



2017-2018 WORK PROGRAM
& 2017 ANNUAL BUDGET

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BAY-LAKE REGIONAL PLANNING COMMISSION

**2016-2017 WORK PROGRAM
AND 2016 BUDGET**

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I. PURPOSE OF WORK PROGRAM AND BUDGET

WORK PROGRAM

The purpose of this *2-Year Work Program* is to detail the work activities within each program area that are necessary to carry out the Commission's functions and duties in each of the next two years as authorized under *s. 66.0309 Wis. Stats.*

The preparation and annual update of this 2-Year Work Program provides the staff, Commissioners, and other interested individuals and agencies the opportunity to review and adjust the work program as necessary to better address the changing planning needs at both the local and regional levels. In order to coordinate the Commission's work program with projects and initiatives being planned by local units of government, this document is provided to each county for its reference, review, and comment.

BUDGET PROCESS

In accordance with *s. 66.0309(14), Wis. Stats.*, the Bay-Lake Regional Planning Commission shall annually on or before October 1st prepare and approve a preliminary budget reflecting its costs of operation and services for the upcoming year. This work program and supporting budget fulfills that requirement.

By the end of June each year, the Commission's Executive Committee sets the levy percentage for the next calendar year based on estimates of the anticipated increases or decreases in equalized values for the current year. Each member county and municipality is notified by July 31st of the adopted levy rate for the next fiscal year. In August, the Commission receives the full real estate equalized assessment values for the current year from the Wisconsin Department of Revenue and determines the final levy rate for the following year's budget. In September, the Commission adopts the preliminary *Annual Budget* for the following calendar year based on the final levy percentage and notifies member counties and municipalities of their respective local levy amounts. In December of each year, the Commissioners will review, revise as necessary, and approve the final *2-Year Work Program* and subsequent year's budget.

II. COMMISSION ORGANIZATION

CREATION AND AUTHORITY

By Executive Order 35, Governor Patrick Lucey created the Bay-Lake Regional Planning Commission in 1972 under *s. 66.945 (re-titled 66.0309), Wis. Stats.* as the official areawide planning agency for northeastern Wisconsin at the request of seven county boards within the Region. In December 1973, Florence County joined the Commission, bringing the total number of counties to eight (Map 1). For 2016, Florence, Marinette, Oconto, Kewaunee, Manitowoc, and Sheboygan counties are members of the Commission. Brown and Door counties have elected not to be members but have non-voting representation on the Commission and Executive Committee.

AREA SERVED

The Commission serves a Region in Northeastern Wisconsin consisting of the counties of Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Oconto and Sheboygan. The Bay-Lake Region is comprised of eight counties, 17 cities, 40 villages, 119 towns, and the Oneida Nation of Wisconsin, for a total of 185 local units of government. The total area of the Region is 5,433 square miles, or 9.7 percent of the area of the State of Wisconsin. The Region has over 400 miles of coastal shoreline along Lake Michigan and Green Bay and contains 12 major watershed areas that drain into the waters of Green Bay and Lake Michigan. The Wisconsin Demographic Services

Center's preliminary 2016 population estimate of the region is 587,185 persons, or 10.2 percent of the 2016 population estimate of the State of Wisconsin (5,774,996).

ORGANIZATION

The composition of the Governing Board (Commissioners) of the Commission is as follows: (1) One Commissioner is appointed by the county board of each member and non-member county (Note: non-member counties do not have voting privileges); and (2) Two Commissioners from each member county are appointed by the Governor, with one Commissioner a direct Governor's appointment and one Commissioner selected from a list of persons submitted by the county board; As of December 2016, the Commission had 19 Commissioners. Sixteen (84%) are male and three (16%) are female; thirteen (68%) are classified as elected officials and/or employees of a general purpose unit of government who have been appointed to represent that government, and six (32%) are classified as private citizens, as defined by 13 CFR Chapter II Part 302.3(c). (Table 1).

The Commission holds eight meetings per year (four full Commission and four Executive Committee) and annually elects a chairperson, a vice-chairperson, and a secretary-treasurer at its September Annual Meeting of the full Commission. The Commission has an Executive Committee, along with three standing committees: Personnel, Financial Planning, and Nominating.

STANDING COMMITTEES

Executive - The Executive Committee is empowered to act on behalf of the full Commission with the exception of approval of the annual budget, approval of comprehensive plan elements, and revisions to the Bylaws. A Commissioner from each of the eight counties comprises the committee.

Personnel – The Personnel Committee is responsible for updating and implementing the Commission's Employee Handbook, Personnel Policies and Procedures, evaluating the Executive Director, and assisting the Executive Director with resolving employee matters.

Financial Planning Committee – The Financial Planning Committee was designated to oversee the long-term financial viability of Commission. Members of the committee will review the annual draft audit, assist in the preparation of the annual budget, address county membership, and devise a strategy to pay down the Commission's unfunded pension liability.

Nominating - The Nominating Committee shall consist of three Commissioners from separate counties appointed by the Chairperson and approved by the Executive Committee and/or full Commission. No standing officer may serve on the Nominating Committee.

