

**East Central Wisconsin
Regional Planning Commission**

2021 WORK PROGRAM & BUDGET

Draft for Approval on January 29, 2021

*An Economic Development District and Metropolitan Planning Organization
Serving the Region for over 45 years*

*Member Counties, Calumet, Fond du Lac, Menominee, Outagamie, Shawano, Waupaca, Waushara and Winnebago Counties
Metropolitan Planning Organizations (MPOs): Appleton (Fox Cities), Oshkosh and Fond du Lac*

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ABSTRACT

TITLE: East Central Wisconsin Regional Planning Commission 2020 Work Program & Budget

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The East Central Wisconsin Regional Planning Commission's CY 2021 work program is supported by federal, state and local funding. Specific funding for this report was provided by the Economic Development Administration, Environmental Protection Agency, the Federal Highway Administration, the Federal Transit Administration, the Wisconsin Department of Transportation and the Wisconsin Department of Natural Resources. The Annual Work Program provides the annual commission budget and levy along with outlining the planning program priorities and deliverables.

This document outlines the work efforts of the East Central Wisconsin Regional Planning Commission for the next calendar year. The document also includes the transportation planning studies that will be undertaken in the East Central Region by the Wisconsin Department of Transportation, local communities, or consultants to them. The Annual Work Program provides the basis for setting the annual Commission budget and dues levy along with adopting the annual staffing plan. The Work program serves as the basis for funding assistance applications from various federal and state agencies. Funding shares are identified for individual work items taking into account the assistance eligibility, sharing formulas, and the total grant amount available. Through cooperative review by the FHWA, FTA, WisDOT and related state agencies, this work program is accepted by all participating agencies. The contents of this document do not necessarily reflect the official views or policy of the U.S. Department of Transportation, Federal Highway Administration.

TABLE OF CONTENTS

| | |
|---|-----------|
| PART I: INTRODUCTION AND 2021 BUDGET SUMMARY | XX |
| Purpose of the Annual Work Program | XX |
| 2021 Tax Levy | XX |
| 2021 Budget | XX |
| Work Program Elements | XX |
| 2021 ECWRPC Staffing Plan | XX |

| | |
|--|-----------|
| PART II: WORK PROGRAM & BUDGET | XX |
| 1100 Regional Comprehensive Plan | XX |
| 1200 Water Quality Management/Sewer Service Area | XX |
| 1300 Transportation Program | XX |
| 1400 Open Space and Recreation | XX |
| 1500 Economic Development Program | XX |
| 1600 NR-135 Non-metallic Mining Reclamation | XX |
| 2000 Contracts | XX |
| 3000 GIS Mapping & Data Analysis | XX |
| 5000 Administration | XX |
| 6000 Overhead | XX |

FIGURES & TABLES

| | |
|--|----|
| Table 1: Approved ECWRPC 2021 Levy & Rate History | XX |
| Table 2: ECWRPC 2021 Projected Grant & Program Revenues | XX |
| Table 4: East Central Wisconsin RPC Proposed 2021 Budget Summary | XX |
| Table 5: ECWRPC 6000 Work Program Element – 2021 Overhead Budget | XX |
| Figure 1: 2021 ECWRPC Staffing Plan | XX |

MAPS

| | |
|----------------------------|---|
| Map 1: East Central Region | X |
|----------------------------|---|



PART I
INTRODUCTION & BUDGET SUMMARY

PART 1: INTRODUCTION AND 2021 BUDGET SUMMARY

The 2021 Annual Work Program & Budget prioritizes the East Central Wisconsin Regional Planning Commission's planning programs and deliverables for the calendar year. The Annual Work Program aligns with the Commission's Reorganization Plan, the intergovernmental agreement and the Draft of Commission's 2021-2023 Strategic Plan.

PURPOSE OF THE ANNUAL WORK PROGRAM

Within the statutory provisions of SS. 66.0.309 (previously SS . 66.945), East Central's stated purpose is the "function and duty of the making (preparing) and adopting a master (comprehensive) plan for the physical development of the region." To carry out this responsibility the Commission retains staff and annually programs work activities and budgets. The enabling statute is complemented by the comprehensive planning law (Smart Growth) ss. 66.1001 that specifies the content of the regional comprehensive plan.

