

**A G E N D A**  
FOR THE BOARD OF COUNTY ROAD COMMISSIONERS OF  
GRAND TRAVERSE COUNTY  
WORK SESSION OF THURSDAY, NOVEMBER 7, 2019 – 6:00 P.M.  
1881 LAFRANIER ROAD, TRAVERSE CITY MI 49696

**1. PLEDGE OF ALLEGIANCE**

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. CONFLICT OF INTEREST**

**5. PUBLIC COMMENT**

**6. WORK SESSION TOPICS**

**A. Discussion of 2020 Budget**

Draft of 2020 budget will be presented and discussed in advance of the public hearing.

**B. Date of Public Hearing**

The Board will set the date for the public hearing. The advertised date must be less/equal to 30 days in advance, but not less than or equal to five days in advance. Publication generally takes three business days.

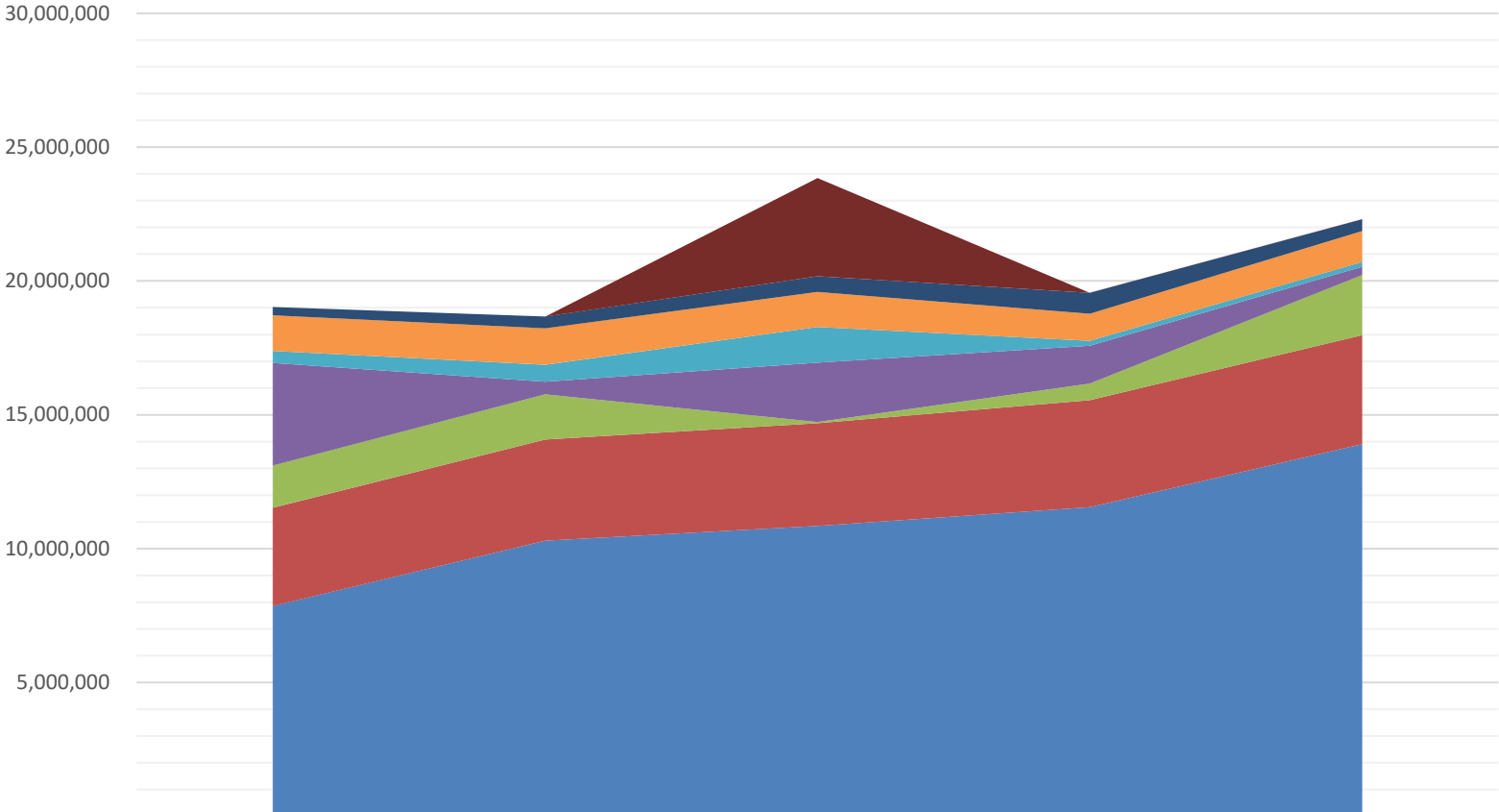
**7. PUBLIC COMMENT**

**8. MANAGER'S COMMENTS**

**9. COMMISSIONERS' COMMENTS, QUESTIONS & FUTURE AGENDA ITEMS**

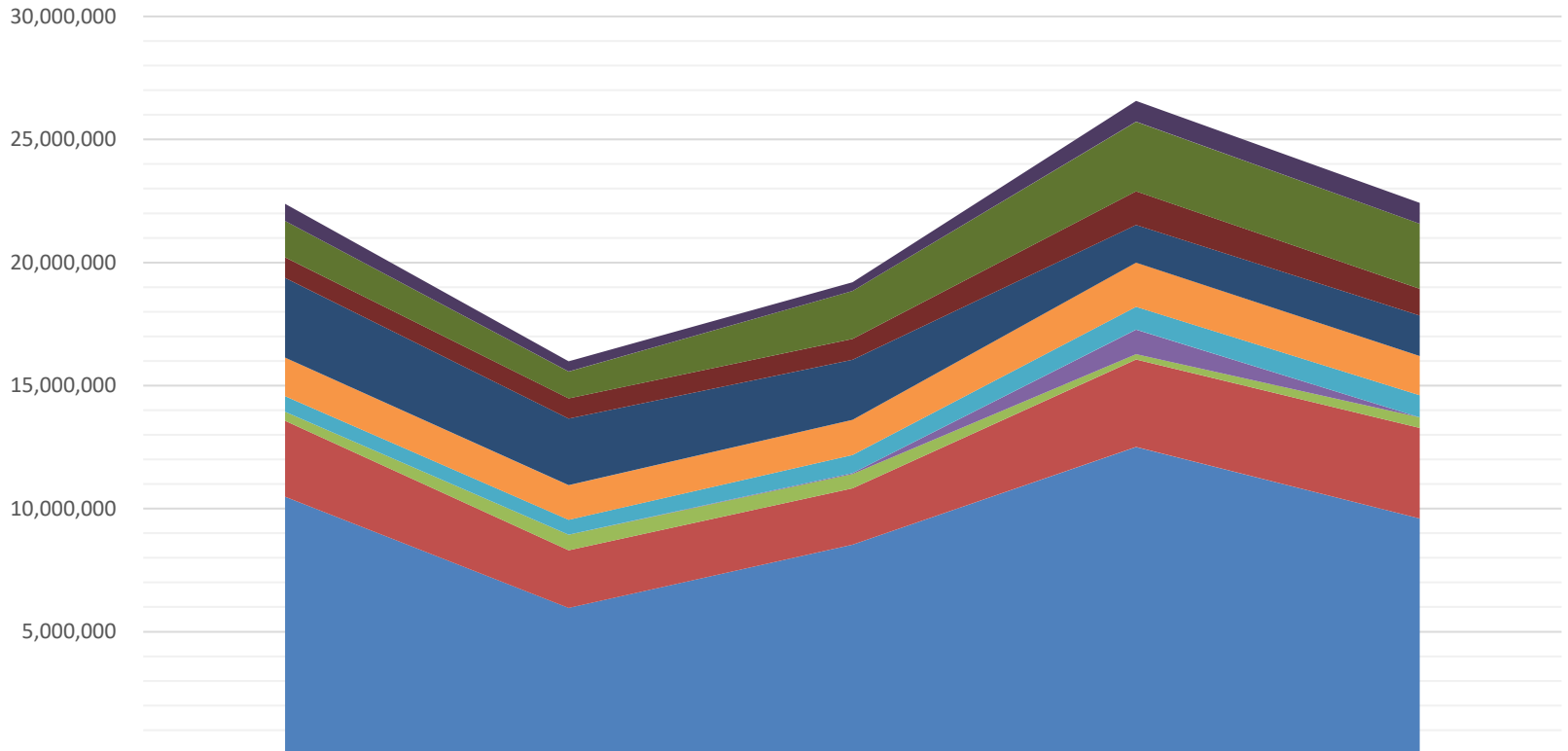
**10. ADJOURNMENT**

### Historical Revenues



	2016 Actual	2017 Actual	2018 Actual	2019 Amended Budget	2020 Proposed Budget
Other Financing	-	-	3,671,542	-	-
Other	306,553	436,247	584,152	783,235	439,000
State Maintenance	1,326,567	1,359,842	1,311,539	1,017,079	1,156,401
Local Sources	448,271	635,553	1,333,523	177,943	176,618
State Sources	3,837,095	475,661	2,209,069	1,413,348	307,170
Federal Sources	1,578,165	1,684,895	56,004	623,367	2,249,847
Millage	3,670,873	3,781,938	3,828,084	3,992,300	4,071,840
Michigan Transportation Fund	7,856,888	10,293,785	10,852,381	11,554,043	13,904,745

### Historical Expenditures (before allocations)



	2016 Actual	2017 Actual	2018 Actual	2019 Amended Budget	2020 Proposed Budget
■ Bond and Note Obligation	698,074	418,295	346,261	848,286	854,368
■ Capital Outlay	1,472,052	1,093,503	1,957,376	2,824,414	2,645,031
■ Overhead	843,599	821,208	844,846	1,367,022	1,084,284
■ Fringe Benefits	3,238,476	2,701,820	2,437,611	1,526,842	1,642,352
■ Equipment	1,561,973	1,412,030	1,426,558	1,799,110	1,599,118
■ Administration	634,361	600,764	734,070	930,693	898,951
■ Sundries	-	4,185	39,901	993,000	-
