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

Online via Zoom and In-Person at
September 2, 2026 CCB Room 421, 210 Martin Luther King Jr. Blvd., Madison, WI 1:30-3:30 pm

How to Attend: This meeting will take place in person and via Zoom Webinar. You may participate in the meeting by attending in person or from your computer, tablet, or smartphone at this URL:

https://zoom.us/j/99302270889

If you need other accommodation to attend the meeting, please call Matt Kozlowski at 608-474-6017 or email at MatthewKoz@CapitalAreaRPC.org.

Agenda

1. Roll Call
2. **Approval of the Minutes of the July 2, 2026 Budget and Personnel Panel Meeting *(actionable item)***
3. CARPC Budget Year-to-Date Review – Staff Presentation and Discussion (10 min)
4. Update on MadREP/USDA Rural Economic Development Fund, discussion about CARPC Role in Community and Economic Development Activities – Staff Presentation and Discussion (30 min)
5. **Approval and Adoption of the CARPC 2027 Budget *(actionable item)*** (30 min)
6. Future Agenda Items (5 min)
   (next meeting is Monday, November 30, 2026, 12:30-2:30, at CARPC Office, 100 State St,4th floor)
   a. 2027 Work Program Review (November)
   b. Executive Director Annual Review (November)
   c. Coordination between CARPC and Dane County in areas such as planning and climate change (March?)
7. Adjournment

NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity, or program, please call the phone number below at least three business days prior to the meeting.
NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.
LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnub ua hauj lwm ua ntej yuav tuaj sib tham.

CARPC Staff 608-474-6017 / TDD 608-266-4529

DRAFT MINUTES
of the
Budget and Personnel Panel
of the
Capital Area Regional Planning Commission

CCB Room 421, 210 Martin Luther King Jr. Blvd., Madison, WI
July 2, 2026 **and online via Zoom Conferencing** **12:00 pm**

Members Present: DCTA President Tom Mathies, Dane County Executive Melissa Agard, Madison Mayor Satya Rhodes-Conway, DCCVA President Lisa Janairo, CARPC Chair David Pfeiffer (nonvoting member)

Members Absent: None

CARPC Staff Present: Jason Valerius, Matt Kozlowski

Others Present: Caleb Frostman, Forbes McIntosh, Christie Baumel, Renee Lauber

1. Roll Call

   The meeting was called to order by Mayor Satya Rhodes-Conway at 12:08 pm. Roll call was taken and a quorum was established.

2. **Election of Chairperson *(actionable item) (12:09 pm)***

   Dane County Executive Melissa Agard nominates DCTA President Tom Mathies; Mayor Satya Rhodes-Conway seconded the nomination.

   DCTA President Tom Mathies was elected unanimously.

3. **Approval of the Minutes of the March 31, 2026 Budget and Personnel Panel Meeting *(actionable item) (12:09 pm)***

   DCTA President Tom Mathies moved to add under #5 that Budget and Personnel Panel ("BPP") supported removing technical assistance and loans from project types.

   The motion carried without objection.

   Mayor Satya Rhodes-Conway moved approval of the minutes as amended. Dane County Executive Melissa Agard seconded.

   The motion carried unanimously.

4. CARPC Budget Year-to-Date Review – Staff Presentation and Discussion *(12:10 pm)*

   Jason Valerius provided an overview of the Budget Year-to-Date Report.

   Members asked for additional details about specific line items and discussed ways financial performance is tracked within CARPC's systems.

5. **Approval and Adoption of the Preliminary CARPC 2027 Budget and Levy Charge to Dane County *(actionable item) (12:25 pm)***

   Jason Valerius provided an overview of the 2027 preliminary budget and levy charge as approved by the Commission.

   Members discussed budget conditions and trends, expectations for the amounts of undefined grant and *fee-for-service revenue in the September budget adoption and later in a December budget amendment, and the proposed amount of the levy charge.*

Dane County Executive Melissa Agard moved to approve the Dane County Levy Charge at a 2% reduction from the prior year (resulting 2027 amount - $1,137,739.82). DCCVA President Lisa Janairo seconded.

The motion carried unanimously.

6. Update on MadREP/USDA Rural Economic Development Fund, CARPC Role in Community and Economic Development Activities – Staff Presentation and Discussion *(1:14 pm)*

   Jason Valerius provided an update on the MadREP/USDA Rural Economic Development Fund.

   Members discussed the timing and logistics for acceptance of MadREP/USDA funds, and potential uses for the funds. Chair Pfeiffer expressed an interest in continued use of these funds in a way that would build partnerships with neighboring communities outside of the Dane County. Other members expressed preferences or comfort with restricting these funds to Dane County. Based on this feedback Jason indicated the likely preparation of multiple committee structure options for Commission consideration in September, and the opportunity for the BPP to discuss it again before that Commission meeting.

7. Future Agenda Items *(1:46 pm)*

   a. 2027 Budget Approval (September)
   b. 2027 Work Program Review (November)
   c. Executive Director Annual Review (November)
   d. Strategic Planning and Economic Development (November)
   e. Division of Responsibilities between Dane County and CARPC
   f. Environmental Corridors

8. Adjournment

   Madison Mayor Satya Rhodes-Conway moved to adjourn. DCCVA President Lisa Janairo seconded the motion. The motion carried unanimously. The meeting was adjourned at 1:52 pm.

