



Washtenaw County Road Commission

2011 Budget

December 9, 2010

2011 BUDGET

WASHTENAW COUNTY ROAD COMMISSION

REVENUE

Michigan Transportation Fund

The Road Commission is anticipating a 3% reduction in MTF Revenues in 2011. This is a significant reduction that will be monitored closely through the year.

Actual Rev Thru		2010	
10/31/2010		Anticipated Revenues	2011 Budget
\$ 11,180,104		\$ 16,000,000	\$ 15,520,000

Federal/State Funds

The anticipated Federal/State Aid projects are shown on page 12. The most significant projects are Holmes III, Border to Border Non-motorized Trail, signal interconnect and various pavement preservation projects. The timing of the construction could have significant impacts on Federal/State Revenues as well as the local match if the projected level of completion varies from the actual level by year-end.

Actual Rev Thru		2010	
10/31/2010		Anticipated Revenues	2011 Budget
\$ 5,410,561		\$ 8,291,000	\$ 7,350,000

State Trunkline Maintenance

The State Trunkline Maintenance budget reflects the FY-2011 contract budget authorized by the Michigan Department of Transportation (MDOT).

Actual Rev Thru		2010	
10/31/2010		Anticipated Revenues	2011 Budget
\$ 1,966,527		\$ 2,493,000	\$ 2,370,000

Township Contributions

Township contributions are anticipated to decrease in 2011. The Matching Program has been decreased to a more traditional level. Scio Township will be providing funds for the Jackson Boulevard Project. Additional contributions are expected from Ypsilanti Township for bond reimbursement, Textile as well as James L. Hart and Pittsfield Township for the State Road Feasibility study.

	Actual Rev Thru	2010	
Budget Category	10/31/2010	Anticipated Revenues	2011 Budget
Township Matching/Drainage	\$ 1,454,237	\$ 1,923,000	\$ 1,435,000
Jackson Blvd III	396,300	526,000	60,000
Pittsfield Greenway	1,255	1,000	0
James L. Hart	0	0	170,000
Textile	0	0	65,000
Oak Valley Drive	4,800	5,000	0
Geddes non-motorized	0	-	0
State Road Feasibility	0	0	22,000
Ypsilanti bond reimbursement	339,850	340,000	327,000
	\$ 2,196,443	\$ 2,795,000	\$ 2,079,000

Other Contributions

Other Contributions are anticipated to increase. Some of the more significant contributions are anticipated from: YCUA for Holmes III and contributions from Washtenaw County Parks and the Metro Parks for the Border to Border bike path.

	Actual Rev Thru	2010	
Budget Category	10/31/2010	Anticipated Revenues	2011 Budget
YCUA	\$ 56,461	\$ 56,000	\$ 1,170,000
City of Ann Arbor	22,500	23,000	0
Village of Dexter	66,481	66,000	0
Miscellaneous	854,790	1,484,000	980,000
	\$ 1,000,232	\$ 1,629,000	\$ 2,150,000

Miscellaneous Income

Interest Income is projected to be higher in 2011 due to higher rates of return. Permit/Subdivision activities are expected to decrease. No equipment auction is anticipated in 2011.

	Actual Rev Thru	2010	
Budget Category	10/31/2010	Anticipated Revenues	2011 Budget
Interest Income	\$ 16,579	\$ 35,000	\$ 50,000
Gain/loss on sale	0	300,000	300,000
Land Sales/Leases	27,790	33,000	30,000
Permit/Subdivisions	297,321	349,000	300,000
Special assessment bonds	401,435	401,000	0
Other	111,669	134,000	30,000
	\$ 854,795	\$ 1,252,000	\$ 710,000

DEPARTMENTAL EXPENDITURES

Operations

The Operations Department accounts for 31 percent of the total yearly expenditures and will begin the year with 89 authorized positions in 2011. The Operations Department is comprised of:

- 8 Districts responsible for routine maintenance activities throughout the county.
- A Fleet Maintenance Department that ensures the readiness of all equipment.
- Buildings and Ground Department that is responsible for the administrative building as well as all satellite buildings and facilities.
- An administrative component that provides direction and support to all forces within this group.

