staff Comments:

Potential amendments for CARPC’s 2021 budget include additional expenses/reduced revenues for reduction of property tax levy billing, a personnel change, and contribution to the Wisconsin Salt Wise program. These total \$46,093.

These expenses are offset by additional revenue from CARPC’s operating reserve, increased fee revenue from review of Sewer Service Area amendments, and from Wisconsin Department of Natural Resources, which total \$46,178.

Detailed descriptions of recent events that have occurred and their impact on the CARPC 2021 budget:

1. Property Tax Revenue

- a. Additional Expense: Dane County adopted a budget that reduced General Purpose Revenue (GPR funded by county property tax levy) to small departments by 2.5%. CARPC adopted resolution 2020-08 on June 11, 2020, in which CARPC resolved to “amend its 2021 budget to align with for the average change in general purpose revenue levels approved for small departments in the final County adopted budget, up to a 2.5% reduction in CARPC’s billing to Dane County.” This results in a reduction in county levy billing of \$24,578.
- b. Funding Source: As identified in a budget option presented to the Commission at its June 11 meeting, this shortfall is funded in the proposed amended budget by drawing on the agency’s “rainy day fund,” or its operating reserves.

2. Personnel

- a. Additional Expense: CARPC’s Environmental Resources Planner (ERP) left the agency this Fall. She was working to obtain her Physical Engineering license so she could assume the responsibilities previously held by CARPC’s Environmental Engineer (EE), who left the agency earlier in the year. Upon learning that the ERP resigned, management decided to recruit for the EE position. This position was filled on November 23. The salary range for the EE is higher than that of the ERP, which will increase estimated 2021 personnel expenses by \$16,515.
- b. Funding Sources: This increase is funded by increased revenues from the Department of Natural Resources (DNR) and from Sewer Service Area amendment fees. Recent communications with DNR indicate an increase in funding of \$9,600 to a total of \$90,000. SSA amendment fees in 2020 exceeded budgeted levels by more than 100%. The adopted 2021 budget did not adequately reflect this increased level of activity. Proposed budget amendments include an increase of \$12,000 in SSA fee revenues, to a total of \$51,000.

3. Contribution

- a. Additional Expense: In November 2020, CARPC approved funding of \$5,000 in 2021 and 2022 for the Wisconsin Salt Wise program.
- b. Funding for this comes from increased revenue from SSA amendment fees.

Attachments:

- 1. CARPC 2021 Budget – Proposed Amendments

Staff Contact:

Steve Steinhoff
Agency Director
608-474-6010
steves@capitalarearpc.org

Next Steps:

Finalize budget amendments. Post public hearing notice. Hold public hearing. Take action on amended budget.

	A	C	D	E	F	G
1	CARPC 2021 Budget (Amended Proposed January 14, 2021)					
3		2021 Budget Adopted September 10, 2020	2021 Budget Amended Proposed January 14 2021	Change from Adopted to Amended		Notes for Changes from Adopted to Proposed Amendments
4	EXPENDITURES					
5	Personnel Services (includes Chairperson stipend)					
6	Salaries & Wages	\$635,065	\$649,275	\$14,210		Environmental Engineer replaces ERP - cost increase
7	Workstudy / Interns/ Hourly	\$18,082	\$18,082	\$0		
8	Retirement Fund	\$44,007	\$45,001	\$995		
9	Social Security / Medicare	\$49,966	\$51,053	\$1,087		
10	Unemployment Insurance Reimbursements	10,000	10,000	\$0		
11	Employee/Retiree Insurance	213,759	213,982	\$223		
12	Furloughs/Salary Reduction/Salary Savings	0	0	\$0		
13	Total Personnel Services	\$ 970,878	\$ 987,393	\$ 16,515		
14	Operating Expenses					
15	Commissioner Per Diem & Travel	\$11,000	\$11,000	\$0		
16	Employee Travel & Meeting Expenses	\$4,500	\$4,500	\$0		
17	Training & Conferences	\$5,500	\$5,500	\$0		
18	Office Supplies & Expenses	\$8,000	\$8,000	\$0		
19	Equipment/Furniture	\$10,000	\$10,000	\$0		
20	Dues / Membership Fees / Subscriptions	\$5,900	\$5,900	\$0		
21	GIS and Other Software	\$19,500	\$19,500	\$0		
22	Recruitment	\$500	\$500	\$0		
23	Office Space/Rent	\$47,103	\$47,103	\$0		
24	Legal Services	\$9,500	\$9,500	\$0		
25	Audit Services	\$8,800	\$8,800	\$0		
26	Financial Services	\$35,087	\$35,087	\$0		
27	Technology Services (was in Contractual in 2020)	\$19,000	\$19,000	\$0		
28	Insurance (Commercial, D&O)	\$7,500	\$7,500	\$0		
29	Moving Expenses	\$0	\$0	\$0		
30	Communications	\$500	\$500	\$0		
31	Contractual	\$500	\$500	\$0		
32	Contributions & Donations	\$0	\$5,000	\$5,000		Salt Wise Contribution - new line item
33	Depreciation & Amortization	\$2,042	\$2,042	\$0		
34	Total Operating Expenses	\$ 194,933	\$ 199,933	\$ 5,000		
35	Pass-Thru Contracts					
36	Cooperative Water Resources Monitoring	\$114,400	\$119,736	\$5,336		Updated to reflect contract cost increase in 2021
37	WDOT Rural Work Program (Pass-thru to MPO)	\$5,457	\$5,457	\$0		
38	Total Pass-Thru	\$ 119,857	\$ 125,193	\$ 5,336		
39						
40	Gross Total Expenditures	\$ 1,285,668	\$ 1,312,519	\$ 26,851		
41	LESS pass-thru	\$ (119,857)	\$ (125,193)	-\$5,336		
42	NET TOTAL Expenditures (Gross less pass-thru)	\$ 1,165,811	\$ 1,187,326	\$ 21,515		

CARPC 2021 Budget Proposed Amendments

	A	C	D	E	F	G
44	REVENUES					
45	Operating Revenues					
46	Fees: Sewer Extensions	\$42,000	\$42,000	\$0		
47	Fees: USA/LSA Application Review	\$39,000	\$51,000	\$12,000		2020 Actual as of 10-31: \$70,462
48	Fees: Planning Conference Registration			\$0		
49	Local & Regional Planning Assistance	\$15,000	\$15,000	\$0		
50	MMSD			\$0		
51	EPA/DNR Water Quality Planning	\$80,400	\$90,000	\$9,600		based on recent communications
52	Grants and Donations			\$0		
53	Product Sales			\$0		
54	WDOT Rural Transportation Work Program	\$5,357	\$5,357	\$0		
55	Other			\$0		
56	Pass-Thru (WDOT Rural Trans Work Pgm)	\$5,457	\$5,457	\$0		
57	Pass-Thru (Coop. Water Resources Monitoring)	\$114,400	\$119,736	\$5,336		Updated to reflect contract cost increase in 2021
58	Total Operating Revenues	\$301,614	\$328,550	\$26,936		
59	Nonoperating Revenues					
60	Total Dane County Property Tax	\$983,137	\$983,137	\$0		
61	Property Tax Billing		-\$24,578	-\$24,578		2.5% reduction = County Adopted budget-small depts
62	Interest Income (Less Bank Fees)	\$1,000	\$1,000	\$0		
63	Total Nonoperating Revenues	\$984,137	\$959,559	-\$24,578		
64						
65	Gross Revenues	\$ 1,285,751	\$ 1,288,109	\$ 2,358		
66	LESS pass-thru	\$ (119,857)	\$ (125,193)	-\$5,336		
67	Net Revenues (Gross less pass-thru)	\$ 1,165,894	\$ 1,162,916	\$ (2,978)		
68	CARPC Operating Reserves Applied	\$0	\$24,578	\$24,578		Draw from "rainy day fund" for COVID based shortfall
69	Net Revenue + Reserves	\$1,165,894	\$1,187,494	\$21,600		
70						
71	Surplus/(Deficit)	\$ 83	\$ 168	\$85		
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	\$ 51,146	\$ 51,146	\$0		
76	EAV	\$70,070,629,900	\$70,070,629,900	\$0		
77	Certified budget rate (CBR)	0.001403%	0.001403%			

Re: Potential Revisions to CARPC Bylaws**Requested Action:** None**Background:**

CARPC periodically reviews its bylaws to identify revisions that may be needed or helpful.

