# CITY COUNCIL ACTION REPORT

TO: Phillip L. Nelson, City Manager

FROM: John M. Lamerato, Assistant City Manager, Finance & Administration
Cathleen A. Russ, Library Director
Loraine M. Campbell, Museum Manager

SUBJECT: Acceptance of Kresge Foundation's Detroit Program: Arts and Culture General Support Grant of $40,000

Background:

- The Kresge Foundation instituted the "Detroit Program: Arts and Culture Grants" to provide general operations grants to not-for-profit and government funded organizations that strengthen Detroit and regional neighborhoods, reinvigorate the regional economy, and promote arts and culture. The Kresge Foundation maintains that arts and cultural organizations enrich the fabric of daily life, nurture individual development, and strengthen communities.

- The Troy Museum & Historic Village applied for and was awarded a General Support Grant of $40,000 for general operating support of the Museum for the period of July 1, 2008 through June 30, 2010. The first payment of $20,000 is scheduled for November 26, 2008. The second $20,000 payment will be provided in July 2009, predicated on receipt and approval by the Kresge Foundation of the May 2008 annual report.

Financial Considerations:

- The general operating funds awarded will enhance the Museum's fiscal sustainability and the staff's ability to develop and implement strategic planning.

Legal Considerations:

- The City of Troy and the Troy Museum can meet the reporting requirements and grant conditions as provided by the Kresge Foundation.

Policy Considerations:

- This recommendation addresses the following Outcome Statements:
  Troy adds value to properties through maintenance or upgrades of infrastructure and quality of life venues;
  Troy is rebuilding for a healthy economy reflecting the values of a unique community in a changing and interconnected world.

Options:

- City management recommends acceptance of the Kresge Foundation's Detroit Program: Arts and Culture General Support Grant of $40,000 awarded to the Troy Museum & Historic Village for the period of July 1, 2008 through June 30, 2010.

Troy Museum & Historic Village
60 W. Wattles
Troy, MI 48098
(248) 524-3570

The City of Tomorrow... ...Today

July 11, 2008

The Kresge Foundation
Attn: Mr. Rip Rapson, President
3215 W. Big Beaver Road
Troy, MI 48084

Dear Mr. Rapson:

History is so much more than dates and chronologies of events. It is art and architecture, melodies and the dreams of a singer, food and the lives of those who grew and ground the grain for bread. History is stories that give meaning and context to our lives. It is the mission of the Troy Museum & Historic Village to tell our community's stories in exciting ways that stimulate curiosity, understanding and appreciation for what we share in common with others and for what makes us unique.

With financial support from the Kresge Foundation through the new Detroit Program, the Troy Museum will continue to tell stories, and develop new programs and formats that will engage our visitors and help build a greater community of cultural understanding. Your grant of $20,000 for each of the next two years will also support our institutional goal to develop a new interpretive master plan that will help us shape our storytelling for the future.

It is the steadfast goal of the Troy Museum staff, the Historical Commission, Troy Historical Society and other museum partners to develop the Troy Museum into an outstanding regional cultural destination and the finest museum of its kind. We deeply appreciate your consideration of this application.

Sincerely,

Loraine Campbell

Loraine Campbell
Museum Manager

THE KRESGE FOUNDATION

**Detroit Program**
**Arts & Culture**
**Grant Application Form**

Date: 7/11/2008

Legal Name of Organization: Troy Museum & Historic Village
Address: 60 W. Wattles Rd.
City: Troy State: MI Zip: 48098
Phone Number: 248.524.3570 Fax Number: 248.524.3572
Contact Name and Title: Loraine Campbell, Museum Manager
Contact e-mail address: campbelm@troymi.gov
President/Executive Director Name (if different):
Year Established: 1972 Website: www.troymi.gov/museum
Accrediting/licensure Agency: not accredited museum
Last Review Date: MAP I by American Assn of Museums 2006
County: City of Detroit ___ Wayne ___ Oakland X Macomb ___
EIN Number: 36-6027333

## DISCIPLINE INFORMATION Please choose only **one** category:

___ Producing/Presenting Performing Arts:
___ Music
___ Dance
___ Theatre
___ Performance Venue/Facility
___ Visual Arts
___ Literary Arts
___ Arts Education Organization
___ Film/Video Broadcasting
___ Arts Service Organization
X___ History/Historic Preservation
___ Science/Nature/Children's Museum

## FINANCIAL INFORMATION

Provide actual operating budgets, excluding capital, for your organization's previous two fiscal years (e.g., FY 2006 and FY 2007), the current fiscal year (e.g., FY 2008), and a projection for your next fiscal year (e.g., FY 2009).

| | | REVENUES | EXPENSES | SURPLUS/DEFICIT |
|---|---|---|---|---|
| FY | 2006/07 | $ 454,220.00 | $ 454,220.00 | $ |
| FY | 2007/08 | $ 473,000.00 | $ 473,000.00 | $ |
| FY | 2008/09 | $ 536,520.00 | $ 536,520.00 | $ |
| FY | 2009/10 | $ 536,520.00 | $ 536,520.00 | $ |
| Market Value of Endowment: | | $ 0.00 | Date of Valuation: | 0 |

* (projected revenue)

**Fiscal Year Dates** Beginning: 1-Jul Ending: Jun-31

## SOURCES OF FUNDING (Last Audited Year)

| | |
|---|---|
| Fiscal Year used for this calculation: | **2006/07** |
| Earned Revenues | **47,995** |
| Individual Donations | $ |
| Foundation Grants | $ |
| Corporate Funding | $ |
| Government Support or Grants | **396,525** |
| Other | **9,700** |
| TOTAL* | **536,520** |

*Total must match the revenue indicated on the chart above for the indicated fiscal year.

## SERVICE INFORMATION

Please provide as realistic an assessment as possible. Include an attachment for explanation of figures if necessary.

Number of people served by your organization's last fiscal year **25,016**
Number of youth served 11,035 Actual count

## DIVERSITY INFORMATION

| | Racial / Ethnic Minority | | Women | |
|---|---|---|---|---|
| Governing Board | 14 | % | 43 | % |
| Professional Staff / Faculty | 11 | % | 82 | % |
| Persons Served / Attendance | 25,016 | % | 65 | % |

Number of Board members 7
Number of Staff / Faculty 11

Please complete both sides of this **Application Form**

**Application Form** *Continued*

Name of Organization: oy Museum & Historic Villa Date: 7/12/2008

## STAFF / VOLUNTEER INFORMATION

Number of paid staff 11 Number of full time staff 2 FTE count 7.2

Number of artists or creators of culture employed (includes part time / full time / contract - could be same as above) aries annuall

Number of volunteers (including board) 80

## PROPOSAL NARRATIVE

Proposals should be 5 - 8 pages double spaced and should respond to the following questions:

1. Provide a concise overview of your organization, including your mission and designated goals and objectives.
2. Provide information about your programs / services / activities and how they fulfill your organizational goals and objectives.
3. Describe your organization's contribution to the uniqueness of Metropolitan Detroit as a regional asset, or your service to a particular community or constituency, and how you help foster cultural growth
4. Describe your artistic merit and your support of local artists / creators of culture.
5. Describe the individuals you serve and your efforts to expand your audiences, encourage participation, and broaden access to arts and culture in your community.
6. Discuss how your organization is inclusive and strives to have a diverse board, staff and audience / client profile.
7. Describe any significant partnerships and why they are important to your organization and the community's future.
8. Describe your contributions to educating youth in the region.

