



SUBJECT: Approval of resolution to authorize Budget Amendment #2020-4

SUBMITTING DEPARTMENT: Finance

BACKGROUND INFORMATION:

The pandemic caused by COVID-19 has affected the City in many ways. All City activities were canceled and per the Governor's Executive Order (2020-21) on March 24, 2020, a statewide quarantine was instituted. Many of the City's operations were moved elsewhere or were adhering to the guidelines and reporting outlined by the Oakland County Executive order (2020-5). With these new operational norms, several of the City's revenue's were significantly impacted and expenditure activities citywide needed to be adjusted to offset the revenue losses. The administration immediately imposed a hiring freeze, reviewed all remaining budgeted capital projects for necessity and asked all departments to review their remaining budgets to look for additional expenditure reductions. The proposed budget amendment details the impact the City expects for the remainder of Fiscal Year 2020 based on what is known today. The City will continue to monitor all activity for the remaining seven weeks of the fiscal year and continue to adjust the budget as needed.

RECOMMENDED ACTION:

Approval of resolution to authorize Budget Amendment #2020-4

RESOLUTION

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment# 2020-4 is authorized:

	INCREASE (DECREASE)
GENERAL FUND	
REVENUES	
State sources	(646,000)
License, permits & charges for services	(180,000)
Fines and forfeitures	(125,000)
TOTAL REVENUES	\$ (951,000)
APPROPRIATIONS	
City Council	
Other Services and Charges	(8,215)
City Manager	
Other Services and Charges	(7,091)
Financial Services - Finance Department	
Other Services and Charges	(8,918)
Integrated Solutions - Information Technology	
Other Services and Charges	(13,665)
Assessing Department	
Other Services and Charges	(8,399)
City Attorney, Insurance, & Claims Department	
Other Services and Charges	(25,000)
Capital Outlay	(10,000)
City Clerk	
Other Services and Charges	(9,527)
Financial Services - Treasury Department	
Other Services and Charges	(4,150)
Integrated Solutions - Facility Management	
Other Services and Charges	(13,094)
Integrated Solutions - FM: Parks Maintenance	
Other Services and Charges	(11,622)
Human Resources	
Other Services and Charges	(12,923)
Community Relations	
Other Services and Charges	(10,000)
Economic Development	
Personnel Services	(61,574)
Other Services and Charges	(66,809)
Public Safety - Police Department	
Other Services and Charges	(145,320)
Public Safety - Fire Department	
Other Services and Charges	(68,520)
Capital Outlay	(89,200)
Community Development - Building	
Other Services and Charges	(23,390)
Community Development - Planning	
Other Services and Charges	(16,342)

	INCREASE (DECREASE)
Department of Public Works - Administration	
Other Services and Charges	(9,376)
Department of Public Works - Engineering	
Other Services and Charges	(65,142)
Department of Public Works - Field Operations	
Other Services and Charges	(33,620)
Department of Public Works - Fleet Asset	
Other Services and Charges	(23,877)
Historical Commission	
Other Services and Charges	(10,000)
Transfers to Other Funds	
Transfers Out	(50,000)
TOTAL APPROPRIATIONS	<u>\$ (805,774)</u>
Net Increase (Decrease) to Fund Balance	<u>\$ (145,226)</u>

Ending Fund Balance	\$9,990,667
Fund Balance as a % of total annual expenditures	28%

**INCREASE
(DECREASE)**

MAJOR STREET FUND

REVENUES	
State Sources	(613,500)
TOTAL REVENUES	<u>\$ (613,500)</u>
 APPROPRIATIONS	
Winter Maintenance	(58,000)
Capital Outlay	(500,000)
TOTAL APPROPRIATIONS	<u>\$ (558,000)</u>
 Net Increase (Decrease) to Fund Balance	 <u><u>\$ (55,500)</u></u>

Ending Fund Balance	\$467,881
Fund Balance as a % of total annual expenditures	21%

