

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

February 10, 2025

Microsoft Teams Webinar

6:00 pm

Participant Information

Meeting Accommodation: This meeting will take place via Microsoft Teams. You may participate in the meeting from your computer, tablet, smartphone, at this URL:

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19:meeting_Nzc2NzhjZjEtYWZmZOS00YWJmLWE4ODgtY2Y2MTVhZDYxNDY3@thread.v2/0?context=%7B%22Tid%22:%2235abc96c-357b-4956-9372-bd169087029d%22,%22Oid%22:%227452834e-38d4-43fc-b1f7-a2157967d260%22%7D)

[join/19:meeting_Nzc2NzhjZjEtYWZmZOS00YWJmLWE4ODgtY2Y2MTVhZDYxNDY3@thread.v2/0?context=%7B%22Tid%22:%2235abc96c-357b-4956-9372-bd169087029d%22,%22Oid%22:%227452834e-38d4-43fc-b1f7-a2157967d260%22%7D](https://teams.microsoft.com/l/meetup-join/19:meeting_Nzc2NzhjZjEtYWZmZOS00YWJmLWE4ODgtY2Y2MTVhZDYxNDY3@thread.v2/0?context=%7B%22Tid%22:%2235abc96c-357b-4956-9372-bd169087029d%22,%22Oid%22:%227452834e-38d4-43fc-b1f7-a2157967d260%22%7D)

Dial in by phone: 1 608-888-6882 Conference ID: 843 127 668 #

If you need other accommodation to attend the meeting, please call Tanya Sime at 608-474-6017.

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

Written Communications: Written communications intended to be provided to the Committee as part of the packet should be sent to info@capitalarearpc.org and will be provided to Commissioners at or before the meeting.

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

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

VISION: A region where communities create an 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 January 6, 2025, Executive Committee Meeting (*actionable item*)**
4. **December 2024 Financial Statements and the January 2025 Operating Account Reconciliation (*actionable item*)**
5. 2025 CARPC Budget Amendment – discussion about updates for March Commission approval
6. Future Meeting Scheduling (April, May, July and October)
7. Future Agenda Items (next meeting is **Monday, March 10, 2025**, via Microsoft Teams Webinar at **6:00 pm**)
 - a. CARPC 2025 Work Plan Update (March)
 - b. CARPC Personnel Manual Update (March?)
8. Adjournment

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

January 6, 2025

Microsoft Teams Webinar

6:00 pm

Participant Information

Commissioners Present: Kris Hampton, Peter McKeever, David Pfeiffer, Nick Zavos

Commissioners Absent: Maureen Crombie, Heidi Murphy

Staff Present: Tanya Sime, Jason Valerius

Others Present: None

1. Establish Quorum

Chair Pfeiffer called the meeting to order at 6:12 pm. A quorum was established.

2. Public Comment on Matters not on the agenda

No public comment.

3. Minutes of the December 9, 2024, Executive Committee Meeting (*actionable item*)

Commissioner McKeever moved for approval of the minutes of the December 9th, 2024, Executive Committee Meeting; Commissioner Hampton seconded. The motion passed on a voice vote.

4. October 2024 Financial Statements and the November 2024 Operating Account Reconciliation (*actionable item*)

Commissioner Zavos moved for approval of the October 2024 Financial Statements and November 2024 Operating Account Reconciliation; Commissioner McKeever seconded. The motion passed unanimously on a voice vote.

5. November 2024 Financial Statements and the December 2024 Operating Account Reconciliation (*actionable item*)

Commissioner Hampton moved for approval of the November 2024 Financial Statements and the December 2024 Operating Account Reconciliation; Commissioner Zavos seconded. The motion passed unanimously on a voice vote.

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

The Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources will be the same as 2024 and we expect it to be delivered within the next few weeks. It will be the same agreement and the same amount of \$95,000 annually. Commissioner Hampton moved to approve the agreement if affirmed to be identical to the 2024 agreement; Commissioner McKeever seconded. The motion passed unanimously on a voice vote.

7. Future Agenda Items (next meeting is **Monday, February 10, 2025, via Microsoft Teams Webinar at **6:00 pm**)**

No Future Agenda items specified.

8. Adjournment

The meeting was adjourned at 6:35 P.M.

Minutes prepared by Tanya Sime and reviewed by the Executive Director.

