# **CITY of NOVI CITY COUNCIL**



# Agenda Item 6 October 8, 2018

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SUBJECT: Approval of resolution to authorize Budget Amendment #2018-19

SUBMITTING DEPARTMENT: Finance

# CITY MANAGER APPROVAL:

## BACKGROUND INFORMATION:

The City's annual budget is adopted by the third Monday in May each year and is effective July 1<sup>st</sup> each year. Quarterly budget amendments, along with rollover budget amendments, are approved by Council throughout the fiscal year.

Rollover budget amendments consist of projects or contracts that were budgeted for in the prior fiscal year and not completed by fiscal year-end. The balance of the incomplete contracts and projects as of June 30, 2018, will be expended in fiscal year 2018/2019, so it is necessary to amend the adopted FY 2018-19 Budget so these commitments can be completed. Final year-end closeout numbers for FY 2017-18 have become available, so the rollover budget amendment represents the projects/commitments that are in progress and not completed by June 30, 2018.

Fund		Rollover \$ Net Amount		
101 General Fund	\$	1,304,991		
202 Major Street Fund	\$	1,265,120		
203 Local Street Fund	\$	(146,112)		
204 Municipal Street Fund	\$	767,528		
208 Parks, Recreation, & Cultural Services Fund	\$	300,921		
210 Drain Fund	\$	(141,913)		
211 Drain Pertetual Maintenance Fund	\$	3,946,214		
263 PEG Cable Fund	\$	39,199		
266 Forfeiture Fund	\$	22,919		
400 Capital Improvement Program (CIP) Fund	\$	1,209,575		
402 Gun Range Facility Fund	\$	251,089		
403 Street Improvement Fund	\$	3,735,000		
590 Ice Arena Fund	\$	81,619		
592 Water & Sewer Fund	\$	16,871,601		
594 Senior Housing Fund (Meadowbrook Commons)	\$	11,280		
TOTAL	\$	29,519,031		

# FY 2018-19 Budget Rollover Summary

It is important to note that the estimated beginning fund balance (from the fourth quarter amendment passed by council in June 2018) is higher than originally anticipated. The reason for a higher than anticipated beginning fund balance is because the activity related to these rollovers was budgeted for but did not take place in FY 2017/2018 and instead will take place in FY 2018/2019 (no net effect).

## **RECOMMENDED ACTION:**

Approval of resolution to authorize Budget Amendment #2018-19

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## RESOLUTION

## NOW, THEREFORE BE IT RESOLVED that the following Budget Amendment# 2018-19 is authorized:

## INCREASE (DECREASE)

GENERAL FUND		
APPROPRIATIONS		
City Manager		
Other Services and Charges		16,000
Capital Outlay		6,700
Information Technology Department		
Other Services and Charges		13,630
Capital Outlay		12,213
City Clerk		
Other Services and Charges		90,000
Facility Management		
Other Services and Charges		25,963
Facility Management - Parks Maintenance		
Capital Outlay		494,000
Human Resources		
Capital Outlay		9,193
Fire Department		
Capital Outlay		20,000
Community Development - Planning		
Other Services and Charges		54,565
Department of Public Services - Engineering		
Other Services and Charges		12,017
Capital Outlay		34,766
Department of Public Services - Field Operations		
Capital Outlay		487,901
Department of Public Services - Fleet Asset		
Capital Outlay		28,043
TOTAL APPROPRIATIONS	\$	1,304,991
Net Increase (Decrease) to Fund Balance	\$	(1,304,991)
Ending Fund Balance	\$10,437,074	
Fund Balance as a % of total annual expenditures	30%	