Re: CARPC Budget Year-to-Date Review – Staff Presentation and Discussion

Requested Action:

None

Background:

Each month the Executive Director and Administrative Services Manager prepare a packet of materials including financial statements from CARPC's outside accountant (Berndt CPAs) for review by the Commission's Treasurer. Following the Treasurer's review, the Executive Committee and Commission review the Management Report supplied by Berndt CPAs at their monthly meetings.

Staff Comments:

Financial performance through June 30 is attached. Noteworthy items:

- Revenue is behind plan by about $62K, due to fewer urban service area amendments than expected, less fee-for-service revenue than planned, and normal seasonal variations. We expect to catch up most of the way (but not all the way) in the second half of the year due to more USA amendments and billing catching up with work completion on planning projects.
- Costs are above plan by about $65K, due to some front-loading of staffing costs and pass-through water monitoring costs – these should return to budget by year end.

Attachments:

1. July 27, 2026 CARPC Financial Management Report

Staff Contact:

Jason Valerius
Executive Director
JasonV@CapitalAreaRPC.org
(608) 474-6010

Next Steps:

None

Management Report

Capital Area Regional Planning Commission
For the period ended June 30, 2026

Prepared by
Berndt CPA

Prepared on
July 27, 2026

Table of Contents

Notes to the Monthly Financial Statements

To Capital Area Regional Planning Commission,

Provided is some additional context regarding the deferred revenue and related activity for the month of June 2026.

Deferred revenue represents funds that have been invoiced or received in advance for services that have not yet been performed. It also includes contracts or related grants established at the beginning of the year, or early in the year, that relate to work performed throughout the year and are invoiced periodically. These amounts are recognized as revenue over time to more accurately align associated expenses with the related revenue.

For June, $136,055 was recognized from deferred revenue related to contracts established at the beginning of the year. An additional $37,643 represents new invoiced revenue generated from current work not associated with deferred revenue contracts.

As of June month-end, the balance in account 3600 – Deferred Revenue is at $530,815 per knowledge of remaining balances of current contracts for 2026-2028 and received donations and taxes.

Sincerely,
Berndt CPA, LLC

Capital Area Regional Planning Commission
Statement of Financial Position
As of June 30, 2026

	Total	
	As of Jun 30, 2026	As of May 31, 2026 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1000 OPERATING ACCOUNT	73,847	38,505
1001 MONEY MARKET ACCOUNT	20,051	15,071
1002 INVESTMENT ACCOUNT	598,062	696,184
1050 SUMMIT OPERATING ACCOUNT	33,908	33,908
1051 SUMMIT SAVINGS ACCOUNT	1	1
1055 SUMMIT MONEY MARKET	1	1
Total Bank Accounts	**$ 725,870**	**$ 783,671**
Accounts Receivable		
1105 PROJECT AND GRANTS REC	54,984	119,404
Total Accounts Receivable	**$ 54,984**	**$ 119,404**
Other Current Assets		
1110 UNBILLED ACCOUNTS RECEIVABLE	661,073	635,736
1150 PREPAID EXPENSES	0	0
1153 PREPAID HEALTH INSURANCE	23,557	29,869
1156 PREPAID LIFE INSURANCE	65	63
1157 PREPAID PARKING	0	171
1165 PREPAID LICENSES	3,758	4,384
Total 1150 PREPAID EXPENSES	**$ 27,379**	**$ 34,486**
1170 UNDEPOSITED FUNDS	4,000	600
Total Other Current Assets	**$ 692,452**	**$ 670,823**
Total Current Assets	**$ 1,473,306**	**$ 1,573,898**
Fixed Assets		
1200 FURNITURE AND EQUIPMENT	7,172	7,172
1201 ACCUMULATED DEPRECIATION-FURNITURE/EQUIPMENT	(7,172)	(7,172)
Total 1200 FURNITURE AND EQUIPMENT	**$ -**	**$ -**
1210 RIGHT OF USE ASSET	6,077	6,077
1211 ACCUMULATED AMORTIZATION	(3,899)	(3,865)
Total Fixed Assets	**$ 2,177**	**$ 2,211**
TOTAL ASSETS	**$ 1,475,484**	**$ 1,576,109**
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 ACCOUNTS PAYABLE	1,873	1,161
Total Accounts Payable	**$ 1,873**	**$ 1,161**
Credit Cards		
3002 PARK BANK CREDIT CARD	0	0
3003 CREDIT CARD	6,588	3,551
Total 3002 PARK BANK CREDIT CARD	**$ 6,588**	**$ 3,551**
Total Credit Cards	**$ 6,588**	**$ 3,551**
Other Current Liabilities		
3005 ACCRUED PAYROLL	29,989	21,407

