

**CITY OF PLYMOUTH
AGENDA
SPECIAL COUNCIL MEETING
January 18, 2011, 5:30 p.m.
MEDICINE LAKE CONFERENCE ROOM**

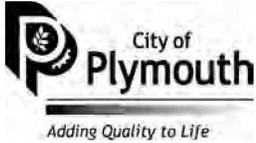
OATH OF OFFICE—Kathleen Murdock, Councilmember Ward 2

1. CALL TO ORDER

2. TOPICS

- A. Discuss Council Chambers renovation project
- B. Discuss Council goals and priorities for 2011
- C. Set Future Study Sessions
- D. Update with City Manager

3. ADJOURN



**SPECIAL
COUNCIL MEETING**

January 18, 2011

To: Laurie Ahrens, City Manager

Prepared by: Cal Portner, Administrative Services Director

Reviewed by: Doran Cote, Public Works Director
Helen LaFave, Communications Manager

Item: Council Chamber Renovation

1. ACTION REQUESTED:

Receive an overview of the Council Chamber Renovation project and authorize staff to advertise for bids.

2. BACKGROUND:

The Council Chambers audio-visual equipment was installed in 1996. Over the course of the past 14 years, typical wear-and-tear as well as technological advances has made the equipment obsolete. We have experienced more frequent equipment malfunctions and challenges finding replacement parts.

The Council approved the inclusion of the Chambers Renovation in the 2011-2015 Capital Improvement Plan. The approved 2011 Budget includes funding for the renovation.

In 2009, the city began a number of regularly scheduled maintenance improvements to City Hall including carpet replacement, wall coverings and some furniture replacement. Aside from carpet replacement, the Council Chambers is the only room in the facility that has not undergone these improvements.

As a member of the Northwest Community Television (NWCT) joint partnership, the city receives an annual grant intended for the purpose of broadcast improvements. These funds have been reserved for a number of years in anticipation of the proposed renovation. The grants originate from a fee paid by cable subscribers to support community access television.

To accommodate the technological upgrade, a number of structural adjustments are necessary to improve the camera angles, lighting, sound quality and broadcast product for webstreaming and cable television. The project will maintain the existing dais and millwork, carpeting and chairs.

Wall coverings will be replaced to improve sound quality, the existing soffit between the dais and seating area will be removed for camera placement and some ceiling work will be completed to cover holes from existing fixtures and to allow for improved lighting fixtures that will decrease shadows and lessen heat and glare.

The room improvements will also create a better multi-purpose venue for large group training and meetings.

The architects and technology consultants were tasked with a limited budget and accommodations were made to utilize as much of the existing infrastructure as possible. Due to the integral nature of the project, there are a number of structural improvements that need to be incorporated to ensure that the technology will operate effectively. Plymouth staff, including communications, IT and public facilities, has worked closely with Northwest Community TV, our technology consultants, Elert & Associates, and the architects to plan the project.

The Chambers will need to be vacated for up to eight weeks. Temporary broadcast accommodations are planned for the Medicine Lake Room in the interim. We are expecting the Council and commissions will be out of the Chambers in May and June.

The tentative project timeline is as follows:

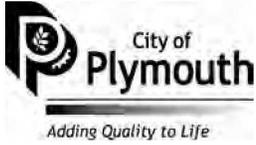
Jan. 18	Authorize Staff to Advertise for Bids
Jan. 31	Construction Drawings completed for Architectural, Engineering, AV
Feb. 10	Advertise for Bids
Feb. 24	Receive Bids
March 8	Council Meeting – Award Bids
Apr. 11-26	Staging
Apr. 27 – May 20	Construction Phase & Technology Rough In
May 16 - 27	AV Installation
June	Test, Train, & Accept

3. BUDGET IMPACT:

In all, \$289,000 was budgeted for the project. The broadcast and presentation technology is expected to be approximately \$154,000 and the construction costs were budgeted at \$88,000. The Council has already approved professional services fees of \$47,000.