MAJOR STREET FUND			
APPROPRIATIONS			
Other Services and Charges		144,690	
Capital Outlay		370,430	
Transfers Out		750,000	
TOTAL APPROPRIATIONS	\$	1,265,120	
Net Increase (Decrease) to Fund Balance	\$	(1,265,120)	
Ending Fund Balance		\$535,488	
Fund Balance as a % of total annual expenditures		13%	
		1070	
LOCAL STREET FUND			
REVENUES			
Transfers In	_	750,000	
TOTAL REVENUES	\$	750,000	
APPROPRIATIONS			
Maintenance		277 500	
		377,500	
Capital Outlay TOTAL APPROPRIATIONS	<u></u>	226,388	
	\$	603,888	
Net Increase (Decrease) to Fund Balance	\$	146,112	
Ending Fund Balance		\$742,297	
Fund Balance as a % of total annual expenditures	12%		
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MUNICIPAL STREET FUND			
REVENUES		107 101	
Other Revenue		137,104	
TOTAL REVENUES	\$	137,104	
APPROPRIATIONS			
Other Services and Charges		41,327	
Capital Outlay		863,305	
TOTAL APPROPRIATIONS	\$	904,632	
Net Increase (Decrease) to Fund Balance	\$	(767,528)	
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Ending Fund Balance	\$	\$3,722,341	
Fund Balance as a % of total annual expenditures		76%	

PARKS, RECREATION, & CULTURAL SERVICES FUND				
REVENUES				
Donations		34,700		
TOTAL REVENUES	\$	34,700		
APPROPRIATIONS				
691 Supplies		28,405		
691 Capital Outlay		269,866		
693 Program Expenditures		37,350		
	\$	335,621		
Net Increase (Decrease) to Fund Balance	\$	(300,921)		
Ending Fund Balance	e,	\$755,444		
Fund Balance as a % of total annual expenditures		25%		
DRAIN FUND				
REVENUES				
Transfers In		3,946,214		
TOTAL REVENUES	\$	3,946,214 <b>3,946,214</b>		
APPROPRIATIONS				
Other Services and Charges		50,638		
Capital Outlay		3,753,663		
TOTAL APPROPRIATIONS	\$	3,804,301		
Net Increase (Decrease) to Fund Balance	\$	141,913		
DRAIN PERPETUAL MAINTENANCE FUN	D			
APPROPRIATIONS				
Transfers Out		3,946,214		
TOTAL APPROPRIATIONS	\$	3,946,214		
Net Increase (Decrease) to Fund Balance	\$	(3,946,214)		
		<u>_</u>		
PEG CABLE FUND				
APPROPRIATIONS				
Capital Outlay		39,199		
TOTAL APPROPRIATIONS	\$	39,199		
APPROPRIATIONS	\$	(39,199)		
		<u>·</u>		
FORFEITURE FUND				
APPROPRIATIONS				
Capital Outlay		22,919		
	\$	22,919		
REVENUES	<del>،</del> \$	(22,919)		
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## INCREASE (DECREASE)

CAPITAL IMPROVEMENT PROGRAM (CIP) FUND			
REVENUES			
Transfers In		1,067,800	
TOTAL REVENUES	\$	1,067,800	
APPROPRIATIONS			
Capital Outlay		2,277,375	
TOTAL APPROPRIATIONS	\$	2,277,375	
Net Increase (Decrease) to Fund Balance	\$	(1,209,575)	
GUN RANGE FACILITY FUND			
APPROPRIATIONS			
Capital Outlay	<u> </u>	251,089	
	\$	251,089	
Net Increase (Decrease) to Fund Balance	\$	(251,089)	
STREET IMPROVEMENT FUND			
APPROPRIATIONS			
Capital Outlay		3,735,000	
TOTAL APPROPRIATIONS	\$	3,735,000	
Net Increase (Decrease) to Fund Balance	\$	(3,735,000)	
ICE ARENA FUND APPROPRIATIONS			
Other Services and Charges		41,600	
Capital Outlay		40,019	
TOTAL APPROPRIATIONS	\$	81,619	
Net Increase (Decrease) to Fund Balance	\$	(81,619)	
	<u> </u>		
WATER & SEWER FUND			
REVENUES			
Federal Grants		124,363	
TOTAL REVENUES	\$	124,363	
APPROPRIATIONS			
Other Services & Charges		221,873	
Transfers Out		3,103,100	
Capital Outlay		13,670,991	
TOTAL APPROPRIATIONS	\$	16,995,964	
Net Increase (Decrease) to Fund Balance	\$	(16,871,601)	

