



Plymouth City Commission

Regular Meeting Agenda

Wednesday, January 3, 2024 7:00 p.m.
Plymouth City Hall & Online Zoom Webinar

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

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

Join Zoom Webinar : <https://us02web.zoom.us/j/87289854781>

Passcode: 362116 Webinar ID: 872 8985 4781

1. **CALL TO ORDER**
 - a. Pledge of Allegiance
 - b. Roll Call
2. **APPROVAL OF MINUTES**
 - a. December 18, 2023 City Commission Regular Meeting Minutes
 - b. 13 Ways Minutes December 5-7, 2023
3. **APPROVAL OF THE AGENDA**
4. **ENACTMENT OF THE CONSENT AGENDA**
5. **CITIZEN COMMENTS**
6. **COMMISSION COMMENTS**
7. **OLD BUSINESS**
8. **NEW BUSINESS**
 - a. Approval of Traffic Control Order 23-03 – Saxton’s Parking Lot Signs
 - b. Authorization to Hire – Police Department
9. **REPORTS AND CORRESPONDENCE**
 - a. Liaison Reports
 - b. Appointments
10. **ADJOURNMENT**

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

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

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

City of Plymouth Strategic Plan 2022-2026

GOAL AREA ONE - SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

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

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

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

GOAL AREA THREE - COMMUNITY CONNECTIVITY

OBJECTIVES

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

GOAL AREA FOUR - ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

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

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

-Plymouth Mayor Joe Bida
November 1977



City of Plymouth City Commission Regular Meeting Minutes Monday, December 18, 2023, 7:00 p.m. Plymouth City Hall 201 S. Main Street

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

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

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 Kelly O'Donnell, Commissioners Linda Filipczak, Jennifer Kehoe, Alanna Maguire, Brock Minton, Nick Moroz

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

2. AUDIT PRESENTATION

The City Commission received the audit for the fiscal year ended June 30, 2023 and auditor Rana Emmons gave an overview and answered questions.

3. APPROVAL OF MINUTES

Filipczak offered a motion, seconded by Moroz, to approve the minutes of the December 4, 2023 City Commission meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. APPROVAL OF THE AGENDA

O'Donnell offered a motion, seconded by Kehoe, to approve the agenda for the December 16, 2023, meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. ENACTMENT OF THE CONSENT AGENDA

- a. Special Event: 41ST Annual Plymouth Ice Festival- Friday- Sunday February 2-4, 2024
- b. Special Event: Spring Artisan Market- Saturday, April 20, 2024
- c. Special Event: PraiseFest in Kellogg Park- Sunday, June 2, 2024
- d. Approval of November 2023 Bills

Filipczak offered a motion, seconded by Minton, to approve the consent agenda for the December 16, 2023, meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

6. CITIZEN COMMENTS

Carly Cirilli, 202 N. Mill, spoke about the Mayors Monarch Pledge.

7. COMMISSION COMMENTS

Minton said he recently attended the Wreaths Across America event at Riverside Cemetery.

Kehoe spoke about the Doug Griffiths 13 Ways presentations and the author's positive view of the City of Plymouth.

O'Donnell spoke about the Christmas in Plymouth event and said expanding it to two nights this year was a positive change.

Moroz thanked all involved in the 13 Ways programs. He also wished a Happy Hannukah and Merry Christmas to those who celebrate.

Filipczak said she was also proud of the City of Plymouth in light of the 13 Ways programs.

Maguire offered a Happy New Year, a Merry Christmas, and a Happy Winter Solstice to all.

Deal thanked all involved in the Mistletoe Market and Wreaths Across America. She said the 13 Ways presentations pointed out many positive things in the City of Plymouth, and thanked the staff that helped keep everything going through short staffing due to illness.

8. OLD BUSINESS

There was no old business.

9. NEW BUSINESS

a. Recreation Master Plan

The following resolution was offered by Minton and seconded by Maguire.

RESOLUTION 2023-103

- WHEREAS** The City of Plymouth has undertaken a planning process to determine the parks and recreation needs and desires of its residents during a five-year period covering the years 2024 through 2028; and
- WHEREAS** The City of Plymouth followed the process of developing a parks and recreation master plan in accordance with the most recent guidelines developed by the Department of Natural Resources; and
- WHEREAS** Residents of the Plymouth community were provided with opportunities during the development of the draft plan to express opinions, ask questions, and discuss aspects of the plan via a telephone survey, online survey, email, phone, and at Commission meetings; and
- WHEREAS** The public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days; and
- WHEREAS** A public hearing was held on November 20, 2023 at City Hall to provide an opportunity for residents to express opinions, ask questions, and discuss the City of Plymouth Parks and Recreation Master Plan.

