

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

January 8, 2024

Zoom Webinar

6:00 pm

Meeting Accommodation: This meeting will take place via Zoom. You may participate in the meeting from your computer, tablet, smartphone at this URL: <https://us02web.zoom.us/j/83017658267?pwd=WjJqZXZlZWxuVDJGMVFYcmphWHhSdz09> or by telephone at: 301 715 8592 (Webinar ID: 875 1990 8976, Passcode:156398). If you need other accommodation to attend the meeting, please call Tanya Sime at 608 474 6017.

Speaking at RPC Meetings: Oral comments from members of the public may be heard for individual agenda items when called upon by the Chair. The time limit for comments by each attendee will be three (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 Committee as part of the packet should be sent to info@capitalarearpc.org and will be provided to Commissioners at or before 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. Establish Quorum
2. Public Comment on Matters not on the agenda
3. **Minutes of the December 11, 2023, Executive Committee Meeting (*actionable item*)**
4. **Authorize Agency Director to Execute Amendment to the Research Agreement with UW-Madison (*actionable item*)**
5. **November 2023 Financial Statements and the December 2023 Operating Account Reconciliation (*actionable item*)**
6. Future Agenda Items (next meeting is **Monday, February 5, 2024**, via Zoom webinar at **6:00 pm**)
7. Adjournment

NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity, or program, please call the phone number below at least three business days prior to the meeting.

NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

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

December 11, 2023

Zoom Webinar

6:00 pm

Commissioners Present: Maureen Crombie, Kris Hampton, Peter McKeever, Heidi Murphy, David Pfeiffer, Nick Zavos

Commissioners Absent:

Staff Present: Tanya Sime, Steve Steinhoff

Others Present: Forbes McIntosh

1. Establish Quorum

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

2. Public Comment on Matters not on the agenda

No members of the public were present.

3. **Minutes of the November 6, 2023, Executive Committee Meeting (*actionable item*)**

Mr. McKeever moved for approval of the Minutes of the November 11, 2023, Executive Committee Meeting; Ms. Crombie seconded. The motion passed on a voice vote.

4. **Minutes of the November 30, 2023, Personnel Committee Meeting (*actionable item*)**

Ms. Murphy moved for approval of the Minutes of the November 30, 2023, Executive Committee Meeting; Ms. Crombie seconded. The motion passed on a voice vote.

5. **Closed Session (*actionable item by roll call vote*)**

- a. *The Commission intends to convene into closed session pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of deliberating or negotiating the investing of public funds for recruitment of agency employee(s).*

Mr. Hampton moved to convene into a closed session for discussion purposes; Ms. Crombie seconded. A roll call vote was taken:

Ms. Crombie – Aye; Mr. Hampton – Aye; Mr. McKeever – Aye; Ms. Murphy – Aye; Chair Pfeiffer – Aye; and Mr. Zavos – Aye. The motion passed unanimously, and the committee convened into a closed session.

6. **Return to Open Session (*actionable item by roll call vote*)**

Ms. Murphy moved to return to open session: Mr. McKeever seconded. A roll call vote was taken. Ms. Crombie – Aye; Mr. Hampton – Aye; Mr. McKeever – Aye; Ms. Murphy – Aye; Chair Pfeiffer – Aye; and Mr. Zavos – Aye. The motion passed unanimously, and the Committee returned to an open session.

7. **Performance Evaluation of the Agency Director / Director of Community and Regional Development Planning Division and authorization of the Executive Chairperson to approve the annual merit increase (*actionable item*)**

Mr. McKeever moved for approval for the Executive Director Performance Evaluation and Annual Merit Increase; Ms. Crombie seconded. The motion passed on a voice vote. Ms. Murphy added a thank you to the Agency Director for all his years of service and hard work.

8. Authorize Agency Director to Execute Agreement with the Town of Rutland for Planning Services (actionable item)

Mr. McKeever moved for approval of the Authorization of the Agency Director to Execute Agreement with the Town of Rutland for Planning Services; Mr. Hampton seconded. The motion passed on a voice vote. Mr. McKeever raised a question on the not to exceed cost. Is it in addition to the 160 hours of donated time or does it include the 160 hours. It was clarified that it includes the 160 hours of donated time. It is not revenue it is a donation.

9. Addendum to Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources (actionable item)

Mr. McKeever moved for approval of the Addendum to Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources; Mr. Zavos seconded. The motion passed on a voice vote. This is not on a per calendar year it is bi-annual. This is for the second half of the year. The contract is for \$44,600 which is the remaining balance of the contracted amount of \$95,000.

