

BAY-LAKE REGIONAL PLANNING COMMISSION

2006 ANNUAL BUDGET



The regional planning commission for Northeastern Wisconsin serving communities within the counties of:

FLORENCE • MARINETTE • OCONTO • BROWN • DOOR • KEWAUNEE • MANITOWOC • SHEBOYGAN

MEMBERS OF THE BAY-LAKE REGIONAL PLANNING COMMISSION

December 2005

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BAY-LAKE REGIONAL PLANNING COMMISSION

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DECEMBER 9, 2005

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INTRODUCTION

WORK PROGRAM AND BUDGET PROCESS

In accordance with Section 66.0309(14) of the Wisconsin Statutes, the Bay-Lake Regional Planning Commission (BLRPC) shall annually on or before October 1 prepare and approve a budget reflecting its costs of operation and services for the upcoming year.

In May of each year, the BLRPC Executive Committee sets the net amount to be levied and the provisional levy rate based on estimates of the region's equalized value for the current year, and notifies the clerks of the region of the net levy and the provisional rate. In August, the Commission receives the full real estate equalized assessment values for the current year from the Wisconsin Department of Revenue and sets the final levy rate for the next year's budget. In September, the Commission adopts the preliminary *Annual Budget* for the next calendar year based on the final levy rate and notifies all local units of government of their respective local levy dollar. In November, the Commission adopts a preliminary *Annual Work Program* that reflects the work elements and revenues anticipated for the next year as well as identifying projects and funding sources for the subsequent two to three year time frame. In December, the Commission reviews, revises, and approves the *Annual Budget* and *Annual Work Program* by adding or deleting work program items.

2006 BUDGET SUMMARY

LEVY

In accordance with Section 66.0309(14) of the Wisconsin Statutes, the basic funding support for the Commission's work program is provided by a levy paid by its members.

As required by Wisconsin Statutes, the amount of the budget charged to any local governmental unit is in the proportion of the equalized value for tax purposes of the land, buildings and other improvements thereon of such local governmental unit within the region, to the total such equalized value within the region. The amount charged to a local governmental unit shall not exceed .003 percent of such equalized value unless the governing body of the unit expressly approves the amount in excess of such percentage.

In response to state and local budget concerns, the BLRPC Executive Committee at its May 2005 meeting approved a fixed levy rate of .0006% for 2006. This resulted in a levy of \$227,309.

REVENUES AND EXPENSES

For budget year 2006, the Commission's identified revenues are approximately \$1,110,000 and projected expenses are approximately \$1,004,000, compared to the estimates for 2005 of \$955,000 and \$932,000, respectively. Actual revenues may vary depending on the success of the Commission in obtaining state and federal aids and contracts for services. The Commission must secure a minimum of \$1,004,000 of the \$1,109,000 in projected revenues. Payroll and fringe benefits constitute 75 percent of the budget expenses. The balance of the expenses is for overhead and operational expenses as well as building and moving costs.

For 2006, community assistance planning program will account for 39 percent of expenditures; followed by the natural resources planning program, 22 percent; transportation planning, 20 percent; and economic development program at 9 percent. The remaining 10 percent of funds will be used for administrative expenses and other Commission expenses (see Table 4).

Of the projected revenues of \$1,004,000 required to support the Commission's 2006 Work Program, federal funds comprise 30 percent; state funds, 9 percent; the levy, 20 percent; local government contracts for services, 37 percent; and miscellaneous, approximately 3 percent (see Table 5). Approximately 67 percent of the required revenues are either signed or continuing contracts; 3 percent are firm revenues, and the other 30 percent are probable revenues. Probable revenues are those revenues for which a specific project has been identified at this time, but based on previous budgets; there is likelihood of additional revenues during the budget year from contracts for community assistance projects and from grants for regional projects.

The Commission's financials are subject to annual audits. Each year, the Commission has an audit of its general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

In 2006, the Commission will be charging fees for services for unfunded activities required for programs such as sewer service area plan amendments.

Table 1: BLRPC Levy, Revenues and Expenses - 1997-2006

Budget Year	Rate	Levy	Revenue	Expenditures
2006 ¹	0.00060000%	\$ 227,309	\$ 1,119,225	\$1,021,658
2005 ¹	0.00055400%	\$ 196,192	\$ 931,770	\$932,005
2004 ¹	0.00055400%	\$ 183,132	\$ 978,422	\$ 978,414
2003 ¹	0.00078900%	\$ 231,641	\$ 950,992	\$ 950,979
2002 ²	0.00082000%	\$ 224,894	\$ 1,016,537	\$ 1,002,846
2001 ²	0.00085495%	\$ 213,686	\$ 947,577	\$ 932,512
2000 ²	0.00089356%	\$ 206,838	\$ 906,018	\$ 917,930
1999 ²	0.00093000%	\$ 194,678	\$ 995,234	\$ 977,069
1998 ²	0.00100000%	\$ 202,974	\$ 716,197	\$ 712,633
1997 ²	0.00110000%	\$ 220,032	\$ 755,661	\$ 703,671

Source: BLRPC, 2005.

Notes: ¹Information from unaudited financial reports. Some revenue may carry over to 2006.

²Information from audited Year End Financial Reports.

