# **CITY of NOVI CITY COUNCIL**



Agenda Item 13 June 27, 2016

SUBJECT: Approval of resolution to authorize Budget Amendment #2016-4

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. The budget is adopted at a function level (vs. line item). In accordance with the State Budget Act, budget amendments are completed throughout the fiscal year in order to reflect the most current information available related to revenue and expenditure budgets. Budget amendments that have a positive or negative impact on fund balance or change the function total are prepared for Council approval. Amendments between line-items within the same budget function (that do not have any impact on fund balance) are managed at the administration level. The amendments are based on actual and projected activity-to-date.

The fourth quarter budget amendment is attached and it is also summarized below. Fund balance summaries have been included for the funds with minimum fund balance requirements that are being amended this quarter. The summaries reflect amendments approved by Council through June 6, 2016.

eginning Fund	d Balance, July 1, 2015		\$	12,357,650
	Amended Revenue as of Council Meeting 06/6/2016	31,882,237		
2016-4	4th Quarter Budget Amendment	862,000		
	Amended Revenue as of Council Meeting 06/6/2016			32,744,237
	Amended Expenditures as of Council Meeting 06/6/2016	33,033,973		
2016-4	4th Quarter Budget Amendment	(528,000)		
	Amended Expenditures as of Council Meeting 06/6/2016			32,505,973
evenues over	(under) Expenditures		\$	238,26
timated Una	ssigned Fund Balance, June 30, 2016		\$	12,545,91
timated Rest	lcted Fund Balance, June 30, 2016		2	50,000
stimated Endi	ng Fund Balance, June 30, 2016		\$	12,595,914

#### **GENERAL FUND**

The proposed General Fund budget amendment request increases fund balance \$1,390,000 for the fourth quarter ending June 30, 2016. Revenues are being increased \$862,000 and expenditures are

being decreased \$528,000. The amendment keeps fund balance within Council set limits. The following highlights some of the significant reasons for the proposed amendment for this fund:

Revenues:

- Increase the license, permit, and charges for services revenue budget by \$710,000 to reflect increased development activity and the balance transfers related to the on-going escrow close-out project.
- Increase the interest earnings revenue budget by \$150,000 to reflect the overall increase in earnings from maximizing pooled investments and favorable investment returns.

Appropriations:

- Reallocation/reduction of employee health insurance expenditure budgets throughout the General Fund departments in the amount of \$608,100 to reflect savings from vacancies and slightly favorable renewal rates.
- Decrease the unemployment insurance expenditure budget within the Finance Department in the amount of \$25,000 to reflect actual and estimated citywide claims through fiscal year-end.
- Increase capital expenditure budgets within the City Clerk Department to purchase FOIA software in the amount of \$10,000. This software will increase efficiency, provide self-service to citizens, and provide oversight and a consistent approach to open record requests.
- Increase capital expenditure budgets within the DPS Fleet Asset Division in the amount of \$85,000 to purchase four pooled vehicles.
- Decrease the insurance deductibles expenditure budget within the City Attorney, Insurance, & Claims Department by \$50,000 to reflect the reduction in insurance claims this past fiscal-year.
- Reallocation of the ITC Community Sports Park equipment storage building budget to the Parks Maintenance Department from DPS in the amount of \$245,483. As mentioned in the 2<sup>nd</sup> and 3<sup>rd</sup> quarter budget amendment, the Facility Management – Parks Maintenance Department is a newly created budgetary department which will serve to summarize any Parks Maintenance related expenditures within the General Fund.
- Increase capital expenditure budgets within the Facility Management Parks Maintenance Department in the amount of \$18,000 to purchase an ABI Force Infield Groomer for aeration and grooming of park fields.
- Increase overtime expenditure budgets within the Police Department in the amount of \$28,500 due to vacancies in full-time positions (the employee health insurance reallocation mentioned above includes savings within the Police Department to help offset this request).
- Increase expenditure budgets within the Fire Department in the amount of \$31,600:
  - \$8,000 is requested for operating supplies to cover the cost of hydrant supplies through the end of the fiscal year
  - \$15,000 is requested for vehicle maintenance to cover the costs of several large apparatus repairs and any anticipated activity through the end of the fiscal year
  - \$8,600 is requested for auxiliary firefighter personnel to cover anticipated activity through the end of the fiscal year.