10. Replace CARPC 2024 COVID Paid Time Off Benefit with Increase in Sick Leave Accrual Rate: Amendment to CARPC Personnel Manual (actionable item)

Mr. Zavos moved for approval of the Replacement of the CARPC 2024 COVID Paid Time Off Benefit with Increase in Sick Leave Accrual Rate: Amendment to CARPC Personnel Manual; Mr. McKeever seconded. The motion passed on a voice vote.

11. Authorize Agency Director to Execute Agreement with City of Madison for Transportation Planning Service (actionable item)

Ms. Crombie moved for approval to Authorize Agency Director to Execute Agreement with City of Madison for Transportation Planning Service; Mr. Zavos seconded. The motion passed on a voice vote.

12. Authorize the Agency Director to Execute the Annual City of Madison/Metro Transit Commute Card Agreement for 2024 (actionable item)

Ms. Crombie moved for approval to Authorize the Agency Director to Execute the Annual City of Madison/Metro Transit Commute Card Agreement for 2024; Mr. Zavos seconded. The motion passed on a voice vote.

13. October 2023 Financial Statements and the November 2023 Operating Account Reconciliation (actionable item)

Mr. Zavos moved for approval to move the October 2023 Financial Statements and the November 2023 Operating Account Reconciliation to the consent agenda for Thursdays, December 14th Full Commission Meeting; Ms. Murphy seconded. The motion passed on a voice vote. Mr. McKeever asked for clarification on Peter Gray invoice. The final invoice is for \$23,000 and he has been paid three installments prior to the final invoice. He will have three follow up conversations with David and three with Jason.

14. Future Agenda Items (next meeting is Monday, January 8, 2024, via Zoom webinar at 6:00 pm)

None.

15. Adjournment

Mr. Hampton moved for adjournment. The meeting adjourned at 6:28 pm.

Minutes taken by Tanya Sime and reviewed by CARPC staff

Respectfully Submitted:

Kris Hampton. Secretary

**Re: Authorize Agency Director to Execute Amendment to the Research Agreement with UW-Madison
(actionable item)**

Requested Action:

Motion to approve

Background:

CARPC approved an agreement with UW-Madison to hire a Project Assistant to examine local zoning codes, research best practices, and prepare recommendations for revisions that increase consistency with the Regional Development Framework. UW-Madison notified CARPC in October 2023 that the cost for PAs was increasing.

Staff Comments:

This amendment increases the cost to CARPC of the Project Assistant from \$8,000 (1/3 of total cost) to \$12,000 (1/2 of total cost). This increase was included in the amended 2024 budget approved by the Commission at the December 2023 meeting.

Attachments:

1. Agreement with UW-Madison for Project Assistant - Executed
2. Amendment to Agreement with UW-Madison for Project Assistant

Staff Contact:

Steve Steinhoff, Agency Director / Director of Community and Regional Development Planning
steves@capitalarearpc.org
608 474 6010

Next Steps:

Execute agreement amendment.

Amendment No. 2 to MSN269311

This Amendment No. 2, effective as of the date of last signature below, amends the research agreement (“Agreement”) between Capital Area Regional Planning Commission and The Board of Regents of the University of Wisconsin dated October 24, 2023.

WHEREAS, the Parties desire to amend the Agreement to replace Section 4/Project Costs with:

The University shall be paid by the Sponsor for all direct and indirect costs incurred in connection with the Research Project up to the amount of \$12,000 (U.S. Dollars) as detailed in the revised Attachment B. While it is estimated that this amount is sufficient to conduct the Research Project, the University may submit to the Sponsor a revised budget requesting additional funds. The Sponsor is not liable for any cost in excel of the amount specified in the revised Attachment B without written authorization from the Sponsor.


NOW THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth, the parties, intending to be legally bound, agree as follows:

All other terms and conditions set forth in the Agreement shall continue in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement by proper persons duly authorized.

