



# Plymouth City Commission Regular Meeting Agenda Monday, July 7, 2025 7:00 p.m. Lions Park – Burroughs & Harding

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

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234  
Fax 734-455-1892

1. **CALL TO ORDER**
  - a. Pledge of Allegiance
  - b. Roll Call
2. **ACCEPTANCE OF DONATION FROM LIONS CLUB FOR PUBLIC PARK RENOVATIONS**
3. **APPROVAL OF MINUTES**
  - a. June 16, 2025 City Commission Regular Meeting Minutes
4. **APPROVAL OF THE AGENDA**
5. **ENACTMENT OF THE CONSENT AGENDA**
  - a. Special Event: Inside-Out Sale, Friday/Saturday 7/25/25 - 7/26/25
6. **CITIZEN COMMENTS**
7. **COMMISSION COMMENTS**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
  - a. Authorization to Hire City Clerk's Office
  - b. Authorization for Contract Renewal
  - c. Authorization to purchase Security Barricades System
10. **REPORTS AND CORRESPONDENCE**
  - a. Liaison Reports
  - b. Appointments
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](mailto: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, 35<sup>th</sup> 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



## City of Plymouth City Commission Regular Meeting Minutes Monday, June 16, 2025, 7:00 p.m. Markham Park – Caster & Holbrook

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

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### 1. CALL TO ORDER

- a. Mayor Suzi Deal called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.
- b. Roll Call

Present: Mayor Suzi Deal, Mayor Pro-Tem Colleen Pobur, Commissioners Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Brock Minton, Nick Moroz

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

- c. Proclamation: Mayor Deal read a proclamation recognizing Pollinator Week.

### 2. APPROVAL OF MINUTES

- a. June 2, 2025 City Commission Regular Meeting Minutes

Motion to approve the June 2, 2025 City Commission Regular Meeting Minutes made by Pobur, supported by Minton.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

### 3. APPROVAL OF THE AGENDA

Motion to approve the agenda for June 16, 2025 made by Filipczak, supported by Maguire.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

### 4. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of May 2025 Bills
- b. Special Event: Birthday Party – 7/13/2025
- c. Special Event: Birthday Party – 7/27/2025
- d. Downtown Day – 9/27/2025

Motion to approve the consent agenda item made by Moroz, supported by Pobur.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

### 5. CITIZEN COMMENTS

David Pierce, 1147 W AATrl.- Offered comments on his continued opposition of the Champion PUD project.

Carly Cirilli, 202 N Mill- Thanked Deal for the Plymouth Pollinators proclamation and spoke about their organization and upcoming events.

Heather Pacheco, Plymouth District Library- Spoke about Summer Reading Program, Library renovations and other events including Popticles in the Park.

Kristen McHale Johnson, 712 Fairground- Spoke in favor of City funding for City parks.

Ellen Elliott, 404 Irvin- Asked for an update of the flooding situation.

Penny Kasmierski, 295 Burroughs- Asked about the possibility of putting a pedestrian crossing sign at Main St. and Hartsough, similar to AATrl and Forest.

## **6. COMMISSION COMMENTS**

Maguire spoke about the Pride event in Old Village on June 22 from 2-6pm. She also offered her condolences to the State Rep and State Sen of Minnesota.

Kehoe Encouraged reporting if observing anything that has a hate correlation.

Moroz also acknowledged the State Rep and State Sen of Minnesota incident, Thank You To: DDA (Sam/Reiko) for adding a new band to the Friday Night Concert Series; Carly Cirilli and the Plymouth Pollinators; Kristin McHale Johnson for her support of City park improvements.

Filipczak Agreed with all previous comments.

Sincock provided an update on the April flooding, including information of calls the City has had with the Wayne County staff and meetings on the Floodwise Communities Vulnerability Assessment. He also noted that the tube has been continuously inspected by City engineers.

Deal recognized the Clerk's office and Sydney Bridgman on being a MiExcellence award winner and the Finance Dept and John Scanlon for their budget award. She also addressed some of the concerns raised by David Pierce and re-iterated that she is always available to meet with anyone who has questions or concerns related to the City business.

## **7. OLD BUSINESS – None**

## **8. NEW BUSINESS**

### **a. Authorization for Part Time Hiring**

Motion to authorize the following resolution made by Pobur, supported by Moroz:

#### RESOLUTION 2025-53

WHEREAS The City of Plymouth has a hiring policy which prohibits the hiring of any relative of a current City employee; and

WHEREAS The Department of Municipal Services has recommended the hiring of Charlie Carlson for a part time position and his brother Nick Carlson is currently employed by the City as an employee in a similar position.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby specifically authorize the hiring of Charlie Carlson for a part-time position with the Department of Municipal Services.

There was a voice vote.

**MOTION PASSED UNANIMOUSLY**



b. Cemetery Rates & Rules Review FY 2025-26

Motion to approve the following resolution made by Filipczak, supported by Minton:

RESOLUTION 2025-54

WHEREAS The City of Plymouth owns and operates a public cemetery named Riverside Cemetery; and

WHEREAS The Department of Municipal Services administration performed an annual review of the rate structure and the rules; and

WHEREAS The annual review confirms that the rates for Riverside Cemetery are in-line with other publicly owned and operated cemeteries; and

WHEREAS The annual review confirms that the rates for Riverside Cemetery cover the cost of operation; and

WHEREAS The proposed rule changes ensure the Riverside Rules match the Cemetery Ordinance; and

WHEREAS The Cemetery Board reviewed and recommended approval of the proposed rate structure and rules.

NOW THEREFORE BE IT RESOLVED THAT the City Commission approves the adoption of the proposed City of Plymouth Riverside Cemetery Rate Structure 2025.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the City Commission approves the adoption of the Riverside Cemetery Rules.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

c. Property and Liability Insurance Coverage FY 2025-26

Motion to approve the following resolution made by Filipczak, supported by Moroz:

RESOLUTION 2025-55

WHEREAS The City of Plymouth operates a number of vehicles and buildings and there is a need to insure the operations of the City in order to protect the public health, safety and welfare; and

WHEREAS Our HUB International agents have been providing excellent service and very competitive property and liability insurance coverage premiums for the City through Trident Insurance since 2009-10; and

WHEREAS The annual property and liability insurance renewal will soon be due and the expected total premium quoted by HUB International (excluding any adjustments through the upcoming the year) is \$329,112 and includes supplemental policies of Liquor Liability, Cyber Liability, Athletic Accident and Public Official Bond.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize payment of the Commercial Property and Liability Insurance Package annual premiums to HUB International Midwest in an amount not to exceed \$329,112 (excluding any adjustments through the upcoming year) Funding for these premiums are authorized from the various funds as determined by the City's budget.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

d. Authorization to Purchase – Arena LED Lighting Fixtures (Bid Award)

Motion to approve the following resolution made by Pobur, supported by Minton:

RESOLUTION 2025-56

- WHEREAS The City of Plymouth has adopted a strategic plan which has a goal area of sustainable infrastructure and a key objective of being “Eco-Friendly”; and
- WHEREAS There is a need to install new lighting fixtures at the Plymouth Cultural Center Arena, and the City Administration has proposed purchasing new LED Lighting fixtures to meet the Strategic Plan of the City; and
- WHEREAS The City Administration did accept bids for new lighting fixtures and the lowest bid from Shawn Construction; and
- WHEREAS The vast majority of the funding (\$23,181) for this project is from the Wayne County Millage through an intergovernmental agreement between the City and Wayne County.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the purchase of RAB Lighting Fixtures in accordance with the bid from Shaw Construction for a total amount of \$23,663.77.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

e. Authorization for DDA Streetscape Design Bid Award

Motion to approve the following resolution made by Kehoe, supported by Moroz:

RESOLUTION 2025- 57

- WHEREAS The City of Plymouth has established a Downtown Development Authority to be responsible for the infrastructure and upkeep in the downtown area, in order to provide for the public peace, safety and the economic viability of the city; and
- WHEREAS The DDA Board approved a five-year strategic plan that includes high priority goals of Prepare a streetscape improvement plan and create proactive community engagement related to any potential streetscape project; and
- WHEREAS The Plymouth DDA received nine proposals in response to a Request for Proposals for Design and community engagement for upgrades to the Downtown Plymouth Streetscape; and
- WHEREAS The DDA Board of Directors voted to select and recommend to the City Commission the proposal from the SmithGroup in the amount of up to \$164,484.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby award the 2025 Downtown Plymouth Streetscape Design bid to the SmithGroup in the amount of up to \$164,484. Funding for this project shall be authorized from the Downtown Development Authority Budget and any potential future grants.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

f. Community Development Permit Fee Schedule Update

Motion to approve the following resolution made by Kehoe, supported by Moroz:

RESOLUTION 2025-58

WHEREAS The City Commission of the City of Plymouth has reviewed the proposed fee schedule amendments; and

WHEREAS The City of Plymouth Community Development Department monitors and suggests fee changes as necessary; and

WHEREAS The suggested amendments will allow staff to cover costs related to the operation of the building department and planning and zoning projects; and

WHEREAS Staff recommends that the City Commission reviews these fee schedules annually as part of the City Budget Process.

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby adopt the attached fee schedule.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the proposed and amended fee schedule as attached will go into effect for all plan reviews completed and permits applied for and issued on or after July 1, 2025.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

g. 2024-25 Fourth Quarter Budget Amendments

Motion to approve the following resolution made by Pobur, supported by Minton:

RESOLUTION 2025-59

WHEREAS Actual patterns of departmental expenditures occur differently than originally projected in the 2024-2025 City Budget as adopted in June of 2024; and

WHEREAS Overall revenue and expenditure forecasts require modifications to the original budgetary allocations as established in the adopted budget; and

WHEREAS The City Budget amendments require the approval of the City Commission for changes between activity departments and between funds of the City;

NOW, THEREFORE BE IT RESOLVED, that the 2024-2025 City Budget is hereby amended as indicated in the 4th quarter amendments column of the attached Budget Amendments Summary, which is made a part of this resolution.

BE IT FURTHER RESOLVED, that the City Finance Director is authorized to change the budgetary appropriations as necessary to comply with the Budget Amendments Summary effective June 16, 2025.

