

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

December 9, 2024

CARPC Office, 100 State St., Suite 400, Madison

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=WjJqZXZlWxUVDJGMVFYcmphWHhSdz09>

or by telephone at: 312-626-6799 (Webinar ID: 830 1765 8267, 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 registered members of the public may be heard for individual agenda items when called upon by the Chair. The time limit for comments by each registrant 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 Commission as part of the packet should be received in the RPC office no later than noon, seven (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. Establish Quorum
2. Public Comment on Matters not on the agenda
3. **Minutes of the November 11, 2024, Executive Committee Meeting (*actionable item*)**
4. **October 2024 Financial Statements and November 2024 Operating Account Reconciliation (*actionable item*)**
5. **Authorize Executive Director to Execute Agreements with the Towns of Berry, Blue Mounds, Bristol, Springfield, Sun Prairie - 2025 Mapping and Data Services (*actionable item*)**
6. **Authorize Executive Director to Execute Agreement with the City of Madison (the MPO) for 2025 Transportation Planning Services (*actionable item*)**
7. **Authorize the Executive Director to Execute the Annual City of Madison/Metro Transit Commute Card Agreement for 2025 (*actionable item*)**
8. **Authorize Executive Director to Execute Agreement for Planning Services with Rock County (*actionable item*)**
9. **Approval of the 2024-2025 Draft Cost Allocation Plan (*actionable item*)**

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.

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

- a. *The Commission intends to convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibilities. The subject matter concerns the evaluation of the Executive Director.*

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

12. Performance Evaluation of the Executive Director and authorization of the Commission Chair to approve the annual merit increase (*actionable item*)

- 13. Future Agenda Items (next meeting is Monday, January 6, 2025, via Zoom webinar at 6:00 pm)
 - a. Water quality planning contract with WDNR (Jan)

14. Adjournment

MINUTES
of the Executive Committee
of the Capital Area Regional Planning Commission
Zoom Meeting

November 11, 2024

6:00 pm

Commissioners Present: Maureen Crombie, Kris Hampton, Peter McKeever, Heidi Murphy, David Pfeiffer, Nick Zavos (6:18 pm)

Commissioners Absent: None

Staff Present: Tanya Sime, Jason Valerius

Others Present: None

1. Establish Quorum

David Pfeiffer called the meeting to order at 6:03 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

No public comment.

3. **Minutes of October 7, 2024, Executive Committee Meeting (6:04 pm)(actionable item)**

Ms. Murphy moved for approval of the minutes of October 7th, 2024, Executive Committee Meeting; Mr. Hampton seconded. The motion passed on a voice vote.

4. **August 2024 Financial Statements and September 2024 Operating Account Reconciliation (6:20 pm) (actionable item)**

Mr. McKeever moved for approval of the August 2024 Financial Statements and September 2024 Operating Account Reconciliation. Ms. Murphy Seconded. The motion passed on a voice vote.

5. **September 2024 Financial Statements and October 2024 Operating Account Reconciliation (6:22 pm) (actionable item)**

Mr. McKeever moved for approval of the August 2024 Financial Statements and September 2024 Operating Account Reconciliation. Ms. Murphy Seconded. The motion passed on a voice vote.

6. **Resolution of Support for Pre-Disaster Flood Resilience Grant Application and funding match commitment (actionable item) (6:10 pm)**

Mr. McKeever moved for approval of the Resolution of Support for Pre-Disaster Flood Resilience Grant Application and funding match commitment. Ms. Murphy seconded. The motion passed on a voice vote.

7. **Authorize Executive Director to Execute Agreement with Johnson Block – 2025 Audit Services for 2024 Financials (actionable item) (6:10 pm)**

Mr. Hampton moved for approval of the Authorize Executive Director to Execute Agreement with Johnson Block – 2025 Audit Services for 2024 Financials. Ms. Murphy seconded. The motion passed on a voice vote.

8. Performance Evaluation of the Agency Director – discussion about process (6:13 pm)

Director Valerius presented a new evaluation form, with questions for the Director and the Committee to address, and a description of the review process. Committee members were satisfied with the evaluation form. Next meeting for Executive Committee will be in person to perform the Executive Director Performance Evaluation.

9. Water Quality Planning Committee Status – discussion about 12/31/24 sunset date (6:18 pm)

Mr. McKeever suggested a one-year extension of the sunset date. Others agreed.

10. 2025 CARPC Budget Amendment – discussion about updates for December Commission approval (6:30 pm)

Director Valerius presented the draft budget amendment, including reminder about the requirement of the Budget and Personnel Panel to return funds to the county if the cost of living adjustment (COLA) is less than 3%. The amendment reflects a 0% COLA and other updated knowledge about the 2025 budget year, including staff benefits selections and grant funding awards. Net result is a reduced budget gap for 2025, down to \$28,000.

11. CARPC Commissioner Email – discussion about CARPC-hosted accounts (6:46 pm)

Per feedback from recent training on public records law and with advice from the Commission attorney, CARPC-controlled email accounts will be created for commissioners. Ms. Murphy and Ms. Crombie volunteered to be test candidates.

12. Executive Committee Meeting Attendance Discussion (6:50 pm)

The committee discussed meeting attendance and availability, then confirmed that the current schedule works best for everyone – 6:00 on the Monday before the first Thursday.

13. Future Agenda Items (next meeting is Monday, December 9, 2024, at the CARPC office at 6:00 pm)

- a. Performance Evaluation of the Agency Director (Dec)
- b. Agreements with City of Madison for Transportation Planning Service (MPO) and Commute Cards (Dec)
- c. 2025 Mapping and Data Service Agreements with the Towns of Berry, Blue Mounds, Bristol, Springfield, Sun Prairie
- d. Cost Allocation Plan

14. Adjournment

Mr. Hampton moved for adjournment. Mr. McKeever seconded. The meeting was adjourned at 7:10 P.M.

Minutes taken by Tanya Sime and reviewed by Jason Valerius.

Respectfully Submitted

Kris Hampton, Secretary

Re: Monthly Financial Reports (*actionable item*)

Requested Action:

Approval of the October 2024 Financial Statements and the November operating Account

Background:

Continuous process improvement is the goal of the Agency regarding its financial systems, policies and procedures. This area continues to evolve as new technologies and standard practices are implemented, and new opportunities present themselves.

Currently most of the accounting, finance and payroll processes are handled electronically except for some bank deposits since not all customers are able to make electronic payments. Each month the Administrative Services Manager prepares a full financial packet for review by the Executive Director and Commission Treasurer. Upon review and approval of the financial packet, the Executive Director and Commission Treasurer sign off on the packet cover sheet. In the absence of a treasurer, the Executive Director would sign off on them per the terms of the CARPC Bylaws.

The Executive Committee then receives copies of the balance sheet, statement of operations and operating account reconciliation report(s) for review at their monthly meeting.

Staff Comments:

The Administrative Services Manager reviews the financials produced by the third-party accountants, creates the Operating Account Reconciliation report(s) and prepares a summary narrative and the monthly financial packet for review by the Executive Director and the Commission Treasurer each month. Requests for additional financial information or reports may be directed to the ASM.

Attachments:

- 1. October 2024 Agency Balance Sheet
- 2. October 2024 Agency Budget vs. Actuals
- 3. November 2024 Operating Account Reconciliation

Staff Contact:

Tanya Sime, Administrative Services Manager
tanyas@capitalarerc.org
608 474 6017

Next Steps:

Ongoing discussions about improvements to the CARPC financial systems, policies, and procedures.

Capital Area Regional Planning Commission

Balance Sheet

As of October 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 OPERATING ACCOUNT	41,915.22
1001 MONEY MARKET ACCOUNT	180,108.83
1002 INVESTMENT ACCOUNT	820,878.19
1072 Bill.com Money Out Clearing	9,614.73
Total Bank Accounts	\$1,052,516.97
Accounts Receivable	
1105 PROJECT AND GRANTS REC	116,088.38
Total Accounts Receivable	\$116,088.38
Other Current Assets	
1110 UNBILLED ACCOUNTS REC	0.00
1150 PREPAID EXPENSES	1,390.97
1151 PREPAID INSURANCE	0.00
1152 PREPAID DENTAL INS	0.00
1153 PREPAID HEALTH INS	0.00
1154 PREPAID DISABILITY INS	995.81
1155 PREPAID RENT	0.00
1156 PREPAID LIFE INS	94.18
1157 PREPAID PARKING	497.70
1165 PREPAID LICENSES	532.55
1170 Undeposited Funds	0.00
Total Other Current Assets	\$3,511.21
Total Current Assets	\$1,172,116.56
Fixed Assets	
1200 FURNITURE AND EQUIPMENT	7,171.66
1201 ACCUM DEP-FURNITURE/EQUIP	-7,171.66
1210 RIGHT OF USE ASSET	6,076.50
1211 ACCUMULATED AMORTIZATION	-2,818.96
Total Fixed Assets	\$3,257.54
TOTAL ASSETS	\$1,175,374.10

