



Howell Area Parks & Recreation Authority

Tuesday, April 19, 2011

7:00 p.m.

Marion Township Hall

AGENDA

1. Call to Order
2. Pledge of Allegiance (all stand)
3. Approve Agenda
4. Approval - Board Meeting Minutes dated February 15, 2011
5. Call to the Public (for any items not on the agenda)
6. Discussion/Approval – Lease Addendum for Soccer Goals and Nets
7. Discussion/Approval – Lease for Page Field
8. Discussion/Approval – Management Contract for Howell City Park and Boat Launch
9. Discussion/Approval – Revised Personnel Policies
10. Discussion/Approval – Disc Golf Course at Marion Township Hall
11. Discussion - Check Register Reports for February 1, 2011 – March 31, 2011
12. Discussion – Financial Report ending February, 2011
13. Directors Report
 - a. Spring/Summer Program Guide
 - b. Sea Serpents Management Contract
 - c. Parker Pool Management Contract
14. Old Business
15. New Business
16. Member Discussion
17. Next Meeting – June 14, 2011 – Genoa Township Hall
19. Adjournment



Howell Area Parks & Recreation Authority

Board Meeting Minutes

February 15, 2011

Howell City Hall



NETS AND GOALS ADDENDUM TO LEASE

The Howell Area Parks & Recreation Authority would like to lease additional unused soccer goals and nets from the City of Howell for their youth and adult soccer leagues.

In June 2009, the City of Howell signed a 10 year lease with the Howell Area Parks & Recreation Authority for unused goals and nets and this addendum would add additional goals and nets to that list.

Attached is the draft of the addendum between the City of Howell and the Howell Area Parks & Recreation Authority for review and approval.

ACTION REQUESTED: A motion to approve the addendum to the already executed 10 year lease agreement (signed in June 2009) for the Howell Area Parks & Recreation Authority to use the goals and nets owned by the City of Howell.

Lease Agreement ADDENDUM

This Lease addendum is made on April 11, 2011, by and between the City of Howell, a Michigan Municipal Corporation, with its offices located at 611 E. Grand River, Howell, Michigan 48843 (City), and the Howell Area Parks and Recreation Authority, a Michigan Municipal Authority, whose offices are located on 925 W. Grand River, Howell, Michigan 48843 (Authority).

This Lease addendum adds unused soccer goals and nets owned by the City to the original list of goals and nets lease to the Howell Area Parks & Recreation Authority. Based upon the mutual covenants, agreements and conditions by and between the parties, the parties hereby agree to the following terms and conditions:

1. **Description of Property.** The Authority hereby leases from the City of Howell the following recreation equipment described as follows:

Two (2) pairs of seven foot by twenty one foot goals with Four (4) nets

Two (2) pairs of eight foot by twenty four foot goals with Three (3) nets

Five (5) pairs of four foot by six foot goals with Ten (10) nets

All other conditions stated in the original lease continue to be and remain in effect.

CITY OF HOWELL
A Michigan Municipal Corporation

Geraldine Moen
Mayor

Jane Cartwright
Clerk

Signed on this day ____ of April, 2011

HOWELL AREA PARKS & RECREATION AUTHORITY
A Michigan Municipal Corporation

Todd Smith
Chairman

Deborah E. Mikula
Director

Signed on this day _____ of April, 2011



PAGE FIELD LEASE

The Howell Area Parks & Recreation Authority currently manages, maintains and schedules athletic fields in Genoa and Oceola Townships and we would like to arrange a similar agreement at Page Field with the City of Howell. We are proposing to take on all grounds maintenance (mowing, fertilizing, aerating, seeding, etc), lining, scheduling and rental collection at Page Field and the 2 auxiliary fields behind Barnard Community Center. While the Howell Area Parks & Recreation Authority has already established youth and adult leagues that will continue to utilize the fields from Spring - Fall, we also will be able to rent the fields to other organizations to help pay for the upkeep of the property. We understand the premiere condition of Page Field and will work to make sure that established standards are maintained.

Attached is the draft of the lease agreement between the City of Howell and the Howell Area Parks & Recreation Authority for review and approval.

ACTION REQUESTED: A motion to approve the lease agreement to manage, maintain and schedule Page Field and the auxiliary fields between the City of Howell and the Howell Area Parks & Recreation Authority from April 1, 2011 – March 31, 2012 for \$1/year.

**Page Athletic Fields Lease
Between City of Howell and
the Howell Area Parks & Recreation Authority**

This lease is effective on April 1, 2011 between the City of Howell (landlord), whose address is 611 E. Grand River Ave., Howell, MI 48843 and the Howell Area Parks & Recreation Authority (Tenant), whose address is 925 W. Grand River Ave., Howell, MI 48843, upon the following terms and conditions:

Premises. Landlord hereby leases to Tenant, real property containing approximately 6 acres of land located in the City of Howell, Livingston County, behind Barnard Community Center called Page Athletic and Auxillary Fields (Premises).

Use. Tenant shall use and occupy the premises as athletic fields (soccer, football, lacrosse, or any other lawn sport) and for no other purpose without the prior written consent of Landlord. Tenant shall be solely responsible for the booking and scheduling of games, practices and events on the Premises. When the Tenant is not using the fields for play by teams associated with the Tenant, the fields may be rented by other organizations not associated with Tenant at reasonable rates, with rent being paid to Tenant. Tenant shall ensure that games are properly supervised. Tenant shall not intentionally and knowingly use the premises for any purpose or in any manner in violation of any law, ordinance, rule or regulation adopted or imposed by the City of Howell and any other governmental body.

Common Areas. Landlord shall also make available areas to the Tenant and facilities of common benefit to the Tenant and occupants including parking areas, driveways, sidewalks and ramps, bleachers, press box and concession stand, restrooms, service areas, storage facility, and landscaped area (“common areas”).

Term. The term of this lease shall be for one year commencing on April 1, 2011, the “commencement date” and shall expire on March 31, 2012.

Rent. Tenant shall pay to landlord as annual rent the sum of one (\$1) dollar.

Landlord’s Operating Expenses. As used in this paragraph, Landlord’s operating expenses include, without limitations, the following costs and expenses incurred by Landlord with respect to the land and improvements including the common areas, on which the premises are situated:

- a. All property taxes and assessments, real, personal, general and special;
- b. Any capital investments, improvements or major maintenance which are made in accordance with generally accepted accounting principles, which include but are not limited to sprinkler system, fencing, parking lot maintenance, track

upgrade and repair, concession stand, press box, lighting, score board, bleachers, landscaping, etc.

- c. Provide waste collection containers on site.
- d. Provide access to storage building to secure equipment and nets and access to the press box and concession stand.
- e. Provide regular cleaning of outdoor restroom facilities.

Tenant's Operating Expenses. As used in this paragraph, Tenant's operating expenses include, without limitation, the following costs and expenses incurred by the Tenant with respect to the premises, not including the common areas, on which the premises are situated:

- a. Maintenance of the real property including mowing, fertilizing, aerating, and grass seeding.
- b. Striping of the property for athletic fields.
- c. Providing nets, flags, and other equipment necessary for the maintenance of standard athletic fields.
- d. Arrange for trash collection on a regular basis.
- e. Winterize the sprinkler system.
- f. The actual costs of electricity used at the site during events.

Improvements. Any improvements to the Premises shall be constructed in accordance with all federal and state laws and applicable building codes,

Notification to Participants. Tenant shall provide all league players and to visiting teams or their leagues a notice containing the following information:

- a. Parking is allowed only within designated parking areas within the complex.
- b. Athletic facility users must stay within the boundaries of the facility and that trespassing onto the adjacent property shall not be allowed under any circumstances.
- c. Participants must remove all debris from the athletic fields and the surrounding area immediately after the completion of all games.

- d. No alcohol or tobacco usage allowed.
- e. Pets are not allowed on Athletic Fields.

Parking Control. During any tournaments conducted on the Premises, Tenant shall provide parking controls to ensure that participants park only in the areas designated for parking and do not park on adjacent property.

Meetings. Tenant shall meet with Landlord prior to the anniversary of this lease to discuss renewal of the Lease.

Insurance. The Tenant shall provide insurance coverage for itself, equipment, its employees, and its recreation personnel as it relates to the terms and conditions of this agreement. The Tenant shall indemnify and hold harmless, the City of Howell from any loss or damage that may be claimed to have arisen through the alleged negligent acts or omissions of the Tenant. The City of Howell shall provide insurance coverage for itself, its employees and any other personnel under the terms of this Agreement, holding the Howell Area Parks & Recreation Authority harmless for any loss or damage that may be claimed to have arisen through the alleged negligent acts or omissions of the City of Howell.

Holding Over. If Tenant remains in possession of the premises after the expiration or termination of the Lease and without signing a new Lease, it shall be deemed to be occupying the premises as a Tenant from month to month, subject to all of the conditions, provisions, rent and obligations of this Lease insofar as it can be applicable to a month to month tenancy, cancelable by either party upon sixty (60) days written notice to the other.

The parties hereto understand and agree that this lease contains the entire agreement between them and that no alteration, modification, rescission or cancellation hereof, either in whole or in part, shall be effective or binding unless and until the same be reduced to writing and signed by the party hereto against whom the enforcement of such alteration, modification, rescission or cancellation is sought. Any notice given by any party hereto to any other party hereto shall be sufficient if mailed to the party for whom such notice is intended at its address set forth herein by first class mail with postage fully prepaid thereon and shall be deemed effective when mailed. This agreement shall be interpreted under the laws of the State of Michigan.

The parties hereby represent that the persons executing this agreement have authority by law, charter, or resolution to bind both parties to this agreement.

This agreement is entered as of this 11th day of April, 2011.

CITY OF HOWELL
A Michigan Municipal Corporation

BY: Geri Moen, Mayor

BY: Jane Cartwright, Clerk

HOWELL AREA PARKS & RECREATION AUTHORITY
A Michigan Municipal Corporation

BY: Todd Smith, Chairman

BY: Deborah E. Mikula, Director



Howell City Park & Boat Launch Recommendation

For the past month, the Howell Area Parks & Recreation Authority has been working with City Staff and Council Members to outline a way to reduce expenses and increase revenues at the Howell City Park Beach and Boat Launch for the summer of 2011. With the opening of the Howell City Park and boat launch rapidly approaching, we are proposing the following changes that we feel would increase efficiencies:

Howell City Park Fee Collection

We are recommending that we not change our fee collection system at Howell City Park this year. We would again hire seasonal staff to work both the entrance booth and at the concession stand during peak hours each day and to collect fees from each vehicle that enters without a seasonal pass. The current daily fee is \$10/vehicle and we recommend that this not be changed. All proceeds to be deposited with the City of Howell. Groups wishing to be exempt from paying the daily entry fee must get City Council approval in advance.

Self Service Message Center and Boat Launch Fee Collection

We recommend that the City of Howell build and install an outdoor self-service message center and purchase a secure fee collection box at the entryway of the Boat Launch and that no staff be hired. The City will incur the minimal costs involved in purchasing, building, installing and maintaining the message center/fee collection box. Daily fee collection will be on the "honor system" using a pre-numbered pay envelope (as seen at most boat launch facilities throughout Michigan with a tear off portion to be placed in the windshield indicating payment) that will be readily available at the site for anyone launching a boat. A seasonal or daily pass will be required and those not possessing either will be ticketed. (New duties will be assigned to a Howell Parks & Recreation staff member to check the site throughout the day and enforce the parking ordinance by issuing tickets for those not in compliance.) The current daily fee is \$20/vehicle and we recommend that this not be changed. All proceeds to be deposited with the City of Howell. Groups wishing to be exempt from paying the daily entry fee must get City Council approval in advance.

Extension of Boat Launch and Pavilion Rental Season

The Howell Area Parks & Recreation Authority recommends extending the season that boat launch fees and pavilion rentals can be collected to May 1 – October 31. (Currently it is from Memorial Day – Labor Day).

We recommend that the Howell City Park fee collection season remain as the Friday prior to Memorial Day through Labor Day.

Both sites to be open for use from Dawn to Dusk. Howell City Police Officers would continue to close and lock the gate at dusk and re-open at dawn. (Special events approved by the City could extend these hours – i.e. Free Movies in the Park)

Pavilion Rental Policy and Fee Schedule

The Howell Area Parks & Recreation Authority will continue to schedule and administer the pavilion rentals at Howell City Park utilizing the system software (Active.com) that is already in place within the Recreation Authority. All pavilion rental fees collected will be deposited in the City of Howell's accounts.

The Howell Area Parks & Recreation Authority recommends renting pavilions during 4 hour increments (rather than all day), 3 times each day to capture additional revenues and to accommodate additional groups wishing to use the park. If parties wish to extend their use of the pavilions, they would be charged for another 4 or 8 hour increment:

Morning – 8 am – 11:00 am

Mid Day – 11:30 am – 3:30 pm

Evening – 4 pm – 8 pm

We recommend accommodating all guests who will be attending parties and events at the pavilions free entry into the park through their rental agreement (currently we charge \$5 per vehicle entry). This would create good will for those wishing to schedule events at the pavilions and would certainly increase rentals at the pavilions throughout the season. Renters would be given a special dated and timed pass (only available at Bennett Recreation Center) that they xerox and give to each of their guests. To accommodate free entry for guests, we recommend increasing the 4 hour pavilion rental fees to:

\$150 for large pavilion for weekend, \$100 for large pavilion for weekday

\$100 for small pavilion for weekend, \$75 for small pavilion for weekday

Groups wishing to be exempt from paying the pavilion rental fee must get City Council approval in advance.

Purchase and Distribution of Seasonal Stickers

The Howell Area Parks & Recreation Authority recommends continuing to recognize the contributions of Oceola Township and the City of Howell to the Recreation Authority by offering 2 free annual passes to each resident of these municipalities. We also

recommend keeping annual sticker prices the same – 2 free for City of Howell and Oceola Township, \$40 for Genoa and Marion Township residents, and \$80 for non-residents. The City of Howell will continue to purchase 5 distinctly shaped and colored stickers each year to accommodate the number of residents who purchase annual passes. To reduce overhead, the Authority is recommending that annual passes only be available for purchase or pickup at the Bennett Recreation Center reducing overhead of initial mailing and daily maintenance of address/resident books by the gate staff, city staff and township staff.

Fine Schedule

We are currently working with Howell City Police Chief George Basar and City of Howell Attorney Dennis Perkins to outline a new fine schedule for those vehicles that enter the Howell City Park or use the boat launch without a seasonal or daily pass. We have identified the ordinance number and will bring this item back to Howell City Council at the next scheduled meeting for discussion/approval. We are currently looking to increase the fine to \$30 if paid within 48 hours, increasing to \$60 after 48 hours, and if not paid within 10 days the fine will be increased to \$80.

“Deputize” Parks & Recreation Staff

A change to a self-service fee collection “honor system” at the boat launch will require the seasonal staff to assume new duties. Enforcement of the parking ordinance will be critical to the success of collecting fees by the honor system. We will continue to work with Howell City Police Chief George Basar and City of Howell Attorney Dennis Perkins to identify the best method to allow parks and recreation staff members to issue tickets at the park and boat launch. We will bring this item back to Howell City Council at the next scheduled meeting for discussion/approval.

Letter of Understanding – Management of Park and Boat Launch

The Howell Area Parks & Recreation Authority would like to propose that the City of Howell again contract with us during the summer of 2011 to hire the staff and arrange for the supervision and work that needs to be accomplished at the Howell City Park Guard Booth, Beach Front and the Boat Launch. As we are all aware, the Howell City Park and the Boat Launch are prime recreational properties and the Recreation Authority is confident that we could do more to program these areas during the summer if given the opportunity. We believe that a partnership between the City of Howell and the Howell Area Parks & Recreation Authority for operation of the beach and boat launch is in line with the City Council’s goal of supporting recreation and creates an environment conducive to other joint projects and events, as well as positive public relations and marketing opportunities. Attached is a Letter of Understanding outlining the proposed services and associated fees for the period of May 1, 2011 through October 31, 2011.

ACTION REQUESTED: A motion to approve the Letter of Understanding between the City of Howell & Howell Area Parks & Recreation Authority to operate the City Park Guard Booth, Beach Front & Boat Launch for a management fee of \$35,000.

LETTER OF UNDERSTANDING
CITY OF HOWELL & HOWELL AREA RECREATION AUTHORITY

OPERATION OF HOWELL CITY PARK GUARD BOOTH
BEACH FRONT & BOAT LAUNCH

May 1, 2011 – October 31, 2011

Staffing

We propose hiring a part-time seasonal staff with a full-time supervisor at the Howell City Park for the summer of 2011. The responsibilities of the staff would include collecting daily fees and monitoring stickers at the entrance gate at Howell City Park, depositing fees with the City of Howell that are collected at the Boat Launch collection box, operating and cleaning the restroom and concession facilities at the beach, cleaning up the goose droppings on the grass surrounding the beach area, providing weekly water testing, depositing revenues with the City of Howell that are collected at the Park entrance, working in collaboration with the Fire Department to set up and remove the buoys and rope lines, writing tickets and enforcing parking ordinances, and other duties that are assigned for a smooth and efficient operation this coming summer.

Seasonal Passes

To reduce overhead, the Authority will only sell or distribute seasonal passes at the Bennett Recreation Center during normal office hours (M-Th 9 a.m. – 7 p.m., Fri. 9 a.m. – 5 p.m. and Sat. 9 a.m. – 1 p.m.). City of Howell and Oceola Township residents will receive 2 free passes, Marion and Genoa Township residents can purchase seasonal passes for \$40/pass, and all others will be charged \$80/pass. Front office staff of the Authority will add the sale and distribution of these seasonal passes to their daily routine at their current level of pay.

Pavilion Rentals

The Recreation Authority will provide pavilion rental reservation system utilizing the system software (Active.com) that is already in place. All pavilion rental fees collected will be deposited in the City of Howell's accounts. We have estimated that it would require 6 hours a week to process reservations for a 6 month period (May – October). The front office staff at the Authority would take on the additional responsibility at their current level of pay.