## INCREASE (DECREASE)

SENIOR HOUSING FUND			
	11,280		
\$	11,280		
\$	(11,280)		
	\$ \$		

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi at a regular meeting held on October 8, 2018

Cortney Hanson City Clerk

### Budget Amendment# 201819 - October 8, 2018

<u>GL #</u>	Project/Item Description	Budget Category	<u>Amount</u>
	General Fund		
<b>Expenditures</b>			
101-172.00-816.014	Corridor Improvement Authority	Other Services and Charges	16,000
101-172.00-986.025	VDI Server	Capital Outlay	6,700
101-205.00-803.000	Independent Audit	Other Services and Charges	7,900
101-205.00-850.000	Internal Technology (Dell Server Upgrades)	Other Services and Charges	5,730
101-205.00-986.025	VDI Server	Capital Outlay	12,213
101-215.00-802.215	Data Processing - Election Systems (Election Equipment)	Other Services and Charges	90,000
101-265.00-934.009	Civic Center Project	Other Services and Charges	11,003
101-265.00-934.302	Building Maint - FS #5 Bldg (Upgrades to kitchen, living quarters, & bathrooms)	Other Services and Charges	14,960
101-265.10-976.103	Equipment Storage Bldg @ ITC Sports Park	Capital Outlay	494,000
101-270.00-986.000	Internal Technology - Capital Outlay (OnBase Update)	Capital Outlay	9,193
101-337.00-976.000	Building Improvements (FS #1 Roof)	Capital Outlay	20,000
101-442.10-924.051	StreetLight Install - City Initiated	Other Services and Charges	12,017
101-442.10-981.002	LOT002 Fire Parking Lot (FS #4)	Capital Outlay	34,766
101-442.20-982.010	FLD031 Pickup Utility Boxes	Capital Outlay	23,406
101-442.20-984.011	FLD038 Dump Truck (replace #620)	Capital Outlay	133,195
101-442.20-984.013	FLD010 Dump Truck (replace #686)	Capital Outlay	250,000
101-442.20-984.014	FLD002 Dump Truck (new)	Capital Outlay	81,300
101-442.30-984.008	FLD013 Dump Truck (replace #687)	Capital Outlay	3,048
101-442.30-986.017	FLT001 Fleet Mgmnt/Integration Software	Capital Outlay	18,995
101-442.30-986.023	Fuel Management System	Capital Outlay	6,000
101-807.00-816.003	SIP - Updated Nonmotorized Master Plan 2011	Other Services and Charges	38,000
101-807.00-816.032	Traffic Study - Gr River/Novi Rd	Other Services and Charges	9,165
101-807.00-816.034	CDP003 Document Imaging - Scanning	Other Services and Charges	7,400
		=	\$ 1,304,991

### Net increase (decrease) to fund balance \$ (1,304,991)

Ending Fund Balance	\$10,437,074
Fund Balance as a % of total annual expenditures	30%

Major Street Fund			
Expenditures			
202-202.00-816.031	Ten Mile Rd Corridor Study	Other Services and Charges	72,465
202-202.00-816.032	Traffic Study - Gr River/Novi Rd	Other Services and Charges	4,750
202-202.00-805.064	Beck Rd Scoping (8Mi to Grand River Ave)	Other Services and Charges	67,475
202-202.00-863.022	ENG023 Signal Modern/turn (14 Mile & Haggerty)	Capital Outlay	23,564
202-202.00-863.023	ENG024 Signal Moder (Beck & Pontiac Trail)	Capital Outlay	17,734
202-202.00-865.031	Cabot Dr (12Mile to 13 Mile) & Lewis Dr (Cabot to Haggerty)	Capital Outlay	57,778
202-202.00-865.164	082-10 Crescent (Novi to Town Center)	Capital Outlay	33,675
202-202.00-865.177	132-27 Eleven Mile (Taft to Clark)	Capital Outlay	57,398
202-202.00-865.179	121-001 Taft (10 Mile to Grand River)	Capital Outlay	15,679
202-202.00-865.181	132-26 Eleven Mile Rehab (Beck to Wixom)	Capital Outlay	63,292
202-202.00-865.182	082-30 Eleven Mile Rehab (Taft to Beck)	Capital Outlay	101,310
202-000.00-965.203	Transfer to Local Street Fund	Transfers Out	750,000
			\$ 1,265,120