Table 1: Commissioners

<u>FULL COMMISSION</u>	<u>EXPIRES</u>	<u>ALTERNATE</u>	<u>EXECUTIVE COMMITTEE</u>
BROWN COUNTY *Tom Sieber	2018		Mike Hotz, Chairperson Terry Brazeau, Vice-Chairperson Dan Koski, Secretary/Treasurer Eric Corroy Mary Meyer Larry Neuens Tom Sieber Ken Fisher
DOOR COUNTY *Ken Fisher	2017		
FLORENCE COUNTY *Ed Kelley **Larry Neuens ***Rich Wolosyn	2018 2018 2020	Ed Kelley	<u>PERSONNEL COMMITTEE</u> Brian Yerges, Chairperson Chuck Hoffman, Vice-Chairperson Larry Neuens Eric Corroy Mary Meyer
KEWAUNEE COUNTY *Ronald Paider **Virginia Haske ***Eric Corroy	2018 2018 2020	William Kust	<u>NOMINATING COMMITTEE</u> Ed Procek, Chairperson Mary Meyer Virginia Haske
MANITOWOC COUNTY *Chuck Hoffman **Dan Koski ***Marc Holsen	2020 2018 2022	Greg Minikel	<u>FINANCIAL PLANNING COMMITTEE</u> Brian Yerges, Chairperson Dan Koski, Vice-Chairperson Virginia Haske Ed Kelley Dennis Kroll
MARINETTE COUNTY *Shirley Kaufman **Mary Meyer *** <i>Nomination Pending</i>	2020 2018		
OCONTO COUNTY *Dennis Kroll **Terry Brazeau ***Tom Kussow	2018 2018 2016	Dennis Kroll Elmer Ragen	<u>ASSOCIATION OF WISCONSIN REGIONAL PLANNING COMMISSIONS</u> Cindy Wojtczak Mike Hotz
SHEBOYGAN COUNTY *Ed Procek **Brian Yerges ***Mike Hotz	2020 2018 2020	Steve Bauer Brian Yerges	

*Appointed by their respective County Board
 **Appointed by the Governor from a list of persons nominated by the County
 ***Appointed by the Governor

STAFFING

For 2017, the Commission anticipates employing a minimum of five full-time positions and one part-time staff position. An entry-level to mid-level transportation planner is expected to be hired in the first half of the year to assist with both the MPO transportation planning and the regional transportation planning duties. Both are currently being handled by higher level staff. The new hire would also help with some administrative duties currently being shared by all staff.

The Commission is committed to retaining the most qualified staff and encourages them to participate in and attend conferences, meetings and training sessions related to community and economic development, natural resources, transportation planning, land use planning, zoning, and accounting in order to remain current on their respective subject matter.

Cindy Wojtczak, *Executive Director*, Administration, Project Development, and Economic Development Planning.

Jeff Agee-Aguayo, *Transportation Planner*, Sheboygan Metropolitan Planning Organization (MPO) and Regional Transportation Planning.

Brandon Robinson, *Community Assistance Planner*, Comprehensive Planning, Zoning, Outdoor Recreation Plans, Corridor Studies, and Regional Transportation Planning.

Angela Kowalzek-Adrians, *Natural Resource Planner*, Coastal Management, Sustainability Planning, Sewer Service Area Administration, Hazard Mitigation Planning, Grant Writing and Administration, and Local Planning Assistance.

Joshua Schedler, *GIS Coordinator*, Planning Assistance, Mapping, and Data Analysis.

Richard Malone, *Office Accounts Coordinator*, Contract Administration, Invoicing, and Accounting.

ADVISORY COMMITTEES

Section 66.0309(7), Wis. Stats. authorizes the Commission to appoint committees or councils to act in an advisory capacity on all elements of the Commission's work program. The Commission has formed advisory committees for the purpose of obtaining a broader perspective on the planning issues that impact residents and municipalities throughout the Region. These special committees vary in number, size and permanence based upon their particular responsibility. The Commission's current advisory committees are as follows:

Economic Development Advisory Committee - Comprised of local economic development professionals, business leaders, and interested citizens who assist with the preparation and maintenance of the Comprehensive Economic Development Strategy (CEDS) Report and in updating the economic development element of the *Bay-Lake 2030 Regional Comprehensive Plan*.

Sheboygan Metropolitan Planning Organization Policy Advisory Committee - Comprised of the chief elected officials of each of the eleven local units of government involved in urban transportation planning for the Sheboygan Metropolitan Planning Area, along with representatives of Shoreline Metro and the Wisconsin Department of Transportation.

Sheboygan Metropolitan Planning Organization Technical Advisory Committee - Comprised of local, state and federal officials representing multi-modal transportation, land use planning and natural resource conservation for ongoing urban transportation planning for the Sheboygan Metropolitan Planning Area.

COMMISSION OPERATING PRINCIPLES

The following five principles were adopted to serve as the basis from which all the Commission's work programs were created and maintained:

1.0 Prepare and adopt a master plan for the development of the Region.

- 1.1 Adopt as appropriate, local, state, and federal plans, as components of the Master plan.
- 1.2 Include physical, social and economic elements in the master plan.

2.0 Assist and advise local governmental units.

- 2.1 Provide studies and input on physical, social, and economic development matters.
- 2.2 Provide advisory services on regional planning problems to local units of government and other public and private agencies.
- 2.3 Act as a coordinating agency for local governmental units and other public and private entities.
- 2.4 Provide technical assistance to local units of government.
- 2.5 Provide grant writing services to local units of government.
- 2.6 Provide information on state and federal aid programs.
- 2.7 Serve on local advisory boards and committees.
- 2.8 Provide assistance to local units of government to promote common interests and to supply information for the resolution of inter-local conflicts.

3.0 Influence state, regional and federal plans and programs to reflect the best interest of the Bay-Lake Region.

- 3.1 Review and comment on plans and programs that affect the Region.
- 3.2 Monitor, and where no prohibitions exist, advocate for legislation that positively impacts the Region.
- 3.3 Develop position papers on items of regional significance.
- 3.4 Cooperate with state and federal agencies in planning for land development, transportation facilities, public works facilities, recreation facilities, environmental activities, natural resources, solid waste, recycling, economic development, mapping and other areas of common interests.
- 3.5 Serve on regional and statewide committees.

4.0 Provide technical information about the Region for use by local governmental units, state and federal agencies, and public and private agencies.

- 4.1 Conduct research studies, collect and analyze data, prepare maps, charts and tables, and conduct regional studies.
- 4.2 Provide data about the Region to the public.
- 4.3 Establish a computer database of regional information.
- 4.4 Encourage uniformity and/or compatibility of geographic data systems in the Region.

