



CITY of NOVI CITY COUNCIL

Agenda Item 4
December 19, 2011

SUBJECT: Approval of resolution to authorize Budget Amendment #2012-2

SUBMITTING DEPARTMENT: Finance

CITY MANAGER APPROVAL: 

BACKGROUND INFORMATION:

The City's budget is adopted by the third Monday in May each year and is effective July 1st each year. Budget amendments are prepared quarterly, or when an appropriation is required for a specific category. The budget is adopted at a category level (vs. line item). Attached is the budget amendment for the second quarter which includes the following:

- PC replacements for both Finance and Treasury as well as two additional PC's to be added to Treasury front counter to provide additional customer service during heavy collections periods
- Funding of employee assistance program through the remainder of the fiscal year
- Consulting services to perform initial phase of risk assessment as recommended by Andrews, Hooper, Pavlik, PLC.
- Court ordered demolitions
- Additional cost to install field services camera project
- Purchase of foreclosed property through Oakland County tax sale
- Miscellaneous equipment purchases for the DPS such as a V-plow, cap for the brine containment structure, automatic transmission fluid exchanger
- Rollover amounts for construction projects in the drain and municipal street funds
- Upgrade signals at Meadowbrook and Nine Mile in conjunction with safety project award by MDOT
- Various smaller items as noted

The actual revenue and expenditures for the fiscal year are tracking within budget. This budget amendment is intended to recognize necessary appropriations, including items that have been approved during the second quarter.

RECOMMENDED ACTION:

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Fischer				

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

**BUDGET AMENDMENT# 2012-2
RESOLUTION**

NOW, THEREFORE BE IT RESOLVED that the following Budget Amendment# 2012-2 is authorized:

	GENERAL FUND	INCREASE (DECREASE)
REVENUE		
Appropriation of Fund Balance		<u>\$ 74,100</u>
APPROPRIATIONS		
FINANCE		
Other services & charges - Data processing (PC replacements)		\$ 1,900 (b)
TREASURY		
Other services & charges - Data processing (PC replacements)		4,500 (b)
HUMAN RESOURCES		
Personal services - Temporary salaries (Human Resources Intern)		9,700 (b)
Other services & charges - Employee assistance program (EAP contract)		7,000 (b)
GENERAL ADMINISTRATION		
Other services & charges - Professional services (Initial risk assessment)		11,000 (b)
Capital outlay - Land acquisition		6,300 (b)
PUBLIC SAFETY		
Personal services - Temporary salaries		(5,000) (b)
COMMUNITY DEVELOPMENT		
Other services & charges - Court ordered abatements		35,000 (b)
DPS		
Other services & charges		(9,000) (b)
Capital outlay - Miscellaneous equipment (V-plow blades \$8,400; trans fluid exchanger \$5,300; cap brine containment structure); Building improvements (field services camera project \$6,500); offset by reductions of \$11,800 in Heavy Equipment		12,700 (a) & (b)
		<u>\$ 74,100</u>
	MUNICIPAL STREET FUND	
REVENUE		
Appropriation of Fund Balance		<u>\$ 317,000</u>
APPROPRIATIONS		
Construction (Novi Rd-Grand River to 10 Mile \$270,000; Meadowbrook at Nine Mile upgrade signals \$47,000)		<u>\$ 317,000 (a)</u>
	PARKS, RECREATION & CULTURAL SERVICES	
REVENUE		
Transfer from Contributions & Donations Fund (for programs)		\$ 1,000
Appropriation of Fund Balance		<u>(1,000)</u>
		<u>\$ -</u>
	DRAIN FUND	
REVENUE		
Appropriation of Fund Balance		<u>\$ 220,000</u>
APPROPRIATIONS		
Construction (10 Mile CSX \$87,000; Cedar Springs Basin \$42,000; Meadowbrook Lake \$91,000)		<u>\$ 220,000 (a)</u>

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 19, 2011

Maryanne Cornelius
City Clerk

- (a) Rollover items
- (b) Current year service and capital improvements including contract adjustments

City of Novi - 2nd Quarter Budget Amendment Detail - December 19, 2011

Acct#	GL Name	Amount	Notes
101-201.00-802.000	Data processing	\$ 1,900	PC replacement
101-253.00-802.000	Data processing	4,500	PC replacement
101-270.00-705.000	Temporary salaries	9,700	Part-time Human Resources intern
101-301.00-705.000	Temporary salaries	(5,000)	Fund HR intern
101-442.30-852.000	Radio-maintenance & replacement	(4,700)	Fund HR intern
101-270.00-882.200	Employee assistance program	7,000	Funding thru 06.30.12
101-299.00-816.000	Professional services	11,000	Initial phase of risk assessment
101-299.00-971.000	Land acquisition	6,300	Purchased thru OC tax sale
101-371.00-941.371	Court ordered abatements	35,000	Council approved 09.26.11
101-442.00-976.000	Building improvements	6,500	Field Services camera project
101-442.20-984.000	Heavy equipment	(6,500)	
101-442.20-982.000	Miscellaneous equipment	8,400	V-blade plows for trucks
101-442.20-982.000	Miscellaneous equipment	4,300	Cap brine containment structure
101-442.00-934.000	Building maintenance	(4,300)	
101-442.30-982.000	Miscellaneous equipment	5,300	Automatic trans fluid exchanger
101-442.20-984.000	Heavy equipment	(5,300)	
101-000.00-680.000	Appropriation of fund balance	(74,100)	
	<i>General Fund</i>	<u>\$ -</u>	
204-204.00-863.502	Meadowbrook & Nine Mile Signal Upgrade	\$ 47,000	MDOT grant award
204-204.00-865.616	Construction-Novl Rd Link	270,000	Grand River to 10 Mile
204-000.00-680.000	Appropriation of fund balance	(317,000)	
	<i>Municipal Street fund</i>	<u>\$ -</u>	
210-211.00-865.131	Drain basin improvements N of 10 MI E of CSX	\$ 87,000	Rollover prior year
210-211.00-865.134	Cedar Springs Basin Improvements/Replace	42,000	Rollover prior year
210-211.00-865.685	Construction-Meadowbrook Lake	91,000	Per construction award 07.11.11
210-000.00-680.000	Appropriation of fund balance	(220,000)	
	<i>Drain fund</i>	<u>\$ -</u>	
208-000.00-676.265	Transfer from contributions fund	\$ 1,000	Missed during budget
208-000.00-680.000	Appropriation - fund balance	(1,000)	
	<i>Parks, Recreation & Cultural Services Fund</i>	<u>\$ -</u>	