Table 2: BLRPC Estimated Expenses: 2005-2006

Number	Account Category	2005 Budget ¹		2005 Estimate ¹		2006 Budget ¹	
		Amount	Percent	Amount	Percent	Amount	Percent
1100	Payroll Expense	507,539	53.2%	499,441	54.1%	553,648	55.1%
1500	Fringe Benefits	241,383	25.3%	233,892	25.3%	256,830	25.6%
2000	Contractual Services	19,099	2.0%	19,096	2.1%	22,995	2.3%
3100	Office Supplies and Printing	43,910	4.6%	27,042	2.9%	40,587	4.0%
3200	Conferences and Publications	12,355	1.3%	12,669	1.4%	14,404	1.4%
3300	Travel Expense	20,239	2.1%	20,239	2.2%	14,321	1.4%
3400	Operating Supplies	5,275	0.6%	5,464	0.6%	4,030	0.4%
5100	Insurance	15,973	1.7%	15,973	1.7%	10,864	1.1%
5300	Leases	83,423	8.7%	83,423	9.0%	81,696	8.1%
8000	Capital Outlay	5,500	0.6%	5,500	0.6%	5,000	0.5%
Total		\$954,695	100.0%	\$922,740	100.0%	1,004,374	100.0%

Source: BLRPC, 2005.

Notes: ¹Amounts are through November 2005, are subject to change, are unaudited, and are subject to rounding error. The Commission's General Fund may be used for Capital Outlays in 2006.

Table 3: BLRPC Revenues by Program: 2005-2006

Element	Work Program Category	2005 Budget ¹		2005 Estimate ¹		2006 Budget ¹	
		Amount	Percent	Amount	Percent	Amount	Percent
1100-1200	Transportation Planning	\$ 218,478	22.1%	\$ 217,271	23.5%	\$ 214,214	19.3%
1300	Economic Development	\$ 68,837	7.0%	\$ 85,363	9.3%	\$ 86,615	7.8%
1400	Coastal Management	\$ 75,263	7.6%	\$ 53,532	5.8%	\$ 103,554	9.3%
1500	Water Quality Planning	\$ 23,447	2.4%	\$ 53,432	5.8%	\$ 67,116	6.0%
1600	Areawide Land Use Planning	\$ 156,228	15.8%	\$ 118,651	12.9%	\$ 10,000	0.9%
2000	Community Assistance Planning	\$ 373,759	37.9%	\$ 338,216	36.7%	\$ 484,369	43.7%
5000	Other General Fund	\$ 70,734	7.2%	\$ 56,276	6.1%	\$ 143,789	13.0%
	Total	\$ 986,746	100.0%	\$ 922,740	100.0%	\$ 1,109,656	100.0%

Source: BLRPC, 2005.

¹Estimated based on unaudited financials. Totals subject to rounding error.

Table 4: BLRPC Revenues by Source, 2005-2006

Source	2005 Budget ²		2005 Estimate ²		2006 Budget ²	
	Amount	Percent	Amount	Percent	Amount	Percent
Federal Government ¹	\$ 315,268	33.0%	\$ 306,461	33.2%	\$ 338,396	29.7%
State Government	\$ 85,646	9.0%	\$ 121,646	13.2%	\$ 59,874	9.0%
Local Government Tax Levy	\$ 196,192	20.6%	\$ 196,192	21.3%	\$ 227,309	20.3%
Local Government Contracts	\$ 337,085	35.3%	\$ 258,532	28.0%	\$ 446,186	37.6%
Miscellaneous	\$ 20,504	2.1%	\$ 39,910	4.3%	\$ 37,893	3.4%
Total	\$ 954,695	100.0%	\$ 922,740	100.0%	\$ 1,109,656	100.0%

Source: BLRPC, 2005.

¹Includes pass through grants from State of Wisconsin.

²Estimates based on unaudited financials. Totals subject to rounding error.

Table 5: BLRPC Status of 2006 Required Revenues

Funding Status	Source		Total	
	All Other	Levy	Dollars	Percent
Signed or Continuing ¹	\$ 557,169	\$ 190,247	\$ 747,416	67.4%
Firm ²	\$ 30,311	\$ 3,341	\$ 33,652	3.0%
Probable ³	\$ 294,868	\$ 33,721	\$ 328,589	29.6%
Total⁴	\$ 882,347	\$ 227,309	\$ 1,109,656	100.0%

Source: BLRPC, 2005.

Notes: ¹These are existing contracts that carryover from 2005 to 2006 and contracts for programs that are historically funded annually on a continuing basis.

²These are revenues where a unit of government has requested a scope of services or contract and is pending approval or, where based on previous funding from an agency, there is a strong likelihood of funding.

³These are required revenues where no specific project has been identified at this time but based on previous budgets, there is likelihood of additional revenues over the budget year from community assistance projects such as comprehensive plans and grant writing or where the Commission is applying for competitive grants for regional projects.

⁴Totals subject to rounding error.

REVENUES

Potential revenues for 2006 by work program element by source are shown in Table 7 and are estimated at \$1,109,656. The levy comprises 20 percent of potential the revenues. Potential revenues are somewhat higher than expenses by approximately \$105,282. The Commission will continue to identify sources of revenue throughout the year to allow for any reductions in specific revenues.

EXPENSES

Estimated expenditures required to support the Commission's work program are shown in Table 8. In general, non-personnel costs have been increased by 3.0 percent from the estimated expenditures for 2005. For 2006, expenses total approximately \$1,004,370.

1100 Payroll Expenses

Staff salaries comprise approximately 55 percent of the total budget or approximately \$554,000. Staff expenses include a cost of living adjustment of 3.5 percent and merit block; merit adjustments will be considered on a case-by-case basis as the budget permits. The Commission has 18 authorized permanent positions. Seven of these positions are currently vacant.

In 2006, staff will consist of 11 permanent staff positions, and student intern positions, as needed. Any additional permanent staffing will require additional revenues. Interns may be employed on a temporary basis to assist with land use inventories and other planning work items.