Staff Comments:

The Executive Chairperson and other staff made draft revisions to CARPC bylaws to:

- To improve clarity with wording and organization changes
- Address the role of Executive Committee – allowing it to make policy recommendations

Attachments:

1. CARPC Bylaws – Proposed Amendments – with Track Changes
2. CARPC Bylaws – Proposed Amendments – without Track Changes

Staff Contact:

Steve Steinhoff
Agency Director
608-474-6010
steves@capitalarearpc.org

Next Steps:

Review proposed amendments with Commission. Finalize amendments. post and hold public hearing. Consider amendments at meeting after public hearing. If no changes made to that reviewed at public hearing, act on amendments. If changes are made, consider for action at subsequent meeting (no additional public hearing required). If amended, post notice to CARPC website.

Bylaws of the Capital Area Regional Planning Commission

Revised: June 11, 2020



Capital Area Regional Planning Commission

100 State Street, Suite 400

Madison, Wisconsin 53703

(608) 474-6017

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Bylaws of the Capital Area Regional Planning Commission

For the purposes of these Bylaws, the collective membership appointed to serve on the Capital Area Regional Planning Commission will be referred as the “Commission” and the organization will be referred to as the “Agency.”

ARTICLE I — MEMBERSHIP

Section 1: Commission Appointments

- a. The Commission shall be appointed in a manner consistent with the Governor’s Executive Order #197, dated May 2, 2007.
- b. The Commission is composed of thirteen (13) members:
 1. four (4) appointed by the City of Madison,
 2. three (3) by Dane County,
 3. three (3) by the Dane County Cities and Villages Association, and
 4. three (3) by the Dane County Towns Association.
- c. All appointments will serve until a new appointment to the Commission has been made by the respective appointing authority.
- d. ~~At no point shall an~~ Agency employee shall not be appointed as a Commissioner. A Commissioner is able to be an Agency employee provided they are appointed as a Commissioner first.

~~If a Commissioner does not attend two Commission meetings in a row without notice, a letter will be sent to the appropriate appointing authority.~~

Section 2: Removal of Members

Any member of the Commission may be removed for cause by their appointing authority. Cause shall be defined as neglect of duty, official misconduct, or malfeasance in office. The determination of cause by an appointing authority is final and binding.

Section 3: Member Decorum

Members and Agency staff shall maintain decorum as a representative of the Commission.

Section 4: Attendance

Members of the Commission are expected to attend Commission meetings or to notify the Secretary or their appointee in advance when they are unable to attend. If a Commissioner does not attend two Commission meetings in a row without such notice, the Secretary or their appointee shall communicate such absences to their appointing authority.

ARTICLE II — MEETINGS

Section 1. Meetings

- a. Regular meetings of the Commission shall be held as determined by the body, but at least ~~least six (6)~~ times a year once per quarter.
- b. The first meeting of the Commission in January shall constitute the Annual Meeting, whereupon officers will be elected in accordance with Article III Section 2.
- c. A special meeting of the Commission may be called at any time by its Chairperson.
- e. ~~A special meeting must be called by the Chairperson must set a special meeting if~~ requested in writing by two (2) or more Commissioners. The meeting must occur between ten (10) and twenty (20) working days from the date ~~the written~~ request is received ~~by the Chairperson~~.
- d. ~~The term "Commission meeting" as used in these Bylaws shall be defined as a quorum of the Commission.~~

Section 2-: Notice of Meetings

Public notice of all meetings of the Commission shall be given in compliance with Wis. Stats. § 19.84. ~~The Presiding Officer~~The Chairperson or designee shall prepare and distribute ~~in writing~~ notice of each meeting to each Commissioner. Notice shall state the date, time, and place of the meeting; ~~whether it is to be an Annual or Special meeting~~ the subject matters of the meeting, and if convening in closed session.

Section 3-: Public Hearing Notices

In accordance with Wis. Stats. § 66.1001(4)(d) and § 65.90, the Commission shall provide at least thirty (30) day public hearing notice for the following items:

- a. adoption or amendments of regional plans;
- b. amendments to regional plans, including adjustments of urban and limited service areas and major changes to environmental corridors;
- c. adoption of the annual budget and budget amendments; and
- a.d. amendments to these Bylaws. Items not designated as needing a public hearing notice shall follow Wis. Stats. § 19.84 for public notice.

Section 4-: Public Meetings

Wis. Stats. § 19.83 shall apply to all meetings of the Commission and its committees and subcommittees. Members of the public may register and speak on any item on the agenda in accordance with the policies of the Commission and noticed on the agenda.

Section 5: Closed Session

Wis. Stats. § 19.85 permits the Commission to meet in closed session by a majority motion of the body. The agenda will indicate the nature of the business to be considered and the specific exemption under Wis. Stats. § 19.85 that apply.

Section 65-: ~~Meetings by Telephone or Similar Communications Equipment~~Virtual Meeting Participation

Commissioners may participate ~~in a meeting of the Commission by means of telephone or similar communications equipment provided via designated electronic methods as long as that~~ all persons participating ~~in the meeting~~ can hear each other. Participation ~~in a meeting~~ in such manner shall constitute present for quorum.

Section ~~67~~: Agendas

Items shall be placed on the agenda:

- a. by the Chairperson;
- b. if requested by a Commissioner during the previous Commission meeting; or
- c. if requested by two (2) Commissioners in writing to the Chairperson at least seventy-two (72) hours before the meeting.

The order of business for all regular meetings of the Commission shall include, but not be limited to: roll call; approval of minutes; and opportunity for public comments.

No action will be taken on any matter ~~at a meeting of the Commission~~ that is not included on the agenda.

Section ~~78~~: Quorum

A quorum shall be required for the conduct of any business, determined as a majority of all Commissioners. In the event that a Commissioner recuses themselves from voting, that Commissioner shall count for the purpose of quorum, as long as the Commissioner remains present at the meeting.

Section ~~98~~: Voting

Each Commissioner shall be entitled to one vote. Commissioners present shall vote in favor, in opposition, or abstain when a question is put. The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved and open to public inspection to the extent prescribed in Wis. Stats. § 19.21.

Unless otherwise provided by Article II Section 10, the vote of a majority of the Commissioners present shall be controlling on any matter voted upon. The manner in which the Commission votes shall be determined by the body, except that no~~The use of secret ballot shall not be utilized except for the election of officers (Wis. Stats. § 19.88(1)).~~

In the event a Commissioner recuses themselves from voting, that Commissioner shall not engage in discussions or actions on that item. ~~Unless otherwise provided by Article II Section 9, the vote of a majority of the Commissioners present shall be controlling on any matter voted upon. The manner in which the Commission votes shall be determined by the body, except that no secret ballot shall be utilized except for the election of officers (Wis. Stats. § 19.88(1)).~~

Section ~~109~~: Supermajority Vote

- a. A ~~Supermajority~~ ~~supermajority~~ ~~Vote~~ ~~vote~~ of at least eight (8) Commissioners shall be required for the following actions:
 1. ~~The~~ ~~the~~ amendment or adoption of any regional plan; for the purposes of this Section, “regional plan” shall include the Dane County Water Quality Management Plan and be further defined as set out in the state regional planning commission law, Wis. Stats. § ~~6066~~.0309, and in state smart growth laws Wis. Stats. § 66.1001(2);~~;~~
 2. ~~Removal~~ ~~removal~~ of Officers (see Article III Section 3);~~;~~
 3. ~~The~~ ~~the~~ appointment and removal of the Executive Director (see Article VI Section 1);~~;~~ and
 4. ~~All~~ ~~all~~ amendments and repeals to these Bylaws (see Article X Section 1).
- b. All ~~Supermajority~~ ~~supermajority~~ ~~Votes~~ ~~votes~~ shall be stated as motions to approve or accept a matter, rather than as a motion to disapprove, deny or reject a matter. Negative motions shall be out of order.

Section ~~1011~~: Reconsideration

- a. ~~A-Commissioners~~ on the prevailing side of a decision can move for reconsideration of an action, ~~including Supermajority Votes in one of two ways:~~
1. ~~During~~ during the meeting, with a motion for reconsideration made after the vote is taken ~~but before adjournment, or~~
 2. ~~After~~ after the meeting, with a written request to the Chairperson by two (2) Commissioners no less than seventy-two (72) hours prior to the next Commission meeting.
- b. ~~Upon receipt of the request, the Chairperson shall place the item on the next agenda.~~
- c. ~~To determine if an item is in order to be considered,~~ a majority vote of the Commission will ~~first~~ be ~~necessary~~ required to consider the item.
- ~~a.d. Once the item has been placed on the agenda, if~~ the item falls under Article II Section 9, a ~~Supermajority vote is needed to pass the item will be required.~~
- e.
- ~~b.f. Regardless of the outcome, no further reconsideration of that action will be allowed.~~

Section ~~1112~~ Meeting Procedural Rules

Robert's Rules of Order shall govern the conduct of all meetings of the Commission, ~~and its~~ committees and subcommittees except when these Bylaws ~~or adopted Commission Policy~~ states otherwise.