Respectfully Submitted

Cynthia Richson, Secretary

Re: Monthly Financial Reports (*actionable item*)**Requested Action:**

Approval of the December 2024 Financial Statements and the January 2025 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. December 2024 Agency Balance Sheet
2. December 2024 Agency Budget vs. Actuals
3. January 2025 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 December 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 OPERATING ACCOUNT	118,162.73
1001 MONEY MARKET ACCOUNT	200,122.08
1002 INVESTMENT ACCOUNT	566,549.77
1072 Bill.com Money Out Clearing	10,344.73
Total Bank Accounts	\$895,179.31
Accounts Receivable	
1105 PROJECT AND GRANTS REC	52,275.17
Total Accounts Receivable	\$52,275.17
Other Current Assets	
1110 UNBILLED ACCOUNTS REC	0.00
1150 PREPAID EXPENSES	9,572.91
1151 PREPAID INSURANCE	0.00
1152 PREPAID DENTAL INS	0.00
1153 PREPAID HEALTH INS	20,333.59
1154 PREPAID DISABILITY INS	616.12
1155 PREPAID RENT	0.00
1156 PREPAID LIFE INS	0.00
1157 PREPAID PARKING	0.00
1165 PREPAID LICENSES	0.00
1170 Undeposited Funds	0.00
Total Other Current Assets	\$30,522.62
Total Current Assets	\$977,977.10
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	-2,886.48
Total Fixed Assets	\$3,190.02
TOTAL ASSETS	\$981,167.12

Capital Area Regional Planning Commission

Balance Sheet

As of December 31, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
3000 ACCOUNTS PAYABLE	76,589.68
Total Accounts Payable	\$76,589.68
Credit Cards	
3002 Park Bank CC	1,381.18
Total Credit Cards	\$1,381.18
Other Current Liabilities	
3005 ACCRUED PAYROLL	0.00
3202 WRS PENSION PLAN	0.00
3206 WI DEF COMP PROGEAM	0.00
3300 UNUSED VACATION, WELLNESS	50,420.96
3500 SICK LEAVE ACCRUAL PAY	114,648.02
3600 DEFERRED/UNEARNED REVENUE	0.00
3650 INVEST IN CAPITAL ASSETS	0.00
3655 INVEST IN RIGHT OF USE	0.00
Total Other Current Liabilities	\$165,068.98
Total Current Liabilities	\$243,039.84
Total Liabilities	\$243,039.84
Equity	
3700 PRIOR YEAR BALANCE	-103,610.23
3701 PRIOR YEAR FUND BALANCE	889,507.07
3702 CURRENT FUND BALANCE	1,000.00
Net Income	-48,769.56
Total Equity	\$738,127.28
TOTAL LIABILITIES AND EQUITY	\$981,167.12

Capital Area Regional Planning Commission

Budget vs. Actuals: Annual

January - December 2024

	TOTAL	
	ACTUAL	BUDGET
Income		
5100 PROPERTY TAX REVENUE		
5101 DANE COUNTY PROP TAX-OTH	1,135,523.04	1,135,523.00
Total 5100 PROPERTY TAX REVENUE	1,135,523.04	1,135,523.00
5199 PASS THROUGH REVENUE		
5201 WisDOT RURAL WORK PROGRAM	3,506.82	
5220 COOP WATER RESOURCE MON	182,601.96	130,059.00
Total 5199 PASS THROUGH REVENUE	186,108.78	130,059.00
5200 STATE/FEDERAL GRANTS REV.		
5202 EPA/DNR WATER PLANNING	112,894.95	110,000.00
5403 WisDOT PLAN INTEGRATION	5,357.32	7,093.00
Total 5200 STATE/FEDERAL GRANTS REV.	118,252.27	117,093.00
5300 FEES REVENUE	0.00	
5301 FEES - SEWER EXTENSIONS	41,800.00	50,000.00
5302 FEES-USA/LSA APP REVIEW	81,906.07	85,000.00
Total 5300 FEES REVENUE	123,706.07	135,000.00
5303 SERVICES REVENUE		
5304 LOCAL & REG PLAN ASSIST	32,526.80	40,000.00
Total 5303 SERVICES REVENUE	32,526.80	40,000.00
5500 OTHER REVENUE		
5207 WI SALT WISE	134,749.89	128,410.00
5208 LAND USE CODE ASSESSMENT		0.00
5501 INTEREST INCOME	40,935.25	45,000.00
5502 MISCELLANEOUS REVENUES	12,249.30	2,578.00
Total 5500 OTHER REVENUE	187,934.44	175,988.00
Total Income	\$1,784,051.40	\$1,733,663.00
GROSS PROFIT	\$1,784,051.40	\$1,733,663.00
Expenses		
6100 SALARIES AND LEAVE TIME		
6101 DIRECT SALARIES & WAGES	847,092.00	776,912.00
6102 COMPENSATED LEAVE TIME	179,038.10	194,228.00
Total 6100 SALARIES AND LEAVE TIME	1,026,130.10	971,140.00
6104 FRINGE BENEFITS		
6105 FICA BENEFITS	77,854.41	72,350.00
6116 LIFE INSURANCE	308.62	280.00
6117 DENTAL INSURANCE	12,938.45	16,087.00
6118 HEALTH INSURANCE	195,519.31	190,380.00
6119 DISABILITY INSURANCE	1,087.46	516.00
6120 COMMUTE CARDS	29.40	100.00
6121 WRS-ER CONTRIBUTION	50,102.83	67,009.00
6122 UNEMPLOYMENT	531.66	2,000.00
6124 WORKER'S COMPENSATION IN	2,301.00	3,400.00

