



Plymouth City Commission

Regular Meeting Agenda

Tuesday, February 20, 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/85664772594>
Passcode: 206655 Webinar ID: 856 6477 2594

1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call

2. APPROVAL OF MINUTES

- a. February 5, 2024 Regular Meeting

3. APPROVAL OF THE AGENDA

4. ENACTMENT OF THE CONSENT AGENDA

- a. Approval of January 2024 Bills
- b. Special Event: K of C Annual Tootsie Roll Drive, Friday & Saturday 3/22/24, 3/23/24
- c. Special Event: Ghosts of Plymouth Walk, Wednesday 4/27/24
- d. Special Event: Plymouth Community Band Concerts, Thursdays 5/30, 6/12, 6/13, 6/20, 6/27, 7/4, 7/18, 7/25
- e. Special Event: Wilcox Wednesday Music in the Park, Wednesdays 6/12 through 8/21 *no concert 7/3
- f. Special Event: Art in the Park, Friday, Saturday, Sunday 7/12, 7/13, 7/14

5. CITIZEN COMMENTS

6. COMMISSION COMMENTS

7. OLD BUSINESS

8. CLOSED SESSION

- a. Motion to Go to Closed Session
 - i. Attorney / Client Communication
- b. Motion to Go to Open Session

9. NEW BUSINESS

- a. Discussion and Possible Action on City Code Chapter 34 – Environment
- b. Recreation – Adult Over 60 & 70 Hockey Sports Policy
- c. Quarterly Budget Amendments
- d. Duct Cleaning at City Hall

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.

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, February 5, 2024, 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, Brock Minton, and Nick Moroz

Excused: Commissioner Alanna Maguire

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

c. Recognition of Past Mayor

Deal gave a tribute honoring former mayor and city commissioner Stella Greene, who passed away on January 21, 2024.

d. Proclamation

Deal read a proclamation for Black History Month.

2. APPROVAL OF MINUTES

Filipczak offered a motion, seconded by Moroz, to approve the minutes of the January 11, 2024 strategic planning meeting and the January 16, 2024 regular meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

3. APPROVAL OF THE AGENDA

Minton offered a motion, seconded by O'Donnell, to approve the agenda for the February 5, 2024 meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

4. ENACTMENT OF THE CONSENT AGENDA

Approval of December 2023 Bills

Special Event: Spring Fever in the Park 2024, 3/28/24-5/13/24

Special Event: Plymouth Farmers Market, Saturdays 5/11/24-10/26/24

Special Event: Glow Yoga, Thursday 9/19/24

Kehoe offered a motion, seconded by Filipczak, to approve the consent agenda for the February 5, 2024 meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

5. CITIZEN COMMENTS

Ellen Elliott, 404 Irvin, thanked all involved in the Ice Festival and asked that organizers of future events provide space for vendors' trash. She also mentioned that the Penn Theatre would be available free of charge for the city's community engagement meetings.

Heather Pacheco, representing the Plymouth District Library, gave an update on the library's programs.

Karen Sisolak, 939 Penniman, spoke about the library and potential recreation partnerships.

Lisa Capatina, 634 S. Harvey, asked about an opt out for the new smart water meters.

6. COMMISSION COMMENTS

Kehoe thanked everyone for the Ice Festival.

O'Donnell said there was a Black History exhibit at the Plymouth District Library.

Moroz also thanked everyone involved in the Ice Festival and the Daddy Daughter Dance.

Filipczak agreed that the Ice Festival was a great event and thanked all involved in it. She also thanked Pacheco for her report on the library.

Deal thanked sponsors, staff, organizers, and businesses for a successful Ice Festival. She welcomed three new businesses to the community and congratulated the following staff members for their work anniversaries: Marleta Barr – 22 years; Lisa Hominga – 18 years; John Buzuvis – 18 years; Sydney Bridgman – 4 years.

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

a. Adoption of Strategic Plan One Year Tasks

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

RESOLUTION 2024-05

WHEREAS The City Commission of the City of Plymouth did hold a public work session to develop one-year tasks for the strategic plan; and

WHEREAS This session was facilitated by Dr. Lew Bender and the group developed the 2024 one-year tasks; and

WHEREAS After review, a finalized draft of the plan and tasks was developed and provided to the City Commission for additional comments.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby endorse and adopt the 2024 one-year tasks for the city's strategic plan.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby directed to include a complete copy of the adopted 2024 one-year tasks as a part of the meeting minutes for this meeting.

City of Plymouth

2022-2026 Strategic Plan with 2024 One-Year Tasks

Goal Area One – Sustainable Infrastructure

Key Objectives

- Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35th District Court, recreation department, and public safety
- 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
- Partner with or become members of additional environmentally aware organizations
- Increase technology infrastructure into city assets, services, and policies
- Continue sustainable infrastructure improvement for utilities, facilities, and fleet
- Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

One-Year Tasks

1. Determine direction for Old Village Tax Increment Financing (TIF) District
2. Create asset management plan for city facilities
3. Seek additional, supplemental government funding
4. Explore and identify community legacy funding opportunities
5. Plan and strategize for potential recreational millage proposal
6. Implement 2024 construction projects and plan for 2025 projects
7. Prepare & complete bond sale for road infrastructure projects
8. Receive International City/County Management Association (ICMA) fire study and implement suggestions as warranted
9. Pursue electrical upgrade in Old Village for special event purposes
10. Complete parking deck engineering review
11. Continue Michigan Green Communities Challenge (MGCC) – maintain bronze level and seek opportunities for advancement to silver
12. Target citywide bike rack installation in high-traffic areas
13. Review opportunities for additional parking spaces
14. Install EV chargers at Plymouth Cultural Center (PCC)
15. Monitor utilization of current EV chargers
16. Plan/budget for mausoleum repair project at Riverside Cemetery
17. Complete water meter upgrade program

Goal Area Two – Staff Development, Training, and Succession

Key Objectives

- Create policies and programs that support staff recruitment/retention, including a coordinated recruitment program, flexible scheduling, and an internship program
- Increase staff levels to appropriately support city services and departments
- Provide staff/board/volunteer trainings and programming with a focus on improving understanding on issues of diversity, equity, and inclusion and emphasizing working with and serving diverse communities

One-Year Tasks

1. Continue staff development and succession planning
2. Maintain staffing levels
3. Update five-year staffing projections
4. Continue diversity, equity, and inclusion (DEI) training opportunities
5. Review opportunities for supplemental staffing – interns/volunteers

Goal Area Three – Community Connectivity

Key Objectives

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

One-Year Tasks

1. Host Coffee with Commissioners
2. Continue police community outreach programs - including Coffee with a Cop
3. Provide for two Citizens Academy programs
4. Develop communication/marketing/branding plan
5. Increase social media engagement
6. Implement new Short Message/Messaging Service (SMS) and email system
7. Schedule a minimum of four Committee of the Whole (COW) meetings
8. Review and adopt citywide public participation plan
9. City Commission to initiate Know Your Neighbor style programs
10. Craft a standardized onboarding program for appointed boards and commissions

Goal Area Four - Attractive, Livable Community

Key Objectives

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

One-Year Tasks

1. Continue pursuit of RRC "Certified" status, from current "Essentials" status
2. Adopt the master plan
3. Complete legal review of noise ordinance and increase public education
4. Continue implementation of Kellogg Park and Downtown Development Authority (DDA) master plan(s)
5. Begin development of a DDA streetscape improvement plan
6. Review opportunities for additional parks and facilities
7. Consider feasibility of social district(s) in Old Village
8. Develop partnership plan for multi-modal access to Hines Dr.
9. Review and update special event policy
10. Complete legal review of potential marihuana ordinance(s)
11. Complete generator ordinance
12. Continue process of upgrading Tonquish Creek Nature Walk

A discussion ensued, and there was a question about excluding the development of standard operating procedures (SOPs) on the list. It was agreed that this was beyond the scope of one-year tasks because it didn't fit under one of the objectives and departments have a number of policies and procedures, often dictated by state or federal laws.

Pete Mundt, 643 N. Harvey, suggested auditing tasks required of each job.

Commissioners rejected this idea.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

b. Replacement of Taser Unit for Police Department

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

RESOLUTION 2024-06

WHEREAS The City of Plymouth operates a police force in order to help protect the public health, safety, and welfare. Further, to protect the public and property; and

WHEREAS From time to time it is necessary to use an escalating scale of force to subdue a suspect. The use of force scale is very specific and allows for a police officer to use various force techniques in an effort to de-escalate a situation; and

WHEREAS The police officers use of force continuum, within specific policy allows for the deployment of a Taser unit to help to de-escalate violence against officers and bystanders.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize the replacement of the current Taser (X26P) units with the new Taser10 technology platform. The purchase of eight (8) new Taser10 units is authorized through a five-year lease agreement with Axon Enterprise, Inc. in the amount of \$10,689.59 annually, for a total cost of \$53,447.91.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

c. Authorization to Purchase Special Services Vehicles

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

RESOLUTION 2024-07

WHEREAS The City of Plymouth operates a police department to help protect the public health, safety, and welfare; and

WHEREAS From time-to-time vehicles used by the various departments need to be replaced; and

WHEREAS There is a need to replace two special service Chevrolet Tahoe units; and

WHEREAS The City of Plymouth received a proposal from Berger Chevrolet using the MIDeal Plan to purchase two (2) special services vehicles.

NOW THEREFORE BE IT RESOLVED THAT the Plymouth City Commission authorizes the purchase of two (2) new special services Chevrolet Tahoes in the amount of \$52,218.00 each for a total expenditure of \$104,436.00. Further, funding for this purchase is authorized from the Equipment Fund and reimbursement from a state grant in the amount of \$50,000.00.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

d. MSHDA Grant Authorization

The following resolution was offered by O'Donnell and seconded by Moroz.

RESOLUTION 2024-07

WHEREAS The City of Plymouth was granted Essentials status from the MEDC Redevelopment Ready Communities program in 2022; and

WHEREAS The City of Plymouth has a Zoning Audit Implementation Report that was completed in 2023; and

WHEREAS The City Commission of the City of Plymouth has reviewed the proposed activities eligible for the Housing Readiness Incentives Grant Program offered by MSHDA for an amount not to exceed \$50,000; and

WHEREAS The City Commission of City of Plymouth is leveraging funds from account 445.000 531.000 not to exceed \$20,000 from the Public Improvement fund to support the grant application; and

WHEREAS MSHDA requires an authorized signatory for the executed contract.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the Resolution of Support for participation in the Housing Readiness Incentives Grant Program offered Michigan State Housing Development Authority (MSHDA).

BE IT FURTHER RESOLVED THAT the Planning and Community Development Director or the Mayor of the City of Plymouth is authorized to sign the executed contract on behalf of the City and the City Clerk shall include a complete copy of the resolution in the meeting minutes of this City Commission meeting.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

e. Bond Authorizing Resolution

Sincock and bond attorney Pat McGow explained that this resolution would authorize the second sale of bonds from the 2019 street improvement millage. McGow said they would be sold to the bidder offering the lowest interest rate.

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

RESOLUTION 2024-08

WHEREAS The qualified electors of the City of Plymouth, County of Wayne, State of Michigan (the "City"), at the election duly called and held on November 5, 2019, did by more than the required majority of those voting approve the following proposition (the "Bond Proposal"):

Street Improvements Bond Proposal

Shall the City of Plymouth, County of Wayne, Michigan, borrow the principal sum of not to exceed Twelve Million Two Hundred Eighty Thousand Dollars (\$12,280,000), and issue its unlimited tax general obligation bonds, in one or more series, payable in not to exceed ten (10) years from the date of issue of each series, to pay the cost of acquiring and constructing street improvements throughout the City, consisting of paving, repaving, resurfacing, reconstructing and improving streets, including curb, gutter, sidewalk, drainage, streetscape, traffic signalization, crosswalk and related improvements? If approved, the estimated millage to be levied in 2020 is 1.2721 mills (\$1.27 per \$1,000 of taxable value) and the estimated simple average annual millage rate required to retire the bonds is 2.1250 mills (\$2.13 per \$1,000 of taxable value); and

WHEREAS The City previously issued its 2020 Unlimited Tax General Obligation Bonds on April 1, 2020, in the principal amount of \$6,140,000, which together with an additional \$753,881.05 in premium received in connection with the issuance of the bonds, resulted in a total bond issue price of \$6,893,881.05; and

WHEREAS The City now desires to authorize the issuance of a second and final series of bonds pursuant to the Bond Proposal in the remaining amount of not to exceed Five Million Three Hundred Eighty-Six Thousand One Hundred Eighteen Dollars and Ninety-Five Cents (\$5,386,118.95), to pay the cost of the improvements described in the Bond Proposal (the "Project").

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Authorization of Bonds; Bond Terms. Bonds of the City designated 2024 UNLIMITED TAX GENERAL OBLIGATION BONDS (the "Bonds") are authorized to be issued in the aggregate principal sum of not to exceed Five Million Three Hundred Eighty-Five Thousand Dollars (\$5,385,000), for the purpose of paying the costs of the Project, including the costs incidental to the issuance, sale and delivery of the Bonds. The issue shall consist of bonds in fully-registered form of the denomination of \$5,000, or multiples thereof not exceeding for each maturity the maximum principal amount of that maturity, numbered consecutively in order of registration, dated as of the date of delivery, or such other date as determined by the City Manager or Finance Director (each an "Authorized Officer"), at the time of sale of the Bonds. The Bonds shall bear interest, mature and be payable at the times and in the manner set forth in Sections 6 and 7 hereof.

The Bonds shall bear interest at a rate or rates to be determined at the time of the sale thereof, but in any event not to exceed six percent (6%) per annum, payable on

October 1, 2024 (or such date as determined at the time of the sale thereof) and semiannually thereafter. The Bonds shall be sold at public sale at a price not less than 99% of the principal amount thereof.

The Bonds may be subject to redemption prior to maturity in the manner and at the times and prices set forth in Sections 6 and 7 hereof and if term bonds are selected by the original purchaser of the Bonds, then the Bonds will be subject to mandatory redemption in accordance with the foregoing maturity schedule at par.

Interest shall be payable to the registered owner of record as of the 15th day of the month prior to the payment date for each interest payment. The record date of determination of registered owner for purposes of payment of interest as provided in this paragraph may be changed by the City to conform to market practice in the future. The principal of the Bonds shall be payable at a bank or trust company as a registrar and transfer agent for the Bonds (the "Transfer Agent"), to be selected by an Authorized Officer at the time of sale of the Bonds, provided that in the event that the Bonds are purchased by a single institutional investor the City Treasurer may act as the Transfer Agent.

The Bonds may be issued in book-entry only form through The Depository Trust Company in New York, New York ("DTC") and each Authorized Officer is authorized to execute such custodial or other agreement with DTC as may be necessary to accomplish the issuance of the Bonds in book-entry only form and to make such changes in the Bond Form within the parameters of this resolution as may be required to accomplish the foregoing.

2. Execution of Bonds. The Bonds of this issue shall be executed in the name of the City with the manual or facsimile signatures of the Mayor and City Clerk and shall have the seal of the City, or a facsimile thereof, printed or impressed on the Bonds. No Bond executed by facsimile signatures shall be valid until authenticated by an authorized officer or representative of the Transfer Agent. The Bonds shall be delivered to the Transfer Agent for authentication and be delivered by the Transfer Agent to the purchaser or other person in accordance with instructions from an Authorized Officer upon payment of the purchase price for the Bonds in accordance with the bid therefor when accepted.

3. Transfer of Bonds. The Transfer Agent shall keep the books of registration for this issue on behalf of the City. Any Bond may be transferred upon such registration books by the registered owner of record, in person or by the registered owner's duly authorized attorney, upon surrender of the Bond for cancellation, accompanied by delivery of a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any Bond or Bonds shall be surrendered for transfer, the City shall execute and the Transfer Agent shall authenticate and deliver a new Bond or Bonds, for like aggregate principal amount. The Transfer Agent shall require the payment by the bondholder requesting the transfer of any tax or other governmental charge required to be paid with respect to the transfer.

Unless waived by any registered owner of Bonds to be redeemed, official notice of redemption shall be given by the Transfer Agent on behalf of the City. Such notice shall be dated and shall contain at a minimum the following information: original issue date; maturity dates; interest rates; CUSIP numbers, if any; certificate numbers (and in the case of partial redemption) the called amounts of each certificate; the place where

the Bonds called for redemption are to be surrendered for payment; and that interest on the Bonds or portions thereof called for redemption shall cease to accrue from and after the redemption date.

In addition, further notice shall be given by the Transfer Agent in such manner as may be required or suggested by regulations or market practice at the applicable time, but no defect in such further notice nor any failure to give all or any portion of such further notice shall in any manner defeat the effectiveness of a call for redemption if notice thereof is given as prescribed herein.

4. Debt Retirement Fund; Unlimited Tax Pledge; Defeasance of Bonds. The City Treasurer is authorized and directed to open a depository account with a bank or trust company designated by the City Commission, to be designated 2024 UNLIMITED TAX GENERAL OBLIGATION BONDS DEBT RETIREMENT FUND (the "Debt Retirement Fund"), the moneys to be deposited into the Debt Retirement Fund to be specifically earmarked and used solely for the purpose of paying principal of and interest on the Bonds as they mature. The City hereby pledges its unlimited tax full faith and credit for the prompt payment of the Bonds. All proceeds from taxes levied for the Debt Retirement Fund shall be deposited into the Debt Retirement Fund as collected. Commencing with the year 2024, there shall be levied upon the tax rolls of the City for the purpose of the Debt Retirement Fund each year, in the manner required by the provisions of Act 34, Public Acts of Michigan, 2001, as amended, an amount sufficient so that the estimated collection therefrom will be sufficient to promptly pay, when due, the principal of and interest on the Bonds becoming due prior to the next annual tax levy; provided, however, that if at the time of making any such annual tax levy there shall be other funds available or surplus moneys on hand in the Debt Retirement Fund for the payment of principal of and interest on the Bonds, then credit therefor may be taken against such annual levy for the Debt Retirement Fund.

In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay at maturity or irrevocable call for earlier optional redemption, the principal of, premium, if any, and interest on the Bonds, shall be deposited in trust, this resolution shall be defeased and the owners of the Bonds shall have no further rights under this resolution except to receive payment of the principal of, premium, if any, and interest on the Bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange Bonds as provided herein.

5. Construction Fund; Proceeds of Bond Sale. The City Treasurer is authorized and directed to open a separate depository account with a bank or trust company designated by the City Commission, to be designated 2024 UNLIMITED TAX GENERAL OBLIGATION BONDS CONSTRUCTION FUND (the "Construction Fund") and deposit into said Construction Fund the proceeds of the Bonds less accrued interest, if any, which shall be deposited into the Debt Retirement Fund. The moneys in the Construction Fund shall be used solely to pay the costs of the Project and the costs of issuance of the Bonds.

6. Bond Form. The Bonds shall be in substantially the following form:

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF WAYNE

CITY OF PLYMOUTH

2024 UNLIMITED TAX GENERAL OBLIGATION BOND

Interest Rate	Maturity Date	Date of Original Issue	CUSIP
		April 1, _____, 2024	

Registered Owner:

Principal Amount: _____ Dollars

The City of Plymouth, County of Wayne, State of Michigan (the "City"), acknowledges itself to owe and for value received hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America, on the Maturity Date specified above, [unless prepaid prior thereto as hereinafter provided,] with interest thereon (computed on the basis of a 360-day year consisting of twelve 30-day months) from the Date of Original Issue specified above or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, first payable on October 1, 2024 and semiannually thereafter.

Principal of this bond is payable at the corporate trust office of The Huntington National Bank, Grand Rapids, Michigan, or such other transfer agent as the City may hereafter designate by notice mailed to the registered owner not less than sixty (60) days prior to any interest payment date (the "Transfer Agent"). Interest on this bond is payable to the registered owner of record as of the fifteenth (15th) day of the month preceding the interest payment date as shown on the registration books of the City kept by the Transfer Agent by check or draft mailed to the registered owner of record at the registered address. For prompt payment of this bond, both principal and interest, the full faith, credit and resources of the City are hereby irrevocably pledged.

This bond is one of a series of bonds aggregating the principal sum of \$ _____, issued for the purpose of paying the cost of acquiring and constructing street improvements throughout the City and paying costs incidental to the issuance of the series of bonds in pursuance of a vote of the qualified electors of the City voting thereon at an election duly called and held on November 5, 2019.

[Bonds of this issue shall not be subject to redemption prior to maturity.]

[Insert Mandatory and/or Optional Redemption Provisions, if applicable]

This bond is transferable only upon the registration books of the City kept by the Transfer Agent by the registered owner of record in person, or by the registered owner's attorney duly authorized in writing, upon the surrender of this bond together with a written instrument of transfer satisfactory to the Transfer Agent duly executed by the registered owner or the registered owner's attorney duly authorized in writing, and thereupon a new registered bond

or bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the resolution authorizing this bond and upon the payment of the charges, if any, therein prescribed.

This bond is payable out of the City's Debt Retirement Fund for this issue and in order to make such payment, the City is required each year to levy taxes on all taxable property within the boundaries of the City for such payment, without limitation as to either rate or amount. It is hereby certified and recited that all acts, conditions and things required by law to be done, precedent to and in the issuance of this bond and the series of bonds of which this is one, exist and have been done and performed in regular and due form and time as required by law, and that the total indebtedness of the City, including this bond, does not exceed any constitutional, statutory or charter debt limitation.

This bond is not valid or obligatory for any purpose until the Transfer Agent's Certificate of Authentication on this bond has been executed by the Transfer Agent.

IN WITNESS WHEREOF, the City of Plymouth, by its City Commission, has caused this bond to be signed in the name of the City by the facsimile signatures of its Mayor and City Clerk and a facsimile of its corporate seal to be printed hereon, all as of the Date of Original Issue.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

9. REPORTS AND CORRESPONDENCE

a. Liaison Reports

Kehoe gave an update on the Old Village Association.

Deal said Jenna Kator is designing an Old Village purse.

O'Donnell provided an update on recent Zoning Board of Appeals cases.

Filipczak said there would be an HDC meeting on Feb. 7.

b. Appointments

Moroz offered a motion, seconded by O'Donnell, to appoint Greg Donofrio and Josh Rimatzki to the Economic and Brownfield Development Board. City Clerk Maureen Brodie performed their swearing-in.

c. Motion to Go to Closed Session

RESOLUTION 2024-09

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

WHEREAS The City Commission of the City of Plymouth is authorized by the Michigan Open Meetings Act to go into closed session to consider material exempt from discussion or disclosure by state or federal statute.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a closed session in accordance with the Michigan Open Meetings Act to discuss material from the City Attorney that is Attorney Client Privileged and exempt from discussion or disclosure by state or federal statute.

There was a roll call vote.

Yes: Filipczak, Kehoe, Minton, Moroz, O'Donnell, Deal

MOTION PASSED UNANIMOUSLY

10. CLOSED SESSION

The Commission moved into closed session at 8:13 p.m.

11. OPEN SESSION

The Commission returned for the open session at 9:14 p.m.

12. ADJOURNMENT

A motion to adjourn was offered by Filipczak and seconded by Minton at 9:15 p.m.

There was a voice vote.

MOTION PASSED UNANIMOUSLY

SUZI DEAL
MAYOR

MAUREEN A. BRODIE, CMC, MiPMC
CITY CLERK

DRAFT



Special Event Application

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

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-458-1892

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.

FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.

Sponsoring Organization's Legal Name		KNIGHTS OF COLUMBUS RENAUD COUNCIL #3292		
Ph#	7344533966	Fax#	NA	
		Email	GK3292@MIKOFC.ORG	Website
				WWW.PLYMOUTHKOFC.ORG
Address	150 FAIR ST.		City	PLYMOUTH
		State	MI	Zip 48170
Sponsoring Organization's Agent's Name		MIKE DRISCOLL		
Ph#	7349688700	Fax#	NA	
		Email	GK3292@MIKOFC.ORG	Title
				GRAND KNIGHT
Address	150 FAIR ST.		City	PLYMOUTH
		State	MI	Zip 48170

Event Name	KNIGHTS OF COLUMBUS TOOTSIE ROLL DRIVE
Event Purpose	RAISE FUNDS FOR THE MENTALLY IMPAIRED
Event Date(s)	FRIDAY 3/22/24 & SATURDAY 3/23/24
Event Times	10 A.M. TO 4 P.M.
Event Location	MAIN ST.& ANN ARBOR TRAIL, MAIN ST. & PENNIMAN AVE.

What Kind Of Activities? GIVING OUT TOOTSIE ROLLS AND ACCEPTING FREE WILL DONATIONS TO SUPPORT THE MENTALLY IMPAIRED.

What is the Highest Number of People You Expect in Attendance at Any One Time? 2 EACH TIME SLOT PER LOCATION (2 HR S.)

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

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)

GIVING OUT TOOTSIE ROLLS AND ACCEPTING GOOD WILL DONATIONS TO SUPPORT THE MENTALLY IMPAIRED. WE WILL BE WEARING OUR YELLOW K OF C APRONS

RECEIVED

FEB 08 2024

City of Plymouth

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.

2/8/24

Date



Signature of Sponsoring Organization's Agent

Michael J. Priscoll

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) 453-1234 ext. 203

11. **INDEMNIFICATION AGREEMENT**

INDEMNIFICATION AGREEMENT

KNIGHTS OF COLUMBUS ROYAL COUNCIL 83292

The _____ (*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 KNIGHTS OF COLUMBUS TOOTSIE ROLL DRIVE _____ (*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 
MICHAEL J. DAMSELL

Date 2/8/24

Witness _____

Date _____

EVENT REVIEW FORM

EVENT NAME: K of C Tootsie Roll Drive TOTAL ESTIMATED FEE: _____
 (Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>CP</u>
<u>NO SERVICES REQUIRED</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? YES <u>NO</u>				
Labor Costs: \$	Equipment Costs: \$	Materials Costs	\$	
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>gpc</u>
<u>NO SERVICES NEEDED</u>				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>RES</u>
<u>NO SERVICES REQUESTED</u>				
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
HVA:	Approved	Denied	(list reason for denial)	Initial
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>SBP</u>
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>MB</u>
<u>Class I - Low Hazard</u> *	Event Sponsors must provide current Certificate of Insurance naming City			
Class II - Moderate Hazard	of Plymouth as 'Additional Insured' including in the Description Box/Area.			
Class III - High Hazard	Food vendor/service requirements per Special Event Policy, must also be			
Class IV - Severe Hazard	met for any food. <u>CANNOT BE IN STREETS</u>			
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				



Special Event Application

ITEM 4.c

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

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

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.

FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.

Sponsoring Organization's Legal Name Plymouth Historical Society
 Ph# 734-455-8990 Fax# 734-455-7797 Email director@plymouthhistory.org Website plymouthhistory.org
 Address 155 S. Main St City Plymouth State MI Zip 48170
 Sponsoring Organization's Agent's Name Elizabeth Kerstens Title Executive Director
 Ph# Same Fax# Same Email same Cell# 734-502-0760
 Address Same City _____ State _____ Zip _____

Event Name Ghosts of Plymouth Walk
 Event Purpose Fundraiser
 Event Date(s) April 27, 2024
 Event Times 3:30 - 8 pm
 Event Location Fairground Park and streets immediately around it.
 What Kind Of Activities? Just walking - it's a tour
 What is the Highest Number of People You Expect in Attendance at Any One Time? 30
 Coordinating With Another Event? YES NO If Yes, Event Name: _____

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)
There will be costumed historical characters stationed at various spots around the park. The walk takes participants from one station to the next where they hear from each character about that person's connection to Plymouth's past.
* Please don't charge a fee. We're not using city services.*

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.

2-2-24
Date

Elizabeth A. Neutens
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) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The Plymouth Historical Society (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 Ghosts of Plymouth Walk (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 Elizabeth A. Neutens Date 2/2/24
Witness Lustie Ryder Date 2/2/24

EVENT REVIEW FORM

EVENT NAME: Ghosts of Plymouth TOTAL ESTIMATED FEE: _____
 (Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>CP</u>
<u>NO SERVICES NEEDED</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? YES <u>NO</u>				
Labor Costs: \$	<u>—</u>	Equipment Costs: \$	<u>—</u>	Materials Costs \$ <u>—</u>
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>JEC</u>
<u>NO SERVICES NEEDED</u>				
Labor Costs \$		Equipment Costs \$	<u>0</u>	Materials Costs \$
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>RS</u>
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
HVA:	Approved	Denied	(list reason for denial)	Initial
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>SBP</u>
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>MS</u>
Class I – Low Hazard	Event Sponsors must provide current Certificate of Insurance naming City			
Class II – Moderate Hazard	of Plymouth as 'Additional Insured' including in the Description Box/Area.			
Class III – High Hazard	Food vendor/service requirements per Special Event Policy, must also be			
Class IV – Severe Hazard	met for any food.			
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				



Special Event Application

ITEM 4.d

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

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

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.

FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.

Sponsoring Organization's Legal Name		Plymouth Community Band		
Ph#	734-635-9046	Fax#		Website
Address		Email	www.plymouthcommunityband.org/	
PO Box 700745				
City		Plymouth	State	MI Zip 48170
Sponsoring Organization's Agent's Name		Carl Battishill		
Ph#	734-635-9046	Fax#		Title
Address		Email	Director	
525 Blunk		battishill@aol.com	Cell#	734-635-9046
City		Plymouth	State	MI Zip 48170

Event Name Concerts in the Park

Event Purpose Concerts in the Park

Event Date(s) May 30, June 6, 13, 20, 27, July 4, 18, 25, 2024

Event Times 7:00pm

Event Location Kellogg Park

What Kind Of Activities? Symphonic classical type concert with wind instruments

What is the Highest Number of People You Expect in Attendance at Any One Time? 1000

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

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)
Band shell should be opened by 6pm, set up will begin then. Concert starts at 7pm and lasts until 8:30pm. Clean up and departure by 9pm.



FEB 09 2024

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 Co-sponsored Event Other Non-Profit Other For-Profit 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): Thursdays in June and July

Next year's specific dates: _____

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)

Parking on Penniman reserved after 5pm. Bathrooms opened and clean. Band shell open by 6. PA, lights, and electricity on the stage. Clean up and close at the end of the concert.

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

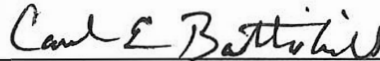
If Yes, list the lots or locations where/why this is requested:

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.

2/10/2024

Date



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) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

Plymouth Community Band

The _____ (*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 Concerts in the Park (*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 Carl E. Battistelli

2/10/2024

Date _____

Witness _____

Date _____

EVENT REVIEW FORM

EVENT NAME: Concerts in the Park TOTAL ESTIMATED FEE: _____

(Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial	<u>CP</u>
<u>1 FTE APPROX 5 HRS PER EVENT PA SYSTEM</u>					
\$250 Bathroom Cleaning Fee Per Day of Event? <u>YES</u> NO					
Labor Costs:	\$ <u>300 PER CONCERT</u>	Equipment Costs:	\$ <u>100 PER CONCERT</u>	Materials Costs	\$ <u>100 PER CONCERT</u>
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial	<u>JWC</u>
<u>1 - OFFICER @ 16 HOURS</u>					
Labor Costs \$		Equipment Costs \$	<u>1216-</u>	Materials Costs \$	
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial	<u>MS</u>
<u>NO SERVICES REQUESTED</u>					
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$	
HVA:	Approved	Denied	(list reason for denial)	Initial	
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial	<u>SBP</u>
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$	
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial	<u>me</u>
<u>Class I - Low Hazard</u>	<u>*</u>	Event Sponsors must provide current Certificate of Insurance naming City			
Class II - Moderate Hazard		of Plymouth as 'Additional Insured' including in the Description Box/Area.			
Class III - High Hazard		Food vendor/service requirements per Special Event Policy, must also be			
Class IV - Severe Hazard		met for any food.			
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____					
APPROVED _____ NOT APPROVED _____ DATE _____					



Special Event Application

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

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

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.

FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.

Sponsoring Organization's Legal Name Plymouth Community Arts Council

Ph# 7344164278 Fax# _____ Email lisa@plymoutharts.com Website www.plymoutharts.com

Address 774 N. Sheldon Road City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name Lisa Howard Title Exec. Director

Ph# 7344164278 Fax# _____ Email lisa@plymoutharts.com Cell# 7346120428

Address 774 N. Sheldon Road City Plymouth State MI Zip 48170

Event Name Wilcox Wednesday Music In The Park

Event Purpose Free, live music series for children and families

Event Date(s) Wednesdays, June 12-August 21, 2024 *no concert July 3, 2024

Event Times 12noon-1:00pm + set up time

Event Location Kellogg Park - with band shell

What Kind Of Activities? music concert

What is the Highest Number of People You Expect in Attendance at Any One Time? 2000

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

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)
Live music on stage in the Kellogg park Band shell with The Gathering reserved for

RECEIVED

FEB 07 2024

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 Co-sponsored Event Other Non-Profit Other For-Profit 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): Second week of June - 10 week series
Next year's specific dates: noon-1pm show

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)
Electricity, band shell and city PA needed
Kona Ice (a sponsor) will need space next to stage for their truck

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.**
I have attached the schedule from 2023/60 ->
Stage banner is similar ->

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:
Request Penniman to be blocked off behind the stage from Main to Union only during the show and beginning at 11:00am

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

Plymouth Community Arts Council
The _____ (*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 Wilcox wednesday Music In The Park (*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 M. Lisa Howard

Date February 6, 2024

Witness _____

Date _____

EVENT REVIEW FORM

EVENT NAME: Nileox Wednesdays TOTAL ESTIMATED FEE: _____

(Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>CP</u>
1 PTE 2HRS PER EVENT PA SYSTEM (WHEN NEEDED)				
\$250 Bathroom Cleaning Fee Per Day of Event? <u>YES</u> NO				
Labor Costs: \$	\$ 125 PER EVENT	Equipment Costs: \$	\$ 30 PER EVENT	Materials Costs \$ <u>100 PA SYSTEM</u>
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>Juc</u>
NO SERVICES NEEDED				
Labor Costs \$		Equipment Costs \$	<u>0</u>	Materials Costs \$
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>ES</u>
Labor Costs \$	1,500	Equipment Costs \$		Materials Costs \$
HVA:	Approved	Denied	(list reason for denial)	Initial
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>SBI</u>
Labor Costs \$	<u>0</u>	Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>MB</u>
Class I – Low Hazard	★ Event Sponsors must provide current Certificate of Insurance naming City			
<u>Class II – Moderate Hazard</u>	of Plymouth as 'Additional Insured' including in the Description Box/Area.			
Class III – High Hazard	Food vendor/service requirements per Special Event Policy, must also be			
Class IV – Severe Hazard	met for any food.			
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				



Special Event Application

ITEM 4.f

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

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

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.

FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.

Art In The Park Enterprises, LLC

Sponsoring Organization's Legal Name		Art In The Park Enterprises, LLC	
Ph#	(734)454-1314	Email	info@artinthepark.com
Fax#		Website	www.artinthepark.com
Address	550 Forest Ave. Suite 14-2	City	Plymouth
		State	MI
		Zip	48170
Sponsoring Organization's Agent's Name		Raychel Rork	
Ph#	(734)454-1314	Email	raychel@artinthepark.com
Fax#		Title	President
Address	575 Irvin St.	Cell#	(734)612-4300
		State	MI
		Zip	48170

Event Name Art In The Park

Event Purpose Art Fair

Event Date(s) July 12, 13 & 14, 2024 (set-up begins July 11)

Event Times Friday 11:00am-8:00pm Saturday 10:00am-7:00pm Sunday 10:00am-5:00pm

Event Location Downtown Plymouth - see attached map

What Kind Of Activities? Art booths - musical entertainment - food

What is the Highest Number of People You Expect in Attendance at Any One Time? 3,000

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

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)
Art booths - Food vendors - entertainment - street chalk mural - kids activities

RECEIVED

FEB 02 2024

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 Co-sponsored Event Other Non-Profit Other For-Profit 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): 2nd weekend in July
Next year's specific dates: July 11, 12 & 13, 2025

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)

Please see the special event services from our 2023 event. The same services will be needed.

We plan to have bathroom attendants again for the Gathering restroom.

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 City of Plymouth coordinates all Art In The Park public parking lot activity.

- 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.

