

2022

Work Program and Budget



*An Economic Development District
and Metropolitan Planning Organization (MPO).*

MPOs: Fond du Lac, Fox Cities (Appleton TMA), and Oshkosh

Draft

East Central Wisconsin Regional Planning Commission

2022 WORK PROGRAM & BUDGET

Draft January, 2022

*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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Phone: 920-751-4770 | Website: www.ecwrpc.org*

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Jeff Nooyen, Chair
Alice Connors, Vice-Chair
Melissa Kraemer-Badtke, Secretary-Treasurer

COMMISSION MEMBERS

CALUMET COUNTY

Alice Connors
Nicholas Kesler
Merlin Gentz
Tom Reinl
(David DeTroye, Alt.)

FOND DU LAC COUNTY

Allen Buechel
Martin Farrell
Brenda Schneider
Kay Miller
Charles Hornung

MENOMINEE COUNTY

Ruth Winter
Elizabeth Moses
(Jeremy Johnson, Alt.)
James Lowey

OUTAGAMIE COUNTY

Thomas Nelson
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Lee Hammen
Jake Woodford
Jeff Nooyen
Michael Thomas
Nadine Miller

SHAWANO COUNTY

Thomas Kautza
Steve Gueths
VACANT

WAUPACA COUNTY

Dick Koeppen
VACANT
Brian Smith
DuWayne Federwitz

WAUSHARA COUNTY

Donna Kalata
Larry Timm
VACANT

WINNEBAGO COUNTY

Jon Doemel
(Jerry Bougie, Alt.)
Shiloh Ramos
(David Albrecht, Alt.)
Vacant
Lori Palmeri
Robert Schmeichel
Robert Keller

EX-OFFICIO MEMBERS

Jill Michaelson, WisDOT
Ronald McDonald, Valley Transit



PART 1

INTRODUCTION & BUDGET SUMMARY

PART 1: INTRODUCTION AND 2022 BUDGET SUMMARY

The 2022 Annual Work Program and 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 Commission's 2021-2023 Strategic Plan.

PURPOSE OF THE ANNUAL WORK PROGRAM

Within the statutory provisions of Wisconsin State Statutes § 66.0.309 (previously Wisconsin State Statutes § 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) Wisconsin State Statutes § 66.1001 that specifies the content of the regional comprehensive plan.

2022 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 2022 levy rate was approved by the Commission in July, 2021 at 0.0008896% 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, 2020) 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. The 2022 levy amount is set at \$487,046.20, which is a decrease of \$100,131.47 or -17.05% from 2021. There has been a total levy reduction of \$300,000 or -38.17% since the implementation of the reorganization plan. Table 1 shows the levy rate, levy and breakdown by member counties.

2022 ECWRPC BUDGET

The 2022 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 following tables provide information related to the 2022 budget for the Commission.

- Table 1: ECWRPC 2018-2021 Levies and Adopted 2022 Levy
- Table 2: ECWRPC - 2022 Estimated Federal and State Program Revenues and Matches
- Table 3: East Central Wisconsin RPC Draft 2022 Budget Summary
- Table 4: ECWRPC 6000 Work Program Element—2022 Overhead Budget

2022 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 2022 staffing plan.

