

**Paint Creek Trailways Commission
Funding Request – 2018 Budget**

The Paint Creek Trailways Commission is requesting that each member community contribute \$17,886 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 six 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.

	2018 Budget	2017 Budget	2016 Budget
Contribution for Operations, not including Patrol Program	\$17,886*	\$17,386	\$17,386

an increase of 2.8% from 2016 and 2017

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 and/or Bike 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)	\$1,061*
City of Rochester Hills (1.4 miles of Trail)	\$2,274*
Charter Township of Oakland (5.3 miles of Trail)	\$8,190*
Charter Township of Orion (1.2 miles of Trail)	\$1,968*

an increase of 4.9% from 2016

Paint Creek Trail Resurfacing: 2018

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 have suggested that each community budget and reserve the following amounts for this purpose each year for the last four 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. We will be tentatively resurfacing the trail in the fall of 2018, after our Bridge Renovation Project is complete in Oakland Township.

Member Community	Amount to Reserve Per Year, 2014-2018	Estimated cost for Resurfacing in Fall 2018
City of Rochester	\$5,520	\$27,600
City of Rochester Hills	\$9,660	\$48,300
Charter Township of Oakland	\$36,540	\$182,700
Charter Township of Orion	\$8,280	\$41,400
TOTAL	\$60,000 per year	\$300,000*

*300,000 is an estimate only; our engineers will have a more accurate cost estimate in early 2018, and we will provide information as we receive it. 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
2018 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 2018.
City of Rochester Hills	Sign making and replacement services, in an amount not to exceed \$1,500 in 2018. 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 2018. 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.

2018 Approved Trailways Commission Operations Budget - 10/17/17							2016	2017	2018
REVENUE							Final	Approve	Approved
Member Unit Contribution for Commission and Office Operations and Staff							\$69,544	\$69,544	\$71,544
	Rochester			17,886					
	Rochester Hills			17,886					
	Oakland Township			17,886					
	Orion Township			17,886					
Member Unit Contribution for Patrol Program, based on community mileage							\$12,852	\$12,852	\$13,493
	Rochester			1,061					
	Rochester Hills			2,274					
	Oakland Township			8,190					
	Orion Township			1,968					
Interest						\$340	\$300	\$300	
Trailways Saleable Items						\$0	\$100	\$0	
Miscellaneous/Donations						\$300	\$300	\$200	
Transfer from Legal Services						\$11,440	\$11,439	\$10,755	
Trail Brochure Sponsorship						\$0	\$3,000	\$3,000	
National Trails Day Sponsorship								\$500	
Labor Day Bridge Walk Sponsorship								\$1,000	
Bench Donations						\$0	\$2,550	\$1,700	
Temporary Permit Fees						\$160	\$50	\$30	
Transfer from Fund Balance						\$0	\$0	\$0	
Program/Project Grants						\$0	\$0	\$0	
MMRMA Asset Distribution						\$2,452	\$2,000	\$2,000	
Total Revenue							\$97,088	\$102,135	\$104,522
EXPENSES									
Office									
Telephone and On-Line Services						\$504	\$504	\$504	
Office Furnishings						\$0	\$0	\$0	
Office Materials & Supplies						\$680	\$600	\$700	
Office Operating Expenses						\$1,117	\$1,500	\$1,650	
Rent						\$5,000	\$5,000	\$5,000	
Postage						\$262	\$500	\$500	
Office & Trail Equipment						\$91	\$1,000	\$500	
Bench donations						\$0	\$2,550	\$1,700	
Restroom Maintenance						\$0	\$0	\$0	
Subtotal						\$7,654	\$11,654	\$10,554	