Dept. 102 - 118 Operations							
All Yards, the Shop, & Building and Grounds comprise the Operation Department Activities							
			Actual Expenditures		2010		
Account ▾	Description ▾	10/31/201 ▾	Anticipated Expenditures ▾		2011 Budget ▾		
703 -712	WAGES	\$ 3,839,798	\$ 4,795,000		\$ 4,734,000		
724	FRINGE	15	0		0		
728	OFFICE SUPPLIES	699	1,000		2,000		
730 & 861.XX	TRAINING	6,805	8,000		6,000		
731	JANITOR SUPPLIES	11,982	14,000		16,000		
732	TRAFFIC CONTROL SUPPLIES	2,259	2,000		10,000		
733	WELDING SUPPLIES	7,995	10,000		9,000		
734	EMPLOYEE SAFETY SUPPLIES	5,718	7,000		17,000		
735	MISCELLANEOUS SUPPLIES	45,190	54,000		55,000		
740 001	EQUIPMENT PARTS EXPENSE	100,691	115,000		120,000		
740 003	DIESEL FUEL EXPENSE	404,884	497,000		437,000		
740 004	UNLEADED FUEL EXPENSE	114,321	134,000		150,000		
740 006	MOTOR OIL/LUBRICANTS	17,655	21,000		20,000		
740 007	TIRES & TIRE ACCESSORIES	45,053	67,000		65,000		
740 008	BLADES	60,919	66,000		65,000		
761	GRAVEL	155,238	161,000		55,000		
762	COLD PATCH	45,218	52,000		65,000		
763	SAND	22,555	33,000		45,000		
764	SALT	408,345	758,000		890,000		
765	ASPHALT	127,437	146,000		200,000		
766	BRINE	860,832	863,000		892,000		
767	CULVERT	19,850	43,000		19,000		
769	GUARDRAIL	36,241	47,000		50,000		
771	LIMESTONE	469,702	493,000		535,000		
773	MISC SLAG/STONE	2,899	3,000		4,000		
774	DRAINAGE ITEMS/CEMENT	23,270	27,000		25,000		
790	SMALL ROAD TOOLS	9,511	15,000		16,000		
791 074	INVENTORY ADJ:EQP REPAIR PARTS	7,108	26,000		32,000		
791 076	INVENTORY ADJ: ROAD MATERIALS	0	15,000		13,000		
801	CONTRACTUAL SERVICES	211,916	250,000		230,000		
802 004	ENGRG SERVICES: DESIGN	281	0		0		
806	UNIFORMS	2,539	4,000		5,000		
807	DATA PROCESSING	2,170	3,000		2,000		
851	COMMUNICATIONS: CELL PHONE/TELEPN	25,768	31,000		35,000		
852	COMMUNICATIONS: RADIO	1,152	12,000		24,000		
853	COMMUNICATIONS: ANSWERING SERVICE	3,999	5,000		4,000		
874 001	ADVERTISING	0	0		1,000		
874 002	PRINTING EXPENSE	458	0		1,000		
875 000	INSURANCE: PROPERTY EQP PHYS DAMAGE	(2,897)	(3,000)		0		
882 000	INSURANCE: LIABILITY	0	0		1,000		
890	CLAIMS PAID	130	0		0		
921	UTILITIES: ELECTRIC SERVICE	60,089	85,000		85,000		
922	UTILITIES: HEAT/GAS/FUEL	104,724	138,000		160,000		
923	UTILITIES: WATER & SEWER	6,224	9,000		14,000		
931	REPAIRS/MAINT: BUILDINGS	49,290	80,000		115,000		
932	REPAIRS/MAINT: YARD & STORAGE	20,657	24,000		25,000		
933	REPAIRS/MAINT: SHOP EQUIPMENT	7,234	9,000		12,000		
934	REPAIRS/MAINT: OFFICE EQUIPMENT	1,062	2,000		500		
938	REPAIRS/MAINT: NON-RD EQP	67,938	75,000		75,000		
939	REPAIRS/MAINT: ROAD EQUIPMENT	128,604	197,000		250,000		
941	EQUIPMENT RENTAL	3,791,308	4,549,000		3,800,000		
669	EQUIPMENT RENTAL CREDIT	(3,768,622)	(4,527,000)		(3,800,000)		
944	U.S.T. REGISTRATION FEE	1,100	1,000		2,000		
946	U.S.T. EXPENSE: CORRECTIVE ACTS	3,866	5,000		6,000		
968 002	DEPRECIATION: BUILDINGS	128,793	172,000		172,000		
968 003	DEPRECIATION: ROAD EQUIPMENT	337,623	638,000		600,000		
968 004	DEPRECIATION: SHOP EQUIPMENT	1,583	4,000		6,000		
968 006	DEPRECIATION: YARD & STORAGE	85,536	115,000		97,000		
968 008	DEPRECIATION: DEPLETABLE ASSETS	0	0		0		
690 XXX	DEPRECIATION CREDIT	(553,535)	(928,000)		(875,000)		
971	CAPITAL OUTLAY: LAND	0	0		0		
974	CAPITAL OUTLAY: LAND IMPRVMTS	1,787	18,000		0		
975	CAPITAL OUTLAY: BUILDINGS	37,193	45,000		10,000		
976	CAPITAL OUTLAY: ROAD EQUIPMENT	465,070	777,000		325,000		
977	CAPITAL OUTLAY: SHOP EQUIPMENT	4,905	6,000		0		
979	CAPITAL OUTLAY: YARD & STORAGE EQP	258,530	359,000		75,000		
980	CAPITAL OUTLAY: OFFICE EQ/FURN	7,356	7,000		0		
	TOTAL	\$ 8,346,020	\$ 10,635,000		\$ 10,004,500		