1-31-24

Date



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) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

Art In The Park Enterprises, LLC

The _____ (*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 Art In The Park _____ (*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 Rachael Rook

Date 1-31-24

Witness Kaitleen Dupre

Date 1-31-24



Pink & Purple
ENTER HERE



Green & Red
ENTER HERE

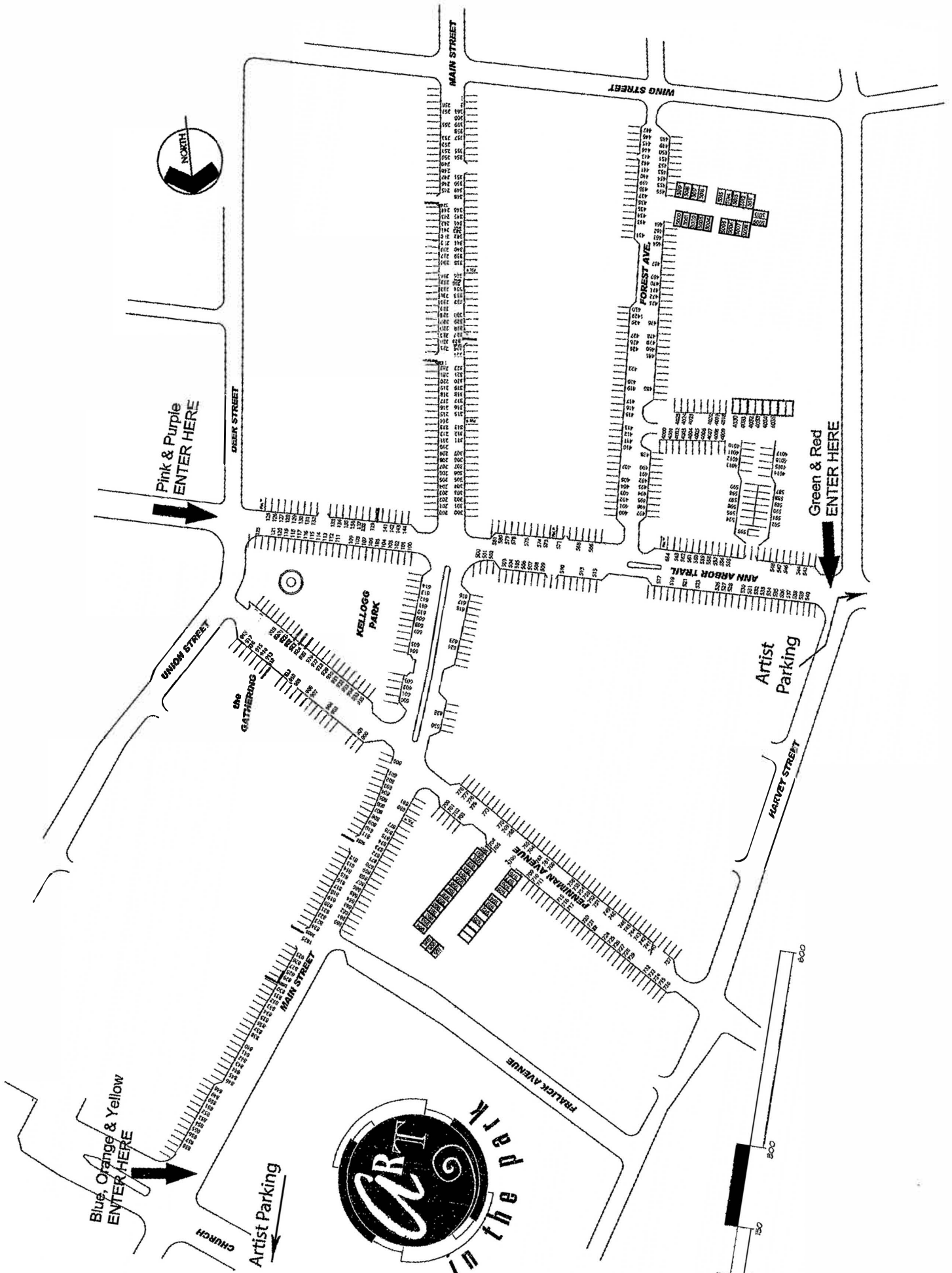
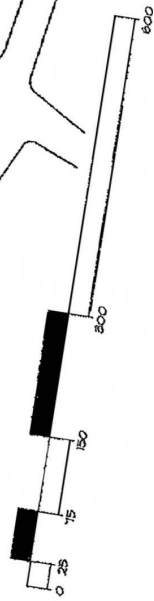


Blue, Orange & Yellow
ENTER HERE



Artist Parking

Artist Parking



EVENT REVIEW FORM

EVENT NAME: Art in the Park TOTAL ESTIMATED FEE: _____

(Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>CP</u>
<u>OUTSIDE VENDORS</u>				
<u>\$5,000</u>				
<u>Booth Rental Fee \$20.00 EACH</u>				
\$250 Bathroom Cleaning Fee Per Day of Event? <u>YES</u> X 3 DAYS NO				
Labor Costs:	<u>\$20,000</u>	Equipment Costs:	<u>\$5,000</u>	Materials Costs <u>\$2,500</u>
POLICE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>JGC</u>
<u>OFFICERS @ 50 HOURS = \$3800-</u>				
<u>COMMAND @ 25 HOURS = \$2150</u>				
Labor Costs \$		Equipment Costs \$	<u>5950-</u>	Materials Costs \$
FIRE:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>RS</u>
Labor Costs \$	<u>6,965</u>	Equipment Costs \$		Materials Costs \$
HVA:	Approved	Denied	(list reason for denial)	Initial
DDA:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>SRP</u>
<u>AFTER EVENT POWER WASHING</u>				
Labor Costs \$	<u>\$6,000</u>	Equipment Costs \$		Materials Costs \$
RISK MANAGEMENT:	<u>Approved</u>	Denied	(list reason for denial)	Initial <u>NR</u>
Class I - Low Hazard	Event Sponsors must provide current Certificate of Insurance naming City			
<u>Class II - Moderate Hazard</u>	of Plymouth as 'Additional Insured' including in the Description Box/Area.			
Class III - High Hazard	Food vendor/service requirements per Special Event Policy, must also be			
Class IV - Severe Hazard	met for any food. <u>SHOULD INCLUDE CG2026</u>			
SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____				
APPROVED _____ NOT APPROVED _____ DATE _____				



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 - Closed Session City Attorney Opinion Letter - 02-20-24.docx
Date: February 14, 2024
RE: Closed Session to discuss attorney –client privileged communications

Background

The Open Meetings Act allows the City Commission to go into closed session, “To consider material exempt from discussion or disclosure by state or federal statute.” The City has requested that the attorney provide the Commission with an opinion letter that covers a matter that would be considered attorney - client communication.

We would like to discuss letters from the City Attorney to the City Commission in a closed session. This is considered communication from the City Attorney to their client the City Commission, and this is an attorney – client privileged communication and as such is not subject to the Open Meetings Act or the Freedom of Information Act and it is not considered a public document.

Recommendation

The City Administration recommends that the City Commission authorize a closed session to consider the Attorney – Client Privileged Communications. We have attached a proposed resolution for the Commission to consider regarding this matter. As a reminder it will take a Roll Call Vote to go into and out of Closed Session.

Should you have any questions in advance of the meeting please feel free to contact Bob Marzano or myself.

CITY COMMISSION

RESOLUTION

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

WHEREAS The City Commission of the City of Plymouth is authorized by the Michigan Open Meetings Act to go into closed session to consider material exempt from discussion or disclosure by state or federal statute.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby authorize a closed session in accordance with the Michigan Open Meetings Act to discuss material from the City Attorney that is attorney-client privileged and exempt from discussion or disclosure by state or federal statute.



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. Sincok, City Manager
CC: *S:\Manager\Sincok Files\Memorandum - Tree Ordinance Potential Changes 02-20-24.docx*
Date: February 16, 2023
RE: Discussion & Possible Action on City Code Chapter 34 – Environment

Background

Over the years there have been amendments to the Plymouth City Code, Chapter 34 – Environment, as it relates to tree regulations. In December of 2016, the City Commission received a request from the Planning Commission that an “emergency action” be put in place to prevent the removal of any mature trees with a threshold of twelve inches. At that time, the City Administration cautioned the City Commission that there needed to be a legitimate government interest in this action. The Administration suggested that changes in how we treat trees should not be rushed without proper review and thought processes. At that time, Mayor Dan Dwyer indicated property rights as it relates to trees is a huge issue and it could lead to future legal problems for the City. The city did not take an “emergency action,” but did begin to move forward with the development of changes in the City Code as it relates to trees.

In October of 2017, there were changes in the City Code that were adopted, which resulted in the “Tree Ordinance” to be moved to the Environment section of the City Code. This change was made to help facilitate Community Development and the Police Department enforcement of the Ordinance. In addition, there were changes made as a result of a legal case from Maccomb County.

Shortly after the 2017 Ordinance changes were adopted, the City Commission began working on another update to the “Tree Ordinance.” This work resulted in adoption of changes in July of 2019. At that time, the City Administration cautioned the City Commission that provisions of the proposed Ordinance changes would allow access to private property without an Administrative Search Warrant and that might prove to be problematic at some point into the future.

In November of 2020, there were again changes in the Ordinance, this time our goal was to help create a better customer service model for tree removal applications. Further, we worked to centralize which Department handles the applications and processing of applications.

More recently, there has been another court case involving a municipality in Wayne County related to this type of Ordinance. The ruling in this case will cause us to again review our Ordinance and the impact of the court decision. As a result of the court ruling from the Sixth Circuit Court of Appeals, there are basically three decisions that the City Commission could make related to the current Ordinance.

Recommendation

The City Commission can choose between three options:

- 1) Do nothing to the current Tree Ordinance
- 2) Remove sections of our Ordinance to comply with the Sixth Circuit Court Decision
- 3) Place an immediate moratorium on the requirements of and enforcement of Division 3, Sections 34 -18, 34 – 19, 34 -22, 34 – 23, Division 4, Sections 34 – 24, and 34 – 26 for a period of 90 days, or until the City Commission adopts an amended Tree Ordinance, whichever occurs first.

We have prepared a proposed a series of Resolutions for the City Commission to consider regarding this matter. We would suggest that the Commission move one of the three proposed Resolutions for a vote. If you have any questions, in advance of the meeting please feel free to contact Mr. Marzano or myself.

PROPOSED RESOLUTION #1 – 90 Day Moratorium

The following Resolution was offered by _____ and seconded by _____

WHEREAS The City Commission of the City of Plymouth has responsibility to adopt all City Ordinances and changes to the Plymouth City Code, and

WHEREAS The City Commission has determined that there needs to be an update to Plymouth City Code related to the Tree Ordinance, and

WHEREAS The City Commission needs to research some of the potential changes.

NOW THEREFORE BE IT RESOLVED THAT the City Commission **does hereby adopt an immediate Ninety (90) Day Moratorium** on the requirements of and enforcement of Division 3, Sections 34 – 18, 34 – 19, 34 – 22, 34 – 23, Division 4, Sections 34 – 24, and 34 – 26. The moratorium is to be in effect for 90 days or until the Ordinance is amended, whichever occurs first.

PROPOSED RESOLUTION #2 – Remove Sections of Ordinance

The following Resolution was offered by _____ and seconded by _____

WHEREAS The City Commission of the City of Plymouth has responsibility to adopt all City Ordinances and changes to the Plymouth City Code, and

WHEREAS The City Commission has determined that there needs to be an update to Plymouth City Code related to the Tree Ordinance.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth **does hereby remove the following sections of the Ordinance at the First Reading. Delete Division 3, Sections 34 – 18, 34 – 19, 34 – 22, 34 – 23, Division 4, Sections 34 – 24, and 34 – 26.**

PROPOSED RESOLUTION #3 – Make No Changes

The following Resolution was offered by _____ and seconded by _____

WHEREAS The City Commission of the City of Plymouth has the responsibility to adopt all City Ordinances and changes to the Plymouth City Code.

NOW THEREFORE BE IT RESOLVED THAT The City Commission **has determined that there DOES NOT need to be any updates to Plymouth City Code related to the Tree Ordinance.**



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 - Recreation - Over 60 & 70 Rules Policies Update - 02-20-24.docx*
Date: February 14, 2024
RE: Recreation – Adult Over 60 & 70 Hockey Sports Policy

Background

From time to time, it is necessary to update our recreation program policy and procedures. Since we have expanded our programs at the Recreation Department and are offering more adult programs, there is a need to update some basic city policies and rules for our Over 60 and Over 70 hockey policies and rules. These changes cover three major areas:

- Leagues are draft leagues.
- How team rosters are created
- Rules for the draft, how to enter the transfer portal, and other administrative functions.

We have attached a memorandum from Recreation Director Steve Anderson which will provide some additional background information. In addition, we have attached a copy of the proposed policies for your review.

Recommendation

The City Administration recommends that the City Commission adopt both the proposed Adult Recreational Leagues Rules and Policies and the Over 60 and Over 70 Hockey Rules and Policies. While these policies are currently “in-play” there is a need to formalize these documents to provide clarity in the event of an incident.

We have attached a proposed Resolution for the City Commission to consider regarding this matter. If you have any questions in advance of the meeting, please feel free to contact either Steve Anderson or myself.




CITY OF PLYMOUTH

www.plymouthmi.gov

Recreation Department
Plymouth Cultural Center
525 Farmer
Plymouth, MI 48170

Phone 734-455-6620

Memo

To: Paul Sincock, City Manager
From: Steve Anderson, Recreation Director 
CC:
Date: 2/14/2024
Re: Over 60 & Over 70 Hockey Policy

As you are aware, athletic programs are a continually evolving world of rules and regulations. Occasionally we need to update our policies to reflect or clarify those changes.

Over the past six months, the Recreation Staff has been running the Over 60 and Over 70 Hockey Leagues. During this period, we found a few more topics we would like to add to the policy prior to the start of the 2024-25 registration period.

Please find attached the proposed updated Over 60 & Over 70 Hockey League Policies. The highlights of the changes are:

- Establish that these leagues will be "Draft Leagues" and no individual team registration will be taken.
- Establish how teams and rosters are created.
- Establish rules for conducting the draft and other administrative functions during the draft.

Please feel free to contact me at any time with any additional questions you may have.

City of Plymouth

Recreation Department



Original adoption by City Commission as of: 8-7-23
Update draft presented to City Commission on: 2-20-24

Over 60 & Over 70 Hockey Rules & Policies

League Administration:

- The City of Plymouth Recreation Department reserves the right to amend the rules, game times or policies if deemed to be in the best interest of the league
- All fees and registration procedures to be determined by City Staff
- The City Administration shall appoint a Program Coordinator for the Over 60 & Over 70 hockey leagues
- The Program Coordinator shall appoint no more than four league participants or volunteers as assistant coordinators of the league
- The Program Coordinator and Assistant Coordinators shall comprise the leagues "executive committee" and will make final determination of any policies or judgments not covered in this document
- The Program Coordinator may replace or recuse members of the executive committee in matters of that may be a conflict of interest
- Assistant Coordinator will receive discounted participation fees in consideration of their work. Discounted fee to be determined by the Program Coordinator
- No protests or appeals will be taken based upon the decisions of the referees
- Current USA Hockey Rules will be in play unless otherwise stated below

Team Drafts and Team Structure

- The number of teams per league and the number of players per team will be determined by the Program Coordinator
- Managers of the teams will be determined by each league executive committee

- The players of each team shall be determined by a “Draft” process. Each manager shall draft their team in order as determined by a blind draw. Individual Team registrations will not be accepted.
- Managers shall draft until their rosters are complete.
- Goalie assignment to teams shall be determined by draft or by the executive committee based on the number of goalies available for league play
- Once players have been drafted and rosters have reached capacity, any non-drafted players will be issued a refund of their league deposit and will be eligible for the “Sub List”
- If a player does not want to play for the team that drafted them, they can appeal to the executive committee for the option to be put back in the draft pool. All decisions of the executive committee are final.

PCC Over 60 & Over 70 House Rules

Game Time:

- Games will be 48 minute running time. (NO stop time in last 2 minutes)

Game Begins:

- Referees will puck drop at the top of the hour i.e. puck drop 9 am, 10 am, 11 am regardless of teams readiness

Center Line:

- League will **not** play the center red line.

No Checking:

- Play the puck not the man, penalties may be assessed based on referees judgment

Slap shots:

- Not allowed and may be assessed an unsportsmanlike penalty

Penalty Time Duration:

- Two minutes (2:00) Major Five minutes (5:00)

Fighting Penalty:

- A player will receive a game misconduct and will be suspended for the next 2 games

Game Misconduct for Non Fighting Penalty:

- The player will be suspended for the remainder of that game and the next game

Maximum Number of Penalties in One Game:

- A player with three penalties (of any kind) in one game is immediately suspended for the balance of the game

Maximum Number of Penalties in One Season: (Including Playoffs):

- Eight (8) penalties in the over 70 League and Ten (10) penalties in the over 60 League will result in a player being immediately removed from the league and forfeiture of all league fees paid

Gross Misconduct:

- Any intent to injure penalties will result in a player being immediately removed from the league and forfeiture of all league fees paid

Sub Players:

- All subs must be registered and submit ice fee to the team captain.

Conduct Towards Referees:

- Disrespect of referees is not tolerated, will be considered a Game Misconduct for Non Fighting Penalty

Age Classifications:

- Based on a player's true age, players may play down an age classification but may not play up. Goalies shall be exempt from this rule.

ARENA RULES:

1. No one is to go on the ice until after the Zamboni has left the ice and the doors are closed. The Zamboni Driver has the right to abandon the resurface for any safety concerns
2. No alcoholic beverages in the building or the parking lot.
3. Take any other cans or bottles out with you.
4. No smoking in the building. (This includes the locker rooms)
5. Get the locker room key from Arena Staff and return when you leave

RESOLUTION

The following Resolution was offered by _____ and seconded by _____

WHEREAS The City of Plymouth offers a variety of recreational programs to help protect the public health, safety, and welfare, and

WHEREAS There is need to Adopt certain rules and policies in order to provide for a smooth operation of the programs and to inform participants of the expectations and rules of the programs.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the adopts the Over60 and Over 70 Hockey Rules & Policies as revised 02-20-24. The policies are to be effective immediately.

BE IT FURTHER RESOLVED THAT the City Clerk shall include a complete copy of the Rules and Policies as a part of the Meeting Minutes of this meeting.



CITY OF PLYMOUTH

201 S. Main
Plymouth, Michigan 48170-1637

ITEM 9.c

www.plymouthmi.gov

Phone 734-453-1234
Fax 734-455-1892

MEMORANDUM

Date: February 16, 2024
To: Paul Sincock, City Manager
From: John Scanlon, Finance Director
Subject: Second Quarter Budget Amendments

Issue: 2023-24 Second Quarter Budget Amendments – December 31, 2023

Analysis: Please find attached the Revenue and Expenditure reports through December 31, 2023, for the fiscal year ending June 30, 2024. These reports detail the General Fund and nine principal special revenue and enterprise funds. As of the midpoint of the 2023-24 fiscal year, the City's financial position remains strong. Overall, the fund balance has decreased by \$1,917,762, from \$17,490,974 to \$15,573,212. However, five of the City's major funds have experienced an increase in fund balance compared to this point last year. Further details on each of these funds are provided below.

The overall decrease in fund balance position for these 10 funds is primarily attributed to the comparison of beginning fiscal year fund balance totals. The combined starting fund balances for the current fiscal year amount to \$10,551,527, which is \$1,600,833 less than the starting balances for Fiscal Year 2022-23. Operationally, there have been increases in both revenues and expenditures when comparing this year's results to last year. Fiscal Year 2023-24 revenues of \$15,243,455 have remained relatively stable with a 1% increase, while expenditures have simultaneously increased by \$488,893, or 5%, to \$10,221,770. Overall, the financial health of the City remains stable, especially as we approach the upcoming bond sale.

Of note, the revenue and expenditures reflected on the green graph report include additional estimates that are not present in the supporting financial statements. In September 2023, the City transitioned to a cloud-based enterprise resource planning (ERP) software, which was an upgrade from our previous system. Concurrently with this upgrade, the City updated its chart of accounts as mandated by the state, a requirement to be fulfilled before the end of the fiscal year 2023 audit. While the transition has largely been successful, there are still some areas that require further attention, resulting in the need for estimates to get comparable figures with the previous year's figures. The software provider is aware and currently addressing the issue.

Attached to this memorandum is the Budget Adjustment Summary, illustrating the impact of the proposed amendments on the City's different funds and activities. These adjustments align with the authority granted within the budget to make amendments

THE CITY OF HOMES

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on a departmental basis. Essentially, the Budget Adjustment Summary serves as a synopsis of all administratively proposed line-item amendments. It's important to note that budget appropriations are **not** approved on a line-item basis; instead, they are based on activity categories within the General Fund and fund totals for all other funds.

GENERAL FUND

The General Fund currently holds a fund balance that is marginally lower by less than 14% compared to this time last year, declining from \$7,342,128 in 2022-23 to \$6,340,423 this year. However, it's essential to acknowledge the typical front-end heavy pattern of revenues due to tax collection, with expenses tending to be back-end loaded. Property taxes serve as the primary revenue source in the General Fund and are subject to a 5% increase cap. We anticipate a slight increase in revenues this year, primarily driven by the allocation of the final federal grant revenue from the American Rescue Plan Act (ARPA), resulting in an estimated 4% change in impact.

The primary concerns for the General Fund remain:

- Property tax revenues, especially due to the significant loss of personal property tax resulting from an increase in the exemption threshold
 - Substantial inflationary increases in costs, particularly concerning necessary capital improvements across the City
- External factors are impacting revenue, including the funding of the deficit from the 35th District Court, which was once a revenue source.

Although property tax valuations have continued to increase throughout the City, this success in valuation increase accelerates the rate of Headlee rollbacks, thereby depriving the City of adequate tax revenues to maintain a hedge against inflationary cost increases. This issue is expected to worsen until the state adopts a cost-of-living formula that accurately reflects cost increases for municipalities. More information on this matter is anticipated in the next couple of months as we commence work on the budget for the 2023-24 fiscal year. However, it's worth noting that the State of Michigan has set the inflationary rate at 5.0%, which corresponds to the Headlee Cap based Consumer Price Index (CPI) rate ratio for Property Taxes. The full CPI concluded at 5.1%.

The legacy costs of the City are a significant aspect of the debt management policy, representing an obligation owed by the City to its former employees. In 2009, the actuarial report prepared by the MERS actuaries (based on data as of December 31, 2007) projected required contributions for fiscal years 2013-14, 2014-15, and 2015-16 to be \$819,000, \$932,000, and \$1,099,000, respectively. However, the revised amounts billed for these years were \$943,224, \$1,104,528, and \$1,285,068, reaching a peak of \$1,364,568 for 2016-17. Subsequently, the City adjusted its approach and transitioned to the MERS Plan B or the "Phase-in" option, which extended our payments over a longer period. This adjustment facilitated the City in making supplemental payments of \$200,000 over the past five fiscal years and \$100,000 thus far this fiscal year. In 2019, the MERS board voted to reduce the assumed rate of return from 7.75% to 7.35% and commissioned an experience study, which took effect for the 2021-22 fiscal year. Upon implementing these adjustments, the City reverted to the "No Phase-in" plan as it was in a better financial position to manage the MERS adjustments. In December 2022, the

MERS board once again voted to further lower the assumed investment rate of return to 7.00%, with plans for yearly review. This year's payment totaled \$1,269,276.

At the end of 2017, the state legislature took steps toward setting funding levels for both pension and OPEB (Other Post-Employment Benefits) costs for our retirees. Public Act 202 established required funding thresholds of 60% for pensions if your actuary determined contribution (ADC) exceeds 10% of your general revenues, and 40% for OPEB if your ADC surpasses 12% of your general revenues. Once again this year, we did not fall into underfunded status, as our ADC for both pension and OPEB actuary reports remained below the required levels. However, it's crucial to highlight that our pension plan is funded at 63% of our \$15,113,575 liability, indicating a 5% decrease from last year, due to the change in assumptions. Additionally, our OPEB liability, operating as a pay-as-you-go plan, saw a 1% increase from \$13,019,013 to \$13,158,057.

There are budget amendments made in 17 of our 24 departments in the General Fund. These amendments are very marginal in nature and account for less than one percent of the original budget allocation.

OTHER OPERATING FUNDS

The Major and Local Street funds currently hold a combined fund balance of \$2,395,957, an increase from \$2,150,333 last year. This increase in fund balance is primarily attributed to the City's approval of its third street bond ballot proposal in 2019, followed by the sale of those bonds in March 2020. The City is scheduled to issue the remaining bonds from the 2019 proposal in March of this year, with calls to the rating agencies commencing on February 21st. This issuance is expected to further augment fund balance levels in the Major and Local Street funds as the street construction season is set to resume later this fiscal year.

The Recreation Fund continues to demonstrate stability following three years of volatility caused by the pandemic. Program revenues have remained consistent compared to 2022-23. Overall, expenditures have increased by 7%, with slightly over 44% of the amended budget expended. Amendments in the Recreation Fund total \$21,600, representing approximately 1.7% of the originally adopted budget.

The Waste and Recycling Fund currently shows a decrease in fund balance by \$4,666 at this point in the fiscal year. Approximately 70% of the revenue for the Waste and Recycling Fund is derived from the 1.82 mill tax levy. Similar to the General Fund, this implies that revenue is heavily concentrated in the front end of the fiscal year, while expenses are spread throughout the year. With the approval of the Fleet Action Plan in 2021, we anticipate that the fund balance will decrease from its ending position of \$1,334,583 in 2022-23. However, we do not foresee this decrease having any impact on operations.

The DDA fund balance concluded the 2022-23 fiscal year with a \$230,470 increase from the previous fiscal year. However, due to updates made to the parking deck in the late summer months, the DDA operating fund will contribute \$300,000 to the DDA Capital Improvement to cover those costs. Consequently, we anticipate a minor decrease in fund balance by the end of 2023-24, slightly offsetting the increase seen in the previous

year. Final adjustments for the DDA typically occur during the City Commission's third quarter amendments, allowing sufficient time for the DDA board to approve them.

In the first quarter of this year, the Building Fund showed a negative fund balance after closing out the fiscal year with no reserves. At that point, the City Commission authorized a transfer of \$10,000 from the General Fund to aid operations. As of the second quarter, the fund balance has rebounded; however, this fund remains highly volatile and will be closely monitored. There are no additional requests for transfers through the end of the second quarter as we enter the construction season. Nonetheless, March and April should provide a clearer indication of how the fiscal year will conclude.

The City ceased operations associated with the senior transportation program as of the end of October 2015. Subsequently, all budgetary activities within the Neighborhood Services Fund were consolidated into a single monthly contract payment to Plymouth Township. The budget reflects these operational changes. Currently, there is very little change to this fund when compared to last year.

The Water and Sewer Fund stands as the second largest operating fund for the City. The unrestricted fund balance in the Water and Sewer Fund has slightly decreased from \$3,966,309 in Fiscal Year 2022-23 to \$3,028,653 this year. However, we anticipate this balance to rebound as meters throughout the City continue to be replaced. Additionally, we have received preliminary rate estimates from the Great Lakes Water Authority, indicating a proposed 3.06% increase for their service charges in fiscal year 2024-25, along with a continuation of the 60/40 split between fixed and variable costs.

The Equipment Fund is primarily sustained by rental fees derived from the Schedule C rental rates set by the Michigan Department of Transportation. However, these rates alone have proven insufficient, leading to the underfunding of the Equipment Fund and necessitating the City to extend the useful life of our fleet beyond its ability to generate adequate resale value. Beginning in 2017-18, the City implemented supplemental fees to generate additional income, resulting in four consecutive years of fund balance increases. In October 2021, the City Commission approved an Equipment Fund Action Plan, which expanded the supplemental funding to facilitate necessary upgrades to the City's vehicle fleet. Following the plan's implementation, the unrestricted fund balance has declined due to asset acquisitions associated with it. The attached budget amendments are minor, reflecting only a 3% adjustment to the initially adopted budget.

BUDGET AMENDMENTS

The proposed budget amendments required through the end of the second quarter of the 2023-24 fiscal year, as shown on the Budget Adjustment Summary relate to changes in budgetary patterns which were not anticipated when the budget was originally adopted in June of 2023. The resolution which follows is necessary to adopt these amendments.

RESOLUTION

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

WHEREAS, actual patterns of departmental expenditures occurred differently than originally projected in the 2023-2024 City Budget as adopted in June of 2023; 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 2023-2024 City Budget is hereby amended as indicated in the 2nd 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 indicated in the Budget Amendments Summary effective February 19, 2024.

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

Attachment(s): Quarterly Financial Reports

BUDGET ADJUSTMENT SUMMARY
SECOND QUARTER - FY 23-24

FUND DEPT./ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
GENERAL FUND REVENUE:	#101						
Property Taxes	7,007,370	-	-			-	7,007,370
Licenses & Permits	3,700	-	-			-	3,700
Federal/State Grants	550,982	-	-			-	550,982
State-Shared Revenues	1,322,322	-	28,350			28,350	1,350,672
Charges for Services	933,680	1,707	-			1,707	935,387
Cemetery Revenues	157,500	-	3,500			3,500	161,000
Parking Revenues	85,200	1,800	5,750			7,550	92,750
Other Operating Revenues	650,540	27,000	41,500			68,500	719,040
Appropriation of Surplus	855,476	(1,677)	31,945			30,268	885,744
Total Operating Revenue	11,546,770	28,830	111,045	-	-	139,875	11,886,645
Transfers In From Other Sources	10,000	-	-	-	-	-	10,000
Total Revenue All Classes	11,556,770	28,830	111,045	-	-	139,875	11,896,645
GENERAL FUND EXP:	#101						
City Commission	145,375	-	28,250			28,250	173,625
City Manager	376,145	275	6,880			7,155	383,300
Finance Department	567,260	-	2,995			2,995	570,255
City Clerk	181,885	2,325	10,720			13,045	194,910
Management Information Services	408,135	-	6,620			6,620	414,755
City Assessor	82,918	-	-			-	82,918
Election Services	130,320	-	485			485	130,805
City Hall Maintenance	150,955	-	-			-	150,955
Legal Services	155,500	-	7,100			7,100	162,600
Other Functions	322,861	7,025	29,000			36,025	358,886
Police Department	4,566,813	-	(5,300)			(5,300)	4,561,513
Fire Department	1,160,515	3,050	5,225			8,275	1,168,790
MSD Administration	311,055	6,155	22,335			28,490	339,545
MSD Yard Maintenance	85,505	-	10,950			10,950	96,455
Street Lighting	195,000	-	-			-	195,000
Miscellaneous MSD Services	2,290	-	-			-	2,290
Bathery Maintenance Expense	-	-	-			-	-
Special Events	145,475	-	(16,100)			(16,100)	129,375
Parking System	51,800	-	-			-	51,800
MSD Services - ODA	177,440	-	29,500			29,500	206,940
Cemetery	178,550	-	(10,000)			(10,000)	168,550
Parks & Public Property	218,655	-	25,085			25,085	243,740
Capital Outlay	1,530,700	-	(42,700)			(42,700)	1,488,000
Debt Service	32,412	-	-			-	32,412
Tot. Gen'l Operating Expenditures	11,177,344	18,830	111,045	-	-	129,875	11,307,219
Transfers Out to Other Funds	379,426	10,000	-	-	-	10,000	389,426
Contingency	-	-	-	-	-	-	-
Total Expenditures	11,556,770	28,830	111,045	-	-	139,875	11,896,645

FUND DEPT./ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
MAJOR ST FUND REV:	#202						
Gas & Weight Taxes	802,874	-	-			-	802,874
Contrib & Other	5,000	-	-			-	5,000
Appropriation of Surplus	-	-	-			-	-
TOTAL REVENUE	807,874	-	-	-	-	-	807,874
MAJOR ST FUND EXP:	#202						
Administration/Debt	27,580	-	880			880	28,460
Routine Maintenance	152,530	-	10,660			10,660	163,190
Stormwater System Maintenance	3,000	-	-			-	3,000
Traffic Signal Maintenance	84,970	-	-			-	84,970
Snow & Ice Control	70,120	-	1,295			1,295	71,415
Road Construction	-	-	2,000			2,000	2,000
Transfers Out to Other Funds	401,437	-	-			-	401,437
Contingency	68,237	-	(14,835)			(14,835)	53,402
TOTAL EXPENDITURES	807,874	-	-	-	-	-	807,874

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

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
LOCAL ST FUND REV: #203							
Gas & Weight taxes	281,056	-				-	281,056
Contrib & Other	401,437	5,000				5,000	406,437
Appropriation of Surplus	-	-				-	-
TOTAL REVENUE	682,493	5,000	-	-	-	5,000	687,493
LOCAL ST FUND EXP: #203							
Administration/Debt	25,385	-	-			-	25,385
Routine Maintenance	159,005	-	10,560			10,560	169,565
Stormwater System Maintenance	1,000	-	-			-	1,000
Traffic Signal Maintenance	51,885	150	80			230	52,115
Snow & Ice Control	32,770	-	4,870			4,870	37,640
Road Construction	-	-	-			-	-
Contingency	412,448	4,850	(15,510)			(10,660)	401,788
TOTAL EXPENDITURES	682,493	5,000	-	-	-	5,000	687,493

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
RECREATION FUND REV: #208							
Cultural Center Revenues	501,000	-	18,490			18,490	519,490
Transfer from General Fund	298,661	-	-			-	298,661
Administrative Charges	1,000	-	-			-	1,000
Program Fees & Charges	298,000	-	3,110			3,110	301,110
Appropriation of Surplus	161,849	-	-			-	161,849
TOTAL REVENUE	1,260,510	-	21,600	-	-	21,600	1,282,110
RECREATION FUND EXP: #208							
Cultural Center & Administration	1,084,755	-	12,950			12,950	1,097,705
Basic Skills	-	-	-			-	-
Recreation Vending	-	-	-			-	-
Recreation Services	13,850	-	-			-	13,850
Adult Athletics	-	-	-			-	-
Youth Athletics	5,500	-	310			310	5,810
Miracle League	10,000	-	2,255			2,255	12,255
PCHA	-	-	-			-	-
PCHA - Mini Mites	-	-	-			-	-
MSD Services	6,740	-	330			330	7,070
Soccer	118,150	-	-			-	118,150
Liquor	10,540	-	-			-	10,540
Classes & Special Events	4,850	-	5,755			5,755	10,405
Therapeutic Program	1,000	-	-			-	1,000
Senior Programs-Classes	5,325	-	-			-	5,325
Plymouth-Canton Steelers	-	-	-			-	-
Capital Outlay	-	-	-			-	-
Contingency	-	-	-			-	-
TOTAL EXPENDITURES	1,260,510	-	21,600	-	-	21,600	1,282,110

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

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
SOLID WASTE FUND REV: #226							
Property Taxes	1,196,160	-	12,000			12,000	1,208,160
Sales of Service	440,600	-	1,425			1,425	442,025
Transfer from General Fund	7,755	-	-			-	7,755
Appropriation of Surplus	156,138	-	31,075			31,075	187,213
TOTAL REVENUE	1,800,653	-	44,500	-	-	44,500	1,845,153
SOLID WASTE FUND EXP: #226							
Operating Expenses	1,760,653	-	44,500			44,500	1,805,153
Capital Outlay	40,000	-	-			-	40,000
Contingency	-	-	-			-	-
Transfers Out to Other Funds	-	-	-			-	-
TOTAL EXPENDITURES	1,800,653	-	44,500	-	-	44,500	1,845,153

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
DDA OPER FUND REV: #248							
Property Taxes-Non School	1,550,600	-	(316,735)			(316,735)	1,233,865
Program Fees & Other	82,550	-	25,450			25,450	108,000
Appropriation of Surplus	-	-	41,740			41,740	41,740
TOTAL REVENUES	1,633,150	-	(249,545)	-	-	(249,545)	1,383,605
DDA OPER FUND EXP: #248							
Administration	332,580	-	1,400			1,400	333,980
Police Services	35,820	-	45			45	35,865
Streetscape Maintenance	325,810	-	600			#REF!	#REF!
Parking System	55,350	-	-			600	55,950
Saxton Parking Facility	-	-	1,000			1,000	1,000
DDA Marketing	113,700	-	-			-	113,700
Contrib to DDA Debt Funds	217,300	-	-			-	217,300
Contrib to DDA Cap Imp Fund	300,000	-	-			-	300,000
Contingency	252,590	-	(252,590)			(252,590)	-
TOTAL EXPENDITURES	1,633,150	-	(249,545)	-	-	#REF!	#REF!

