



Plymouth City Commission

Regular Meeting Agenda

Monday, November 6, 2023 7:00 p.m.
Plymouth City Hall & Online Zoom Webinar

City of Plymouth
201 S. Main St.
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

Join Zoom Webinar <https://us02web.zoom.us/j/82071772987>

Passcode: 108311 Webinar ID: 820 7177 2987

1. **CALL TO ORDER**
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Proclamation – Family Court Awareness Month
2. **CITIZENS ACADEMY GRADUATION**
3. **APPROVAL OF MINUTES**
 - a. October 16, 2023 City Commission Regular Meeting Minutes
4. **APPROVAL OF THE AGENDA**
5. **ENACTMENT OF THE CONSENT AGENDA**
 - a. Approval of September 2023 Bills
6. **CITIZEN COMMENTS**
7. **COMMISSION COMMENTS**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
 - a. Intergovernmental Agreement Oakland County – CLEMIS Police Program
 - b. Police Radio Purchase
 - c. Water Meter Replacement Policy
 - d. 1st Quarter Budget Amendments
10. **REPORTS AND CORRESPONDENCE**
 - a. Liaison Reports
 - b. Appointments
 - c. Zoning Audit Provided to City Commission
11. **ADJOURNMENT**

Consent Agenda- The items on the Consent Agenda will be approved by one motion as Agenda Item #4. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which case that item will then be placed on the regular agenda.

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues for items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

Meetings of the City of Plymouth are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, disability, or any other trait protected under applicable law. Any individual planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) should submit a request to the ADA Coordinator at 734-453-1234 ext. 234 at least two working days in advance of the meeting so an attempt can be made to make reasonable accommodations. The request may also be submitted via mail at 201 S. Main St. Plymouth, MI 48170, or email to clerk@plymouthmi.gov.

City of Plymouth Strategic Plan 2022-2026

GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

1. Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35th District Court, recreation department, and public safety
2. Incorporate eco-friendly, sustainable practices into city assets, services, and policies; including more environmentally friendly surfaces, reduced impervious surfaces, expanded recycling and composting services, prioritizing native and pollinator-friendly plants, encouraging rain gardens, and growing a mature tree canopy
3. Partner with or become members of additional environmentally aware organizations
4. Increase technology infrastructure into city assets, services, and policies
5. Continue sustainable infrastructure improvement for utilities, facilities, and fleet
6. Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

1. Create a 5-year staffing projection
2. Review current recruitment strategies and identify additional resources
3. Identify/establish flex scheduling positions and procedures
4. Develop a plan for an internship program
5. Review potential department collaborations
6. Hire an additional recreation professional
7. Review current diversity, equity, and inclusion training opportunities
8. Seek out training opportunities for serving diverse communities

GOAL AREA THREE - COMMUNITY CONNECTIVITY

OBJECTIVES

1. Engage in partnerships with public, private and non-profit entities
2. Increase residential/business education programs for active citizen engagement
3. Robust diversity, equity, and inclusion programs
4. Actively participate with multi-governmental lobbies (Michigan Municipal League, Conference of Western Wayne, etc.)

GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

1. Create vibrant commercial districts by seeking appropriate mixed-use development, marketing transitional properties, and implementing Redevelopment Ready Communities (RRC) practices
2. Improve existing and pursue additional recreational and public green space opportunities and facilities for all ages
3. Develop multi-modal transportation plan which prioritizes pedestrian and biker safety
4. Improve link between Hines Park, Old Village, Downtown Plymouth, Plymouth Township, and other regional destinations
5. Maintain safe, well-lit neighborhoods with diverse housing stock that maximizes resident livability and satisfaction
6. Modernize and update zoning ordinance to reflect community vision
7. Implement Kellogg Park master plan

"The government in this community is small and accessible to all concerned."

-Plymouth Mayor Joe Bida
November 1977



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1. CALL TO ORDER

a. Mayor Nick Moroz called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

b. Roll Call

Present: Mayor Moroz, Mayor Pro Tem Suzi Deal, Commissioners Jennifer Kehoe, Alanna Maguire, Kelly O'Donnell, and Marques Thomey

Excused: Commissioner Linda Filipczak

Also present: City Manager Paul Sincock, Attorney Bob Marzano, and various members of the city administration

2. APPROVAL OF MINUTES

Kehoe offered a motion, seconded by O'Donnell, to approve the minutes of the October 2, 2023, City Commission meeting.

There was a voice vote.

MOTION PASSED

3. APPROVAL OF THE AGENDA

Maguire offered a motion, seconded by Thomey, to approve the agenda for the October 16, 2023, meeting.

There was a voice vote.

MOTION PASSED

4. ENACTMENT OF THE CONSENT AGENDA

- a. Special Event: Pumpkin Carving Contest – Thursday-Saturday 10/26-28/2023
- b. Special Event: Halloween Block Party – Sunday 10/29/2023
- c. Special Event: Main St. Boulevard Tree Lighting & Salvation Army Red Kettle Kickoff–Friday 11/10/2023
- d. Special Event: Ladies Holiday Shopping Night – Thursday 11/16/2023
- e. Special Event: Walk of Trees – 11/17/2023 - 1/3/2024
- f. Special Event: Santa's Plymouth Parade – Friday 11/24/2023
- g. Special Event: Holiday Greens Market 2023 – Saturday 11/25/2023
- h. Special Event: Plymouth Goodfellow Paper Sale – Saturday 12/2/2023
- i. Special Event: Compassionate Friends Worldwide Candle Lighting 2023 – Sunday, 12/10/2023
- j. Special Event: P-CCS 3rd Annual Mental Health & Wellness Fair – Saturday, 4/27/2024

Deal offered a motion, seconded by Kehoe, to approve the consent agenda for the October 16, 2023, meeting.

There was a voice vote.

MOTION PASSED

5. CITIZEN COMMENTS

Debra Kuptz, 997 Carol, said she needed recycling information. She also said she appreciated the work on the outdoor dining policy and the recreation plan.

Stephen Prinz, member of the Plymouth Rock Lodge Masons 747, asked that the cupola on the gazebo at Starkweather Park be repaired or replaced.

Dean Rovinelli, Barrio Cocina, stated several concerns with the outdoor dining policy.

Karen Patrosso, 1456 W. Ann Arbor Trail, said she was disappointed with the Penn Theatre situation.

6. COMMISSION COMMENTS

Maguire commended the Old Village Association on their Chili Cookoff.

Kehoe said the Chili Cookoff was a great event and that she was happy to see so many upcoming events in the city.

O'Donnell said she attended and enjoyed a Muslim Know Your Neighbor event at the library.

Thomey thanked local service organizations for their work in the city. He addressed the question about finding recycling information and asked the resident what type of notification would be helpful for her.

Moroz said his thoughts were with those Israelis and Palestinians in harm's way. He thanked DDA staff for a successful summer of events and reminded residents to vote November 7 or to vote absentee prior to Election Day.

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

a. Outdoor Dining Policy

The following resolution was offered by Deal and seconded by O'Donnell:

RESOLUTION 2023-87

WHEREAS Outdoor dining has helped to maintain the public welfare and community during the recent pandemic and now that the pandemic emergency is over the City Commission is interested in establishing a longer-term policy which will continue to allow outdoor dining in our commercial districts; and

WHEREAS The City Commission is aware that there are those establishments who use public Property for the expansion of outdoor dining, while others use a combination of Public and private property, and still others use only private property for outdoor dining; and

WHEREAS Restaurant owners have requested that the city adopt a policy that will allow them to know what the policy will be well in advance of the 2024 season and beyond; and

WHEREAS The City Commission has reviewed the attached policy, received input from the Downtown Development Authority, restaurant owners, city residents, and non-resident users of the outdoor dining spaces.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the Outdoor Dining Area Policy for 2024 – 2028.

BE IT FURTHER RESOLVED THAT the City Clerk shall make a copy of the final adopted policy as a part of the meeting minutes of this City Commission meeting.

City of Plymouth
Outdoor Dining Area Policy
2024-2028

Revised and adopted by the City Commission on _____

History of Outdoor Dining Area(s)

On Monday, May 18, 2020, the Plymouth City Commission passed a resolution authorizing City Administration to make additional public space available for use by dining establishments to expand their service area within the scope of the rules and regulations of the State of Michigan. In addition, the resolution designates public spaces in front of or on the side of a business as space available for use; this would include parking spaces.

In 2021, the City of Plymouth, once again, allowed dining establishments the ability to use public spaces adjacent to their business, including parking spaces for patio extensions.

In 2022, the City of Plymouth updated the program to reflect the changes in health orders, restrictions, etc. for the 2022 season. The city took feedback from the businesses in its creation of the 2022 City of Plymouth Patio Extension Program.

At the August 15, 2022, City Commission meeting, the City Commission authorized the extension of the 2022 program through the 2023 patio season. While the City of Plymouth continues its discussions on potential long term "parklets," one idea that has been discussed by the business community related to outdoor dining and patio extensions is that of dining platforms.

Fees and Permits

1. All proposed Outdoor Dining Area(s) owners/operators shall submit an annual application depicting the location and layout of the outdoor dining area to the Community Development Department for approval. Approval of the application shall be subject to compliance with this policy and all applicable building codes.
2. Fees for Outdoor Dining Area(s) shall consist of an application fee and a fee based on the square footage of area used for the outdoor dining area, fees shall be determined by resolution of the City Commission.
3. Before receiving an Outdoor Dining Area permit, the applicant shall pay all required fees.
4. Prior to issuance of an Outdoor Dining Area permit, the City's finance department shall verify that there are no outstanding fees owed to the City by the person or entity requesting an Outdoor Dining Area permit. An Outdoor Dining Area permit will not be issued until all outstanding debts to the City of Plymouth are paid in full.
5. It is the responsibility of the owner to maintain adherence to federal (including ADA requirements), state (including Michigan Liquor Control Commission), and local regulations. The city will not accept responsibility for any damage whether direct or implied because of the construction, installation, or operation of the outdoor dining platforms.

6. All outdoor dining area operations shall indemnify and hold the City free, clear, and harmless from any and all claims arising out of the operation of the outdoor dining area. The City shall be added as a named insured on the application/operator's general liability insurance policy and provide the City with a copy of the certificate of insurance. The operator shall carry insurance in the amount of \$1,000,000 per person, per incident, for general and product liability and have umbrella coverage in the amount of \$1,000,000.
7. The City shall have the right to prohibit the operation of an outdoor dining area because of anticipated or actual problems or conflicts in the use of the business. Some problems may arise from, but are not limited to, festivals and similar events, parades, or repairs to the street, sidewalk, or utilities within the public right of way. To the maximum extent possible, the outdoor dining area owner will be given prior written notice of any time period during which the operation of the outdoor dining area may be impacted.

Construction

1. To provide the most flexibility and provide options for the food servicing establishments, the outdoor dining platform may be purchased as a kit from a vendor or constructed using raw materials so long as either option conforms to the guidelines listed below. This section does not attempt to address each and every option available but provides reasonable framework for the establishment to reference while planning and submitting the plan to the city for consideration and approval.
2. The dining platform structure must be constructed of quality materials, such as pressure treated wood, or wood composite, vinyl, metal, etc. The floor of the dining platform must be constructed out of a composite material or wood (such as Ipe) in a neutral color such as brown or grey and reflect the characteristics of the restaurant or food establishment. The floor may also be constructed out of stone or tile in the same neutral colors as exemplified above.
3. Dining platform railings must be constructed of a rigid material (wrought iron, cast aluminum, steel, stained/painted wood, composite, etc.) and be black or neutral; and not solid walls (unless it is a piece designed to hold plantings). Rails must meet specifications as defined by the MLCC for liquor serving establishments and any pertinent building codes; this would include height requirements. Rails must be attached securely to the platform and cannot be loose standing.
4. Dining furniture must be consistent with the quality and character of commonly found outdoor dining area furniture. It must be durable and weather resistant.
5. Umbrellas must be constructed of canvas/synthetic canvas material and be aesthetically compatible with the color scheme of the front building façade and contain no logo or advertising. Umbrellas when open shall be fully contained within the dining platform area and shall not hang over into any traffic lane and/or sidewalk area.
6. A pergola may be constructed as part of the outdoor dining area. The materials for the pergola must be consistent with the materials for the construction of the outdoor dining area. The maximum height of the pergola measured from the top of the platform to the top of the pergola shall not exceed nine feet (9').

7. Lighting in the style of tabletop or accessory lighting such as "string lights" will be allowed on the outdoor dining platform.
8. Each outdoor dining platform shall contain a form of planter with live planting(s) maintained through the patio season (October 31). Planters with live plantings can be incorporated into the wall structure of the patio or be added on/hanging to the railing. Pots or other containers must blend into the planting areas and not simply have a stand-alone pot placed inside a piece of wall structure. Planting areas must account for 25% of the perimeter measurement of the patio area. For example, if the perimeter of the outdoor dining area measures 100', the planters must account for 25'. Please note that in the event the planters are hanging on the railing, the spacing will be measured from the edge of the planter to the nearest obstruction where applicable.
9. The outdoor dining areas may be installed during the month of March to allow for inspection by the MLCC; however, they may not be in use for patrons until April.



Outdoor Dining Area Location and Placement

A dining platform is an option available to food serving establishments with the following conditions:

1. A dining platform is an option for outdoor dining areas and is defined as a platform operated by an existing restaurant, bar, or other food serving establishment which sells food and beverage for immediate consumption, located on the adjacent parking space(s), alleys, streets, or other public property areas, for patrons and other persons, subject to design guidelines.
2. The dining platform must only be accessible from the sidewalk area and not from the street. The platform area shall use readily removable tables, chairs, umbrellas, railings, and planters. The perimeter must be secured by a railing and open to the air, except for any coverage provided by umbrellas or pergolas.
3. Outdoor dining area facilities may extend in front of adjacent businesses if written consent is obtained, annually, from the affected adjacent property owners. If the parking space in front of the applicant's frontage exceeds the width of the building, the applicant may request the use of the entire parking space.
4. The outdoor dining area may not encroach upon the area(s) that transition between the parking space(s) and the crosswalks, so as to not negatively impact sight lines for crosswalks and/or Rectangular Rapid Flashing Beacons or other crosswalk elements. This is typically the area where the curb transitions from parallel to the roadway to a diagonal that leads toward the crosswalk. **In addition, this area also extends from the roadway across the sidewalk to the building and may not be encroached upon by an outdoor dining area. This is designed to allow more walkability in and near the crosswalks.**
5. An inspection of all outdoor dining area(s) by the Community Development Department is required before opening the premises for use.
6. Minimum clearances from the building to the outdoor dining area must be maintained during the patio season. They can be found in the table below:

Street	Boundary	Min. Distance from Bldg. to Dining Area
Ann Arbor Trail	Main St. to Union/Deer St.	6 Feet
Ann Arbor Trail	Main St. to Harvey St.	6 Feet



Forest Ave	Ann Arbor Trail to Wing St.	6 Feet	
Main St.	Penniman to Ann Arbor Trail	7 Feet	
Penniman	Main St. to Harvey St.	6 Feet	
Starkweather	Farmer to train tracks	6 Feet	

In the event that the food service establishment owns, leases, rents, etc. the building that has private sidewalk of no less than 18" that adjoins the city sidewalk, said food service establishment will be allowed to install outdoor dining area continuous from their private property sidewalk to include city sidewalk near the building and not be required to move the outdoor dining area away from the building. The minimum distance requirement would then be in effect as a measurement from the back of the curb to the beginning of their outdoor dining area.

7. The dining platform must leave no less than a two-foot (2') clearance offset on each end contained within the footprint of the designated parking spaces being used for the patio extension from adjacent parking spaces. A two-foot (2') clearance offset will apply to the side that faces the traffic.
8. A sidewalk only outdoor dining area must leave no less than a one- and one-half foot (1 ½') clearance from the top of the curb to the beginning of the outdoor dining area to allow for the opening of a car door.
9. The dining platform must be flush with the sidewalk or top of curb level if only using the on-street area for the platform option. There may be no more than a ½ inch horizontal space between the curb/sidewalk and the edge of the dining platform.
10. The outdoor dining area may be built in a continuous fashion that combines sidewalk and on street areas. The platform must provide a flat surface and match the slope of the existing street or 2%, whichever is less.
11. The dining platform shall not interfere with any public service facility or utility, such as telephone pole, light pole, traffic signal, tree, planter, mailbox, sign pole, mailbox, bench, planter, fire hydrant, etc. These elements may be incorporated into the design element of the platform as they are permanent fixtures in the city but will not be removed or relocated.
12. The dining platform must be designed and constructed in such a way to allow for the flow of storm water to run adjacent to the curb unobstructed.
13. The dining platform cannot be anchored into the street or existing curb.

The maximum number of outdoor dining seats in an outdoor dining area will be determined by a formula: The square footage divided by 8.5. For example: If the patio is 200-square-feet, divided by 8.5, the maximum number of seats is 24.

Operation and Maintenance

1. The maintenance of the dining platform shall be the responsibility of the business owner including, but not limited to surface treatment and cleaning, litter control, rodent control, sweeping, and snow & ice removal. The sidewalk and public property shall be kept neat and clean and free from any substance that may cause damage to the sidewalk or public property (including parking spaces) or cause pedestrian injury.
2. Dining platforms must remain clear of litter, food scraps, and soiled dishes at all times. This includes areas on, around, next to, or underneath the platform. In addition, the outdoor dining area must remain clear of plates, cups, utensils, accoutrements, etc. when the outdoor dining platform is outside regular business hours. Chairs, tables, umbrellas, etc. must be kept contained and secured in the outdoor dining area and organized within reason at the end of each service day.
3. All alcoholic beverages to be served in an outdoor dining area shall be prepared within the existing restaurant, and alcoholic beverages shall only be served to patrons seated at tables. The operator of the outdoor dining area shall take all necessary action to procure the appropriate license(s) or permit(s) from the MLCC to serve alcoholic beverages on the dining platform and shall comply with all other laws and ordinances concerning the serving of alcoholic beverages in the state of Michigan.
4. The exterior of the premises shall be kept in a clean, orderly, and maintained condition. Sidewalks shall be cleaned daily with water by the outdoor dining area operator to prevent buildup of dirt and grease. Each establishment with an outdoor dining area must sweep the frontage sidewalk clear of cigarette butts and garbage during hours of operation and following the closure of the outdoor dining area for the evening. No remnants of cigarette butts or trash will be visible outside the establishment after closing.
5. Containers for cigarette butts must be made available to patrons outside each establishment with an outdoor dining area. The containers, free standing or attached to private property, must be located directly adjacent to the establishment, and meet the standards and be approved by the Downtown Development Authority staff. No unauthorized containers, coffee cans or other receptacles are allowed.
6. Outdoor dining areas shall be permitted to operate for the period of April 1 to November 1 only and may be used only during operation hours of the applying establishment. Installation of the outdoor dining areas are allowed, contingent upon city approval, during the month of March to allow for pertinent inspections prior to service beginning in April.
7. For liquor serving establishments, security cameras must be mounted on private property to give adequate coverage of the outdoor dining area. The specifications are attached and can be changed as technology changes. All cameras must have the approval of the Police Chief before being installed. That includes both the number of cameras needed and the specifications of the cameras to be installed. Each day's video recording must be saved for at least seven days. Upon request, establishments must make video available to the Police Department for investigations within 48 hours of the request. Failure to do so WILL result in immediate suspension of the outdoor dining area, AND revocation of the Outdoor Dining Area permit for the remainder of the season.
8. Outdoor dining areas shall be allowed to continue service until 11:00 pm, Sunday through Wednesday, and be closed and clear at 11:30 pm. Outdoor dining areas shall be allowed to continue service until 12:00am (Midnight) on Thursday, Friday and Saturday and be closed and clear at 12:30am.

9. All food preparation shall be performed inside the premises.
10. Establishments with an outdoor dining area are only allowed to store and secure the number of seats allowed per establishment, tables, and propane heaters each night. At the end of business, tables and chairs can be stacked against the wall, left standing in place or stored inside the establishment. Additional property, not limited to but including chairs, tables, cleaning materials, are not allowed to be stored outside during or after outdoor dining hours.
11. Each establishment with an outdoor dining area on city property must have a 36-inch high by 24-inch-wide sign attached to the fencing and/or the entrance of the outdoor dining area, noticeable to all patrons that reads:
 - “Local City & State Ordinances for Outdoor Public Seating
 - 1. No smoking in the patio
 - 2. All patrons must be seated in the patio
 - 3. No pets allowed on the inside of the patio
 - 4. All alcohol must be brought across the sidewalk by an (establishment name) employee

City Ordinances Pertaining to Hours of Operation

Sunday-Wednesday
The last call will be at 11 p.m. and all patrons must be inside by 11:30 p.m.

Thursday-Saturday
Last call will be at 12 a.m. and all patrons must be inside by 12:30 a.m.”
12. Outdoor dining areas shall abide by the City’s Noise Ordinance.

General Regulations

1. Failure to comply with all state, county and municipal laws and this policy shall result in the immediate revocation of the outdoor dining area by the city.
2. All denials of applications and revocations of said authority to operate may be appealed to the City Commission, whose decision is final. (Note: The use of public right of way is subject solely to the control of the City Commission.)
3. Appeals of revocations shall stay further proceedings and the applicant shall be permitted to continue the outdoor dining area operation pending a decision by the City Commission. Provided, if a violation poses an immediate danger to the public’s health, safety, or general welfare, the City Manager or his designee may order the suspension of all outdoor dining area operations pending a hearing and the applicant shall cease carrying on such activities pending such hearing.
4. All applicants, prior to being issued an Outdoor Dining Area permit, shall enter into a written contract whereby the City shall “permit” the operation and the owner/applicant shall acknowledge the conditions and the City’s authority to revoke the permit upon failure to comply with any of the conditions set forth herein.

Security System Requirements (Liquor Serving Establishments)

Specifications:

1. Storage capacity must be capable of storing seven (7) days of captured video footage.
2. The system must have the ability to transfer data to an external drive/source.
3. All new camera installations must be of 4K resolution quality.
4. A camera’s night vision feature must be capable of capturing 100 feet out from the camera.

Fee Schedule

Application Fee:	\$500.00 per season
Application Fee:	\$250.00 per season non-liquor serving establishments with three or fewer tables.
Outdoor Dining Area Usage Fee:	\$2.50 per square foot per season for 2024. In subsequent years, the cost will increase by the annual rate of inflation or 3%, whichever is less.



There was a voice vote.
MOTION PASSED UNANIMOUSLY

b. Payment in Lieu of Parking Agreement – Highline Spirits

The following resolution was offered by Thomey and seconded by Kehoe:

RESOLUTION 2023-88

- WHEREAS The City Commission of the City of Plymouth is desirous of expanding the Public Parking supply and there is a need for additional funding to allow the City to Purchase and/or make improvements to the public parking supply; and
- WHEREAS There is a new liquor serving establishment (Highline Spirits) located at 330 S. Main St.; and
- WHEREAS The development is required to provide six (6) additional parking spaces and the City Commission is willing to accept payment in lieu of providing parking at a rate of \$10,000 per space per the policy and fee schedule for a total of \$60,000; and
- WHEREAS The City Commission is willing to accept the \$60,000 payment in lieu of parking in up to five annual installments at a rate of 6% interest annually for any outstanding balances per the policy.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the mayor to sign the agreement and related documents on behalf of the City of Plymouth
NOW BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth hereby directs the City Clerk to make the agreement and all related documents a part of these meeting minutes and part of the official record of this meeting.

AGREEMENT

THIS AGREEMENT ("Agreement") is entered into this _____ day of _____ 2023, by AW2 Investments, LLC a Michigan limited liability companies (the "Property Owner") and the City of Plymouth, a Michigan municipality (the "City").

RECITALS

- A. Property Owner owns the real property and certain improvements located thereon located at 330 S. Main St, Plymouth, Michigan, (the "Property") and wishes to develop the Property consistent with a site plan previously submitted by the Property Owner (the "Site Plan") to the planning commission of the City.
- B. Subject to execution of this Agreement by the parties, the City has, at the specific request of the Property Owner, approved (the "Approval"), through its planning commission, and hereby agrees, consistent with City Ordinance No. 78-270(a)(10) and the "Payment in Lieu of Parking Policy," adopted by the City of Plymouth City Commission on April 2, 2007, to the development of the Property consistent with the Site Plan.

NOW, THEREFORE, in consideration of the foregoing and the agreements, promises, and covenants set forth below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Property Owner and City agree to the following:

1. PAYMENT IN LIEU OF PARKING: In consideration of granting the Approval, City hereby agrees to accept from Property Owner and Property Owner agrees to pay to City the sum of Sixty Thousand and no/100 (\$60,000.00) Dollars (the "Payment"). The Payment is in lieu of Property Owner providing the required six (6) parking spaces on the Property in order to comply with the City of Plymouth Code of Ordinances and the requirements set forth in the previously issued site plan approval for the development of the Property issued by the City planning commission. The Payment shall be made pursuant to the terms of the promissory note in the form attached hereto as Exhibit A (the "Note").
2. CERTIFICATE OF OCCUPANCY: No type of certificate(s) of occupancy for the building to be constructed on the Property will be issued to Property Owner or any other person or entity until the initial payment due pursuant to the Note has been paid by Property Owner, received by City, and cleared by the financial institution upon which the initial payment has been deposited by the City. In addition to any remedies available to the City as contained in the Note or elsewhere in this Agreement, the failure of the Property Owner to make each installment payment timely will result in a revocation of any and all certificates of occupancy issued for any building on the Property.
3. ENFORCEMENT: In the event that the City is required to take any action to enforce any terms of this Agreement or the Note, including, but not limited to, collection of any past due balance of money owed by Property Owner to City, Property Owner hereby: (a) consents, consistent with the confession of judgment attached to the Note, to the immediate entry with a court of competent jurisdiction of a judgment in the amount of the unpaid balance, including interest, costs and attorneys fees, due on the Note; (b) consents to the immediately placing by the City of a mortgage on the Property, and (c) agrees to pay any and all attorney fees, costs, court costs, administrative costs, or

any other costs incurred by the City in having to enforce this Agreement or its rights pursuant to the terms of the Note.

4. APPLICABLE LAW: This agreement shall, in all respects, be governed by, and construed in accordance with, the laws of the State of Michigan.

5. VENUE: Any action brought by City against Property Owner and any action brought by Property Owner against City may only be brought in a state court in the County of Wayne, Michigan. The parties waive all questions of personal jurisdiction or venue for the purpose of carrying out this provision.

6. SUCCESSORS AND ASSIGNS: The terms and provisions of this Agreement are to apply to and bind any permitted successors and assigns of the parties hereto.

7. SEVERABILITY: If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall nonetheless remain in full force and effect.

8. RELEASE: By its execution hereof, Property Owner hereby releases and forever discharges the City from any injury, loss, liability, or claim the Property Owner may have against the City arising out of or in any way related to the execution of this Agreement and execution and delivery of the Note to the City.

9. COVENANT NOT TO SUE: Property Owner, on behalf of itself and its officers, members, managers, successors and assigns, agree that it will never institute any action or suit at law or in equity against the City for damages, costs, injunctive relief, loss of services, attorney fees, expenses or compensation for or on account of any damage, loss of services, attorney fees, expenses or compensation for or on account of any damage, loss or injury whether known or unknown, past or present, which it ever had, now has, or which any legal representative, agent, attorney or assign, can, shall or may have against the City which exist as of the date hereof and which arise out of or are in any way related to the Execution of this Agreement and delivery of the Note to the City. In the event Property Owner institutes an action against the City in violation of this Agreement, such action shall be, upon submission of this Agreement to the court where such action is filed, immediately be dismissed and the Property Owner shall immediately reimburse the City for the actual amount of its attorneys' fees and costs incurred in having such case dismissed.

10. RIGHTS OF PROPERTY OWNER NOT ASSIGNABLE. The rights of the Property Owner pursuant to this Agreement are not assignable without the express written consent of the City, which consent may be withheld in the City's sole and absolute discretion.

10. MUTUAL DRAFTING: This Agreement was drafted cooperatively by the parties, and neither party will be entitled to claim the benefit of any ambiguity in the drafting of this Agreement as a result of who drafted this Agreement.

11. **COMPLETE AGREEMENT:** This Agreement is the entire agreement by and between the parties hereto and supersedes all prior and contemporaneous oral and written understandings, offers, agreements, negotiations, representations and warranties, between the parties with regard to the matters set forth in this Agreement. Any amendment to this Agreement may only be made in writing in a document or instrument executed by both parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals or caused these presents to be signed by their proper corporate officers the day and year first above written.

THE CITY OF PLYMOUTH,
a Michigan municipality

By: _____

Its: _____

Date: _____

AW2 Investments, LLC

By: _____
Andrew Winnie

Its: _____

Date: _____

Open.09992.80534.11206266-1

**Business Purpose
PROMISSORY NOTE**

\$60,000

Plymouth, Michigan

Dated: _____, _____, 2023

TERMS

Principal Sum:	Sixty Thousand and no/100 (\$60,000) Dollars
Effective Interest Rate:	Six (6.0%) percent per annum
First Payment Date:	September _____, 2023
Second Payment Due Date:	September _____, 2024
Third Payment Due Date:	September _____, 2025
Fourth Payment Due Date:	September _____, 2026
Fifth Payment Due Date:	September _____, 2027

FOR VALUE RECEIVED and as provided in this Promissory Note ("Note") the undersigned ("Debtor") promise(s) to pay to the order of the City of Plymouth, a Michigan municipality (or any holder of this Note, which collectively are referred to as "Lender"), at 201 S. Main, Plymouth, Michigan 48170 or such other place as Lender may designate in writing, the Principal Sum together with interest as provided in this Note.

The unpaid indebtedness under this Note shall be repayable to Lender in lawful money of the United States of America, and all principal indebtedness shall bear interest on the basis of a year of 360 days for the actual number of days elapsed at a rate of interest equal to the "Effective Interest Rate" before demand, and at the Effective Interest Rate plus six (6%) percent per annum ("Maturity Rate") after an Event of Default (as defined herein). Interest shall accrue from the date the Lender disburses the loan proceeds, whether disbursed to the Debtor, for the benefit of Debtor, or to a third party designated by Debtor.

Beginning on the First Payment Date and continuing on the same day of each subsequent year until the earlier of the Due Date or an Event of Default (as defined herein), Debtor shall pay Lender the sum of (a) interest then due calculated at the Effective Interest Rate, plus (b) a principal payment of \$60,000. Any violations for operating outside the approved Local Liquor License Plan of Operation shall render this Promissory Note null and void and non-refundable.

This Note may be prepaid, in full or in part, at any time. Any payment not received when due shall be subject to a late payment penalty of five (5%) percent of the amount due.

All payments made under this Note shall be applied in the following order: First to penalty charges, then to interest, then to advances and last to principal.

The Lender will credit any payment made by mail or night depository only upon the day of actual receipt by Lender, whether or not Lender has authorized payment by mail. Debtor expressly assumes all risks of loss or liability resulting from non-delivery or delay in delivery of any payment transmitted by mail, and no course of conduct or dealing shall affect Debtor's assumption of these risks.

As used herein, "Event of Default" is defined as only (a) the failure of the Debtor to make any payment within 21 days of when due or (b) the death of both

Upon the occurrence of an Event of Default, this Note and all other obligations and indebtedness of the Debtor to the Lender, whether absolute or contingent, direct, present or future, and however evidenced, shall become and shall be immediately due and payable.

If: (a) this Note or any loan document is referred to an attorney after demand for collection or enforcement or is collected or enforced through any legal proceeding; (b) an attorney is retained to represent the Lender in any bankruptcy, reorganization, receivership or other proceedings affecting creditors' rights and involving a claim under this Note or any loan document; or (c) an attorney is retained to represent the Lender in any action arising out of any claim by Debtor or any other person against the Lender which would not have been asserted were it not for Lender's relationship with the Debtor, then the Debtor shall pay to the Lender all costs and expenses and actual attorney fees incurred by the Lender in addition to all other amounts due under this Note.

Acceptance by Lender of any payment in an amount less than the amount then due shall be deemed an acceptance on account only. No forbearance by Lender in enforcing any of its rights under this Note, nor any renewal, extension, or modification of any payment to be made under this Note, nor any acceptance by Lender of any payment in an amount less than the amount then due under this Note shall constitute a waiver of any of the terms of this Note or of any of Lender's rights under this Note. The Lender shall not by any act of omission or commission be deemed to waive any of its rights or remedies under this Note unless such waiver is in writing and signed and delivered by an authorized officer of the Lender and then only to the extent specifically set forth in the writing. No waiver shall operate as a waiver of the same right or remedy on a future occasion.

The rights, remedies, and benefits provided to the Lender in this Note and in documents given to secure the payment of this Note shall be cumulative, and shall not be exclusive of any other rights, remedies or benefits allowed by law or equity, and may be exercised either successively or concurrently.

It is the intention of Debtor and Lender to conform strictly to state and federal usury laws applicable to this loan transaction in permitting the highest rate of interest. Accordingly, the aggregate of all interest as determined under applicable law, chargeable or receivable under this Note or otherwise in connection with this loan transaction shall under no circumstances exceed the maximum amount of interest permitted by law. If any excess of interest in such respect is provided for, or shall be adjudicated to be so provided for in this Note, or in any of the documents securing payment of this Note or otherwise relating to this loan transaction then in such event (a) the provisions of this paragraph shall govern and control, (b) neither the Debtor nor the Debtor's successors and assigns or any other party liable for the payment of this Note

shall be obligated to pay the amount of such interest to the extent that it is in excess of the maximum permitted by law and (c) the Effective Interest Rate shall be automatically subject to reduction to the maximum lawful contract rate allowed under such laws, as now or subsequently construed by courts of appropriate jurisdiction.

The term "Lender" includes any holder of this Note. If more than one party signs, guarantees or acts as a surety for this Note, then the term "Debtor" shall mean all of them and any one of them and their obligations under this Note shall be joint and several.

The Debtor waives valuation and appraisal, demand, notice of protest or protest, presentment for payment, notice of nonpayment, dishonor and notice of dishonor and all other notices in connection with the exercise or enforcement of the Lender's rights or remedies, or any defense by reason of extension of time, renewals or other indulgences granted by Lender with respect to the Debtor or any of the collateral securing this Note. Debtor consents to any and all extensions of time, renewals, waivers, or modifications that may be granted by the Lender with respect to the payment or other provisions of this Note and consents to the release of any collateral given to secure the payment of this Note or of any part thereof, with or without substitution. Debtor agrees that additional makers, accommodation parties, or guarantors may become parties to this Note without notice to Debtor or affecting Debtor's liability under this Note. The liability to Lender of each person or entity signing this Note shall be absolute and unconditional, without regard to the liability of any other person or entity.

The invalidity of any of the provisions in this Note shall not affect any remaining provisions which can be given effect without the invalid provision. To this end, the provisions of this Note are declared to be severable.

This Note is secured by both (a) a written authority for confessing judgment and (b) the unlimited personal guaranty of Andrew Winnie, originals of which are being delivered to the Lender simultaneously with Debtor's execution of this Note.

This Note has been delivered for value in Michigan and shall be deemed executed in the State of Michigan. The liability of the Debtor shall be governed by, construed and enforced according to the laws of the State of Michigan.

"DEBTOR"

AW2 Investments LLC

By: _____

Its: _____

Federal Tax I.D. No.: _____

Open.09992.80534.11206263-1

GUARANTY AGREEMENT
(Individual)

THIS GUARANTY AGREEMENT ("Guaranty") is made _____, 2023, by the Guarantor (whose name and address are below in the Recitals) in favor of The City of Plymouth, a Michigan municipality ("Lender"), whose address for the purpose of this Guaranty is 201 S. Main Street, Plymouth, Michigan 48170, to guarantee all Obligations (as defined below) of the Debtor whose name and address are below in the Recitals.

RECITALS

- A. Amount of the Loan: Sixty Thousand Dollars and 00/100 (\$60,000) DOLLARS. (This is not necessarily the amount guaranteed. See "Obligations".)
- B. Name of Guarantor: Andrew Winnie (If more than one person or entity is a guarantor, their liability shall be joint, joint and several, and several).
- C. Guarantor's Mailing Address: 47965 Merle Ct. Bellville, MI 48111
- D. Name of Guarantor: Christina M. Lower. (If more than one person or entity is a guarantor, their liability shall be joint, joint and several, and several).
- E. Guarantor's Mailing Address: 8482 Cedar Hills Dr. Dexter, MI 48130
- F. Name of Debtor: Andrew Winnie (If more than one person or entity is a guarantor, their liability shall be joint, joint and several, and several).
- G. Address of Debtor: 47965 Merle Ct. Bellville, MI 48111
- H. Name of Debtor: Christina M. Lower (If more than one person or entity is a guarantor, their liability shall be joint, joint and several, and several).
- I. Address of Debtor: 8482 Cedar Hills Dr., Dexter, MI 48170

To induce Lender to make the Loan to Debtor and for other consideration, the receipt and adequacy of which is acknowledged by Guarantor, Guarantor agrees with Lender as follows:

1. DEFINITIONS

In addition to the definitions of Guarantor, Debtor, and Lender set forth above, for the purpose of this Guaranty Agreement and unless the context otherwise requires, those terms set forth below shall have the following meaning:

- 1.1. "Collateral" means all assets of Debtor or Guarantor in which Lender shall have a lien, security interest, mortgage or encumbrance, under the Note, this Guaranty or any other Security Document.

1.2. "Events of Default" means any of those acts, events or omissions as set forth in Section 5.

1.3. The term "Guarantor" means the persons (other than witnesses) signing this Guaranty. When the term is not capitalized ("guarantor") it means all persons or entities now or in the future acting as a guarantor, accommodation party or surety on Debtor's Obligations to Lender, and includes, but is not limited to, the persons (other than witnesses) signing this Guaranty.

1.4. "Note" means the promissory note or notes executed and delivered to Lender by Debtor in the amount set forth in Recital A, as the same may be amended, extended, ratified, renewed, substituted, superseded or otherwise modified from time to time.

1.5. "Obligations" is intended to be interpreted liberally, and it means all obligations, indebtedness and liabilities of Debtor to Lender of whatever kind, nature and description; whether primary, secondary, absolute, contingent or likely, due or to become due, and whether now existing or subsequently arising, and however acquired, whether or not evidenced by a note, and whether joint, joint and several, or several, including by way of illustration and not limitation:

(a) The Note;

(b) All costs, expenses and actual attorneys' fees incurred by Lender in the protection, enforcement or collection of any of the foregoing.

2. GUARANTY

2.1. To secure payment of the Note and the timely and faithful payment and satisfaction of all Obligations of Debtor to Lender, Guarantor unconditionally, irrevocably and absolutely guarantees the full and punctual payment, performance and satisfaction of the Obligations when due, whether by acceleration or otherwise, and at all times thereafter. The Guarantor's liability under this Guaranty shall not be affected by such matters, by way of example and not limitation, as (a) the lack of validity or enforceability of all or any portion of the Obligations; (b) any right or power of the Debtor or anyone else to assert any claim or defense to the Obligations; or (c) the bankruptcy or insolvency of Debtor.

2.2. This Guaranty is a guaranty of payment and performance and not of collection, is continuing in nature and applies to all Obligations, whether now existing or in the future, including interest on Obligations arising or accruing after bankruptcy, insolvency, or reorganization of Debtor or any sale or other disposition of any Collateral or security for this Guaranty or for the Obligations. Guarantor shall have no authority to revoke this Guaranty, but if any such revocation shall be deemed to have occurred by operation of law or otherwise, the provisions of this Guaranty shall continue to apply notwithstanding such revocation. Guarantor acknowledges and agrees that any attempt to revoke this Guaranty is an Event of Default under the Note.

3. WARRANTIES AND REPRESENTATIONS

3.1. The Guarantor warrants and represents to Lender that:

(a) This Guaranty is executed at the request of Debtor.

(b) No oral promises, assurances, representations or warranties have been made by or on behalf of Lender to induce Guarantor to execute and deliver this Guaranty.

(c) There are not now pending or impending any court or administrative proceedings or undischarged judgments against Guarantor, and no federal or state or any other tax liens have been filed or threatened against Guarantor, nor is Guarantor in default or claimed default under any agreement for borrowed money.

(d) Guarantor is not insolvent or unable to pay Guarantor's debts as they become due. Guarantor shall not become insolvent and unable to pay debts as they become due by reason of execution of this Guaranty.

(e) The Guarantor is fully aware of the financial condition of the Debtor and delivers this Guaranty based solely upon his own independent investigation. Guarantor did not rely upon any representation or statement of Lender with respect to Debtor's financial condition. Guarantor has established an adequate means of securing financial and other information concerning Debtor on a continuing basis.

(f) The Guarantor, after carefully and completely reading all of the terms and provisions of this Guaranty, freely and voluntarily has given this Guaranty to Lender without any duress or coercion, and the Guarantor has either consulted with counsel or has been given an opportunity to do so.

(g) The Guarantor has received adequate and sufficient consideration for the granting of this Guaranty.

3.2. The Guarantor acknowledges that in accepting this Guaranty Agreement, Lender has relied upon the above warranties and representations.

4. RIGHTS OF LENDER

4.1. Lender may, from time to time, and without notice or demand, and without affecting liability under or enforceability of this Guaranty or any security for this Guaranty, take any or all of the following actions:

(a) Retain or obtain a security interest, mortgage or lien against any property to secure any of the Obligations or this Guaranty.

(b) Retain or obtain the primary or secondary obligation of any obligor(s) or guarantor(s), in addition to the Guarantor, with respect to any of the Obligations.

(c) Extend or renew for one or more periods all or any part of the Obligations, whether or not longer than the original periods, or modify or alter any of the terms or provisions (including, by way of example and not limitation, the interest rate, maturity, or installment amount) of any of the Obligations, or accelerate or exchange any of the Obligations, or release the Debtor or compromise any of the Obligations of any guarantor or any obligor with respect to any of the Obligations.

(d) Release its security interest, encumbrance or mortgage in, or surrender, sell, transfer, exchange, substitute, dispose of, or otherwise deal with all or any part of the Collateral.

(e) Bring an action against any guarantor for payment of any of the Obligations, whether or not Lender shall have resorted to any Collateral or shall have proceeded against any other guarantor or any other obligor, primarily or secondarily liable for the Obligations.

(f) Discharge, release, compound or settle with Debtor or any guarantor as to the Obligations.

(g) File, or elect not to file, a proof of claim against the estate of any bankrupt, insolvent, incompetent or deceased debtor, guarantor or other person or entity.

(h) Apply any and all amounts received by the Lender from whatever source on account of the Obligations toward the payment of such of the Obligations in such order as the Lender may from time to time elect.

5. EVENTS OF DEFAULT

The term "Event of Default" means any Event of Default as set forth in the Note or the death of James R. Dales.

6. REMEDIES

6.1. At any time after an Event of Default, Lender may sue Debtor, Guarantor, guarantor(s), or any combination of them with respect to the Note or this Guaranty to enforce the payment of any sum or for the performance of any of the Obligations, or for the recovery of damages, or for any other reason at any time or times, and without regard to the existence of additional causes of action, or whether or not all or any portion of the Obligations shall be due. Any lawsuit by Lender shall not prejudice the rights of Lender to later institute other suits, or to sell the Collateral based upon Events of Default in existence at the time of any lawsuit or afterwards. The rights, remedies, and benefits provided to Lender shall be cumulative and shall not be exclusive of any other rights, remedies or benefits allowed by law, and may be exercised either successively or concurrently.

6.2. If there is a default in the performance or satisfaction of any of the Obligations, including the sums of money to be paid to Lender under the Note or this Guaranty, Lender may, at its option, and without notice, declare the Obligations due and payable.

6.3. No right or remedy conferred upon Lender under this Guaranty or by any other agreement is intended to be exclusive of any other right or remedy, but each and every such right and remedy shall be cumulative in addition to every other right and remedy given under this Guaranty or any other agreement now or later executed by Debtor, Guarantor or other guarantor(s) for Lender's benefit, or given under any statute or rule of law. Such rights and remedies may be exercised from time to time as often as deemed expedient by Lender, separately or concurrently. Guarantor agrees to reimburse Lender for all costs, expenses, and reasonable attorneys' fees incurred by Lender in the enforcement or collection of this Guaranty.

6.4. This Guaranty shall continue to be effective, or be reinstated, as the case may be, if at any time payment, or any part thereof, of any of the Obligations made within one (1) year of the date of filing of a bankruptcy petition of Debtor is rescinded or must otherwise be restored or returned by Lender upon the insolvency, bankruptcy, dissolution, liquidation or reorganization of Debtor, or upon or as a result of the appointment of a receiver, intervenor or conservator of, or trustee or similar officer for, Debtor or any substantial part of its property, or otherwise, all as though such payments had not been made. With respect to any legal proceeding conducted as a consequence of a filing of a bankruptcy petition of Debtor, Guarantor agrees to indemnify and hold Lender and the officers, directors, employees, and agents of Lender harmless from and against any and all liabilities, claims, damages, costs, expenses

and disbursements of any kind or nature whatsoever including, without limitation, the reasonable attorney fees and allocated costs of in-house counsel of Lender in connection with the defense of a bankruptcy action and/or enforcement of Lender's right to retain payment of the Obligations previously paid to Lender.

6.5. Each Guarantor hereby waives any claim, right or remedy which such Guarantor may now have or subsequently acquire against the Debtor that arises under this Guaranty or from the performance by any Guarantor of this Guaranty including, without limitation, any claim, remedy or right of subrogation, reimbursement, exoneration, contribution, indemnification, or participation in any claim, right or remedy of Lender against the Debtor or any security which Lender now has or hereafter acquires, whether or not such claim, right or remedy arises in equity, under contract, by statute, under common law or otherwise.

7. WAIVERS

7.1. Guarantor waives demand, notice, protest, notice of acceptance of this Guaranty; notice of any loans made, extensions granted, renewals, collateral received or delivered, or other action taken in reliance on this Guaranty; all demands and notices in connection with the delivery, acceptance, performance; notice of nonperformance, default or enforcement of the Note or any other Obligation; and all other demands and notices of any description.

7.2. Guarantor waives any defense to the enforcement of this Guaranty or any security for this Guaranty arising by reason of:

(a) Any present or future laws or orders affecting the terms of, or Lender's remedies with respect to, any of Debtor's Obligations;

(b) The absence or cessation of personal liability of Debtor;

(c) The failure of any other person or entity to execute this Guaranty or any other guaranty or agreement;

(d) The failure of Debtor or any other guarantor to properly execute any loan document or otherwise comply with applicable legal formalities;

(e) The unenforceability or invalidity of the Obligations;

(f) Any discharge or release of the Debtor or any impairment or suspension of any remedies of Lender, whether resulting from any act or omission of Lender or by operation of law or otherwise;

(g) Any bankruptcy, insolvency, reorganization, or any disability or other defense of Debtor with respect to the Obligations;

(h) Any failure of Lender to disclose to Guarantor any information relating to the financial condition, operations, properties or prospects of Debtor now or in the future known to Lender (Guarantor waiving any duty on the part of Lender to disclose such information);

(i) Any other surety defenses under Uniform Commercial Code Section 3-605 or other law;

(j) Any other action by Lender, whether authorized by this Guaranty or otherwise, or any other omission by Lender or other failure of Lender to pursue, or any delay in pursuing, any other remedy available to Lender; or

(k) Any defense resulting from the absence, impairment or loss of any right of reimbursement, subrogation, contribution or other right or remedy of Guarantor against Debtor.

8. INDEMNIFICATION

Without limitation of other duties of Guarantor or remedies of Lender under this Guaranty, Guarantor shall indemnify, defend and hold Lender harmless from and against, and shall pay on demand, any and all losses, liabilities, damages, and expenses (including actual attorney's fees) suffered or incurred by Lender as a result of any failure of any of the Obligations to be the legal, valid and binding obligations of Debtor, enforceable against Debtor in accordance with their terms.

9. NOTICES

Except as to notices where the manner of service is prescribed by statute or court rule, any notice, demand or communication (collectively, "Notice") under or in connection with this Guaranty or any other Security Document shall be deemed effective if made in writing (including telecommunications) and delivered to the recipient's address or telecopier number by any of the following means:

- (a) hand delivery;
- (b) registered or certified mail, postage prepaid and return receipt requested;
- (c) first class mail, postage prepaid;
- (d) Federal Express, Airborne Express or like nationally recognized overnight courier service; or
- (e) telecopy (facsimile transmission), confirmed by first class mail, postage prepaid.

Notice made in accordance with this Section shall be deemed delivered upon receipt if delivered by hand or facsimile transmission; two (2) business days after mailing if mailed by first class, registered or certified mail; or one (1) business day after mailing or deposit with an overnight courier service if delivered by express mail or overnight courier. The Notice should be addressed to Guarantor at its address in Recital C, and to Lender at the address stated on the first page of this Guaranty Agreement. Any party may change the address to which Notices are to be sent by notice in writing to all the parties to this Guaranty, in accordance with the foregoing. Guarantor shall immediately notify Lender in writing of any change in its mailing address as set forth in Recital C. Nothing in this Section requires Lender, or shall be interpreted as requiring Lender, to provide notice to Guarantor where such Notice was waived or not required under other Sections of this Guaranty or by law.

10. CAPTIONS

The caption or titles to sections of this Guaranty are provided for the sake of convenient reference only and are not part of this Guaranty. They shall not be relied upon to explain, modify or interpret this Guaranty.

11. MICHIGAN LAW

Any proceeding under this Guaranty Agreement or the enforcement of any rights conferred on Lender under its terms shall be governed, construed and enforced in accordance with the laws of the State of Michigan where this Guaranty and the Note secured by it have been made, executed and delivered.

12. SUCCESSORS

Subject to the provisions of this Guaranty, each of the covenants and obligations of this Guaranty shall be binding upon and inure to the benefit of the parties to this Guaranty, and their respective legal representatives, successors and assigns.

13. GENDER AND JOINT LIABILITY

The gender of terms used in this Guaranty shall be deemed to include every other gender as appropriate. The singular shall include the plural, and the plural shall include the singular. If more than one person or entity signs this Guaranty (or acts as a guarantor pursuant to a separate document), their liability shall be joint, joint and several, and several.

14. VENUE

If a suit, action or proceeding is brought by or against the Lender with respect to this Guaranty, the Note, any of the Security Documents, or with respect to the loan relationship between the Lender and Debtor, the parties agree that such suit, action or proceeding may only be brought in state or federal courts having jurisdiction in Wayne County, Michigan. The parties submit to the exclusive jurisdiction of such courts for the purpose of such suit, action or proceeding. The parties irrevocably waive any objection which they may now or in the future have to the venue of any such suit, action or proceeding and irrevocably waive any claim that any such suit, action or proceeding brought in such court has been brought in an inconvenient forum. Guarantor irrevocably consents to service of process in any suit, action or proceeding in such court by the mailing of the pleadings by registered or certified mail, postage prepaid, to Guarantor's address as set forth in Recital C of this Guaranty.

15. RELEASE

In consideration of the Lender making or continuing the loans to the Debtor, the Guarantor(s) do each waive, release and affirmatively agree not to allege or otherwise pursue any and all defenses, affirmative defenses, counterclaims, claims, causes of action, set-offs or other rights that they may have, or claim to have for any and all claims, harm, injury and damage of any and every kind, known or unknown, legal or equitable, which any of the Guarantor(s) have against the Lender arising out of this Guaranty and the underlying obligation from the date of Guarantor's first contact with Lender up to the date of this Guaranty. Guarantor(s) confirm to Lender that they have reviewed the effect of this waiver, release and covenant not to sue with competent legal counsel of their choice, or have been afforded the

opportunity to do so, prior to the execution of this Guaranty and each acknowledge and agree that Lender is relying upon this agreement in extending or continuing the loans to Debtor.

16. LENDER'S LIABILITY

The Guarantor(s) agree that each of them shall have been deemed to have permanently and conclusively waived any right to pursue any or all defenses, affirmative defenses, counterclaims, claims, causes of action, set-offs or other rights that they may have, or claim to have, against the Lender unless a written notice specifically setting forth the grievance of the Guarantor(s) shall have been given to the Lender within thirty (30) days after the occurrence of the event which the Guarantor(s) alleges gave rise to the grievance. Nothing in this section, or in any other provision of this Guaranty shall grant, or be deemed to grant, standing to any Guarantor to assert the rights or claimed rights of Debtor against Lender under the Loan Agreement or otherwise. The Guarantor(s) confirm to Lender that they have reviewed the effect of this limitation of remedies with competent legal counsel of their choice, or have been afforded the opportunity to do so, prior to signing this Guaranty and each acknowledge and agree that the Lender is relying upon this limitation of remedies in extending or continuing the loans to Debtor.

17. WAIVER OF JURY TRIAL

The Guarantor(s) do each knowingly, voluntarily and intelligently waive their constitutional and all other rights to a trial by jury in any action, proceeding, cross-claim or counterclaim (1) arising out of or in any way connected with this Guaranty, (2) relating directly or indirectly to transactions under this Guaranty, or (3) which relates in any way to the conduct of the loan or any other relationship between or among Guarantor(s), Debtor and Lender. The Guarantor(s) agree that any litigation between or among the Guarantor(s), Debtor and Lender shall be referred by a court of competent jurisdiction sitting without a jury. The Guarantor(s) shall not attempt to circumvent this waiver by seeking to consolidate lawsuits, or by any other procedure. Lender shall not be deemed to have relinquished the benefit of this waiver of jury trial unless such relinquishment is in a written instrument signed by the President of Lender. The Guarantor(s) confirm to Lender that they have reviewed the effect of this waiver of jury trial with competent legal counsel of their choice, or have been afforded the opportunity to do so, before signing this Guaranty and each acknowledge and agree that Lender is relying upon this waiver in extending or continuing the loans to Debtor.

Guarantor has executed this Guaranty Agreement as of the date set forth above.

By signing below, we acknowledge we have read and understand this Guaranty, and agree to be bound by the provisions of this Guaranty including the waiver of our right to a jury trial. We also acknowledge that our liability hereunder is joint, several and joint and several.

"GUARANTOR"

Andrew Winnie

Christina M. Lower

WRITTEN AUTHORITY FOR CONFESSING JUDGMENT

This Written Authority for Confessing Judgment ("Confession") is made by Andrew Winnie, an individual (hereinafter collectively, "Guarantor"), AW2 Investments LLC, a Michigan limited liability company ("Debtor") (Guarantor and Debtor are hereinafter collectively the "Obligors") to the City of Plymouth, a Michigan municipality ("City").

