



Adding Quality to Life



2013 Amended 2012/2013 Biennial Budget



CITY OF PLYMOUTH
 2013 AMENDED
 2012/ 2013 BIENNIAL BUDGET
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LETTER OF TRANSMITTAL



December 12, 2012

To the Honorable Mayor and City Council:

We are pleased to submit the amendment to the adopted 2012/2013 Biennial Budget. The amendment updates the 2013 budget that was approved in concept in 2011. 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 amended 2013 budget provides the City Council and residents with a balanced two year budget and a sound financial plan for 2013 that maintains core service levels, while remaining sensitive to the financial concerns of Plymouth taxpayers.

The 2013 budget reflects a 1.59% increase in the levy from 2012. After three consecutive years of no levy increase, this modest increase will ensure we can maintain service levels and invest in the capital needs of this community.

The budget is a comprehensive decision-making document based on current city operations, services, and its policies and goals.

Work began on the 2013 amendment in July. The City Council met with staff for five 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 11, 2012. A public hearing to solicit resident input was held on December 11, 2012. The public hearing replaces the former Truth-in-Taxation Hearing, which was repealed by the state legislature.

Please contact me at 763-509-5051, Administrative Services Director Dave Callister at 763-509-5301, or Finance Manager Jodi Bursheim at 763-509-5320 with any questions.

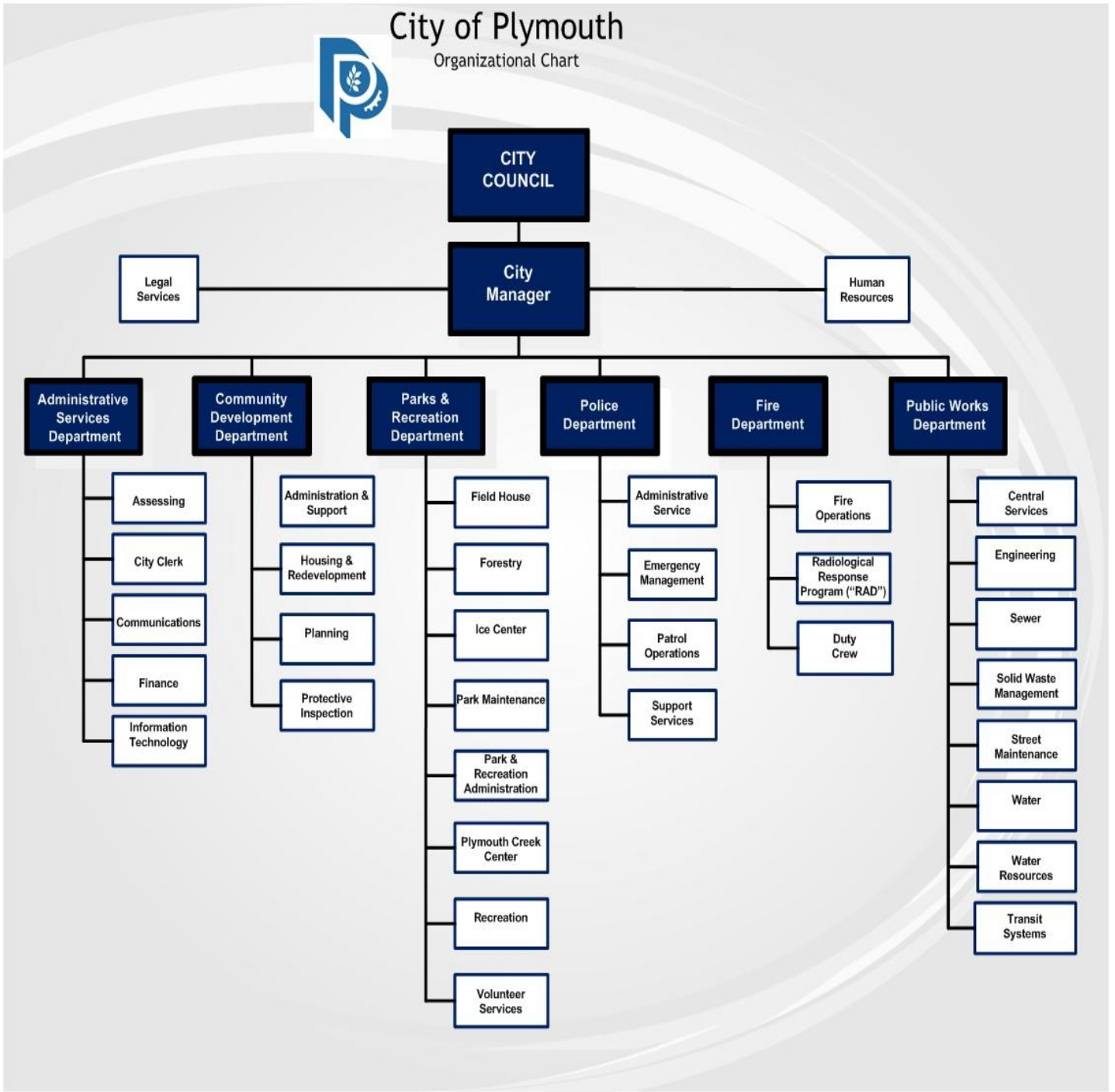
Respectfully Submitted,



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 12/31/16)</i>
Ward 2 Councilmember	Jeffrey Wosje <i>(Term Expires 12/31/14)</i>
Ward 3 Councilmember	Bob Stein <i>(Term Expires 12/31/16)</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 12/31/16)</i>

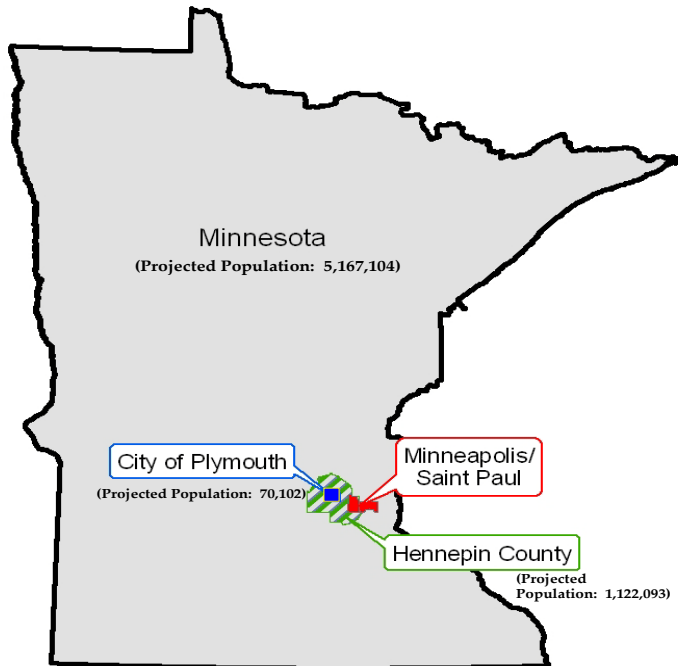
EXECUTIVE STAFF

City Manager	Laurie Ahrens
Director of Administrative Services	Dave Callister
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.

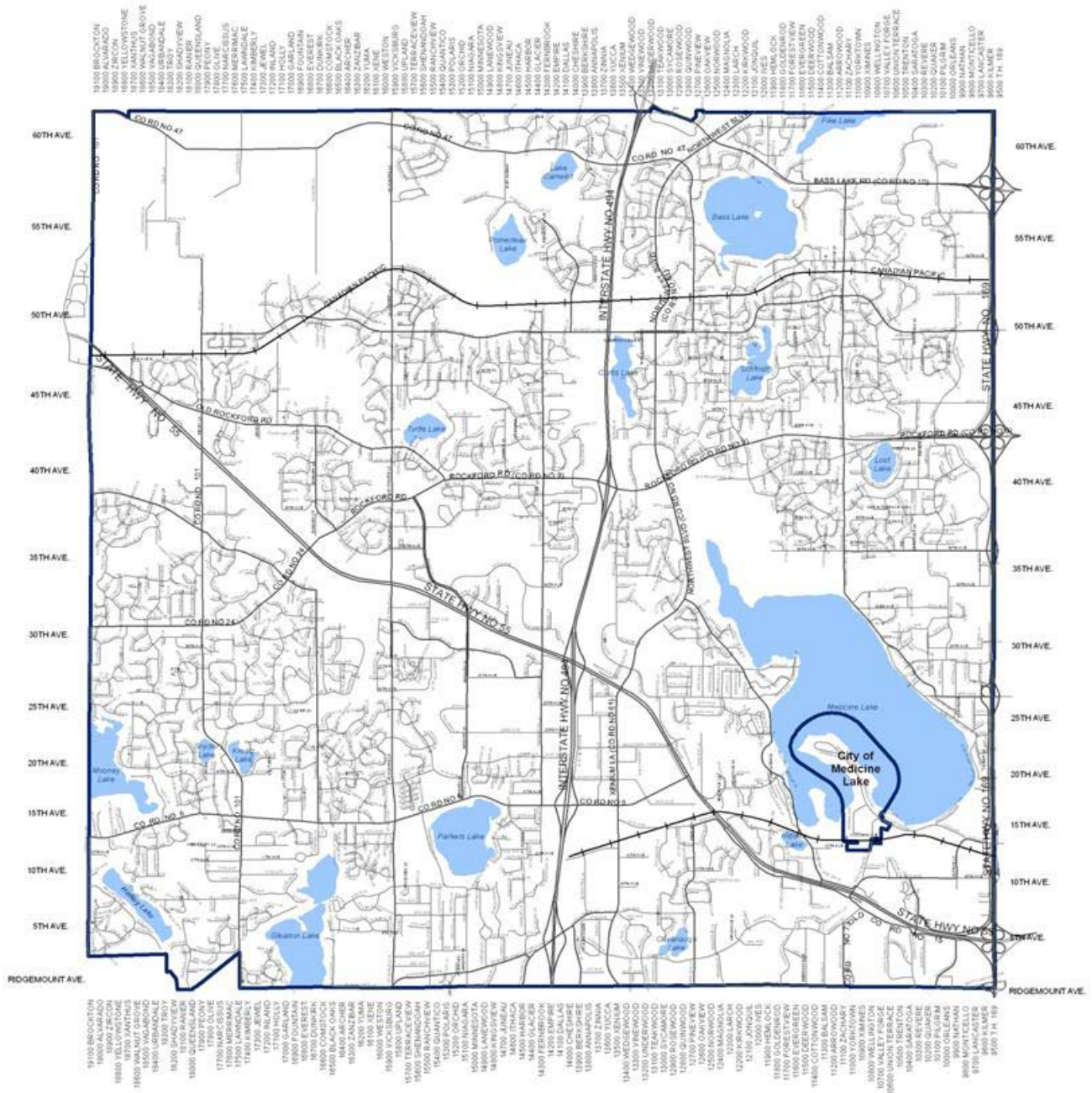
August 1, 1960 – Adopted the Council-Manager form of government.

February 7, 1974 – Became a Statutory City.

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

Street Map

Plymouth has 290 miles of city streets and easy access to county, state, U.S. and Interstate highways. The map below shows the city street layout with avenues reaching primarily east and west and street names north and south.



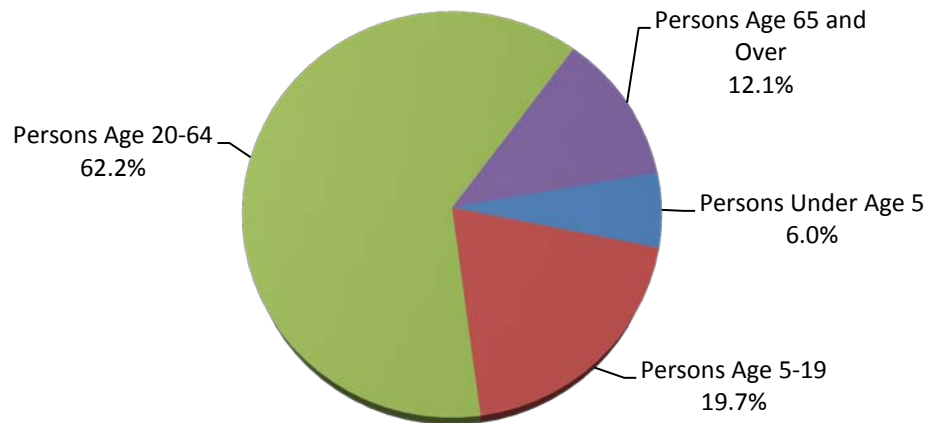
Demographics and Economics

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.

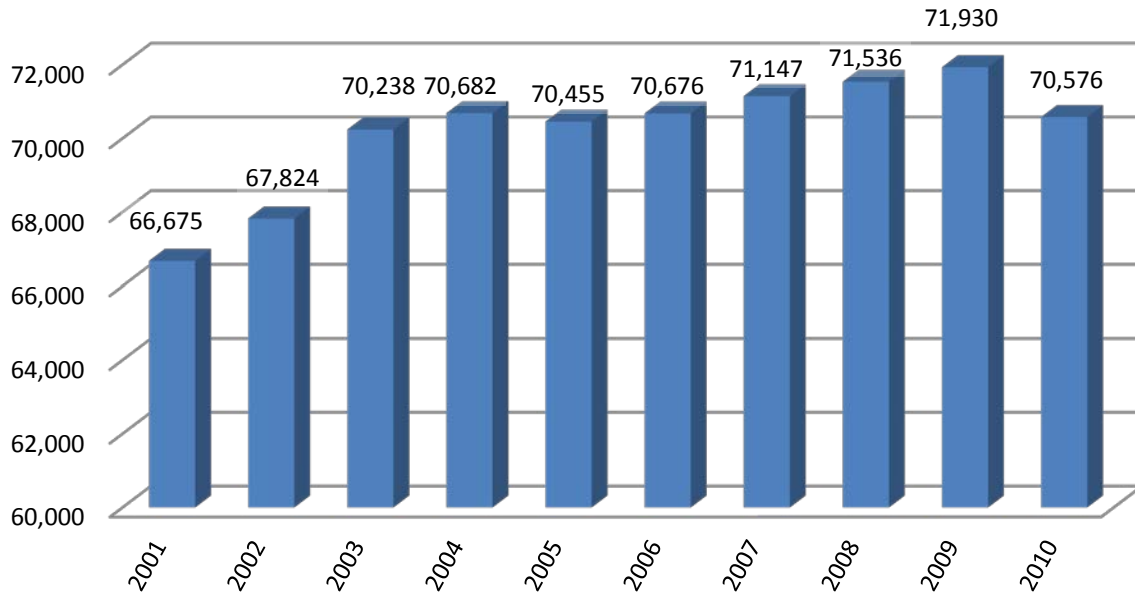
With a population of approximately 71,000, according to the U.S. Census Bureau, the city's population is 6.1% of Hennepin County's total population. Plymouth's population has remained constant in residential growth from 2005 to 2010. Currently, there are 28,663 occupied housing units in Plymouth. Of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

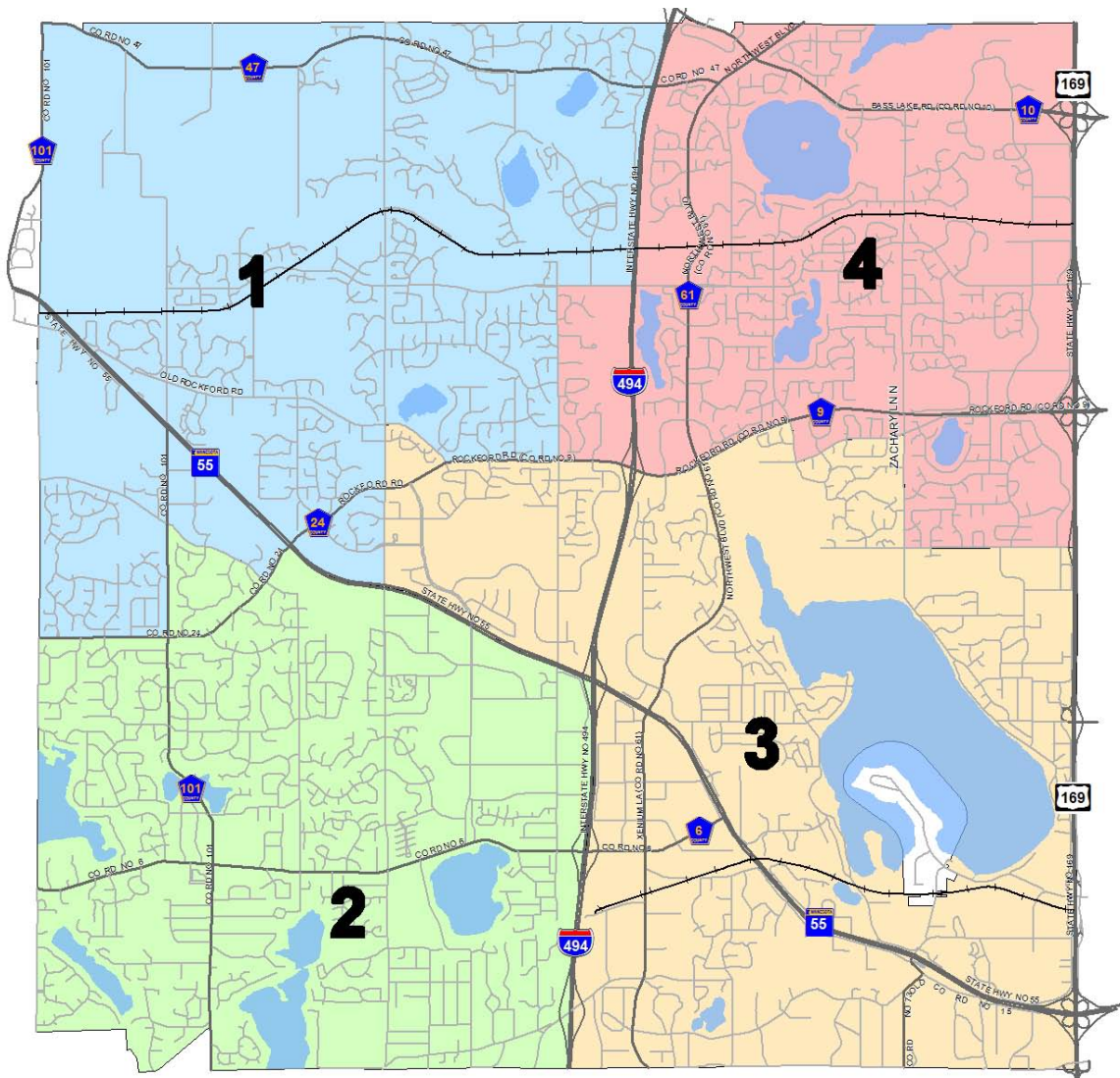
Median Family Income

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-May 2012	Budget	Staff reviews and evaluates programs/activities
May 22, 2012	Budget	Council Study Session (Budget amendment meeting #1)
August 2012	Budget	Budget team reviews departmental budgets
August 21, 2012	Budget	Council Study Session (Budget amendment meeting #2)
August 28, 2012	Budget	Council Study Session (Budget amendment meeting #3)
September 11, 2012	Budget	Council adopts preliminary levies and budget (Budget amendment meeting #4)
October 17, 2012	CIP	Planning Commission review
November 20, 2012	Budget	Council Study Session (Budget amendment meeting #5)
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 amended 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.

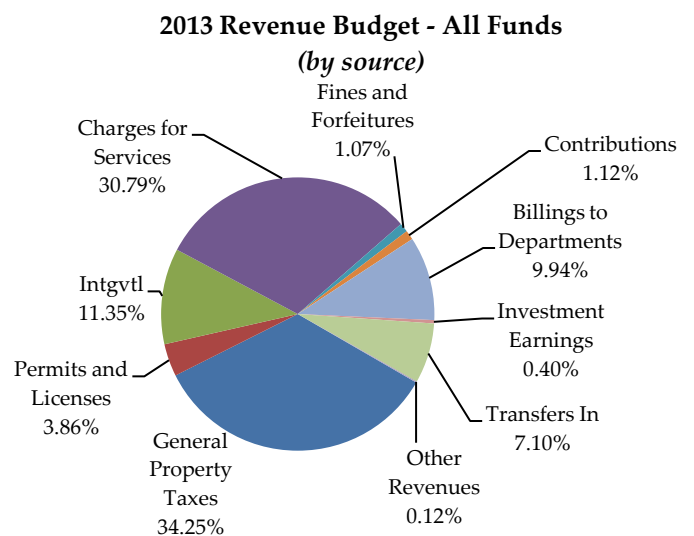
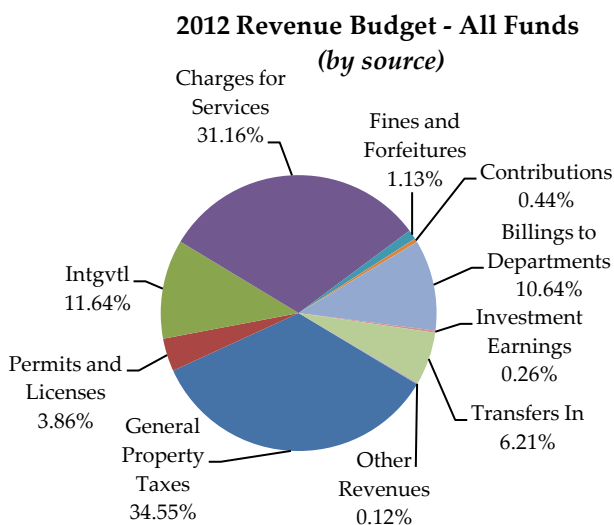
Transfers In

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.



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 Legislature did not change PERA contribution rates for 2012 or 2013.
- **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.

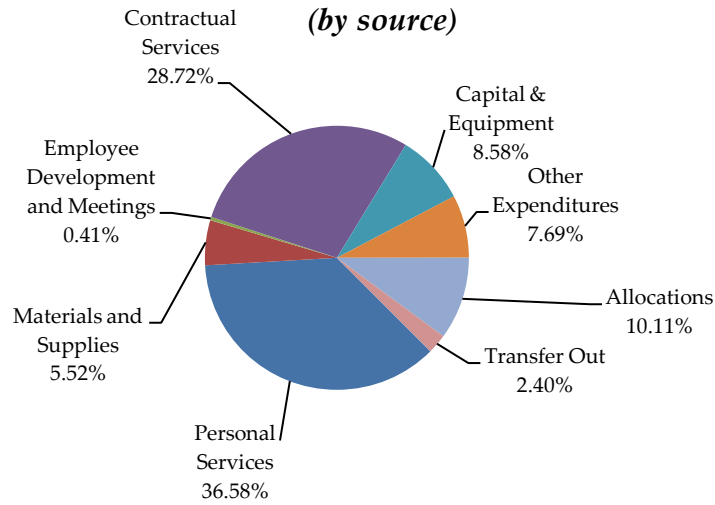
Other Expenditures

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

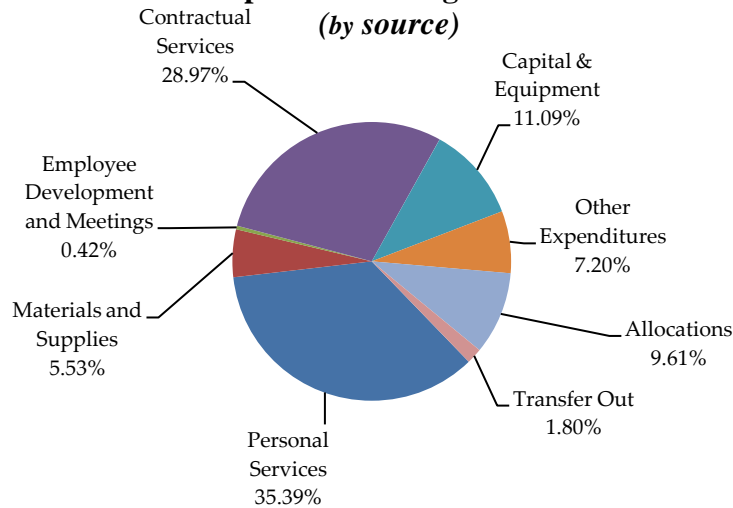
- Dues and subscriptions for both citywide and individual employee memberships and subscriptions to professional organizations, commissions and collaborative organizations such as the League of Minnesota Cities, Metro Cities and the Suburban Rate Authority.
- Interest payments on Enterprise Fund debt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



2013 Expenditure Budget - All Funds



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	2013
	Actual	Actual	Amended	Adopted	Concept	Amended
Revenue						
General Property Taxes	23,408,123	23,489,428	23,480,809	23,781,757	24,427,174	24,577,390
Permits and Licenses	2,280,700	2,373,006	2,213,946	2,655,830	2,425,430	2,770,800
Intgvtl	9,072,308	9,544,609	9,127,103	8,015,654	8,298,578	8,141,497
Charges for Services	21,147,400	21,283,820	22,607,150	21,452,715	21,818,607	22,095,244
Fines and Forfeitures	798,496	732,460	912,500	775,500	775,500	765,500
Contributions	1,381,216	624,293	400,700	300,700	300,700	800,700
Billings to Departments	5,727,579	6,512,965	6,625,779	7,322,600	7,201,199	7,131,199
Investment Earnings	426,275	197,566	326,514	177,100	183,300	288,800
Transfers In	2,026,386	6,166,475	3,496,754	4,273,147	4,849,102	5,096,818
Other Revenues	520,366	795,122	73,250	81,750	81,750	85,250
Special Assessments	4,368	6,524	-	2,600	2,600	2,600
Total Revenue	66,793,217	71,726,268	69,264,505	68,839,353	70,363,940	71,755,798
Appropriations						
Personal Services	24,057,626	24,411,576	24,713,781	25,181,914	25,676,616	25,391,347
Materials and Supplies	3,118,079	3,186,138	3,495,235	3,799,202	3,903,572	3,968,632
Employee Development and Meetings	196,882	139,599	319,235	279,530	251,714	303,764
Dues and Subscriptions	367,684	351,936	389,601	394,297	395,747	434,359
Contractual Services	17,593,186	18,324,367	19,612,207	19,769,694	20,127,861	20,784,346
Equipment	380,557	222,572	262,625	339,240	231,500	471,100
Capital Improvements	(23,008)	2,120,774	6,681,076	5,564,660	6,816,900	7,484,000
Other Expenditures	4,659,250	4,680,702	4,583,913	4,618,549	4,545,290	4,480,509
Debt Service	352,412	327,126	308,913	280,300	250,188	250,188
Allocations	5,554,777	6,037,078	6,075,779	6,960,607	6,839,203	6,893,204
Transfer Out	3,601,702	6,394,500	2,822,140	1,651,360	1,325,349	1,294,349
Depreciation	5,431,851	5,452,095	-	-	-	-
Total Appropriations	65,290,998	71,648,463	69,264,505	68,839,353	70,363,940	71,755,798
Less Allocations	5,554,777	6,037,078	6,075,779	6,960,607	6,839,203	6,893,204
Less Transfers	3,601,702	6,394,500	2,822,140	1,651,360	1,325,349	1,294,349
	9,156,479	12,431,578	8,897,919	8,611,967	8,164,552	8,187,553
Net Appropriations	56,134,519	59,216,885	60,366,586	60,227,386	62,199,388	63,568,245

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 refunded 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. This refunding resulted in approximately \$160,000 of interest savings.