Capital Area Regional Planning Commission

Balance Sheet

As of October 31, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
3000 ACCOUNTS PAYABLE	59,348.08
Total Accounts Payable	\$59,348.08
Credit Cards	
3002 Park Bank CC	1,942.83
Total Credit Cards	\$1,942.83
Other Current Liabilities	
3005 ACCRUED PAYROLL	0.00
3202 WRS PENSION PLAN	0.00
3206 WI DEF COMP PROGEAM	1,976.00
3300 UNUSED VACATION, WELLNESS	41,646.87
3500 SICK LEAVE ACCRUAL PAY	110,162.13
3600 DEFERRED/UNEARNED REVENUE	214,658.37
3650 INVEST IN CAPITAL ASSETS	0.00
3655 INVEST IN RIGHT OF USE	0.00
Total Other Current Liabilities	\$368,443.37
Total Current Liabilities	\$429,734.28
Total Liabilities	\$429,734.28
Equity	
3700 PRIOR YEAR BALANCE	-8,147.25
3701 PRIOR YEAR FUND BALANCE	801,957.11
3702 CURRENT FUND BALANCE	-800.00
Net Income	-47,370.04
Total Equity	\$745,639.82
TOTAL LIABILITIES AND EQUITY	\$1,175,374.10

Capital Area Regional Planning Commission

Budget vs. Actuals: 10 Months Ended

January - October, 2024

	TOTAL	
	ACTUAL	BUDGET
Income		
5100 PROPERTY TAX REVENUE		
5101 DANE COUNTY PROP TAX-OTH	928,019.22	946,269.20
Total 5100 PROPERTY TAX REVENUE	928,019.22	946,269.20
5199 PASS THROUGH REVENUE		
5201 WisDOT RURAL WORK PROGRAM	3,506.82	
5220 COOP WATER RESOURCE MON	151,335.00	108,382.50
Total 5199 PASS THROUGH REVENUE	154,841.82	108,382.50
5200 STATE/FEDERAL GRANTS REV.		
5202 EPA/DNR WATER PLANNING	103,092.66	91,666.70
5403 WisDOT PLAN INTEGRATION	5,357.32	5,910.80
Total 5200 STATE/FEDERAL GRANTS REV.	108,449.98	97,577.50
5300 FEES REVENUE	0.00	
5301 FEES - SEWER EXTENSIONS	36,400.00	41,666.70
5302 FEES-USA/LSA APP REVIEW	68,586.06	70,833.30
Total 5300 FEES REVENUE	104,986.06	112,500.00
5303 SERVICES REVENUE		
5304 LOCAL & REG PLAN ASSIST	43,901.37	33,333.30
Total 5303 SERVICES REVENUE	43,901.37	33,333.30
5500 OTHER REVENUE		
5207 WI SALT WISE	90,499.90	107,008.30
5208 LAND USE CODE ASSESSMENT		0.00
5501 INTEREST INCOME	35,225.42	37,500.00
5502 MISCELLANEOUS REVENUES	8,454.62	2,148.30
Total 5500 OTHER REVENUE	134,179.94	146,656.60
Total Income	\$1,474,378.39	\$1,444,719.10
GROSS PROFIT	\$1,474,378.39	\$1,444,719.10
Expenses		
6100 SALARIES AND LEAVE TIME		
6101 DIRECT SALARIES & WAGES	719,149.02	647,426.70
6102 COMPENSATED LEAVE TIME	139,219.41	161,856.70
Total 6100 SALARIES AND LEAVE TIME	858,368.43	809,283.40
6104 FRINGE BENEFITS		
6105 FICA BENEFITS	66,798.06	60,291.70
6116 LIFE INSURANCE	62.96	233.30
6117 DENTAL INSURANCE	8,407.52	13,405.80
6118 HEALTH INSURANCE	155,257.29	158,650.00
6119 DISABILITY INSURANCE	1,354.88	430.00
6120 COMMUTE CARDS	29.40	83.30
6121 WRS-ER CONTRIBUTION	34,298.42	55,840.80
6122 UNEMPLOYMENT	531.66	1,666.70
6124 WORKER'S COMPENSATION IN	2,301.00	2,833.30

Capital Area Regional Planning Commission

Budget vs. Actuals: 10 Months Ended

January - October, 2024

	TOTAL	
	ACTUAL	BUDGET
Total 6104 FRINGE BENEFITS	269,041.19	293,434.90
6200.1 OFFICE EXPENSES		
6200 Contributions & Donations		833.30
6250 SUPPLIES	5,407.66	4,041.70
6251 PRINTING	1,533.21	666.70
6252 POSTAGE	27.70	83.30
6265 EQUIPMENT	5,978.85	7,083.30
6330 TELEPHONE	1,164.74	1,666.70
6341 ADMINISTRATIVE FEES	3,270.00	341.70
Total 6200.1 OFFICE EXPENSES	17,382.16	14,716.70
6280 INFORMATION TECHNOLOGY		
6253 WEBHOSTING	96.00	291.70
6270 SOFTWARE	7,664.99	13,666.70
6275 IT SERVICES	3,465.06	16,666.70
Total 6280 INFORMATION TECHNOLOGY	11,226.05	30,625.10
6300 OCCUPANCY		
6310 RENT	37,646.48	41,655.80
Total 6300 OCCUPANCY	37,646.48	41,655.80
6400 CONTRACTED SERVICES		
6125 CONTRACTED SERVICE	49,090.84	59,666.70
6425 LEGAL SERVICES	2,033.50	3,333.30
6431 CONSULTING SERVICES	28,951.91	33,250.00
Total 6400 CONTRACTED SERVICES	80,076.25	96,250.00
6410 PASS THROUGH EXPENSES		
6414 COOP WATER RESOURCE MON	154,984.98	103,835.00
6415 WisDOT PLANNING SERVICES		4,547.50
Total 6410 PASS THROUGH EXPENSES	154,984.98	108,382.50
6426 COMMISSION		
6422 COMMISSION PER DIEMS	4,498.00	13,333.30
6423 COMMISSION TRAVEL	586.44	666.70
Total 6426 COMMISSION	5,084.44	14,000.00
6435 FINANCIAL SERVICES		
6420 AUDIT	10,450.00	8,750.00
6430 PAYROLL FEES	3,919.63	1,666.70
6432 FINANCIAL SERVICES	37,469.29	31,833.30
Total 6435 FINANCIAL SERVICES	51,913.92	42,250.00
6500 TRAVEL AND TRAINING		
6130 MEALS	3,714.33	700.00
6150 EMPLOYEE TRAVEL	8,204.56	8,916.70
6170 CONFERENCES & MEETINGS	6,862.38	5,916.70
6171 TRAINING	346.50	1,666.70
Total 6500 TRAVEL AND TRAINING	19,127.77	17,200.10

Capital Area Regional Planning Commission

Budget vs. Actuals: 10 Months Ended

January - October, 2024

	TOTAL	
	ACTUAL	BUDGET
6600 OTHER		
6172 DUES/MEMBERSHIP/SUBSCRIPTION	10,177.84	5,430.80
6411 EDUC/INFO/OUTREACH	730.00	2,083.30
6440 RECRUITMENT		833.30
6501 INSURANCE	5,651.32	3,537.50
6560 DEPRECIATION		1,701.70
6565 AMORITIZATION EXPENSE	337.60	506.70
Total 6600 OTHER	16,896.76	14,093.30
Uncategorized Expense	0.00	
Total Expenses	\$1,521,748.43	\$1,481,891.80
NET OPERATING INCOME	\$ -47,370.04	\$ -37,172.70
NET INCOME	\$ -47,370.04	\$ -37,172.70

Capital Area Regional Planning Commission
Account Reconciliation for GL Account #1000 - Operating Account
For the Period Ending November 30, 2024

