

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

August 11, 2025

Zoom Webinar

5:15 pm

Participant Information

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

<https://us02web.zoom.us/j/83989722178?pwd=RjJQc6tY4f6aW279SN3rt3TkXi21af.1>

Dial in by phone: 1-312-626-6799

Meeting ID: 839 8972 2178

Passcode: 282772

If you need other accommodations to attend the meeting, please call Joan Stuessy 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.

Quorum may be Present: CARPC 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.

Agenda

1. Establish Quorum
2. Public Comment on Matters Not on the Agenda
3. **Minutes of July 10, 2025, Executive Committee Meeting (*actionable item*)**
4. **June 2025 Financial Statements and Operating Account Reconciliation (*actionable item*)**
5. Draft 2024 CARPC Annual Audit – Presentation and Discussion with Johnson Block
6. Draft 2024 CARPC Annual Report – Staff Presentation and Discussion
7. 2026 CARPC Budget – Staff Presentation and Discussion
8. Future Agenda Items (next meeting is **Monday, September 8, 2025**, via Zoom Webinar at **5:15 pm**)
 - a. Draft Commission Resolution – Guidance on CARPC Operating Reserve Amount
9. **Closed Session (*actionable item by roll call vote*)**
 - a. *The Executive Committee may convene into closed session pursuant to Wis. Stat. §*

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 hnub ua hauj lwm ua ntej yuav tuaj sib tham.

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. This closed session will consider the compensation of the Administrative Services Manager.

10. Adjournment

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

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

July 10, 2025

Zoom Webinar

5:15 pm

Commissioners Present: Maureen Crombie, Peter McKeever, Heidi Murphy, David Pfeiffer, Cynthia Richson

Commissioners Absent: None (Zavos resigned, not yet replaced)

Staff Present: Jason Valerius, Joan Stuessy, Caitlin Shanahan

Others Present: Bill Tishler

1. Establish Quorum

The meeting was called to order by Chair Pfeiffer at 5:15 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

None

3. Minutes of June 9, 2025, Executive Committee Meeting (*actionable item*) (5:16)

Motion to approve minutes of the June 9, 2025 meeting was made by Commissioner Crombie. Commissioner Murphy seconded. The motion carried unanimously.

4. April 2025 Financial Statements (*actionable item*) (5:18)

Motion to approve April 2025 Financial Statements was made by Commissioner and Treasurer McKeever. Commissioner Murphy seconded. The motion carried unanimously.

5. May 2025 Financial Statements and May 2025 Operating Account Reconciliation (*actionable item*) (5:21)

Motion to approve May 2025 Financial Statements and Operating Account Reconciliation was made by Commissioner and Treasurer McKeever. Commissioner Crombie seconded. The motion carried unanimously.

6. Resolution 2025-03 Approving the CARPC Preliminary 2026 Budget and Dane County Levy Charge: Recommendation to Commission to reconsider and revise the resolution (*actionable item*) (5:22)

Executive Director Valerius summarized the discussion about the CARPC budget and levy at the June 23 BPP meeting and their rejection of the proposed levy amount. He explained the budget illustrations in the packet showing how the budget could be balanced if levy revenue were equal to the 2025 certified amount or 4% lower than that amount.

Commissioner McKeever made a motion to recommend to the full commission that Resolution 2025-03 be reconsidered and the levy amount revised to match the 2025 amount of \$1,209,332. Commissioner Richson seconded. The motion carried unanimously.

7. Agreement to Prepare Comprehensive Plan Update for the Town of Berry (*actionable item*) (5:54)

Motion to authorize the Executive Director to execute the agreement with the Town of Berry for Comprehensive Planning Services was made by Commission Richson and seconded by Commissioner Murphy.

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8. Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources (*actionable item*) (5:55)

Motion to authorize the Executive Director to execute the agreement with the DNR for Water Quality Management Planning Services was made by Commission McKeever and seconded by Commissioner Richson.

9. Future Agenda Items (next meeting is **Monday, August 11, 2025, via Zoom Webinar at **5:15 pm**)**

- a. Draft 2024 CARPC Annual Audit
- b. Draft 2024 CARPC Annual Report

10. Adjournment

Motion to adjourn was made by Commissioner McKeever and seconded by Commissioner Murphy. Meeting was adjourned at 5:57 pm.

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

Re: Monthly Financial Reports (*actionable item*)

Requested Action:

Approval of the June 2025 Financial Statements and June 2025 Operating Account Reconciliation

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. 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 (ASM) 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:

Item 4:

1. June 2025 Agency Balance Sheet
2. June 2025 Agency Budget vs. Actuals
3. June 2025 Agency Budget vs. Actuals YTD
4. June 2025 Operating Account Reconciliation

Staff Contact:

Joan Stuessy, Administrative Services Manager
joans@capitalarerc.org
608.474.6017

Next Steps:

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

Statement of Financial Position

January 1-June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1000 OPERATING ACCOUNT	52,530.91
1001 MONEY MARKET ACCOUNT	180,152.80
1002 INVESTMENT ACCOUNT	566,843.10
1072 Bill.com Money Out Clearing	12,266.53
Total for Bank Accounts	\$811,793.34
Accounts Receivable	
1105 PROJECT AND GRANTS REC	158,399.05
Total for Accounts Receivable	\$158,399.05
Other Current Assets	
1110 UNBILLED ACCOUNTS REC	272,750.00
1150 PREPAID EXPENSES	4,020.63
1151 PREPAID INSURANCE	
1152 PREPAID DENTAL INS	1,402.49
1153 PREPAID HEALTH INS	23,641.87
1154 PREPAID DISABILITY INS	
1155 PREPAID RENT	
1156 PREPAID LIFE INS	51.83
1157 PREPAID PARKING	184.86
1165 PREPAID LICENSES	
1170 Undeposited Funds	
Total for Other Current Assets	\$302,051.68
Total for Current Assets	\$1,272,244.07
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	-3,089.04
Total for Fixed Assets	\$2,987.46
Other Assets	
Total for Assets	\$1,275,231.53
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
3000 ACCOUNTS PAYABLE	44,794.00

DISTRIBUTION ACCOUNT	TOTAL
Total for Accounts Payable	\$44,794.00
Credit Cards	
3002 Park Bank CC	1,602.07
Total for Credit Cards	\$1,602.07
Other Current Liabilities	
3005 ACCRUED PAYROLL	
3202 WRS PENSION PLAN	
3206 WI DEF COMP PROGRAM	
3300 UNUSED VACATION, WELLNESS	58,228.30
3500 SICK LEAVE ACCRUAL PAY	136,497.54
3600 DEFERRED/UNEARNED REVENUE	281,926.27
3650 INVEST IN CAPITAL ASSETS	
3655 INVEST IN RIGHT OF USE	
Total for Other Current Liabilities	\$476,652.11
Total for Current Liabilities	\$523,048.18
Long-term Liabilities	
Total for Liabilities	\$523,048.18
Equity	
3700 PRIOR YEAR BALANCE	-173,486.04
Net Income	35,162.32
3701 PRIOR YEAR FUND BALANCE	889,507.07
3702 CURRENT FUND BALANCE	1,000.00
Total for Equity	\$752,183.35
Total for Liabilities and Equity	\$1,275,231.53

Accountant Reports: Budget vs. Actuals Budget2025 FY25 P&L

June 2025

		Total
	Actual	Budget
REVENUE		
5000 PROPERTY TAX REVENUE		
5001 DANE COUNTY PROP TAX-OTH	100,777.67	100,777.67
Total 5000 PROPERTY TAX REVENUE	100,777.67	100,777.67
5100 STATE/FEDERAL GRANTS REV.		
5101 EPA/DNR Water Planning.	9,333.33	9,439.58
5102 EPA/DNR Grant Funds	3,050.00	3,250.00
5103 WEM/FEMA/HMGP Grant Funds	8,463.53	10,416.67
5403 WisDOT PLAN INTEGRATION		591.08
Total 5100 STATE/FEDERAL GRANTS REV.	20,846.86	23,697.33
5200 PASS THROUGH REVENUE		
5201 WisDOT RURAL WORK PROGRAM		454.75
5220 COOP WATER RESOURCE MON	22,276.25	14,976.25
Total 5200 PASS THROUGH REVENUE	22,276.25	15,431.00
5300 FEES REVENUE		
5301 FEES - SEWER EXTENSIONS	1,200.00	3,750.00
5302 FEES-USA/LSA APP REVIEW		5,416.67
Total 5300 FEES REVENUE	1,200.00	9,166.67
5400 SERVICES REVENUE		
5401 LOCAL & REG PLAN ASSIST	750.00	8,333.33
Total 5400 SERVICES REVENUE	750.00	8,333.33
5500 OTHER REVENUE		
5208 LAND USE CODE ASSESSMENT		0.00
5501 INTEREST INCOME	2,270.99	3,000.00
5502 MISCELLANEOUS REVENUES	6.00	249.00
5505 WI SALT WISE	11,666.67	11,666.67
Total 5500 OTHER REVENUE	13,943.66	14,915.67
6570 Revenue Refunds		-2,960.33
Total Revenue	159,794.44	169,361.34
GROSS PROFIT	159,794.44	169,361.34
EXPENDITURES		
6100 SALARIES AND LEAVE TIME		
6101 DIRECT SALARIES & WAGES	48,587.14	69,220.58
6102 COMPENSATED LEAVE TIME	25,014.04	17,305.17
Total 6100 SALARIES AND LEAVE TIME	73,601.18	86,525.75
6104 FRINGE BENEFITS		
6105 FICA BENEFITS	6,837.20	6,446.17

		Total
	Actual	Budget
6116 LIFE INSURANCE		24.50
6117 DENTAL INSURANCE	1,371.08	1,225.58
6118 HEALTH INSURANCE	22,413.54	24,141.83
6119 DISABILITY INSURANCE		42.33
6120 COMMUTE CARDS	15.40	8.75
6121 WRS-ER CONTRIBUTION	15,638.84	5,970.25
6122 UNEMPLOYMENT	19.38	83.33
6124 WORKER'S COMPENSATION IN		297.50
Total 6104 FRINGE BENEFITS	46,295.44	38,240.24
6200.1 OFFICE EXPENSES		
6200 Contributions & Donations	650.00	83.33
6250 SUPPLIES		321.67
6251 PRINTING	46.09	129.83
6252 POSTAGE		8.75
6265 EQUIPMENT	55.99	743.75
6330 TELEPHONE	199.80	125.00
6341 ADMINISTRATIVE FEES		35.50
Total 6200.1 OFFICE EXPENSES	951.88	1,447.83
6280 INFORMATION TECHNOLOGY		
6253 WEBHOSTING		30.67
6270 SOFTWARE	1,261.60	1,435.00
6275 IT SERVICES	322.00	833.33
Total 6280 INFORMATION TECHNOLOGY	1,583.60	2,299.00
6300 OCCUPANCY		
6310 RENT	4,286.74	4,248.92
Total 6300 OCCUPANCY	4,286.74	4,248.92
6400 CONTRACTED SERVICES		
6125 CONTRACTED SERVICE	12,201.84	2,380.83
6425 LEGAL SERVICES	5,827.00	366.67
6431 CONSULTING SERVICES		833.33
Total 6400 CONTRACTED SERVICES	18,028.84	3,580.83
6410 PASS THROUGH EXPENSES		
6414 COOP WATER RESOURCE MON	10,517.92	16,201.25
6415 WisDOT PLANNING SERVICES		454.75
Total 6410 PASS THROUGH EXPENSES	10,517.92	16,656.00
6426 COMMISSION		
6422 COMMISSION PER DIEMS	629.40	666.67
6423 COMMISSION TRAVEL		70.00
Total 6426 COMMISSION	629.40	736.67
6435 FINANCIAL SERVICES		

Accountant Reports: Budget vs. Actuals 6 Months Ended

January - June, 2025

		Total
	Actual	Budget
REVENUE		
5000 PROPERTY TAX REVENUE		
5001 DANE COUNTY PROP TAX-OTH	604,666.02	604,666.02
Total 5000 PROPERTY TAX REVENUE	604,666.02	604,666.02
5100 STATE/FEDERAL GRANTS REV.		
5101 EPA/DNR Water Planning.	55,999.99	56,637.48
5102 EPA/DNR Grant Funds	19,092.00	19,500.00
5103 WEM/FEMA/HMGP Grant Funds	50,781.20	62,500.02
5202 EPA/DNR WATER PLANNING	0.00	
5403 WisDOT PLAN INTEGRATION		3,546.48
Total 5100 STATE/FEDERAL GRANTS REV.	125,873.19	142,183.98
5200 PASS THROUGH REVENUE		
5201 WisDOT RURAL WORK PROGRAM	1,385.26	2,728.50
5220 COOP WATER RESOURCE MON	106,757.50	89,857.50
Total 5200 PASS THROUGH REVENUE	108,142.76	92,586.00
5300 FEES REVENUE	0.00	
5301 FEES - SEWER EXTENSIONS	23,400.00	22,500.00
5302 FEES-USA/LSA APP REVIEW	5,441.52	32,500.02
Total 5300 FEES REVENUE	28,841.52	55,000.02
5400 SERVICES REVENUE		
5401 LOCAL & REG PLAN ASSIST	36,330.54	49,999.98
Total 5400 SERVICES REVENUE	36,330.54	49,999.98
5500 OTHER REVENUE		
5208 LAND USE CODE ASSESSMENT		0.00
5501 INTEREST INCOME	15,758.05	18,000.00
5502 MISCELLANEOUS REVENUES	1,887.00	1,494.00
5505 WI SALT WISE	70,000.02	70,000.02
Total 5500 OTHER REVENUE	87,645.07	89,494.02
6570 Revenue Refunds	-17,762.00	-17,761.98
Total Revenue	973,737.10	1,016,168.04
GROSS PROFIT	973,737.10	1,016,168.04
EXPENDITURES		
6100 SALARIES AND LEAVE TIME		
6101 DIRECT SALARIES & WAGES	421,178.44	415,323.48
6102 COMPENSATED LEAVE TIME	105,120.03	103,831.02
Total 6100 SALARIES AND LEAVE TIME	526,298.47	519,154.50
6104 FRINGE BENEFITS		
6105 FICA BENEFITS	38,644.34	38,677.02

		Total
	Actual	Budget
6116 LIFE INSURANCE	0.00	147.00
6117 DENTAL INSURANCE	4,520.34	7,353.48
6118 HEALTH INSURANCE	137,047.96	144,850.98
6119 DISABILITY INSURANCE	160.91	253.98
6120 COMMUTE CARDS	107.80	52.50
6121 WRS-ER CONTRIBUTION	34,295.91	35,821.50
6122 UNEMPLOYMENT	484.93	499.98
6124 WORKER'S COMPENSATION IN		1,785.00
Total 6104 FRINGE BENEFITS	215,262.19	229,441.44
6200.1 OFFICE EXPENSES		
6200 Contributions & Donations	650.00	499.98
6250 SUPPLIES	914.73	1,930.02
6251 PRINTING	467.37	778.98
6252 POSTAGE	30.22	52.50
6265 EQUIPMENT	1,785.42	4,462.50
6330 TELEPHONE	1,030.94	750.00
6341 ADMINISTRATIVE FEES		213.00
Total 6200.1 OFFICE EXPENSES	4,878.68	8,686.98
6280 INFORMATION TECHNOLOGY		
6253 WEBHOSTING	242.30	184.02
6270 SOFTWARE	8,656.67	8,610.00
6275 IT SERVICES	2,856.78	4,999.98
Total 6280 INFORMATION TECHNOLOGY	11,755.75	13,794.00
6300 OCCUPANCY		
6310 RENT	25,690.44	25,493.52
Total 6300 OCCUPANCY	25,690.44	25,493.52
6400 CONTRACTED SERVICES		
6125 CONTRACTED SERVICE	13,436.84	14,284.98
6425 LEGAL SERVICES	7,949.00	2,200.02
6431 CONSULTING SERVICES		4,999.98
Total 6400 CONTRACTED SERVICES	21,385.84	21,484.98
6410 PASS THROUGH EXPENSES		
6414 COOP WATER RESOURCE MON	80,157.51	97,207.50
6415 WisDOT PLANNING SERVICES		2,728.50
Total 6410 PASS THROUGH EXPENSES	80,157.51	99,936.00
6426 COMMISSION		
6422 COMMISSION PER DIEMS	3,279.40	4,000.02
6423 COMMISSION TRAVEL	203.02	420.00
Total 6426 COMMISSION	3,482.42	4,420.02
6435 FINANCIAL SERVICES		

		Total
	Actual	Budget
6420 AUDIT		7,350.00
6430 PAYROLL FEES	3,919.00	2,500.02
6432 FINANCIAL SERVICES	20,644.00	19,999.98
Total 6435 FINANCIAL SERVICES	24,563.00	29,850.00
6500 TRAVEL AND TRAINING	371.28	
6130 MEALS	77.35	453.48
6150 EMPLOYEE TRAVEL	5,010.48	6,356.52
6170 CONFERENCES & MEETINGS	3,300.96	5,062.50
6171 TRAINING	2,008.40	2,500.02
Total 6500 TRAVEL AND TRAINING	10,768.47	14,372.52
6600 OTHER		
6172 DUES/MEMBERSHIP/SUBSCRIPTION	1,396.11	3,421.50
6411 EDUC/INFO/OUTREACH	1,123.83	1,312.50
6440 RECRUITMENT		525.00
6501 INSURANCE	11,609.51	2,228.52
6560 DEPRECIATION		0.00
6565 AMORITIZATION EXPENSE	202.56	304.02
Total 6600 OTHER	14,332.01	7,791.54
Uncategorized Expense		17,761.98
Total Expenditures	938,574.78	992,187.48
NET OPERATING REVENUE	35,162.32	23,980.56
NET REVENUE	\$35,162.32	\$23,980.56