3010 ACCRUED COOP WATER RESOURCE MONITORING		51,150		34,100
3015 ACCRUED PREPAID LIABILITIES		24,800		54,876
3202 WRS PENSION PLAN		12,110		11,777
3300 UNUSED VACATION, WELLNESS		68,806		66,832
3500 SICK LEAVE ACCRUAL PAY		107,672		109,805
3600 DEFERRED/UNEARNED REVENUE		530,815		634,680
3655 INVEST IN RIGHT OF USE		2,379		2,379
Total Other Current Liabilities	**$**	**827,721**	**$**	**935,857**
Total Current Liabilities	**$**	**836,182**	**$**	**940,568**
Total Liabilities	**$**	**836,182**	**$**	**940,568**
Equity				
3700 PRIOR YEAR BALANCE		(146,830)		(146,830)
3701 PRIOR YEAR FUND BALANCE		909,003		909,003
3702 CURRENT FUND BALANCE		200		200
Net Revenue		(123,072)		(126,833)
Total Equity	**$**	**639,302**	**$**	**635,540**
TOTAL LIABILITIES AND EQUITY	**$**	**1,475,484**	**$**	**1,576,109**

Capital Area Regional Planning Commission
Budget vs. Actuals: Statement of Activity
For the month of June - Budget Vs Actuals 6 Months Ended

	Total			
	Monthly Actual	Actual Year to Date	Annual Budget	% of Annual Budget
Revenue				
5000 PROPERTY TAX REVENUE	-	-	-	
5001 DANE COUNTY PROP TAX-OTH	96,747	580,480	1,160,959	50.00%
Total 5000 PROPERTY TAX REVENUE	**96,747**	**580,480**	**1,160,959**	**50.00%**
5100 STATE/FEDERAL GRANTS	-	-	-	
5101 EPA/DNR WATER PLANNING	9,917	59,500	134,000	44.40%
5102 EPA/DNR GRANT FUNDS	-	2,877	-	
5103 WEM/FEMA/HMGP GRANT FUNDS	7,813	46,881	125,000	37.50%
5104 WisDOT PLAN INTEGRATION	1,046	7,530	5,457	137.99%
Total 5100 STATE/FEDERAL GRANTS	**18,775**	**116,788**	**264,457**	**44.16%**
5150 OTHER GRANTS	-	15,000	-	
5200 PASS THROUGH REVENUE	-	-	-	
5201 WisDOT RURAL WORK PROGRAM	629	2,639	7,093	37.20%
5220 COOP WATER RESOURCE MONITORING	31,563	69,125	68,200	101.36%
Total 5200 PASS THROUGH REVENUE	**32,192**	**71,764**	**75,293**	**95.31%**
5300 FEES REVENUE	-	-	-	
5301 FEES - SEWER EXTENSIONS	2,800	17,200	45,000	38.22%
5302 FEES - USA/LSA APP REVIEW	6,000	8,378	65,000	12.89%
Total 5300 FEES REVENUE	**8,800**	**25,578**	**110,000**	**23.25%**
5400 SERVICES REVENUE	-	-	-	
5401 LOCAL & REGIONAL PLAN ASSISTANCE	9,046	34,818	140,000	24.87%
Total 5400 SERVICES REVENUE	**9,046**	**34,818**	**140,000**	**24.87%**
5500 OTHER REVENUE	-	-	-	
5208 LAND USE CODE ASSESSMENT	-	-	-	
5501 INTEREST INCOME	1,883	11,651	32,000	36.41%
5502 MISCELLANEOUS REVENUES	6	39	3,123	1.25%
5505 WI SALT WISE	6,250	44,665	140,000	31.90%
Total 5500 OTHER REVENUE	**8,139**	**56,355**	**175,123**	**32.18%**
7000 REVENUE REFUNDS	-	-	-	
Total Revenue	**173,698**	**900,782**	**1,925,832**	**46.77%**
Gross Profit	**173,698**	**900,782**	**1,925,832**	**46.77%**
Expenditures	-	-	-	
6000 SALARIES AND LEAVE TIME	-	-	-	
6001 DIRECT SALARIES & WAGES	75,956	441,236	903,822	48.82%
6002 COMPENSATED LEAVE TIME	21,882	142,798	198,400	71.97%
Total 6000 SALARIES AND LEAVE TIME	**97,838**	**584,034**	**1,102,222**	**52.99%**
6050 FRINGE BENEFITS	-	-	-	
6051 FICA BENEFITS	6,755	40,850	82,115	49.75%
6052 LIFE INSURANCE	26	(36)	309	-11.63%
6053 HEALTH INSURANCE	22,480	143,305	329,364	43.51%
6054 DENTAL INSURANCE	1,074	6,442	15,369	41.91%
6055 WRS-ER CONTRIBUTION	6,055	37,588	73,440	51.18%
6056 DISABILITY INSURANCE	(9)	14	534	2.58%
6057 COMMUTE CARDS	171	1,105	200	552.58%
6058 UNEMPLOYMENT	10	514	1,000	51.42%

