

| 2020 Approved Trailways Commission Operations Budget - 11/19/19         |                  |  |  |        |  |  |                 |                  |                  | p3 |  |
|---|------------------|--|--|--------|--|--|-----------------|------------------|------------------|----|--|
|   |                  |  |  |        |  |  | 2018            | 2019             | 2020             |    |  |
| REVENUE   |                  |  |  |        |  |  | Final           | Approved         | Approved         |    |  |
| Member Unit Contribution for Commission and Office Operations and Staff |                  |  |  |        |  |  | \$71,544        | \$72,000         | \$72,000         |    |  |
|   | Rochester        |  |  | 18,000 |  |  |                 |                  |                  |    |  |
|   | Rochester Hills  |  |  | 18,000 |  |  |                 |                  |                  |    |  |
|   | Oakland Township |  |  | 18,000 |  |  |                 |                  |                  |    |  |
|   | Orion Township   |  |  | 18,000 |  |  |                 |                  |                  |    |  |
| Member Unit Contribution for Patrol Program, based on community mileage |                  |  |  |        |  |  | \$13,493        | \$13,493         | \$14,392         |    |  |
|   | Rochester        |  |  | 1,131  |  |  |                 |                  |                  |    |  |
|   | Rochester Hills  |  |  | 2,425  |  |  |                 |                  |                  |    |  |
|   | Oakland Township |  |  | 8,736  |  |  |                 |                  |                  |    |  |
|   | Orion Township   |  |  | 2,100  |  |  |                 |                  |                  |    |  |
| Interest  |                  |  |  |        |  |  | \$347           | \$300            | \$300            |    |  |
| Trailways Saleable Items  |                  |  |  |        |  |  | \$0             | \$0              | \$0              |    |  |
| Miscellaneous/Donations   |                  |  |  |        |  |  | \$200           | \$200            | \$200            |    |  |
| Transfer from Legal Services  |                  |  |  |        |  |  | \$7,999         | \$8,755          | \$10,255         |    |  |
| Trail Brochure Sponsorship  |                  |  |  |        |  |  | \$0             | \$3,000          | \$3,000          |    |  |
| National Trails Day Sponsorship   |                  |  |  |        |  |  | \$750           | \$500            | \$500            |    |  |
| Labor Day Bridge Walk Donations   |                  |  |  |        |  |  | \$1,574         | \$0              | \$0              |    |  |
| Labor Day Bridge Walk Sponsorship                                       |                  |  |  |        |  |  | \$1,250         | \$1,000          | \$1,000          |    |  |
| Bench Donations   |                  |  |  |        |  |  | \$0             | \$1,700          | \$2,550          |    |  |
| Temporary Permit Fees   |                  |  |  |        |  |  | \$180           | \$70             | \$70             |    |  |
| Transfer from Fund Balance  |                  |  |  |        |  |  | \$0             | \$2,000          | \$0              |    |  |
| Program/Project Grants  |                  |  |  |        |  |  | \$0             | \$0              | \$0              |    |  |
| MMRMA Asset Distribution  |                  |  |  |        |  |  | \$2,106         | \$2,000          | \$2,000          |    |  |
|   |                  |  |  |        |  |  | <b>\$99,533</b> | <b>\$105,018</b> | <b>\$106,267</b> |    |  |
| <b>Total Revenue</b>  |                  |  |  |        |  |  |                 |                  |                  |    |  |
| <b>EXPENSES</b>   |                  |  |  |        |  |  |                 |                  |                  |    |  |
| <b>Office</b>   |                  |  |  |        |  |  |                 |                  |                  |    |  |
| Telephone and Computer Network Services                                 |                  |  |  |        |  |  | \$504           | \$504            | \$504            |    |  |
| Office Furnishings  |                  |  |  |        |  |  | \$0             | \$250            | \$100            |    |  |
| Office Materials & Supplies   |                  |  |  |        |  |  | \$449           | \$700            | \$1000           |    |  |
| Office Operating Expenses   |                  |  |  |        |  |  | \$1,179         | \$2,000          | \$2,000          |    |  |
| Rent  |                  |  |  |        |  |  | \$5,000         | \$5,000          | \$5,000          |    |  |
| Postage   |                  |  |  |        |  |  | \$347           | \$500            | \$500            |    |  |
