

AGENDA

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

January 22, 2025

CCB Room 421, 210 Martin Luther King Jr. Blvd., Madison, WI

10:30 am

1. Roll Call
2. **Approval of the Minutes of the July 26, 2024 Budget and Personnel Panel Meeting (*actionable item*)**
3. **Election of Chairperson (*actionable item*)**
4. Review and Discussion of the 2025 budget and levy charge process and approval conditions
5. Discussion about the 2026 budget and levy charge process
6. Overview of CARPC's 2024 Strategic Plan and 2025 Work Program
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

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

July 26, 2024

Virtual Meeting via Microsoft Teams

8:30 am

Budget and Personnel Panel Members Present: DCTA President Jerry Derr (Chair), County Executive Jamie Kuhn, Madison Mayor Satya Rhodes-Conway, DCCVA President Robert Wipperfurth, CARPC Chair David Pfeiffer (non-voting member)

CARPC Staff Present: Jason Valerius (Executive Director)

Others Present: Carrie Springer, Forbes McIntosh, Christie Baumel

1. Roll Call

Chair Derr called the meeting to order at 8:31 am. Roll call was taken, and quorum was established.

2. **Approval of the Minutes of the November 23, 2023 Budget and Personnel Panel Meeting** **(actionable item)**

Mayor Rhodes-Conway moved to approve the minutes of the November 23, 2023 Budget and Personnel Panel meeting; President Wipperfurth seconded. The motion passed on a voice vote.

3. Brief Overview of CARPC Work Program Activities

This agenda item was deferred to a future meeting.

4. Review of the Preliminary 2025 Budget

Mr. Valerius provided a summary of the proposed budget, including the estimate of changes to costs and revenues. Staffing costs are the largest increase, including both wage and benefit cost increases and the conversion of two part-time staff to full-time roles during 2024. Fee-for-service work is expected to increase to 75,000. The tax levy is proposed to increase by 6.5%, to \$1,209,332.

President Wipperfurth noted the projected annual operating deficit of \$21,885 and asked if that was at risk of becoming a continuing and unsustainable structural deficit. Mr. Valerius responded that that gap can likely be closed by growing fee-for-service work in future years.

Mayor Rhodes-Conway asked about the staff position conversions and whether CARPC considered not changing those positions in light of budget challenges in the region. Mr. Valerius described the skills of those converted staff around data and the needs of the agency and partners to follow through on efforts to track performance metrics and provide better data describing conditions in the region, especially for housing. The new staff are also supporting the workload and availability of senior staff to complete delayed prior commitments. The agency is different in the number of FTEs but not in cost

as compared to staff structure in early 2023 because the current staff is a more junior staff. Mayor Rhodes-Conway.

Executive Kuhn asked for clarification about what makes up the 6.5% levy increase in this 2025 budget. Mr. Valerius explained that it is only covering an increase in staffing costs, including a 3% cost of living increase, and making up for the gap created in the 2024 budget between the 3% COLA that was assumed in the budget and the 4.5% COLA that was approved by Dane County and used by CARPC. Mr. Valerius affirmed that CARPC staff are not County employees and noted that the levy funding covers a portion of the total budget, and that portion is slightly reduced in this budget.

President Wipperfurth commented that CARPC doing fee-for-service work is good for relationships in the region and also for the budget. He noted that it would be helpful to look at pay raises for CARPC staff independent of County practices.

Chair Derr indicated a desire for compromise and acknowledged the challenge for BPP members of approving an increase for CARPC while asking their staff to hold the line on costs.

5. Approval and Adoption of the Preliminary CARPC 2025 Budget and Levy Charge to Dane County (*actionable item*)

President Wipperfurth moved to approve the 2025 CARPC budget and levy amount as recommended, \$1,209,332, with the following conditions:

- If the Dane County Cost of Living Adjustment (COLA) is finalized at less than 3%, the difference between 3% and the approved COLA will be returned to Dane County
- CARPC will find a different method of calculating pay adjustments that is not tied to Dane County or other local governments
- The BPP will in future years be convened earlier in the year to discuss the budget process

Mayor Rhodes-Conway seconded. The motion passed unanimously on a voice vote.

