



## **Howell Area Parks & Recreation Authority Board Meeting**

Tuesday, April 8, 2008

7:00 p.m.

Howell City Hall Council Chambers

611 E. Grand River Avenue, Howell

### **AGENDA**

- I. Call to Order
- II. Approve Minutes dated March 11, 2008
- III. Call to the Public (for any items not on the agenda)
- IV. Approve Agenda
- V. Correspondence
- VI. Reports
  - a. Directors Report
  - b. Staff Reports
  - c. Financial Report (February 2008)
- VII. City of Howell Parks & Recreation Commission Report
- VII. Old Business
  - a. Review of Mission Statement
  - b. Survey Analysis Review
- VIII. New Business
  - a. Program Fees (Deviating from 3 tier pricing)
  - b. Payroll Processing (Discussion of Proposals/Approval)
- IX. Member Discussion
- X. Next Meeting – Tuesday, May 13 (site to be determined)
- XI. Adjourn



## **Howell Area Parks & Recreation Authority**

Board Meeting Minutes

March 11, 2008

### **Call to Order**

Vice Chairman, Sean Dunleavy called the meeting to order at 7:00 pm.

### **Members Present**

Paula Wyckoff, Sean Dunleavy, Rick Terres, Tom Austin (Commission Member)

### **Absent**

Steve Manor, Todd Smith

### **Also Present**

Director Deborah E. Mikula, City Manager Shea Charles, Preschool Director Debbie Jacobs, Front Office Sara Slagell, Front Office Carol Tallman, Sports Director Chris Galatis, Livingston Community News Reporter Laurie Humphrey, Carlisle and Wortman Lucie Fortin

### **Approval of Minutes**

Motion by Wyckoff and support by Terres to approve the regular meeting minutes for the recreation authority dated February 12, 2008. Motion carried unanimously.

### **Call to Public**

None.

### **Approval of Agenda**

Motion by Terres and support by Wyckoff to approve the agenda dated February 11, 2008. Motion carried unanimously.

### **Correspondence**

#### **Fishing Tournament Request**

Mikula stated that this is a Bass Association group that has used the Boat Launch in previous years, but is a different group from one that asked the Board for a lower fee at a previous meeting. They are asking to lower the rate from \$20.00 a day to \$5.00. Charles stated that the group has used the Boat Launch for the past 3 years and they get about 30-40 boaters. Since the Boat Launch will be in the City's control, the decision should go to City Council. Austin asks if we get a lot of usage on Thursday nights. Terres recommends that the Authority keep consistency when it comes to decisions like this because of different groups wanting the same thing. Dunleavy recommends that the group should pay the normal fee of \$20 per boat. A recommendation to deny the request will be sent to City Council for their final approval.

### **Financial Report**

Mikula stated that we were on track with the budget. Spoke with Catherine Stanislawski on budget with

everything included (Mikula's salary and Carlisle and Wortman Master Planning). We are bringing in more money in Enrichment but more expenses are also being seen.

### **Director's Report**

Mikula stated that she had a meeting with the YMCA to discuss what they are doing and what we are doing. Discussed the need for partnerships but nothing was decided on.

Mikula stated that the spring program brochure is currently being worked on and should be ready to be distributed by April 14<sup>th</sup>.

Mikula asked what the Board wanted to do in terms of quotes for services. How many quotes were needed? Was it for a certain dollar amount? Just wanted some guidelines in moving forward. Terres mentioned that the Schools select at least 3 quotes and it helps when working with the carrier to make sure that you are getting the best deal and everything is included. It also helps in overall cost, might get a better deal at the end. Mikula asked is there a pricing level for when we need to get quotes? Terres stated that state law says between 17K and 18K, the Schools go with \$5K. He has a policy that the schools use that might be helpful and will share with Mikula.

Dunleavy wanted some information on the alcohol discussion that appeared on the agenda from last meeting. Mikula stated it was just informational discussion nothing has been decided yet. Parks and Recreation wouldn't be responsible for getting a liquor license; rather it would be the group renting from us. It would be the City's decision on whether to allow the alcohol into the buildings because we are leasing the Bennett Center from the City. The reason for the discussion is its been talked about that it would help with weekend rentals at the Centers. All documents would be checked by the front office to ensure proper licenses and paperwork has been taken care of by the group renting. Todd Smith stated at the last meeting that it might be wise to check with 2 or 3 organizations that provide these services and have renters use them for these types of activities. Mikula stated that Shea has not yet approached the City Council on the matter, he was trying to have some informal discussions first.

Terres asked how the Field House is going. Mikula stated that the Field House has eased facility constraints but the weight room had taken a lot more time to develop than originally thought. Terres mentioned that with all the schools moving around that it was possible that Parker's weight room might be available for programming in the future. This possibility will take some conversation and discussion

### **Staff Reports**

Written Staff Reports were provided in the package. No questions were asked of staff.

### **Old Business**

#### Articles of Incorporation

Charles is asking that all members take the Articles of Incorporation back to the townships to review. The Articles address all communities and financing the Authority. Two funding levels for 07/08, for 08/09 two funding levels will go up based on CPI. Also it should be looked at that payment to the Authority be on a Quarterly or Monthly basis, it is currently paid at one time. Mikula stated that any comments can be referred back to her and can be put on the agenda for April.

#### Mission Development w/Carlisle and Wortman

Lucie Fortin spoke about the process that was involved in creating a Master Plan for the Howell Parks and Recreation Department. Fortin then led discussions on "Positives and Negatives that affect our department. (All information was taken down by Fortin and forwarded to Mikula. A copy of this discussion will be in the April board package.)

### **City of Howell Parks and Recreation Commission Report**

No report or questions for the Commission at this time.

## **New Business**

### **Liability Waiver Statement**

Mikula stated that we currently use the same form for sports leagues as we do for other activities. The waiver only pertains to children and nothing is stated about adults. Need a waiver form for everyone that participates with us. There currently isn't anything signed by coaches or volunteers. Need a lawyer to help draft a statement. Dunleavy recommended to check with other recreation departments in the area to see what they have in place so that we don't reinvent the wheel. Terres recommended that an attorney look at it as well as the insurance company.

### **Summer Camp Fees**

Mikula stated that Debbie Jacobs has worked very hard on getting this program going. We have been going back and forth on fees for Summer Camp. After a short discussion a motion to approve Summer Day Camp Fees was made by Austin, supported by Wyckoff. Motion carried unanimously.