Park Entrance Guard Booth

We propose that the park entrance guard booth be staffed daily (weekdays and weekends) during the following hours beginning the Friday prior to Memorial Day and continuing through Labor Day from 10 a.m. – 7 p.m. Staff would be required to arrive 1/4 hour before the booth opens to the public and stay 1/2 hour after it closes to account for funds and close down the area. All park entrance fees collected will be deposited in the City of Howell's accounts.

CITY OF HOWELL

BY: _____

Geraldine K. Moen
Its: Mayor

BY: _____

Jane Cartwright
Its: Clerk

Approved by Howell City Council

Date: _____

HOWELL AREA PARKS &
RECREATION AUTHORITY

BY: _____

Todd Smith
Its: Chairman

BY: _____

Deborah E. Mikula
Its: Director

Approved by Howell Area Parks &
Recreation Authority Board

Date: _____



PERSONNEL POLICY REVISIONS

In January we performed a review of our personnel policies to make sure that they accurately reflect our policies and procedures. The few changes that we have made this year are to clarify the revisions to our health care policy that employees are entitled to the Howell Area parks & Recreation Authority benefit package.

A copy of the proposed changes are attached for your perusal. All changes are highlighted in yellow.

Action Requested: A motion to adopt the Howell Area Parks & Recreation Authority Personnel Policies as revised.



PERSONNEL POLICIES MANUAL
ADOPTED FEBRUARY 2008
REVISED AUGUST 11, 2009
NEW REVISIONS DRAFT JANUARY
19, 2011

I. INTRODUCTION

The personnel policies and procedures contained in this Manual apply to all full-time, part-time, temporary/seasonal, and probationary employees, as well as elected or appointed officials, and unless otherwise stipulated, become effective immediately.

The provisions of this Manual do not establish contractual rights between the Howell Area Parks & Recreation Authority and its employees. The Authority reserves the right, at its sole discretion, to amend the contents of this Manual at any time. Amendments to any part of this Manual obligating the Authority or imposing changes on the Authority, can be made only by resolution of the Authority Board or administrative memorandum from the Director. Any changes must be in writing and issued by the Director. No other employee, representative or agent of the Authority has the authority to amend, alter or change the policies set forth in this Manual or to enter into any agreement concerning the terms and conditions of your employment with the Authority. Written amendments will be issued directly to employees.

This Personnel Policy Manual contains a summary of the benefits provided to employees. Some of these benefits may be subject to legal requirements concerning reporting and disclosure. Complete details on the benefit plans are contained in the Summary Plan Description and official plan documents for the respective plans. In case of any discrepancy, the official plan documents govern. Changes in the law may affect the benefits programs described in this Manual. The provisions of this Manual do not establish contractual rights between the Authority and its employees. The Authority, at its discretion, reserves the right to add to, modify, amend, alter, reduce or eliminate any or all of the benefits described in this Manual or which may otherwise be provided.

Application of Policies:

These policies and procedures apply to all of the Authority employees unless otherwise specifically provided for in this Manual or by other employment contracts, collective bargaining agreements and/or insurance plan documents.

Distribution:

A copy of this Manual will be provided to each employee of the Howell Area Parks & Recreation Authority. Each employee receiving a copy of this Manual will be required to sign an acknowledgment certifying his/her receipt, review, and understanding of the policies and procedures contained in the Manual.

Severability:

In the event that one or more of the provisions of this Manual are superseded by or become in conflict with State or Federal laws, or if they are determined by a court of competent jurisdiction to be invalid and unenforceable, then the balance of the Manual shall remain in full effect.

Authorization of Employment:

All employees of the Authority are required by Federal law to verify their authorization to work in the United States. In compliance with the law, the Authority prohibits discrimination in hiring, recruiting, and discharging based on citizenship and national origin.

Notice of Changes:

Employees are required to notify the Director immediately of any change in name, address, phone number or number of dependents. Keeping this information accurate enables the Authority to contact employees in an emergency and maintain insurance and other benefits. This personal information will be handled in complete confidence.

Non-Discrimination & Harassment Policy:

It is the policy and philosophy of the Authority that any unlawful discrimination will not be tolerated. The Authority's entire non-discrimination and harassment policy is contained in Appendix A of this Manual.

Equal Employment Opportunity Policy:

It is the policy of the Authority to provide equal opportunity to all qualified individuals in its recruitment, hiring and employment practices. No-one will be denied an employment opportunity based on race, religion, color, gender, national origin, age, disability, political affiliation, marital status, height, weight, or other factor prohibited by Federal or State law, unless deemed a bona-fide occupational qualification.

Diversity Initiative:

The Howell Area Parks & Recreation Authority is responsible for providing certain public services for all the citizens within its jurisdiction, regardless of the citizen's status. The Authority believes that employees must respect, support and protect diversity in the community to ensure a safe and secure environment for all citizens and employees. Diversity within the Howell community includes acceptance and tolerance for intellectual and physical abilities, socio-economic status, race, ethnicity, religion, language, sexual orientation, family composition, citizenship, immigration status, beliefs, expression, character and other qualities. The Authority is committed to developing initiatives that support the rich advantages of diversity in the community and in the Authority employee policies. The Authority and its employees shall champion diversity by:

- Modeling behavior that affirms diversity
- Providing appropriate resources to respond to issues which arise from intolerance, bias, and/or prejudice
- Providing support for community collaborations that affirm diversity.

Information Technology Policy:

The purpose of this policy is to inform all Authority employees about the legal requirements and restrictions concerning the acquisition and use of software programs on the Authority's computer equipment, the responsibilities of each employee to protect the security and integrity of the Authority's information technology (IT) system's

programs and data, the Authority's investment in that system, and restrictions regarding the use of e-mail and the Internet. Employees using the Authority's IT system, including its software, e-mail and Internet are required to comply with the Authority's IT System Policy. Violation of the policy is subject to removal of the individual's computer, revocation of access privileges, and/or disciplinary action up to and including termination. The Authority's entire Information Technology Policy is contained in Appendix B of this Manual.

Employee Right-To-Know Act:

The Authority complies with Federal and State Right-to-Know laws. The Authority will make every effort to provide employees with information on any hazardous chemical to which they may be exposed to in the workplace. Right-to-Know Information will be posted and employees are required to read and be familiar with all posted materials.

Personnel Files:

Personnel files containing job, personal and benefit related information are maintained for each employee. The files are considered strictly confidential with access provided in accordance with applicable Federal and State laws. Employees are allowed to review their personnel file upon written request to the Director. Requests for references or information on any current or former employee should be referred to the Director. Employees are prohibited from releasing any information on former or current employees.

Privacy Practices Policy:

In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the State of Michigan Social Security Number Privacy Act of 2004 the Howell Area Parks & Recreation Authority is committed to maintaining the privacy of social security numbers and the health information it receives on employees. The Authority's entire Privacy Practices Policy is included as an appendix to the Personnel Policy Manual.

II. EMPLOYMENT STATUS

With the exception of negotiated bargaining agreements, no contractual employment relationship exists between the Authority and an employee. Letters, benefit or policy statements, performance appraisals, employee manuals and/or other employee communications are not considered and should not be interpreted by the employee as contracts. The employment status of each employee shall be determined and fringe benefits shall be administered based upon the following definitions.

Salaried Exempt Employee: An employee designated as salaried exempt regularly works 40 hours or more on a regular basis, has completed his/her probationary period, and in accordance with the Fair Labor Standards Act are exempt from overtime. Salaried Exempt Employees are eligible for benefits as

adopted by the Howell Area Parks and Recreation Authority and defined in this Personnel Policy Manual.

Non Exempt and Part-Time Employee: An employee designated as part-time regularly works less than thirty-seven (37) hours per week. Non-exempt employees may work a 40 hour per week schedule. Non-Exempt and part-time employees are eligible for only those benefits as mandated by Federal or State law. Non-exempt and Part-time employees are not eligible for full-time benefits, even though they may occasionally work 40 hours or more in a given week. Non-exempt and part-time employees are eligible for overtime for hours worked in excess of forty (40) hours per week in accordance with the Fair Labor Standards Act

Temporary/Seasonal Employee: An employee designated as temporary or seasonal is hired for a specific period of time, generally not exceeding six (6) continuous months, as dictated by operational needs. Temporary employees may work full or part-time hours but are eligible for only those benefits as mandated by Federal or State law. Temporary/Seasonal Employees are not eligible for full-time benefits, even though they may work 40 hours or more in a given week.

Hiring Policy:

The following hiring procedure shall apply to all openings, including full-time, part-time, seasonal, and temporary positions, except where specifically addressed by union contracts or excluded by the Director. It shall be the responsibility of the Director to coordinate the hiring process.

- A. To initiate the hiring process, the Department Head will submit to the Director a Personnel Requisition form. This request shall include the position title, description of duties and proposed salary.
- B. Upon approval for the position, the position will be posted internally, on the Authority's website and if warranted, in external publications that are applicable to getting the best candidates to apply.
- C. Applicants will be required to complete an Authority application form and will be provided with a complete job description detailing the minimum qualifications for the position. Internal candidates should submit a letter of interest and an updated resume. Internal candidates will continue in their current position throughout the hiring process.
- D. The Director will screen the applicants to assess those meeting the minimum qualifications. Occasionally, outside experts or consultants may be used to assist the Authority in recruiting and evaluating applicants.

- E. The Director will schedule interviews with the top candidates. Depending upon the position, the interviews may be structured as an interview board, which may include the use of outside professionals or may be conducted by the department, the Director, and/or other supervisory employees designated by the Director.
- F. The Director will conduct a complete background check on the candidates. The background check may include contacting both personal and professional references, verification of education, credit checks, as well as driving and criminal records as permitted under Federal and State law.
- G. The Department Head will then review the background information and if necessary, conduct a second interview with the applicants. The Department Head will notify the Director of his/her selection. Upon approval of the Director, an offer of employment in writing will be extended to the applicant. All applicants will be required to satisfactorily complete a physical exam to include drug screening. A qualified professional(s) designated by the Authority will perform any required physical or psychological exam. The Authority will pay the cost of any examinations required. The offer of employment will be contingent upon successful completion of any required physical exam.
- H. If after completing the hiring process, there are two or more equally qualified candidates, preference will be given to current employees of the Authority.
- I. The hiring of a relative of the current Authority Board members and the Director is prohibited. The hiring of a relative of any other current employee must be specifically authorized by the Director. In order to hire the relative of a current employee, the individual must be the top candidate after completing the hiring procedure.

For purposes of this policy, relative shall be defined as:

- Spouse
- Parents or spouse's parents
- Grandparents or spouse's grandparents
- Children including step-children
- Siblings or spouse's siblings
- In-laws including brothers-, sisters-, sons-, or daughters-in-law
- Any of these relationships arising from adoption.

III. GENERAL OPERATING PROCEDURES

Orientation Period

All new employees of the Howell Area Parks & Recreation Authority will be required to successfully complete a minimum probationary/orientation period of ninety (90) work days. During the probationary period, the employee can be terminated at any time and will not be subject to the Authority's progressive discipline policy. During the probationary/orientation period, employees will be provided with instruction and guidance from their supervisors and co-workers as appropriate. Employees should seek job and performance clarification and actively participate in their orientation to the Authority and their jobs.

Upon completion of ninety (90) work days of employment, the employee will be evaluated by his/her Department Head and a decision rendered regarding the probationary status. At the discretion of the Department Head, the probationary period can be extended in ninety (90) work day increments. The employee will be evaluated upon completion of each subsequent increment of the probationary period. An employee's orientation period does not affect his/her at-will status. Consequently an employee may be terminated before the end of the ninety (90) work day orientation period. At no time shall the probationary period extend beyond one year of service.

Work Week

The normal workday for all full-time Authority employees is eight (8) hours. The work week typically consists of five (5) consecutive workdays for a total of forty (40) hours per week. The regular work week for most departments is from 8:00 a.m. until 5:00 p.m., Monday through Friday, except in cases where proper public service requires alternate scheduling. An employee's work schedule shall be determined by the Director or Department Head in accordance with the requirements of that department. Some employees may be required to attend board, commission, and/or City Council meetings and make public presentations outside of regular business hours.

Alternate Work Schedules:

The Howell Area Parks & Recreation Authority will consider alternative work schedules to assist employees in meeting their work performance goals, personal goals, and/or family needs. All requests for alternative work schedules will be considered on a case-by-case basis. Factors to be used in considering an alternative work schedule will include, but are not limited to, the ability to accomplish work goals, the ability to provide coverage for departmental operations, and the maintenance of public service. Alternative work schedules shall include the following:

Flex Time: The employee works the standard 40 hours per week but observes a daily schedule that alternates from the standard 8:00 a.m. to 5:00 p.m. workday. To ensure continuity of service within a department, flextime is not meant to address incidental scheduling concerns.

In all cases, alternative work schedules must comply with the following:

1. All full-time employees must work a total of 40 hours per week.
2. All departments must be open and available to provide service to the public during the regular workday.
3. All requests for alternative work schedules must be made in writing to the Director and include a description of the alternative work schedule, the impact on Authority operations, and how the employee's job responsibilities will be handled during regular departmental hours when the employee is not present.
4. The Director in consultation with Department Heads must evaluate and approve all requests for alternative work schedules prior to implementation. This evaluation will include an assessment of the impact on the department to include other employees and delivery of service to the public, the employee's job responsibilities and their required interaction with other employees and departments, and the employee's demonstrated level of responsibility and dependability.

Alternative work schedules must remain in effect for a minimum of 90 days unless a shorter time frame is specifically approved by the Director.

The Authority reserves the right to eliminate alternative work schedules if it is determined that the schedule has negatively impacted the operations of the Authority. In the event that it becomes necessary to eliminate an employee's alternative work schedule, the Authority will provide written notification to the employee thirty (30) days in advance of the termination.

Overtime for Non-Exempt Employees

Employees who are defined as non-exempt by the Fair Labor Standards Act (FLSA) will be paid over-time in accordance with the following. Designation of over-time status will be included in the employee job descriptions.

All overtime must be authorized by the Director.

All time worked in excess of forty (40) hours per week will be paid at the rate of time and one-half (1.5) times the base hourly rate.

Full-time employees working in excess of eight (8) hours per day or on Saturday that is not considered a regular work day will be paid at the rate of time and one-half (1.5) times the base hourly rate.

Full-time employees required to work on a Sunday that is not considered a regular workday for the employee, will be paid at the rate of two (2) times the base hourly rate.

Full-time employees will be compensated at the rate of two (2) times the base hourly rate, plus the normal holiday pay, for all time worked on a recognized holiday pursuant to the Personnel Policy Manual.

Exempt Employees

Employees who are defined as exempt by the FLSA may be required to work more than forty (40) hours in a particular workweek, but will not be paid overtime pay.

Pay Day

Employees will be paid every other Thursday (bi-weekly) for the pay period ending the previous Saturday. If the normal payday is a holiday, the pay will be issued on Wednesday of that week. Written authorization must be made for the Authority to release a paycheck to any individual other than the employee.

Paychecks may not be cashed prior to payday. Employees receiving and cashing their paycheck prior to payday will be responsible for any fees or penalties incurred by the Authority.

Employees will be responsible for any fees incurred by the Authority for lost paychecks.

In the event that an employee will be out-of-town or unable to receive their check on the regular payday, they may request a paycheck in advance. Requests for paychecks in advance must be made in writing and submitted to payroll at least one week in advance of the day the check will be issued.

It is the Authority's policy to comply with the Fair Labor Standards Act (FLSA) when making deductions from employee's wages. Exempt employees who believe that a deduction from his/her wages is prohibited by the FLSA should contact his/her supervisor immediately to report the deduction. Upon determination that a prohibited deduction has been made, the amount of the deduction will be reimbursed to the employee.

Garnishments

Garnishments will be handled as required by law, but when legally permissible, employees may be charged for the additional costs and workload they place on our office personnel.

Break Periods

Employees are allowed a one-half (.5) hour or one (1) hour unpaid lunch break, depending upon the department. The Director or department head determines scheduling of lunch breaks. Additionally, employees may take one rest break, not to exceed fifteen (15) minutes, for each four (4) consecutive hours worked per day. Timing and location of breaks are subject to the needs of the department. Breaks may not be saved and accumulated, combined with lunch periods, or used at the beginning or end of a day. Employees are expected to limit all lunch and rest breaks to the specified time limits. Lunch periods are intended as your own personal time. Employees are relieved of all work-related duties during their lunch period and may leave the premises. Employees required to remain on the premises and on-duty during their lunch break will be compensated for their lunch period at their regular rate of pay.

Attendance

Prompt and regular attendance is crucial to job performance and customer service. Whenever possible, advance authorization should be obtained from a supervisor when an employee anticipates being absent or late.

If an employee cannot report for work as scheduled because of an emergency or illness, and it is not possible to obtain advanced authorization, the employee is expected to contact either their supervisor or another member of management as early as possible, but no later than the start of their shift. In the event that the circumstances surrounding the absence make such reporting impossible, such notification shall be made as soon thereafter as is possible.

If an employee does not report for work and fails to notify the Authority for 3 consecutive days as to the reason for absence, the Authority will consider the unexplained absence a voluntary quit and process the employee's termination.

Employees will be required to provide the reason for absence and when (*date and time*) they expect to return to work. Reporting an absence does not excuse the absence. Employees may be required to substantiate the reason for the absence or lateness.

A deduction will be made from the employee's pay or accumulated leave bank for each full or fractional absence during the workday. Unnecessary, habitual and/or frequent tardiness or absences will result in disciplinary action up to and including discharge.

Outside Employment

Employees must notify their Department Head and the Director prior to engaging in outside employment. The Authority reserves the right to deny any outside employment that interferes with the employee's ability to adequately perform their responsibilities with the Authority or creates any conflict of interest

with their Authority responsibilities. Employees failing to notify their Department Head and the Director of their outside employment or engaging in outside employment that creates a conflict of interest and/or interferes with the performance of their Authority responsibilities will be subject to disciplinary action up to and including termination.

Courtesy to Citizens

All employees are expected to treat every citizen, whether that citizen is a resident within the Authority jurisdiction or not, in a respectful and courteous manner. Inquiries, questions and complaints should be addressed in a prompt and professional manner. In dealing with upset citizens, employees are encouraged to remain calm and composed and if possible, direct the individual to an appropriate person for assistance.