6. Adjournment

Mayor Rhodes-Conway moved to adjourn; Executive Kuhn seconded. The motion passed unanimously on a voice vote. The meeting adjourned at 9:02 am.

RE: Review and Discussion of the 2025 budget and levy charge process and approval conditions**Requested Action:**

None

Background:

The BPP approved the CARPC budget and levy charge on July 26, 2024 with the condition that if the change in COLA for County staff wages is less than 3%, CARPC would return a corresponding amount of levy revenue to the County. The County approved a 0% COLA for County staff, CARPC did the same, and the total estimated difference in CARPC costs of \$35,188 will be returned to the County.

Staff Comments:

None

Attachments:

1. CARPC Resolution 2024-10 approving amendment 2025 Budget
2. CARPC 2025 Budget summary tables

Staff Contact:

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

Next Steps:

CARPC to return that amount to the County during FY2025



CARPC Resolution No. 2024-10

Amendment of the 2025 Capital Area Regional Planning Commission Budget

WHEREAS, the Capital Area Regional Planning Commission (“CARPC”) is authorized to carry out a range of planning activities, pursuant to Wis. Stat. § 66.0309(8), and contracts with the Wisconsin Department of Natural Resources to conduct areawide water quality management planning for the Dane County region, and with the Wisconsin Department of Transportation to fund land use and transportation planning integration including analyses of transportation impacts of amendments to regional plans; and

WHEREAS, the CARPC adopted a 2025 Budget on September 26, 2024; and

WHEREAS, the agency is currently tying staff salary cost of living adjustments (COLA) to Dane County and budgeted for an estimated increase of 3.0%; and

WHEREAS, the CARPC Budget and Personnel Panel recommended adoption of the 2025 Budget and Levy Charge with a condition that any cost reduction due to a lower COLA adjustment would be returned to Dane County; and

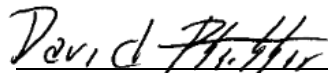
WHEREAS, the actual COLA adjustment for County staff and CARPC staff was 0%, resulting in a reduction of \$35,188 in costs and a corresponding credit of levy dollars back to the County; and

WHEREAS, other updated information about costs and revenues for 2025 have been incorporated into the revised budget; and


WHEREAS, a notice for public hearing on the proposed budget was duly posted and distributed to local units of government, and a public hearing was held on December 12, 2024;

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission hereby adopts the attached 2025 budget.

12-12-2024
Date Adopted



David Pfeiffer, Chairperson



Kris Hampton, Secretary

**Capital Area Regional Planning Commission
2025 Summary Budget - Proposed Amendments**

Budget Year	2024	2025	2025	Variance		Comments on Changes from 2025 Adopted
Budget Type	APPROVED AMENDED	FINAL ADOPTED	PROPOSED AMENDMENT	2025 PROPOSED AMENDMENT - 2025 ADOPTED		
Budget Date	06/13/24	08/26/24	11/07/24	\$	%	
REVENUES						
Property Tax	\$ 1,135,523	\$ 1,209,332	\$ 1,174,145	\$ (35,188)	-3.1%	We will return this amount per BPP levy approval condition
State & Federal Grants	102,093	117,093	141,093	\$ 24,000	23.5%	More funding confirmed for WQP amendment
WI Salt Wise	105,000	140,000	140,000	\$ -	0.0%	
Fees	117,000	137,488	122,000	\$ (15,488)	-13.2%	Adjusted based on 2024 results through 9/30
Services	50,000	100,000	100,000	\$ -	0.0%	
Pass-Through	130,059	131,672	131,672	\$ -	0.0%	
Other	10,078	38,988	38,988	\$ -	0.0%	
TOTAL REVENUES	\$ 1,649,753	\$ 1,874,573	\$ 1,847,898	\$ (26,676)	-1.6%	