4. ATTACHMENTS:

N/A



**SPECIAL
COUNCIL MEETING**

To: Mayor and City Council

Prepared by: Laurie Ahrens, City Manager

January 18, 2011

Item: Goals and Priorities

1. ACTION REQUESTED:

Adopt 2011-12 Council Goals and Priorities.

2. BACKGROUND:

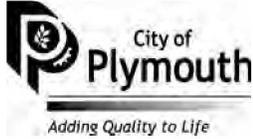
Each year, the City Council establishes goals and legislative priorities. The 2010 list is attached as a starting point for discussion. Please bring your desired goals to the meeting.

Typically, following an election, the Council has adopted a two-year goals and priorities list. The Council would still update the list in 2012, but thinking about initiatives and goals for the future two-year period would be helpful for staff in planning the upcoming biennial 2012-13 budget.

Department directors will be attending the meeting and prepared to provide a brief department update, as well as answer questions. I thought it may be helpful for the Council to also have a preview of the department work plans and initiatives prior to your session. Those are attached. This is not a goals list, but is provided to give you insight into some of the work anticipated for 2011 in each division.

3. ATTACHMENTS:

- A. 2010 Goals and Priorities
- B. 2011 Department Work Plans and Initiatives



2010 City Council Goals

- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.

2010 Legislative Priorities

I. TRANSPORTATION

- A. To efficiently transport commuters and promote business growth, the city encourages the legislature to identify long-term funding sources with growth potential to allow for the construction and maintenance of efficient transit and highway systems. Specifically, Plymouth supports the following:
1. Third lane expansion on I-494 from Highway 55 to I-94, the only portion of I-494 with two lanes. The city opposes a managed third lane for I-494.
 2. The city supports preservation of suburban transit, and the expansion of the transit taxing district.
 3. The city encourages improvements to Highways 169 and 55.

II. COMMUNITY DEVELOPMENT

- A. **Housing Persons Not Capable of Self-Preservation.** The city encourages clarification with respect to a conflict between the Fair Housing Act and the Uniform Building Code.
- B. **Day Care Facilities in Residential Areas.** The city encourages the amendment or clarification of MN Stat. 245A.14, Subd. 1, to require that a residential day care facility must be accessory to the principal use of a residential property and the business must be operated by residents of the residential structure.
- C. **180 Day Building Permit Rule.** The city encourages amendment of MN Stat. 326B.121 subd. 2 (2), to allow the ability to adopt ordinance language that could require exterior work of residential structures be completed within 180 days of building permit issuance.
- D. **Vehicle Miles Traveled.** The city opposes legislation mandating comprehensive plan amendments that includes requirements to calculate, monitor and reduce vehicle miles traveled to a previous date.
- E. **Future Comprehensive Plan Updates.** The city encourages the amendment of MN Stat. 473.864, Sec. 14. Subd. 2, requiring the next mandatory Comprehensive Plan Updates to be completed by 2022 so that it is better tied to the census. Cities currently update plans using census data that is approximately 7-8 years old. To better plan for demographic changes, updates should be required by the second year of a decade.

III. PUBLIC SAFETY

- A. **Local responsibility to collect and dispose of over-the-counter and prescription drugs.** The city opposes the proposal requiring local police agencies to act as a repository for the general public's unused prescription and over-the-counter drugs and to make the proper provisions for disposal. The mandate would increase liability exposure and costs.

- B. **Forfeiture and Seizure Laws.** The city opposes proposals to change the current forfeiture laws, whereby proceeds from lawful seizures would go to the state instead of local task forces. The current law has adequate checks and balances intended to ensure accountability and the proceeds have sustained drug task force operations.
- C. **Sentencing Guidelines for Weapons Crimes on School Property.** The city supports an increase of the sentencing guidelines for adults and juveniles for weapons-related offenses on school property to match that of courthouses and federal buildings.
- D. **Maintain Judicial System Funding.** The city strongly encourages support for full judicial system funding as it relates to pre- and post-sentencing impacts and retaining the Minnesota 4th District Ridgedale Courthouse.
- E. **Fire State Aid (2% Fund).** The city supports the continued distribution of Fire State Aid accumulated from insurance premium dues (2% funds) to fund firefighter pensions. Additionally, the city supports the continuation of state funding for fire training and education activities.