Personal Appearance & Hygiene

The Authority has adopted a Business Casual Dress policy. However, departmental operations may necessitate a dress requirement different than business casual. Department Heads are responsible for determining the appropriate attire for their department.

Business casual attire means clothing that allows employees to feel comfortable at work, yet appropriate for an office environment. Business casual attire includes, but is not limited to, slacks, khakis, polo and cotton shirts, skirts and dresses, turtlenecks, sweaters, and/or loafers, etc. Employees should take their workday schedule into account and wear customary business attire when appropriate, such as when representing the Authority at an outside community function.

Upon approval of the department head, casual attire may be permitted on Fridays. Casual attire includes blue jeans, t-shirts, sweatshirts and athletic shoes. Clothing containing suggestive words or pictures should not be worn. Examples include obscenity, nudity, and other suggestive printed designs on blouses, shirts and pants.

Employees are reminded that personal cleanliness, appearance, and demeanor reflect on the professionalism of the Authority and commitment to public service. Each employee is expected to demonstrate a positive attitude and an appropriate appearance for his/her position. Employees are expected to take pride in their personal appearance and assure cleanliness and neatness in their hair, clothing, uniforms, and shoes.

Department Heads and/or supervisors are responsible for interpreting and enforcing dress and grooming standards within their department. The Department Head will counsel any employee who does not meet the standards of the department. If the employee's appearance is unduly distracting or inappropriate, the employee may be sent home to correct the problem.

Repeated disregard for the dress and grooming policy may result in disciplinary action.

Safety

Every employee of the Howell Area Parks & Recreation Authority has a personal and vital responsibility to work safely and promote safety. Employees are required, as a condition of employment, to perform their work in a way that will prevent injury and illness to themselves and fellow workers and prevent property damage. All employees are responsible for the following:

1. Actively promoting a safe work environment
2. Complying with all Authority safety policies and regulations
3. Reporting all accidents, incidents and injuries immediately
4. Making recommendations for improving safety
5. Being alert to safety and health hazards and correcting or reporting them
6. Performing all work in a safe manner
7. Using tools, equipment and vehicles safely and for their intended use
8. Keeping work areas clean, orderly and free from hazards

Political Activity

The Authority does not discourage political participation and activity by employees. However, certain restrictions are imposed to insure the integrity and impartiality of the Authority. Employees engaging in political activity must adhere to the following:

1. Employees shall not engage in political activities on behalf of a candidate, either partisan or non-partisan; distribute or circulate literature or materials either for or against an issue, question or campaign, during those hours when the employee is being compensated for the performance of his/her duties as a Howell Area Parks & Recreation Authority employee or when representing the Authority.
2. Solicitation and the distribution of political literature or materials are prohibited during working hours. Working hours includes the actual working time (excluding lunches or meal periods) of both the individual engaged in the solicitation or distribution and the employee to whom it is directed.
3. Employees of the Authority shall not solicit, receive, or be involved in any manner in the assessment, subscription, or contribution for any political purpose whatsoever during those hours when the employee is performing his/her duties as an employee of the Authority.
4. Authority equipment, materials and supplies, including Authority letterhead, shall not be used to engage in political activity.

Drug/Alcohol Free Workplace

The Howell Area Parks & Recreation Authority is dedicated to maintaining a safe and drug free workplace. The Authority recognizes that alcoholism and drug dependence are an illness for which there is effective treatment and rehabilitation. The Authority encourages any employee with a chemical dependence problem to seek professional treatment before the problem becomes a deterrent to job performance. To comply with the Drug-Free Workplace Act of 1988, the Howell Area Parks & Recreation Authority has adopted and all employees are required to adhere to the following policies:

1. The unlawful manufacturing, sale, distribution, dispensation, possession, and/or use of a controlled substance are prohibited while on Authority property or on Authority time.
2. The consumption or possession of open alcoholic beverages or controlled substances (those not provided by prescription) during working hours or on Authority premises is prohibited.
3. Employees are prohibited from transporting or storing alcoholic beverages or controlled substances in Authority vehicles or on Authority premises.
4. Employees are prohibited from appearing for work or remaining on duty while under the influence of or while impaired by alcohol or the current illegal use of controlled substances.
5. The Authority reserves the right to require an employee to submit to a drug and/or alcohol test when there is a reasonable basis to believe that an employee is impaired or incapable of performing his/her assigned duties. Refusal to submit to a drug and/or alcohol test will result in discipline up to and including discharge.
6. Any employee involved in an on-the-job accident while operating Authority vehicles or equipment will be required to submit to a drug and/or alcohol test. Refusal to submit to the drug and/or alcohol test will result in disciplinary action up to and including discharge.
7. Violation of this policy is grounds for disciplinary action up to and including immediate termination.

Search Policy

The Authority may, at its discretion, inspect any locker, package, desk, tool box, vehicle or other personal belongings brought onto Authority property in connection with the investigation of any rule or violation or in the maintenance of a safe workplace. Employees will cooperate in all investigations of suspected rule and policy violations or of workplace safety.

Smoke Free Workplace

Smoking is prohibited in all Authority buildings, facilities, and vehicles. Smoking is also prohibited by employees at all leased sites and grounds used by the Authority for recreational and enrichment programs.

Use of Authority Resources

All Authority facilities, equipment, and supplies are provided by the public and are intended to be used for public purposes. To protect and conserve these resources, employees are expected to comply with the following provisions:

Care of Equipment: The Authority owns and maintains a wide array of equipment. Employees are expected to follow prescribed procedures for equipment and vehicle usage. Should an employee experience a malfunction or be involved in an accident, the incident should be immediately reported to the appropriate Department Head. Intentional misuse, abuse or careless use of equipment may result in disciplinary action, up to and including discharge.

Phones: Telephones, both land lines and cell phones, are provided for the purpose of completing work assignments. The personal use of cell phones or land lines, whether Authority owned or employee owned, is not permitted during working hours except during breaks, lunches, to contact the Authority, or in the event of an emergency. Personal phone calls made on the Authority's equipment must be local calls. Employees may not use the Authority's phone system for personal long-distance calls, except in the case of an emergency. If a personal long-distance call is made, the employee will be responsible for paying for that call.

Vehicles: Employees who use Authority owned vehicles are not permitted personal use of the vehicle. Seat belts must be worn at all time while operating or riding as a passenger in an Authority vehicle. Employees are expected to follow all driving laws and safety rules while operating an Authority vehicle.

Cash and Valuables: Employees responsible for the security of cash and other negotiable papers shall ensure that said materials are maintained in a secure manner. Said employees will be held personally responsible for loss of any such document resulting from the lack of proper security.

Equipment, Facilities and Supplies: Employees are to use the Authority's equipment facilities and supplies only for public service. Under no circumstances shall an employee be permitted to utilize or borrow Authority property or equipment for personal use.

Notification of Policy Changes & Updates:

Written notification will be provided to employees regarding changes in Authority policy and other matters related to employment.

Rules of Conduct

The Howell Area Parks & Recreation Authority expects employees to act in a professional manner at all times and to utilize common sense and good judgment. The following rules of conduct are designed to protect the rights of all employees. Violations of the rules will, at the discretion of the Authority, result in disciplinary action up to and including discharge. These rules of conduct are not intended to be all inclusive of the proper standards of conduct or other obligations of employees. The Authority reserves the right to take disciplinary action for other offenses not specifically listed here. This listing of Rules of Conduct and any discipline taken under these rules does not modify the at-will status explained in the Introduction section of this Manual.

1. Unsatisfactory work performance;
2. Insubordination (disobedience to authority or failure to follow instructions);
3. Theft, unauthorized removal of property, or misappropriation of Authority funds;
4. Fighting or violent behavior in the workplace ;
5. Violation of any of the Authority's policies including those contained in this manual;
6. Causing hazardous or unsafe working conditions;
7. Possession of weapons on Authority premises or during working hours unless licensed and authorized to do so;
8. Falsification of personnel or other records;
9. Absence without notification or permission;
10. Loafing, sleeping on the job, neglect or failure to perform assigned duties;
11. Damage to, destruction of, or misuse of property and equipment belonging to the Authority or its employees;
12. Threatening, intimidating, coercing or interfering with employees;
13. Improper recording of time or having another employee complete your time card, or punch your time card;
14. Refusal to work overtime or working overtime without permission;
15. Conducting personal business on Authority time and/or utilizing Authority property;
16. Use of specialized Authority equipment without proper training and/or authorization;
17. Engaging in other employment without prior notice to the Authority or during a medical or workers compensation leave of absence;
18. Any action which threatens the safe or efficient operation of the Authority;
19. Failure to cooperate in the investigation of an offense or in the maintenance of a safe workplace;
20. Personal conduct which is obnoxious or abusive to other employees including gossip, rumors and statements of a defamatory nature;
21. Unauthorized entry into Authority facilities or leased facilities during non-work hours;
22. Using, removing or disclosing employee lists or confidential information of any nature without prior written authorization from the Authority.

Gifts and Gratuities:

Employees of the Howell Area Parks & Recreation Authority are prohibited from soliciting or accepting any gift or gratuity from any individual, business, firm or organization for any service rendered by the employee. If a gift, gratuity, or tip arising out of an employee's work for the Authority is received, by mail or personal delivery to either the employees home or office, he/she shall promptly report the gift, gratuity or tip to the Director

Termination of Employment

1. Voluntary Termination: An employee resigning his/her position should provide the Authority with written notification indicating the effective date of resignation. In the case of retirement, it is recommended that an employee provide the Authority with a minimum of thirty (30) days written notice.

2. Lay-offs/Reduction-in-Workforce: Notification of lay-offs will be made in writing to the affected employee(s) and will stipulate the terms of the lay-off, including provisions for recall. Every effort will be made to provide the employee with as much notice as possible prior to a lay-off.

3. Recall from Lay-off: When vacancies occur or if additional work is available, laid-off employees possessing the appropriate qualifications shall be called back to work in order of their seniority with the Authority. Determination of the employee's qualifications and ability to perform the work available shall be made by the Authority. The employee shall be notified of such recall by certified mail using the employee's last known address. After one (1) year on lay-off status, employees will be automatically terminated.

In the event that a laid-off employee does not report or accept recall within three (3) workdays, such employee shall lose all recall rights.

4. Return of Property: An employee leaving the Authority for any reason shall return all Authority owned property, keys and/or equipment in his/her possession to the applicable department.

IV. DISCIPLINARY PROCEDURE

The Howell Area Parks & Recreation Authority supports the use of progressive discipline to address conduct issues and to encourage employees to become more productive workers and conform their behaviors to the Authority's standards and expectations. The Authority may discipline employees for reasons including, but not limited to:

- Neglect of Duty

- Insubordination
- Violation of any of the Authority's Personnel Policies or Work Rules
- Taking or fraudulently using Authority property
- Unsatisfactory performance of duties or work assignments
- Infractions of any ordinances, rules, and/or policies of the Authority
- Violation of Federal, State or Local laws

The normal steps for disciplinary action are described below. However, the Authority reserves the right, at its sole discretion, to alter the disciplinary steps based on the severity of the circumstances. Factors that will be considered in determining the appropriate disciplinary action will include, but are not limited to, the nature of the offense, the employee's past performance, and/or the frequency and nature of previous disciplinary action.

Verbal Reprimand: The employee will receive verbal notice that his/her behavior and/or performance are unacceptable. The verbal reprimand will define the improvement or corrective action required and provide notice to the employee that failure to comply with the verbal reprimand will result in further disciplinary action. A record of the verbal reprimand, including the date, nature of the offense, and required corrective action, will be recorded in the employee's personnel file.

Written Reprimand: The employee will receive written notice that his/her behavior and/or performance are unacceptable. Such notice shall contain a statement of the reason for the action, the corrective action required, the time frame for completion of the corrective action and the possible results if the employee fails to comply. A written reprimand will be placed in the employee's personnel file.

Suspension: Suspension without pay shall be implemented when other disciplinary measures have been taken without success and it is believed that suspension will result in the necessary improvement in the employee's conduct and/or performance or when warranted based on the severity of the offense. The decision to suspend an employee will be made by the Director. Prior to suspension, the employee will be provided with written notice of the charge(s), along with any supporting evidence, and be given an opportunity to respond. The length of the suspension shall be determined by the Director based on the severity of the offense.

Termination: Termination of employment will be used when other means of improving the employee's conduct and/or performance have been unsuccessful or when warranted based on the severity of the offense. The decision to terminate employment will be made by the Director based upon the recommendation of the Department Head. Notice of termination will be provided in writing and will include the nature of the offense(s). The terminated employee will be given an opportunity to respond.

Termination Appeal Procedure

Termination Appeal Procedure is a review of the decision to terminate by the Director. An employee who has been terminated from employment and who desires to challenge the termination must submit to the Director a written notice of appeal within five (5) working days of the termination. The notice must state every reason why the employee contests the termination and must specify the relief sought by the employee. Once the appeal has been submitted in writing, a meeting will be held by the Director within ten (10) working days of receipt of the Appeal. After this meeting, a written decision will be given to the employee within ten (10) working days. If mailed, the decision will be mailed certified mail, return receipt requested, to the address designated by the employee in the termination appeal.

V. COMPENSATION & LEAVE TIME

Compensation Philosophy:

It is the intent of the Howell Area Parks & Recreation Authority to provide fair and equitable wages to its employees and to establish a pay system that recognizes employee performance. To accomplish this, the Authority utilizes a compensation plan comprised of pay ranges. This pay plan is intended to ensure:

- Internal pay equity
- A method by which employees may progress as experience and expertise is acquired.

Prior to the beginning of each fiscal year, the Howell Area Parks & Recreation Authority's board of trustees considers and, as appropriate, approves adjustments to the Authority's compensation plan. In order to be eligible for any increase in pay, an employee must receive at least a satisfactory rating in their annual performance evaluation.

Performance Evaluation: Employees will receive a formal performance review on at least an annual basis. Employees have the right to read and discuss their evaluation and file a statement concerning any points of disagreement. The evaluation process will include the establishment of goals and objectives for the employee. At the conclusion of the evaluation process, evaluation forms will be filed in the employee's personnel file. Performance evaluations will be considered when determining future pay increases, promotions, job reassignment, and disciplinary action. Employees must receive at least a satisfactory performance evaluation in order to be eligible for any pay increase awarded by the Authority.

Paid Leave Time

Holidays

The following dates shall be recognized as paid holidays for regular full-time employees. When a holiday falls on a Saturday, the preceding Friday will be taken as the holiday. When a holiday falls on a Sunday, the following Monday will be taken as the holiday. In order to receive compensation for the holiday, an employee is required to work as scheduled the day before and the day after the holiday unless the time is taken as an approved paid leave day.

New Year's Day	Labor Day
Martin Luther King, Jr. Birthday	Thanksgiving Day
Presidents Day	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve

Paid Time-Off -- VACATION/PERSONAL DAYS

The Howell Area Parks & Recreation Authority offers paid vacation and personal time to full-time staff members for their rest and recreation away from work. The Howell Area Parks & Recreation Authority recognizes the value of time away from work responsibilities and encourages staff members to use all accrued vacation benefits on a timely basis.

All full-time exempt employees are entitled to paid vacation, the amount of which is commensurate with length of full-time employment. Full-time exempt employees will be credited with the entire leave bank at the beginning of the fiscal year. If employment is terminated before the end of the fiscal year, leave time will be pro-rated for the months served and either a pay-off will be made by the Authority or a reimbursement will be made by the employee back to the Authority. For all new full-time exempt employees, vacation days may be taken at any time after the probationary period of 90 days.

Vacation requests must be submitted in writing to the Director at least 10 days in advance of requested days off for approval. The time off must be taken within the fiscal year and cannot be carried over from one year to the next, unless it is agreed to in writing by the Director.

Vacation days for full-time exempt staff is based on length of employment as follows:

<u>Years of Service</u>	<u>Days per Year, Leave Bank</u>
1st – 3rd	10 days

4th - 7th	15 days
8th & beyond	20 days

Payment for vacation hours is subject to applicable payroll taxes.

In the event of the death of an employee, all compensation due in accordance with the policies of the Authority shall be paid to the legal representative of the employee's estate or other properly designated beneficiary.

Part-time employees are not eligible for paid vacation benefits.

Paid Time Off – SICK/EMERGENCY LEAVE

For times of illness, tragedy, or personal hardship, the Howell Area Parks & Recreation Authority provides full-time exempt employees with paid leave. Sick leave is accumulated at .8333 days per month earned up to a maximum of ten (10) days per year. Sick leave may be taken in 1 hour increments to facilitate the need for doctor's appointments. So that arrangements can be made for work coverage, employees needing sick or emergency leave are asked to notify the Director as soon as possible. The Howell Area Parks & Recreation Authority reserves the right to require documentation of time away.

Employees are encouraged to schedule medical appointments either at the beginning of the day or at the end of the day whenever possible.

Unused sick days are not eligible for reimbursement upon an employee's termination.

In the case unscheduled leave time, an employee shall inform his/her department head no later than the start of his/her shift if he/she cannot report to work. Any employee who fails to report in this manner shall not be entitled to paid leave day benefits for that day. In the event that the circumstances surrounding the absence make such reporting impossible, such notification shall be made as soon thereafter as is possible.

Part time employees are not eligible for paid sick days.

Short & Long-Term Disability Benefits

A short and long-term disability insurance program will cover all full-time exempt employees. Said insurance program will cover non-duty related injury or illness.

Short-term Disability: Employees will be compensated at the rate of 60% of the base wage to a maximum of \$700 per week in accordance with the terms and conditions of the disability insurance policy. A copy of the policy will be provided to each employee. Short-term disability benefits will

begin on the first day of hospitalization, the first day of accidental injury, or the eighth calendar day of unhospitalized illness. However, if an employee qualifies for disability, the Authority will cover 100% of the five (5) workdays in the eight-day waiting period. An employee must use accumulated paid leave time (Vacation and Sick Leave) to supplement the short-term disability benefits.