1. RECITALS

1.1 Pursuant to the terms of that certain agreement between the City and the Debtor dated Month __, 2023 (the "Agreement"), Debtor has delivered to City a promissory note (the "Note") in the original principal amount of \$60,000 (Sixty Thousand Dollars).

1.2 Guarantor has delivered to City a guaranty (the "Guaranty") of the obligations of the Debtor pursuant to the terms of the Note.

1.3 Obligors acknowledge that the financing arrangements agreed to by City as evidenced by the Note and the Guaranty provide for material and substantial benefits that inure directly to Obligors and absent this Confession, the City is unwilling to enter into the Agreement and would not be willing to do so.

1.4 Debtor acknowledges that this Confession is a fundamental inducement and element of consideration to City to enter into the Agreement.

2. AGREEMENT

2.1 Confession of Judgment. Obligors hereby consent to entry of a judgment in Wayne County Circuit Court upon the occurrence of an event of default under the Note, in an amount equal to the principal sum of all obligations evidenced by the Note, together with all of City's reimbursable costs and expenses (including reasonable attorneys' fees) then incurred or thereafter to be incurred as provided for in the Note, and further authorizes attorney Robert A. Marzano or any attorney of the firm of Plunkett Cooney, P.C. to confess judgment in said amount in said Court.

Debtor acknowledges and agrees that production of the Note, an affidavit of default by a representative of the City confirming both the default and the amount due under the Note and this Confession by said attorneys is all that is necessary for a judgment to be entered against the Obligors and they shall due no acts in connection with any efforts on the part of City to seek the entry of judgment against the Obligors.

2.2 Compliance with Michigan Statute. Obligors acknowledge and agree that the terms and provisions of this Confession comply with all of the requirements of MCLA §600.2906 and that this Confession is a proper instrument, distinct from the Note and Guaranty for which judgment may be confessed, all as required in MCLA §600.2906.

2.3 Voluntary and Informed Execution. OBLIGORS ACKNOWLEDGE AND AGREE THAT THEY HAVE FULLY READ, COMPLETELY UNDERSTAND AND VOLUNTARILY ENTER INTO AND EXECUTES THIS CONFESSION, AND ACKNOWLEDGE THAT THEY HAVE BEEN REPRESENTED AND ADVISED BY COUNSEL OF THEIR CHOOSING (OR HAD AN OPPORTUNITY TO CONSULT WITH SUCH COUNSEL) DURING THE PENDENCY OF THE NEGOTIATIONS THAT RESULTED IN THE DRAFTING AND EXECUTION OF THIS CONFESSION. FURTHER, OBLIGORS HAVE FULLY READ, COMPLETELY UNDERSTAND AND VOLUNTARILY ENTER INTO AND EXECUTE, AMONG OTHER THINGS, THIS CONFESSION.

IN WITNESS WHEREOF, the parties hereto have executed this Confession the day and year first set forth above.

“GUARANTOR”

Andrew Winnie

“DEBTOR”

AW2 Investments, LLC
47965 Merle Ct.
Belleville, MI 48111

By: Andrew Winnie
Its:

STATE OF MICHIGAN)
) ss
COUNTY OF WAYNE)

On this ____ day of _____, Andrew Winnie, appearing personally before me and state they have executed this Confession of Judgment, both individually and as an authorized representative of AW2 Investments LLC, as applicable.

Notary Public
 County, Michigan
My Commission Expires: _____

There was a voice vote.
MOTION PASSED UNANIMOUSLY

c. CSX Railroad Grant Construction Agreement

The following resolution was offered by Deal and seconded by O'Donnell:

RESOLUTION 2023-89

WHEREAS The State of Michigan through a special appropriation has made available a grant of one-million dollars to fund the grade (street) crossings of CSX railroad; and

WHEREAS The grant is expected to fund improvements to the Main Street, Farmer Street, Starkweather Street, and Mill Street (north) railroad crossings; and

WHEREAS CSX Transportation will be responsible for the design and construction of the crossings; and

WHEREAS The City of Plymouth will reimburse CSX Transportation for expenses incurred up to the full Grant amount of one-million dollars upon invoicing from CSX Transportation; and

WHEREAS The City of Plymouth will complete state grant documentation in order to receive full reimbursement of the one-million-dollar grant from the State of Michigan.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a Construction Agreement between the City of Plymouth and CSX Transportation, Inc. for certain railroad grade crossing improvements as listed in the attached document.

BE IT FURTHER RESOLVED THAT the City Clerk shall include a complete copy of the Construction Agreement as a part of these meeting minutes.

CONSTRUCTION AGREEMENT

This Construction Agreement ("Agreement") is made as of _____, 20__ by and between CSX TRANSPORTATION, INC., a Virginia corporation with its principal place of business in Jacksonville, Florida ("CSXT"), and CITY OF PLYMOUTH, MICHIGAN, a body corporate and political subdivision of the State of Michigan ("Agency").

EXPLANATORY STATEMENT

1. CSXT is willing to reconstruct, or to cause to be reconstructed, the crossing surfaces, where Main Street (DOT# 232216W), Farmer Street (DOT# 232217D), Starkweather Street (DOT# 234308R), and Mill Street (DOT# 234307J) cross CSXT tracks and right-of-way in the vicinity of CSXT's Plymouth Subdivision Mileposts CC-82.45, CC-82.24, CH-24.49 and CH-24.42 respectively, as located in City of Plymouth, Wayne County, Michigan (the "Project") with Agency reimbursing up to a maximum amount of \$1,000,000.00 from a grant from the State of Michigan (the "Grant") toward the Project.
2. Agency acknowledges that: (i) by entering into this Agreement, CSXT will provide services and accommodations to promote public interest in this Project, without profit or other economic inducement typical of other Agency contractors; (ii) neither CSXT nor its affiliates (including their respective directors, officers, employees or agents) will incur any costs, expenses, losses or liabilities in excess of payments made to CSXT, by or on behalf of Agency or its contractors, pursuant to this Agreement; and (iii) CSXT retains the paramount right to regulate all activities affecting its property and operations. CSXT acknowledges that Agency shall not incur any costs or expenses nor reimburse CSXT for any costs in excess of the Grant. In the event that the Grant funds are not sufficient to complete the Project, the Parties shall promptly gather and discuss alternative solutions.
3. It is the purpose of this Agreement to provide for the terms and conditions upon which the Project may proceed.

NOW, THEREFORE, in consideration of the foregoing Explanatory Statement and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the parties agree as follows:

1. Project Plans and Specifications
 - 1.1 Preparation and Approval. Pursuant to Exhibit A of this Agreement, all plans, specifications, drawings and other documents necessary or appropriate to the design and construction of the Project shall be prepared by CSXT or their respective contractors with such cost being a reimbursable Project expense. Project plans, specifications and drawings prepared by or on behalf of Agency shall be subject, at CSXT's election, to the review and approval of CSXT. Such plans, specifications and drawings, as prepared or approved by CSXT, are referred to as the "Plans", and shall be incorporated and deemed a part of this Agreement. Plans prepared or submitted to and approved by CSXT as of the date of this Agreement, if any, are set forth in Exhibit B to this Agreement.

- 1.2 Effect of CSXT Approval or Preparation of Plans. By its review, approval or preparation of Plans pursuant to this Agreement, CSXT signifies only that such Plans and improvements constructed in accordance with such Plans satisfy CSXT's requirements. CSXT expressly disclaims all other representations and warranties in connection with the Plans, including, but not limited to, the integrity, suitability or fitness for the purposes of Agency or any other persons of the Plans or improvements constructed in accordance with the Plans.
 - 1.3 Compliance with Plans. The Project shall be constructed in accordance with the Plans.
2. Allocation and Conduct of Work

Work in connection with the Project shall be allocated and conducted as follows:

- 2.1 CSXT Work. Subject to timely payment of Reimbursable Expenses as provided by Section 4, CSXT shall provide, or cause to be provided, the services as set forth by Exhibit A to this Agreement. Agency agrees that CSXT shall provide all services that CSXT deems necessary or appropriate (whether or not specified by Exhibit A) to preserve and maintain its property and operations, without impairment or exposure to liability of any kind and in compliance with all applicable federal, state and local regulations and CSXT's contractual obligations, including, but not limited to, CSXT's existing or proposed third party agreements and collective bargaining agreements.
- 2.2 RESERVED
- 2.3 Conduct of Work. CSXT shall commence its work under this Agreement following: (i) delivery to CSXT of a notice to proceed from Agency; (ii) payment of Reimbursable Expenses (as provided by Section 4.1) as required by CSXT prior to the commencement of work by CSXT; and (iii) issuance of all permits, approvals and authorizations necessary or appropriate for such work. The initiation of any services by CSXT pursuant to this Agreement, including, but not limited to, the issuance of purchase orders or bids for materials or services, shall constitute commencement of work for the purposes of this Section. The parties intend that all work by CSXT on or CSXT property shall conclude no later than December 31, 2024, unless the parties mutually agree to extend such date, and such agreement not to be unreasonably withheld.

3. RESERVED

4. Cost of Project and Reimbursement Procedures

4.1 Reimbursable Expenses. Agency shall reimburse CSXT for all costs and expenses incurred by CSXT in connection with the Project: (1) to the extent provided for and allowable under the terms of the Grant; and (2) only to the amount provided by the State to Agency, but not to exceed \$1,000,000.

4.2 Estimate. CSXT has estimated the total Reimbursable Expenses for the Project as shown on Exhibit D (the "Estimate", as amended or revised). In the event CSXT anticipates that actual Reimbursable Expenses for the Project may exceed such Estimate, it shall provide Agency with the revised Estimate of the total Reimbursable Expenses, together with a revised Payment Schedule (as defined by Section 4.3.1), for Agency's approval and confirmation that sufficient funds have been appropriated to cover the total Reimbursable Expenses of such revised Estimate, up to the amount of the Grant and never to exceed the maximum Grant amount of \$1,000,000.00. CSXT may elect, by delivery of notice to Agency, to immediately cease all further work on the Project, unless and until Agency provides such approval and confirmation.

4.3 Payment Terms.

4.3.1 Agency shall pay CSXT for Reimbursable Expenses in the amounts and on the dates set forth in the Payment Schedule as shown on Exhibit E (the "Payment Schedule", as revised pursuant to Section 4.2). CSXT agrees to submit invoices to Agency for such amounts and Agency shall remit payment to CSXT at the later of thirty (30) days following delivery of each such invoice to Agency or, the payment date (if any) set forth in the Payment Schedule.

4.3.2 Following completion of the Project, CSXT shall submit to Agency a final invoice that reconciles the total Reimbursable Expenses incurred by CSXT against the total payments received from Agency. Agency shall pay to CSXT the amount by which Reimbursable Expenses exceed total payments as shown by the final invoice, within thirty (30) days following delivery of such invoice to Agency, up to the amount of the Grant and never to exceed the maximum Grant amount of \$1,000,000.00. In the event that the payments received by CSXT from Agency exceed the Reimbursable Expenses, CSXT shall remit such excess to Agency.

4.3.3 In the event that Agency fails to pay CSXT any sums due CSXT under this Agreement: (i) Agency shall pay CSXT interest at the lesser of 1.0% per month or the maximum rate of interest permitted by applicable law on the delinquent amount until paid in full, up to the amount of the Grant and never to exceed the maximum Grant amount of \$1,000,000.00; and (ii) CSXT may elect, by delivery of notice to Agency: (A) to immediately cease all further work on the Project, unless and until Agency pays the entire delinquent sum, together with accrued interest; and/or (B) to terminate this Agreement.

4.3.4 All invoices from CSXT shall be delivered to Agency in accordance with Section 16 of this Agreement. All payments by Agency to CSXT shall be made by certified check and mailed to the following address or such other address as designated by CSXT's notice to Agency:

CSX Transportation, Inc.
P.O. Box 530192
Atlanta, GA 30353-0192

- 4.4 Effect of Termination. Agency's obligation to pay to CSXT Reimbursable Expenses in accordance with Section 4 shall survive termination of this Agreement for any reason.
5. Appropriations Agency represents to CSXT that: (i) Agency has appropriated funds sufficient to reimburse CSXT for the Reimbursable Expenses encompassed by the Estimate attached as Exhibit D; (ii) Agency shall use its best efforts to obtain appropriations necessary to cover Reimbursable Expenses encompassed by subsequent Estimates approved by Agency; and (iii) Agency shall promptly notify CSXT in the event that Agency is unable to obtain such appropriations. The appropriations shall only be up to the amount of the Grant and never to exceed the maximum Grant amount of \$1,000,000.00.
6. RESERVED
7. Permits. CSXT shall procure all permits and approvals required by any federal, state, or local governments or governmental agencies for the construction, maintenance and use of the Project, copies of which shall be provided to Agency.
8. Termination
- 8.1 By Agency. For any reason, Agency may, as its sole remedy, terminate this Agreement by delivery of notice to CSXT. Agency shall not be entitled to otherwise pursue claims for consequential, direct, indirect or incidental damages or lost profits as a consequence of CSXT's default or termination of this Agreement or Work on the Project by either party.
- 8.2 By CSXT. In addition to the other rights and remedies available to CSXT under this Agreement, CSXT may terminate this Agreement by delivery of notice to Agency in the event Agency or its Contractors fail to observe the terms or conditions of this Agreement and such failure continues more than ten (10) business days following delivery of notice of such failure by CSXT to Agency.
- 8.3 Consequences of Termination. If the Agreement is terminated by either party pursuant to this Section or any other provision of this Agreement, the parties understand that it may be impractical for them to immediately stop the Work. Accordingly, they agree that, in such instance a party may continue to perform Work until it has reached a point where it may reasonably and safely suspend the Work. Agency shall reimburse CSXT pursuant to this Agreement for the Work performed, plus all costs reasonably incurred by CSXT to discontinue the Work and protect the Work upon full suspension of the same, the cost

of returning CSXT's property to its former condition, and all other costs of CSXT incurred as a result of the Project up to the time of full suspension of the Work. Termination of this Agreement or Work on the Project, for any reason, shall not diminish or reduce Agency's obligation to pay CSXT for Reimbursable Expenses incurred in accordance with this Agreement. In the event of the termination of this Agreement or the Work for any reason, CSXT's only remaining obligation to Agency shall be to refund to Agency payments made to CSXT in excess of Reimbursable Expenses in accordance with Section 4.

9. RESERVED

10. Ownership and Maintenance

- 10.1 By Agency. Agency shall maintain and repair, at its sole cost and expense, all parts comprising the permanent aspects of the Project, as shown by the Plans, consisting of roadway pavement up to the outer ends of the railroad cross ties, sidewalks, guardrails, and curbs, in good and safe condition to CSXT's satisfaction. In the event Agency fails to do so after reasonable notice from CSXT (unless an emergency condition exists or is imminent in the opinion of CSXT that requires immediate action), CSXT may perform such maintenance and repair, at Agency's sole cost and expense.
- 10.2 Alterations. Agency shall not undertake any alteration, modification or expansion of the Project, without the prior written approval of CSXT, which may be withheld for any reason, and the execution of such agreements as CSXT may require. CSXT may undertake alterations of its property, track or facilities and shall be reimbursed by Agency for the expenses incurred by CSXT with respect to the removal and restoration of the crossing in connections with such alteration.

11. RESERVED

12. Independent Contractor The parties agree that neither Agency nor its Contractors shall be deemed either agents or independent contractors of CSXT. Except as otherwise provided by this Agreement, CSXT shall exercise no control whatsoever over the employment, discharge, compensation of, or services rendered by Agency or Agency's Contractors, or the construction practices, procedures, and professional judgment employed by Agency or its Contractor to complete the Project. Notwithstanding the foregoing, this Section 12 shall in no way affect the absolute authority of CSXT to prohibit Agency or its Contractors or anyone from entering CSXT's property, or to require the removal of any person from its property, if it determines, in its sole discretion, that such person is not acting in a safe manner or that actual or potential hazards in, on or about the Project exist.

13. "Entire Agreement" This Agreement embodies the entire understanding of the parties, may not be waived or modified except in a writing signed by authorized representatives of both parties, and supersedes all prior or contemporaneous written or oral understandings, agreements or negotiations regarding its subject matter. In the event of any inconsistency between this Agreement and the Exhibits, the more specific terms of the Exhibits shall be deemed controlling.

14. Waiver If either party fails to enforce its respective rights under this Agreement, or fails to insist upon the performance of the other party's obligations hereunder, such failure shall not be construed as a permanent waiver of any rights or obligations in this Agreement.
15. Assignment CSXT may assign this Agreement and all rights and obligations herein to a successor in interest, parent company, affiliate, or future affiliate. Upon assignment of this Agreement by CSXT and the assumption of CSXT's assignee of CSXT's obligations under this Agreement, CSXT shall have no further obligation under this Agreement. Agency shall not assign its rights or obligations under this Agreement without CSXT's prior consent, which consent may be withheld for any reason.
16. Notices All notices, consents and approvals required or permitted by this Agreement shall be in writing and shall be deemed delivered upon personal delivery, upon the expiration of three (3) days following mailing by first class U.S. mail, or upon the next business day following mailing by a nationally recognized overnight carrier, to the parties at the addresses set forth below, or such other addresses as either party may designate by delivery of prior notice to the other party:

If to CSXT: CSX Transportation, Inc.
4802 Decoursey Pike
Taylor Mill, KY 41015
Attention: Project Manager – Public Projects

If to Agency: City of Plymouth
201 S. Main Street
Plymouth, Michigan
Attention: Finance Director/Treasurer

17. Severability The parties agree that if any part, term or provision of this Agreement is held to be illegal, unenforceable or in conflict with any applicable federal, state, or local law or regulation, such part, term or provision shall be severable, with the remainder of the Agreement remaining valid and enforceable.
18. Applicable Law This Agreement shall be governed by the laws of the State of Michigan, exclusive of its choice of law rules. The parties further agree that the venue of all legal and equitable proceedings related to disputes under this Agreement shall be situated in Wayne County, Michigan, and the parties agree to submit to the personal jurisdiction of any State or Federal court situated in Wayne County, Michigan.

PLYMOUTH, WAYNE COUNTY, MICHIGAN
AT-GRADE CROSSING RENEWALS
CSXT PLYMOUTH SUBDIVISION
CSXT OP NUMBERS MI0667, MI0668, MI0669, MI0670

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in duplicate, each by its duly authorized officers, as of the date of this Agreement.

CITY OF PLYMOUTH, MICHIGAN

By: _____

Name: _____

Title: _____

CSX TRANSPORTATION, INC.

By: _____

Edward D. Sparks II, PE
Chief Engineer
Bridges, Design & Construction

PLYMOUTH, WAYNE COUNTY, MICHIGAN
AT-GRADE CROSSING RENEWALS
CSXT PLYMOUTH SUBDIVISION
CSXT OP NUMBERS MI0667, MI0668, MI0669, MI0670

EXHIBIT A
ALLOCATION OF WORK

RESERVED

PLYMOUTH, WAYNE COUNTY, MICHIGAN
AT-GRADE CROSSING RENEWALS
CSXT PLYMOUTH SUBDIVISION
CSXT OP NUMBERS MI0667, MI0668, MI0669, MI0670

EXHIBIT B

PLANS AND SPECIFICATIONS

Plans, Specifications and Drawings:

B-1

20211101 Final

PLYMOUTH, WAYNE COUNTY, MICHIGAN
AT-GRADE CROSSING RENEWALS
CSXT PLYMOUTH SUBDIVISION
CSXT OP NUMBERS MI0667, MI0668, MI0669, MI0670

EXHIBIT C

RESERVED

EXHIBIT D

INITIAL ESTIMATE
 ATTACHED

ACCT. CODE : 709 - MI0667, MI0668, MI0669, MI0670 Form Revision
 04/21/23

ESTIMATE SUBJECT TO REVISION AFTER: 12/24/2023 DOT NO.: See Description
 CITY: Plymouth COUNTY: Wayne STATE: MI
 DESCRIPTION: Crossing Surface Renewals: Starkweather St (234306R/CH-24.49); Mill St (234307R/CH-24.42); Main St
 (232216R/CC-82.45); Farmer St (232217D/CC-82.24).
 ZONE: Great Lakes SUB-DIV: Plymouth MILE POST: See Description
 AGENCY PROJECT NUMBER: Michigan State Budget Appropriation / Michigan Economic Development Corporation

PRELIMINARY ENGINEERING:

212 Contracted & Administrative Engineering Services \$20,000
 Subtotal \$20,000

CONSTRUCTION ENGINEERING/INSPECTION:

212 Contracted & Administrative Engineering Services \$0
 Subtotal \$0

FLAGGING SERVICE: (Contract Labor)

70 Labor (Conductor-Flagman) Days @ \$0
 50 Labor (Foreman/Inspector) Days @ \$0
 70 Additive (Transportation Department) \$0
 50 Additive (Engineering Department) \$0
 Subtotal \$0

SIGNAL & COMMUNICATIONS WORK:

\$14,120

TRACK WORK:

\$962,409

PROJECT SUBTOTAL:

\$996,529

900 CONTINGENCIES: 10.00%

\$99,653

PROJECT TOTAL:

\$1,096,182

CURRENT AUTHORIZED BUDGET:

\$0

TOTAL SUPPLEMENT REQUESTED:

\$0

DIVISION OF COST:

Agency 100.00% \$1,000,000
 Railroad 0.00% \$96,182

NOTE: Estimate is based on FULL CROSSING CLOSURE during work by Railroad Forces.

This estimate has been prepared based on the contractor's anticipated work duration periods, material prices, labor rates, manpower and resource availability, and other factors known as of the date prepared. The actual cost for CSXT work may differ based upon the agency's requirements, their contractor's work procedures, and/or other conditions that become apparent once construction commences or during the progress of the work.

Office of Chief Engineer Public Projects—Jacksonville, Florida

Estimated prepared: 12/24/22

Approved: 1/12/2023 CSXT Public Project Group

PLYMOUTH, WAYNE COUNTY, MICHIGAN
AT-GRADE CROSSING RENEWALS
CSXT PLYMOUTH SUBDIVISION
CSXT OP NUMBERS MI0667, MI0668, MI0669, MI0670

EXHIBIT E

PAYMENT SCHEDULE

Progress Payments In Arrears

Notwithstanding anything to the contrary set forth in this Agreement, Agency shall pay CSXT in arrears for its Reimbursable Expenses, rather than in advance, with only such exceptions, such as purchasing materials and equipment, as the parties mutually agree. Accordingly, Agency shall remit payment to CSXT for its Reimbursable Expenses within thirty (30) days following delivery to Agency of an invoice.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

d. Early Voting Site Resolution

The following resolution was offered by Kehoe and seconded by O'Donnell:

RESOLUTION 2023-90

WHEREAS In November 2022, Michigan voters approved a constitutional amendment 2022-2 (Proposal 2) that gives voters the right to vote early and in-person at Early Voting sites before statewide and federal elections; and

WHEREAS The constitutional amendment also permits communities to provide Early Voting for local elections; and

WHEREAS Beginning in 2024, Michigan voters have the right to cast a ballot early and in person at an Early Voting site before Election Day. Early voting will be available beginning with the Presidential Primary in 2024; and

WHEREAS Early Voting allows a voter to cast a ballot before Election Day, in an experience similar to voting on Election Day. During the Early Voting period, voters are issued a ballot and can insert their voted ballot directly into a tabulator at their Early Voting site; and

WHEREAS The City of Plymouth will establish an Early Voting site at the Plymouth Cultural Center, 525 Farmer St., Plymouth, MI 48170 for the 2024 Presidential Primary Election;

NOW, THEREFORE, BE IT RESOLVED that the City Commission of the City of Plymouth, Michigan approves and acknowledges this location as the designated Early Voting site for all City of Plymouth voting precincts for the 2024 Presidential Primary Election.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

e. Recreation Master Plan Opening Day Review Period & Setting Public Hearing Date

The following resolution was offered by Thomey and seconded by Maguire:

RESOLUTION 2023-91

WHEREAS The City of Plymouth participates with the State Department of Natural Resources for Recreational grants and as such, is required to have a current Parks and Recreation Master Plan; and

WHEREAS The City Commission has identified the completion of a Parks and Recreation Master Plan as a one-year task as a part of the City's overall strategic plan; and

WHEREAS The City Commission has previously authorized the services of L Groya Consulting, LLC and Epic/MRA to assist city staff with the development of the draft Parks and Recreation Master Plan and to provide input to the plan from a statistically accurate survey of the Residents of the city; and

WHEREAS There is now a need to provide the public a 30-day review period of the proposed Parks and Recreation Master Plan.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby direct that a copy of the draft Parks and Recreation Master Plan be available at the City Manager's Office at City Hall and at the Plymouth Cultural Center, Recreation Department Office. Further, the draft plan shall also be available on the city's website at www.plymouthmi.gov.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby establish a public hearing on the draft Parks and Recreation Master Plan (2024 – 2028) on Monday, November 20, 2023, at 7:00 p.m. at the Plymouth City Hall, at 201 S. Main, Plymouth, MI. The City Clerk is directed to post the appropriate notices as required.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

9. REPORTS AND CORRESPONDENCE

a. Liaison Reports

Thomey said the Northville-Plymouth Fire Advisory Board would be meeting November 6 at 4:00 p.m. at Northville City Hall.

O'Donnell said the ZBA did not meet in October. She said the Planning Commission reviewed the zoning audit and form-based code documents.

Kehoe said the Old Village Association Halloween Block Party was scheduled for October 29.

Maguire said the library board would be meeting on October 17.

Moroz announced that the DDA hired Meghan Oliver for the assistant position.

b. Appointments

Moroz offered a motion, seconded by Deal, to appoint Kathy Townsend to the Cemetery Board.

There was a voice vote.

MOTION PASSED

10. ADJOURNMENT

A motion to adjourn was offered by Moroz and seconded by Deal at 7:58 p.m.

There was a voice vote.
MOTION PASSED UNANIMOUSLY

NICK MOROZ
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



Administrative Recommendation

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - CLEMIS Intergovernmental Agreement 11-06-23.docx
Date: November 1, 2023
RE: Intergovernmental Agreement Oakland County – CLEMIS police program

Background

The City Commission may be aware that our Police Department has been using a computer software program called CLEMIS since 2004. This program is operated and maintained by Oakland County Information Services and there is no similar type of program offered by Wayne County. Oakland County has been the leader in this type of software and the efficient maintenance of the software as well for many years. The first Intergovernmental Agreement was developed in 2015 and adopted by the City Commission in April of 2016. This formal intergovernmental agreement for all communities using the CLEMIS System and Oakland County.

Most of the Police Departments in our area use this software through Oakland County and this is not only in car software, but also the administrative “back of the house” software that we use. Also, many Fire Departments in our area use this software, but we currently do not use the software on the fire side.

We have attached a memorandum from Chief Al Cox which further outlines the need for an intergovernmental agreement. In addition, we have attached a copy of the agreement for your reference. The agreement has also been reviewed by the City Attorney’s Office as well.

RECOMMENDATION:

The City Administration recommends that the City Commission adopt the Intergovernmental Agreement between the City of Plymouth and Oakland County for the CLEMIS systems. The agreement has been reviewed by the City Attorney’s Office and the Police Department. This is a critical operating system for the Police Department, and it is used on a 24/7 basis by that Department.

We have prepared a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting please feel free to contact me.

PLYMOUTH POLICE DEPARTMENT MEMORANDUM

TO: PAUL SINCOCK, CITY MANAGER
FROM: A.L. COX, DIRECTOR OF PUBLIC SAFETY *A.L. Cox*
SUBJECT: AGREEMENT FOR I.T. SERVICES BETWEEN OAKLAND COUNTY AND CITY OF PLYMOUTH
DATE: 10/13/2023

BACKGROUND

The Plymouth Police Department has utilized Oakland County's Court and Law Enforcement Management Information System (CLEMIS) as our in-house records management system and internet connectivity since early 2004. In 2015, CLEMIS began working with Oakland County Corporation Counsel to prepare a CLEMIS Agreement to be used by Oakland County IT-CLEMIS and its members throughout the State.

The agreement and attachments use accurate and up-to-date terminology and current technology terms that should add clarity to the CLEMIS/Member relationship. It is required to be renewed every five (5) years and we are currently at that point. The attached agreement has been reviewed by both our City Attorney, Mr. Marzano, and our Director of Information Technology, Mr. Alexandris. Both have given their approval.

RECOMENDATION

After a careful review of the agreement and input received from the above shareholders and advisers, I would like to respectfully request/recommend that the City Commission review and approve the interlocal agreement for I.T. Services Between Oakland County and the City of Plymouth, and that same be signed by Mayor Moroz.

In addition to the signed agreement, CLEMIS is also requesting a copy of the Resolution indicating approval. If you have any questions or concerns, please let me know.

**AGREEMENT FOR I.T. SERVICES BETWEEN
OAKLAND COUNTY AND
CITY OF PLYMOUTH**

This Agreement (the "Agreement") is made between Oakland County, a Municipal and Constitutional Corporation, 1200 North Telegraph Road, Pontiac, Michigan 48341 ("County"), and City of Plymouth ("Public Body") 201 S Main, Plymouth, MI 48170 . County and Public Body may also be referred to jointly as "Parties".

PURPOSE OF AGREEMENT. County and Public Body enter into this Agreement for the purpose of providing Information Technology Services ("I.T. Services") for Public Body pursuant to Michigan law.

In consideration of the mutual promises, obligations, representations, and assurances in this Agreement, the Parties agree to the following:

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows.
 - 1.1. **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, Exhibit and attachment.
 - 1.2. **Claims** mean any alleged losses, claims, complaints, demands for relief or damages, lawsuits, causes of action, proceedings, judgments, deficiencies, liabilities, penalties, litigation, costs, and expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation expenses, litigation expenses, amounts paid in settlement, and/or other amounts or liabilities of any kind which are incurred by or asserted against County or Public Body, or for which County or Public Body may become legally and/or contractually obligated to pay or defend against, whether direct, indirect or consequential, whether based upon any alleged violation of the federal or the state constitution, any federal or state statute, rule, regulation, or any alleged violation of federal or state common law, whether any such claims are brought in law or equity, tort, contract, or otherwise, and/or whether commenced or threatened.
 - 1.3. **"Confidential Information"** means all information and data that the County is required or permitted by law to keep confidential including records of County' security measures, including security plans, security codes and combinations, passwords, keys, and security procedures, to the extent that the records relate to ongoing security of the County as well as records or information to protect the security or safety of persons or property, whether public or private, including, but not limited to, building, public works, and public water supply designs relating to ongoing security measures, capabilities and plans for responding to a violation of the Michigan anti-terrorisms act, emergency response plans, risk planning documents, threat assessments and domestic preparedness strategies.
 - 1.4. **County** means Oakland County, a Municipal and Constitutional Corporation, including, but not limited to, all of its departments, divisions, the County Board of Commissioners, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, volunteers, and/or any such persons' successors.

- 1.5. **Day** means any calendar day beginning at 12:00 a.m. and ending at 11:59 p.m.
- 1.6. **Public Body** means the City of Plymouth which is an entity created by state or local authority or which is primarily funded by or through state or local authority, including, but not limited to, its council, its Board, its departments, its divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors. For purposes of this Agreement, Public Body includes any Michigan court, when acting in concert with its funding unit, to obtain I.T. Services.
- 1.7. **Public Body Employee** means any employees, officers, directors, members, managers, trustees, volunteers, attorneys, and representatives of Public Body, licensees, concessionaires, contractors, subcontractors, independent contractors, agents, and/or any such persons' successors or predecessors (whether such persons act or acted in their personal, representative or official capacities), and/or any persons acting by, through, under, or in concert with any of the above who have access to the I.T. Services provided under this Agreement. "Public Body Employee" shall also include any person who was a Public Body Employee at any time during the term of this Agreement but, for any reason, is no longer employed, appointed, or elected in that capacity.
- 1.8. **Points of Contact** mean the individuals designated by Public Body and identified to County to act as primary and secondary contacts for communication and other purposes as described herein.
- 1.9. **I.T. Services** means the following individual I.T. Services provided by County's Department of Information Technology, if applicable:
- 1.9.1. **Online Payments** mean the ability to accept payment of monies owed to Public Body initiated via a website maintained by County using a credit card, a debit card that functions as a credit card, or electronic debit of a checking account.
- 1.9.2. **Over The Counter Payments** means the ability to accept payment of monies owed to Public Body initiated via a credit card reader attached to an on-premise computer with access to a website maintained by County using a credit card or a debit card that functions as a credit card.
- 1.9.3. **Pay Local Taxes** means the ability to accept payment of local property taxes owed to Public Body initiated via a website maintained by County using a credit card, a debit card that functions as a credit card, or an electronic debit of a checking account. (Does not apply to Public Bodies outside of Oakland County).
- 1.9.4. **Jury Management System** means a subscription based software that facilitates the selection and communication with potential and selected individuals who may serve as jurors.
- 1.9.5. **Collaborative Asset Management System ("CAMS")** means providing for the collaborative use of information related to public assets, such as water, sanitary sewer, and/or storm sewer infrastructure, that is managed by various governmental entities participating in the CAMS within the County of Oakland in order to promote the effective maintenance and care of these assets.
- 1.9.6. **Remedial Support Services** means providing Public Body assistance with diagnosis and configuration of Public Body owned system components.

- 1.9.7. **Data Center Use & Services** means providing space for Public Body's equipment in County's Data Center and access to electrical power and backup power.
- 1.9.8. **Oaknet Connectivity** means use of communication lines and network equipment maintained by County for the transmission of digital information whether leased or owned by County.
- 1.9.9. **Internet Service** means access to the Internet from Public Body's work stations. Access from the Internet to Public Body's applications, whether at County or at Public Body (hosting), is not included.
- 1.9.10. **CLEMIS** means the Court and Law Enforcement Management Information System, an information management system comprised of specific software applications (CLEMIS Applications) operated and maintained by the CLEMIS Division of County.
- 1.9.11. **ArcGIS Online** means the ability to access a web based, collaborative Geographic Information System (GIS) that allows users having an ArcGIS Online (AGO) Named User account to create and share maps, applications (apps), layers, analytics, and data in Environmental Systems Research Institute, Inc.'s ("ESRI") secure cloud.
- 1.9.12. **Data Sharing** means the ability for the Public Body to utilize Access Oakland Products and data owned and maintained by the County on or in relation to its Geographic Information System (GIS).
- 1.9.13. **Pictometry Licensed Products** means the ability to use a Geographic Information System (GIS) solution that allows authorized users to access Pictometry-hosted high-resolution, orthogonal and oblique imagery.
- 1.9.14. **Security Best Practices Advice** means providing information on tools that may be used to enhance network security posture.
- 1.10. **Service Center** means the location of technical support and information provided by County's Department of Information Technology.
- 1.11. **Exhibits** mean the following descriptions of I.T. Services which are governed by this Agreement only if they are attached to this Agreement and selected below or added at a later date by a formal amendment to this Agreement:
 - Exhibit I: Online Payments
 - Exhibit II: Over The Counter Payments
 - Exhibit III: Pay Local Taxes
 - Exhibit IV: Jury Management System
 - Exhibit V: Collaborative Asset Management System (CAMS)
 - Exhibit VI: Remedial Support Services
 - Exhibit VII: Data Center Use and Services
 - Exhibit VIII: Oaknet Connectivity
 - Exhibit IX: Internet Service
 - Exhibit X: CLEMIS
 - Exhibit XI: ArcGIS Online

Exhibit XII: Data Sharing

Exhibit XIII: Pictometry Licensed Products

Exhibit XIV: Security Best Practice Advice

2. **COUNTY RESPONSIBILITIES.**

- 2.1. County, through its Department of Information Technology, shall provide the I.T. Services selected above which are attached and incorporated into this Agreement.
- 2.2. County shall support the I.T. Services as follows:
 - 2.2.1. **Access.** County will provide secure access to I.T. Services for use on hardware provided by Public Body as part of its own computer system or as otherwise provided in an Exhibit to this Agreement.
 - 2.2.2. **Maintenance and Availability.** County will provide maintenance to its computer system to ensure that the I.T. Services are functional, operational, and work for intended purposes. Such maintenance to County's system will include "bug" fixes, patches, and upgrades, such as software, hardware, database and network upgrades. The impact of patches and/or upgrades to the applications will be thoroughly evaluated by County and communicated to Public Body through their Points of Contact prior to implementation in Public Body's production environment. County will reserve scheduled maintenance windows to perform these work activities. These maintenance windows will be outlined specifically for each application in the attached Exhibits.
 - 2.2.2.1. If changes to scheduled maintenance windows or if additional maintenance times are required, County will give as much lead time as possible.
 - 2.2.2.2. During maintenance windows, access to the application may be restricted by County without specific prior notification.
- 2.3. County may deny access to I.T. Services so that critical unscheduled maintenance (i.e. break-fixes) may be performed. County will make prompt and reasonable efforts to minimize unscheduled application downtime. County will notify the Points of Contact about such interruptions with as much lead time as possible.
- 2.4. **Backup and Disaster Recovery.**
 - 2.4.1. County will perform periodic backups of I.T. Services hosted on County's computer system. Copies of scheduled backups will be placed offsite for disaster recovery purposes.
 - 2.4.2. County will maintain a disaster recovery process that will be used to recover applications during a disaster or failure of County's computer system.
- 2.5. **Auditing.** County may conduct scheduled and unscheduled audits or scans to ensure the integrity of County's data and County's compliance with Federal, State and local laws and industry standards, including, but not limited to, the Health Insurance Portability and Accountability Act (HIPAA) and Payment Card Industry Data Security Standard (PCI DSS.)

2.5.1. In order to limit possibility of data theft and scope of audit requirements, County will not store credit card account numbers. County is only responsible for credit card data only during the time of transmission to payment processor.

2.6. **Training and Information Resources.** County may provide training on use of the I.T. Services on an as-needed basis or as set forth in an Exhibit to this Agreement.

2.7. **Service Center.** I.T. Service incidents requiring assistance must be reported to the Service Center, by the Points of Contact, to the phone number, e-mail or website provided below. The Service Center is staffed to provide support during County's normal business hours of 8:30 a.m. to 5:00 p.m., EST, Monday through Friday, excluding holidays. The Service Center can receive calls to report I.T. Service outages 24 hours a day, 7 days a week. Outages are defined as unexpected service downtime or error messages. Depending on severity, outage reports received outside of County's normal business hours may not be responded to until the resumption of County's normal business hours.

Service Center Phone Number	248-858-8812
Service Center Email Address	servicecenter@oakgov.com
Service Center Website	https://sc.oakgov.com

2.8. County may access, use and disclose transaction information and any content to comply with the law such as a subpoena, Court Order or Freedom of Information Act request. County shall first refer all such requests for information to Public Body's Points of Contact for their response within the required time frame. County shall provide assistance for the response if requested by the Public Body's Points of Contact, and if able to access the requested information. County shall not distribute Public Body's data to other entities for reasons other than in response to legal process.

2.9. I.T. service providers require County to pass through to Public Body certain terms and conditions contained in license agreements, service agreements, acceptable use policies and similar terms of service, in order to provide I. T. Services to Public Body. The County will provide Public Body with access to these terms and conditions. County will provide notice when it becomes aware of changes to the terms and conditions of these agreements that are applicable to Public Body.

3. **PUBLIC BODY RESPONSIBILITIES.**

3.1. Public Body shall immediately notify County of any unauthorized use of the I.T. Services and any breach of security of the I.T. Services. Public Body shall cooperate with County in all investigations involving the potential misuse of County's computer system or data.

3.2. Public Body is the owner of all data provided by Public Body and is responsible to provide all initial data identified in the attached Exhibits, in a format acceptable to County, and, for the CLEMIS Exhibit, as required by applicable statute, regulation, or administrative rule. Public Body is responsible for ensuring the accuracy and currency of data contained within its applications.

3.3. Public Body shall follow County's I.T. Services requirements as described on County's website. Public Body shall comply with County's minimum standards for each Internet browser used by Public Body to access I.T. Services as set forth in an Exhibit(s) to this Agreement. Public Body shall meet any changes to these minimum standards that County may reasonably update from time to time.

- 3.4. Public Body shall not interfere with or disrupt the I.T. Services provided herein or networks connected with the I.T. Services.
- 3.5. Public Body requires that each Public Body Employee with access to I.T. Services shall:
 - 3.5.1. Utilize an antivirus software package/system on their equipment and keep same updated in a reasonable manner.
 - 3.5.2. Have a unique User ID and password that will be removed upon termination of Public Body Employee's employment or association with Public Body.
 - 3.5.3. Maintain the most reasonably current operating system patches on all equipment accessing the I.T. Services.
- 3.6. If authorized by County, Public Body may extend I.T. Services to other entities which are created by or primarily funded by state or local authority. If County authorizes Public Body to provide access to any I.T. Services to other entities, Public Body shall require those entities to agree to utilize an antivirus software package/system on computers accessing the I.T. Services and to assign users of the I.T. Services a unique User ID and password that will be terminated when a user is no longer associated with the entity. Public Body must require an entity receiving I.T. Services under this Section, to agree in writing to comply with the terms and conditions of this Agreement and to provide County with a copy of this writing.
- 3.7. For each I.T. Service covered by an Exhibit to this Agreement, Public Body shall designate two representatives to act as a primary and secondary Points of Contact with County. The Points of Contact responsibilities shall include:
 - 3.7.1. Direct coordination and interaction with County staff.
 - 3.7.2. Communication with general public supported by Public Body.
 - 3.7.3. Following County's procedures to report an application incident.
 - 3.7.4. If required by County, attend training classes provided by County either online or at County's Information Technology Building in Waterford, Michigan or other suitable location determined by County.
 - 3.7.5. Providing initial support services to Public Body users prior to logging a Service Center incident with County.
 - 3.7.6. Requesting security changes and technical support from the Service Center.
 - 3.7.7. Testing Applications in conjunction with County, at the times and locations mutually agreed upon by County and Public Body.
 - 3.7.8. To report a service incident to the Service Center, one of Public Body's Points of Contact shall provide the following information:
 - 3.7.8.1. Contact Name
 - 3.7.8.2. Telephone Number
 - 3.7.8.3. Email Address
 - 3.7.8.4. Public Body Name
 - 3.7.8.5. Application and, if possible, the specific module with which the incident is associated.

- 3.7.8.6. Exact nature of the problem or function including any error message that appeared on the computer screen.
- 3.7.8.7. Any action the Points of Contact or user has taken to resolve the matter.
- 3.8. Public Body may track the status of the incident by calling the Service Center and providing the Incident Number.
- 3.9. Public Body shall respond to Freedom of Information Act Requests relating to Public Body's data.
- 3.10. I.T. service providers require County to pass through to Public Body certain terms and conditions contained in license agreements, service agreements, acceptable use policies and similar terms of service, in order to provide I. T. Services to Public Body. Public Body agrees to comply with these terms and conditions. Public Body may follow the termination provisions of this Agreement if it determines that it cannot comply with any of the terms and conditions.

4. DURATION OF INTERLOCAL AGREEMENT.

- 4.1. This Agreement and any amendments shall be effective when executed by both Parties with resolutions passed by the governing bodies of each Party except as otherwise specified below. The approval and terms of this Agreement and any amendments, except as specified below, shall be entered in the official minutes of the governing bodies of each Party. An executed copy of this Agreement and any amendments shall be filed by the County Clerk with the Secretary of State. If Public Body is a Court, a signature from the Chief Judge of the Court shall evidence approval by the Public Body, providing a resolution and minutes does not apply. If the Public Body is the State of Michigan, approval and signature shall be as provided by law.
- 4.2. Notwithstanding Section 4.1, the Chairperson of the Oakland County Board of Commissioners is authorized to sign amendments to the Agreements to add Exhibits that were previously approved by the Board of Commissioners but are requested by Public Body after the execution of the Agreement. An amendment signed by the Board Chairperson under this Section must be sent to the Election Division in the County Clerk's Office to be filed with the Agreement once it is signed by both Parties.
- 4.3. Unless extended by an Amendment, this Agreement shall remain in effect for five (5) years from the date the Agreement is completely executed by all Parties or until cancelled or terminated by any of the Parties pursuant to the terms of the Agreement.

5. PAYMENTS.

- 5.1. I.T. Services shall be provided to Public Body at the rates specified in the Exhibits, if applicable.
- 5.2. **Possible Additional Services and Costs.** If County is legally obligated for any reason, e.g. subpoena, Court Order, or Freedom of Information Request, to search for, identify, produce or testify regarding Public Body's data or information that is electronically stored by County relating to I.T. Services the Public Body receives under this Agreement, then Public Body shall reimburse County for all reasonable costs the County incurs in searching for, identifying, producing or testifying regarding such data or information. County may waive this requirement in its sole discretion.
- 5.3. County shall provide Public Body with a detailed invoice/explanation of County's costs for I.T. Services provided herein and/or a statement describing any amounts owed to County.

Public Body shall pay the full amount shown on any such invoice within sixty (60) calendar days after the date shown on any such invoice. Payment shall be sent along with a copy of the invoice to: Oakland County Treasurer – Cash Acctg, Bldg 12 E, 1200 N. Telegraph Road, Pontiac, MI 48341.

- 5.4. If Public Body, for any reason, fails to pay County any monies when and as due under this Agreement, Public Body agrees that unless expressly prohibited by law, County or the Oakland County Treasurer, at their sole option, shall be entitled to set off from any other Public Body funds that are in County's possession for any reason, including but not limited to, the Oakland County Delinquent Tax Revolving Fund ("DTRF"), if applicable. Any setoff or retention of funds by County shall be deemed a voluntary assignment of the amount by Public Body to County. Public Body waives any Claims against County or its Officials for any acts related specifically to County's offsetting or retaining of such amounts. This paragraph shall not limit Public Body's legal right to dispute whether the underlying amount retained by County was actually due and owing under this Agreement.
- 5.5. If County chooses not to exercise its right to setoff or if any setoff is insufficient to fully pay County any amounts due and owing County under this Agreement, County shall have the right to charge up to the then-maximum legal interest on any unpaid amount. Interest charges shall be in addition to any other amounts due to County under this Agreement. Interest charges shall be calculated using the daily unpaid balance method and accumulate until all outstanding amounts and accumulated interest are fully paid.
- 5.6. Nothing in this Section shall operate to limit County's right to pursue or exercise any other legal rights or remedies under this Agreement or at law against Public Body to secure payment of amounts due County under this Agreement. The remedies in this Section shall be available to County on an ongoing and successive basis if Public Body at any time becomes delinquent in its payment. Notwithstanding any other term and condition in this Agreement, if County pursues any legal action in any court to secure its payment under this Agreement, Public Body agrees to pay all costs and expenses, including attorney fees and court costs, incurred by County in the collection of any amount owed by Public Body.

6. ASSURANCES.

- 6.1. Each Party shall be responsible for any Claims made against that Party by a third party, and for the acts of its employees arising under or related to this Agreement.
- 6.2. Except as provided for in Section 5.6, in any Claim that may arise from the performance of this Agreement, each Party shall seek its own legal representation and bear the costs associated with such representation, including judgments and attorney fees.
- 6.3. Except as otherwise provided for in this Agreement, neither Party shall have any right under this Agreement or under any other legal principle to be indemnified or reimbursed by the other Party or any of its agents in connection with any Claim.
- 6.4. Public Body shall be solely responsible for all costs, fines and fees associated with any misuse by its Public Body Employees of the I.T. Services provided herein.
- 6.5. This Agreement does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties. Nothing in this Agreement shall be construed as a waiver of governmental immunity for either Party.
- 6.6. The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each Party

have legal authority to sign this Agreement and bind the Parties to the terms and conditions contained herein.

- 6.7. Each Party shall comply with all federal, state, and local ordinances, regulations, administrative rules, and requirements applicable to its activities performed under this Agreement.

7. USE OF CONFIDENTIAL INFORMATION

- 7.1. The Parties shall not reproduce, provide, disclose, or give access to Confidential Information to the County or to a Public Body Employee not having a legitimate need to know the Confidential Information, or to any third-party. County and Public Body Employees shall only use the Confidential Information for performance of this Agreement. Notwithstanding the foregoing, the Parties may disclose the Confidential Information if required by law, statute, or other legal process provided that the Party required to disclose the information: (i) provides prompt written notice of the impending disclosure to the other Party, (ii) provides reasonable assistance in opposing or limiting the disclosure, and (iii) makes only such disclosure as is compelled or required. This Agreement imposes no obligation upon the Parties with respect to any Confidential Information which can establish by legally sufficient evidence: (i) was in possession of or was known by prior to its receipt from the other Party, without any obligation to maintain its confidentiality; or (ii) was obtained from a third party having the right to disclose it, without an obligation to keep such information confidential.
- 7.2. Within five (5) business days' receipt of a written request from the other Party, or upon termination of this Agreement, the receiving Party shall return or destroy all of the disclosing Party's Confidential Information.

8. DISCLAIMER OR WARRANTIES.

- 8.1. The I.T. Services are provided on an "as is" and "as available" basis. County expressly disclaims all warranties of any kind, whether express or implied, including, but not limited to, the implied warranties of merchantability, fitness for a particular purpose and non-infringement.
- 8.2. County makes no warranty that (i) the I.T. Services will meet Public Body's requirements; (ii) the I.T. Services will be uninterrupted, timely, secure or error-free; nor (iii) the results that may be obtained by the I.T. Services will be accurate or reliable.
- 8.3. Any material or data downloaded or otherwise obtained through the use of the I.T. Services is accessed at Public Body's discretion and risk. Public Body will be solely responsible for any damage to its computer system or loss of data that results from downloading of any material.

9. **LIMITATION OF LIABILITY.** In no event shall either Party be liable to the other Party or any other person, for any consequential, incidental, direct, indirect, special, and punitive or other damages arising out of this Agreement.

10. **DISPUTE RESOLUTION.** All disputes relating to the execution, interpretation, performance, or nonperformance of this Agreement involving or affecting the Parties may first be submitted to County's Chief Information Officer of Information Technology and Public Body's Agreement Administrator for possible resolution. County's Chief Information Officer of Information Technology and Public Body's Agreement Administrator may promptly meet and confer in an effort to resolve such dispute. If they cannot resolve the dispute in five (5) business days, the

dispute may be submitted to the signatories of this Agreement or their successors in office. The signatories of this Agreement may meet promptly and confer in an effort to resolve such dispute.

11. **TERMINATION OR CANCELLATION OF AGREEMENT.**

- 11.1. Either Party may terminate or cancel this entire Agreement or any one of the I.T. Services described in the attached Exhibits, upon one hundred twenty (120) days written notice, if either Party decided, in its sole discretion, to terminate this Agreement or one of the Exhibits, for any reason including convenience.
- 11.2. Early termination fees may apply to Public Body if provided for in the Exhibits.
- 11.3. The effective date of termination and/or cancellation shall be clearly stated in the written notice. Either the County Executive or the Board of Commissioners is authorized to terminate this Agreement for County under this provision. A termination of one or more of the Exhibits which does not constitute a termination of the entire Agreement may be accepted on behalf of County by its Chief Information Officer of Information Technology.

12. **SUSPENSION OF SERVICES.** County, through its Chief Information Officer of Information Technology, may immediately suspend I.T. Services for any of the following reasons: (i) requests by law enforcement or other governmental agencies; (ii) engagement by Public Body in fraudulent or illegal activities relating to the I.T. Services provided herein; (iii) breach of the terms and conditions of this Agreement; or (iv) unexpected technical or security issues. The right to suspend I.T. Services is in addition to the right to terminate or cancel this Agreement according to the provisions in Section 11. County shall not incur any penalty, expense or liability if I.T. Services are suspended under this Section.

13. **DELEGATION OR ASSIGNMENT.** Neither Party shall delegate or assign any obligations or rights under this Agreement without the prior written consent of the other Party.

14. **NO EMPLOYEE-EMPLOYER RELATIONSHIP.** Nothing in this Agreement shall be construed as creating an employee-employer relationship between County and Public Body.

15. **NO THIRD-PARTY BENEFICIARIES.** Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, and/or any other right in favor of any other person or entity.

16. **NO IMPLIED WAIVER.** Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.

17. **SEVERABILITY.** If a court of competent jurisdiction finds a term or condition of this Agreement to be illegal or invalid, then the term or condition shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.

18. **PRECEDENCE OF DOCUMENTS.** In the event of a conflict between the terms of and conditions of any of the documents that comprise this Agreement, the terms in the Agreement shall prevail and take precedence over any allegedly conflicting terms in the Exhibits or other documents that comprise this Agreement.

19. **CAPTIONS.** The section and subsection numbers, captions, and any index to such sections and subsections contained in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers, captions, and indexes shall not be interpreted or be considered as part of this Agreement. Any use of the singular or plural, any reference to gender, and any use of the nominative, objective or possessive case in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.
20. **FORCE MAJEURE.** Notwithstanding any other term or provision of this Agreement, neither Party shall be liable to the other for any failure of performance hereunder if such failure is due to any cause beyond the reasonable control of that Party and that Party cannot reasonably accommodate or mitigate the effects of any such cause. Such cause shall include, without limitation, acts of God, fire, explosion, vandalism, national emergencies, insurrections, riots, wars, strikes, lockouts, work stoppages, other labor difficulties, or any law, order, regulation, direction, action, or request of the United States government or of any other government. Reasonable notice shall be given to the affected Party of any such event.
21. **NOTICES.** Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (i) the date of actual receipt; (ii) the next business day when notice is sent express delivery service or personal delivery; or (iii) three days after mailing first class or certified U.S. mail.
- 21.1. If Notice is sent to County, it shall be addressed and sent to: Chief Information Officer, Oakland County Department of Information Technology, 1200 North Telegraph Road, Pontiac, Michigan, 48341, and the Chairperson of the Oakland County Board of Commissioners, 1200 North Telegraph Road, Pontiac, Michigan 48341.
- 21.2. If Notice is sent to Public Body, it shall be addressed to: Mayor Nick Moroz, 201 S Main, Plymouth, MI 48170 .
- 21.3. Either Party may change the individual to whom Notice is sent and/or the mailing address by notifying the other Party in writing of the change.
22. **GOVERNING LAW/CONSENT TO JURISDICTION AND VENUE.** This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any Claim arising under or related to this Agreement shall be brought in the 6th Judicial Circuit Court of the State of Michigan, the 50th District Court of the State of Michigan, or the United States District Court for the Eastern District of Michigan, Southern Division, as dictated by the applicable jurisdiction of the court. Except as otherwise required by law or court rule, venue is proper in the courts set forth above.
23. **ENTIRE AGREEMENT.**
- 23.1. This Agreement represents the entire agreement and understanding between the Parties regarding the specific Services described in the attached Exhibits. With regard to those Services, this Agreement supersedes all other oral or written agreements between the Parties.
- 23.2. The language of this Agreement shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

IN WITNESS WHEREOF, Nick Moroz hereby acknowledges that he/she has been authorized by a resolution of the City of Plymouth, a certified copy of which is attached, or by approval of the Chief Judge if the Public Body is a Court, to execute this Agreement on behalf of Public Body and hereby accepts and binds Public Body to the terms and conditions of this Agreement.