**The Board of Regents of the
University of Wisconsin System**

Sponsor

Signature: 

Signature: _____

Name: Andrea Zorbas

Name:

Title: Managing Officer

Title:

Date: 12/12/2023

Date:

Revised Attachment B – Budget

Revised Attachment B - Budget				
Previous amount	\$8,000	(May-Dec 2023)		
Revised request for January 01, 2024-May 19, 2024				
Stipend	\$12,904			
Fringe 21.7%	\$2,800			
F&A 15%	\$2,356			
Tuition	\$6,000			
TOTAL COST	\$24,060			
DPLA 50%	\$12,030			
CARPC 50%	\$12,030	(Jan-May 2024)		
Total amount requested from Sponsor		\$20,030	(May 2023-May 2024)	
Previous request	\$8,000			
Revised request	\$12,030			

General Ledger System

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

November 2023

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Account Description	Balance Amount	Totals
Assets:		
1000 OPERATING ACCOUNT	\$62,509.28	
1001 MONEY MARKET ACCOUNT	\$200,121.50	
1002 INVESTMENT ACCOUNT	\$786,878.80	
1105 PROJECT AND GRANTS REC	\$66,006.36	
1110 UNBILLED ACCOUNTS REC	\$23,126.98	
1150 PREPAID EXPENSES	\$6,225.00	
1151 PREPAID INSURANCE	\$556.37	
1152 PREPAID DENTAL INS	(\$1,476.97)	
1153 PREPAID HEALTH INS	\$11,725.61	
1157 PREPAID PARKING	\$113.76	
1165 PREPAID LICENSES	\$4,104.77	
1200 FURNITURE AND EQUIPMENT	\$7,171.66	
1201 ACCUM DEP-FURNITURE/EQUIP	(\$7,052.27)	
1210 RIGHT OF USE ASSET	\$6,076.50	
1211 ACCUMULATED AMORTIZATION	(\$2,430.72)	
Total assets		\$1,163,656.63
Liabilities:		
3000 ACCOUNTS PAYABLE	\$21,103.84	
3005 ACCRUED PAYROLL	\$12,334.98	
3202 WRS PENSION PLAN	\$11,150.97	
3300 UNUSED VACATION, WELLNESS	\$30,756.35	
3500 SICK LEAVE ACCRUAL PAY	\$147,180.83	
3600 DEFERRED/UNEARNED REVENUE	\$102,523.51	
3650 INVEST IN CAPITAL ASSETS	\$119.39	
3655 INVEST IN RIGHT OF USE	\$3,645.78	
3700 PRIOR YEAR BALANCE	\$49,787.83	
Total liabilities		\$378,603.48

General Ledger System

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

November 2023

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Account Description	Balance Amount	Totals
Prior year fund balance	\$702,986.88	
Current fund balance	\$82,066.27	
Total liabilities and fund balance:		<u>\$1,163,656.63</u>

(Funds included: ALL)

General Ledger System

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

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November 2023

Revenues Account	-----Monthly-----			-----YTD-----			Annual estimate	Unrealized
	Estimated	Actual	Pct	Estimated	Actual	Pct		
Objects without a cost category								
Total	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
PROPERTY TAX REVENUE								
5101 DANE COUNTY PROP TAX-OTH	\$86,024.00	\$86,024.50	100.00%	\$946,264.00	\$946,269.50	100.00%	\$1,032,294.00	\$86,024.50
Total PROPERTY TAX REVENUE	\$86,024.00	\$86,024.50	100.00%	\$946,264.00	\$946,269.50	100.00%	\$1,032,294.00	\$86,024.50
STATE/FEDERAL GRANTS REV.								
5202 EPA/DNR WATER PLANNING	\$7,916.00	\$0.00	0.00%	\$87,076.00	\$67,400.00	77.40%	\$95,000.00	\$27,600.00
5403 WisDOT PLAN INTEGRATION	\$591.00	\$0.00	0.00%	\$6,501.00	\$6,203.65	95.43%	\$7,093.00	\$889.35
Total STATE/FEDERAL GRANTS REV.	\$8,507.00	\$0.00	0.00%	\$93,577.00	\$73,603.65	78.66%	\$102,093.00	\$28,489.35
FEES REVENUE								
5301 FEES - SEWER EXTENSIONS	\$4,750.00	\$4,600.00	96.84%	\$52,250.00	\$41,200.00	78.85%	\$57,000.00	\$15,800.00
5302 FEES-USA/LSA APP REVIEW	\$5,000.00	\$3,500.00	70.00%	\$55,000.00	\$63,073.61	114.68%	\$60,000.00	(\$3,073.61)
Total FEES REVENUE	\$9,750.00	\$8,100.00	83.08%	\$107,250.00	\$104,273.61	97.22%	\$117,000.00	\$12,726.39
SERVICES REVENUE								
5304 LOCAL & REG PLAN ASSIST	\$2,083.00	\$0.00	0.00%	\$22,913.00	\$41,541.41	181.30%	\$25,000.00	(\$16,541.41)
Total SERVICES REVENUE	\$2,083.00	\$0.00	0.00%	\$22,913.00	\$41,541.41	181.30%	\$25,000.00	(\$16,541.41)
PASS THROUGH REVENUE								
5201 WisDOT RURAL WORK PROGR	\$454.00	\$0.00	0.00%	\$4,994.00	\$3,542.62	70.94%	\$5,457.00	\$1,914.38
5220 COOP WATER RESOURCE MON	\$10,249.00	\$10,249.09	100.00%	\$112,739.00	\$112,739.99	100.00%	\$122,989.00	\$10,249.01
Total PASS THROUGH REVENUE	\$10,703.00	\$10,249.09	95.76%	\$117,733.00	\$116,282.61	98.77%	\$128,446.00	\$12,163.39
OTHER REVENUE								
5207 WI SALT WISE	\$8,416.00	\$35,550.00	422.41%	\$92,576.00	\$136,852.82	147.83%	\$101,000.00	(\$35,852.82)
5208 LAND USE CODE ASSESSMENT	\$354.00	\$0.00	0.00%	\$3,894.00	\$4,250.00	109.14%	\$4,250.00	\$0.00
5501 INTEREST INCOME	\$100.00	\$3,503.76	3503.76%	\$1,100.00	\$43,213.00	3928.45%	\$1,200.00	(\$42,013.00)
5502 MISCELLANEOUS REVENUES	\$0.00	\$9.00	0.00%	\$0.00	\$1,837.00	0.00%	\$0.00	(\$1,837.00)
Total OTHER REVENUE	\$8,870.00	\$39,062.76	440.39%	\$97,570.00	\$186,152.82	190.79%	\$106,450.00	(\$79,702.82)
Total Revenues	\$125,937.00	\$143,436.35	113.90%	\$1,385,307.00	\$1,468,123.60	105.98%	\$1,511,283.00	\$43,159.40