Organizations that are subsidiaries of a larger organization must provide a narrative to explain your relationship with your parent organization (See guidelines).

## GRANT APPLICATION CHECKLIST

- Cover letter
- Grant application form
- Proposal narrative
- Copies of your organization's operational budgets for four years, as specified above. Subsidiary organizations should submit a budget as if you were an independent entity, including overhead expenses. (see Guidelines)
- List of Board of Directors
- Most recent financial audit. Organizations with a budget of $250,000 or less may submit a qualified review. Audits/reviews may not be more than two years old. If audit figures and the corresponding fiscal year budget statement do not match, provide a statement to explain the difference.
- Copy of most recent organizational strategic plan or executive summary

Please mail five (5) copies of completed form and all appropriate attachments to:
The Kresge Foundation
Attn: Mr. Rip Rapson, President
3215 W. Big Beaver Road
Troy, MI 48084
Applications must be received by 4pm on July 14, 2008

Please complete both sides of this **Application Form**

## Proposal Narrative

### 1. Overview, mission, goals and objectives

Communities and cultures are interwoven through time by events, business, politics, art and culture. In Oakland County, this history is preserved and interpreted in a unique setting for life-long learning at the Troy Museum & Historic Village. The Museum strives to provide visitor experiences and programs focused on the cultural heritage of Troy, the Detroit area and the Great Lakes region and offers programs that illustrate relationships between communities and their diverse backgrounds. The Museum's vision is to be an outstanding cultural destination in southeast Michigan that emphasizes learning by interaction among staff, volunteers and visitors and that stimulates curiosity, awareness and appreciation of regional history and heritage.

The Troy Museum is a city-owned facility that receives supplemental operational support from the Troy Historical Society, a 501(c) (3) tax-exempt corporation. The Museum provides year-round service to the region. The hours of operation are Monday – Saturday from 9:00 am to 4:30 pm and on Sundays, from June – September, from 1:00 pm to 5:00 pm. The Museum is closed on Sundays from October – May and on major holidays.

The Troy Museum includes ten furnished historic buildings in a two-acre village, archives and collections, exhibit cases, a non-lending library, and staff areas. The buildings include:

- Township Hall, built 1927
- Log cabin, built ca. 1840
- Caswell House, Greek revival home built 1832 and appointed to 1865
- Poppleton School, one-room brick school built 1877
- Reproduction general store appointed to 1910
- Reproduction print shop appointed to 1910
- Wagon shop, built ca. 1859

- Old Troy Church, built 1837
- Parsonage, built ca. 1880 and appointed to 1910
- Town Hall, built ca. 1860 and appointed as a children's activity area

Each historic structure in the village is considered an artifact and functions as a furnished exhibit and as a teaching site.

The archival collections include 1,400 documents and over 1,600 photographs, tintypes and daguerreotypes. These materials are available for academic and personal research. Staff works continually to expand online access to these materials.

There are over 5,300 three dimensional objects in the Museum collections. Many pieces are exhibited as art objects and furnishings in the historic buildings. These collections include:

- Over sixty paintings, prints, drawings, and tapestries
- Textiles including excellent examples of traditional needlework, quilts and clothing
- Furniture and household furnishings from 1830 – 1950s. These include many styles and examples of craftsmanship
- Glass, ceramic, and china dishes and decorative arts
- Metal and wooden tools and agricultural equipment

**2. Programs and services**

Museum programs are classified as either education programs for organized school groups or as public programs sponsored by the Troy Historical Society (THS.) Education programs used by over 11,000 elementary-aged children annually include:

Cheddar's History Trunk (K)

Children's Chores (1)

One Room School (2-5)

Poppleton School (1-5)

Field Day (2-5)

## Proposal Narrative

Children learn in our authentic historic settings. Costumed interpreters and artisans lead classes through activities and make-and-take projects that expose children to art and cultural heritage. (See Education Brochure for more information.) All programs incorporate Michigan Social Studies Curriculum Standards. Program fees range from $3.50 to $6.50 per pupil.

In 2008/09, the Museum will work with Troy middle school teachers to implement a pilot program for seventh graders. One thousand students from four middle schools will participate in day-long, interactive events with a Civil War theme. Learning stations will include:

- Lincoln-Douglass debate (with actors from the Michigan Humanities Council Arts and Humanities Touring Program.)
- A conversation with Sojourner Truth, featuring African American actor J. Shanae
- Contra dancing led by Glen Morningstar of the Ruffwater String Band
- Camp Life including marching led by a local percussionist
- Letter writing using primary resources from the Museum
- Transportation featuring blacksmiths and woodworkers (students repair a wagon)
- Hygiene, medicine and foods

Upon successful implementation and evaluation, Museum staff will develop a plan to provide the program to a wider middle school audience throughout the region.

The THS sponsors weekend and evening public programs that include village tours that highlight the architecture, art, crafts and culture of the eras depicted in each of the village homes. Programs that enable children and families to experience traditional activities include:

- Merit badge programs for scouts
- Parent and tot preschool story hours
- Day trips to regional arts and cultural destinations for teens, adults and seniors

- Evening lectures for adults
- Demonstrations and workshops by:
  - Blacksmiths, wood workers, and carvers
  - Textile artisans including spinners, weavers, quilters, and lace-makers
  - Artists skilled in china painting, basket-making, etc.
  - Appraisers and conservators of oil paintings and fine antiques

Since 2005 the THS has sponsored summer concerts. *"There's Music in the Air"* is financed in part by the Michigan Humanities Council Arts and Humanities Touring Program. The series provides five quality performances by regional instrumental and vocal musicians each year and features jazz, folk, calypso, blues, pop and other musical genre.

New public programs in 2008 include:

- *Lunch Munch and Learn*- patrons enjoy their sack lunches in the Village while staff members present interesting objects from the collections. This is an excellent opportunity to showcase the Museum's art collection and to foster cross-cultural understanding of our region's diverse traditions and lifestyles
- *Town Hall Discussions*- are based on the premise that many of today's issues were addressed in various ways in the past. The discussions provide a forum to explore hot topics, using history as a context for spirited, respectful discussion. Each session is led by an authority on the subject. Discussion leaders, library and museum staff research and provide on-line articles to help participants prepare for the monthly discussions. Some topics include:
  - Tough economic times
  - Censorship
  - How society protests
  - Image vs. issues in elections

- *Teas at Two*- these late afternoon programs have tapped an enthusiastic audience of seniors. Participants bring their own cups and saucers and enjoy tea, cookies and a variety of arts and culture programs. Recent teas have featured:
  - The Petticoat Ladies- re-enactors who portray presidential wives
  - Sojourner Truth- One-woman show by Jacinta Shanae
  - Wedding traditions and gowns from the museum collection

Annual special events are also part of the Museum calendar and are sponsored by the Troy Historical Society with support from the Troy Garden Club and the Museum. They include a Fall Farm Festival, Trick or Treating on the Green (a successful outreach to families with young children) and an annual holiday celebration in early December. Each of these events features special themes, live music, costumed re-enactors, traditional crafts, food and activities.