1500 Fringe Benefits

Fringe benefits total about 26 percent of the budget or approximately \$257,000. Fringe benefits include FICA and Medicare-employer share at 7.65 percent of employee salary, retirement as part of the Wisconsin Retirement Program at 11.1 percent of the employee salary, and health insurance through the Employee Trust Fund Group Health Insurance, dental through Blue Cross Blue Shield of Wisconsin and life insurance through the Employee Trust Fund. Beginning in 2006, employees will be responsible for a 5 percent co-payment for health insurance premiums. Health insurance premiums are shown in the table below.

Table 6: Health and Dental Insurance Premiums

2006 Insurance Provider	Single			Family		
	Employer Share	Employee Share ¹	Total Premium	Employer Share	Employee Share ¹	Total Premium
Health						
State Maintenance Plan (SMP)	434.89	231.21	666.10	1,083.77	578.13	1,661.90
WPS Prevea	442.70	67.20	509.90	1,103.30	168.00	1,271.30
United Health Care NE	423.61	22.30	445.90	1,055.74	55.57	1,111.30
Standard: Balance of State	418.11	583.59	1,001.70	1,041.81	1,459.40	2,501.20
Dental	40.85	-	40.85	118.57	-	118.57

1. First 5% of Total Premium paid by Employee.

Source: Employee Trust Fund, 2005; Bay-Lake RPC, 2005.

2000 Contractual Services.

Expenses for project consultants, audits, internet services, telephone, and other service comprise about 2.3 percent of the budget or approximately \$23,700.

3100 Offices Supplies, Printing, Duplicating and Computer Supplies Software, and Hardware.

These expenses comprise about 4.0 percent of the budget, or approximately \$40,500. Major computer software costs include \$6,200 for the annual licenses for GIS software and \$14,200 to replace the network server and six workstation computers.

3200 Conferences, Membership, and Publications

These expenses comprise 1 percent of the budget, or approximately \$14,400 and consists of registration fees, tuition payments, and publications expenses. Conferences will include the annual MPO conference and the EDA Midwest Conference, as well as other staff training sessions. Staff successfully completing their AICP exams will be reimbursed for the exam fee. Membership fees include Wisconsin Economic Development Association and the Association of Wisconsin Regional Planning Commission. The Commission may hold additional conferences or work shops based on need; however, such workshops and conferences will be self-funded.

3300 Travel Expenses

Travel expenses comprise about 1 percent of the budget, or approximately \$14,300. Actual travel expenses may fluctuate depending on the number and location of projects during 2006.

3400 GIS Operating Supplies

Consumable GIS include toner, paper, plotter paper, and blue print paper. These expenses total less than 1 percent of the budget or \$4,000.

5100 Insurance

Workers compensation, public officials' liability policy, business account package policy (BAPP), and business automobile insurance total approximately 1 percent of the budget, or approximately \$10,800.

5300 Rents and Leases

Rents and leases comprise about 8 percent of the budget, or approximately \$82,000. This category includes the lease of approximately 6,000 square feet of office space at 211 North Broadway. The Commission will continue to sublease approximately 900 square feet of space to the U.S. Army Corp of Engineers.

Other leases consist of: \$3,000 for a Pitney Bowes postage machine lease and maintenance and \$5,900 for the copier lease and maintenance.

6000 Debt Service

No debt service is planned for 2006, though the Commission may finance equipment costs associated with a new office space.

8000 Capital Equipment

The Commission plans to purchase new furniture for approximately \$5,000 accounting for less than 1 percent of the budget.

2006 REVENUE BY PROGRAM BY SOURCE

1000 REGIONAL ACTIVITIES

1100 REGIONAL TRANSPORTATION WORK PROGRAM

Wisconsin Department of Transportation

As an annual technical planning grant from the Wisconsin Department of Transportation (WisDOT), the revenues are used to conduct work on state, regional and local transportation planning activities

Funding Source: The transportation work program is funded primarily by the United States Department of Transportation (USDOT), with matching funds from (WisDOT), the Commission, and specialized planning contracts. Revenues are estimated at **\$106,089** and include the Commission's match from the levy.

1200 SHEBOYGAN METROPOLITAN PLANNING ORGANIZATION

The 2006 transportation planning work program for the Sheboygan Metropolitan Area will continue to address long- and short-range planning needs and the development and maintenance of the metropolitan transportation system. Commission staff will work closely with the Metropolitan Planning Organization (MPO) Technical Advisory and Policy Committees, special project review committees and with WisDOT and USDOT personnel in completing elements identified in this work program.

The MPO Work Program is funded by the Federal Highway Administration (FHWA), Federal Transit Administration, Wisconsin Department of Transportation, Sheboygan Transit Utility and a local match.

Funding Source: The MPO Work Program is funded by the Federal Highway Administration, with matches provided by the Wisconsin Department of Transportation, the Sheboygan Transit Utility and the BLRPC. Revenues are estimated at **\$108,125** and include the Commission's match from the levy.

1300 ECONOMIC DEVELOPMENT WORK PROGRAM

Economic Development Administration (EDA)

A continuing EDA planning grant is awarded to the Commission to address economic development within the region. The principal focus of this grant is to address regional issues defined within the Comprehensive Economic Development Strategy including the production of the *Comprehensive Economic Development Strategy (CEDS) Annual Reports* for 2006, 2007, and 2008 and to provide ongoing technical assistance to member communities. It also provides the Commission with the capability to participate in local assistance economic development activities.

