

Paint Creek Trailways Commission Funding Request – 2012 Budget

The Paint Creek Trailways Commission is requesting that each member community contribute \$16,549 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.

| Per Member Community | 2012 Approved Budget | 2011 Budget | 2010 Budget |
|--|----------------------|-----------------|-----------------|
| Contribution for Operations | | | |
| And Part-time Personnel, not including Patrol Program | \$16,549 | \$16,549 | \$16,887 |

**This request is the same as last year's request. **

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 May 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) | \$991 |
| City of Rochester Hills (1.4 miles of Trail) | \$2,124 |
| Charter Township of Oakland (5.3 miles of Trail) | \$7,647 |
| Charter Township of Orion (1.2 miles of Trail) | \$1,838 |

This request is the same as last year's request.

Special Projects

There are no Special Projects scheduled for 2012

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.
Staff assistance in professional services, when requested.

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.
Staff assistance in professional services, when requested.

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

Charter Township of Orion

Trail, Bridge, and stream inspection and maintenance
Public Safety assistance to deter vandalism and motorized use.
Engineering assistance when necessary
Staff assistance in professional services, when requested

| 2012 Approved Trailways Commission Operations Budget | | | | | | | | | | | Approved 6-21-11 | pg 3 | | | |
|---|------------------------------------|--|--|--|--|--|--|--|--|--|------------------|-----------------|-----------------|--|--|
| | | | | | | | | | | | 2010 | 2011 | 2012 | | |
| | | | | | | | | | | | Final Budget | Budget | Draft | | |
| REVENUE | | | | | | | | | | | | | | | |
| Member Unit Contribution for Commission and Office Operations and Staff | | | | | | | | | | | \$67,548 | \$66,196 | \$66,196 | | |
| | Rochester | | | | | | | | | | 16,549 | | | | |
| | Rochester Hills | | | | | | | | | | 16,549 | | | | |
| | Oakland Township | | | | | | | | | | 16,549 | | | | |
| | Orion Township | | | | | | | | | | 16,549 | | | | |
| Member Unit Contribution for Patrol Program, based on community mileage | | | | | | | | | | | \$12,857 | \$12,600 | \$12,600 | | |
| | Rochester | | | | | | | | | | 991 | | | | |
| | Rochester Hills | | | | | | | | | | 2,124 | | | | |
| | Oakland Township | | | | | | | | | | 7,647 | | | | |
| | Orion Township | | | | | | | | | | 1,838 | | | | |
| Interest | | | | | | | | | | | \$310 | \$480 | \$400 | | |
| Trailways Saleable Items | | | | | | | | | | | \$295 | \$300 | \$200 | | |
| Miscellaneous/Donations | | | | | | | | | | | \$150 | \$200 | \$0 | | |
| Transfer from Legal Services | | | | | | | | | | | \$5,292 | \$5,245 | \$7,777 | | |
| Trail Brochure Sponsorship | | | | | | | | | | | \$0 | \$2,500 | \$0 | | |
| NTD Donations | | | | | | | | | | | \$645 | \$0 | \$0 | | |
| Labor Day Bridge Walk Sponsorship | | | | | | | | | | | \$250 | \$500 | \$0 | | |
| Bench Donations | | | | | | | | | | | \$799 | \$750 | \$750 | | |
| Temporary Permit Fees | | | | | | | | | | | \$75 | \$100 | \$50 | | |
| Transfer from Fund Balance | | | | | | | | | | | \$23,188 | \$0 | \$0 | | |
| (Undesignation of Designated Funds) | | | | | | | | | | | \$3,771 | - | \$1,500 | | |
| MMRMA Asset Distribution | | | | | | | | | | | \$1,278 | | | | |
| Total Revenue | | | | | | | | | | | \$116,458 | \$88,871 | \$89,473 | | |
| EXPENSES | | | | | | | | | | | | | | | |
| Office | | | | | | | | | | | | | | | |
| | Telephone and On-Line Services | | | | | | | | | | \$534 | \$550 | \$525 | | |
| | Office Furnishings | | | | | | | | | | \$3,307 | \$0 | \$0 | | |
| | Office Materials & Supplies | | | | | | | | | | \$713 | \$850 | \$850 | | |
| | Office Operating Expenses | | | | | | | | | | \$3,419 | \$4,600 | \$6,100 | | |
| | Postage | | | | | | | | | | \$443 | \$800 | \$800 | | |
| | Office & Trail Equipment | | | | | | | | | | \$477 | \$500 | \$650 | | |
| | New! Portable Toilet Rental | | | | | | | | | | \$0 | \$0 | \$660 | | |
| | Bench Donation | | | | | | | | | | \$799 | \$750 | \$750 | | |
| Subtotal | | | | | | | | | | | \$9,692 | \$8,050 | \$10,335 | | |