NOW, THEREFORE BE IT RESOLVED the City of Plymouth Commission hereby adopts the City of Plymouth Parks and Recreation Master Plan (2024-2028) to serve as a guide for future parks and recreation development and activities.

Commissioners commented about the comprehensiveness of the plan and said they appreciated the analysis of existing assets at the parks which illustrated the need to find funding for upgrades was well over its predicted useful life. Wilcox Lake was added as an objective in natural resources and a public pool was added as an objective in facilities.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

b. State Highway Permit

The following motion was offered by Filipczak and seconded by Moroz.

RESOLUTION 2023-104

Michigan Department
of Transportation
2207B (05/21)

**PERFORMANCE RESOLUTION FOR
MUNICIPALITIES**

Page 1 of 2

This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".

RESOLVED WHEREAS, the _____ CITY OF PLYMOUTH
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY. Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

Chris Porman and/or Assistant City Manager/ Municipal Services Director
 Adam Gerlach and/or Assistant Municipal Services Director
 Al Cox and/or Director of Public Safety
 Paul Sincock and/or City Manager

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the _____ CITY COMMISSION

 (Name of Board, etc.)
 of the _____ CITY OF PLYMOUTH _____ of _____ WAYNE

 (Name of MUNICIPALITY) (County)
 at a _____ CITY COMMISSION _____ meeting held on the _____ 18th _____ day
 of _____ DECEMBER _____ A.D. _____ 2023 _____.

 Signed

CITY CLERK

 Title

MAUREEN A. BRODIE

 Print Signed Name

There was a voice vote.
 MOTION PASSED UNANIMOUSLY

10. REPORTS AND CORRESPONDENCE

a. Liaison Reports

Maguire said the Library Board was scheduled to meet on December 19.

Keho gave an update on the December DDA meeting.

Minton gave a report on the December Planning Commission meeting.

b. Appointments

There were no appointments.

Deal asked trivia questions about the code of paint colors painted on the ground prior to construction.

11. ADJOURNMENT

A motion to adjourn was offered by O'Donnell and seconded by Minton at 7:42 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

SUZI DEAL
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



City of Plymouth

Board of Review Cemetery Board Downtown Development Authority
Economic Development/Brownfield Redevelopment Authority
Historic District Commission Liquor License Review Board
Northville Plymouth Fire Advisory Board Planning Commission
Tax Abatement Review Committee Zoning Board of Appeals
Election Commission City Commission

Meetings with 13 Ways Community Consultant

December 5, 6, 7, 2023

Plymouth Cultural Center 525 Farmer St.

The Community Leaders Summit was attended by approximately 60 people on Tuesday, December 5, 2023. It was an open forum that was led by Doug Griffiths and Heather Thomson of 13 Ways. The group was broken into several different tables, mixing the City Commission and city staff into the community leaders' groups.

There was discussion on a wide range of topics ranging from community safety, the residents' pride, and love of the community. Cited as positives included that Plymouth is a walkable (organic) community, the philosophy of cooperation, the high level of city services, and the overall atmosphere and vibe of the city. There was also discussion related to the active involvement of the area service clubs, and the safe walkable community.

In addition, the group discussed other topics that perhaps Plymouth could improve on. Those included no parking at peak times, some division within the community and between communities, a perceived housing shortage, the ever-present issue of trains blocking the community. Groups also discussed the lack of diversity and resistance to change, "Team Angry" who complains, but tend not to be solution seekers. There were concerns expressed about the lack of non-team sports offerings, some community disrepair, mainly streets and potholes. Further, there was more discussion on feuding factions, traffic flows, higher taxes, school issues, soaring rents and the lack of public transportation.

The group leaders requested that the group consider if they had a magic wand what issues would they fix. Responses ranged from re-do of the DDA streetscape, tree grate issues, heated sidewalks, making taxation more equitable, and stop spending 90% of the time on complainers or "Team Angry." There were also considerations for resolving parking, adding more levels to the parking deck, lack of sports fields open to the community, funding for parks, and more housing variety.