Operating Account							
Date	Check #	Description	X	Withdrawals	Deposits	Balance	Comments
11/01/24		Beginning Balance (Reconciled)				\$ 41,915.22	
11/01/24	XTF	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 81,915.22	
11/01/24	EFT	Securian Financial/Monthly Employee Life Insurance		(151.48)		\$ 81,763.74	
11/01/24	EFT	Empower Payroll (WRS)		(1,976.00)		\$ 79,787.74	
11/04/24	EFT	Quickbooks annual subscription			999.20	\$ 80,786.94	
11/05/24	DP	Wisconsin DOT/ Q2 2024 Reimbursement			5,991.69	\$ 86,778.63	
11/5/2024	EFT	Johnson Block/2023 Audit		(3,600.00)		\$ 83,178.63	
11/6/2024	EFT	Staff Reimbursement/ Sean Higgins/October		(25.33)		\$ 83,153.30	
11/6/2024	EFT	Commissioner per diem/ November		(110.81)		\$ 83,042.49	
11/6/2024	EFT	Delta Dental/ Monthly Employee Premium		(1,228.17)		\$ 81,814.32	
11/06/24	EFT	Staff Reimbursement/ Jason Valerius/October		(606.84)		\$ 81,207.48	
11/06/24	EFT	Staff Reimbursement/ Nick Bower/ October		(63.77)		\$ 81,143.71	
11/06/24	EFT	Zoom/ Monthly Video Calling Plan		(94.99)		\$ 81,048.72	
11/06/24	EFT	City of Madison Treasurer/ Monthly Sublet Lease		(4,151.71)		\$ 76,897.01	
11/06/24	EFT	Ricoh/ Monthly Copier usage		(48.37)		\$ 76,848.64	
11/06/24	EFT	Commissioner per diem/ November		(150.00)		\$ 76,698.64	
11/06/24	EFT	Commissioner per diem/November		(68.34)		\$ 76,630.30	
11/06/24	EFT	Commissioner per diem/ October		(150.00)		\$ 76,480.30	
11/06/24	EFT	Regenerative Ag Research/ Yearly Subscription		(3,600.00)		\$ 72,880.30	
11/06/24	EFT	Dean Health Plan Premium/ Employee Health Ins. Monthly Premium Pmt		(21,159.21)		\$ 51,721.09	
11/06/24	50018	Mont L Trustee/ Tanya payroll deduction		(46.00)		\$ 51,675.09	
11/08/24	DP	WI DNR Stream Crossing/ Inv. 2123/ Q3 2024			13,632.00	\$ 65,307.09	
11/08/24	DP	WI DNR Water Quality Management Planning/ Inv. 2122/ Q3 2024			23,000.00	\$ 88,307.09	
11/08/24	EFT	MRA/ Employee Handbook		(1,820.00)		\$ 86,487.09	
11/12/2024	XTF	City of Madison/ Inv. 2101/ Sew Ext Midpoint Meadows Ph 1			800.00	\$ 87,287.09	
11/12/24	EFT	City of Madison/ Inv. 2006/ Salt Wise Contribution Program Partnership Contribution			5,000.00	\$ 92,287.09	
11/12/24	EFT	Staff Reimbursement/ Allison Madison September		(1,217.58)		\$ 91,069.51	
11/13/24	DP	Town of Bristol/Inv. 2097 GIS Q1, Q2			58.34	\$ 91,127.85	
11/13/24	DP	Town of Berry/ Inv. 2198/ GIS Q1, Q2			77.78	\$ 91,205.63	
11/13/24	DP	Root - Pike WIN/ Inv. 2112 / Smart Salting Workshop			2,500.00	\$ 93,705.63	
11/13/24	DP	Tip of the Mitt Watershed Council/ Inv. 2106 / Winter Salt Wise Week Contribution			500.00	\$ 94,205.63	
11/13/24	DP	Vierbicher/Villager of Deforest/ Inv. 2090/Sew Ext. 6.24.41 City of Middleton			400.00	\$ 94,605.63	
11/13/24	DP	Village of Deforest/ Inv. 2121/ USA Amendment #1605 V-Deforet			4,668.50	\$ 99,274.13	
11/13/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(115.38)		\$ 99,158.75	
11/13/24	EFT	Empower Payroll (WRS)		(35,833.01)		\$ 63,325.74	
11/14/24	DP	The Izaak Walton/Winter Salt Week/ Inv. 2105			1,000.00	\$ 64,325.74	
11/15/24	XTF	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 104,325.74	
11/15/24	EFT	Commissioner per diem/November		(110.81)		\$ 104,214.93	
11/15/24	EFT	Commissioner per diem/October		(76.80)		\$ 104,138.13	
11/15/24	EFT	Staff Reimbursement/October/ Matt Kremeply		(42.75)		\$ 104,095.38	
11/15/24	EFT	Commissioner per diem/ November		(100.00)		\$ 103,995.38	
11/15/24	EFT	Commissioner per diem/ November		(50.00)		\$ 103,945.38	
11/15/2024	EFT	Planetizen/ Software		(144.00)		\$ 103,801.38	
11/15/24	EFT	Staff Reimbursement/ Caitlin Shanahan		(129.67)		\$ 103,671.71	
11/15/24	EFT	Berndt CPA/ WI Employee Trust Fund WRS Remittance		(1,976.00)		\$ 101,695.71	
11/18/24	DP	Quam Engineering, LLC/ Inv. 2118/ Sew Ext. 175.24.10			400.00	\$ 102,095.71	
11/18/24	DP	Town of Sun Prairie/ Inv. 2128/ GIS Q2 Billin			155.56	\$ 102,251.27	
11/18/24	DP	Maine Water Environment Assoc./ Inv. 2103/ Winter Salt Awareness			500.00	\$ 102,751.27	
11/18/24	DP	Town of Blue Mounds/Inv. 2129/ GIS Q2 billing			58.34	\$ 102,809.61	
11/18/24	eft	CARPC Berndt CPA LLC Invoice/ Monthly Services		(3,025.00)		\$ 99,784.61	
11/20/24	EFT	Standard Insurance/ Employee Disability Premiums/ December		\$ (321.82)		\$ 99,462.79	
11/20/24	EFT	Delta Dental/ Monthly Employee Premium/ December		\$ (1,651.38)		\$ 97,811.41	
11/20/24	EFT	Dean Health Plan Premium/ Employee Health Ins. Monthly Premium Pmt		\$ (20,333.59)		\$ 77,477.82	
11/20/24	50019	Mont L Trustee/ Tanya payroll deduction		\$ (46.00)		\$ 77,431.82	
11/25/24	EFT	City of Madison/Inv. 2119/ Sew Ext Hartmeyer Redevelopment			\$ 400.00	\$ 77,831.82	
11/25/24	EFT	Staff Reimbursement/ Tanya Sime/September & October		(229.14)		\$ 77,602.68	
11/26/24	EFT	Berndt CPA/ WI Employee Trust Fund WRS Remittance		\$ (15,804.82)		\$ 61,797.86	
11/26/24	DP	County of Manitowoc/ Inv. 2124/ Salt Wise Agency Training			\$ 500.00	\$ 62,297.86	
11/26/24	DP	Town of Westport/ Inv. 1085/ Co-op Water Resource Monitoring			\$ 4,428.00	\$ 66,725.86	
11/26/24	DP	City of Edina/Inv.2107/ Winter Salt Wise Awareness Week			\$ 1,000.00	\$ 67,725.86	
11/26/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		\$ (115.38)		\$ 67,610.48	
11/26/24	EFT	Empower Payroll (WRS)		\$ (36,836.92)		\$ 30,773.56	
11/27/24	EFT	Staff Reimbursement/ Tanya Sime/November		(51.72)		\$ 30,721.84	
11/29/24	DP	Lands End Inc./Inv. 2146			\$ 2,000.00	\$ 32,721.84	
11/29/24	XTF	Scheduled online transfer to replenish Operating funds			\$ 40,000.00	\$ 72,721.84	
11/29/24	EFT	ATT/ Monthly Internet Services		\$ (196.20)		\$ 72,525.64	
11/29/24	EFT	Park Bank Visa Credit Card		\$ (1,942.83)		\$ 70,582.81	
11/29/24	EFT	Berndt CPA/ WI Employee Trust Fund WRS Remittance		\$ (1,976.00)		\$ 68,606.81	
						\$ 68,606.81	Reconciliation

Re: Authorize Executive Director to Execute Agreements with the Towns of Berry, Blue Mounds, Bristol, Springfield, Sun Prairie – 2025 Mapping and Data Services (*actionable item*)

Requested Action:

Recommendation to authorize the Executive Director to execute the agreements.

Background:

The Agency enters into annual agreements with five towns that have opted out of Dane County zoning. Under the agreement CARPC staff provides online mapping of the towns' zoning as zoning amendments are requested. The agreement also enables the towns to contract for other mapping and data assistance as needed.

Staff Comments:

The terms of the agreements remain substantially the same as those adopted in 2024. The agreements extend services to the end of 2025. Services will continue to be provided at the actual hourly salary plus fringe, direct, and indirect costs.

Attachments:

1. Example CARPC Agreement with a Town for Planning Services.

Staff Contact:

Sean Higgins, Senior Community Planner
seanh@capitalarearpc.org
608 474 6018

Next Steps (if approved by the Commission):

1. Consent approval by Commission and execution of agreement.



AGREEMENT BETWEEN THE TOWN OF ANYWHERE AND THE CAPITAL AREA REGIONAL PLANNING COMMISSION FOR PLANNING SERVICES

Parties: This agreement (“Agreement”) is by and between the Town of ANYWHERE, 8675309 County Road SOMEROAD, SOMECOMMUNITY, WI 53XXX, hereafter “Town” and Capital Area Regional Planning Commission, 100 State St, Ste 400, Madison, WI 53703-2573, hereafter “CARPC” (each, a “Party” and collectively, the “Parties”).

Term: The term of this Agreement is January 1, 2025, through December 31, 2025. This Agreement shall only be renewed by written agreement between the Parties.

Scope of Services: CARPC will provide maps and data (“Services”) including:

- Zoning based on a parcel number table or areas not matching tax parcel boundaries
- School district
- Elevation
- Future land use plan
- Existing land use
- Listing of property owners within a certain distance
- Base map
- Environmentally sensitive area (floodplain, wetland, steep slopes)
- Data and maps to support the Farmland Preservation program in a Town
- Other data services available from CARPC requested by the Town

CARPC staff will make data available through a web browser interface. Requests for Services in any media other than online may incur additional charges.



Requests for Service: To obtain Services, the Town will provide a written request to CARPC that describes the desired data and maps and includes an approximation map that delineates the location of the area to be rezoned and the district into which it is being zoned.

When the Town completes a rezoning, it will provide to CARPC the following:

- a. A to-scale map of the area that is to be rezoned along with a letter from the zoning administrator, with whom the Town contracts for zoning services, indicating the area has been rezoned; AND
- b. A copy of the minutes from the Town Board from the meeting at which the zoning change was approved, or a letter signed by the Town Clerk stating that the zoning change was approved.

Upon receipt of the above, CARPC will update Town maps as needed to reflect the zoning changes.

If, due to unforeseen circumstances, CARPC is unable to provide requested Services within the agreed upon time period, CARPC will notify the Town in writing and provide a revised date of delivery of data and maps.

The Town may cancel its request for Services in writing with three (3) business days' notice at any time, after which CARPC will invoice the Town for hours of Services performed up to the date of cancellation.