Administration

The Administrative Department accounts for 3 percent of the Road Commission's expenditures and will begin the year with an authorized staff of 9 full-time employees in 2011. The Administration Department represents the decision making body of the organization as well provides support for all departments though the chief executive, human resources, finance, information services, and planning. The Administration Department is comprised of:

- A three-member Board of Road Commissioners
- An executive staff consisting of 2 full-time members.
- A Finance Department comprised of 4 full-time employees.
- A Human Resources Department comprised of 2 full-time employees as well as certain functions outsourced to Washtenaw County.
- An Information services employee as well as a work study co-op.
- The legal functions administered through retained attorney services.

Dept. 216 - 228 Administrative				
Commissioners, Executive, Finance, Human Resources, Information Systems, and Legal Departments				
Account	Description	Actual Expenditures 10/31/2011	2010 Anticipated Expenditure	2011 Budget
703 001-712	WAGES	\$ 583,129	\$ 733,000	\$ 768,000
724	FRINGE	1,995	4,000	4,000
727	POSTAGE	374	0	1,000
728	OFFICE SUPPLIES	1,314	1,000	4,000
729	ENGINEERING SUPPLIES	0	0	100
730 & 861.xx	TRAINING	8,680	21,000	20,000
735	MISCELLANEOUS SUPPLIES	888	1,000	1,000
801	CONTRACTUAL SERVICES	22,442	32,000	35,000
803	LEGAL SERVICES	15,930	29,000	30,000
804	AUDIT SERVICES	35,200	35,000	37,000
807 0	DATA PROCESSING	31,359	37,000	20,000
807 001	ANNUAL SOFTWARE MAINT.FEE-PCSI	13,525	14,000	14,000
807 002	PCSI PROGRAMMING SUPPORT	1,043	3,000	3,000
811	BANK FEES	204	0	300
812	CUSTOMER SERVICE/ISO	12,852	13,000	0
816	CREDIT CARD FEES	464	0	500
851	COMMUNICATIONS: CELL PHONES	2,420	2,000	3,000
874 001	ADVERTISING	0	0	2,000
874 002	PRINTING EXPENSE	0	-	11,000
875	INSURANCE: PROP & EQP PHYS DAM	839	1,000	1,000
882	INSURANCE: LIABILITY	13	0	0
934	REPAIRS/MAINT: OFFICE EQUIPMENT	1,334	1,000	1,500
939	REPAIRS/MAINT: ROAD EQUIPMENT	17	0	100
956	SAFETY EXPENSE	0	0	250
968 002	DEPRECIATION: ADMIN BUILDING	42,931	57,000	58,000
968 007	DEPRECIATION: OFFICE EQP/FURNITURE	38,379	51,000	88,000
690 XXX	DEPRECIATION CREDIT	(81,310)	(108,000)	(146,000)
971	CAPITAL OUTLAY: LAND	0	0	0
974	CAPITAL OUTLAY: LAND IMPRV MNT	0	0	0
980	CAPITAL OUTLAY: OFFICE EQ/FURN	26,246	31,000	18,000
	TOTAL	\$ 760,268	\$ 958,000	\$ 974,750

Engineering