6059 WORKER'S COMPENSATION	-	-	2,771	0.00%
Total 6050 FRINGE BENEFITS	**36,562**	**229,782**	**505,102**	**45.49%**
6100 OCCUPANCY	-	-	-	
6101 RENT	4,382	26,295	51,833	50.73%
Total 6100 OCCUPANCY	**4,382**	**26,295**	**51,833**	**50.73%**
6200 CONTRACTED SERVICES	-	-	-	
6201 EXTERNAL PROGRAMS	-	2,150	-	
6202 LEGAL SERVICES	-	3,186	6,000	53.09%
6203 COMMISSION OPERATIONS	-	-	21,000	0.00%
6204 MARKETING AND COMMUNICATIONS	-	2,991	-	
Total 6200 CONTRACTED SERVICES	**-**	**8,326**	**27,000**	**30.84%**
6300 FINANCIAL SERVICES	-	-	-	
6301 AUDIT	-	5,350	15,435	34.66%
6302 PAYROLL FEES	682	4,252	5,250	80.99%
6303 FINANCIAL SERVICES	1,995	11,935	42,000	28.42%
Total 6300 FINANCIAL SERVICES	**2,677**	**21,537**	**62,685**	**34.36%**
6400 TRAVEL AND TRAINING	-	-	-	
6401 EMPLOYEE TRAVEL	542	4,034	13,349	30.22%
6402 MEALS	-	99	907	10.94%
6403 CONFERENCES & MEETINGS	1,446	2,912	9,638	30.21%
6404 TRAINING	-	-	3,000	0.00%
Total 6400 TRAVEL AND TRAINING	**1,988**	**7,045**	**26,894**	**26.20%**
6500 OFFICE EXPENSES	-	-	-	
6501 SUPPLIES	174	4,321	3,860	111.94%
6502 PRINTING	33	373	1,558	23.95%
6503 POSTAGE	-	28	105	26.55%
6504 EQUIPMENT	-	3,442	8,925	38.57%
6505 TELEPHONE	174	1,016	1,500	67.72%
6506 ADMINISTRATIVE FEES	209	363	442	82.16%
6902 CONTRIBUTIONS & DONATIONS	-	-	2,500	0.00%
Total 6500 OFFICE EXPENSES	**591**	**9,543**	**18,890**	**50.52%**
6600 INFORMATION TECHNOLOGY	-	-	-	
6601 WEBHOSTING	-	321	368	87.28%
6602 SOFTWARE	1,655	8,260	17,220	47.97%
6603 IT SERVICES	6,248	8,989	8,000	112.36%
Total 6600 INFORMATION TECHNOLOGY	**7,902**	**17,570**	**25,588**	**68.67%**
6700 COMMISSION	-	-	-	
6701 COMMISSION PER DIEMS	250	2,200	8,000	27.50%
6702 COMMISSION TRAVEL	-	149	840	17.72%
Total 6700 COMMISSION	**250**	**2,349**	**8,840**	**26.57%**
6800 PASS THROUGH EXPENSES	-	-	-	
6801 WATER RESOURCE MONITORING	17,050	102,300	68,200	150.00%
6802 WisDOT PLANNING SERVICES	629	2,639	5,457	48.35%
Total 6800 PASS THROUGH EXPENSES	**17,679**	**104,939**	**73,657**	**142.47%**
6900 OTHER	-	-	-	
6901 DUES/MEMBERSHIPS/SUBSCRIPTIONS	34	2,834	7,186	39.44%
6903 EDUCATION/INFO/OUTREACH	-	1,881	1,500	125.42%
6904 RECRUITMENT	-	150	1,050	14.29%
6905 INSURANCE	-	7,366	4,709	156.42%
6906 DEPRECIATION	-	-	-	
6907 AMORITIZATION EXPENSE	34	203	608	33.32%
Total 6900 OTHER	**68**	**12,434**	**15,053**	**82.60%**
Uncategorized Expense	-	-	-	

Total Expenditures	**169,937**	**1,023,854**	**1,917,764**	**53.39%**
Net Operating Revenue	**3,761**	**(123,072)**	**8,068**	**-1525.43%**
Net Revenue	**3,761**	**(123,072)**	**8,068**	**-1525.43%**

Capital Area Regional Planning Commission
A/R Aging Summary
As of June 30, 2026

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Ayers Associates, Inc.					1,000	1,000
City of Altoona					1,000	1,000
City of Fitchburg						0
255104 - Fitchburg Oregon Joint Planning	3,955					3,955
Total City of Fitchburg	**$ 3,955**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,955**
City of Madison Engineering Division	800					800
City of Middleton	2,000					2,000
City of Sun Prairie	3,500					3,500
D'Onofrio Kottke and Associates	400					400
Department of Planning, Community and Economic Development					2,869	2,869
Dodge County Highway Department					1,500	1,500
Homburg Contractors, Inc.					400	400
Jewell Associates Engineers, Inc.					400	400
JSD PROFESSIONAL SER					800	800
MSA Professional Services, Inc.	400				2,000	2,400
Outagamie County Highway					500	500
PINNACLE ENGINEERING					400	400
State of Wisconsin						0
WI Department of Natural Resources					2,190	2,190
Total State of Wisconsin	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,190**	**$ 2,190**
Strand Associates, Inc			400			400
Town of Middleton	1,000					1,000
VANDE HEY					800	800
Vierbicher		400			800	1,200
Village of Black Earth	8,000				8,000	16,000
Village Of Cross Plains	8,000					8,000
Village of Deforest					3,070	3,070
Wyser Engineering, LLC					400	400
TOTAL	**$ 28,055**	**$ 400**	**$ 400**	**$ -**	**$ 26,129**	**$ 54,984**

CARPC BUDGET & PERSONNEL PANEL AGENDA COVER SHEET

September 02, 2026
Item 04

Re: Update on MadREP/USDA Rural Economic Development Fund – Staff Presentation and Discussion

Requested Action:

None

Background:

Since the July 2 BPP meeting there has been no further action on this item by CARPC. We are still in a holding pattern, waiting for actions by MadREP and USDA to enable the fund transfer.

