

CITY COUNCIL



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Mayor



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Mayor Pro Tem



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Council Member



LAURA MARIE CASEY
Council Member



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Council Member



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City Manager



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Novi

Michigan

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morrill

Executive Director

The Governmental Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Novi, Michigan for its annual budget for the fiscal year beginning July 1, 2019.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as policy document, as an operations guide, as a final plan, and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.

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TABLE OF CONTENTS

Introduction

ICMA: Code of Ethics	9
ICMA: Declaration of Ideals	11
City of Novi Leadership Philosophy	13
NOVI Diagram	15
Citizen's Guide to the Budget	17

City Manager Budget Message

Budget Message	19
----------------	----

Budget Overview

City Council Goals	21
Revenue Trends	23
Expenditure Trends	30

Financial Structure, Policy, and Process

Organizational Chart	33
Fund Structure	34
Significant Budget and Accounting Policies	35
Financial Policies	38
Budget Policies and Procedures	45
Budget Process	47
Budget Amendment Process	49
Budget Calendar	50

Financial Summaries

Long Range Financial Plan	51
Consolidated Financial Schedule	54

General Fund	64
---------------------	----

Special Revenue Funds	64
------------------------------	----

202 Major Street Fund	64
-----------------------	----

203 Local Street Fund	65
-----------------------	----

204 Municipal Street Fund	66
---------------------------	----

208 Parks, Recreation, and Cultural Services Fund	67
---	----

209 Tree Fund	68
---------------	----

210 Drain Fund	69
----------------	----

226 Rubbish Collection Fund	70
-----------------------------	----

263 PEG Cable Fund	71
--------------------	----

264 Community Development Block Grant (CDBG) Fund	72
---	----

266 Forfeiture Fund	73
---------------------	----

268 Library Fund	74
------------------	----

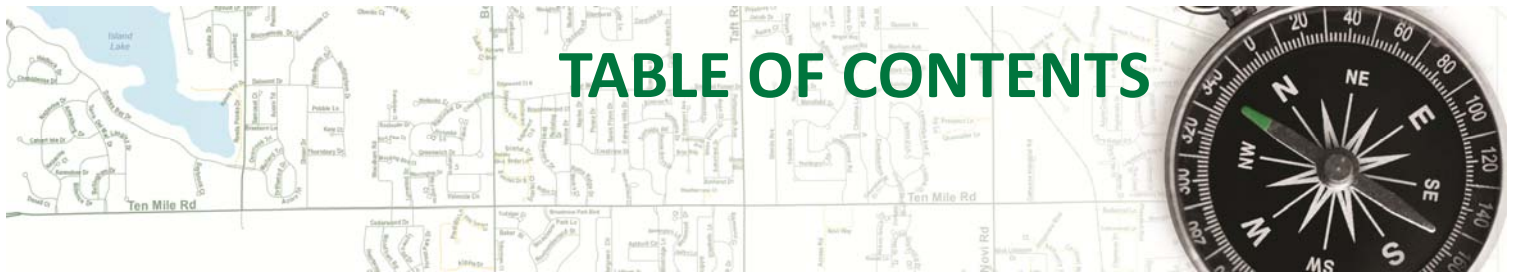
269 Library Contribution Fund	75
-------------------------------	----



TABLE OF CONTENTS

854 Street Lighting (West Oaks Street) Fund	76
855 Street Lighting (West Lake Drive) Fund	77
856 Street Lighting (Town Center Street) Fund	78
Debt Service Funds	79
317 2008 Library Construction Debt Fund	79
Capital Project Funds	80
235 Special Assessment Revolving Fund	80
400 Capital Improvement Program (CIP) Fund	81
402 Gun Range Facility Fund	82
403 Street Improvement Fund	83
463 PEG Cable Capital Fund	84
Permanent Fund	85
211 Drain Perpetual Maintenance Fund	85
Enterprise Funds	86
590 Ice Arena Fund	86
592 Water and Sewer Fund	87
594 Senior Housing Fund	88
Internal Service Fund	89
677 Self Insurance Healthcare Fund	89
Fiduciary Fund	90
710 Retiree Healthcare Benefits Fund	91
Fund Balance	91
Major Revenue Sources, Assumptions, and Trends	94
Expenditure Analysis	99
Capital Improvement Program & Debt	
Capital Improvement Program	101
Debt Service	133
Departmental Information	
Personnel (full-time staff)	141
Department Descriptions, Performance Measures, Goals, & Objectives	149
101.00 Mayor and City Council	149
172.00 City Manager	150
<i>Financial Services</i>	152
201.00 Finance Department	152
253.00 Treasury Department	154
<i>Integrated Solutions</i>	156
205.00 Information Technology	156

TABLE OF CONTENTS



265.00 Facility Management	158
265.10 Facility Management – Parks Maintenance	160
209.00 Assessing Department	162
210.00 City Attorney, Insurance, and Claims	163
215.00 City Clerk	164
270.00 Human Resources	166
295.00 Community Relations	168
296.00 Economic Development	170
<i>Public Safety</i>	172
301.00 Police Department	174
337.00 Fire Department	174
<i>Community Development</i>	176
371.00 Building Department	176
807.00 Planning Department	178
<i>Department of Public Works</i>	180
442.00 Administration Division	180
442.10 Engineering Division	182
442.20 Field Operations Division	184
442.30 Fleet Asset Division	186
592.00 Water & Sewer Department	188
665.00 Novi Youth Assistance	190
803.00 Historical Commission	191
<i>Parks, Recreation, and Cultural Services</i>	192
691.00 Administration	192
693.00 Recreation	192
695.00 Older Adult Services	192
209.00 Forestry	194
263.00 PEG Cable	195
268.00 Library	196
590.00 Ice Arena	198
594.00 Senior Housing (Meadowbrook Commons)	199

Statistical Information & Supplemental Data

Statistical Information	201
Glossary	215

Resolutions

Resolution of Adoption 2020 Millage Rates	221
Resolution of Adoption Fiscal Year 2020-2021 Budget and Acknowledging the Multi-Year Budget Including Projections of Future Fiscal Years 2021-22 and 2022-2023	222

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INTRODUCTION

ICMA CODE OF ETHICS

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

1. We believe professional management is essential to efficient and democratic local government by elected officials.
2. Affirm the dignity and worth of local government services and maintain a deep sense of social responsibility as a trusted public servant.
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
4. Serve the best interests of the people.
5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.
6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.
12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

Adopted by the ICMA Executive Board in 1924, and most recently revised by the membership in October 2019.

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Declaration of Ideals

Members of the International City/County Management Association dedicate themselves to the faithful stewardship of the public trust and embrace a shared ideal of management excellence.

The International City/County Management Association (ICMA) was founded with a commitment to the preservation of the values and integrity of representative local government and local democracy and a dedication to the promotion of efficient and effective management of public services. To fulfill the spirit of this commitment, ICMA works to maintain and enhance public trust and confidence in local government, to achieve equity and social justice, to affirm human dignity, and to improve the quality of life for the individual and the community. Members of ICMA dedicate themselves to the faithful stewardship of the public trust and embrace the following ideals of management excellence, seeking to:

1. Provide an environment that ensures the continued existence and effectiveness of representative local government and promotes the understanding that democracy confers privileges and responsibilities on each citizen.
2. Recognize the right of citizens to influence decisions that affect their well-being; advocate a forum for meaningful citizen participation and expression of the political process; and facilitate the clarification of community values and goals.
3. Respect the special character and individuality of each community while recognizing the interdependence of communities and promoting coordination and cooperation.
4. Seek balance in the policy formation process through the integration of the social, cultural, and physical characteristics of the community.
5. Promote a balance between the needs to use and to preserve human, economic, and natural resources.
6. Advocate equitable regulation and service delivery, recognizing that needs and expectations for public services may vary throughout the community.
7. Develop a responsive, dynamic local government organization that continuously assesses its purpose and seeks the most effective techniques and technologies for serving the community.
8. Affirm the intrinsic value of public service and create an environment that inspires excellence in management and fosters the professional and personal development of all employees.
9. Seek a balanced life through ongoing professional, intellectual, and emotional growth.
10. Demonstrate commitment to professional ethics and ideals and support colleagues in the maintenance of these standards.
11. Take actions to create diverse opportunities in housing, employment, and cultural activity in every community for all people.

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City of Novi Leadership Philosophy: Our Guide to Manage, Recruit/Select, and Follow

We, the City of Novi management team, believe **employees are committed** to providing quality services and take pride in contributing to the community. Our team members are motivated by fair and positive recognition and possess a sense of value to deliver quality customer service.

We believe in and **strive to provide professional growth and development opportunities** for all people, so they may remain technically proficient and learn the most current, effective means of performing their work. We believe continuing education is critical and helps our staff to anticipate the future and be prepared.

We encourage a **trusting and supportive environment** that fosters innovative problem solving initiatives from every aspect of the organization.

We believe the **opportunity to lead**, both formally and informally, is available to all who desire it throughout the organization.

We believe **staff closest to situations has the greatest potential for quickly and effectively resolving issues** and decisions can and should be made by all people throughout the organization.

We proudly **provide essential community services through planning, goal setting, engagement and prioritization** that are supported by City Council and delivered transparently.

We **encourage and expect employees to dedicate and commit time to long-range thinking and planning** apart from daily required tasks. Our whole staff team explores and thinks through options to do things differently, to do things better.

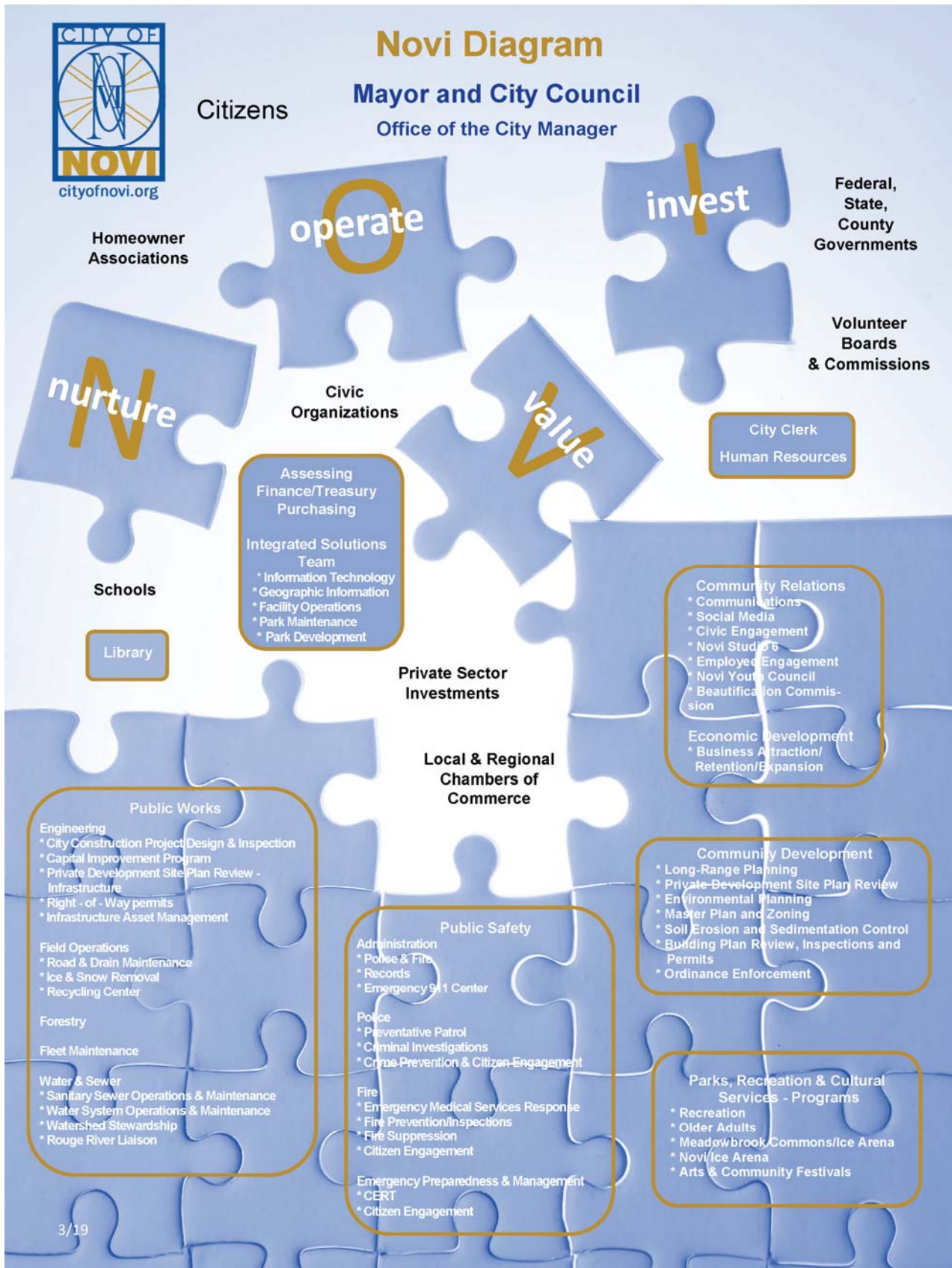
We pride ourselves on **communicating openly and honestly through a variety of methods** and encourage internal and external feedback which is accurate and timely to most effectively inform all organization members.

We **believe and take pride in Novi's tradition of partnering with the wider community**. We desire to be the first to step up and partner, to be leaders who follow through on mutually-beneficial co-operations. With the assistance of schools, service agencies, and other units of government, we can find areas of each of our strengths to provide the best and most efficient service to citizens and businesses.

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INTRODUCTION



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Citizen's Guide to the Budget

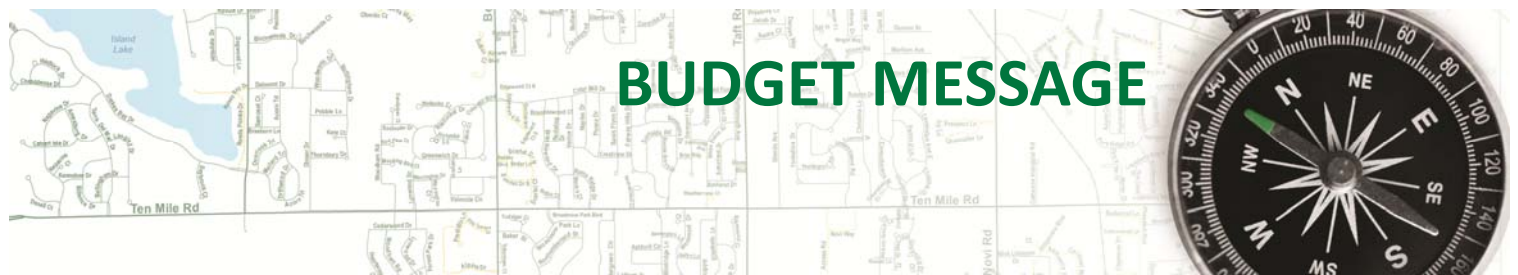
The purpose of this section is to explain to the reader the format and information presented in the budget document.

The budget provides a financial plan to execute the Budget Program Strategies which are funded through the General Fund, Special Revenue Funds and other sources; and includes payment of debt. A glossary of terms is included within the Statistical Information and Supplemental Data section with definitions for these and other budget and financial terms.

The budget document consists of the following sections:

- The [City Manager Budget Message](#) highlights the program strategies and budget plan priorities.
- The [Budget Overview](#) provides a summary of the significant budget items and trends as well as short and long term factors that influenced the decisions made in the development of the upcoming budget.
- The [Financial Structure, Policy, and Process](#) provides an organization chart, a summary of the financial and budget policies, basis for budgeting, process of budget preparation and the relationship between all funds. This section also will discuss entity-wide long-term financial policies.
- The [Financial Summaries](#) includes a description of all funds as well as the City's three-year operating budgets for all funds including prior year actual and current year estimated ending balances. This section presents the major revenues, expenditures and other financing sources and uses, as well as explains the underlying assumptions for any estimates and discusses any trends. Projected changes in fund balance are included for all funds.
- The [Capital Improvement Program and Debt](#) section provides a detailed listing of capital improvement projects for the upcoming fiscal year as well as for the next five years. Financial data on the current debt obligations, including legal debt limits, and the effect on current operations is also detailed in this section.
- The [Departmental Information](#) section includes department overviews, performance measures, goals, and objectives. A citywide personnel summary of all full-time positions is also included in this section.
- The [Statistical Information and Supplemental Data](#) section provides additional information pertaining to the City of Novi that may be of interest to the reader of the budget document. Also included in this section is a Glossary of the various budget and financial terms used throughout the document.
- [Resolutions](#) contain the two final resolutions approved by the Mayor and City Council as part of the budget process which include adoption of the annual property tax millage rates, budget, and acknowledgement of the multi-year budget.

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FY 2020-21 BUDGET MESSAGE

Staying the Course

Dear Honorable Mayor, City Council, and Residents of the City of Novi:

Throughout history, numerous notable leaders like Winston Churchill and Presidents Lyndon Johnson and Ronald Regan have utilized the phrase “stay the course.” Their common interpretation was to continue toward a focused goal or point on the horizon. Author and television personality Dr. Phillip C. McGraw is often quoted “Life’s a marathon, not a sprint, ” meaning that life can be a long and arduous ordeal, so you need to pace yourself. If you try to take on too much at one time, you will burn out and may not finish the race. In doing so, at times, it may feel like there is no urgency in what we do. In actuality, when some things are done in a deliberate, rhythmic way over time, they may be more meaningful and impactful progress is being made.

In the spirit of the aforementioned historical figures, I propose to you a balanced budget that maintains Novi’s trajectory down a sound and stable path. The numbers presented support the programs, initiatives, and personnel who serve the growing needs of the community. The General Fund is set to spend an average of \$900,000 over the next three years on capital-related items, including maintaining our existing facilities, equipment, and technology.

Our City Council has been very consistent over the past several years supporting major investment into the City’s infrastructure. In this proposed budget, you can see we continue that trend on road spending. Excluding road maintenance, we have planned to spend \$6.8 million in FY 21 and almost \$15.3 million over the following two years.

City Administration continues to work with Road Commission for Oakland County (RCOC) colleagues in planning for road reconstruction in the city. The RCOC, being responsible for several major thoroughfares in Novi, has partnered with the City previously to receive advance funding from Novi for some of their road sections. These projects are planned several years “down the road” according to RCOC plans but, due to sound financial decision making, the City is able to finance improvements sooner than initially planned, including 10 Mile Road in FY 21/22. We understand, while these roads do not fall under our jurisdiction, these roads do affect Novi’s mobility. Concerning non-motorized mobility, we are also proposing to spend another \$2.3 million over the next three years on sidewalks and pathways.

In Parks Recreation and Cultural Services, we continue to reinvest by spending \$575,000 in FY 21 for trails, park upgrades, and play structure replacements. Also, this budget has another \$4 million during FY 23 in improvements at ITC Community Sports Park that will bring these very active fields up to drainage and usage standards.



BUDGET MESSAGE

Many communities across the State of Michigan and the Country continue to struggle with Other Post Employee Benefits (OPEB). In Novi, OPEB is 104% funded, and pension obligations are now 65% funded. Even though Novi has funded more to the pension funds than required by our actuary, the pension fund is expected to fall below 60% due to assumption changes. We plan to continue to fund more than required and are exploring options for additional funding.

The great news is that the City of Novi's debt is at an all-time low. The City has only three outstanding bonds (Library, Meadowbrook Senior Housing, and Ice Arena) totaling \$16,235,000. Just ten years ago, City's total debt was \$64,613,290.

The City's millage rate remains at 10.5376, unchanged from FY 2018, and continues to be one of the lowest rates in Oakland County and the entire State for full-service communities.

Our Capital Improvement Program (CIP) Fund has the City purchasing a new fire pumper apparatus in each of the next three years beginning in FY 2022 totaling \$2.7 million. In doing so, it will put the Fire Department's mobile apparatus in very good condition, going forward.

As the community nears its 52nd year as a city and continues on this marathon, the City Council has created two committees that are investigating ways to maintain the monicur of being a desired community for employers and residents alike. These two committees are exploring possible significant improvements to the community road network and the feasibility of constructing a new community recreation center. Funding for these endeavors is not reflected in this document.

I would like to thank the City's Finance Department, especially Director/Chief Financial Officer Carl Johnson, Deputy Director Sabrina Lilla, and Senior Budget Analyst Jessica Dorey for their work on this calculated budget document. With the help of Assistant City Manager Victor Cardenas and all the Department Directors, I believe they have put together a measured, deliberate, and well thought out budget path that will help Novi stay the Course.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Peter E. Auger'.

Peter E. Auger
City Manager



BUDGET OVERVIEW

City Council Goals

On February 10, 2020, at an Early Input Budget Session, the Novi City Council met to discuss Strategic Themes & Broad Goal categories. City Council voted during this year's budget session to not make any goals that exceed the two years in between local elections. The current Council believes no Council can or should tie the hands of the next Council and no Council should commit the Administration past the current Council term. The only exception to this declaration is the work being performed by the roads and recreation center committees. The two committees are going to recommend a long-term solution for road construction along with a recommendation for possible construction of a new community center. The items listed below and on the following page represent areas of focus to assist in reaching the short-term goals and long-term goals related to the road and community center committees.

Nurture public services that residents want and value.

Make long-term strategic and sustainable investments in Roads & Pathways and Water & Sewer and provide for development, acquisition and rehabilitation of parks and public lands. Provide cultural resources and recreational opportunities for a growing and diverse population.

Short-Term Goals

- Add benches on Meadowbrook Road from Meadowbrook Commons to 8 Mile Road. Sell naming right to the benches. Make the benches maintenance free.
- Establish "Aging Commission" to address specific housing and "aging in place" services needed for growing older population to include potential revision of duties or incorporation of Older Adults Advisory Board.
- Propose and fund a sidewalk maintenance incentive program with the purpose of encouraging residents to replace uneven panels in neighborhoods which pose a safety risk.

Operate a world-class and sustainable local government.

Maintain an efficient and effective, fiscally-responsible local government which leverages communication, strategic partnerships, and skilled staff.

Short Term Goals

- Employee Retention and Planning: 1) develop succession plan for all City Department heads and other key leadership roles 2) Review/update our strategy to attract and retain the best employees at all levels of the organization and all departments; including competitive levels of pay, benefits, training, developmental and promotional opportunities.
- Create a financially sustainable plan for the Tree Fund—current funding mechanism is not sustainable long term.
- Change the way we assess the City Manager; do so one on one, in private, not at a City Council Meeting. Then, at a later date, in closed session, discussion as to salary only.



BUDGET OVERVIEW

Value and build a desirable and vibrant community for residents and businesses alike now and into the future.

Encourage quality economic development to maximize city revenue and job growth while protecting and enhancing natural areas, natural features and community character.

Short Term Goals

- Woodland and Wetlands review and amend: 1) Comprehensive review of woodland and wetland ordinance; included benchmark against other communities 2) Amend woodlands and wetlands ordinances to balance protection of natural resources with development.
- Develop a plan to identify and purchase high quality woodlands using Tree Fund dollars so they are preserved permanently. Goal for at least 50 acres a year.

Invest properly in being a Safe Community at all times for all people.

Ensure Police, Fire, Public Services meet the needs of all residents, businesses, and visitors at all times.

Short Term Goals

- Develop/increase efforts to strengthen the Aux/POC program and ensure continued quality new hires into the system.

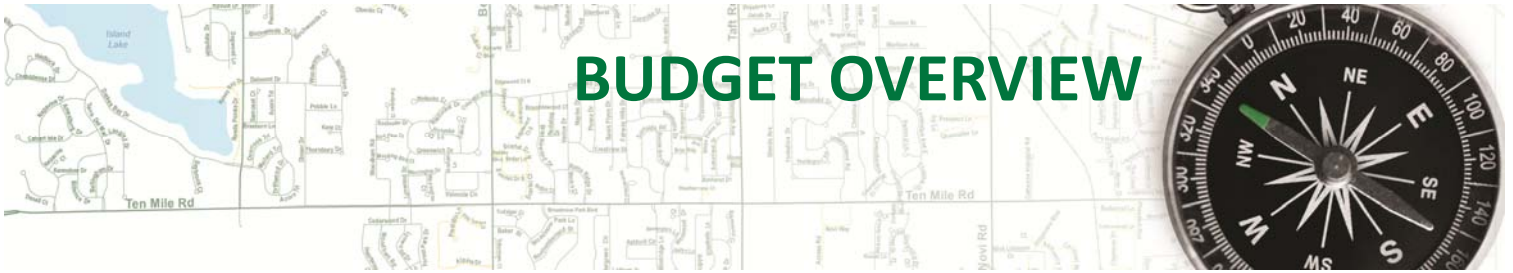
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Roads and Parks & Recreation Community Center Committees

Long Term Goals

- Develop a plan for construction/repairs of citywide roads which are currently estimated at \$100-\$125 million. The plan would also include recommended funding methods including possible bonding or voter approved millages.
- Determine the desires of the residents for the possible construction of a parks and recreation community center. A plan will be developed and presented to the Mayor and City Council which will include recommended size and amenities along with possible funding methods including bonding or voter approved millages.

BUDGET OVERVIEW



Revenue Trends

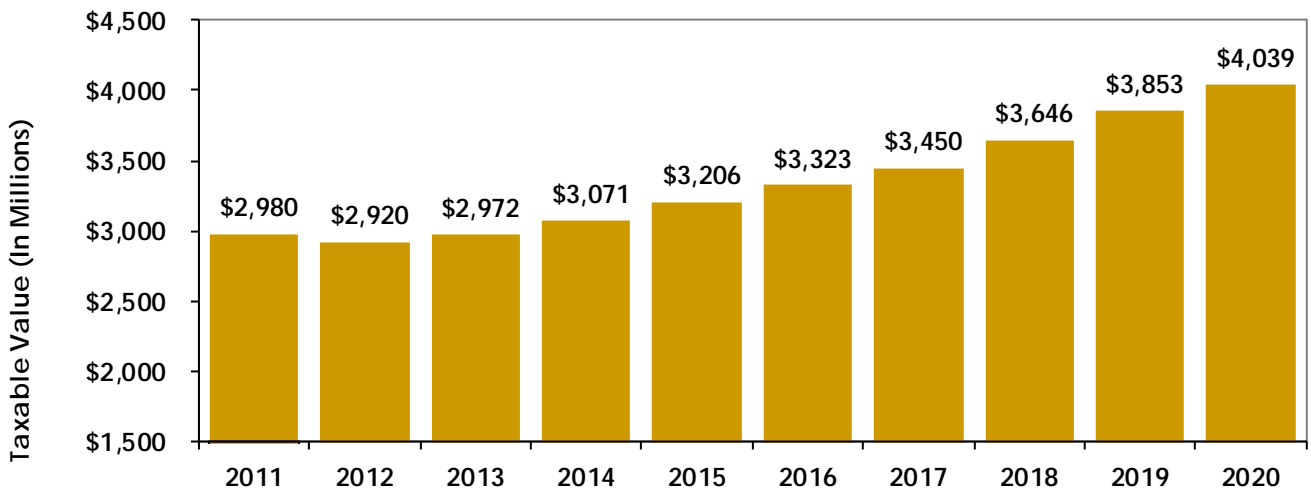
Property Taxes

Property taxes are expressed in terms of millage with one mill being equal to \$1.00 per thousand dollars of taxable value.

Assessing records maintain two values for each property in the City. Prior to Proposal A all property was taxed based on the State Equalized Value (S.E.V.), which represents 50% of true cash value. Proposal A limits the increase in value attributed to market change to the lower of 5% or the Inflation Rate Multiplier (previously referred to as Consumer Price Index). The one exception is the properties changing ownership, which brings the taxable value back up to the S.E.V.

The following shows recent history of taxable values and percentage change from prior year:

Tax Year	Taxable Value (in millions)	% Change
2011	\$ 2,980	-7.0%
2012	\$ 2,920	-2.0%
2013	\$ 2,972	1.8%
2014	\$ 3,071	3.3%
2015	\$ 3,206	4.4%
2016	\$ 3,323	3.6%
2017	\$ 3,450	3.8%
2018	\$ 3,646	5.7%
2019	\$ 3,853	5.7%
2020	\$ 4,039	4.8%



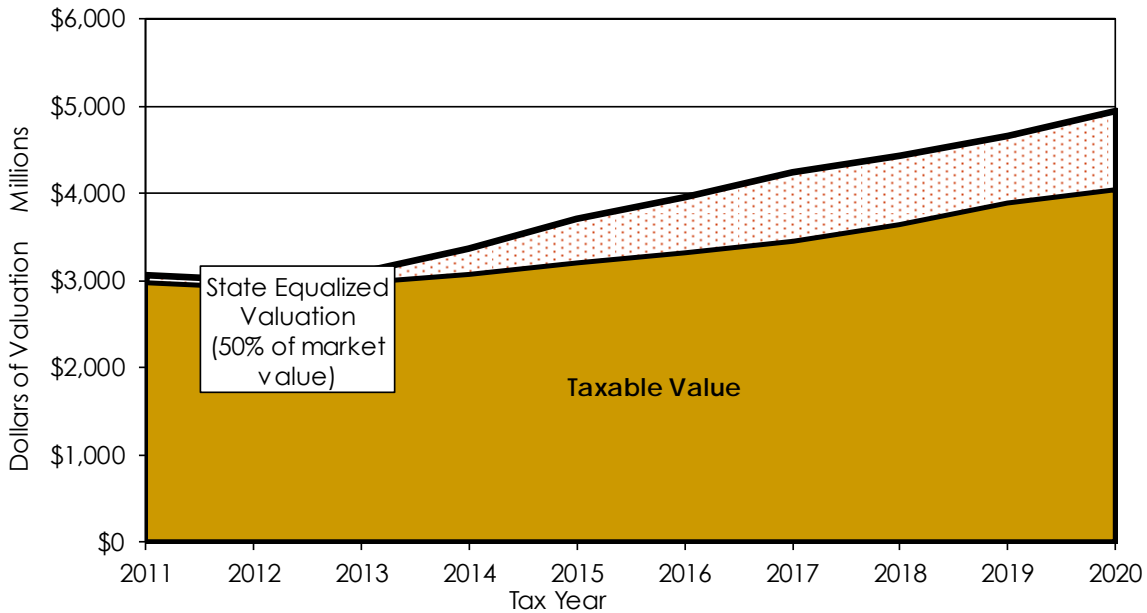


BUDGET OVERVIEW

Ten Year Taxable Value Actual Compared to State Equalized Valuation (SEV)

Tax Liability Year	State Equalized Valuation (50% of market value)		Taxable Value		% Taxable Value of SEV
	Amount	% Change	Amount	% Change	
2011	\$3,063,922,590	-7.7%	\$2,979,611,480	-7.0%	97.2%
2012	\$3,004,330,340	-1.9%	\$2,920,333,650	-2.0%	97.2%
2013	\$3,099,733,610	3.2%	\$2,972,081,580	1.8%	95.9%
2014	\$3,365,191,110	8.6%	\$3,070,872,210	3.3%	91.3%
2015	\$3,704,488,760	10.1%	\$3,205,569,930	4.4%	86.5%
2016	\$3,952,090,850	6.7%	\$3,323,044,630	3.7%	84.1%
2017	\$4,234,030,940	7.1%	\$3,450,116,990	3.8%	81.5%
2018	\$4,429,863,848	4.6%	\$3,645,653,370	5.7%	82.3%
2019	\$4,655,858,010	5.1%	\$3,892,730,510	6.8%	83.6%
2020	\$4,953,366,010	6.4%	\$4,038,736,310	3.8%	81.5%

Ten Year Taxable Value Compared to State Equalized Valuation
City of Novi, Michigan



The 1994 SEV established the base for taxable value calculations beginning in 1995. In addition to SEV, a taxable value was determined for each property. Taxable value is the lower of either capped value or SEV. Capped value increases are limited to the lesser of 5% or the rate of inflation. Although SEV continues to be based on market conditions, taxable value is thus in place to control property tax increases. Additions or losses to a property will increase or reduce the taxable value of that property. In the year following a property transfer, the taxable value of that property will uncapped to the SEV. Novi's total taxable value rate of change moves larger than the SEV largely due to the uncapping of properties from sales and the addition of new construction. In the coming decades, as Novi reaches build-out and ages, under current rules, yearly increases in taxable value will be closer to capped consumer price index (termed Inflation Rate Multiplier by the State of Michigan).