Payment: Services will be provided at the actual hourly salary plus fringe, direct, and indirect costs. (See attached billing rate sheet.) Additionally, any large format printing will be invoiced at five dollars (\$5.00) per linear foot. CARPC will invoice the Town following receipt by the Town of completed Services. CARPC is authorized to automatically invoice the Town for any Services rendered with a cost less than or equal to one hundred-fifty dollars (\$150.00). For Services that are estimated to cost more than one hundred-fifty dollars (\$150.00), CARPC will send the Town an estimate of staff hours required, length of time to complete the request, and cost to the Town. Upon receipt of a written acceptance by the Town, CARPC will prepare and deliver the Services.

Payment of invoices by the Town are due to CARPC within thirty (30) days of receipt by the Town of an invoice. If the Town has any outstanding invoices that are more than thirty (30) days past due, the Town will need to pay the balance due before CARPC performs any future work for the Town.

Term: This agreement is effective when signed by both CARPC and the Town. It expires December 31, 2024. Either party may withdraw at any time from this MOU with thirty (30) days prior written notice.



Non-Discrimination: During the term of this Agreement, the Parties agree to abide by their respective policies of non-discrimination and affirmative action. Further, the Parties agree that this agreement does not subject either party to the other's jurisdiction for the determination of such matters.

Limitation of Liability: Notwithstanding anything to the contrary contained in this Agreement or provided for under any applicable law, in no event is CARPC liable in contract, tort (including negligence) or otherwise for any special, incidental, or consequential damages arising out of or relating to the services provided pursuant to this Agreement. To the fullest extent allowed by law, CARPC's liability to the Town or any other persons or entities is limited to the amounts received by CARPC in payment for the services rendered under the terms of this Agreement. Furthermore, nothing contained within this Agreement is intended to be a waiver or estoppel of CARPC or its insurer to rely upon the limitations, defenses, and immunities contained within the Wisconsin Statutes, including, without limitation, Wis. Stat. § 893.80.

Severability: The invalidity, illegality, or unenforceability of any provision of this Agreement shall not affect the validity, legality, or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

Indemnification: To the fullest extent permitted by law, the Town agrees to save, indemnify, hold harmless CARPC, its officers, directors, employees, representatives, and agents from and against any claims, actions, proceedings, losses, judgments, penalties, fines, damages, liabilities, or costs and expenses (including reasonable attorneys' fees) based upon or arising out of The Town's usage of the Services provided by CARPC under this Agreement.

Independent Contractor: It is the intention of the parties that CARPC shall be an independent contractor in the performance of the work, and that nothing contained herein shall be construed to be inconsistent with CARPC's status as an independent contractor. It is understood that the fees or any other amounts the Town pays CARPC under this Agreement shall not be considered salary for pension purposes, and CARPC will not be entitled to any of the other fringe and supplemental benefits of the Town, nor will the Town withhold any social security (FICA) or similar contributions from CARPC's fee. CARPC is responsible for the payment of all payroll taxes or contributions to its personnel performing services hereunder and shall be liable for failure to do so.



Governing Law; Jurisdiction. This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Wisconsin, without regard to its conflict of laws rules.

Arbitration: In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement or the breach thereof, the Parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of sixty (60) days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association (“AAA”) in accordance with the provisions of its Commercial Arbitration Rules. As an alternative to AAA, the Parties may elect to have the matter resolved by a single arbitrator that they mutually select. The place of arbitration shall be Madison, Wisconsin. Judgment on the award rendered by the arbitrators may be entered in any court having jurisdiction thereof.

Entire Agreement: This Agreement supersedes any previous agreement or undertakings. It may not be modified except in writing executed by both Parties.

Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed by individuals and officers duly authorized on the dates noted below.

CAPITAL AREA REGIONAL PLANNING COMMISSION

TOWN OF ANYWHERE

By: _____

Jason Valerius, AICP

Executive Director

Capital Area Regional Planning Commission

Date: _____

By: _____

JANE DOE

TITLE

Town of ANYWHERE

Date: _____

Re: Authorization for the Agency Director to Execute the Annual Agreement with the City of Madison for Transportation Planning Services in 2025 (*actionable item*)

Requested Action: Recommendation to Approve

Background:

CARPC's annual Work Program includes the Regional Transportation-Land Use Planning Integration Program, as approved by the Wisconsin Department of Transportation (WisDOT) through the Rural Transportation Work Program. The total funding for this program in Dane County is \$13,945 which includes federal, state, and 10% local match. CARPC uses a portion of the federal and state funding to contract with the MPO for planning services and supporting regional land use and transportation planning integration. The other funds pay for a portion of CARPC staff time.

Staff Comments:

MPO staff services include conducting analyses of the impact of proposed Sewer Service Area amendments in the county on the multi-modal transportation system, providing assistance in preparing the transportation element of comprehensive plan updates for communities or providing other transportation-related local planning assistance, working with CARPC staff to integrate regional land use and transportation planning generally, and coordinating performance measure tracking and outreach and education efforts.

Attachments:

1. Agreement between City of Madison on Behalf of the Greater Madison MPO and CARPC for Transportation Planning Services in 2025
2. 2025 WisDOT Kick-off Letter for RTWP funding for CARPC

Staff Contact:

Jason Valerius, Executive Director
jasonv@capitalarearpc.org
608 474 6010

Next Steps:

Execute and implement agreement.

**AGREEMENT BETWEEN
CITY OF MADISON ON BEHALF OF THE GREATER MADISON MPO
AND THE
CAPITAL AREA REGIONAL PLANNING COMMISSION
FOR TRANSPORTATION PLANNING SERVICES**

Parties: This agreement is by and between the City of Madison, hereafter “City,” and Capital Area Regional Planning Commission, hereafter “CARPC.”

Term: The term of this agreement is January 1, 2025 through December 31, 2025.

Scope of Services by City/MPO: The city will provide transportation planning services to CARPC. These services will be provided by city staff to the Greater Madison MPO (Metropolitan Planning Organization) housed within the city’s Planning Division. These planning services will consist of:

- (1) conducting analyses of the impact of proposed Sewer Service Area amendments in the county on the multi-modal transportation system, including an assessment of the capacity to handle the traffic to be generated, ability to serve the development with public transit, accommodations for pedestrians and bicyclists, other design issues, and overall consistency with the goals, policies, and recommendations in the MPO’s Regional Transportation Plan (RTP), *Connect Greater Madison 2050*;
- (2) provide assistance in preparing the transportation element of comprehensive plan updates for communities or providing other transportation related local planning assistance;
- (3) provide assistance in preparing regional plan (RTP and Regional Development Framework) consistency reviews of comprehensive plans;
- (4) work with CARPC staff to integrate regional land use and transportation planning generally and coordinate performance measure tracking and outreach efforts; and
- (5) engage in any other joint planning initiatives.

Payment: The City of Madison will bill CARPC on a quarterly basis for the 80% federal funding share of providing the transportation planning services. The city will cover the required 20% local match to the federal funding. The city will provide a progress report on services provided, which will be submitted with the quarterly invoice. The total cost of MPO transportation planning services will not exceed \$5,457 (including the local match) for calendar year 2025.

Non-Discrimination: During the term of this agreement, the parties agree to abide by their respective policies of non-discrimination and affirmative action. Further, the parties agree that this agreement does not subject either party to the other’s jurisdiction for the determination of such matters.

Liability: CARPC shall be responsible for injuries, claims and losses arising from or caused by the acts or omissions of its officers, employees, agencies, boards, commissions and representatives. The city shall be responsible for injuries, claims and losses arising from or caused by the acts or omissions of its officers, employees, agencies, boards, commissions and representatives. The obligations of the parties under this paragraph shall survive the expiration or termination of this agreement.

IN WITNESS THEREOF, the parties have caused this agreement to be executed by individuals and officers duly authorized on the dates noted below.

**CAPITAL AREA REGIONAL
PLANNING COMMISSION**

By: _____
Jason Valerius
Executive Director

Date: _____

CITY OF MADISON

By: _____
Satya Rhodes-Conway
Mayor

Date: _____

By: _____
Maribeth Witzel-Behl
City Clerk

Date: _____

Countersigned:

By: _____
David Schmiedicke
City Finance Director

Date: _____

Approved as to Form:

By: _____
Michael Haas
City Attorney

Date: _____



August 19, 2024

Jason Valerius, Director
Capital Area Regional Planning Commission
100 State St, Ste 400
Madison, WI 53703-2573

Subject: Regional Planning – 2025 Rural Transportation Work Program

It is time again for the development of your Regional Planning Commission’s Rural Transportation Work Program (RTWP).

For 2025, your funding allocation is:

	Federal (80%)	State (10%)	Local (10%)	Total Budget
Capital Area Regional Planning Commission	11,155.92	1,394.49	1,394.49	\$13,944.90

Disclaimer: These allocation totals are only estimates. Final 2025 RTWP funding amounts will be based on approval of WisDOT’s 2025 SPR Program.

