



**Recreational Authority of Roseville & Eastpointe Board**  
**4:00 pm - May 20, 2020**  
**Meeting Agenda**

**MEETING HELD VIA ZOOM**

**To join the Recreational Authority Board of Roseville & Eastpointe Board meeting scheduled for May 20, 2020 at 4:00pm, please click the following link:**

Join Zoom Meeting

<https://zoom.us/j/91520507314?pwd=L3c2VUFxSDV3T3RzaHNXaVM4U1pCQT09>

**Meeting ID: 915 2050 7314**

**Password: 1SsZUd**

Or dial-in to join by phone by calling: +1 312 626 6799 US

Phone Meeting ID: 915 2050 7314

Password: 543121

- A. Roll Call
- B.
  - 1. Approval of Minutes for Regular meeting on March 11, 2020
  - Approval of Minutes for Special meeting on March 11, 2020
- C. Approval of Disbursements and Budget Report.
  - 1. Disbursement #9
  - 2. Disbursement #10
  - 3. Revenue/Expense Reports
- D. Hearing of the Public - agenda items only
- E. Communications
- F. Old Business
  - 1. Discuss the Joint 5-Year Recreation Master Plan that was submitted to the DNR
- G. New Business
  - 1. Schedule Public Hearing on Proposed 2020/2021 FY Budget
  - 2. Approval of Employment Agreements for FT staff
  - 3. Discuss plans for Summer Programs affected by Governor's Emergency Declaration.
- H. Hearing of the Public.
- I. Discussion by Director
- J. Discussion by Board members
- K. Adjournment



## **Recreational Authority of Roseville & Eastpointe Board Meeting Minutes**

Conference Room - Recreation Authority Center

18185 Sycamore, Roseville, MI 48066

4:00 pm – March 11, 2020

**Meeting called to order 4:01 p.m.**

**A. Roll Call**

- a. Mr. Switalski, Mr. Walters and Mr. Merucci are present. Mr. Frontera arrives at 4:09 p.m. Mr. Hogan is absent.

**B. Approval of Minutes**

**a. Approval of Minutes for Regular meeting on February 12, 2020**

- i. Motion to approve the February meeting minutes was made by Mr. Switalski and supported by Mr. Walters. All approved, none opposed. Motion passed.

**C. Approval of Disbursements and Budget Report**

**a. Disbursement #8**

- i. Motion to approve disbursement #8 was made by Mr. Walters, supported by Mr. Switalski. All approved, none opposed. Motion passed.

**b. Revenue/Expense Report**

- i. Motion to approve the revenue/expense report was made by Mr. Walters, supported by Mr. Switalski. All approved, none opposed. Motion passed.

**D. Hearing of the Public – agenda items only**

- a. No public spoke.

**E. Communications**

- a. Mr. Lipinski shared the Senior Newsletter and a document regarding the Coronavirus (COVID-19).

**F. Old Business**

**a. Discuss proposal by Scott Chambers and Terry Johnson of Drive Creative Services for printing Program Newsletter.**

- i. Mr. Chambers discussed the breakdown costs of the newsletter with advertisement revenue sharing. Mr. Switalski motioned to approve an agreement between the Recreational Authority of Roseville & Eastpointe and Drive Creative Services in producing the newsletter for 2 years (4 newsletters), supported by Mr. Frontera. All approved, none opposed. Motion passed.

**G. New Business**

**a. Review and discuss the Joint 5-Year Recreation Master Plan that was submitted to the DNR.**

- i. Mr. Merucci stated that he had gone through the final Master Plan and still found many errors that were found and reported from previous drafts. Mr. Merucci requested that a letter be mailed and request a meeting with Carlisle-Wortman regarding the quality of the Master Plan. Mr. Walters motioned to have Mr. Lipinski compose and send a letter to Carlisle-Wortman requesting a meeting, supported by Mr. Switalski. All approved, none opposed. Motion passed.

**b. Discuss use of Eastpointe Memorial Football field and ball fields.**

- i. Mr. Lipinski had received a request from the Motor City Bears to utilize Eastpointe Kennedy Park for practices. A request by Mr. Lipinski was made to the East Detroit Tiger Cats to set up a meeting with their Board Members to go over policies. Mr. Lipinski intends to possibly have both the Motor City Bears and East Detroit Tiger Cats practice at the Eastpointe Memorial Park, not on the field but in the surrounding empty area.

**H. Hearing of the Public**

- a. No public spoke.

**I. Discussion by Director**

- a. Mr. Lipinski stated that he met with Interstate Security out at the Dog Park regarding the gate mechanism, it is not latching properly. He will be following up with Interstate Security to find out the status. Mr. Lipinski had a meeting with Live Rite (a rehabilitation type facility) regarding working with them (i.e. promoting, possible jobs). The A.S.P.I.R.E. is having their Annual Spring Fling on Saturday, March 28<sup>th</sup> at the Elks Lodge on Schoenherr. Our Easter Egg Hunt is going to be on Saturday, April 4<sup>th</sup>. The Recreational Authority is looking at possibly changing or logo. With a grant through SMART we are receiving a new vehicle for our SMART Transportation program. There is ever changing information on the Coronavirus (COVID-19) the staff is keeping active on sanitizing the building a little extra; the virus may impact some of our upcoming events and programs. A Shuffleboard court is in the Large Gym at the Recreation Authority Center, open play is going to be treated the same was as other drop-in Senior programs; \$1 for Authority Members, \$2 for Non-Members and will be held on Wednesdays from 12:30 – 3:00 p.m.

**J. Discussion by Board Members**

- a. **Mr. Walters** – Asked Mr. Lipinski for the information on the SMART Vehicle and if commented that if anyone had any questions/comments on the budget to forward that.
- b. **Mr. Frontera** – Nothing at this time.
- c. **Mr. Switalski** – Nothing at this time.
- d. **Mr. Merucci** – Asked if there has been any progress on the Lifeguarding, and requested it to be on the agenda next month.

**Meeting adjourned – 4:54 p.m.**



## **Recreational Authority of Roseville & Eastpointe Board Meeting Minutes**

Conference Room - Recreation Authority Center

18185 Sycamore, Roseville, MI 48066

2:00 pm – March 11, 2020

**Meeting called to order 2:05 p.m.**

**A. Roll Call**

- a. Mr. Switalski, Mr. Walters and Mr. Merucci are present. Mr. Frontera and Mr. Hogan are absent.

**B. Review and discuss the Proposed 2020-21 Recreational Authority of Roseville & Eastpointe Draft Budget and Fee Schedule**

- a. Mr. Walters stated that the budget was put together with Mr. Lipinski. The budget was gone over in detail. Mr. Lipinski commented that the Gratiot Median Sign Board will be postponed. Mr. Walters took the revenue the Recreational Authority will be receiving after the loan payoff and put it into Capitol Projects. It was suggested to allocate \$15,000 per city into the Park Improvements and the remaining balance to Improvements. Then under expenditures there is the Park Improvements line where the funds are allocated to be used. Mr. Merucci commented that we should allocate more funds towards the Gratiot Median Sign Board. Mr. Merucci questioned permanent wages decreasing, Mr. Lipinski responded that the Assistant Director wage has changed with Mrs. Wilson leaving and Ms. Frederick coming in. Mr. Lipinski commented that amount may need to be adjusted under Office Equipment Maintenance expense, we may be adding another module to the RecTrac program. Mr. Lipinski stated that another new item would be adding on a full-time SMART staff, this position would be 100% reimbursed. It was agreed upon to advertise for a public hearing on the budget. Mr. Merucci requested footnotes/comparisons for future Fee Schedule documents.

**C. Hearing of the Public**

- a. No public spoke.

**D. Discussion by Director**

- a. Nothing at this time.

**E. Discussion by Board Members**

- a. Nothing at this time.

**Meeting adjourned – 3:27 p.m.**

**Recreational Authority of Roseville & Eastpointe**  
Disbursement # 9

March 2020	<u>64,743.67</u>
AP Total	<u>64,743.67</u>
Pay #18 (3/04/2020)	27,123.47
Pay #19 (3/18/2020)	29,064.68
Payroll Total	<u>56,188.15</u>
Grand Total	<b>120,931.82</b>

*THE FOLLOWING AMOUNTS REPRESENT DISBURSEMENTS FOR  
MATERIALS AND SERVICES RECEIVED.*

SUBMITTED FOR BOARD APPROVAL:

\_\_\_\_\_  
EXECUTIVE DIRECTOR

  
\_\_\_\_\_  
CITY CONTROLLER

THE BOARD APPROVED PAYMENT FOR THE ABOVE VOUCHERS ON:

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BOARD CLERK / TREASURER

**Check Register**  
**March 2020**  
**RARE**

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check #
Fund 208 PARK/RECREATION FUND							
Dept 101 GENERAL DEPARTMENT							
208-101-652.000	RECREATION USE AND ADMISSION	NELSON, DARIUS	REFUND-RESERVATION CHANC	124772	03/05/20	50.00	6187
208-101-652.000	RECREATION USE AND ADMISSION	AIUTO, GINA	REFUND-CANCELLATION	125353	03/19/20	50.00	6196
208-101-652.000	RECREATION USE AND ADMISSION	ARNDT, TIFFANY	REFUND-CANCELLATION	125357	03/19/20	250.00	6197
208-101-652.000	RECREATION USE AND ADMISSION	BENNETT, CIERRA	REFUND-CANCELLATION	125123	03/19/20	100.00	6198
208-101-652.000	RECREATION USE AND ADMISSION	BRAGG, MEGAN	REFUND-CANCELLATION	125278	03/19/20	100.00	6200
208-101-652.000	RECREATION USE AND ADMISSION	CANION, RAMESHA	REFUND-CANCELLATION	125365	03/19/20	200.00	6201
208-101-652.000	RECREATION USE AND ADMISSION	CLARK III, ALGIE	REFUND-CANCELLATION	125359	03/19/20	280.00	6203
208-101-652.000	RECREATION USE AND ADMISSION	EWALD, RENEE	REFUND-CANCELLATION	125320	03/19/20	158.00	6208
208-101-652.000	RECREATION USE AND ADMISSION	FLETCHER, PAULA	REFUND-CANCELLATION	PR25579	03/19/20	50.00	6209
208-101-652.000	RECREATION USE AND ADMISSION	HAMEICK, CHARLOTTE	REFUND-CANCELLATION	125342	03/19/20	500.00	6210
208-101-652.000	RECREATION USE AND ADMISSION	HENDERSON, ROSIE	REFUND-CANCELLATION	125361	03/19/20	200.00	6211
208-101-652.000	RECREATION USE AND ADMISSION	HILLS, CHANEQUA	REFUND-CANCELLATION	125362	03/19/20	500.00	6212
208-101-652.000	RECREATION USE AND ADMISSION	HINE, CATHERINE	REFUND-CANCELLATION	125356	03/19/20	280.00	6213
208-101-652.000	RECREATION USE AND ADMISSION	LEWIS, ROBERT	REFUND-CANCELLATION	125160	03/19/20	362.50	6221
208-101-652.000	RECREATION USE AND ADMISSION	MACOMB COUNTY HEALTH C	REFUND-CANCELLATION	125374	03/19/20	375.00	6224
208-101-652.000	RECREATION USE AND ADMISSION	MANNS, CHRYSTALE	REFUND-CANCELLATION	125363	03/19/20	200.00	6225
208-101-652.000	RECREATION USE AND ADMISSION	MARSHALL, SHARENTA	REFUND-CANCELLATION	125364	03/19/20	120.00	6227
208-101-652.000	RECREATION USE AND ADMISSION	MONTGOMERY, TASHA	REFUND-CANCELLATION	125122	03/19/20	100.00	6230
208-101-652.000	RECREATION USE AND ADMISSION	MOORE, DAQUAN	REFUND-CANCELLATION	125280	03/19/20	100.00	6231
208-101-652.000	RECREATION USE AND ADMISSION	MORGAN, GRETA	REFUND-CANCELLATION	125352	03/19/20	280.00	6232
208-101-652.000	RECREATION USE AND ADMISSION	MORRIS,CANDISE	REFUND-CANCELLATION	125279	03/19/20	100.00	6233
208-101-652.000	RECREATION USE AND ADMISSION	NORFOLK, DONTÉ	REFUND-CANCELLATION	125120	03/19/20	100.00	6234
208-101-652.000	RECREATION USE AND ADMISSION	PRIDE, ASHLEY	REFUND-CANCELLATION	125121	03/19/20	100.00	6236
208-101-652.000	RECREATION USE AND ADMISSION	REECE, DAVE	REFUND-CANCELLATION	125146	03/19/20	100.00	6237
208-101-652.000	RECREATION USE AND ADMISSION	SEATON, LORI	REFUND-CANCELLATION	125124	03/19/20	100.00	6240
208-101-652.000	RECREATION USE AND ADMISSION	THOMAS, DONTAE	REFUND-CANCELLATION	125351	03/19/20	280.00	6243
208-101-652.000	RECREATION USE AND ADMISSION	THOMAS, MELANIE	REFUND-CANCELLATION	125218	03/19/20	75.00	6244
208-101-652.000	RECREATION USE AND ADMISSION	WALTERS, ASHLEY	REFUND-CANCELLATION	125355	03/19/20	310.00	6247
208-101-652.000	RECREATION USE AND ADMISSION	WALTON, CYNTHIA	REFUND-CANCELLATION	125358	03/19/20	567.00	6248
208-101-652.000	RECREATION USE AND ADMISSION	A.S.P.I.R.E.	DONATION FROM ROSEVILLE/	PR25584	03/31/20	300.00	6251
208-101-652.000	RECREATION USE AND ADMISSION	CITY OF ROSEVILLE	REIMBURSEMENT FOR 2019 M	PR25585	03/31/20	2,100.00	6253
208-101-725.000	UNEMPLOYMENT & WORKERS CO	MICHIGAN MUNICIPAL LEAGI	1ST QUARTERLY CONTRIBUTIO	033120	03/31/20	321.45	6258