5.0 Encourage citizen participation in the planning process.

- 5.1 All Commission meetings, committee meetings, and ad-hoc committee meetings shall be conducted in accordance with the Wisconsin Open Meetings Law.
- 5.2 All advisory committee meetings will be open to the public and notice of meetings provided to regional news media.

IV. COMMISSION PROGRAM AREAS

The Commission created six program areas as a means to implement the *Bay-Lake 2030 Regional Comprehensive Plan* and to meet the diverse needs of state, and federal departments, counties, municipalities, and organizations located within our eight county Region. The general scope of each program area remains relatively constant over time; however, the planned activities within each program area vary considerably from year to year based on the requests from our partners and member units of government. Each of the six program areas are listed below and are defined in greater detail within this section. Current projects that are anticipated to extend into 2017, or are being proposed as new projects for 2017 and/or 2018 are outlined within each program area and are highlighted in Table 8.

- **Community Assistance;**
- **Economic Development;**
- **Geographic Information Systems**
- **Natural Resources;**
- **Regional Transportation; and**
- **Sheboygan Metropolitan Planning Organization (MPO).**

COMMUNITY ASSISTANCE

The Commission's Community Assistance program is designed to strengthen local planning activities by providing professional planning services on a contractual basis, while ensuring that such plans are prepared in a consistent and coordinated manner. The Community Assistance program has identified the following projects for 2017 and 2018:

- *Continuation of the technical assistance grant program whereby the Commission staff will provide free limited technical assistance (less than 40 hours) to two to four member units of government as awarded through a competitive grant process established by the Commission.*
- *Maintain annual membership in the Wisconsin Brownfields Coalition facilitated by the Wisconsin Department of Natural Resources.*
- *Assist local communities to update their local comprehensive plans on an individual contract basis.*
- *Assist local communities and counties with outdoor recreation plans on an individual contract basis.*
- *Assist local communities to update their local zoning ordinances, codes of ordinances, and zoning maps on an individual contract basis.*

ECONOMIC DEVELOPMENT

The Economic Development program provided by the Bay-Lake Regional Planning Commission is funded in part by the Economic Development Administration (EDA) of the U.S. Department of Commerce. Since 1980, the Commission has served as an Economic Development District for EDA. In this capacity, the Commission role is to market EDA programs, solicit potential projects from communities within the Region, act as a liaison with the staff at the EDA regional office in

Chicago to ensure that projects meet program requirements, and assist in the preparation of applications, including the gathering of necessary project information and mapping.

- *Conduct its annual Community Survey in the summer of 2017 and again in the summer of 2018.*
- *The Commission will update the 2012 Comprehensive Economic Development Strategy (CEDS) in 2017 to meet the EDA requirement of an update to the CEDS at every five years.*
- *Continue providing EMSI business data to counties, municipalities, and economic development entities through 2017.*
- *Serve on local and regional community economic development committees to promote economic development opportunities. These committees include but are not limited to: Global Trade Stakeholders Committee; and Northeast Wisconsin Regional Economic Partnership (NEWREP).*
- *Keep the Economic Development Administration informed of any major plant layoffs and closings in the Region. Newspaper articles and other available information regarding the layoffs and/or plant closings will be forwarded to EDA in a timely manner.*

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

A comprehensive GIS data base is maintained that is used to support the Commission's program areas and serves as a framework for local data gathered from throughout the Region, state and country from multiple sources.

- *Continue to distribute historic aerial photography as requested.*
- *Continue to coordinate multi-county, multi-regional aerial photography/elevation initiatives to maintain a current database of land use information.*
- *Maintain a complete dataset of land use and future land use plans, along with a webpage of links to all comprehensive plans completed within the Region.*
- *Pursue methods for providing access to more of the Commission's GIS data holdings, including existing and future land use, zoning, orthophotos, and environmental corridors.*
- *Improve the interface to web mapping sites, expand the number of GIS data sets with metadata, and work on improving the interoperability of web mapping services in the Region in order to support more advanced land use and environmental modeling through the internet mapping site, as well as the ability to integrate the various GIS data holdings in the Region.*
- *Partner with UW-Sea Grant, UW LICGF, WDNR, other state and federal agencies as well as the Region's counties to access and maintain the most current GIS data and software available to support local and regional planning efforts.*
- *Pursue opportunities to develop an efficient and effective mobile GIS program that can be integrated with daily work to improve efforts in community, natural resources, transportation, hazard mitigation, and economic development planning.*

- *Assist local communities to create or update maps to assist local decision making.*
- *Assist local communities to create or update municipal facilities datasets.*

NATURAL RESOURCES PLANNING

The Natural Resources program is funded in part by the Wisconsin Coastal Management Program, the Wisconsin Department of Natural Resources, the US Environmental Protection Agency, and the US Forest Service. The program provides ongoing technical assistance to member counties and communities to preserve, protect, and enhance the Region's natural environment and tourism opportunities.

- *Provide local governments with environmental corridor brochures and mapping (with GIS data sets), which include locations of WDNR identified wetlands.*
- *Continue distribution of information gathered on the Green Bay East and West Shore studies, and the Niagara Escarpment study to local governments and other interested parties.*
- *Assist communities in applying for funding through a variety of state and federal departments, including the U.S. Environmental Protection Agency, U.S. Forest Service, Wisconsin Department of Natural Resources, and the Wisconsin Coastal Management program.*
- *Provide technical assistance to the Lake Michigan Stakeholders, Green Bay Conservation Partners, committees for Areas of Concern, the Niagara Escarpment Resource Network, and the Wisconsin Coastal Council, as needed.*
- *Continue working on the Great Lakes Restoration Initiative project to control Phragmites within the Lower Green Bay & Fox River Area of Concern.*
- *Continue working with the Wisconsin DNR, the National Park Service, and local partners to enhance and expand the Wisconsin Lake Michigan Water Trail, local and regional water trails, and nearshore land trails.*
- *Continue to provide technical assistance for those initiatives designed to preserve resources along the Niagara Escarpment.*
- *Provide sewer service area (SSA) reviews for projects located within the Marinette Areawide SSA, the Sheboygan Urbanized Area SSA, the Luxemburg SSA, and the Manitowoc/Two Rivers/Mishicot SSA.*
- *Continue administration of a U.S. Forest Service grant for remediation efforts to address Emerald Ash Borer infestation through the Great Lakes Basin in Wisconsin, with the project scheduled for completion in 2017.*