On Wednesday, December 6, 2023, the session leaders of Doug Griffiths and Heather Thomson discussed what they call the Seven Essentials. There was a discussion with the group of city staff and City Commissioners related to the brand of the city. In the afternoon session there was a discussion related to communications and engagement. Some of the discussion centered on the need for a communications person to help coordinate messaging from several departments and to be able to do

social media more effectively, which would help highlight the city's brand and culture into all communications.

The discussions on Thursday, December 7, 2023, centered on the upcoming City Commission Strategic Planning Session and how this is the City Commission's planning session, and the focus should be on the City Commission. Various issues were brought up, including the need to address recreation, both in the downtown public spaces and in the neighborhoods, as well as the organized recreation spaces. Other items that should be discussed at the planning session include the need to develop a clear story and vision to communicate, and the need to continue and expand upon the many partnerships that the city is involved with. The consultants also suggested that the City Commission review parking, but they recommended extreme caution on adding parking as parking done wrong could kill the vibe. They suggested that we re-do what we have.

All meetings were held at the Plymouth Cultural Center and were open to the public.

SUZI DEAL
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Traffic Control Order 23-03 - Saxtons Parking Lot - 01-03-24.docx
Date: September 14, 2023
RE: Approval of Traffic Control Order 23-03 – Saxtons Parking Lot Signs

Background

The City Administration created a Traffic Control Order 23 – 03 related to establishing restrictions on public parking within the new city parking lot on the corner of Ann Arbor Trail and Deer, more commonly known as the Saxtons lot. This order establishes two (2) van accessible handicapped parking as well as four (4) electric vehicle charging spaces.

These orders are first handled administratively with the temporary Traffic Control Order being issued by our Street Administrator and filed with the Police Chief and City Clerk. Following a “waiting period” (between 70-90 days), they are reviewed can either expire or be adopted by the City Commission. The final step to make the signs legal would-be confirmation/approval of the City Commission.

It is now necessary for the City Commission to formally adopt the Traffic Control Order now that the required “waiting period” is nearly complete. If the City Commission does not approve/confirm the TCO, the order will be rescinded.

We have attached a memorandum from Chris Porman which further outlines this situation.

RECOMMENDATION:

The City Administration recommends that the City Commission adopt Traffic Control Order (TCO) 23-03 for two (2) van accessible parking spaces and four (4) electric vehicle charging spaces in the Saxtons Municipal Parking Lot. We have prepared a proposed Resolution for the City Commission to consider regarding this matter.



Department of Municipal Services

1231 Goldsmith, Plymouth, MI

734-453-7737

dms@plymouthmi.gov

Date: Tuesday, October 31, 2023
To: Paul J. Sincock, City Manager
From: Chris S. Porman, Assistant City Manager/Director of Municipal Services
Re: Report of Traffic Control Order No. 23-3

Today, October 31, 2023, I issued Traffic Control Order No. 23-3 for establishing restrictions on the public parking within the parking lot at the corner of Ann Arbor Trl and Deer St (aka Saxtons). Two (2) parking spaces are being designated as van accessible handicap parking. In addition, four (4) parking spaces are being designated as electric vehicle charging stations. The establishment of these restrictions to parking have been done according to the plan for the public parking lot as provided by the City Engineer.

Traffic Control Order No. 23-3 will affect parking restrictions within the public parking lot at Ann Arbor Trl and Deer St (aka Saxtons).

According to the Uniform Traffic Code, all Traffic Control Orders are temporary until approved by the City Commission and filed with the Clerk. The temporary Traffic Control Order for the signs in the locations listed above is set to expire on January 29, 2024. Formal action will be taken after seventy days from the issue date and before the expiration date above.

The parking signs have been installed by Municipal Services crews, the installation was completed on Friday, October 27, 2023.

Should you have any questions, please feel free to contact me.



City of Plymouth, Michigan Traffic Control Order

Traffic Control Order No. 23-3



TO: Maureen Brodie, CMC
City Clerk

FROM: Chris S. Porman
Street Administrator

RE: Traffic Control Order

DATE: October 31, 2023

Pursuant to the authority provided by Chapter 70 of the Code of Ordinances of the City of Plymouth, with the Uniform Traffic Code for Cities, Townships and Villages of Michigan adopted by reference, per Uniform Traffic Code R 28.1153 Rule 153, Traffic Control Orders, and in the interest of public safety and convenience the following Traffic Control Order is hereby issued by Chris S. Porman, duly authorized as the City of Plymouth Street Administrator.