Funding Source. This work program and budget assumes funding by the Economic Development Administration and the BLRPC. Revenues are estimated at **\$86,615** and include the Commission's match from the levy.

1400 NATURAL RESOURCES WORK PROGRAM

1410 Coastal Management Program

Technical assistance funds are available to the Commission from the Wisconsin Department of Administration (WDOA) to participate in the Coastal Management Program in 2006. The Commission's role will be to continue addressing regional coastal issues, to provide assistance on specific coastal projects for local governments, and to provide assistance to the staff of the Wisconsin Coastal Management Program. Special projects will include the second phase of a Coastal Road-End/ Public Access Study for the Lower Green Bay and a Cost of Community Services Study.

Funding Source: Revenues are estimated at **\$103,554** and include the Commission's match from the levy.

1420 Water Quality Planning

The U.S. Environmental Protection Agency (EPA) has developed a strategy to enhance awareness of critical Lake Michigan lake wide issues and improve the capacity and support for community-level water quality and habitat restoration and protection efforts. The Commission will continue to build upon the results of its Lake Michigan conference, as a means to provide local officials and citizens with the information needed to protect the water quality and quantity of Lake Michigan. The focus of this program will be the Lake Michigan watersheds of northeastern Wisconsin located along Green Bay and the west shores of Lake Michigan. The Commission will provide the framework for watershed based planning and as a model for intergovernmental protection of natural resources. The Commission will work with communities and counties to complete watershed planning in the sub-basins of the Bay-Lake region using GIS tools such as Long-Term Hydrologic Impact Assessment (L-THIA) to quantify the impact of land use change on the quantity and quality of water.

Funding Source: Funds for the Commission's Water Quality Work Program elements may be provided by the Wisconsin Department of Natural Resources (WDNR) and the US Environmental Protection Agency (USEPA). The Commission will undertake work activities under this element with an emphasis on watershed planning. Work activities will focus on efforts having an effect on the Lake Michigan Watershed. Revenues are estimated at **\$48,716** and include the Commission's match from the levy. The Commission staff will prepare and submit grant applications to state and federal agencies for consideration of financial support during the 2006 work program and budget year for Lake Michigan watershed basin planning projects.

1430 Areawide Land Use Resource Management Planning

The Commission is authorized by Section 66.0309(8) (9) and (10) of the Wisconsin Statutes to make plans for the physical, social, and economic development of the region consistent with the nine elements of Section 66.1001 of the Wisconsin Statutes and to prepare and adopt a comprehensive plan for the region. The regional comprehensive plan contains issues and opportunities; housing; transportation; utilities and community facilities; agricultural, natural, and cultural resources; economic development; intergovernmental cooperation; land use; and implementation elements which are being compiled into three documents. The Commission adopted its regional comprehensive plan in November 2005.

It is the Commission's intention to begin the implementation of its adopted regional comprehensive plan in 2006 with the plan serving as a framework for county and local plans that must be adopted by local units of government by January 1, 2010 per Section 66.1001(3) of the Wisconsin Statutes.

The regional comprehensive plan and its elements serve as a framework plan for the counties in the region. Framework plans should be relatively broad and general in scope defining the location and approximate quantities of various land uses, intensities of use on an average basis, and identifying the

approximate location and capacity of needed public facilities. Those framework plans then can be carried out in greater detail at the county, city, village and town level.

Information, studies and reports, and maps prepared or collected, as part of the making of the comprehensive plan will be made available to local units of government for their use in preparing local comprehensive plans. The regional master plan will help local units of government comply with the intergovernmental cooperation element of comprehensive plans and will help facilitate coordination and consistency amongst plans.

In addition to the implementation of the regional comprehensive plan, this program element also contains work elements related to regional base mapping and other areawide planning activities related to natural resources.

The Commission will be concluding work on the Lake Michigan Ice Age Trail Trailway Plan in 2006. Other project areas include work concerning the preservation of resources along the Niagara Escarpment and historic and archaeological studies.

Funding Source: The Commission staff will prepare and submit grant applications to state and federal agencies for consideration of financial support during the 2006 work program and budget year for areawide planning projects. Revenues are estimated at **\$28,400** and include the Commission's match from the levy.

2000 LOCAL ASSISTANCE WORK PROGRAM

This portion of the annual budget is based upon contracts that continue from 2005 and current proposals that have been submitted to local units of government for 2006 local assistance projects.

Because of the dynamics of federal, state, and local government, it is always difficult to predict in September the total amount of operating contract revenue that the Commission will receive over the next sixteen months. However, any additional revenue or proposed changes in the work program activities will be presented to the Commission for formal adoption, prior to implementation. The following local and state and federal program elements are projected for 2006 based on past experience from the past several years and have been incorporated in the budget to balance revenues with expenditures:

2100 Work Program: Local Comprehensive Planning

The Commission will work with communities throughout the region on the development of comprehensive plans consistent with s. 66.1001 of the Wisconsin Statutes. Commission staff will provide professional planning services to communities on a contractual basis for the preparation of comprehensive plans. These plans will be developed over an 18 to 36 month timeframe.

The Commission will work cooperatively with communities throughout the Region on the preparation of comprehensive plans.

Funding Source: The Commission staff will prepare and submit grant applications to the Wisconsin Department of Administration and Wisconsin Coastal Management Program for consideration for the 2006 work program and budget year. Revenues are estimated at **\$195,302** and include the Commission's match from the levy.

2200 Work Program: Other Plans

Commission staff will provide professional planning services to communities on a contractual basis for the preparation of community surveys, zoning ordinances, recreation plans, Tax Incremental Financing TID project plans, and other similar planning studies.