Light Duty: An employee on short-term disability leave that is released for work with restrictions that can be accommodated by the Authority may, at the Authority's sole discretion, be assigned to a light duty assignment. The Authority will determine the availability, duration, hours and shift of any light duty assignment

Long-term Disability: Employees will receive a long-term disability benefit of 60% of their base wage to a maximum of \$5000 per month in accordance with the terms and conditions of the disability insurance policy. A copy of the policy will be provided to each employee. Long-term disability will begin after 180 days of disability due to the same or a related sickness or injury. In the event an employee is placed on long-term disability, the employee will be entitled to full medical, prescription, dental, vision and life insurance for the period of one (1) year from the date the disability began or until Social Security Disability is approved, whichever is shorter. At the end of the one (1) year period or the inception of Social Security Disability coverage, whichever comes first, the employee may be eligible for retiree health benefits.

Employees returning from a disability leave must provide the Authority with a physician's statement releasing the employee to return to work. The Authority reserves the right to send the employee to the Authority's designated physician for an evaluation prior to returning to work after a disability leave.

Bereavement Leave

Full-time exempt employees shall be allowed the following leaves of absence, with pay, as bereavement leave. Bereavement leave will not be deducted from the employee's accumulated paid leave time.

- Five (5) days for the death of a spouse or child.
- Four (4) days for the death of a parent.
- Three (3) days for the death of a sister, brother, mother-in-law, father-in-law, stepchildren, grandchildren.
- Two (2) days for the death of stepparents.

- One (1) day for grandparents, brother-in-law, sister-in-law, or member of the employee's immediate household.

Jury Duty

Any employee who is called to and reports for jury duty shall be paid by the Authority for each day, not exceeding ninety (90) days per year, partially or wholly spent in performing jury duty if the employee would have been scheduled to work for the Authority. The employee will be paid their regular rate of pay for the time spent on jury duty. When the employee has completed his/her jury duty, he/she will reimburse to the Authority any jury pay received, less deductions for mileage and parking. An employee must give the Authority prior notice that he/she has been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days for which payment is claimed.

Employees required, either by the Howell Area Parks & Recreation Authority or any public agency, to appear before a court or such agency on matters related to their work for the Howell Area Parks & Recreation Authority shall be deemed at work during the period of time they are scheduled to appear.

LEAVE OF ABSENCE

Medical Leave Of Absence

If a full-time exempt employee is off for an extended period of time due to a physical or mental illness, the employee may request a leave of absence not to exceed one (1) year. Any leave of absence granted shall be without pay except for that portion covered under accumulated paid leave time and/or disability benefits. Employees will be required to utilize their accumulated paid leave time before any unpaid leave.

To qualify for a medical leave of absence, the employee must submit a physician's certificate stipulating that the employee is unable to work, the reason therefore, and an estimated return to work date. The Authority reserves the right to require the employee to furnish additional medical certificates verifying the continued need for medical leave of absence. Said verification must be submitted within thirty (30) days of the Authority's request. The Authority reserves the right to require the employee to be examined by a physician of the Authority's choosing at the Authority's expense. Failure to appear for an appointment with the Authority's physician will result in termination of the leave of absence.

During an unpaid leave of absence, life insurance, hospitalization, dental and vision insurance will be provided by the Authority in accordance with the terms and conditions of the Family and Medical Leave Act. Once FMLA leave time has been exhausted, the employee may continue benefits, at their expense, under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

If a full-time exempt employee is off for an extended period of time due to the prolonged illness of his/her spouse or children, the employee may be granted, at his/her request, a leave of absence not to exceed ninety (90) days, or a length of time equal to his/her accumulated leave days, whichever is greater.

Military Leave:

During a military leave, either paid or unpaid, employees will be granted all benefits and rights in accordance with the applicable laws and regulations.

Paid Leave of Absence: Military leave is a paid benefit granted to eligible employees who are former members of the armed services or members of the organized reserve forces of any of the armed services of the United States or the National Guard and are on federally funded military duty for training. Paid military leave will not exceed fifteen (15) calendar days in any fiscal year. To be eligible for paid leave, the employee must provide military orders or other official military documentation validating military leave requirements to their supervisor as soon as possible. The employee will be paid their regular rate of pay for the time spent on military leave to a maximum of 15 days. When the employee has completed his/her military leave, he/she will reimburse to the Authority any military pay received. If active duty exceeds fifteen (15) calendar days in any fiscal year, the employee may elect to be placed on unpaid leave of absence or utilize their accumulated vacation leave for the remainder of the training period.

Unpaid Leave of Absence: Employees called voluntarily or involuntarily for military service will be placed on inactive status with the Authority. Prior to the beginning of the leave, employees must provide notice, verbally, in writing or by submitting a copy of their orders. Upon completion of military service, employees may seek re-employment in accordance with Federal and State law. Employees will receive accrued service time and benefits as determined by law at the time of re-employment.

VII BENEFITS

Each full-time exempt employee shall be entitled to the benefits as described below. The Authority reserves the right to modify these and other benefits at any time. In the case of health insurance, this may involve eliminating or expanding particular coverages, contracting with different health insurance carriers, re-insurance carriers or self-insuring.

Health Insurance:

THIS IS WHAT WE HAVE IN THE MANUAL NOW:

The Authority will provide full-time exempt employees with the Blue Cross Blue Shield Flexible Blue PPO or an equivalent coverage through another carrier. The

coverage shall include a \$2000 deductible for single coverage and a \$4000 deductible for two-person/family coverage with no co-pays after the deductible has been met. The Authority will establish a Health Reimbursement Account (HRA) and will fund 100% of the deductible through the HRA. The Health Reimbursement Account will be owned by the Authority and any funds not expended for deductibles during the plan year will revert back to the Authority. The employee will be required to contribute 4% of base pay towards the premiums for health insurance coverage. The employee premium contribution will be deducted from the employee's pay on a pre-tax basis. The Authority reserves the right to select and change providers.

Dental coverage is currently provided through the Blue Cross Blue Shield of Michigan Traditional Plus Dental Plan. Vision coverage is currently provided through Blue Cross Blue Shield of Michigan Blue Vision-VSP Plan.

The Authority reserves the right to modify these and other benefits at any time. In the case of health insurance this may involve changing coverage levels, co-pays, deductibles, and providers. For specific coverage information, employees should refer to the insurance plan documents.

THIS IS LANGUAGE THAT WE ARE PROPOSING TO CHANGE BASED ON CURRENT COVERAGES:

The Authority will provide full-time exempt employees with Priority Health PPO or an equivalent coverage through another carrier. The coverage shall include a \$2500 deductible for single coverage and a \$5000 deductible for two-person/family coverage with a \$10/\$40 prescription co-pay after the deductible has been met. The Authority will establish a Health Savings Account (HSA) and will fund 100% of the deductible through the HSA. The employee will be required to contribute 5% of base pay towards the premiums for health insurance coverage. The employee premium contribution will be deducted from the employee's pay on a pre-tax basis. The Authority reserves the right to select and change providers.

Dental coverage is currently provided through the Blue Cross Blue Shield of Michigan Traditional Plus Dental Plan. Vision coverage is currently provided through Blue Cross Blue Shield of Michigan Blue Vision-VSP Plan.

The Authority reserves the right to modify these and other benefits at any time. In the case of health insurance this may involve changing coverage levels, co-pays, deductibles, and providers. For specific coverage information, employees should refer to the insurance plan documents.

Retiree Health Insurance:

The Authority will establish a retiree health savings account for full-time exempt employees. Funds deposited in the account will be owned by the employee and upon retirement, may be utilize to pay medical expenses or purchase retiree health insurance coverage. The Authority will match employee contributions into the account up to a maximum of \$2,000 per year.

Payment In Lieu Of Health Insurance

A regular full-time exempt employee of the Howell Area Parks & Recreation Authority, can voluntarily opt out of the Authority's health care plan if coverage is available through another source. The Authority will pay a lump sum as set by Howell Area Parks & Recreation Authority Board of Trustees to an employee that elects to opt out of the Authority's health care coverage. Said lump sum payment will be made to the employee at the end of each full fiscal year that the employee has opted out of the Authority's plan.

An employee opting out of the Authority's insurance program will be required to sign a waiver of coverage. Employees waiving coverage are not eligible to receive insurance coverage through the Authority until the next open enrollment period. In the event that the employee experiences a qualifying life altering event (such as loss of coverage through their spouse), coverage will be extended through the Authority's plan in accordance with the terms and conditions of the health insurance policy. The Authority reserves the right to amend the formula or eliminate the payment in lieu of health insurance based upon the Authority's financial condition.

Life Insurance

Full-time exempt employees who have completed the probationary period of 90 days of full-time employment shall receive an employer paid term life insurance policy in the amount of \$50,000. The policy shall contain an accidental death and dismemberment (AD & D) provision that would serve to double the insurance payout under certain circumstances in accordance with the terms and conditions of the policy. A copy of the life insurance policy will be provided to each covered employee.

Retirement

The Authority will establish a defined contribution retirement plan through the ICMA Retirement Corporation covering all full-time exempt employees. The employer contribution to the plan will be 10% of base pay. The employee has the option of voluntarily contributing up to 5% of base pay.

The Authority will also establish a voluntary 457 Deferred Compensation program through the ICMA Employees. All full & part-time employees have the option to participate in the deferred compensation program.

Social Security

Employees of the Howell Area Parks & Recreation Authority are covered by Social Security, a Federally administered plan for supplemental old age pensions and survivor's insurance. A percentage deduction is made from the employee's wages according to the Social Security schedule. Questions concerning Social Security should be directed to any Social Security office.

Worker's Compensation

The applicable Workers Compensation laws cover all employees. The Authority further agrees that an employee eligible for Workers Compensation will receive, in addition to the Workers Compensation benefit, an amount to be paid by the Authority sufficient to make up the difference between the Workers Compensation benefit and the employee's normal base pay. This additional compensation will be provided for the first year an employee is off work due to a covered Workers Compensation injury or illness. At the end of the one-year period, the employee may use any accumulated paid leave time benefits to supplement the Workers Compensation benefit.

Light Duty: An employee released for work with restrictions that can be accommodated by the Authority may, at the Authority's sole discretion, be assigned to a light duty assignment. The Authority will determine the availability, duration, hours and shift of any light duty assignment.

Trade Associations

Employees are encouraged to join and participate in the Michigan Recreation and Parks Association and other organizations that serve and advocate for recreation and parks both here in Michigan and Nationally. The Authority will pay reasonable expenses for membership dues, registrations, travel and meals subject to the budget and approval of the Director.

Unemployment Compensation

The Howell Area Parks & Recreation Authority contributes to the Unemployment Insurance Agency. Terminated employees are advised to refer questions of benefit eligibility to any office of the State of Michigan Department of Labor and Economic Growth Unemployment Insurance Agency.

COBRA: Consolidated Omnibus Budget Reconciliation Act

A federal law requires that most employers sponsoring health plans offer employees and their families the opportunity for a temporary extension of health coverage at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform employees of their rights and obligations under the continuation coverage provision of the law. Both the

employee and their spouse, if applicable, should take time to read this notice carefully.

Employees of the Authority that are covered by the Authority's insurance plan, have a right to choose this continuation coverage if they lose group health coverage because of a reduction in employment or the termination of employment (for reasons other than gross misconduct on the employee's part). If the employee elects to continue coverage, they will be required to pay a monthly premium, which will be indicated prior to electing to continue coverage.

The spouse of an employee covered by the plan, has the right to choose continuation coverage for himself or herself if group health coverage is lost under the plan for any of the following 4 reasons:

1. The death of the employee spouse;
2. A termination of the employee spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment;
3. Divorce or legal separation from the employee spouse; or
4. The employee spouse becomes eligible for Medicare.

In the case of a dependent child of an employee covered by the plan, including a child who is born or placed with you for adoption during a period of COBRA coverage, he or she has the right to continue coverage if group health coverage under the plan is lost for any of the following 5 reasons:

1. The death of an employee parent;
2. The termination of a parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with the City;
3. Parent's divorce or legal separation;
4. The employee parent becomes eligible for Medicare; or
5. The dependent ceases to be a "dependent child" under the plan.

Each employee or family member has the responsibility to inform the Authority of a divorce, legal separation, or child losing dependent status under the plan. When we are notified that one of these events has happened, we will in turn notify you that you have the right to choose continuation coverage. Under the law, you have at least 60 days from the date you would lose coverage because

of one of the events described above to inform the Authority that you want continuation coverage.

If an employee does not choose continuation coverage, group health insurance coverage will end.

If continuation of coverage is elected, the Authority is required to provide coverage, which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. The law requires that employees be afforded the opportunity to maintain continuation coverage for 3 years unless group health coverage was lost because of a termination of employment (for reasons other than gross misconduct) or reduction in hours. In that case, the required continuation coverage period is 18 months. If group health coverage is lost because of a termination of employment or reduction in hours and the employee is determined to be disabled as defined by the Social Security Act at the time of the termination or reduction in hours, or at any time during the first 60 days of COBRA coverage, the continuation coverage period is 29 months. However, the law also provides that continuation coverage may be cut short for any of the following reason:

1. If the Authority no longer provides group health coverage to any of its employees;
2. If the premium for continuation coverage is not paid;
3. If an individual becomes covered under another group health plan that does not contain any exclusions or limitations with respect to any pre-existing condition the individual may have.
4. If the employee becomes eligible for Medicare;
5. If the employee has extended coverage for up to 29 months due to disability and there has been a final determination that you are no longer disabled;
6. If an individual was divorced from a covered employee and subsequently remarry and are covered under the new spouse's group health plan.

This notice is provided as a matter of information only. It does not, and is not intended to create any contractual, legal or other rights. Rather, your rights are only as expressly set forth in the plan and in federal and state law. The Authority reserves the right to amend and/or change the plan as permitted by the terms of the plan.

In addition, a subsequent qualifying event and an initial qualifying event can extend the period of coverage for qualified beneficiaries.

APPENDIX A:

POLICY ON NON-DISCRIMINATION AND HARRASSMENT

PURPOSE

It is the Authority's philosophy and policy that any unlawful discrimination against any employee or applicant based on race, color, sex, sexual orientation, religion, national origin, age, handicap, height, weight, arrest record, veteran, marital status, or other factor prohibited by law will not be allowed or tolerated. This policy applies to all employment practices including recruiting, hiring, pay rates, conditions of employment and termination. For purposes of this policy, the term employee will include all Howell Area Parks & Recreation Authority personnel including appointed, full-time, part-time, temporary and volunteer workers.

HARRASSMENT:

The Authority prohibits any form of harassment, joking remarks or other abusive conduct directed at employees because of their race, color, sex, religion, national origin, age or handicap, height, weight, arrest record, veteran, marital status or membership in another protected group. Harassment is defined as any conduct including verbal, physical, and/or written, which is of a sexual, racial, religious, or other nature impermissible by law when:

Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment;

Submission to, or a rejection of, such conduct by an individual is used as a basis for employment decisions such as discharge, promotion, transfer, work assignments, salary, etc;

Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Examples of impermissible harassment include, but are not limited to:

Jokes, comments, insults, cartoons, pictures, personal conduct and mannerisms of a sexual, ethnic, racial, religious or other impermissible nature.

Stating or implying that deficient job performance is attributable to a person's gender, ethnic, racial, religious background or other impermissible characteristic.

Propositions or requests for sexual favors or physical contact which is sexual in nature.

Verbal abuse of a sexual nature, unnecessary touching, the display of sexually suggestive objects or pictures, or physical assault.

Procedure

An employee who believes that he/she has been subjected to harassment prohibited by law at work by any of the following, but not limited to, superiors, supervisors, co-workers, contractors, appointed officials, volunteer workers, visitors, customers, citizens, and suppliers/vendors shall report the incident immediately after it occurs to either his/her immediate department head. In circumstances where the immediate department head either participated in the prohibited activity or condoned the activity, a complaint may be filed directly with the Director. If the complaint of harassment prohibited by law is against the Director, the employee shall report the alleged occurrence to the Chairman of the Board of Trustees.

The Director, or their designee shall promptly investigate a complaint of harassment prohibited by law. Every reasonable effort will be made to handle all such complaints in a fair, impartial and timely manner. In order to protect both the person making the complaint and the person(s) against whom the complaint is made, every reasonable effort will be made to handle all complaints in a confidential and discreet manner. However, the Authority cannot guarantee strict confidentiality. The investigation conducted shall include interviews, where appropriate, with other witnesses to the alleged occurrence(s).

During the complaint investigation, work assignments or contact may be limited at the discretion of the Authority between the employee making the complaint and the employee against whom the complaint is made.

Retaliatory action or conduct of any kind taken by any employee of the Howell Area Parks & Recreation Authority, during or after the investigation, against an employee(s) filing a complaint is strictly prohibited and shall be regarded as a violation of this policy and subject to disciplinary action up to and including termination.

The complaining employee will be informed of the outcome of the investigation. In those circumstances where a violation has been shown to have occurred, appropriate action up to and including termination, will be taken against any employee(s) found to have engaged in harassment.

All employees, particularly department heads, have a responsibility for keeping the work environment free of harassment prohibited by law. Any employee who

becomes aware of an incident of harassment prohibited by law, whether by witnessing the incident or being told of it, must immediately report it to his/her department head or Director. When a department head becomes aware that harassment prohibited by law may exist, he/she is obligated to take prompt and appropriate action, whether or not the recipient of the harassment prohibited by law has filed a complaint.

Any questions, concerns, or other inquiries regarding conduct that is prohibited by this policy or the procedures contained herein shall be directed to the Director.

Non-Compliance

Failure to comply with this policy shall result in disciplinary action up to and including termination. Any employee who has an alleged misconduct complaint made against him/her and engages in retaliatory activities, during or after the investigation, shall be subject to disciplinary action, up to and including dismissal.

APPENDIX B:

INFORMATION SYSTEMS TECHNOLOGY POLICY

The purpose of this policy is to inform all Authority employees about the legal requirements and restrictions concerning the acquisition and use of software programs on the Authority's computer equipment, the responsibilities of each employee to protect the security and integrity of the Authority's Information Technology (IT) System's programs and data, the Authority's investment in that system, and restrictions regarding the use of e-mail and the Internet.