WORK PROGRAM ELEMENTS

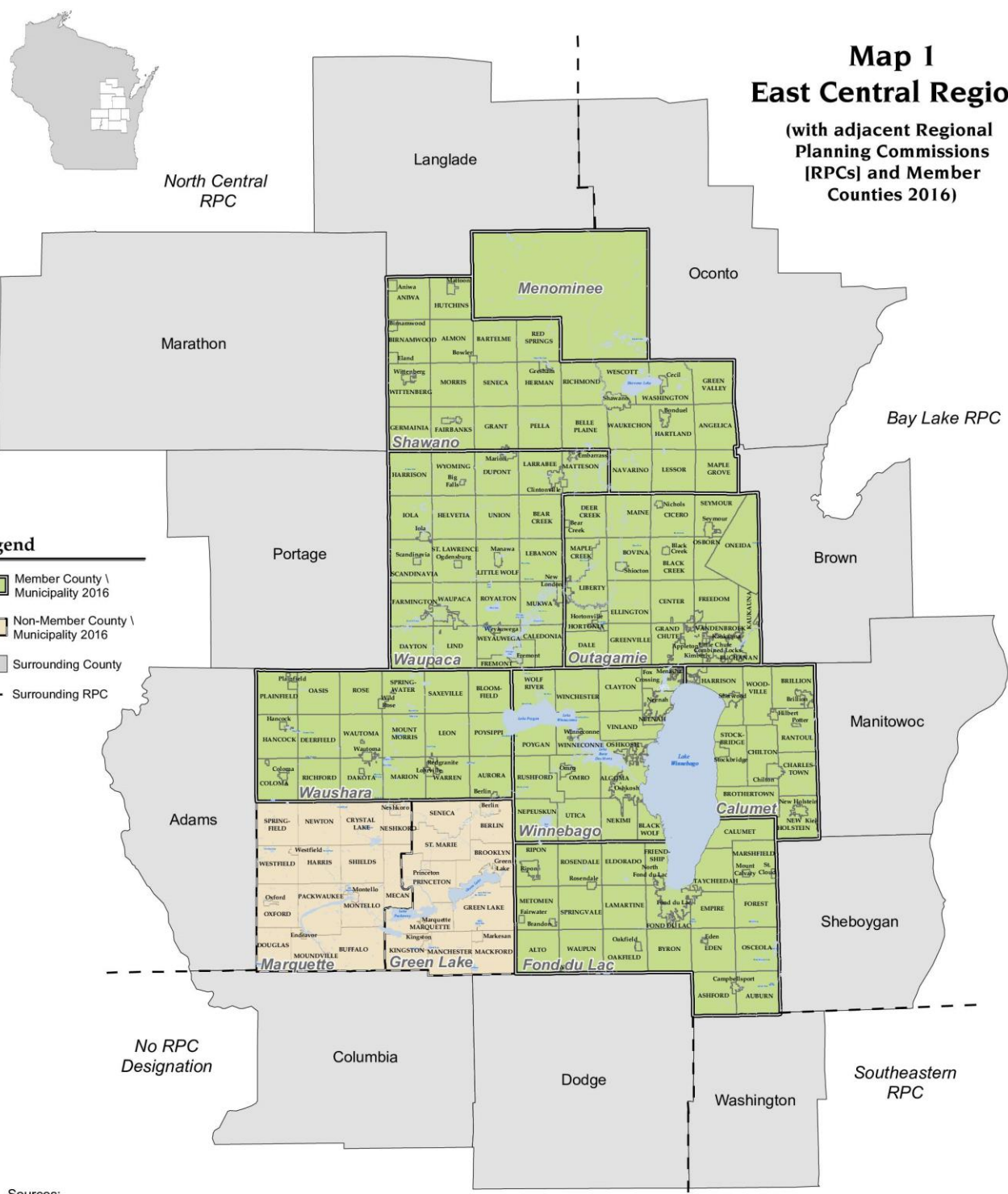
Part II: Work Program & Budget, outlines the budget, staff allocations, and program deliverables for each of the work program elements (shown below) for the Commission for 2022. In addition, East Central staff is working with Calumet County to administer the NR-135 Non-metallic Mining Reclamation Program and that is reflected in the 1600 work program element.

- 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.