Mikula asked about how the board wanted her to present fees for all of the classes and sports activities in the future. Dunleavy stated that if we deviate from the 3 tier system then fees should come before the board, if it is in the 3 tier system then it is not necessary at this time.

## **Member Discussion**

Wyckoff stated that Marion Township will be hosting Hunters Safety.

Dunleavy mentioned that he is still working on setting up a meeting regarding the soccer fields behind Oceola Township Hall. The township also received \$1500 from ITC that will go to buying equipment for the fields. Discussion should also be had regarding sponsorships for various areas.

## **Adjourn**

Motion by Terres and support by Wyckoff to adjourn at 8:45 pm. Motion carried unanimously.



## **Director's Report – April 5, 2008**

Deborah E. Mikula, Director

### **Contact Information**

E-Mail: [dmikula@ci.howell.mi.us](mailto:dmikula@ci.howell.mi.us)

Phone: 517/546-0693 ext. 7702

Cell Phone: 517/404-3533

### **Spring/Summer Program Guide**

The Spring/Summer program guide is currently at the printers and it will be distributed through the Livingston Daily Press & Argus on Sunday, April 13; to all elementary school students in the Howell Public Schools in their Friday packets on April 18; on our website at [www.howellrecreation.org](http://www.howellrecreation.org); and it will be mailed direct to your household for those that have joined the Howell Parks & Recreation as inaugural members. We'll also be distributing it to places around the county so look for it at the Chamber, at the Library, at City Hall and Township Halls, and at other local businesses. As always, you can also visit us at the Bennett or Barnard Community Centers if you want to pick one up in person. The lobby is also being repainted for our spring/summer scene this weekend, so come in and check it out when you have a minute to spare. It promises to be as spectacular as the first one.

### **Community Gardens**

I have been in discussions with Pam Yost, an extremely talented master gardener about the possibility of creating a community garden (both floral and vegetable) at the Bennett Recreation Center for the active use and enjoyment of the seniors and individuals interested in gardening. We are looking at developing a comprehensive program that would include instructional lessons in gardening and cooking, gardening opportunities, distribution opportunities of the food grown, and special events around locally grown food. We are looking at Pam's expertise in gardening to act as a contracted program director for this work. She would like to begin this spring by installing some raised beds on the east side of the Bennett Recreation Center with in-kind donations of materials. The labor would be provided by volunteers and those that we can engage in the project. The MSU extension office has indicated their interest and we believe that we can solicit some donations from area businesses to make this project a success. If this project is successful and we elicit good response, we will be able to duplicate this program in other places including township properties/

### **Coupons**

To date we have redeemed 51 e-newsletter coupons (published 3 times since November) for the following activities: Youth Sports: 22, Adult Sports: 10, Enrichment Programs: 5, Preschool: 13, Unknown activity: 1

### **Oceola Township Soccer Fields**

Chris Galatis and I met with Bill Bamber and Sean Dunleavy to discuss the contract between Oceola Township and the Howell Area Parks & Recreation Authority concerning leasing the Oceola Township Soccer Fields for \$1/year. The fields should be ready for active play by mid-summer and the township will supply all soccer nets and fencing. The parks and recreation authority would be responsible for

providing all maintenance and scheduling. We will be writing up a contract that we will present to the township board at their May meeting.

### **MelonRun**

Peter Bowen, Beth Schrader, Chris Galatis and I met with the Howell Police to discuss the ramifications of rerouting the run and changing the starting point of the MelonRun. After much discussion and consideration, we have decided to keep the event similar to last year and not try to bring it closer to the downtown – same route and starting and ending at the top of the park at Howell City Park. Now that we have a number of different scenarios to work with, we will have more time next year to consider some changes that would enhance the run and connect it to the entire MelonFestival. We are beginning to solicit sponsors for this event and will hope to raise an additional \$5000 over last years sponsorships.

### **Howell Public School Facilities**

We are beginning to work with Rick Terres and the Howell Public Schools about utilizing and leasing the Freshman Campus gymnasium and balcony for daily recreational programming. With the changes that are in store for the Fall of 2008 (10-12 graders at Howell High School, Freshman at Parker High School, and the closing of the Freshman campus) we are considering the advantages of having this space to program. We are looking at a health club atmosphere for the balcony area and adding additional senior and preschool programs for daily programming. With the loss of the Howell High School Field House in the evenings, the gymnasium at the Freshman campus could become a primary location for our league and drop in programs. We will keep you informed as we move forward in conversations.

### **Financial Policies**

We are in the midst of drafting a set of financial policies that should be ready for discussion at our next meeting. If you have any samples that you can share with me, please forward them on via e-mail. These policies will include lines of authority, check signing, how we process bills and receivables, computer controls, credit card purchasing, etc.



## **Sports and Athletic Leagues Report – April 5, 2008**

Chris Galatis, Sports Director

### **Contact Information**

E-Mail: [cgalatis@ci.howell.mi.us](mailto:cgalatis@ci.howell.mi.us)

Phone: 517/546-0693 ext. 7705

Cell Phone: 517/404-3323

### **Youth Sports**

Our Girls Travel Volleyball league is up and running. The girls are currently in their 2<sup>nd</sup> week of practices. Games for the teams will begin on April 11th. All practices will occur at the Howell High School Field House with games taking place there and at other communities which include Huron Valley, Hartland, and South Lyon. Below are the registration numbers for the league.

City of Howell: 9

Genoa Township: 11

Marion Township: 23

Oceola Township: 7

Howell Township: 1

Other: 2

With basketball now over we have shifted our attention to the outdoors and getting ready for the warmer weather. We are currently taking registrations for our 2008 Spring Soccer League; this league is for children going into Kindergarten in the fall through 6<sup>th</sup> grade. We are also registering for our Tiny Tot Soccer league which is for children ages 3 and 4. Last but not least is Flag Football which is for children ages 6-13. The registration deadline has passed but we are still taking registrations to fill up a few empty spots.

### **Adult Sports**

Currently we are between seasons for our leagues. We are getting ready for Men's, Women and Co-Ed Soccer to begin in the beginning of May. Co-Ed Softball will start in June.

### **Programs Currently Being Registered For**

Spring Soccer (Pre K-6<sup>th</sup> Grades)

Soccer Clinics (1<sup>st</sup>-7<sup>th</sup> Grades)

Tiny Tot Soccer (3 and 4 yr olds)

Flag Football (6-13 yr olds)

Weight Room/Gym Memberships

Adult Soccer Leagues

Reviewed and Approved for Submission

A handwritten signature in black ink that reads "Deborah E. Mikula". The signature is fluid and cursive, with a long horizontal line extending to the right from the end of the name.