All employees are responsible for using the information system for work related purposes associated with Authority business, in a lawful and ethical manner, and in accordance with the Authority's policies and procedures. Use of the Authority's IT System, including e-mail, internet or telecommunication resources to send, receive, display, print or otherwise disseminate material that is fraudulent, harassing, threatening, illegal, embarrassing, sexually or racially offensive, intimidating or defamatory is prohibited.

All information retained and stored within the Authority's information system may be subject to Freedom of Information Act requests and made available to third parties.

I. Copyright Protected Software

Unauthorized duplication of copyrighted software is a violation of the Federal Copyright Law and can be subject to civil damages and criminal penalties including fines and imprisonment. Both the Authority as an organization and the Authority's employees as individuals are responsible for compliance with this law.

It is the Authority's policy to comply fully with the Federal Copyright Law, and the specific terms and conditions in the licenses for all software, which is used on the Authority's computer equipment. Specifically, every employee shall be responsible for complying with the following policies:

Every employee shall use the Authority's Information System in a manner that does not violate the Federal Copyright Law or the terms of the license related to the software being used.

No software program shall be used by more employees at any one time than are allowed under the program's licensing agreement. The use of programs on the network is controlled to avoid such a violation. Employees are prohibited from transferring any software from the Authority's Information System to any personal computer or disk, either directly or indirectly, without the specific permission of the Information Technology Manager and Authority Director.

No employee shall make a copy of any software on the Authority's IT System or any Authority personal computer, except for the Authority's own back-up purposes.

No employee shall take any original or duplicated copy of any software owned by the Authority for personal use. No employee shall give any original or duplicated copy of any software owned by the Authority to any outside third party.

No employee shall use any program on the Authority's IT system or any Authority computer for personal gain or for the advantage of any outside third party.

No software shall be loaded onto the Authority's IT System or any Authority computer, unless the Authority owns the original copy and proper license and is on file with the Information Technology Director. No employee shall load any software onto the Authority's IT system or any Authority computer without the specific authorization of the IT Director. The Authority shall conduct periodic audits of all computer equipment to verify compliance with this policy.

II. Software Specification Policy

The goal of the Authority is to establish an IT System, which is efficient, and effective for both the employees and the public and at the same time is economical to operate and maintain. To this end, the following standards for purchasing and developing Authority software shall be observed:

To the greatest extent possible, the Authority departments shall purchase software applications which are expected to have long-term publisher support and which do not require extensive in-house technical knowledge and support to operate. This may require that departments modify internal operations to conform to the software selected. Departments shall not contract for custom modifications to any software without the specific authorization of the Authority Manager.

The Authority shall standardize on one database management system, and shall develop all in-house programs on the basis of a standard, well-documented procedure for using that system, so that the Authority will not be dependent on the knowledge or presence of any individual employee in order to operate and maintain such programs.

III. Software Created By Employees

All software programs created by Authority employees, using the Authority's equipment and licensed software, are the property of the Authority of Howell and shall be subject to the same restrictions as provided for in the licensed software section of this policy, except if otherwise provided in an agreement between the Authority and such employee.

IV. Network Data Use & Security

In order to maintain the security and integrity of the Authority's network computer system, all employees shall comply with the following policies:

Every employee shall keep his/her personal network access passwords strictly confidential. Passwords should not be revealed to any other person, including any other employee. If the network system is accessed in an unauthorized manner using an employee's password, that employee will be held personally accountable regardless of the circumstances. If any employee is uncertain about the security of any personal password, it should be changed immediately.

No employee shall permit any unauthorized person to gain access to the Authority's IT system.

No employee shall furnish any information to any unauthorized person about the hardware or the software used by the Authority, nor the method of accessing the Authority's IT system, without the expressed written authorization of the IT Director.

Employees must log out of their computers when finished for the day or when leaving their work area for an extended period of time.

V. E-Mail

E-Mail is provided for business purposes only. Employees are authorized to retrieve and read only E-mail messages specifically addressed or directed to them. Employees shall not use E-mail to conduct their personal business affairs. E-mail solicitation, advertising or proselytizing that is not directly for the benefit of the Authority is prohibited.

The content of E-mail messages must not be objectionable. Creating, transmitting (uploading), copying or receiving (downloading) messages of an offensive, derogatory, objectionable or disruptive nature is a violation of Authority policy. In particular, messages containing obscenity, profanity, vulgarity, sexual content or innuendo, racial or ethnic slurs, gender-specific comments, or any deprecatory statements concerning age, sexual orientation, religious or political beliefs, national origin, physical characteristics, disabilities or other protected groups are prohibited.

All electronic mail messages are the property of the Authority and the employees should have no expectation of privacy. Electronic mail messages created or

received on the Authority's IT System may be considered official records of the Authority and retained as documentation of official policies, actions, decisions or transactions. Email communications are considered public records and are subject to requests under the Freedom of Information Act.

As a matter of policy, the Authority will not routinely monitor electronic mail messages. However, the Authority reserves the right to access messages for reasons including, but not limited to the following:

- Upon leaving employment with the Authority for any reason, a user's mail may be accessed for the purpose of saving those messages that pertain to Authority business;
- If required by law to do so;
- When necessary to investigate a possible violation of Authority policy;
- In the event that there is reasonable suspicion that a user has violated any of the prohibited uses in this policy.

Email accounts are backed up on a regular basis as part of the network operations. Deletion of email messages does not remove the message from the Authority's IT System.

Transmitting, copying or receiving copyrighted or trademarked materials, trade secrets, or proprietary information without prior authorization is prohibited.

VI. Internet

Internet access is intended to support the employee's ability to perform his/her job-related duties. This policy applies to use of the Internet utilizing the Authority authorized user ID thereby covering the employees' representation of the Authority.

Authority employees have an obligation to use their access to the Internet in a responsible and informed way; conforming to Internet etiquette, customs and courtesies; and representing the Authority in professional manner.

Downloading or installation of unauthorized programs or files from the Internet, including but not limited to games and attachments to e-mail messages, on a Authority of Howell computer is prohibited.

Prohibited use of the Internet includes, but is not limited to the following:

- Illegal activities
- Threats
- Harassment
- Slander and/or Defamation

- Sexually or racially offensive or derogatory messages, material or images
- Political endorsements
- Commercial activities
- To send chain letters
- Participating in chat rooms
- To send copies of documents in violation of copyright laws
- Using non-business software including games or entertainment software
- Activities resulting in or relating to personal gain or profit
- To compromise the integrity of the Authority in any way.

Employees using the Authority's IT system, including its software, email and Internet agree to comply with the provisions of this policy. Violations of this policy are subject to disciplinary action up to and including termination.

APPENDIX C

NOTICE OF PRIVACY PRACTICES

The following policy has been adopted by the Howell Area Parks & Recreation Authority in compliance with the Health Insurance Portability and Accountability Act of 1996 and the State of Michigan Social Security Number Privacy Act of 2004.

The Howell Area Parks & Recreation Authority is required by law to maintain the privacy of social security numbers and the health information it collects through its employee health benefit plans. This health information is also known as protected health information or “PHI”. To ensure the Authority’s compliance with privacy laws, the Director is designated as the Authority’s Privacy Officer.

What is protected health information (PHI)?

Protected health information is current, past or future information about plan participants that is created or received by the Authority through the Authority’s employee health benefit plans. It relates to physical and mental conditions of health plan participants, as well as descriptions of the health care given to a participant or payment for the health care given to a participant. Protected health information includes names, addresses, telephone numbers, social security numbers, dates of birth, and other information that may be used to identify an individual.

PHI does not generally include publicly available information, summarized reports containing generalized information which could not be used to identify an individual, or information contained as part of a participant’s employment file.

What is this Notice of Privacy Practices?

As part of the Authority’s commitment to maintaining the privacy of social security numbers and PHI, the Authority is providing a copy of this Notice of Privacy Practices to all employees of the Howell Area Parks & Recreation Authority. This notice is intended to inform you and your dependents of the types of PHI we collect, how the Authority utilizes social security numbers and PHI and when and to whom the Authority may disclose it.

The Authority is required by law to maintain the privacy of your social security number and PHI in accordance with this Notice of Privacy Practices, as long as the Notice remains in effect. The Authority may revise this notice or internal privacy practices as necessary. However, employees will be notified prior to any significant revision to the Notice of Privacy Practices.

What types of PHI does the Authority collect?

The Authority collects PHI through the health benefit plans offered to employees and their dependents. At times, the Authority may request PHI directly from the employee; however, the Authority may also collect PHI from health care providers, health plan administrators, health insurers, and other agents or affiliates of the Authority. If you receive short or long-term disability benefits and/or health care benefits through the Authority's health benefit plans, including workers compensation coverage, it is likely that the Authority will collect PHI which may include name, address, telephone number, social security number, date of birth and general information pertaining to health.

The organizations that administer or insure these plans – commercial health benefit plans, health insurers, health maintenance organizations, pharmacy benefits members – may also collect and exchange this information, in addition to more specific information concerning medical diagnosis and treatment. While the Authority does not generally collect such information, it may do so for quality assurance, plan maintenance, treatment referral, or payment purposes.

How will the Authority protect Social Security Numbers and PHI?

The Authority will restrict access to social security numbers and PHI to only those employees or agents of the Authority who need to review the information in order to provide health plan services or benefits, to assist with payment and claims processing, in accordance with Federal and State payroll withholding laws, or to ensure quality control and administration of the Authority's benefit plans. In this regard, the Authority will train employees with access to Social Security Numbers and PHI to use or disclose only the minimum information necessary to complete the service required. Also, the Authority will implement privacy policies, as may be required by law, designed to protect against the unlawful use or disclosure of your Social Security Number and PHI.

Unless required or permitted by law, effective 1/1/06, the following actions regarding the social security numbers of employees are prohibited:

Public display of all or more than 4 sequential digits of the social security number.

Use of all or more than 4 sequential digits of the social security number as the primary account number for an individual (effective 1/1/06)

Visibly print all or more than 4 sequential digits of the social security number on any identification badge or card, membership card, permit or license.

Require an employee to use or transmit all or more than 4 sequential digits of his/her social security number over the Internet or a computer system unless the connection is secure or the transmission is encrypted.

Require an employee to use or transmit all or more than 4 sequential digits of his/her social security number to gain access to an internet website, computer system, or network unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access.

Include all or more than 4 sequential digits of the social security number in or on any document or information mailed or otherwise sent to an individual if it is visible on or without manipulation, from outside the envelope or packaging.

Include all or more than 4 sequential digits of the social security number in any document or information mailed to a person unless any of the following apply:

State or Federal law, rule regulation or court order or rule authorizes, permits, or requires that a social security number appear in the document.

The document is sent as part of an application or enrollment process initiated by the individual.

The document is sent to establish, confirm the status of, service, amend or terminate an account, contract, policy or employee or health insurance benefit or to confirm the accuracy of a social security number of an individual who has an account, contract, policy or employee or health insurance benefit.

The document or information is a public record and is mailed in compliance with the Freedom of Information Act, 1976 PA 441, MCL 15.231 to 15.246

The document or information is a copy of a vital record recorded as provided by law and is mailed to a person entitled to receive that record.

The document or information is mailed by or at the request of the individual whose social security number appears in the document or information or at the request of the individual's parent or legal guardian.

The document or information is mailed in a manner or for a purpose consistent with the health insurance portability act of 1996, Public Law 104-191; or with section 537 or 539 of the insurance code of 1956, 1956 PA 218, MCL 500.537 and 500.5539.

If you believe that your Social Security Number or PHI has been improperly used or disclosed by an employee of the Authority, you are welcome to contact the Authority's Privacy Officer to register a complaint.

How will the Authority generally use or disclose Social Security Numbers and PHI?

The Authority is permitted by law to use or disclose PHI for treatment, payment, or health care operations without the authorization or consent of the employee. The following are a few examples of how PHI is used or disclosed by the Authority.

Treatment: PHI may be used by or disclosed to provide, coordinate and manage health care services, including workers compensation, rendered to employees. To the extent the Authority is required to assist with health care services, it may disclose PHI to health care providers or other agents or affiliates of the Authority.

Payment: The Authority will use and disclose PHI to obtain and to provide payment information for the provision of health care. Examples of these payment activities include: billing, claims management, collection activities, and administration of stop-loss and excess loss insurance policies, as well as related data processing; determining eligibility, coverage, medical necessity and related documentations, coordinating benefits among various payers, recovering payment from third parties liable for coverage, risk adjustment, utilization review activities and disclosures to consumer reporting agencies.

Health Care Operation: PHI may be used or disclosed as part of the Authority's business operations related to the administration of the Authority's employee health benefit plans. Such operations may include quality of service audits of the Authority and its affiliates, including improvement activities, and other standard business operations. PHI may also be used or disclosed to evaluate the Authority's plans or the providers servicing the plan; underwriting, premium rating and other activities relating to the creation, renewal or replacement of benefits contracts; fraud and abuse detection and compliance programs; business planning and development; or the resolution of complaints registered by other health plan participants.

Disclosures to Family and Friends: In an emergency, the Authority may disclose PHI information to family members, friends, or other people that may aid in treatment. The information may also be disclosed to a person responsible for payment of medical services received by an employee. A disclosure of PHI may also be made if the Authority determines it is reasonably necessary or in the employee's best interest for such purposes as allowing a person acting on an employee's behalf to receive filled prescriptions, medical supplies, x-rays, etc. Employees retain the right to request a restriction on the Authority disclosing information to family members, friends or others who aid in treatment or are responsible for payment. Information on how to request a restriction on the use or disclosure of your PHI is included in this policy.

Locating Responsible Parties: PHI may be disclosed in order to locate, identify or notify a family member, personal representative or other person responsible for an employee's care. If the Authority determines that in its reasonable professional judgment, the employee is capable of doing so, the employee will be given the opportunity to consent to or prohibit or restrict the extent or recipients of such disclosure. If the Authority determines that an employee is unable to provide such consent, the Authority will limit the PHI disclosed to the minimum necessary.

Disasters: The Authority may disclose PHI to public or private entities authorized by law to assist in disaster relief efforts.

Required by Law: The Authority may use or disclose social security numbers and PHI when required to do so by law. For example, PHI may be released when required by workers' compensation laws, public health laws, court or administrative orders, subpoena, certain discovery requests, or other laws, regulations and legal processes. In certain circumstances, the Authority may make limited disclosures of PHI directly to law enforcement officials or correctional institutions regarding an inmate, a lawful detainee, a suspect, a fugitive, a material witness, a missing person, or a victim or suspected victim of abuse, neglect, domestic violence or other crime. The Authority may disclose PHI to the extent necessary to avert a serious threat to an employee's health or safety or the health or safety of others. The Authority may disclose PHI to assist law enforcement officials to capture a third party that has admitted to a crime against an employee or has escaped from lawful custody.

Deceased Persons: The Authority may disclose a deceased employee's PHI to a coroner, medical examiner, funeral director or organ procurement organization in limited circumstances.

Research: PHI may also be used or disclosed for research purposes only in those limited circumstances not requiring written authorization, such as

those, which have been approved by an institutional review board that has established procedures for ensuring the privacy of PHI.

Treatment Alternatives and other Health Related Benefits: The Authority may contact an employee to provide the employee with information regarding treatment alternatives or other health-related benefits or services that may be of interest to the employee.

Military and National Security: The Authority may disclose to military authorities the medical information of Armed Forces personnel. When required by law, the Authority may disclose PHI to federal officials for intelligence, counterintelligence, and other national security activities.

Authorizations: The Authority will not use or disclose PHI for any reason except those described in this notice unless provided with a written authorization from the employee. As such, the Authority may request employee authorization to use or disclose PHI, but the employee is not required to give the Authority authorization. If authorization is provided to use or disclose PHI for a given purpose, the authorization can be revoked at any time by written notification.

What are an employee's rights to their PHI and how are those rights exercised?

Employees have the right to review and access their PHI. Completion of the Health Plan Participant Request for Access to PHI Form is required to review, access or obtain copies of the Authority's file documents containing their PHI. The completed form should be submitted to the Human Resource Director.

Employees have the right to receive an accounting of disclosures of PHI made by the Howell Area Parks & Recreation Authority to any third party in the six (6) years prior to the date the accounting is requested. This right does not apply to all disclosures made for purposes of treatment, payment or health care operations, disclosures made to you or others involved in your care, disclosures made with our authorization, disclosures made for certain governmental or law enforcement purposes or disclosures made prior to April 14, 2004. Completion of a Health Plan Participant Request for Accounting of Disclosures Form must be completed to request an accounting. The completed form should be submitted to the Human Resource Department. The Authority reserves the right to charge a fee for providing this service if an employee requests more than one accounting in any given year.

Employees have the right to request that the Authority restrict the use or disclosure of PHI for treatment, payment or health care operations. Employees also have the right to request that the Authority restrict disclosure of PHI to family members, relatives, or friends involved in their care. The Authority is not required by law to agree to the restriction request. If the restriction request is

granted, the Authority will abide by it until such time as employee terminates the restriction or the Authority, either with or without the employee's consent, terminates the restriction. Completion of a Health Plan Participant Request for Restriction of Uses and Disclosures of Personal Health Information form is required to request a restriction. The completed form should be submitted to the Human Resources Director.

Employees have the right to request that the Authority communicate confidentially in ways or at locations that are outside of the Authority's usual process. For example, an employee can request that the Authority forward information concerning PHYI to a relative's address. The Authority will consider all reasonable requests. Completion of a Health Plan Participant Request for Alternate or Confidential Communication form is required to request confidential communication. Completed forms should be submitted to the Human Resources Director.

What is the complaint procedure if an employee believes his/her rights have been violated or PHI or social security number has been improperly used or disclosed by the Authority?

If an employee of the Authority has violated the privacy rights or has used or disclosed PHI or social security numbers in an improper or unlawful way, employees may register a complaint or direct their comments or criticisms to the Human Resource Director. Employees may also register a complaint with the Secretary of the U. S. Department of Health and Human Services. To ensure the quality of services provided to employees and the privacy of PHI, the Authority will not retaliate against any employee registering a complaint with the Authority or with the U.S. Department of Health and Human Services.

