



Adding Quality to Life



2012 ADOPTED/2013 CONCEPT BIENNIAL BUDGET



CITY OF PLYMOUTH
 2012 ADOPTED / 2013 CONCEPT
 BIENNIAL BUDGET
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LETTER OF TRANSMITTAL



December 16, 2011

To the Honorable Mayor and City Council:

We are pleased to submit the adopted 2012/2013 Biennial Budget. In 2007, the Plymouth City Council approved our first two-year or biennial budget. The use of two-year projection for budget purposes assists in long-term planning and provides a more stable accounting of city revenue and expenditures.

The 2012/2013 Biennial Budget provides the City Council and residents with a balanced two year budget and a sound financial plan for 2012 and 2013 that maintains core service levels, while remaining sensitive to the financial concerns of Plymouth taxpayers.

The 2012 budget reflects a 0% increase in the levy from 2011. This will be the third consecutive year that there has been no increase in the tax levy.

Recent economic challenges have made long-term planning even more important. The biennial budget maintains core services at current levels and protects the investment in public facilities and infrastructure. This budget is a comprehensive decision-making document based on current city operations, services, and its policies and goals.

Work began on the 2012/2013 biennial budget in April. The City Council met with staff for six comprehensive work sessions to provide direction in regard to a budget that meets Council goals, maintains core services, and is vigilant of tax burden.

A review and the approval of the preliminary property tax levies and budgets were held on September 13, 2011. A public hearing to solicit resident input was held on December 13, 2011. The public hearing replaces the former Truth-in-Taxation Hearing, which was repealed by the state legislature.

Please contact me at 763-509-5051, or Finance Manager Jodi Bursheim at 763-509-5320 with any questions.

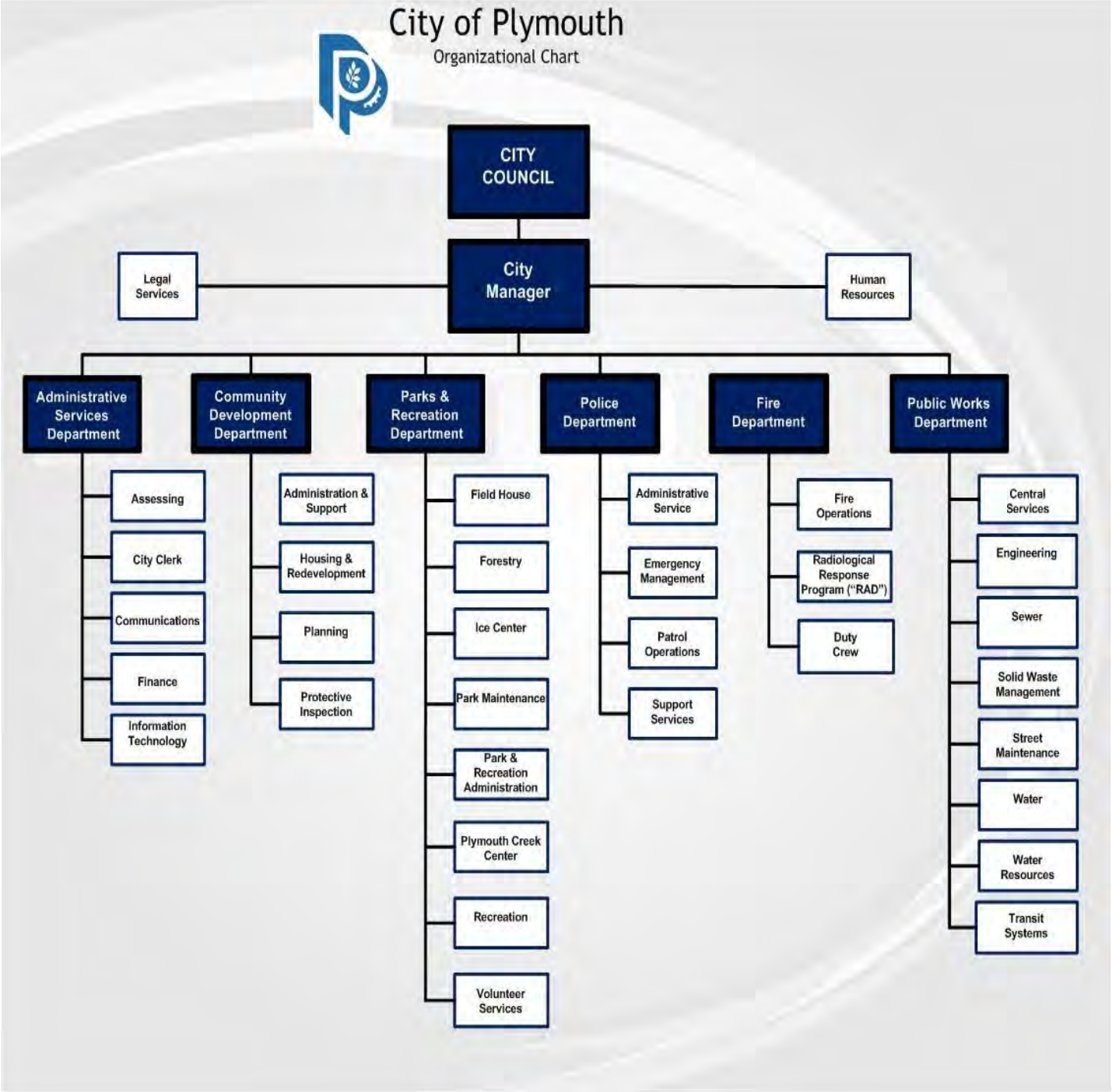
Respectfully Submitted,



Laurie Ahrens, City Manager

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CITY OF PLYMOUTH ORGANIZATIONAL CHART



CITY OFFICIALS

CITY COUNCIL

Mayor	Kelli Slavik <i>(Term Expires 12/31/14)</i>
Ward 1 Councilmember	Judy Johnson <i>(Term Expires 12/31/12)</i>
Ward 2 Councilmember	Jeffry Wosje <i>(Term Expires 12/31/12)</i>
Ward 3 Councilmember	Bob Stein <i>(Term Expires 12/31/12)</i>
Ward 4 Councilmember	Ginny Black <i>(Term Expires 12/31/14)</i>
At-Large Councilmember	Tim Bildsoe <i>(Term Expires 12/31/14)</i>
At-Large Councilmember	Jim Willis <i>(Term Expires 12/31/12)</i>

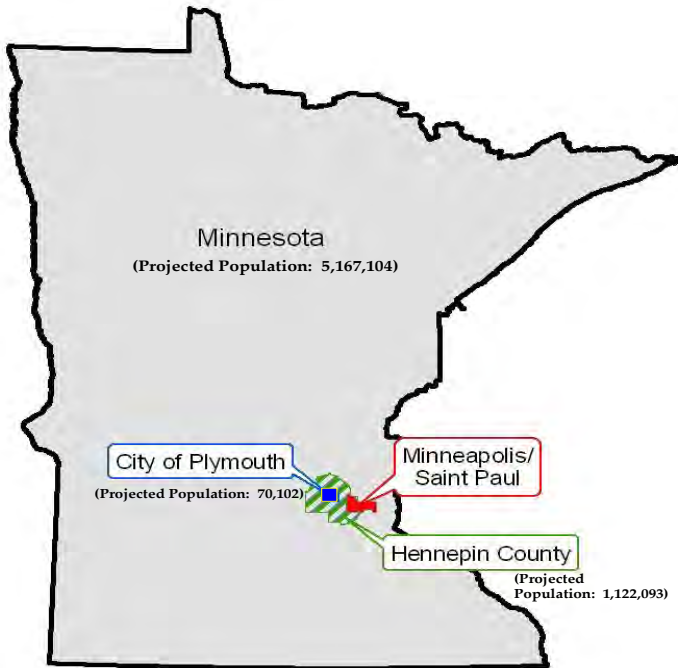
EXECUTIVE STAFF

City Manager	Laurie Ahrens
Director of Administrative Services	Vacant
Director of Community Development	Steve Juetten
Fire Chief	Rick Kline
Director of Parks and Recreation	Diane Evans
Police Chief	Mike Goldstein
Director of Public Works	Doran Cote

BUDGET STAFF

Administrative Services Department
3400 Plymouth Boulevard
Plymouth, Minnesota 55447
763-509-5000
www.plymouthmn.gov

GENERAL INFORMATION



Plymouth, Minnesota is an innovative, forward-looking community just 10 miles northwest of Minneapolis.

In 2008, *Money* magazine named Plymouth as the Best Place to Live in America. *Money* magazine affirmed Plymouth's quality of life in 2010, highlighting the city again as one of America's best places to live.

This community of over 70,000 residents is known for its healthy job base, strong schools, strategic location, array of housing choices and beautiful lakes. We are equally proud of our community facilities, well-planned park and trail system, and safe community.

Our location offers residents and businesses easy access to Minneapolis, St. Paul, and area suburbs. Several major highways pass through the city, including Interstate 494, Minnesota Highway 55, and US Highway 169. The 35 square mile city includes lakes, streams, wetlands, and woodland. Local residents have placed a premium on preserving open space, developing parks, and building more than 100 miles of trails, many of which tie into regional trails. The community's commitment to parks, trails, and protecting natural areas reflects Plymouth's active outdoor culture.

Plymouth has worked to build a sense of community. It is home to several major community events, including the *Primavera* spring art exhibition, a summer *Entertainment in the Parks* series, *Plymouth on Parade* in the fall, and the winter *Plymouth Fire and Ice Festival*. While all of the events are popular, *Music in Plymouth*, featuring the Minnesota Orchestra in an outdoor concert, is our signature event. The event draws more than 10,000 concert goers each July.

In addition to being a top choice to live, Plymouth is a popular place to locate businesses. Employers provide more than 46,000 jobs in the fields of insurance, high-tech research, telecommunications, light manufacturing, printing and publishing, and computer-related industries.

Significant Dates in Plymouth History

May 15, 1955 – Incorporated as a village.

August 1, 1960 – Adopted the Council-Manager form of government.

February 7, 1974 – Became a Statutory City.

November 2, 1992 – Voters adopted a City Charter, becoming a Home Rule Charter City.

Demographics and Economics

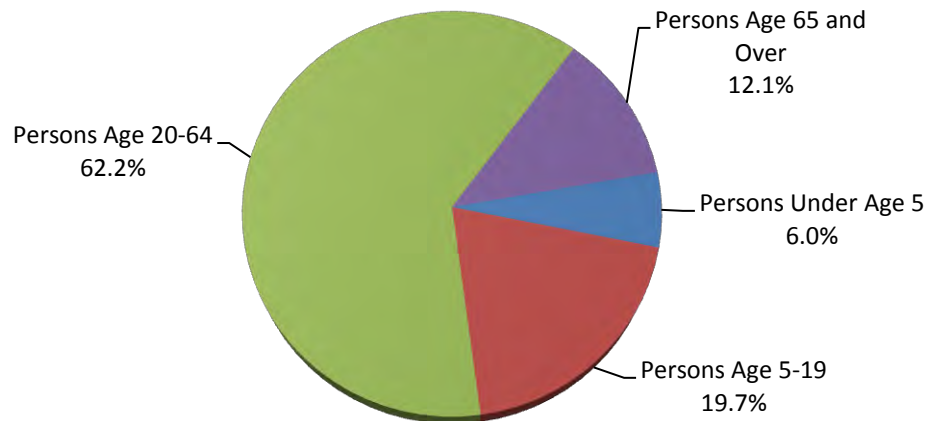
In 2010, the estimated median age of residents in Plymouth was 39.5 years of age. The city's population is older than the estimated median ages of Hennepin County (35.9), the State of Minnesota (37.4), and the United States (37.2). According to the U.S. Census 2010 Demographic Profile, 12.1% of the city's population were 65 years of age or older. By comparison, the percentage of people 65 years or older in the county, state, and the nation were 11.4, 12.9, and 13.0, respectively.

Data indicates that this trend will continue. Persons under 5 years of age represented 6.0% of the city's total population count while persons over the age of 18 years old represented 76.1% of the city's total population count. By comparison, 77.3% of Hennepin County residents, 75.8% of Minnesotans, and 76.0% of Americans were over the age of 18.

With a population of approximately 71,000, according to the U.S. Census Bureau, the city's population is 6.1% of Hennepin County's total population. Plymouth's population has remained constant in residential growth from 2005 to 2010. Currently, there are 28,663 occupied housing units in Plymouth. Of the total occupied housing units, approximately 72.4% are owner-occupied and 27.6% are renter-occupied.

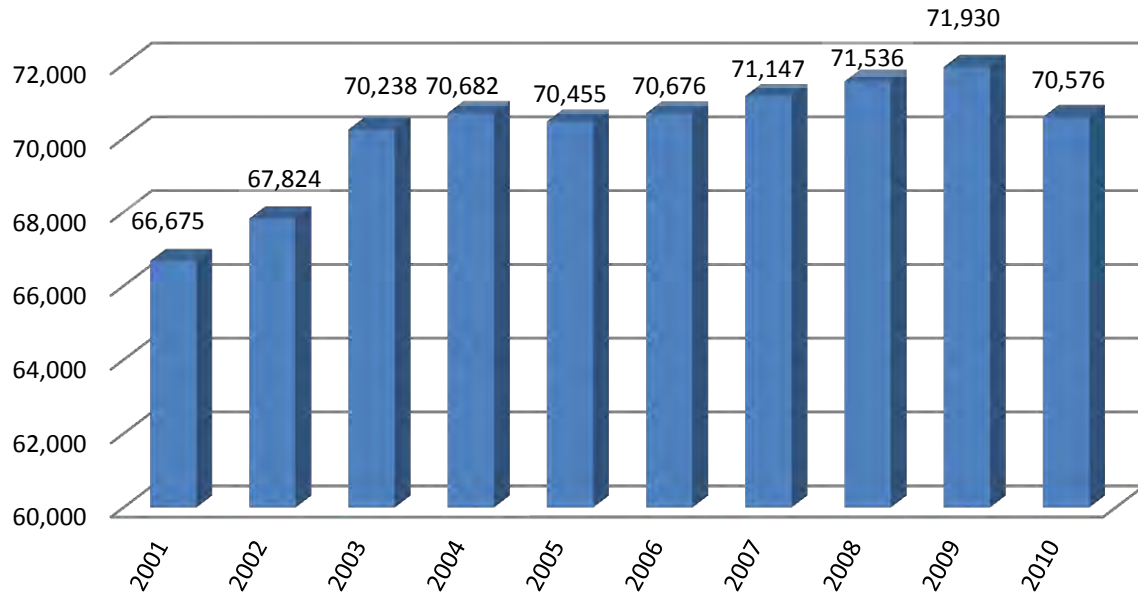
City of Plymouth's Age Distribution for 2010

Based on the U.S. Census Bureau - American Community Survey



Plymouth's population has grown at a minimal rate since the turn of the century following strong residential growth in the 1980's and 1990's. Growth is expected to continue slowly as the city nears build-out.

Population Trend



Plymouth is the proud home to a number of national and international businesses. The information below provides an overview of our workforce and livability.

Plymouth Economics

Top Employers (Number of Employees)

ISD #284 Wayzata Schools	1,344
Carlson Companies	1,175
Prudential Insurance Co.	642
EV3, Inc.	584
Allied Interstate	573
Honeywell International	525
Boston Scientific	500
Select Comfort Corp	475
Nilfisk-Advance, Inc.	399
Turck, Inc.	358

The following numbers were obtained from the Metropolitan Council - Community Profile For Plymouth, 2010

Median Value of Owner-occupied Units

Plymouth	\$325,400
Hennepin County	\$250,900

Unemployment Rate

Plymouth	6.00%
Hennepin County	6.90%

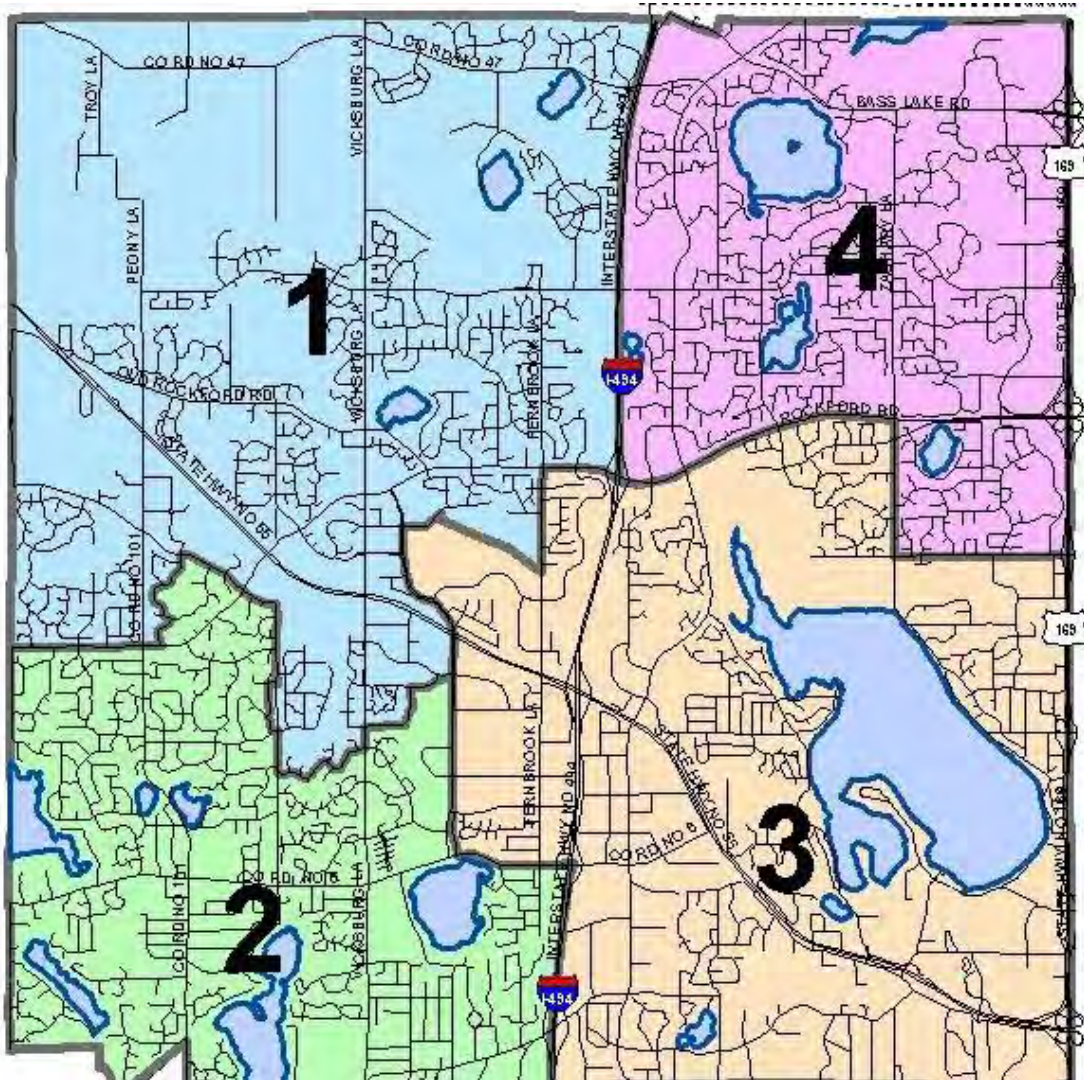
Median Family Income

Plymouth	\$83,500
Hennepin County	\$61,700

Governing Body

Plymouth operates as a Home Rule City according to a City Charter and ordinances, under a City Council-Manager form of government.

Policymaking and legislative authority are vested in a City Council consisting of a mayor, two at-large council members, and four ward council members. In addition to responding to public concerns, the City Council's main responsibilities include: enacting ordinances, adopting the budget, appointing committees, and hiring the city manager. The city manager is responsible for carrying out the policies and ordinances of the council, for overseeing the day-to-day operations of the city government, and for appointing the heads of the various departments. The Council is elected on a non-partisan basis. Council members serve staggered, four-year terms.



Plymouth Council Wards

BUDGET PROCESS

Budget Calendar

The City Charter requires an annual budget process with a January 1 fiscal year. In 2007, the biennial budget format was adopted. The biennial budget provides an opportunity to implement strategic planning into the budget process and allows time for program review and evaluation.

2012-2013 Biennial Budget Preparation & 5-yr Capital Improvement Plan

Date	Category	Description
April 27, 2011	Budget	Managers receive instructions for Budget
June 1, 2011	Budget	Budget Managers' Innovation Discussion
June – July 2011	Budget	Departments prepare budgets
June 14, 2011	Budget	Council Budget Trends Overview (Budget meeting #1)
July 26, 2011	Budget	Council Study Session (Budget meeting #2)
August 16, 2011	Budget	Council Study Session (Budget meeting #3)
August 23, 2011	CIP	Council Study Session (CIP meeting #1)
September 6, 2011	Budget	Council Study Session (Budget meeting #4)
September 13, 2011	Budget	Council adopts preliminary levies and budget (Budget meeting #5)
November 8, 2011	Budget	Council Study Session (Budget meeting #6)
November 16, 2011	CIP	Planning Commission recommended approval
December 13, 2011	Budget/CIP	Budget Public Hearing, CIP, Budget & Levy Adoption
December 28, 2011	Budget	Levy is certified with Hennepin County
February-June 2012	Budget	Staff reviews and evaluates programs/activities
August –September 2012	Budget	Budget team reviews departmental budgets
September 11, 2012	Budget	Council adopts preliminary property tax levies & budget
November 2012	CIP	Planning Commission review
December 11, 2012	Budget/CIP	Budget Public Hearing, CIP, Budget & Levy Adoption
December 28, 2012	Budget	Levy is certified with Hennepin County

Financial Management Policies

The City Council, by resolution, has adopted financial management policies to account for public funds, to manage municipal finances wisely, and to plan for adequate funding of services desired by the public. The policies outlined below provide the financial framework for the overall fiscal management of the city and provide guidance to ensure short-term and long-term financial stability.

With regard to *Revenue Management*, the City of Plymouth will;

- Impose taxes, fees, and rates at appropriate levels to fund their intended purposes
- Maintain a reserve balance to provide for a diversified and stable revenue system
- Estimate annual revenue using an objective, analytical process
- Conduct an annual review of costs for activities supported by taxes, rates, and user fees
- Set fees and user charges for each enterprise fund based on current and future operating, capital, infrastructure, and debt requirements
- Review new sources of revenue to fund operating and capital costs consistent with Council's goals and priorities

With regard to *Fund Balances*, the City of Plymouth will;

- Establish restricted bond amounts based on requirements of individual bond ordinances
- Establish unrestricted, assigned capital amounts for the planned construction or replacement of infra-structure or for the acquisition of capital equipment based on the 5-year CIP
- Establish other unrestricted, committed and assigned amounts related to special items as approved by City Council
- Maintain the General Fund as established by Council resolution

With regard to *Investments*, the City of Plymouth will;

- Deposit funds only in financial institutions which are insured by the Federal Deposit Insurance Corporation or are approved for full collateralization by the public deposit protection act or other state statutes
- Pool cash from all legally permitted funds for investment purposes
- Maximize the investment rate of return and adhere to lawful investment options
- Ensure that the safety of the principal is the dominant requirement for city investments, maintain sufficient liquidity to meet operating requirements, and seek a responsible yield

With regard to *Debt Management*, the City of Plymouth will;

- Confine long-term borrowing to major capital improvements that cannot be financed from current revenues
- Repay debt within the expected useful life of the project or sooner
- Prohibit the use of long-term debt for operating expenses
- Issue debt which is relative to payback ability
- Ensure that borrowing does not overburden future taxpayers
- When practical, borrow from other funds. Monies borrowed must be repaid with interest before needed for their intended purpose(s). Repayment schedules and reserve sources for repayment shall be validated before borrowing from any fund.
- Review debt at least annually for repayment or refinance opportunities. A repayment strategy shall be part of all adopted bond issues

With regard to *Accounting, Auditing and Reporting*, the City of Plymouth will;

- Provide regular information concerning cash position and investment performance through its accounting system
- Establish and maintain a high degree of accounting competency. Financial accounting and reporting will be done in accordance with methods prescribed by the Governmental Accounting Standards Board and the Government Finance Officers Association, or their equivalents.
- Present reports to the City Council summarizing financial activity as required by the City Charter
- Maintain financial systems to monitor expenditures, expenses, revenues, and performance of all municipal programs on an ongoing basis
- Provide full disclosure in annual financial statements and bond representations
- Use an independent certified public accounting firm to perform an annual audit
- Issue a public Comprehensive Annual Financial Report
- Comply with all reporting requirements related to bond issuance terms

Council Goals

Each year the City Council reviews and adopts goals which help guide annual work plans and provide guidance for budgeting.

