



MEMO

To: Commissioners, Alternates, & Staff
From: Kristen Myers, Outgoing Trail Manager
Subject: 2019 Draft Budget – Paint Creek Trailways Commission
Date: October 11, 2018

I've created a draft budget for your review, based on current and projected projects in 2019. As a reminder, this is your first look at the budget – the Commission will need to decide if my recommended line items are being allocated the way you'd like.

Here are the highlights:

Revenue:

- I'm recommending that the Commission request an additional \$114 from each member community for operations (.006% increase)
- I'm recommending that the Commission stays with the current request from each member community for the patrol program – no increases
- I've increased temporary permit fees slightly
- I again expect at least \$2,000 from our MMRMA Asset Distribution.

Expenses:

- I've increased Office Furnishings to cover any new furnishings the new trail manager may need.
- I've increased Office Operating Expenses, as the copy per page fee has increased due to a termination of contract (Oakland Twp Parks decision)
- I've increased the Office and Trail Equipment budget by \$300, to cover any new equipment the new manager may need.
- Assistant Manager and Bike Patroller positions, I am recommending a 2% increase.
- I have decreased the Trail Manager budget based on the salary of the new trail manager.
- I increased the per diem budget to cover an additional joint meeting with OTPRC if necessary.
- I decreased the audit budget based on the approved amount from Ramie Phillips, CPA.
- I have increased the Insurance budget based on this year's rate increase.
- I added another \$100 in the trail promotional items budget.
- Since it wasn't spent this year, I've put \$3,000 in the signage project budget (match for the Iron Belle Trail Grant).
- The Recreation Master Plan expires in December 2018. The Commission will need to spend some time updating a plan during 2019 that will cover 2020-2024. If the Commission plans on applying for any MNRTF funding during those years, a current master plan must be on file. I have budgeted \$7,000 for the plan – I am recommending that the Commission contract it out at least partially. Most communities pay \$15,000 - \$20,000 for someone to update their plans. We have done it "in house" the last three updates, by increasing the trail manager's hours and we also contracted out the public input mandate with LivingLab last time.
- I've increased the Mounted Patrol budget based on anticipated wage increases for the deputies. This will still give the Commission 500 patrol hours.

Special Project Budgets

I've kept three special project budgets for 2019, since everything has been delayed. I decreased the amount slightly for the Bridge project, based on not needing to acquire any easements.

2019 Draft Budget
October 16, 2018

Staff Travel/Training/Development							2018	2019	Difference
Travel/Mileage						\$500	\$500	\$0	
Education/Memberships						\$250	\$250	\$0	
Per Diems						\$4,515	\$4,900	-\$385	
Subtotal						\$5,265	\$5,650	-\$385	
Insurance/Professional Services (other than legal)									
Auditing Fee for FY 2018						\$4,000	\$3,600	\$400	
Insurance (MMRMA)						\$3,500	\$3,900	-\$400	
Recorders Fee						\$2,990	\$2,990	\$0	
Subtotal						\$10,490	\$10,490	\$0	
Publicity/Raising awareness/Educational Projects									
Trailways Student Project						\$500	\$500	\$0	
Brochures						\$3,000	\$3,000	\$0	
Trail Promotional Items						\$1,000	\$1,100	-\$100	
Labor Day Bridge Walk						\$1,000	\$1,000	\$0	
National Trails Day						\$500	\$500	\$0	
Trail Etiquette Program						\$0	\$0	\$0	
Subtotal						\$6,000	\$6,100	-\$100	
Administrative Personnel									
Wages - Manager						\$35,980	\$32,323	\$3,657	
FICA/MESC - Manager						\$2,752	\$2,473	\$279	
Wages - Part-time Assistant Trail Manager						\$9,690	\$9,884	-\$194	
FICA/MESC - Adm. Asst						\$741	\$756	-\$15	
Subtotal						\$49,163	\$45,436	\$3,727	
Trail Projects									
Tienken Pathway/Art Project						\$375	\$0	\$375	
Signage Project						\$2,500	\$3,000	-\$500	
Trail Improvement Project - South Rochester						\$5,875	\$0	\$5,875	
Property Acquisition Projects						\$0	\$0	\$0	
New! 2020-2024 Master Plan Revision						\$0	\$7000	-\$7,000	
Subtotal						\$8,750	\$10,000	-\$1,250	
Patrol Program									
Wages - PCTC Bike Patrol						\$4,400	\$4,757	-\$357	
FICA/MESC-Bike Patrol						\$337	\$364	-\$27	
Contracted Mounted Patrol Services						\$9,110	\$9,500	-\$390	
Commission Contribution to Bike Patrol Services						\$0	\$0	\$0	
Bike Patrol Equipment & Misc						\$250	\$250	\$0	
Subtotal						\$14,097	\$14,871	-\$774	