208-101-728.000	OFFICE SUPPLIES	SAM'S CLUB / SYNCHRONY B	FEBRUARY 2020 CHAGRES	PR25577	03/05/20	179.90	6190
208-101-728.000	OFFICE SUPPLIES	CITY OF ROSEVILLE	FEB 2020 OFFICE SUPPLIES/PO 1520		03/19/20	28.10	6202
208-101-728.000	OFFICE SUPPLIES	MFASCO HEALTH & SAFETY	MEDICAL SUPPLIES	IN845753	03/19/20	34.47	6229
208-101-728.000	OFFICE SUPPLIES	REVIZE LLC	ANNUAL SOFTWARE SUBSCRIP	9612	03/19/20	1,800.00	6238
208-101-728.000	OFFICE SUPPLIES	SAM'S CLUB / SYNCHRONY B	FEB/MARCH 2020 CHARGES	PR25586	03/31/20	6.98	6260
208-101-730.000	POSTAGE	CITY OF ROSEVILLE	FEB 2020 OFFICE SUPPLIES/PO 1520		03/19/20	676.50	6202
208-101-740.000	SUPPLIES	SAM'S CLUB / SYNCHRONY B	FEBRUARY 2020 CHAGRES	PR25577	03/05/20	470.10	6190
208-101-740.004	PLAYGROUND AND ATHLETIC SUP	TEE PEE INC	FEB-SPINDLER PARK TOILET	20362	02/26/20	85.00	6168
208-101-740.004	PLAYGROUND AND ATHLETIC SUP	USA SOFTBALL OF METRO DE	THUNDER 12" 52/300 12"YELL	SB 20*02	03/19/20	1,560.00	6245
208-101-801.000	PROFESSIONAL SERVICES	NATIONAL TRAILS INC	2/22-2/23 KALAHARI BUS TRIP	1301 1302	03/05/20	1,008.40	6186
208-101-801.000	PROFESSIONAL SERVICES	BIANCO TOURS INC	2/25 MARDI GRAS TRIP	2D86100	03/19/20	1,107.00	6199
208-101-801.000	PROFESSIONAL SERVICES	MARCO TECHNOLOGIES LLC	MTHLY COPIER CHGS #MER72	INV738698	03/19/20	67.75	6226
208-101-801.000	PROFESSIONAL SERVICES	MARCO TECHNOLOGIES LLC	MTHLY COPIER CHGS #MER72	INV738698	03/19/20	198.03	6226
208-101-818.000	CONTRACTUAL SERVICES	ARCHER, DEBRA	2/22 BABYSITTING CLINIC	022420	03/05/20	200.60	6172
208-101-818.000	CONTRACTUAL SERVICES	BARKER, JOSEPH	1/14-2/18/20 LINE DANCING	021420	03/05/20	204.00	6173
208-101-818.000	CONTRACTUAL SERVICES	HOPP, BRIAN	2/22, 2/29 OFFICIALS PAY	PR25580	03/05/20	246.00	6178
208-101-818.000	CONTRACTUAL SERVICES	KENNEDY, DENNIS	2/29 OFFICIALS PAY	PR25580	03/05/20	75.00	6179
208-101-818.000	CONTRACTUAL SERVICES	KENNEDY, MATTHEW	2/5-2/17 OFFICIALS PAY	PR25578	03/05/20	399.50	6180
208-101-818.000	CONTRACTUAL SERVICES	KENNEDY, RYAN	2/5-2/17 OFFICIALS PAY	PR25578	03/05/20	624.00	6181
208-101-818.000	CONTRACTUAL SERVICES	KILU, CHRISTOPHER	2/23 OFFICIALS PAY	PR25580	03/05/20	48.00	6182
208-101-818.000	CONTRACTUAL SERVICES	KLEIN, ROSS	2/15-2/29 OFFICIALS PAY	PR25580	03/05/20	393.00	6183
208-101-818.000	CONTRACTUAL SERVICES	KOPY, GEORGE	2/14-2/28 OFFICIALS PAY	PR25580	03/05/20	365.00	6184
208-101-818.000	CONTRACTUAL SERVICES	MAKRIENSKI, LIDIJA	2/21 OFFICIALS PAY	PR25580	03/05/20	72.00	6185
208-101-818.000	CONTRACTUAL SERVICES	RISTOVSKI, LOREN	2/23,2/30 OFFICIALS PAY	PR25580	03/05/20	100.00	6189
208-101-818.000	CONTRACTUAL SERVICES	SAVAGE, ROBERT	2/15 OFFICIALS PAY	PR25580	03/05/20	75.00	6191
208-101-818.000	CONTRACTUAL SERVICES	SOKOL, ANTHONY	2/23,2/29 OFFICIALS PAY	PR25580	03/05/20	100.00	6192
208-101-818.000	CONTRACTUAL SERVICES	CSERNYANT, KEIRA	3/7 OFFICIALS PAY	PR25582	03/19/20	35.00	6205
208-101-818.000	CONTRACTUAL SERVICES	DEAN, JOSEPH	3/6-3/7 OFFICIALS PAY	PR25582	03/19/20	55.00	6206
208-101-818.000	CONTRACTUAL SERVICES	HOPP, BRIAN	3/7 OFFICIALS PAY	PR25582	03/19/20	48.00	6214
208-101-818.000	CONTRACTUAL SERVICES	KEITH, MICHAEL	3/8-3/9 OFFICIALS PAY	PR25582	03/19/20	75.00	6215
208-101-818.000	CONTRACTUAL SERVICES	KENNEDY, DENNIS	3/6-3/7 OFFICIALS PAY	PR25582	03/19/20	147.00	6216
208-101-818.000	CONTRACTUAL SERVICES	KENNEDY, MATTHEW	3/6&3/11 OFFICIALS PAY	PR25582	03/19/20	114.75	6217
208-101-818.000	CONTRACTUAL SERVICES	KENNEDY, RYAN	3/6&3/11&3/13 OFFICIALS PA	PR25582	03/19/20	227.50	6218
208-101-818.000	CONTRACTUAL SERVICES	KLEIN, ROSS	3/6-3/8/ALL SEASON OFFICIAL	PR25583	03/19/20	795.00	6219
208-101-818.000	CONTRACTUAL SERVICES	KRISTIN JD WILSON	CHAIR YOGA-11/17/19-2/28/2	022820	03/19/20	223.72	6220
208-101-818.000	CONTRACTUAL SERVICES	LIPINSKI, NICHOLAS	3/6-3/7 OFFICIALS PAY	PR25582	03/19/20	55.00	6222
208-101-818.000	CONTRACTUAL SERVICES	MASTERSON, BRYAN JR	3/7 OFFICIALS PAY	PR25582	03/19/20	35.00	6228
208-101-818.000	CONTRACTUAL SERVICES	RISTOVSKI, LOREN	3/8 OFFICIALS PAY	PR25582	03/19/20	100.00	6239
208-101-818.000	CONTRACTUAL SERVICES	VANASSCHE, ABBEY	3/8&3/11 OFFICIALS PAY	PR25582	03/19/20	102.50	6246
208-101-850.000	COMMUNICATIONS	SPRINT	BILL PERIOD 1/24-2/23/2020	250391517	03/19/20	184.91	6241
208-101-880.000	COMMUNITY PROMOTION	SAM'S CLUB / SYNCHRONY B	FEB/MARCH 2020 CHARGES	PR25586	03/31/20	22.36	6260

208-101-900.000	PRINTING & PUBLICATIONS	LITHO PRINTING SERVICE INC MARCH/APRIL NEWSLETTER W 87799	03/19/20	330.00	6223
208-101-920.000	UTILITIES	COMCAST SERVICES FROM 3/12-4/11/20 022820	03/19/20	84.90	6204
208-101-920.000	UTILITIES	DTE ENERGY ELEC SVC 2/7-3/6/20 030920	03/19/20	36.52	6207
208-101-931.000	BUILDING MAINTENANCE	ACORN ELECTRIC COMPANY TROUBLESHOT/SUPPLY & INS 021420	02/26/20	538.00	6167
208-101-931.000	BUILDING MAINTENANCE	GREAT LAKES PEST CONTROL PEST CONTROL - 2-19-20 54564	03/05/20	40.00	6177
208-101-931.000	BUILDING MAINTENANCE	SAM'S CLUB / SYNCHRONY B/ FEBRUARY 2020 CHAGRES PR25577	03/05/20	327.70	6190
208-101-931.000	BUILDING MAINTENANCE	DUNBAR MECHANICAL INC COVERAGE 5/7/19-5/6/20 76212	03/31/20	2,238.25	6255
208-101-931.000	BUILDING MAINTENANCE	FE MORAN SECURITY SOLUTIONS MONITORING SERVICES- CUST: 1286795	03/31/20	142.50	6256
208-101-931.000	BUILDING MAINTENANCE	FE MORAN SECURITY SOLUTIONS MONITORING SERVICES- CUST: 1286659	03/31/20	294.00	6256
208-101-931.000	BUILDING MAINTENANCE	GREAT LAKES PEST CONTROL PEST CONTROL - 3-18-20 54949	03/31/20	40.00	6257
208-101-931.000	BUILDING MAINTENANCE	SAM'S CLUB / SYNCHRONY B/ FEB/MARCH 2020 CHARGES PR25586	03/31/20	710.23	6260
208-101-939.000	VEHICLE MAINTENANCE	SAM'S CLUB / SYNCHRONY B/ FEBRUARY 2020 CHAGRES PR25577	03/05/20	81.52	6190
208-101-940.000	RENTALS	TEE PEE INC PARTY TOILET/SPINDLER PARK 20252	03/19/20	85.00	6242
208-101-958.000	MEMBERSHIPS AND DUES	SAM'S CLUB / SYNCHRONY B/ FEBRUARY 2020 CHAGRES PR25577	03/05/20	40.00	6190
208-101-984.000	FURNITURE	OFFICE SUPPLY GUYS.COM BOOKCASE/ASSEMBLY&DELIVER 433277	03/19/20	2,063.00	6235
208-101-991.000	PRINCIPAL PAYMENTS	CITY OF EASTPOINTE TREASURY MARCH INTERLOCAL GOVERNMENT C16414	03/05/20	15,744.31	6174
208-101-991.000	PRINCIPAL PAYMENTS	CITY OF ROSEVILLE, TREASURY MARCH INTERLOCAL GOVERNMENT C16419	03/05/20	15,744.31	6175
208-101-995.000	INTEREST PAYMENTS	CITY OF EASTPOINTE TREASURY MARCH INTERLOCAL GOVERNMENT C16414	03/05/20	327.72	6174
208-101-995.000	INTEREST PAYMENTS	CITY OF ROSEVILLE, TREASURY MARCH INTERLOCAL GOVERNMENT C16419	03/05/20	327.72	6175
Total For Dept 101 GENERAL DEPARTMENT				60,249.70	

Dept 691 SMART					
208-691-728.000	OFFICE SUPPLIES	OFFICE DEPOT HP INK 63XL BLACK/TRICOLOR 444258886	03/05/20	139.04	6188
208-691-801.000	PROFESSIONAL SERVICES	ANDERSON, ECKSTEIN & WES PROJ# 1556-0001-0 2/3-3/1/20 0125519	03/31/20	2,594.25	6252
208-691-801.000	PROFESSIONAL SERVICES	OCCUPATIONAL HEALTH CENTER 3/6 REG UDS RANDOM 713150876	03/31/20	75.00	6259
208-691-818.000	CONTRACTUAL SERVICES	NATIONAL TRAILS INC 2/22-2/23 KALAHARI BUS TRIP 1301 1302	03/05/20	991.60	6186
208-691-850.000	COMMUNICATIONS	DIRECT TV ACCT# 008724326 2/21-3/20 C 371984929	03/05/20	176.98	6176
208-691-850.000	COMMUNICATIONS	SPRINT BILL PERIOD 1/24-2/23/2020 250391517	03/19/20	340.12	6241
208-691-850.000	COMMUNICATIONS	DIRECT TV ACCT#008724326 3/21-4/20/2 372868913	03/31/20	176.98	6254
Total For Dept 691 SMART				4,493.97	

Total For Fund 208 PARK/RECREATION FUND	64,743.67
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Fund Totals:

Fund 208 PARK/RECREATION FUND	64,743.67
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Total For All Funds:	64,743.67
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02/28/2020 11:26 AM  
User: SIPESS  
DB: Roseville

JOURNALS POSTING REPORT  
POSTING REPORT

Page: 1/1

Post Date	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
GL Number						
03/04/2020	PR	S	537954 387	SUMMARY PR 03/04/2020		
208-000-001.001				CASH RECR AUTH		16,030.47
208-000-258.000				ACCRUED TAXES PAYABLE		3,479.60
208-000-258.001				OTHER PAYROLL WITHHOLDING		7,613.40
208-101-706.000				WAGES- PERMANENT EMPLOYEES	12,422.79	
208-101-707.000				WAGES- TEMPORARY EMPLOYEES	7,031.76	
208-101-715.000				FICA-EMPLOYER'S	1,447.77	
208-101-718.000				RETIREMENT FUND CONTRIBUTION	2,111.87	
208-691-707.000				WAGES- TEMPORARY EMPLOYEES	3,817.25	
208-691-715.000				FICA-EMPLOYER'S	292.03	
					<hr/>	<hr/>
					27,123.47	27,123.47
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Post Date	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
GL Number						
03/18/2020	PR	S	540448 388	SUMMARY PR 03/18/2020		
208-000-001.001				CASH RECR AUTH		17,461.20
208-000-258.000				ACCRUED TAXES PAYABLE		3,755.62
208-000-258.001				OTHER PAYROLL WITHHOLDING		7,847.86
208-101-706.000				WAGES- PERMANENT EMPLOYEES	12,422.79	
208-101-707.000				WAGES- TEMPORARY EMPLOYEES	7,946.33	
208-101-715.000				FICA-EMPLOYER'S	1,517.80	
208-101-718.000				RETIREMENT FUND CONTRIBUTION	2,111.87	
208-691-707.000				WAGES- TEMPORARY EMPLOYEES	4,705.88	
208-691-715.000				FICA-EMPLOYER'S	360.01	
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**Recreational Authority of Roseville & Eastpointe**


Disbursement # 10

April 2020	<u>38,010.75</u>
AP Total	<u>38,010.75</u>
Pay #20 (4/1/2020)	26,786.11
Pay #21 (4/15/2020)	26,516.60
Pay #22 (4/29/20)	22,544.09
Payroll Total	<u>75,846.80</u>
Grand Total	<b>113,857.55</b>

*THE FOLLOWING AMOUNTS REPRESENT DISBURSEMENTS FOR  
MATERIALS AND SERVICES RECEIVED.*

SUBMITTED FOR BOARD APPROVAL:

  
EXECUTIVE DIRECTOR

  
CITY CONTROLLER

THE BOARD APPROVED PAYMENT FOR THE ABOVE VOUCHERS ON:

DATE

BOARD CLERK / TREASURER

Check Register  
April 2020  
RARE

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	Check #
Fund 208 PARK/RECREATION FUND							
Dept 101 GENERAL DEPARTMENT							
208-101-652.000	RECREATION USE AND ADMISSION	CAMPBELL, LORI	REFUND-CANCELLATION	125388	04/14/20	280.00	6263
208-101-652.000	RECREATION USE AND ADMISSION	GUYTON, LISA	REFUND-CANCELLATION	125386	04/14/20	95.00	6266
208-101-652.000	RECREATION USE AND ADMISSION	CITY OF EASTPONTE	REIMBURSEMENT FOR 2019 MIDOG PARK REG	PR25585	04/23/20	2,100.00	6274
208-101-728.000	OFFICE SUPPLIES	LITHO PRINTING SERVICE INC	ENVELOPE ORDER	87955	04/23/20	155.00	6278
208-101-728.000	OFFICE SUPPLIES	SYNCB/ AMAZON	ACCT# 60457 8781 053195 0	PR25589	04/23/20	32.65	6280
208-101-818.000	CONTRACTUAL SERVICES	KEITH, MICHAEL	2/21 2/24 OFFICIALS PAY	PR25587	04/14/20	70.00	6268
208-101-818.000	CONTRACTUAL SERVICES	KENNEDY, MATTHEW	3/4-3/9 OFFICIALS PAY	PR25587	04/14/20	114.75	6269
208-101-818.000	CONTRACTUAL SERVICES	KENNEDY, RYAN	3/4-3/9 OFFICIALS PAY	PR25587	04/14/20	182.00	6270
208-101-850.000	COMMUNICATIONS	SPRINT	BILL PERIOD 2/24-3/23/20	250391517-097	04/14/20	170.91	6271
208-101-920.000	UTILITIES	CONSUMERS ENERGY	GAS SVC 2/19-3/20/20	203141998778	04/14/20	1,133.60	6265
208-101-920.000	UTILITIES	DTE ENERGY	ELEC SVC 3/7-4/6/20 ACCT 9100 026 8010 6	040120	04/23/20	36.27	6277
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	MARCO TECHNOLOGIES LLC	MTHLY COPIER CHGS #MER725	INV7494448	04/23/20	179.81	6279
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	MARCO TECHNOLOGIES LLC	MTHLY COPIER CHGS #MER725	INV7494447	04/23/20	35.57	6279
208-101-940.000	RENTALS	TEE PEE INC	APR-SPINDLER PARK TOILET	30236	04/23/20	85.00	6281
208-101-958.000	MEMBERSHIPS AND DUES	JUST, ADAM	REIMBURSEMENT FOR SAM'S CLUB MEMBERS	PR25588	04/14/20	40.00	6267
208-101-983.000	OFFICE EQUIPMENT	SYNCB/ AMAZON	ACCT# 60457 8781 053195 0	PR25589	04/23/20	689.92	6280
208-101-991.000	PRINCIPAL PAYMENTS	CITY OF EASTPONTE	APRIL INTERLOCAL GOV AGREEMENT	C16415	04/23/20	15,780.39	6275
208-101-991.000	PRINCIPAL PAYMENTS	CITY OF ROSEVILLE, TREASUR	APRIL INTERLOCAL GOV AGREEMENT	C16420	04/23/20	15,780.39	6276
208-101-995.000	INTEREST PAYMENTS	CITY OF EASTPONTE	APRIL INTERLOCAL GOV AGREEMENT	C16415	04/23/20	291.64	6275
208-101-995.000	INTEREST PAYMENTS	CITY OF ROSEVILLE, TREASUR	APRIL INTERLOCAL GOV AGREEMENT	C16420	04/23/20	291.64	6276
Total For Dept 101 GENERAL DEPARTMENT						37,544.54	
Dept 691 SMART							
208-691-740.000	SUPPLIES	SYNCB/ AMAZON	ACCT# 60457 8781 053195 0	PR25589	04/23/20	41.19	6280
208-691-850.000	COMMUNICATIONS	COMCAST	BILLING FROM 4/12-5/11/20	032820	04/14/20	84.90	6264
208-691-850.000	COMMUNICATIONS	SPRINT	BILL PERIOD 2/24-3/23/20	250391517-097	04/14/20	340.12	6271
Total For Dept 691 SMART						466.21	
Total For Fund 208 PARK/RECREATION FUND						38,010.75	
Fund Totals:							
Fund 208 PARK/RECREATION FUND						38,010.75	
Total For All Funds:						38,010.75	

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Post Date	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
GL Number						
04/01/2020	PR	S	542393 389	SUMMARY PR 04/01/2020		
208-000-001.001				CASH RECR AUTH		15,825.96
208-000-258.000				ACCRUED TAXES PAYABLE		3,431.64
208-000-258.001				OTHER PAYROLL WITHHOLDING		7,528.51
208-101-706.000				WAGES- PERMANENT EMPLOYEES	12,422.79	
208-101-707.000				WAGES- TEMPORARY EMPLOYEES	6,036.38	
208-101-715.000				FICA-EMPLOYER'S	1,371.65	
208-101-718.000				RETIREMENT FUND CONTRIBUTION	2,111.87	
208-691-707.000				WAGES- TEMPORARY EMPLOYEES	4,499.25	
208-691-715.000				FICA-EMPLOYER'S	344.17	
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Post Date	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
GL Number						
04/15/2020	PR	S	543939	390	SUMMARY PR 04/15/2020	
208-000-001.001				CASH RECR AUTH		15,600.56
208-000-258.000				ACCRUED TAXES PAYABLE		3,393.38
208-000-258.001				OTHER PAYROLL WITHHOLDING		7,522.66
208-101-706.000				WAGES- PERMANENT EMPLOYEES	12,422.79	
208-101-707.000				WAGES- TEMPORARY EMPLOYEES	5,773.25	
208-101-715.000				FICA-EMPLOYER'S	1,351.50	
208-101-718.000				RETIREMENT FUND CONTRIBUTION	2,111.87	
208-691-707.000				WAGES- TEMPORARY EMPLOYEES	4,512.00	
208-691-715.000				FICA-EMPLOYER'S	345.19	
					<u>26,516.60</u>	<u>26,516.60</u>
					<u>26,516.60</u>	<u>26,516.60</u>

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Post Date	Journal	Summ/Det	Ref #	Description	DR Amount	CR Amount
GL Number						
04/29/2020	PR	S	545911 391	SUMMARY PR 04/29/2020		
208-000-001.001				CASH RECR AUTH		12,622.39
208-000-258.000				ACCRUED TAXES PAYABLE		2,828.86
208-000-258.001				OTHER PAYROLL WITHHOLDING		7,092.84
208-101-706.000				WAGES- PERMANENT EMPLOYEES	12,422.79	
208-101-707.000				WAGES- TEMPORARY EMPLOYEES	3,794.00	
208-101-715.000				FICA-EMPLOYER'S	1,200.15	
208-101-718.000				RETIREMENT FUND CONTRIBUTION	2,111.87	
208-691-707.000				WAGES- TEMPORARY EMPLOYEES	2,801.00	
208-691-715.000				FICA-EMPLOYER'S	214.28	
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05/13/2020		REVENUE AND EXPENDITURE REPORT FOR RARE							
		PERIOD ENDING 03/31/2020							
		% Fiscal Year Completed: 75.00							
		2019-20		YTD BALANCE		ACTIVITY FOR			
		ORIGINAL	2019-20	03/31/2020		MONTH 03/31/20	ENCUMBERED	UNENCUMBERED	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	AMENDED BUDGET	NORM (ABNORM)		INCR (DECR)	YEAR-TO-DATE	BALANCE	USED
Fund 208 - PARK/RECREATION FUND									
<b>Revenues</b>									
208-101-402.000	CURRENT PROPERTY TAXES	1,418,198.00	1,418,198.00	1,105,031.20	A	151,286.64	0.00	313,166.80	77.92%
208-101-441.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	0.00	0.00	39,319.52	B	0.00	0.00	(39,319.52)	100.00%
208-101-614.000	VENDING REVENUE	1,000.00	1,000.00	135.88		135.88	0.00	864.12	13.59%
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	450,000.00	450,000.00	245,114.17		43,720.34	0.00	204,885.83	54.47%
208-101-653.000	SMART-OPERATING CREDITS	193,712.00	193,712.00	74,838.00		77,499.51	0.00	118,874.00	38.63%
208-101-654.000	SMART- FAREBOX REVENUE	214,973.06	214,973.06	5,343.76		205.00	0.00	209,629.30	2.49%
208-101-664.000	INTEREST AND DIVIDENDS	2,287.00	2,287.00	0.00		0.00	0.00	2,287.00	0.00%
208-101-674.000	CONTRIBUTIONS AND DONATIONS	1,000.00	1,000.00	0.00		0.00	0.00	1,000.00	0.00%
<b>TOTAL REVENUES</b>		<b>2,281,170.06</b>	<b>2,281,170.06</b>	<b>1,469,782.53</b>		<b>272,847.37</b>	<b>0.00</b>	<b>811,387.53</b>	<b>64.43%</b>
<b>Expenditures</b>									
208-101-706.000	WAGES- PERMANENT EMPLOYEES	345,309.74	345,309.74	242,400.87		24,845.58	0.00	102,908.87	70.20%
208-101-707.000	WAGES- TEMPORARY EMPLOYEES	353,182.00	353,182.00	212,990.69		14,978.09	0.00	140,191.31	60.31%
208-101-709.000	WAGES- OVERTIME	1,000.00	1,000.00	0.00		0.00	0.00	1,000.00	0.00%
208-101-715.000	FICA-EMPLOYER'S	53,512.00	53,512.00	34,160.71		2,965.57	0.00	19,351.29	63.84%
208-101-718.000	RETIREMENT FUND CONTRIBUTION	54,676.00	54,676.00	35,089.53		4,223.74	0.00	19,586.47	64.18%
208-101-719.000	HEALTH, LIFE, DENTAL	229,617.00	229,617.00	97,199.02	C	37.50	0.00	132,417.98	42.33%
208-101-725.000	UNEMPLOYMENT & WORKERS COMPENSATION	6,754.34	6,754.34	8,665.98	D	321.45	0.00	(1,911.64)	128.30%
208-101-728.000	OFFICE SUPPLIES	6,180.00	6,180.00	2,659.67		2,151.08	596.76	3,520.33	43.04%
208-101-730.000	POSTAGE	16,928.00	16,928.00	7,101.58		676.50	0.00	9,826.42	41.95%
208-101-740.000	SUPPLIES	46,350.00	46,350.00	16,769.79		1,520.39	3,553.20	29,580.21	36.18%
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	55,620.00	55,620.00	24,711.27		1,679.00	7,562.53	30,908.73	44.43%
208-101-751.000	FUEL	5,150.00	5,150.00	0.00		0.00	0.00	5,150.00	0.00%
208-101-801.000	PROFESSIONAL SERVICES	54,500.00	54,500.00	67,695.95	E	2,381.18	0.00	(13,195.95)	124.21%
208-101-818.000	CONTRACTUAL SERVICES	85,000.00	85,000.00	47,529.59		4,915.57	0.00	37,470.41	55.92%
208-101-826.000	LEGAL FEES	206.00	206.00	0.00		0.00	0.00	206.00	0.00%
208-101-850.000	COMMUNICATIONS	14,935.00	14,935.00	16,129.56	F	168.87	0.00	(1,194.56)	108.00%
208-101-861.000	AUTO EXPENSE ALLOWANCE	250.00	250.00	0.00		0.00	0.00	250.00	0.00%
208-101-864.000	CONFERENCE & WORKSHOPS	3,000.00	3,000.00	1,508.68		618.68	0.00	1,491.32	50.29%
208-101-880.000	COMMUNITY PROMOTION	20,085.00	20,085.00	17,935.13	G	(18.30)	0.00	2,149.87	89.30%
208-101-900.000	PRINTING & PUBLICATIONS	17,000.00	17,000.00	16,365.40	H	330.00	0.00	634.60	96.27%
208-101-901.000	BANK FEES	6,720.00	6,720.00	3,290.42		0.00	0.00	3,429.58	48.96%
208-101-910.000	INSURANCE AND BONDS	35,000.00	35,000.00	33,149.00	J	0.00	0.00	1,851.00	94.71%
208-101-920.000	UTILITIES	35,000.00	35,000.00	8,491.21		121.42	0.00	26,508.79	24.26%
208-101-931.000	BUILDING MAINTENANCE	51,000.00	51,000.00	31,045.85		4,475.99	0.00	19,954.15	60.87%
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	8,240.00	8,240.00	6,612.95		0.00	0.00	1,627.05	80.25%
208-101-939.000	VEHICLE MAINTENANCE	7,000.00	7,000.00	81.52		81.52	0.00	6,918.48	1.16%
208-101-940.000	RENTALS	2,000.00	2,000.00	255.00		85.00	0.00	1,745.00	12.75%
208-101-955.000	MISCELLANEOUS EXPENDITURE	0.00	0.00	61.70		0.00	0.00	(61.70)	100.00%
208-101-958.000	MEMBERSHIPS AND DUES	2,000.00	2,000.00	2,353.23		215.00	0.00	(353.23)	117.66%
208-101-960.000	EDUCATION AND TRAINING	2,500.00	2,500.00	468.13		270.00	0.00	2,031.87	18.73%
208-101-961.000	CERTIFICATIONS & LICENSES	500.00	500.00	0.00		0.00	0.00	500.00	0.00%
408-101-976.000	BUILDING ADDITON & IMPROVEMENT	10,000.00	10,000.00	33,935.00	K	0.00	0.00	(23,935.00)	339.35%
408-101-982.000	MACHINERY	25,400.00	25,400.00	0.00		0.00	0.00	25,400.00	0.00%
408-101-983.000	OFFICE EQUIPMENT	4,000.00	4,000.00	14.83		14.83	0.00	3,985.17	0.37%
408-101-984.000	FURNITURE	8,000.00	8,000.00	2,063.00		2,063.00	2,063.00	5,937.00	25.79%
208-101-991.000	PRINCIPAL PAYMENTS	375,719.00	375,719.00	279,672.21	L	31,488.62	0.00	96,046.79	74.44%
208-101-993.000	LAND USE FEE	120,000.00	120,000.00	0.00		0.00	0.00	120,000.00	0.00%
208-101-993.001	VENDING EXPENSE	600.00	600.00	0.00		0.00	0.00	600.00	0.00%
208-101-995.000	INTEREST PAYMENTS	9,149.00	9,149.00	9,624.33	L	655.44	0.00	(475.33)	105.20%
208-101-996.027	ADMINISTRATION COSTS	61,200.00	61,200.00	0.00		0.00	0.00	61,200.00	0.00%
208-101-999.000	TRANSFERS OUT	25,000.00	25,000.00	0.00		0.00	0.00	25,000.00	0.00%
<b>Total Expenditures Dept 101 - GENERAL DEPARTMENT</b>		<b>2,158,283.08</b>	<b>2,158,283.08</b>	<b>1,260,031.80</b>		<b>101,265.72</b>	<b>13,775.49</b>	<b>898,251.28</b>	<b>58.38%</b>