2025 RTWP Considerations:

When developing your 2025 RTWP consider the following planning activities and priorities (RPC work programs are for planning activities outside metropolitan planning areas):

- Assist local communities related to the Transportation Alternatives Program;
- Participate in statewide and regional major corridor planning and environmental feasibility studies as coordinated by WisDOT;
- Spearhead development of countywide bikeway facility/suitability plans;
- Provide assistance in the oversight and/or development of the transportation and land use elements for regional, countywide, or community-based Comprehensive Planning pursuant to State Statute 66.1001;
- Provide technical advice and guidance in conducting air quality planning for rural, isolated non-attainment counties for regional emissions and conformity analysis where applicable;
- Coordinate regional transportation and economic development studies especially for Transportation Economic Assistance (TEA) eligible projects and assisting local communities in the application process;
- Include in the 2025 RTWP Administrative Work Element your participation in quarterly FHWA/MPO/RPC/WisDOT meetings to discuss transportation planning, policy, financial, and technical issues;
- Support WisDOT’s freight planning efforts;
- Include assistance on WisDOT grant applications, if needed;

- Assist with coordination on census boundary updates, as needed;
- Include the CFDA 20.205 self-certification as an appendix;
- Identify the cost share distribution of local RPC members by county;
- Work with WisDOT on development of any statewide transportation planning efforts;
- Include within a work element staff time, resources and funding for the discussion and coordination of federal performance measures and establishment of state performance targets;
- Include applicable new Bipartisan Infrastructure Law (BIL) work program activities (i.e., web based public participation, connecting housing and employment, adding affordable housing organizations to a list of stakeholders, travel demand forecasting/modeling studies, and data gathering);¹
- Include and identify 2021 Planning Emphasis Areas (PEAs) activities – [2021 Planning Emphasis Areas \(dot.gov\)](#).

Please contact Matthew Sorensen at (608) 267-0458, if you have any questions or concerns about RTWP activities or your allocated funding for 2025. WisDOT will send any comments regarding your draft work program to you via email and schedule a follow-up conference call, as needed, to discuss any work program issues before you submit your final work program to WisDOT for approval.

Please submit your draft work program before September 15, 2024, and your final work program before November 30, 2024. Thank you and we look forward to partnering again with you on statewide and regional transportation planning activities.

Sincerely,



Charles Wade, Director
Bureau of Planning & Economic Development

cc: Stephen Flottmeyer, Chief, Southwest Region System Planning and Operations
Matthew J. Sorensen, AICP, WisDOT BPED

¹ [Bipartisan Infrastructure Law - FHWA | Federal Highway Administration \(dot.gov\)](#)

Re: Authorization for the Agency Director to Execute the Annual City of Madison / Metro Transit Commute Card Agreement for 2024 (*actionable item*)

Requested Action: Authorization to Sign Agreement

Background:

One of the transportation benefit options offered to staff is the use of Metro Transit Commute Cards to help cover the cost of commuting to and from the office and in conducting Agency-related business. This is an Agency-paid benefit and four employees have asked for commute cards for the 2025 calendar year.

Staff Comments:

The Agency is charged on a per ride basis. It is a small, but appreciated benefit that also helps the agency in a small way achieve its various climate-related goals and promotes the use of public transportation.

Attachments:

1. Agreement between Metro Transit and CARPC for Commute Cards

Staff Contact:

Jason Valerius, Executive Director
jasonv@capitalarearpc.org
608 474 6010

Next Steps:

Execute and implement agreement.

**SMALL ENTITY
COMMUTE CARD AGREEMENT
BETWEEN
THE CITY OF MADISON/METRO TRANSIT
AND
CAPITAL AREA REGIONAL PLANNING COMMISSION**

The following consists of the whole Agreement between The City of Madison, Metro Transit, 1245 East Washington Ave., Suite 201, Madison, WI 53703, hereinafter **MADISON**, and

Name: **Capital Area Regional Planning Commission**
Address: 100 State St. Suite 400
 Madison, WI 53703

Name: Jason Valerius
Address: 100 State St. Suite 400
 Madison, WI 53703

Hereinafter referred to as **ORGANIZATION**.

In consideration of the fact that MADISON and ORGANIZATION wish to enter into an unlimited ride pass agreement, and in consideration of the positive benefits such an agreement would have on ridership, traffic congestion, and the environment, the undersigned Parties agree to the following terms:

1. Term. The initial term of the AGREEMENT shall extend from January 1, 2025 to December 31, 2025.

2. Service. During the term of this AGREEMENT as provided herein, MADISON agrees to provide unlimited ride bus passes for distribution to ORGANIZATION'S participants (employees, students, members, volunteers and other affiliated individuals) as determined by ORGANIZATION for use on fixed route transit and on ADA complementary paratransit services offered by Metro Transit.

3. Pass Production, Distribution and Validity. MADISON shall design, print and supply the passes used under this AGREEMENT.
 - a. The number of passes provided shall be determined by ORGANIZATION.
 - b. An extra supply of passes will be provided to replace those that are lost or stolen.
 - c. Passes verified as lost or stolen by ORGANIZATION to MADISON and passes of individuals verified by ORGANIZATION to MADISON as being no longer eligible participants will be deactivated by MADISON in a

reasonable amount of time in accordance with Metro Transit's standard transit operations.

- d. Passes will be available for pick up at Metro Transit at least 14 days prior to pass active date. The initial pass active date shall be January 1, 2025.
 - e. Once activated, the pass shall remain active and be valid for use during a given contract term, unless voided as provided herein or suspended under Section 6, Termination, paragraph a. New passes shall be issued for each subsequent one-year renewal period, if any.
 - f. All passes issued pursuant to this AGREEMENT shall become void as of the date of termination of this AGREEMENT under Section 6 below. Passes will also be void as of the end of their active date period as provided in this Section 3, paragraphs c and e. Void passes will no longer be valid for commute card rides.
4. Cost and Billing. MADISON shall bill ORGANIZATION monthly for all fixed route transit and ADA paratransit rides taken during the billing period. Fixed route rides taken during the initial term of January 1, 2025 to December 31, 2025 will be billed at \$1.40. All subsequent fixed route rides will be billed at the current unlimited ride pass rate in the Metro Transit Fare Tariff on the date the ride is taken. ADA paratransit rides will be billed at the applicable peak or off-peak ADA paratransit fare in the fare tariff on the date the ride is taken.

ORGANIZATION may, in its sole determination, collect and retain fees, including fees for reissued passes, from participants levied to provide the aforesaid transit service. Such fees shall be collected by ORGANIZATION using its standard operating procedures.

5. Commute Card Program Restriction. It is understood by and between both Parties that the Small Entity Commute Card Program cannot be used in lieu of or to avoid paying the agency fare as defined in the Metro Transit Fare Tariff.
6. Termination.
- a. Either PARTY may terminate this AGREEMENT upon ninety (90) days written notice. In the event of default by ORGANIZATION in its payment for more than thirty (30) days from the date of billing, service may be suspended, by deactivating the passes, or be terminated at MADISON'S option under paragraph b.
 - b. In the event ORGANIZATION shall materially breach any of the covenants, agreements, commitments or conditions herein contained and such breach shall continue unremedied for a period of thirty (30) days after written notice thereof to ORGANIZATION, MADISON may at its option and in addition to all other rights and remedies which it may have at law or in equity against ORGANIZATION forthwith have the cumulative right to immediately terminate this AGREEMENT.

- c. In the event of termination, ORGANIZATION will pay MADISON for all satisfactorily completed service prior to termination of this AGREEMENT.
7. Certifications and Representations. Each PARTY certifies it possesses legal authority to enter into this AGREEMENT. Each PARTY has identified the signatory on the last page, or identified his or her designee, as its agent to act in connection with this AGREEMENT. ORGANIZATION represents and warrants that its organization has fewer than 1,000 participants and that it will not use the passes issued under this AGREEMENT contrary to Section 5 above. This AGREEMENT shall be binding on the PARTIES hereto, their respective heirs, devisees, and successors and cannot be varied or waived by any oral representations or promise of any agent or other person of the parties hereto unless the same be in writing signed by the duly authorized agent or agents who executed this AGREEMENT.
8. Notice of Rate Changes. MADISON shall give written notice of rate changes and date of implementation within one month after the change has been approved in the Fare Tariff by the Transit and Parking Commission. Such fare tariff changes shall apply as provided in Section 4 above.
9. Allocation of Risk. It is mutually agreed ORGANIZATION and MADISON will be prepared to answer and defend only that responsibility and resultant legal liability, involving bodily injury or property damage, which is based upon or arises from their respective, or their employees' or agents' respective acts, errors or omissions which may occur in connection with this AGREEMENT while acting within their scope of employment.
10. Non-Discrimination. In connection with the performance of work under this AGREEMENT, ORGANIZATION agrees not to discriminate against any employee or applicant for employment because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, gender identity, political beliefs or student status. ORGANIZATION further agrees not to discriminate against any subcontractor or person who offers to subcontract on this AGREEMENT because of race, religion, color, age, disability, sex, sexual orientation, gender identity or national origin.
11. Third Party Rights. This AGREEMENT is intended to be solely between the parties hereto, i.e., MADISON and ORGANIZATION. No part of this contract shall be construed to add, supplement, amend, abridge or repeal existing rights, benefits or privileges of any third party or parties, including but not limited to, employees or participants of either of the Parties.
12. Notices. All notices to be given under the terms of this Agreement shall be in writing and signed by the person serving the notice and shall be sent registered or

certified mail, return receipt requested, postage prepaid, or hand delivered to the addresses of the Parties listed on Page 1.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of the last of the individuals to sign.

CITY OF MADISON, WISCONSIN

Justin Stuehrenberg
Transit General Manager

Date

Approved as to form:

Approved:

Michael Haas Date
City Attorney

David Schmiedicke Date
Finance Director

CAPITAL AREA REGIONAL PLANNING COMMISSION

Jason Valerius
Executive Director

Date

Re: Authorization for the Agency Director to Execute the Annual Agreement with the City of Madison for Transportation Planning Services in 2025 (*actionable item*)

Requested Action: Recommendation to Approve

Background:

CARPC's staff have been discussing with Rock County Planning staff their 2025 County comprehensive plan update. Rock County staff would like our assistance to develop a scope for their project. CARPC completed a Hazard Mitigation Plan update for Rock County in 2023.

