

## Paint Creek Trailways Commission Funding Request – 2017 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. A Re-affirmation of Understanding regarding maintenance and in-kind services is detailed on page two.

	<b>2017 Budget</b>	<b>2016 Budget</b>	<b>2015 Budget</b>
Contribution for Operations, not including Patrol Program	<b>\$17,386</b>	<b>\$17,386</b>	<b>\$17,045</b>

\*No increase from 2016\*

### 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.

<b>Member Community</b>	<b>Request, based on percentage of Trail in each Community</b>
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

\*No increase from 2016)\*

### 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.

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

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.

**Paint Creek Trail  
2017 Reaffirmation of Understanding  
Maintenance Responsibilities & In-Kind Services**

This reaffirmation of understanding between Rochester, Rochester Hills, Oakland Township, Orion Township, and the Village of Lake Orion is for the purpose of clarification of the annual maintenance responsibilities and of In-Kind Services for the Paint Creek Trail. The In-Kind Service requests are intended for improvements and repairs of the Paint Creek Trail while making the most efficient use of the resources of the four voting member communities. Instead of asking communities to contribute additional funding for all requisite trail staffing or equipment, the communities are asked to contribute staff time or resources already in place.

Therefore, all communities agree to continue to do the following in their respective communities:

1. Mow and prune areas adjacent to the developed trail within a reasonable distance.
2. Maintain trail surface – repair hazardous holes, grade surface as necessary, ensure surface transition to bridges, concrete, and decking is flush to ADA standards.
3. Inspect, maintain, and repair bridges, bridge decking, and bridge railings.
4. Maintain trail parking lots.
5. Maintain any temporary or permanent restrooms ensuring they are clean, stocked, and emptied on a regular schedule.
6. Empty trash containers and recycle bins when full.
7. Install and/or replace signage as requested by the Paint Creek Trailways Commission.
8. Remove graffiti and repair areas that have been vandalized.
9. Perform safety and liability inspections of the trail, bridges, and stream within its jurisdiction, and to take preventative actions to reduce liability.
10. Provide public safety and law enforcement assistance as needed to deter vandalism and motorized use.
11. Remove downed trees and tree limbs in the Paint Creek Trail right-of-way.
12. Ensure that all bridges within the member community’s jurisdiction are safe and suitable for emergency vehicles.

In addition, each member community agrees to continue the in-kind services that it has been providing for the last 30+ years, pursuant to the intergovernmental agreement:

City of Rochester	Meeting space at Rochester City Hall Staff assistance in professional services, when requested, not to exceed \$1,500 in 2017.
City of Rochester Hills	Sign making and replacement services, in an amount not to exceed \$1,500 in 2017. Staff assistance in professional services, when requested.
Oakland Township	Meeting space and payroll services for Trailways Commission staff. Staff assistance in professional services, when requested.
Orion Township	Engineering assistance when needed, in an amount not to exceed \$1,500 in 2017. Meeting space Staff assistance in professional services, when requested.

**Cooperation:**

In addition to other areas outlined in this agreement, the Paint Creek Trailways Commission and the communities of Rochester, Rochester Hills, Oakland Township, Orion Township, and the Village of Lake Orion shall cooperate on obtaining grants for improvements of the Paint Creek Trail.