05/13/2020		REVENUE AND EXPENDITURE REPORT FOR RARE							
		PERIOD ENDING 04/30/2020							
		% Fiscal Year Completed: 83.33							
		2019-20		YTD BALANCE		ACTIVITY FOR			
		ORIGINAL	2019-20	04/30/2020		MONTH 04/30/20	ENCUMBERED	UNENCUMBERED	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	AMENDED BUDGET	NORM (ABNORM)		INCR (DECR)	YEAR-TO-DATE	BALANCE	USED
Fund 208 - PARK/RECREATION FUND									
Revenues									
208-101-402.000	CURRENT PROPERTY TAXES	1,418,198.00	1,418,198.00	1,105,031.20	A	0.00	0.00	313,166.80	77.92%
208-101-441.000	LOCAL COMMUNITY STABILIZATION SHARE TAX	0.00	0.00	39,319.52	B	0.00	0.00	(39,319.52)	100.00%
208-101-614.000	VENDING REVENUE	1,000.00	1,000.00	135.88		0.00	0.00	864.12	13.59%
208-101-652.000	RECREATION USE AND ADMISSION FEE-ROSEVIL	450,000.00	450,000.00	244,739.17		(375.00)	0.00	205,260.83	54.39%
208-101-653.000	SMART-OPERATING CREDITS	193,712.00	193,712.00	74,838.00		0.00	0.00	118,874.00	38.63%
208-101-654.000	SMART- FAREBOX REVENUE	214,973.06	214,973.06	5,343.76		0.00	0.00	209,629.30	2.49%
208-101-664.000	INTEREST AND DIVIDENDS	2,287.00	2,287.00	0.00		0.00	0.00	2,287.00	0.00%
208-101-674.000	CONTRIBUTIONS AND DONATIONS	1,000.00	1,000.00	0.00		0.00	0.00	1,000.00	0.00%
TOTAL REVENUES		2,281,170.06	2,281,170.06	1,469,407.53		(375.00)	0.00	811,762.53	64.41%
Expenditures									
208-101-706.000	WAGES- PERMANENT EMPLOYEES	345,309.74	345,309.74	279,669.24		37,268.37	0.00	65,640.50	80.99%
208-101-707.000	WAGES- TEMPORARY EMPLOYEES	353,182.00	353,182.00	228,594.32	C	15,603.63	0.00	124,587.68	64.72%
208-101-709.000	WAGES- OVERTIME	1,000.00	1,000.00	0.00		0.00	0.00	1,000.00	0.00%
208-101-715.000	FICA-EMPLOYER'S	53,512.00	53,512.00	38,084.01		3,923.30	0.00	15,427.99	71.17%
208-101-718.000	RETIREMENT FUND CONTRIBUTION	54,676.00	54,676.00	41,425.14		6,335.61	0.00	13,250.86	75.76%
208-101-719.000	HEALTH, LIFE, DENTAL	229,617.00	229,617.00	97,199.02	D	0.00	0.00	132,417.98	42.33%
208-101-725.000	UNEMPLOYMENT & WORKERS COMPENSATION	6,754.34	6,754.34	8,665.98	E	0.00	0.00	(1,911.64)	128.30%
208-101-728.000	OFFICE SUPPLIES	6,180.00	6,180.00	2,847.32		187.65	596.76	3,332.68	46.07%
208-101-730.000	POSTAGE	16,928.00	16,928.00	7,101.58		0.00	0.00	9,826.42	41.95%
208-101-740.000	SUPPLIES	46,350.00	46,350.00	16,769.79	C	0.00	3,553.20	29,580.21	36.18%
208-101-740.004	PLAYGROUND AND ATHLETIC SUPPLIES	55,620.00	55,620.00	24,711.27	C	0.00	7,562.53	30,908.73	44.43%
208-101-751.000	FUEL	5,150.00	5,150.00	0.00		0.00	0.00	5,150.00	0.00%
208-101-801.000	PROFESSIONAL SERVICES	54,500.00	54,500.00	67,695.95	F	0.00	0.00	(13,195.95)	124.21%
208-101-818.000	CONTRACTUAL SERVICES	85,000.00	85,000.00	47,896.34	C	366.75	0.00	37,103.66	56.35%
208-101-826.000	LEGAL FEES	206.00	206.00	0.00		0.00	0.00	206.00	0.00%
208-101-850.000	COMMUNICATIONS	14,935.00	14,935.00	16,296.17	G	166.61	0.00	(1,361.17)	109.11%
208-101-861.000	AUTO EXPENSE ALLOWANCE	250.00	250.00	0.00		0.00	0.00	250.00	0.00%
208-101-864.000	CONFERENCE & WORKSHOPS	3,000.00	3,000.00	1,508.68	C	0.00	0.00	1,491.32	50.29%
208-101-880.000	COMMUNITY PROMOTION	20,085.00	20,085.00	17,935.13	H	0.00	0.00	2,149.87	89.30%
208-101-900.000	PRINTING & PUBLICATIONS	17,000.00	17,000.00	16,365.40	J	0.00	0.00	634.60	96.27%
208-101-901.000	BANK FEES	6,720.00	6,720.00	3,290.42		0.00	0.00	3,429.58	48.96%
208-101-910.000	INSURANCE AND BONDS	35,000.00	35,000.00	33,149.00	K	0.00	0.00	1,851.00	94.71%
208-101-920.000	UTILITIES	35,000.00	35,000.00	9,661.08		1,169.87	0.00	25,338.92	27.60%
208-101-931.000	BUILDING MAINTENANCE	51,000.00	51,000.00	31,045.85		0.00	0.00	19,954.15	60.87%
208-101-933.000	OFFICE EQUIPMENT MAINTENANCE	8,240.00	8,240.00	6,828.33		215.38	0.00	1,411.67	82.87%
208-101-939.000	VEHICLE MAINTENANCE	7,000.00	7,000.00	81.52		0.00	0.00	6,918.48	1.16%
208-101-940.000	RENTALS	2,000.00	2,000.00	340.00		85.00	0.00	1,660.00	17.00%
208-101-955.000	MISCELLANEOUS EXPENDITURE	0.00	0.00	61.70		0.00	0.00	(61.70)	100.00%
208-101-958.000	MEMBERSHIPS AND DUES	2,000.00	2,000.00	2,393.23		40.00	0.00	(393.23)	119.66%
208-101-960.000	EDUCATION AND TRAINING	2,500.00	2,500.00	468.13		0.00	0.00	2,031.87	18.73%
208-101-961.000	CERTIFICATIONS & LICENSES	500.00	500.00	0.00		0.00	0.00	500.00	0.00%
408-101-976.000	BUILDING ADDITON & IMPROVEMENT	10,000.00	10,000.00	33,935.00	L	0.00	0.00	(23,935.00)	339.35%
408-101-982.000	MACHINERY	25,400.00	25,400.00	0.00		0.00	0.00	25,400.00	0.00%
408-101-983.000	OFFICE EQUIPMENT	4,000.00	4,000.00	704.75		689.92	0.00	3,295.25	17.62%
408-101-984.000	FURNITURE	8,000.00	8,000.00	2,063.00		0.00	2,063.00	5,937.00	25.79%
208-101-991.000	PRINCIPAL PAYMENTS	375,719.00	375,719.00	311,232.99	M	31,560.78	0.00	64,486.01	82.84%
208-101-993.000	LAND USE FEE	120,000.00	120,000.00	0.00		0.00	0.00	120,000.00	0.00%
208-101-993.001	VENDING EXPENSE	600.00	600.00	0.00		0.00	0.00	600.00	0.00%
208-101-995.000	INTEREST PAYMENTS	9,149.00	9,149.00	10,207.61	M	583.28	0.00	(1,058.61)	111.57%
208-101-996.027	ADMINISTRATION COSTS	61,200.00	61,200.00	0.00		0.00	0.00	61,200.00	0.00%
208-101-999.000	TRANSFERS OUT	25,000.00	25,000.00	0.00		0.00	0.00	25,000.00	0.00%
Total Expenditures Dept 101 - GENERAL DEPARTMENT		2,158,283.08	2,158,283.08	1,358,227.95		98,196.15	13,775.49	800,055.13	62.93%

05/13/2020		REVENUE AND EXPENDITURE REPORT FOR RARE						
		PERIOD ENDING 04/30/2020						
		% Fiscal Year Completed: 83.33						
		2019-20		YTD BALANCE	ACTIVITY FOR			
		ORIGINAL	2019-20	04/30/2020	MONTH 04/30/20	ENCUMBERED	UNENCUMBERED	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	AMENDED BUDGET	NORM (ABNORM)	INCR (DECR)	YEAR-TO-DATE	BALANCE	USED
208-691-707.000	WAGES- TEMPORARY EMPLOYEES	126,220.00	126,220.00	92,413.48	11,812.25	0.00	33,806.52	73.22%
208-691-715.000	FICA-EMPLOYER'S	9,656.00	9,656.00	7,043.78	903.64	0.00	2,612.22	72.95%
208-691-725.000	UNEMPLOYMENT & WORKERS COMPENSATION	1,218.86	1,218.86	0.00	0.00	0.00	1,218.86	0.00%
208-691-728.000	OFFICE SUPPLIES	0.00	0.00	139.04	0.00	139.04	(139.04)	100.00%
208-691-740.000	SUPPLIES	750.00	750.00	205.98	41.19	0.00	544.02	27.46%
208-691-751.000	FUEL	10,300.00	10,300.00	1,086.98	0.00	0.00	9,213.02	10.55%
208-691-801.000	PROFESSIONAL SERVICES	5,000.00	5,000.00	2,865.25	0.00	0.00	2,134.75	57.31%
208-691-818.000	CONTRACTUAL SERVICES	5,150.00	5,150.00	1,718.76	0.00	0.00	3,431.24	33.37%
208-691-850.000	COMMUNICATIONS	4,635.00	4,635.00	5,657.09	425.02	0.00	(1,022.09)	122.05%
208-691-880.000	COMMUNITY PROMOTION	5,000.00	5,000.00	177.82	0.00	0.00	4,822.18	3.56%
208-691-910.000	INSURANCE AND BONDS	2,671.00	2,671.00	0.00	0.00	0.00	2,671.00	0.00%
208-691-939.000	VEHICLE MAINTENANCE	3,713.00	3,713.00	548.06	0.00	0.00	3,164.94	14.76%
208-691-983.000	OFFICE EQUIPMENT	215,000.00	215,000.00	0.00	0.00	0.00	215,000.00	0.00%
208-691-996.027	ADMINISTRATION COSTS	19,371.20	19,371.20	0.00	0.00	0.00	19,371.20	0.00%
Total Expenditures Dept 691-SMART		408,685.06	408,685.06	111,856.24	13,182.10	139.04	296,828.82	27.37%
TOTAL EXPENDITURES		2,566,968.14	2,566,968.14	1,470,084.19	111,378.25	13,914.53	1,096,883.95	57.27%
Fund 208 - PARK/RECREATION FUND:								
TOTAL REVENUES		2,281,170.06	2,281,170.06	1,469,407.53	(375.00)	0.00	811,762.53	
TOTAL EXPENDITURES		2,566,968.14	2,566,968.14	1,470,084.19	111,378.25	13,914.53	1,096,883.95	
NET OF REVENUES & EXPENDITURES		(285,798.08)	(285,798.08)	(676.66)	(111,753.25)	(13,914.53)	(285,121.42)	
A Property taxes are collected through February 29, however the settlement with the county and amounts collected in Eastpointe still need to be received and recorded.								
B This is a one-time distribution from the State that was budgeted in account 402. A budget amendment to move this amount from account 402 to 441 will be needed.								
C Due to the COVID-19 pandemic, various expenses are not being incurred according to budget and will most likely be unde budget. An amendment will be needed to reflect this.								
D Health, Life, and Dental is paid to the City of Roseville for coverage. The Authority has not yet been billed for the third quarter of the fiscal year.								
E Workers Comp premium is paid annually and no more expense is expected for the year. Amount is over budget, however a portion will need to be applied to SMART. A small budget adjustment may be required.								
F Large nonrecurring expenses were recorded during the month of Novemeber, \$12,700 to Plante Moran for the annual audit as well as \$7,315 to Carlisle Wortman for the Recreation Master Plan. A reimbursement for the Master Plan cost from the Cities will reduce this account balance.								
G The year-to-date amount represents approximately seven months of expenses for communications. The prior year actual communication expense was approximately \$30,000. A budget amendment to increase the communication budget to what was expended in the prior year will be needed.								
H Community Promotions are running over budget with \$5,000 still expected through the end of the FY. A budget amendment for \$3,000 will most likely be needed.								
J The current month's \$7,000 expenditure relates to the Spring news letter. Although minimal activity is expected through the end of the fiscal year, a small budget adjustment may be needed.								
K The annual insurance payment to the MML was paid in September. This covers the full year and no other expenses are expected in this account for the fiscal year. The Authority has received a rebate check from the MML in the amount of \$3,314. Annual costs are expected to be under budget.								
L The Authority budgeted \$10,000 in FY19 and \$10,000 in FY20 for the installation of a fitness court at Huron Park. No costs were incurred in FY19. The National Fitness Court indicated that costs exceeded what was initially quoted. The additional \$14,000 invoice was paid by the Authority therefore a budget amendment will be needed.								
M Interest expense appears to be over budget however a reclassification entry is needed to reclassify part of interest expense to principle. In total, payments to the cities are correct.								



This EMPLOYMENT AGREEMENT made and entered into the 1<sup>st</sup> day of July 2020, by and between the Recreational Authority of Roseville & Eastpointe and **Mary Grant:**

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereby agree to the following as the conditions covering their employment relationship, namely:

1. **Mary Grant** shall be employed on and after July 1, 2020, as **Senior Activities Director** of the Recreational Authority of Roseville & Eastpointe.
2. The term of said employment shall be three (3) years from its execution.
3. **Mary Grant's** salary as **Senior Activities Director** shall be **\$59,238** annually with a 2% increase in 2021/22 fiscal year and 2% increase in 2022/23 fiscal year.
4. **OVERTIME** - An election may be made by an employee to accumulate up to sixty (60) hours in compensatory time by mutual agreement between the employee and the Recreation Director. Additional hours above 60 may be accumulated at the discretion of the Executive Director. Compensatory time shall not be paid out.
5. **HOLIDAYS** - The following calendar days shall be deemed holidays for the purpose of this agreement: New Year's Eve Day, New Year's Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. Holidays which occur during vacation leave shall not be charged against vacation leave. When one of the listed holidays falls on a Sunday, the following Monday shall be considered a holiday for the Authority employee. When a holiday falls on a Saturday, the preceding Friday shall be considered the holiday.
3. **SICK LEAVE** - The sick leave policy covers an employee up to one (1) calendar year for on/off duty illness or injury.

New hire employees do not accrue sick leave time until after successful completion of their six (6) month probationary period. Sick time is then prorated for the remainder of the year.

A short-term disability plan shall be provided to the Authority commencing on the eight (8<sup>th</sup>) calendar day of disability and continuing through the 365<sup>th</sup> consecutive day. The employee of the Authority shall be compensated at sixty-five (65%) percent of his/her regular pay during this period of disability.

The Authority required a written statement from the employee's doctor on the third consecutive day of requested sick leave. Once off for three or more consecutive sick leave days, a statement from the employee's doctor must also

be obtained clearing the employee to return to work. The Authority also reserves the right to require the employee to be examined by a physician of the Authority's choice, at the Authority's expense.

Employees may utilize sick leave in case of the illness or injury of a family member as defined by the Family Medical Leave Act (FMLA).

4. PERSONAL BUSINESS DAYS - Three (3) personal business days shall be allowed during each year of this agreement with pay upon written application and approval by the Recreation Director. Personal business days shall not be carried over from year to year. Personal business days may be used in four (4) hour increments.

New hire employees do not accrue personal business days until after successful completion of their probationary period of six (6) months. Personal business days are then prorated for the remainder of the year.

5. VACATION SELECTION AND VACATION TIME - Employees shall be credited and have available vacation January 1 for the entire calendar year based upon their anniversary date in that calendar year. If an employee leaves employment or does not work ten (10) days in the month ("work" shall include vacation, personal leave days and compensatory days), the payoff amount or accumulated vacation amount will be reduced accordingly.

<u>Service Time</u>	<u>Days Earned</u>
Completion of Probation – 5 years	10 days
Over 5 years	15 days
Over 15 years	20 days
Over 20 years	25 days
Over 25 years	30 days

New hire probationary employees do not accrue vacation leave time until after successful completion of their probationary period. Vacation time is then credited retroactive to date of hire.

Up to five (5) vacation days may be accumulated and carried over to the following calendar year. Additional days over the maximum five (5) days have to be used by the end of the first pay period in January or they will be forfeited.

Pay in lieu of vacation for up to 50% of days acquired during the current year can be requested by November 30 each year. In the event employment is terminated, an employee will be paid for all earned vacation accumulated, computed on the basis of all earned vacation from the prior year not used, and the vacation time earned in the current year.

6. FUNERAL LEAVE  
In event of death of immediate family, time off with pay to attend the funeral shall be given. Funeral leave, for immediate family only, up to 3 days paid leave

beginning with the date of death and ending with the date of the funeral. If funeral is held 500 miles outside of the City of Roseville or Eastpointe an additional day for travel after the date of funeral will be given. Immediate family is defined as spouse, children, grandchildren, mother, grandmother, father, grandfather, sister, brother, stepparents, step-children, step-grandparents, step-grandchildren, step-brothers, or step-sisters of the employee or their spouse. It is understood that immediate family does include those family members of a widow/widower's deceased spouse but not a divorced spouse.