Expenditures Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		

General Ledger System

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

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November 2023

Expenditures Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
Objects without a cost category								
Total	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
SALARIES AND LEAVE TIME								
6101 DIRECT SALARIES & WAGES	\$60,797.00	\$55,395.87	91.12%	\$668,767.00	\$662,822.35	99.11%	\$729,575.00	\$66,752.65
6102 COMPENSATED LEAVE TIME	\$15,199.00	\$7,106.99	46.76%	\$167,189.00	\$140,641.59	84.12%	\$182,394.00	\$41,752.41
Total SALARIES AND LEAVE TIME	\$75,996.00	\$62,502.86	82.24%	\$835,956.00	\$803,463.94	96.11%	\$911,969.00	\$108,505.06
FRINGE BENEFITS								
6105 FICA BENEFITS	\$5,661.00	\$4,777.58	84.39%	\$62,271.00	\$59,143.42	94.98%	\$67,942.00	\$8,798.58
6116 LIFE INSURANCE	\$21.00	\$16.82	80.10%	\$231.00	\$162.00	70.13%	\$255.00	\$93.00
6117 DENTAL INSURANCE	\$1,178.00	\$799.07	67.83%	\$12,958.00	\$10,077.07	77.77%	\$14,141.00	\$4,063.93
6118 HEALTH INSURANCE	\$15,331.00	\$11,553.53	75.36%	\$168,641.00	\$150,454.14	89.22%	\$183,981.00	\$33,526.86
6119 DISABILITY INSURANCE	\$43.00	\$40.33	93.79%	\$473.00	\$443.63	93.79%	\$516.00	\$72.37
6120 COMMUTE CARDS	\$8.00	\$14.22	177.75%	\$88.00	\$97.04	110.27%	\$100.00	\$2.96
6121 WRS-ER CONTRIBUTION	\$4,939.00	\$5,575.50	112.89%	\$54,329.00	\$50,706.86	93.33%	\$59,278.00	\$8,571.14
6122 UNEMPLOYMENT	\$333.00	\$0.00	0.00%	\$3,663.00	\$0.00	0.00%	\$4,000.00	\$4,000.00
6124 WORKER'S COMPENSATION IN	\$250.00	\$221.08	88.43%	\$2,750.00	\$2,954.88	107.45%	\$3,000.00	\$45.12
Total FRINGE BENEFITS	\$27,764.00	\$22,998.13	82.83%	\$305,404.00	\$274,039.04	89.73%	\$333,213.00	\$59,173.96
OCCUPANCY								
6310 RENT	\$4,083.00	\$4,151.71	101.68%	\$44,913.00	\$44,854.71	99.87%	\$49,006.00	\$4,151.29
Total OCCUPANCY	\$4,083.00	\$4,151.71	101.68%	\$44,913.00	\$44,854.71	99.87%	\$49,006.00	\$4,151.29
CONTRACTED SERVICES								
6125 CONTRACTED SERVICES	\$2,750.00	\$2,680.00	97.45%	\$30,250.00	\$30,812.07	101.86%	\$33,000.00	\$2,187.93
6425 LEGAL SERVICES	\$600.00	\$1,005.00	167.50%	\$6,600.00	\$4,273.00	64.74%	\$7,200.00	\$2,927.00
6431 CONSULTING SERVICES	\$0.00	\$0.00	0.00%	\$0.00	\$2,775.00	0.00%	\$0.00	(\$2,775.00)
Total CONTRACTED SERVICES	\$3,350.00	\$3,685.00	110.00%	\$36,850.00	\$37,860.07	102.74%	\$40,200.00	\$2,339.93
TRAVEL AND TRAINING								
6130 MEALS	\$33.00	\$103.27	312.94%	\$363.00	\$925.47	254.95%	\$400.00	(\$525.47)
6150 EMPLOYEE TRAVEL	\$365.00	\$1,856.57	508.65%	\$4,015.00	\$11,163.76	278.05%	\$4,390.00	(\$6,773.76)
6170 CONFERENCES & MEETINGS	\$333.00	\$315.92	94.87%	\$3,663.00	\$3,652.37	99.71%	\$4,000.00	\$347.63
6171 TRAINING	\$37.00	\$0.00	0.00%	\$407.00	\$3,711.49	911.91%	\$450.00	(\$3,261.49)

