



**CITY of NOVI CITY COUNCIL**

**Agenda Item 4  
December 20, 2010**

**SUBJECT:** Approval of resolution to authorize Budget Amendment #2011-2

**SUBMITTING DEPARTMENT:** Finance

**CITY MANAGER APPROVAL:** *[Handwritten signature]*

**BACKGROUND INFORMATION:**

Attached is the budget amendment for the second quarter which includes the following:

- increase in miscellaneous revenue for closing of site restoration bonds
- additional revenue from building department permits, (c) purchase of Ricoh equipment (approved 12.6.10)
- software upgrades and purchases (see IT memo)
- SUV public safety vehicle for supervisory staff (see CIP request attached) previously excluded from budget, now sufficient funds to cover
- administrative staff sick bank payout
- renovation of Public Safety administrative offices (forfeiture funds), (h)
- additional defined benefit contribution (see attached Library Board minutes, page 6)
- rollover amounts for construction projects in drain funds
- various smaller items as noted

The actual revenue and expenditures for the fiscal year ending June 30, 2011 are tracking within budget. The budget amendment is intended to recognize items that have come up or been approved during the second quarter.

**RECOMMENDED ACTION:** Approval of resolution to authorize Budget Amendment #2011-2

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Fischer				
Council Member Margolis				

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

# BUDGET AMENDMENT# 2011-2 RESOLUTION

NOW, THEREFORE BE IT RESOLVED that the following Budget Amendment# 2011-2 is authorized:

	<b>INCREASE (DECREASE)</b>
<b>GENERAL FUND</b>	
<b>REVENUE</b>	
Miscellaneous revenue (forfeited site restoration bonds)	\$ 130,000
Licenses, permits and charges for services (including court abatements)	406,700
Appropriation of Fund Balance	26,000
	\$ 562,700
<b>APPROPRIATIONS</b>	
<b>FINANCE</b>	
Other services and charges (PC replacements and software)	\$ 3,900
<b>INFORMATION TECHNOLOGY</b>	
Capital outlay - Data processing (software enhancements and upgrades)	59,700
<b>GENERAL ADMINISTRATION</b>	
Personal services (administrative staff - sick bank elimination - first year payout)	253,000
Capital outlay - Data Processing (Ricoh equipment)	62,500
<b>PUBLIC SAFETY</b>	
Personal services (firefighters - leave bank payouts)	10,800
Capital outlay - Data Processing (Ricoh equipment)\$51,100; Vehicles \$56,000 (see memo)	107,100
<b>DEPARTMENT OF PUBLIC SERVICES</b>	
General Division - Personal services - temporary salaries (intern)	5,500
General Division - Capital outlay - Data processing (Ricoh equipment)	9,100
Field Services Division - Personal services - temporary salaries	(5,500)
Field Services Division-Capital outlay-Miscellaneous equipment (brine tank system)	7,000
<b>COMMUNITY DEVELOPMENT</b>	
Other services and charges (court ordered abatements)	20,000
Capital outlay - Data Processing (Ricoh equipment & Permit software conversion)	59,600
<b>CONTINGENCY</b>	(30,000)
	\$ 562,700
<b>PARKS, RECREATION &amp; CULTURAL SERVICES</b>	
<b>REVENUE</b>	
Contributions & donations (Friends of the Novi Theater - stage lighting and equipment upgrades)	\$ 5,000
Appropriation of Fund Balance	37,700
	\$ 42,700
<b>APPROPRIATIONS</b>	
<b>ADMINISTRATION</b>	
Personal services (administrative staff - sick bank elimination - first year payout)	\$ 20,000
Capital outlay - Data Processing (Ricoh equipment)	17,700
<b>RECREATION</b>	
Capital Outlay (Stage lighting and equipment upgrades)	5,000
	\$ 42,700

# BUDGET AMENDMENT# 2011-2

(continued)

## DRAIN FUND

### REVENUE

Appropriation of Fund Balance	\$ 38,900
-------------------------------	-----------