REGIONAL TRANSPORTATION

The Bay-Lake Regional Planning Commission, with technical and financial support from the Wisconsin Department of Transportation (WisDOT), provides transportation planning services for member counties and communities that focus on state, regional and local transportation issues.*

- *Complete an annual work program for the Regional Transportation Program based on the guidelines set forth by the WisDOT and the needs of the local counties and communities.*

- *Completion of bi-monthly financial, progress, staff hour and other requested reports for submittal to WisDOT.*
- *Maintain an inventory of all major transportation facilities (airports, commercial shipping ports and recreational boating facilities, rail facilities, and bicycle/recreational trails); public transit; transportation for the elderly and disabled; and intermodal facilities within the region.*
- *Prepare highway corridor overlay “zoning” plans for those communities located adjacent to major highways.*
- *Provide technical assistance for regional corridor planning and environmental feasibility studies as coordinated by WisDOT.*
- *Provide review of Section 85.21, 5310, 85.20, and 5311 grant applications on behalf of WisDOT and local service providers.*
- *Continue to assist the City of Marinette with the administration of the city’s Shared-Ride Taxi Program, as well as prepare and submit the City of Marinette’s 2018 application for State Aid (Section 85.20) and Federal Aid (Section 5311) for operation of the City’s Shared-Ride Taxi transit services.*
- *Continue to facilitate meetings of the Northeastern Wisconsin Regional Access to Transportation Committee (in cooperation with staff of the East Central Wisconsin Regional Planning Commission) for the purpose of coordinating and developing a regional committee to systematically address access to transportation for at-risk populations with special needs.*
- *Through a Transportation Alternatives grant, the Commission staff will develop a regional bike and pedestrian plan in 2017 and 2018.*
- *Assist communities with road pavement surveys and data submittal utilizing PASERWARE Pavement Management Software, as requested.*
- *Assist communities related to the Transportation Alternatives Program, as requested.*

**Please see the 2017 Regional Transportation Work Program in the Transportation portion of the Commission’s website for more details.*

SHEBOYGAN METROPOLITAN PLANNING ORGANIZATION (MPO)

The transportation planning work program for the Sheboygan Metropolitan Planning 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 MPO Technical and Policy Advisory Committees, with special project review committees and with WisDOT and USDOT personnel in completing elements identified in this work program.*

- *Preparation of the 2018 and 2019 Sheboygan Metropolitan Planning Area Transportation Planning Work Programs.*
- *Participation in mid-year work program review meetings regarding the 2017 and 2018 Sheboygan Metropolitan Planning Area Transportation Planning Work Programs with WisDOT and FHWA staff.*

- *Completion of bimonthly financial, progress, staff hour and other requested reports for submittal to WisDOT.*
- *Coordination of approximately nine joint meetings of the Sheboygan MPO Technical and Policy Advisory Committees each year in 2017 and in 2018.*
- *Participation in meetings of the Bay-Lake Regional Planning Commission or its Executive Committee at which MPO work elements are discussed and/or acted upon.*
- *Continued participation in quarterly FHWA/WisDOT/MPO meetings to discuss transportation planning, policy, financial and technical issues and questions.*
- *Attendance at the annual MPO/RPC/WisDOT transportation planning conference.*
- *Supervision of personnel involved in the Sheboygan MPO program.*
- *Refinement of the schedule for the MPO long-range transportation plan completion process (as needed).*
- *Continue preparation of the Update to the Year 2045 Sheboygan Area Transportation Plan (SATP) due in May 2019.*
- *Discussion and coordination of MAP-21/FAST Act performance measurements and establishment of state and MPO performance targets, including working to align the Year 2045 SATP with USDOT performance management rules.*
- *Considering new planning rule factors when developing work program activities, including: improving the resiliency and reliability of the transportation system; reducing or mitigating storm water impacts of surface transportation; enhancing travel and tourism; and consulting with tourism and natural disaster agencies and officials in the development of plans and TIPs;*
- *Consideration of FHWA emphasis areas when developing work program activities, including: MAP-21/FAST Act Implementation; Regional Models of Cooperation; and Ladders of Opportunity.*
- *Continuation of in-house travel demand forecast modeling activities in 2017 and 2018, including in-house model learning, continued allocation of time to use the model internally and with external parties, and possible training activities.*
- *Continuing to work with WisDOT on the development of statewide transportation plans, including the State Freight Plan and the State Highway Investment Plan.*
- *Continuation of several public involvement, environmental justice and Title VI activities, including preparation of the Update to the Title VI and Non-Discrimination Program/Limited English Proficiency Plan.*
- *Providing planning assistance to local units of government and to WisDOT, if requested.*
- *Continuing to collect data for those performance indicators that can be tracked annually, and sharing of such data with members of the Sheboygan MPO Technical and Policy Advisory Committees.*