LOCAL STREET FUND

REVENUES	
State Sources	(204,500)
TOTAL REVENUES	<u>\$ (204,500)</u>
 APPROPRIATIONS	
Winter Maintenance	(99,000)
Capital Outlay	(1,000,000)
TOTAL APPROPRIATIONS	<u>\$ (1,099,000)</u>
 Net Increase (Decrease) to Fund Balance	 <u><u>\$ 894,500</u></u>

Ending Fund Balance	\$1,719,311
Fund Balance as a % of total annual expenditures	24%

MUNICIPAL STREET FUND

APPROPRIATIONS	
Winter Maintenance	(23,000)
TOTAL APPROPRIATIONS	<u>\$ (23,000)</u>
 Net Increase (Decrease) to Fund Balance	 <u><u>\$ 23,000</u></u>

Ending Fund Balance	\$2,009,320
Fund Balance as a % of total annual expenditures	25%

**INCREASE
(DECREASE)**

PARKS, RECREATION, & CULTURAL SERVICES FUND
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REVENUES	
Program Revenue	(311,350)
Older Adult Program Revenue	(22,654)
TOTAL REVENUES	<u>\$ (334,004)</u>

APPROPRIATIONS	
Personnel Services	(8,570)
Other Services and Charges	(119,838)
Capital Outlay	(367,261)
TOTAL APPROPRIATIONS	<u>\$ (495,669)</u>

Net Increase (Decrease) to Fund Balance	<u>\$ 161,665</u>
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Ending Fund Balance	\$713,860
Fund Balance as a % of total annual expenditures	21%

ECONOMIC DEVELOPMENT FUND

REVENUES	
Transfers in	(50,000)
TOTAL REVENUES	<u>\$ (50,000)</u>

Net Increase (Decrease) to Fund Balance	<u>\$ (50,000)</u>
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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 April 29, 2020

Cortney Hanson
City Clerk

<u>GL #</u>	<u>Project/Item Description</u>	<u>Budget Category</u>	<u>Amount</u>
General Fund			
Revenues			
101-000.00-574.000	State revenue sharing	State sources	(646,000)
101-000.00-478.000	Building permits	License, permits & charges for services	(67,500)
101-000.00-478.300	Plan review fees	License, permits & charges for services	(79,000)
101-000.00-480.000	Electrical permits	License, permits & charges for services	(17,500)
101-000.00-481.000	Heating permits	License, permits & charges for services	(6,500)
101-000.00-482.000	Plumbing permits	License, permits & charges for services	(9,500)
101-000.00-655.000	Court fees and fines	Fines and forfeitures	(125,000)
			\$ (951,000)
Appropriations			
101-337.00-983.030	Vehicle-fire capt	Capital outlay	(89,200)
101-940.00-965.566	Transfer to Economic Development Fund	Transfers out	(50,000)
101-101.00-956.000	Conferences and workshops	Other Services and Charges	(1,880)
101-101.00-956.101	Conferences & Workshops -Council Members	Other Services and Charges	(6,335)
101-172.00-956.000	Conferences and workshops	Other Services and Charges	(890)
101-172.00-956.200	City-wide training & workshops	Other Services and Charges	(2,750)
101-201.00-956.000	Conferences and Workshops	Other Services and Charges	(2,850)
101-205.00-956.000	Conferences and workshops	Other Services and Charges	(11,350)
101-209.00-956.000	Conferences and workshops	Other Services and Charges	(2,500)
101-253.00-956.000	Conferences and workshops	Other Services and Charges	(660)
101-265.00-956.000	Conferences and workshops	Other Services and Charges	(690)
101-265.10-956.000	Conferences and workshops	Other Services and Charges	(2,030)
101-270.00-956.000	Conferences and workshops	Other Services and Charges	(4,500)
101-270.00-956.200	City-wide training & workshops	Other Services and Charges	(3,200)
101-295.00-956.000	Conferences and workshops	Other Services and Charges	(10,000)
101-301.00-956.000	Conferences and workshops	Other Services and Charges	(7,000)
101-337.00-956.000	Conferences and workshops	Other Services and Charges	(19,000)
101-371.00-956.000	Conferences and workshops	Other Services and Charges	(1,000)
101-442.00-956.000	Conferences and workshops	Other Services and Charges	(3,065)
101-442.10-956.000	Conferences and workshops	Other Services and Charges	(2,025)
101-442.20-956.000	Conferences and workshops	Other Services and Charges	(18,025)
101-807.00-956.000	Conferences and workshops	Other Services and Charges	(250)
101-210.00-910.001	Insurance Claims/Deductibles	Other Services and Charges	(25,000)
101-210.00-971.000	Land Acquisition	Capital outlay	(10,000)
101-296.00-704.000	Permanent salaries	Personnel services	(37,500)
101-296.00-716.000	Insurance	Personnel services	(17,334)
101-296.00-716.000	Social Security	Personnel services	(6,090)
101-296.00-716.200	HSA - employer contribution	Personnel services	(1,950)
101-296.00-716.999	Insurance - Employee Reimbursement	Personnel services	3,250
101-296.00-718.450	Retiree health savings DC	Personnel services	(1,950)
101-296.00-816.028	Mobility Feasibility Project	Other Services and Charges	(65,000)
101-301.00-806.000	Prosecuting Attorney	Other Services and Charges	(10,000)
101-442.10-924.050	Street Light Install -City Initiated	Other Services and Charges	(60,000)
101-442.30-861.000	Gasoline and Oil	Other Services and Charges	(15,000)
101-803.00-880.400	Historical Commission	Other Services and Charges	(10,000)
101-807.00-816.034	Document Imaging/Scanning Proj	Other Services and Charges	(10,000)
101-172.00-838.000	COVID 19 - 1% Reduction	Other Services and Charges	(3,451)
101-201.00-838.000	COVID 19 - 1% Reduction	Other Services and Charges	(6,068)
101-205.00-838.000	COVID 19 - 1% Reduction	Other Services and Charges	(2,315)
101-209.00-838.000	COVID 19 - 1% Reduction	Other Services and Charges	(5,899)
101-215.00-838.000	COVID 19 - 1% Reduction	Other Services and Charges	(9,527)
101-253.00-838.000	COVID 19 - 1% Reduction	Other Services and Charges	(3,490)
101-265.00-838.000	COVID 19 - 1% Reduction	Other Services and Charges	(12,404)

