

Agenda
Regular Meeting of the City Commission
Tuesday, September 1, 2020
7:30 p.m.
Remote Meeting – Not at City Hall
Agenda – Revised

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
APPROVAL OF AGENDA
APPROVAL OF CONSENT AGENDA

All items listed under the Consent Agenda are considered routine by the City Commission and will be enacted in one motion. There will be no separate discussion on these items unless a Commission member so requests, in which event the item(s) will be removed from the Consent Agenda and added to the Regular Agenda at the end of the items of business.

1. Regular Meeting Minutes of August 18, 2020
2. Approval of Warrant 367
3. Reports and Minutes
 - a. Treasurer's Report July 2020

COMMUNICATIONS
COUNTY COMMISSIONER AND ELECTED OFFICIAL REMARKS
PUBLIC PARTICIPATION

ITEMS OF BUSINESS

1. Resolution R- 2020: Matter of consideration to approve the Defined Benefit Plan Adoption Agreement.

CITY MANAGER'S REPORT
ADJOURNMENT OF REGULAR CITY COMMISSION MEETING

Topic: City Commission
Time: Sep 1, 2020 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/83537915553?pwd=aU5aWjV6UGRUTVpTeWtpdlFRbkZsZz09>

Meeting ID: 835 3791 5553
Passcode: 330396
One tap mobile
+13017158592,,83537915553#,,,,,,0#,,330396# US (Germantown)

Public Expression is encouraged. Comments are invited on each Agenda item when that item comes up for consideration. Matters not listed on the Agenda may be addressed under "Public Participation". Please be advised that the Commission Meetings are usually attended by the media and cablecast live, in addition to being re-cablecast following the meeting. The City of Huntington Woods will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed material being considered at the meeting, to individuals with disabilities attending the meeting upon three working days' notice to the City. Individuals with disabilities requiring auxiliary aids or services should contact the City by writing or calling: Tim Rowland, ADA Coordinator, Huntington Woods City Hall, 26815 Scotia, Huntington Woods, MI 48070, (248 581-2640). Deaf-Tel(1-248-541-1180).

CITY OF HUNTINGTON WOODS
REGULAR MEETING OF THE CITY COMMISSION
MINUTES
Tuesday, August 18, 2020
7:30 p.m.
Remote Meeting – Not at City Hall
Draft

Mayor Paul called the Meeting to order at 7:30 p.m.

PRESENT: Mayor Paul, Mayor Pro Tem Rozell, Commissioner Jenks, Commissioner Olsman, Commissioner Elder, City Manager Sullivan and City Attorney Rosati.

ABSENT: None

City Staff Present: Finance/Treasurer Director Rowland.

APPROVAL OF AGENDA

Moved by Commissioner Olsman and seconded by Commissioner Elder to approve the August 18, 2020 agenda as presented.

Ayes: Paul, Jenks, Rozell, Elder, Olsman

Nays: None

Absent: None

The Motion Carried.

APPROVAL OF CONSENT AGENDA

Moved by Commissioner Olsman and seconded by Commissioner Jenks to approve the August 18, 2020 Consent Agenda as presented.

Ayes: Paul, Rozell, Elder, Olsman, Jenks

Nays: None

Absent: None

The Motion Carried.

COMMUNICATIONS

Mayor Paul noted that there were two resignations submitted from City's Boards and Commissions included in Communications.

Moved by Commissioner Elder and seconded by Commissioner Olsman, to accept the resignations from members of the community with thanks for time served on boards and commissions.

Ayes: Paul, Rozell, Elder, Olsman, Jenks

Nays: None

Absent: None

The Motion Carried.

ELECTED OFFICIAL REMARKS

County Commissioner Helaine Zack reported:

- Reminded the public of grants still available through COVID funding. More information can be found at www.oakgov.com/COVID.
- Oakland County held a community meeting concerning the re-opening of schools in the County. There is a tool kit for schools found on the County website that can assist in safely returning kids to school this fall.
- Veteran services are available through the County and can also be found at www.oakgov.com.
- The County opened a Clerk's office on Crooks in the South Oakland Building.
- Oakland County Elections did a great job with the counting of the absentee ballots and promoting safe access to voting for the August 4, 2020 Primary.

PUBLIC PARTICIPATION

Steven Gold - 13340 Balfour Ave.

Commented on the draft anti-racism plan that City is creating.

Gail Linden – 25840 Concord Rd.

Noted concern with the increase in COVID-19 cases within the City and allowance of block parties and public assembly within City parks.

Rich Feldman- 10474 Lasalle Blvd.

Questioned the Commission on what within the budget covers Public Safety.

Claire Galed – 10084 Lasalle Blvd.

Commended the City for moving forward with an anti-racism plan.

Kevin Withane – 25844 Salem Rd.

Commended Commissioner Elder for her work on the anti-racism plan that she has been assisting in developing.

PROCLAMATION

Mayor Paul read the proclamation declaring the week of September 11th-17th as Patriot Week and September 11, 2020 Patriot Day.

RESOLUTION R -151-2020:

Matter of consideration to approve the Public Act 51 Annual Certification of Employee Related Conditions.

Moved by Commissioner Olsman and seconded by Commissioner Jenks to approve the Public Act 51 Annual Certification of Employee Related Conditions.

Ayes: Paul, Rozell, Elder, Olsman, Jenks

Nays: None

Absent: None

The Motion Carried.

RESOLUTION R-152- 2020:

Matter of consideration to proceed with the Redevelopment Ready Community Certification

Manager Sullivan noted the City has received the Baseline Report of the Redevelopment Ready Community self-evaluation submitted to the MEDC in July 2019. Receipt of the report and adopting a resolution committing to adopting the best management practices is the next step in the certification.

Moved by Commissioner Jenks and seconded by Commissioner Elder to proceed with the Redevelopment Ready Community Certification.

Public Comments:

Steven Gold – 13340 Balfour:

Questioned if the funding request from MEDC will include the best possible estimate of the costs of pursuing the public meetings for diversity and inclusion.

Manager Sullivan clarified the process and what is being looked at to include the diversity and inclusion.

Helaine Zack – Oakland County Commissioner

Commended the City for pursuing this certification.

Commissioner Comments:

Elder:

Commended Manager Sullivan with her hard work with this project and is impressed with how far the City has gotten. Fully supports moving forward with this practice.

Jenks:

Is in support of this moving forward with this as well.

Ayes: Paul, Rozell, Elder, Olsman, Jenks

Nays: None

Absent: None

The Motion Carried.

RESOLUTION R-153-2020:

Matter of consideration of a three-year agreement with the City of Berkley to provide dispatch, jail use of firearms range and animal control services.

Manager Sullivan noted that the City of Berkley has been providing dispatching services to Huntington Woods since the 1990's and the current agreement was approved in 2011. Since then dispatching services have evolved with technological changes and updates. Additional services have been added to include housing prisoners prior to transport to court or Oakland County Sheriff's Department along with handling fingerprinting and the use of their firearm range. The City of Berkley has asked for an increase in cost due to the additional services. Quotes were received from the City of Ferndale and the Oakland County Sheriff's Department with both quotes coming in higher than Berkley offering less services. Both Chief Pazuchowski and Manager Sullivan recommend approving the agreement presented.

Moved by Mayor Pro Tem Rozell and seconded by Commissioner Olsman to approve the three-year agreement with the City of Berkley to provide dispatch, jail use of firearms and animal control services.

Commissioner Comments:

Rozell:

Noted he is in support of approving the agreement due to the satisfaction in service received from the City of Berkley and is comfortable with the increase in cost.

Ayes: Paul, Rozell, Olsman, Jenks, Elder

Nays: None

Absent: None

The Motion Carried.

ORDINANCE NO. 1 :

Matter of adoption of an Ordinance to amend the City of Huntington Woods Code of Ordinances, Chapter 4, to add new Article III, Chickens, to permit regulate and establish requirements relating to the keeping of chickens. (Second Reading)

Moved by Commissioner Jenks seconded by Commissioner Olsman to adopt an Ordinance to amend the City of Huntington Woods Code of Ordinances, Chapter 4, to add new Article III, Chickens, to permit regulate and establish requirements relating to the keeping

Ayes: Paul, Rozell, Elder, Jenks, Olsman

Nays: None

Absent: None

The Motion Carried.

ORDINANCE NO :

Matter of adoption of an Ordinance to amend Chapter 40, Zoning, Article 4, District Regulations, Section 40-4.03, R-1A through R-1E: One -Family districts, to delete in its entirety former subsection 40-4.03(4) and to renumber remaining subsections.

Moved by Commissioner Elder seconded by Commissioner Olsman to amend Chapter 40, Zoning, Article 4, District Regulations, Section 40-4.03, R-1A through R-1E: One -Family districts, to delete in its entirety former subsection 40-4.03(4) and to renumber remaining subsections.

Ayes: Paul, Rozell, Elder, Jenks, Olsman

Nays: None

Absent: None

The Motion Carried.

CITY MANAGER'S REPORT

- Provided an update on the Anti-Racism plan noting that after receiving a lot of resident feedback, has pushed the completion of the plan off until the September 2020 Commission meeting.
- The HomeTown Herald for the fall will be available online only. If you would like a hard copy, the Recreation Department or City Hall can print and deliver to you.
- Reminded residents to cut back bushes and hedges for the coming winter months so the DPW can easily clean sidewalks.
- Road construction project is moving along with Nadine and Borgman being paved and ready for sod. York Street had the base coat put on and the curbs and bases have been put in on Humber Street with the base being laid on Monday. The next street will be Talbot and residents have been notified that it will start shortly but will not actually start until after the holiday weekend.

ADJOURNMENT

Motion by Commissioner Jenks seconded by Mayor Pro Tem Rozell to adjourn the meeting.

