

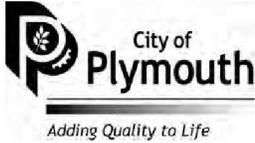
**CITY OF PLYMOUTH
AGENDA
SPECIAL COUNCIL MEETING
August 23, 2011, 5:30 p.m.
MEDICINE LAKE CONFERENCE ROOM**

1. CALL TO ORDER

2. TOPICS

- A. Discuss 2012-2016 Capital Improvement Program
- B. Discuss 2012/2013 Budget
- C. Set Future Study Sessions

3. ADJOURN



**SPECIAL
COUNCIL MEETING**

August 23, 2011

To: Laurie Ahrens, City Manager

Prepared by: Cal Portner, Administrative Services Director

Reviewed by:

Item: Capital Improvement Program and Budget Review

1. ACTION REQUESTED:

Review the 2012-2016 Capital Improvement Program and budget adjustments and provide staff direction.

2. BACKGROUND:

The Council has met on two occasions to review the preliminary budget. This meeting was scheduled to discuss changes to the Capital Improvement Program (CIP) and further discussion on the budget was added to the agenda.

The council was provided a copy of the 2012-2016 CIP with their budget books. Please bring your books and Draft CIP to the meeting.

Attached is a memo with responses to questions posed at the August 16 budget meeting. A draft analysis of the levy impact on property taxes will be provided if the information is available from the county.

The preliminary levy must be approved and certified to the county by September 15 of each year. The Council is scheduled to approve the preliminary levy at the regular Council meeting scheduled for September 13.

There are no further budget meetings scheduled before September 13, but the Council has set aside September 6 as a potential date for continued budget discussions if needed.

3. BUDGET IMPACT:

N/A

4. ATTACHMENTS:

Budget meeting response



City of Plymouth

Memo

Date: August 18, 2011
To: Laurie Ahrens, City Manager
From: Cal Portner, Administrative Services Director
Subject: Budget questions/response

At the August 16, 2011, budget meeting a number of questions were asked requiring further staff review. The following is in response to those questions.

1. Fire Operations – account 6050.100 (benefits social security) – explain why there would be an increase of 62.4%.

Social Security for 2012 is budgeted at \$19,500. This reflects a 13% increase over 2010 actual costs. The increase is due to moving the Public Safety Education Specialist from a 50/50 split between Police and Fire to 80% in Fire Ops and the 1% increase to temporary wages. The change will be reflected in the next version of the budget book.

2. Fire Duty Crew Division – accounts 6050 (benefits) and 6050.100 (benefits social security) – explain why there are increases of 68.3% and 164.2% respectively.

A newly requested Fire Captain position was inadvertently included in the 2012 budget. The position was removed prior to the budget going to Council; however, the benefits (\$10,000 in health insurance) were not deducted. This correction will be reflected in the next version of the budget.

3. Transit Expenditure – account 7000 (dues and subscriptions) – determine whether the dues and subscriptions are cost effective and mandatory.

Staff is reviewing transit dues and subscriptions and will provide recommendations to Council.

4. A report on the maintenance costs and issues at Station 73 transit facility.

Regarding professional services, a structural engineer was hired in 2010 to do core, particle and hammer tests on the concrete. The \$30,000 was a carryover from 2010 in case more work was required. There was no need for further services of this type and the budget can be decreased to \$5,000 to accommodate other professional services needed for transit and at the transit facilities.

The report came back fine except for water leakage and corrosion induced deterioration. A copy of that report is available if the need remains. Following is an excerpt from the report's findings:

RECOMMENDED REPAIR

We recommend the following repairs to reduce water leakage and subsequent corrosion induced concrete deterioration, reduce the extent of future repairs, and to extend the service life of the parking facility.

- Sealant at precast double tee joints
- Random cracks in precast double tee members
- Concrete curb damage
- Cast-in-place pour strip deterioration
- Worn traffic topping membrane
- Traffic topping installation along interior curbs
- Column connection pockets that are unsound
- Precast panel lift loop patches
- Floor drain riser connections
- Loose electrical accessible door operator button junction box
- Replace chainlink bottom fence bar.

