

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

October 7, 2026

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

2:00-4:00 pm

How to Attend: This meeting will take place in person at the location listed above. The meeting may also be available virtually via Zoom Webinar. You may participate in the meeting by attending in person or from your computer, tablet, or smartphone via Zoom (if available). See www.CapitalAreaRPC.org/Meetings for more information.

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 hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

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
and online via Zoom Conferencing

July 2, 2026

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:

The monthly financial report through August 31 is attached. See the Budget Vs Actual Report (page 4). Results are skewed by a reporting issue with pass-through revenues and expenses for water quality monitoring. Those pass-throughs are out of balance by about \$94,000 but should be in balance and will be by year end. Excluding all pass-through revenues and expenses we are about \$96,500 below plan on revenue, and \$35,500 above plan on costs for a net operating gap, year-to-date, of about \$132,000.

Noteworthy revenue shortfalls:

- Sewer Service Area Amendments (5302) are still lagging (-\$31.5K), with partial recovery anticipated through recent and anticipated applications this fall.
- Planning Assistance revenue (5401) is lagging (-\$43.4K), with partial recovery anticipated through new contracts this fall. Part of the gap is due to the quarterly billing lag.
- Salt Wise (5505) is showing a revenue gap (-\$36.2K), though we expect to see most of this revenue come in by year end for fall training events.

Noteworthy cost overruns:

- Salaries and leave time (6000) are above budget by \$39,000, but we expect to close most of that gap by year end – these costs were heavier over the summer with 2 LTE's on staff.

Attachments:

1. September 29, 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 August 31, 2026



Prepared by
Berndt CPA

Prepared on
September 29, 2026

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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 August 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 August, \$157,779 was recognized from deferred revenue related to contracts established at the beginning of the year. An additional \$9,488 represents new invoiced revenue generated from current work not associated with deferred revenue contracts.

As of August month-end, the balance in account 3600 – Deferred Revenue is at \$806,113 per knowledge of remaining balances of current contracts for 2026-2028, second semi-annual portion of State Tax Levy, and received donations and taxes.

Sincerely,
Berndt CPA, LLC

Capital Area Regional Planning Commission
Statement of Financial Position
As of August 31, 2026

	Total	
	As of Aug 31, 2026	As of Jul 31, 2026 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1000 OPERATING ACCOUNT	\$ 55,787	\$ 583,907
1001 MONEY MARKET ACCOUNT	\$ 30	\$ 40,029
1002 INVESTMENT ACCOUNT	\$ 501,398	\$ 499,829
1050 SUMMIT OPERATING ACCOUNT	\$ 14,246	\$ 33,908
1051 SUMMIT SAVINGS ACCOUNT	\$ 1	\$ 1
1052 SUMMIT CREDIT SAVINGS	\$ 1	
1055 SUMMIT MONEY MARKET	\$ 490,211	\$ 1
Total Bank Accounts	\$ 1,061,675	\$ 1,157,675
Accounts Receivable		
1105 PROJECT AND GRANTS REC	\$ 133,950	\$ 75,629
Total Accounts Receivable	\$ 133,950	\$ 75,629
Other Current Assets		
1110 UNBILLED ACCOUNTS RECEIVABLE	\$ 488,907	\$ 604,127
1150 PREPAID EXPENSES	\$ -	\$ -
1153 PREPAID HEALTH INSURANCE	\$ 23,557	\$ 23,557
1157 PREPAID PARKING	\$ 171	\$ 171
1165 PREPAID LICENSES	\$ 2,505	\$ 3,131
Total 1150 PREPAID EXPENSES	\$ 26,233	\$ 26,859
1170 UNDEPOSITED FUNDS	\$ 7,666	\$ 3,200
Total Other Current Assets	\$ 522,805	\$ 634,186
Total Current Assets	\$ 1,718,429	\$ 1,867,491
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	\$ (3,967)	\$ (3,933)
Total Fixed Assets	\$ 2,110	\$ 2,143
TOTAL ASSETS	\$ 1,720,539	\$ 1,869,634
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 ACCOUNTS PAYABLE	\$ 85,407	\$ 72,621
Total Accounts Payable	\$ 85,407	\$ 72,621
Credit Cards		
3002 PARK BANK CREDIT CARD	\$ -	\$ -
3003 CREDIT CARD	\$ 3,394	\$ 1,576
Total 3002 PARK BANK CREDIT CARD	\$ 3,394	\$ 1,576
Total Credit Cards	\$ 3,394	\$ 1,576
Other Current Liabilities		
3005 ACCRUED PAYROLL	\$ 45,767	\$ 43,433