Ayes: Paul, Rozell, Jenks, Olsman, Elder

Nays: None

Absent: None
The Motion Carried, meeting adjourned at 8:13 p.m.

Heidi Barckholtz, City Clerk

Robert F. Paul, III, Mayor

Draft

AGENDA ITEM
WARRANT #367

RESOLUTION

Moved by Commissioner _____ Supported by Commissioner _____ that the attached transfers and disbursements as listed on the Accounts Payable Distribution Report due by September 1, 2020 and paid between August 14, 2020 and August 27, 2020 on pages 1 through 5 in the amount of \$429,657.53 be approved and paid, subject to full audit.

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 6 FLAGSTAR BANK - AP ACCT						
08/20/2020	6	39230	07860	21ST CENTURY NEWSPAPERS	ADVERTISEMENTS	1,092.94
08/20/2020	6	39231	05107	AM-DYN-IC FLUID POWER, INC.	CYLINDER REBUILD	806.38
08/20/2020	6	39232	10951	AMAZON CAPITAL SERVICES INC	POSTER BOARD - EYE SPY PPE LATCHKEY & PRESCHOOL COVID SUPPLIES, PENS CHARGING CABLE HANGERS	45.65 275.94 313.37 5.49 59.97
						<u>700.42</u>
08/20/2020	6	39233	00011	APOLLO FIRE EQUIPMENT CO	VEHICLE REPAIR	272.00
08/20/2020	6	39234	00410	CITY OF BERKLEY	JULY DISPATCH SERVICES	5,102.78
08/20/2020	6	39235	00024	BILLINGS LAWN EQUIPMENT	STARTER	49.48
08/20/2020	6	39236	08624	JOANNA BLACK-BOELIO	PRECINCT CHAIR	25.00
08/20/2020	6	39237	07754	BLUE CROSS BLUE SHIELD OF MICH	ACTIVE UNDER 65 RETIREE MEDICARE ADVANTAGE	52,779.71 14,016.22 1,395.90
						<u>68,191.83</u>
08/20/2020	6	39238	10705	CANFIELD EQUIPMENT SERVICE, INC	LAPTOP REMOVAL AND INSTALLATION INSTALL NEW INTERCEPTOR W/ UTILITY LAPTOP REMOVAL AND INSTALLATION	200.00 4,901.87 200.00
						<u>5,301.87</u>
08/20/2020	6	39239	07736	CINTAS CORPORATION #31	BELT	32.99
08/20/2020	6	39240	00040	CONSUMERS ENERGY	NATURAL GAS NATURAL GAS NATURAL GAS NATURAL GAS NATURAL GAS NATURAL GAS NATURAL GAS	85.09 95.98 14.28 100.13 17.28 98.82 83.50
						<u>495.08</u>
08/20/2020	6	39241	07501	CRANDALL-WORTHINGTON INC	HAND SANITIZER DISPENSERS	90.00
08/20/2020	6	39242	11185	DDP BIKE SHARE CORPORATION	ANNUAL CONTRIBUTION OP COST	514.00
08/20/2020	6	39243	00048	DTE ENERGY	ELECTRIC ELECTRIC ELECTRIC ELECTRIC ELECTRIC ELECTRIC ELECTRIC ELECTRIC ELECTRIC ELECTRIC ELECTRIC ELECTRIC	523.85 6.65 14.47 1,336.75 17.42 1,153.78 22.28 55.45 1.07 65.60 (0.12)
						<u>3,197.20</u>
08/20/2020	6	39244	11134	EASTON TELECOM SERVICES, LLC	PHONE SERVICE	70.80
08/20/2020	6	39245	01866	ETNA SUPPLY CO	DPW SUPPLIES	3,240.00
08/20/2020	6	39246	10950	DUAINE FRANKS LLC	BUILDING INSPECTIONS	1,000.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/20/2020	6	39247	10754	GREAT LAKES WATER AUTHORITY	IWC CHARGES POLLUTANT SURCHARGE	272.09 463.71 <u>735.80</u>
08/20/2020	6	39248	02161	GUNNERS METER & PARTS	BACKFLOW PREVENTER	245.00
08/20/2020	6	39249	10953	IDEAL ELECTRICAL INSPECTIONS, LLC	ELECTRICAL INSPECTIONS	650.00
08/20/2020	6	39250	00090	INDUSTRIAL BROOM SERVICE	SWEEPER SUPPLIES	824.00
08/20/2020	6	39251	09586	ITIDIUM, INC.	COBRA	25.00
08/20/2020	6	39252	10788	JAY'S SEPTIC TANK SERVICE	PORTABLE UNIT- REYNOLDS PORTABLE UNIT- 11 MILE/ HUNTINGTON PORTABLE UNIT- REC CENTER LOT PORTABLE UNIT- PEASLEY PARK	130.00 105.00 113.00 113.00 <u>461.00</u>
08/20/2020	6	39253	00478	KELLER THOMA	GENERAL MATTERS	262.50
08/20/2020	6	39254	11184	LANZO COMPANIES, INC	FINAL PROGRESS PAYMENT FINAL PROGRESS PAYMENT	47,466.30 14,681.10 <u>62,147.40</u>
08/20/2020	6	39255	05374	LB OFFICE PRODUCTS	POST ITS & LABELS SHARPIES	35.22 20.12 <u>55.34</u>
08/20/2020	6	39256	10710	MAJIK GRAPHICS	GRAPHICS TO PATROL CAR	540.00
08/20/2020	6	39257	07404	MEM NETWORKS INC	HP WARRANTY SERVICES	823.00
08/20/2020	6	39258	06373	MIDWEST TAPE	MEDIA	52.48
08/20/2020	6	39259	10971	NATURAL COMMUNITY SERVICES	SCOTIA PARK MAINTENANCE STATUE PARK MAINTENANCE	290.00 150.00 <u>440.00</u>
08/20/2020	6	39260	07200	NYE UNIFORM	PANTS & SHIRT	60.49
08/20/2020	6	39261	00166	OAKLAND COUNTY	PAYING AGENT FEES INTEREST FROM MUNICIPALITIES GWKDD- JULY 2020 CLEMIS FRMS DEPT FEE OAKMAP	1,031.99 10,730.19 97,574.16 3,134.00 1,072.31 125.00 <u>113,667.65</u>
08/20/2020	6	39262	00586	OFFICE DEPOT	TOTE BAGS TOTE BAGS	70.98 119.99 <u>190.97</u>
08/20/2020	6	39263	MISC	PRIMARY TITLE	DUPLICATE TAX 13306 SHERWOOD	8,777.31
08/20/2020	6	39264	10186	PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	4,552.38
08/20/2020	6	39265	03986	RECORDED BOOKS, INC.	AUDIO BOOKS AUDIO BOOKS	239.40 226.60 <u>466.00</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/20/2020	6	39266	00108	RKA PETROLEUM COMPANIES, INC.	DIESEL FUEL	628.86
					DIESEL FUEL	935.96
						<u>1,564.82</u>
08/20/2020	6	39267	07311	TRACY SHANLEY	REIMBURSEMENT VIRTUAL CAMP	8.36
08/20/2020	6	39268	00210	SOC WATER AUTHORITY	WATER PURCHASES	54,804.75
08/20/2020	6	39269	04095	SONITROL TRI-COUNTY	PUBLIC SAFETY ALARM	138.32
08/20/2020	6	39270	06829	The Sherwin-Williams Co.	PAINT	261.10
					GLASS BEADS	144.24
					GASKET AND PAINT	385.68
					PAINT	484.80
						<u>1,275.82</u>
08/20/2020	6	39271	11131	TEOMA SYSTEMS	DHCP SWITCH	67.50
08/20/2020	6	39272	00822	TURF TENDERS INC.	IRRIGATION SYSTEM REPAIR	205.00
08/20/2020	6	39273	07255	WOW INTERNET AND CABLE	CABLE	55.05
08/20/2020	6	39274	MISC	ZACHARY WEISS	CLASS REFUND	5.00
08/27/2020	6	39275	10951	AMAZON CAPITAL SERVICES INC	BATTERY REPLACEMENT ALARM SYSTEM	87.98
08/27/2020	6	39276	MISC	AMROCK, INC- CHASE SIX	DUPLICATE 13319 NADINE	7,609.62
08/27/2020	6	39277	09447	APPLIED IMAGING	COPIER METER	10.57
08/27/2020	6	39278	09463	ATOMIC CLEANING SYSTEMS	GARDEN HOSE FITTING	17.28
08/27/2020	6	39279	09650	BLUE BIRD LANDSCAPING LLC	LAWN CUTTING	140.00
08/27/2020	6	39280	00027	BLUE CROSS/BLUE SHIELD OF MICH	MEDICARE ADVANTAGE	8,817.97
08/27/2020	6	39281	10560	KEN BORYCZ	MECHANICAL/PLBG INSPECTIONS	1,000.00
08/27/2020	6	39282	09035	CELTIC COMPANY LLC	TRUCK BATTERY CHARGER	390.00
08/27/2020	6	39283	11226	CHRIS AUGER	VIDEO PRODUCTION- PARADE	75.00
08/27/2020	6	39284	09216	CORELOGIC	TAX REFUND HOMESTEAD 8250 LINCOLN	3,551.47
08/27/2020	6	39285	11191	D'ANGELO BROTHERS, INC	LEAD WATER SERVICE RPLCMT	12,092.50
08/27/2020	6	39286	00041	DAVIS VISION INC	INSURANCE SEPT 2020	466.63
					INSURANCE AUGUST	466.63
						<u>933.26</u>
08/27/2020	6	39287	MISC	DEBORAH ISDANER	LKEY AND BUS REFUND APRIL	100.10
					LKEY REFUND MARCH	81.50
					LKEY REFUND APRIL	106.25
					CLASS REFUND	180.00
					CAMP DEPOSIT REFUND	500.00
						<u>967.85</u>
08/27/2020	6	39288	00047	DTE ENERGY-STREETLIGHTING	STREETLIGHTING	5,725.00
08/27/2020	6	39289	00536	ECOTEC PEST CONTROL	PEST CONTROL	200.00
08/27/2020	6	39290	05765	ANNE HAGE	MILEAGE REIMBURSEMENT	50.27
08/27/2020	6	39291	10788	JAY'S SEPTIC TANK SERVICE	PORT-A-POTTY PEASLEY PARK	113.00
08/27/2020	6	39292	MISC	JODI TAYLOR	CLASS REFUND	24.00
					PREK PARTIAL REFUND	465.00
					CAMP DEPOSIT REFUND	200.00
						<u>689.00</u>
08/27/2020	6	39293	04943	JOE'S AUTO PARIS	BATTERY	249.99
					CONNECTOR	9.95
					CONNECTOR KIT	19.95
					BATTERY	123.00
					HYDRAULIC FILTER	110.25
					ENGINE OIL FILTER	62.13