		Total
	Actual	Budget
6420 AUDIT		1,225.00
6430 PAYROLL FEES	653.00	416.67
6432 FINANCIAL SERVICES	2,905.00	3,333.33
Total 6435 FINANCIAL SERVICES	3,558.00	4,975.00
6500 TRAVEL AND TRAINING		
6130 MEALS		75.58
6150 EMPLOYEE TRAVEL		1,059.42
6170 CONFERENCES & MEETINGS	581.77	843.75
6171 TRAINING		416.67
Total 6500 TRAVEL AND TRAINING	581.77	2,395.42
6600 OTHER		
6172 DUES/MEMBERSHIP/SUBSCRIPTION	133.99	570.25
6411 EDUC/INFO/OUTREACH		218.75
6440 RECRUITMENT		87.50
6501 INSURANCE		371.42
6560 DEPRECIATION		0.00
6565 AMORITIZATION EXPENSE	33.76	50.67
Total 6600 OTHER	167.75	1,298.59
Uncategorized Expense		2,960.33
Total Expenditures	160,202.52	165,364.58
NET OPERATING REVENUE	-408.08	3,996.76
NET REVENUE	\$ -408.08	\$3,996.76

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

Prepared by: Joan Stuessy 7/1/2025

Date	Item #	Description	Expenses Withdrawals Debit	Deposits Transfers Credit	Balance	Comments
					\$ 55,379.79	
5/2/2025	EFT	Empower-Payroll Wisconsin Retirement System (WRS)	\$ 1,195.00		\$ 54,184.79	
5/2/2025	XFR	Scheduled online transfer to replenish operating funds		\$ 40,000.00	\$ 94,184.79	
5/5/2025	EFT	City of Madison-Spring Harbor-Water Resources-2025		\$ 21,560.00	\$ 115,744.79	
5/8/2025	50031	Payroll item-misc. garnishment	\$ 46.00		\$ 115,698.79	
5/14/2025	EFT	Berndt Accounting Services-Payroll Bi-weekly	\$ 37,391.07		\$ 78,307.72	
5/14/2025	Check	Dane County Treasurer	\$ 113.76		\$ 78,193.96	
5/14/2025	Check	Source One Technology-IT Services	\$ 160.00		\$ 78,033.96	
5/14/2025	Check	Planetizen	\$ 144.00		\$ 77,889.96	
5/14/2025	Check	Commissioner Reimbursement/HM	\$ 100.00		\$ 77,789.96	
5/14/2025	EFT	Berndt Accounting Services-Payroll Bi-weekly remittance	\$ 115.38		\$ 77,674.58	
5/16/2025	EFT	Staff Reimbursement/JV	\$ 52.50		\$ 77,622.08	
5/16/2025	EFT	Commissioner Reimbursement/DP	\$ 231.10		\$ 77,390.98	
5/16/2025	EFT	Staff Reimbursement/JV	\$ 3,097.31		\$ 74,293.67	
5/16/2025	EFT	Commissioner Reimbursement/DP	\$ 176.60		\$ 74,117.07	
5/16/2025	EFT	Commissioner Reimbursement/DP	\$ 222.40		\$ 73,894.67	
5/16/2025	EFT	Staff Reimbursement/CS	\$ 89.61		\$ 73,805.06	
5/16/2025	EFT	Commissioner Reimbursement/DP	\$ 100.00		\$ 73,705.06	
5/16/2025	EFT	Staff Reimbursement/TS	\$ 71.68		\$ 73,633.38	
5/16/2025	Check	Staff Reimbursement/MK	\$ 353.69		\$ 73,279.69	
5/16/2025	Check	Commissioner Reimbursement/PM	\$ 100.00		\$ 73,179.69	
5/16/2025	Check	Commissioner Reimbursement/CR	\$ 228.00		\$ 72,951.69	
5/16/2025	Check	Staff Reimbursement/AM	\$ 1,201.53		\$ 71,750.16	
5/16/2025	EFT	Empower-Payroll Wisconsin Retirement System (WRS)	\$ 1,195.00		\$ 70,555.16	
5/16/2025	Check	Washington University-2025 Midwest Climate Collarborative Re	\$ 500.00		\$ 70,055.16	
5/16/2025	Check	Standard Insurance/Employee Monthly Premium	\$ 160.91		\$ 69,894.25	
5/16/2025	XFR	Scheduled online transfer to replenish operating funds		\$ 40,000.00	\$ 109,894.25	
5/16/2025	ACH	WDNR Q1 2025 WQP Annual Contract		\$ 28,000.00	\$ 137,894.25	
5/16/2025	EFT	County of Dane-Salt Wise Program & Position		\$ 10,000.00	\$ 147,894.25	
5/16/2025	EFT	State of Wisconsin		\$ 792.00	\$ 148,686.25	
5/16/2025	DP	Town of Middleton		\$ 1,000.00	\$ 149,686.25	
5/16/2025	DP	D'Onforion Kottke and Associates		\$ 1,600.00	\$ 151,286.25	
5/19/2025	EFT	Dean Health Plan Premiums	\$ 23,641.87		\$ 127,644.38	
5/19/2025	EFT	Delta Dental WI Premium	\$ 1,402.49		\$ 126,241.89	
5/21/2025	Check	Zoom.com	\$ 94.99		\$ 126,146.90	
5/22/2025	Check	City of Madison Treasurer-Rent Payment	\$ 4,234.74		\$ 121,912.16	
5/22/2025	EFT	Delta Dental WI Premium	\$ 1,371.08		\$ 120,541.08	
5/27/2025	EFT	Berndt Accounting Services	\$ 1,930.00		\$ 118,611.08	
5/27/2025	EFT	Credit Card Payment	\$ 720.24		\$ 117,890.84	
5/27/2025	EFT	City of Madison-Sewer Extension Payment		\$ 400.00	\$ 118,290.84	
5/28/2025	EFT	Berndt Accounting Services-Payroll Bi-weekly	\$ 36,429.25		\$ 81,861.59	
5/28/2025	EFT	ATT Payment -Agency Internet	\$ 196.20		\$ 81,665.39	
5/28/2025	EFT	Berndt Accounting Services-Payroll Bi-weekly remittance	\$ 115.38		\$ 81,550.01	
5/28/2025	DP	Town of Vermont		\$ 2,500.00	\$ 84,050.01	
5/28/2025	DP	Wyser Engineering LLC		\$ 1,000.00	\$ 85,050.01	
5/28/2025	DP	Bauer Builders		\$ 600.00	\$ 85,650.01	
5/28/2025	DP	City of Middleton		\$ 15,070.00	\$ 100,720.01	
5/28/2025	DP	Snyder and Associates		\$ 1,000.00	\$ 101,720.01	
5/28/2025	DP	Snyder and Associates		\$ 400.00	\$ 102,120.01	
5/28/2025	DP	D'Onforion Kottke and Associations		\$ 600.00	\$ 102,720.01	
5/28/2025	DP	D'Onforion Kottke and Associations		\$ 400.00	\$ 103,120.01	
5/28/2025	DP	D'Onforion Kottke and Associations		\$ 600.00	\$ 103,720.01	
5/28/2025	DP	Village of DeForest		\$ 1,000.00	\$ 104,720.01	
5/28/2025	DP	Potter Lawson Inc		\$ 400.00	\$ 105,120.01	
5/30/2025	EFT	Empower-Payroll Wisconsin Retirement System (WRS)	\$ 1,195.00		\$ 103,925.01	
5/30/2025		Bill.com Misc Charge	\$ 0.74		\$ 103,924.27	
5/30/2025	XFR	Scheduled online transfer to replenish operating funds		\$ 40,000.00	\$ 143,924.27	BANK
5/30/2025		Bill.com Misc Charge-reversal		\$ 0.74	\$ 143,925.01	\$ 143,925.01
					Difference	\$ -
		Total Debits and Credits	\$ 118,377.52	\$ 206,922.74		
		Accounts Payable Expenditures				
		Accounts Receivable Deposits	\$ 40,534.53	\$ 26,170.00		
		Non-AR Items & Other		\$ 60,752.74		
		Payroll-related Expenses	\$ 77,842.99			
		Transfers between Accounts		\$ 120,000.00		
		Total (Debits) and Credits	\$ 118,377.52	\$ 206,922.74		
		Cross Check (should be zero)	\$ -	\$ -		

Capital Area Regional Planning Commission
Account Reconciliation for GL Account #1000 - Operating Account
For the Period Ending June 30, 2025

Prepared by: Joan Stuessy 8/7/2025

Money Market Account-XXX4313

Date	Item #	Description	Withdrawals Debit	Deposits Credit	Balance	Per Statement
Beginning Balance (Reconciled)					\$ 160,156.49	
6/13/2025	XFR	Scheduled online transfer to replenish operating funds	\$ 40,000.00	\$ -	\$ 120,156.49	
6/20/2025	XFR	Transfer from LGIP Account to Money Market Account	\$ -	\$ 100,000.00	\$ 220,156.49	
6/20/2025	XFR	Wire Transfer Fee	\$ 25.00		\$ 220,131.49	
6/27/2025	XFR	Scheduled online transfer to replenish operating funds	\$ 40,000.00		\$ 180,131.49	
6/30/2025	DP	Interest		\$ 21.31	\$ 180,152.80	\$ 180,152.80
Interest Rate	0.15%			Difference (should be zero)	\$ -	

Local Government Investment Pool (LGIP)

Date	Item #	Description	Withdrawals Debit	Deposits Credit	Balance	Per Statement
Beginning Balance (Reconciled)					\$ 664,593.42	
6/20/2025	Wire	Transfer to Money Market Account	\$ 100,000.00		\$ 564,593.42	
6/30/2025		Interest Earned 4.36%		\$ 2,249.68	\$ 566,843.10	\$ 566,843.10
				Difference (should be zero)	\$ -	

Combined Account Balances

6/30/2025		Operating Account			\$ 54,491.52	
6/30/2025		Money Market Account			\$ 180,152.80	
6/30/2025		Local Government Investment Pool (LGIP) Account			\$ 566,843.10	
					<u>\$ 801,487.42</u>	

Re: Draft 2024 Audit**Possible Action:** None**Background:**

As a government agency, the primary goal of the CARPC annual audit is to provide transparency and accountability in our operations to ensure those funds are put to their highest and best use on behalf of the taxpayer.

Brett Hofmeister from Johnson Block CPAs will present the draft findings of the CARPC Draft 2024 Financial Audit for informational purposes. Please note that the audit documents are still subject to change although we expect any changes to be nominal. CARPC staff and the accountants will meet with the auditors to address any questions or concerns before it is finalized.

Staff Comments:

None.

Attachments:

1. Johnson Block draft audit presentation
2. Johnson Block draft audit required communications letter
3. CARPC Draft Audited Financial Statements for the Year Ended December 31, 2024

Staff Contact:

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

Next Steps:

Finalize Audit
Finalize Annual Report to include final audited 2024 results
Prepare Cost Allocation Plan based on final audited 2024 results

CAPITAL AREA REGIONAL PLANNING COMMISSION

FINANCIAL STATEMENT OVERVIEW

For the Year Ended December 31, 2024



Presented By:

Johnson Block & Co., Inc.
Certified Public Accountants
9701 Brader Way, Suite 202
Middleton, Wisconsin
(608) 274-2002
Fax: (608) 274-4320

2024 AUDIT OVERVIEW

Content of Bound Audit Report

- Independent Auditor’s Report – our draft report is unmodified
 - Contains financial statements on individual funds
 - Proprietary fund – Full accrual basis, so all capital assets and long-term obligations such as Pension and OPEB liabilities are recorded on the balance sheet.
- Notes to the Financial Statements
 - Contains Summary of Significant Accounting Policies
 - Footnotes related to Significant Financial Statement Accounts (Cash, Capital Assets)
- Required Supplementary Information
 - WRS and LRLIF Schedule

Required Audit Communications to the District Board

- Audit Matters Requiring Communication to the Governing Body
 - Standard communication

Other Information

- Net Pension and OPEB Liabilities
 - Actuarially determined amounts that are required to be reported by the Governmental Accounting Standards Board
 - Amounts are determined by the State
 - Amounts reported on the financial statements is CARPC’s proportionate share of the total liabilities and deferrals
 - CARPC is making all required contributions to the benefit plans

Capital Area Regional Planning Commission
2024 Financial Statement Highlights

	2024	2023
Assets and Deferred Outflows of Resources		
Assets:		
Cash and Investments	\$ 900,930	\$ 956,175
Receivables	91,579	85,837
Prepaid Items	31,558	23,065
Leases, Net of Amortization	229,917	277,487
Capital Assets, Net of Depreciation	2,987	3,595
Total Assets	<u>1,256,971</u>	<u>1,346,159</u>
Deferred Outflows of Resources		
Pension and OPEB Deferred Outflows of Resources	<u>539,173</u>	<u>760,500</u>
Total Deferred Outflows of Resources	<u>539,173</u>	<u>760,500</u>
Total Assets and Deferred Outflows of Resources	<u><u>\$ 1,796,144</u></u>	<u><u>\$ 2,106,659</u></u>
Liabilities, Deferred Inflows of Resources and Net Position		
Liabilities:		
Accounts Payable	\$ 88,835	\$ 47,517
Accrued Liabilities and Compensated Absences	145,162	213,483
Deferred Revenue	-	4,847
Lease Liabilities	244,030	288,732
Net Pension Liability	57,555	196,721
Net OPEB Liability	43,223	34,574
Total Liabilities	<u>578,805</u>	<u>785,874</u>
Deferred Inflows of Resources:		
Pension and OPEB Deferred Inflows of Resources	<u>338,225</u>	<u>449,046</u>
Total Deferred Inflows of Resources	<u>338,225</u>	<u>449,046</u>
Net Position	<u>879,114</u>	<u>871,739</u>
Total Liabilities, Deferred Inflows of Resources and Net Position	<u><u>\$ 1,796,144</u></u>	<u><u>\$ 2,106,659</u></u>

**Capital Area Regional Planning Commission
2024 Financial Statement Highlights**

Details of Net Position

	2024	2023
Net Investment in Capital Assets	\$ 2,987	\$ 3,595
Restricted for Pension	-	-
Unrestricted	876,127	868,144
	<u>\$ 879,114</u>	<u>\$ 871,739</u>

Net Position as a Percent of Next Year's Budget

	2024	2023
Unrestricted Net Position	\$ 876,127	\$ 868,144
Next Year's Budget	\$ 1,876,044	\$ 1,684,624
Percent of Next Year's Budget	47%	52%

**Capital Area Regional Planning Commission
2024 Financial Statement Highlights**

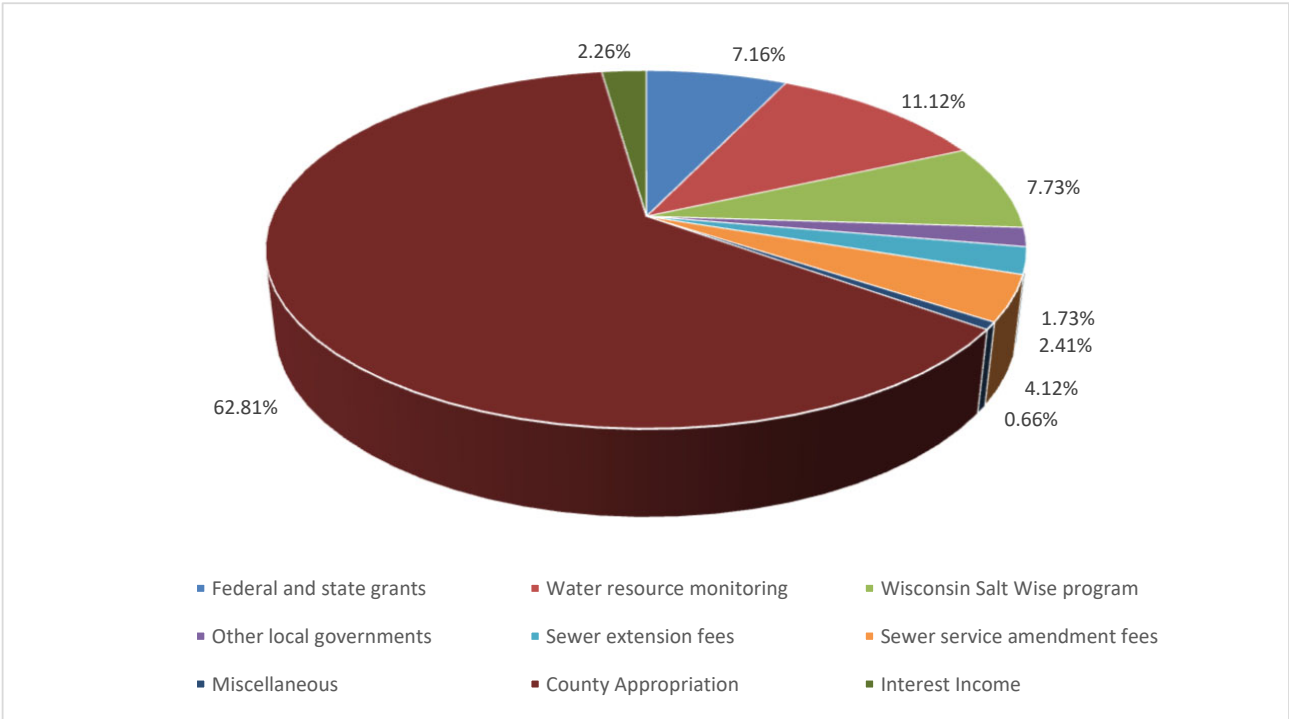
**Budget to Actual Comparison - Budgetary Basis
With 2023 Actual Amounts**