**BUDGET ADJUSTMENT SUMMARY  
FOURTH QUARTER - FY 24-25**

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>GENERAL FUND REVENUE:</b>							
Property Taxes	7,507,300	-	-	-	-	-	7,507,300
Licenses & Permits	3,700	-	-	-	-	-	3,700
Federal/State Grants	200,000	-	-	151,535	106,008	257,543	457,543
State-Shared Revenues	1,454,410	93,000	300	-	178,100	271,400	1,725,810
Charges for Services	862,557	-	-	5,500	1,100	6,600	869,157
Demolition Revenues	157,500	-	-	-	5,100	5,100	162,600
Parking Revenues	69,200	-	-	17,000	12,000	29,000	98,200
Other Operating Revenues	650,540	70,000	140,350	56,800	41,825	310,875	961,415
Appropriation of Surplus	2,315,250	(86,335)	-	(450,100)	(85,000)	(1,381,435)	983,515
Total Operating Revenue	13,067,733	34,165	140,550	(155,240)	250,425	269,300	13,317,033
Transfers In From Other Sources	10,000	-	-	-	-	-	10,000
<b>Total Revenue All Sources</b>	<b>13,077,733</b>	<b>34,165</b>	<b>140,550</b>	<b>(155,240)</b>	<b>250,425</b>	<b>269,300</b>	<b>13,327,033</b>
<b>GENERAL FUND EXP:</b>							
City Commission	177,645	500	2,375	9,125	6,925	18,925	196,570
City Manager	421,470	-	550	5,850	4,150	10,550	431,920
Finance Department	695,305	1,500	175	2,725	4,850	9,250	704,555
City Clerk	208,320	2,700	2,250	500	15,000	20,450	228,770
Management Information Services	472,630	50	3,505	7,300	400	11,255	483,890
City Assessor	84,439	-	-	-	2,600	2,600	87,039
Election Services	133,085	400	22,105	6,250	-	28,755	161,240
City Hall Maintenance	161,285	2,540	700	5,700	4,550	13,490	174,975
Legal Services	166,090	5,400	-	-	-	5,400	171,490
Other Functions	369,089	650	-	4,700	3,750	9,050	378,139
Police Department	4,803,151	7,500	1,025	11,650	59,500	79,675	4,882,826
Fire Department	1,165,515	10,000	-	-	427,500	437,500	1,593,015
MSD Administration	353,355	75	2,450	6,500	68,300	77,325	430,730
MSD Vandalism/Maintenance	58,540	-	-	58,200	500	58,700	117,240
Street Lighting	235,000	-	-	20,500	-	20,500	255,500
Miscellaneous MSD Services	2,480	-	-	-	-	-	2,480
Battery Maintenance Expense	-	-	-	-	-	-	-
Special Events	157,470	-	1,525	4,700	15,000	21,225	178,695
Parking System	86,180	-	4,400	310	150	4,860	91,040
MSD Services - ODA	159,585	-	-	18,000	16,500	34,500	194,085
Demolition	179,310	-	-	900	1,500	2,400	181,710
Public & Public Property	223,985	-	295	40,500	7,700	48,495	272,480
Capital Outlay	2,543,750	2,500	68,350	(645,000)	(388,950)	(863,100)	1,680,650
Debt Service	22,412	-	28,355	-	-	28,355	50,767
Total Gen'l Operating Expenditures	13,264,182	34,165	140,550	(155,240)	250,425	269,300	13,327,033
Transfers Out to Other Funds	403,551	-	-	357,150	-	357,150	760,701
Contingency	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>13,667,733</b>	<b>34,165</b>	<b>140,550</b>	<b>(155,240)</b>	<b>250,425</b>	<b>269,300</b>	<b>13,927,033</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>MAJOR ST FUND REV:</b>							
Gas & Weight Taxes	843,031	-	-	-	-	-	843,031
Contrib & Other	5,000	-	-	15,000	2,000	17,000	22,000
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>848,031</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>2,000</b>	<b>17,000</b>	<b>865,031</b>
<b>MAJOR ST FUND EXP:</b>							
Administration/Debt	29,085	-	-	-	-	-	29,085
Routine Maintenance	156,395	-	10,700	25,600	(450)	35,900	192,255
Stormwater System Maintenance	2,000	-	-	-	-	-	2,000
Traffic Signal Maintenance	100,500	-	-	-	-	-	100,500
Sign & Tree Control	69,695	-	(10,750)	3,275	2,450	(4,425)	65,270
Road Construction	-	-	-	-	-	-	-
Transfers Out to Other Funds	429,511	-	-	-	-	-	429,511
Contingency	67,505	-	-	(14,475)	-	(14,475)	53,030
<b>TOTAL EXPENDITURES</b>	<b>848,031</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>2,000</b>	<b>17,000</b>	<b>865,031</b>

**BUDGET ADJUSTMENT SUMMARY**  
**FOURTH QUARTER - FY 24-25**

FUND DEPARTMENTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. Adj. Amendments	Amended Budget
<b>LOCAL ST FUND REV: #290</b>							
Gas & Weight Taxes	281,858	-	-	-	-	-	281,858
Contrib & Other	434,031	3,000	-	-	-	3,000	437,031
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>715,889</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>718,889</b>
<b>LOCAL ST FUND EXP: #203</b>							
Administration Debt	28,140	1,500	-	-	-	1,500	29,640
Routine Maintenance	165,795	3,500	13,745	20,000	18,800	56,045	235,760
Sanitary System Maintenance	1,000	-	-	-	-	-	1,000
Traffic Signal Maintenance	51,475	160	(14,800)	500	(5,000)	(19,240)	42,275
Snow & Ice Control	39,000	-	1,055	7,005	1,850	9,910	48,810
Road Construction	-	-	-	-	-	-	-
Contingency	424,549	(2,100)	-	(87,325)	(15,550)	(105,275)	317,274
<b>TOTAL EXPENDITURES</b>	<b>715,949</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>718,949</b>

FUND DEPARTMENTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. Adj. Amendments	Amended Budget
<b>RECREATION FUND REV: #206</b>							
Cultural Center Revenues	518,000	-	(28,320)	(31,740)	-	(80,060)	457,340
Transfer from General Fund	313,595	-	-	181,650	-	181,650	495,245
Administrative Charges	1,000	5,000	15,200	17,000	12,600	50,800	85,000
Program Fees & Charges	358,000	2,300	-	(17,425)	18,080	2,955	362,925
Appropriation of Surplus	138,245	(2,420)	-	(113,875)	-	(116,295)	22,950
<b>TOTAL REVENUE</b>	<b>1,327,840</b>	<b>2,880</b>	<b>17,280</b>	<b>35,610</b>	<b>30,680</b>	<b>38,520</b>	<b>1,414,460</b>
<b>RECREATION FUND EXP: #208</b>							
Cultural Center & Administration	1,143,350	280	11,700	20,580	15,250	48,760	1,192,140
Basic Skills	-	-	-	-	-	-	-
Recreation Vending	-	-	-	-	-	-	-
Recreation Services	4,850	150	480	-	(1,000)	(370)	4,280
Adult Athletics	-	-	-	-	-	-	-
Youth Athletics	5,500	-	-	175	3,100	3,275	8,775
Middle League	10,000	2,300	-	-	-	2,300	12,300
PCSA - Mini Mites	-	-	150	-	-	150	150
Over 60/70 Hockey	-	6,000	3,900	9,000	-	18,900	18,900
PWWA	-	-	-	-	-	-	-
MSD Services	6,925	150	150	175	(500)	(125)	6,900
Soccer	128,735	-	-	-	5,000	5,000	133,735
Liquor	15,540	-	-	-	(3,000)	(3,000)	12,540
Classes & Special Events	14,120	-	1,300	5,700	11,000	18,000	32,120
Therapeutic Programs	1,000	-	-	-	-	-	1,000
Senior Programs - Classes	5,020	-	-	-	-	-	5,020
Plymouth-Canton Steelers	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,321,840</b>	<b>8,260</b>	<b>17,280</b>	<b>35,610</b>	<b>30,680</b>	<b>32,620</b>	<b>1,414,460</b>

FUND DEPARTMENTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. Adj. Amendments	Amended Budget
<b>SOLID WASTE FUND REV: #228</b>							
Property Taxes	1,276,450	-	23,000	-	58,800	81,800	1,357,450
Bates of Service	440,600	3,375	5,000	7,500	5,475	22,050	462,650
Transfer from General Fund	-	-	-	-	-	-	-
Appropriation of Surplus	156,138	(8,244)	63,700	139,375	351,825	545,806	701,944
<b>TOTAL REVENUE</b>	<b>1,673,188</b>	<b>(4,269)</b>	<b>91,700</b>	<b>146,875</b>	<b>414,500</b>	<b>648,856</b>	<b>2,322,054</b>
<b>SOLID WASTE FUND EXP: #236</b>							
Operating Expenses	1,246,829	12,000	91,700	146,875	54,500	305,125	1,548,054
Capital Outlay	18,000	-	-	-	260,000	260,000	278,000
Contingency	15,259	(16,255)	-	-	-	(16,255)	-
Transfers Out to Other Funds	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>1,673,188</b>	<b>(4,269)</b>	<b>91,700</b>	<b>146,875</b>	<b>414,500</b>	<b>648,856</b>	<b>2,322,054</b>



**BUDGET ADJUSTMENT SUMMARY**  
**FOURTH QUARTER - FY 24-25**

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>BROWNFIELD SITE REM FUND REV:</b>	<b>#242</b>						
Federal/State Grants	-	-	-	-	-	-	-
Contrib. & Other	50	-	-	-	135	135	185
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>50</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>135</b>	<b>135</b>	<b>185</b>
<b>BROWNFIELD SITE REM FUND REV:</b>	<b>#242</b>						
Capital Improvements	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Contingency	50	-	-	-	135	135	185
<b>TOTAL EXPENDITURES</b>	<b>50</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>135</b>	<b>135</b>	<b>185</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>BROWNFIELD OPER FUND REV:</b>	<b>#243</b>						
Property Taxes	\$96,850	-	-	-	7,025	7,025	\$103,875
Contrib. & Other	210	-	-	-	7,390	7,390	7,600
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$97,060</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,415</b>	<b>14,415</b>	<b>\$111,475</b>
<b>BROWNFIELD OPER FUND EXP:</b>	<b>#243</b>						
Administration	\$5,590	-	-	-	705	705	\$6,295
Site Remediation	\$37,270	-	-	-	6,320	6,320	\$43,590
Contrib. & Other	-	-	-	-	-	-	-
Contingency	210	-	-	-	7,390	7,390	7,600
<b>TOTAL EXPENDITURES</b>	<b>\$43,070</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,415</b>	<b>14,415</b>	<b>\$57,485</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>DDA OPER FUND REV:</b>	<b>#248</b>						
Property Taxes-Non School	1,256,800	-	-	750	-	750	1,257,550
Program Fees & Other	81,550	-	-	39,630	-	39,630	121,180
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>1,338,350</b>	<b>-</b>	<b>-</b>	<b>40,380</b>	<b>-</b>	<b>40,380</b>	<b>1,378,730</b>
<b>DDA OPER FUND EXP:</b>	<b>#248</b>						
Administration	359,730	-	-	93,270	-	93,270	453,000
Police Services	36,310	-	-	50	-	50	36,360
Streetscape Maintenance	328,305	-	-	(15,500)	-	(15,500)	312,805
Parking System	57,020	-	-	-	-	-	57,020
Garage Parking Facility	-	-	-	9,560	-	9,560	9,560
DDA Marketing	125,200	-	-	-	-	-	125,200
Contrib to DDA Debt Funds	205,310	-	-	-	-	-	205,310
Contrib to DDA Cap Imp Fund	100,000	-	-	70,000	-	70,000	170,000
Contingency	129,375	-	-	(107,100)	-	(107,100)	22,275
<b>TOTAL EXPENDITURES</b>	<b>1,338,450</b>	<b>-</b>	<b>-</b>	<b>40,380</b>	<b>-</b>	<b>40,380</b>	<b>1,378,830</b>