Budget Amendment# 2020-4 - April 29, 2020

<u>GL #</u>	<u>Project/Item Description</u>	<u>Budget Category</u>	<u>Amount</u>
101-265.10-838.000	COVID 19 - 1% Reduction	Other Services and Charges	(9,592)
101-270.00-838.000	COVID 19 - 1% Reduction	Other Services and Charges	(5,223)
101-296.00-838.000	COVID 19 - 1% Reduction	Other Services and Charges	(1,809)
101-301.00-838.000	COVID 19 - 1% Reduction	Other Services and Charges	(128,320)
101-337.00-838.000	COVID 19 - 1% Reduction	Other Services and Charges	(49,520)
101-371.00-838.000	COVID 19 - 1% Reduction	Other Services and Charges	(22,390)
101-442-00.838.000	COVID 19 - 1% Reduction	Other Services and Charges	(6,311)
101-442-10.838.000	COVID 19 - 1% Reduction	Other Services and Charges	(3,117)
101-442-20.838.000	COVID 19 - 1% Reduction	Other Services and Charges	(15,595)
101-442-30.838.000	COVID 19 - 1% Reduction	Other Services and Charges	(8,877)
101-807.00-838.000	COVID 19 - 1% Reduction	Other Services and Charges	(6,092)

\$ (805,774)

Net Increase (decrease) to fund balance \$ (145,226)

Ending Fund Balance	\$9,990,667
Fund Balance as a % of total annual expenditures	28%

<u>GL #</u>	<u>Project/Item Description</u>	<u>Budget Category</u>	<u>Amount</u>
Major Street Fund			
Revenues			
202-000.00-546.000	Gas and weight tax	State sources	(613,500)
			<u>\$ (613,500)</u>
Appropriations			
202-202.07-866.060	Labor Allocation	Winter Maintenance	(6,000)
202-202.07-868.000	Winter maintenance - Materials	Winter Maintenance	(52,000)
202-202.00-865.183	ENG008 Lee BeGole Dr (11Mile-Terminus)-rollover	Capital Outlay	(500,000)
			<u>\$ (558,000)</u>
		Net Increase (decrease) to fund balance	\$ (55,500)