	2024			2023
	Final Budget	Actual Amounts Budgetary Basis	Variance	Actual Amounts Budgetary Basis
Operating Revenues				
County appropriation	\$ 1,135,523	\$ 1,135,523	\$ -	\$ 1,032,294
Federal and state grants	146,550	129,369	(17,181)	99,746
Wisconsin Salt Wise porgram	128,410	139,825	11,415	160,657
Water resource monitoring	124,602	201,002	76,400	122,989
Other local governments	40,000	31,327	(8,673)	41,541
Sewer extension fees	50,000	43,600	(6,400)	43,200
Sewer service amendment fees	85,000	74,444	(10,556)	63,074
Miscellaneous	2,578	11,900	9,322	8,809
Total Operating Revenues	<u>1,712,663</u>	<u>1,766,990</u>	<u>54,327</u>	<u>1,572,310</u>
Operating Expenses				
Salaries and wages	971,140	1,023,623	(52,483)	877,809
Employee benefits	352,122	353,321	(1,199)	295,530
Professional services	317,259	352,013	(34,754)	270,710
Travel and conferences	37,440	30,547	6,893	29,550
Office supplies and expenses	46,077	32,661	13,416	46,223
Insurance	4,245	3,180	1,065	4,023
Rent	49,987	50,350	(363)	49,006
Total Operating Expenses	<u>1,778,270</u>	<u>1,845,695</u>	<u>(67,425)</u>	<u>1,572,851</u>
Operating Income (Loss)	<u>(65,607)</u>	<u>(78,705)</u>	<u>(13,098)</u>	<u>(541)</u>
Non-operating Revenues				
Interest income	45,000	40,935	(4,065)	46,826
Total Non-Operating Revenues	<u>45,000</u>	<u>40,935</u>	<u>(4,065)</u>	<u>46,826</u>
Change in Net Position - Budgetary Basis	<u>(20,607)</u>	<u>(37,770)</u>	<u>(17,163)</u>	<u>46,285</u>
Reconciliation to GAAP Basis				
Changes in WRS and LRLIF assets, deferred outflows of resources, liabilities, and deferred inflows of resources	-	20,011	20,011	(46,302)
Changes in net position due to GASB 87 - Leases	-	(2,868)	(2,868)	(4,723)
Change in Net Position - GAAP Basis	<u>(20,607)</u>	<u>(20,627)</u>	<u>(20)</u>	<u>(4,740)</u>
Net Position - Beginning of Year	<u>899,741</u>	<u>899,741</u>	<u>-</u>	<u>904,481</u>
Net Position - End of Year	<u>\$ 879,134</u>	<u>\$ 879,114</u>	<u>\$ (20)</u>	<u>\$ 899,741</u>

Capital Area Regional Planning Commission

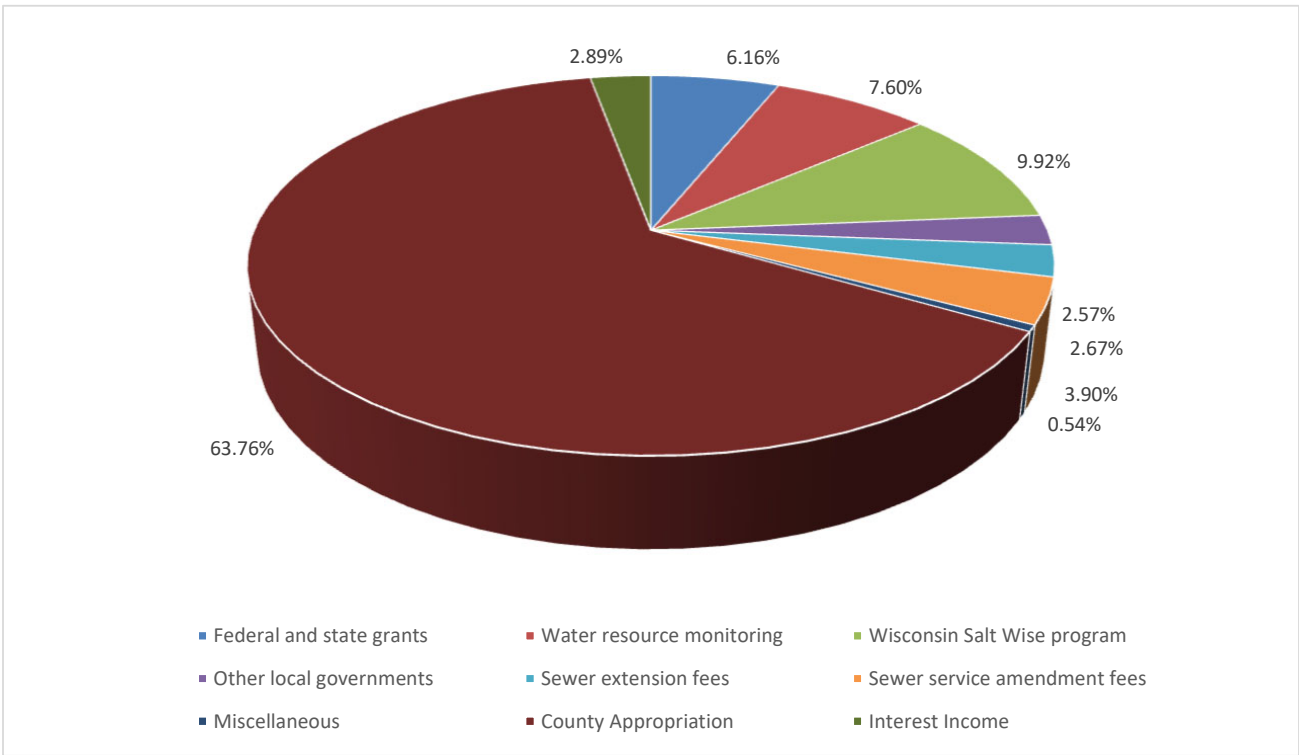
2024 Revenues

Total Revenues: \$1,807,925



2023 Revenues

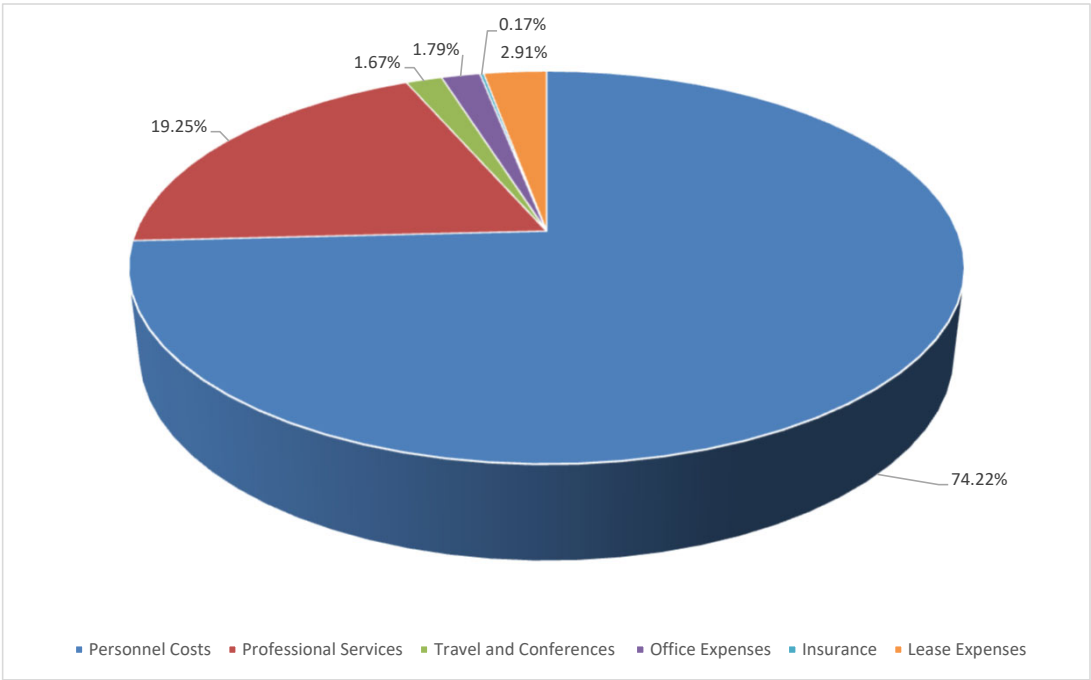
Total Revenues: \$1,619,136



Capital Area Regional Planning Commission

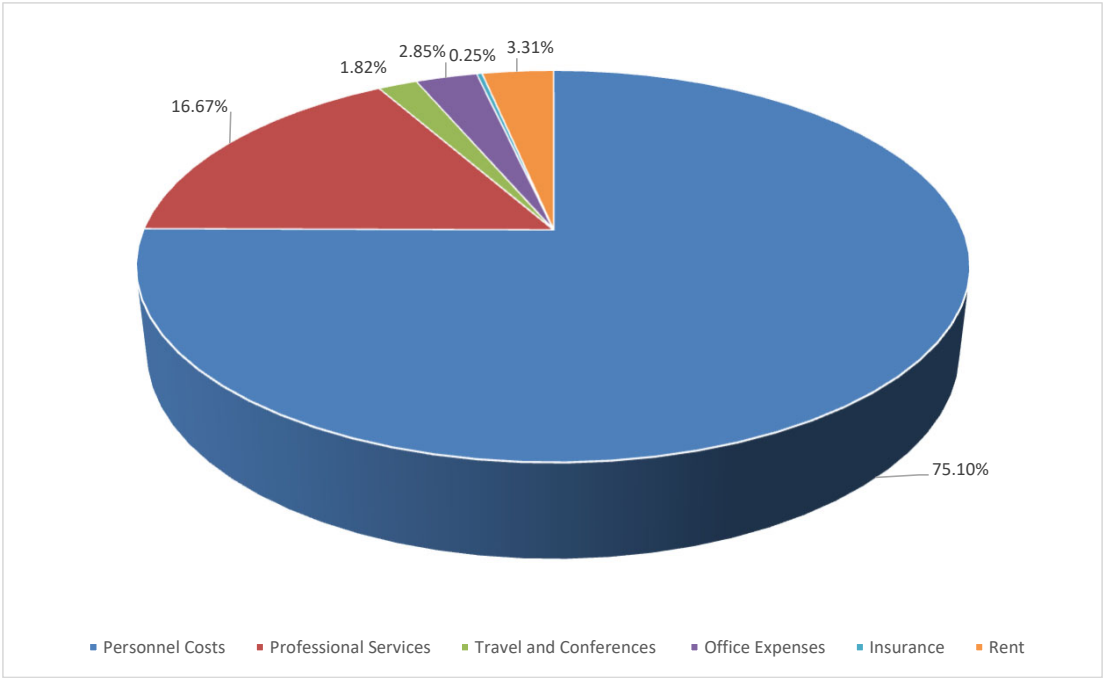
2024 Expenditures

Total Expenditures: \$1,828,552



2023 Expenditures

Total Expenditures: \$1,623,876



CAPITAL AREA REGIONAL PLANNING COMMISSION
Madison, Wisconsin

**FINANCIAL STATEMENTS WITH
INDEPENDENT AUDITOR'S REPORT**

December 31, 2024

CAPITAL AREA REGIONAL PLANNING COMMISSION

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December 31, 2024

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INDEPENDENT AUDITOR’S REPORT

To the Commission
Capital Area Regional Planning Commission
Madison, Wisconsin

Report on the Audit of the Financial Statements

Opinion

We have audited the business-type activities of the of the Capital Area Regional Planning Commission, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Capital Area Regional Planning Commission’s basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Capital Area Regional Planning Commission, as of December 31, 2024, and the changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Capital Area Regional Planning Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter

As discussed in Note 1 to the financial statements, effective January 1, 2024, the Capital Area Regional Planning Commission adopted the provisions of GASB Statement No. 101, *Compensated Absences*. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Capital Area Regional Planning Commission's ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Capital Area Regional Planning Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Capital Area Regional Planning Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Wisconsin Retirement System schedules and Local Retiree Life Insurance Fund schedules be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinions on the basic financial statements are not affected by this missing information.

Johnson Block & Company, Inc.

Date XX, 2025

CAPITAL AREA REGIONAL PLANNING COMMISSION
STATEMENT OF NET POSITION
December 31, 2024

Assets

Current Assets	
Cash and cash equivalents	\$ 900,930
Receivables	
Unbilled accounts receivable	19,056
Due from other governments	72,523
Prepaid expenses	31,558
Total Current Assets	<u>1,024,067</u>
Non-Current Assets	
Lease - right-of-use	372,625
Less: accumulated amortization	(142,708)
Furniture and equipment	13,248
Less: accumulated depreciation	(10,261)
Total Non-Current Assets	<u>232,904</u>
Total Assets	<u>1,256,971</u>

Deferred Outflows of Resources

Related to pension	518,639
Related to other post-employment benefits	20,534
Total Deferred Outflows of Resources	<u>539,173</u>

Total Assets and Deferred Outflows of Resources

\$ 1,796,144

Liabilities

Current Liabilities	
Accounts payable	\$ 88,835
Accrued liabilities	35,936
Interest payable	406
Lease	46,537
Compensated absences	48,228
Total Current Liabilities	<u>219,942</u>
Non-Current Liabilities	
Compensated absences	60,998
Net Pension Liability	57,555
Lease	197,087
Net other post-employment benefit liability	43,223
Total Non-Current Liabilities	<u>358,863</u>
Total Liabilities	<u>578,805</u>

Deferred Inflows of Resources

Related to pension	308,267
Related to other post-employment benefits	29,958
Total Deferred Inflows of Resources	<u>338,225</u>

Net Position

Net investment in capital assets	2,987
Unrestricted	876,127
Total Net Position	<u>879,114</u>

Total Liabilities, Deferred Inflows of Resources, and Net Position

\$ 1,796,144

See accompanying notes to the financial statements.

CAPITAL AREA REGIONAL PLANNING COMMISSION
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
For the Year Ended December 31, 2024

Operating Revenues

County appropriation	\$ 1,135,523
Federal and state grants	129,369
Water resource monitoring	201,002
Wisconsin Salt Wise program	139,825
Other local governments	31,327
Sewer extension fees	43,600
Sewer service amendment fees	74,444
Miscellaneous	11,900
Total Operating Revenues	<u>1,766,990</u>

Operating Expenses

Salaries and wages	1,023,623
Employee benefits	333,310
Professional services	352,013
Travel and conferences	30,547
Office supplies and expenses	32,661
Insurance	3,180
Lease amortization	47,934
Interest expense on lease	5,284
Total Operating Expenses	<u>1,828,552</u>

Operating Income (Loss)	<u>(61,562)</u>
-------------------------	-----------------

Non-Operating Revenues

Interest income	<u>40,935</u>
Total Non-Operating Revenues	<u>40,935</u>

Change in Net Position	(20,627)
------------------------	----------

Net Position - Beginning, as Previously Reported	871,739
--	---------

Prior Period Adjustment - Implementation of GASB Statement No. 101	28,002
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Net Position - Beginning of Year	<u>899,741</u>
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Net Position - End of Year	<u><u>\$ 879,114</u></u>
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See accompanying notes to the financial statements.

CAPITAL AREA REGIONAL PLANNING COMMISSION
STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2024

Cash Flows from Operating Activities

Received from grants and charges for services	\$ 1,756,401
Paid to employees and benefit providers	(1,417,263)
Paid to suppliers for goods and services	(435,318)
Net Cash Flows Provided (Used) by Operating Activities	<u>(96,180)</u>

Cash Flows from Investing Activities

Investment income	40,935
Net Cash Flows Provided (Used) by Investing Activities	<u>40,935</u>

Net Change in Cash and Cash Equivalents	(55,245)
---	----------

Cash and Cash Equivalents - Beginning of Year	<u>956,175</u>
--	----------------

Cash and Cash Equivalents - End of Year	<u><u>\$ 900,930</u></u>
--	--------------------------

**Reconciliation of Operating Income to Net Cash
Used by Operating Activities**

Operating income (loss)	\$ (61,562)
Noncash items in operating income (loss)	
Depreciation	608
Changes in assets, liabilities, and deferrals	
Accounts receivables	4,071
Due from other governments	(9,813)
Prepaid expenses	(8,493)
Accounts payable	41,318
Compensated absences	(50,976)
Accrued liabilities	10,657
Deferred revenue	(4,847)
Pension related	(21,400)
Other post-employment benefits related	1,389
Lease related	<u>2,868</u>
Net Cash Flows Provided (Used) by Operating Activities	<u><u>\$ (96,180)</u></u>

See accompanying notes to the financial statements.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Capital Area Regional Planning Commission (Commission) is a public agency formed under Section 66.0309 of the Wisconsin Statutes. The Commission was created on May 2, 2007 by Executive Order #197 from the Office of the Governor. The function of the agency is to serve as the regional planning and area wide water quality management planning entity for the Dane County, Wisconsin region. The reporting entity for the Commission is based upon criteria set forth by statement issued by the Governmental Accounting Standards Board. All functions of the Commission for which it exercises oversight responsibility are included. The oversight responsibility includes, but is not limited to, financial interdependency between the Commission and component units; control by the Commission over selection of the entity's governing authority or designation of management; the ability to significantly influence operations; and accountability for fiscal matters.

The accounting policies of the Commission conform to accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing accounting and financial reporting principles. The following is a summary of the more significant policies.