#### MAJOR STREET FUND

	MAJOR STREET FUND	
Beginning Func	Balance, July 1, 2015	\$ 832,658
2016-4	Amended Revenue as of Council Meeting 06/6/20167,450,2834th Quarter Budget Amendment(45,000)Amended Revenue as of Council Meeting 06/6/20167,450,283	7,405,283
2016-4 Revenues over	Amended Expenditures as of Council Meeting 06/6/20167,514,1594th Quarter Budget Amendment(45,000)Amended Expenditures as of Council Meeting 06/6/2016(45,000)(under) Expenditures(45,000)	 7,469,159 (63,876)
Estimated Endir	ng Fund Balance, June 30, 2016	\$ 768,782
Estimate	ed Ending Fund Balance, June 30, 2016, as a % of budgeted expenditures :	10.3%

The proposed Major Street Fund budget amendment has a net zero effect on fund balance and keeps the fund within Council set limits.

Revenue budgets and expenditure budgets are proposed to each decrease \$45,000 due to the reallocation of the infrared roadway repair program from major streets to local streets. The funds are being requested to be repurposed since the construction on I-275 has redirected traffic onto major roadways making it almost impossible for work to commence. Therefore, this reallocation of funds to local streets would allow for much needed repairs to be completed.

In addition, the balances of the 2015/16 major street construction projects that will not be completed by fiscal year-end are being transferred to the Street Improvement Fund.

#### LOCAL STREET FUND

		LOCAL STREET FUND	
Beginni	ing Fund	Balance, July 1, 2015	\$ 846,138
2	2016-4	Amended Revenue as of Council Meeting 06/6/20163,395,3684th Quarter Budget Amendment45,000Amended Revenue as of Council Meeting 06/6/201645,000	3,440,368
	2016-4 <b>ies over</b>	Amended Expenditures as of Council Meeting 06/6/20163,588,7674th Quarter Budget Amendment45,000Amended Expenditures as of Council Meeting 06/6/2016(under) Expenditures	 3,633,767 (193,399)
Estimate	ed Endin	ng Fund Balance, June 30, 2016	\$ 652,739
	Estimate	ed Ending Fund Balance, June 30, 2016, as a % of budgeted expenditures :	18.0%

The proposed Local Street Fund budget amendment has a net zero effect on fund balance and keeps the fund within Council set limits.

Revenue budgets and expenditure budgets are proposed to each increase \$45,000 due to the reallocation of the infrared roadway repair program from major streets to local streets. The funds are being requested to be repurposed since the construction on I-275 has redirected traffic onto major roadways making it almost impossible for work to commence. Therefore, this reallocation of funds to local streets would allow for much needed repairs to be completed.

In addition, the balances of the 2015/16 local street construction projects that will not be completed by fiscal year-end are being transferred to the Street Improvement Fund.

	MUNICIPAL STREET FUND		
Beginning Func	Balance, July 1, 2015		\$ 6,092,887
2016-4	Amended Revenue as of Council Meeting 06/6/2016 4th Quarter Budget Amendment Amended Revenue as of Council Meeting 06/6/2016	5,398,282 9,100	5,407,382
2016-4 Revenues over	Amended Expenditures as of Council Meeting 06/6/2016 4th Quarter Budget Amendment Amended Expenditures as of Council Meeting 06/6/2016 (under) Expenditures	10,390,181 9,100	 10,399,281 (4,991,899)
Estimated Assig	ssigned Fund Balance, June 30, 2016 gned Fund Balance, June 30, 2016 ng Fund Balance, June 30, 2016		\$ 403,488 697,500 1,100,988
Estimate	ed Ending Fund Balance, June 30, 2016, as a % of budgeted exp	enditures :	10.6%

#### MUNICIPAL STREET FUND

The proposed Municipal Street Fund budget amendment has a net zero effect on fund balance and keeps the fund within Council set limits.

Revenue budgets and capital expenditure budgets are proposed to each increase \$9,100 to reflect actual and anticipated activity related to the annual sidewalk program.