2021 TAX LEVY

The establishment of the Commission's levy to its member counties and communities is set forth by state statute, which also limits the levy to an amount no more than 0.003% of the previous year's equalized property valuation. In April, 2020 the Commission Board adopted a reorganization plan that reduced the levy incrementally over the next three years. The 2021 levy rate was approved by the Commission in July, 2020 at 0.0011259% of equalized real property value minus tax increment district valuations. This formula which the levy is based upon utilizes the previous year's (in this case, January 1, 2019) equalized value minus tax increment valuations as a base for establishing the dues assessment. This method provides a known assessment amount and is not subject to an estimated change in valuation due to only estimates being provided at the time of the Commission's budget adoption. The 2021 levy amount was set at \$587,177.67 which is a decrease of \$200,027.26, or -25.41% from 2020. Table 1 shows the levy rate, levy and breakdown by member Counties.

2021 ECWRPC BUDGET

The 2021 ECWRPC Budget is based on the federal, state and local funding for planning programs the Commission continues to work on. The tax levy is utilized to match federal and state funding for the Economic Development Program, the Transportation Program and the Water Quality Management Program/Sewer Service Area Program. The funds are allocated among each work element on the basis of the relative benefits to be derived by each funding agency's program, grant program eligibility requirements, and federal and state cost sharing formulas. The NR-135 Non-Metallic Mining Reclamation Program is funded 100% through fees derived from permitted mine sites and their operators. In addition, the Commission also contracts with Counties and local municipalities to develop Comprehensive Plans, Comprehensive Open Space and Recreation Plans and other planning documents.

The follow tables provide information related to the 2021 budget for the Commission.

- ⇒ **Table 1: ECWRPC 2018-2020 Levies & Adopted 2021 Levy**
- ⇒ **Table 2: ECWRPC—2021 Estimated Federal and State Program Revenues & Matches**
- ⇒ **Table 3: East Central Wisconsin RPC Draft 2021 Budget Summary**
- ⇒ **Table 4: ECWRPC 6000 Work Program Element—2021 Overhead Budget**

2021 STAFFING PLAN

The staffing plan is evaluated annually and developed based on the funding and program deliverables for each of the Commission's work program elements. Figure 1 outlines the 2021 staffing plan.

WORK PROGRAM ELEMENTS

Part II: Work Program & Budget, outlines the budget, staff allocations, and program deliverables for each of the work program elements (shown below) for the Commission for 2021.

- ⇒ 1100 Regional Comprehensive Plan*
- ⇒ 1200 Water Quality Management/Sewer Service Area*
- ⇒ 1300 Transportation Program*
- ⇒ 1400 Open Space and Recreation
- ⇒ 1500 Economic Development Program*
- ⇒ 1600 NR-135 Non-metallic Mining Reclamation Program
- ⇒ 2000 Contracts
- ⇒ 3000 GIS Mapping & Data Analysis
- ⇒ 5000 Administration
- ⇒ 6000 Overhead

*Designates a core program identified in the Strategic Plan and Reorganization Plan.

Table 1: ECWRPC 2018-2020 Levies & Adopted 2021 Levy

| PARTICIPATING JURISDICTION | 2018 TAX LEVY (RATE = 0.000016919) | 2019 TAX LEVY (RATE = 0.000016216) | 2020 TAX LEVY (RATE = 0.000015873) | 2021 TAX LEVY (RATE = 0.000011259) | % INCREASE / DECREASE 2020-2021 | \$ INCREASE / DECREASE 2020-2021 |
|-----------------------------------|---|---|---|---|--|---|
| CALUMET CO. | \$ 59,641.85 | \$ 60,015.86 | \$ 61,914.70 | \$ 46,587.72 | -24.75% | \$ (15,326.98) |
| FOND DU LAC CO. (rejoined 2015) | \$ 118,478.12 | \$ 116,752.20 | \$ 118,939.00 | \$ 88,017.20 | -26.00% | \$ (30,921.80) |
| GREEN LAKE CO. | n/a | n/a | n/a | n/a | n/a | n/a |
| MARQUETTE CO. | n/a | n/a | n/a | n/a | n/a | n/a |
| MENOMINEE CO. | \$ 5,011.31 | \$ 4,933.73 | \$ 4,713.20 | \$ 3,683.94 | -21.84% | \$ (1,029.26) |
| OUTAGAMIE CO. | \$ 233,929.65 | \$ 236,436.71 | \$ 240,903.57 | \$ 181,008.76 | -24.86% | \$ (59,894.81) |
| SHAWANO CO. | \$ 49,685.44 | \$ 49,030.84 | \$ 49,452.27 | \$ 36,577.77 | -26.03% | \$ (12,874.50) |
| WAUPACA CO. | \$ 64,680.77 | \$ 64,964.75 | \$ 65,316.59 | \$ 47,690.04 | -26.99% | \$ (17,626.55) |
| WAUSHARA CO. | \$ 40,677.13 | \$ 39,905.57 | \$ 40,094.23 | \$ 29,862.59 | -25.52% | \$ (10,231.64) |
| WINNEBAGO CO. | \$ 199,610.91 | \$ 199,712.87 | \$ 205,871.37 | \$ 153,749.65 | -25.32% | \$ (52,121.72) |
| TOTALS (MEMBERS) | \$ 771,715.18 | \$ 771,752.53 | \$ 787,204.93 | \$ 587,177.67 | -25.41% | \$ (200,027.26) |