EXECUTED: _____ DATE: _____
Nick Moroz
Mayor

WITNESSED: _____ DATE: _____

AGREEMENT
ADMINISTRATOR: _____ DATE: _____
(IF APPLICABLE)

IN WITNESS WHEREOF, David T. Woodward, Chairperson, Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners to execute this Agreement on behalf of Oakland County, and hereby accepts and binds Oakland County to the terms and conditions of this Agreement.

EXECUTED: _____ DATE: _____
David T. Woodward, Chairperson
Oakland County Board of Commissioners

WITNESSED: _____ DATE: _____
Oakland County Board of Commissioners
County of Oakland

EXHIBIT VIII
I.T. SERVICES AGREEMENT
OAKNET CONNECTIVITY

INTRODUCTION

The I.T. Service described in this Exhibit (OakNet Connectivity) will provide network transport services to government agencies for the purpose of accessing applications and ISP services provided by Oakland County.

1.0 COUNTY RESPONSIBILITIES

- 1.1 County shall provide, install, and maintain the network equipment and cable necessary to deliver the I.T. Service of OakNet Connectivity, which will allow Public Body to connect to the County's network (OakNet) at Public Body's facilities and workstations. OakNet Connectivity permits Public Body to access I.T. Services that County has made available to Public Body.
- 1.2 County shall provide Public Body with a private IP address range, subnet mask, and gateway address for use by Public Body in configuring its internal network and to enable use of this I.T. Service.
- 1.3 County shall provide a single port by which Public Body may connect its internal network to OakNet
- 1.4 County shall use reasonable means to provide the I.T. Service for the transmission of information 24 hours a day, 7 days a week.
- 1.5 County and authorized Vendors shall present identification to Public Body for physical access to the OakNet Connectivity equipment for emergency service and scheduled maintenance.
- 1.6 To the extent practicable, County shall notify Public Body sixty (60) days in advance of pending changes in its contract with its third party connection provider(s). If the County's connection provider(s) is increasing costs, County shall provide Public Body with sufficient information to determine if it wishes to continue receiving this I.T. Service.

2.0 PUBLIC BODY RESPONSIBILITIES

- 2.1 Public Body shall provide adequate space and electrical power for the County to place equipment, an equipment cabinet, and cable.
- 2.2 Public Body shall promptly provide County staff and authorized third party with physical access to County equipment for emergency service and scheduled maintenance.
- 2.3 Public Body shall not mount any equipment in the County's equipment cabinet.
- 2.4 Public Body shall be responsible for configuring and maintaining Public Body's internal network equipment and cabling. Internal network equipment shall include cables connecting Public Body and County equipment.
- 2.5 Public Body shall configure Public Body workstations and other equipment to operate properly on the internal network, including assignment/configuration of the

EXHIBIT VIII
I.T. SERVICES AGREEMENT
OAKNET CONNECTIVITY

local IP addresses, Network Address Translation (NAT), or Domain Name Services (DNS) and as required to access this I.T. Service.

- 2.6 If Public Body terminates this I.T. Service, Public Body shall pay any charges related to early termination of third party communication services provided by County on behalf of Public Body.
- 2.7 Public Body shall be responsible for all costs associated with the relocation, reconfiguration or removal of County equipment and cable, when any of these changes are initiated by or at the request of Public Body, for any reason, including but not limited to relocation of municipal offices, construction, renovation, and discontinuance of services.
- 2.8 Public Body shall not attempt to access, configure, power cycle or connect to any County equipment unless specifically directed to do so by authorized County Department of Information Technology personnel or third party authorized by County.

3.0 SUPPORT

The I.T. Service will be supported by County's Information Technology (I.T.) Department as described in the Agreement.

4.0 SERVICE AND SUPPORT COSTS

County will invoice Public Body monthly for the cost of the communication lines. These charges will be based upon the rates set by the County's connection provider. County may choose to waive any fees for qualified law enforcement departments and for Public Bodies located within Oakland County.

5.0 LICENSE USE AND ACCESS

- 5.1 County grants to Public Body a nonexclusive license to use the County developed software applications, if any, needed to receive this I.T. Service. This license cannot be provided to any other party without County's consent in writing.

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INTRODUCTION.

The Courts and Law Enforcement Management Information System (known as “CLEMIS”) is a multi-faceted, regional public safety information management system, operated and maintained by the Oakland County Department of Information Technology, CLEMIS Division. CLEMIS is comprised of many software applications.

CLEMIS was created in 1968 to address the inability of criminal justice/public safety agencies to electronically share data in a timely manner. The purpose of CLEMIS is to provide innovative technology and related services to criminal justice/public safety agencies to enable them to share data and to improve the delivery of criminal justice/public safety services. Public Bodies that use CLEMIS have realized lower costs and improved efficiency in providing criminal justice/public safety services. These benefits allow first responders additional time to serve and protect citizens.

The Parties agree to the following terms and conditions:

1. **DEFINITIONS**. The following words and expressions used throughout this Exhibit, whether used in the singular or plural, shall be defined and interpreted as follows.
 - 1.1. **CLEMIS** is the Court and Law Enforcement Management Information System, an information management system, comprised of CLEMIS Applications operated and maintained by the CLEMIS Division with recommendations and counsel from the CLEMIS Advisory Committee.
 - 1.2. **CLEMIS Advisory Committee (formerly known as the CLEMIS Advisory or Policy Board)** is an advisory committee that leads the CLEMIS Consortium and that provides recommendations and counsel to the CLEMIS Division regarding the operation and maintenance of CLEMIS.
 - 1.3. **CLEMIS Applications** are the specific software applications that comprise CLEMIS. These software applications are listed and described on the CLEMIS Website and are included in the definition of I.T. Services under this Agreement.
 - 1.4. **CLEMIS Consortium** is a non-legal entity comprised of all CLEMIS Members. Its purpose is to empower criminal justice/public safety agencies to maximize the use of collected data, to enhance daily operations and engage in comprehensive planning. The Consortium is led by the CLEMIS Advisory Committee.
 - 1.5. **CLEMIS Division** is the division in the Oakland County Department of Information Technology responsible for the operation and maintenance of CLEMIS.
 - 1.6. **CLEMIS Fee** is the sum of costs for use of CLEMIS, CLEMIS Applications, and services provided by the CLEMIS Division. These costs are listed and itemized on the CLEMIS Website.
 - 1.7. **CLEMIS Member** means the Public Body that executes this Exhibit and compiles with this Agreement.

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- 1.8. **CLEMIS Website** is the portion of the County’s website dedicated to CLEMIS located at www.oakgov.com/clemis or www.clemis.org.
 - 1.9. **Criminal Justice Information Services (“CJIS”) Security Policy** is the effective security policy approved by the CJIS Advisory Policy Board setting forth security requirements, guidelines, and agreements for protecting transmission, access, storage, use, generation of, and sources of Criminal Justice Information (“CJI”) as defined in the CJIS Security Policy.
 - 1.10. **Fire Records Management System (“FRMS”)** is a CLEMIS Application that provides an integrated technology system to participating fire departments, which is further described on the CLEMIS Website.
2. **CLEMIS DIVISION RESPONSIBILITIES.**
- 2.1. **Provision of CLEMIS Applications.** County shall provide Public Body with access to CLEMIS and the specific CLEMIS Applications and services marked on Addendum A, which may be changed from time to time. Addendum A is fully incorporated into this Agreement. Notwithstanding any provision in this Agreement, Addendum A and any changes thereto shall be signed by the CLEMIS Division Manager on behalf of County and the authorized representative as designated on Addendum A on behalf of Public Body. The operational descriptions of the CLEMIS Applications and services are set forth on the CLEMIS Website.
 - 2.2. **Compliance with Laws, Rules, Regulations, and Policies.** County shall comply with all applicable laws, rules, and regulations and the CJIS Security Policy in the delivery, operation, and maintenance of CLEMIS Applications and in the transmission, access, storage, and use of data through or in CLEMIS Applications.
 - 2.3. **No Verification of Data.** County does not verify or review data entered into and stored in CLEMIS for accuracy.
3. **PUBLIC BODY RESPONSIBILITIES.**
- 3.1. **Execution of Exhibit VIII.** Unless approved in writing by the CLEMIS Division, Public Body must execute Exhibit VIII to this Agreement (OakNet Connectivity) to provide connectivity for the use and operation of CLEMIS Applications. If Public Body receives approval from the CLEMIS Division not to use OakNet, such approval will be marked on Addendum A.
 - 3.2. **Execution of Management Control Agreement.** Public Body shall execute a Management Control Agreement with County as required by and consistent with the CJIS Security Policy, which may be amended from time to time. The Management Control Agreement shall be executed by the persons authorized to sign Addendum A.
 - 3.3. **Compliance with Laws, Rules, Regulations, and Policies.** Public Body and Public Body Employees shall comply with the CJIS Security Policy and all applicable laws, rules, and

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regulations when using CLEMIS and when generating, entering, and using data that is stored in CLEMIS.

- 3.4. **Access to CLEMIS.** Only Public Body Employees authorized by Public Body may access and use CLEMIS. Public Body shall keep a list of Public Body Employees authorized to access and use CLEMIS. Public Body shall review this list at least quarterly to ensure its accuracy. Upon written request of County, Public Body shall provide this list to County. Public Body shall not allow any individuals, who are not on this list, to access and use CLEMIS.
- 3.5. **Security/Background Checks.** Public Body shall provide for and pay for security/background checks for all Public Body Employees who access and use CLEMIS, as required by the CJIS Security Policy and any other applicable law, rule, and regulation.
- 3.6. **Data Entry.** Public Body is solely responsible for entering all data that is required by any CLEMIS Applications into CLEMIS.
- 3.7. **Data Ownership.** All data entered into CLEMIS by Public Body shall be and shall remain the data of Public Body.
- 3.8. **Data Accuracy.** Public Body is solely responsible for ensuring that all data entered into and stored in CLEMIS is accurate and complete. Accurate and complete means that the data does not contain erroneous information. Public Body shall immediately correct erroneous information upon discovery of error. To ensure accurate and complete data, Public Body shall conduct regular and systemic audits to minimize the possibility of generating, transmitting, and storing erroneous information.
- 3.9. **Data Update/Expungment/Redaction.** Public Body is solely responsible for updating, expunging, correcting, record locking, or redacting Public Body's data entered into or stored in CLEMIS, as required by law, rule, regulation, court order, or the CJIS Security Policy.
- 3.10. **Access to Public Body Facilities.** Public Body shall allow County employees access to Public Body facilities for maintenance of CLEMIS and to audit Public Body's use of CLEMIS.
- 3.11. **Provision of Hardware/Equipment.** The hardware/equipment needed to access and use CLEMIS shall be purchased, maintained, repaired and replaced by Public Body, unless otherwise agreed, in writing, by the Parties. The hardware/equipment shall meet the specifications and requirements set forth by the CLEMIS Division.
- 3.12. **Changes or Alternations to Public Body Facilities.** If Public Body is required to or decides to make changes or alternations to its facilities/buildings for any reason, then Public Body is responsible for all costs and expenses associated with moving or relocating hardware/equipment used to access CLEMIS or with moving or relocating the medium/connectivity, e.g., fiber, wireless connections, ISDN Lines, T1 Lines, etc., used to access CLEMIS.

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- 3.13. **E-Mail Address.** Public Body shall create and monitor a generic CLEMIS email address. The CLEMIS Division will provide Public Body instructions on how to create this email address. This email address will be the main point of contact for scheduled maintenance, outages, alerts, etc.
- 3.14. **Cooperation.** Public Body shall fully cooperate with County concerning the performance of this Agreement.
4. **PROVISION OF PUBLIC BODY DATA TO PUBLIC BODY OR THIRD PARTIES.**
- 4.1. **Request by Public Body for Public Body Data.** Public Body may request in writing that County provide a copy of portions of Public Body’s data to Public Body. County will provide such data in a format and time period determined by County but will use its best efforts to provide the data in the format and time period requested by Public Body.
- 4.2. **Third Party Requests to County for Public Body Data.**
- 4.2.1. **Michigan Freedom of Information Act Requests.** County will respond pursuant to applicable law, to Michigan Freedom of Information Act (“FOIA”) requests addressed and received by County, Subject to applicable law, if County receives a request for Public Body’s data possessed by County, County will provide written notice to the requesting person identifying the Public Body and stating that the requesting person shall submit their request to the Public Body. Public Body shall be responsible for responding to all FOIA requests received by the Public Body.
- 4.2.2. **Other Legal Requests (Excluding FOIA Requests) to County for Public Body Data.** County will respond pursuant to applicable law to any subpoena, court order, or other legal request addressed to and received by County for Public Body’s data possessed by County. Before responding to said legal request, County will use commercially reasonable efforts to inform Public Body of the request for the purpose of providing Public Body an opportunity to contest the legal request and/or to provide County with information that could impact County’s response to the legal request. For the avoidance of doubt, this paragraph 4.2.2. does not apply to FOIA requests, which are governed by paragraph 4.2.1. (above).
- 4.2.3. Section 4.2 only applies to Public Body’s data possessed by County for the purposes of providing services under Exhibit X (CLEMIS) and not to any other exhibit. Additionally, this section 4.2 does not apply to the CLEMIS Crash Purchase Application, which is governed by section 6 (below).
- 4.3. **Continuous Access to Public Body Data by Third Parties.**
- 4.3.1. In Addendum A, Public Body may request that County provide continuous access to Public Body’s data to a third party. Addendum A shall identify the

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third party and shall set forth any specific instructions regarding the provision of such data to the third party. The County shall determine the manner in which to provide access to Public Body's data.

- 4.3.2. County shall provide and shall continue to provide access to Public Body's data to the third party identified in Addendum A, until Public Body provides written notice to the CLEMIS Manager to stop or change such access. The written notice shall contain the date on which access to Public Body's data shall stop. Upon receipt of this notice, County shall promptly stop the third party's access to Public Body's data and shall use its best efforts to stop third party access to Public Body's data on the date requested by Public Body.
- 4.3.3. In order to effectuate the third party's continuous access to Public Body's data, County will require the third party to execute an agreement with County to govern delivery and/or access to Public Body's data. The CLEMIS Manager is authorized to sign this agreement on behalf of County.
- 4.4. **Providing Public Body Data to Third Parties.** Except as otherwise provided in this Exhibit, the Agreement, or as directed in Addendum A, County will not provide Public Body's data to a third party. Notwithstanding any other provision, County shall provide Public Body's data to related Mugshots, Livescan, Michigan Incident Crime Reporting, and Crash/UD-10 traffic crash reports to the Michigan State Police. County may provide Public Body's data to County contractors and vendors for the purposes of providing services to Public Body, the County, and/or for improving CLEMIS Applications and services.
- 4.5. **Costs for Providing Public Body Data.** If County incurs any costs in providing Public Body's data to a third party or to Public Body, then Public Body shall be responsible for those costs and shall reimburse County for those costs. The CLEMIS Division shall invoice Public Body for such costs. Public Body shall pay the invoice at the location and within the time period stated in the Agreement. The CLEMIS Division may waive these costs in its sole discretion.
- 4.6. **Protected Health Information.** If the data, to be provided to a third party, is Protected Health Information" or "PHI" (defined in 45 CFR 160.103) under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and under the changes to HIPAA made by the Health Information Technology for Economic and Clinical Health Act ("HITECH Amendment"), then County and Public Body shall execute a Business Associate Agreement.
- 4.7. **County not Responsible for Third Party Use of Data.** Public Body acknowledges and agrees that if it requests County to provide access to Public Body's data to a third party, County shall not be responsible for any actions of the third party and the third party's use of Public Body's data.

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4.8. **Sharing Data with other CLEMIS Members.** Public Body acknowledges and agrees that County may share Public Body's data with other CLEMIS members upon the recommendation and counsel of the CLEMIS Advisory Committee.

5. **FINANCIAL RESPONSIBILITIES—CLEMIS FEE**

5.1. **Payment of CLEMIS Fee.** Public Body shall pay the CLEMIS Fee to County for the CLEMIS Applications and services, which are marked on Addendum A. The amount of the CLEMIS fee and the costs that comprise the CLEMIS Fee are listed and itemized on the CLEMIS Website. The CLEMIS Division shall invoice Public Body on a quarterly basis for the CLEMIS Fee, unless otherwise specified. Public Body shall pay the invoice at the location and within the time period stated in the Agreement.

5.2. **Establishment of CLEMIS Fee.** The CLEMIS Division upon the recommendation and counsel of the CLEMIS Advisory Committee shall establish the CLEMIS Fee. The CLEMIS Fee shall be posted on the CLEMIS website and may be obtained from the CLEMIS Division.

5.3. **Review of CLEMIS Fee.** The CLEMIS Division and the CLEMIS Advisory Committee shall annually review the CLEMIS FEE.

5.4. **CLEMIS and FRMS Funds.** County has established and shall continue to have separate enterprise funds within the County budget for revenues, expenses, and operations of CLEMIS (hereinafter "CLEMIS Fund and FRMS Fund").

5.5. **Deposit of CLEMIS Fee.** All monies paid by Public Body to County pursuant to this Exhibit shall be deposited into the CLEMIS Fund or FRMS Fund, as applicable. Only revenues and expenses stemming from CLEMIS operations and maintenance are recorded in the CLEMIS Fund and FRMS Fund; no other County revenues and expenses are recorded in these Funds. Any equity in the CLEMIS Fund and FRMS Fund at the end of the County's fiscal year shall be rolled into the CLEMIS Fund and FRMS Fund for the next fiscal year. Surplus/equity in the CLEMIS Fund and FRMS Fund can only be used for CLEMIS operations and maintenance and not for the general operations of County or Public Body. Any County general fund contributions (transfers) to the CLEMIS Fund and FRMS Fund are strictly based on availability and official appropriation by County and cannot be deemed permanent on-going contributions.

5.6. **Financial Statement for CLEMIS and FRMS Funds.** The County Fiscal Services Division shall prepare financial statements for the CLEMIS Fund and FRMS Fund on a quarterly basis. These financial statements will be posted on the CLEMIS Website on a quarterly and year-end basis. The County Director of Management and Budget or his/her designee shall report the condition of the CLEMIS Fund and FRMS Fund to the CLEMIS Advisory Committee, on a quarterly basis.

5.7. **Refund of CLEMIS Fee for Operational Problems.** Subject to Section 18 (Force Majeure) of the Agreement, if any CLEMIS Applications are not operational for more than

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fourteen (14) consecutive calendar days, County shall refund the CLEMIS Fee, already paid by Public Body, for the days that the CLEMIS Applications were not operational.

6. **COUNTY/PUBLIC BODY RESPONSIBILITIES FOR CLEMIS CITATION PAYMENT APPLICATION AND CLEMIS CRASH PURCHASE APPLICATION.** If a Public Body uses the CLEMIS Citation Payment Application (hereinafter "Payment Application) and/or the CLEMIS Crash Purchase Application (hereinafter "Purchase Application"), then the following terms and conditions apply:

- 6.1. **Placement of URL.** Public Body shall be responsible for placing the Payment Application and the Purchase Application URLs on its website; the URLs shall be provided by County. Public Body shall include this URL in printed or electronic communications to the general public regarding the Payment Application and the Purchase Application.
- 6.2. **Questions Regarding Payment of Tickets/Citations/Parking Tickets and Purchase of Crash/Accident Reports.** County shall refer all questions that County receives to Public Body regarding the payment of citations/tickets/parking tickets and the purchase of crash/accident reports and regarding the amount of monies owed to Public Body.
- 6.3. **Security of Data.** County shall secure and protect data received through the Payment Application and Purchase Application (including credit card information) according to law, County's contractual obligations, and reasonable business standards and practices.
- 6.4. **No Interference with Contract.** Third-party service providers such as PayPal Inc. and Elavon, Inc. are required for the operation of the Payment Application and Purchase Application. Neither Public Body nor Public Body Employees shall act or fail to act, either directly or indirectly, in a manner to cause any purported breach in any term or condition in any agreement between County and such third party.
- 6.5. **Enhanced Access Fee.** Persons or entities paying citations/tickets/parking tickets through the Payment Application or purchasing crash/accident reports through the Purchase Application shall be charged an Enhanced Access Fee, in addition to the monies owed to Public Body.
- 6.6. **Payment Transaction for Payment Application.** When using the Payment Application, a person or entity paying a citation/ticket/parking ticket will authorize two transactions, at the time of payment: (1) one transaction for payment of monies owed to Public Body/Court and (2) one transaction for payment of the Enhanced Access Fee. The funds for the payment to Public Body/Court will be directed to the depository account designated and/or owned by Public Body/Court. The funds for the Enhanced Access Fee will be directed to a depository account designated and owned by County.
- 6.7. **Amount of Enhanced Access Fee for Payment Application.** The Enhanced Access Fee charged to persons/entities paying citations/tickets/parking tickets through the Payment Application shall be in an amount established by the Oakland County Board of Commissioners, Miscellaneous Resolution # 07121 and as subsequently amended by the

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Oakland County Board of Commissioners. Public Body shall receive one dollar (\$1.00) of the Enhanced Access Fee collected for each citation/ticket paid through the Payment Application. Given the small amount of the Enhanced Access Fee for parking tickets, Public Body shall receive no portion of the Enhanced Access Fee collected for parking tickets paid through the Payment Application.

- 6.8. **Amount of Enhanced Access Fee for Purchase Application.** The Enhanced Access Fee charged to persons/entities purchasing crash/accident reports through the Purchase Application shall be in an amount established by the Oakland County Board of Commissioners, Miscellaneous Resolution # 09182 and as subsequently amended by the Oakland County Board of Commissioners. Public Body shall receive one dollar (\$1.00) of the Enhanced Access Fee collected for the purchase of each crash/accident report through the Payment Application.
- 6.9. **Amount of Fee for Crash/Accident Report.** Public Body shall set the fee for the purchase of the crash/accident report through the Purchase Application. The amount of this fee shall be listed in Addendum A.
- 6.10. **Distribution of Enhanced Access Fees and Fees for Crash/Accident Reports.** Public Body's portion of the Enhanced Access Fees, set forth in this Exhibit, and the fee for the crash/accident reports, set forth in Addendum A, shall be disbursed to Public Body pursuant to its written instructions. Public Body shall provide the written instructions, required by this section to CLEMIS Division.
- 6.11. **Obligations and Responsibilities if Public Body is a Court.**
- 6.11.1. **Access to Website.** If Public Body is a Court, then County shall provide access to a password protected website where Public Body/Court can issue credits or refunds and view daily, weekly, and monthly transactions processed through the Payment Application.
- 6.11.2. **Contract for Credit Card Processing.** If Public Body is a Court, then County shall establish, maintain, and pay for a separate contract for credit card processing services with the entities currently providing credit card processing services for County, i.e., PayPal Inc. and Elavon, Inc.
- 6.11.3. **Separate Depository Bank Account.** If Public Body is a Court, then it shall maintain a corresponding depository bank account, with a depository financial institution acceptable to County, for the receipt of monies owed to Public Body/Court. Public Body/Court shall provide County with all necessary bank account numbers and routing number to give effect to this requirement.

7. **CLEMIS ADVISORY COMMITTEE.**

- 7.1. **Establishment and Purpose of CLEMIS Advisory Committee.** The CLEMIS Advisory Committee was established to obtain advice and guidance from CLEMIS Members

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concerning policy, technical, and operational questions for CLEMIS Applications. The purpose behind the CLEMIS Advisory Committee is to allow CLEMIS Members to provide input regarding the operation and management of CLEMIS. The CLEMIS Advisory Committee leads the CLEMIS Consortium and provides recommendations and counsel to the CLEMIS Division regarding the operation, maintenance, and budget for CLEMIS (including suggested security policies, development/operation/modifications to CLEMIS Applications, and actions regarding misuse of CLEMIS).

- 7.2. **Composition of CLEMIS Advisory Committee.** The composition of the CLEMIS Advisory Committee is posted on the CLEMIS Website.
 - 7.3. **CLEMIS Advisory Committee Meetings.** The CLEMIS Advisory Committee meets at least four (4) times per year. CLEMIS Members are encouraged to attend.
 - 7.4. **CLEMIS Advisory Committee Officers.** Every July, the CLEMIS Advisory Committee shall elect a Chairperson by majority vote. The Chairperson shall select and appoint a Co-Chairperson. The CLEMIS Division Manager shall serve as Executive Secretary to the CLEMIS Advisory Committee. The Executive Secretary shall prepare the agenda for CLEMIS Advisory Committee meetings. Prior to each meeting, the Chairperson and the Executive Secretary shall review the contents of each agenda.
 - 7.5. **CLEMIS Advisory Committee—Subcommittees.** The CLEMIS Advisory Committee may create subcommittees as it deems appropriate. The subcommittees and their composition and responsibilities shall be posted on the CLEMIS Website. The CLEMIS Advisory Committee Chairperson shall appoint the chairpersons of the subcommittees, except for the Chairperson of the Strategic Planning subcommittee, whose Chairperson is the current President of Oakland County Chiefs of Police Association and except for the Chairperson of Fire Governance whose Chairperson is elected by the Fire Governance Committee members.
8. **TRAINING.** Public Body shall require all Public Employees who use or access CLEMIS to attend training classes required by the CLEMIS Division. The format of the training classes will be at the discretion of the CLEMIS Division, e.g., train the trainer, classroom training, or on-line/remote training. If the training classes are held at County facilities or held in an on-line/remote format, then such training classes are at no cost to Public Body or Public Employees. If the training classes are held at non-County facilities, there may be a charge to Public Body based on time, materials, and location of training classes.
 9. **SUPPORT AND MAINTENANCE SERVICES.** County shall maintain and support the CLEMIS Applications. The CLEMIS Fee includes the costs for support and maintenance services for the CLEMIS Applications and other services provided by the CLEMIS Division, unless otherwise indicated on Addendum A. When providing support and maintenance services for CLEMIS, County has the authority to prioritize its resources, including, but not limited to, the order in which calls for support or maintenance will be resolved and allocation of time of its employees, agents, subcontractors, and equipment.

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10. OBLIGATIONS & RESPONSIBILITIES UPON TERMINATION/CANCELLATION.

- 10.1. **Use of CLEMIS & CLEMIS Applications.** Upon the effective date of termination or cancellation of this Exhibit, Public Body shall stop using CLEMIS and CLEMIS Applications and it shall not have access to CLEMIS and CLEMIS Applications.
- 10.2. **Use and Access to Public Body's Data.** Upon the effective date of termination or cancellation of this Exhibit, Public Body's data shall not be useable by or accessible to any other CLEMIS Member.
- 10.3. **Transition of Data upon Termination/Cancellation.** Upon termination or cancellation of this Agreement, CLEMIS shall provide a copy of Public Body's data to Public Body in an electronic format and a time period determined by County. Upon written confirmation from Public Body that it received its data, County will purge Public Body's data from CLEMIS and any disaster recovery sites. If County incurs any costs in copying Public Body's data, then Public Body shall be responsible for those costs and shall reimburse County for those costs. The CLEMIS Division shall invoice Public Body for such costs. Public Body shall pay the invoice at the location and within the time period stated in the Agreement. The CLEMIS Division may waive these costs in its sole discretion.
- 10.4. **Obligation to Pay CLEMIS Fee Upon Termination/Cancellation.** Public Body's obligation to pay the CLEMIS Fee shall stop on the effective date of termination or cancellation. If the termination or cancellation date is other than the end of a quarter, any CLEMIS Fee, paid in advance to County, shall be refunded to Public Body on a pro-rated daily basis for the time period that Public Body paid in advance.

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ADDENDUM A

I. CLEMIS CATEGORIES / TIERS

Public Body shall receive the CLEMIS Applications and services associated with the category/tier selected below. The CLEMIS Website describes each category/tier listed below, describes the CLEMIS Applications that are received with a particular category/tier, and lists the cost for the below categories. As used in this Addendum "FTE" means Full-Time Equivalents (Sworn Officers).

Tier 1

16 or more FTE's 6 – 15 FTE's 1 – 5 FTE's

Tier 2

16 or more FTE's 6 – 15 FTE's 1 – 5 FTE's

Tier 3

16 or more FTE's 6 – 15 FTE's 1 – 5 FTE's

Tier 4 Rescinded

Tier 5 Rescinded

Tier 6 (eCLEMIS)

19 or more FTE's 6 – 15 FTE's 1 – 5 FTE's

Tier 7 Public Safety Answering Point (PSAP)/Central Dispatch Center

Tier 8 Jail Management (outside Oakland County)

Federal Departments, Offices, or Agencies Inquiry Only in the State of Michigan (does not contribute any data)

District Court in Oakland County (excluding 52nd District Courts)

Pays CLEMIS Fee: received ticket data load and CLEMIS Citation Payment Application is optional.

Does not pay CLEMIS Fee: receives ticket data load and must exclusively use CLEMIS Citation Payment Application.

District Court outside Oakland County

Pays CLEMIS Fee: receives ticket data load and CLEMIS Citation Payment Application is optional.

Does not Pay CLEMIS Fee: receives ticket data load and must exclusively user CLEMIS Citation Payment application.

Circuit Court (outside Oakland County, does not contribute any data)

Prosecutor Office (outside Oakland County, does not contribute any data)

FRMS/CFIRS Participant (Fire Records Management System)

Approved by SP Committee 7-08-15
Approved by CLEMIS Advisory Committee 7-16/15
Approved by BOC 8-13-15

II. Additional CLEMIS Applications

Public Body may select and shall receive any of the CLEMIS Applications, selected below, for a separate cost. The cost for the CLEMIS Applications is set forth on the CLEMIS Website.

Mobile Data Computers ("MDC")

- WITH County provided wireless WITHOUT County provided wireless
 CAD Only WITHOUT County provided wireless

Livescan

- WITH printer WITHOUT printer

Mugshot

- Capture Station and Investigative Investigative Only

Jail Management

- CLEMIS Member located in Oakland County
 CLEMIS Member located outside Oakland County

OakVideo (CLEMIS Member located outside Oakland County)

Crime Mapping Application

Vendor Name: Central Square

Address: 5160 Carroll Canyon Rd, Suite 100, San Diego, CA 92121

Contact: Brenda Taylor Phone: 563-387-4833

Email: Brenda.taylor@centralsquare.com

CLEMIS Public Crime Search

CLEMIS Public Crime Search is a public access site and application created by CLEMIS and Esri, that shares and publishes crime data of participating CLEMIS members on a public webpage and application and allows the public to sign up for email crime alert notifications. By selecting this application, the Public Body authorizes CLEMIS to share and publish Public Body's crime data with the public, on the CLEMIS Public Crime Search application and webpage and authorizes the public to sign up for email crime alert notifications. The Public Body authorizes CLEMIS to publicly share, publish, and provide notifications for the following crime types: Assaults, Arsons, Burglary, Disorderly Conduct, Disturbing the Peace, DUI, Drug/Narcotics, Crimes, Fraud, Homicide, Motor Vehicle Theft, Robbery, Sex Crimes, Theft/Larceny., Theft from Vehicle, Vandalism and Weapons Law Crimes.

Pawn Application

Fire Records Management System In Oakland County

Phase I

Phase II

Fire Records Management System Outside Oakland County

Police, Fire and/or Public Safety Department Data Extract

In Oakland County

Outside Oakland County

Vendor Name: Tyler Technologies

Address: 840 W Long Lake Rd # 150, Troy, MI 48098

Contact: Megan Rice Phone: 941-875-2363

Email: Megan.Rice@tylertech.com

Police, Fire and/or Public Safety Department Data Extract

In Oakland County

Outside Oakland County

Vendor Name: Utility Associates Inc.

Address: 250 E Ponce De Leon Ave., Suite 700, Decatur, GA 30030

Contact: Eric Bedell, VP of Technology Phone: 800-597-4707

Email: ebedell@utility.com

Crash Report Payment Amount: \$5.00

Enhanced Access Fee Disbursement Instructions

Disbursement when Requested

Disbursement Quarterly

Make Check Payable to: City of Plymouth

OPT-IN Exhibit VIII (OakNet Connectivity) OakNet connectivity is needed

COUNTY: : _____

CLEMIS Division Manager

Date

PUBLIC BODY:

Title/Name: _____

Signature: _____

Date

Approved by SP Committee 7-08-15

Approved by CLEMIS Advisory Committee 7-16/15

Approved by BOC 8-13-15

(to be completed by Public Body)

Approved by SP Committee 7-08-15
Approved by CLEMIS Advisory Committee 7-16/15
Approved by BOC 8-13-15

RESOLUTION

The following Resolution was offered by Comm. _____ and seconded by Comm. _____

WHEREAS The City Police Department uses a computer program called CLEMIS or Court and Law Enforcement Management Information System to help protect the public health, Safety and welfare, and

WHEREAS The Department has used this software for a number of years and the program is Developed by and supported by Oakland County, and

WHEREAS There is a need to adopt an intergovernmental agreement between the City of Plymouth and Oakland County for the continued use of this system, and

WHEREAS The proposed agreement has been reviewed by the City Police Department and the City I.T., and the City Attorney's Office.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the Agreement for I.T. Services between Oakland County and the City of Plymouth. Further, that the Mayor of the City of Plymouth is hereby authorized to sign this agreement on behalf of the City of Plymouth.

BE IT FURTHER RESOLVED THAT THE CITY CLERK Shall cause the entire agreement to be a part of the Meeting Minutes for this meeting and shall insure that the Official Meeting Minutes contain this agreement.



Administrative Recommendation

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Authorization for the purchase of Police Radios - 11-06-23.docx
Date: October 31, 2023
RE: Police Radio Purchase

Background

The City of Plymouth started a phased replacement of portable radios for the Police Department in January of 2023. We will be replacing a total of 20 portable radios for the Police Department. The new radios are replacing radios that were purchased between 2011 through 2013 and the current radios have an anticipated life of 10 to 12 years. The portable radios are the ones that have the hardest life in the field with officers. In the previous budget year (22 – 23), we purchased five radios. This is the second round, and it will include six radios.

Director of Public Safety Al Cox has recommended purchasing a second phase total of six (6) radios at a cost of \$16,512.20. Funding will come from the Police Department Budget in the General Fund. We are using the State of Michigan MiDeal group purchasing plan for the new radios.

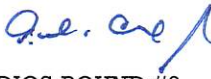
We have attached a memorandum from Director Cox, which outlines the radio purchases further and indicates that these are being purchased through the State of Michigan Bid Program and meet the required State of Michigan Radio requirements.

RECOMMENDATION:

The City Administration recommends that the City Commission authorize the purchase of six (6) Kenwood VP-6430 radios and accessories in the amount of \$16,512.20. Funding for this purchase should be authorized from the General Fund.

We have prepared a Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting please feel free to contact either Al Cox or myself.

PLYMOUTH POLICE DEPARTMENT MEMORANDUM

TO: PAUL SINCOCK, CITY MANAGER
FROM: A.L. COX, DIRECTOR OF PUBLIC SAFETY 
SUBJECT: REPLACEMENT OF PORTABLE POLICE RADIOS-ROUND #2
DATE: 10/16/2023

BACKGROUND

In 2011, portable radio replacement of our initial 800 MHz radios that had put us on the Michigan Public Safety Communications System (MPSCS) began. Over the course of 2011-2013, we replaced all radios in our inventory.

The radios purchased between 2011-2013 were Kenwoods, model TK-5410. The life expectancy of these radios at the time of purchase was approximately twelve years. As predicted, this was a reasonable expectation, but we are beginning to experience end of life issues with the earliest of the purchased radios. We were also recently informed that our radio model, while still compatible on the system, can no longer be programmed by MPSCS. For these reasons, it is necessary to begin replacing our portable radios

Radio replacement is a timely process of purchase, template creation, and template programming before they can be brought onto the MPSCS. It generally takes more than a few months to put radios on the street from the time of purchase. Our last round actually took nine months. It should also be noted that radio replacement is an expensive process that requires purchases being made in increments rather than all at once.

There are several different manufacturers and models of radios that are compatible on the MPSCS. Over time we have looked at many of these, but for various reasons such as price, reliability, and service locations, we have decided upon the Kenwood Viking 6430.

RECOMMENDATION

A quote was received from Digicom Global Inc. for the purchase of five (5) Kenwood VP-6430 700/800 MHz radios at a cost of \$16,512.20. Due to the mission-critical nature of portable radios within the police department, I respectfully request that the City Commission authorize the purchase of five (5) Kenwood Viking 6430 radios at the quoted price. This is State Contract pricing, and the current police department budget will support this expenditure.

If you have any questions or concerns, please let me know. Thank you for your time and attention in this matter.

Digicom Global Inc.

675 East Big Beaver
 Suite 105
 Troy, Mi. 48083

Estimate

Date	Estimate #
10/14/2023	4582

Name / Address
City of Plymouth Police Dept 201 South Main Street Plymouth, Mi 48170-1688

Ship To
City of Plymouth Police Dept 201 South Main Street Plymouth, MI 48170-1688

Project

Description	Qty	Rate	Total
Prepared for chief Al Cox Phone 734-453-1234 extension 219 acox@plymouthpolice.org			
VP6430BKF2 762-806 and 806-870 MHz P25 Model 2 Standard Keypad, Top Display, Front Full Color Display, 3 watts, 1024 Channels, 255 Zones, IP 67 & Mil Spec C/D/E/F/G. 3 Year Warranty. DES & ARC4 / ADP Encryption Radio ONLY.	5	2,264.00	11,320.00
VIK 8322000002 License key for P25 conventional for VP-6000 series	5	332.00	1,660.00
VIK 8322000005 License key for P25 Phase 1 trunking for VP-6000 series EFJ 8322000005	5	116.00	580.00
KRA-32K SCD 700 800 megahertz antenna	5	34.00	170.00
KSC-52 charger comes equipped with the B-Pocket charger insert which is compatible with the following battery types: KNB-L1, KNB-L2, KNB-L3, KNB-LS5, and KNB-LS7. The pocket may be removed and exchanged for use with other battery types. B pocket for KNB-L1/L2/L3/LS5/LS7 style batteries for VPx000	5	73.84	369.20
KNB-L3M Li-ion 3400 mAh (High Capacity) battery. Smart Battery	5	174.96	874.80
KMC-70M Mil Spec IP67 (Immersion) Intrinsically safe speaker mic with Active Noise Reduction,3 programmable buttons and 3.5 mm audio jack \$106.40 each.	5	126.64	633.20
VIK 2990600013 EFJ 2 year extended warranty	5	175.00	875.00
Shipping	1	30.00	30.00
		Subtotal	
		Sales Tax (6.0%)	
		Total	

Digicom Global Inc.

675 East Big Beaver
 Suite 105
 Troy, Mi. 48083

Estimate

Date	Estimate #
10/14/2023	4582

Name / Address
City of Plymouth Police Dept 201 South Main Street Plymouth, Mi 48170-1688

Ship To
City of Plymouth Police Dept 201 South Main Street Plymouth, MI 48170-1688

Project

Description	Qty	Rate	Total
MiDeal Pricing per EFJ / Kenwood Michigan State Contract # 210000000896 or (21*896). This State Contract Number must be listed somewhere on the PO. MPSCS Customer will pay the \$250.00 per radio one time programming fee directly to the state. This is good for the life of the radio. Pricing good for 90 days from 10-15-2023	1	0.00	0.00
		Subtotal	\$16,512.20
		Sales Tax (6.0%)	\$0.00
		Total	\$16,512.20

RESOLUTION

The following Resolution was offered by Comm. _____ and seconded by Comm. _____.

WHEREAS The City of Plymouth uses a variety of two-way radios in order to help protect the Public health, safety and welfare, and

WHEREAS From time to time these radios need to be replaced, and

WHEREAS The State of Michigan requires certain types and models of radios to be used on Their system and they offer special state pricing for new radios.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the purchase of six (6) Kenwood VP-6430 radios and accessories in the total amount of \$16,512.20.



Administrative Recommendation

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Water Meter Policy for replacement - 11-06-23.docx
Date: November 1, 2023
RE: Water Meter Replacement Policy

Background

The City Commission is aware that the City has embarked on a scheduled replacement program for all water meters in the city's system. Our experience the last time we did a total meter change out in 2008 – 09 was that the last 20% of the meter change outs were the hardest to obtain due to property owner reluctance. We are at the point that we are up against that property owner reluctance, and we need to be more expansive in our "toolbox" in order to obtain access to the meter.

In our 2008 – 09 change out, we simply high estimated water bills, then finally with a few we had to interrupt water service in order to gain access to exchange the meters. This time we feel it is necessary to have a formal policy of how to deal with a property owner who has an obsolete water meter and is refusing the city access to the property. It should also be noted that we need access in order to complete state required inspections related to lead service lines and backflow prevention.

The attached policy is based on our Ordinances related to water meters and access to meters. Hopefully, as we move forward, we will get early compliance from that last 20%. In addition, the policy allows a resident to "opt into" an external meter reading device at an additional fee.

Recommendation

The City Administration recommends that the City Commission adopt the formal water meter policy in order to clarify how the Department of Municipal Services will proceed with the final water meter replacements and required state inspections.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. If you have any questions in advance of the meeting, please contact Chris Porman or me.

ADMINISTRATIVE RECOMMENDATION

To: Paul Sincock, City Manager
From: Chris Porman, Assistant City Manager/Director of Municipal Services
Adam Gerlach, Assistant Director of Municipal Services
Date: October 30, 2023
Re: Water Meter Policy

BACKGROUND:

As you are aware, the City Commission awarded the water meter infrastructure update to HydroCorp on June 6, 2022. Updating the water meter infrastructure will allow meter reads, water billing, and leak reporting to be more efficient and accurate as well as creating a customer portal that allows users to track and view their water usage in “real time”. The target date to have all users switched over to the new system is July 1, 2024. Until all users are switched over to the new system, staff are managing two completely separate processes, which is costly and time consuming.

Approximately the first quarter of 2023 the City began sent emails on the News and Alerts listserv, posted on Facebook, published articles in the Plymouth Pulse, and placed an insert into the tax bill to inform property owners of the upcoming water meter change out. In addition HydroCorp then sent letters to property owners via first class mail requesting them to schedule an appointment. The first scheduled installations occurred early June 2023. In June 408 meters were installed. In July 834 meters were installed. In August 875 meters were installed. In September 301 meters were installed. In October 358 meters were installed. In total to date 2,775 meters have been installed. There are approximately 850 obsolete water meters in usage as of this writing.

Starting in August 2023 following a minimum of three previous mailed notices, HydroCorp employees began placing doorhangers on properties that had not yet scheduled an appointment. Beginning in October 2023 Municipal Services employees placed City-logoed doorhangers on properties that had not yet scheduled an appointment. This has produced few calls and appointments, but there are still many obsolete water meter users at this time.

As you recall, in 2008-2009 when we completed a city-wide meter change out, we lived in a very different world than we do today. We had very few issues with compliance and entry to switch out water meters at that time. As evident in the waning installation numbers of the last two months, it is anticipated that the next phase of water meter replacement will be the most challenging. To ensure users will switch over to the new system by the target date, we must adopt a policy to gain compliance. The attached proposed policy includes a tiered approach to ensure timely compliance, as

well as addressing locations where an optional external antenna may be requested. The proposed penalties match the grass and weeds ordinance fees, which creates a certain level of consistency across fee structures in the city. The attached policy is not intended to replace or modify the existing ordinance language that is in place but is to be used in addition to gain compliance for the water meter change out program.

RECOMMENDATION:

Staff recommends that the City Commission adopt the Water Meter Policy as presented.

If you have any questions, please contact me directly.

Water Meter Policy

Effective November 7, 2023

1. Water meter infrastructure.
 - a. Water meters are the property of the City of Plymouth. All meters will be read and repaired by the Department of Municipal Services or their agent as often as may be necessary and no additional charge will be made for such service, except through the fault of the consumer not the city (for example: meter is damaged by frost or hot water or otherwise). The cost of the repair of such damage shall be paid by the consumer, the bill for same to be included with the next water bill.
 - b. Any authorized employee of the Department of Municipal Services or their agent shall, at all reasonable hours, have the right to enter the premises where meters are located for the purpose of installing, reading, testing, removing, or inspecting same. No person, firm or corporation shall hinder, obstruct, or interfere with an employee in the lawful discharge of his duties in relation to the care and maintenance of a water meter. Failure to allow access may result in fees being charged, fines being imposed, and/or service being interrupted until such time as access is granted.
 - c. The City of Plymouth utilizes one water meter infrastructure system and reads are performed through that single system. The property owner may choose, at their expense, to utilize an external antenna. The cost to install and administer this additional equipment shall be a one-time \$400.00 fee (equipment wire, external antenna: \$250, installation cost: \$125, admin fee: \$25) that will be placed on the subsequent water bill.
2. Notice. The Department of Municipal Services or their agent shall notify the owner, agent, or occupant by first class mail or by posting a notice in a conspicuous location on the property, that the water meter shall be installed, repaired, or replaced. Such notice shall require that the person having charge of the property shall allow access to install, repair, or replace the water meter within thirty (30) days after the date of the notice.
3. Penalty. Any owner, occupant, or person having charge of a property, who shall refuse or neglect to allow entry to the premises where a water meter is located, shall be subject to an obsolete water meter penalty not to exceed \$100.00 for the first offense, \$150.00 for the second offense, and \$200.00 for the third and each subsequent offense. After three offenses the owner, occupant, or person having charge of a property shall be subject to water service interruption until such time as access is granted. The fee to interrupt or resume water service shall be \$90.00 per trip. All fees and penalties shall be placed on the subsequent water bill.
4. Estimates. Occasionally, it may be necessary to estimate water usage. Estimating is done only when a meter cannot be read. The estimated usage is a rolling three-year average. Once an actual reading is obtained any difference between the actual read and the estimate shall be corrected.

RESOLUTION

The following Resolution was offered by Commissioner _____ and seconded by Commissioner _____.

- WHEREAS The City Commission awarded the water meter infrastructure contract to HydroCorp in June 2022, and
- WHEREAS Compliance with requests to change out water meters has been waning in September and October 2023, and
- WHEREAS A Water Meter Policy has been drafted to ensure compliance that the water meter infrastructure update is achieved.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby adopt the attached Water Meter Policy to be effective November 7, 2023.

ADMINISTRATIVE UPDATE

To: Mayor & City Commission
CC: *S:\Manager\Sincock Files\Memorandum - Zoning Audit Update Report to City Comm - 11-06-23.doc*
From: Paul J. Sincock -City Manager
Date: 11/2/2023
Re: Zoning Audit & Implementation Plan

The City Commission adopted a five-year Strategic Plan and as a part of that plan adopted several one-year tasks. One of those tasks is to continue the Zoning Audit and plan for the future. The Planning Commission, staff, and our Planning Consultant from Carlisle Wortman Associates have been working on this effort since August of 2022.

The attached memorandum from Greta Bolhuis highlights a report that was sent to the Planning Commission that includes the results of the Zoning Audit and it provides a detailed plan for the future.

Since the City Commission is the authorizing authority for this work, this is an update on the current status of this project.

This is a very detailed plan that takes us from where we are to where we need to be in the future, and it sets out reasonable expectations of project achievements as we progress over the next five years.

There is no action required by the City Commission at this time. As future changes in Ordinances are proposed by the Planning Commission, those will need to be reviewed by the City Commission for possible adoption.

Again, there is no need for action by the City Commission and the report should be received and filed by the City Commission.

CITY OF PLYMOUTH
Community
Development Dept.
201 S. MAIN
PLYMOUTH, MI 48170
www.plymouthmi.gov

INFORMATION ONLY

To: Paul Sincock, City Manager
From: Greta Bolhuis, AICP, Planning & Community Development Director
Date: November 1, 2023
Re: Presentation of the Zoning Audit and Implementation Report

JSRB

As you are aware, the City Commission adopted a key objective to “Modernize and update zoning ordinance to reflect community vision.” Additionally, in 2022 the one-year task was to “Audit current zoning ordinance and identify the approach for updating ordinance”. These goals necessitated a thorough evaluation and assessment of the City’s Zoning Ordinance, Chapter 78.

The City Commission approved the Zoning Audit Project Description and Budget Allocation on August 15, 2022. Staff met with the Carlisle-Wortman project team in September 2022 and kicked off the project. The initial zoning audit document was presented to the Planning Commission in December 2022. A series of working sessions with the Planning Commission in early 2023 shaped the final work plan and recommended implementation timeline, which was recommended to the City Commission by the Planning Commission on October 11, 2023.

The Zoning Audit identifies inconsistencies with the Master Plan and Future Land Use Map, ordinance language that is inconsistent with other laws, and outdated ordinance language. The Zoning Audit Implementation Report prioritizes the action items from the Zoning Audit over a five-year period. The Planning Commission is underway with the Year One task of updating the Master Plan and is on-target to conclude that update by mid-2024.

If you have any questions, please contact me directly.



Carlisle | Wortman

ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

TO: City of Plymouth Planning Commission

FROM: Megan Masson-Minock, AICP

DATE: September 13, 2023

RE: Zoning Audit Implementation Report

This report summarizes the actions determined by the Planning Commission to implement the zoning audit performed by our firm in late 2022. The report lays out a work plan for the next five years and contains an appendix with sections on Master Plan Update, Quick Zoning Ordinance Update, and Zoning Ordinance Update.

Process

This report is the result of a 10-month process where the following steps were taken:

- Zoning Audit by CWA (see full report attached)
- Review of the Zoning Audit by the Planning Commission (one meeting)
- Prioritization of Zoning Audit items by the Planning Commission (two meetings)
- Review of Draft Zoning Audit Report
- Presentation of Final Zoning Audit

The next step in the process is for the Planning Commission to recommend the report to the City Commission.

Work Plan

The following work plan lays out actions by year to implement items in the Zoning Audit Report prioritized by the Planning Commission. Details for each action can be found in the appendix of this report.

Year 1 (July 2023-June 2024)	
Master Plan Update	The City (staff, Planning Commission and City Commission) should complete the Master Plan update underway, including the actions noted in the "Master Plan Update Items" listing in the appendix. These actions are necessary to lay the groundwork for zoning changes to be taken on in subsequent years. Some actions, like building type inventories, would lay the basis for a form-based zoning in Old Village area, Downtown, and areas planned for Mixed Use High Density. Other actions call for the City to make decisions on land uses, particularly multiple-family housing and parking, which would be implemented.

Benjamin R. Carlisle, *President* Douglas J. Lewan, *Executive Vice President* John L. Enos, *Vice President*
 David Scurto, *Principal* Sally M. Elmiger, *Principal* R. Donald Wortman, *Principal*
 Paul Montagno, *Principal*, Megan Masson-Minock, *Principal*, Laura Kreps, *Senior Associate*
 Richard K. Carlisle, *Past President/Senior Principal*

Year 2 (July 2024-June 2025)	
Quick Zoning Ordinance Update	The Planning Commission has identified 26 items from the Zoning Audit that could be undertaken in a quick update to the Zoning Ordinance (see appendix). These items are important to complete (i.e., not in compliance with state, federal and case law), easily drafted, not expected to be controversial, and would not require community input (other than the required public hearing). These zoning ordinance amendments could be completed in less than 12 months using modest resources (staff and consultant time).
Years 3-4 (July 2025-June 2027)	
Zoning Ordinance Recodification	The City's Zoning Ordinance was last comprehensively updated in 1992. The Planning Commission has identified several changes from the Zoning Audit, including the reorganization or consolidation of articles and the addition of form-based districts. The work done in Year 1 for the Master Plan Update will inform this process. Consultant assistance for the project may be needed, which would take over a year.
Year 5 (July 2027-June 2028)	
Evaluate Zoning Changes during Master Plan Update	The Michigan Planning Enabling Act requires municipalities to evaluate whether an update to its Master Plan is needed once every five years. The City could take this opportunity to examine how zoning changes have worked and what changes are needed.
Amend Zoning Ordinance	One year after the adoption of the rewritten Zoning Ordinance, the City will likely need to adopt a series of small zoning ordinance amendments to correct any mistakes or inconsistencies with the new Zoning Ordinance.

Please do not hesitate to contact us with any questions or suggestions.

Respectfully submitted,



CARLISLE/WORTMAN ASSOC., INC
 Megan Masson-Minock, AICP
 Principal

Appendix

Master Plan Update

Quick Zoning Ordinance Update

Zoning Ordinance Recodification

Master Plan Update

Based on the Planning Commission workbooks and discussion, the following items from the Zoning Audit should be included in the current Master Plan update.

- Conduct a form-based analysis for the Old Village area, Downtown, and the areas planned for Mixed Use High Density. The analysis would include a building type inventory, analysis of street types and designation of public space and parking areas.
- Examine parking options in the Downtown to determine whether minimum parking requirements are needed or only necessary for some uses, such as residential.
- Review parking needs in each future land use district in the Master Plan.
- Examine the principal uses in the MU districts and determine if the additional regulations have produced the desired results in the Old Village area. If not, the Master Plan should outline the changes needed.
- Determine the existing multiple-family building types that work best in the context of the City and then design zoning regulations based on those examples. Part of the analysis should include whether two distinct districts are needed and if a form-based approach is warranted.
- Examine whether the O-1 zoned parcels on North Main Street could be incorporated into the planned mixed use area.
- Consider where modern uses not currently in the Zoning Ordinance should be in the City and under what general circumstances. Uses could include micro-brewery, vintner, or distiller, with consideration for an accessory tasting room; pet day-care; extended stay hotels; incidental sales and services; accessory dwelling units; and short-term rentals.
- Eliminate the institutional future land use category, and either plan for a new use on those parcels currently identified for institutional uses to address situations where the institutional use ceases or outline a process to do so.

Quick Zoning Ordinance Update

Based on the Planning Commission workbooks and discussion, the items below from the Zoning Audit should be included in a quick Zoning Ordinance update.

Update the Schedule of Regulations to specifically define a zero foot minimum front yard setback and 12 foot maximum setback for the B-2 District.