IV. GENERAL GOVERNMENT

- A. **Local Control.** The city opposes legislation that erodes local control or creates mandates without a corresponding state appropriation or funding mechanism.
 - 1. **Mandates.** Remove unnecessary reporting and other mandates and provide a funding source for state-required mandates.
 - 2. **Levy Limits.** The city opposes levy limits. State-imposed limits on local decision making are inconsistent with local accountability.
 - 3. **Market Value Homestead Credit.** The city supports payment of MVHC directly to the homeowner (not using cities as a conduit) in order to improve transparency and eliminate unpredictability in budgeting.
 - 4. **Fiscal Disparities.** The city encourages the legislature to reexamine the fiscal disparities program. Many of the factors which supported the original fiscal disparities law in the early 1970's may no longer be valid.
- B. **Buy American Law.** Clarify the law that requires purchased uniforms and safety equipment be manufactured in the U.S. There is a limited supply of American uniform, specialized technology, and equipment manufacturers who are able to meet required specifications. This unfunded mandate has unknown consequences.
- C. **Sales Tax Exemption on Local Government Purchases.** The city supports legislation to reinstate the sales tax exemption for all local government purchases.
- D. **Utility Relocations.** The city supports efforts to ensure relocation of utilities in a timely manner, efforts to increase service reliability, as well as indemnification from fees and fines when relocation is beyond the city's span of control.
- E. **Election Law.** The city supports enhancements to election law that improve efficiency, while maintaining system integrity including improvements in absentee and early voting.

COMMUNITY DEVELOPMENT DEPARTMENT

INSPECTIONS

1	CONVERT THE RENTAL LICENSING PROGRAM TO GOVERN
2	RIGHT STAFFING/MONITOR PROGRAMS
3	WEBSITE UPGRADES
4	NEW STATE BUILDING CODES

PLANNING

1	CENSUS/AMERICAN COMMUNITY SURVEY
2	FOUR SEASONS MALL STUDY
3	NW AREA DEVELOPMENT & REDEVELOPMENT
4	VARIANCE REGULATIONS

HOUSING

1	SENIOR BUILDINGS (OCCUPANCY, LEVY, LONG TERM IMPROVEMENT PLANS)
2	10 YEAR HISTORY OF CDBG PROGRAM, INCLUDING RECENT CDBG-R
3	WORKFORCE HOUSING – SANDS DEVELOPMENT
4	REDEVELOPMENT/ECONOMIC DEVELOPMENT

SUPPORT SERVICES

1	CREDIT CARDS (WITH ADMINISTRATION)
2	RECORD RETENTION (WITH ADMINISTRATION)
3	SECTION 8 PROGRAM
4	RENTAL LICENSING AND WEBSITE UPGRADES (WITH INSPECTIONS)

POLICE DEPARTMENT

PATROL

1	USE OF TECHNOLOGY AND ANALYSIS TO DIRECT PROACTIVE PATROLS
2	CONTINUE HIGH LEVELS OF VISIBILITY AND TRAFFIC ENFORCEMENT
3	SETTLE IN WITH ALL THE NEW TECHNOLOGY ADVANCEMENTS
4	

SERVICES

1	ENHANCING WORKING RELATIONSHIPS WITH OTHER CITY DEPARTMENTS
2	UTILIZE CRIME ANALYSIS TO ENHANCE OUR PROACTIVE POLICING UNIT
3	CONTINUE TO ANALYZE INVESTIGATION TIME AND CLEARENCE RATES
4	ENCOURAGE CREATIVITY AND FUTURISTIC THOUGHT PROCESS