ARTICLE III — OFFICERS

Section ~~1~~ Designation of Officers

The officers of the Commission shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer. Only Commissioners shall be eligible to serve as officers of the Commission.

Section ~~2~~ Selection and Term

The Commission shall elect officers at the beginning of the Annual Meeting. Officers shall take office immediately and conduct the Annual Meeting at which they are elected.

~~They~~ Officers shall hold their offices until the next Annual Meeting of the Commission ~~or, if the Commissioner is no longer a member of the Commission, resignation or have been removed in the manner hereinafter provided.~~

Section ~~3~~ Removal of Officers

~~Any officer may be removed by a Supermajority Vote of Commissioners. The Commission may deliberate on the removal of an officer by a request in writing to the Chairperson from two (2) Commissioners no less than seventy-two (72) hours prior to a Commission meeting to be added to the agenda.~~

~~Removal of an officer requires a supermajority vote of Commissioners. The Chairperson shall act on a request in writing by two (2) Commissioners no less than seventy-two (72) hours prior to a Commission meeting to be added to the next meeting agenda.~~

Section 4-: Vacancies

If any office of the Commission becomes vacant ~~for any reason~~, the Commission shall elect by majority vote a successor, unless a vote is made by the Commission to hold a vacancy until a subsequent meeting.

Section 5-: Chairperson

The Chairperson of the Commission shall preside, with full voting rights, at all Commission meetings.

The Chairperson ~~acting as Presiding Officer~~ shall be responsible for overseeing that Commission meeting agendas are prepared, legally noticed, and distributed to members in a timely fashion.

The Chairperson is authorized to sign or execute documents on behalf of the Commission, including proclamations, ~~resolutions~~ and citations ~~of the Commission~~. The Chairperson shall perform such other duties as are required of them by law or these Bylaws and as are assigned from time to time by the Commission.

The Commission may vote to designate the Chairperson as an Executive Chairperson, who is an Agency employee and who performs additional duties outlined in the Executive Chairperson job description.

Section 6-: Vice Chairperson

In the absence of the Chairperson ~~or in the event of their inability to act, or in the event of a vacancy in the position or at the request~~ of the Chairperson, the Vice Chairperson may temporarily perform the duties of the Chairperson. ~~and~~

~~In~~ In the absence of other officers, the Vice Chairperson may sign on behalf of the Secretary or Treasurer on matters for the Commission.

~~The~~ The Vice Chairperson shall also perform such other duties as are required of them by these Bylaws and as are assigned to them by the Commission.

Section 7-: Secretary

The Secretary of the Commission shall cause all records of the Commission, including its resolutions, transactions, findings, Commissioner attendance, determinations and any other records ~~required by law or Commission policy~~, to be maintained as required by law, these Bylaws or Commission policy. The Secretary shall sign all adopted minutes of Commission meetings, adopted resolutions, and execute all documents and papers required to be countersigned.

The Secretary shall also perform such other duties as are required of them by these Bylaws and as are assigned to them from time to time by the Commission.

Section 8-: Treasurer

The Treasurer of the Commission shall cause the keeping of an accurate record of all receipts and disbursements of the Commission, including signing the monthly Treasurer's Report.

The Treasurer shall also perform such other duties as are required of them by these Bylaws and as are assigned to them from time to time by the Commission.

ARTICLE IV — BUDGET AND PERSONNEL PANEL

Section 1-: Panel Membership

The Budget and Personnel Panel ("Panel") shall be composed of:

- a. the Mayor of the City of Madison;
- b. the Dane County Executive;
- c. the President of the Dane County Towns Association;
- d. the President of the Dane County Cities and Villages Association; and
- e. the Chairperson of the Commission, who shall serve as a non-voting member.

Section 2-: Panel Responsibilities

The Panel shall have, on behalf of and with advice of the Commission, the following powers:

- a. to establish the levy and user fees and adopt the annual operating budget for the Commission. The Panel may adopt a levy less than the statutory maximum;
- b. to hire the Executive Director from a list of three candidates selected by the Commission; and
- c. to remove the Executive Director, at pleasure.

The Panel may act on the business referred to in ~~paragraphs b1. through b3. Article IV, Section 2 of this Section~~ only at a meeting at which all four voting members of the Panel are present.

Section 2-: Panel Disbanding

The Panel may, by a vote of three of its four voting members, disband and transfer to the Commission its responsibilities.

ARTICLE V — COMMITTEES

Section 1-: Designation of Committees

~~The Commission shall have an Executive Committee as a standing committee, and other such committees as it deems necessary for the accomplishment of its purposes.~~ Standing committees must be designated in these Bylaws.

The Commission may create ad hoc and other committees of the Commission through a resolution which must indicate:

- a. name of proposed committee,
- b. purpose and function of proposed committee,
- c. number of members, including number of non-commission members,

- d. determination of committee chairperson, who shall preside, with full voting rights, at all of the committee's ~~meetings, and~~ meetings, and
- e. anticipated date of committee dissolution.

At no time shall a committee have more than six (6) Commissioners as members. If a committee does not meet for at least six (6) months, it is ~~considered~~ no longer considered active and shall be placed on the next Commission agenda for determining the status of the committee.

Appointment of members to ad hoc ~~other~~ committees shall be made by the Chairperson of the Commission. ~~Membership to the Executive Committee shall be made according to Article V Section 2 of these Bylaws.~~

Section 2-: Executive Committee

The Executive Committee is designated as a standing committee designed to provide advice and counsel to the Executive Director and the Commission on the operations of the Agency, including management, budget, personnel, and ~~contracts~~ finances.

~~Unless delegated by the full Commission, the Executive Committee is not intended to make policy. Decisions made by the Executive Committee acting as the Personnel Committee may be appealed to the full Commission upon request by the Executive Director or employee.~~

The Executive Committee shall be appointed by the Commission at the Annual Meeting and shall consist of officers of the Commission and up to two (2) additional Commissioners. The Executive Committee shall be comprised of not less than one (1) representative from each appointing authority. The Chairperson of the Commission serves as the Chairperson of the Executive Committee.

The Executive Committee shall have the ~~below~~ following duties and responsibilities:

- a. Budget:
 1. Present a proposed annual budget to the Commission on or about June 1 of each year;
 2. ~~Approve or disapprove disbursements on behalf of the Commission; and~~ Periodically review the adopted annual budget and to recommend to the Commission changes as appropriate.

~~Approve transfers between expenditure line items of the adopted Commission budget unless the transfer changes the gross total expenditures.~~

- b. Personnel:
 1. Conduct the performance evaluations of the Executive Director or, in the event of a vacancy the next director in the adopted organization chart;
 2. Review staff appeals of disciplinary actions, including proposed terminations;
 - ~~4-3.~~ Review staff appeals of decisions regarding employee grievances;
 4. Recommend to the Commission the hiring and firing of the Executive Director;
 - ~~2-5.~~ Recommend to the Commission the hiring of the Agency Director and the Division Directors;
 - ~~3-6.~~ Review and recommend to the Commission changes in employee job descriptions;
 7. Review and recommend to the Commission changes to the organizational chart;
 8. May administer exit interviews of employees who are leaving Commission employment.

- c. Administrative:
 1. Review and recommend the Annual Work Plan;
 2. Periodically review and recommend changes to these Bylaws;
 - ~~2-3.~~ Periodically review and recommend changes to Commission Policy, if adopted;
 - ~~3-4.~~ Periodically review and recommend changes to the Employee Handbook

Financials:b.d.

1. Approve agency expenditures and disbursements as determined in Article VII Section 3;
 2. Approve contracts as stipulated in Commission Policy.
- ~~a. Conduct the performance evaluations of the Executive Director or, in the event of a vacancy of the Executive Director, the Agency Director;
Review staff appeals of disciplinary actions, including proposed terminations;
Review staff appeals of decisions regarding employee grievances; and
Recommend to the Commission the hiring of the Agency Director and the Division Directors.~~

~~The Executive Committee may administer exit interviews of employees who are leaving Commission employment.~~

~~Other:~~

~~Have additional powers and responsibilities as specified by the Commission.~~

The Executive Committee may have additional powers and responsibilities as specified by the Commission through the adoption of a resolution.

~~The Executive Committee may administer exit interviews of employees who are leaving Commission employment. Decisions made by the Executive Committee acting as the Personnel Committee may be appealed by employees to the full Commission upon request by the Executive Director or employee.~~

The Executive Committee shall not adopt any item requiring a ~~s~~Supermajority ~~v~~Vote under Article II Section 9.