Make the following changes to comply with state laws, federal laws, and case law:

- Change the notice requirements for special land use to not less than 15 days before the date of the hearing.
- Update Section 78-377 by changing item (c) to state that “Public hearings for an amendment to this title, or the zoning map, that affects more than ten ***adjacent*** properties shall only require notice in a newspaper”, with the added text in bold, italicized font.
- Amend Section 78-406 for Notices for the Zoning Board of Appeals to reference the not less than 15 day window by mail and in the newspaper.
- Update regulations in Section 78-296 for religious institutions to comply with the Religious Land Use and Institutionalized Persons Act (RLUIPA), by eliminating specific landscaping requirements, confirming with the City Attorney that religious institutions cannot occupy a portion of a multi-tenant building, and examine allowance of meeting halls, private clubs and related services in the O-1 and B-3 zoning districts.
- Consult with the City Attorney as to whether the Child Care Center and Group Day Care homes with an annual compliance permit is allowed and whether the current regulations for these uses comply with state licensing requirements and the Americans with Disabilities Act.

Change outdated references:

- Change the reference when uses are required to “be located only on major or collector thoroughfares as designated in the city's master plan” to major arterials and major collectors on the National Functional Classification designation, maintained by the State of Michigan.
- Convert Section 78-133 – Uses Prohibited into performance standards or a required sign off from the Fire Department.
- Update inconsistent or improper terms including: “special land use” instead of “special use”; “Michigan Department of Environment, Great Lakes, and Energy” or “EGLE” instead of “Michigan Department of Environmental Quality” or “MDEQ”; “religious institution” instead of “church”; and “Community Development Director” instead of “Building Official”, in most instances.
- Change “tavern” in Section 78-111 – Principal uses permitted in the B-3 Zoning District to “bar/lounge” since tavern is not used elsewhere.

Allow for modern uses:

- Allow for e-commerce options in the B-1, B-2, ARC and MU Zoning Districts. In those zoning districts, the principal use allowing similar uses has a restriction that, “All businesses establishments shall be retail or service establishments dealing directly with consumers. All

goods produced on the premises shall be sold at retail from the premises where produced.” The last sentence could be construed to not allow e-commerce to be part of the business.

Eliminate suburban standards:

- Decrease large minimum lot sizes and setbacks for specific uses: private non-commercial recreational areas, institutional or community recreation centers or non-profit swimming pool clubs; universities; hospitals; convalescent or nursing homes; and religious institutions.

Streamline and clarify processes:

- Consider allowing instances where a plot plan, instead of a full site plan application, could be submitted. For instance, the re-use of an existing building for special land use likely would not necessitate the level of detail required for a site plan application.
- List those special uses which require site plan review in Article XX.
- Place amendment regulations in its own article with specific standards and process descriptions. Specific sections would include in general, rezonings (map amendments), text amendments and conditional rezonings.
- Pivot section 78-385 to a description of planning commission powers, duties and responsibilities, as enabled by state law. This section should include: the number of and process for appointing Planning Commission members, officers, bylaws, meetings, annual report, compliance with the Open Meetings Act, and preparation of a Master Plan.
- Include the Planning Commission’s ability to investigate, require information, place conditions and the time limitation of their approval into regulations for site plan, special land use and nonconformance approvals.

Update definitions:

- Review all definitions for consistent usage, including “average grade” and “usable floor area.”
- Review definitions such as “nuisance” to match, where appropriate, those in other City ordinances, with the assistance of the City Attorney.
- Update all definitions for modern understanding. For instance, “video rental establishments” could be consolidated into a service use or eliminated.
- Remove regulatory language from definitions where possible, such as removing the reference to “one-story” in the convenience grocery store definition and “separated from each other by a firewall” from the townhome/rowhouse definition.
- Remove definitions not used outside of Article II: billboard, delicatessen, mechanical amusement device, rooming house, mobile home park/manufactured home community (due to exceptions per state law for this use, consultation with the City Attorney is recommended).
- Use graphics to simplify definitions when possible.

Improve organization and navigability:

- Consolidate all fence regulations into a single place, with the fence section of the Zoning Ordinance or the City’s Fence Ordinance.
- Consolidate the “Vested Right” sections in Article I and Article XXVII.

- Examine and update setbacks for generator location requirements in Section 78-217 – Projections into setbacks, based on recent variance requests.
- Update the Intent of the B-2 Zoning District to reflect the description of the Central Business District Future Land Use Category in the Master Plan.

Zoning Ordinance Recodification

Based on the Planning Commission workbooks and discussion, the items below from the Zoning Audit should be included in the Zoning Ordinance Recodification.

Add form-based regulations:

- Update the Zoning Ordinance to implement form-based, mixed-use districts. Each form-based district would have street types and parcel types on a map, called a regulating plan, that would determine the building types and land uses. Existing and planned public spaces, such as parks, and public parking areas can be designated on the regulating plan.

Update and clarify regulations per the Master Plan:

- Clearly articulate the minimum lot size and maximum density for multiple-family uses, without the current formulas to determine a baseline. Those formulas could be used for exceptions, if needed.

Update procedures:

- Update the site plan process based on current procedures and best practices. A complete list of recommendations is in the Zoning Audit report.
- Include regulations for development agreements for their Special Land Uses, Conditional Rezoning or PUD's.
- Consider eliminating use variances. Best planning practices call for the elimination of use variances. The Zoning Board of Appeals can compromise a municipality's ability to implement its Master Plan through use variances.

Update uses and regulations:

- Add allowances and regulations for modern uses not listed in the Zoning Ordinance, but mentioned in the updated Master Plan, such as: micro-brewery, vintner, or distiller, with consideration for an accessory tasting room; pet day-care; extended stay hotels; incidental sales and services; accessory dwelling units; and short-term rentals.
- Update the uses in the I-1 and I-2 zoning districts to reflect more modern uses and uses in the City, such as consolidating the listings of types of manufacturing, updating principal and special land uses based on 21st century industries; removing banks and credit unions from the I-1 and I-2 districts, and removing indoor recreation and commercial kennels from the I-2 district.
- Update parking regulations per the updated Master Plan and the parking recommendations in the Zoning Audit report.
- Update Landscaping Requirements and place in a more visible spot. A complete list of recommended updates is in the Zoning Audit report.
- Update temporary building and structure regulations. Separate provisions should be added to the Zoning Ordinance to allow accessory outdoor sales, on an intermittent or permanent basis, and a zoning permit for special events or other temporary uses, such as food trucks or seasonal sales. The workbook participants had a range of opinions in terms of importance, with at least

one vote in every category. However, the majority of participants felt this item should be part of a Zoning Ordinance update and staff indicated in discussions that this item should be included.

- Expand accessory building regulations to have regulations for non-residential uses permitted in residential zoning districts; accessory solar energy (attached and/or detached); and electric vehicle charging stations in parking lots or in street rights-of-way, with regulations for non-residential zoning districts.

Re-organize to improve usability:

- Move Section 78-217 – Projections into setbacks into Article XVII – Schedule of Regulations.
- Examine whether to place the Zoning Use Matrix in the Zoning Ordinance instead of the lists in each zoning district article.
- Simplify the Footnotes to the Schedule of Regulations. A complete list of the recommended changes is in our zoning audit.
- Create a Residential Development Options Article with the following sections: Site Condominiums; Multiple Family Developments (with updates); and Adult dependent housing or assisted living facilities (with updates).
- Combine the Miscellaneous Provisions and General Exceptions into a single General Provisions Article with the following sections:
 - Conflicting Regulations
 - Scope
 - Performance Standards (could be its own Article as well)
 - Lot area
 - Residential Entranceways
 - Corner Clearance
 - Street Access
 - Temporary Buildings and Structures
 - Mechanical equipment (could move to schedule of regulations)
 - Essential public services
 - Essential services
 - Voting place
 - Grading, drainage and building grades
 - Projections into setbacks (could move to schedule of regulations)
 - Foundation walls (could move to schedule of regulations)
 - Height limit (could move to schedule of regulations)
- Split “Special Use” Article into “Special Land Use Regulations” and “Specific Use Provisions” Articles. The Zoning Audit report lists which sections should be moved to specific use provisions and recommendations for updates.
- Change specific non-conforming regulation waivers with standards. The exceptions listed in Standards for Review for driveways, sidewalks, parking, screening, landscaping, and lighting may

be more visible and more nimble outside of the nonconformance article as waivers or exceptions within their own sections or articles.

- Move Parks and Open Space District to Article closer to other Zoning Districts.



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TO: City of Plymouth Planning Commission
FROM: Megan Masson-Minock, AICP
DATE: November 8, 2022
RE: Zoning Audit

The purpose of this report is to deliver the findings of the zoning audit we have conducted. The purpose of the audit is to identify:

- Inconsistencies with the Master Plan and Future Land Use Map.
- Ordinance language that is inconsistent with other laws.
- Outdated ordinance language.

We also approached the audit with the knowledge that the City would like to adopt form-based regulations for portions of the City in the future. We will meet with you at your December 14, 2022 meeting to review this report.

The audit is part of a larger process with the following steps:

- Zoning Audit Implementation Report: The report will prioritize action items from the zoning audit, based input from the Planning Commission and City staff.
- Form-Based Code Amendment: For a single area in the City, a form-based zoning district will be developed. The proposed zoning regulations will be applied to a test case property in the proposed district.

As you read the attached zoning audit, please keep the above process in mind. Please come prepared to share your opinion on:

- Which items identified in the audit should be pursued immediately?
- Which items identified in the audit do you need more information about?
- What is missing from the audit?
- What would you like to see in the next steps of this process?

The report has the following sections:

- Inconsistencies Between the Future Land Use and Zoning Maps
- Inconsistencies Between the Master Plan Goals and the Zoning Ordinance
- Updates Needed to Comply with State Law
- Zoning Ordinance Recommendations

At the end of this report, maps showing the differences between the Future Land Use and Zoning Maps are attached. The maps are organized by future land use category.

Inconsistencies Between the Future Land Use and Zoning Maps

We identified a number of inconsistencies between the Future Land Use and Zoning Maps for the following reasons:

- Uses were classified differently between the two maps;
- Properties are planned for different uses than they are currently zoned; and
- Properties are planned for mixed use but designated as a single use zoning district. A form-based code approach may be the best solution in some of these cases.

We understand from staff that when the Future Land map was developed, the existing zoning was not a deciding factor. Where the two maps disagree, the Future Land Use Map should prevail.

Difference due to Use Classifications

The Future Land Use Map has an Institutional category, where the Zoning Map does not have an associated "Institutional" zoning district. These areas are primarily planned in the R-1 zoning district, which allows institutional uses (such as religious institutions, schools, etc.) as either permitted uses or special land uses. However, a few large parcels are planned institutional in the Central Business Zoning District. Municipal buildings and government buildings are permitted uses in the B-2, but religious institutions are not an allowed use.

Recommendation: In next Master Plan update, eliminate the institutional future land use category, and either plan for a new use on currently institutionally used parcels to address situations where the institutional use ceases, or outline a process to do so. Parks, government buildings, and parking lots should be noted on regulating plans in any future form-based district(s).

Mixed Use Low and High Density Future Land Use and the MU (Mixed Use) Zoning District

The Master Plan lays out two types of mixed use future land use categories, while the Zoning Ordinance has a single Mixed Use District. The Mixed Use zoning district essentially functions as residential district since most commercial uses in the MU district require Planning Commission approval. Commercial uses have more strenuous regulations than the same uses located elsewhere in the city which may block redevelopment or re-use of historical homes. The Mixed Use: Low Density Future Land Use category is planned in the Old Village area, which is more suited to a form-based code.

The Mixed Use High Density future land use category is planned as a large corridor along North Main Street. It is intended to connect the Old Village and Downtown areas. This area is generally zoned B-3 (General Business) with a few parcels zoned O-1 or PUD. The Mixed Use: High Density Future Land Use Category calls for a variety of uses and a streetscape more similar to the Downtown than the Old Village. A new zoning district is needed to implement the vision for this future land use category and the South Mill Sub Area Plan in the Master Plan.

If the City chooses to use a form-based zoning approach, this area and the Old Village should be unique form-based districts that reflect the land use patterns and vision for each of these different areas.

Recommendation: A form-based analysis should be done for the Old Village area and the area planned for Mixed Use High Density. The analysis would include a building type inventory, analysis of street types, and categorization of those areas as centers, corridors, neighborhoods or districts. In a subsequent Zoning Ordinance update, separate form-based zoning districts would be created for these two areas.

The Planning Commission should examine the principal uses in the MU district and determine if the additional regulations have produced the desired results in the Old Village area. The Zoning Ordinance should be amended accordingly.

Central Business District (CBD) Future Land Use and the B-2 (Central Business) Zoning

The CBD Future Land Use designation and the B-2 (Central Business) zoning district have slightly different boundaries.

In the Downtown Sub Area Plan in the Master Plan, building fronts are planned to be placed at the ROW line or no more than 12 feet from the ROW line. The Schedule of Regulations has no defined front yard setback for the B-2 Zoning District, which, if interpreted as a “zero” setback, is consistent with the ROW placement indicated in the Master Plan. However, the schedule does not address the maximum 12-foot setback.

Recommendation: Update the Schedule of Regulations to specifically define a zero foot minimum front yard setback and 12 foot maximum for the B-2 District. Also, a build-to line with a requirement for a percentage of the building to be on that line could be added.

Single-Family Low & Medium Density Future Land Uses and the R-1 (Single-Family Residential) Zoning

The Single-Family Low Density and Single-Family Medium Density Future Land Use categories encompass the R-1 Zoning District. The Single-Family Low Density area is not associated with a zoning district in the Zoning Plan (page 44 of the Master Plan) and has a larger minimum lot size (12,000 square feet) than the R-1 Zoning District (7,200 square feet).

Recommendation: In the next Zoning Ordinance update, create a low density single-family zoning district with the appropriate lot width and size to protect the character of those neighborhoods planned for single-family low density.

Multi-Family Low Density Future Land Use and the RT-1 (Two-Family Residential) Zoning

The Multi-Family Low Density Future Land Use designation does not correspond in all instances to the RT-1 Zoning District. When a property's future land use differs from the zoning, a lower or higher density zoning district is present.

The uses allowed in the RT-1 zoning district does not include triplexes. The multi-family low density future land use is described in the Master Plan as "located in areas where existing duplex and triplex units are currently located, with a desired density of up to a maximum of 12 units per acre." The zoning, including types of housing and density, should be updated to match the Master Plan.

Recommendation: In the next Master Plan update, the appropriate density and building form for each area should be decided and then mapped accordingly.

In the next Zoning Ordinance update, consider expanding the RT-1 zoning district to allow triplexes as a principal permitted use or creating a RT-2 zoning district that allows a breadth of "missing middle" housing. Maximum densities should be clear and not use formulas (i.e., number of rooms based on site area) for a baseline.

Multi-Family Medium & High Density Future Land Uses and the RM-1 & RM-2 (Multiple-Family Residential) Zoning Districts

The Multi-Family Medium and High Density Future Land Use designations do not correspond to the RM-1 and RM-2 Zoning Districts in all instances. When a property's future land use differs from the zoning, lower or higher density residential future land use is present, often showing a single-family future land use.

The density of the RM districts is regulated essentially by footnote (c) in the Schedule of Regulations. The density is determined by a formula based on the number and type of rooms in a multiple-family building, based on lot size. This approach may not consistently enforce or allow the maximum densities noted in the Master Plan: 18 units/acre for RM-1, and 27 dwelling units/acre for RM-2, respectively. Height, front and rear yards, usable open space or recreation area are regulated by footnotes (d) and (e). These regulations could be simplified and then consolidated in a separate section.

Both zoning districts allow a long list of housing types as principal permitted uses: multiple-family dwellings, duplexes, triplexes, quadplexes, sixplexes, stacked flats, townhomes/rowhouses and attached single-family units. The Multi-Family Residential – Medium Density Future Land Use category calls for "townhouse, row house, multiplexes, and various other styles of housing that mimic the pattern of single family residential uses, but in a higher density of 12-18 dwelling units per acre, with maximum building heights of 2.5 stories." In contrast, The Multi-Family Residential – High Density Future Land Use category specifies that traditional apartment building forms should be in these areas, so allowances for duplexes, triplexes, quadplexes, sixplexes, stacked flats, townhomes/rowhouses and attached single-family units does not match the Master Plan. A separate list of uses, and perhaps building forms, for each zoning district would implement the specifications in the Master Plan.

Recommendations: In the next Master Plan update, determine the existing multiple-family building types that work best in the context of the City and then design zoning regulations based on those examples. Part of the analysis should be whether two distinct districts are needed and if a form-based approach is warranted.

In the next Zoning Ordinance update, the minimum lot size and maximum density should be clear, without formulas to determine a baseline. Those formulas could be used for exceptions if it were needed. Form-based regulations could eliminate the need for the sliding scales currently used.

Office Service Future Land Use and the O-1 (Office-Service) Zoning

The Office Service Future Land Use designation generally corresponds to the O-1 Zoning District, with two exceptions: O-1 zoned parcels on North Main Street and Starkweather Street. If the City decides to use a form-based zoning approach, the parcels on North Main Street will likely be incorporated into a mixed-use corridor zoning district.

Recommendations: In the next Master Plan update, examine whether the O-1 zoned parcels on North Main Street could be incorporated into the planned mixed use area.

Industrial/Research Future Land Use and the I-1 & I-2 (Light & Heavy Industrial) Zoning Districts

The areas planned for Industrial/Research generally correspond to the I-1 and I-2 Zoning Districts. However, several areas currently zoned I-1 or I-2 are planned for either Mixed Use High Density or Multiple-Family. The change of land use from industrial could lead to less tax base, depending on the value of the personal property for the industrial users as opposed to the value of the multiple-family or mixed use property. We understand that some of the areas currently zoned I-1 or I-2 are not suitable for industrial use.

Recommendations: In the next Master Plan update, examine the sites where Industrial zoning is planned to become another type of land use, with the tax base impacts in mind.

Inconsistencies Between the Master Plan Goals and the Zoning Ordinance

We identified a number of inconsistencies between the goals of the Master Plan and the regulations in the Zoning Ordinance.

Purpose of the Zoning Ordinance and the Goals of the Master Plan

The purpose of the Zoning Ordinance in Section 78-2 does not reflect the goals of quality of life, financial stability, economic vitality and service infrastructure in the Master Plan and developed at the City's Strategic Planning Session, which is completed every five years.

Recommendation: In the next Zoning Ordinance update, review the past two rounds of the goals from the City's Strategic Planning Session and Section 78-2. If appropriate, update Section 78-2 to include goals from those sessions.

Complete Streets and Non-Motorized Goals and Zoning Regulations

The Transportation section of the Master Plan sets goals for the City of Plymouth to have complete streets and a non-motorized network. The regulations in the Zoning Ordinance can be updated to implement these goals.

Recommendations: In the next Zoning Ordinance update, add the following regulations: site plan review and special land use standards for cyclist and pedestrian circulation and safety, bicycle parking requirements, and requirements for sidewalks, bicycle lanes and pathways, as appropriate.

Updates Needed to Comply with State Law

The following items need to be updated to comply with the Michigan Zoning Enabling Act:

- Change the notice requirements for special land use to not less than 15 days before the date of the hearing to comply with the Michigan Zoning Enabling Act. We recommend deleting the hearing requirements in Section 78-281 (b)(2) and replacing those provisions with a cross-reference to the public hearing written notice regulations in Section 78-377.
- Section 78-377, item (c) needs to be updated to state that “Public hearings for an amendment to this title, or the zoning map, that affects more than ten *adjacent* properties shall only require notice in a newspaper”, with the added text in bold, italicized font. The Michigan Zoning Enabling Act allows a single notice for “any group of adjacent properties numbering 11 or more that is proposed for rezoning.”
- Section 78-379 needs to be updated to refer to Section 301 of the Michigan Zoning Enabling Act.
- Section 78-406 for Notices for the Zoning Board of Appeals must reference the not less than 15 day window by mail and in the newspaper. We recommend substituting a cross reference to Section 78-377 in lieu of the current text.

Zoning Ordinance Recommendations

We recommend the Planning Commission consider the following recommendations to update the City’s Zoning Ordinance with case law and best practices.

Consider Additional Uses

We recommend the Planning Commission consider adding the following uses, perhaps with specific regulations. In our experience, these uses have been often requested in client communities:

- Micro-brewery, vintner, or distiller, with consideration for an accessory tasting room
- Pet day-care (can be added to commercial kennel use)
- Extended stay hotels
- Incidental sales and services
- Accessory dwelling units

- Short-term rentals (may be better as stand-alone licensing ordinance)

Replace References to Road Designations in the City's Master Plan with National Functional Classifications

A number of uses are required to “be located only on major or collector thoroughfares as designated in the city's master plan.” However, the Master Plan no longer has those designations, and it is not a state requirement to have a map of that nature in a Master Plan. The reason for the requirement is to ensure that a use which generates significant traffic is on a road that can manage the volume. We recommend using the National Functional Classification, which is maintained by the State of Michigan and updated based on road width and traffic volumes.

Use Square Footage Instead of Number of Employees to Control Size

In the B-3 and MU Zoning Districts, service establishments of an office-showroom or workshop nature are limited to no more than five persons at one time in the creation or repair of goods. The limitation on the number of employees is difficult to enforce as it requires the enforcement officer to remain at the site for a long period of time, discern who is a customer and who is an employee, and the business may be operational outside of the normal hours for the officer. A restriction on the square footage of the use can also control the size and therefore level of activity for a use. If the square footage changes, the business would need a building permit and the change would trip a zoning review by the City.

Consolidate Dimensional Requirements in a Single Article and/or Embed in Zoning Districts

The Schedule of Regulations and Section 78-217 – Projections into setbacks are separate Articles. For ease of use, the dimensional requirements should be consolidated into the same article, preferably moving Section 78-217 to Article XVII – Schedule of Regulations.

If the Zoning Ordinance is anticipated to be rewritten with both form-based and use-based zoning districts, we recommend embedding the height, bulk, density and area regulations within the use-based zoning districts and then regulating by form, with different regulations for each building type, in the form-based districts.

Codify Zoning Use Matrix and/or Switch to Use Categories

Currently, uses are in each zoning district article as principal uses or special land uses, but the City maintains a Zoning Use Matrix. The Zoning Use Matrix could be included in the Zoning Ordinance instead of the lists in each zoning district article. Also, if using a form-based approach, general categories of uses can be drawn and then allowed in different zoning districts. Some communities use a hybrid approach, with a Zoning Use Matrix for use-based zoning districts and use categories for form-based districts.

Consider Allowance for Underlying Plat to Determine Lot Size

The R-1 Zoning District has various lot widths, ranging from 40 feet to 120 feet. The R-1 Zoning District currently requires a minimum of 60 feet in lot width and 7,200 square feet in lot area. When larger parcels are redeveloped or transitioned to single-family that are adjacent to existing neighborhoods with non-conforming lot sizes, the current regulations do not allow for the continuation of the existing pattern. In the next Master Plan update, the Planning Commission may want to identify those areas

where this mismatch could potentially occur and plan for either a form-based approach or a new single-family residential zoning district. Ultimately, the zoning would be changed to allow for smaller than 60-foot wide lots to continue the existing pattern of residential development.

Update the B-2 Zoning District Based on What Has Worked and Change What Has Not

The B-2 Zoning District has excellent design standards and an appropriate mixture of uses. We recommend the Planning Commission retain those standards and consider the following recommendations:

- Change the name of the zoning district from B-2 to CBD or DT. In many other communities, B-2 is a neighborhood or community-wide retail district instead of a mixed-use, downtown district.
- Update the Section 78-100 - Intent to reflect the description of the Central Business District Future Land Use Category in the Master Plan. The intent currently does not mention upper story residential or recognize the downtown as the central gathering spot of the community.
- Eliminate the premiums but retain the regulations for arcades and other pedestrian amenities. Allow for increased height (one-half to a full story) when pedestrian amenities meeting those requirements are provided.
- Examine parking options and update the regulations. Most downtown zoning districts do not require minimum parking for all uses, or only require parking for residential uses. With that action, the City, usually in coordination with the DDA, makes a commitment to provide, maintain and manage the parking for the Downtown. The lease agreements currently required, specifically for changes in use, can be a block to redevelopment.
- Preserve the character of each street by using either architectural regulations or a form-based code approach. The character of the streets surrounding Kellogg Park are different from those on the edge of the B-2 district, such as the houses adaptively re-used on Harvey and Church.
- If using a form-based code approach, designate on the regulating plan where parking and public open space will be. If the public parking lots are designated on the regulating plan, then the parking as a principal use could be eliminated or pegged to certain parcels.
- Designate specific sign and landscaping requirements for the Downtown, based on what is working now in the Downtown.

Consider whether Restrictions on Interior Display are still needed in the O-1 Zoning District

Section 78-73 prohibits any interior display from being visible from the exterior of the building, and that any interior display be limited to less than 25 percent of the usable floor area of a story. We question whether this requirement is still needed.

Update the Uses in the I-1 and I-2 Zoning Districts

The uses in the I-1 and I-2 zoning districts should be updated to reflect more modern uses and uses in the City. The Planning Commission should consider the following:

- Consolidate listings of types of manufacturing.
- Update principal and special land uses based on 21st century industries. Some uses, such as photographic studio and equipment sales and service, no longer use chemicals nor require as much space. Other uses, such as greenhouses, should be updated to reflect the use within, such as growing of food within a building or aquaculture.
- Removing banks and credit unions (with or without drive-throughs) from the I-1 and I-2 districts as a special land use.
- Removing indoor recreation and commercial kennels from the I-2 district as a special land use and permitted use, respectively. These uses have daily visitors and may not be appropriate next to the more obnoxious uses allowed in the I-2. If the Planning Commission felt that more room was needed for these uses, we have seen them work well on form-based corridors, with proper design parameters.

We also recommend converting Section 78-133 – Uses Prohibited into performance standards or a required sign off from the Fire Department.

Simplify the Footnotes to the Schedule of Regulations

The Schedule of Regulations has regulations that should be in other articles. It also includes suburban-style requirements that could be simplified or better expressed using a form-based approach. We recommend the following:

- Evaluate whether the height relief for residential buildings in footnote (b) is needed, in light of the FAR requirements. Also, consider using a form-based code approach that requires larger setbacks for larger lots with greater height allowances.
- Change the regulations in footnotes (c), (d), (e), and (l) for multiple-family uses based on the design that has best worked in the City. Consider moving these out of the Schedule of Regulations to a more visible place. If using a form-based approach, a building form for townhouses and multiple-family buildings should be developed.
- Allow the one-half of the alley for the rear yard setback in O-1, O-2, & B-1 to be across all zoning districts if the alleys are not regularly used.
- Move parking requirements in footnotes (h), (j), (m) and (t) to the section on parking.
- Move landscaping requirements in footnotes (i) to the section on landscaping requirements.
- Add two rows to the Schedule of Regulations table for adjacent to residential uses in the I-1 and I-2 districts, leaving the exception in footnote (k).
- Add two rows to the Schedule of Regulations table for the downtown height requirements in footnote (n) or regulate using street types in a form-based code approach.
- Consider using a build-to line for streets or blocks, rather than the averaging in footnote (o). The creation of those build-to lines would be time-intensive. Since the front yard averaging has worked well in neighborhoods, the build-to line may not be appropriate in the R-1 zoning district.

- Consider moving footnotes (p), (q), (r), (s), and (t) to the ARC zoning district.
- Consider porch regulations within form-based codes for house building form, if using a form-based approach.
- Consider whether FAR should be used to regulate bulk for other building types.
- Ensure that FAR regulates in zoning districts where single-family residential is a special land use.

Allow for e-commerce options in the B-1, B-2, ARC and MU Zoning Districts

In the B-1, B-2, ARC and MU zoning districts, the principal use allowing similar uses has a restriction that, “All businesses establishments shall be retail or service establishments dealing directly with consumers. All goods produced on the premises shall be sold at retail from the premises where produced.” The last sentence could be construed to not allow e-commerce to be part of the business. We recommend that e-commerce be allowed as accessory use in these districts.

Consider Eliminating Vehicular Parking District or Removing Off-Street Parking Lots as a Principal Use

Off-street parking lots are a principal use in the O-1, O-2, B-1, B-3, and P-1 zoning districts. The P-1 zoning district permits solely off-street parking lots contiguous to O-1, O-2, B-1, B-2, I-1, or I-2 districts. On the zoning map, the P-1 district is primarily in the Downtown area. The Zoning Ordinance is very permissive in terms of allowing parking lots as permitted, principal uses. The Planning Commission may want to limit off-street parking to only serve a permitted use on the same site.

In the Master Plan Implementation Matrix, the three actions dealing with Site Design mention parking: concise requirements, encouraging shared parking and location behind buildings, and flexible parking standards.

Consider a Residential Development Options Article

Different residential development options are scattered throughout the Zoning Ordinance. A best practice is to consolidate these into a separate article. Potential sections for such an article would be:

- Site Condominiums
- Multiple Family Developments (with updates)
- Adult dependent housing or assisted living facilities (with updates)

Evaluate Larger Minimum Lot Sizes and Setbacks by use

In several instances, the Zoning Ordinance requires a larger minimum lot size and/or setbacks for specific uses than those in the Schedule of Regulations. While an effective method to minimize negative impacts, especially to adjacent residential uses, the dimensions required are often large and suburban in nature. While Plymouth has areas with a suburban character, it also has areas where the character is much more urban. Also, the minimum lot size may be prohibitively large. We recommend evaluating the required lot sizes and setbacks for the following uses:

- Private non-commercial recreational areas, institutional or community recreation centers or non-profit swimming pool clubs
- Universities

- Hospitals
- Convalescent or nursing homes
- Religious Institutions

Update Landscaping Requirements and Place in a More Visible Spot

The current landscaping requirements are adequate but could be enhanced. We recommend the following:

- Move all landscaping regulations into this section. This section could also be in its own Article or part of a Site Development Standards Article in a rewrite of the Zoning Ordinance.
- Update the formatting for current regulations for one idea per sub-section with a title for each sub-section.
- Require the landscape plan to be designed and sealed by a registered landscape architect. Landscape plans designed by landscape architects are usually of a higher quality than a civil engineer.
- Convert the list of "Trees not suggested" to a prohibited tree list and update the list using current scientific understanding.
- Review "suggested plant materials" list and eliminate invasive species currently listed.
- Require native and low-maintenance landscaping materials, unless waived by the Planning Commission.
- Require the landscaping have a variety of species, e.g., not more than 25% of any one genus or 10% of any one species.
- Review the landscaping provisions in the ARC District to see if they are appropriate to apply elsewhere in the City.
- Require street trees for all new development.
- Encourage rainwater collection and green infrastructure, such as rain gardens and bioswales.
- Include Section 78-206 - Walls and berms with landscaping regulations.
- Add allowances for existing trees or landscaping to count towards landscaping requirements.
- Add regulations for tree preservation during construction.
- Add a waiver by Planning Commission with standards and findings.

Update Exterior Lighting Requirements for Current Technology and Consolidate Regulations

The Zoning Ordinance has lighting requirements by use scattered throughout. We recommend consolidating those regulations into a single section, with the appropriate cross-references.

Also, in addition to regulations on lighting levels, we recommend regulation of the intensity of color using kelvins in order to control for the color intensity of LED lights.

Consolidate Site Design Standards in a Single Article

We recommend consolidating the following regulations that apply to site design for most site plans into a single article:

- Landscaping
- Trash containers
- Equipment screening
- Lighting

Consolidate Overall Regulations into a General Provisions Article

We recommend combining Miscellaneous Provisions and General Exceptions into a single General Provisions Article. The following sections, which have regulations that apply across all properties, should be included in that article:

- Conflicting Regulations
- Scope
- Performance Standards (could be its own Article as well)
- Residential Entranceways
- Corner Clearance
- Street Access
- Temporary Buildings and Structures
- Mechanical equipment (could move to schedule of regulations)
- Essential public services
- Essential services
- Projections into setbacks (could move to schedule of regulations)
- Foundation walls (could move to schedule of regulations)
- Grading, drainage and building grades
- Voting place
- Height limit (could move to schedule of regulations)
- Lot area

Update Temporary Building and Structures Regulations

Section 78-211 - Temporary Buildings and Structures deals solely with temporary buildings associated with construction. It does not address the breadth of temporary uses typically occurring in a calendar year. Those temporary use can range from seasonal outdoor sales (fireworks or Christmas trees), food trucks, to sidewalk sales and other exterior display and sale of merchandise.

We recommend separate provisions be added to the Zoning Ordinance to allow accessory outdoor sales, on an intermittent or permanent basis, and a zoning permit for special events or other temporary uses, such as food trucks or seasonal sales.

Update Site Plan Process based on Current Procedures and Best Practices

The site plan article does not always follow current procedures or best practices. We recommend the Planning Commission consider the following:

- Eliminate references to preliminary and final site plan. Based on current procedures, the City has a single phase site plan review process and the references to preliminary and final site plan can be confusing.
- Consolidate Sections 78-242 through 78-244 and Section 78-251 into two sections: one section that details items subject to site plan approval by the Planning Commission and one section that allows administrative site plan or zoning compliance approval. Less information can be required for an administrative site plan and should be listed accordingly.
- Allow for an optional, non-binding pre-application meeting with City staff, consultants and/or sub-committee of the Planning Commission, similar to the required pre-application meeting for a PUD.
- Update process in Section 78-245 to allow staff to determine completeness of an application and require resubmittals, per current procedure. Also, update the process for the Planning Commission to outline their options when making a decision, similar to the process in for the PUD preliminary and final approvals.
- Update application requirement to include an electronic version. If the fourteen hard copies are not needed, revise the requirement accordingly.
- Update site plan review checklist so that it requires needed information for compliance with all zoning requirements. The site plan review checklist should be reviewed by all departments and consultants involved in site plan review. The PUD application requirement could be used as a starting point. We recommend adding the following items, at a minimum: proof of ownership; all easements on site; all driveways on either side of the street within 50 feet of the site; FAR if applicable; location, size, species and condition of existing trees, location of any natural features on-site and within 50 feet of the site; height and details of all proposed exterior lighting; photometric plan; method of screening trash receptacles; location of any outdoor display or storage; and, if required by the Community Development Director, traffic study, environmental assessment, noise study or any other additional studies.
- Replace the “Factors Considered” in Section 78-249 with broader site plan review standards. Those standards should connect to health, safety and welfare; the City Master Plan; and the requirements of the Zoning Ordinance.
- Move the exceptions or discretion for requirements by the Planning Commission should be moved to those sections of the Zoning Ordinance. For instance, item (4), which allows the Planning Commission to require a marginal access drive, should be moved to Article XXII – Parking and Loading Requirements.
- Add the ability for site plan approvals to be extended beyond one year in Section 78-250 – Duration of Approval.
- Consider regulations for phased site plans in Section 78-250 – Duration of Approval. Some communities require the next phase to start within a certain number of years and invalidates the approved site plan if the timeframe is not met, unless good cause can be shown for the delay.
- Eliminate Section 78-252 – Grading, which allows foundation work to start in between preliminary and final site plan.

- Include regulations for amendments to an approved site plan, with two levels of potential review: minor site plan amendments where the intensity is not increased and can be approved by staff, and major site plan amendments where the applicant would need to return the Planning Commission for approval.

Expand Article XXI. Accessory Buildings and Use

Article XXI has regulations primarily on buildings within residential districts. However, based on the regulations and the illustrations, we assume these regulations are targeted at single-family residential uses and/or building forms within the residential districts. We recommend that the Planning Commission consider the following:

- Include accessory building regulations that apply to non-residential uses permitted in residential zoning districts. For instance, the picnic shelter that a religious institution has on its property may need different regulations than a detached garage for a single-family home.
- Include regulations for non-residential zoning districts. If using a form-based approach, the location of detached accessory structures would be determined by building form. For other districts, such as the I-1 and I-2, requirements for location and height would be adequate.
- Evaluate if the height measurement of a detached accessory building with dormers maintains the desired character of neighborhoods. These regulations have the potential to allow taller structures and/or to encourage dormers, not in keeping with the surrounding area, in order to legally achieve a taller accessory building.
- Consider allowances for detached accessory dwelling units.
- Consider including regulations for accessory solar energy (attached and/or detached), and electric vehicle charging stations in parking lots or street rights-of-way.

Update Parking and Loading Regulations

We recommend that the parking regulations in Article XXII be updated as follows:

- Allow for more flexibility in Section 78-270 by:
 - Allowing shared parking agreements for parking lots within 300 feet of a building.
 - Allowing for designated parking areas to be converted to another use if proof can be provided that the parking need is less than when the lot was created.
 - Allowing payment in lieu of parking available in all districts
 - Considering parking reduction when bicycle parking is provided
 - Considering a reduction of parking for complementary mixed-uses
 - Preventing “employee only” parking signage
 - Allow the Planning Commission to waive or reduce parking requirements in all districts.
- Place the requirements for the B-2 or Downtown into a separate section.
- Update the schedule of the minimum number of parking spaces using the ITE Fifth Generation Parking Manual.

- Consider eliminating mobile home park from the schedule of the minimum number of parking spaces, after consultation with the City Attorney, since a mobile home park is not an allowed use.
- Expand the regulations for handicapped parking spaces to include number, dimensions and signs.
- Include the requirements for parking lot surfacing in Section 78-272. The P-1 Zoning District could be eliminated and, if the surfacing information is not copied into another section, then those regulations might be lost.
- Require that the parking lot meet all regulations in Section 78-203, in lieu of the current requirement for submittal a landscape plan.
- Require pedestrian pathways to be placed in the parking lots, linking the parking lot to the sidewalk, to the main entrance(s) of the principal building, and to pedestrian infrastructure on adjacent properties.
- Require vehicular connections between parking lots, where appropriate, such as cross-access easements and service drives.
- Consider the following best practices:
 - If parking is managed with parking meters or enforced time limits, remove minimums and only regulate by maximum number of parking spaces.
 - Include parking maximums.
 - Require bicycle parking.
 - Allow 10-15 percent of parking spaces to be compact vehicle spaces with smaller dimensions.
 - Allow permeable paving in parking areas.
 - Allow motorcycle, scooter, or bicycle parking spaces to replace vehicle parking spaces on a 2:1 ratio.
- Consider including standards for commercial and industrial driveways, or a cross-reference to the City's engineering standards.
- Update loading requirements to require loading spaces for commercial or office uses for vans or delivery trucks, based on the size and intensity of the use. These loading areas can be "pull-off" spaces in side setback.

Split "Special Use" Article into "Special Land Use Regulations" and "Specific Use Provisions" Articles

Article XXIII-Special Uses has essentially two sets of regulations: special land use application and procedures, and the regulations for specific special land uses. Meanwhile, regulations for uses only allowed as principal uses have additional regulations in Article XVIII-Miscellaneous Provisions or Zoning District Articles. We recommend that the two sets of regulations be placed in separate articles.

The following sections could be moved to a "Specific Use Provisions" Article:

- Sections 78-282 through Section 78-297 in Article XXIII
- Single family dwelling unit standards (Sec. 78-43, 78-53)
- Private non-commercial recreational areas, institutional or community recreation centers or non-profit swimming pool clubs (Sec. 78-42.6, 78-52.6)
- Home occupations (Sec. 78-212)
- Wireless Communication (Sec. 78-216)

In the “Specific Use Provisions” Article, we recommend the following regulations by use be updated:

- Update “Adult Regulated Uses” regulations to cite current case law to be more defensible.
- Expand “Drive-in or Drive-through Restaurants” to be standards for all drive-in or drive-through uses. Consider decreasing the 50-foot setback from the public right-of-way or property line. If the drive-through facilities are in the rear, the building could have the same setback as other uses within the zoning district. The side and rear yards should be big enough to minimize the potential nuisance. A schedule of minimum number of stacking spaces should be included. The language on drive-through uses in the ARC Zoning District could be used as a model.
- Eliminate requirement for full service islands or attendant filling services in “Automobile service stations/automobile convenience marts” regulations.
- Consider eliminating the prohibition on kitchen or cooking facilities in guest rooms for motels and hotels, since extended stay motels in the B-3 zoning district directly cross-references these regulations. While extended stay facilities used to be associated with crime, the modern version often provides accommodations for business travelers. A separate use could be defined and used.
- Consider decreasing the required 40 foot front yard setback for automobile car washes. With proper design regulations and stacking requirements, the building could be subject to the front yard setbacks for the underlying zoning district.
- Consider whether “Amusement parks and arcades” still warrant the additional regulation, particularly the 500 feet from the property line of a similar business or residential district.
- Evaluate the regulations for “adult foster group homes” regulations for this use with state licensing requirements and retain the regulations that are within the City’s purview and ability to enforce.
- Make the following changes to the requirements for “Religious Institutions”, due to the Religious Land Use and Institutionalized Persons Act (RLUIPA) and associated case law which requires religious land use to be treated similar to private assembly uses like banquet halls or fraternal lodges:
 - Evaluate whether the lot width, lot area, building setbacks, frontage and access requirements are enforceable and fit within the context of the City of Plymouth for existing as well as new religious institutions.
 - Provide cross reference to relevant landscaping requirements or eliminate item (6).
 - Consult with the City Attorney as to whether item (7) is enforceable under RLUIPA case law.

- Examine allowance of meeting halls and related services in the O-1 district. To comply with RLUIPA, meeting halls should be subject to the same or stricter regulations than religious land uses.
- Examine allowance of private clubs and lodge halls as principal use in the B-3, where religious land uses are not allowed. Again, to comply with RLUIPA, these uses must be subject to the same or stricter regulations than religious land uses.

Update Processes for Special Uses

We recommend the following changes in terms of process for special land uses:

- Change the annual approval of rooftop dining by the City Commission to stand-alone licensing ordinance, rather than a special land use in the Zoning Ordinance. The revocation or non-renewal of roof-top dining is more defensible as a license, than as a special land use.
- Consult with the City Attorney as to whether the Child Care Center and Group Day Care homes with an annual compliance permit is allowed under current state regulations. Also, evaluate the regulations for this use with state licensing requirements and retain the regulations that are within the City's purview and ability to enforce. Due to special consideration for group day care homes in the Michigan Zoning Enabling Act, any amendments should be drafted with input from the City Attorney.
- Consider allowing instances where a plot plan, instead of a full site plan application, could be submitted. For instance, the re-use of an existing building for a special land use likely would not necessitate the level of detail required for a site plan application.
- For uses that require site plan approval in the associated regulations, list those uses as requiring site plan review in Article XX.

Consider Development Agreements

Many communities require development agreements for their Special Land Uses, Conditional Rezonings or PUD's. The Planning Commission should consider whether a recorded document, listing the agreements for the development would be warranted. The "approved statement of conditions" used for conditional rezonings can be used as a starting point.

Consider Expanding Non-Conforming Regulations Beyond the General to Include Waivers with Standards

The exceptions listed in Standards for Review for driveways, sidewalks, parking, screening, landscaping, and lighting may be more visible and nimbler outside of the nonconformance article as waivers or exceptions within their own sections or articles.

Place Amendments in its own Article with Specific Standards and Process Descriptions

We recommend that the regulations for Amendments be in a separate article, with specific standards for amendments in general, rezonings (map amendments), text amendments and conditional rezonings. We also recommend that conditional rezonings be described in a unique section within the Amendments Article.

We recommend the following sections for the Article overall:

- Intent
- Initiation of amendments
- Amendment request
- Amendment procedure
- Criteria for amendment to the Zoning Map
- Criteria for amendment to the Zoning Ordinance Text
- Conditional Rezoning of Land (Current Section 78-387)
- Restrictions on Resubmittal of Rezoning Request

Also, we recommend that Section 78-388, which requires a sign for a zoning map change, conditional rezoning, or PUD be cross-referenced in this Article as well as in Article XXIV – Planned Unit Development.

Pivot Section 78-385 to a Description of Planning Commission Powers

Section 78-385 – Planning Commission Approval describes the abilities of the Planning Commission to investigate, require information from applicants, place conditions, and the time limitation of their approvals.

We recommend that the requirements for information from applicants, the Planning Commission’s ability to investigate, require information, place conditions and the time limitation of their approval be woven into updated regulations for site plan, special land use and nonconformance approvals, so it is explicit what the Planning Commission’s abilities are in each instance. We recommend that this section is combined with Section 78-379 to describe where the Planning Commission is enabled in state law, its duties and responsibilities.

This section should also outline the following items detailed in the Michigan Planning Enabling Act:

- The number of and process for appointing Planning Commission members
- Officers
- Bylaws
- Meetings
- Annual Report
- Compliance with Open Meetings Act
- Preparation of a Master Plan

Consider Eliminating Use Variances

Best planning practices call for the elimination of use variances. The Zoning Board of Appeals can compromise a municipality’s ability to implement its Master Plan through use variances. We recommend changing the uses via amendments to the Zoning Ordinance and Zoning Map instead.

Move Parks and Open Space District to Article close to other Zoning Districts

If the Zoning Ordinance is rewritten, the Parks and Open Space District should be grouped with other zoning district articles. Also, we recommend considering yard setbacks and lot coverage for buildings.

Update Inconsistent or Improper Terms

The following term needs to be used consistently:

- “Special land use” instead of “special use”

To be consistent with state regulations and federal law, the following terms should be used:

- “Michigan Department of Environment, Great Lakes, and Energy” or “EGLE” instead of “Michigan Department of Environmental Quality” or “MDEQ”
- “Religious institution” instead of “church”

To be consistent with current City practices, the following term should be used:

- “Community Development Director” instead of “Building Official”. There may be a few instances when the Building Official is the appropriate person, such as issuing building permits or certificates of occupancy.

Update Definitions

The following actions should be taken regarding definitions:

- Review all definitions for consistent usage. For instance, “Average Grade” and “Usable Floor Area” are used in a number of different contexts. The definition for each term needs to be the same throughout and work in all regulations.
- Review definitions to match, where appropriate, those in other City ordinances, with the assistance of the City Attorney. For instance, the definition of nuisance seems antiquated and may need to be removed or updated.
- Update all definitions for modern understanding. For instance, “video rental establishments” could be consolidated into a service use or eliminated.
- Remove regulatory language from definitions where possible, such as:
 - Convenience grocery store: remove the reference to “one-story”
 - Townhome/rowhouse: remove reference to “separated from each other by a firewall”
- Remove definitions not used outside of Article II – Definitions, including:
 - Billboard
 - Delicatessen
 - Mechanical amusement device
 - Rooming house (mentioned in parking regulations, but not elsewhere)

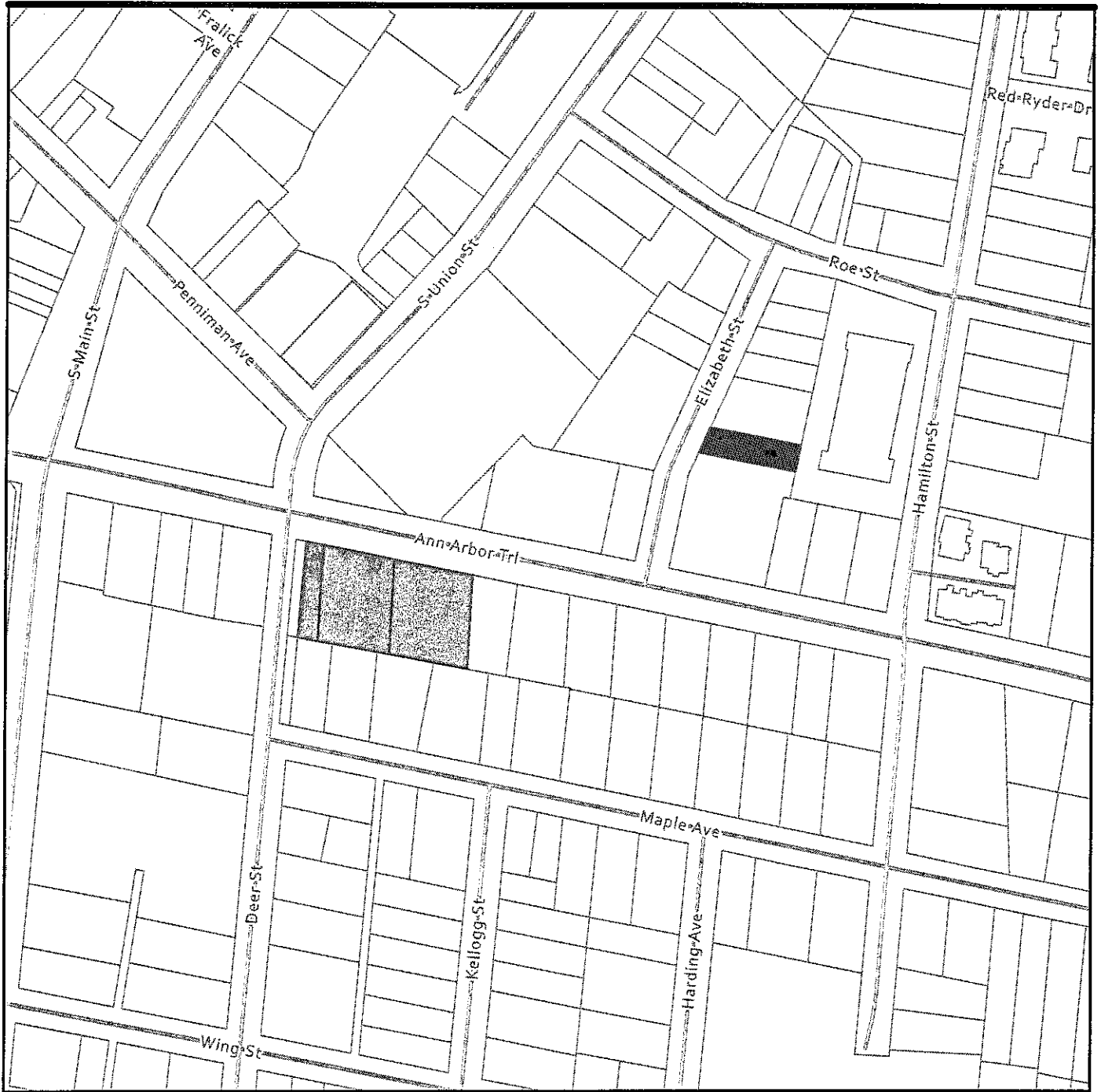
- Mobile home park/manufactured home community (due to exceptions per state law for this use, consultation with the City Attorney is recommended)
- Use graphics to simplify definitions when possible.
- Add form-based definitions with graphics, if using that approach.

Technical Inconsistencies & Frequent Variance Requests



The following items are inconsistencies that should be updated:

- Eliminate “tavern” from item (11) in Section 78-111 – Principal uses permitted in the B-3 Zoning District. Bars, lounges and restaurants serving alcohol are special land uses in this district and tavern can be interpreted as allowing alcohol. The Zoning Ordinance does not define “tavern” and it is only used in this instance.
- Consolidate all fence regulations into a single place, with these sections of Zoning Ordinance or the City’s Fence Ordinance.
- Consolidate the “Vested Right” sections in Article I and Article XXVII.

Per staff, variances have frequently been requested for generator locations requirements in Section 78-217 – Projections into setbacks. The Planning Commission should examine those variance requests and decide if amendments are needed.



Planned FLU, FLU from Export, Zoning from Export

-  Central Business District, Mixed Use High Density, B-2
-  Central Business District, Single-Family Medium Density, B-2

Current and Planned Future Land Use Category Analysis

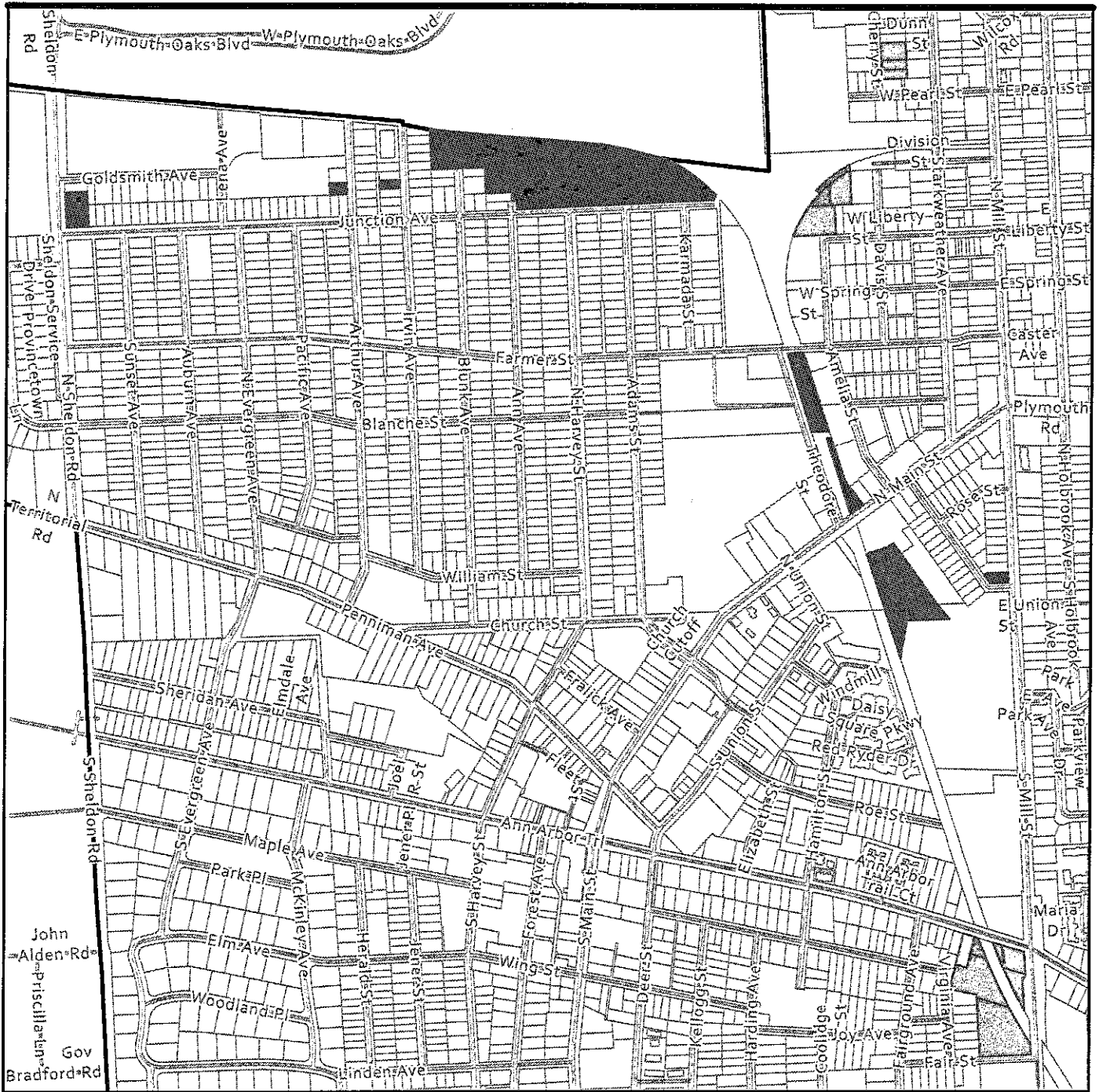
City of Plymouth, Michigan

"Planned FLU" is the future land use category planned to correspond with a property's current zoning.