### APPROPRIATIONS

Maintenance (Randolph Drain - per county agreement)	\$ 38,900
---	-----------

## FORFEITURE FUNDS

### REVENUE

Appropriation of Fund Balance (Federal)	\$ 10,000
---	-----------

### APPROPRIATIONS

Capital Outlay - Building Improvements (Federal)	\$ 10,000
--	-----------

## LIBRARY FUND

REVENUE - Appropriation of Fund Balance	\$ 150,000
---	------------

### APPROPRIATIONS

Personal Services (additional one-time Defined Benefit pension contributions)	\$ 150,000
---	------------

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 December 20, 2010

---

Maryanne Cornelius

City Clerk

# MEMORANDUM



**TO:** CLAY PEARSON, CITY MANAGER  
**FROM:** ROB PETTY, CHIEF INFORMATION OFFICER  
**SUBJECT:** INFORMATION TECHNOLOGY - BUDGET AMENDMENT  
**DATE:** DECEMBER 15, 2010

The City of Novi Information Technology Department (I.T.) is requesting the following budget amendment items to accommodate operational requirements:

## **Microsoft Exchange Server 2010**

**Cost: \$13,700\***

The City is currently operating on the Microsoft Exchange 2003 email platform and has been since our conversion seven years ago from Novell GroupWise. (We skipped an intervening software version upgrade). Technology advances have created operational deficiencies with the current platform. The City's annual audit also noted the age of this platform by identifying that the operating system (Windows 2000) used by the City's email server was no longer supported by Microsoft. The number of new features is too numerous to detail here but, I have listed a few of the features in Exchange 2010 that will enhance our ability to operate both more effectively and efficiently.

### Back Office Enhancements

- Data Replication – Advanced data replication technology protects against downtime by allowing for automatic failover to either on-site or off-site data sources.
- Storage - As the volume of email increases we have seen storage cost rise. Exchange 2010 creates an environment that allows for connecting less expensive DAS (direct-attached storage).

### User Enhancements

- Managing Emails – Exchange 2010 provides a Conversational View feature. This allows the user to group messages from a single conversation, making it easier to keep track of the chain. The view is all in one thread rather than individual emails.
- Outlook Web Access (OWA) - OWA 2010 adds several new features to provide the functionality you get in the Outlook client. While this will benefit all employees, field staff particularly Public Safety will be able to leverage these enhancements as many of them do not have a dedicated PC.
- Unified Communication (UC) – One of the enhancements to UC is the capacity to receive text-transcriptions of your voicemail messages.

If you concur, we can make this implementation by January 31<sup>st</sup>, 2010.

## **Microsoft Office 2010**

**Cost: \$46,000\***

The City currently has multiple versions of Microsoft Office software. These include Office 2000, 2002, and 2003. This has presented a challenge on several fronts for both the user and support staff. This is particularly noticeable with the Outlook client. By upgrading all of our users to the same version of Microsoft Office we will be able to eliminate incompatibilities and differences in features. Additionally, through the use of the new Outlook client we will be able to leverage the new components offered in the Exchange Server 2010 software. Below are just a few of the new Microsoft Office 2010 features that will help drive efficiencies.

### Outlook Client

- Conversational View – View all emails of a conversation without searching.
- Enhanced Search Tools – Faster more granular search of emails within Outlook.
- Outlook Social Connector – Interact directly with social media sites like Facebook, LinkedIn, etc.
- Protected View – This feature guards against malware.

### Office Components (Word, Excel, PowerPoint)

- Recovery Enhancements – Recover unsaved versions of files that you closed before saving.
- Protected View Feature -
- Collaboration – Multiple people can work on the same document.
- Data Visualization – Excel 2010 provides the ability to produce more in-depth graphics. The Sparklines feature allows for trending graphs within a single cell.
- Audio/Video Enhancements – PowerPoint 2010 contains several feature improvements particularly with respect to editing and compressing video within the application. This eliminates the need for additional applications.

\*Note: Microsoft is currently offering an end of the year incentive over and above our current GSA licensing agreement.

