



CITY of NOVI CITY COUNCIL

Agenda Item: 9
September 8, 2008

SUBJECT: Approval of resolution to authorize first quarter Budget Amendment #2009-01

SUBMITTING DEPARTMENT: Finance

CITY MANAGER APPROVAL: 

Attached is the resolution for the first quarter budget amendment which primarily includes rollover items, as well as other items approved by City Council since the budget adoption.

The following is the unaudited estimate for the General Fund – Fund Balance for the beginning of the 2008-9 fiscal year. Please note that the estimate reflects an increase of approximately \$890,000 greater than anticipated. The library amendment approved at the last Board meeting is included.

City of Novi - General Fund	
<u>General Fund - Fund Balance (unaudited)</u>	
Estimated beginning Fund Balance (unaudited), July 1, 2008	\$ 12,413,000
Appropriated to the 2008-2009 Budget	(3,374,241)
First Quarter Budget Amendment	(1,931,100)
Estimated Fund Balance	<u>\$ 7,107,659</u>
 Total estimated General Fund - Fund Balance (pg 25 Budget)	 <u>\$ 6,245,156</u>

RECOMMENDED ACTION: Approval of resolution to authorize first quarter Budget Amendment #2009-01.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Crawford				
Council Member Gatt				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

BUDGET AMENDMENT #2009-1 RESOLUTION

NOW, THEREFORE BE IT RESOLVED that the following First Quarter Budget Amendment #2009-1 is authorized:

		<u>INCREASE (DECREASE)</u>
GENERAL FUND		
REVENUE		
Appropriation of Fund Balance		<u>\$ 1,889,125</u>
APPROPRIATIONS		
CITY MANAGER		
Personal Services - Permanent Salaries (approved by CC July 28, 2008)	\$ 4,200	(b)
FINANCE		
Capital Outlay - Data Processing (Work Flow - Document Imaging)	115,700	(a)
ASSESSING		
Other Services & Charges (Tax Tribunal Appraisals)	50,000	(b)
BUILDING & GROUNDS		
Capital Outlay - Building Improvements (Civic Center Parking Lot Lighting-approved by CC Aug 25, 2008; Entryway Signage \$74,000; Security Enhancements \$14,000-memo attached; Fire alarm system remaining \$1,500)	337,725	(a) & (b)
BUSINESS & NEIGHBORHOOD RELATIONS GROUP		
Other Services & Charges (AT&T T-1 costs materials included with current CC agenda)	14,000	(b)
Capital Outlay - Communications Equipment (approved by CC July 7, 2008)	21,000	
GENERAL ADMINISTRATION		
Other Services & Charges - Property & Liability Insurance	(127,000)	(b)
FIRE		
Capital Outlay - Fire Equipment (Replace Rescue & Fire Engine #5 \$637,000) Building Improvements; (Renovations Fire Station #2 \$677,000)	1,314,000	(a)
DEPARTMENT OF PUBLIC WORKS		
Capital Outlay - Heavy Equipment (Dump truck)	<u>159,500</u>	(a)
	<u>\$ 1,889,125</u>	
PARKS, RECREATION AND FORESTRY		
REVENUE		
Appropriation of Fund Balance		<u>\$ 1,650,470</u>
APPROPRIATIONS		
Capital Outlay - Park Development; (Lakeshore Park Shelter \$35,500; Power Park Lighting \$604,650; Community Sports Park Soccer Field Improvements \$155,000, Purchase of Parkland Pursuant to grant \$853,150; Purchase of foreclosed property approved by CC \$3,000)	<u>\$ 1,650,470</u>	(a)
TREE FUND		
REVENUE		
Grant Revenue (Approved by CC Aug 25, 2008)	\$ 20,000	(b)
Appropriation of Fund Balance	20,000	
	<u>\$ 40,000</u>	
APPROPRIATIONS		
Tree Inventory - Consulting Services (Approved by CC August 25, 2008)	<u>\$ 40,000</u>	(b)

(a) Rollover items

(b) Current year service and capital adjustments (see notes above)

**BUDGET AMENDMENT #2009-1
(Continued)**

MAJOR STREET FUND

REVENUE

Appropriation of Fund Balance \$ 63,000

APPROPRIATIONS

Construction - Ten Mile/Beck Intersection \$ 63,000 (a)

LOCAL STREET FUND

REVENUE

Appropriation of Fund Balance \$ 40,000

APPROPRIATIONS

Construction - Neighborhood Road Improvements \$ 40,000 (a)

MUNICIPAL STREET FUND

REVENUE

Appropriation of Fund Balance \$ 408,600

APPROPRIATIONS

Construction - Crown/Ingersol \$230,000; Sidewalk program \$178,600 \$ 408,600 (a)

FORFEITURE FUNDS

REVENUE

Appropriation of Fund Balance \$ 629,800

APPROPRIATIONS

Other Services & Charges - Data Processing \$ 4,600
 Capital Outlay - Building Improvements (Police Headquarters Building Critical Maintenance Needs \$461,000; Lighting Project \$89,000 - approved by CC Aug 25, 2008) Vehicles (Installs of new vehicles \$10,200); Data Processing (Document Imaging \$65,000) 625,200
\$ 629,800

LIBRARY FUND

REVENUE

Interest Income \$ 23,300 (b)
 Appropriation of Fund Balance 48,000
\$ 71,300

APPROPRIATIONS

Personal Services - Permanent Salaries (approved by Library Board Aug 27, 2008 see attached) \$ 86,300 (b)
 Other Services & Charges - Professional Services (15,000) (b)
\$ 71,300

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 September 8, 2008 .