- 1. Monitor Economic Challenges** - Continue to track economic challenges. Evaluate and prioritize existing services, service levels and service needs, and seek innovative solutions to maintain high quality core services, promote financial transparency, and protect Plymouth's strong financial position and quality of life.
- 2. Protect Plymouth's Strong Financial Position** - Maintain Plymouth's fiscal health by crafting a long-term revenue plan to ensure sustainable operations at a fair and equitable tax rate. Review fund balance policies to protect Plymouth assets.
- 3. Promote Transportation Solutions** - Advance transportation and transit solutions to improve the local economy, promote business growth and development, and improve area roadways and highways to reduce commuter congestion. Focus on maintaining suburban transit and advancing the following projects: third lane on I-494, study of Highway 169 between I-494 and I-94, and improvements to Highway 55.
- 4. Pursue Northwest Greenway and Environmental Initiatives** - Continue to acquire property for the Northwest Greenway and parks, as directed by voter referendum. Complete improvements to the Hilde Performance Center. Collaborate with watershed agencies to ensure effective progress on water quality mandates. Continue energy conservation efforts in city buildings.
- 5. Continue Proactive Public Safety Initiatives** - Build on the successes of fire prevention and fire service programs as well as proactive policing strategies to promote and enhance livability.
- 6. Protect the City's Infrastructure Investment** - Ensure that the city can protect and enhance the useful life of streets and utilities continue to monitor financial resources and economic conditions, and consider timing with regard to infrastructure needs.
- 7. Increase Efficiency and Economy of Services** - Explore partnerships with neighboring communities, school districts and other government agencies to decrease costs through shared services and purchasing, and the elimination of duplicative efforts.

FINANCIAL INFORMATION

Fund Accounting

Fund accounting is used for budgeting and accounting. Under this system, money is budgeted in 16 separate funds, rather than one central fund. Each fund is established for a specific purpose and is similar to a separate bank account. The funds are used to pay for operations, maintenance, and budgeted activities. Generally, revenues are received and spent during the same year. Annual expenditures are determined by the actual costs of services provided as approved by the City Council.

Some funds are unbudgeted and operate similar to a savings account. Money is accumulated for periodic capital needs, such as the replacement of facilities and equipment. The fund balance grows until expenditures are made. Spending can vary greatly each year depending on calculated replacement costs for public improvements and the cost of planned capital expenditures.

Basis of Accounting

The budget parallels the city's accounting system. A modified accrual basis is used for general government operations. Significant revenues are recorded when measurable and available, and expenditures are recorded as they are incurred.

Proprietary Funds, including the Enterprise and Internal Service Funds, are maintained on a full accrual basis. For budgetary purposes, depreciation and accrued liabilities for accumulated leave balances are not included.

Fund Types

The City of Plymouth classifies funds into six types: General Fund, Special Revenue Funds, Enterprise Funds, Internal Service Funds, Debt Service Funds, and Capital Project Funds.

General Fund

As the primary operating fund, the General Fund records all revenues and expenditures that are not assigned to another fund. The fund provides the resources to sustain the daily activities for administrative and operating expenses for general government, public safety, public works, recreation, and community development expenditures. The fund has more diverse revenue sources than other funds, including property taxes, licenses, permits, fines and forfeits, intergovernmental revenue (grants), service charges, and investment interest.

Special Revenue Funds

Certain activities are established or designated by statute, charter or ordinance with defined revenue sources for a specific and restricted purpose. Budgeted funds included in this fund type are recreation programming, transit services, and the Housing Redevelopment Authority

activity. In addition, unbudgeted special revenue funds include Cemetery Maintenance, Community and Economic Development, and Lawful Gambling.

Enterprise Funds

Established to account for the acquisition, operation, and maintenance of activities that are self-supporting such as city water and sewer service, recycling, storm water system, indoor ice arenas, and the field house. User fees predominantly support the operations of these funds.

Internal Service Funds

These funds are established to account for the financing of goods and services provided to city departments on a reimbursement basis. The city maintains Internal Service Funds for the following activities: Central Equipment, Risk Management, Employee Benefit, Information Technology, and Public Facilities, and Resource Planning.

Capital Project Funds

Capital Project Funds are not included in the budget as the expenses are approved by the City Council on a project-by-project basis. The use of these fund types are to account for the monies used for the acquisition and construction of capital projects.

Debt Service Funds

Established to account for the payment (from taxes and other sources) of interest and principal on long-term debt. The debt schedule and information regarding city and HRA bonds may be found on page 18.

Revenue Sources

Each fund is supported by several revenue types. The graphs below show the type of revenues supporting the total city budget for 2012 and the 2013 concept budgets, as well as the percentage of support received.

Property Taxes

The city levies taxes for general operating purposes, street reconstruction, park replacement and repayment of outstanding debt. The General Fund (operating budget) receives the largest share of the levy. The Street Reconstruction Fund, Recreation Fund, CDBG, Plymouth Housing and Redevelopment Authority (HRA) General, Park Replacement and Capital Improvement Fund also receive an allocation.

Permits and Licenses

Building permits fees cover the cost of plan review and building/fire code compliance and fluctuate based on current construction within the City. License fees support the direct and indirect cost of issuing the license and policing the licensed activities.

Intergovernmental Revenue

Primarily grants received from federal, state and county sources. The largest intergovernmental revenue in the General Fund is Municipal State Aid (MSA) Maintenance. Other sources include the police state aid and the school liaison contracts with the school districts.

Charges for Services

Best defined as user fees, they provide funding to operate programs and facilities from those who use them such as utility charges. Utility charges are revenues generated from basic utility services such as water, sanitary sewer, solid waste (recycling) and water resources. Program fees are also classified as charges for services to fund park and recreation activities.

Fines and Forfeitures

This type of revenue is generated primarily by the police department for legal violations. Hennepin County collects the fines and distributes a portion of the total revenue to the city.

Contributions & Donations

Contribution revenues are typically received from charitable organizations for specific one-time expenditure purposes and/or to benefit a specific cause.

Interest Income

The cash balances in all funds are invested in interest-bearing investments of maturities appropriate to the cash requirements of the funds.

Transfers In

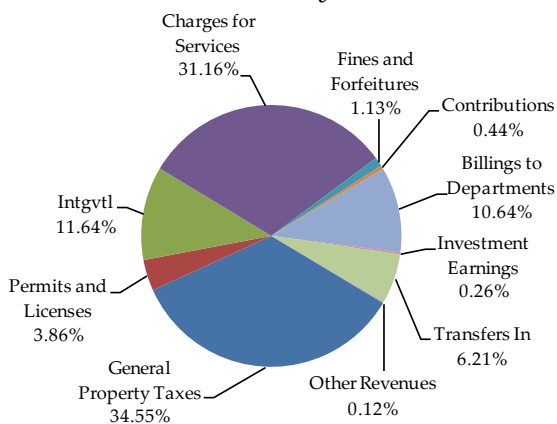
The General Fund receives revenue from a holding fund for a one-time or infrequent purchase. In other city funds, a transfer may be used from fund balance for a planned capital purchase or to temporarily offset operational costs.

Other

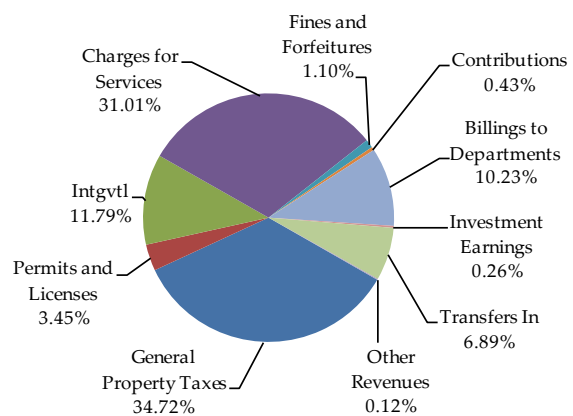
Refunds and reimbursements, administrative fees, property claims, and miscellaneous revenue are categorized under this source of revenue.

The graphs below demonstrate the city revenue streams by income source.

2012 Revenue Budget - All Funds
(by source)



2013 Revenue Budget - All Funds
(by source)



Expenditure Categories

Expenditures are divided into account groups to track purchases and describe how funds are expected to be spent throughout the budget year.

Personal Services

Consist of salaries, overtime, health and life insurance benefits, the city contributions for FICA, Medicare, PERA, Workers' Compensation insurance, and other compensation-related costs.

- **Retirement Costs.** Most employees are covered by defined benefit plans administered by the Public Employees Retirement Association of Minnesota (PERA). They are established and administered in accordance with Minnesota Statutes, Chapters 353 and 356. After an increase in 2011, the State Legislature did not change PERA contribution rates for 2012.
- **Employers Contribution.** The city contributes a predetermined amount towards benefit coverage. Employees have the option of selecting from various benefits and are required to pay for any benefits exceeding the employer's contribution.
- **Workers' Compensation.** Costs are charged to each department based on claims history and are accounted for in the Risk Management Fund.

Material and Supplies

Office supplies, parts, and materials necessary to perform the services provided.

Employee Development

This category consists of employee training such as workshops, conferences and seminars, and other professional development-related expenditures.

Contractual Services

Includes services provided to the city by outside sources; including postage, printing, subscriptions, and contracted services.

Capital and Equipment

Capital expenditures are for capital purchases of items over \$5,000 with a useful life of more than one year. Equipment expenditures are smaller equipment purchases of items not meeting the city's capitalization threshold of \$5,000.

Allocations

Allocations include expenditures used to distribute the cost of operations of Internal Service Funds to the benefiting departments/divisions.

Transfer Out

Transfers made for operational or capital purposes.

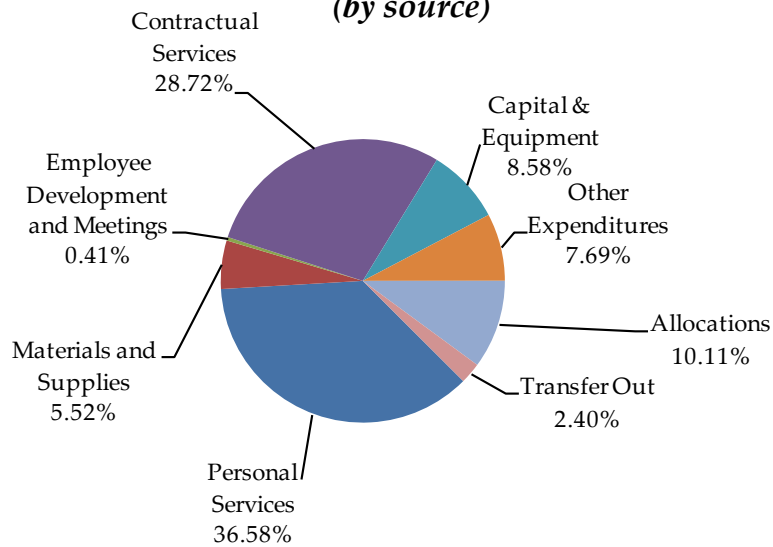
Other Expenditures

A combination of miscellaneous expenses not otherwise categorized, such as:

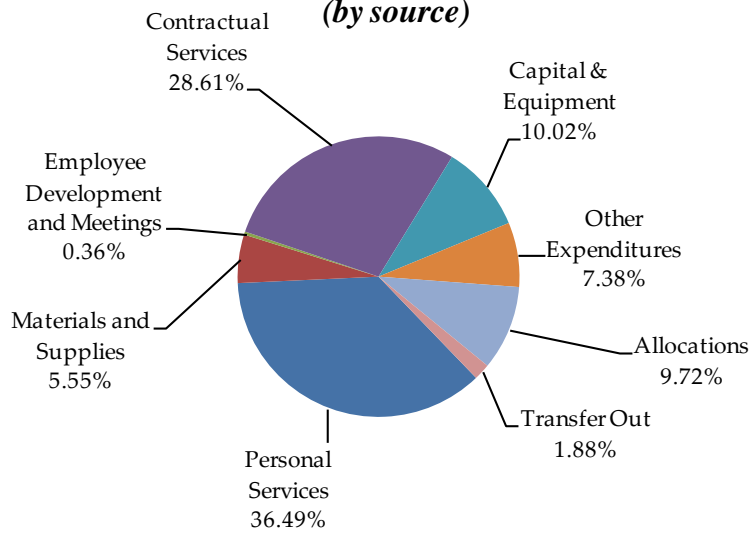
- Dues and subscriptions for both citywide and individual employee memberships and subscriptions to professional organizations, commissions and collaborative organizations such as the League of Minnesota Cities, Metro Cities and the Suburban Rate Authority.
- Interest payments on Enterprise Fund debt service
- Bank fees and other small items.

The graphs below demonstrate how resources are allocated. Please note that in addition to providing the total city budget, the figures incorporate the Capital Improvement Program totals.

2012 Expenditure Budget - All Funds
(by source)



2013 Expenditure Budget - All Funds
(by source)



TOTAL CITY BUDGET

The 2012/2013 biennial budget is balanced and in compliance with all provisions of the City Charter and Council Policies.

The total city budget as shown below is the combined budgets of all parts of the organization, including the Housing Redevelopment Authority (HRA). The table below shows the gross city budget.

	Total Combined City Budget				
	2009	2010	2011	2012	2013
	Actual	Actual	Amended	Adopted	Concept
Revenue					
General Property Taxes	23,408,123	23,489,428	23,480,809	23,781,757	24,427,174
Permits and Licenses	2,280,700	2,373,006	2,213,946	2,655,830	2,425,430
Intgvtl	9,072,308	9,544,609	9,127,103	8,015,654	8,298,578
Charges for Services	21,147,400	21,283,820	22,607,150	21,452,715	21,818,607
Fines and Forfeitures	798,496	732,460	912,500	775,500	775,500
Contributions	1,381,216	624,293	400,700	300,700	300,700
Billings to Departments	5,727,579	6,512,965	6,625,779	7,322,600	7,201,199
Investment Earnings	426,275	197,566	326,514	177,100	183,300
Transfers In	2,026,386	6,166,475	3,496,754	4,273,147	4,849,102
Other Revenues	520,366	795,122	73,250	81,750	81,750
Special Assessments	4,368	6,524	-	2,600	2,600
Total Revenue	66,793,217	71,726,268	69,264,505	68,839,353	70,363,940
Appropriations					
Personal Services	24,057,626	24,411,576	24,713,781	25,181,914	25,676,616
Materials and Supplies	3,118,079	3,186,138	3,495,235	3,799,202	3,903,572
Employee Development and Meetings	196,882	139,599	319,235	279,530	251,714
Dues and Subscriptions	367,684	351,936	389,601	394,297	395,747
Contractual Services	17,593,186	18,324,367	19,612,207	19,769,694	20,127,861
Equipment	380,557	222,572	262,625	339,240	231,500
Capital Improvements	(23,008)	2,120,774	6,681,076	5,564,660	6,816,900
Other Expenditures	4,659,250	4,680,702	4,583,913	4,618,549	4,545,290
Debt Service	352,412	327,126	308,913	280,300	250,188
Allocations	5,554,777	6,037,078	6,075,779	6,960,607	6,839,203
Transfer Out	3,601,702	6,394,500	2,822,140	1,651,360	1,325,349
Depreciation	5,431,851	5,452,095	-	-	-
Total Appropriations	65,290,998	71,648,463	69,264,505	68,839,353	70,363,940
Less Allocations	5,554,777	6,037,078	6,075,779	6,960,607	6,839,203
Less Transfers	3,601,702	6,394,500	2,822,140	1,651,360	1,325,349
	9,156,479	12,431,578	8,897,919	8,611,967	8,164,552
Net Appropriations	56,134,519	59,216,885	60,366,586	60,227,386	62,199,388

Debt Service

The city sells bonds to raise revenue to finance large projects such as new or expanded facilities, street reconstruction, or to purchase land for open space. The city maintains a very low overall debt ratio of 2% and has earned low interest rates on bond sales due to top ratings from bond rating agencies. The City of Plymouth is one of only seven cities in Minnesota to hold Aaa/AAA bond ratings from both Moody's Investor Services and Standard and Poor's.

In 2011, Governmental Housing Project Bonds (series 2011A) were issued in the amount of \$3,165,000 which will refund previously issued Governmental Housing Project bonds (series 2003) on October 1, 2012; the crossover date. The crossover date is the earliest date that the refunded bonds may be redeemed without payment of premium. By taking advantage of the historically low interest rates, this refunding provides approximately \$160,000 of total overall interest savings.

Debt Service Schedule (as of 12/31/2010)

Description	Date of		Rate of Interest (%)	Authorized and Issued	Outstanding 12/31/2010
	Issue	Maturity			
General Obligation Bonds					
Activity Center and Field House Bonds - 1998C	12/1/1998	2/1/2014	3.4 - 4.375	\$ 4,500,000	\$ -
Activity Center and Field House Bonds Refunding - 2009B	11/24/2009	2/1/2014	3.0	1,445,000	1,445,000
Street Reconstruction Bonds - 2003B	5/27/2003	2/1/2014	2.0 - 3.5	1,465,000	630,000
Open Space Refunding Bonds - 2003D	11/25/2003	2/1/2011	2.25 - 3.05	1,355,000	260,000
Open Space Bonds - 2007A	11/15/2007	2/1/2024	3.75 - 3.9	2,715,000	2,575,000
Open Space Bonds - 2010A	8/24/2010	2/1/2026	2.0 - 3.25	2,990,000	2,990,000
Capital Improvement Bonds - 2004A	9/9/2004	2/1/2025	3.0 - 4.75	7,480,000	6,210,000
Total General Obligation Bonds				\$ 21,950,000	\$ 14,110,000
General Obligation Tax Increment Bonds					
Tax Increment Bonds - 1998A	10/1/1998	2/1/2023	4.15 - 4.65	\$ 2,900,000	\$ -
Tax Increment Bonds - 2005A	4/1/2005	2/1/2023	2.80 - 4.25	1,370,000	1,240,000
Tax Increment Refunding Bonds - 2009A	11/24/2009	2/1/2023	3.0 - 3.5	2,490,000	2,490,000
Total General Obligation Tax Increment Bonds				\$ 6,760,000	\$ 3,730,000
Special Assessment Bonds					
Housing Improvement Bonds - 1998B	10/1/1998	2/1/2014	5.20 - 5.90	\$ 1,030,000	\$ 370,000
GO Improvement Bonds - 2003C	11/25/2003	2/1/2010	2.25 - 2.75	2,895,000	-
Total Special Assessment Bonds				\$ 3,925,000	\$ 370,000
General Obligation Revenue Bonds					
GO Water Revenue Bonds - 2004B	12/8/2004	2/1/2019	3.0 - 4.0	\$ 13,140,000	\$ 8,360,000
Total Bonds Payable (Primary Government)					\$ 26,570,000
Component Unit (HRA)					
Plymouth Towne Square Housing Project Bonds - 2003	2/20/2003	10/1/2023	1.75 - 4.5	\$ 4,860,000	\$ 3,490,000
Vicksburg Crossing Housing Project Bonds - 2005	5/1/2005	2/1/1935	3.75 - 5.0	10,650,000	10,385,000
Total Component Unit (HRA)				\$ 15,510,000	\$ 13,875,000
Total Outstanding Debt					\$ 40,445,000

BUDGET OVERVIEW

The 2012 adopted/2013 concept Biennial Budget requires \$30,019,903 and \$30,346,115, respectively, for operations within the General Fund to continue at existing service levels and includes the best information available regarding inflationary factors, union contract settlements, and anticipated maintenance and equipment needs. Each budget year is potentially impacted by inflation, state and local policy changes, as well as the economy.

Property Tax

Although the state lifted levy limits for 2012, council maintained a 0% increase in the levy, which is the third consecutive year the city did not increase the levy. The 2012 budget included a total property tax levy of \$28,176,682 to meet expected operational needs. In addition to the city property tax levy, Plymouth levies property taxes for the Housing and Redevelopment Authority (HRA). The 2012 budget maintained an HRA levy of \$551,277, for the fourth consecutive year.

City and HRA Levies

Levy Type	2009	2010	%		2012	%	
			Increase/ Decrease	2011		Increase/ Decrease	2012
Levy Limit Base							
General Fund Base	12,856,138	13,050,115		12,560,323		22,701,000	
Market Value Homestead Credit	510,000	589,795		552,502		0	
Street Reconstruction	2,458,092	2,531,835		2,607,790		2,686,024	
Recreation Fund	678,497	618,497		618,497		559,480	
Park Replacement						130,000	
Capital Improvement Fund	358,216	368,962		380,031		391,432	
Total Levy Limit Base	16,860,943	17,159,204	1.77%	16,719,143	-2.56%	26,467,936	58.31%
Special Levies							
PERA	101,012	108,728		157,588		0	
Public Safety	9,231,614	9,183,835		9,593,124		0	
GO 2003B Street Recon Bonds	178,355	179,038		179,563		179,524	
GO 2003C Street Recon Bonds	424,531						
2003D Open Space Refunding	267,257	281,326					
GO 2004A Public Safety	596,354	596,958		601,683		598,953	
GO 2007A Open Space	255,486	255,223		254,764		254,108	
2009B Activity Center Bonds	432,016	410,989		407,558		412,125	
GO 2010A Open Space				263,259		264,036	
Total Special Levies	11,486,625	11,016,097	-4.10%	11,457,539	4.01%	1,708,746	-85.09%
TOTAL CITY LEVY	28,347,568	28,175,301	-0.61%	28,176,682	0.00%	28,176,682	0.00%
HRA Levy	551,277	551,277		551,277		551,277	
TOTAL LEVY	\$28,898,845	\$28,726,578	-0.60%	\$28,727,959	0.00%	\$28,727,959	0.00%
Total Tax Rate (Charter Requirements)	24.85%	26.07%		27.49%		28.64%	

Charter Requirement for Levy Adoption

The City Council, in accordance with the City Charter, has adopted an ordinance that requires a two-thirds majority vote to adopt a tax levy resolution that increases the city's tax rate over the prior year. As a result, the 2012 tax levy must be adopted by a 5/7 majority vote.

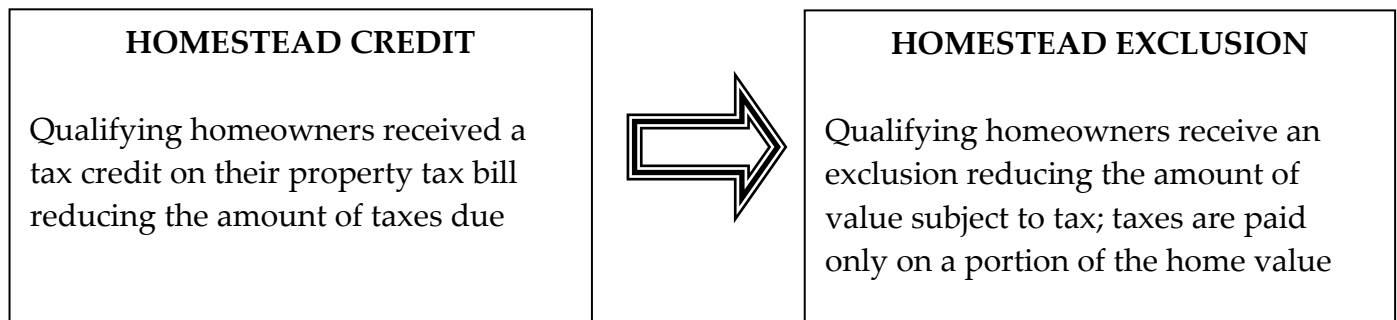
Tax Rate

The tax rate is calculated by dividing the city's tax levy by the city's net tax capacity. The net tax capacity is calculated by multiplying the total market value by the relevant tax class rate for each property in the city. Due to the decrease in the city's net tax capacity, the 2012 tax rate increased by 1.15%; going from 27.49% to 28.64%, even though the tax levy amount remained the same as 2011.

The decrease in tax capacity is due to declining property values as well as a shift in the homestead benefit program.

Homestead Benefit Program

Effective for taxes payable in 2012, the Market Value Homestead Credit program was eliminated. A new program called "Market Value Homestead Exclusion" replaced the "Market Value Homestead Credit" program.



The result of this shift is a savings to the State budget of \$261,000,000 and the City will no longer be impacted by the uncertainty of whether or not reimbursement will be received for this tax revenue. With the new program, homes contribute less to the overall tax base forcing an increase in the tax rate for taxing jurisdictions to collect the same amount of tax revenue.

Property Tax Impacts

The impact to a residential property owner is difficult to calculate due to several factors:

- Wide variance in changing residential property values
- Impact of commercial/industrial property value shift
- Impact of the change in market value homestead program
- The effect fiscal disparities will have on Plymouth's tax base
- The shift of the Hennepin County and school district tax burden among suburbs as property values in Plymouth have not declined as significantly as those in surrounding Hennepin County cities; resulting in Plymouth incurring a larger portion of the County's overall tax burden.

Budget Considerations

The 2012/2013 Biennial Budget continues to maintain existing core service levels. The following adjustments are reflected in the 2012 budget:

Revenue projections were adjusted in the following areas:

Increased:

- **General Property Taxes**- to utilize available funds within the levy for the market value homestead credit that previously was never relied upon for operations due to the uncertainty of receiving reimbursement from the State.
- **Permit Revenue** –to reflect construction projects anticipated to occur.
- **Intergovernmental Revenue** –to reflect Municipal State Aid (MSA) for annual maintenance funding.
- **Transfers** – funding from the Resource Planning Fund to pay for anticipated election costs.

Decreased:

- **Antenna Fees** – Three antenna leases were expected to occur in 2011 and did not; therefore, adjusted revenue projection for 2012.
- **Intergovernmental Revenue**- A reduction in State and Federal grant funding is expected in the future.
- **Court Fines**- Adjusted to reflect the trend of declining receipts in past years.
- **Items for Resale** – Eliminated weather radio sales.
- **Program Revenue** – Playfield maintenance fees are anticipated to be lower than original expectations.