**BUDGET ADJUSTMENT SUMMARY**  
**FOURTH QUARTER - FY 24-25**

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>BLOG &amp; ENGINEERING FD REV:</b>							
Permit Fees	724,380	22,606	13,475	(23,805)	7,100	13,376	739,720
Contrib. & Other	-	-	-	75,506	-	75,506	75,506
Appropriation of Surplus	7,890	(1,705)	-	-	-	(1,705)	1,185
<b>TOTAL REVENUES</b>	<b>732,270</b>	<b>20,895</b>	<b>13,475</b>	<b>45,685</b>	<b>7,100</b>	<b>87,165</b>	<b>816,375</b>
<b>BLOG &amp; ENGINEERING FD EXP:</b>							
Engineering/Inspections	724,210	20,895	13,475	45,685	7,100	87,165	816,375
Capital Outlay	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>724,210</b>	<b>20,895</b>	<b>13,475</b>	<b>45,685</b>	<b>7,100</b>	<b>87,165</b>	<b>816,375</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>NBHD SERVICES FUND REV:</b>							
Miscellaneous	16,048	-	-	-	-	-	16,048
Transfer from General Fund	73,019	-	-	-	-	-	73,019
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>89,067</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>89,067</b>
<b>NBHD SERVICES FUND EXP:</b>							
Administration	506	-	-	-	-	-	506
CVDA Community Center	2,000	-	-	-	-	-	2,000
Senior Transportation	86,558	-	-	-	-	-	86,558
Contingency	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>89,064</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>89,064</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>PUBLIC IMP FUND REV:</b>							
Contrib. & Other	990,050	-	-	-	(968,000)	(968,000)	22,050
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>990,050</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(968,000)</b>	<b>(968,000)</b>	<b>22,050</b>
<b>PUBLIC IMP FUND EXP:</b>							
Capital Outlay	990,000	-	-	-	(968,000)	(968,000)	22,000
Contingency	50	-	-	-	-	-	50
<b>TOTAL EXPENDITURES</b>	<b>990,050</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(968,000)</b>	<b>(968,000)</b>	<b>22,050</b>

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
<b>2024 GO CAP IMP BD CONST FD REV:</b>							
Contrib. & Other	5,000	-	-	-	235,000	235,000	240,000
Appropriation of Surplus	840,000	-	-	-	1,420,000	1,420,000	2,220,000
<b>TOTAL REVENUES</b>	<b>845,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,655,000</b>	<b>1,655,000</b>	<b>2,460,000</b>
<b>2024 GO CAP IMP BD CONST FD EXP:</b>							
Capital Outlay	805,000	-	-	-	1,655,000	1,655,000	2,460,000
Contingency	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>805,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,655,000</b>	<b>1,655,000</b>	<b>2,460,000</b>

**BUDGET ADJUSTMENT SUMMARY**

FUND DEPARTMENT	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Total Amendments	Amended Budget
<b>WATERWORKS DEPARTMENT:</b>							
Salaries & Wages	1,000,000	-	-	-	500,000	500,000	1,500,000
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL DEPARTMENT:</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500,000</b>	<b>500,000</b>	<b>1,500,000</b>
<b>WATERWORKS DEPARTMENT:</b>							
Capital Improvements	500,000	-	-	-	500,000	500,000	1,000,000
Contingency	500,000	-	-	-	-	-	-
<b>TOTAL DEPARTMENT:</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500,000</b>	<b>500,000</b>	<b>1,500,000</b>

FUND DEPARTMENT	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Total Amendments	Amended Budget
<b>WATERWORKS DEPARTMENT:</b>							
Salaries & Wages	1,100,000	4,000	20,000	100,000	200,000	324,000	1,424,000
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL DEPARTMENT:</b>	<b>1,100,000</b>	<b>4,000</b>	<b>20,000</b>	<b>100,000</b>	<b>200,000</b>	<b>324,000</b>	<b>1,424,000</b>
<b>WATERWORKS DEPARTMENT:</b>							
Administration	4,000,000	8,000	20,000	4,000	12,000	44,000	4,044,000
Plant & Material	200,000	-	20,000	2,000	12,000	34,000	234,000
Water Maintenance	500,000	500	24,000	20,000	20,000	44,500	544,500
Water Maintenance	100,000	-	10,000	10,000	10,000	30,000	130,000
Water Maintenance	100,000	10,000	10,000	10,000	10,000	40,000	140,000
Water Maintenance	50,000	5,000	24,000	2,000	2,000	33,000	83,000
Contingency	-	-	-	-	-	-	-
<b>TOTAL DEPARTMENT:</b>	<b>4,900,000</b>	<b>13,500</b>	<b>78,000</b>	<b>38,000</b>	<b>56,000</b>	<b>185,500</b>	<b>5,083,500</b>

FUND DEPARTMENT	Approved Budget	1st Qtr Amendments	2nd Qtr Amendments	3rd Qtr Amendments	4th Qtr Amendments	Total Amendments	Amended Budget
<b>WATERWORKS DEPARTMENT:</b>							
Administration	1,100,000	20,000	7,000	10,000	200,000	257,000	1,357,000
Appropriation of Surplus	-	-	-	-	-	-	-
<b>TOTAL DEPARTMENT:</b>	<b>1,100,000</b>	<b>20,000</b>	<b>7,000</b>	<b>10,000</b>	<b>200,000</b>	<b>257,000</b>	<b>1,357,000</b>
<b>WATERWORKS DEPARTMENT:</b>							
Administration	700,000	10,000	7,000	10,000	200,000	307,000	1,007,000
Contingency	400,000	-	-	-	-	-	-
<b>TOTAL DEPARTMENT:</b>	<b>1,100,000</b>	<b>10,000</b>	<b>7,000</b>	<b>10,000</b>	<b>200,000</b>	<b>257,000</b>	<b>1,357,000</b>

There was a voice vote.

MOTION PASSED UNANIMOUSLY

## 9. REPORTS AND CORRESPONDENCE

### a. Liaison Reports:

Maguire: Library Board meeting is June 17 at 7:30pm at the Library.

Kehoe: OVA meeting is June 25 at 7pm at Meridian Coffee; Pride Event is June 22 at 2pm in Old Village.

Moroz: ZBA meeting had 2 variances passed and 1 not passed. No meeting for July.

Minton: Planning Commission approved a change of use with conditions.

### b. Appointments

There were no appointments.

## 10. ADJOURNMENT

The next regular City Commission meeting is 7:00 pm on Monday, July 7 at Lion's Park.

Motion made by Pobur, supported by Maguire to adjourn the meeting at 7:57 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

SUZI DEAL  
MAYOR

MAUREEN A. BRODIE, CMC, MIPMC  
CITY CLERK

## City of Plymouth SPECIAL EVENT APPLICATION

**>> FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS <<**

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 Calendar days prior to the starting date of the event.

Sponsoring Organization's Legal Name Plymouth Community Chamber of Commerce

Ph# 734-453-1540 Fax# 734-404-6026 Email mary@plymouthmich.org Website www.plymouthmich.org

Address 850 W. Ann Arbor Trail City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name Mary Nyhus Title Event Manager

Ph# same Fax# same Email same Cell#

Address same City  State  Zip

Event Name Inside-Out Sale (previously called Sidewalk Sales)

Event Purpose Retail shops can clear out older merchandise to make room for fall/winter merchandise

Event Date(s) July 25 & 26, 2025

Event Times Friday: 10 a.m. to 8 p.m., Saturday: 10 a.m. to 6 p.m.

Event Location Downtown Plymouth

What Kind Of Activities? Shopping

What is the Highest Number of People You Expect in Attendance at Any One Time? 300

Coordinating With Another Event? YES ☐ NO ☒ If Yes, Event Name:

Event Details: Participating retail shops will put their sale merchandise on tables on the sidewalks in front of their stores or have an inside sale. Some stores may want to use parking spaces in front to their stores for extra space to display their sales items.

**RECEIVED**

JUN 18 2025

City of Plymouth

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*  
City Operated ☐ Cosponsored Event ☐ Other NonProfit ☐ Other ForProfit ☐ Political or Ballot Issue ☐

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES ☒ NO ☐

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July):

Last Friday and Saturday of July

Next year's specific dates:

July 24 & 25, 2026

\*\*\*See section 12.13 for license & insurance requirements for vendors\*\*\*

3. **FOOD VENDORS/ CONCESSIONS?** YES ☐ NO ☒ **OTHER VENDORS?** YES ☐ NO ☒  
4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES ☐ NO ☒  
5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES ☐ NO ☒  
6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES ☐ NO ☒

**CITY SERVICES REQUIRED?** If needed, please attach a letter indicating all requests for City Services.  
(see Attachment B)

\*\*Some stores may want to use parking spaces in front to their stores for extra space to display their sales items.

7. **AN EVENT MAP** IS ☐ IS NOT ☒ attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES ☐ NO ☒

If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: Please complete a sign illustration / description sheet and include with the application.

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)? YES ☒ NO ☐

If Yes, list the lots or locations where/why this is requested:

The length of the event is over the 2-3 hour time limit in public parking areas



10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that

- a. A Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
- b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
- c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
- d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
- e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event .