Capital Area Regional Planning Commission

Budget vs. Actuals: Annual

January - December 2024

	TOTAL	
	ACTUAL	BUDGET
Total 6104 FRINGE BENEFITS	340,673.14	352,122.00
6200.1 OFFICE EXPENSES		
6200 Contributions & Donations	55.00	1,000.00
6250 SUPPLIES	5,851.29	4,850.00
6251 PRINTING	1,782.98	800.00
6252 POSTAGE	29.89	100.00
6265 EQUIPMENT	6,715.96	8,500.00
6330 TELEPHONE	1,455.93	2,000.00
6341 ADMINISTRATIVE FEES	3,270.00	410.00
Total 6200.1 OFFICE EXPENSES	19,161.05	17,660.00
6280 INFORMATION TECHNOLOGY		
6253 WEBHOSTING	96.00	350.00
6270 SOFTWARE	4,415.22	16,400.00
6275 IT SERVICES	6,981.40	20,000.00
Total 6280 INFORMATION TECHNOLOGY	11,492.62	36,750.00
6300 OCCUPANCY		
6310 RENT	50,351.67	49,987.00
Total 6300 OCCUPANCY	50,351.67	49,987.00
6400 CONTRACTED SERVICES		
6125 CONTRACTED SERVICE	53,116.62	71,600.00
6425 LEGAL SERVICES	2,033.50	4,000.00
6431 CONSULTING SERVICES	28,951.91	39,900.00
Total 6400 CONTRACTED SERVICES	84,102.03	115,500.00
6410 PASS THROUGH EXPENSES		
6414 COOP WATER RESOURCE MON	192,801.96	124,602.00
6415 WisDOT PLANNING SERVICES		5,457.00
Total 6410 PASS THROUGH EXPENSES	192,801.96	130,059.00
6426 COMMISSION		
6422 COMMISSION PER DIEMS	6,113.72	16,000.00
6423 COMMISSION TRAVEL	921.13	800.00
Total 6426 COMMISSION	7,034.85	16,800.00
6435 FINANCIAL SERVICES	75.00	
6420 AUDIT	10,450.00	10,500.00
6430 PAYROLL FEES	4,725.15	2,000.00
6432 FINANCIAL SERVICES	43,624.29	38,200.00
Total 6435 FINANCIAL SERVICES	58,874.44	50,700.00
6500 TRAVEL AND TRAINING		
6130 MEALS	4,186.77	840.00
6150 EMPLOYEE TRAVEL	12,167.92	10,700.00
6170 CONFERENCES & MEETINGS	6,954.93	7,100.00
6171 TRAINING	346.50	2,000.00
Total 6500 TRAVEL AND TRAINING	23,656.12	20,640.00