BUDGET OVERVIEW

Headlee Amendment

The Headlee amendment of the State Constitution can reduce the amount of operating millages allowed by City Charter. This amendment limits the growth in property tax revenue from existing property to the rate of inflation. It accomplishes this by reducing millages proportionally by the amount that market changes exceed the State's inflation rate multiplier. The table on this page shows the millages, revenues, remaining capacities and the proportion of each funds' property tax revenue.

CITY CHARTER RATES, HEADLEE MAXIMUM RATES AND 2020 TAX LEVY

OPERATING FUNDS	CITY CHARTER	ADJUSTED CHARTER MAXIMUM HEADLEE		2020 LEVY	REMAINING CAPACITY
		2019	2020		
GENERAL FUND-Operating	6.5000	4.7755	4.7563	4.7563	-
GENERAL FUND-PA 359 Advertising*	0.0000	N/A	N/A	0.0123	-
MUNICIPAL STREET FUND	1.5000	1.4273	1.4215	1.4215	-
PUBLIC SAFETY	1.8000	1.3590	1.3535	1.3535	-
PARKS AND RECREATION	0.5000	0.3668	0.3653	0.3653	-
DRAIN REVENUE FUND	1.0000	0.7342	0.7312	0.5978	0.1334
CIP FUND	1.0000	0.9565	0.9526	0.9526	-
LIBRARY FUND	1.0000	0.7342	0.7312	0.7312	-
DEBT SERVICE FUNDS					Last Year of Levy
2008 LIBRARY DEBT FUND	(as needed)	N/A	N/A	0.3471	2027-28
				10.5376	

OPERATING FUNDS	MILLAGE			REVENUE	REMAINING CAPACITY
	2019-20	2020-21	CHANGE		
GENERAL FUND	4.7755	4.7563	(0.0192)	\$ 19,289,472	\$ -
GENERAL FUND-PA 359 Advertising*	0.0129	0.0123	(0.0006)	50,000	-
MUNICIPAL STREET FUND	1.4273	1.4215	(0.0058)	5,711,286	-
PUBLIC SAFETY	1.3590	1.3535	(0.0055)	5,443,695	-
PARKS AND RECREATION	0.3668	0.3653	(0.0015)	1,468,995	-
DRAIN REVENUE FUND	0.5583	0.5978	0.0395	2,229,182	688,217
CIP FUND	0.9565	0.9526	(0.0039)	3,824,900	-
LIBRARY FUND	0.7342	0.7312	(0.0030)	2,917,399	-
	10.1905	10.1905	0.0000	\$ 40,934,929	
DEBT SERVICE FUNDS					
2008 LIBRARY DEBT FUND	0.3471	0.3471	0.0000	1,384,334	
	10.5376	10.5376	0.0000	\$ 42,319,263	

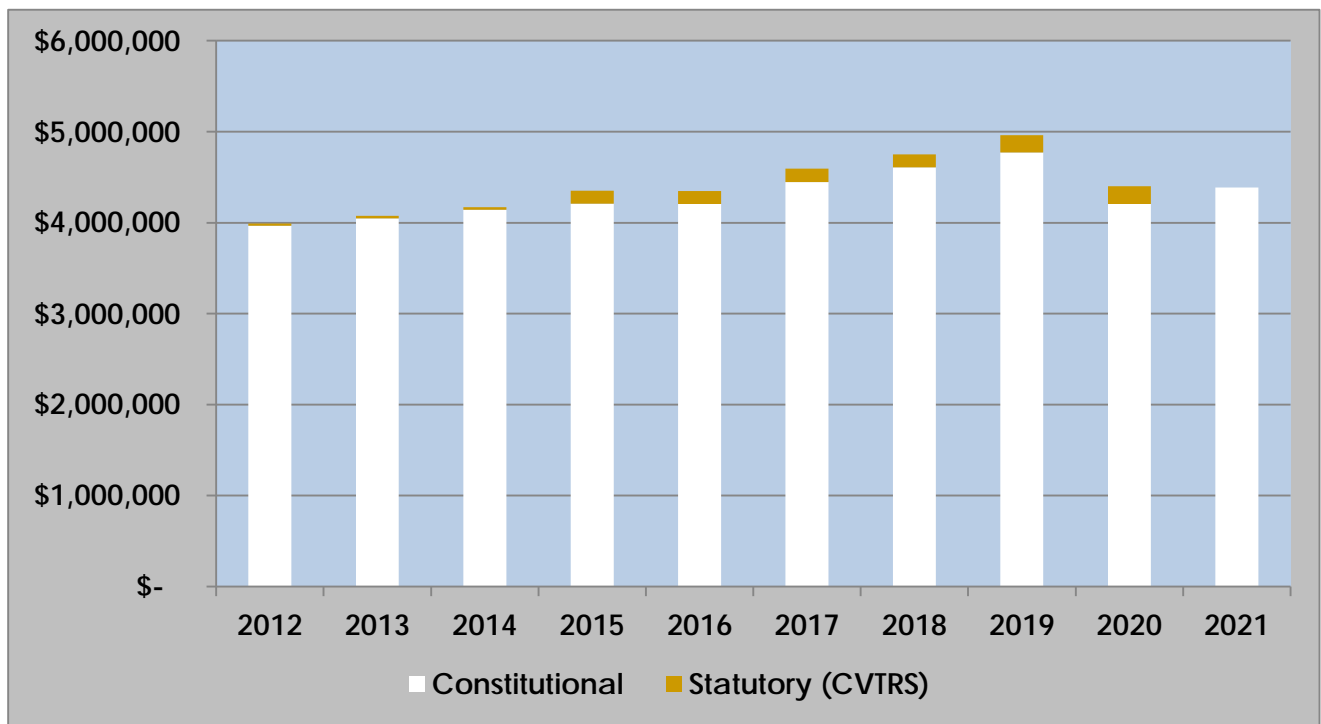
*Per Public Act 359 of 1925, Max levy of \$50,000



BUDGET OVERVIEW

State Shared Revenue

The State Revenue Sharing program distributes sales tax collected by the State of Michigan to local governments. The State Revenue Sharing is unrestricted General Fund revenue and is the second largest source of revenue in that fund. The distribution of funds is authorized by the State Revenue Sharing Act, Public Act 140 of 1971. The State Shared Revenue Program consists of two components; constitutional and statutory (CVTRS). The constitutional portion is guaranteed and distributed on a per capita basis. For Fiscal Year ending 2017 the Constitutional Payment is equal to the 2010 census population multiplied by the Distribution Rate or the Distribution Rate is calculated according to three formulas: taxable value per capita, population unit type and yield equalization. Since 2010, State Revenue Sharing had been steadily increasing and was back to the levels last seen in 2001. Unfortunately, the COVID-19 pandemic has had a negative impact on State Revenue Sharing. The City is expecting a decrease in State Shared Revenue from 2019 to 2020 fiscal years of \$560,000 and leveling off between 2020 and 2021 fiscal years. Despite the decrease in revenue due to the pandemic, the 2020 census will have a positive impact on Novi's State Shared Revenue as Novi's population is anticipated to have increased by approximately 10,000 people.

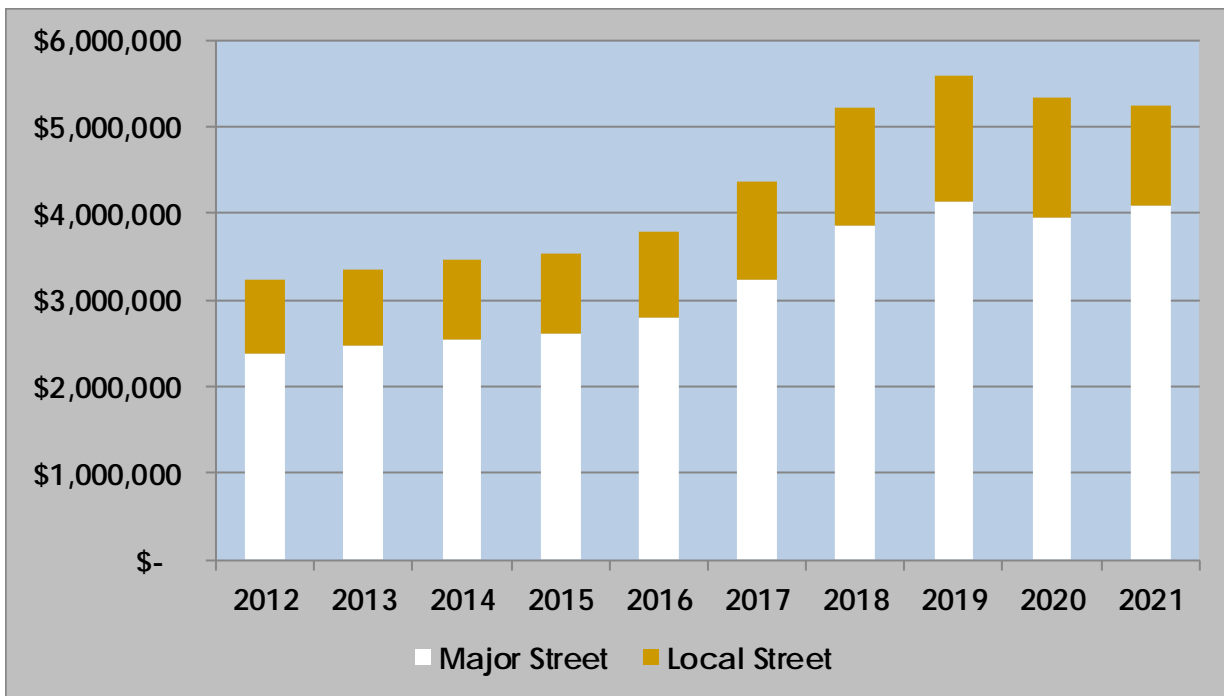


	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 PROJECTED	2021 ESTIMATED
Constitutional	\$ 3,965,601	\$ 4,047,703	\$ 4,142,627	\$ 4,207,692	\$ 4,203,650	\$ 4,445,931	\$ 4,606,209	\$ 4,771,476	\$ 4,204,816	\$ 4,386,243
Statutory (CVTRS)	\$ 25,092	\$ 26,886	\$ 28,182	\$ 146,155	\$ 146,155	\$ 146,155	\$ 146,155	\$ 189,009	\$ 195,256	\$ -
Total	\$ 3,990,693	\$ 4,074,589	\$ 4,170,809	\$ 4,353,847	\$ 4,349,805	\$ 4,592,086	\$ 4,752,364	\$ 4,960,485	\$ 4,400,072	\$ 4,386,243

BUDGET OVERVIEW

Act 51 – Michigan Transportation Fund

The State of Michigan’s Constitution also provides funds for transportation purposes. Act 51 of 1951, as amended, creates the Michigan Transportation Fund, whereas revenues collected through highway user taxes, state motor fuel taxes, vehicle registration fees, and other miscellaneous automobile related taxes are distributed by formula to state trunk lines, county road commissions, cities, and villages. These funds are utilized for maintenance and construction of neighborhood roads and other City streets within the Major and Local Street funds. Below is the ten year trend in Act 51 revenues for Major and Local Streets. As with State Shared Revenue, the City is expecting a decrease in Act 51 revenue due to the COVID-19 pandemic. The true effect of the decrease in gasoline needs due to the State’s “Stay Safe, Stay Home” mandate is still unknown at this time. The City has concluded to take a conservative approach in estimated its revenues as shown below.



	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 PROJECTED	2021 ESTIMATED
Major Street	\$ 2,390,926	\$ 2,472,919	\$ 2,549,850	\$ 2,602,927	\$ 2,805,151	\$ 3,225,703	\$ 3,865,139	\$ 4,123,583	\$ 3,941,500	\$ 4,083,200
Local Street	\$ 850,685	\$ 878,115	\$ 912,835	\$ 934,371	\$ 978,693	\$ 1,129,243	\$ 1,362,035	\$ 1,456,456	\$ 1,398,500	\$ 1,151,800
Total	\$ 3,241,611	\$ 3,351,034	\$ 3,462,685	\$ 3,537,298	\$ 3,783,844	\$ 4,354,946	\$ 5,227,174	\$ 5,580,039	\$ 5,340,000	\$ 5,235,000

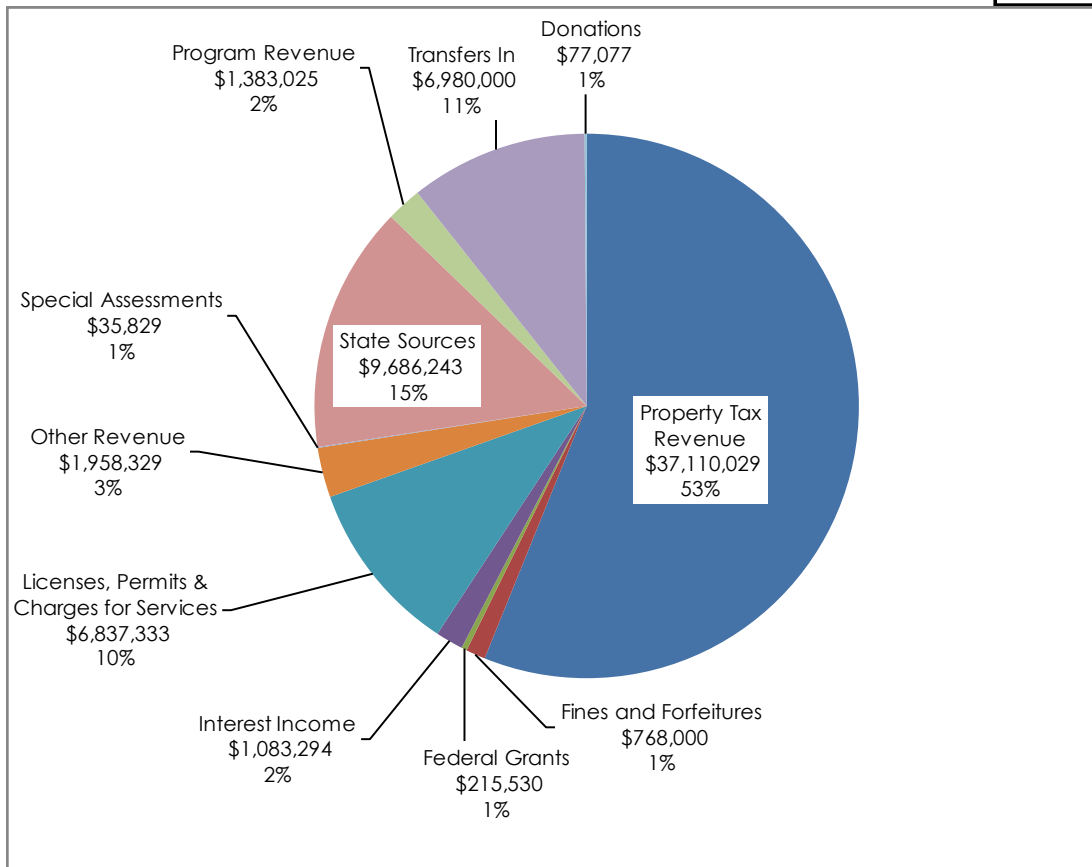


BUDGET OVERVIEW

Fiscal Year 2020-2021 Budgeted Revenues (by category)

The following represents Fiscal Year 2020-21 budgeted revenue (General Fund and Special Revenue Funds), as well as a four-year comparison of revenue by fund.

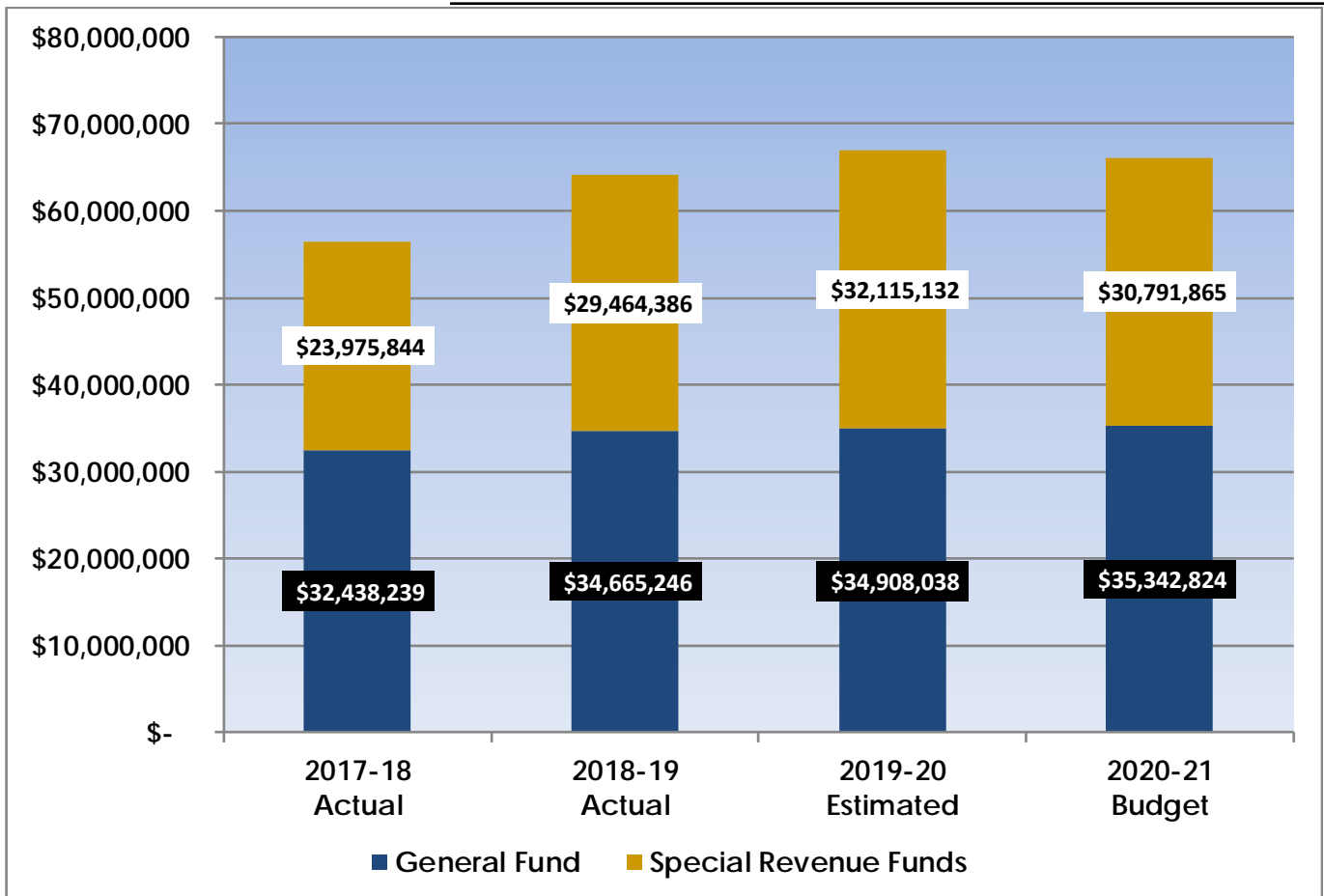
ESTIMATED REVENUES	GENERAL FUND	SPECIAL REVENUE FUNDS	TOTAL BUDGETED
Property Tax Revenue	\$ 24,783,167	\$ 12,326,862	\$ 37,110,029
Fines and Forfeitures	330,000	438,000	\$ 768,000
Federal Grants	80,000	135,530	\$ 215,530
Interest Income	697,211	386,083	\$ 1,083,294
Licenses, Permits & Charges for Services	4,277,333	2,560,000	\$ 6,837,333
Other Revenue	762,870	1,195,459	\$ 1,958,329
Special Assessments	-	35,829	\$ 35,829
State Sources	4,411,243	5,275,000	\$ 9,686,243
Program Revenue	-	1,383,025	\$ 1,383,025
Transfers In	-	6,980,000	\$ 6,980,000
Donations	1,000	76,077	\$ 77,077
TOTAL ESTIMATED REVENUES	\$ 35,342,824	\$ 30,791,865	\$ 66,134,689



BUDGET OVERVIEW

Comparison of Revenue (Four-Year)

Fund	2017-18 Actual	2018-19 Actual	2019-20 Estimated	2020-21 Budget	% Change Estimated 2019-20 & Budget 2020-21
GENERAL FUND	\$ 32,438,239	\$ 34,665,246	\$ 34,908,038	\$ 35,342,824	1.25%
SPECIAL REVENUE FUNDS					
Major Street	4,243,904	4,905,668	4,123,047	4,126,550	0.08%
Local Street	3,395,566	5,642,610	8,165,313	7,925,050	-2.94%
Municipal Street	5,579,070	6,023,741	6,038,960	6,535,685	8.23%
Parks, Recreation & Cultural Services	2,844,929	3,011,651	2,997,622	3,148,869	5.05%
Tree	851,682	1,669,036	528,971	515,416	-2.56%
Drain	994,358	1,905,681	3,968,571	2,253,605	-43.21%
Rubbish Collection	2,198,446	2,416,876	2,530,000	2,551,000	0.83%
PEG Cable	379,090	385,791	148,561	10,045	-93.24%
Community Development Block Grant	99,885	42,656	157,281	130,530	-17.01%
Forfeiture	351,149	210,610	234,011	271,965	16.22%
Library	2,952,557	3,130,756	3,147,425	3,245,300	3.11%
Library Contribution	49,343	83,460	39,500	42,000	6.33%
West Oaks St. Street Lighting	7,555	7,543	7,570	7,550	-0.26%
West Lake Dr Street Lighting	3,302	3,301	3,300	3,300	0.00%
Town Center St. Street Lighting	25,008	25,006	25,000	25,000	0.00%
	\$ 23,975,844	\$ 29,464,386	\$ 32,115,132	\$ 30,791,865	-4.12%
TOTAL REVENUE	\$ 56,414,083	\$ 64,129,632	\$ 67,023,170	\$ 66,134,689	-1.33%





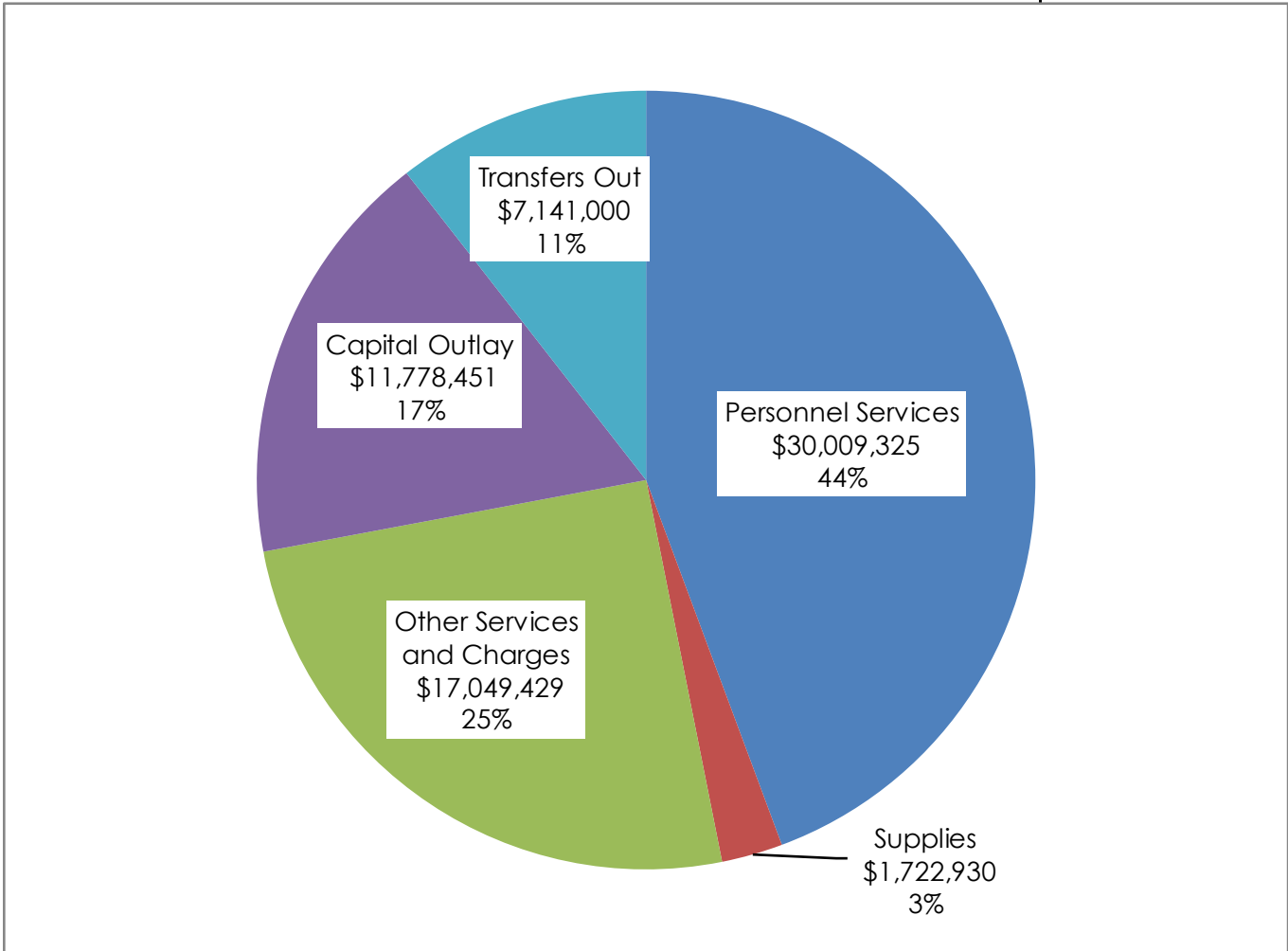
BUDGET OVERVIEW

Expenditure Trends

Fiscal Year 2020-21 Budgeted Expenditures (by category)

The following represents Fiscal Year 2020-21 budgeted expenditures (General Fund and Special Revenue Funds), as well as a four-year comparison of expenditures by fund.