General Ledger System

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

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November 2023

Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
Total TRAVEL AND TRAINING	\$768.00	\$2,275.76	296.32%	\$8,448.00	\$19,453.09	230.27%	\$9,240.00	(\$10,213.09)
OFFICE EXPENSES								
6250 SUPPLIES	\$333.00	\$88.00	26.43%	\$3,663.00	\$2,528.21	69.02%	\$4,000.00	\$1,471.79
6251 PRINTING	\$39.00	\$77.44	198.56%	\$429.00	\$677.37	157.90%	\$470.00	(\$207.37)
6252 POSTAGE	\$2.00	\$0.00	0.00%	\$22.00	\$36.00	163.64%	\$25.00	(\$11.00)
6265 EQUIPMENT	\$850.00	\$0.00	0.00%	\$9,350.00	\$8,925.61	95.46%	\$10,200.00	\$1,274.39
6330 TELEPHONE	\$140.00	\$16.54	11.81%	\$1,540.00	\$1,565.99	101.69%	\$1,680.00	\$114.01
6341 ADMINISTRATIVE FEES	\$34.00	\$0.00	0.00%	\$374.00	\$412.25	110.23%	\$415.00	\$2.75
Total OFFICE EXPENSES	\$1,398.00	\$181.98	13.02%	\$15,378.00	\$14,145.43	91.98%	\$16,790.00	\$2,644.57
INFORMATION TECHNOLOGY								
6253 WEBHOSTING	\$26.00	\$0.00	0.00%	\$286.00	\$266.35	93.13%	\$315.00	\$48.65
6270 SOFTWARE	\$1,372.00	\$1,838.47	134.00%	\$15,092.00	\$14,022.75	92.92%	\$16,475.00	\$2,452.25
6275 IT SERVICES	\$937.00	\$7,196.00	767.98%	\$10,307.00	\$14,838.60	143.97%	\$11,245.00	(\$3,593.60)
Total INFORMATION TECHNOLOGY	\$2,335.00	\$9,034.47	386.92%	\$25,685.00	\$29,127.70	113.40%	\$28,035.00	(\$1,092.70)
COMMISSION								
6422 COMMISSION PER DIEMS	\$850.00	\$1,050.00	123.53%	\$9,350.00	\$8,600.00	91.98%	\$10,200.00	\$1,600.00
6423 COMMISSION TRAVEL	\$41.00	\$114.04	278.15%	\$451.00	\$599.59	132.95%	\$500.00	(\$99.59)
Total COMMISSION	\$891.00	\$1,164.04	130.64%	\$9,801.00	\$9,199.59	93.86%	\$10,700.00	\$1,500.41
FINANCIAL SERVICES								
6420 AUDIT	\$897.00	\$0.00	0.00%	\$9,867.00	\$9,928.00	100.62%	\$10,771.00	\$843.00
6430 PAYROLL FEES	\$316.00	\$829.33	262.45%	\$3,476.00	\$10,007.37	287.90%	\$3,800.00	(\$6,207.37)
6432 FINANCIAL SERVICES	\$3,175.00	\$1,421.64	44.78%	\$34,925.00	\$15,400.08	44.09%	\$38,100.00	\$22,699.92
Total FINANCIAL SERVICES	\$4,388.00	\$2,250.97	51.30%	\$48,268.00	\$35,335.45	73.21%	\$52,671.00	\$17,335.55
PASS THROUGH EXPENSES								
6414 COOP WATER RESOURCE MON	\$10,249.00	\$0.00	0.00%	\$112,739.00	\$92,241.75	81.82%	\$122,989.00	\$30,747.25
6415 WisDOT PLANNING SERVICES	\$454.00	\$0.00	0.00%	\$4,994.00	\$3,642.78	72.94%	\$5,457.00	\$1,814.22
Total PASS THROUGH EXPENSES	\$10,703.00	\$0.00	0.00%	\$117,733.00	\$95,884.53	81.44%	\$128,446.00	\$32,561.47
OTHER								
6172 DUES/MEMBERSHIP/SUBSCRIP	\$543.00	\$80.47	14.82%	\$5,973.00	\$4,068.21	68.11%	\$6,517.00	\$2,448.79