## **BS&A Building Department Software**

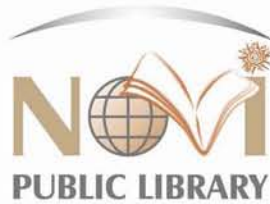
**Cost: \$45,000**

The City's Community Development Department has been using the same permitting software solution, Accela Permits Plus, since 1991. During this period they have had several version upgrades and system enhancements to stay current with operational needs. The current vendor has indicated that they will no longer be enhancing the application. They have developed a new application Accela Automation. Knowing the move to Accela Automation would be a very costly endeavor both I.T. and Community Development staff began investigating other best in class solutions for the

City of Novi. BS&A's permitting application presents a solution that integrates nicely with our current enterprise BS&A solution. The software integrates directly into the General Ledger and Cash Receipts. It also has the ability to tie into our Integrated Voice Response (IVR) system. Below are a few key features of the application.

- Allows an unlimited number of permit types and associated fees.
- Creates warnings for expired licensee information
- Allows for an unlimited number of contractor types and tracks both the contractor and licensee(s) separately
- Easily schedule, view and print inspections
- Track an unlimited number of code enforcement types
- Manage rental property inspections
- Integration with Equalizer Internet Services, allowing you to display your building department data on the web
- Reports can be printed to a printer, window, text file or directly to most Microsoft® Excel spreadsheets
- Integrated imaging for photos and documents

Such enhancements are especially key given the decreasing full-time staffing levels while service expectations remain high and there is an increase in permitting/inspection activity. I understand that building permit revenues have been received higher than conservative estimates which make the opportunity now to move in this direction with providing staff needed technology tools. We would purchase the software and begin the significant task of data conversion and training to bring this implementation online later in 2011.



**CITY OF NOVI LIBRARY BOARD  
MINUTES, REGULAR MEETING  
September 15, 2010**

**1. Call to Order and Roll Call**

**Library Board**

Laura Casey, Vice President  
Mark Sturing, Treasurer  
Willy Mena, Secretary  
David Margolis, Board Member  
Ramesh Verma, Board Member

**Absent and Excused**

Larry Kilgore, President  
Larry Czekaj, Board Member (7:30 p.m. arrival)

**Student Representatives**

Nishant Kakar  
Kirsten West

**Library Staff**

Julie Farkas, Director  
Mary Ellen Mulcrone, Assistant Director  
Margi Karp-Opperer, Assistant Director  
Barbara Rutkowski, IT/Facilities Department Head  
Diana Gertsen, Office Assistant

**Absent and Excused**

Marcia Dominick, Administrative Assistant

**Guest**

Dwayne A. Henderson, RCDD; Senior Associate, Technology Designer

The meeting was held at the Novi Civic Center, Council Chambers, 45175 W. Ten Mile Road, Novi, Michigan 48375, and was called to order by Laura Casey, Vice President at 7 p.m.

**2. Pledge of Allegiance**

The pledge of Allegiance was recited.

**3. Approval and Overview of Agenda**

A request was made to include item # 6C, **Survey of Libraries regarding Board Meeting Location**, and item # 8C, number 2, **FF&E Update and Recommendation**.

The students are interested in E-books (electronic books) and think E-books attract many readers who are into technology. The students feel that E-books could also be a source of revenue.

At the last Teen Advisory Board (TAB) meeting, the students discussed activities that would interest them. Some of the activities are: writer's groups, Book Clubs, and Talent shows.

**14. Public Comment**

There was no public comment.

**15. Committee Reports**

**a. Policy Committee (Margolis, Casey, Kilgore)**

Nothing to report.

**b. HR Committee (Casey, Verma, Kilgore)**

**1. Status Report**

The HR committee and the Director are not recommending any changes to the personnel budget at this time. A full report is included in the Board Packet. Julie will share this information with the Library staff following this meeting.

**c. Finance Committee (Margolis, Czekaj, Kilgore)**

**1. Memo to Finance Committee**

Library funding recommendations listed in the memo from David Margolis, Chair of the Finance Committee and Julie Farkas, Library Director, were explained and discussed at length. No action was taken on the Walker Fund/Restricted Funds naming rights, since it was felt that more input was needed from the Committee.