Capital Area Regional Planning Commission

Budget vs. Actuals: Annual

January - December 2024

	TOTAL	
	ACTUAL	BUDGET
6600 OTHER		
6172 DUES/MEMBERSHIP/SUBSCRIPTION	11,146.72	6,517.00
6411 EDUC/INFO/OUTREACH	730.00	2,500.00
6440 RECRUITMENT		1,000.00
6501 INSURANCE	6,261.14	4,245.00
6560 DEPRECIATION		2,042.00
6565 AMORITIZATION EXPENSE	405.12	608.00
Total 6600 OTHER	18,542.98	16,912.00
Uncategorized Expense	0.00	
Total Expenses	\$1,832,820.96	\$1,778,270.00
NET OPERATING INCOME	\$ -48,769.56	\$ -44,607.00
NET INCOME	\$ -48,769.56	\$ -44,607.00

Capital Area Regional Planning Commission
Account Reconciliation for GL Account #1000 - Operating Account
For the Period Ending January 31, 2025

Operating Account							
Date	Check #	Description	X	Withdrawals	Deposits	Balance	Comments
01/01/25		Beginning Balance (Reconciled)				\$ 105,696.52	
01/02/25	50022	Mont L Trustee/ Tanya payroll deduction		(46.00)		\$ 105,650.52	
01/03/25	EFT	Dane county treasurer/Employee Parking		(113.76)		\$ 105,536.76	
01/06/25	DP	Town of Rutland/ Inv. 2133/ Q3 2024 Comp Plan			3,641.13	\$ 109,177.89	
01/06/25	DP	Washington University in St.Louis/Inv. 2148/ 1st Installment of Co chair Stipend			750.00	\$ 109,927.89	
01/06/25	DP	Southern Wisconsin Watershed Trust/ 2147			2,000.00	\$ 111,927.89	
01/06/25	DP	Heckrodt Wetland Reserve/ Inv. 2127			4,000.00	\$ 115,927.89	
01/06/25	DP	Town of Berry/ Inv. 2138			775.08	\$ 116,702.97	
01/06/25	DP	First American Title Insurance Company/ Inv. 1077			800.00	\$ 117,502.97	
01/06/25	ACH	City of Madison/#612927			400.00	\$ 117,902.97	
01/08/25	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(115.38)		\$ 117,787.59	
1/8/2025	EFT	Carolyn Betz/ Lake Waubesa		(1,345.78)		\$ 116,441.81	
01/08/25	EFT	Berndt CPA/ WI SCTF Bi-Weekly Payroll Payment		(36,420.99)		\$ 80,020.82	
1/9/2025	EFT	Empower Payroll (WRS)		(1,195.00)		\$ 78,825.82	
1/10/2025	EFT	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 118,825.82	
1/10/2025	EFT	Standard Insurance/ Online pmt for Employee Premiums		(160.91)		\$ 118,664.91	
1/10/2025	EFT	Selective Insurane/ Insurance/ Yearly Premium		(264.00)		\$ 118,400.91	
1/10/2025	EFT	Selective Insurane/Insurance Yearly Premium		(2,639.00)		\$ 115,761.91	
1/13/2025	EFT	Dean Health Plan/Employee Premiums for Healthcare		(29,516.87)		\$ 86,245.04	
1/14/2025	EFT	American Printing/ CARPC Tablecloth		(125.00)		\$ 86,120.04	
1/16/2025	EFT	Staff Reimbursement/ Jason Valerius/ October, November, and December		(305.01)		\$ 85,815.03	
1/17/2025	50023	Mont L Trustee/ Tanya payroll deduction		(46.00)		\$ 85,769.03	
1/21/2025	EFT	First American Title Insurance Company/ WC Premium		(893.00)		\$ 84,876.03	
1/21/2025	EFT	Staff Reimbursement/ Caitlin Shanahan/Dec.		(134.27)		\$ 84,741.76	
1/21/2025	EFT	City of Madison/Metro Card Rides		(1.40)		\$ 84,740.36	
1/21/2024	EFT	Commissioner per diems/ December		(100.00)		\$ 84,640.36	
1/21/2025	EFT	Commissioner per diems/ December		(164.41)		\$ 84,475.95	
1/21/2025	EFT	Ricoh/ Monthly Printer totals		(110.24)		\$ 84,365.71	
1/21/2025	EFT	Commissioner per diems/ December		(165.72)		\$ 84,199.99	
1/21/2025	EFT	Staff Reimbursement/ Allison Madison/Dec.		(911.74)		\$ 83,288.25	
1/22/2025	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(115.38)		\$ 83,172.87	
1/23/2025	EFT	Berndt CPA/ WI SCTF Bi-Weekly Payroll Payment		(38,522.04)		\$ 44,650.83	
1/23/2025	DP	Stroud Water Research Center/ Inv. 2153			500.00	\$ 45,150.83	
1/23/2025	DP	Newcomb Construction Company/ Inv. 2142			800.00	\$ 45,950.83	
1/23/2025	DP	Greater Milwaukee Foundation/ Grant			75,000.00	\$ 120,950.83	
1/31/2024	DP	State of New Hampshire/ Inv. 2108			1,000.00	\$ 121,950.83	
1/24/2025	XTF	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 161,950.83	
1/24/2025	EFT	Empower Payroll (WRS)		(1,195.00)		\$ 160,755.83	
1/24/2025	EFT	Empower Payroll (WRS) Remittance		(10,602.34)		\$ 150,153.49	
1/27/2025	DP	RaSmith/ Check never cashed			400.00	\$ 150,553.49	
1/27/2025	EFT	Park Bank Credit Card Payment for November		(1,381.18)		\$ 149,172.31	
1/28/2025	DP	Village of Cottage Grove/ Inv. 2157			600.00	\$ 149,772.31	
1/28/2025	DP	Village of Shorewood Hills/ Inv. 2161			7,500.00	\$ 157,272.31	
1/28/2025	DP	Town of Middleton/ Inv. 2159			1,000.00	\$ 158,272.31	
1/28/2025	DP	Linda Firestone/ Inv. 2162/Retiree Dental Plan			652.08	\$ 158,924.39	
1/28/2025	DP	Selective Insurance Company/Refund			264.00	\$ 159,188.39	
1/28/2025	EFT	ATT/ Monthly Internet Services		(196.20)		\$ 158,992.19	
1/29/2025	EFT	CARPC Berndt CPA LLC Invoices/Fiscal Services and Payroll Services		(2,180.00)		\$ 156,812.19	
1/31/2025	DP	State of Wisconsin/ Inv. 2165			4,263.00	\$ 161,075.19	
1/31/2025	EFT	Commissioner per diems/ January		(100.00)		\$ 160,975.19	
						\$ 160,975.19	
						\$ 160,975.19	Reconciliation
		Total (Debits) and Credits		\$ (129,066.62)	\$ 184,345.29	\$ 216,253.86	\$ 160,975.19 Bank
		Difference			\$ 55,278.67	\$ 271,532.53	
		Accounts Payable Expenditures		\$ (129,066.62)		\$ 142,465.91	
		Accounts Receivable Deposits			\$ 184,345.29	\$ 326,811.20	
		Non-AR Items				\$ 326,811.20	\$ 160,975.19 Adjusted
		Payroll-related Expenses		\$ (88,258.13)		\$ 238,553.07	
		Transfers between Accounts			\$ 80,000.00	\$ 318,553.07	