General Ledger System

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

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November 2023

Expenditures Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
6200 CONTRIBUTIONS & DONATION	\$458.00	\$0.00	0.00%	\$5,038.00	\$0.00	0.00%	\$5,500.00	\$5,500.00
6411 EDUC/INFO/OUTREACH	\$416.00	\$226.52	54.45%	\$4,576.00	\$3,261.95	71.28%	\$5,000.00	\$1,738.05
6440 RECRUITMENT	\$22.00	\$3,000.00	3636.36%	\$242.00	\$9,804.00	4051.24%	\$264.00	(\$9,540.00)
6501 INSURANCE	\$312.00	\$335.25	107.45%	\$3,432.00	\$3,687.75	107.45%	\$3,750.00	\$62.25
6560 DEPRECIATION	\$170.00	\$119.53	70.31%	\$1,870.00	\$1,314.83	70.31%	\$2,042.00	\$727.17
6565 AMORTIZATION EXPENSE	\$50.00	\$50.64	101.28%	\$550.00	\$557.04	101.28%	\$608.00	\$50.96
Total OTHER	\$1,971.00	\$3,812.41	193.43%	\$21,681.00	\$22,693.78	104.67%	\$23,681.00	\$987.22
Total Expenditures	\$133,647.00	\$112,057.33	83.85%	\$1,470,117.00	\$1,386,057.33	94.28%	\$1,603,951.00	\$217,893.67
Excess (Deficit)	(\$7,710.00)	\$31,379.02		(\$84,810.00)	\$82,066.27		(\$92,668.00)	(\$174,734.27)

(Funds included: ALL)