7. JURY DUTY

Participation in jury duty shall not result in any loss of pay or benefits. Proof of jury and/or assignment shall be documented, if requested. Any remuneration received for Jury Duty shall be submitted to the Authority.

8. DUTY RELATED ILLNESS AND INJURY

All employees injured or incapacitated in the actual discharge of duty shall receive such pay for injuries as provided for under Workman's Compensation Laws of the State of Michigan. In addition to the minimum amount required by law, the Authority shall pay an additional sum, which will be the difference between eighty percent (80%) of his regular salary minus said compensation payment. Such additional payment shall be made for a period not to exceed one year, and shall not be paid for injuries received because of negligence on the part of the employee injured.

The Authority reserves the right to have an employee examined at any time while on injury and assign the employee back to the position he/she held prior to injury or to another assignment as determined by the Recreation Director. These assignments are strictly the prerogative of management.

If the reports of the employee's physician and the Authority's physician are in disagreement or conflict, a "third party" physician's (agreed to by the Authority and the employee) opinion will be binding on both parties.

All employees released for light duty will be assigned duties and given an opportunity to work. A light duty assignment in no fashion extends or modifies the additional payment period.

Any employee incurring a non job related illness or injury and who is deemed by their doctor to be able to work, however is restricted from performing their normal job, may request to be allowed to work limited duty. It is the obligation of the employee to secure and deliver to the Authority a doctor's prescription for the hours and duties allowed.

9. MEDICAL INSURANCE

The Authority shall provide full-time employees, eligible spouse and their dependents medical, dental and optical insurance coverage upon completion of

six (6) months of service. The insurance plan follows the City of Roseville Employee Benefit Plan ("Plan Document") effective January 1, 2017. Employer agrees to a 50% contribution to the deductible amount of the employee Health Savings Account.

10. POST RETIREMENT HEALTH CARE

The Authority shall participate in a Retirement Health Savings Plan upon completion of six (6) months of service. This plan shall consist of a mandatory Employer contribution of two (2%) percent and a one (1%) percent Employee contribution. Both contributions shall be made on the basis of base wage only. The vesting for Employer contributions shall be immediate.

11. REIMBURSEMENT ACCOUNTS

Employees of the Authority will be permitted to utilize qualified reimbursement accounts established as part of Section 125 of the Internal Revenue Code, which permits employees to pay certain health care or dependent care expenses with pre-tax dollars. Administration and limitation of this plan shall be determined by the Authority and as otherwise required by Federal law or regulation.

12. CASH IN LIEU OF BENEFITS

Employees of the Authority who elect to waive participation in the Authority's sponsored health care plan because the employee receives health care benefits from a previous employer or the employee's spouse has coverage shall be paid a health insurance allowance of One Thousand (\$1,000.00) Dollars annually. The waiver of participation shall remain in effect from coverage year to coverage year unless revoked by the employee, in writing, during a subsequent open enrollment period or otherwise provided in the agreement. As a condition of waiving participation and receiving an insurance allowance, the employee must annually submit a letter to the Authority certifying that the employee and the employee's dependents will be covered under a health insurance plan. Each employee who elects to accept the insurance allowance for the calendar year January through December will receive payment in January of the subsequent year, combined with any other special pay items.

In the event that an employee's health care plan ceases to cover the employee and his/her dependents, the employee must re-enroll in the Authority's sponsored health care plan. The Authority will endeavor to re-enroll the employee and the employee's eligible dependents in the Authority sponsored health care plan subject to the procedures and time frame required by the appropriate health insurance carrier. Employees who are re-enrolled during a calendar year will receive a prorated allowance.

13. PENSION

Employees of the Authority may participate in a defined contribution (DC) plan. The plan will provide for an Employer contribution of fifteen (15%) percent of the

Employee's base wage and an optional Employee contribution of up to five (5%) percent of base wage. The period of vesting for this benefit shall be five (5) years of service.

14. USE OF PRIVATE AUTOS

Subject to approval by the Recreation Director, the Authority will pay the equivalent cents per mile as published by IRS Standard Mileage Rates to all employees for use of their privately owned vehicle in conducting Authority business. Authority vehicles will be used whenever possible.

15. CESSATON OF BENEFITS

It is understood that anytime an employee is on unpaid leave that the benefits of this agreement cease and benefits are prorated for time off. Certain benefits may continue under other Federal and State laws.

16. RIGHTS AND RESPONSIBILITIES

Both the Authority and its employees recognize the others rights and responsibilities under both Federal and State Law and agree that same shall supersede any provision to the contrary in this agreement unless said law reserves to the parties hereto the right to negotiate said rights and responsibilities hereunder.

The parties recognize that this is the entire agreement between the parties and this agreement may not be modified except by mutual agreement, in writing, with appropriate legislative action being taken by the Recreational Authority of Roseville & Eastpointe Board.

In witness whereof, the parties hereto have hereunder set their hands and seals the day and year first above written.

BY \_\_\_\_\_ BY \_\_\_\_\_

BY \_\_\_\_\_ Date: \_\_\_\_\_





This EMPLOYMENT AGREEMENT made and entered into the 1<sup>st</sup> day of July 2020, by and between the Recreational Authority of Roseville & Eastpointe and **Sara Frederick**:

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereby agree to the following as the conditions covering their employment relationship, namely:

1. **Sara Frederick** shall be employed on and after July 1, 2020, as **Assistant Director** of the Recreational Authority of Roseville & Eastpointe.
2. The term of said employment under this agreement shall be three (3) years from its execution and will automatically renew annually for one (1) year unless either party provide written notice of their intent to negotiate a new, or terminate this, agreement at least sixty (60) days prior to the annual anniversary date.
3. **Sara Frederick's** salary as **Assistant Director** shall be **\$69,561** annually with a 2% increase in 2021/22 fiscal year and a 2% increase in the 2022/2023 fiscal year.
4. **OVERTIME** - An election may be made by an employee to accumulate up to sixty (60) hours in compensatory time by mutual agreement between the employee and the Executive Director. Additional hours above 60 may be accumulated at the discretion of the Executive Director. Compensatory time shall not be paid out.
5. **HOLIDAYS** - The following calendar days shall be deemed holidays for the purpose of this agreement: New Year's Eve Day, New Year's Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. Holidays which occur during vacation leave shall not be charged against vacation leave. When one of the listed holidays falls on a Sunday, the following Monday shall be considered a holiday for the Authority employee. When a holiday falls on a Saturday, the preceding Friday shall be considered the holiday.
6. **SICK LEAVE** - The sick leave policy covers an employee up to one (1) calendar year for on/off duty illness or injury.

New hire employees do not accrue sick leave time until after successful completion of their six (6) month probationary period.

A short-term disability plan shall be provided to the Authority commencing on the eight (8<sup>th</sup>) calendar day of disability and continuing through the 365<sup>th</sup> consecutive day. The employee of the Authority shall be compensated at sixty-five (65%) percent of his/her regular pay during this period of disability.

The Authority requires a written statement from the employee's doctor on the third consecutive day of requested sick leave. Once off for three or more consecutive sick leave days, a statement from the employee's doctor must also be obtained clearing the employee to return to work. The Authority also reserves the right to require the employee to be examined by a physician of the Authority's choice, at the Authority's expense.

Employees may utilize sick leave in case of the illness or injury of a family member as defined by the Family Medical Leave Act (FMLA).

7. PERSONAL BUSINESS DAYS - Three (3) personal business days shall be allowed during each year of this agreement with pay upon written application and approval by the Executive Director. Personal business days shall not be carried over from year to year. Personal business days may be used in four (4) hour increments.

New hire employees do not accrue personal business days until after successful completion of their probationary period of six (6) months. Personal business days are then prorated for the remainder of the year.

8. VACATION SELECTION AND VACATION TIME - Employees shall be credited and have available vacation January 1 for the entire calendar year based upon their anniversary date in that calendar year. If an employee leaves employment or does not work ten (10) days in the month ("work" shall include vacation, personal leave days and compensatory days), the payoff amount or accumulated vacation amount will be reduced accordingly.

<u>Service Time</u>	<u>Days Earned</u>
Completion of Probation – 5 years	10 days
Over 5 years	15 days
Over 15 years	20 days
Over 20 years	25 days
Over 25 years	30 days

New hire probationary employees do not accrue vacation leave time until after successful completion of their probationary period. Vacation time is then credited retroactive to date of hire.

Up to five (5) vacation days may be accumulated and carried over to the following calendar year. Additional days over the maximum five (5) days have to be used by the end of the first pay period in January or they will be forfeited.

Pay in lieu of vacation for up to 50% of days acquired during the current year can be requested by November 30 each year. In the event employment is terminated, an employee will be paid for all earned vacation accumulated, computed on the basis of all earned vacation from the prior year not used, and the vacation time earned in the current year.

9. FUNERAL LEAVE

In event of death of immediate family, time off with pay to attend the funeral shall be given. Funeral leave, for immediate family only, up to 3 days paid leave beginning with the date of death and ending with the date of the funeral. If funeral is held 500 miles outside of the City of Roseville or Eastpointe an additional day for travel after the date of funeral will be given. Immediate family is defined as spouse, children, grandchildren, mother, grandmother, father, grandfather, sister, brother, stepparents, step-children, step-grandparents, step-grandchildren, step-brothers, or step-sisters of the employee or their spouse. It is understood that immediate family does include those family members of a widow/widower's deceased spouse but not a divorced spouse.

10. JURY DUTY

Participation in jury duty shall not result in any loss of pay or benefits. Proof of jury and/or assignment shall be documented, if requested. Any remuneration received for Jury Duty shall be submitted to the Authority.

11. DUTY RELATED ILLNESS AND INJURY

All employees injured or incapacitated in the actual discharge of duty shall receive such pay for injuries as provided for under Workman's Compensation Laws of the State of Michigan. In addition to the minimum amount required by law, the Authority shall pay an additional sum, which will be the difference between eighty percent (80%) of his regular salary minus said compensation payment. Such additional payment shall be made for a period not to exceed one year, and shall not be paid for injuries received because of negligence on the part of the employee injured.

The Authority reserves the right to have an employee examined at any time while on injury and assign the employee back to the position he/she held prior to injury or to another assignment as determined by the Recreation Director. These assignments are strictly the prerogative of management.

If the reports of the employee's physician and the Authority's physician are in disagreement or conflict, a "third party" physician's (agreed to by the Authority and the employee) opinion will be binding on both parties.

All employees released for light duty will be assigned duties and given an opportunity to work. A light duty assignment in no fashion extends or modifies the additional payment period.

Any employee incurring a non job related illness or injury and who is deemed by their doctor to be able to work, however is restricted from performing their normal job, may request to be allowed to work limited duty. It is the obligation of the employee to secure and deliver to the Authority a doctor's prescription for the hours and duties allowed.

12. MEDICAL INSURANCE

The Authority shall provide full-time employees, eligible spouse and their dependents medical, dental and optical insurance coverage upon completion of six (6) months of service. The insurance plan follows the City of Roseville Employee Benefit Plan ("Plan Document") effective January 1, 2019. Employer agrees to a 50% contribution to the deductible amount of the employee Health Savings Account.

13. POST RETIREMENT HEALTH CARE

The Authority shall participate in a Retirement Health Savings Plan upon completion of six (6) months of service. This plan shall consist of a mandatory Employer contribution of two (2%) percent and a one (1%) percent Employee contribution. Both contributions shall be made on the basis of base wage only. The vesting for Employer contributions shall be immediate.

14. REIMBURSEMENT ACCOUNTS

Employees of the Authority will be permitted to utilize qualified reimbursement accounts established as part of Section 125 of the Internal Revenue Code, which permits employees to pay certain health care or dependent care expenses with pre-tax dollars. Administration and limitation of this plan shall be determined by the Authority and as otherwise required by Federal law or regulation.

15. CASH IN LIEU OF BENEFITS

Employees of the Authority who elect to waive participation in the Authority's sponsored health care plan because the employee receives health care benefits from a previous employer or the employee's spouse has coverage shall be paid a health insurance allowance of One Thousand (\$1,000.00) Dollars annually. The waiver of participation shall remain in effect from coverage year to coverage year unless revoked by the employee, in writing, during a subsequent open enrollment period or otherwise provided in the agreement. As a condition of waiving participation and receiving an insurance allowance, the employee must annually submit a letter to the Authority certifying that the employee and the employee's dependents will be covered under a health insurance plan. Each employee who elects to accept the insurance allowance for the calendar year January through December will receive payment in January of the subsequent year, combined with any other special pay items.

In the event that an employee's health care plan ceases to cover the employee and his/her dependents, the employee must re-enroll in the Authority's sponsored health care plan. The Authority will endeavor to re-enroll the employee and the employee's eligible dependents in the Authority sponsored health care plan subject to the procedures and time frame required by the appropriate health insurance carrier. Employees who are re-enrolled during a calendar year will receive a prorated allowance.

16. PENSION

Employees of the Authority may participate in a defined contribution (DC) plan. The plan will provide for an Employer contribution of fifteen (15%) percent of the Employee's base wage and an optional Employee contribution of up to five (5%) percent of base wage. The period of vesting for this benefit shall be five (5) years of service.

17. USE OF PRIVATE AUTOS

Subject to approval by the Executive Director, the Authority will pay the equivalent cents per mile as published by IRS Standard Mileage Rates to all employees for use of their privately owned vehicle in conducting Authority business. Authority vehicles will be used whenever possible.

18. CESSATON OF BENEFITS

It is understood that anytime an employee is on unpaid leave that the benefits of this agreement cease and benefits are prorated for time off. Certain benefits may continue under other Federal and State laws.

19. RIGHTS AND RESPONSIBILITIES

Both the Authority and its employees recognize the others rights and responsibilities under both Federal and State Law and agree that same shall supersede any provision to the contrary in this agreement unless said law reserves to the parties hereto the right to negotiate said rights and responsibilities hereunder.

The parties recognize that this is the entire agreement between the parties and this agreement may not be modified except by mutual agreement, in writing, with appropriate legislative action being taken by the Roseville-Eastpointe Recreation Authority Board.

In witness whereof, the parties hereto have hereunder set their hands and seals the day and year first above written.

BY \_\_\_\_\_ BY \_\_\_\_\_

BY \_\_\_\_\_ Date: \_\_\_\_\_



This EMPLOYMENT AGREEMENT made and entered into the 1<sup>st</sup> day of July 2020, by and between the Roseville-Eastpointe Recreation Authority and **Anthony Lipinski**:

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereby agree to the following as the conditions covering their employment relationship, namely:

1. **Anthony Lipinski** shall be employed on and after July 1, 2020, as **Executive Director** of the Recreational Authority of Roseville & Eastpointe.
2. The term of said employment shall be three (3) years from its execution.
3. **Anthony Lipinski's** salary as **Executive Director** shall be **\$98,730** annually with a 2% increase on 2021/22 fiscal year and 2% increase in 2022/23 fiscal year.
4. **OVERTIME** - An election may be made by an employee to accumulate up to sixty (60) hours in compensatory time by mutual agreement between the employee and the Recreation Director. Additional hours above 60 may be accumulated at the discretion of the Executive Director. Compensatory time shall not be paid out.
5. **HOLIDAYS** - The following calendar days shall be deemed holidays for the purpose of this agreement: New Year's Eve Day, New Year's Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. Holidays which occur during vacation leave shall not be charged against vacation leave. When one of the listed holidays falls on a Sunday, the following Monday shall be considered a holiday for the Authority employee. When a holiday falls on a Saturday, the preceding Friday shall be considered the holiday.
6. **SICK LEAVE** - The sick leave policy covers an employee up to one (1) calendar year for on/off duty illness or injury.

