

Paint Creek Trailways Commission Funding Request – 2016 Budget

The Paint Creek Trailways Commission is requesting that each member community contribute \$17,386 to the Trailways Commission to fund the operation of the Commission. This includes: Office operations (Telephone & online services, office furnishings, office materials and supplies, office & trail equipment), Staff Travel/Training/Development, Insurance & Professional services, Publicity & Printing costs, and Part-time Administrative Personnel. Details of the proposed budget and line item costs can be found on pages three through five of this funding request. The Commission is also requesting that each member community continue to assist with necessary in-kind service requests as detailed on page two.

	2016 Budget	2015 Budget	2014 Budget
Contribution for Operations, not including Patrol Program	\$17,386	\$17,045	\$16,549

This request is an increase of 2%.

PATROL PROGRAM

In addition to the request above, each community is requested to contribute the following amounts to fund the Patrol Program. These funds will provide for a part-time (20 hours a week) bike patrol person from June 1 through October 31. These funds will also provide for two Sheriff's Office Mounted Patrol Deputies, 2-3 days a week, from June 30 through October 31. Line item details of the Patrol Budget are on page four.

Member Community	Request, based on percentage of Trail in each Community
City of Rochester (0.6 miles of Trail)	\$1,011
City of Rochester Hills (1.4 miles of Trail)	\$2,166
Charter Township of Oakland (5.3 miles of Trail)	\$7,800
Charter Township of Orion (1.2 miles of Trail)	\$1,875

This request is an increase of 2%. This is the first increase in six years

Paint Creek Trail Resurfacing - 2018-2019

As the Trailways Commission has no other source for maintenance funds, it is necessary for each member unit to budget for surface maintenance within its own jurisdiction. Based on a projected 15-year lifetime of the current surface, we suggest that each community budget and reserve the following amounts for this purpose each year for the next five years. The figures are estimates only, based on a projected cost of \$300,000 and are prorated based on trail mileage. The current surface was done in 2004, and we estimate a total resurfacing will need to be completed in 2018-2019.

Member Community	Amount to Reserve Per Year, 2014-2018
City of Rochester	\$5,520
City of Rochester Hills	\$9,660
Charter Township of Oakland	\$36,540
Charter Township of Orion	\$8,280
TOTAL	\$60,000 per year

Each community should also budget an additional amount for other types of maintenance and safety needs on the trail. Proper maintenance is one component of reducing municipal liability. Since all members are potentially liable in the event of a safety-related claim, it is important that each community be willing to fund safety and maintenance needs on the Trail, and if necessary, be prepared to respond to an emergency.

Recommended In-Kind Service Requests

The in-kind service requests are intended to provide for basic maintenance and improvements of the Paint Creek Trail while making the most efficient use of the resources of the four member communities. Instead of asking members to contribute funding for all requisite trail staffing or equipment, the member communities are asked to contribute staff time or resources already in place.

Special Concern: Trail, Bridge and Stream Maintenance and Inspection

Each member community is requested to continue with the maintenance and improvement of the trail, the bridges and the adjacent stream within its own jurisdiction. Each community should budget annual funds to cover these needs.

In addition, each member community is requested to perform safety and liability inspections of the trail, bridges and stream within its jurisdiction, and to take preventative actions to reduce liability. We request that each community advise the Trailways Commission of any findings.

Individual Member Community In-Kind Service Requests **City of Rochester**

Trail, Bridge, and stream inspection and maintenance.
Public safety assistance to deter vandalism and motorized use.
Provide meeting space for monthly and special meetings when needed.
Staff assistance in professional services, when requested (value of services not to exceed \$1,500).

City of Rochester Hills

Trail, Bridge, and stream inspection and maintenance
Public Safety assistance to deter vandalism and motorized use.
Sign making and replacing assistance when necessary (value of services not to exceed \$1,500)
Staff assistance in professional services, when requested.
Provide meeting space for monthly and special meetings when needed.

Charter Township of Oakland

Trail, Bridge, and stream inspection and maintenance
Public Safety assistance to deter vandalism and motorized use.
Provide office space and payroll administration for part-time staff.
Staff assistance in professional services, when requested
Provide meeting space for monthly and special meetings when needed

Charter Township of Orion

Trail, Bridge, and stream inspection and maintenance
Public Safety assistance to deter vandalism and motorized use.
Engineering assistance when necessary (value of services not to exceed \$1,500)
Staff assistance in professional services, when requested
Provide meeting space for monthly and special meetings when needed.

2016 Approved Trailways Commission Operations Budget										2014	2015	2016	pg 3
REVENUE										Final Budget	Approved	Approved	
Member Unit Contribution for Commission and Office Operations and Staff										\$66,196	\$68,180	\$69,544	
	Rochester							17,386					
	Rochester Hills							17,386					
	Oakland Township							17,386					
	Orion Township							17,386					
Member Unit Contribution for Patrol Program, based on community mileage										\$12,600	\$12,600	\$12,852	
	Rochester							1,011					
	Rochester Hills							2,166					
	Oakland Township							7,800					
	Orion Township							1,875					
Interest										\$250	\$250	\$250	
Trailways Saleable Items										\$100	\$100	\$100	
Miscellaneous/Donations										\$0	\$0	\$0	
Transfer from Legal Services										\$9,436	\$10,429	\$11,508	
Trail Brochure Sponsorship										\$0	\$0	\$0	
Bench Donations											\$0	\$2,550	
Temporary Permit Fees										\$50	\$50	\$50	
Transfer from Fund Balance										\$0	\$0	\$0	
Grant - Bike Safety and Bells Program										\$1,000	\$1,000	\$0	
MMRMA Asset Distribution										\$1,300	\$1,300	\$2,000	
Total Revenue										\$90,932	\$93,909	\$98,854	
EXPENSES													
Office													
	Telephone and On-Line Services							\$504		\$504	\$504		
	Office Furnishings							\$0		\$350	\$350		
	Office Materials & Supplies							\$750		\$800	\$800		
	Office Operating Expenses (Rent, Copier,etc)							\$6,500		\$6,500	\$6,500		
	Postage							\$500		\$500	\$500		
	Office & Trail Equipment							\$500		\$500	\$500		
	Bench donations							\$0		\$0	\$2,550		
	Portable Toilet Rental							\$750		\$0	\$0		
Subtotal										\$9,504	\$9,154	\$11,704	