The Commission will work cooperatively with Brown, Manitowoc, Marinette and Sheboygan counties on the preparation of All-Hazard Mitigation Plans.

Funding Source: Federal Emergency Management Agency and Wisconsin Emergency Management. Revenues are estimated at **\$200,413** and include the Commission's match from the levy.

2300 Work Program: Plan Implementation

Under this work element, the Commission will provide advisory planning services on a fee basis to implement objectives, plans, and programs of locally adopted comprehensive plans and or comprehensive plan elements. The Commission would assist communities with the development of local zoning ordinances, official maps, sign regulation, site plan regulation, erosion and stormwater control ordinances, historic preservation ordinances, sanitary codes, or subdivision ordinances. Revenues are estimated at **\$61,396** and include the Commission's match from the levy.

2400 Work Program: Grant Writing

Commission staff will conduct and/or attend conferences and seminars on community development. The Commission will attend a minimum of two such seminars. Commission staff will write grant applications and administer grant funds for economic and community development. Grant assistance is anticipated to be provided for the following programs or program areas: Wisconsin Department of Commerce -Community Development Block Grants (CDBG); Wisconsin Department of Administration; Wisconsin Department of Transportation; Wisconsin Department of Agriculture, Trade, and Consumer Protection; Wisconsin Coastal Management; Wisconsin Department of Natural Resources outdoor recreation grants; USDA-Rural Development; and the Economic Development Administration. Revenues are estimated at **\$10,689** and include the Commission's match from the levy.

2500 Work Program: Grant Administration

The Commission will continue to administer state and federal grants for member units of government. Revenues are estimated at **\$6,800** and include the Commission's match from the levy.

2600 Work Program: Technical Data Services

Commission staff will provide Geographic Information System (GIS) services on a contractual basis. These services would include aid in updating land records, plat mapping, zoning and land use mapping, as well as maintaining a database of associated information. Mapping assistance would include updating existing maps in addition to the creation of new maps. The Commission undertook two contracts for GIS mapping. The Commission projects it will obtain three contracts for GIS mapping in 2006. Revenues are estimated at **\$9,769** and include the Commission's match from the levy.

5000 COMMISSION ADMINISTRATIVE WORK PROGRAM

This work program is composed of five elements: the Wisconsin Federal Grants and Development Review Process, public information program, including newsletters and annual reports; an advocacy program for regional interests of member units of government, and office management. The Commission has allocated approximately \$38,000 for the administrative work program, comprised of miscellaneous revenue and funds from the levy.

LOCAL MEMBERSHIP LEVY

In 2006, the Commission has set its rate of local assessment at .0006 percent (.000006) of equalized real property value. These funds are important to the budget because the revenues are used as local match revenues for state and federal program funds to address ongoing regional issues and used to address important local and regional issues which are not supported by specific grant programs.

Estimated Revenue: \$227,309

MISCELLANEOUS REVENUE SOURCES

Interest Revenue

This income is based on interest earned on deposits in 2005.

Estimated Revenue: \$2,600

U.S. Army Corps of Engineers

The Commission sublease of office quarters to the Corps of Engineers will continue. Revenue from this source is received for staff services provided and the office space leased to the Corps.

Estimated Revenue: \$12,540

Publication and Map Sales

Revenues from the sales of maps, GIS data sets and publications.