Staff Comments:

When MadREP and USDA are ready to proceed CARPC will need to act in two ways, first with a resolution to accept the funds, and second to provide direction on how the funds are to be used. It is our expectation that the use of the funds will require the effort of an ad hoc committee to develop and recommend a program for approval by the Commission. Creating the committee requires a resolution specifying the purpose, the number of members (including non-commission members), the chairperson, and the anticipated end date of the committee. As discussed at the July BPP meeting, preferences regarding where the money may be used would likely be reflected in the makeup of the committee. This is on the agenda again at this meeting to offer the BPP another opportunity to discuss where the funds might be spent and the initial parameters for that committee.

Attachments:

1. None

Staff Contact:

Jason Valerius
Executive Director
JasonV@CapitalAreaRPC.org
(608) 474-6010

Next Steps:

Commission action on resolutions related to the rural economic development fund

CARPC BUDGET & PERSONNEL PANEL AGENDA COVER SHEET

September 02, 2026
Item 05

Re: Approval and Adoption of the CARPC 2027 Budget *(actionable item)*

Requested Action:

Motion to adopt the CARPC 2027 Budget

Background:

Per CARPC bylaws the BPP has the power to "adopt the annual operating budget for the Commission". Also the Executive Committee has the duty to "present a proposed annual budget to the Commission" and the budget "shall be adopted by the Commission prior to October 1 of each year, per Wis. Stats. § 66.0309.14(a)." Adoption of the annual budget and any amendments by the Commission requires a 30-day public notice.

The BPP has asked to act on the final budget this year, at this meeting. The Commission will hold a public hearing and act on the budget at the September 10 meeting.

Staff Comments:

(These are the same comments shared with the Commission for their review of the budget.)

The proposed budget is largely consistent with the preliminary budget considered by the Commission in June. The BPP approved a county levy charge of $1,137,739, 2% lower than in 2026.

Net revenues (excluding pass-through revenue) are proposed at a 0.5% increase over 2026. The loss of county charge revenue and conclusion of several grants would reduce revenue by about $176,000 year-over-year. The difference is made up with assumptions about other grants and more fee-for-service planning work.

Net expenditures are proposed at a 0.9% increase. Larger increases in some categories (salaries, primarily) are offset by cuts in other categories. We are expecting a modest savings in health care costs despite substantial increases in premiums based on what we currently know about open enrollment elections.

The budget is balanced, but with larger-than-typical estimated, non-specific grant and fee-for-service revenues. Staff are currently pursuing opportunities on both fronts and we plan to amend the budget with updated information in December.

Attachments:

1. 2027 Summary Budget (August 10, 2026)
2. 2027 Full Budget (August 10, 2026)

Staff Contact:

Jason Valerius
Executive Director
JasonV@CapitalAreaRPC.org
(608) 474-6010

Next Steps:

Commission adoption of the budget on September 10

Capital Area Regional Planning Commission
2027 Summary Budget

Budget Year	2027	2026		2025		Variance	
Budget Type	PROPOSED	BUDGET	ACTUAL YTD	BUDGET	ACTUAL	2027 PROPOSED MINUS 2026 ADOPTED	
Date	SEP 2026	SEP 2025	JAN-JUN	FEB 2025	JAN-DEC	$	%

REVENUES							
County Charge	$ 1,137,739	$ 1,160,959	$ 1,160,959	$ 1,209,332	$ 1,209,332	$ (23,220)	-2.0%
State & Federal Grants	$ 112,867	$ 266,093	$ 156,585	$ 284,368	$ 241,649	$ (153,226)	-57.6%
Other Grants	$ 102,500	$ -	$ 15,000	$ -	$ -	$ 102,500	0.0%
Pass-Through	$ 183,898	$ 73,657	$ 71,764	$ 185,172	$ 165,628	$ 110,241	149.7%
Water Quality Fees	$ 115,000	$ 110,000	$ 31,078	$ 110,000	$ 68,808	$ 5,000	4.5%
Planning Services	$ 200,000	$ 140,000	$ 48,222	$ 100,000	$ 105,595	$ 60,000	42.9%
WI Salt Wise	$ 160,000	$ 140,000	$ 44,665	$ 140,000	$ 146,377	$ 20,000	14.3%
Other	$ 33,000	$ 35,123	$ 11,799	$ 38,988	$ 35,170	$ (2,123)	-6.0%
TOTAL REVENUES	**$ 2,045,004**	**$ 1,925,832**	**$ 1,540,071**	**$ 2,067,860**	**$ 1,972,558**	**$ 119,172**	**6.2%**
Net Revenues (Less Pass-Through)	$ 1,861,106	$ 1,852,175	$ 1,468,307	$ 1,882,688	$ 1,806,931	$ 8,931	0.5%