Expenditure projections were adjusted in the following areas:

Increased:

- **Repair & Maintenance Supplies** – expenses adjusted to include increases in oil prices as well as significant increases in chemicals and paint costs.
- **Repair & Maintenance Services** – Added funding for maintenance of retaining walls and fences.
- **Public Works Crack Sealing** – The street reconstruction plan has been amended to include more overlays to extend the life of the road resulting in additional crack sealing costs.
- **800 MHz Radios** – Allocation was adjusted to include an increase for police and fire radio replacement in anticipation of the expiration of the current lease.

Decreased:

- **Staffing** – staff positions were eliminated through attrition and workflow realignment
- **Park Maintenance Electrical Service** – Decreased to reflect the new energy efficient field lighting.

Other Items of Interest

- **Salary Allocations** – Full Time Equivalent (FTE) employee allocations were adjusted to reflect the amount of time that is spent in a particular area, creating an increase in the General Fund and a decrease in other funds.
- **PERA** – Changes are mandated by state law. The Coordinated Plan was increased by .25% in 2010 and then again, by the same amount, in 2011. The Police and Fire Plan remained constant in 2010, and was increased in 2011 by .30%. The state has determined that an increase is not required for 2012 for either plan; which is reflected in the budget.

Public Employees Retirement Fund

Retirement Plan	2009 Adopted Budget	2010 Adopted Budget	2011 Amended Budget	2012 Proposed
Coordinated Plan	6.75%	7.00%	7.25%	7.25%
Public Employees Police and Fire Fund	14.10%	14.10%	14.40%	14.40%

- **Street Reconstruction** – The budget includes a 3% increase in the levy to the street reconstruction fund for 2011, or approximately \$78,000.
- **Park Replacement** - 2012 includes a levy for Park Replacement. In prior years, a budgeted transfer was done from the General Fund for major repairs and replacements of park facilities and trails. The separate levy is being incorporated to more easily identify and monitor this funding.
- **Allocations** – The Information Technology and Risk Management funds were analyzed during this budget cycle to determine sustainability for operations as well as future needs

within the funds. In addition, the overall philosophy of the allocation was adjusted to reflect actual department usage within each fund. The Central Equipment and Facilities Funds were reviewed as well, and adjusted slightly, based on updated usage and square footage of facilities. Allocations will continue to be reviewed during each budget cycle to ensure long-term sustainability of the internal service funds.

- **Staffing adjustments** -- The city had 274.2 authorized positions on a full-time equivalent (FTE) basis in 2008, the first year of the biennial budget. The total number of full-time equivalents for 2012 is 248.47, a decrease of 25.73 FTE's, since 2008. This is the same level of staffing the City had in 2001. Of the total for 2012, 176.35 of these positions are in the general fund, while 72.12 are in other funds. Investments in technology, process improvements, and shifts in workflow have allowed the City to maintain core services, while eliminating positions throughout the City.

The table below shows FTE's, excluding elected officials, seasonal, and temporary employees:

Full-time Equivalents

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Total Employees	253.1	261.1	265.45	266.45	269.2	274.2	271.2	252	252	248.47	248.47

CONCLUSION

The 2012/2013 biennial budget responds to City Council goals and is structured to maintain core existing services, including redirecting resources where appropriate. The budget also reflects the economic concern of the impact to taxpayers, by maintaining the levy with a 0% increase for 2012.

The remaining portions of this budget document provide greater detail on the funding sources and uses. We sincerely hope that all interested parties will find this document useful in evaluating the city's programs and services. Supplemental information can be obtained from the Department of Administrative Services.

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**City of Plymouth
General Fund Revenue Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
4000.100	Taxes Property	\$ 22,332,207	\$ 22,311,035	\$ 22,701,000	\$ 23,343,010
4000.200	Taxes Abatements	-	-	(30,000)	(30,000)
4100	Licenses	200	-	-	-
4100.100	Licenses Gasoline Service Station	2,470	2,470	2,730	2,730
4100.200	Licenses Tobacco	9,450	9,675	12,000	12,000
4100.300	Licenses Pet	934	-	-	-
4100.400	Licenses Garbage Hauler	4,575	4,250	4,800	4,800
4100.500	Licenses 3.2 Malt Liquor	10,100	9,600	9,600	9,600
4100.510	Licenses Off-Sale Liquor	5,320	5,320	6,000	6,000
4100.520	Licenses On-Sale Liquor	170,586	168,800	168,800	168,800
4100.530	Licenses Wine	22,000	20,000	20,000	20,000
4100.540	Licenses Consumption & Display	450	300	300	300
4100.600	Licenses Investigation Fee	5,600	7,000	2,000	2,000
4100.700	Licenses Rental Dwelling	88,183	90,000	90,000	100,000
4100.730	Licenses Hunting	270	50	-	-
4100.740	Licenses Target and Trap Shooting	150	-	150	150
4100.750	Licenses Fireworks	1,450	2,300	1,000	1,000
4100.800	Licenses Amusement	800	450	450	450
4100.850	Licenses Peddler	5,730	3,750	10,000	10,000
4100.860	Licenses Sign Contractor	3,525	-	2,500	2,500
4100.900	Licenses Massage	13,275	8,050	14,000	14,000
4100.950	Licenses Fertilizer	700	900	900	900
4150	Permits	11,028	15,000	10,000	10,000
4150.100	Permits Building	1,108,747	1,000,000	1,425,000	1,200,000
4150.200	Permits Plumbing	105,408	100,000	85,000	85,000
4150.300	Permits Mechanical Permits	202,198	200,000	195,000	195,000
4150.350	Permits Electrical	163,872	120,000	170,000	154,000
4150.500	Permits Fire Protection	54,735	72,000	55,000	55,000
4150.600	Permits Plan Checking	359,758	350,000	350,000	350,000
4150.700	Permits Sign and Billboard	8,946	10,000	6,000	6,000
4200	Intergovern- Federal - Operating	171,939	110,333	86,400	61,800
4230	Intergovernmental-State-Operatng	36,810	33,400	1,600	2,000

**City of Plymouth
General Fund Revenue Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
4230.101	Intergovernmental-State-Operatng PERA	46,993	46,993	46,993	46,993
4230.102	Intergovernmental-State-Operatng MSA Maintenance	300,000	300,000	637,677	637,677
4230.103	Intergovernmental-State-Operatng Police State Aid	452,805	438,152	450,000	450,000
4230.104	Intergovernmental-State-Operatng Disabled Officer Reimbursement	10,010	23,000	10,000	10,000
4230.105	Intergovernmental-State-Operatng Fire State Aid	315,510	350,000	315,000	315,000
4230.106	Intergovernmental-State-Operatng Police Training Reimbursement	-	25,000	25,000	25,000
4230.200	Intergovernmental-State-Operatng Haz Mat Grant (RAD)	74,295	69,490	78,700	67,000
4270.100	Intergovernmental-Local-Operatng School Liaison	425,660	409,291	367,208	367,208
4310	Program Fees	92,323	80,000	12,000	12,000
4320	Rental Fees	63,756	85,000	85,000	85,000
4320.104	Rental Fees Millenium Garden	18,979	25,000	28,000	30,000
4320.200	Rental Fees Meeting Rooms	94,213	101,720	95,000	95,000
4320.201	Rental Fees Building Lease	7,052	6,880	6,880	6,880
4320.202	Rental Fees Catering Rebate	-	40,000	43,000	43,000
4320.203	Rental Fees Rental Chair Rebate	-	-	2,000	2,000
4330.500	Utility Charges Street Lighting	593,038	600,000	625,000	625,000
4330.800	Utility Charges Penalties	6,399	6,000	6,000	6,000
4350	General Services	21,834	-	-	-
4350.101	General Services Maps & Ordinances	188	-	20	20
4350.102	General Services Alarm Fees	38,025	58,000	43,000	43,000
4350.103	General Services Accident Reports	1,641	1,000	-	-
4350.104	General Services Police Services	103,499	78,500	107,715	108,320
4350.105	General Services Towing	2,760	5,000	5,000	5,000
4350.106	General Services Weeds	4,205	4,000	4,000	4,000
4350.107	General Services Tree Removal	453	17,500	10,000	10,000
4350.109	General Services Engineering Services	169,826	-	-	-
4350.113	General Services Grave Openings	30	-	-	-
4350.114	General Services Garden Plots	2,871	3,045	3,480	3,480
4350.119	General Services Antennae Charges	143,641	168,300	149,850	154,347
4350.122	General Services Police Training	-	1,100	1,100	1,100

**City of Plymouth
General Fund Revenue Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
4350.123	General Services Application Fees	46,003	29,000	11,500	11,500
4350.127	General Services After Hours Inspections	100	-	-	-
4350.128	General Services Vacations	1,350	-	3,000	3,000
4360	Items for Resale	170	-	-	-
4360.100	Items for Resale Car seat	14,922	14,000	14,000	14,000
4360.101	Items for Resale Helmets	8,875	8,500	9,600	9,600
4360.102	Items for Resale Carbon monoxide detector	6,848	6,000	6,000	6,000
4360.103	Items for Resale Amberstick	488	525	525	525
4360.105	Items for Resale Caps and apparel	347	-	-	-
4360.111	Items for Resale Mulch	-	-	500	500
4360.115	Items for Resale Weather Radios	8,499	-	-	-
4380.301	Allocation Charges Engineering	418,218	380,000	300,000	300,000
4410	Court Fines	721,053	883,500	750,000	750,000
4420	Animal Impound Fees	5,899	5,000	5,500	5,500
4430	Liquor/Tobacco Violations	5,500	24,000	20,000	20,000
4500	Special Assessments	3,871	-	-	-
4500.200	Special Assessments County Fees	2,654	-	2,600	2,600
4600	Contributions - Operating	1,200	-	-	-
4620	Contributions - Capital	4,061	700	700	700
4700	Interest Income	18,786	-	20,000	20,000
4700.100	Interest Income Investments	9,765	40,533	-	-
4700.200	Interest Income Special Assessments	260	5,075	-	-
4800	Other Revenues	51,473	31,200	31,700	31,700
4800.100	Other Revenues Recycled Ammunition Brass	231	-	-	-
4801	Administrative Fee	17,156	1,500	19,500	19,500
4807	Refunds & Reimbursements	25	-	-	-
4808	Human Rights Honorarium	100	-	-	-
4900.220	Transfers In Transit System	18,269	18,635	18,635	18,635
4900.407	Transfers In Project Administration	-	150,000	-	-
4900.413	Transfers In Improvement Project Construction	214,719	-	-	-
4900.420	Transfers In Water Sewer Construction	661	-	-	-
4900.421	Transfers In Enterprise - Other Construction	7,492	-	-	-

**City of Plymouth
General Fund Revenue Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
4900.500	Transfers In Water	82,567	82,567	82,567	82,567
4900.510	Transfers In Water Resources	17,957	17,388	17,388	17,388
4900.520	Transfers In Sewer	58,643	58,643	58,643	58,643
4900.530	Transfers In Solid Waste Management	17,929	17,929	17,929	17,929
4900.540	Transfers In Ice Center	11,939	11,939	11,939	11,939
4900.550	Transfers In Field House	3,824	3,824	3,824	3,824
4900.660	Transfers In Resource Planning	-	203,000	56,000	-
Total - General Fund Revenues:		\$ 29,673,278	\$ 29,591,112	\$ 30,019,903	\$ 30,346,115

**City of Plymouth
General Fund Expenditure Budget - Summary by Division**

Department-Division	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
10-110 City Administration,City Manager	\$ 2,378,757	\$ 1,751,526	\$ 1,073,157	\$ 1,118,261
10-111 City Administration,Mayor and Council	135,021	154,351	174,853	170,794
Total - City Administration Expenditures:	2,513,778	1,905,877	1,248,010	1,289,055
20-210 Administrative Services,Communication Services	271,465	519,126	321,637	327,741
20-211 Administrative Services,City Clerk	159,293	130,381	477,084	438,075
20-212 Administrative Services,Human Resources	355,810	205,643	193,648	145,859
20-213 Administrative Services,Finance	383,234	411,137	634,542	643,476
20-214 Administrative Services,Assessing	747,281	765,087	814,466	863,639
Total - Administrative Services Expenditures:	1,917,083	2,031,374	2,441,377	2,418,790
30-310 Community Development,CD Administration and Support	447,315	452,266	373,628	380,601
30-311 Community Development,Planning	654,180	660,495	624,504	632,704
30-312 Community Development,Inspections	1,252,990	1,280,161	1,394,061	1,426,099
Total - Community Development Expenditures:	2,354,485	2,392,922	2,392,193	2,439,404
40-410 Parks and Recreation,PR Administration	781,733	788,489	611,917	632,126
40-411 Parks and Recreation,Park Maintenance	2,931,208	2,995,900	3,026,220	3,094,406
40-412 Parks and Recreation,Forestry	748,837	721,190	782,982	789,257
40-413 Parks and Recreation,Plymouth Creek Activity Center	523,600	550,095	636,850	628,952
Total - Parks & Recreation Expenditures:	4,985,378	5,055,674	5,057,969	5,144,741
50-510 Police,PD Administration	2,534,526	2,232,822	1,953,811	1,902,090
50-511 Police,Patrol	5,617,264	5,737,658	6,061,483	6,218,029
50-512 Police,Support	2,126,817	2,207,144	2,513,389	2,569,706
50-514 Police,Grants	-	-	88,700	64,500
55-513 Emergency Management,Emergency Management	44,989	40,237	45,402	45,233
Total - Police Expenditures:	10,323,597	10,217,861	10,662,785	10,799,558
60-610 Fire,Fire Operations	1,995,997	2,135,560	2,216,184	2,184,178
60-611 Fire,Rad	74,295	61,358	65,016	50,016
60-612 Fire,Duty Crew	531,974	525,890	536,436	541,853
Total - Fire Expenditures:	2,602,266	2,722,808	2,817,636	2,776,047
70-710 Public Works,Street Maintenance	4,007,663	4,020,650	4,253,085	4,297,657
70-711 Public Works,Engineering	1,062,950	1,243,946	1,146,848	1,180,863
Total - Public Works Expenditures:	5,070,612	5,264,596	5,399,933	5,478,520
Total - General Fund Expenditures:	29,767,198	29,591,112	30,019,903	30,346,115

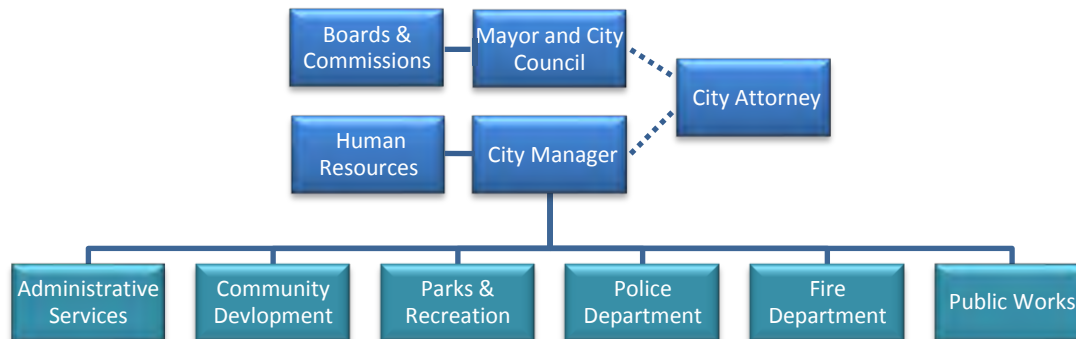
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Administration

Activities

- ✓ Strategic Planning
- ✓ Policy-making
- ✓ Budget
- ✓ Goal-setting
- ✓ Intergovernmental Relations
- ✓ Council Advisory
- ✓ Civil Legal/Prosecution Services
- ✓ Management Oversight/Leadership
- ✓ Social Services
- ✓ Recruitment/Retention
- ✓ Employee Development
- ✓ Risk Management

Organizational Chart



Full-Time Equivalent Authorized Employees

Division	2009	2010	2011	2012
City Manager	1	1	1	1
Human Resources	3	3	3	3
Total	4	4	4	4

Boards & Commissions	Members
Charter Commission	15
Planning Commission	7
Park & Recreation Advisory	7
Plymouth Advisory Commission on Transportation	7
Human Rights Committee	7
Environmental Quality Committee	7
Housing and Redevelopment Authority	5

Outcomes

The **Mayor and City Council** make policy decisions, set annual council goals and approve the final budget. The **City Manager** is the sole employee of the City Council and is responsible for the administration of city government and the management and oversight of all city employees and city assets. The **City Attorney** and staff review resolutions, ordinances and contracts. They provide legal guidance to the Mayor, Council and Staff as requested, and prosecute various complaints and violations. The city attorney has also played a key role in arbitrations with the Patrol and the Clerical, Technical Professional bargaining units. **Human Resources** division, due primarily to retirements, saw a complete turnover in its staff over the course of last year. Major initiatives led by the division during 2011 included completing negotiations with all four of the city's bargaining units, completing the 2012-2013 position budget and enhancing the city's training program. Human Resources also guided the organization through several recruitment processes, reassignments, and retirements.

Budget Impacts

The **Mayor and Council** will set new goals for the organization and discuss and approve policies to meet goal objectives. The **City Manager** will provide staff direction and leadership to carry out council's goals. She will also continue to track the long term impacts on the organization and service due to enacted budget cuts, ensuring the core functions of the City are not jeopardized as a result of budget restraints. **Human Resources** will review non union wages and recommend market adjustments, as necessary. During the first quarter of 2012 Human Resources will begin preparing for an upgrade of its HRIS system.

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**City of Plymouth
General Fund Expenditure Budget
Administration - City Manager Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 6,380	\$ -	\$ -	\$ -
6000.100	Salaries Regular	299,682	288,500	153,834	156,864
6000.200	Salaries Temporary	-	309,003	-	-
6020.100	Overtime Regular	114	-	-	-
6050	Benefits	86,727	102,940	39,051	40,132
6100	Office Supplies	4,175	3,700	3,700	3,700
6500	Employee Development	345	-	-	-
6500.100	Employee Development Employee Training	1,570	1,300	1,500	1,500
6500.104	Employee Development Conferences & Seminars	1,039	5,000	4,000	4,000
6550	Mileage & Parking Reimbursement	420	400	500	500
6600	Meetings	682	500	750	750
6700	Dues and Subscriptions	2,167	3,260	3,100	3,100
6700.100	Dues and Subscriptions MN League of Cities	27,715	30,000	29,402	30,000
6700.101	Dues and Subscriptions Metro Municipalities	13,097	13,752	13,595	13,900
6700.102	Dues and Subscriptions Municipal Legislative Comm	10,000	11,025	10,500	10,500
6700.103	Dues and Subscriptions Suburban Rate Authority	6,541	6,600	6,000	6,300
6700.107	Dues and Subscriptions TwinWest Chamber of Commerce	-	580	580	580
6700.108	Dues and Subscriptions Wright County Hwy 55 Coalition	1,000	1,000	1,000	1,000
7000	Professional Services	587	4,000	-	-
7003	Legal	108,671	110,000	112,325	113,188
7003.101	Legal Criminal Prosecution	282,951	286,000	291,440	291,440
7030	Boards and Commissions	10	-	-	-
7100	Communications	29	-	-	-
7100.100	Communications Postage	3,263	4,700	3,400	3,400
9000.100	Allocations Photocopying	26,751	26,751	-	-
9000.101	Allocations Information Technology	70,544	70,544	41,531	40,901
9000.102	Allocations Facilities Management	52,928	58,607	58,131	58,131
9000.104	Allocations Mobile Phone	1,747	873	-	-

**City of Plymouth
General Fund Expenditure Budget
Administration - City Manager Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
9000.106	Allocations Telephone	17,010	17,010	-	-
9000.107	Allocations Central Equipment	13,425	12,927	-	-
9000.110	Allocations Risk Management - OH, Premium	-	-	12,714	13,092
9500.405	Transfers Out Park Replacement	418,306	-	-	-
9500.406	Transfers Out Street Reconstruction	418,306	-	-	-
9500.610	Transfers Out Public Facilities	140,000	-	-	-
9500.620	Transfers Out Information Technology	-	-	-	100,000
9500.630	Transfers Out Risk Management	70,059	70,059	-	-
9500.640	Transfers Out Employee Benefits	53,045	53,045	-	-
9900	Miscellaneous	10	-	-	-
9906.101	Donations & Contributions Social Services	109,450	109,450	109,450	109,450
9918	Contingency	130,012	150,000	176,654	115,833
Total Expenditures		\$ 2,378,757	\$ 1,751,526	\$ 1,073,157	\$ 1,118,261

**City of Plymouth
General Fund Expenditure Budget
Administration - Mayor and Council Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000.100	Salaries Regular	\$ 74,879	\$ 76,780	\$ 76,780	\$ 76,780
6050	Benefits	9,583	9,720	9,720	9,720
6100	Office Supplies	727	3,500	1,000	1,000
6500.104	Employee Development Conferences & Seminars	824	2,000	2,000	2,000
6600	Meetings	3,599	2,500	2,500	2,500
6700	Dues and Subscriptions	-	750	-	-
7000	Professional Services	-	750	-	-
7100.100	Communications Postage	5	1,000	250	250
7200	Printing and Publishing	3,736	5,700	4,000	4,000
8000	Non-Cap Equip (< 5K)	-	-	3,900	-
9000.101	Allocations Information Technology	10,845	10,845	25,034	24,686
9000.102	Allocations Facilities Management	29,950	39,933	42,954	42,954
9000.104	Allocations Mobile Phone	873	873	-	-
9000.110	Allocations Risk Management - OH, Premium	-	-	6,715	6,904
Total Expenditures		\$ 135,021	\$ 154,351	\$ 174,853	\$ 170,794

**City of Plymouth
General Fund Expenditure Budget
Administration - Human Resources Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ (24,183)	\$ -	\$ -	\$ -
6000.100	Salaries Regular	196,307	200,540	162,930	169,017
6010	Salary Vacancies	-	(150,000)	(150,000)	(200,000)
6020.100	Overtime Regular	41	-	250	250
6050	Benefits	88,955	62,361	48,668	50,848
6100	Office Supplies	1,215	1,500	1,200	1,200
6500	Employee Development	66	-	-	-
6500.100	Employee Development Employee Training	65	-	1,500	1,500
6500.101	Employee Development City wide Training	8,804	18,000	18,000	18,000
6500.103	Employee Development Employee Recognition	7,820	9,400	9,400	9,400
6500.104	Employee Development Conferences & Seminars	1,258	5,000	3,500	3,500
6550	Mileage & Parking Reimbursement	89	-	-	-
6700	Dues and Subscriptions	600	500	800	800
7000	Professional Services	27,346	5,000	11,000	5,000
7006	Medical Fees	4,180	9,000	32,650	32,650
7007	Drug and Alcohol Testing	4,178	6,000	6,000	6,000
7018	Compensation Classification Study	-	1,200	1,200	1,200
7200	Printing and Publishing	5,940	5,000	5,000	5,000
9000.101	Allocations Information Technology	15,712	15,712	20,060	19,815
9000.102	Allocations Facilities Management	17,417	16,430	15,014	15,014
9000.110	Allocations Risk Management - OH, Premium	-	-	6,476	6,665
Total Expenditures		\$ 355,810	\$ 205,643	\$ 193,648	\$ 145,859

Administrative Services Department

Activities

- ✓ Accounts Payable
- ✓ Accounts Receivable/Revenue Collection
- ✓ Payroll
- ✓ Budget Support
- ✓ Investments
- ✓ Financial Reporting
- ✓ Debt Service
- ✓ Asset Management
- ✓ Utility Billing
- ✓ Election Administration
- ✓ City Council Support
- ✓ Public Education
- ✓ Communications
- ✓ Real Estate Appraisal
- ✓ Customer Service
- ✓ IT Technical Support/Help Desk

Organizational Chart



Full-Time Equivalent Authorized Employees

Divisions	2009	2010	2011	2012
Director	1	1	1	1
Assessing	7	7	7	7
City Clerk	5.5	5	5	5
Communications	3	3	3	3
Finance	11.5	10.5	10.5	10
Information Tech	6.6	6.6	6.6	6.6
Department Total	34.6	33.1	33.1	32.6

Outcomes

The director assists the city manager with organizational initiatives and council support. **Assessing** completed the 2011 quintile assessment, physically appraising 5,795 properties, including 3,216 new development permit call back properties. As of December 1, 2011, \$889,375,900 in petitioned value was resolved, of which 96.55% of the original value was sustained. The staff began review of \$1,032,837,200 in newly petitioned value in 2011. They also continued working with IT to develop and implement commercial appraisal software. **Communication Services** staff managed renovation of the city council chambers, a project that included replacing AV and television equipment and making room modifications to better accommodate technology and improve the quality of meeting telecasts. The **City Clerk** oversaw the entire review of the City Code which hadn't occurred on a consistent basis since it was re-codified in 1993. Staff attended redistricting software training, began the process of converting old city records to readable and searchable format (pdf vs. microfiche), conducted the annual Board and Commission recognition event and provided support with board and commission interviews and charter commission vacancies. **Finance** solicited proposals, and selected the City's existing auditor for an additional three years. Restructuring will continue; focusing on Utility Billing administration to improve efficiencies and enhance internal controls. Staff completed the initiative for improved customer service by offering credit card payment option for utility billing and permits. The final phase of internal scanning of deposits was completed for improved efficiencies and cash flow recognition. Staff analyzed and revised the allocations of internal service funds which will be implemented with the 2012 budget, as well as assisting with the development of the 2012/2013 budget. **Information Technology** implemented credit card acceptance for utility billing, permits, and public safety equipment sales, in-sourced lockbox operations using check scanning hardware, in-sourced credit card acceptance for Park & Recreation, and replaced the outdated network backup system. Maintained vital IT system infrastructure for 270 users with minimal downtime and handled over 4,000 helpdesk tickets.