Also, \$45,000 is proposed to be reallocated between the transfers out expenditure budgets due to the reallocation of the infrared roadway repair program from major streets to local streets. The Municipal Street Fund subsidizes both the Major and Local Street funds, so this budget reallocation is necessary to properly record the transfer of funds. (see Major and Local Street funds).

#### PARKS, RECREATION, & CULTURAL SERVICES FUND

	PARKS, RECREATION, & CULTURAL SERVICES FUND		
Beginning Func	Balance, July 1, 2015	\$	1,718,366
2016-4	Amended Revenue as of Council Meeting 06/6/20163,500,5744th Quarter Budget Amendment(13,212)Amended Revenue as of Council Meeting 06/6/20161		3,487,362
2016-4 Revenues over	Amended Expenditures as of Council Meeting 06/6/20164,467,3174th Quarter Budget Amendment(36,220)Amended Expenditures as of Council Meeting 06/6/2016(1000)(under) Expenditures(36,220)		4,431,097 (943,735)
Estimated Restr	signed Fund Balance, June 30, 2016 icted Fund Balance, June 30, 2016 ng Fund Balance, June 30, 2016	\$ \$	604,436 170,195 774,631
Estimate	ed Ending Fund Balance, June 30, 2016, as a % of budgeted expenditures :		17.5%

The proposed Parks, Recreation, & Cultural Services Fund budget amendment request increases fund balance \$23,008 and keeps fund balance within Council set limits. The amendment decreases revenues by \$13,212 and decreases expenditures by \$36,220. The following highlights the reasons for the proposed amendment for this fund:

- Decrease program revenue by \$13,212 to reflect actual and projected activity.
- Decrease employee health insurance expenditure budgets by \$36,220 (see General Fund).

#### Tree Fund

The proposed Tree Fund budget amendment request increases fund balance by \$748,090. The amendment increases revenues by \$719,090 due to escrow closeouts and increased developer activities. The proposed amendment also decreases the health insurance expenditure budget by \$29,000 (see General Fund).

#### Drain Fund

The proposed Drain Fund budget amendment request reduces fund balance by \$331,170. The increase in the interest revenue budget of \$50,000 (see General Fund) is offset by the proposed increase in capital expenditure budgets in the amount of \$381,170 in order to reflect the most recent construction estimates.

#### PEG Cable Fund

The proposed PEG Cable Fund budget amendment request decreases fund balance by \$80,000. The amendment increases the capital expenditure budget by \$75,000 in order to fund the build out of the Novi Video Studio.

#### Library Construction Debt Fund

The proposed Library Construction Debt Fund budget amendment request decreases fund balance by \$291,000. The amendment increases property tax revenue by \$170,000 for the reduction on the county charge-back reserve. The amendment also reflects the gross proceeds from the refinancing of the Library bonds of \$9,971,161 and the payoff of the existing bonds and related fees totaling \$10,432,161. The refinancing included a one-time additional principal payment from the existing fund balance of \$461,000. The refinancing will save the City and the taxpayers directly approximately \$1.6 million over the remaining ten years of the bonds.

#### Street Improvement Fund

The proposed Street Improvement Fund budget amendment has a net zero effect on fund balance. The amendment reflects the transfer of unspent street construction funds to be completed during the 2016/2017 fiscal year (see Major and Local Street Funds).

#### Water & Sewer Fund

The proposed Water & Sewer Fund budget amendment request increases fund balance \$1,364,709. The amendment increases the revenue estimate for water sales by \$500,000 to reflect actual billings-todate. The amendment also decreases the capital expenditure budgets related to the WL/N WWTP Upgrades project in the amount of \$446,809 and the Water Main project on Meadowbrook Road (Under I96) in the amount of \$417,900.