Estimated Revenue: \$1,100

Table 7: BLRPC 2006 Estimated Budget Revenues

BLRPC WORK ELEMENTS AND REVENUES 2006											
Funding Status	Contract No.	Program Area	Work Element	Lead Staff	Description	Contract Period		REVENUE			
						Start	End	SOURCE		TOTAL	
								NON BLRPC ¹	BLRPC LEVY	Dollars	%
Annual	41101	1000	1000	Staff	Regional Comprehensive Planning Programs	01/01/06	12/31/06	-	-	-	0.0%
Annual	46000	6000	6000	Office	Aerial Photos	01/01/06	12/31/06	1,000	-	1,000	0.1%
Annual	46000	6000	6000	Office	Publication Sales	01/01/06	12/31/06	100	-	100	0.0%
Annual	47000	6000	6000	Office	COE Lease	01/01/06	12/31/06	12,540	-	12,540	1.2%
Annual	48000	6000	6000	Office	Interest	01/01/06	12/31/06	2,600	-	2,600	0.2%
Continuing	TBD	1000	1400	Pierce	WCMP TA FY 2007	07/01/06	06/30/07	12,500	12,500	25,000	2.3%
Continuing	TBD	1000	1300	Heath	EDA Planning Program	01/01/06	12/31/06	51,628	17,209	68,837	6.3%
Continuing	TBD	1000	1100	Van Laanen	WisDOT Regional Transportation	01/01/06	12/31/06	74,594	8,288	82,882	7.6%
Continuing	TBD	1000	1210	Agee-Aquayo	FHWA Sheboygan MPO Admin	01/01/06	12/31/06	97,313	10,813	108,125	9.9%
Continuing	TBD	1000	1220	Agee-Aquayo	FHWA Sheboygan MPO-Long Range	01/01/06	12/31/06	-	-	-	0.0%
Continuing	TBD	1000	1230	Agee-Aquayo	FHWA Sheboygan MPO-Short Range	01/01/06	12/31/06	-	-	-	0.0%
Continuing	TBD	1000	1240	Agee-Aquayo	FHWA Sheboygan MPO-TIP	01/01/06	12/31/06	-	-	-	0.0%
Continuing	TBD	1000	1250	Agee-Aquayo	FHWA Sheboygan MPO-Modeling	01/01/06	12/31/06	-	-	-	0.0%
Contract	04010-04	2000	2100	Robinson	Kewaunee County Comp. Plan	07/01/04	11/01/07	63,000	3,667	66,667	6.1%
Contract	04017-02	2000	2100	Van Laanen	T. Union Comp. Plan	07/01/04	04/30/07	12,805	-	12,805	1.2%
Contract	05007-11	1500	1500	Pierce	Lake Michigan Academy Conference	07/01/05	04/30/06	3,000	-	3,000	0.3%
Contract	05008-06	2000	2500	Van Laanen	C. Marinette Shared Ride Taxi Admin. 2005-2006	04/01/05	02/28/06	300	-	300	0.0%
Contract	05009-02	2300	2300	Schedler	T. Gibraltar Official Map	01/01/05	12/31/06	2,000	-	2,000	0.2%
Contract	05010-08	2000	2200	Heath	T. Wilson Comprehensive Plan	05/01/05	11/01/07	10,000	-	10,000	0.9%
Contract	05012-02	2300	2300	Schedler	V. Sister Bay Mapping	01/01/06	12/31/06	2,000	-	2,000	0.2%
Contract	05013-11	2200	2200	Hess	NEWREP Web Services	01/01/06	12/31/06	5,850	-	5,850	0.5%
Contract	05014-04	2000	2300	Van Laanen	T. Franklin Zoning Updates	01/01/06	05/31/06	2,917	-	2,917	0.3%
Contract	05016-05	2200	2300	Bellovary	Manitowoc County LWCD GIS	01/01/06	12/31/06	6,502	-	6,502	0.6%
Contract	05018-05	2200	2200	Heath	V. Cleveland/T. Centerville Comp Plan	07/01/05	06/30/07	10,000	-	10,000	0.9%
Contract	05020-09	1400	1400	Pierce	WCMP TA FY 2006	07/01/05	06/30/06	10,000	10,000	20,000	1.8%
Contract	05021-11	1000	1500	Pierce	Lake Michigan Academy Phase II	07/01/05	04/30/06	2,403	222	2,625	0.2%
Contract	05022-01	2000	2200	Heath	Brown County All-Hazards Plan	11/01/05	12/31/06	49,997	-	49,997	4.6%
Contract	05023-05	2000	2200	Van Laanen	Manitowoc County All Hazards Plan	11/01/05	12/31/06	47,566	-	47,566	4.4%
Contract	05024-06	2000	2200	Walter	Marinette County All Hazards Plan	11/01/05	12/31/06	25,000	-	25,000	2.3%
Contract	05025-08	2200	2200	Agee-Aquayo	Sheboygan County All-Hazards Plan	11/01/05	12/31/06	17,667	-	17,667	1.6%
Contract	05027-05	2400	2400	Hess	C. Two Rivers CDBG Admin	08/15/05	06/30/07	3,889	-	3,889	0.4%
Contract	05028-07	2200	2200	Heath	C. Oconto Comp Plan	11/01/05	12/31/06	20,000	-	20,000	1.8%
Firm	05029-09	1600	1650	Walter	Ice Age Trail Planning Phase IV Extension	09/01/05	08/31/06	10,000	-	10,000	0.9%
Firm	05034-06	2300	2300	Schedler	Crivitz Mapping	12/01/05	05/31/06	1,826	-	1,826	0.2%
Firm	05035-03	2300	2300	Schedler	Florence Ortho QA/QC	12/01/05	04/30/06	1,756	-	1,756	0.2%
Firm	05036-01	2300	2300	Bellovary	G.B. Chamber Mapping	11/01/05	12/31/05	2,729	-	2,729	0.3%