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr. Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
BLDG & ENGINEERING FD REV: #249							
Permit Fees	610,300	-	3,090			3,090	613,390
Contrib. & Other	-	10,000	-			10,000	10,000
Appropriation of Surplus	81,375	(10,000)	-			(10,000)	71,375
TOTAL REVENUES	691,675	-	3,090	-	-	3,090	694,765
BLDG & ENGINEERING FD EXP: #249							
Engineering/Inspections	691,675	-	3,090			3,090	694,765
Capital Outlay	-	-	-			#REF!	#REF!
Contingency	-	-	-			-	-
TOTAL EXPENDITURES	691,675	-	3,090	-	-	#REF!	#REF!

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

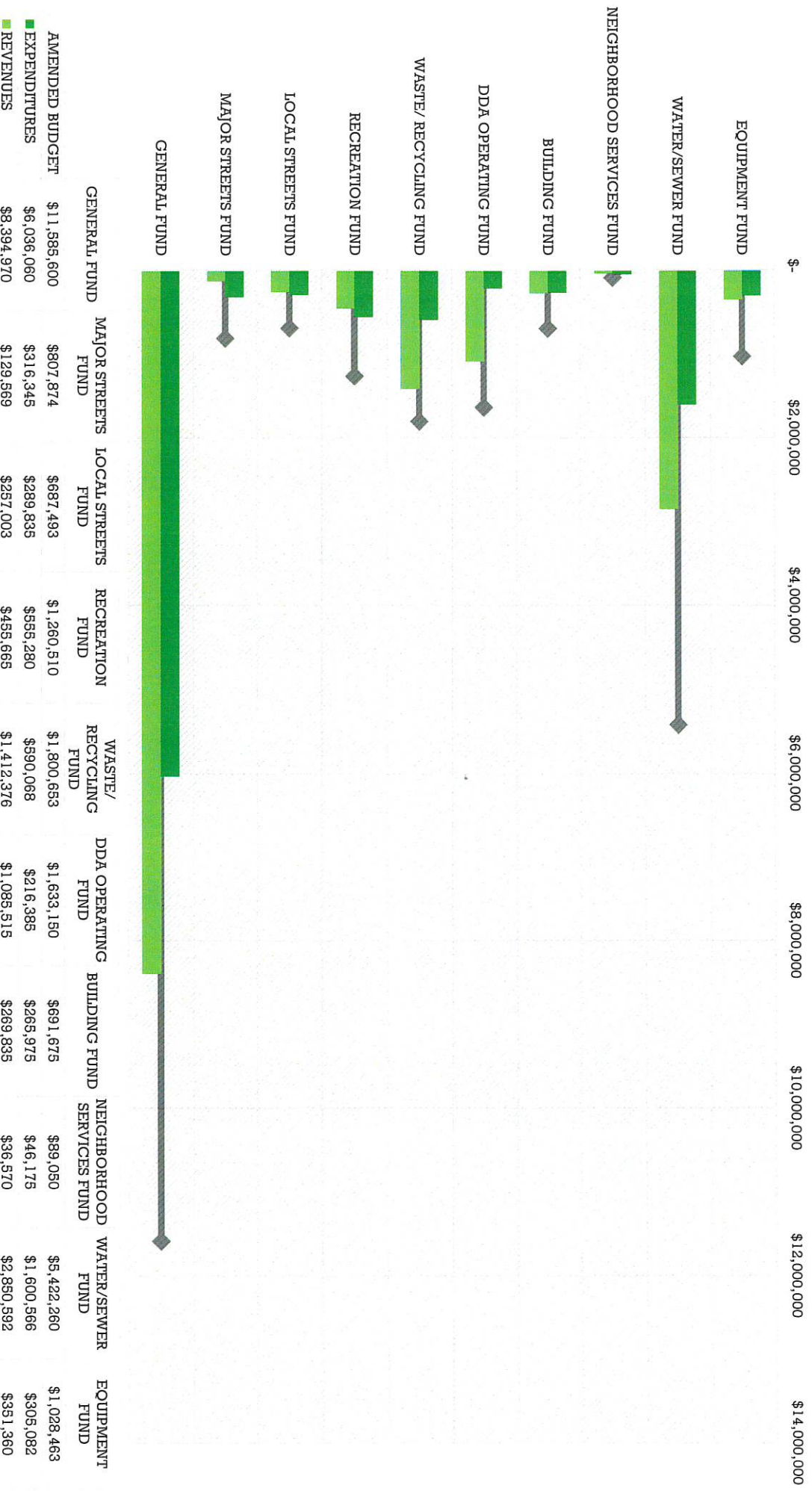
BUDGET ADJUSTMENT SUMMARY

SECOND QUARTER - FY 23-24

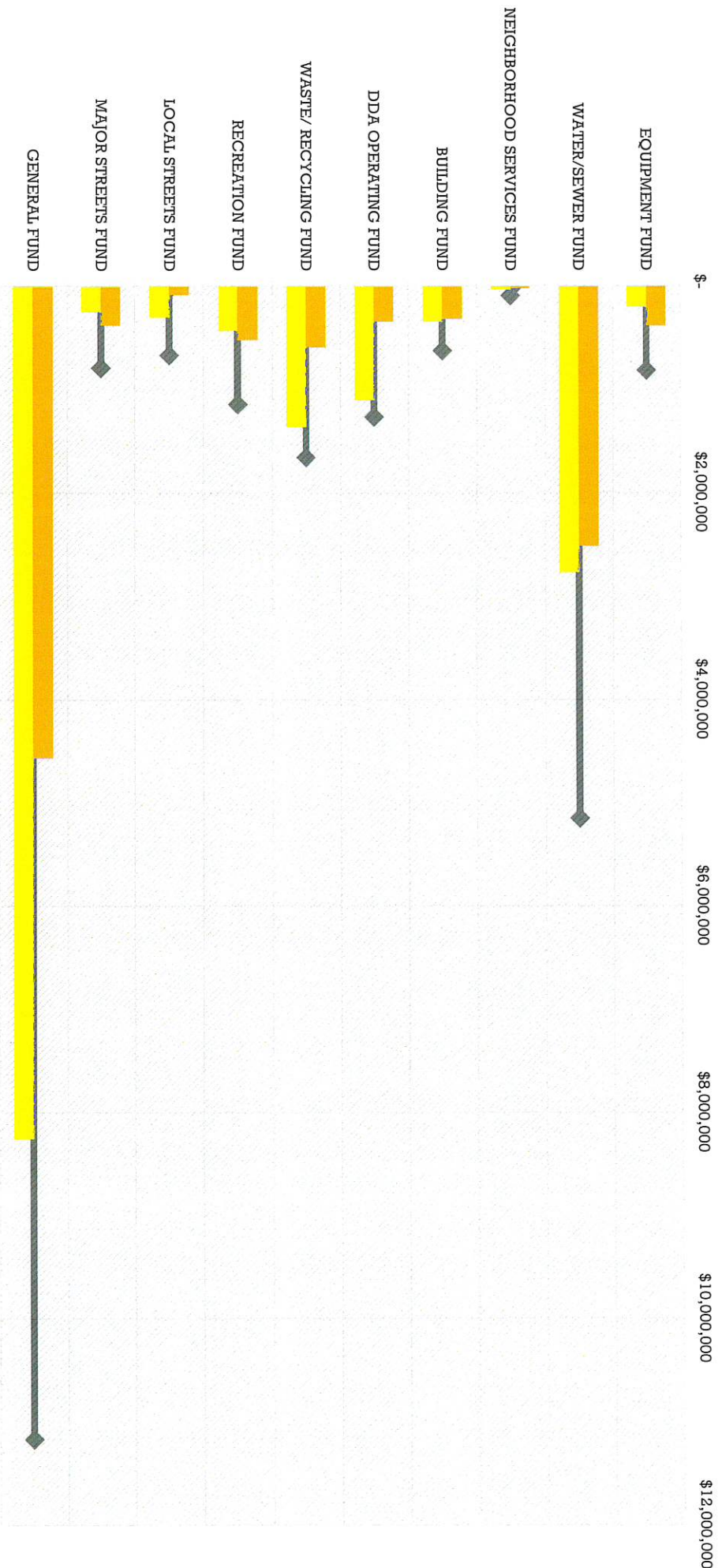
FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
WATER/SEWER OPER FUND REV:							
#592							
Sales & Service Charges	4,998,825	40,000	-			40,000	5,038,825
Sale of Bonds	-	-				-	-
Appropriation of Surplus	383,435	-	49,670			49,670	433,105
TOTAL REVENUES	5,382,260	40,000	49,670	-	-	89,670	5,471,930
WATER/SEWER OPER FUND EXP:							
#592							
Administration	4,483,730	-	1,295			1,295	4,485,025
Trunk & Lateral	332,840	-	21,000			21,000	353,840
Mains Maintenance	226,100	-	20,750			20,750	246,850
Meter Maintenance	176,350	80,000	800			80,800	257,150
Service Maintenance	111,345	(40,000)	5,725			(34,275)	77,070
Hydrant Maintenance	51,895	-	100			100	51,995
Capital Outlay	-	-	-			-	-
Contingency	-	-	-			-	-
TOTAL EXPENDITURES	5,382,260	40,000	49,670	-	-	89,670	5,471,930

FUND DEPT/ACTIVITY	Approved Budget	1st Qtr Amendments	2nd Qtr. Amendments	3rd Qtr. Amendments	4th Qtr. Amendments	Tot. All Amendments	Amended Budget
EQUIPMENT FUND REV:							
#661							
Miscellaneous	1,028,463	-	32,045			32,045	1,060,508
Appropriation of Surplus	-	-				-	-
TOTAL REVENUES	1,028,463	-	32,045	-	-	32,045	1,060,508
EQUIPMENT FUND EXP:							
#661							
Miscellaneous	993,698	-	1,315			1,315	995,013
Contingency	34,765	-	30,730			30,730	65,495
TOTAL EXPENDITURES	1,028,463	-	32,045	-	-	32,045	1,060,508

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



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

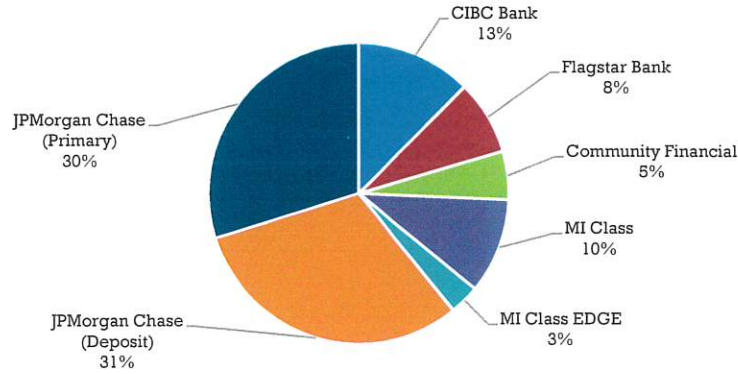


	GENERAL FUND	MAJOR STREETS FUND	LOCAL STREETS FUND	RECREATION FUND	WASTE/ RECYCLING FUND	DDA OPERATING FUND	BUILDING FUND	NEIGHBORHOOD SERVICES FUND	WATER/SEWER FUND	EQUIPMENT FUND
AMENDED BUDGET	\$11,168,594	\$791,889	\$669,837	\$1,146,500	\$1,660,515	\$1,268,105	\$623,800	\$92,730	\$5,152,185	\$818,340
EXPENDITURES	\$4,566,990	\$377,606	\$65,007	\$520,491	\$593,091	\$342,652	\$319,639	\$23,969	\$2,519,321	\$384,111
REVENUES	\$8,256,679	\$249,389	\$302,329	\$433,922	\$1,366,191	\$1,104,007	\$344,907	\$36,505	\$2,772,482	\$205,079

City of Plymouth
 Summary - Cash, Securities & CD's
 February 14, 2024

Institution	Bauer Rating	Inv. Type	% Invested	Amount
CIBC Bank	5	CD	12%	\$ 2,500,000.00
Flagstar Bank	4	CD	8%	\$ 1,600,000.00
Community Financial	5	Mon. Mrkt.	5%	\$ 1,041,083.66
MI Class	AAA _m	Inv. Pool	10%	\$ 2,049,838.69
MI Class EDGE	AAA _f /S1	Inv. Pool	3%	\$ 644,549.04
JPMorgan Chase (Deposit)	5	Cash	31%	\$ 6,211,823.45
JPMorgan Chase (Primary)	5	Cash	30%	\$ 5,983,345.05
			100%	\$ 20,030,639.89

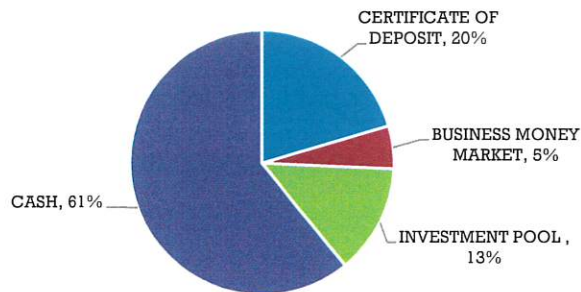
Portfolio Composition - February 14, 2024



Summary - Investment Type
 February 14, 2024

Investment Type	Avg. Rating	Avg. Term	% Invested	Amount
CERTIFICATE OF DEPOSIT	4.5	164.0	20%	\$ 4,100,000.00
BUSINESS MONEY MARKET	5	Overnight	5%	\$ 1,041,083.66
INVESTMENT POOL	AAA	Overnight	13%	\$ 2,694,387.73
CASH	5	Daily	61%	\$ 12,195,168.50
			100%	\$ 20,030,639.89

**Diversification by Investment Type -
 February 14, 2024**



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

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance as of 12/31/2023

GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdt Used
Fund: 101 GENERAL FUND								
Account Category: 001 REVENUES								
Department: 001 PROPERTY TAXES								
101-001-402.000	CURRENT PROPERTY TAX/REAL	6,275,108.36	6,413,791.12	6,597,700.00	6,597,700.00	6,601,925.06	11,664.00	100.06
101-001-405.000	TAXES RECOVERED BY COUNTY	0.00	0.00	(20,000.00)	(20,000.00)	(12.94)	(12.94)	0.06
101-001-406.000	TAXES REINSTATED BY COUNTY	1,391.63	1,391.63	15,000.00	15,000.00	0.00	0.00	0.00
101-001-408.000	PRIOR YEAR TAX REFUNDS	0.00	0.00	(5,000.00)	(5,000.00)	0.00	0.00	0.00
101-001-420.000	UNCOLLECTABLE TAXES/REAL-PERS	0.00	0.00	(2,500.00)	(2,500.00)	0.00	0.00	0.00
101-001-432.000	PAYMENT IN LIEU OF PROP TAX	0.00	42,311.00	39,000.00	39,000.00	0.00	0.00	0.00
101-001-445.000	PENALTIES & INTEREST	0.00	18,227.28	30,000.00	30,000.00	0.00	0.00	0.00
101-001-447.000	PROPERTY TAX ADMINISTRATION FEE	292,099.32	327,498.61	353,170.00	353,170.00	307,765.00	463.00	87.14
Total Dept 001 - PROPERTY TAXES		6,568,599.31	6,803,219.64	7,007,370.00	7,007,370.00	6,909,677.12	12,114.06	98.61
Department: 002 LICENSES & PERMITS								
101-002-476.000	PERMITS/NON-BUSINESS LICENSE	1,115.00	2,802.00	3,600.00	3,600.00	1,395.00	440.00	38.75
101-002-476.100	GOING OUT OF BUSINESS	0.00	0.00	100.00	100.00	0.00	0.00	0.00
Total Dept 002 - LICENSES & PERMITS		1,115.00	2,802.00	3,700.00	3,700.00	1,395.00	440.00	37.70
Department: 003 FEDERAL GRANTS								
101-003-531.000	STATE/FEDERAL GRANTS	90,000.00	90,000.00	550,982.00	550,982.00	0.00	0.00	0.00
Total Dept 003 - FEDERAL GRANTS		90,000.00	90,000.00	550,982.00	550,982.00	0.00	0.00	0.00
Department: 004 STATE SHARED REVENUES								
101-004-573.000	LOCAL COMMUNITY STABILIZATION SHARE	110,960.26	212,383.96	128,155.00	128,155.00	150,809.51	150,809.51	117.68
101-004-574.000	ST SHARED REV/LIQUOR LICENSE	3,202.80	18,422.40	15,000.00	15,000.00	41.25	0.00	0.28
101-004-574.100	ST SHARED REV/SALES TAX-CONST	544,312.00	1,029,607.00	1,025,832.00	1,025,832.00	531,533.00	183,908.00	51.81
101-004-574.300	CVTRS/(EVIP) INCENTIVE PAYMENTS/REV	69,994.00	141,334.00	153,335.00	153,335.00	72,774.00	24,497.00	47.46
101-004-574.500	ST SHARED REV/PUBLIC SAFETY	0.00	0.00	0.00	0.00	942.00	471.00	100.00
101-004-576.000	ST SHARED REV/ELECTION REIMB	0.00	6,000.00	0.00	0.00	0.00	0.00	0.00
Total Dept 004 - STATE SHARED REVENUES		728,469.06	1,407,747.36	1,322,322.00	1,322,322.00	756,099.76	359,685.51	57.18
Department: 005 CHARGES FOR SERVICES								
101-005-583.000	CHARGES FOR SVCS/WATER FUND	127,500.00	255,000.00	262,650.00	262,650.00	0.00	0.00	0.00
101-005-584.000	CHARGES FOR SVCS/EQUIP FUND	30,750.00	61,500.00	63,350.00	63,350.00	0.00	0.00	0.00
101-005-585.000	CHARGES FOR SVCS/SOLID WASTE	92,500.02	185,000.04	190,550.00	190,550.00	0.00	0.00	0.00
101-005-585.500	CHARGES FOR SVCS/BUILDING FUND	23,500.02	47,000.04	47,000.00	47,000.00	0.00	0.00	0.00
101-005-587.000	CHARGES FOR SVCS/COURT	7,519.98	15,039.96	15,040.00	15,040.00	0.00	0.00	0.00
101-005-588.000	CHARGES FOR SVCS/DDA-ADMIN	0.00	0.00	0.00	0.00	1,706.25	0.00	99.96
101-005-589.000	CHARGES FOR SVCS/DDA-MSD	32,599.98	65,199.96	67,200.00	67,200.00	0.00	0.00	0.00
101-005-589.500	CHARGES FOR SVCS/DDA-PARKING	71,389.98	142,779.96	147,060.00	147,060.00	0.00	0.00	0.00
101-005-590.000	CHARGES FOR SVCS/DMS-HOUS COMM	20,560.02	41,120.04	42,350.00	42,350.00	0.00	0.00	0.00
101-005-590.750	CHARGES FOR SVCS/HOUS P/R FEE	10,924.98	21,849.96	21,850.00	21,850.00	0.00	0.00	0.00
101-005-591.000	CHARGES FOR SVCS/OTHER COMM	8,194.98	16,389.96	16,390.00	16,390.00	0.00	0.00	0.00
101-005-592.000	CHARGES FOR SVCS/BROWNFIELD	468.91	(4,652.61)	3,000.00	3,000.00	222.08	0.00	7.40
Total Dept 005 - CHARGES FOR SERVICES		425,908.87	881,858.90	933,680.00	933,387.00	1,928.33	0.00	0.21
Department: 006 CEMETERY REVENUES								
101-006-633.000	FOUNDATIONS	6,570.00	10,085.00	10,000.00	10,000.00	3,925.00	215.00	39.25
101-006-634.000	GRAVE OPENINGS & CLOSING	32,925.00	74,225.00	60,000.00	60,000.00	35,335.00	5,700.00	58.89
101-006-642.000	CEMETERY LOT SALES	22,550.00	49,700.00	45,000.00	45,000.00	21,125.00	0.00	46.94
101-006-643.000	CEMETERY MISC/TRANSFERS	3,062.35	4,212.35	2,500.00	2,500.00	6,000.00	1,250.00	240.00
101-006-644.000	CRYPT SALES	17,100.00	42,150.00	40,000.00	40,000.00	7,550.00	0.00	18.88

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 12/31/2023

GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdtg Used
Fund: 101 GENERAL FUND								
Account Category: Revenues								
Department: 006 CEMETERY REVENUES								
Total Dept 006 - CEMETERY REVENUES		82,207.35	180,372.35	157,500.00	157,500.00	73,935.00	7,165.00	46.94
Department: 007 PARKING REVENUES								
101-007-652.000	PARKING FEES/CENTRAL	10,628.00	26,879.65	20,000.00	20,000.00	13,321.00	235.00	66.61
101-007-652.100	PARKING FEES/EAST CENTRAL	1,072.00	5,072.00	200.00	2,000.00	400.00	0.00	20.00
101-007-652.400	PERMIT PARKING	979.00	3,065.00	3,000.00	3,000.00	2,245.00	255.00	74.83
101-007-658.000	PARKING FINES	18,805.00	29,235.00	12,000.00	12,000.00	3,425.00	520.00	28.54
101-007-658.500	PARKING FINES - DDA	24,700.00	38,110.00	30,000.00	30,000.00	4,055.00	915.00	13.52
Total Dept 007 - PARKING REVENUES		56,175.00	102,361.65	65,200.00	67,000.00	23,446.00	1,925.00	34.99
Department: 008 OTHER REVENUE								
101-008-628.000	POLICE DEPARTMENT REVENUES	4,306.49	13,124.07	5,900.00	5,900.00	3,660.85	1,576.48	62.05
101-008-628.050	CITY PORTION/OFFENDER REG	0.00	0.00	250.00	250.00	0.00	0.00	0.00
101-008-628.200	EMER 911 REVENUES	17,345.25	54,447.43	45,000.00	45,000.00	12,726.86	0.00	28.28
101-008-628.300	ACT 302 TRAINING FUNDS	916.80	3,347.70	3,000.00	3,000.00	2,849.40	0.00	94.98
101-008-628.500	FALSE ALARM FEES	10,800.00	21,200.00	16,000.00	16,000.00	4,700.00	950.00	29.38
101-008-628.600	PBT TEST (BREATHLIZERS)	10.00	160.00	3,000.00	3,000.00	250.00	60.00	8.33
101-008-628.700	LLRC FILING FEES	1,200.00	3,500.00	2,000.00	2,000.00	1,310.00	100.00	65.50
101-008-628.900	BOND PROCESSING FEE	10.00	20.00	150.00	150.00	10.00	0.00	6.67
101-008-630.000	OVERHEAD ON WORK ORDERS	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
101-008-647.000	DISTRICT COURT REVENUE	0.00	0.00	8,000.00	8,000.00	0.00	0.00	0.00
101-008-647.500	DISTRICT COURT-DUIL REIMB	(5.00)	1,720.55	5,500.00	5,500.00	135.00	0.00	2.45
101-008-647.600	JUROR COMPENSATION RETURNS	0.00	0.00	150.00	150.00	0.00	0.00	0.00
101-008-659.000	TOWING AND STORAGE	0.00	1,550.00	1,500.00	1,500.00	0.00	0.00	0.00
101-008-665.000	INTEREST ON INVESTMENTS	31,150.85	146,839.10	50.00	50.00	(10,281.92)	0.00	(20,583.84)
101-008-668.000	ROYALTIES/CABLE TV	46,885.66	184,933.13	220,000.00	220,000.00	32,901.22	0.00	14.96
101-008-668.300	CABLE TV/PEG FEES	2,000.00	8,000.00	22,000.00	22,000.00	12,334.29	0.00	56.06
101-008-668.500	METRO ACT R.O.W. REIMBURSEMENT	500.00	35,937.37	27,000.00	27,000.00	0.00	0.00	0.00
101-008-672.221	2021 SIDEWALK SPECIAL ASSMTS	0.00	0.00	0.00	0.00	(462.00)	0.00	100.00
101-008-672.222	2022 SIDEWALK SPECIAL ASSMTS	52,226.45	51,041.45	0.00	0.00	(3,857.50)	0.00	100.00
101-008-672.223	2023 SIDEWALK SPECIAL ASSMTS	0.00	0.00	40,000.00	40,000.00	0.00	0.00	0.00
101-008-674.006	CONTRIBUTION/KIMANIS PARK IMPROVEMEN	15,000.00	15,000.00	0.00	0.00	0.00	0.00	0.00
101-008-675.008	CONTRIBUTION/LIONS PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	25,000.00	0.00	100.00
101-008-676.000	EXPENSE REIMBURSEMENTS	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
101-008-676.200	REIMBURSEMENT/EQUIP FD ACT 99 PROCEE	0.00	0.00	0.00	0.00	0.00	0.00	100.00
101-008-676.208	REIMBURSEMENT/GEOTHERMAL CAP OUTLAY	0.00	0.00	48,290.00	48,290.00	(989.40)	0.00	0.00
101-008-676.262	REIMBURSEMENT/SPEC ELECTIONS	0.00	0.00	700.00	700.00	0.00	0.00	0.00
101-008-680.000	OTHER INCOME	2,848.52	6,161.33	10,000.00	10,000.00	6,086.00	3,414.03	60.86
101-008-681.000	PASSPORT PROCESSING FEE	8,030.00	17,165.00	25,000.00	25,000.00	4,130.00	945.00	16.52
101-008-683.000	INSURANCE PROCEEDS	0.00	0.00	1,000.00	3,000.00	3,940.93	0.00	131.36
101-008-689.000	SUNDRY (CASH OVER/SHORT)	9.17	1.66	50.00	50.00	(0.14)	0.00	(0.28)
101-008-689.200	INS PREM/RETIREES & OTHERS	(6,832.20)	(13,771.20)	(16,000.00)	(16,000.00)	(5,949.60)	(3,469.50)	37.19
101-008-689.300	SPECIAL EVENTS INCOME	116,108.89	117,876.80	180,000.00	180,000.00	72,301.20	47,335.27	40.17
Total Dept 008 - OTHER REVENUE		302,510.88	668,254.39	650,540.00	677,540.00	160,795.19	50,911.28	23.73
Department: 009 TRANSFERS IN OTHER SOURCES								
101-009-674.711	CONTRIBUTION FR CEMETERY FUND	1,693.69	15,313.59	10,000.00	10,000.00	0.00	0.00	0.00
101-009-699.000	APPROP OF PR YR FUND BALANCE	0.00	0.00	855,476.00	853,799.00	0.00	0.00	0.00
Total Dept 009 - TRANSFERS IN OTHER SOURCES		1,693.69	15,313.59	865,476.00	863,799.00	0.00	0.00	0.00

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 12/31/2023

GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdg't Used
Account Category: Revenues								
Fund: 101 GENERAL FUND								
Account Category: Revenues								
		8,256,679.16	10,151,929.88	11,556,770.00	11,585,600.00	7,927,276.40	432,240.85	68.42
Account Category: Expenditures								
Department: 101 CITY COMMISSION								
101-101-706.000	SALARY & WAGES/ FULL TIME	1,825.76	4,159.13	4,450.00	4,450.00	1,164.89	0.00	26.18
101-101-707.000	SALARY & WAGES/TEMP-SEASONAL	206.62	475.10	1,300.00	1,300.00	0.00	0.00	0.00
101-101-709.000	SALARY & WAGES/OVERTIME	0.00	119.56	175.00	175.00	0.00	0.00	0.00
101-101-721.000	FRINGE BENEFITS	156.26	365.81	450.00	450.00	89.10	0.00	19.80
101-101-727.000	OFFICE SUPPLIES	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-101-728.000	POSTAGE	0.00	111.01	600.00	600.00	0.00	0.00	0.00
101-101-740.000	OPERATING SUPPLIES	894.50	1,860.13	3,500.00	3,500.00	2,359.99	1,906.65	67.43
101-101-818.000	CONTRACTUAL SERVICES	10,678.00	67,892.50	54,000.00	54,000.00	71,049.29	3,987.80	131.57
101-101-818.211	CONT SVCS/AUDITING	0.00	33,000.00	35,000.00	35,000.00	0.00	0.00	0.00
101-101-818.410	CONT SVCS/ADVERTSNG PROMOTION	0.00	500.00	500.00	500.00	0.00	0.00	0.00
101-101-850.000	COMMUNICATIONS	0.00	0.00	300.00	300.00	0.00	0.00	0.00
101-101-864.000	CONFERENCES & MEETINGS	0.00	1,284.33	4,500.00	4,500.00	1,663.93	0.00	36.98
101-101-880.000	PUBLIC RELATIONS EXPENSE	6,606.08	8,988.00	8,500.00	8,500.00	7,360.91	383.60	86.60
101-101-900.000	PRINTING & PUBLISHING	77.00	2,907.83	3,500.00	3,500.00	685.50	0.00	19.59
101-101-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	292.57	500.00	500.00	0.00	0.00	0.00
101-101-956.000	MISCELLANEOUS	3,294.95	4,730.59	3,500.00	3,500.00	4,215.41	0.00	120.44
101-101-957.000	TRAINING EXPENSES	9,941.84	10,032.56	11,000.00	11,000.00	9,382.67	4,186.67	85.30
101-101-958.000	MEMBERSHIPS & DUES	5,102.00	11,098.00	13,500.00	13,500.00	3,819.00	0.00	28.29
Total Dept 101 - CITY COMMISSION		38,783.01	147,817.12	145,375.00	145,375.00	101,790.69	10,464.72	70.02
Department: 172 CITY MANAGER								
101-172-706.000	SALARY & WAGES/ FULL TIME	92,048.83	199,034.85	215,180.00	215,180.00	101,983.26	17,014.56	47.39
101-172-706.050	SALARY & WAGES/PART TIME	0.00	0.00	9,600.00	9,600.00	0.00	0.00	0.00
101-172-706.100	SALARY & WAGES/SICK	868.55	10,325.91	6,320.00	6,320.00	784.56	523.04	12.41
101-172-706.150	SALARY & WAGES/TN-LEU HEALTH	0.00	2,220.66	2,225.00	2,225.00	0.00	0.00	0.00
101-172-706.300	SALARY & WAGES/RETENTION	3,500.00	3,900.00	3,300.00	3,300.00	3,300.00	3,300.00	100.00
101-172-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	8,880.30	5,615.00	5,615.00	0.00	0.00	0.00
101-172-707.000	SALARY & WAGES/TEMP-SEASONAL	0.00	0.00	4,800.00	4,800.00	0.00	0.00	0.00
101-172-709.000	SALARY & WAGES/OVERTIME	0.00	0.00	200.00	200.00	0.00	0.00	0.00
101-172-721.000	FRINGE BENEFITS	29,799.19	67,983.23	69,260.00	69,260.00	31,646.97	5,573.86	45.69
101-172-721.500	POST RETIREMENT BENEFITS	15,063.48	30,126.96	36,445.00	36,445.00	0.00	0.00	0.00
101-172-725.500	MEAL ALLOWANCE	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-172-727.000	OFFICE SUPPLIES	0.00	0.00	400.00	400.00	0.00	0.00	0.00
101-172-728.000	POSTAGE	0.00	222.74	200.00	200.00	194.97	40.00	5.59
101-172-740.000	OPERATING SUPPLIES	3,623.28	9,501.36	6,500.00	6,500.00	3,660.81	868.50	97.49
101-172-818.000	CONTRACTUAL SERVICES	0.00	31.62	1,000.00	1,000.00	0.00	0.00	0.00
101-172-850.000	COMMUNICATIONS	1,724.34	3,410.18	2,500.00	2,500.00	2,28.56	0.00	0.00
101-172-860.000	TRANSPORTATION	159.38	553.54	800.00	800.00	507.78	0.00	9.14
101-172-864.000	CONFERENCES & MEETINGS	0.00	900.00	2,500.00	2,500.00	0.00	0.00	0.00
101-172-880.000	PUBLIC RELATIONS EXPENSE	0.00	360.00	0.00	0.00	0.00	0.00	0.00
101-172-900.000	PRINTING & PUBLISHING	142.45	219.45	600.00	600.00	778.11	407.61	129.69
101-172-925.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	319.00	500.00	500.00	823.01	0.00	106.19
101-172-930.000	REPAIRS & MAINTENANCE	0.00	0.00	400.00	400.00	0.00	0.00	0.00
101-172-940.000	EQUIPMENT RENTAL - FORCE ACCT	340.02	1,168.32	1,000.00	1,000.00	0.00	0.00	0.00
101-172-956.000	MISCELLANEOUS	945.45	2,930.29	1,500.00	1,500.00	1,566.80	96.00	104.45
101-172-957.000	TRAINING EXPENSES	0.00	49.97	4,000.00	4,000.00	438.99	0.00	10.97
101-172-958.000	MEMBERSHIPS & DUES	0.00	1,335.00	1,200.00	1,200.00	330.00	0.00	27.50

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance as of 12/31/2023

GL Number	Description	YTD Balance	End Balance	Original	Amended	YTD Balance	Activity For	% Bdg used
		12/31/2022 Norm (Abnorm)	06/30/2023	23-24 Budget	23-24 Budget	12/31/2023 Norm (Abnorm)	12/31/2023 Incr (Decr)	
Fund: 101 GENERAL FUND								
Account Category: Expenditures								
Department: 172 CITY MANAGER								
Total Dept 172 - CITY MANAGER		148,214.97	343,473.38	376,145.00	376,420.00	146,266.16	27,823.57	38.86
Department: 212 FINANCE DEPARTMENT								
101-212-706.000	SALARY & WAGES/ FULL TIME	85,495.42	184,242.14	198,005.00	198,005.00	77,670.37	13,246.40	39.23
101-212-706.050	SALARY & WAGES/PART TIME	23,778.78	55,296.15	101,095.00	101,095.00	20,448.31	4,635.57	20.23
101-212-706.100	SALARY & WAGES/SICK	0.00	231.57	5,875.00	5,875.00	0.00	0.00	0.00
101-212-706.300	SALARY & WAGES/RETENTION	2,375.01	5,078.78	1,800.00	1,800.00	1,152.49	1,100.00	64.03
101-212-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	62.81	4,885.00	4,885.00	4.73	0.00	0.10
101-212-707.000	SALARY & WAGES/TEMP-SEASONAL	17,330.47	37,068.07	41,200.00	41,200.00	13,117.75	2,079.60	31.84
101-212-709.000	SALARY & WAGES/OVERTIME	76.97	76.97	250.00	250.00	214.50	16.50	85.80
101-212-721.000	FRINGE BENEFITS	52,330.33	110,588.21	117,815.00	117,815.00	32,593.30	5,798.96	27.66
101-212-721.500	POST RETIREMENT BENEFITS	23,931.48	47,862.96	48,385.00	48,385.00	0.00	0.00	0.00
101-212-725.500	MEAL ALLOWANCE	0.00	0.00	150.00	150.00	0.00	0.00	0.00
101-212-727.000	OFFICE SUPPLIES	813.28	1,807.99	3,000.00	3,000.00	(8.65)	0.00	(0.29)
101-212-728.000	POSTAGE	2,638.48	8,250.37	6,000.00	6,000.00	2,794.56	0.00	46.58
101-212-740.000	OPERATING SUPPLIES	2,425.73	5,281.98	3,750.00	3,750.00	1,261.58	0.00	33.64
101-212-818.000	CONTRACTUAL SERVICES	2,494.63	4,116.05	3,500.00	3,500.00	1,891.65	1,891.65	54.05
101-212-850.000	COMMUNICATIONS	245.02	527.43	850.00	850.00	556.62	0.00	65.48
101-212-860.000	TRANSPORTATION	470.88	651.66	1,000.00	1,000.00	4.19	4.19	0.42
101-212-864.000	CONFERENCES & MEETINGS	0.00	0.00	1,400.00	1,400.00	0.00	0.00	0.00
101-212-880.000	PUBLIC RELATIONS EXPENSE	185.00	885.00	1,250.00	1,250.00	185.00	0.00	14.80
101-212-900.000	PRINTING & PUBLISHING	4,291.78	7,745.17	3,000.00	3,000.00	2,818.70	1,865.88	93.96
101-212-925.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	169.00	100.00	100.00	0.00	0.00	0.00
101-212-930.000	REPAIRS & MAINTENANCE	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-212-938.000	EQUIPMENT LEASE EXPENSE	0.00	0.00	150.00	150.00	0.00	0.00	0.00
101-212-940.000	EQUIPMENT RENTAL - FORCE ACCT	10,300.02	30,517.52	20,600.00	20,600.00	0.00	0.00	0.00
101-212-956.000	MISCELLANEOUS	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-212-957.000	TRAINING EXPENSES	1,551.35	2,768.02	2,000.00	2,000.00	153.49	0.00	7.67
101-212-958.000	MEMBERSHIPS & DUES	477.00	527.00	1,000.00	1,000.00	329.00	0.00	32.90
Total Dept 212 - FINANCE DEPARTMENT		231,211.63	503,754.85	567,260.00	567,260.00	155,187.59	30,638.75	27.36
Department: 215 CITY CLERK								
101-215-706.000	SALARY & WAGES/ FULL TIME	42,486.67	92,742.65	83,345.00	83,345.00	45,637.54	7,724.80	54.76
101-215-706.050	SALARY & WAGES/PART TIME	0.00	0.00	6,790.00	6,790.00	0.00	0.00	0.00
101-215-706.100	SALARY & WAGES/SICK	0.00	4,318.08	3,530.00	3,530.00	0.00	0.00	0.00
101-215-706.300	SALARY & WAGES/RETENTION	1,500.00	1,900.00	1,185.00	1,185.00	1,300.00	1,300.00	109.70
101-215-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	4,048.20	3,140.00	3,140.00	0.00	0.00	0.00
101-215-707.000	SALARY & WAGES/TEMP-SEASONAL	249.34	249.34	50.00	50.00	3,781.07	755.37	360.10
101-215-709.000	SALARY & WAGES/OVERTIME	903.49	903.49	550.00	550.00	447.46	0.00	81.36
101-215-721.000	FRINGE BENEFITS	20,724.65	46,525.92	44,100.00	44,100.00	21,351.79	3,854.06	48.42
101-215-721.500	POST RETIREMENT BENEFITS	4,770.00	12,873.30	20,085.00	20,085.00	0.00	0.00	0.00
101-215-725.500	MEAL ALLOWANCE	52.00	102.81	200.00	200.00	71.22	0.00	0.00
101-215-727.000	OFFICE SUPPLIES	0.00	0.00	200.00	200.00	14.32	0.00	35.61
101-215-728.000	POSTAGE	0.00	192.19	570.00	570.00	134.27	0.00	7.16
101-215-740.000	OPERATING SUPPLIES	1,431.47	2,622.75	3,000.00	3,325.00	4,977.15	737.00	149.69
101-215-818.000	CONTRACTUAL SERVICES	0.00	756.35	2,700.00	2,700.00	45.00	0.00	1.67
101-215-860.000	TRANSPORTATION	170.63	334.38	400.00	400.00	218.77	0.00	54.69
101-215-864.000	CONFERENCES & MEETINGS	0.00	110.00	0.00	0.00	0.00	0.00	0.00
101-215-900.000	PRINTING & PUBLISHING	0.00	0.00	1,750.00	1,750.00	0.00	0.00	0.00
101-215-925.000	SUBSCRIPTIONS & PUBLICATIONS	376.00	376.00	100.00	100.00	0.00	0.00	0.00