The Executive Committee shall report its actions to the Commission at the next scheduled meeting.

Section 3-: Personnel Committee

The Executive Committee shall be considered the Personnel Committee.

Section 4-: Appointment to Other Boards, Commissions, and Committees

The Chairperson, on behalf of the Commission, may make appointments for Commission positions on boards, commissions, and committees of other entities as it deems necessary for the effective fulfillment of the Commission's purposes.

ARTICLE VI — PERSONNEL

Section 1-: Executive Director

The Executive Director shall be the chief administrative officer of the Commission and shall serve under a renewable employment contract~~contract of up to five (5) years. Said contract may be renewed at the discretion of the Commission.~~

Appointment of an Executive Director shall be made by the Budget and Personnel Panel under the provisions of Article IV Section 2(b) of these Bylaws.

If the hiring authority of the Budget and Personnel Panel has been transferred to the Commission, appointment shall be made by the Commission, and require a ~~s~~Supermajority ~~v~~Vote.

~~The Executive Director shall be the chief administrative officer of the Commission and shall serve under a contract of up to five (5) years. Said contract may be renewed at the discretion of the Commission.~~

Section 2.-: Duties of the Executive Director

The Executive Director, in consultation with the Executive Committee and Chairperson, shall be responsible for the performance of such duties ~~as assigned by the Commission and~~ as described in the Executive Director job description, including but not limited to:

- a. implementation of adopted Agency mission and vision;
- b. development of an annual budget and management of financial resources;
- c. development and implementation of an Annual Work Program;
- a. ~~supervision, direction, and oversight of the conduct and performance of staff; a. hiring and firing of staff.;~~
 - b. ~~supervision, direction, and oversight of the conduct and performance of staff;~~
 - c. ~~planning, organization, and prioritization of the activities of the Agency; and~~
 - d. ~~development and management of an annual budget and work plan to implement the goals and objectives of the Agency.~~

~~The Executive Director shall be the chief administrative officer of the Commission and shall serve at the pleasure of the Budget and Personnel Panel, or if the hiring authority of the Budget and Personnel Panel has been transferred to the Commission, at the pleasure of the Commission.~~

If the Executive Director position is vacant, these duties ~~shall be assumed by the Agency Director~~ may be designated by the Commission to another agency employee; and /or the Chairperson, ~~if so designated by the Commission.~~

Section 3. ~~Other Personnel~~

The Commission shall establish such employee positions as necessary for the fulfillment of the Commission's ~~purposes-mission and vision~~ and set the rate of pay and other compensation and benefits for such employee positions.

ARTICLE VII — BUDGET AND FINANCES

Section 1. ~~Annual Budget~~

The Executive Director ~~shall work with the~~and Chairperson ~~shall~~to present to the Executive Committee a proposed annual budget, which will include a recommended levy amount, prior to May 1 of each year.

The Executive Committee shall present to the Commission the recommended budget for review prior to June 1 of each year, and subsequently forwarded to the Budget and Personnel Panel prior to July 1 ~~for final approval and adoption~~.

The Commission shall direct the Chairperson to certify to the County Clerk an Agency levy charge, prior to August 1 of each year, ~~the proportionate amount of the budget charged to the County~~.

Once the County levy has been determined, the Commission's annual budget shall be adopted by the Commission prior to October 1 of each year, per Wis. Stats. § 66.0309.14(a).

Section 2. ~~Deposits and Investments~~

All funds of the Agency shall be deposited as designated for this purpose by the Commission.

Funds of the Agency not immediately needed for expenditure may be invested by the Executive Director, with the approval of the Treasurer, to the extent and in investments permitted by the Commission under the law.

~~Subject to the provision for investments in Article VIII Section 3, all funds of the Agency not otherwise employed shall be deposited in such depository or depositories as are designated for this purpose by the Commission.~~

~~Section 3. Investments~~

~~Funds of the Agency not immediately needed for expenditure may be invested by the Executive Director, with the approval of the Treasurer, to the extent and in investments permitted the Commission under the law.~~

Section 43. Authorization of Disbursements

The disbursement of Agency funds for ordinary and necessary operating expenses shall be submitted by the Executive Director for approval by the Executive Committee. When the Executive Committee does not meet, approval of disbursement of funds may be made by the Chairperson with consultation of the Treasurer.

No disbursements for items outside the ordinary and necessary operating expenses, of the Agency, such as consultant contracts and expenditures above an amount may be made unless approved by the Commission Policy.

Section 54. Execution of Checks

All checks, drafts, or other orders for the payment of Agency funds shall be signed by the Executive Director and the Chairperson or Treasurer of the Commission.

Section ~~65~~: Compensation and Expenses of Commissioners

Commissioners may receive a per diem compensation for a maximum of one (1) meeting per day, regardless of the number of meetings attended in the service of the Commission.

~~Meeting compensation~~Per Diem and mileage reimbursement rates will be determined annually by the Commission.

Commissioners ~~shall~~may also be reimbursed for actual, reasonable, and necessary expenses incurred as members of the Commission in carrying out the work of the Commission. Reimbursements by Commissioners shall be authorized and paid as specified in Section C-3 (Employee Expenses) in the CARPC personnel manual.

If the Commission designates the Chairperson as the Executive Chairperson as determined in Article IV Section 5, the Commission may compensate the Chairperson for the performance of those duties~~—~~. If the Chairperson is so compensated, they shall not also receive a per diem ~~compensation~~.

Section ~~76~~: Execution of Contracts

~~Upon delegation by the Commission, the Chairperson or, upon authorization by the Commission, an Agency staff person shall execute any contract or other instrument authorized by the Commission. The Chairperson or a member of staff shall execute any contract or other instrument authorized by the Commission.~~ The Secretary is authorized to countersign when required.

Section ~~87~~: Accounting Year

The accounting year of the Agency for all purposes shall be the calendar year.

ARTICLE VIII — MISCELLANEOUS

Section ~~1~~: Legal Compliance

In the event that any part of these Bylaws should in any manner be contrary to or inconsistent with any provision of law, such provision of law or resolutions shall ~~prevail~~prevail, and these Bylaws shall be ineffective to the extent of such contradiction or inconsistency.

Section ~~2~~: Seal

~~The Agency shall have an official seal, which shall contain the following legend: "CAPITAL AREA REGIONAL PLANNING COMMISSION".~~

ARTICLE IX — BYLAWS AMENDMENT OR REPEAL

Section ~~1~~: Procedure

Any proposal for amendment or repeal of these Bylaws is a ~~s~~Supermajority ~~v~~Vote under Article II Section 9. The following procedure will be used:

- a. amendment will be presented to the Executive Committee for review and recommendation to the Commission,
- b. amendments must be first considered at a meeting of the Commission and designated as a Public Hearing item in the agenda,

- c. if there are no changes to the proposed amendments to these Bylaws, action may be taken at the next Commission meeting,
- d. if there are changes to the proposed language, they shall be placed on the next Commission meeting agenda but cannot be acted upon until the meeting after the amendment is presented and no additional changes are made. No additional Public Hearing is necessary.

These Bylaws were originally adopted by the Commission on November 8, 2007, and last amended on ~~June 11, 2020~~xxx.



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Bylaws of the Capital Area Regional Planning Commission

Revised: June 11, 2020



Capital Area Regional Planning Commission

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Bylaws of the Capital Area Regional Planning Commission

For the purposes of these Bylaws, the collective membership appointed to serve on the Capital Area Regional Planning Commission will be referred as the “Commission” and the organization will be referred to as the “Agency.”

ARTICLE I — MEMBERSHIP

Section 1: Commission Appointments

- a. The Commission shall be appointed in a manner consistent with the Governor’s Executive Order #197, dated May 2, 2007.
- b. The Commission is composed of thirteen (13) members:
 1. four (4) appointed by the City of Madison,
 2. three (3) by Dane County,
 3. three (3) by the Dane County Cities and Villages Association, and
 4. three (3) by the Dane County Towns Association.
- c. All appointments will serve until a new appointment to the Commission has been made by the respective appointing authority.
- d. An Agency employee shall not be appointed as a Commissioner. A Commissioner is able to be an Agency employee provided they are appointed as a Commissioner first.

Section 2: Removal of Members

Any member of the Commission may be removed for cause by their appointing authority. Cause shall be defined as neglect of duty, official misconduct, or malfeasance in office. The determination of cause by an appointing authority is final and binding.

Section 3: Member Decorum

Members and Agency staff shall maintain decorum as a representative of the Commission.

Section 4: Attendance

Members of the Commission are expected to attend Commission meetings or to notify the Secretary or their appointee in advance when they are unable to attend. If a Commissioner does not attend two Commission meetings in a row without such notice, the Secretary or their appointee shall communicate such absences to their appointing authority.