## Net increase (decrease) to fund balance \$ (1,265,120)

Ending Fund Balance	\$535,488
Fund Balance as a % of total annual expenditures	13%

<u>GL #</u>	Project/Item Description	Budget Category	Amount	
	Local Street Fund			
Revenues				
203-000.00-676.204	Transfer from Major Street Fund	Transfers In		750,000
			\$	750,000
Expenditures				
203-203.00-864.193	102-01 NRP 2018 - Asphalt (FY2018-19)	Capital Outlay		126,276
203-203.00-865.178	112-01 Sixth Gate Reconstruction	Capital Outlay		3,849
203-203.00-985.003	ENG002 2018 CPR Program FY1819	Capital Outlay		96,263
203-203.00-866.027	Routine Maintenance - TechCrete Road Repair	Maintenance		164,940
203-203.00-870.018	Chip Seal Program 2018	Maintenance		212,560
			\$	603,888

### Net increase (decrease) to fund balance \$ 146,112

	Ending Fund Balance	\$742,297			
	Fund Balance as a % of total annual expenditures	12%		al expenditures 12%	
	Municipal Street Fund				
Revenues					
204-000.00-581.000	092-50 Southwest Quadrant Ring Road-Contributions from local units	Other Revenue		137,104	
			\$	137,104	
Expenditures					
204-204.00-863.513	116-04 Napier/10 mile & paving 9-10 RCOC	Capital Outlay		122,886	
204-204.00-865.147	ENG007 Bridge - W. Park, Cranbrook, Meadowbrook	Capital Outlay		125,000	
204-204.00-865.261	092-50 SW Quandrant Ring Rd	Capital Outlay		170,740	
204-204.00-974.446	115-009 Segment #9 Pontiac Trail (Beck to W. Park Drive)	Capital Outlay		7,728	
204-204.00-974.452	125-005 Segment #14 Fourteen Mile (Beach Walk to East Lake)	Capital Outlay		15,952	
204-204.00-974.464	Walkable Sidewalks-Safe Route to Schools	Other Services and Charges		41,327	
204-204.00-974.467	125-105 Segment #105 Eight Mile (Garlfied to Napier)	Capital Outlay		282,461	
204-204.00-975.017	10-5002 ADA Compliance 2017	Capital Outlay		19,109	
204-204.00-975.018	10-5002 ADA Compliance 2018	Capital Outlay		84,429	
204-204.00-865.032	12 Mile/Novi Road Intersection RCOC/MDOT	Capital Outlay		35,000	
		- <b>-</b>	\$	904,632	

### Net increase (decrease) to fund balance \$ (767,528)

Ending Fund Balance	\$3,722,341
Fund Balance as a % of total annual expenditures	76%

### Parks, Recreation, & Cultural Services Fund

Revenues			
208-000.00-665.205	Villa Barr Donations	Donations	34,700
			\$ 34,700
Expenditures			
208-691.00-740.205	Villa Barr Property Operating Costs	Supplies	18,175
208-691.00-740.601	Operating Supplies - Park Amenities	Supplies	10,230
208-691.00-976.039	FAC012 Comm Center Reno (4 activity rooms)	Capital Outlay	15,652
208-691.00-977.001	100-05 ITC Community Sports Park Path Resurface	Capital Outlay	103,754
208-691.00-977.012	PRC016 ITC Community Sports Park Trail	Capital Outlay	150,460
208-693.00-960.647	Cultural Arts Grants	Program Expenditures	37,350
			\$ 335,621