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					BATTERY	104.00
						<u>679.27</u>
08/27/2020	6	39294	00049	MATHESON TRI-GAS INC	HAZARDOUS MATERIALS	186.52
08/27/2020	6	39295	06821	MCKESSON MEDICAL- SURGICAL	SUPPLIES	93.51
08/27/2020	6	39296	09565	METAL MART U.S.A.	DPW SUPPLIES	25.80
					DPW SUPPLIES	25.42
						<u>51.22</u>
08/27/2020	6	39297	11140	METRO WIRELESS	INTERNET SERVICES	288.33
					PHONE SERVICES	207.00
						<u>495.33</u>
08/27/2020	6	39298	07404	MFM NETWORKS INC	SECURITY AWARENESS TRAINING	895.00
08/27/2020	6	39299	06146	MMRMA/ECP	ELECTRIC PROGRAM	5,337.71
08/27/2020	6	39300	00141	MOTOR CITY DOOR CO. INC.	GATE REPAIR	1,498.00
08/27/2020	6	39301	00166	OAKLAND COUNTY	SWAT TRAINING	2,500.00
08/27/2020	6	39302	09472	OAKLAND SCHOOLS	PRINTING TAX BILLS	835.03
08/27/2020	6	39303	00586	OFFICE DEPOT	REC OFFICE SUPPLIES	27.87
					BATTERIES REC	7.61
					BISTRO BAGS	104.79
					BAGS	141.96
					REUSABLE TOTE BAGS	33.32
					BIZ CARDS	45.57
						<u>361.12</u>
08/27/2020	6	39304	11006	PREMIER GROUP ASSOCIATES	HW WEEKLY CUT 8/7/2020	1,038.00
08/27/2020	6	39305	10186	PRINCIPAL FINANCIAL GROUP	DENTAL INSURANCE	4,097.14
08/27/2020	6	39306	MISC	REGINA SOLOMON	LEAGUE REFUND	9.00
					CAMP DEPOSIT REFUND	1,040.00
					HURRICANE/ POOL REFUND	864.00
					CAMP/ TEEN REFUND	1,211.00
					CAMP REFUND	75.00
					LKEY REFUND	295.31
					LKEY REFUND MARCH	249.75
					LKEY AND BUS REFUND APRIL	385.00
					CAMP REFUND	520.00
					CLASS, SPEC EVENT, BUS REFUND	91.25
						<u>4,740.31</u>
08/27/2020	6	39307	00108	RKA PETROLEUM COMPANIES, INC.	DIESEL FUEL	1,154.01
08/27/2020	6	39308	MISC	ROB ONESKO	HURRICANE/ POOL REFUND	528.00
08/27/2020	6	39309	11143	SHARE CORPORATION	SUPPLIES	603.12
08/27/2020	6	39310	00209	SOC RESOURCE RECOVERY AUTHORITY	BASIC REFUSE, RECYCLABLES, & YARD WASTE	17,747.00
08/27/2020	6	39311	11189	SPECTRUM PRINTERS, INC	VOTE TEST DECKS	189.75
08/27/2020	6	39312	05054	SUPERFLEET MASTERCARD	FUEL	10.84
08/27/2020	6	39313	11131	TEOMA SYSTEMS	REPAIR RING DOWN PHONES	185.00
					AA GREETING HELP	67.50
						<u>252.50</u>
08/27/2020	6	39314	04781	VERIZON WIRELESS	CELL PHONES	609.67

6 TOTALS:

08/27/2020 02:06 PM
User: JSTILL
DB: Huntingtonwoods

CHECK REGISTER FOR CITY OF HUNTINGTON WOODS
CHECK DATE FROM 08/14/2020 - 08/27/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Total of 85 Checks:						429,657.53
Less 0 Void Checks:						0.00
Total of 85 Disbursements:						<u>429,657.53</u>



Finance Department Memo

To: Mayor and City Commission
From: Tim Rowland, Finance Director
Date: August 27, 2020
Subject: July 2020 Treasurer's Report

The July financials are enclosed for your review. This shows our best estimate of the projected year end revenue and expense for the 2020-2021 fiscal year through July. We will complete the August month end and try to tighten up these projections in time for the September budget study session. As they stand today, we are projecting a \$131,250 shortfall in the Recreation Fund and a \$6,470 shortfall in the General Fund. We will present our recommendations on addressing the shortfall at the study session.

The challenge in projecting our revenue and expense amounts is that we still have several unknowns. We are projecting worst case scenario that latchkey will not operate and programs will operate at approximately 33% of normal. We have applied for Cares Act Funds from the State to pay for Public Safety wages from April and May. This request was for \$279,000 and will be a major factor in deciding what budget adjustments will be needed. We expect to hear if we are approved and for how much in early September.

FINANCE REPORT - CASH POSITIONS

FUND	FUND #	CURRENT INVESTMENTS	CURRENT CASH	TOTAL AVAILABLE
GENERAL FUND	101	2,007,178	1,332,602	3,339,780
MAJOR STREET FUND	202	546,003	15,747	561,750
LOCAL STREET FUND	203	201,703	33,760	235,463
ACT 345 PENSION FUND	205	177	119,486	119,663
RECREATION FUND	208	412,218	52,159	464,377
GWK DRAIN FUND	225	345,888	17,735	363,623
RACKHAM DEFENSE FUND	250	34,167	272	34,438
BUDGET STABILIZATION FUND	257	1,158,793	4,695	1,163,488
ELEVEN MILE - DEBT FUND	303	37,645	9,486	47,131
2010 UTGO DEBT	304	268,059	75,862	343,920
2012 UTGO DEBT	305	94,076	63,430	157,506
2014 UTGO DEBT	306	251,640	43,037	294,677
2017 UTGO DEBT	307	67,618	91,985	159,603
2019 UTGO DEBT	308	104,186	117,745	221,931
2020 CAPITAL IMP. BONDS	309	40	27,083	27,123
CAPITAL PLANNING FUND	402	833,890	42,328	876,218
SEWER CONSTRUCTION FUND	492	6,777,108	(367,189)	6,409,919
ROAD & SEWER CONSTRUCTION FUND	493	11,502,890	(88,705)	11,414,185
ROAD MAINTENANCE FUND	494	49	33,333	33,382
SANITATION FUND	515	172,909	55,739	228,648
WATER FUND	592	1,668,424	(338,484)	1,329,940
EQUIPMENT FUND	661	338,756	87,688	426,444
TRUST & AGENCY FUND	701	135,800	967,543	1,103,343
POST RETIREMENT FUND	734	794,303	67,920	862,223
TOTAL ASSETS - INVESTMENTS/CASH		27,753,519	2,465,256	30,218,775

FIDUCIARY (TRUSTEE)	TYPE	AMOUNT INVESTED	PERCENT INVESTED	YIELD
MICHIGAN CLASS	Interlocal	11,502,890	41.45%	0.31%
OAKLAND COUNTY POOL- OPER	Pool	913,113	3.29%	2.07%
FIFTH THIRD SECURITIES / CD	Agency	270,128	0.97%	0.05%
COMMERICA - J FUND - 4438	Pool	40,530	0.15%	0.10%
COMERICA SECURITIES - 2362	Agency	4,037,195	14.55%	2.63%
HUNTINGTON BANK	Agency	1,389,304	5.01%	2.20%
MULTIBANK SECURITIES	Agency	2,823,199	10.17%	2.40%
FLAGSTAR INVESTMENT ACCOUNT	Savings	53	0.00%	0.40%
FLAGSTAR BOND ACCOUNT	Savings	3,839,861	13.84%	0.40%
OAKLAND COUNTY BOND ACCOUNT	Pool	2,937,247	10.58%	2.07%
TOTAL INVESTMENTS		27,753,519	89.42%	
WEIGHTED AVERAGE YIELD				0.99%
OPERATING CASH ACCOUNT				2,465,256
INVESTMENT ACCOUNT				27,753,519
TOTAL DOLLARS AVAILABLE				30,218,775

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS
 Calculations as of 7/31/2020