EXPENDITURES						
Salaries and Leave Time	\$ 971,139	\$ 1,066,614	\$ 1,035,842	\$ (30,772)	-3.2%	COLA set at 0% instead of 3%, by agreement we will return this difference to the County
Fringe Benefits	352,122	485,325	458,530	\$ (26,795)	-7.6%	COLA set at 0% instead of 3%, by agreement we will return this difference to the County
Occupancy	49,987	50,987	50,987	\$ -	0.0%	
Contracted Services	115,500	32,970	32,970	\$ -	0.0%	
Employee Travel and Training	20,640	28,746	28,746	\$ -	0.0%	
Office	16,660	16,974	16,974	\$ -	0.0%	
Information Technology (IT)	36,750	38,588	38,588	\$ -	0.0%	
Commissioner Per Diems & Travel	16,800	10,344	10,344	\$ -	0.0%	
Financial Services	50,700	54,810	54,810	\$ -	0.0%	
Pass-Through	130,059	131,672	131,672	\$ -	0.0%	
Other	17,912	16,583	16,583	\$ -	0.0%	
TOTAL EXPEDITURES	\$ 1,778,270	\$ 1,933,612	\$ 1,876,044	\$ (57,567)	-3.0%	

Surplus (Deficit) \$ (128,516) \$ (59,038) \$ (28,147)

**Capital Area Regional Planning Commission
2025 Category Budget - Proposed Amendments**

Based on the Category Statement of Operations

Budget Year	2024	2025	2025	Variance		Comments on Changes from 2025 Adopted
Budget Type	APPROVED AMENDED	FINAL ADOPTED	PROPOSED AMENDMENT	2025 PROPOSED AMENDMENT - 2025 ADOPTED		
Budget Date	06/13/24	08/26/24	11/07/24	\$	%	
5101 Dane County Property Tax	\$ 1,135,523	\$ 1,209,332	\$ 1,174,145	\$ (35,188)	-2.9%	Returning the difference
Total Property Tax	1,135,523	1,209,332	1,174,145	\$ (35,188)	-2.9%	
5207 WI Salt Wise	128,410	140,000	140,000	\$ -	0.0%	
5202 EPA/DNR Water Planning	134,000	110,000	134,000	\$ 24,000	21.8%	Funding for WQP update confirmed
5403 WisDOT Plan Integration	7,093	7,093	7,093	\$ -	0.0%	
Total State & Federal Grants	141,093	117,093	141,093	\$ 24,000	20.5%	
5301 Fees - Sewer Extensions	50,000	52,488	47,000	\$ (5,488)	-10.5%	Based on 2024 actuals through September
5302 Fees - USA/LSA App Review	85,000	85,000	75,000	\$ (10,000)	-11.8%	Based on 2024 actuals through September
Total Fees	135,000	137,488	122,000	\$ (15,488)	-11.3%	
5304 Local & Reg Planning Assistance	40,000	100,000	100,000	\$ -	0.0%	
Total Services	40,000	100,000	100,000	\$ -	0.0%	
5201 WisDOT Rural Work Program	5,457	5,457	5,457	\$ -	0.0%	
5220 Coop Water Resource Mon	124,602	126,215	126,215	\$ -	0.0%	
Total Pass-Through	130,059	131,672	131,672	\$ -	0.0%	
5501 Interest Income	45,000	36,000	36,000	\$ -	0.0%	
5502 Miscellaneous Income	2,578	2,988	2,988	\$ -	0.0%	
Total Other	47,578	38,988	38,988	\$ -	0.0%	
TOTAL REVENUES	\$ 1,757,663	\$ 1,874,573	\$ 1,847,898	\$ (26,676)	-1.4%	