5. Water Revenue Budget – account 4620 (contributions-capital) – explain the figure.

The number was estimated by the utilities superintendant after consulting finance. Development is projected to decline and the figures were adjusted to reflect projections. The figure is difficult to estimate as project completion timing varies greatly each year.

Explanation of capital contribution: The amount reflected in this account is the portion of an improvement project that is for water improvements. Project revenue and expenses are initially accumulated in a project fund. The revenue sources can be from Utility Trunk (contributions from developers), street reconstruction, assessments, etc. Once the project is completed, the water improvement portion is transferred into the Water Fund as a capital contribution. The asset and corresponding depreciation also reside in the Water Fund.

6. Water Expense Budget – account 7000 (Professional Services) – Show what makes up the services line item. Also, determine whether all the dues and subscriptions are cost effective and mandatory.

The following is a list of services that make up the Professional Services budget:

Leak Detection	12%
SCADA	31%
County Permits	2%
Pagers	1%
Annual Water Quality Report	5%
Hydrant Painting	18%
Other Misc.	31%

7. Water Expense Budget – account 7017 (laundry services) – explain why there is an 8.3% increase.

We are completing a deeper analysis of the laundry service expenditures at the time of this memo. Information will be provided for at the meeting.

8. Water Resources Revenue Budget – provide a comparison of contracting for street sweeping versus having a city employee doing the sweeping and figuring in the cost of equipment maintenance.

Staff considered the existing cost of contracting for street sweeping services versus the cost of adding an employee and found a payoff to be three years by adding a new employee and equipment. The additional staff would also aid the snow plowing pool.

An alternative would be to remove the staff and equipment addition from this budget, add back the contractual services amount for street sweeping and further analyze the benefit of doing the street sweeping in-house by conducting a pilot project.

9. Sewer Revenue Budget – account 4330.203 (utility charges sewer area charges) – verify whether those funds should go to the trunk fund and not the operating fund.

The charges are received for the trunk system construction and following the Utility Trunk Analysis, it was found the funds should be directed to the Trunk Expansion Fund.

10. Ice Center Revenue Budget – account 4360.114 (items for resale concessions) – provide a footnote for this item as it has been reclassified from account 4350.115.

The line item was changed because General Services items are not taxable. The food that is sold as concessions is taxable and they needed to be split for reporting purposes.

Unfortunately, due to software constraints and internal controls, there is no way to “re-class” history to a new account number. The software does not provide an audit trail to show the change history. Staff will manually track and annotate future budget worksheets for historical comparison.

11. Public Facilities Revenue Budget – account 4380.302 (allocation charges facilities management) – provide history on this line item.

The facilities report was previously provided for review. If you wish another copy, one can be provided.

12. Information Technology Revenue Budget – account 4900.660 (transfers in resource planning) – explain what the 2012 budgeted amount of \$56,535 is.

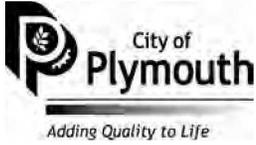
This is a transfer of the remaining funds related to 800 MHz radios for Police and Fire that were accumulated in the Resource Planning Fund. The radio’s are now only reflected in the IT budget and allocated back out to Police and Fire.

13. IT Allocations – provide a list of equipment allocations (phones, computers, etc.).

The IT allocation report was sent by email and a hardcopy will be available for Council at the meeting.

14. Increase Music in Plymouth contribution.

The donation for Music in Plymouth was increased to \$50,000 in the 2012 budget. The final disbursement amount will be at the Council’s discretion to be determined at a later date.



Agenda
Number:

2C

To: Mayor and City Council

**SPECIAL
COUNCIL MEETING**

Prepared by: Laurie Ahrens, City Manager

August 23, 2011

Item: **Set Future Study Sessions**

1. ACTION REQUESTED:

Review the list of pending study session items and schedule dates as desired. Calendars are attached for your use.