EXPENDITURES							
Salaries and Leave Time	$ 1,128,073	$ 1,102,222	$ 643,479	$ 1,038,309	$ 1,052,481	$ 25,851	2.3%
Fringe Benefits	$ 495,040	$ 505,102	$ 298,274	$ 458,883	$ 418,074	$ (10,062)	-2.0%
Occupancy	$ 54,033	$ 51,833	$ 30,614	$ 50,987	$ 51,580	$ 2,200	4.2%
Contracted Services	$ 29,000	$ 27,000	$ 35,268	$ 42,970	$ 121,112	$ 2,000	7.4%
Financial Services	$ 62,250	$ 62,685	$ 32,729	$ 59,700	$ 61,734	$ (435)	-0.7%
Employee Travel and Training	$ 25,041	$ 26,894	$ 7,677	$ 28,745	$ 24,148	$ (1,853)	-6.9%
Office	$ 13,915	$ 16,390	$ 10,311	$ 16,374	$ 11,237	$ (2,475)	-15.1%
Information Technology (IT)	$ 30,449	$ 25,588	$ 20,221	$ 27,588	$ 28,845	$ 4,861	19.0%
Commissioner Per Diems & Travel	$ 7,000	$ 8,840	$ 2,970	$ 8,840	$ 6,143	$ (1,840)	-20.8%
Pass-Through	$ 183,899	$ 73,657	$ 156,455	$ 199,872	$ 197,005	$ 110,242	149.7%
Other	$ 16,253	$ 17,553	$ 14,629	$ 52,107	$ 52,864	$ (1,300)	-7.4%
TOTAL EXPENDITURES	**$ 2,044,953**	**$ 1,917,764**	**$ 1,252,628**	**$ 1,984,375**	**$ 2,025,224**	**$ 127,189**	**6.6%**
Net Expenditures (Less Pass-Through)	$ 1,861,054	$ 1,844,107	$ 1,096,173	$ 1,784,503	$ 1,828,218	$ 16,947	0.9%

Total Revenue Minus Total Expenditures	**$ 51**	**$ 8,068**	**$ 287,442**	**$ 83,485**	**$ (52,665)**