This Traffic Control Order was preceded by study and investigation of traffic conditions on the following public road or roads in the City of Plymouth:

Ann Arbor Trl and Deer St (aka Saxtons) Public Parking Lot

After said investigation, it is hereby ordered and directed that the City of Plymouth Department of Municipal Services erect and maintain the following traffic control devices in accordance with the Michigan Manual of Uniform Traffic Control Devices:

-Install a total of two (2), new handicap parking signs, van accessible plaques and poles within the public parking lot at the parking spaces on the North side of the lot adjacent to the Ann Arbor Trl frontage, in addition the parking stalls shall be delineated in blue, stenciled with the accessibility symbol and include an adjacent hatched area meeting accessibility guidelines for barrier-free access

Additionally:

-Install a total of four (4), new electric vehicle charging station signs and poles within the public parking lot at the parking spaces on the South side of the lot adjacent to the access drive from Deer St., in addition the parking stalls shall be stenciled with an "Electric Vehicle Charging Station Only" symbol

Said sign(s) and pavement markings to give notice of the following determination:

Van accessible handicap reserved parking restriction within the public parking lot along the Northern most row of parking for the one (1) parking space at the Westernmost marked stall, and also for the one (1) parking space immediately to the West of the Easternmost marked stall

Additionally:

Electric vehicle charging station restriction within the public parking lot along the Southern most row of parking for the Westernmost four (4) marked stalls of the row

It is further ordered and directed that this order shall become effective upon being filed with the clerk and upon erection of adequate signs giving notice of the existence of aforesaid. This emplacement is ordered temporary subject to review in seventy (70) days with reports and recommendations to the City

Manager prior to the expiration of the 90 day test period.

Traffic Control Order No. 23-3 presented for approval by the City Commission of the City of Plymouth on January 15, 2024, following approval it is hereby ordered and directed that this order be filed in the office of the Director of Public Safety of the City of Plymouth.

cc: Paul J. Sincock, City Manager
Al Cox, Director of Public Safety

RESOLUTION

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

WHEREAS The City operates several streets and roads which need Traffic Control Orders, and

WHEREAS A Temporary Traffic Control order has been in place in the Municipal Parking Lot on the corner of Ann Arbor Trail and Deer Street, commonly known as the Saxtons Parking Lot.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt Traffic Control Order number 23-03 to create two (2) van accessible handicapped parking spaces and four (4) electric vehicle charging spaces.

BE IT FURTHER RESOLVED THAT the City Clerk shall make Traffic Control Order 23-03 a part of the official meeting minutes of this City Commission Meeting.



Administrative Recommendation

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

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

To: Mayor & City Commission
From: Paul J. Sincock, City Manager
CC: S:\Manager\Sincock Files\Memorandum - Authorization to Hire - Police Officer - 01-03-24.docx
Date: December 22, 2023
RE: Authorization to Hire – Police Officer

Background

The City Commission was made aware that we had a police officer who has accepted another job outside of law enforcement and this has created a vacancy in the department. The budget is authorized for 16 police officers, including the Chief.

In August of 2000 the City Commission adopted a Hiring Ordinance, which requires the Administration to seek prior and express approval for any full time hiring. In compliance with that Ordinance the Administration is seeking approval to proceed with the hiring of a full time Police Officer.

The Commission may also aware that it takes a new police officer approximately four months to complete the Field Training Officer (FTO) Program. Upon completion of the FTO the officer can then be on their own and a part of the regular shift rotation.

This is a replacement position, and it will maintain our police staffing at budgeted levels. The hiring of police officers is very difficult as there is a very limited supply of candidates.

RECOMMENDATION:

The City Administration recommends that the City Commission provide prior and express approval to begin the hiring procedures for a police officer in accordance with the City's Hiring Ordinance. We have attached a proposed Resolution for the City Commission to consider regarding this matter.

Should you have any questions regarding this matter please feel free to contact me in advance of the meeting.

RESOLUTION

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

- WHEREAS The City Commission did adopt what is commonly known as the Hiring Ordinance in August of 2000, and
- WHEREAS The Ordinance requires that the City Administration seek prior and express approval For any full time, position, and
- WHEREAS The City Administration is seeking Prior and Express approval for the hiring of a Police Officer to fill a vacancy in that Department.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize prior and express approval to hire a police officer. The City Administration is authorized to proceed with hiring the new Police Officer.