By taking advantage of the historically low interest rates, the City also refunded three previously issued bonds in 2012 resulting in additional interest savings of approximately \$1,822,000.

The new 2012 bond issues include:

- General Obligation Refunding Bonds of \$9,770,000 which refund two previously issued bonds; General Obligation Capital Improvement Plan Bonds (series 2004A) and General Obligation Water Revenue Bonds (series 2004B). These bonds will be refunded on the crossover dates of February 1, 2015 and February 1, 2014 respectively.
- Governmental Housing Project Bonds (series 2012A) in the amount of \$9,890,000 which refund previously issued Governmental Housing Project Bonds (series 2005) on February 1, 2015; the crossover date.

As a result of a debt study completed in June 2012, it was determined that funds were sufficient for two debt obligations to be paid off early resulting in interest savings to the City. Both the 1998B Taxable General Obligation (series 1998B) and the General Obligation Street Reconstruction Bonds (series 2003B) will be paid off in full in 2012.

The City works closely with our financial advisor to continually review our debt obligations for interest saving opportunities.

The following table shows current obligations through the audited year of 2011.

Debt Service Schedule (as of 12/31/2011)

Description	Date of		Rate of Interest (%)	Authorized and Issued	Outstanding 12/31/2011
	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	1,105,000
Street Reconstruction Bonds - 2003B	5/27/2003	2/1/2014	2.0 - 3.5	1,465,000	480,000
Open Space Refunding Bonds - 2003D	11/25/2003	2/1/2011	2.25 - 3.05	1,355,000	-
Open Space Bonds - 2007A	11/15/2007	2/1/2024	3.75 - 3.9	2,715,000	2,430,000
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	5,910,000
Total General Obligation Bonds				\$ 21,950,000	\$ 12,915,000
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	1,165,000
Tax Increment Refunding Bonds - 2009A	11/24/2009	2/1/2023	3.0 - 3.5	2,490,000	2,400,000
Total General Obligation Tax Increment Bonds				\$ 6,760,000	\$ 3,565,000
Special Assessment Bonds					
Housing Improvement Bonds - 1998B	10/1/1998	2/1/2014	5.20 - 5.90	\$ 1,030,000	\$ 285,000
GO Improvement Bonds - 2003C	11/25/2003	2/1/2010	2.25 - 2.75	2,895,000	-
Total Special Assessment Bonds				\$ 3,925,000	\$ 285,000
General Obligation Revenue Bonds					
GO Water Revenue Bonds - 2004B	12/8/2004	2/1/2019	3.0 - 4.0	\$ 13,140,000	\$ 7,555,000
Total Bonds Payable (Primary Government)					\$ 24,320,000
Component Unit (HRA)					
Plymouth Towne Square Housing Project Bonds - 2003	2/20/2003	10/1/2023	1.75 - 4.5	\$ 4,860,000	\$ 3,285,000
Vicksburg Crossing Housing Project Bonds - 2005	5/1/2005	2/1/1935	3.75 - 5.0	10,650,000	10,235,000
Plymouth Towne Square Refunding Bonds - 2011A	2/23/2011	10/1/2023	3.0 - 3.25	3,165,000	3,165,000
Total Component Unit (HRA)				\$ 18,675,000	\$ 16,685,000
Total Outstanding Debt					\$ 41,005,000

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BUDGET OVERVIEW

The 2012/2013 Biennial Budget requires \$30,019,903 and \$30,806,473, 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 2012 levy, which was the third consecutive year the city did not increase the levy. The 2013 budget includes a total property tax levy of \$28,634,174 to meet expected operational needs; an increase of 1.59%. In addition to the city property tax levy, Plymouth levies property taxes for the Housing and Redevelopment Authority (HRA). The 2013 budget maintained an HRA levy of \$551,277, for the fifth consecutive year.

City and HRA Levies

Levy Type	2009	2010	% Increase/Decrease		% Increase/Decrease		% Increase/Decrease		% Increase/Decrease	
			Increase/Decrease	2011	Increase/Decrease	2012	Increase/Decrease	2013	Increase/Decrease	
Levy Limit Base										
General Fund Base	12,856,138	13,050,115		12,560,323		22,701,000		23,466,633		
Market Value Homestead Credit	510,000	589,795		552,502		0		0		
Street Reconstruction	2,458,092	2,531,835		2,607,790		2,686,024		2,766,605		
Recreation Fund	678,497	618,497		618,497		559,480		559,480		
Park Replacement						130,000		330,000		
Capital Improvement Fund	358,216	368,962		380,031		391,432		391,432		
Total Levy Limit Base	16,860,943	17,159,204	1.77%	16,719,143	-2.56%	26,467,936	58.31%	27,514,150	64.57%	
Special Levies										
PERA	101,012	108,728		157,588		0		0		
Public Safety	9,231,614	9,183,835		9,593,124		0		0		
GO 2003B Street Recon Bonds	178,355	179,038		179,563		179,524		0		
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		601,053		
GO 2007A Open Space	255,486	255,223		254,764		254,108		253,255		
2009B Activity Center Bonds	432,016	410,989		407,558		412,125				
GO 2010A Open Space				263,259		264,036		265,716		
Total Special Levies	11,486,625	11,016,097	-4.10%	11,457,539	4.01%	1,708,746	-85.09%	1,120,024	-90.22%	
TOTAL CITY LEVY	28,347,568	28,175,301	-0.61%	28,176,682	0.00%	28,176,682	0.00%	28,634,174	1.62%	
HRA Levy	551,277	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%	\$29,185,451	1.59%	
Total Tax Rate (Charter Requirements)	24.85%	26.07%		27.49%		28.15%		29.15%		

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 2013 tax levy must be adopted by a 5/7 majority vote.

Tax Rate/Tax Impact

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 2013 tax rate increased by 1%; going from 28.15% to 29.15.

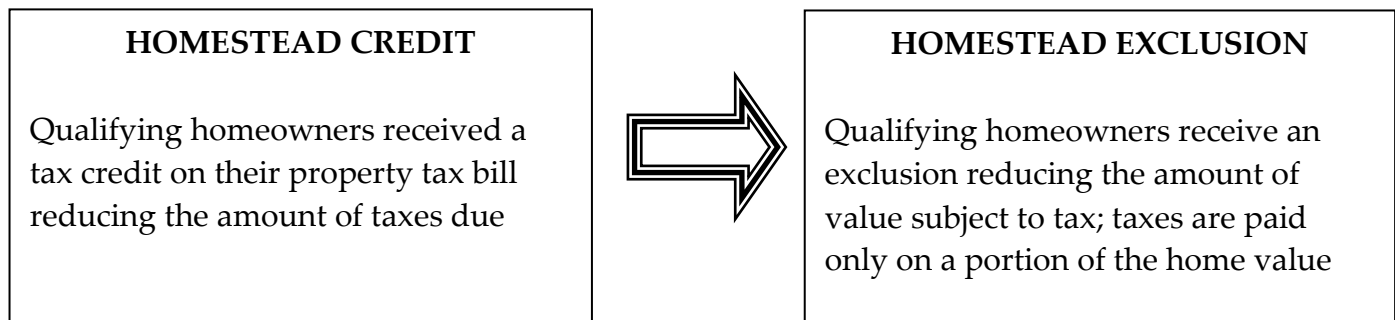
The chart below reflects a decrease in tax capacity from 2012 due to declining property values. In 2013, the tax capacity has shifted with a decrease of almost 4% for residential properties.

Comaprison of Tax Capacity

	2012		2013		Change
Residential	63,343,502	60.9% 	60,942,046	58.8%	-3.8%
Apartments	6,372,002	6.1% 	7,120,838	6.9%	11.8%
Commercial	16,541,443	15.9% 	17,598,019	17.0%	6.4%
Industrial	17,711,355	17.0% 	17,988,281	17.4%	1.6%
	<u>103,968,302</u>		<u>103,649,184</u>		-0.3%

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.

Budget Considerations

The 2012/2013 Biennial Budget continues to maintain existing core service levels. The following adjustments are reflected in the 2012/2013 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.
- **Interest Income** – adjusted to reflect more favorable results than originally anticipated.
- **Transfers** – funding from the Resource Planning Fund to pay for anticipated election costs.

Decreased:

- **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 and 2013 for either plan; which is reflected in the budget.

Public Employees Retirement Fund

Retirement Plan	2009 Adopted Budget	2010 Adopted Budget	2011 Amended Budget	2012/2013 Budget
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 2013, or approximately \$81,000.
- **Park Replacement** - Beginning in 2012, a levy for Park Replacement is included. 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. In 2013, funding was increased as a result of a recent study indicating that funding will fall short in the upcoming years to meet capital needs.
- **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 2013 is 246.5. Of the total for 2013, 176.35 of these positions are in the general fund, while 70.12 are in other funds, a decrease of 27.73 FTE's, since 2008. This is the below level of staffing the City had in 2001. 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	265.5	266.5	269.2	274.2	271.2	252.0	252.0	248.5	246.5

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.

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	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
4000.100	Taxes Property	\$ 22,216,346	\$ 22,701,000	\$ 23,343,010	\$ 23,466,633
4000.200	Taxes Abatements	-	(30,000)	(30,000)	-
4100	Licenses	1,135	-	-	-
4100.100	Licenses Gasoline Service Station	2,730	2,730	2,730	-
4100.200	Licenses Tobacco	13,200	12,000	12,000	12,000
4100.300	Licenses Pet	725	-	-	-
4100.400	Licenses Garbage Hauler	4,900	4,800	4,800	4,800
4100.500	Licenses 3.2 Malt Liquor	9,925	9,600	9,600	9,600
4100.510	Licenses Off-Sale Liquor	6,460	6,000	6,000	6,000
4100.520	Licenses On-Sale Liquor	169,537	168,800	168,800	168,800
4100.530	Licenses Wine	17,250	20,000	20,000	15,000
4100.540	Licenses Consumption & Display	300	300	300	300
4100.600	Licenses Investigation Fee	1,800	2,000	2,000	-
4100.700	Licenses Rental Dwelling	95,141	90,000	100,000	100,000
4100.740	Licenses Target and Trap Shooting	150	150	150	150
4100.750	Licenses Fireworks	850	1,000	1,000	1,000
4100.800	Licenses Amusement	450	450	450	450
4100.850	Licenses Peddler	8,630	10,000	10,000	10,000
4100.860	Licenses Sign Contractor	3,040	2,500	2,500	2,500
4100.900	Licenses Massage	18,575	14,000	14,000	20,000
4100.950	Licenses Fertilizer	950	900	900	-
4150	Permits	13,625	10,000	10,000	12,000
4150.100	Permits Building	1,365,990	1,425,000	1,200,000	1,205,000
4150.200	Permits Plumbing	196,096	85,000	85,000	173,000
4150.300	Permits Mechanical Permits	219,167	195,000	195,000	194,000
4150.350	Permits Electrical	227,911	170,000	154,000	201,000
4150.500	Permits Fire Protection	70,476	55,000	55,000	62,000
4150.600	Permits Plan Checking	624,745	350,000	350,000	551,000
4150.700	Permits Sign and Billboard	7,665	6,000	6,000	7,000
4200	Intergovern- Federal - Operating	102,874	86,400	61,800	61,800
4200.500	Intergovern- Federal - Operating Pass-through	23,115	-	-	-
4230	Intergovernmental-State-Operatng	124,760	1,600	2,000	2,000

**City of Plymouth
General Fund Revenue Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
4230.101	Intergovernmental-State-Operatng PERA	46,993	46,993	46,993	46,993
4230.102	Intergovernmental-State-Operatng MSA Maintenance	300,000	637,677	637,677	637,677
4230.103	Intergovernmental-State-Operatng Police State Aid	467,312	450,000	450,000	450,000
4230.104	Intergovernmental-State-Operatng Disabled Officer Reimbursement	9,943	10,000	10,000	10,000
4230.105	Intergovernmental-State-Operatng Fire State Aid	305,862	315,000	315,000	315,000
4230.106	Intergovernmental-State-Operatng Police Training Reimbursement	25,375	25,000	25,000	25,000
4230.200	Intergovernmental-State-Operatng Haz Mat Grant (RAD)	35,675	78,700	67,000	67,000
4250	Intergovernmental-County-Operatng	17,644	-	-	-
4270.100	Intergovernmental-Local-Operatng School Liaison	378,673	367,208	367,208	367,208
4310	Program Fees	12,937	12,000	12,000	12,000
4320	Rental Fees	95,068	85,000	85,000	85,000
4320.104	Rental Fees Millenium Garden	27,106	28,000	30,000	30,000
4320.200	Rental Fees Meeting Rooms	95,169	95,000	95,000	95,000
4320.201	Rental Fees Building Lease	6,923	6,880	6,880	6,880
4320.202	Rental Fees Catering Rebate	48,292	43,000	43,000	43,000
4320.203	Rental Fees Rental Chair Rebate	2,008	2,000	2,000	2,000
4330.500	Utility Charges Street Lighting	586,913	625,000	625,000	625,000
4330.800	Utility Charges Penalties	6,342	6,000	6,000	6,000
4350	General Services	6,578	-	-	-
4350.100	General Services Photocopies	20	-	-	-
4350.101	General Services Maps & Ordinances	53	20	20	20
4350.102	General Services Alarm Fees	40,550	43,000	43,000	43,000
4350.103	General Services Accident Reports	1,507	-	-	-
4350.104	General Services Police Services	103,550	107,715	108,320	108,320
4350.105	General Services Towing	2,820	5,000	5,000	5,000
4350.106	General Services Weeds	(6,399)	4,000	4,000	4,000
4350.107	General Services Tree Removal	14,789	10,000	10,000	10,000
4350.113	General Services Grave Openings	135	-	-	-
4350.114	General Services Garden Plots	3,776	3,480	3,480	3,480
4350.119	General Services Antennae Charges	136,333	149,850	154,347	154,347

**City of Plymouth
General Fund Revenue Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
4350.122	General Services Police Training	40	1,100	1,100	1,100
4350.123	General Services Application Fees	33,595	11,500	11,500	11,500
4350.128	General Services Vacations	900	3,000	3,000	3,000
4360	Items for Resale	24	-	-	-
4360.100	Items for Resale Car seat	16,070	14,000	14,000	-
4360.101	Items for Resale Helmets	7,913	9,600	9,600	9,600
4360.102	Items for Resale Carbon monoxide detector	2,131	6,000	6,000	-
4360.103	Items for Resale Amberstick	175	525	525	525
4360.105	Items for Resale Caps and apparel	265	-	-	-
4360.111	Items for Resale Mulch	350	500	500	500
4360.115	Items for Resale Weather Radios	(2)	-	-	-
4360.116	Items for Resale Buffer Signs	672	-	-	-
4380.301	Allocation Charges Engineering	1,119,205	300,000	300,000	300,000
4410	Court Fines	856,316	750,000	750,000	750,000
4420	Animal Impound Fees	7,373	5,500	5,500	5,500
4430	Liquor/Tobacco Violations	14,000	20,000	20,000	10,000
4500	Special Assessments	19,508	-	-	-
4500.200	Special Assessments County Fees	2,769	2,600	2,600	2,600
4600	Contributions - Operating	2,822	-	-	-
4620	Contributions - Capital	1,250	700	700	700
4700	Interest Income	-	20,000	20,000	20,000
4700.100	Interest Income Investments	206,960	-	-	-
4700.200	Interest Income Special Assessments	456	-	-	-
4800	Other Revenues	49,825	31,700	31,700	31,700
4800.100	Other Revenues Recycled Ammunition Brass	202	-	-	-
4801	Administrative Fee	97,300	19,500	19,500	19,500
4804	Sale of Asset	500	-	-	-
4807	Refunds & Reimbursements	1,245	-	-	-
4807.101	Refunds & Reimbursements Restitution	391	-	-	-
4807.102	Refunds & Reimbursements Emergency Vet	50	-	-	-
4900.220	Transfers In Transit System	18,635	18,635	18,635	-
4900.412	Transfers In Utility Trunk Replacement	34,500	-	-	-

**City of Plymouth
General Fund Revenue Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
4900.500	Transfers In Water	82,567	82,567	82,567	82,567
4900.510	Transfers In Water Resources	17,388	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	-	56,000	-	10,000
Total - General Fund Revenues:		\$ 31,008,195	\$ 30,019,903	\$ 30,346,115	\$ 30,806,473

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

Department-Division	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
10-110 City Administration, City Manager	\$ 3,688,420	\$ 1,073,157	\$ 1,118,261	\$ 1,119,699
10-111 City Administration, Mayor and Council	147,458	174,853	170,794	168,654
Total - City Administration Expenditures:	3,835,878	1,248,010	1,289,055	1,288,353
20-210 Administrative Services, Communication Services	293,372	321,637	327,741	327,741
20-211 Administrative Services, City Clerk	142,358	477,084	438,075	433,075
20-212 Administrative Services, Human Resources	332,537	193,648	145,859	151,059
20-213 Administrative Services, Finance	366,902	634,542	643,476	643,476
20-214 Administrative Services, Assessing	756,337	814,466	863,639	868,055
Total - Administrative Services Expenditures:	1,891,506	2,441,377	2,418,790	2,423,406
30-310 Community Development, CD Administration and Support	448,525	373,628	380,601	380,601
30-311 Community Development, Planning	734,390	624,504	632,704	632,704
30-312 Community Development, Inspections	1,212,614	1,394,061	1,426,099	1,311,713
Total - Community Development Expenditures:	2,395,529	2,392,193	2,439,404	2,325,018
40-410 Parks and Recreation, PR Administration	701,310	611,917	632,126	636,126
40-411 Parks and Recreation, Park Maintenance	2,991,726	3,026,220	3,094,406	3,162,035
40-412 Parks and Recreation, Forestry	789,667	782,982	789,257	808,461
40-413 Parks and Recreation, Plymouth Creek Activity Center	514,386	636,850	628,952	628,952
Total - Parks & Recreation Expenditures:	4,997,089	5,057,969	5,144,741	5,235,574
50-510 Police, PD Administration	2,252,344	1,953,811	1,902,090	1,912,111
50-511 Police, Patrol	5,709,255	6,061,483	6,218,029	6,390,440
50-512 Police, Support	2,013,001	2,513,389	2,569,706	2,592,026
50-514 Police, Grants	2,640	88,700	64,500	64,500
55-513 Emergency Management, Emergency Management	32,456	45,402	45,233	45,234
Total - Police Expenditures:	10,009,696	10,662,785	10,799,558	11,004,311
60-610 Fire, Fire Operations	2,042,923	2,216,184	2,184,178	2,171,178
60-611 Fire, Rad	51,538	65,016	50,016	50,016
60-612 Fire, Duty Crew	511,174	536,436	541,853	541,853
Total - Fire Expenditures:	2,605,635	2,817,636	2,776,047	2,763,047
70-710 Public Works, Street Maintenance	3,923,913	4,253,085	4,297,657	4,605,510
70-711 Public Works, Engineering	1,177,435	1,146,848	1,180,863	1,161,254
Total - Public Works Expenditures:	5,101,348	5,399,933	5,478,520	5,766,764
Total - General Fund Expenditures:	\$ 30,836,681	\$ 30,019,903	\$ 30,346,115	\$ 30,806,473

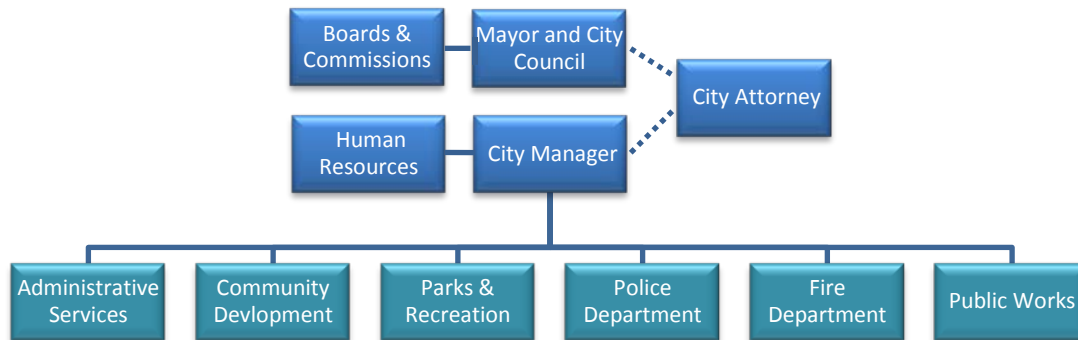
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Administration

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	2010	2011	2012	2013
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. Major initiatives led by the **Human Resources Division** in 2012 include vetting and selecting the city's new benefits consultant and changing health insurance carriers after more than 10 years with Blue Cross Blue Shield. Human Resources also completed the 2013 position budget, revived the Labor-Management and Safety Committees, and 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** recently purchased new applicant tracking software and is preparing for an upgrade of the HRIS system in 2013. Later in 2013, Human Resources will begin negotiating labor agreements and will also review non-union wages and recommend adjustments, as necessary.