Staff Comments:

This will be a brief effort in December 2024, with a budget capped at \$3,000. It may lead to additional services in collaboration with County staff during their plan update process.

Attachments:

1. Agreement Between Rock County and the Capital Area Regional Planning Commission For Comprehensive Plan Update Scoping Services

Staff Contact:

Jason Valerius, Executive Director
jasonv@capitalarearpc.org
608 474 6010

Next Steps:

Execute and implement agreement.

**AGREEMENT BETWEEN ROCK COUNTY AND THE CAPITAL AREA REGIONAL
PLANNING COMMISSION FOR COMPREHENSIVE PLAN UPDATE SCOPING SERVICES**

Parties: This agreement (“Agreement”) is by and between **Rock County Planning, Economic & Community Development Agency, Rock County Courthouse, East Wing, Room 266, 51 South Main Street, Janesville, WI, 53545**, hereafter “County,” and the Capital Area Regional Planning Commission, 100 State St, Ste 400, Madison, WI 53703-2573, hereafter “CARPC” (each, a “Party” and collectively, the “Parties”).

Term: The term of this Agreement is **December 5**, 2024, through **December 31**, 2024. This Agreement shall only be renewed by written agreement between the Parties.

Scope of Services: Upon signature of this contract, CARPC staff will assist Rock County with developing a scope for a planned update of the *Rock County Comprehensive Plan 2035*. CARPC will work with Rock County Planning staff to develop a project scope that identifies the structure, timeline, components, and outreach activities needed to update the County’s comprehensive plan in 2025. As requested by the County, CARPC will provide a summary project scope and cost estimate for planning assistance by CARPC to inform the County’s 2025 budgeting process. The contract will be considered complete upon delivery of these items or upon reaching the not-to-exceed limit. It is our expectation that the tasks described here are achievable within that limit, and also that the County may request additional edits or tasks if budget remains within the established limit.

CARPC staff will be responsible for:

- Providing staff time to complete the required scoping activities.
- Working with Rock County Planning staff to design a planning process that will align with County priorities and incorporate meaningful public engagement.
- Preparing project scope and cost estimate materials that County staff can incorporate into the County budgeting process as appropriate.
- Keeping confidential any materials deemed as such by Rock County Planning staff.

Rock County Planning, Economic & Community Development staff will be responsible for:

- Arranging meetings and facilitating any communications needed with Towns or other entities to seek their input on the design of the planning process.
- Submitting final project scope and cost estimate materials to the appropriate Rock County departments and committees for 2025 budget approval.

A draft of the plan update scope will be presented to Rock County no later than **December 23, 2024**. The plan update is anticipated to begin in 2025, pending budget approval. CARPC assistance with that plan update process will require a separate contract.

Payment: This work will be completed on a *Time and Materials, Not To Exceed* basis. Only hours worked and costs incurred will be charged, and the total cost for the required elements to be provided by CARPC

will not exceed **\$3,000**. CARPC will invoice the County for the actual hourly salary plus fringe and indirect costs and travel costs upon completion of the project. Payment from the County to CARPC will be due within 30 days of the invoice date.

Non-Discrimination: During the term of this Agreement, the Parties agree to abide by their respective policies of non-discrimination and affirmative action. Further, the Parties agree that this agreement does not subject either party to the other's jurisdiction for the determination of such matters.

Limitation of Liability: Notwithstanding anything to the contrary contained in this Agreement or provided for under any applicable law, in no event is CARPC liable in contract, tort (including negligence) or otherwise for any special, incidental, or consequential damages arising out of or relating to the services provided pursuant to this Agreement. To the fullest extent allowed by law, CARPC's liability to the County or any other persons or entities is limited to the amounts received by CARPC in payment for the services rendered under the terms of this Agreement. Furthermore, nothing contained within this Agreement is intended to be a waiver or estoppel of CARPC or its insurer to rely upon the limitations, defenses, and immunities contained within the Wisconsin Statutes, including, without limitation, Wis. Stat. § 893.80.

Severability: The invalidity, illegality, or unenforceability of any provision of this Agreement shall not affect the validity, legality, or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

Indemnification: To the fullest extent permitted by law, the County agrees to save, indemnify, hold harmless CARPC, its officers, directors, employees, representatives, and agents from and against any claims, actions, proceedings, losses, judgments, penalties, fines, damages, liabilities, or costs and expenses (including reasonable attorneys' fees) based upon or arising out of the County's usage of the Services provided by CARPC under this Agreement.

Independent Contractor: It is the intention of the parties that CARPC shall be an independent contractor in the performance of the work, and that nothing contained herein shall be construed to be inconsistent with CARPC's status as an independent contractor. It is understood that the fees or any other amounts the County pays CARPC under this Agreement shall not be considered salary for pension purposes, and CARPC will not be entitled to any of the other fringe and supplemental benefits of the County, nor will the County withhold any social security (FICA) or similar contributions from CARPC's fee. CARPC is responsible for the payment of all payroll taxes or contributions to its personnel performing services hereunder and shall be liable for failure to do so.

Governing Law; Jurisdiction. This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Wisconsin, without regard to its conflict of laws rules.

Arbitration: In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement or the breach thereof, the Parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory

to both parties. If they do not reach such solution within a period of sixty (60) days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association (“AAA”) in accordance with the provisions of its Commercial Arbitration Rules. As an alternative to AAA, the Parties may elect to have the matter resolved by a single arbitrator that they mutually select. The place of arbitration shall be Madison, Wisconsin. Judgment on the award rendered by the arbitrators may be entered in any court having jurisdiction thereof.

Entire Agreement: This Agreement supersedes any previous agreement or undertakings. It may not be modified except in writing executed by both Parties.

Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed by individuals and officers duly authorized on the dates noted below.

CAPITAL AREA REGIONAL PLANNING COMMISSION

ROCK COUNTY

By: _____

Jason Valerius

Executive Director

Capital Area Regional Planning Commission

Date: _____

By: _____

Andrew Baker

Director of Planning and Land Conservation

Rock County

Date: _____

Re: Approval of the 2025 Cost Allocation Plan (actionable item)**Requested Action:** Recommendation to Approve**Background:**

The purpose of the Cost Allocation Plan is to summarize the methods and procedures that CARPC uses to allocate costs to various programs, grants, contracts, and agreements. Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), establishes the principles for determining costs of grants, contracts, and other agreements with the Federal Government. Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Only costs that are allowable, in accordance with the Cost Principles, are allocated to benefitting programs.

Staff Comments:

The Cost Allocation Plan establishes CARPC's indirect cost rates. CARPC uses the indirect cost rates to calculate billing of staff time for services including sewer service area amendment reviews and planning services. The Executive Director prepared this plan using 2023 labor data. Typically, recipients of federal funds submit Cost Allocation Plans to the federal agency from whom they receive the largest amount of federal funding (the "cognizant agency"). Staff have previously invited Wisconsin DNR and WisDOT to serve as CARPC's cognizant agency for the purpose of approving our Cost Allocation Plan. Both agencies declined.

Attachments:

1. 2023-2024 Draft Cost Allocation Plan
2. Billing Rate Reference example

Staff Contact:

Jason Valerius, Executive Director
jasonv@capitalarearpc.org
608 474 6010

Next Steps:

Submit the CARPC 2025 Cost Allocation Plan to WisDOT. Begin using the new indirect cost rate effective 01/01/24 to bill for future staff time spent on billable projects.

CAPITAL AREA RPC
100 State St, Ste 400, Madison, WI 53703-2573



ph: 608.474.6077
info@lcapitalarearpc.org

CAPITAL AREA REGIONAL PLANNING COMMISSION

COST ALLOCATION PLAN

2025

Approved December 9, 2024

Purpose

The purpose of this Cost Allocation Plan is to summarize the methods and procedures that this organization will use to allocate costs to various programs, grants, contracts, and agreements.

Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), establishes the principles for determining costs of grants, contracts, and other agreements with the Federal Government. Capital Area Regional Planning Commission's (CARPC's) Cost Allocation Plan treats all allowable costs as direct costs except general administration and general expenses.

Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

Only costs that are allowable, in accordance with the Cost Principles, will be allocated to benefiting programs by CARPC.

This proposal is based on CARPC's actual costs reconcilable to the audited financial statements for its calendar year ending December 31, 2023. The general approach of CARPC in allocating costs to specific grants, contracts and fees are as follows:

- A. All allowable direct costs are charged directly to programs, grants, contracts, etc.
- B. Allowable fringe benefits including compensated absence time, FICA, unemployment insurance, worker's compensation, health insurance, retirement system contributions, life and disability insurance, and other fringe benefits are pooled and allocated to programs, grants, etc., using direct labor hours as the base.
- C. All other allowable indirect expense costs are pooled and allocated to programs, grants, etc., using direct labor hours as the base.