"FLU from Export" is a property's future land use category as listed in the "FutureLand" field from the City's FLU export shapefile.

"Zoning from Export" is a property's zoning designation as listed in the "Zoning_Typ" field from the City's Zoning export shapefile.





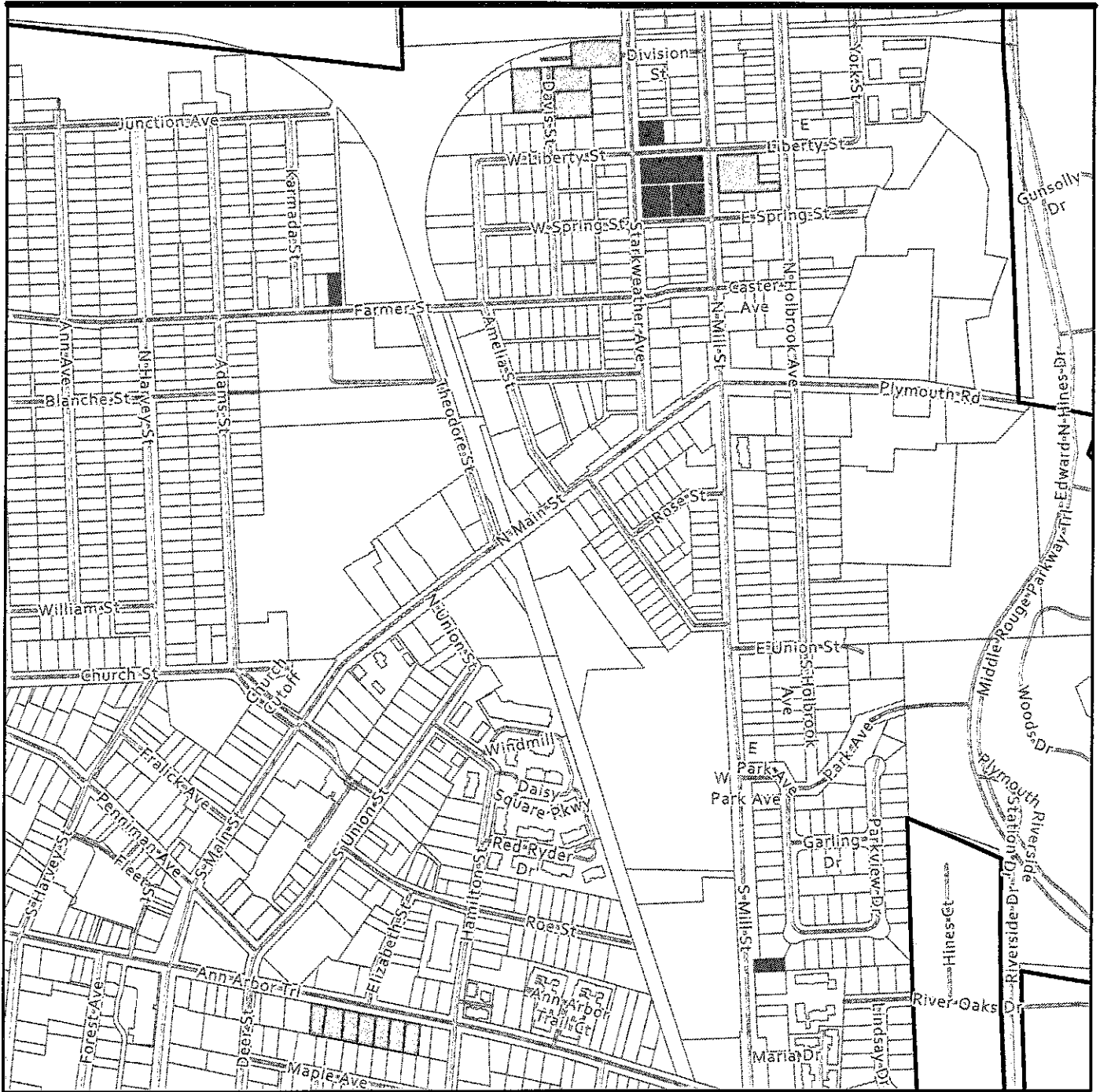
Planned FLU, FLU from Export, Zoning from Export

-  Industrial, Local Business-Retail/Service, I-1
-  Industrial, Mixed Use High Density, I-1
-  Industrial, Mixed Use Low Density, I-1
-  Industrial, Multi Family High Density, I-1
-  Industrial, Multi Family Low Density, I-1
-  Industrial, Multi Family Medium Density, I-1
-  Industrial, Single-Family Medium Density, I-1




Current and Planned Future Land Use Category Analysis

City of Plymouth, Michigan

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Planned FLU, FLU from Export, Zoning from Export

-  Local Business, Mixed Use High Density, B-1
-  Local Business, Mixed Use Low Density, B-1
-  Local Business, Multi Family Low Density, B-1

Current and Planned Future Land Use Category Analysis

City of Plymouth, Michigan

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Planned FLU, FLU from Export, Zoning from Export

 Mixed Use Low Density, Light Industrial, MU

Current and Planned Future Land Use Category Analysis

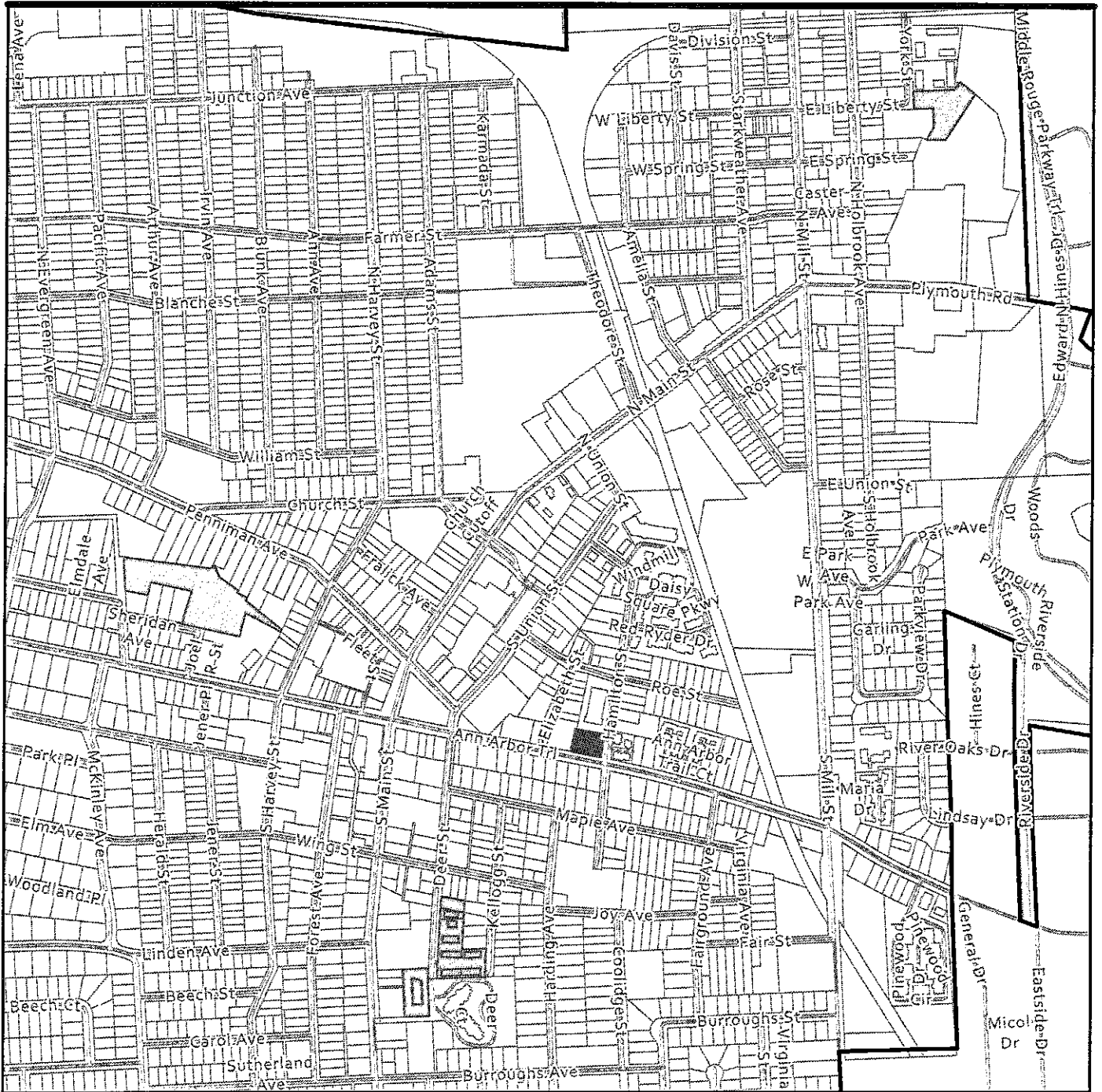
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Planned FLU, FLU from Export, Zoning from Export

- Multi Family High Density, Multi Family Low Density, RM-2
- Multi Family High Density, Multi Family Medium Density, RM-2

Current and Planned Future Land Use Category Analysis

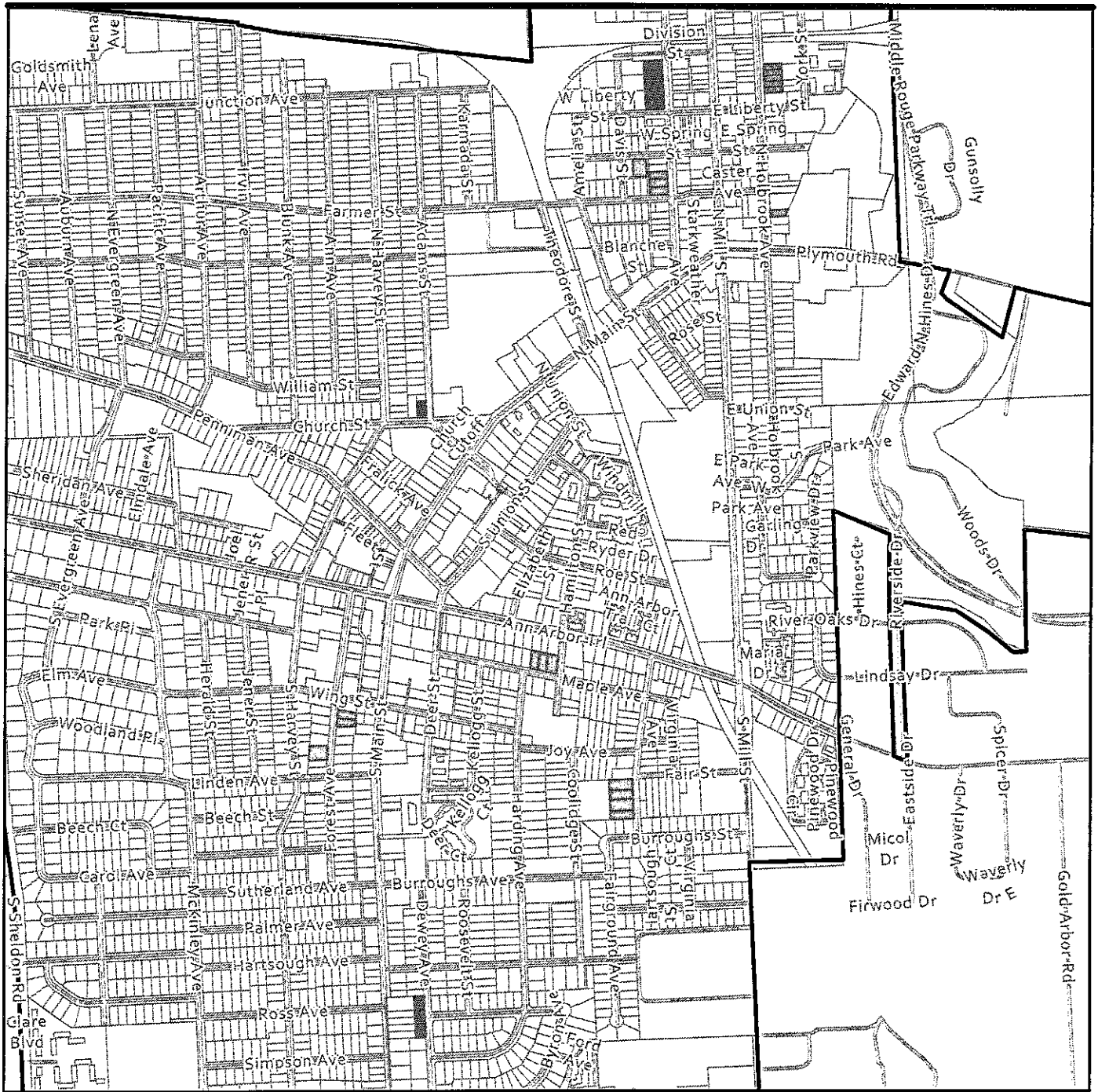
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Planned FLU, FLU from Export, Zoning from Export

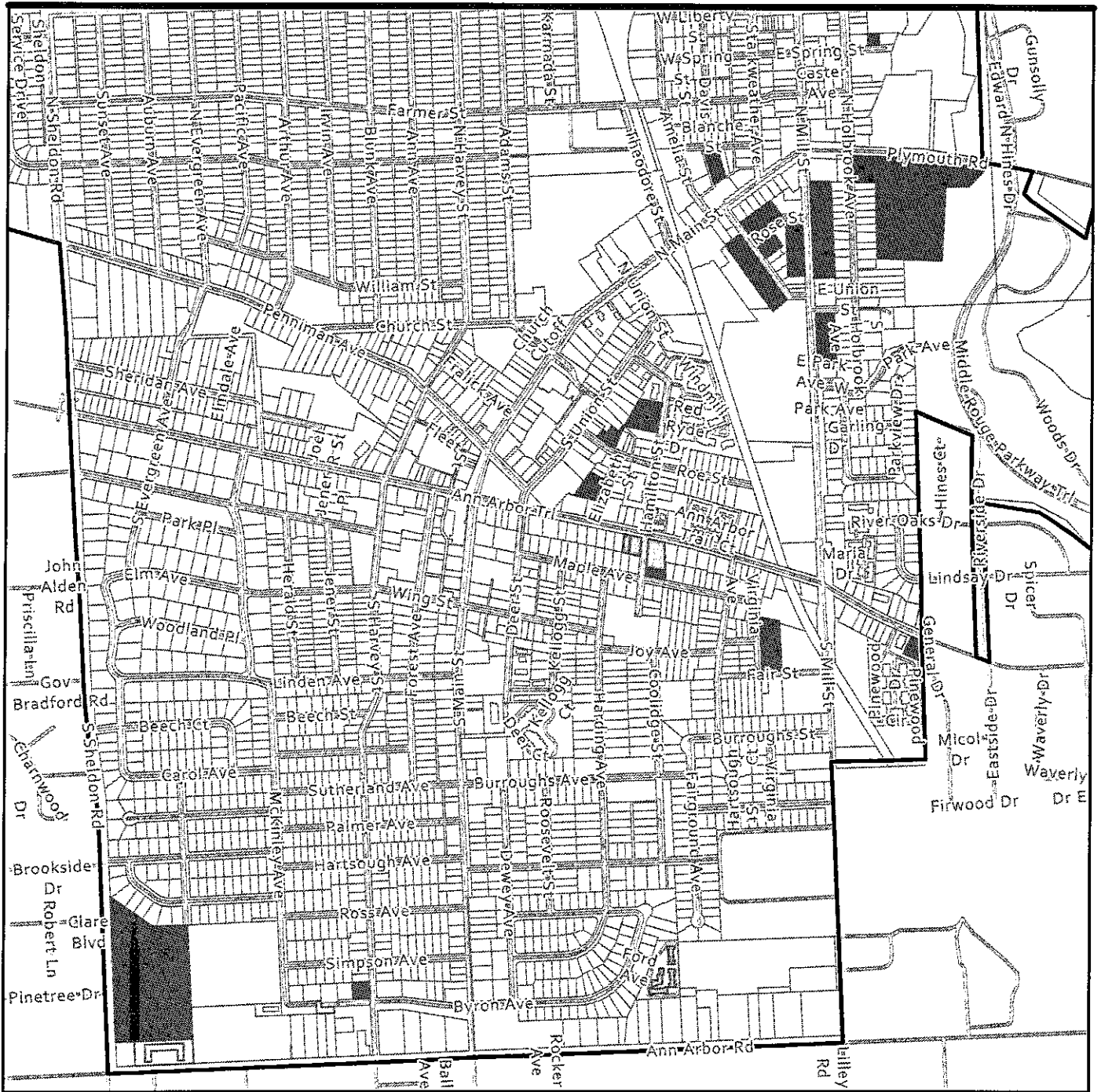
-  Multi Family Low Density, Multi Family Medium Density, RT-1
-  Multi Family Low Density, Single-Family Medium Density, RT-1

Current and Planned Future Land Use Category Analysis







City of Plymouth, Michigan

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 "Zoning from Export" is a property's zoning designation as listed in the "Zoning_Typ" field from the City's Zoning export shapefile.





Planned FLU, FLU from Export, Zoning from Export

-  Multi Family Medium Density,Central Business-Retail, RM-1
-  Multi Family Medium Density,General Business-Retail/Service, RM-1
-  Multi Family Medium Density,Mixed Use High Density, RM-1
-  Multi Family Medium Density,Mixed Use Low Density, RM-1
-  Multi Family Medium Density,Multi Family High Density, RM-1
-  Multi Family Medium Density,Multi Family Medium Density, RM-1
-  Multi Family Medium Density,Single-Family Medium Density, RM-1

Current and Planned Future Land Use Category Analysis

City of Plymouth, Michigan

"Planned FLU" is the future land use category planned to correspond with a property's current zoning.





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"Zoning from Export" is a property's zoning designation as listed in the "Zoning_Typ" field from the City's Zoning export shapefile.





Planned FLU, FLU from Export, Zoning from Export

-  N/A, Light Industrial, I-2
-  N/A, Mixed Use High Density, I-2
-  N/A, Mixed Use Low Density, I-2
-  N/A, Multi Family High Density, I-2

Current and Planned Future Land Use Category Analysis




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Planned FLU, FLU from Export, Zoning from Export

-  Office, Mixed Use High Density, O-1
-  Office, Multi Family Medium Density, O-1
-  Office, Single-Family Medium Density, O-1

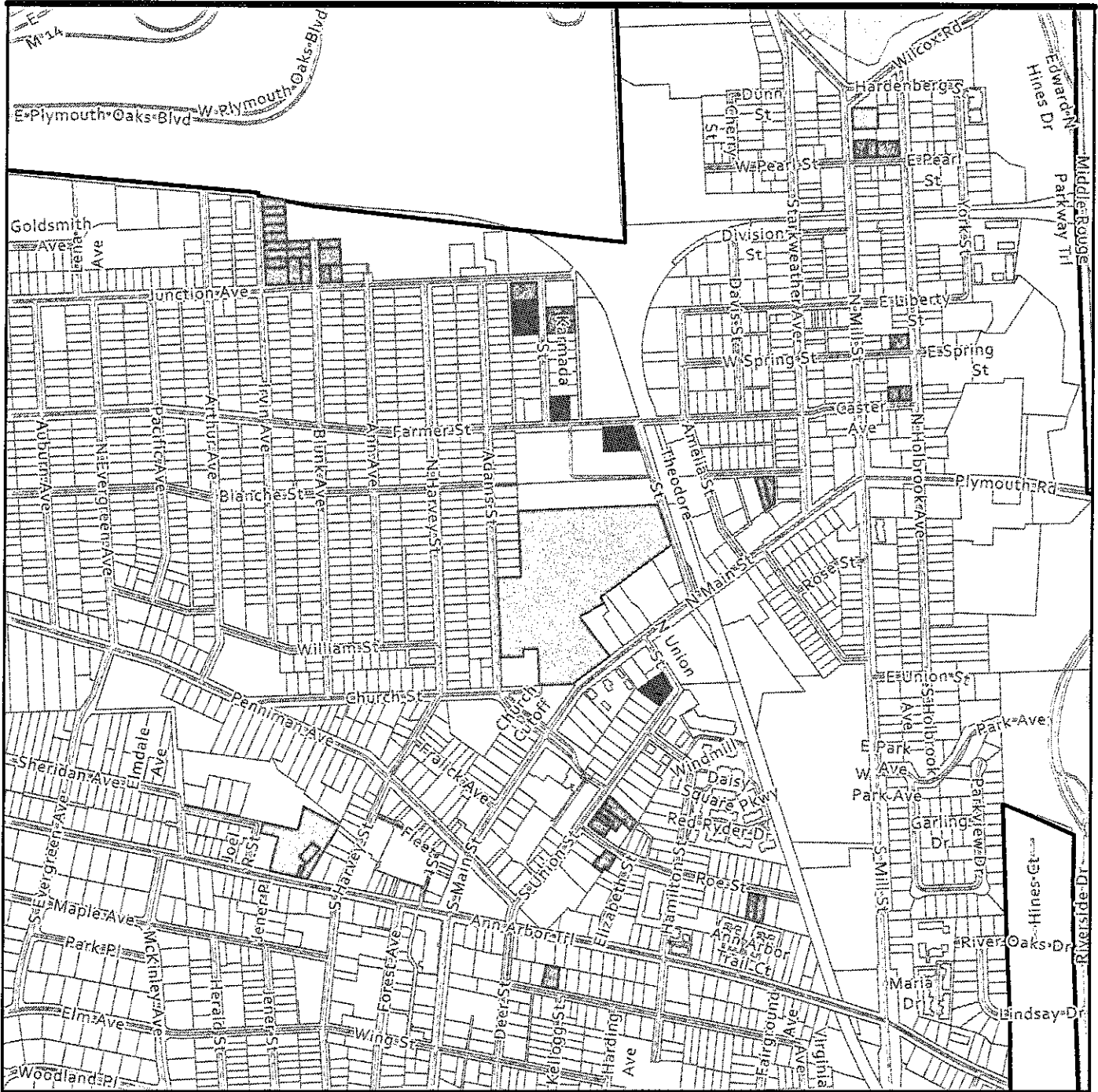
Current and Planned Future Land Use Category Analysis

City of Plymouth, Michigan





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Planned FLU, FLU from Export, Zoning from Export

-  Single-Family Medium Density, Light Industrial, R-1
-  Single-Family Medium Density, Mixed Use Low Density, R-1
-  Single-Family Medium Density, Multi Family Low Density, R-1
-  Single-Family Medium Density, Multi Family Medium Density, R-1

Current and Planned Future Land Use Category Analysis

City of Plymouth, Michigan

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Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

TO: City of Plymouth Planning Commission
FROM: Megan Masson-Minock, AICP
DATE: December 2, 2022
RE: Zoning Audit Additions due to Changes in State Law

The following changes to the Michigan Zoning Enabling Act and the Child Care Licensing Act have become effective, which would necessitate changes to the City of Plymouth's Zoning Ordinance:

- The amendment to the MZEA added residential treatment programs for up to 10 individuals as a residential use, which must be allowed as a permitted use like family day care homes. A residential treatment program provides 24/7 care for children using a "trauma informed treatment model", provides after care services for up to 6 months, and must be accredited, per the definition in Child Care Organizations Act. A detention facility, forestry camp, training school, or other facility used to primarily detain minor children found to be delinquent are not residential treatment programs.
- The Child Care Licensing Act was amended to allow "increased capacity" in family day care homes and group day care homes, allowing an additional one or two children for care, respectively. These facilities are automatically eligible for the increased capacity if they hold a current license, have held a license for 48 months, and cared for at least one (1) minor child.

Please note that the following items will need to be updated in addition to the items listed in the "Updates Needed to Comply with State Law" section in the previously submitted Zoning Audit:

- Add a definition of "residential treatment program" to Sec. 78-21
- Update the definitions of "family day care home" and "group day care home" in Sec. 78-21
- Add "residential treatment program" to Table 9-2, as a permitted use in the R-1, RT-1, RM-1, and RM-2 Zoning Districts, which are the zoning districts where family day care homes are principal uses permitted.

I look forward to meeting you at your December 14, 2022 meeting to review and discuss the Zoning Audit.

Sincerely,

CARLISLE/WORTMAN ASSOC., INC.
Megan Masson-Minock, AICP
Senior Associate

Richard K. Carlisle, *President* Douglas J. Lewan, *Executive Vice President* John L. Enos, *Vice President*
David Scurto, *Principal* Benjamin R. Carlisle, *Principal* Sally M. Elmiger, *Principal* Craig Strong, *Principal* R. Donald Wortman, *Principal*
Laura K. Kreps, *Senior Associate* Paul Montagno, *Senior Associate*, Megan Masson-Minock, *Senior Associate*



CITY OF PLYMOUTH

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Fax 734-455-1892

MEMORANDUM

Date: November 1, 2023
To: Paul Sincock, City Manager
From: John Scanlon, Finance Director
Subject: First Quarter Budget Amendments

Issue: 2023-24 First Quarter Budget Amendments – September 30, 2023

Analysis: Please find the attached Revenue and Expenditure reports through September 30, 2023 for fiscal year ended June 30, 2024. The attached reports show the detail for the General Fund, as well as the additional nine principal special revenue and enterprise funds. Also included are summaries of revenues, expenditures and changes in fund equity for the current year (green graph), a similar comparative summary for the prior year (yellow graph) for each of these ten funds as of the end of September, and an investment report.

Fiscal Year Ending June 30, 2023 Update

In September 2023, the City transitioned to our cloud-based enterprise resource planning (ERP) software, which was an update from our previous system. Alongside this update, the City made the state-mandated chart of accounts updates, as required to be implemented prior to the fiscal year end 2023 audit. As we continue to explore the new features and close out the prior fiscal year, we anticipate that some adjustments to the financial statement reporting may be necessary. However, the historical data that we typically refer to in the quarterly reports has transitioned seamlessly. That being said, audit fieldwork is set to begin, and I anticipate that the auditors will present their findings by the December 18, 2023 City Commission meeting.

Fiscal Year Ending June 30, 2024 Update

The green and yellow graphs, along with the line item reports, provide an overview of our operations at the end of the first quarter of this year and the previous fiscal year. It's important to note that fund balance comparisons in these reports do not necessarily reflect our year-end expectations. However, when we compare the two years, certain trends emerge that offer insights into our fiscal direction.

Based on the information presented in these reports, the City's overall financial health remains stable. Our overall fund balance has increased by approximately 2%. It is noteworthy that five of the ten principal funds have seen increases when compared to the previous year.

THE CITY OF HOMES

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Specifically, the General Fund currently indicates a fund balance of \$9,089,851. This increase can be attributed, in part, to the timing of property tax collection, which occurs at the beginning of the year and is allocated over the course of the year. The \$454,669 increase in fund balance from last year is a positive sign. However, it's important to mention that, as of the first quarter of this year, we have only expended about 14% of the approved expenditures. As such, the General Fund's unaudited fund balance as of June 30, 2023 stands at \$4,027,123, representing an increase of approximately 10% compared to the previous year. While final audit adjustments will still need to be made, this signifies that the City's financial health remains on solid ground.

The Major and Local Street Funds collectively report a fund balance of \$1,838,739, which is an increase of \$431,500 from the fund balance observed last year. We expect these funds to continue their growth trajectory, especially as street construction activities transition to the street bond construction funds.

Historically, the City has permitted these funds to accumulate fund balances while utilizing bond proceeds to cover the costs of street construction. These accumulated balances serve as a financial cushion when the construction funds have been depleted, yet outstanding debt obligations remain. Over the next few years, we anticipate a continuation of this trend.

The Recreation Department is funded by both an operating fund and a capital improvement fund. The combined fund balance at the end of Fiscal Year 2023 amounted to \$165,487, representing a slight decrease from the previous year. The current operating fund balance of \$9,965 is something we will monitor. However, there is a budget transfer of \$298,661 from the General Fund to assist with operations. Furthermore, the Recreation Capital Improvement Fund reflects a negative balance of \$291,507. This deficit is a result of the locker room upgrade at the Cultural Center. Still, we anticipate reimbursement through a \$400,000 federal budget appropriation.

The Waste and Recycling Fund closed Fiscal Year 2023 with a balance of \$1,484,569.36, marking its highest fund balance level in ten years. This fund has played a pivotal role in the fleet vehicle upgrade program, particularly concerning larger vehicles that have reached the end of their useful life. Nevertheless, it remains one of the City's healthiest funds.

The DDA Operating Fund and associated Capital Improvement Fund show a combined increase in fund balance of \$230,469.93. The operating fund accounted for all of the growth, as the Capital Improvement Fund remained unchanged. For the 2023-24 fiscal year, there is a budgeted \$300,000 contribution from the Operating Fund to the Capital Improvement Fund to assist with the parking deck upgrade that occurred during the summer months.

As of this point in the fiscal year, the Building Fund shows a negative position of \$23,192. Both revenue and expenditure figures are slightly lower compared to last year, and overall we expect to trend in a positive direction. We anticipate this fund to stabilize in fiscal year 2023-24, but it traditionally follows a cyclical pattern. We will continue to monitor these trends into the second and third quarters.

For the Neighborhood Services Fund, the City receives monthly bills from Plymouth Township for our share of the service cost based on ridership in the two communities for the senior services buses. During Fiscal Year End 2023, the payments to the township totaled \$65,459, which is a decrease from the \$95,427 during Fiscal Year End 2022. The increase in 2022 was due to the additional \$5,000 contribution the City made towards the purchase of a new bus. When comparing the two years, payments average out to a more typical range of between \$80,000 - \$85,000.

The Water and Sewer Fund stands as the second-largest operating fund within the City. Nevertheless, it proves challenging to make direct comparisons with other operating funds due to differences in the method of accounting for operations, distinguishing it from the General Fund and other such operating funds. The unaudited, unrestricted fund balance of the Water & Sewer Fund was recorded at \$3,713,148 at the conclusion of the previous year. It's important to note that, as we finalize the previous fiscal year, Water & Sewer typically undergoes the most adjustments. This is primarily because the Water & Sewer Fund and the Water & Sewer Capital Improvement Fund, which operated as separate entities throughout the fiscal year, are consolidated into a single fund during the year-end accounting process.

The Equipment Fund's balance as of June 30 has decreased by \$163,192, although the final audit figures are expected to show only a modest decrease. In the 2022-23 fiscal year, the City initiated improvements to the equipment fleet as approved in October 2021. Most of these upgrades are already reflected in the current financial statements. However, additional adjustments will be made during the audit process. The second-quarter financial statement is anticipated to provide a clear and final representation of the financial position.

As of June 30, 2023, the total fund balance for all operating funds combined stands at \$14,630,393. This is a significant sum, providing substantial financial support to address any unforeseen contingencies that may arise during the fiscal year. When reflecting on the progress made, it's worth noting that the combined available fund balance for all operating funds as of June 30th has shown remarkable growth. Since the end of the 98-99 Fiscal Year, it has increased from \$1.9 million to over \$14 million.

Long-Term Financial Impacts

Per Public Act 202 of 2017, the City is required to receive an OPEB (Other Post-Employment Benefits) actuarial valuation every other year, with a rollover for the next year. On October 18, 2022, the City received our most recent valuation, which reflects a total OPEB liability of \$13,158,057, slightly up \$13,019,013 in 2022. Additionally, we received our yearly pension actuarial valuation as of December 31, 2022, which reflects a net pension liability of \$4,455,304. The valuation includes the accrued effects of the updated experience study. Overall, we are 71% funded, which is up 5% from 2021.

Budget Amendments

The Budget Adjustment Summary outlines the required budget amendments for the first quarter of the 2023-24 Fiscal Year. These adjustments are presented on an activity-level basis, aligning with the initial budget structure. It's important to note that internal line-item modifications will underlie these activity-level changes. The amendments presented in this report early in the fiscal year primarily consist of clerical corrections to the budget and minor adjustments that have become apparent since the fiscal year began. It's worth mentioning that none of these changes significantly impact the overall operation of any of the City's funds. The resolution presented below is necessary for the adoption of these proposed amendments.

RESOLUTION

The following resolution was offered by Commissioner _____ and
Seconded by Commissioner _____.

WHEREAS, certain expenditures require allocation to departments differently than originally projected in the 2023-2024 City Budget, as adopted; and

WHEREAS, revenue forecasts and expenditure patterns require modifications to the original budgetary allocations as established in June 2023;

NOW, THEREFORE BE IT RESOLVED, that the 2023-2024 City Budget is hereby amended as indicated in the 1st quarter amendments column of the attached Budget Adjustment Summary which is hereby made a part of this resolution.

BE IT FURTHER RESOLVED, that the Finance Director is hereby authorized to make the line item changes necessary to implement these budgetary amendments.

Requested Action: Approve 2023-24 First Quarter Budget Amendments Resolution

Attachment(s): Quarterly Financial Reports

BUDGET ADJUSTMENT SUMMARY
FIRST QUARTER - FY 23-24

FUND DEPT./ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
GENERAL FUND REVENUE:							
#101							
Property Taxes	7,007,370	-				-	7,007,370
Licenses & Permits	3,700	-				-	3,700
Federal/State Grants	550,982	-				-	550,982
State-Shared Revenues	1,322,322	-				-	1,322,322
Charges for Services	933,680	1,707				1,707	935,387
Cemetery Revenues	157,500	-				-	157,500
Parking Revenues	65,200	1,800				1,800	67,000
Other Operating Revenues	650,540	27,000				27,000	677,540
Appropriation of Surplus	855,476	(1,677)				(1,677)	853,799
Total Operating Revenue	11,546,770	28,830	-	-	-	28,830	11,575,600
Transfers In From Other Sources	10,000	-				-	10,000
Total Revenue All Classes	11,556,770	28,830	-	-	-	28,830	11,585,600
GENERAL FUND EXP:							
#101							
City Commission	145,375	-				-	145,375
City Manager	376,145	275				275	376,420
Finance Department	567,260	-				-	567,260
City Clerk	181,865	2,325				2,325	184,190
Management Information Services	408,135	-				-	408,135
City Assessor	82,918	-				-	82,918
Election Services	130,320	-				-	130,320
City Hall Maintenance	150,955	-				-	150,955
Legal Services	155,500	-				-	155,500
Other Functions	322,661	7,025				7,025	329,686
Police Department	4,566,813	-				-	4,566,813
Fire Department	1,160,515	3,050				3,050	1,163,565
MSD Administration	311,055	6,155				6,155	317,210
MSD Yard Maintenance	85,505	-				-	85,505
Street Lighting	195,000	-				-	195,000
Miscellaneous MSD Services	2,290	-				-	2,290
Bathery Maintenance Expense	-	-				-	-
Special Events	145,475	-				-	145,475
Parking System	51,800	-				-	51,800
MSD Services - DDA	177,440	-				-	177,440
Cemetery	178,550	-				-	178,550
Parks & Public Property	218,655	-				-	218,655
Capital Outlay	1,530,700	-				-	1,530,700
Debt Service	32,412	-				-	32,412
Tot. Gen'l Operating Expenditures	11,177,344	18,930	-	-	-	18,930	11,196,174
Transfers Out to Other Funds	379,426	10,000				10,000	389,426
Contingency	-	-				-	-
Total Expenditures	11,556,770	28,830	-	-	-	28,830	11,585,600

FUND DEPT./ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
MAJOR ST FUND REV:							
#202							
Gas & Weight Taxes	802,874	-				-	802,874
Contrib & Other	5,000	-				-	5,000
Appropriation of Surplus	-	-				-	-
TOTAL REVENUE	807,874	-	-	-	-	-	807,874
MAJOR ST FUND EXP:							
#202							
Administration/Debt	95,817	-				-	95,817
Routine Maintenance	152,530	-				-	152,530
Stormwater System Maintenance	3,000	-				-	3,000
Traffic Signal Maintenance	84,970	-				-	84,970
Snow & Ice Control	70,120	-				-	70,120
Road Construction	-	-				-	-
Transfers Out to Other Funds	401,437	-				-	401,437
Contingency	-	-				-	-
TOTAL EXPENDITURES	807,874	-	-	-	-	-	807,874

BUDGET ADJUSTMENT SUMMARY
FIRST QUARTER - FY 23-24

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
LOCAL ST FUND REV: #203							
Gas & Weight taxes	281,056	-				-	281,056
Contrib & Other	401,437	5,000				5,000	406,437
Appropriation of Surplus	-	-				-	-
TOTAL REVENUE	682,493	5,000	-	-	-	5,000	687,493
LOCAL ST FUND EXP: #203							
Administration/Debt	25,385	-				-	25,385
Routine Maintenance	159,005	-				-	159,005
Stormwater System Maintenance	1,000	-				-	1,000
Traffic Signal Maintenance	51,885	150				150	52,035
Snow & Ice Control	32,770	-				-	32,770
Road Construction	-	-				-	-
Contingency	412,448	4,850				4,850	417,298
TOTAL EXPENDITURES	682,493	5,000	-	-	-	5,000	687,493

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
RECREATION FUND REV: #208							
Cultural Center Revenues	501,000	-				-	501,000
Transfer from General Fund	298,661	-				-	298,661
Administrative Charges	1,000	-				-	1,000
Program Fees & Charges	298,000	-				-	298,000
Appropriation of Surplus	161,849	-				-	161,849
TOTAL REVENUE	1,260,510	-	-	-	-	-	1,260,510
RECREATION FUND EXP: #208							
Cultural Center & Administration	1,084,755	-				-	1,084,755
Basic Skills	-	-				-	-
Recreation Vending	-	-				-	-
Recreation Services	13,850	-				-	13,850
Adult Athletics	-	-				-	-
Youth Athletics	5,500	-				-	5,500
Miracle League	10,000	-				-	10,000
PCHA	-	-				-	-
PCHA - Mini Mites	-	-				-	-
MSD Services	6,740	-				-	6,740
Soccer	118,150	-				-	118,150
Liquor	10,540	-				-	10,540
Classes & Special Events	4,650	-				-	4,650
Therapeutic Program	1,000	-				-	1,000
Senior Programs-Classes	5,325	-				-	5,325
Plymouth-Canton Steelers	-	-				-	-
Capital Outlay	-	-				-	-
Contingency	-	-				-	-
TOTAL EXPENDITURES	1,260,510	-	-	-	-	-	1,260,510

**BUDGET ADJUSTMENT SUMMARY
FIRST QUARTER - FY 23-24**

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
SOLID WASTE FUND REV: #226							
Property Taxes	1,196,160	-				-	1,196,160
Sales of Service	440,600	-				-	440,600
Transfer from General Fund	7,755	-				-	7,755
Appropriation of Surplus	156,138	-				-	156,138
TOTAL REVENUE	1,800,653	-	-	-	-	-	1,800,653
SOLID WASTE FUND EXP: #226							
Operating Expenses	1,760,653	-				-	1,760,653
Capital Outlay	40,000	-				-	40,000
Contingency	-	-				-	-
Transfers Out to Other Funds	-	-				-	-
TOTAL EXPENDITURES	1,800,653	-	-	-	-	-	1,800,653

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
DDA OPER FUND REV: #248							
Property Taxes-Non School	1,550,600	-				-	1,550,600
Program Fees & Other	82,550	-				-	82,550
Appropriation of Surplus	-	-				-	-
TOTAL REVENUES	1,633,150	-	-	-	-	-	1,633,150
DDA OPER FUND EXP: #248							
Administration	332,580	-				-	332,580
Police Services	35,820	-				-	35,820
Parking System	55,350	-				-	55,350
Saxton Parking Facility	-	-				-	-
DDA Marketing	113,700	-				-	113,700
Streetscape Maintenance	325,810	-				-	325,810
Contrib to DDA Debt Funds	217,300	-				-	217,300
Contrib to DDA Cap Imp Fund	300,000	-				-	300,000
Contingency	252,590	-				-	252,590
TOTAL EXPENDITURES	1,633,150	-	-	-	-	-	1,633,150

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
BLDG & ENGINEERING FD REV: #249							
Permit Fees	610,300	-				-	610,300
Contrib. & Other	-	10,000				10,000	10,000
Appropriation of Surplus	81,375	(10,000)				(10,000)	71,375
TOTAL REVENUES	691,675	-	-	-	-	-	691,675
BLDG & ENGINEERING FD EXP: #249							
Engineering/Inspections	691,675	-				-	691,675
Capital Outlay	-	-				-	-
Contingency	-	-				-	-
TOTAL EXPENDITURES	691,675	-	-	-	-	-	691,675

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
NBHD SERVICES FUND REV: #252							
Miscellaneous	16,040	-				-	16,040
Transfer from General Fund	73,010	-				-	73,010
Appropriation of Surplus	-	-				-	-
TOTAL REVENUES	89,050	-	-	-	-	-	89,050
NBHD SERVICES FUND EXP: #252							
Administration	500	-				-	500
OVDA Community Center	2,000	-				-	2,000
Senior Transportation	86,550	-				-	86,550
Contingency	-	-				-	-
TOTAL EXPENDITURES	89,050	-	-	-	-	-	89,050

BUDGET ADJUSTMENT SUMMARY
FIRST QUARTER - FY 23-24

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
WATER/SEWER OPER FUND REV:							
#592							
Sales & Service Charges	4,998,825	40,000				40,000	5,038,825
Sale of Bonds	-	-				-	-
Appropriation of Surplus	383,435	-				-	383,435
TOTAL REVENUES	5,382,260	40,000	-	-	-	40,000	5,422,260
WATER/SEWER OPER FUND EXP:							
#592							
Administration	4,483,730	-				-	4,483,730
Trunk & Lateral	332,840	-				-	332,840
Mains Maintenance	226,100	-				-	226,100
Meter Maintenance	176,350	80,000				80,000	256,350
Service Maintenance	111,345	(40,000)				(40,000)	71,345
Hydrant Maintenance	51,895	-				-	51,895
Capital Outlay	-	-				-	-
Contingency	-	-				-	-
TOTAL EXPENDITURES	5,382,260	40,000	-	-	-	40,000	5,422,260

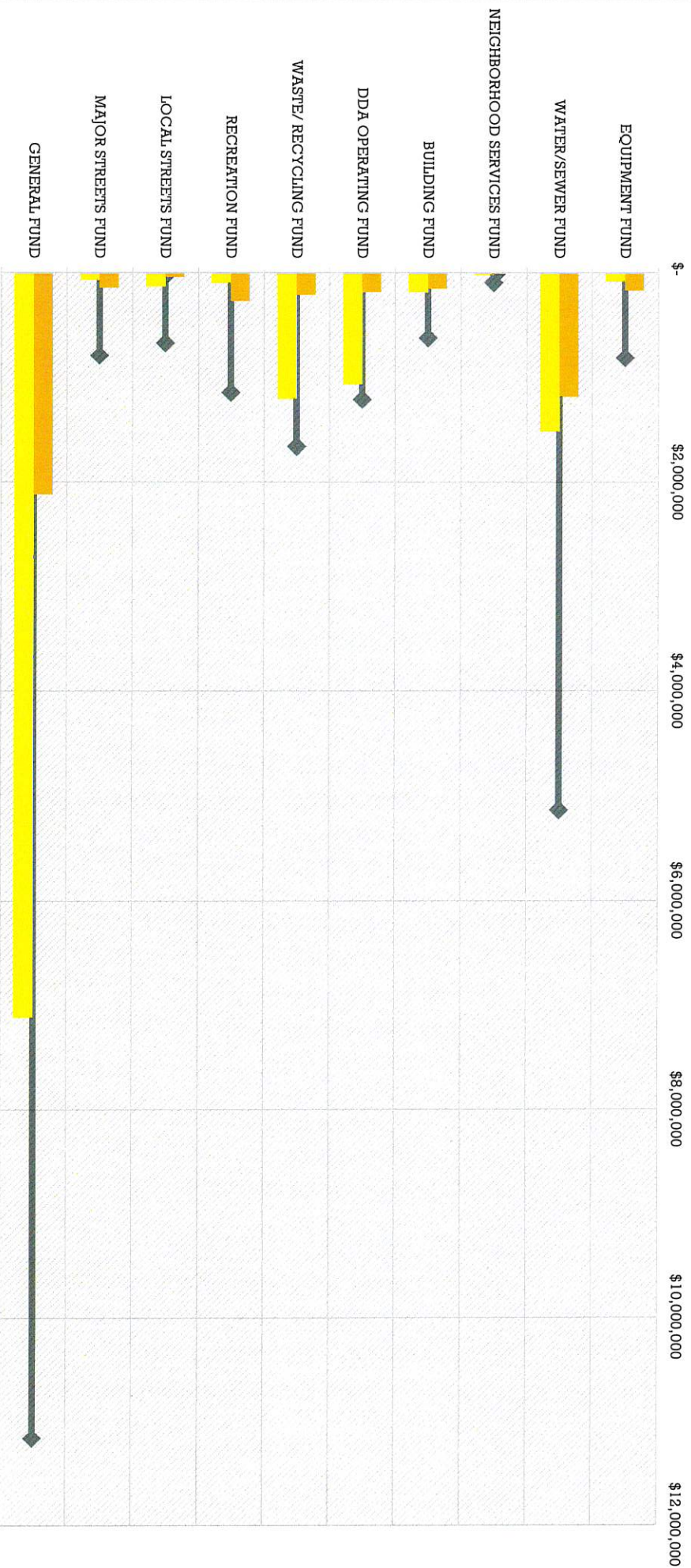
FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
EQUIPMENT FUND REV:							
#661							
Miscellaneous	1,028,463	-				-	1,028,463
Appropriation of Surplus	-	-				-	-
TOTAL REVENUES	1,028,463	-	-	-	-	-	1,028,463
EQUIPMENT FUND EXP:							
#661							
Miscellaneous	993,698	-				-	993,698
Contingency	34,765	-				-	34,765
TOTAL EXPENDITURES	1,028,463	-	-	-	-	-	1,028,463

**CITY OF PLYMOUTH
REVENUES, EXPENDITURES & CHANGES IN FUND EQUITY (Green)
UNAUDITED - YEAR ENDED JUNE 30, 2024
SEPTEMBER, 2023**



	GENERAL FUND	MAJOR STREETS FUND	LOCAL STREETS FUND	RECREATION FUND	WASTE/ RECYCLING FUND	DDA OPERATING FUND	BUILDING FUND	NEIGHBORHOOD SERVICES FUND	WATER/SEWER FUND	EQUIPMENT FUND
AMENDED BUDGET	\$11,556,770	\$807,874	\$682,493	\$1,260,510	\$1,800,653	\$1,633,150	\$691,675	\$89,050	\$5,382,260	\$1,028,463
EXPENDITURES	\$1,652,445	\$44,688	\$50,733	\$244,466	\$224,071	\$128,307	\$120,164	\$12,606	\$780,706	\$67,379
REVENUES	\$6,715,173	\$-	\$-	\$51,249	\$1,222,713	\$1,067,005	\$116,279	\$38	\$11,520,122	\$6,080

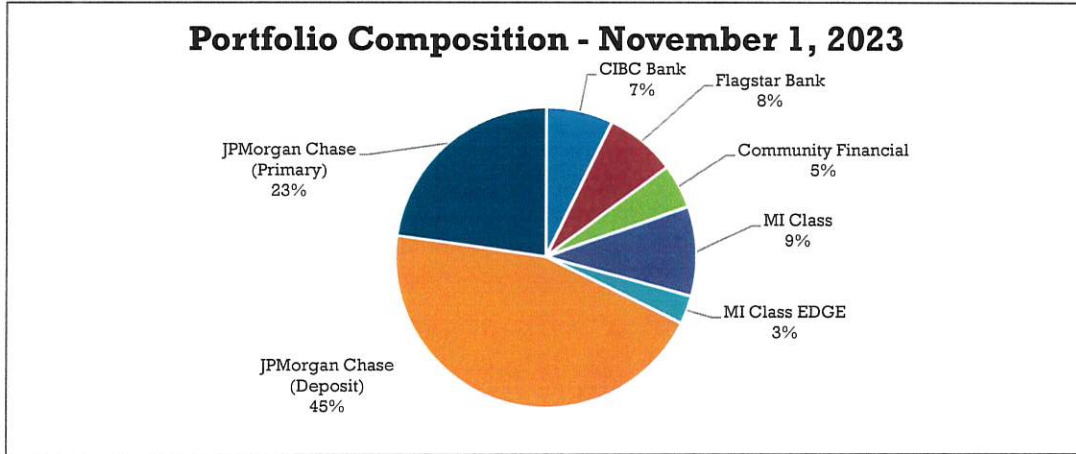
**CITY OF PLYMOUTH
REVENUES, EXPENDITURES & CHANGES IN FUND EQUITY (Yellow)
UNAUDITED - YEAR ENDED JUNE 30, 2023
SEPTEMBER, 2022**



	GENERAL FUND	MAJOR STREETS FUND	LOCAL STREETS FUND	RECREATION FUND	WASTE/ RECYCLING FUND	DDA OPERATING FUND	BUILDING FUND	NEIGHBORHOOD SERVICES FUND	WATER/SEWER FUND	EQUIPMENT FUND
AMENDED BUDGET	\$11,161,184	\$791,889	\$669,837	\$1,146,500	\$1,659,415	\$1,211,660	\$622,950	\$92,730	\$5,139,085	\$813,340
EXPENDITURES	\$2,122,869	\$139,092	\$41,068	\$264,519	\$205,203	\$180,103	\$147,262	\$4,318	\$1,184,830	\$164,623
REVENUES	\$7,105,613	\$69,949	\$131,126	\$101,144	\$1,205,868	\$1,067,125	\$184,259	\$18,253	\$1,517,284	\$82,627

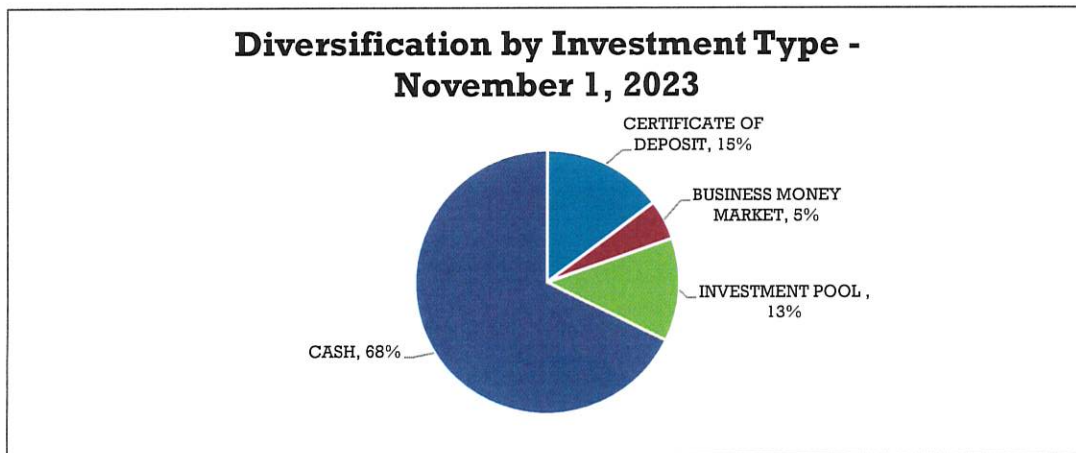
City of Plymouth
 Summary - Cash, Securities & CD's
 November 1, 2023

Institution	Bauer Rating	Inv. Type	% Invested	Amount
CIBC Bank	5	CD	7%	\$ 1,500,000.00
Flagstar Bank	5	CD	8%	\$ 1,600,000.00
Community Financial	5	Mon. Mrkt.	5%	\$ 1,015,689.65
MI Class	AAAm	Inv. Pool	10%	\$ 2,017,802.99
MI Class EDGE	AAAf/S1	Inv. Pool	3%	\$ 635,131.11
JPMorgan Chase (Deposit)	5	Cash	45%	\$ 9,441,836.21
JPMorgan Chase (Primary)	5	Cash	23%	\$ 4,768,160.66
			<u>100%</u>	<u>\$ 20,978,620.62</u>



Summary - Investment Type
 November 1, 2023

Investment Type	Avg. Rating	Avg. Term	% Invested	Amount
CERTIFICATE OF DEPOSIT	5	164.0	15%	\$ 3,100,000.00
BUSINESS MONEY MARKET	5	Overnight	5%	\$ 1,015,689.65
INVESTMENT POOL	AAA	Overnight	13%	\$ 2,652,934.10
CASH	5	Daily	68%	\$ 14,209,996.87
			<u>100%</u>	<u>\$ 20,978,620.62</u>



*This report is in compliance with Public Act 20 quarterly investment reporting

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
 Balance As of 09/30/2023

GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Descr)	% Bdtg Used
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Fund: 101 GENERAL FUND

Account Category: Revenues

Department: 001 PROPERTY TAXES								
101-001-402.000	CURRENT PROPERTY TAX/REAL	6,196,054.36	6,335,537.58	6,597,700.00	6,597,700.00	6,331,219.06	4,048,359.06	95.96
101-001-405.000	TAXES RECOVERED BY COUNTY	0.00	0.00	(20,000.00)	(20,000.00)	0.00	0.00	0.00
101-001-406.000	TAXES REINSTATED BY COUNTY	688.03	1,391.63	15,000.00	15,000.00	0.00	0.00	0.00
101-001-408.000	PRIOR YEAR TAX REFUNDS	0.00	0.00	(5,000.00)	(5,000.00)	0.00	0.00	0.00
101-001-432.000	UNCOLLECTABLE TAXES/REAL-PERS	0.00	0.00	(2,500.00)	(2,500.00)	0.00	0.00	0.00
101-001-445.000	PAYMENT IN LIEU OF PROP TAX	0.00	0.00	39,000.00	39,000.00	0.00	0.00	0.00
101-001-447.000	PENALTIES & INTEREST	0.00	11,144.59	30,000.00	30,000.00	0.00	0.00	0.00
101-001-447.000	PROPERTY TAX ADMINISTRATION FEE	288,533.32	321,476.27	353,170.00	353,170.00	295,102.00	194,700.00	83.56
Total Dept 001 - PROPERTY TAXES		6,485,275.71	6,669,550.07	7,007,370.00	7,007,370.00	6,626,321.06	4,243,059.06	94.56