ARTICLE II — MEETINGS

Section 1: Meetings

- a. Regular meetings of the Commission shall be held as determined by the body, but at least once per quarter.
- b. The first meeting of the Commission in January shall constitute the Annual Meeting, whereupon officers will be elected in accordance with Article III Section 2.
- c. A special meeting of the Commission may be called at any time by its Chairperson.

- d. A special meeting must be called by the Chairperson if requested in writing by two (2) or more Commissioners. The meeting must occur between ten (10) and twenty (20) working days from the date request is received.

Section 2: Notice of Meetings

Public notice of all meetings of the Commission shall be given in compliance with Wis. Stats. § 19.84. The Chairperson or designee shall prepare and distribute notice of each meeting to each Commissioner. Notice shall state the date, time, and place of the meeting; the subject matters of the meeting, and if convening in closed session.

Section 3: Public Hearing Notices

In accordance with Wis. Stats. § 66.1001(4)(d) and § 65.90, the Commission shall provide at least thirty (30) day public hearing notice for the following items:

- a. adoption or amendments of regional plans;
- b. amendments to regional plans;
- c. adoption of the annual budget and budget amendments; and
- d. amendments to these Bylaws.

Section 4: Public Meetings

Wis. Stats. § 19.83 shall apply to all meetings of the Commission and its committees and subcommittees. Members of the public may register and speak on any item on the agenda in accordance with the policies of the Commission and noticed on the agenda.

Section 5: Closed Session

Wis. Stats. § 19.85 permits the Commission to meet in closed session by a majority motion of the body. The agenda will indicate the nature of the business to be considered and the specific exemption under Wis. Stats. § 19.85 that apply.

Section 6: Virtual Meeting Participation

Commissioners may participate via designated electronic methods as long as all persons participating can hear each other. Participation in such manner shall constitute present for quorum.

Section 7: Agendas

Items shall be placed on the agenda:

- a. by the Chairperson;
- b. if requested by a Commissioner during the previous Commission meeting; or
- c. if requested by two (2) Commissioners in writing to the Chairperson at least seventy-two (72) hours before the meeting.

The order of business for all regular meetings of the Commission shall include, but not be limited to: roll call; approval of minutes; and opportunity for public comments.

No action will be taken on any matter that is not included on the agenda.

Section 8: Quorum

A quorum shall be required for the conduct of any business, determined as a majority of all Commissioners. In the event that a Commissioner recuses themselves from voting, that Commissioner shall count for the purpose of quorum, as long as the Commissioner remains present at the meeting.

Section 9: Voting

Each Commissioner shall be entitled to one vote. Commissioners present shall vote in favor, in opposition, or abstain when a question is put. The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved and open to public inspection to the extent prescribed in Wis. Stats. § 19.21.

Unless otherwise provided by Article II Section 10, the vote of a majority of the Commissioners present shall be controlling on any matter voted upon. The use of secret ballot shall not be utilized except for the election of officers (Wis. Stats. § 19.88(1)).

In the event a Commissioner recuses themselves from voting, that Commissioner shall not engage in discussions or actions on that item.

Section 10: Supermajority Vote

- a. A supermajority vote of at least eight (8) Commissioners shall be required for the following actions:
 1. the amendment or adoption of any regional plan; for the purposes of this Section, “regional plan” shall include the Dane County Water Quality Management Plan and be further defined as set out in the state regional planning commission law, Wis. Stats. § 66.0309, and in state smart growth laws Wis. Stats. § 66.1001(2),
 2. removal of Officers (see Article III Section 3),
 3. the appointment and removal of the Executive Director (see Article VI Section 1), and
 4. all amendments and repeals to these Bylaws (see Article X Section 1).
- b. All supermajority votes shall be stated as motions to approve or accept a matter, rather than as a motion to disapprove, deny or reject a matter. Negative motions shall be out of order.

Section 11: Reconsideration

- a. Commissioners on the prevailing side of a decision can move for reconsideration of an action:
 1. during the meeting, with a motion for reconsideration made after the vote is taken but before adjournment, or
 2. after the meeting, with a written request to the Chairperson by two (2) Commissioners no less than seventy-two (72) hours prior to the next Commission meeting.
- b. Upon receipt of the request, the Chairperson shall place the item on the next agenda.
- c. To determine if an item is in order to be considered, a majority vote of the Commission will first be required to consider the item.
- d. If the item falls under Article II Section 9, a supermajority vote will be required.
- e.
- f. Regardless of the outcome, no further reconsideration of that action will be allowed.

Section 12: Meeting Procedural Rules

Robert's Rules of Order shall govern the conduct of all meetings of the Commission, committees and subcommittees except when these Bylaws or adopted Commission Policy states otherwise.

ARTICLE III — OFFICERS

Section 1: Designation of Officers

The officers of the Commission shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer. Only Commissioners shall be eligible to serve as officers of the Commission. Section 2: Selection and Term

The Commission shall elect officers at the beginning of the Annual Meeting. Officers shall take office immediately and conduct the Annual Meeting at which they are elected.

Officers shall hold their offices until the next Annual Meeting of the Commission or if the Commissioner is no longer a member of the Commission.

Section 3: Removal of Officers

The Commission may deliberate on the removal of an officer by a request in writing to the Chairperson from two (2) Commissioners no less than seventy-two (72) hours prior to a Commission meeting to be added to the agenda.

Removal of an officer requires a supermajority vote of Commissioners.

Section 4: Vacancies

If any office of the Commission becomes vacant, the Commission shall elect by majority vote a successor, unless a vote is made by the Commission to hold a vacancy until a subsequent meeting.

Section 5: Chairperson

The Chairperson of the Commission shall preside, with full voting rights, at all Commission meetings.

The Chairperson shall be responsible for overseeing that Commission meeting agendas are prepared, legally noticed, and distributed to members in a timely fashion.

The Chairperson is authorized to sign or execute documents on behalf of the Commission, including proclamations, resolutions, and citations. The Chairperson shall perform such other duties as are required of them by law or these Bylaws and as are assigned from time to time by the Commission.

The Commission may vote to designate the Chairperson as an Executive Chairperson, who is an Agency employee and who performs additional duties outlined in the Executive Chairperson job description.

Section 6: Vice Chairperson

In the absence of the Chairperson or at the request of the Chairperson, the Vice Chairperson may temporarily perform the duties of the Chairperson.

In the absence of other officers, the Vice Chairperson may sign on behalf of the Secretary or Treasurer on matters for the Commission.

The Vice Chairperson shall also perform such other duties as are required of them by these Bylaws and as are assigned to them by the Commission.

Section 7: Secretary

The Secretary of the Commission shall cause all records of the Commission, including its resolutions, transactions, findings, Commissioner attendance, determinations, and any other records to be maintained as required by law, these Bylaws or Commission policy. The Secretary shall sign all adopted minutes of Commission meetings, adopted resolutions, and execute all documents and papers required to be countersigned.

The Secretary shall also perform such other duties as are required of them by these Bylaws and as are assigned to them from time to time by the Commission.

Section 8: Treasurer

The Treasurer of the Commission shall cause the keeping of an accurate record of all receipts and disbursements of the Commission, including signing the monthly Treasurer's Report.

The Treasurer shall also perform such other duties as are required of them by these Bylaws and as are assigned to them from time to time by the Commission.

ARTICLE IV — BUDGET AND PERSONNEL PANEL

Section 1: Panel Membership

The Budget and Personnel Panel ("Panel") shall be composed of:

- a. the Mayor of the City of Madison;
- b. the Dane County Executive;
- c. the President of the Dane County Towns Association;
- d. the President of the Dane County Cities and Villages Association; and
- e. the Chairperson of the Commission, who shall serve as a non-voting member.

Section 2: Panel Responsibilities

The Panel shall have, on behalf of and with advice of the Commission, the following powers:

- a. to establish the levy and user fees and adopt the annual operating budget for the Commission. The Panel may adopt a levy less than the statutory maximum;
- b. to hire the Executive Director from a list of three candidates selected by the Commission; and
- c. to remove the Executive Director, at pleasure.

The Panel may act on the business referred to in Article IV, Section 2 only at a meeting at which all four voting members of the Panel are present.

Section 2: Panel Disbanding

The Panel may, by a vote of three of its four voting members, disband and transfer to the Commission its responsibilities.

ARTICLE V — COMMITTEES

Section 1: Designation of Committees

Standing committees must be designated in these Bylaws.