Reporting Entity

The reporting entity of the Commission is based upon criteria set forth by GASB Statement No. 61, *The Financial Reporting Entity: Omnibus an Amendment to* GASB Statements No. 14 and No. 34. The reporting entity for the Commission consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete. If a primary government appoints a voting majority of an organization's officials or if the organization is fiscally dependent on the primary government and there is a potential for those organizations either to provide specific financial benefits to, or to impose specific financial burdens on, the primary government, the primary government is financially accountable for those organizations. An organization has a financial benefit or burden relationship with the primary government if, for example, any one of these conditions exists. The primary government may be financially accountable if an organization is fiscally dependent on the primary government.

Measurement Focus and Basis of Accounting

For financial reporting purposes, the Commission is considered a special-purpose government engaged only in business-type activities. Accordingly, the financial statements of the Commission have been prepared using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Actual results could differ from those estimates.

Cash and Cash Equivalents

The Commission's cash and cash equivalents are considered to be cash on hand, demand deposits, investments in the Local Government Investment Pool, and short-term investments with original maturities less than ninety days from date of acquisition.

The Commission may invest available cash balances in time deposits of authorized depositories, US Treasury obligations, US agency issues, high grade commercial paper, and the local government pooled investment fund administered by the state investment board.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

Capital Assets

Capital assets are reported at historical cost, or estimated historical cost. The Commission capitalizes equipment having a cost of \$5,000 or more. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's useful life are not capitalized. Donated capital assets are valued at their estimated fair value market value at the time of receipt. Interest costs incurred during construction are not capitalized and are not considered material.

Capital assets are depreciated using the straight-line method over the estimated useful lives, which range from four to ten years for equipment.

Leases

Right-of-use lease assets are initially measured as an amount equal to the initial measurement of the related lease liability plus any lease payments made prior to the lease term, less lease incentives and plus ancillary changes necessary to place the lease into service. The right-of-use lease asset is amortized on the straight-line basis over the life of the related lease. Lease liabilities are recognized at the present value of the expected payments to be made during the lease term.

Receivables

Accounts receivable are recorded at gross amounts with uncollectible amounts recognized under the direct write-off method. No allowance for uncollectible accounts has been provided since it is believed that the amount of such allowance would not be material to the financial statements.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Compensated Absences

The Commission has adopted various policies in regard to accumulation of sick leave and vacation time. Unused sick leave is accumulated from year to year to a maximum of 1,700 hours (212.5 days) until retirement. At employee retirement the accumulated sick leave will be converted to a monetary value which shall be available, at the retiring employee's option, to be placed in a medical/dental reimbursement trust, known as a PRIME Plan, or in a 401(a) Benefit Plan. Vacation time earned in one accounting period and carried over to the next period is recorded as a liability in the Commission's financial statements.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will report a separate section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense) until then.

In addition to liabilities, the statement of net position will report a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

The Commission has deferred outflows of resources and deferred inflows of resources related to pension and other post-employment benefits activity at December 31, 2024.

County Appropriations

In accordance with state statutes, the amount charged to a local government unit shall not exceed .003% of such equalized value unless the governing body expressly approves the amount in excess of such percentage. In addition, the Dane County municipalities petitioning for creation of the Commission included a provision that the Commission budget may not exceed .0017% of equalized value. For the 2024 budget, the Commission assessed Dane County a charge of \$1,135,523.

Revenues and Expenses

The Commission distinguishes operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services in connection with the Commission's principal ongoing operations. The principal operating revenues of the Commission are county charges and fees for service, which come primarily from grants and projects for local governments. Operating expense include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net Position

Net Investment in Capital Assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation less the outstanding balances of any bonds, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets plus unspent proceeds.

Restricted Net Position – Consists of net position with constraints placed on use by 1) external groups such as creditors, grantors, or contributors, or 2) law through constitutional provisions or enabling legislation.

Unrestricted Net Position – All other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

Pensions

The fiduciary net position of the Wisconsin Retirement System (WRS) has been determined using the flow of economic resources measurement focus and accrual basis of accounting. This includes for purposes of measuring the following:

- Net Pension Liability (Asset),
- Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions,
- Pension Expense (Revenue).

Information about the fiduciary net position of the WRS and additions to/deductions from WRS’ fiduciary net position have been determined on the same basis as they are reported by the WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Other Post-Employment Benefits (OPEB)

The fiduciary net position of the Local Retiree Life Insurance Fund (LRLIF) has been determined using the flow of economic resources measurement focus and the accrual basis of accounting. This includes for purposes of measuring the following:

- Net OPEB Liability (Asset),
- Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEBs, and
- OPEB Expense (Revenue).

Information about the fiduciary net position of the LRLIF and additions to/deductions from LRLIF's fiduciary net position have been determined on the same basis as they are reported by LRLIF. For this purpose, benefit payments (including refunds of member contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Change in Accounting Principles

Effective January 1, 2024, the Commission adopted GASB Statement No. 100, *Accounting Changes and Error Corrections*. GASB 100 was issued to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. The Commission had a restatement due to adopting GASB 101 that required disclosure in the financial statements, see Note 10.

Effective January 1, 2024, the Commission adopted GASB Statement No. 101, *Compensated Absences*. GASB 101 was issued to provide guidance on the accounting and financial reporting for compensated absences. As a result of adopting GASB 101, the Commission has made changes to the way it recognizes and measures its compensated absence liabilities, and adjustments to beginning net position were required for government-wide activities.

2. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgetary Information

The Commission's budget is adopted in accordance with Chapter 66.0309 of the Wisconsin Statutes. Changes to appropriations authorized in the adopted budget generally require a vote of two-thirds of the entire membership of the governing body. Budgetary expenditure control is exercised at the individual account level.

3. CASH AND CASH EQUIVALENTS

The Commission's cash and cash equivalents consist of the following at December 31, 2024:

	Statement Balances	Carrying Value	Risk
Deposit with financial institutions	\$ 321,414	\$ 334,380	Custodial credit
LGIP	566,550	566,550	Credit, interest rate
Total cash and cash equivalents	<u>\$ 887,964</u>	<u>\$ 900,930</u>	

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

3. CASH AND CASH EQUIVALENTS (CONTINUED)

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. To limit credit risk, the Commission is limited to investments authorized by Wisconsin State Statute 66.0603 including the following:

- (1) Deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in this State;
- (2) Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government;
- (3) Bonds or securities of any county, drainage district, VTAE district, village, city, town, or school district of this State;
- (4) Any security which matures or which may be tendered for purchase at the option of the holder within not more than seven years of the date on which it is acquired, if that security has a rating which is the highest or second highest rating category assigned by Standard & Poor's Corporation, Moody's investor service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating;
- (5) The local government pooled-investment fund as established under Section 25.50 of the Wisconsin Statutes;
- (6) Agreements in which a public depository agrees to repay funds advanced to it by the Commission, plus interest, if the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government;
- (7) Securities of an open-ended management investment company or investment trust, subject to various conditions and investment options;
- (8) Bonds issued by the University of Wisconsin Hospital Clinics Authority and the Wisconsin Aerospace Authority.

The Commission has adopted an investment policy which permits all investments authorized under state statutes as described above.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Commission would not be able to recover its deposits or would not be able to recover collateral securities that are in the possession of an outside party.

Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000. Bank accounts and the local government investment pool are also insured by the State Deposit Guarantee Fund in the amount of \$1,000,000. However, due to the relatively small size of the Guarantee Fund in relationship to the total deposits covered and other legal implications, recovery of material principal losses may be significant to individual organizations. As of December 31, 2024, none of the Commission's deposits were exposed to custodial credit risk.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

3. CASH AND CASH EQUIVALENTS (CONTINUED)

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board (SWIB). The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. All investments are valued at amortized cost by the SIF for purposes of calculating earnings to each participant. Specifically, the SIF distributes income to pool participants monthly, based on their average daily share balance. Distributions include interest income based on stated rates (both paid and accrued), amortization of discounts and premiums on a straight-line basis, realized investment gains and losses calculated on an amortized cost basis, and investment expenses. This method does not distribute to participants any unrealized gains or losses generated by the pool's investments. Detailed information about the SIF is available in separately issued financial statements available at <https://doa.wi.gov/Pages/StateFinances/LGIP.aspx>. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2024, the fair value of the Commission's share of the LGIP's assets was substantially equal to the amount reported above. Information on derivatives was not available to the Commission.

SWIB may invest in obligations of the U.S. Treasury and its agencies, Commercial Paper, Bank Time Deposits/Certificates of Deposit, Bankers' Acceptances, Asset Backed Securities and Repurchase Agreements secured by the U.S. Government or its agencies and other instruments authorized under State Investment Fund investment guidelines.

Investment allocation in the LGIP as of December 31, 2024 was: 97% in U.S. Government Securities and 3% in Certificates of Deposit, Bankers' Acceptance and Time Deposits, Commercial Paper, and Corporate Notes. The Wisconsin State Treasurer updates the investment allocations on a monthly basis.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

4. CAPITAL ASSETS

Capital assets activity for the year ended December 31, 2024, was as follows:

	Beginning Balance	Additions	Retirements	Ending Balance
<i>Capital assets, being depreciated</i>				
Office furniture and equipment	\$ 7,171	\$ -	\$ -	\$ 7,171
Leasehold improvements	6,077	-	-	6,077
Subtotal	13,248	-	-	13,248
<i>Accumulated Depreciation</i>				
Office furniture and equipment	7,171	-	-	7,171
Leasehold improvements	2,482	608	-	3,090
Subtotal	9,653	608	-	10,261
Total capital assets being depreciated, net	3,595	(608)	-	2,987
<i>Right-of-use leased assets, being amortized</i>				
Office Space	372,625	-	-	372,625
<i>Less accumulated amortization for</i>				
Office Space	95,138	47,570	-	142,708
Total right-of-use lease assets, net	277,487	(47,570)	-	229,917
Total capital assets, net	\$ 281,082	\$ (48,178)	\$ -	\$ 232,904

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

5. LONG-TERM LIABILITIES

The Commission's long-term liabilities consist of one lease payable and compensated absences. The Commission entered into a 10-year office space sub-lease arrangement where the Commission is the lessee. Lease payments increase by 2% annually. A summary of the changes in the long-term liabilities follows:

	Balance 1/1/2024	Increases	Decreases	Balance 12/31/2024
Lease Liability	\$ 288,252	\$ -	\$ (44,628)	\$ 243,624
Compensated Absences	160,202	-	(50,976)	109,226
	<u>\$ 448,454</u>	<u>\$ -</u>	<u>\$ (95,604)</u>	<u>\$ 352,850</u>

Future principal and interest payments on the lease liability were as follows:

Year Ended December 31,	Principal	Interest	Total
2025	\$ 46,537	\$ 4,449	\$ 50,986
2026	48,506	3,500	52,006
2027	50,535	2,512	53,047
2028	52,625	1,482	54,107
2029	45,421	417	45,838
Total	<u>\$ 243,624</u>	<u>\$ 12,360</u>	<u>\$ 255,984</u>

6. WISCONSIN RETIREMENT SYSTEM

General Information about the Pension Plan

Plan description. The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1,200 hours a year and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Annual Comprehensive Financial Report (ACFR), which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Wisconsin Retirement System Financial Report, which can also be found using the link above.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Vesting. For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits Provided. Employees who retire at or after age 65 (54 for protective occupation employees and 62 for elected official and executive service retirement plan participants, if hired on or before December 31, 2016) are entitled to a retirement benefit based on a formula factor, their final average earnings, and creditable service.

Final average earnings is the average of the participant's three highest annual earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at or after age 55 (50 for protective occupations) and receive actuarially-reduced benefits. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

Post-Retirement Adjustments. The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment (%)	Variable Fund Adjustment (%)
2014	4.7	25.0
2015	2.9	2.0
2016	0.5	(5.0)
2017	2.0	4.0
2018	2.4	17.0
2019	0.0	(10.0)
2020	1.7	21.0
2021	5.1	13.0
2022	7.4	15.0
2023	1.6	(21.0)

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Contributions. Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, and Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$54,492 in contributions from the employer.

Contributions rates as of December 31, 2024 were:

<u>Employee Category</u>	<u>Employee</u>	<u>Employer</u>
General (including teachers, executives and elected officials)	6.90%	6.90%
Protective with Social Security	6.90%	14.30%
Protective without Social Security	6.90%	19.10%

Pension Liabilities, Pension Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At December 31, 2024, the Commission reported a liability (asset) of \$57,555 for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of December 31, 2023 and the Total Pension Liability used to calculate the net pension liability (asset) was determined by an actuarial valuation as of December 31, 2022, rolled forward to December 31, 2023. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Commission's proportion of the net pension liability (asset) was based on the Commission's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2023, the Commission's proportion was 0.00387106% which was an increase of 0.00015772% from its proportion measured as of December 31, 2022.

For the year ended December 31, 2024, the Commission recognized pension expense of \$39,359.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

At December 31, 2024, the Commission reported deferred outflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 232,061	\$ (307,367)
Net differences between projected and actual earnings on pension plan investments	200,571	-
Changes in assumptions	25,086	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	216	(900)
Employer contributions subsequent to the measurement date	60,705	-
Total	<u>\$ 518,639</u>	<u>\$ (308,267)</u>

\$60,705 reported as deferred outflows related to pension resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ending December 31, 2025. Other amounts reported as deferred outflows of resources related to pension will be recognized in pension expense as follows:

Year Ended December 31:	Net Deferred Outflows (Inflows) of Resources
2025	\$ 30,573
2026	32,059
2027	125,679
2028	(38,644)
Total	<u>\$ 149,667</u>

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Actuarial assumptions. The Total Pension Liability in the December 31, 2023 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2022
Measurement Date of Net Pension Liability (Asset):	December 31, 2023
	January 1, 2018 - December 31, 2020
Experience Study:	Published November 19, 2021
Actuarial Cost Method:	Entry Age Normal
Asset Valuation Method:	Fair Value
Long-Term Expected Rate of Return:	6.8%
Discount Rate:	6.8%
Salary Increases:	
Wage Inflation	3.0%
Seniority/Merit	0.1% - 5.6%
Mortality:	2020 WRS Experience Mortality Table
Post-Retirement Adjustments*	1.7%

*No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.7% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

Actuarial assumptions are based upon an experience study conducted in 2021 that covered a three-year period from January 1, 2018 to December 31, 2020. The Total Pension Liability for December 31, 2023 is based upon a roll-forward of the liability calculated from the December 31, 2021 actuarial valuation.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Long-Term Expected Return on Plan Assets. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Allocation Targets and Expected Returns¹
As of December 31, 2023

<u>Core Fund Asset Class</u>	<u>Asset Allocation %</u>	<u>Long-Term Expected Nominal Rate of Return %</u>	<u>Long-Term Expected Real Rate of Return %²</u>
Public Equity	40	7.3	4.5
Public Fixed Income	27	5.8	3.0
Inflation Sensitive	19	4.4	1.7
Real Estate	8	5.8	3.0
Private Equity/Debt	18	9.6	6.7
Leverage ³	(12)	3.7	1.0
Total Core Fund	100	7.4	4.6
<u>Variable Fund Asset Class</u>			
U.S. Equities	70	6.8	4.0
International Equities	30	7.6	4.8
Total Variable Fund	100	7.3	4.5

¹Asset Allocations are managed within established ranges; target percentages may differ from actual monthly allocations

²New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.7%

³The investment policy used for the Core Fund involves reducing equity exposure by leveraging lower-volatility assets, such as fixed income securities. Currently, an asset allocation target of 12% policy leverage is used, subject to an allowable range of up to 20%.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Single Discount Rate. A single discount rate of 6.8% was used to measure the Total Pension Liability for the current and prior year. This single discount rate is based on the expected rate of return on pension plan investments of 6.80% and a municipal bond rate of 3.77% (Source: Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index's "20-year Municipal GO AA Index" as of December 31, 2023. In describing this index, Fidelity notes that the Municipal Curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax-exempt securities.). Because of the unique structure of WRS, the 6.8% expected rate of return implies that a dividend of approximately 1.7% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the municipal bond rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the Total Pension Liability.

Sensitivity of the Commission's Proportionate Share of the Net Pension Liability (Asset) to changes in the Discount Rate. The following presents the Commission's proportionate share of the net pension liability (asset) calculated using the discount rate of 6.80%, as well as what the Commission's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (5.80%) or 1-percentage-point higher (7.80%) than the current rate:

	1% Decrease to Discount Rate (5.80%)	Current Discount Rate (6.80%)	1% Increase to Discount Rate (7.80%)
Commission's proportionate share of the net pension liability (asset)	\$ 556,298	\$ 57,555	\$ (291,436)

Pension Plan Fiduciary Net Position. Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>

7. OTHER POST-EMPLOYMENT BENEFITS

Plan Description. The LRLIF is a multiple-employer defined benefit OPEB plan. LRLIF benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. The Wisconsin Department of Employee Trust Funds (ETF) and the Group Insurance Board have statutory authority for program administration and oversight. The plan provides post-employment life insurance benefits for all eligible members.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

Plan Description. The LRLIF is a multiple-employer, defined-benefit OPEB plan. LRLIF benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. The Wisconsin Department of Employee Trust Funds (ETF) and the Group Insurance Board have statutory authority for program administration and oversight. The plan provides post-employment life insurance benefits for all eligible members.

OPEB Plan Fiduciary Net Position. ETF issues a standalone Annual Comprehensive Financial Report (ACFR), which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Retiree Life Insurance Financial Report, which can also be found using the link above.

Benefits Provided. The LRLIF plan provides fully paid up life insurance benefits for post-age 64 retired employees and pre-65 retirees who pay for their coverage.

Contributions. The Group Insurance Board approves contribution rates annually, based on recommendations from the insurance carrier. Recommended rates are based on an annual valuation, taking into consideration an estimate of the present value of future benefits and the present value of future contributions. A portion of employer contributions made during a member's working lifetime funds a post-retirement benefit.