Note 1: Beginning in 2005, the Commission changed its policy so that the current year's levy is based on the equalized value from 2 years prior to the budget year (i.e., the 2021 levy is determined by the 2019 equalized value)

Note 2: The maximum RPC levy rate is established by Wis. State Statutes 66.0309 at .00003

Table 2: ECWRPC - 2021 Estimated Federal and State Program Revenues & Matches

| Source | Funding Entity/ Program | 2021 Estimated Award Amount | Required Local Share % | Local Share Amount (ECWRPC Levy) | Total Program Cost (min.) |
|---------|---|-----------------------------|------------------------|----------------------------------|---------------------------|
| Federal | 2020 Transportation Pgm. Carryover | \$ 107,819 | 0.0% | \$ 19,871 | \$ 127,690 |
| State | 2020 Transportation Pgm. Carryover | \$ 6,354 | 0.0% | \$ - | \$ 6,354 |
| Federal | FHWA - PL (FC&Osh MPOs) | \$ 588,785 | 15.4% | \$ 113,172 | \$ 701,957 |
| State | WisDOT- PL (FC&Osh MPOs) | \$ 34,024 | 0.0% | \$ - | \$ 34,024 |
| Federal | Additional Transportation Funds - Economic Impact Study | \$ 47,588 | 20.0% | \$ 11,897 | \$ 59,485 |
| Federal | FHWA - PL (Fond du Lac MPO) | \$ 113,243 | 15.5% | \$ 21,884 | \$ 135,127 |
| State | WisDOT- PL (Fond du Lac MPO) | \$ 6,427 | 0.0% | \$ - | \$ 6,427 |
| Federal | FHWA - Regional Program (SPR) | \$ 62,373 | 10.0% | \$ 7,797 | \$ 70,170 |
| State | WisDOT - Regional Program (SPR) | \$ 7,796 | 0.0% | \$ - | \$ 7,796 |
| State | FRIIP Grant | \$ 194,506 | 0.0% | \$ - | \$ 194,506 |
| Federal | FHWA/WisDOT - Additional PL Allocation - INTERMODAL STUDY | \$ 47,450 | 20.0% | \$ 1,177 | \$ 48,627 |
| Federal | Regional Safe Routes to School Program (SRTS) | \$ 230,000 | 20.0% | \$ 57,500 | \$ 287,500 |
| Federal | #2435 - FTA - Oshkosh Transit Center Study | \$ 12,303 | 16.1% | \$ 2,367 | \$ 14,670 |
| Federal | EDA Institutional grant COVID 19 | \$ 214,593 | | | \$ 214,593 |
| Federal | 2422 Commuter Service Study | \$ 16,567 | 0.0% | \$ 3,313 | \$ 19,880 |
| Federal | EDA - Economic Development Program Planning Grant | \$ 68,413 | 40.0% | \$ 45,609 | \$ 114,022 |
| State | #1230 - WDNR - NR-121 Sewer Service Area Planning Grant | \$ 32,000 | 50.0% | \$ 32,000 | \$ 64,000 |
| | Totals | \$ 1,790,241 | | \$ 316,586 | \$ 2,106,827 |