**3. Contributions as a regional asset**

Troy's history is representative of the histories of many Metropolitan Detroit communities settled after the War of 1812. Pioneers immigrated overland or via the Erie Canal and steamships to Detroit before they walked to their new homesteads, cleared the land and planted crops. For a century, Troy thrived as a outlying agricultural community that sent its products to Detroit via wagon and later by the Detroit United Railway (or interurban).

The City of Troy, established in 1955, is also an excellent example of post World War II suburbanization. The migration of the automobile industry from old Detroit factories to modern facilities in the Oakland County precipitated the relocation of many automobile suppliers, smaller businesses and factory workers to new communities like Troy. These cities grew as centers for 21st century technology. Global corporations continue to bring employees to the metropolitan region from Europe and Asian countries including China, Japan, and India. These ethnic populations enhance Troy and southeast Michigan as a culturally diverse region.

The Museum interprets local history in context with this regional history, by highlighting stories and traditions that unite us and celebrating the diversity of cultures and artistic expressions that make us unique. Daily attendance figures confirm our regional appeal:

- 33% Troy residents
- 21% Oakland county residents not residing in Troy
- 21% Michigan residents outside of Oakland County
- 22% out of state residents
- 3% foreign visitors (Thailand, Singapore, England, Germany and France)

As more people discover the Museum, its reputation as a most accessible and affordable regional cultural destination that offers excellent interpretive and visitor experiences is reinforced.

**4. Artistic merit and support of creators of culture**

The Troy Museum is committed to providing authentic, mission-focused experiences for all visitors. We utilize regional artists, artisans, and musicians in a variety of programs (Section 2). In turn, our high rate of return among exhibitors and performers affirms that the Museum is the perfect place to work and to exhibit.

**5. Outreach and access to arts and culture**

It is our goal to provide a wide variety of programs that attract and serve guests of different ages, interests and backgrounds. Every effort is made to provide the highest quality program and visitor experience for the lowest cost. Events are promoted through regional newspapers (including the Detroit News, Detroit Free Press, Oakland Press, Eccentric newspapers, The Troy Times, Royal Oak Tribune, Metro Parent and Suburban Lifestyles), and *Troy Today,* a quarterly community news magazine. Websites include www.troyhistory.org, www.troymi.gov/museum, and links from Travel Michigan www.michigan.org, and the Historical Society of Michigan, http://www.hsmichigan.org/societies.php. The Museum and its

programs are also promoted through brochures, newsletters, and flyers distributed through the Troy Community Affairs Department and the Troy School District. Additionally, the Museum promotes events directly to major employers in Troy, through www.greatstufftodo.com and local cable (WTRY) PSAs. Lectures and concerts are rebroadcast on WTRY. Museum brochures are also available at the Michigan Welcome Centers.

This year the Museum will introduce three new outreach initiatives.

- THS will provide $500 to offset program fees for students from low-income families, making the Museum more accessible to economically challenged communities.
- Through a new partnership with the Oakland County Genealogical Society, we will establish the museum as a regional genealogy center. A joint work group composed of Museum staff and OCGS volunteers will digitize the Museum's extensive obituary files, census, tax, and land-ownership records and improve electronic and physical access to these records. They will also offer workshops and purchase resources to assist those conducting genealogical research. The Troy Public Library Director has assigned a part-time library staff member and skilled genealogist to the work group. Through this arrangement the Museum will gain 20 hours/week of support for the project.
- Museum and Troy Library staffs speak twenty-three different languages. The staffs will work together to train multi-lingual personnel to conduct monthly tours of the Library and Museum in different languages. These will be advertised throughout the region.

**6. Diversity**

Over 11,000 students and chaperones attended education programs in 2007/08. The Museum serves fifty-seven school districts in seven counties, many additional private schools, and home-schooled students. (A table of districts served is included in Appendix A.) Troy students comprise forty percent of the school group attendance each year. Students visiting the

Museum represent racially, ethnically, culturally and economically diverse backgrounds. Troy School District surveys verify that 83 languages are spoken in the homes of their students.

Racial, ethnic and gender diversity are also reflected in the composition of Museum staff, the Historical Commission, the THS board and our volunteers. In 2008 and 2009 these groups will develop a new Museum Interpretive Master Plan that addresses all aspects of the visitor experience. We wish to tell stories that are mission-focused and meaningful to diverse ages and cultures using creative and interactive interpretation.

**7. Partnerships**

The Troy Historical Society is the Museum's strongest partner as they sponsor all public programs (Section 2). The Museum also partners with the Troy and Evening Primrose Garden Clubs to maintain extensive gardens in the Village, the Troy Coalition Against Drug and Alcohol Abuse, Chamber of Commerce, and the Troy Public Library.

The Museum is a member of the Cultural Alliance of Southeast Michigan and actively participates in that organization's initiatives to promote art and culture regionally. This year the Museum will offer free use of its facilities to member organizations that seek meeting locations.

**8. Educating Youth**

The education, enrichment and family-focused programs for youth (Sec.2) reflect the core mission, vision and value of the Museum. Curiosity and excitement instilled in our youngest visitors are the foundation of their commitment to art, culture and heritage in the future. We take pride in our programs and that our student visitors bring their parents to the Troy Museum again and again.

The assistance of the Kresge Foundation in supporting the Troy Museum & Historic Village with $20,000 of operational funding for each of the next two years is deeply appreciated.

## Organizational Identity and Governance

The Troy Museum & Historic Village is owned by the City of Troy and administered through the Library Department. A seven-member Historical Commission, which is appointed by City Council, serves as the policy-making body for the Museum in accordance with Chapter 12 of the City Code (see attached copy of Chapter 12 listed as Appendix B.) The Museum Manager meets with the Commission five times each year. All meetings are held in accordance with the Open Meetings Act, (MCLA 15.261 et seq.) Minutes are submitted to City Council for approval and are made available to the public through the City Clerk and the city's website. In June 2007, the Historical Commission approved the following revised mission and vision statements for the Troy Museum:

***Mission Statement***

The Troy Museum & Historic Village preserves and interprets the history and heritage of Troy and the region for our diverse community and provides a unique setting for life-long learning.

***Vision***

The Troy Museum & Historic Village will be recognized as an outstanding cultural destination in southeast Michigan that emphasizes learning by interaction among staff, volunteers and visitors and that stimulates curiosity, awareness and appreciation of regional history and heritage.