Employers are required to pay the following contributions based on employee contributions for active members to provide them with Basic Coverage after age 65. There are no employer contributions required for pre-age 65 annuitant coverage. If a member retires prior to age 65, they must continue paying the employee premiums until age 65 in order to be eligible for the benefit after age 65.

Contribution rates as of December 31, 2024 are:

<u>Coverage Type</u>	<u>Employer Contribution</u>
25% Post Retirement Coverage	20% of Member Contribution

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

Member contributions are based upon nine age bands through age 69 and an additional eight age bands for those age 70 and over. Participating employees must pay monthly contribution rates per \$1,000 of coverage until the age of 65 (age 70 if active). The employee contribution rates in effect for the year ended December 31, 2023 are as listed below:

Life Insurance		
Member Contribution Rates*		
For the year ended December 31, 2023		
Attained Age	Basic	Supplemental
Under 30	\$0.05	\$0.05
30-34	0.06	0.06
35-39	0.07	0.07
40-44	0.08	0.08
45-49	0.12	0.12
50-54	0.22	0.22
55-59	0.39	0.39
60-64	0.49	0.49
65-69	0.57	0.57

*Disabled members under age 70 receive a waiver-of-premium benefit.

During the reporting period, the LRLIF recognized \$191 in contributions from the Commission.

OPEB Liabilities, OPEB Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEBs. At December 31, 2024, the Commission reported a liability of \$43,223 for its proportionate share of the Net OPEB Liability (Asset). The Net OPEB Liability (Asset) was measured as of December 31, 2023, and the Total OPEB Liability used to calculate the Net OPEB Liability (Asset) was determined by an actuarial valuation as of January 1, 2023 rolled forward to December 31, 2023. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Commission's proportion of the Net OPEB Liability (Asset) was based on the Commission's share of contributions to the OPEB plan relative to the contributions of all participating employers. At December 31, 2023, the Commission's proportion was 0.00939500%, which was an increase of 0.0003200% from its proportion measured as of December 31, 2022.

For the year ended December 31, 2024, the Commission recognized OPEB expense of \$1,688.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

At December 31, 2024, the Commission reported deferred outflows of resources and deferred inflows of resources related to OPEBs from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ (3,826)
Net differences between projected and actual earnings on plan investments	584	-
Changes in actuarial assumptions	13,522	(17,021)
Changes in proportion and differences between employer contributions and proportionate share of contributions	6,119	(9,111)
Employer contributions subsequent to the measurement date	309	-
Totals	<u>\$ 20,534</u>	<u>\$ (29,958)</u>

\$309 reported as deferred outflows related to OPEB resulting from the LRLIF employer's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability (asset) in the year ending December 31, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended December 31:	Net Deferred Outflows (Inflows) of Resources
2025	\$ (1,719)
2026	(255)
2027	(2,263)
2028	(4,139)
2029	(2,055)
Thereafter	698
Total	<u>\$ (9,733)</u>

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

Actuarial Assumptions. The total OPEB liability in the January 1, 2023, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	January 1, 2023
Measurement Date of Net OPEB Liability (Asset)	December 31, 2023
Experience Study:	January 1, 2018 - December 31, 2020, Published November 19, 2021
Actuarial Cost Method:	Entry Age Normal
20 Year Tax-Exempt Municipal Bond Yield*:	3.26%
Long-Term Expected Rate of Return:	4.25%
Discount Rate:	3.32%
Salary Increases	
Wage Inflation:	3.00%
Seniority/Merit:	0.1% - 5.6%
Mortality:	2020 WRS Experience Mortality Table
* Based on the Bond Buyers Go Index.	

Actuarial assumptions are based upon an experience study conducted in 2021 that covered a three-year period from January 1, 2018 to December 31, 2020. The Total OPEB Liability for December 31, 2022 is based upon a roll-forward of the liability calculated from the January 1, 2022 actuarial valuation.

Long-Term Expected Return on Plan Assets. The long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. Investments for the LRLIF are held with Securian, the insurance carrier. Interest is calculated and credited to the LRLIF based on the rate of return for a segment of the insurance carriers' general fund, specifically 10-year A- Bonds (as a proxy, and not tied to any specific investments). The overall aggregate interest rate is calculated using a tiered approach based on the year the funds were originally invested and the rate of return for that year. Investment interest is credited based on the aggregate rate of return and assets are not adjusted to fair market value. Furthermore, the insurance carrier guarantees the principal amounts of the reserves, including all interest previously credited thereto.

State OPEB Life Insurance
Asset Allocation Targets and Expected Returns
As of December 31, 2023

Asset Class	Index	Target Allocation	Long-Term Expected Geometric Real Rate of Return
US Intermediate Credit Bonds	Bloomberg US Interm Credit	40%	2.32%
US Mortgages	Bloomberg US MBS	60%	2.52%
Inflation			2.30%
Long-Term Expected Rate of Return			4.25%

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

Single Discount Rate. A single discount rate of 3.32% was used to measure the total OPEB liability for the current year, as opposed to a discount rate of 3.76% for the prior year. The significant change in the discount rate was primarily caused by the decrease in the municipal bond rate from 3.72% as of December 31, 2022 to 3.26% as of December 31, 2023. The Plan's fiduciary net position was projected to be insufficient to make all projected future benefit payments of current active and inactive members. Therefore, the discount rate for calculating the total OPEB liability is equal to the single equivalent rate that results in the same actuarial present value as the long-term expected rate of return applied to benefit payments, to the extent that the plan's fiduciary net position is projected to be sufficient to make projected benefit payments, and the municipal bond rate applied to benefit payment to the extent that the plan's fiduciary net position is projected to be insufficient. The plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through December 31, 2036.

The projection of cash flows used to determine the single discount rate assumed that employer contributions will be made according to the current employer contribution schedule and that contributions are made by plan members retiring prior to age 65.

Sensitivity of the Commission's Proportionate Share of the Net OPEB Liability (Asset) to Changes in the Discount Rate. The following presents the Commission's proportionate share of the net OPEB liability (asset) calculated using the discount rate of 3.32%, as well as what the Commission's proportionate share of the net OPEB liability (asset) would be if it were calculated using a discount rate that is 1- percentage-point lower (2.32 percent) or 1-percentage-point higher (4.32 percent) than the current rate:

	1% Decrease to Discount Rate (2.32%)	Current Discount Rate (3.32%)	1% Increase to Discount Rate (4.32%)
Commission's proportionate share of the net OPEB liability (asset)	\$ 58,076	\$ 43,223	\$ 31,885

8. RISK MANAGEMENT

The Commission is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; error and omissions; worker compensation; and health care of its employees. All of these risks are covered through the purchase of commercial insurance, with minimal deductibles. Settled claims have not exceeded insurance coverage in any of the last three years. There were no significant reductions in coverage compared to last year.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

9. COMMITMENTS AND CONTINGENCIES

The Commission has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to request for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. Management believes such disallowances, if any, would be immaterial.

From time to time the Commission may be a party to various pending claims and legal proceedings. Although the outcome of such matters cannot be forecasted with certainty, it is the opinion of management that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Commission's financial position.

10. PRIOR PERIOD ADJUSTMENT

A prior period adjustment has been recorded effective January 1, 2024 as follows:

	Governmental Activities
Net position, as previously reported	\$ 871,739
Change in accounting principle (GASB 101)	28,002
Net position, as restated	<u>\$ 899,741</u>

Implementation of GASB Statement No. 101 required net position in the governmental activities to be increased. The increase in net position was to restate the Commission's compensated absence liability.

11. EFFECT OF NEW ACCOUNTING STANDARDSS ON CURRENT FINANCIAL STATEMENTS

The Government Accounting Standards Board (GASB) has adopted GASB Statement No. 102, *Certain Risk Disclosures*, effective for periods beginning after June 15, 2024, GASB Statement No. 103, *Financial Reporting Model Improvements*, effective for periods beginning after June 15, 2025, and GASB Statement No. 104, *Disclosure of Certain Capital Assets*, effective for periods beginning after June 15, 2025. When these become effective, application of these standards may restate portions of these financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

**CAPITAL AREA REGIONAL PLANNING COMMISSION
WISCONSIN RETIREMENT SYSTEM
December 31, 2024**

**Schedule of Commission's Proportionate Share of the Net Pension Liability (Asset)
As of the Measurement Date
Last 10 Calendar Years**

Year ended December 31,	Proportion of the net pension liability (asset)	Proportionate share of the net pension liability (asset)	Covered- employee payroll	Collective net pension liability (asset) as a percentage of its covered- employee payroll	Plan fiduciary net position as a percentage of the total pension liability (asset)
2023	0.00387106%	\$ 57,555	\$ 801,356	7.18%	98.85%
2022	0.00907500%	196,721	690,672	28.48%	95.72%
2021	(0.00363929%)	(293,333)	629,530	(46.60%)	106.02%
2020	(0.00366418%)	(228,759)	614,279	(37.24%)	105.26%
2019	(0.00371246%)	(119,706)	574,182	(20.85%)	102.96%
2018	0.00377792%	134,406	573,008	23.46%	96.45%
2017	(0.00374036%)	(111,055)	568,541	(19.53%)	102.93%
2016	0.00362200%	29,856	546,315	5.46%	99.12%
2015	0.00411900%	66,937	512,861	13.05%	98.20%
2014	(0.00478000%)	(117,420)	487,287	(24.10%)	102.74%

**Schedule of Commission's Contributions for Pension
Last 10 Calendar Years**

Year ended December 31,	Contractually required contributions	Contributions in relation to the contractually required contributions	Contribution deficiency (excess)	Covered-employee payroll	Contributions as a percentage of covered- employee payroll
2024	\$ 60,705	\$ (60,705)	\$ -	\$ 883,035	6.87%
2023	54,493	(54,493)	-	801,356	6.80%
2022	44,894	(44,894)	-	690,672	6.50%
2021	42,493	(42,493)	-	629,530	6.75%
2020	41,464	(41,464)	-	614,279	6.75%
2019	37,609	(37,609)	-	574,182	6.55%
2018	38,391	(38,391)	-	573,008	6.70%
2017	38,660	(38,660)	-	568,541	6.80%
2016	36,057	(36,057)	-	546,315	6.60%
2015	34,875	(34,875)	-	512,861	6.80%

See accompanying notes to the required supplementary information

**CAPITAL AREA REGIONAL PLANNING COMMISSION
LOCAL RETIREE LIFE INSURANCE FUND
December 31, 2024**

**Schedule of Commission's Proportionate Share of the Net OPEB Liability (Asset)
As of the Measurement Date
Last 10 Calendar Years**

Year ended December 31,	Proportion of the Net OPEB Liability (Asset)	Proportionate share of the Net OPEB Liability (Asset)	Covered- employee payroll	Collective Net OPEB Liability (Asset) as a percentage of its covered-employee payroll	Plan fiduciary net position as a percentage of the Total OPEB Liability (Asset)
2023	0.00939500%	\$ 43,223	\$ 426,000	10.15%	33.90%
2022	0.00907500%	34,574	390,000	8.87%	38.81%
2021	0.00848200%	50,132	382,000	13.12%	29.57%
2020	0.01208800%	66,493	383,000	17.36%	31.36%
2019	0.01072000%	45,648	370,000	12.34%	37.58%
2018	0.00972300%	25,089	362,000	6.93%	48.69%
2017	0.01148600%	34,557	483,019	7.15%	44.81%

**Schedule of Commission's Contributions for LRLIF
Last 10 Calendar Years**

Year ended December 31,	Contractually required contributions	Contributions in relation to the contractually required contributions	Contribution deficiency (excess)	Covered-employee payroll	Contributions as a percentage of covered- employee payroll
2024	\$ 309	\$ (309)	\$ -	\$ 349,000	0.09%
2023	182	(182)	-	426,000	0.04%
2022	185	(185)	-	390,000	0.05%
2021	173	(173)	-	382,000	0.05%
2020	241	(241)	-	383,000	0.06%
2019	193	(193)	-	370,000	0.05%
2018	187	(187)	-	362,000	0.05%

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
DECEMBER 31, 2024**

1. WISCONSIN RETIREMENT SYSTEM

Changes of Benefit Terms. There were no changes of benefit terms for any participating employer in WRS.

Changes of Assumptions. Based on a three-year experience study conducted in 2021 covering January 1, 2018 through December 31, 2020, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year-end December 31, 2021, including the following:

- Lowering the long-term expected rate of return from 7.0% to 6.8%
- Lowering the discount rate from 7.0% to 6.8%
- Lowering the price inflation rate from 2.5% to 2.4%
- Lowering the post-retirement adjustments from 1.9% to 1.7%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table.

Based on a three-year experience study conducted in 2018 covering January 1, 2015 through December 31, 2017, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year-end December 31, 2018, including the following:

- Lowering the long-term expected rate of return from 7.2% to 7.0%
- Lowering the discount rate from 7.2% to 7.0%
- Lowering the wage inflation rate from 3.2% to 3.0%
- Lowering the price inflation rate from 2.7% to 2.5%
- Lowering the post-retirement adjustments from 2.1% to 1.9%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2012 Mortality Table to the Wisconsin 2018 Mortality Table.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
DECEMBER 31, 2024

1. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Significant methods and assumptions used in calculating Wisconsin Retirement System Actuarially Determined Contributions:

	2023	2022	2021	2020	2019
Valuation Date:	December 31, 2021	December 31, 2020	December 31, 2019	December 31, 2018	December 31, 2017
Actuarial Cost Method:	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age
Amortization Method:	Level Percent of Payroll-Closed Amortization Period	Level Percent of Payroll-Closed Amortization Period	Level Percent of Payroll-Closed Amortization Period	Level Percent of Payroll-Closed Amortization Period	Level Percent of Payroll-Closed Amortization Period
Amortization Period:	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS
Asset Valuation Method:	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)
Actuarial Assumptions					
Net Investment Rate of Return:	5.4%	5.4%	5.4%	5.4%	5.5%
Weighted based on assumed rate for:					
Pre-retirement:	6.8%	7.0%	7.0%	7.0%	7.2%
Post-retirement:	5.0%	5.0%	5.0%	5.0%	5.0%
Salary Increases					
Wage Inflation:	3.0%	3.0%	3.0%	3.0%	3.2%
Seniority/Merit:	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%
Post-retirement Benefit Adjustments*:	1.7%	1.9%	1.9%	1.9%	2.1%
Retirement Age:	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2021 valuation pursuant to an experience study of the period 2018-2020.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2018 valuation pursuant to an experience study of the period 2015-2017.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2018 valuation pursuant to an experience study of the period 2015-2017.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2018 valuation pursuant to an experience study of the period 2015 - 2017.	Experience -based table of rates that are specific to the type of eligibility condition. Last updated for the 2015 valuation pursuant to an experience study of the period 2012 - 2014.
Mortality:	2020 WRS Experience Tables. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2021 fully generational improvement scale from a base year of 2010.	Wisconsin 2018 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2018 fully generational improvement scale (multiplied by 60%).	Wisconsin 2018 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2018 fully generational improvement scale (multiplied by 60%).	Wisconsin 2018 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2018 fully generational improvement scale (multiplied by 60%).	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2015 fully generational improvement scale (multiplied by 50%).

*No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience, and other factors. Value is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
DECEMBER 31, 2024

1. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Significant methods and assumptions used in calculating Wisconsin Retirement System Actuarially Determined Contributions:

	2018	2017	2016	2015	2014
Valuation Date:	December 31, 2016	December 31, 2015	December 31, 2014	December 31, 2013	December 31, 2012
Actuarial Cost Method:	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age
Amortization Method:	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed
Amortization Period:	Amortization Period	Amortization Period	Amortization Period	Amortization Period	Amortization Period
	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS
Asset Valuation Method:	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)
Actuarial Assumptions					
Net Investment Rate of Return:	5.5%	5.5%	5.5%	5.5%	5.5%
Weighted based on assumed rate for:					
Pre-retirement:	7.2%	7.2%	7.2%	7.2%	7.2%
Post-retirement:	5.0%	5.0%	5.0%	5.0%	5.0%
Salary Increases					
Wage Inflation:	3.2%	3.2%	3.2%	3.2%	3.2%
Seniority/Merit:	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%
Post-retirement Benefit Adjustments*:					
Retirement Age:	2.1%	2.1%	2.1%	2.1%	2.1%
	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2015 valuation pursuant to an experience study of the period 2012 - 2014.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2015 valuation pursuant to an experience study of the period 2012 - 2014.	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period 2009 - 2011.	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period 2009 - 2011.	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period 2009 - 2011.
Mortality:					
	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2015 fully generational improvement scale (multiplied by 50%).	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2015 fully generational improvement scale (multiplied by 50%).	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience projected to 2017 with scale BB to all for future improvements (margin) in mortality	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience projected to 2017 with scale BB to all for future improvements (margin) in mortality	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience projected to 2017 with scale BB to all for future improvements (margin) in mortality

*No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience, and other factors. Value is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
DECEMBER 31, 2024**

2. LOCAL RETIREE LIFE INSURANCE FUND

GASB Statement No. 75 requirements have been implemented prospectively, therefore, the illustrations do not present similar information for the 3 preceding years.

Changes of Benefit Terms. There were no recent changes in benefit terms.

Changes of Assumptions. In addition to the rate changes detailed in the tables above, the State of Wisconsin Employee Trust Fund Board adopted economic and demographic assumption changes based on a three year experience study performed for the Wisconsin Retirement System. These assumptions are used in the actuarial valuations of OPEB liabilities (assets) for the retiree life insurance programs and are summarized below.