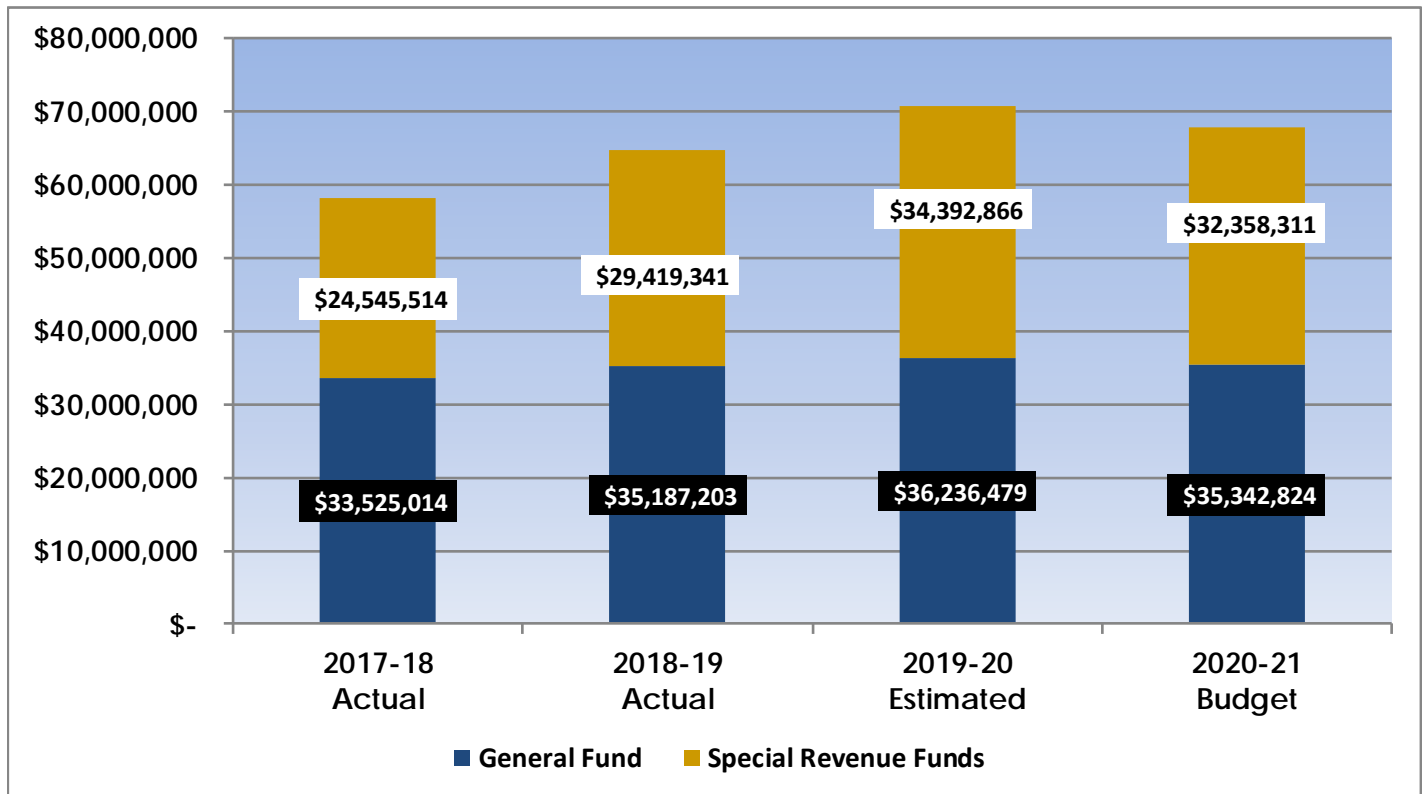
EXPENDITURES	GENERAL FUND	SPECIAL REVENUE FUNDS	TOTAL BUDGETED
Personnel Services	\$ 26,123,271	\$ 3,886,054	\$ 30,009,325
Supplies	937,390	785,540	\$ 1,722,930
Other Services and Charges	6,673,973	10,375,456	\$ 17,049,429
Capital Outlay	1,383,190	10,395,261	\$ 11,778,451
Transfers Out	225,000	6,916,000	\$ 7,141,000
TOTAL EXPENDITURES	\$ 35,342,824	\$ 32,358,311	\$ 67,701,135



BUDGET OVERVIEW

Comparison of Expenditures (Four-Year)

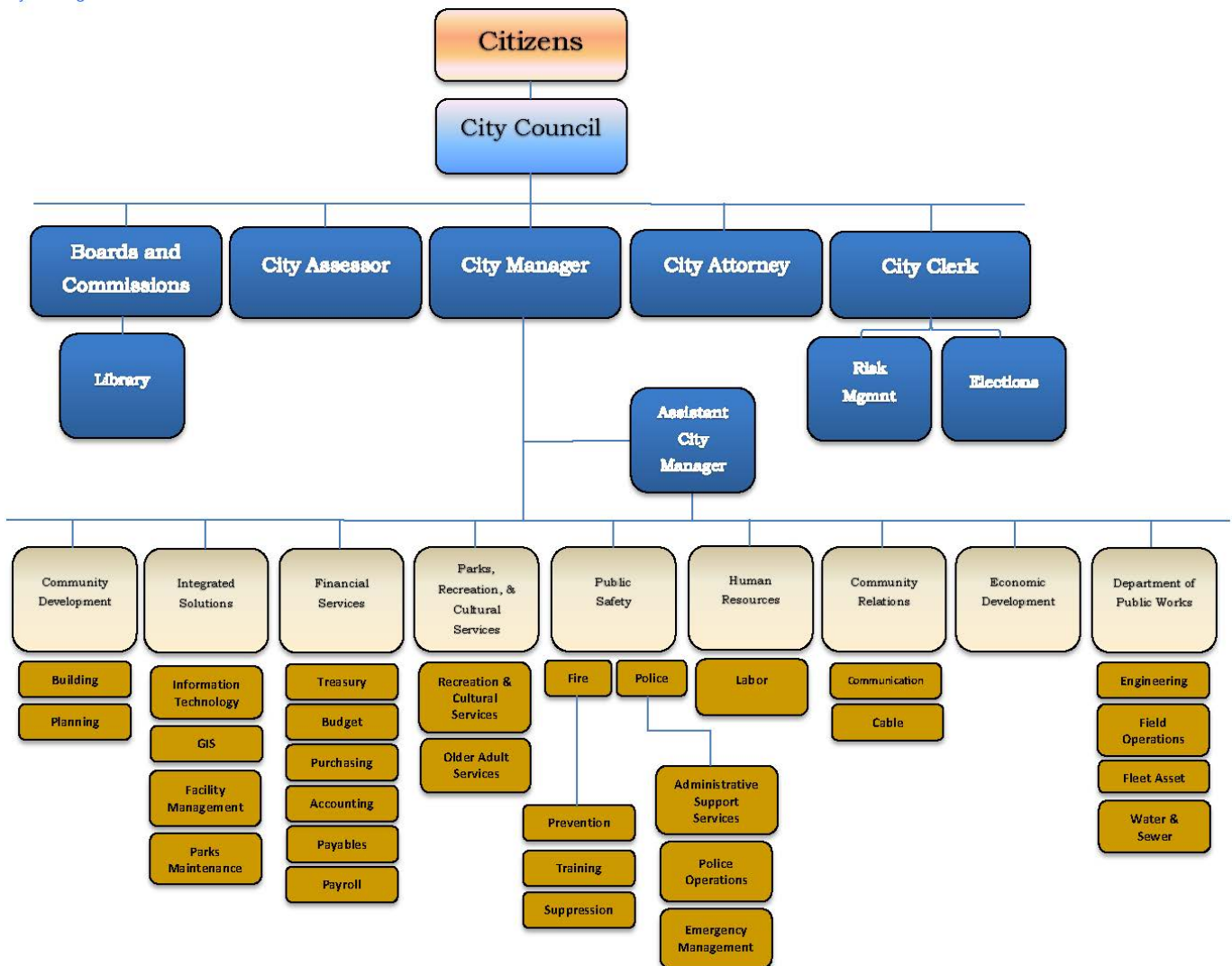
Fund	2017-18 Actual	2018-19 Actual	2019-20 Estimated	2020-21 Budget	% Change Estimated 2019-20 & Budget 2020-21
GENERAL FUND	\$ 33,525,014	\$ 35,187,203	\$ 36,236,479	\$ 35,342,824	-2.47%
SPECIAL REVENUE FUNDS					
Major Street	3,070,052	5,742,896	4,618,547	4,182,350	-9.44%
Local Street	3,495,846	5,585,224	7,045,572	8,752,250	24.22%
Municipal Street	4,987,912	5,785,036	7,905,940	6,330,685	-19.92%
Parks, Recreation & Cultural Services	3,063,724	2,979,108	3,372,672	3,335,955	-1.09%
Tree	1,005,309	1,048,573	901,402	658,416	-26.96%
Drain	3,073,242	2,031,534	3,968,571	2,253,605	-43.21%
Rubbish Collection	2,198,446	2,416,876	2,530,000	2,551,000	0.83%
PEG Cable	233,556	324,052	303,064	275,045	-9.25%
Community Development Block Grant	127,989	64,139	106,207	130,530	22.90%
Forfeiture	330,755	363,401	384,022	390,965	1.81%
Library	2,887,997	2,934,052	3,144,819	3,386,360	7.68%
Library Contribution	39,861	114,802	73,750	77,500	5.08%
West Oaks St. Street Lighting	7,520	6,790	10,000	7,550	-24.50%
West Lake Dr Street Lighting	2,962	2,696	3,300	3,100	-6.06%
Town Center St. Street Lighting	20,343	20,162	25,000	23,000	-8.00%
	\$ 24,545,514	\$ 29,419,341	\$ 34,392,866	\$ 32,358,311	-5.92%
TOTAL APPROPRIATED FUNDS	\$ 58,070,528	\$ 64,606,544	\$ 70,629,345	\$ 67,701,135	-4.15%



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FINANCIAL STRUCTURE, POLICY AND PROCESS

Organizational Chart





FINANCIAL STRUCTURE, POLICY AND PROCESS

Fund Structure

Governmental Funds

*** General Fund**

101 - General Fund

Debt Service Fund

317 - 2008 Library Construction Debt

Capital Project Funds

235 - Special Assessment Revolving

400 - Capital Improvement Program (CIP)

402 - Gun Range Facility

403 - Street Improvement

463 - PEG Cable Capital

Permanent Fund

211 - Drain Perpetual Maintenance

*** Special Revenue Funds**

202 - Major Street

203 - Local Street

204 - Municipal Street

208 - Parks, Recreation, and Cultural Services

209 - Tree

210 - Drain

226 - Rubbish Collection

263 - PEG Cable

264 - Community Development Block Grant

266 - Forfeiture

268 - Library

269 - Library Contribution

854 - West Oak St. Street Lighting

855 - West Lake Drive Street Lighting

856 - Town Center St. Street Lighting

Proprietary Funds

Enterprise Funds

590 - Ice Arena

592 - Water and Sewer

594 - Senior Housing

Internal Service Fund

677 - Self Insurance Health Care

Component Units

246 - Corridor Improvement Authority (CIA)

566 - Economic Development Corporation

Fiduciary Funds

Custodial Funds

701 - Agency

703 - Tax

Pension & Other Post Employment Benefit Trust Fund

710 - Retiree Health Care Benefits

* Requires Budget

Major Fund



FINANCIAL STRUCTURE, POLICY AND PROCESS

Significant Budget and Accounting Policies

The budgeting and accounting policies of the City of Novi conform to (GAAP) as applicable to governmental units, with the exception that interfund transfers are considered as any other appropriation in evaluating priorities rather than as a separate item. The following is a summary of the significant budget and accounting policies:

Basis of Budgeting

All Governmental Funds, including the legally adopted General Fund and Special Revenue Funds, are budgeted for on a modified accrual basis. As an example, employee wages are budgeted to account for the number of days scheduled for each fiscal year. The basis of budgeting is the same as the basis of accounting, except that transfers have been included in the "revenue" and "expenditure" categories for budgetary purposes, rather than as "other financing sources (uses)" for accounting purposes.

Basis of Accounting

The accrual basis of accounting is used by the Enterprise Funds. All Governmental Funds and Agency Funds use the modified-accrual basis of accounting. Modifications in such methods from the accrual basis are as follows:

Property tax revenue that is both measurable and available for use to finance operations is recorded as revenue when earned. Other revenue is recorded when received. Properties are assessed as of December 31 and become a lien then. The related property taxes are billed on July 1 of the following year. These taxes are due without a penalty during the period July 1 through August 31 with a 4% penalty added after that date. After February 28, they are added to the County tax rolls. The County Tax Revolving Fund reimburses the City for the real property portion of these taxes and assumes collection responsibilities for both real and personal property taxes.

- Non-current receivables, such as special assessments, are recorded at full value and deferred revenue is recorded for the portion not available for use to finance operations as of year-end.
- Interest income on special assessments receivable is not accrued until its due date.
- Interest on bonded indebtedness and other long-term debt are not recorded as expenditures until the due date.
- Payments for inventory type of supplies are recorded as expenditures at the time of purchase.
- Normally, expenditures are not divided between years by the recording of prepaid expenses.
- The non-current portion of accumulated employee benefits is reflected in the government-wide financial statements.

Fund Structure of Approved Budget

Annual budgets are legally adopted for the General Fund and Special Revenue Funds as required by the State's Uniform Budgeting and Accounting Act. In addition, although not required by law, budgets are prepared for the City's Debt Service, Capital Projects, Enterprise Funds, Internal Service Fund, and Fiduciary Funds. These budgets are prepared for financial management and project control purposes.



FINANCIAL STRUCTURE, POLICY AND PROCESS

Major Funds

The City of Novi reports on four major governmental funds which are the General Fund, Major Street Fund, Local Street Fund, and Capital Improvement Program (CIP) Fund.

Fund Accounting

The accounts of the City are organized by funds and account groups, each of which is considered a separate accounting entity. Funds are established to segregate specific activities or objectives of a government in accordance with special regulations, restrictions or limitations. The various funds are grouped into generic fund types in three broad fund categories as follows:

Governmental Funds

General Fund: The General Fund contains the records of the ordinary activities of the City that are not accounted for in another fund. General Fund activities are financed by revenue from general property taxes, state-shared revenue and other sources.

Special Revenue Funds: Special Revenue Funds are used to account for the proceeds of earmarked revenue from financing activities requiring separate accounting because of legal or regulatory provisions.

Debt Service Funds: Debt Service Funds are used to account for the annual payment of principal and interest concerning certain long-term debt other than debt payable from the operations of an enterprise fund.

Capital Project Funds: Capital Project Funds are used to account for the development of capital facilities other than those financed by the operations of the enterprise funds.

Permanent Funds: Permanent Funds are used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs.

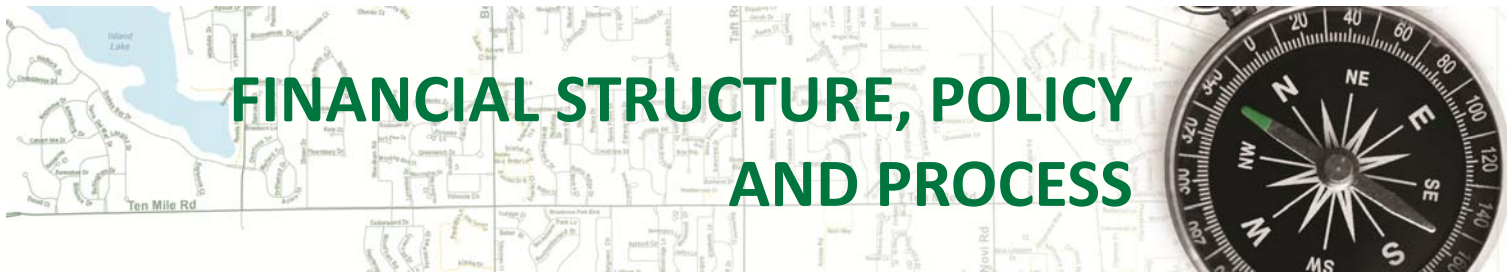
Proprietary Funds

Enterprise Funds: Enterprise Funds are used to account for the results of operations that provide a service to citizens financed by a user charge for the provision of that service. Besides normal operations, the Water and Sewer Fund provides for capital investment, which is funded by a one-time connection charge.

Internal Service Funds: Internal Service Funds are used to track goods or services shifted between departments on a cost reimbursement basis.

Component Units

A governmental component unit is a legally separate organization for which the elected officials of the primary government are financially accountable.



FINANCIAL STRUCTURE, POLICY AND PROCESS

Fiduciary Funds

Fiduciary Funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, organizations, other governments or other funds.

Fixed Assets and Long-Term Liabilities

Fixed assets used in governmental fund type operations are accounted for in the government-wide financial statements, rather than in the governmental funds. Depreciation is reported on a straight-line basis for such fixed assets. All fixed assets are recorded at cost or, if donated, at their estimated fair value on the date donated. Long-term liabilities expected to be financed from governmental funds are accounted for in the government-wide financial statements, not in the governmental funds.

Fixed assets and long-term liabilities relating to the Water and Sewer, Ice Arena, and Senior Housing Funds are accounted for in those funds. Depreciation on such fixed assets is charged as an expense against the operations of the fund on a straight-line basis.

Cash Equivalents

For purposes of the statement of cash flow, the Enterprise funds consider all highly liquid investments with an original maturity of three months or less to be cash equivalents. In addition, the statements of cash flow include both restricted and unrestricted cash and cash equivalents.

Inventories

Inventories in the Enterprise funds are valued at cost, on a first in, first out basis, which approximates market value.

Deposits and Investments

The City believes that due to the dollar amounts of cash deposits and the limits of Federal Deposit Insurance Corporation, insuring all bank deposits is impractical. The City evaluates every financial institution it deposits City funds into, assessing the level of risk.

Investments

The City is authorized by Michigan Public Act 20 of 1943 (as amended) to invest surplus monies in U.S. bonds and notes, certain commercial paper, U.S. government repurchase agreements, government agencies, Bankers' acceptances and mutual funds and investment pools that are composed of authorized vehicles.

To the extent that cash from various funds has been pooled, related investment income is allocated to each fund based on relative participation in the pool, except that investment earnings by the Agency Funds are allocated to the General Fund.



FINANCIAL STRUCTURE, POLICY AND PROCESS

Financial Policies

The City of Novi's financial policies, as compiled below, set forth the basic framework for the overall fiscal management of the City. Operating independently of changing economic circumstances and conditions, these policies help the decision making process of the City Council and administration. These policies provide guidelines for evaluating both current activities and proposals for future programs.

Most of the policies represent long-standing principles (i.e. traditions and practices) that have guided the City in the past and have helped maintain financial stability.

The City's financial policies serve the administration in the preparation of a balanced operating budget and management of the City's financial affairs.

Operating Budget Policies

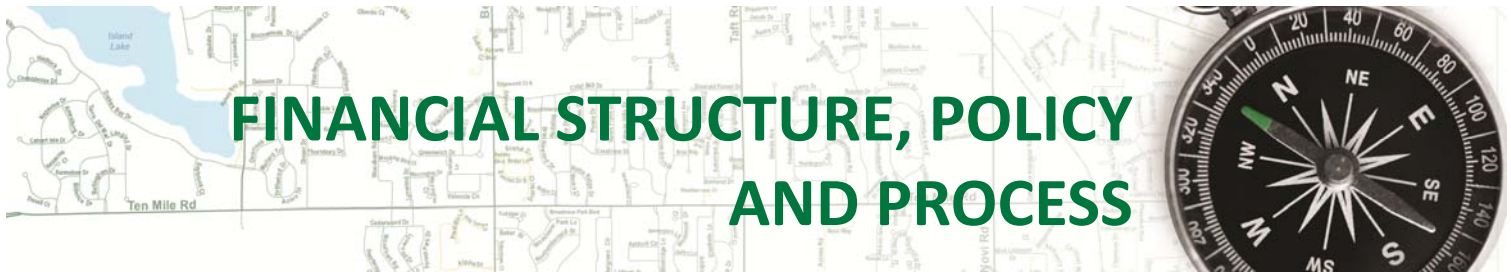
The City will attempt to maintain its present service level for all priority and essential services within the existing property tax millage limits.

- The City will maintain a budgetary control system to ensure adherence to the budget and will prepare periodic reports comparing actual revenues and expenditures with budgeted amounts.
- The City will emphasize efforts to reduce expenditures in major cost centers (i.e. energy, medical insurance premiums, street lighting, pension cost, and Worker's Compensation payments).
- The Ice Arena, Senior Housing, and Water and Sewer funds will be self-supporting.
- The City will protect against catastrophic losses through a combination of insurance and maintaining appropriate fund balance levels.

Fund Balance/Reserve Policies

On September 26, 2011, the City Council adopted by resolution the following fund balance/reserve policies:

- The City will establish a reserve to pay for expenditures as a result of unforeseen emergencies or for shortfalls caused by revenue declines.
- The City will seek to maintain a diversified and stable revenue system to shelter itself from short-run fluctuations in any one revenue source.
- The City will attempt to obtain additional revenue sources to insure a balanced budget.
- The City will follow an aggressive policy of collecting revenue.
- The City will establish all user charges and fees at a level considering the cost (operating, direct, indirect and capital) of providing the service.
- The City will establish reserves to comply with the terms and conditions of the debt instruments used to finance capital improvement projects.
- The City will review fund balance/reserves annually during the budget process.
- In the event the level of expenditures exceeds the estimated appropriations, the City will create a plan to replenish fund balance/reserves within three years by controlling operating expenditures, adjusting operations and/or dedicating excess or specific revenue sources.



FINANCIAL STRUCTURE, POLICY AND PROCESS

General Fund

For the General Fund, the reserve will be maintained at a minimum of approximately 22-25 percent of the budgeted expenditures as adopted by City Council Resolution, April 5, 2017. In the event that circumstances arise causing the fund balance to fall below 22%, a plan will be put in place to replenish the balance during the subsequent budget year. Additional reserves can be designated for a specific purpose as identified by City Council during the budget process. Fund balance will be established to:

- Provide a fund or reserve to meet emergency expenditures
- Provide cash to finance expenditures from the beginning of the budget year until general property taxes or other revenues are collected
- Demonstrate financial stability and therefore preserve or enhance its bond rating, thereby lowering debt issuance costs;
- Accumulate sufficient assets to make designated purchases;
Avoid short-term borrowing and associated interest costs.

As part of the budget process excess fund balance may be used to reduce liabilities or fund expenditures of the next fiscal period.

Special Revenue Funds

Resources in a fund other than the general fund are either (1) required to be used for the purpose of the fund or (2) intended by the government to be used for that purpose. Special revenue funds report specific revenue sources that are limited to being used for a particular purpose.

Street Funds (Major, Local and Municipal Street)

The City's fund balance for the street funds will be established within a minimum range of 10-20%, individually and collectively amongst the three funds, to cover extraordinary maintenance events (i.e. unusual winter maintenance events, emergency reconstruction, etc.), and contingencies for budgeted construction projects. In addition, the City may establish a designation for capital projects in excess of \$1.5 million, to be completed in future years based on the capital improvement program.

Parks, Recreation and Cultural Services Fund

The fund balance for the Parks, Recreation and Cultural Services Fund will be established within a minimum range of 12-22% of fund annual budgeted expenditures, since this fund is similar to the General Fund in terms of covering operations. This fund reports two major sources of revenue: special voted property tax millage and program revenue. The City may establish a designation for capital projects in excess of \$300,000; to be completed in future years based on the capital improvement program.

Tree Fund

The fund balance for the Tree Fund will be maintained at a minimum of \$500,000 for purposes of establishing a contingency or allowance in the event of some natural disaster impacting the City's tree inventory (e.g. severe storms, straight-winds; diseases; or infestations).



FINANCIAL STRUCTURE, POLICY AND PROCESS

Drain Fund

The Drain Fund reports the City's special property tax millage for the drain system. The City's has a combination drain system, regional and site, resulting in the two types of revenue sources. The revenue from these funds is intended to cover the maintenance, construction and repairs of the drain system. The revenue can also be used to purchase land in conjunction with drainage related projects. The system includes basins and structures with other entities administered by Oakland County, with two of the larger systems being Caddell and Randolph.

In addition to annual maintenance, significant expenditures include construction and repair of large basins, lake dredging, and shared systems. The City monitors and reviews future projects annually during the budget process and reports them in the Capital Improvement Program.

Other Special Revenue Funds

The fund balance for other special revenue funds (Rubbish Collection, PEG Cable, Community Development Block Grant (CDBG), Forfeiture, Library, Library Contribution, West Oak St. Street Lighting, West Lake Drive Street Lighting, Town Center St. Street Lighting) will be used for appropriations based on the specific purpose of those funds.

Permanent Fund

A permanent Fund is classified as a restricted true endowment fund and is a sum of equity used to permanently generate payments to maintain some financial obligation that only earnings from the resource are used and not the principal. This fund may be used to generate and disburse money to those entitled to receive payments by qualification or agreement.

Drain Perpetual Maintenance Fund

The Drain Perpetual Maintenance Fund revenue resources are from connection tap fees. The City's fund balance for the drain funds will vary as these funds are intended to be sufficient to cover current and future costs of the system given the limitation on the tap fee revenue source.

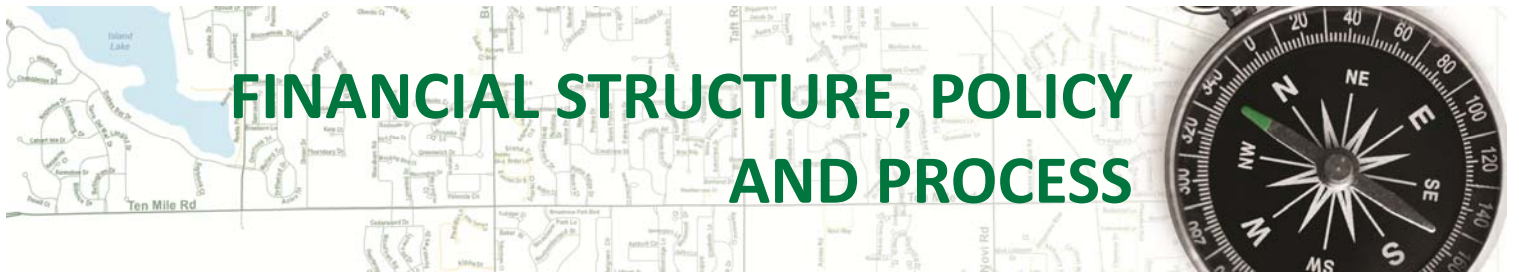
Capital Project Funds

Special Assessment Revolving Fund

The fund balance for the Special Assessment Revolving Fund will be used primarily for capital road improvements, but may also be used for other capital infrastructure projects. The fund's resources are primarily from interest from special assessment construction and debt service funds relating to road construction projects.

Capital Improvement Program (CIP) Fund

The Capital Improvement Program (CIP) Fund's purpose is to track activity related to the voter approved CIP millage which was passed on August 2, 2016. This millage is not to exceed the annual rate of 1.0 mills for a period of 10 years. The uses of the CIP millage funds include but are not limited to parks and facilities, land acquisition, pathways, and apparatus (such as fire truck or heavy equipment). These funds shall not be used for operations or payroll. These funds shall include revenues from the sale of equipment, vehicles, and land originally purchased within this fund. The first levy for this millage was July 1, 2017.



FINANCIAL STRUCTURE, POLICY AND PROCESS

Gun Range Facility Fund

The Gun Range Facility revenues will be used to provide capital improvements to the facility. The fund balance will be used for capital improvement purposes as needed.

Street Improvement Fund

The Street Improvement Fund's purpose is to account for the balances of ongoing construction projects at the end of a fiscal year in the Major, Local and Municipal Street funds. The fund balance will be used to complete the construction projects which cross fiscal years.

PEG Cable Capital Fund

The PEG Cable Capital Fund's purpose is to account for capital projects and record PEG Cable revenue as of September 2019.

Capital Replacement Reserve Policy

Enterprise Funds

The City has established Capital Replacement Reserve accounts in each of its three Enterprise Funds.

The key Capital Replacement Funding principle is that the money is collected and segregated, over a period of time, to cover the repair or replacement cost of existing common elements; that is, capital assets already in existence (for example, the replacement of an existing HVAC system, roof, parking area, etc.). Capital Replacement Funds are part of a long-term financial plan, which helps:

- Strengthen the community's fiscal health
- Increase the market value of units
- Provides stability to avoid large future assessments or rate increases

User charges and fees will be computed based on current year operating expenses, debt service requirements and annual contribution/replenishment of the capital replacement reserve.

The City will conduct a Capital Needs Assessment and Replacement Reserve Analysis for the Ice Arena and Meadowbrook Commons facilities every 5-7 years. The user charges and fees will include annual contribution/replenishment of the capital replacement reserve. Cash and investments for operations will be computed based on a minimum of two months expenditures.

The Capital Replacement Reserve for the Water & Sewer Fund is targeted at 10-25% of the current fair market value of water and sewer infrastructure assets. The City uses the overall national CPI to compute the fair market value of these assets. Cash and investment balances for operations will be computed based on a minimum of two months expenditures plus planned capital improvement projects of \$10 million or less for the year.



FINANCIAL STRUCTURE, POLICY AND PROCESS

Revenue Policies

The City will estimate its annual revenue by a conservative, objective and analytical process.

The City will review fees and charges annually. It will attempt to design and/or modify revenue systems to include provisions that automatically allow charges to grow at a rate that keeps pace with the cost of providing the service.

Non-recurring revenue will be used only to fund non-recurring expenditures.

Capital Improvements Policies

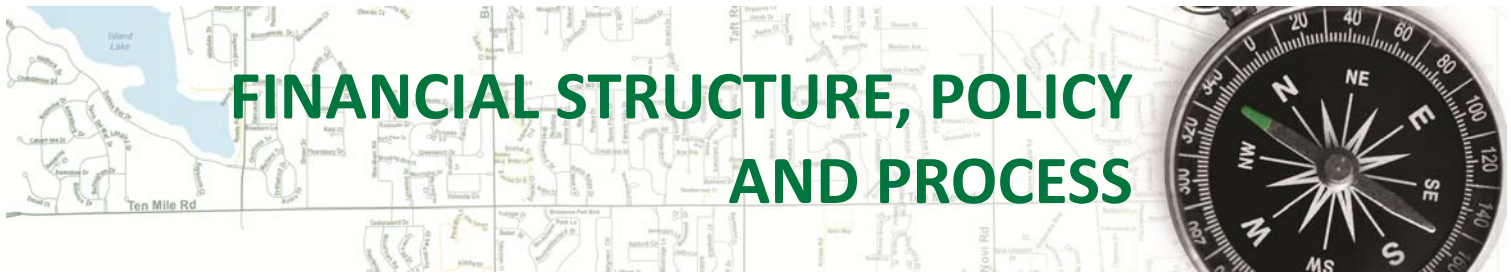
The City will develop a multi-year plan for capital improvements, update it annually and make all capital improvements according to the plan. The City Charter was adopted with a low operating millage, with the understanding that major capital expenditures would be financed by bond issues and related special millage.

The City's plan includes large capital purchases and construction projects costing more than \$25,000. A Capital Improvement, as defined in this document, includes real property expenditures greater than \$25,000 that have a life expectancy of at least five years and personal property items costing more than \$25,000 with a life expectancy of at least one year.

The City will maintain its physical assets at a level adequate to protect the City's capital investment and to reduce future maintenance and replacement costs. The budget will provide for the adequate maintenance and the orderly replacement of the capital plant and equipment from current revenues where possible.

The City will use the following criteria to evaluate the relative merit of each capital project:

- Projects specifically included in an approved replacement schedule will receive priority consideration.
- Projects will be evaluated as to the impact on the operating budget; those that reduce the cost of operations or energy consumption will receive priority consideration.



FINANCIAL STRUCTURE, POLICY AND PROCESS

Debt Policies

City of Novi, as a home rule unit, presently has a statutory limit on the amount of general obligation debt outstanding. The limit on the outstanding indebtedness cannot exceed 10% of the equalized assessed valuation. Maintaining significantly lower debt levels provides for greater flexibility in issuing additional bonds should the need arise.