#### Net increase (decrease) to fund balance \$ (300,921)

Ending Fund Balance	\$755,444
Fund Balance as a % of total annual expenditures	25%

	Budget Amendment# 201819 - C	October 8, 2018	
<u>GL #</u>	Project/Item Description	Budget Category	Amount
Devenues	Drain Fund		
<u>Revenues</u> 210-000.00-676.211	Transfer from Drain Perpetual Maintenance Fund	Transfer In	3,946,214 \$ 3,946,214
Expenditures		-	
210-211.00-872.050	Annual County Drain Assessments	Other Services and Charges	10,638
210-211.00-872.100	Randolph Drain Assessment	Other Services and Charges	25,000
210-211.00-872.200	Caddell Drain Assessment	Other Services and Charges	15,000
210-211.00-865.030	Bassett Drain Dredging & Culvert Replace	Capital Outlay	95,105
210-211.00-865.052	Storm Sewer & Structure Rehab - South Lake Drive	Capital Outlay	460,786
210-211.00-865.128 210-211.00-865.129	Heslip Drive Detention Basin Clean Out	Capital Outlay Capital Outlay	53,668 662,724
210-211.00-865.129	Streambank Stab - Middle Rouge at Flint	Capital Outlay Capital Outlay	244,846
210-211.00-865.130	Streambank Stab - Bishop Creek & Ingersol 133-05 Streambank Stab - Ingersol Creek	Capital Outlay Capital Outlay	431,522
210-211.00-865.144	153-02 Storm Drain Improv Pilot Project	Capital Outlay	549,264
210-211.00-865.150	ENG032 Thorton Creek (Center Street & Nine Mile)	Capital Outlay	8,671
210-211.00-984.022	FLD018 Truck Mounted Cmb Swr Clnr (replace #614)	Capital Outlay	400,000
210-211.00-985.004	ENG002 2019 CPR Prog FY1920	Capital Outlay	146,377
210-211.00-965.400	Transfer to Capital Improvement (CIP) Fund	Transfers Out	700,700
		- Net increase (decrease) to fund balance	
	Drain Darnatual Maintana		• • • • • • • • • • • • • • • • • • • •
Expenditures	Drain Perpetual Maintenar		
•	Transfer to Drain Fund	Transfers Out	3,946,214
			\$ 3,946,214
		=	
		Net increase (decrease) to fund balance	\$ (3,946,214)
Expenditures	PEG Cable Fund		
263-295.00-986.013	Phaser Replacement - PEG Cable	Capital Outlay	9,199
263-295.00-986.014	NBR001 Message Board @ Civic Center	Capital Outlay	30,000
		-	\$ 39,199
		Net increase (decrease) to fund balance	\$ (39,199)
	Forfeiture Fund		
Expenditures 266-266.00-983.100	Vehicle - new install	Capital Outlay	22,919
200 200100 7001100		-	\$ 22,919
		-	
		Net increase (decrease) to fund balance	\$ (22,919)
Revenues	Capital Improvement Program	n (CIP) Fund	
400-000.00-676.210	Transfer from Drain Fund	Transfers in	196,700
400-000.00-676.592	Transfer from Water and Sewer Fund	Transfers in	871,100
		-	\$ 1,067,800
Expenditures		-	
400-204.00-974.476	ENG027 Boardwalk Ext Repair/Replace Program	Capital Outlay	6,750
400-691.00-977.014	PRC034 Villa Barr Parking Lot Bus Loop	Capital Outlay	295,567
400-691.00-977.028	Bosco Property Improvements	Capital Outlay	1,975,058
		-	\$ 2,277,375

Net increase (decrease) to fund balance \$ (1,209,575)