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								2018	2019	Difference
Printing/Logo Expenses										
Trail Saleable Items								\$0	\$0	\$0
New! Master Plan Printing									\$750	
Subtotal								\$0	\$750	-\$750
Miscellaneous/Contingency								\$203	\$267	-\$64
Transfer to fund balance								\$0	\$0	\$0
Subtotal								\$203	\$267	-\$64
Total Expenses								\$104,522	\$105,018	-\$496
Revenue minus Expenses								\$0	\$0	\$0
2019 Legal Services Project Budget										
								2018	2019	Difference
REVENUES										
Member Unit Contribution								\$0	\$0	\$0
License Fees								\$12,255	\$12,255	\$0
License Fees Paid in Advance								\$0	\$0	\$0
New License Preparation Fees								\$0	\$0	\$0
Total Revenue								\$12,255	\$12,255	\$0
EXPENSES										
Legal Retainer								\$0	\$0	\$0
License Preparation Fees								\$0	\$0	\$0
Transfer to Operating Budget								\$10,755	\$10,755	\$0
Advance License Fees Carried Forward								\$0	\$0	\$0
Legal Services								\$1,000	\$1,000	\$0
Unallocated								\$500	\$500	\$0
Total Expenses								\$12,255	\$12,255	\$0
Revenue Minus Expenses - Legal								\$0	\$0	\$0
2019 Special Project Budget - Bridge Renovation Project										
								2018	2019	
Source of Funds										
Paint Creek Trailways Commission Fund Balance								\$25,000	\$20,000	
Member Unit Contributions								\$0	\$0	
Total Revenue								\$25,000	\$20,000	
EXPENSES										
Bridge 33.7 Renovation								\$20,000	\$20,000	
Legal Services								\$5,000	\$0	
Total Expenses								\$25,000	\$20,000	

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2019 Special Project Budget - Trail Resurfacing							2018	2019
Source of Funds								
Paint Creek Trailways Commission Fund Balance							\$20,000	\$20,000
Member Unit Contributions							\$0	\$0
Total Revenue							\$20,000	\$20,000
EXPENSES								
Trail Surface Design Engineering							\$20,000	\$20,000
Legal Services							\$0	\$0
Total Expenses							\$20,000	\$20,000
2019 Special Project Budget - Observation Deck							2018	2019
Source of Funds								
Paint Creek Trailways Commission Fund Balance							\$25,000	\$25,000
Member Unit Contributions							\$0	\$0
Total Revenue							\$25,000	\$25,000
Expenses								
Observation Deck Construction							\$25,000	\$25,000
Total Expenses							\$25,000	\$25,000
2018 Unrestricted Fund Balance							\$ 100,000.00	
2019 Unrestricted Additions							\$ -	
2019 Unrestricted Subtractions (Special Projects)							\$ 65,000.00	
Balance							\$ 35,000.00	
2019 Total Restricted Funds for future expenditures							\$ 2,465.00	
<i>Directional Sign Project (Meijer)</i>							<i>\$ 1,645.00</i>	
<i>Rochester Art Project - Maintenance fund</i>							<i>\$ 720.00</i>	
<i>Art Project Brochure (Greenbaum)</i>							<i>\$ 100.00</i>	
Subtotal							\$ 2,465.00	
2019 Unrestricted Fund Balance							\$ 35,000.00	
2019 Restricted Fund Balance							\$ 2,465.00	
2019 Total Fund Balance (as of 10/16/18)							\$ 37,465.00	