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ (6,348)	\$ -	\$ -	\$ -
6000.100	Salaries Regular	243,064	153,834	156,864	156,864
6020.100	Overtime Regular	14	-	-	-
6050	Benefits	(1,832)	12,579	13,208	13,208
6050.100	Benefits Social Security	13,965	9,538	9,726	9,726
6050.101	Benefits Medicare	3,502	2,231	2,275	2,275
6050.200	Benefits PERA	17,226	11,153	11,373	11,373
6050.201	Benefits Deferred Compensation	2,945	2,000	2,000	2,000
6050.550	Benefits Cell Phone Allowance	250	-	-	-
6060	Medical Insurance	374	-	-	-
6060.100	Medical Insurance Employer Contribution	31,617	-	-	-
6070	Dental Insurance	14	-	-	-
6070.100	Dental Insurance Employer Contribution	1,431	-	-	-
6080	Group Life Insurance	7	400	400	400
6080.100	Group Life Insurance Employer Contribution	1,053	1,150	1,150	1,150
6100	Office Supplies	9,562	3,700	3,700	3,700
6500	Employee Development	989	-	-	-
6500.100	Employee Development Employee Training	483	1,500	1,500	1,500
6500.104	Employee Development Conferences & Seminars	2,312	4,000	4,000	4,000
6550	Mileage & Parking Reimbursement	47	500	500	500
6600	Meetings	-	750	750	750
6700	Dues and Subscriptions	3,538	3,100	3,100	3,100
6700.100	Dues and Subscriptions MN League of Cities	27,572	29,402	30,000	30,000
6700.101	Dues and Subscriptions Metro Municipalities	13,773	13,595	13,900	13,721
6700.102	Dues and Subscriptions Municipal Legislative Comm	10,000	10,500	10,500	10,500
6700.103	Dues and Subscriptions Suburban Rate Authority	6,000	6,000	6,300	6,300
6700.107	Dues and Subscriptions TwinWest Chamber of Commerce	255	580	580	580
6700.108	Dues and Subscriptions Wright County Hwy 55 Coalition	1,000	1,000	1,000	1,000

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
7003	Legal	97,582	112,325	113,188	113,188
7003.101	Legal Criminal Prosecution	290,448	291,440	291,440	291,440
7030	Boards and Commissions	62	-	-	-
7100	Communications	888	-	-	-
7100.100	Communications Postage	2,172	3,400	3,400	3,400
9000.100	Allocations Photocopying	26,751	-	-	-
9000.101	Allocations Information Technology	70,544	41,531	40,901	40,901
9000.102	Allocations Facilities Management	58,607	58,131	58,131	58,131
9000.104	Allocations Mobile Phone	873	-	-	-
9000.106	Allocations Telephone	17,010	-	-	-
9000.107	Allocations Central Equipment	12,927	-	-	-
9000.110	Allocations Risk Management - OH, Premium	-	12,714	13,092	13,092
9500.406	Transfers Out Street Reconstruction	2,545,765	-	-	-
9500.620	Transfers Out Information Technology	-	-	100,000	100,000
9500.630	Transfers Out Risk Management	70,059	-	-	-
9900	Miscellaneous	11	-	-	-
9906.101	Donations & Contributions Social Services	109,450	109,450	109,450	109,450
9918	Contingency	2,447	176,654	115,833	117,450
9920.100	Bank Fees Credit Card	11	-	-	-
Total Expenditures		\$ 3,688,420	\$ 1,073,157	\$ 1,118,261	\$ 1,119,699

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000.100	Salaries Regular	\$ 74,879	\$ 76,780	\$ 76,780	\$ 74,880
6050.100	Benefits Social Security	4,598	4,760	4,760	4,645
6050.101	Benefits Medicare	1,075	1,120	1,120	1,090
6050.200	Benefits PERA	3,912	3,840	3,840	3,745
6050.550	Benefits Cell Phone Allowance	500	-	-	-
6100	Office Supplies	546	1,000	1,000	1,000
6500.104	Employee Development Conferences & Seminars	30	2,000	2,000	2,000
6600	Meetings	3,678	2,500	2,500	2,500
6700	Dues and Subscriptions	20	-	-	-
7100.100	Communications Postage	88	250	250	250
7200	Printing and Publishing	3,159	4,000	4,000	4,000
8000	Non-Cap Equip (< 5K)	3,322	3,900	-	-
9000.101	Allocations Information Technology	10,845	25,034	24,686	24,686
9000.102	Allocations Facilities Management	39,933	42,954	42,954	42,954
9000.104	Allocations Mobile Phone	873	-	-	-
9000.110	Allocations Risk Management - OH, Premium	-	6,715	6,904	6,904
Total Expenditures		\$ 147,458	\$ 174,853	\$ 170,794	\$ 168,654

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ (612)	\$ -	\$ -	\$ -
6000.100	Salaries Regular	197,244	162,930	169,017	169,017
6010	Salary Vacancies	-	(150,000)	(200,000)	(200,000)
6020.100	Overtime Regular	-	250	250	250
6050	Benefits	(783)	22,656	23,788	23,788
6050.100	Benefits Social Security	11,807	10,102	10,495	10,495
6050.101	Benefits Medicare	2,761	2,365	2,455	2,455
6050.200	Benefits PERA	14,039	11,815	12,380	12,380
6050.201	Benefits Deferred Compensation	91	1,040	1,040	1,040
6050.800	Benefits Taxable Savings Bonds	-	-	-	-
6060	Medical Insurance	416	-	-	-
6060.100	Medical Insurance Employer Contribution	26,805	-	-	-
6070	Dental Insurance	34	-	-	-
6070.100	Dental Insurance Employer Contribution	2,901	-	-	-
6080	Group Life Insurance	7	-	-	-
6080.100	Group Life Insurance Employer Contribution	644	690	690	690
6100	Office Supplies	1,049	1,200	1,200	1,200
6500.100	Employee Development Employee Training	-	1,500	1,500	1,500
6500.101	Employee Development City wide Training	8,410	18,000	18,000	18,000
6500.103	Employee Development Employee Recognition	3,875	9,400	9,400	9,400
6500.104	Employee Development Conferences & Seminars	2,175	3,500	3,500	3,500
6700	Dues and Subscriptions	1,293	800	800	7,200
7000	Professional Services	14,006	11,000	5,000	5,000
7006	Medical Fees	2,931	32,650	32,650	32,650
7007	Drug and Alcohol Testing	4,663	6,000	6,000	6,000
7018	Compensation Classification Study	375	1,200	1,200	1,200
7200	Printing and Publishing	6,263	5,000	5,000	3,800
9000.101	Allocations Information Technology	15,712	20,060	19,815	19,815
9000.102	Allocations Facilities Management	16,430	15,014	15,014	15,014
9000.110	Allocations Risk Management - OH, Premium	-	6,476	6,665	6,665
Total Expenditures		\$ 332,537	\$ 193,648	\$ 145,859	\$ 151,059

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	2010	2011	2012	2013
Director	1	1	1	1
Assessing	7	7	7	7
City Clerk	5	5	5	5
Communications	3	3	3	3
Finance	10.5	10.5	10	10
Information Tech	6.6	6.6	6.6	5.6
Department Total	33.1	33.1	32.6	31.6

Outcomes

The director assists the city manager with organizational initiatives and council support. **Assessing** completed the 2012 quintile assessment, physically appraising 5,191 properties, including 2,322 new development permit call back properties. As of December 18, 2012, \$543,694,800 in petitioned value was resolved, of which 96.43% of the original value was sustained. The staff began review of \$795,643,200 in newly petitioned value in 2012. The **City Clerk** oversaw the redistricting project which involved preparing plans for Council's consideration, implementing adopted plan, updating ward and precinct maps and state precinct finder, and making changes to polling locations. Staff successfully conducted the State Primary Election, as well as the General Election where the City experienced a record 87.8 percent voter turnout. **Communication Services** staff researched options for a residential survey and worked with a consultant to conduct a telephone survey of Plymouth residents. Staff worked with Northwest Community Television to increase the number of city video segments produced from six to about 40. Staff initiated bringing the production of the annual, federally-mandated water system report in-house and incorporated it into an existing publication to save on printing, postage and consultant costs. Staff produced six citywide newsletters, plus five supplements, and continued to manage the city website, Twitter feed, employee intranet, media relations, environmental education program and coordinate the annual City Sampler. **Finance** continued focusing on restructuring 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; as well as an on-line option. Staff analyzed and revised the allocations of internal service funds which was implemented with the 2012 budget, as well as assisted with the development of the 2012/2013 budget. Authorization was received in purchasing new budget software that will increase efficiencies within our budget process and enhance reporting capabilities. **Information Technology** replaced aging surveillance systems in all facilities, updated systems to enable more online interaction, added redundancy to public safety computing systems, performed major upgrade to financial system, switched cell phone providers, renegotiated more favorable telecom contracts, began electronic document management project, maintained vital IT system infrastructure for 270 users with minimal downtime, and handled over 4,300 helpdesk tickets.

Budget Impacts

For 2013, **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 be working with selected vendors on the implementation of a record management system and for digitizing the City's microfiche records as part of this project. **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, complete reorganization of Finance roles to increase processing efficiencies, implement new budget software, and provide assistance with the 2014/2015 budget. **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	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 853	\$ -	\$ -	\$ -
6000.100	Salaries Regular	137,373	139,138	141,879	141,879
6050	Benefits	(324)	21,869	22,962	22,962
6050.100	Benefits Social Security	7,798	8,627	8,797	8,797
6050.101	Benefits Medicare	1,824	2,018	2,057	2,057
6050.200	Benefits PERA	9,960	10,088	10,286	10,286
6060	Medical Insurance	358	-	-	-
6060.100	Medical Insurance Employer Contribution	21,217	-	-	-
6070	Dental Insurance	38	-	-	-
6070.100	Dental Insurance Employer Contribution	483	-	-	-
6080	Group Life Insurance	6	-	-	-
6080.100	Group Life Insurance Employer Contribution	550	540	540	540
6100	Office Supplies	965	1,500	1,500	1,500
6120	Operating Supplies	452	-	-	-
6120.100	Operating Supplies Photography	1,000	1,000	1,000	1,000
6500.100	Employee Development Employee Training	284	1,000	1,000	1,000
6500.104	Employee Development Conferences & Seminars	-	1,600	1,600	1,600
6700	Dues and Subscriptions	555	550	550	550
7000	Professional Services	14,141	10,000	10,000	10,000
7100.100	Communications Postage	28,259	33,000	33,000	33,000
7100.105	Communications Community Identity	1,362	3,000	3,000	3,000
7200	Printing and Publishing	2,282	3,500	3,500	3,500
7200.100	Printing and Publishing Plymouth News	34,730	35,000	35,000	35,000
7500.202	Repair and Maintenance Services Equipment Maintenance	6,940	7,000	7,000	7,000
8000	Non-Cap Equip (< 5K)	-	700	2,500	2,500
9000.101	Allocations Information Technology	8,570	21,531	21,405	21,405
9000.102	Allocations Facilities Management	12,550	13,500	13,500	13,500
9000.104	Allocations Mobile Phone	1,146	-	-	-
9000.110	Allocations Risk Management - OH, Premium	-	6,476	6,665	6,665
Total Expenditures		\$ 293,372	\$ 321,637	\$ 327,741	\$ 327,741

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 12,291	\$ -	\$ -	\$ -
6000.100	Salaries Regular	39,043	208,958	213,074	213,074
6000.200	Salaries Temporary	-	71,000	-	-
6020.100	Overtime Regular	-	5,000	-	-
6050	Benefits	1,755	38,501	40,426	40,426
6050.100	Benefits Social Security	2,382	17,357	13,211	13,211
6050.101	Benefits Medicare	557	4,060	3,090	3,090
6050.200	Benefits PERA	2,830	15,150	15,448	15,448
6050.201	Benefits Deferred Compensation	151	3,000	3,000	3,000
6060	Medical Insurance	373	-	-	-
6060.100	Medical Insurance Employer Contribution	6,294	-	-	-
6070	Dental Insurance	40	-	-	-
6070.100	Dental Insurance Employer Contribution	469	-	-	-
6080	Group Life Insurance	4	-	-	-
6080.100	Group Life Insurance Employer Contribution	114	600	600	600
6100	Office Supplies	788	7,000	500	500
6500.100	Employee Development Employee Training	200	200	200	200
6500.104	Employee Development Conferences & Seminars	324	2,000	2,000	2,000
6550	Mileage & Parking Reimbursement	73	200	200	200
6700	Dues and Subscriptions	245	350	350	350
7013	Record Retention	6,862	5,000	5,000	-
7100.100	Communications Postage	1,497	9,000	9,000	9,000
7200	Printing and Publishing	951	7,000	1,600	1,600
7500.202	Repair and Maintenance Services Equipment Maintenance	8,428	8,500	8,500	8,500
7600	Rentals	-	2,800	-	-
9000.101	Allocations Information Technology	612	47,186	46,465	46,465
9000.102	Allocations Facilities Management	3,537	4,909	4,909	4,909
9000.110	Allocations Risk Management - OH, Premium	-	6,596	6,785	6,785
9000.111	Allocations Risk Management - Claims	-	10,217	10,217	10,217
9500.660	Transfers Out Resource Planning	51,000	-	51,000	51,000
9920.100	Bank Fees Credit Card	18	-	-	-
9925	Recognition Events	1,520	2,500	2,500	2,500
Total Expenditures		\$ 142,358	\$ 477,084	\$ 438,075	\$ 433,075

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ (409)	\$ -	\$ -	\$ -
6000.100	Salaries Regular	184,434	303,006	308,975	308,975
6020	Overtime	162	-	-	-
6020.100	Overtime Regular	1,414	1,500	1,500	1,500
6050	Benefits	(567)	43,111	45,267	45,267
6050.100	Benefits Social Security	11,172	18,280	19,250	19,250
6050.101	Benefits Medicare	2,613	4,420	4,505	4,505
6050.200	Benefits PERA	13,343	22,080	22,510	22,510
6050.201	Benefits Deferred Compensation	2,674	3,330	3,330	3,330
6060	Medical Insurance	394	-	-	-
6060.100	Medical Insurance Employer Contribution	19,456	-	-	-
6070	Dental Insurance	55	-	-	-
6070.100	Dental Insurance Employer Contribution	2,374	-	-	-
6080	Group Life Insurance	9	-	-	-
6080.100	Group Life Insurance Employer Contribution	682	1,000	1,000	1,000
6100	Office Supplies	1,479	2,000	2,000	2,000
6500.100	Employee Development Employee Training	1,025	1,500	1,500	1,500
6500.104	Employee Development Conferences & Seminars	135	2,000	2,000	2,000
6550	Mileage & Parking Reimbursement	34	100	100	100
6700	Dues and Subscriptions	985	1,000	1,100	1,100
7000	Professional Services	1,230	1,500	1,500	1,500
7004	Audit Fees	25,747	32,100	32,550	32,550
7100.100	Communications Postage	6,628	7,000	7,000	7,000
7200	Printing and Publishing	7,740	9,500	9,500	9,500
7200.102	Printing and Publishing Truth In Taxation Notices	4,320	5,000	5,000	5,000
9000.101	Allocations Information Technology	15,712	100,840	99,425	99,425
9000.102	Allocations Facilities Management	52,902	65,700	65,700	65,700
9000.104	Allocations Mobile Phone	273	-	-	-
9000.105	Allocations Security	7,534	-	-	-
9000.110	Allocations Risk Management - OH, Premium	-	6,925	7,114	7,114

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
9900	Miscellaneous	3,295	-	-	-
9900.100	Miscellaneous Cash Short / Cash Over	14	-	-	-
9919	Administration Fees	44	2,650	2,650	2,650
9920.100	Bank Fees Credit Card	1	-	-	-
Total Expenditures		<u>\$ 366,902</u>	<u>\$ 634,542</u>	<u>\$ 643,476</u>	<u>\$ 643,476</u>

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 6,692	\$ -	\$ -	\$ -
6000.100	Salaries Regular	500,448	510,099	520,147	520,147
6050	Benefits	(345)	73,773	77,462	77,462
6050.100	Benefits Social Security	30,901	31,626	32,250	32,250
6050.101	Benefits Medicare	7,227	7,396	7,545	7,545
6050.200	Benefits PERA	36,282	36,982	37,715	37,715
6050.201	Benefits Deferred Compensation	9,117	7,620	7,620	7,620
6060	Medical Insurance	1,200	-	-	-
6060.100	Medical Insurance Employer Contribution	55,956	-	-	-
6070	Dental Insurance	180	-	-	-
6070.100	Dental Insurance Employer Contribution	8,632	-	-	-
6080	Group Life Insurance	17	-	-	-
6080.100	Group Life Insurance Employer Contribution	1,434	1,430	1,430	1,430
6100	Office Supplies	1,131	2,200	2,200	2,200
6500.100	Employee Development Employee Training	2,227	3,300	3,300	3,300
6500.104	Employee Development Conferences & Seminars	4,096	6,500	4,000	4,000
6550	Mileage & Parking Reimbursement	798	816	840	840
6700	Dues and Subscriptions	6,138	7,130	7,327	9,543
7100.100	Communications Postage	11,588	14,200	15,600	17,800
7200	Printing and Publishing	3,353	3,600	3,850	3,850
9000.101	Allocations Information Technology	28,567	50,857	50,227	50,227
9000.102	Allocations Facilities Management	31,909	35,222	35,222	35,222
9000.107	Allocations Central Equipment	8,788	15,000	15,000	15,000
9000.110	Allocations Risk Management - OH, Premium	-	6,715	6,904	6,904
9500.620	Transfers Out Information Technology	-	-	35,000	-
9500.660	Transfers Out Resource Planning	-	-	-	35,000
Total Expenditures		\$ 756,337	\$ 814,466	\$ 863,639	\$ 868,055

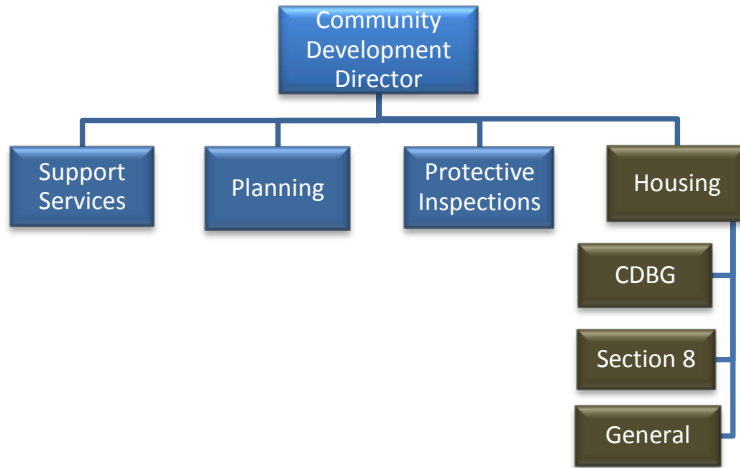
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Community Development Department

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	2010	2011	2012	2013
Director	1	1	1	1
Support Services	6	6	6	6
Planning	4	4	4	4
Protective Inspections	12	12	12	11
Housing	2	2	2	2
Department Total	25	25	25	24

Outcomes

Between January 1, 2012 and December 31, 2012, the **Planning Division** completed 109 planning and zoning reviews and continued the close out of the American Recovery and Reinvestment Act (ARRA) Stimulus grant. The **Support Services Division** processed and issued 9,325 construction related permits and 1,275 rental licenses. **Protective Inspections** performed 20,698 inspections. The Division also conducted 576 code compliance inspections and follow-up inspections as well as 1,397 rental licensing inspections. The **Housing Division** administered \$294,677 in Community Development Block Grant (CDBG) funding. The CDBG funding was used for \$35,815 of social services contributions, \$70,416 in first time home buyer loans (3 loans), \$112,743 in rehab loans and grants (7 loans/grants), \$40,000 for Affordable Housing Development (1 unit) and \$25,703 for fair housing and administration. **Section 8 Staff** administered 400 housing choice vouchers and 487 inspections were performed for the program. In addition, 67 new units of affordable housing were created through a TIF loan of \$600,000, and an additional 16 units were approved (this involved the work of all Divisions).

Budget Impacts

Staff will continue to utilize temporary help for inspections when needed, rather than hire additional full time inspectors. 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 2013. 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	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 4,722	\$ -	\$ -	\$ -
6000.100	Salaries Regular	226,445	229,213	233,730	233,730
6050	Benefits	(138)	40,938	42,985	42,985
6050.100	Benefits Social Security	12,477	14,211	14,495	14,495
6050.101	Benefits Medicare	2,989	3,324	3,390	3,390
6050.200	Benefits PERA	16,417	16,618	16,945	16,945
6050.550	Benefits Cell Phone Allowance	200	-	-	-
6060	Medical Insurance	810	-	-	-
6060.100	Medical Insurance Employer Contribution	40,003	-	-	-
6070	Dental Insurance	38	-	-	-
6070.100	Dental Insurance Employer Contribution	475	-	-	-
6080	Group Life Insurance	7	-	-	-
6080.100	Group Life Insurance Employer Contribution	550	550	550	550
6100	Office Supplies	2,025	3,000	3,000	3,000
6500.100	Employee Development Employee Training	-	300	300	300
6700	Dues and Subscriptions	-	200	200	200
9000.100	Allocations Photocopying	14,976	-	-	-
9000.101	Allocations Information Technology	50,095	34,163	33,613	33,613
9000.102	Allocations Facilities Management	15,745	19,096	19,096	19,096
9000.104	Allocations Mobile Phone	873	-	-	-
9000.106	Allocations Telephone	12,284	-	-	-
9000.107	Allocations Central Equipment	1,101	2,174	2,174	2,174
9000.110	Allocations Risk Management - OH, Premium	-	9,841	10,123	10,123
9500.630	Transfers Out Risk Management	46,429	-	-	-
Total Expenditures		\$ 448,525	\$ 373,628	\$ 380,601	\$ 380,601

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ (2,395)	\$ -	\$ -	\$ -
6000.100	Salaries Regular	425,152	384,058	391,625	391,625
6020.100	Overtime Regular	412	-	-	-
6050	Benefits	(1,444)	47,281	49,645	49,645
6050.100	Benefits Social Security	25,496	23,812	24,285	24,285
6050.101	Benefits Medicare	6,033	5,569	5,680	5,680
6050.200	Benefits PERA	30,853	27,844	28,395	28,395
6050.201	Benefits Deferred Compensation	4,542	5,320	5,320	5,320
6050.550	Benefits Cell Phone Allowance	200	-	-	-
6060	Medical Insurance	812	-	-	-
6060.100	Medical Insurance Employer Contribution	44,444	-	-	-
6070	Dental Insurance	85	-	-	-
6070.100	Dental Insurance Employer Contribution	4,344	-	-	-
6080	Group Life Insurance	12	-	-	-
6080.100	Group Life Insurance Employer Contribution	1,116	1,090	1,090	1,090
6100	Office Supplies	2,043	3,000	3,000	3,000
6130	Repair & Maintenance Supplies	-	2,700	-	-
6500.100	Employee Development Employee Training	262	2,500	2,500	2,500
6500.104	Employee Development Conferences & Seminars	1,447	5,000	5,000	5,000
6550	Mileage & Parking Reimbursement	9	100	100	100
6700	Dues and Subscriptions	3,163	3,000	3,000	3,000
7000	Professional Services	96,251	-	-	-
7100.100	Communications Postage	2,599	4,000	4,000	4,000
7200	Printing and Publishing	2,101	2,500	2,500	2,500
9000.101	Allocations Information Technology	25,506	28,918	28,469	28,469
9000.102	Allocations Facilities Management	40,610	39,477	39,477	39,477
9000.107	Allocations Central Equipment	734	8,674	8,674	8,674
9000.110	Allocations Risk Management - OH, Premium	-	9,661	9,944	9,944
9500.660	Transfers Out Resource Planning	20,000	20,000	20,000	20,000
9920.100	Bank Fees Credit Card	1	-	-	-
Total Expenditures		\$ 734,390	\$ 624,504	\$ 632,704	\$ 632,704

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 13,554	\$ -	\$ -	\$ -
6000.100	Salaries Regular	767,121	877,697	894,995	813,860
6000.200	Salaries Temporary	31,400	31,000	31,000	31,000
6020.100	Overtime Regular	5,803	-	-	-
6050	Benefits	(761)	119,813	125,805	114,645
6050.100	Benefits Social Security	47,920	56,342	57,420	52,390
6050.101	Benefits Medicare	11,207	13,180	13,440	12,264
6050.200	Benefits PERA	56,296	63,641	64,925	59,040
6050.201	Benefits Deferred Compensation	3,333	11,100	11,100	11,100
6050.302	Benefits Unemployment	6,925	8,000	8,000	8,000
6060	Medical Insurance	1,923	-	-	-
6060.100	Medical Insurance Employer Contribution	93,943	-	-	-
6070	Dental Insurance	108	-	-	-
6070.100	Dental Insurance Employer Contribution	6,966	-	-	-
6080	Group Life Insurance	12	-	-	-
6080.100	Group Life Insurance Employer Contribution	1,139	1,260	1,260	1,260
6100	Office Supplies	4,395	5,700	5,700	5,700
6120.100	Operating Supplies Photography	-	400	400	400
6140	Miscellaneous Supplies	27	-	-	-
6140.102	Miscellaneous Supplies Safety Equipment	25	-	-	-
6500.100	Employee Development Employee Training	235	6,450	6,450	6,450
6500.104	Employee Development Conferences & Seminars	715	2,000	2,000	2,000
6700	Dues and Subscriptions	2,696	2,905	2,905	2,905
7010	Contractual Plan Checking	5,435	-	-	-
7100.100	Communications Postage	5,438	3,850	3,850	3,850
7200	Printing and Publishing	1,767	3,100	9,100	9,100
8000	Non-Cap Equip (< 5K)	201	650	650	650
9000.101	Allocations Information Technology	39,586	51,014	50,858	50,858
9000.102	Allocations Facilities Management	53,670	57,731	57,730	57,730
9000.104	Allocations Mobile Phone	2,730	-	-	-

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

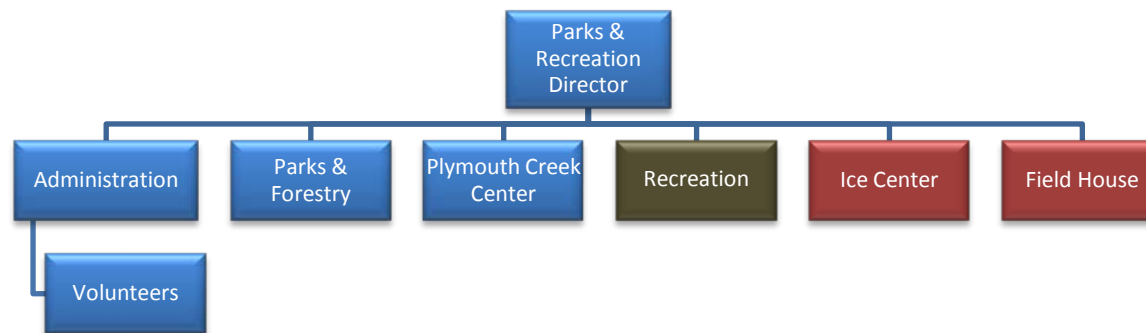
Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
9000.107	Allocations Central Equipment	45,876	42,152	42,152	42,152
9000.110	Allocations Risk Management - OH, Premium	-	10,140	10,422	10,422
9000.111	Allocations Risk Management - Claims	-	937	937	937
9900	Miscellaneous	9	-	-	-
9920.100	Bank Fees Credit Card	2,921	25,000	25,000	15,000
Total Expenditures		<u>\$ 1,212,614</u>	<u>\$ 1,394,062</u>	<u>\$ 1,426,099</u>	<u>\$ 1,311,713</u>

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	2010	2011	2012	2013
Director	1	1	1	1
Administration	2	2	2	1
Parks	17.6	17.6	17.81	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	38.56	38.56

Outcomes

The **Department** purchased several park parcels, completed a master plan for Fairway Greens Park, and initiated several technology efficiencies. **Parks & Forestry** retrofitted LED lighting into eight park facilities, completed yard waste site improvements, opened two satellite dog park areas and various other park facility enhancements. The **Plymouth Creek Center** completed a variety of facility improvements including replacement of carpeting in the ballroom, fireside room and office area, replaced the bathroom counter tops, and updated Wi-Fi technology was installed. The **Volunteers division** updated the staff manual and added LEAN volunteer specialists. **Recreation** developed new health and wellness partnerships, developed a new special event permit process and completed research for a new electronic brochure. The **Plymouth Ice Center** negotiated a new pop vendor contract, installed a new condenser, and completed an assessment of future site needs. The **Plymouth Field House** replaced the field turf and made technology and equipment enhancements (i.e. snow sensor, maintenance equipment, and web-based temperature/air controls).