The Commission may create ad hoc and other committees of the Commission through a resolution which must indicate:

- a. name of proposed committee,
- b. purpose and function of proposed committee,
- c. number of members, including number of non-commission members,
- d. determination of committee chairperson, who shall preside, with full voting rights, at all of the committee's meetings, and
- e. anticipated date of committee dissolution.

At no time shall a committee have more than six (6) Commissioners as members. If a committee does not meet for at least six (6) months, it is no longer considered active and shall be placed on the next Commission agenda for determining the status of the committee.

Appointment of members to ad hoc committees shall be made by the Chairperson of the Commission.

Section 2: Executive Committee

The Executive Committee is designated as a standing committee designed to provide advice and counsel to the Executive Director and the Commission on the operations of the Agency, including management, budget, personnel, and finances.

The Executive Committee shall be appointed by the Commission at the Annual Meeting and shall consist of officers of the Commission and up to two (2) additional Commissioners. The Executive Committee shall be comprised of not less than one (1) representative from each appointing authority. The Chairperson of the Commission serves as the Chairperson of the Executive Committee.

The Executive Committee shall have the following duties and responsibilities:

- a. Budget:
 1. Present a proposed annual budget to the Commission on or about June 1 of each year;
 2. Periodically review the adopted annual budget and to recommend to the Commission changes as appropriate.
- b. Personnel:
 1. Conduct the performance evaluations of the Executive Director or, in the event of a vacancy the next director in the adopted organization chart;
 2. Review staff appeals of disciplinary actions, including proposed terminations;
 3. Review staff appeals of decisions regarding employee grievances;
 4. Recommend to the Commission the hiring and firing of the Executive Director;
 5. Recommend to the Commission the hiring of the Agency Director and the Division Directors;
 6. Review and recommend to the Commission changes in employee job descriptions;
 7. Review and recommend to the Commission changes to the organizational chart;
 8. May administer exit interviews of employees who are leaving Commission employment.
- c. Administrative:
 1. Review and recommend the Annual Work Plan;
 2. Periodically review and recommend changes to these Bylaws;
 3. Periodically review and recommend changes to Commission Policy, if adopted;
 4. Periodically review and recommend changes to the Employee Handbook
- d. Financials:
 1. Approve agency expenditures and disbursements as determined in Article VII Section 3;
 2. Approve contracts as stipulated in Commission Policy.

The Executive Committee may have additional powers and responsibilities as specified by the Commission through the adoption of a resolution.

Decisions made by the Executive Committee acting as the Personnel Committee may be appealed by employees to the full Commission.

The Executive Committee shall not adopt any item requiring a supermajority vote under Article II Section 9.

The Executive Committee shall report its actions to the Commission at the next scheduled meeting.

Section 3: Personnel Committee

The Executive Committee shall be considered the Personnel Committee.

Section 4: Appointment to Other Boards, Commissions, and Committees

The Chairperson, on behalf of the Commission, may make appointments for Commission positions on boards, commissions, and committees of other entities as it deems necessary for the effective fulfillment of the Commission's purposes.

ARTICLE VI — PERSONNEL

Section 1: Executive Director

The Executive Director shall be the chief administrative officer of the Commission and shall serve under a renewable employment contract.

Appointment of an Executive Director shall be made by the Budget and Personnel Panel under the provisions of Article IV Section 2(b) of these Bylaws.

If the hiring authority of the Budget and Personnel Panel has been transferred to the Commission, appointment shall be made by the Commission, and require a supermajority vote.

Section 2: Duties of the Executive Director

The Executive Director, in consultation with the Executive Committee and Chairperson, shall be responsible for the performance of such duties as described in the Executive Director job description, including but not limited to:

- a. implementation of adopted Agency mission and vision;
- b. development of an annual budget and management of financial resources;
- c. development and implementation of an Annual Work Program;
supervision, direction, and oversight of the conduct and performance of staff; hiring and firing of staff.

If the Executive Director position is vacant, these duties may be designated by the Commission to another agency employee; and/or the Chairperson.

Section 3: Other Personnel

The Commission shall establish such employee positions as necessary for the fulfillment of the Commission's mission and vision and set the rate of pay and other compensation and benefits for such employee positions.

ARTICLE VII — BUDGET AND FINANCES

Section 1: Annual Budget

The Executive Director and Chairperson shall present to the Executive Committee a proposed annual budget, which will include a recommended levy amount, prior to May 1 of each year.

The Executive Committee shall present to the Commission the recommended budget for review prior to June 1 of each year, and subsequently forwarded to the Budget and Personnel Panel prior to July 1.

The Commission shall direct the Chairperson to certify to the County Clerk an Agency levy charge prior to August 1 of each year.

Once the County levy has been determined, the Commission's annual budget shall be adopted by the Commission prior to October 1 of each year, per Wis. Stats. § 66.0309.14(a).

Section 2: Deposits and Investments

All funds of the Agency shall be deposited as designated for this purpose by the Commission.

Funds of the Agency not immediately needed for expenditure may be invested by the Executive Director, with the approval of the Treasurer, to the extent and in investments permitted by the Commission under the law.

Section 3: Authorization of Disbursements

The disbursement of Agency funds for ordinary and necessary operating expenses shall be submitted by the Executive Director for approval by the Executive Committee. When the Executive Committee does not meet, approval of disbursement of funds may be made by the Chairperson with consultation of the Treasurer.

No disbursements for items outside the ordinary and necessary operating expenses, of the Agency, such as consultant contracts and expenditures above an amount may be made unless approved by the Commission Policy.

Section 4: Execution of Checks

All checks, drafts, or other orders for the payment of Agency funds shall be signed by the Executive Director and the Chairperson or Treasurer of the Commission.

Section 5: Compensation and Expenses of Commissioners

Commissioners may receive a per diem compensation for a maximum of one (1) meeting per day, regardless of the number of meetings attended in the service of the Commission.

Per Diem and mileage reimbursement rates will be determined annually by the Commission.

Commissioners may also be reimbursed for actual, reasonable, and necessary expenses incurred as members of the Commission in carrying out the work of the Commission. Reimbursements by Commissioners shall be authorized and paid as specified in Section C-3 (Employee Expenses) in the CARPC personnel manual.

If the Commission designates the Chairperson as the Executive Chairperson as determined in Article IV Section 5, the Commission may compensate the Chairperson for the performance of those duties. If the Chairperson is so compensated, they shall not also receive a per diem.

Section 6: Execution of Contracts

The Chairperson or a member of staff shall execute any contract or other instrument authorized by the Commission. The Secretary is authorized to countersign when required.

Section 7: Accounting Year

The accounting year of the Agency for all purposes shall be the calendar year.

ARTICLE VIII — MISCELLANEOUS

Section 1: Legal Compliance

In the event that any part of these Bylaws should in any manner be contrary to or inconsistent with any provision of law, such provision of law or resolutions shall prevail, and these Bylaws shall be ineffective to the extent of such contradiction or inconsistency.

ARTICLE IX — BYLAWS AMENDMENT OR REPEAL

Section 1: Procedure

Any proposal for amendment or repeal of these Bylaws is a supermajority vote under Article II Section 9. The following procedure will be used:

- a. amendment will be presented to the Executive Committee for review and recommendation to the Commission,
- b. amendments must be first considered at a meeting of the Commission and designated as a Public Hearing item in the agenda,
- c. if there are no changes to the proposed amendments to these Bylaws, action may be taken at the next Commission meeting,
- d. if there are changes to the proposed language, they shall be placed on the next Commission meeting agenda but cannot be acted upon until the meeting after the amendment is presented and no additional changes are made. No additional Public Hearing is necessary.

These Bylaws were originally adopted by the Commission on November 8, 2007, and last amended on xxx.

Re: Approval of December 2020 Disbursements and Treasurer's Report for November 2020
(actionable item)

Requested Action:

Approval of December 2020 Disbursements and Treasurer's Report for November 2020

Background:

CARPC internal controls require that bills be approved by CARPC or its Executive Committee and also that the Treasurer routinely review the CARPC bank statement, the entries and balance of the cash account of the general ledger, the bank account reconciliation prepared by staff, and the previous month's ending cash balance. This review by the Treasurer is regularly confirmed by his or her signature on the Treasurer's Report, or by the Chair in the absence of a Treasurer, per the terms of CARPC's bylaws.

Options and Analysis:**Materials Presented on Item:**

1. December 2020 Disbursements
2. November 2020 Treasurer's Report
3. Budget Year-to-Date as of November 30, 2020

Staff Contact:

Haley Smith
Administrative Services Coordinator
608-474-6017
HaleyS@CapitalAreaRPC.org

Next Steps:

**Capital Area Regional Planning Commission
December 2020 Estimated Voucher Bills**

12/07/20

The following list of bills have been encumbered by the Capital Area Regional Planning Commission and are true and correct.