Deborah E. Mikula, Director  
Howell Area Parks & Recreation Authority



## **Senior Center Report – April 5, 2008**

Cassie Matlock – Administrative Assistant

### **Contact Information**

E-Mail: [cmatlock@ci.howell.mi.us](mailto:cmatlock@ci.howell.mi.us)

Phone: 517/545-0219

### **SENIOR NEWSLETTER**

We started work earlier on our April newsletter and it paid off! The April newsletter was mailed on March 28 and was received by our participants by the 1<sup>st</sup>. One change that we made was to print on thinner paper due to postage costs. The newsletter still looks great and we are able to mail it cheaper! I have also increased our advertisements from 1 in March and April to 4 in the May letter. This additional income will also help in cutting down our costs.

### **CVS EXTRA TOUR**

On Wednesday May 12, we took a tour of the new CVS on M-59 and Latson. CVS offers free, interactive tours for seniors, with information ranging from products to prescription vs. generic drugs. While only 3 attended, we are hoping to offer another tour in June. The tour was led by store manager JP Haugh and we also talked to the pharmacist, Anna. We were all given a folder with great coupons and freebies. Genoa-1, Deerfield-2.

### **FITNESS FUSION**

Wednesday morning Fitness Fusion to Music is doing great! We have 5 participants every week and they love working out to the music. Thanks to our instructor Tanya Berman, who as always, is doing a wonderful job! City-2, Marion-3.

### **BRIDGE LESSONS**

We have 6 people that have signed up for the current bridge lessons, and we already have 3 signed up for the next session that starts on April 18. Thanks to Janet Ayers, our bridge instructor! All of our participants have gained a lot of knowledge in the game of bridge. City-2, Oceola-1, Marion-1, Howell-1, Other-1.

### **TOTAL PARTICIPATION NUMBERS FOR MARCH**

By having the senior citizens sign in everyday, we have been able to begin compiling valuable information regarding where are participants live and how many people utilize our facility each month. The following are the number of participants for March 2008. City of Howell-87, Oceola-18, Genoa-25, Marion-21, Other-77, totaling 228 seniors.

Reviewed and Approved for Submission

A handwritten signature in black ink, reading "Deborah E. Mikula". The signature is written in a cursive style and is followed by a long horizontal line that extends to the right.

Deborah E. Mikula, Director  
Howell Area Parks & Recreation Authority



## Preschool Report – April 5, 2008

Debbie Jacobs, Preschool Director

### Contact Information

E-Mail: [djacobs@ci.howell.mi.us](mailto:djacobs@ci.howell.mi.us)

Phone: 517/546-0693 ext. 7706

The 2007-2008 Preschool year is gearing up for a spectacular end to our school year. Some of the highlights our children will be enjoying.....

#### A Trip To:

- Companion Animal Hospital (Hartland)
- Kensington Metro park farm animal petting zoo
- Potter's Park Zoo
- Mother's Day Brunch
- 3's family "class" picnic
- 4's Evening Graduation Ceremony (age appropriate music program)

Each outing or event is scheduled to compliment learning activities we are discovering or discussing in class.

I would like to ask each parent to participate in a survey about their preschool experience. I believe this could give us incite as to where we could possibly make positive adjustments to improve our program.

The numbers for 2008-2009 at this time are as follows-

M T W Morning Preschool 17 children Max 8 enrolled as of 4-2-08

Tuesday Thursday extended day 17 children Max 8 enrolled as of 4-2-08

Monday Wednesday P.M. 17 children Max 0 enrolled as of 4-2-08



I would like to comment that these numbers for *this time of year* is better than we have had in the past which is great news!

I have had quite a few phone calls but in adhering to our Authority Guidelines we have discouraged many from the price increase for non-residents.

The feedback that I am receiving concerning the lack of interest in the Mon. Wed. p.m. class is most parents with 3-5 year olds prefer mornings for their young child.

Looking ahead I have already discussed with Deb Mikula the possibility of looking at this time frame and offering a different child oriented class (possibly an Art or Music class) hoping to draw from our half day kindergartners. I am confident that with some thought to our ever changing community we can come up with something that will fill a need for our children.

The Preschool has purchased a Banner/Sign advertising the preschool that includes preschool name, "Now Enrolling", phone number and web address. The response to this sign has been well worth the investment however because of the city ordinance concerning signs and banners we are only able to utilize this means of advertising for a short period of time. This sign is tastefully done and is, as far as signs go very attractive. I am looking for any ideas of additional placements. Possibly in front of each township hall for a week? I am interested in your feedback.

Reviewed and Approved for Submission

A handwritten signature in black ink that reads "Deborah E. Mikula". The signature is written in a cursive style and is followed by a long horizontal line.

Deborah E. Mikula, Director  
Howell Area Parks & Recreation Authority



## Summer Day Camp Report – April 5, 2008

Debbie Jacobs, Summer Day Camp Director

### Contact Information

E-Mail: [djacobs@ci.howell.mi.us](mailto:djacobs@ci.howell.mi.us)

Phone: 517/546-0693 ext. 7706

This is my first commission report entry for our new Day Camp program which is set to begin the week of June 16<sup>th</sup>.

Advertising has begun in an informational flyer thru Howell Public Elementary schools and the Recreation E- Newsletter. There is also a two page spread in the Spring/Summer brochure that is sure to catch the eye. The immediate response via phone inquiries is incredible! Many callers have expressed their approval and positive anticipation of this program. I have tried my best to personally address each caller to answer questions and concerns.

I believe good communication is going to be key in helping parents feel confident and secure about entrusting their children with us for a good part of their day. I am documenting phone calls for advertising purposes to help determine our most effective means of advertising for this audience. I would also like to purchase a camp sign (banner) which I feel is well worth the investment because of its mobility and reusable features. The hiring of camp counselors is next on the agenda. We are focused on hiring College Students who are studying in a child related field, but would be very interested in anyone who we feel could bring something to the table that would benefit our kids! Deb M. and Chris G. have been instrumental in helping brainstorm ideas and effective policies to help ensure our participants will have a safe and enjoyable experience.