Federal Grant Total \$ 1,492,567

State Grant Total \$ 297,674

Other Grant Total \$ -

Total \$ 1,790,241

\$5.65
Leveraged for
every \$1 matched by EC

Table 3: East Central Wisconsin RPC Draft 2021 Budget Summary

| Projected Operating Revenues | 2021 PROPOSED BUDGET | 2020 ADOPTED BUDGET | Difference (\$) | Difference (%) |
|--|-----------------------------|----------------------------|------------------------|-----------------------|
| Intergovernmental Grants | \$ 1,790,241 | \$ 1,355,667 | \$ 434,574 | 32.1% |
| Federal Grants | \$ 1,492,567 | \$ 1,275,419 | \$ 217,148 | 17.0% |
| State Grants | \$ 297,674 | \$ 80,248 | \$ 217,426 | 270.9% |
| Other Grants | \$ - | \$ - | \$ - | 0.0% |
| Intergovernmental Charges for Services | \$ 813,039 | \$ 1,036,668 | \$ (223,629) | -21.6% |
| Local districts membership levy | \$ 587,178 | \$ 787,205 | \$ (200,027) | -25.4% |
| Local district contracts (secured & estimated) | \$ 106,863 | \$ 130,300 | \$ (23,437) | -18.0% |
| NR-135 program (Operator fees) | \$ 101,193 | \$ 101,358 | \$ (165) | -0.2% |
| NR-135 program (WDNR fees) | \$ 17,805 | \$ 17,805 | \$ - | 0.0% |
| Public Charges for Services | \$ 7,695 | \$ 8,600 | \$ (905) | -10.5% |
| Product/Material Sales | \$ 250 | \$ 1,000 | \$ (750) | -75.0% |
| SSA Review Fees | \$ 5,645 | \$ 4,000 | \$ 1,645 | 41.1% |
| Miscellaneous (interest earned, etc.) | \$ 1,800 | \$ 3,600 | \$ (1,800) | -50.0% |
| Total Operating Revenues | \$ 2,610,975 | \$ 2,400,935 | \$ 210,040 | 8.7% |
| Projected Operating Expenses | | | | |
| Salaries and wages | \$ 1,126,440 | \$ 1,228,976 | \$ (102,536) | -8.3% |
| Staff | \$ 1,112,440 | \$ 1,214,976 | \$ (102,536) | -8.4% |
| Paid Internships | \$ - | \$ - | \$ - | 0.0% |
| Commissioners (meeting payments) | \$ 14,000 | \$ 14,000 | \$ - | 0.0% |
| Employee fringe benefits | \$ 438,361 | \$ 519,316 | \$ (80,955) | -15.6% |
| Health Insurance | \$ 271,433 | \$ 333,291 | \$ (61,858) | -18.6% |
| FICA, Wkrmn's Comp, Life, WRS, Vac./Sick. etc. | \$ 166,928 | \$ 186,025 | \$ (19,097) | -10.3% |
| Direct grant expenses (contracts/programs) | \$ 615,957 | \$ 362,805 | \$ 253,152 | 69.8% |
| Program Expenses (1100-3000 Elements) | \$ 120,000 | \$ 130,000 | \$ (10,000) | -7.7% |
| Pass-through Expense - NR-135 (WDNR Fees) | \$ 17,805 | \$ 17,805 | \$ - | 0.0% |
| Pass-through Expense - Regional SRTS Service Contracts | \$ 120,000 | \$ 120,000 | \$ - | 0.0% |
| Pass-through Expense - Commuter Service Study Contract | \$ 4,750 | \$ 20,000 | \$ (15,250) | -76.3% |
| Pass-through Expense - TDM Training | \$ 8,404 | \$ - | \$ 8,404 | n/a |
| Pass-through Expense - FTA - Oshkosh Transit Study | \$ 2,380 | \$ 50,000 | \$ (47,620) | n/a |
| Pass-through Expense -PL Funds - Economic Impact | \$ 59,485 | \$ - | \$ 59,485 | n/a |
| Pass-through Expense - Consultant FRIIP grant | \$ 243,133 | \$ 25,000 | \$ 218,133 | n/a |
| Pass-through Expense - EDA Institutional grant/CARES Act | \$ 40,000 | \$ - | \$ 40,000 | n/a |
| Overhead Expenses | \$ 229,925 | \$ 251,889 | \$ (21,964) | -8.7% |
| Meeting Expenses & Staff Development | \$ 9,100 | \$ 32,550 | \$ (23,450) | -72.0% |
| Supplies | \$ 7,000 | \$ 9,900 | \$ (2,900) | -29.3% |
| Office space and equipment-rent & copier | \$ 141,601 | \$ 154,746 | \$ (13,145) | -8.5% |
| Reference materials, subscriptions and dues | \$ 850 | \$ 7,245 | \$ (6,395) | -88.3% |
| Outside printing and publishing | \$ 1,000 | \$ 1,000 | \$ - | 0.0% |
| Postage (EC costs only) | \$ 1,700 | \$ 1,700 | \$ - | 0.0% |
| Staff expenses (EC costs only) | \$ 7,500 | \$ 6,500 | \$ 1,000 | 15.4% |
| Insurance, legal, audit | \$ 46,034 | \$ 20,144 | \$ 25,890 | 128.5% |
| Interest | \$ 140 | \$ 604 | \$ (464) | -76.8% |
| Depreciation | \$ 15,000 | \$ 17,500 | \$ (2,500) | -14.3% |
| Total Operating Expenses | \$ 2,410,683 | \$ 2,362,986 | \$ 47,697 | 2.0% |
| Projected Surplus / (Deficit) | \$ 200,292 | \$ 37,949 | \$ 162,343 | 427.8% |
| Adjustments for Cash Flow: | | | | |
| Annual Winnebago Cty debt payment | | \$ (16,947) | \$ 16,947 | -100.0% |
| Difference between capital purchases & depreciation | \$ (13,000) | \$ (6,500) | \$ (6,500) | 0.0% |