Budget Impacts

For 2012, **Assessing** will continue to incorporate a computerized mass appraisal system and reporting process and begin a transition to new hardware to allow field processing of appraisals. **City Clerk** will prepare redistricting plans for council consideration and conduct the state primary and general elections. **Communication Services** will work with Northwest Community Television (NWCT) to develop a system to transition playbacks and programming of city channel 16 from City Hall to the NWCT Brooklyn Park studio. Additionally, staff will serve on the cable commission's negotiating committee as the cable television re-franchising process gets underway, and maintain ongoing communications activities related to citywide publications, cable television, environmental education, employee intranet, city website and media relations. **Finance** will continue analyzing internal funds to ensure stability, assist with 2013 budget amendment, and complete the street lighting analysis. **Information Technology** will focus on maximizing use of existing systems, migrate to HRIS next generation HR management software, reducing hardware purchases through virtualization technologies, and introduce additional self-service options for employees and constituents.

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**City of Plymouth
General Fund Expenditure Budget
Administrative Services - Communication Services Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 4,403	\$ -	\$ -	\$ -
6000.100	Salaries Regular	134,871	138,750	139,138	141,879
6050	Benefits	28,995	44,160	43,142	44,642
6100	Office Supplies	1,089	3,800	1,500	1,500
6120	Operating Supplies	268	-	-	-
6120.100	Operating Supplies Photography	1,000	1,000	1,000	1,000
6500.100	Employee Development Employee Training	174	1,000	1,000	1,000
6500.104	Employee Development Conferences & Seminars	-	1,600	1,600	1,600
6700	Dues and Subscriptions	435	550	550	550
7000	Professional Services	7,479	18,000	10,000	10,000
7100.100	Communications Postage	27,443	33,000	33,000	33,000
7100.105	Communications Community Identity	601	3,000	3,000	3,000
7200	Printing and Publishing	3,403	10,000	3,500	3,500
7200.100	Printing and Publishing Plymouth News	19,632	35,000	35,000	35,000
7500.202	Repair and Maintenance Services Equipment Maintenance	8,155	7,000	7,000	7,000
8000	Non-Cap Equipment	-	-	700	2,500
8100.500	Capital Outlay (> 5K) Machinery and Equipment	-	200,000	-	-
9000.101	Allocations Information Technology	8,570	8,570	21,531	21,405
9000.102	Allocations Facilities Management	11,053	12,550	13,500	13,500
9000.104	Allocations Central Equipment	1,147	1,146	-	-
9000.110	Allocations Risk Management - OH, Premium	-	-	6,476	6,665
Total Expenditures		\$ 271,465	\$ 519,126	\$ 321,637	\$ 327,741

**City of Plymouth
General Fund Expenditure Budget
Administrative Services - City Clerk Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 2,647	\$ -	\$ -	\$ -
6000.100	Salaries Regular	39,095	39,440	208,958	213,074
6000.200	Salaries Temporary	65,854	-	71,000	-
6020.100	Overtime Regular	104	-	5,000	-
6050	Benefits	13,150	8,587	78,668	75,775
6100	Office Supplies	6,555	1,000	7,000	500
6500.100	Employee Development Employee Training	280	200	200	200
6500.104	Employee Development Conferences & Seminars	200	2,000	2,000	2,000
6550	Mileage & Parking Reimbursement	76	200	200	200
6700	Dues and Subscriptions	305	305	350	350
7013	Record Retention	3,898	3,900	5,000	5,000
7100.100	Communications Postage	5,013	1,000	9,000	9,000
7200	Printing and Publishing	4,854	1,600	7,000	1,600
7500	Repair and Maintenance Services	4,480	-	-	-
7500.202	Repair and Maintenance Services Equipment Maintenance	3,948	11,000	8,500	8,500
7600	Rentals	2,500	-	2,800	-
9000.101	Allocations Information Technology	612	612	47,186	46,465
9000.102	Allocations Facilities Management	3,222	3,537	4,909	4,909
9000.110	Allocations Risk Management - OH, Premium	-	-	6,596	6,785
9000.111	Allocations Risk Management - Claims	-	-	10,217	10,217
9500.660	Transfers Out Resource Planning	-	51,000	-	51,000
9925	Recognition Events	2,500	6,000	2,500	2,500
Total Expenditures		\$ 159,293	\$ 130,381	\$ 477,084	\$ 438,075

**City of Plymouth
General Fund Expenditure Budget
Administrative Services - Finance Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ (3,728)	\$ -	\$ -	\$ -
6000.100	Salaries Regular	191,465	200,340	303,006	308,975
6020.100	Overtime Regular	537	7,000	1,500	1,500
6050	Benefits	63,024	66,035	92,221	95,862
6100	Office Supplies	1,355	4,500	2,000	2,000
6500.100	Employee Development Employee Training	1,482	1,250	1,500	1,500
6500.104	Employee Development Conferences & Seminars	441	2,410	2,000	2,000
6550	Mileage & Parking Reimbursement	-	-	100	100
6700	Dues and Subscriptions	985	875	1,000	1,100
7000	Professional Services	1,493	-	1,500	1,500
7004	Audit Fees	32,014	27,991	32,100	32,550
7100	Communications	589	-	-	-
7100.100	Communications Postage	5,912	7,800	7,000	7,000
7200	Printing and Publishing	9,095	9,500	9,500	9,500
7200.102	Printing and Publishing Truth In Taxation Notices	4,450	5,000	5,000	5,000
8000	Non-Cap Equip (< 5K)	3,570	-	-	-
9000.101	Allocations Information Technology	15,712	15,712	100,840	99,425
9000.102	Allocations Facilities Management	43,028	52,902	65,700	65,700
9000.104	Allocations Mobile Phone	-	273	-	-
9000.105	Allocations Security	7,534	7,534	-	-
9000.110	Allocations Risk Management - OH, Premium	-	-	6,925	7,114
9500.640	Transfers Out Employee Benefits	1,615	1,615	-	-
9900	Miscellaneous	(11)	400	-	-
9900.100	Miscellaneous Cash Short / Cash Over	18	-	-	-
9919	Administration Fees	2,654	-	2,650	2,650
Total Expenditures		\$ 383,234	\$ 411,137	\$ 634,542	\$ 643,476

**City of Plymouth
General Fund Expenditure Budget
Administrative Services - Assessing Division**

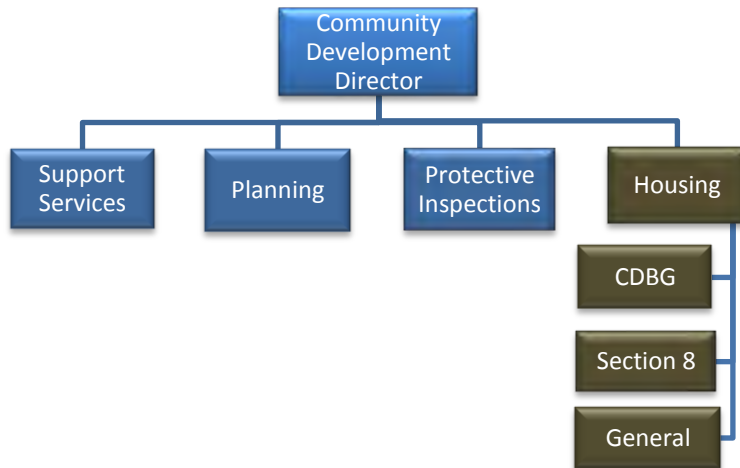
Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 16,398	\$ -	\$ -	\$ -
6000.100	Salaries Regular	485,442	504,428	510,099	520,147
6050	Benefits	147,416	154,341	158,827	164,022
6100	Office Supplies	1,116	3,000	2,200	2,200
6500	Employee Development	290	-	-	-
6500.100	Employee Development Employee Training	2,895	3,050	3,300	3,300
6500.104	Employee Development Conferences & Seminars	3,531	3,966	6,500	4,000
6550	Mileage & Parking Reimbursement	340	440	816	840
6700	Dues and Subscriptions	6,179	5,909	7,130	7,327
7000	Professional Services	-	2,790	-	-
7100	Communications	74	-	-	-
7100.100	Communications Postage	11,681	15,042	14,200	15,600
7200	Printing and Publishing	2,469	2,857	3,600	3,850
9000.101	Allocations Information Technology	28,567	28,567	50,857	50,227
9000.102	Allocations Facilities Management	30,145	31,909	35,222	35,222
9000.107	Allocations Central Equipment	10,738	8,788	15,000	15,000
9000.110	Allocations Risk Management - OH, Premium	-	-	6,715	6,904
9500.620	Transfers Out Information Technology	-	-	-	35,000
Total Expenditures		\$ 747,281	\$ 765,087	\$ 814,466	\$ 863,639

Community Development Department

Activities

- ✓ Planning and Zoning
- ✓ Process Development Applications
- ✓ Site Improvement Agreement Admin.
- ✓ Geographical Information System
- ✓ Plan Review
- ✓ Building Inspections
- ✓ Electrical Inspections
- ✓ Plumbing Inspections
- ✓ Moving/Grading/Sign/Fence Inspections
- ✓ Mechanical Inspections
- ✓ Fire Inspections
- ✓ Sewer/Water Inspections
- ✓ Code Enforcement
- ✓ Rental Licensing
- ✓ Community Dev. Block Grant
- ✓ Senior Apartment Buildings
- ✓ HRA Activities
- ✓ Section 8 Housing Admin.
- ✓ Permit Processing

Organizational Chart



Full-Time Equivalent Authorized Employees

Division	2009	2010	2011	2012
Director	1	1	1	1
Support Services	7	6	6	6
Planning	5	4	4	4
Protective Inspections	14	12	12	12
Housing	2	2	2	2
Department Total	29	25	25	25

Outcomes

Between January 1, 2011 and November 11, 2011, the **Planning Division** completed 100 planning and zoning reviews and completed 1 special project. They also continued to administer the American Recovery and Reinvestment Act (ARRA) Stimulus grant. The 4 ARRA projects accounted for 100% of the \$707,200 grant. The **Support Services Division** processed and issued 7,985 construction related permits and 866 rental licenses. **Protective Inspections** performed 16,854 inspections. The Division also conducted 464 code compliance inspections and follow-up inspections as well as 968 rental licensing inspections. The **Housing Division** administered \$309,390 in Community Development Block Grant (CDBG) funding. The CDBG funding was used for \$53,066 of social services contributions, \$87,832 in first time home buyer loans (6 loans), \$112,646 in rehab loans and grants 9 loans/grants), \$30,000 for Affordable Housing Development (2 units) and \$25,846 for fair housing and administration. **Section 8 Staff** administered 400 housing choice vouchers and 432 inspections were performed for the program.

Budget Impacts

The inspection division's workflow will continue to be monitored to determine the necessity of filling vacant inspector positions; staff is currently utilizing temporary help. With an anticipated increase in permit revenue, staff will continue to monitor and assist with the planning process of the developments anticipated to begin in 2012. HRA will continue to monitor the senior buildings' revenues and expenditures to manage efficiently and effectively the public sector dollars that have been allocated to these facilities.

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City of Plymouth
General Fund Expenditure Budget
Community Development - Admin Division

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 8,001	\$ -	\$ -	\$ -
6000.100	Salaries Regular	221,287	228,710	229,213	233,730
6050	Benefits	73,009	77,903	75,641	78,365
6100	Office Supplies	1,356	3,500	3,000	3,000
6500.100	Employee Development Employee Training	-	350	300	300
6700	Dues and Subscriptions	100	300	200	200
9000.100	Allocations Photocopying	14,910	14,976	-	-
9000.101	Allocations Information Technology	50,095	50,095	34,163	33,613
9000.102	Allocations Facilities Management	14,816	15,745	19,096	19,096
9000.104	Allocations Mobile Phone	4,153	873	-	-
9000.106	Allocations Telephone	12,284	12,284	-	-
9000.107	Allocations Central Equipment	875	1,101	2,174	2,174
9000.110	Allocations Risk Management - OH, Premium	-	-	9,841	10,123
9500.630	Transfers Out Risk Management	46,429	46,429	-	-
Total Expenditures		<u>\$ 447,315</u>	<u>\$ 452,266</u>	<u>\$ 373,628</u>	<u>\$ 380,601</u>

**City of Plymouth
General Fund Expenditure Budget
Community Development - Planning Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 8,077	\$ -	\$ -	\$ -
6000.100	Salaries Regular	416,799	426,920	384,058	391,625
6050	Benefits	115,248	120,575	110,916	114,415
6100	Office Supplies	643	4,800	3,000	3,000
6130	Repair & Maintenance Supplies	-	-	2,700	-
6500	Employee Development	23	-	-	-
6500.100	Employee Development Employee Training	239	3,150	2,500	2,500
6500.104	Employee Development Conferences & Seminars	1,799	6,350	5,000	5,000
6550	Mileage & Parking Reimbursement	-	100	100	100
6700	Dues and Subscriptions	2,845	5,000	3,000	3,000
7000	Professional Services	10,843	-	-	-
7000.200	Professional Services Billed out pass-through services	7,359	-	-	-
7012	Comprehensive Plan Review	-	20,000	-	-
7100.100	Communications Postage	2,439	4,250	4,000	4,000
7200	Printing and Publishing	1,985	2,500	2,500	2,500
9000.101	Allocations Information Technology	25,506	25,506	28,918	28,469
9000.102	Allocations Central Equipment	39,564	40,610	39,477	39,477
9000.107	Allocations Central Equipment	812	734	8,674	8,674
9000.110	Allocations Risk Management - OH, Premium	-	-	9,661	9,944
9500.660	Transfers Out Resource Planning	20,000	-	20,000	20,000
Total Expenditures		\$ 654,180	\$ 660,495	\$ 624,504	\$ 632,704

**City of Plymouth
General Fund Expenditure Budget
Community Development - Inspections Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 40,627	\$ -	\$ -	\$ -
6000.100	Salaries Regular	810,341	832,100	877,697	894,995
6000.200	Salaries Temporary	3,088	31,000	31,000	31,000
6050	Benefits	245,246	247,529	273,336	281,950
6100	Office Supplies	2,145	6,500	5,700	5,700
6120.100	Operating Supplies Photography	8	520	400	400
6140	Miscellaneous Supplies	38	-	-	-
6500.100	Employee Development Employee Training	3,934	6,650	6,450	6,450
6500.104	Employee Development Conferences & Seminars	800	2,350	2,000	2,000
6700	Dues and Subscriptions	2,189	2,650	2,905	2,905
7100.100	Communications Postage	5,065	3,850	3,850	3,850
7200	Printing and Publishing	3,438	4,400	3,100	9,100
8000	Non-Cap Equip (< 5K)	-	750	650	650
9000.101	Allocations Information Technology	39,586	39,586	51,014	50,858
9000.102	Allocations Facilities Management	48,224	53,670	57,731	57,730
9000.104	Allocations Mobile Phone	-	2,730	-	-
9000.107	Allocations Central Equipment	48,253	45,876	42,152	42,152
9000.110	Allocations Risk Management - OH, Premium	-	-	10,140	10,422
9000.111	Allocations Risk Management - Claims	-	-	937	937
9900	Miscellaneous	9	-	-	-
9920.100	Bank Fees Credit Card	-	-	25,000	25,000
Total Expenditures		\$ 1,252,990	\$ 1,280,161	\$ 1,394,061	\$ 1,426,099

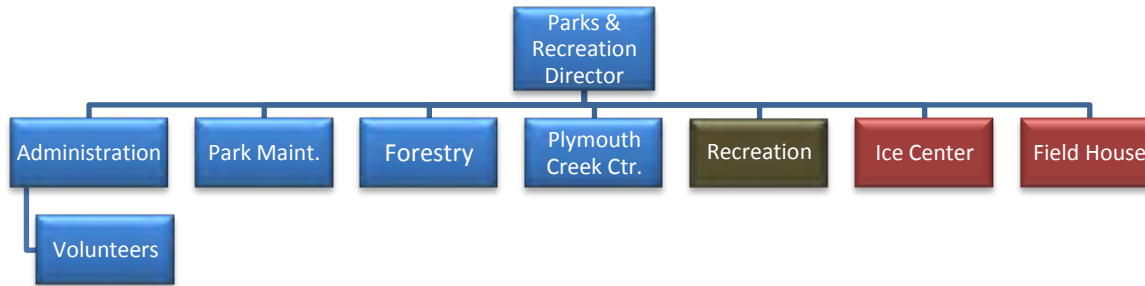
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Parks & Recreation Department

Activities

- ✓ Park Development
- ✓ Park & Field Operation and Maintenance
- ✓ Recreation Programs
- ✓ Tree Care and Preservation
- ✓ Athletic Association Liaison
- ✓ Indoor Ice
- ✓ Volunteer Recruitment/Retention
- ✓ Wedding/Event Coordination
- ✓ Community Events
- ✓ Park Shelter Rental
- ✓ Meeting Space Rental
- ✓ Field Rental

Organizational Chart



Full-Time Equivalent Authorized Employees

Division	2009	2010	2011	2012
Director	1	1	1	1
Administration	2	2	2	1
Parks	17.6	17.6	17.6	17.81
Forestry	3	3	3	3
Plymouth Creek Ctr	4	4	4	4
Volunteers	1	1	1	1
Recreation	6	6	6	6
Ice Center	3.75	3.75	3.75	3.75
Field House	1	1	1	1
Department Total	39.35	39.35	39.35	38.56

Outcomes

The **Parks & Recreation** department successfully completed a year of transitions and adjustments with the retirement of three management personnel. **Forestry** implemented the first stage of the Emerald Ash Borer Management Plan. The **Plymouth Creek Center** implemented two-a-day weddings and replaced the wood flooring in the ballroom and fireside room. The **Volunteers division** implemented on-line applications and fine tuned database management for volunteers. **Recreation** added program enhancements for the community (i.e. movies in the park, additional outdoor concerts, and extended Farmers Market). The **Plymouth Ice Center** implemented several energy saving initiatives and made some updates to bathroom facilities. The **Plymouth Field House** reviewed and redistributed rental hours to facility users, and completed research on the replacement of the field turf.

Budget Impacts

For 2012, the department will continue to adjust services and programs to ensure operational efficiency and quality. The **Parks division** will be working on several Capital Improvement Program initiatives such as Cheshire Parkway underpass, trail and retaining wall work, and playground renovation. **Forestry** will continue to monitor Emerald Ash Borer. The **Plymouth Creek Activity Center** will evaluate garden weddings and review the catering contracts. The **Volunteers division** will continue to fine tune placement efficiencies, program policies and evaluation protocols. **Recreation** will continue working with the athletic association on field usage fees, and establishing policies and procedures for groups fund raising races and walks. The **Plymouth Ice Center** will focus on energy efficiency equipment and facility enhancements. The **Plymouth Field House** will focus on maximizing facility usage, and the potential replacement of the field turf.

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**City of Plymouth
General Fund Expenditure Budget
Parks and Recreation - Admin Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 11,065	\$ -	\$ -	\$ -
6000.100	Salaries Regular	361,866	375,280	326,765	335,380
6000.200	Salaries Temporary	5,610	5,400	6,000	6,000
6050	Benefits	100,633	103,886	93,996	98,315
6100	Office Supplies	3,058	2,250	3,000	3,000
6120	Operating Supplies	2,258	2,400	2,200	2,400
6500.100	Employee Development Employee Training	100	1,025	900	1,000
6500.104	Employee Development Conferences & Seminars	396	2,200	2,200	2,200
6550	Mileage & Parking Reimbursement	422	750	575	575
6700	Dues and Subscriptions	1,470	1,270	1,570	1,570
7000	Professional Services	7,738	5,300	10,000	17,100
7100.100	Communications Postage	1,203	1,850	1,400	1,400
7200	Printing and Publishing	84	-	-	-
9000.100	Allocations Photocopying	26,900	26,966	-	-
9000.101	Allocations Information Technology	57,675	57,675	46,743	46,376
9000.102	Allocations Facilities Management	69,507	72,542	79,545	79,545
9000.104	Allocations Mobile Phone	924	924	-	-
9000.105	Allocations Security	19,085	19,085	-	-
9000.106	Allocations Telephone	21,255	21,255	-	-
9000.107	Allocations Central Equipment	13,120	12,778	23,940	23,940
9000.110	Allocations Risk Management - OH, Premium	-	-	8,083	8,325
9500.630	Transfers Out Risk Management	70,653	70,653	-	-
9907	Historical Society	2,221	-	-	-
9925	Recognition Events	4,490	5,000	5,000	5,000
Total Expenditures		\$ 781,733	\$ 788,489	\$ 611,917	\$ 632,126

**City of Plymouth
General Fund Expenditure Budget
Parks and Recreation - Park Maintenance Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 22,351	\$ -	\$ -	\$ -
6000.100	Salaries Regular	869,339	895,083	899,506	917,230
6000.200	Salaries Temporary	213,645	214,200	214,200	214,200
6020	Overtime	1,312	-	1,300	1,300
6020.100	Overtime Regular	20,350	29,500	30,000	30,000
6050	Benefits	363,677	324,898	387,942	398,951
6100	Office Supplies	933	1,100	1,000	1,000
6120	Operating Supplies	113,880	122,300	122,300	122,300
6120.103	Operating Supplies Janitorial	1,801	3,850	2,850	2,850
6120.107	Operating Supplies Animal Control	6,284	10,000	-	-
6120.108	Operating Supplies Twin City Tree Trust	5,648	8,500	8,500	8,500
6130	Repair & Maintenance Supplies	2,020	-	-	-
6130.101	Repair & Maintenance Supplies Horticulture	44,653	46,462	46,462	46,462
6130.102	Repair & Maintenance Supplies Traffic and Park Signs	3,351	6,200	5,000	5,000
6130.104	Repair & Maintenance Supplies Sand and Gravel	16,755	18,500	18,500	18,500
6130.107	Repair & Maintenance Supplies Concrete and Asphalt	22,793	57,750	57,750	57,750
6130.118	Repair & Maintenance Supplies Playstructure Repair Parts	8,066	8,000	8,000	8,000
6130.121	Repair & Maintenance Supplies Sprinkler Head Repairs	-	1,000	500	500
6140.102	Miscellaneous Supplies Safety Equipment	3,101	4,500	4,500	4,500
6500	Employee Development	23	2,500	-	-
6500.100	Employee Development Employee Training	1,073	5,500	2,500	2,500
6500.104	Employee Development Conferences & Seminars	1,188	-	5,500	5,500
6550	Mileage & Parking Reimbursement	416	1,500	500	500
6700	Dues and Subscriptions	540	315	600	600
7000	Professional Services	40,551	44,000	44,000	44,000
7006	Medical Fees	-	2,500	-	-
7016	Animal Control	1,805	-	10,000	10,000
7017	Laundry Services	5,371	8,100	7,000	7,000
7100.100	Communications Postage	583	600	600	600
7200	Printing and Publishing	189	1,000	500	500
7400.102	Utilities Natural Gas	4,946	7,365	5,000	5,000

**City of Plymouth
General Fund Expenditure Budget
Parks and Recreation - Park Maintenance Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
7400.103	Utilities Water and Sewer	61,765	50,399	63,464	65,051
7400.104	Utilities Solid Waste	12,204	11,500	13,000	13,000
7400.108	Utilities Electric	97,072	100,000	100,000	100,000
7500	Repair and Maintenance Services	36,578	47,000	47,000	47,000
7500.100	Repair and Maintenance Services Landscape	87,493	92,000	92,000	92,000
7500.102	Repair and Maintenance Services Weed Control	11,173	15,000	15,000	15,000
7500.103	Repair and Maintenance Services Irrigation	1,576	7,000	3,500	3,500
7500.104	Repair and Maintenance Services Electrical	31,108	50,000	10,000	10,000
7500.105	Repair and Maintenance Services Plumbing	2,601	2,100	2,100	2,100
7500.106	Repair and Maintenance Services Bulldozer Work	875	2,800	2,800	2,800
7500.107	Repair and Maintenance Services Tennis Court	1,400	11,000	11,000	11,000
7500.109	Repair and Maintenance Services Seal Coating	18,388	-	-	50,000
7500.113	Repair and Maintenance Services Curb Raising & Curb Work	3,100	-	-	-
7500.114	Repair and Maintenance Services Retaining Walls/Fence	-	-	5,000	5,000
7500.128	Repair and Maintenance Services Painting	1,326	1,300	1,300	1,300
7500.130	Repair and Maintenance Services Building Maintenance	7,560	7,700	7,700	7,700
7500.133	Repair and Maintenance Services Millennium Garden Expenses	8,580	-	-	-
7500.202	Repair and Maintenance Services Equipment Maintenance	995	2,100	2,100	2,100
7600	Rentals	4,364	7,500	6,000	6,000
7600.100	Rentals Portable Toilets	28,479	40,000	36,000	36,000
8000	Non-Cap Equip (< 5K)	7,810	6,200	-	-
8100.500	Capital Outlay (> 5K) Machinery and Equipment	48,875	-	13,000	-
9000.101	Allocations Information Technology	73,866	73,866	39,488	40,058
9000.102	Allocations Facilities Management	54,339	64,640	49,573	49,573
9000.104	Allocations Mobile Phone	4,647	6,006	-	-
9000.107	Allocations Central Equipment	419,082	486,266	462,729	462,729
9000.110	Allocations Risk Management - OH, Premium	-	-	154,977	155,273
9000.111	Allocations Risk Management - Claims	-	-	3,979	3,979
9500.400	Transfers Out General Capital Projects	44,705	-	-	-
9500.405	Transfers Out Park Replacement	84,600	86,300	-	-
Total Expenditures		\$ 2,931,208	\$ 2,995,900	\$ 3,026,220	\$ 3,094,406