The Engineering Department accounts for 8 percent of the Road Commission's expenditures and will begin the year with 34 full-time employees in 2011. The Engineering Department is comprised of:

- The director and assistant director as well as a secretary.
- The sections include: project development and construction.
- The traffic engineering, sign, and signal maintenance crews.
- The permit and subdivision section who administer the developer, truck permits and utility initiated workload.

Dept. 314 - 328 - Engineering				
This department is comprised of Permits/Subdivision, Project Development, Traffic & Safety Construction & an Administrative component.				
Account	Description	Actual Expenditures 10/31/2011	2010 Anticipated Expenditures	2011 BUDGE
703 - 712	WAGES	\$ 1,885,254	\$ 2,300,000	\$ 2,164,000
724	FRINGES	3,387	4,000	4,000
727	POSTAGE	72	0	0
728	OFFICE SUPPLIES	8,456	10,000	10,000
729	ENGINEERING SUPPLIES	7,413	11,000	12,000
730 & 861.xx	TRAINING	6,868	8,000	10,000
732	TRAFFIC CONTROL SUPPLIES	36,152	45,000	50,000
734	EMPLOYEE SAFETY SUPPLIES	1,066	1,000	2,500
735	MISCELLANEOUS SUPPLIES	151	0	1,000
740 004	UNLEADED FUEL EXPENSE	22	0	0
768	SIGNS	49,956	58,000	65,000
769	GUARDRAIL	51	0	0
770	POSTS	17,298	22,000	30,000
772	SIGNAL PARTS	34,371	47,000	55,000
791 076	INVENTORY ADJ: ROAD MATERIALS	(52)	0	0
801	CONTRACTUAL SERVICES	53,374	68,000	137,000
802 002	ENGRG SERVICES: ROW	186	0	0
802 003	ENGRG SERVICES: DESIGN	1,658	2,000	0
807	DATA PROCESSING	12,362	14,000	16,000
851	COMM:CELL PHONES/SIGNALS	9,207	11,000	12,000
874 001	ADVERTISING	292	0	1,000
874 002	PRINTING EXPENSE	2,586	4,000	3,000
921	UTILITIES: SIGNAL ENERGY	80,783	97,000	100,000
934	REPAIRS/MAINT: OFFICE EQUIPMENT	4,681	6,000	4,000
938	REPAIRS/MAINT: NON-RD EQP	2,085	2,000	5,000
939	REPAIRS/MAINT: ROAD EQUIPMENT	2,131	2,000	2,000
941	EQUIPMENT RENTAL	312,611	376,000	500,000
669	EQUIPMENT RENTAL CREDIT	(312,611)	(376,000)	(500,000)
944	STORM WATER PERMITS	18,000	23,000	25,000
961	PROPERTY TAXES	478	0	0
968 005	DEPRECIATION: ENGINEERING EQP	7,334	10,000	10,000
690	DEPRECIATION CREDIT	(7,334)	(10,000)	(10,000)
974	CAPITAL OUTLAY: LAND IMPRVMENTS	905	1,000	0
975	CAPITAL OUTLAY: BUILDING	0	0	0
976	CAPITAL OUTLAY: ROAD EQUIPMENT	464	0	0
978	CAPITAL OUTLAY: ENGINEERING EQ	13,900	14,000	8,000
979	CAPITAL OUTLAY: YARD & STORAGE EQP	0	0	0
980	CAPITAL OUTLAY: OFFICE EQ/FURN	0	0	0
	TOTAL	\$ 2,253,558	\$ 2,750,000	\$ 2,716,500