GENERAL FUND

FUND	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 7/31/20	2020-21 PERCENT OF BUDGET COLLECTED 7/31/20	PERCENT OF YEAR COMPLETE	2020-21 PROJECTED ACTIVITY	2020-21 PROJECTED PERCENT OF BUDGET	PROJECTED OVER/ (UNDER) BUDGET
TAX COLLECTIONS									
101	GENERAL FUND	6,411,295	6,576,020	1,366,766	20.78%	8.33%	6,559,020	99.74%	(17,000)
TAX COLLECTIONS		6,411,295	6,576,020	1,366,766	20.78%	8.33%	6,559,020	99.74%	
LICENSES & PERMITS									
101	GENERAL FUND	362,142	439,750	23,464	5.34%	8.33%	408,900	92.98%	(30,850)
LICENSES & PERMITS		362,142	439,750	23,464	5.34%	8.33%	408,900	92.98%	
STATE SHARED REVENUE									
101	GENERAL FUND	563,388	672,650	3,538	0.53%	8.33%	646,580	96.12%	(26,070)
STATE SHARED REVENUE		563,388	672,650	3,538	0.53%	8.33%	646,580	96.12%	
USER FEES									
101	GENERAL FUND	659,593	579,600	41,357	7.14%	8.33%	539,550	93.09%	(40,050)
USER FEES		659,593	579,600	41,357	7.14%	8.33%	539,550	93.09%	
APPROPRIATION FROM FUND BALANCE									
101	GENERAL FUND				0.00%	8.33%	6,470	0.00%	6,470
			0		0.00%	8.33%	6,470	0.00%	
ESTIMATED REVENUES - FUND 101		7,996,418	8,268,020	1,435,125	17.36%	8.33%	8,160,520	98.70%	(107,500)

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS
Calculations as of 7/31/2020

GENERAL FUND

ACCOUNT	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 7/31/20	2020-21 PERCENT OF BUDGET COLLECTED 7/31/20	PERCENT OF YEAR COMPLETE	2020-21 PROJECTED ACTIVITY	2020-21 PROJECTED PERCENT OF BUDGET	PROJECTED OVER/ (UNDER) BUDGET
101-000-403.000	TAX COLL/CURRENT	6,314,422	6,469,520	1,366,766	21.13%	8.33%	6,459,520	99.85%	(10,000)
101-000-407.000	TAX COLL/DELINQUENT	70,733	72,500		0.00%	8.33%	72,500	100.00%	-
101-000-445.000	TAX COLL/PENALTIES	26,140	34,000		0.00%	8.33%	27,000	79.41%	(7,000)
101-000-452.000	PERMITS/AIR CONDITIONING	3,620	4,500	695	15.44%	8.33%	4,500	100.00%	-
101-000-453.000	PERMITS/BUILDING	147,097	190,000	12,710	6.69%	8.33%	175,000	92.11%	(15,000)
101-000-454.000	PERMITS/ELECTICAL	21,235	27,000	2,475	9.17%	8.33%	25,000	92.59%	(2,000)
101-000-455.000	PERMITS/HEATING	11,435	14,000	715	5.11%	8.33%	13,000	92.86%	(1,000)
101-000-456.000	PERMITS/PLUMBING	21,481	25,000	3,775	15.10%	8.33%	23,000	92.00%	(2,000)
101-000-457.000	BUISNESS REGISTRATION	8,264	12,750	840	6.59%	8.33%	9,000	70.59%	(3,750)
101-000-458.000	ROW PARKING	4,893	5,500	10	0.18%	8.33%	4,900	89.09%	(600)
101-000-470.000	CABLE TV FEES	135,932	150,000		0.00%	8.33%	145,000	96.67%	(5,000)
101-000-479.000	NONBUSINESS LIC AND PERM	2,045	2,500	94	3.76%	8.33%	2,500	100.00%	-
101-000-480.000	BUILDING INSPECTIONS	2,580	4,500		0.00%	8.33%	3,000	66.67%	(1,500)
101-000-481.000	ALARM FEES	3,560	4,000	2,150	53.75%	8.33%	4,000	100.00%	-
101-000-502.000	FEDERAL GRANTS- CARES ACT				0.00%	8.33%		100.00%	-
101-000-529.000	GRANTS CDBG	2,639	3,000		0.00%	8.33%	3,000	100.00%	-
101-000-543.000	GRANTS PUBLIC SAFETY (302 FUNDS)	4,155	3,250		0.00%	8.33%	4,150	127.69%	900
101-000-566.000	GRANTS LIBRARY/STATE	7,025	6,800	3,538	52.03%	8.33%	7,000	102.94%	200
101-000-567.001	DONATIONS- LIBRARY PROGRAMMING	15,900	20,000		0.00%	8.33%	18,000	100.00%	(2,000)
101-000-573.000	SSR/ LCSA PPT REIMBURSEMENT	5,976	4,750		0.00%	8.33%	6,000	100.00%	1,250
101-000-576.000	SSR/SALES TAX	526,167	633,350		0.00%	8.33%	606,900	95.82%	(26,450)
101-000-577.000	SSR/LIQUOR	1,526	1,500		0.00%	8.33%	1,530	102.00%	30
101-000-607.000	ADMINISTRATIVE FEES	93,125	94,500	18,762	19.85%	8.33%	94,500	100.00%	-
101-000-608.000	SERVICE FEES	400	700	80	11.43%	8.33%	500	71.43%	(200)
101-000-656.000	FINES/DISTRICT COURT	79,704	101,850	400	0.39%	8.33%	70,000	68.73%	(31,850)
101-000-657.000	FINES/PARKING VIOLATIONS	5,180	8,000	30	0.38%	8.33%	5,000	62.50%	(3,000)
101-000-658.000	FINES/LIBRARY FEES	4,602	7,500		0.00%	8.33%	3,500	46.67%	(4,000)
101-000-658.001	LIBRARY CONTRACT REVENUE	43,038	43,900		0.00%	8.33%	43,900	100.00%	-
101-000-659.000	FINES/LIBRARY PENAL	18,719	19,000		0.00%	8.33%	18,750	98.68%	(250)
101-000-664.000	INVESTMENT INCOME	122,108	50,000	4,891	9.78%	8.33%	50,000	100.00%	-
101-000-670.000	EQUIPMENT RENTAL		500		0.00%	8.33%		0.00%	(500)
101-000-673.000	FIXED ASSET SALE		250		0.00%	8.33%		0.00%	(250)
101-000-676.000	INSURANCE REIMBURSEMENT	50,139	40,000		0.00%	8.33%	40,000	100.00%	-
101-000-676.592	TRANSFER/WATER ADMIN	166,050	186,400	15,533	8.33%	8.33%	186,400	100.00%	-
101-000-676.734	TRANSFER/POST RET ADMIN	2,000	2,000	167	8.35%	8.33%	2,000	100.00%	-
101-000-695.000	UNCLASSIFIED	74,528	25,000	1,494	5.98%	8.33%	25,000	100.00%	-
101-000-699.395	DRAW FROM FUND BALANCE				0.00%	8.33%	6,470	0.00%	6,470
		7,996,418	8,268,020	1,435,125	17.36%	8.33%	8,160,520	98.70%	(107,500)

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS

Calculations as of 7/31/2020

GENERAL FUND

DEPARTMENT	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 7/31/20	2020-21 PERCENT OF BUDGET EXPENDED 7/31/20	PERCENT OF YEAR COMPLETE	2020-21 PROJECTED ACTIVITY	2020-21 PROJECTED PERCENT OF BUDGET	PROJECTED OVER/ (UNDER) BUDGET
COMMISSION	13,963	25,920		0.00%	8.33%	25,670	99.04%	(250)
ADMINISTRATION	1,154,444	1,288,350	108,079	8.39%	8.33%	1,274,180	98.90%	(14,170)
PUBLIC SAFETY	3,482,635	2,758,030	164,840	5.98%	8.33%	2,747,470	99.62%	(10,560)
PUBLIC WORKS	424,513	429,440	22,979	5.35%	8.33%	409,510	95.36%	(19,930)
LIBRARY	550,610	612,740	16,126	2.63%	8.33%	550,150	89.79%	(62,590)
INSURANCE	184,970	189,580	93,697	49.42%	8.33%	189,580	100.00%	0
TRANSFERS	2,161,960	2,963,960	246,996	8.33%	8.33%	2,963,960	100.00%	0
	7,973,095	8,268,020	652,717	7.89%	8.33%	8,160,520	98.70%	(107,500)

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS
Calculations as of 7/31/2020