■ State Maintenance	367,403	631,399	577,468	219,453	429,458
■ Routine Maintenance	3,090,391	2,341,923	2,293,583	3,555,416	3,670,171
■ Construction Projects	10,478,512	5,965,195	8,537,584	12,503,624	9,604,106



**Grand Traverse County Road Commission**  
**Statement of Revenues**  
**2020 Proposed Budget**

	2018 Final (12 Mos)	2019 Amended Budget	2020 Proposed Budget
<b>Taxes</b>			
County Wide Millage	3,828,084	3,992,300	4,071,840
<b>Total Total Taxes</b>	<b>\$ 3,828,084</b>	<b>\$ 3,992,300</b>	<b>\$ 4,071,840</b>
<b>Licenses and Permits</b>			
Licenses and Permits	114,584	115,000	100,000
<b>Total Total Licenses and Permits</b>	<b>\$ 114,584</b>	<b>\$ 115,000</b>	<b>\$ 100,000</b>
<b>Federal Sources</b>			
Surface Transportation Program	\$ 9	\$ 623,367	\$ 876,500
D Funds - Federal	-	-	-
Federal Critical Bridge	-	-	1,373,347
Hazard Elimination/Safety	-	-	-
High Risk Rural Roads	55,995	-	-
Other Federal Source	-	-	-
<b>Total Federal Sources</b>	<b>\$ 56,004</b>	<b>\$ 623,367</b>	<b>\$ 2,249,847</b>
<b>Michigan Transportation Fund</b>			
MTF-Engineering	10,000	10,000	10,000
MTF-Snow Removal	240,375	175,000	200,000
MTF-Mileage Transfer	-	-	605,860
MTF-Urban Road	1,233,805	1,278,233	1,475,806
MTF-Allocation	9,368,201	10,090,810	11,613,079
<b>Total Michigan Transportation Fund</b>	<b>\$ 10,852,381</b>	<b>\$ 11,554,043</b>	<b>\$ 13,904,745</b>
<b>Other State Sources</b>			
State Critical Bridge	-	-	257,503
Wetland Bank	6,360	953,000	-
PA 82 of 2018	795,974	-	-
PA 207 of 2018	1,357,068	-	-
State Takeover Construction	-	-	-
<b>Total Other State Sources</b>	<b>\$ 2,159,402</b>	<b>\$ 953,000</b>	<b>\$ 257,503</b>
<b>Economic Development Fund</b>			
Rural Primary (D)	-	35,680	-
Forest Road (E)	49,667	49,668	49,668
Urban Area (F)	-	375,000	-
<b>Total Economic Development Fund</b>	<b>\$ 49,667</b>	<b>\$ 460,348</b>	<b>\$ 49,668</b>
<b>Contributions from Local Units</b>			
Township	1,255,546	100,000	100,000
Township Bond	77,630	76,943	76,618
City and Village	347	1,000	-
County	-	-	-
<b>Total Contributions from Local Units</b>	<b>\$ 1,333,523</b>	<b>\$ 177,943</b>	<b>\$ 176,618</b>