Map 1 East Central Region

(with adjacent Regional
Planning Commissions
[RPCs] and Member
Counties 2016)



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Prepared Sept 2016 By:
East Central Wisconsin
Regional Planning Commission
ECWRPC
400 Ahnapp Street, Suite 100
Menasha, Wisconsin 54952

Table 1: ECWRPC 2018-2021 Levies & 2022 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)	2022 TAX LEVY (RATE = 0.000008896)	% INCREASE / DECREASE 2021-2022	\$ INCREASE / DECREASE 2021-2022	% INCREASE / DECREASE 2020-2022	\$ INCREASE / DECREASE 2020-2022
CALUMET CO.	\$ 59,641.85	\$ 60,015.86	\$ 61,914.70	\$ 46,587.72	\$ 38,840.19	-16.63%	\$ (7,747.53)	-37.27%	\$ (23,074.51)
FOND DU LAC CO. (rejoined 2015)	\$ 118,478.12	\$ 116,752.20	\$ 118,780.27	\$ 88,017.20	\$ 72,914.14	-17.16%	\$ (15,103.06)	-38.61%	\$ (45,866.13)
GREEN LAKE CO.	n/a	n/a	n/a	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	n/a	n/a	n/a
MENOMINEE CO.	\$ 5,011.31	\$ 4,933.73	\$ 4,713.20	\$ 3,683.94	\$ 3,155.36	-14.35%	\$ (528.58)	-33.05%	\$ (1,557.84)
OUTAGAMIE CO.	\$ 233,929.65	\$ 236,436.71	\$ 240,903.57	\$ 181,008.76	\$ 152,365.33	-15.82%	\$ (28,643.43)	-36.75%	\$ (88,538.24)
SHAWANO CO.	\$ 49,685.44	\$ 49,030.84	\$ 49,452.27	\$ 36,577.77	\$ 29,919.38	-18.20%	\$ (6,658.39)	-39.50%	\$ (19,532.89)
WAUPACA CO.	\$ 64,680.77	\$ 64,964.75	\$ 65,316.59	\$ 47,690.04	\$ 38,649.42	-18.96%	\$ (9,040.62)	-40.83%	\$ (26,667.17)
WAUSHARA CO.	\$ 40,677.13	\$ 39,905.57	\$ 40,094.23	\$ 29,862.59	\$ 24,896.11	-16.63%	\$ (4,966.48)	-37.91%	\$ (15,198.12)
WINNEBAGO CO.	\$ 199,610.91	\$ 199,712.87	\$ 205,871.37	\$ 153,749.65	\$ 126,306.28	-17.85%	\$ (27,443.37)	-38.65%	\$ (79,565.09)
TOTALS (MEMBERS)	\$ 771,715.18	\$ 771,752.53	\$ 787,046.20	\$ 587,177.67	\$ 487,046.20	-17.05%	\$ (100,131.47)	-38.12%	\$ (300,000.00)

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 2022 levy is determined by the 2020 equalized value)

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

Note 3: The reorganization plan began in 2020 with levy reduction occurring for 2021-2023.

Table 2: ECWRPC - 2022 Federal and State Program Revenues & Matches

Funding Source	Funding Entity/Program	2022 Total Estimated Award Amount		Required Local Share %	Local Share Amount (ECWRPC Levy)	Total Program Cost
		Federal Amount	State Amount			
PL Funding and State Funding	FRIIP	\$ 8,180.87	\$ 33,512.35	0.5%	\$ 197.21	\$ 41,890
PL Funding	FHWA and State- PL (FC&Osh MPOs)	\$ 574,826	\$ 34,024	15.3%	\$ 109,682	\$ 718,532
PL Funding	Additional Transportation Funds - Economic Impact Study	\$ 42,483	\$ 16,475	7.8%	\$ 5,000	\$ 63,958
PL Funding	FHWA - PL (Fond du Lac MPO)	\$ 110,866	\$ 6,427	15.4%	\$ 21,290	\$ 138,583
SPR Funding	FHWA - Regional Program (SPR)	\$ 62,373	\$ 7,796	10.0%	\$ 7,797	\$ 77,966
PL Funding	Appleton/Oshkosh MPO - Transportation carryover	\$ 268,400	\$ 15,433	15.4%	\$ 51,667	\$ 335,500
PL Funding	Fond du Lac MPO Carryover	\$ 8,000	\$ 460	15.4%	\$ 1,540	\$ 10,000
TAP Funding	Regional Safe Routes to School Program (SRTS)	\$ 313,319		20.0%	\$ 78,330	\$ 391,649
CARES Funding	EDA Institutional grant COVID 19	\$ 175,994		0.0%		\$ 175,994
Federal	EDA - Economic Development Program Planning Grant	\$ 58,910		40.0%	\$ 39,274	\$ 98,184
Federal	WEDC - Main Street Bounceback Program CARRYOVER	\$ 765,000		0.0%		\$ 765,000
Federal	WEDC - Main Street Bounceback Program	\$ 3,000,000		0.0%		\$ 3,000,000
EPA & DNR	#1230 - WDNR - NR-121 Sewer Service Area Planning Grant	\$ 18,000	\$ 17,000	50.0%	\$ 102,670	\$ 137,670
	Totals	\$ 5,406,352	\$ 131,127		\$ 417,446	\$ 5,954,925