- *Assist Sheboygan County with the final stages of implementation of its non-motorized transportation pilot grant program.*
 - *Completion of a Transit Development Program (TDP) for Shoreline Metro in 2017 (The TDP is anticipated to cover the years 2018 through 2022).*
 - *Completion of special studies for Shoreline Metro, as requested by its Director.*
 - *Continuing to provide technical assistance to Shoreline Metro and the Sheboygan County Economic Development Corporation (EDC) on employment transportation issues in the Sheboygan metropolitan planning area.*
 - *Possible processing of amendments to the 2017 – 2020 TIP (in 2017) and to the 2018 – 2021 TIP (in 2018).*
 - *Preparation of a mid-year report on the progress of projects in the TIP for members of the Sheboygan MPO Technical and Policy Advisory Committees in 2017 and in 2018.*
 - *Preparation of the 2018 – 2021 TIP (in 2017) and the 2019 – 2022 TIP (in 2018). TIP preparation will include an air quality conformity analysis on both the Year 2045 SATP and the applicable TIP utilizing emission factors from the MOVES emissions estimating model that will be provided by the WDNR Bureau of Air Management.*
- *Please see the 2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program in the Sheboygan MPO portion of the Commission's website for more details.*

TECHNICAL SERVICES

The Commission serves as a clearinghouse for information that is made available to assist state departments, counties, and local municipalities with their projects. The Commission maintains historical documents and maps, as well as current information, from projects completed by Commission staff or an entity within the Region.

- *Continue to maintain a comprehensive library, which is available to the Commissioners, staff, local units of government, and interested private groups or individuals.*
- *Give presentations on community development issues such as comprehensive planning, zoning, central business district redevelopment, economic development, outdoor recreation planning, community development, and other issues of local importance.*
- *Continue to co-sponsor workshops dealing with sustainability and land use planning in cooperation with other planning entities and areawide agencies.*
- *Convene and facilitate workgroups and committees to address regional issues dealing with transportation, economic development, land use, GIS, zoning, and natural resources.*

TECHNOLOGY INTEGRATION

The Commission strives to integrate emerging technology into daily operations and into all program areas. The utilization of appropriate hardware and software will further promote internal efficiencies as well as next generation planning services that can be offered to our partner federal offices, state departments, local units of government, and partner organizations. Continue staff education on the latest technology advancements that could improve local and regional planning activities.

- *Invest in software and hardware that can improve the products and services provided by the Commission.*
- *Increase the use of software for planning and mapping to better integrate visualization opportunities for those projects.*
- *Expand utilization of technology that enables more effective communication with customers in more remote areas of the region.*

EDUCATION AND OUTREACH

The Commission continues to provide public outreach and educational services that are designed to inform local and county officials and the public on emerging planning processes and new state and national initiatives. These services are also designed to help align local and regional planning efforts with the local, state, and federal planning agencies within the Region.

- *Maintain a current website (www.baylakerpc.org), Facebook page, and Twitter account as a means to provide the public with Commission materials and keep them informed of Commission activities.*
- *Publish an annual report and provide a link to a printable PDF copy on the website.*
- *Publish monthly electronic newsletters and circulate via email, website, Facebook, and Twitter.*
- *Provide each county clerk and county administrator/administrative coordinator/executive with a copy of the Commission's monthly/bi-monthly activity report.*
- *Publish and distribute a one-page fact sheet showing the available services of the Commission.*
- *Update Commissioners on local and regional planning activities as appropriate during full Commission and Executive Committee meetings.*
- *Submit special interest reports and presentations to radio, television, newspapers, as well as partner groups and organizations.*
- *Prepare and distribute outreach materials (e.g.: Commission brochure and one-pager fact sheets) to counties, communities, state departments, and federal offices to keep them informed of the services available from the Commission.*
- *Give presentations on Commission activities annually to county boards and committees, towns associations, and other municipal and local organizations.*
- *Convene and facilitate meetings comprised of workgroups and advisory committees charged with providing input on particular projects and/or initiatives.*

- *Meet regularly with State and Federal Legislators who serve areas within the eight-county region.*
- *Monitor and disseminate information regarding State and Federal Legislation, rules, and regulations pertinent to community planning and development.*

ADVOCACY

The Commission will serve as an advocate for counties and local units of government seeking to undertake planning initiatives designed to promote sound land use practices, expansion of multi-modal transportation options, sustainable economic development, and the preservation of natural resources. The Commission is to serve as a collective expression on regional planning issues to county, state, and federal governmental units.

- *Maintain membership in the Association of Wisconsin Regional Planning Commissions (AWRPC).*
- *Update and work toward implementation of the Commission's Comprehensive Economic Development Strategy and Regional Comprehensive Plan.*
- *Continue to serve in a technical assistance capacity for the Wisconsin Coastal Management Program.*
- *Continue to encourage water quality management planning.*
- *Participate in the Lake Michigan Stakeholders group.*
- *Maintain a strong working relationship with the Region's Federal and State Legislative Representatives.*

OFFICE MANAGEMENT

- *Maintain financial, written, personnel, and electronic records as required by law.*
- *Conduct Commission and Committee meetings with required notification, agendas, minutes and reports.*
- *Prepare and adopt annually a rolling 2-year Work Program with an Annual Budget.*
- *Maintain and follow a current Affirmative Action Program and Title VI Plan.*
- *Maintain and follow a current Employee Handbook and Policies and Procedures Manual.*
- *Maintain and follow a current Financial Management Procedures Manual.*
- *Maintain current Commission Bylaws.*
- *Update and Continue implementation of the Commission's current strategic plan.*

V. 2017 BUDGET SUMMARY

LEVY

As required in *s. 66.0309(14), Wis. Stats.*, the amount of the budget charged to any local governmental unit is in proportion to 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 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.

The full Commission approved a 2017 levy rate of .00060 percent at its June 2016 meeting, which is a slight increase from the 2016 rate of .00056 percent. This percentage will result in a levy amount for 2017 of \$140,317, or an additional \$11,338 in levy funding from the \$128,979 amount generated in 2016. It was decided that one-half of the increase would be used to pay down the unfunded pension liability. The historical levy revenues are shown in Table 2 below.