General Ledger System

Capital Area Regional Planning

For User: d.hentrich

Agency Category Summary Statement of Operations

November 2023

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Revenues	-----Monthly-----			-----YTD-----			Annual estimated	Unrealized
	Account	Estimated	Actual	Pct	Estimated	Actual		
Objects without category	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
PROPERTY TAX REVENUE	\$86,024.00	\$86,024.50	100.00%	\$946,264.00	\$946,269.50	100.00%	\$1,032,294.00	\$86,024.50
STATE/FEDERAL GRANTS REV.	\$8,507.00	\$0.00	0.00%	\$93,577.00	\$73,603.65	78.66%	\$102,093.00	\$28,489.35
FEES REVENUE	\$9,750.00	\$8,100.00	83.08%	\$107,250.00	\$104,273.61	97.22%	\$117,000.00	\$12,726.39
SERVICES REVENUE	\$2,083.00	\$0.00	0.00%	\$22,913.00	\$41,541.41	181.30%	\$25,000.00	(\$16,541.41)
PASS THROUGH REVENUE	\$10,703.00	\$10,249.09	95.76%	\$117,733.00	\$116,282.61	98.77%	\$128,446.00	\$12,163.39
OTHER REVENUE	\$8,870.00	\$39,062.76	440.39%	\$97,570.00	\$186,152.82	190.79%	\$106,450.00	(\$79,702.82)
Total Revenues	\$125,937.00	\$143,436.35	113.90%	\$1,385,307.00	\$1,468,123.60	105.98%	\$1,511,283.00	\$43,159.40
Expenditures	-----Monthly-----			-----YTD-----			Annual budget	Unexpended
Account	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
Objects without category	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%	\$0.00	\$0.00
SALARIES AND LEAVE TIME	\$75,996.00	\$62,502.86	82.24%	\$835,956.00	\$803,463.94	96.11%	\$911,969.00	\$108,505.06
FRINGE BENEFITS	\$27,764.00	\$22,998.13	82.83%	\$305,404.00	\$274,039.04	89.73%	\$333,213.00	\$59,173.96
OCCUPANCY	\$4,083.00	\$4,151.71	101.68%	\$44,913.00	\$44,854.71	99.87%	\$49,006.00	\$4,151.29
CONTRACTED SERVICES	\$3,350.00	\$3,685.00	110.00%	\$36,850.00	\$37,860.07	102.74%	\$40,200.00	\$2,339.93
TRAVEL AND TRAINING	\$768.00	\$2,275.76	296.32%	\$8,448.00	\$19,453.09	230.27%	\$9,240.00	(\$10,213.09)
OFFICE EXPENSES	\$1,398.00	\$181.98	13.02%	\$15,378.00	\$14,145.43	91.98%	\$16,790.00	\$2,644.57
INFORMATION TECHNOLOGY	\$2,335.00	\$9,034.47	386.92%	\$25,685.00	\$29,127.70	113.40%	\$28,035.00	(\$1,092.70)
COMMISSION	\$891.00	\$1,164.04	130.64%	\$9,801.00	\$9,199.59	93.86%	\$10,700.00	\$1,500.41
FINANCIAL SERVICES	\$4,388.00	\$2,250.97	51.30%	\$48,268.00	\$35,335.45	73.21%	\$52,671.00	\$17,335.55
PASS THROUGH EXPENSES	\$10,703.00	\$0.00	0.00%	\$117,733.00	\$95,884.53	81.44%	\$128,446.00	\$32,561.47
OTHER	\$1,971.00	\$3,812.41	193.43%	\$21,681.00	\$22,693.78	104.67%	\$23,681.00	\$987.22

General Ledger System

Capital Area Regional Planning
 For User: d.hentrich
 Agency Category Summary Statement of Operations

November 2023

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Expenditures

Account	-----Monthly-----			-----YTD-----			Annual budget	Unexpended
	Budget	Expenditures	Pct	Budget	Expenditures	Pct		
Total Expenditures	\$133,647.00	\$112,057.33	83.85%	\$1,470,117.00	\$1,386,057.33	94.28%	\$1,603,951.00	\$217,893.67
Excess (Deficit)	(\$7,710.00)	\$31,379.02		(\$84,810.00)	\$82,066.27		(\$92,668.00)	(\$174,734.27)

(Funds included: ALL)

Capital Area Regional Planning Commission
Account Reconciliation for GL Account #1000 - Operating Account
For the Period Ending November 30, 2023