The Debt Policy approved by the City Council in March 2013 puts forth these additional debt limits:

- The City's net bonded indebtedness incurred for all public purposes should not exceed \$2,500 per capita.
- Debt service payments are limited to 20% of the combined operating and debt-service fund expenditures.
- Municipal securities issued for capital improvement purposes shall not exceed 5% of the state equalized valuation of the property assessed in the City of Novi.

The maturity date for any debt may not exceed the reasonably expected useful life of the project so financed. Debt service for property tax supported obligations is structured to fit within the City's annual property tax levy budget for the repayment of principal and interest. When it is deemed to be in the best interest of the City, the City will consider refunding outstanding bonds:

- The City's bond rating on general obligation bonds by Standard & Poor's Investors Service is AAA
- The City will maintain a sound relationship with all bond-rating agencies and will keep them informed about our current capital projects.
- General obligation debt will not be used for enterprise activities.

Investment Policies

The City's investment objectives in priority order are: Safety, Liquidity, and Yield.

Disbursement, collection, and deposit of all funds will be managed to insure that all cash is invested promptly until needed.

The City will strive to maximize the return on the portfolio, with the primary objective of preserving capital by prudent investment practices.

For the City's complete investment policies please contact the Finance Department.



FINANCIAL STRUCTURE, POLICY AND PROCESS

Accounting, Auditing and Financial Reporting Policies

An independent audit will be performed annually.

The City will produce annual financial reports following Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board (GASB).

The City will maintain strong internal audit controls.

Purchasing Policies

The Purchasing Division is responsible for the administration of the procurement process for the supplies, materials and equipment required for the operation and maintenance of the City's departments and facilities.

Purchases will be made in accordance with federal, state and municipal requirements.

Purchases will be made in an impartial, economical, competitive, and efficient manner.

Purchases under \$5,000: Department's responsibility to obtain best price possible and to foster competition.

Purchases between \$5,000 and \$14,999: Require at least three (3) written quotations submitted with the purchase order.

Purchases over \$15,000: Formal sealed bids must be obtained. All invitations for bids are advertised on the Michigan Intergovernmental Trade Network (MITN) a collaboration of public entities throughout the State that collectively advertises bid opportunities through a web site at www.mitn.info. All bid openings will be public. No late or faxed bids will be accepted. All bids and/or written quotations and request for proposals are awarded by the City Council.


Grant Policies

The City Manager's Office reviews and approves department requests to pursue grants.

Completed applications requiring a local match are presented for approval to City Council. The approval includes financing mechanism and required matching funds.

Upon notice of grant award City Council approves budget and formal acceptance.

The Finance Department works with the initiating department for proper reporting and program monitoring.



FINANCIAL STRUCTURE, POLICY AND PROCESS

Budget Policies and Procedures

Role of the Budget

The budget provides the annual financial plan for the management of the City's affairs. The document compiles the financial data needed to support Novi's comprehensive decision making/policy development process. This Budget is based on the City Council Goals, the Capital Improvements Plan, and the City's financial policies, past City Council direction, and City Manager and departmental review of operations.

Budget Strategy

The current financial plan is based upon Council direction and current revenue constraints. These factors govern the stewardship of public funds and reflect the following principles:

- Basic services will be maintained at least at current levels and will be funded adequately.
- Program costs will reflect a true picture of the cost of operations. Depreciation will not be included in program costs (except in the enterprise funds) and some City-wide expenses will be separated from program expenditures for ease of administration.
- Program services will be provided in the most efficient method while meeting the needs of the public.
- Necessary infrastructure improvements will be undertaken to meet needs.
- Revenue will be estimated at realistic levels.
- Reserves will be programmed at appropriate levels to protect the City from future uncertainties.
- The budget will comply with provisions of the State Constitution, City Charter, Municipal Code and sound fiscal policy.

Balanced Operating Budget

A balanced budget is a basic budgetary constraint intended to ensure that the City does not spend beyond its means. The City must function within the limits of the financial resources available and under normal circumstances, requires commitment to a balanced budget. The appropriated budget cannot exceed available resources, defined as revenues generated in the current period added to balances carried forward from prior years. Any deviation from a balanced operating budget requires disclosure when it occurs.

Impact of Capital Budget on the Operating Budget

As new policies and programs are approved, both the operating and capital budgets are impacted. For example, an increase in service levels approved as part of the operating budget would have long-term effects on the Capital Improvements Program. Conversely, a restrictive change to the use of long-term debt would slow capital programs.

Regardless of the difference between the operating and capital budgets, the two are interdependent. Budgetary policy states that all foreseeable operating costs related to capital projects be estimated and provided for as part of the review process associated with the Capital Improvements Program. In addition, departments are required to include costs associated with operating and maintaining capital projects that are requested for the upcoming year.



FINANCIAL STRUCTURE, POLICY AND PROCESS

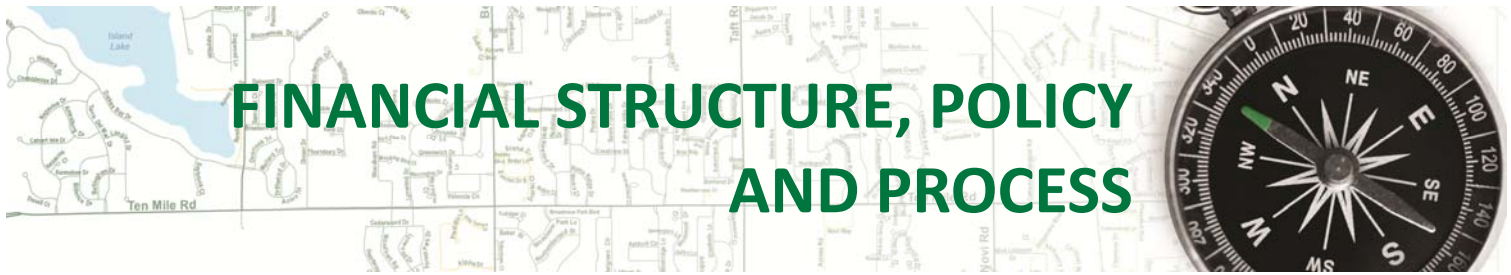
For additional information pertaining to the capital budget, please see the “Capital Improvements Program and Debt” section of this document.

Budgetary Internal Controls

The annual adopted budget provides a basis of control over financial operations. The objective of these budgetary controls is to ensure compliance with legal provisions embodied in the approved budget. Activities of the General Fund and Special Revenue Funds are included in the annual approved budget. The level of budgetary control (that is the level at which expenditures cannot exceed the appropriated amount) is established by function within each individual fund.

Independent Audit

State statutes and the City Charter require an annual audit of all accounts of the City by certified public accountants selected by the City Council. Rehmann Robson, LLC has fulfilled this requirement. The auditor's report is included in the City's Comprehensive Annual Financial Report (CAFR) and is available to the public.



FINANCIAL STRUCTURE, POLICY AND PROCESS

Budget Process

The City's annual budget covers a twelve-month period beginning July 1 and ending June 30. The budget is an ongoing process that includes phases of development, adoption, implementation and oversight throughout the year.

Several goals are associated with the preparation and development of the City's annual budget document. First, the budget is a policy document. The document should help foster comprehensive community problem-solving and policy making. Second, the budget is a financial plan and management tool. The document should help staff in monitoring revenue and expenditures and in evaluating the effectiveness of City programs and services. Third, the budget serves as an important reference document. It should provide the City Council, the public and staff with extensive information on the nature and scope of municipal operations and services.

Strategic Planning Process and National Citizen Survey®

City Council initiates the budget process by providing invaluable guidance to the City Manager and Departments with the development of Long and Short-Term Goals and Strategies to meet these objectives. City Council began this process in January by exploring a consensus vision for our community and identifying a list of emerging priorities.

The City Manager and staff responded to City Council's list of emerging priorities by integrating these issues into a community survey intended to gauge perception of Novi and the quality of services the City offers its citizens. Conducted by Colorado-based National Research Center between September and October 2018, the community survey was mailed to a sample of 1,200 Novi households. The survey instrument pairs a series of standard questions, which provide a point of comparison to other communities through the country, along with three custom questions designed by staff to measure alignment with the City Council's list of emerging priorities. Of the 1,200 eligible households, 417 surveys were completed for response rate providing a 95 percent confidence level in the statistical validity of the results and a "margin of error" of five percent. Survey results were returned to the City in November.

The survey continues to provide a tool for the budget process, and is conducted biannually with the next survey scheduled for September 2020.

Departmental Budget Requests

Particular attention is given to accurately completing all required forms and providing sufficient justification for budget requests. Operating budget impacts must be included if the request is for a capital improvement item or project.



FINANCIAL STRUCTURE, POLICY AND PROCESS

Budget Review and Analysis

All departments meet with the City Manager for review and evaluation of budget requests. The objectives of this phase are to:

- Ensure that the intent of all budget requests is understood and that budget requests are complete.
- Gain greater understanding of departmental objectives and standards of performance and operations for the upcoming fiscal year.
- Determine how proposed budgetary programs and associated changes are related to City-wide goals and objectives.
- Develop comprehensive information and/or request further justification on budgeted items.
- Balance the needs of each department to total City needs.

Various analytical techniques are used in evaluating department budget requests. Some of these include: analysis of workloads and levels of services, evaluation of historical expenditure patterns, projection of inflationary price increases, analysis of work methods, review of work force scheduling, and review of department operations.

Building the Recommended Budget

Under the direction of the City Manager, and with the assistance of the City Assessor and other Department Heads and staff, the Finance Director prepares an initial projection of revenue for the next fiscal year. This projection is based on reasonable assumptions of revenue generated by estimated property values and current user fees, and the best available information from the State of Michigan.

Spending priorities are based on the City's financial policies and mandated requirements, and focus on maintaining services, covering insurance and bond requirements, and the balancing of labor, supplies, and equipment.

City Manager Review

Departmental review sessions are scheduled with the City Manager. After these discussions, the City Manager makes the final adjustments and works with the Finance Director and staff to prepare the draft of the Proposed Budget.

City Council Adoption

After receiving the Proposed Budget, public meetings are conducted with the City Council to familiarize members of the Council with its contents. A public hearing is also conducted to assure that all persons and organizations are provided an opportunity to be heard. The City Council then makes its revisions and adopts the budget for the next fiscal year no later than the third Monday in May.



FINANCIAL STRUCTURE, POLICY AND PROCESS

Budget Amendment Process

After the budget is adopted, the primary responsibility for managing it falls to the individual departments. The Finance Department reviews the monthly budget reports concurrently with the departments. Management flexibility is given to each department of exceeding a line item within a function if it can be compensated for within that same function.

If a function must be adjusted, a Budget Amendment Request (BAR) form is filed with the Finance Department. This form first directs the department to provide the coverage from within its department. The Finance Department reviews the BAR and if deemed appropriate a formal budget amendment is presented to the City Council along with a report on the status of the contingency balance. It takes a five-vote majority of City Council to amend the budget.



FINANCIAL STRUCTURE, POLICY AND PROCESS

BUDGET CALENDAR

July - September	Departments compile Capital Improvement Program requests, Capital Outlay requests, Vehicle requests, and Service Improvement requests for Finance Department review
October	Departments data enter Operating Budgets in BSA General Ledger (including memberships & dues, conferences & workshops, and temporary salaries) for Finance Department review
November	Department Budget Meetings with City Manager's Office and Finance Department
December	Capital Improvement Program (CIP) online database completed by Finance Department
January	- Library Provides 268 Fund, 269 Fund, and Historical Commission budgets to Finance
February	- CIP Committee Meeting - City Council Budget Goal Setting Session - Planning Commission Meeting - CIP Public Hearing and Adoption - Finance compiles City Manager Recommended Budget Document for City Manager review
March	- Finance provides City Manager Recommended Budget Document to Community Relations Department for editing and printing - City Manager Recommended Budget Document provided to City Council for review
April	- City Council Budget Sessions - City Manager Recommended Budget Document updated to reflect City Council input from Budget Sessions
May	- City Council Meeting - Budget Public Hearing - City Council Meeting - Adoption of budget, adoption of millage rates, and acknowledgement of multi-year budget
June	- Adopted Budget Document published/printed by Community Relations Department - Adopted Capital Improvement Program (CIP) online database finalized by Finance Department
FY 2020-21 begins July 1, 2020 and ends June 30, 2021	



FINANCIAL SUMMARIES

Long-Range Financial Plan – Multi-Year Budget 2021-2023

The City of Novi has long recognized the need for planning to provide quality services to its residents. This is evident in the work performed by the elected officials, City staff and various committees and boards. The City has conducted many studies and has developed plans, policies and procedures that have guided the City in making sound decisions regarding infrastructure and services.

The City has focused on long-term financial planning since the 1990's and as a result, continues its strong financial position. Since 2004 the City has prepared a three-year budget, going beyond the requirement for adoption of an annual budget. The City of Novi continues its strong financial position as a result of long-term financial planning; maintaining responsible fund balances in conformance with GFOA recommended practices and low debt obligations, as well as complying with the City's own fund balance policies.

Under Michigan law, the maximum debt Novi can issue is \$495,336,601. The City's current debt applicable to this limit is \$16,235,000 or 3.3% of the amount allowed. The City had twelve debt issues in 1999 and currently has one debt issue (excluding the debt reported in the enterprise funds). In addition to paying down debt through annual debt services payments, the City has taken advantage of both the decline in interest rates and its excellent credit rating (AAA) to obtain more favorable rates through refinancing – lowering interest expenditures and paying off debt sooner than anticipated.

During the City Council's Executive Budgeting Session, Council has concluded to focus on short term goals and not specifically identify long term goals (except for the roads and community center study); however, the City continues to include focuses and investments on the following:

- Investing in public safety
- Investing in roads, intersections & signals, and sidewalks & pathways,
- Improvements to existing parks and cultural services,
- Increasing community engagement (residential, commercial, and neighboring communities).
- Acquiring and developing land

These long range financial plans link to the entity's short term strategic goals, which have been mentioned in the Budget Overview section, are illustrated in the matrix on the next page:



FINANCIAL SUMMARIES

Strategic Goals/Long-Range Financial Plans Matrix

Strategic Goals	Long-Range Financial Plans
<p>N Nurture public services that residents want and value.</p>	<p>Investigate, plan the development of a Public Recreational Facility. Place greater emphasis on “aging in place” for senior services (to include strategy development to assist residents to do so.) Continue to increase overall walkability of the community, including rehabilitation, construction and maintenance of exiting pathways and sidewalks</p>
<p>O Operate a world-class and sustainable local government.</p>	<p>Limit CIP Plan projects to what can realistically be funded over 6 years. Current plan includes many “year 6” projects that far exceed projected available funds.</p>
<p>V Value and build a desirable and vibrant community for residents and businesses alike now and into the future.</p>	<p>Develop a formal plan for road construction over the next 3-10 years including possible voter approved millage to fund \$50 - \$150 million in new projects. Continue working with RCOG to expand 12 Mile Road Corridor to accommodate new development.</p>
<p>I Invest properly in being a Safe Community at all times for all people.</p>	<p>Develop / increase efforts to strengthen the Auxiliary / Paid-On-Call program and ensure continued quality new hires into the system</p>



FINANCIAL SUMMARIES

The 2021-22 and 2022-23 budgets include the following items related to the goals and plans above:

- \$16.9 million investment in roads, pathways, sidewalks and intersections
- \$5.55 million investment in water and sewer infrastructure
- \$1.9 million investment in storm sewer and drainage
- \$4.3 million investment in parks, recreation, and cultural services capital projects
- \$3.9 million investment in machinery, equipment, and technology

Fiscal year 2023-24 and beyond:

- The Mayor and Council has appointed two committees to study and make recommendations regarding repairs/construction of City roads along with possible construction for a community recreation center. These committees are expected to make formal recommendations to the Mayor and Council during fiscal year 2020/21 and could involve a citywide vote for funding as well. Any work would be performed in fiscal year 2021/22 at the earliest and could span several fiscal years. The estimated value of these projects is in the \$50 to \$150 million dollar range.

The annual budget is to be adopted by Council in May. The Council will also acknowledge the multi-year budget in the form of a resolution. The City prepares the multi-year projection based on the best data available at the time. The research includes obtaining data from the County and the State of Michigan. This future outlook allows the City to plan rather than react to anticipated financial conditions. Significant revenue and expenditure assumptions for the 2020/2021 fiscal year budget and the subsequent two years are included at the end of this section.



FINANCIAL SUMMARIES

Consolidated Financial Schedule

	Governmental Funds				
	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECT FUNDS	PERMANENT FUNDS
	BUDGET 2020-21	BUDGET 2020-21	BUDGET 2020-21	BUDGET 2020-21	BUDGET 2020-21
ESTIMATED REVENUES					
Property tax revenue	\$ 24,783,167	\$ 12,326,862	\$ 1,384,334	\$ 3,824,900	\$ -
Capital Contributions	-	-	-	-	-
Contributions-Employer	-	-	-	-	-
Donations	1,000	76,077	-	-	-
Federal grants	80,000	135,530	-	-	-
Fines and forfeitures	330,000	438,000	-	-	-
Interest income	697,211	386,083	266	122,750	130,000
Licenses, permits, and charges for services	4,277,333	2,560,000	-	421,500	-
Older adult program revenue	-	156,325	-	-	-
Operating Revenue	-	-	-	-	-
Other revenue	762,870	1,195,459	-	-	-
Program Revenue	-	1,226,700	-	-	-
Special Assessments Levied	-	35,829	-	-	-
State sources	4,411,243	5,275,000	-	-	-
Tap In Fees	-	-	-	-	5,000
Transfers in	-	6,980,000	-	-	161,000
TOTAL ESTIMATED REVENUES	\$ 35,342,824	\$ 30,791,865	\$ 1,384,600	\$ 4,369,150	\$ 296,000
APPROPRIATIONS					
Personnel services	\$ 26,123,271	\$ 3,886,054	\$ -	\$ -	\$ -
Supplies	937,390	785,540	-	-	-
Other services and charges	6,673,973	10,375,456	500	1,500	-
Capital outlay	1,383,190	10,395,261	-	463,500	-
Debt Service	-	-	1,384,100	524,535	-
Transfer Out	225,000	6,916,000	-	-	-
TOTAL APPROPRIATIONS	\$ 35,342,824	\$ 32,358,311	\$ 1,384,600	\$ 989,535	\$ -

Estimated Beginning Unassigned Fund Balance - July 1, 2020

Estimated Ending Unassigned Fund Balance - June 30, 2021

Fund balance as a percentage of total annual expenditures

Estimated Change in Fund Balance

FINANCIAL SUMMARIES

Consolidated Financial Schedule (continued)

	ENTERPRISE FUNDS	INTERNAL SERVICE FUNDS	FIDUCIARY FUNDS	TOTAL BUDGET
	BUDGET 2020-21	BUDGET 2020-21	BUDGET 2020-21	BUDGET 2020-21
ESTIMATED REVENUES				
Property tax revenue	\$ -	\$ -	\$ -	\$ 42,319,263
Capital Contributions	1,350,000	-	-	\$ 1,350,000
Contributions-Employer	-	-	275,000	\$ 275,000
Donations	-	-	-	\$ 77,077
Federal grants	-	-	-	\$ 215,530
Fines and forfeitures	-	-	-	\$ 768,000
Interest income	322,300	-	2,100,451	\$ 3,759,061
Licenses, permits, and charges for services	-	2,950,000	-	\$ 10,208,833
Older adult program revenue	-	-	-	\$ 156,325
Operating Revenue	26,288,500	-	-	\$ 26,288,500
Other revenue	963,522	-	-	\$ 2,921,851
Program Revenue	1,886,571	-	-	\$ 3,113,271
Special Assessments Levied	-	-	-	\$ 35,829
State sources	-	-	-	\$ 9,686,243
Tap In Fees	-	-	-	\$ 5,000
Transfers in	-	-	-	\$ 7,141,000
TOTAL ESTIMATED REVENUES	\$ 30,810,893	\$ 2,950,000	\$ 2,375,451	\$ 108,320,783
APPROPRIATIONS				
Personnel services	\$ 1,442,365	\$ 2,950,000	\$ 1,037,951	\$ 35,439,641
Supplies	92,775	-	-	\$ 1,815,705
Other services and charges	24,568,045	-	336,500	\$ 41,955,974
Capital outlay	4,210,450	-	-	\$ 16,452,401
Debt Service	1,512,258	-	-	\$ 3,420,893
Transfer Out	-	-	-	\$ 7,141,000
TOTAL APPROPRIATIONS	\$ 31,825,893	\$ 2,950,000	\$ 1,374,451	\$ 106,225,614
Estimated Beginning Unassigned Fund Balance - July 1, 2020				\$ 229,478,545
Estimated Ending Unassigned Fund Balance - June 30, 2021				\$ 231,573,714
Fund balance as a percentage of total annual expenditures				218%
Estimated Change in Fund Balance				1%



FINANCIAL SUMMARIES

General Fund

General Fund

The General Fund is used to account for all financial resources traditionally associated with City government, except those required to be accounted for in another fund. The General Fund includes police, fire, planning, engineering, building inspection, neighborhood services, public works, assessing, and internal services such as information technology and finance. The two primary sources of revenue for this fund are general property taxes and State Shared Revenue. In addition, the General Fund also receives revenue from licenses and permits, grants, fines and forfeitures and interest on investments.

GENERAL FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22	PROJECTED 2022-23
ESTIMATED REVENUES					
PROPERTY TAX REVENUE					
Property Tax Revenue - Current Levy	\$ 17,707,513	\$ 18,471,824	\$ 19,236,588	\$ 19,368,043	\$ 19,673,204
Property Tax Revenue - County Chargebacks	21,611	21,000	21,000	21,000	21,000
Property Tax Revenue - Tax Tribunal Accr	-	5,000	5,000	5,000	5,000
Property Tax Revenue - Brownfield Capture	(1,556)	(1,686)	(1,682)	(1,749)	(1,749)
Property Tax Revenue - Police & Fire Levy	5,034,701	5,244,903	5,443,695	5,650,709	5,865,441
Property Tax Revenue - Brownfield Cap 2015	(11,258)	(19,461)	(30,000)	(35,000)	(40,000)
Property Tax Revenue - PA 359 Advertising	49,961	49,796	50,000	50,000	50,000
Property Tax Revenue - CIA Cap 2018	-	(41,719)	(82,184)	(119,772)	(143,406)
Property Tax Revenue - C/Y Delequent PPT	(24,208)	(25,000)	(36,000)	(37,000)	(37,000)
Trailer Tax fees	11,233	11,500	11,750	12,000	12,250
Penalty and interest	153,103	160,000	165,000	170,000	175,000
PROPERTY TAX REVENUE	\$ 22,941,100	\$ 23,876,157	\$ 24,783,167	\$ 25,083,231	\$ 25,579,740
DONATIONS					
Police Dept Donations	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
Restricted Fire donations	1,600	500	500	500	500
Contributions	750	-	-	-	-
DONATIONS	\$ 2,350	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000

FINANCIAL SUMMARIES

GENERAL FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
LICENSES, PERMITS & CHARGES FOR SVCS					
Clerks Dept Fees (prior business regist)	\$ 9,280	\$ 28,000	\$ 29,000	\$ 29,000	\$ 29,000
Liquor license fees	65,146	65,000	66,000	67,000	68,000
Engineering review fees	291,372	250,000	250,000	250,000	250,000
Plan and landscape review fees	127,067	130,000	130,000	130,000	130,000
Wet, Wood, Landscape insp/review fees	24,580	119,000	345,000	235,000	100,000
Building permits	1,112,116	832,500	739,200	740,500	850,000
Plan review fees	513,707	421,000	317,550	326,250	375,000
Refrigeration permits	76,210	70,000	58,500	58,500	65,000
Electrical permits	247,461	212,500	199,750	195,750	220,000
Heating permits	205,816	193,500	170,000	168,000	200,000
Plumbing permits	150,026	120,500	120,000	126,000	150,000
Other charges	268,250	420,000	370,000	340,000	325,000
Court abatement revenue	1,731	26,975	-	-	-
Soil erosion fees	30,019	26,000	27,000	27,000	27,000
Cable television fee	905,858	935,000	875,000	825,000	800,000
Weed cutting revenue	2,533	6,000	6,000	6,000	6,000
Board of appeals	15,850	21,000	21,000	21,000	21,000
Police department-miscellaneous revenue	168,324	139,000	139,000	139,000	139,000
Police dispatch service revenue	128,194	134,604	141,333	148,401	148,401
Police contracted services	53,080	100,000	100,000	100,000	100,000
Police OWI revenue	1,069	1,000	1,000	1,000	1,000
Police Department - Hosted Training	-	20,000	20,000	20,000	20,000
Administrative reimburse	115,209	114,025	140,000	140,000	140,000
Fire Station CEMS revenue	12,000	12,000	12,000	12,000	12,000
LICENSES, PERMITS & CHARGES FOR SVCS	\$ 4,524,898	\$ 4,397,604	\$ 4,277,333	\$ 4,105,401	\$ 4,176,401
FEDERAL GRANTS					
Federal Grants	\$ 6,535	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
TIA Grant	292	10,121	15,000	15,000	15,000
Federal forfeitures-reimbursement only	31,719	30,000	30,000	30,000	30,000
SS Task Force Reimbursement	24,583	20,000	20,000	20,000	20,000
FBI - OT Reimbursement	8,750	14,224	10,000	10,000	10,000
FEDERAL GRANTS	\$ 71,879	\$ 79,345	\$ 80,000	\$ 80,000	\$ 80,000
FINES AND FORFEITURES					
Court fees and fines	\$ 425,556	\$ 350,000	\$ 305,000	\$ 365,000	\$ 400,000
Motor carrier fines and fees	24,500	25,000	25,000	25,000	25,000
FINES AND FORFEITURES	\$ 450,056	\$ 375,000	\$ 330,000	\$ 390,000	\$ 425,000



FINANCIAL SUMMARIES

GENERAL FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
INTEREST INCOME					
Interest on Investments	\$ 335,517	\$ 413,956	\$ 362,211	\$ 345,167	\$ 322,784
Unrealized gain (loss) on investments	245,438	150,000	85,000	85,000	85,000
Interest on Trust & Agency Funds	468,460	457,033	250,000	250,000	200,000
INTEREST INCOME	\$ 1,049,415	\$ 1,020,989	\$ 697,211	\$ 680,167	\$ 607,784
OTHER REVENUE					
Insurance Reimbursement	\$ 25,480	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Fire Department	11,429	10,000	10,000	10,000	10,000
Fire Department Hosted Training	900	-	-	-	-
Novi Youth Council	10,859	9,500	9,500	9,500	9,500
Miscellaneous income	57,372	118,169	245,000	175,000	175,000
Internal Events - Eco Develop	1,600	-	-	-	-
Library Network Charges	30,804	22,000	22,000	22,000	22,000
State of the City revenue	6,100	4,000	4,000	4,000	4,000
Spring into Novi/Ethnic Taste & Tune Rev	6,000	-	-	-	-
50th Anniversary Revenue	6,500	3,800	-	-	-
Novi Township assessment	17,023	18,000	16,100	16,100	16,100
RRRASOC Hosting Fees	16,000	16,000	16,000	16,000	16,000
Cell tower revenue	49,418	40,000	40,000	40,000	40,000
Sale of fixed assets	29,898	91,131	-	-	-
Municipal service charges	365,270	365,270	365,270	365,270	365,270
OTHER REVENUE	\$ 634,653	\$ 732,870	\$ 762,870	\$ 692,870	\$ 692,870
STATE SOURCES					
Police training grant	\$ 30,410	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
State revenue sharing	4,960,485	4,400,073	4,386,243	5,223,230	6,293,775
STATE SOURCES	\$ 4,990,895	\$ 4,425,073	\$ 4,411,243	\$ 5,248,230	\$ 6,318,775
TOTAL ESTIMATED REVENUES	\$ 34,665,246	\$ 34,908,038	\$ 35,342,824	\$ 36,280,899	\$ 37,881,570

FINANCIAL SUMMARIES



GENERAL FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22	PROJECTED 2022-23
APPROPRIATIONS					
Dept 101.00-CITY COUNCIL					
PERSONNEL SERVICES	\$ 36,117	\$ 37,490	\$ 36,128	\$ 36,129	\$ 36,196
SUPPLIES	436	460	200	200	200
OTHER SERVICES AND CHARGES	10,262	121,085	28,252	20,189	20,188
TOTAL Dept 101.00-CITY COUNCIL	<u>\$ 46,815</u>	<u>\$ 159,035</u>	<u>\$ 64,580</u>	<u>\$ 56,518</u>	<u>\$ 56,584</u>
Dept 172.00-CITY MANAGER					
PERSONNEL SERVICES	\$ 544,201	\$ 541,768	\$ 584,071	\$ 604,868	\$ 625,615
SUPPLIES	1,452	1,500	1,500	1,500	1,500
OTHER SERVICES AND CHARGES	94,759	163,786	106,649	106,604	106,419
CAPITAL OUTLAY	6,700	-	-	-	-
TOTAL Dept 172.00-CITY MANAGER	<u>\$ 647,112</u>	<u>\$ 707,054</u>	<u>\$ 692,220</u>	<u>\$ 712,972</u>	<u>\$ 733,534</u>
<i>Financial Services</i>					
Dept 201.00-FINANCE DEPARTMENT					
PERSONNEL SERVICES	\$ 872,273	\$ 823,847	\$ 883,994	\$ 929,237	\$ 994,625
SUPPLIES	13,533	9,000	9,200	9,400	9,400
OTHER SERVICES AND CHARGES	74,324	50,077	79,930	62,883	62,282
TOTAL Dept 201.00-FINANCE DEPARTMENT	<u>\$ 960,130</u>	<u>\$ 882,924</u>	<u>\$ 973,124</u>	<u>\$ 1,001,520</u>	<u>\$ 1,066,307</u>
Dept 253.00-TREASURY					
PERSONNEL SERVICES	\$ 280,166	\$ 279,325	\$ 283,566	\$ 295,004	\$ 305,178
SUPPLIES	22,257	28,233	28,500	29,500	29,500
OTHER SERVICES AND CHARGES	28,636	37,296	43,915	44,105	44,014
TOTAL Dept 253.00-TREASURY	<u>\$ 331,059</u>	<u>\$ 344,854</u>	<u>\$ 355,981</u>	<u>\$ 368,609</u>	<u>\$ 378,692</u>
<i>Financial Services Total</i>	<u>\$ 1,291,189</u>	<u>\$ 1,227,778</u>	<u>\$ 1,329,105</u>	<u>\$ 1,370,129</u>	<u>\$ 1,444,999</u>