Non-departmental

The non-departmental budget represents 19 percent of annual costs. This includes various insurance coverage for the Road Commission and fringe benefits.

Dept. 550 - Non-Departmental				
This department represents employee benefits as well as membership fees and liability insurance that is applicable to the organization as a whole.				
		Actual Expenditures	2010	2011
Account	Description	10/31/2011	Anticipated Expenditure	BUDGET
715	SOCIAL SECURITY/MEDICARE	\$ 494,854	\$ 625,000	\$ 635,000
716	MEDICAL INSURANCE	2,536,969	3,239,000	3,203,000
717	LIFE INSURANCE	25,896	29,000	30,000
718	RETIREMENT	797,006	1,122,000	1,222,000
719	WORKERS COMPENSATION	199,431	276,000	280,000
720	UNEMPLOYMENT	0	15,000	15,000
721	EMPLOYEE DRUG TESTING	4,513	5,000	7,000
727	POSTAGE	5,288	6,000	10,000
728	OFFICE SUPPLIES	3,796	5,000	5,000
730 & 861.XX	ASSOCIATION FEES	33,770	41,000	42,000
734	EMPLOYEE SAFETY SUPPLIES	3,766	5,000	7,000
735	MISCELLANEOUS SUPPLIES	316	0	1,000
790	SMALL ROAD TOOLS	410	0	1,000
805	HEALTH SERVICES	7,223	9,000	6,000
851	COMMUNICATIONS: TELEPHONE	0	0	1,000
874 002	PRINTING EXPENSE	1,018	1,000	2,000
875	INSURANCE: PROP & EQP PHYS DAM	19,647	18,000	79,000
878	INSURANCE: FLEET LIABILITY/MCC	12,423	12,000	49,000
881	INSURANCE: ERRORS & OMISSIONS	12,206	12,000	55,000
882	INSURANCE: LIABILITY	119,346	122,000	378,000
890	CLAIMS PAID	688	1,000	1,000
TOTAL		\$ 4,278,566	\$ 5,543,000	\$ 6,029,000

Debt Service

The Debt Service Department represents approximately 2 percent of the annual costs. This includes two outstanding bond issuances.

Dept. 660 - Debt Service					
This department represents all of the current portion of long term debt obligations.					
			Actual Expenditures	2010	2011
Account	Description	10/31/201	Anticipated Expenditures	BUDGET	
991 003	DEBT SERV PRINC:YPSI NOTES	300,000	300,000	300,000	
991 004	DEBT SER PRIN:YARD 2 BLDG AUTH	375,000	375,000	395,000	
995 003	DEBT SER INT: YPSI NOTES	40,250	40,250	26,700	
995 004	DEBT SER INT:YRD 2 BLDG AUTH	54,063	54,063	42,588	
995 005	DEBT SERVICE INT: JOBS TODAY	0	0	0	
	TOTAL	\$ 769,313	\$ 769,313	\$ 764,288	

Road Projects

The Road Project Department represents approximately 37 percent of the annual costs. This includes all construction and preventative maintenance projects on local and primary roads. Local matching funds required for federal aid projects, payments to contractors, consultants, and right of way acquisitions are included in this department.