Table 2: Levy, Revenues and Expenses, 2000-2017

Budget Year	Rate	Levy	Total Revenue	Expenditures
2017	0.00060000%	\$ 140,317	\$ 748,493	708,706
2016	0.00056000%	\$ 128,979	\$ 693,343	\$ 672,616
2015	0.00053000%	\$ 118,185	\$ 628,708	\$ 595,003
2014	0.00051000%	\$ 113,506	\$ 688,411	\$ 658,928
2013	0.00050000%	\$ 112,508	\$ 664,200	\$ 621,886
2012	0.00048000%	\$ 112,936	\$ 702,793	\$ 637,196
2011	0.00046000%	\$ 109,241	\$ 711,391	\$ 710,604
2010	0.00047000%	\$ 200,245	\$ 1,153,350	\$ 898,834
2009	0.00047000%	\$ 229,624	\$ 1,291,073	\$ 1,223,282
2008	0.00050000%	\$ 235,780	\$ 1,392,333	\$ 1,132,442
2007	0.00050000%	\$ 218,948	\$ 1,113,757	\$ 1,088,316
2006	0.00060000%	\$ 227,309	\$ 947,421	\$ 961,406
2005	0.00055400%	\$ 196,192	\$ 847,901	\$ 902,231
2004	0.00055400%	\$ 183,132	\$ 826,756	\$ 909,723
2003	0.00078900%	\$ 231,641	\$ 956,764	\$ 951,929
2002	0.00082000%	\$ 224,894	\$ 1,016,537	\$ 1,002,846
2001	0.00085495%	\$ 213,686	\$ 947,577	\$ 932,512
2000	0.00089356%	\$ 206,838	\$ 906,018	\$ 917,930
1999	0.00093000%	\$ 194,678	\$ 995,234	\$ 977,069
1998	0.00100000%	\$ 202,974	\$ 716,197	\$ 712,633
1997	0.00110000%	\$ 220,032	\$ 755,661	\$ 703,671

Source: Bay-Lake Regional Planning Commission, 2016.

Note: Total Revenue and Expenditure columns reflect the budgeted revenues and expenditures, not the actual revenues received and expenses incurred for that year.

REVENUES

For budget year 2017, the Commission's potential revenues (including levy money) are approximately \$748,493 and projected expenses are approximately \$708,706. Actual revenues will vary depending on the success of the Commission in obtaining additional federal, state, and local contracts for services and projects. Table 8 details the projects categorized as Annual/Contract, Probable, and Proposal/Anticipated.

As reflected in Table 3, program revenues for 2017, are anticipated to be divided amongst the Commission's work programs according to the following percentages: Sheboygan MPO at 29.7

percent; the Community Assistance Planning program generating 12.8 percent; the Regional Transportation Planning at about 27.4 percent; Economic Development programs at over 11.5 percent; and the Natural Resource program contributing at 15.0 percent of next year’s program revenue. The remaining funding will come from GIS and administrative sources. The program with the largest increase in percent of overall annual budget revenue from 2016 to 2017 was the Regional Transportation Planning program with an increase from 12.7 percent of program revenues in 2016 to 27.4 percent in 2017.

Table 3: Revenues by Program, 2017

Element	Work Program Category	2017 Budget	
		Amount	Percent
RT	Regional Transportation Planning	\$ 166,636	27.4%
MPO	Sheboygan MPO Planning	\$ 180,555	29.7%
ED	Economic Development Planning	\$ 70,000	11.5%
NR	Natural Resources Planning	\$ 91,275	15.0%
CA	Community Assistance Planning	\$ 78,040	12.8%
GIS	Geographic Information System	\$ 5,000	0.8%
ADM	Administration	\$ 16,670	2.7%
	Total	\$ 608,176	100.0%

Source: Bay-Lake Regional Planning Commission, 2016. Note that these figures do not include the levy dollars.

As illustrated in Table 4, of the projected \$748,493 in revenues necessary to support the Commission’s 2017 Work Program, almost 70 percent of the budget is derived from State and/or Federal contracts; the membership levy makes up about 18.7 percent; local contracts make up almost 11.0 percent; and miscellaneous contracts account for a little over three percent.

Table 4: Revenues by Source, 2017

Primary Funding Source(s)	2017	
	Amount	Percent
Federal Government	\$ 173,235	23.1%
State Government	\$ 82,341	11.0%
State/Federal Governments	\$ 245,840	32.8%
Local Levy	\$ 140,317	18.7%
Local Government Contracts	\$ 82,690	11.0%
Miscellaneous	\$ 24,070	3.2%
Total	\$ 748,493	100.0%

Source: Bay-Lake Regional Planning Commission, 2016.

This *2017-2018 Work Program and 2017 Budget* defines the status of next year’s revenues as shown in Table 5. As of December 2016, almost 93 percent of the needed revenues for operations were either “annual” or “signed” contracts or noted as “probable” revenues, while about seven percent are listed as “anticipated” or “proposal” revenues. Anticipated revenues are from projects that typically would come in during the year and are not known at this time. A more detailed breakdown of the projected revenues can be found in Table 8 at the end of the work program report.

In addition to program revenues and contracts, the Commission will continue the practice of charging fees for services where regular program dollars are not available, such as sewer service area plan amendments, in order to recoup some of the costs for materials and staff time.

Table 5: Status of Revenues, 2017

Funding Status	Source		Total	
	All Other	Levy	Dollars	Percent
Annual and Contract	\$ 457,444	\$ 140,317	\$ 597,761	79.9%
Probable	\$ 95,732		\$ 95,732	12.8%
Proposal and Anticipated	\$ 55,000	\$ -	\$ 55,000	7.3%
Total	\$ 608,176	\$ 140,317	\$ 748,493	100.0%

Source: Bay-Lake Regional Planning Commission, 2016.

The Commission's financial records are audited each year. The audit is conducted by a certificated accounting agency using generally accepted auditing principles and the standards applicable to financial audits contained in Government Auditing Standards.