#### **RECOMMENDED ACTION:**

Approval of resolution to authorize Budget Amendment #2016-4

	1	2	Υ	Ν	
Mayor Gatt					
Mayor Pro Tem Staudt					
Council Member Burke					
Council Member Casey					

	1	2	Υ	Ν
Council Member Markham				
Council Member Mutch				
Council Member Wrobel				

#### RESOLUTION

## NOW, THEREFORE BE IT RESOLVED that the following Budget Amendment# 2016-4 is authorized:

# INCREASE

(DECREASE)

GENERAL FUND	
REVENUES	
Licenses, Permits, and Charges for Services	710,000
Interest Income	150,000
Transfers In	2,000
TOTAL REVENUES	\$ 862,000
APPROPRIATIONS	
City Council	
Personnel Services	(5,000
City Manager	
Personnel Services	(13,000)
Finance Department	
Personnel Services	(31,500
Information Technology Department	
Personnel Services	(19,000
Assessing Department	
Personnel Services	(67,000
City Attorney	
Other Services and Charges	(50,000
City Clerk	
Personnel Services	22,000
Capital Outlay	10,000
Treasury Department	
Personnel Services	16,000
Facility Management	
Personnel Services	(36,000)
Facility Management - Parks Maintenance	
Personnel Services	65,000
Capital Outlay	245,483
Human Resources	
Personnel Services	(30,000
Police Department	
Personnel Services	(146,500)

Fire Department		
Personnel Services		46,600
Supplies		8,000
Other Services and Charges		15,000
Community Development - Building		
Personnel Services		15,000
Community Development - Planning		
Personnel Services		(65,000)
<b>Department of Public Services - Administration</b>		
Personnel Services		25,000
Capital Outlay		(245,483)
<b>Department of Public Services - Engineering</b>		
Personnel Services		(35,000)
Capital Outlay		5,000
<b>Department of Public Services - Field Operations</b>		
Personnel Services		(244,000)
<b>Department of Public Services - Fleet Asset</b>		
Personnel Services		(100,000)
Capital Outlay		85,000
Historical Commission		
Personnel Services		1,400
TOTAL APPROPRIATIONS	\$	(528,000)
Net Increase (Decrease) to Fund Balance	\$	1,390,000
MAJOR STREET FUND		
REVENUES		
Transfers In		(45,000)
TOTAL REVENUES	\$	(45,000)
APPROPRIATIONS		
Transfers Out		4,145,323
Maintenance		(45,000)
Capital Outlay		(4,145,323)
TOTAL APPROPRIATIONS	\$	(45,000)
Net Increase (Decrease) to Fund Balance	S	<b>.</b>
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LOCAL STREET FUND		
REVENUES		
Transfers In		45,000
TOTAL REVENUES	\$	45,000
APPROPRIATIONS		
Transfers Out		551,550
Maintenance		45,000
Capital Outlay		(551,550)
TOTAL APPROPRIATIONS	\$	45,000
Net Increase (Decrease) to Fund Balance	\$	-
MUNICIPAL STREET FUND		
REVENUES		
Licenses, Permits, and Charges for Services		9,100
TOTAL REVENUES	\$	9,100
APPROPRIATIONS		
Capital Outlay		9,100
TOTAL APPROPRIATIONS	\$	9,100
Net Increase (Decrease) to Fund Balance	\$	
PARKS, RECREATION, & CULTURAL SERVIC	ES FUND	
REVENUES		
Program Revenue		(13,212)
TOTAL REVENUES	\$	(13,212)
APPROPRIATIONS		
691 Personnel Services		(33,220)
695 Personnel Services		(3,000)
TOTAL APPROPRIATIONS	\$	(36,220)
Net Increase (Decrease) to Fund Balance	\$	23,008

TREE FUND		
REVENUES		
Other Revenue		719,090
TOTAL REVENUES	\$	719,090
APPROPRIATIONS		
Personnel Services		(29,000)
TOTAL APPROPRIATIONS	\$	(29,000)
Net Increase (Decrease) to Fund Balance	\$	748,090
DRAIN FUND		
REVENUES		
Interest Income	7	50,000
TOTAL REVENUES	\$	50,000
APPROPRIATIONS		
Capital Outlay		381,170
TOTAL APPROPRIATIONS	\$	381,170
Net Increase (Decrease) to Fund Balance	\$	(331,170)
PEG CABLE FUND		
APPROPRIATIONS		
Capital Outlay		75,000
Personnel Services		5,000
TOTAL APPROPRIATIONS	\$	80,000
Net Increase (Decrease) to Fund Balance	\$	(80,000)