FINANCIAL SUMMARIES

GENERAL FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22 2022-23	
<i>Integrated Solutions</i>					
Dept 205.00-INFORMATION TECHNOLOGY					
PERSONNEL SERVICES	\$ 803,907	\$ 820,960	\$ 830,780	\$ 857,001	\$ 885,148
SUPPLIES	55,226	73,188	90,380	90,380	90,380
OTHER SERVICES AND CHARGES	262,196	469,300	457,542	456,786	458,726
CAPITAL OUTLAY	47,408	8,400	75,240	41,620	161,640
TOTAL Dept 205.00-INFORMATION TECHNOLOGY	<u>\$ 1,168,737</u>	<u>\$ 1,371,848</u>	<u>\$ 1,453,942</u>	<u>\$ 1,445,787</u>	<u>\$ 1,595,894</u>
Dept 265.00-FACILITY MANAGEMENT					
PERSONNEL SERVICES	\$ 333,464	\$ 350,415	\$ 356,819	\$ 367,509	\$ 380,059
SUPPLIES	15,696	17,073	18,500	18,500	18,500
OTHER SERVICES AND CHARGES	625,466	632,964	635,212	622,037	635,796
CAPITAL OUTLAY	29,465	263,229	262,500	359,100	445,460
TOTAL Dept 265.00-FACILITY MANAGEMENT	<u>\$ 1,004,091</u>	<u>\$ 1,263,681</u>	<u>\$ 1,273,031</u>	<u>\$ 1,367,146</u>	<u>\$ 1,479,815</u>
Dept 265.10-FACILITY MANAGEMENT - PARKS MAINT					
PERSONNEL SERVICES	\$ 493,578	\$ 511,774	\$ 545,415	\$ 558,811	\$ 665,212
SUPPLIES	29,216	23,500	23,500	23,500	23,500
OTHER SERVICES AND CHARGES	359,306	344,518	314,971	318,200	316,780
CAPITAL OUTLAY	507,077	274,580	234,880	94,000	51,420
TOTAL Dept 265.10-FAC MGMNT - PARKS MAINT	<u>\$ 1,389,177</u>	<u>\$ 1,154,372</u>	<u>\$ 1,118,766</u>	<u>\$ 994,511</u>	<u>\$ 1,056,912</u>
<i>Integrated Solutions Total</i>	<u>\$ 3,562,005</u>	<u>\$ 3,789,901</u>	<u>\$ 3,845,739</u>	<u>\$ 3,807,444</u>	<u>\$ 4,132,621</u>
Dept 209.00-ASSESSING DEPARTMENT					
PERSONNEL SERVICES	\$ 615,354	\$ 650,422	\$ 670,449	\$ 703,999	\$ 730,732
SUPPLIES	15,604	17,000	19,100	18,500	18,500
OTHER SERVICES AND CHARGES	157,297	191,073	188,625	186,380	185,881
CAPITAL OUTLAY	-	-	-	-	27,000
TOTAL Dept 209.00-ASSESSING DEPARTMENT	<u>\$ 788,255</u>	<u>\$ 858,495</u>	<u>\$ 878,174</u>	<u>\$ 908,879</u>	<u>\$ 962,113</u>
Dept 210.00-CITY ATTORNEY, INSURANCE, & CLAIMS					
OTHER SERVICES AND CHARGES	\$ 734,547	\$ 739,371	\$ 813,303	\$ 823,206	\$ 832,537
CAPITAL OUTLAY	13,385	23,527	50,000	50,000	50,000
TOTAL Dept 210.00-CITY ATTRNY, INSUR, & CLAIMS	<u>\$ 747,932</u>	<u>\$ 762,898</u>	<u>\$ 863,303</u>	<u>\$ 873,206</u>	<u>\$ 882,537</u>
Dept 215.00-CITY CLERK					
PERSONNEL SERVICES	\$ 618,709	\$ 657,688	\$ 693,973	\$ 658,162	\$ 700,134
SUPPLIES	46,871	49,000	69,000	49,000	49,000
OTHER SERVICES AND CHARGES	218,703	192,223	172,046	206,960	207,600
CAPITAL OUTLAY	-	44,217	66,930	-	-
TOTAL Dept 215.00-CITY CLERK	<u>\$ 884,283</u>	<u>\$ 943,128</u>	<u>\$ 1,001,949</u>	<u>\$ 914,122</u>	<u>\$ 956,734</u>

FINANCIAL SUMMARIES

GENERAL FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22	PROJECTED 2022-23
Dept 270.00-HUMAN RESOURCES					
PERSONNEL SERVICES	\$ 381,902	\$ 404,098	\$ 410,581	\$ 425,875	\$ 440,588
SUPPLIES	333	1,000	1,000	1,000	1,000
OTHER SERVICES AND CHARGES	111,810	104,230	169,757	145,975	145,841
CAPITAL OUTLAY	4,384	-	-	-	-
TOTAL Dept 270.00-HUMAN RESOURCES	\$ 498,429	\$ 509,328	\$ 581,338	\$ 572,850	\$ 587,429
Dept 295.00-COMMUNITY RELATIONS					
PERSONNEL SERVICES	\$ 317,305	\$ 331,738	\$ 275,442	\$ 290,501	\$ 303,515
SUPPLIES	11,632	10,900	10,900	10,900	10,900
OTHER SERVICES AND CHARGES	393,026	341,029	373,097	342,869	354,637
CAPITAL OUTLAY	-	-	60,000	60,000	60,000
TOTAL Dept 295.00-COMMUNITY RELATIONS	\$ 721,963	\$ 683,667	\$ 719,439	\$ 704,270	\$ 729,052
Dept 296.00 ECONOMIC DEVELOPMENT					
PERSONNEL SERVICES	\$ 74,287	\$ 19,145	\$ 12,312	\$ 11,655	\$ 11,982
SUPPLIES	1,117	2,650	2,500	-	-
OTHER SERVICES AND CHARGES	21,682	36,531	38,316	59,044	39,214
TOTAL Dept 296.00 ECONOMIC DEVELOPMENT	\$ 97,086	\$ 58,326	\$ 53,128	\$ 70,699	\$ 51,196
<i>Public Safety</i>					
Dept 301.00-POLICE DEPARTMENT					
PERSONNEL SERVICES	\$ 11,833,218	\$ 12,011,500	\$ 12,094,466	\$ 12,811,676	\$ 13,381,521
SUPPLIES	314,713	269,910	291,500	263,890	263,890
OTHER SERVICES AND CHARGES	1,105,311	983,250	1,042,945	988,533	994,717
CAPITAL OUTLAY	32,984	40,690	88,950	-	-
TOTAL Dept 301.00-POLICE DEPARTMENT	\$ 13,286,226	\$ 13,305,350	\$ 13,517,861	\$ 14,064,099	\$ 14,640,128
Dept 337.00-FIRE DEPARTMENT					
PERSONNEL SERVICES	\$ 4,940,973	\$ 5,110,925	\$ 5,141,565	\$ 5,339,954	\$ 5,501,618
SUPPLIES	235,239	196,500	185,110	184,500	176,000
OTHER SERVICES AND CHARGES	708,248	599,810	659,200	583,824	584,566
CAPITAL OUTLAY	338,372	737,066	177,520	22,120	-
TOTAL Dept 337.00-FIRE DEPARTMENT	\$ 6,222,832	\$ 6,644,301	\$ 6,163,395	\$ 6,130,398	\$ 6,262,184
<i>Public Safety Total</i>	\$ 19,509,058	\$ 19,949,651	\$ 19,681,256	\$ 20,194,497	\$ 20,902,312
<i>Community Development</i>					
Dept 371.00-COMMUNITY DEVELOPMENT-BUILDING					
PERSONNEL SERVICES	\$ 1,743,253	\$ 1,841,481	\$ 1,806,500	\$ 1,778,986	\$ 1,816,184
SUPPLIES	25,488	25,120	26,500	26,500	26,500
OTHER SERVICES AND CHARGES	194,783	223,047	191,855	192,879	264,118
CAPITAL OUTLAY	-	80,950	17,360	69,160	31,000
TOTAL Dept 371.00-COMM DEVELOP-BUILDING	\$ 1,963,524	\$ 2,170,598	\$ 2,042,215	\$ 2,067,525	\$ 2,137,802
Dept 807.00-COMMUNITY DEVELOPMENT-PLANNING					
PERSONNEL SERVICES	\$ 472,904	\$ 492,890	\$ 415,357	\$ 435,112	\$ 441,123
SUPPLIES	2,277	5,600	5,600	5,600	5,600
OTHER SERVICES AND CHARGES	115,838	124,366	101,359	197,283	48,423
CAPITAL OUTLAY	-	-	-	-	27,000
TOTAL Dept 807.00-COMM DEVELOP-PLANNING	\$ 591,019	\$ 622,856	\$ 522,316	\$ 637,995	\$ 522,146
<i>Community Development Total</i>	\$ 2,554,543	\$ 2,793,454	\$ 2,564,531	\$ 2,705,520	\$ 2,659,948



FINANCIAL SUMMARIES

GENERAL FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22	PROJECTED 2022-23
<i>Department of Public Works</i>					
Dept 442.00-DPW ADMINISTRATION DIVISION					
PERSONNEL SERVICES	\$ 292,766	\$ 332,080	\$ 332,224	\$ 345,776	\$ 358,116
SUPPLIES	51,445	130,004	10,400	10,400	10,400
OTHER SERVICES AND CHARGES	116,440	121,614	125,838	145,442	128,007
CAPITAL OUTLAY	-	28,876	-	-	-
TOTAL Dept 442.00-DPW ADMINISTRATION	\$ 460,651	\$ 612,574	\$ 468,462	\$ 501,618	\$ 496,523
Dept 442.10-DPW ENGINEERING DIVISION					
PERSONNEL SERVICES	\$ 141,786	\$ 117,105	\$ 116,372	\$ 133,290	\$ 148,822
SUPPLIES	1,637	2,000	2,000	2,000	2,000
OTHER SERVICES AND CHARGES	141,913	86,302	158,698	160,802	160,662
CAPITAL OUTLAY	231,141	55,273	149,270	-	-
TOTAL Dept 442.10-DPW ENGINEERING DIVISION	\$ 516,477	\$ 260,680	\$ 426,340	\$ 296,092	\$ 311,484
Dept 442.20-DPW FIELD OPERATIONS DIVISION					
PERSONNEL SERVICES	\$ 524,389	\$ 407,029	\$ 190,192	\$ 360,362	\$ 482,945
SUPPLIES	87,019	122,208	109,500	109,500	109,500
OTHER SERVICES AND CHARGES	630,311	607,057	623,488	623,839	625,146
CAPITAL OUTLAY	711,343	779,355	11,040	-	-
TOTAL Dept 442.20-DPW FIELD OPERATIONS	\$ 1,953,062	\$ 1,915,649	\$ 934,220	\$ 1,093,701	\$ 1,217,591
Dept 442.30-DPW FLEET ASSET DIVISION					
PERSONNEL SERVICES	\$ 420,139	\$ 409,076	\$ 403,153	\$ 417,219	\$ 433,092
SUPPLIES	45,102	39,000	27,000	28,000	28,000
OTHER SERVICES AND CHARGES	283,690	320,619	334,579	333,215	325,212
CAPITAL OUTLAY	98,518	92,524	189,500	385,440	579,080
TOTAL Dept 442.30-DPW FLEET ASSET DIVISION	\$ 847,449	\$ 861,219	\$ 954,232	\$ 1,163,874	\$ 1,365,384
<i>Department of Public Works Total</i>	\$ 3,777,639	\$ 3,650,122	\$ 2,783,254	\$ 3,055,285	\$ 3,390,982

FINANCIAL SUMMARIES

GENERAL FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22	PROJECTED 2022-23
Dept 665.00-NOVI YOUTH ASSISTANCE					
PERSONNEL SERVICES	\$ 41,246	\$ 41,142	\$ 39,912	\$ 39,963	\$ 40,044
SUPPLIES	7,897	5,800	5,500	5,500	5,500
OTHER SERVICES AND CHARGES	107	700	536	535	535
TOTAL Dept 665.00-NOVI YOUTH ASSISTANCE	\$ 49,250	\$ 47,642	\$ 45,948	\$ 45,998	\$ 46,079
Dept 803.00-HISTORICAL COMMISSION					
OTHER SERVICES AND CHARGES	\$ 5,008	\$ 4,000	\$ 13,860	\$ 13,860	\$ 13,860
TOTAL Dept 803.00-HISTORICAL COMMISSION	\$ 5,008	\$ 4,000	\$ 13,860	\$ 13,860	\$ 13,860
Dept 940.00-TRANSFER TO OTHER FUNDS					
TRANSFERS OUT	\$ 6,636	\$ 92,000	\$ 225,000	\$ 274,650	\$ 331,590
TOTAL Dept 940.00-TRANSFER TO OTHER FUNDS	\$ 6,636	\$ 92,000	\$ 225,000	\$ 274,650	\$ 331,590
TOTAL APPROPRIATIONS	\$ 35,187,203	\$ 36,236,479	\$ 35,342,824	\$ 36,280,899	\$ 37,881,570
NET OF REVENUES/APPROPRIATIONS	\$ (521,957)	\$ (1,328,441)	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	11,819,066	11,297,109	9,968,668	9,968,668	9,968,668
ENDING FUND BALANCE	\$ 11,297,109	\$ 9,968,668	\$ 9,968,668	\$ 9,968,668	\$ 9,968,668

Fund balance as a percentage of total annual expenditures	32%	28%	28%	27%	26%
Ending Fund Balance (22% min)	\$ 7,741,185	\$ 7,972,025	\$ 7,775,421	\$ 7,981,798	\$ 8,333,945
Funds above / (below) 22% min	\$ 3,555,924	\$ 1,996,643	\$ 2,193,247	\$ 1,986,870	\$ 1,634,723
Ending Fund Balance (25% max)	\$ 8,796,801	\$ 9,059,120	\$ 8,835,706	\$ 9,070,225	\$ 9,470,393
Funds above / (below) 25% max	\$ 2,500,308	\$ 909,548	\$ 1,132,962	\$ 898,443	\$ 498,276
Estimated Change in Fund Balance	-4%	-12%	0%	0%	0%

* **Total Appropriations** include service improvements, capital outlay, vehicles, and capital improvements. The level of such expenditures is dictated by available funds from accumulated fund balance and anticipated revenue above annual expenditures in conjunction with the targeted fund balance.



FINANCIAL SUMMARIES

Special Revenue Funds

Major Street Fund

The Major Street Fund's purpose is to account for expenditures associated with the construction and maintenance needs of the Major Street portion (as defined by State Act 51) of the City's street network. Financing is primarily provided by the City's share of State gas and weight taxes.

MAJOR STREET FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22	PROJECTED 2022-23
ESTIMATED REVENUES					
Interest income	\$ 94,094	\$ 24,111	\$ 43,350	\$ 39,470	\$ 28,490
Other revenue	-	157,436	-	-	-
State sources	4,608,574	3,941,500	4,083,200	4,916,600	5,715,000
Transfers in	203,000	-	-	-	225,000
TOTAL ESTIMATED REVENUES	\$ 4,905,668	\$ 4,123,047	\$ 4,126,550	\$ 4,956,070	\$ 5,968,490
APPROPRIATIONS					
Other services and charges	\$ 1,482,176	\$ 1,622,892	\$ 1,662,350	\$ 1,550,350	\$ 1,550,350
Capital outlay	2,210,720	2,295,655	420,000	504,390	4,318,140
Transfers out	2,050,000	700,000	2,100,000	2,835,000	-
TOTAL APPROPRIATIONS	\$ 5,742,896	\$ 4,618,547	\$ 4,182,350	\$ 4,889,740	\$ 5,868,490
NET OF REVENUES/APPROPRIATIONS - FUND 202	\$ (837,228)	\$ (495,500)	\$ (55,800)	\$ 66,330	\$ 100,000
BEGINNING FUND BALANCE	1,800,609	963,381	467,881	412,081	478,411
ENDING FUND BALANCE	\$ 963,381	\$ 467,881	\$ 412,081	\$ 478,411	\$ 578,411

Fund balance as a percentage of total annual expenditures	17%	10%	10%	10%	10%
Ending Fund Balance (10% minimum)	\$ 574,290	\$ 461,855	\$ 418,235	\$ 488,974	\$ 586,849
Funds above / (below) 10% minimum	\$ 389,091	\$ 6,026	\$ (6,154)	\$ (10,563)	\$ (8,438)
Ending Fund Balance (20% maximum)	\$ 1,148,579	\$ 923,709	\$ 836,470	\$ 977,948	\$ 1,173,698
Funds above / (below) 20% maximum	\$ (185,198)	\$ (455,828)	\$ (424,389)	\$ (499,537)	\$ (595,287)
Estimated Change in Fund Balance	-46%	-51%	-12%	16%	21%

FINANCIAL SUMMARIES

Local Street Fund

The Local Street Fund's purpose is to account for expenditures associated with the construction and maintenance needs of the City's Local Streets. Financing is provided by the City's share of State gas and weight taxes and transfers from other funds.

LOCAL STREET FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22	PROJECTED 2022-23
ESTIMATED REVENUES					
Interest income	\$ 15,752	\$ 21,813	\$ 18,250	\$ 14,470	\$ 15,700
State sources	1,626,858	1,398,500	1,151,800	1,584,400	2,019,000
Transfers in	4,000,000	6,745,000	6,755,000	6,910,000	3,125,000
TOTAL ESTIMATED REVENUES	\$ 5,642,610	\$ 8,165,313	\$ 7,925,050	\$ 8,508,870	\$ 5,159,700
APPROPRIATIONS					
Other services and charges	\$ 1,631,318	\$ 1,501,659	\$ 1,539,400	\$ 2,039,400	\$ 1,539,400
Capital outlay	3,953,906	5,543,913	7,212,850	6,500,070	3,850,000
TOTAL APPROPRIATIONS	\$ 5,585,224	\$ 7,045,572	\$ 8,752,250	\$ 8,539,470	\$ 5,389,400
NET OF REVENUES/APPROPRIATIONS - FUND 203	\$ 57,386	\$ 1,119,741	\$ (827,200)	\$ (30,600)	\$ (229,700)
BEGINNING FUND BALANCE	542,184	599,570	1,719,311	892,111	861,511
ENDING FUND BALANCE	\$ 599,570	\$ 1,719,311	\$ 892,111	\$ 861,511	\$ 631,811

Fund balance as a percentage of total annual expenditures

11% 24% 10% 10% 12%

Ending Fund Balance (10% minimum)	\$ 558,522	\$ 704,557	\$ 875,225	\$ 853,947	\$ 538,940
Funds above / (below) 10% minimum	\$ 41,048	\$ 1,014,754	\$ 16,886	\$ 7,564	\$ 92,871
Ending Fund Balance (20% maximum)	\$ 1,117,045	\$ 1,409,114	\$ 1,750,450	\$ 1,707,894	\$ 1,077,880
Funds above / (below) 20% maximum	\$ (517,475)	\$ 310,197	\$ (858,339)	\$ (846,383)	\$ (446,069)

Estimated Change in Fund Balance

11% 187% -48% -3% -27%



FINANCIAL SUMMARIES

Municipal Street Fund

The Municipal Street Fund is used to enhance the Major and Local Street Funds, and to provide matching funds for County roads. This fund accounts for a City Charter authorized property tax millage to supplement the Major and Local Street Funds that have limited resources due to the reliance on the State gas and weight tax.

MUNICIPAL STREET FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Property tax revenue	\$ 5,288,116	\$ 5,502,800	\$ 5,711,286	\$ 5,737,807	\$ 5,821,616
Interest income	267,514	170,677	120,140	110,408	46,089
Licenses, permits & charges for services	44,124	10,000	10,000	10,000	10,000
Other revenue	410,955	346,900	694,259	318,000	320,000
Donations	-	8,583	-	-	-
Special assessments levied	13,032	-	-	-	-
TOTAL ESTIMATED REVENUES	\$ 6,023,741	\$ 6,038,960	\$ 6,535,685	\$ 6,176,215	\$ 6,197,705
APPROPRIATIONS					
Other services and charges	\$ 575,089	\$ 730,979	\$ 992,835	\$ 880,125	\$ 858,325
Capital outlay	71,947	1,129,961	682,850	2,609,090	450,200
Transfers out	5,138,000	6,045,000	4,655,000	4,075,000	3,350,000
TOTAL APPROPRIATIONS	\$ 5,785,036	\$ 7,905,940	\$ 6,330,685	\$ 7,564,215	\$ 4,658,525
NET OF REVENUES/APPROPRIATIONS - FUND 204	\$ 238,705	\$ (1,866,980)	\$ 205,000	\$ (1,388,000)	\$ 1,539,180
BEGINNING FUND BALANCE	3,631,596	3,870,301	2,003,321	2,208,321	820,321
ENDING FUND BALANCE	\$ 3,870,301	\$ 2,003,321	\$ 2,208,321	\$ 820,321	\$ 2,359,501

Fund balance as a percentage of total annual expenditures	67%	25%	35%	11%	51%
Ending Fund Balance (10% minimum)	\$ 578,504	\$ 790,594	\$ 633,069	\$ 756,422	\$ 465,853
Funds above / (below) 10% minimum	\$ 3,291,797	\$ 1,212,727	\$ 1,575,253	\$ 63,900	\$ 1,893,649
Ending Fund Balance (20% maximum)	\$ 1,157,007	\$ 1,581,188	\$ 1,266,137	\$ 1,512,843	\$ 931,705
Funds above / (below) 20% maximum	\$ 2,713,294	\$ 422,133	\$ 942,184	\$ (692,522)	\$ 1,427,796
Estimated Change in Fund Balance	7%	-48%	10%	-63%	188%

FINANCIAL SUMMARIES

Parks, Recreation, and Cultural Services Fund

The departments within this fund administer all parks, recreation and cultural services operations, including strategic direction, policy development, resource identification, and serves as the liaison to the Parks, Recreation and Cultural Services Commission and the Novi Parks Foundation.

PARKS, RECREATION & CULTURAL SERVICES FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Property tax revenue	\$ 1,358,822	\$ 1,411,336	\$ 1,468,995	\$ 1,475,893	\$ 1,497,215
Donations	38,770	315,575	50,077	19,722	52,172
Interest income	49,417	31,477	16,772	16,656	16,656
Older adult program revenue	181,725	147,696	156,325	188,450	188,450
Other revenue	5,308	11,923	5,000	5,000	5,000
Program revenue	1,327,609	996,615	1,226,700	1,373,900	1,373,900
Transfers in	50,000	83,000	225,000	224,650	161,590
TOTAL ESTIMATED REVENUES	\$ 3,011,651	\$ 2,997,622	\$ 3,148,869	\$ 3,304,271	\$ 3,294,983
APPROPRIATIONS					
Personnel services	\$ 1,201,319	\$ 1,384,121	\$ 1,441,686	\$ 1,480,540	\$ 1,539,652
Supplies	61,314	108,381	94,240	94,240	94,240
Other services and charges	1,544,631	1,285,120	1,289,548	1,473,191	1,425,071
Capital outlay	171,844	595,050	510,481	199,650	175,590
TOTAL APPROPRIATIONS	\$ 2,979,108	\$ 3,372,672	\$ 3,335,955	\$ 3,247,621	\$ 3,234,553
NET OF REVENUES/APPROPRIATIONS - FUND 208	\$ 32,543	\$ (375,050)	\$ (187,086)	\$ 56,650	\$ 60,430
BEGINNING FUND BALANCE	1,056,365	1,088,908	713,858	526,772	583,422
ENDING FUND BALANCE	\$ 1,088,908	\$ 713,858	\$ 526,772	\$ 583,422	\$ 643,852

Fund balance as a percentage of total annual expenditures	37%	21%	16%	18%	20%
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Ending Fund Balance (12% minimum)	\$ 357,493	\$ 404,721	\$ 400,315	\$ 389,715	\$ 388,146
Funds above / (below) 12% minimum	\$ 731,415	\$ 309,137	\$ 126,457	\$ 193,707	\$ 255,706
Ending Fund Balance (22% maximum)	\$ 655,404	\$ 741,988	\$ 733,910	\$ 714,477	\$ 711,602
Funds above / (below) 22% maximum	\$ 433,504	\$ (28,130)	\$ (207,138)	\$ (131,055)	\$ (67,750)

Estimated Change in Fund Balance	3%	-34%	-26%	11%	10%
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FINANCIAL SUMMARIES

Tree Fund

This fund was established to cover most of the cost of City tree replacement and future maintenance costs. Proceeds vary from year to year and come from fines, fees paid by developers and street tree maintenance charges pursuant to the City Charter and Code of Ordinances.

TREE FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
State grants	\$ 363,852	\$ -	\$ -	\$ -	\$ -
Interest income	143,284	78,971	100,416	100,400	100,465
Donations	4,750	-	-	-	-
Other revenue	1,157,150	450,000	415,000	365,000	340,000
TOTAL ESTIMATED REVENUES	\$ 1,669,036	\$ 528,971	\$ 515,416	\$ 465,400	\$ 440,465
APPROPRIATIONS					
Personnel services	\$ 71,418	\$ 74,927	\$ 76,446	\$ 78,430	\$ 80,495
Supplies	971	1,000	1,000	1,000	1,000
Other services and charges	430,436	593,044	580,970	505,970	505,970
Capital outlay	545,748	232,431	-	-	-
TOTAL APPROPRIATIONS	\$ 1,048,573	\$ 901,402	\$ 658,416	\$ 585,400	\$ 587,465
NET OF REVENUES/APPROPRIATIONS - FUND 209	\$ 620,463	\$ (372,431)	\$ (143,000)	\$ (120,000)	\$ (147,000)
BEGINNING FUND BALANCE	3,688,820	4,309,283	3,936,852	3,793,852	3,673,852
ENDING FUND BALANCE	\$ 4,309,283	\$ 3,936,852	\$ 3,793,852	\$ 3,673,852	\$ 3,526,852

Fund balance as a percentage of total annual expenditures	411%	437%	576%	628%	600%
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Ending Fund Balance (\$500,000 minimum)	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Funds above / (below) \$500,000 minimum	\$ 3,809,283	\$ 3,436,852	\$ 3,293,852	\$ 3,173,852	\$ 3,026,852

Estimated Change in Fund Balance	17%	-9%	-4%	-3%	-4%
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FINANCIAL SUMMARIES

Drain Fund

This fund includes a special property tax millage that was approved for the purpose of improving and maintaining the City's regional and arterial detention system.

DRAIN FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Property tax revenue	\$ 1,517,012	\$ 2,152,659	\$ 2,229,182	\$ 2,313,123	\$ 2,400,298
Interest income	20,411	14,872	14,423	12,893	11,381
Other revenue	89,258	10,000	10,000	10,000	10,000
Transfers in	279,000	1,791,040	-	-	-
TOTAL ESTIMATED REVENUES	\$ 1,905,681	\$ 3,968,571	\$ 2,253,605	\$ 2,336,016	\$ 2,421,679
APPROPRIATIONS					
Personnel services	\$ 23,438	\$ 23,360	\$ 23,437	\$ -	\$ -
Other services and charges	724,222	1,214,768	993,328	909,906	909,909
Capital outlay	682,944	2,630,673	1,075,840	1,353,110	1,053,770
Transfers out	600,930	99,770	161,000	73,000	458,000
TOTAL APPROPRIATIONS	\$ 2,031,534	\$ 3,968,571	\$ 2,253,605	\$ 2,336,016	\$ 2,421,679
NET OF REVENUES/APPROPRIATIONS - FUND 210	\$ (125,853)	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	126,980	1,127	1,127	1,127	1,127
ENDING FUND BALANCE	\$ 1,127	\$ 1,127	\$ 1,127	\$ 1,127	\$ 1,127

Fund balance as a percentage of total annual expenditures

0% 0% 0% 0% 0%

Estimated Change in Fund Balance

-99% 0% 0% 0% 0%



FINANCIAL SUMMARIES

Rubbish Collection Fund

The Rubbish Collection Fund records the activity related to the City of Novi trash/recycle program which began in July 2016. The City bills for half of the annual service on the July tax bill and the balance of the service is placed on the December tax bill.

RUBBISH COLLECTION FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22	PROJECTED 2022-23
ESTIMATED REVENUES					
Interest income	\$ 11,724	\$ 2,000	\$ 1,000	\$ 1,000	\$ 1,000
Licenses, permits & charges for services	2,387,803	2,519,000	2,550,000	2,625,000	2,700,000
Other revenue	5,334	-	-	-	-
Transfers in	12,015	9,000	-	-	-
TOTAL ESTIMATED REVENUES	\$ 2,416,876	\$ 2,530,000	\$ 2,551,000	\$ 2,626,000	\$ 2,701,000
APPROPRIATIONS					
Supplies	\$ 855	\$ -	\$ -	\$ -	\$ -
Other services and charges	2,416,021	2,530,000	2,551,000	2,626,000	2,701,000
TOTAL APPROPRIATIONS	\$ 2,416,876	\$ 2,530,000	\$ 2,551,000	\$ 2,626,000	\$ 2,701,000
NET OF REVENUES/APPROPRIATIONS - FUND 210	\$ -	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	-	-	-	-	-
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -

Fund balance as a percentage of total annual expenditures	0%	0%	0%	0%	0%
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Estimated Change in Fund Balance	0%	0%	0%	0%	0%
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FINANCIAL SUMMARIES

PEG Cable Fund

This fund was established to track the revenues and expenditures related to providing cable services to the City, including cable franchise revenue and cable production fees. However, as of September 2019 this fund only tracks interest income and operating expenditures due to changes in regulations. (The PEG Cable Capital Fund was created and its purpose is to account for capital projects and record PEG Cable revenue as of September 2019.)