PROFESSIONAL STANDARDS

1	RESTRUCTURE THE DEFENSIVE TACTICS TRAINING PROGRAM
2	LEAD THE NEW PROFESSIONAL STANDARDS SGT. TOWARDS PERSONAL SUCCESS
3	CREATE PROMOTIONAL PROCESSES TO EFFECTIVELY IDENTIFY THE BEST CHOICE
4	CONTINUE THE FOUNDATION OF A SUCESSFUL EMERGENCY MNGT. PROGRAM

ADMINISTRATION

1	ENHANCE QUALITY CONTROL OF DEPARTMENT RECORDS
2	CONTINUE TO WORK AND DEFINE PROCESSES FOR PROPERTY ROOM (DEVELOP SOP'S)
3	CONTINUE WORKLOAD ANALYSIS AND DEFINING AREAS OF RESPONSIBILITY
4	

PUBLIC WORKS DEPARTMENT

STREETS

1	FEDERAL SIGN RETROREFLECTIVITY UPGRADES
2	MAINTENANCE OVERLAY PROGRAM
3	STREET SWEEPING CONTRACT
4	SNOW PLOWING

UTILITIES

1	INFLOW AND INFILTRATION REDUCTION PROGRAM
2	FLOOD CONTROL
3	LIFT STATION REHABILITATION PROJECTS
4	NEW WELL

CENTRAL SERVICES

1	FLEET REPLACEMENT – FIRE APPARATUS
2	FLEET MAINTENANCE COST REDUCTION
3	CITY COUNCIL CHAMBERS UPGRADES
4	FLEET AND FACILITIES POLICY UPDATES

TRANSIT AND SOLID WASTE

1	TRANSIT SERVICE CONTRACT
2	RECYCLING SERVICE CONTRACT
3	MULTI-FAMILY AND COMMERCIAL RECYCLING
4	SPRING CLEANUP

ENGINEERING

1	NEW PAVEMENT MANAGEMENT PROGRAM
2	PETITIONED STREET RECONSTRUCTION PROJECTS
3	DEVELOPMENT
4	WATER RESOURCES PROJECTS

ADMINISTRATION

1	Department organization/reorganization – transitions and adjustments as staff retire
2	Hilde Performance Center grand opening
3	Northwest Greenway – continue to purchase land
4	CAPRA Accreditation polices and procedures implementation – efficiencies and responsiveness

VOLUNTEERS

1	Volgistics Software – full implementation
2	Senior Volunteers – explore transitioning /merging senior volunteers and City volunteers
3	Volunteer projects – i.e. sidewalk hearts; park history research & interview

PARKS MAINTENANCE

1	CIP projects – skate park replacement; dog park improvements; trail connections
2	GIS Park inventory and asset management project
3	Investigate playfield lighting systems– cost saving options

FORESTRY

1	Emerald Ash Borer – grant & plan implementation
2	Review & update community correspondence – customer friendly form letters
3	GIS tree inventory and asset management project

RECREATION

1	Arts initiatives – Art display collaboration with library and sculpture in the park grant initiative
2	Program enhancements – farmers market; movies in the park; special events
3	Senior programming – partnering with HRA to provide programs at senior housing facilities

PLYMOUTH CREEK CENTER

1	CIP project – replace ballroom wood floor
2	Implementation of two-a-day weddings

FIELD HOUSE

1	Reallocation of dome time – construction of Maple Grove dome and loss of Maple Brook Blast
2	Review of rental priority process – address non-residents and youth lacrosse
3	Evaluation of turf condition and replacement needs – currently in 2012 CIP

ICE CENTER

1	Energy saving initiatives – new doors dividing the rinks from the lower lobby
2	Facility repair and equipment replacement plan
3	Purchase new back-up cooling tower – prevent catastrophic (up-to 90 day) shut down of facility