| Office & Trail Equipment  |                  |  |  |        |  |  | \$890           | \$800            | \$650            |    |  |
| Bench donations   |                  |  |  |        |  |  | \$0             | \$1,700          | \$2,550          |    |  |
| Restroom Maintenance  |                  |  |  |        |  |  | \$0             | \$0              | \$0              |    |  |
| <b>Subtotal</b>   |                  |  |  |        |  |  | <b>\$8,369</b>  | <b>\$11,454</b>  | <b>\$12,304</b>  |    |  |

| <b>Staff Travel/Training/Development</b>                  |  |  |  |  | <b>2018</b>     | <b>2019</b>     | <b>2020</b>     | p4 |
|---|--|--|--|--|-----------------|-----------------|-----------------|----|
| Travel/Mileage  |  |  |  |  | \$538           | \$500           | \$500           |    |
| Education/Memberships                                     |  |  |  |  | \$416           | \$250           | \$250           |    |
| Per Diems   |  |  |  |  | \$4,655         | \$4,900         | \$4,900         |    |
| <b>Subtotal</b>   |  |  |  |  | <b>\$5,609</b>  | <b>\$5,650</b>  | <b>\$5,650</b>  |    |
| <b>Insurance/Professional Services (other than legal)</b> |  |  |  |  |                 |                 |                 |    |
| Auditing Fee for FY 2019                                  |  |  |  |  | \$3,400         | \$3,600         | \$3,600         |    |
| Insurance (MMRMA)   |  |  |  |  | \$3,644         | \$3,900         | \$3,900         |    |
| Recorders Fee   |  |  |  |  | \$3,220         | \$2,990         | \$3,055         |    |
| <b>Subtotal</b>   |  |  |  |  | <b>\$10,264</b> | <b>\$10,490</b> | <b>\$10,555</b> |    |
| <b>Publicity/Raising awareness/Educational Projects</b>   |  |  |  |  |                 |                 |                 |    |
| Trailways Student Project                                 |  |  |  |  | \$0             | \$500           | \$500           |    |
| Brochures   |  |  |  |  | \$3,181         | \$3,000         | \$3,000         |    |
| Trail Promotional Items                                   |  |  |  |  | \$1,075         | \$1,100         | \$1,100         |    |
| Labor Day Bridge Walk                                     |  |  |  |  | \$810           | \$1,000         | \$1,000         |    |
| National Trails Day                                       |  |  |  |  | \$250           | \$500           | \$500           |    |
| Trail Etiquette Program                                   |  |  |  |  | \$0             | \$0             | \$0             |    |
| <b>Subtotal</b>   |  |  |  |  | <b>\$5,316</b>  | <b>\$6,100</b>  | <b>\$6,100</b>  |    |
| <b>Administrative Personnel</b>                           |  |  |  |  |                 |                 |                 |    |
| Wages - Manager   |  |  |  |  | \$37,402        | \$32,323        | \$32,970        |    |
| FICA/MESC - Manager                                       |  |  |  |  | \$2,861         | \$2,473         | \$2,522         |    |
| Wages - Part-time Assistant Trail Manager                 |  |  |  |  | \$10,535        | \$9,884         | \$10,082        |    |
| 2020 Bonus - Asst. Trail Manager                          |  |  |  |  | \$0             | \$0             | \$297           |    |
| FICA/MESC - Asst. Trail Manager                           |  |  |  |  | \$806           | \$756           | \$794           |    |
| <b>Subtotal</b>   |  |  |  |  | <b>\$51,604</b> | <b>\$45,436</b> | <b>\$46,664</b> |    |
| <b>Trail Projects</b>                                     |  |  |  |  |                 |                 |                 |    |
| Tienken Pathway/Art Project                               |  |  |  |  | \$0             | \$0             | \$0             |    |
| Signage Project   |  |  |  |  | \$0             | \$3,000         | \$3,355         |    |
| Trail Improvement Project - South Rochester               |  |  |  |  | \$0             | \$0             | \$0             |    |
| Property Acquisition Projects                             |  |  |  |  | \$0             | \$0             | \$0             |    |
| 2020-2024 Master Plan Revision                            |  |  |  |  | \$0             | \$7000          | \$2,000         |    |
| Bridge 33.7/Resurfacing Ribbon Cutting Ceremony           |  |  |  |  | \$0             | \$0             | \$1,000         |    |
| Moutrie Pollinator Garden Ribbon Cutting Ceremony         |  |  |  |  | \$0             | \$0             | \$500           |    |
| <b>Subtotal</b>   |  |  |  |  | <b>\$0</b>      | <b>\$10,000</b> | <b>\$6,855</b>  |    |
| <b>Patrol Program</b>                                     |  |  |  |  |                 |                 |                 |    |