I am interested in any ideas, thoughts or comments you may have that could help make this one of our most popular programs. Thank you for offering me this opportunity to oversee our Camp program and to be part of our new beginning as an Authority

Reviewed and Approved for Submission

Deborah E. Mikula, Director  
Howell Area Parks & Recreation Authority

ACCOUNT DESCRIPTION	2007-08		YEAR-TO-DATE THRU 02/29/08	ACTIVITY FOR	AVAILABLE BALANCE	% OF BUDGET USED	
	ORIG BUDGET	AMENDED BUDGET		MONTH ENDED 02/29/2008			
<b>Revenues</b>							
Dept 751: RECREATION / PARKS DEPARTMENT							
587.001	PK/RC MARION TWP PARTICIPATION	57,980.00	57,980.00	0.00	0.00	57,980.00	0.00
587.002	PK/RC GENOA TWP PARTICIPATION	57,980.00	57,980.00	0.00	0.00	57,980.00	0.00
587.003	PK/RC OCEOLA TWP PARTICIPATION	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00
649.000	PARK CONCESSION SALES	8,500.00	8,500.00	6,050.30	0.00	2,449.70	71.18
649.001	AMUSEMENT PARK TICKET SALES	8,000.00	8,000.00	4,671.05	0.00	3,328.95	58.39
649.003	PK & REC BROCHURE ADVERTISEMNT	3,000.00	3,000.00	450.00	0.00	2,550.00	15.00
650.001	PROGRAM FEES SPORTS	114,007.00	114,007.00	72,985.11	11,190.83	41,021.89	64.02
650.002	PROGRAM FEES ENRICHMENT	63,250.00	63,250.00	35,046.58	8,620.94	28,203.42	55.41
650.003	PROGRAM FEES SPECIAL EVENTS	27,296.00	27,296.00	26,088.49	2,922.25	1,207.51	95.58
651.001	PARKS / BOAT RAMP FEES	23,250.00	23,250.00	10,118.78	0.00	13,131.22	43.52
651.002	PARK PAVILLION RENTAL FEES	4,500.00	4,500.00	565.00	90.00	3,935.00	12.56
651.004	BUILDING RENTAL FEES	29,000.00	29,000.00	19,199.75	462.00	9,800.25	66.21
651.005	SENIOR PROGRAM FEES	100.00	100.00	299.74	69.74	(199.74)	299.74
651.007	PRESCHOOL TUITION	54,062.00	54,062.00	29,349.05	4,772.40	24,712.95	54.29
651.008	REC PROGRAM CONTRIBUTIONS	500.00	500.00	0.00	0.00	500.00	0.00
651.009	PAGE FIELD RENTAL	12,000.00	12,000.00	5,850.00	0.00	6,150.00	48.75
665.000	INVESTMENT INTEREST	100.00	100.00	4.56	0.00	95.44	4.56
671.002	MISC REVENUES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
675.003	DONATIONS/FUNDRAISING	5,000.00	5,000.00	5,879.94	1,069.73	(879.94)	117.60
675.009	DONATIONS SENIORS	1,500.00	1,500.00	1,941.00	50.00	(441.00)	129.40
675.012	UNITED WAY - TEENS	9,000.00	9,000.00	3,995.00	0.00	5,005.00	44.39
675.013	UNITED WAY SENIORS	5,900.00	5,900.00	2,945.00	0.00	2,955.00	49.92
675.015	PRESCHOOL FUNDRAISING	1,000.00	1,000.00	1,439.10	73.50	(439.10)	143.91
675.027	SPONSORSHIP CLASSIC MOVIES	0.00	0.00	500.00	500.00	(500.00)	100.00
676.006	SENIOR POSTAGE REIMB	800.00	800.00	1,025.20	10.00	(225.20)	128.15
677.003	SENIOR TRAVEL REIMBURSEMENT	1,500.00	1,500.00	426.00	150.00	1,074.00	28.40
684.001	WORKERS COMP/DISABILITY REFUND	0.00	0.00	915.00	0.00	(915.00)	100.00
Total - Dept 751		589,225.00	589,225.00	229,744.65	29,981.39	359,480.35	38.99
Dept 966: TRANSFERS OUT							
699.004	TRANS IN GENERAL FUND	447,168.00	447,168.00	0.00	0.00	447,168.00	0.00
Total - Dept 966		447,168.00	447,168.00	0.00	0.00	447,168.00	0.00
Total Revenues		1,036,393.00	1,036,393.00	229,744.65	29,981.39	806,648.35	22.17
<b>Expenditures</b>							
Dept 751: RECREATION / PARKS DEPARTMENT							
702.000	SAL & WAGES	83,744.00	83,744.00	76,189.48	6,741.43	7,554.52	90.98
702.001	SAL & WAGES ADMINISTRATION	279,463.00	279,463.00	199,035.77	35,896.71	80,427.23	71.22
702.002	SAL & WAGES OVERTIME	2,800.00	2,800.00	1,487.65	71.25	1,312.35	53.13
702.005	SAL & WAGES CEM	56,432.00	56,432.00	33,513.26	2,471.54	22,918.74	59.39
702.007	SAL & WAGES OT / CEM	3,200.00	3,200.00	2,074.27	31.46	1,125.73	64.82
702.008	SAL & WAGES ON-CALL	5,760.00	5,760.00	3,491.06	443.90	2,268.94	60.61
702.023	SAL & WAGES PRESCHOOL	41,617.00	41,617.00	24,263.74	3,327.55	17,353.26	58.30
714.001	CITY SHARE MED INS RETIREE	5,221.00	5,221.00	3,122.63	364.54	2,098.37	59.81
714.004	ICMA RETIREMENT	0.00	0.00	2,488.29	473.96	(2,488.29)	100.00
717.000	FRINGE BENEFITS	149,018.00	149,018.00	125,040.38	14,224.09	23,977.62	83.91
727.000	OFFICE SUPPLIES	4,000.00	4,000.00	4,713.69	421.60	(713.69)	117.84
730.000	POSTAGE	3,100.00	3,100.00	2,260.27	200.80	839.73	72.91
740.000	OPERATING SUPPLIES	1,000.00	1,000.00	1,247.35	31.86	(247.35)	124.74
740.003	OPERATING SUPPLIES T-SHIRTS	15,000.00	15,000.00	3,883.27	110.42	11,116.73	25.89
740.015	OPER SUPP/CONCESSIONS	3,000.00	3,000.00	3,188.71	0.00	(188.71)	106.29
740.016	OPER SUPP/AMUSEMENT PARK TICKET	8,000.00	8,000.00	4,705.30	0.00	3,294.70	58.82
740.019	OPER SUPP/SMALL EQUIPMENT	1,500.00	1,500.00	2,166.38	25.88	(666.38)	144.43
740.022	OPER SUPP/COMP SMALL EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
740.027	OPER SUPP/REC SMALL EQUIPMENT	1,000.00	1,000.00	676.85	0.00	323.15	67.69
740.028	OPERATING SUPPLIES/PRESCHOOL	3,000.00	3,000.00	1,887.11	200.78	1,112.89	62.90
740.030	OPER SUPPLIES - SPORTS	7,500.00	7,500.00	4,438.93	5.93	3,061.07	59.19
740.031	OPER SUPPLIES - ENRICH/EVENTS	14,500.00	17,000.00	19,281.40	3,191.52	(2,281.40)	113.42
741.000	UNIFORMS/CLOTHING ALLOWANCE	400.00	400.00	122.85	71.25	277.15	30.71
741.002	UNIFORMS/CLEANING/RENTAL	700.00	700.00	292.04	21.60	407.96	41.72
751.000	GASOLINE & DIESEL FUEL	1,500.00	1,500.00	1,500.55	0.00	(0.55)	100.04
775.000	MAINTENANCE SUPPLIES	10,300.00	10,300.00	6,670.84	410.94	3,629.16	64.77
775.006	MAINTENANCE SUPPLIES / PARKS	17,000.00	17,000.00	4,331.04	33.84	12,668.96	25.48
801.000	PROFESSIONAL SERVICES	36,000.00	33,500.00	3,268.00	2,137.50	30,232.00	9.76
804.000	CONTRACTUAL SERVICES	16,700.00	16,700.00	4,770.00	0.00	11,930.00	28.56
804.008	CONTRACT SERVICES/INSTRUCTORS	17,000.00	17,000.00	12,865.63	665.50	4,134.37	75.68
804.009	CONT SERVICES OFFICIALS/REFEREES	16,965.00	16,965.00	3,470.00	536.00	13,495.00	20.45
822.000	COMPUTER SOFTWARE SUPPORT	500.00	500.00	0.00	0.00	500.00	0.00
840.000	DUES & MEMBERSHIPS	1,300.00	1,300.00	1,376.00	0.00	(76.00)	105.85
840.003	PROGRAM ENTRY FEES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
850.000	COMMUNICATION - TELEPHONES	8,000.00	8,000.00	6,830.46	750.86	1,169.54	85.38