**City of Plymouth
General Fund Expenditure Budget
Parks and Recreation - Forestry Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 8,943	\$ -	\$ -	\$ -
6000.100	Salaries Regular	187,666	192,190	192,560	196,355
6000.200	Salaries Temporary	126,000	135,450	135,450	135,450
6020.100	Overtime Regular	4,708	5,400	5,400	5,400
6050	Benefits	100,562	79,343	98,290	100,440
6100	Office Supplies	784	1,000	1,000	1,000
6120.115	Operating Supplies Nursery	5,000	5,400	-	-
6120.116	Operating Supplies Tree Fertilizer	4,306	5,100	5,100	5,100
6130.101	Repair & Maintenance Supplies Horticulture	16,837	16,800	22,200	22,200
6130.105	Repair & Maintenance Supplies Paint	126	400	400	400
6140.101	Miscellaneous Supplies Uniforms	-	1,000	500	500
6140.102	Miscellaneous Supplies Safety Equipment	2,084	3,600	3,000	3,000
6500.100	Employee Development Employee Training	1,170	1,010	1,100	1,100
6550	Mileage & Parking Reimbursement	819	600	850	850
6600	Meetings	176	500	300	300
6700	Dues and Subscriptions	490	440	500	500
7000	Professional Services	3,502	5,500	5,200	5,200
7006	Medical Fees	-	1,400	-	-
7017	Laundry Services	358	1,080	500	500
7100.100	Communications Postage	1,230	1,400	1,400	1,400
7100.104	Communications Mobile Telephone	-	120	-	-
7200	Printing and Publishing	901	600	900	900
7500.100	Repair and Maintenance Services Landscape	45,919	36,500	36,500	36,500
7500.102	Repair and Maintenance Services Weed Control	13,059	16,500	16,500	16,500
7500.124	Repair and Maintenance Services Hauling	600	1,800	1,000	1,000
7500.137	Repair and Maintenance Services Chemical Control	1,086	2,200	1,700	1,700
7500.300	Repair and Maintenance Services Street Tree Maintenance	41,356	40,500	41,300	41,300
7500.301	Repair and Maintenance Services Tree Contract Removal	122,647	98,000	88,000	88,000
7500.302	Repair and Maintenance Services Forced Tree Removal	1,547	17,500	17,500	17,500
7500.303	Repair and Maintenance Services Oak Wilt Tree Testing	50	200	200	200
7600	Rentals	2,200	3,600	12,500	12,500

**City of Plymouth
General Fund Expenditure Budget
Parks and Recreation - Forestry Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
8000	Non-Cap Equip (< 5K)	2,660	2,000	2,000	2,000
9000.101	Allocations Information Technology	12,243	12,243	21,859	21,893
9000.102	Allocations Facilities Management	5,925	7,071	5,423	5,423
9000.104	Allocations Mobile Phone	2,460	2,457	-	-
9000.107	Allocations Central Equipment	31,422	22,286	53,331	53,331
9000.110	Allocations Risk Management - OH, Premium	-	-	10,519	10,815
Total Expenditures		\$ 748,837	\$ 721,190	\$ 782,982	\$ 789,257

**City of Plymouth
General Fund Expenditure Budget
Parks and Recreation - Plymouth Creek Center Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 9,079	\$ -	\$ -	\$ -
6000.100	Salaries Regular	213,742	223,922	222,851	227,245
6000.200	Salaries Temporary	48,979	47,000	47,000	47,000
6020.100	Overtime Regular	345	500	500	500
6050	Benefits	80,636	73,907	90,438	93,119
6100	Office Supplies	1,992	2,000	2,000	2,000
6100.100	Office Supplies Coffee and Cups	-	288	-	-
6120	Operating Supplies	1,033	2,000	1,500	1,500
6120.103	Operating Supplies Janitorial	9,568	11,200	10,000	10,500
6130.119	Repair & Maintenance Supplies Recharges	-	500	700	700
6140.101	Miscellaneous Supplies Uniforms	810	800	900	900
6500.100	Employee Development Employee Training	-	275	300	300
6500.104	Employee Development Conferences & Seminars	775	525	1,000	700
6550	Mileage & Parking Reimbursement	-	250	200	200
6700	Dues and Subscriptions	120	120	150	150
7000	Professional Services	-	1,000	16,000	1,000
7004	Audit Fees	1,142	1,000	1,200	1,200
7006	Medical Fees	-	550	-	-
7100.100	Communications Postage	840	1,100	1,000	1,000
7200	Printing and Publishing	2,025	3,200	2,200	2,200
7400.102	Utilities Natural Gas	10,530	18,000	15,000	15,000
7400.103	Utilities Water and Sewer	10,363	11,700	10,648	10,915
7400.104	Utilities Solid Waste	2,364	2,900	3,000	3,000
7400.108	Utilities Electric	41,377	48,256	45,000	45,000
7500.104	Repair and Maintenance Services Electrical	-	-	1,000	1,000
7500.118	Repair and Maintenance Services Janitorial Services	4,713	5,280	5,500	5,500
7500.130	Repair and Maintenance Services Building Maintenance	13,614	12,200	14,000	14,000
7500.202	Repair and Maintenance Services Equipment Maintenance	494	3,400	2,000	2,000
7600	Rentals	-	1,000	500	500
8000	Non-Cap Equip (< 5K)	8,669	8,500	8,500	8,500
8100	Capital Outlay (> 5K)	-	8,476	-	-

**City of Plymouth
General Fund Expenditure Budget
Parks and Recreation - Plymouth Creek Center Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
9000.101	Allocations Information Technology	13,467	13,467	71,771	71,088
9000.102	Allocations Facilities Management	34,803	34,803	27,986	27,986
9000.104	Allocations Mobile Phone	1,060	1,092	-	-
9000.107	Allocations Central Equipment	3,026	4,034	-	-
9000.110	Allocations Risk Management - OH, Premium	-	-	25,206	25,449
9900.100	Miscellaneous Cash Short / Cash Over	(8)	-	-	-
9904	Real Estate Taxes	1,615	1,900	1,900	1,900
9913	Licenses & Permits	1,295	950	1,300	1,300
9920	Bank Fees	5,132	4,000	-	-
9920.100	Bank Fees Credit Card Fees	-	-	5,600	5,600
Total Expenditures		\$ 523,600	\$ 550,095	\$ 636,850	\$ 628,952

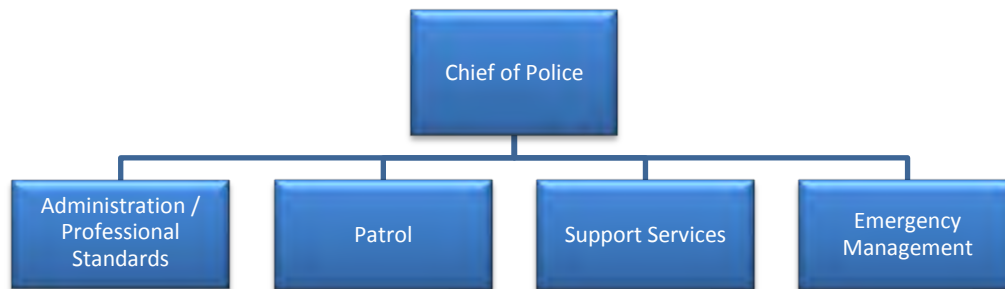
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Police Department

Activities

- ✓ Calls for Service
- ✓ Crime Investigations
- ✓ Traffic Enforcement
- ✓ Crime Prevention
- ✓ Special Investigations
- ✓ School Resources
- ✓ Emergency Management
- ✓ Animal Control
- ✓ Property & Evidence Control
- ✓ Records Administration
- ✓ Public Information
- ✓ Ordinance Enforcement

Organizational Chart



Full-Time Equivalent Authorized Employees

Division	2009	2010	2011	2012
Director	1	1	1	1
Administration	14.7	13.7	13.7	7.3
Professional Standards	2.5	2.5	2.5	2.5
Patrol	45	44	44	47.9
Support Services	22.3	22.3	21.3	22
Emergency Mgmt	0	0	0	0
Department Total	85.5	83.5	82.5	80.7

Outcomes

Administration facilitated public tours, maintained internal records, and managed the overall administrative functions of the department. **Professional Standards** managed the hiring process of two officers and provided 9,350 hours of training to Department members. **Patrol**, provided 24/7 service managing events consisting of thefts, assaults, alarms, medical assistance, traffic stops, etc. Traffic enforcement resulted in 13,462 citations including 153 DWI arrests, 985 responses to traffic crashes and the apprehension of 179 people on warrants. The K-9 teams were deployed 439 times and due to their success, a third K-9 team has been added to the unit on a trial basis. Also, the division now manages all public nuisance and animal-related calls for service. **Support Services** investigated 603 criminal incidents with a clearance rate of 87.8 on those cases. The division also took over investigating gun permits and various licenses with 261 gun permits and 66 licenses assigned to investigators. Six School Resource Officers worked with students, administrators and staff at Plymouth schools to enhance safety and security, and to foster positive relationships. **Emergency Management**, a multi-department collaborative activity, updated disaster recovery procedures and provided National Incident Management Systems training for senior staff.

Budget Impacts

The Department will continue to offer proactive policing measures through strategic patrol operations with the assistance of the Special Investigative Unit and community outreach programs. The Department will adjust to staffing cuts made possible due to increased use of technology, streamlined operations, the elimination of a number of non-core activities, the reduction of one Administrative Manager along with a reduced share of the Public Safety Education Specialist.

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**City of Plymouth
General Fund Expenditure Budget
Police - Administration Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 29,618	\$ -	\$ -	\$ -
6000.100	Salaries Regular	1,012,819	1,035,440	755,236	779,623
6000.200	Salaries Temporary	35,188	61,510	75,377	75,377
6020	Overtime	678	-	-	-
6020.100	Overtime Regular	74,181	2,000	41,000	41,830
6020.300	Overtime Holiday	82	-	-	-
6020.400	Overtime Contractual	463	-	2,000	2,000
6050	Benefits	372,010	310,234	272,970	281,151
6100	Office Supplies	15,427	21,500	18,000	18,000
6120.104	Operating Supplies Shooting Range	3,735	4,550	15,550	5,550
6120.122	Operating Supplies Reserve Program	1,115	2,600	2,600	2,600
6120.123	Operating Supplies Explorer Program	6,929	7,000	7,000	7,000
6120.124	Operating Supplies Volunteer Program	349	600	-	-
6120.128	Operating Supplies Property Room	-	-	2,400	2,400
6140.100	Miscellaneous Supplies Medical	462	-	-	-
6140.101	Miscellaneous Supplies Uniforms	44	300	-	-
6140.102	Miscellaneous Supplies Safety Equipment	-	100	-	-
6500.100	Employee Development Employee Training	26,953	43,555	35,000	35,000
6500.103	Employee Development Employee Recognition	2,762	3,000	3,000	3,000
6500.104	Employee Development Conferences & Seminars	2,518	4,600	4,600	4,600
6550	Mileage & Parking Reimbursement	6	100	100	100
6700	Dues and Subscriptions	5,135	5,420	5,000	5,000
7000	Professional Services	102,901	12,000	12,000	12,000
7000.100	Professional Services Citizen's Accademy	69	-	-	-
7006	Medical Fees	92	3,000	-	-
7008	Veterinary Fees	324	1,000	1,000	1,000
7016	Animal Control	18,669	22,100	23,300	23,300
7100.100	Communications Postage	7,311	10,500	10,500	10,500
7200	Printing and Publishing	834	3,000	3,000	3,000
7500.202	Repair and Maintenance Services Equipment Maintenance	7,326	10,000	10,000	10,000
8000	Non-Cap Equip (< 5K)	12,263	7,000	5,000	5,000

**City of Plymouth
General Fund Expenditure Budget
Police - Administration Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
8100.600	Capital Outlay (> 5K) Software	12,718	-	-	-
9000.100	Allocations Photocopying	16,900	16,966	-	-
9000.101	Allocations Information Technology	215,420	215,420	165,939	164,971
9000.102	Allocations Facilities Management	113,410	73,197	82,406	82,406
9000.104	Allocations Mobile Phone	31,044	2,565	-	-
9000.105	Allocations Security	24,513	24,513	-	-
9000.106	Allocations Telephone	37,864	37,864	-	-
9000.107	Allocations Central Equipment	27,382	21,859	33,869	33,869
9000.109	Allocations 800 MHz Radios	114,333	54,620	103,840	28,000
9000.110	Allocations Risk Management - OH, Premium	-	-	61,553	63,242
9000.111	Allocations Risk Management - Claims	-	-	201,571	201,571
9500.630	Transfers Out Risk Management	200,679	200,679	-	-
Total Expenditures		\$ 2,534,526	\$ 2,232,822	\$ 1,953,811	\$ 1,902,090

**City of Plymouth
General Fund Expenditure Budget
Police - Patrol Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 112,912	\$ -	\$ -	\$ -
6000.100	Salaries Regular	3,347,476	3,448,154	3,620,267	3,733,655
6000.300	Salaries Court Time	7,034	-	7,500	7,500
6020	Overtime	5,097	-	-	-
6020.100	Overtime Regular	98,863	146,000	120,000	120,000
6020.200	Overtime Court Time	8,586	29,880	15,000	15,000
6020.300	Overtime Holiday	26,479	6,750	27,000	27,000
6020.400	Overtime Contractual	35,258	-	36,000	36,000
6050	Benefits	1,107,445	583,999	1,203,862	1,249,100
6120.106	Operating Supplies Ammunition	18,778	17,500	19,500	19,500
6120.121	Operating Supplies SWAT Team	19,840	16,500	16,500	16,500
6120.126	Operating Supplies K9 Unit	6,428	6,250	6,250	6,250
6140	Miscellaneous Supplies	103	-	-	-
6140.100	Miscellaneous Supplies Medical	3,517	3,500	3,500	3,500
6140.101	Miscellaneous Supplies Uniforms	1,428	5,000	5,000	5,000
6140.102	Miscellaneous Supplies Safety Equipment	20,269	23,400	20,200	19,400
6500.100	Employee Development Employee Training	1,098	4,598	4,598	4,598
6600	Meetings	296	750	750	750
6700	Dues and Subscriptions	-	30	30	30
7000	Professional Services	975	1,000	1,000	1,000
7500.202	Repair and Maintenance Services Equipment Maintenance	75,851	84,220	84,220	84,220
7600	Rentals	1,594	7,100	2,100	2,100
8000	Non-Cap Equip (< 5K)	5,753	5,000	6,500	6,500
9000.101	Allocations Information Technology	192,622	192,622	265,987	264,707
9000.102	Allocations Facilities Management	180,751	183,051	206,082	206,082
9000.104	Allocations Mobile Phone	-	22,371	-	-
9000.107	Allocations Central Equipment	269,134	290,397	255,137	255,137
9500.660	Transfers Out Resource Planning	-	70,000	39,500	39,500
9901	Care of Prisoners	27,644	50,000	45,000	45,000
9902	Booking of Prisoners	42,033	45,000	50,000	50,000
Total Expenditures		\$ 5,617,264	\$ 5,737,658	\$ 6,061,483	\$ 6,218,029

**City of Plymouth
General Fund Expenditure Budget
Police - Support Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 22,746	\$ -	\$ -	\$ -
6000.100	Salaries Regular	1,393,388	1,495,290	1,606,156	1,647,012
6000.300	Salaries Court Time	1,216	-	-	-
6020	Overtime	97	-	-	-
6020.100	Overtime Regular	8,393	23,000	23,000	23,000
6020.200	Overtime Court Time	501	-	500	500
6020.300	Overtime Holiday	1,199	-	1,000	1,000
6020.400	Overtime Contractual	10,066	-	10,000	10,000
6050	Benefits	431,247	403,386	498,064	515,238
6120.100	Operating Supplies Photography	129	-	-	-
6120.101	Operating Supplies Public Education & Outreach Prj	80	2,000	500	500
6120.109	Operating Supplies Community Education	10,058	14,000	14,000	14,000
6120.110	Operating Supplies DARE Program	14,421	14,000	14,000	14,000
6120.117	Operating Supplies CFMH Program	1,406	2,000	2,000	2,000
6120.120	Operating Supplies McGruff Truck Program	-	1,000	1,000	1,000
6140	Miscellaneous Supplies	-	-	600	600
6140.104	Miscellaneous Supplies Chaplain/Sr Corp	-	-	600	600
6500.100	Employee Development Employee Training	2,140	7,361	7,361	7,361
6700	Dues and Subscriptions	245	250	250	250
7000	Professional Services	9,388	10,500	11,150	11,150
7500.142	Repair and Maintenance Services SIU	-	-	2,000	2,000
7500.202	Repair and Maintenance Services Equipment Maintenance	1,629	1,500	1,500	1,500
7600	Rentals	4,028	-	-	-
8000	Non-Cap Equip (< 5K)	2,650	2,500	2,500	2,500
8000.100	Non-Cap Equip (< 5K), SIU	-	-	3,000	3,000
9000.101	Allocations Information Technology	64,479	64,479	94,769	93,056
9000.102	Allocations Facilities Management	72,244	96,326	108,445	108,445
9000.104	Allocations Mobile Phone	-	5,109	-	-
9000.107	Allocations Central Equipment	75,068	42,303	110,994	110,994
Total Expenditures		\$ 2,126,817	\$ 2,207,144	\$ 2,513,389	\$ 2,569,706

**City of Plymouth
General Fund Expenditure Budget
Police - Grants Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6020	Overtime	\$ -	\$ -	\$ -	\$ -
6020.100	Overtime Regular	-	-	38,471	25,590
6050	Benefits	-	-	6,329	4,210
6140.102	Miscellaneous Supplies Safety Equipment	-	-	3,200	4,000
6500.100	Employee Development Employee Training	-	-	7,000	-
7000	Professional Services	-	-	30,000	30,000
8000	Non-Cap Equip (< 5K)	-	-	3,000	-
8100.500	Capital Outlay (> 5K) Machinery and Equipment	-	-	700	700
Total Expenditures		\$ -	\$ -	\$ 88,700	\$ 64,500

**City of Plymouth
General Fund Expenditure Budget
Police - Emergency Management Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6020	Overtime	\$ 36	\$ -	\$ -	\$ -
6020.100	Overtime Regular	1,454	3,000	-	-
6050	Benefits	450	40	-	-
6100	Office Supplies	486	-	500	500
6120.101	Operating Supplies Public Education & Outreach Prj	156	600	600	600
6120.127	Operating Supplies Weather Radios	8,351	-	-	-
6500.104	Employee Development Conferences & Seminars	2,031	3,540	3,540	3,540
6600	Meetings	60	500	500	500
6700	Dues and Subscriptions	300	440	440	440
7000	Professional Services	5,406	6,500	6,500	6,500
7400.108	Utilities Electric	674	850	1,000	1,000
7500.202	Repair and Maintenance Services Equipment Maintenance	11,673	10,500	10,500	10,500
8000	Non-Cap Equip (< 5K)	801	2,500	5,000	-
9000.101	Allocations Information Technology	2,040	2,040	12,063	11,894
9000.102	Allocations Facilities Management	6,073	4,227	4,759	4,759
9500.660	Transfers Out Resource Planning	5,000	5,000	-	5,000
Total Expenditures		\$ 44,989	\$ 40,237	\$ 45,402	\$ 45,233

Fire Department

Activities

- ✓ Fire Suppression
- ✓ Emergency Management
- ✓ Technical Rescue
- ✓ Firefighter Training & Education
- ✓ Management & Leadership Development
- ✓ Community Education
- ✓ Fleet & Facility Management
- ✓ Radiological Response
- ✓ Staffed Station Program
- ✓ Recruitment
- ✓ Retention

Organizational Chart



Full-Time Equivalent Authorized Employees

Division	2009	2010	2011	2012
Fire Chief	1	1	1	1
Deputy Fire Chief	1	1	1	1
Fire Captain	2	2	2	2
Fire Technician	1	1	1	1
Office Support Rep.	1	1	1	1
PS Education Specialist	0.5	0.5	0.5	0.8
Emergency Mgmt.	0	0	0	0
Department Total	6.5	6.5	6.5	6.8

Outcomes

In **Fire Operations**, operational benchmarks include no loss of civilian or firefighter lives; an 80% rate for stop-loss (extinguishment) of residential structure fires in less than 20 minutes; 90% effectiveness level in removing entrapped accident victims in less than 20 minutes of fire department arrival and place 10 personnel on-scene of emergency events within ten minutes of dispatch for 80% of responses. The department has hired 2 paid-on-call firefighters and is currently staffed with 65 paid-on-call firefighters (authorized strength=78); completed electronic reporting from the fire stations; completed intra-department communication tool (Tailboard Talk); completed electronic employee performance review program; improved the departments technical rescue capabilities and offered continuing education management and leadership opportunities. A staffed station (**Duty Crew**) program resulted in an average response time to emergency events of six minutes, 30 seconds. Our traditional page-out response time is 11:41 (YTD average). Several new **Public Education** and community outreach programs have been introduced in 2011. These programs focused upon delivering outreach programming to our diverse community, including seniors and immigrant groups. Three-hundred and eighty-two community outreach programs have been delivered; an average of 2.2 programs delivered per day. ** All measurements are YTD (October 6, 2011).*

Budget Impacts

An organizational model that offers an economical, customer focused approach to provide emergency service programs, public education and response service to our community achieved through a paid-on-call organizational model. Current service level(s) will be maintained in 2012.