3010 ACCRUED COOP WATER RESOURCE MONITORING	\$	51,703	\$	30,967
3015 ACCRUED PREPAID LIABILITIES	\$	829	\$	1,036
3202 WRS PENSION PLAN	\$	12,107	\$	12,169
3300 UNUSED VACATION, WELLNESS	\$	54,908	\$	62,452
3500 SICK LEAVE ACCRUAL PAY	\$	118,400	\$	111,212
3600 DEFERRED/UNEARNED REVENUE	\$	805,746	\$	963,892
3655 INVEST IN RIGHT OF USE	\$	2,379	\$	2,379
Total Other Current Liabilities	\$	1,091,840	\$	1,227,539
Total Current Liabilities	\$	1,180,640	\$	1,301,735
Total Liabilities	\$	1,180,640	\$	1,301,735
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	\$	(222,474)	\$	(194,474)
Total Equity	\$	539,899	\$	567,899
TOTAL LIABILITIES AND EQUITY	\$	1,720,539	\$	1,869,634

Capital Area Regional Planning Commission
Budget vs. Actuals: Statement of Activity
For the month of August - Budget Vs Actuals 8 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	773,973	1,160,959	66.67%
Total 5000 PROPERTY TAX REVENUE	96,747	773,973	1,160,959	66.67%
5100 STATE/FEDERAL GRANTS	-	-	-	
5101 EPA/DNR WATER PLANNING	9,917	79,333	134,000	59.20%
5102 EPA/DNR GRANT FUNDS	-	8,664	-	
5103 WEM/FEMA/HMGP GRANT FUNDS	23,916	78,610	125,000	62.89%
5104 WisDOT PLAN INTEGRATION	1,046	8,367	7,093	117.96%
Total 5100 STATE/FEDERAL GRANTS	34,879	174,974	266,093	65.76%
5150 OTHER GRANTS	-	15,000	-	
5200 PASS THROUGH REVENUE	-	-	-	
5201 WisDOT RURAL WORK PROGRAM	367	996	5,457	18.25%
5220 COOP WATER RESOURCE MONITORING	14,813	92,500	68,200	135.63%
Total 5200 PASS THROUGH REVENUE	15,179	93,496	73,657	126.93%
5300 FEES REVENUE	-	-	-	
5301 FEES - SEWER EXTENSIONS	5,200	24,400	45,000	54.22%
5302 FEES - USA/LSA APP REVIEW	-	11,878	65,000	18.27%
Total 5300 FEES REVENUE	5,200	36,278	110,000	32.98%
5400 SERVICES REVENUE	-	-	-	
5401 LOCAL & REGIONAL PLAN ASSISTANCE	7,591	49,945	140,000	35.68%
Total 5400 SERVICES REVENUE	7,591	49,945	140,000	35.68%
5500 OTHER REVENUE	-	-	-	
5208 LAND USE CODE ASSESSMENT	-	-	-	
5501 INTEREST INCOME	1,781	15,201	32,000	47.50%
5502 MISCELLANEOUS REVENUES	7	3,416	3,123	109.39%
5505 WI SALT WISE	6,250	57,165	140,000	40.83%
Total 5500 OTHER REVENUE	8,038	75,782	175,123	43.27%
7000 REVENUE REFUNDS	-	-	-	
Total Revenue	167,634	1,219,448	1,925,832	63.32%
Gross Profit	167,634	1,219,448	1,925,832	63.32%
Expenditures	-	-	-	
6000 SALARIES AND LEAVE TIME	-	-	-	
6001 DIRECT SALARIES & WAGES	69,213	598,291	903,822	66.20%
6002 COMPENSATED LEAVE TIME	20,763	175,783	198,400	88.60%
Total 6000 SALARIES AND LEAVE TIME	89,976	774,074	1,102,222	70.23%
6050 FRINGE BENEFITS	-	-	-	
6051 FICA BENEFITS	6,647	54,253	82,115	66.07%
6052 LIFE INSURANCE	27	19	309	6.12%
6053 HEALTH INSURANCE	22,480	188,265	329,364	57.16%
6054 DENTAL INSURANCE	2,354	9,870	15,369	64.22%
6055 WRS-ER CONTRIBUTION	6,054	49,726	73,440	67.71%
6056 DISABILITY INSURANCE	173	224	534	41.88%
6057 COMMUTE CARDS	40	269	200	134.43%
6058 UNEMPLOYMENT	13	539	1,000	53.86%