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH

Balance As of 12/31/2023

GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdt Used
Fund: 101 GENERAL FUND								
Account Category: Expenditures								
Department: 215 CITY CLERK								
101-215-940.000	EQUIPMENT RENTAL - FORCE ACCT	3,600.00	9,642.30	7,300.00	7,300.00	0.00	0.00	0.00
101-215-956.000	MISCELLANEOUS	0.00	0.00	500.00	500.00	0.00	0.00	0.00
101-215-957.000	TRAINING EXPENSES	0.00	575.00	2,000.00	2,000.00	0.00	0.00	0.00
101-215-958.000	MEMBERSHIPS & DUES	240.28	775.28	370.00	1,370.00	2,278.00	129.00	166.28
Total Dept 215 - CITY CLERK		76,504.53	179,048.04	181,865.00	184,190.00	80,306.59	14,500.23	43.60
Department: 228 MGMT INFORMATION SERVICES								
101-228-706.000	SALARY & WAGES/ FULL TIME	54,733.69	120,669.19	129,115.00	129,115.00	59,938.10	10,126.40	46.42
101-228-706.100	SALARY & WAGES/STICK	0.00	5,686.08	5,470.00	5,470.00	0.00	0.00	0.00
101-228-706.300	SALARY & WAGES/RETICTION	1,500.00	1,500.00	1,500.00	1,500.00	1,550.00	1,550.00	103.33
101-228-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	7,699.90	4,850.00	4,850.00	0.00	0.00	0.00
101-228-709.000	SALARY & WAGES/OVERTIME	0.00	0.00	0.00	0.00	664.55	0.00	100.00
101-228-721.000	FRINGE BENEFITS	22,855.77	53,137.57	57,350.00	57,350.00	24,394.92	4,380.37	42.54
101-228-721.500	POST RETIREMENT BENEFITS	9,263.46	20,802.77	28,450.00	28,450.00	0.00	0.00	0.00
101-228-725.500	MEAL ALLOWANCE	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-228-727.000	OFFICE SUPPLIES	0.00	0.00	150.00	150.00	0.00	0.00	0.00
101-228-728.000	POSTAGE	0.00	156.24	100.00	100.00	124.62	0.00	124.62
101-228-740.000	OPERATING SUPPLIES	1,450.88	54.40	4,500.00	4,500.00	5,905.51	651.21	131.23
101-228-750.000	OPERATING SUPPLIES/SOFTWARE	39,322.87	71,261.25	91,500.00	91,500.00	48,078.14	4,059.00	52.54
101-228-818.000	CONTRACTUAL SERVICES	22,046.45	60,128.26	72,000.00	72,000.00	14,898.56	3,270.33	20.69
101-228-850.000	COMMUNICATIONS	0.00	0.00	200.00	200.00	0.00	0.00	0.00
101-228-860.000	TRANSPORTATION	29.88	47.44	150.00	150.00	82.92	0.00	55.28
101-228-864.000	CONFERENCES & MEETINGS	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
101-228-940.000	EQUIPMENT RENTAL - FORCE ACCT	124.98	516.61	550.00	550.00	0.00	0.00	0.00
101-228-956.000	MISCELLANEOUS	0.00	0.00	250.00	250.00	0.00	0.00	0.00
101-228-957.000	TRAINING EXPENSES	2,277.80	2,277.80	10,000.00	10,000.00	1,495.00	0.00	14.95
101-228-958.000	MEMBERSHIPS & DUES	50.00	50.00	400.00	400.00	50.00	0.00	12.50
Total Dept 228 - MGMT INFORMATION SERVICES		153,655.78	343,987.51	408,135.00	408,135.00	157,182.32	24,037.31	38.51
Department: 257 CITY ASSESSOR								
101-257-727.000	OFFICE SUPPLIES	0.00	0.00	2,500.00	2,500.00	0.00	0.00	0.00
101-257-728.000	POSTAGE	80.22	80.22	1,000.00	1,000.00	94.22	0.00	9.42
101-257-818.000	CONTRACTUAL SERVICES	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
101-257-818.213	CONT SVCS/ASSESSING	40,376.00	75,674.00	70,418.00	70,418.00	35,988.00	11,996.00	51.11
101-257-900.000	PRINTING & PUBLISHING	0.00	44.00	4,000.00	4,000.00	0.00	0.00	0.00
101-257-925.000	SUBSCRIPTIONS & PUBLICATIONS	877.31	1,629.29	1,500.00	1,500.00	751.98	250.66	50.13
101-257-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
101-257-958.000	MEMBERSHIPS & DUES	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
Total Dept 257 - CITY ASSESSOR		41,333.53	77,427.51	82,918.00	82,918.00	36,834.20	12,246.66	44.42
Department: 262 ELECTION SERVICES								
101-262-706.000	SALARY & WAGES/ FULL TIME	2,683.25	2,683.25	14,705.00	14,705.00	0.00	0.00	0.00
101-262-706.050	SALARY & WAGES/PART TIME	15,413.01	26,801.89	27,165.00	27,165.00	15,846.36	2,748.72	58.33
101-262-706.100	SALARY & WAGES/STICK	0.00	0.00	625.00	625.00	0.00	0.00	0.00
101-262-706.300	SALARY & WAGES/RETENTION	500.00	900.00	515.00	515.00	400.00	400.00	77.67
101-262-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	555.00	555.00	0.00	0.00	0.00
101-262-707.000	SALARY & WAGES/TEMP-SEASONAL	17,056.00	17,056.00	22,000.00	22,000.00	5,404.51	5,000.00	24.57
101-262-709.000	SALARY & WAGES/OVERTIME	4,751.94	4,751.94	4,750.00	4,750.00	2,205.08	0.00	46.42
101-262-721.000	FRINGE BENEFITS	3,552.03	4,493.44	11,810.00	11,810.00	1,927.59	260.00	16.32
101-262-721.500	POST RETIREMENT BENEFITS	5,962.98	8,246.36	3,545.00	3,545.00	0.00	0.00	0.00

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance as of 12/31/2023

GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdt Used
Fund: 101 GENERAL FUND								
Account Category: Expenditures								
Department: 262 ELECTION SERVICES								
101-262-725.500	MEAL ALLOWANCE	1,202.16	1,219.41	1,500.00	1,500.00	823.14	188.93	54.88
101-262-727.000	OFFICE SUPPLIES	0.00	0.00	100.00	100.00	48.64	0.00	48.64
101-262-728.000	POSTAGE	500.00	500.00	3,130.00	3,130.00	1,051.48	629.59	33.59
101-262-740.000	OPERATING SUPPLIES	1,906.35	2,021.16	2,000.00	2,000.00	448.64	151.09	22.43
101-262-818.000	CONTRACTUAL SERVICES	4,954.07	10,299.81	28,250.00	28,250.00	1,051.44	0.00	3.72
101-262-860.000	TRANSPORTATION	19.74	101.62	200.00	200.00	260.95	52.40	130.48
101-262-900.000	PRINTING & PUBLISHING	1,499.30	1,539.15	6,700.00	6,700.00	2,295.56	182.50	34.26
101-262-925.000	SUBSCRIPTIONS & PUBLICATIONS	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-262-930.000	REPAIRS & MAINTENANCE	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-262-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	73.14	100.00	100.00	0.00	0.00	0.00
101-262-956.000	MISCELLANEOUS	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-262-957.000	TRAINING EXPENSES	48.00	48.00	2,000.00	2,000.00	450.00	0.00	22.50
101-262-958.000	MEMBERSHIPS & DUES	100.00	100.00	370.00	370.00	0.00	0.00	0.00
Total Dept 262 - ELECTION SERVICES		60,148.83	80,835.17	130,320.00	130,320.00	32,213.39	9,613.23	24.72
Department: 265 CITY HALL MAINTENANCE								
101-265-706.000	SALARY & WAGES/ FULL TIME	2,091.94	4,246.03	6,025.00	6,025.00	2,072.35	379.17	34.40
101-265-706.100	SALARY & WAGES/SICK	0.00	0.00	265.00	265.00	0.00	0.00	0.00
101-265-706.300	SALARY & WAGES/RETENTION	0.00	0.00	25.00	25.00	0.00	0.00	0.00
101-265-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	100.00	100.00	0.00	0.00	0.00
101-265-706.550	SALARY & WAGES/WATER LICENSE BONUS	0.00	0.00	55.00	55.00	0.00	0.00	0.00
101-265-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	225.00	225.00	0.00	0.00	0.00
101-265-707.000	SALARY & WAGES/TEMP-SEASONAL	379.12	795.30	1,075.00	1,075.00	402.17	49.70	37.41
101-265-709.000	SALARY & WAGES/OVERTIME	0.00	311.36	200.00	200.00	0.00	0.00	0.00
101-265-721.000	FRINGE BENEFITS	956.01	2,061.05	3,785.00	3,785.00	966.22	170.00	25.53
101-265-721.500	POST RETIREMENT BENEFITS	1,241.52	2,483.04	2,375.00	2,375.00	0.00	0.00	0.00
101-265-740.000	OPERATING SUPPLIES	1,031.82	4,229.53	8,000.00	8,000.00	721.29	274.00	9.02
101-265-818.000	CONTRACTUAL SERVICES	42,073.99	90,981.18	88,600.00	88,600.00	29,822.20	1,443.61	33.66
101-265-920.000	PUBLIC UTILITIES	9,827.29	29,474.51	25,000.00	25,000.00	6,999.34	611.38	28.00
101-265-930.000	REPAIRS & MAINTENANCE	6,184.46	13,912.89	10,000.00	10,000.00	1,692.24	0.00	16.92
101-265-940.000	EQUIPMENT RENTAL - FORCE ACCT	1,017.48	5,943.81	5,225.00	5,225.00	0.00	0.00	0.00
Total Dept 265 - CITY HALL MAINTENANCE		64,803.63	154,438.70	150,955.00	150,955.00	42,675.81	2,927.86	28.27
Department: 266 LEGAL SERVICES								
101-266-818.100	CONT SVCS/CITY ATTY - RETAINER	13,200.00	24,062.00	45,000.00	45,000.00	16,500.00	3,300.00	36.67
101-266-818.110	CONT SVCS/PROSECUTION RETAINER	19,019.99	52,219.99	53,000.00	53,000.00	19,001.26	3,800.00	35.85
101-266-818.150	CONT SVCS/CITY ATTY - SPECIAL	9,739.00	26,506.00	40,000.00	40,000.00	6,900.00	314.50	17.25
101-266-818.165	CONT SVCS/CITY ATTY -BROWNFIELD	3,202.50	7,712.50	5,000.00	5,000.00	490.00	(2,257.00)	9.80
101-266-818.170	CONT SVCS/PROPERTY TAX APPEALS	770.64	14,912.41	7,500.00	7,500.00	14,543.90	0.00	193.92
101-266-818.200	CONT SVCS/LABOR ATTORNEY	96.00	1,385.00	4,000.00	4,000.00	1,971.00	0.00	49.28
101-266-900.000	PRINTING & PUBLISHING	0.00	0.00	500.00	500.00	0.00	0.00	0.00
101-266-956.000	MISCELLANEOUS	0.00	0.00	500.00	500.00	0.00	0.00	0.00
Total Dept 266 - LEGAL SERVICES		46,028.13	126,797.90	155,500.00	155,500.00	59,406.16	5,157.50	38.20
Department: 268 OTHER FUNCTIONS								
101-268-721.000	FRINGE BENEFITS	0.00	0.00	4,500.00	4,500.00	0.00	0.00	0.00
101-268-721.200	CONTRIBUTION TO HEALTH CARE RESERVE	0.00	0.00	2,000.00	2,000.00	0.00	0.00	0.00
101-268-724.000	MERS/OPB ACTUARIAL EVALUATIONS	11,872.00	11,872.00	11,875.00	11,875.00	0.00	0.00	0.00
101-268-725.000	EMPLOYEE TESTING & LICENSING	0.00	0.00	3,500.00	3,500.00	0.00	0.00	0.00
101-268-727.000	OFFICE SUPPLIES	0.00	428.70	2,500.00	2,500.00	0.00	0.00	0.00

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 12/31/2023

GL Number	Description	YTD Balance 12/31/2022	End Balance 06/30/2023	Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023	Activity For 12/31/2023	% Bdg Used
Norm (Abnorm)						Norm (Abnorm)	Incr (Decr)	
Fund: 101 GENERAL FUND								
Account Category: 268 OTHER FUNCTIONS								
Department: 268 OTHER FUNCTIONS								
101-268-728.000	POSTAGE	6,198.00	10,772.72	14,000.00	14,000.00	1,061.23	598.87	7.58
101-268-740.000	OPERATING SUPPLIES	2,563.17	4,115.13	7,000.00	7,000.00	649.60	0.00	9.28
101-268-818.000	CONTRACTUAL SERVICES	13,603.94	27,507.43	22,000.00	22,000.00	29,010.02	4,709.64	131.86
101-268-818.850	CONT SRVC/PAYROLL PROCESSING	0.00	0.00	0.00	25.00	25.00	0.00	100.00
101-268-818.900	CONT SRVC/BANK ANALYSIS FEES	0.00	0.00	2,500.00	2,500.00	703.50	592.77	28.14
101-268-832.000	REIMBURSEMENT/35TH DIST COURT	0.00	40,398.62	15,000.00	22,000.00	31,560.38	514.00	143.46
101-268-850.000	COMMUNICATIONS	16,948.16	34,083.85	38,000.00	38,000.00	15,879.34	2,252.06	41.79
101-268-864.000	CONFERENCES & MEETINGS	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
101-268-880.000	PUBLIC RELATIONS EXPENSE	0.00	0.00	800.00	800.00	0.00	0.00	0.00
101-268-900.000	PRINTING & PUBLISHING	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
101-268-930.000	REPAIRS & MAINTENANCE	0.00	0.00	5,000.00	5,000.00	0.00	0.00	0.00
101-268-938.000	EQUIPMENT LEASE EXPENSE	4,179.62	8,333.85	6,800.00	6,800.00	4,275.78	687.70	62.88
101-268-940.000	EQUIPMENT RENTAL - FORCE ACCT	4,000.02	11,485.77	4,700.00	4,700.00	0.00	0.00	0.00
101-268-940.100	EQUIPMENT RENTAL / SUPPLEMENTAL	0.00	73,486.00	73,486.00	73,486.00	0.00	0.00	0.00
101-268-956.000	MISCELLANEOUS	0.00	39.00	1,000.00	1,000.00	363.65	0.00	36.37
101-268-957.000	TRAINING EXPENSES	0.00	59.57	4,500.00	4,500.00	2,000.00	0.00	44.44
101-268-960.000	INSURANCE & BONDS	47,500.02	95,000.04	97,000.00	97,000.00	0.00	0.00	0.00
101-268-963.000	BAD DEBT EXP/BANKRUPTCY	0.00	0.00	2,000.00	2,000.00	0.00	0.00	0.00
101-268-964.000	PRIOR YEAR TAX REFUNDS	0.00	1,067.42	2,000.00	2,000.00	0.00	0.00	0.00
Total Dept 268 - OTHER FUNCTIONS		106,864.93	318,655.10	322,661.00	329,686.00	85,528.50	9,355.04	25.94
Department: 301 POLICE DEPARTMENT								
101-301-706.000	SALARY & WAGES/ FULL TIME	708,406.59	1,524,146.54	1,552,325.00	1,552,325.00	729,918.72	127,346.06	47.02
101-301-706.050	SALARY & WAGES/PART TIME	30,323.08	69,014.86	88,990.00	88,990.00	25,642.06	3,974.77	28.81
101-301-706.100	SALARY & WAGES/SICK	0.00	52,358.19	60,120.00	60,120.00	0.00	0.00	0.00
101-301-706.150	SALARY & WAGES/IN-LIEU HEALTH	0.00	4,441.32	4,440.00	4,440.00	0.00	0.00	0.00
101-301-706.200	SALARY & WAGES/HOLIDAY PAY	61,787.04	61,787.04	65,839.00	65,839.00	65,924.63	100.13	100.13
101-301-706.300	SALARY & WAGES/RETENTION	11,562.49	11,862.49	12,360.00	12,360.00	11,400.00	11,400.00	92.23
101-301-706.400	SALARY & WAGES/VACATION ALLOW	9,883.07	13,336.27	13,835.00	13,835.00	12,087.67	1,737.40	87.37
101-301-706.600	SALARY & WAGES/UNIFORM PAYOFF	0.00	6,917.28	14,215.00	14,215.00	0.00	0.00	0.00
101-301-706.900	SALARY & WAGES/DEBRIEF PAY	2,492.50	2,492.50	12,725.00	12,725.00	4,925.50	4,925.50	38.71
101-301-707.000	SALARY & WAGES/OVERTIME	14.78	14.78	3,500.00	3,500.00	0.00	0.00	0.00
101-301-709.100	SALARY & WAGES/OT-TRAINING	21,895.33	81,622.37	90,000.00	90,000.00	37,341.10	6,589.45	41.49
101-301-721.000	FRINGE BENEFITS	903.53	903.53	4,000.00	4,000.00	1,335.41	0.00	33.39
101-301-721.500	POST RETIREMENT BENEFITS	339,119.97	725,896.64	692,770.00	692,770.00	327,395.99	60,030.67	47.26
101-301-725.000	EMPLOYEE TESTING & LICENSING	431,635.02	951,218.39	1,225,615.00	1,225,615.00	0.00	0.00	0.00
101-301-725.500	MEAL ALLOWANCE	1,500.00	4,632.35	5,960.00	5,960.00	743.16	0.00	12.47
101-301-727.000	OFFICE SUPPLIES	9.00	113.40	100.00	100.00	51.40	0.00	51.40
101-301-728.000	POSTAGE	415.98	1,894.62	2,530.00	2,530.00	300.42	61.45	11.87
101-301-740.000	OPERATING SUPPLIES	146.64	742.65	2,580.00	2,580.00	175.16	0.00	6.79
101-301-740.100	AUXILIARY SUPPLIES	2,410.34	8,170.76	13,510.00	13,510.00	6,790.07	3,066.84	50.26
101-301-740.400	UNIFORM ALLOWANCE	0.00	783.00	0.00	0.00	0.00	0.00	0.00
101-301-740.700	SAFETY GEAR	296.60	3,096.22	6,000.00	6,000.00	1,122.36	0.00	18.71
101-301-810.000	TOWING CHARGES	1,016.88	3,069.67	3,280.00	3,280.00	0.00	0.00	0.00
101-301-818.000	CONTRACTUAL SERVICES	360.00	360.00	3,000.00	3,000.00	0.00	0.00	0.00
101-301-818.310	CONT SVCS/SOCIAL WORKER	20,003.89	34,056.22	33,000.00	33,000.00	5,263.15	1,201.15	15.95
101-301-818.311	CONT SVCS/DISPATCH	0.00	0.00	20,600.00	20,600.00	0.00	0.00	0.00
101-301-819.000	SCHOOL CROSSING GUARDS	248,400.00	490,917.33	418,440.00	418,440.00	218,250.00	43,650.00	52.16
		13,403.23	13,403.23	19,385.00	19,385.00	0.00	0.00	0.00

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 12/31/2023

GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdg Used
Fund: 101 GENERAL FUND								
Account Category: Expenditures								
Department: 301 POLICE DEPARTMENT								
101-301-820.000	SEX OFFENDER REGISTRATION FEES	0.00	210.00	520.00	520.00	0.00	0.00	0.00
101-301-822.000	ANIMAL CONTROL EXPENSES	25.00	125.00	840.00	840.00	300.00	0.00	35.71
101-301-830.000	INVESTIGATION EXPENSES	885.77	2,235.77	2,180.00	2,180.00	1,000.00	200.00	45.87
101-301-835.000	PRISONER/LODGING EXPENSES	525.00	907.00	3,100.00	3,100.00	700.00	700.00	22.58
101-301-850.000	COMMUNICATIONS	8,567.55	23,261.16	29,615.00	29,615.00	10,804.80	0.00	36.48
101-301-860.000	TRANSPORTATION	332.47	428.89	560.00	560.00	394.32	21.00	20.84
101-301-864.000	CONFERENCES & MEETINGS	1,098.17	1,827.92	3,200.00	3,200.00	858.77	948.40	26.84
101-301-880.000	PUBLIC RELATIONS EXPENSE	788.09	1,048.09	1,420.00	1,420.00	520.99	0.00	36.69
101-301-900.000	PRINTING & PUBLISHING	507.51	1,210.65	6,000.00	6,000.00	888.80	0.00	14.81
101-301-930.000	REPAIRS & MAINTENANCE	1,270.42	2,720.71	3,480.00	3,480.00	0.00	0.00	0.00
101-301-938.000	EQUIPMENT LEASE EXPENSE	1,153.13	4,020.94	4,500.00	4,500.00	2,337.56	928.95	51.95
101-301-940.000	EQUIPMENT RENTAL - FORCE ACCT	32,211.40	132,050.24	111,580.00	111,580.00	0.00	0.00	0.00
101-301-956.000	MISCELLANEOUS	47.06	559.98	1,150.00	1,150.00	0.00	0.00	0.00
101-301-957.000	TRAINING EXPENSES	4,575.42	10,285.12	12,000.00	12,000.00	4,068.92	414.86	33.91
101-301-957.100	TRAINING/HNT	269.43	9,244.43	10,500.00	10,500.00	9,525.46	90.72	90.72
101-301-957.302	TRAINING EXPENSES - 302 FUNDS	2,119.00	2,494.00	3,280.00	3,280.00	280.00	0.00	8.54
101-301-958.000	MEMBERSHIPS & DUES	285.00	1,652.00	3,769.00	3,769.00	403.00	190.00	10.69
Total Dept 301 - POLICE DEPARTMENT		1,960,645.81	4,261,533.55	4,566,813.00	4,566,813.00	1,480,749.42	340,311.13	32.42
Department: 336 FIRE DEPARTMENT								
101-336-706.750	SALARY & WAGES/MEDICAL FIRST RESP BO	10,600.00	10,600.00	13,500.00	13,500.00	10,850.00	0.00	80.37
101-336-721.000	FRINGE BENEFITS	2,099.17	2,099.17	2,500.00	2,500.00	511.04	0.00	20.44
101-336-721.500	POST RETIREMENT BENEFITS	155,886.00	311,772.00	272,415.00	272,415.00	0.00	0.00	0.00
101-336-725.000	CONTR POST RETIREMENT BENEFITS-OPRB	10,200.26	33,076.87	75,000.00	75,000.00	14,379.68	0.00	19.17
101-336-740.000	EMPLOYEE TESTING & LICENSING	59.40	59.40	0.00	0.00	0.00	0.00	0.00
101-336-740.000	OPERATING SUPPLIES	192.57	2,924.63	5,000.00	5,000.00	2,916.82	2,916.82	58.34
101-336-818.000	CONTRACTUAL SERVICES	9,089.90	27,581.67	16,000.00	16,000.00	3,608.13	1,100.09	22.55
101-336-818.800	CONTR SERVICES - NFD	424,626.66	707,771.10	686,500.00	686,500.00	428,666.61	78,511.50	62.44
101-336-850.000	COMMUNICATIONS	383.62	830.82	1,500.00	1,500.00	1,260.85	0.00	84.06
101-336-880.000	PUBLIC RELATIONS EXPENSE	0.00	0.00	300.00	300.00	0.00	0.00	0.00
101-336-900.000	PRINTING & PUBLISHING	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
101-336-920.000	PUBLIC UTILITIES	618.51	1,588.07	1,800.00	1,800.00	1,082.72	215.95	60.15
101-336-940.000	EQUIPMENT RENTAL - FORCE ACCT	33,000.00	111,671.69	85,000.00	85,000.00	0.00	0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		646,756.09	1,209,975.42	1,160,515.00	1,160,515.00	466,625.85	82,744.36	40.21
Department: 441 MUNICIPAL SERVICES ADMIN								
101-441-706.000	SALARY & WAGES/ FULL TIME	46,479.08	81,105.49	125,105.00	125,105.00	12,766.09	1,951.04	10.20
101-441-706.050	SALARY & WAGES/PART TIME	7,380.58	15,832.84	22,025.00	22,025.00	7,955.96	1,224.36	36.12
101-441-706.100	SALARY & WAGES/STICK	1,007.50	5,282.67	2,935.00	2,935.00	1,007.47	0.00	34.33
101-441-706.150	SALARY & WAGES/IN-LIEU HEALTH	0.00	777.23	725.00	725.00	0.00	0.00	0.00
101-441-706.300	SALARY & WAGES/RETENTION	1,587.51	1,587.51	1,900.00	1,900.00	1,887.49	1,887.49	99.34
101-441-706.450	SALARY & WAGES/PAGER PAY	0.00	0.00	1,025.00	1,025.00	0.00	0.00	0.00
101-441-706.600	SALARY & WAGES/VACATION INSPEC. BONUS	0.00	0.00	1,750.00	1,750.00	4,800.00	0.00	0.00
101-441-707.000	SALARY & WAGES/TEMP-SEASONAL	0.00	114.05	3,650.00	3,650.00	0.00	0.00	0.00
101-441-721.000	FRINGE BENEFITS	2,893.02	4,904.52	3,090.00	3,090.00	8,990.00	2,216.50	169.62
101-441-721.500	POST RETIREMENT BENEFITS	18,954.69	34,482.57	58,525.00	58,525.00	2,891.92	518.38	93.59
101-441-725.000	EMPLOYEE TESTING & LICENSING	20,194.50	40,389.00	31,325.00	31,325.00	9,860.05	1,422.73	16.85
101-441-728.000	POSTAGE	125.00	325.00	500.00	500.00	325.00	25.00	65.00
Total Dept 441 - MUNICIPAL SERVICES ADMIN		125,000.00	16,730.00	250.00	250.00	124.62	0.00	49.85

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance as of 12/31/2023

GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bgdt Used
Fund: 101 GENERAL FUND								
Account Category: Expenditures								
Department: 441 MUNICIPAL SERVICES ADMIN								
101-441-740.000	OPERATING SUPPLIES	1,106.03	2,350.48	7,000.00	7,000.00	2,257.64	1,169.99	32.25
101-441-740.400	UNIFORM ALLOWANCE	8,697.90	14,434.71	18,000.00	18,000.00	9,554.54	445.73	53.08
101-441-740.700	SAFETY GEAR	0.00	0.00	2,000.00	2,000.00	712.87	712.87	35.64
101-441-740.750	FOUL WEATHER GEAR	2,227.42	2,227.42	3,000.00	3,000.00	186.97	186.97	6.23
101-441-818.000	CONTRACTUAL SERVICES	12,308.45	20,964.67	15,000.00	15,000.00	24,848.00	2,813.69	165.65
101-441-850.000	COMMUNICATIONS	2,128.82	4,072.27	2,500.00	2,500.00	1,507.22	270.49	60.29
101-441-900.000	PRINTING & PUBLISHING	92.80	294.80	0.00	0.00	0.00	0.00	0.00
101-441-938.000	EQUIPMENT LEASE EXPENSE	1,778.54	3,397.53	4,000.00	4,000.00	1,584.96	264.16	39.62
101-441-940.000	EQUIPMENT RENTAL - FORCE ACCT	1,750.02	5,550.76	4,000.00	4,000.00	0.00	0.00	0.00
101-441-957.000	TRAINING EXPENSES	350.00	3,625.00	1,500.00	1,500.00	175.00	0.00	11.67
101-441-958.000	MEMBERSHIPS & DUES	0.00	0.00	500.00	500.00	0.00	0.00	0.00
Total] Dept 441 - MUNICIPAL SERVICES ADMIN		129,061.86	241,735.25	311,055.00	318,655.00	92,935.80	15,109.40	29.17
Department: 443 MUNICIPAL SERVICES YARD MAINT								
101-443-706.000	SALARY & WAGES/ FULL TIME	3,287.44	6,672.05	9,450.00	9,450.00	2,652.68	394.48	28.07
101-443-706.100	SALARY & WAGES/STICK	0.00	0.00	150.00	150.00	0.00	0.00	0.00
101-443-706.300	SALARY & WAGES/RETENTION	0.00	0.00	25.00	25.00	0.00	0.00	0.00
101-443-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	165.00	165.00	0.00	0.00	0.00
101-443-706.550	SALARY & WAGES/VACATION BONUS	0.00	0.00	55.00	55.00	0.00	0.00	0.00
101-443-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	325.00	325.00	0.00	0.00	0.00
101-443-707.000	SALARY & WAGES/TEMP-SEASONAL	595.70	1,249.62	3,735.00	3,735.00	623.11	78.11	16.68
101-443-709.000	SALARY & WAGES/OVERTIME	0.00	0.00	25.00	25.00	0.00	0.00	0.00
101-443-721.000	FRINGE BENEFITS	1,502.33	3,112.10	5,950.00	5,950.00	1,212.90	168.44	20.38
101-443-721.500	POST RETIREMENT BENEFITS	1,950.48	3,900.96	4,125.00	4,125.00	0.00	0.00	0.00
101-443-740.000	OPERATING SUPPLIES	1,892.38	3,958.69	10,000.00	10,000.00	2,054.45	0.00	20.54
101-443-818.000	CONTRACTUAL SERVICES	7,254.16	17,649.41	17,000.00	17,000.00	7,763.61	534.00	45.67
101-443-920.000	PUBLIC UTILITIES	9,298.89	28,051.27	26,000.00	26,000.00	5,390.62	2,853.71	20.73
101-443-930.000	REPAIRS & MAINTENANCE	(1,308.75)	1,050.68	7,500.00	7,500.00	13,227.50	3,176.50	176.37
101-443-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	731.43	1,000.00	1,000.00	0.00	0.00	0.00
Total] Dept 443 - MUNICIPAL SERVICES YARD MAINT		24,472.63	66,376.21	85,505.00	85,505.00	32,924.87	7,205.24	38.51
Department: 446 STREET SERVICES								
101-446-920.100	STREET LIGHTING - GENERAL	57,943.90	158,449.31	140,000.00	140,000.00	84,602.42	14,671.26	60.43
101-446-920.200	STREET LIGHTING - OLD VILLAGE	22,595.67	61,253.00	55,000.00	55,000.00	27,002.70	4,690.10	49.10
Total] Dept 446 - STREET SERVICES		80,539.57	219,702.31	195,000.00	195,000.00	111,605.12	19,361.36	57.23
Department: 523 MISCELLANEOUS MSD SERVICES								
101-523-706.000	SALARY & WAGES/ FULL TIME	57.07	115.72	165.00	165.00	45.92	6.83	27.83
101-523-706.100	SALARY & WAGES/STICK	0.00	0.00	25.00	25.00	0.00	0.00	0.00
101-523-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	25.00	25.00	0.00	0.00	0.00
101-523-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	25.00	25.00	0.00	0.00	0.00
101-523-707.000	SALARY & WAGES/TEMP-SEASONAL	10.26	21.62	275.00	275.00	10.52	1.35	3.83
101-523-709.000	SALARY & WAGES/OVERTIME	78.52	135.37	100.00	100.00	0.00	0.00	0.00
101-523-721.000	FRINGE BENEFITS	50.52	89.23	100.00	100.00	20.50	2.87	20.50
101-523-721.500	POST RETIREMENT BENEFITS	33.48	66.96	75.00	75.00	0.00	0.00	0.00
101-523-818.000	CONTRACTUAL SERVICES	0.00	0.00	500.00	500.00	0.00	0.00	0.00
101-523-940.000	EQUIPMENT RENTAL - FORCE ACCT	38.00	882.66	1,000.00	1,000.00	0.00	0.00	0.00
Total] Dept 523 - MISCELLANEOUS MSD SERVICES		267.85	1,311.56	2,290.00	2,290.00	76.94	11.05	3.36
Department: 524 BATHY MAINTENANCE EXPENSE								