Re: 2025 Budget Amendment

Requested Action:

Discussion about amending the 2025 Budget

Background:

The Commission amended the 2025 budget in December to show the 0% COLA for staff wages and the corresponding return of funds to the County. We also adjusted other costs and revenues based on new information. At the Executive Committee's advice, we did not include in the budget the revenue or additional staff costs associated with the anticipated grant from Wisconsin Emergency Management to complete Stream Crossing Inventory work across the county, because it had not yet been awarded.

Staff Comments:

We expect to realize \$125,000 of additional revenue in 2025 from the WEM grant, and we are budgeting for a cost of up to \$14,500 for 2 part-time, limited-term employees this summer.

The additional staffing cost is largely offset by savings from a reduced time arrangement for Senior Planner Sean Higgins – the net difference is roughly a \$3,000 increase in wages and benefits.

We reviewed the full 2024 financial results, through December, and made the following adjustments based on those 2024 results:

- A further reduction of \$12,000 in fee revenue from sewer extensions and urban service area amendments
- A reduction of projected costs for phone service (-\$600), IT services (-\$11,000), Commissioner Per Diems (-\$1,504), and financial services (-\$110)
- An increase in projected costs for consulting services (+\$10,000 for a salary study) and Payroll Fees (+\$5,000)

The net results of these revisions are \$113,000 in additional revenues, \$4.953 in extra costs, and an annual operating surplus of \$79,911 (the December amendment projected an operating loss of \$28,147).