Firm	Firm	1500	1500	Pierce	US EPA Critical Habitats Study Phase I	10/01/05	09/30/07	22,500	3,341	25,841	2.4%
Firm	TBD	2000	2500	Van Laanen	C. Marinette Shared Ride Taxi Admin. 2006-2007	04/01/06	02/28/07	1,500	-	1,500	0.1%
Probable	TBD	2000	2600	Schedler	Florence County Mapping Updates	01/01/06	12/31/06	4,769	-	4,769	0.4%
Probable	TBD	2000	2400	Hess	C. Marinette Shared Taxi Grant Application	08/01/06	12/31/06	1,800	-	1,800	0.2%
Probable	TBD	1000	1510	Pierce	Sewer Service Area Administration	01/01/06	12/31/06	900	-	900	0.1%
Probable	TBD	2000	2100	Walter	C. Niagara Comp Plan	05/01/06	12/31/07	10,000	-	10,000	0.9%
Probable	TBD	1500	1500	Pierce	Marinette County Outdoor Recreation Plan	09/15/05	03/31/06	17,251	-	17,251	1.6%
Probable	TBD	2300	2300	Walter	C. Marinette Zoning Update	01/01/06	12/31/06	5,000	-	5,000	0.5%
Probable	TBD	2300	2300	Bellovary	Oconto County Fire Mapping	12/01/05	06/30/06	16,667	-	16,667	1.5%
Proposal	TBD	1000	1100	Heath	I-43 Corridor Study	01/01/06	12/31/06	12,500	-	12,500	1.1%
Proposal	TBD	1000	1100	Van Laanen	USH 41 Local Road and Access Plan	01/01/06	12/31/06	10,707	-	10,707	1.0%
Proposal	TBD	1000	1510	Agee-Aquayo	Sheboygan Sewer Service Plan Update	07/01/06	06/30/07	12,500	-	12,500	1.1%
Proposal	TBD	2000	2100	Walter	V. Crivitz Multi-Jurisdictional Comp Plan	07/01/05	06/30/07	1,259	-	1,259	0.1%
Proposal	TBD	2000	2100	Robinson	T. Forestville Multi-Jurisdictional Comp Plan	07/01/05	06/30/07	1,167	-	1,167	0.1%
Proposal	TBD	2000	2100	Walter	T. Washington Comp Plan	07/01/05	06/30/07	5,104	-	5,104	0.5%
Proposal	TBD	2000	2100	Robinson	T. Dunbar Multi-Jurisdictional Comp Plan	07/01/05	06/30/07	1,167	-	1,167	0.1%
Proposal	TBD	2000	2600	Bellovary	Manitowoc County LWCD GIS	01/01/06	12/31/06	6,502	-	6,502	0.6%
Proposal	TBD	1000	1300	Heath	Technology Infrastructure Inventory Project	09/01/05	10/01/06	13,333	4,444	17,777	1.6%
Proposal	TBD	2000	2200	Heath	Kewaunee County Outdoor Recreation Plan	01/01/06	12/31/06	4,333	-	4,333	0.4%
Proposal	TBD	2000	2100	Robinson	C. Sheboygan Falls Comp Plan	01/01/05	12/31/06	6,250	-	6,250	0.6%
Proposal	TBD	2000	2100	Robinson	Oconto County Comp Plan/Resource Plan	05/01/06	12/31/09	21,110	-	21,110	1.9%
Proposal	TBD	2000	2100	Walter	Marinette County Comp Plan	05/01/06	12/31/09	21,110	-	21,110	1.9%
Proposal	TBD	2000	2100	Heath	Florence County Comp Plan	05/01/06	12/31/09	25,000	-	25,000	2.3%
Proposal	TBD	2200	2200	Heath	Northwoods Initiative Forestry Grant	01/01/06	12/31/06	5,000	-	5,000	0.5%
Proposal	TBD	2300	2300	Walter	Luxemburg/Casco School Dist Siting	12/01/05	05/31/06	20,000	-	20,000	1.8%
Proposal	TBD	1400	1400	Pierce	A Guide to Hazard Mitigation Planning for Coastal Com	07/01/06	06/30/07	14,324	14,324	28,647	2.6%
Proposal	TBD	1400	1400	Pierce	Road-End and Public Access Inventory, Green Bay Eas	07/01/06	06/30/07	14,953	14,953	29,907	2.8%
Proposal	TBD	2000	2200	Heath	Other TIF Planning	01/01/06	12/31/06	5,000	-	5,000	0.5%
Proposal	TBD	2000	2400	Hess	Other Grant Writing	01/01/06	12/31/06	5,000	-	5,000	0.5%
Proposal	TBD	2000	2500	Hess	Other Grant Administration	01/01/06	12/31/06	5,000	-	5,000	0.5%
Proposal	TBD	2000	2600	Bellovary	Other GIS Mapping/Training	01/01/06	12/31/06	5,000	-	5,000	0.5%
Levy	41101	6000	6000	Staff	Balance of Levy	01/01/05	12/31/05	-	127,549	127,549	11.7%
Total of Revenues								860,185	227,309	1,087,494	100.0%
Percent								79.1%	20.9%	100.0%	
Funding Status								NON BLRPC	BLRPC Levy	Total	
Signed or Continuing Contract								547,169	\$ 227,309	774,478	77.1%
Firm								40,311	NA	40,311	4.0%
Subtotal								587,480	\$ 227,309	814,789	81.1%
Probable								56,387	NA	56,387	5.6%
Proposal								216,319	NA	216,319	
Total Estimated Revenue								860,185	\$ 227,309	1,087,494	108.3%
Total Estimated Expense										1,004,374	100.0%
Surplus/Deficit										83,120	