The City of Novi has indicated that the Defined Benefit pension plan could be funded at 100% with funds not to exceed \$150,000.00. With the current approved budget, the Library has excess funds that are not needed within the next 12 months. Since the library has adequate funds at this time the Committee Chair recommends that the library pre-pay its pension plan obligation.

A motion was made to pre-pay the funding of the Defined Benefit pension plan.

1<sup>st</sup> – David Margolis

2<sup>nd</sup> – Mark Sturing

The motion was passed unanimously.

The Committee Chair empowered the Treasurer to determine whether the \$150,000.00 would come from the Walker Fund, or from the general Library Fund.

**d. Bylaw Committee ( Mena, Casey, Kilgore )**

The Bylaws Committee met late last week, and is just about done finalizing the first draft, that should be coming in front of the Board. Expect the draft to be in the October Board Packet.

**e. Fundraising Committee ( Mena, Sturing, Casey, Kilgore )**

**1. Meeting – Wednesday, September 22, 2010 at 7:00pm**

The Committee is having a gentleman coming pro-bono to talk about how to go about capturing additional funds. He will share many ideas on how to move forward.

**16. Public Comment**

There was no public comment.





**Department or Fund** Fire **Priority** 1 **Year** 2011-2012  
**Funding Source(s)** General Fund Choose One Choose One **Useful Life (Yrs)** 7  
**Project Type** Replacement Project **Category** Other Projects

**Project/Item Requested** Captain Replacement Vehicle

**Project/Item Description** Vehicle replacement for Captain's 2005 Chevy Tahoe. The vehicle currently has 106,250 miles (as of 11/10) and is in poor condition. The vehicle responds to fires and emergencies on a daily basis for the on-duty captains. The vehicle recommended is the Ford Expedition EL 4x4 Special Duty vehicle, similar to the emergency SUVs purchased in the 2010-11 budget. This vehicles functions as a 24-hour Command Vehicle. Estimated cost of new vehicles is \$34,000, an in-car camera costs approximately \$7,260, and the cost of equipment and install is \$14,460. Total cost of vehicle is \$55,720.  
 (Be specific, give bullet point details on replacement items (e.g., year, model, make, mileage, condition, vehicle number, how many miles of road, feet of sidewalks, etc.)

**Alignment with Citywide Goals** (City Master Plans, Council goals, etc) This purchase would address the facility and resource needs of public safety.

**Project Justification** This vehicle is vital in meeting the needs of the Fire Department. Vehicle would replace a 2005 Chevy Tahoe with 106,250 miles. Should the vehicle not be approved, the costs associated with repairs to maintain this vehicle will continue to rise to the point where not feasible or practical to repair.  
 (Explain why it is needed or how it will change current services)

**Operating Budget Impact** This purchase should not increase the ongoing operating or maintenance costs which currently exist. The regular replacement of vehicles keeps the ongoing costs from increasing as older vehicles tend to have higher maintenance costs.  
 (Will it generate revenue, will it require additional staff and/or equipment, more fuel, etc)

**Strategic Priority** Public Safety  
 Addresses the resource needs of public safety services.

<b>Fiscal Summary</b>	<b>Account Numbers</b>	<b>FY 2011-2012</b>	<b>FY 2012-2013</b>	<b>FY 2013-2014</b>	<b>FY 2014-2015</b>	<b>FY 2015-2016</b>	<b>FY 2016-2017</b>
<b>Capital</b>							
Engineering		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		-	-	-	-	-	-
Other	101-337.00-979.000	55,720	-	-	-	-	-
<b>Operating</b>							
Personal Services		-	-	-	-	-	-
Supplies		-	-	-	-	-	-
Other Services & Charges		-	-	-	-	-	-
<b>Total</b>		\$ 55,720	\$ -	\$ -	\$ -	\$ -	\$ -