**Grand Traverse County Road Commission**  
**Statement of Revenues**  
**2020 Proposed Budget**

	2018 Final (12 Mos)	2019 Amended Budget	2020 Proposed Budget
<b>State Maintenance</b>			
Trunkline Maintenance	820,200	907,097	1,133,401
Trunkline Non-maintenance	382,829	109,982	23,000
Trunkline Audit Adjustment	108,510	-	-
<b>Total State Maintenance</b>	<b>\$ 1,311,539</b>	<b>\$ 1,017,079</b>	<b>\$ 1,156,401</b>
<b>Charges for Service</b>			
Charges for Services - Sales	32,625	40,000	20,000
Scrap and Salvage	9,375	5,000	5,000
Damage Claims	15,536	40,000	5,000
Reimbursements	43,691	-	-
Other Charges for Service	5,022	-	-
<b>Total Charges for Service</b>	<b>\$ 106,249</b>	<b>\$ 85,000</b>	<b>\$ 30,000</b>
<b>Interest and Rents</b>			
Interest Earned	132,374	200,000	75,000
Property Rentals	-	-	-
<b>Total Interest and Rents</b>	<b>\$ 132,374</b>	<b>\$ 200,000</b>	<b>\$ 75,000</b>
<b>Other</b>			
Land and Bldg. Sales	-	1,000	-
Gain or Loss on Sale of Fixed Assets	149,439	259,000	234,000
Refunds	7,797	3,235	-
Insurance Refunds	72,070	120,000	-
Fines and Forfeits	1,640	-	-
<b>Total Other</b>	<b>\$ 230,946</b>	<b>\$ 383,235</b>	<b>\$ 234,000</b>
<b>Other Financing Sources</b>			
County Appropriation	-	-	-
Sale of Bonds/Notes Proceeds	3,671,542	-	-
<b>Total Other Financing Sources</b>	<b>\$ 3,671,542</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenue and Other Financing Sources</b>	<b>\$ 23,846,293</b>	<b>\$ 19,561,314</b>	<b>\$ 22,305,621</b>
<b>Total Expenditures</b>	<b>\$ 19,195,259</b>	<b>\$ 26,567,862</b>	<b>\$ 22,427,839</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>\$ 4,651,034</b>	<b>\$ (7,006,547)</b>	<b>\$ (122,218)</b>
<b>Fund Balance - Beginning</b>	<b>\$ 5,981,359</b>	<b>\$ 10,632,393</b>	<b>\$ 3,625,846</b>
<b>Fund Balance - Ending</b>	<b>\$ 10,632,393</b>	<b>\$ 3,625,846</b>	<b>\$ 3,503,628</b>

**Grand Traverse County Road Commission**  
**Statement of Expenditures**  
**2020 Proposed Budget**

	2018 FINAL (12 Mos)	2019 Amended Budget	2020 Proposed Budget	2020 Labor Budget	2020 Material Budget	2020 Payables Budget	2020 Transfer Budget	2020 Equipment Budget	2020 Fringe Budget	2020 Overhead Budget
<b>Construction/Capacity Improvement</b>										
Primary Road Construction	225,375	237,743	-	-	-	-	-	-	-	-
Local Road Construction	-	-	-	-	-	-	-	-	-	-
<b>Total Construction/Capacity Improvement</b>	<b>\$ 225,375</b>	<b>\$ 237,743</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Preservation - Structural Improvements</b>										
Primary Road Heavy Maintenance	6,879,330	10,371,561	5,338,964	39,899	-	4,848,840	-	50,000	26,335	373,890
Primary Road Structure Heavy Maint	28,050	551,000	3,381,019	-	-	3,144,245	-	-	-	236,774
Local Road Heavy Maintenance	2,103,732	1,086,282	1,694,812	-	-	1,571,123	-	5,000	-	118,689
<b>Total Preservation - Structural Improvements</b>	<b>\$ 9,011,112</b>	<b>\$ 12,008,843</b>	<b>\$ 10,414,794</b>	<b>\$ 39,899</b>	<b>\$ -</b>	<b>\$ 9,564,208</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ 26,335</b>	<b>\$ 729,353</b>
<b>Maintenance</b>										
Primary Road Maintenance	944,395	914,805	1,298,545	220,574	323,000	70,000	-	350,000	145,588	189,383
Primary Road Traffic Control	457,166	839,000	1,482,225	73,525	20,000	1,109,000	-	15,000	48,529	216,171
Primary Road Other Maintenance	-	962,288	-	-	-	-	-	-	-	-
Local Road Maintenance	2,166,919	2,160,000	1,433,955	441,149	-	142,500	-	350,000	291,176	209,131
Local Road Traffic Control	133,438	126,000	183,870	73,525	20,000	-	-	15,000	48,529	26,816
<b>Total Maintenance</b>	<b>\$ 3,701,918</b>	<b>\$ 5,002,093</b>	<b>\$ 4,398,595</b>	<b>\$ 808,772</b>	<b>\$ 363,000</b>	<b>\$ 1,321,500</b>	<b>\$ -</b>	<b>\$ 730,000</b>	<b>\$ 533,822</b>	<b>\$ 641,501</b>
<b>Winter Maintenance</b>										
Primary Road Winter Maintenance	1,334,669	1,916,000	1,603,132	147,050	525,220	-	-	600,000	97,059	233,804
Local Road Winter Maintenance	1,294,168	1,536,000	1,406,869	147,050	357,580	-	-	600,000	97,059	205,181
<b>Total Winter Maintenance</b>	<b>\$ 2,628,837</b>	<b>\$ 3,452,000</b>	<b>\$ 3,010,001</b>	<b>\$ 294,099</b>	<b>\$ 882,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,200,000</b>	<b>\$ 194,117</b>	<b>\$ 438,985</b>
<b>State Maintenance</b>										
State Trunkline Maintenance	820,200	907,097	1,133,401	235,279	-	173,101	-	475,000	155,294	94,727
State Non Maintenance	382,829	109,982	23,000	-	-	21,078	-	-	-	1,922
<b>Total State Maintenance</b>	<b>\$ 1,203,029</b>	<b>\$ 1,017,079</b>	<b>\$ 1,156,401</b>	<b>\$ 235,279</b>	<b>\$ -</b>	<b>\$ 194,178</b>	<b>\$ -</b>	<b>\$ 475,000</b>	<b>\$ 155,294</b>	<b>\$ 96,649</b>
<b>Sundries</b>										
Sundries - Services	36,979	40,000	-	-	-	-	-	-	-	-
Wetland Bank-GT Land Conserv.	7,621	953,000	-	-	-	-	-	-	-	-
<b>Total Sundries</b>	<b>\$ 44,600</b>	<b>\$ 993,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Administration</b>										
Administration	902,629	1,065,856	938,951	412,545	-	489,406	37,000	-	-	-
State Overhead Credits	(115,843)	(88,163)	(96,649)	-	-	-	(96,649)	-	-	-
Handling Credits	-	-	-	-	-	-	-	-	-	-
Discount Credits	(8,497)	(3,000)	(3,000)	-	-	(3,000)	-	-	-	-
<b>Total Administration</b>	<b>\$ 778,288</b>	<b>\$ 974,693</b>	<b>\$ 839,302</b>	<b>\$ 412,545</b>	<b>\$ -</b>	<b>\$ 486,406</b>	<b>\$ (59,649)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Grand Traverse County Road Commission**  
**Statement of Expenditures**  
**2020 Proposed Budget**