6/4/2025  
Date

Mary Nyhus  
Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to:**

City Manager's Office  
City Hall  
201 S. Main Street  
Plymouth MI 48170

Phone: (734) 4531234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The Plymouth Community Chamber of Commerce (*organization name*) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Inside Out Summer Sale (*event name*) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature Mary Nyhus

Date 6/4/2025

Witness Wanda Clouston

Date 6/4/2025

**Event Name / Location / Date:**

Plymouth Community Chamber  
Inside-out Sale  
July 25+26, downtown

<b>MUNICIPAL SERVICES:</b>		<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	Initial <i>CP</i>
<i>NO SERVICES NEEDED</i>				
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input type="radio"/> NO <input checked="" type="radio"/>				
Labor Costs:	<i>0</i>	Equipment Costs:		Materials Cost:
<b>POLICE:</b>		<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	Initial <i>gic</i>
<i>NO SERVICES NEEDED</i>				
Labor Costs:	<i>0</i>			
<b>FIRE:</b>		<input checked="" type="radio"/> Approved	<input type="radio"/> Denied (list reason for denial)	Initial <i>RS</i>
<i>NO SERVICES REQUESTED</i>				
Labor Costs:				
<b>HVA:</b>		<input type="radio"/> Approved	<input type="radio"/> Denied	Initial
Labor Costs:				
<b>DDA:</b>		<input checked="" type="radio"/> Approved	<input type="radio"/> Denied	Initial <i>SBP</i>
Equipment Costs:	<i>0</i>	Materials Costs:		
<b>RISK MANAGEMENT:</b>		<input checked="" type="radio"/> Approved	<input type="radio"/> Denied <i>Insurance Rec.</i>	Initial <i>MB</i>
<input checked="" type="radio"/> Class I – Low Hazard	Event Sponsors must provide current Certificate of Insurance naming City			
<input type="radio"/> Class II – Moderate Hazard	of Plymouth as 'Additional Insured' including in the Description Box/Area.			
<input type="radio"/> Class III – High Hazard	Food vendor/service requirements per Special Event Policy, must also be			
<input type="radio"/> Class IV – Severe Hazard	met for any food. {see section 12.13 of Event Policy}			

SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. EVENT SITE FEE \_\_\_\_\_

APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_ DATE \_\_\_\_\_



## Administrative Recommendation

---

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

[www.plymouthmi.gov](http://www.plymouthmi.gov)  
Phone 734-453-1234  
Fax 734-455-1892

To: Mayor & City Commission  
From: Paul J. Sincock, City Manager  
CC: *S:\Monoger\Sincock Files\Memorandum - Authorization to Hire - Convert three-quarter time to Full-Time City Clerk's Office - 07--07-25.docx*  
Date: July 2, 2025  
RE: Authorization to Hire City Clerk's Office

---

### Background

The City Commission adopted the Employment Ordinance on August 7, 2000, and it requires that the City Manager seek advance and express approval prior to filling any full-time position. The City Commission is aware that the State of Michigan has placed numerous new requirements and regulations related to elections. As a result, we feel that it is necessary to authorize the movement of our Elections Clerk from  $\frac{3}{4}$  time to full time. We planned ahead and there is funding in the new budget to move this position from  $\frac{3}{4}$  time to full time.

There is extensive training and certification that goes into Clerk's positions and having a back up to Maureen with all of the proper certifications is a critical need. This also fits nicely within the Strategic Plan of Staff Succession and Retention.

The City Administration is seeking the approval of the City Commission at this time in order to move forward with the transition of a three-quarter-time position to full-time in the Clerk's Office.

### Recommendation

The City Administration recommends that the City Commission authorize the upgrading of one three-quarter time position to full time in the City Clerk's Office. We have attached a proposed Resolution for the City Commission to consider regarding this matter. Should you have any questions in advance of the meeting regarding this matter please feel free to contact me.

## RESOLUTION

The following Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

WHEREAS The City of Plymouth has an Ordinance which requires that the City Manager seek prior and express approval before filling any full-time employee position within the city staff; and

WHEREAS The City Administration has also recommended that the City Commission authorize The upgrading of a three-quarter time position in the City Clerk's Office to full-time.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby grant prior and express approval for the upgrading of one three-quarter time position to full time.





## Administrative Recommendation

---

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

[www.plymouthmi.gov](http://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 - Contract Renewal Planner - 07-07-25.docx*  
Date: July 2, 2025  
RE: Authorization for Contract Renewal

---

### Background

The City of Plymouth has a contract with Carlisle/Wortman Associates for a variety of professional planning services. In addition, the firm has assisted the City with several special projects, including the Old Village Corridor Improvement Authority, the DDA Five-Year Strategic Plan, Redevelopment Ready City Program and the Zoning Audit to name a few.

This contract calls for a \$100 increase in the monthly retainer in year one. The monthly retainer fee of \$750 includes plan review, preparation and attendance at the monthly Planning Commission meeting. The retainer fee is extremely reasonable, for the amount of work expectations. Carlisle/Wortman has a significant reputation of professionalism, and they are deeply familiar with our Ordinances and our Administrative Structure.

We have attached a memorandum from the Economic Development Staff which provides additional background information on this subject matter.

### Recommendation

The City Administration recommends that the City Commission authorize a contract renewal for City Planning Services with Carlisle/Wortman. The contract increases are reasonable and within the scope of what we have expected.

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 either John Buzuvis, Greta Bolhuis, or myself.

## **ADMINISTRATIVE RECOMMENDATION**

To: Paul Sincock, City Manager

From: Economic Development Department Staff

Date: July 2, 2025

Re: Planning Services Contract Renewal with Carlisle/Wortman Associates

---

### **BACKGROUND:**

As you are aware, the City of Plymouth has contracted with Carlisle/Wortman Associates for many years for the provision of professional planning services. Carlisle/Wortman has provided timely, professional, and technically sound services for the life of the relationship. In addition, our assigned planner, Sally Elmiger, has facilitated several special projects for the City Commission and Downtown Development Authority. Recent projects include the Corridor Improvement Authority for Old Village, the Zoning Audit, and the development of the DDA strategic plan. Ms. Elmiger and Carlisle/Wortman have a deep understanding of the community, our ordinances, and the administrative structure. Carlisle/Wortman brings a breadth and depth of knowledge to our team, which has been extremely helpful on a regular basis as well as when complex planning and zoning issues arise from time to time.

The enclosed draft contract renewal would take effect on or after July 8, 2025, and run through June 30, 2030, unless otherwise modified as provided in the contract. Planning services are considered "professional" in nature and as such do not require a formal sealed bid process. The contract represents an increase of \$100 in the current monthly retainer and then \$50 per year thereafter for the remainder of the contract. The monthly retainer includes plan review, preparation for and attendance at the monthly planning commission meeting, and related discussions and correspondence with the administration. Additional work not related to meeting preparation or attendance will be billed at an hourly rate as laid out in the contract. The initial year of the new contract includes a \$25/hour increase in the current hourly rate (\$130 from the current \$105) and the draft contract includes an hourly rate increase of \$10 per year thereafter. The hourly fees for the other planning consulting services outside of the monthly meeting preparation and attendance include researching/writing reviews and memorandum and drafting ordinance amendments. Important to note is the hourly rate/fees for project/applicant specific time spent (outside of what is covered in the retainer) are covered by application fees and/or billed accordingly to each project/applicant.

The City Attorney has reviewed this contract and is comfortable with the document. Enclosed for your review is the draft contract language. The administration would recommend the City Commission approve the contract renewal/extension and authorize the City Manager and City Clerk to execute the document.

### **RECOMMENDATION:**

The administration recommends that the City Commission approve the enclosed draft contract with Carlisle/Wortman Associates for the provision of "planning consulting services." The term of the contract will be for five (5) years beginning on or after July 8, 2025. The contract can be cancelled by either party with 60 days' written notice.

Attached please find a copy of the draft contract language and a draft resolution for the Commission to consider. Please feel free to contact John Buzuvis if you have any questions.



**Carlisle | Wortman**  
ASSOCIATES, INC.

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

**AGREEMENT FOR PLANNING CONSULTING SERVICES**

THIS AGREEMENT, Entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025 by the City of Plymouth hereinafter referred to as the "Client" and Carlisle/Wortman Associates, Inc. hereinafter referred to as the "Consultant."

WHEREAS, The Client desires to engage the Consultant to provide planning consulting services.

NOW, THEREFORE, In consideration of the foregoing, and of the mutual agreement hereinafter set forth, the parties hereto legally intending to be bound hereby do agree for themselves and their respective successors and assigns as follows:

**SECTION 1.0**

**SCOPE OF WORK**

The Consultant for its part agrees to provide **Planning Consulting Services** in accordance with a Scope of Work described in **Exhibit A** attached hereto.

**SECTION 2.0**

**COLLECTION OF DATA**

It is understood that the Consultant will have the cooperation of the Client in the collection of basic data and other information for the above work. This shall include the transmittal of base maps in GIS or AutoCAD files, if available.

**SECTION 3.0**

**SCOPE AND PAYMENT FOR SERVICES**

- 3.1 Payment for Services** – The Consultant shall be paid in accordance with the retainer fees and hourly rates depicted in **Exhibit B** attached hereto.
- 3.2 Terms of Payment** - The Consultant shall present the Client with an itemized invoice each month based on work performed in the previous month. Invoices shall be paid within thirty (30) days after receipt by the Client.

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

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**SECTION 4.0****REPRESENTATION**

It is understood and agreed that **Benjamin Carlisle** will represent the Consultant and **Paul Sincock** will represent the Client in all matters pertaining to this Agreement. **Sally Elmiger** and **Grayson Moore** will serve as Planning Consultants. From time to time, the Consultant may use additional personnel within the firm or sub-consultants to assist in the execution of matters pertaining to this contract.

**SECTION 5.0****OWNERSHIP OF MATERIALS**

- 5.1 Any work product, materials, and documents produced by CWA pursuant to this Agreement shall be and remain property of Client and shall not be made subject to any copyright unless authorized by Client. CWA hereby assigns to Client the copyright to all works prepared, developed, or created pursuant to the services outlined in this Agreement, including the rights to: (1) reproduce the work; (2) prepare derivative works; (3) distribute copies to the public by sale, rental, lease, or lending; (4) perform the works publicly; and (5) to display the work publicly. CWA waives its right to claim authorship of the works, to prevent its name from being used in connection with the works, and to prevent distortion of the works.
- 5.2 CWA will be provided with a copy of the Client's Freedom of Information Act ("FOIA") policy. Client is responsible for responses to FOIA requests, and CWA shall not directly respond to any third parties regarding any received FOIA requests. Upon receipt of a FOIA request, CWA shall immediately give that request to the Client. CWA shall provide specific information requested by Client for response to the FOIA request by the date and time requested by the Client or in a specific format if so requested by the Client.
- 5.3 If CWA receives a claim for damages, a summons or complaint, a subpoena or other document concerning a request for money damages, a threat of a lawsuit, or any court action proceeding, CWA shall immediately hand deliver these documents to the Client.
- 5.4 In the event of litigation, Client acknowledges that CWA can only produce information or materials requested at any point in the litigation process with authorization from the Client Attorney or designated Legal Counsel. Client agrees to defend CWA against any and all claims when CWA is operating under the direction of the Client Attorney, or other designated Legal Counsel, regarding such matters.

**SECTION 6.0****INSURANCE AND LIMITATION OF LIABILITY**

- 6.1 During the term of this agreement, the Consultant agrees to procure and maintain in effect insurance policies in the amounts and with the types of coverage shown below:
- a) Professional liability insurance protecting the Consultant and its employees in an amount not less than \$2,000,000.
  - b) Workers Compensation Insurance in the form and amount required by Michigan law.

- c) Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$2,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage.

- 6.2 The Client and the Consultant shall have no liability to each other for any claim relating to this agreement in excess of the fees and expenses paid to the Consultant except pursuant to indemnification obligations concerning third party claims under Section 7.0. In no event shall the Client and the Consultant be liable to each other for indirect, special, incidental, or consequential damages, even if the Client and the Consultant have been advised of the possibility of such damages. Except as otherwise specifically provided in this agreement, neither party's liability to the other party under this Agreement shall exceed the total amounts paid or payable by the Client under this agreement.