Capital Area Regional Planning Commission
2027 Budget

Budget Year		2027	2026		2025		Variance		
Budget Type		PROPOSED	BUDGET	ACTUAL	BUDGET	ACTUAL	2027 PROPOSED MINUS 2026 ADOPTED		Comments on Changes from 2026 ADOPTED
Budget Date		SEP 2026	SEP 2025	JAN-JUN	FEB 2025	JAN-DEC	$	%	
REVENUES									
5001	**Dane County Charge**	**$ 1,137,739**	**$ 1,160,959**	**$ 1,160,959**	**$ 1,209,332**	**$ 1,209,332**	**$ (23,220)**	**-2.0%**	
5100	**State & Federal Grants**	**$ 112,867**	**$ 266,093**	**$ 156,585**	**$ 284,368**	**$ 241,649**	**$ (153,226)**	**-135.8%**	
5101	EPA/DNR Water Planning	$ 95,000	$ 134,000	$ 93,510	$ 113,275	$ 124,897	$ (39,000)	-41.1%	Special project funding ends in 2026
5102	EPA/DNR Grant Funds	$ 9,500	$ -	$ 8,664	$ 39,000	$ 19,600	$ 9,500	100.0%	Surface water grant that continues
5103	WEM/FEMA/HMGP Grant Funds	$ -	$ 125,000	$ 46,881	$ 125,000	$ 90,767	$ (125,000)	0.0%	End of Stream Crossing Inventory
5104	WisDOT Plan Integration	$ 8,367	$ 7,093	$ 7,530	$ 7,093	$ 6,384	$ 1,274	15.2%	Minor shift of funding from MPO to CARPC
5105	USDA Rural ED Fund	$ -	$ -	$ -	$ -	$ -	$ -	0.0%	No funding assumed
5150	**Other Grants**	**$ 102,500**	**$ -**	**$ 15,000**	**$ -**	**$ -**	**$ 102,500**	**100.0%**	Mostly target revenue for unspecified grant awards
5200	**Passthrough Revenue**	**$ 183,898**	**$ 73,657**	**$ 71,764**	**$ 185,172**	**$ 165,628**	**$ 110,241**	**59.9%**	
5201	WisDOT Rural Work Program	$ 4,183	$ 5,457	$ 2,639	$ 5,457	$ 913	$ (1,274)	-30.4%	Minor shift of funding from MPO to CARPC
5220	Coop Water Resource Monitoring	$ 179,715	$ 68,200	$ 69,125	$ 179,715	$ 164,715	$ 111,515	62.1%	Water monitoring funding likely to continue
5300	**Water Quality Fees Revenue**	**$ 115,000**	**$ 110,000**	**$ 31,078**	**$ 110,000**	**$ 68,808**	**$ 5,000**	**4.3%**	
5301	Fees - Sewer Extensions	$ 60,000	$ 45,000	$ 19,200	$ 45,000	$ 43,200	$ 15,000	25.0%	Expecting to increase fees in 2026
5302	Fees - USA/LSA App Review	$ 55,000	$ 65,000	$ 11,878	$ 65,000	$ 25,608	$ (10,000)	-18.2%	Recent trends suggest fewer amendments
5400	**Planning Services Revenue**	**$ 200,000**	**$ 140,000**	**$ 48,222**	**$ 100,000**	**$ 105,595**	**$ 60,000**	**30.0%**	
5401	Local & Regional Plan Assistance	$ 200,000	$ 140,000	$ 48,222	$ 100,000	$ 105,595	$ 60,000	30.0%	More project development needed to meet this goal
5500	**Other Revenue**	**$ 193,000**	**$ 175,123**	**$ 56,464**	**$ 178,988**	**$ 181,547**	**$ 17,877**	**9.3%**	
5501	Interest Income	$ 30,000	$ 32,000	$ 11,654	$ 36,000	$ 30,783	$ (2,000)	-6.7%	Rates still dropping
5502	Miscellaneous Revenues	$ 3,000	$ 3,123	$ 145	$ 2,988	$ 4,387	$ (123)	-4.1%	
5505	WI Salt Wise	$ 160,000	$ 140,000	$ 44,665	$ 140,000	$ 146,377	$ 20,000	12.5%	FFLM grant continues through 2027
	TOTAL REVENUES	**$ 2,045,004**	**$ 1,925,832**	**$ 1,540,071**	**$ 2,067,860**	**$ 1,972,558**	**$ (119,172)**	**-5.8%**	
EXPENDITURES									
6000	**Salaries and Leave Time**	**$ 1,128,073**	**$ 1,102,222**	**$ 643,479**	**$ 1,038,309**	**$ 1,052,481**	**$ 25,851**	**2.3%**	
6001	Direct Salaries & Wages	$ 934,831	$ 903,822	$ 485,645	$ 830,647	$ 882,467	$ 31,009	3.3%	0% COLA, no LTE or intern time budgeted in 2027
6002	Compensated Leave Time	$ 193,243	$ 198,400	$ 157,834	$ 207,662	$ 170,014	$ (5,157)	-2.7%	Leave time calculated as a % of salaries
6050	**Fringe Benefits**	**$ 495,040**	**$ 505,102**	**$ 298,274**	**$ 458,883**	**$ 418,074**	**$ (10,062)**	**-2.0%**	
6051	FICA Benefits	$ 84,041	$ 82,115	$ 47,607	$ 77,354	$ 77,082	$ 1,926	2.3%	
6052	Life Insurance	$ 500	$ 309	$ (36)	$ 294	$ 495	$ 191	38.2%	
6053	Health Insurance	$ 314,359	$ 329,364	$ 193,484	$ 289,702	$ 257,094	$ (15,005)	-4.8%	cost increases offset by enrollment changes
6054	Dental Insurance	$ 13,798	$ 15,369	$ 7,516	$ 14,707	$ 13,286	$ (1,571)	-11.4%	correcting 2026 budget error (included staff premiums)
6055	WRS-ER Contribution	$ 77,837	$ 73,440	$ 43,672	$ 71,643	$ 68,803	$ 4,397	5.6%	Tied to salaries, which are all WRS-eligible in 2027
6056	Disability Insurance	$ 534	$ 534	$ 14	$ 508	$ 444	$ -	0.0%	
6057	Commute Cards	$ 200	$ 200	$ 1,116	$ 105	$ 293	$ -	0.0%	
6058	Unemployment	$ 1,000	$ 1,000	$ 526	$ 1,000	$ 579	$ -	0.0%	
6059	Worker's Compensation	$ 2,771	$ 2,771	$ 4,375	$ 3,570	$ -	$ -	0.0%	
6100	**Occupancy**	**$ 54,033**	**$ 51,833**	**$ 30,614**	**$ 50,987**	**$ 51,580**	**$ 2,200**	**4.1%**	
6101	Rent	$ 54,033	$ 51,833	$ 30,614	$ 50,987	$ 51,580	$ 2,200	4.1%	Lease runs to November 2028