2017 Approved Trailways Commission Operations Budget								2015	2016	2017
								Approved	Approved	Approved
<b>REVENUE</b>										
Member Unit Contribution for Commission and Office Operations and Staff								\$68,180	\$69,544	\$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	\$12,852	\$12,852
	Rochester			1,011						
	Rochester Hills			2,166						
	Oakland Township			7,800						
	Orion Township			1,875						
Interest							\$250	\$250	\$300	
Trailways Saleable Items							\$100	\$100	\$100	
Miscellaneous/Donations							\$0		\$300	
Transfer from Legal Services							\$10,429	\$11,508	\$11,439	
Trail Brochure Sponsorship							\$0	\$0	\$3,000	
Bench Donations							\$0	\$2,550	\$2,550	
Temporary Permit Fees							\$50	\$50	\$50	
Transfer from Fund Balance							\$0	\$0	\$0	
Program/Project Grants							\$1,000	\$0	\$0	
MMRMA Asset Distribution							\$1,300	\$2,000	\$2,000	
				<b>Total Revenue</b>			<b>\$93,909</b>	<b>\$98,854</b>	<b>\$102,135</b>	
<b>EXPENSES</b>										
Office										
	Telephone and On-Line Services						\$504	\$504	\$504	
	Office Furnishings						\$350	\$350	\$0	
	Office Materials & Supplies						\$800	\$800	\$600	
	Office Operating Expenses						\$6,500	\$6,500	\$1,500	
	Rent								\$5,000	
	Postage						\$500	\$500	\$500	
	Office & Trail Equipment						\$500	\$500	\$1,000	
	Bench donations						\$0	\$2,550	\$2,550	
	Portable Toilet Rental						\$0	\$0	\$0	
<b>Subtotal</b>							<b>\$9,154</b>	<b>\$11,704</b>	<b>\$11,654</b>	

							2015	2016	2017
Staff Travel/Training/Development									
Travel/Mileage							\$700	\$700	\$700
Education/Memberships							\$350	\$350	\$350
Per Diems							\$4,725	\$4,235	\$4,235
<b>Subtotal</b>							<b>\$5,775</b>	<b>\$5,285</b>	<b>\$5,285</b>
Insurance/Professional Services (other than legal)									
Auditing Fee for FY 2016							\$3,600	\$3,600	\$4,000
Insurance (MMRMA)							\$4,000	\$4,000	\$3,800
Recorders Fee							\$2,925	\$2,990	\$2,990
<b>Subtotal</b>							<b>\$10,525</b>	<b>\$10,590</b>	<b>\$10,790</b>
Publicity/Raising awareness/Educational Projects									
Trailways Student Project							\$250	\$250	\$750
Brochures							\$0	\$0	\$3,000
Trail Promotional Items							\$750	\$750	\$1,000
Labor Day Bridge Walk							\$100	\$0	\$150
Oak Routes Sponsorship							\$0	\$0	\$0
Trail Etiquette Program							\$1,000	\$1,000	\$0
<b>Subtotal</b>							<b>\$2,100</b>	<b>\$2,000</b>	<b>\$4,900</b>
Administrative Personnel									
Wages - Manager							\$39,750	\$40,545	\$35,443
FICA/MESC - Manager							\$3,041	\$3,102	\$2,711
Wages - Part-time Assistant Trail Manager							\$2,363	\$7,488	\$9,547
FICA/MESC - Adm. Asst							\$181	\$573	\$730
<b>Subtotal</b>							<b>\$45,335</b>	<b>\$51,708</b>	<b>\$48,432</b>
Trail Projects									
Phase 3 Art Project							\$800	\$0	\$0
Signage Project							\$0	\$600	\$2,000
Trail Improvement Project - South Rochester							\$2,500	\$0	\$2,000
Polly Ann Trail Connection - Route 1							\$0	\$0	\$0
Property Acquisition Projects							\$0	\$0	\$0
2014-2018 Master Plan Project(s)							\$5,000	\$4,000	\$4,000
<b>Subtotal</b>							<b>\$8,300</b>	<b>\$4,600</b>	<b>\$8,000</b>
Patrol Program									
Wages - PCTC Bike Patrol							\$4,000	\$4,600	\$4,600
FICA/MESC-Bike Patrol							\$306	\$352	\$352
Contracted Mounted Patrol Services							\$8,044	\$7,650	\$7,650
Commission Contribution to Bike Patrol Services							\$0	\$0	\$0
Bike Patrol Equipment & Misc							\$250	\$250	\$250
<b>Subtotal</b>							<b>\$12,600</b>	<b>\$12,852</b>	<b>\$12,852</b>