Budget Impacts

For 2013, the department will continue to adjust services and programs to ensure operational efficiency and quality. **Administration initiatives:** CIP projects, parking lot light replacements, Cheshire Parkway underpass, Fairway Greens Park development, playground renovation. **Parks & Forestry initiatives:** monitor Emerald Ash Borer, trail and retaining wall work, repair and maintenance to boardwalks, implementing equipment GPS technology, and implementing electronic playground inspection program. **Plymouth Creek Activity Center initiatives:** increase corporate events, asset management of existing equipment, and reviewing staff duties and responsibilities. **Volunteer Services initiatives:** 20th anniversary activities including commissioning a piece of art. **Recreation initiatives:** a new parks trail map, new electronic brochure implementation, and plan a premier concert event. **Plymouth Ice Center initiatives:** energy efficiencies, administer State Health Department air quality requirements, and refurbish a Zamboni. **Plymouth Field House initiatives:** increasing facility usage, implement rate increase, and research LED lighting options.

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ (27,407)	\$ -	\$ -	\$ -
6000.100	Salaries Regular	301,222	326,765	335,380	335,380
6000.200	Salaries Temporary	5,010	6,000	6,000	6,000
6050	Benefits	(4,989)	41,386	43,455	43,455
6050.100	Benefits Social Security	18,550	20,633	21,135	21,135
6050.101	Benefits Medicare	4,338	4,826	4,945	4,945
6050.200	Benefits PERA	21,686	23,691	25,320	25,320
6050.201	Benefits Deferred Compensation	1,048	2,880	2,880	2,880
6060	Medical Insurance	747	-	-	-
6060.100	Medical Insurance Employer Contribution	75,556	-	-	-
6070	Dental Insurance	69	-	-	-
6070.100	Dental Insurance Employer Contribution	3,039	-	-	-
6080	Group Life Insurance	14	-	-	-
6080.100	Group Life Insurance Employer Contribution	756	580	580	580
6100	Office Supplies	2,504	3,000	3,000	3,000
6120	Operating Supplies	351	2,200	2,400	2,400
6500.100	Employee Development Employee Training	493	900	1,000	1,000
6500.103	Employee Development Employee Recognition	117	-	-	-
6500.104	Employee Development Conferences & Seminars	2,353	2,200	2,200	2,200
6550	Mileage & Parking Reimbursement	223	575	575	575
6700	Dues and Subscriptions	1,520	1,570	1,570	1,570
7000	Professional Services	3,932	10,000	17,100	17,100
7100.100	Communications Postage	886	1,400	1,400	1,400
9000.100	Allocations Photocopying	26,966	-	-	-
9000.101	Allocations Information Technology	57,675	46,743	46,376	46,376
9000.102	Allocations Facilities Management	72,542	79,545	79,545	79,545
9000.104	Allocations Mobile Phone	924	-	-	-
9000.105	Allocations Security	19,085	-	-	-
9000.106	Allocations Telephone	21,255	-	-	-
9000.107	Allocations Central Equipment	12,778	23,940	23,940	23,940

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
9000.110	Allocations Risk Management - OH, Premium	-	8,083	8,325	8,325
9500.630	Transfers Out Risk Management	70,653	-	-	-
9907	Historical Society	2,314	-	-	4,000
9925	Recognition Events	5,101	5,000	5,000	5,000
Total Expenditures		\$ 701,310	\$ 611,917	\$ 632,126	\$ 636,126

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ (9,530)	\$ -	\$ -	\$ -
6000.100	Salaries Regular	842,057	899,506	917,230	917,230
6000.200	Salaries Temporary	176,473	214,200	214,200	214,200
6020	Overtime	(1,189)	1,300	1,300	1,300
6020.100	Overtime Regular	17,576	30,000	30,000	30,000
6050	Benefits	(4,811)	167,372	175,741	175,741
6050.100	Benefits Social Security	62,860	70,990	72,090	72,090
6050.101	Benefits Medicare	14,701	16,605	16,860	16,860
6050.200	Benefits PERA	70,747	74,485	75,770	75,770
6050.201	Benefits Deferred Compensation	7,150	12,000	12,000	12,000
6050.302	Benefits Unemployment	29,428	45,000	45,000	45,000
6060	Medical Insurance	2,835	-	-	-
6060.100	Medical Insurance Employer Contribution	149,241	-	-	-
6070	Dental Insurance	276	-	-	-
6070.100	Dental Insurance Employer Contribution	11,999	-	-	-
6080	Group Life Insurance	23	-	-	-
6080.100	Group Life Insurance Employer Contribution	1,520	1,490	1,490	1,490
6100	Office Supplies	1,301	1,000	1,000	1,000
6120	Operating Supplies	121,226	122,300	122,300	122,300
6120.103	Operating Supplies Janitorial	2,041	2,850	2,850	2,850
6120.107	Operating Supplies Animal Control	10,427	-	-	-
6120.108	Operating Supplies Twin City Tree Trust	-	8,500	8,500	8,500
6130	Repair & Maintenance Supplies	(374)	-	-	-
6130.101	Repair & Maintenance Supplies Horticulture	41,994	46,462	46,462	46,462
6130.102	Repair & Maintenance Supplies Traffic and Park Signs	7,217	5,000	5,000	5,000
6130.104	Repair & Maintenance Supplies Sand and Gravel	20,934	18,500	18,500	18,500
6130.107	Repair & Maintenance Supplies Concrete and Asphalt	51,546	57,750	57,750	57,750
6130.118	Repair & Maintenance Supplies Playstructure Repair Parts	10,207	8,000	8,000	8,000
6130.121	Repair & Maintenance Supplies Sprinkler Head Repairs	953	500	500	500
6140.101	Miscellaneous Supplies Uniforms	843	-	-	-

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6140.102	Miscellaneous Supplies Safety Equipment	1,728	4,500	4,500	4,500
6500.100	Employee Development Employee Training	2,939	2,500	2,500	2,500
6500.104	Employee Development Conferences & Seminars	1,778	5,500	5,500	5,500
6550	Mileage & Parking Reimbursement	54	500	500	500
6700	Dues and Subscriptions	435	600	600	600
7000	Professional Services	42,302	44,000	44,000	44,000
7016	Animal Control	1,710	10,000	10,000	10,000
7017	Laundry Services	5,290	7,000	7,000	5,629
7100	Communications	27	-	-	-
7100.100	Communications Postage	767	600	600	600
7200	Printing and Publishing	49	500	500	500
7400.102	Utilities Natural Gas	25,810	5,000	5,000	28,000
7400.103	Utilities Water and Sewer	63,803	63,464	65,051	65,051
7400.104	Utilities Solid Waste	15,164	13,000	13,000	17,000
7400.108	Utilities Electric	130,146	100,000	100,000	139,000
7500	Repair and Maintenance Services	51,143	47,000	47,000	47,000
7500.100	Repair and Maintenance Services Landscape	95,964	92,000	92,000	92,000
7500.102	Repair and Maintenance Services Weed Control	16,087	15,000	15,000	15,000
7500.103	Repair and Maintenance Services Irrigation	7,397	3,500	3,500	3,500
7500.104	Repair and Maintenance Services Electrical	35,734	10,000	10,000	10,000
7500.105	Repair and Maintenance Services Plumbing	1,118	2,100	2,100	2,100
7500.106	Repair and Maintenance Services Bulldozer Work	2,800	2,800	2,800	2,800
7500.107	Repair and Maintenance Services Tennis Court	10,800	11,000	11,000	11,000
7500.109	Repair and Maintenance Services Seal Coating	-	-	50,000	50,000
7500.114	Repair and Maintenance Services Retaining Walls/Fence	-	5,000	5,000	5,000
7500.128	Repair and Maintenance Services Painting	750	1,300	1,300	1,300
7500.130	Repair and Maintenance Services Building Maintenance	3,846	7,700	7,700	7,700
7500.202	Repair and Maintenance Services Equipment Maintenance	276	2,100	2,100	2,100
7600	Rentals	1,998	6,000	6,000	6,000
7600.100	Rentals Portable Toilets	25,207	36,000	36,000	36,000

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
8100.500	Capital Outlay (> 5K) Machinery and Equipment	6,625	13,000	-	-
8930	Special Assessments	83,229	-	-	-
9000.101	Allocations Information Technology	73,866	39,488	40,058	40,058
9000.102	Allocations Facilities Management	64,640	49,573	49,573	49,573
9000.104	Allocations Mobile Phone	6,006	-	-	-
9000.107	Allocations Central Equipment	486,266	462,729	462,729	465,729
9000.110	Allocations Risk Management - OH, Premium	-	154,977	155,273	155,273
9000.111	Allocations Risk Management - Claims	-	3,979	3,979	3,979
9500.405	Transfers Out Park Replacement	86,300	-	-	-
Total Expenditures		\$ 2,991,726	\$ 3,026,220	\$ 3,094,406	\$ 3,162,035

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 6,064	\$ -	\$ -	\$ -
6000.100	Salaries Regular	191,057	192,560	196,355	196,355
6000.200	Salaries Temporary	132,261	135,450	135,450	135,450
6020.100	Overtime Regular	5,714	5,400	5,400	5,400
6050	Benefits	162	31,629	33,210	33,210
6050.100	Benefits Social Security	19,793	20,672	20,910	20,910
6050.101	Benefits Medicare	4,629	4,834	4,890	4,890
6050.200	Benefits PERA	19,092	17,355	17,630	17,630
6050.201	Benefits Deferred Compensation	1,200	1,200	1,200	1,200
6050.302	Benefits Unemployment	8,479	22,000	22,000	22,000
6060	Medical Insurance	747	-	-	-
6060.100	Medical Insurance Employer Contribution	35,923	-	-	-
6070	Dental Insurance	10	-	-	-
6070.100	Dental Insurance Employer Contribution	496	-	-	-
6080	Group Life Insurance	7	-	-	-
6080.100	Group Life Insurance Employer Contribution	610	600	600	600
6100	Office Supplies	811	1,000	1,000	1,000
6120.115	Operating Supplies Nursery	5,468	-	-	-
6120.116	Operating Supplies Tree Fertilizer	5,129	5,100	5,100	5,100
6130.101	Repair & Maintenance Supplies Horticulture	18,931	22,200	22,200	22,200
6130.105	Repair & Maintenance Supplies Paint	375	400	400	400
6140.101	Miscellaneous Supplies Uniforms	300	500	500	500
6140.102	Miscellaneous Supplies Safety Equipment	738	3,000	3,000	3,000
6500.100	Employee Development Employee Training	940	1,100	1,100	1,100
6550	Mileage & Parking Reimbursement	681	850	850	850
6600	Meetings	124	300	300	300
6700	Dues and Subscriptions	350	500	500	500
7000	Professional Services	5,050	5,200	5,200	5,200
7017	Laundry Services	352	500	500	704
7100.100	Communications Postage	760	1,400	1,400	1,400

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
7200	Printing and Publishing	43	900	900	900
7400.102	Utilities Natural Gas	2,969	-	-	4,000
7400.108	Utilities Electric	2,245	-	-	3,000
7500.100	Repair and Maintenance Services Landscape	36,640	36,500	36,500	36,500
7500.102	Repair and Maintenance Services Weed Control	13,963	16,500	16,500	16,500
7500.124	Repair and Maintenance Services Hauling	1,200	1,000	1,000	1,000
7500.137	Repair and Maintenance Services Chemical Control	2,040	1,700	1,700	1,700
7500.143	Repair and Maintenance Services Median Spraying and Maintenance	-	-	-	12,000
7500.300	Repair and Maintenance Services Street Tree Maintenance	42,759	41,300	41,300	41,300
7500.301	Repair and Maintenance Services Tree Contract Removal	148,270	88,000	88,000	88,000
7500.302	Repair and Maintenance Services Forced Tree Removal	26,063	17,500	17,500	17,500
7500.303	Repair and Maintenance Services Oak Wilt Tree Testing	237	200	200	200
7600	Rentals	185	12,500	12,500	12,500
8000	Non-Cap Equip (< 5K)	1,399	2,000	2,000	2,000
8930	Special Assessments	1,337	-	-	-
9000.101	Allocations Information Technology	12,243	21,859	21,893	21,893
9000.102	Allocations Facilities Management	7,071	5,423	5,423	5,423
9000.104	Allocations Mobile Phone	2,457	-	-	-
9000.107	Allocations Central Equipment	22,286	53,331	53,331	53,331
9000.110	Allocations Risk Management - OH, Premium	-	10,519	10,815	10,815
9920.100	Bank Fees Credit Card	6	-	-	-
Total Expenditures		\$ 789,667	\$ 782,982	\$ 789,257	\$ 808,461

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ (6,248)	\$ -	\$ -	\$ -
6000.100	Salaries Regular	206,592	222,851	227,245	227,245
6000.200	Salaries Temporary	48,694	47,000	47,000	47,000
6020.100	Overtime Regular	81	500	500	500
6050	Benefits	(1,793)	40,515	42,541	42,541
6050.100	Benefits Social Security	15,214	16,765	17,035	17,035
6050.101	Benefits Medicare	3,558	3,920	3,985	3,985
6050.200	Benefits PERA	18,220	19,195	19,515	19,515
6050.201	Benefits Deferred Compensation	1,395	7,436	7,436	7,436
6050.302	Benefits Unemployment	-	2,000	2,000	2,000
6060	Medical Insurance	757	-	-	-
6060.100	Medical Insurance Employer Contribution	48,835	-	-	-
6070	Dental Insurance	43	-	-	-
6070.100	Dental Insurance Employer Contribution	1,324	-	-	-
6080	Group Life Insurance	7	-	-	-
6080.100	Group Life Insurance Employer Contribution	521	607	607	607
6100	Office Supplies	2,298	2,000	2,000	2,000
6120	Operating Supplies	2,581	1,500	1,500	1,500
6120.103	Operating Supplies Janitorial	8,946	10,000	10,500	10,500
6130.100	Repair & Maintenance Supplies Equipment Parts	130	-	-	-
6130.119	Repair & Maintenance Supplies Recharges	626	700	700	700
6140.101	Miscellaneous Supplies Uniforms	647	900	900	900
6500.100	Employee Development Employee Training	-	300	300	300
6500.104	Employee Development Conferences & Seminars	330	1,000	700	700
6550	Mileage & Parking Reimbursement	260	200	200	200
6700	Dues and Subscriptions	243	150	150	150
7000	Professional Services	830	16,000	1,000	1,000
7004	Audit Fees	919	1,200	1,200	1,200
7100.100	Communications Postage	736	1,000	1,000	1,000
7200	Printing and Publishing	2,151	2,200	2,200	2,200

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
7400.102	Utilities Natural Gas	11,546	15,000	15,000	13,000
7400.103	Utilities Water and Sewer	9,117	10,648	10,915	10,915
7400.104	Utilities Solid Waste	2,628	3,000	3,000	3,000
7400.108	Utilities Electric	43,642	45,000	45,000	47,000
7500.104	Repair and Maintenance Services Electrical	1,995	1,000	1,000	1,000
7500.118	Repair and Maintenance Services Janitorial Services	4,745	5,500	5,500	5,500
7500.130	Repair and Maintenance Services Building Maintenance	11,092	14,000	14,000	14,000
7500.202	Repair and Maintenance Services Equipment Maintenance	2,655	2,000	2,000	2,000
7600	Rentals	-	500	500	500
8000	Non-Cap Equip (< 5K)	7,227	8,500	8,500	8,500
9000.101	Allocations Information Technology	13,467	71,771	71,088	71,088
9000.102	Allocations Facilities Management	34,803	27,986	27,986	27,986
9000.104	Allocations Mobile Phone	1,092	-	-	-
9000.107	Allocations Central Equipment	4,034	-	-	-
9000.110	Allocations Risk Management - OH, Premium	-	25,206	25,449	25,449
9900.100	Miscellaneous Cash Short / Cash Over	2	-	-	-
9904	Real Estate Taxes	1,724	1,900	1,900	1,900
9913	Licenses & Permits	1,292	1,300	1,300	1,300
9920	Bank Fees	5,429	-	-	-
9920.100	Bank Fees Credit Card	-	5,600	5,600	5,600
Total Expenditures		\$ 514,386	\$ 636,850	\$ 628,952	\$ 628,952

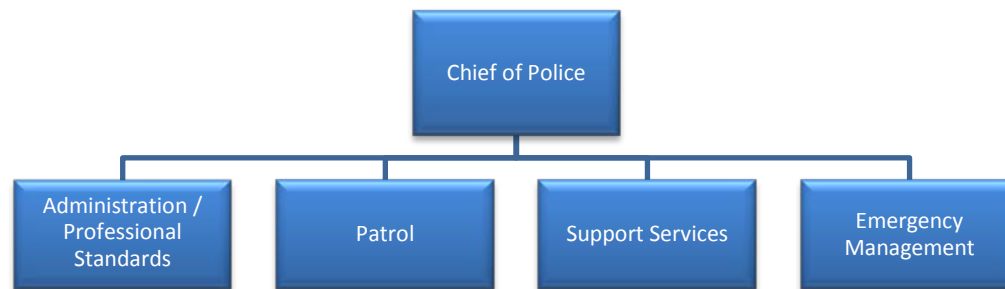
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Police Department

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	2010	2011	2012	2013
Director	1	1	1	1
Administration	13.7	13.7	7.3	7.3
Professional Standards	2.5	2.5	2.5	2.5
Patrol	44	44	47.9	49.9
Support Services	22.3	21.3	22	22
Emergency Mgmt	0	0	0	0
Department Total	83.5	82.5	80.7	82.7

Outcomes

Administration facilitated public tours, maintained internal records, and managed the overall administrative functions of the department. **Professional Standards** managed the hiring process of one officer and provided 8,820 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 11,309 citations including 133 DWI arrests, 958 responses to traffic crashes and the apprehension of 200 people on warrants. The K-9 teams were deployed 478 times and due to their success, a third K-9 team has been added to the unit. Also, the division now manages all public nuisance and animal-related calls for service. **Support Services** investigated 573 criminal incidents in 2012. The division continued to investigate gun permits and various licenses with 637 gun permits and 316 licenses assigned to investigators. This was a 293% increase over the previous year. 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 - Administrative Division**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ (53,694)	\$ -	\$ -	\$ -
6000.100	Salaries Regular	1,030,462	755,236	779,623	779,623
6000.200	Salaries Temporary	570	75,377	75,377	77,640
6020	Overtime	(396)	-	-	-
6020.100	Overtime Regular	67,774	41,000	41,830	5,000
6020.300	Overtime Holiday	141	-	-	-
6020.400	Overtime Contractual	3,982	2,000	2,000	2,000
6050	Benefits	(15,157)	121,518	127,594	127,594
6050.100	Benefits Social Security	43,456	31,980	32,655	33,080
6050.101	Benefits Medicare	15,297	12,662	12,922	12,420
6050.200	Benefits PERA	101,282	84,225	85,395	80,060
6050.201	Benefits Deferred Compensation	10,659	16,850	16,850	16,850
6050.500	Benefits Clothing Allowance	8,161	2,625	2,625	2,625
6050.550	Benefits Cell Phone Allowance	100	-	-	-
6060	Medical Insurance	2,101	-	-	-
6060.100	Medical Insurance Employer Contribution	155,124	-	-	-
6070	Dental Insurance	121	-	-	-
6070.100	Dental Insurance Employer Contribution	9,440	-	-	-
6080	Group Life Insurance	31	-	-	-
6080.100	Group Life Insurance Employer Contribution	3,033	3,110	3,110	3,110
6100	Office Supplies	14,936	18,000	18,000	18,000
6120.104	Operating Supplies Shooting Range	3,991	15,550	5,550	5,550
6120.122	Operating Supplies Reserve Program	1,292	2,600	2,600	2,600
6120.123	Operating Supplies Explorer Program	7,649	7,000	7,000	7,000
6120.124	Operating Supplies Volunteer Program	213	-	-	-
6120.128	Operating Supplies Property Room	132	2,400	2,400	2,400
6140.102	Miscellaneous Supplies Safety Equipment	1,362	-	-	-
6500	Employee Development	14	-	-	-
6500.100	Employee Development Employee Training	46,197	35,000	35,000	35,000
6500.103	Employee Development Employee Recognition	2,394	3,000	3,000	3,000

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6500.104	Employee Development Conferences & Seminars	4,155	4,600	4,600	4,600
6500.105	EE Development EE Training - Shooting Range	-	-	-	50,000
6550	Mileage & Parking Reimbursement	52	100	100	100
6700	Dues and Subscriptions	3,528	5,000	5,000	5,000
7000	Professional Services	69,731	12,000	12,000	12,000
7006	Medical Fees	288	-	-	-
7008	Veterinary Fees	1,263	1,000	1,000	1,000
7016	Animal Control	22,622	23,300	23,300	23,300
7100	Communications	18	-	-	-
7100.100	Communications Postage	7,097	10,500	10,500	10,500
7200	Printing and Publishing	1,317	3,000	3,000	3,000
7500.202	Repair and Maintenance Services Equip Maint	3,480	10,000	10,000	10,000
8000	Non-Cap Equip (< 5K)	7,309	5,000	5,000	5,000
9000.100	Allocations Photocopying	16,966	-	-	-
9000.101	Allocations Information Technology	215,420	165,939	164,971	164,971
9000.102	Allocations Facilities Management	73,197	82,406	82,406	82,406
9000.104	Allocations Mobile Phone	2,565	-	-	-
9000.105	Allocations Security	24,513	-	-	-
9000.106	Allocations Telephone	37,864	-	-	-
9000.107	Allocations Central Equipment	21,859	33,869	33,869	33,869
9000.109	Allocations 800 MHz Radios	54,620	103,840	28,000	28,000
9000.110	Allocations Risk Management - OH, Premium	-	61,553	63,242	63,242
9000.111	Allocations Risk Management - Claims	-	201,571	201,571	201,571
9500.630	Transfers Out Risk Management	200,679	-	-	-
9920.100	Bank Fees Credit Card	20	-	-	-
9950.100	Grant and Award Fiscal Agent Pass-through Federal	23,115	-	-	-
Total Expenditures		\$ 2,252,344	\$ 1,953,811	\$ 1,902,090	\$ 1,912,111