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)
- Meet with prosecutor for update and discuss Police Department's trends and statistics
- Update with City Manager – fall

Other requests for study session topics:

- Review dangerous dog regulations/process (JW)
- Discuss streamlining street lighting rates
- Update on surplus City properties

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5  LABOR DAY CITY OFFICES CLOSED	6 6:00 PM SPECIAL COUNCIL MEETING Budget Study Session <i>If Necessary</i> Medicine Lake Room	7 7:00 PM PLANNING COMMISSION MEETING Council Chambers	8 7:00 PM PARK & REC ADVISORY COMMISSION (PRAC) MEETING Council Chambers	9	10
11	12	13 7:00 PM REGULAR COUNCIL MEETING Council Chambers	14 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Parkers Lake Room	15	16	17
18	19	20	21 7:00 PM PLANNING COMMISSION MEETING Medicine Lake Room	22 6:00–9:00 PM OPEN HOUSE FOUR SEASONS MALL STUDY Plymouth Creek Center 7:00 PM HRA MEETING Parkers Lake Room	23	24 9:00 AM PLYMOUTH FIREFIGHTERS 5K Fire Station #2 11:30 AM PLYMOUTH ON PARADE CELEBRATION City Center Area
25	26	27 5:30 PM SPECIAL COUNCIL MEETING* Medicine Lake Room 7:00 PM REGULAR COUNCIL MEETING Medicine Lake Room	28	29 <i>Rosh HaShanah Begins at Sunset</i>	30 * Joint meeting with PACT to discuss operations	

Modified on 08/19/11

SUN	MON	TUES	WED	THUR	FRI	SAT
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2	3	4 6:30 PM VOLUNTEER RECOGNITION EVENT Plymouth Creek Center	5 7:00 PM PLANNING COMMISSION MEETING Medicine Lake Room	6	7	8 <i>Yom Kippur Begins at Sunset</i>
9	10  COLUMBUS DAY Observed PLYMOUTH PUBLIC WORKS DIVISION CLOSED	11 7:00 PM REGULAR COUNCIL MEETING Medicine Lake Room	12 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Parkers Lake Room	13 7:00 PM PARK & REC ADVISORY COMMISSION (PRAC) MEETING Plymouth Ice Center	14	15 12:00–3:00 PM FIRE DEPT. OPEN HOUSE Fire Station III
16	17	18	19 7:00 PM PLANNING COMMISSION MEETING Medicine Lake Room	20	21	22
23	24	25 7:00 PM REGULAR COUNCIL MEETING Medicine Lake Room	26	27 7:00 PM HRA MEETING Parkers Lake Room	28	29
30 <i>Modified on 08/19/11</i>	31 6:00–8:00 PM Halloween on the Creek Plymouth Creek Center					

November 2011

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2 7:00 PM PLANNING COMMISSION MEETING Medicine Lake Room	3 7:00 PM HUMAN RIGHTS COMMITTEE MEETING Parkers Lake Room	4	5
6	7	8 7:00 PM REGULAR COUNCIL MEETING Medicine Lake Room	9 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE (EQC) MEETING Parkers Lake Room	10	11  VETERANS DAY Observed CITY OFFICES CLOSED	12
13	14	15	16 7:00 PM PLANNING COMMISSION MEETING Medicine Lake Room	17 7:00 PM HRA MEETING Parkers Lake Room	18	19
20	21	22 7:00 PM REGULAR COUNCIL MEETING Medicine Lake Room	23	24  THANKSGIVING HOLIDAY CITY OFFICES CLOSED	25 THANKSGIVING HOLIDAY CITY OFFICES CLOSED	26
27	28	29	30 7:00 PM PLYMOUTH ADVISORY COMMITTEE ON TRANSIT (PACT) MEETING Medicine Lake Room			

Modified on 08/19/11