New hire employees do not accrue sick leave time until after successful completion of their six (6) month probationary period. Sick time is then prorated for the remainder of the year.

A short-term disability plan shall be provided to the Authority commencing on the eight (8<sup>th</sup>) calendar day of disability and continuing through the 365<sup>th</sup> consecutive day. The employee of the Authority shall be compensated at sixty-five (65%) percent of his/her regular pay during this period of disability.

The Authority required a written statement from the employee's doctor on the third consecutive day of requested sick leave. Once off for three or more

consecutive sick leave days, a statement from the employee's doctor must also be obtained clearing the employee to return to work. The Authority also reserves the right to require the employee to be examined by a physician of the Authority's choice, at the Authority's expense.

Employees may utilize sick leave in case of the illness or injury of a family member as defined by the Family Medical Leave Act (FMLA).

7. PERSONAL BUSINESS DAYS - Three (3) personal business days shall be allowed during each year of this agreement with pay upon written application and approval by the Recreation Director. Personal business days shall not be carried over from year to year. Personal business days may be used in four (4) hour increments.

New hire employees do not accrue personal business days until after successful completion of their probationary period of six (6) months. Personal business days are then prorated for the remainder of the year.

8. VACATION SELECTION AND VACATION TIME - Employees shall be credited and have available vacation January 1 for the entire calendar year based upon their anniversary date in that calendar year. If an employee leaves employment or does not work ten (10) days in the month ("work" shall include vacation, personal leave days and compensatory days), the payoff amount or accumulated vacation amount will be reduced accordingly.

<u>Service Time</u>	<u>Days Earned</u>
Completion of Probation – 5 years	10 days
Over 5 years	15 days
Over 15 years	20 days
Over 20 years	25 days
Over 25 years	30 days

New hire probationary employees do not accrue vacation leave time until after successful completion of their probationary period. Vacation time is then credited retroactive to date of hire.

Up to five (5) vacation days may be accumulated and carried over to the following calendar year. Additional days over the maximum five (5) days have to be used by the end of the first pay period in January or they will be forfeited.

Pay in lieu of vacation for up to 50% of days acquired during the current year can be requested by November 30 each year. In the event employment is terminated, an employee will be paid for all earned vacation accumulated, computed on the basis of all earned vacation from the prior year not used, and the vacation time earned in the current year.

9. FUNERAL LEAVE

In event of death of immediate family, time off with pay to attend the funeral shall be given. Funeral leave, for immediate family only, up to 3 days paid leave beginning with the date of death and ending with the date of the funeral. If funeral is held 500 miles outside of the City of Roseville or Eastpointe an additional day for travel after the date of funeral will be given. Immediate family is defined as spouse, children, grandchildren, mother, grandmother, father, grandfather, sister, brother, stepparents, step-children, step-grandparents, step-grandchildren, step-brothers, or step-sisters of the employee or their spouse. It is understood that immediate family does include those family members of a widow/widower's deceased spouse but not a divorced spouse.

10. JURY DUTY

Participation in jury duty shall not result in any loss of pay or benefits. Proof of jury and/or assignment shall be documented, if requested. Any remuneration received for Jury Duty shall be submitted to the Authority.

11. DUTY RELATED ILLNESS AND INJURY

All employees injured or incapacitated in the actual discharge of duty shall receive such pay for injuries as provided for under Workman's Compensation Laws of the State of Michigan. In addition to the minimum amount required by law, the Authority shall pay an additional sum, which will be the difference between eighty percent (80%) of his regular salary minus said compensation payment. Such additional payment shall be made for a period not to exceed one year, and shall not be paid for injuries received because of negligence on the part of the employee injured.

The Authority reserves the right to have an employee examined at any time while on injury and assign the employee back to the position he/she held prior to injury or to another assignment as determined by the Recreation Director. These assignments are strictly the prerogative of management.

If the reports of the employee's physician and the Authority's physician are in disagreement or conflict, a "third party" physician's (agreed to by the Authority and the employee) opinion will be binding on both parties.

All employees released for light duty will be assigned duties and given an opportunity to work. A light duty assignment in no fashion extends or modifies the additional payment period.

Any employee incurring a non job related illness or injury and who is deemed by their doctor to be able to work, however is restricted from performing their normal job, may request to be allowed to work limited duty. It is the obligation of the employee to secure and deliver to the Authority a doctor's prescription for the hours and duties allowed.



12. MEDICAL INSURANCE

The Authority shall provide full-time employees, eligible spouse and their dependents medical, dental and optical insurance coverage upon completion of six (6) months of service. The insurance plan follows the City of Roseville Employee Benefit Plan ("Plan Document") effective January 1, 2017. Employer agrees to a 50% contribution to the deductible amount of the employee Health Savings Account.

13. POST RETIREMENT HEALTH CARE

The Authority shall participate in a Retirement Health Savings Plan upon completion of six (6) months of service. This plan shall consist of a mandatory Employer contribution of two (2%) percent and a one (1%) percent Employee contribution. Both contributions shall be made on the basis of base wage only. The vesting for Employer contributions shall be immediate.

14. REIMBURSEMENT ACCOUNTS

Employees of the Authority will be permitted to utilize qualified reimbursement accounts established as part of Section 125 of the Internal Revenue Code, which permits employees to pay certain health care or dependent care expenses with pre-tax dollars. Administration and limitation of this plan shall be determined by the Authority and as otherwise required by Federal law or regulation.

15. CASH IN LIEU OF BENEFITS

Employees of the Authority who elect to waive participation in the Authority's sponsored health care plan because the employee receives health care benefits from a previous employer or the employee's spouse has coverage shall be paid a health insurance allowance of One Thousand (\$1,000.00) Dollars annually. The waiver of participation shall remain in effect from coverage year to coverage year unless revoked by the employee, in writing, during a subsequent open enrollment period or otherwise provided in the agreement. As a condition of waiving participation and receiving an insurance allowance, the employee must annually submit a letter to the Authority certifying that the employee and the employee's dependents will be covered under a health insurance plan. Each employee who elects to accept the insurance allowance for the calendar year January through December will receive payment in January of the subsequent year, combined with any other special pay items.

In the event that an employee's health care plan ceases to cover the employee and his/her dependents, the employee must re-enroll in the Authority's sponsored health care plan. The Authority will endeavor to re-enroll the employee and the employee's eligible dependents in the Authority sponsored health care plan subject to the procedures and time frame required by the appropriate health insurance carrier. Employees who are re-enrolled during a calendar year will receive a prorated allowance.

16. PENSION

Employees of the Authority may participate in a defined contribution (DC) plan. The plan will provide for an Employer contribution of fifteen (15%) percent of the Employee's base wage and an optional Employee contribution of up to five (5%) percent of base wage. The period of vesting for this benefit shall be five (5) years of service.

17. USE OF PRIVATE AUTOS

Subject to approval by the Recreation Director, the Authority will pay the equivalent cents per mile as published by IRS Standard Mileage Rates to all employees for use of their privately owned vehicle in conducting Authority business. Authority vehicles will be used whenever possible.

18. CESSATON OF BENEFITS

It is understood that anytime an employee is on unpaid leave that the benefits of this agreement cease and benefits are prorated for time off. Certain benefits may continue under other Federal and State laws.

19. RIGHTS AND RESPONSIBILITIES

Both the Authority and its employees recognize the others rights and responsibilities under both Federal and State Law and agree that same shall supersede any provision to the contrary in this agreement unless said law reserves to the parties hereto the right to negotiate said rights and responsibilities hereunder.

The parties recognize that this is the entire agreement between the parties and this agreement may not be modified except by mutual agreement, in writing, with appropriate legislative action being taken by the Recreational Authority of Roseville & Eastpointe Board.

In witness whereof, the parties hereto have hereunder set their hands and seals the day and year first above written.

BY \_\_\_\_\_ BY \_\_\_\_\_

BY \_\_\_\_\_ Date: \_\_\_\_\_



This EMPLOYMENT AGREEMENT made and entered into on the 1<sup>st</sup> day of July, 2020, by and between the Recreational Authority of Roseville & Eastpointe and **Amanda Hughes**.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereby agree to the following as the conditions covering their employment relationship, namely:

1. **Amanda Hughes** shall be employed on and after July 1, 2020 as the **Office Manager** of the Recreational Authority of Roseville & Eastpointe.
2. The term of said employment shall be three (3) years, from its execution.
3. **Amanda Hughes**' salary as **Office Manager** shall be **\$41, 257** annually with a 2% increase in 2021/22 fiscal year and a 2% increase in 2022/2023 fiscal year.
4. **OVERTIME** - An election may be made by an employee to accumulate up to sixty (60) hours in compensatory time by mutual agreement between the employee and the Executive Director. Additional hours above 60 may be accumulated at the discretion of the Executive Director. Compensatory time shall not be paid out.
5. **HOLIDAYS** - The following calendar days shall be deemed holidays for the purpose of this agreement: New Year's Eve Day, New Year's Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. Holidays which occur during vacation leave shall not be charged against vacation leave. When one of the listed holidays falls on a Sunday, the following Monday shall be considered a holiday for the Authority employee. When a holiday falls on a Saturday, the preceding Friday shall be considered the holiday.
6. **SICK LEAVE** - Employee shall be credited and have available twelve (12) sick days each January 1 for the entire calendar year. Employees will be allowed to accumulate up to twenty-four (24) sick days

New hire employees do not accrue sick leave time until after successful completion of their three (3) month probationary period.

A short-term disability plan shall be provided to the Authority commencing on the eight (8<sup>th</sup>) calendar day of disability and continuing through the 365<sup>th</sup> consecutive day. The employee of the Authority shall be compensated at sixty-five (65%) percent of his/her regular pay during this period of disability.

The Authority requires a written statement from the employee's doctor on the third consecutive day of requested sick leave. Once off for three or more

consecutive sick leave days, a statement from the employee's doctor must also be obtained clearing the employee to return to work. The Authority also reserves the right to require the employee to be examined by a physician of the Authority's choice, at the Authority's expense.

Employees may utilize sick leave in case of the illness or injury of an immediate family member as defined by the Family Medical Leave Act (FMLA).

7. PERSONAL BUSINESS DAYS - Three (3) personal business days shall be allowed during each year of this agreement with pay upon written application and approval by the Executive Director. Personal business days shall not be carried over from year to year. Personal business days may be used in four (4) hour increments.

New hire employees do not accrue personal business days until after successful completion of their probationary period. Personal business days are then prorated for the remainder of the year.

8. VACATION SELECTION AND VACATION TIME - Employees shall be credited and have available vacation January 1 for the entire calendar year based upon their anniversary date in that calendar year. If an employee leaves employment or does not work ten (10) days in the month ("work" shall include vacation, personal leave days and compensatory days), the payoff amount or accumulated vacation amount will be reduced accordingly.

<u>Service Time</u>	<u>Days Earned</u>
Completion of Probation – 5 years	10 days
Over 5 years	15 days
Over 15 years	20 days
Over 20 years	25 days
Over 25 years	30 days

New hire probationary employees do not accrue vacation leave time until after successful completion of their probationary period. Vacation time is then credited retroactive to date of hire.

Up to five (5) vacation days may be accumulated and carried over to the following calendar year. Additional days over the maximum five (5) days have to be used by the end of the first pay period in January or they will be forfeited.

Pay in lieu of vacation for up to 50% of days acquired during the current year can be requested by November 30 each year. In the event employment is terminated, an employee will be paid for all earned vacation accumulated, computed on the basis of all earned vacation from the prior year not used, and the vacation time earned in the current year.

9. FUNERAL LEAVE

In event of death of immediate family, time off with pay to attend the funeral shall be given. Funeral leave, for immediate family only, up to 3 days paid leave beginning with the date of death and ending with the date of the funeral. If funeral is held 500 miles outside of the City of Roseville or Eastpointe an additional day for travel after the date of funeral will be given. Immediate family is defined as spouse, children, grandchildren, mother, grandmother, father, grandfather, sister, brother, stepparents, step-children, step-grandparents, step-grandchildren, step-brothers, or step-sisters of the employee or their spouse. It is understood that immediate family does include those family members of a widow/widower's deceased spouse but not a divorced spouse.

10. JURY DUTY

Participation in jury duty shall not result in any loss of pay or benefits. Proof of jury and/or assignment shall be documented, if requested. Any remuneration received for Jury Duty shall be submitted to the Authority.

11. DUTY RELATED ILLNESS AND INJURY

All employees injured or incapacitated in the actual discharge of duty shall receive such pay for injuries as provided for under Workman's Compensation Laws of the State of Michigan. In addition to the minimum amount required by law, the Authority shall pay an additional sum, which will be the difference between eighty percent (80%) of his regular salary minus said compensation payment. Such additional payment shall be made for a period not to exceed one year, and shall not be paid for injuries received because of negligence on the part of the employee injured.

The Authority reserves the right to have an employee examined at any time while on injury and assign the employee back to the position he/she held prior to injury or to another assignment as determined by the Recreation Director. These assignments are strictly the prerogative of management.

If the reports of the employee's physician and the Authority's physician are in disagreement or conflict, a "third party" physician's (agreed to by the Authority and the employee) opinion will be binding on both parties.

All employees released for light duty will be assigned duties and given an opportunity to work. A light duty assignment in no fashion extends or modifies the additional payment period.

Any employee incurring a non-job related illness or injury and who is deemed by their doctor to be able to work, however is restricted from performing their normal job, may request to be allowed to work limited duty. It is the obligation of the employee to secure and deliver to the Authority a doctor's prescription for the hours and duties allowed.

12. MEDICAL INSURANCE

The Authority shall provide full-time employees, eligible spouse and their dependents medical, dental and optical insurance coverage upon completion of six (6) months of service. The insurance plan follows the City of Roseville Employee Benefit Plan ("Plan Document") effective January 1, 2017. Employer agrees to a 50% contribution to the deductible amount of the employee Health Savings Account.

13. POST RETIREMENT HEALTH CARE

The Authority shall participate in a Retirement Health Savings Plan upon completion of six (6) months of service. This plan shall consist of a mandatory Employer contribution of two (2%) percent and a one (1%) percent Employee contribution. Both contributions shall be made on the basis of base wage only. The vesting for Employer contributions shall be immediate.

14. REIMBURSEMENT ACCOUNTS

Employees of the Authority will be permitted to utilize qualified reimbursement accounts established as part of Section 125 of the Internal Revenue Code, which permits employees to pay certain health care or dependent care expenses with pre-tax dollars. Administration and limitation of this plan shall be determined by the Authority and as otherwise required by Federal law or regulation.

