



CITY of NOVI CITY COUNCIL

**Agenda Item 2
May 20, 2013**

SUBJECT: Approval of Resolution for 2013-14 Budget

SUBMITTING DEPARTMENT: City Manager/Finance

CITY MANAGER APPROVAL: 

BACKGROUND INFORMATION:

Attached for your consideration is the adopting resolution for the 2013-14 Budget. The budget process started with the strategic session initiated by the City Manager on September 7, 2012 and continued with multiple meetings with the assessing department and all other departments in order to draft a budget that complied with the overall goals set by the Novi City Council.

In the attached budget document the General Fund Revenues for FY 2013-14 are expected to cover all the Expenditures and the transfers to other funds by utilizing only \$661,000 of the fund balance.

Furthermore, the projected fund balance for the 2013-14 year will be at 20.4% consistent with the fund balance policy of the City of Novi and City Council's objectives. The Special Revenue Funds budgets presented with this resolution, are also projected to cover the expenditures with the incoming revenues and keep the required fund balances within the requirements of the city's aforementioned policy.

The CIP plan as approved by the City's Planning Commission and presented to the public hearing held on February 13, 2013 is incorporated in this budget document and includes the actions taken by City Council at the Special Budget meeting held on April 15, 2013.

RECOMMENDED ACTION: Approval of Resolution for 2013-14 Budget

	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				

Resolution of Adoption 2013-14 Budget

WHEREAS, the City Manager's recommended budget is based upon the September 7, 2012 Administrative and Management Staff Team Strategic Planning Session, the February 5, 2013 Assessments – Property Tax Base Primer as presented by the City Assessor to City Council, and updated on March 18, 2013, and City Council's early budget input session on January 5, 2013 with goals and objectives adopted by City Council, and

WHEREAS, this budget has incorporated the CIP plan as approved by the City's Planning Commission at the public hearing held on February 13, 2013, and

WHEREAS, this budget takes into consideration the City's Multi-Year Budget and financial planning through 2015-16, and

WHEREAS, during the Special City Council Meeting held on April 15, 2013 City Council has made adjustments to align the City's resources consistent with the City's strategic plan, and

WHEREAS, pursuant to Section 8.3 of the Novi City Charter, a detailed revenue and expenditure plan has been presented in accordance with all applicable City, State and Federal Statutes, and

WHEREAS, a public hearing was held on May 3, 2013 on the proposed budget, and

NOW, THEREFORE, BE IT RESOLVED, that the attached budget is adopted and made a part of this resolution.

I 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 this 20th day of May 2013.

Maryanne Cornelius, City Clerk

GENERAL FUND
REVENUE

DESCRIPTION	2013-14 Budget
Taxes	\$ 14,853,900
Licenses, Permits & Charges for Services	3,391,760
Federal Grants	25,000
State Sources	4,213,918
Other Revenue	742,470
Fines and Forfeitures	486,000
Interest Income	204,000
Transfers In	5,300,000
Appropriation - Fund Balance	661,639
	\$ 29,878,687

APPROPRIATION

DESCRIPTION	2013-14 Budget
CITY COUNCIL	
Personnel Services	\$ 4,746
Other Services and Charges	8,500
	\$ 13,246
CITY MANAGER	
Personnel Services	\$ 422,170
Supplies	425
Other Services and Charges	44,925
Capital Outlay	-
	\$ 467,520
FINANCE DEPARTMENT	
Personnel Services	\$ 672,252
Other Services and Charges	103,414
Capital Outlay	-
	\$ 775,666

GENERAL FUND
APPROPRIATION (continued)

DESCRIPTION	2013-14 Budget
INFORMATION TECHNOLOGY	
Personnel Services	\$ 592,641
Supplies	28,670
Other Services and Charges	115,502
Capital Outlay	169,552
	<u>\$ 906,365</u>
 ASSESSING	
Personnel Services	\$ 466,549
Supplies	11,700
Other Services and Charges	329,562
Capital Outlay	-
	<u>\$ 807,811</u>
 CITY ATTORNEY	
Other Services and Charges	<u>\$ 382,000</u>
 CITY CLERK	
Personnel Services	\$ 470,687
Supplies	16,000
Other Services and Charges	66,190
Capital Outlay	-
	<u>\$ 552,877</u>
 TREASURY	
Personnel Services	\$ 238,199
Supplies	25,500
Other Services and Charges	54,027
Capital Outlay	-
	<u>\$ 317,726</u>

GENERAL FUND
APPROPRIATION (continued)

DESCRIPTION	2013-14 Budget
FACILITY OPERATIONS	
Personnel Services	\$ 286,896
Supplies	22,800
Other Services and Charges	430,150
Capital Outlay	268,732
Debt Service	-
	<u>\$ 1,008,578</u>
HUMAN RESOURCES	
Personnel Services	\$ 374,519
Other Services and Charges	67,000
	<u>\$ 441,519</u>
NEIGHBORHOOD & BUSINESS RELATIONS GROUP	
Personnel Services	\$ 439,247
Supplies	10,700
Other Services and Charges	500,619
Capital Outlay	-
	<u>\$ 950,566</u>
GENERAL ADMINISTRATION	
Personnel Services	\$ 1,353,000
Supplies	57,500
Other Services and Charges	451,500
Capital Outlay	10,000
	<u>\$ 1,872,000</u>
PUBLIC SAFETY	
Personnel Services	\$ 14,565,988
Supplies	431,770
Other Services and Charges	1,543,481
Capital Outlay	160,105
Debt Service	-
	<u>\$ 16,701,344</u>

GENERAL FUND
APPROPRIATION (continued)