Stephen Steinhoff, Agency Director

12/07/20

Date

The Capital Area Regional Planning Commission or its Executive Committee has examined the following list of bills and approves payment.

Vouchers 1 through 27 totaling \$ 107,129.65

12/07/20

Date Approved

Larry Palm, Executive Chairperson

Mark Geller, Treasurer

Capital Area Regional Planning Commission
December 2020 Estimated Voucher Bills

12/07/20

No	Vendor	Description	Amount	
1	Adobe (VISA)	Monthly fee for Acrobat licenses (7) and Creative Cloud (1)	\$ 198.92	estimate
2	AT&T	Monthly phone service (12/05/20 - 01/04/21)	175.00	estimate
3	CARPC employees	Payroll A: 12/03/20 (net wages/taxes/deferred comp and 40 hours for new employee hired on 11/23/20)	26,000.00	estimate
4	CARPC employees	Payroll B: 12/17/20 (net wages/taxes/deferred comp)	24,000.00	estimate
5	CARPC employees	Payroll C: 12/31/20 (net wages/taxes/deferred comp)	24,000.00	estimate
6	CARPC employees	Monthly staff expense reports	250.00	estimate
7	City of Madison	Monthly sublease payment	3,835.54	estimate
8	City of Madison/Metro Transit	Monthly bus pass program (based on usage; paid in arrears)	-	estimate
9	Dane County	Monthly parking pass program (100% employee reimbursed) (8 EE's)	113.76	estimate
10	Dean Health	Monthly group health insurance premiums (\$9,969.37 - 1 employee reimbursement @ \$178.29 and 2 employee opt outs @ \$166.67)	10,124.42	estimate
11	Delta Dental	Monthly group dental insurance premiums (\$1,112.96 - 2 employee reimbursements: 1 @ \$48.94 and 1 @ \$138.02)	926.00	estimate
12	Dempsey Law Firm	Monthly legal fees	250.00	estimate
13	Miscellaneous office supplies (various vendors)	Monthly office supplies	250.00	estimate
14	Packerland	Monthly mat rental (2 mats)	23.20	estimate
15	Park Bank fees	Service charges and wire transfer fees	15.00	estimate
16	Paychex	Monthly payroll fees (3 payrolls)	550.00	estimate
17	Ricoh	Monthly maintenance charges	75.00	estimate
18	Securian Financial	Monthly life insurance premiums (includes credits for one termed employee; CARPC portion = \$12.59)	71.56	estimate
19	Standard, The	Monthly group disability premiums (includes adjustments for 1 newly eligible employee; CARPC portion = \$36.89)	148.44	estimate
20	SupraNet	Monthly wireless internet service	895.00	estimate
21	SW WI Workforce Dev Board (SwwWDB)	Monthly accounting charges	2,465.00	estimate
22	Synology (VISA)	Monthly cloud storage (\$16.64 + \$0.33 international transaction fee)	17.00	estimate
23	US Postal Service	Monthly postage expenses (for packets, stamps and other mail)	10.00	estimate
24	Various Commissioners	Monthly commissioner per diem & mileage expense reports	720.00	estimate
25	VISA (office supplies are on separate line)	Monthly charges (recruiting costs; conference expenses; water monitoring)	3,000.00	estimate
26	WI Dept of Workforce Development (DWD)	Monthly unemployment compensation for 2 former scanning clerks (approx. \$103.41+\$187/wk x 50%)	-	estimate
27	Wisconsin Retirement System (ETF/WRS)	Monthly ETF contributions (50% reimbursed by employees; 3 payrolls)	9,000.00	estimate
28	Zoom (VISA)	Monthly user account fee	15.81	estimate
29			-	estimate
30			-	estimate
Total Estimated Expenses for December 2020			\$ 107,129.65	

Recommended for Approval:


Stephen Steinhoff, Agency Director

Report: November 2020 Actuals (previously approved) plus invoices that were not estimated

		Est /Approved	Pd/Incurred	Difference	
1	Adobe	Monthly fee for Creative Cloud (1) and Acrobat staff shared licenses (4) (VISA)	\$ 147.95	\$ 147.95	\$ -
2	AT&T	Nov 2020 monthly phone service	174.06	174.64	0.58
3	CARPC employees	Payroll for Nov 5, 2020 (net wages/taxes/deferred comp and 1 retiree payout) (Retiree payout was made to Pelion Benefits; see below)	49,000.00	23,488.53	(25,511.47)
4	CARPC employees	Payroll for November 19, 2020 (net wages/taxes/deferred comp)	25,000.00	21,559.85	(3,440.15)
5	CARPC employees	Staff expense reports	500.00	140.30	(359.70)
6	City of Madison	Dec 2020 monthly sublease (to be paid in December)	3,835.54	-	(3,835.54)
7	City of Madison/Metro Transit	Oct 2020 bus pass charges (based on usage; paid in arrears)	120.00	-	(120.00)
8	Dane County	Dec 2020 parking passes (reimbursed 100% by employees)	113.76	127.98	14.22
9	Dean Health	Dec 2020 health insurance (\$9,969.37 - 1 EE reim @ \$178.29 + 1 EE opt out @ \$166.67)	9,957.75	9,969.37	11.62
10	Delta Dental	Dec 2020 dental insurance (\$974.94 - 2 employee reimbursements: 1 @ \$48.94 and 1 @ \$138.02)	787.98	974.94	186.96
11	Dempsey Law Firm	Oct 2020 legal fees	750.00	-	(750.00)
12	Miscellaneous office supplies (various vendors)	Nov 2020 office supplies	1,000.00	-	(1,000.00)
13	Packerland	Nov 2020 monthly mat rental (2)	23.20	23.20	-
14	Paychex	Nov 2020 fees (for 2 payrolls)	363.00	267.88	(95.12)
15	Ricoh	Aug & Oct 2020 maintenance charges	100.00	50.44	(49.56)
16	Securian Financial	Dec 2020 life insurance (CARPC portion = \$14.39)	102.25	102.25	-
17	Standard, The	Dec 2020 disability (CARPC portion \$36.89)	100.88	-	(100.88)
18	SupraNet	Nov 2020 wireless internet service	895.00	895.00	-
19	SW WI Workforce Dev Board (SwwWDB)	Nov 2020 accounting charges (to be paid in December)	2,465.00	-	(2,465.00)
20	Synology	Cloud storage (\$16.64 + \$.33 international transaction fee (VISA))	17.00	32.65	15.65
21	US Postal Service	Nov 2020 postage (packets & other mail; stamps)	10.00	10.00	-
22	Various Commissioners	Commissioner per diem & mileage expense reports	1,000.00	200.00	(800.00)
23	VISA (office supplies are on separate line)	Nov 2020 charges (recruiting costs; conference expenses; water monitoring supplies)	3,000.00	393.66	(2,606.34)
24	WI Dept of Workforce Development (DWD)	Unemployment comp for 2 former scanning clerks (approx. \$103.41+\$187/wk x 50%)	580.82	-	(580.82)
25	Wisconsin Retirement System (ETF/WRS)	Nov 2020 retirement (half is reimbursed by employees; 2 payrolls)	7,000.00	6,488.17	(511.83)
26	Zoom	Monthly user account fee (VISA)	14.99	30.80	15.81
27	Arthur J Gallagher Co Inc	Annual renewal of Directors and Officers insurance policy * (approved 04/20)	2,865.00	2,865.00	-
28	Selective Insurance	Annual renewal of Commercial insurance policy *	671.00	690.00	19.00
Items not included on the November Voucher Bill estimates, but paid in November:					
	Constant Contact	Marketing contact management software renewal		168.00	168.00
	DeForest Times-Tribune	Newspaper subscription renewal		46.95	46.95
	Herald Independent/McFarland Thisle	Newspaper subscription renewal		46.95	46.95
	Pelion Benefits	Retiree payout (was included under payroll in error)		23,163.53	23,163.53
	The Courier	Newspaper subscription renewal		46.95	46.95
	The Verona Press	Newspaper subscription renewal		48.00	48.00
	Waunakee Tribune	Newspaper subscription renewal		46.95	46.95
			\$ 107,058.98	\$ 92,199.94	\$ (18,395.04)

**Capital Area Regional Planning Commission
Treasurer's Report November 2020**

12/07/20

Operating Account

Reconciled Cash Balance	10/31/20		\$ 72,935.49
Nov Disbursements			
Personnel		\$ (52,054.75)	
Operating Expenses		(42,608.81)	
Transfers to Money Market		-	
Total Disbursements			(94,663.56)
Nov Deposits			
Deposits		21,268.61	
Transfers from money market		88,000.00	
ACH Deposits		-	
Total Deposits			109,268.61
Checking - Ending Balance	11/30/20		\$ 87,540.54