Cash Reserve A reserve fund equal to between 5 to 7 months of operating expenses, or approximately 15%-17% of the total annual budget expenses, is preferred. A reserve fund that surpasses this benchmark consistently and over the long-term could be used to make principal prepayment on any existing debt or could be used as a basis to entertain a reduction in the annual levy amount IF future revenue amounts are not expected to decline.

Policy & Analysis 15% of \$2.4 M \$ 361,602.41
17% of \$2.4 M \$ 409,816.07

This has its own indirect rate - the indirect rate for this budget is the 2021 budget. Staff allocations used the 2020 indirect rate.

Table 4: ECWRPC 6000 Work Program Element -2021 Overhead Budget

DRAFT - 1/14/2021

| Work Program Element/Item | Overhead Item | PROPOSED 2021 BUDGET | PROJECTED 2020 | ADOPTED 2020 BUDGET | Difference (2020-2021) |
|---------------------------|--|----------------------|-------------------|---------------------|------------------------|
| 6100 | Meeting Expenses | \$ 9,100 | \$ 10,175 | \$ 32,550 | \$ (23,450) |
| 6101 | Staff Development* | \$ 2,600 | \$ 5,267 | \$ 18,800 | \$ (16,200) |
| 6102 | Commissioner's Meeting Exp. (mileage only)** | \$ 6,500 | \$ 3,058 | \$ 10,000 | \$ (3,500) |
| 6103 | Mini-Conference(s) (incl. printing/postage) | \$ - | \$ 1,500 | \$ 3,000 | \$ (3,000) |
| 6104 | Annual Meeting | \$ - | \$ 350 | \$ 750 | \$ (750) |
| | | | | | \$ - |
| 6200 | Supplies | \$ 7,000 | \$ 3,111 | \$ 9,900 | \$ (2,900) |
| 6201 | General Office & Copier Supplies | \$ 5,000 | \$ 2,023 | \$ 7,500 | \$ (2,500) |
| 6203 | GIS Printing/Plotting/Graphics Supplies | \$ 1,000 | \$ 700 | \$ 1,400 | \$ (400) |
| 6204 | Computer & IT Supplies (consumables) | \$ 1,000 | \$ 389 | \$ 1,000 | \$ - |
| 6300 | Office Space and Equipment | \$ 141,601 | \$ 141,951 | \$ 154,746 | \$ (13,145) |
| 6301 | Office Rent | \$ 75,600 | \$ 97,775 | \$ 97,775 | \$ (22,175) |
| 6302 | Utilities & Security Monitoring | \$ 6,378 | \$ 5,421 | \$ 8,000 | \$ (1,622) |
| 6304 | Office Cleaning | \$ 6,120 | \$ 3,260 | \$ 6,120 | \$ - |
| 6310/6440 | Telephone/Internet | \$ 4,980 | \$ 4,422 | \$ 4,980 | \$ - |
| 6320 | General Office Furniture/Equipment | \$ 1,500 | \$ 669 | \$ 1,500 | \$ - |
| 6340 (1450 asset acct.) | Computer Software Purchases | \$ 1,000 | \$ - | \$ 1,000 | \$ - |
| 6350 | Copier / Postage Meter Rental (not incl. supplies) | \$ 2,800 | \$ 1,198 | \$ 2,800 | \$ - |