## Novi Fire Dept. Supervisor SUV Cost

2011 Ford Expedition	\$	34,000	(1)
 <u>Equipment and Install:</u>			
In-Car Camera	\$	7,260	(2)
Emergency Light Pkg	\$	2,800	
Cargo organizer	\$	5,000	
Decals	\$	1,050	
Radio Pkg.	\$	1,680	
Center Consul	\$	525	
Siren Package	\$	550	
Dual Spot Lights	\$	735	
Equipment Install	\$	<u>2,120</u>	
<b>Total Equipment &amp; Install</b>	<b>\$</b>	<b>14,460</b>	<b>(3)</b>
<b>Total</b>	<b>\$</b>	<b>55,720</b>	

- (1) 2011 price increased by 10%  
(2) 2010 quote increased by 10%  
(3) Cost per T. Johnson

Current : 2005 Chevrolet Tahoe



Proposed: Ford Expedition EL, 4x4 Special Duty Package



# City of Novi

45175 W. Ten Mile Rd.  
 Novi, MI 48375  
 (248) 347-0446 Phone  
 (248) 735-5682 Fax

cityofnovi.org

**Vendor Info:**

06508  
 SIGNATURE FORD

1960 E. MAIN STREET (M-21)  
 OWOSSO, MI 48867

888.923.5338

## Purchase Order

PO Number: 000092438

Issued Date: 08/24/2010  
 Department: 337.00  
 Ordered By: PAT CAUCHI  
 Req#: 000002496

**Shipping Info:**

NOVI FIRE STATION #1  
 42975 GRAND RIVER AVE.  
 NOVI, MI 48375

Council Approved Date: 8/23/10

**Description:** TWO (2) 2011 FORD EXPEDITION EL SPECIAL SERVICE VEHICLES

Quantity	Unit of Measure	Items Description/Item Info/GL Distribution	Unit Price	Extended Price
2.000	EACH	2011 FORD EXPEDITION EL 4X4 SPECIAL 101-337.00-979.000	30,103.00	\$60,206.00
			<b>Total:</b>	<b>\$60,206.00</b>

**TERMS AND CONDITIONS**

1. Documentation - Show our department code and Purchase Order number on ALL Invoices, Labels and Shipping papers.
2. Mail Invoice to: City of Novi, Attn: Finance Department, 45175 W. Ten Mile Rd, Novi, MI 48375.
3. Sales and Use Tax - All sales are tax exempt: Certificate No. 38-6032551

For the City of Novi

By: Sue Marante  
 Purchasing Manager

By: [Signature]  
 Finance Department

Handwritten calculation:  
 30,103  
 x 10%  
 -----  
 33,113 → \$ 34K



**INTERNATIONAL  
POLICE  
TECHNOLOGIES**

**Date:** 9-Aug-09  
**Quoted To:** Novi Police Department  
 45125 West Ten Mile Rd.  
 Novi, MI 48375  
 Linda Carpenter  
 248-347-0460

**Quoted By:** International Police Technologies  
 4150 South 87th East Ave.  
 Tulsa, OK 74145  
 Chris Mauser  
 724-825-0286  
[cmauser@policetechnologies.com](mailto:cmauser@policetechnologies.com)

VisionHawk In Car Camera System			
Quantity	Description	Unit Price	Extension
	VisionHawk In Car Camera System with Removable Hard Drive Transfer, Dual Front Facing Cameras, GPS, Crash Sensors, GPS, SST-24 Transmitter, Holster, External Mic, Back Up		
1	Battery	\$5,700.00	\$5,700.00
1	Shipping	\$40.00	\$40.00
	<b>Sub-Total for In Car Units</b>		<b>\$5,740.00</b>
VisionHawk Upload Equipment and Accessories			
2	External External USB RHDD Upload Bay	\$100.00	\$200.00
1	Spare 40GB RHDD	\$225.00	\$225.00
	<b>Sub-Total for Upload Equipment</b>		<b>\$425.00</b>
Installation			
1	Onsite Installation for VisionHawk In Car Unit - Custom	\$425.00	\$425.00
	<b>Sub-Total for Vehicles Installation</b>		<b>\$425.00</b>
	<b>TOTAL</b>		<b>\$6,590.00</b>

\* inc by 10%.

Researching new vendors

1PT out of business

6600

21.1

7.260