Money Market Account

Reconciled Cash Balance	10/31/20		\$ 98,118.90
Nov Disbursements (transfer to checking) *		\$ (88,000.00)	
Nov Wire transfer fees		(15.00)	
Nov Deposits/Transfers from LGIP		100,000.00	
Nov Interest (rate = 0.05%)		4.90	
Net Change			11,989.90
MMA - Ending Balance	11/30/20		\$ 110,108.80
Total Checking + Money Market			\$ 197,649.34

Local Government Investment Pool Account (LGIP)

Reconciled Cash Balance	10/31/20		\$ 600,081.74
Nov Transfers to Park Bank MMA		\$ (100,000.00)	
Nov Transfers from Park Bank MMA		-	
Nov Interest (rate = 0.12%)		\$ 54.53	
Net Change			(99,945.47)
LGIP - Ending Balance	11/30/20		\$ 500,136.27
Reconciled Total Cash Balances	11/30/20		\$ 697,785.61

For the month(s) indicated above, I have reviewed the CARPC bank statement, the entries and balance of the cash account of the general ledger, and the bank account reconciliation prepared by staff, and hereby find, to the best of my knowledge, the reconciled Cash Balance indicated above to be true and correct.

Signed: _____ Date: _____
Mark Geller, Treasurer

Dec 2020 (estimated)			
Dec Estimated Disbursements			\$ (107,129.65)
USGS Q4 2020		-	
Total Disbursements			\$ (107,129.65)
Dec Estimated Receivables			
Sewer Ext Reviews		\$ 3,800.00	
USA Amendment Fees		18,410.98	
Mapping Services		265.41	
WDNR Q2 & Q3		44,800.00	
Total Receivables			67,276.39
Estimated Cash Balance	12/31/20		\$ 657,932.35

	A	B	C	D	F	G	H	I	
1	CARPC 2020 Income & Expense Report Year-to-Date								as of 11/30/20
2									
3				Actual YTD	Percentage of Actual to Budget	Under/Over YTD	Pro-rata Budget YTD	2020 Amended Nov 2019	
4	REVENUES								
5		Fees: sewer extensions	\$	41,400	98.57%	\$ (2,900)	\$ 38,500	\$ 42,000	
6		Fees: USA/LSA application review	\$	69,486	165.44%	\$ (30,986)	\$ 38,500	\$ 42,000	
7		Fees: Annual Planning Conference Registration	\$	-	0.00%			\$ -	
8		Local & Regional Planning Assistance	\$	2,431	8.68%	\$ 23,236	\$ 25,667	\$ 28,000	
9		MMSD	\$	-	0.00%	\$ -	\$ -	\$ -	
10		EPA/DNR Water Quality Planning	\$	18,806	23.39%	\$ 54,894	\$ 73,700	\$ 80,400	
11		Grants and Donations	\$	-	0.00%			\$ -	
12		Product Sales	\$	-	0.00%	\$ -	\$ -	\$ -	
13		WDOT Rural Transportation Work Program	\$	4,742	71.10%	\$ 1,372	\$ 6,114	\$ 6,670	
14		Other	\$	-	0.00%	\$ -	\$ -	\$ -	
15		Pass-Thru (WDOT Rural Trans Work Program)	\$	5,192	95.15%	\$ (190)	\$ 5,002	\$ 5,457	
16		Pass-Thru (Coop. Water Resources Monitoring)	\$	114,000	100.00%	\$ (9,500)	\$ 104,500	\$ 114,000	
17		Total Operating Revenues	\$	256,057	80.39%	\$ 35,926	\$ 291,983	\$ 318,527	
18	Nonoperating Revenues								
19		Total Dane County Property Tax	\$	983,137	100.00%	\$ (81,928)	\$ 901,209	\$ 983,137	
20		Interest Income (Less Bank Fees)	\$	3,355	111.84%	\$ (605)	\$ 2,750	\$ 3,000	
21		Total Nonoperating Revenues	\$	986,492	100.04%	\$ (82,533)	\$ 903,959	\$ 986,137	
22									
23		Gross Total Revenues	\$	1,242,549	95.24%	\$ (46,607)	\$ 1,195,942	\$ 1,304,664	
24		LESS pass-thru	\$	(119,192)		\$ 9,690	\$ (109,502)	\$ (119,457)	
25		Net Revenues (Gross less pass-thru)	\$	1,123,357	94.78%	\$ (36,917)	\$ 1,086,440	\$ 1,185,207	
26		CARPC Operating Reserves Applied				\$ -	\$ -	\$ -	
27		Net Revenues + Reserves	\$	1,123,357	94.78%	\$ (36,917)	\$ 1,086,440	\$ 1,185,207	
28									

	A	B	C	D	F	G	H	I	
1	CARPC 2020 Income & Expense Report Year-to-Date								as of 11/30/20
2									
3				Actual YTD	Percentage of Actual to Budget	Under/Over YTD	Pro-rata Budget YTD	2020 Amended Nov 2019	
4	EXPENDITURES								
5	Personal Services								
6				\$ 523,793	80.83%	\$ 70,222	\$ 594,015	\$ 648,016	
7				\$ 20,391	57.67%	\$ 12,022	\$ 32,413	\$ 35,360	
8				\$ 34,972	81.33%	\$ 4,446	\$ 39,418	\$ 43,001	
9				\$ 41,630	79.63%	\$ 6,291	\$ 47,922	\$ 52,278	
10				\$ 1,602	16.02%	\$ 7,565	\$ 9,167	\$ 10,000	
11				\$ 141,700	71.76%	\$ 39,306	\$ 181,006	\$ 197,461	
12				\$ -		\$ -	\$ -	\$ 0	
13				\$ 764,088	77.48%	\$ 139,852	\$ 903,940	\$ 986,116	
14	Operating Expenses								
15				\$ 6,397	66.81%	\$ 2,380	\$ 8,777	\$ 9,575	
16				\$ 1,020	22.68%	\$ 3,105	\$ 4,125	\$ 4,500	
17				\$ 2,370	59.25%	\$ 1,297	\$ 3,667	\$ 4,000	
18				\$ 5,244	65.55%	\$ 2,089	\$ 7,333	\$ 8,000	
19				\$ 4,531	45.31%	\$ 4,636	\$ 9,167	\$ 10,000	
20				\$ 4,378	74.21%	\$ 1,030	\$ 5,408	\$ 5,900	
21				\$ 11,627	58.13%	\$ 6,706	\$ 18,333	\$ 20,000	
22				\$ 1,241	248.20%	\$ (783)	\$ 458	\$ 500	
23				\$ 42,191	91.36%	\$ 141	\$ 42,332	\$ 46,180	
24				\$ 1,118	11.18%	\$ 8,049	\$ 9,167	\$ 10,000	
25				\$ 8,500	85.00%	\$ 667	\$ 9,167	\$ 10,000	
26				\$ 27,938	73.52%	\$ 6,895	\$ 34,833	\$ 38,000	
27				\$ 6,364	172.01%	\$ (2,973)	\$ 3,392	\$ 3,700	
28				\$ -	0.00%	\$ 1,833	\$ 1,833	\$ 2,000	
29				\$ 534	106.80%	\$ (76)	\$ 458	\$ 500	
30				\$ 123,454	71.42%	\$ 34,997	\$ 158,450	\$ 172,855	
31	Contractual								
32				\$ -		\$ -	\$ -	\$ -	
33				\$ 9,927	39.71%	\$ 12,989	\$ 22,917	\$ 25,000	
34								\$ 1,213	
35				\$ 11,086	0.00%	\$ (11,086)	\$ -	\$ -	
36				\$ 21,014		\$ 3,015	\$ 24,029	\$ 26,213	
37	Pass-Thru Contracts								
38				\$ 92,400	81.05%	\$ 12,100	\$ 104,500	\$ 114,000	
39				\$ 5,457	100.00%	\$ (455)	\$ 5,002	\$ 5,457	
40				\$ 97,857	81.92%	\$ 11,645	\$ 109,502	\$ 119,457	
41									
42				\$ 1,006,412	77.14%	\$ 189,509	\$ 1,195,921	\$ 1,304,641	
43				\$ (97,857)		\$ (11,645)	\$ (109,502)	\$ (119,457)	
44				\$ 908,555	76.66%	\$ 177,864	\$ 1,086,419	\$ 1,185,184	
45									
46				\$ 236,137		\$ (236,116)	\$ 21.08	\$ 23	
47								\$ (25,000)	
48				\$52,226				\$ 53,936	
49								\$66,490,116,700	
50								0.001479%	