								2014	2015	2016	pg 4
Staff Travel/Training/Development											
Travel/Mileage								\$700	\$700	\$700	
Education/Memberships								\$350	\$350	\$350	
Per Diems								\$4,550	\$4,725	\$4,235	
Subtotal								\$5,600	\$5,775	\$5,285	
Insurance/Professional Services (other than legal)											
Auditing Fee for FY 2015								\$4,000	\$3,600	\$3,600	
Insurance (MMRMA)								\$4,000	\$4,000	\$4,000	
Recorders Fee								\$2,925	\$2,925	\$2,990	
Subtotal								\$10,925	\$10,525	\$10,590	
Publicity/Raising awareness/Educational Projects											
Trailways Student Project								\$250	\$250	\$250	
Brochures									\$0	\$0	
Trail Promotional Items								\$750	\$750	\$750	
Labor Day Bridge Walk								\$100	\$100	\$0	
Oak Routes Sponsorship								\$500	\$0	\$0	
Trail Etiquette Program								\$1,000	\$1,000	\$1,000	
Subtotal								\$2,600	\$2,100	\$2,000	
Administrative Personnel											
Wages - Manager								\$38,584	\$39,750	\$40,545	
FICA/MESC - Manager								\$2,952	\$3,041	\$3,102	
Merit Bonus								\$0	\$0	\$0	
Wages - Part-time Seasonal Administrative Asst									\$2,363	\$7,488	
FICA/MESC - Adm. Asst									\$181	\$573	
Subtotal								\$41,536	\$45,335	\$51,708	
Trail Projects											
Phase 3 Art Project								\$0	\$800	\$0	
Wayfinding Signage Project								\$0	\$0	\$600	
Trail Improvement Project - South Rochester								\$2,500	\$2,500	\$0	
Polly Ann Trail Connection - Route 1								\$0	\$0	\$0	
Property Acquisition Projects								\$0	\$0	\$0	
2014-2018 Master Plan Project(s)								\$5,000	\$5,000	\$4,000	
Subtotal								\$7,500	\$8,300	\$4,600	
Patrol Program											
Wages - PCTC Bike Patrol								\$4,800	\$4,000	\$4,600	
FICA/MESC-Bike Patrol								\$367	\$306	\$352	
Contracted Mounted Patrol Services								\$7,412	\$8,044	\$7,650	
Commission Contribution to Bike Patrol Services								\$229	\$0	\$0	
Bike Patrol Equipment & Misc								\$250	\$250	\$250	
Subtotal								\$13,058	\$12,600	\$12,852	

					2014	2015	2016	pg 5
Printing/Logo Expenses								
Trail Saleable Items					\$0	\$0	\$0	
Subtotal					\$0	\$0	\$0	
Miscellaneous/Contingency					\$209	\$120	\$115	
Transfer to fund balance					\$0	\$0	\$0	
Subtotal					\$209	\$120	\$115	
Total Expenses					\$90,932	\$93,909	\$98,854	
Revenue minus Expenses					\$0	\$0	\$0	subtotal
2016 Legal Services Project Budget								
					2014	2015	2016	
REVENUES								
Member Unit Contribution					\$0	\$0	\$0	
License Fees					\$11,936	\$12,929	\$13,008	
License Fees Paid in Advance					\$0	\$0	\$0	
New License Preparation Fees					\$0	\$0	\$0	
Total Revenue					\$11,936	\$12,929	\$13,008	
EXPENSES								
Legal Retainer					\$0	\$0	\$0	
License Preparation Fees					\$0	\$0	\$0	
Transfer to Operating Budget					\$9,436	\$10,429	\$11,508	
Advance License Fees Carried Forward					\$0	\$0	\$0	
Legal Services					\$0	\$0	\$0	
Unallocated					\$2,500	\$2,500	\$1,500	
Total Expenses					\$11,936	\$12,929	\$13,008	
Revenue minus Expenses - Legal					\$0	\$0	\$0	subtotal
2015 Unrestricted Fund Balance					\$ 71,741			
2016 Unrestricted Additions					\$ -			
2016 Unrestricted Subtractions					\$ -			
					\$ 71,741			
2015 Total Restricted Funds for future expenditures					\$ 2,465			
					\$ 1,645			
					\$ 720			
					\$ 100			
					\$ 2,465			
2015 Unrestricted Fund Balance					\$ 71,741			
2015 Restricted Fund Balance					\$ 2,465			
2015 Total Fund Balance (as of 8/18/15)					\$ 74,206			