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 12/31/2023

GL Number	Description	YTD Balance 12/31/2022		End Balance 06/30/2023		23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023		Activity For 12/31/2023 Incr (Decr)	% Bdg Used
		Norm	(Abnorm)	Norm	(Abnorm)			Norm	(Abnorm)		
Fund: 101 GENERAL FUND											
Account Category: Expenditures											
Department: 524 BATHY MAINTENANCE EXPENSE											
101-524-740.000	OPERATING SUPPLIES	77.00		1,729.99		0.00	0.00	0.00	0.00	0.00	0.00
101-524-818.000	CONTRACTUAL SERVICES	0.00		0.00		0.00	0.00	0.00	0.00	795.78	100.00
Total Dept 524 - BATHY MAINTENANCE EXPENSE		77.00		1,729.99		0.00	0.00	0.00	0.00	795.78	100.00
Department: 525 SPECIAL EVENTS											
101-525-706.000	SALARY & WAGES/ FULL TIME	5,635.44		11,437.83		16,225.00	16,225.00	4,547.40	676.29	28.03	
101-525-706.100	SALARY & WAGES/STICK	0.00		0.00		500.00	500.00	0.00	0.00	0.00	
101-525-706.300	SALARY & WAGES/RETENTION	0.00		0.00		50.00	50.00	0.00	0.00	0.00	
101-525-706.350	SALARY & WAGES/PAGER PAY	0.00		0.00		275.00	275.00	0.00	0.00	0.00	
101-525-706.600	SALARY & WAGES/VACATION PAYOFF	0.00		0.00		250.00	250.00	0.00	0.00	0.00	
101-525-707.000	SALARY & WAGES/TEMP-SEASONAL	1,021.07		2,141.98		5,500.00	5,500.00	1,041.37	133.89	18.93	
101-525-709.000	SALARY & WAGES/OVERTIME	15,423.12		17,770.43		16,000.00	16,000.00	17,116.70	1,550.53	106.98	
101-525-721.000	FRINGE BENEFITS	6,187.83		9,633.17		9,275.00	9,275.00	6,502.89	738.74	70.11	
101-525-721.500	POST RETIREMENT BENEFITS	3,343.98		6,687.96		6,400.00	6,400.00	0.00	0.00	0.00	
101-525-725.500	MEAL ALLOWANCE	1,165.48		1,429.92		1,500.00	1,500.00	1,255.56	55.00	83.70	
101-525-740.000	OPERATING SUPPLIES	8,732.09		11,398.03		12,000.00	12,000.00	3,908.69	0.00	32.57	
101-525-818.000	CONTRACTUAL SERVICES	11,871.70		14,211.70		49,500.00	49,500.00	11,237.00	700.00	22.70	
101-525-940.000	EQUIPMENT RENTAL - FORCE ACCT	3,507.66		24,726.11		28,000.00	28,000.00	0.00	0.00	0.00	
Total Dept 525 - SPECIAL EVENTS		56,888.37		99,437.13		145,475.00	145,475.00	45,609.61	3,854.45	31.35	
Department: 529 PARKING											
101-529-706.000	SALARY & WAGES/ FULL TIME	1,337.78		2,715.12		3,850.00	3,850.00	1,079.53	160.52	28.04	
101-529-706.100	SALARY & WAGES/STICK	0.00		0.00		175.00	175.00	0.00	0.00	0.00	
101-529-706.300	SALARY & WAGES/RETENTION	0.00		0.00		25.00	25.00	0.00	0.00	0.00	
101-529-706.350	SALARY & WAGES/PAGER PAY	0.00		0.00		75.00	75.00	0.00	0.00	0.00	
101-529-706.600	SALARY & WAGES/VACATION PAYOFF	0.00		0.00		150.00	150.00	0.00	0.00	0.00	
101-529-707.000	SALARY & WAGES/TEMP-SEASONAL	242.47		508.51		500.00	500.00	247.17	31.76	49.43	
101-529-709.000	SALARY & WAGES/OVERTIME	81.89		2,910.51		2,000.00	2,000.00	148.20	148.20	7.41	
101-529-721.000	FRINGE BENEFITS	630.69		2,083.58		2,450.00	2,450.00	524.13	100.37	21.39	
101-529-721.500	POST RETIREMENT BENEFITS	793.50		1,587.00		1,525.00	1,525.00	0.00	0.00	0.00	
101-529-725.500	MEAL ALLOWANCE	0.00		16.00		50.00	50.00	0.00	0.00	0.00	
101-529-740.000	OPERATING SUPPLIES	0.00		0.00		5,000.00	5,000.00	0.00	0.00	0.00	
101-529-818.000	CONTRACTUAL SERVICES	23,873.70		55,649.30		14,500.00	14,500.00	0.00	0.00	0.00	
101-529-920.000	PUBLIC UTILITIES	2,658.83		7,105.20		14,000.00	14,000.00	4,130.60	0.00	29.50	
101-529-940.000	EQUIPMENT RENTAL - FORCE ACCT	31.90		9,107.35		7,500.00	7,500.00	0.00	0.00	0.00	
Total Dept 529 - PARKING		29,650.76		81,682.57		51,800.00	51,800.00	6,129.63	440.85	11.83	
Department: 530 MSD SERVICES - DDA											
101-530-706.000	SALARY & WAGES/ FULL TIME	7,300.61		14,817.41		21,025.00	21,025.00	5,890.93	876.14	28.02	
101-530-706.100	SALARY & WAGES/STICK	0.00		0.00		500.00	500.00	0.00	0.00	0.00	
101-530-706.300	SALARY & WAGES/RETENTION	0.00		0.00		50.00	50.00	0.00	0.00	0.00	
101-530-706.350	SALARY & WAGES/PAGER PAY	0.00		0.00		375.00	375.00	0.00	0.00	0.00	
101-530-706.600	SALARY & WAGES/VACATION PAYOFF	0.00		0.00		750.00	750.00	0.00	0.00	0.00	
101-530-707.000	SALARY & WAGES/TEMP-SEASONAL	1,322.79		2,774.84		13,980.00	13,980.00	1,349.01	173.47	9.65	
101-530-709.000	SALARY & WAGES/OVERTIME	6,991.04		9,885.15		9,350.00	9,350.00	7,588.05	1,529.85	81.16	
101-530-721.000	FRINGE BENEFITS	5,349.40		9,795.06		13,220.00	13,220.00	4,488.82	703.32	33.95	
101-530-721.500	POST RETIREMENT BENEFITS	4,332.54		8,665.08		8,290.00	8,290.00	0.00	0.00	0.00	
101-530-725.500	MEAL ALLOWANCE	196.48		323.36		400.00	400.00	193.12	8.00	48.28	
101-530-740.000	OPERATING SUPPLIES	22,427.58		44,870.04		35,000.00	35,000.00	37,664.04	312.92	107.61	
101-530-818.000	CONTRACTUAL SERVICES	9,628.28		25,434.28		35,500.00	35,500.00	12,007.99	540.00	33.83	

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 12/31/2023

GL Number	Description	YTD Balance		End Balance	Original Budget	23-24 Amended Budget	YTD Balance		Activity For	% Bdg Used
		12/31/2022	Norm (Abnorm)				12/31/2023	Norm (Abnorm)		
Fund: 101 GENERAL FUND										
Account Category: Expenditures										
Department: 530 MSD SERVICES - DDA										
101-530-920.000	PUBLIC UTILITIES	2,827.84		5,838.31	5,000.00	5,000.00	3,221.05		0.00	64.42
101-530-940.000	EQUIPMENT RENTAL - FORCE ACCT	624.72		25,677.71	34,000.00	34,000.00	0.00		0.00	0.00
Total Dept 530 - MSD SERVICES - DDA		61,001.28		148,081.24	177,440.00	177,440.00	72,403.01		4,143.70	40.80
Department: 567 CEMETERY										
101-567-706.000	SALARY & WAGES/ FULL TIME	7,062.02		16,380.44	20,160.00	20,160.00	9,279.86		1,693.27	46.03
101-567-706.100	SALARY & WAGES/STICK	0.00		69.66	875.00	875.00	53.48		53.48	6.11
101-567-706.300	SALARY & WAGES/RETENTION	39.01		39.01	100.00	100.00	40.55		40.55	40.55
101-567-706.350	SALARY & WAGES/PAGER PAY	0.00		149.73	350.00	350.00	34.32		34.32	9.81
101-567-707.000	SALARY & WAGES/VACATION PAYOFF	0.00		0.00	775.00	775.00	0.00		0.00	0.00
101-567-709.000	SALARY & WAGES/TEMP-SEASONAL	1,268.72		2,661.37	5,340.00	5,340.00	1,356.37		166.37	25.40
101-567-721.000	SALARY & WAGES/OVERTIME	2,482.62		3,436.95	2,500.00	2,500.00	1,429.60		0.00	57.18
101-567-721.500	FRINGE BENEFITS	3,804.84		8,212.24	12,675.00	12,675.00	4,082.48		601.36	32.21
101-567-725.500	POST RETIREMENT BENEFITS	107,229.00		128,562.55	7,950.00	7,950.00	0.00		0.00	0.00
101-567-728.000	MEAL ALLOWANCE	96.12		104.12	225.00	225.00	55.00		0.00	24.44
101-567-740.000	OPERATING SUPPLIES	0.00		0.00	100.00	100.00	0.00		0.00	0.00
101-567-818.000	CONTRACTUAL SERVICES	4,868.55		19,882.27	20,000.00	20,000.00	6,915.84		576.74	34.58
101-567-920.000	PUBLIC UTILITIES	33,194.00		43,009.32	66,000.00	66,000.00	21,994.50		0.00	33.33
101-567-930.000	REPAIRS & MAINTENANCE	318.17		3,673.06	7,500.00	7,500.00	537.08		130.62	7.16
101-567-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00		0.00	5,000.00	5,000.00	0.00		0.00	0.00
101-567-956.100	CRYPY/NICHE RETURNS	1,202.76		18,845.12	24,000.00	24,000.00	0.00		0.00	0.00
101-567-956.200	LOT SALE/RETURNS	0.00		400.00	2,000.00	2,000.00	0.00		0.00	0.00
Total Dept 567 - CEMETERY		3,000.00		5,880.00	3,000.00	3,000.00	0.00		0.00	0.00
Total Dept 567 - CEMETERY		164,565.81		251,305.84	178,550.00	178,550.00	45,779.08		3,296.71	25.64
Department: 770 PARKS & PUBLIC PROPERTY										
101-770-706.000	SALARY & WAGES/ FULL TIME	9,267.23		23,276.18	20,775.00	20,775.00	15,225.77		2,880.87	73.29
101-770-706.100	SALARY & WAGES/STICK	0.00		139.54	900.00	900.00	107.11		107.11	11.90
101-770-706.300	SALARY & WAGES/RETENTION	78.13		78.13	75.00	75.00	81.25		81.25	108.33
101-770-706.350	SALARY & WAGES/PAGER PAY	0.00		300.00	355.00	355.00	68.75		68.75	19.37
101-770-706.550	SALARY & WAGES/WATER LICENSE BONUS	0.00		0.00	220.00	220.00	0.00		0.00	0.00
101-770-707.000	SALARY & WAGES/VACATION PAYOFF	0.00		0.00	800.00	800.00	0.00		0.00	0.00
101-770-709.000	SALARY & WAGES/TEMP-SEASONAL	1,307.38		2,742.47	9,625.00	9,625.00	1,395.67		171.42	14.50
101-770-721.000	FRINGE BENEFITS	0.00		1,022.98	550.00	550.00	0.00		0.00	0.00
101-770-721.500	POST RETIREMENT BENEFITS	4,236.39		10,686.90	13,065.00	13,065.00	6,025.01		969.50	46.12
101-770-725.500	MEAL ALLOWANCE	4,282.02		8,564.04	8,190.00	8,190.00	0.00		0.00	0.00
101-770-728.000	POSTAGE	0.00		8.00	100.00	100.00	0.00		0.00	0.00
101-770-740.000	OPERATING SUPPLIES	0.00		45.00	0.00	0.00	0.00		0.00	0.00
101-770-818.000	CONTRACTUAL SERVICES	2,590.84		9,115.73	30,000.00	30,000.00	1,327.52		0.00	4.43
101-770-920.000	PUBLIC UTILITIES	26,302.53		48,259.62	36,000.00	36,000.00	29,352.26		0.00	81.53
101-770-930.000	REPAIRS & MAINTENANCE	29,240.34		45,832.07	65,000.00	65,000.00	88,059.84		43,983.19	135.48
101-770-940.000	EQUIPMENT RENTAL - FORCE ACCT	3,760.00		7,812.27	15,000.00	15,000.00	7,951.16		7,951.16	53.01
Total Dept 770 - PARKS & PUBLIC PROPERTY		81,064.86		171,235.38	218,655.00	218,655.00	149,594.34		56,213.25	68.42
Department: 900 CAPITAL OUTLAY										
101-900-971.276	CAP OUTLAY/CEMETERY IMPROVEMENTS	0.00		39,091.20	0.00	0.00	0.00		0.00	0.00
101-900-971.438	CAP OUTLAY/ MSD BUILDING IMPROVEMENT	0.00		46,705.54	110,000.00	110,000.00	2,307.25		0.00	2.10
101-900-976.276	CAP OUTLAY/CEMETERY BLDG IMP	0.00		5,526.15	200,000.00	200,000.00	1,983.00		600.00	0.99
101-900-976.436	CAP OUTLAY/CITY HALL BLDG IMP	2,499.99		48,825.58	240,000.00	240,000.00	16,889.57		6,900.00	7.04

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 12/31/2023

GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdtg Used
Fund: 101 GENERAL FUND								
Account Category: Expenditures								
Department: 900 CAPITAL OUTLAY								
101-900-976.437	CAP OUTLAY/SIDEWALK REPL	63,488.33	63,488.33	205,000.00	205,000.00	0.00	0.00	0.00
101-900-976.438	CAP OUTLAY/MSD BUILDING IMP	0.00	0.00	10,000.00	10,000.00	1,100.00	0.00	11.00
101-900-976.751	CAP OUTLAY/CULT CTR BLDG IMPRVMENTS	0.00	0.00	720,000.00	720,000.00	93,383.49	11,142.41	12.97
101-900-977.101	CAP OUTLAY/ CITY COMMISSION	0.00	0.00	5,000.00	5,000.00	0.00	0.00	0.00
101-900-977.215	CAP OUTLAY/ELECTION EQUIP	2,689.10	2,689.10	3,000.00	3,000.00	0.00	0.00	0.00
101-900-977.258	CAP OUTLAY/MGMT INFORM SVCS	3,865.60	4,757.00	2,500.00	2,500.00	649.60	0.00	25.98
101-900-977.301	CAP OUTLAY/POLICE EQUIP	90,000.00	106,807.74	26,100.00	26,100.00	18,422.20	17,472.20	70.58
101-900-977.443	CAP OUTLAY/PARKING SYSTEM	0.00	0.00	0.00	0.00	16,011.35	0.00	100.00
101-900-980.172	CAP OUTLAY/MGR OFFICE EQUIP	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
101-900-980.212	CAP OUTLAY/FIN OFFICE EQUIP	0.00	0.00	2,500.00	2,500.00	0.00	0.00	0.00
101-900-980.262	CAP OUTLAY /CLERK ELECTIONS EQUIPMEN	0.00	0.00	5,600.00	5,600.00	0.00	0.00	0.00
Total Dept 900 - CAPITAL OUTLAY		162,543.02	317,890.64	1,530,700.00	1,530,700.00	150,746.46	36,114.61	9.85
Department: 905 DEBT ADMINISTRATION								
101-905-990.912	CONTRIB TO NVILLE/ACT 99 - 2015 FIRE	31,353.40	32,564.38	32,412.00	32,412.00	31,000.52	0.00	95.65
Total Dept 905 - DEBT ADMINISTRATION		31,353.40	32,564.38	32,412.00	32,412.00	31,000.52	0.00	95.65
Department: 965 CONTRIBUTIONS								
101-965-965.208	CONTRIBUTION TO RECREATION	124,999.98	249,999.96	298,661.00	298,661.00	0.00	0.00	0.00
101-965-965.226	CONTRIBUTION TO SOLID WASTE	9,047.50	9,047.50	7,755.00	7,755.00	0.00	0.00	0.00
101-965-965.249	CONTRIBUTION TO BUILDING FUND	0.00	55,000.00	0.00	11,605.00	0.00	0.00	0.00
101-965-965.252	CONTRIBUTION TO NBHD SVCS FD	36,505.02	73,010.04	73,010.00	73,010.00	0.00	0.00	0.00
101-965-965.401	CONTRIBUTION TO PUB IMP FUND	0.00	55,000.00	0.00	0.00	0.00	0.00	0.00
Total Dept 965 - CONTRIBUTIONS		170,552.50	442,057.50	379,426.00	391,031.00	0.00	0.00	0.00
Expenditures								
Fund 101 - GENERAL FUND:		4,566,989.78	9,822,854.25	11,556,770.00	11,585,600.00	3,584,367.84	716,366.76	30.94
TOTAL REVENUES		8,256,679.16	10,151,929.88	11,556,770.00	11,585,600.00	7,927,276.40	432,240.85	
TOTAL EXPENDITURES		4,566,989.78	9,822,854.25	11,556,770.00	11,585,600.00	3,584,367.84	716,366.76	
NET OF REVENUES & EXPENDITURES:		3,689,689.38	329,075.63	0.00	0.00	4,342,908.56	(284,125.91)	
BEG. FUND BALANCE		3,652,438.18	3,981,513.81	3,981,513.81	3,981,513.81	3,981,513.81		
END FUND BALANCE		7,342,127.56	4,310,589.44	3,981,513.81	3,981,513.81	8,324,422.37		

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 12/31/2023

GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdg Used
Fund: 202 MAJOR STREET FUND								
Account Category: Revenues								
Department: 000 GENERAL REVENUES								
202-000-546.000	GAS & WEIGHT TAX	243,731.52	744,396.11	790,140.00	790,140.00	127,449.78	62,087.03	16.13
202-000-546.100	LOCAL ROADS PROGRAM	4,244.71	12,733.18	12,734.00	12,734.00	2,119.05	1,060.11	16.64
202-000-665.000	INTEREST ON INVESTMENTS	1,413.12	18,316.17	5,000.00	5,000.00	0.00	0.00	0.00
Total Dept 000 - GENERAL REVENUES		249,389.35	775,445.46	807,874.00	807,874.00	129,568.83	63,147.14	16.04
Revenues		249,389.35	775,445.46	807,874.00	807,874.00	129,568.83	63,147.14	16.04
Account Category: Expenditures								
Department: 261 ADMINISTRATION								
202-261-706.000	SALARY & WAGES/ FULL TIME	8,564.60	15,874.61	8,045.00	8,045.00	3,876.12	642.94	48.18
202-261-706.050	SALARY & WAGES/PART TIME	1,054.45	2,262.04	1,000.00	1,000.00	1,136.61	174.93	113.66
202-261-706.100	SALARY & WAGES/SICK	154.49	796.42	350.00	350.00	154.52	0.00	44.15
202-261-706.150	SALARY & WAGES/IN-LIEU HEALTH	0.00	111.03	100.00	100.00	0.00	0.00	0.00
202-261-706.300	SALARY & WAGES/RETENTION	232.51	232.51	100.00	100.00	276.51	276.51	276.51
202-261-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	100.00	100.00	0.00	0.00	0.00
202-261-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	350.00	350.00	0.00	0.00	0.00
202-261-709.000	SALARY & WAGES/OVERTIME	477.56	728.98	750.00	750.00	438.34	71.10	58.45
202-261-721.000	FRINGE BENEFITS	3,671.56	7,041.18	4,550.00	4,550.00	2,013.44	358.78	44.25
202-261-721.500	POST RETIREMENT BENEFITS	1,576.98	3,153.96	2,735.00	2,735.00	0.00	0.00	0.00
202-261-818.000	CONTRACTUAL SERVICES	0.00	0.00	2,500.00	2,500.00	0.00	0.00	0.00
202-261-850.000	COMMUNICATIONS	1,589.57	3,081.54	3,000.00	3,000.00	1,168.56	208.30	38.95
202-261-940.000	EQUIPMENT RENTAL - FORCE ACCT	364.90	3,610.17	4,000.00	4,000.00	0.00	0.00	0.00
202-261-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	68,237.00	68,237.00	0.00	0.00	0.00
Total Dept 261 - ADMINISTRATION		17,686.62	36,892.44	95,817.00	95,817.00	9,064.10	1,732.56	9.46
Department: 463 ROUTINE MAINTENANCE								
202-463-706.000	SALARY & WAGES/ FULL TIME	16,078.30	43,994.28	30,905.00	30,905.00	32,620.36	6,416.71	105.55
202-463-706.050	SALARY & WAGES/PART TIME	0.00	0.00	2,660.00	2,660.00	0.00	0.00	0.00
202-463-706.100	SALARY & WAGES/SICK	0.00	348.98	1,335.00	1,335.00	267.87	267.87	20.07
202-463-706.300	SALARY & WAGES/RETENTION	195.36	195.36	150.00	150.00	203.19	203.19	135.46
202-463-706.350	SALARY & WAGES/PAGER PAY	0.00	750.24	500.00	500.00	171.93	171.93	34.39
202-463-706.550	SALARY & WAGES/WATER LICENSE BONUS	0.00	0.00	200.00	200.00	0.00	0.00	0.00
202-463-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	1,050.00	1,050.00	0.00	0.00	0.00
202-463-707.000	SALARY & WAGES/TEMP-SEASONAL	1,797.39	3,770.29	4,375.00	4,375.00	1,864.09	235.66	42.61
202-463-709.000	SALARY & WAGES/OVERTIME	92.60	92.60	650.00	650.00	0.00	0.00	0.00
202-463-721.000	FRINGE BENEFITS	7,482.36	19,805.42	19,305.00	19,305.00	12,662.23	2,117.03	65.59
202-463-721.500	POST RETIREMENT BENEFITS	6,149.46	12,298.92	13,025.00	13,025.00	0.00	0.00	0.00
202-463-740.000	OPERATING SUPPLIES	1,635.52	6,841.89	12,000.00	12,000.00	9,790.62	0.00	81.59
202-463-818.000	CONTRACTUAL SERVICES	6,312.85	12,928.68	41,000.00	41,000.00	14,365.83	750.00	35.04
202-463-818.440	CONT SYCS/CRACK SEALING	0.00	12,481.00	12,500.00	12,500.00	0.00	0.00	0.00
202-463-850.000	COMMUNICATIONS	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
202-463-940.000	EQUIPMENT RENTAL - FORCE ACCT	32.30	7,346.62	10,000.00	10,000.00	0.00	0.00	0.00
202-463-960.000	INSURANCE & BONDS	1,875.00	3,750.00	1,875.00	1,875.00	0.00	0.00	0.00
Total Dept 463 - ROUTINE MAINTENANCE		41,651.14	124,604.28	152,530.00	152,530.00	71,946.12	10,162.39	47.17
Department: 470 STORMWATER SYSTEM MAINTENANCE								
202-470-825.500	STORMWATER PERMIT FEES	0.00	2,000.00	3,000.00	3,000.00	0.00	0.00	0.00
Total Dept 470 - STORMWATER SYSTEM MAINTENANCE		0.00	2,000.00	3,000.00	3,000.00	0.00	0.00	0.00
Department: 474 TRAFFIC SIGNAL MAINTENANCE								
202-474-706.000	SALARY & WAGES/ FULL TIME	1,209.63	2,454.96	3,485.00	3,485.00	975.95	145.16	28.00

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 12/31/2023

GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bgdt Used
Fund: 202 MAJOR STREET FUND								
Account Category: Expenditures								
Department: 474 TRAFFIC SIGNAL MAINTENANCE								
202-474-706.100	SALARY & WAGES/STICK	0.00	0.00	125.00	125.00	0.00	0.00	0.00
202-474-706.300	SALARY & WAGES/RETENTION	0.00	0.00	25.00	25.00	0.00	0.00	0.00
202-474-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	60.00	60.00	0.00	0.00	0.00
202-474-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	125.00	125.00	0.00	0.00	0.00
202-474-707.000	SALARY & WAGES/TEMP-SEASONAL	219.14	459.67	1,425.00	1,425.00	223.45	28.72	15.68
202-474-709.000	SALARY & WAGES/OVERTIME	0.00	18.81	200.00	200.00	162.57	0.00	81.29
202-474-721.000	FRINGE BENEFITS	552.58	1,149.79	2,000.00	2,000.00	499.79	62.00	24.99
202-474-721.500	POST RETIREMENT BENEFITS	717.54	1,435.08	1,525.00	1,525.00	0.00	0.00	0.00
202-474-740.000	OPERATING SUPPLIES	1,234.95	6,303.42	10,000.00	10,000.00	292.08	292.08	2.92
202-474-818.000	CONTRACTUAL SERVICES	4,886.44	45,093.67	51,000.00	51,000.00	4,461.51	1,271.00	8.75
202-474-920.000	PUBLIC UTILITIES	3,820.80	9,638.04	10,000.00	10,000.00	5,345.32	883.04	53.45
202-474-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	3,657.15	5,000.00	5,000.00	0.00	0.00	0.00
Total Dept 474 - TRAFFIC SIGNAL MAINTENANCE		12,641.08	70,210.59	84,970.00	84,970.00	11,960.67	2,682.00	14.08
Department: 479 SNOW & ICE REMOVAL								
202-479-706.000	SALARY & WAGES/ FULL TIME	4,084.02	10,519.56	8,810.00	8,810.00	7,163.41	1,373.08	81.31
202-479-706.100	SALARY & WAGES/STICK	0.00	69.66	360.00	380.00	53.48	53.48	14.07
202-479-706.300	SALARY & WAGES/RETENTION	39.00	39.00	50.00	50.00	40.56	40.56	81.12
202-479-706.350	SALARY & WAGES/PAGER PAY	0.00	149.73	150.00	150.00	34.33	34.33	22.89
202-479-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	340.00	340.00	0.00	0.00	0.00
202-479-707.000	SALARY & WAGES/TEMP-SEASONAL	554.37	1,162.90	500.00	500.00	565.42	72.70	113.08
202-479-709.000	SALARY & WAGES/OVERTIME	64.42	2,155.22	2,300.00	2,300.00	320.18	320.18	13.92
202-479-721.000	FRINGE BENEFITS	1,883.43	5,333.06	5,540.00	5,540.00	2,870.33	524.93	51.81
202-479-721.500	POST RETIREMENT BENEFITS	1,815.54	3,631.08	3,850.00	3,850.00	0.00	0.00	0.00
202-479-725.500	MEAL ALLOWANCE	16.00	418.00	200.00	200.00	0.00	0.00	0.00
202-479-740.000	OPERATING SUPPLIES	0.00	29,957.15	38,000.00	38,000.00	0.00	0.00	0.00
202-479-940.000	EQUIPMENT RENTAL - FORCE ACCT	316.72	13,165.81	10,000.00	10,000.00	0.00	0.00	0.00
Total Dept 479 - SNOW & ICE REMOVAL		8,773.50	66,601.17	70,120.00	70,120.00	11,047.71	2,419.26	15.76
Department: 485 ROAD CONSTRUCTION								
202-485-818.406	CONT SVCS/ENG-ARCH	5,422.50	5,877.50	0.00	0.00	1,040.00	1,040.00	100.00
202-485-818.450	CONT SVCS/STREET CONSTRUCTION	94,708.80	94,708.80	0.00	0.00	0.00	0.00	0.00
Total Dept 485 - ROAD CONSTRUCTION		100,131.30	100,586.30	0.00	0.00	1,040.00	1,040.00	100.00
Department: 965 CONTRIBUTIONS								
202-965-965.203	CONTRIBUTION TO LOCAL STREET	196,722.48	372,198.00	401,437.00	401,437.00	0.00	0.00	0.00
Total Dept 965 - CONTRIBUTIONS		196,722.48	372,198.00	401,437.00	401,437.00	0.00	0.00	0.00
Fund 202 - MAJOR STREET FUND:								
Expenditures								
TOTAL REVENUES		249,389.35	775,445.46	807,874.00	807,874.00	129,568.83	63,147.14	
TOTAL EXPENDITURES		377,606.12	773,092.78	807,874.00	807,874.00	105,058.60	18,036.21	
NET OF REVENUES & EXPENDITURES:		(128,216.77)	2,352.68	0.00	0.00	24,510.23	45,110.93	
BEG. FUND BALANCE		1,251,234.71	1,253,587.39	1,253,587.39	1,253,587.39	1,253,587.39		
END FUND BALANCE		1,123,017.94	1,255,940.07	1,253,587.39	1,253,587.39	1,278,097.62		

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance as of 12/31/2023

GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdt Used
Fund: 203 LOCAL STREET FUND								
Account Category: Revenues								
Department: 000 GENERAL REVENUES								
203-000-546.000	GAS & WEIGHT TAX	97,545.36	297,942.54	263,380.00	263,380.00	51,074.78	24,870.34	19.39
203-000-546.100	LOCAL ROADS PROGRAM	1,698.80	5,096.40	5,096.00	5,096.00	849.24	424.66	16.66
203-000-665.000	INTEREST ON INVESTMENTS	922.77	4,291.92	50.00	5,050.00	357.67	0.00	7.08
203-000-674.202	CONTRIBUTION FROM MAJOR STREET	196,722.48	372,198.00	401,437.00	401,437.00	4,003.50	0.00	0.00
203-000-680.100	MISC/TREES	5,440.00	12,460.00	12,530.00	12,530.00	4,003.50	260.00	31.95
Total Dept 000 - GENERAL REVENUES		302,329.41	691,988.86	682,493.00	687,493.00	56,285.19	25,555.00	8.19
Revenues		302,329.41	691,988.86	682,493.00	687,493.00	56,285.19	25,555.00	8.19
Account Category: Expenditures								
Department: 261 ADMINISTRATION								
203-261-706.000	SALARY & WAGES/ FULL TIME	14,544.35	9,075.00	8,275.00	8,275.00	5,004.11	828.54	60.47
203-261-706.050	SALARY & WAGES/PART TIME	2,108.80	1,075.00	2,035.00	2,035.00	2,273.11	349.81	111.70
203-261-706.100	SALARY & WAGES/SICK	290.51	350.00	350.00	350.00	290.50	0.00	83.00
203-261-706.150	SALARY & WAGES/IN-LIEU HEALTH	0.00	222.07	35.00	35.00	0.00	0.00	0.00
203-261-706.300	SALARY & WAGES/RETENTION	455.01	455.01	100.00	100.00	540.98	540.98	540.98
203-261-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	100.00	100.00	0.00	0.00	0.00
203-261-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	325.00	325.00	0.00	0.00	0.00
203-261-709.000	SALARY & WAGES/OVERTIME	828.65	1,255.34	725.00	725.00	760.32	132.53	104.87
203-261-721.000	FRINGE BENEFITS	6,108.20	5,375.00	4,650.00	4,650.00	2,747.60	491.04	59.09
203-261-721.500	POST RETIREMENT BENEFITS	1,621.50	3,243.00	2,790.00	2,790.00	0.00	0.00	0.00
203-261-850.000	COMMUNICATIONS	1,589.57	3,081.54	2,000.00	2,000.00	1,168.56	208.30	58.43
203-261-940.000	EQUIPMENT RENTAL - FORCE ACCT	712.13	4,282.94	4,000.00	4,000.00	0.00	0.00	0.00
203-261-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	412,448.00	417,298.00	0.00	0.00	0.00
Total Dept 261 - ADMINISTRATION		28,258.72	28,414.90	437,833.00	442,683.00	12,785.18	2,551.20	2.89
Department: 463 ROUTINE MAINTENANCE								
203-463-706.000	SALARY & WAGES/ FULL TIME	20,150.34	69,951.49	39,835.00	39,835.00	36,774.30	6,942.82	92.32
203-463-706.050	SALARY & WAGES/PART TIME	0.00	3,448.66	0.00	0.00	0.00	0.00	0.00
203-463-706.100	SALARY & WAGES/SICK	0.00	1,518.80	1,725.00	1,725.00	267.88	267.88	15.53
203-463-706.300	SALARY & WAGES/RETENTION	195.36	195.36	195.00	195.00	203.21	203.21	104.21
203-463-706.350	SALARY & WAGES/PAGER PAY	0.00	750.28	700.00	700.00	171.93	171.93	24.56
203-463-706.550	SALARY & WAGES/WATER LICENSE BONUS	0.00	0.00	300.00	300.00	0.00	0.00	0.00
203-463-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	1,400.00	1,400.00	0.00	0.00	0.00
203-463-707.000	SALARY & WAGES/TEMP-SEASONAL	2,359.36	4,949.35	2,075.00	2,075.00	2,484.33	309.38	119.73
203-463-709.000	SALARY & WAGES/OVERTIME	0.00	0.00	1,425.00	1,425.00	0.00	0.00	0.00
203-463-721.000	FRINGE BENEFITS	9,315.83	29,750.63	24,925.00	24,925.00	14,300.19	2,333.57	57.37
203-463-721.500	POST RETIREMENT BENEFITS	7,990.02	15,980.04	11,925.00	11,925.00	0.00	0.00	0.00
203-463-740.000	OPERATING SUPPLIES	3,957.16	9,673.93	10,000.00	10,000.00	306.29	0.00	3.06
203-463-742.000	RESIDENT/TREES	0.00	0.00	3,500.00	3,500.00	0.00	0.00	0.00
203-463-818.000	CONTRACTUAL SERVICES	380.00	8,971.59	10,000.00	10,000.00	12,687.27	9,541.89	126.87
203-463-818.440	CONT SVCS/CRACK SEALING	0.00	27,762.00	37,500.00	37,500.00	9,800.00	0.00	26.13
203-463-850.000	COMMUNICATIONS	0.00	0.00	3,000.00	3,000.00	0.00	0.00	0.00
203-463-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	5,485.74	7,500.00	7,500.00	0.00	0.00	0.00
203-463-960.000	INSURANCE & BONDS	3,000.00	6,000.00	3,000.00	3,000.00	0.00	0.00	0.00
Total Dept 463 - ROUTINE MAINTENANCE		47,348.07	184,437.87	159,005.00	159,005.00	76,995.40	19,770.68	48.42
Department: 470 STORMWATER SYSTEM MAINTENANCE								
203-470-825.500	STORMWATER PERMIT FEES	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
Total Dept 470 - STORMWATER SYSTEM MAINTENANCE		0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00

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GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bgdt Used
Fund: 203 LOCAL STREET FUND								
Account Category: Expenditures								
Department: 474 TRAFFIC SIGNAL MAINTENANCE								
203-474-706.000	SALARY & WAGES/ FULL TIME	1,038.84	2,108.41	3,000.00	3,000.00	838.33	124.64	27.94
203-474-706.100	SALARY & WAGES/STICK	0.00	0.00	150.00	150.00	0.00	0.00	0.00
203-474-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	50.00	50.00	0.00	0.00	0.00
203-474-706.600	SALARY & WAGES/VACATION PAYOUT	0.00	0.00	100.00	100.00	0.00	0.00	0.00
203-474-707.000	SALARY & WAGES/TEMP-SEASONAL	188.27	394.91	325.00	325.00	191.93	24.68	59.06
203-474-709.000	SALARY & WAGES/OVERTIME	0.00	0.00	50.00	200.00	276.41	0.00	138.21
203-474-721.000	FRINGE BENEFITS	474.58	983.28	1,885.00	1,885.00	428.20	53.23	22.72
203-474-721.500	POST RETIREMENT BENEFITS	616.50	1,233.00	1,325.00	1,325.00	0.00	0.00	0.00
203-474-740.000	OPERATING SUPPLIES	1,685.64	3,429.75	20,000.00	20,000.00	(227.52)	292.08	(1.14)
203-474-818.000	CONTRACTUAL SERVICES	0.00	7,632.72	20,000.00	20,000.00	0.00	0.00	0.00
203-474-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	3,657.15	5,000.00	5,000.00	0.00	0.00	0.00
Total Dept 474 - TRAFFIC SIGNAL MAINTENANCE		4,003.83	19,439.22	51,885.00	52,035.00	1,507.35	494.63	2.90
Department: 479 SNOW & ICE REMOVAL								
203-479-706.000	SALARY & WAGES/ FULL TIME	2,547.10	7,400.40	4,385.00	4,385.00	5,923.23	1,188.62	135.08
203-479-706.100	SALARY & WAGES/STICK	0.00	69.66	190.00	190.00	53.48	53.48	28.15
203-479-706.300	SALARY & WAGES/RETENTION	39.01	39.01	50.00	50.00	40.54	40.54	81.08
203-479-706.350	SALARY & WAGES/PAGER PAY	0.00	149.74	75.00	75.00	34.32	34.32	45.76
203-479-706.600	SALARY & WAGES/TEMP-SEASONAL	0.00	0.00	150.00	150.00	0.00	0.00	0.00
203-479-707.000	SALARY & WAGES/OVERTIME	275.81	578.65	295.00	295.00	281.42	36.20	95.40
203-479-709.000	FRINGE BENEFITS	128.84	1,924.15	2,750.00	2,750.00	0.00	0.00	0.00
203-479-721.000	POST RETIREMENT BENEFITS	1,193.39	3,742.18	1,925.00	1,925.00	2,236.23	377.64	116.17
203-479-725.500	MEAL ALLOWANCE	903.96	1,807.92	850.00	850.00	0.00	0.00	0.00
203-479-740.000	OPERATING SUPPLIES	63.24	80.00	100.00	100.00	0.00	0.00	0.00
203-479-940.000	EQUIPMENT RENTAL - FORCE ACCT	245.40	11,108.17	12,000.00	12,000.00	699.99	0.00	5.83
Total Dept 479 - SNOW & ICE REMOVAL		5,396.75	40,459.78	32,770.00	32,770.00	9,269.21	1,730.80	28.29
Department: 485 ROAD CONSTRUCTION								
203-485-818.406	CONT SVCS/ENG-ARCH	0.00	6,000.00	0.00	0.00	0.00	0.00	0.00
203-485-818.450	CONT SVCS/STREET CONSTRUCTION	0.00	30,000.00	0.00	0.00	180,832.66	180,832.66	100.00
Total Dept 485 - ROAD CONSTRUCTION		0.00	36,000.00	0.00	0.00	180,832.66	180,832.66	100.00
Expenditures								
Fund 203 - LOCAL STREET FUND:		85,007.37	308,751.77	682,493.00	687,493.00	281,389.80	205,379.97	40.93
TOTAL REVENUES								
TOTAL EXPENDITURES		302,329.41	691,988.86	682,493.00	687,493.00	56,285.19	25,555.00	
NET OF REVENUES & EXPENDITURES:		85,007.37	308,751.77	682,493.00	687,493.00	281,389.80	205,379.97	
BEG. FUND BALANCE		217,322.04	383,237.09	0.00	0.00	(225,104.61)	(179,824.97)	
END FUND BALANCE		975,739.95	1,358,977.04	1,358,977.04	1,358,977.04	1,358,977.04	1,133,872.43	