## **SECTION 7.0**

## **INDEMNIFICATION**

CWA agrees, to the fullest extent permitted by law, to indemnify and hold Client harmless from damages and losses arising from the negligent acts, errors or omissions of CWA in the performance of professional services under this Agreement, to the extent that CWA is responsible for such damages and losses on a comparative basis of fault and responsibility between CWA and Client. CWA is not obligated to indemnify Client for Client's own negligence.

## **SECTION 8.0**

## **GENERAL PROVISIONS**

- 8.1 The Exhibits attached to and referenced in this Agreement are incorporated into this Agreement by reference and expressly made an integral and component part of this Agreement for all purposes and shall be binding upon the Parties. References to any Exhibit in this Agreement shall be deemed to include this reference and incorporation.
- 8.2 Any notice under this Agreement shall be addressed and directed to the representatives of the Parties identified in Section 4.0.
- 8.3 The headings contained in this Agreement are for convenience in reference and are not intended to define or limit the scope of any provision of this Agreement.
- 8.4 This Agreement is intended solely for the mutual benefit of the Parties hereto, and there is no intention, expressed or otherwise, to create any rights or interest for any party or person other than the Parties.
- 8.5 CWA shall perform the services under this Agreement as an independent contractor and shall not be deemed by virtue of this Agreement to have entered into any partnership, joint venture, employer/employee or other relationship with Client other than as a contracting party and independent contractor. Employees of CWA shall not be deemed to be employees of Client for purposes of compensation, fringe benefits, workers' compensation, unemployment compensation, minimum wage laws, income tax withholding, social security, or any other purpose.

DRAFT CONTRACT



- 8.6 CWA will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. CWA will take affirmative action to ensure applicants are employed, and employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- 8.7 Nothing in this Agreement shall be construed to waive, limit, or otherwise modify any governmental immunity that may be available by law to Client, its officials, employees, contractors, agents, volunteers, or any other person acting on behalf of Client and, in particular, governmental immunity afforded or available pursuant to the Michigan Governmental Immunity Act, MCL 691.1401, *et. seq.*
- 8.8 This Agreement constitutes the entire agreement between the Parties, and all prior discussion, agreements and understandings, whether verbal or in writing, are merged into this Agreement.
- 8.9 If any section, subsection, clause, phrase or portion of this Agreement is for any reason held invalid, unlawful, or unconstitutional by any court of competent jurisdiction, that portion shall be considered a separate, distinct and independent portion of this Agreement, and the remaining portions of this Agreement shall remain in full force and effect.

## **SECTION 9.0**

## **TERMS OF AGREEMENT**

The term of this Agreement shall be for a period from the date first entered into through June 30, 2030 unless mutually extended. In the event services continue to be provided after the expiration of this agreement, all rates and fees shall be adjusted by five percent (5%) annually unless otherwise agreed upon.

This Agreement may be terminated by either the Client or Consultant individually or jointly upon sixty (60) days written notice. Compensation during the notice period would be paid by the Client to the Consultant if services are faithfully rendered to the Client.

IN WITNESS WHEREOF, The Consultant and the Client execute this Agreement as of the date first set forth in this Agreement.

WITNESS

CLIENT

\_\_\_\_\_

\_\_\_\_\_

**Paul Sincock**  
City Manager  
City of Plymouth

\_\_\_\_\_

\_\_\_\_\_

**Maureen Brodie**  
City Clerk  
City of Plymouth

WITNESS

CONSULTANT

\_\_\_\_\_

\_\_\_\_\_

**Ben Carlisle, AICP**  
President  
Carlisle Wortman Associates, Inc.

DRAFT CONTRACT

## **EXHIBIT A SCOPE OF WORK**

All Planning work will be performed on a combination retainer and hourly basis in accordance with the rate schedule shown in Exhibit B attached hereto. Such work shall include but is not limited to the following:

### **Services to be Provided**

The Consultant will serve as professional planning Consultants for the Client. Services will include the following:

1. Attendance at regularly scheduled Planning Commission meetings each month.
2. Written reviews of development applications including:
  - a. Rezoning Requests
  - b. Site Plans
  - c. Special Land Use Applications
  - d. Subdivision Plats
  - e. Planned Unit Developments (PUD)
3. Attendance at special Planning Commission and City Commission meetings on matters pertaining to planning and zoning.
4. Advising, assisting, and coordinating with City officials on matters dealing with state laws, county regulations and local ordinances pertaining to zoning and development.
5. Preparation of grant applications to State and Federal agencies.
6. Coordinating with county and state agencies regarding Client plans for zoning and development.
7. Providing other services of planning or coordinating nature as may be requested by the City.

### **Items Included Under the Monthly Retainer**

Services provided under the monthly retainer shall include:

1. Attendance at one regularly-scheduled meeting per month.
2. Review all items on the agenda prior to meeting for their completeness and conformance with appropriate City and other relevant codes and standards.
3. Short and necessary telephone or direct consultations and conversations with appropriate City personnel on planning and other related matters.

4. Preparation of a memo related to agenda items for one regularly scheduled meeting per month as necessary. Said items to be provided to City staff for inclusion with meeting agenda packet to be distributed to meeting members.

Attendance at special meetings or preparation of special reviews and reports shall be performed on an hourly basis as authorized by the Client.

The parties may agree to a lump sum project cost on selected projects as requested by the Client.

There shall be no charge for local travel in relation to services provided under the retainer.

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## EXHIBIT B RATES & FEES

### A. Monthly Retainer

	2025-2026 Rate	2026-2027 Rate	2027-2028 Rate	2028-2029 Rate	2029-2030 Rate
Monthly Retainer	\$750	\$800	\$850	\$900	\$950

### B. Hourly Rates

Project Team	2025-2026 Rates	2026-2027 Rates	2027-2028 Rates	2028-2029 Rate	2029-2030 Rate
Principal (S. Elmiger)	\$130/hr	\$140/hr	\$150/hr	\$160/hr	\$170/hr
Associate Planner	\$120/hr	\$130/hr	\$140/hr	\$150/hr	\$160/hr
Community Planner (G. Moore)	\$115/hr	\$125/hr	\$135/hr	\$145/hr	\$155/hr
Graphics (GIS) Technician	\$100/hr	\$105/hr	\$110/hr	\$115/hr	\$120/hr
Support Staff	\$75/hr	\$80/hr	\$85/hr	\$90/hr	\$95/hr

*\* Rate adjustments shall occur on July 1<sup>st</sup> each year to align with Client's fiscal year.*

### C. Miscellaneous Fees

<u>Expenses</u>	<u>Rate</u>
AutoCAD Operation	\$30/hr
Mileage	70¢/mi.
Supplies, Prints, Mailing	Actual cost + 20%

## RESOLUTION

The following Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_

WHEREAS The City of Plymouth uses the firm of Carlisle/Wortman Associates for professional Planning Services, and

WHEREAS Their contract includes a retainer fee that includes that they provide plan review, Preparation and attendance at the monthly Planning Commission meeting, as well as Related discussions and correspondence with the administrative team, and

NOW THEREFORE BE IT RESOLVED THAT the City Commission does hereby authorize a renewal contract for professional services with Carlisle/Wortman and authorizes the City Manager to sign the contract on behalf of the City. Further, the City Clerk shall ensure that a complete copy of the proposed contract shall be included in the meeting minutes of this City Commission meeting.



## Administrative Recommendation

---

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

[www.plymouthmi.gov](http://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 to purchase security vehicle barriers- 07-07-25.docx*  
Date: July 3, 2025  
RE: Authorization for the purchase of security barricades

---

### Background

The threat to pedestrians from vehicles crashing/entering areas set aside for events or public enjoyment is growing. All you have to do is look around at any major event to see site security as a priority. The City Commission will recall that the large concrete flower planter areas on the corners in the downtown provide a vehicle deterrent to some areas. Several years ago, we installed the large circular flower planters around Kellogg park as a vehicle deterrent. For events we have used a combination of water filled barriers, "bike fence," and more recently we have been able to borrow modular portable barriers from other communities. The city has also used several of our vehicles as a blocking device for parades, and some other community events.

Vehicles entering areas that are closed to vehicle traffic are sometimes accidental, while at other times this act is intentional. The City Commission may recall several years ago when an elderly driver stepped on the gas pedal, instead of the brake pedal and broke through the barricades at a Friday night concert in the park and struck a brand-new fire truck that was "blocking" the stage. You may also remember the event in New Orleans in the past year which caused significant injuries to pedestrians. Other incidents in Vancouver and at the Christmas Markets in Germany are cases where significant human injury have occurred in recent times.

The current budget calls for the purchase of portable vehicle deterrents and we have attached the budget page for your reference. Even with this purchase, we will from time to time will still need to seek to borrow additional barricades from our neighbors, just as we do today (if they are not in use). Vehicle deterrents are one phase of security that we implement, but they are a very critical piece of our overall security efforts.

## Recommendation

The City Administration recommends that the City Commission authorize the purchase of vehicle security barricades through the GSA Contract #47QSWA19D001F for a complete Meridan Rapid Defense Group Archer 1200 Barrier system as presented in their proposal.

We have attached 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 either myself or Chris Porman. We also want to note the amount of research effort that Nick Johns of our Department of Municipal Services has put into this project.





## Department of Municipal Services

1231 Goldsmith, Plymouth, MI

734-453-7737

dms@plymouthmi.gov

Date: July 3rd, 2025  
To: Paul J. Sincock, City Manager  
From: Chris Porman, Assistant City Manager/Director of Municipal Services  
Nick Johns, Foreman of Municipal Services  
Re: Purchase of Vehicle Mitigation – 2025 Meridian Archer 1200 Package

### Background:

The City of Plymouth hosts a wide range of special events throughout the year, including multiple concert series, Fall Fest, Ice Fest, Farmers Market, community performances, and the highly attended annual Art in the Park. That event alone attracts approximately 300,000 attendees each year. These events significantly increase pedestrian activity in the downtown area, necessitating enhanced safety measures to protect attendees, vendors, and staff, as well as buildings and infrastructure. With recent examples in Vancouver, BC; New Orleans; and Magdeburg, Germany; vehicle impact events are on the rise.

While we have utilized trucks and vehicles to provide blockades at certain points throughout event areas over the past couple years, we are exposing our assets to damage and using large footprints of space with the vehicles that take away areas for pedestrians to walk, etc. In addition, we have borrowed a few units from other entities (when available) to enhance our current setups, but as mentioned before, they are not always available, and we would believe borrowing from other entities will become less available as more and more communities look to utilize these products for their events.

To address these needs, the City seeks to purchase our own set and we have settled on the Meridian vehicle mitigation devices, which offer a reliable and effective solution to prevent unauthorized vehicle access in high-traffic pedestrian zones while preserving the open and welcoming atmosphere of these community gatherings. The Meridian Archer 1200 package includes a trailer, and a flexible set of deployable barriers designed for quick and adaptive use at a variety of event sites.