Allocation of Costs

The following information summarizes the procedures that are used by CARPC:

- A. Compensation for Personal Services – Documented with timesheets showing time distribution for all employees and allocated based on time spent on each program or grant. Salaries and wages and benefits are charged directly to the program for which work has been done.
- B. Insurance – Insurance needed for a particular program is charged directly to the program requiring coverage. Other insurance coverage that benefits all programs is allocated to the indirect expenses category.
- C. Professional Services Costs (such as consultants) – Costs that benefit a specific program are charged directly to the program requiring the service. Costs that benefit all programs are allocated to the indirect expense category.
- D. Audit Costs – Annual audit fees will be allocated to the indirect expense category.
- E. Postage – Allocated based on use. Postage expenses are charged directly to programs to the extent possible. Costs that benefit all programs are allocated to the indirect expense category.
- F. Printing – Allocated based on usage. Printing costs are charged directly to programs to the extent possible. Costs that benefit all programs are allocated to the indirect expense category.
- G. Supplies – Expenses are charged directly to programs to the extent possible. Costs that benefit all programs are allocated to the indirect expense category.
- H. Equipment/Depreciation – CARPC depreciates equipment when the initial acquisition cost exceeds \$5,000. Items below \$5,000 are reflected in the equipment category and expenses in the current year and are charged directly to programs to the extent possible. Costs that benefit all programs are allocated to the indirect expense category.
- I. Training/Conferences/Seminars – Costs that benefit one program are charged directly to the program. Costs that benefit all programs will be allocated to the indirect expense category.
- J. Travel Costs – All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred. Travel costs that benefit all programs are allocated to the indirect expense category.

Capital Area Regional Planning Commission 2025 Cost Allocation Plan

- K. Facilities Expenses (includes rent, Information Management, utilities, maintenance) – Facilities costs related to indirect expense activities are allocated to the indirect expense category.
- L. Communications - Costs that benefit one program are charged directly to the program. Costs that benefit all programs will be allocated to the indirect category.
- M. Other costs (including membership dues, licenses, fees, etc.) – Expenses are charged directly to programs that benefit from the expense/service. Expenses that benefit all programs are allocated to the indirect expense category.
- N. Unallowable Costs – Costs that are unallowable in accordance with Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, including commissioner travel and per diem, alcoholic beverages, lobbying, bad debts, contributions, entertainment, fines, and penalties are not included in the calculation of the indirect rate.

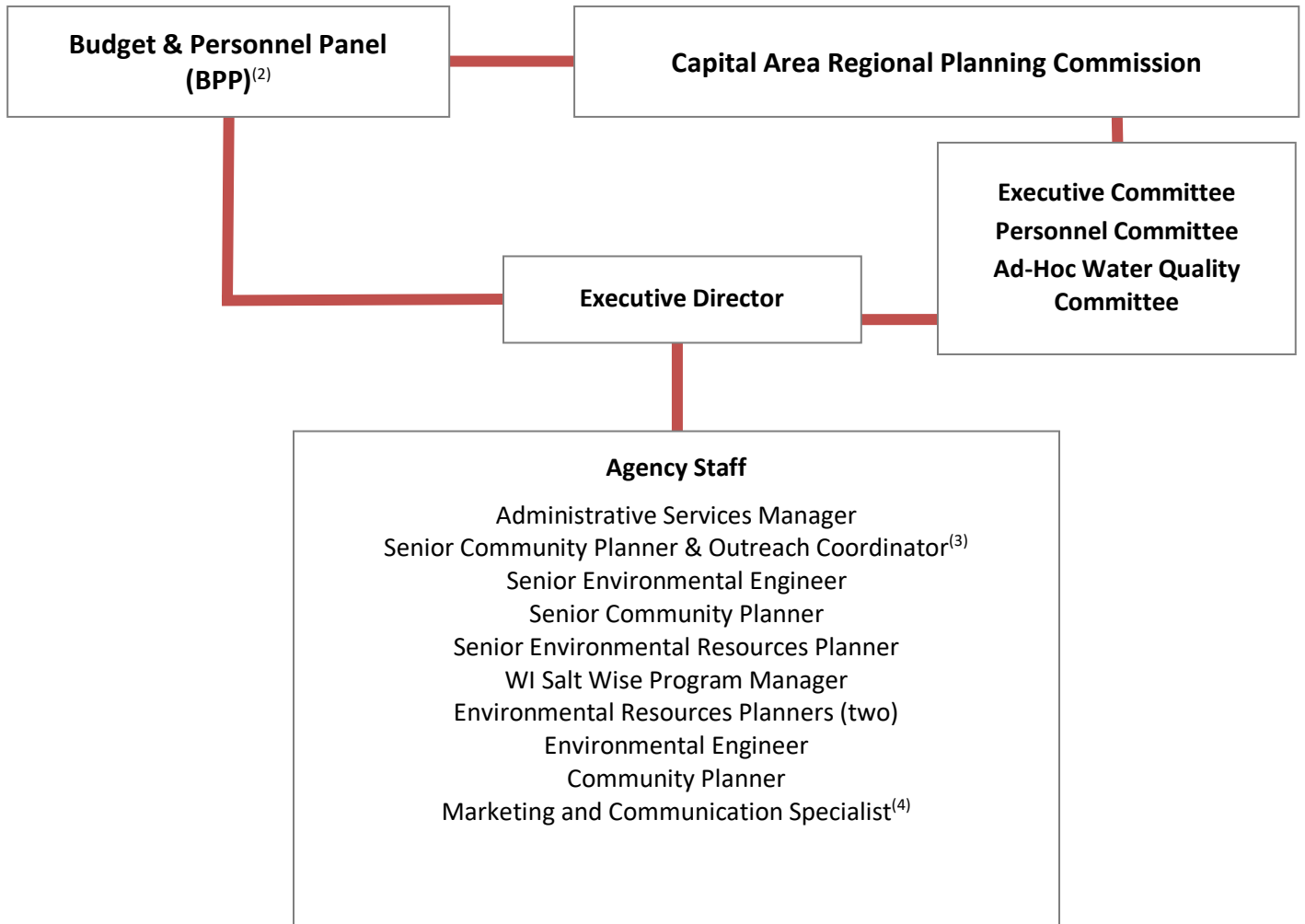
Indirect Salary Narrative

Executive Director charges time spent on support to the Commission, financial review, personnel matters, and project management.

Administrative Services Manager charges time spent on financial management, procurement, support to the Commission, personnel matters, employee benefit administration, contract administration, website updates, and report preparation and production.

Other Staff charge time spent in all staff meetings and performance reviews.

Figure 1: Capital Area Regional Planning Commission 2024 Organization Chart
 (Effective July 13, 2024) (1)



Notes:

- (1) This version incorporates:
 - (a) the end of separate divisions within the agency through the retirement of the former Division Directors and the hiring of an Executive Director
 - (b) staffing changes in the June 2024 Budget Amendment, converting one intern and one LTE staff to full-time roles (Community Planner, Environmental Resources Planner)
 - (c) the May 2024 Commission decision to discontinue the Executive Chairperson role
- (2) The BPP has the power to approve the CARPC budget and levy and hire or fire the Executive director, as described in Article IV of the CARPC Bylaws.
- (3) Title VI Officer
- (4) Greater Madison MPO staff, under contract to CARPC for 25% time

CERTIFICATE OF INDIRECT COST RATE

This is to certify that I have reviewed the indirect cost rate proposal prepared and submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal, dated December 5, 2024, to establish indirect, administrative overhead, and fringe cost billing rates for 2025 are allowable in accordance with the requirements of the Federal award(s) to which they apply and Title 2 U. S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This proposal does not include any costs which are unallowable as identified in the applicable federal cost principles.
- (2) All costs included in this proposal are properly allocable to Federal awards based on a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.
- (3) Rates calculated within the proposal used a direct cost base type of direct salaries and wages. The indirect cost rate is 43.98%. The fringe rate is 63.90%. The administrative overhead rate is 31.93%. The total of these three rates is 139.81%. The calculations were based on actual costs from fiscal year 2023, to obtain these federal billing rates for fiscal year 2025 until a new Cost Allocation Plan is adopted.
- (4) All documentation supporting the indirect cost rate identified above will be retained by CARPC. This rate should be reviewed and validated as part of the CARPC's annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729), and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: Capital Area Regional Planning Commission

Signature: _____

Name of Official: Jason Valerius

Title: Executive Director

Date of Execution: December 5, 2023

**CAPITAL AREA REGIONAL PLANNING COMMISSION
SCHEDULE 1
COMPUTATION OF FRINGE BENEFIT RATE
FOR THE YEAR ENDED DECEMBER 31, 2023**

Fringe Benefits:			
Payroll Taxes		62,823	
Health Insurance		161,992	
Dental Insurance		10,876	
Group Life Insurance		194	
Disability Insurance		484	
Compensated Absences / Paid Time Off		154,596	
Retirement		54,493	
Worker's Compensation Insurance		3,176	
Unemployment Compensation		-	
Fringe Benefits		111	
Moving Expense		-	
Total Fringe Benefits		\$ 448,746	
Project Salaries		547,086	
Administrative Salaries		155,226	
Total Labor		\$ 702,311	
Total Fringe Benefits	\$ 448,746		
Total Labor	\$ 702,311		63.90%
Total Salaries	856,908		
Unallowable Salaries	-		
Total Salaries	856,908		
	-		

**CAPITAL AREA REGIONAL PLANNING COMMISSION
SCHEDULE 2
COMPUTATION OF INDIRECT OVERHEAD RATE
FOR THE YEAR ENDED DECEMBER 31, 2023**

Indirect Overhead:			
Contracted Services		\$	39,772
Meals, Travel			2,924
Conference and Training			12,523
Dues, Membership, Subscriptions			4,327
Supplies			3,057
Printing			1,484
Postage			36
Webhosting			266
Equipment			11,775
Software			15,621
IT Services			16,971
Rent			44,855
Telephone			1,583
Administration and Payroll Fees			10,672
Outreach and Education			3,488
Pass Through - Coop Water Resource, Transport Plan			-
Audit			9,928
Commission Per Diem and Travel (unallowable & not included here)			-
Legal Services			4,273
Consulting Services			2,775
Financial Services			15,400
Recruitment			32,804
Insurance			4,023
Depreciation and Amortization			2,042
			<hr/>
Total Indirect Expenses			<u>\$ 240,600</u>
			<hr/> <hr/>
	Total Indirect Expenses	\$ 240,600	
	Total Project Salaries	\$ 547,086	
			<u><u>43.98%</u></u>