Department: 002 LICENSES & PERMITS

101-002-476.000	PERMITS/NON-BUSINESS LICENSE	150.00	2,802.00	3,600.00	3,600.00	160.00	10.00	4.44
101-002-476.100	GOING OUT OF BUSINESS	0.00	0.00	100.00	100.00	0.00	0.00	0.00
Total Dept 002 - LICENSES & PERMITS		150.00	2,802.00	3,700.00	3,700.00	160.00	10.00	4.32

Department: 003 FEDERAL GRANTS

101-003-531.000	STATE/FEDERAL GRANTS	90,000.00	90,000.00	550,982.00	550,982.00	0.00	0.00	0.00
Total Dept 003 - FEDERAL GRANTS		90,000.00	90,000.00	550,982.00	550,982.00	0.00	0.00	0.00

Department: 004 STATE SHARED REVENUES

101-004-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	212,383.96	128,155.00	128,155.00	0.00	0.00	0.00
101-004-574.000	ST SHARED REV/LIQUOR LICENSE	0.00	18,422.40	15,000.00	15,000.00	(15,219.60)	0.00	0.00
101-004-574.100	ST SHARED REV/SALES TAX-CONST	179,767.00	866,057.00	1,025,832.00	1,025,832.00	0.00	0.00	0.00
101-004-574.300	CVTRS/(EVLP) INCENTIVE PAYMENTS/REV	22,434.00	117,554.00	153,335.00	153,335.00	0.00	0.00	0.00
Total Dept 004 - STATE SHARED REVENUES		202,201.00	1,214,417.36	1,322,322.00	1,322,322.00	(15,219.60)	0.00	1.15

Department: 005 CHARGES FOR SERVICES

101-005-583.000	CHARGES FOR SVCS/WATER FUND	63,750.00	255,000.00	262,650.00	262,650.00	0.00	0.00	0.00
101-005-584.000	CHARGES FOR SVCS/EQUIP FUND	15,375.00	61,500.00	63,350.00	63,350.00	0.00	0.00	0.00
101-005-585.000	CHARGES FOR SVCS/SOLID WASTE	46,250.01	185,000.04	190,550.00	190,550.00	0.00	0.00	0.00
101-005-585.500	CHARGES FOR SVCS/BUILDING FUND	11,750.01	47,000.04	47,000.00	47,000.00	0.00	0.00	0.00
101-005-585.700	CHARGES FOR SERVICES/REC FUND	3,759.99	15,039.96	15,040.00	15,040.00	0.00	0.00	0.00
101-005-587.000	CHARGES FOR SVCS/COURT	0.00	0.00	0.00	0.00	1,706.25	1,706.25	100.00
101-005-588.000	CHARGES FOR SVCS/DCA-ADMIN	16,299.99	65,199.96	67,200.00	67,200.00	0.00	0.00	0.00
101-005-589.000	CHARGES FOR SVCS/DCA-MSD	35,694.99	142,779.96	147,060.00	147,060.00	0.00	0.00	0.00
101-005-589.500	CHARGES FOR SVCS/DCA-PARKING	10,280.01	41,120.04	42,350.00	42,350.00	0.00	0.00	0.00
101-005-590.000	CHARGES FOR SVCS/DMS-HOUS COMM	5,462.49	21,849.96	21,850.00	21,850.00	0.00	0.00	0.00
101-005-590.750	CHARGES FOR SVCS/HOUS P/R FEE	4,097.49	16,389.96	16,390.00	16,390.00	0.00	0.00	0.00
101-005-591.000	CHARGES FOR SVCS/OTHER COMM	0.00	(4,652.61)	3,000.00	3,000.00	0.00	0.00	0.00
101-005-592.000	CHARGES FOR SVCS/BROWNFIELD	0.00	35,631.59	57,240.00	57,240.00	0.00	0.00	0.00
Total Dept 005 - CHARGES FOR SERVICES		212,719.98	881,858.90	933,680.00	933,680.00	1,706.25	1,706.25	0.18

Department: 006 CEMETERY REVENUES

101-006-633.000	FOUNDATIONS	4,620.00	10,085.00	10,000.00	10,000.00	2,395.00	1,795.00	23.95
101-006-634.000	GRAVE OPENINGS & CLOSING	16,775.00	74,225.00	60,000.00	60,000.00	18,435.00	3,400.00	30.73
101-006-642.000	CEMETERY LOT SALES	19,325.00	49,700.00	45,000.00	45,000.00	17,700.00	2,850.00	39.33
101-006-643.000	CEMETERY MISC/TRANSFERS	1,400.00	4,212.35	2,500.00	2,500.00	1,050.00	0.00	42.00
101-006-644.000	CRYPT SALES	10,300.00	42,150.00	40,000.00	40,000.00	2,325.00	2,325.00	5.81
Total Dept 006 - CEMETERY REVENUES		52,420.00	180,372.35	157,500.00	157,500.00	41,905.00	10,370.00	26.61

Department: 007 PARKING REVENUES

Total Dept 007 - PARKING REVENUES								
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QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As Of 09/30/2023

GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdt Used
Fund: 101 GENERAL FUND								
Account Category: Revenues								
Department: 007 PARKING REVENUES								
101-007-652.000	PARKING FEES/CENTRAL	9,185.00	26,879.65	20,000.00	20,000.00	13,086.00	1,483.00	65.43
101-007-652.100	PARKING FEES/EAST CENTRAL	0.00	5,072.00	200.00	200.00	400.00	0.00	200.00
101-007-652.400	PERMIT PARKING	750.00	3,065.00	3,000.00	3,000.00	1,460.00	660.00	48.67
101-007-658.000	PARKING FINES	13,600.00	29,235.00	12,000.00	12,000.00	1,780.00	405.00	14.83
101-007-658.500	PARKING FINES - DDA	17,530.00	38,110.00	30,000.00	30,000.00	1,600.00	600.00	5.33
Total Dept 007 - PARKING REVENUES		41,065.00	102,361.65	65,200.00	65,200.00	18,326.00	3,148.00	28.11
Department: 008 OTHER REVENUE								
101-008-628.000	POLICE DEPARTMENT REVENUES	1,675.49	13,124.07	5,900.00	5,900.00	1,535.27	773.33	26.02
101-008-628.050	CITY PORTION/OFFENDER REG	0.00	0.00	250.00	250.00	0.00	0.00	0.00
101-008-628.200	EMER 911 REVENUES	0.00	54,447.43	45,000.00	45,000.00	9,622.26	10,890.39	21.38
101-008-628.300	ACT 302 TRAINING FUNDS	0.00	3,347.70	3,000.00	3,000.00	0.00	0.00	0.00
101-008-628.500	FALSE ALARM FEES	6,700.00	21,200.00	16,000.00	16,000.00	1,650.00	600.00	10.31
101-008-628.600	PBT TEST (BREATHLIZER)	0.00	160.00	3,000.00	3,000.00	1,300.00	70.00	4.33
101-008-628.700	LLRC FILING FEES	200.00	3,500.00	2,000.00	2,000.00	1,200.00	0.00	60.00
101-008-628.900	BOND PROCESSING FEE	10.00	20.00	150.00	150.00	10.00	0.00	6.67
101-008-630.000	OVERHEAD ON WORK ORDERS	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
101-008-647.000	DISTRICT COURT REVENUE	0.00	0.00	8,000.00	8,000.00	0.00	0.00	0.00
101-008-647.500	DISTRICT COURT-DUIL REIMB	(5.00)	1,720.55	5,500.00	5,500.00	0.00	0.00	0.00
101-008-647.600	JUROR COMPENSATION RETURNS	0.00	0.00	150.00	150.00	0.00	0.00	0.00
101-008-659.000	TOWING AND STORAGE	0.00	1,550.00	1,500.00	1,500.00	0.00	0.00	0.00
101-008-665.000	INTEREST ON INVESTMENTS	124.95	146,788.21	50.00	50.00	(10,281.92)	0.00	(20,563.84)
101-008-668.000	ROYALTIES/CABLE TV	0.00	184,933.13	220,000.00	220,000.00	(10,334.29)	0.00	(4.70)
101-008-668.300	CABLE TV/PEG FEES	0.00	8,000.00	22,000.00	22,000.00	10,334.29	0.00	46.97
101-008-668.500	METRO ACT R.O.W. REIMBURSEMENT	0.00	35,937.37	27,000.00	27,000.00	0.00	0.00	0.00
101-008-672.221	2021 SIDEWALK SPECIAL ASSMTS	0.00	0.00	0.00	0.00	(462.00)	0.00	100.00
101-008-672.222	2022 SIDEWALK SPECIAL ASSMTS	0.00	51,041.45	0.00	0.00	(4,057.50)	0.00	100.00
101-008-672.223	2023 SIDEWALK SPECIAL ASSMTS	0.00	0.00	40,000.00	40,000.00	0.00	0.00	0.00
101-008-674.006	CONTRIBUTION/KIWANIS PARK IMPROVEMEN	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00
101-008-675.008	CONTRIBUTION/LIONS PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	25,000.00	0.00	100.00
101-008-676.000	EXPENSE REIMBURSEMENTS	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
101-008-676.208	REIMBURSEMENT/GEOTHERMAL CAP OUTLAY	0.00	0.00	48,290.00	48,290.00	0.00	0.00	0.00
101-008-676.262	REIMBURSEMENT/SPEC ELECTIONS	0.00	0.00	700.00	700.00	0.00	0.00	0.00
101-008-680.000	OTHER INCOME	1,245.70	6,161.33	10,000.00	10,000.00	1,576.11	1,008.37	15.76
101-008-681.000	PASSPORT PROCESSING FEE	3,360.00	17,165.00	25,000.00	25,000.00	1,225.00	35.00	4.90
101-008-683.000	INSURANCE PROCEEDS	0.00	0.00	1,000.00	1,000.00	3,940.93	0.00	394.09
101-008-689.000	SUNDRY (CASH OVER/SHORT)	4.16	1.66	50.00	50.00	(0.14)	0.00	(0.28)
101-008-689.200	INS PREM/RETIREES & OTHERS	(3,416.10)	(13,771.20)	(16,000.00)	(16,000.00)	0.00	0.00	0.00
101-008-689.300	SPECIAL EVENTS INCOME	10,963.71	117,876.80	180,000.00	180,000.00	10,886.12	10,536.12	6.05
Total Dept 008 - OTHER REVENUE		20,862.91	668,203.50	650,540.00	650,540.00	41,974.13	23,913.21	6.45
Department: 009 TRANSFERS IN OTHER SOURCES								
101-009-674.711	CONTRIBUTION FR CEMETERY FUND	917.93	4,966.67	10,000.00	10,000.00	0.00	0.00	0.00
101-009-699.000	APPROP OF PR YR FUND BALANCE	0.00	0.00	855,476.00	855,476.00	0.00	0.00	0.00
Total Dept 009 - TRANSFERS IN OTHER SOURCES		917.93	4,966.67	865,476.00	865,476.00	0.00	0.00	0.00
Revenues		7,105,612.53	9,814,532.50	11,556,770.00	11,556,770.00	6,715,172.84	4,282,206.52	58.11

Account Category: Expenditures
Department: 101 CITY COMMISSION

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As Of 09/30/2023

GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdt Used
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Fund: 101 GENERAL FUND
Account Category: Expenditures

Department: 101 CITY COMMISSION								
101-101-706.000	SALARY & WAGES/ FULL TIME	1,140.78	4,159.13	4,450.00	4,450.00	883.23	281.66	19.85
101-101-707.000	SALARY & WAGES/TEMP-SEASONAL	0.00	475.10	1,300.00	1,300.00	0.00	0.00	0.00
101-101-709.000	SALARY & WAGES/OVERTIME	0.00	119.56	175.00	175.00	0.00	0.00	0.00
101-101-721.000	FRINGE BENEFITS	87.26	365.81	450.00	450.00	67.56	21.54	15.01
101-101-727.000	OFFICE SUPPLIES	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-101-728.000	POSTAGE	0.00	111.01	600.00	600.00	0.00	0.00	0.00
101-101-740.000	OPERATING SUPPLIES	717.68	1,860.13	3,500.00	3,500.00	33.75	33.75	0.96
101-101-818.000	CONTRACTUAL SERVICES	2,015.50	67,892.50	54,000.00	54,000.00	47,252.14	6,264.00	87.50
101-101-818.211	CONT SVCS/AUDITING	0.00	33,000.00	35,000.00	35,000.00	0.00	0.00	0.00
101-101-818.410	CONT SVCS/ADVERTISING PROMOTION	0.00	500.00	500.00	500.00	0.00	0.00	0.00
101-101-850.000	COMMUNICATIONS	0.00	0.00	300.00	300.00	0.00	0.00	0.00
101-101-864.000	CONFERENCES & MEETINGS	0.00	1,284.33	4,500.00	4,500.00	0.00	0.00	0.00
101-101-880.000	PUBLIC RELATIONS EXPENSE	969.99	8,988.00	8,500.00	8,500.00	3,293.16	305.00	38.74
101-101-900.000	PRINTING & PUBLISHING	0.00	2,907.83	3,500.00	3,500.00	685.50	313.00	19.59
101-101-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	0.00	500.00	500.00	0.00	0.00	0.00
101-101-956.000	MISCELLANEOUS	0.00	4,730.59	3,500.00	3,500.00	300.00	200.00	8.57
101-101-957.000	TRAINING EXPENSES	5,534.32	10,032.56	11,000.00	11,000.00	4,994.00	2,004.00	45.40
101-101-958.000	MEMBERSHIPS & DUES	0.00	11,098.00	13,500.00	13,500.00	0.00	0.00	0.00
Total Dept 101 - CITY COMMISSION		10,465.53	147,524.55	145,375.00	145,375.00	57,509.34	9,422.95	39.56

Department: 172 CITY MANAGER

101-172-706.000	SALARY & WAGES/ FULL TIME	45,997.77	199,034.85	215,180.00	215,180.00	50,020.62	16,689.60	23.25
101-172-706.050	SALARY & WAGES/PART TIME	0.00	0.00	9,600.00	9,600.00	0.00	0.00	0.00
101-172-706.100	SALARY & WAGES/SICK	239.60	10,325.91	6,320.00	6,320.00	0.00	0.00	0.00
101-172-706.150	SALARY & WAGES/IN-LIEU HEALTH	0.00	2,220.66	2,225.00	2,225.00	0.00	0.00	0.00
101-172-706.300	SALARY & WAGES/RETENTION	0.00	3,900.00	3,300.00	3,300.00	0.00	0.00	0.00
101-172-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	8,880.30	5,615.00	5,615.00	0.00	0.00	0.00
101-172-707.000	SALARY & WAGES/TEMP-SEASONAL	0.00	0.00	4,800.00	4,800.00	0.00	0.00	0.00
101-172-709.000	SALARY & WAGES/OVERTIME	0.00	0.00	200.00	200.00	0.00	0.00	0.00
101-172-721.000	FRINGE BENEFITS	14,099.33	67,983.23	69,260.00	69,260.00	15,135.93	5,371.26	21.85
101-172-721.500	POST RETIREMENT BENEFITS	7,531.74	30,126.96	36,445.00	36,445.00	0.00	0.00	0.00
101-172-725.500	MEAL ALLOWANCE	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-172-727.000	OFFICE SUPPLIES	0.00	0.00	400.00	400.00	22.34	0.00	5.59
101-172-728.000	POSTAGE	0.00	222.74	200.00	200.00	62.31	0.00	31.16
101-172-740.000	OPERATING SUPPLIES	2,320.23	9,501.36	6,500.00	6,500.00	2,266.46	1,090.53	34.87
101-172-818.000	CONTRACTUAL SERVICES	0.00	31.62	1,000.00	1,000.00	0.00	0.00	0.00
101-172-850.000	COMMUNICATIONS	1,278.21	3,410.18	2,500.00	2,500.00	114.14	57.11	4.57
101-172-860.000	TRANSPORTATION	26.88	553.54	800.00	800.00	53.86	20.96	6.73
101-172-864.000	CONFERENCES & MEETINGS	0.00	900.00	2,500.00	2,500.00	0.00	0.00	0.00
101-172-880.000	PUBLIC RELATIONS EXPENSE	0.00	360.00	0.00	0.00	0.00	0.00	0.00
101-172-900.000	PRINTING & PUBLISHING	142.45	219.45	600.00	600.00	370.50	0.00	61.75
101-172-925.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	319.00	500.00	500.00	775.01	775.01	155.00
101-172-930.000	REPAIRS & MAINTENANCE	0.00	0.00	400.00	400.00	0.00	0.00	0.00
101-172-940.000	EQUIPMENT RENTAL - FORCE ACCT	170.01	510.03	1,000.00	1,000.00	0.00	0.00	0.00
101-172-956.000	MISCELLANEOUS	173.62	2,930.29	1,500.00	1,500.00	163.32	163.32	10.89
101-172-957.000	TRAINING EXPENSES	0.00	49.97	4,000.00	4,000.00	174.00	174.00	4.35
101-172-958.000	MEMBERSHIPS & DUES	0.00	1,335.00	1,200.00	1,200.00	330.00	330.00	27.50
Total Dept 172 - CITY MANAGER		71,979.84	342,815.09	376,145.00	376,145.00	69,488.49	24,671.79	18.47

Department: 212 FINANCE DEPARTMENT

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 09/30/2023

GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdt Used
Fund: 101 GENERAL FUND								
Account Category: Expenditures								
Department: 212 FINANCE DEPARTMENT								
101-212-706.000	SALARY & WAGES/ FULL TIME	42,932.49	184,242.14	198,005.00	198,005.00	37,931.17	12,823.04	19.16
101-212-706.050	SALARY & WAGES/PART TIME	10,999.95	55,296.15	101,095.00	101,095.00	7,634.18	3,586.00	7.55
101-212-706.100	SALARY & WAGES/SICK	0.00	231.57	5,875.00	5,875.00	0.00	0.00	0.00
101-212-706.300	SALARY & WAGES/RETENTION	0.00	5,078.78	1,800.00	1,800.00	52.49	0.00	2.92
101-212-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	62.81	4,885.00	4,885.00	4.73	0.00	0.10
101-212-707.000	SALARY & WAGES/TEMP-SEASONAL	8,493.43	37,068.07	41,200.00	41,200.00	6,882.50	3,006.16	16.71
101-212-709.000	SALARY & WAGES/OVERTIME	72.19	76.97	250.00	250.00	66.00	66.00	26.40
101-212-721.000	FRINGE BENEFITS	24,985.02	110,588.21	117,815.00	117,815.00	15,427.85	5,661.49	13.09
101-212-721.500	POST RETIREMENT BENEFITS	11,965.74	47,862.96	48,385.00	48,385.00	0.00	0.00	0.00
101-212-725.500	MEAL ALLOWANCE	0.00	0.00	150.00	150.00	0.00	0.00	0.00
101-212-727.000	OFFICE SUPPLIES	382.59	1,807.99	3,000.00	3,000.00	(49.81)	(64.19)	(1.66)
101-212-728.000	POSTAGE	0.00	8,250.37	6,000.00	6,000.00	62.31	0.00	1.04
101-212-740.000	OPERATING SUPPLIES	1,097.44	5,281.98	3,750.00	3,750.00	608.75	473.19	16.23
101-212-818.000	CONTRACTUAL SERVICES	1,314.63	4,116.05	3,500.00	3,500.00	0.00	0.00	0.00
101-212-850.000	COMMUNICATIONS	123.30	527.43	850.00	850.00	475.72	435.40	55.97
101-212-860.000	TRANSPORTATION	378.00	651.66	1,000.00	1,000.00	0.00	0.00	0.00
101-212-864.000	CONFERENCES & MEETINGS	0.00	0.00	1,400.00	1,400.00	0.00	0.00	0.00
101-212-880.000	PUBLIC RELATIONS EXPENSE	0.00	885.00	1,250.00	1,250.00	0.00	0.00	0.00
101-212-900.000	PRINTING & PUBLISHING	2,067.67	7,745.17	3,000.00	3,000.00	952.82	0.00	31.76
101-212-925.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	169.00	100.00	100.00	0.00	0.00	0.00
101-212-930.000	REPAIRS & MAINTENANCE	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-212-938.000	EQUIPMENT LEASE EXPENSE	0.00	0.00	150.00	150.00	0.00	0.00	0.00
101-212-940.000	EQUIPMENT RENTAL - FORCE ACCT	5,150.01	15,450.03	20,600.00	20,600.00	0.00	0.00	0.00
101-212-956.000	MISCELLANEOUS	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-212-957.000	TRAINING EXPENSES	785.62	2,768.02	2,000.00	2,000.00	153.49	153.49	7.67
101-212-958.000	MEMBERSHIPS & DUES	0.00	527.00	1,000.00	1,000.00	159.00	0.00	15.90
Total Dept 212 - FINANCE DEPARTMENT		110,748.08	488,687.36	567,260.00	567,260.00	70,361.20	26,140.58	12.40
Department: 215 CITY CLERK								
101-215-706.000	SALARY & WAGES/ FULL TIME	21,289.87	92,742.65	83,345.00	83,345.00	22,463.14	7,532.80	26.95
101-215-706.050	SALARY & WAGES/PART TIME	0.00	0.00	6,790.00	6,790.00	0.00	0.00	0.00
101-215-706.100	SALARY & WAGES/SICK	0.00	4,318.08	3,530.00	3,530.00	0.00	0.00	0.00
101-215-706.300	SALARY & WAGES/RETENTION	0.00	1,900.00	1,185.00	1,185.00	0.00	0.00	0.00
101-215-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	4,048.20	3,140.00	3,140.00	0.00	0.00	0.00
101-215-707.000	SALARY & WAGES/TEMP-SEASONAL	249.34	249.34	50.00	50.00	888.00	888.00	1,776.00
101-215-709.000	SALARY & WAGES/OVERTIME	277.13	903.49	550.00	550.00	0.00	0.00	0.00
101-215-721.000	FRINGE BENEFITS	9,741.98	46,525.92	44,100.00	44,100.00	9,987.92	3,681.02	22.65
101-215-721.500	POST RETIREMENT BENEFITS	2,385.00	12,873.30	20,085.00	20,085.00	0.00	0.00	0.00
101-215-725.500	MEAL ALLOWANCE	22.00	102.81	200.00	200.00	0.00	0.00	0.00
101-215-727.000	OFFICE SUPPLIES	0.00	0.00	200.00	200.00	14.32	0.00	0.00
101-215-728.000	POSTAGE	0.00	192.19	570.00	570.00	71.96	9.65	12.62
101-215-740.000	OPERATING SUPPLIES	1,280.49	2,622.75	3,000.00	3,000.00	3,324.65	692.00	110.82
101-215-818.000	CONTRACTUAL SERVICES	0.00	756.35	2,700.00	2,700.00	45.00	0.00	1.67
101-215-860.000	TRANSPORTATION	170.63	334.38	400.00	400.00	186.02	186.02	46.51
101-215-864.000	CONFERENCES & MEETINGS	0.00	110.00	0.00	0.00	0.00	0.00	0.00
101-215-900.000	PRINTING & PUBLISHING	0.00	0.00	1,750.00	1,750.00	0.00	0.00	0.00
101-215-925.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	376.00	100.00	100.00	0.00	0.00	0.00
101-215-940.000	EQUIPMENT RENTAL - FORCE ACCT	1,800.00	5,400.00	7,300.00	7,300.00	0.00	0.00	0.00
101-215-956.000	MISCELLANEOUS	0.00	0.00	500.00	500.00	0.00	0.00	0.00

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 09/30/2023

GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	23-24 Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdt Used
Fund: 101 GENERAL FUND								
Account Category: Expenditures								
Department: 215 CITY CLERK								
101-215-957.000	TRAINING EXPENSES	0.00	575.00	2,000.00	2,000.00	0.00	0.00	0.00
101-215-958.000	MEMBERSHIPS & DUES	0.00	775.28	370.00	370.00	1,272.00	1,272.00	343.78
Total Dept 215 - CITY CLERK		37,216.44	174,805.74	181,865.00	181,865.00	38,253.01	14,261.49	21.03
Department: 228 MGMT INFORMATION SERVICES								
101-228-706.000	SALARY & WAGES/ FULL TIME	26,995.29	120,669.19	129,115.00	129,115.00	29,558.90	9,896.00	22.89
101-228-706.100	SALARY & WAGES/SICK	0.00	5,686.08	5,470.00	5,470.00	0.00	0.00	0.00
101-228-706.300	SALARY & WAGES/RETENTION	0.00	1,500.00	1,500.00	1,500.00	0.00	0.00	0.00
101-228-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	7,699.90	4,850.00	4,850.00	0.00	0.00	0.00
101-228-721.000	FRINGE BENEFITS	10,848.61	53,137.57	57,350.00	57,350.00	11,569.69	4,203.61	20.17
101-228-721.500	POST RETIREMENT BENEFITS	4,631.73	20,802.77	28,450.00	28,450.00	0.00	0.00	0.00
101-228-725.500	MEAL ALLOWANCE	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-228-727.000	OFFICE SUPPLIES	0.00	0.00	150.00	150.00	0.00	0.00	0.00
101-228-728.000	POSTAGE	0.00	156.24	100.00	100.00	62.31	0.00	62.31
101-228-740.000	OPERATING SUPPLIES	1,033.01	54.40	4,500.00	4,500.00	525.98	0.00	11.69
101-228-750.000	OPERATING SUPPLIES/SOFTWARE	35,457.45	71,261.25	91,500.00	91,500.00	21,973.00	1,276.50	24.01
101-228-818.000	CONTRACTUAL SERVICES	17,173.73	60,128.26	72,000.00	72,000.00	4,800.58	282.25	6.67
101-228-850.000	COMMUNICATIONS	0.00	0.00	200.00	200.00	0.00	0.00	0.00
101-228-860.000	TRANSPORTATION	29.88	47.44	150.00	150.00	0.00	0.00	0.00
101-228-864.000	CONFERENCES & MEETINGS	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
101-228-940.000	EQUIPMENT RENTAL - FORCE ACCT	62.49	187.47	550.00	550.00	0.00	0.00	0.00
101-228-956.000	MISCELLANEOUS	0.00	0.00	250.00	250.00	0.00	0.00	0.00
101-228-957.000	TRAINING EXPENSES	249.00	2,277.80	10,000.00	10,000.00	0.00	0.00	0.00
101-228-958.000	MEMBERSHIPS & DUES	50.00	50.00	400.00	400.00	50.00	0.00	12.50
Total Dept 228 - MGMT INFORMATION SERVICES		96,531.19	343,658.37	408,135.00	408,135.00	68,540.46	15,658.36	16.79
Department: 257 CITY ASSESSOR								
101-257-727.000	OFFICE SUPPLIES	0.00	0.00	2,500.00	2,500.00	0.00	0.00	0.00
101-257-728.000	POSTAGE	0.00	80.22	1,000.00	1,000.00	0.00	0.00	0.00
101-257-818.000	CONTRACTUAL SERVICES	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
101-257-818.213	CONT SYCS/ASSESSING	23,072.00	75,674.00	70,418.00	70,418.00	17,994.00	5,998.00	25.55
101-257-900.000	PRINTING & PUBLISHING	0.00	44.00	4,000.00	4,000.00	0.00	0.00	0.00
101-257-925.000	SUBSCRIPTIONS & PUBLICATIONS	501.32	1,629.29	1,500.00	1,500.00	375.99	125.33	25.07
101-257-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
101-257-958.000	MEMBERSHIPS & DUES	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
Total Dept 257 - CITY ASSESSOR		23,573.32	77,427.51	82,918.00	82,918.00	18,369.99	6,123.33	22.15
Department: 262 ELECTION SERVICES								
101-262-706.000	SALARY & WAGES/ FULL TIME	2,341.26	2,683.25	14,705.00	14,705.00	0.00	0.00	0.00
101-262-706.050	SALARY & WAGES/PART TIME	7,852.43	26,801.89	27,165.00	27,165.00	6,040.83	2,431.56	22.24
101-262-706.100	SALARY & WAGES/SICK	0.00	0.00	625.00	625.00	0.00	0.00	0.00
101-262-706.300	SALARY & WAGES/RETENTION	0.00	900.00	515.00	515.00	0.00	0.00	0.00
101-262-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	555.00	555.00	0.00	0.00	0.00
101-262-707.000	SALARY & WAGES/TEMP-SEASONAL	8,925.00	17,056.00	22,000.00	22,000.00	0.00	0.00	0.00
101-262-709.000	SALARY & WAGES/OVERTIME	1,533.04	4,751.94	4,750.00	4,750.00	0.00	0.00	0.00
101-262-721.000	FRINGE BENEFITS	1,826.73	4,493.44	11,810.00	11,810.00	482.37	194.17	4.08
101-262-721.500	POST RETIREMENT BENEFITS	2,981.49	8,246.36	3,545.00	3,545.00	0.00	0.00	0.00
101-262-725.500	MEAL ALLOWANCE	269.22	1,219.41	1,500.00	1,500.00	0.00	0.00	0.00
101-262-727.000	OFFICE SUPPLIES	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-262-728.000	POSTAGE	500.00	500.00	3,130.00	3,130.00	0.00	0.00	0.00

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 09/30/2023

GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	23-24 Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdt Used
Fund: 101 GENERAL FUND								
Account Category: Expenditures								
Department: 262 ELECTION SERVICES								
101-262-740.000	OPERATING SUPPLIES	671.86	2,021.16	2,000.00	2,000.00	0.00	0.00	0.00
101-262-818.000	CONTRACTUAL SERVICES	2,307.07	10,299.81	28,250.00	28,250.00	137.44	0.00	0.49
101-262-860.000	TRANSPORTATION	0.49	101.62	200.00	200.00	0.00	0.00	0.00
101-262-900.000	PRINTING & PUBLISHING	681.18	1,539.15	6,700.00	6,700.00	628.00	0.00	9.37
101-262-925.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-262-930.000	REPAIRS & MAINTENANCE	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-262-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-262-956.000	MISCELLANEOUS	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-262-957.000	TRAINING EXPENSES	48.00	48.00	2,000.00	2,000.00	0.00	0.00	0.00
101-262-958.000	MEMBERSHIPS & DUES	0.00	100.00	370.00	370.00	0.00	0.00	0.00
Total Dept 262 - ELECTION SERVICES		29,937.77	80,762.03	130,320.00	130,320.00	7,288.64	2,625.73	5.59
Department: 265 CITY HALL MAINTENANCE								
101-265-706.000	SALARY & WAGES/ FULL TIME	1,032.41	4,246.03	6,025.00	6,025.00	850.98	288.92	14.12
101-265-706.100	SALARY & WAGES/SICK	0.00	0.00	265.00	265.00	0.00	0.00	0.00
101-265-706.300	SALARY & WAGES/RETENTION	0.00	0.00	25.00	25.00	0.00	0.00	0.00
101-265-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-265-706.550	SALARY & WAGES/WATER LICENSE BONUS	0.00	0.00	55.00	55.00	0.00	0.00	0.00
101-265-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	225.00	225.00	0.00	0.00	0.00
101-265-707.000	SALARY & WAGES/TEMP-SEASONAL	231.31	795.30	1,075.00	1,075.00	265.50	35.69	24.70
101-265-709.000	SALARY & WAGES/OVERTIME	0.00	311.36	200.00	200.00	0.00	0.00	0.00
101-265-721.000	FRINGE BENEFITS	442.33	2,061.05	3,785.00	3,785.00	379.65	131.80	10.03
101-265-721.500	POST RETIREMENT BENEFITS	820.76	2,483.04	2,375.00	2,375.00	0.00	0.00	0.00
101-265-740.000	OPERATING SUPPLIES	822.10	4,229.53	8,000.00	8,000.00	180.00	0.00	2.25
101-265-818.000	CONTRACTUAL SERVICES	23,846.15	90,981.18	88,600.00	88,600.00	14,473.96	5,088.65	16.34
101-265-920.000	PUBLIC UTILITIES	1,463.76	29,474.51	25,000.00	25,000.00	1,682.62	0.00	6.73
101-265-930.000	REPAIRS & MAINTENANCE	694.46	13,912.89	10,000.00	10,000.00	1,692.24	0.00	16.92
101-265-940.000	EQUIPMENT RENTAL - FORCE ACCT	508.74	1,555.22	5,225.00	5,225.00	0.00	0.00	0.00
Total Dept 265 - CITY HALL MAINTENANCE		29,662.02	150,050.11	150,955.00	150,955.00	19,524.95	5,545.06	12.93
Department: 266 LEGAL SERVICES								
101-266-818.100	CONT SVCS/CITY ATTY - RETAINER	6,600.00	24,062.00	45,000.00	45,000.00	6,600.00	3,300.00	14.67
101-266-818.110	CONT SVCS/PROSECUTION RETAINER	7,619.99	52,219.99	53,000.00	53,000.00	7,601.26	3,801.26	14.34
101-266-818.150	CONT SVCS/CITY ATTY - SPECIAL	1,461.50	26,506.00	40,000.00	40,000.00	5,579.00	3,004.50	13.95
101-266-818.165	CONT SVCS/CITY ATTY-BROWNFIELD	577.50	7,712.50	5,000.00	5,000.00	2,747.00	0.00	54.94
101-266-818.170	CONT SVCS/PROPERTY TAX APPEALS	0.00	14,912.41	7,500.00	7,500.00	6,576.00	2,818.10	87.68
101-266-818.200	CONT SVCS/LABOR ATTORNEY	0.00	1,385.00	4,000.00	4,000.00	1,971.00	0.00	49.28
101-266-900.000	PRINTING & PUBLISHING	0.00	0.00	500.00	500.00	0.00	0.00	0.00
101-266-956.000	MISCELLANEOUS	0.00	0.00	500.00	500.00	0.00	0.00	0.00
Total Dept 266 - LEGAL SERVICES		16,258.99	126,797.90	155,500.00	155,500.00	31,074.26	12,923.86	19.98
Department: 268 OTHER FUNCTIONS								
101-268-721.000	FRINGE BENEFITS	0.00	0.00	4,500.00	4,500.00	0.00	0.00	0.00
101-268-721.200	CONTRIBUTION TO HEALTH CARE RESERVE	0.00	0.00	2,000.00	2,000.00	0.00	0.00	0.00
101-268-724.000	MERS/OPER ACTUARIAL EVALUATIONS	0.00	11,872.00	11,875.00	11,875.00	0.00	0.00	0.00
101-268-725.000	EMPLOYEE TESTING & LICENSING	0.00	0.00	3,500.00	3,500.00	0.00	0.00	0.00
101-268-727.000	OFFICE SUPPLIES	0.00	428.70	2,500.00	2,500.00	0.00	0.00	0.00
101-268-728.000	POSTAGE	3,099.00	10,772.72	14,000.00	14,000.00	236.55	0.00	1.69
101-268-740.000	OPERATING SUPPLIES	0.00	4,115.13	7,000.00	7,000.00	649.60	0.00	9.28
101-268-818.000	CONTRACTUAL SERVICES	3,273.32	27,507.43	22,000.00	22,000.00	3,179.13	973.59	14.45

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
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GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdt Used
Fund: 101 GENERAL FUND								
Account Category: Expenditures								
Department: 268 OTHER FUNCTIONS								
101-268-818.850	CONT SRVC/PAYROLL PROCESSING	0.00	0.00	0.00	0.00	25.00	0.00	100.00
101-268-818.900	CONT SRVC/BANK ANALYSIS FEES	0.00	0.00	2,500.00	2,500.00	0.00	0.00	0.00
101-268-832.000	REIMBURSEMENT/35TH DIST COURT	0.00	40,398.62	15,000.00	15,000.00	21,601.38	27,834.00	144.01
101-268-850.000	COMMUNICATIONS	8,416.90	34,088.85	38,000.00	38,000.00	7,999.91	2,799.94	21.05
101-268-864.000	CONFERENCES & MEETINGS	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
101-268-880.000	PUBLIC RELATIONS EXPENSE	0.00	0.00	800.00	800.00	0.00	0.00	0.00
101-268-900.000	PRINTING & PUBLISHING	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
101-268-930.000	REPAIRS & MAINTENANCE	0.00	0.00	5,000.00	5,000.00	0.00	0.00	0.00
101-268-938.000	EQUIPMENT LEASE EXPENSE	2,191.27	8,333.85	6,800.00	6,800.00	1,375.40	0.00	20.23
101-268-940.000	EQUIPMENT RENTAL - FORCE ACCT	2,000.01	6,000.03	4,700.00	4,700.00	0.00	0.00	0.00
101-268-940.100	EQUIPMENT RENTAL / SUPPLEMENTAL	0.00	73,486.00	73,486.00	73,486.00	0.00	0.00	0.00
101-268-956.000	MISCELLANEOUS	0.00	39.00	1,000.00	1,000.00	212.28	212.28	21.23
101-268-957.000	TRAINING EXPENSES	0.00	59.57	4,500.00	4,500.00	0.00	0.00	0.00
101-268-960.000	INSURANCE & BONDS	23,750.01	95,000.04	97,000.00	97,000.00	0.00	0.00	0.00
101-268-963.000	BAD DEBT EXP/BANKRUPTCY	0.00	0.00	2,000.00	2,000.00	0.00	0.00	0.00
101-268-964.000	PRIOR YEAR TAX REFUNDS	0.00	1,067.42	2,000.00	2,000.00	0.00	0.00	0.00
Total Dept 268 - OTHER FUNCTIONS		42,730.51	313,169.36	322,661.00	322,661.00	35,279.25	31,819.81	10.93
Department: 301 POLICE DEPARTMENT								
101-301-706.000	SALARY & WAGES/ FULL TIME	354,070.04	1,524,146.54	1,552,325.00	1,552,325.00	362,869.94	120,076.91	23.38
101-301-706.050	SALARY & WAGES/PART TIME	15,086.95	69,014.86	88,990.00	88,990.00	14,190.51	4,621.79	15.95
101-301-706.100	SALARY & WAGES/SICK	0.00	52,358.19	60,120.00	60,120.00	0.00	0.00	0.00
101-301-706.150	SALARY & WAGES/JN-LIEU HEALTH	0.00	4,441.32	4,440.00	4,440.00	0.00	0.00	0.00
101-301-706.200	SALARY & WAGES/HOLIDAY PAY	0.00	61,787.04	65,839.00	65,839.00	0.00	0.00	0.00
101-301-706.300	SALARY & WAGES/RETENTION	0.00	11,862.49	12,360.00	12,360.00	0.00	0.00	0.00
101-301-706.400	SALARY & WAGES/UNIFORM ALLOW	5,434.07	13,336.27	13,835.00	13,835.00	7,082.70	782.95	51.19
101-301-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	6,917.28	14,215.00	14,215.00	0.00	0.00	0.00
101-301-706.900	SALARY & WAGES/DEBRIEF PAY	0.00	2,492.50	12,725.00	12,725.00	0.00	0.00	0.00
101-301-707.000	SALARY & WAGES/TEMP-SEASONAL	14.78	14.78	3,500.00	3,500.00	0.00	0.00	0.00
101-301-709.000	SALARY & WAGES/OT-TRAINING	13,684.80	81,622.37	90,000.00	90,000.00	19,922.95	10,065.21	22.14
101-301-721.000	FRINGE BENEFITS	704.13	903.53	4,000.00	4,000.00	1,335.41	0.00	33.39
101-301-721.500	POST RETIREMENT BENEFITS	157,064.95	725,896.64	692,770.00	692,770.00	155,729.73	56,690.31	22.48
101-301-725.000	EMPLOYEE TESTING & LICENSING	215,817.51	951,218.39	1,225,615.00	1,225,615.00	0.00	0.00	0.00
101-301-725.500	MEAL ALLOWANCE	0.00	4,632.35	5,960.00	5,960.00	0.00	0.00	0.00
101-301-727.000	OFFICE SUPPLIES	9.00	113.40	100.00	100.00	11.25	0.00	11.25
101-301-728.000	POSTAGE	83.19	1,894.62	2,530.00	2,530.00	149.92	149.92	5.93
101-301-740.000	OPERATING SUPPLIES	0.00	742.65	2,580.00	2,580.00	62.31	0.00	2.42
101-301-740.100	AUXILIARY SUPPLIES	1,422.67	8,170.76	13,510.00	13,510.00	3,212.14	911.92	23.78
101-301-740.400	UNIFORM ALLOWANCE	0.00	783.00	0.00	0.00	0.00	0.00	0.00
101-301-740.700	SAFETY GEAR	256.00	3,096.22	6,000.00	6,000.00	322.52	0.00	5.38
101-301-810.000	TOWING CHARGES	506.90	3,069.67	3,280.00	3,280.00	0.00	0.00	0.00
101-301-818.000	CONTRACTUAL SERVICES	240.00	360.00	3,000.00	3,000.00	0.00	0.00	0.00
101-301-818.310	CONT SVCS/SOCIAL WORKER	17,413.28	34,056.22	33,000.00	33,000.00	331.19	154.10	1.00
101-301-818.311	CONT SVCS/DISPATCH	0.00	0.00	20,600.00	20,600.00	0.00	0.00	0.00
101-301-819.000	SCHOOL CROSSING GUARDS	124,200.00	447,267.33	418,440.00	418,440.00	87,300.00	0.00	20.86
101-301-820.000	SEX OFFENDER REGISTRATION FEES	13,403.23	13,403.23	19,385.00	19,385.00	0.00	0.00	0.00
101-301-822.000	ANIMAL CONTROL EXPENSES	0.00	210.00	520.00	520.00	0.00	0.00	0.00
101-301-830.000	INVESTIGATION EXPENSES	25.00	125.00	840.00	840.00	125.00	0.00	14.88
Total Dept 268 - OTHER FUNCTIONS		300.00	2,235.77	2,180.00	2,180.00	2,180.00	200.00	18.35

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 09/30/2023

GL Number	Description	YTD Balance 09/30/2022	End Balance 06/30/2023	Original Budget	Amended Budget	YTD Balance 09/30/2023	Activity For 09/30/2023 Incr (Decr)	% Bdg Used
Norm	(Abnorm)					Norm	(Abnorm)	
Fund: 101 GENERAL FUND								
Account Category: Expenditures								
Department: 301 POLICE DEPARTMENT								
101-301-835.000	PRISONER/LODGING EXPENSES	315.00	907.00	3,100.00	3,100.00	0.00	0.00	0.00
101-301-850.000	COMMUNICATIONS	2,839.21	23,261.16	29,615.00	29,615.00	5,666.10	1,417.45	19.13
101-301-860.000	TRANSPORTATION	1.40	428.89	560.00	560.00	308.32	306.93	55.06
101-301-864.000	CONFERENCES & MEETINGS	476.72	1,827.92	3,200.00	3,200.00	36.61	36.61	1.14
101-301-880.000	PUBLIC RELATIONS EXPENSE	509.99	1,048.09	1,420.00	1,420.00	0.00	0.00	0.00
101-301-900.000	PRINTING & PUBLISHING	77.00	1,210.65	6,000.00	6,000.00	484.00	38.50	8.07
101-301-930.000	REPAIRS & MAINTENANCE	350.00	2,720.71	3,480.00	3,480.00	0.00	0.00	0.00
101-301-938.000	EQUIPMENT LEASE EXPENSE	603.71	4,020.94	4,500.00	4,500.00	715.02	0.00	15.89
101-301-940.000	EQUIPMENT RENTAL - FORCE ACCT	12,885.69	50,437.10	111,580.00	111,580.00	0.00	0.00	0.00
101-301-956.000	MISCELLANEOUS	0.00	559.98	1,150.00	1,150.00	0.00	0.00	0.00
101-301-957.000	TRAINING EXPENSES	3,472.14	10,285.12	12,000.00	12,000.00	968.49	762.22	8.07
101-301-957.100	TRAINING/HNT	269.43	9,244.43	10,500.00	10,500.00	0.00	0.00	0.00
101-301-957.302	TRAINING EXPENSES - 302 FUNDS	1,289.00	2,494.00	3,280.00	3,280.00	0.00	0.00	0.00
101-301-958.000	MEMBERSHIPS & DUES	10.00	1,652.00	3,769.00	3,769.00	28.00	14.00	0.74
Total Dept 301 - POLICE DEPARTMENT		942,835.79	4,136,270.41	4,566,813.00	4,566,813.00	661,245.27	196,221.98	14.48
Department: 336 FIRE DEPARTMENT								
101-336-706.750	SALARY & WAGES/MEDICAL FIRST RESP BO	10,600.00	10,600.00	13,500.00	13,500.00	10,850.00	10,850.00	80.37
101-336-721.000	FRINGE BENEFITS	2,099.17	2,099.17	2,500.00	2,500.00	511.04	511.04	20.44
101-336-721.500	POST RETIREMENT BENEFITS	77,943.00	311,772.00	272,415.00	272,415.00	0.00	0.00	0.00
101-336-721.650	CONTR POST RETIREMENT BENEFITS-OPRB	0.00	33,076.87	75,000.00	75,000.00	14,379.68	0.00	19.17
101-336-725.000	EMPLOYEE TESTING & LICENSING	0.00	59.40	0.00	0.00	0.00	0.00	0.00
101-336-740.000	OPERATING SUPPLIES	101.07	2,924.63	5,000.00	5,000.00	0.00	0.00	0.00
101-336-818.000	CONTRACTUAL SERVICES	1,000.03	27,581.67	16,000.00	16,000.00	1,066.31	501.14	6.66
101-336-818.800	CONTR SERVICES - NFD	141,542.22	707,771.10	686,500.00	686,500.00	271,643.61	78,511.50	39.57
101-336-850.000	COMMUNICATIONS	191.92	830.82	1,500.00	1,500.00	127.89	64.01	8.53
101-336-880.000	PUBLIC RELATIONS EXPENSE	0.00	0.00	300.00	300.00	3,350.00	0.00	1,116.67
101-336-900.000	PRINTING & PUBLISHING	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
101-336-920.000	PUBLIC UTILITIES	208.36	1,588.07	1,800.00	1,800.00	594.30	372.47	33.02
101-336-940.000	EQUIPMENT RENTAL - FORCE ACCT	16,500.00	49,500.00	85,000.00	85,000.00	0.00	0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		250,185.77	1,147,803.73	1,160,515.00	1,160,515.00	302,522.83	90,810.16	26.07
Department: 441 MUNICIPAL SERVICES ADMIN								
101-441-706.000	SALARY & WAGES/ FULL TIME	23,766.46	81,105.49	125,105.00	125,105.00	6,613.44	2,388.46	5.29
101-441-706.050	SALARY & WAGES/PART TIME	3,706.95	15,832.84	22,025.00	22,025.00	4,034.82	1,248.81	18.32
101-441-706.100	SALARY & WAGES/SICK	1,007.50	5,282.67	2,935.00	2,935.00	1,007.47	0.00	34.33
101-441-706.150	SALARY & WAGES/IN-LIEU HEALTH	0.00	777.23	725.00	725.00	0.00	0.00	0.00
101-441-706.300	SALARY & WAGES/RETENTION	0.00	1,587.51	1,900.00	1,900.00	0.00	0.00	0.00
101-441-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	1,025.00	1,025.00	0.00	0.00	0.00
101-441-706.450	SALARY & WAGES/SAFETY INSEPC. BONUS	0.00	0.00	1,750.00	1,750.00	6,300.00	1,800.00	360.00
101-441-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	114.05	3,650.00	3,650.00	0.00	0.00	0.00
101-441-707.000	SALARY & WAGES/TEMP-SEASONAL	0.00	0.00	750.00	750.00	2,356.00	0.00	314.13
101-441-709.000	SALARY & WAGES/OVERTIME	2,208.58	4,904.52	3,090.00	3,090.00	2,077.61	1,076.91	67.24
101-441-721.000	FRINGE BENEFITS	9,229.60	34,482.57	58,525.00	58,525.00	5,882.45	2,105.60	10.05
101-441-721.500	POST RETIREMENT BENEFITS	10,097.25	40,389.00	31,325.00	31,325.00	0.00	0.00	0.00
101-441-725.000	EMPLOYEE TESTING & LICENSING	0.00	325.00	500.00	500.00	0.00	0.00	0.00
101-441-728.000	POSTAGE	0.00	16.73	250.00	250.00	62.31	0.00	24.92
101-441-740.000	OPERATING SUPPLIES	579.03	2,350.48	7,000.00	7,000.00	232.81	157.80	3.33
101-441-740.400	UNIFORM ALLOWANCE	2,902.27	14,434.71	18,000.00	18,000.00	5,561.59	2,665.16	30.90
101-441-740.700	SAFETY GEAR	0.00	0.00	2,000.00	2,000.00	0.00	0.00	0.00

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH

Balance As Of 09/30/2023

GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdg Used
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Fund: 101 GENERAL FUND

Account Category: Expenditures

Department: 441 MUNICIPAL SERVICES ADMIN								
101-441-740.750	FOUL WEATHER GEAR	0.00	2,227.42	3,000.00	3,000.00	0.00	0.00	0.00
101-441-818.000	CONTRACTUAL SERVICES	9,113.76	20,964.67	15,000.00	15,000.00	6,229.84	2,079.16	41.53
101-441-850.000	COMMUNICATIONS	1,070.85	4,072.27	2,500.00	2,500.00	638.41	300.30	25.54
101-441-900.000	PRINTING & PUBLISHING	38.50	294.80	0.00	0.00	0.00	0.00	0.00
101-441-938.000	EQUIPMENT LEASE EXPENSE	986.06	3,397.53	4,000.00	4,000.00	528.32	0.00	13.21
101-441-940.000	EQUIPMENT RENTAL - FORCE ACCT	875.01	2,625.03	4,000.00	4,000.00	0.00	0.00	0.00
101-441-957.000	TRAINING EXPENSES	0.00	3,625.00	1,500.00	1,500.00	0.00	0.00	0.00
101-441-958.000	MEMBERSHIPS & DUES	0.00	0.00	500.00	500.00	0.00	0.00	0.00
Total Dept 441 - MUNICIPAL SERVICES ADMIN		65,581.82	238,809.52	311,055.00	311,055.00	41,525.07	16,178.20	13.35

Department: 443 PARKING

101-443-706.000	SALARY & WAGES/ FULL TIME	1,622.39	6,672.05	9,450.00	9,450.00	1,337.42	454.01	14.15
101-443-706.100	SALARY & WAGES/SICK	0.00	0.00	150.00	150.00	0.00	0.00	0.00
101-443-706.300	SALARY & WAGES/RETENTION	0.00	0.00	25.00	25.00	0.00	0.00	0.00
101-443-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	165.00	165.00	0.00	0.00	0.00
101-443-706.550	SALARY & WAGES/WATER LICENSE BONUS	0.00	0.00	55.00	55.00	0.00	0.00	0.00
101-443-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	325.00	325.00	0.00	0.00	0.00
101-443-707.000	SALARY & WAGES/TEMP-SEASONAL	363.44	1,249.62	3,735.00	3,735.00	408.34	56.08	10.93
101-443-709.000	SALARY & WAGES/OVERTIME	0.00	0.00	25.00	25.00	0.00	0.00	0.00
101-443-721.000	FRINGE BENEFITS	695.15	3,112.10	5,950.00	5,950.00	595.00	207.10	10.00
101-443-721.500	POST RETIREMENT BENEFITS	975.24	3,900.96	4,125.00	4,125.00	0.00	0.00	0.00
101-443-740.000	OPERATING SUPPLIES	812.76	3,958.69	10,000.00	10,000.00	490.83	0.00	4.91
101-443-818.000	CONTRACTUAL SERVICES	1,916.46	17,649.41	17,000.00	17,000.00	2,526.92	1,144.27	14.86
101-443-920.000	PUBLIC UTILITIES	3,089.40	28,051.27	26,000.00	26,000.00	4,238.19	2,506.16	16.30
101-443-930.000	REPAIRS & MAINTENANCE	(1,308.75)	1,050.68	7,500.00	7,500.00	297.50	297.50	3.97
101-443-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
Total Dept 443 - PARKING		8,166.09	65,644.78	85,505.00	85,505.00	9,894.20	4,665.12	11.57

Department: 446 STREET SERVICES

101-446-920.100	STREET LIGHTING - GENERAL	22,421.92	158,449.31	140,000.00	140,000.00	27,651.12	13,929.60	19.75
101-446-920.200	STREET LIGHTING - OLD VILLAGE	8,935.11	61,253.00	55,000.00	55,000.00	9,677.30	5,461.65	17.60
Total Dept 446 - STREET SERVICES		31,357.03	219,702.31	195,000.00	195,000.00	37,328.42	19,391.25	19.14

Department: 523 MISCELLANEOUS MSD SERVICES

101-523-706.000	SALARY & WAGES/ FULL TIME	28.19	115.72	165.00	165.00	23.12	7.88	14.01
101-523-706.100	SALARY & WAGES/SICK	0.00	0.00	25.00	25.00	0.00	0.00	0.00
101-523-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	25.00	25.00	0.00	0.00	0.00
101-523-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	25.00	25.00	0.00	0.00	0.00
101-523-707.000	SALARY & WAGES/TEMP-SEASONAL	6.19	21.62	275.00	275.00	6.79	0.98	2.47
101-523-709.000	SALARY & WAGES/OVERTIME	0.00	135.37	100.00	100.00	0.00	0.00	0.00
101-523-721.000	FRINGE BENEFITS	11.74	89.23	100.00	100.00	9.97	3.50	9.97
101-523-721.500	POST RETIREMENT BENEFITS	16.74	66.96	75.00	75.00	0.00	0.00	0.00
101-523-818.000	CONTRACTUAL SERVICES	0.00	0.00	500.00	500.00	0.00	0.00	0.00
101-523-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	151.23	1,000.00	1,000.00	0.00	0.00	0.00
Total Dept 523 - MISCELLANEOUS MSD SERVICES		62.86	580.13	2,290.00	2,290.00	39.88	12.36	1.74

Department: 524 BATHYEN MAINTENANCE EXPENSE

101-524-740.000	OPERATING SUPPLIES	0.00	1,729.99	0.00	0.00	0.00	0.00	0.00
Total Dept 524 - BATHYEN MAINTENANCE EXPENSE		0.00	1,729.99	0.00	0.00	0.00	0.00	0.00

Department: 525 SPECIAL EVENTS

Total Dept 525 - SPECIAL EVENTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
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QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 09/30/2023

GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity 09/30/2023 Incr (Decr)	% Bgdt Used
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Fund: 101 GENERAL FUND