Federal Grant Total \$ 5,406,352

State Grant Total \$ 131,127

Other Grant Total

Total \$ 5,537,479

\$13.27

Leveraged for every \$1 matched by EC

Table 3: East Central Wisconsin RPC Draft 2022 Budget Summary

Updated: 1/12/2022

Projected Operating Revenues	2022 PROPOSED BUDGET	2021 APPROVED BUDGET	Difference (\$)	Difference (%)
Intergovernmental Grants	\$ 5,537,056	\$ 1,790,241	\$ 3,746,815	209.3%
Federal Grants	\$ 5,405,952	\$ 1,492,567	\$ 3,913,385	262.2%
State Grants	\$ 131,104	\$ 297,674	\$ (166,570)	-56.0%
Other Grants	\$ -	\$ -	\$ -	0.0%
Intergovernmental Charges for Services	\$ 734,491	\$ 873,039	\$ (138,548)	-15.9%
Local districts membership levy	\$ 487,046	\$ 587,178	\$ (100,131)	-17.1%
Local district contracts (secured & estimated)	\$ 120,070	\$ 166,863	\$ (46,793)	-28.0%
NR-135 program (Operator fees)	\$ 109,380	\$ 101,193	\$ 8,187	8.1%
NR-135 program (WDNR fees)	\$ 17,995	\$ 17,805	\$ 190	1.1%
Public Charges for Services	\$ 7,245	\$ 7,695	\$ (450)	-5.8%
Product/Material Sales	\$ 100	\$ 250	\$ (150)	-60.0%
SSA Review Fees	\$ 5,645	\$ 5,645	\$ -	0.0%
Miscellaneous (interest earned, etc.)	\$ 1,500	\$ 1,800	\$ (300)	-16.7%
Total Operating Revenues	\$ 6,278,792	\$ 2,670,975	\$ 3,607,818	135.1%
Projected Operating Expenses				
Salaries and wages	\$ 1,201,444	\$ 1,126,440	\$ 75,004	6.7%
Staff	\$ 1,187,444	\$ 1,112,440	\$ 75,004	6.7%
Paid Internships	\$ -	\$ -	\$ -	0.0%
Commissioners (meeting payments)	\$ 14,000	\$ 14,000	\$ -	0.0%
Employee fringe benefits	\$ 413,532	\$ 438,361	\$ (24,830)	-5.7%
Health Insurance	\$ 231,840	\$ 271,433	\$ (39,593)	-14.6%
FICA, Wkmn's Comp, Life, WRS, Vac./Sick. etc.	\$ 181,692	\$ 166,928	\$ 14,764	8.8%
Direct grant expenses (contracts/programs)	\$ 4,236,323	\$ 670,957	\$ 3,565,366	531.4%
Program Expenses (1100-3000 Elements)	\$ 120,000	\$ 120,000	\$ -	0.0%
Pass-through Expense - NR-135 (WDNR Fees)	\$ 17,995	\$ 17,805	\$ 190	1.1%