Table 8: BLRPC 2006 Expenses by Ledger Account											
Account Number	Ledger Accounts	2005 Estimated Annual Expense	2006			2007		2008		2009	
			Preliminary			Projected Expense		Projected Expense		Projected Expense	
			Expense Amount	Percent	Monthly Average	Expense Amount	Percent	Expense Amount	Percent	Expense Amount	Percent
1100	Payroll Expense	486,655	553,648	55.1%	46,137	570,257	55.5%	587,365	55.5%	604,986	54.8%
1100	Salary	433,375	478,902	47.7%	39,908	493,269		508,067		523,309	
1120	Vacation pay	26,809	39,297	3.9%	3,275	40,476		41,690		42,941	
1130	Sick Pay	8,582	15,032	1.5%	1,253	15,483		15,948		16,426	
1140	Holiday Pay	13,365	16,455	1.6%	1,371	16,949		17,457		17,981	
1200	Per Diem	4,524	3,962	0.4%	330	4,081		4,203		4,329	
1500	Fringe Benefits	225,007	256,830	25.6%	21,402	264,535	25.7%	272,471	25.8%	280,645	25.4%
1510	FICA -Employers Share	37,143	41,286	4.1%	3,440	42,525		43,800		45,114	
1520	Retirement	47,901	59,465	5.9%	4,955	61,249		63,087		64,979	
1530	Health, Dental, and Life Insurance	134,219	150,728	15.0%	12,561	155,249		159,907		164,704	
1531	Annuitants Health Insurance Payment	5,744	5,351	0.5%	446	5,511		5,677		5,847	
Total 1000	Personnel Costs	711,662	810,478	80.7%	67,540	834,792	81.2%	859,836	81.3%	885,631	80.2%
					-	-		-		-	
2000	Contractual Services	39,060	22,995	2.3%	1,916	22,655	2.2%	23,334	2.2%	24,035	2.2%
2110	Project Consultant	-	-	0.0%	-	-		-		-	
2120	Audit Fees	7,800	8,034	0.8%	670	8,275		8,523		8,779	
2130	Accounting Services	6	3,100	0.3%	258	3,193		3,289		3,387	
2150	Survey Consultants	2,061	2,123	0.2%	177	2,187		2,252		2,320	
2160	Legal Services	54	100	0.0%	8	103		106		109	
2190	Other Prof. Service	21,238	1,000	0.1%	83	-		-		-	
2251	Interview Expense	-	500	0.0%	42	515		530		546	
2210	Internet Services	5,040	5,191	0.5%	433	5,347		5,507		5,672	
2260	Telephone	2,861	2,947	0.3%	246	3,035		3,126		3,220	
2300	Repair and Maintenance Services	-	-	0.0%	-	-		-		-	
					-	-		-		-	
3100	Office Supplies and Printing	27,043	40,587	4.0%	3,382	41,805	4.1%	43,059	4.1%	44,351	4.0%
3110	Postage	8,065	8,307	0.8%	692	8,556		8,813		9,077	
3120	Office and Computer Supplies	6,432	6,625	0.7%	552	6,824		7,028		7,239	
3131	Printing and Reproduction	4,326	4,455	0.4%	371	4,589		4,726		4,868	
3132	Duplicating	-	-	0.0%	-	-		-		-	
3140	Computer Software and Software Upgrade	475	7,000	0.7%	583	7,210		7,426		7,649	
3150	Computers and Computer Hardware	7,745	14,200	1.4%	1,183	14,626		15,065		15,517	
3200	Conferences, Dues, and Publications	13,612	14,404	1.4%	1,200	14,836	1.4%	15,281	1.4%	15,740	1.4%
3220	BLRPC Commission Meeting	1,763	1,816	0.2%	151	1,870		1,927		1,984	
3230	Conferences and Special Meetings	6,616	6,814	0.7%	568	7,018		7,229		7,446	
3240	Membership Dues	2,520	2,596	0.3%	216	2,674		2,754		2,837	
3250	Registration Fees /Tuition/Seminars	813	1,000	0.1%	83	1,030		1,061		1,093	
3260	Publications & Subscriptions/Public Notices	1,629	1,678	0.2%	140	1,728		1,780		1,834	
3270	Public Notices	271	500	0.0%	42	515		530		546	
3300	Travel Expense	13,868	14,321	1.4%	1,193	14,751	1.4%	15,193	1.4%	15,649	1.4%
3310	Other Automobile Expense (Repair, Maintenan	1,116	1,148	0.1%	96	1,182		1,218		1,254	
3320	Commission Travel	6,176	6,361	0.6%	530	6,552		6,748		6,951	
3330	Staff Travel	2,732	2,814	0.3%	235	2,898		2,985		3,075	
3340	Commission Vehicle Mileage Charge (Reserve	-	-	0.0%	-	-		-		-	
3350	Gasoline and Lubricants	3,844	3,998	0.4%	333	4,118		4,241		4,369	
3400	GIS Operating Supplies	3,913	4,030	0.4%	336	4,151	0.4%	4,275	0.4%	4,403	0.4%
3410	GIS Supplies	2,546	2,622	0.3%	218	2,700		2,781		2,865	
3440	Photographic Supplies	445	459	0.0%	38	473		487		502	
3450	GIS Repair and Maintenance Supplies	922	949	0.1%	79	977		1,007		1,037	
3490	Other Operating Supplies	-	-	0.0%	-	-		-		-	
Total 3000	Supplies and Expenses	58,436	73,342	7.3%	6,112	75,542	7.4%	77,808	7.4%	80,142	7.3%
					-	-		-		-	
5100	Insurance	10,548	10,864	1.1%	905	11,190	1.1%	11,526	1.1%	11,871	1.1%
5105	Unemployment Compensation	-	-	0.0%	-	-		-		-	
5110	Workers Compensation Insurance	1,780	1,833	0.2%	153	1,888		1,945		2,003	
5120	Liability Insurance and BAPP	6,011	6,191	0.6%	516	6,377		6,568		6,765	
5130	Automobile Insurance	2,757	2,840	0.3%	237	2,925		3,013		3,103	
5140	Employee Bonds	-	-	0.0%	-	-		-		-	
5300	Rents and Leases	83,423	81,696	8.1%	6,808	83,419	8.1%	85,180	8.1%	87,735	7.9%
5310	Office Lease	71,329	72,756	7.2%	6,063	74,211		75,695		77,966	
5320	Equipment Lease and Maintenance Agreement	12,094	8,940	0.9%	745	9,208		9,485		9,769	
5400	Depreciation Expense-Reserved	-	-	0.0%	-	-	0.0%	-	0.0%	-	0.0%
Total 5000	Fixed Charges	93,971	92,560	9.2%	7,713	94,609	9.2%	96,705	9.1%	99,606	9.0%
					-	-		-		-	
6100	Principal Redemption	-	-	0.0%	-	-	0.0%	-	0.0%	-	0.0%
6200	Interest Expense	-	-	0.0%	-	-		-		-	
Total 6000	Debt Service	-	-	0.0%	-	-	0.0%	-	0.0%	-	0.0%
8210	Capital Equipment		5,000	0.5%	417						
8000	Capital Outlay	5,500	5,000	0.5%	417	-	0.0%	-	0.0%	15,000	1.4%
					-	-		-		-	
Total Expense		921,503	1,004,374	100.0%	82,953	1,027,598	100.0%	1,057,684	100.0%	1,104,414	100.0%