DESCRIPTION	2013-14 Budget
COMMUNITY DEVELOPMENT	
Personnel Services	\$ 1,807,194
Supplies	48,100
Other Services and Charges	212,583
Capital Outlay	51,000
	<u>\$ 2,118,877</u>
DEPARTMENT OF PUBLIC SERVICES	
Personnel Services	\$ 3,301,513
Supplies	114,900
Other Services and Charges	926,699
Capital Outlay	189,000
	<u>4,532,112</u>
Allocated to Other Funds	(2,219,520)
	<u>\$ 2,312,592</u>
TRANSFERS OUT	<u>\$ 250,000</u>
	<u>\$ 29,878,687</u>

MAJOR STREET FUND
REVENUE

DESCRIPTION	2013-14 Budget
Gas and Weight Tax	\$ 2,454,400
Interest Income	1,500
Appropriation - Fund Balance	730,990
	\$ 3,186,890

APPROPRIATIONS

DESCRIPTION	2013-14 Budget
Construction	\$ 1,345,930
Routine & Capital Preventive Maintenance	825,000
Traffic Services	270,000
Winter Maintenance	270,000
Administration	510
Transfer to Other Funds	475,450
	\$ 3,186,890

LOCAL STREET FUND
REVENUE

DESCRIPTION	2013-14 Budget
Gas and Weight Tax	\$ 873,000
Interest Income	800
Transfer from Other Funds	2,994,450
Appropriation - Fund Balance	171,330
	\$ 4,039,580

APPROPRIATIONS

DESCRIPTION	2013-14 Budget
Construction	\$ 2,712,320
Routine & Capital Preventive Maintenance	905,000
Traffic Services	164,500
Winter Maintenance	257,250
Administration	510
	\$ 4,039,580

MUNICIPAL STREET FUND
REVENUE

DESCRIPTION	2013-14 Budget
Special Assessments Levied	\$ 14,140
Taxes	4,380,000
Interest Income	8,070
Other	230,170
Appropriation - Fund Balance	(337,517)
	\$ 4,294,863

APPROPRIATIONS

DESCRIPTION	2013-14 Budget
Construction	\$ 704,560
Maintenance	350,000
Administration	1,720
Memberships & Dues	15,200
Transfer to Other Funds	2,519,000
Bike Trails & Sidewalks	704,383
	\$ 4,294,863

PUBLIC SAFETY FUND
REVENUE

DESCRIPTION	2013-14 Budget
Taxes	\$ 4,170,000
Interest Income	23,000
Appropriation - Fund Balance	1,107,000
	\$ 5,300,000

APPROPRIATIONS

DESCRIPTION	2013-14 Budget
Transfer to General Fund	\$ 5,300,000

PARKS, RECREATION & CULTURAL SERVICES FUND
REVENUE

DESCRIPTION	2013-14 Budget
Property Taxes	\$ 1,126,000
Community Development Block Grant	85,920
Program Revenue	1,010,860
Older Adults Program Revenue	202,284
Interest Income	5,000
Other Revenue	5,000
Transfer from Other Funds	250,000
Appropriation - Fund Balance	107,234
	\$ 2,792,298

APPROPRIATIONS

DESCRIPTION	2013-14 Budget
Personnel Services	\$ 857,717
Supplies	46,480
Other Services and Charges	1,495,096
Capital Outlay	393,005
	\$ 2,792,298

TREE FUND
REVENUE

DESCRIPTION	2013-14 Budget
Interest Income	\$ 10,650
Tree Fund Revenue	75,000
Tree Fund Maintenance Revenue	2,000
Appropriation - Fund Balance	-
	\$ 87,650

APPROPRIATIONS

DESCRIPTION	2013-14 Budget
Tree Fund Expenditures	\$ 87,650

DRAIN REVENUE FUND
REVENUE

DESCRIPTION	2013-14 Budget
Property Taxes	\$ 309,000
Interest Income	30,000
Other	10,000
Appropriation - Fund Balance	375,400
	\$ 724,400

APPROPRIATIONS

DESCRIPTION	2013-14 Budget
Construction	\$ 62,100
Maintenance	662,300
	\$ 724,400

DRAIN PERPETUAL MAINTENANCE FUND
REVENUE

DESCRIPTION	2013-14 Budget
Interest Income	\$ 60,000
Tap-In Fees	5,000
Appropriation - Fund Balance	(65,000)
	\$ -

SPECIAL ASSESSMENT REVOLVING FUND
REVENUE

DESCRIPTION	2013-14 Budget
Interest Income	\$ 10,000
Appropriation - Fund Balance	(10,000)
	\$ -

CONTRIBUTIONS AND DONATIONS FUND
REVENUE

DESCRIPTION	2013-14 Budget
Interest Income	\$ 200
Appropriation - Fund Balance	(200)
	\$ -

FORFEITURE FUND
REVENUE

DESCRIPTION	2013-14 Budget
Federal Forfeiture Funds	\$ 20,000
State Forfeiture Funds	10,500
OWI Forfeiture Funds	1,000
Appropriation - Fund Balance	240,310
	\$ 271,810

APPROPRIATIONS

DESCRIPTION	2013-14 Budget
Supplies	\$ 15,000
Other Services & Charges	34,910
Capital Outlay	221,900
	\$ 271,810

LIBRARY FUND
REVENUE

DESCRIPTION	2013-14 Budget
Property Taxes	\$ 2,254,000
State Sources	20,000
Fines	144,500
Interest Income	25,000
Donations	5,000
Other Revenue	45,100
Appropriation - Fund Balance	481,100
	<u>\$ 2,974,700</u>

APPROPRIATIONS

DESCRIPTION	2013-14 Budget
Personnel Services	\$ 1,913,300
Supplies	578,900
Other Services and Charges	438,700
Capital Outlay	43,800
	<u>\$ 2,974,700</u>