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GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdg Used
Fund: 208 RECREATION FUND								
Account Category: Revenues								
Department: 021 CULTURAL CENTER REVENUES								
208-021-651.100	ICE ARENA/ICE SHOW	0.00	0.00	0.00	0.00	72.00	0.00	100.00
208-021-651.200	ICE ARENA/RENTAL SKATES	546.00	1,502.00	1,500.00	1,500.00	909.00	314.00	60.60
208-021-651.300	ICE ARENA/OPEN SKATING	4,071.86	7,977.34	20,000.00	20,000.00	2,945.00	1,385.00	14.73
208-021-651.400	ICE ARENA/HOCKEY RENTALS	192,635.00	508,145.00	440,000.00	440,000.00	194,382.50	55,005.00	44.18
208-021-651.500	ICE ARENA/BASIC SKILLS	380.00	(1,201.75)	6,000.00	6,000.00	350.00	0.00	5.83
208-021-651.550	ICE ARENA/DROP-IN ICE	315.00	600.00	0.00	0.00	0.00	0.00	0.00
208-021-651.600	ICE ARENA/OTHER REVENUES	1,542.68	(838.23)	3,500.00	3,500.00	1,001.62	0.00	28.62
208-021-651.700	GB/RENTAL-MULTI-PURPOSE ROOM	15,338.00	28,943.25	28,000.00	28,000.00	11,502.00	2,976.00	41.08
208-021-651.730	GB/RECREATION SERVICES	0.00	2,568.52	0.00	0.00	421.00	421.00	100.00
208-021-651.740	GB/RENTAL-CARD & MEETING ROOM	0.00	2,403.50	0.00	0.00	126.25	(103.75)	100.00
208-021-651.750	GB/RENTAL-ARTS & CRAFTS ROOM	0.00	3,294.00	0.00	0.00	195.00	135.00	100.00
208-021-653.300	ADVERTISING INCOME	205.00	205.00	2,000.00	2,000.00	0.00	0.00	0.00
Total Dept 021 - CULTURAL CENTER REVENUES		215,033.54	553,598.63	501,000.00	501,000.00	211,904.37	60,132.25	42.30
Department: 022 ADMINISTRATIVE CHARGES								
208-022-665.000	INTEREST ON INVESTMENTS	672.95	8,784.26	1,000.00	1,000.00	0.00	0.00	0.00
208-022-674.101	CONTRIBUTION FROM GENERAL FUND	124,999.98	249,999.96	298,661.00	298,661.00	0.00	0.00	0.00
208-022-699.000	APPROP OF PR YR FUND BALANCE	0.00	0.00	161,849.00	161,849.00	0.00	0.00	0.00
Total Dept 022 - ADMINISTRATIVE CHARGES		125,672.93	258,784.22	461,510.00	461,510.00	0.00	0.00	0.00
Department: 023 PROGRAM FEES & CHARGES								
208-023-651.410	GB/SENIOR PROGRAMS-CLASSES	6,179.50	12,828.50	12,000.00	12,000.00	6,921.50	799.50	57.68
208-023-653.100	CLASS & SPECIAL EVENTS	15,030.00	30,348.20	40,000.00	40,000.00	15,990.00	3,426.00	39.90
208-023-654.000	SOCCER REVENUES-REGISTRATIONS	61,047.79	204,465.79	205,000.00	205,000.00	61,493.00	50,834.00	30.00
208-023-654.200	YOUTH ATHLETICS	2,562.00	12,878.00	12,000.00	12,000.00	2,806.00	0.00	23.38
208-023-654.300	MIRACLE LEAGUE	845.00	16,880.00	10,000.00	10,000.00	585.00	0.00	5.85
208-023-655.000	LIQUEUR REVENUES	7,551.00	21,038.50	19,000.00	19,000.00	6,665.00	2,208.00	35.08
Total Dept 023 - PROGRAM FEES & CHARGES		93,215.29	298,438.99	298,000.00	298,000.00	94,430.50	57,267.50	31.69
Revenues		433,921.76	1,110,821.84	1,260,510.00	1,260,510.00	306,334.87	117,399.75	24.30
Account Category: Expenditures								
Department: 261 ADMINISTRATION								
208-261-706.000	SALARY & WAGES/ FULL TIME	122,738.77	276,015.46	304,305.00	304,305.00	144,192.35	24,183.52	47.38
208-261-706.050	SALARY & WAGES/PART TIME	12,184.46	26,518.74	37,990.00	37,990.00	12,952.36	2,148.91	34.09
208-261-706.100	SALARY & WAGES/STICK	431.58	10,246.60	12,960.00	12,960.00	1,132.74	280.48	8.74
208-261-706.300	SALARY & WAGES/RETENTION	3,125.00	3,125.00	3,800.00	3,800.00	3,800.00	3,800.00	100.00
208-261-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	9,108.00	11,515.00	11,515.00	0.00	0.00	0.00
208-261-707.000	SALARY & WAGES/TEMP-SEASONAL	12,544.81	38,928.99	52,015.00	52,015.00	13,936.46	4,368.32	26.79
208-261-709.000	SALARY & WAGES/OVERTIME	2,189.36	9,186.05	7,500.00	7,500.00	4,539.39	1,898.14	60.53
208-261-721.000	FRINGE BENEFITS	56,336.69	132,560.45	170,790.00	170,790.00	64,132.36	11,812.49	37.55
208-261-721.500	POST RETIREMENT BENEFITS	24,162.00	48,324.00	58,560.00	58,560.00	0.00	0.00	0.00
208-261-725.000	EMPLOYEE TESTING & LICENSING	0.00	0.00	200.00	200.00	0.00	0.00	0.00
208-261-727.000	OFFICE SUPPLIES	0.00	182.78	1,000.00	1,000.00	355.52	0.00	35.55
208-261-728.000	POSTAGE	0.00	61.67	5,000.00	5,000.00	124.60	0.00	2.49
208-261-740.000	OPERATING SUPPLIES/ROOM RENTAL	12,806.50	24,044.42	22,000.00	22,000.00	25,972.53	4,430.09	118.06
208-261-740.500	OPERATING SUPPLIES/ROOM RENTAL	0.00	0.00	500.00	500.00	0.00	0.00	0.00
208-261-740.600	OPERATING SUPPLIES/LINEN	1,660.06	3,671.84	3,500.00	3,500.00	1,387.33	518.44	39.64
208-261-741.000	UNITIFORMS	1,102.68	1,758.07	1,500.00	1,500.00	234.02	0.00	15.60
208-261-801.000	CREDIT CARD FEES	17,444.31	24,463.01	11,000.00	11,000.00	0.00	0.00	0.00

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GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdg Used
Fund: 208 RECREATION FUND								
Account Category: Expenditures								
Department: 261 ADMINISTRATION								
208-261-815.000	ADMINISTRATIVE SERVICES	7,745.58	15,491.16	15,040.00	15,040.00	0.00	0.00	0.00
208-261-818.000	CONTRACTUAL SERVICES	13,824.32	28,860.97	30,000.00	30,000.00	17,933.19	3,397.09	59.78
208-261-850.000	COMMUNICATIONS	3,877.84	7,534.22	10,000.00	10,000.00	2,780.65	299.65	27.81
208-261-860.000	TRANSPORTATION	92.88	202.92	1,000.00	1,000.00	22.27	0.00	2.23
208-261-864.000	CONFERENCES & MEETINGS	0.00	12.22	1,150.00	1,150.00	0.00	0.00	0.00
208-261-900.000	PRINTING & PUBLISHING	38.50	285.00	1,500.00	1,500.00	105.00	0.00	7.07
208-261-920.000	PUBLIC UTILITIES	75,041.27	187,307.80	185,000.00	185,000.00	95,117.55	18,249.67	51.41
208-261-930.000	REPAIRS & MAINTENANCE	19,082.78	38,008.81	28,000.00	28,000.00	27,870.43	2,090.83	99.54
208-261-940.000	EQUIPMENT RENTAL - FORCE ACCT	9,996.00	31,085.50	22,000.00	22,000.00	816.66	136.11	17.75
208-261-956.000	MISCELLANEOUS	0.00	0.00	550.00	550.00	0.00	0.00	0.00
208-261-957.000	TRAINING EXPENSES	0.00	485.00	700.00	700.00	0.00	0.00	0.00
208-261-958.000	MEMBERSHIPS & DUES	275.00	350.00	1,150.00	1,150.00	1,350.00	0.00	117.39
208-261-960.000	INSURANCE & BONDS	28,500.00	57,000.00	57,000.00	57,000.00	0.00	0.00	0.00
208-261-965.402	CONTRIBUTION TO REC CAP IMP FUND	2,000.04	4,000.08	4,000.00	4,000.00	0.00	0.00	0.00
208-261-965.661	CONTRIBUTION TO EQ FUND	9,465.00	18,930.00	18,930.00	18,930.00	0.00	0.00	0.00
Total Dept 261 - ADMINISTRATION		437,592.46	999,503.63	1,084,755.00	1,084,755.00	418,756.41	77,613.74	38.60
Department: 755 LIQUOR								
208-755-740.000	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	208.04	72.80	100.00
Total Dept 755 - LIQUOR		0.00	0.00	0.00	0.00	208.04	72.80	100.00
Department: 757 CLASSES & SPECIAL EVENTS								
208-757-707.000	SALARY & WAGES/TEMP-SEASONAL	59.19	59.19	500.00	500.00	307.50	307.50	61.50
208-757-721.000	FRINGE BENEFITS	4.73	4.73	50.00	50.00	23.53	23.53	47.06
208-757-740.000	OPERATING SUPPLIES	839.30	1,753.40	4,000.00	4,000.00	1,511.96	868.11	37.80
208-757-818.000	CONTRACTUAL SERVICES	0.00	1,380.00	0.00	0.00	1,862.00	1,862.00	100.00
208-757-930.000	REPAIRS & MAINTENANCE	0.00	0.00	100.00	100.00	0.00	0.00	0.00
Total Dept 757 - CLASSES & SPECIAL EVENTS		903.22	3,197.32	4,650.00	4,650.00	3,704.99	3,061.14	79.68
Department: 759 SENIOR PROGRAMS - TRIPS								
208-759-707.000	SALARY & WAGES/TEMP-SEASONAL	169.79	169.79	1,500.00	1,500.00	0.00	0.00	0.00
208-759-721.000	FRINGE BENEFITS	16.72	16.72	150.00	150.00	0.00	0.00	0.00
208-759-740.000	OPERATING SUPPLIES	0.00	3,850.53	1,000.00	1,000.00	0.00	0.00	0.00
208-759-818.000	CONTRACTUAL SERVICES	0.00	180.00	1,000.00	1,000.00	0.00	0.00	0.00
208-759-920.000	PUBLIC UTILITIES	153.44	248.67	350.00	350.00	622.93	50.09	177.98
208-759-930.000	REPAIRS & MAINTENANCE	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
Total Dept 759 - SENIOR PROGRAMS - TRIPS		339.95	4,465.71	5,500.00	5,500.00	622.93	50.09	11.33
Department: 761 SENIOR PROGRAMS - OTHER								
208-761-740.000	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	202.64	0.00	100.00
208-761-818.000	CONTRACTUAL SERVICES	3,055.00	8,235.00	10,000.00	10,000.00	12,041.50	0.00	120.42
Total Dept 761 - SENIOR PROGRAMS - OTHER		3,055.00	8,235.00	10,000.00	10,000.00	12,244.14	0.00	122.44
Department: 763 PCHA -MINI MITES EXPENDITURES								
208-763-709.000	SALARY & WAGES/OVERTIME	85.89	347.44	0.00	0.00	0.00	0.00	0.00
208-763-721.000	FRINGE BENEFITS	17.17	73.74	0.00	0.00	0.00	0.00	0.00
Total Dept 763 - PCHA -MINI MITES EXPENDITURES		103.06	421.18	0.00	0.00	0.00	0.00	0.00
Department: 765 MSD SERVICES EXPENDITURES								
208-765-706.000	SALARY & WAGES/ FULL TIME	654.55	1,328.46	3,000.00	3,000.00	528.30	78.57	17.61

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GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bgdt Used
Fund: 208 RECREATION FUND								
Account Category: 765 MSD SERVICES EXPENDITURES								
Department: 765 MSD SERVICES EXPENDITURES								
208-765-706.100	SALARY & WAGES/STICK	0.00	0.00	50.00	50.00	0.00	0.00	0.00
208-765-706.300	SALARY & WAGES/RETENTION	0.00	0.00	10.00	10.00	0.00	0.00	0.00
208-765-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	30.00	30.00	0.00	0.00	0.00
208-765-706.600	SALARY & WAGES/VACATION PAYOUT	0.00	0.00	50.00	50.00	0.00	0.00	0.00
208-765-707.000	SALARY & WAGES/TEMP-SEASONAL	118.56	248.79	450.00	450.00	120.94	15.55	26.88
208-765-721.000	FRINGE BENEFITS	299.13	620.69	920.00	920.00	240.85	33.54	26.18
208-765-721.500	POST RETIREMENT BENEFITS	388.50	777.00	530.00	530.00	0.00	0.00	0.00
208-765-725.500	MEAL ALLOWANCE	0.00	8.00	0.00	0.00	0.00	0.00	0.00
208-765-740.000	OPERATING SUPPLIES	799.83	1,042.83	500.00	500.00	0.00	0.00	0.00
208-765-818.000	CONTRACTUAL SERVICES	525.72	525.72	200.00	200.00	0.00	0.00	0.00
208-765-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	737.89	1,000.00	1,000.00	0.00	0.00	0.00
Total Dept 765	MSD SERVICES EXPENDITURES	2,786.29	5,289.38	6,740.00	6,740.00	890.09	127.66	13.21
Department: 766 SOCCER								
208-766-707.000	SALARY & WAGES/TEMP-SEASONAL	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
208-766-709.000	SALARY & WAGES/OVERTIME	0.00	0.00	25.00	25.00	0.00	0.00	0.00
208-766-721.000	FRINGE BENEFITS	0.00	0.00	25.00	25.00	0.00	0.00	0.00
208-766-740.000	OPERATING SUPPLIES	40,384.88	66,173.72	65,000.00	65,000.00	48,378.48	650.00	74.43
208-766-818.000	CONTRACTUAL SERVICES	28,100.00	49,978.33	49,500.00	49,500.00	37,172.90	1,500.00	75.10
208-766-864.000	CONFERENCES & MEETINGS	0.00	0.00	600.00	600.00	0.00	0.00	0.00
208-766-930.000	REPAIRS & MAINTENANCE	64.74	64.74	2,000.00	2,000.00	0.00	0.00	0.00
Total Dept 766	SOCCER	68,549.62	116,216.79	118,150.00	118,150.00	85,551.38	2,150.00	72.41
Department: 768 LIQUOR								
208-768-740.000	OPERATING SUPPLIES	70.00	1,814.35	540.00	540.00	80.00	0.00	14.81
208-768-740.300	OPERATING SUPPLIES/LIQUOR	2,553.85	7,764.07	9,000.00	9,000.00	794.54	351.77	8.83
208-768-818.000	CONTRACTUAL SERVICES	140.00	140.00	1,000.00	1,000.00	0.00	0.00	0.00
Total Dept 768	LIQUOR	2,763.85	9,718.42	10,540.00	10,540.00	874.54	351.77	8.30
Department: 771 CLASSES & SPECIAL EVENTS								
208-771-707.000	SALARY & WAGES/TEMP-SEASONAL	0.00	0.00	200.00	200.00	0.00	0.00	0.00
208-771-710.000	SALARY & WAGES/CONTRACTUAL	0.00	0.00	200.00	200.00	0.00	0.00	0.00
208-771-721.000	FRINGE BENEFITS	0.00	0.00	50.00	50.00	0.00	0.00	0.00
208-771-740.000	OPERATING SUPPLIES	487.32	4,793.62	5,000.00	5,000.00	946.33	100.00	18.93
208-771-818.000	CONTRACTUAL SERVICES	2,271.50	9,976.20	8,500.00	8,500.00	0.00	0.00	0.00
208-771-882.000	PROGRAM ADVERTISING	0.00	0.00	200.00	200.00	0.00	0.00	0.00
Total Dept 771	CLASSES & SPECIAL EVENTS	2,758.82	14,769.82	14,150.00	14,150.00	946.33	100.00	6.69
Department: 772 THERAPEUTIC PROGRAM								
208-772-818.000	CONTRACTUAL SERVICES	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
Total Dept 772	THERAPEUTIC PROGRAM	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
Department: 774 SENIOR PROGRAMS - CLASSES								
208-774-707.000	SALARY & WAGES/TEMP-SEASONAL	1,491.39	3,207.49	4,000.00	4,000.00	1,762.40	273.32	44.06
208-774-721.000	FRINGE BENEFITS	146.91	315.96	325.00	325.00	173.65	26.93	53.43
208-774-740.000	OPERATING SUPPLIES	0.00	0.00	500.00	500.00	0.00	0.00	0.00
208-774-818.000	CONTRACTUAL SERVICES	0.00	0.00	200.00	200.00	0.00	0.00	0.00
Total Dept 774	SENIOR PROGRAMS - CLASSES	1,638.30	3,523.45	5,025.00	5,025.00	1,936.05	300.25	38.53
Expenditures								
		520,490.57	1,165,340.70	1,260,510.00	1,260,510.00	525,734.90	83,827.45	41.71

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GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdgt Used
Fund: 208 RECREATION FUND								
Fund 208 - RECREATION FUND:								
TOTAL REVENUES		433,921.76	1,110,821.84	1,260,510.00	1,260,510.00	306,334.87	117,399.75	
TOTAL EXPENDITURES		520,490.57	1,165,340.70	1,260,510.00	1,260,510.00	525,734.90	83,827.45	
NET OF REVENUES & EXPENDITURES:		<u>(86,568.81)</u>	<u>(54,518.86)</u>	<u>0.00</u>	<u>0.00</u>	<u>(219,400.03)</u>	<u>33,572.30</u>	
BEG. FUND BALANCE		240,878.51	186,359.65	186,359.65	186,359.65	186,359.65		
END FUND BALANCE		154,309.70	131,840.79	186,359.65	186,359.65	(33,040.38)		

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GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdg Used
Fund: 226 WASTE AND RECYCLING FUND								
Account Category: 000 GENERAL REVENUES								
Department: 000 GENERAL REVENUES								
226-000-402.000	CURRENT PROPERTY TAX/REAL	1,104,390.47	1,132,601.36	1,171,500.00	1,171,500.00	1,161,907.78	2,052.00	99.18
226-000-408.000	PRIOR YEAR TAX REFUNDS	0.00	0.00	(3,510.00)	(3,510.00)	0.00	0.00	0.00
226-000-445.000	PENALTIES & INTEREST	0.00	3,061.86	9,370.00	9,370.00	0.00	0.00	0.00
226-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	26,285.45	74,868.46	18,800.00	18,800.00	30,787.77	30,787.77	163.76
226-000-617.000	TRANSFER STATION	5,084.00	9,893.00	6,500.00	6,500.00	4,901.00	364.00	75.40
226-000-618.000	RECYCLE BINS	10.00	10.00	500.00	500.00	0.00	0.00	0.00
226-000-635.000	SOLID WASTE DISPOSAL FEES	199,521.04	394,413.70	405,000.00	405,000.00	201,688.47	32,502.75	49.80
226-000-635.500	SOLID WASTE OPT-IN FEES	0.00	0.00	250.00	250.00	0.00	0.00	0.00
226-000-635.900	SOLID WASTE PENALTIES & INT	4,370.73	7,923.80	9,800.00	9,800.00	2,894.73	705.05	29.54
226-000-637.000	BAG/TAG SALES	2,838.00	3,753.00	5,000.00	5,000.00	1,378.00	150.00	27.56
226-000-665.000	SPECIAL REFUSE	3,518.00	5,734.00	5,000.00	5,000.00	2,915.00	130.00	58.30
226-000-674.101	INTEREST ON INVESTMENTS	750.90	12,444.08	6,550.00	6,550.00	950.33	0.00	14.51
226-000-680.000	CONTRIBUTION FROM GENERAL FUND	9,047.50	9,047.50	7,755.00	7,755.00	0.00	0.00	0.00
226-000-680.100	OTHER INCOME	0.00	0.00	2,000.00	2,000.00	128.00	0.00	6.40
226-000-680.226	MISC/TREES	625.00	1,450.00	0.00	0.00	1,125.00	125.00	100.00
226-000-699.000	TREE ORDINANCE - REPLACEMENT APPROP OF PR YR FUND BALANCE	9,750.00	12,650.00	0.00	0.00	3,700.00	0.00	100.00
	Total Dept 000 - GENERAL REVENUES	1,366,191.09	1,667,850.76	1,800,653.00	1,800,653.00	1,412,376.08	66,816.57	78.44
Revenues								
Account Category: 521 RECYCLING								
Department: 521 RECYCLING								
226-521-706.000	SALARY & WAGES/ FULL TIME	77,395.37	174,591.30	172,285.00	172,285.00	90,230.55	15,576.01	52.37
226-521-706.050	SALARY & WAGES/PART TIME	0.00	0.00	6,625.00	6,625.00	0.00	0.00	0.00
226-521-706.100	SALARY & WAGES/STICK	1,295.00	5,397.79	7,050.00	7,050.00	1,509.23	214.24	21.41
226-521-706.150	SALARY & WAGES/IN-LIEU HEALTH	0.00	0.00	590.00	590.00	0.00	0.00	0.00
226-521-706.300	SALARY & WAGES/RETENTION	856.24	856.24	1,825.00	1,825.00	1,002.51	1,002.51	54.93
226-521-706.350	SALARY & WAGES/PAGER PAY	0.00	600.01	2,425.00	2,425.00	137.50	137.50	5.67
226-521-706.550	SALARY & WAGES/WATER LICENSE BONUS	0.00	0.00	350.00	350.00	0.00	0.00	0.00
226-521-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	6,625.00	6,625.00	0.00	0.00	0.00
226-521-707.000	SALARY & WAGES/TEMP-SEASONAL	5,500.06	11,537.44	25,795.00	25,795.00	5,702.86	721.22	22.11
226-521-709.000	SALARY & WAGES/OVERTIME	17,584.79	30,892.55	20,250.00	20,250.00	15,501.23	3,898.00	76.55
226-521-721.000	FRINGE BENEFITS	39,188.55	85,878.00	98,900.00	98,900.00	41,823.17	7,309.61	42.29
226-521-721.500	POST RETIREMENT BENEFITS	34,768.98	69,537.96	59,690.00	59,690.00	0.00	0.00	0.00
226-521-725.500	MEAL ALLOWANCE	312.00	688.00	500.00	500.00	296.00	144.00	59.20
226-521-728.000	POSTAGE	1,100.00	2,300.00	2,500.00	2,500.00	1,500.00	0.00	60.00
226-521-740.000	OPERATING SUPPLIES/BAGS & TAGS	3,780.79	20,472.95	25,000.00	25,000.00	35,080.18	4,130.00	140.32
226-521-740.800	OPERATING SUPPLIES/BAGS-OTHER	305.00	305.00	0.00	0.00	0.00	0.00	0.00
226-521-815.000	ADMINISTRATIVE SERVICES	0.00	0.00	3,000.00	3,000.00	0.00	0.00	0.00
226-521-818.000	CONTRACTUAL SERVICES	92,500.02	185,000.04	190,550.00	190,550.00	0.00	0.00	0.00
226-521-818.801	CONTRACT SRVC/RESIDENTS	78,383.06	128,707.44	115,000.00	115,000.00	103,631.70	6,300.00	90.11
226-521-818.802	CONTRACT SRVC/RECYCLING	156,032.20	487,287.66	505,000.00	505,000.00	180,180.84	5,000.00	35.68
226-521-818.803	CONTRACT SRVC/LEAF COLLECTION	0.00	117,881.49	135,000.00	135,000.00	42,612.96	0.00	31.57
226-521-818.804	CONTRACT SRVC/TRANSFER STATION	55,765.50	84,309.00	50,000.00	50,000.00	0.00	0.00	0.00
226-521-818.805	CONTRACT SRVC/HAZARDOUS WASTE	9,490.35	29,427.10	25,000.00	25,000.00	15,041.84	0.00	60.17
226-521-850.000	COMMUNICATIONS	0.00	20,935.20	12,000.00	12,000.00	18,582.50	0.00	154.85
226-521-900.000	PRINTING & PUBLISHING	1,589.57	3,081.54	5,000.00	5,000.00	1,168.56	208.30	23.37
226-521-930.000	REPAIRS & MAINTENANCE	1,914.00	3,265.00	3,000.00	3,000.00	1,892.00	0.00	63.07
		648.75	648.75	0.00	0.00	0.00	0.00	0.00

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Fund: 226 WASTE AND RECYCLING FUND								
Account Category: Expenditures								
Department: 521 RECYCLING								
226-521-940.000	EQUIPMENT RENTAL - FORCE ACCT	8,780.82	136,526.00	165,000.00	165,000.00	0.00	0.00	0.00
226-521-940.100	EQUIPMENT RENTAL / SUPPLEMENTAL	3,000.00	115,518.00	115,518.00	115,518.00	0.00	0.00	0.00
226-521-957.000	TRAINING EXPENSES	0.00	280.00	0.00	0.00	4,329.70	3,655.70	100.00
226-521-960.000	INSURANCE & BONDS	2,899.98	5,799.96	6,175.00	6,175.00	0.00	0.00	0.00
226-521-977.000	CAP OUTLAY/EQUIPMENT	0.00	0.00	40,000.00	40,000.00	0.00	0.00	0.00
	Total Dept 521 - RECYCLING	593,091.03	1,721,724.42	1,800,653.00	1,800,653.00	560,223.33	48,297.09	31.11
	Expenditures	593,091.03	1,721,724.42	1,800,653.00	1,800,653.00	560,223.33	48,297.09	31.11
Fund 226 - WASTE AND RECYCLING FUND:								
TOTAL REVENUES		1,366,191.09	1,667,850.76	1,800,653.00	1,800,653.00	1,412,376.08	66,816.57	
TOTAL EXPENDITURES		593,091.03	1,721,724.42	1,800,653.00	1,800,653.00	560,223.33	48,297.09	
NET OF REVENUES & EXPENDITURES:		773,100.06	(53,873.66)	0.00	0.00	852,152.75	18,519.48	
BEG. FUND BALANCE		1,388,456.84	1,334,583.18	1,334,583.18	1,334,583.18	1,334,583.18		
END FUND BALANCE		2,161,556.90	1,280,709.52	1,334,583.18	1,334,583.18	2,186,735.93		

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GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdtg Used
Fund: 248 DOWNTOWN DEV AUTH/OPERATING FD								
Account Category: Revenues								
Department: 000 GENERAL REVENUES								
248-000-402.000	CURRENT PROPERTY TAX/REAL	984,121.08	1,146,945.78	1,547,100.00	1,547,100.00	1,037,604.58	0.00	67.07
248-000-405.000	TAXES RECOVERED BY COUNTY	0.00	0.00	(3,000.00)	(3,000.00)	0.00	0.00	0.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	33,896.47	33,896.47	7,500.00	7,500.00	13,510.37	13,510.37	180.14
248-000-619.000	BENCH SALE REVENUES	5,000.00	12,900.00	0.00	0.00	10,000.00	0.00	100.00
248-000-620.000	CONCERT REVENUES	76,776.00	140,326.00	80,000.00	80,000.00	23,950.00	0.00	29.94
248-000-665.000	INTEREST ON INVESTMENTS	2,113.28	23,746.51	50.00	50.00	0.00	0.00	0.00
248-000-674.095	CONTRIBUTIONS FOR LIGHT DECORATIONS	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
248-000-679.000	ADVERTISING REVENUE	(100.00)	1,590.00	0.00	0.00	0.00	0.00	0.00
248-000-680.000	OTHER INCOME	2,200.00	2,200.00	0.00	0.00	450.00	0.00	100.00
Total Dept 000 - GENERAL REVENUES		1,104,006.83	1,360,704.76	1,633,150.00	1,633,150.00	1,085,514.95	13,510.37	66.47
Revenues		1,104,006.83	1,360,704.76	1,633,150.00	1,633,150.00	1,085,514.95	13,510.37	66.47

Account Category: Expenditures								
Department: 261 ADMINISTRATION								
248-261-706.000	SALARY & WAGES/ FULL TIME	29,779.30	78,818.12	92,615.00	92,615.00	43,732.45	7,597.73	47.22
248-261-706.050	SALARY & WAGES/PART TIME	7,281.00	22,535.99	29,875.00	29,875.00	9,763.35	495.00	32.68
248-261-706.100	SALARY & WAGES/STICK	0.00	0.00	3,925.00	3,925.00	0.00	0.00	0.00
248-261-706.300	SALARY & WAGES/RETENTION	0.00	0.00	675.00	675.00	450.00	450.00	66.67
248-261-707.000	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	1,045.00	1,045.00	0.00	0.00	0.00
248-261-709.000	SALARY & WAGES/TEMP-SEASONAL	4,666.50	5,157.86	0.00	0.00	714.80	0.00	100.00
248-261-721.000	FRINGE BENEFITS	0.00	466.74	3,000.00	3,000.00	742.70	0.00	24.76
248-261-721.500	POST RETIREMENT BENEFITS	17,406.19	44,562.64	53,335.00	53,335.00	23,642.39	4,097.65	44.33
248-261-727.000	OFFICE SUPPLIES	8,655.54	17,311.08	24,650.00	24,650.00	0.00	0.00	0.00
248-261-728.000	POSTAGE	153.96	439.29	500.00	500.00	214.41	65.49	42.88
248-261-740.000	OPERATING SUPPLIES	0.00	28.73	200.00	200.00	0.00	0.00	0.00
248-261-815.000	ADMINISTRATIVE SERVICES	1,201.74	2,025.69	2,000.00	2,000.00	28.96	0.00	1.45
248-261-818.000	CONTRACTUAL SERVICES	32,599.98	65,199.96	67,200.00	67,200.00	0.00	0.00	0.00
248-261-850.000	COMMUNICATIONS	8,375.57	16,834.39	16,000.00	16,000.00	4,114.21	750.70	25.71
248-261-860.000	TRANSPORTATION	1,941.52	3,945.99	3,500.00	3,500.00	1,577.36	234.04	45.07
248-261-864.000	CONFERENCES & MEETINGS	226.25	921.86	1,000.00	1,000.00	112.23	0.00	11.22
248-261-880.000	PUBLIC RELATIONS EXPENSE	920.48	2,358.28	2,000.00	2,000.00	464.71	59.29	23.24
248-261-900.000	PRINTING & PUBLISHING	0.00	0.00	300.00	300.00	106.27	50.00	35.42
248-261-920.000	PUBLIC UTILITIES	213.26	372.76	300.00	300.00	47.50	0.00	15.83
248-261-925.000	SUBSCRIPTIONS & PUBLICATIONS	1,039.13	2,455.61	2,660.00	2,660.00	1,225.95	207.27	46.09
248-261-930.000	REPAIRS & MAINTENANCE	0.00	0.00	100.00	100.00	0.00	0.00	0.00
248-261-938.000	EQUIPMENT LEASE EXPENSE	985.00	985.00	2,000.00	2,000.00	575.00	0.00	28.75
248-261-940.000	EQUIPMENT RENTAL - FORCE ACCT	55.63	55.63	1,200.00	1,200.00	145.26	0.00	12.11
248-261-942.000	OFFICE RENT	300.00	450.00	500.00	500.00	0.00	0.00	0.00
248-261-957.000	TRAINING EXPENSES	11,400.00	19,650.00	21,000.00	21,000.00	12,235.00	1,860.00	58.26
248-261-958.000	MEMBERSHIPS & DUES	138.40	191.91	1,000.00	1,000.00	249.77	0.00	24.98
248-261-962.000	RESERVE FOR CONTINGENCIES	400.00	400.00	2,000.00	2,000.00	730.00	0.00	36.50
Total Dept 261 - ADMINISTRATION		127,739.45	285,167.53	585,170.00	585,170.00	100,872.32	15,867.17	17.24
Department: 301 POLICE DEPARTMENT								
248-301-706.000	SALARY & WAGES/ FULL TIME	8,803.37	20,838.96	21,970.00	21,970.00	10,743.92	1,715.56	48.90
248-301-706.200	SALARY & WAGES/HOLIDAY PAY	925.92	925.92	965.00	965.00	958.57	958.57	99.33
248-301-706.300	SALARY & WAGES/RETENTION	87.51	87.51	80.00	80.00	100.00	100.00	125.00
248-301-706.400	SALARY & WAGES/UNIFORM ALLOW	0.00	323.91	215.00	215.00	158.74	0.00	73.83

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
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GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdg Used
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Fund: 248 DOWNTOWN DEV AUTH/OPERATING FD
Account Category: Expenditures

Department: 301 POLICE DEPARTMENT								
248-301-709.000	SALARY & WAGES/OVERTIME	456.00	456.00	1,825.00	1,825.00	193.28	0.00	10.59
248-301-721.000	FRINGE BENEFITS	4,160.05	9,902.13	10,765.00	10,765.00	5,072.18	898.65	47.12
248-301-725.500	MEAL ALLOWANCE	0.00	0.00	0.00	0.00	3.75	0.00	100.00
Total Dept 301 - POLICE DEPARTMENT		14,432.85	32,534.43	35,820.00	35,820.00	17,230.44	3,672.78	48.10

Department: 450 INFRASTRUCTURE MAINTENANCE

248-450-707.000	SALARY & WAGES/TEMP-SEASONAL	128.00	2,175.70	8,000.00	8,000.00	4,335.82	0.00	54.20
248-450-709.000	SALARY & WAGES/OVERTIME	0.00	113.68	0.00	0.00	513.36	0.00	100.00
248-450-721.000	FRINGE BENEFITS	9.80	175.15	650.00	650.00	370.97	0.00	57.07
248-450-740.000	OPERATING SUPPLIES	0.00	0.00	100.00	100.00	0.00	0.00	0.00
248-450-815.000	ADMINISTRATIVE SERVICES	71,389.98	142,779.96	147,060.00	147,060.00	0.00	0.00	0.00
248-450-818.000	CONTRACTUAL SERVICES	38,510.10	75,215.49	80,000.00	80,000.00	13,987.55	860.00	17.48
248-450-931.000	REPAIRS & MAINT/SUMMER	475.00	12,318.00	20,000.00	20,000.00	4,235.00	1,975.00	21.18
248-450-932.000	REPAIRS & MAINT/WINTER	2,050.00	21,809.00	45,000.00	45,000.00	5,944.91	0.00	13.21
248-450-933.000	HOLIDAY LIGHTS MAINTENANCE	10,050.00	10,050.00	25,000.00	25,000.00	14,080.00	0.00	56.32
Total Dept 450 - INFRASTRUCTURE MAINTENANCE		122,612.88	264,636.98	325,810.00	325,810.00	43,467.61	2,835.00	13.34