	2018 FINAL (12 Mos)	2019 Amended Budget	2020 Proposed Budget	2020 Labor Budget	2020 Material Budget	2020 Payables Budget	2020 Transfer Budget	2020 Equipment Budget	2020 Fringe Budget	2020 Overhead Budget
<b>Equipment</b>										
Equipment Expense Direct	2,025,227	2,127,398	2,360,236	230,859	130,000	342,000	1,500,000	5,000	152,376	-
Equipment Expense Indirect	644,370	715,312	656,811	119,466	-	356,493	97,000	5,000	78,852	-
Equipment Expense Operating	361,372	398,500	420,300	-	417,800	2,500	-	-	-	-
<b>Total Equipment Charges</b>	<b>\$ 3,030,968</b>	<b>\$ 3,241,210</b>	<b>\$ 3,437,347</b>	<b>\$ 350,325</b>	<b>\$ 547,800</b>	<b>\$ 700,993</b>	<b>\$ 1,597,000</b>	<b>\$ 10,000</b>	<b>\$ 231,229</b>	<b>\$ -</b>
Equipment Rental Credits	(2,376,650)	(2,683,500)	(2,631,000)	-	-	-	-	(2,631,000)	-	-
<b>(Gain) or Loss on Usage of Equipment</b>	<b>\$ 654,318</b>	<b>\$ 557,710</b>	<b>\$ 806,347</b>	<b>\$ 350,325</b>	<b>\$ 547,800</b>	<b>\$ 700,993</b>	<b>\$ 1,597,000</b>	<b>\$ (2,621,000)</b>	<b>\$ 231,229</b>	<b>\$ -</b>
<b>Fringe Benefits</b>										
Distributive Fringe Benefits	2,437,611	1,526,842	1,642,352	326,177	-	1,316,176	-	-	-	-
Fringe Credits	(2,437,611)	(1,526,842)	(1,642,352)	-	-	-	-	-	(1,642,352)	-
<b>Total Net Fringe Benefits</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 326,177</b>	<b>\$ -</b>	<b>\$ 1,316,176</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,642,352)</b>	<b>\$ -</b>
<b>Overhead</b>										
Distributive Overhead Expense	1,153,537	1,217,089	1,177,135	400,799	-	226,143	135,649	150,000	264,544	-
Engineering	(0)	855,070	729,353	359,088	-	98,253	24,000	11,000	237,012	-
Overhead Credits	(1,153,537)	(2,072,160)	(1,906,489)	-	-	-	-	-	-	(1,906,489)
<b>Total Net Overhead</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 759,887</b>	<b>\$ -</b>	<b>\$ 324,397</b>	<b>\$ 159,649</b>	<b>\$ 161,000</b>	<b>\$ 501,556</b>	<b>\$ (1,906,489)</b>
<b>Capital Outlay</b>										
Capital Outlay - Buildings	285,384	508,000	625,000	-	-	625,000	-	-	-	-
Capital Outlay - Road Equipment	1,639,802	2,303,034	1,814,131	-	-	1,814,131	-	-	-	-
Capital Outlay - Other	44,889	13,868	205,900	-	-	205,900	-	-	-	-
Equipment Retirements	(12,700)	(488)	-	-	-	-	-	-	-	-
Depreciation Credits	(1,355,855)	(1,348,000)	(1,697,000)	-	-	-	(1,697,000)	-	-	-
<b>Total Net Capital Outlay</b>	<b>\$ 601,520</b>	<b>\$ 1,476,414</b>	<b>\$ 948,031</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,645,031</b>	<b>\$ (1,697,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Expenditures</b>										
Capital Lease Obligation	229,910	-	-	-	-	-	-	-	-	-
Bond and Note Obligation	116,352	848,286	854,368	-	-	854,368	-	-	-	-
<b>Total Other Expenditures</b>	<b>\$ 346,261</b>	<b>\$ 848,286</b>	<b>\$ 854,368</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 854,368</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures</b>	<b>\$ 19,195,259</b>	<b>\$ 26,567,862</b>	<b>\$ 22,427,839</b>	<b>\$ 3,226,984</b>	<b>\$ 1,793,600</b>	<b>\$ 17,407,255</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ -</b>



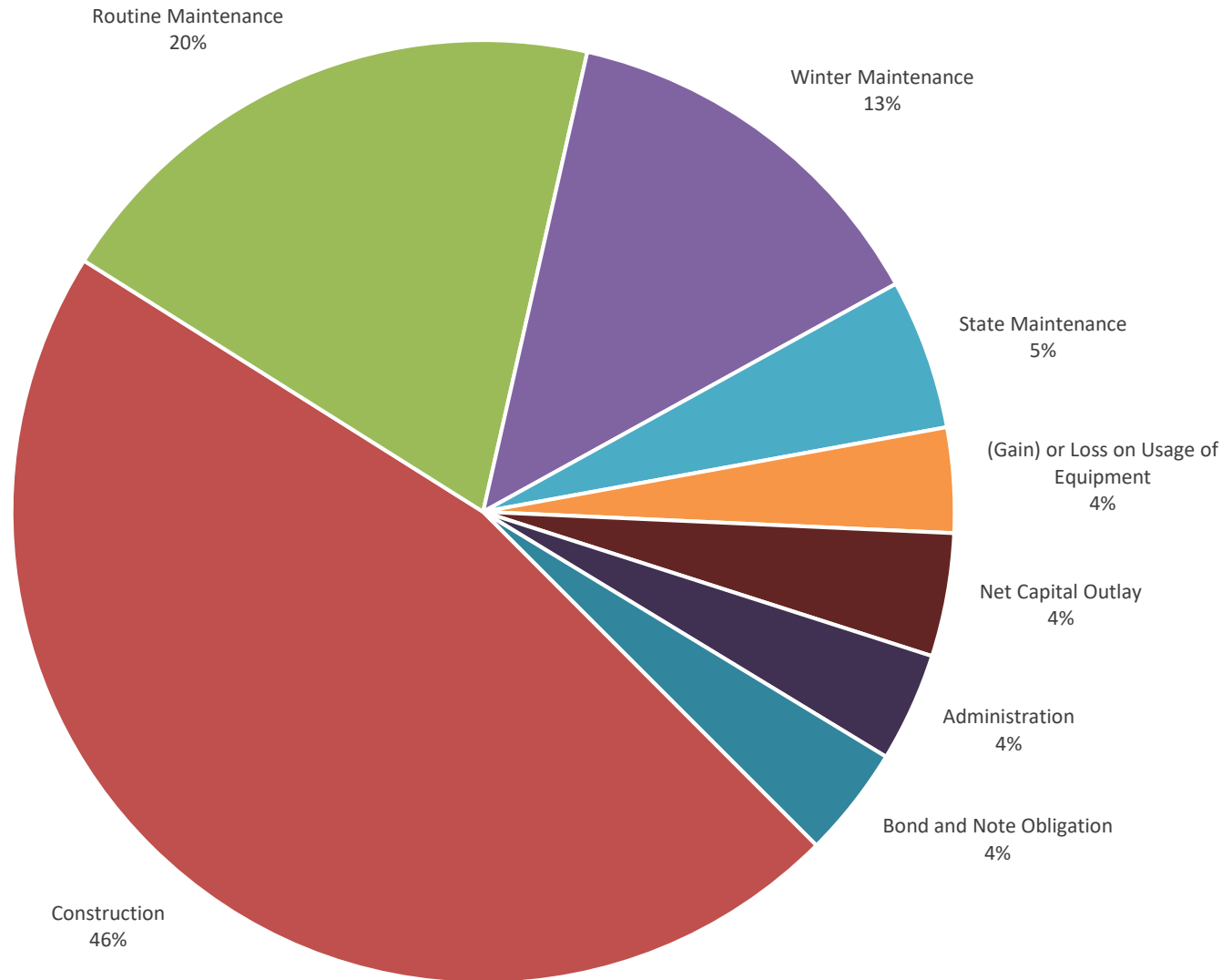
Grand Traverse County Road Commission  
 Capital Outlay  
 2020 Proposed Budget