<u>GL #</u>	Project/Item Description Budget Category		Amount
	Gun Range Facility Fund		
Expenditures			
402-402.00-976.000	Building Improvements (Gun Range)	Capital Outlay	251,089
		9	251,089
		Net increase (decrease) to fund balance	\$ (251,089)
	Street Improvement Fund		
Expenditures			
403-202.00-865.179	121-001 Taft (10 Mile to Grand River)	Capital Outlay	2,300,000
403-203.00-864.191	102-01 NRP 2018 - Concrete (FY2018-19)	Capital Outlay	488,477
403-203.00-864.193	102-01 NRP 2018 - Asphalt (FY2018-19)	Capital Outlay	211,523
403-204.00-974.446	115-009 Segment #9 Pontiac Trail (Beck to W. Park Drive)	Capital Outlay	735,000
		4	\$ 3,735,000
		Net increase (decrease) to fund balance	\$ (3,735,000)
	Ice Arena Fund		
<b>Expenditures</b>			
590-000.00-816.035	Capital Needs Assessment Study	Other Services and Charges	6,000
E00 000 00 024 004	Eleveter Meintenenes and Densin		22 ( 00

590-000.00-934.006 Elevator Maintenance and Repairs	Other Services and Charges	22,600
590-000.00-934.012 Locker Room Painting (8)	Other Services and Charges	13,000
590-000.00-969.014 ICE013 HVAC Mgmnt System Upgrade	Capital Outlay	40,019
	\$	81,619

## Net increase (decrease) to fund balance \$ (81,619)

Water & Sewer Fund			
Revenues			
592-000.00-508.451	SAW Grant	Federal Grants	124,363
			\$ 124,363
Expenditures			
592-592.00-936.550	Sanitary Maintenance - SAW Grant	Other Services and Charges	206,873
592-592.00-850.000	Internal Technology (OnBase Integration for W/S Records)	Other Services and Charges	15,000
592-592.00-865.198	SAD 179 Vistas of Novi Re	Capital Outlay	419,279
592-592.00-976.009	SAD 170 (phase 3B) Pump Station	Capital Outlay	52,349
592-592.00-976.014	WTS007 8 Mile Equalization Basin Project	Capital Outlay	7,000,000
592-592.00-976.017	10 Mile Loop Connect (W of Wixom)	Capital Outlay	311,910
592-592.00-976.025	WTS010 Wixom Road Pump Station	Capital Outlay	615,899
592-592.00-976.029	Nine Mile Road Gravity Relief Sewer	Capital Outlay	4,151,58
592-592.00-976.038	Sanitary Sewer Repair on Grand River	Capital Outlay	346,812
592-592.00-976.051	WTS023 Res Foot Drain Disconnect Program	Capital Outlay	14,200
592-592.00-976.059	Vactor Dumping/Cleaning Station	Capital Outlay	115,320
592-592.00-982.026	WTS014 Fixed Network - AMI Proj Ph1	Capital Outlay	100,66
592-592.00-982.027	WTS018 Fixed Network - AMI Proj Ph2	Capital Outlay	173,172
592-592.00-982.028	WTS019 SCADA Implement (3 meter replace)	Capital Outlay	78,79
592-592.00-984.011	FLD038 Dump Truck (replace #620)	Capital Outlay	60,00
592-592.00-986.001	SCADA Upgrades - Insystem Sewer Flow Meter	Capital Outlay	199,000
592-592.00-986.016	Sec Camera/Card Read-ILBS, Hudson, Lanny	Capital Outlay	32,000
592-592.00-965.400	Transfer to Capital Improvement (CIP) Fund	Transfers Out	3,103,100
			\$ 16,995,96

#### Net increase (decrease) to fund balance \$ (16,871,601)

		Senior Housing Fund	
<b>Expenditures</b>			
594-000.00-969.012	SNR010 Generator	Capital Outlay	11,280
			\$ 11,280
		Net increase (decrease) to fund balance	\$ (11,280)