03/19/2008

REVENUE & EXPENDITURE REPORT FOR CITY OF HOWELL  
Month Ended 02/29/2008

03:30 pm

## FUND 208 - PARKS &amp; RECREATION FUND

ACCOUNT DESCRIPTION	2007-08		YEAR-TO-DATE THRU 02/29/08	ACTIVITY FOR	AVAILABLE BALANCE	% OF BUDGET USED
	ORIG BUDGET	AMENDED BUDGET		MONTH ENDED 02/29/2008		
850.006 COMMUNICATION - PHONE/BARNARD	300.00	300.00	0.00	0.00	300.00	0.00
850.008 COMMUNICATION - INTERNET	960.00	960.00	464.69	15.45	495.31	48.41
860.000 CONFERENCE/TRANSPORTATION	3,000.00	3,000.00	4,498.03	116.96	(1,498.03)	149.93
860.001 SENIOR TRAVEL EXPENSE	250.00	250.00	0.00	0.00	250.00	0.00
900.000 PRINTING & PUBLISHING	14,000.00	14,000.00	13,641.22	1,344.06	358.78	97.44
900.006 SR COMMUNICATION	1,800.00	1,800.00	1,256.71	564.39	543.29	69.82
900.007 SUBSCRIPTIONS & PUBLICATIONS	200.00	200.00	200.00	0.00	0.00	100.00
910.000 INSURANCE	15,000.00	15,000.00	11,500.00	0.00	3,500.00	76.67
920.000 UTILITIES - ELECTRICITY	15,600.00	15,600.00	8,978.99	1,101.61	6,621.01	57.56
920.001 UTILITIES - GAS	7,000.00	7,000.00	4,985.24	1,082.03	2,014.76	71.22
920.002 UTILITIES - WAT / SEW	1,000.00	1,000.00	912.15	0.00	87.85	91.22
920.003 UTILITIES - RUBBISH	6,300.00	6,300.00	4,139.88	265.20	2,160.12	65.71
920.006 UTILITIES - GAS/BARNARD ST	8,000.00	8,000.00	4,039.04	1,007.96	3,960.96	50.49
920.007 UTILITIES - ELEC/BARNARD ST	9,880.00	9,880.00	2,561.36	504.96	7,318.64	25.92
920.008 UTILITIES - RUBBISH/BARNARD ST	1,000.00	1,000.00	530.40	132.60	469.60	53.04
920.009 UTILITIES - WTR-SWR/BARNARD ST	950.00	950.00	660.36	120.67	289.64	69.51
930.000 REPAIR & MAINTENANCE	2,000.00	2,000.00	242.85	0.00	1,757.15	12.14
930.009 REPAIR & MAINT - EQUIPMENT	3,000.00	3,000.00	1,479.76	36.80	1,520.24	49.33
931.000 BUILDING MAINTENANCE	8,000.00	8,000.00	4,841.68	728.08	3,158.32	60.52
931.003 BUILDING MAINTENANCE/BARNARD	5,500.00	5,500.00	3,004.92	58.88	2,495.08	54.63
940.000 EQUIPMENT RENTAL	18,617.00	18,617.00	13,423.04	1,958.38	5,193.96	72.10
942.001 PORTA JOHN RENTALS	4,400.00	4,400.00	1,148.75	150.00	3,251.25	26.11
956.003 MISC BANK CHARGES	8,000.00	8,000.00	5,093.73	637.85	2,906.27	63.67
957.000 EDUCATION / TRAINING	2,700.00	2,700.00	937.22	192.85	1,762.78	34.71
960.000 PURCHASES FROM DONATIONS	5,000.00	5,000.00	5,086.71	683.74	(86.71)	101.73
960.002 PURCH FROM DONATIONS - SENIORS	1,500.00	1,500.00	1,144.80	19.92	355.20	76.32
960.006 PURCHASES/TEEN CTR/UNITED WAY	9,000.00	9,000.00	8,622.18	897.81	377.82	95.80
960.007 PURCH PRESCHOOL FUNDRAISING	1,000.00	1,000.00	1,043.76	482.76	(43.76)	104.38
964.001 PROGRAM REFUNDS	3,500.00	3,500.00	3,213.25	364.00	286.75	91.81
965.000 FACILITY RENTALS	15,000.00	15,000.00	5,218.50	1,075.50	9,781.50	34.79
970.004 CAPITAL OUTLAY / PARKS	10,000.00	10,000.00	3,013.00	0.00	6,987.00	30.13
980.000 OFFICE EQUIPMENT	1,500.00	1,500.00	1,097.69	0.00	402.31	73.18
980.004 EQUIP / COMPUTER HARDWARE	0.00	0.00	1,235.50	0.00	(1,235.50)	100.00
980.005 EQUIPMENT/COMPUTER SOFTWARE	500.00	500.00	274.00	0.00	226.00	54.80
999.080 TRANS OUT HUMAN RESOURCES	34,216.00	34,216.00	22,808.00	2,851.00	11,408.00	66.66
Total - Dept 751	1,036,393.00	1,036,393.00	705,950.61	89,256.17	330,442.39	68.12
Total Expenditures	1,036,393.00	1,036,393.00	705,950.61	89,256.17	330,442.39	68.12
NET OF REVENUES AND EXPENDITURES	0.00	0.00	(476,205.96)	(59,274.78)	476,205.96	