6059 WORKER'S COMPENSATION	-	4,375	2,771	157.89%
Total 6050 FRINGE BENEFITS	37,788	307,539	505,102	60.89%
6100 OCCUPANCY	-	-	-	
6101 RENT	4,382	35,059	51,833	67.64%
Total 6100 OCCUPANCY	4,382	35,059	51,833	67.64%
6200 CONTRACTED SERVICES	-	-	-	
6201 EXTERNAL PROGRAMS	-	19,092	-	
6202 LEGAL SERVICES	-	3,186	6,000	53.09%
6203 COMMISSION OPERATIONS	-	-	21,000	0.00%
6204 MARKETING AND COMMUNICATIONS	-	12,991	-	
Total 6200 CONTRACTED SERVICES	-	35,268	27,000	130.62%
6300 FINANCIAL SERVICES	-	-	-	
6301 AUDIT	-	11,850	15,435	76.77%
6302 PAYROLL FEES	682	5,616	5,250	106.97%
6303 FINANCIAL SERVICES	1,970	17,915	42,000	42.65%
Total 6300 FINANCIAL SERVICES	2,652	35,381	62,685	56.44%
6400 TRAVEL AND TRAINING	-	-	-	
6401 EMPLOYEE TRAVEL	572	6,296	13,349	47.16%
6402 MEALS	17	116	907	12.83%
6403 CONFERENCES & MEETINGS	1,454	4,366	9,638	45.30%
6404 TRAINING	-	-	3,000	0.00%
Total 6400 TRAVEL AND TRAINING	2,043	10,778	26,894	40.08%
6500 OFFICE EXPENSES	-	-	-	
6501 SUPPLIES	1,191	5,619	3,860	145.58%
6502 PRINTING	543	976	1,558	62.67%
6503 POSTAGE	-	161	105	153.22%
6504 EQUIPMENT	-	3,703	8,925	41.50%
6505 TELEPHONE	182	1,379	1,500	91.92%
6506 ADMINISTRATIVE FEES	-	388	442	87.82%
6902 CONTRIBUTIONS & DONATIONS	-	1,000	2,500	40.00%
Total 6500 OFFICE EXPENSES	1,916	13,227	18,890	70.02%
6600 INFORMATION TECHNOLOGY	-	-	-	
6601 WEBHOSTING	-	321	368	87.28%
6602 SOFTWARE	2,683	12,713	17,220	73.82%
6603 IT SERVICES	490	10,987	8,000	137.33%
Total 6600 INFORMATION TECHNOLOGY	3,173	24,020	25,588	93.87%
6700 COMMISSION	-	-	-	
6701 COMMISSION PER DIEMS	550	3,200	8,000	40.00%
6702 COMMISSION TRAVEL	-	320	840	38.07%
Total 6700 COMMISSION	550	3,520	8,840	39.82%
6800 PASS THROUGH EXPENSES	-	-	-	
6801 WATER RESOURCE MONITORING	53,087	186,353	68,200	273.25%
6802 WisDOT PLANNING SERVICES	-	3,005	5,457	55.07%
Total 6800 PASS THROUGH EXPENSES	53,087	189,359	73,657	257.08%
6900 OTHER	-	-	-	
6901 DUES/MEMBERSHIPS/SUBSCRIPTIONS	34	3,504	7,186	48.76%
6903 EDUCATION/INFO/OUTREACH	-	2,406	1,500	160.42%
6904 RECRUITMENT	-	150	1,050	14.29%
6905 INSURANCE	-	7,366	4,709	156.42%
6906 DEPRECIATION	-	-	-	
6907 AMORITIZATION EXPENSE	34	270	608	44.42%
Total 6900 OTHER	68	13,696	15,053	90.99%
Uncategorized Expense	-	-	-	