LIBRARY CONSTRUCTION DEBT I	UND	
REVENUES		
Property Tax Revenue		170,000
Other Financing Sources		9,971,161
TOTAL REVENUES	\$	10,141,161
APPROPRIATIONS		
Debt Service		10,432,161
TOTAL APPROPRIATIONS	\$	10,432,161
Net Increase (Decrease) to Fund Balance	\$	(291,000
STREET IMPROVEMENT FUND	)	
REVENUES		
Transfers In		4,696,873
TOTAL REVENUES	\$	4,696,873
APPROPRIATIONS		
Capital Outlay		4,696,873
TOTAL APPROPRIATIONS	\$	4,696,873
Net Increase (Decrease) to Fund Balance	\$	ii B
WATER & SEWER FUND		
REVENUES		
Operating Revenue		500,000
TOTAL REVENUES	\$	500,000
APPROPRIATIONS		
Capital Outlay		(864,709
TOTAL APPROPRIATIONS	\$	(864,709
Net Increase (Decrease) to Fund Balance	S	1,364,709

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 June 27, 2016

Cortney Hanson City Clerk

#### Budget Amendment# 2016-4 - June 27, 2016

<u>GL#</u>	Gl# Description	Budget Category	Amount		
General Fund					
Revenues 101-000.00-475.500 101-000.00-484.000 101-000.00-664.700 101-000.00-676.268	Wet, Wood, Landscape Insp/Review Fees Other Charges Interest on Trust and Agency Funds Transfer from Library Fund	Licenses, Permits, & Charges for Services Licenses, Permits, & Charges for Services Interest Income Transfers In	570,000 140,000 150,000 2,000 \$ 862,000		
Expenditures 101-101,00-715,000 101-172,00-716,000 101-201,00-716,000 101-209,00-716,000 101-209,00-716,000 101-215,00-716,000 101-215,00-716,000 101-253,00-716,000 101-265,10-776,103 101-265,10-776,103 101-265,10-776,000 101-301,00-706,000 101-301,00-716,000 101-337,00-716,000 101-337,00-721,500 101-337,00-721,500 101-337,00-740,000 101-337,00-740,000 101-337,00-740,000 101-342,00-976,000 101-442,00-976,000 101-442,00-976,000 101-442,00-716,000 101-442,00-716,000 101-442,30-981,001 101-442,30-983,000 101-807,00-716,000 101-807,00-716,000	Social Security Insurance Insurance Unemployment Insurance Insurance Insurance Insurance Deductibles Insurance Insurance Insurance Building Improvements Insurance Overtime Insurance Auxiliary Firefighters Operating Supplies Vehicle Maintenance Insurance Building Improvements Insurance Building Improvements Insurance Insurance Insurance Insurance Insurance Insurance Insurance Insurance Insurance Insurance Insurance Library Main Entrance Insurance Insurance Insurance Insurance Insurance Insurance Insurance Insurance Insurance Insurance Insurance Insurance Insurance Insurance Insurance	Personnel Services Personnel Services Personnel Services Personnel Services Personnel Services Personnel Services Other Services and Charges Personnel Services Personnel Services Capital Outlay Personnel Services Personnel Services	<ul> <li>↓ 002,000</li> <li>(5,000)</li> <li>(13,000)</li> <li>(6,500)</li> <li>(25,000)</li> <li>(19,000)</li> <li>(67,000)</li> <li>(50,000)</li> <li>22,000</li> <li>10,000</li> <li>16,000</li> <li>(36,000)</li> <li>65,000</li> <li>245,483</li> <li>(30,000)</li> <li>28,500</li> <li>(175,000)</li> <li>38,000</li> <li>8,600</li> <li>8,600</li> <li>8,600</li> <li>15,000</li> <li>14,000</li> <li>(528,000)</li> <li>\$ (528,000)</li> </ul>		
Major Street Fund					
Revenues 202-000.00-676.204	Transfer from Municipal Street Fund	Transfers In	(45,000)		
Expenditures 202-000.00-965.403 202-202.00-865.403 202-202.00-866.025	Transfer to street Improvement Fund Construction - Allocated to Fund 403 Routine Maintenance - Infrared Roadway Repair	Transfers Out Capital Outlay Maintenance	\$ (45,000) 4,145,323 (4,145,323) (45,000) \$ (45,000)		
Local Street Fund					
Revenues 203-000.00-676.204	Transfer from Municipal Street Fund	Transfers In	<u>45,000</u> \$ 45,000		
Expenditures 203-000.00-965.403 203-203.00-865.403 203-203.00-866.025	Transfer to street Improvement Fund Construction - Allocated to Fund 403 Routine Maintenance - Infrared Roadway Repair	Transfers Out Capital Outlay Maintenance	551,550 (551,550) 45,000 \$ 45,000		
Municipal Street Fund					
<u>Revenues</u> 204-000.00-491.000	Sidewalk Contrib in lieu of construction	Licenses, Permits, & Charges for Services	<u>9,100</u> \$ 9,100		
Expenditures 204-000.00-965.202 204-000.00-965.203 204-204.00-974.466	Transfer to Major Street Fund Transfer to Local Street Fund Sidewalks 2016 (seg 1B, 10, Taft/Jacob)	Transfers Out Transfers Out Capital Outlay	(45,000) 45,000 9,100 \$ 9,100		