PEG CABLE FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22	PROJECTED 2022-23
ESTIMATED REVENUES					
Interest income	\$ 23,447	\$ 7,561	\$ 10,045	\$ 4,605	\$ 2,222
Licenses, permits & charges for services	362,344	141,000	-	-	-
Transfers In	-	-	-	-	120,000
TOTAL ESTIMATED REVENUES	\$ 385,791	\$ 148,561	\$ 10,045	\$ 4,605	\$ 122,222
APPROPRIATIONS					
Personnel services	\$ 213,104	\$ 227,024	\$ 223,425	\$ 227,485	\$ 233,102
Supplies	5,650	5,100	5,000	5,000	5,000
Other services and charges	36,934	50,940	46,620	43,120	43,120
Capital outlay	68,364	20,000	-	-	-
TOTAL APPROPRIATIONS	\$ 324,052	\$ 303,064	\$ 275,045	\$ 275,605	\$ 281,222
NET OF REVENUES/APPROPRIATIONS - FUND 263	\$ 61,739	\$ (154,503)	\$ (265,000)	\$ (271,000)	\$ (159,000)
BEGINNING FUND BALANCE	788,168	849,907	695,404	430,404	159,404
ENDING FUND BALANCE	\$ 849,907	\$ 695,404	\$ 430,404	\$ 159,404	\$ 404

Fund balance as a percentage of total annual expenditures	262%	229%	156%	58%	0%
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Estimated Change in Fund Balance	8%	-18%	-38%	-63%	-100%
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FINANCIAL SUMMARIES

Community Development Block Grant (CDBG) Fund

This fund records federal grant monies passed through to the City from Oakland County. These funds are used to support the youth assistance program and minor home repair program.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Federal grants	\$ 42,656	\$ 157,281	\$ 130,530	\$ 110,000	\$ 110,000
TOTAL ESTIMATED REVENUES	\$ 42,656	\$ 157,281	\$ 130,530	\$ 110,000	\$ 110,000
APPROPRIATIONS					
Other services and charges	\$ 64,139	\$ 106,207	\$ 130,530	\$ 110,000	\$ 110,000
TOTAL APPROPRIATIONS	\$ 64,139	\$ 106,207	\$ 130,530	\$ 110,000	\$ 110,000
NET OF REVENUES/APPROPRIATIONS - FUND 264	\$ (21,483)	\$ 51,074	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	(29,591)	(51,074)	-	-	-
ENDING FUND BALANCE	\$ (51,074)	\$ -	\$ -	\$ -	\$ -
Fund balance as a percentage of total annual expenditures	-80%	0%	0%	0%	0%
Estimated Change in Fund Balance	73%	-100%	0%	0%	0%

FINANCIAL SUMMARIES

Forfeiture Fund

This fund records all receipts and expenditures relating to Federal, State, Local and OWI, forfeited and legally restricted, funds relating to narcotic trafficking, money laundering, State laws and ordinances.

FORFEITURE FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Federal grants	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Fines and forfeitures	185,026	209,000	259,000	284,000	346,000
Interest income	12,849	4,325	4,965	4,570	3,495
Other revenue	12,735	15,686	3,000	3,000	3,000
TOTAL ESTIMATED REVENUES	\$ 210,610	\$ 234,011	\$ 271,965	\$ 296,570	\$ 357,495
APPROPRIATIONS					
Supplies	\$ 62,266	\$ 39,500	\$ 20,000	\$ 20,000	\$ 20,000
Other services and charges	524	525	525	525	525
Capital outlay	300,611	343,997	370,440	333,120	336,970
TOTAL APPROPRIATIONS	\$ 363,401	\$ 384,022	\$ 390,965	\$ 353,645	\$ 357,495
NET OF REVENUES/APPROPRIATIONS - FUND 266	\$ (152,791)	\$ (150,011)	\$ (119,000)	\$ (57,075)	\$ -
BEGINNING FUND BALANCE	478,877	326,086	176,075	57,075	-
ENDING FUND BALANCE	\$ 326,086	\$ 176,075	\$ 57,075	\$ -	\$ -

Fund balance as a percentage of total annual expenditures	90%	46%	15%	0%	0%
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Estimated Change in Fund Balance	-32%	-46%	-68%	-100%	0%
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FINANCIAL SUMMARIES

Library Fund

Novi Public Library provides the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community. The Library supports intellectual freedom and access to information resources for all, while maintaining the privacy of its patrons and providing a safe and secure environment. The Library is funded primarily from property taxes in accordance with a special City Charter millage.

LIBRARY FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Property tax revenue	\$ 2,720,300	\$ 2,818,939	\$ 2,917,399	\$ 3,032,954	\$ 3,168,183
Donations	18,106	8,110	6,500	6,500	6,500
Fines and forfeitures	185,688	176,346	179,000	179,000	179,000
Interest income	99,764	33,000	34,201	35,663	35,663
Other revenue	64,469	71,030	68,200	68,200	68,200
State sources	42,429	40,000	40,000	40,000	40,000
TOTAL ESTIMATED REVENUES	\$ 3,130,756	\$ 3,147,425	\$ 3,245,300	\$ 3,362,317	\$ 3,497,546
APPROPRIATIONS					
Personnel services	\$ 1,888,976	\$ 1,936,305	\$ 2,121,060	\$ 2,178,131	\$ 2,235,994
Supplies	488,386	621,300	599,600	606,600	639,700
Other services and charges	521,610	523,714	554,700	639,300	540,000
Capital outlay	35,080	63,500	111,000	78,200	202,300
TOTAL APPROPRIATIONS	\$ 2,934,052	\$ 3,144,819	\$ 3,386,360	\$ 3,502,231	\$ 3,617,994
NET OF REVENUES/APPROPRIATIONS - FUND 268	\$ 196,704	\$ 2,606	\$ (141,060)	\$ (139,914)	\$ (120,448)
BEGINNING FUND BALANCE	1,904,550	2,101,254	2,103,860	1,962,800	1,822,886
ENDING FUND BALANCE	\$ 2,101,254	\$ 2,103,860	\$ 1,962,800	\$ 1,822,886	\$ 1,702,438

Fund balance as a percentage of total annual expenditures	72%	67%	58%	52%	47%
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Estimated Change in Fund Balance	10%	0%	-7%	-7%	-7%
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FINANCIAL SUMMARIES

Library Contribution Fund

In May 2004, the City of Novi's Library received a generous gift of \$1,000,000 from Charles and Myrtle Walker for use in the replacement or expansion of the then existing Library building. The Library Board also entered into a Library Building Fund Gift Agreement with the Walker family to encourage additional donations. The library has continued to receive donations. As of January 1, 2014, the restrictions on the use of these funds expired.

LIBRARY CONTRIBUTION FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Donations	\$ 28,249	\$ 17,000	\$ 19,500	\$ 19,500	\$ 19,500
Interest income	55,211	22,500	22,500	22,500	22,500
TOTAL ESTIMATED REVENUES	\$ 83,460	\$ 39,500	\$ 42,000	\$ 42,000	\$ 42,000
APPROPRIATIONS					
Supplies	\$ 46,308	\$ 30,000	\$ 65,700	\$ 65,700	\$ 65,700
Capital outlay	68,494	43,750	11,800	11,800	11,800
TOTAL APPROPRIATIONS	\$ 114,802	\$ 73,750	\$ 77,500	\$ 77,500	\$ 77,500
NET OF REVENUES/APPROPRIATIONS - FUND 269	\$ (31,342)	\$ (34,250)	\$ (35,500)	\$ (35,500)	\$ (35,500)
BEGINNING FUND BALANCE	1,707,428	1,676,086	1,641,836	1,606,336	1,570,836
ENDING FUND BALANCE	\$ 1,676,086	\$ 1,641,836	\$ 1,606,336	\$ 1,570,836	\$ 1,535,336
Fund balance as a percentage of total annual expenditures	1460%	2226%	2073%	2027%	1981%
Estimated Change in Fund Balance	-2%	-2%	-2%	-2%	-2%



FINANCIAL SUMMARIES

Street Lighting (West Oaks Street) Fund

This fund was established by a vote of the City Council to account for a special assessment levy to provide street lighting to West Oaks Street.

STREET LIGHTING (WEST OAKS STREET) FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Special assessments levied	\$ 7,529	\$ 7,529	\$ 7,529	\$ 7,529	\$ 7,529
Interest income	14	41	21	21	21
TOTAL ESTIMATED REVENUES	\$ 7,543	\$ 7,570	\$ 7,550	\$ 7,550	\$ 7,550
APPROPRIATIONS					
Other services and charges	\$ 6,790	\$ 10,000	\$ 7,550	\$ 7,800	\$ 8,100
TOTAL APPROPRIATIONS	\$ 6,790	\$ 10,000	\$ 7,550	\$ 7,800	\$ 8,100
NET OF REVENUES/APPROPRIATIONS - FUND 854	\$ 753	\$ (2,430)	\$ -	\$ (250)	\$ (550)
BEGINNING FUND BALANCE	42,302	43,055	40,625	40,625	40,375
ENDING FUND BALANCE	\$ 43,055	\$ 40,625	\$ 40,625	\$ 40,375	\$ 39,825
Fund balance as a percentage of total annual expenditures	634%	406%	538%	518%	492%
Estimated Change in Fund Balance	2%	-6%	0%	-1%	-1%

FINANCIAL SUMMARIES

Street Lighting (West Lake Drive) Fund

This fund was established by a vote of the City Council to account for a special assessment levy to provide street lighting to West Lake Drive.

STREET LIGHTING (WEST LAKE DRIVE) FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22 2022-23	
ESTIMATED REVENUES					
Special assessments levied	\$ 3,300	\$ 3,300	\$ 3,300	\$ 3,300	\$ 3,300
Interest income	1	-	-	-	-
TOTAL ESTIMATED REVENUES	\$ 3,301	\$ 3,300	\$ 3,300	\$ 3,300	\$ 3,300
APPROPRIATIONS					
Other services and charges	\$ 2,696	\$ 3,300	\$ 3,100	\$ 3,200	\$ 3,300
TOTAL APPROPRIATIONS	\$ 2,696	\$ 3,300	\$ 3,100	\$ 3,200	\$ 3,300
NET OF REVENUES/APPROPRIATIONS - FUND 855	\$ 605	\$ -	\$ 200	\$ 100	\$ -
BEGINNING FUND BALANCE	2,705	3,310	3,310	3,510	3,610
ENDING FUND BALANCE	\$ 3,310	\$ 3,310	\$ 3,510	\$ 3,610	\$ 3,610
Fund balance as a percentage of total annual expenditures	123%	100%	113%	113%	109%
Estimated Change in Fund Balance	22%	0%	6%	3%	0%



FINANCIAL SUMMARIES

Street Lighting (Town Center Street) Fund

This fund was established by a vote of the City Council to account for a special assessment levy to provide street lighting to Town Center Street.

STREET LIGHTING (TOWN CENTER STREET) FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Special assessments levied	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Interest income	6	-	-	-	-
TOTAL ESTIMATED REVENUES	\$ 25,006	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
APPROPRIATIONS					
Other services and charges	\$ 20,162	\$ 25,000	\$ 23,000	\$ 24,000	\$ 25,000
TOTAL APPROPRIATIONS	\$ 20,162	\$ 25,000	\$ 23,000	\$ 24,000	\$ 25,000
NET OF REVENUES/APPROPRIATIONS - FUND 856	\$ 4,844	\$ -	\$ 2,000	\$ 1,000	\$ -
BEGINNING FUND BALANCE	6,953	11,797	11,797	13,797	14,797
ENDING FUND BALANCE	\$ 11,797	\$ 11,797	\$ 13,797	\$ 14,797	\$ 14,797

Fund balance as a percentage of total annual expenditures	59%	47%	60%	62%	59%
Estimated Change in Fund Balance	70%	0%	17%	7%	0%

FINANCIAL SUMMARIES

Debt Service Funds

2008 Library Construction Debt Fund

This fund was established to account for annual debt service payments for a bond that was issued to construct a new library building. The annual debt service is paid from property tax collections authorized by a voter approved millage. The last debt service payment will be paid in fiscal year 2027.

LIBRARY CONSTRUCTION DEBT FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Property tax revenue	\$ 1,268,295	\$ 1,338,734	\$ 1,384,334	\$ 1,402,929	\$ 1,416,329
Interest income	71	216	266	271	271
TOTAL ESTIMATED REVENUES	\$ 1,268,366	\$ 1,338,950	\$ 1,384,600	\$ 1,403,200	\$ 1,416,600
APPROPRIATIONS					
Debt service	\$ 1,356,042	\$ 1,370,450	\$ 1,384,100	\$ 1,402,700	\$ 1,416,100
Other services and charges	500	500	500	500	500
TOTAL APPROPRIATIONS	\$ 1,356,542	\$ 1,370,950	\$ 1,384,600	\$ 1,403,200	\$ 1,416,600
NET OF REVENUES/APPROPRIATIONS - FUND 317					
BEGINNING FUND BALANCE	252,483	164,307	132,307	132,307	132,307
ENDING FUND BALANCE	\$ 164,307	\$ 132,307	\$ 132,307	\$ 132,307	\$ 132,307
Fund balance as a percentage of total annual expenditures	12%	10%	10%	9%	9%
Estimated Change in Fund Balance	-35%	-19%	0%	0%	0%



FINANCIAL SUMMARIES

Capital Project Funds

Special Assessment Revolving Fund

This fund is used to account for the construction of capital assets funded in whole or part by long-term special assessment debt. The city has self-funded previous projects and has elected to maintain the cumulative interest as well as the initial General Fund contribution in this fund. All future uses of this fund will be determined as part of the city's annual capital improvement plan (CIP plan).

SPECIAL ASSESSMENT REVOLVING FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Interest income	\$ 130,773	\$ 50,500	\$ 121,500	\$ 117,500	\$ 113,500
TOTAL ESTIMATED REVENUES	\$ 130,773	\$ 50,500	\$ 121,500	\$ 117,500	\$ 113,500
APPROPRIATIONS					
Other services and charges	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
TOTAL APPROPRIATIONS	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
NET OF REVENUES/APPROPRIATIONS - FUND 235	\$ 130,273	\$ 50,000	\$ 121,000	\$ 117,000	\$ 113,000
BEGINNING FUND BALANCE	3,973,117	4,103,390	4,153,390	4,274,390	4,391,390
ENDING FUND BALANCE	\$ 4,103,390	\$ 4,153,390	\$ 4,274,390	\$ 4,391,390	\$ 4,504,390

Fund balance as a percentage of total annual expenditures	820678%	830678%	854878%	878278%	900878%
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Estimated Change in Fund Balance	3%	1%	3%	3%	3%
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FINANCIAL SUMMARIES

Capital Improvement Program (CIP) Fund

The Capital Improvement Program (CIP) Fund's purpose is to track activity related to the voter approved CIP millage which was passed on August 2, 2016. This millage is not to exceed the annual rate of 1.0 mills for a period of 10 years. The uses of the CIP millage funds include but are not limited to parks and facilities, land acquisition, pathways, and apparatus (such as fire truck or heavy equipment). These funds shall not be used for operations or payroll. These funds shall include revenues from the sale of equipment, vehicles, and land originally purchased within this fund. The first levy for this millage was July 1, 2017.

CAPITAL IMPROVEMENT PROGRAM (CIP) FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22 2022-23	
ESTIMATED REVENUES					
Property tax revenue	\$ 3,543,185	\$ 3,686,322	\$ 3,824,900	\$ 3,842,920	\$ 3,898,490
Interest income	57,536	7,922	-	-	-
Transfers in	3,268,105	781,610	-	-	-
TOTAL ESTIMATED REVENUES	\$ 6,868,826	\$ 4,475,854	\$ 3,824,900	\$ 3,842,920	\$ 3,898,490
APPROPRIATIONS					
Other services and charges	\$ 1,748	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Debt service	7,250	565,569	524,535	456,091	385,594
Capital outlay	15,683,558	12,277,431	463,500	830,400	4,892,890
TOTAL APPROPRIATIONS	\$ 15,692,556	\$ 12,844,000	\$ 989,035	\$ 1,287,491	\$ 5,279,484
NET OF REVENUES/APPROPRIATIONS - FUND 400	\$ (8,823,730)	\$ (8,368,146)	\$ 2,835,865	\$ 2,555,429	\$ (1,380,994)
BEGINNING FUND BALANCE	2,121,965	(6,701,765)	(15,069,911)	(12,234,046)	(9,678,617)
ENDING FUND BALANCE *	\$ (6,701,765)	\$ (15,069,911)	\$ (12,234,046)	\$ (9,678,617)	\$ (11,059,611)

Fund balance as a percentage of total annual expenditures	-43%	-117%	-1237%	-752%	-209%
Estimated Change in Fund Balance	-416%	125%	-19%	-21%	14%

* The City has opted to borrow internally utilizing long-term capital reserve funds in lieu of formally issuing bonds in order to complete several significant projects in FY 2018-19 since it was determined to be the most beneficial way to handle the financing. Governmental accounting rules require this type of borrowing to be recorded on the balance sheet and not as revenue like it would if bonds were issued. This fund will continue to have a negative fund balance due to this accounting rule, therefore; a formal Deficit Elimination Plan will be filed with the State annually (as planned) until the loans are paid off over the life of the ten year levy (see the Debt Service section for internal borrowing schedules).



FINANCIAL SUMMARIES

Gun Range Facility Fund

As of July 1, 2014, the City Council has elected to place the gross revenue from users of the gun range facility (previously in the General Fund) into a separate capital project fund to be used toward planned future capital improvements.

GUN RANGE FACILITY FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Licenses, permits & charges for services	\$ 89,650	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
Interest income	6,188	1,000	750	1,000	1,250
TOTAL ESTIMATED REVENUES	\$ 95,838	\$ 71,000	\$ 70,750	\$ 71,000	\$ 71,250
APPROPRIATIONS					
Other services and charges	\$ 5,174	\$ -	\$ -	\$ -	\$ -
Capital outlay	89,638	-	-	-	328,880
Transfers out	245,915	-	-	-	-
TOTAL APPROPRIATIONS	\$ 340,727	\$ -	\$ -	\$ -	\$ 328,880
NET OF REVENUES/APPROPRIATIONS - FUND 402	\$ (244,889)	\$ 71,000	\$ 70,750	\$ 71,000	\$ (257,630)
BEGINNING FUND BALANCE	325,746	80,857	151,857	222,607	293,607
ENDING FUND BALANCE	\$ 80,857	\$ 151,857	\$ 222,607	\$ 293,607	\$ 35,977

Fund balance as a percentage of total annual expenditures

24% 0% 0% 0% 11%

Estimated Change in Fund Balance

-75% 88% 47% 32% -88%



FINANCIAL SUMMARIES

Street Improvement Fund

As of fiscal year 2013-2014, the City Council has elected to transfer the remaining unspent balances for ongoing construction projects in the Major, Local, and Municipal Street funds into this separate capital project fund until completion. The City expects all projects in this fund to be completed before the end of the following fiscal year.

STREET IMPROVEMENT FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Transfers in	\$ 2,985,000	\$ -	\$ -	\$ -	\$ -
TOTAL ESTIMATED REVENUES	\$ 2,985,000	\$ -	\$ -	\$ -	\$ -
APPROPRIATIONS					
Capital outlay	\$ 3,735,000	\$ 2,985,000	\$ -	\$ -	\$ -
TOTAL APPROPRIATIONS	\$ 3,735,000	\$ 2,985,000	\$ -	\$ -	\$ -
NET OF REVENUES/APPROPRIATIONS - FUND 403	\$ (750,000)	\$ (2,985,000)	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	3,735,000	2,985,000	-	-	-
ENDING FUND BALANCE	\$ 2,985,000	\$ -	\$ -	\$ -	\$ -

Fund balance as a percentage of total annual expenditures

80% 0% 0% 0% 0%

Estimated Change in Fund Balance

-20% -100% 0% 0% 0%



FINANCIAL SUMMARIES

PEG Cable Capital Fund

As of September 2019, the revenues related to PEG Cable have been placed into this separate capital project fund to be used toward planned future capital improvements.

PEG CABLE - CAPITAL FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Licenses, permits & charges for services	\$ -	\$ 370,000	\$ 351,500	\$ 333,925	\$ 317,230
Interest on Investments	-	500	500	500	500
TOTAL ESTIMATED REVENUES	\$ -	\$ 370,500	\$ 352,000	\$ 334,425	\$ 317,730
APPROPRIATIONS					
Capital outlay	\$ -	\$ 15,997	\$ -	\$ 60,000	\$ -
TOTAL APPROPRIATIONS	\$ -	\$ 15,997	\$ -	\$ 60,000	\$ -
NET OF REVENUES/APPROPRIATIONS - FUND 463	\$ -	\$ 354,503	\$ 352,000	\$ 274,425	\$ 317,730
BEGINNING FUND BALANCE	-	-	354,503	706,503	980,928
ENDING FUND BALANCE	\$ -	\$ 354,503	\$ 706,503	\$ 980,928	\$ 1,298,658

Fund balance as a percentage of total annual expenditures	0%	2216%	0%	0%	0%
Estimated Change in Fund Balance	0%	0%	99%	39%	32%

FINANCIAL SUMMARIES

Permanent Fund

Drain Perpetual Maintenance Fund

A citizen's committee has been established to oversee the building and maintenance of the drain system. This fund was initially created with allocations from the Drain Fund. Additional revenue has come from tap fees for properties connecting to regional systems. The intent is to build an investment base in which earnings will eventually cover the cost of maintaining the system and reduce or eliminate the need for the Drain Fund millage.

DRAIN PERPETUAL MAINTENANCE FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Interest income	\$ 225,538	\$ 80,000	\$ 130,000	\$ 135,000	\$ 140,000
Tap-in fees	4,623	5,000	5,000	5,000	5,000
Transfers in	-	-	161,000	73,000	458,000
TOTAL ESTIMATED REVENUES	\$ 230,161	\$ 85,000	\$ 296,000	\$ 213,000	\$ 603,000
APPROPRIATIONS					
Transfers out	\$ 279,000	\$ 1,791,040	\$ -	\$ -	\$ -
TOTAL APPROPRIATIONS	\$ 279,000	\$ 1,791,040	\$ -	\$ -	\$ -
NET OF REVENUES/APPROPRIATIONS - FUND 211	\$ (48,839)	\$ (1,706,040)	\$ 296,000	\$ 213,000	\$ 603,000
BEGINNING FUND BALANCE	6,832,375	6,783,536	5,077,496	5,373,496	5,586,496
ENDING FUND BALANCE	\$ 6,783,536	\$ 5,077,496	\$ 5,373,496	\$ 5,586,496	\$ 6,189,496

Fund balance as a percentage of total annual expenditures	2431%	283%	0%	0%	0%
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Estimated Change in Fund Balance	-1%	-25%	6%	4%	11%
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FINANCIAL SUMMARIES

Enterprise Funds

Ice Arena Fund

The Novi Ice Arena opened in 1998 to provide ice skating services to Novi residents and other local communities. The facility is self-supporting and strives to generate positive cash flow under contract with Suburban Arena Management – Novi LLC, a third party vendor.

ICE ARENA FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22 2022-23	
ESTIMATED REVENUES					
Program revenue	\$ 1,934,659	\$ 1,882,355	\$ 1,886,571	\$ 1,886,571	\$ 1,886,571
Interest income	79,047	20,447	25,683	22,445	20,477
Other revenue	104,638	109,400	104,400	104,400	104,400
TOTAL ESTIMATED REVENUES	\$ 2,118,344	\$ 2,012,202	\$ 2,016,654	\$ 2,013,416	\$ 2,011,448
APPROPRIATIONS					
Supplies	\$ 19,687	\$ 14,600	\$ 11,600	\$ 11,600	\$ 11,600
Other services and charges	1,592,390	1,305,627	1,298,424	1,297,946	1,289,978
Capital outlay	-	198,595	68,000	-	200,000
Debt service	70,660	560,380	538,630	536,870	509,870
TOTAL APPROPRIATIONS	\$ 1,682,737	\$ 2,079,202	\$ 1,916,654	\$ 1,846,416	\$ 2,011,448
NET OF REVENUES/APPROPRIATIONS - FUND 590	\$ 435,607	\$ (67,000)	\$ 100,000	\$ 167,000	\$ -
BEGINNING FUND BALANCE	4,856,458	5,292,065	5,225,065	5,325,065	5,492,065
ENDING FUND BALANCE	\$ 5,292,065	\$ 5,225,065	\$ 5,325,065	\$ 5,492,065	\$ 5,492,065

Fund balance as a percentage of total annual expenditures	314%	251%	278%	297%	273%
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Estimated Change in Fund Balance	9%	-1%	2%	3%	0%
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FINANCIAL SUMMARIES

Water and Sewer Fund

The City of Novi takes pride in providing safe and efficient water distribution and sanitary sewage collection systems. The City has taken steps to further improve infrastructure, as recommended by the Water Distribution Study and Master Plan Update, and the sanitary sewer Capacity, Management, Operations and Maintenance Program (CMOM). These programs have allowed the City to fully examine the current operation of the City's utility-based infrastructure and provide recommendations for improvements to the water distribution and sanitary sewage collection systems.

WATER AND SEWER FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Operating revenue	\$ 23,725,843	\$ 22,436,000	\$ 24,210,500	\$ 24,335,500	\$ 24,460,500
Capital contributions	4,835,047	1,350,000	1,350,000	1,350,000	1,350,000
Federal Grants	-	-	-	-	-
Donations	-	67,342	-	-	-
Interest income	2,107,763	1,486,468	921,251	809,463	699,207
Other revenue	204,240	218,662	197,500	202,500	207,500
TOTAL ESTIMATED REVENUES	\$ 30,872,893	\$ 25,558,472	\$ 26,679,251	\$ 26,697,463	\$ 26,717,207
APPROPRIATIONS					
Personnel services	\$ 1,424,145	\$ 1,424,584	\$ 1,442,365	\$ 1,477,317	\$ 1,501,061
Supplies	75,105	60,777	70,100	70,100	70,100
Other services and charges	23,730,898	22,049,330	22,412,916	22,303,916	21,353,786
Capital outlay	47,967	23,353,043	3,828,870	4,106,130	2,362,260
Debt service	-	-	-	-	-
Transfers out	2,421,260	681,840	-	-	-
TOTAL APPROPRIATIONS	\$ 27,699,375	\$ 47,569,574	\$ 27,754,251	\$ 27,957,463	\$ 25,287,207
NET OF REVENUES/APPROPRIATIONS - FUND 592	\$ 3,173,518	\$ (22,011,102)	\$ (1,075,000)	\$ (1,260,000)	\$ 1,430,000
BEGINNING FUND BALANCE	187,968,644	191,142,162	169,131,060	168,056,060	166,796,060
ENDING FUND BALANCE	\$ 191,142,162	\$ 169,131,060	\$ 168,056,060	\$ 166,796,060	\$ 168,226,060

Fund balance as a percentage of total annual expenditures	690%	356%	606%	597%	665%
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Estimated Change in Fund Balance	2%	-12%	-1%	-1%	1%
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FINANCIAL SUMMARIES

Senior Housing Fund

Meadowbrook Commons is an older adult housing community owned by the City of Novi and managed by a contractual management company. Financing for this project was provided through bonds issued by the Building Authority. The total construction cost was \$12.5 million and all operational expenses and the bond debt retirement are covered by rental revenue.

SENIOR HOUSING FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Operating revenue	\$ 2,063,060	\$ 2,067,050	\$ 2,078,000	\$ 2,084,720	\$ 2,091,462
Interest income	33,711	20,762	16,588	14,596	13,606
Other revenue	23,034	20,600	20,400	20,540	20,540
TOTAL ESTIMATED REVENUES	\$ 2,119,805	\$ 2,108,412	\$ 2,114,988	\$ 2,119,856	\$ 2,125,608
APPROPRIATIONS					
Supplies	\$ 8,596	\$ 11,075	\$ 11,075	\$ 11,075	\$ 11,075
Other services and charges	1,205,371	838,093	856,705	855,896	883,402
Capital outlay	-	56,500	313,580	292,780	412,720
Debt service	152,915	1,017,744	973,628	949,105	949,411
TOTAL APPROPRIATIONS	\$ 1,366,882	\$ 1,923,412	\$ 2,154,988	\$ 2,108,856	\$ 2,256,608
NET OF REVENUES/APPROPRIATIONS - FUND 594	\$ 752,923	\$ 185,000	\$ (40,000)	\$ 11,000	\$ (131,000)
BEGINNING FUND BALANCE	4,404,807	5,157,730	5,342,730	5,302,730	5,313,730
ENDING FUND BALANCE	\$ 5,157,730	\$ 5,342,730	\$ 5,302,730	\$ 5,313,730	\$ 5,182,730

Fund balance as a percentage of total annual expenditures	377%	278%	246%	252%	230%
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Estimated Change in Fund Balance	17%	4%	-1%	0%	-2%
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FINANCIAL SUMMARIES

Internal Service Fund

Self Insurance Healthcare Fund

This fund's purpose is to track any health insurance claims through a HAP administered plan as of January 1, 2020. Individual funds are charged premium based insurance rates called "illustrative rates" and the surplus at the end of the year remains in this fund and is used to offset future insurance costs (after claims reserve balances are met). The illustrative rates are adjusted annually by our insurance consultant based on current market rates and our specific claims history.

SELF INSURANCE HEALTHCARE FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22	PROJECTED 2022-23
ESTIMATED REVENUES					
Licenses, Permits, and Charges for Services	\$ -	\$ 1,450,000	\$ 2,950,000	\$ 3,065,000	\$ 3,188,000
TOTAL ESTIMATED REVENUES	\$ -	\$ 1,450,000	\$ 2,950,000	\$ 3,065,000	\$ 3,188,000
APPROPRIATIONS					
Personnel Services	-	1,450,000.00	\$ 2,950,000	\$ 3,065,000	\$ 3,188,000
TOTAL APPROPRIATIONS	\$ -	\$ 1,450,000	\$ 2,950,000	\$ 3,065,000	\$ 3,188,000
NET OF REVENUES/APPROPRIATIONS - FUND 677	\$ -	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	-	-	-	-	-
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -

Fund balance as a percentage of total annual expenditures	0%	0%	0%	0%	0%
Estimated Change in Fund Balance	0%	0%	0%	0%	0%



FINANCIAL SUMMARIES

Fiduciary Fund

Retiree Health Care Benefits Fund

The Retiree Health Care Benefits Fund accounts for medical benefits provided to retirees and is funded through contributions from the various funds of the City as a percentage of payroll.