ADMINISTRATIVE SERVICES DEPARTMENT

ASSESSING

1	COMPLETE TRANSITION TO C-I CAMA, UPDATE INFORMATION
2	CONTINUE TO WATCH FORECLOSURES AND SALES INFORMATION
3	MINIMIZE REFUNDS FROM TAX PETITIONS AND ABATEMENTS
4	PREPARE A FAIR AND EQUITABLE ASSESSMENT

CITY CLERK

1	RECEIVE CENSUS TRACT INFORMATION AND PREPARE REDISTRICTING MAPS
2	UPDATE DATA PRACTICES INFORMATION
3	REVIEW AND UPDATE CITY CODE
4	

COMMUNICATIONS

1	COMPLETE COUNCIL CHAMBER IMPROVEMENT PROJECT
2	WITH NWCT, IMPLEMENT SERVER-BASED CABLE CHANNEL PLAYBACK SYSTEM
3	PUBLISH SIX CITY NEWSLETTERS AND FIVE "EXTRA" SUPPLEMENTS
4	WORK WITH WATERSHEDS TO DEVELOP WORKSHOPS ON BEST PRACTICES

FINANCE

1	UB SCANNER AND INTERNAL PAYMENT IMPLEMENTATION
2	UTILITY RATE STUDY/TRUNK FUND ANALYSIS
3	AUDITOR RFP
4	STREET LIGHTING FEE IMPLEMENTATION

INFORMATION TECHNOLOGY

1	UPGRADE STORAGE AREA NETWORK
2	REPLACE OBSOLETE CAMPUS CCTV
3	RETRO FIT NEW SQUAD CARS
4	COMPLETE ANNUAL SOFTWARE/HARDWARE UPDATES

ADMINISTRATION

1	BEGIN 2012-13 BIENNIAL BUDGET PROCESS
2	ASSIST WITH LABOR CONTRACT NEGOTIATIONS
3	COMPLETE PROSECUTION SERVICES ANALYSIS
4	UPDATE POLICIES, PROPOSE CELL PHONE POLICY

HUMAN RESOURCES

1	COMPLETE LABOR NEGOTIATIONS FOR ALL FOUR LABOR UNIONS
2	EVALUATE AND PURCHASE HRIS SYSTEM
3	COMPLETE SALARY COMPARISON FOR NONREPRESENTED EMPLOYEES AND RECOMMEND SALARY PLAN
4	PREPARE BIENNIAL HR BUDGET AND CITYWIDE POSITION BUDGET

MEMO
CITY OF PLYMOUTH
 3400 PLYMOUTH BOULEVARD, PLYMOUTH, MN 55447

DATE: January 4, 2011
TO: Laurie Ahrens, City Manager
FROM: Richard C. Kline, Fire Chief
SUBJECT: 2011 Fire Department Goals

The 2011 fire department goals are recognized in an effort to evaluate our effectiveness and efficiencies; promoting a philosophy of continuous improvement within the Department. These overarching organizational goals form the foundation for our operational performance measures.

Our goals are divided into four broad categories, representing our desire to provide quality and value adding services to our internal and external customer.

I welcome your feedback.

ADMINISTRATION

1	Evaluate fire department strategic plan
2	Recruit additional Paid-On-Call Firefighters to reach authorized strength
3	Explore shared service(s) potential

OPERATIONS/TRAINING

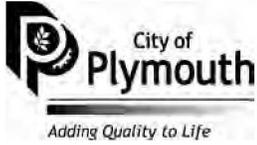
1	Collaborate with IT and external partners to develop an E-learning firefighter training reference
2	Collaborate with IT to develop external electronic access to selected files

EMERGENCY MANAGEMENT

1	Access secondary Emergency Operations Center (EOC) functionality
2	Conduct City emergency management exercise

FACILITIES & APPARTUS FLEET

1	Review apparatus replacement plan
2	Review facility maintenance plan



Agenda
Number:

2C

**SPECIAL
COUNCIL MEETING**

January 18, 2011

To: Laurie Ahrens, City Manager

Prepared by: Sandy Engdahl, City Clerk

Reviewed by: Cal Portner, Administrative Services Director

Item: Set Future Study Sessions

1. ACTION REQUESTED:

Review the pending study session topics list, and set study sessions or amend the topics list as desired.

