

Paint Creek Trailways Commission Funding Request – 2011 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	2011 Approved Budget	2010 Budget	2009 Budget
Contribution for Operations			
And Part-time Personnel, not including Patrol Program	\$16,549	\$16,887	\$17,232

**This request is 2% less than 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 September. 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 2% less than last year's request.

Special Projects

There are no Special Projects scheduled for 2011

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

2011 Approved Trailways Commission Operations Budget							Approved 6-15-10	pg 3	
2% Decrease in Operations Request, 2% Decrease in Patrol Request							2009	2010	2011
REVENUE							Final	Budget	Approved
Member Unit Contribution for Commission and Office Operations and Staff							\$68,928	\$67,548	\$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							\$13,120	\$12,857	\$12,600
Rochester							991		
Rochester Hills							2,124		
Oakland Township							7,647		
Orion Township							1,838		
Interest							\$845	\$1,500	\$480
Trailways Saleable Items							\$111	\$300	\$300
Miscellaneous/Donations							\$891	\$200	\$200
Transfer from Legal Services							\$8,140	\$0	\$5,245
Trail Brochure Sponsorship							\$0	\$0	\$2,500
NTD Donations							\$0	\$0	\$0
Labor Day Bridge Walk Sponsorship							\$500	\$0	\$500
Bench Donations							\$729	\$750	\$750
Temporary Permit Fees							\$50	\$100	\$100
Transfer from Fund Balance							\$19,420	\$6,000	\$0
(Undesignation of Designated Funds, total in 2009)							\$23,381		-
Total Revenue							\$136,115	\$89,255	\$88,871
EXPENSES									
Office									
Telephone and On-Line Services							\$741	\$1,000	\$550
Office Furnishings							\$230	\$750	\$0
Office Materials & Supplies							\$753	\$850	\$850
Office Operating Expenses							\$3,507	\$3,200	\$4,600
Postage							\$691	\$800	\$800
Office & Trail Equipment							\$1,420	\$500	\$500
Bench Donation							\$729	\$750	\$750
Subtotal							\$8,070	\$7,850	\$8,050

Staff Travel/Training/Development							2009	2010	2011	Approved 6-15-10	pg 4
Travel/Mileage							\$843	\$900	\$800		
Education/Memberships							\$355	\$500	\$500		
Per Diems							\$4,340	\$4,150	\$4,150		
Subtotal							\$5,538	\$5,550	\$5,450		
Insurance/Professional Services (other than legal)											
Auditing Fee for FY 2010							\$3,700	\$4,000	\$3,700		
Insurance (MMRMA)							\$7,121	\$7,500	\$7,500		
Recorders Fee							\$2,795	\$2,795	\$2,795		
Subtotal							\$13,616	\$14,295	\$13,995		
Publicity/Raising awareness/Educational Projects											
Trailways Student Project							\$61	\$300	\$300		
National Trails Day							\$0	\$1,500	\$750		
Recognition Program							\$0	\$300	\$300		
Brochures							\$3,132	\$0	\$2,500		
Trail Promotional Items							\$1,002	\$575	\$500		
Labor Day Bridge Walk							\$201	\$750	\$750		
Subtotal							\$4,397	\$3,425	\$5,100		
Administrative Personnel											
Wages - Manager							\$38,496	\$37,500	\$37,500		
FICA/MESC - Manager							\$2,964	\$2,850	\$2,850		
Subtotal							\$41,460	\$40,350	\$40,350		
Trail Projects											
Phase 3 Art Project							\$0	\$1,500	\$0		
Rochester Art Project							\$6,826	\$0	\$0		
Directional Map Sign Project							\$3,355	\$0	\$0		
Trail Improvement Project - South Rochester							\$0	\$500	\$500		
Polly Ann Trail Connection - Route 1							\$0	\$500	\$500		
Property Acquisition Projects							\$0	\$0	\$0		
Subtotal							\$10,181	\$2,500	\$1,000		
Patrol Program											
Wages - PCTC Bike Patrol							\$3,840	\$4,000	\$5,000		
FICA/MESC-Bike Patrol							\$300	\$308	\$385		
Contracted Mounted Patrol Services							\$8,186	\$8,535	\$6,915		
Commission Contribution to Bike Patrol Services							\$0	\$486	\$0		
Bike Patrol Equipment & Misc							\$100	\$500	\$300		
Subtotal							\$12,426	\$13,829	\$12,600		

								2009	2010	2011	Approved 6-15-10	pg 5
Legal Expenses												
Encroachment Enforcement								\$9,209		-		
Postage & Misc								\$676		-		
Legal Fees								\$20,575		-		
Filing Fees								\$508		-		
Subtotal								\$30,968		-		
Printing/Logo Expenses												
Master Plan Production & Distribution								\$830	\$0	\$0		
Trail Saleable Items								\$1,325	\$900	\$300		
Subtotal								\$2,155	\$900	\$300		
Miscellaneous/Contingency								\$1,070	\$556	\$526		
Transfer to fund balance								\$0	\$0	\$0		
Subtotal								\$1,070	\$556	\$526		
(Designation/Restriction of Funds, total in 2009)								\$6,235		-		
Designated Funds for expenditure in 2012												
Phase 3 Art Project										\$1,500		
								Total Expenses	\$136,115	\$89,255	\$88,871	
								Revenue minus Expenses	\$0	\$0	\$0	
2011 Legal Services Project Budget												
								2009	2010	2011		
REVENUES												
Member Unit Contribution								\$0	\$0	\$0		
License Fees								\$12,540	\$9,595	\$9,645		
License Fees Paid in Advance (SBC paid thru 2010)								\$655	\$655	\$0		
New License Preparation Fees								\$300	\$0	\$0		
								Total Revenue	\$13,495	\$10,250	\$9,645	
EXPENSES												
Legal Retainer								\$4,400	\$4,400	\$4,400		
License Preparation Fees								\$300	\$0	\$0		
Transfer to Operating Budget								\$8,140	\$0	\$5,245		
Advance License Fees Carried Forward (thru 2010)								\$655	\$655	\$0		
Legal Fees								\$0	\$5,195	\$0		
								Total Expenses	\$13,495	\$10,250	\$9,645	