| Wages - PCTC Bike Patrol                                  |  |  |  |  | \$4,070         | \$4,757         | \$4,852         |    |
| FICA/MESC-Bike Patrol                                     |  |  |  |  | \$311           | \$364           | \$371           |    |
| Contracted Mounted Patrol Services                        |  |  |  |  | \$6,052         | \$9,500         | \$9,550         |    |
| Commission Contribution to Bike Patrol Services           |  |  |  |  | \$0             | \$0             | \$0             |    |
| Bike Patrol Equipment & Misc                              |  |  |  |  | \$282           | \$250           | \$250           |    |
| <b>Subtotal</b>   |  |  |  |  | <b>\$10,715</b> | <b>\$14,871</b> | <b>\$15,023</b> |    |

|   |  |  |  |  |  |  |  | 2018            | 2019             | 2020             | P5 |
|---|--|--|--|--|--|--|--|-----------------|------------------|------------------|----|
| <b>Printing/Logo Expenses</b>                             |  |  |  |  |  |  |  |                 |                  |                  |    |
| Trail Saleable Items                                      |  |  |  |  |  |  |  | \$0             | \$0              | \$0              |    |
| Master Plan Printing                                      |  |  |  |  |  |  |  | \$0             | \$750            | \$300            |    |
| <b>Subtotal</b>   |  |  |  |  |  |  |  | <b>\$0</b>      | <b>\$750</b>     | <b>\$300</b>     |    |
| <b>Miscellaneous/Contingency</b>                          |  |  |  |  |  |  |  | \$223           | \$267            | \$271            |    |
| <b>Transfer to fund balance</b>                           |  |  |  |  |  |  |  | \$7,433         | \$0              | \$2,545          |    |
| <b>Subtotal</b>   |  |  |  |  |  |  |  | <b>\$7,656</b>  | <b>\$267</b>     | <b>\$2,816</b>   |    |
| <b>Total Expenses</b>                                     |  |  |  |  |  |  |  | <b>\$99,533</b> | <b>\$105,018</b> | <b>\$106,267</b> |    |
| <b>Revenue minus Expenses</b>                             |  |  |  |  |  |  |  | <b>\$0</b>      | <b>\$0</b>       | <b>\$0</b>       |    |
| <b>2019 Legal Services Project Budget</b>                 |  |  |  |  |  |  |  |                 |                  |                  |    |
|   |  |  |  |  |  |  |  | 2018            | 2019             | 2020             |    |
| <b>REVENUES</b>   |  |  |  |  |  |  |  |                 |                  |                  |    |
| Member Unit Contribution                                  |  |  |  |  |  |  |  | \$0             | \$0              | \$0              |    |
| License Fees  |  |  |  |  |  |  |  | \$11,324        | \$12,255         | \$12,255         |    |
| License Fees Paid in Advance                              |  |  |  |  |  |  |  | \$0             | \$0              | \$0              |    |
| New License Preparation Fees                              |  |  |  |  |  |  |  | \$0             | \$0              | \$0              |    |
| <b>Total Revenue</b>                                      |  |  |  |  |  |  |  | <b>\$11,324</b> | <b>\$12,255</b>  | <b>\$12,255</b>  |    |
| <b>EXPENSES</b>   |  |  |  |  |  |  |  |                 |                  |                  |    |
| Legal Retainer  |  |  |  |  |  |  |  | \$0             | \$0              | \$0              |    |
| License Preparation Fees                                  |  |  |  |  |  |  |  | \$0             | \$0              | \$0              |    |
| Transfer to Operating Budget                              |  |  |  |  |  |  |  | \$7,999         | \$8,755          | \$10,255         |    |
| Advance License Fees Carried Forward                      |  |  |  |  |  |  |  | \$0             | \$0              | \$0              |    |
| Legal Services  |  |  |  |  |  |  |  | \$3,325         | \$3,000          | \$1,500          |    |
| Unallocated   |  |  |  |  |  |  |  | \$0             | \$500            | \$500            |    |
| <b>Total Expenses</b>                                     |  |  |  |  |  |  |  | <b>\$11,324</b> | <b>\$12,255</b>  | <b>\$12,255</b>  |    |
| <b>Revenue Minus Expenses - Legal</b>                     |  |  |  |  |  |  |  | <b>\$0</b>      | <b>\$0</b>       | <b>\$0</b>       |    |
| <b>Special Project Budget - Bridge Renovation Project</b> |  |  |  |  |  |  |  |                 |                  |                  |    |
|   |  |  |  |  |  |  |  | 2018            | 2019             | 2020             |    |
| <b>Source of Funds</b>                                    |  |  |  |  |  |  |  |                 |                  |                  |    |
| Paint Creek Trailways Commission Fund Balance             |  |  |  |  |  |  |  | \$0             | \$20,000         | \$0              |    |