The assumption changes that were used to measure the December 31, 2021 total OPEB liabilities, including the following:

- Lowering the price inflation rate from 2.5% to 2.4%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table.

The assumption changes that were used to measure the December 31, 2018 total OPEB liabilities, including the following:

- Lowering the long-term expected rate of return from 5.00% to 4.25%
- Lowering the wage inflation rate from 3.2% to 3.0%
- Lowering the price inflation rate from 2.7% to 2.5%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2012 Mortality Table to the Wisconsin 2018 Mortality Table.

Re: Draft CARPC 2024 Annual Report**Requested Action:**

None

Background:

CARPC prepares an annual report every year in compliance with Wisconsin Regional Planning Commission statutes (Wis. Stat. § 66.0309(8)(b)).

Staff Comments:

This draft of the annual report follows the format from the last several years. We will incorporate financials from the draft audit also being reviewed this month prior to final publication.

Attachments:

1. Draft CARPC 2024 Annual Report

Staff Contact:

Caitlin Shanahan, Senior Community Planner & Outreach Coordinator
caitlins@capitalarearpc.org
608 474 6021

Next Steps:

Finalize, publish and distribute the annual report as required under state statutes and for promotional purposes.

2024
**Annual
Report**



CAPITAL AREA
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A Message from Our Chair

2024 marked the first year since 2007 that CARPC has had an Executive Director. After the Commission recommended **Jason Valerius** as the best qualified candidate, he was approved for hire by our appointing authorities and assumed responsibility for leading our excellent CARPC staff in January. I personally couldn't be more pleased with the energy and expertise that Jason brought with him to his new role.



Upon his hire, the Commission encouraged Jason to look at all of our work with fresh eyes. This process was immediately jumpstarted when we launched into a **strategic planning** process to determine how we can best implement the Regional Development Framework, CARPC's long-term vision for attaining our regional climate, opportunity, and conservation goals as we continue to grow.

Following months of discussions among staff, commissioners, and community partners, the Commission adopted a strategic plan that acknowledges our advisory roles and highlights our many opportunities to support our community partners.

The plan affirms that we don't have much regulatory power to control development patterns or protect water quality. This may sound like a negative thing, but it's really not, because the discussions with our partners also confirmed our relevance and value to our region. Our emphasis is on **cooperative service** – we assist, collaborate, facilitate, and inform.

2024 highlights that illustrate our staff's skill in cooperative service:

- [Starkweather Creek Chloride Monitoring](#), using equipment borrowed from the Southeastern Wisconsin Regional Planning Commission and partnering with the Friends of Starkweather Creek and Operation Fresh Start
- [Lake Waubesa Management Plan](#), prepared with input from stakeholder all around the lake to guide its protection and improvement
- [SolSmart designation and recognition](#), both as an agency and for local governments across the county, working collaboratively to make small-scale solar power generation easier in our region
- Update of our [Environmental Corridors Report](#), with an emphasis on voluntary protection of lands that can help protect critical natural systems
- [Wisconsin Salt Wise](#), which continues to make gains throughout our region and state in advocacy for reducing road salt and waterway salinization.
- Completion of the [Town of Bristol Comprehensive Plan](#)

We see our value as an agency demonstrated through the willingness of various local governments to invite us to sit with them at their tables where we can share data and insights before local decisions are finalized. We look forward to new relationships and projects in 2025!

Sincerely,

David Pfeiffer
Executive Chairperson



Who We Are

The Capital Area Regional Planning Commission (CARPC) is one of nine commissions in Wisconsin established to coordinate planning and development among area municipalities. Our planning region includes over 560,000 people living in Dane County and its 8 cities, 20 villages, and 32 towns with incorporated areas. The region's water resources include 69 named lakes and ponds, over 475 miles of streams and rivers, and more than 52,000 acres of wetlands.

Commission

CARPC Commissioners are appointed by the Mayor of Madison, the Dane County Executive, the Dane County Cities' and Villages' Association, and the Dane County Towns Association. Commissioners serve three-year terms on a rotating basis and meet monthly to deliberate on regional development and water quality planning, Urban Service Area amendments, and administrative matters. They also set CARPC's budget, work program, and policies.

Many of our Commissioners serve as local elected officials in cities, villages, and towns across the

Dane County region. We continue working toward a commission that fully reflects the diversity of the region's population to best incorporate diverse perspectives into regional planning and policies.

Staff

Our team includes 11 full-time employees complemented by limited-term positions. CARPC's Community Planning staff primarily focus on managing the [regional land use plan](#) and providing [planning assistance](#) to local communities. Environmental Resources Planning staff administer the [Dane County Water Quality Plan](#), manage [Urban Service Area](#) amendments, and review [sewer extension](#) requests and stormwater management plans prior to land development. They also coordinate climate resilience planning, conduct water resources studies and management activities, and manage the [WI Salt Wise](#) program.

As a team, staff bring a wide range of education, training, and professional expertise to the challenges facing the region. Services available to Capital Area communities include comprehensive planning, mapping, and data assistance. We also have hands-on experience with hazard mitigation planning, stormwater management, environmental regulations, urban design, ecology, and grant writing.

2024 Commissioners

Mayor of Madison

Barbara Harrington-McKinney

Bill Tishler

Alison Volk
(Appointed June)

Nick Zavos*
Treasurer

Dane County Executive

Steve Greb

Peter McKeever*

Caryl Terrell

Dane County Cities & Villages Association

Maureen Crombie*

Heidi Murphy*
Vice Chairperson

Jim Schuler

Dane County Towns Association

Kris Hampton*
Secretary

David Pfeiffer*
Executive Chairperson

Cynthia Richson

*Executive Committee

2024 Staff

Tanya Sime

Administrative Services Manager

Jason Valerius, AICP

Executive Director

Steve Steinhoff, AICP

Agency Director | Director of Community & Regional
Development Planning (through February)

Sean Higgins, AICP

Senior Community Planner

Caitlin Shanahan, AICP

Senior Community Planner & Outreach Coordinator

Matthew Krempely

Planning Intern
Community Planner (beginning June)

Kayla Haas

Joint Marketing & Communications Specialist

Nick Bower, PE

Senior Environmental Engineer

Prachi Mehendale, EIT

Environmental Engineer

Melissa Michaud (Breyer)

Environmental Resources Planner

Matt Noone

Senior Environmental Resources Planner

Allison Madison

WI Salt Wise Program Manager

Liz Levy

Environmental Spatial Analysis Intern
Environmental Resources Planner (beginning July)



STAFF TOUR OF MADISON METROPOLITAN SEWERAGE DISTRICT

Our Mission

The Capital Area Regional Planning Commission strengthens the region by engaging communities through planning, collaboration and assistance.

Our Vision

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

What We Do

CARPC works with communities and organizations on a range of topics. Planning for the future is a collective responsibility that requires a collaborative approach.

Regional Development Planning

Per Wisconsin statutes, one of CARPC's core responsibilities is "preparing and adopting a master plan for the physical development of the region." This year, we implemented the *2050 Regional Development Framework* by examining local zoning codes and earning a Bronze-level SolSmart regional designation. We also undertook a strategic planning process to help us effectively align our work efforts with our regional plans. Read more on [page 6](#).

Water Quality Planning

The second major component of our planning responsibilities is administering the Dane County Water Quality Plan. This involves planning and modifying sewer service areas, along with reviewing sewer extension requests and stormwater management plans. In 2024, we continued our work with communities and stakeholders in the Starkweather Creek watershed to implement a

chloride management plan. We also completed an update to the Environmental Corridors Report. Read more on [page 8](#).

Wisconsin Salt Wise Program

We are happy to house the Wisconsin Salt Wise Program within CARPC. The program made significant statewide impacts this year through training, public education, and legislative advocacy. Read more on [page 12](#).

Water Resource Monitoring

In 2024, we continued our longstanding cooperative monitoring program at various sites throughout the county and brought on additional partners. Read more on [page 11](#).

Climate Resilience Planning

Since the major flood event that occurred in 2018, CARPC has been exploring opportunities for coordinated, intermunicipal projects to increase climate resilience. In 2024, we secured grant funding to implement the Black Earth Creek Watershed GI Plan, launched a road-stream crossing inventory pilot project, and expand our tree canopy work. Learn more on [page 14](#).

Data, Mapping & Community Assistance

CARPC provides ongoing assistance to Dane County communities, including interpreting data, making maps, and writing plans. In 2024, we worked on town comprehensive plans, lake and forest management plans, and boundary agreements, and released several special data and mapping products. Read more on [page 16](#).

Partnerships

These activities may be what we do, but our partners and working relationships make us who we are. We worked throughout 2024 to leverage and expand those relationships in support of regional goals. Read more on [page 18](#).

Continued collaboration with area planning partners, local communities, and professionals like you makes our work possible. Thank you!



MADISON AREA BUILDERS ASSN. EVENT

— “ —

We appreciated CARPC’s thoughtful contributions to the Rutland Comprehensive Plan update. The final plan is outstanding, reflecting Town resident comments and opinions from public surveys, open houses, and Task Force meetings. CARPC’s professional staff met challenging deadlines and were wonderful to work with.

— ” —

— PETER VANDERVEER, RUTLAND
COMPREHENSIVE PLANNING TASK
FORCE CO-CHAIR



CELEBRATING SOLSMART PLATINUM IN SUN PRAIRIE

Regional Development Planning

Beyond fulfilling statutory requirements to “prepare and adopt a master plan for the physical development of the region,” CARPC’s [2050 Regional Development Framework](#) serves as an advisory guide for achieving our shared goals while accommodating growth. The Framework incorporates top regional priorities – reducing and adapting to climate change, increasing equitable access to opportunities, and conserving vital natural, agricultural, and fiscal resources – into its goals, objectives, and strategies for future growth.

After adopting the Framework in 2022, CARPC shifted focus to implementation. Following the recommendations of a Proactive Planning Committee comprised of CARPC Commissioners and local government officials, implementation activities include relationship building, supporting local planning processes with early engagement and

technical expertise, facilitating intergovernmental dialogues, and convening collaborative processes.

Zoning Code Assessment

To support Framework implementation at the local level, CARPC partnered with the University of Wisconsin–Madison and the communities of Cottage Grove, Madison, McFarland, Stoughton, Sun Prairie, and Waunakee to assess local zoning and subdivision ordinances for Framework consistency.

During 2023 and 2024, CARPC staff worked with a UW–Madison Department of Planning and Landscape Architecture (DPLA) Ph.D. candidate to research code reform best practices and identify code revisions that help implement Framework strategies and practices. We will finalize recommendations for potential code changes related to solar development, green infrastructure, and other Framework strategies in 2025.

CARPC staff also partnered with another DPLA graduate student to develop a design manual for integrating green infrastructure into Framework-supportive urban design practices. Work will continue in 2025 to prepare the manual for use by local staff and decision-makers.

Solar Development

To reach our shared climate resilience goals, CARPC partnered with the Dane County Office of Energy and Climate Change and the communities of Sun Prairie, McFarland, Mount Horeb, and Middleton to collectively pursue SolSmart designations in 2023.

SolSmart is a national program that works with organizations and municipalities to enhance solar energy use. Local governments achieve SolSmart designation by meeting established criteria based on national best practices for building solar-friendly communities. Actions taken by communities through the SolSmart process help make it faster, easier, and more affordable to install solar energy systems.

In 2024, CARPC achieved a [Bronze-level SolSmart designation](#) through activities like hosting planning, zoning, and inspection trainings for community staff. Dane County achieved a Platinum designation, the first county in the nation to do so. Sun Prairie also received a Platinum designation, McFarland earned Gold, and Mount Horeb attained Bronze-level recognition.

2024 Strategic Planning

Beginning in 2023, CARPC undertook a strategic planning process designed to help us align our work efforts with the 2050 Regional Development Framework and the Dane County Water Quality Plan. Working with facilitator Alison Lebwohl, all commissioners and staff participated in a series of six meetings in 2024, including an event with community and agency staff and officials.

A core principle that emerged during this process was that CARPC prioritizes intergovernmental collaboration and the relationships and services necessary for communities to invite CARPC in as collaborators, allowing us to contribute to preferred outcomes identified in our regional plans. The [final plan](#) outlines strategies focused on relationships, services, revenues, and roles for us to weave into our annual work program and budget development processes. In addition to key actions identified in each of these areas, we also generated Services Guidelines, Levy Funding Guidelines, and Grant Funding Guidelines to inform routine decision making.



2024 NATIONAL PLANNING CONFERENCE



MARCH 2024 COMMUNITIES & AGENCIES
STRATEGIC PLANNING WORKSHOP



BADGER MILL CREEK

Water Quality Planning

CARPC works to manage, protect, and enhance regional water quality by implementing and updating the [Dane County Water Quality Plan](#). As part of a continuing management program under state administrative code NR 121 and the federal Clean Water Act, this plan considers the interrelationship of water quality and land and water resources on an areawide basis.

As the local agent of the Wisconsin Department of Natural Resources (DNR), CARPC works with communities to develop and implement local plans that align with the regional water quality plan. In 2024, staff continued ongoing work to administer the water quality plan through regulatory planning and review processes, coordination on stream monitoring efforts, and updates to various plan components and background data. Staff actively engaged with other regional water quality and resource management activities, including participating in groups like the Green Tier Clear Waters Initiative, Madison Area

Municipal Stormwater Partnership (MAMSWaP), and the Clean Lakes Alliance. CARPC also successfully applied for Bipartisan Infrastructure Law (BIL) funding to update the DCWQP Summary Plan—the central document of the water quality plan—with work commencing in 2025.

Amendment to Revise Discharge from Nine Springs WWTP

In 2024, CARPC fielded a request by the Madison Metropolitan Sewerage District (MMSD) to revise the discharge of treated effluent from the Nine Springs Wastewater Treatment Plant (WWTP), resulting in an amendment to the DCWQP. As the DNR's local representative, CARPC processed the application, conducted a technical review, and held a public hearing on the proposed amendment. CARPC coordinated closely with MMSD, the DNR, and local stakeholders throughout the process. Staff also participated in a stakeholder engagement group for the health and resilience of Badger Mill Creek, hosted by MMSD as a part of their overall project.

Sanitary Sewer Service Area Planning

A key component of implementing the water quality plan is establishing areas suitable for cost-effective

and environmentally sound development connected to sanitary sewer. Sanitary sewer service area planning helps communities prepare for future demand on wastewater treatment and conveyance systems and identify best management practices for protecting ground and surface water from the potential adverse impacts of urbanization.

The DCWQP delineates 38 sanitary sewer service areas (22 urban service areas (USAs) and 16 limited service areas (LSAs)). CARPC staff works with the DNR in cooperation with local governments to amend these sewer service areas and environmental corridors as needed. For each amendment, CARPC processes the application, conducts a technical review, and holds a public hearing on the proposed amendment.

During 2024, the Commission administered 10 sewer service area amendments for the Village of Brooklyn in the Brooklyn USA; City of Madison (3), Town of Middleton, and Town of Westport in the Central USA; Village of Marshall in the Marshall USA; Village of DeForest (2) in the Northern USA; and City of Verona in the Verona USA.

Sewer Extension & Stormwater Plan Review

As part of our sewer service area planning efforts, CARPC staff review and comment on all proposed public [sanitary sewer extensions](#) and certain proposed private extensions. The review process assesses consistency with the *Dane County Water Quality Plan*, including policies and criteria for [environmental corridors](#), conformance with approved sanitary sewer service areas, and conditions of approval for prior amendments to the sewer service area, including stormwater management provisions.

CARPC staff also review wastewater facility plans, WPDES permits, and requests for annexation into the MMSD sewer service area for consistency with the DCWQP. Similarly, CARPC reviews plats and development plans (even where there is no sewer extension) for consistency with the policies and criteria for environmental corridors included in the DCWQP. On occasion, CARPC also conducts technical stormwater management plan reviews by request.

Environmental Corridors Report Update

In 2024, CARPC staff finalized an update to the Environmental Corridors Report, a technical appendix to the *Dane County Water Quality Plan* (DCWQP). Last updated in 1996, the Environmental Corridors Report outlines the rationale for and process of delineating environmental corridors as part of the sewer service area planning process. Environmental corridors include environmentally sensitive lands, natural resources requiring protection from disturbance and development, and lands needed for open space and recreational use.

We began the update process in 2022 with a scientific review by a Steering Committee of municipal planners and local experts from UW-Madison, environmental groups, and the DNR. The revised report updates and expands on existing information and introduces the new concepts of Estimated and Voluntary Environmental Corridors (previously introduced in the *2050 Regional Development Framework* as Conservation and Stewardship Areas). The DNR and CARPC Commission approved and adopted the updated report in early 2025.



Starkweather Creek Chloride Management Plan

Starkweather Creek, an urbanized stream draining to Lake Monona, is one of four regional waterbodies the DNR has listed as impaired by chloride. Deicer (road salt) used on roads, parking lots, driveways, and sidewalks is a major source of chloride pollution in our surface water and groundwater.

In 2021, CARPC completed a [Chloride Management Plan for the Starkweather Creek Watershed](#) in partnership with local stakeholders. The plan recommended shifting to a continuous (daily) monitoring regime and working with community partners to promote the use of WI Salt Wise practices. 2024 plan implementation efforts included outreach and education on proper salt use by WI Salt Wise. CARPC staff, Friends of Starkweather Creek, and other volunteers continued chloride level monitoring at nine sites in the watershed, collecting an average of 200 test samples a year.

In 2024, CARPC received a \$10,000 Community-Based Water Research Grant from UW-Madison to continue chloride monitoring efforts throughout the Starkweather Creek watershed in partnership with the State Cartographer's Office and Operation Fresh Start. Thanks to this funding, eight continuous conductivity meters installed throughout the watershed now record results at each site every 10 minutes that are visible in real time. Operation Fresh Start's Conservation Academy participants helped install the meters in September and also received basic GIS mapping and data integration training in December.