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**City of Plymouth
General Fund Expenditure Budget
Fire - Operations Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 11,131	\$ -	\$ -	\$ -
6000.100	Salaries Regular	298,127	315,580	348,650	357,640
6000.200	Salaries Temporary	202,039	180,000	204,075	204,075
6050	Benefits	99,208	98,011	116,320	119,743
6100	Office Supplies	1,619	3,400	2,500	2,500
6120	Operating Supplies	156	-	-	-
6120.100	Operating Supplies Photography	380	500	300	500
6120.101	Operating Supplies Public Education & Outreach Prj	40,110	44,500	44,500	44,500
6120.103	Operating Supplies Janitorial	64	900	600	500
6120.105	Operating Supplies Fire Fighting	6,054	16,000	16,000	16,000
6130.100	Repair & Maintenance Supplies Equipment Parts	4,206	10,000	8,000	8,000
6130.111	Repair & Maintenance Supplies Chemicals	3,562	3,400	3,400	3,400
6130.119	Repair & Maintenance Supplies Recharges	-	400	300	-
6140.101	Miscellaneous Supplies Uniforms	6,036	8,100	8,100	8,100
6140.102	Miscellaneous Supplies Safety Equipment	25,649	40,500	40,500	40,500
6500	Employee Development	926	-	-	-
6500.100	Employee Development Employee Training	10,605	12,090	14,000	14,000
6500.103	Employee Development Employee Recognition	972	1,800	1,800	1,800
6500.104	Employee Development Conferences & Seminars	636	2,000	2,000	2,000
6550	Mileage & Parking Reimbursement	146	400	400	400
6600	Meetings	655	-	-	-
6700	Dues and Subscriptions	981	1,000	1,000	1,000
7000	Professional Services	2,635	9,200	9,200	9,200
7006	Medical Fees	7,369	12,000	-	-
7100.100	Communications Postage	1,211	1,200	2,100	1,200
7200	Printing and Publishing	191	500	300	500
7400.102	Utilities Natural Gas	20,465	30,349	25,000	25,000
7400.103	Utilities Water and Sewer	6,918	5,054	7,109	7,286
7400.104	Utilities Solid Waste	-	1,395	-	-
7400.108	Utilities Electric	27,359	26,504	30,000	30,000
7500.129	Repair and Maintenance Services Static Testing	4,406	6,900	6,900	6,900

**City of Plymouth
General Fund Expenditure Budget
Fire - Operations Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
7500.202	Repair and Maintenance Services Equipment Maintenance	46,980	66,400	40,000	40,000
7500.203	Repair and Maintenance Services Turn Out Gear Repair	2,371	-	11,000	11,000
8000	Non-Cap Equip (< 5K)	5,406	24,000	24,000	12,000
8100.500	Capital Outlay (> 5K) Machinery and Equipment	-	10,000	-	10,000
9000.100	Allocations Photocopying	7,700	7,758	-	-
9000.101	Allocations Information Technology	46,590	46,590	78,218	77,619
9000.102	Allocations Facilities Management	249,618	290,571	250,740	250,740
9000.104	Allocations Mobile Phone	4,208	4,638	-	-
9000.105	Allocations Security	3,909	3,909	-	-
9000.106	Allocations Telephone	12,621	12,621	-	-
9000.107	Allocations Central Equipment	338,033	348,194	367,984	367,984
9000.109	Allocations 800 MHz Radios	71,333	34,760	64,786	22,000
9000.111	Allocations Risk Management - OH, Premium	-	-	61,396	63,085
9000.110	Allocations Risk Management - Claims	-	-	40,006	40,006
9500.630	Transfers Out Risk Management	34,436	34,436	-	-
9500.660	Transfers Out Resource Planning	70,000	70,000	70,000	70,000
9906	Donations & Contributions	318,977	350,000	315,000	315,000
Total Expenditures		\$ 1,995,997	\$ 2,135,560	\$ 2,216,184	\$ 2,184,178

**City of Plymouth
General Fund Expenditure Budget
Fire - RAD Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 472	\$ -	\$ -	\$ -
6000.100	Salaries Regular	13,716	7,270	-	-
6000.200	Salaries Temporary	5,628	-	-	-
6050	Benefits	3,821	2,080	-	-
6120.105	Operating Supplies Fire Fighting	1,734	3,090	3,000	3,000
6140.102	Miscellaneous Supplies Safety Equipment	12,127	-	-	-
6500.100	Employee Development Employee Training	275	2,765	15,000	-
7100.104	Communications Mobile Telephone	5,022	13,729	15,000	15,000
7500.202	Repair and Maintenance Services Equipment Maintenance	1,026	-	-	-
9000.107	Allocations Central Equipment	30,475	32,424	32,016	32,016
Total Expenditures		\$ 74,295	\$ 61,358	\$ 65,016	\$ 50,016

**City of Plymouth
General Fund Expenditure Budget
Fire - Duty Crew Division**

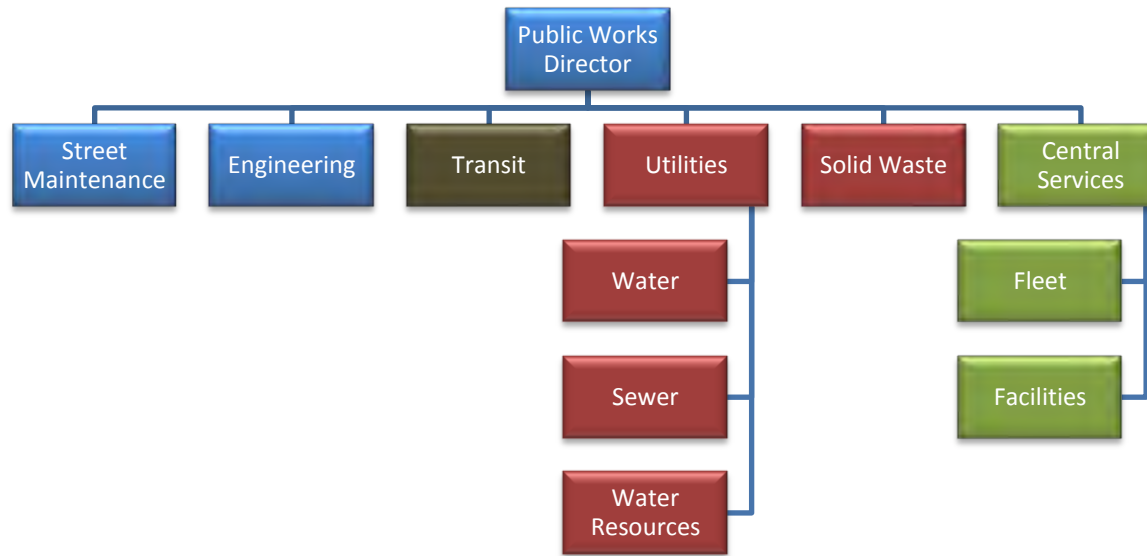
Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 8,360	\$ -	\$ -	\$ -
6000.100	Salaries Regular	179,773	183,150	184,060	187,690
6000.200	Salaries Temporary	272,795	280,000	276,265	276,265
6020.100	Overtime Regular	-	250	-	-
6050	Benefits	71,048	62,490	76,111	77,898
Total Expenditures		\$ 531,974	\$ 525,890	\$ 536,436	\$ 541,853

Public Works Department

Activities

- ✓ Street Maintenance
- ✓ Engineering
- ✓ Cemetery
- ✓ Transit
- ✓ Recycling
- ✓ Central Equipment
- ✓ Facilities Management
- ✓ Sewer
- ✓ Water
- ✓ Water Resources

Organizational Chart



Full-Time Equivalent Authorized Employees

Division	2009	2010	2011	2012
Director	1	1	1	1
Street Maintenance	14	13	13	14
Engineering	12	11	11	11
Transit	2	2	2	2
Solid Waste	1	1	1	1
Central Equipment	6	5	5	5.81
Facilities Management	2	2	2	2
Sewer	8	8	8	8
Water	11	11	11	11
Water Resources	7	6	5	5
Department Total	64	60	59	60.81

Outcomes

The **Street Maintenance** division completed nearly 6 miles of asphalt overlays as well provided restoration services for the utility repairs. The winter of 2010-2011 had 26 snow events, 11 of which resulted in a full call out (3 of those were on holidays). The **Engineering** division reviewed a number of developments as well as managed Capital Improvement Program (CIP) projects (street reconstruction, mill and overlay, etc.) totaling approximately \$6.1M in contract value. The **Transit and Solid Waste** divisions provided program oversight for 2 contracted services providing over 500,000 transit rides and collected over 6,000 tons of recyclable materials. A new recycling system and contract were negotiated in 2011. The **Central Services** division replaced 24 pieces of equipment including a fire grass rig and a plow truck, remodeled the City Council Chambers and upgraded the fire stations including a significant drainage improvement at Fire No. 3. The **Utilities** division performed nearly 160 utility repairs in 2011 and pumped, treated and distributed nearly 3.1 billion gallons of water and pumped nearly 2.5 billion gallons of sanitary sewage.

Budget Impacts

The budget reflects primarily a status quo for departmental activities with the exception of Central Services which budget contemplates returning to 2009 service levels with the replacement of a mechanic. Solid Waste and Transit budgets require the use of reserves in order to maintain current services and balance the budget. Adjustment to both programs will be required. All budgets include capital expenditures programmed in the 2012-2016 Capital Improvement Program (CIP).

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**City of Plymouth
General Fund Expenditure Budget
Public Works - Street Maintenance Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 25,284	\$ -	\$ -	\$ -
6000.100	Salaries Regular	660,061	695,900	697,459	711,200
6000.200	Salaries Temporary	10,112	-	14,000	14,000
6020	Overtime	2,728	-	-	-
6020.100	Overtime Regular	55,748	30,000	46,000	46,000
6050	Benefits	236,935	248,453	253,504	262,126
6100	Office Supplies	447	650	650	650
6100.100	Office Supplies Coffee and Cups	40	-	-	-
6130	Repair & Maintenance Supplies	8	-	-	-
6130.100	Repair & Maintenance Supplies Equipment Parts	2,575	4,500	4,500	4,500
6130.101	Repair & Maintenance Supplies Horticulture	1,235	3,000	3,000	3,000
6130.102	Repair & Maintenance Supplies Traffic and Park Signs	14,511	26,000	25,000	25,000
6130.104	Repair & Maintenance Supplies Sand and Gravel	11,095	30,000	30,000	30,000
6130.105	Repair & Maintenance Supplies Paint	43	2,000	2,000	2,000
6130.106	Repair & Maintenance Supplies Lumber	-	400	400	400
6130.107	Repair & Maintenance Supplies Concrete and Asphalt	499,024	460,000	480,000	500,000
6130.108	Repair & Maintenance Supplies Concrete Disposal	-	1,000	1,000	1,000
6130.111	Repair & Maintenance Supplies Chemicals	272,932	250,000	290,000	300,000
6130.120	Repair & Maintenance Supplies Mailbox Repairs	5,905	3,000	6,000	5,000
6130.121	Repair & Maintenance Supplies Sprinkler Head Repairs	225	1,500	1,500	1,500
6140.102	Miscellaneous Supplies Safety Equipment	4,941	5,300	5,400	5,500
6500	Employee Development	50	1,500	1,500	1,500
6500.100	Employee Development Employee Training	2,779	2,800	2,800	2,800
6700	Dues and Subscriptions	1,504	250	250	-
7000	Professional Services	5,318	25,000	-	-
7006	Medical Fees	-	500	-	-
7017	Laundry Services	5,013	6,100	6,100	6,100
7100.100	Communications Postage	157	100	160	160
7200	Printing and Publishing	227	600	500	600
7400.100	Utilities Street Lights	602,006	630,977	603,000	603,000
7400.101	Utilities Traffic Lights	41,952	75,000	42,000	42,000

**City of Plymouth
General Fund Expenditure Budget
Public Works - Street Maintenance Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
7400.102	Utilities Natural Gas	12,028	20,000	15,000	15,000
7400.104	Utilities Solid Waste	-	500	-	-
7400.108	Utilities Electric	37,564	38,000	40,000	40,000
7500.108	Repair and Maintenance Services Snow Plowing	241,367	240,000	250,000	250,000
7500.109	Repair and Maintenance Services Seal Coating	331,483	200,000	200,000	200,000
7500.110	Repair and Maintenance Services Street Striping	59,662	80,000	110,000	120,000
7500.114	Repair and Maintenance Services Retaining Walls	2,173	5,000	5,000	5,000
7500.126	Repair and Maintenance Services Guard Rail/Fencing	30	10,000	10,200	10,400
7500.134	Repair and Maintenance Services Crack Sealing	119,663	130,000	200,000	200,000
7500.140	Repair and Maintenance Services Traffic Signals	12,338	-	32,000	32,600
7500.202	Repair and Maintenance Services Equipment Maintenance	14,605	-	-	-
7600	Rentals	30,420	35,000	36,000	36,000
8000	Non-Cap Equip (< 5K)	2,927	3,500	10,740	3,500
8100.500	Capital Outlay (> 5K) Machinery and Equipment	-	5,200	11,100	-
9000.101	Allocations Information Technology	49,258	49,258	16,407	16,982
9000.102	Allocations Facilities Management	43,349	52,771	40,471	40,471
9000.104	Allocations Mobile Phone	4,374	3,822	-	-
9000.107	Allocations Central Equipment	579,847	637,939	700,000	700,000
9000.110	Allocations Risk Management - OH, Premium	-	-	10,879	11,103
9000.111	Allocations Risk Management - Claims	-	-	43,435	43,435
9920	Bank Fees	3,721	5,130	5,130	5,130
Total Expenditures		\$ 4,007,663	\$ 4,020,650	\$ 4,253,085	\$ 4,297,657

**City of Plymouth
General Fund Expenditure Budget
Public Works - Engineering Division**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 12,502	\$ -	\$ -	\$ -
6000.100	Salaries Regular	569,378	737,960	642,650	657,370
6000.200	Salaries Temporary	6,431	8,000	20,000	20,000
6020.100	Overtime Regular	22,422	13,000	17,500	17,500
6050	Benefits	175,980	185,900	216,423	222,916
6100	Office Supplies	1,814	3,420	2,800	2,800
6120.112	Operating Supplies Survey	896	1,400	1,400	1,400
6130.100	Repair & Maintenance Supplies Equipment Parts	9	-	-	-
6500	Employee Development	580	-	-	-
6500.100	Employee Development Employee Training	2,922	4,550	4,300	4,000
6500.104	Employee Development Conferences & Seminars	-	500	750	1,050
6550	Mileage & Parking Reimbursement	23	200	150	150
6700	Dues and Subscriptions	138	2,700	2,500	2,500
7000	Professional Services	625	500	600	700
7001	Consulting Engineer	17,022	22,500	22,000	40,000
7100.100	Communications Postage	1,317	2,400	2,400	2,400
7200	Printing and Publishing	597	800	600	800
7500.202	Repair and Maintenance Services Equipment Maintenance	-	300	1,000	300
7600	Rentals	497	625	600	600
8000	Non-Cap Equip (< 5K)	-	-	4,250	-
9000.100	Allocations Photocopying	13,964	14,022	-	-
9000.101	Allocations Information Technology	82,138	82,138	86,806	86,069
9000.102	Allocations Facilities Management	63,481	70,959	82,873	82,873
9000.104	Allocations Mobile Phone	4,020	3,057	-	-
9000.105	Allocations Security	3,484	3,484	-	-
9000.106	Allocations Telephone	10,384	10,384	-	-
9000.107	Allocations Central Equipment	26,918	29,739	30,000	30,000
9000.110	Allocations Risk Management - OH, Premium	-	-	7,014	7,203
9000.111	Allocations Risk Management - Claims	-	-	232	232
9500.630	Transfers Out Risk Management	45,408	45,408	-	-
Total Expenditures		\$ 1,062,950	\$ 1,243,946	\$ 1,146,848	\$ 1,180,863

**City of Plymouth
Recreation Revenue Budget**

Account Number	Account Description	2010 Actual	2011 Amended	2012 Proposed	2013 Proposed
4000.100	Taxes Property	\$ 618,092	\$ 618,497	\$ 559,480	\$ 562,887
4310.100	Program Fees Recreation	1,128,324	1,073,711	1,082,355	1,087,250
4310.101	Program Fees Subsidized Recreation	8,806	9,300	9,300	9,300
4320.100	Rental Fees Recreation	28,996	18,602	18,950	19,300
4350.115	General Services Concession Sales	-	1	-	-
4700.100	Interest Income Investments	1,774	3,426	2,000	2,000
4800	Other Revenues	2,954	1,300	1,300	1,300
4900	Transfers In	-	29,253	48,831	39,777
4900.240	Transfers In Lawful Gambling	3,087	3,000	2,500	2,500
Total Revenues		\$ 1,792,033	\$ 1,757,090	\$ 1,724,716	\$ 1,724,314

**City of Plymouth
Recreation Expenditure Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 9,299	\$ -	\$ -	\$ -
6000.200	Salaries Temporary	293,592	306,410	309,785	309,785
6020.100	Overtime Regular	-	200	200	200
6050	Benefits	168,552	159,526	163,149	169,455
6100	Office Supplies	2,269	3,000	3,000	3,200
6120	Operating Supplies	40,939	42,115	45,330	45,250
6140	Miscellaneous Supplies	117	-	-	-
6140.101	Miscellaneous Supplies Uniforms	17,883	16,400	19,010	19,010
6500.100	Employee Development Employee Training	805	2,150	2,300	2,300
6500.104	Employee Development Conferences & Seminars	2,638	5,350	5,000	3,750
6550	Mileage & Parking Reimbursement	379	1,300	1,250	1,250
6700	Dues and Subscriptions	696	670	820	820
7000	Professional Services	293,696	273,455	294,545	295,945
7050	External Program Registrations	5,261	6,220	5,670	5,670
7100.100	Communications Postage	30,627	36,250	35,400	35,400
7100.103	Communications Telephone	80	1,460	-	-
7100.104	Communications Mobile Telephone	-	50	1,425	1,425
7200	Printing and Publishing	3,002	3,100	6,775	6,775
7200.101	Printing and Publishing Recreation Handbook	45,000	45,500	45,500	46,000
7600	Rentals	78,647	92,880	92,120	92,120
8000	Non-Cap Equip (< 5K)	835	9,100	8,850	8,850
9000.100	Allocations Photocopying	4,351	4,351	-	-
9000.101	Allocations Information Technology	69,253	69,253	46,252	45,586
9000.102	Allocations Facilities Management	16,015	16,285	18,491	18,491
9000.104	Allocations Mobile Phone	1,398	1,965	-	-
9000.106	Allocations Telephone	3,069	3,069	-	-
9000.110	Allocations Risk Management - OH, Premium	-	-	8,442	8,684
9000.111	Allocations Risk Management - Claims	-	-	793	\$ 793
9500.630	Transfers Out Risk Management	26,955	26,955	-	-
9500.660	Transfers Out Resource Planning	12,000	-	-	-

**City of Plymouth
Recreation Expenditure Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
9903	Scholarships	8,806	9,300	9,300	9,300
9906	Donations & Contributions	88,834	88,946	88,504	88,504
9906.100	Donations & Contributions Music In Plymouth	30,000	30,000	50,000	30,000
9920	Bank Fees	35,456	40,000	-	-
9920.100	Bank Fees Credit Card Fees	-	-	36,375	36,375
Total Expenditures		\$ 1,743,851	\$ 1,757,090	\$ 1,724,716	\$ 1,724,314

**City of Plymouth
Transit Revenue Budget**

Account Number	Account Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
4230	Intergovernmental-State-Operatng	\$ 2,651,199	\$ 2,425,000	\$ 2,107,000	\$ 2,400,000
4240	Intergovernmental-State-Capital	-	230,000	225,000	250,000
4350.120	General Services Transit Fares	1,011,332	1,100,000	1,100,000	1,100,000
4400	General Fines & Forfeitures	8	-	-	-
4700.100	Interest Income Investments	15,315	26,321	15,000	15,000
4900	Transfers In	-	551,943	1,013,850	918,550
Total Revenues		\$ 3,677,854	\$ 4,333,264	\$ 4,460,850	\$ 4,683,550

**City of Plymouth
Transit Expenditure Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 5,086	\$ -	\$ -	\$ -
6000.100	Salaries Regular	124,681	129,740	131,437	134,026
6020.100	Overtime Regular	-	500	500	500
6050	Benefits	36,323	38,151	39,544	40,538
6100	Office Supplies	136	500	500	500
6120	Operating Supplies	164	100	100	100
6120.101	Operating Supplies Public Education & Outreach Prj	-	500	500	500
6500.100	Employee Development Employee Training	-	300	300	300
6500.104	Employee Development Conferences & Seminars	-	500	500	500
6550	Mileage & Parking Reimbursement	-	200	200	200
6600	Meetings	17	300	300	300
6700	Dues and Subscriptions	16,145	15,800	23,000	23,000
7000	Professional Services	1,938	30,000	30,000	30,000
7003	Legal	636	-	1,000	1,000
7015	Transit Services	3,230,701	3,600,000	3,600,000	3,800,000
7100.100	Communications Postage	224	300	450	450
7200	Printing and Publishing	5,623	7,000	7,000	7,000
7400.100	Utilities Street Lights	17,187	22,000	18,000	18,000
7400.102	Utilities Natural Gas	513	1,650	1,000	1,000
7400.103	Utilities Water and Sewer	1,302	2,100	1,338	1,371
7500	Repair and Maintenance Services	-	-	125,000	125,000
7500.132	Repair and Maintenance Services Transit Facility	112,962	125,000	133,000	130,000
7500.202	Repair and Maintenance Services Equipment Maintenance	6,402	5,000	5,000	5,000
7600	Rentals	47,371	74,000	55,000	55,000
8100.800	Capital Outlay (> 5K) Construction Projects	-	230,000	233,000	255,000
9000.100	Allocations Photocopying	332	338	-	-
9000.101	Allocations Information Technology	10,079	10,280	13,714	13,609
9000.102	Allocations Facilities Management	5,813	6,435	8,149	8,149
9000.104	Allocations Mobile Phone	547	546	-	-
9000.105	Allocations Security	7,330	7,476	-	-
9000.106	Allocations Telephone	1,522	1,552	-	-
9000.110	Allocations Risk Management - OH, Premium	-	-	13,683	13,872
9500.100	Transfers Out General	18,269	18,635	18,635	18,635
9500.630	Transfers Out Risk Management	4,361	4,361	-	-
Total Expenditures		\$ 3,655,664	\$ 4,333,264	\$ 4,460,850	\$ 4,683,550

**City of Plymouth
HRA - CDBG Revenue Budget**

Account Number	Account Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
4000.100	Taxes Property	\$ 13,492	\$ 13,508	\$ 21,433	\$ 23,514
4200.200	Intergovern- Federal - Operating CDBG	399,592	372,254	338,411	283,700
4200.210	Intergovern- Federal - Operating REHAB Grant Loan Repayment	10,000	20,000	20,000	20,000
4200.211	Intergovern- Federal - Operating FTHB Loan Repayment	-	20,000	20,000	20,000
4700.100	Interest Income Investments	74	508	500	500
Total Revenues		\$ 423,158	\$ 426,270	\$ 400,344	\$ 347,714

**City of Plymouth
HRA - CDBG Expenditure Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 3,313	\$ -	\$ -	\$ -
6000.100	Salaries Regular	69,156	64,080	64,074	65,337
6050	Benefits	21,874	19,917	22,347	23,104
6100	Office Supplies	68	500	300	300
6500.100	Employee Development Employee Train	-	1,000	-	-
6500.104	Employee Development Conferences &	2,146	1,785	-	-
6550	Mileage & Parking Reimbursement	66	100	100	100
7003	Legal	1,873	2,000	1,797	1,740
7004	Audit Fees	3,580	4,129	4,000	4,000
7013	Record Retention	-	300	300	300
7100.100	Communications Postage	104	1,225	200	200
7200	Printing and Publishing	36	1,300	200	200
9000.100	Allocations Photocopying	376	376	-	-
9000.101	Allocations Information Technology	5,817	5,817	7,963	7,895
9000.102	Allocations Facilities Management	3,988	4,104	4,415	4,415
9000.104	Allocations Mobile Phone	273	273	-	-
9000.106	Allocations Telephone	400	400	-	-
9000.107	Allocations Central Equipment	3,172	1,265	-	-
9000.110	Allocations Risk Management - OH, Premium	-	-	9,422	9,705
9500	Transfers Out	-	10	-	-
9500.630	Transfers Out Risk Management	1,652	1,652	-	-
9910	Housing Loans	136,227	123,912	109,156	79,156
9911	Grant Awards	131,764	192,125	176,070	151,262
Total Expenditures		\$ 385,884	\$ 426,270	\$ 400,344	\$ 347,714

**City of Plymouth
HRA - Section 8 Revenue Budget**

Account Number	Account Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
4200.100	Intergovern- Federal - Operating Section 8 - DHAP	\$ 1,207	\$ -	\$ -	\$ -
4200.101	Intergovern- Federal - Operating Section 8 - HUD Direct	1,719,343	1,650,000	1,605,835	1,623,000
4200.102	Intergovern- Federal - Operating Section 8 - Rent Port	1,214,390	1,210,000	1,250,000	1,300,000
4200.103	Intergovern- Federal - Operating Section 8 - Administration Port	92,058	95,115	95,000	98,000
4200.106	Intergovern- Federal - Operating Section 8 - Mainstream Vouchers	105,101	142,000	114,000	115,000
4200.107	Intergovern- Federal - Operating Section 8 - Fraud Recovery	11,421	4,000	5,000	5,500
4200.108	Intergovern- Federal - Operating DHAP Administration	500	-	-	-
4200.109	Intergovern- Federal - Operating HUD Direct Administration	166,994	169,500	158,750	163,000
4200.111	Intergovern- Federal - Operating Mainstream Administration	13,668	13,275	13,680	13,700
4700.100	Interest Income Investments	3,030	8,000	800	1,000
4900	Transfers In	-	-	5,887	7,600
Total Revenues		\$ 3,327,712	\$ 3,291,890	\$ 3,248,952	\$ 3,326,800

**City of Plymouth
HRA - Section 8 Expenditure Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 1,613	\$ -	\$ -	\$ -
6000.100	Salaries Regular	160,968	165,770	165,914	169,183
6050	Benefits	50,984	54,791	54,918	56,810
6100	Office Supplies	-	500	250	250
6500.100	Employee Development Employee Training	179	2,700	1,500	1,500
6500.104	Employee Development Conferences & Seminars	269	2,500	2,000	2,000
6550	Mileage & Parking Reimbursement	280	200	200	200
6700	Dues and Subscriptions	83	250	300	300
7000	Professional Services	2,332	4,000	4,250	4,250
7003	Legal	28	250	500	500
7004	Audit Fees	7,860	6,500	7,937	7,250
7005	Accounting	2,820	3,300	3,500	3,700
7100.100	Communications Postage	3,254	4,000	4,000	4,000
7200	Printing and Publishing	749	1,000	1,000	1,000
9000.100	Allocations Photocopying	376	376	-	-
9000.101	Allocations Information Technology	20,634	20,634	16,349	16,240
9000.102	Allocations Facilities Management	4,431	4,567	4,912	4,912
9000.106	Allocations Telephone	983	983	-	-
9500	Allocations Risk Management - OH, Premium	-	-	9,422	9,705
9500.600	Transfers Out	-	8,226	-	-
9500.630	Transfers Out Information Technology	6,000	-	-	-
9500.640	Transfers Out Risk Management	7,843	7,843	-	-
9908.102	Section 8 Fees Project Based	93,331	94,000	95,000	97,000
9908.103	Section 8 Fees Port-Out Rent Assist	122,989	100,000	204,000	210,000
9908.104	Section 8 Fees Port-Out Admin Fee	9,770	8,000	12,000	13,000
9908.105	Section 8 Fees Port-In Vouchers	1,214,390	1,210,000	1,250,000	1,300,000
9908.106	Section 8 Fees Mainstream M/C	86,809	84,500	85,000	87,550
9908.107	Section 8 Fees Mainstream M5 (HUD)	105,101	142,000	114,000	115,000
9908.108	Section 8 Fees Rental Vouchers	1,193,203	1,225,000	1,130,000	1,139,450
9908.109	Section 8 Fees Enhanced Rental	130,843	140,000	82,000	83,000
9916	Section 8 Fees Prior Year HUD - Other	9,117	-	-	-
Total Expenditures		\$ 3,237,239	\$ 3,291,890	\$ 3,248,952	\$ 3,326,800