| | Computer Equipment/Network Maintenance | | | | |
| 6390 | (harddrives, mice, etc.) | \$ 3,021 | \$ 3,148 | \$ 3,200 | \$ (179) |
| 6391 | Computer Software Maintenance (incl. MAS90) | \$ 40,202 | \$ 26,059 | \$ 29,371 | \$ 10,831 |
| 6400 | Refer. Materials, Subscrip., Dues | \$ 850 | \$ 4,309 | \$ 7,245 | \$ (6,395) |
| 6401 | Reference Materials & Books | \$ 100 | \$ 51 | \$ 200 | \$ (100) |
| 6410 | Subscriptions (Newspapers, Periodicals) | \$ - | \$ 728 | \$ 1,740 | \$ (1,740) |
| 6450 | Professional Org. Memberships & Dues | \$ 750 | \$ 3,530 | \$ 5,305 | \$ (4,555) |
| 6500 | Printing and Publishing | \$ 1,000 | \$ 500 | \$ 1,000 | \$ - |
| 6501 | Newsletter | \$ - | \$ - | \$ - | \$ - |
| 6502 | Annual Report | \$ 500 | \$ 500 | \$ 500 | \$ - |
| 6503 | Agency Promotion (printing, sponsorships, etc.)** | \$ 500 | \$ - | \$ 500 | \$ - |
| 6600 | Postage | \$ 1,700 | \$ 944 | \$ 1,700 | \$ - |
| 6700 | Staff Expenses* | \$ 7,500 | \$ 5,315 | \$ 6,500 | \$ 1,000 |
| 6701 | Agency Car Maintenance & Expenses | \$ 2,500 | \$ 2,071 | \$ 1,500 | \$ 1,000 |
| 6702 | Employee Vehicle Mileage (not contract or program related) | \$ 4,000 | \$ 1,685 | \$ 4,000 | \$ - |
| 6703 | Other Employee Expenses (not contract or program related) | \$ 1,000 | \$ 1,559 | \$ 1,000 | \$ - |
| 6800 | Insurance, Legal and Audit | \$ 46,034 | \$ 29,397 | \$ 20,144 | \$ 25,890 |
| 6803 | Insurance (not incl. WC, auto and pub. off. bond) | \$ 2,804 | \$ 2,432 | \$ 2,804 | \$ - |
| 6820 | Legal Counsel / HR Services | \$ 15,000 | \$ 12,287 | \$ 2,000 | \$ 13,000 |
| 6830 | Annual Audit | \$ 11,230 | \$ 13,435 | \$ 12,900 | \$ (1,670) |
| 6840 | Banking Fees | \$ 2,000 | \$ 1,243 | \$ 1,440 | \$ 560 |
| 6850 | Other Professional Services (i.e., marketing, etc.) ** | \$ 15,000 | \$ - | \$ 1,000 | \$ 14,000 |
| 6900 | Capital Purchases | \$ 28,000 | \$ 9,365 | \$ 17,500 | \$ 10,500 |
| 6870 (1410 asset acct.) | Capital Purchases, Computers & Equipment | \$ 8,000 | \$ 9,365 | \$ 17,500 | \$ (9,500) |
| | Automobile | \$ 20,000 | \$ - | \$ - | \$ 20,000 |
| GRAND TOTAL | | \$ 242,785 | \$ 205,067 | \$ 251,285 | \$ (8,500) |
| | Direct Overhead Subtotal* | \$ 10,100 | \$ 10,582 | \$ 25,300 | \$ (15,200) |
| | Indirect Overhead Subtotal | \$ 226,185 | \$ 191,427 | \$ 215,985 | \$ 10,200 |
| | Commissioner's Meeting Expense** | \$ 6,500 | \$ 3,058 | \$ 10,000 | \$ (3,500) |