Description	2020 Proposed Budget	2020 Payables Budget	2020 Transfer Budget
<b>Activity 903 - Road Equipment</b>		1,814,131	
Truck - One Ton Dump	53,140	53,140	
Pickup 4x4	81,963	81,963	
Truck - Tandem Axle	861,028	861,028	
Rubber Tire Excavator	280,000	280,000	
Wheel Loader	225,000	225,000	
Tractor - 10,000 lbs. minimum	90,000	90,000	
Rotary, hammer, knife, or flail type, PTO, attachmer	25,000	25,000	
Brush mower	48,000	48,000	
Gravel Train	150,000	150,000	
<b>Total Activity 903 - Road Equipment</b>	<b>1,814,131</b>	<b>1,814,131</b>	-
<b>Buildings &amp; Improvements</b>		-	
Security Upgrades	125,000.00	125,000.00	
Admin/Garage Roof	400,000.00	400,000.00	
Building Improvements	100,000.00	100,000.00	
<b>Total Buildings &amp; Improvements</b>	<b>625,000.00</b>	<b>625,000.00</b>	-
<b>Shop Equipment</b>		-	
Computer Equipment	9,900.00	9,900.00	
<b>Total Shop Equipment</b>	<b>9,900.00</b>	<b>9,900.00</b>	-
<b>Engineering Equipment</b>		-	
Computers - Engineering	-	-	
<b>Total Engineering Equipment</b>	-	-	-
<b>Yard and Storage Equipment</b>		-	
	-	-	
<b>Total Yard and Storage Equipment</b>	-	-	-
<b>Office Equipment</b>		-	
Server Software	5,000.00	5,000.00	
GIS	15,000.00	15,000.00	
City Works	175,000.00	175,000.00	
Computers - Administration	1,000.00	1,000.00	
<b>Total Office Equipment</b>	<b>196,000.00</b>	<b>196,000.00</b>	-
<b>Total Capital Outlay Purchases</b>	<b>2,645,030.85</b>	<b>2,645,030.85</b>	-
<b>Less Depreciation</b>			
Depreciation - Buildings	(92,000.00)		(92,000.00)
Depreciation - Road Equipment	(1,500,000.00)		(1,500,000.00)
Depreciation - Shop Equipment	(18,000.00)		(18,000.00)
Depreciation - Engineers Equip	(24,000.00)		(24,000.00)
Depreciation - Office Equip.	(11,000.00)		(11,000.00)
Depreciation - Yard/Storage	(52,000.00)		(52,000.00)
<b>Total Depreciation</b>	<b>(1,697,000.00)</b>	-	<b>(1,697,000.00)</b>
<b>Net Capital Outlay</b>	<b>948,030.85</b>	<b>2,645,030.85</b>	<b>(1,697,000.00)</b>

Grand Traverse County Road Commission  
 Construction and Heavy Maintenance Projects  
 2020 Proposed Budget

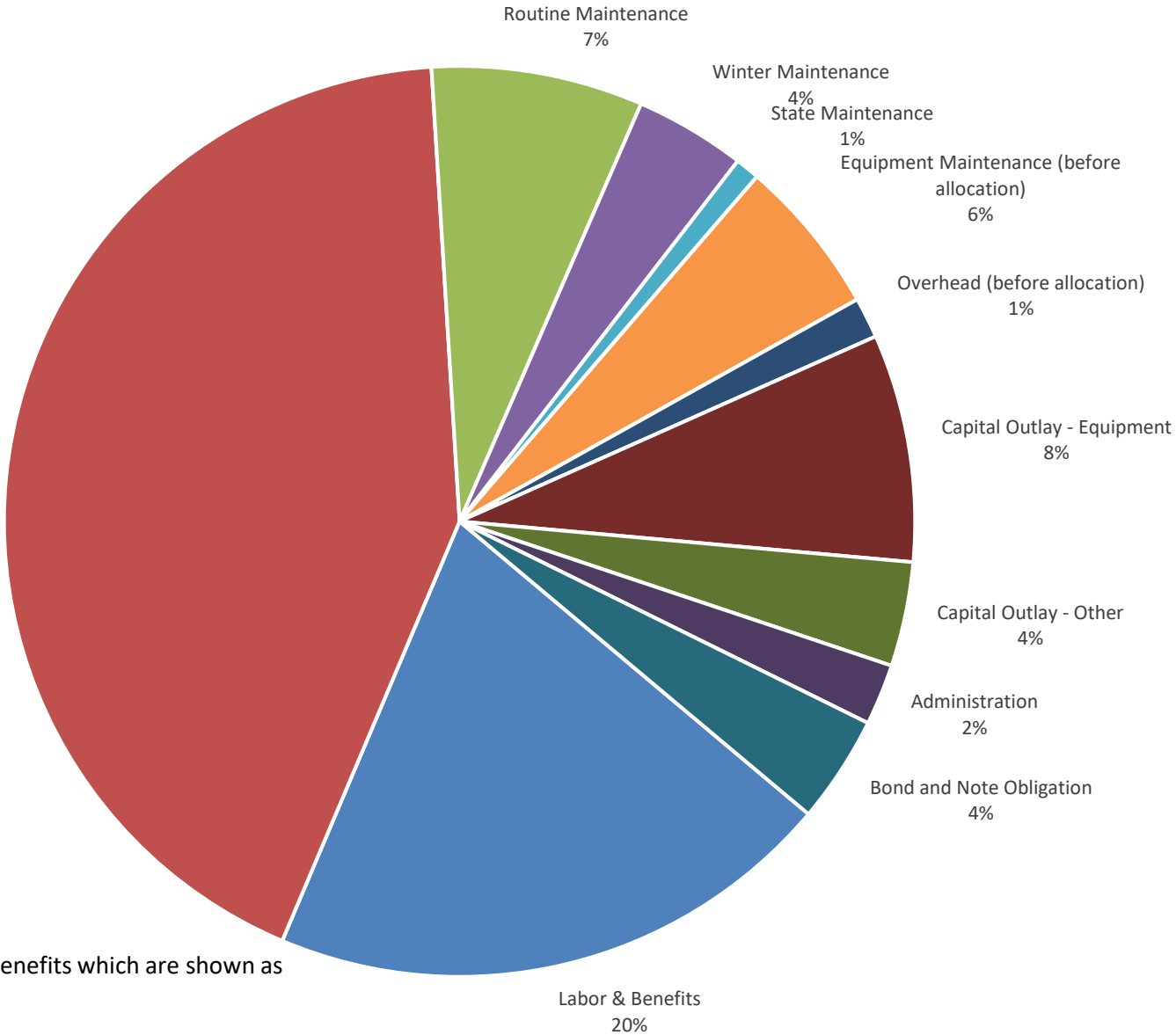
Project	2020 Proposed Budget	2020 Payables Budget	2020 Overhead Budget
<b>General Fund Projects (\$4,071,840 Millage)</b>			
Millage Projects	4,378,466	4,071,840	306,626
<b>Total General Fund Projects (Millage)</b>	<b>4,378,466</b>	<b>4,071,840</b>	<b>306,626</b>
River Road Bridge Design (2019)	1,551,304	1,442,666	108,639
Garfield Road Bridge (2020)	754,411	701,579	52,832
Walton Rd (2020)	1,151,783	1,071,123	80,660
<b>Total Federal Aid</b>	<b>3,457,498</b>	<b>3,215,368</b>	<b>242,130</b>
<b>Partnership Projects</b>			
Partnership Projects	537,652	500,000	37,652
<b>Total Partnership Projects</b>	<b>537,652</b>	<b>500,000</b>	<b>37,652</b>
<b>Other Projects</b>			
Signals	496,790	462,000	34,790
Roundabouts	338,721	315,000	23,721
Boardman Crossing	1,075,304	1,000,000	75,304
<b>Total Other Projects</b>	<b>1,910,815</b>	<b>1,777,000</b>	<b>133,815</b>
<b>Total Construction and Heavy Maintenance Projects</b>	<b>10,414,794</b>	<b>9,564,208</b>	<b>729,353</b>