**City of Plymouth
HRA - General Revenue Budget**

Account Number	Account Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
4000.100	Taxes Property	\$ 525,636	\$ 537,769	\$ 529,844	\$ 527,763
4230	Intergovernmental-State-Operatng	200,000	-	-	-
4230.100	Intergovernmental-State-Operatng Market Value Credit (HACA)	5,888	-	-	-
4620	Contributions - Capital	30,000	-	-	-
4700	Interest Income	(50)	-	-	-
4700.100	Interest Income Investments	5,103	30,000	5,000	5,000
4700.300	Interest Income Notes	13,765	-	-	-
4820	Development Loan Repayments	21,243	21,250	21,250	21,250
4320	Rental Fees	3,800	-	-	-
4800	Other Revenues	16,154	-	-	-
Total Revenues		\$ 821,538	\$ 589,019	\$ 556,094	\$ 554,013

**City of Plymouth
HRA - General Expenditure Budget**

AccountNumber	Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
258-30-320-32080-6000	6000	Salaries	\$ 3,273	\$ -	\$ -	\$ -
258-30-320-32080-6000.100	6000.100	Salaries Regular	127,124	138,059	138,723	141,460
	6050	Benefits	33,888	37,918	37,727	38,953
258-30-320-32080-6100	6100	Office Supplies	204	500	500	500
258-30-320-32080-6500.100	6500.100	Employee Development Employee Training	-	1,200	1,200	1,200
258-30-320-32080-6500.104	6500.104	Employee Development Conferences & Seminars	134	4,000	2,000	2,000
258-30-320-32080-6550	6550	Mileage & Parking Reimbursement	-	100	100	100
258-30-320-32080-6700	6700	Dues and Subscriptions	725	1,700	1,700	1,700
258-30-320-32080-7000	7000	Professional Services	1,097	10,000	11,315	11,381
258-30-320-32080-7003	7003	Legal	5,902	4,988	4,000	5,636
258-30-320-32080-7004	7004	Audit Fees	1,199	1,050	2,000	2,000
258-30-320-32080-7100.100	7100.100	Communications Postage	394	500	500	500
258-30-320-32080-7200	7200	Printing and Publishing	-	500	500	500
258-30-320-32080-8100.300	8100.300	Capital Outlay (> 5K) Buildings	171,008	-	-	-
258-30-320-32080-9000.100	9000.100	Allocations Photocopying	125	125	-	-
258-30-320-32080-9000.101	9000.101	Allocations Information Technology	8,923	8,923	7,963	7,895
258-30-320-32080-9000.102	9000.102	Allocations Facilities Management	11,847	12,284	13,214	13,214
258-30-320-32080-9000.104	9000.104	Allocations Mobile Phone	60	-	-	-
258-30-320-32080-9000.106	9000.106	Allocations Telephone	2,065	2,065	-	-
258-30-320-32080-9000.110	9000.110	Allocations Risk Management - OH, Premium	-	-	9,542	9,825
258-30-320-32080-9500	9500	Transfers Out	-	19,901	2,281	-
258-30-320-32080-9500.630	9500.630	Transfers Out Risk Management	3,206	3,206	-	-
258-30-320-32080-9900	9900	Miscellaneous	50	-	-	-
258-30-320-32080-9906	9906	Donations & Contributions	-	2,000	2,000	2,000
258-30-320-32080-9909	9909	Senior Housing Rent Assistance	339,996	340,000	320,484	315,149
258-30-320-32080-9911	9911	Grant Awards	-	-	345	-
258-30-320-32080-9950	9950	Grant and Award Fiscal Agent Pass-through	200,000	-	-	-
258-30-320-32085-9904	9904	Real Estate Taxes	1,722	-	-	-
Total Expenditures			\$ 912,941	\$ 589,019	\$ 556,094	\$ 554,013

**City of Plymouth
Water Revenue Budget**

Account Number	Account Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
4150.450	Permits Water	\$ 6,411	\$ 7,031	\$ 7,300	\$ 7,600
4330.101	Utility Charges Water - Residential	3,410,294	4,244,893	3,747,885	3,860,322
4330.102	Utility Charges Water - Commercial	1,565,778	1,762,825	1,633,817	1,682,832
4330.103	Utility Charges Water Demand - Commercial	436,299	415,468	440,753	453,976
4330.600	Utility Charges Fire Hydrant Inspection	54,880	60,000	60,000	60,000
4330.800	Utility Charges Penalties	47,435	40,000	40,000	40,000
4350	General Services	2,707	-	-	-
4350.119	General Services Antennae Charges	130,566	154,900	121,694	125,345
4360.104	Items for Resale Water meter / horns	52,339	48,000	52,000	52,000
4620	Contributions - Capital	539,157	250,000	200,000	200,000
4700.100	Interest Income Investments	30,055	47,176	14,000	18,000
4700.200	Interest Income Special Assessments	4,195	-	-	-
4800	Other Revenues	30,240	-	-	-
4900	Transfers In	-	-	-	522,794
4900.406	Transfers In Street Reconstruction	44,586	-	-	-
4900.412	Transfers In Utility Trunk Replacement	100,655	-	-	-
4900.420	Transfers In Water Sewer Construction	2,173,167	-	-	-
4900.610	Transfers In Public Facilities	27,768	-	-	-
Total Revenues		\$ 8,656,532	\$ 7,030,293	\$ 6,317,449	\$ 7,022,868

City of Plymouth Water Expense Budget

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 9,273	\$ -	\$ -	\$ -
6000.100	Salaries Regular	1,058,935	1,122,250	1,119,520	1,141,808
6000.200	Salaries Temporary	18,569	35,000	35,000	35,000
6020	Overtime	3,260	-	-	-
6020.100	Overtime Regular	96,231	84,000	84,000	84,000
6050	Benefits	359,374	368,737	400,727	413,323
6100	Office Supplies	17,343	22,000	22,000	23,000
6120	Operating Supplies	48	-	-	-
6120.102	Operating Supplies Motor Fuels & Lubricants	2,480	14,000	14,000	12,000
6120.103	Operating Supplies Janitorial	-	2,100	2,100	2,100
6130	Repair & Maintenance Supplies	419	-	-	-
6130.100	Repair & Maintenance Supplies Equipment Parts	72,068	90,000	90,000	95,000
6130.101	Repair & Maintenance Supplies Horticulture	2,223	5,000	5,000	5,000
6130.105	Repair & Maintenance Supplies Paint	1,041	2,000	2,500	2,500
6130.111	Repair & Maintenance Supplies Chemicals	364,063	395,000	430,000	465,000
6130.112	Repair & Maintenance Supplies Water Mains	21,395	20,000	22,500	25,000
6130.114	Repair & Maintenance Supplies Meter Parts	170,265	125,000	160,000	175,000
6130.115	Repair & Maintenance Supplies Hydrant Markers	1,570	2,500	2,000	2,000
6130.116	Repair & Maintenance Supplies Water Valves and Curb Stops	26,278	30,000	30,000	30,000
6130.117	Repair & Maintenance Supplies Hydrant Parts	11,808	15,000	15,000	15,000
6140.100	Miscellaneous Supplies Medical	-	500	500	500
6140.102	Miscellaneous Supplies Safety Equipment	4,485	5,800	5,800	5,800
6500.100	Employee Development Employee Training	5,428	9,300	9,300	9,300
6500.104	Employee Development Conferences & Seminars	-	3,300	-	-
6700	Dues and Subscriptions	3,437	5,000	5,000	5,000
7000	Professional Services	131,978	130,000	145,000	145,000
7001	Consulting Engineer	-	15,000	15,000	15,000
7004	Audit Fees	3,817	3,900	3,900	3,900
7017	Laundry Services	3,223	6,000	6,500	6,500
7100.100	Communications Postage	22,259	23,100	23,500	23,500
7200	Printing and Publishing	23	1,000	1,000	1,000
7400.102	Utilities Natural Gas	52,923	145,000	55,000	55,000
7400.103	Utilities Water and Sewer	4,088	47,000	4,200	4,305
7400.104	Utilities Solid Waste	472	1,800	1,000	1,000

City of Plymouth Water Expense Budget

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
7400.106	Utilities Water Connection Fee	133,544	150,000	150,000	150,000
7400.107	Utilities State Summer Water Surcharge	18,508	35,000	25,000	25,000
7400.108	Utilities Electric	594,479	625,000	600,000	600,000
7500.101	Repair and Maintenance Services Lawn Maintenance	10,655	15,000	15,000	15,000
7500.115	Repair and Maintenance Services Pull Wells	59,001	75,000	75,000	75,000
7500.117	Repair and Maintenance Services MN Health Samples	8,878	14,600	14,600	14,600
7500.119	Repair and Maintenance Services Main Repair	284,219	235,000	500,000	500,000
7500.120	Repair and Maintenance Services Water Withdrawal Permit	25,465	35,000	35,000	35,000
7500.121	Repair and Maintenance Services Zachary Plant	30,919	30,000	35,000	40,000
7500.122	Repair and Maintenance Services Central Plant	24,808	25,000	30,000	35,000
7500.123	Repair and Maintenance Services Gopher State One Call	16,871	20,000	25,000	25,000
7500.127	Repair and Maintenance Services Metro Sewer Board	-	1,600	1,600	1,600
7500.202	Repair and Maintenance Services Equipment Maintenance	73,306	85,000	85,000	90,000
7600	Rentals	6,111	3,000	4,000	4,000
8000	Non-Cap Equip (< 5K)	15,593	8,550	18,250	9,000
8100.200	Capital Outlay (> 5K) Infrastructure	136,355	-	-	-
8100.250	Capital Outlay (> 5K) Capitalize-Infrastructure	(136,355)	-	-	-
8100.550	Capital Outlay (> 5K) Capitalize Machinery and Equip	-	-	17,000	147,500
8100.800	Capital Outlay (> 5K) Construction Projects	-	1,250,000	605,000	1,771,000
8500	Depreciation	2,512,619	-	-	-
8920	Debt Service - Interest	327,126	308,913	280,300	250,188
9000.100	Allocations Photocopying	2,274	2,274	-	-
9000.101	Allocations Information Technology	147,084	147,084	96,429	95,380
9000.102	Allocations Facilities Management	85,549	87,861	65,218	65,218
9000.104	Allocations Mobile Phone	11,183	6,003	-	-
9000.105	Allocations Security	32,558	32,558	-	-
9000.106	Allocations Telephone	8,984	8,984	-	-
9000.107	Allocations Central Equipment	159,340	138,583	135,144	135,144
9000.110	Allocations Risk Management - OH, Premium	-	-	25,343	25,567
9000.111	Allocations Risk Management - Claims	-	-	8,468	8,468
9500	Transfers Out	-	188,010	657,483	-
9500.100	Transfers Out General	82,567	82,567	82,567	82,567
9500.412	Transfers Out Utility Trunk Replacement	625,000	625,000	-	-

**City of Plymouth
Water Expense Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
9500.413	Transfers Out Improvement Project Construction	2,164,313	-	-	-
9500.420	Transfers Out Water Sewer Construction	273,734	-	-	-
9500.510	Transfers Out Water Resources	41,683	-	-	-
9500.620	Transfers Out Information Technology	10,000	10,000	-	-
9500.630	Transfers Out Risk Management	50,419	50,419	-	-
9917	Bad Debt	63	-	-	-
9920	Bank Fees	3,721	5,000	4,000	4,100
9921	Bank Fees - Credit Card	-	-	17,000	17,000
Total Expenditures		\$ 10,309,349	\$ 7,030,293	\$ 6,317,449	\$ 7,022,868

**City of Plymouth
Water Resources Revenue Budget**

Account Number	Account Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
4240	Intergovernmental-State-Capital	923,688	800,000	-	-
4290	Intergovernmental-Other	1,500	-	-	-
4330.400	Utility Charges Water Resources - Residential	1,212,630	1,120,000	1,212,630	1,212,630
4330.401	Utility Charges Water Resources - Commercial	1,319,849	1,320,000	1,320,000	1,320,000
4330.800	Utility Charges Penalties	22,693	15,000	15,000	15,000
4600	Contributions - Operating	1,000	-	-	-
4700.100	Interest Income Investments	7,873	14,008	15,000	15,000
4800	Other Revenues	36,393	-	-	-
4900	Transfers In	-	625,919	1,586,970	603,418
4900.421	Transfers In Enterprise - Other Construction	333,285	-	-	-
4900.500	Transfers In Water	41,683	-	-	-
Total Revenues		\$ 3,900,595	\$ 3,894,927	\$ 4,149,600	\$ 3,166,048

**City of Plymouth
Water Resources Expense Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 12,877	\$ -	\$ -	\$ -
6000.100	Salaries Regular	563,597	551,350	607,785	625,177
6000.999	Salaries Salaries and Benefits - Capital	(13,310)	-	-	-
6020	Overtime	96	-	-	-
6020.100	Overtime Regular	14,915	34,000	34,000	34,000
6050	Benefits	181,659	192,674	201,292	220,308
6100	Office Supplies	378	2,000	1,500	1,500
6120.101	Operating Supplies Public Education & Outreach Prj	34,381	25,000	35,000	35,000
6130.101	Repair & Maintenance Supplies Horticulture	4,817	30,000	20,000	20,000
6130.106	Repair & Maintenance Supplies Lumber	1,647	3,500	3,500	3,500
6130.107	Repair & Maintenance Supplies Concrete and Asphalt	18,042	16,500	20,000	25,000
6130.110	Repair & Maintenance Supplies Drainage	68,917	90,000	90,000	90,000
6140.102	Miscellaneous Supplies Safety Equipment	5,021	5,000	5,500	6,000
6500.100	Employee Development Employee Training	1,104	3,500	2,500	2,500
6500.104	Employee Development Conferences & Seminars	430	3,000	2,000	2,000
6550	Mileage & Parking Reimbursement	61	100	100	100
6600	Meetings	-	100	100	100
6700	Dues and Subscriptions	243,906	265,000	265,000	265,000
7000	Professional Services	66,884	150,000	128,000	128,500
7001	Consulting Engineer	-	5,000	10,000	10,000
7002	Internal Engineer	-	10,000	10,000	10,000
7003	Legal	-	-	5,000	5,000
7011	Soil Boring and Testing	-	50,000	25,000	25,000
7017	Laundry Services	-	4,725	5,000	5,000
7100.100	Communications Postage	137	2,200	2,000	2,000
7200	Printing and Publishing	530	800	1,000	1,000
7400.108	Utilities Electric	-	110	500	500
7500.102	Repair and Maintenance Services Weed Control	22,354	45,000	45,000	45,000
7500.111	Repair and Maintenance Services Street Cleaning	115,230	155,000	100,000	50,000
7500.112	Repair and Maintenance Services Drainway Maintenance	52,601	95,000	125,000	125,000
7500.113	Repair and Maintenance Services Curb Raising & Curb Work	19,934	35,000	285,000	285,000
7500.116	Repair and Maintenance Services Water Samples	1,173	55,000	55,000	55,000
7600	Rentals	19,049	30,000	30,000	30,000
8000	Non-Cap Equip (< 5K)	9,157	15,000	15,500	15,500

**City of Plymouth
Water Resources Expense Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
8100.500	Capital Outlay (> 5K) Machinery and Equipment	-	-	258,500	22,500
8100.800	Capital Outlay (> 5K) Construction Projects	-	1,760,000	1,570,000	830,000
8500	Depreciation	97,544	-	-	-
9000.100	Allocations Photocopying	766	766	-	-
9000.101	Allocations Information Technology	53,884	53,884	19,728	19,579
9000.102	Allocations Facilities Management	13,660	14,171	11,970	11,970
9000.104	Allocations Mobile Phone	4,516	1,638	-	-
9000.106	Allocations Telephone	3,316	3,316	-	-
9000.107	Allocations Central Equipment	156,172	139,482	135,141	135,141
9000.110	Allocations Risk Management - OH, Premium	-	-	6,596	6,785
9500.100	Transfers Out General	17,957	17,388	17,388	17,388
9500.413	Transfers Out Improvement Project Construction	32,848	-	-	-
9500.421	Transfers Out Enterprise - Other Construction	497,454	-	-	-
9500.630	Transfers Out Risk Management	24,723	24,723	-	-
9919	Administration Fees	71	-	-	-
9920	Bank Fees	3,721	5,000	-	-
Total Expenditures		\$ 2,352,218	\$ 3,894,927	\$ 4,149,600	\$ 3,166,048

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**City of Plymouth
Sewer Revenue Budget**

Account Number	Account Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
4150.400	Permits Sewer	\$ 6,132	\$ 7,000	\$ 7,300	\$ 7,600
4330.201	Utility Charges Sewer - Residential	4,678,262	5,045,278	4,697,714	4,791,668
4330.202	Utility Charges Sewer - Commercial	2,371,466	2,605,424	2,403,281	2,451,347
4330.203	Utility Charges Sewer Area Charges	81,904	-	-	-
4330.800	Utility Charges Penalties	70,345	60,000	65,000	65,000
4350	General Services	2,540	-	-	-
4620	Contributions - Capital	-	150,000	100,000	100,000
4700.100	Interest Income Investments	4,172	9,210	9,000	11,000
4800	Other Revenues	2,466	1,500	1,500	1,500
4804	Sale of Asset	750	-	-	-
4900	Transfers In	-	-	63,354	778,375
4900.412	Transfers In Utility Trunk Replacement	100,462	-	-	-
4900.418	Transfers In Utility Trunk System Expansion	462,000	-	-	-
4900.420	Transfers In Water Sewer Construction	1,616,465	-	-	-
Total Revenues		\$ 9,396,965	\$ 7,878,412	\$ 7,347,149	\$ 8,206,490

**City of Plymouth
Sewer Expense Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 3,354	\$ -	\$ -	\$ -
6000.100	Salaries Regular	577,822	608,900	606,440	618,505
6020	Overtime	654	-	-	-
6020.100	Overtime Regular	26,573	22,000	22,000	22,000
6050	Benefits	186,067	195,373	205,898	212,328
4900.418	Transfers In Utility Trunk System Expansion	-	-	-	-
4900.420	Transfers In Water Sewer Construction	-	-	-	-
6100	Office Supplies	15,906	18,500	18,500	18,500
6120.102	Operating Supplies Motor Fuels & Lubricants	1,201	7,200	6,000	6,000
6130.100	Repair & Maintenance Supplies Equipment Parts	79,517	105,000	105,000	105,000
6130.101	Repair & Maintenance Supplies Horticulture	19	3,000	3,000	3,000
6130.105	Repair & Maintenance Supplies Paint	910	1,000	1,500	1,500
6130.113	Repair & Maintenance Supplies Sewer Mains	1,798	5,500	5,500	5,500
6140.102	Miscellaneous Supplies Safety Equipment	4,371	4,500	4,500	4,500
6500.100	Employee Development Employee Training	2,513	6,000	6,000	6,000
7000	Professional Services	63,201	45,000	60,000	60,000
7004	Audit Fees	3,817	3,900	3,900	3,900
7006	Medical Fees	-	300	-	-
7017	Laundry Services	2,149	3,500	3,500	3,500
7100.100	Communications Postage	22,374	24,000	24,000	24,000
7200	Printing and Publishing	-	1,000	1,000	1,000
7400.102	Utilities Natural Gas	12,405	30,575	15,000	15,000
7400.103	Utilities Water and Sewer	4,088	3,400	4,200	4,305
7400.104	Utilities Solid Waste	-	3,500	-	-
7400.108	Utilities Electric	91,698	80,000	95,000	95,000
7500.118	Repair and Maintenance Services Janitorial Services	-	3,400	3,400	3,400
7500.119	Repair and Maintenance Services Main Repair	36,372	60,000	60,000	60,000
7500.127	Repair and Maintenance Services Metro Sewer Board	4,725,900	4,750,000	4,800,000	4,900,000
7500.136	Repair and Maintenance Services Manhole Sealing	29,999	30,000	180,000	180,000
7500.138	Repair and Maintenance Services Maple Grove Sewer Agreement	81,959	90,000	90,000	90,000
7500.202	Repair and Maintenance Services Equipment Maintenance	44,683	35,000	45,000	45,000
8000	Non-Cap Equip (< 5K)	1,115	5,050	5,500	5,500
8100.200	Capital Outlay (> 5K) Infrastructure	562,462	-	-	-
8100.250	Capital Outlay (> 5K) Capitalize-Infrastructure	(562,462)	-	-	-

**City of Plymouth
Sewer Expense Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
8100.800	Capital Outlay (> 5K) Construction Projects	-	1,210,000	700,000	1,440,000
8500	Depreciation	890,635	-	-	-
9000.100	Allocations Photocopying	1,532	1,532	-	-
9000.101	Allocations Information Technology	79,865	79,865	17,260	17,777
9000.102	Allocations Facilities Management	21,348	17,472	15,857	15,857
9000.104	Allocations Mobile Phone	8,320	5,470	-	-
9000.105	Allocations Security	3,484	3,484	-	-
9000.106	Allocations Telephone	6,747	6,747	-	-
9000.107	Allocations Central Equipment	151,614	123,137	129,715	129,715
9000.110	Allocations Risk Management - OH, Premium	-	-	27,046	27,270
9000.111	Allocations Risk Management - Claims	-	-	2,790	2,790
9500	Transfers Out	-	48,893	-	-
9500.100	Transfers Out General	58,643	58,643	58,643	58,643
9500.412	Transfers Out Utility Trunk Replacement	125,000	125,000	-	-
9500.413	Transfers Out Improvement Project Construction	16,493	-	-	-
9500.420	Transfers Out Water Sewer Construction	416,759	-	-	-
9500.630	Transfers Out Risk Management	37,571	37,571	-	-
9500.640	Transfers Out Employee Benefits	10,000	10,000	-	-
9920	Bank Fees	3,721	5,000	4,000	4,000
9920.100	Bank Fees - credit card			17,000	17,000
Total Expenditures		\$ 7,852,193	\$ 7,878,412	\$ 7,347,149	\$ 8,206,490

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**City of Plymouth
Solid Waste Revenue Budget**

Account Number	Account Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
4230	Intergovernmental-State-Operatng	\$ -	\$ 166,000	\$ -	\$ -
4250	Intergovernmental-County-Opertng	190,648	-	-	-
4270	Intergovernmental-Local-Operatng	3,390	4,300	44,400	24,000
4330.300	Utility Charges Solid Waste	408,311	406,728	410,166	410,166
4330.800	Utility Charges Penalties	4,755	5,000	5,000	5,000
4700.100	Interest Income Investments	8,938	15,471	8,000	8,000
4800	Other Revenues	286,429	10,000	-	-
4807	Refunds & Reimbursements	10,585	-	-	-
4900	Transfers In	-	658,301	709,738	733,370
Total Revenues		\$ 913,055	\$ 1,265,800	\$ 1,177,304	\$ 1,180,536

**City of Plymouth
Solid Waste Expense Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 4,523	\$ -	\$ -	\$ -
6000.100	Salaries Regular	85,875	94,300	95,748	97,635
6000.200	Salaries Temporary	8,899	11,300	11,300	11,300
6020.100	Overtime Regular	8,632	15,000	15,000	15,000
6050	Benefits	34,789	23,491	39,551	40,716
6100	Office Supplies	-	300	200	200
6120	Operating Supplies	910	13,500	6,400	6,400
6120.101	Operating Supplies Public Education & Outreach Prj	6,531	6,000	13,200	13,200
6140	Miscellaneous Supplies	-	900	1,500	1,500
6140.102	Miscellaneous Supplies Safety Equipment	69	200	300	300
6500	Employee Development	-	500	100	100
6500.100	Employee Development Employee Training	32	1,000	700	700
6500.101	Employee Development City wide Training	-	500	100	100
6500.104	Employee Development Conferences & Seminars	400	700	1,000	1,000
6550	Mileage & Parking Reimbursement	19	250	150	150
6600	Meetings	19	50	100	100
6700	Dues and Subscriptions	190	320	600	600
7000	Professional Services	17,049	12,000	12,000	12,000
7100.100	Communications Postage	158	3,000	200	200
7200	Printing and Publishing	12,048	3,200	3,150	3,150
7400.104	Utilities Solid Waste	820,516	1,000,000	903,000	903,000
7400.105	Utilities Yard Waste	732	-	1,000	1,000
8000	Non-Cap Equip (< 5K)	17,908	20,000	31,200	31,200
9000.100	Allocations Photocopying	6,492	6,622	-	-
9000.101	Allocations Information Technology	9,958	10,157	8,408	8,399
9000.102	Allocations Facilities Management	6,338	6,435	5,695	5,695
9000.104	Allocations Mobile Phone	547	547	-	-
9000.106	Allocations Telephone	117	120	-	-
9000.107	Allocations Central Equipment	5,152	6,870	2,000	2,000
9000.110	Allocations Risk Management - OH, Premium	-	-	6,374	6,563
9000.111	Allocations Risk Management - Claims	-	-	399	399
9500.100	Transfers Out General	17,929	17,929	17,929	17,929
9500.630	Transfers Out Risk Management	5,499	5,609	-	-
9920	Bank Fees	3,721	5,000	-	-
Total Expenditures		\$ 1,075,051	\$ 1,265,800	\$ 1,177,304	\$ 1,180,536