City staff has explored and engaged in demonstrations with various companies that supply similar products. These are similar to what we have used from other entities in the past and we are comfortable in their use and confident in their abilities. In preparation for this purchase, City staff engaged in multiple discussions with the manufacturer to explore additional features that reflect Plymouth's commitment to accessibility and positive user experience. These

enhancements include ADA-compliant cable covers, wayfinding signage, and gate access options to ensure the safety system is both functional and inclusive.

This investment will significantly enhance public safety, improve operational efficiency during events, and support the continued success of Plymouth's vibrant community programming.

The purchase will be made through the United States General Services Administration under GSA Contract Number #47QSWA19D001F. The General Services Administration (GSA) is a U.S. federal agency that manages government procurement, real estate, and administrative services to support other federal agencies efficiently.

### **Recommendation**

It is recommended that the City Commission accept the proposal from Meridian Rapid Defense Group, based in Pasadena, California, in the amount of \$249,444.60. Funding for this Vehicle Mitigation System has been budgeted in the capital outlay.

Any questions, please feel free to contact us.



Meridian Rapid Defense Group Sales LLC  
177 E. Colorado Blvd  
Suite 200  
Pasadena CA 91105  
United States

Quote

#QUO-S-11897

GSA Contract #47QSWA19D001F

07/02/2025

Bill To

Ship To

Date		Expires		Shipping Method		Sales Rep	
07/02/2025		09/30/2025		Freight Out		William I Landale	
Item		Price Level	Quantity	Rate	Amount		
TRLKIT1000	Meridian Archer Trailer Kit 1000		1	0.00			
T1000	Archer T-1000 Drop Deck Trailer	GSA	1	34,247.85	\$34,247.85		
AB1200	Archer 1200 Barrier	GSA	8	6,513.75	\$52,110.00		
AMHA003-2	Archer Manual Hauler 2.0	GSA	1	1,925.18	\$1,925.18		
AFTB001	Archer Field Tow Bar	GSA	2	574.18	\$1,148.36		
AACN4F022	Archer Arrestor Cable - 4 ft.	GSA	7	574.18	\$4,019.26		
RG	Archer Rapid Gate Kit	GSA	1	12,540.18	\$12,540.18		
WAYF-001	Wayfinding Frame	GSA	8	574.18	\$4,593.44		
WF1RC	Caution - Road Closed	GSA	8	37.24	\$297.92		
WF2STP	Caution - Stop	GSA	8	37.24	\$297.92		
WF3C	Caution - Caution	GSA	8	37.24	\$297.92		
WF4PTO	Caution - Pedestrian Traffic Only	GSA	8	37.25	\$297.98		
ACP003ADA	3 Channel ADA Cable Protector (1 Piece)	GSA	14	287.09	\$4,019.26		
End of Group				0.00	\$115,795.27		
AB1200	Archer 1200 Barrier	GSA	13	6,513.75	\$84,678.75		
RG	Archer Rapid Gate Kit	GSA	1	12,540.18	\$12,540.18		
AACN4F022	Archer Arrestor Cable - 4 ft.	GSA	12	574.18	\$6,890.16		
ACP003ADA	3 Channel ADA Cable Protector (1 Piece)	GSA	24	287.09	\$6,890.16		
WAYF-001	Wayfinding Frame	GSA	13	574.18	\$7,464.34		
AGP001	Graphics Package	GSA	21	56.94	\$1,195.74		
MCTR002	Annual Certified Training		1	3,995.00	\$3,995.00		
F	Freight Charges		1	9,995.00	\$9,995.00		



QUO-S-11897



GSA Contract #47QSWA19D001F

Meridian Rapid Defense Group Sales LLC  
177 E. Colorado Blvd  
Suite 200  
Pasadena CA 91105  
United States

# Quote

#QUO-S-11897

07/02/2025

<b>Subtotal</b>	\$249,444.60
<b>Tax (6.25%)</b>	\$0.00
<b>Total</b>	\$249,444.60

## Notes:

### Payment Terms:

Due to high demand, Meridian is requesting a 50% deposit to ensure timely delivery of your product.

### Wire Transfer Instructions:

Meridian Rapid Defense Group Sales LLC  
Account Number: 568605235  
Bank Name: Chase Bank, N.A.  
Wire Routing : 021000021  
ACH Routing : 322271627

### Check Remittance:

530 New Los Angeles Ave #115-345  
Moorpark, CA 93021



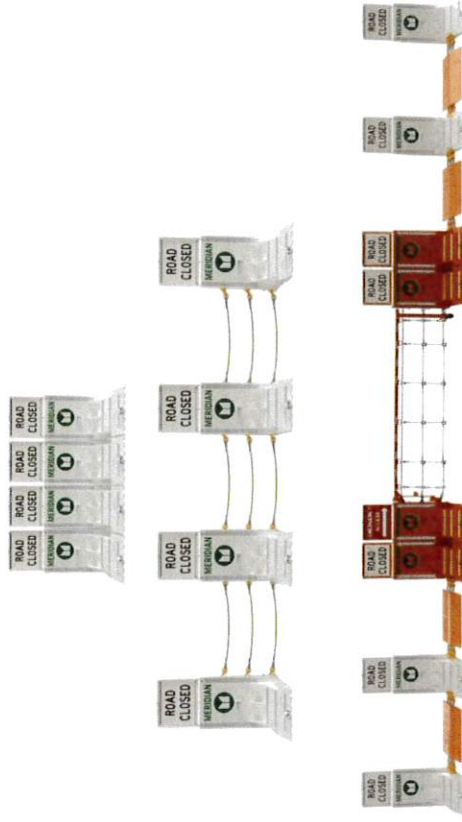
QUO-S-11897



# Archer 1200 Barrier

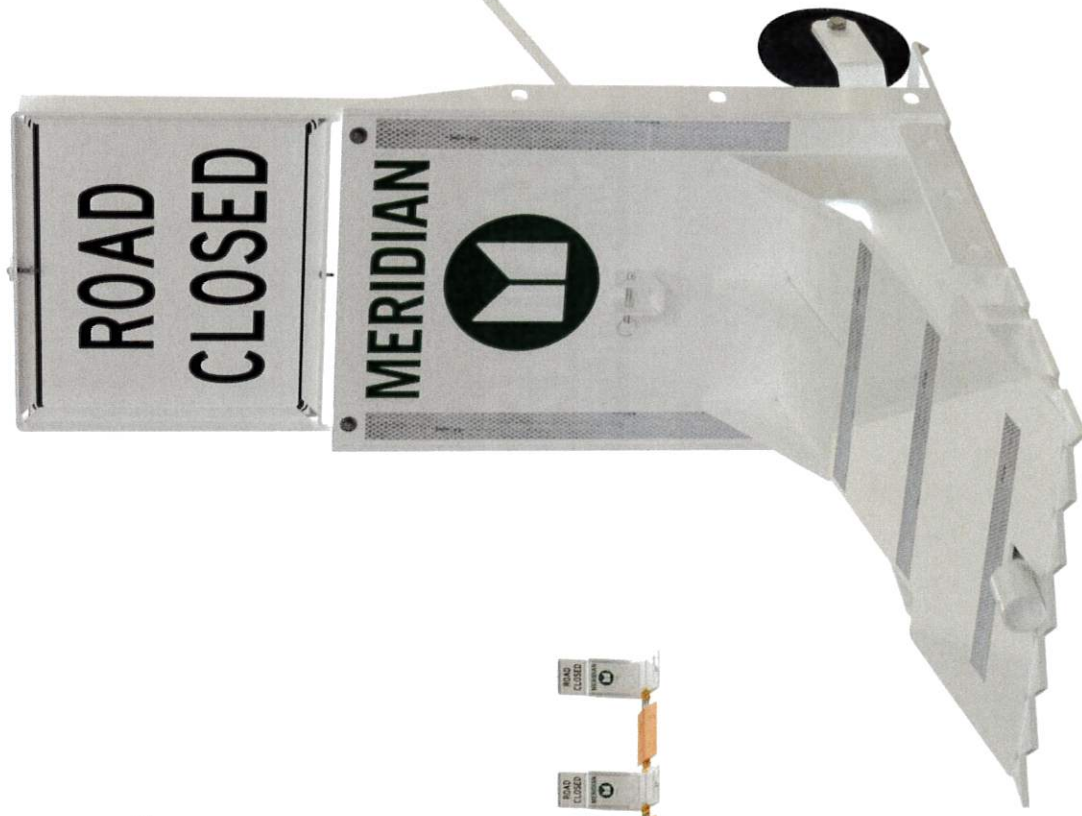
1

- Modular barrier
- Expandable footprint
- Compatible with all Meridian products



3

- No hydraulic
- No electricity
- No forklifts
- One person deployment
- Maintenance free
- Lifetime warranty



Scan to see the  
Archer 1200  
barrier in action.



2

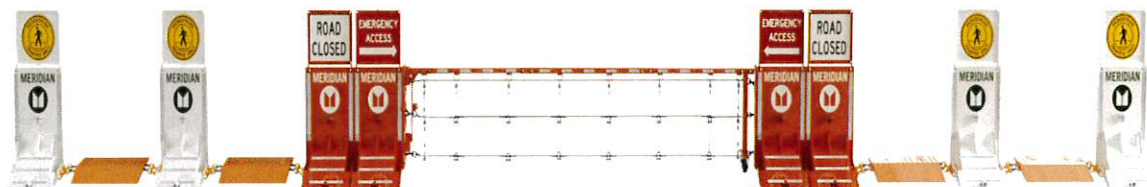
- Over 20 certified configurations
- The most crash tested mobile vehicle barrier in the world
- Reusable after impact

WE OFFER RENTAL AND PURCHASING OPTIONS! GIVE US A CALL TO DISCUSS YOUR NEEDS (434) 529-6903



**MERIDIAN**  
RAPID DEFENSE GROUP







**GENERAL SERVICES ADMINISTRATION**

**Federal Acquisition Service**

*Authorized Federal Supply Schedule Catalog/Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.GSAAdvantage.gov>.

**Multiple Award Schedule**

**Code J: Security & Protection**

***J05. Security Systems Subcategory***

**SIN 334290L Physical Access Control Systems (PACS) – Legacy SIN  
SIN OLM Order Level Materials (OLM)**



**Meridian Rapid Defense Group, LLC.  
177 E Colorado Blvd FL 2  
Pasadena, CA 91105-1986**

**Phone: 626-204-6402  
Fax: 626-628-2134**

**<http://www.betterbarriers.com>**

**Contract Number: 47QSWA19D001F**

**Period Covered by Contract: November 19, 2023 through November 18, 2028**

**Business Size: Small Business**

**Contract Administrator: James Miller**

**Phone: (626) 204-6402**

**Email: [jmiller@betterbarriers.com](mailto:jmiller@betterbarriers.com)**

Pricelist current through Modification #PA-0029, effective February 26, 2025

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at [www.gsa.gov](http://www.gsa.gov)



## ABOUT MERIDIAN RAPID DEFENSE GROUP

Meridian Rapid Defense Group LLC ("MERIDIAN") is a privately held limited liability company (LLC) in operation for nearly two decades. Meridian engineers and manufactures mobile barrier solutions that keep people, communities, and places safer from hostile and errant vehicle intrusions. Our company provides unique security solutions for perimeters that are modular by design with technology and equipment tested and certified to the highest standards. All of MERIDIAN's technology and equipment is mobile with the ability to be transported from one location to another and deployed by one person using our patented Hauler, requiring no heavy equipment or machinery. This level of mobility brings great flexibility when securing a perimeter, allowing for rapid layout changes to meet dynamic security concerns.