6200	**Contracted Services**	**$ 29,000**	**$ 27,000**	**$ 35,268**	**$ 42,970**	**$ 121,112**	**$ 2,000**	**6.9%**	
6201	External Programs	$ -	$ -	$ 19,092	$ 28,570	$ 36,392	$ -	0.0%	No planned outsourcing for community projects
6202	Legal Services	$ 9,000	$ 6,000	$ 3,186	$ 4,400	$ 12,308	$ 3,000	33.3%	More frequent consultations at commission request
6203	Commission Operations	$ -	$ 21,000	$ -	$ 10,000	$ 53,898	$ (21,000)	0.0%	This moved to 6204
6204	Marketing and Communications	$ 20,000	$ -	$ 12,991	$ -	$ 18,514	$ 20,000	100.0%	This moved from 6203
6300	**Financial Services**	**$ 62,250**	**$ 62,685**	**$ 32,729**	**$ 59,700**	**$ 61,734**	**$ (435)**	**-0.7%**	
6301	Audit	$ 13,000	$ 15,435	$ 11,850	$ 14,700	$ 11,350	$ (2,435)	-18.7%	Adjusting toward actual cost
6302	Payroll Fees	$ 8,250	$ 5,250	$ 4,934	$ 5,000	$ 8,305	$ 3,000	36.4%	Reflection of recent costs
6303	Financial Services	$ 41,000	$ 42,000	$ 15,945	$ 40,000	$ 42,079	$ (1,000)	-2.4%	
6400	**Travel and Training**	**$ 25,041**	**$ 26,894**	**$ 7,677**	**$ 28,745**	**$ 24,148**	**$ (1,853)**	**-7.4%**	
6401	Employee Travel	$ 13,616	$ 13,349	$ 4,666	$ 12,713	$ 14,617	$ 267	2.0%	Largest portion is SaltWise
6402	Meals	$ 925	$ 907	$ 99	$ 907	$ 969	$ 18	2.0%	
6403	Conferences & Meetings	$ 8,000	$ 9,638	$ 2,912	$ 10,125	$ 6,554	$ (1,638)	-20.5%	Paring back again, to reflect usage
6404	Training	$ 2,500	$ 3,000	$ -	$ 5,000	$ 2,008	$ (500)	-20.0%	Paring back again, to reflect usage
6500	**Office Expenses**	**$ 13,915**	**$ 16,390**	**$ 10,311**	**$ 16,374**	**$ 11,237**	**$ (2,475)**	**-17.8%**	
6501	Supplies	$ 2,500	$ 3,860	$ 4,428	$ 3,860	$ 2,050	$ (1,360)	-54.4%	
6502	Printing	$ 1,558	$ 1,558	$ 434	$ 1,558	$ 1,301	$ -	0.0%	
6503	Postage	$ 105	$ 105	$ 161	$ 105	$ 39	$ -	0.0%	
6504	Equipment	$ 7,500	$ 8,925	$ 3,703	$ 8,925	$ 5,963	$ (1,425)	-19.0%	
6505	Telephone	$ 1,810	$ 1,500	$ 1,197	$ 1,500	$ 1,771	$ 310	17.1%	
6506	Administrative Fees	$ 442	$ 442	$ 388	$ 426	$ 113	$ -	0.0%	
6600	**Information Technology**	**$ 30,449**	**$ 25,588**	**$ 20,221**	**$ 27,588**	**$ 28,845**	**$ 4,861**	**16.0%**	
6601	Webhosting	$ 368	$ 368	$ 321	$ 368	$ 374	$ -	0.0%	
6602	Software	$ 18,081	$ 17,220	$ 9,403	$ 17,220	$ 16,102	$ 861	4.8%	
6603	IT Services	$ 12,000	$ 8,000	$ 10,497	$ 10,000	$ 12,370	$ 4,000	33.3%	Software costs consolidated here
6700	**Commission**	**$ 7,000**	**$ 8,840**	**$ 2,970**	**$ 8,840**	**$ 6,143**	**$ (1,840)**	**-26.3%**	
6701	Commission Per Diems	$ 6,500	$ 8,000	$ 2,650	$ 8,000	$ 5,779	$ (1,500)	-23.1%	reduction to reflect usage
6702	Commission Travel	$ 500	$ 840	$ 320	$ 840	$ 363	$ (340)	-68.0%	reduction to reflect usage
6800	**Passthrough Expenses**	**$ 183,899**	**$ 73,657**	**$ 156,455**	**$ 199,872**	**$ 197,005**	**$ 110,242**	**59.9%**	
6801	Water Resource Monitoring	$ 179,715	$ 68,200	$ 153,450	$ 194,415	$ 194,415	$ 111,515	62.1%	Water monitoring funding likely to continue
6802	WisDOT Planning Services	$ 4,184	$ 5,457	$ 3,005	$ 5,457	$ 2,590	$ (1,273)	-30.4%	Adjusting the MPO/CARPC split of DOT funding
6900	**Other**	**$ 16,253**	**$ 17,553**	**$ 14,629**	**$ 16,583**	**$ 17,340**	**$ (1,300)**	**-8.0%**	
6901	Dues/Memberships/Subscriptions	$ 5,686	$ 7,186	$ 3,470	$ 6,843	$ 2,859	$ (1,500)	-26.4%	Revised assignment of software costs
6902	Contributions & Donations	$ -	$ 2,500	$ 1,000	$ 1,000	$ 651	$ (2,500)	0.0%	Only costs here were dues/memberships - moved there
6903	Education/Info/Outreach	$ 1,500	$ 1,500	$ 2,406	$ 2,625	$ 1,969	$ -	0.0%	
6904	Recruitment	$ 1,050	$ 1,050	$ 150	$ 1,050	$ 7	$ -	0.0%	
6905	Insurance	$ 7,409	$ 4,709	$ 7,366	$ 4,457	$ 11,449	$ 2,700	36.4%	Review of policies planned for spring 2026
6906	Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	0.0%	
6907	Amoritization Expense	$ 608	$ 608	$ 236	$ 608	$ 405	$ -	0.0%	
7000	**Revenue Refunds**	**$ -**	**$ -**	**$ -**	**$ 35,524**	**$ 35,524**	**$ -**	**0.0%**	
	TOTAL EXPENDITURES	**$ 2,044,953**	**$ 1,917,764**	**$ 1,252,628**	**$ 1,984,375**	**$ 2,025,224**	**$ (127,189)**	**-6.2%**	
		$ 51	**$ 8,068**	**$ 287,442**	**$ 83,485**	**$ (52,665)**			