Information regarding this notice, employee rights, and use and disclosure of social security numbers and PHI may be obtained by contacting the Human Resource Director.

Mailing address: Director
Howell Area Parks & Recreation Authority
925 W. Grand River Ave.
Howell, MI 48843

Telephone: (517) 546-0693

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Howell Area Parks & Recreation Authority's Personnel Policy Manual. I understand that I should consult with the Director if I have any questions about any of the Authority's policies. I understand that neither this manual nor any other policy, practice or procedure of the Howell Area Parks & Recreation Authority is intended to provide any contractual obligation related to continued employment, compensation, or benefits.

The Director has the sole authority to add, delete, or adopt revisions to the policies in this Manual. No written or oral statement by a department head contrary to the Personnel Policy Manual supersedes or changes any of the policies in the Manual.

I understand and agree that I will read and comply with the policies contained in this Manual and any revisions, and am bound by the provisions contained therein.

Date: _____

Signature of Employee

Printed Name of Employee



Check Register Reports

Attached is the check register for February 1, 2011 – March 31, 2011 for your perusal.

ACTION REQUESTED: None

Invoice Approval by Invoice Report
 EXP CHECK RUN DATES 02/01/2011 - 03/31/2011
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: REC

GL Number	Date Paid	Vendor	Description	Amount
208-751-900.000 MARKETING, PRINTING & PUBL	04/04/2011	ABOVO VISUAL COMMUNICAT	MOVIE UND STARS, MOON GLOW, SENIOR	800.00
208-751-740.003 OPERATING SUPPLIES T-SHIR:	03/01/2011	AD VISION MARKETING SOL	TSHIRTS FOR INDOOR TRI	685.00
208-751-804.009 CONT SERVICES OFFICIALS/RI	03/01/2011	AL PETHERS	REFEREE	44.00
208-751-804.009 CONT SERVICES OFFICIALS/RI	02/16/2011	AL PETHERS	BASKETBALL REFEREE	44.00
208-751-931.000 BLDG R & M AND SUPPLIES	03/11/2011	ALLSTAR ALARM LLC	REPLACE SYSTEM BATTERY	75.00
208-751-860.000 TRAVEL	03/30/2011	AMWAY GRAND PLAZA HOTEL	2011 MIAEYC CONFERENCE (DEANNA/NANCY)	314.72
208-751-957.000 EDUCATION / TRAINING	02/16/2011	AREA AGENCY ON AGING 1-	MARKETING SEMINAR FOR SENIOR CENTERS	20.00
208-751-804.008 CONTRACT SERVICES/INSTRUC:	03/11/2011	ARTISTIC ATTITUDES	WINTER LANDSCAPE CLASS	37.50
208-751-850.000 COMMUNICATION - TELEPHONE:	04/04/2011	AT & T	MARCH PHONE BILL @ BENNETT	419.77
208-751-850.000 COMMUNICATION - TELEPHONE:	04/04/2011	AT & T		72.97

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GL Number	Date Paid	Vendor	Description	Amount
208-751-850.000 COMMUNICATION - TELEPHONE:	02/16/2011	AT & T	FEB SENIOR CENTER PHONE BILL	73.61
208-751-850.000 COMMUNICATION - TELEPHONE:	02/16/2011	AT & T	JAN PHONE BILL @ BENNETT	388.11
208-751-850.000 COMMUNICATION - TELEPHONE:	03/11/2011	AT & T	FEB PHONE BILL @ BENNETT	437.63
208-751-804.009 CONT SERVICES OFFICIALS/RI	03/01/2011	AUSTIN FOURNIER	SCOREKEEPER	105.00
208-751-804.009 CONT SERVICES OFFICIALS/RI	02/16/2011	AUSTIN FOURNIER	SCOREKEEPING	60.00
208-751-804.009 CONT SERVICES OFFICIALS/RI	03/11/2011	AUSTIN FOURNIER	SCOREKEEPER	15.00
208-751-964.001 PROGRAM REFUNDS	04/04/2011	BETH PARKS	WITHDRAWL FROM VOLLEYBALL (PER CHRIS)	108.00
208-751-740.036 OPER SUPPLIES - TEENS	03/03/2011	BETH SCHRADER	JUMBO FUN BALLS FOR LAST DAY BREAKAWAY	119.96
208-000-285.000 SENIOR TRIP DEPOSITS/PAYM	03/01/2011	BETTY KING	COMPENSATION FOR NO HEAT ON BUS ON TRIP	20.00

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GL Number	Date Paid	Vendor	Description	Amount
208-000-285.000 SENIOR TRIP DEPOSITS/PAYM	02/28/2011	BLUE DRIVE TRANSPORTATI	FIREKEEPERS CASINO TRIP 02/28/2011	570.00
208-000-285.000 SENIOR TRIP DEPOSITS/PAYM	02/17/2011	BLUE DRIVE TRANSPORTATI	BLISSFIELD TRIP 02/09/2011	775.00
208-751-860.000 TRAVEL	03/01/2011	CAPITAL ONE	MRPA CONFERENCE, SENIORS	489.95
208-751-740.035 OPER SUPPLIES - SPECIAL EV	04/04/2011	CAPITAL ONE	SENIORS, MOON GLOW, KAYAK, ADVERTISING	1,101.80
208-751-804.008 CONTRACT SERVICES/INSTRUC:	04/04/2011	CHRISTENSEN, PAUL	TAE KWON DO INSTRUCTOR	265.00
208-751-804.008 CONTRACT SERVICES/INSTRUC:	03/11/2011	CHRISTENSEN, PAUL	TAI CHI INSTRUCTOR	132.00
208-751-804.008 CONTRACT SERVICES/INSTRUC:	02/16/2011	CHRISTENSEN, PAUL	TAI CHI INSTRUCTOR	129.00
208-751-804.008 CONTRACT SERVICES/INSTRUC:	02/16/2011	CHRISTENSEN, PAUL	TAE KWON DO INSTRUCTOR	340.00
208-751-751.000 GASOLINE & DIESEL FUEL	02/16/2011	CITY OF HOWELL	DEC GAS & FUEL USAGE FOR VAN	142.28
208-751-980.004 EQUIP / COMPUTER HARDWARE	02/16/2011	CITY OF HOWELL		58.55

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GL Number	Date Paid	Vendor	Description	Amount
208-751-920.002 UTILITIES - WAT / SEW	03/01/2011	CITY OF HOWELL	WATER/SEWER @ BENNETT	164.40
208-751-751.000 GASOLINE & DIESEL FUEL	03/11/2011	CITY OF HOWELL	JAN GAS USAGE FOR VAN	42.48
208-751-850.000 COMMUNICATION - TELEPHONE:	03/01/2011	CITY OF HOWELL	LONG DISTANCE @ BENNETT	14.80
208-751-717.000 FRINGE BENEFITS	03/01/2011	CITY OF HOWELL	HEALTH/DISABILITY INS & BC/BS ADJST	5,951.41
208-751-801.000 PROFESSIONAL SERVICES	03/01/2011	CITY OF HOWELL	OCT-DEC BOOKKEEPING SERVICES	2,500.00
208-751-751.000 GASOLINE & DIESEL FUEL	04/04/2011	CITY OF HOWELL	FEB GAS USAGE	87.12
208-751-850.000 COMMUNICATION - TELEPHONE:	04/04/2011	CITY OF HOWELL	FEB LONG DISTANCE	7.77
208-751-717.000 FRINGE BENEFITS	04/04/2011	CITY OF HOWELL	HEALTH/DISABILITY INSURANCE	2,787.69
208-751-920.009 UTILITIES - WTR-SWR/BARNAI	04/04/2011	CITY OF HOWELL	DEC-FEB WATER/SEWER @ BARNARD	171.73

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GL Number	Date Paid	Vendor	Description	Amount
208-751-850.008 COMMUNICATION - INTERNET {	04/04/2011	COMCAST	APRIL INTERNET @ BENNETT	59.95
208-751-850.008 COMMUNICATION - INTERNET {	03/11/2011	COMCAST	MARCH INTERNET @ BENNETT	64.03
208-751-850.008 COMMUNICATION - INTERNET {	02/16/2011	COMCAST	INTERNET @ BARNARD	59.95
208-751-850.008 COMMUNICATION - INTERNET {	03/11/2011	COMCAST	MARCH INTERNET @ BARNARD	59.95
208-751-850.008 COMMUNICATION - INTERNET {	02/16/2011	COMCAST	INTERNET @ BENNETT	64.03
208-751-920.006 UTILITIES - GAS/BARNARD S:	03/01/2011	CONSUMERS ENERGY	JAN GAS BILL @ BARNARD	963.24
208-751-920.001 UTILITIES - GAS	03/01/2011	CONSUMERS ENERGY	JAN GAS BILL @ BENNETT	1,127.68
208-751-920.001 UTILITIES - GAS	04/04/2011	CONSUMERS ENERGY	FEB GAS BILL @ BENNETT	908.44
208-751-920.006 UTILITIES - GAS/BARNARD S:	04/04/2011	CONSUMERS ENERGY	FEB BILL @ BARNARD	999.24
208-751-964.001 PROGRAM REFUNDS	03/01/2011	CRAIG CURTIS		40.00

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GL Number	Date Paid	Vendor	Description	Amount
208-751-740.035 OPER SUPPLIES - SPECIAL EV	02/16/2011	CRYSTAL GARDENS	2011 MOTHER/SON DANCE	922.00
208-751-740.035 OPER SUPPLIES - SPECIAL EV	02/16/2011	CRYSTAL GARDENS	2011 DADDY/DAUGHTER DANCE	2,462.00
208-751-964.001 PROGRAM REFUNDS	03/01/2011	DEANIE CLEARY	FORFEIT FEE RETURNED	35.00
208-751-860.000 TRAVEL	03/30/2011	DEANNA KERANEN	2011 MIAEYC CONFERENCE TRAVEL ADVANCE	150.00
208-751-740.028 OPERATING SUPPLIES/PRESCH	03/11/2011	DEANNA KERANEN	PRESCHOOL BROCHURES	102.07
208-000-285.000 SENIOR TRIP DEPOSITS/PAYM	03/17/2011	DETROIT TIGERS, INC.	2011 TIGER GAME TICKETS - FINAL BILL	1,042.20
208-000-285.000 SENIOR TRIP DEPOSITS/PAYM	02/16/2011	DETROIT TIGERS, INC.	DEPOSIT FOR 2011 TIGER GAME TICKETS	115.80
208-751-740.028 OPERATING SUPPLIES/PRESCH	03/11/2011	DISCOUNT SCHOOL SUPPLY	PRESCHOOL SUPPLIES	87.51
208-751-804.009 CONT SERVICES OFFICIALS/RI	03/01/2011	DON MELCHING	REFEREE	44.00

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GL Number	Date Paid	Vendor	Description	Amount
208-000-285.000 SENIOR TRIP DEPOSITS/PAYME	02/16/2011	DOROTHY TAWYEA	OVERPAID ON TRIP	30.00
208-751-920.000 UTILITIES - ELECTRICITY	02/16/2011	DTE ENERGY	JAN BILL @ BENNETT	654.20
208-751-920.007 UTILITIES - ELEC/BARNARD :	02/16/2011	DTE ENERGY	JAN BILL @ BARNARD	908.23
208-751-920.000 UTILITIES - ELECTRICITY	04/04/2011	DTE ENERGY	FEB SERVICE @ BENNETT	656.53
208-751-920.007 UTILITIES - ELEC/BARNARD :	04/04/2011	DTE ENERGY	FEB SERVICE @ BARNARD	435.32
208-751-804.009 CONT SERVICES OFFICIALS/RI	03/11/2011	DYLAN SALYER	SCOREKEEPER	30.00
208-751-804.009 CONT SERVICES OFFICIALS/RI	02/16/2011	DYLAN SALYER	SCOREKEEPING	150.00
208-751-804.009 CONT SERVICES OFFICIALS/RI	03/01/2011	DYLAN SALYER	SCOREKEEPER	165.00
208-000-285.000 SENIOR TRIP DEPOSITS/PAYME	02/16/2011	ED & TED'S EXCELLENT AD	FLORIDA TRIP	3,306.00
208-000-285.000 SENIOR TRIP DEPOSITS/PAYME	03/11/2011	ED & TED'S EXCELLENT AD		8,728.00

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GL Number	Date Paid	Vendor	Description	Amount
208-751-860.000 TRAVEL	03/17/2011	FIFTH THIRD BANK	MRPA CONFERENCE, SENIORS, TEENS	1,779.31
208-751-740.036 OPER SUPPLIES - TEENS	02/14/2011	FIFTH THIRD BANK	TEEN CENTER, FASHION SHOW, VAN	1,054.92
208-751-717.000 FRINGE BENEFITS	03/02/2011	FIFTH THIRD HSA	JAN-FEB CONTRIBUTIONS	192.00
208-751-717.000 FRINGE BENEFITS	03/17/2011	FIFTH THIRD HSA	EMPLOYEE CONTRIBUTION - D MIKULA	96.00
208-000-285.000 SENIOR TRIP DEPOSITS/PAYM	03/04/2011	FISHER THEATRE	2011 LES MISERABLES TICKETS	910.00
208-751-931.000 BLDG R & M AND SUPPLIES	02/16/2011	GALLAGHER FIRE EQUIPMEN	FIRE EXTINGUISHER MAINTENANCE	14.45
208-751-931.000 BLDG R & M AND SUPPLIES	03/11/2011	GALLAGHER FIRE EQUIPMEN	FIRE EXTINGUISHER MAINTENANCE @ TEEN CTR	14.45
208-751-804.010 CONTRACT SERV - FIELD MAI	03/11/2011	GENOA CHARTER TOWNSHIP	2010 SOCCER FIELD MANTENIENCE	4,945.00
208-751-740.038 OPER SUPPLIES - AQUATIC C	04/04/2011	GORDON FOOD SERVICE INC	POOL CONCESSIONS	224.61

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GL Number	Date Paid	Vendor	Description	Amount
208-751-740.032 OPER SUPP/SENIORS	04/04/2011	GORDON FOOD SERVICE INC	SENIOR INDOOR PICNIC	76.88
208-751-931.000 BLDG R & M AND SUPPLIES	04/04/2011	GORDON FOOD SERVICE INC	SANITIZER WIPES	9.79
208-751-740.036 OPER SUPPLIES - TEENS	04/04/2011	GORDON FOOD SERVICE INC	TEEN CENTER CONCESSIONS	11.99
208-751-740.036 OPER SUPPLIES - TEENS	04/04/2011	GORDON FOOD SERVICE INC	TEEN CONCESSIONS	343.77
208-751-740.032 OPER SUPP/SENIORS	03/01/2011	GORDON FOOD SERVICE INC	FASHION SHOW SUPLIES, SENIOR CENTER	73.36
208-751-801.000 PROFESSIONAL SERVICES	03/01/2011	GOT-WEB, INC.	WEBSITE CORRECTION	80.00
208-751-801.000 PROFESSIONAL SERVICES	04/04/2011	GOT-WEB, INC.	WEBSITE RE-FORMAT	30.00
208-751-964.001 PROGRAM REFUNDS	03/01/2011	GREG JOLLIFF	TOURNAMENT CANCELED	10.00
208-751-931.000 BLDG R & M AND SUPPLIES	04/04/2011	GRUNDY'S ACE HARDWARE	KEYS, PICTURE HANGERS	9.13
208-000-285.000 SENIOR TRIP DEPOSITS/PAYME	03/01/2011	HELEN HOLBROOK		20.00

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GL Number	Date Paid	Vendor	Description	Amount
208-751-804.008 CONTRACT SERVICES/INSTRUC'	02/16/2011	HERRELL, TRACY	BELLYDANCE INSTRUCTOR	20.00
208-751-804.008 CONTRACT SERVICES/INSTRUC'	03/11/2011	HERRELL, TRACY	BEGINNER'S BELLYDANCE	100.00
208-751-931.000 BLDG R & M AND SUPPLIES	02/16/2011	HI-TECH SAFE & LOCK COM	LOCKSET FOR KITCHEN, REKEYED TO MSTR KEY	58.05
208-751-931.000 BLDG R & M AND SUPPLIES	03/01/2011	HI-TECH SAFE & LOCK COM	REPAIR FRONT DOOR - LOCK NOT WORKING	90.00
208-751-931.000 BLDG R & M AND SUPPLIES	03/01/2011	HI-TECH SAFE & LOCK COM	BOILER ROOM LOCK REPAIR	105.00
208-751-804.008 CONTRACT SERVICES/INSTRUC'	02/16/2011	HIGH FLYERS	GYMNASTICS INSTRUCTION	1,230.00
208-751-804.008 CONTRACT SERVICES/INSTRUC'	02/16/2011	HOGAN EILEEN	BALLROOM DANCE INSTRUCTOR	480.00
208-751-840.000 DUES, SUBSCRIPTIONS & MEMB	04/04/2011	HOWELL AREA CHAMBER OF	ANNUAL MEMBERSHIP DUES 2011-12	321.00
208-751-740.035 OPER SUPPLIES - SPECIAL EV	02/16/2011	HOWELL CONFERENCE & NAT	2010 HOLIDAY IN THE PARK TREES - 100	1,500.00