Attachments:

1. Budget Tables

Staff Contact:

Jason Valerius, Executive Director
jasonv@capitalarearpc.org

Next Steps:

Publish public notice of budget amendment hearing
Hearing and action at March 13 Commission meeting

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

Budget Year	2025	2025	Variance		Comments on Changes from 2025 Adopted
Budget Type	AMENDED	PROPOSED AMENDMENT	2025 PROPOSED AMENDMENT - 2025 ADOPTED		
Budget Date	December 2024	February 2025	\$	%	
REVENUES					
Property Tax	\$ 1,173,808	\$ 1,173,808	\$ -	0.0%	
State & Federal Grants	141,093	266,093	\$ 125,000	88.6%	
WI Salt Wise	140,000	140,000	\$ -	0.0%	
Fees	122,000	110,000	\$ (12,000)	-9.8%	Adjusted based on 2024 results through December
Services	100,000	100,000	\$ -	0.0%	
Pass-Through	131,672	131,672	\$ -	0.0%	
Other	38,988	38,988	\$ -	0.0%	
TOTAL REVENUES	\$ 1,847,561	\$ 1,960,561	\$ 113,000	6.1%	

EXPENDITURES					
Salaries and Leave Time	\$ 1,035,548	\$ 1,038,308	\$ 2,761	0.3%	Adjusted to add LTE time, reduce Senior Planner time
Fringe Benefits	458,488	458,884	\$ 396	0.1%	Adjusted to add LTE time, reduce Senior Planner time
Occupancy	50,987	50,987	\$ -	0.0%	
Contracted Services	32,970	42,970	\$ 10,000	30.3%	Compensation Study (if needed)
Employee Travel and Training	28,746	28,746	\$ -	0.0%	
Office	16,974	16,374	\$ (600)	-3.5%	Adjusted based on 2024 results through December
Information Technology (IT)	38,588	27,588	\$ (11,000)	-28.5%	Adjusted based on 2024 results through December
Commissioner Per Diems & Travel	10,344	8,840	\$ (1,504)	-14.5%	Adjusted based on 2024 results through December
Financial Services	54,810	59,700	\$ 4,890	8.9%	Adjusted based on 2024 results through December
Pass-Through	131,672	131,672	\$ -	0.0%	
Other	16,583	16,583	\$ -	0.0%	
TOTAL EXPEDITURES	\$ 1,875,708	\$ 1,880,650	\$ 4,943	0.3%	

Surplus (Deficit) \$ (28,147) \$ 79,911

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

Based on the Category Statement of Operations

Budget Year	2025	2025	Variance		Comments on Changes from 2025 Adopted
Budget Type	AMENDED	PROPOSED AMENDMENT	2025 PROPOSED AMENDMENT - 2025 ADOPTED		
Budget Date	December 2024	February 2025	\$	%	
5101 Dane County Property Tax	\$ 1,173,808	\$ 1,173,808	\$ -	0.0%	
Total Property Tax	1,173,808	1,173,808	\$ -	0.0%	
5207 WI Salt Wise	140,000	140,000	\$ -	0.0%	
5202 EPA/DNR Water Planning	134,000	134,000	\$ -	0.0%	
5205 WEM/FEMA/HPMG Grant Funds	-	125,000	\$ 125,000	N/A	
5403 WisDOT Plan Integration	7,093	7,093	\$ -	0.0%	
Total State & Federal Grants	141,093	266,093	\$ 125,000	88.6%	
5301 Fees - Sewer Extensions	47,000	45,000	\$ (2,000)	-4.3%	Based on 2024 actual through December
5302 Fees - USA/LSA App Review	75,000	65,000	\$ (10,000)	-13.3%	Based on 2024 actual through December
Total Fees	122,000	110,000	\$ (12,000)	-9.8%	
5304 Local & Reg Planning Assistance	100,000	100,000	\$ -	0.0%	
Total Services	100,000	100,000	\$ -	0.0%	
5201 WisDOT Rural Work Program	5,457	5,457	\$ -	0.0%	
5220 Coop Water Resource Mon	126,215	126,215	\$ -	0.0%	
Total Pass-Through	131,672	131,672	\$ -	0.0%	
5501 Interest Income	36,000	36,000	\$ -	0.0%	
5502 Miscellaneous Income	2,988	2,988	\$ -		
Total Other	38,988	38,988	\$ -	0.0%	
TOTAL REVENUES	\$ 1,847,561	\$ 1,960,561	\$ 113,000	6.1%	