Dept. 770 - Road Projects (Contracts)					
This Budget Category includes all contractual obligations for construction and heavy maintenance projects on primary and local roads					
		Actual Expenditures	2010	2011	
Account	Description	10/31/2011	Anticipated Expenditure	BUDGE	
727	POSTAGE	\$ 497	\$ 1,000	\$ 900	
728	OFFICE SUPPLIES	105	0	0	
729	ENGINEERING SUPPLIES	9,969	12,000	10,000	
730 & 861.xx	TRAINING	209	0	0	
732	TRAFFIC CONTROL SUPPLIES	69,316	97,000	75,000	
735	MISCELLANEOUS SUPPLIES	321	-	0	
761	GRAVEL	37,472	37,000	0	
763	SAND	4,866	5,000	0	
765	ASPHALT	683,161	683,000	188,000	
766	BRINE	3,304	3,000	0	
767	CULVERT	5,622	6,000	0	
771	LIMESTONE	35,129	35,000	0	
773	MISC SLAG/STONE	152,019	152,000	0	
774	DRAINAGE ITEMS/CEMENT	83,396	83,000	0	
790	SMALL ROAD TOOLS	0	5,000	5,000	
801	CONTRACTUAL SERVICES	8,408,516	11,473,000	10,839,000	
802 001	ENGRG SERVICES: CONSTR ENGRG	88,471	118,000	330,000	
802 002	ENGRG SERVICES: ROW	125,433	145,000	0	
802 003	ENGRG SERVICES: DESIGN	13,180	21,000	140,000	
802 004	ENGRG SERVICES: TESTING	163,598	194,000	228,000	
803	LEGAL SERVICES	116,050	159,000	100,000	
874 001	ADVERTISING	516	1,000	2,000	
874 002	PRINTING EXPENSE	96	0	500	
890	CLAIMS PAID	0	0	500	
941 003	EQUIPMENT RENTAL - NONROAD	26,434	32,000	9,000	
944	U.S.T. REGISTRATION FEE	0	0	500	
960	COUNTY DRAIN ASSESSMENT	89,307	90,000	100,000	
TOTAL		\$ 10,116,988	\$ 13,352,000	\$ 12,028,400	

PROPOSED 2011 BUDGET (000's)

	Actual Rev/Exp Through 10-31-10	2010 Anticipated Rev/Exp	Preliminary Estimate of 2011 Budget
REVENUES			
Mich Transportation Funds	11,180	16,000	15,520
Federal/State Funds	5,411	8,291	7,350
Trunkline Maintenance	1,967	2,493	2,370
Township Contributions	2,196	2,795	2,079
Other Contributions	1,000	1,629	2,150
Miscellaneous Income	855	1,252	710
TOTAL REVENUES	22,609	32,460	30,179
 EXPENDITURES			
Administration	760	958	975
Operations	8,346	10,635	10,004
Engineering	2,254	2,750	2,717
Nondepartmental	4,279	5,543	6,029
Debt Service	769	769	764
Total expenditures b/f project expenditures	16,408	20,655	20,489
Project expenditures: Road improvement program and construction	10,117	13,352	12,028
	10,117	13,352	12,028
TOTAL EXPENSES	26,525	34,007	32,517
REVENUES Over/(Under) EX	(3,916)	(1,547)	(2,338)
2009 Fund Balance (Audited)	9,629	9,629	9,629
2010 Fund Balance (projected)	5,713	8,082	8,082
2011 Fund Balance (projected)			5,744