GENERAL FUND

ACCOUNT	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 7/31/20	2020-21 PERCENT OF BUDGET EXPENDED 7/31/20	PERCENT OF YEAR COMPLETE	2020-21 PROJECTED ACTIVITY	2020-21 PROJECTED PERCENT OF BUDGET	PROJECTED OVER/ (UNDER) BUDGET
101-101-702.000	SALARIES		10		0.00%	8.33%	10	100.00%	-
101-101-802.000	PROFESSIONAL SERV	900	2,500		0.00%	8.33%	2,500	100.00%	-
101-101-860.000	CONFERENCES AND WORKSHOPS	132	9,000		0.00%	8.33%	9,000	100.00%	0
101-101-860.001	MEMBERSHIPS & DUES	12,257	13,410		0.00%	8.33%	13,410	100.00%	-
101-101-956.000	MISCELLANEOUS	674	1,000		0.00%	8.33%	750	75.00%	(250)
	COMMISSION	13,963	25,920	-	0.00%	8.33%	25,670	99.04%	(250)
101-172-702.000	SALARIES	257,734	286,330	12,910	4.51%	8.33%	263,000	91.85%	(23,330)
101-172-706.000	WAGES/HOURLY	84,661	68,620	3,621	5.28%	8.33%	85,000	123.87%	16,380
101-172-715.000	BENEFIT/SOCIAL SECURITY	25,816	27,150	2,128	7.84%	8.33%	25,900	95.40%	(1,250)
101-172-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	81,032	72,980	6,414	8.79%	8.33%	72,980	100.00%	-
101-172-718.000	BENEFIT/RETIREMENT	312,570	394,260	25,655	6.51%	8.33%	394,260	100.00%	-
101-172-719.000	BENEFIT/DENTAL	5,781	5,630	474	8.42%	8.33%	5,630	100.00%	-
101-172-724.000	BENEFITS	21,295	25,290	2,045	8.09%	8.33%	25,290	100.00%	-
101-172-727.000	SUPPLIES/OFFICE	9,879	10,500		0.00%	8.33%	10,000	95.24%	(500)
101-172-727.001	SUPPLIES/POSTAGE	13,598	19,500	3,000	15.38%	8.33%	19,500	100.00%	-
101-172-727.002	SUPPLIES/ELECTIONS	9,816	4,000		0.00%	8.33%	7,000	175.00%	3,000
101-172-802.000	PROFESSIONAL SERV	52,357	60,000	2,675	4.46%	8.33%	60,000	100.00%	-
101-172-802.008	PROFESSIONAL SERV/AUDIT	22,085	23,000		0.00%	8.33%	23,000	100.00%	-
101-172-802.009	PROFESSIONAL SERV/INSP	49,800	60,000	4,760	7.93%	8.33%	60,000	100.00%	-
101-172-802.010	PROFESSIONAL SERV/ATTORNEY	83,296	100,000		0.00%	8.33%	95,000	95.00%	(5,000)
101-172-802.012	PROFESSIONAL SERV/O.C.	39,892	41,000	38,310	93.44%	8.33%	40,000	97.56%	(1,000)
101-172-853.000	COMMUNICATIONS/TELEPHONE	1,354	3,000	85	2.83%	8.33%	2,500	83.33%	(500)
101-172-860.000	CONFERENCES & WORKSHOPS	3,510	3,970		0.00%	8.33%	3,500	88.16%	(470)
101-172-860.001	MEMBERSHIPS & DUES	1,495	1,920	3,779	196.82%	8.33%	1,920	100.00%	-
101-172-880.000	PROMOTION/COMMUNITY	3,318	3,500		0.00%	8.33%	3,500	100.00%	-
101-172-880.001	COMMUNITY PROM/YOUTH ASSI	3,600	6,100		0.00%	8.33%	6,100	100.00%	-
101-172-880.002	COMMUNITY PROM/ CDBG		2,500		0.00%	8.33%	2,500	100.00%	-
101-172-900.000	PRINTING AND PUBLICATION	6,339	4,000		0.00%	8.33%	6,000	150.00%	2,000
101-172-900.001	PRINTING/PUB NEWSLETTER	17,176	18,500		0.00%	8.33%	18,500	100.00%	-
101-172-920.000	UTILITIES	14,325	16,000		0.00%	8.33%	14,500	90.63%	(1,500)
101-172-931.000	MAINTENANCE/BUILDING	11,522	7,000	408	5.83%	8.33%	7,000	100.00%	-
101-172-934.000	MAINTENANCE/OFFICE EQUIP	13,675	12,000	1,383	11.53%	8.33%	13,000	108.33%	1,000
101-172-942.000	VEHICLE REIMBURSEMENT	5,100	5,100	425	8.33%	8.33%	5,100	100.00%	-
101-172-956.000	MISCELLANEOUS	3,418	6,500	7	0.11%	8.33%	3,500	53.85%	(3,000)
	ADMINISTRATION	1,154,444	1,288,350	108,079	8.39%	8.33%	1,274,180	98.90%	(14,170)
101-301-702.000	SALARIES	1,435,158	1,491,970	71,180	4.77%	8.33%	1,494,470	100.17%	2,500
101-301-702.001	OVERTIME	255,890	230,000	15,250	6.63%	8.33%	230,000	100.00%	-
101-301-710.000	WAGES/CROSSING GUARDS	15,052	18,200		0.00%	8.33%	15,000	82.42%	(3,200)
101-301-712.000	WAGES/VOLUNTEER FIRE	2,500	5,000		0.00%	8.33%	3,000	60.00%	(2,000)
101-301-715.000	BENEFIT/SOCIAL SECURITY	36,264	36,200	2,711	7.49%	8.33%	36,200	100.00%	-
101-301-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	322,273	318,210	25,889	8.14%	8.33%	318,210	100.00%	-
101-301-718.000	BENEFIT/RETIREMENT	895,639	73,550	9,035	12.28%	8.33%	73,550	100.00%	-
101-301-719.000	BENEFIT/DENTAL	22,637	25,690	2,029	7.90%	8.33%	25,690	100.00%	-
101-301-724.000	BENEFITS	125,698	145,720	13,977	9.59%	8.33%	145,720	100.00%	-
101-301-727.000	SUPPLIES/OFFICE	2,081	4,500		0.00%	8.33%	4,000	88.89%	(500)
101-301-744.000	UNIFORM/PURCHASE	27,713	30,000	15,483	51.61%	8.33%	30,000	100.00%	-
101-301-751.000	SUPPLIES/GAS,OIL	21,549	20,500	620	3.02%	8.33%	20,500	100.00%	-
101-301-756.000	SUPPLIES/OPERATING	25,424	24,000	908	3.78%	8.33%	24,000	100.00%	-

101-301-802.000	PROFESSIONAL SERV	106,308	160,000	(1,230)	-0.77%	8.33%	150,000	93.75%	(10,000)
101-301-802.014	PROFESSIONAL SERVICES- INFORMANTS		500		0.00%	8.33%		0.00%	(500)
101-301-853.000	COMMUNICATIONS/TELEPHONE	27,516	28,020	573	2.04%	8.33%	28,020	100.00%	-
101-301-860.000	CONFERENCES & WORKSHOPS	280	1,000		0.00%	8.33%	500	50.00%	(500)
101-301-860.001	MEMBERSHIPS & DUES	7,735	4,060		0.00%	8.33%	7,700	189.66%	3,640
101-301-920.000	UTILITIES	11,812	13,500		0.00%	8.33%	13,500	100.00%	-
101-301-931.000	MAINTENANCE/BUILDING	36,354	12,500		0.00%	8.33%	12,500	100.00%	-
101-301-934.000	MAINTENANCE/OFFICE EQUIP	9,248	10,530	1,383	13.13%	8.33%	10,530	100.00%	-
101-301-940.000	RENTAL/EQUIPMENT	80,000	80,000	6,667	8.33%	8.33%	80,000	100.00%	-
101-301-942.000	VEHICLE REIMBURSEMENT	4,380	4,380	365	8.33%	8.33%	4,380	100.00%	-
101-301-956.000	MISCELLANEOUS	1612	2,000		0.00%	8.33%	2,000	100.00%	-
101-301-956.001	MISCELLANEOUS/TRAINING (302 FUNDS)	9,512	18,000		0.00%	8.33%	18,000	100.00%	-
	PUBLIC SAFETY	3,482,635	2,758,030	164,840	5.98%	8.33%	2,747,470	99.62%	(10,560)
101-441-706.000	WAGES/HOURLY	159,628	154,830	7,236	4.67%	8.33%	144,300	93.20%	(10,530)
101-441-715.000	BENEFIT/SOCIAL SECURITY	12,586	11,270	890	7.90%	8.33%	11,000	97.60%	(270)
101-441-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	42,882	32,390	2,911	8.99%	8.33%	32,390	100.00%	-
101-441-718.000	BENEFIT/RETIREMENT	58,253	62,790	4,695	7.48%	8.33%	62,790	100.00%	-
101-441-719.000	BENEFIT/DENTAL	2,873	2,720	242	8.90%	8.33%	2,720	100.00%	-
101-441-724.000	BENEFITS	18,154	18,210	2,356	12.94%	8.33%	18,210	100.00%	-
101-441-727.000	SUPPLIES/OFFICE	1,704	1,500		0.00%	8.33%	1,500	100.00%	-
101-441-744.000	UNIFORM/PURCHASE	5,784	4,600	3,042	66.13%	8.33%	5,700	123.91%	1,100
101-441-751.000	SUPPLIES/GAS,OIL	9,256	16,330	369	2.26%	8.33%	14,000	85.73%	(2,330)
101-441-756.000	SUPPLIES/OPERATING	14,430	10,000		0.00%	8.33%	10,000	100.00%	-
101-441-776.000	SUPPLIES/BLDG,GROUNDS	3,698	3,000	305	10.17%	8.33%	3,000	100.00%	-
101-441-853.000	COMMUNICATIONS/TELEPHONE	749	1,900	37	1.95%	8.33%	1,500	78.95%	(400)
101-441-860.000	CONFERENCES & WORKSHOPS	2,091	2,300		0.00%	8.33%	2,300	100.00%	-
101-441-860.001	MEMBERSHIPS & DUES	425	450		0.00%	8.33%	450	100.00%	-
101-441-920.000	UTILITIES	3,210	5,000		0.00%	8.33%	5,000	100.00%	-
101-441-926.000	UTILITIES/STREET LIGHTING	71,328	77,000		0.00%	8.33%	72,000	93.51%	(5,000)
101-441-931.000	MAINTENANCE/BUILDING	7,746	15,000		0.00%	8.33%	15,000	100.00%	-
101-441-934.000	MAINTENANCE/OFFICE EQUIP	5,393	5,200	646	12.42%	8.33%	5,200	100.00%	-
101-441-940.000	RENTAL/EQUIPMENT	425	1,000		0.00%	8.33%	1,000	100.00%	-
101-441-942.000	VEHICLE REIMBURSEMENT	3,000	3,000	250	8.33%	8.33%	500	16.67%	(2,500)
101-441-956.000	MISCELLANEOUS	898	950		0.00%	8.33%	950	100.00%	-
	PUBLIC WORKS	424,513	429,440	22,979	5.35%	8.33%	409,510	95.36%	(19,930)
101-790-702.000	SALARIES	112,697	123,570	2,927	2.37%	8.33%	110,000	89.02%	(13,570)
101-790-706.000	WAGES/HOURLY	113,874	156,090	2,165	1.39%	8.33%	120,000	76.88%	(36,090)
101-790-715.000	BENEFIT/SOCIAL SECURITY	17,679	21,390	573	2.68%	8.33%	18,000	84.15%	(3,390)
101-790-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	25,380	27,550	1,780	6.46%	8.33%	27,550	100.00%	-
101-790-718.000	BENEFIT/RETIREMENT	71,795	56,980	5,753	10.10%	8.33%	56,980	100.00%	-
101-790-719.000	BENEFIT/DENTAL	2,063	2,060	172	8.35%	8.33%	2,060	100.00%	-
101-790-724.000	BENEFITS	10,848	11,420	991	8.68%	8.33%	11,420	100.00%	-
101-790-727.000	SUPPLIES/OFFICE	2,634	3,500	36	1.03%	8.33%	3,000	85.71%	(500)
101-790-756.000	SUPPLIES/OPERATING	7,472	7,500		0.00%	8.33%	6,000	80.00%	(1,500)
101-790-802.000	PROFESSIONAL SERV	45,186	50,000		0.00%	8.33%	50,000	100.00%	-
101-790-802.015	PROFESSIONAL SVCS- PROGRAMMING	15,501	20,000	700	0.00%	8.33%	15,000	0.00%	(5,000)
101-790-853.000	COMMUNICATIONS/TELEPHONE	1,906	2,900	107	3.69%	8.33%	2,500	86.21%	(400)
101-790-860.000	CONFERENCES & WORKSHOPS	122	850		0.00%	8.33%	850	100.00%	-
101-790-860.001	MEMBERSHIPS & DUES	295	230		0.00%	8.33%	290	126.09%	60
101-790-880.000	PROMOTION/COMMUNITY	413	1,500		0.00%	8.33%	1,500	100.00%	-
101-790-920.000	UTILITIES	17,413	18,600		0.00%	8.33%	17,000	91.40%	(1,600)
101-790-931.000	MAINTENANCE/BUILDING	36,418	35,000		0.00%	8.33%	30,000	85.71%	(5,000)
101-790-934.000	MAINTENANCE/OFFICE EQUIP	8,756	7,100	922	12.99%	8.33%	8,000	112.68%	900
101-790-956.000	MISCELLANEOUS	512	2,500		0.00%	8.33%	2,000	80.00%	(500)
101-790-978.000	BOOK PURCHASE	22,385	28,000		0.00%	8.33%	28,000	100.00%	-