EXPENSES

The 2017 estimated expenditures necessary to support the Commission's work program are detailed in Table 9 attached to the back of the work program report.

1100: Payroll Expenses

As noted in Table 6, payroll expenses are estimated to comprise just under 58.4 percent of the total budget, or \$413,979, which consists of Commissioner per diems and salaries for six full-time and one part-time staff persons. Also included in this number is the hiring of a full-time planner around April 1 that is anticipated to be 40 percent Sheboygan MPO planner, 40 percent regional transportation planner, and 20 percent administrative. Payroll expenses for 2017 include a two percent raise over 2016 staff base salaries and a \$1,000 increase in Commissioner per diems for an increase of \$22,707. Serious consideration will be given to hiring an administrative assistant in the latter half of 2017 but has not been included in this budget.

Table 6: Estimated Expenses, 2017

Category	2017 Budget	
	Amount	Percent
1100: Payroll Expense	\$ 413,979	58.4%
1500: Fringe Benefits	\$ 180,752	25.5%
2000: Contractual Services	\$ 20,730	2.9%
3100: Office Supplies and Printing	\$ 19,000	2.7%
3200: Conferences, Dues, and Publications	\$ 5,200	0.7%
3300: Travel Expense	\$ 12,850	1.8%
3400: GIS Operating Supplies	\$ 800	0.1%
5100: Insurance	\$ 14,286	2.0%
5300: Rent and Leases	\$ 32,597	4.6%
6000: Debt Service	\$ 8,512	1.2%
8000: Capital Outlay	\$ -	0.0%
Total	\$ 708,706	100.0%

Source: Bay-Lake Regional Planning Commission, 2016.

1500: Fringe Benefits

Fringe benefits make up 25.5 percent of the budget, or \$180,752. Fringe benefits consists of the Medicare employer rate at 7.65 percent of total employee gross salary, retirement as part of the Wisconsin Retirement System at 13.6* percent down from 14.1 percent in 2016, health insurance

*due to paying off the unfunded pension liability through a loan from Sheboygan County.

through the Employee Trust Fund Group Health Insurance, and life insurance through the Employee Trust Fund. Employees are required to pay 6.8 percent of the 13.6 percent for retirement and the Commission’s portion is also 6.8 percent. Table 7 provides a list of state health care plans available in Brown County for 2017.

According to the Department of Employee Trust Funds, participating employers have three structures available for establishing employer contribution toward premiums. The Commission has chosen the *88% Calculation Method* which takes the average premium of all Tier 1 health plans within the service area, or Brown County. The employer may adjust the employer contribution downward to require employees who select low-cost plans to pay some amount. The Commission has chosen to pay 87.4 percent. Overall, health care plans for both single and family plans increased 1.6 percent from 2016 to 2017. The Commission’s current five full-time staff take the family insurance plan. A new hire may or may not take the insurance, and could take the single or family plan. Calculations include a new full-time hire that takes family health insurance coverage.

Table 7: Health/Dental Insurance Premiums, 2017

2017 Insurance Provider	Single						Family					Rate Change (percent)	
	Employer Share ¹	Employee Share ¹	Total Premium	Employer Annual Cost	Employee Annual Cost	Employer Share ¹	Employee Share ¹	Total Premium	Employer Annual Cost	Employee Annual Cost	2016-2017		
											Single	Family	
AnthemBlue - Northeast	731.29	31.15	762.44	8,775.48	373.80	1,807.10	74.78	1,881.88	21,685.20	897.36	3.0%	2.2%	
Arise Health Plan Northern	731.29	396.45	1,127.74	8,775.48	4,757.40	1,807.10	988.08	2,795.18	21,685.20	11,856.96	3.7%	3.1%	
Dean Health Ins. - Prevea360	731.29	40.65	771.94	8,775.48	487.80	1,807.10	98.58	1,905.68	21,685.20	1,182.96	4.4%	3.6%	
Humana Eastern	731.29	416.05	1,147.34	8,775.48	4,992.60	1,807.10	1,037.08	2,844.18	21,685.20	12,444.96	-5.8%	-6.3%	
Network Health	731.29	63.65	794.94	8,775.48	763.80	1,807.10	156.08	1,963.18	21,685.20	1,872.96	1.1%	0.3%	
Security Health Plan - Valley	731.29	398.25	1,129.54	8,775.48	4,779.00	1,807.10	992.58	2,799.68	21,685.20	11,910.96	NA	NA	
United Healthcare of Wisconsin	731.29	234.65	965.94	8,775.48	2,815.80	1,807.10	583.58	2,390.68	21,685.20	7,002.96	3.4%	2.8%	
WEA Trust East	731.29	157.05	888.34	8,775.48	1,884.60	1,807.10	389.58	2,196.68	21,685.20	4,674.96	5.2%	4.5%	
IYC Access Health-Bal. of State	731.29	579.91	1,311.20	8,775.48	6,958.92	1,807.10	1,463.52	3,270.62	21,685.20	17,562.24	5.3%	5.2%	

Source: Employee Trust Fund, September 2016; Bay-Lake Regional Planning Commission, 2016.

2000: Contractual Services

Expenses for the annual financial audit, internet and telephone services, utilities, and other services currently comprise 2.9 percent of the total budget, or \$20,730. This budget does not include the approximate \$450,000 of pass through funding allocated for consultants to complete work for the Great Lakes Restoration Initiative (GLRI) Invasive Phragmites Control Lower Green Bay & Fox River Area of Concern project.

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

These expenses comprise 2.7 percent of the budget, or \$19,000. Major computer software costs include \$7,500 for the annual licenses for GIS and accounting software; computers and computer hardware \$6,000, postage \$2,000, printing and reproduction \$1,500 and another \$2,000 for general office supplies.