#### Budget Amendment# 2016-4 - June 27, 2016

<u>GL#</u>	GL# Description	Budget Category	Amount	
Parks, Recreation, & Cultural Services Fund				
<u>Revenues</u> 208-000.00-653.001	Adult Softball League	Program Revenue	(13.212) \$ (13.212)	
Expenditures 208-691.00-716.000 208-695.00-716.000	Insurance Insurance	Personnel Services Personnel Services	(33,220) (3,000) \$ (36,220)	
Tree Fund Revenues				
209-000.00-665.260	Tree Fund Revenue	Other Revenue	719,090 \$ 719,090	
Expenditures 209-000.00-716.000	Insurance	Personnel Services	(29.000) \$ (29.000)	
	Drain Fund			
<u>Revenues</u> 210-000.00-664.000	Interest on Investments	Interest Income	\$ 50,000	
Expenditures 210-211.00-805.161 210-211.00-865.144 210-211.00-865.294 210-211.00-865.435	Engineering - Novi Rd (12 to 13 Rehab) Storm Drainage Improvement Pilot Project Power Park Drainage Improvements Construction - Neighborhood Roads 2015	Capital Outlay Capital Outlay Capital Outlay Capital Outlay	10,170 300,000 31,000 40,000 \$ 381,170	
	PEG Cable Fund			
Expenditures 263-295.00-718.000 263-295.00-718.500 263-295.00-980.100	Pension - DB Normal Cost Retiree Healthcare Benefits Communications Equipment	Personnel Services Personnel Services Capital Outlay	2,500 2,500 75,000 \$ 80,000	
	Library Construction Debt Fund			
Revenues 317-000.00-401.000 317-000.00-403.000	Proceeds from Debt Issuance Property Tax Revenue - Current Levy	Other Financing Sources Property Tax Revenue	9,971,161 170,000 \$ 10,141,161	
Expenditures 317-000.00-991.000 317-000.00-996.000	Principal Bond Closing Costs	Debt Service Debt Service	10,348,462 83,699 \$ 10,432,161	
	Street Improvement Fund			
Revenues 403-000.00-676.202 403-000.00-676.203	Transfer From Major Street Fund Transfer From Local Street Fund	Transfers In Transfers In	4,145,323 551,550 \$ 4,696,873	
Expenditures 403-202.00-865.161 403-202.00-865.162 403-202.00-865.163 403-202.00-865.164 403-203.00-865.436	Construction - Novi Rd (12 to 13 Rehab) Construction - 9 mile (Meadowbrook to Novi) Construction - Karim Blvd Rehab Construction - Crescent (Novi to Twn Ctr) Construction - Neighborhood Roads 2016	Capital Outlay Capital Outlay Capital Outlay Capital Outlay Capital Outlay	479,572 456,940 778,540 2,430,271 551,550 \$ 4,696,873	
Water and Sewer Fund				
<u>Revenues</u> 592-000.00-411.000	Water Sales	Operating Revenue	500,000 \$ 500,000	
Expenditures 592-592.00-976.010 592-592.00-976.030	Capital Outlay - WL/N WWTP Upgrades Water Main Meadowbrook Rd (under 196)	Capital Outlay Capital Outlay	(446,809) (417,900) \$ (864,709)	