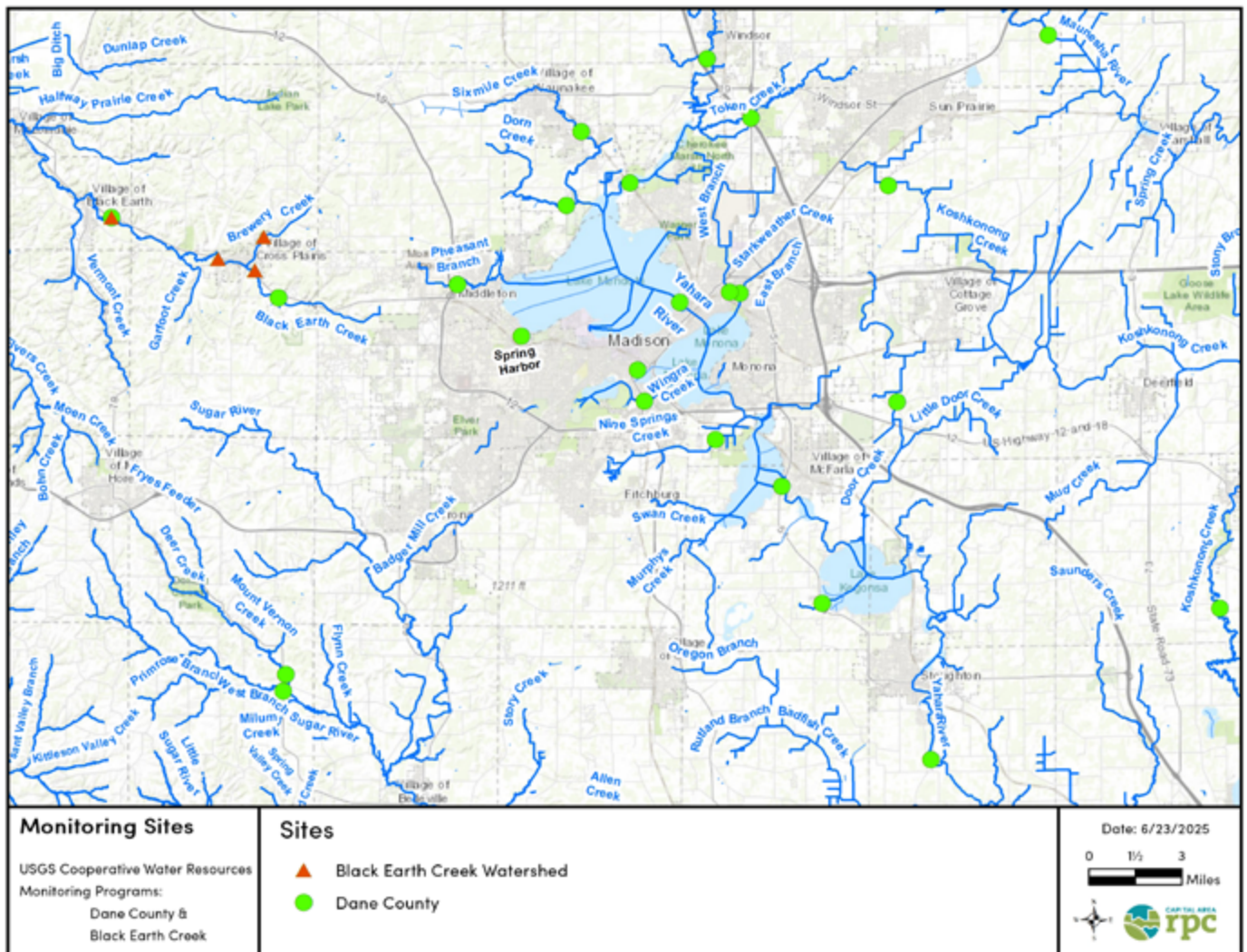
STARKWEATHER CREEK SAMPLING



OPERATION FRESH START CHLORIDE MONITOR INSTALLATION



OPERATION FRESH START GIS TRAINING



Water Resources Monitoring

Long term records of stream flow, water quality, and lake level data are essential to managing the region's water resources. CARPC has been instrumental in coordinating cooperative monitoring programs with the U.S. Geological Survey (USGS) and other regional partners.

CARPC currently coordinates multiple monitoring programs across Dane County, including stream gauges, lake level monitors, and water quality stations. USGS provides funding along with the Wisconsin Department of Natural Resources and

local partners, including Dane County, the Cities of Madison and Middleton, the Villages of Black Earth and Cross Plains, the Towns of Cross Plains, Middleton, Vermont, and Westport, Trout Unlimited, the Black Earth Creek Watershed Association, and the Cross Plains Chamber of Commerce.

Most gauges provide data electronically in real time through the USGS website. USGS also publishes the data in reports. CARPC uses much of this data in the Dane County Water Quality Plan website and associated agency reports.



WI SALT WISE TRAINING PARTICIPANTS

Wisconsin Salt Wise Program

[Wisconsin Salt Wise](#) is a coalition of organizations working together to reduce salt pollution in Wisconsin's lakes, streams, and drinking water. Since its creation as a Madison-area partnership in 2015, Salt Wise has grown into a statewide program centered on training, public education, and advocacy. Originally housed within the Madison Metropolitan Sewerage District, the Wisconsin Salt Wise program officially became part of the Capital Area RPC in 2023.

Trainings

In 2024, Salt Wise Program Manager Allison Madison delivered a series of Smart Salting workshops in-house and with Salt Wise partners. WI Salt Wise led 16 Smart Salting Workshops, 9 Equipment Open Houses, and 11 individual agency trainings. Locally six workshops were held in Madison, two in Fitchburg, and one in Sun Prairie.

Communications and Outreach

The Wisconsin Salt Wise program received extensive media attention in 2024, including interviews for Milwaukee Journal Sentinel and Cap Times articles, and a radio segment on the Larry Meiller show. Additionally, Allison's work engaging communities around salt pollution prevention was featured in the November 2024 edition of [Snow Business Magazine](#).

Winter Salt Week 2024 webinars received over 2,000 views. In 2024, we created a new website to engage more out-of-state funding partners and viewers in Winter Salt Week.

We worked with APWA Wisconsin Awards Committee staff to develop a new annual award: Excellence in Snow and Ice Control. 2024 recipients include: Town of Linn, Wisconsin Rapids, and Walworth County.

Learn more about Wisconsin Salt Wise's 2024 activities, including maps and visuals, in the program's [2024 Partner Report](#).

Legislative Advocacy

While Senate Bill 52/Assembly Bill 61 was vetoed in early 2024, the progress we made forged deep and valuable bonds with many industry professionals and brought widespread attention to the statewide issue of chloride pollution. The bill's success and collaboration with the Snow and Ice Management Association led to the creation of the first ever Midwest Snow and Ice Conference in September 2024.

After the veto, we went back to the Governor's office and proposed an alternative policy solution: municipal grants to support Salt Wise equipment purchases. Governor Evers' 2025-26 biennial budget included a \$5 million "Winter Road Safety Improvement Grant Program."

9
OPEN
HOUSES

750+
INDUSTRY
PROFESSIONALS

2144
WEBINAR VIEWS

16
WORKSHOPS

10
AGENCY
TRAININGS



SMART SALTING WORKSHOP



SNOW PLOW RALLY FOR SENATE BILL 52
/ ASSEMBLY BILL 61



2024 MIDWEST SNOW
AND ICE CONFERENCE



Climate Resilience Planning

This program involves collaborating with various partners to increase regional flood resilience, with an emphasis on implementing green infrastructure and proactive assessment and planning to address flooding vulnerabilities. We have also spearheaded tree canopy preservation efforts, including the development of several data and mapping products and partnerships with groups like the Dane County Tree Board and the Tree Canopy Collaborative.

Black Earth Creek Watershed Green Infrastructure Plan

In 2020, CARPC began working with the communities in the Black Earth Creek watershed and other key stakeholders on a regional plan to increase flood resilience using green infrastructure. The resulting [Black Earth Creek Watershed Green Infrastructure Plan](#), officially approved by Wisconsin Emergency Management (WEM) and adopted by local municipalities in late 2022/early 2023, represents a collaborative effort among multiple villages and

towns to address flood vulnerabilities and provide a quantifiable level of flood protection to communities, water quality benefits to Black Earth Creek and its tributaries, and recreational, economic, and ecological benefits to the watershed as a whole.

Since the plan's adoption, CARPC has continued to lead the Steering Committee with a focus on plan implementation and continued collaboration amongst stakeholders in the watershed, including providing communities with conceptual design guidance for implementing green infrastructure practices and projects. CARPC has also assisted stakeholders in seeking grant funding, including securing funding for the continuation of an existing USGS monitoring program and two restoration projects within the watershed.

To support the monitoring effort, CARPC successfully secured funding from 12 different entities, including \$21,900 from the Wisconsin DNR's Surface Water Grants program (awarded in March 2024). CARPC assisted the Village of Cross Plains in securing \$265,842 in Hazard Mitigation Grant Program funding for a wetland/floodplain restoration project through FEMA and WEM (awarded in April 2024).

Midwest Climate Collaborative

The Midwest Climate Collaborative (MCC) is a partnership dedicated to facilitating the development of a coherent Midwestern response to the climate crisis through acceleration of climate action, knowledge generation, and leadership development led by a cross-sector collaboration of key organizations throughout the Midwest.

Since joining the MCC as a founding member in 2022, CARPC partnered on an NSF CIVIC grant to expand community tree canopy and a Midwest Big Data Hub grant to create a climate asset map. In 2024, CARPC staff worked with local communities and environmental groups to coordinate the 2025 Midwest Climate Summit taking place at the Memorial Union in Madison.

Road-Stream Crossing Inventory

Existing infrastructure designed based on past conditions will likely be inadequate to withstand expected increases in flood risk due to climate change. CARPC's [road-stream crossing inventory](#) aims to assess structure condition, stream health, and flood resilience for road-stream crossings in townships across Dane County. The data we collect will help town governments prioritize structures that should be proactively improved or replaced to increase flood resilience and can also be used for future watershed studies and modeling.

CARPC launched this effort as a pilot project in 2024 thanks to Bipartisan Infrastructure Law (BIL) funding awarded by the Wisconsin DNR. CARPC staff collected data and generated reports for two of the four towns included in the pilot project (Cottage Grove and Deerfield) this year and also secured funding through the Wisconsin Pre-Disaster Flood Resilience Grant program to expand the inventory to the remaining townships.

Tree Canopy Initiatives

The region's tree canopy contributes to carbon storage, climate resilience, and, in urban areas, mitigating the urban heat island effect. In support of a healthy regional tree canopy, CARPC took on a greater role in the [Tree Canopy Collaborative](#) during



CITY OF FITCHBURG

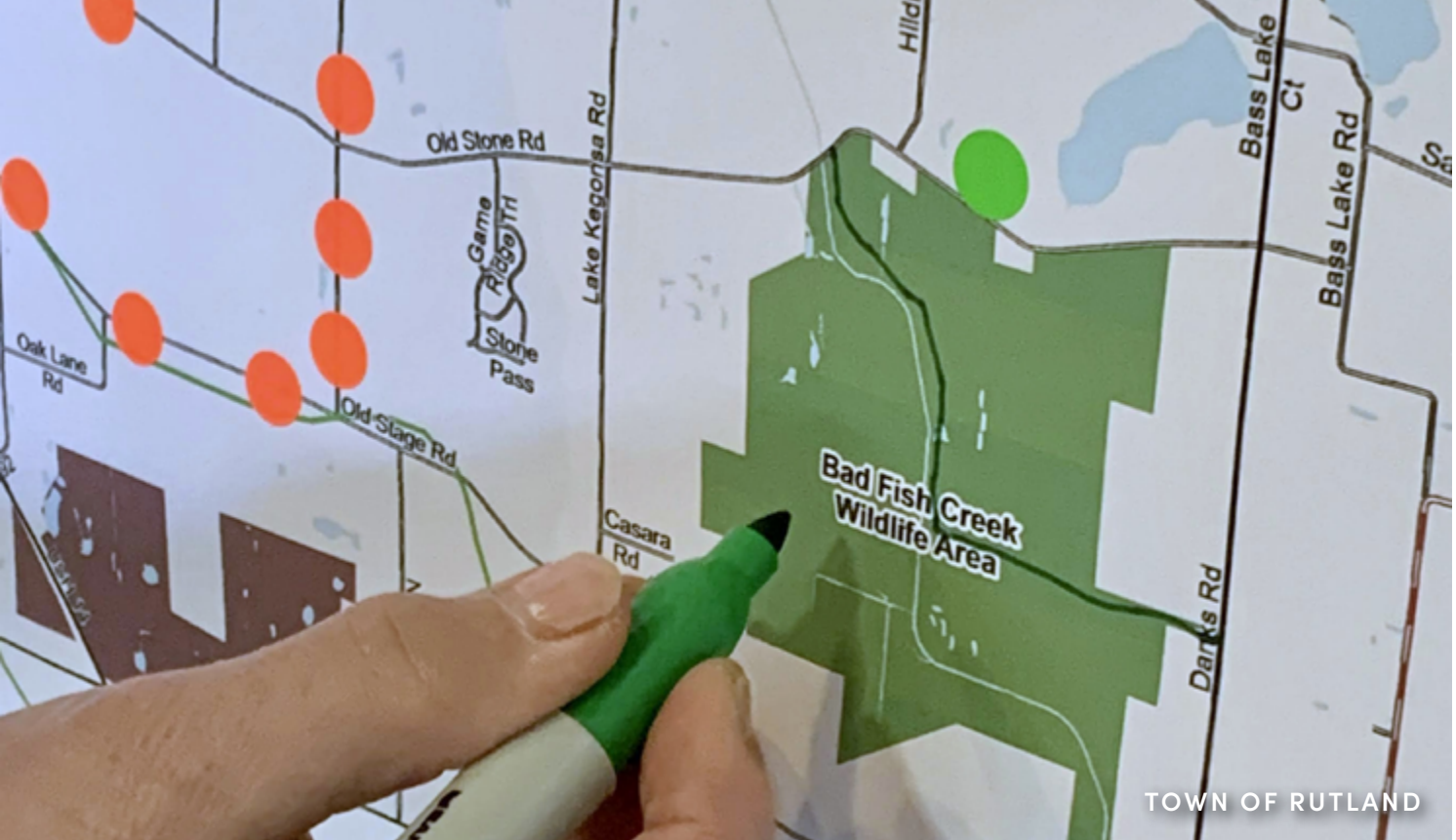
2024, including facilitating TCC meetings and hosting and redesigning the TCC website. The TCC exists to provide a network for Dane County professionals to share resources, identify opportunities for regional collaboration, and provide data and tools to support county canopy goals.

Growing Shade

Staff also finalized [Growing Shade](#), an interactive online tool to assess, preserve, and expand tree canopy in Dane County. Growing Shade combines multiple sources of demographic and environmental data, allowing users to understand the canopy needs of their region. We adapted the tool from a web application created by the Metropolitan Council in Minnesota and incorporated local data through partnerships with the Tree Canopy Collaborative and the City of Madison Data Team. The finished product was publicized through an email outreach campaign and state and local news coverage.

Neighborhood Forest Project

The Neighborhood Forest Project (formerly the Southside Canopy Project) is a grant funded effort to expand canopy on the south side of Madison. The Urban Tree Alliance leads the project, with CARPC providing technical support. In 2024, our work on the project included attending monthly partner meetings and analysis of demographic, environmental, and land use data. Staff created multiple maps to publicize the project, meet grant requirements, and locate multi-family parcels with land suitable for tree planting.



Data, Mapping & Community Assistance

CARPC provides ongoing assistance to its constituent communities, ranging from creating maps and locating data to comprehensive plan writing services.

Data

In 2024, CARPC continued to host and update interactive datasets and maps on our [Open Data Portal](#). Staff also answered questions about regional growth and data accuracy and fielded ongoing data requests from communities, planning and engineering firms, other governmental agencies, and private citizens.

CARPC works to develop datasets that provide timely, actionable information to communities within the region. In 2024, CARPC staff made significant strides in compiling a comprehensive dataset of building attributes that include unit count and year of construction. In August, CARPC created and released

a [tool to generate unique building identifiers](#) using a methodology designed by the U.S. Department of Energy. These data identifiers, which address a foundational issue of attributing building-level information, will serve as the common link for the dataset. When complete, the building attribute dataset will enable analysis of housing information in Dane County at custom geographies and across time.

Mapping

CARPC continued hosting and updating zoning maps for the Towns of Bristol, Berry, Springfield, Blue Mounds, and Sun Prairie and fulfilled mapping requests from the Village of McFarland and the Towns of Sun Prairie, Blue Mounds, Dunn, and Dunkirk. We also provided additional mapping assistance to the [Town of Burke](#) to catalogue its two cemeteries. Staff also created a Comprehensive Plan Tracking Map that makes it easy to find current comprehensive plans for Dane County municipalities.

CARPC and partners updated and improved the popular [Dane County Heritage Oak Project](#) web map this year. Additionally, staff created a [Heritage Oak Progeny](#) survey and map to track the planting location of distributed seedlings. CARPC also maintained and publicized our [Spongy Moth Outbreak Map](#), a public web map for reporting moth sightings and tracking outbreaks.