Total Expenditures	195,634	1,441,922	1,917,764	75.19%
Net Operating Revenue	(28,000)	(222,474)	8,068	-2757.49%
Net Revenue	(28,000)	(222,474)	8,068	-2757.49%

Capital Area Regional Planning Commission
A/R Aging Summary
As of August 31, 2026

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Ayers Associates, Inc.					1,000	1,000
Dane County						0
Dane County Land and Water Resources Department	98,750					98,750
Total Dane County	\$ 98,750	\$ -	\$ -	\$ -	\$ -	\$ 98,750
Department of Planning, Community and Economic Development					2,869	2,869
Jewell Associates Engineers, Inc.					400	400
JSD PROFESSIONAL SER					400	400
JT Engineering, Inc.	1,200					1,200
MSA Professional Services, Inc.			400		1,000	1,400
Outagamie County Highway					500	500
PINNACLE ENGINEERING					400	400
Professional Engineering, LLC	400					400
Snyder & Associates, Inc.	400					400
State of Wisconsin						0
WI Department of Natural Resources					2,190	2,190
243104-BRIC Stream Crossing Inventory	16,104					16,104
Total WI Department of Natural Resources	\$ 16,104	\$ -	\$ -	\$ -	\$ 2,190	\$ 18,294
Wisconsin Department of Transportation						0
WISDOT, Bureau of Plan & Econ	367					367
Total Wisconsin Department of Transportation	\$ 367	\$ -	\$ -	\$ -	\$ -	\$ 367
Total State of Wisconsin	\$ 16,471	\$ -	\$ -	\$ -	\$ 2,190	\$ 18,661
Urban Tree Alliance						0
243502 - South Side Urban Forestry Project	2,500					2,500
Total Urban Tree Alliance	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500
VANDE HEY					800	800
Vierbicher					800	800
Village of Deforest					3,070	3,070
Wyser Engineering, LLC					400	400
TOTAL	\$ 119,721	\$ -	\$ 400	\$ -	\$ 13,829	\$ 133,950

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

None

Background:

There has been no CARPC discussion or action on this item since May.

Staff Comments:

CARPC staff met with MadREP representatives recently – we are working toward readiness to proceed in time for CARPC’s November meeting. 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

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 Commission held a public hearing and adopted the budget at the September 10 meeting. To satisfy statutory and bylaws requirements. The BPP approved the preliminary budget in July and asked to also act on the final budget.

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 and the BPP in July. 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 revenue and expense 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 consideration of a budget amendment in December

**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)
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**Capital Area Regional Planning Commission
2027 Budget**

Budget Year	2027	2026		2025		Variance		Comments on Changes from 2026 ADOPTED
Budget Type	PROPOSED	BUDGET	ACTUAL	BUDGET	ACTUAL	2027 PROPOSED MINUS 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	Amortization 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)
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