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GL Number	Date Paid	Vendor	Description	Amount
208-751-740.000 OPERATING SUPPLIES - GENL	04/04/2011	HOWELL HS ENVIRONMENTAL	2011 EARTH DAY REGISTRATION	45.00
208-751-957.000 EDUCATION / TRAINING	04/04/2011	HOWELL PUBLIC SCHOOLS	CPR/FIRST AID CLASSES	990.00
208-000-260.004 EXERCISE CLASS	03/11/2011	HOWELL PUBLIC SCHOOLS	FEB AQUATIC CENTER REVENUE	2,577.50
208-000-260.015 SPIN CLASSES	03/11/2011	HOWELL PUBLIC SCHOOLS	FEB GROUP CYCLING REVENUE	1,647.00
208-751-965.000 FACILITY RENTALS	03/01/2011	HOWELL PUBLIC SCHOOLS	NW GYM USE FOR BBALL	85.50
208-751-965.000 FACILITY RENTALS	03/01/2011	HOWELL PUBLIC SCHOOLS	SW GYM USE FOR GIRLS BBALL	57.00
208-751-965.000 FACILITY RENTALS	03/01/2011	HOWELL PUBLIC SCHOOLS	PHS GYM USE FOR VBALL	158.00
208-751-965.000 FACILITY RENTALS	03/01/2011	HOWELL PUBLIC SCHOOLS	TFMS GYM USE FOR VBALL	197.50
208-751-965.000 FACILITY RENTALS	03/01/2011	HOWELL PUBLIC SCHOOLS	HWMS GYM USE FOR BBALL	794.50
208-751-965.000 FACILITY RENTALS	03/01/2011	HOWELL PUBLIC SCHOOLS		228.00

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GL Number	Date Paid	Vendor	Description	Amount
208-000-260.004 EXERCISE CLASS	03/01/2011	HOWELL PUBLIC SCHOOLS	JANUARY 2011 AQUATIC CTR REVENUE	7,889.70
208-000-260.015 SPIN CLASSES	03/01/2011	HOWELL PUBLIC SCHOOLS	SPIN CLASS REVENUE 10/10-01/11	9,328.50
208-751-840.000 DUES, SUBSCRIPTIONS & MEMB	03/01/2011	HOWELL ROTARY	2011 ANNUAL DUES	500.00
208-751-717.000 FRINGE BENEFITS	03/02/2011	ICMARC	JAN-FEB EMPLOYER CONTRIBUTION	2,207.28
208-751-717.000 FRINGE BENEFITS	03/02/2011	ICMARC	JAN-FEB EMPLOYEE CONTRIBUTIONS	877.96
208-751-717.000 FRINGE BENEFITS	03/17/2011	ICMARC	EMPLOYEE CONTRIBUTIONS - PAY 03/17	219.49
208-751-717.000 FRINGE BENEFITS	03/17/2011	ICMARC	EMPLOYER CONTRIBUTIONS - PAY 03/17	551.82
208-751-940.000 EQUIPMENT RENTAL	04/04/2011	IKON OFFICE SOLUTIONS	FINAL BILL @ BARNARD	301.87
208-751-940.000 EQUIPMENT RENTAL	04/04/2011	IKON OFFICE SOLUTIONS	APRIL COPIER RENTAL @ BENNETT	121.00

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GL Number	Date Paid	Vendor	Description	Amount
208-751-940.000 EQUIPMENT RENTAL	03/01/2011	IKON OFFICE SOLUTIONS	COPIER RENTAL FOR MARCH	121.00
208-751-940.000 EQUIPMENT RENTAL	02/16/2011	IKON OFFICE SOLUTIONS	JAN-APRIL COPIER MAINTENANCE	291.34
208-751-740.000 OPERATING SUPPLIES - GENL	04/04/2011	J J JINKLEHEIMER & CO	STAFF T-SHIRTS	192.50
208-000-285.000 SENIOR TRIP DEPOSITS/PAYM	03/11/2011	JANET PLACE	TRIP CANCELED	95.00
208-000-285.000 SENIOR TRIP DEPOSITS/PAYM	03/01/2011	JANET PLACE	COMPENSATION FOR NO HEAT ON BUS ON TRIP	20.00
208-751-804.009 CONT SERVICES OFFICIALS/RI	03/01/2011	JERRY MARENKEWICZ	REFEREE	44.00
208-751-804.009 CONT SERVICES OFFICIALS/RI	02/16/2011	JERRY MARENKEWICZ	BASKETBALL REFEREE	44.00
208-751-804.009 CONT SERVICES OFFICIALS/RI	03/11/2011	JERRY MARENKEWICZ	REFEREE FOR BBALL	44.00
208-751-964.001 PROGRAM REFUNDS	03/01/2011	JILL VANDENBERG	FORFEIT FEE RETURNED	35.00
208-751-804.009 CONT SERVICES OFFICIALS/RI	03/01/2011	JIM JOHNSTON		20.00

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GL Number	Date Paid	Vendor	Description	Amount
208-751-804.009 CONT SERVICES OFFICIALS/RI	02/16/2011	JIM JOHNSTON	REFEREE	44.00
208-751-804.009 CONT SERVICES OFFICIALS/RI	03/11/2011	JIM JOHNSTON	BASKETBALL REFEREE	44.00
208-751-964.001 PROGRAM REFUNDS	03/01/2011	JIM WELLMAN	TOURNAMENT CANCELED	10.00
208-751-804.009 CONT SERVICES OFFICIALS/RI	02/16/2011	JOEL CRANE	REFEREE	88.00
208-751-964.001 PROGRAM REFUNDS	03/01/2011	JOHN MARTIN	TOURNAMENT CANCELED	10.00
208-000-285.000 SENIOR TRIP DEPOSITS/PAYM	03/01/2011	JOYCE QUINBY	COMPENSATION FOR NO HEAT ON BUS ON TRIP	40.00
208-751-964.001 PROGRAM REFUNDS	03/01/2011	KARI FRANTTI	FORFEIT FEE RETURNED	35.00
208-000-285.000 SENIOR TRIP DEPOSITS/PAYM	03/01/2011	KEN COLL	COMPENSATION FOR NO HEAT ON BUS ON TRIP	20.00
208-751-740.003 OPERATING SUPPLIES T-SHIR	03/11/2011	KV SPORTS	TSHIRTS	95.00

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GL Number	Date Paid	Vendor	Description	Amount
208-751-740.036 OPER SUPPLIES - TEENS	02/16/2011	KV SPORTS	GUITAR HERO TSHIRTS, TEEN STAFF SHIRTS	149.00
208-751-740.003 OPERATING SUPPLIES T-SHIR'	02/16/2011	KV SPORTS	BBALL TSHIRT	8.55
208-751-740.030 OPER SUPPLIES - SPORTS	03/11/2011	KV SPORTS	CO-ED VOLLEYBALL TROPHY	41.81
208-751-740.003 OPERATING SUPPLIES T-SHIR'	04/04/2011	KV SPORTS	BBALL CAMP TSHIRTS	110.00
208-751-804.009 CONT SERVICES OFFICIALS/RI	03/11/2011	LAUREN RUEHL	BASKETBALL REFEREE	153.75
208-751-860.000 TRAVEL	03/30/2011	LAVEY NANCY	2011 MIAEYC CONFERENCE TRAVEL ADVANCE	150.00
208-751-804.008 CONTRACT SERVICES/INSTRUC'	02/16/2011	LIM, RICHARD	PHOTOGRAPHY CLASS	80.00
208-751-740.036 OPER SUPPLIES - TEENS	02/16/2011	LIVINGSTON BUSINESS FOR	MOUSE PADS FOR TEEN CENTER	117.56
208-751-727.000 OFFICE SUPPLIES	02/16/2011	LIVINGSTON BUSINESS FOR	MOUSE PADS FOR REC CENTER	182.00
208-751-900.000 MARKETING, PRINTING & PUBI	02/16/2011	LIVINGSTON BUSINESS FOR		117.00

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GL Number	Date Paid	Vendor	Description	Amount
208-751-957.000 EDUCATION / TRAINING	03/11/2011	LIVINGSTON CO. CONSORTI	2011 CAREGIVER FAIR	75.00
208-751-900.007 SUBSCRIPTIONS & PUBLICATI	02/16/2011	LIVINGSTON COUNTY DAILY	2011-2012 NEWSPAPER DELIVERY	71.00
208-751-957.000 EDUCATION / TRAINING	03/01/2011	LIVINGSTON COUNTY UNITE	2011 VOLUNTEER RECOGNITION BREAKFAST	80.00
208-000-231.004 UNITED FUND	03/02/2011	LIVINGSTON COUNTY UNITE	EMPLOYEE CONTRIBUTION 2010-2011	130.00
208-751-900.000 MARKETING, PRINTING & PUBI	03/01/2011	LIVINGSTON PARENT JOURN	SUMMER CAMP GUIDE LISTING	95.00
208-751-804.009 CONT SERVICES OFFICIALS/RI	03/01/2011	MARTIN, PATRICK	FEBRUARY 2011 REFEREES	332.00
208-751-964.001 PROGRAM REFUNDS	03/01/2011	MICHAEL BOZE	TOURNAMENT CANCELED	10.00
208-751-964.001 PROGRAM REFUNDS	03/01/2011	MICHELLE DINGMAN	LEGOS & LUNCH CANCELED	17.00
208-751-804.009 CONT SERVICES OFFICIALS/RI	03/01/2011	MIKE WAGNER	REFEREE	44.00

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GL Number	Date Paid	Vendor	Description	Amount
208-751-804.009 CONT SERVICES OFFICIALS/R	02/16/2011	MIKE WAGNER	REFEREE	88.00
208-751-860.000 TRAVEL	03/01/2011	MIKULA, DEBORAH E.	MRPA CONFERENCE TRAVEL	220.00
208-751-850.000 COMMUNICATION - TELEPHONE	03/01/2011	MIKULA, DEBORAH E.	NEW CELL PHONE	100.00
208-751-964.001 PROGRAM REFUNDS	02/16/2011	MYCHAEAL BARNABY	EVENT CANCELED - REFUND APPROVED PER DEB	100.00
208-751-804.009 CONT SERVICES OFFICIALS/R	03/11/2011	OCKERT, JAKE	BASKETBALL REFEREE	215.25
208-751-931.000 BLDG R & M AND SUPPLIES	04/04/2011	ONE SOURCE JANITORIAL S	TOILET BRUSHES/CLEANER	36.08
208-751-931.000 BLDG R & M AND SUPPLIES	04/04/2011	ONE SOURCE JANITORIAL S	MOP HEADS, MOP HANDLE	40.00
208-751-931.000 BLDG R & M AND SUPPLIES	02/16/2011	ONE SOURCE JANITORIAL S	TOILET PAPER	85.54
208-751-931.000 BLDG R & M AND SUPPLIES	03/11/2011	ONE SOURCE JANITORIAL S	PAPER TOWEL	90.24
208-751-964.001 PROGRAM REFUNDS	03/01/2011	PADDY MERRILL		165.00

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GL Number	Date Paid	Vendor	Description	Amount
208-751-964.001 PROGRAM REFUNDS	03/01/2011	PATTY STEPHENSON	FORFEIT FEE RETURNED	35.00
208-751-900.000 MARKETING, PRINTING & PUBI	02/16/2011	PDQ	SENIOR NEWSLETTER - FEBRUARY	451.12
208-751-900.000 MARKETING, PRINTING & PUBI	04/04/2011	PDQ	MARCH SENIOR NEWSLETTER	451.12
208-751-900.000 MARKETING, PRINTING & PUBI	04/04/2011	PDQ	SOCCER FLYERS	382.56
208-751-740.036 OPER SUPPLIES - TEENS	02/16/2011	PETTY CASH	TEEN CENTER, PRESCHOOL, SENIORS	195.00
208-000-040.000 START UP/ACCTS REC	02/18/2011	PETTY CASH	2011 SPLASH-N-DASH START-UP	250.00
208-000-040.000 START UP/ACCTS REC	02/04/2011	PETTY CASH	SWEETHEART DANCES/TEEN CENTER	500.00
208-751-740.036 OPER SUPPLIES - TEENS	03/11/2011	PETTY CASH	SENIORS, TEENS, SPECIAL EVENTS	174.03
208-751-730.000 POSTAGE	03/01/2011	PITNEY BOWES, INC.	POSTAGE FOR METER	519.99

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GL Number	Date Paid	Vendor	Description	Amount
208-751-940.000 EQUIPMENT RENTAL	04/04/2011	PITNEY BOWES, INC.	POSTAGE METER RENTAL	151.23
208-751-964.001 PROGRAM REFUNDS	03/01/2011	REBECCA HELMINEN	FORFEIT FEE RETURNED	35.00
208-000-285.000 SENIOR TRIP DEPOSITS/PAYME	04/04/2011	RED CARPET TRAVEL	BRIGADOON TRIP	551.04
208-751-730.000 POSTAGE	03/31/2011	RESERVE ACCOUNT	2011 SPRING/SUMMER BROCHURE BULK MAIL	5,839.64
208-751-804.009 CONT SERVICES OFFICIALS/Ri	03/01/2011	RICHARD HALL	REFEREE	132.00
208-751-964.001 PROGRAM REFUNDS	03/01/2011	RICHARD MOWERY	TOURNAMENT CANCELED	10.00
208-751-804.008 CONTRACT SERVICES/INSTRUC:	02/16/2011	ROLLERAMA II	LEARN TO SKATE CLASSES	60.00
208-000-285.000 SENIOR TRIP DEPOSITS/PAYME	03/01/2011	ROSIE ZIEGEL	COMPENSATION FOR NO HEAT ON BUS ON TRIP	40.00
208-751-804.008 CONTRACT SERVICES/INSTRUC:	04/04/2011	SANCHIN SYSTEMS INC	INSTRUCTOR	115.00
208-751-804.008 CONTRACT SERVICES/INSTRUC:	04/04/2011	SANCHIN SYSTEMS INC		69.00

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GL Number	Date Paid	Vendor	Description	Amount
208-751-804.009 CONT SERVICES OFFICIALS/RI	03/01/2011	SCOTT KELLY	REFEREE	88.00
208-751-804.009 CONT SERVICES OFFICIALS/RI	02/16/2011	SCOTT KELLY	BASKETBALL REFEREE	132.00
208-751-980.000 OFFICE EQUIPMENT	03/11/2011	SEHI COMPUTER PRODUCTS,	SENIOR COMPUTER WIRELESS	66.00
208-751-740.000 OPERATING SUPPLIES - GENL	04/04/2011	SIGNS BY TOMORROW	BARNARD SIGN, BUCK POLE	84.29
208-751-740.035 OPER SUPPLIES - SPECIAL EV	04/04/2011	SIGNS BY TOMORROW	MOON GLOW SIGNS	128.00
208-751-740.036 OPER SUPPLIES - TEENS	04/04/2011	SKATERS ADVOCATE	4 TICKETS TO SKATERS ADVOCATE MOVIE	20.00
208-751-801.000 PROFESSIONAL SERVICES	03/11/2011	SOUTHEASTERN SECURITY C	BACKGROUND CHECKS (4)	70.00
208-751-801.000 PROFESSIONAL SERVICES	04/04/2011	SOUTHEASTERN SECURITY C	BACKGROUND CHECKS (5)	87.50
208-751-801.000 PROFESSIONAL SERVICES	02/16/2011	SOUTHEASTERN SECURITY C	BACKGROUND CHECKS (4)	70.00

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GL Number	Date Paid	Vendor	Description	Amount
208-751-801.000 PROFESSIONAL SERVICES	02/16/2011	SOUTHEASTERN SECURITY C	BACKGROUND CHECKS (3)	52.50
208-751-801.000 PROFESSIONAL SERVICES	02/16/2011	SOUTHEASTERN SECURITY C	BACKGROUND CHECKS (6)	105.00
208-751-801.000 PROFESSIONAL SERVICES	02/16/2011	SOUTHEASTERN SECURITY C	BACKGROUND CHECKS (2)	35.00
208-751-801.000 PROFESSIONAL SERVICES	02/16/2011	SOUTHEASTERN SECURITY C	BACKGROUND CHECK	17.50
208-751-801.000 PROFESSIONAL SERVICES	02/16/2011	SOUTHEASTERN SECURITY C	BACKGROUND CHECKS (4)	70.00
208-751-801.000 PROFESSIONAL SERVICES	02/16/2011	SOUTHEASTERN SECURITY C	BACKGROUND CHECKS (3)	52.50
208-751-801.000 PROFESSIONAL SERVICES	03/01/2011	SOUTHEASTERN SECURITY C	BACKGROUND CHECKS (5)	87.50
208-751-740.035 OPER SUPPLIES - SPECIAL EV	03/11/2011	SPARTAN STORES, LLC	SPLASH/DASH, FRANKENMEUTH TRIP	27.97
208-751-727.000 OFFICE SUPPLIES	02/16/2011	STAPLES	OFFICE SUPPLIES	351.08
208-751-727.000 OFFICE SUPPLIES	04/04/2011	STAPLES		440.20

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GL Number	Date Paid	Vendor	Description	Amount
208-751-727.000 OFFICE SUPPLIES	03/11/2011	STAPLES	OFFICE SUPPLIES	147.43
208-751-740.035 OPER SUPPLIES - SPECIAL EV	04/04/2011	STARDUST THEATRE RENTAL	DRIVE IN MOVIE @ TANGER OUTLETS	215.00
208-751-804.008 CONTRACT SERVICES/INSTRUC:	02/16/2011	STEPHANIE NALEPA	BALLET INSTRUCTOR	220.00
208-751-964.001 PROGRAM REFUNDS	03/11/2011	STEPHANIE NICKERSON	CANCELED RENTAL	338.00
208-751-804.009 CONT SERVICES OFFICIALS/RI	03/01/2011	STEVE MARENKEWICZ	REFEREE	44.00
208-751-804.009 CONT SERVICES OFFICIALS/RI	02/16/2011	STEVE MARENKEWICZ	BASKETBALL REFEREE	44.00
208-751-804.009 CONTRACT SERVICES/OFFCL/C	03/01/2011	STONER, CHUCK	REFEREE	44.00
208-751-804.008 CONTRACT SERVICES/INSTRUC:	03/11/2011	TANYA BIRCH	CREATIVE MOVEMENT	80.00
208-751-804.008 CONTRACT SERVICES/INSTRUC:	02/16/2011	TANYA BIRCH	CREATIVE MOVEMENT CLASS	64.00

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GL Number	Date Paid	Vendor	Description	Amount
208-751-931.000 BLDG R & M AND SUPPLIES	04/04/2011	THE HOME DEPOT	TEEN CENTER	46.73
208-751-931.000 BLDG R & M AND SUPPLIES	03/11/2011	THE HOME DEPOT	SHELVES, SCREW DRIVER, DRILL BITS	289.41
208-751-964.001 PROGRAM REFUNDS	02/16/2011	TIM LIVINGSTON	FORFEIT FEE RETURNED	40.00
208-751-964.001 PROGRAM REFUNDS	03/01/2011	TOM LIETZAU	TOURNAMENT CANCELED	10.00
208-751-850.000 COMMUNICATION - TELEPHONE:	03/01/2011	VERIZON WIRELESS	FEB CELL PHONE BILL	110.97
208-751-850.000 COMMUNICATION - TELEPHONE:	02/16/2011	VERIZON WIRELESS	DEC PHONE BILL	110.42
208-751-850.000 COMMUNICATION - TELEPHONE:	04/04/2011	VERIZON WIRELESS	MARCH CELL PHONE BILL	108.26
208-751-804.008 CONTRACT SERVICES/INSTRUC:	02/16/2011	VISCONTI, CARL	BRIDGE LESSONS	117.00
208-751-740.036 OPER SUPPLIES - TEENS	03/01/2011	WAL-MART COMMUNITY	TEEN CENTER, SENIOR TRIP, CLASSIC FILM	190.69
208-751-740.036 OPER SUPPLIES - TEENS	04/04/2011	WAL-MART COMMUNITY		145.33

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GL Number	Date Paid	Vendor	Description	Amount
208-751-920.003 UTILITIES - RUBBISH	04/04/2011	WASTE MANAGEMENT	TRASH SERVICE @ BENNETT	135.23
208-751-920.008 UTILITIES - RUBBISH/BARNAI	04/04/2011	WASTE MANAGEMENT	TRASH SERVICE @ BARNARD	135.60
208-751-920.003 UTILITIES - RUBBISH	02/16/2011	WASTE MANAGEMENT	TRASH @ BENNETT	132.23
208-751-920.008 UTILITIES - RUBBISH/BARNAI	02/16/2011	WASTE MANAGEMENT	TRASH SERVICE @ BARNARD	132.60
208-751-920.008 UTILITIES - RUBBISH/BARNAI	03/11/2011	WASTE MANAGEMENT	TRASH SERVICE @ BARNARD	132.60
208-751-920.003 UTILITIES - RUBBISH	03/11/2011	WASTE MANAGEMENT	TRASH SERVICE @ BENNETT	132.23
208-000-285.000 SENIOR TRIP DEPOSITS/PAYM	02/16/2011	ZEHNDER'S OF FRANKENMUT	COOKIE CLASS FOR FRANKENMUTH TRIP	480.00



Financial Reports

Attached is the balance sheet and revenue/expense statement ending February 28, 2011 for your perusal.