In partnership with Capitol Water Trails, the Wisconsin State Trails Council, and the University of Wisconsin-Madison, CARPC launched the [Wisconsin Stream Blockage Tracker](#), an innovative web map to identify and track obstructions in Wisconsin waterways. Our [regional development news tracker](#) continues to be one of our most popular mapping products.

Community Planning

Town Comprehensive Planning

In 2024, CARPC concluded work with the Town of Bristol to update their comprehensive plan. Following initial plan review, data analysis, and a public survey in 2023, Bristol adopted a final plan in January.

Beginning in 2024, CARPC worked with a community task force and members of the Town Board to update the Town of Rutland's Comprehensive Plan. We began the update process in January by gathering public input to understand community priorities and compiling current data and information. In summer and fall, the planning team used the input collected through the surveys and open house to update the plan and develop recommendations. CARPC, the Town's Comprehensive Planning Task Force, and Dane County Planning staff made adjustments to the plan to prepare for adoption in 2025.

Shorewood Hills Forestry Management Plan

CARPC staff used information collected during a 2023 park tree inventory to create a Community Forest Management Plan for the Village of Shorewood Hills in 2024. Using i-Tree Eco modeling software to analyze tree species, condition, size, age, pest presence, and canopy change, the resulting plan describes how the Village's public trees affect carbon sequestration, stormwater interception, air pollutant removal, and energy use reductions. The plan also presents specific, prioritized, inventory-based recommendations to improve the public tree canopy.

Lake Waubesa Management Plan

In May 2023, CARPC began work on the Lake Waubesa Conservation Association (LWCA)'s Lake Management Plan (LMP). LWCA received a \$25,000 grant from the Wisconsin DNR to fund plan development and partnered with CARPC to lead the process.

The plan addresses five main goals for Lake Waubesa: increase community engagement and build organizational capacity; improve water clarity; assist the DNR and Dane County in managing invasive species; restore and protect habitat along lake shorelines and wetland areas; and reduce stormwater runoff. The steering committee that guided plan development formed in 2023 and met throughout 2024.

This year, the planning team conducted stormwater modeling and drafted the report for steering committee review. LWCA approved the final report in November and the Wisconsin DNR approved it in December 2024.

Boundary Agreements

During 2024, CARPC-facilitated conversation among officials and staff from the Town of Sun Prairie and City of Sun Prairie evolved into the development of a formal boundary agreement between the two communities. We expect official review and adoption of that agreement, which will look ahead to 2055, to occur in 2025.

Education and Outreach

Throughout 2024, we shared agency updates through our monthly newsletter, [Facebook](#) page, and [LinkedIn](#) page with a combined total of 1,557 subscribers (up 216 from 2023). Joint Communications & Marketing Specialist Kayla Haas helped us expand our reach through press releases and media events, including local coverage of our tree canopy work and a [Larry Meiller Show feature](#) on our Growing Shade tool.





OPERATION FRESH START

Our Planning Partners

Within the greater Madison region, virtually all planning processes occur through ongoing partnerships and collaborations. CARPC collaborates with several other regional organizations in an effort to integrate land use planning with related areas such as transportation planning and economic development. In addition to specifically working with Dane County and municipalities, staff also regularly participate in important water quality and natural resource initiatives across the region.

In 2024, staff actively participated in organizational events and activities at local, regional, and statewide scales, including serving on boards and committees, conducting outreach and education, and giving presentations.

Our 2024 partnerships and collaborations included:

- AARP Wisconsin
- Black Earth Creek Watershed Association
- Capitol Water Trails

PARTNER SPOTLIGHT

Dane County Heritage Oak Project



In 2024, CARPC's partners helped us grow the regional tree canopy and connect kids to nature by distributing heritage red and bur oak seedlings across Dane County.

CARPC teamed up with local schools, community centers, and nonprofits to host several tree-planting events and tree crib installations, including Sun Prairie's Westside Elementary, Madison's Thoreau Elementary, Lincoln Elementary, and Malcolm Shabazz City High School, the City of Madison Forester, Driftless Conservancy, Urban Tree Alliance, and Tamarack Trails. Operation Fresh Start, a nonprofit that helps young adults transition to adulthood, constructed the tree cribs. In addition to planting events, CARPC and the Dane County Tree Board gave away over 600 heritage oak seedlings at community events like Dane County's Earth Day Extravaganza and Vilas Zoo's Party for the Planet.

- Clean Lakes Alliance / Yahara CLEAN Compact
- Dane County Cities' and Villages' Association
- Dane County Land & Water Resources Department
- Dane County Office of Energy & Climate Change
- Dane County Planning & Development
- Dane County Towns Association
- Dane County Tree Board
- Dane County Tree Canopy Collaborative
- Downtown Madison, Inc.
- Driftless Area Land Conservancy
- Friends of Starkweather Creek
- Greater Madison Chamber of Commerce
- Greater Madison MPO
- Green Tier Clear Waters Initiative
- Groundswell Conservancy
- Heartwood Tree Company
- Lake Waubesa Conservation Association
- Local units of government
- Madison Area Builders Association
- Madison Area Municipal Stormwater Partnership (MAMSWaP)
- Madison Metropolitan Sewerage District (MMSD)
- Midwest Climate Collaborative
- Madison Rotary Club
- Operation Fresh Start
- Schenk & Nuestro Mundo Elementary Schools
- Smart Growth Greater Madison
- Sustain Dane
- The Nature Conservancy
- The State Cartographer's Office
- The Urban Tree Alliance
- The Wisconsin State Trails Council
- Trout Unlimited
- UW-Madison
- UW-Madison Chemistry Department
- USGS
- Wisconsin Department of Natural Resources
- Wisconsin Department of Transportation
- Wisconsin EcoLatinos
- Yahara Pride Farms



DANE COUNTY TREE
CANOPY COLLABORATIVE



2024 MIDWEST CLIMATE SUMMIT



TREE CRIB INSTALLATION AT WESTSIDE
ELEMENTARY IN SUN PRAIRIE



Financials

CARPC is primarily funded through an annual property tax levy included in the Dane County tax bill, pursuant to Wis. Stat. §66.0309(14)(b). Other major revenue sources include local payments for water resource monitoring (which CARPC passes through to USGS) and an annual water quality planning grant from the Wisconsin Department of Natural Resources. Fees from reviewing sewer service area amendment applications and issuing Section 208 letters of plan conformance and contracts for local planning assistance projects round out our revenue portfolio.

2024 Revenues

CARPC's revenue from the county property tax levy increase/decrease from 2023 to 2024; share of total revenue %. Revenues from federal and state grants declined/increased + reason; sewer service amendment fee revenues increased/decreased + reason. The share of revenues from planning, GIS, and other local and regional service contracts. Total revenues %change from 2023 to 2024 + reason.

2023 Expenses

The majority of the agency's operating expenses

are incurred by personnel costs, including salaries and wages, group insurance, participation in the Wisconsin Retirement System, and FICA taxes. Professional services such as IT, legal, and financial services take up about ___ of our operating budget.

Expense category changes

total expense %change from 2023 to 2024.

NOT YET COMPLETE

Total Revenues: \$

NOT YET COMPLETE

Total Expenses: \$

DRAFT



July 2025

CAPITAL AREA REGIONAL PLANNING COMMISSION

100 STATE ST, STE 400
MADISON, WI 53703-2573
www.capitalarearpc.org

Re: Proposed 2026 Budget

Possible Action: None

Background:

CARPC has a statutory deadline of October 1 to adopt the 2026 budget; a public hearing with a 30-day notice is required prior to adoption. The hearing is planned for the September 11 Commission meeting.

The Budget and Personnel Panel met on July 21 to consider the revised levy amount approved by the Commission on July 10. The County Executive proposed and won majority approval of a 4% reduction of the 2025 levy amount, equaling \$1,160,959 for the 2026 levy.

Staff Comments:

The proposed budget is balanced with a small net surplus. The following items were changed to compensate for the \$48,373 drop in revenue:

- The salary schedule increases for junior staff are reduced from \$5,000 to \$2,000.
- Sean Higgins is reduced from 90% time to 75% time (teaching at UW-Madison).
- Conference and meeting budget and training budget reduced.
- External IT costs reduced a bit more.

Based on billings in 2025 so far, legal services costs were *increased* to \$6,000.

The reduction in Compensated Leave Time is due to an updated calculation of the balance between leave time and working time over the past 5 years – leave time is estimated now at 18% of the combined salaries and leave time amount, rather than 20%.

Attachments:

1. CARPC Proposed 2026 Summary Budget
2. CARPC Proposed 2026 Category Budget

Staff Contact:

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jasonv@capitalarearpc.org
608 474 6010

Next Steps:

Public hearing and commission consideration on September 11

**Capital Area Regional Planning Commission
2026 Summary Budget - Proposed**

Budget Year	2025	2026	Variance		Comments on Changes from 2025 Amended
Budget Type	AMENDED	PROPOSED	2026 PRELIMINARY minus 2025 AMENDED		
Budget Date	March 2025	July 2025	\$	%	
REVENUES					
Property Tax	\$1,209,332	\$1,160,959	\$(48,373)	-4.0%	Our Budget and Personnel Panel approved this amount on 7/21/25
State & Federal Grants	284,368	266,093	\$(18,275)	-6.4%	One-time grant concluded
WI Salt Wise	140,000	130,000	\$(10,000)	-7.1%	Estimate; working to replace \$75K in grant funding that ends in 2025
Fees	110,000	110,000	\$-	0.0%	
Services	100,000	140,000	\$40,000	40.0%	Targeted increase
Pass-Through	185,172	73,657	\$(111,515)	-60.2%	End of water monitoring program in North Mendota watershed
Other	38,988	35,123	\$(3,865)	-9.9%	Less interest income
TOTAL REVENUES	\$2,067,860	\$1,915,832	\$(152,029)	-7.4%	

EXPENDITURES					
Salaries and Leave Time	\$ 1,038,308	\$ 1,096,883	\$ 58,575	5.6%	COLA at 2%; rate schedules for four roles increased by \$2K to improve parity with similar roles at City and County
Fringe Benefits	458,884	504,348	\$ 45,464	9.9%	Most of the added cost is an estimated 13.7% increase in health insurance costs
Occupancy	50,987	51,833	\$ 846	1.7%	
Contracted Services	42,970	27,000	\$ (15,970)	-37.2%	Reduced contract services (no graphic design or salary study services)
Employee Travel and Training	28,746	26,894	\$ (1,852)	-8.1%	Based on 2024 costs
Office	16,374	16,390	\$ 16	0.1%	
Information Technology (IT)	27,588	25,588	\$ (2,000)	-7.2%	
Commissioner Per Diems & Travel	8,840	8,840	\$ -	0.0%	
Financial Services	59,700	62,685	\$ 2,985	5.0%	Adjusted based on 2024 results through December
Pass-Through	199,872	73,657	\$ (126,215)	-63.1%	End of water monitoring program in North Mendota watershed
Other	52,107	17,552	\$ (34,555)	-67.1%	Difference reflects the 2025 refund to Dane County for 0% COLA
TOTAL EXPEDITURES	\$ 1,984,374	\$ 1,911,669	\$ (72,705)	-3.7%	

Surplus (Deficit)	<u>\$ 83,486</u>	<u>\$ 4,162</u>
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**Capital Area Regional Planning Commission
2026 Category Budget - Proposed**

Based on the Category Statement of Operations

Budget Year	2025	2026	Variance		Comments on Changes from 2025 Amended
Budget Type	AMENDED	PROPOSED	2026 PRELIMINARY minus 2025 AMENDED		
Budget Date	March 2025	July 2025	\$	%	
5101 Dane County Property Tax	\$ 1,209,332	\$ 1,160,959	\$ (48,373)	-4.0%	Our Budget and Personnel Panel approved this amount on 7/21/25
Total Property Tax	1,209,332	1,160,959	\$ (48,373)	-4.0%	
5102 EPA/DNR Water Planning	134,000	134,000	\$ -	0.0%	
5103 WEM/FEMA/HMGP Grant Funds	125,000	125,000	\$ -	0.0%	BRIC-funded matching grant restored
5104 EPA/DNR Grant Funds	18,275		\$ (18,275)		End of extra water quality monitoring funding
5190 WisDOT Plan Integration	7,093	7,093	\$ -	0.0%	
Total State & Federal Grants	284,368	266,093	\$ (18,275)	-6.4%	
5301 Fees - Sewer Extensions	45,000	45,000	\$ -	0.0%	Based on 2024 actual through December
5302 Fees - USA/LSA App Review	65,000	65,000	\$ -	0.0%	Based on 2024 actual through December
Total Fees	110,000	110,000	\$ -	0.0%	
5304 Local & Reg Planning Assistance	100,000	140,000	\$ 40,000	40.0%	Targeted increase
Total Services	100,000	140,000	\$ 40,000	40.0%	
5201 WisDOT Rural Work Program	5,457	5,457	\$ -	0.0%	
5220 Coop Water Resource Mon	179,715	68,200	\$ (111,515)	-62.1%	One of the pass-through programs is expected to end
Total Pass-Through	185,172	73,657	\$ (111,515)	-60.2%	
5501 Interest Income	36,000	32,000	\$ (4,000)	-11.1%	Continued decline due to lower interest rates
5502 Miscellaneous Income	2,988	3,123	\$ 135		
5505 WI Salt Wise	140,000	130,000	\$ (10,000)	-7.1%	Estimate, after end of 3-year grant funding
Total Other	178,988	165,123	\$ (13,865)	-7.7%	
TOTAL REVENUES	\$ 2,207,860	\$ 1,915,832	\$ (152,029)	-6.9%	

6101 Direct Salaries & Wages	\$ 830,647	\$ 899,444	\$ 68,797	8.3%	
6102 Compensated Leave Time	207,662	197,439	(10,223)	-4.9%	
Total Salaries and Leave Time	1,038,308	1,096,883	58,575	5.6%	COLA at 2%; rate schedules for four roles increased by \$2K to improve parity with similar roles at City and County
6105 FICA Benefits	77,354	81,718	4,364	5.6%	COLA at 2%; rate schedules for four roles increased by \$2K to improve parity with similar roles at City and County
6116 Life Insurance	294	309	15	5.0%	
6117 Dental Insurance	14,707	15,369	662	4.5%	As reported by Dane County on 7/29/25
6118 Health Insurance	289,702	329,364	39,661	13.7%	As reported by Dane County on 7/29/25
6119 Disability Insurance	508	534	25	5.0%	
6120 Indirect Employee Benefit	105	200	95	90.5%	
6121 WRS Employer Contributions	71,643	73,084	1,441	2.0%	6.9% on retirement-eligible payroll
6122 Unemployment Insurance	1,000	1,000	-	0.0%	
6124 Worker's Compensation Ins	3,570	2,771	(799)	-22.4%	Adjusted based on 2025 actual
Total Fringe Benefits	458,884	504,348	45,464	9.9%	
6310 Rent	50,987	51,833	846	1.7%	Per lease schedule
Total Occupancy	50,987	51,833	846	1.7%	

6125 Contracted Services	28,570	21,000	(7,570)	-26.5%	No graphic design services, revised estimate for cost of shared Community Outreach Specialist
6425 Legal Services	4,400	6,000	1,600	36.4%	
6431 Consulting Services	10,000	-	(10,000)		No additional consulting planned
Total Contracted Services	42,970	27,000	(15,970)	-37.2%	
6130 Meals	907	907	-	0.0%	
6150 Employee Travel	12,713	13,349	636	5.0%	Based on 2024 costs
6170 Conferences & Meetings	10,125	9,638	(488)	-4.8%	Adjusted down from 2024 costs
6171 Training	5,000	3,000	(2,000)	-40.0%	Based on 2024 costs
Total Travel & Training	28,746	26,894	(1,852)	-6.4%	
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	1,500	1,500	-	0.0%	
6341 Administrative Fees	426	442	16	3.8%	
Total Office Expenses	16,374	16,390	16	0.1%	
6253 Webhosting	368	368	-	0.0%	
6270 Software	17,220	17,220	-	0.0%	
6275 IT Services	10,000	8,000	(2,000)	-20.0%	Doing more of this internally
Total Information Technology (IT)	27,588	25,588	(2,000)	-7.2%	
6422 Commission Per Diems	8,000	8,000	-	0.0%	
6423 Commission Travel	840	840	-	0.0%	
Total Commission	8,840	8,840	-	0.0%	
6420 Audit	14,700	15,435	735	5.0%	
6430 Payroll Fees	5,000	5,250	250		
6432 Financial Services	40,000	42,000	2,000	5.0%	
Total Financial Services	59,700	62,685	2,985	5.0%	
6414 Coop Water Resources Mon	194,415	68,200	(126,215)	-64.9%	One of the monitoring programs is expected to end
6415 WisDOT Planning Services	5,457	5,457	-	0.0%	
Total Pass-Through Expenses	199,872	73,657	(126,215)	-63.1%	
6172 Dues / Memberships / Subscriptions	6,843	7,186	342	5.0%	Based on 2024 costs
6200 Contributions & Donations	1,000	2,500	1,500	150.0%	Pledge contribution to renew the Blue campaign of Clean Lakes Alliance
6411 Education & Outreach	2,625	1,500	(1,125)	-42.9%	
6440 Recruitment	1,050	1,050	-	0.0%	
6501 Insurance	4,457	4,709	252	5.7%	
6560 Depreciation	-	-	-		
6565 Amortization	608	608	-	0.0%	
6570 Miscellaneous Expenses	35,524	-	(35,524)		Difference reflects the 2025 refund to Dane County for 0% COLA
Total Other Expenses	16,583	17,552	969	5.8%	
TOTAL EXPENDITURES	\$ 1,984,374	\$ 1,911,669	\$ (72,705)	-3.7%	

Surplus (Deficit)

\$ 223,486 \$ 4,162