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ (28,899)	\$ -	\$ -	\$ -
6000.100	Salaries Regular	3,499,520	3,620,267	3,733,655	3,836,805
6000.200	Salaries Temporary	-	-	-	5,760
6000.300	Salaries Court Time	5,242	7,500	7,500	7,500
6020	Overtime	(845)	-	-	-
6020.100	Overtime Regular	88,390	120,000	120,000	136,830
6020.200	Overtime Court Time	12,918	15,000	15,000	15,000
6020.300	Overtime Holiday	28,969	27,000	27,000	27,000
6020.400	Overtime Contractual	39,747	36,000	36,000	36,000
6050	Benefits	(16,865)	514,896	540,641	562,960
6050.100	Benefits Social Security	2,937	10,188	10,510	13,130
6050.101	Benefits Medicare	48,607	55,474	57,120	59,827
6050.200	Benefits PERA	526,559	550,910	567,240	569,410
6050.500	Benefits Clothing Allowance	38,500	39,820	39,820	41,175
6050.700	Benefits Disabled Officer	-	23,860	25,055	25,055
6060	Medical Insurance	9,994	-	-	-
6060.100	Medical Insurance Employer Contribution	472,689	-	-	-
6070	Dental Insurance	538	-	-	-
6070.100	Dental Insurance Employer Contribution	24,524	-	-	-
6080	Group Life Insurance	135	-	-	-
6080.100	Group Life Insurance Employer Contribution	8,919	8,714	8,714	8,714
6100	Office Supplies	95	-	-	-
6120.106	Operating Supplies Ammunition	17,878	19,500	19,500	19,500
6120.121	Operating Supplies SWAT Team	16,995	16,500	16,500	16,500
6120.126	Operating Supplies K9 Unit	7,783	6,250	6,250	19,750
6140	Miscellaneous Supplies	(103)	-	-	-
6140.100	Miscellaneous Supplies Medical	2,380	3,500	3,500	3,500
6140.101	Miscellaneous Supplies Uniforms	2,564	5,000	5,000	5,000
6140.102	Miscellaneous Supplies Safety Equipment	27,464	20,200	19,400	19,400
6500.100	Employee Development Employee Training	3,386	4,598	4,598	4,598

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6600	Meetings	247	750	750	750
6700	Dues and Subscriptions	-	30	30	30
7000	Professional Services	-	1,000	1,000	1,000
7500	Repair and Maintenance Services	5,026	-	-	-
7500.202	Repair and Maint Services Equip Maint	49,350	84,220	84,220	84,220
7600	Rentals	5,455	2,100	2,100	2,100
8000	Non-Cap Equip (< 5K)	9,768	6,500	6,500	8,500
9000.101	Allocations Information Technology	192,622	265,987	264,707	264,707
9000.102	Allocations Facilities Management	183,051	206,082	206,082	206,082
9000.104	Allocations Mobile Phone	22,371	-	-	-
9000.107	Allocations Central Equipment	290,397	255,137	255,137	255,137
9500.660	Transfers Out Resource Planning	35,000	39,500	39,500	39,500
9901	Care of Prisoners	38,394	45,000	45,000	45,000
9902	Booking of Prisoners	37,551	50,000	50,000	50,000
Total Expenditures		\$ 5,709,255	\$ 6,061,483	\$ 6,218,029	\$ 6,390,440

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 44,030	\$ -	\$ -	\$ -
6000.100	Salaries Regular	1,292,767	1,606,156	1,647,012	1,647,012
6020	Overtime	268	-	-	-
6020.100	Overtime Regular	20,937	23,000	23,000	43,000
6020.200	Overtime Court Time	-	500	500	500
6020.300	Overtime Holiday	469	1,000	1,000	1,000
6020.400	Overtime Contractual	11,072	10,000	10,000	10,000
6050	Benefits	(25,994)	211,870	222,463	222,463
6050.100	Benefits Social Security	2,378	4,905	5,005	5,155
6050.101	Benefits Medicare	18,499	23,790	24,385	24,675
6050.200	Benefits PERA	187,083	236,254	242,140	245,020
6050.201	Benefits Deferred Compensation	137	830	830	830
6050.500	Benefits Clothing Allowance	14,238	17,065	17,065	17,065
6060	Medical Insurance	10,581	-	-	-
6060.100	Medical Insurance Employer Contribution	168,569	-	-	-
6070	Dental Insurance	228	-	-	-
6070.100	Dental Insurance Employer Contribution	6,552	-	-	-
6080	Group Life Insurance	60	-	-	-
6080.100	Group Life Insurance Employer Contribution	2,864	3,350	3,350	3,350
6120.101	Operating Supplies Public Education & Outreach Prj	1,547	500	500	500
6120.109	Operating Supplies Community Education	14,942	14,000	14,000	14,000
6120.110	Operating Supplies DARE Program	10,974	14,000	14,000	14,000
6120.117	Operating Supplies CFMH Program	1,555	2,000	2,000	2,000
6120.120	Operating Supplies McGruff Truck Program	-	1,000	1,000	-
6140	Miscellaneous Supplies	-	600	600	600
6140.104	Miscellaneous Supplies Chaplain/Sr Corp	-	600	600	600
6500.100	Employee Development Employee Training	2,709	7,361	7,361	7,361
6500.104	Employee Development Conferences & Seminars	195	-	-	-
6550	Mileage & Parking Reimbursement	11	-	-	-
6600	Meetings	13	-	-	-

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6700	Dues and Subscriptions	45	250	250	250
7000	Professional Services	9,967	11,150	11,150	11,150
7500.142	Repair and Maintenance Services SIU	-	2,000	2,000	2,000
7500.202	Repair and Maint Services Equip Maint	1,317	1,500	1,500	1,500
7600	Rentals	4,948	-	-	-
8000	Non-Cap Equip (< 5K)	1,823	2,500	2,500	2,500
8000.110	Non-Cap Equip (< 5K) SIU	-	3,000	3,000	3,000
9000.101	Allocations Information Technology	64,479	94,769	93,056	93,056
9000.102	Allocations Facilities Management	96,326	108,445	108,445	108,445
9000.104	Allocations Mobile Phone	5,109	-	-	-
9000.107	Allocations Central Equipment	42,303	110,994	110,994	110,994
Total Expenditures		\$ 2,013,001	\$ 2,513,389	\$ 2,569,706	\$ 2,592,026

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6020	Overtime	\$ 343	\$ -	\$ -	\$ -
6020.100	Overtime Regular	1,917	38,471	25,590	25,590
6050	Benefits	54	-	-	-
6050.101	Benefits Medicare	25	559	372	372
6050.200	Benefits PERA	252	5,770	3,838	3,838
6060	Medical Insurance	45	-	-	-
6070	Dental Insurance	1	-	-	-
6080	Group Life Insurance	1	-	-	-
6080.100	Group Life Insurance Employer Contribution	3	-	-	-
6140.102	Miscellaneous Supplies Safety Equipment	-	3,200	4,000	4,000
6500.100	Employee Development Employee Training	-	7,000	-	-
7000	Professional Services	-	30,000	30,000	30,000
8000	Non-Cap Equip (< 5K)	-	3,000	-	700
8100.500	Capital Outlay (> 5K) Machinery and Equipment	-	700	700	-
Total Expenditures		\$ 2,640	\$ 88,700	\$ 64,500	\$ 64,500

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

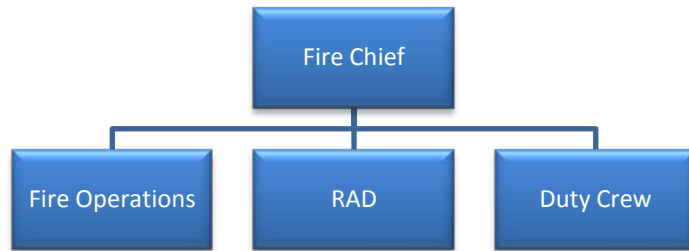
Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6020	Overtime	\$ (36)	\$ -	\$ -	\$ -
6020.100	Overtime Regular	2,087	-	-	-
6050	Benefits	(15)	-	-	-
6050.100	Benefits Social Security	7	-	-	-
6050.101	Benefits Medicare	29	-	-	-
6050.200	Benefits PERA	297	-	-	-
6060.100	Medical Insurance Employer Contribution	299	-	-	-
6070.100	Dental Insurance Employer Contribution	15	-	-	-
6080.100	Group Life Insurance Employer Contribution	5	-	-	-
6100	Office Supplies	21	500	500	500
6120.101	Operating Supplies Public Education & Outreach Prj	-	600	600	600
6500	Employee Development	780	-	-	-
6500.104	Employee Development Conferences & Seminars	-	3,540	3,540	3,540
6600	Meetings	-	500	500	500
6700	Dues and Subscriptions	325	440	440	440
7000	Professional Services	5,617	6,500	6,500	6,500
7400.108	Utilities Electric	779	1,000	1,000	1,000
7500.202	Repair and Maintenance Services Equipment Maintenance	10,164	10,500	10,500	10,500
8000	Non-Cap Equip (< 5K)	814	5,000	-	-
9000.101	Allocations Information Technology	2,040	12,063	11,894	11,894
9000.102	Allocations Facilities Management	4,227	4,759	4,759	4,759
9500.660	Transfers Out Resource Planning	5,000	-	5,000	5,000
Total Expenditures		\$ 32,456	\$ 45,402	\$ 45,233	\$ 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	2010	2011	2012	2013
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	0.8	0.8
Emergency Mgmt.	0	0	0	0
Department Total	6.5	6.5	6.8	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. In 2012 the department hired 9 paid-on-call firefighters and is currently staffed with 76 paid-on-call firefighters (authorized strength=78). Several collaborative and partnering successes highlight our 2012 achievements. Several efficiencies and cost reductions were realized through our collaborative efforts, including collaborate educational programming, shared mechanic service, regional electronic data bases, shared support staff and use of volunteers as well as reciprocal training agreements. A staffed station (**Duty Crew**) program resulted in an average response time to emergency events of six minutes, 36 seconds. Our traditional page-out response time is 12:12 (2012 average). Several new **Public Education** and community outreach programs have been introduced in 2012. These programs focused upon delivering outreach programming to our diverse community, including seniors and immigrant groups. Seven-hundred and forty-eight community outreach programs have been delivered; an average of 2.2 programs delivered per day.

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 2013.

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 6,915	\$ -	\$ -	\$ -
6000.100	Salaries Regular	313,412	348,650	357,640	357,640
6000.200	Salaries Temporary	184,134	204,075	204,075	204,075
6050	Benefits	671	40,355	42,373	42,373
6050.100	Benefits Social Security	16,622	19,500	19,635	19,635
6050.101	Benefits Medicare	7,219	8,025	8,155	8,155
6050.200	Benefits PERA	38,801	42,320	43,460	43,460
6050.201	Benefits Deferred Compensation	4,401	4,850	4,850	4,850
6060	Medical Insurance	640	-	-	-
6060.100	Medical Insurance Employer Contribution	27,134	-	-	-
6070	Dental Insurance	113	-	-	-
6070.100	Dental Insurance Employer Contribution	4,880	-	-	-
6080	Group Life Insurance	15	-	-	-
6080.100	Group Life Insurance Employer Contribution	1,269	1,270	1,270	1,270
6100	Office Supplies	1,994	2,500	2,500	2,500
6120.100	Operating Supplies Photography	192	300	500	500
6120.101	Operating Supplies Public Education & Outreach Prj	34,781	44,500	44,500	27,500
6120.103	Operating Supplies Janitorial	597	600	500	500
6120.105	Operating Supplies Fire Fighting	15,493	16,000	16,000	16,000
6130.100	Repair & Maintenance Supplies Equipment Parts	4,642	8,000	8,000	8,000
6130.111	Repair & Maintenance Supplies Chemicals	2,464	3,400	3,400	3,400
6130.119	Repair & Maintenance Supplies Recharges	144	300	-	-
6140.101	Miscellaneous Supplies Uniforms	4,858	8,100	8,100	8,100
6140.102	Miscellaneous Supplies Safety Equipment	31,054	40,500	40,500	40,500
6500.100	Employee Development Employee Training	11,368	14,000	14,000	16,000
6500.103	Employee Development Employee Recognition	1,155	1,800	1,800	1,800
6500.104	Employee Development Conferences & Seminars	2,024	2,000	2,000	2,000
6550	Mileage & Parking Reimbursement	260	400	400	400
6700	Dues and Subscriptions	810	1,000	1,000	1,000
7000	Professional Services	11,360	9,200	9,200	9,200

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
7006	Medical Fees	8,670	-	-	-
7100.100	Communications Postage	2,109	2,100	1,200	1,200
7100.104	Communications Mobile Telephone	51	-	-	2,000
7200	Printing and Publishing	453	300	500	500
7400.102	Utilities Natural Gas	20,207	25,000	25,000	22,000
7400.103	Utilities Water and Sewer	7,413	7,109	7,286	7,286
7400.108	Utilities Electric	26,377	30,000	30,000	28,000
7500.129	Repair and Maintenance Services Static Testing	8,135	6,900	6,900	6,900
7500.202	Repair and Maint Services Equip Maint	47,303	40,000	40,000	45,000
7500.203	Repair and Maintenance Services Turn Out Gear Repair	3,689	11,000	11,000	11,000
7600	Rentals	1,166	-	-	-
8000	Non-Cap Equip (< 5K)	23,751	24,000	12,000	12,000
8100.500	Capital Outlay (> 5K) Machinery and Equipment	4,823	-	10,000	10,000
9000.100	Allocations Photocopying	7,758	-	-	-
9000.101	Allocations Information Technology	46,590	78,218	77,619	77,619
9000.102	Allocations Facilities Management	290,571	250,740	250,740	250,740
9000.104	Allocations Mobile Phone	4,638	-	-	-
9000.105	Allocations Security	3,909	-	-	-
9000.106	Allocations Telephone	12,621	-	-	-
9000.107	Allocations Central Equipment	348,194	367,984	367,984	367,984
9000.109	Allocations 800 MHz Radios	34,760	64,786	22,000	22,000
9000.110	Allocations Risk Management - OH, Premium	-	61,396	63,085	63,085
9000.111	Allocations Risk Management - Claims	-	40,006	40,006	40,006
9500.630	Transfers Out Risk Management	34,436	-	-	-
9500.660	Transfers Out Resource Planning	70,000	70,000	70,000	70,000
9906	Donations & Contributions	305,862	315,000	315,000	315,000
9920.100	Bank Fees Credit Card	15	-	-	-
Total Expenditures		\$ 2,042,923	\$ 2,216,184	\$ 2,184,178	\$ 2,171,178

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ (1,916)	\$ -	\$ -	\$ -
6000.100	Salaries Regular	7,538	-	-	-
6000.200	Salaries Temporary	1,393	-	-	-
6050	Benefits	(462)	-	-	-
6050.100	Benefits Social Security	87	-	-	-
6050.101	Benefits Medicare	133	-	-	-
6050.200	Benefits PERA	1,086	-	-	-
6050.201	Benefits Deferred Compensation	247	-	-	-
6060.100	Medical Insurance Employer Contribution	271	-	-	-
6070.100	Dental Insurance Employer Contribution	115	-	-	-
6080.100	Group Life Insurance Employer Contribution	42	-	-	-
6120.105	Operating Supplies Fire Fighting	-	3,000	3,000	3,000
6140.101	Miscellaneous Supplies Uniforms	1,681	-	-	-
6500	Employee Development	8	-	-	-
6500.100	Employee Development Employee Training	-	15,000	-	-
7100.104	Communications Mobile Telephone	7,780	15,000	15,000	15,000
7500.202	Repair and Maintenance Services Equipment Maintenance	1,111	-	-	-
9000.107	Allocations Central Equipment	32,424	32,016	32,016	32,016
Total Expenditures		\$ 51,538	\$ 65,016	\$ 50,016	\$ 50,016

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

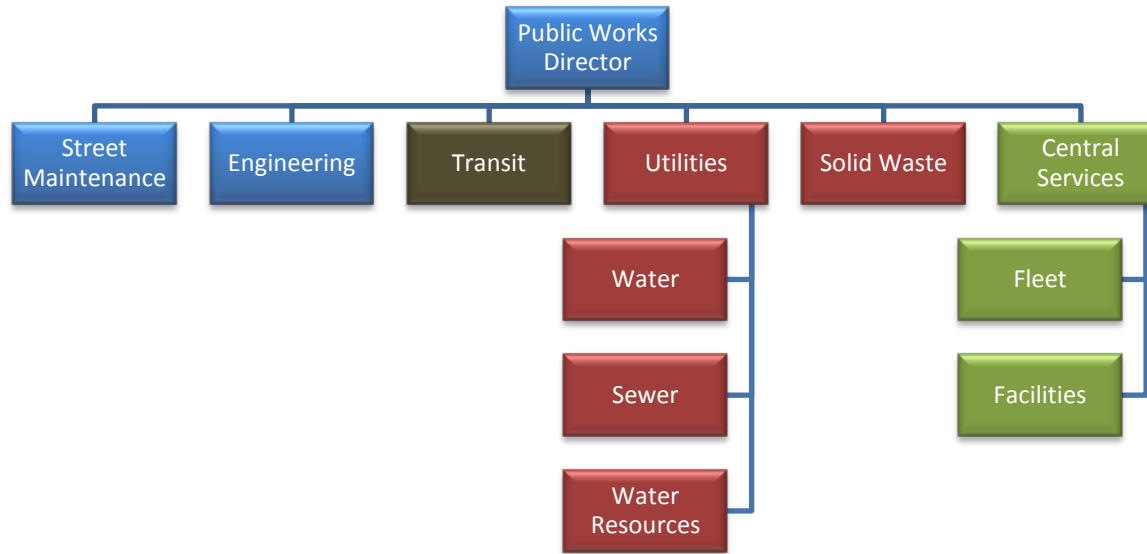
Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 1,243	\$ -	\$ -	\$ -
6000.100	Salaries Regular	183,828	184,060	187,690	187,690
6000.200	Salaries Temporary	255,682	276,265	276,265	276,265
6050	Benefits	(230)	21,451	22,523	22,523
6050.100	Benefits Social Security	15,855	17,005	17,140	17,140
6050.101	Benefits Medicare	6,308	6,680	6,735	6,735
6050.200	Benefits PERA	26,472	26,505	27,030	27,030
6050.201	Benefits Deferred Compensation	4,236	4,240	4,240	4,240
6060	Medical Insurance	325	-	-	-
6060.100	Medical Insurance Employer Contribution	15,617	-	-	-
6070	Dental Insurance	33	-	-	-
6070.100	Dental Insurance Employer Contribution	1,600	-	-	-
6080	Group Life Insurance	3	-	-	-
6080.100	Group Life Insurance Employer Contribution	201	230	230	230
Total Expenditures		\$ 511,174	\$ 536,436	\$ 541,853	\$ 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	2010	2011	2012	2013
Director	1	1	1	1
Street Maintenance	13	13	14	13
Engineering	11	11	11	10
Transit	2	2	2	1
Solid Waste	1	1	1	1
Central Equipment	5	5	5.81	5.81
Facilities Management	2	2	2	2
Sewer	8	8	8	8
Water	11	11	11	11
Water Resources	6	5	5	5
Department Total	60	59	60.81	58.81

Outcomes

The **Street Maintenance** division completed over 8 miles of asphalt overlays as well as provided restoration services for the utility repairs. The winter of 2011-2012 had 18 snow events, 5 of which resulted in a full call out (nearly all were on weekends). 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 \$5.6M 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 6,400 tons of recyclable materials. A new recycling system and contract were negotiated in 2011 which resulted in 400 additional tons of recycling collected in 2012 over 2011. The **Central Services** division replaced 24 pieces of equipment and constructed a salt storage building. The **Utilities** division performed nearly 130 utility repairs in 2012 and pumped, treated and distributed nearly 3.6 billion gallons of water and pumped nearly 3 billion gallons of sanitary sewage.

Budget Impacts

The budget reflects primarily a status quo for departmental activities with the exception of Transit which contemplates additional express routes from Station 73 to downtown. The Street Maintenance budget includes a modest increase to account for painting crosswalks on Hennepin County roads. The Solid Waste budget requires the use of reserves in order to maintain current services and balance the budget. All budgets include capital expenditures programmed in the 2012-2016 Capital Improvement Program (CIP) except Transit as those capital expenditures are pass-through grant funded projects.

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 4,466	\$ -	\$ -	\$ -
6000.100	Salaries Regular	694,060	697,459	711,200	719,577
6000.200	Salaries Temporary	15,198	14,000	14,000	14,000
6020	Overtime	(1,871)	-	-	-
6020.100	Overtime Regular	29,189	46,000	46,000	46,000
6050	Benefits	(2,421)	131,839	138,431	138,431
6050.100	Benefits Social Security	42,985	46,975	47,815	48,335
6050.101	Benefits Medicare	10,053	10,990	11,185	11,310
6050.200	Benefits PERA	53,519	54,920	55,915	56,520
6050.201	Benefits Deferred Compensation	2,882	7,410	7,410	7,410
6050.302	Benefits Unemployment	2,745	-	-	-
6060	Medical Insurance	2,740	-	-	-
6060.100	Medical Insurance Employer Contribution	124,467	-	-	-
6070	Dental Insurance	104	-	-	-
6070.100	Dental Insurance Employer Contribution	5,053	-	-	-
6080	Group Life Insurance	20	-	-	-
6080.100	Group Life Insurance Employer Contribution	1,387	1,370	1,370	1,370
6100	Office Supplies	140	650	650	650
6100.100	Office Supplies Coffee and Cups	77	-	-	-
6130.100	Repair & Maintenance Supplies Equipment Parts	2,094	4,500	4,500	4,500
6130.101	Repair & Maintenance Supplies Horticulture	533	3,000	3,000	3,000
6130.102	Repair & Maintenance Supplies Traffic and Park Signs	28,568	25,000	25,000	25,000
6130.104	Repair & Maintenance Supplies Sand and Gravel	20,663	30,000	30,000	25,000
6130.105	Repair & Maintenance Supplies Paint	136	2,000	2,000	2,000
6130.106	Repair & Maintenance Supplies Lumber	214	400	400	400
6130.107	Repair & Maintenance Supplies Concrete and Asphalt	421,866	480,000	500,000	500,000
6130.108	Repair & Maintenance Supplies Concrete Disposal	-	1,000	1,000	1,000
6130.111	Repair & Maintenance Supplies Chemicals	240,549	290,000	300,000	300,000
6130.120	Repair & Maintenance Supplies Mailbox Repairs	6,278	6,000	5,000	5,000
6130.121	Repair & Maintenance Supplies Sprinkler Head Repairs	525	1,500	1,500	1,500

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6140.101	Miscellaneous Supplies Uniforms	279	-	-	-
6140.102	Miscellaneous Supplies Safety Equipment	1,073	5,400	5,500	5,500
6500	Employee Development	-	1,500	1,500	1,500
6500.100	Employee Development Employee Training	1,823	2,800	2,800	2,800
6700	Dues and Subscriptions	70	250	-	-
7000	Professional Services	44,009	-	-	-
7003	Legal	434	-	-	-
7017	Laundry Services	4,938	6,100	6,100	3,526
7100.100	Communications Postage	196	160	160	160
7200	Printing and Publishing	140	500	600	600
7400.100	Utilities Street Lights	679,539	603,000	603,000	721,000
7400.101	Utilities Traffic Lights	70,003	42,000	42,000	75,000
7400.102	Utilities Natural Gas	11,875	15,000	15,000	13,000
7400.108	Utilities Electric	13,747	40,000	40,000	15,000
7500.108	Repair and Maintenance Services Snow Plowing	146,628	250,000	250,000	250,000
7500.109	Repair and Maintenance Services Seal Coating	-	200,000	200,000	-
7500.110	Repair and Maintenance Services Street Striping	64,455	110,000	120,000	180,000
7500.114	Repair and Maintenance Services Retaining Walls/Fence	-	5,000	5,000	5,000
7500.126	Repair and Maintenance Services Guard Rail/Fencing	17,030	10,200	10,400	10,400
7500.134	Repair and Maintenance Services Crack Sealing	335,774	200,000	200,000	400,000
7500.140	Repair and Maintenance Services Traffic Signals	-	32,000	32,600	58,600
7500.202	Repair and Maintenance Services Equipment Maintenance	12,300	-	-	3,000
7600	Rentals	51,580	36,000	36,000	36,000
8000	Non-Cap Equip (< 5K)	8,306	10,740	3,500	4,000
8100.500	Capital Outlay (> 5K) Machinery and Equipment	-	11,100	-	92,300
8930	Special Assessments	5,349	-	-	-
9000.101	Allocations Information Technology	49,258	16,407	16,982	16,982
9000.102	Allocations Facilities Management	52,771	40,471	40,471	40,471
9000.104	Allocations Mobile Phone	3,822	-	-	-
9000.107	Allocations Central Equipment	637,939	700,000	700,000	700,000