15. CASH IN LIEU OF BENEFITS

Employees of the Authority who elect to waive participation in the Authority's sponsored health care plan because the employee receives health care benefits from a previous employer or the employee's spouse has coverage shall be paid a health insurance allowance of One Thousand (\$1,000.00) Dollars annually. The waiver of participation shall remain in effect from coverage year to coverage year unless revoked by the employee, in writing, during a subsequent open enrollment period or otherwise provided in the agreement. As a condition of waiving participation and receiving an insurance allowance, the employee must annually submit a letter to the Authority certifying that the employee and the employee's dependents will be covered under a health insurance plan. Each employee who elects to accept the insurance allowance for the calendar year January through December will receive payment in January of the subsequent year, combined with any other special pay items.

In the event that an employee's health care plan ceases to cover the employee and his/her dependents, the employee must re-enroll in the Authority's sponsored health care plan. The Authority will endeavor to re-enroll the employee and the employee's eligible dependents in the Authority sponsored health care plan subject to the procedures and time frame required by the appropriate health insurance carrier. Employees who are re-enrolled during a calendar year will receive a prorated allowance.

16. PENSION

Employees of the Authority may participate in a defined contribution (DC) plan. The plan will provide for an Employer contribution of fifteen (15%) percent of the Employee's base wage and an optional Employee contribution of up to five (5%) percent of base wage. The period of vesting for this benefit shall be five (5) years of service.

17. USE OF PRIVATE AUTOS

Subject to approval by the Recreation Director, the Authority will pay the equivalent cents per mile as published by IRS Standard Mileage Rates to all employees for use of their privately owned vehicle in conducting Authority business. Authority vehicles will be used whenever possible.

18. CESSATON OF BENEFITS

It is understood that anytime an employee is on unpaid leave that the benefits of this agreement cease and benefits are prorated for time off. Certain benefits may continue under other Federal and State laws.

19. RIGHTS AND RESPONSIBILITIES

Both the Authority and its employees recognize the others rights and responsibilities under both Federal and State Law and agree that same shall supersede any provision to the contrary in this agreement unless said law reserves to the parties hereto the right to negotiate said rights and responsibilities hereunder.

The parties recognize that this is the entire agreement between the parties and this agreement may not be modified except by mutual agreement, in writing, with appropriate legislative action being taken by the Recreational Authority of Roseville & Eastpointe Board.

In witness whereof, the parties hereto have hereunder set their hands and seals the day and year first above written.

BY \_\_\_\_\_ BY \_\_\_\_\_

BY \_\_\_\_\_ Date: \_\_\_\_\_



This EMPLOYMENT AGREEMENT made and entered into the 1<sup>st</sup> day of July 2020, by and between the Recreational Authority of Roseville & Eastpointe and **Adam Just** :

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereby agree to the following as the conditions covering their employment relationship, namely:

1. **Adam Just** shall be employed on and after July 1, 2020, as **Adult/Youth Sports Coordinator** of the Recreational Authority of Roseville & Eastpointe.
2. The term of said employment shall be three (3) years from its execution.
3. **Adam Just's** salary as **Adult/Youth Sports Coordinator** shall be **\$56,140** annually with a 2% increase in 2021/22 fiscal year and a 2% increase in 2022/23 fiscal year.
4. **OVERTIME** - An election may be made by an employee to accumulate up to sixty (60) hours in compensatory time by mutual agreement between the employee and the Executive Director. Additional hours above 60 may be accumulated at the discretion of the Executive Director. Compensatory time shall not be paid out.
5. **HOLIDAYS** - The following calendar days shall be deemed holidays for the purpose of this agreement: New Year's Eve Day, New Year's Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. Holidays which occur during vacation leave shall not be charged against vacation leave. When one of the listed holidays falls on a Sunday, the following Monday shall be considered a holiday for the Authority employee. When a holiday falls on a Saturday, the preceding Friday shall be considered the holiday.
6. **SICK LEAVE** - The sick leave policy covers an employee up to one (1) calendar year for on/off duty illness or injury.

New hire employees do not accrue sick leave time until after successful completion of their six (6) month probationary period.

A short-term disability plan shall be provided to the Authority commencing on the eight (8<sup>th</sup>) calendar day of disability and continuing through the 365<sup>th</sup> consecutive day. The employee of the Authority shall be compensated at sixty-five (65%) percent of his/her regular pay during this period of disability.



The Authority requires a written statement from the employee's doctor on the third consecutive day of requested sick leave. Once off for three or more consecutive sick leave days, a statement from the employee's doctor must also be obtained clearing the employee to return to work. The Authority also reserves the right to require the employee to be examined by a physician of the Authority's choice, at the Authority's expense.

Employees may utilize sick leave in case of the illness or injury of an immediate family member as defined by the Family Medical Leave Act (FMLA).

7. PERSONAL BUSINESS DAYS - Three (3) personal business days shall be allowed during each year of this agreement with pay upon written application and approval by the Executive Director. Personal business days shall not be carried over from year to year. Personal business days may be used in four (4) hour increments.

New hire employees do not accrue personal business days until after successful completion of their probationary period of six (6) months. Personal business days are then prorated for the remainder of the year.

8. VACATION SELECTION AND VACATION TIME - Employees shall be credited and have available vacation January 1 for the entire calendar year based upon their anniversary date in that calendar year. If an employee leaves employment or does not work ten (10) days in the month ("work" shall include vacation, personal leave days and compensatory days), the payoff amount or accumulated vacation amount will be reduced accordingly.

<u>Service Time</u>	<u>Days Earned</u>
Completion of Probation – 5 years	10 days
Over 5 years	15 days
Over 15 years	20 days
Over 20 years	25 days
Over 25 years	30 Days

New hire probationary employees do not accrue vacation leave time until after successful completion of their probationary period. Vacation time is then credited retroactive to date of hire.

Up to five (5) vacation days may be accumulated and carried over to the following calendar year. Additional days over the maximum five (5) days have to be used by the end of the first pay period in January or they will be forfeited.

Pay in lieu of vacation for up to 50% of days acquired during the current year can be requested by November 30 each year. In the event employment is terminated, an employee will be paid for all earned vacation accumulated, computed on the basis of all earned vacation from the prior year not used, and the vacation time earned in the current year.

9. FUNERAL LEAVE

In event of death of immediate family, time off with pay to attend the funeral shall be given. Funeral leave, for immediate family only, up to 3 days paid leave beginning with the date of death and ending with the date of the funeral. If funeral is held 500 miles outside of the City of Roseville or Eastpointe an additional day for travel after the date of funeral will be given. Immediate family is defined as spouse, children, grandchildren, mother, grandmother, father, grandfather, sister, brother, stepparents, step-children, step-grandparents, step-grandchildren, step-brothers, or step-sisters of the employee or their spouse. It is understood that immediate family does include those family members of a widow/widower's deceased spouse but not a divorced spouse.

10. JURY DUTY

Participation in jury duty shall not result in any loss of pay or benefits. Proof of jury and/or assignment shall be documented, if requested. Any remuneration received for Jury Duty shall be submitted to the Authority.

11. DUTY RELATED ILLNESS AND INJURY

All employees injured or incapacitated in the actual discharge of duty shall receive such pay for injuries as provided for under Workman's Compensation Laws of the State of Michigan. In addition to the minimum amount required by law, the Authority shall pay an additional sum, which will be the difference between eighty percent (80%) of his regular salary minus said compensation payment. Such additional payment shall be made for a period not to exceed one year, and shall not be paid for injuries received because of negligence on the part of the employee injured.

The Authority reserves the right to have an employee examined at any time while on injury and assign the employee back to the position he/she held prior to injury or to another assignment as determined by the Recreation Director. These assignments are strictly the prerogative of management.

If the reports of the employee's physician and the Authority's physician are in disagreement or conflict, a "third party" physician's (agreed to by the Authority and the employee) opinion will be binding on both parties.

All employees released for light duty will be assigned duties and given an opportunity to work. A light duty assignment in no fashion extends or modifies the additional payment period.

Any employee incurring a non-job related illness or injury and who is deemed by their doctor to be able to work, however is restricted from performing their normal job, may request to be allowed to work limited duty. It is the obligation of the employee to secure and deliver to the Authority a doctor's prescription for the hours and duties allowed.

12. MEDICAL INSURANCE

The Authority shall provide full-time employees, eligible spouse and their dependents medical, dental and optical insurance coverage upon completion of six (6) months of service. The insurance plan follows the City of Roseville Employee Benefit Plan ("Plan Document") effective January 1, 2017. Employer agrees to a 50% contribution to the deductible amount of the employee Health Savings Account.

13. POST RETIREMENT HEALTH CARE

The Authority shall participate in a Retirement Health Savings Plan upon completion of six (6) months of service. This plan shall consist of a mandatory Employer contribution of two (2%) percent and a one (1%) percent Employee contribution. Both contributions shall be made on the basis of base wage only. The vesting for Employer contributions shall be immediate.

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Employees of the Authority who elect to waive participation in the Authority's sponsored health care plan because the employee receives health care benefits from a previous employer or the employee's spouse has coverage shall be paid a health insurance allowance of One Thousand (\$1,000.00) Dollars annually. The waiver of participation shall remain in effect from coverage year to coverage year unless revoked by the employee, in writing, during a subsequent open enrollment period or otherwise provided in the agreement. As a condition of waiving participation and receiving an insurance allowance, the employee must annually submit a letter to the Authority certifying that the employee and the employee's dependents will be covered under a health insurance plan. Each employee who elects to accept the insurance allowance for the calendar year January through December will receive payment in January of the subsequent year, combined with any other special pay items.

In the event that an employee's health care plan ceases to cover the employee and his/her dependents, the employee must re-enroll in the Authority's sponsored health care plan. The Authority will endeavor to re-enroll the employee and the employee's eligible dependents in the Authority sponsored health care plan subject to the procedures and time frame required by the appropriate health insurance carrier. Employees who are re-enrolled during a calendar year will receive a prorated allowance.

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19. RIGHTS AND RESPONSIBILITIES

Both the Authority and its employees recognize the others rights and responsibilities under both Federal and State Law and agree that same shall supersede any provision to the contrary in this agreement unless said law reserves to the parties hereto the right to negotiate said rights and responsibilities hereunder.

The parties recognize that this is the entire agreement between the parties and this agreement may not be modified except by mutual agreement, in writing, with appropriate legislative action being taken by the Recreational Authority of Roseville & Eastpointe Board.

In witness whereof, the parties hereto have hereunder set their hands and seals the day and year first above written.

BY \_\_\_\_\_ BY \_\_\_\_\_

BY \_\_\_\_\_ Date: \_\_\_\_\_



**Recreational Authority of Roseville-Eastpointe**  
**18185 Sycamore, Roseville, MI 48066**  
**586-445-5480**  
**www.rare-mi.org**

Wednesday, May 13, 2020

Dear families,

We want to thank you for your continued support and patience with the Recreation Authority during these uncertain times. We understand that you or your child were enrolled in a program with us right before the pandemic reached us and were unable to complete the program due to our building being closed. Below is a list of the programs that were affected by the building closure:

Programs to receive gift card	Dates of Program	Missed Date(s)
Kids in the Kitchen	1/16/20-3/19/20	3/19/2020
Parent Tot Playschool (Mondays)	1/13/20-3/23/20	3/16/20, 3/23/20
Parent Tot Playschool (Tuesdays)	1/14/20-3/17/20	3/17/2020
Wee Wonders Preschool (Mondays)	1/13/20-2/23/20	3/16/20, 3/23/20
Wee Wonders Preschool (Wednesdays)	1/15/20-3/18/20	3/18/2020
Wee Wonders Preschool (Fridays)	1/17/20-3/20/20	3/13/20, 3/20/20
Animal Crackers	1/15/20-3/18/20	3/18/2020
Junior/Senior Chefs	1/16/20-3/19/20	3/19/2020
Super Tiny Tots	1/14/20-3/17/20	3/17/2020
Crafty Crafters	1/17/20-3/20/20	3/13/20, 3/20/20
Tennis Programs (all ages)	2/25/20-3/31/20	3/17/20, 3/24/20, 3/31/20

Because we are uncertain on when we are able to run programs again, we are not able to reschedule these programs listed. With that being said, we have issued you a gift card to use for a future program with us. The amount issued on your gift card is the pro-rated amount for the week(s) that were missed.

For the latest updates on our programs and the Recreation Center, please visit our Facebook page "Roseville-Eastpointe Recreation Authority." If you have any questions, please feel free to contact the Assistant Director, Sara Frederick, at [sfrederick@rare-mi.org](mailto:sfrederick@rare-mi.org). We are hopeful for a joyful return and we hope that you and your family are staying safe at this time.

A handwritten signature in black ink that reads "Sara Frederick". The signature is fluid and cursive.

Sara Frederick  
Assistant Director  
Recreation Authority of Roseville & Eastpointe

GENERAL PROGRAMING	YES	NO
Do you plan on returning to the Recreation Center once we are able to re-open with state mandated guidelines and restrictions?	84.1% (253)	15.9% (48)
Are you interested in any virtual programs?	35.5% (107)	64.5% (194)
<p><b>What are the most important programs and/or services that the Recreation Authority offers to you? (In order of importance)</b></p>		
<p> <b>Youth Sports</b>  <b>Fitness Center</b>  <b>Summer Day Camp</b>  <b>Adult Fitness</b>  <b>Youth programs/Enrichment</b> </p>		
<p> <b>Senior Drop in Programs</b>  <b>Preschool Programs</b>  <b>Dog Park</b>  <b>Adult Softball</b>  <b>Karate</b>  <b>Tennis</b>  <b>Walking Program</b>  <b>Cooking classes</b>  <b>Indoor Park</b>  <b>Line Dancing</b>  <b>Meals on Wheels</b>  <b>Senior Dining Style</b>  <b>General Visits</b>  <b>Gymnastics</b>  <b>Open Gym</b>  <b>Room rentals</b>  <b>Senior Day Trips</b>  <b>SMART Bus</b> </p>		
<p>THESE ARE THE TOP FIVE MOST IMPORTANT PROGRAMS</p>		

SPORTS	YES	NO
If the state regulations allow recreation departments to host youth and adult sport leagues in late summer or early fall, are you still interested in participating?	61.1% (140)	38.9% (89)
An additional option, if we end up with very limited weeks, would be to have a mini tournament style of league play for 2020. Is this something that you are interested in?	50% (110)	50% (110)
Please select the following that applies to you and your family:	Youth Baseball 70.1% (75)	Youth Softball 35.5% (38)  Adult Softball 14% (15)

SUMMER DAY CAMPS	YES	NO
If the state regulations allow us to host Summer Day Camp with adoption of social distancing, cancellation of field trips and enhanced sanitation practices, do you still plan on having your child attend the Summer Day Camp program?	31.4% (66)	68.6% (144)
If we are unable to host the Summer Day Camp program, are you interested in your child participating in virtual camp programming provided by the Recreation Authority?	27.1% (58)	72.9% (156)
For virtual programming for Summer Day Camp, would you be comfortable with a one time fee of under \$75 for content for the summer with the option to purchase weekly supply packets for the activities for around \$5-\$10 per week?	28.7% (33)	71.3% (82)
A virtual summer day camp would be open to an unlimited number of children. If you normally do not participate in our Summer Day Camp program, would you be interested in this virtual opportunity for your children this summer?	30.6% (63)	69.4% (143)
What type of virtual content would your child be interested in? NOTES: Around 15 people wrote in this section that they are over virtual content and not interested. A few responses indicated that they were interested, just for a lower price than \$75 for the whole summer.	Crafts, gaming, academic, art, STEM/STEAM, social activities, Yoga, cooking, dance, Arts and crafts, bracelet making, finger knitting, Exercise, science experiments, gardening, language( French, Italian, German, Spanish, Mandarin), Learn to draw, learn to paint, learn to do magic class, virtual magician show, mani peti follow along classes. computer coding, fun spanish lessons, pet care, minecraft	

## Path to Recovery Framework

### Part 5: Phased Reopening Planning – Gradually Restoring Operations to Protect Public Health

Based on public health guidance at the federal level, along with an analysis of phased reopening plans from state, local governments, and local park and recreation agencies, NRPA has developed this phased reopening guidance to help park and recreation professionals outline and implement phased reopening plans. In this document you will find:

- Transition criteria between phases — and outline of key metrics that should be met prior to transitioning into the subsequent phase.
- Key considerations in all phases — the need to assess staff capacity, budget, [availability of supplies and personal protective equipment \(PPE\)](#), [prioritization of resources to support vulnerable community members](#), [communications](#) and other key factors.
- Sample phased reopening plan — a sample plan for reopening that outlines in each phase the spaces, facilities and programs that could reopen along with allowable activities, additional mitigation strategies, and protective measures for the public.