Museum staff are city employees and include a full time Museum Manager (director), a full time Archivist (collections manager,) a part time Archive Technician and seven part time Historic Interpreters who conduct all education programs and are also assigned secondary tasks within the Museum including website maintenance, public program development, volunteer coordination, research and publications development. The Museum staff also includes one part-

time office administrator. Additionally, more than forty volunteers provide over 4,000 hours of service annually. The Museum Manager reports to the Library Director. The Library Director reports to the Assistant City Manager for Administration and Finance. (See attached Organizational Flow Chart Appendix C.)

The Museum Manager oversees daily museum operations, supervises and evaluates all museum staff and program initiatives, identifies and develops specifications for capital repairs in compliance with the Department of Interior Standards for Historic Rehabilitation and oversees those repairs. The Manager also serves as the city's liaison to the Historical Commission, Historic District Commission, Historic District Study Committee, and the Troy Historical Society.

The Museum Manager submits annual budgets to the Library Director to be included with the Department's budget, and oversees Museum expenditures including requests for purchase orders and the payment of invoices through the Library Business Office. Quarterly financial statements that detail all expenditures are provided by the Finance Department to the Library Director and Museum Manager.

The Museum functions as an integrated component of the City of Troy with access to the services of other city departments including, but not limited to, Building Operations (basic building repairs,) Information Technology, Risk Management, Purchasing, and Community Affairs.

Attached please find the Museum's general brochure and brochures for Facilities Rentals and Education Programs in 2007/08 (Appendix D.)

**Financial Relationship with Parent Organization**

Fiscal budgets for the Troy Museum are included with the Library Department budget in the annual budget submitted to the Troy City Council. Council reviews and amends budget submissions during annual hearings and approves the new city budget in May. The city's fiscal year is July 1 through June 30.

The City's Finance Department maintains specific accounts for all line items in the Museum budgets. The costs for services provided by other city departments, including building maintenance/custodial services, grounds maintenance, computer services, utilities and insurance, are included in the line items. Museum operations and capital budgets are accounted separately. The city is audited every year. The Library/Museum Department is included in that audit.

Special accounts are provided for any grants awarded to the museum, and separate accounting of those funds is provided through the Finance Department. This account was used most recently in 2005 when the Museum received a Museum Assessment Program grant (MAP) from the American Association of Museums and the Institute for Museum and Library Services.

All Museum revenues generated by Education Programs, Facilities Rentals and general donations are recorded on city receipts and deposited to the General Fund through the City Treasurer. These museum revenues presently represent about ten percent of the annual museum budget.

The Troy Historical Society is the non-profit "Friends of..." support organization of the Museum. The Society sponsors all Museum Public Programs, collecting the fees and paying the expenses for these programs. In 2007/08 they provided over $14,500 in Public Program support. Additionally, the Troy Historical Society has been responsible for the acquisition and relocation

of eight of the ten buildings in the Village and provided financial support for the initial rehabilitations of all structures. Since 1968, the Society has invested more than $800,000 in the Troy Museum.

Troy Museum and Historic Village

**Budget 2006 - 2007**

| | |
|---|---|
| **REVENUE** | |
| Earned Revenue | 47,995 |
| Other City Support | 396,525 |
| Historical Society Support:Public programs | 9,700 |
| **Total Revenue** | **$454,220** |
| **EXPENSE** | |
| Salaries | 208,445 |
| Benefits | 63,378 |
| Taxes | 16,820 |
| Supplies | 26,977 |
| Professional services | 814 |
| Building maintenance/custodial | 43,781 |
| Grounds maintenance | 14,889 |
| Equipment maintenance | 1,443 |
| Public programs | 9,700 |
| Computer services | 26,600 |
| Travel & mileage | 405 |
| Miscellaneous | 9,626 |
| Printing | 1,079 |
| Subscriptions | 582 |
| Utilities | 25,499 |
| Vehicle rental - motor pool | 0 |
| Insurance | 2,060 |
| Membership & dues | 1,033 |
| Education & training | 1,089 |
| **Total Expense** | **$454,220** |

Troy Museum and Historic Village
Budget 2007 - 2008

| | |
|---|---|
| **REVENUE** | |
| Earned Revenue, School Programs | 44,375 |
| Earned Revenue, Rentals | 7,355 |
| Other City Support | 406,770 |
| Historical Society Support: Public Programs | 14,500 |
| **Total Revenue** | **$473,000** |
| **EXPENSE** | |
| Salaries | 223,528 |
| Benefits | 64,130 |
| Taxes | 18,052 |
| Supplies | 39,813 |
| Building maintenance/custodial | 37,223 |
| Grounds maintenance | 23,643 |
| Equipment maintenance | 1,561 |
| Public programs | 14,500 |
| Computer services | 20,475 |
| Travel & mileage | 359 |
| Miscellaneous | 0 |
| Printing | 284 |
| Subscriptions | 656 |
| Utilities | 24,386 |
| Vehicle rental - motor pool | 0 |
| Insurance | 2,060 |
| Membership & dues | 895 |
| Education & training | 1,435 |
| **Total Expense** | **$473,000** |

Troy Museum Historic Village
Budget 2008 - 2009

| | |
|---|---|
| **REVENUE** | |
| Earned Revenue, School Programs | 59,315 |
| Earned Revenue, Rentals | 7,500 |
| Other City Support | 454,705 |
| Historical Society Support: Public Programs | 15,000 |
| **Total Revenue** | **$536,520** |

| | |
|---|---|
| **EXPENSE** | |
| Salaries | 245,410 |
| Benefits | 66,420 |
| Taxes | 21,280 |
| Supplies | 46,650 |
| Building maintenance/custodial | 45,730 |
| Grounds maintenance | 19,950 |
| Equipment maintenance | 2,000 |
| Public programs | 15,000 |
| Computer services | 30,640 |
| Travel & mileage | 500 |
| Miscellaneous | 1,250 |
| Printing | 2,400 |
| Subscriptions | 600 |
| Utilities | 33,130 |
| Insurance | 2,060 |
| Membership & dues | 1,000 |
| Education & training | 2,500 |
| **Total Expense** | **$536,520** |

Troy Museum and Historic Village
Budget 2009 - 2010

| | |
|---|---|
| **REVENUE** | |
| Earned Revenue, School Programs | 59,315 |
| Earned Revenue, Rentals | 7,500 |
| Other City Support | 454,705 |
| Historical Society Support: Public Programs | 15,000 |
| **Total Revenue** | **$536,520** |

| | |
|---|---|
| **EXPENSE** | |
| Salaries | 245,410 |
| Benefits | 66,420 |
| Taxes | 21,280 |
| Supplies | 46,650 |
| Building maintenance/custodial | 45,730 |
| Grounds maintenance | 19,950 |
| Equipment maintenance | 2,000 |
| Public programs | 15,000 |
| Computer services | 30,640 |
| Travel & mileage | 500 |
| Miscellaneous | 1,250 |
| Printing | 2,400 |
| Subscriptions | 600 |
| Utilities | 33,130 |
| Insurance | 2,060 |
| Membership & dues | 1,000 |
| Education & training | 2,500 |
| **Total Expense** | **$536,520** |

# Troy Historical Commission

Rosemary Kornacki, Chair.