6101 Direct Salaries & Wages	\$ 776,912	\$ 853,291	\$ 828,674	\$ (24,617)	-2.9%	COLA set at 0% instead of 3%, by agreement we will return this difference to the County
6102 Compensated Leave Time	194,228	\$ 213,323	207,168	(6,155)	-2.9%	COLA set at 0% instead of 3%, by agreement we will return this difference to the County
Total Salaries and Leave Time	971,139	1,066,614	1,035,842	(30,772)	-2.9%	
6105 FICA Benefits	72,350	\$ 79,463	77,170	(2,293)	-2.9%	COLA set at 0% instead of 3%, by agreement we will return this difference to the County
6116 Life Insurance	280	\$ 294	294	-	0.0%	Maintain current staff, policy and rate changes
6117 Dental Insurance	16,087	\$ 15,328	14,707	(621)	-4.1%	Adjusted for enrollment elections
6118 Health Insurance	190,380	\$ 311,461	289,702	(21,759)	-7.0%	Adjusted for enrollment elections
6119 Disability Insurance	516	\$ 508	508	-	0.0%	
6120 Indirect Employee Benefit	100	\$ 105	105	-	0.0%	
6121 WRS Employer Contributions	67,009	\$ 73,596	71,473	(2,123)	-2.9%	COLA set at 0% instead of 3%, by agreement we will return this difference to the County
6122 Unemployment Insurance	2,000	\$ 1,000	1,000	-	0.0%	
6124 Worker's Compensation Ins	3,400	\$ 3,570	3,570	-	0.0%	
Total Fringe Benefits	352,122	485,325	458,530	(26,795)	-5.5%	
6310 Rent	49,987	\$ 50,987	50,987	-	0.0%	
Total Occupancy	49,987	50,987	50,987	-	0.0%	
6125 Contracted Services	71,600	\$ 28,570	28,570	-	0.0%	
6425 Legal Services	4,000	\$ 4,400	4,400	-	0.0%	
6431 Consulting Services	39,900	\$ -	-	-	-	
Total Contracted Services	115,500	32,970	32,970	-	0.0%	
6130 Meals	840	\$ 907	907	-	0.0%	
6150 Employee Travel	10,700	\$ 12,713	12,713	-	0.0%	
6170 Conferences & Meetings	7,100	\$ 10,125	10,125	-	0.0%	
6171 Training	2,000	\$ 5,000	5,000	-	0.0%	
Total Travel & Training	20,640	28,746	28,746	-	0.0%	
6250 Supplies	4,850	\$ 3,860	3,860	-	0.0%	
6251 Printing	800	\$ 1,558	1,558	-	0.0%	
6252 Postage	100	\$ 105	105	-	0.0%	
6265 Equipment	8,500	\$ 8,925	8,925	-	0.0%	

6330 Telephone	2,000	\$ 2,100	2,100	-	0.0%
6341 Administrative Fees	410	\$ 426	426	-	0.0%
Total Office Expenses	16,660	16,974	16,974	-	0.0%
6253 Webhosting	350	368	368	-	0.0%
6270 Software	16,400	17,220	17,220	-	0.0%
6275 IT Services	20,000	21,000	21,000	-	0.0%
Total Information Technology (IT)	36,750	38,588	38,588	-	0.0%
6422 Commission Per Diems	16,000	\$ 9,504	9,504	-	0.0%
6423 Commission Travel	800	\$ 840	840	-	0.0%
Total Commission	16,800	10,344	10,344	-	0.0%
6420 Audit	10,500	\$ 14,700	14,700	-	0.0%
6430 Payroll Fees	2,000	\$ -	-	-	-
6432 Financial Services	38,200	\$ 40,110	40,110	-	0.0%
Total Financial Services	50,700	54,810	54,810	-	0.0%
6414 Coop Water Resources Mon	124,602	\$ 126,215	126,215	-	0.0%
6415 WisDOT Planning Services	5,457	\$ 5,457	5,457	-	0.0%
Total Pass-Through Expenses	130,059	131,672	131,672	-	0.0%
6172 Dues / Memberships / Subscriptions	6,517	\$ 6,843	6,843	-	0.0%
6200 Contributions & Donations	1,000	\$ 1,000	1,000	-	0.0%
6411 Education & Outreach	2,500	\$ 2,625	2,625	-	0.0%
6440 Recruitment	1,000	\$ 1,050	1,050	-	0.0%
6501 Insurance	4,245	\$ 4,457	4,457	-	0.0%
6560 Depreciation	2,042	\$ -	-	-	-
6565 Amortization	608	\$ 608	608	-	0.0%
Total Other Expenses	17,912	16,583	16,583	-	0.0%
TOTAL EXPENDITURES	\$ 1,778,270	\$ 1,933,612	\$ 1,876,044	\$ (57,567)	-3.0%

Surplus (Deficit) \$ (20,606) \$ (59,038) \$ (28,147)

RE: Discussion about the 2026 budget and levy charge process

Requested Action:

None

Background:

CARPC prepares an annual budget and levy charge to Dane County on a schedule set by WI statute:

[66.0309\(14\)\(a\)](#) For the purpose of providing funds to meet the expenses of a regional planning commission, the commission shall annually on or before October 1 prepare and approve a budget reflecting the cost of its operation and services to the local governmental units within the region. The amount of the budget charged to any local governmental unit shall be in the proportion of the equalized value for tax purposes of the land, buildings, and other improvements on the land of the local governmental unit, within the region, to the total equalized value within the region. The amount charged to a local governmental unit shall not exceed .003 percent of equalized value under its jurisdiction and within the region, unless the governing body of the unit expressly approves the amount in excess of that percentage. All tax or other revenues raised for a regional planning commission shall be forwarded by the treasurer of the local unit to the treasurer of the commission on written order of the treasurer of the commission.

[66.0309\(14\)\(b\)](#) Where one-half or more of the land within a county is within a region, the chairperson of the regional planning commission shall certify to the county clerk, before August 1 of each year, the proportionate amount of the budget charged to the county for the services of the regional planning commission. Unless the county board finds the charges unreasonable, and institutes the procedures under par. (d), it shall take legislative action as necessary to provide the funds called for in the certified statement.

The Commission typically approves the preliminary budget and levy charge no later than its July meeting to meet the August 1 deadline to certify the budget charge to the County, and then holds a budget hearing and adopts the final budget at its September meeting to meet the October 1 deadline.

The amount of the budget charged to the County is statutorily capped at .003 percent of equalized assessed value (EAV), and the local resolutions calling for CARPC's creation requested a cap of 0.0017 percent of EAV. The approved levy amount for 2025 is estimated at 0.0012 percent of EAV. CARPC has for the past decade been trying to tie staff cost-of-living adjustments (COLA) to the County budget approval for County staff. However, the County budget is approved after the CARPC budget and levy charge certification, making this process difficult and usually leading to compensatory adjustments the following year.

Staff Comments:

The Commission aims to approve the preliminary budget and levy charge at its June meeting (this year June 12), after which the BPP could meet to approve the preliminary budget and levy charge later in June. The Commission's Executive Committee typically considers an initial draft budget in May (this year May 5) and desires feedback from the BPP later that month to inform June action on the preliminary budget and levy.

CARPC staff seek guidance from the BPP regarding:

- When and how to seek feedback on a draft budget and levy charge from BPP members
- Methods for selecting an acceptable COLA

Attachments:

None

Staff Contact:

Jason Valerius, Executive Director

jasonv@capitalarearpc.org

608 474 6010

Next Steps:

Budget feedback in May, BPP action in June

RE: Overview of CARPC 2024 Strategic Plan and 2025 Work Program Activities

<p>Requested Action:</p> <p>None</p>
<p>Background:</p> <p>CARPC prepares an annual Work Program each year to guide the agency’s activities (a description of what we’re doing).</p> <p>CARPC occasionally (every 5 years) prepares a strategic plan to offer guidance to the functions of the agency (affirmation of why we do what we do, and guidance on how best to do it).</p>
<p>Staff Comments:</p> <p>The 2025 Work Program describes our many activities. Noteworthy highlights of 2025 work include:</p> <ul style="list-style-type: none">• Chloride monitoring in Starkweather Creek (partially grant-funded)• Various efforts to promote tree canopy health and growth• Wisconsin Salt Wise program (mostly grant- and service fee-funded)• A county-wide inventory of road-stream crossings (100% grant-funded)• Co-hosting the 2025 Midwest Climate Summit in Madison, April 30-May 2• A regional conversation about farmland preservation• Updates to the Dane County Water Quality Plan – Environmental Corridor policies and an overhaul of the entire plan (partially grant-funded) <p>The 2024 Strategic Plan focuses on our Relationships, Services, and Revenues. We continue to seek ways to promote build relationships and collaboration with and between local governments and regional agencies, to provide value to local governments through our various services, and to pursue a sustainable mix of funding from the County, state agencies, grant programs, and fee-for-service arrangements.</p>
<p>Attachments:</p> <p>None</p>
<p>Staff Contact:</p> <p>Jason Valerius, Executive Director jasonv@capitalarearpc.org 608 474 6010</p>
<p>Next Steps:</p> <p>None</p>