| Staff Travel/Training/Development | | | | | | | 2010 | 2011 | 2012 | pg 4 | |
|--|--|--|--|--|--|--|-----------------|-----------------|-----------------|------|--|
| Travel/Mileage | | | | | | | \$518 | \$800 | \$750 | | |
| Education/Memberships | | | | | | | \$50 | \$500 | \$500 | | |
| Per Diems | | | | | | | \$3,885 | \$4,150 | \$4,150 | | |
| Subtotal | | | | | | | \$4,453 | \$5,450 | \$5,400 | | |
| Insurance/Professional Services (other than legal) | | | | | | | | | | | |
| Auditing Fee for FY 2011 | | | | | | | \$3,700 | \$3,700 | \$3,700 | | |
| Insurance (MMRMA) | | | | | | | \$6,852 | \$7,500 | \$7,500 | | |
| Recorders Fee | | | | | | | \$2,580 | \$2,795 | \$2,795 | | |
| Subtotal | | | | | | | \$13,132 | \$13,995 | \$13,995 | | |
| Publicity/Raising awareness/Educational Projects | | | | | | | | | | | |
| Trailways Student Project | | | | | | | \$0 | \$300 | \$250 | | |
| National Trails Day | | | | | | | \$1,155 | \$750 | \$0 | | |
| Recognition Program | | | | | | | \$0 | \$300 | \$300 | | |
| Brochures | | | | | | | \$0 | \$2,500 | \$0 | | |
| Trail Promotional Items | | | | | | | \$375 | \$500 | \$600 | | |
| Labor Day Bridge Walk | | | | | | | \$232 | \$750 | \$500 | | |
| Oak Routes Sponsorship | | | | | | | \$500 | \$0 | \$500 | | |
| Subtotal | | | | | | | \$2,262 | \$5,100 | \$2,150 | | |
| Administrative Personnel | | | | | | | | | | | |
| Wages - Manager | | | | | | | \$37,419 | \$37,500 | \$37,500 | | |
| FICA/MESC - Manager | | | | | | | \$2,881 | \$2,850 | \$2,850 | | |
| Subtotal | | | | | | | \$40,300 | \$40,350 | \$40,350 | | |
| Trail Projects | | | | | | | | | | | |
| Phase 3 Art Project | | | | | | | \$0 | \$0 | \$3,000 | | |
| Trail Improvement Project - South Rochester | | | | | | | \$0 | \$500 | \$500 | | |
| Polly Ann Trail Connection - Route 1 | | | | | | | \$0 | \$500 | \$500 | | |
| Property Acquisition Projects | | | | | | | \$0 | \$0 | \$0 | | |
| Subtotal | | | | | | | \$0 | \$1,000 | \$4,000 | | |
| Patrol Program | | | | | | | | | | | |
| Wages - PCTC Bike Patrol | | | | | | | \$4,000 | \$5,000 | \$5,000 | | |
| FICA/MESC-Bike Patrol | | | | | | | \$308 | \$385 | \$385 | | |
| Contracted Mounted Patrol Services | | | | | | | \$8,403 | \$6,915 | \$6,915 | | |
| Commission Contribution to Bike Patrol Services | | | | | | | \$0 | \$0 | \$0 | | |
| Bike Patrol Equipment & Misc | | | | | | | \$209 | \$300 | \$300 | | |
| Subtotal | | | | | | | \$12,920 | \$12,600 | \$12,600 | | |

| | | | | | | | | | 2010 | 2011 | 2012 | Approved 6-21-11 | pg 5 |
|--|--|--|--|--|--|--|--|--|------------------|-----------------|-----------------|------------------|------|
| Legal Expenses | | | | | | | | | | | | | |
| Encroachment Enforcement | | | | | | | | | \$1,510 | - | - | | |
| Postage & Misc | | | | | | | | | \$310 | - | - | | |
| Legal Fees | | | | | | | | | \$27,700 | - | - | | |
| Filing Fees | | | | | | | | | \$873 | - | - | | |
| Subtotal | | | | | | | | | \$30,393 | \$0 | \$0 | | |
| Printing/Logo Expenses | | | | | | | | | | | | | |
| Trail Saleable Items | | | | | | | | | \$900 | \$300 | \$300 | | |
| Subtotal | | | | | | | | | \$900 | \$300 | \$300 | | |
| Miscellaneous/Contingency | | | | | | | | | \$906 | \$526 | \$343 | | |
| Transfer to fund balance | | | | | | | | | \$0 | \$0 | \$0 | | |
| Subtotal | | | | | | | | | \$906 | \$526 | \$343 | | |
| Designated Funds for expenditure in 2011-2012 | | | | | | | | | | | | | |
| Phase 3 Art Project | | | | | | | | | \$1,500 | \$1,500 | | | |
| | | | | | | | | | \$116,458 | \$88,871 | \$89,473 | | |
| | | | | | | | | | \$0 | \$0 | \$0 | | |
| | | | | | | | | | | | | | |
| 2012 Legal Services Project Budget | | | | | | | | | | | | | |
| | | | | | | | | | 2010 | 2011 | 2012 | | |
| REVENUES | | | | | | | | | | | | | |
| Member Unit Contribution | | | | | | | | | \$0 | \$0 | \$0 | | |
| License Fees | | | | | | | | | \$9,692 | \$9,645 | \$11,777 | | |
| License Fees Paid in Advance | | | | | | | | | \$655 | \$0 | \$0 | | |
| New License Preparation Fees | | | | | | | | | \$0 | \$0 | \$0 | | |
| | | | | | | | | | \$10,347 | \$9,645 | \$11,777 | | |
| EXPENSES | | | | | | | | | | | | | |
| Legal Retainer | | | | | | | | | \$4,400 | \$4,400 | \$4,000 | | |
| License Preparation Fees | | | | | | | | | \$0 | \$0 | \$0 | | |
| Transfer to Operating Budget | | | | | | | | | \$97 | \$5,245 | \$7,777 | | |
| Advance License Fees Carried Forward | | | | | | | | | \$655 | \$0 | \$0 | | |
| Legal Fees | | | | | | | | | \$5,195 | \$0 | \$0 | | |
| | | | | | | | | | \$10,347 | \$9,645 | \$11,777 | | |