Ending Fund Balance	\$467,881
Fund Balance as a % of total annual expenditures	21%

Local Street Fund			
Revenues			
203-000.00-546.000	Gas and weight tax	State sources	(204,500)
			<u>\$ (204,500)</u>
Appropriations			
203-203.07-866.055	Equipment Usage Allocation	Winter Maintenance	(4,000)
203-203.07-866.060	Labor Allocation	Winter Maintenance	(14,000)
203-203.07-868.000	Winter maintenance - Materials	Winter Maintenance	(3,000)
203-203.07-868.100	Winter Maint - Contractual Snow Removal	Winter Maintenance	(78,000)
203-203.00-864.210	102-01 NRP 2020 - Design (FY 2020-21)	Capital Outlay	(55,000)
203-203.00-864.211	102-01 NRP 2020 - Concrete (FY 2020-21)	Capital Outlay	(195,000)
203-203.00-864.213	102-01 NRP 2020 - Asphalt (FY 2020-21)	Capital Outlay	(195,000)
203-203.00-864.220	102-01 NRP 2021 - Design (FY 2021-22)	Capital Outlay	(55,000)
203-203.00-985.005	ENG002 2020 CPR Prog FY2021	Capital Outlay	(500,000)
			<u>\$ (1,099,000)</u>
		Net Increase (decrease) to fund balance	\$ 894,500

Ending Fund Balance	\$1,719,311
Fund Balance as a % of total annual expenditures	24%

Municipal Street Fund			
Revenues			
			<u>\$ -</u>
Appropriations			
204-204.07-866.060	Labor Allocation	Winter Maintenance	(3,000)
204-204.07-868.100	Winter Maint - Contractual Snow Removal	Winter Maintenance	(20,000)
			<u>\$ (23,000)</u>
		Net Increase (decrease) to fund balance	\$ 23,000

Ending Fund Balance	\$2,009,320
Fund Balance as a % of total annual expenditures	25%

<u>GL #</u>	<u>Project/Item Description</u>	<u>Budget Category</u>	<u>Amount</u>
Parks, Recreation, and Cultural Services Fund			
Revenues			
208-000.00-653.566	Older Adults - Social	Older adult program revenue	(749)
208-000.00-653.567	Older Adults - Fitness	Older adult program revenue	(8,872)
208-000.00-653.557	Older Adults - Transportation	Older adult program revenue	(1,515)
208-000.00-653.564	Older Adults - Massage	Older adult program revenue	(143)
208-000.00-653.551	Older Adults - Golf League	Older adult program revenue	(8,500)
208-000.00-653.550	Older Adults - Special Events	Older adult program revenue	(2,875)
208-000.00-653.308	Karate	Program revenue	(15,245)
208-000.00-653.642	Dance Programs	Program revenue	(3,349)
208-000.00-653.529	Dog Park Memberships	Program revenue	(1,082)
208-000.00-653.643	Theatre Programs	Program revenue	(3,025)
208-000.00-653.001	Adult softball league	Program revenue	(42,000)
208-000.00-653.003	Youth softball/t-ball	Program revenue	(12,000)
208-000.00-653.010	Youth soccer league	Program revenue	(49,000)
208-000.00-653.011	Sand volleyball league	Program revenue	(640)
208-000.00-653.015	Adult tennis league	Program revenue	(600)
208-000.00-653.016	Adult Soccer League	Program revenue	(1,000)
208-000.00-653.641	Sizzling Summer	Program revenue	(6,500)
208-000.00-653.601	Easter egg hunt	Program revenue	(1,800)
208-000.00-653.519	Camping Program	Program revenue	(500)
208-000.00-653.931	Special events-Memorial Day	Program revenue	(2,000)
208-000.00-653.509	Sports camps/clinics (previously soccer)	Program revenue	(32,500)
208-000.00-653.510	Contracted & OC park camps	Program revenue	(15,723)
208-000.00-653.512	Camp Lakeshore (prior Novi Day Camp)	Program revenue	(74,631)
208-000.00-653.629	Cultural Arts Camps	Program revenue	(13,129)
208-000.00-653.020	Sportsfield rentals & toursneys	Program revenue	(24,253)
208-000.00-653.920	Community center	Program revenue	(9,023)
208-000.00-653.921	Park rental	Program revenue	(3,350)
			\$ (334,004)