## 2020 Activity Budget



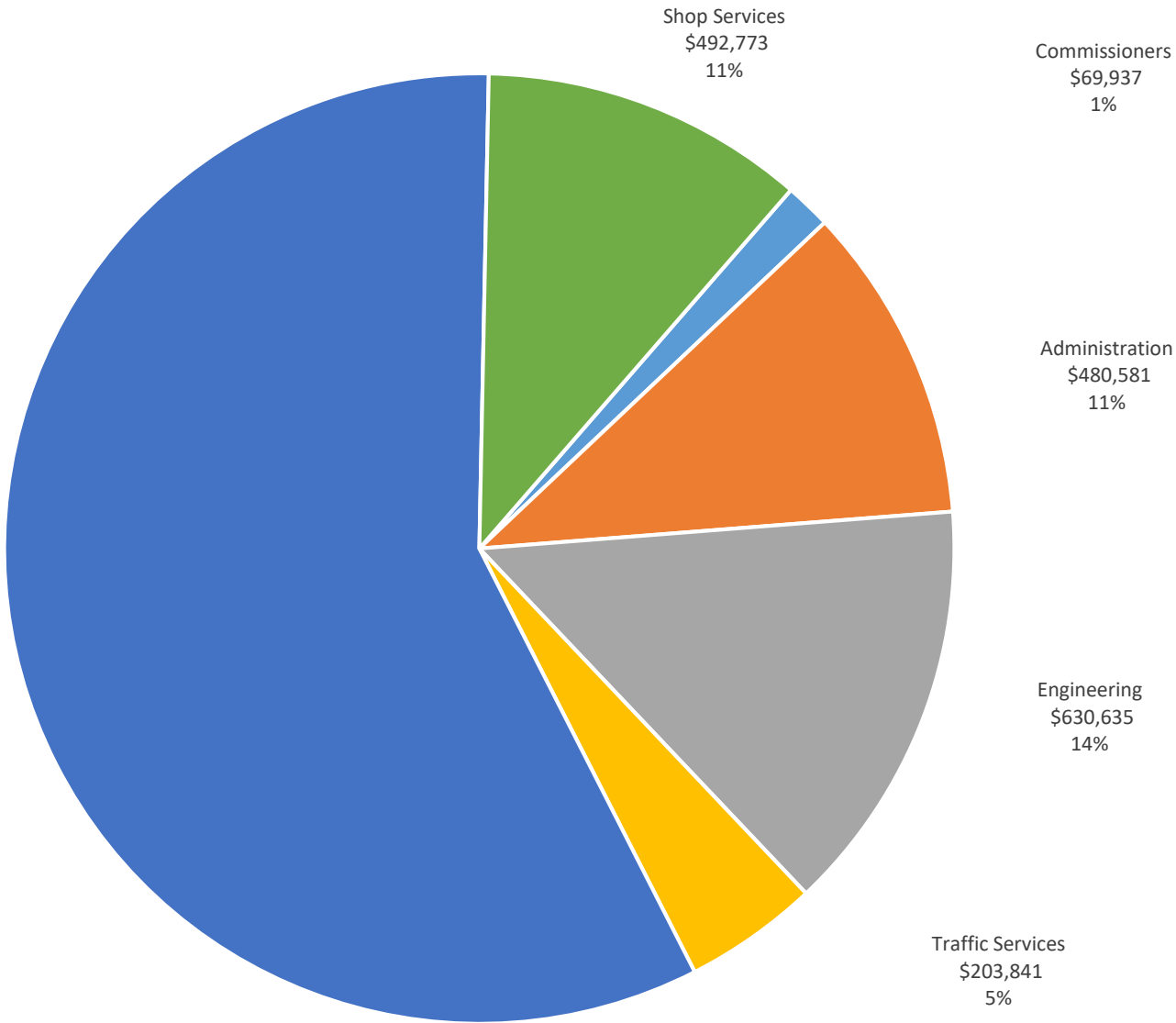
Total activity cost includes Labor, Materials, Payables and allocations for Fringe, Overhead, Equipment, Depreciation