3200: Conferences, Dues, and Publications

These expenses account for less than one percent of the budget, or \$5,200. Included in this expense account are conference registration fees, AWRPC annual dues, and publication expenses. Conferences may include the annual MPO/RPC Conference, WEDA Governor’s Conference, and the EDA Conference, as well as other staff training sessions. The Commission may hold additional conferences or workshops based on need; however, such workshops and conferences will be self-funded.

3300: Travel Expenses

Travel expenses comprise 1.8 percent of the budget, or approximately \$12,850. The largest expense in this category is the reimbursement of Commissioners for travel to and from Commission meetings. Actual travel expenses for 2017 may fluctuate depending on the number and location of projects, fuel costs, and needed vehicle repairs.

3400: GIS Operating Supplies

Consumable GIS expenses include toner, paper, plotter paper, and other printer supplies. These expenses total about one-tenth of a percent of the budget, or about \$800.

5100: Insurance

Workers compensation, unemployment compensation, liability and property policy, directors' and officers' policy, umbrella policy, and business automobile insurance total 2.0 percent of the total budget or approximately \$14,286. Most of these policies are renewed on an annual basis in November. A monthly installment payment plan has been instituted to help with cash flow. Unemployment is expected to be paid to an LTE whose contract ran out in October 2016. Actual amount is estimated at this time.

5300: Leases

Rents and leases comprise 4.6 percent of the budget, or approximately \$32,597. The monthly office lease rate of \$2,325 for 2017 will increase in June for a total annual rent of \$29,074 and includes electric and gas. Other lease costs consist of: Pitney Bowes postage machine with maintenance agreement and a color copier lease and maintenance agreement.

6000: Debt Service

The Commission is hoping to pay off its unfunded pension liability in 2016 with the help of a loan from Sheboygan County. If this happens, debt service would be limited to an annual payment that would be made to Sheboygan County which is expected to be approximately \$8,512 annually for ten years.

8000: Capital Outlay

The Commission has not appropriated a part of the budget for any capital purchases in 2017.

Table 9: Estimated Expenses, 2017

Account Number	Ledger Accounts	2016 Approved Budget	2017 Projected Expenses		
			Annual Expense Amount	Avg. Monthly Expense Amount	Percent of Total Budget
1100	Payroll Expense	391,272	413,979	34,498	58.4%
1100	Staff Salary	388,272	409,979		
1200	Commissioner Salary (Per Diem)	3,000	4,000		
1500	Fringe Benefits	161,356	180,752	15,063	25.5%
1510	FICA -Commission Share	29,703	31,363		
1520	Retirement	28,507	27,879		
1530	Health and Life Insurance	103,146	121,510		
1531	Annuitant Health Insurance Balance	-	-		
Total 1000	Personnel Costs	552,628	594,731	49,561	83.9%
2100	Professional Services	17,540	14,050	1,171	2.0%
2110	Project Consultants (GLRI)*	400,000	450,000		
2120	Audit Fees	10,000	7,000		
2150	Survey Consultants	5,200	5,000		
2160	Legal Services	300	300		
2190	Other Professional Services	2,040	1,750		
2200	Other Services	7,470	6,680	557	0.9%
2210	Internet Services	700	1,476		
2230	Gas & Electric Services	-	-		
2260	Telephone	3,200	1,804		
2300	Repair and Maintenance Services	1,000	1,000		
2310	Office Maintenance and Cleaning	2,570	2,400		
Total 2000	Contractual Services	25,010	20,730	1,728	2.9%
3100	Office Supplies and Printing	11,410	19,000	1,583	2.7%
3110	Postage	1,800	2,000		
3120	Office Supplies	1,400	2,000		
3131	Printing and Reproduction	800	1,500		
3140	Computer Software Upgrade/Licensure	5,610	7,500		
3150	Computers and Computer Hardware	1,800	6,000		
3200	Conferences, Dues, and Publications	3,970	5,200	433	0.7%
3220	Commission Meeting Lunches	1,220	1,500		
3230	Conferences and Special Meetings	650	2,000		
3240	Membership Dues	800	800		
3250	Registration Fees /Tuition/Seminars	850	500		
3260	Publications and Subscriptions	200	150		
3270	Public Notices	250	250		
3300	Travel Expense	11,780	12,850	1,071	1.8%
3310	Auto Expenses (Repair, Rental, Maint.)	900	750		
3320	Commissioner Travel/Per Diems	7,000	5,000		
3330	Staff Travel	2,000	3,500		
3340	Commission Vehicle Mileage (Indirect)	350	3,000		
3350	Gasoline and Lubricants	1,530	600		
3400	GIS Operating Supplies	1,910	800	67	0.1%
3410	GIS Supplies	1,600	500		
3450	GIS Repair and Maintenance Supplies	310	300		
Total 3000	Supplies and Expenses	29,070	37,850	3,154	5.3%
5100	Insurance	11,400	14,286	1,191	2.0%
5105	Unemployment Compensation	-	3,000		
5110	Workers Compensation Insurance	3,000	2,729		
5120	Liability, Property, D&O Insurance, Umbrella	6,000	6,807		
5130	Automobile Insurance	2,400	1,750		
5300	Rent and Leases	34,100	32,597	2,716	4.6%
5310	Office Lease	27,900	29,074		
5320	Equipment Lease and Maintenance Agreements	6,200	3,523		
Total 5000	Fixed Charges	45,500	46,883	3,907	6.6%
6100	Unfunded Pension Liability Payment 2016	10,000	6,334		
6200	Interest Expense	2,240	2,178		
Total 6000	Debt Service	12,240	8,512	709	1.2%
8100	Automobile Replacement	7,000	-		
8210	Capital Equipment (New Server)	2,000	-		
Total 8000	Capital Outlay	9,000	-	-	0.0%
Total Expense		673,448	708,706	59,059	100.0%

*Line Item 2110 is for sub-contract payments and costs are not included in Total Expenses.