**City of Plymouth
Ice Center Revenue Budget**

Account Number	Account Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
4310.101	Program Fees Subsidized Recreation	\$ 954	\$ -	\$ -	\$ -
4310.102	Program Fees Open Freestyle	1,145	150	1,100	1,200
4310.103	Program Fees Parents & Tots	527	1,000	500	500
4310.104	Program Fees Open Skating	14,228	14,000	14,000	14,000
4310.105	Program Fees Open Hockey	6,575	7,200	7,200	7,200
4310.106	Program Fees Figure Skating Classes	97,050	106,000	106,000	106,000
4310.108	Program Fees High School Hockey Games	22,166	25,000	25,000	26,000
4320.100	Rental Fees Recreation	1,485	-	-	-
4320.101	Rental Fees Ice Rental	1,075,731	1,073,000	1,055,000	1,085,000
4320.102	Rental Fees Skate Rental	5,936	6,400	6,000	6,100
4320.200	Rental Fees Meeting Rooms	2,024	2,100	2,100	2,100
4350	General Services	(2,719)	-	-	-
4350.108	General Services Advertisements	21,387	16,000	18,000	19,000
4350.115	General Services Concession Sales	57	124,000	-	-
4350.116	General Services Vending Machine	13,319	23,000	16,000	17,000
4350.117	General Services Skate Sharpening	3,233	3,800	3,800	3,800
4350.118	General Services Pro Shop Sales	1,263	1,300	1,300	1,300
4360.114	Items for Resale Concessions	136,343	-	130,000	130,000
4700	Interest Income	-	300	300	300
4700.100	Interest Income Investments	3,920	6,298	4,500	4,500
4800	Other Revenues	4,737	5,000	5,000	5,000
Total Revenues		\$ 1,409,361	\$ 1,414,548	\$ 1,395,800	\$ 1,429,000

**City of Plymouth
Ice Center Expense Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 11,164	\$ -	\$ -	\$ -
6000.100	Salaries Regular	227,143	232,130	235,390	240,030
6000.200	Salaries Temporary	161,168	164,000	167,500	167,500
6020.100	Overtime Regular	84	1,000	1,000	1,000
6050	Benefits	99,398	89,632	105,381	108,815
6100	Office Supplies	911	1,000	1,000	1,000
6120	Operating Supplies	7,316	9,950	10,300	12,050
6120.103	Operating Supplies Janitorial	10,628	11,000	11,000	11,500
6120.125	Operating Supplies Resale	52,655	57,800	57,350	58,500
6130.100	Repair & Maintenance Supplies Equipment Parts	47,060	39,200	39,200	47,200
6130.119	Repair & Maintenance Supplies Recharges	-	200	200	200
6140	Miscellaneous Supplies	10	-	-	-
6140.100	Miscellaneous Supplies Medical	-	250	250	300
6140.101	Miscellaneous Supplies Uniforms	1,855	2,800	2,200	2,200
6500	Employee Development	1,092	-	-	-
6500.100	Employee Development Employee Training	525	300	300	400
6500.104	Employee Development Conferences & Seminars	-	2,100	2,100	2,300
6550	Mileage & Parking Reimbursement	192	100	100	150
6700	Dues and Subscriptions	765	1,175	1,000	1,000
7000	Professional Services	21,481	20,750	20,750	22,000
7004	Audit Fees	916	900	900	1,000
7100.100	Communications Postage	221	300	300	300
7100.103	Communications Telephone	-	5,140	5,140	5,140
7100.104	Communications Mobile Telephone	100	-	-	-
7200	Printing and Publishing	100	400	400	200
7400.102	Utilities Natural Gas	71,877	100,000	75,000	75,000
7400.103	Utilities Water and Sewer	24,988	21,000	25,675	26,317
7400.104	Utilities Solid Waste	4,539	6,000	5,000	5,000
7400.108	Utilities Electric	245,746	245,000	250,000	250,000
7500.104	Repair and Maintenance Services Electrical	2,301	1,900	1,900	2,200
7500.105	Repair and Maintenance Services Plumbing	2,463	2,500	2,500	2,900
7500.113	Repair and Maintenance Services Curb Raising & Curb Work	3,100	-	-	-
7500.118	Repair and Maintenance Services Janitorial Services	449	2,700	1,600	1,800
7500.130	Repair and Maintenance Services Building Maintenance	20,848	11,000	11,000	18,000

**City of Plymouth
Ice Center Expense Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
7500.202	Repair and Maintenance Services Equipment Maintenance	35,753	14,000	14,000	19,500
7600	Rentals	-	3,728	2,700	3,000
8000	Non-Cap Equip (< 5K)	4,327	2,000	2,900	3,000
8100.500	Capital Outlay (> 5K) Machinery and Equipment	-	41,000	49,500	40,000
8500	Depreciation	470,006	-	-	-
9000.100	Allocations Photocopying	2,356	2,356	-	-
9000.101	Allocations Information Technology	27,833	27,309	38,956	38,729
9000.102	Allocations Facilities Management	5,844	6,627	15,119	15,119
9000.104	Allocations Mobile Phone	1,097	546	-	-
9000.106	Allocations Telephone	6,884	6,884	-	-
9000.107	Allocations Central Equipment	3,072	3,416	2,000	2,000
9000.110	Allocations Risk Management - OH, Premium	-	-	20,917	21,159
9000.111	Allocations Risk Management - Claims	-	-	1,423	1,423
9500	Transfers Out	-	249,216	138,279	150,548
9500.100	Transfers Out General	11,939	11,939	11,939	11,939
9500.630	Transfers Out Risk Management	9,500	9,500	-	-
9900	Miscellaneous	282	-	-	-
9903	Scholarships	954	600	800	1,000
9913	Licenses & Permits	475	1,200	1,200	1,350
9917	Bad Debt	704	-	-	-
9920	Bank Fees	5,132	4,000	4,000	4,000
9920.100	Bank Fees Credit Card Fees	-	-	5,600	5,600
9922	Interest - Interfund Advances	62,037	-	52,031	46,631
Total Expenditures		\$ 1,669,291	\$ 1,414,548	\$ 1,395,800	\$ 1,429,000

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**City of Plymouth
Field House Revenue Budget**

Account Number	Account Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
4320.100	Rental Fees Recreation	\$ 19,232	\$ 15,000	\$ 15,000	\$ 15,000
4320.103	Rental Fees Field House Rental	342,275	340,000	340,000	340,000
4350.116	General Services Vending Machine	-	5,000	4,000	4,000
4700.100	Interest Income Investments	3,831	6,525	3,000	3,000
4800	Other Revenues	7,287	1,500	1,500	1,500
Total Revenues		\$ 372,626	\$ 368,025	\$ 363,500	\$ 363,500

**City of Plymouth
Field House Expense Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 2,179	\$ -	\$ -	\$ -
6000.100	Salaries Regular	57,974	60,700	63,079	64,321
6000.200	Salaries Temporary	21,259	23,000	23,000	23,000
6020.100	Overtime Regular	77	-	-	-
6050	Benefits	21,223	21,278	22,727	23,442
6100	Office Supplies	217	200	200	200
6120	Operating Supplies	6,369	2,200	6,500	6,500
6120.103	Operating Supplies Janitorial	290	1,600	1,000	1,000
6130.119	Repair & Maintenance Supplies Recharges	-	300	300	300
6140.101	Miscellaneous Supplies Uniforms	446	500	500	500
6500	Employee Development	-	200	200	200
7000	Professional Services	12,430	20,000	15,000	15,000
7004	Audit Fees	916	850	900	900
7006	Medical Fees	-	150	-	-
7100.100	Communications Postage	-	320	100	100
7200	Printing and Publishing	-	700	200	200
7400.102	Utilities Natural Gas	20,752	63,500	25,000	25,000
7400.104	Utilities Solid Waste	788	950	1,000	1,000
7400.108	Utilities Electric	30,607	32,000	35,000	35,000
7500.104	Repair and Maintenance Services Electrical	717	500	1,000	1,000
7500.130	Repair and Maintenance Services Building Maintenance	1,612	1,600	2,000	2,000
7500.202	Repair and Maintenance Services Equipment Maintenance	3,395	3,200	3,500	3,500
7600	Rentals	4,729	9,410	6,000	6,000
8000	Non-Cap Equip (< 5K)	2,424	-	-	-
8100	Capital Outlay (> 5K)	-	3,200	-	-
8100.500	Capital Outlay (> 5K) Machinery and Equipment	-	5,000	-	-
8500	Depreciation	57,354	-	-	-
9000.100	Allocations Photocopying	198	198	-	-
9000.101	Allocations Information Technology	4,913	4,913	478	483
9000.102	Allocations Facilities Management	1,169	1,169	1,599	1,599
9000.104	Allocations Mobile Phone	329	-	-	-
9000.106	Allocations Telephone	344	344	-	-
9500	Allocations Risk Management - OH, Premium	-	-	8,083	8,325
9500.100	Transfers Out	-	103,819	141,310	139,106

**City of Plymouth
Field House Expense Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
9500.630	Transfers Out General	3,824	3,824	3,824	3,824
9500.640	Transfers Out Risk Management	1,900	1,900	-	-
9920	Bank Fees	933	500	-	-
9920.100	Bank Fees Credit Card Fees	-	-	1,000	1,000
Total Expenditures		\$ 259,366	\$ 368,025	\$ 363,500	\$ 363,500

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**City of Plymouth
Central Equipment Revenue Budget**

Account Number	Account Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
4300	Charges for Services	\$ 13,220	\$ -	\$ -	\$ -
4380.303	Allocation Charges Central Equipment	2,373,903	2,418,204	2,556,000	2,556,000
4620	Contributions - Capital	48,875	-	-	-
4700.100	Interest Income Investments	17,240	29,322	20,000	20,000
4800	Other Revenues	1,253	-	-	-
4804	Sale of Asset	95,913	-	-	-
4805	Gain (Loss) of Capital Asset	(9,083)	-	-	-
4807	Refunds & Reimbursements	2,088	-	-	-
4900	Transfers In	-	340,663	274,637	931,793
4900.630	Transfers In Risk Management	16,824	-	-	-
Total Revenues		\$ 2,560,231	\$ 2,788,189	\$ 2,850,637	\$ 3,507,793

**City of Plymouth
Central Equipment Expense Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 5,481	\$ -	\$ -	\$ -
6000.100	Salaries Regular	196,028	206,403	256,465	262,940
6000.200	Salaries Temporary	4,428	5,500	5,500	5,500
6020	Overtime	386	-	-	-
6020.100	Overtime Regular	19,327	25,000	25,000	25,000
6050	Benefits	67,966	84,216	82,752	96,653
6100	Office Supplies	1,076	500	-	-
6120.102	Operating Supplies Motor Fuels & Lubricants	451,297	500,000	665,000	685,000
6120.103	Operating Supplies Janitorial	9	200	200	200
6120.111	Operating Supplies License Plates	2,290	340	2,400	500
6130.100	Repair & Maintenance Supplies Equipment Parts	172,654	180,000	180,000	180,000
6130.109	Repair & Maintenance Supplies Welding	4,386	3,000	3,500	3,500
6130.111	Repair & Maintenance Supplies Chemicals	3,304	3,500	3,500	3,500
6130.119	Repair & Maintenance Supplies Recharges	1,375	3,000	2,000	2,000
6140.102	Miscellaneous Supplies Safety Equipment	765	1,000	-	-
6500.100	Employee Development Employee Training	657	1,000	1,000	1,000
6500.104	Employee Development Conferences & Seminars	-	1,500	-	-
6550	Mileage & Parking Reimbursement	-	200	-	-
6700	Dues and Subscriptions	35	2,400	2,400	2,600
7000	Professional Services	29,615	-	-	-
7006	Medical Fees	-	500	-	-
7017	Laundry Services	1,403	2,200	2,400	2,400
7100.100	Communications Postage	43	200	200	200
7200	Printing and Publishing	2,092	1,500	1,500	1,500
7400.102	Utilities Natural Gas	12,028	29,000	15,000	15,000
7400.103	Utilities Water and Sewer	4,088	3,200	4,200	4,305
7400.104	Utilities Solid Waste	372	3,600	1,000	1,000
7400.108	Utilities Electric	10,411	12,400	15,000	15,000
7500.118	Repair and Maintenance Services Janitorial Services	-	4,301	4,400	4,400
7500.125	Repair and Maintenance Services Car Washes	4,482	5,500	5,500	5,500
7500.131	Repair and Maintenance Services Body Work and Painting	11,015	10,000	10,000	10,000
7500.202	Repair and Maintenance Services Equipment Maintenance	91,193	85,000	85,000	85,000
8000	Non-Cap Equip (< 5K)	9,134	20,000	15,000	15,000
8100.500	Capital Outlay (> 5K) Machinery and Equipment	1,056,367	1,523,200	1,271,400	1,890,200

**City of Plymouth
Central Equipment Expense Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
8100.550	Capital Outlay (> 5K) Capitalize Machinery and Equip	(1,056,367)	-	-	-
8500	Depreciation	1,128,433	-	-	-
9000.101	Allocations Information Technology	28,804	28,804	50,999	50,385
9000.102	Allocations Facilities Management	22,676	26,380	20,231	20,231
9000.104	Allocations Mobile Phone	1,402	1,040	-	-
9000.106	Allocations Telephone	3,155	3,155	-	-
9000.110	Allocations Risk Management - OH, Premium	-	-	44,057	44,246
9000.111	Allocations Risk Management - Claims	-	-	75,033	75,033
9500.630	Transfers Out Risk Management	10,450	10,450	-	-
Total Expenditures		\$ 2,302,259	\$ 2,788,189	\$ 2,850,637	\$ 3,507,793

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**City of Plymouth
Public Facilities Revenue Budget**

Account Number	Account Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
4380.107	Allocation Charges Postage	\$ 58,193	\$ 70,000	\$ -	\$ -
4380.302	Allocation Charges Facilities Management	1,445,338	1,546,720	1,546,720	1,546,720
4700.100	Interest Income Investments	11,810	20,150	20,000	20,000
4800	Other Revenues	116	-	-	-
4900	Transfers In	-	-	243,920	-
4900.100	Transfers In General	140,000	-	-	-
Total Revenues		\$ 1,655,456	\$ 1,636,870	\$ 1,810,640	\$ 1,566,720

**City of Plymouth
Public Facilities Expense Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 4,599	\$ -	\$ -	\$ -
6000.100	Salaries Regular	124,146	128,110	128,486	131,020
6020.100	Overtime Regular	-	1,000	1,000	1,000
6050	Benefits	40,598	42,891	42,429	43,880
6100	Office Supplies	6,654	500	-	-
6100.100	Office Supplies Coffee and Cups	157	-	-	-
6120	Operating Supplies	-	-	200	200
6120.103	Operating Supplies Janitorial	28,181	30,000	32,000	34,000
6130.119	Repair & Maintenance Supplies Recharges	680	1,500	1,500	1,600
6140.100	Miscellaneous Supplies Medical	5,975	8,000	8,000	8,200
6140.102	Miscellaneous Supplies Safety Equipment	127	300	300	300
6700	Dues and Subscriptions	-	500	500	500
7000	Professional Services	1,122	4,000	4,000	4,000
7017	Laundry Services	358	600	500	500
7100.100	Communications Postage	55,428	75,000	5,000	5,000
7100.104	Communications Mobile Telephone	-	1,000	-	-
7400.102	Utilities Natural Gas	41,116	75,000	45,000	45,000
7400.103	Utilities Water and Sewer	10,624	10,000	10,916	11,189
7400.104	Utilities Solid Waste	12,011	8,500	13,000	13,000
7400.108	Utilities Electric	112,415	130,000	115,000	115,000
7500.118	Repair and Maintenance Services Janitorial Services	102,810	125,000	125,000	125,000
7500.130	Repair and Maintenance Services Building Maintenance	308,238	470,000	300,000	300,000
7500.135	Repair and Maintenance Services Building Security	-	8,000	8,000	8,000
7500.139	Repair and Maintenance Services Facility Improvements	290,353	-	-	-
7500.202	Repair and Maintenance Services Equipment Maintenance	53,013	112,000	112,000	112,000
7500.300	Repair and Maintenance Services Street Tree Maintenance	433	-	-	-
8000	Non-Cap Equip (< 5K)	26,595	2,000	2,000	2,000
8100.400	Capital Outlay (> 5K) Improv Other Than Buildings	49,500	-	-	-
8100.450	Capital Outlay (> 5K) Capitalize Improvements	(49,500)	-	-	-
8100.500	Capital Outlay (> 5K) Machinery and Equipment	14,934	-	-	-
8100.550	Capital Outlay (> 5K) Capitalize Machinery and Equip	(14,934)	-	-	-
8100.800	Capital Outlay (> 5K) Construction Projects	-	150,000	820,000	410,000
8500	Depreciation	14,296	-	-	-
9000.100	Allocations Photocopying	325	325	-	-

**City of Plymouth
Public Facilities Expense Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
9000.101	Allocations Information Technology	15,644	15,644	15,142	15,090
9000.102	Allocations Facilities Management	-	-	2,455	2,455
9000.104	Allocations Mobile Phone	547	1,146	-	-
9000.106	Allocations Telephone	1,147	1,147	-	-
9000.107	Allocations Central Equipment	7,771	7,806	8,000	8,000
9000.110	Allocations Risk Management - OH, Premium	-	-	7,122	7,311
9000.111	Allocations Risk Management - Claims	-	-	3,090	3,090
9500	Transfers Out	-	222,151	-	159,385
9500.500	Transfers Out Water	27,768	-	-	-
9500.630	Transfers Out Risk Management	4,750	4,750	-	-
Total Expenditures		\$ 1,297,882	\$ 1,636,870	\$ 1,810,640	\$ 1,566,720

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**City of Plymouth
Information Technology Revenue Budget**

Account Number	Account Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
4300	Charges for Services	\$ 1,734	\$ -	\$ -	\$ -
4350.100	General Services Photocopies	8	-	-	-
4380.101	Allocation Charges IT Overhead	1,075,188	1,075,588	1,664,651	1,651,490
4380.102	Allocation Charges Software Maintenance	138,126	138,126	-	-
4380.103	Allocation Charges Hardware Replacement	348,083	348,083	-	-
4380.104	Allocation Charges Mobile Phone	90,876	79,675	-	-
4380.105	Allocation Charges Telephone	150,524	150,557	-	-
4380.106	Allocation Charges Photocopy	126,953	127,403	-	-
4380.107	Allocation Charges Postage	-	-	70,000	70,000
4380.108	Allocation Charges 800 MHz Radios	185,666	189,380	168,626	50,000
4380.400	Allocation Charges Security Systems Replacement	101,897	102,043	-	-
4700.100	Interest Income Investments	15,665	26,796	15,000	15,000
4800	Other Revenues	1,320	-	-	-
4804	Sale of Asset	300	-	-	-
4805	Gain (Loss) of Capital Asset	(5,792)	-	-	-
4807	Refunds & Reimbursements	445	-	-	-
4900	Transfers In	-	11,733	-	-
4900.100	Transfers In General	-	-	-	100,000
4900.254	Transfers In HRA Section 8	6,000	-	-	-
4900.500	Transfers In Water	10,000	10,000	-	-
4900.660	Transfers In Resource Planning	-	-	56,535	-
Total Revenues		\$ 2,246,994	\$ 2,259,384	\$ 1,974,812	\$ 1,886,490

**City of Plymouth
Information Technology Expense Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 19,097	\$ -	\$ -	\$ -
6000.100	Salaries Regular	562,309	584,860	573,130	584,416
6050	Benefits	157,090	163,631	167,474	172,710
6100	Office Supplies	20,927	46,000	46,000	46,000
6110	Computer Supplies	2,397	2,500	2,500	2,500
6130	Repair & Maintenance Supplies	376	-	-	-
6130.100	Repair & Maintenance Supplies Equipment Parts	4,102	11,000	13,000	13,000
6500	Employee Development	3,971	20,000	-	-
6500.100	Employee Development Employee Training	2,221	42,000	21,000	21,000
6500.101	Employee Development City wide Training	514	-	4,000	4,000
6500.104	Employee Development Conferences & Seminars	5,100	6,240	6,240	4,000
6550	Mileage & Parking Reimbursement	-	100	100	100
6700	Dues and Subscriptions	449	795	875	875
7000	Professional Services	81,759	116,000	82,000	85,000
7100.100	Communications Postage	45	450	70,450	70,450
7100.102	Communications Data Communications	91,044	97,206	92,000	92,000
7100.103	Communications Telephone	37,237	53,000	38,000	38,000
7100.104	Communications Mobile Telephone	48,296	74,600	60,000	50,000
7200	Printing and Publishing	478	-	-	-
7500	Repair and Maintenance Services	24	-	-	-
7500.200	Repair and Maintenance Services Software	191,947	301,065	278,500	278,500
7500.201	Repair and Maintenance Services Departmental Software Maint	84,565	109,393	95,650	95,650
7500.202	Repair and Maintenance Services Equipment Maintenance	133,500	161,041	130,800	130,800
7600	Rentals	684	-	-	-
8000	Non-Cap Equip (< 5K)	82,975	118,975	160,300	95,300
8100.500	Capital Outlay (> 5K) Machinery and Equipment	33,479	-	-	-
8100.550	Capital Outlay (> 5K) Capitalize Machinery and Equip	(33,479)	-	-	-
8100.600	Capital Outlay (> 5K) Software	35,076	15,000	15,460	-
8100.650	Capital Outlay (> 5K) Capitalize Software	(35,076)	-	-	-
8100.800	Capital Outlay (> 5K) Construction Projects	-	270,000	-	-

**City of Plymouth
Information Technology Expense Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
8500	Depreciation	281,209	-	-	-
9000.102	Allocations Facilities Management	59,479	63,836	66,211	66,211
9000.104	Allocations Mobile Phone	-	1,692	-	-
9000.107	Allocations Central Equipment	-	-	6,000	6,000
9000.110	Allocations Risk Management - OH, Premium	-	-	11,519	11,708
9500	Transfers Out	-	-	31,103	15,770
9912	Research & Development	-	-	2,500	2,500
Total Expenditures		\$ 1,871,795	\$ 2,259,384	\$ 1,974,812	\$ 1,886,490

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**City of Plymouth
Risk Management Revenue Budget**

Account Number	Account Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
4380	Allocation Charges	\$ -	\$ -	\$ 1,016,603	\$ 1,026,989
4700.100	Interest Income Investments	22,046	37,395	25,000	25,000
4800	Other Revenues	1,175	-	-	-
4802	Property Claims	19,961	-	-	-
4806	Premium Refunds	95,269	-	-	-
4807	Refunds & Reimbursements	104,267	-	-	-
4807.101	Refunds & Reimbursements Restitution	1,757	-	-	-
4900	Transfers In	-	45,414	-	-
4900.100	Transfers In General	467,664	467,664	-	-
4900.200	Transfers In Recreation	26,955	26,955	-	-
4900.220	Transfers In Transit System	4,361	4,361	-	-
4900.250	Transfers In Community Dev Block Grant (CDBG)	1,652	1,652	-	-
4900.254	Transfers In HRA Section 8	7,843	7,843	-	-
4900.258	Transfers In HRA General	3,206	3,206	-	-
4900.500	Transfers In Water	50,419	50,419	-	-
4900.510	Transfers In Water Resources	24,723	24,723	-	-
4900.520	Transfers In Sewer	37,571	37,571	-	-
4900.530	Transfers In Solid Waste Management	5,499	5,609	-	-
4900.540	Transfers In Ice Center	9,500	9,500	-	-
4900.550	Transfers In Field House	1,900	1,900	-	-
4900.600	Transfers In Central Equipment	10,450	10,450	-	-
4900.610	Transfers In Public Facilities	4,750	4,750	-	-
Total Revenues		\$ 900,968	\$ 739,412	\$ 1,041,603	\$ 1,051,989

**City of Plymouth
Risk Management Expense Budget**

Account Number	Description	2010 Actual	2011 Amended	2012 Adopted	2013 Concept
6000	Salaries	\$ 2,153	\$ -	\$ -	\$ -
6000.100	Salaries Regular	61,069	65,398	70,470	74,426
6050	Benefits	17,748	18,661	18,522	19,474
6100	Office Supplies	206	200	200	200
6140.103	Miscellaneous Supplies Ergonomic Equipment	-	-	300	300
6500.100	Employee Development Employee Training	120	500	500	500
6500.104	Employee Development Conferences & Seminars	120	500	500	500
6500.200	Employee Development Wellness	100	-	-	-
6550	Mileage & Parking Reimbursement	-	100	100	100
6700	Dues and Subscriptions	425	700	700	700
7000	Professional Services	28,465	40,000	40,000	40,000
7300.100	Insurance Property	243,754	160,000	139,326	143,506
7300.101	Insurance Inland Marine	19,730	19,467	22,318	22,988
7300.102	Insurance General Liability	193,770	140,000	120,717	124,339
7300.103	Insurance Auto Liability	36,682	14,600	13,956	14,375
7300.104	Insurance Auto Comprehensive	33,773	-	28,665	29,525
7300.105	Insurance Auto Collision	6,354	35,720	-	-
7300.107	Insurance Boiler and Machinery	38,471	21,541	21,682	22,332
7300.108	Insurance Information Technology	4,836	4,275	4,836	4,981
7300.110	Insurance Employee Dishonesty	3,248	2,900	2,575	2,652
7300.201	Insurance Workers Comp	352,246	200,000	206,000	212,180
9000.100	Allocations Photocopying	325	325	-	-
9000.101	Allocations Information Technology	3,683	3,683	3,825	3,865
9000.102	Allocations Facilities Management	3,334	3,043	5,932	5,932
9000.106	Allocations Telephone	373	373	-	-
9500	Transfers Out	-	-	340,479	329,115
9500.600	Transfers Out Central Equipment	16,824	-	-	-
9500.640	Transfers Out Employee Benefits	7,426	7,426	-	-
9923	Claims	5,000	-	-	-
Total Expenditures		\$ 1,080,234	\$ 739,412	\$ 1,041,603	\$ 1,051,989