Vera Milz

Brian Wattles

Remedios Solarte

Roger Kaniarz

Terry Navratil

Kevin Lindsey

Non-voting City Members:

Loraine Campbell, Museum Manager and City Liaison

Cathy Russ, Library Director

Troy Museum & Historic Village
60 W. Wattles
Troy, MI 48098
(248) 524-3570

The City of Tomorrow... ...Today

July 7, 2008

The Kresge Foundation
Attn: Mr. Rip Rapson, President
3215 W. Big Beaver Road
Troy, MI 48084

Dear Mr. Rapson:

The City of Troy takes pride in offering outstanding services to its residents and visitors. The Troy Museum & Historic Village provides a wonderful setting for education and enrichment programs, a gathering place for residents and visitors, and a center for preserving the community's past for future generations.

The Museum is funded through the city's General Fund and is administered through the Library Department. In 2005, the Troy Historical Society and the City of Troy signed a Letter of Agreement to work in partnership to expand the Museum by relocating and restoring in the Village the historic Niles-Barnard House and a historic barn. This capital expansion and the opportunities it provides for new and expanded programs and services support the City Council's goal to enhance the livability and safety of the community by promoting the heritage of our city and the shared principles of our country. It also strengthens the Museum's position as a regional destination.

All grants received by the Troy Museum are administered separately and a full accounting is available to the granting organization. Operational support from the Kresge Foundation through the Detroit Program for Arts and Culture will greatly assist the Museum's efforts to meet its outreach program objectives and is greatly appreciated.

Sincerely,

Louise Shilling
Mayor

Phillip Nelson
City Manager

**Troy Historical Society**
**Troy Museum & Historic Village**
**60 W. Wattles Road**
**Troy Michigan, 48098**

**248-524-3570**

July 7, 2008

The Kresge Foundation
Attn: Mr. Rip Rapson, President
3215 W. Big Beaver Road
Troy, MI 48084

Dear Mr. Rapson:

The Troy Historical Society was established in 1966 to preserve the cultural heritage of our community. Throughout its forty-two year history, the Society has focused its time, volunteer support, and financial resources on building the Troy Museum & Historic Village and its programs. Before "partnership" became a buzz word, the Society forged a strong and trusting relationship with the City of Troy. Through that partnership, the Historical Society invested over $800,000 to acquire land and buildings for the Museum. The City accepted these assets and operational responsibility for the Museum.

The partnership continues today. In 2005 the Society officially established the Troy Heritage Campaign to expand and enhance the Museum for future generations. We signed a letter of agreement with the city that articulates the five goals of the this capital campaign, including the development of an Endowment Fund to help support the Museum in perpetuity.

The Troy Historical Society believes that the Troy Museum & Historic Village serves as an outstanding cultural center for Troy and the region. In these challenging times for our state, it is vital that we invest time and resources to preserve heritage, culture, and art in a destination that provides accessible, affordable and authentic experiences for all visitors.

We appreciate the support of the Kresge Foundation.

Sincerely,

Cheryl Barnard
President

***Preserving the light since 1966***

**Financial Audit**

Included with this grant application, per my telephone conversation with Maud Lyon on July 10, 2008, are one copy of the City of Troy's *2007 Comprehensive Annual Financial Report* and five copies of pages 18, 43 and 121 of that audit. These pages contain financial data related directly to the Troy Museum & Historic Village.

Loraine Campbell
Museum Manager

# City of Troy, Michigan
## Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
## General Fund
## For the Year Ended June 30, 2007

| | Budgeted Amounts | | | Variance with Final Budget Positive |
|---|---|---|---|---|
| | Original | Final | Actual | (Negative) |
| **Revenues** | | | | |
| Property taxes | $ 35,473,690 | $ 35,473,690 | $ 35,679,836 | $ 206,146 |
| Licenses and permits | 2,059,000 | 2,059,000 | 1,491,958 | (567,042) |
| Intergovernmental: | | | | |
| Federal sources | 21,500 | 261,500 | 198,102 | (63,398) |
| State sources | 6,778,000 | 6,778,000 | 6,800,243 | 22,243 |
| Local sources | 576,590 | 576,590 | 483,133 | (93,457) |
| Charges for services | 6,645,300 | 6,645,300 | 7,874,456 | 1,229,156 |
| Fines and forfeitures | 1,012,000 | 1,012,000 | 1,243,286 | 231,286 |
| Investment earnings | 700,000 | 760,000 | 1,538,997 | 778,997 |
| Other | 1,245,200 | 1,245,200 | 1,381,018 | 135,818 |
| Total revenues | 54,511,280 | 54,811,280 | 56,691,029 | 1,879,749 |
| **Expenditures** | | | | |
| General government: | | | | |
| Council and executive administration | 2,041,140 | 2,041,140 | 1,839,179 | 201,961 |
| Finance | 4,869,370 | 4,869,370 | 4,726,704 | 142,666 |
| Other | 2,807,150 | 2,807,150 | 2,552,516 | 254,634 |
| Total general government | 9,717,660 | 9,717,660 | 9,118,399 | 599,261 |
| Public safety: | | | | |
| Police | 23,174,400 | 23,174,400 | 23,147,963 | 26,437 |
| Fire | 4,212,260 | 4,512,260 | 4,376,866 | 135,394 |
| Building Inspection | 2,169,250 | 2,169,250 | 2,051,079 | 118,171 |
| Total public safety | 29,555,910 | 29,855,910 | 29,575,908 | 280,002 |
| Public works: | | | | |
| Roads and streets | 5,359,530 | 5,359,530 | 4,754,166 | 605,364 |
| Engineering | 3,096,890 | 3,096,890 | 2,676,716 | 420,174 |
| Total public works | 8,456,420 | 8,456,420 | 7,430,882 | 1,025,538 |
| Culture and recreation: | | | | |
| Parks and recreation | 8,941,930 | 8,941,930 | 8,607,457 | 334,473 |
| Library and museum | 5,002,000 | 5,002,000 | 4,805,282 | 196,718 |
| Total culture and recreation | 13,943,930 | 13,943,930 | 13,412,739 | 531,191 |
| Total expenditures | 61,673,920 | 61,973,920 | 59,537,928 | 2,435,992 |
| Revenues over (under) expenditures | (7,162,640) | (7,162,640) | (2,846,899) | 4,315,741 |
| **Other financing sources (uses)** | | | | |
| Transfers in | 4,278,280 | 4,278,280 | 4,313,677 | 35,397 |
| Transfers out | (3,500,000) | (3,500,000) | (3,500,000) | - |
| Total other financing sources | 778,280 | 778,280 | 813,677 | 35,397 |
| Net change in fund balances | (6,384,360) | (6,384,360) | (2,033,222) | 4,351,138 |
| Fund balance, beginning of year | 26,898,809 | 26,898,809 | 26,898,809 | - |
| **Fund balance, end of year** | $ 20,514,449 | $ 20,514,449 | $ 24,865,587 | $ 4,351,138 |

The accompanying notes are an integral part of these financial statements.