Department: 529 PARKING

248-529-815.000	ADMINISTRATIVE SERVICES	20,560.02	41,120.04	42,350.00	42,350.00	0.00	0.00	0.00
248-529-818.000	CONTRACTUAL SERVICES	3,592.00	13,021.25	13,000.00	13,000.00	2,245.00	449.00	17.27
Total Dept 529 - PARKING		24,152.02	54,141.29	55,350.00	55,350.00	2,245.00	449.00	4.06

Department: 531 SAXTON PARKING FACILITY

248-531-920.000	PUBLIC UTILITIES	0.00	0.00	0.00	0.00	419.04	419.04	100.00
Total Dept 531 - SAXTON PARKING FACILITY		0.00	0.00	0.00	0.00	419.04	419.04	100.00

Department: 811 MARKETING

248-811-727.000	OFFICE SUPPLIES	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
248-811-728.000	POSTAGE	0.00	0.00	200.00	200.00	0.00	0.00	0.00
248-811-740.000	OPERATING SUPPLIES	0.00	648.25	1,500.00	1,500.00	1,034.00	434.00	68.93
248-811-794.000	CONCERT EXPENSES	35,253.65	71,457.15	80,000.00	80,000.00	36,168.00	3,206.00	45.21
248-811-818.000	CONTRACTUAL SERVICES	5,696.45	10,460.04	24,000.00	24,000.00	13,515.94	0.00	56.32
248-811-900.000	PRINTING & PUBLISHING	264.70	4,189.20	7,000.00	7,000.00	1,433.00	71.10	20.47
Total Dept 811 - MARKETING		41,214.80	86,754.64	113,700.00	113,700.00	52,150.94	3,711.10	45.87

Department: 965 CONTRIBUTIONS

248-965-965.315	CONTRIB TO 2015 LTGO CAP IMPDEBT FD	0.00	220,610.00	217,300.00	217,300.00	0.00	0.00	0.00
248-965-965.405	CONTRIBUTION TO DDA/CAP IMP FD	12,499.98	186,389.96	300,000.00	300,000.00	0.00	0.00	0.00
Total Dept 965 - CONTRIBUTIONS		12,499.98	406,999.96	517,300.00	517,300.00	0.00	0.00	0.00

Expenditures

Fund 248 - DOWNTOWN DEV AUTH/OPERATING FD:

TOTAL REVENUES	1,104,006.83	1,360,704.76	1,633,150.00	1,633,150.00	1,085,514.95	13,510.37
TOTAL EXPENDITURES	342,651.98	1,130,234.83	1,633,150.00	1,633,150.00	216,385.35	26,954.09
NET OF REVENUES & EXPENDITURES:	761,354.85	230,469.93	0.00	0.00	869,129.60	(13,443.72)
BEG. FUND BALANCE	437,943.27	668,413.20	668,413.20	668,413.20	668,413.20	
END FUND BALANCE	1,199,298.12	898,883.13	668,413.20	668,413.20	1,537,542.80	

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
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GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdg Used
Fund: 249 BUILDING FUND								
Account Category: 000 GENERAL REVENUES								
Department: 371 ENGINEERING/INSPECTIONS								
249-000-478.000	PERMITS/BUILDING	267,650.35	432,712.50	405,250.00	405,250.00	193,502.75	56,885.30	47.75
249-000-479.000	PERMITS/ELECTRICAL	22,159.00	39,468.00	50,000.00	50,000.00	28,499.00	5,905.00	57.00
249-000-480.000	PERMITS/MECHANICAL	22,375.00	39,235.00	52,000.00	52,000.00	24,653.00	2,720.00	47.41
249-000-481.000	PERMITS/PLUMBING	14,914.00	30,034.00	32,500.00	32,500.00	10,710.00	1,295.00	32.95
249-000-481.500	SITE PLAN COMPLIANCE-ADMIN REVIEWS	0.00	0.00	2,500.00	2,500.00	0.00	0.00	0.00
249-000-482.000	SIDEWALK CAFE PERMITS	0.00	10,274.00	8,500.00	8,500.00	655.00	0.00	7.71
249-000-485.000	HOUSING INSPECTION FEES	55.00	55.00	6,000.00	6,000.00	0.00	0.00	0.00
249-000-486.000	SITE PLAN REVIEW FEES	8,950.00	20,175.00	10,500.00	10,500.00	5,700.00	0.00	54.29
249-000-487.000	ZONING BOARD FILING FEES	2,600.00	4,900.00	4,000.00	4,000.00	2,300.00	550.00	57.50
249-000-488.000	MEETING REVIEW FEES	1,350.00	3,450.00	2,500.00	2,500.00	1,050.00	0.00	42.00
249-000-491.000	REGISTRATIONS/ELECTRICAL	620.00	1,420.00	1,200.00	1,200.00	800.00	80.00	66.67
249-000-492.000	REGISTRATIONS/MECHANICAL	780.00	1,245.00	1,000.00	1,000.00	630.00	45.00	63.00
249-000-493.000	REGISTRATIONS/PLUMBING	435.00	735.00	750.00	750.00	210.00	15.00	28.00
249-000-494.000	REGISTRATIONS/BUILDING	1,625.00	3,425.00	2,500.00	2,500.00	1,125.00	50.00	45.00
249-000-503.000	LOT SPLIT FEES	0.00	0.00	600.00	600.00	0.00	0.00	0.00
249-000-626.750	W/S TAB ADMINISTRATION FEE	0.00	19,307.14	25,000.00	25,000.00	0.00	0.00	0.00
249-000-657.000	ORDNANCE VIOLATIONS/CITATIONS	290.50	290.50	2,000.00	2,000.00	0.00	0.00	0.00
249-000-665.000	INTEREST ON INVESTMENTS	1,103.04	4,352.51	3,500.00	3,500.00	0.00	0.00	0.00
249-000-674.101	CONTRIBUTION FROM GENERAL FUND	0.00	55,000.00	0.00	0.00	10,000.00	0.00	0.00
249-000-699.000	APPROP OF PR YR FUND BALANCE	0.00	0.00	81,375.00	71,375.00	0.00	0.00	0.00
	Total Dept 000 - GENERAL REVENUES	344,906.89	666,078.65	691,675.00	691,675.00	269,834.75	67,545.30	39.01
Revenues		344,906.89	666,078.65	691,675.00	691,675.00	269,834.75	67,545.30	39.01
Account Category: Expenditures								
Department: 371 ENGINEERING/INSPECTIONS								
249-371-706.000	SALARY & WAGES/ FULL TIME	102,189.29	211,672.51	222,755.00	222,755.00	96,498.48	16,916.36	43.32
249-371-706.050	SALARY & WAGES/PART TIME	8,687.75	21,271.73	28,365.00	28,365.00	5,052.59	726.00	17.81
249-371-706.100	SALARY & WAGES/STICK	0.00	5,484.47	10,200.00	10,200.00	0.00	0.00	0.00
249-371-706.300	SALARY & WAGES/RETENTION	2,875.00	3,025.00	2,845.00	2,845.00	2,250.00	2,250.00	79.09
249-371-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	6,700.00	6,700.00	0.00	0.00	0.00
249-371-707.000	SALARY & WAGES/TEMP-SEASONAL	13,336.97	25,238.04	35,000.00	35,000.00	27,749.90	3,823.15	79.29
249-371-721.000	FRINGE BENEFITS	54,348.17	109,917.51	128,260.00	128,260.00	44,339.49	7,774.44	34.57
249-371-721.500	POST RETIREMENT BENEFITS	19,991.46	39,982.92	47,250.00	47,250.00	0.00	0.00	0.00
249-371-727.000	OFFICE SUPPLIES	48.18	274.86	0.00	0.00	244.54	0.00	100.00
249-371-728.000	POSTAGE	0.00	172.72	100.00	100.00	124.62	0.00	124.62
249-371-740.000	OPERATING SUPPLIES	274.40	587.12	1,250.00	1,250.00	551.79	327.37	44.14
249-371-815.000	ADMINISTRATIVE SERVICES	23,500.02	47,000.04	47,000.00	47,000.00	0.00	0.00	0.00
249-371-818.000	CONTRACTUAL SERVICES	84,506.05	185,993.88	145,000.00	145,000.00	80,415.73	10,858.35	55.46
249-371-818.430	CONT SVCS/SNOW REMOVAL	0.00	0.00	500.00	500.00	0.00	0.00	0.00
249-371-818.435	CONT SVCS/WEED MOWING	190.50	190.50	500.00	500.00	0.00	0.00	0.00
249-371-850.000	COMMUNICATIONS	1,363.16	2,629.43	2,700.00	2,700.00	4,558.72	70.74	168.84
249-371-860.000	TRANSPORTATION	428.75	588.57	500.00	500.00	675.96	0.00	135.19
249-371-864.000	CONFERENCES & MEETINGS	1,872.04	2,279.22	2,000.00	2,000.00	1,259.56	0.00	62.98
249-371-900.000	PRINTING & PUBLISHING	1,075.96	1,780.71	1,250.00	1,250.00	703.60	124.00	56.29
249-371-930.000	REPAIRS & MAINTENANCE	0.00	0.00	500.00	500.00	0.00	0.00	0.00
249-371-938.000	EQUIPMENT LEASE EXPENSE	921.93	1,743.67	1,500.00	1,500.00	811.56	135.26	54.10
249-371-940.000	EQUIPMENT RENTAL - FORCE ACCT	3,000.00	4,500.00	6,000.00	6,000.00	0.00	0.00	0.00
249-371-957.000	TRAINING EXPENSES	0.00	386.75	500.00	500.00	174.00	0.00	34.80
249-371-958.000	MEMBERSHIPS & DUES	1,029.00	1,359.00	1,000.00	1,000.00	564.00	0.00	56.40

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
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GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdgt Used
Fund: 249 BUILDING FUND								
Account Category: Expenditures								
Department: 371 ENGINEERING/INSPECTIONS								
Total Dept 371 - ENGINEERING/INSPECTIONS								
Expenditures		319,638.63	666,078.65	691,675.00	691,675.00	265,974.54	43,005.67	38.45
Fund 249 - BUILDING FUND:		319,638.63	666,078.65	691,675.00	691,675.00	265,974.54	43,005.67	38.45
TOTAL REVENUES		344,906.89	666,078.65	691,675.00	691,675.00	269,834.75	67,545.30	
TOTAL EXPENDITURES		319,638.63	666,078.65	691,675.00	691,675.00	265,974.54	43,005.67	
NET OF REVENUES & EXPENDITURES:		25,268.26	0.00	0.00	0.00	3,860.21	24,539.63	
BEG. FUND BALANCE		0.00	0.00	0.00	0.00	0.00		
END FUND BALANCE		25,268.26	0.00	0.00	0.00	3,860.21		

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
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GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdg Used
Fund: 252 NEIGHBORHOOD SERVICES FUND								
Account Category: Revenues								
Department: 000 GENERAL REVENUES								
252-000-508.000	OTHER GRANTS - SMART FUNDS	0.00	0.00	8,960.00	8,960.00	0.00	0.00	0.00
252-000-665.000	INTEREST ON INVESTMENTS	0.00	0.00	30.00	30.00	64.51	0.00	215.03
252-000-674.101	CONTRIBUTION FROM GENERAL FUND	36,505.02	73,010.04	73,010.00	73,010.00	0.00	0.00	0.00
252-000-699.000	APPROP OF PR YR FUND BALANCE	0.00	0.00	7,050.00	7,050.00	0.00	0.00	0.00
Total Dept 000 - GENERAL REVENUES		36,505.02	73,010.04	89,050.00	89,050.00	64.51	0.00	0.07
Revenues								
Account Category: Expenditures								
Department: 261 ADMINISTRATION								
252-261-818.000	CONTRACTUAL SERVICES	0.00	0.00	500.00	500.00	0.00	0.00	0.00
Total Dept 261 - ADMINISTRATION		0.00	0.00	500.00	500.00	0.00	0.00	0.00
Department: 488 OLD VILLAGE COMMUNITY CENTER								
252-488-920.000	PUBLIC UTILITIES	430.62	2,384.86	2,000.00	2,000.00	0.00	0.00	0.00
Total Dept 488 - OLD VILLAGE COMMUNITY CENTER		430.62	2,384.86	2,000.00	2,000.00	0.00	0.00	0.00
Department: 703 SENIOR TRANSPORTATION								
252-703-727.000	OFFICE SUPPLIES	0.00	0.00	50.00	50.00	0.00	0.00	0.00
252-703-728.000	POSTAGE	0.00	0.00	100.00	100.00	0.00	0.00	0.00
252-703-740.000	OPERATING SUPPLIES	0.00	0.00	200.00	200.00	0.00	0.00	0.00
252-703-850.000	COMMUNICATIONS	297.29	594.55	1,200.00	1,200.00	212.20	42.44	17.68
252-703-965.800	CONTRIBUTION TO OTHER AGENCIES	23,241.22	65,458.87	85,000.00	85,000.00	45,962.33	17,380.23	54.07
Total Dept 703 - SENIOR TRANSPORTATION		23,538.51	66,053.42	86,550.00	86,550.00	46,174.53	17,422.67	53.35
Expenditures								
Fund 252 - NEIGHBORHOOD SERVICES FUND:								
TOTAL REVENUES								
TOTAL EXPENDITURES								
NET OF REVENUES & EXPENDITURES:								
BEG. FUND BALANCE		36,505.02	73,010.04	89,050.00	89,050.00	64.51	0.00	
END FUND BALANCE		23,969.13	68,438.28	89,050.00	89,050.00	46,174.53	17,422.67	
		12,535.89	4,571.76	0.00	0.00	(46,110.02)	(17,422.67)	
		61,748.68	66,320.44	66,320.44	66,320.44	66,320.44	66,320.44	
		74,284.57	70,892.20	66,320.44	66,320.44	20,210.42		

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 12/31/2023

GL Number	Description	YTD Balance 12/31/2022	End Balance 06/30/2023	Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023	Activity For 12/31/2023	% Bdg Used
		Norm (Abnorm)				Norm (Abnorm)	Incr (Decr)	
Fund: 592 WATER SEWER FUND								
Account Category: 000 GENERAL REVENUES								
Department: 261 ADMINISTRATION								
592-000-626.000	METERED SALES	1,248,826.11	2,073,258.82	2,121,800.00	2,141,800.00	1,299,078.00	132,306.13	60.65
592-000-626.100	FIRE PROTECTION/STANDY-BY	0.00	0.00	200.00	200.00	0.00	0.00	0.00
592-000-626.200	MISC/TURNS ONS-REPAIRS	90.00	(1,021.83)	1,000.00	1,000.00	0.00	0.00	0.00
592-000-626.300	MISC/SEWER TV INSPECTION FEES	0.00	0.00	500.00	500.00	0.00	0.00	0.00
592-000-626.500	WATER/SEWER TAP &CONNECT FEES	8,485.00	10,432.86	300,000.00	300,000.00	11,915.00	3,140.00	3.97
592-000-626.900	WATER PENALTY & INTEREST	18,748.76	32,692.55	35,350.00	35,350.00	10,924.96	2,475.88	30.91
592-000-629.000	SEWER SERVICE	1,423,133.10	2,323,781.52	2,360,500.00	2,380,500.00	1,499,346.55	144,736.59	62.98
592-000-629.200	IMC SURCHARGE	23,417.14	46,585.87	50,000.00	50,000.00	24,296.24	4,086.16	48.59
592-000-629.900	SEWER PENALTY & INTEREST	22,002.55	37,037.09	43,590.00	43,590.00	13,030.68	2,631.17	29.89
592-000-630.000	OVERHEAD ON WORK ORDERS	(957.52)	(957.52)	1,000.00	1,000.00	0.00	0.00	0.00
592-000-665.000	INTEREST ON INVESTMENTS	16,319.83	97,611.31	60,000.00	60,000.00	(7,999.80)	0.00	(13.33)
592-000-665.560	INTEREST ON INVEST/MS CAP IMP PD	0.00	0.00	50.00	50.00	0.00	0.00	0.00
592-000-673.000	GAIN/LOSS-SALE OF FIXED ASSETS	0.00	0.00	(10,000.00)	(10,000.00)	0.00	0.00	0.00
592-000-680.000	OTHER INCOME	0.00	0.00	10,000.00	10,000.00	0.00	0.00	0.00
592-000-696.550	BOND PREMIUM AMORTIZATION	12,417.48	24,834.96	24,835.00	24,835.00	0.00	0.00	0.00
592-000-699.000	APPROP OF PR YR FUND BALANCE	0.00	0.00	383,435.00	383,435.00	0.00	0.00	0.00
	Total Dept 000 - GENERAL REVENUES	2,772,482.45	4,644,261.63	5,382,260.00	5,422,260.00	2,850,591.63	289,075.93	52.57
	Revenues	2,772,482.45	4,644,261.63	5,382,260.00	5,422,260.00	2,850,591.63	289,075.93	52.57
Account Category: Expenditures								
Department: 261 ADMINISTRATION								
592-261-706.000	SALARY & WAGES/ FULL TIME	105,355.16	199,028.67	198,205.00	198,205.00	38,077.92	6,317.75	19.21
592-261-706.050	SALARY & WAGES/PART TIME	11,312.49	23,392.00	32,905.00	32,905.00	11,365.65	1,749.08	34.54
592-261-706.100	SALARY & WAGES/STICK	1,452.50	7,830.47	7,025.00	7,025.00	1,492.52	0.00	20.68
592-261-706.150	SALARY & WAGES/IN-LIEU HEALTH	0.00	1,110.33	850.00	850.00	0.00	0.00	0.00
592-261-706.300	SALARY & WAGES/RETENTION	4,024.96	4,331.20	2,875.00	2,875.00	3,705.01	3,705.01	128.87
592-261-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	1,650.00	1,650.00	0.00	0.00	0.00
592-261-706.600	SALARY & WAGES/VACATION PAYOFF	0.00	0.00	6,670.00	6,670.00	0.00	0.00	0.00
592-261-707.000	SALARY & WAGES/TEMP-SEASONAL	2,639.46	5,856.62	5,600.00	5,600.00	18.78	0.00	0.34
592-261-709.000	SALARY & WAGES/OVERTIME	4,148.17	6,281.44	8,350.00	8,350.00	4,773.76	662.70	57.17
592-261-721.000	FRINGE BENEFITS	50,134.29	97,654.80	112,970.00	112,970.00	20,338.27	3,659.36	18.00
592-261-721.500	POST RETIREMENT BENEFITS	33,471.00	66,942.00	61,445.00	61,445.00	0.00	0.00	0.00
592-261-725.000	EMPLOYEE TESTING & LICENSING	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
592-261-725.500	MEAL ALLOWANCE	0.00	0.00	0.00	0.00	8.00	0.00	100.00
592-261-728.000	POSTAGE	3,329.81	8,227.66	7,700.00	7,700.00	4,470.48	719.34	58.06
592-261-740.000	OPERATING SUPPLIES	3,876.37	4,701.22	5,000.00	5,000.00	1,196.26	904.48	23.93
592-261-815.000	ADMINISTRATIVE SERVICES	127,500.00	255,000.00	262,650.00	262,650.00	0.00	0.00	0.00
592-261-818.000	CONTRACTUAL SERVICES	33,448.78	52,070.06	55,000.00	55,000.00	43,547.55	2,449.70	79.18
592-261-818.150	CONT SVCS/CITY ATTY - SPECIAL	0.00	0.00	4,000.00	4,000.00	0.00	0.00	0.00
592-261-818.480	CONT SRVC/BULK WATER RATE CHARGE	200,056.22	477,935.50	532,520.00	532,520.00	319,816.43	37,927.88	60.06
592-261-818.485	CONT SRVC/BULK WATER FIXED CHARGE	236,000.00	708,000.00	702,710.00	702,710.00	125,600.00	62,800.00	17.87
592-261-818.500	CONT SRVC/MONTHLY FIXED SEWER CHARGE	709,253.20	1,418,650.70	1,535,740.00	1,535,740.00	591,044.30	236,417.72	38.49
592-261-818.536	CONT SRVC/IMC SURCHARGE	15,709.04	47,127.12	44,500.00	44,500.00	19,965.40	7,986.16	44.87
592-261-818.551	CONT SRVC/MTUA ADDITIONAL CAPACITY	109,615.38	203,571.42	187,915.00	187,915.00	78,296.70	15,659.34	41.67
592-261-818.900	CONT SRVC/BANK ANALYSIS FEES	2,963.43	7,001.69	7,000.00	7,000.00	589.84	0.00	8.43
592-261-850.000	COMMUNICATIONS	8,935.88	18,469.08	30,000.00	30,000.00	7,391.09	1,082.20	24.64
592-261-864.000	CONFERENCES & MEETINGS	0.00	0.00	5,000.00	5,000.00	829.00	0.00	16.58
592-261-900.000	PRINTING & PUBLISHING	0.00	0.00	10,000.00	10,000.00	1,400.00	0.00	14.00
592-261-920.000	PUBLIC UTILITIES	(571.50)	(571.50)	7,000.00	7,000.00	50.72	51.55	0.72

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
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GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdg Used
Fund: 592 WATER SEWER FUND								
Account Category: Expenditures								
Department: 261 ADMINISTRATION								
592-261-940.000	EQUIPMENT RENTAL - FORCE ACCT	5,946.42	43,291.39	45,000.00	45,000.00	0.00	0.00	0.00
592-261-957.000	TRAINING EXPENSES	991.70	6,059.30	15,000.00	15,000.00	2,794.23	70.00	18.63
592-261-958.000	MEMBERSHIPS & DUES	3,964.22	8,231.98	9,000.00	9,000.00	3,045.63	0.00	33.84
592-261-959.000	DEPRECIATION	262,500.00	525,000.00	525,000.00	525,000.00	0.00	0.00	0.00
592-261-960.000	INSURANCE & BONDS	10,000.02	20,000.04	20,400.00	20,400.00	0.00	0.00	0.00
592-261-965.560	CONTRIBUTION TO W/S CAPITAL IMP FD	400,000.02	0.00	0.00	0.00	0.00	0.00	0.00
592-261-968.000	BOND DISCOUNT AMORTIZATION	4,680.00	9,360.00	9,360.00	9,360.00	0.00	0.00	0.00
592-261-994.313	INTEREST/2012 LTGO REF DBT FD	0.00	2,100.00	2,100.00	2,100.00	0.00	0.00	0.00
592-261-994.316	INTEREST/2015 CAP IMP DEBT FD	0.00	21,300.00	21,300.00	21,300.00	0.00	0.00	0.00
592-261-998.313	PAYING AGENT FEES/12 LTGO REF DBT FD	0.00	500.00	0.00	0.00	0.00	0.00	0.00
592-261-998.316	PAYING AGENT FEES/2015 CAP IMP DEBT	0.00	290.00	290.00	290.00	0.00	0.00	0.00
Total] Dept 261 - ADMINISTRATION		2,350,765.02	4,248,743.19	4,483,730.00	4,483,730.00	1,279,777.54	382,162.27	28.54
Department: 536 TRUNK & LATERAL								
592-536-706.000	SALARY & WAGES/ FULL TIME	17,069.98	49,890.70	31,430.00	31,430.00	39,909.09	7,828.99	126.98
592-536-706.100	SALARY & WAGES/STICK	0.00	601.73	1,360.00	1,360.00	321.34	321.34	23.63
592-536-706.300	SALARY & WAGES/RETENTION	234.37	234.37	400.00	400.00	243.77	243.77	60.94
592-536-706.350	SALARY & WAGES/PAGER PAY	0.00	900.03	550.00	550.00	206.24	206.24	37.50
592-536-706.550	SALARY & WAGES/WATER LICENSE BONUS	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
592-536-706.600	SALARY & WAGES/VACATION PAYOUT	0.00	0.00	1,210.00	1,210.00	0.00	0.00	0.00
592-536-707.000	SALARY & WAGES/TEMP-SEASONAL	1,977.71	4,148.82	7,800.00	7,800.00	2,079.45	259.34	26.66
592-536-721.000	FRINGE BENEFITS	192.93	1,206.25	1,000.00	1,000.00	271.84	44.46	27.18
592-536-721.500	POST RETIREMENT BENEFITS	7,854.26	22,143.49	19,765.00	19,765.00	15,147.30	2,531.64	76.64
592-536-725.500	MEAL ALLOWANCE	6,477.54	12,955.08	12,395.00	12,395.00	0.00	0.00	0.00
592-536-740.000	OPERATING SUPPLIES	4.48	28.48	50.00	50.00	15.00	0.00	30.00
592-536-818.000	CONTRACTUAL SERVICES	1,684.38	3,330.99	10,000.00	10,000.00	870.98	0.00	8.71
592-536-850.000	COMMUNICATIONS	3,600.00	26,437.50	45,000.00	45,000.00	962.50	0.00	2.14
592-536-920.000	PUBLIC UTILITIES	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
592-536-940.000	EQUIPMENT RENTAL - FORCE ACCT	224.36	514.70	1,000.00	1,000.00	112.09	109.24	11.21
592-536-940.100	EQUIPMENT RENTAL / SUPPLEMENTAL	241.98	31,257.40	45,000.00	45,000.00	0.00	0.00	0.00
Total] Dept 536 - TRUNK & LATERAL		63,561.99	307,529.54	332,840.00	332,840.00	60,139.60	11,545.02	18.07
Department: 537 MAINS MAINTENANCE								
592-537-706.000	SALARY & WAGES/ FULL TIME	19,661.40	56,608.61	41,835.00	41,835.00	43,953.51	8,205.60	105.06
592-537-706.100	SALARY & WAGES/STICK	0.00	898.22	1,800.00	1,800.00	267.87	267.87	14.88
592-537-706.300	SALARY & WAGES/RETENTION	195.37	195.37	195.00	195.00	203.17	203.17	104.19
592-537-706.350	SALARY & WAGES/PAGER PAY	0.00	750.23	715.00	715.00	171.92	171.92	24.04
592-537-706.550	SALARY & WAGES/WATER LICENSE BONUS	1,500.00	1,500.00	1,500.00	1,500.00	1,000.00	0.00	66.67
592-537-707.000	SALARY & WAGES/TEMP-SEASONAL	2,632.70	5,522.68	7,105.00	7,105.00	2,747.43	345.24	38.67
592-537-709.000	SALARY & WAGES/OVERTIME	2,063.11	4,718.13	8,125.00	8,125.00	1,364.20	1,166.78	16.79
592-537-721.000	FRINGE BENEFITS	9,726.81	26,187.48	26,325.00	26,325.00	17,324.55	3,024.97	65.81
592-537-721.500	POST RETIREMENT BENEFITS	8,622.00	17,244.00	16,500.00	16,500.00	0.00	0.00	0.00
592-537-725.500	MEAL ALLOWANCE	55.00	211.00	500.00	500.00	40.00	40.00	8.00
592-537-740.000	OPERATING SUPPLIES	6,775.68	24,720.16	35,000.00	35,000.00	24,618.35	4,804.15	70.34
592-537-818.000	CONTRACTUAL SERVICES	0.00	2,845.00	45,000.00	45,000.00	6,560.98	109.38	14.58
592-537-930.000	REPAIRS & MAINTENANCE	1,984.00	2,959.00	15,000.00	15,000.00	0.00	0.00	0.00
592-537-940.000	EQUIPMENT RENTAL - FORCE ACCT	1,956.48	20,265.29	25,000.00	25,000.00	0.00	0.00	0.00
592-537-958.000	MEMBERSHIPS & DUES	1,067.51	1,302.51	1,500.00	1,500.00	95.00	0.00	6.33

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance as of 12/31/2023

GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	ACTIVITY FOR 12/31/2023 Incr (Decr)	% Bdg Used
Fund: 592 WATER SEWER FUND								
Account Category: Expenditures								
Department: 537 MAINS MAINTENANCE								
Total Dept 537 - MAINS MAINTENANCE								
56,240.06		165,927.68	226,100.00	226,100.00	98,346.98	18,339.08	43.50	
Department: 538 METER MAINTENANCE								
Total Dept 538 - METER MAINTENANCE								
13,633.54		36,888.90	39,250.00	39,250.00	25,459.37	4,007.24	64.86	
592-538-706.000	SALARY & WAGES/ FULL TIME	0.00	915.41	1,700.00	1,700.00	0.00	0.00	0.00
592-538-706.100	SALARY & WAGES/SICK	0.00	0.00	185.00	185.00	0.00	0.00	0.00
592-538-706.300	SALARY & WAGES/RETENTION	0.00	0.00	675.00	675.00	0.00	0.00	0.00
592-538-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	1,510.00	1,510.00	0.00	0.00	0.00
592-538-706.600	SALARY & WAGES/VACATION PAYOFF	2,470.26	5,181.87	2,860.00	2,860.00	2,519.25	323.91	88.09
592-538-707.000	SALARY & WAGES/TEMP-SEASONAL	11.79	186.15	500.00	500.00	177.84	0.00	35.57
592-538-721.000	FRINGE BENEFITS	9,526.17	22,815.34	24,685.00	24,685.00	9,993.49	1,518.24	40.48
592-538-721.500	POST RETIREMENT BENEFITS	4,797.00	9,594.00	15,485.00	15,485.00	0.00	0.00	0.00
592-538-740.000	OPERATING SUPPLIES	207.51	4,141.32	60,000.00	60,000.00	5,399.52	117.69	9.00
592-538-818.000	CONTRACTUAL SERVICES	0.00	76,671.53	17,500.00	17,500.00	14,931.90	(282,714.25)	85.33
592-538-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	5,851.45	12,000.00	12,000.00	0.00	0.00	0.00
Total Dept 538 - METER MAINTENANCE		30,646.27	162,245.97	176,350.00	176,350.00	58,481.37	(276,747.17)	33.16
Department: 539 SERVICE MAINTENANCE								
Total Dept 539 - SERVICE MAINTENANCE								
4,126.52		12,449.64	8,935.00	8,935.00	10,114.14	1,876.89	113.20	
592-539-706.000	SALARY & WAGES/ FULL TIME	0.00	252.73	385.00	385.00	53.46	53.46	13.89
592-539-706.100	SALARY & WAGES/SICK	39.01	39.01	25.00	25.00	40.56	40.56	162.24
592-539-706.300	SALARY & WAGES/RETENTION	0.00	149.74	150.00	150.00	34.33	34.33	22.89
592-539-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	300.00	300.00	0.00	0.00	0.00
592-539-706.600	SALARY & WAGES/VACATION PAYOFF	562.09	1,179.15	1,425.00	1,425.00	573.29	73.69	40.23
592-539-707.000	SALARY & WAGES/TEMP-SEASONAL	0.00	621.11	1,500.00	1,500.00	954.55	87.15	63.64
592-539-721.000	FRINGE BENEFITS	1,886.17	5,560.16	5,100.00	5,100.00	4,064.98	657.79	79.71
592-539-721.500	POST RETIREMENT BENEFITS	1,841.04	3,682.08	3,525.00	3,525.00	0.00	0.00	0.00
592-539-725.500	MEAL ALLOWANCE	0.00	14.88	0.00	0.00	1.12	0.00	100.00
592-539-740.000	OPERATING SUPPLIES	0.00	0.00	10,000.00	10,000.00	11,476.60	4,610.72	114.77
592-539-818.000	CONTRACTUAL SERVICES	525.00	525.00	65,000.00	65,000.00	8,540.00	3,870.00	34.16
592-539-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	7,314.32	15,000.00	15,000.00	0.00	0.00	0.00
Total Dept 539 - SERVICE MAINTENANCE		8,979.83	31,787.82	111,345.00	111,345.00	35,853.03	11,304.59	50.25
Department: 540 HYDRANT MAINTENANCE								
Total Dept 540 - HYDRANT MAINTENANCE								
4,429.14		11,226.85	9,795.00	9,795.00	7,454.36	1,417.26	76.10	
592-540-706.000	SALARY & WAGES/ FULL TIME	0.00	69.89	425.00	425.00	53.65	53.65	12.62
592-540-706.100	SALARY & WAGES/SICK	39.14	39.14	50.00	50.00	40.70	40.70	81.40
592-540-706.300	SALARY & WAGES/RETENTION	0.00	150.27	150.00	150.00	34.43	34.43	22.95
592-540-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	50.00	50.00	0.00	0.00	0.00
592-540-706.600	SALARY & WAGES/WATER LICENSE BONUS	0.00	0.00	350.00	350.00	0.00	0.00	0.00
592-540-707.000	SALARY & WAGES/VACATION PAYOFF	616.25	1,292.76	1,000.00	1,000.00	644.16	80.83	64.42
592-540-709.000	SALARY & WAGES/OVERTIME	0.00	0.00	450.00	450.00	0.00	0.00	0.00
592-540-721.000	FRINGE BENEFITS	2,025.23	5,048.27	6,160.00	6,160.00	2,936.67	474.81	47.67
592-540-721.500	POST RETIREMENT BENEFITS	2,018.52	4,037.04	3,865.00	3,865.00	0.00	0.00	0.00
592-540-725.500	MEAL ALLOWANCE	0.00	0.00	100.00	100.00	0.00	0.00	0.00
592-540-740.000	OPERATING SUPPLIES	0.00	18.60	12,500.00	12,500.00	196.15	0.00	1.57
592-540-930.000	REPAIRS & MAINTENANCE	0.00	0.00	5,000.00	5,000.00	0.00	0.00	0.00
592-540-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	5,851.45	12,000.00	12,000.00	0.00	0.00	0.00
Total Dept 540 - HYDRANT MAINTENANCE		9,128.28	27,734.27	51,895.00	51,895.00	11,360.12	2,101.68	21.89

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 12/31/2023

GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdgt Used
Fund: 592 WATER SEWER FUND								
Account Category: Expenditures								
Expenditures								
Fund 592 - WATER SEWER FUND:								
TOTAL REVENUES								
		2,772,482.45	4,644,261.63	5,382,260.00	5,422,260.00	2,850,591.63	289,075.93	
TOTAL EXPENDITURES								
		2,519,321.45	4,943,968.47	5,382,260.00	5,342,260.00	1,543,958.64	148,705.47	
NET OF REVENUES & EXPENDITURES:								
		253,161.00	(299,706.84)	0.00	80,000.00	1,306,632.99	140,370.46	
BEG. FUND BALANCE								
		14,987,812.08	14,688,105.24	14,688,105.24	14,688,105.24	14,688,105.24		
END FUND BALANCE								
		15,240,973.08	14,388,398.40	14,688,105.24	14,768,105.24	15,994,738.23		
							148,705.47	28.90

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 12/31/2023

GL Number	Description	YTD Balance 12/31/2022	End Balance 06/30/2023	Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023	Activity For 12/31/2023	% Bdg Used
		Norm (Abnorm)				Norm (Abnorm)	Incr (Decr)	
Fund: 661 EQUIPMENT FUND								
Account Category: Revenues								
Department: 000 GENERAL REVENUES								
661-000-665.000	INTEREST ON INVESTMENTS	1,345.87	7,844.82	750.00	750.00	190.16	0.00	25.35
661-000-673.000	GAIN/LOSS-SALE OF FIXED ASSETS	41,096.00	52,877.20	5,000.00	5,000.00	35,359.40	0.00	707.19
661-000-674.208	CONTRIBUTION FROM RECREATION	9,465.00	18,930.00	18,930.00	18,930.00	0.00	0.00	0.00
661-000-675.000	RENTAL FEES - FORCE ACCT	120,434.34	812,381.33	721,315.00	721,315.00	0.00	0.00	0.00
661-000-675.100	RENTAL FEES - FORCE ACCOUNT - HOUSIN	0.00	0.00	590.00	590.00	0.00	0.00	0.00
661-000-675.200	RENTAL FEES / SUPPLEMENTAL BILLING	27,000.00	348,489.20	269,398.00	269,398.00	0.00	0.00	0.00
661-000-680.000	OTHER INCOME	0.00	185.99	1,000.00	1,000.00	0.00	0.00	0.00
661-000-683.000	INSURANCE PROCEEDS	0.00	3,031.72	0.00	0.00	203.00	0.00	100.00
661-000-684.200	BUILDING RENTAL - MSD MECHANIC BAY	5,737.50	11,475.00	0.00	0.00	5,737.50	0.00	49.98
Total Dept 000 - GENERAL REVENUES		205,078.71	1,255,215.26	1,028,463.00	1,028,463.00	41,490.06	0.00	4.03
Revenues		205,078.71	1,255,215.26	1,028,463.00	1,028,463.00	41,490.06	0.00	4.03