## Howell Area Parks & Recreation Authority

OLD BUSINESS ITEM #1

Review of Mission from Carlise/Wortman

### I. Strengths-Weaknesses

- Parks and Recreation improve residents' quality of life
- There is great participation in programs offered by Howell parks and recreation
- Howell Parks and Recreation offers programs for people of all ages
- Parks and recreation promote health and wellness
- The Howell Area Authority increases our sense of community by going beyond the City's borders
- The Howell Area Authority creates "unity"
- There is a strong history of parks and recreation in the Howell area
- The Howell area has beautiful open spaces and parks
- Parks in the Howell area are clean and well-maintained
- The Howell Area Recreation Authority offers the potential to acquire and develop new parkland

### II. Opportunities-Threats

- There is a feeling that parks and recreation services in the Howell area are behind when compared to other areas in Michigan
- The Howell Area Recreation Authority needs to create a new and strong sense of identity
- There is currently limited space in programs offered by Howell Parks and Recreation to accept all interested in participating or increase programs
- The Howell Area Recreation Authority needs to improve marketing and get new markets
- The Recreation Authority needs to improve communications and educate residents about the role of the Authority and the reason behind its formation
- The Authority does not include all the municipalities which were originally a part of Howell Area Parks and Recreation
- The Authority needs to explore opportunities to attract new participants and create new partnerships
- The Authority will be strengthened by creating new partnerships
- Residents and members of the Authority need to overcome the strong issues of territory, trust, and tension between the different municipalities
- As the Authority matures, there is a need to make sure that the participating communities are permanently committed to the idea of the Authority
- Because of space limitations, there is a need to use facilities at locations outside of the City
- The Howell Area Authority Board should rotate the location of its regular monthly meetings amongst the participating communities

### III. Draft Mission Statement:

*Communities coming together to enrich lives by promoting active and healthy lifestyles*



**Howell Area Parks & Recreation Authority**  
OLD BUSINESS ITEM #2

Survey Analysis for Master Planning

Please go to:

[http://www.surveymonkey.com/sr.aspx?sm=zAscU2oaz44asSaKh\\_2f3lnlp5hzQz4lEr8bYZiqDc3og\\_3d](http://www.surveymonkey.com/sr.aspx?sm=zAscU2oaz44asSaKh_2f3lnlp5hzQz4lEr8bYZiqDc3og_3d)

**ACTION REQUIRED: No Action Required – Review Only**



## **Howell Area Parks & Recreation Authority**

### **NEW BUSINESS ITEM #1**

#### **Program Fees for Spring/Summer**

Below are the fees that have been established for the spring/summer programs that deviate from the three tier pricing system. Most of the programs that are listed below deviate from the three tier system due to contract negotiations with the venue or with the contractor. When we hold events, camps and clinics offsite, we sometimes must adhere to a different schedule.

#### **SPORTS**

- Junior Golf - \$150/\$200/\$250 (off site)
- Friday Family Gym/Swim - \$2 flat rate (off site)
- Couples Golf League - \$200/\$240/\$300 (off site)
- Bogey Bunch Golf League for Seniors - \$265 flat rate (off site)

#### **ENRICHMENT**

- ORV Safety Training, \$25 flat rate (grant received)
- Chair Yoga for Seniors - \$3 flat rate (drop in rate)
- Pickleball - \$1 flat rate/session (drop in rate)
- Senior Fitness to Music - \$3 flat rate/session (drop in rate)
- Computer Classes for Seniors - \$8 flat rate/session (drop in rate)
- Late Night at the Teen Center - \$5 (drop in rate)

#### **SPECIAL EVENTS**

- Aquathlon - \$30 flat rate (\$10 rebate for USAT members), \$35 day of event
- Melon Roll - \$2/child
- Melon Run Tot Trot – Free
- Melon Run 1 Mile Run/Walk - \$8 early/\$10 late
- Melon Run 5K and 10K - \$20 early/\$25 late
- Last Day Breakaway - \$4 flat rate
- Hershey Track and Field Competition - \$5 flat rate (partnership with SELCRA)
- Downtown Howell Historic Lunch and Tour - \$25 for residents and \$35 for non-residents
- Flea Market/Garage Sale - \$15 flat rate for under tent, \$10 open space
- 3<sup>rd</sup> Annual Monson/Yack Memorial Skate - \$5 admission only, \$20 admission and competition
- Kayaking at Thompson Lake - \$75 flat rate for 1 day (3 hours)
- Snorkling at Thompson Lake - \$50 late rate for 1 day (3 hours)

#### **SUMMER CAMPS**

- Skaters Advocate Skate Camp, \$85/\$100/\$125
- UK Soccer Camp Half Day - \$105 residents/\$125 non-residents (contractor determination)
- UK Soccer Camp Full Day - \$145 resident/\$170 non-resident (contractor determination)

Detroit Lion's Youth Football Camp – Registration thru Detroit Lions (contractor determination)  
Challenger British Soccer Camp First Kicks - \$75 residents/\$85 non-residents (contractor determination)  
Challenger British Soccer Camp Mini Soccer - \$85 residents/\$105 non-residents (contractor determination)  
Challenger British Soccer Camp Half Day - \$105 resident/\$125 non-resident (contractor determination)  
Challenger British Soccer Camp Full Day - \$145 resident/\$170 non-resident (contractor determination)

**Action Requested:** A motion to approve the above program fees for spring/summer 2008 that deviate from the three tier pricing system.