## Note 5 - Capital Assets

The capital asset activity of the primary government's governmental and business-type activities is as follows:

| | Balance July 1, 2006 | Additions | Deletions | Balance June 30, 2007 |
|---|---|---|---|---|
| **Governmental activities:** | | | | |
| Capital assets, not being depreciated: | | | | |
| Land | $ 30,807,861 | $ 192,596 | $ 812,847 | $ 30,187,610 |
| Museum artifacts | 2,082,845 | - | - | 2,082,845 |
| Construction-in-progress | 5,452,061 | 1,214,752 | 461,620 | 6,205,193 |
| **Total capital assets, not being depreciated** | **$ 38,342,767** | **$ 1,407,348** | **$ 1,274,467** | **$ 38,475,648** |
| Capital assets, being depreciated: | | | | |
| Infrastructure-major/county/local roads | $ 135,359,042 | $ 1,316,691 | $ - | $ 136,675,733 |
| Infrastructure-local donated roads | 32,766,626 | - | - | 32,766,626 |
| Infrastructure-sidewalks | 28,635,529 | 89,962 | - | 28,725,491 |
| Infrastructure-drains | 926,972 | - | - | 926,972 |
| Land improvements | 5,715,046 | 789,537 | 151,137 | 6,353,446 |
| Buildings and improvements | 77,087,191 | 441,711 | - | 77,528,902 |
| Miscellaneous equipment | 3,445,887 | 550,266 | 28,763 | 3,967,390 |
| Computer equipment | 557,537 | 73,950 | 197,283 | 434,204 |
| Office furniture | 1,150,313 | 3,600 | - | 1,153,913 |
| Office equipment | 239,559 | - | - | 239,559 |
| Computer software | 396,396 | - | - | 396,396 |
| Vehicles | 17,443,102 | 1,731,965 | 1,154,505 | 18,020,562 |
| Library books/audio visual | 6,295,135 | 707,456 | 406,252 | 6,596,339 |
| **Total capital assets being depreciated** | **$ 310,018,335** | **$ 5,705,138** | **$ 1,937,940** | **$ 313,785,533** |
| **Less accumulated depreciation for:** | | | | |
| Infrastructure-major/county/local roads | $ 52,542,331 | $ 5,252,278 | $ - | $ 57,794,609 |
| Infrastructure-local donated roads | 18,389,700 | 1,306,886 | - | 19,696,586 |
| Infrastructure-sidewalks | 21,947,273 | 1,207,821 | - | 23,155,094 |
| Infrastructure-drains | 37,078 | 18,539 | - | 55,617 |
| Land improvements | 4,668,841 | 326,664 | 151,137 | 4,844,368 |
| Buildings and improvements | 30,252,726 | 2,960,178 | - | 33,212,904 |
| Miscellaneous equipment | 2,947,166 | 270,954 | 28,763 | 3,189,357 |
| Computer equipment | 316,101 | 61,574 | 104,145 | 273,530 |
| Office furniture | 1,022,741 | 58,139 | - | 1,080,880 |
| Office equipment | 203,868 | 8,441 | - | 212,309 |
| Computer software | 124,910 | 68,065 | - | 192,975 |
| Vehicles | 12,145,972 | 1,334,219 | 1,146,111 | 12,334,080 |
| Library books/Audio Visual | 4,855,792 | 696,102 | 406,252 | 5,145,642 |
| **Total accumulated depreciation** | **$ 149,454,499** | **$ 13,569,860** | **$ 1,836,408** | **$ 161,187,951** |
| **Total capital assets, being depreciated, net** | **$ 160,563,836** | **$ (7,864,722)** | **$ 101,532** | **$ 152,597,582** |
| **Governmental activities capital assets, net** | **$ 198,906,603** | **$ (6,457,374)** | **$ 1,375,999** | **$ 191,073,230** |

# FULL AND PART-TIME
# CITY GOVERNMENT EMPLOYEES BY FUNCTION/PROGRAM
# LAST TEN FISCAL YEARS

| | Full and Part Time Employees as of June 30 | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1998 | | 1999 | | 2000 | | 2001 | | 2002 | | 2003 | | 2004 | | 2005 | | 2006 | | 2007 | |
| Function/Program | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time | Full Time | Part Time |
| **Building Inspection** | | | | | | | | | | | | | | | | | | | | |
| Building Inspection | 20 | 2 | 20 | 2 | 21 | 1 | 21 | 1 | 22 | 0 | 22 | 0 | 22 | 0 | 22 | 0 | 21 | 2 | 21 | 2 |
| **Executive Administration** | | | | | | | | | | | | | | | | | | | | |
| City Manager's Office | 6 | 0 | 6 | 0 | 6 | 0 | 6 | 0 | 6 | 0 | 6 | 0 | 6 | 0 | 6 | 0 | 6 | 0 | 5 | 0 |
| City Attorney's Office | 7 | 2 | 7 | 1 | 7 | 2 | 7 | 2 | 7 | 2 | 8 | 1 | 8 | 1 | 8 | 1 | 8 | 1 | 8 | 1 |
| **Engineering** | | | | | | | | | | | | | | | | | | | | |
| Engineering | 22 | 3 | 22 | 6 | 22 | 7 | 23 | 7 | 23 | 7 | 23 | 7 | 23 | 7 | 23 | 7 | 23 | 6 | 23 | 6 |
| **Finance** | | | | | | | | | | | | | | | | | | | | |
| Accounting/Risk Management | 14 | 0 | 9 | 0 | 11 | 0 | 11 | 0 | 11 | 0 | 11 | 0 | 11 | 0 | 10.5 | 0 | 10.5 | 0 | 10.5 | 0 |
| Assessing | 11 | 0 | 10 | 0 | 10 | 0 | 10 | 0 | 10 | 0 | 10 | 0 | 10 | 0 | 8 | 2 | 8 | 2 | 8 | 2 |
| City Clerk's Office | 6 | 0 | 5 | 1 | 5 | 1 | 6 | 1 | 6 | 1 | 6 | 2 | 7 | 2 | 6 | 2 | 6 | 2 | 6 | 2 |
| Human Resources | 5.5 | 2 | 6 | 1 | 5 | 1 | 4 | 1 | 4 | 1 | 4 | 1 | 4 | 1 | 4 | 1 | 4 | 1 | 4 | 1 |
| Purchasing | 2 | 1 | 2 | 1 | 3 | 1 | 3 | 1 | 3 | 1 | 3 | 1 | 3 | 1 | 3 | 1 | 3 | 1 | 3 | 1 |
| City Treasurer's Office | 6 | 0 | 6 | 0 | 6 | 0 | 5 | 0 | 5 | 0 | 5 | 0 | 5 | 0 | 4.5 | 0 | 4.5 | 0 | 4.5 | 0 |
| Community Affairs | 0 | 0 | 3 | 3 | 4 | 3 | 4 | 4 | 3 | 6 | 3 | 6 | 3 | 8 | 3 | 9 | 3 | 6 | 3 | 6 |
| **Fire** | | | | | | | | | | | | | | | | | | | | |
| Fire | 11 | 2 | 11 | 2 | 12 | 2 | 12 | 2 | 14 | 2 | 14 | 2 | 14 | 2 | 14 | 2 | 14 | 2 | 14 | 2 |
| **Library/Museum** | | | | | | | | | | | | | | | | | | | | |
| Library | 17 | 68 | 16 | 80 | 17 | 79 | 17 | 80 | 20 | 66 | 20 | 85 | 20 | 86 | 20 | 88 | 20 | 88 | 17 | 98 |
| Museum | 2 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 4 | 3 | 5 | 3 | 5 | 2 | 9 | 2 | 9 | 2 | 9 |
| **Other General Government** | | | | | | | | | | | | | | | | | | | | |
| Real Estate & Development | 6 | 3 | 6 | 0 | 6 | 0 | 5 | 1 | 5 | 1 | 5 | 1 | 5 | 1 | 5 | 1 | 5 | 1 | 4 | 1 |
| Building Operations | 9 | 1 | 9 | 2 | 10 | 2 | 10 | 2 | 11 | 2 | 12 | 2 | 12 | 2 | 12 | 2 | 12 | 2 | 12 | 2 |
| Planning | 6 | 0 | 5 | 0 | 5 | 0 | 5 | 0 | 5 | 0 | 5 | 0 | 5 | 0 | 5 | 0 | 5 | 0 | 5 | 0 |
| **Police** | | | | | | | | | | | | | | | | | | | | |
| Police | 195 | 8 | 194 | 9 | 193 | 11 | 194 | 11 | 194 | 11 | 194 | 13 | 194 | 13 | 194 | 13 | 194 | 13 | 193 | 14 |