 Maryanne Cornelius
 City Clerk

- (a) Rollover items
- (b) Current year service and capital adjustments (see notes above)

MEMORANDUM



TO: KATHY SMITH-ROY, FINANCE DIRECTOR
FROM: DAVID E. MOLLOY, CHIEF OF POLICE *DEM*
SUBJECT: SECURITY ENHANCEMENTS
DATE: AUGUST 29, 2008

In May 2008, the Novi Police Department conducted a comprehensive security review of our City Council Chambers in response to a deadly shooting of Council members and employees in Kirkwood, Missouri. Two of the primary recommendations from the survey involved the installation of proximity card readers in strategic locations as well as a dedicated phone line from the Council dais which will ring directly into the Police Department's 911 Center. These enhancements, in combination with existing security measures, will dramatically enhance the safety and security of all Council members and City staff. The costs associated with these security enhancements were not included as part of FY 2008/2009 budget, therefore, I respectfully request the incorporation of the following expenditures in a budget amendment:

- Installation of one AT&T "ring-down" phone at the Council dais. Installation is \$456.00 with a recurring monthly service fee of \$185.00.

Total cost - **\$2,676**

- Installation of five (5) new Protection One proximity lock readers at the following locations:
 - One on each of the two doors entering the Council Conference room.
 - One on each of the two doors entering Council Chambers from the rear.
 - One reader on the storage room off the hallway adjacent to the Council Chambers.
 - Reconfigure and connection of the existing card reader on the entry door to the new Human Resource suite – formerly occupied by Novi Youth Assistance.

Total equipment and installation cost - **\$13,919**

- Total costs for all security enhancements - **\$16,595**

Please let me know if you have any questions or require additional documentation.

C: Rob Petty, Chief Information Officer
Sue Morianti, Purchasing Manager
Tia Gronlund-Fox, Human Resources Director



CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
AUGUST 27, 2008

DRAFT

1. Call to Order and Roll Call

Library Board

- Laura M. Casey, President
- Ramesh Verma, Vice President
- Palma Fouratt, Secretary
- Larry Kilgore, Treasurer
- Willy Mena, Board Member
- Mark Sturing, Board Member

Absent and Excused

- Larry Czekaj, Board Member
- Emily Bank, Student Representative
- Satya Dalavayi, Student Representative

Library Staff

- Julie Farkas, Director
- Mary Ellen Mulcrone, Assistant Director
- Margi Karp-Opperer, Assistant Director
- Marcia Dominick, Administrative Assistant

The meeting was held at the Novi Public Library, 45245 W. Ten Mile Road, Novi, Michigan 48375, and was called to order by Laura M. Casey, President, at 7 p.m.

2. Budget Amendments

A motion was made to amend the budget to:

- Increase account number Current Property Taxes (268-000.00-403.000) to \$2,730,000. *(City already acknowledged)*
- Apply Appropriation of Fund Balance (268-000.00-680.000) of \$48,000 to Personal Services Expenditures.
- * Increase the interest income (268-000.000-664.000) from \$26,700 to \$50,000. = \$23,300
- Increase the Bank Services (268-000.00-802.100) to \$200.
- Reduce Conferences & Workshops (268-000.00-956.000) to \$26,800. } *net - 0 - same category*
- * Reduce Professional Services (268-000.00-816.000) from \$50,000 to \$35,000. = <15,000>

Change of the budget funds from various categories to Personal Services.

- 1st - Larry Kilgore
- 2nd - Mark Sturing

$$\$23,300 + \$48,000 + \$15,000 = \$86,300 *$$

The motion was approved unanimously.

A motion was made to approve increases to Categories #2, #3, and #4, which will allow the Director to hire a marketing/public relations person ; two (2) positions in the youth department; and adjust staffing salaries in those categories, which the Board contemplated doing when creating the budget.

1st – Mark Sturing

2nd – Larry Kilgore

The motion was passed unanimously.

Caveat – we could have hired based on the old grade scale.

Mark Sturing found a copy of the old Plante & Moran study from 1996 which said that there would be only 11 or 12 pay grades.

3. Adjourn

A motion was made to adjourn at 8:08 p.m.

1st – Larry Kilgore

2nd – Mark Sturing

The motion was passed unanimously.

Palma Fouratt, Secretary

Date