## **Howell Area Parks & Recreation Authority**

NEW BUSINESS ITEM #2

### **Payroll Processing**

We have received two bids for payroll processing. They are attached. Recommended that we contract with Paychex for our payroll services as their price and local customer service was evident in their presentation.

# Proposal for Services

## Features

### Payroll Service

(Including Taxpay® and Flexible Pay Package)

- Payroll Checks and Earnings Statements.
- Payroll Journal, Department Summary, Cash Requirements and Deposits Report, New-hire/Rehire Report, Client Time Sheet.
- Accurate and complete quarterly and annual returns.
- Electronic payment of all federal, state, and local payroll taxes where applicable, with guaranteed accuracy and timeliness of payroll tax deposits and returns.
- Your choice of electronic or traditional employee payment options.
- Account reconciliation of year-to-date records at no charge.
- Meet federal and state requirements for new-hire reporting compliance.
- (New-hire Reporting Service \$ \_\_\_\_\_ per new employee)
- State Unemployment Insurance (SUI) Service.

### Quarterly Services

We automatically prepare and file:

- Federal and state payroll tax returns.
- Local tax returns where applicable.
- (Additional \$ \_\_\_\_\_ per locality)
- Provide copies of all filings for your reference.
- Supply detailed employee earnings records.

### Annual Services

We automatically prepare and file:

- Employer federal and state W-2s with W-3 recap.
  - Form 940 Federal Unemployment Insurance Return.
- We provide:
- Employee W-2s/1099s in sealed envelopes.
  - (\$ \_\_\_\_\_ company base + \$ \_\_\_\_\_ per employee)
  - Copies of all filings for your records.

# PAYCHEX®

www.paychex.com

## Company Information

Company Name Hirell Rec.  
 Payroll Frequency Bi-weekly.  
 No. of Employees 23.  
 Contact Debbie  
 Title Owner.  
 Phone No. 517-546-0693  
 Additional Phone No. \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 CPA Name \_\_\_\_\_  
 Referral Source \_\_\_\_\_  
 (How did you hear about Paychex?)  
 Interested in retirement services?  Yes  No

## What We Need to Get You Started

- Proof of tax identification numbers and rates for all federal, state, and local jurisdictions where applicable.
- Federal tax deposits for the current quarter.
- Federal and state unemployment tax deposits for previous quarters within the current calendar year.
- Employee information for all active and terminated employees. (Include name, address, marital status, number of exemptions, social security number, hire date, rate of pay, and per-pay-period adjustments.)
- Totals for all active and terminated employees, and your company. Provide totals for any two of the following:
  - Year-to-date
  - Quarter-to-date
  - Prior quarter year-to-date
- Copy of a voided check from your payroll bank account.

## Payroll/Taxpay®/Flexible Pay Package OR

- Small Business Package \$ 67.00
- Direct Deposit/Access Visa® Card, Readychex® with Check Insertion (provides total bank account reconciliation) OR
- Direct Deposit/Access Visa® Card, Check Signing with Check Insertion

### Human Resource Services

- Section 125-Premium Only Plan \$ \_\_\_\_\_
- Workers' Compensation Report \$ \_\_\_\_\_
- SUI Service \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_

Delivery Method mail \$ \_\_\_\_\_  
 (online, courier, pickup, or mail)

### Comments (i.e., National Account Code/WIN)

- FREE W2'S  
- FREE NEW HIRING  
- NO SET UP CHARGE.  
 Estimated Per-Pay-Period Total \$ 67.00

### Activation (One-time Fee)

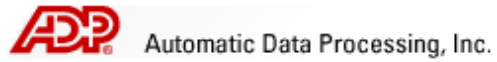
- Electronic Network Services \$50.00
- \_\_\_\_\_ \$ \_\_\_\_\_

### Quarterly/Annual Services

- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

Anticipated first check date: \_\_\_\_\_  
 Information submitted to Paychex by: \_\_\_\_\_

This proposal is valid for \_\_\_\_\_ days. Prices are subject to change.  
 Date \_\_\_\_\_  
 Sales Representative \_\_\_\_\_



PROPOSAL FOR

## Howell Area Parks & Recreation Authority



**Thomas Borrelli**  
District Manager  
(888) 292-2971 x6534  
(888) 404-5322 Fax

**Automatic Data Processing**  
Small Business Services  
[thomas\\_borrelli@adp.suth.com](mailto:thomas_borrelli@adp.suth.com)

**The Business Behind Business**

## Howell Area Parks & Recreation Authority

### Compliance Pay Reporting

**Payroll Pricing Based on:** **15 employees**  
**Paid on a:** **Bi-Weekly frequency**

**Compliance Pay Reporting:**

**\$111.25**

Payroll Processing with EasyPay	Included
Total Tax Complete Services	Included
CheckView	Included
Poster Compliance Update Service	Included
Convenience Pay Option	Included
Data Acces Suite	Included
Management Report (1 Included)	Included
WC Premium Tracker Report	Included
Overnight Delivery	Included
Your Payroll Checks and Reports will be delivered by an Overnight Carrier (i.e. FedEx)	

Manage your success with this comprehensive package that gives you unprecedented and easy access to your key payroll data. Customized payroll management reports, individual checks, and even comprehensive employee pay histories are available online. With the click of a mouse, ADP payroll data can be easily imported into QuickBooks®. The day after payroll is processed, your current workers' compensation premiums will be calculated and reported back to you. With this package, you can choose to pay your employees by check, direct deposit, or debit card. Your labor law posters will be kept up-to-date with an automatic update service and your new hires will be properly reported to the state. An HR Help Desk can answer your human resource questions and the experts at ADP will calculate your Federal, state, and local payroll tax obligations using the latest of the ever-changing tax regulations.