Pass-through Expense - Regional SRTS Service Contracts	\$ 55,000	\$ 120,000	\$ (65,000)	-54.2%
Pass-through Expense - Commuter Service Study Contract	\$ -	\$ 4,750	\$ (4,750)	-100.0%
Pass-through Expense - TDM Training	\$ -	\$ 8,404	\$ (8,404)	n/a
Pass-through Expense - FTA - Oshkosh Transit Study	\$ -	\$ 2,380	\$ (2,380)	n/a
Pass-through Expense -PL Funds - Economic Impact	\$ 73,458	\$ 59,485	\$ 13,973	n/a
Pass-through Expense - Consultant FRIIP grant	\$ 41,890	\$ 243,133	\$ (201,243)	n/a
Pass-through Expense - EDA Institutional grant/CARES Act	\$ 35,000	\$ 40,000	\$ (5,000)	n/a
Pass-through Expense - Community Foundation Grant	\$ 64,434	\$ 55,000	\$ 9,434	n/a
Pass-through Expense - Community Engagement - Transportation	\$ 74,754	\$ -	\$ 74,754	n/a
Pass-through Expense - Transportation Technical Assistance Prog	\$ 83,792	\$ -	\$ 83,792	n/a
Pass-through Expense - Main Street Bounce Back	\$ 3,670,000	\$ 1,462,500	\$ 2,207,500	n/a
Overhead Expenses	\$ 269,281	\$ 247,925	\$ 21,356	8.6%
6100 Meeting Expenses & Staff Development	\$ 16,660	\$ 12,100	\$ 4,560	37.7%
6200 Supplies	\$ 7,000	\$ 7,000	\$ -	0.0%
6300 Office Space & Equipment	\$ 146,806	\$ 141,601	\$ 5,205	3.7%
6400 Reference materials, subscriptions and dues	\$ 975	\$ 850	\$ 125	14.7%
6500 Printing and Publishing	\$ 12,500	\$ 1,000	\$ 11,500	1150.0%
6600 Postage	\$ 500	\$ 1,700	\$ (1,200)	-70.6%
6700 Staff expenses	\$ 7,500	\$ 7,500	\$ -	0.0%
6800 Insurance, legal, audit	\$ 55,700	\$ 61,034	\$ (5,334)	-8.7%
Interest	\$ 140	\$ 140	\$ -	0.0%
Depreciation	\$ 21,500	\$ 15,000	\$ 6,500	43.3%
Total Operating Expenses	\$ 6,120,580	\$ 2,483,684	\$ 3,636,896	146.4%
Projected Surplus / (Deficit)	\$ 158,213	\$ 187,291	\$ (29,078)	-15.5%
Adjustments for Cash Flow:				
Difference between capital purchases & depreciation	\$ (34,046)	\$ (13,000)	\$ (21,046)	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.