ACTION REQUESTED: None

BALANCE SHEET FOR HOWELL AREA PARKS & REC AUTHORITY
 Period Ending 02/28/2011

GL Number	Description	Balance
Fund 208 - PARKS & REC AUTHORITY		
*** Assets ***		
208-000-001.001	CHECKING	73,761.34
208-000-004.001	PETTY CASH-PARKS/REC	500.00
208-000-040.000	START UP/ACCTS REC	30.00
	Total Assets	74,291.34
*** Liabilities ***		
208-000-202.000	ACCOUNTS PAYABLE	17,263.42
208-000-214.101	DT CITY OF HOWELL - PAVILLION RENTAL	3,775.00
208-000-231.004	UNITED FUND	30.00
208-000-231.008	DEFERRED COMPENSATION	3,460.89
208-000-231.015	HEALTH SAVINGS ACCT	192.00
208-000-260.001	SWIM LESSONS	5,211.20
208-000-260.004	EXERCISE CLASS	3,029.00
208-000-260.007	OPEN/FAMILY/FLICK SWIM	806.00
208-000-260.008	LAP SWIM	558.00
208-000-260.009	RENTALS	325.00
208-000-260.015	SPIN CLASSES	10,905.50
208-000-285.000	SENIOR TRIP DEPOSITS/PAYMENTS	20,460.67
	Total Liabilities	66,016.68
*** Fund Balance ***		
208-000-390.000	FUND BALANCE	(41,593.53)
	Total Fund Balance	(41,593.53)
	Beginning Fund Balance	(41,593.53)
	Net of Revenues VS Expenditures	49,868.19
	Ending Fund Balance	8,274.66
	Total Liabilities And Fund Balance	74,291.34

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS & REC AUTHORITY
PERIOD ENDING 02/28/2011

ACCOUNT	DESCRIPTION	2010-11	2010-11	YTD	ACTIVITY	AVAILABLE	% BDGT
		ORIGINAL	AMENDED	BALANCE	FOR MONTH		
		BUDGET	BUDGET	02/28/2011	02/28/2011	BALANCE	USED
Fund 208 - PARKS & REC AUTHORITY							
Revenues							
Dept 751-RECREATION / PARKS DEPARTMENT							
587.001	PK/RC MARION TWP PARTICIPATION	61,740.00	61,740.00	61,740.00	0.00	0.00	100.00
587.002	PK/RC GENOA TWP PARTICIPATION	61,740.00	61,740.00	46,305.00	0.00	15,435.00	75.00
587.003	PK/RC OCEOLA TWP PARTICIPATION	100,000.00	100,000.00	75,000.00	0.00	25,000.00	75.00
587.005	PK/RC HOWELL CITY PARTICIPATION	100,000.00	100,000.00	50,000.00	0.00	50,000.00	50.00
649.000	CONCESSION SALES - TEEN	5,000.00	4,500.00	2,346.17	437.07	2,153.83	52.14
649.002	AQUATIC CENTER CONCESSIONS	1,000.00	3,000.00	1,159.00	204.00	1,841.00	38.63
649.003	PK & REC BROCHURE ADVERTISEMNT	1,500.00	1,500.00	125.00	0.00	1,375.00	8.33
650.001	PROGRAM FEES SPORTS	125,000.00	115,000.00	51,431.96	6,679.43	63,568.04	44.72
650.002	PROGRAM FEES ENRICHMENT	65,000.00	70,000.00	32,433.00	2,602.00	37,567.00	46.33
650.003	PROGRAM FEES SPECIAL EVENTS	55,000.00	65,000.00	63,210.60	5,201.00	1,789.40	97.25
650.004	PROGRAM FEES SUMMER CAMP	34,000.00	18,000.00	11,108.70	0.00	6,891.30	61.72
650.005	PROGRAM FEES TEENS	1,500.00	1,750.00	1,252.60	201.80	497.40	71.58
650.006	GENOA SOCCER FIELD RENTALS	1,000.00	1,500.00	3,150.00	0.00	(1,650.00)	210.00
651.004	BUILDING RENTAL FEES	28,000.00	15,000.00	15,138.96	2,206.98	(138.96)	100.93
651.005	PROGRAM FEES/MEMBERSHIP SENIORS	6,270.00	6,500.00	3,406.25	77.00	3,093.75	52.40
651.007	PRESCHOOL TUITION	47,000.00	45,000.00	32,614.50	5,497.50	12,385.50	72.48
665.000	INVESTMENT INTEREST	500.00	300.00	145.18	14.32	154.82	48.39
671.002	MISC REVENUES	1,000.00	2,000.00	1,040.75	58.00	959.25	52.04
675.003	DONATIONS - GENERAL	1,000.00	500.00	176.82	0.00	323.18	35.36
675.009	DONATIONS SENIORS	1,500.00	2,500.00	1,341.36	522.30	1,158.64	53.65
675.010	DONATIONS - TEEN	1,000.00	1,500.00	1,745.77	170.00	(245.77)	116.38
675.012	UNITED WAY - TEENS	8,200.00	13,385.00	10,038.75	0.00	3,346.25	75.00
675.013	UNITED WAY SENIORS	10,500.00	9,000.00	6,750.00	0.00	2,250.00	75.00
675.034	DISC GOLF FUNDRAISING	0.00	11,300.00	11,300.00	0.00	0.00	100.00
677.003	SENIOR TRAVEL FEES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
678.010	SPONSORSHIP FEES	12,500.00	14,500.00	7,452.44	1,100.00	7,047.56	51.40
678.012	MEMBERSHIP FEES	500.00	0.00	0.00	0.00	0.00	0.00
678.013	YOUTH SCHOLARSHIP FUND	2,500.00	500.00	500.00	500.00	0.00	100.00
678.015	SENIOR NEWSLETTER ADVT	1,000.00	1,000.00	750.00	0.00	250.00	75.00
678.020	GENOA TWP MAINT REIMB	1,500.00	2,500.00	2,472.50	0.00	27.50	98.90
678.021	HOWELL CITY PARK GUARD REIMB	43,000.00	43,000.00	27,120.00	0.00	15,880.00	63.07
680.000	PARK CONCESSION SALES	6,000.00	9,000.00	7,493.53	0.00	1,506.47	83.26
680.002	HAPRA MGMT FEE	105,000.00	105,000.00	70,242.64	8,750.00	34,757.36	66.90
Total Dept 751-RECREATION / PARKS DEPARTMENT		890,450.00	887,215.00	598,991.48	34,221.40	288,223.52	67.51
TOTAL Revenues		890,450.00	887,215.00	598,991.48	34,221.40	288,223.52	67.51
Dept 999-TRANS OUT/FUND BAL/RETAIN EARN							
699.099	PRIOR YEAR - FUND BALANCE	(41,140.00)	(41,140.00)	0.00	0.00	(41,140.00)	0.00
Total Dept 999-TRANS OUT/FUND BAL/RETAIN EARN		(41,140.00)	(41,140.00)	0.00	0.00	(41,140.00)	0.00
TOTAL Revenues		849,310.00	846,075.00	598,991.48	34,221.40	247,083.52	32.59
Dept 751-RECREATION / PARKS DEPARTMENT							
702.000	SAL & WAGES BLDG/SITE SUPERVISORS	49,875.00	49,875.00	25,578.98	2,903.68	24,296.02	51.29
702.001	SAL & WAGES PROG & MGMT	192,850.00	192,850.00	115,851.79	14,034.69	76,998.21	60.07
702.023	SAL & WAGES PRESCHOOL	29,450.00	29,450.00	16,216.26	2,790.25	13,233.74	55.06
702.025	SAL & WAGES SUMMER CAMP	13,585.00	15,000.00	12,526.70	0.00	2,473.30	83.51
702.026	SAL & WAGES TEEN	13,300.00	13,300.00	9,895.20	2,001.80	3,404.80	74.40
702.027	SAL & WAGES SENIORS	7,600.00	7,600.00	3,384.78	570.00	4,215.22	44.54
702.028	SAL & WAGE SEASONAL PARK	43,000.00	35,000.00	20,174.80	0.00	14,825.20	57.64
702.029	SAL & WAGES AQUATIC CTR MGR	80,000.00	65,000.00	41,785.73	5,186.00	23,214.27	64.29
714.004	ICMA RETIREMENT	15,000.00	15,000.00	8,829.12	1,103.64	6,170.88	58.86
717.000	FRINGE BENEFITS	75,000.00	85,000.00	49,461.00	7,709.98	35,539.00	58.19

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS & REC AUTHORITY
PERIOD ENDING 02/28/2011

ACCOUNT	DESCRIPTION	2010-11	2010-11	YTD	ACTIVITY	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	BALANCE 02/28/2011	FOR MONTH 02/28/2011	BALANCE	USED
727.000	OFFICE SUPPLIES	6,000.00	6,000.00	4,798.51	533.08	1,201.49	79.98
730.000	POSTAGE	15,000.00	15,000.00	7,060.35	0.00	7,939.65	47.07
740.000	OPERATING SUPPLIES - GENL	2,000.00	2,000.00	1,575.95	7.37	424.05	78.80
740.003	OPERATING SUPPLIES T-SHIRTS	17,500.00	25,000.00	21,446.55	693.55	3,553.45	85.79
740.028	OPERATING SUPPLIES/PRESCHOOL	2,500.00	2,500.00	1,038.13	36.68	1,461.87	41.53
740.030	OPER SUPPLIES - SPORTS	4,000.00	2,000.00	144.50	0.00	1,855.50	7.23
740.031	OPER SUPPLIES - ENRICHMENT	3,000.00	1,000.00	195.74	55.89	804.26	19.57
740.032	OPER SUPP/SENIORS	3,000.00	2,500.00	1,672.04	343.71	827.96	66.88
740.033	OPER SUPP/SUMMER CAMP	3,000.00	2,500.00	1,970.22	0.00	529.78	78.81
740.034	OPERATING SUPPLIES - DISC GOLF	0.00	5,500.00	5,346.00	0.00	154.00	97.20
740.035	OPER SUPPLIES - SPECIAL EVENTS	45,000.00	45,000.00	38,113.18	5,295.27	6,886.82	84.70
740.036	OPER SUPPLIES - TEENS	4,500.00	6,200.00	5,122.04	788.79	1,077.96	82.61
740.037	CONCESSION SUPPLIES - PARK	3,500.00	4,500.00	2,968.74	0.00	1,531.26	65.97
740.038	OPER SUPPLIES - AQUATIC CTR	0.00	0.00	1,065.15	0.00	(1,065.15)	100.00
740.039	POOL CONCESSIONS	1,000.00	1,500.00	192.36	0.00	1,307.64	12.82
751.000	GASOLINE & DIESEL FUEL	1,000.00	1,000.00	1,421.14	42.48	(421.14)	142.11
801.000	PROFESSIONAL SERVICES	15,000.00	15,000.00	11,225.00	570.00	3,775.00	74.83
804.000	CONTRACTUAL SERVICES	3,500.00	5,000.00	3,041.92	0.00	1,958.08	60.84
804.008	CONTRACT SERVICES/INSTRUCTORS	32,500.00	40,000.00	23,487.93	2,740.00	16,512.07	58.72
804.009	CONT SERVICES OFFICIALS/REFEREES	7,000.00	7,000.00	2,618.75	1,468.00	4,381.25	37.41
804.010	CONTRACT SERV - FIELD MAINTENANCE	15,000.00	15,000.00	7,803.88	0.00	7,196.12	52.03
840.000	DUES, SUBSCRIPTIONS & MEMBERSHIPS	2,000.00	2,000.00	1,667.65	26.40	332.35	83.38
850.000	COMMUNICATION - TELEPHONES	9,000.00	8,000.00	5,315.67	697.91	2,684.33	66.45
850.008	COMMUNICATION - INTERNET & CABLE	2,500.00	2,500.00	931.99	123.98	1,568.01	37.28
860.000	TRAVEL	5,000.00	5,000.00	3,208.29	0.00	1,791.71	64.17
900.000	MARKETING, PRINTING & PUBLISHING	20,000.00	20,000.00	19,195.93	313.92	804.07	95.98
900.007	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	71.00	71.00	(71.00)	100.00
910.000	INSURANCE	16,250.00	20,000.00	19,863.37	0.00	136.63	99.32
920.000	UTILITIES - ELECTRICITY	9,500.00	10,000.00	6,200.83	656.52	3,799.17	62.01
920.001	UTILITIES - GAS	7,000.00	6,000.00	4,590.60	836.12	1,409.40	76.51
920.002	UTILITIES - WAT / SEW	1,000.00	1,250.00	727.50	164.40	522.50	58.20
920.003	UTILITIES - RUBBISH	1,500.00	1,500.00	1,057.84	132.23	442.16	70.52
920.006	UTILITIES - GAS/BARNARD ST	6,300.00	6,000.00	4,294.02	1,022.43	1,705.98	71.57
920.007	UTILITIES - ELEC/BARNARD ST	5,300.00	3,500.00	3,739.05	908.23	(239.05)	106.83
920.008	UTILITIES - RUBBISH/BARNARD ST	1,000.00	1,500.00	1,030.20	132.60	469.80	68.68
920.009	UTILITIES - WTR-SWR/BARNARD ST	1,250.00	1,000.00	707.89	0.00	292.11	70.79
930.000	GROUND MAINTENANCE BENNETT & BARNARD	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
931.000	BLDG R & M AND SUPPLIES	12,500.00	10,000.00	5,176.34	271.04	4,823.66	51.76
940.000	EQUIPMENT RENTAL	3,750.00	3,500.00	2,987.91	412.34	512.09	85.37
942.001	PORTA JOHN RENTALS	2,000.00	2,000.00	1,185.00	0.00	815.00	59.25
956.000	MISCELLANEOUS	250.00	250.00	62.49	0.00	187.51	25.00
956.003	BANK CHARGES & FEES	9,000.00	15,000.00	11,443.53	1,173.78	3,556.47	76.29
957.000	EDUCATION / TRAINING	1,750.00	2,500.00	1,720.28	67.97	779.72	68.81
960.002	PURCH FROM DONATIONS - SENIORS	1,500.00	0.00	0.00	0.00	0.00	0.00
960.005	PURCH FROM DONATIONS - TEENS	1,000.00	0.00	0.00	0.00	0.00	0.00
964.001	PROGRAM REFUNDS	3,000.00	5,000.00	2,253.00	187.00	2,747.00	45.06
965.000	FACILITY RENTALS	13,000.00	14,500.00	4,734.00	1,520.50	9,766.00	32.65
980.004	EQUIP / COMPUTER HARDWARE	5,300.00	2,000.00	946.47	44.09	1,053.53	47.32
Total Dept 751-RECREATION / PARKS DEPARTMENT		849,310.00	860,275.00	549,123.29	57,637.32	311,151.71	63.83
Dept 999-TRANS OUT/FUND BAL/RETAIN EARN							
999.099	ESTIMATED CY FUND BALANCE	0.00	(14,200.00)	0.00	0.00	(14,200.00)	0.00
Total Dept 999-TRANS OUT/FUND BAL/RETAIN EARN		0.00	(14,200.00)	0.00	0.00	(14,200.00)	0.00
TOTAL Expenditures		849,310.00	846,075.00	549,123.29	57,637.32	296,951.71	64.90
Fund 208:							
TOTAL REVENUES		849,310.00	846,075.00	598,991.48	34,221.40	247,083.52	67.51
TOTAL EXPENDITURES		849,310.00	846,075.00	549,123.29	57,637.32	296,951.71	64.90
NET OF REVENUES & EXPENDITURES		0.00	0.00	49,868.19	(23,415.92)	(49,868.19)	121.22