**Additional Features**

<input checked="" type="checkbox"/> Cash Requirements Report	\$0.00
<input type="checkbox"/> General Ledger Interface	_____
<input type="checkbox"/> Total PayCard	_____
<input type="checkbox"/> Additional Poster Set	_____

**One-time Setup Fee (includes)**

**\$200.00**

- Customization of EasyPay Product
- Customer Support
- Product Training
- 24-hour online access

**Year-End W-2's & 1099's**

\$30.00 + \$5.15 per form (Annual Cost)

**Total Cost Per Processing:                      \$111.25**

***The ADP Guarantee: "Accurate, on time, or on us!"***

All payroll checks and vouchers will show net amounts free of ADP error and you will receive your payroll on your scheduled delivery date and time, or that payroll processing will be free. Excludes delays beyond ADP's reasonable control. Must notify ADP of error prior to next payroll in order to receive free processing.

## ADP Product Descriptions

ADP delivers the services, tools, and resources that give businesses a competitive edge by providing cost effective solutions. We've created specific programs to address the unique need of the small business environment. Please view the descriptions below of the products that you were quoted and the additional products available.

### **Payroll Processing with EasyPay**

With EasyPay, simply input payroll hours or salary to ADP the way you choose; phone, fax or internet. ADP calculates both employer and employee paid payroll taxes and other deductions. Client Service is provided by a service team of representatives for ongoing support. ADP guarantees on time delivery of paychecks, vouchers, and payroll reports.

### **Total Tax Complete Services**

We file your payroll tax returns and deposit your payroll taxes, protecting you from payroll tax penalties and dealing with the IRS, handle all reporting for new employees, manage your SUI, and provide assistance with a professional HR help desk.

### **Poster Compliance Update Service**

ADP will provide you with Labor Law Posters that will cover all mandatory Federal and State specific notices for general employers. Additionally, the ADP Poster Compliance Program provides unlimited updates for any significant changes in mandatory Federal and State posting laws ensuring you stay in compliance with the law. There are no additional fees for the updates.

### **W-2's & 1099's**

You are provided with all necessary year-end tax filing documentation for all active and terminated employees. This fee is calculated the following way: \$30.00 base fee plus an additional charge of \$5.15 per employee W-2 or 1099 produced.

### **Checkview**

Use your ADP Payroll website to search and view necessary details about previously issue payroll checks. You will have the ability to pull earnings statements with ease and without having to take time to sort through reports individually.

### **Management Reports**

Receive customized reports providing the management information you want. Choose from the following reports: 401K Contribution Report, Voluntary Deduction Report, Employee Benefits Deduction Roster, Union Report, Credit Union Loan Report, Labor Distribution Report, FICA Tip Credit Report, Vacation Report, Holiday Report, Sick Report, Birth Date Report, Termination Report, Hours and Earnings Analysis Report.

### **Workers Compensation Premium Tracker Report**

ADP will provide you with a detailed report that breaks down each employee by class code, the current rate (class rates) and the correct wages (subject wages), and it also shows current earned premium and year-to-date totals at a glance. We automatically calculate the premium based on your actual payroll, the benefit is to save you the time and effort it would take you to do it yourself.

## Data Access Suite

### **Standard & Electronic Reports**

Each pay period you will receive a payroll register, timesheet, and employee earnings statement accessible from your PC, and delivered with your payroll. Quarterly you will receive statement of deposits and filings and employee earnings records.

### **Data Export**

You will have the ability to electronically export your payroll reports into raw data in the form of an excel file. This file can then be imported into your accounting software. For all other accounting software other than QuickBooks.

### **General Ledger Interface**

Electronically import journal entries from ADP payroll into QuickBooks. Updating the General Ledger is as easy as "Click and Create!" Eliminate the need to re-key your data into QuickBooks.

## Convenience Pay Options (choose one)

### **TotalPay**

ADP debits the total net amount of your payroll from your bank account and issues paychecks or direct deposits from an ADP partner bank account. Convenience and protection are added by ADPCheck since we handle all paycheck reconciliation, provide check fraud protection and issue checks that come signed by ADP, and stuffed in window envelopes.

### **TotalPay Card**

ADP provides a personalized, Visa® prepaid card to your employees as an option for receiving their pay. Employees can have their net pay automatically loaded on their TotalPay Card every payday.

### **Full Service Direct Deposit**

ADP eliminates the need for paper checks by electronically depositing payroll funds directly into your employees' bank accounts.

### **Check Signing & Stuffing**

ADP signs the payroll checks with your signature and stuffs your payroll checks into envelopes, ready for distribution, reducing administrative time and expense.

### **Additional ADP services include:**

- Time and Attendance Systems
- 401K Plans, Traditional & Safe Harbor
- Simple IRA and Section 125 Plans
- Pay-by-Pay® Workers' Compensation
- Pre-Employment Screening



## How Do I Get Started with ADP?

Please fax or scan and email the following documents in order for me to prepare paperwork to setup the payroll account.

➤ **Required to Start Setting up the Account**

- ✓ Federal Proof of your EIN number (Your Taxpayer ID. This must be pre-printed by the IRS, and dated for no older than 3 years)
- ✓ Voided check from the account you wish to do payroll out of, we will also pull fees for services from this account.

➤ **Required to Complete Setup of your Account**

- ✓ Employee W-4 information (A previously created spreadsheet or an ADP Employee Info Form) (includes employee names, social security number, marital status, dependants, hire date, birth date, gender, salary/hourly rates and per payroll deduction amounts.)
- ✓ Proof of applicable State ID's (State Income Tax/State Unemployment Insurance) \*\*\* If you have not applied for these yet, I will provide you with the applications, and you can sign an Applied For letter as proof of application. \*\*\* If you have the ID numbers on file but do not have them on a State Document, you can sign a Letter of Absolution that can be used as a substitute so we can setup the account.
- ✓ If you are currently running a payroll I will need to collect your current year balances.

**Thomas Borrelli**  
Automatic Data Processing  
District Manager  
(888) 292-2971 x6534

---

## RETURN FAX COVER SHEET

**To: Thomas Borrelli**

**From:** \_\_\_\_\_

---

**Date:** \_\_\_\_\_

**Fax: 888-404-5322** or 585-419-2830

---

**Re:**

**Pages:** \_\_\_\_\_ (inc. cover)

Payroll Setup

Complete Paperwork

Follow-up

---

Thomas Borrelli,

Sincerely,

\_\_\_\_\_  
(Client Name)

\_\_\_\_\_  
(Phone #)

\_\_\_\_\_  
(Fax #)

\_\_\_\_\_  
(Company Name)