Operating Account								
Date	Check #	Description	X	Withdrawals	Deposits	Balance	Comments	
10/31/23		Beginning Balance (Reconciled)				\$ 81,125.67		
11/01/23	ACH	Payroll A/Paychex TPS taxes		(8,146.09)		\$ 72,979.58		
11/01/23	ACH	Payroll A/Direct deposit		(19,950.27)		\$ 53,029.31		
11/02/23	ACH	Payroll B/Paychex EIB invoice		(113.90)		\$ 52,915.41		
11/02/23	ACH	Payroll B/Deferred compensation contributions		(1,588.00)		\$ 51,327.41		
11/03/23	XFR	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 91,327.41		
11/08/23	DP	From Donofrio Kottke & Assoc./Inv 1033 Sew Ext Review			1,000.00	\$ 92,327.41		
11/08/23	DP	From Vierbicher Engineers/ Sewer Ext Review Inv 1017			400.00	\$ 92,727.41		
11/08/23	DP	From Vierbicher Engineers/ Sewer Ext Review Inv 1018			400.00	\$ 93,127.41		
11/10/23	10653	Staff Reimbursement		(607.00)		\$ 92,520.41		
11/10/23	10657	Staff Reimbursement		(38.76)		\$ 92,481.65		
11/10/23	10661	Securian Financial Group/November Insurance Premiums		(116.34)		\$ 92,365.31		
11/10/23	10663	WI SCTF/ Bi- Weekly remittance payment		(115.38)		\$ 92,249.93		
11/13/23	10654	Connect Search/Contract for Tanya Sime		(2,680.00)		\$ 89,569.93		
11/13/23	10660	Ricoh USA, INC./October maintenance contract and page counts		(43.79)		\$ 89,526.14		
11/14/23	10659	Pelion Benefits/Haley Smith Sick & Vacation Payout		(9,903.43)		\$ 79,622.71		
11/14/23	10655	Commissioner Per Diem/Heidi Murphy		(200.00)		\$ 79,422.71		
11/14/23	10658	Metro Transit/October Commute Card		(1.40)		\$ 79,421.31		
11/14/23	10662	Source One Technology Inc/IT Services		(5,470.62)		\$ 73,950.69		
11/15/23	ACH	Payroll B/Deferred compensation contributions		(1,588.00)		\$ 72,362.69		
11/15/23	ACH	Payroll A/Paychex TPS taxes		(7,899.64)		\$ 64,463.05		
11/15/23	ACH	Payroll A/Direct deposit		(19,703.69)		\$ 44,759.36		
11/16/23	ACH	Payroll B/Paychex EIB invoice		(115.91)		\$ 44,643.45		
11/16/23	10656	Commissioner Per Diem/Kris Hampton		(200.00)		\$ 44,443.45		
11/17/23	XFR	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 84,443.45		
11/21/23	10667	Delta Dental/November insurance premiums		(1,038.50)		\$ 83,404.95		
11/21/23	10664	City of Madison Treasurer/Sublease & WIDOT		(5,153.29)		\$ 78,251.66		
11/21/23	10677	WI SCTF/ Bi- Weekly remittance payment		(115.38)		\$ 78,136.28		
11/21/23	10652	Staff Reimbursement		(2,567.63)		\$ 75,568.65		
11/22/23	10666	Dean Health Plan/ November Insurance Premium		(12,635.32)		\$ 62,933.33		
11/22/23	10668	Commissioner Per Diem/ Kristopher Hampton		(196.47)		\$ 62,736.86		
11/22/23	10671	Peter Gray Executive Search/ Executive Director Search		(3,000.00)		\$ 59,736.86		
11/22/23	10672	Commissioner Per Diem/ Peter McKeever		(150.00)		\$ 59,586.86		
11/22/23	10676	SWWDB/September & October fiscal and payroll services		(3,682.25)		\$ 55,904.61		
11/24/23	10665	Connect Search/Contract for Tanya Sime		(2,680.00)		\$ 53,224.61		
11/24/23	10669	Commissioner Per Diem/ Maureen Crombie		(150.00)		\$ 53,074.61		
11/24/23	10670	Park Bank / Credit Card Payment		(7,488.45)		\$ 45,586.16		
11/24/23	10674	Source One Technology Inc/IT Services		-225		\$ 45,361.16		
11/27/23	EFT	Payroll B/ETF-WRS remittance		(7,821.87)		\$ 37,539.29		
11/28/23	ACH	WI PS Ach Invoice 1049			2,036.47	\$ 39,575.76		
11/28/23	10673	Smithgroup, Inc./For Consulting Services		(612.50)		\$ 38,963.26		
11/29/23	ACH	Payroll A/Paychex TPS taxes		(7,694.19)		\$ 31,269.07		
11/29/23	ACH	Payroll A/Direct deposit		(18,886.16)		\$ 12,382.91		
11/29/23	DP	Kamran Mesbah/2024 Delta Dental Premiums			1,678.92	\$ 14,061.83		
11/29/23	DP	Wyser Engineering, LLC/ Invoice 1034 Sewer Ext			800.00	\$ 14,861.83		
11/29/23	DP	Wyser Engineering, LLC/Invoice 1035 Sewer Ext			800.00	\$ 15,661.83		
11/29/23	DP	Village of Shorewood Hills/Q3 FMP Project Inv 1041			4,847.00	\$ 20,508.83		
11/29/23	DP	Village of Shorewood Hills/Q3 2023 CORP Plan Project			3,732.05	\$ 24,240.88		
11/29/23	XFR	Replenish Operating Funds to cover Check run and Payroll			40,000.00	\$ 64,240.88		
11/30/23	ACH	Payroll B/Paychex EIB invoice		(111.90)		\$ 64,128.98		
11/30/23	ACH	Payroll B/Deferred compensation contributions		(1,588.00)		\$ 62,540.98		
						\$ 62,540.98		

Total (Debits) and Credits				\$ (154,279.13)	\$ 135,694.44			\$ 62,540.98	Bank
Difference					\$ (18,584.69)			(31.70)	10675

Accounts Payable Expenditures				\$ (128,731.18)					
Accounts Receivable Deposits					\$ 135,694.44				
Non-AR Items								\$ 62,509.28	Adjusted
Payroll-related Expenses				\$ (35,690.87)					
Transfers between Accounts					\$ 120,000.00				