2. ATTACHMENTS:

Pending Study Session Topic List
Official Calendars

Pending Study Session Topics

(at least 3 Council members have approved the following study items on the list)

- Discuss paperless Council packets (CC – report provided)
- Discuss Plymouth Creek Center and park system issues
- Meet with prosecutor for update and discuss Police Department's trends and statistics

Other requests for study session topics:

- Meeting with School District 281 representatives to discuss their study of a magnet school and possible uses of Pilgrim Lane Elementary School
- Review dangerous dog regulations/process (JW)

January 2011

SUN	MON	TUES	WED	THUR	FRI	SAT
					NEW YEAR'S DAY Observed CITY OFFICES CLOSED	1  NEW YEAR'S DAY
2	3	4	5 7:00 PM PLANNING COMMISSION MEETING Council Chambers	6	7	8
9	10	11 5:30 PM SPECIAL COUNCIL MEETING* Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	12 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Council Chambers	13 7:00 PM PARK & REC ADVISORY COMMISSION (PRAC) MEETING Council Chambers	14	15
16	17  MARTIN LUTHER KING JR. BIRTHDAY Observed CITY OFFICES CLOSED	18 5:30 PM SPECIAL COUNCIL MEETING** Medicine Lake Room	19 7:00 PM PLANNING COMMISSION MEETING Council Chambers	20	21	22
23	24	25 5:30 PM SPECIAL COUNCIL MEETING*** Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	26	27 7:00 PM HRA MEETING Medicine Lake Room	28	29
30	31					

* Meeting with Sheriff Stanek on Communications Facility
 ** Discuss Council Goals and Priorities for 2011 and
 Discuss Council Chambers Renovation
 *** Discuss Utility Rate Study and Utility Trunk Fund Analysis

Modified on 01/14/11

CHANGES ARE NOTED IN RED

February 2011

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2 7:00 PM PLANNING COMMISSION MEETING Council Chambers	3 6:00 PM BOARD AND COMMISSION RECOGNITION EVENT Plymouth Creek Center	4	5 2:00 PM FIRE & ICE FESTIVAL Parkers Lake
6	7	8 5:30 PM SPECIAL COUNCIL MEETING* Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Council Chambers	9 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Council Chambers	10 7:00 PM PARK & REC ADVISORY COMMISSION (PRAC) MEETING Council Chambers	11	12
13	14	15	16 7:00 PM PLANNING COMMISSION MEETING Council Chambers	17 7:00 PM HUMAN RIGHTS COMMISSION MEETING Medicine Lake Room	18	19
20	21  PRESIDENTS DAY CITY OFFICES CLOSED	22 7:00 PM REGULAR COUNCIL MEETING Council Chambers	23 7:00 PM PLYMOUTH ADVISORY COMMITTEE ON TRANSIT (PACT) MEETING Medicine Lake Room	24 7:00 PM HRA MEETING Medicine Lake Room	25	26
27	28					

* Discuss Transit System and Street Assessment Policy

Modified on 01/14/11

CHANGES ARE NOTED IN RED

March 2011

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2 7:30 AM STATE OF THE CITY MEETING Council Chambers 7:00 PM PLANNING COMMISSION MEETING Council Chambers	3 7:00 PM POLICE DEPT. ANNUAL RECOGNITION EVENT Plymouth Creek Center	4	5
6	7	8 7:00 PM REGULAR COUNCIL MEETING Council Chambers	9 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Council Chambers	10	11	12
13	14	15	16 7:00 PM PLANNING COMMISSION MEETING Council Chambers	17	18	19
20	21	22 7:00 PM REGULAR COUNCIL MEETING Council Chambers	23	24 7:00 PM HRA MEETING Medicine Lake Room	25	26
27	28	29	30	31		

Modified on 01/14/11