6101 Direct Salaries & Wages	\$ 828,438	\$ 830,647	\$ 2,208	0.3%	Adjusted to add LTE time, reduce Senior Planner time
6102 Compensated Leave Time	\$ 207,110	207,662	552	0.3%	Adjusted to add LTE time, reduce Senior Planner time
Total Salaries and Leave Time	1,035,548	1,038,308	2,761	0.3%	
6105 FICA Benefits	\$ 77,148	77,354	206	0.3%	Adjusted to add LTE time, reduce Senior Planner time
6116 Life Insurance	\$ 294	294	-	0.0%	
6117 Dental Insurance	\$ 14,707	14,707	-	0.0%	
6118 Health Insurance	\$ 289,702	289,702	-	0.0%	
6119 Disability Insurance	\$ 508	508	-	0.0%	
6120 Indirect Employee Benefit	\$ 105	105	-	0.0%	
6121 WRS Employer Contributions	\$ 71,453	71,643	190	0.3%	Adjusted to add LTE time, reduce Senior Planner time
6122 Unemployment Insurance	\$ 1,000	1,000	-	0.0%	
6124 Worker's Compensation Ins	\$ 3,570	3,570	-	0.0%	
Total Fringe Benefits	458,488	458,884	396	0.1%	
6310 Rent	\$ 50,987	50,987	-	0.0%	
Total Occupancy	50,987	50,987	-	0.0%	
6125 Contracted Services	\$ 28,570	28,570	-	0.0%	
6425 Legal Services	\$ 4,400	4,400	-	0.0%	
6431 Consulting Services	\$ -	10,000	10,000	N/A	Compensation Study
Total Contracted Services	32,970	42,970	10,000	30.3%	
6130 Meals	\$ 907	907	-	0.0%	
6150 Employee Travel	\$ 12,713	12,713	-	0.0%	

6170 Conferences & Meetings	\$ 10,125	10,125	-	0.0%	
6171 Training	\$ 5,000	5,000	-	0.0%	
Total Travel & Training	28,746	28,746	-	0.0%	
6250 Supplies	\$ 3,860	3,860	-	0.0%	
6251 Printing	\$ 1,558	1,558	-	0.0%	
6252 Postage	\$ 105	105	-	0.0%	
6265 Equipment	\$ 8,925	8,925	-	0.0%	
6330 Telephone	\$ 2,100	1,500	(600)	-28.6%	Based on 2024 actual through December
6341 Administrative Fees	\$ 426	426	-	0.0%	
Total Office Expenses	16,974	16,374	(600)	-3.5%	
6253 Webhosting	368	368	-	0.0%	
6270 Software	17,220	17,220	-	0.0%	
6275 IT Services	21,000	10,000	(11,000)	-52.4%	
Total Information Technology (IT)	38,588	27,588	(11,000)	-28.5%	
6422 Commission Per Diems	\$ 9,504	8,000	(1,504)	-15.8%	Based on 2024 actual through December
6423 Commission Travel	\$ 840	840	-	0.0%	
Total Commission	10,344	8,840	(1,504)	-14.5%	
6420 Audit	\$ 14,700	14,700	-	0.0%	
6430 Payroll Fees	\$ -	5,000	5,000		Based on 2024 actual through December
6432 Financial Services	\$ 40,110	40,000	(110)	-0.3%	Based on 2024 actual through December
Total Financial Services	54,810	59,700	4,890	8.9%	
6414 Coop Water Resources Mon	\$ 126,215	126,215	-	0.0%	
6415 WisDOT Planning Services	\$ 5,457	5,457	-	0.0%	
Total Pass-Through Expenses	131,672	131,672	-	0.0%	
6172 Dues / Memberships / Subscriptions	\$ 6,843	6,843	-	0.0%	
6200 Contributions & Donations	\$ 1,000	1,000	-	0.0%	
6411 Education & Outreach	\$ 2,625	2,625	-	0.0%	
6440 Recruitment	\$ 1,050	1,050	-	0.0%	
6501 Insurance	\$ 4,457	4,457	-	0.0%	
6560 Depreciation	\$ -	-	-		
6565 Amortization	\$ 608	608	-	0.0%	
Total Other Expenses	16,583	16,583	-	0.0%	
TOTAL EXPENDITURES	\$ 1,875,708	\$ 1,880,650	\$ 4,943	0.3%	

Surplus (Deficit)

\$ (28,147) \$ 79,911