**CAPITAL AREA REGIONAL PLANNING COMMISSION
SCHEDULE 3
COMPUTATION OF ADMINISTRATIVE OVERHEAD RATE
FOR THE YEAR ENDED DECEMBER 31, 2023**

Administrative Overhead:			
Administrative Salaries		\$ 174,693	
Total Administrative Salaries		\$ 174,693	
Administrative Overhead	\$ 174,693		
Project Salaries	\$ 547,086		
			31.93%

Summary of the Rates / Total

Administrative Overhead (Schedule 3)	31.93%
Indirect Overhead (Schedule 2)	43.98%
Fringe Benefits (Schedule 1)	<u>63.90%</u>
Total Fringe & Indirect Rate	139.81%

Capital Area Regional Planning Commission
 2025 Hourly Billing Rate Reference
 As of 12/29/24

Table 1 Updated from 2025 Cost Allocation Plan

Staff Member	Adjustment Date	For use from 12/24/24 through 06/30/25														Fringe Rate	Ind Rate	Admin Rate	Billable Rate	15 Min	30 Min	45 Min	Markups		
		Hourly Rate as of ...																					5%	10%	
		12/29/24	01/12/25	01/26/25	02/09/25	02/23/25	03/09/25	03/23/25	04/06/25	04/20/25	05/04/25	05/18/25	06/01/25	06/15/25	06/29/25										
Sample Employee	12/29/24	\$ 37.28															23.82	16.40	11.90	89.40	22.35	44.70	67.05	\$ 93.87	\$ 98.34
Merit Increase	04/27/25																24.48	16.85	12.23	91.87	22.97	45.94	68.90	\$ 96.46	\$ 101.06

Table 2 Update from 25-26 Plan when adopted

Staff Member	Adjustment Date	For use from 07/01/25 - 12/28/25														Fringe Rate	Ind Rate	Admin Rate	Billable Rate	15 Min	30 Min	45 Min	Markups		
		Hourly Rate as of ...																					5%	10%	
		07/05/25	07/19/25	08/02/25	08/16/25	08/30/25	09/13/25	09/27/25	10/11/25	10/25/25	11/08/25	11/22/25	12/06/25	12/20/25											
Sample Employee	07/04/25	\$ 38.31															24.48	16.85	12.23	91.87	22.97	45.94	68.90	\$ 96.46	\$ 101.06
Merit Increase	04/27/25	\$ 38.31															24.48	16.85	12.23	91.87	22.97	45.94	68.90	\$ 96.46	\$ 101.06

Re: Executive Director Annual Review (*actionable item*)

Requested Action: Complete and approve the Executive Director Performance Evaluation and Goal Setting Worksheet

Background:

The Executive Committee serves as the Personnel Committee for purposes of conducting a performance review and approving an annual step increase in wage rate for the Executive Director. The Personnel Committee will meet in closed session to conduct the evaluation.

Staff Comments:

The Executive Director has completed the self evaluation portion of the worksheet and provided that directly to committee members.

Attachments:

1. Executive Director Performance Evaluation and Goal Setting Worksheet (blank)
2. Executive Director Job Description

Staff Contact:

Jason Valerius, Executive Director
jasonv@capitalarearpc.org
608 474 6010

Next Steps:

Complete process as described in the performance evaluation and goal setting worksheet.

CAPITAL AREA REGIONAL PLANNING COMMISSION

EXECUTIVE DIRECTOR ANNUAL PERFORMANCE EVALUATION AND GOAL SETTING WORKSHEET

Instructions:

- The Executive Director completes Part 1 and provides it to the Personnel Committee one week prior to the Committee meeting.
- Personnel Committee individually completes Part 2 prior to the meeting, and then convenes in closed session to discuss both parts of the form, first with the Executive Director present and then without the Executive Director present.
- After the Executive Director leaves the meeting, the Committee discusses Part 2 as a group and the Chair assembles responses to each question representing the views of the Committee; the Committee votes on a motion to approve those responses.
- The Executive Director shall have the opportunity to review the Committee responses after the meeting and the option to modify Part 1 responses and/or add comments to the Part 2 responses. When satisfied that the form is complete the Executive Director signs the document.
- If the Personnel Committee Chair determines that any edits to Part 1 are compatible with the Committee's views as expressed in the meeting, the Chair signs the form and transmits a digital copy of the signed form to the Executive Director, the Administrative Services Manager, and members of the Personnel Committee.

Part 1 – Self Evaluation

Name:

Date:

This section is to be completed by the Executive Director as a self-evaluation of performance, goal achievement, work satisfaction and improvement opportunities.

Looking back...

1. In a few sentences, describe your role with CARPC.
2. What achievements are you proud of over the past year, and why?
3. What were your goals for the past year and did you achieve them?
4. What was your most important mistake in the past 12 months and what did you learn from it?
5. What has been frustrating during the past year? Is there anything that the agency or commission can do differently to address this frustration?

Looking forward...

6. What are your personal performance goals for the next year?
7. What work habit(s) are you working to improve over the next year?
8. Are there any tools or training needed to achieve your goals for the next year?
9. If you were to leave the agency in the next two years, what is/are the most likely reason(s) for leaving? In your opinion, does this merit conversation with the Personnel Committee?

Part 2 – Personnel Committee Evaluation

Committee Member(s):

Date:

1. Do you concur with the self-evaluation of the past year’s performance? Describe here any additions or differing views.
2. Do you support the forward-looking goals identified? Describe here any additions or adjustments you would like to suggest.
3. In your opinion, has the Executive Director’s performance been satisfactory and therefore deserving of an annual step increase in pay?

Executive Director: _____ Date: _____

Personnel Committee Chair: _____ Date: _____



Position Description:

EXECUTIVE DIRECTOR, Capital Area Regional Planning Commission Madison, Wisconsin

Position Summary:

- The Executive Director of the Capital Area Regional Planning Commission is responsible for **overall leadership** of the Commission, including strategic direction; promoting implementation of the [Regional Development Framework](#); team management; and financial oversight. The Executive Director serves as the **public face and voice of the Commission**, elevating its visibility and influence on regional planning and development.
- The Executive Director **manages a team** of planning, environmental resources, and administrative professionals, currently 8 FTE (September 2023).
- The Executive Director **reports to 13 commissioners** appointed by the Mayor of Madison, the Dane County Executive, the Dane County Cities and Villages Association, and the Dane County Towns Association.
- The Executive Director **works closely with a diverse group of stakeholders**, including commissioners, Commission staff, government agencies, community leaders, private sector partners, and residents to shape the future of Dane County, Wisconsin through effective regional planning and development initiatives.



Key Responsibilities:

External Responsibilities

- **Strategic Leadership.** Develop and communicate a clear vision and strategy for the Commission, ensuring alignment with its mission and goals.
- **Advocacy and Public Relations.** Serve as a spokesperson for the organization, advocating for its mission and goals through effective communication and public relations efforts. Build and maintain strong relationships with key stakeholders, including local governments, community organizations, business leaders, and resident constituents.
- **Policy Development and Collaboration.** Collaborate with regional stakeholders to build consensus on regional plans and the policies and programs that carry them out regional development plans. Foster partnerships and collaborations with neighboring regions, governmental bodies, and relevant agencies to address regional challenges and opportunities.

Internal Responsibilities

- **Team Management.** Lead and mentor a dedicated team of professionals (currently 8 FTE), fostering a collaborative and results-oriented work environment. Oversee staff prioritization and execution of a portfolio of projects and initiatives aimed at enhancing the region's economic, environmental, and social well-being.
- **Commission Support.** Work with commission leadership to prepare agendas, manage monthly commission and committee meetings, foster collaboration, and support commissioners.



- **Budget, Financial, and Administrative Management.** Oversee the organization's budget, financial planning, human resources, and general administration to ensure smooth operations, fiscal responsibility, and sustainability.
- **Compliance.** Ensure the Commission's compliance with federal and state laws and regulations.

Qualifications sought:

- Proven executive leadership and team management experience, preferably in a regional planning commission or related organization.
- Visionary thinking and a commitment to sustainable regional development.
- Strong understanding of regional planning, land use, transportation, and infrastructure development.
- Experience accomplishing policy and funding goals through public sector advocacy.
- Knowledge of local and regional government structures and processes.
- Demonstrated ability to build and maintain effective partnerships and collaborations.
- Experience in budget management, financial oversight, and general organizational administration.



- Excellent public speaking, interpersonal, communication, and negotiation skills.
- Bachelor's degree in Urban Planning, Public Administration, Business Administration, or a related field preferred. Master's degree preferred. Alternative backgrounds will be considered.

Commitment to Equity & Inclusion

As an employer, the Capital Area Regional Planning Commission strives to provide a work environment where diversity and differing opinions are valued, creativity is encouraged, continuous learning and improvement are fostered, teamwork and open/honest communication are encouraged, and meeting customer needs through quality service is a shared goal. All employees must be able to demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways. Applicants from traditionally underrepresented populations including women, racial and ethnic minorities, and persons with disabilities are especially encouraged to apply.