**Strategic Plan**

The Troy Museum & Historic Village is developing a new Strategic Plan. The first step in that process was the development of new mission and vision statements that are referenced in the proposal narrative. The Interpretive Master Plan (also referenced in the narrative), expanded and updated Collections Plan and Policies, Administrative Plan, including updated Staffing Plan for paid employees and volunteers are currently being drafted or are scheduled for development in 2008/09.

Loraine Campbell
Museum Manager

Appendix A
School Districts Visiting the Troy Museum & Historic Village

| District | County | Suburban | Rural | Urban |
|---|---|---|---|---|
| **Almont** | Lapeer | | X | |
| **Anchor Bay** | Macomb | X | | |
| **Armada** | Macomb | | X | |
| **Avondale** | Oakland | X | | |
| **Berkley** | Oakland | X | | |
| **Birmingham** | Oakland | X | | |
| **Bloomfield Hills** | Oakland | X | | |
| **Brandon** | Oakland | | X | |
| **Capac** | St Clair | | X | |
| **Center Line** | Macomb | X | | |
| **Chippewa Valley** | Macomb | X | | |
| **Clarkston** | Oakland | X | | |
| **Clawson** | Oakland | X | | |
| **Clintondale** | Macomb | X | | |
| **Detroit** | Wayne | | | X |
| **Dryden** | Lapeer | | X | |
| **East Detroit** | Macomb | X | | |
| **Farmington Hills** | Oakland | X | | |
| **Farmington** | Oakland | X | | |
| **Ferndale** | Oakland | X | | |
| **Fitzgerald** | Macomb | X | | |
| **Flint** | Genesee | | | X |
| **Fraser** | Macomb | X | | |
| **Grosse Pointe** | Wayne | X | | |
| **Hazel Park** | Oakland | | | X |
| **Holly** | Oakland | | X | |
| **Huron Valley** | Oakland | X | | |
| **Lake Orion** | Oakland | X | | |
| **Lakeview** | Macomb | X | | |
| **Lamphere** | Oakland | X | | |
| **L'anse Cruese** | Macomb | X | | |
| **Madison Heights** | Oakland | X | | |
| **Monroe** | Monroe | | | X |
| **Mt Clemens** | Macomb | X | | |
| **New Haven** | Macomb | | X | |
| **Northville** | Wayne | X | | |
| **Novi** | Oakland | X | | |
| **Oak Park** | Oakland | X | | |
| **Oxford** | Oakland | X | | |
| **Plymouth/Canton** | Wayne | X | | |
| **Pontiac** | Oakland | | | X |

| | | | | |
|---|---|---|---|---|
| **Richmond** | Macomb | | X | |
| **Rochester** | Oakland | X | | |
| **Romeo** | Oakland | | X | |
| **Roseville** | Macomb | X | | |
| **Royal Oak** | Oakland | X | | |
| **South Lake** | Macomb | X | | |
| **South Lyon** | Oakland/Livingston/Washtenaw | | X | |
| **Southfield** | Oakland | X | | |
| **Southgate** | Wayne | | | X |
| **Troy** | Oakland | X | | |
| **Utica** | Macomb | X | | |
| **Van Dyke** | Macomb | X | | |
| **Walled Lake** | Oakland | X | | |
| **Warren Consolidated** | Macomb | X | | |
| **Waterford** | Oakland | X | | |
| **West Bloomfield** | Oakland | X | | |

**Chapter 12 - Historical Commission**

## HISTORICAL COMMISSION

1. Establishment. There is hereby established the Historical Commission for the City which shall consist of seven members appointed by the City Council to serve without compensation.

   (Rev. 10-12-81)

2. Terms of Members. Each member shall be appointed for a term of three (3) years ending on the last day of July of the third year after appointment, or upon the appointment of his successor, whichever is later. Members of the Commission can be removed at the pleasure of the City Council by a majority vote of the members elect. Vacancies occurring other than through the expiration of term shall be filled for the unexpired term by the City Council.

3. Organization. The Commission shall elect a Chairman, Vice-Chairman, Secretary and such other officers as may be necessary for the proper conduct of its affairs from its membership annually at its first meeting after the last day of July. The Commission shall conform to all the rules and regulations promulgated by the City Council that will be applicable to all other Boards and Commissions.

4. Meetings. The Commission shall hold at least one (1) regular public meeting in each quarter on such date and at such time and place as may be established by resolution of the Commission. Special meetings may be called by the Secretary on the written request of the Chairman or any two (2) members of the Commission on at least two (2) days notice. The Commission shall keep a written or printed record of its proceedings which shall be a public record and property of the City and shall adopt its own rules of procedure. Four (4) members shall constitute a quorum for the transaction of business.

   (Rev. 4-23-90)

5. General Powers and Duties. The powers and duties of the Commission to be exercised and performed in conformity with the City Code and state statutes are as follows:

   (a) The Historical Commission shall be a policy making body and be responsible, with the approval of the City Manager, for the overall operation of the City owned buildings known as the Troy Museum & Historic Village. Such policies and responsibilities shall pertain to additional buildings moved to the Historic Village located at 60 W. Wattles Road.