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
9000.110	Allocations Risk Management - OH, Premium	-	10,879	11,103	11,103
9000.111	Allocations Risk Management - Claims	-	43,435	43,435	43,435
9919	Administration Fees	4,369	-	-	-
9920	Bank Fees	(12)	5,130	5,130	5,130
Total Expenditures		<u>\$ 3,923,913</u>	<u>\$ 4,253,085</u>	<u>\$ 4,297,657</u>	<u>\$ 4,605,510</u>

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 2,308	\$ -	\$ -	\$ -
6000.100	Salaries Regular	659,078	642,650	657,370	610,220
6000.200	Salaries Temporary	15,545	20,000	20,000	53,500
6020.100	Overtime Regular	16,604	17,500	17,500	17,500
6050	Benefits	(1,569)	85,891	90,186	84,707
6050.100	Benefits Social Security	42,068	42,169	43,085	42,225
6050.101	Benefits Medicare	10,094	9,862	10,075	9,875
6050.200	Benefits PERA	48,943	47,861	48,930	45,510
6050.201	Benefits Deferred Compensation	14,080	13,600	13,600	13,600
6050.302	Benefits Unemployment	8,775	15,000	15,000	15,000
6050.550	Benefits Cell Phone Allowance	75	-	-	-
6060	Medical Insurance	1,398	-	-	-
6060.100	Medical Insurance Employer Contribution	69,448	-	-	-
6070	Dental Insurance	125	-	-	-
6070.100	Dental Insurance Employer Contribution	7,047	-	-	-
6080	Group Life Insurance	22	-	-	-
6080.100	Group Life Insurance Employer Contribution	1,972	2,040	2,040	2,040
6100	Office Supplies	1,074	2,800	2,800	2,800
6120.112	Operating Supplies Survey	844	1,400	1,400	1,400
6500.100	Employee Development Employee Training	1,701	4,300	4,000	8,000
6500.104	Employee Development Conferences & Seminars	-	750	1,050	1,050
6550	Mileage & Parking Reimbursement	10	150	150	150
6700	Dues and Subscriptions	1,488	2,500	2,500	2,500
7000	Professional Services	1,771	600	700	700
7001	Consulting Engineer	13,078	22,000	40,000	40,000
7100.100	Communications Postage	1,225	2,400	2,400	2,400
7200	Printing and Publishing	941	600	800	800
7500.202	Repair and Maintenance Services Equipment Maint	-	1,000	300	300
7600	Rentals	98	600	600	600
8000	Non-Cap Equip (< 5K)	2	4,250	-	-

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
9000.100	Allocations Photocopying	14,022	-	-	-
9000.101	Allocations Information Technology	82,138	86,806	86,069	86,069
9000.102	Allocations Facilities Management	70,959	82,873	82,873	82,873
9000.104	Allocations Mobile Phone	3,057	-	-	-
9000.105	Allocations Security	3,484	-	-	-
9000.106	Allocations Telephone	10,384	-	-	-
9000.107	Allocations Central Equipment	29,739	30,000	30,000	30,000
9000.110	Allocations Risk Management - OH, Premium	-	7,014	7,203	7,203
9000.111	Allocations Risk Management - Claims	-	232	232	232
9500.630	Transfers Out Risk Management	45,408	-	-	-
Total Expenditures		\$ 1,177,435	\$ 1,146,848	\$ 1,180,863	\$ 1,161,254

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**City of Plymouth
Recreation Revenue Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
4000.100	Taxes Property	\$ 614,624	\$ 559,480	\$ 559,480	\$ 559,480
4310.100	Program Fees Recreation	1,156,727	1,082,355	1,087,250	1,102,053
4310.101	Program Fees Subsidized Recreation	10,222	9,300	9,300	10,300
4320.100	Rental Fees Recreation	37,405	18,950	19,300	23,300
4700.100	Interest Income Investments	13,121	2,000	2,000	6,000
4800	Other Revenues	3,156	1,300	1,300	1,300
4900	Transfers In	-	48,831	43,184	43,375
4900.240	Transfers In Lawful Gambling	11,763	2,500	2,500	2,500
Total Revenues		\$ 1,847,018	\$ 1,724,716	\$ 1,724,314	\$ 1,748,308

**City of Plymouth
Recreation Expenditure Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ (1,681)	\$ -	\$ -	\$ -
6000.100	Salaries Regular	431,174	426,430	439,376	439,376
6000.200	Salaries Temporary	299,497	309,785	309,785	309,195
6020.100	Overtime Regular	-	200	200	200
6050	Benefits	(1,521)	66,413	69,734	69,734
6050.100	Benefits Social Security	44,546	45,773	46,613	46,438
6050.101	Benefits Medicare	10,418	10,733	10,928	10,887
6050.200	Benefits PERA	36,403	33,330	35,280	35,280
6050.201	Benefits Deferred Compensation	412	2,480	2,480	2,480
6050.302	Benefits Unemployment	1,187	2,000	2,000	2,000
6050.303	Benefits Workers Compensation	-	20	20	20
6060	Medical Insurance	1,223	-	-	-
6060.100	Medical Insurance Employer Contribution	61,686	-	-	-
6070	Dental Insurance	102	-	-	-
6070.100	Dental Insurance Employer Contribution	5,608	-	-	-
6080	Group Life Insurance	24	-	-	-
6080.100	Group Life Insurance Employer Contribution	2,285	2,400	2,400	2,400
6100	Office Supplies	2,945	3,000	3,200	3,200
6120	Operating Supplies	42,964	45,330	45,250	41,900
6140	Miscellaneous Supplies	2,395	-	-	-
6140.101	Miscellaneous Supplies Uniforms	19,612	19,010	19,010	19,010
6500.100	Employee Development Employee Training	834	2,300	2,300	2,300
6500.104	Employee Development Conferences & Seminars	3,278	5,000	3,750	3,750
6550	Mileage & Parking Reimbursement	751	1,250	1,250	1,250
6700	Dues and Subscriptions	731	820	820	820
7000	Professional Services	321,160	294,545	295,945	303,095
7050	External Program Registrations	7,371	5,670	5,670	5,670
7100.100	Communications Postage	28,107	35,400	35,400	35,400
7100.104	Communications Mobile Telephone	-	1,425	1,425	425
7200	Printing and Publishing	4,635	6,775	6,775	6,775

**City of Plymouth
Recreation Expenditure Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
7200.101	Printing and Publishing Recreation Handbook	46,964	45,500	46,000	47,000
7600	Rentals	82,619	92,120	92,120	92,120
8000	Non-Cap Equip (< 5K)	12,077	8,850	8,850	8,850
9000.100	Allocations Photocopying	4,351	-	-	-
9000.101	Allocations Information Technology	69,253	46,252	45,586	45,586
9000.102	Allocations Facilities Management	16,285	18,491	18,491	18,491
9000.104	Allocations Mobile Phone	1,965	-	-	-
9000.106	Allocations Telephone	3,069	-	-	-
9000.110	Allocations Risk Management - OH, Premium	-	8,442	8,684	8,684
9000.111	Allocations Risk Management - Claims	-	793	793	793
9500.405	Transfers Out Park Replacement	-	-	-	20,000
9500.630	Transfers Out Risk Management	26,955	-	-	-
9500.660	Transfers Out Resource Planning	10,000	-	-	-
9903	Scholarships	10,222	9,300	9,300	10,300
9906	Donations & Contributions	88,504	88,504	88,504	88,504
9906.100	Donations & Contributions Music In Plymouth	30,000	50,000	30,000	30,000
9920	Bank Fees	37,510	-	-	-
9920.100	Bank Fees Credit Card	-	36,375	36,375	36,375
Total Expenditures		\$ 1,765,921	\$ 1,724,716	\$ 1,724,314	\$ 1,748,308

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**City of Plymouth
Transit Revenue Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
4230	Intergovernmental-State-Operatng	\$ 2,787,378	\$ 2,107,000	\$ 2,400,000	\$ 2,400,000
4240	Intergovernmental-State-Capital	-	225,000	250,000	-
4350.120	General Services Transit Fares	1,051,548	1,100,000	1,100,000	1,100,000
4700.100	Interest Income Investments	79,788	15,000	15,000	15,000
4900	Transfers In	-	1,013,850	918,550	1,034,100
4900.413	Transfers In Improvement Project Construction	60,518	-	-	-
Total Revenues		\$ 3,979,231	\$ 4,460,850	\$ 4,683,550	\$ 4,549,100

**City of Plymouth
Transit Expenditure Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 1,597	\$ -	\$ -	\$ -
6000.100	Salaries Regular	128,448	131,437	134,026	134,026
6020.100	Overtime Regular	-	500	500	500
6050	Benefits	(100)	17,494	18,368	18,368
6050.100	Benefits Social Security	7,635	8,300	8,340	8,340
6050.101	Benefits Medicare	1,786	2,000	2,025	2,025
6050.200	Benefits PERA	9,312	9,700	9,755	9,755
6050.201	Benefits Deferred Compensation	1,650	1,650	1,650	1,650
6060	Medical Insurance	320	-	-	-
6060.100	Medical Insurance Employer Contribution	15,360	-	-	-
6070	Dental Insurance	10	-	-	-
6070.100	Dental Insurance Employer Contribution	483	-	-	-
6080	Group Life Insurance	5	-	-	-
6080.100	Group Life Insurance Employer Contribution	411	400	400	400
6100	Office Supplies	52	500	500	500
6120	Operating Supplies	-	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	21	200	200	200
6600	Meetings	64	300	300	300
6700	Dues and Subscriptions	16,250	23,000	23,000	13,000
7000	Professional Services	4,163	30,000	30,000	5,000
7003	Legal	1,913	1,000	1,000	1,000
7015	Transit Services	3,466,530	3,600,000	3,800,000	3,900,000
7100.100	Communications Postage	51	450	450	2,000
7200	Printing and Publishing	4,835	7,000	7,000	7,000
7400.100	Utilities Street Lights	20,411	18,000	18,000	22,000
7400.102	Utilities Natural Gas	493	1,000	1,000	1,000
7400.103	Utilities Water and Sewer	1,041	1,338	1,371	1,371

**City of Plymouth
Transit Expenditure Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
7500	Repair and Maintenance Services	-	125,000	125,000	175,000
7500.132	Repair and Maintenance Services Transit Facility	86,019	133,000	130,000	130,000
7500.202	Repair and Maintenance Services Equipment Maintenance	-	5,000	5,000	5,000
7600	Rentals	49,237	55,000	55,000	55,000
8100.800	Capital Outlay (> 5K) Construction Projects	-	233,000	255,000	-
9000.100	Allocations Photocopying	338	-	-	-
9000.101	Allocations Information Technology	10,280	13,714	13,609	13,609
9000.102	Allocations Facilities Management	6,435	8,149	8,149	8,149
9000.104	Allocations Mobile Phone	546	-	-	-
9000.105	Allocations Security	7,476	-	-	-
9000.106	Allocations Telephone	1,552	-	-	-
9000.110	Allocations Risk Management - OH, Premium	-	13,683	13,872	13,872
9500	Transfers Out	-	-	-	18,635
9500.100	Transfers Out General	18,635	18,635	18,635	-
9500.630	Transfers Out Risk Management	4,361	-	-	-
9920.100	Bank Fees Credit Card	34	-	-	-
Total Expenditures		\$ 3,867,655	\$ 4,460,850	\$ 4,683,550	\$ 4,549,100

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
4000.100	Taxes Property	\$ 13,454	\$ 21,433	\$ 23,514	\$ 23,514
4200.200	Intergovern- Federal - Operating CDBG	377,101	338,411	283,700	283,700
4200.210	Intergovern- Federal - Op REHAB Grant Loan Repay	11,249	20,000	20,000	20,000
4200.211	Intergovern- Federal - Operating FTHB Loan Repay	-	20,000	20,000	20,000
4700.100	Interest Income Investments	430	500	500	500
Total Revenues		\$ 402,234	\$ 400,344	\$ 347,714	\$ 347,714

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ (123)	\$ -	\$ -	\$ -
6000.100	Salaries Regular	63,440	64,074	65,337	65,337
6050	Benefits	(241)	11,047	11,599	11,599
6050.100	Benefits Social Security	3,167	3,973	4,055	4,055
6050.101	Benefits Medicare	741	929	958	958
6050.200	Benefits PERA	4,599	4,646	4,740	4,740
6050.201	Benefits Deferred Compensation	-	1,652	1,652	1,652
6060	Medical Insurance	228	-	-	-
6060.100	Medical Insurance Employer Contribu	10,785	-	-	-
6080	Group Life Insurance	1	-	-	-
6080.100	Group Life Insurance Employer Contribution	87	100	100	100
6100	Office Supplies	141	300	300	300
6550	Mileage & Parking Reimbursement	-	100	100	100
7003	Legal	2,301	1,797	1,740	1,740
7004	Audit Fees	3,794	4,000	4,000	4,000
7013	Record Retention	-	300	300	300
7100.100	Communications Postage	172	200	200	200
7200	Printing and Publishing	43	200	200	200
9000.100	Allocations Photocopying	376	-	-	-
9000.101	Allocations Information Technology	5,817	7,963	7,895	7,895
9000.102	Allocations Facilities Management	4,104	4,415	4,415	4,415
9000.104	Allocations Mobile Phone	273	-	-	-
9000.106	Allocations Telephone	400	-	-	-
9000.107	Allocations Central Equipment	1,265	-	-	-
9000.110	Allocations Risk Management - OH, Premium	-	9,422	9,705	9,705
9500.630	Transfers Out Risk Management	1,652	-	-	-
9910	Housing Loans	72,608	109,156	79,156	79,156
9911	Grant Awards	228,884	176,070	151,262	151,262
Total Expenditures		\$ 404,514	\$ 400,344	\$ 347,714	\$ 347,714

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
4200.101	Intergovern- Federal - Operating Section 8 - HUD Direct	\$ 1,666,278	\$ 1,605,835	\$ 1,623,000	\$ 1,578,351
4200.102	Intergovern- Federal - Operating Section 8 - Rent Port	1,282,011	1,250,000	1,300,000	1,300,000
4200.103	Intergovern- Federal - Operating Section 8 - Administration Port	89,851	95,000	98,000	83,000
4200.106	Intergovern- Federal - Operating Section 8 - Mainstream Vouchers	114,025	114,000	115,000	115,000
4200.107	Intergovern- Federal - Operating Section 8 - Fraud Recovery	13,397	5,000	5,500	5,500
4200.109	Intergovern- Federal - Operating HUD Direct Administration	161,802	158,750	163,000	154,476
4200.111	Intergovern- Federal - Operating Mainstream Administration	14,080	13,680	13,700	13,792
4700.100	Interest Income Investments	13,320	800	1,000	2,000
4801	Administrative Fee	67	-	-	-
4900	Transfers In	-	5,887	7,600	26,157
Total Revenues		\$ 3,354,831	\$ 3,248,952	\$ 3,326,800	\$ 3,278,276

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 2,044	\$ -	\$ -	\$ -
6000.100	Salaries Regular	164,125	165,914	169,183	174,492
6050	Benefits	(272)	27,976	29,375	29,375
6050.100	Benefits Social Security	9,624	10,287	10,490	10,819
6050.101	Benefits Medicare	2,251	2,406	2,455	2,532
6050.200	Benefits PERA	11,899	12,029	12,270	12,655
6050.201	Benefits Deferred Compensation	346	1,980	1,980	1,980
6060	Medical Insurance	538	-	-	-
6060.100	Medical Insurance Employer Contribution	25,227	-	-	-
6070	Dental Insurance	45	-	-	-
6070.100	Dental Insurance Employer Contribution	2,173	-	-	-
6080	Group Life Insurance	3	-	-	-
6080.100	Group Life Insurance Employer Contribution	217	240	240	240
6100	Office Supplies	30	250	250	250
6500.100	Employee Development Employee Training	490	1,500	1,500	500
6500.104	Employee Development Conferences & Seminars	786	2,000	2,000	500
6550	Mileage & Parking Reimbursement	116	200	200	250
6700	Dues and Subscriptions	425	300	300	475
7000	Professional Services	1,288	4,250	4,250	3,250
7003	Legal	702	500	500	500
7004	Audit Fees	5,973	7,937	7,250	7,250
7005	Accounting	2,880	3,500	3,700	3,700
7100.100	Communications Postage	2,632	4,000	4,000	3,500
7200	Printing and Publishing	241	1,000	1,000	750
9000.100	Allocations Photocopying	376	-	-	-
9000.101	Allocations Information Technology	20,634	16,349	16,240	16,240
9000.102	Allocations Facilities Management	4,567	4,912	4,912	4,912
9000.106	Allocations Telephone	983	-	-	-
9000.110	Allocations Risk Management - OH, Premium	-	9,422	9,705	9,705
9500.630	Transfers Out Risk Management	7,843	-	-	-

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
9908.100	Section 8 Fees Project Based	94,907	95,000	97,000	160,000
9908.102	Section 8 Fees Port-Out Rent Assist	193,469	204,000	210,000	100,000
9908.103	Section 8 Fees Port-Out Admin Fee	11,402	12,000	13,000	8,300
9908.104	Section 8 Fees Port-In Vouchers	1,282,011	1,250,000	1,300,000	1,300,000
9908.105	Section 8 Fees Mainstream M/C	93,460	85,000	87,550	87,550
9908.106	Section 8 Fees Mainstream M5 (HUD)	114,025	114,000	115,000	115,000
9908.107	Section 8 Fees Rental Vouchers	1,137,604	1,130,000	1,139,450	1,146,551
9908.108	Section 8 Fees Enhanced Rental	79,789	82,000	83,000	77,000
Total Expenditures		\$ 3,274,853	\$ 3,248,952	\$ 3,326,800	\$ 3,278,276

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
4000	Taxes Property	\$ 523,958	\$ 529,844	\$ 527,763	\$ 527,763
4230	Intergovernmental-State-Operatng	300,000	-	-	-
4230.100	Intergover-State-Operatng MVC (HACA)	12,668	-	-	-
4320	Rental Fees	9,925	-	-	-
4700	Interest Income	(39)	-	-	-
4700.100	Interest Income Investments	30,242	5,000	5,000	5,000
4700.300	Interest Income Notes	12,421	-	-	-
4800	Other Revenues	85	-	-	-
4801	Administrative Fee	3,328	-	-	-
4820	Development Loan Repayments	29,187	21,250	21,250	21,250
Total Revenues		\$ 921,777	\$ 556,094	\$ 554,013	\$ 554,013

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 1,045	\$ -	\$ -	\$ -
6000.100	Salaries Regular	136,689	138,723	141,460	141,460
6050	Benefits	(191)	16,335	17,152	17,152
6050.100	Benefits Social Security	7,591	8,602	8,770	8,770
6050.101	Benefits Medicare	1,811	2,012	2,051	2,051
6050.200	Benefits PERA	9,910	10,058	10,260	10,260
6050.201	Benefits Deferred Compensation	18	80	80	80
6050.550	Benefits Cell Phone Allowance	100	-	-	-
6060	Medical Insurance	332	-	-	-
6060.100	Medical Insurance Employer Contribution	15,911	-	-	-
6070	Dental Insurance	8	-	-	-
6070.100	Dental Insurance Employer Contribution	407	-	-	-
6080	Group Life Insurance	7	-	-	-
6080.100	Group Life Insurance Employer Contribution	674	640	640	640
6100	Office Supplies	-	500	500	500
6500.100	Employee Development Employee Training	272	1,200	1,200	1,200
6500	Employee Development Conferences & Seminars	158	2,000	2,000	2,000
6550	Mileage & Parking Reimbursement	-	100	100	100
6700	Dues and Subscriptions	879	1,700	1,700	1,700
7000	Professional Services	1,075	11,315	11,381	11,381
7003	Legal	1,420	4,000	5,636	5,636
7004	Audit Fees	965	2,000	2,000	2,000
7100	Communications Postage	301	500	500	500
7200	Printing and Publishing	-	500	500	500
7500	Repair and Maintenance Services	2,129	-	-	-
9000.100	Allocations Photocopying	125	-	-	-
9000.101	Allocations Information Technology	8,923	7,963	7,895	7,895
9000.102	Allocations Facilities Management	12,284	13,214	13,214	13,214
9000.106	Allocations Telephone	2,065	-	-	-
9000.110	Allocations Risk Management - OH, Premium	-	9,542	9,825	9,825

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

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
9500	Transfers Out	-	2,281	-	-
9501	Transfers Out Risk Management	3,206	-	-	-
9900	Miscellaneous	50	-	-	-
9904	Real Estate Taxes	3,459	-	-	-
9906	Donations & Contributions	4,000	2,000	2,000	2,000
9909	Senior Housing Rent Assistance	264,000	320,484	315,149	315,149
9911	Grant Awards	-	345	-	-
9930	Development Loans	300,000	-	-	-
Total Expenditures		\$ 779,622	\$ 556,094	\$ 554,013	\$ 554,013

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City of Plymouth Water Revenue Budget

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
4150.450	Permits Water	\$ 12,304	\$ 7,300	\$ 7,600	\$ 7,600
4240	Intergovernmental-State-Capital	10,000	-	-	-
4330.101	Utility Charges Water - Residential	3,902,519	3,747,885	3,860,322	3,860,322
4330.102	Utility Charges Water - Commercial	1,173,515	1,633,817	1,682,831	1,682,831
4330.103	Utility Charges Water Demand - Commercial	437,397	440,753	453,976	453,976
4330.106	Utility Charges Meter Sales	315	-	-	-
4330.600	Utility Charges Fire Hydrant Inspection	54,915	60,000	60,000	60,000
4330.800	Utility Charges Penalties	42,604	40,000	40,000	40,000
4350	General Services	4,064	-	-	-
4350.119	General Services Antennae Charges	122,866	121,694	125,345	125,345
4360.104	Items for Resale Water meter / horns	89,433	52,000	52,000	52,000
4620	Contributions - Capital	4,190,311	200,000	200,000	500,000
4700.100	Interest Income Investments	81,650	14,000	18,000	60,000
4700.200	Interest Income Special Assessments	5,004	-	-	-
4800	Other Revenues	26,608	-	-	-
4801	Administrative Fee	2,016	-	-	-
4807	Refunds & Reimbursements	10,500	-	-	-
4900	Transfers In	-	-	522,794	994,091
4900.413	Transfers In Improvement Project Construction	156,446	-	-	-
4900.420	Transfers In Water Sewer Construction	220,449	-	-	-
4900.630	Transfers In Risk Management	8,634	-	-	-
Total Revenues		\$ 10,551,550	\$ 6,317,449	\$ 7,022,868	\$ 7,836,165

**City of Plymouth
Water Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 4,716	\$ -	\$ -	\$ -
6000.100	Salaries Regular	1,114,594	1,119,520	1,141,808	1,107,655
6000.200	Salaries Temporary	18,670	35,000	35,000	35,000
6020	Overtime	(1,612)	-	-	-
6020.100	Overtime Regular	101,737	84,000	84,000	84,000
6050	Benefits	(3,299)	185,505	194,780	191,681
6050.100	Benefits Social Security	73,288	76,788	78,170	76,055
6050.101	Benefits Medicare	17,358	17,959	18,282	17,790
6050.200	Benefits PERA	89,306	87,255	88,871	86,395
6050.201	Benefits Deferred Compensation	18,315	23,540	23,540	23,540
6050.302	Benefits Unemployment	6,440	7,000	7,000	7,000
6050.550	Benefits Cell Phone Allowance	100	-	-	-
6060	Medical Insurance	2,854	-	-	-
6060.100	Medical Insurance Employer Contribution	164,053	-	-	-
6070	Dental Insurance	199	-	-	-
6070.100	Dental Insurance Employer Contribution	10,155	-	-	-
6080	Group Life Insurance	31	-	-	-
6080.100	Group Life Insurance Employer Contribution	2,623	2,680	2,680	2,680
6100	Office Supplies	16,254	22,000	23,000	23,000
6120	Operating Supplies	37	-	-	-
6120.102	Operating Supplies Motor Fuels & Lubricants	3,834	14,000	12,000	12,000
6120.103	Operating Supplies Janitorial	-	2,100	2,100	2,100
6130	Repair & Maintenance Supplies	55	-	-	-
6130.100	Repair & Maintenance Supplies Equipment Parts	81,071	90,000	95,000	95,000
6130.101	Repair & Maintenance Supplies Horticulture	467	5,000	5,000	5,000
6130.105	Repair & Maintenance Supplies Paint	2,508	2,500	2,500	2,500
6130.111	Repair & Maintenance Supplies Chemicals	341,944	430,000	465,000	465,000
6130.112	Repair & Maintenance Supplies Water Mains	28,485	22,500	25,000	40,000
6130.114	Repair & Maintenance Supplies Meter Parts	228,227	160,000	175,000	175,000