Account Category: Expenditures

Department: 525 SPECIAL EVENTS								
101-525-706.000	SALARY & WAGES/ FULL TIME	2,781.20	11,437.83	16,225.00	16,225.00	2,292.63	778.31	14.13
101-525-706.100	SALARY & WAGES/STICK	0.00	0.00	500.00	500.00	0.00	0.00	0.00
101-525-706.300	SALARY & WAGES/RETENTION	0.00	0.00	50.00	50.00	0.00	0.00	0.00
101-525-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	275.00	275.00	0.00	0.00	0.00
101-525-707.000	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	250.00	250.00	0.00	0.00	0.00
101-525-709.000	SALARY & WAGES/TEMP-SEASONAL	622.96	2,141.98	5,500.00	5,500.00	673.23	96.14	12.24
101-525-721.000	FRINGE BENEFITS	12,887.84	17,770.43	16,000.00	16,000.00	14,644.94	7,167.77	91.53
101-525-721.000	FRINGE BENEFITS	4,011.23	9,633.17	9,275.00	9,275.00	4,763.61	2,215.75	51.36
101-525-721.500	POST RETIREMENT BENEFITS	1,671.99	6,687.96	6,400.00	6,400.00	0.00	0.00	0.00
101-525-725.500	MEAL ALLOWANCE	1,028.48	1,429.92	1,500.00	1,500.00	1,115.56	534.00	74.37
101-525-740.000	OPERATING SUPPLIES	6,215.29	11,398.03	12,000.00	12,000.00	1,988.32	1,179.82	16.57
101-525-818.000	CONTRACTUAL SERVICES	4,760.00	14,211.70	49,500.00	49,500.00	7,932.00	4,522.00	16.02
101-525-940.000	EQUIPMENT RENTAL - FORCE ACCT	1,360.00	4,246.02	28,000.00	28,000.00	0.00	0.00	0.00
Total Dept 525 - SPECIAL EVENTS		35,338.99	78,957.04	145,475.00	145,475.00	33,410.29	16,493.79	22.97

Department: 529 PARKING

101-529-706.000	SALARY & WAGES/ FULL TIME	660.14	2,715.12	3,850.00	3,850.00	544.27	184.77	14.14
101-529-706.100	SALARY & WAGES/STICK	0.00	0.00	175.00	175.00	0.00	0.00	0.00
101-529-706.300	SALARY & WAGES/RETENTION	0.00	0.00	25.00	25.00	0.00	0.00	0.00
101-529-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	75.00	75.00	0.00	0.00	0.00
101-529-707.000	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	150.00	150.00	0.00	0.00	0.00
101-529-709.000	SALARY & WAGES/TEMP-SEASONAL	147.97	508.51	500.00	500.00	159.80	22.82	31.96
101-529-721.000	FRINGE BENEFITS	0.00	2,910.51	2,000.00	2,000.00	0.00	0.00	0.00
101-529-721.000	FRINGE BENEFITS	282.76	2,083.58	2,450.00	2,450.00	240.83	84.30	9.83
101-529-721.500	POST RETIREMENT BENEFITS	396.75	1,587.00	1,525.00	1,525.00	0.00	0.00	0.00
101-529-725.500	MEAL ALLOWANCE	0.00	16.00	50.00	50.00	0.00	0.00	0.00
101-529-740.000	OPERATING SUPPLIES	0.00	0.00	5,000.00	5,000.00	0.00	0.00	0.00
101-529-818.000	CONTRACTUAL SERVICES	3,397.20	55,649.30	14,500.00	14,500.00	0.00	0.00	0.00
101-529-920.000	PUBLIC UTILITIES	1,339.77	7,105.20	14,000.00	14,000.00	3,351.48	2,000.66	23.94
101-529-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	3,621.61	7,500.00	7,500.00	0.00	0.00	0.00
Total Dept 529 - PARKING		6,224.59	76,196.83	51,800.00	51,800.00	4,296.38	2,292.55	8.29

Department: 530 MSD SERVICES - DDA

101-530-706.000	SALARY & WAGES/ FULL TIME	3,603.12	14,817.41	21,025.00	21,025.00	2,969.96	1,008.24	14.13
101-530-706.100	SALARY & WAGES/STICK	0.00	0.00	500.00	500.00	0.00	0.00	0.00
101-530-706.300	SALARY & WAGES/RETENTION	0.00	0.00	50.00	50.00	0.00	0.00	0.00
101-530-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	375.00	375.00	0.00	0.00	0.00
101-530-707.000	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	750.00	750.00	0.00	0.00	0.00
101-530-709.000	SALARY & WAGES/TEMP-SEASONAL	807.05	2,774.84	13,980.00	13,980.00	872.03	124.52	6.24
101-530-721.000	FRINGE BENEFITS	4,437.55	9,885.15	9,350.00	9,350.00	4,260.74	695.22	45.57
101-530-721.000	FRINGE BENEFITS	2,790.42	9,795.06	13,220.00	13,220.00	2,275.10	677.42	17.21
101-530-721.500	POST RETIREMENT BENEFITS	2,166.27	8,665.08	8,290.00	8,290.00	0.00	0.00	0.00
101-530-725.500	MEAL ALLOWANCE	156.48	323.36	400.00	400.00	169.12	16.00	42.28
101-530-740.000	OPERATING SUPPLIES	5,900.31	44,870.04	35,000.00	35,000.00	3,452.59	2,336.19	9.86
101-530-818.000	CONTRACTUAL SERVICES	6,883.82	25,434.28	35,500.00	35,500.00	3,522.56	1,252.70	9.92
101-530-920.000	PUBLIC UTILITIES	871.66	5,838.31	5,000.00	5,000.00	952.94	0.00	19.06
101-530-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	809.04	34,000.00	34,000.00	0.00	0.00	0.00
Total Dept 530 - MSD SERVICES - DDA		27,616.68	123,212.57	177,440.00	177,440.00	18,475.04	6,110.29	10.41

Department: 567 CEMETERY

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As Of 09/30/2023

GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	23-24 Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdtg Used
Fund: 101 GENERAL FUND								
Account Category: Expenditures								
Department: 567 CEMETERY								
101-567-706.000	SALARY & WAGES/ FULL TIME	3,515.76	16,380.44	20,160.00	20,160.00	4,492.85	1,506.44	22.29
101-567-706.100	SALARY & WAGES/SICK	0.00	69.66	875.00	875.00	0.00	0.00	0.00
101-567-706.300	SALARY & WAGES/RETENTION	0.00	39.01	100.00	100.00	0.00	0.00	0.00
101-567-706.350	SALARY & WAGES/PAGER PAY	0.00	149.73	350.00	350.00	0.00	0.00	0.00
101-567-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	775.00	775.00	0.00	0.00	0.00
101-567-707.000	SALARY & WAGES/TEMP-SEASONAL	774.08	2,661.37	5,340.00	5,340.00	898.92	119.42	16.83
101-567-709.000	SALARY & WAGES/OVERTIME	1,078.75	3,436.95	2,500.00	2,500.00	943.24	0.00	37.73
101-567-721.000	FRINGE BENEFITS	1,687.02	8,212.24	12,675.00	12,675.00	2,003.43	631.53	15.81
101-567-721.500	POST RETIREMENT BENEFITS	53,614.50	128,562.55	7,950.00	7,950.00	0.00	0.00	0.00
101-567-725.500	MEAL ALLOWANCE	57.12	104.12	225.00	225.00	24.00	0.00	10.67
101-567-728.000	POSTAGE	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-567-740.000	OPERATING SUPPLIES	3,113.21	19,882.27	20,000.00	20,000.00	5,145.27	3,671.81	25.73
101-567-818.000	CONTRACTUAL SERVICES	14,544.00	43,009.32	66,000.00	66,000.00	16,626.10	6,654.96	25.19
101-567-920.000	PUBLIC UTILITIES	88.07	3,673.06	7,500.00	7,500.00	289.96	184.78	3.87
101-567-930.000	REPAIRS & MAINTENANCE	0.00	0.00	5,000.00	5,000.00	0.00	0.00	0.00
101-567-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	1,290.76	24,000.00	24,000.00	0.00	0.00	0.00
101-567-956.100	CRYPT/NICHE RETURNS	0.00	400.00	2,000.00	2,000.00	0.00	0.00	0.00
101-567-956.200	LOT SALE/RETURNS	1,500.00	5,880.00	3,000.00	3,000.00	0.00	0.00	0.00
Total Dept 567 - CEMETERY		79,972.51	233,751.48	178,550.00	178,550.00	30,423.77	12,768.94	17.04
Department: 770 PARKS & PUBLIC PROPERTY								
101-770-706.000	SALARY & WAGES/ FULL TIME	4,671.65	23,276.18	20,775.00	20,775.00	7,531.48	2,399.04	36.25
101-770-706.100	SALARY & WAGES/SICK	0.00	139.54	900.00	900.00	0.00	0.00	0.00
101-770-706.300	SALARY & WAGES/RETENTION	0.00	78.13	75.00	75.00	0.00	0.00	0.00
101-770-706.350	SALARY & WAGES/PAGER PAY	0.00	300.00	355.00	355.00	0.00	0.00	0.00
101-770-706.550	SALARY & WAGES/WATER LICENSE BONUS	0.00	0.00	220.00	220.00	0.00	0.00	0.00
101-770-707.000	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	800.00	800.00	0.00	0.00	0.00
101-770-709.000	SALARY & WAGES/TEMP-SEASONAL	797.64	2,742.47	9,625.00	9,625.00	924.31	123.07	9.60
101-770-721.000	FRINGE BENEFITS	0.00	1,022.98	550.00	550.00	0.00	0.00	0.00
101-770-721.500	POST RETIREMENT BENEFITS	2,018.02	10,686.90	13,065.00	13,065.00	2,964.45	985.02	22.69
101-770-725.500	MEAL ALLOWANCE	2,141.01	8,564.04	8,190.00	8,190.00	0.00	0.00	0.00
101-770-728.000	POSTAGE	0.00	8.00	100.00	100.00	0.00	0.00	0.00
101-770-740.000	OPERATING SUPPLIES	0.00	45.00	0.00	0.00	0.00	0.00	0.00
101-770-740.000	OPERATING SUPPLIES	1,344.46	9,115.73	30,000.00	30,000.00	463.20	0.00	1.54
101-770-818.000	CONTRACTUAL SERVICES	6,965.00	48,259.62	36,000.00	36,000.00	25,425.08	15,305.10	70.63
101-770-920.000	PUBLIC UTILITIES	10,410.97	45,832.07	65,000.00	65,000.00	8,850.86	2,226.20	13.62
101-770-930.000	REPAIRS & MAINTENANCE	2,100.00	7,812.27	15,000.00	15,000.00	0.00	0.00	0.00
101-770-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	186.68	18,000.00	18,000.00	0.00	0.00	0.00
Total Dept 770 - PARKS & PUBLIC PROPERTY		30,448.75	158,069.61	218,655.00	218,655.00	46,159.38	21,038.43	21.11
Department: 900 CAPITAL OUTLAY								
101-900-971.438	CAP OUTLAY/ MSD BUILDING IMPROVEMENT	0.00	6,705.54	110,000.00	110,000.00	0.00	0.00	0.00
101-900-976.276	CAP OUTLAY/CEMETERY BLDG IMP	0.00	5,526.15	200,000.00	200,000.00	0.00	0.00	0.00
101-900-976.436	CAP OUTLAY/CITY HALL BLDG IMP	0.00	48,825.58	240,000.00	240,000.00	8,169.58	8,169.58	3.40
101-900-976.437	CAP OUTLAY/SIDEWALK REPL	595.00	63,488.33	205,000.00	205,000.00	0.00	0.00	0.00
101-900-976.438	CAP OUTLAY/MSD BUILDING IMP	0.00	0.00	10,000.00	10,000.00	0.00	0.00	0.00
101-900-976.751	CAP OUTLAY/CULT CTR BLDG IMPRMENTS	0.00	0.00	720,000.00	720,000.00	10,665.45	10,665.45	1.48
101-900-977.101	CAP OUTLAY/ CITY COMMISSION	0.00	0.00	5,000.00	5,000.00	0.00	0.00	0.00
101-900-977.215	CAP OUTLAY/ELECTION EQUIP	2,689.10	2,689.10	3,000.00	3,000.00	0.00	0.00	0.00
101-900-977.258	CAP OUTLAY/MGMT INFORM SVCS	1,937.60	4,757.00	2,500.00	2,500.00	649.60	0.00	25.98

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GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdg Used
Fund: 101 GENERAL FUND								
Account Category: Expenditures								
Department: 900 CAPITAL OUTLAY								
101-900-977.301	CAP OUTLAY/POLICE EQUIP	90,000.00	106,807.74	26,100.00	26,100.00	950.00	950.00	3.64
101-900-980.172	CAP OUTLAY/MGR OFFICE EQUIP	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
101-900-980.212	CAP OUTLAY/FIN OFFICE EQUIP	0.00	0.00	2,500.00	2,500.00	0.00	0.00	0.00
101-900-980.262	CAP OUTLAY /CLERK ELECTIONS EQUIPMEN	0.00	0.00	5,600.00	5,600.00	0.00	0.00	0.00
Total Dept 900 - CAPITAL OUTLAY		95,221.70	238,799.44	1,530,700.00	1,530,700.00	20,434.63	19,785.03	1.33
Department: 905 DEBT ADMINISTRATION								
101-905-990.912	CONTRIB TO NVILLE/ACT 99 - 2015 FIRE	0.00	32,564.38	32,412.00	32,412.00	31,000.52	31,000.52	95.65
Total Dept 905 - DEBT ADMINISTRATION		0.00	32,564.38	32,412.00	32,412.00	31,000.52	31,000.52	95.65
Department: 965 CONTRIBUTIONS								
101-965-965.208	CONTRIBUTION TO RECREATION	62,499.99	249,999.96	298,661.00	298,661.00	0.00	0.00	0.00
101-965-965.226	CONTRIBUTION TO SOLID WASTE	0.00	9,047.50	7,755.00	7,755.00	0.00	0.00	0.00
101-965-965.249	CONTRIBUTION TO BUILDING FUND	0.00	55,000.00	0.00	0.00	0.00	0.00	0.00
101-965-965.252	CONTRIBUTION TO NBHD SVCS FD	18,252.51	73,010.04	73,010.00	73,010.00	0.00	0.00	0.00
101-965-965.401	CONTRIBUTION TO PUB IMP FUND	0.00	55,000.00	0.00	0.00	0.00	0.00	0.00
Total Dept 965 - CONTRIBUTIONS		80,752.50	442,057.50	379,426.00	379,426.00	0.00	0.00	0.00
Expenditures								
Fund 101 - GENERAL FUND:		2,122,868.77	9,439,847.74	11,556,770.00	11,556,770.00	1,652,445.27	585,961.58	14.30
TOTAL REVENUES		7,105,612.53	9,814,532.50	11,556,770.00	11,556,770.00	6,715,172.84	4,282,206.52	
TOTAL EXPENDITURES		2,122,868.77	9,439,847.74	11,556,770.00	11,556,770.00	1,652,445.27	585,961.58	
NET OF REVENUES & EXPENDITURES:		4,982,743.76	374,684.76	0.00	0.00	5,062,727.57	3,696,244.94	

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
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GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdt Used
Fund: 202 MAJOR STREET FUND								
Account Category: Revenues								
Department: 000 GENERAL REVENUES								
202-000-546.000	GAS & WEIGHT TAX	69,822.00	744,396.11	790,140.00	790,140.00	(126,314.41)	0.00	(15.99)
202-000-546.100	LOCAL ROADS PROGRAM	1,061.18	12,733.18	12,734.00	12,734.00	(2,121.39)	0.00	(16.66)
202-000-665.000	INTEREST ON INVESTMENTS	(933.90)	18,316.17	5,000.00	5,000.00	0.00	0.00	0.00
Total Dept 000 - GENERAL REVENUES		69,949.28	775,445.46	807,874.00	807,874.00	(128,435.80)	0.00	15.90
Revenues								
Account Category: Expenditures								
Department: 261 ADMINISTRATION								
202-261-706.000	SALARY & WAGES/ FULL TIME	4,366.27	15,874.61	8,045.00	8,045.00	1,963.21	679.96	24.40
202-261-706.050	SALARY & WAGES/PART TIME	529.61	2,262.04	1,000.00	1,000.00	576.39	178.39	57.64
202-261-706.100	SALARY & WAGES/SICK	154.49	796.42	350.00	350.00	154.52	0.00	44.15
202-261-706.150	SALARY & WAGES/IN-LIEU HEALTH	0.00	111.03	100.00	100.00	0.00	0.00	0.00
202-261-706.300	SALARY & WAGES/RETENTION	0.00	232.51	100.00	100.00	0.00	0.00	0.00
202-261-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	100.00	100.00	0.00	0.00	0.00
202-261-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	350.00	350.00	0.00	0.00	0.00
202-261-709.000	SALARY & WAGES/OVERTIME	358.38	728.98	750.00	750.00	316.69	142.91	42.23
202-261-721.000	FRINGE BENEFITS	1,787.08	7,041.18	4,550.00	4,550.00	990.94	347.56	21.78
202-261-721.500	POST RETIREMENT BENEFITS	788.49	3,153.96	2,735.00	2,735.00	0.00	0.00	0.00
202-261-818.000	CONTRACTUAL SERVICES	0.00	0.00	2,500.00	2,500.00	0.00	0.00	0.00
202-261-850.000	COMMUNICATIONS	775.38	3,081.54	3,000.00	3,000.00	504.34	228.37	16.81
202-261-940.000	EQUIPMENT RENTAL - FORCE ACCT	105.96	684.44	4,000.00	4,000.00	0.00	0.00	0.00
202-261-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	68,237.00	68,237.00	0.00	0.00	0.00
Total Dept 261 - ADMINISTRATION		8,865.66	33,966.71	95,817.00	95,817.00	4,506.09	1,577.19	4.70
Department: 463 ROUTINE MAINTENANCE								
202-463-706.000	SALARY & WAGES/ FULL TIME	8,192.64	43,994.28	30,905.00	30,905.00	16,067.47	5,058.95	51.99
202-463-706.050	SALARY & WAGES/PART TIME	0.00	0.00	2,660.00	2,660.00	0.00	0.00	0.00
202-463-706.100	SALARY & WAGES/SICK	0.00	348.98	1,335.00	1,335.00	0.00	0.00	0.00
202-463-706.300	SALARY & WAGES/RETENTION	0.00	195.36	150.00	150.00	0.00	0.00	0.00
202-463-706.350	SALARY & WAGES/PAGER PAY	0.00	750.24	500.00	500.00	0.00	0.00	0.00
202-463-706.550	SALARY & WAGES/WATER LICENSE BONUS	0.00	0.00	200.00	200.00	0.00	0.00	0.00
202-463-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	1,050.00	1,050.00	0.00	0.00	0.00
202-463-707.000	SALARY & WAGES/TEMP-SEASONAL	1,096.60	3,770.29	4,375.00	4,375.00	1,216.08	169.20	27.80
202-463-709.000	SALARY & WAGES/OVERTIME	21.47	92.60	650.00	650.00	0.00	0.00	0.00
202-463-721.000	FRINGE BENEFITS	3,612.58	19,805.42	19,305.00	19,305.00	6,213.65	2,058.34	32.19
202-463-721.500	POST RETIREMENT BENEFITS	3,074.73	12,298.92	13,025.00	13,025.00	0.00	0.00	0.00
202-463-740.000	OPERATING SUPPLIES	1,635.52	6,841.89	12,000.00	12,000.00	0.00	0.00	0.00
202-463-818.000	CONTRACTUAL SERVICES	4,395.00	12,928.68	41,000.00	41,000.00	7,051.73	732.60	17.20
202-463-818.440	CONT SVCS/CRACK SEALING	0.00	12,481.00	12,500.00	12,500.00	0.00	0.00	0.00
202-463-850.000	COMMUNICATIONS	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
202-463-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	32.30	10,000.00	10,000.00	0.00	0.00	0.00
202-463-960.000	INSURANCE & BONDS	937.50	3,750.00	1,875.00	1,875.00	0.00	0.00	0.00
Total Dept 463 - ROUTINE MAINTENANCE		22,966.04	117,289.96	152,530.00	152,530.00	30,548.93	8,019.09	20.03
Department: 470 STORMWATER SYSTEM MAINTENANCE								
202-470-825.500	STORMWATER PERMIT FEES	0.00	2,000.00	3,000.00	3,000.00	0.00	0.00	0.00
Total Dept 470 - STORMWATER SYSTEM MAINTENANCE		0.00	2,000.00	3,000.00	3,000.00	0.00	0.00	0.00
Department: 474 TRAFFIC SIGNAL MAINTENANCE								
202-474-706.000	SALARY & WAGES/ FULL TIME	596.94	2,454.96	3,485.00	3,485.00	492.01	167.05	14.12

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GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdt Used
Fund: 202 MAJOR STREET FUND								
Account Category: Expenditures								
Department: 474 TRAFFIC SIGNAL MAINTENANCE								
202-474-706.100	SALARY & WAGES/SICK	0.00	0.00	125.00	125.00	0.00	0.00	0.00
202-474-706.300	SALARY & WAGES/RETENTION	0.00	0.00	25.00	25.00	0.00	0.00	0.00
202-474-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	60.00	60.00	0.00	0.00	0.00
202-474-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	125.00	125.00	0.00	0.00	0.00
202-474-707.000	SALARY & WAGES/TEMP-SEASONAL	133.65	459.67	1,425.00	1,425.00	144.47	20.65	10.14
202-474-709.000	SALARY & WAGES/OVERTIME	0.00	18.81	200.00	200.00	88.92	0.00	44.46
202-474-721.000	FRINGE BENEFITS	255.55	1,149.79	2,000.00	2,000.00	252.21	76.23	12.61
202-474-721.500	POST RETIREMENT BENEFITS	358.77	1,435.08	1,525.00	1,525.00	0.00	0.00	0.00
202-474-740.000	OPERATING SUPPLIES	470.89	6,303.42	10,000.00	10,000.00	0.00	0.00	0.00
202-474-818.000	CONTRACTUAL SERVICES	1,335.30	45,093.67	51,000.00	51,000.00	1,577.38	835.00	3.09
202-474-920.000	PUBLIC UTILITIES	1,544.76	9,638.04	10,000.00	10,000.00	1,797.22	898.61	17.97
202-474-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	0.00	5,000.00	5,000.00	0.00	0.00	0.00
Total Dept 474 - TRAFFIC SIGNAL MAINTENANCE		4,695.86	66,553.44	84,970.00	84,970.00	4,352.21	1,997.54	5.12
Department: 479 SNOW & ICE REMOVAL								
202-479-706.000	SALARY & WAGES/ FULL TIME	2,064.54	10,519.56	8,810.00	8,810.00	3,539.21	1,122.74	40.17
202-479-706.100	SALARY & WAGES/SICK	0.00	69.66	380.00	380.00	0.00	0.00	0.00
202-479-706.300	SALARY & WAGES/RETENTION	0.00	39.00	50.00	50.00	0.00	0.00	0.00
202-479-706.350	SALARY & WAGES/PAGER PAY	0.00	149.73	150.00	150.00	0.00	0.00	0.00
202-479-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	340.00	340.00	0.00	0.00	0.00
202-479-707.000	SALARY & WAGES/TEMP-SEASONAL	338.21	1,162.90	500.00	500.00	365.53	52.20	73.11
202-479-709.000	SALARY & WAGES/OVERTIME	0.00	2,155.22	2,300.00	2,300.00	0.00	0.00	0.00
202-479-721.000	FRINGE BENEFITS	892.80	5,333.06	5,540.00	5,540.00	1,375.71	457.52	24.83
202-479-721.500	POST RETIREMENT BENEFITS	907.77	3,631.08	3,850.00	3,850.00	0.00	0.00	0.00
202-479-725.500	MEAL ALLOWANCE	0.00	418.00	200.00	200.00	0.00	0.00	0.00
202-479-740.000	OPERATING SUPPLIES	0.00	29,957.15	38,000.00	38,000.00	0.00	0.00	0.00
202-479-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	5,851.49	10,000.00	10,000.00	0.00	0.00	0.00
Total Dept 479 - SNOW & ICE REMOVAL		4,203.32	59,286.85	70,120.00	70,120.00	5,280.45	1,632.46	7.53
Department: 485 ROAD CONSTRUCTION								
202-485-818.406	CONT SVCS/ENG-ARCH	0.00	5,877.50	0.00	0.00	0.00	0.00	0.00
202-485-818.450	CONT SVCS/STREET CONSTRUCTION	0.00	94,708.80	0.00	0.00	0.00	0.00	0.00
Total Dept 485 - ROAD CONSTRUCTION		0.00	100,586.30	0.00	0.00	0.00	0.00	0.00
Department: 965 CONTRIBUTIONS								
202-965-965.203	CONTRIBUTION TO LOCAL STREET	98,361.24	393,444.96	401,437.00	401,437.00	0.00	0.00	0.00
Total Dept 965 - CONTRIBUTIONS		98,361.24	393,444.96	401,437.00	401,437.00	0.00	0.00	0.00
Fund 202 - MAJOR STREET FUND:								
Expenditures		139,092.12	773,128.22	807,874.00	807,874.00	44,687.68	13,226.28	5.53
TOTAL REVENUES		69,949.28	775,445.46	807,874.00	807,874.00	(128,435.80)	0.00	
TOTAL EXPENDITURES		139,092.12	773,128.22	807,874.00	807,874.00	44,687.68	13,226.28	
NET OF REVENUES & EXPENDITURES:		(69,142.84)	2,317.24	0.00	0.00	(173,123.48)	(13,226.28)	

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GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdg Used
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Fund: 203 LOCAL STREET FUND

Account Category: 000 GENERAL REVENUES

Department: 000 GENERAL REVENUES								
203-000-546.000	GAS & WEIGHT TAX	27,943.87	297,942.54	263,380.00	263,380.00	(50,576.10)	0.00	(19.20)
203-000-546.100	LOCAL ROADS PROGRAM	424.70	5,096.40	5,096.00	5,096.00	(849.40)	0.00	(16.67)
203-000-665.000	INTEREST ON INVESTMENTS	0.00	4,291.92	50.00	50.00	210.43	52.87	420.86
203-000-674.202	CONTRIBUTION FROM MAJOR STREET	98,361.24	393,444.96	401,437.00	401,437.00	0.00	0.00	0.00
203-000-680.100	MISC/TREES	4,396.00	12,460.00	12,530.00	12,530.00	2,103.50	1,363.50	16.79
Total Dept 000 - GENERAL REVENUES		131,125.81	713,235.82	682,493.00	682,493.00	(49,111.57)	1,416.37	7.20
Revenues		131,125.81	713,235.82	682,493.00	682,493.00	(49,111.57)	1,416.37	7.20

Account Category: Expenditures

Department: 261 ADMINISTRATION

203-261-706.000	SALARY & WAGES/ FULL TIME	7,366.45	26,134.75	8,275.00	8,275.00	2,482.94	846.24	30.01
203-261-706.050	SALARY & WAGES/PART TIME	1,059.11	4,523.66	2,035.00	2,035.00	1,152.82	356.80	56.65
203-261-706.100	SALARY & WAGES/SICK	290.51	1,519.81	350.00	350.00	290.50	0.00	83.00
203-261-706.150	SALARY & WAGES/IN-LIEU HEALTH	0.00	222.07	35.00	35.00	0.00	0.00	0.00
203-261-706.300	SALARY & WAGES/RETENTION	0.00	455.01	100.00	100.00	0.00	0.00	0.00
203-261-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	100.00	100.00	0.00	0.00	0.00
203-261-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	325.00	325.00	0.00	0.00	0.00
203-261-709.000	SALARY & WAGES/OVERTIME	627.76	1,255.34	725.00	725.00	541.17	247.53	74.64
203-261-721.000	FRINGE BENEFITS	2,969.08	11,371.06	4,650.00	4,650.00	1,368.29	463.49	29.43
203-261-721.500	POST RETIREMENT BENEFITS	810.75	3,243.00	2,790.00	2,790.00	0.00	0.00	0.00
203-261-850.000	COMMUNICATIONS	775.38	3,081.54	2,000.00	2,000.00	504.34	228.37	25.22
203-261-940.000	EQUIPMENT RENTAL - FORCE ACCT	207.78	1,357.21	4,000.00	4,000.00	0.00	0.00	0.00
203-261-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	412,448.00	412,448.00	0.00	0.00	0.00
Total Dept 261 - ADMINISTRATION		14,106.82	53,163.45	437,833.00	437,833.00	6,340.06	2,142.43	1.45

Department: 463 ROUTINE MAINTENANCE

203-463-706.000	SALARY & WAGES/ FULL TIME	10,220.97	52,891.74	39,835.00	39,835.00	17,982.34	5,649.00	45.14
203-463-706.100	SALARY & WAGES/SICK	0.00	348.99	1,725.00	1,725.00	0.00	0.00	0.00
203-463-706.300	SALARY & WAGES/RETENTION	0.00	195.36	195.00	195.00	0.00	0.00	0.00
203-463-706.350	SALARY & WAGES/PAGER PAY	0.00	750.28	700.00	700.00	0.00	0.00	0.00
203-463-706.550	SALARY & WAGES/WATER LICENSE BONUS	0.00	0.00	300.00	300.00	0.00	0.00	0.00
203-463-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	1,400.00	1,400.00	0.00	0.00	0.00
203-463-707.000	SALARY & WAGES/TEMP-SEASONAL	1,439.42	4,949.35	2,075.00	2,075.00	1,633.62	222.14	78.73
203-463-709.000	SALARY & WAGES/OVERTIME	0.00	0.00	1,425.00	1,425.00	0.00	0.00	0.00
203-463-721.000	FRINGE BENEFITS	4,483.70	23,754.57	24,925.00	24,925.00	7,063.82	2,329.03	28.34
203-463-721.500	POST RETIREMENT BENEFITS	3,995.01	15,980.04	11,925.00	11,925.00	0.00	0.00	0.00
203-463-740.000	OPERATING SUPPLIES	1,570.05	9,673.93	10,000.00	10,000.00	132.79	132.79	1.33
203-463-742.000	RESIDENT/TREES	0.00	0.00	3,500.00	3,500.00	0.00	0.00	0.00
203-463-818.000	CONTRACTUAL SERVICES	0.00	8,971.59	10,000.00	10,000.00	1,971.34	1,144.49	19.71
203-463-818.440	CONT SVCS/CRACK SEALING	0.00	27,762.00	37,500.00	37,500.00	9,800.00	9,800.00	26.13
203-463-850.000	COMMUNICATIONS	0.00	0.00	3,000.00	3,000.00	0.00	0.00	0.00
203-463-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	0.00	7,500.00	7,500.00	0.00	0.00	0.00
203-463-960.000	INSURANCE & BONDS	1,500.00	6,000.00	3,000.00	3,000.00	0.00	0.00	0.00
Total Dept 463 - ROUTINE MAINTENANCE		23,209.15	151,277.85	159,005.00	159,005.00	38,583.91	19,277.45	24.27

Department: 470 STORMWATER SYSTEM MAINTENANCE

203-470-825.500	STORMWATER PERMIT FEES	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
Total Dept 470 - STORMWATER SYSTEM MAINTENANCE		0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00

Department: 474 TRAFFIC SIGNAL MAINTENANCE

Total Dept 474 - TRAFFIC SIGNAL MAINTENANCE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
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QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 09/30/2023

GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdt Used
Fund: 203 LOCAL STREET FUND								
Account Category: Expenditures								
Department: 474 TRAFFIC SIGNAL MAINTENANCE								
203-474-706.000	SALARY & WAGES/ FULL TIME	512.72	2,108.41	3,000.00	3,000.00	422.73	143.48	14.09
203-474-706.100	SALARY & WAGES/SICK	0.00	0.00	150.00	150.00	0.00	0.00	0.00
203-474-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	50.00	50.00	0.00	0.00	0.00
203-474-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	100.00	100.00	0.00	0.00	0.00
203-474-707.000	SALARY & WAGES/TEMP-SEASONAL	114.86	394.91	325.00	325.00	124.08	17.72	38.18
203-474-709.000	SALARY & WAGES/OVERTIME	0.00	0.00	50.00	50.00	162.57	0.00	325.14
203-474-721.000	FRINGE BENEFITS	219.54	983.28	1,885.00	1,885.00	204.63	65.46	10.86
203-474-721.500	POST RETIREMENT BENEFITS	308.25	1,233.00	1,325.00	1,325.00	0.00	0.00	0.00
203-474-740.000	OPERATING SUPPLIES	102.30	3,429.75	20,000.00	20,000.00	0.00	0.00	0.00
203-474-818.000	CONTRACTUAL SERVICES	0.00	0.00	20,000.00	20,000.00	0.00	0.00	0.00
203-474-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	0.00	5,000.00	5,000.00	0.00	0.00	0.00
Total Dept 474 - TRAFFIC SIGNAL MAINTENANCE		1,257.67	8,149.35	51,885.00	51,885.00	914.01	226.66	1.76
Department: 479 SNOW & ICE REMOVAL								
203-479-706.000	SALARY & WAGES/ FULL TIME	1,306.03	7,400.40	4,385.00	4,385.00	2,914.02	910.54	66.45
203-479-706.100	SALARY & WAGES/SICK	0.00	69.66	190.00	190.00	0.00	0.00	0.00
203-479-706.300	SALARY & WAGES/RETENTION	0.00	39.01	50.00	50.00	0.00	0.00	0.00
203-479-706.350	SALARY & WAGES/PAGER PAY	0.00	149.74	75.00	75.00	0.00	0.00	0.00
203-479-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	150.00	150.00	0.00	0.00	0.00
203-479-707.000	SALARY & WAGES/TEMP-SEASONAL	168.26	578.65	295.00	295.00	181.90	25.96	61.66
203-479-709.000	SALARY & WAGES/OVERTIME	0.00	1,924.15	2,750.00	2,750.00	0.00	0.00	0.00
203-479-721.000	FRINGE BENEFITS	567.72	3,742.18	1,925.00	1,925.00	1,098.88	360.66	57.08
203-479-721.500	POST RETIREMENT BENEFITS	451.98	1,807.92	850.00	850.00	0.00	0.00	0.00
203-479-725.500	MEAL ALLOWANCE	0.00	80.00	100.00	100.00	0.00	0.00	0.00
203-479-740.000	OPERATING SUPPLIES	0.00	13,559.90	12,000.00	12,000.00	699.99	0.00	5.83
203-479-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	3,793.85	10,000.00	10,000.00	0.00	0.00	0.00
Total Dept 479 - SNOW & ICE REMOVAL		2,493.99	33,145.46	32,770.00	32,770.00	4,894.79	1,297.16	14.94
Department: 485 ROAD CONSTRUCTION								
203-485-818.406	CONT SVCS/ENG-ARCH	0.00	6,000.00	0.00	0.00	0.00	0.00	0.00
203-485-818.450	CONT SVCS/STREET CONSTRUCTION	0.00	30,000.00	0.00	0.00	0.00	0.00	0.00
Total Dept 485 - ROAD CONSTRUCTION		0.00	36,000.00	0.00	0.00	0.00	0.00	0.00
Expenditures								
Fund 203 - LOCAL STREET FUND:		41,067.63	281,736.11	682,493.00	682,493.00	50,732.77	22,943.70	7.43
TOTAL REVENUES		131,125.81	713,235.82	682,493.00	682,493.00	(49,111.57)	1,416.37	
TOTAL EXPENDITURES		41,067.63	281,736.11	682,493.00	682,493.00	50,732.77	22,943.70	
NET OF REVENUES & EXPENDITURES:		90,058.18	431,499.71	0.00	0.00	(99,844.34)	(21,527.33)	

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 09/30/2023

GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdt used
Fund: 208 RECREATION FUND								
Account Category: Revenues								
Department: 021 CULTURAL CENTER REVENUES								
208-021-651.200	ICE ARENA/RENTAL SKATES	8.00	1,502.00	1,500.00	1,500.00	2.00	2.00	0.13
208-021-651.300	ICE ARENA/OPEN SKATING	745.36	7,977.34	20,000.00	20,000.00	142.00	138.00	0.71
208-021-651.400	ICE ARENA/HOCKEY RENTALS	13,470.00	508,145.00	440,000.00	440,000.00	20,752.50	9,790.00	4.72
208-021-651.500	ICE ARENA/BASIC SKILLS	(10.00)	(1,201.75)	6,000.00	6,000.00	(160.00)	80.00	(2.67)
208-021-651.550	ICE ARENA/DROP-IN ICE	75.00	600.00	0.00	0.00	0.00	0.00	0.00
208-021-651.600	ICE ARENA/OTHER REVENUES	242.68	(338.23)	3,500.00	3,500.00	921.62	921.62	26.33
208-021-651.700	GB/RENTAL-MULTI-PURPOSE ROOM	5,150.00	28,943.25	28,000.00	28,000.00	4,000.00	1,299.00	14.29
208-021-651.730	GB/RECREATION SERVICES	0.00	2,568.52	0.00	0.00	0.00	0.00	0.00
208-021-651.740	GB/RENTAL-CARD & MEETING ROOM	0.00	2,403.50	0.00	0.00	480.00	0.00	100.00
208-021-651.750	GB/RENTAL-ARTS & CRAFTS ROOM	0.00	3,294.00	0.00	0.00	0.00	0.00	0.00
208-021-653.300	ADVERTISING INCOME	0.00	205.00	2,000.00	2,000.00	0.00	0.00	0.00
Total Dept 021 - CULTURAL CENTER REVENUES		19,681.04	553,598.63	501,000.00	501,000.00	26,138.12	12,230.62	5.22
Department: 022 ADMINISTRATIVE CHARGES								
208-022-665.000	INTEREST ON INVESTMENTS	0.00	8,784.26	1,000.00	1,000.00	0.00	0.00	0.00
208-022-674.101	CONTRIBUTION FROM GENERAL FUND	62,499.99	249,999.96	298,661.00	298,661.00	0.00	0.00	0.00
208-022-699.000	APPROP OF PR YR FUND BALANCE	0.00	0.00	161,849.00	161,849.00	0.00	0.00	0.00
Total Dept 022 - ADMINISTRATIVE CHARGES		62,499.99	258,784.22	461,510.00	461,510.00	0.00	0.00	0.00
Department: 023 PROGRAM FEES & CHARGES								
208-023-651.410	GB/SENIOR PROGRAMS-CLASSES	3,158.00	12,828.50	12,000.00	12,000.00	3,512.50	1,073.00	29.27
208-023-653.100	CLASS & SPECIAL EVENTS	5,590.00	30,348.20	40,000.00	40,000.00	6,658.00	1,447.00	16.65
208-023-654.000	SOCCER REVENUES-REGISTRATIONS	5,536.79	204,465.79	205,000.00	205,000.00	10,659.00	1,477.00	5.20
208-023-654.200	YOUTH ATHLETICS	2,562.00	12,878.00	12,000.00	12,000.00	2,806.00	0.00	23.38
208-023-654.300	MIRACLE LEAGUE	845.00	16,880.00	10,000.00	10,000.00	585.00	0.00	5.85
208-023-655.000	LIQUOR REVENUES	1,271.00	21,038.50	19,000.00	19,000.00	890.00	633.00	4.68
Total Dept 023 - PROGRAM FEES & CHARGES		18,962.79	298,438.99	298,000.00	298,000.00	25,110.50	4,630.00	8.43
Revenues		101,143.82	1,110,821.84	1,260,510.00	1,260,510.00	51,248.62	16,860.62	4.07
Account Category: Expenditures								
Department: 261 ADMINISTRATION								
208-261-706.000	SALARY & WAGES/ FULL TIME	58,023.78	276,015.46	304,305.00	304,305.00	71,068.51	23,689.60	23.35
208-261-706.050	SALARY & WAGES/PART TIME	6,088.30	26,518.74	37,990.00	37,990.00	6,454.75	2,171.52	16.99
208-261-706.100	SALARY & WAGES/SICK	215.79	10,246.60	12,960.00	12,960.00	571.78	263.20	4.41
208-261-706.300	SALARY & WAGES/RETENTION	0.00	3,125.00	3,800.00	3,800.00	0.00	0.00	0.00
208-261-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	9,108.00	11,515.00	11,515.00	0.00	0.00	0.00
208-261-707.000	SALARY & WAGES/TEMP-SEASONAL	4,349.28	38,928.99	52,015.00	52,015.00	3,598.51	1,755.73	6.92
208-261-709.000	SALARY & WAGES/OVERTIME	318.28	9,186.05	7,500.00	7,500.00	1,242.78	339.40	16.57
208-261-721.000	FRINGE BENEFITS	24,992.44	132,560.45	170,790.00	170,790.00	30,100.81	10,919.40	17.62
208-261-725.000	POST RETIREMENT BENEFITS	12,081.00	48,324.00	58,560.00	58,560.00	0.00	0.00	0.00
208-261-727.000	EMPLOYEE TESTING & LICENSING	0.00	0.00	200.00	200.00	0.00	0.00	0.00
208-261-728.000	OFFICE SUPPLIES	0.00	182.78	1,000.00	1,000.00	0.00	0.00	0.00
208-261-740.000	POSTAGE	0.00	61.67	5,000.00	5,000.00	62.30	0.00	0.00
208-261-740.500	OPERATING SUPPLIES/ROOM RENTAL	6,862.15	24,044.42	22,000.00	22,000.00	9,898.84	595.55	44.99
208-261-740.600	OPERATING SUPPLIES/LINEN	0.00	0.00	500.00	500.00	0.00	0.00	0.00
208-261-741.000	UNIFORMS	630.08	3,671.84	3,500.00	3,500.00	519.03	180.69	14.83
208-261-801.000	CREDIT CARD FEES	405.38	1,758.07	1,500.00	1,500.00	0.00	0.00	0.00
208-261-815.000	ADMINISTRATIVE SERVICES	17,444.31	24,463.01	11,000.00	11,000.00	0.00	0.00	0.00
Total Dept 023 - PROGRAM FEES & CHARGES		3,872.79	15,491.16	15,040.00	15,040.00	0.00	0.00	0.00

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GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdg Used
Fund: 208 RECREATION FUND								
Account Category: 261 Administration								
Department: 261 ADMINISTRATION								
208-261-818.000	CONTRACTUAL SERVICES	7,714.16	28,860.97	30,000.00	30,000.00	6,632.19	1,040.33	22.11
208-261-850.000	COMMUNICATIONS	2,044.70	7,534.22	10,000.00	10,000.00	1,420.20	527.65	14.20
208-261-860.000	TRANSPORTATION	0.00	202.92	1,000.00	1,000.00	0.00	0.00	0.00
208-261-864.000	CONFERENCES & MEETINGS	0.00	12.22	1,500.00	1,500.00	0.00	0.00	0.00
208-261-900.000	PRINTING & PUBLISHING	38.50	286.00	1,500.00	1,500.00	0.00	0.00	0.00
208-261-920.000	PUBLIC UTILITIES	21,984.22	187,307.80	185,000.00	185,000.00	23,429.99	12,864.29	12.66
208-261-930.000	REPAIRS & MAINTENANCE	11,143.40	38,008.81	28,000.00	28,000.00	17,088.93	909.63	61.03
208-261-938.000	EQUIPMENT LEASE EXPENSE	518.70	1,753.87	4,600.00	4,600.00	272.22	0.00	5.92
208-261-940.000	EQUIPMENT RENTAL - FORCE ACCT	4,998.00	14,994.00	22,000.00	22,000.00	0.00	0.00	0.00
208-261-956.000	MISCELLANEOUS	0.00	0.00	550.00	550.00	0.00	0.00	0.00
208-261-957.000	TRAINING EXPENSES	0.00	485.00	700.00	700.00	0.00	0.00	0.00
208-261-958.000	MEMBERSHIPS & DUES	0.00	350.00	1,150.00	1,150.00	1,170.00	1,170.00	101.74
208-261-960.000	INSURANCE & BONDS	14,250.00	57,000.00	57,000.00	57,000.00	0.00	0.00	0.00
208-261-965.402	CONTRIBUTION TO REC CAP IMP FUND	1,000.02	4,000.08	4,000.00	4,000.00	0.00	0.00	0.00
208-261-965.661	CONTRIBUTION TO EQ FUND	4,732.50	18,930.00	18,930.00	18,930.00	0.00	0.00	0.00
Total Dept 261 - ADMINISTRATION		203,707.78	983,412.13	1,084,755.00	1,084,755.00	173,530.84	56,426.99	16.00
Department: 757 CLASSES & SPECIAL EVENTS								
208-757-707.000	SALARY & WAGES/TEMP-SEASONAL	59.19	59.19	500.00	500.00	0.00	0.00	0.00
208-757-721.000	FRINGE BENEFITS	4.73	4.73	50.00	50.00	0.00	0.00	0.00
208-757-740.000	OPERATING SUPPLIES	267.05	1,753.40	4,000.00	4,000.00	0.00	0.00	0.00
208-757-818.000	CONTRACTUAL SERVICES	0.00	1,380.00	0.00	0.00	0.00	0.00	0.00
208-757-930.000	REPAIRS & MAINTENANCE	0.00	0.00	100.00	100.00	0.00	0.00	0.00
Total Dept 757 - CLASSES & SPECIAL EVENTS		330.97	3,197.32	4,650.00	4,650.00	0.00	0.00	0.00
Department: 759 SENIOR PROGRAMS - TRIPS								
208-759-707.000	SALARY & WAGES/TEMP-SEASONAL	169.79	169.79	1,500.00	1,500.00	0.00	0.00	0.00
208-759-721.000	FRINGE BENEFITS	16.72	16.72	150.00	150.00	0.00	0.00	0.00
208-759-740.000	OPERATING SUPPLIES	0.00	3,850.53	1,000.00	1,000.00	0.00	0.00	0.00
208-759-818.000	CONTRACTUAL SERVICES	0.00	180.00	1,000.00	1,000.00	0.00	0.00	0.00
208-759-920.000	PUBLIC UTILITIES	61.68	248.67	350.00	350.00	535.71	312.64	153.06
208-759-930.000	REPAIRS & MAINTENANCE	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
Total Dept 759 - SENIOR PROGRAMS - TRIPS		248.19	4,465.71	5,500.00	5,500.00	535.71	312.64	9.74
Department: 761 SENIOR PROGRAMS - OTHER								
208-761-740.000	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	202.64	0.00	0.00
208-761-818.000	CONTRACTUAL SERVICES	3,055.00	8,235.00	10,000.00	10,000.00	11,044.00	0.00	100.00
Total Dept 761 - SENIOR PROGRAMS - OTHER		3,055.00	8,235.00	10,000.00	10,000.00	11,246.64	0.00	112.47
Department: 763 PCHA-MINI MITES EXPENDITURES								
208-763-709.000	SALARY & WAGES/OVERTIME	85.89	347.44	0.00	0.00	0.00	0.00	0.00
208-763-721.000	FRINGE BENEFITS	17.17	73.74	0.00	0.00	0.00	0.00	0.00
Total Dept 763 - PCHA-MINI MITES EXPENDITURES		103.06	421.18	0.00	0.00	0.00	0.00	0.00
Department: 765 MSD SERVICES EXPENDITURES								
208-765-706.000	SALARY & WAGES/ FULL TIME	323.04	1,328.46	3,000.00	3,000.00	266.30	90.44	8.88
208-765-706.100	SALARY & WAGES/SICK	0.00	0.00	50.00	50.00	0.00	0.00	0.00
208-765-706.300	SALARY & WAGES/RETENTION	0.00	0.00	10.00	10.00	0.00	0.00	0.00
208-765-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	30.00	30.00	0.00	0.00	0.00
208-765-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	50.00	50.00	0.00	0.00	0.00
208-765-707.000	SALARY & WAGES/TEMP-SEASONAL	72.30	248.79	450.00	450.00	78.20	11.17	17.38

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 09/30/2023

GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdt Used
Fund: 208 RECREATION FUND								
Account Category: Expenditures								
Department: 765 MSD SERVICES EXPENDITURES								
208-765-721.000	FRINGE BENEFITS	138.36	620.69	920.00	920.00	117.81	41.22	12.81
208-765-721.500	POST RETIREMENT BENEFITS	194.25	777.00	530.00	530.00	0.00	0.00	0.00
208-765-725.500	MEAL ALLOWANCE	0.00	8.00	0.00	0.00	0.00	0.00	0.00
208-765-740.000	OPERATING SUPPLIES	799.83	1,042.83	500.00	500.00	0.00	0.00	0.00
208-765-818.000	CONTRACTUAL SERVICES	0.00	525.72	200.00	200.00	0.00	0.00	0.00
208-765-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	6.46	1,000.00	1,000.00	0.00	0.00	0.00
Total Dept 765 - MSD SERVICES EXPENDITURES		1,527.78	4,557.95	6,740.00	6,740.00	462.31	142.83	6.86
Department: 766 SOCCER								
208-766-707.000	SALARY & WAGES/TEMP-SEASONAL	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
208-766-709.000	SALARY & WAGES/OVERTIME	0.00	0.00	25.00	25.00	0.00	0.00	0.00
208-766-721.000	FRINGE BENEFITS	0.00	0.00	25.00	25.00	0.00	0.00	0.00
208-766-740.000	OPERATING SUPPLIES	38,589.26	66,173.72	65,000.00	65,000.00	30,100.93	1,096.37	46.31
208-766-818.000	CONTRACTUAL SERVICES	14,784.00	49,978.33	49,500.00	49,500.00	26,974.18	3,777.40	54.49
208-766-864.000	CONFERENCES & MEETINGS	0.00	0.00	600.00	600.00	0.00	0.00	0.00
208-766-930.000	REPAIRS & MAINTENANCE	(60.26)	64.74	2,000.00	2,000.00	0.00	0.00	0.00
Total Dept 766 - SOCCER		53,313.00	116,216.79	118,150.00	118,150.00	57,075.11	4,873.77	48.31
Department: 768 LIQUOR								
208-768-740.000	OPERATING SUPPLIES	0.00	1,814.35	540.00	540.00	0.00	0.00	0.00
208-768-740.300	OPERATING SUPPLIES/LIQUOR	1,182.29	7,764.07	9,000.00	9,000.00	0.00	0.00	0.00
208-768-818.000	CONTRACTUAL SERVICES	140.00	140.00	1,000.00	1,000.00	0.00	0.00	0.00
Total Dept 768 - LIQUOR		1,322.29	9,718.42	10,540.00	10,540.00	0.00	0.00	0.00
Department: 771 CLASSES & SPECIAL EVENTS								
208-771-707.000	SALARY & WAGES/TEMP-SEASONAL	0.00	0.00	200.00	200.00	0.00	0.00	0.00
208-771-710.000	SALARY & WAGES/CONTRACTUAL	0.00	0.00	200.00	200.00	0.00	0.00	0.00
208-771-721.000	FRINGE BENEFITS	0.00	0.00	50.00	50.00	0.00	0.00	0.00
208-771-740.000	OPERATING SUPPLIES	60.00	4,793.62	5,000.00	5,000.00	666.33	277.61	13.33
208-771-818.000	CONTRACTUAL SERVICES	0.00	9,976.20	8,500.00	8,500.00	0.00	0.00	0.00
208-771-882.000	PROGRAM ADVERTISING	0.00	0.00	200.00	200.00	0.00	0.00	0.00
Total Dept 771 - CLASSES & SPECIAL EVENTS		60.00	14,769.82	14,150.00	14,150.00	666.33	277.61	4.71
Department: 772 THERAPEUTIC PROGRAM								
208-772-818.000	CONTRACTUAL SERVICES	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
Total Dept 772 - THERAPEUTIC PROGRAM		0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
Department: 774 SENIOR PROGRAMS - CLASSES								
208-774-707.000	SALARY & WAGES/TEMP-SEASONAL	774.90	3,207.49	4,000.00	4,000.00	864.36	273.32	21.61
208-774-721.000	FRINGE BENEFITS	76.33	315.96	325.00	325.00	85.17	26.94	26.21
208-774-740.000	OPERATING SUPPLIES	0.00	0.00	500.00	500.00	0.00	0.00	0.00
208-774-818.000	CONTRACTUAL SERVICES	0.00	0.00	200.00	200.00	0.00	0.00	0.00
Total Dept 774 - SENIOR PROGRAMS - CLASSES		851.23	3,523.45	5,025.00	5,025.00	949.53	300.26	18.90
Expenditures								
Fund 208 - RECREATION FUND:		264,519.30	1,148,517.77	1,260,510.00	1,260,510.00	244,466.47	62,334.10	19.39
TOTAL REVENUES		101,143.82	1,110,821.84	1,260,510.00	1,260,510.00	51,248.62	16,860.62	
TOTAL EXPENDITURES		264,519.30	1,148,517.77	1,260,510.00	1,260,510.00	244,466.47	62,334.10	
NET OF REVENUES & EXPENDITURES:		(163,375.48)	(37,695.93)	0.00	0.00	(193,217.85)	(45,473.48)	