| Member Unit Contributions                                 |  |  |  |  |  |  |  | \$35,766        | \$0              | \$0              |    |
| <b>Total Revenue</b>                                      |  |  |  |  |  |  |  | <b>\$35,766</b> | <b>\$20,000</b>  | <b>\$0</b>       |    |
| <b>EXPENSES</b>   |  |  |  |  |  |  |  |                 |                  |                  |    |
| Bridge 33.7 Renovation                                    |  |  |  |  |  |  |  | \$0             | \$20,000         | \$0              |    |
| Legal Services  |  |  |  |  |  |  |  | \$0             | \$0              | \$0              |    |
| Tree Removal  |  |  |  |  |  |  |  | \$3,825         | \$0              | \$0              |    |
| Design Engineering  |  |  |  |  |  |  |  | \$31,941        | \$0              | \$0              |    |
| <b>Total Expenses</b>                                     |  |  |  |  |  |  |  | <b>\$35,766</b> | <b>\$20,000</b>  | <b>\$0</b>       |    |

| <b>Special Project Budget -Trail Resurfacing</b>      |  |  |  |  | <b>2018</b>         | <b>2019</b>     | <b>2020</b>     |
|---|--|--|--|--|---------------------|-----------------|-----------------|
| <b>Source of Funds</b>                                |  |  |  |  |                     |                 |                 |
| Paint Creek Trailways Commission Fund Balance         |  |  |  |  | \$18,924            | \$20,000        | \$20,000        |
| Member Unit Contributions                             |  |  |  |  | \$0                 | \$0             | \$0             |
| Friends of the Paint Creek Trail                      |  |  |  |  | \$1,550             | \$0             | \$0             |
| <b>Total Revenue</b>                                  |  |  |  |  | <b>\$20,474</b>     | <b>\$20,000</b> | <b>\$20,000</b> |
| <b>EXPENSES</b>                                       |  |  |  |  |                     |                 |                 |
| Trail Surface Design Engineering                      |  |  |  |  | \$18,649            | \$20,000        | \$20,000        |
| Rochester Hills Educational Path Engineering          |  |  |  |  | \$1,329             | \$0             | \$0             |
| Legal Services  |  |  |  |  | \$275               | \$0             | \$0             |
| <b>Total Expenses</b>                                 |  |  |  |  | <b>\$20,253</b>     | <b>\$20,000</b> | <b>\$20,000</b> |
| <b>2019 Special Project Budget - Observation Deck</b> |  |  |  |  | <b>2018</b>         | <b>2019</b>     | <b>2020</b>     |
| <b>Source of Funds</b>                                |  |  |  |  |                     |                 |                 |
| Paint Creek Trailways Commission Fund Balance         |  |  |  |  | \$3,671             | \$25,000        | \$0             |
| Member Unit Contributions                             |  |  |  |  | \$0                 | \$0             | \$0             |
| Friends of the Paint Creek Trail                      |  |  |  |  | \$1,400             |                 |                 |
| <b>Total Revenue</b>                                  |  |  |  |  | <b>\$5,071</b>      | <b>\$25,000</b> | <b>\$0</b>      |
| <b>Expenses</b>                                       |  |  |  |  |                     |                 |                 |
| Observation Deck Construction                         |  |  |  |  | \$3,671             | \$25,000        | \$0             |
| SE Rochester Sidepath Engineering                     |  |  |  |  | \$1,262             | \$0             | \$0             |
| <b>Total Expenses</b>                                 |  |  |  |  | <b>\$4,933</b>      | <b>\$25,000</b> | <b>\$0</b>      |
| 2019 Unrestricted Fund Balance                        |  |  |  |  | \$ 80,000.00        |                 |                 |
| 2020 Unrestricted Additions                           |  |  |  |  | \$ 2,545.00         |                 |                 |
| 2020 Unrestricted Subtractions (Special Projects)     |  |  |  |  | \$ 20,000.00        |                 |                 |
|   |  |  |  |  | Balance             | \$ 62,545.00    |                 |
| 2020 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           |                 |                 |
| <b>Subtotal</b>                                       |  |  |  |  | <b>\$ 2,465.00</b>  |                 |                 |
| <b>2020 Unrestricted Fund Balance</b>                 |  |  |  |  | <b>\$ 62,545.00</b> |                 |                 |
| <b>2020 Restricted Fund Balance</b>                   |  |  |  |  | <b>\$ 2,465.00</b>  |                 |                 |
| <b>2020 Total Fund Balance (as of 10/15/19)</b>       |  |  |  |  | <b>\$ 65,010.00</b> |                 |                 |