RETIREE HEALTHCARE BENEFITS FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Contributions-Employer	\$ 363,994	\$ 277,238	\$ 275,000	\$ 275,000	\$ 275,000
Interest income	2,224,284	2,000,762	2,100,451	2,200,469	2,300,648
Other revenue	-	-	-	-	-
TOTAL ESTIMATED REVENUES	\$ 2,588,278	\$ 2,278,000	\$ 2,375,451	\$ 2,475,469	\$ 2,575,648
APPROPRIATIONS					
Personnel Services	\$ 995,230	\$ 1,294,847	\$ 1,037,951	\$ 1,079,469	\$ 1,122,648
Other services and charges	293,629	319,000	336,500	359,000	369,000
TOTAL APPROPRIATIONS	\$ 1,288,859	\$ 1,613,847	\$ 1,374,451	\$ 1,438,469	\$ 1,491,648
NET OF REVENUES/APPROPRIATIONS - FUND 710	\$ 1,299,419	\$ 664,153	\$ 1,001,000	\$ 1,037,000	\$ 1,084,000
BEGINNING FUND BALANCE	29,532,552	30,831,971	31,496,124	32,497,124	33,534,124
ENDING FUND BALANCE	\$ 30,831,971	\$ 31,496,124	\$ 32,497,124	\$ 33,534,124	\$ 34,618,124

Fund balance as a percentage of total annual expenditures	2392%	1952%	2364%	2331%	2321%
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Estimated Change in Fund Balance	4%	2%	3%	3%	3%
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FINANCIAL SUMMARIES

Fund Balance

Fund Balance is the difference between assets and liabilities in a governmental fund. The governmental funds account for the City's bread-and-butter, are typically tax-supported activities of a government (as opposed to enterprise funds, which are self-supporting, business-like activities), and include the following:

- General Fund – where a government accounts for everything not reported in another fund
- Special Revenue Funds – for reporting specific sources that are limited to being used for a particular purpose
- Debt Service Funds – which account for the repayment of debt
- Capital Project Funds – which track the accumulation and use of resources for construction, acquiring, and rehabilitating capital assets (such as buildings and roads)
- Permanent Funds – where a government reports principal amounts that are restricted to being invested to produce income but cannot be spent

GASB 54

GASB Statement No. 54 creates five components of fund balance, though not every government or governmental fund will report all components. This approach is intended to provide users consistent and understandable information about a fund's net resources. The five components are:

Nonspendable Fund Balance

**cannot be spent (legally restricted or in unspendable form)*

- Amounts that cannot be spent due to form; for example, inventories and prepaid amounts. Also, long-term loan and notes receivables, and property held for resale would be reported here unless the proceeds are restricted, committed or assigned.
- Amounts that must be maintained intact legally or contractually (corpus or principal of a permanent fund)

Restricted Fund Balance

**externally imposed (law, creditor, bond covenant)*

- Amounts constrained for a specific purpose by external parties, constitutional provision or enabling legislation. This is the same definition used by GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, for restricted net assets.

Committed Fund Balance

**constraints approved by Council*

- Amounts constrained for a specific purpose by a government using its highest level of decision-making authority. It would require action by the same group to remove or change the constraints placed on the resources.
- Action to constrain resources must occur prior to year-end; however, the amount can be determined in the subsequent period.



FINANCIAL SUMMARIES

Assigned Fund Balance

*constrained by intent by City Council, or by the City Manager, or by a body/person to which City Council designates the authority

- For all governmental funds other than the general fund, any remaining positive amounts not classified as non-spendable, restricted or committed.
- For the general fund, amounts constrained for the intent to be used for a specific purpose by a governing board or a body or official that has been delegated authority to assign amounts. Amount reported as assigned should not result in a deficit in unassigned fund balance.

Unassigned Fund Balance

*available to spend, unrestricted

- For the general fund, amounts not classified as non-spendable, restricted, committed or assigned. The general fund is the only fund that would report a positive amount in unassigned fund balance.
- For all governmental funds other than the general fund, amount expended in excess of resources that are non-spendable, restricted, committed or assigned (a residual deficit). In determining a residual deficit, no amount should be reported as assigned.

All Funds FY 2020-21 Budget

	Governmental Funds								TOTAL BUDGET
	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECT FUNDS	PERMANENT FUNDS	ENTERPRISE FUNDS	INTERNAL SERVICE FUNDS	FIDUCIARY FUNDS	
	BUDGET 2020-21	BUDGET 2020-21	BUDGET 2020-21	BUDGET 2020-21	BUDGET 2020-21	BUDGET 2020-21	BUDGET 2020-21	BUDGET 2020-21	
TOTAL ESTIMATED REVENUES	\$ 35,342,824	\$ 30,791,865	\$ 1,384,600	\$ 4,369,150	\$ 296,000	\$ 30,810,893	\$ 2,950,000	\$ 2,375,451	\$ 108,320,783
TOTAL APPROPRIATIONS	35,342,824	32,358,311	1,384,600	989,535	-	31,825,893	2,950,000	1,374,451	106,225,614
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	-	\$ (1,566,446)	-	\$ 3,379,615	\$ 296,000	\$ (1,015,000)	-	\$ 1,001,000	\$ 2,095,169
BEGINNING FUND BALANCE	9,968,668	13,515,257	132,307	(10,410,161)	5,077,496	179,698,855	-	31,496,124	\$ 229,478,546
ENDING FUND BALANCE	\$ 9,968,668	\$ 11,948,811	\$ 132,307	\$ (7,030,546)	\$ 5,373,496	\$ 178,683,855	\$ -	\$ 32,497,124	\$ 231,573,715
Fund balance as a percentage of total annual expenditures	28%	37%	10%	-710%	0%	561%	0%	2364%	218%



FINANCIAL SUMMARIES

The following governmental funds are anticipated to have significant changes in fund balance for FY 2020-21 (increase or decrease more than 10%):

Special Revenue Funds

The Major Street Fund is projected to decrease fund balance by \$55,800 in FY 2020-21. These funds will be utilized for major street projects throughout the City which are listed in the capital improvement program.

The Local Street Fund is projected to decrease fund balance by \$827,200 in FY 2020-21. These funds will be utilized for local street projects throughout the City which are listed in the capital improvement program.

The Parks, Recreation, and Cultural Services Fund is projected to use \$187,086 of fund balance in FY 2020-21 to fund capital projects throughout the City which are listed in the capital improvement program.

The PEG Cable Fund is projected to use \$265,000 of fund balance in FY 2020-21 to fund operating expenditures since revenues are being recorded in a separate PEG Cable Capital Fund as of September 2019.

The Forfeiture Fund is projected to use \$119,000 of fund balance in FY 2020-21 to fund \$370,440 in capital expenditures.

The Street Lighting (Town Center Street) Fund is projected to increase fund balance by \$2,000 in FY 2020-21. These funds will be used to offset potential increases in future operating expenditures.

Capital Project Funds

The Capital Improvement Program (CIP) Fund is projected to increase fund balance by approximately \$2.8 million in FY2020-21. These funds will be used to fund future capital improvements throughout the City which are listed in the capital improvement program.

The Gun Range Facility Fund is projected to increase fund balance by \$70,750 in FY 2020-21. These funds will be used for future capital projects which are listed in the capital improvement program.

The PEG Cable Capital Fund is projects to increase fund balance by \$352,000 in FY 2020-21. This is a newly created fund as of FY 2019-20. These funds will be used to fund future capital expenditures.



FINANCIAL SUMMARIES

Major Revenue Sources, Assumptions, and Trends

Revenue forecasting is a standard practice for the City of Novi. Individual revenue line-items are reviewed for their historical trends in order to project revenues over the next three years. The forecast is also based on economic factors, as well as information provided by the State and County. In order to be prepared for unexpected events and lower than anticipated revenues or higher than anticipated expenditures, the City budgets conservatively. The following are summaries of revenue sources including underlying assumptions and significant trends.

Property Tax Revenue

The maximum allowable millage rates are used for all funds except the Drain Fund. Taxable value projections are as of May 2020. The 2020 taxable value increased approximately 134,851,177 for net new construction. The future property values include approximately \$40,000,000 and 55,000,000, respectively for tax years 2021 and 2022, in cumulative net new construction. Penalties and interest are based on historical collections. Inflation for the 2020 tax year was 1.9% but due to new construction, the City anticipates an overall net increase (see loss of personal property taxes discussed below) in revenue of 4.0%. The City closed the Public Safety Fund as of June 30, 2017 and the dedicated public safety millage is recorded directly in the General Fund rather than a transfer in.

Due to the COVID-19 pandemic, the City took a conservative approach to fiscal year 2022 and 2023 tax revenues and assumed a 1% increase in FY 22 and a 2% increase in FY 23 which is significantly lower than historical increase of 3-5%.

The proposed millage rate is 10.5376 mills (which remains unchanged from tax year 2018). A significant factor that has been taken into account for the future year's taxable value is the expected decrease in the personal property tax, per the new State of Michigan law (SB 10) that erases the personal property tax on the industrial property and other businesses with equipment less than \$40,000.

Licenses, Permits & Charges for Services

This revenue includes fees for various services and licenses. Revenues also include estimated fees paid by developers and contractors for the plan review, inspection of commercial, industrial and residential construction which partially covers the cost of the Community Development Department. This revenue is difficult to project since it is directly related to construction activity. The City's building activity is projected to decrease due to the COVID-19 pandemic and the negative impact to the local economy. The remaining revenue relates to liquor licenses, cable television fees, and other fees collected by the Clerks Department.

Transfers In

The transfers into the special revenue funds represent transfers between the three street funds to cover construction costs as detailed in the six-year CIP plan. The primary source of the transfers is a dedicated road millage in the Municipal Street Fund. The Parks, Recreation and Cultural Services Fund receives a transfer in from the General Fund to help fund capital outlay projects. The Drain Perpetual Maintenance Fund receives a transfer in from the Drain Fund to replenish some of the endowment used in FY 2018/19. The Capital Improvement Fund received transfers in the prior year from various funds to cover their share of the costs for the department of public works building improvement project.



FINANCIAL SUMMARIES

State Sources

State Revenue Sharing The State Shared Revenue program distributes sales tax collected by the State of Michigan to local governments as unrestricted revenues on a per capita basis (2010 Census population for Novi was 55,224). The distribution of funds is authorized by the State Revenue Sharing Act, Public Act 140 of 1971, as amended (MCL 141.901). For fiscal year (FY) 2016, the legislature established the City, Village, and Township Revenue Sharing (CVTRS) program (a simplified version of the Economic Vitality Incentive Program (EVIP)). Each eligible local unit must meet all of the requirements of Accountability and Transparency in order to receive the full CVTRS payments. The City will receive a one time increase due to the census adjustment in FY 21 however, the adjustment will be offset by the estimated loss in revenues due to the COVID-19 pandemic. The City estimates fiscal years 21/22 and 22/23 will provide for distributions levels similar to increases seen in prior years.

MDOT Act 51 The City receives monthly payments from the State of Michigan, Department of Transportation for their share of the motor fuels taxes collected that are earmarked specifically for use on the roads. The distribution is based on the number of miles of road within the city. As the roads across the State continue to deteriorate, the Governor has promised to focus on increasing spending for roads. The City had originally anticipated an increase in funding from the State of approximately 6%-10% for fiscal years 20/21, 21/22, and 22/23. Due to the COVID-19 pandemic and the "Stay Safe, Stay Home" mandate, the City has been conservative in its FY 21 budget estimates due to less vehicles on the road equating to less revenue from gas tax.

Interest on Investments

This revenue is from investing available cash balances based on cash flow forecasts, capital reserves, and fund balance reserves. Interest rates are budgeted to increase over the next few years resulting in greater overall earnings however this will be offset by lower cash balances due significant planned investments in capital projects. The net result is little growth in overall earnings.

Program Revenue/Older Adult Program Revenue

This revenue source is from the many programs offered by the Parks, Recreation, and Cultural Services department and Ice Arena. The Parks, Recreation, and Cultural Services Fund have approximately half its revenue funded from a dedicated property tax levy and the balance funded by program revenue. Program revenue is budgeted as if all programs will be back in operation July 1, 2021. The City will monitor the revenue closely as daily activity changes due to the global pandemic. FY 22 and 23 are assumed to be fully operational and consistent with pre-COVID levels.

Operating Revenue

This revenue represents charges to customers for water and sewer usage as well as fees collected at the ice arena and rents collected at the senior housing facility. Operating revenue in the Water and Sewer Fund is anticipated to increase by 8% in 20/21 (primarily due to wet spring, summer, and fall seasons in fiscal year 2020) and future annual increases of 0-1% annually based on projections and anticipated new customers. Ice arena and senior housing revenues are anticipating 0-1% annual inflationary increases. Similar to program revenue in the Parks, Recreation, and Cultural Fund, the ice arena revenue in FY 21 will depend on the effects of COVID-19.



FINANCIAL SUMMARIES

Revenue Schedule

	Governmental Funds				
	GENERAL FUND BUDGET 2020-21	SPECIAL REVENUE FUNDS BUDGET 2020-21	DEBT SERVICE FUNDS BUDGET 2020-21	CAPITAL PROJECT FUNDS BUDGET 2020-21	PERMANENT FUNDS BUDGET 2020-21
ESTIMATED REVENUES					
Property tax revenue	\$ 24,783,167	\$ 12,326,862	\$ 1,384,334	\$ 3,824,900	\$ -
Capital Contributions	-	-	-	-	-
Contributions-Employer	-	-	-	-	-
Donations	1,000	76,077	-	-	-
Federal grants	80,000	135,530	-	-	-
Fines and forfeitures	330,000	438,000	-	-	-
Interest income	697,211	386,083	266	122,750	130,000
Licenses, permits, and charges for services	4,277,333	2,560,000	-	421,500	-
Older adult program revenue	-	156,325	-	-	-
Operating Revenue	-	-	-	-	-
Other revenue	762,870	1,195,459	-	-	-
Program Revenue	-	1,226,700	-	-	-
Special Assessments Levied	-	35,829	-	-	-
State sources	4,411,243	5,275,000	-	-	-
Tap In Fees	-	-	-	-	5,000
Transfers in	-	6,980,000	-	-	161,000
TOTAL ESTIMATED REVENUES	\$ 35,342,824	\$ 30,791,865	\$ 1,384,600	\$ 4,369,150	\$ 296,000

FINANCIAL SUMMARIES

Revenue Schedule (continued)

	ENTERPRISE FUNDS BUDGET 2020-21	INTERNAL SERVICE FUNDS BUDGET 2020-21	FIDUCIARY FUNDS BUDGET 2020-21	TOTAL BUDGET BUDGET 2020-21
ESTIMATED REVENUES				
Property tax revenue	\$ -	\$ -	\$ -	\$ 42,319,263
Capital Contributions	1,350,000	-	-	\$ 1,350,000
Contributions-Employer	-	-	275,000	\$ 275,000
Donations	-	-	-	\$ 77,077
Federal grants	-	-	-	\$ 215,530
Fines and forfeitures	-	-	-	\$ 768,000
Interest income	322,300	-	2,100,451	\$ 3,759,061
Licenses, permits, and charges for services	-	2,950,000	-	\$ 10,208,833
Older adult program revenue	-	-	-	\$ 156,325
Operating Revenue	26,288,500	-	-	\$ 26,288,500
Other revenue	963,522	-	-	\$ 2,921,851
Program Revenue	1,886,571	-	-	\$ 3,113,271
Special Assessments Levied	-	-	-	\$ 35,829
State sources	-	-	-	\$ 9,686,243
Tap In Fees	-	-	-	\$ 5,000
Transfers in	-	-	-	\$ 7,141,000
TOTAL ESTIMATED REVENUES	\$ 30,810,893	\$ 2,950,000	\$ 2,375,451	\$ 108,320,783



FINANCIAL SUMMARIES

Revenue Trends

The following is a historical look at projected and actual taxable values as well as the property tax revenue and mileage rates (assuming no rollback) required based on the estimated taxable values:

CITY OF NOVI TAXABLE VALUE, MILLAGE RATE AND PROPERTY TAX REVENUE HISTORY, BUDGET AND PROJECTIONS

	2013	2014	2015	2016	2017	2018	ESTIMATED	BUDGET	PROJECTED	
	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	2019 FY 2019-20	2020 FY 2020-21	2021 FY 2021-22	2022 FY 2022-23
Taxable Value										
Taxable Value - Real (Residential)	\$ 2,748,382,830	\$ 1,984,120,840	\$ 2,087,604,500	\$ 2,169,188,620	\$ 2,267,135,430	\$ 2,389,711,290	\$ 2,533,927,750	\$ 2,582,051,740	\$ 2,637,728,970	\$ 2,683,889,227
Taxable Value - Real (Commercial / Industrial)	-	861,684,810	878,128,690	916,563,180	936,712,960	999,114,730	1,051,495,340	1,077,677,593	1,121,403,153	1,138,224,200
Taxable Value - Personal Property	223,698,750	225,066,560	239,836,740	237,292,830	246,248,600	256,827,350	267,518,910	244,155,800	247,499,582	242,549,591
Subtotal Taxable Value	\$ 2,972,081,580	\$ 3,070,872,210	\$ 3,205,569,930	\$ 3,323,044,630	\$ 3,450,116,990	\$ 3,645,653,370	\$ 3,852,942,000	\$ 3,903,885,133	\$ 4,006,631,705	\$ 4,064,663,017
Taxable Value - New Construction	-	-	-	-	-	-	-	134,851,177	40,000,000	55,000,000
Total Taxable Value	\$ 2,920,333,650	\$ 3,070,872,210	\$ 3,205,569,930	\$ 3,323,044,630	\$ 3,450,116,990	\$ 3,645,653,370	\$ 3,852,942,000	\$ 4,038,736,310	\$ 4,046,631,705	\$ 4,119,663,017
Less various allowances	-	-	-	(1,656,505)	(2,344,580)	(2,912,080)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)
Adjusted Taxable Value*	\$ 2,920,333,650	\$ 3,070,872,210	\$ 3,205,569,930	\$ 3,321,388,125	\$ 3,447,772,410	\$ 3,642,741,290	\$ 3,850,942,000	\$ 4,036,736,310	\$ 4,044,631,705	\$ 4,117,663,017
% Change in taxable value from prior year without new construction estimate	1.8%	3.3%	4.4%	3.7%	3.8%	5.7%	5.7%	1.3%	2.6%	1.4%
% Change in total taxable value from prior year	1.8%	5.2%	4.4%	3.7%	3.8%	5.7%	5.7%	4.8%	0.2%	1.8%
Millage Rate **										
General Fund	5.0182	5.0182	5.0056	4.9925	4.9206	4.8458	4.7755	4.7563	4.7563	4.7563
General Fund - PA 359 Advertising	-	-	-	-	-	0	0.0129	0.0123	0.0123	0.0123
Municipal Street Fund	1.5000	1.5000	1.4962	1.4923	1.4708	1.4484	1.4273	1.4215	1.4215	1.4215
Police and Fire	1.4282	1.4282	1.4246	1.4208	1.4003	1.3790	1.3590	1.3535	1.3535	1.3535
Parks, Recreation, and Cultural Services Fund	0.3857	0.3857	0.3847	0.3836	0.3780	0.3722	0.3668	0.3653	0.3653	0.3653
Drain Fund	0.1057	0.0000	-	0	0.2648	0.4157	0.5883	0.5978	0.5978	0.5978
Capital Improvement Program (CIP) Fund	-	-	-	-	1	0.9706	0.9565	0.9526	0.9526	0.9526
Library Fund	0.7719	0.7719	0.7699	0.7678	0.7567	0.7451	0.7342	0.7312	0.7312	0.7312
Total Operating	9.2097	9.1040	9.0810	9.2690	10.1768	10.1905	10.1905	10.1905	10.1905	10.1905
Library Construction Debt Fund	0.3852	0.3716	0.4566	0.4540	0.3608	0.3471	0.3471	0.3471	0.3471	0.3471
2010 Refunding Debt Fund	0.3487	0.3462	0.3374	0.0000	-	-	-	-	-	-
2003 Refunding Debt Fund	0.0000	-	-	-	-	-	-	-	-	-
2002 Street & Refunding Debt Fund	0.2564	0.3782	0.3250	0.2270	0.0000	-	-	-	-	-
Total Debt	0.9903	1.0960	1.1190	0.6810	0.3608	0.3471	0.3471	0.3471	0.3471	0.3471
Total Millage Rate	10.2000	10.2000	10.2000	9.9500	10.5376	10.5376	10.5376	10.5376	10.5376	10.5376
Property Tax Revenue										
General Fund	\$ 14,699,475	\$ 15,618,990	\$ 16,252,340	\$ 16,707,967	\$ 17,200,885	\$ 18,215,984	\$ 18,581,254	\$ 19,289,472	\$ 19,382,522	\$ 19,664,299
General Fund - PA 359 Advertising	-	-	-	-	-	50,000	50,000	50,000	50,000	50,000
Municipal Street Fund	4,293,742	4,754,081	4,803,774	4,931,808	5,069,973	5,371,752	5,502,800	5,711,286	5,737,807	5,821,616
Police and Fire	4,211,853	4,390,579	4,574,743	4,687,841	4,843,646	5,130,968	5,244,903	5,443,695	5,650,709	5,865,441
Parks, Recreation, and Cultural Services Fund	1,137,385	1,185,648	1,235,317	1,267,594	1,295,457	1,371,654	1,411,336	1,468,995	1,475,893	1,497,215
Drain Fund	315,771	9,920	1,096	698,072	908,899	961,410	2,229,182	2,313,123	2,400,298	2,400,298
Capital Improvement Program (CIP) Fund	-	-	-	-	3,400,871	3,611,648	3,686,322	3,824,900	3,842,920	3,898,490
Library Fund	2,276,337	2,372,929	2,472,349	2,537,262	2,604,070	2,752,785	2,818,939	2,917,399	3,032,954	3,168,183
Total Operating	\$ 26,934,563	\$ 28,332,147	\$ 29,339,619	\$ 30,830,544	\$ 35,323,801	\$ 37,466,201	\$ 39,448,213	\$ 40,934,929	\$ 41,485,928	\$ 42,365,542
Library Construction Debt Fund	1,134,064	1,141,259	1,472,133	1,507,421	1,245,100	1,265,832	1,339,934	1,384,334	1,402,929	1,416,329
2010 Refunding Debt Fund	1,029,037	1,065,166	1,061,000	-	-	-	-	-	-	-
2003 Refunding Debt Fund	-	-	-	-	-	-	-	-	-	-
2002 Street & Refunding Debt Fund	780,142	1,134,897	1,040,000	747,000	-	-	-	-	-	-
Total Debt	\$ 2,943,243	\$ 3,341,322	\$ 3,573,133	\$ 2,254,421	\$ 1,245,100	\$ 1,265,832	\$ 1,339,934	\$ 1,384,334	\$ 1,402,929	\$ 1,416,329
Total Property Tax Revenue	\$ 29,877,806	\$ 31,673,469	\$ 32,912,752	\$ 33,084,965	\$ 36,568,901	\$ 38,732,033	\$ 40,788,147	\$ 42,319,263	\$ 42,888,857	\$ 43,781,871

*Includes reduction for Personal Property Tax write-off, Tax Tribunals Adjustments and chargebacks
 Note: Fiscal 2020 taxable values have incorporated board of review adjustments through December 2019

Additional revenue trends for property taxes, revenue sharing, MDOT Act 51 and overall revenue by fund is available in the Budget Overview section.



FINANCIAL SUMMARIES

Expenditure Analysis

Personnel Services

The City of Novi budgets for full employment, maintaining a strong staff position control and budgeting system. Any additional cost savings as a result of vacancies, or positions filled at lower than budgeted amounts increases the fund balance, and is used in planning for the subsequent year's budget.

Personnel cost increases and decreases are pursuant to each of the current collective bargaining agreements. An increase of 0-2.5% each year is assumed based on total personnel costs. Defined benefit pension contributions are increasing 6% for 20/21 and are assumed to increase by approximately 4% in 20/21 and 6% in 21/22. The City went self insured for a portion of its health insurance in fiscal year 2020 to minimize future insurance costs. Employee health insurance costs are assumed to increase 4% in 21/22 and 22/23. The personnel assumptions are based on the number of staff as presented in the Departmental Information - Personnel Summary section for the fiscal year 2020/21.

Supplies, Maintenance, and Other Services and Charges

Most expenditures range from 0%-3% increase; certain maintenance items increased based on historical median rate (i.e. road maintenance items). Liability and property and workers compensation insurance are assumed to increase 1-4% annually.

Capital Outlay, Non-Recurring Items, & Technology

The Capital Outlay and/or non-recurring items are based on actual budget requests from departments. The City of Novi has a track record of replacing and maintaining assets, which not unlike businesses, allows the City flexibility in deferring capital purchases for a period of time during financially tight years.

Certain programs, like Personal Computer replacement, are included in the 2020/21 budget and while department allocation may change, total estimated replacement remains the same plus inflationary adjustment of 3%.

Capital Improvements

The General, Major Street, Local Street, Municipal Street, Drain, Parks, Recreation and Cultural Services, Forfeiture, Capital Improvement, Gun range, Ice Arena, Water and Sewer, and Senior Housing Funds reflect anticipated expenditures for each year based on the Capital Improvement Program.

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Capital Improvement Program

Introduction

The City of Novi's Capital Improvement Program (CIP) is a planning tool, with a goal to identify and schedule capital improvements for fiscal years ending 2021-2026. The CIP is summarized within this budget document and also can be viewed interactively on our CIP website <https://bit.ly/2PozVLD>. Here you can find detailed descriptions of the projects, maps, cost estimates, and other support documentation.

The CIP is an opportunity to formulate strategic long-term policy decisions that extend beyond the 2020-2021 fiscal year. Each year, the City of Novi invests significant time and resources to design, construct, and maintain the infrastructure and facilities needed to deliver municipal services to residents and businesses. Because of the high costs associated with building and maintaining capital assets, the City must carefully balance the need for such assets with our requirements to sustain a strong financial position.

Novi's CIP addresses projects that are needed, or will be needed, across a broad spectrum of areas. Annually, a significant amount of effort is expounded to update the CIP to ensure not only critical needs are being met, but also that the cost, scope and timing of all projects are coordinated throughout. Coordinating the timing of different projects in the same location is particularly important since it helps us to minimize service disruptions.

A capital improvement is defined as any new equipment, construction, acquisition or improvement to public lands, buildings or structures in excess of \$25,000 with a minimum life expectancy of five years. Maintenance-oriented, operational or continuous expenditures are not considered to be capital improvements. Capital projects include design and construction, as well as the acquisition of land and the purchase of capital assets.

Specifically, the purpose of the CIP is to:

- Identify and evaluate the needs for public facilities.
- Determine cost estimates for each capital project submitted.
- Determine if there will be future operating costs for such projects.
- Determine potential sources of funding for such projects.
- Adopt policies for implementing capital improvement construction.
- Anticipate and pre-plan projects with an emphasis on seizing opportunities for partnerships and alternative funding.



CAPITAL IMPROVEMENT PROGRAM AND DEBT

The projects identified in the CIP represent the City of Novi's plan to serve residents and anticipate the needs of a growing and dynamic community. The following documents were considered in preparation of the CIP:

- Master Plan for Land Use
- Water System Master Plan
- Storm Water Master Plan
- Sanitary Sewer Capacity Management
- Strategic Community Recreation and Master Park Plan
- Pathway and Sidewalk Prioritization Analysis and Process
- Non-Motorized Master Plan
- Parking Lot Inventory and Maintenance Plan
- ADA Compliance and Transition Plan for City Owned Pathways
- ADA Compliance Transition Plan for City Owned Facilities
- Chip Seal Street Evaluation
- Novi and Wixom Transportation Improvement Plan—MDOT

Overview

The CIP helps track multi-year projects that may require planning, design, land acquisition and construction.

Definition of a Capital Improvement

The CIP allows for responsible and thoughtful planning of future major expenditures that are not necessarily financed or automatically included in the annual budgeting process. All capital projects, however, as they pertain to the definition of capital improvements above should be part of this CIP.

Impact of Capital Budget on the Operating Budget

As new policies and programs are approved, both the operating and capital budgets are impacted. For example, an increase in service levels approved as part of the operating budget would have long-term effects on the Capital Improvements Program. Conversely, a restrictive change to the use of long-term debt would slow capital programs. Regardless of the difference between the operating and capital budgets, the two are interdependent. Budgetary policy states that all foreseeable operating costs related to capital projects be estimated and provided for as part of the review process associated with the Capital Improvements Program. In addition, departments are required to include costs associated with operating and maintaining capital projects that are requested for the upcoming year.



CAPITAL IMPROVEMENT PROGRAM AND DEBT

Legal Basis of the Capital Improvements Program

The Capital Improvements Program has been authorized by the Michigan Planning Enabling Act (Public Act 33 of 2008). This mandate gives responsibility for preparing a CIP to local Planning Commission bodies, and reads as follows:

125.3865 Capital improvements program of public structures and improvements; preparation; basis.

Section. 65:

“(1) To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.”

Planning and Benefits of the Capital Improvements Program

The CIP is first and foremost, a planning tool. It can be quite useful as a primary guide in implementing the Master Plan for Land Use. With thoughtful foresight and review as a result of a CIP, the many outstanding capital projects that communities are faced with implementing every year, can be viewed as one package, rather than as small, fragmented groups or lists, with no unified sense of focus and direction. When capital improvements begin with careful planning and study, the City of Novi's chances for receiving State and Federal grants are greatly enhanced. Some grants require the inclusion of a CIP with their application. Formulation of a CIP assists those involved to look at alternative funding mechanisms that might not have been considered before. Instead of relying on local revenue sources alone, the CIP allows the City to think more creatively to fulfill Master Plan for Land Use goals and policies. The CIP often avoids reactive planning, and instead replaces it with balanced growth initiatives.