\$ -
 \$ 300,000.00
 \$ 340,000.00

Table 4: ECWRPC 6000 Work Program Element -2022 Overhead Budget

Updated 1/13/2021

Work Program Element/Item	Overhead Item	PROPOSED 2022 BUDGET	ADOPTED 2021 BUDGET	Difference (2021-2022)
6100	Meeting Expenses & Staff Development	\$ 16,660	\$ 12,100	\$ 4,560
6101	Staff Development*	\$ 10,160	\$ 5,600	\$ 4,560
6102	Commissioner's Meeting Exp. (mileage only)**	\$ 6,500	\$ 6,500	\$ -
6103	Mini-Conference(s) (incl. printing/postage)	\$ -	\$ -	\$ -
6104	Annual Meeting	\$ -	\$ -	\$ -
6200	Supplies	\$ 7,000	\$ 7,000	\$ -
6201	General Office & Copier Supplies	\$ 2,900	\$ 5,000	\$ (2,100)
6203	GIS Printing/Plotting/Graphics Supplies	\$ 1,000	\$ 1,000	\$ -
6204	Computer & IT Supplies (consumables)	\$ 1,000	\$ 1,000	\$ -
6205	Miscellaneous Supplies	\$ 2,100	\$ -	\$ 2,100
6300	Office Space and Equipment	\$ 146,806	\$ 141,601	\$ 5,205
6301	Office Rent	\$ 75,600	\$ 75,600	\$ -
6302	Utilities & Security Monitoring	\$ 15,000	\$ 12,498	\$ 2,502
6310/6440	Telephone/Internet	\$ 5,000	\$ 4,980	\$ 20
6320	General Office Furniture/Equipment	\$ 8,500	\$ 1,500	\$ 7,000
6340	Computer Software Purchases	\$ 1,000	\$ 1,000	\$ -
6350	Copier / Postage Meter Rental (not incl. supplies)	\$ 2,800	\$ 2,800	\$ -
6390	Computer Equi/Network Maint	\$ 4,000	\$ 3,021	\$ 979
6391	Computer Software Maintenance (incl. MAS90)	\$ 34,906	\$ 40,202	\$ (5,296)
6400	Reference Materials, Subscriptions & Dues	\$ 975	\$ 850	\$ 125
6401	Reference Materials & Books	\$ 100	\$ 100	\$ -
6450	Professional Org. Memberships & Dues	\$ 875	\$ 750	\$ 125
6500	Printing and Publishing	\$ 12,500	\$ 1,000	\$ 11,500
6502	Annual Report	\$ -	\$ 500	\$ (500)
6503	Marketing	\$ 12,500	\$ 500	\$ 12,000
6600	Postage	\$ 500	\$ 1,700	\$ (1,200)
6700	Staff Expenses*	\$ 7,500	\$ 7,500	\$ -
6701	Agency Car Maintenance & Expenses	\$ 2,500	\$ 2,500	\$ -
6702	EE Vehicle Mileage (not job related)	\$ 4,000	\$ 4,000	\$ -
6703	Other EE Expenses (not job related)	\$ 1,000	\$ 1,000	\$ -
6800	Insurance, Legal and Audit	\$ 55,700	\$ 46,034	\$ 9,666
6803	Insurance (not incl. WC, auto and pub. off. bond)	\$ 3,200	\$ 2,804	\$ 396
6820	Legal Counsel / HR Services / Prof fees	\$ 37,500	\$ 15,000	\$ 22,500
6830	Annual Audit	\$ 13,000	\$ 11,230	\$ 1,770
6840	Banking Fees	\$ 2,000	\$ 2,000	\$ -
	Other Professional Services	\$ -	\$ 15,000	\$ (15,000)
6900	Capital Purchases	\$ 55,546	\$ 28,000	\$ 27,546
6870/assets	Capital Purchases, Computers & Equipment	\$ 28,000	\$ 8,000	\$ 20,000
	Automobile	\$ 27,546	\$ 20,000	\$ 7,546
GRAND TOTAL		\$ 303,187	\$ 245,785	\$ 57,402

2022 ECWRPC STAFFING PLAN

UPDATED: 1/10/2021

Executive Director/MPO Director
 Regional Comp Plan/Strategic Plan
 Major Focus Area – Transportation

ADMINISTRATIVE SUPPORT

Administrative Coordinator

IT Manager

Controller

TRANSPORTATION STAFF

Principal Transportation Planner

Senior Planner
(Bicycle/Ped)

Associate Planner
(Transit)

Associate Planner
(TIP/Travel Demand Model)

Associate Planner
(Transportation)

Associate Planner
(Transportation/SRTS)

Deputy Director
(Economic Dev.)

Principal Planner
(Rec/Comp Plan)

Senior Planner
(WQM/SSA)

Associate Planner
(Economic Dev.)

Senior Planner
(NR-135 Program)

Senior Planner
(SRTS Coordinator)

Associate Planner
(SRTS)

Associate Planner
(Transportation/SRTS)

GIS Manager

GIS Analyst I
(Transportation and SSA)