City of Plymouth Water Expense Budget

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6130.115	Repair & Maintenance Supplies Hydrant Markers	66	2,000	2,000	2,000
6130.116	Repair & Maintenance Supplies Water Valves and Curb Stops	34,069	30,000	30,000	50,000
6130.117	Repair & Maintenance Supplies Hydrant Parts	14,470	15,000	15,000	15,000
6140.100	Miscellaneous Supplies Medical	-	500	500	500
6140.101	Miscellaneous Supplies Uniforms	363	-	-	-
6140.102	Miscellaneous Supplies Safety Equipment	6,252	5,800	5,800	5,800
6500.100	Employee Development Employee Training	6,737	9,300	9,300	9,300
6700	Dues and Subscriptions	3,437	5,000	5,000	5,000
7000	Professional Services	92,824	145,000	145,000	145,000
7001	Consulting Engineer	-	15,000	15,000	15,000
7004	Audit Fees	3,584	3,900	3,900	3,900
7017	Laundry Services	3,176	6,500	6,500	2,632
7100.100	Communications Postage	27,828	23,500	23,500	23,500
7200	Printing and Publishing	202	1,000	1,000	1,000
7400.102	Utilities Natural Gas	44,598	55,000	55,000	48,000
7400.103	Utilities Water and Sewer	3,480	4,200	4,305	4,305
7400.104	Utilities Solid Waste	1,587	1,000	1,000	2,000
7400.106	Utilities Water Connection Fee	134,676	150,000	150,000	143,000
7400.107	Utilities State Summer Water Surcharge	19,449	25,000	25,000	21,000
7400.108	Utilities Electric	611,688	600,000	600,000	649,000
7500.101	Repair and Maintenance Services Lawn Maintenance	2,306	15,000	15,000	15,000
7500.115	Repair and Maintenance Services Pull Wells	21,605	75,000	75,000	75,000
7500.116	Repair and Maintenance Services Water Samples	985	-	-	-
7500.117	Repair and Maintenance Services MN Health Samples	7,752	14,600	14,600	14,600
7500.119	Repair and Maintenance Services Main Repair	327,060	500,000	500,000	650,000
7500.120	Repair and Maintenance Services Water Withdrawal Permit	25,174	35,000	35,000	35,000
7500.121	Repair and Maintenance Services Zachary Plant	24,777	35,000	40,000	40,000
7500.122	Repair and Maintenance Services Central Plant	25,080	30,000	35,000	35,000
7500.123	Repair and Maintenance Services Gopher State One Call	16,894	25,000	25,000	25,000
7500.127	Repair and Maintenance Services Metro Sewer Board	-	1,600	1,600	1,600

**City of Plymouth
Water Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
7500.202	Repair and Maintenance Services Equipment Maintenance	56,566	85,000	90,000	90,000
7600	Rentals	7,178	4,000	4,000	4,000
8000	Non-Cap Equip (< 5K)	12,893	18,250	9,000	9,000
8100.200	Capital Outlay (> 5K) Infrastructure	2,090,651	-	-	-
8100.250	Capital Outlay (> 5K) Capitalize-Infrastructure	(2,090,651)	-	-	-
8100.500	Capital Outlay (> 5K) Machinery and Equipment	34,709	17,000	147,500	152,000
8100.550	Capital Outlay (> 5K) Capitalize Machinery and Equip	(34,709)	-	-	-
8100.800	Capital Outlay (> 5K) Construction Projects	-	605,000	1,771,000	2,421,000
8500	Depreciation	2,660,919	-	-	-
8920	Debt Service - Interest	299,173	280,300	250,188	250,188
8930	Special Assessments	2,675	-	-	-
9000.100	Allocations Photocopying	2,274	-	-	-
9000.101	Allocations Information Technology	147,084	96,429	95,380	95,380
9000.102	Allocations Facilities Management	87,861	65,218	65,218	65,218
9000.104	Allocations Mobile Phone	6,003	-	-	-
9000.105	Allocations Security	32,558	-	-	-
9000.106	Allocations Telephone	8,984	-	-	-
9000.107	Allocations Central Equipment	138,583	135,144	135,144	135,144
9000.110	Allocations Risk Management - OH, Premium	-	25,343	25,567	25,567
9000.111	Allocations Risk Management - Claims	-	8,468	8,468	8,468
9500	Transfers Out	-	657,483	-	-
9500.100	Transfers Out General	82,567	82,567	82,567	82,567
9500.413	Transfers Out Improvement Project Construction	783,235	-	-	-
9500.420	Transfers Out Water Sewer Construction	435,612	-	-	-
9500.620	Transfers Out Information Technology	10,000	-	-	-
9500.630	Transfers Out Risk Management	50,419	-	-	-
9920	Bank Fees	(12)	4,000	4,100	4,100
9920.100	Bank Fees Credit Card	394	17,000	17,000	5,000
Total Expenses		\$ 8,607,492	\$ 6,317,449	\$ 7,022,868	\$ 7,836,165

**City of Plymouth
Water Resources Revenue Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
4290	Intergovernmental-Other	\$ 2,000	\$ -	\$ -	\$ -
4330.400	Utility Charges Water Resources - Residential	1,227,257	1,212,630	1,212,630	1,212,630
4330.401	Utility Charges Water Resources - Commercial	1,310,917	1,320,000	1,320,000	1,320,000
4330.800	Utility Charges Penalties	21,864	15,000	15,000	20,000
4620	Contributions - Capital	13,436	-	-	-
4700.100	Interest Income Investments	57,957	15,000	15,000	45,000
4800	Other Revenues	675	-	-	-
4801	Administrative Fee	1,550	-	-	-
4900	Transfers In	-	1,586,970	603,418	327,827
4900.413	Transfers In Improvement Project Construction	1,593	-	-	-
4900.421	Transfers In Enterprise - Other Construction	682,311	-	-	-
Total Revenues		\$ 3,319,559	\$ 4,149,600	\$ 3,166,048	\$ 2,925,457

**City of Plymouth
Water Resources Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ (86)	\$ -	\$ -	\$ -
6000.100	Salaries Regular	549,254	607,785	625,177	572,000
6020	Overtime	(61)	-	-	-
6020.100	Overtime Regular	16,227	34,000	34,000	34,000
6050	Benefits	(1,805)	94,927	111,158	99,157
6050.100	Benefits Social Security	33,492	39,795	40,870	37,575
6050.101	Benefits Medicare	7,854	9,310	9,560	8,790
6050.200	Benefits PERA	40,995	46,530	47,990	43,935
6050.201	Benefits Deferred Compensation	6,303	9,380	9,380	9,380
6060	Medical Insurance	1,744	-	-	-
6060.100	Medical Insurance Employer Contribution	80,360	-	-	-
6070	Dental Insurance	124	-	-	-
6070.100	Dental Insurance Employer Contribution	5,848	-	-	-
6080	Group Life Insurance	18	-	-	-
6080.100	Group Life Insurance Employer Contribution	1,331	1,350	1,350	1,350
6100	Office Supplies	500	1,500	1,500	1,500
6120	Operating Supplies	305	-	-	-
6120.101	Operating Supplies Public Education & Outreach Prj	20,239	35,000	35,000	31,000
6130.101	Repair & Maintenance Supplies Horticulture	12,607	20,000	20,000	20,000
6130.105	Repair & Maintenance Supplies Paint	2,156	-	-	-
6130.106	Repair & Maintenance Supplies Lumber	316	3,500	3,500	3,500
6130.107	Repair & Maintenance Supplies Concrete and Asphalt	5,338	20,000	25,000	25,000
6130.110	Repair & Maintenance Supplies Drainage	88,300	90,000	90,000	120,000
6140.101	Miscellaneous Supplies Uniforms	93	-	-	-
6140.102	Miscellaneous Supplies Safety Equipment	3,168	5,500	6,000	6,000
6500.100	Employee Development Employee Training	849	2,500	2,500	1,500
6500.104	Employee Development Conferences & Seminars	970	2,000	2,000	1,500
6550	Mileage & Parking Reimbursement	38	100	100	100
6600	Meetings	70	100	100	100
6700	Dues and Subscriptions	262,591	265,000	265,000	305,000

**City of Plymouth
Water Resources Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
7000	Professional Services	71,284	128,000	128,500	143,500
7001	Consulting Engineer	-	10,000	10,000	10,000
7002	Internal Engineer	-	10,000	10,000	10,000
7003	Legal	138	5,000	5,000	5,000
7011	Soil Boring and Testing	-	25,000	25,000	25,000
7017	Laundry Services	-	5,000	5,000	1,207
7100.100	Communications Postage	453	2,000	2,000	2,000
7200	Printing and Publishing	762	1,000	1,000	1,000
7400.102	Utilities Natural Gas	2,627	-	-	3,000
7400.108	Utilities Electric	9,071	500	500	10,000
7500.102	Repair and Maintenance Services Weed Control	27,195	45,000	45,000	45,000
7500.111	Repair and Maintenance Services Street Cleaning	105,494	100,000	50,000	125,000
7500.112	Repair and Maintenance Services Drainway Maintenance	52,455	125,000	125,000	125,000
7500.113	Repair and Maintenance Services Curb Raising & Curb Work	35,765	285,000	285,000	50,000
7500.116	Repair and Maintenance Services Water Samples	18,888	55,000	55,000	55,000
7600	Rentals	23,296	30,000	30,000	30,000
8000	Non-Cap Equip (< 5K)	11,558	15,500	15,500	15,500
8100.500	Capital Outlay (> 5K) Machinery and Equipment	-	258,500	22,500	27,000
8100.800	Capital Outlay (> 5K) Construction Projects	-	1,570,000	830,000	730,000
8500	Depreciation	124,095	-	-	-
8930	Special Assessments	1,337	-	-	-
9000.100	Allocations Photocopying	766	-	-	-
9000.101	Allocations Information Technology	53,884	19,728	19,579	19,579
9000.102	Allocations Facilities Management	14,171	11,970	11,970	11,970
9000.104	Allocations Mobile Phone	1,638	-	-	-
9000.106	Allocations Telephone	3,316	-	-	-
9000.107	Allocations Central Equipment	139,482	135,141	135,141	135,141
9000.110	Allocations Risk Management - OH, Premium	-	6,596	6,785	6,785
9500.100	Transfers Out General	17,388	17,388	17,388	17,388
9500.400	Transfers Out General Capital Projects	89,982	-	-	-

**City of Plymouth
Water Resources Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
9500.413	Transfers Out Improvement Project Construction	15,501	-	-	-
9500.421	Transfers Out Enterprise - Other Construction	915,112	-	-	-
9500.630	Transfers Out Risk Management	24,723	-	-	-
9920	Bank Fees	(12)	-	-	-
Total Expenses		\$ 2,899,503	\$ 4,149,600	\$ 3,166,048	\$ 2,925,457

**City of Plymouth
Sewer Revenue Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
4150.400	Permits Sewer	\$ 11,255	\$ 7,300	\$ 7,600	\$ 7,600
4330.201	Utility Charges Sewer - Residential	4,673,785	4,697,714	4,791,668	4,791,668
4330.202	Utility Charges Sewer - Commercial	2,324,243	2,403,281	2,451,347	2,451,347
4330.800	Utility Charges Penalties	67,113	65,000	65,000	65,000
4350	General Services	277	-	-	-
4620	Contributions - Capital	2,545,454	100,000	100,000	300,000
4700.100	Interest Income Investments	45,495	9,000	11,000	30,000
4800	Other Revenues	10,191	1,500	1,500	5,000
4801	Administrative Fee	1,360	-	-	-
4900	Transfers In	-	63,354	778,375	845,124
4900.420	Transfers In Water Sewer Construction	486,910	-	-	-
Total Revenues		\$ 10,166,082	\$ 7,347,149	\$ 8,206,490	\$ 8,495,739

**City of Plymouth
Sewer Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 2,573	\$ -	\$ -	\$ -
6000.100	Salaries Regular	606,134	606,440	618,505	596,025
6020	Overtime	83	-	-	-
6020.100	Overtime Regular	25,165	22,000	22,000	22,000
6050	Benefits	(1,511)	92,593	97,223	95,157
6050.100	Benefits Social Security	37,740	38,965	39,715	38,320
6050.101	Benefits Medicare	8,978	9,115	9,290	8,965
6050.200	Benefits PERA	45,652	45,565	46,440	44,810
6050.201	Benefits Deferred Compensation	9,901	11,000	11,000	11,000
6050.302	Benefits Unemployment	-	7,000	7,000	7,000
6050.550	Benefits Cell Phone Allowance	75	-	-	-
6060	Medical Insurance	1,513	-	-	-
6060.100	Medical Insurance Employer Contribution	82,384	-	-	-
6070	Dental Insurance	147	-	-	-
6070.100	Dental Insurance Employer Contribution	6,908	-	-	-
6080	Group Life Insurance	19	-	-	-
6080.100	Group Life Insurance Employer Contribution	1,600	1,660	1,660	1,660
6100	Office Supplies	15,806	18,500	18,500	18,500
6120.102	Operating Supplies Motor Fuels & Lubricants	1,617	6,000	6,000	6,000
6130.100	Repair & Maintenance Supplies Equipment Parts	87,282	105,000	105,000	105,000
6130.101	Repair & Maintenance Supplies Horticulture	1,375	3,000	3,000	3,000
6130.105	Repair & Maintenance Supplies Paint	1,000	1,500	1,500	1,500
6130.113	Repair & Maintenance Supplies Sewer Mains	600	5,500	5,500	5,500
6140.101	Miscellaneous Supplies Uniforms	258	-	-	-
6140.102	Miscellaneous Supplies Safety Equipment	2,943	4,500	4,500	4,500
6500.100	Employee Development Employee Training	3,561	6,000	6,000	6,000
7000	Professional Services	51,650	60,000	60,000	60,000
7004	Audit Fees	3,584	3,900	3,900	3,900
7017	Laundry Services	2,119	3,500	3,500	1,645
7100.100	Communications Postage	22,692	24,000	24,000	24,000
7200	Printing and Publishing	-	1,000	1,000	1,000

**City of Plymouth
Sewer Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
7400.102	Utilities Natural Gas	6,224	15,000	15,000	7,000
7400.103	Utilities Water and Sewer	3,480	4,200	4,305	4,305
7400.108	Utilities Electric	95,398	95,000	95,000	102,000
7500.118	Repair and Maintenance Services Janitorial Services	-	3,400	3,400	3,400
7500.119	Repair and Maintenance Services Main Repair	17,474	60,000	60,000	60,000
7500.127	Repair and Maintenance Services Metro Sewer Board	4,850,019	4,800,000	4,900,000	5,050,000
7500.136	Repair and Maintenance Services Manhole Sealing	31,357	180,000	180,000	250,000
7500.138	Repair and Maintenance Services Maple Grove Sewer Agreement	78,959	90,000	90,000	90,000
7500.202	Repair and Maintenance Services Equipment Maintenance	17,648	45,000	45,000	45,000
8000	Non-Cap Equip (< 5K)	4,527	5,500	5,500	5,500
8100.200	Capital Outlay (> 5K) Infrastructure	2,691,522	-	-	-
8100.250	Capital Outlay (> 5K) Capitalize-Infrastructure	(2,691,522)	-	-	-
8100.800	Capital Outlay (> 5K) Construction Projects	-	700,000	1,440,000	1,540,000
8500	Depreciation	938,778	-	-	-
8930	Special Assessments	2,675	-	-	-
9000.100	Allocations Photocopying	1,532	-	-	-
9000.101	Allocations Information Technology	79,865	17,260	17,777	17,777
9000.102	Allocations Facilities Management	17,472	15,857	15,857	15,857
9000.104	Allocations Mobile Phone	5,470	-	-	-
9000.105	Allocations Security	3,484	-	-	-
9000.106	Allocations Telephone	6,747	-	-	-
9000.107	Allocations Central Equipment	123,137	129,715	129,715	129,715
9000.110	Allocations Risk Management - OH, Premium	-	27,046	27,270	27,270
9000.111	Allocations Risk Management - Claims	-	2,790	2,790	2,790
9500.100	Transfers Out General	58,643	58,643	58,643	58,643
9500.413	Transfers Out Improvement Project Construction	123,842	-	-	-
9500.420	Transfers Out Water Sewer Construction	798,053	-	-	-
9500.630	Transfers Out Risk Management	37,571	-	-	-
9920	Bank Fees	(12)	4,000	4,000	4,000
9920.100	Bank Fees Credit Card	16	17,000	17,000	17,000
Total Expenses		\$ 8,324,205	\$ 7,347,149	\$ 8,206,490	\$ 8,495,739

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**City of Plymouth
Solid Waste Revenue Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
4230	Intergovernmental-State-Operatng	\$ 189,503	\$ -	\$ -	\$ 180,000
4270	Intergovernmental-Local-Operatng	4,683	44,400	24,000	5,000
4330.300	Utility Charges Solid Waste	410,857	410,166	410,166	690,000
4330.800	Utility Charges Penalties	4,640	5,000	5,000	4,000
4700.100	Interest Income Investments	47,610	8,000	8,000	8,000
4800	Other Revenues	525,165	-	-	-
4900	Transfers In	-	709,738	733,370	342,216
Total Revenues		\$ 1,182,458	\$ 1,177,304	\$ 1,180,536	\$ 1,229,216

**City of Plymouth
Solid Waste Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ (1,178)	\$ -	\$ -	\$ -
6000.100	Salaries Regular	94,775	95,748	97,635	97,635
6000.200	Salaries Temporary	8,533	11,300	11,300	16,300
6020.100	Overtime Regular	11,444	15,000	15,000	15,000
6050	Benefits	(523)	17,641	18,523	18,523
6050.100	Benefits Social Security	6,282	7,568	7,684	7,994
6050.101	Benefits Medicare	1,469	1,773	1,802	1,872
6050.200	Benefits PERA	7,846	8,850	8,988	8,988
6050.201	Benefits Deferred Compensation	202	469	469	469
6050.302	Benefits Unemployment	-	3,000	3,000	3,000
6060	Medical Insurance	361	-	-	-
6060.100	Medical Insurance Employer Contribution	18,757	-	-	-
6070	Dental Insurance	4	-	-	-
6070.100	Dental Insurance Employer Contribution	214	-	-	-
6080	Group Life Insurance	3	-	-	-
6080.100	Group Life Insurance Employer Contribution	271	250	250	250
6100	Office Supplies	20	200	200	200
6120	Operating Supplies	4,156	6,400	6,400	18,100
6120.101	Operating Supplies Public Education & Outreach Prj	5,187	13,200	13,200	13,200
6140	Miscellaneous Supplies	213	1,500	1,500	1,500
6140.101	Miscellaneous Supplies Uniforms	47	-	-	-
6140.102	Miscellaneous Supplies Safety Equipment	-	300	300	300
6500	Employee Development	-	100	100	100
6500.100	Employee Development Employee Training	445	700	700	700
6500.101	Employee Development City wide Training	-	100	100	100
6500.104	Employee Development Conferences & Seminars	115	1,000	1,000	1,000
6550	Mileage & Parking Reimbursement	-	150	150	150
6600	Meetings	-	100	100	100
6700	Dues and Subscriptions	190	600	600	600
7000	Professional Services	19,767	12,000	12,000	27,600

**City of Plymouth
Solid Waste Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
7003	Legal	1,124	-	-	-
7100.100	Communications Postage	9	200	200	200
7200	Printing and Publishing	484	3,150	3,150	3,150
7400.104	Utilities Solid Waste	826,681	903,000	903,000	878,000
7400.105	Utilities Yard Waste	698	1,000	1,000	2,000
8000	Non-Cap Equip (< 5K)	19,584	31,200	31,200	10,000
8100.400	Capital Outlay (> 5K) Improv other than Buildings	-	-	-	60,000
9000.100	Allocations Photocopying	6,622	-	-	-
9000.101	Allocations Information Technology	10,157	8,408	8,399	8,399
9000.102	Allocations Facilities Management	6,435	5,695	5,695	5,695
9000.104	Allocations Mobile Phone	547	-	-	-
9000.106	Allocations Telephone	120	-	-	-
9000.107	Allocations Central Equipment	6,870	2,000	2,000	2,000
9000.110	Allocations Risk Management - OH, Premium	-	6,374	6,563	6,563
9000.111	Allocations Risk Management - Claims	-	399	399	399
9500.100	Transfers Out General	17,929	17,929	17,929	17,929
9500.630	Transfers Out Risk Management	5,609	-	-	-
9913.100	Licenses & Permits Yard Waste	-	-	-	1,200
9920	Bank Fees	(12)	-	-	-
Total Expenses		\$ 1,081,455	\$ 1,177,304	\$ 1,180,536	\$ 1,229,216

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**City of Plymouth
Ice Center Revenue Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
4310.101	Program Fees Subsidized Recreation	\$ 744	\$ -	\$ -	-
4310.102	Program Fees Open Freestyle	1,889	1,100	1,200	1,200
4310.103	Program Fees Parents & Tots	508	500	500	500
4310.104	Program Fees Open Skating	12,881	14,000	14,000	14,000
4310.105	Program Fees Open Hockey	7,234	7,200	7,200	7,200
4310.106	Program Fees Figure Skating Classes	107,264	106,000	106,000	106,000
4310.108	Program Fees High School Hockey Games	28,398	25,000	26,000	19,000
4320.100	Rental Fees Recreation	1,080	-	-	-
4320.101	Rental Fees Ice Rental	1,049,528	1,055,000	1,085,000	1,085,000
4320.102	Rental Fees Skate Rental	6,376	6,000	6,100	6,100
4320.200	Rental Fees Meeting Rooms	1,539	2,100	2,100	2,100
4350.108	General Services Advertisements	24,670	18,000	19,000	19,000
4350.116	General Services Vending Machine	14,503	16,000	17,000	17,000
4350.117	General Services Skate Sharpening	2,972	3,800	3,800	3,800
4350.118	General Services Pro Shop Sales	1,073	1,300	1,300	1,300
4360.114	Items for Resale Concessions	146,115	130,000	130,000	130,000
4620	Contributions - Capital	46,962	-	-	-
4700	Interest Income	-	300	300	300
4700.100	Interest Income Investments	14,248	4,500	4,500	13,000
4800	Other Revenues	1,428	5,000	5,000	5,000
4807	Refunds & Reimbursements	9,080	-	-	-
4900	Transfers In	-	-	-	285,500
Total Revenues		\$ 1,478,491	\$ 1,395,800	\$ 1,429,000	\$ 1,716,000

**City of Plymouth
Ice Center Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 10,717	\$ -	\$ -	\$ -
6000.100	Salaries Regular	243,486	235,390	240,030	240,030
6000.200	Salaries Temporary	176,722	167,500	167,500	167,500
6020.100	Overtime Regular	70	1,000	1,000	1,000
6050	Benefits	719	42,257	44,370	44,370
6050.100	Benefits Social Security	25,661	25,042	25,300	25,300
6050.101	Benefits Medicare	6,001	5,862	5,925	5,925
6050.200	Benefits PERA	24,941	21,950	22,950	22,950
6050.201	Benefits Deferred Compensation	1,795	2,070	2,070	2,070
6050.302	Benefits Unemployment	(1,198)	7,500	7,500	7,500
6060	Medical Insurance	959	-	-	-
6060.100	Medical Insurance Employer Contribution	37,717	-	-	-
6070	Dental Insurance	48	-	-	-
6070.100	Dental Insurance Employer Contribution	2,102	-	-	-
6080	Group Life Insurance	10	-	-	-
6080.100	Group Life Insurance Employer Contribution	723	700	700	700
6100	Office Supplies	830	1,000	1,000	1,000
6120	Operating Supplies	5,576	10,300	12,050	12,050
6120.103	Operating Supplies Janitorial	13,188	11,000	11,500	11,500
6120.125	Operating Supplies Resale	54,698	57,350	58,500	58,500
6130.100	Repair & Maintenance Supplies Equipment Parts	29,113	39,200	47,200	47,200
6130.119	Repair & Maintenance Supplies Recharges	-	200	200	200
6140.100	Miscellaneous Supplies Medical	-	250	300	300
6140.101	Miscellaneous Supplies Uniforms	1,174	2,200	2,200	2,200
6500	Employee Development	978	-	-	-
6500.100	Employee Development Employee Training	215	300	400	400
6500.104	Employee Development Conferences & Seminars	-	2,100	2,300	2,300
6550	Mileage & Parking Reimbursement	26	100	150	150
6700	Dues and Subscriptions	690	1,000	1,000	1,000
7000	Professional Services	21,658	20,750	22,000	22,000