The Archer 1200 Barrier is the center point barrier of the MERIDIAN anti-terrorism vehicle mitigation and prevention solution to vehicle ramming attacks and all other vehicle intrusion situations. The Archer 1200 Barriers may be configured in various numbers and patterns and may be connected with Arrestor Cables to strengthen the stopping power. The configuration of the barriers and the distance, if any, between the barriers is a matter of total flexibility. One person can quickly and efficiently move a barrier to allow for authorized vehicle egress and ingress or connect the barriers to one of two gate options for even faster access. The Archer 1200 Barrier is the only portable mobile maneuverable barrier solution to hold certifications in both the U.S. and European crash standards pursuant to the U.S. Department of Defense, ASTM F2656, IWA 14, MASH, TL1, TL2, TL3, and PAS 68 crash test standards for deployment of unanchored barriers on hard surfaces. The Archer 1200 Barrier and the related technology, equipment, and training system were awarded the extraordinary U.S. Department of Homeland Security's SAFETY ACT Certification as Qualified Anti-Terrorism Technology ("QATT").

The exemplary features of the MERIDIAN QATT include:

- ✓ Rapid deployment of mobile barriers with unmatched stopping capabilities for all vehicles.
- ✓ Exceptional tested and certified stopping power with steel teeth grip to stop forward motion of vehicles.
- ✓ Fabricated of high strength steel and ballistic rated for armor piercing NATO rounds up to 50 caliber ball rounds.
- ✓ Delivers flexible positioning by one person, with no team necessary, requiring no heavy equipment, cranes, or forklifts.
- ✓ Modular design so that one or more barriers can be placed and then easily moved into different configurations in response to changing needs and conditions while denying terrorists the advantage of pre-attack tactical planning.
- ✓ The Archer 1200 Barrier is reusable with an unconditional lifetime guarantee. The barriers can be reused immediately after any impact.
- ✓ The barriers are non-lethal to the driver and minimize shrapnel spray. The barriers thus preserve the opportunity for authorities to capture any instigator and protect evidence, as well as protect a driver in an accidental scenario.
- ✓ The configuration of the barriers enables ease of authorized pedestrian traffic and appropriate vehicle access. Indeed, the barriers are extremely pedestrian user friendly and can be configured to readily accommodate access by disabled pedestrians.
- ✓ The optional addition of an Archer Rapid Gate or Archer Beam Gate with their ability to quickly open and close provides swift access for emergency vehicles without having to move a single barrier.
- ✓ The MERIDIAN Archer technology avoids the problems and inflexibility of fixed concrete bollards, and the inefficient, dangerous, and vulnerable use of police, fire, and other valuable vehicles as blockades.
- ✓ The MERIDIAN solution does not require electricity to operate, or heavy equipment or hydraulics, or the cumbersome, awkward, inefficient, and environmentally unfriendly use of massive amounts of water.





## OFFERED GSA PRODUCTS AND PRICING

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

MFR PART NO	PRODUCT NAME	PRODUCT DESCRIPTION	UOI	GSA PRICE	COO
AB1200	Archer 1200 Barrier	An unanchored "drop-and-stop" vehicle barrier for rapid deployment on roadways and hard surfaces. Meridian's ultimate rapidly deployable Archer 1200 Barrier™ can augment fixed-in-place HVM (Hostile Vehicle Mitigation) barriers or be utilized as a primary security system for entry points, roadways and perimeters. Manufactured of high strength, ballistic rated steel, the Archer 1200 Barrier™ is easily installed by one person without the need for cranes, heavy equipment, electricity or hydraulics. Simply off-load and place the barriers—no anchors or assembly are required. The Archer 1200 Barrier™ is an ideal application for: • areas of mass gatherings • campuses • stadiums and sports arenas • police and fire departments • military bases and installations • industrial plants • transportation centers • financial facilities and offices.	EA	\$6,513.75	USA
AFTB001	Archer Field Tow Bar	The Archer Tow Bar is an adjustable, leveraging attachment with dual-grip handles that allows one person to move and deploy the barriers. An easy, two point connection interface provides almost instant tow bar hook up or removal. Each tow bar comes equipped with a heavy duty stay pin.	EA	\$574.18	USA
AACN4F022	4' Arrestor Cable 2.0	The reflective MERIDIAN Arrestor Cables use technology from aircraft carriers to absorb the kinetic energy of a moving vehicle and pull the barriers into play for vehicle mitigation without loss of life. They are attached to barriers in 4-foot segments and can be up to three-ply across strung between two barriers. The reflective cables were designed specifically keeping safety in mind without compromising the mechanical properties of a sling rope. The arrestor cable is manufactured using only the highest grade extra improved plowed steel and vinyl coated in neon yellow that aids in visibility as well as abrasion protection and flexibility. The vinyl coating not only protects the users' hands and makes the wire easier to handle, but it also seals in any lubrication on the wire rope, increasing its useful life. Each wire rope cable is attached to the barriers by two G-100 Swivel self-locking hooks. The self-locking hooks each have a working load limit of 5,700 pounds and are able to swivel during load, a feature which allows the barriers to roll upon impact, ensuring the safety of the work area.	EA	\$574.18	USA



MFR PART NO	PRODUCT NAME	PRODUCT DESCRIPTION	UOI	GSA PRICE	COO
AMHA003-2	Archer Manual Hauler 2.0	The newest and most advanced MERIDIAN® Hauler has all the hallmarks of MERIDIAN's products' maintenance free and one [1] person ease of use. The Hauler is a rugged barrier dolly that can traverse a variety of surfaces from asphalt to gravel to unimproved dirt roads. The Hauler features a 3,000 lb. rated jack and is manufactured using high strength and corrosion resistant aluminum T6 6061. Using aluminum has allowed us to decrease the weight of the Hauler by 35% while still providing a lifetime warranty on any component of the hauler. The new Hauler was upgraded with an aluminum core solid thread wheel that will guarantee the hauler will last as long as the life of the barrier. The new hauler brakes are also now adjustable so as the tires slowly wear over time one can simply readjust the brakes, so they are making contact with the tires. The new upgraded leverage action is simple in that it only requires the placement of the extension rod into the barrier receiver and locking the pin in place. Once the leverage Hauler is secured, then a simple swing-action moves the barrier into position. Safety is the key so when lifting the barrier, the leverage action is fast up and slow down with the all-purpose brake being deployed.	EA	\$1,925.18	USA
ABG001-2	Archer Beam Gate 2.0	The Archer Beam Gate 2.0 is the easiest active protection and check point gate to deliver, set up, and install. Its patented design can be a standalone product or when used with Archer 1200 Barriers can be extended for greater lineage coverage or with expansive configurations. The Archer Beam Gate is ideal for events, check points, construction sites, and command center egresses. The Beam Gate can be expanded from 14 to 20 feet using adjustable netting. The adjustable netting is coated in a vibrant safety yellow to not only protect the cable itself but also improve the visibility of the net for any oncoming traffic. The deployment and operation of the Beam Gate requires no electricity or hydraulics and is easily deployable in 15 minutes. It is easily transportable to multiple locations, affords maximum flexibility to meet the unique requirements of the facility and space, and can be maintained easily and inexpensively by one person. The Archer Beam Gate system pivots a full ninety degrees vertically to allow ease of access for large vehicles. The Archer Beam Gate system can also be locked in the vertical position and in the horizontal position in case there is a need for the beam to stay upright or locked down for extended periods of time. Incorporated into the Archer Beam Gate are the Technical Specifications of: one Archer 750 Barrier, one Archer 750 Ingot Barrier, one Archer 750 Receiver Barrier, one Archer 750 Pivot Barrier, a Archer Ingot Cart and Counterweights, a marketing frame, an Archer Hauler 2.0, two beams, and one netting.	EA	\$48,245.18	USA





MFR PART NO	PRODUCT NAME	PRODUCT DESCRIPTION	UOI	GSA PRICE	COO
ACP001ADA	Channel ADA Cable Protector	Channel ADA Cable Protectors is an ADA compliant cable protector that protects cables and hoses up to .75" of their outside diameter. Dog bone connectors can extend to any desired length. It has a reinforced hinged lid for easy cable replacement and is available with ADA compliant ramps. It also has a patented 5 bar tread surface for added traction and a modular interlocking design.	EA	\$574.18	USA
ATUPLK001	Archer Touch-Up Paint	MERIDIAN'S Archer Touch-Up Paint is matched the paint of the Archer 1200 Barrier ordered, and can be used to make periodic touch-ups when needed. Includes exactly 6 cans of spray paint.	EA	\$188.17	USA
ACPR001	Custom Paint and Rust Prevention	Meridian offers 8 different colors for our Archer 1200 barriers, but we can do any RAL custom color. With custom color we also include a rust preventative in specific sections of the Archer 1200 Barrier that cannot be powder coated, so they remain bare carbon steel. Carbon steel will naturally rust with just the humidity in the air and even more so when it rains, so we offer a rust preventative coating that will prevent the barriers from rusting for 2000+ hours.	EA	\$72.37	USA
AMB1200WSP	Wayfinding Package	Each Wayfinding Package contains a set of 8 collapsible Wayfinding Frames and 32 preprinted signs. When in the raised position, the frames work to communicate with passing people and vehicles. The preprinted signs come inside a wayfinding box that store and protect the signs while they are not in use. When Archer Barriers are to be moved, the frame is to be lowered so it rests on the back kick plate for easy storage. Keeping the frame on the barriers will help with the speed of deployment during setup. The frames can be colored to match the barriers so that they complete the correct safety look and feel for the community.	EA	\$5,785.18	USA
AGP001	Graphics Package	MERIDIAN'S Graphics Package includes the customer's choice of a customized logo. Please note: If Graphics Package is not chosen the Archer 1200 Barrier will come with a reflective MERIDIAN branded logo. All MERIDIAN branded logos are MUTCD compliant. GSA amount is priced for 1 logo only.	EA	\$56.94	USA