* Direct Overhead Cost charged to all individual work elements

** Direct Overhead Cost charged to commission levy dollars only

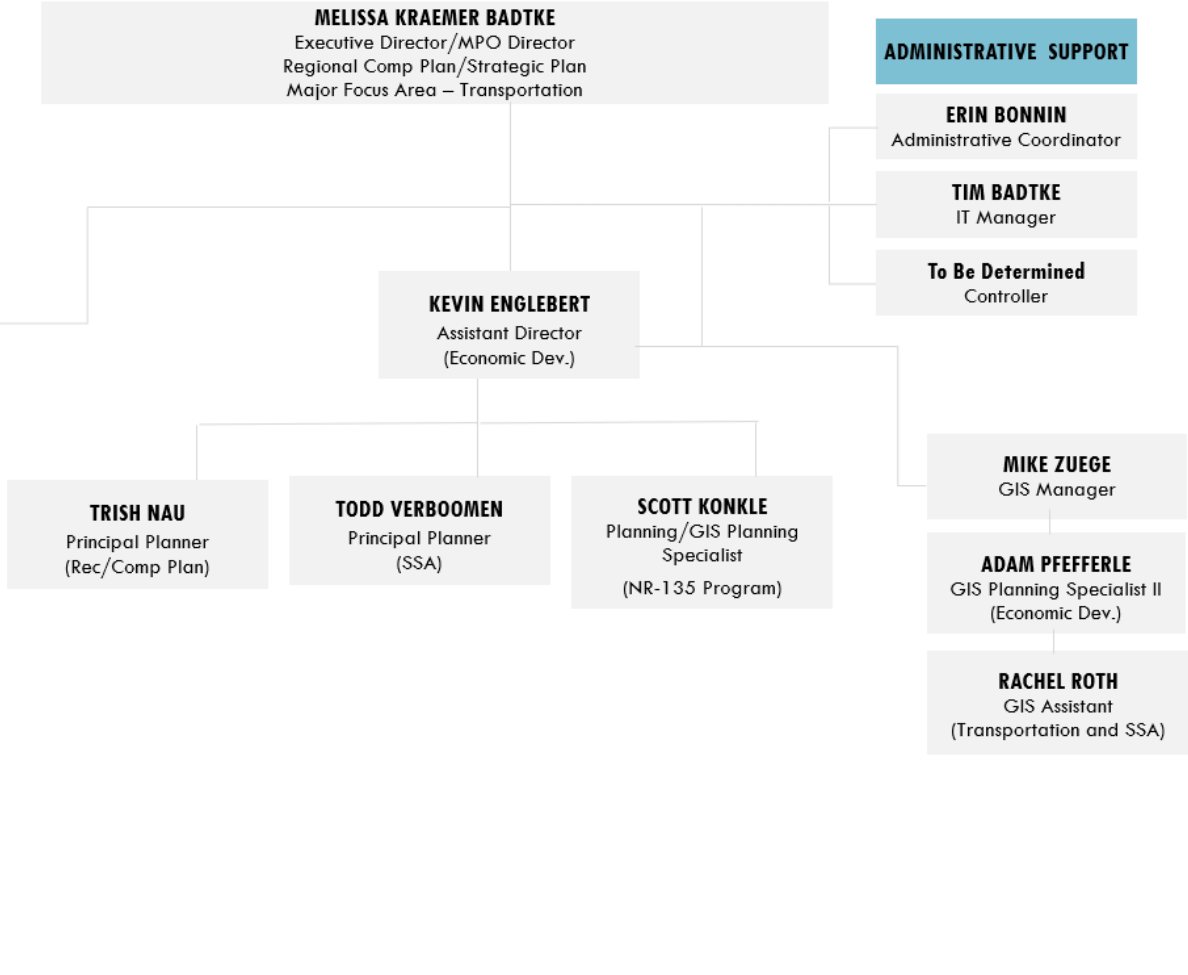
FIGURE 1: 2021 ECWRPC STAFFING PLAN

UPDATED: 1/4/2021

TRANSPORTATION STAFF

- MATT HALADA**
Principal Transportation Planner
- DAVE MOESCH**
Associate Planner (TIP/LRP)
- KIM BIEDERMANN**
Associate Planner (Bicycle/Ped)
- ADAM BELLCORELLI**
Associate Planner (Transit)
- TANNER RUSSELL**
Planner (Travel Demand Model)

- ASHLEY TRACY**
Associate Planner (SRTS Coordinator)
- HANNAH KECKEISEN**
Planner (SRTS)
- VACANT**
Planner (SRTS/Transportation)





PART II

2021 WORK PROGRAM & BUDGET