101-790-978.002	PERIODICALS	12,098	15,000		0.00%	8.33%	15,000	100.00%	-
101-790-978.003	RECORDS,TAPES,DISKS	25,163	21,000		0.00%	8.33%	25,000	119.05%	4,000
	LIBRARY	550,610	612,740	16,126	2.63%	8.33%	550,150	89.79%	(62,590)
101-954-911.000	GENERAL LIABILITY COVERAG	177,425	188,580	93,697	49.69%	8.33%	188,580	100.00%	-
101-954-914.000	EXCESS OF DEDUCTABLE	7,545	1,000		0.00%	8.33%	1,000	100.00%	-
	LIABILITY INSURANCE	184,970	189,580	93,697	49.42%	8.33%	189,580	100.00%	-
101-958-965.001	TRANSFER/LOCAL STREET	75,000	50,000	4,167	8.33%	8.33%	50,000	100.00%	-
101-958-965.208	TRANSFER/RECREATION FUND	975,000	915,000	76,250	8.33%	8.33%	915,000	100.00%	-
101-958-965.257	TRANSFER - BUD STABILIZAT	50,000	50,000	4,167	8.33%	8.33%	50,000	100.00%	-
101-958-965.309	TRANSFER TO 2020 ROAD DEBT SERVICE		331,000	27,583	8.33%	8.33%	331,000	100.00%	-
101-958-965.494	TRANSFER TO ROAD IMPROVEMENT FUND		400,000	33,333	8.33%	8.33%	400,000	100.00%	-
101-958-965.661	TRANSFER - EQUIPMENT FUND	275,000	200,000	16,667	8.33%	8.33%	200,000	100.00%	-
101-958-965.734	TRANSFER/POST RETIREMENT	406,960	367,960	30,663	8.33%	8.33%	367,960	100.00%	-
101-958-965.735	TRANSFER HEALTH INS. POOL		250,000	20,833	8.33%	8.33%	250,000	100.00%	-
101-958-965.970	TRANSFER/CAPITAL PLANNING	380,000	400,000	33,333	8.33%	8.33%	400,000	100.00%	-
	TRANSFERS	2,161,960	2,963,960	246,996	8.33%	8.33%	2,963,960	100.00%	-
		7,973,095	8,268,020	652,717	7.89%	8.33%	8,160,520	98.70%	(107,500)

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS
Calculations as of 7/31/2020

RECREATION FUND

ACCOUNT	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 7/31/20	2020-21 PERCENT OF BUDGET COLLECTED 7/31/20	PERCENT OF YEAR COMPLETE	2020-21 PROJECTED ACTIVITY	2020-21 PROJECTED PERCENT OF BUDGET	PROJECTED OVER/ (UNDER) BUDGET
208-000-403.000	TAX COLL/CURRENT	71,031	73,570	15,368	20.89%	8.33%	73,570	100.00%	-
208-000-407.000	TAX COLL/DELINQUENT	791			0.00%	8.33%	750	100.00%	750
208-000-567.000	GRANTS STATE/OTHER	2,676	5,000		0.00%	8.33%	3,500	100.00%	(1,500)
208-000-573.000	SSR/ LCSA PPT REIMBURSEMENT	67			0.00%	8.33%	70	100.00%	70
208-000-651.000	RECREATION/FEES/RENTALS	3,192	5,000		0.00%	8.33%	2,000	40.00%	(3,000)
208-000-652.000	RECREATION/SALES	1,109		20	100.00%	8.33%		0.00%	-
208-000-653.000	RECREATION/POOL	234,497	270,000		0.00%	8.33%	90,000	33.33%	(180,000)
208-000-654.001	RECREATION/LEAGUE FEES	32,859	40,000	171	0.43%	8.33%	20,000	50.00%	(20,000)
208-000-654.002	RECREATION/CLASSES,TRIPS	86,675	140,000	527	0.38%	8.33%	50,000	35.71%	(90,000)
208-000-654.003	RECREATION/SR PROGRAMS	3,747	8,000		0.00%	8.33%	2,500	31.25%	(5,500)
208-000-654.004	RECREATION/LATCH KEY	193,984	260,000		0.00%	8.33%		0.00%	(260,000)
208-000-654.005	RECREATION/CAMP FEES	231,116	340,000		0.00%	8.33%	112,200	33.00%	(227,800)
208-000-654.006	RECREATION/SPEC PROGRAMS	9,648	11,000		0.00%	8.33%	3,000	100.00%	(8,000)
208-000-654.007	RECREATION/DREAM CRUISE	5,956	5,000		0.00%	8.33%		0.00%	(5,000)
208-000-654.008	RECREATION/JULY 4TH	6,646	21,000		0.00%	8.33%	5,000	23.81%	(16,000)
208-000-654.009	RECREATION/ PRE K	85,191	90,000		0.00%	8.33%		100.00%	(90,000)
208-000-664.000	INVESTMENT INCOME	14,794	6,000	680	11.33%	8.33%	2,500	41.67%	(3,500)
208-000-669.000	BUS RENTAL FEES	24,454	25,000		0.00%	8.33%	16,000	64.00%	(9,000)
208-000-669.001	BUS CHARGES INTERNAL	9,024	30,000		0.00%	8.33%		0.00%	(30,000)
208-000-676.101	TRANSFER/GENERAL FUND	975,000	915,000	76,250	8.33%	8.33%	915,000	100.00%	-
208-000-695.000	UNCLASSIFIED	2,864	4,500	2,864	63.64%	8.33%		0.00%	(4,500)
208-000-699.395	FUND BALANCE APPROPRIATION				0.00%	8.33%	131,250	0.00%	131,250
		1,995,321	2,249,070	95,880	4.26%	8.33%	1,427,340	63.46%	(821,730)

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS

Calculations as of 7/31/2020

RECREATION FUND

DEPARTMENT	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 7/31/20	2020-21 PERCENT OF BUDGET EXPENDED 7/31/20	PERCENT OF YEAR COMPLETE	2020-21 PROJECTED ACTIVITY	2020-21 PROJECTED PERCENT OF BUDGET	PROJECTED OVER/ (UNDER) BUDGET
BUS	42,791	52,530	1,733	3.30%	8.33%	35,300	67.20%	(17,230)
RECREATION	685,659	771,370	35,129	4.55%	8.33%	649,480	84.20%	(121,890)
PROGRAMS	783,263	882,050	16,999	1.93%	8.33%	423,150	47.97%	(458,900)
PARKS	138,097	185,890	7,810	4.20%	8.33%	142,650	76.74%	(43,240)
POOL	241,168	345,070	2,767	0.80%	8.33%	176,760	51.22%	(168,310)
	1,890,978	2,236,910	64,438	2.88%	8.33%	1,427,340	63.81%	(809,570)

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS
Calculations as of 7/31/2020