Account Category: Expenditures								
Department: 261 ADMINISTRATION								
661-261-706.000	SALARY & WAGES/ FULL TIME	2,020.88	4,101.68	5,820.00	5,820.00	1,630.60	242.52	28.02
661-261-706.100	SALARY & WAGES/SICK	0.00	0.00	250.00	250.00	0.00	0.00	0.00
661-261-706.300	SALARY & WAGES/RETENTION	0.00	0.00	50.00	50.00	0.00	0.00	0.00
661-261-706.350	SALARY & WAGES/PAGER PAY	0.00	0.00	100.00	100.00	0.00	0.00	0.00
661-261-706.600	SALARY & WAGES/VACATION PAYOUT	0.00	0.00	225.00	225.00	0.00	0.00	0.00
661-261-707.000	SALARY & WAGES/TEMP-SEASONAL	366.12	768.04	2,775.00	2,775.00	373.47	48.01	13.46
661-261-709.000	SALARY & WAGES/OVERTIME	124.48	168.07	125.00	125.00	130.73	130.73	104.58
661-261-721.000	FRINGE BENEFITS	984.98	1,983.81	3,660.00	3,660.00	770.66	130.48	21.06
661-261-740.000	POST RETIREMENT BENEFITS	1,198.98	2,397.96	2,295.00	2,295.00	0.00	0.00	0.00
661-261-740.000	OPERATING SUPPLIES	60,030.78	116,703.85	112,000.00	112,000.00	62,430.82	11,255.29	55.74
661-261-745.000	FUEL & OIL	51,924.43	97,195.98	85,400.00	85,400.00	29,213.62	6,345.39	34.21
661-261-750.000	OPERATING SUPPLIES/SOFTWARE	0.00	0.00	500.00	500.00	0.00	0.00	0.00
661-261-750.000	OPERATING SUPPLIES/TOOLS	0.00	0.00	500.00	500.00	0.00	0.00	0.00
661-261-815.000	ADMINISTRATIVE SERVICES	30,750.00	61,500.00	63,350.00	63,350.00	0.00	0.00	0.00
661-261-818.000	CONTRACTUAL SERVICES	36,210.09	98,736.83	85,000.00	85,000.00	22,105.37	4,652.11	26.01
661-261-850.000	COMMUNICATIONS	1,319.83	2,586.13	5,000.00	5,000.00	999.33	177.26	19.99
661-261-864.000	CONFERENCES & MEETINGS	0.00	0.00	500.00	500.00	0.00	0.00	0.00
661-261-930.000	REPAIRS & MAINTENANCE	8,562.26	8,765.69	25,000.00	25,000.00	19,610.72	0.00	78.44
661-261-939.000	EQUIPMENT RENTAL	1,065.00	1,065.00	1,000.00	1,000.00	0.00	0.00	0.00
661-261-940.000	EQUIPMENT RENTAL - FORCE ACCT	0.00	0.00	3,000.00	3,000.00	0.00	0.00	0.00
661-261-959.000	DEPRECIATION	145,000.02	290,000.04	290,000.00	290,000.00	0.00	0.00	0.00
661-261-960.000	INSURANCE & BONDS	29,500.02	59,000.04	59,000.00	59,000.00	0.00	0.00	0.00
661-261-962.000	RESERVE FOR CONTINGENCIES	0.00	0.00	34,765.00	34,765.00	0.00	0.00	0.00
661-261-977.000	CAP OUTLAY/EQUIPMENT	132.19	15,800.19	217,045.00	217,045.00	3,790.39	0.00	1.75
661-261-994.001	INTEREST ON CAPITAL LEASE	14,921.10	39,674.81	31,103.00	31,103.00	17,878.34	13,411.52	57.48
Total Dept 261 - ADMINISTRATION		384,111.16	800,448.12	1,028,463.00	1,028,463.00	158,934.05	36,393.31	15.45
Expenditures		384,111.16	800,448.12	1,028,463.00	1,028,463.00	158,934.05	36,393.31	15.45
Fund 661 - EQUIPMENT FUND:								
TOTAL REVENUES		205,078.71	1,255,215.26	1,028,463.00	1,028,463.00	41,490.06	0.00	
TOTAL EXPENDITURES		384,111.16	800,448.12	1,028,463.00	1,028,463.00	158,934.05	36,393.31	
NET OF REVENUES & EXPENDITURES:		(179,032.45)	454,767.14	0.00	0.00	(117,443.99)	(36,393.31)	
BEG. FUND BALANCE		1,887,602.87	2,342,370.01	2,342,370.01	2,342,370.01	2,342,370.01		

QTR REV AND EXP REPORT FOR CITY OF PLYMOUTH
Balance As of 12/31/2023

GL Number	Description	YTD Balance 12/31/2022 Norm (Abnorm)	End Balance 06/30/2023	23-24 Original Budget	23-24 Amended Budget	YTD Balance 12/31/2023 Norm (Abnorm)	Activity For 12/31/2023 Incr (Decr)	% Bdg Used
Fund: 661 EQUIPMENT FUND								
Report Totals:								
END FUND BALANCE		1,708,570.42	2,797,137.15	2,342,370.01	2,342,370.01	2,224,926.02		
TOTAL REVENUES - ALL FUNDS		15,071,490.67	22,397,307.14	24,932,898.00	25,006,728.00	14,079,337.27	1,075,290.91	
TOTAL EXPENDITURES - ALL FUNDS		9,732,877.22	21,400,932.27	24,932,898.00	24,926,728.00	7,288,201.58	1,344,388.69	
NET OF REVENUES & EXPENDITURES:		5,338,613.45	996,374.87	0.00	80,000.00	6,791,135.69	(269,097.78)	



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 - Air Duct Cleaning Bid 02-20-24.docx
Date: February 15, 2024
RE: Air Duct Cleaning at City Hall

Background

The last time that the air ducts to City Hall were cleaned was in 2008, prior to that we are not aware of any cleaning of the air duct system. The City Administration has gone out for sealed bids for this project and there were four vendors who responded.

The bids for this project ranged from a low of \$12,870 to a high of \$33,400. In 2008 the bids ranged from a low of \$9,350 to a high of \$33,900. The proposals have all been reviewed and checked. In addition, the vendors are aware of the security situations here in the building as well as our 24-hour operations. The low bidder has also had their staff complete the security clearance requirements and they all passed.

We have attached a memorandum from the Department of Municipal Services who coordinated this bid procedure which should provide additional background information.

Recommendation

The City Administration recommends that the City Commission authorize a contract with Amistee Duct Cleaning & Insulation, Inc. of Novi in the amount of \$12,870 for City Hall to include the sanitization of the duct work. We have attached a significant amount of detail related to this project. 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 me.



Department of Municipal Services

1231 Goldsmith, Plymouth, MI

734-453-7737

dms@plymouthmi.gov

Date: February 15, 2024
To: Paul J. Sincock, City Manager
From: Chris Porman, Assistant City Manager/Director of Municipal Services
Adam Gerlach, Assistant Director of Municipal Services
Re: Air Duct Cleaning Bids

Background:

In 2023, the City accepted sealed bids for air duct cleaning at City Hall. There were a total of four (4) bidders, with Amistee Air Duct Cleaning & Insulation Inc., of Novi, MI being the lowest bidder as well as the having the shortest duration to complete the work. The bids ranged from \$12,870 to \$33,400 and the duration of the work ranged from two days to 8 days.

With some of the HVAC air handling units cleaning taking place last summer, the transition into the winter months, as well as coordinating between the contractor and our own staffing, it made sense to hold off on this project until the spring of 2024.

The contractor, Amistee, has agreed to hold their 2023 bid price, they had staff complete their required background checks, etc. and we are looking to award the bid prices and complete the work.

The city has used Amistee at the Cultural Center before and had a great experience. The Plymouth District Library has also used their services and was a positive reference as well.

Recommendation

We would recommend the awarding the sealed bid price in the amount not to exceed \$12,470 for air duct cleaning at City Hall as well as an additional \$400 for sanitizing the duct work for a total of \$12,870.00. Funding for this project would come from the City Hall Maintenance Budget.

If you have any questions, please feel free to contact us.

Proposal Form
 City of Plymouth
 Air Duct Cleaning – City Hall

- Attended Mandatory Walk-Through of Facility
- Completed/Signed Vendor Information Form
- Completed/Signed Non-Collusion Affidavit
- Completed all portions of the bid
- Completed/Signed the Proposal Form
- Provided description of bidder's organization
- Provided References – Minimum of 3 (Preferably governmental entities)
- Attach a detailed written description of work to be completed
- Attach Copy of Proof of Insurance
- Attach Bid/Performance Bond (see section under general guidelines)
- Provided **3 copies** of complete proposal

The Undersigned, having reviewed the bid specifications, hereby proposes to provide the requested services to the City of Plymouth in a manner satisfactory to the City in accordance with all specifications, terms and conditions contained in this bid document.

(Required) Air Duct Cleaning – City Hall

Cleaning of Duct Work, et al.	\$ 12,470
Sanitizing Duct Work	\$ 400
Total Cost	\$ 12,870

Duration of Project (Days) 2

(Optional) Alternate Proposal for Air Duct Cleaning with explanation

Cleaning of Duct Work, et al.	\$
Sanitizing Duct Work	\$
Total Cost	\$

Duration of Project (Days)

Signature and Title of Authorized Vendor Representative:

Jeff Kantola
 Signature of Authorized Agent

AMISTEE AIR DUCT CLEANING
 Printed Name of Company

JEFF KANTOLA
 Printed Name of Authorized Agent

4/7/23
 Date

*** END OF PROPOSAL FORM ***

AFFIDAVIT OF NONCOLLUSION

STATE OF MICHIGAN

COUNTY OF OAKLAND

JEFF KANTOLA being first duly sworn deposes and says that he is
Title (of) BUSINESS DEVELOPMENT
Corporation AMISTEE AIR DUCT CLEANING

submits herewith to the City of Plymouth a proposal for Air Duct Cleaning – City Hall and certifies:

That all statements of fact in such proposal are true;

That such proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That such proposal is genuine and not collusive or sham;

That said bidder has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the City of Plymouth, or of any other bidder or anyone else interested in the proposed contract; and further

That prior to the public opening and reading of proposals, said bidder:

1. Did not, directly or indirectly, induce or solicit anyone else to submit a false or sham proposal;
2. Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his bid;
3. Did not in any manner, either directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else or to raise or fix any overhead, profit, cost element of his proposal price or of that of anyone else;
4. Did not, directly or indirectly, submit his proposal price or any breakdown thereof, or the content thereof, or divulge information relative thereof, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to any person or persons who have a partnership or other financial interest with said bidder in this business.

AMISTEE AIR DUCT CLEANING
Firm Name

Jeff Kantola
Signature of Bidder

4/7/23
Date

VENDOR INFORMATION FORM

Vendor	AMISTEE AIR DUCT CLEANING
Address	47087 GRAND RIVER AVE
	NOVI, MI 48374
Phone Number	248-349-8877
Fax Number	248-349-8894
Email Address	JEFF@AMISTEE.COM
Vendor Contact	JEFF KANTOLA

Contact after bid submittal will be via email to the bidders, to keep them apprised of the status of the bid selection.

I affirm that I have the authority to submit this bid to the City of Plymouth for the equipment and installation of said equipment, specified on the attached sheet. We propose to supply and install the equipment to the City as outlined in this proposal in a timely manner.

Jeff Kantola
Signature of Authorized Agent

JEFF KANTOLA
Printed Name of Authorized Agent

4/7/23
Date



Date: April 7, 2023

Project: Plymouth City Hall – 201 S Main, Plymouth, MI 48170

Plymouth City Hall

- 3 Air Handling Units (AHU's), bathroom exhaust fans, associated ductwork, and associated diffusers/vents.

Plymouth Police & Fire Departments

- 3 Rooftop Units (RTU's), bathroom exhausts, associated ductwork, and associated diffusers/vents.

SCOPE OF WORK – AIR DUCT CLEANING

- 1.) Removal of all visible surface contaminants of the entire airside of the HVAC unit. In this proposal that shall mean:
 - Supply ductwork
 - Return air ductwork
 - Bathroom exhaust ductwork
 - Diffusers and/or vents
 - Dampers, turning vanes, and components inside ductwork
 - Coils, blowers, and air components of units
- 2.) Collection equipment to be used will be a large vacuum truck with a minimum of 15,000 cfm's and portable HEPA vacuums.
- 3.) Various access ports will be opened in ductwork as needed for cleaning.
- 4.) High-pressure air and different agitation devices will be inserted into ductwork for cleaning.
- 5.) Reassemble with accessible sheet metal patches where openings were cut.
- 6.) Dampers and air directional devices inside HVAC system will be marked and restored to their original position.
- 7.) Follow up report provided to appropriate parties, including before and after pictures of the areas to be cleaned as well as any finds and/or suggestions.

I. GENERAL PROVISIONS

- A. In as much as the work to be performed under this contract is to be accomplished in occupied areas, Amistee, Inc. and Management will coordinate the work, whereby both management and Amistee, Inc. may continue their operations with the least possible interference and inconvenience. Amistee, Inc. shall notify Management approximately 24 hours before commencing work in order that Management may arrange a schedule of clearance in the buildings where the work is to be performed and set out the actual hours during which Amistee, Inc. may perform their duties. All tools, labor, and materials shall be at the site prior to the beginning of service in order to insure a minimum loss of time.



- B. Amistee, Inc. shall use drop cloths, shields, and other protective devices to prevent damage to mechanical equipment and/or to areas adjacent to units being decontaminated.
- C. All lint, dust, dirt, mold, and other combustible contaminants removed from any areas shall be gathered. Contained, and removed from each site by Amistee, Inc. and disposed of as directed by Management under strict standards of safety.
- D. Amistee, Inc. will comply with all regulations, security and otherwise, imposed by Management governing the conduct of outside personnel and will be held strictly responsible for the conduct of their employees.
- E. Amistee, Inc. shall employ only skilled mechanics and technicians and experienced supervisors. The work specified by the Contract shall be performed in the best and most workmanlike manner in strict accordance with specifications.
- F. All duct cleaning shall consist of the removal of all possible dirt, dust, mold, and other contaminants by the use of manual or pneumatic means.
- G. Amistee, Inc. shall, after the final completion of the source removal of dirt, dust, mold, and other contaminants from duct interiors, be required to apply a certified solution of a bactericide and fungicide product which shall effectively deter accumulation of mold, mildew, and disease-causing bacteria. Conventional high production spray equipment will be used to apply this solution. This solution will be **EPA registered**. Amistee, Inc. assumes no responsibility for anyone in the building with chemical allergies. Management must take responsibility for allowing Amistee, Inc. to use certified solution of bactericide and fungicide.
- H. Amistee, Inc. will provide insurance certificate upon request.
- I. Management will make available, at no cost to Amistee, Inc., all electricity necessary for Amistee, Inc. to operate their electrically powered equipment such as blowers, compressors, industrial vacuuming equipment, explosion-proof and conventional drop lights and all other electrical equipment necessary to the performance of the work.
- J. Management will designate areas in which Amistee, Inc. shall be permitted to park their trucks, utility trailers, trailer supply room, and other automotive equipment necessary while performing the work specified under this contract.
- K. Management will inspect for acceptance and so certify all work completed by Amistee, Inc. within a 24-hour period after being advised by Amistee, Inc. that work has been completed.
- L. Amistee, Inc., at their own expense, will repair any damage to property or equipment of management, which can be attributed to Amistee, Inc.

II. AFFILIATIONS AND SAFETY

- A. Affiliations: Amistee, Inc. will perform their work in strict accordance with the National Air Duct Cleaners Association standard ACR-2021, and all other accredited standards and codes.
- B. NADCA: A NADCA certified ASCS (Air System Cleaning Specialist), CVI (Commercial Ventilation Inspector), or VSMR (Ventilation System Mold Remediator) will be onsite throughout the entire job as the Project Manager.



C. Safety Procedures: At minimum, the Project Manager, has been trained for Confined Space Training (CST), Personal Protection Equipment (PPE), and Hazard Communications. The Contractor will provide all training and equipment necessary to meet or exceed these guidelines.

III. SPECIAL CONDITIONS

A. Measure of Payment: To be determined by The City of Plymouth

B. Smoke Duct Detectors: We do ask that these detectors be placed in "test" mode during cleaning hours.

A. DESCRIPTION

1. Supply ductwork
2. Return air ductwork
3. Exhaust fans/ductwork
4. Diffusers and/or vents
5. Dampers, turning vanes, and components inside ductwork
6. Coils, blowers, and air components of units
7. Antimicrobial/Deodorizing Applications (Benefect Decon 30/Metal Ductwork)

Air Duct Cleaning - \$12,470

Sanitizing Ductwork - \$400

TOTAL: \$12,870

Respectfully submitted,

Jeff Kantola, ASCS, CVI, VSMR
Amistee Air Duct Cleaning & Insulation

Accepted: _____ Date: _____

P.O. #: _____



QUALIFICATIONS/REFERENCES

Plymouth District Library

223 S Main St, Plymouth, MI 48170

Carol Souchock – 248.245.5057

csouchock@plymouthlibrary.org

Warren Police Department

29900 Civic Center Blvd, Warren, MI 48093

Dave Mauzzarelli – 586.873.2747

Scott Spencer – 586.57.4804

sspencer@warrenpd.org

Wixom Fire Department

1345 N Wixom Rd, Wixom, MI 48393

Gregory Balie-Jann 248.624.1055

gbailejann@wixomgov.org

The Village of Milford

1100 Atlantic St, Milford, MI 48381

Mike Karll – 248.685.3055

mkarll@villageofmilford.org



YOUR INDOOR POLLUTION SOLUTION

Amistee Air Duct Cleaning & Insulation has been servicing the Southeastern Michigan community since 2005 and has completed over 100,000 jobs. At Amistee, we build each customer interaction on five principles: Communication, Protection, Quality, Certified Clean Team Technicians, and our 100% Guarantee.

We believe offering great service starts with an honest and fair conversation. We offer flat rate, upfront pricing for residential properties.



What makes Amistee different?

- We offer a 24-Hour Emergency Service.
- Amistee has an A+ Rating with the Better Business Bureau, received the Angie's List Super Service Award since 2006 and have over 1,000 5-Star Google Reviews.
- We are state licensed, insured and bonded.
- Amistee Air Duct Cleaning & Insulation has been featured in the Detroit Free Press, Detroit News, Oakland & Novi Papers, Crain's & Corp Magazines, and the Inside Outside Guys on WJR Radio.
- We offer dryer vent cleaning, sanitizing, deodorizing, sealing, duct encapsulation and insulation removal and installation.
- We provide residential, commercial and industrial duct cleaning.
- Amistee is proud to be a non-smoking company. When Amistee arrives on site, you can be confident that each team member is well prepared to provide a complete and quality service you can trust.

Happy Commercial Customers

- Johnson Controls
- Michigan University
- Magna Headquarters
- DuPont
- Bloomfield Hills Municipal Building
- Henry Ford Hospital
- Comerica Park in Detroit
- Meijer Headquarters in Grand Rapids
- Bedrock Properties
- And *countless* others!

To view a full list of commercial properties Amistee Air Duct Cleaning & Insulation has serviced at

CONTACT US

47087 Grand River Ave.
Novi, MI 48374
(248) 349-8877
www.amistee.com



The HVAC Inspection, Maintenance and Restoration Association





NOTICE TO BIDDERS



Notice is hereby given that the City of Plymouth, Michigan will accept sealed bids up until 10:00 a.m., April 7, 2023. The bid opening will be at 10:00 a.m., April 7, 2023, for the following:

AIR DUCT CLEANING – CITY HALL

Specifications and bid documents are available at the city hall during normal business hours. You may also download a copy of the documentation from the City's web site at: <http://www.plymouthmi.gov>.

A bid bond, certified check or cashier's check, in an amount equal to 10% of the bid submitted, must accompany each proposal as security to assure the bidders acceptance of the contract within ten (10) days from the date of award.

The City of Plymouth reserves the right to accept or reject any or all bids, in whole or in part, and to waive any irregularities.

Maureen Brodie, CMC
City Clerk
City of Plymouth

SCOPE:

The scope of work for this project will include cleaning of all HVAC ductwork and accessories at the City of Plymouth, City Hall. Physical Address – 201 S Main, Plymouth, MI 48170. The extent of ductwork to be cleaned shall be determined by review of available construction documents and field verification.

The Contractor shall be responsible for the removal of visible surface contaminants and deposits from within the HVAC system in strict accordance with these specifications.

The HVAC system includes any interior surface of the facility's air distribution system for conditioned spaces and/or occupied zones. This includes all Heating, Ventilating and Air Conditioning systems from the points where the air enters the system to the points where the air is discharged from the system. The return air grilles, return air ducts to the air handling unit (AHU), interior surfaces of the AHU, mixing box, coil compartment, condensate drain pans, supply air ducts, fans, fan housing, fan blades, turning vanes, filters, filter housings, reheat coils, and supply diffusers are all considered part of the HVAC system. The HVAC system may also include other components such as dedicated exhaust and ventilation components and make-up air systems.

Building Size – 22,660 Square Feet

4 Air Handling Units

2 Floors & Full Basement

PLEASE NOTE:

The City of Plymouth has developed these specifications in anticipation of a complete cleaning of all HVAC ductwork and accessories. The last complete cleaning took place in the spring of 2008. Vendors can provide an alternative bid for the City's consideration that would provide for a modified cleaning proposal.

MANDATORY WALK-THROUGH:

All interested parties must set up a required walk-through of the facility on a date and time which is mutually suiting for both parties. The physical address is 201 S Main, Plymouth, MI, 48170. No bid will be accepted by a vendor that has not participated in a walk through. All currently available plans of the Heating and Air Condition system will be provided at that time.

QUALIFICATIONS OF THE HVAC SYSTEM CLEANING CONTRACTOR:

The HVAC system cleaning contractor shall be a certified member of the National Air Duct Cleaners Association (NADCA) or shall maintain membership in a nationally recognized nonprofit industry organization dedicated to the cleaning of HVAC systems.

The HVAC system cleaning contractor shall have a minimum of one (1) Air System Cleaning Specialist (ASCS) certified by NADCA on a full-time basis or shall have staff certified by a nationally recognized certification program and organization dedicated to the cleaning of HVAC systems.

A person certified as an ASCS by NADCA or maintaining an equivalent certification by a nationally recognized program and organization, shall be responsible for the total work herein specified.

The HVAC system cleaning contractor shall submit a list of projects where they have performed HVAC system cleaning services. Bids shall only be considered from firms which are regularly engaged in HVAC system maintenance with an emphasis on HVAC system cleaning and decontamination.

Equipment, Materials and Labor

The HVAC system cleaning contractor shall possess and furnish all necessary equipment, materials and labor to adequately perform the specified services.

1. The contractor shall assure that its employees have received safety equipment training, medical surveillance programs, individual health protection measures, and manufacturer's product and material safety data sheets (MSDS) as required for the work by the U.S. Occupational Safety and Health Administration, and as described by this specification.
2. The contractor shall always maintain a copy of all current MSDS documentation and safety certifications at the site, as well as comply with all other site documentation requirements of applicable OSHA programs and this specification.
3. The contractor shall submit to the owner all Material Safety Data Sheets (MSDS) for all chemical products proposed to be used in the cleaning process.

Licensing

The HVAC system cleaning contractor shall provide proof of maintaining the proper license(s), if any, as required to perform this type of work. Contractor shall comply with all Federal, state and local rules, regulations, and licensing requirements.

STANDARDS:

NADCA Standards

The HVAC system cleaning contractor shall perform the services specified here in accordance with the current published standards of the National Air Duct Cleaners Association (NADCA) or other recognized duct cleaning organization.

VAC SYSTEM INSPECTION AND SITE PREPARATIONS

HVAC System Component Inspections

Prior to the commencement of any cleaning work, the HVAC system cleaning contractor shall perform a visual inspection of the HVAC system to determine appropriate methods, tools, and equipment required to satisfactorily complete this project. The cleanliness inspection should include air handling units and representative areas of the HVAC system components and ductwork. In HVAC systems that include multiple air handling units, a representative sample of the units should be inspected.

The cleanliness inspection shall be conducted without negatively impacting the indoor environment through excessive disruption of settled dust, microbial amplification or other debris. In cases where contamination is suspected, and/or in sensitive environments where even small amounts of contaminant may be of concern, environmental engineering control measures should be implemented

Damaged system components found during the inspection shall be documented and brought to the attention of the owner.

Contractor shall conduct a site evaluation, and establish a specific, coordinated plan which details how each area of the building will be protected during the various phases of the project. Qualified personnel should perform the HVAC cleanliness inspection to determine the need for cleaning. At minimum, such personnel should understand HVAC system design, and experience in utilizing accepted indoor environmental sampling practices, current industry HVAC cleaning procedures, and applicable industry standards.

GENERAL SYSTEM CLEANING REQUIREMENTS

Hours of Operation/Work

The contractor selected will work with the City of Plymouth to develop a plan/schedule that will cause the least amount of disruption to the employees of the City of Plymouth, along with the visitors to the building. This may require working evenings and weekends.

Containment

Debris removed during cleaning shall be collected and precautions must be taken to ensure that Debris is not otherwise dispersed outside the HVAC system during the cleaning process.

Particulate Collection

Where the Particulate Collection Equipment is exhausting inside the building, HEPA filtration with 99.97% collection efficiency for 0.3-micron size (or greater) particles shall be used. When the Particulate Collection Equipment is exhausting outside the building, Mechanical Cleaning operations shall be undertaken only with Particulate Collection Equipment in place, including adequate filtration to contain Debris removed from the HVAC system. When the Particulate Collection Equipment is exhausting outside the building, precautions shall be taken to locate the equipment down wind and away from all air intakes and other points of entry into the building.

Controlling Odors Measures shall be employed to control odors and/or mist vapors during the cleaning process.

Component Cleaning

Cleaning methods shall be employed such that all HVAC system components must be Visibly Clean as defined in applicable industry standards. Upon completion, all components must be returned to those settings recorded just prior to cleaning operations.

Air-Volume Control Devices

Dampers and any air-directional mechanical devices inside the HVAC system must have their position marked prior to cleaning and, upon completion, must be restored to their marked position.

Service Openings

The contractor shall utilize service openings, as required for proper cleaning, at various points of the HVAC system for physical and mechanical entry, and inspection.

1. Contractor shall utilize the existing service openings already installed in the HVAC system where possible.
2. Other openings shall be created where needed and they must be created so they can be sealed in accordance with industry codes and standards.
3. Closures must not significantly hinder, restrict, or alter the airflow within the system.
4. Closures must be properly insulated to prevent heat loss/gain or condensation on surfaces within the system.
5. Openings must not compromise the structural integrity of the system.
6. Construction techniques used in the creation of openings should conform to requirements of applicable building and fire codes, and applicable NFPA, SMACNA and industry standards.
7. Cutting service openings into flexible duct is not permitted. Flexible duct shall be disconnected at the ends as needed for proper cleaning and inspection.
8. All service openings capable of being re-opened for future inspection or remediation shall be clearly marked and shall have their location reported to the owner in project report documents.

Ceiling Tile

The contractor may remove and reinstall ceiling sections to gain access to HVAC systems during the cleaning process.

Air Distribution Devices (registers, grilles & diffusers)

The contractor shall clean all air distribution devices.

Air Handling Units, Blowers and Exhaust Fans

The contractor shall insure that supply, return, and exhaust fans and blowers are thoroughly cleaned. Areas to be cleaned include blowers, fan housings, plenums (except ceiling supply and return plenums), scrolls, blades, or vanes, shafts, baffles, dampers and drive assemblies. All visible surface contamination deposits shall be removed in accordance with industry Standards. Contractor shall:

1. Clean all air handling units (AHU) internal surfaces, components and condensate collectors and drains.
2. Assure that a suitable operative drainage system is in place prior to beginning wash down procedures.
3. Clean all coils and related components, including evaporator fins.

Duct Systems

Contractor shall create service openings in the system as necessary in order to accommodate cleaning of otherwise inaccessible areas.

Contractor shall mechanically clean all duct systems to remove all visible contaminants, such that the systems are capable of passing Cleaning Verification Tests (see NADCA Standards).

HEALTH AND SAFETY

Safety Standards

Cleaning contractors shall comply with applicable federal, state, and local requirements for protecting the safety of the contractor's employees, building occupants, and the environment. In particular, all applicable standards of the Occupational Safety and Health Administration (OSHA) shall be followed when working in accordance with this specification.

Occupant Safety

No processes or materials shall be employed in such a manner that they will introduce additional hazards into occupied spaces.

Disposal of Debris

All Debris removed from the HVAC System shall be disposed of in accordance with applicable federal, state and local requirements.

MECHANICAL CLEANING METHODOLOGY

Source Removal Cleaning Methods

The HVAC system shall be cleaned using Source Removal mechanical cleaning methods designed to extract contaminants from within the HVAC system and safely remove contaminants from the facility. It is the contractor's responsibility to select Source Removal methods that will render the HVAC system Visibly Clean and capable of passing cleaning verification methods (See applicable Industry Standards) and other specified tests, in accordance with all general requirements. No cleaning method, or combination of methods, shall be used which could potentially damage components of the HVAC system or negatively alter the integrity of the system.

1. All methods used shall incorporate the use of vacuum collection devices that are operated continuously during cleaning. A vacuum device shall be connected to the downstream end of the section being cleaned through a predetermined opening. The vacuum collection device must be of sufficient power to render all areas being cleaned under negative pressure, such that containment of debris and the protection of the indoor environment are assured.
2. All vacuum devices exhausting air inside the building shall be equipped with HEPA filters (minimum efficiency), including hand-held vacuums and wet vacuums.
3. All vacuum devices exhausting air outside the facility shall be equipped

with Particulate Collection including adequate filtration to contain Debris removed from the HVAC system. Such devices shall exhaust in a manner that will not allow contaminants to re-enter the facility. Release of debris outdoors must not violate any outdoor environmental standards, codes or regulations.

4. All methods require mechanical agitation devices to dislodge debris adhered to interior HVAC system surfaces, such that debris may be safely conveyed to vacuum collection devices. Acceptable methods will include those, which will not potentially damage the integrity of the ductwork, nor damage porous surface materials such as liners inside the ductwork or system components.

Cleaning of Coils

Any cleaning method may be used which will render the Coil Visibly Clean and capable of passing Coil Cleaning Verification (see applicable Industry Standards). Coil drain pans shall be subject to Non-Porous Surfaces Cleaning Verification. The drain for the condensate drain pan shall be operational. Cleaning methods shall not cause any appreciable damage to, displacement of, inhibit heat transfer, or erosion of the coil surface or fins, and shall conform to coil manufacturer recommendations when available. Coils shall be thoroughly rinsed with clean water to remove any latent residues.

Antimicrobial Agents and Coatings

1. Antimicrobial agents shall only be applied if active fungal growth is reasonably suspected, or where unacceptable levels of fungal contamination have been verified through testing.
2. Application of any antimicrobial agents used to control the growth of fungal or bacteriological contaminants shall be performed after the removal of surface deposits and debris.
3. When used, antimicrobial treatments and coatings shall be applied in strict accordance with the manufacturer's written recommendations and EPA registration listing.
4. Antimicrobial coatings shall be applied according to the manufacturer's written instructions. Coatings shall be sprayed directly onto interior ductwork surfaces, rather than "fogged" downstream onto surfaces.

CLEANLINESS VERIFICATION

Verification of HVAC System cleanliness will be determined after mechanical cleaning and before the application of any treatment or introduction of any treatment-related substance to the HVAC system, including antimicrobial agents and coatings.

Visual Inspection

The HVAC system shall be inspected visually to ensure that no visible contaminants are present.

1. If no contaminants are evident through visual inspection, the HVAC system shall be considered clean; however, the owner reserves the right to further verify system cleanliness through Surface Comparison Testing or the NADCA vacuum test specified in the NADCA standards.
2. If visible contaminants are evident through visual inspection, those portions of the system where contaminants are visible shall be re-cleaned and subjected to re-inspection for cleanliness.
3. NADCA vacuum test analysis should be performed by a qualified third party experienced in testing of this nature.

Verification of Coil Cleaning

Cleaning must restore the coil pressure drop to within 10 percent of the pressure drop measured when the coil was first installed. If the original pressure drop is not known, the coil will be considered clean only if the coil is free of foreign matter and

chemical residue, based on a thorough visual inspection (see NADCA Standards).

PRE-EXISTING SYSTEM DAMAGE

Contractor is not responsible for problems resulting from prior inappropriate or careless cleaning techniques of others.

POST PROJECT REPORT

At the conclusion of the project, the Contractor shall provide a report to the owner indicating the following:

1. Success of the cleaning project, as verified through visual inspection and/or gravimetric analysis.
2. Areas of the system found to be damaged and/or in need of repair.

APPLICABLE STANDARDS AND PUBLICATIONS

The following current standards and publications of the issues currently in effect form a part of this specification to the extent indicated by any reference thereto:

- National Air Duct Cleaners Association (NADCA): "Assessment, Cleaning & Restoration of HVAC Systems (ACR 2005)," 2004.
- National Air Duct Cleaners Association (NADCA): "Understanding Microbial Contamination in HVAC Systems," 1996.
- National Air Duct Cleaners Association (NADCA): "Introduction to HVAC System Cleaning Services," 2004.
- National Air Duct Cleaners Association (NADCA): Standard 05 "Requirements for the Installation of Service Openings in HVAC Systems," 2004.
- Underwriters' Laboratories (UL): UL Standard 181.
- American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE): Standard 62-89, "Ventilation for Acceptable Indoor Air Quality."
- Environmental Protection Agency (EPA): "Building Air Quality," December 1991.
- Sheet Metal and Air Conditioning Contractors' National Association (SMACNA): "HVAC Duct Construction Standards -Metal and Flexible," 1985.

Contact:

Questions related to this Bid and/or to set up the mandatory walk-through should contact Dave Cirilli, (734) 453-7737 x133, dcirilli@plymouthmi.gov

VENDOR INFORMATION FORM

Vendor	
Address	
Phone Number	
Fax Number	
Email Address	
Vendor Contact	

Contact after bid submittal will be via email to the bidders, to keep them apprised of the status of the bid selection.

I affirm that I have the authority to submit this bid to the City of Plymouth for the equipment and installation of said equipment, specified on the attached sheet. We propose to supply and install the equipment to the City as outlined in this proposal in a timely manner.

Signature of Authorized Agent

Printed Name of Authorized Agent

Date

Proposal Form
 City of Plymouth
 Air Duct Cleaning – City Hall

- Attended Mandatory Walk-Through of Facility
- Completed/Signed Vendor Information Form
- Completed/Signed Non-Collusion Affidavit
- Completed all portions of the bid
- Completed/Signed the Proposal Form
- Provided description of bidder's organization
- Provided References – Minimum of 3 (Preferably governmental entities)
- Attach a detailed written description of work to be completed
- Attach Copy of Proof of Insurance
- Attach Bid/Performance Bond (see section under general guidelines)
- Provided **3 copies** of complete proposal

The Undersigned, having reviewed the bid specifications, hereby proposes to provide the requested services to the City of Plymouth in a manner satisfactory to the City in accordance with all specifications, terms and conditions contained in this bid document.

(Required) Air Duct Cleaning – City Hall

Cleaning of Duct Work, et al.	\$ _____
Sanitizing Duct Work	\$ _____
Total Cost	\$ _____

Duration of Project (Days) _____

(Optional) Alternate Proposal for Air Duct Cleaning with explanation

Cleaning of Duct Work, et al.	\$ _____
Sanitizing Duct Work	\$ _____
Total Cost	\$ _____

Duration of Project (Days) _____

Signature and Title of Authorized Vendor Representative:

 Signature of Authorized Agent

 Printed Name of Company

 Printed Name of Authorized Agent

 Date

*** END OF PROPOSAL FORM ***

RESOLUTION

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

WHEREAS The City of Plymouth operates several public facilities in their mission to protect the public health and safety; and

WHEREAS From time to time it is necessary for routine maintenance to be completed on the air duct systems in the building to help ensure a safe work environment as well as the public safety; and

WHEREAS The City Administration did accept sealed bids for the cleaning of the air ducts at certain City facilities.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby accept the bid from Amistee Air Duct Cleaning in the amount of \$12,870 for the City Hall Complex in the current fiscal year.