### 2020 Expenditure (no allocations)

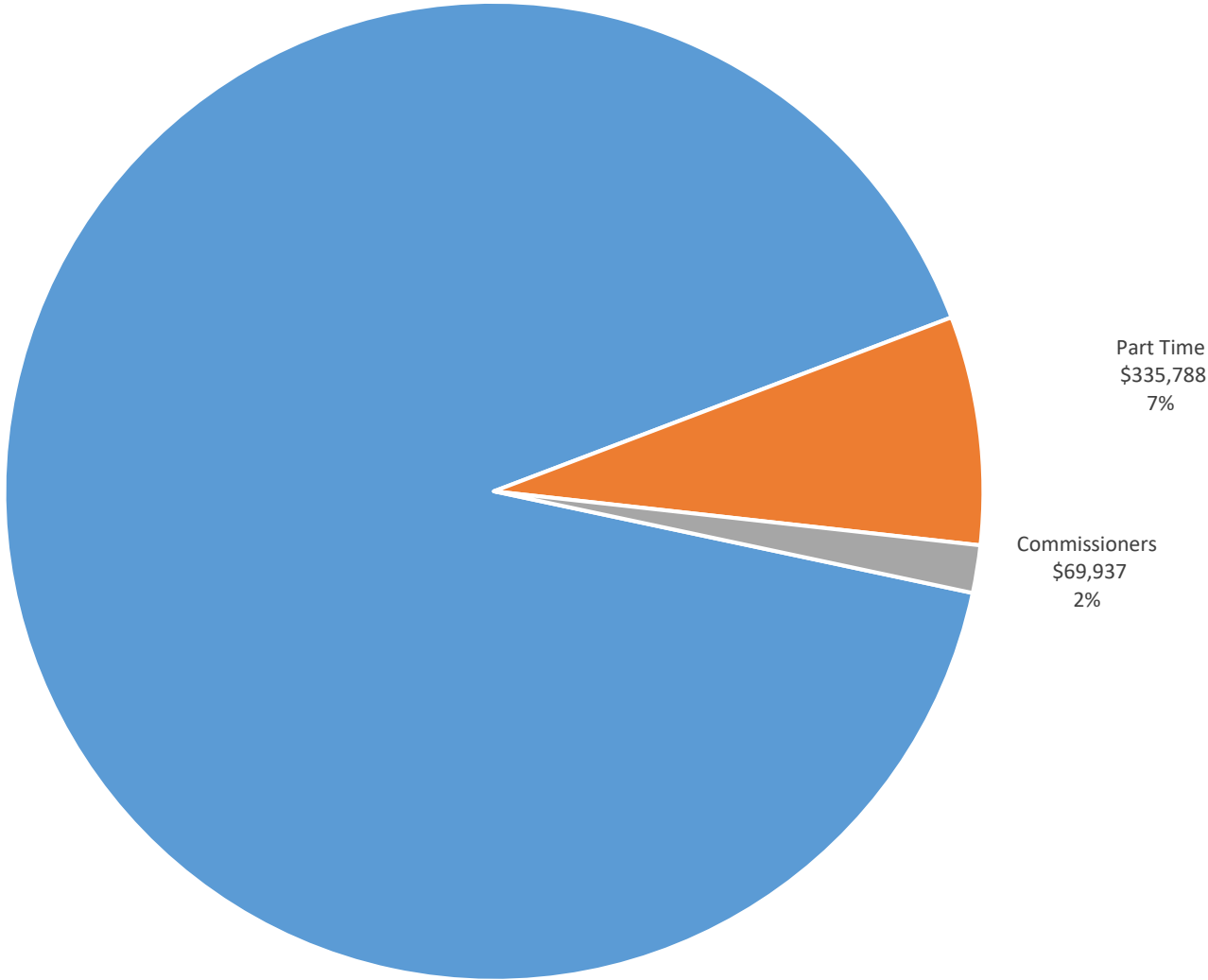


All areas are minus Labor/Benefits which are shown as a separate cost

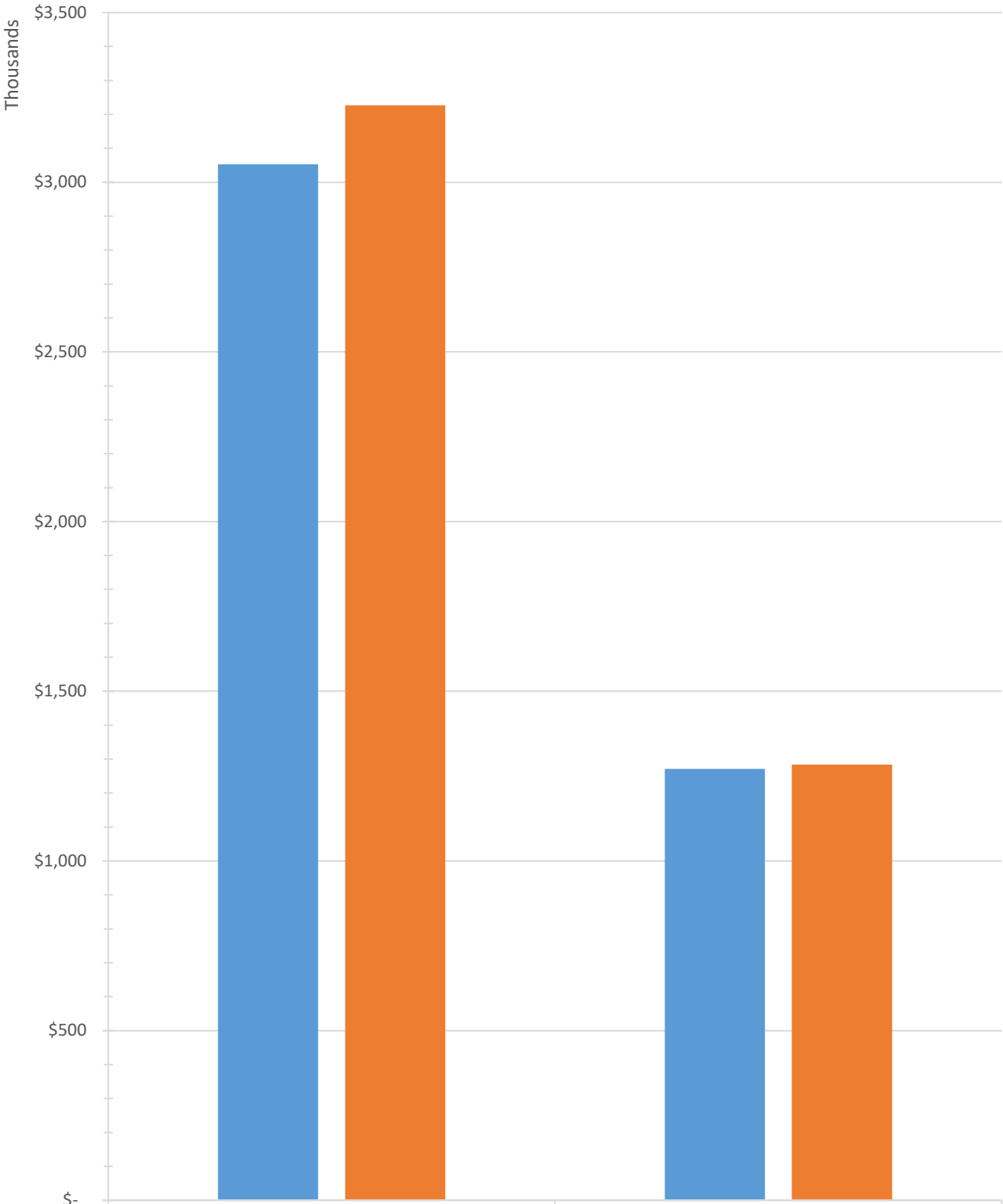
# Total Labor & Benefits



Total Labor & Benefits



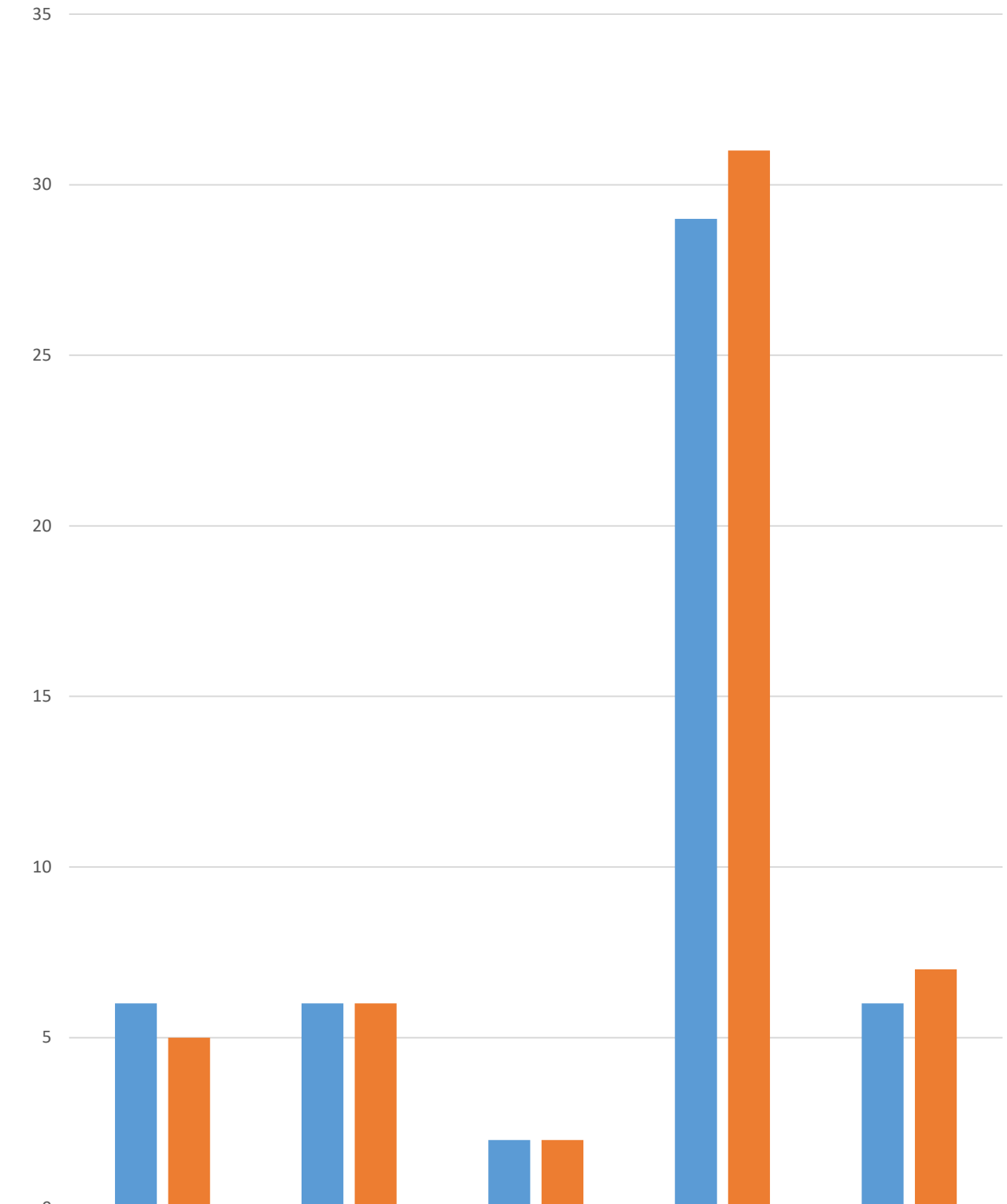
### Labor & Benefits



	Labor	Benefits
2019	\$3,052,925	\$1,270,933
2020	\$3,226,984	\$1,283,959