MFR PART NO	PRODUCT NAME	PRODUCT DESCRIPTION	UOI	GSA PRICE	COO
RGATE	Archer Rapid Gate	<p>The Archer Rapid Gate is the fastest active protection and check point gate to deliver, set up, and install. Its patented design can be a standalone product or when used with Archer 1200 Barriers can be extended for greater lineage coverage or with expansive configurations. The Archer Rapid Gate is ideal for events, check points, construction sites, and command center egresses. The Rapid Gate can be expanded from 10 to 14 feet using adjustable netting. The adjustable netting is coated in a vibrant safety yellow to not only protect the cable itself but also improve the visibility of the net for any oncoming traffic. The deployment and operation of the Rapid Gate requires no electricity or hydraulics and is easily deployable in 10 minutes. It is easily transportable to multiple locations, affords maximum flexibility to meet the unique requirements of the facility and space, and can be maintained easily and inexpensively by one person. The Archer Rapid Gate system also pivots horizontally 180 degrees to allow ease of access in both directions of traffic. The Archer Rapid Gate system can also be locked in the open position and in the closed position in case there is a need for the beam to stay closed or locked downed for extended periods of time. Incorporated into the Archer Rapid Gate are the Technical Specifications of: four Archer 1200 Barriers, four marketing frames, directional traffic signs, five beams, one net, one Rapid Gate cart, and one Archer Manual Hauler 2.0 for easily maneuverability.</p>	EA	\$38,595.18	USA
RGATEKIT	Archer Rapid Gate Kit	<p>The Archer Rapid Gate Kit provides the flexibility to install the Rapid Gate System on any existing Archer 1200 Barriers. The kit was design to easily bolt onto the Archer 1200 Barriers, making each barrier multifunctional. The entire kit can be stored on the Rapid Gate carts and rolled away using the Archer Hauler. The Archer Rapid Gate can be expanded from 10 to 14 feet using adjustable netting. The adjustable netting is coated in a vibrant safety yellow to not only protect the cable itself but also improve the visibility of the net for any oncoming traffic. The deployment and operation of the Rapid Gate requires no electricity or hydraulics and is easily deployable in 10 minutes. It is easily transportable to multiple locations, affords maximum flexibility to meet the unique requirements of the facility and space, and can be maintained easily and inexpensively by one person. The Archer Rapid Gate also pivots horizontally 180 degrees to allow ease of access in both directions of traffic. The Archer Rapid Gate can also be locked in the open position and in the closed position in case there is a need for the beam to stay closed or locked downed for extended periods of time. Incorporated into the Archer Rapid Gate Kit are the Technical Specifications of: four marketing frames, directional traffic signs, five beams, one net, and a Rapid Gate cart. The additional purchase of an Archer Manual Hauler 2.0 is recommended for easy maneuverability.</p>	EA	\$12,540.18	USA





MFR PART NO	PRODUCT NAME	PRODUCT DESCRIPTION	UOI	GSA PRICE	COO
TRLKIT1000	Archer Trailer Kit 1000	The new MERIDIAN Archer Trailer Kit 1000 has been equipped with everything needed for certified deployments of up to 8 barriers. The newest upgraded Drop Deck trailer carries all necessary equipment including the Archer Manual Hauler, Field Tow Bar and Arrestor Cables. The Kit includes 8 Archer 1200 Barriers; 2 Archer Field Tow Bars; 1 Archer Manual Hauler 2.0; seven (7) 4-foot cables; 1 Rapid Gate Kit, 7 ADA Cable Protectors, 1 Archer Manual Hauler Mount, 2 ADA Cable Protector holders, 1 Wayfinding Package, and 2 Beam Gate Beam Holders.	EA	\$115,795.18	USA
AGUARD	Archer Guard	The Archer Guard is a crash cushion system that can be rapidly deployed by one person on roadways and in tight positions to protect workers in construction zones, in overhead work, maintenance work, flaggers and manholes. Due to the mobility of the Archer Guard the system can be moved easily on rolling construction operations as no heavy equipment of forklifts or drivers are required once deployed in the field. The Archer Guard consists of 3 Archer 1200 Barriers, six (6) 4-foot Arrestor Cables, 2 Archer Field Tow Bars, 1 Archer Manual Hauler 2.0, 3 Wayfinding Frames, and reflective directional inserts.	EA	\$28,945.18	USA
TRL7616NW	Archer Guard Trailer	The Archer Guard Trailer from MERIDIAN ensures Archer 1200 Mobile Barriers can be deployed in under ten minutes. To transport and deploy the equipment, the Archer Guard Trailer lowers to the ground, allowing the Archer 1200 Barriers to roll off at street level and eliminating the need for forklifts or heavy equipment. Once the trailer is lowered to the ground, take the Archer Hauler off its convenient trailer mount, and off-load the barriers one at a time. This trailer allows for single-person deployment, making this the perfect trailer for mobile barrier deployment in work safety zones. The arrestor cables can easily be stored inside the storage compartment in the front of the trailer.	EA	\$24,120.18	USA
AGUARDKIT	Archer Guard Trailer Kit	The Archer Guard Trailer Kit is the ideal solution to protect workers in construction zones, overhead work, maintenance work, or manholes. The Archer Guard Trailer Kit consists of two Archer Guards systems and the Archer Guard Trailer, ensuring the equipment needed to block off traffic in both directions is on the trailer. Easily move from one side of the road to the next with the Archer Guard Trailer.	EA	\$82,020.18	USA
BCRADLE	Beam Gate Beam Cradles	The Beam Gate Beam Cradles make moving the Beam Gate from one location to another smoother, safer, and more efficient. The Beam Cradles are installed on the Meridian Trailer fenders and allow the user to easily secure the Archer Beam Gate 2.0 beams on the trailer.	EA	\$477.68	USA



MFR PART NO	PRODUCT NAME	PRODUCT DESCRIPTION	UOI	GSA PRICE	COO
HMOUNT	Archer Hauler Mount	The Archer Hauler Mount provides the user a location to store the hauler when it is not in use. The Hauler Mount is installed on the Meridian trailer, ensuring that everything needed for a deployment is on the trailer.	EA	\$381.18	USA
T1000	Archer T-1000 Drop Deck Trailer	MERIDIAN manufactures and provides specially designed trailers that carry everything needed for a 4, 6, and 8 Archer Barrier certified deployment. The newest and most advanced trailer is the T-1000 Drop Deck trailer. This trailer is 75 inches wide and readily carries 8 barriers without any tie downs to hold the barriers in place. Instead, the simplicity of e-track shoring bars keeps the barriers locked in when the barriers are being transported. The advantages and advances of this dual axle and four wheel trailer are: 1) it can be operated for one person deployments with a 24 inch swing tailgate; 2) the trailer is both Hydraulic and Air based with solar charging capabilities; 3) upon release of the safety catch the trailer can be lowered and raised with the pressing of the remote control; and 4) the trailer has a heavy duty diamond deck which allows for superior durability. All metal components are powder coated for the toughest of environments with two 10-inch storage compartments.	EA	\$34,247.85	USA
AMB1200WS	Wayfinding Frame	The Archer Directional Signage frames are collapsible frames which when in the raised position work to communicate with passing people and vehicles. Keeping the wayfinding frame on the barriers will help with the speed of deployment during setup. The frames can also be colored to match the barriers so that they complete the correct safety look and feel for the community.	EA	\$627.25	USA



Req By	Account #	R N	Est Life	Dept Priority	Method of Funding	Dept Req Est Cost	Manager Revisions	Budgeted Cost
<b>PARKS &amp; PUBLIC PROPERTY</b>								
MSD	101-900	-976.437	R 10	1	X	120,000	-	120,000
MSD	101-900	-976.437	R 10	2	X	10,000	-	10,000
MSD	101-900	-976.437	R 5	2	X	7,500	-	7,500
MSD	101-900	-976.437	R 5	2	X	15,000	-	15,000
MSD	101-900	-976.437	R 10	2	X	7,500	-	7,500
MSD	101-900	-976.437	R 10	2	X	7,500	-	7,500
MSD	101-900	-976.437	R 10	1	X	120,000	-	120,000
MSD	101-900	-976.437	N 10	1	X	15,000	-	15,000
MSD	101-900	-976.437	R 10	1	X	7,500	-	7,500
MSD	101-900	-976.437	R 10	1	X	25,000	-	25,000
MSD	101-900	-976.437	R 10	1	X	25,000	(35,000)	7,500
MSD	101-900	-976.437	R 10	1	X	7,500	-	7,500
MSD	101-900	-976.437	R 10	2	X	25,000	-	25,000
MSD	101-900	-976.437	R 20	2	X	40,000	(40,000)	-
MSD	101-900	-976.437	R 20	2	X	35,000	(35,000)	-
MSD	101-900	-976.437	R 20	2	X	50,000	(50,000)	-
MSD	101-900	-976.437	R 20	2	X	10,000	(10,000)	-
MSD	101-900	-976.437	R 20	2	X	75,000	(75,000)	-
MSD	101-900	-976.437	R 20	2	X	30,000	(30,000)	-
MSD	101-900	-976.437	R 20	2	X	50,000	(50,000)	-
MSD	101-900	-976.437	R 20	2	X	25,000	(25,000)	-
MSD	101-900	-976.437	R 20	2	X	20,000	(20,000)	-
MSD	101-900	-976.437	R 10	2	X	10,000	-	10,000
MSD	101-900	-976.437	R 10	2	X	75,000	(75,000)	-
MSD	101-900	-976.437	R 10	2	X	60,000	(60,000)	-
MSD	101-900	-976.437	R 10	3	X	200,000	(200,000)	-
MSD	101-900	-976.437	R 10	2	X	150,000	(150,000)	-
MSD	101-900	-977.442	R 10	1	X	250,000	-	250,000
<b>SPECIAL EVENTS</b>								
Vehicle Impact Mitigation System								
<b>FIRE DEPARTMENT - STATION 3</b>								
MSD	101-900	-976.437	R 10	2	X	10,000	(10,000)	-
MSD	101-900	-976.437	R 10	2	X	20,000	(20,000)	-
MSD	101-900	-976.437	N 20	2	X	60,000	(60,000)	-
REC	101-900	-976.751	N 10	2	X	120,000	(120,000)	-
REC	101-900	-976.751	N 10	2	X	100,000	-	100,000
<b>INFRASTRUCTURE FACILITIES</b>								
MSD	101-900	-976.438	R 10	2	X	120,000	(120,000)	-
MSD	101-900	-976.438	R 3	2	X	10,000	-	10,000
MSD	101-900	-976.437	R 12	1	X	50,000	-	50,000
MSD	101-900	-976.437	R 12	1	X	30,000	-	30,000
<b>Total</b>						5,100,000	(2,905,000)	2,195,000
<b>GENERAL FUND TOTAL</b>						5,130,800	(2,905,000)	2,225,800

## RESOLUTION

The following Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

WHEREAS The City of Plymouth works to help protect the public health, safety, and welfare  
Of residents and visitors to the City, and

WHEREAS Due to the number of events and activities that the city has taking place, it is  
Necessary to provide additional deterrents for vehicles entering pedestrian areas, and

WHEREAS The Federal General Services Administration has a contract for Meridan modular barriers  
That provide vehicle deterrents for pedestrian areas.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby  
authorize the purchase of the Archer 1200 Barrier system from Meridan Rapid Defense Group under the  
terms of the GSA Contract in the amount of \$249,444.60. This purchase is authorized in accordance with  
the 2025 – 26 City Budget.