**In all cases, reopening plans should be made in collaboration with local public health officials and must follow state and local policies. Public health officials can provide up-to-date information on community transmission, public health system and healthcare system capacity to determine the level of mitigation needed. At any point, public health officials may determine that more stringent mitigation measures may be necessary, including the possibility of reverting back to previous phases, and park and recreation professionals should adhere to their guidance.**

As agencies develop reopening plans, they will also need to weigh staff capacity, budget, availability of essential supplies, community awareness and education, and other factors that will impact their ability to restore operations with enhanced public health measures. [Specific site and program-based guidance](#) will be released as available.

## I. Transition Criteria Between Phases

In order to transition from phase to phase, key metrics should be met. **Adhere to all local and state public health guidance and confirm that transition into the subsequent phase is allowable with local authorities.**

NRPA recommends a **minimum of three weeks** between phases to allow for monitoring of transmission and ensure public health response, healthcare system infrastructure and personal protective equipment is in place to test, isolate, contact trace and efficiently treat COVID-19.

Transition from Current Status to Phase 1
<ul style="list-style-type: none"><li>✓ Effectively meet <a href="#">World Health Organization indicators</a> or <a href="#">White House Coronavirus Task Force and CDC Gating Criteria as well as core state preparedness responsibilities as</a> determined by state and local public health officials.</li><li>✓ Conduct a <a href="#">risk assessment</a> of all spaces, facilities and programs.</li><li>✓ Ensure sufficient park and recreation department staff capacity and budget to support reopening for Phase 1.</li><li>✓ Continue to <a href="#">provide essential services</a> to community – food, shelter, childcare for essential workers (if already running) in Phase 1.</li><li>✓ Assess capacity of critical partners in Phase 1.</li><li>✓ Secure <a href="#">cleaning and disinfection supplies</a> and establish standard operating procedures (SOPs) for Phase 1.</li><li>✓ Secure <a href="#">personal protective equipment (PPE)</a> and <a href="#">establish SOPs</a> for Phase 1.</li><li>✓ Ensure community awareness of public health measures of Phase 1.</li><li>✓ Develop plan to scale up mitigation measures if needed.</li></ul>
Transition from Phase 1 to Phase 2
<ul style="list-style-type: none"><li>✓ Continued downward trajectory in cases and upward trajectory in screening, testing and treating (determined by state and local public health officials).</li><li>✓ Ensure sufficient park and recreation department staff capacity and budget to support reopening for Phase 2.</li><li>✓ Continue to <a href="#">provide essential services</a> to community – food, shelter, childcare, etc. in Phase 2.</li><li>✓ Assess capacity of critical partners in Phase 2.</li><li>✓ Secure <a href="#">cleaning and disinfection supplies</a> and establish SOPs for Phase 2.</li><li>✓ Secure <a href="#">PPE</a> and <a href="#">establish SOPs</a> for Phase 2.</li><li>✓ Ensure community awareness of public health measures of Phase 2.</li><li>✓ Develop plan to scale up mitigation measures if needed.</li></ul>
Transition from Phase 2 to Phase 3
<ul style="list-style-type: none"><li>✓ Widespread community transmission no longer present and ability to identify, isolate and treat all individuals (determined by state and local public health officials).</li><li>✓ Ensure sufficient park and recreation department staff capacity and budget to support reopening for Phase 3.</li><li>✓ Continue to <a href="#">provide essential services to community</a> – food, shelter, childcare, etc. in Phase 3.</li><li>✓ Assess capacity of critical partners in Phase 3.</li><li>✓ Secure <a href="#">cleaning and disinfection supplies</a> and establish SOPs for Phase 3.</li><li>✓ Secure <a href="#">PPE</a> and <a href="#">establish SOPs</a> for Phase 3.</li><li>✓ Ensure community awareness of public health measures of Phase 3.</li><li>✓ Develop plan to scale up mitigation measures if needed.</li></ul>
Transition from Phase 3 to Phase 4
<ul style="list-style-type: none"><li>✓ Vaccine and anti-viral treatments accessible to community.</li><li>✓ Ensure sufficient park and recreation department staff capacity and budget to support reopening for Phase 4.</li><li>✓ Continue to <a href="#">provide essential services</a> to community – food, shelter, childcare, recovery services (connections to social services, mental health supports, etc.), etc. in Phase 4.</li><li>✓ Assess capacity of critical partners in Phase 4.</li><li>✓ Secure <a href="#">cleaning and disinfection supplies</a> and document SOPs for normal operations.</li><li>✓ Ensure community awareness of potential to reinstate mitigation measures if needed.</li></ul>



## II. Things to Consider in all Phases

There are several considerations that must be made in all phases, including staff protection measures, staff capacity, policies regarding PPE, training and communications. Make sure to review these key considerations:

- Establish and continue communication with local and state authorities to determine current mitigation levels in your community; monitor the status of transmission in your community closely.
- Implement [staff protection measures](#) including:
  - Obtaining PPE and establishing policies regarding PPE.
  - Allowing staff to telework when possible and creating shift schedules.
  - Establishing health protocols and conducting health screenings of staff.
  - Implementing environmental controls in offices to encourage physical distancing.
  - Documenting SOPs to ensure staff understand expectations when in shared spaces, providing services and interacting with users.
  - Clarifying measures allowed to protect themselves (knowing what they're empowered to do if they feel unsafe).
- Protect and support staff and community members, especially those who are at higher risk for severe illness.
- Provide [real-time communication](#) to public regarding allowable activities and protective measures in place.
- Provide essential services to [vulnerable community members](#) – food, shelter, childcare for essential personnel, etc.
  - If facilities have been used to provide these services, consider creating a phased approach to reinstating full operations.
- Follow [specific guidance](#) as outlined by [CDC](#) and other public health leaders for safely operating specific parks and recreation spaces, facilities, and programs.
- Ensure you have accurate emergency contact information for all participants and staff.
- Ensure you have necessary supplies, PPE, staff capacity, training, policies and budget to support each phase.
- Provide options for virtual programming and other options as feasible to reduce risk.
- Ensure external community organizations that use spaces and facilities follow this guidance.
- Ensure you have an [emergency plan](#) in place for reinstating mitigation strategies if you need to revert – there will undoubtedly be some level of fluidity between phases.

### III. Phased Reopening Sample Plan

This sample phased reopening plan may serve as a helpful tool in guiding agencies through the process of creating a plan. **This is not meant to be a prescription for reopening**, as we know that every park and recreation space, facility, and program is unique and **each state and locality may be operating under their own policies and plans that park and recreation agencies must adhere to**. Professionals will need to make decisions after [analyzing their individual spaces for risk](#), assessing staff capacity, [securing supplies](#), [prioritizing program and facility openings based on community needs](#), and other factors that may influence the ability and plan to reopen.

#### Phase 1

Phase 1 (only if WHO or White House Coronavirus Task Force and CDC indicators are met)	
Allowable Activities	
<b>This outlines the spaces, facilities and programs that could reopen, along with the types of use allowed.</b>	
<ul style="list-style-type: none"><li>✓ Outdoor park and recreation spaces that allow for physical distancing can open to public for single use/passive use activities (parks, trails, sports courts that provide sufficient room for physical distancing, golf courses, etc.).</li><li>✓ Permanent outdoor restrooms should open to promote public health and hygiene with enhanced cleaning and sanitation measures.</li><li>✓ Provide essential services to community members – food, shelter, childcare to essential workers with enhanced public health measures.</li><li>✓ Playgrounds, splash pads, swimming pools, recreation centers, athletic fields/complexes, dog parks, outdoor exercise equipment, senior centers stay closed.</li><li>✓ No organized small or large group programs.</li></ul>	
Mitigation Strategies Implemented by Agency	
<b>This outlines the additional measures that agencies should put in place to lower the risk of transmission.</b>	
<ul style="list-style-type: none"><li>✓ Limit times of use if necessary.</li><li>✓ Monitor spaces to reinforce physical distancing – implement environmental controls or reinstate closings if needed (e.g. single direction trail use).</li><li>✓ Install signage clearly identifying what is allowable and what is not in Phase 1.</li><li>✓ Launch community awareness campaign centered on public health measures individuals must take in Phase 1.</li><li>✓ Implement enhanced cleaning and sanitation measures.</li><li>✓ Ensure adequate supplies and PPE to support hygiene, including staff modeling behaviors.</li><li>✓ Continue offering virtual programming.</li><li>✓ All vulnerable individuals should continue to stay home as much as possible.</li></ul>	
Protective Measures for Public	
<b>This outlines the protective public health measures that park users and participants should follow.</b>	
<ul style="list-style-type: none"><li>✓ Must adhere to <a href="#">physical distancing</a>.</li><li>✓ Follow <a href="#">CDC guidance</a> for <a href="#">face coverings</a>, hygiene, staying home if symptomatic and as much as possible.</li><li>✓ No gatherings of more than 10 people.</li></ul>	

## Phase 2

Phase 2 (only if transition criteria for Phase 1 to Phase 2 is met)	
Allowable Activities	
<b>This outlines the spaces, facilities and programs that could reopen, along with the types of use allowed.</b>	
<ul style="list-style-type: none"><li>✓ Outdoor park and recreation spaces and facilities can open to public for single use/passive use and small group activities if physical distancing and conditions on gatherings are followed.</li><li>✓ Additional park facilities and infrastructure can open based on risk and ability to physically distance (swimming pools, athletic complexes, dog parks, etc.).</li><li>✓ Temporary outdoor restrooms can open with enhanced cleaning and sanitation.</li><li>✓ Provide essential services to community members – food, shelter, childcare for essential workers.</li><li>✓ Recreation centers can open for individual use and small group use with enhanced public health measures and physical distancing.</li><li>✓ Playgrounds, splashpads and outdoor exercise equipment stay closed.</li><li>✓ No organized large group programs.</li><li>✓ Senior centers stay closed.</li></ul>	
Mitigation Strategies Implemented by Agency	
<b>This outlines the additional measures that agencies should put in place to lower the risk of transmission.</b>	
<ul style="list-style-type: none"><li>✓ Limit times of use if necessary.</li><li>✓ Monitor spaces to reinforce physical distancing.</li><li>✓ Install signage clearly identifying what is allowable and what is not in Phase 2.</li><li>✓ Implement environmental controls in indoor facilities when necessary – installing physical barriers (e.g. sneeze guards), hand sanitizer stations, zero-touch soap dispensers, spacing equipment 6 ft. apart, etc.</li><li>✓ Establish protocols for health screenings of participants.</li><li>✓ Maintain accurate participation records and contact information.</li><li>✓ Continue community awareness campaign centered on public health measures individuals must take in Phase 2.</li><li>✓ Implement enhanced cleaning and sanitation measures.</li><li>✓ Ensure adequate supplies and PPE to support hygiene, including staff modeling behaviors.</li><li>✓ Continue offering virtual programming.</li><li>✓ All vulnerable individuals should continue to stay home as much as possible.</li></ul>	
Protective Measures for Public	
<b>This outlines the protective public health measures that park users and participants should follow.</b>	
<ul style="list-style-type: none"><li>✓ Must adhere to <a href="#">physical distancing</a>.</li><li>✓ Follow <a href="#">CDC guidance</a> for <a href="#">face coverings</a>, hygiene, staying home if symptomatic.</li><li>✓ No gatherings of more than 10 people.</li></ul>	

## Phase 3

Phase 3 (only if transition criteria for Phase 2 to Phase 3 is met)	
Allowable Activities	
<b>This outlines the spaces, facilities and programs that could reopen, along with the types of use allowed.</b>	
<ul style="list-style-type: none"><li>✓ Playgrounds, splashpads, outdoor exercise equipment and other infrastructure can open with enhanced public health measures and physical distancing.</li><li>✓ Childcare programs can open with enhanced public health measures and physical distancing.</li><li>✓ Group programs, including youth and adult sports, can run with enhanced public health measures, physical distancing and no travel.</li><li>✓ Provide essential services to community members – food, shelter, childcare.</li><li>✓ Senior centers can open with enhanced public health measures and physical distancing.</li></ul>	
Mitigation Strategies Implemented by Agency	
<b>This outlines the additional measures that agencies should put in place to lower the risk of transmission.</b>	
<ul style="list-style-type: none"><li>✓ Monitor spaces to reinforce physical distancing.</li><li>✓ Install signage clearly identifying what is allowable and what is not in Phase 3.</li><li>✓ Implement environmental controls at indoor and outdoor facilities when necessary – installing physical barriers (e.g. sneeze guards), hand sanitizer stations, zero-touch soap dispensers, spacing equipment 6 ft. apart, etc.</li><li>✓ Maintain accurate participation records and contact information.</li><li>✓ Establish protocols for health screenings of participants.</li><li>✓ Continue community awareness campaign centered on public health measures individuals must take in Phase 3.</li><li>✓ Implement enhanced cleaning and sanitation measures.</li><li>✓ Ensure adequate supplies and PPE to support hygiene, including staff modeling behaviors.</li><li>✓ Continue offering virtual programming.</li></ul>	
Protective Measures for Public	
<b>This outlines the protective public health measures that park users and participants should follow.</b>	
<ul style="list-style-type: none"><li>✓ <a href="#">Physical distancing</a> still encouraged.</li><li>✓ Follow <a href="#">CDC guidance</a> on hygiene and protective measures.</li><li>✓ No gatherings of more than 50 people.</li></ul>	

## Phase 4

Phase 4 (only if transition criteria for Phase 3 to Phase 4 is met)	
Allowable Activities	
This outlines the spaces, facilities and programs that could reopen, along with the types of use allowed.	
✓	Provide essential services to community members – food, shelter, childcare and recovery services for community (connections to social services, mental health supports, etc.).
✓	All operations can resume, including large community gatherings with enhanced public health measures.
Mitigation Strategies Implemented by Agency	
This outlines the additional measures that agencies should put in place to lower the risk of transmission.	
✓	Continue community awareness campaign centered on public awareness of potential need to reinstate mitigation measures as needed.
✓	Implement enhanced cleaning and sanitation measures.
✓	Ensure adequate supplies to support hygiene, including staff modeling behaviors.
Protective Measures for Public	
This outlines the protective public health measures that park users and participants should follow.	
✓	Practice good hygiene and stay home when sick.