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
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GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	23-24 Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdt Used
Fund: 226 WASTE AND RECYCLING FUND								
Account Category: Revenues								
Department: 000 GENERAL REVENUES								
226-000-402.000	CURRENT PROPERTY TAX/REAL	1,090,479.47	1,115,029.37	1,171,500.00	1,171,500.00	1,114,267.78	712,494.78	95.11
226-000-408.000	PRIOR YEAR TAX REFUNDS	0.00	0.00	(3,510.00)	(3,510.00)	0.00	0.00	0.00
226-000-445.000	PENALTIES & INTEREST	0.00	1,877.55	9,370.00	9,370.00	0.00	0.00	0.00
226-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	74,868.46	18,800.00	18,800.00	0.00	0.00	0.00
226-000-617.000	TRANSFER STATION	3,188.00	9,893.00	6,500.00	6,500.00	2,701.00	904.00	41.55
226-000-618.000	RECYCLE BINS	0.00	10.00	500.00	500.00	0.00	0.00	0.00
226-000-635.000	SOLID WASTE DISPOSAL FEES	99,425.00	394,413.70	405,000.00	405,000.00	99,845.25	32,400.25	24.65
226-000-635.500	SOLID WASTE OPT-IN FEES	0.00	0.00	250.00	250.00	0.00	0.00	0.00
226-000-635.900	SOLID WASTE PENALTIES & INT	2,184.76	7,923.80	9,800.00	9,800.00	1,744.64	625.64	17.80
226-000-636.000	BAG/TAG SALES	1,982.00	3,753.00	5,000.00	5,000.00	808.00	315.00	16.16
226-000-637.000	SPECIAL REFUSE	2,016.00	5,734.00	5,000.00	5,000.00	1,666.00	578.00	33.32
226-000-665.000	INTEREST ON INVESTMENTS	(607.49)	12,444.08	6,550.00	6,550.00	576.95	142.89	8.81
226-000-674.101	CONTRIBUTION FROM GENERAL FUND	0.00	9,047.50	7,755.00	7,755.00	0.00	0.00	0.00
226-000-680.000	OTHER INCOME	0.00	0.00	2,000.00	2,000.00	128.00	128.00	6.40
226-000-680.100	MISC/TREES	375.00	1,450.00	0.00	0.00	575.00	225.00	100.00
226-000-680.226	TREE ORDINANCE - REPLACEMENT	6,825.00	12,650.00	0.00	0.00	400.00	400.00	100.00
226-000-699.000	APPRO OF PR YR FUND BALANCE	0.00	0.00	156,138.00	156,138.00	0.00	0.00	0.00
Total Dept 000 - GENERAL REVENUES		1,205,867.74	1,649,094.46	1,800,653.00	1,800,653.00	1,222,712.62	748,213.56	67.90
Revenues		1,205,867.74	1,649,094.46	1,800,653.00	1,800,653.00	1,222,712.62	748,213.56	67.90
Department: 521 RECYCLING								
226-521-706.000	SALARY & WAGES/ FULL TIME	38,634.11	174,591.30	172,285.00	172,285.00	44,751.43	14,760.50	25.98
226-521-706.050	SALARY & WAGES/PART TIME	0.00	0.00	6,625.00	6,625.00	0.00	0.00	0.00
226-521-706.100	SALARY & WAGES/SICK	1,295.00	5,397.79	7,050.00	7,050.00	1,294.99	0.00	18.37
226-521-706.150	SALARY & WAGES/IN-LIEU HEALTH	0.00	0.00	590.00	590.00	0.00	0.00	0.00
226-521-706.300	SALARY & WAGES/RETENTION	0.00	856.24	1,825.00	1,825.00	0.00	0.00	0.00
226-521-706.350	SALARY & WAGES/PAGER PAY	0.00	600.01	2,425.00	2,425.00	0.00	0.00	0.00
226-521-706.550	SALARY & WAGES/WATER LICENSE BONUS	0.00	0.00	350.00	350.00	0.00	0.00	0.00
226-521-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	6,625.00	6,625.00	0.00	0.00	0.00
226-521-707.000	SALARY & WAGES/TEMP-SEASONAL	3,355.59	11,537.44	25,795.00	25,795.00	3,719.76	517.81	14.42
226-521-709.000	SALARY & WAGES/OVERTIME	9,986.68	30,892.55	20,250.00	20,250.00	7,263.94	2,681.46	35.87
226-521-721.000	FRINGE BENEFITS	19,014.29	85,878.00	98,900.00	98,900.00	19,955.68	6,937.23	20.18
226-521-721.500	POST RETIREMENT BENEFITS	17,384.49	69,537.96	59,690.00	59,690.00	0.00	0.00	0.00
226-521-725.500	MEAL ALLOWANCE	96.00	688.00	500.00	500.00	16.00	0.00	3.20
226-521-728.000	POSTAGE	1,100.00	2,300.00	2,500.00	2,500.00	0.00	0.00	0.00
226-521-740.000	OPERATING SUPPLIES	806.52	20,472.95	25,000.00	25,000.00	15,851.65	4,064.00	63.41
226-521-740.800	OPERATING SUPPLIES/BAGS & TAGS	305.00	305.00	0.00	0.00	0.00	0.00	0.00
226-521-740.801	OPERATING SUPPLIES/BAGS-OTHER	0.00	0.00	3,000.00	3,000.00	0.00	0.00	0.00
226-521-815.000	ADMINISTRATIVE SERVICES	46,250.01	185,000.04	190,550.00	190,550.00	0.00	0.00	0.00
226-521-818.000	CONTRACTUAL SERVICES	20,574.66	128,707.44	115,000.00	115,000.00	44,318.91	8,952.61	38.54
226-521-818.801	CONT SRVC/RESIDENTS	38,908.05	487,287.66	505,000.00	505,000.00	54,951.46	50,076.46	10.88
226-521-818.802	CONT SRVC/RECYCLING	0.00	117,881.49	135,000.00	135,000.00	10,653.24	10,653.24	7.89
226-521-818.803	CONT SRVC/LEAF COLLECTION	0.00	84,309.00	50,000.00	50,000.00	0.00	0.00	0.00
226-521-818.804	CONT SRVC/TRANSFER STATION	2,759.25	29,427.10	25,000.00	25,000.00	8,870.81	8,870.81	35.48
226-521-818.805	CONT SRVC/HAZARDOUS WASTE	0.00	20,935.20	12,000.00	12,000.00	11,783.90	11,783.90	98.20
226-521-850.000	COMMUNICATIONS	775.38	3,081.54	5,000.00	5,000.00	504.34	228.37	10.09
226-521-900.000	PRINTING & PUBLISHING	0.00	3,265.00	3,000.00	3,000.00	0.00	0.00	0.00
226-521-930.000	REPAIRS & MAINTENANCE	648.75	648.75	0.00	0.00	0.00	0.00	0.00

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH

Balance As of 09/30/2023

GL Number	Description	YTD Balance	End Balance	Original	23-24	YTD Balance	Activity For	% Bdg Used
		09/30/2022 Norm (Abnorm)	06/30/2023	Budget	Amended Budget	09/30/2023 Norm (Abnorm)	09/30/2023 Incr (Descr)	
Fund: 226 WASTE AND RECYCLING FUND								
Account Category: 521 RECYCLING								
Department: 521 RECYCLING								
226-521-940.000	EQUIPMENT RENTAL - FORCE ACCT	359.04	15,839.78	165,000.00	165,000.00	0.00	0.00	0.00
226-521-940.100	EQUIPMENT RENTAL / SUPPLEMENTAL	1,500.00	115,518.00	115,518.00	115,518.00	0.00	0.00	0.00
226-521-957.000	TRAINING EXPENSES	0.00	280.00	0.00	0.00	135.00	135.00	100.00
226-521-960.000	INSURANCE & BONDS	1,449.99	5,799.96	6,175.00	6,175.00	0.00	0.00	0.00
226-521-977.000	CAP OUTLAY/EQUIPMENT	0.00	0.00	40,000.00	40,000.00	0.00	0.00	0.00
	Total Dept 521 - RECYCLING	205,202.81	1,601,038.20	1,800,653.00	1,800,653.00	224,071.11	119,661.39	12.44
	Expenditures	205,202.81	1,601,038.20	1,800,653.00	1,800,653.00	224,071.11	119,661.39	12.44
Fund 226 - WASTE AND RECYCLING FUND:								
	TOTAL REVENUES	1,205,867.74	1,649,094.46	1,800,653.00	1,800,653.00	1,222,712.62	748,213.56	
	TOTAL EXPENDITURES	205,202.81	1,601,038.20	1,800,653.00	1,800,653.00	224,071.11	119,661.39	
	NET OF REVENUES & EXPENDITURES:	1,000,664.93	48,056.26	0.00	0.00	998,641.51	628,552.17	

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GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdt Used
Fund: 248 DOWNTOWN DEV AUTH/OPERATING FD								
Account Category: Revenues								
Department: 000 GENERAL REVENUES								
248-000-402.000	CURRENT PROPERTY TAX/REAL	984,121.08	1,146,945.78	1,547,100.00	1,547,100.00	1,037,604.58	1,037,604.58	67.07
248-000-405.000	TAXES RECOVERED BY COUNTY	0.00	0.00	(3,000.00)	(3,000.00)	0.00	0.00	0.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	33,896.47	7,500.00	7,500.00	0.00	0.00	0.00
248-000-619.000	BENCH SALE REVENUES	5,000.00	12,000.00	0.00	0.00	5,000.00	2,500.00	100.00
248-000-620.000	CONCERT REVENUES	76,776.00	140,326.00	80,000.00	80,000.00	23,950.00	3,600.00	29.94
248-000-665.000	INTEREST ON INVESTMENTS	(972.45)	23,746.51	50.00	50.00	0.00	0.00	0.00
248-000-674.095	CONTRIBUTIONS FOR LIGHT DECORATIONS	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
248-000-679.000	ADVERTISING REVENUE	0.00	1,590.00	0.00	0.00	0.00	0.00	0.00
248-000-680.000	OTHER INCOME	2,200.00	2,200.00	0.00	0.00	450.00	450.00	100.00
Total Dept 000 - GENERAL REVENUES		1,067,124.63	1,360,704.76	1,633,150.00	1,633,150.00	1,067,004.58	1,044,154.58	65.33
Revenues								
Total Dept 000 - GENERAL REVENUES		1,067,124.63	1,360,704.76	1,633,150.00	1,633,150.00	1,067,004.58	1,044,154.58	65.33
Account Category: Expenditures								
Department: 261 ADMINISTRATION								
248-261-706.000	SALARY & WAGES/ FULL TIME	15,541.30	78,818.12	92,615.00	92,615.00	21,364.32	7,159.59	23.07
248-261-706.050	SALARY & WAGES/PART TIME	1,503.00	22,535.99	29,875.00	29,875.00	6,165.51	1,160.51	20.64
248-261-706.100	SALARY & WAGES/SICK	0.00	0.00	3,925.00	3,925.00	0.00	0.00	0.00
248-261-706.300	SALARY & WAGES/RETENTION	0.00	0.00	675.00	675.00	0.00	0.00	0.00
248-261-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	1,045.00	1,045.00	0.00	0.00	0.00
248-261-707.000	SALARY & WAGES/TEMP-SEASONAL	3,914.50	5,157.86	3,000.00	3,000.00	714.80	0.00	100.00
248-261-709.000	SALARY & WAGES/OVERTIME	0.00	466.74	53,335.00	53,335.00	742.70	0.00	24.76
248-261-721.000	FRINGE BENEFITS	8,523.07	44,562.64	24,650.00	24,650.00	11,377.92	4,040.06	21.33
248-261-721.500	POST RETIREMENT BENEFITS	4,327.77	17,311.08	500.00	500.00	0.00	0.00	0.00
248-261-727.000	OFFICE SUPPLIES	74.40	439.29	200.00	200.00	12.60	0.00	2.52
248-261-728.000	POSTAGE	0.00	28.73	2,000.00	2,000.00	0.00	0.00	0.00
248-261-740.000	OPERATING SUPPLIES	1,096.14	2,025.69	2,000.00	2,000.00	28.96	28.96	1.45
248-261-815.000	ADMINISTRATIVE SERVICES	16,299.99	65,199.96	67,200.00	67,200.00	0.00	0.00	0.00
248-261-818.000	CONTRACTUAL SERVICES	4,137.13	16,834.39	16,000.00	16,000.00	1,791.82	637.93	11.20
248-261-850.000	COMMUNICATIONS	945.96	3,945.99	3,500.00	3,500.00	726.20	262.18	20.75
248-261-860.000	TRANSPORTATION	0.00	921.86	1,000.00	1,000.00	45.42	45.42	4.54
248-261-864.000	CONFERENCES & MEETINGS	223.00	2,358.28	2,000.00	2,000.00	45.00	0.00	2.25
248-261-880.000	PUBLIC RELATIONS EXPENSE	0.00	0.00	300.00	300.00	0.00	0.00	0.00
248-261-900.000	PRINTING & PUBLISHING	213.26	372.76	300.00	300.00	9.00	0.00	3.00
248-261-920.000	PUBLIC UTILITIES	459.02	2,455.61	2,660.00	2,660.00	740.91	432.95	27.85
248-261-925.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	100.00	100.00	0.00	0.00	0.00
248-261-930.000	REPAIRS & MAINTENANCE	0.00	985.00	2,000.00	2,000.00	0.00	0.00	0.00
248-261-938.000	EQUIPMENT LEASE EXPENSE	55.63	55.63	1,200.00	1,200.00	0.00	0.00	0.00
248-261-940.000	EQUIPMENT RENTAL - FORCE ACCT	150.00	450.00	500.00	500.00	0.00	0.00	0.00
248-261-942.000	OFFICE RENT	6,450.00	19,650.00	21,000.00	21,000.00	6,650.00	3,350.00	31.67
248-261-957.000	TRAINING EXPENSES	0.00	191.91	1,000.00	1,000.00	122.21	52.94	12.22
248-261-958.000	MEMBERSHIPS & DUES	400.00	400.00	2,000.00	2,000.00	730.00	730.00	36.50
248-261-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	252,590.00	252,590.00	0.00	0.00	0.00
Total Dept 261 - ADMINISTRATION		64,314.17	285,167.53	585,170.00	585,170.00	51,267.37	17,900.54	8.76
Department: 301 POLICE DEPARTMENT								
248-301-706.000	SALARY & WAGES/ FULL TIME	3,766.59	20,838.96	21,970.00	21,970.00	5,484.84	1,872.27	24.97
248-301-706.200	SALARY & WAGES/HOLIDAY PAY	0.00	925.92	965.00	965.00	0.00	0.00	0.00
248-301-706.300	SALARY & WAGES/RETENTION	0.00	87.51	80.00	80.00	0.00	0.00	0.00
248-301-706.400	SALARY & WAGES/UNIFORM ALLOW	0.00	323.91	215.00	215.00	71.49	49.71	33.25

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Fund: 248 DOWNTOWN DEV AUTH/OPERATING FD								
Account Category: Expenditures								
Department: 301 POLICE DEPARTMENT								
248-301-709.000	SALARY & WAGES/OVERTIME	456.00	456.00	1,825.00	1,825.00	0.00	0.00	0.00
248-301-721.000	FRINGE BENEFITS	1,629.06	9,902.13	10,765.00	10,765.00	2,406.86	892.40	22.36
248-301-725.500	MEAL ALLOWANCE	0.00	0.00	0.00	0.00	3.75	0.00	100.00
Total Dept 301 - POLICE DEPARTMENT		5,851.65	32,534.43	35,820.00	35,820.00	7,966.94	2,814.38	22.24
Department: 450 INFRASTRUCTURE MAINTENANCE								
248-450-707.000	SALARY & WAGES/TEMP-SEASONAL	128.00	2,175.70	8,000.00	8,000.00	3,698.26	1,399.32	46.23
248-450-709.000	SALARY & WAGES/OVERTIME	0.00	113.68	0.00	0.00	513.36	0.00	100.00
248-450-721.000	FRINGE BENEFITS	9.80	175.15	650.00	650.00	322.19	107.05	49.57
248-450-740.000	OPERATING SUPPLIES	0.00	0.00	100.00	100.00	0.00	0.00	0.00
248-450-815.000	ADMINISTRATIVE SERVICES	35,694.99	142,779.96	147,060.00	147,060.00	0.00	0.00	0.00
248-450-818.000	CONTRACTUAL SERVICES	10,615.45	75,215.49	80,000.00	80,000.00	11,970.64	5,160.64	14.96
248-450-931.000	REPAIRS & MAINT/SUMMER	0.00	12,318.00	20,000.00	20,000.00	2,260.00	0.00	11.30
248-450-932.000	REPAIRS & MAINT/WINTER	0.00	21,809.00	45,000.00	45,000.00	0.00	0.00	0.00
248-450-933.000	HOLIDAY LIGHTS MAINTENANCE	10,050.00	10,050.00	25,000.00	25,000.00	11,100.00	0.00	44.40
Total Dept 450 - INFRASTRUCTURE MAINTENANCE		56,498.24	264,636.98	325,810.00	325,810.00	29,864.45	6,667.01	9.17
Department: 529 PARKING								
248-529-815.000	ADMINISTRATIVE SERVICES	10,280.01	41,120.04	42,350.00	42,350.00	0.00	0.00	0.00
248-529-818.000	CONTRACTUAL SERVICES	449.00	13,021.25	13,000.00	13,000.00	898.00	449.00	6.91
Total Dept 529 - PARKING		10,729.01	54,141.29	55,350.00	55,350.00	898.00	449.00	1.62
Department: 811 MARKETING								
248-811-727.000	OFFICE SUPPLIES	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
248-811-728.000	POSTAGE	0.00	0.00	200.00	200.00	0.00	0.00	0.00
248-811-740.000	OPERATING SUPPLIES	0.00	648.25	1,500.00	1,500.00	450.00	450.00	30.00
248-811-794.000	CONCERT EXPENSES	31,030.96	71,457.15	80,000.00	80,000.00	30,729.00	1,224.00	38.41
248-811-818.000	CONTRACTUAL SERVICES	5,315.95	10,460.04	24,000.00	24,000.00	5,976.90	0.00	24.90
248-811-900.000	PRINTING & PUBLISHING	113.10	4,189.20	7,000.00	7,000.00	1,154.00	374.00	16.49
Total Dept 811 - MARKETING		36,460.01	86,754.64	113,700.00	113,700.00	38,309.90	2,048.00	33.69
Department: 965 CONTRIBUTIONS								
248-965-965.315	CONTRIB TO 2015 LTGO CAP IMPDEBT FD	0.00	220,610.00	217,300.00	217,300.00	0.00	0.00	0.00
248-965-965.405	CONTRIBUTION TO DDA/CAP IMP FD	6,249.99	186,389.96	300,000.00	300,000.00	0.00	0.00	0.00
Total Dept 965 - CONTRIBUTIONS		6,249.99	406,999.96	517,300.00	517,300.00	0.00	0.00	0.00
Expenditures								
Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD:		180,103.07	1,130,234.83	1,633,150.00	1,633,150.00	128,306.66	29,878.93	7.86
TOTAL REVENUES		1,067,124.63	1,360,704.76	1,633,150.00	1,633,150.00	1,067,004.58	1,044,154.58	
TOTAL EXPENDITURES		180,103.07	1,130,234.83	1,633,150.00	1,633,150.00	128,306.66	29,878.93	
NET OF REVENUES & EXPENDITURES:		887,021.56	230,469.93	0.00	0.00	938,697.92	1,014,275.65	

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GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdg Used
Fund: 249 BUILDING FUND								
Account Category: Revenues								
Department: 000 GENERAL REVENUES								
249-000-478.000	PERMITS/BUILDING	143,308.00	432,712.50	405,250.00	405,250.00	72,538.20	10,054.50	17.90
249-000-479.000	PERMITS/ELECTRICAL	10,841.00	39,468.00	50,000.00	50,000.00	13,943.00	3,190.00	27.89
249-000-480.000	PERMITS/MECHANICAL	11,367.00	39,235.00	52,000.00	52,000.00	13,468.00	5,060.00	25.90
249-000-481.000	PERMITS/PLUMBING	8,608.00	30,034.00	32,500.00	32,500.00	6,080.00	1,805.00	18.71
249-000-482.000	SITE PLAN COMPLIANCE-ADMIN REVIEWS	0.00	0.00	2,500.00	2,500.00	0.00	0.00	0.00
249-000-482.000	SIDEWALK CAFE PERMITS	0.00	10,274.00	8,500.00	8,500.00	655.00	0.00	7.71
249-000-485.000	HOUSING INSPECTION FEES	55.00	55.00	6,000.00	6,000.00	0.00	0.00	0.00
249-000-486.000	SITE PLAN REVIEW FEES	5,775.00	20,175.00	10,500.00	10,500.00	5,700.00	0.00	54.29
249-000-487.000	ZONING BOARD FILING FEES	1,400.00	4,900.00	4,000.00	4,000.00	1,150.00	0.00	28.75
249-000-488.000	MEETING REVIEW FEES	1,000.00	3,450.00	2,500.00	2,500.00	1,050.00	0.00	42.00
249-000-491.000	REGISTRATIONS/ELECTRICAL	260.00	1,420.00	1,200.00	1,200.00	500.00	0.00	41.67
249-000-492.000	REGISTRATIONS /MECHANICAL	360.00	1,245.00	1,000.00	1,000.00	360.00	75.00	36.00
249-000-493.000	REGISTRATIONS/PLUMBING	285.00	735.00	750.00	750.00	135.00	45.00	18.00
249-000-494.000	REGISTRATIONS/BUILDING	1,000.00	3,425.00	2,500.00	2,500.00	700.00	100.00	28.00
249-000-503.000	LOT SPLIT FEES	0.00	0.00	600.00	600.00	0.00	0.00	0.00
249-000-626.750	W/S TAP ADMINISTRATION FEE	0.00	0.00	25,000.00	25,000.00	0.00	0.00	0.00
249-000-657.000	ORDINANCE VIOLATIONS/CITATIONS	0.00	290.50	2,000.00	2,000.00	0.00	0.00	0.00
249-000-665.000	INTEREST ON INVESTMENTS	0.00	4,352.51	3,500.00	3,500.00	0.00	0.00	0.00
249-000-674.101	CONTRIBUTION FROM GENERAL FUND	0.00	55,000.00	0.00	0.00	0.00	0.00	0.00
249-000-699.000	APPROP OF PR YR FUND BALANCE	0.00	0.00	81,375.00	81,375.00	0.00	0.00	0.00
Total Dept 000 - GENERAL REVENUES		184,259.00	646,771.51	691,675.00	691,675.00	116,279.20	20,429.50	16.81
Revenues		184,259.00	646,771.51	691,675.00	691,675.00	116,279.20	20,429.50	16.81
Account Category: Expenditures								
Department: 371 ENGINEERING/INSPECTIONS								
249-371-706.000	SALARY & WAGES/ FULL TIME	51,444.63	211,672.51	222,755.00	222,755.00	48,274.86	16,373.45	21.67
249-371-706.050	SALARY & WAGES/PART TIME	2,981.87	21,271.73	28,365.00	28,365.00	2,148.59	792.00	7.57
249-371-706.100	SALARY & WAGES/SICK	0.00	5,484.47	10,200.00	10,200.00	0.00	0.00	0.00
249-371-706.300	SALARY & WAGES/RETENTION	0.00	3,025.00	2,845.00	2,845.00	0.00	0.00	0.00
249-371-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	6,700.00	6,700.00	0.00	0.00	0.00
249-371-707.000	SALARY & WAGES/TEMP-SEASONAL	5,930.42	25,238.04	35,000.00	35,000.00	12,847.50	3,236.25	36.71
249-371-721.000	FRINGE BENEFITS	25,605.57	109,917.51	128,260.00	128,260.00	21,472.06	7,464.00	16.74
249-371-721.500	POST RETIREMENT BENEFITS	9,995.73	39,982.92	47,250.00	47,250.00	0.00	0.00	0.00
249-371-727.000	OFFICE SUPPLIES	48.18	274.86	0.00	0.00	244.54	244.54	100.00
249-371-728.000	POSTAGE	0.00	172.72	100.00	100.00	62.31	0.00	62.31
249-371-740.000	OPERATING SUPPLIES	165.00	587.12	1,250.00	1,250.00	0.00	0.00	0.00
249-371-815.000	ADMINISTRATIVE SERVICES	11,750.01	47,000.04	47,000.00	47,000.00	0.00	0.00	0.00
249-371-818.000	CONTRACTUAL SERVICES	35,182.80	185,993.88	145,000.00	145,000.00	32,733.74	18,512.29	22.57
249-371-818.430	CONT SVCS/SNOW REMOVAL	0.00	0.00	500.00	500.00	0.00	0.00	0.00
249-371-818.435	CONT SVCS/WEEP MOWING	0.00	190.50	500.00	500.00	0.00	0.00	0.00
249-371-850.000	COMMUNICATIONS	586.30	2,629.43	2,700.00	2,700.00	448.08	280.23	16.60
249-371-860.000	TRANSPORTATION	76.25	588.57	500.00	500.00	0.00	0.00	0.00
249-371-864.000	CONFERENCES & MEETINGS	491.48	2,279.22	2,000.00	2,000.00	517.94	82.94	25.90
249-371-900.000	PRINTING & PUBLISHING	423.54	1,780.71	1,250.00	1,250.00	406.00	215.50	32.48
249-371-930.000	REPAIRS & MAINTENANCE	0.00	0.00	500.00	500.00	0.00	0.00	0.00
249-371-938.000	EQUIPMENT LEASE EXPENSE	516.15	1,743.67	1,500.00	1,500.00	270.52	0.00	18.03
249-371-940.000	EQUIPMENT RENTAL - FORCE ACCT	1,500.00	4,500.00	6,000.00	6,000.00	0.00	0.00	0.00
249-371-957.000	TRAINING EXPENSES	0.00	386.75	500.00	500.00	174.00	174.00	34.80
249-371-958.000	MEMBERSHIPS & DUES	564.00	1,359.00	1,000.00	1,000.00	564.00	564.00	56.40

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
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GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdg Used
Fund: 249 BUILDING FUND								
Account Category: Expenditures								
Department: 371 ENGINEERING/INSPECTIONS								
Total Dept 371 - ENGINEERING/INSPECTIONS								
Expenditures		147,261.93	666,078.65	691,675.00	691,675.00	120,164.14	47,939.20	17.37
		147,261.93	666,078.65	691,675.00	691,675.00	120,164.14	47,939.20	17.37
Fund 249 - BUILDING FUND:								
TOTAL REVENUES		184,259.00	646,771.51	691,675.00	691,675.00	116,279.20	20,429.50	
TOTAL EXPENDITURES		147,261.93	666,078.65	691,675.00	691,675.00	120,164.14	47,939.20	
NET OF REVENUES & EXPENDITURES:		36,997.07	(19,307.14)	0.00	0.00	(3,884.94)	(27,509.70)	

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As Of 09/30/2023

GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdt Used
Fund: 252 NEIGHBORHOOD SERVICES FUND								
Account Category: Revenues								
Department: 000 GENERAL REVENUES								
252-000-508.000	OTHER GRANTS - SMART FUNDS	0.00	0.00	8,960.00	8,960.00	0.00	0.00	0.00
252-000-665.000	INTEREST ON INVESTMENTS	0.00	0.00	30.00	30.00	38.04	9.82	126.80
252-000-674.101	CONTRIBUTION FROM GENERAL FUND	18,252.51	73,010.04	73,010.00	73,010.00	0.00	0.00	0.00
252-000-699.000	APPROP OF PR YR FUND BALANCE	0.00	0.00	7,050.00	7,050.00	0.00	0.00	0.00
Total Dept 000 - GENERAL REVENUES		18,252.51	73,010.04	89,050.00	89,050.00	38.04	9.82	0.04
Revenues								
Account Category: Expenditures								
Department: 261 ADMINISTRATION								
252-261-818.000	CONTRACTUAL SERVICES	0.00	0.00	500.00	500.00	0.00	0.00	0.00
Total Dept 261 - ADMINISTRATION		0.00	0.00	500.00	500.00	0.00	0.00	0.00
Department: 488 OLD VILLAGE COMMUNITY CENTER								
252-488-920.000	PUBLIC UTILITIES	38.08	2,384.86	2,000.00	2,000.00	0.00	0.00	0.00
Total Dept 488 - OLD VILLAGE COMMUNITY CENTER		38.08	2,384.86	2,000.00	2,000.00	0.00	0.00	0.00
Department: 703 SENIOR TRANSPORTATION								
252-703-727.000	OFFICE SUPPLIES	0.00	0.00	50.00	50.00	0.00	0.00	0.00
252-703-728.000	POSTAGE	0.00	0.00	100.00	100.00	0.00	0.00	0.00
252-703-740.000	OPERATING SUPPLIES	0.00	0.00	200.00	200.00	0.00	0.00	0.00
252-703-850.000	COMMUNICATIONS	127.53	594.55	1,200.00	1,200.00	84.88	42.44	7.07
252-703-965.800	CONTRIBUTION TO OTHER AGENCIES	4,152.36	109,108.87	85,000.00	85,000.00	12,521.56	7,459.38	14.73
Total Dept 703 - SENIOR TRANSPORTATION		4,279.89	109,703.42	86,550.00	86,550.00	12,606.44	7,501.82	14.57
Expenditures								
Fund 252 - NEIGHBORHOOD SERVICES FUND:								
TOTAL REVENUES		18,252.51	73,010.04	89,050.00	89,050.00	38.04	9.82	
TOTAL EXPENDITURES		4,317.97	112,088.28	89,050.00	89,050.00	12,606.44	7,501.82	
NET OF REVENUES & EXPENDITURES:		13,934.54	(39,078.24)	0.00	0.00	(12,568.40)	(7,492.00)	

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GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Descr)	% Bdg Used
Fund: 592 WATER SEWER FUND								
Account Category: 000 GENERAL REVENUES								
Department: 000 GENERAL REVENUES								
592-000-626.000	METERED SALES	686,563.33	2,073,258.82	2,121,800.00	2,121,800.00	694,623.12	229,208.77	32.74
592-000-626.100	FIRE PROTECTION/STANDY-BY	0.00	0.00	200.00	200.00	0.00	0.00	0.00
592-000-626.200	MISC/TURNS ONS-REPAIRS	90.00	(1,021.83)	1,000.00	1,000.00	0.00	0.00	0.00
592-000-626.300	MISC/SEWER TV INSPECTION FEES	0.00	0.00	500.00	0.00	0.00	0.00	0.00
592-000-626.500	WATER/SEWER TAP & CONNECT FEES	4,040.00	29,740.00	300,000.00	300,000.00	6,645.00	3,935.00	2.22
592-000-629.900	SEWER SERVICE	8,355.67	31,951.61	35,350.00	35,350.00	7,133.62	2,644.39	20.18
592-000-629.200	SEWER PENALTY & INTEREST	788,162.89	2,323,781.52	2,360,500.00	2,360,500.00	799,367.33	243,133.98	33.86
592-000-629.900	SEWER SERVICE	11,715.47	46,585.87	50,000.00	50,000.00	12,017.46	4,111.64	24.03
592-000-629.900	SEWER PENALTY & INTEREST	10,049.12	37,037.09	43,590.00	43,590.00	8,335.47	(34,224.93)	19.12
592-000-630.000	OVERHEAD ON WORK ORDERS	0.00	(957.52)	1,000.00	1,000.00	0.00	0.00	0.00
592-000-665.000	INTEREST ON INVESTMENTS	2,098.29	91,740.23	60,000.00	60,000.00	(7,999.80)	0.00	(13.33)
592-000-665.560	INTEREST ON INVEST/MS CAP IMP FD	0.00	0.00	50.00	50.00	0.00	0.00	0.00
592-000-673.000	GAIN/LOSS-SALE OF FIXED ASSETS	0.00	0.00	(10,000.00)	(10,000.00)	0.00	0.00	0.00
592-000-680.000	OTHER INCOME	0.00	0.00	10,000.00	10,000.00	0.00	0.00	0.00
592-000-696.550	BOND PREMIUM AMORTIZATION	6,208.74	24,834.96	24,835.00	24,835.00	0.00	0.00	0.00
592-000-699.000	APPROP OF PR YR FUND BALANCE	0.00	0.00	383,435.00	383,435.00	0.00	0.00	0.00
Total dept 000 - GENERAL REVENUES		1,517,283.51	4,656,950.75	5,382,260.00	5,382,260.00	1,520,122.20	448,808.85	28.24
Revenues		1,517,283.51	4,656,950.75	5,382,260.00	5,382,260.00	1,520,122.20	448,808.85	28.24
Account Category: 261 ADMINISTRATION								
Department: 261 ADMINISTRATION								
592-261-706.000	SALARY & WAGES/ FULL TIME	53,627.39	199,028.67	198,205.00	198,205.00	19,300.58	6,698.09	9.74
592-261-706.050	SALARY & WAGES/PART TIME	5,295.54	23,392.00	32,905.00	32,905.00	5,764.02	1,783.96	17.52
592-261-706.100	SALARY & WAGES/SICK	1,452.50	7,830.47	7,025.00	7,025.00	1,452.52	0.00	20.68
592-261-706.150	SALARY & WAGES/IN-LIEU HEALTH	0.00	1,110.33	850.00	850.00	0.00	0.00	0.00
592-261-706.300	SALARY & WAGES/RETENTION	0.00	4,331.20	2,875.00	2,875.00	0.00	0.00	0.00
592-261-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	1,650.00	1,650.00	0.00	0.00	0.00
592-261-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	6,670.00	6,670.00	0.00	0.00	0.00
592-261-707.000	SALARY & WAGES/TEMP-SEASONAL	1,260.21	5,856.62	5,600.00	5,600.00	18.78	0.00	0.34
592-261-709.000	SALARY & WAGES/OVERTIME	3,138.80	6,281.44	8,350.00	8,350.00	2,705.79	1,237.63	32.40
592-261-721.000	FRINGE BENEFITS	24,063.82	97,654.80	112,970.00	112,970.00	9,811.83	3,445.59	8.69
592-261-721.500	POST RETIREMENT BENEFITS	16,735.50	66,942.00	61,445.00	61,445.00	0.00	0.00	0.00
592-261-725.000	EMPLOYEE TESTING & LICENSING	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
592-261-728.000	POSTAGE	1,628.60	8,227.66	7,700.00	7,700.00	1,517.50	0.00	0.00
592-261-740.000	OPERATING SUPPLIES	2,735.30	4,701.22	5,000.00	5,000.00	0.00	0.00	0.00
592-261-815.000	ADMINISTRATIVE SERVICES	63,750.00	255,000.00	262,650.00	262,650.00	0.00	0.00	0.00
592-261-818.000	CONTRACTUAL SERVICES	20,735.79	52,070.06	55,000.00	55,000.00	12,641.07	1,867.05	22.98
592-261-818.150	CONT SVCS/CITY ATTY - SPECIAL	0.00	0.00	4,000.00	4,000.00	0.00	0.00	0.00
592-261-818.480	CONT SRVC/BULK WATER RATE CHARGE	56,391.77	477,935.50	532,520.00	532,520.00	237,617.49	0.00	0.00
592-261-818.485	CONT SRVC/BULK WATER FIXED CHARGE	59,000.00	708,000.00	702,710.00	702,710.00	0.00	0.00	0.00
592-261-818.500	CONT SRVC/MONTHLY FIXED SEWER CHARGE	377,026.29	1,418,650.70	1,535,740.00	1,535,740.00	236,417.72	118,208.86	15.39
592-261-818.536	CONT SRVC/IWC SURCHARGE	7,854.52	47,127.12	44,500.00	44,500.00	7,986.16	3,993.08	17.95
592-261-818.551	CONT SRVC/MTUA ADDITIONAL CAPACITY	62,637.36	203,571.42	187,915.00	187,915.00	31,318.68	15,659.34	16.67
592-261-818.900	CONT SRVC/BANK ANALYSIS FEES	1,216.46	7,001.69	7,000.00	7,000.00	0.00	0.00	0.00
592-261-850.000	COMMUNICATIONS	4,357.64	18,469.08	30,000.00	30,000.00	3,411.00	1,584.13	11.37
592-261-864.000	CONFERENCES & MEETINGS	0.00	0.00	5,000.00	5,000.00	829.00	829.00	16.58
592-261-900.000	PRINTING & PUBLISHING	0.00	0.00	10,000.00	10,000.00	0.00	0.00	0.00
592-261-920.000	PUBLIC UTILITIES	(571.50)	0.00	7,000.00	7,000.00	(0.83)	0.00	(0.01)
592-261-940.000	EQUIPMENT RENTAL - FORCE ACCT	2,224.23	10,376.98	45,000.00	45,000.00	0.00	0.00	0.00

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH

Balance As of 09/30/2023

GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	23-24 Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdt Used
Fund: 592 WATER SEWER FUND								
Account Category: 261 ADMINISTRATION								
Department: 261 ADMINISTRATION								
592-261-957.000	TRAINING EXPENSES	991.70	6,059.30	15,000.00	15,000.00	1,909.23	549.23	12.73
592-261-958.000	MEMBERSHIPS & DUES	1,231.00	8,231.98	9,000.00	9,000.00	576.43	0.00	6.40
592-261-959.000	DEPRECIATION	131,250.00	525,000.00	525,000.00	525,000.00	0.00	0.00	0.00
592-261-960.000	INSURANCE & BONDS	5,000.01	20,000.04	20,400.00	20,400.00	0.00	0.00	0.00
592-261-965.316	CONTRIB TO 12 LTGO REF DBT FD	0.00	70,165.00	0.00	0.00	0.00	0.00	0.00
592-261-965.316	CONTRIB TO 2015 CAP IMP DBT FD	0.00	226,590.00	0.00	0.00	0.00	0.00	0.00
592-261-965.560	CONTRIB TO W/S CAPITAL IMP FD	200,000.01	800,000.04	0.00	0.00	0.00	0.00	0.00
592-261-968.000	BOND DISCOUNT AMORTIZATION	2,340.00	9,360.00	9,360.00	9,360.00	0.00	0.00	0.00
592-261-994.316	INTEREST/2012 LTGO REF DBT FD	0.00	0.00	2,100.00	2,100.00	0.00	0.00	0.00
592-261-994.316	INTEREST/2015 CAP IMP DBT FD	0.00	0.00	21,300.00	21,300.00	0.00	0.00	0.00
592-261-998.316	PAYING AGENT FEES/2015 CAP IMP DBT	0.00	0.00	290.00	290.00	0.00	0.00	0.00
Total Dept 261 - ADMINISTRATION		1,105,372.94	5,288,393.82	4,483,730.00	4,483,730.00	573,276.97	155,855.96	12.79
Department: 536 TRUNK & LATERAL								
592-536-706.000	SALARY & WAGES/ FULL TIME	8,718.53	49,890.70	31,430.00	31,430.00	19,667.37	6,189.48	62.58
592-536-706.100	SALARY & WAGES/SICK	0.00	601.73	1,360.00	1,360.00	0.00	0.00	0.00
592-536-706.300	SALARY & WAGES/RETENTION	0.00	234.37	400.00	400.00	0.00	0.00	0.00
592-536-706.350	SALARY & WAGES/PAGER PAY	0.00	900.03	550.00	550.00	0.00	0.00	0.00
592-536-706.550	SALARY & WAGES/WATER LICENSE BONUS	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
592-536-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	1,210.00	1,210.00	0.00	0.00	0.00
592-536-707.000	SALARY & WAGES/TEMP-SEASONAL	1,206.58	4,148.82	7,800.00	7,800.00	1,366.37	186.19	17.52
592-536-709.000	SALARY & WAGES/OVERTIME	110.46	1,206.25	1,000.00	1,000.00	227.38	224.32	22.74
592-536-721.000	FRINGE BENEFITS	3,816.10	22,143.49	19,765.00	19,765.00	7,460.38	2,488.44	37.75
592-536-721.500	POST RETIREMENT BENEFITS	3,238.77	12,955.08	12,395.00	12,395.00	0.00	0.00	0.00
592-536-725.500	MEAL ALLOWANCE	4.48	28.48	50.00	50.00	15.00	0.00	30.00
592-536-740.000	OPERATING SUPPLIES	1,317.90	3,330.99	10,000.00	10,000.00	0.00	0.00	0.00
592-536-818.000	CONTRACTUAL SERVICES	1,575.00	26,437.50	45,000.00	45,000.00	962.50	0.00	2.14
592-536-850.000	COMMUNICATIONS	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
592-536-920.000	PUBLIC UTILITIES	93.08	514.70	1,000.00	1,000.00	(92.68)	(15.06)	(9.27)
592-536-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	976.13	45,000.00	45,000.00	0.00	0.00	0.00
592-536-940.100	EQUIPMENT RENTAL / SUPPLEMENTAL	12,000.00	153,880.00	153,880.00	153,880.00	0.00	0.00	0.00
Total Dept 536 - TRUNK & LATERAL		32,080.90	277,248.27	332,840.00	332,840.00	29,606.32	9,073.37	8.90
Department: 537 MAINS MAINTENANCE								
592-537-706.000	SALARY & WAGES/ FULL TIME	9,948.69	56,608.61	41,835.00	41,835.00	21,759.23	6,937.10	52.01
592-537-706.100	SALARY & WAGES/SICK	0.00	898.22	1,800.00	1,800.00	0.00	0.00	0.00
592-537-706.300	SALARY & WAGES/RETENTION	0.00	195.37	195.00	195.00	0.00	0.00	0.00
592-537-706.350	SALARY & WAGES/PAGER PAY	0.00	750.23	715.00	715.00	0.00	0.00	0.00
592-537-706.550	SALARY & WAGES/WATER LICENSE BONUS	1,500.00	1,500.00	1,500.00	1,500.00	1,000.00	0.00	66.67
592-537-707.000	SALARY & WAGES/TEMP-SEASONAL	1,606.15	5,522.68	7,105.00	7,105.00	1,798.17	247.88	25.31
592-537-709.000	SALARY & WAGES/OVERTIME	269.95	4,718.13	8,125.00	8,125.00	197.42	0.00	2.43
592-537-721.000	FRINGE BENEFITS	4,567.19	26,187.48	26,325.00	26,325.00	8,502.85	2,722.79	32.30
592-537-721.500	POST RETIREMENT BENEFITS	4,311.00	17,244.00	16,500.00	16,500.00	0.00	0.00	0.00
592-537-725.500	MEAL ALLOWANCE	0.00	211.00	500.00	500.00	0.00	0.00	0.00
592-537-740.000	OPERATING SUPPLIES	1,158.59	24,720.16	35,000.00	35,000.00	5,206.40	219.95	14.88
592-537-818.000	CONTRACTUAL SERVICES	0.00	2,845.00	45,000.00	45,000.00	5,208.11	0.00	11.57
592-537-930.000	REPAIRS & MAINTENANCE	0.00	2,959.00	15,000.00	15,000.00	0.00	0.00	0.00
592-537-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	1,979.50	25,000.00	25,000.00	0.00	0.00	0.00
592-537-958.000	MEMBERSHIPS & DUES	0.00	1,302.51	1,500.00	1,500.00	0.00	0.00	0.00

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As Of 09/30/2023

GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdt Used
Fund: 592 WATER SEWER FUND								
Account Category: Expenditures								
Department: 537 MAINS MAINTENANCE								
Total Dept 537 - MAINS MAINTENANCE		23,361.57	147,641.89	226,100.00	226,100.00	43,672.18	10,127.72	19.32
Department: 538 METER MAINTENANCE								
592-538-706.000	SALARY & WAGES/ FULL TIME	6,728.50	36,888.90	39,250.00	39,250.00	12,741.13	4,253.99	32.46
592-538-706.100	SALARY & WAGES/SICK	0.00	915.41	1,700.00	1,700.00	0.00	0.00	0.00
592-538-706.300	SALARY & WAGES/RETENTION	0.00	0.00	185.00	185.00	0.00	0.00	0.00
592-538-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	675.00	675.00	0.00	0.00	0.00
592-538-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	1,510.00	1,510.00	0.00	0.00	0.00
592-538-707.000	SALARY & WAGES/TEMP-SEASONAL	1,507.09	5,181.87	2,860.00	2,860.00	1,628.58	232.56	56.94
592-538-709.000	SALARY & WAGES/OVERTIME	11.79	186.15	500.00	500.00	88.92	0.00	17.78
592-538-721.000	FRINGE BENEFITS	4,531.99	22,815.34	24,685.00	24,685.00	4,846.29	1,660.66	19.63
592-538-721.500	POST RETIREMENT BENEFITS	2,398.50	9,594.00	15,485.00	15,485.00	0.00	0.00	0.00
592-538-740.000	OPERATING SUPPLIES	0.00	4,141.32	60,000.00	60,000.00	798.95	798.95	1.33
592-538-818.000	CONTRACTUAL SERVICES	0.00	76,671.53	17,500.00	17,500.00	95,773.19	5,840.01	547.28
592-538-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	0.00	12,000.00	12,000.00	0.00	0.00	0.00
Total Dept 538 - METER MAINTENANCE		15,177.87	156,394.52	176,350.00	176,350.00	115,877.06	12,786.17	65.71
Department: 539 SERVICE MAINTENANCE								
592-539-706.000	SALARY & WAGES/ FULL TIME	2,085.53	12,449.64	8,935.00	8,935.00	4,995.63	1,602.90	55.91
592-539-706.100	SALARY & WAGES/SICK	0.00	252.73	385.00	385.00	0.00	0.00	0.00
592-539-706.300	SALARY & WAGES/RETENTION	0.00	39.01	25.00	25.00	0.00	0.00	0.00
592-539-706.350	SALARY & WAGES/PAGER PAY	0.00	149.74	150.00	150.00	0.00	0.00	0.00
592-539-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	300.00	300.00	0.00	0.00	0.00
592-539-707.000	SALARY & WAGES/TEMP-SEASONAL	342.96	1,179.15	1,425.00	1,425.00	370.62	52.92	26.01
592-539-709.000	SALARY & WAGES/OVERTIME	0.00	621.11	1,500.00	1,500.00	654.50	0.00	43.63
592-539-721.000	FRINGE BENEFITS	901.54	5,560.16	5,100.00	5,100.00	2,030.37	620.61	39.81
592-539-721.500	POST RETIREMENT BENEFITS	920.52	3,682.08	3,525.00	3,525.00	0.00	0.00	0.00
592-539-725.500	MEAL ALLOWANCE	0.00	14.88	0.00	0.00	1.12	0.00	100.00
592-539-740.000	OPERATING SUPPLIES	0.00	0.00	10,000.00	10,000.00	0.00	0.00	0.00
592-539-818.000	CONTRACTUAL SERVICES	0.00	525.00	65,000.00	65,000.00	4,670.00	4,670.00	7.18
592-539-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	0.00	15,000.00	15,000.00	0.00	0.00	0.00
Total Dept 539 - SERVICE MAINTENANCE		4,250.55	24,473.50	111,345.00	111,345.00	12,722.24	6,946.43	11.43
Department: 540 HYDRANT MAINTENANCE								
592-540-706.000	SALARY & WAGES/ FULL TIME	2,234.93	11,226.85	9,795.00	9,795.00	3,685.83	1,172.36	37.63
592-540-706.100	SALARY & WAGES/SICK	0.00	69.89	425.00	425.00	0.00	0.00	0.00
592-540-706.300	SALARY & WAGES/RETENTION	0.00	39.14	50.00	50.00	0.00	0.00	0.00
592-540-706.350	SALARY & WAGES/PAGER PAY	0.00	150.27	150.00	150.00	0.00	0.00	0.00
592-540-706.550	SALARY & WAGES/WATER LICENSE BONUS	0.00	0.00	50.00	50.00	0.00	0.00	0.00
592-540-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	350.00	350.00	0.00	0.00	0.00
592-540-707.000	SALARY & WAGES/TEMP-SEASONAL	375.95	1,292.76	1,000.00	1,000.00	421.93	58.02	42.19
592-540-709.000	SALARY & WAGES/OVERTIME	0.00	0.00	450.00	450.00	0.00	0.00	0.00
592-540-721.000	FRINGE BENEFITS	966.09	5,048.27	6,160.00	6,160.00	1,443.45	480.03	23.43
592-540-721.500	POST RETIREMENT BENEFITS	1,009.26	4,037.04	3,865.00	3,865.00	0.00	0.00	0.00
592-540-725.500	MEAL ALLOWANCE	0.00	0.00	100.00	100.00	0.00	0.00	0.00
592-540-740.000	OPERATING SUPPLIES	0.00	18.60	12,500.00	12,500.00	0.00	0.00	0.00
592-540-930.000	REPAIRS & MAINTENANCE	0.00	0.00	5,000.00	5,000.00	0.00	0.00	0.00
592-540-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	0.00	12,000.00	12,000.00	0.00	0.00	0.00
Total Dept 540 - HYDRANT MAINTENANCE		4,586.23	21,882.82	51,895.00	51,895.00	5,551.21	1,710.41	10.70

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH

Balance As of 09/30/2023

GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdgt Used
Fund: 592 WATER SEWER FUND								
Account Category: Expenditures								
Expenditures								
Fund 592 - WATER SEWER FUND:		1,184,830.06	5,916,034.82	5,382,260.00	5,382,260.00	780,705.98	196,500.06	14.51
TOTAL REVENUES		1,517,283.51	4,656,950.75	5,382,260.00	5,382,260.00	1,520,122.20	448,808.85	
TOTAL EXPENDITURES		1,184,830.06	5,916,034.82	5,382,260.00	5,382,260.00	780,705.98	196,500.06	
NET OF REVENUES & EXPENDITURES:		332,453.45	(1,259,084.07)	0.00	0.00	739,416.22	252,308.79	

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 09/30/2023

GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdt Used
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Fund: 661 EQUIPMENT FUND
Account Category: 000 GENERAL REVENUES

Department: 000 GENERAL REVENUES								
661-000-665.000	INTEREST ON INVESTMENTS	0.00	7,844.82	750.00	750.00	139.00	32.29	18.53
661-000-673.000	GAIN/LOSS-SALE OF FIXED ASSETS	9,160.00	52,877.20	5,000.00	5,000.00	0.00	0.00	0.00
661-000-674.208	CONTRIBUTION FROM RECREATION	4,732.50	18,930.00	18,930.00	18,930.00	0.00	0.00	0.00
661-000-675.000	RENTAL FEES - FORCE ACCT	49,496.97	273,513.72	721,315.00	721,315.00	0.00	0.00	0.00
661-000-675.100	RENTAL FEES - FORCE ACCOUNT - HOUSING	0.00	0.00	590.00	590.00	0.00	0.00	0.00
661-000-675.200	RENTAL FEES / SUPPLEMENTAL BILLING	13,500.00	269,398.00	269,398.00	269,398.00	0.00	0.00	0.00
661-000-680.000	OTHER INCOME	0.00	185.99	1,000.00	1,000.00	0.00	0.00	0.00
661-000-683.000	INSURANCE PROCEEDS	0.00	3,031.72	0.00	0.00	203.00	203.00	100.00
661-000-684.200	BUILDING RENTAL - MSD MECHANIC BAY	5,737.50	11,475.00	11,480.00	11,480.00	5,737.50	203.00	49.98
Total Dept 000 - GENERAL REVENUES		82,626.97	637,256.45	1,028,463.00	1,028,463.00	6,079.50	235.29	0.59

Revenues

Account Category: Expenditures

Department: 261 ADMINISTRATION								
661-261-706.000	SALARY & WAGES/ FULL TIME	997.37	4,101.68	5,820.00	5,820.00	822.06	279.07	14.12
661-261-706.100	SALARY & WAGES/SICK	0.00	0.00	250.00	250.00	0.00	0.00	0.00
661-261-706.300	SALARY & WAGES/RETENTION	0.00	0.00	50.00	50.00	0.00	0.00	0.00
661-261-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	100.00	100.00	0.00	0.00	0.00
661-261-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	225.00	225.00	0.00	0.00	0.00
661-261-707.000	SALARY & WAGES/TEMP-SEASONAL	223.34	768.04	2,775.00	2,775.00	241.45	34.46	8.70
661-261-709.000	SALARY & WAGES/OVERTIME	0.00	168.07	125.00	125.00	0.00	0.00	0.00
661-261-721.000	FRINGE BENEFITS	427.28	1,983.81	3,660.00	3,660.00	363.82	127.34	9.94
661-261-721.500	POST RETIREMENT BENEFITS	599.49	2,397.96	2,295.00	2,295.00	0.00	0.00	0.00
661-261-740.000	OPERATING SUPPLIES	10,569.01	116,703.85	112,000.00	112,000.00	35,534.95	4,205.30	31.73
661-261-745.000	FUEL & OIL	21,353.12	97,195.98	85,400.00	85,400.00	11,796.93	5,976.95	13.81
661-261-750.000	OPERATING SUPPLIES/SOFTWARE	0.00	0.00	500.00	500.00	0.00	0.00	0.00
661-261-760.000	OPERATING SUPPLIES/TOOLS	0.00	0.00	500.00	500.00	0.00	0.00	0.00
661-261-815.000	ADMINISTRATIVE SERVICES	15,375.00	61,500.00	63,350.00	63,350.00	0.00	0.00	0.00
661-261-818.000	CONTRACTUAL SERVICES	23,409.15	98,736.83	85,000.00	85,000.00	7,749.64	1,415.12	9.12
661-261-850.000	COMMUNICATIONS	627.63	2,586.13	5,000.00	5,000.00	437.31	192.41	8.75
661-261-864.000	CONFERENCES & MEETINGS	0.00	0.00	500.00	500.00	0.00	0.00	0.00
661-261-930.000	REPAIRS & MAINTENANCE	3,659.77	8,765.69	25,000.00	25,000.00	5,300.59	0.00	21.20
661-261-939.000	EQUIPMENT RENTAL	0.00	1,065.00	1,000.00	1,000.00	0.00	0.00	0.00
661-261-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	0.00	3,000.00	3,000.00	0.00	0.00	0.00
661-261-959.000	DEPRECIATION	72,500.01	290,000.04	290,000.00	290,000.00	0.00	0.00	0.00
661-261-960.000	INSURANCE & BONDS	14,750.01	59,000.04	59,000.00	59,000.00	0.00	0.00	0.00
661-261-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	34,765.00	34,765.00	0.00	0.00	0.00
661-261-977.000	CAP OUTLAY/EQUIPMENT	132.19	15,800.19	217,045.00	217,045.00	665.39	0.00	0.31
661-261-994.001	INTEREST ON CAPITAL LEASE	0.00	39,674.81	31,103.00	31,103.00	4,466.82	0.00	14.36
Total Dept 261 - ADMINISTRATION		164,623.37	800,448.12	1,028,463.00	1,028,463.00	67,378.96	12,230.65	6.55
Expenditures		164,623.37	800,448.12	1,028,463.00	1,028,463.00	67,378.96	12,230.65	6.55
Fund 661 - EQUIPMENT FUND:								
TOTAL REVENUES		82,626.97	637,256.45	1,028,463.00	1,028,463.00	6,079.50	235.29	
TOTAL EXPENDITURES		164,623.37	800,448.12	1,028,463.00	1,028,463.00	67,378.96	12,230.65	
NET OF REVENUES & EXPENDITURES:		(81,996.40)	(163,191.67)	0.00	0.00	(61,299.46)	(11,995.36)	

Report Totals:

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 09/30/2023

GL Number	Description	YTD Balance 09/30/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 09/30/2023 Norm (Abnorm)	Activity For 09/30/2023 Incr (Decr)	% Bdgt used
	TOTAL REVENUES - ALL FUNDS	11,483,245.80	21,437,823.59	24,932,898.00	24,932,898.00	10,521,110.23	6,562,335.11	
	TOTAL EXPENDITURES - ALL FUNDS	4,453,887.03	21,869,152.74	24,932,898.00	24,932,898.00	3,325,565.48	1,098,177.71	
	NET OF REVENUES & EXPENDITURES:	<u>7,029,358.77</u>	<u>(431,329.15)</u>	<u>0.00</u>	<u>0.00</u>	<u>7,195,544.75</u>	<u>5,464,157.40</u>	