   In general, it shall be the duty of the Historical Commission to establish policy with regard to the collection, arrangement, cataloguing and preservation of historical material including books, pamphlets, maps, charts, manuscripts, papers, records and archives, paintings, statuary and other objects and materials relating to the history of the City of Troy and the surrounding area; procurement and preservation of narratives of the early residents of such area, the collection of materials of every description relative to the history, longevity, literature, progress or decay of Indian tribes; collection, preparation, and display of objects indicative of the life, customs, dress and resources of the early residents of this area, and to make available from time to time source materials and historical studies relative to and illustrative of the history of the area. The Commission shall have power, with the approval of the City Manager, to collect from the public offices in the City of Troy reproductions of any records, files, documents, books and papers which, in the opinion of the Commission, are of historical value.

   (Rev. 4-23-90)

(b) The Commission shall have the power, with the consent of the City Council, to accept donations of money or historical materials (as described in Section (a) (above) for carrying out the historical purposes as provided in this Chapter. Such donations of money or historical materials vest in the City subject to Section 8.8 of the Charter of the City of Troy and in accordance with the deed, devise, bequest or grant of such property. Gifts of money shall be deposited in a special account to be established by the City Treasurer from which disbursements shall be made upon warrant of the Treasurer countersigned by the City Manager as provided in Section 8.9 of the Charter, in accordance with the terms of the instruments making such gifts.

(Rev. 4-22-74)

(c) The Commission shall cooperate with and assist the Michigan Historical Commission in carrying out its powers and duties as established by Act 271 of the Public Acts of 1913 and Act 10 of the Public Acts of 1955.

(Rev. 4-22-74)

(d) The Commission may recommend to the City Manager purchases of historical material including books, pamphlets, maps, charts, manuscripts, papers, copies of domestic and foreign records and archives, paintings, statuary, and other objects and material illustrative of and relating to the history of the City of Troy and the surrounding area; provided only, that all such purchases shall be accomplished in accordance with the Charter of the City of Troy and applicable Ordinances of the City of Troy.

(Rev. 4-22-74)

(e) The Commission may receive any money appropriated to it by the State and shall deposit same with the City Treasurer as provided in Section 8.8 of the City Charter. Such funds shall be disbursed as provided in Section 5(b) of this Chapter. At the beginning of each quarterly period during a fiscal year and more often if required by the City Council, the Manager shall submit to the City Council a current statement of actual income and expenses.

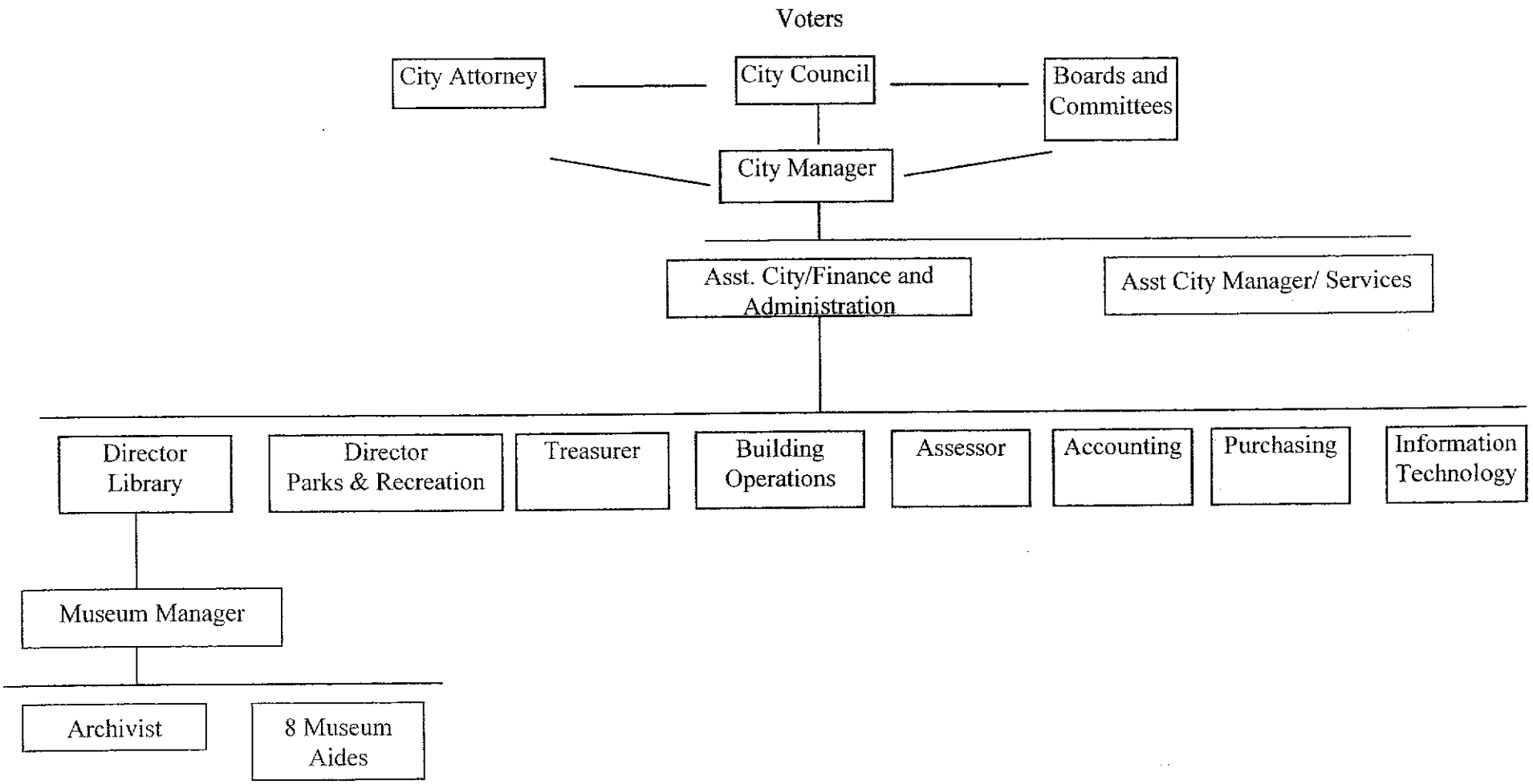
(Rev. 4-22-74)

6. Staff. The City Manager shall appoint a Museum Director and necessary staff. All employees constituting the Museum staff shall conform and be subject to all rules and regulations governing other employees of the City. All supplies and materials used in the operation of the Historical Museum shall be obtained by the Director through the Purchasing Department in compliance with administrative rules applying to all other City Departments, or in accordance with a legal contract executed by the City for the purpose of providing such supplies and materials.

(Rev. 4-23-90)

7. Annual Report. The Commission shall make and submit to the City Council an annual report of the general activities, operation and condition of the Commission for the preceding year. The Commission shall, from time to time, as the occasion requires, either in the annual report, or at any time deemed necessary by the Committee, advise the City in writing on all matters necessary and proper for and pertaining to the proper operation of the Commission and any of its activities or properties.

8. Budget Estimates. Not later than February 15 of each year, the Commission and Director shall furnish the City Manager with recommendations regarding proposed historical programs for the ensuing fiscal year which the Manager shall review and consider in preparation of the Budget to be submitted to the City Council.

(Rev. 4-23-90)

Appendix C – City of Troy Organization Chart