**City of Plymouth
Ice Center Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
7004	Audit Fees	827	900	1,000	1,000
7100.100	Communications Postage	239	300	300	300
7100.103	Communications Telephone	-	5,140	5,140	5,140
7200	Printing and Publishing	200	400	200	200
7400.102	Utilities Natural Gas	59,730	75,000	75,000	64,000
7400.103	Utilities Water and Sewer	22,868	25,675	26,317	26,317
7400.104	Utilities Solid Waste	2,430	5,000	5,000	3,000
7400.108	Utilities Electric	281,945	250,000	250,000	300,000
7500.104	Repair and Maintenance Services Electrical	7,101	1,900	2,200	2,200
7500.105	Repair and Maintenance Services Plumbing	5,322	2,500	2,900	2,900
7500.118	Repair and Maintenance Services Janitorial Services	5,040	1,600	1,800	1,800
7500.130	Repair and Maintenance Services Building Maintenance	42,645	11,000	18,000	28,000
7500.202	Repair and Maintenance Services Equipment Maintenance	42,965	14,000	19,500	19,500
7600	Rentals	429	2,700	3,000	3,000
8000	Non-Cap Equip (< 5K)	2,575	2,900	3,000	3,000
8100.300	Capital Outlay (> 5K) Buildings	5,200	-	-	-
8100.350	Capital Outlay (> 5K) Capitalize Buildings	(5,200)	-	-	-
8100.500	Capital Outlay (> 5K) Machinery and Equipment	21,904	49,500	40,000	80,000
8100.550	Capital Outlay (> 5K) Capitalize Machinery and Equip	(21,904)	-	-	-
8100.800	Capital Outlay (> 5K) Construction Projects	-	-	-	200,000
8500	Depreciation	470,104	-	-	-
9000.100	Allocations Photocopying	2,356	-	-	-
9000.101	Allocations Information Technology	27,345	38,956	38,729	38,729
9000.102	Allocations Facilities Management	6,627	15,119	15,119	15,119
9000.104	Allocations Mobile Phone	546	-	-	-
9000.106	Allocations Telephone	6,884	-	-	-
9000.107	Allocations Central Equipment	3,416	2,000	2,000	2,000
9000.110	Allocations Risk Management - OH, Premium	-	20,917	21,159	21,159
9000.111	Allocations Risk Management - Claims	-	1,423	1,423	1,423
9500	Transfers Out	-	138,279	150,548	150,548

**City of Plymouth
Ice Center Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
9500.100	Transfers Out General	11,939	11,939	11,939	11,939
9500.630	Transfers Out Risk Management	9,500	-	-	-
9900	Miscellaneous	661	-	-	-
9900.100	Miscellaneous Cash Short / Cash Over	95	-	-	-
9903	Scholarships	744	800	1,000	1,000
9913	Licenses & Permits	288	1,200	1,350	1,350
9920	Bank Fees	5,153	4,000	4,000	4,000
9920.100	Bank Fees Credit Card	-	5,600	5,600	5,600
9922	Interest - Interfund Advances	57,162	52,031	46,631	46,631
Total Expenses		\$ 1,735,755	\$ 1,395,800	\$ 1,429,000	\$ 1,716,000

**City of Plymouth
Field House Revenue Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
4320.100	Rental Fees Recreation	\$ 15,109	\$ 15,000	\$ 15,000	\$ 15,000
4320.103	Rental Fees Field House Rental	326,598	340,000	340,000	340,000
4350.116	General Services Vending Machine	4,150	4,000	4,000	4,000
4700.100	Interest Income Investments	22,161	3,000	3,000	4,000
4800	Other Revenues	2,151	1,500	1,500	1,500
Total Revenues		\$ 370,169	\$ 363,500	\$ 363,500	\$ 364,500

**City of Plymouth
Field House Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ (4,411)	\$ -	\$ -	\$ -
6000.100	Salaries Regular	54,596	63,079	64,321	64,321
6000.200	Salaries Temporary	21,483	23,000	23,000	23,000
6020.100	Overtime Regular	20	-	-	-
6050	Benefits	(861)	10,404	10,924	10,924
6050.100	Benefits Social Security	4,537	5,340	5,415	5,415
6050.101	Benefits Medicare	1,061	1,250	1,270	1,270
6050.200	Benefits PERA	4,733	4,700	4,800	4,800
6050.201	Benefits Deferred Compensation	280	810	810	810
6060	Medical Insurance	194	-	-	-
6060.100	Medical Insurance Employer Contribution	14,126	-	-	-
6070	Dental Insurance	15	-	-	-
6070.100	Dental Insurance Employer Contribution	375	-	-	-
6080	Group Life Insurance	3	-	-	-
6080.100	Group Life Insurance Employer Contribution	200	223	223	223
6100	Office Supplies	96	200	200	200
6120	Operating Supplies	2,843	6,500	6,500	6,500
6120.103	Operating Supplies Janitorial	1,460	1,000	1,000	1,000
6130.119	Repair & Maintenance Supplies Recharges	300	300	300	300
6140.101	Miscellaneous Supplies Uniforms	-	500	500	500
6500	Employee Development	-	200	200	200
7000	Professional Services	16,420	15,000	15,000	15,000
7004	Audit Fees	781	900	900	900
7100.100	Communications Postage	-	100	100	100
7200	Printing and Publishing	-	200	200	200
7400.102	Utilities Natural Gas	19,963	25,000	25,000	22,000
7400.104	Utilities Solid Waste	899	1,000	1,000	1,000
7400.108	Utilities Electric	36,589	35,000	35,000	39,000
7500.104	Repair and Maintenance Services Electrical	-	1,000	1,000	1,000
7500.130	Repair and Maintenance Services Building Maintenance	1,314	2,000	2,000	2,000

**City of Plymouth
Field House Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
7500.202	Repair and Maintenance Services Equipment Maintenance	5,680	3,500	3,500	3,500
7600	Rentals	3,017	6,000	6,000	6,000
8500	Depreciation	35,766	-	-	-
9000.100	Allocations Photocopying	198	-	-	-
9000.101	Allocations Information Technology	4,913	478	483	483
9000.102	Allocations Facilities Management	1,169	1,599	1,599	1,599
9000.106	Allocations Telephone	344	-	-	-
9000.110	Allocations Risk Management - OH, Premium	-	8,083	8,325	8,325
9500	Transfers Out	-	141,310	139,106	139,106
9500.100	Transfers Out General	3,824	3,824	3,824	3,824
9500.630	Transfers Out Risk Management	1,900	-	-	-
9920	Bank Fees	1,263	-	-	-
9920.100	Bank Fees Credit Card	-	1,000	1,000	1,000
Total Expenses		\$ 235,089	\$ 363,500	\$ 363,500	\$ 364,500

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**City of Plymouth
Central Equipment Revenue Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
4300	Charges for Services	\$ 13,337	\$ -	\$ -	\$ -
4380.303	Allocation Charges Central Equipment	2,418,204	2,556,000	2,556,000	2,556,000
4620	Contributions - Capital	11,449	-	-	-
4700.100	Interest Income Investments	102,553	20,000	20,000	20,000
4800	Other Revenues	1,030	-	-	-
4804	Sale of Asset	98,181	-	-	-
4805	Gain (Loss) of Capital Asset	(430)	-	-	-
4807	Refunds & Reimbursements	1,693	-	-	-
4900	Transfers In	-	274,637	931,793	698,625
4900.630	Transfers In Risk Management	5,859	-	-	-
Total Revenues		\$ 2,651,874	\$ 2,850,637	\$ 3,507,793	\$ 3,274,625

**City of Plymouth
Central Equipment Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 317	\$ -	\$ -	\$ -
6000.100	Salaries Regular	205,953	256,465	262,940	262,940
6000.200	Salaries Temporary	-	5,500	5,500	-
6020	Overtime	(199)	-	-	-
6020.100	Overtime Regular	15,288	25,000	25,000	15,000
6050	Benefits	(767)	37,622	50,988	50,988
6050.100	Benefits Social Security	12,937	17,795	17,855	17,235
6050.101	Benefits Medicare	3,025	4,165	4,175	4,030
6050.200	Benefits PERA	16,016	20,410	20,875	20,150
6050.201	Benefits Deferred Compensation	376	2,260	2,260	2,260
6060	Medical Insurance	739	-	-	-
6060.100	Medical Insurance Employer Contribution	34,805	-	-	-
6070	Dental Insurance	45	-	-	-
6070.100	Dental Insurance Employer Contribution	2,169	-	-	-
6080	Group Life Insurance	4	-	-	-
6080.100	Group Life Insurance Employer Contribution	264	500	500	500
6100	Office Supplies	912	-	-	-
6120.102	Operating Supplies Motor Fuels & Lubricants	540,249	665,000	685,000	685,000
6120.103	Operating Supplies Janitorial	-	200	200	200
6120.111	Operating Supplies License Plates	410	2,400	500	500
6130.100	Repair & Maintenance Supplies Equipment Parts	158,686	180,000	180,000	180,000
6130.109	Repair & Maintenance Supplies Welding	2,384	3,500	3,500	3,500
6130.111	Repair & Maintenance Supplies Chemicals	2,362	3,500	3,500	3,500
6130.119	Repair & Maintenance Supplies Recharges	1,625	2,000	2,000	2,000
6140.101	Miscellaneous Supplies Uniforms	140	-	-	-
6140.102	Miscellaneous Supplies Safety Equipment	869	-	-	-
6500.100	Employee Development Employee Training	750	1,000	1,000	1,000
6700	Dues and Subscriptions	1,603	2,400	2,600	2,600
7000	Professional Services	15,241	-	-	-
7017	Laundry Services	1,409	2,400	2,400	1,722

**City of Plymouth
Central Equipment Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
7100.100	Communications Postage	171	200	200	200
7200	Printing and Publishing	194	1,500	1,500	1,500
7400.102	Utilities Natural Gas	8,906	15,000	15,000	10,000
7400.103	Utilities Water and Sewer	4,177	4,200	4,305	4,305
7400.104	Utilities Solid Waste	1,087	1,000	1,000	2,000
7400.108	Utilities Electric	6,734	15,000	15,000	8,000
7500.118	Repair and Maintenance Services Janitorial Services	-	4,400	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	-	10,000	10,000	10,000
7500.202	Repair and Maintenance Services Equipment Maintenance	98,005	85,000	85,000	85,000
8000	Non-Cap Equip (< 5K)	10,031	15,000	15,000	20,000
8100.500	Capital Outlay (> 5K) Machinery and Equipment	453,645	1,271,400	1,890,200	1,680,700
8100.550	Capital Outlay (> 5K) Capitalize Machinery and Equip	(453,645)	-	-	-
8500	Depreciation	1,052,102	-	-	-
8930	Special Assessments	4,012	-	-	-
9000.101	Allocations Information Technology	28,804	50,999	50,385	50,385
9000.102	Allocations Facilities Management	26,380	20,231	20,231	20,231
9000.104	Allocations Mobile Phone	1,040	-	-	-
9000.106	Allocations Telephone	3,155	-	-	-
9000.110	Allocations Risk Management - OH, Premium	-	44,057	44,246	44,246
9000.111	Allocations Risk Management - Claims	-	75,033	75,033	75,033
9500.630	Transfers Out Risk Management	10,450	-	-	-
Total Expenses		\$ 2,277,342	\$ 2,850,637	\$ 3,507,793	\$ 3,274,625

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**City of Plymouth
Public Facilities Revenue Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
4380.107	Allocation Charges Postage	\$ 49,775	\$ -	\$ -	\$ -
4380.302	Allocation Charges Facilities Management	1,546,720	1,546,720	1,546,720	1,546,720
4700.100	Interest Income Investments	68,593	20,000	20,000	20,000
4800	Other Revenues	118	-	-	-
4807	Refunds & Reimbursements	11,971	-	-	-
4900	Transfers In	-	243,920	-	80,844
4900.400	Transfers In General Capital Projects	16,475	-	-	-
Total Revenues		\$ 1,693,652	\$ 1,810,640	\$ 1,566,720	\$ 1,647,564

**City of Plymouth
Public Facilities Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 2,677	\$ -	\$ -	\$ -
6000.100	Salaries Regular	126,840	128,486	131,020	119,389
6020.100	Overtime Regular	-	1,000	1,000	1,000
6050	Benefits	(61)	21,424	22,495	22,495
6050.100	Benefits Social Security	7,928	8,029	8,185	7,465
6050.101	Benefits Medicare	1,854	1,878	1,915	1,745
6050.200	Benefits PERA	9,196	9,388	9,575	8,730
6050.201	Benefits Deferred Compensation	200	1,200	1,200	1,200
6060	Medical Insurance	390	-	-	-
6060.100	Medical Insurance Employer Contribution	18,508	-	-	-
6070	Dental Insurance	57	-	-	-
6070.100	Dental Insurance Employer Contribution	2,716	-	-	-
6080	Group Life Insurance	6	-	-	-
6080.100	Group Life Insurance Employer Contribution	529	510	510	510
6100	Office Supplies	3,553	-	-	5,000
6100.100	Office Supplies Coffee and Cups	374	-	-	-
6120	Operating Supplies	-	200	200	200
6120.103	Operating Supplies Janitorial	25,457	32,000	34,000	34,000
6130.119	Repair & Maintenance Supplies Recharges	1,787	1,500	1,600	1,600
6140.100	Miscellaneous Supplies Medical	6,467	8,000	8,200	8,200
6140.101	Miscellaneous Supplies Uniforms	84	-	-	210
6140.102	Miscellaneous Supplies Safety Equipment	-	300	300	300
6700	Dues and Subscriptions	-	500	500	500
7000	Professional Services	32,804	4,000	4,000	4,000
7017	Laundry Services	352	500	500	500
7100.100	Communications Postage	47,405	5,000	5,000	-
7100.104	Communications Mobile Telephone	(200)	-	-	-
7400.102	Utilities Natural Gas	29,827	45,000	45,000	32,000
7400.103	Utilities Water and Sewer	10,708	10,916	11,189	11,189
7400.104	Utilities Solid Waste	14,977	13,000	13,000	16,000

**City of Plymouth
Public Facilities Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
7400.108	Utilities Electric	110,847	115,000	115,000	118,000
7500	Repair and Maintenance Services	629	-	-	-
7500.118	Repair and Maintenance Services Janitorial Services	102,973	125,000	125,000	125,000
7500.130	Repair and Maintenance Services Building Maintenance	409,105	300,000	300,000	320,000
7500.135	Repair and Maintenance Services Building Security	-	8,000	8,000	8,000
7500.139	Repair and Maintenance Services Facility Improvements	27,135	-	-	-
7500.202	Repair and Maintenance Services Equipment Maintenance	-	112,000	112,000	112,000
8000	Non-Cap Equip (< 5K)	7,128	2,000	2,000	2,000
8100.300	Capital Outlay (> 5K) Buildings	26,849	-	-	-
8100.350	Capital Outlay (> 5K) Capitalize Buildings	(26,849)	-	-	-
8100.500	Capital Outlay (> 5K) Machinery and Equipment	35,520	-	-	-
8100.550	Capital Outlay (> 5K) Capitalize Machinery and Equip	(35,520)	-	-	-
8100.800	Capital Outlay (> 5K) Construction Projects	-	820,000	410,000	491,000
8500	Depreciation	19,540	-	-	-
9000.100	Allocations Photocopying	325	-	-	-
9000.101	Allocations Information Technology	15,644	15,142	15,090	15,090
9000.102	Allocations Facilities Management	-	2,455	2,455	2,455
9000.104	Allocations Mobile Phone	1,146	-	-	-
9000.106	Allocations Telephone	1,147	-	-	-
9000.107	Allocations Central Equipment	7,806	8,000	8,000	8,000
9000.110	Allocations Risk Management - OH, Premium	-	7,122	7,311	7,311
9000.111	Allocations Risk Management - Claims	-	3,090	3,090	3,090
9500	Transfers Out	-	-	159,385	159,385
9500.630	Transfers Out Risk Management	4,750	-	-	-
Total Expenses		\$ 1,052,611	\$ 1,810,640	\$ 1,566,720	\$ 1,647,564

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**City of Plymouth
Information Technology Revenue Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
4300	Charges for Services	\$ 1,847	\$ -	\$ -	\$ -
4350.100	General Services Photocopies	27	-	-	-
4380.101	Allocation Charges IT Overhead	1,075,588	1,664,651	1,651,490	1,651,490
4380.102	Allocation Charges Software Maintenance	138,126	-	-	-
4380.103	Allocation Charges Hardware Replacement	348,083	-	-	-
4380.104	Allocation Charges Mobile Phone	79,675	-	-	-
4380.105	Allocation Charges Telephone	150,557	-	-	-
4380.106	Allocation Charges Photocopy	127,403	-	-	-
4380.107	Allocation Charges Postage	-	70,000	70,000	-
4380.108	Allocation Charges 800 MHz Radios	89,380	168,626	50,000	50,000
4380.400	Allocation Charges Security Systems Replacement	102,043	-	-	-
4700.100	Interest Income Investments	90,419	15,000	15,000	15,000
4800	Other Revenues	(115)	-	-	-
4804	Sale of Asset	10	-	-	-
4805	Gain (Loss) of Capital Asset	(226)	-	-	-
4807	Refunds & Reimbursements	15	-	-	-
4900	Transfers In	-	-	-	114,169
4900.100	Transfers In General	-	-	100,000	100,000
4900.500	Transfers In Water	10,000	-	-	-
4900.660	Transfers In Resource Planning	-	56,535	-	-
Total Revenues		\$ 2,212,830	\$ 1,974,812	\$ 1,886,490	\$ 1,930,659

**City of Plymouth
Information Technology Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ (4,210)	\$ -	\$ -	\$ -
6000.100	Salaries Regular	545,559	573,130	584,416	471,005
6050	Benefits	(2,620)	71,124	74,680	63,195
6050.100	Benefits Social Security	32,631	35,535	36,235	29,200
6050.101	Benefits Medicare	7,631	8,310	8,475	6,830
6050.200	Benefits PERA	38,964	41,555	42,370	34,145
6050.201	Benefits Deferred Compensation	5,486	8,650	8,650	8,650
6060	Medical Insurance	844	-	-	-
6060.100	Medical Insurance Employer Contribution	57,796	-	-	-
6070	Dental Insurance	48	-	-	-
6070.100	Dental Insurance Employer Contribution	3,003	-	-	-
6080	Group Life Insurance	19	-	-	-
6080.100	Group Life Insurance Employer Contribution	2,440	2,300	2,300	2,300
6100	Office Supplies	8,875	46,000	46,000	46,000
6110	Computer Supplies	1,282	2,500	2,500	2,500
6130	Repair & Maintenance Supplies	352	-	-	-
6130.100	Repair & Maintenance Supplies Equipment Parts	6,273	13,000	13,000	13,000
6130.122	Repair & Maintenance Supplies Cell phones & accessories	16	-	-	-
6500	Employee Development	3,000	-	-	-
6500.100	Employee Development Employee Training	10,825	21,000	21,000	21,000
6500.101	Employee Development City wide Training	-	4,000	4,000	4,000
6500.104	Employee Development Conferences & Seminars	1,234	6,240	4,000	4,000
6550	Mileage & Parking Reimbursement	-	100	100	100
6700	Dues and Subscriptions	-	875	875	875
7000	Professional Services	11,541	82,000	85,000	85,000
7100.100	Communications Postage	12	70,450	70,450	3,820
7100.102	Communications Data Communications	86,273	92,000	92,000	92,000
7100.103	Communications Telephone	34,009	38,000	38,000	38,000
7100.104	Communications Mobile Telephone	45,783	60,000	50,000	50,000
7200	Printing and Publishing	5,928	-	-	-

**City of Plymouth
Information Technology Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
7500.200	Repair and Maintenance Services Software	207,184	278,500	278,500	278,500
7500.201	Repair and Maintenance Services Departmental Software Maint	86,398	95,650	95,650	95,650
7500.202	Repair and Maintenance Services Equipment Maintenance	121,925	130,800	130,800	130,800
8000	Non-Cap Equip (< 5K)	116,317	160,300	95,300	347,900
8100.500	Capital Outlay (> 5K) Machinery and Equipment	87,483	-	-	-
8100.550	Capital Outlay (> 5K) Capitalize Machinery and Equip	(87,483)	-	-	-
8100.600	Capital Outlay (> 5K) Software	-	15,460	-	-
8500	Depreciation	254,061	-	-	-
9000.102	Allocations Facilities Management	63,836	66,211	66,211	66,211
9000.104	Allocations Mobile Phone	1,692	-	-	-
9000.107	Allocations Central Equipment	-	6,000	6,000	6,000
9000.110	Allocations Risk Management - OH, Premium	-	11,519	11,708	11,708
9500	Transfers Out	-	31,103	15,770	15,770
9912	Research & Development	-	2,500	2,500	2,500
Total Expenses		\$ 1,754,406	\$ 1,974,812	\$ 1,886,490	\$ 1,930,659

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**City of Plymouth
Risk Management Revenue Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
4380	Allocation Charges	\$ (10,464)	\$ 1,016,603	\$ 1,026,989	\$ 1,026,989
4700.100	Interest Income Investments	108,815	25,000	25,000	25,000
4800	Other Revenues	32	-	-	-
4802	Property Claims	168,660	-	-	-
4803	Worker's Comp Claims	213	-	-	-
4806	Premium Refunds	107,449	-	-	-
4807	Refunds & Reimbursements	4,896	-	-	-
4807.101	Refunds & Reimbursements Restitution	1,049	-	-	-
4900.100	Transfers In General	467,664	-	-	-
4900.200	Transfers In Recreation	26,955	-	-	-
4900.220	Transfers In Transit System	4,361	-	-	-
4900.250	Transfers In Community Dev Block Grant (CDBG)	1,652	-	-	-
4900.254	Transfers In HRA Section 8	7,843	-	-	-
4900.258	Transfers In HRA General	3,206	-	-	-
4900.500	Transfers In Water	50,419	-	-	-
4900.510	Transfers In Water Resources	24,723	-	-	-
4900.520	Transfers In Sewer	37,571	-	-	-
4900.530	Transfers In Solid Waste Management	5,609	-	-	-
4900.540	Transfers In Ice Center	9,500	-	-	-
4900.550	Transfers In Field House	1,900	-	-	-
4900.600	Transfers In Central Equipment	10,450	-	-	-
4900.610	Transfers In Public Facilities	4,750	-	-	-
Total Revenues		\$ 1,037,253	\$ 1,041,603	\$ 1,051,989	\$ 1,051,989

**City of Plymouth
Risk Management Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
6000	Salaries	\$ 942	\$ -	\$ -	\$ -
6000.100	Salaries Regular	47,647	70,470	74,426	74,426
6000.400	Salaries Workers Compensation	18,901	-	-	-
6050	Benefits	(200)	7,240	7,602	7,602
6050.100	Benefits Social Security	2,993	4,370	4,615	4,615
6050.101	Benefits Medicare	700	1,025	1,080	1,080
6050.200	Benefits PERA	3,237	5,110	5,400	5,400
6050.201	Benefits Deferred Compensation	1,791	427	427	427
6060	Medical Insurance	509	-	-	-
6060.100	Medical Insurance Employer Contribution	4,974	-	-	-
6070	Dental Insurance	32	-	-	-
6070.100	Dental Insurance Employer Contribution	919	-	-	-
6080	Group Life Insurance	6	-	-	-
6080.100	Group Life Insurance Employer Contribution	306	350	350	350
6100	Office Supplies	-	200	200	200
6140.103	Miscellaneous Supplies Ergonomic Equipment	-	300	300	300
6500.100	Employee Development Employee Training	-	500	500	500
6500.104	Employee Development Conferences & Seminars	-	500	500	500
6550	Mileage & Parking Reimbursement	-	100	100	100
6700	Dues and Subscriptions	40	700	700	700
7000	Professional Services	28,465	40,000	40,000	40,000
7300.100	Insurance Property	252,648	139,326	143,506	143,506
7300.101	Insurance Inland Marine	27,154	22,318	22,988	22,988
7300.102	Insurance General Liability	64,309	120,717	124,339	124,339
7300.103	Insurance Auto Liability	6,908	13,956	14,375	14,375
7300.104	Insurance Auto Comprehensive	30,913	28,665	29,525	29,525
7300.105	Insurance Auto Collision	46,744	-	-	-
7300.107	Insurance Boiler and Machinery	21,682	21,682	22,332	22,332
7300.108	Insurance Information Technology	-	4,836	4,981	4,981
7300.110	Insurance Employee Dishonesty	2,575	2,575	2,652	2,652

**City of Plymouth
Risk Management Expense Budget**

Account Number	Description	Actual 2011	Adopted 2012	Concept 2013	Amended 2013
7300.201	Insurance Workers Comp	285,020	206,000	212,180	212,180
9000.100	Allocations Photocopying	325	-	-	-
9000.101	Allocations Information Technology	3,683	3,825	3,865	3,865
9000.102	Allocations Facilities Management	3,043	5,932	5,932	5,932
9000.106	Allocations Telephone	373	-	-	-
9500	Transfers Out	-	340,479	329,115	329,115
9500.500	Transfers Out Water	8,634	-	-	-
9500.600	Transfers Out Central Equipment	5,859	-	-	-
9919	Administration Fees	10,541	-	-	-
9920	Bank Fees	517	-	-	-
9923	Claims	20,747	-	-	-
9923.200	Claims Uninsured	12,235	-	-	-
Total Expenses		\$ 915,175	\$ 1,041,603	\$ 1,051,989	\$ 1,051,989

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