Appropriations

208-693.00-705.208	Temp Salaries -Parks Build Attendants	Personnel services	(8,570)
208-693.00-960.001	Adult softball league	Other Services and Charges	(9,444)
208-693.00-960.003	Youth softball/t-ball	Other Services and Charges	(6,500)
208-693.00-960.010	Youth soccer league	Other Services and Charges	(27,500)
208-693.00-960.011	Sand volleyball league	Other Services and Charges	(300)
208-693.00-960.015	Adult tennis league	Other Services and Charges	(110)
208-693.00-960.020	Sports field rental and tournys	Other Services and Charges	(6,353)
208-693.00-960.308	Karate	Other services and charges	(8,084)
208-693.00-960.504	Lakeshore Beach	Other Services and Charges	(19,000)
208-693.00-960.509	Sports Camps/Clinics (previously soccer)	Other Services and Charges	(1,978)
208-693.00-960.510	Contracted and OC Park Camps (rec)	Other Services and Charges	(1,272)
208-693.00-960.519	Camping Program	Other Services and Charges	(300)
208-693.00-960.601	Easter egg hunt	Other Services and Charges	(911)
208-693.00-960.629	CULTURAL ARTS CAMPS	Other Services and Charges	(612)
208-693.00-960.637	Theatre - Operating Supplies	Other Services and Charges	(2,877)
208-693.00-960.641	Sizzling Summer	Other Services and Charges	(6,644)
208-693.00-960.642	Dance Programs	Other Services and Charges	(737)
208-693.00-960.645	Music Programs	Other Services and Charges	(181)
208-693.00-960.920	Community center	Other Services and Charges	(1,503)
208-693.00-960.931	Special events-Memorial Day	Other Services and Charges	(2,000)
208-695.00-960.550	Older Adults - Special Events	Other Services and Charges	(1,133)
208-695.00-960.557	Older Adults - Transportation	Other Services and Charges	(20,083)
208-695.00-960.564	Older Adults - Massage	Other Services and Charges	(194)
208-695.00-960.566	Older Adults - Social	Other Services and Charges	(267)
208-695.00-960.567	Older Adults - Fitness	Other Services and Charges	(1,855)
208-691.00-976.039	FAC012 Comm Center Reno(4 activity room)	Capital Outlay	(18,384)
208-691.00-977.004	ENG003 Wildlife Woods Park Sdwlk & Trail	Capital Outlay	(1,000)
208-691.00-977.089	PRC040 Wildlife Woods Pickleball Crts(4)	Capital Outlay	(231,625)
208-691.00-982.022	PRC025 Mobile Sound Stage Replace	Capital Outlay	(11,000)
208-695.00-983.039	Transit Van-OAS (replace #123)	Capital Outlay	(60,605)
208-695.00-983.065	Transit Vehicle -PRCS OAS (replace #203)	Capital Outlay	(44,647)
			\$ (495,669)

Net Increase (decrease) to fund balance \$ 161,665

Ending Fund Balance	\$713,860
Fund Balance as a % of total annual expenditures	21%

Budget Amendment# 2020-4 - April 29, 2020

<u>GL #</u>	<u>Project/Item Description</u>	<u>Budget Category</u>	<u>Amount</u>
<u>Revenues</u>			
566-000.00-676.101	Transfer from General Fund		(50,000)
			<u>\$ (50,000)</u>
			<hr/>
		Net Increase (decrease) to fund balance	\$ (50,000)