Staff Travel/Training/Development							2016	2017	2018	p 4
Travel/Mileage						\$314	\$700	\$500		
Education/Memberships						\$128	\$350	\$250		
Per Diems						\$4,515	\$4,235	\$4,515		
Subtotal						\$4,957	\$5,285	\$5,265		
Insurance/Professional Services (other than legal)										
Auditing Fee for FY 2016						\$3,600	\$4,000	\$4,000		
Insurance (MMRMA)						\$3,574	\$3,800	\$3,500		
Recorders Fee						\$2,760	\$2,990	\$2,990		
Subtotal						\$9,934	\$10,790	\$10,490		
Publicity/Raising awareness/Educational Projects										
Trailways Student Project						\$0	\$750	\$500		
Brochures						\$0	\$3,000	\$3,000		
Trail Promotional Items						\$708	\$1,000	\$1,000		
Labor Day Bridge Walk						\$130	\$150	\$1,000		
National Trails Day						\$85	\$0	\$500		
Oak Routes Sponsorship						\$0	\$0	\$0		
Trail Etiquette Program						\$0	\$0	\$0		
Subtotal						\$923	\$4,900	\$6,000		
Administrative Personnel										
Wages - Manager						\$40,535	\$35,443	\$35,980		
FICA/MESC - Manager						\$3,101	\$2,711	\$2,752		
Wages - Part-time Assistant Trail Manager						\$8,640	\$9,547	\$9,690		
FICA/MESC - Adm. Asst						\$661	\$730	\$741		
Subtotal						\$52,937	\$48,431	\$49,163		
Trail Projects										
Tienken Pathway/Art Project						\$0	\$0	\$375		
Signage Project						\$0	\$2,000	\$2,500		
Trail Improvement Project - South Rochester						\$3,898	\$2,000	\$5,875		
Polly Ann Trail Connection - Route 1						\$0	\$0	\$0		
Property Acquisition Projects						\$0	\$0	\$0		
2014-2018 Master Plan Project(s)						\$550	\$4,000	\$0		
Subtotal						\$4,448	\$8,000	\$8,750		
Patrol Program										
Wages - PCTC Bike Patrol						\$3,502	\$4,600	\$4,400		
FICA/MESC-Bike Patrol						\$268	\$352	\$337		
Contracted Mounted Patrol Services						\$6,850	\$7,650	\$9,110		
Commission Contribution to Bike Patrol Services						\$0	\$0	\$0		
Bike Patrol Equipment & Misc						\$58	\$250	\$250		
Subtotal						\$10,678	\$12,852	\$14,097		

										2016	2017	2018	p 5
Printing/Logo Expenses													
Trail Saleable Items													
Subtotal													
Miscellaneous/Contingency													
Transfer to fund balance													
Subtotal													
Total Expenses													
Revenue minus Expenses													
2018 Legal Services Project Budget													
REVENUES													
Member Unit Contribution													
License Fees													
License Fees Paid in Advance													
New License Preparation Fees													
Total Revenue													
EXPENSES													
Legal Retainer													
License Preparation Fees													
Transfer to Operating Budget													
Advance License Fees Carried Forward													
Legal Services													
Unallocated													
Total Expenses													
Revenue Minus Expenses - Legal													
2018 Special Project Budget - Bridge Renovation Project													
Source of Funds													
Paint Creek Trailways Commission Fund Balance													
Member Unit Contributions													
Total Revenue													
EXPENSES													
Bridge 33.7 Renovation - Easement Acquisition													
Legal Services													
Total Expenses													

2018 Special Project Budget - Trail Resurfacing												2018	
Source of Funds													
Paint Creek Trailways Commission Fund Balance												\$20,000	
Member Unit Contributions												\$0	
Total Revenue												\$20,000	
EXPENSES													
Trail Surface Design Engineering												\$20,000	
Legal Services												\$0	
Total Expenses												\$20,000	
2018 Special Project Budget - Observation Deck												2018	
Source of Funds													
Paint Creek Trailways Commission Fund Balance												\$25,000	
Member Unit Contributions												\$0	
Total Revenue												\$25,000	
Expenses													
Observation Deck Construction												\$25,000	
Total Expenses												\$25,000	
2017 Unrestricted Fund Balance												\$ 90,000.00	
2018 Unrestricted Additions												\$ -	
2018 Unrestricted Subtractions (Special Projects)												\$ 70,000.00	
												Balance	\$20,000.00
2018 Total Restricted Funds for future expenditures												\$ 2,465.00	
<i>Directional Sign Project (Meijer)</i>												\$ 1,645.00	
<i>Rochester Art Project - Maintenance fund</i>												\$ 720.00	
<i>Art Project Brochure (Greenbaum)</i>												\$ 100.00	
Subtotal												\$ 2,465.00	
2018 Unrestricted Fund Balance												\$20,000.00	
2018 Restricted Fund Balance												\$ 2,465.00	
2018 Total Fund Balance (as of 10/17/17)												\$ 22,465.00	