RECREATION FUND

ACCOUNT	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 7/31/20	2020-21 PERCENT OF BUDGET EXPENDED 7/31/20	PERCENT OF YEAR COMPLETE	2020-21 PROJECTED ACTIVITY	2020-21 PROJECTED PERCENT OF BUDGET	PROJECTED OVER/ (UNDER) BUDGET
Dept 290 - BUS									
208-290-706.000	WAGES/HOURLY		26,520				13000		
208-290-715.000	BENEFIT/SOCIAL SECURITY	1,490	2,030		0.00%	8.33%	1,000	49.26%	(1,030)
208-290-724.000	BENEFITS	1,045	1,080	163	15.09%	8.33%	500	46.30%	(580)
208-290-751.000	SUPPLIES/GAS,OIL	2,723	4,000		0.00%	8.33%	2,000	50.00%	(2,000)
208-290-802.000	PROFESSIONAL SERV	18,657			0.00%	8.33%		0.00%	-
208-290-853.000	COMMUNICATIONS/TELEPHONE	876	800	70	8.75%	8.33%	800	100.00%	-
208-290-940.000	RENTAL/EQUIPMENT	18,000	18,000	1,500	8.33%	8.33%	18,000	100.00%	-
208-290-956.000	MISCELLANEOUS	70	100		0.00%	8.33%		0.00%	(100)
Totals for dept 290 - BUS		42,861	52,530	1,733	3.30%	8.33%	35,300	67.20%	(17,230)
Dept 751 - RECREATION									
208-751-702.000	SALARIES	119,947	131,900	2,680	2.03%	8.33%	121,000	91.74%	(10,900)
208-751-706.000	WAGES/HOURLY	186,979	217,710	6,324	2.90%	8.33%	170,000	78.09%	(47,710)
208-751-715.000	BENEFIT/SOCIAL SECURITY	24,278	26,750	1,175	4.39%	8.33%	20,000	74.77%	(6,750)
208-751-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	82,521	81,860	6,682	8.16%	8.33%	81,860	100.00%	-
208-751-718.000	BENEFIT/RETIREMENT	108,501	112,740	8,052	7.14%	8.33%	112,740	100.00%	-
208-751-719.000	BENEFIT/DENTAL	5,584	5,690	440	7.73%	8.33%	5,690	100.00%	-
208-751-724.000	BENEFITS	34,399	37,840	3,335	8.81%	8.33%	37,840	100.00%	-
208-751-727.000	SUPPLIES/OFFICE	1,708	5,000	214	4.28%	8.33%	1,500	30.00%	(3,500)
208-751-744.000	UNIFORM/PURCHASE	2,723	2,750	1,700	61.82%	8.33%	2,750	100.00%	-
208-751-751.000	SUPPLIES/GAS,OIL	1,168	750	225	30.00%	8.33%	750	100.00%	-
208-751-756.000	SUPPLIES/OPERATING	12,744	15,000		0.00%	8.33%	8,000	53.33%	(7,000)
208-751-853.000	COMMUNICATIONS/TELEPHONE	7,913	10,580	470	4.44%	8.33%	6,500	61.44%	(4,080)
208-751-860.000	CONFERENCES & WORKSHOPS	1,157	2,050	745	36.34%	8.33%	1,500	73.17%	(550)
208-751-860.001	MEMBERSHIPS & DUES	720	750		0.00%	8.33%	750	100.00%	-
208-751-920.000	UTILITIES	47,984	54,000		0.00%	8.33%	40,000	74.07%	(14,000)
208-751-931.000	MAINTENANCE/BUILDING	23,173	40,000	774	1.94%	8.33%	15,000	37.50%	(25,000)
208-751-934.000	MAINTENANCE/OFFICE EQUIP	22,602	24,000	2,306	9.61%	8.33%	22,600	94.17%	(1,400)
208-751-956.000	MISCELLANEOUS	1,558	2,000	7	0.35%	8.33%	1,000	50.00%	(1,000)
Totals for dept 751 - RECREATION		685,659	771,370	35,129	4.55%	8.33%	649,480	84.20%	(121,890)
Dept 753 - PROGRAMS									
208-753-702.000	SALARIES	117,618	123,000	3,650	2.97%	8.33%	119,000	96.75%	(4,000)
208-753-714.001	WAGES/PROGRAM ATHLETIC LG	941	2,800		0.00%	8.33%		0.00%	(2,800)
208-753-714.003	WAGES/PROGRAM SENIOR CITI	41,630	46,090	1,263	2.74%	8.33%	42,500	92.21%	(3,590)
208-753-714.004	WAGES/PROGRAM LATCH KEY	164,912	168,960	119	0.07%	8.33%	5,000	2.96%	(163,960)
208-753-714.005	WAGES/PROGRAM CAMPS	72,906	112,380		0.00%	8.33%	38,000	33.81%	(74,380)
208-753-715.000	BENEFIT/SOCIAL SECURITY	32,130	34,670	588	1.70%	8.33%	10,000	28.84%	(24,670)
208-753-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	58,923	49,830	3,316	6.65%	8.33%	49,830	100.00%	-
208-753-718.000	BENEFIT/RETIREMENT	81,215	65,350	6,263	9.58%	8.33%	65,350	100.00%	-
208-753-719.000	BENEFIT/DENTAL	3,723	3,230	269	8.33%	8.33%	3,230	100.00%	-

208-753-724.000	BENEFITS	20,228	17,440	1,474	8.45%	8.33%	17,440	100.00%	-
208-753-787.001	SUPPLIES/ATHLETIC LEAGUE	2,554	3,800		0.00%	8.33%	1,500	39.47%	(2,300)
208-753-787.002	SUPPLIES/CLASS TRIPS	3,276	3,500		0.00%	8.33%	1,500	42.86%	(2,000)
208-753-787.003	SUPPLIES/SENIOR PROGRAM	1,232	2,500		0.00%	8.33%	1,000	40.00%	(1,500)
208-753-787.004	SUPPLIES/LATCH KEY	14,145	17,500		0.00%	8.33%	2,000	11.43%	(15,500)
208-753-787.005	SUPPLIES/CAMPS	3,696	16,000		0.00%	8.33%	5,000	31.25%	(11,000)
208-753-787.006	SUPPLIES/SPECIAL PROGRAM	2,771	3,500		0.00%	8.33%	1,500	42.86%	(2,000)
208-753-787.007	SUPPLIES/ PRE K	4,478	6,000		0.00%	8.33%	1,000	100.00%	(5,000)
208-753-803.001	CONTRACTS ATHLETIC LEAGUE	13,296	15,000		0.00%	8.33%	13,300	88.67%	(1,700)
208-753-803.002	CONTRACTS CLASS TRIPS	61,631	75,000		0.00%	8.33%	20,000	26.67%	(55,000)
208-753-803.003	CONTRACTS SENIOR TRIPS	2,080	7,000		0.00%	8.33%		0.00%	(7,000)
208-753-803.004	CONTRACTS LATCH KEY	5,216	7,500		0.00%	8.33%		0.00%	(7,500)
208-753-803.005	CONTRACTS CAMPS	29,062	50,000		0.00%	8.33%	16,500	33.00%	(33,500)
208-753-803.006	CONTRACTS SPECIAL PROGRAM	8,570	13,000		0.00%	8.33%	3,000	23.08%	(10,000)
208-753-803.008	CONTRACTS JULY 4th	26,918	26,500		0.00%	8.33%	5,000	18.87%	(21,500)
208-753-956.000	MISCELLANEOUS	10,112	11,500	57	0.50%	8.33%	1,500	13.04%	(10,000)
Totals for dept 753 - PROGRAMS		783,263	882,050	16,999	1.93%	8.33%	423,150	47.97%	(458,900)
Dept 754 - PARKS									
208-754-702.000	SALARIES	8,051	8,520	243	2.85%	8.33%	8,200	96.24%	(320)
208-754-706.000	WAGES/HOURLY	48,649	75,490	2,255	2.99%	8.33%	45,500	60.27%	(29,990)
208-754-715.000	BENEFIT/SOCIAL SECURITY	4,504	6,430	296	4.60%	8.33%	4,500	69.98%	(1,930)
208-754-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	15,890	16,400	1,132	6.90%	8.33%	16,400	100.00%	-
208-754-718.000	BENEFIT/RETIREMENT	33,858	42,900	2,730	6.36%	8.33%	42,900	100.00%	-
208-754-719.000	BENEFIT/DENTAL	956	460	67	14.57%	8.33%	460	100.00%	-
208-754-724.000	BENEFITS	6,262	7,390	662	8.96%	8.33%	7,390	100.00%	-
208-754-744.000	UNIFORM/PURCHASE	146	250		0.00%	8.33%		0.00%	(250)
208-754-776.000	SUPPLIES/BLDG, GROUND	12,015	18,500		0.00%	8.33%	8,000	43.24%	(10,500)
208-754-802.000	PROFESSIONAL SERV	7,766	9,300	425	4.57%	8.33%	9,300	100.00%	-
208-754-956.000	MISCELLANEOUS		250		0.00%	8.33%		0.00%	-
Totals for dept 754 - PARKS		138,097	185,890	7,810	4.20%	8.33%	142,650	76.74%	(43,240)
Dept 756 - POOL									
208-756-702.000	SALARIES	24,659	27,250	767	2.81%	8.33%	25,000	91.74%	(2,250)
208-756-709.000	WAGES/PART TIME, SEASONAL	108,009	183,420	56	0.03%	8.33%	60,530	33.00%	(122,890)
208-756-715.000	BENEFIT/SOCIAL SECURITY	11,467	16,120	97	0.60%	8.33%	5,500	34.12%	(10,620)
208-756-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	10,917	11,400	808	7.09%	8.33%	11,400	100.00%	-
208-756-718.000	BENEFIT/RETIREMENT	4,776	2,880	308	10.69%	8.33%	2,880	100.00%	-
208-756-719.000	BENEFIT/DENTAL	721	810	68	8.40%	8.33%	810	100.00%	-
208-756-724.000	BENEFITS	5,217	5,740	663	11.55%	8.33%	5,740	100.00%	-
208-756-727.000	SUPPLIES/OFFICE		1,250		0.00%	8.33%	500	40.00%	(750)
208-756-744.000	UNIFORM/PURCHASE	511	2,200		0.00%	8.33%	750	34.09%	(1,450)
208-756-756.000	SUPPLIES/OPERATING	11,033	18,500		0.00%	8.33%	10,000	54.05%	(8,500)
208-756-756.001	CAFE SUPPLIES	6,168	12,500		0.00%	8.33%	4,150	100.00%	(8,350)
208-756-802.000	PROFESSIONAL SERV	466	6,500		0.00%	8.33%	500	7.69%	(6,000)
208-756-920.000	UTILITIES	51,534	42,000		0.00%	8.33%	42,000	100.00%	-
208-756-931.000	MAINTENANCE/BUILDING	5,690	14,000		0.00%	8.33%	7,000	50.00%	(7,000)
208-756-956.000	MISCELLANEOUS	0	500		0.00%	8.33%		0.00%	-
Totals for dept 756 - POOL		241,168	345,070	2,767	0.80%	8.33%	176,760	51.22%	(168,310)