2019 2020

### Budgeted Full Time Positions

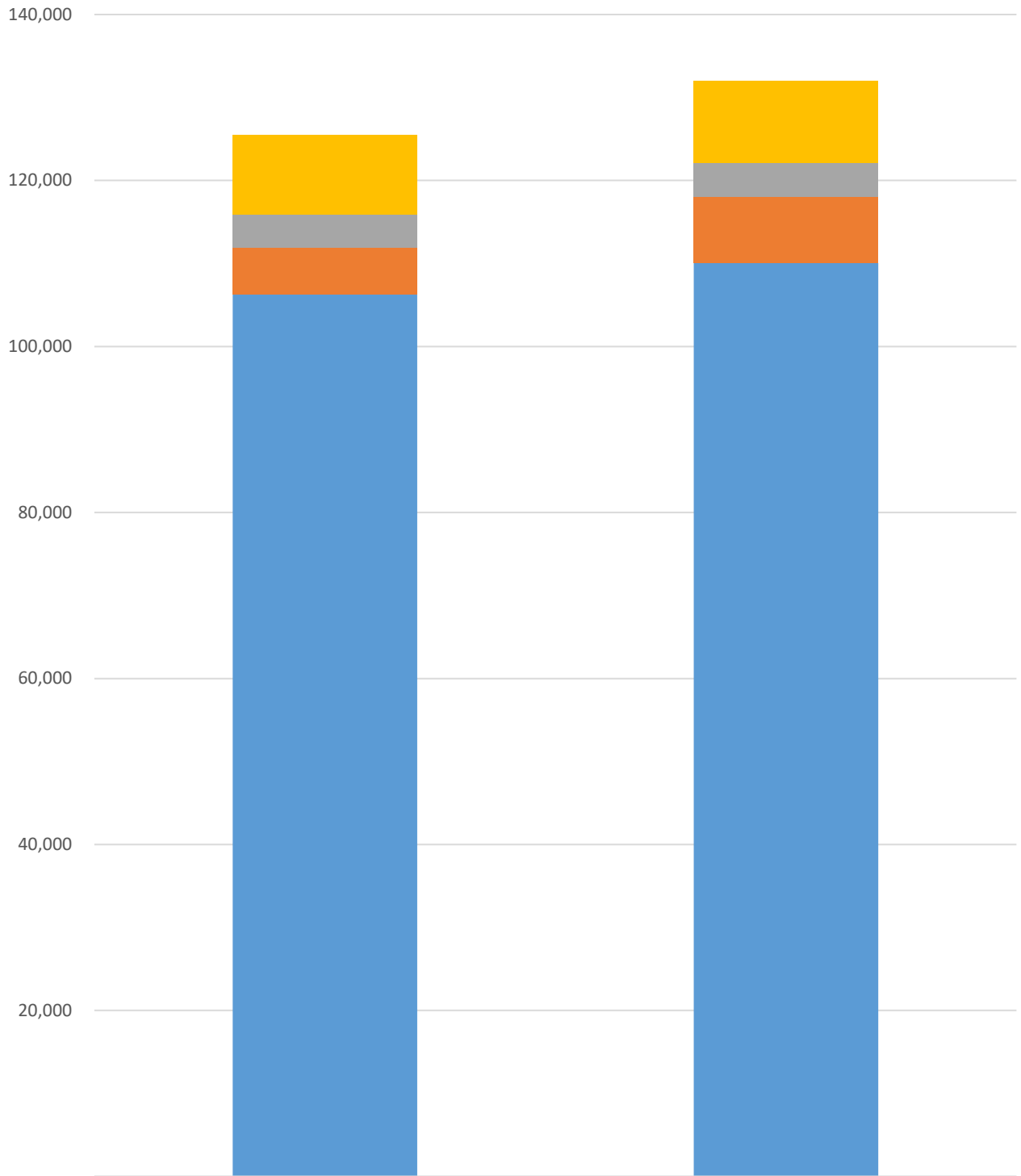


	Administration	Engineering	Traffic Services	Field Services	Shop Services
■ 2019	6	6	2	29	6
■ 2020	5	6	2	31	7

■ 2019 ■ 2020



### Budgeted Hours by Pay Type



	2019	2020
PTO	9,587	9,864
Holiday	3,920	4,080
Overtime	5,701	7,960
Regular	106,239	110,049

■ Regular ■ Overtime ■ Holiday ■ PTO