APPROPRIATIONS - FUND 208

1,891,048

2,236,910

64,438

2.88%

8.33%

1,427,340

63.81%

(809,570)

BUDGET REPORT FOR CITY OF HUNTINGTON WOODS
Calculations as of 7/31/2020

SANITATION FUND

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 7/31/20	2020-21 PERCENT OF BUDGET 7/31/20	PERCENT OF YEAR COMPLETE	2020-21 PROJECTED ACTIVITY	2020-21 PROJECTED PERCENT OF BUDGET	PROJECTED OVER/ (UNDER) BUDGET
Dept 000									
515-000-403.000	TAX COLL/CURRENT	585,339	599,760	125,298	21%	8.33%	599,760	100.00%	-
515-000-573.000	SSR/ LCSA PPT REIMBURSEMENT	646	450		0%	8.33%	650	100.00%	200
515-000-664.000	INVESTMENT INCOME	9,666	4,000	335	8%	8.33%	3,500	87.50%	(500)
515-000-695.000	UNCLASSIFIED	6,347	8,000	40	1%	8.33%	6,000	75.00%	(2,000)
515-000-699.395	FUND BALANCE APPROPRIATION				0%	8.33%		0.00%	-
NET OF REVENUES/APPROPRIATIONS - 000 -		601,998	612,210	125,673	21%	8.33%	609,910	99.62%	(2,300)
Dept 500 - SANITATION									
515-500-702.000	SALARIES	10,695	16,140	662	4.10%	8.33%	11,500	71.25%	(4,640)
515-500-706.000	WAGES/HOURLY	34,498	42,950	1,968	4.58%	8.33%	40,700	94.76%	(2,250)
515-500-715.000	BENEFIT/SOCIAL SECURITY	3,489	4,520	301	6.66%	8.33%	4,500	99.56%	(20)
515-500-716.000	BENEFIT/HOSPITALIZATION/OPTICAL	11,868	14,650	910	6.21%	8.33%	14,650	100.00%	-
515-500-718.000	BENEFIT/RETIREMENT	14,125	15,930	1,199	7.53%	8.33%	15,930	100.00%	-
515-500-719.000	BENEFIT/DENTAL	774	1,150	74	6.43%	8.33%	1,150	100.00%	-
515-500-724.000	BENEFITS	4,753	6,600	714	10.82%	8.33%	6,600	100.00%	-
515-500-751.000	SUPPLIES/GAS,OIL	3,571	4,400	92	2.09%	8.33%	4,400	100.00%	-
515-500-756.000	SUPPLIES/OPERATING	6,578	5,500		0.00%	8.33%	5,500	100.00%	-
515-500-802.000	PROFESSIONAL SERV	417,245	437,400	16,650	3.81%	8.33%	437,400	100.00%	-
515-500-853.000	COMMUNICATIONS/TELEPHONE	687	910	42	4.62%	8.33%	910	100.00%	-
515-500-860.000	CONFERENCES & WORKSHOPS		300		0.00%	8.33%	300	100.00%	-
515-500-860.001	MEMBERSHIPS & DUES	200	200		0.00%	8.33%	200	100.00%	-
515-500-880.000	PROMOTION/COMMUNITY	968	2,400	1,580	65.83%	8.33%	1,900	79.17%	(500)
515-500-920.000	UTILITIES	1,395	1,850		0.00%	8.33%	1,850	100.00%	-
515-500-931.000	MAINTENANCE/BUILDING	1,426	4,500		0.00%	8.33%	3,000	66.67%	(1,500)
515-500-934.000	MAINTENANCE/OFFICE EQUIP	1,670	2,110	277	13.13%	8.33%	2,110	100.00%	-
515-500-940.000	RENTAL/EQUIPMENT	50,000	50,000	3,176	6.35%	8.33%	50,000	100.00%	-
515-500-956.000	MISCELLANEOUS	100	700		0.00%	8.33%		0.00%	(700)
NET OF REVENUES/APPROPRIATIONS - 500 - SANITATION		564,042	612,210	27,645	4.52%	8.33%	602,600	98.43%	(9,610)



Manager's Memo

To: Mayor and City Commission

From: Amy Sullivan, City Manager

Date: August 26, 2020

Subject: Combining MERS Divisions

MERS has recommended that we combine the two Public Safety Command divisions for ease of administration. A second division was created in the 1980's because the City offered a one-time early buy-out for command officers. That buy-out is no longer offered and the two divisions have the same exact benefit levels.

Staff recommends the City Commission authorize the City Manager to sign the attached Defined Benefit Plan Adoption Agreement to combine divisions 20 and 21 effective September 1, 2020.

Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name _____ **Municipality #:** _____

If new to MERS, please provide your municipality's fiscal year: _____ through _____.
Month Month

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20__.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

- All prior service from date of hire
- Prior service proportional to assets transferred; all service used for vesting
- Prior service and vesting service proportional to assets transferred
- No prior service but grant vesting credit
- No prior service or vesting credit

Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number _____), the effective date shall be the first day of _____, 20__. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. If this is a **temporary benefit** that lasts 2-6 months, the effective dates of this temporary benefit are from ___/01/___ through ___/___/___ for Defined Benefit division number _____.
Last day of month
Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

D. If this is to **separate employees from an existing Defined Benefit division** (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20__.

E. If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first of _____, 20__.

Defined Benefit Plan Adoption Agreement

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

Only retirees will be in this division.

These employees are (check one or both):

In a collective bargaining unit (attach cover page, retirement section, signature page)

Subject to the same personnel policy

To receive one month of service credit (check one):

An employee shall work 10 _____ hour days.

An employee shall work _____ hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

Probationary Periods are allowed in one-month increments, no longer than 12 months. During this introductory period, the Employer will not report or provide service time for this period, including retroactively. Service will begin after the probationary period has been satisfied.

The probationary period will be _____ month(s).

Temporary employees in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.

The temporary exclusion period will be _____ month(s).

IV. Provisions

Valuation Date: _____, 20____

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

Our MERS representative presented and explained the valuation results to the

_____ on _____.
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

As an authorized representative of this municipality, I _____
(Name)

_____ waive the right for a presentation of the results.
(Title)

Defined Benefit Plan Adoption Agreement

This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

2. Benefit Multiplier (1%-2.5%, increments of 0.05%) _____ % (max 80% for multipliers over 2.25%)

Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

If checked, select one below:

Termination Final Average Compensation (calculated over the members entire wage history)

Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

3. Final Average Compensation (Min 3 yr, increments of 1 yr) _____ years

4. Vesting (5 -10 yrs, increments of 1 yr) _____ years

5. Normal Retirement Age will be the later of: _____ (any age from 60-70), or the vesting provision selected above (#4).

6. Required employee contribution (Increments of 0.01%) _____ %

7. Compensation for the Defined Benefit Plan means the salary or wages paid to an employee for personal services rendered while a member of MERS. Compensation and any applicable employee contributions must be reported to MERS on a monthly basis.

Employers shall define compensation using the following options (choose one):

Compensation including all items as allowed in the MERS Plan Document (Section 14).

If anything varies, specify here:

Included: _____

Excluded: _____

Base wages only.

If any items should be included, specify here:

Included: _____

Medicare taxable wages as reported on W2.

Wages plus amounts otherwise not reported as gross compensation, such as elected amounts for Section 125(a) or 457(b) deferrals.

Defined Benefit Plan Adoption Agreement

8. Unreduced Early Retirement/Service Requirements:

<input type="checkbox"/> Age 50 – 54 _____ Service between 25 and 30 years _____
<input type="checkbox"/> Age 55 – 65 _____ Service between 15 and 30 years _____
<input type="checkbox"/> Service only (must be any number from 20 – 30 years accrued service): _____
<input type="checkbox"/> Age + Service Points (total must be from 70 – 90): _____ points

9. Other

- Surviving Spouse will receive _____% of Straight Life benefit without a reduction to the employee’s benefit
- Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
- Deferred Retirement Option Program (DROP)
- Annuity Withdrawal Program (AWP)
 - Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:
 - Interest rate for employee contributions as determined by the Retirement Board, or
 - MERS’ assumed rate of return as of the date of the distribution.

10. Cost-of-Living Adjustment

<input type="checkbox"/> All current retirees as of effective date <input type="checkbox"/> Retirees who retire between _____/01/____ and _____/01/____	<input type="checkbox"/> Future retirees who retire after effective date
Increase of _____% or \$_____ per month	Increase of _____% or \$_____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired _____ months (6-12 months, increments of 1 month)	Employees must be retired _____ months (6-12 months, increments of 1 month)

- Check here if the existing COLA will be bridged for active participants as of the effective date selected on this form. Benefits accrued for service after the effective date will have no COLA increase applied.

Defined Benefit Plan Adoption Agreement

11. Service Credit Purchase Estimates are:

- Not permitted
- Permitted

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Benefit Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

Defined Benefit Plan Adoption Agreement

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by _____ on
the ____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)