CAPITAL IMPROVEMENT PROGRAM AND DEBT

CIP Development Process

Capital improvement planning has proven to be a year-round process, with City departments continually re-evaluating and prioritizing their capital needs. However, the process is most involved from July through December. It is during this period that City staff identify and prioritize projects, estimate project costs, determine available resources, balance project requests within the available resources, and, ultimately, submit a recommended program/piece of infrastructure to the Capital Improvement Program sub-committee and ultimately to the City's Planning Commission. Collaboration between the City Manager's office, Engineering Division, Facilities Management Division, Internal Technology Department, and the Finance Department coordinates the annual update of the CIP as part of the annual budget process. Department staff also forecast revenues for the various funds used to finance capital projects, and set the financial parameters for the development of the CIP. Capital projects originate in the operating departments where subject matter experts identify needs based on master planning documents and other technical criteria. All requests are submitted and the financial parameters established and a preliminary plan is prepared for the review of the CIP Committee comprised of three City Council members and two members from the Planning Commission. The Committee recommends to the City's Planning Commission for ultimate approval prior to it being included in the City Manager's annual budget which is presented and considered by the City Council. On the following page is an overview of the CIP development process:

July – September: Operating departments identify projects, define project scopes, prepare cost estimates, and prioritize projects based on direction received from the City Manager and City Leadership Team. Capital project requests are submitted to the Engineering Division and Facilities Management Division for review and feedback. Department Directors review project requests before final submittal.

October: Capital project requests are submitted to the Finance Department for review and inclusion to the CIP database.

December/January: The CIP is presented to the City Manager's office for evaluation and consideration making necessary adjustments as needed. The CIP is provided to City Council, the CIP Committee, and Planning Commission after City Manager review.

January/February: The CIP Committee offers its recommendations during its annual meeting.

February: A public hearing takes place during a Planning Commission meeting. Following the public hearing the Commission approves the Capital Improvement Program. City Administration finalizes the recommended CIP for the consideration of the City Council.

March/April: The CIP is included in the City Manager's proposed budget which is presented to the City Council.



CAPITAL IMPROVEMENT PROGRAM AND DEBT

Operating Budget Impact

The Capital Improvement Program has direct and sometimes significant impacts on Novi's operating budget. Upon their completion, most capital projects require ongoing costs for operation and maintenance. New buildings require electricity, water and sewer service, and maintenance and repair. New roads require regular sweeping as well as periodic crack filling and sealing, patching, milling, minor resurfacing, and replacement of stripes and markings. New parks and landscaped rights-of-way (such as medians and streets shoulders) require irrigation, fertilizing, mowing, and trimming. Some projects, such as a recreation center, require additional employees.

Departments submitting capital projects estimate the operations and maintenance costs of each project based on cost guidelines that are updated each year. The departments also consider any additional revenues or savings the City can reasonably expect to recognize upon completion of the project. For example, membership fees from a new recreation center help to offset the increased operating costs. The net operating costs are included not only in the project request, but also in the long-range forecasts of the respective funds to ensure that we properly account for operating budget impacts of all capital projects. The following are some of the operating items included in the budgets related to new capital improvement projects:

- The neighborhood roads rehab and expanded panel replacement project are estimated to cut annual maintenance costs on the roads by approximately \$10,000 annually and extend the useful life of the roads.
- Reconstruction of Cranbrooke Drive is estimated to save \$5,000 annually on street maintenance.
- Street light LED conversion is estimated to save utility costs in the General Fund of approximately \$30,000 annually.
- The completion of sidewalk gap segment 51, and miscellaneous gaps through the safe routes to school initiative will require no additional maintenance costs as they can be serviced by existing service contracts.
- Sedimentation dredging of Bishop Creek drain, sanitary sewer main repairs, and sewer repairs are all part of annual maintenance program and will not result in any additional costs or cost savings.
- Novi-NCSD Non-motorized improvements will require minimal maintenance in the next three years.
- The replacement of play structures will save the City \$3,000 annually in maintenance costs.
- Replacement and upgrade of water meters will reduce staff time needed to read meters from a few days a month to a few hours a month and it is predicted to increase revenues with more accurate usage readings.
- The purchase of the skid steer will save the General Fund approximately \$11,000 in monthly rental fees.
- The upgrade to Community Development's electronic plan review and management web-based solutions software will have an annual fee of \$12,000 for the first three years.
- Replacement of fire engine 342 will save approximately \$24,000 in annual maintenance costs.



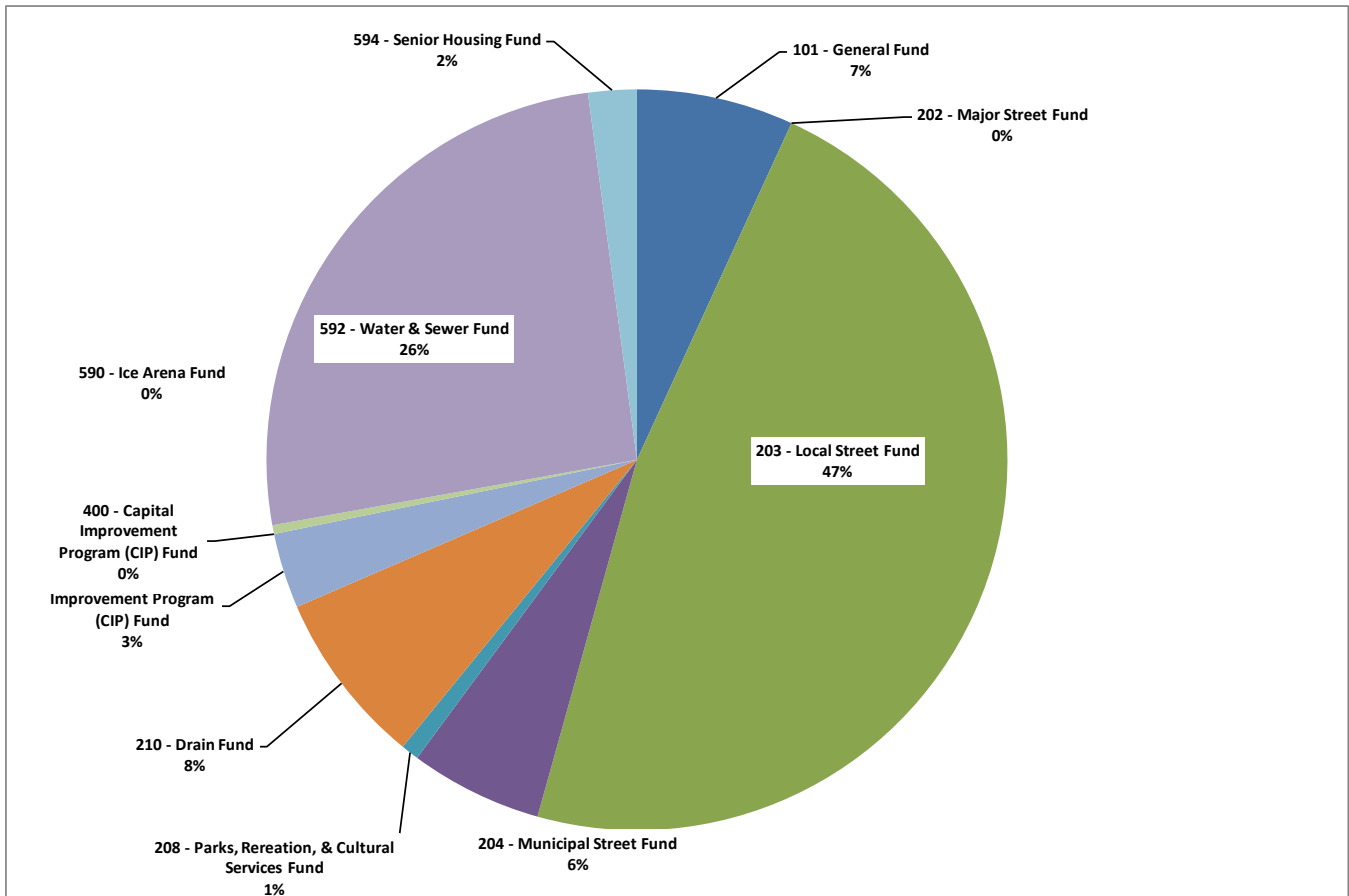
CAPITAL IMPROVEMENT PROGRAM AND DEBT

The following is a summary of the Capital Improvement Program by funding source:

Capital Improvement by Fund

FUND	Budget	Projected		Forecast		
	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
101 - General Fund	\$ 968,210	\$ 701,370	\$ 965,870	\$ 1,463,680	\$ 1,418,510	\$ 803,240
202 - Major Street Fund	\$ -	\$ 84,390	\$ 3,898,140	\$ 7,212,070	\$ 6,459,690	\$ 43,032,990
203 - Local Street Fund	\$ 6,712,850	\$ 6,000,070	\$ 3,450,000	\$ 3,350,000	\$ 2,650,000	\$ 4,679,750
204 - Municipal Street Fund	\$ 817,360	\$ 2,609,090	\$ 450,200	\$ 266,850	\$ -	\$ 2,322,190
208 - Parks, Rereation, & Cultural Services Fund	\$ 111,220	\$ 199,650	\$ 136,590	\$ 314,610	\$ 309,140	\$ -
210 - Drain Fund	\$ 1,075,840	\$ 1,353,110	\$ 1,053,770	\$ 750,000	\$ 750,000	\$ 750,000
400 - Capital Improvement Program (CIP) Fund	\$ 463,500	\$ 830,400	\$ 4,892,890	\$ 961,290	\$ -	\$ -
402 - Gun Range Facility Fund	\$ -	\$ -	\$ 328,880	\$ -	\$ -	\$ -
590 - Ice Arena Fund	\$ 55,330	\$ -	\$ 200,000	\$ 144,500	\$ 838,530	\$ -
592 - Water & Sewer Fund	\$ 3,634,350	\$ 4,060,020	\$ 2,362,260	\$ 2,950,640	\$ 3,015,760	\$ 8,408,530
594 - Senior Housing Fund	\$ 299,230	\$ 278,430	\$ 381,960	\$ 236,350	\$ -	\$ -
TOTAL	\$ 14,137,890	\$ 16,116,530	\$ 18,120,560	\$ 17,649,990	\$ 15,441,630	\$ 59,996,700

FY 2020-21 Capital Improvements by Fund





CAPITAL IMPROVEMENT PROGRAM AND DEBT

Program Funding

There are multiple methods available to local governments for financing capital improvement projects. Since capital improvements require large outlays of capital for any given project, it is often necessary to pursue multiple creative solutions for financing projects.

General Obligation (G.O.) Bonds

These types of bonds are especially useful for financing large municipal projects such as infrastructure improvements. They require voter approval and usually are used for projects that will benefit the residents of the entire community.

When the City sells G.O. Bonds, the purchaser is basically lending money to the City. The amount of the bond, plus interest is repaid through property taxes that the City, as the issuing authority, has the power to levy at the level necessary and within State guidelines to retire the debt.

A variation of the G.O. Bonds is the G.O. Limited Tax Bonds which can be repaid through tax millage. The interest rate for this type of issue is slightly higher than for the G.O. Bonds, and though voter approval is not required, a referendum period is afforded to the citizenry to challenge the proposed bond resolution.

Revenue Bonds

These bonds are generally sold as a means for constructing revenue-producing facilities such as water and sewer systems, and other such facilities that produce tolls, fees, rental charges, etc. (i.e. Novi Ice Arena, and Meadowbrook Commons). Security for and payment of revenue bonds are typically based upon the revenue-producing facility or activity rather than the economic or taxpaying base.

Federal Grants

Funding is made available to cities through Federal grants and programs. Grants are usually subject-specific, and require application by the local government for consideration. Amounts of grants vary, and are determined by the grantor through criteria-based processes. The availability of grants is usually a competitive process, so creative and effective grant writing is crucial to receiving funding for capital improvement projects.

Building Authority

The City of Novi has a Building Authority that functions as a mechanism to facilitate the selling of bonds to finance public improvements. These bonds can be used as funding for buildings and recreational uses. Though voter approval is not required, a referendum period is afforded to the citizenry to challenge the proposed bond resolution. This is the mechanism used in the construction of the ice arena and the older adult housing facility.

Enterprise Funds

Enterprise funds are typically established for services such as water, sewer, recreation, and housing. Revenues are generated primarily through user charges and connection fees from those who benefit from the improvements.



CAPITAL IMPROVEMENT PROGRAM AND DEBT

Developer Contributions

Developers, as part of subdivision and site planning requirements, may provide infrastructure, open space and recreational facilities. Developers may contribute a share of funds to the government entity, or install the facilities themselves as local need arises, and/or during the construction process. Once completed, the local government entity may agree to maintain the facilities.

Special Assessments

Special assessment financing allows local government to collect special taxes from owners of property directly benefiting from capital improvements. These types of improvements often include streets and sidewalks, sanitary sewer, storm drainage, and water distribution systems.

Gas and Weight Tax

The City of Novi receives a formula-rated share of motor fuel and highway usage taxes from the State of Michigan to be utilized for transportation and maintenance-related projects.

Millage

Property taxes are based upon the local millage rate. Revenue received from property taxes may be used for capital improvements as part of the General Fund, but such improvements are usually smaller scale and less expensive.

General Fund

The General Fund for the City of Novi may be used for capital improvements; however, it is not the intent of the CIP to earmark these funds for projects. Instead, smaller scale, less expensive capital projects with a high priority could be funded as line-items.

State Shared Revenue

In addition to the Gas and Weight Taxes above which are shared revenue, the City receives its share of various taxes and fees from programs and requirements by the State of Michigan.

Public/Private Partnership ("P3")

This type of financing has become increasingly popular in areas where creative financing is fostered. In many communities the local revenue share may not support some types of public improvements. In contrast, private developers may avoid taking on a project where the infrastructure cost far exceeds profitability. This method of funding brings both the public sector and private contributor together to share in the costs of a project, or a part of a project, which inevitably lessens the overall financial burden falling onto a single source.

Miscellaneous Funding

There are additional methods that are suitable for funding capital improvements. Examples of alternative funding methods are Tax Increment Financing (TIF), Impact Fees, Facility User Fees, etc. Current State legislation does not permit some of these funding methods, which have been used successfully in other states. Changes in legislation could see these and other innovative methods permitted in the future.



CAPITAL IMPROVEMENT PROGRAM AND DEBT

CIP Expenditures by Category

The following is a table that summarizes the City's cost for all CIP projects by CIP category.

	Budget	Projected		Forecast		
	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25	Fiscal Year 2025-26
Roads	\$ 6,847,360	\$ 7,486,410	\$ 7,798,340	\$ 10,427,420	\$ 7,838,020	\$ 47,712,740
Intersections & Signals	\$ 30,330	\$ -	\$ -	\$ 134,650	\$ 1,271,670	\$ -
Sidewalks & Pathways	\$ 652,520	\$ 1,624,160	\$ -	\$ 266,850	\$ -	\$ 2,322,190
Storm Sewer & Drainage	\$ 810,930	\$ 826,010	\$ 1,053,770	\$ 750,000	\$ 750,000	\$ 750,000
Sanitary Sewer	\$ 1,033,010	\$ 1,527,990	\$ -	\$ 704,450	\$ -	\$ 8,350,000
Water Distribution	\$ 1,461,300	\$ 1,659,490	\$ 2,362,260	\$ 2,246,190	\$ 2,990,790	\$ -
Parks, Recreation, & Cultural Services	\$ 574,720	\$ 199,650	\$ 4,157,560	\$ 314,610	\$ 309,140	\$ -
Parking Lots	\$ 149,270	\$ -	\$ -	\$ -	\$ 603,910	\$ 522,660
Buildings & Property	\$ 654,910	\$ 618,430	\$ 1,002,250	\$ 813,510	\$ 372,840	\$ 204,190
Machinery & Equipment	\$ 1,848,300	\$ 2,092,110	\$ 1,557,700	\$ 1,871,400	\$ 1,305,260	\$ 36,710
Technology	\$ 75,240	\$ 82,280	\$ 188,680	\$ 120,910	\$ -	\$ 98,210
TOTAL	\$ 14,137,890	\$ 16,116,530	\$ 18,120,560	\$ 17,649,990	\$ 15,441,630	\$ 59,996,700

The CIP categories mentioned in this table are defined on the following pages and include graphs to help illustrate the CIP projects included within each category.



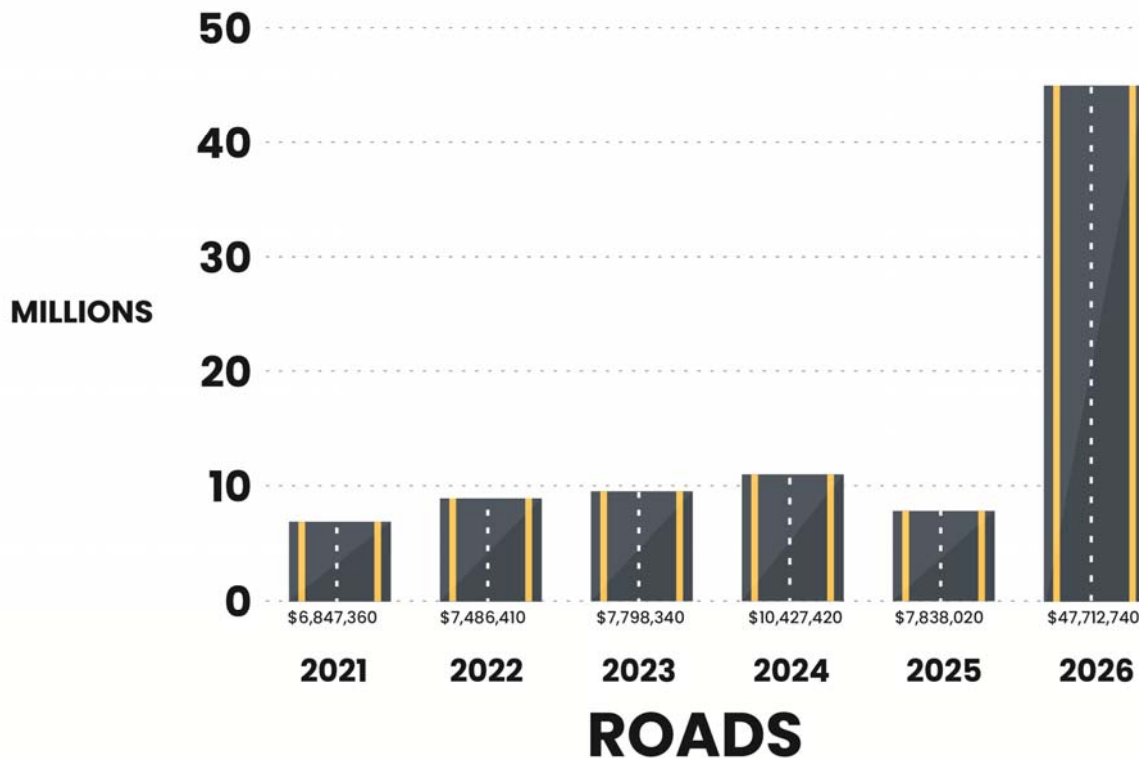
CAPITAL IMPROVEMENT PROGRAM AND DEBT

Roads

Transportation-related issues are a high priority for the City of Novi. The Capital Improvement Program addresses traffic congestion by constructing new roadways, adding lanes to existing roadways, widening intersections, and enhancing traffic management systems. The maintenance and preservation of roadways is an important component of the program, which provides the necessary resources for scheduled pavement maintenance applications throughout the City.

The City of Novi contains both public and private roadways. Public roads (I-96, I-275 and M-5) are owned and operated by the Michigan Department of Transportation (MDOT), the Road Commission of Oakland County (RCOC), and the City of Novi. Private roads are owned and operated by private developments and homeowner groups. The City has a formal asset management program that categorizes roads based on their Pavement Surface Evaluation and Rating (PASER). Roads in poor condition would be candidates for reconstruction or rehabilitation. Those in fair condition would receive capital preventive maintenance, while roads in good condition would be candidates for routine maintenance work. The lowest rated roads in each of these categories would generally be addressed first.

Road projects in the City's CIP plan are funded from a dedicated road millage that was approved by voters to provide 1.5 mills, generating between \$5.3 and \$6.2 million dollars per year of which \$3.1 - \$4.6 million go to help fund neighborhood road rehabilitation and construction.

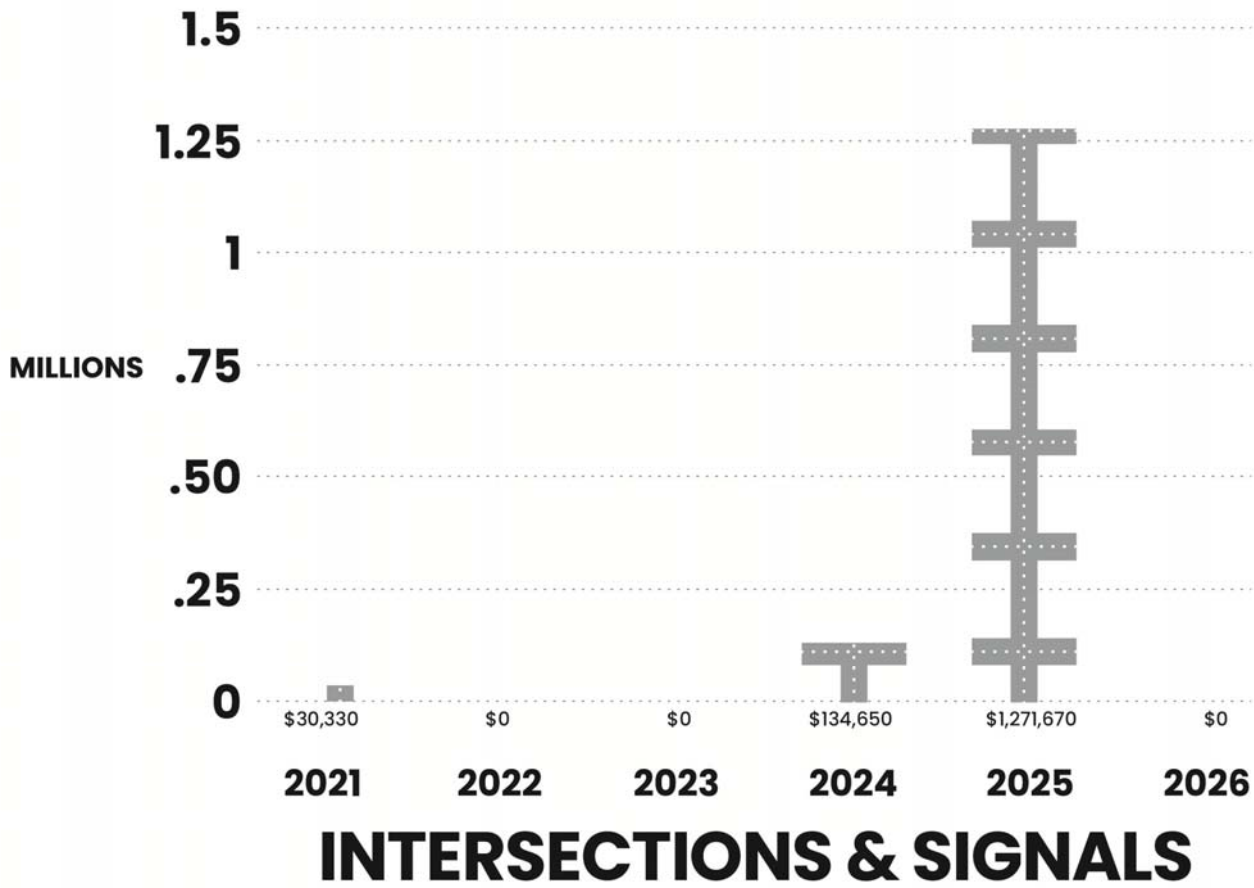




Intersection and Signals

To facilitate safe motorized and non-motorized transportation throughout the City safe road and street intersections and traffic signals need to be designed and maintained year in and year out. Sample projects found in this category are new traffic signals at City intersections, pedestrian crossing signals, turn lanes on major roads and roundabouts at key intersections to calm traffic.

Funding for proposed projects come from a variety of sources Major, Local and Municipal Street funds, and various grant programs that fund traffic related projects.



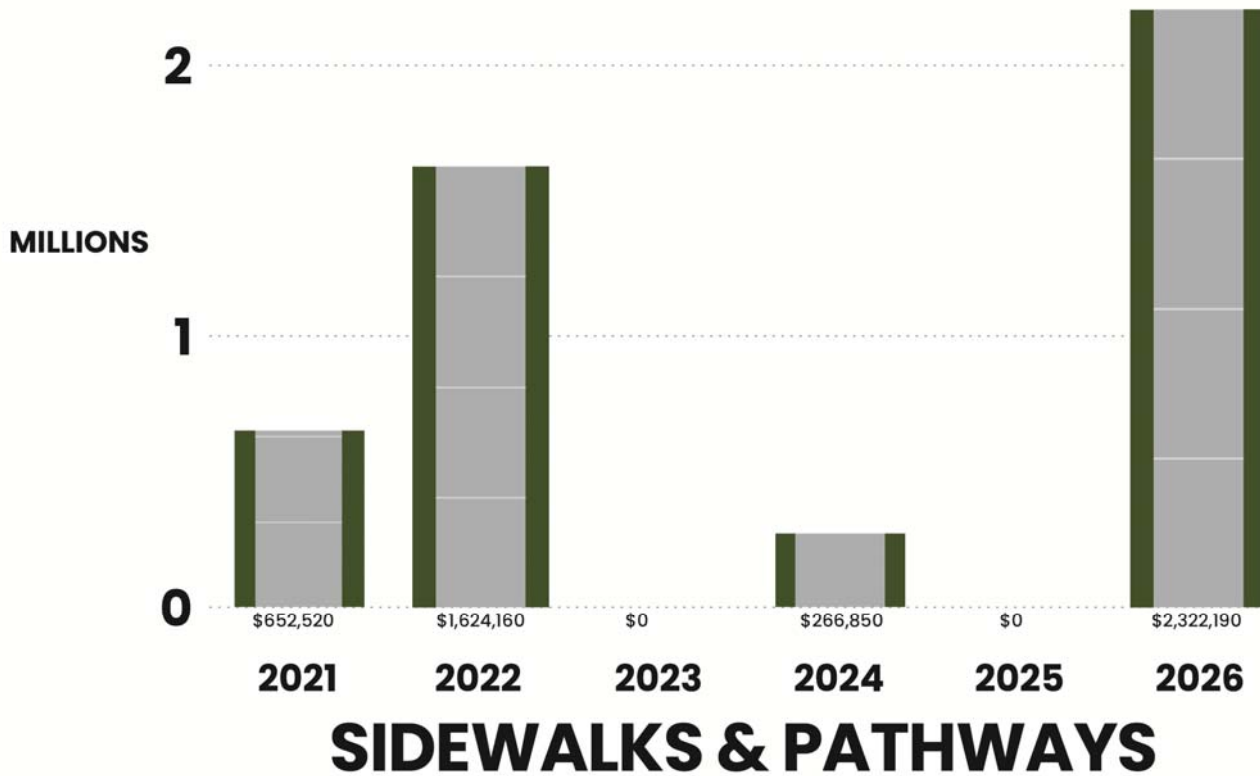


CAPITAL IMPROVEMENT PROGRAM AND DEBT

Sidewalk and Pathways

The City of Novi is committed to providing non-motorized sidewalks and pathways in an effort to provide alternative modes of transportation for citizens and stakeholders alike. In this effort the City Council adopted a Non-Motorized Master Plan. It recommends the installation of bike routes and wayfinding signage along residential streets to enhance the existing neighborhood connections. The City of Novi has had a long standing interest in providing pathways and sidewalks to connect neighborhoods with destinations throughout the City and Region. The Capital Improvement Plan incorporates plans and efforts and preferences of the Non-Motorized Plan.

Walkable Novi Committee along with the analysis from the City's Engineering Division makes recommendations to fill the non-motorized gaps throughout the City. A portion of the City's road millage goes toward financing sidewalk and pathway projects in the City of Novi.





CAPITAL IMPROVEMENT PROGRAM AND DEBT

Storm Sewer & Drainage

The City of Novi is located within two major watersheds in southeast Michigan (the Rouge River Watershed and the Huron River Watershed). Novi is committed to protecting the water courses within and downstream of the community.

As development occurs, the additional impervious surface area impacts the effective drainage of these flows, driving the need for drainage infrastructure. The City partners with the development community to ensure that onsite drainage issues are addressed during the development process.

The City's Capital Improvement Program addresses regional drainage issues through the drainage projects contained herein. Drainage projects are funded by a dedicated millage for acquiring, constructing, improving, and maintaining drain, storm water, and flood control systems in the City of Novi.

2

MILLIONS

1

0



STORM SEWER & DRAINAGE



CAPITAL IMPROVEMENT PROGRAM AND DEBT



Sanitary Sewer

The City of Novi purchases sewage disposal services from Oakland County Water Resources Commissioner (OCWRC). These sewer mains are part of three separate districts: the Wayne County North Huron Valley/Rouge Valley (NHV/RV) System, South Commerce Township Treatment Plant, and the Walled Lake-Novı Treatment Plant. The majority of the City is served by the NHV/RV system. The City of Novi Water & Sewer Fund, the Oakland County Water Resource Commission (OCWRC) and the Detroit Water & Sewerage Department (DWSD) are all not-for profit entities and therefore rates are intended and required to only cover costs.

The development of the proposed sanitary sewer projects were based upon system deficiencies and needs obtained from area residents, business owners, and City staff. These projects are coordinated with storm water management, roadway, and pathway improvements to maximize cost savings through economies of scale, resulting in a more effective and efficient process to implement the construction projects.

The proposed water and sanitary sewer projects are flexible, allowing for the addition of new improvements to address specific needs without deferring other projects along the way. Studies and analysis of the existing system is an on-going program that, coupled with new technologies, provides for improved system capabilities and reliability.

Water and sanitary sewer projects identified as urgent are not subject to the rating/weighting scale required of capital improvement. Projects included in this category are funded by the City's Water and Sewer Fund which is financed through user rates and connection fees.



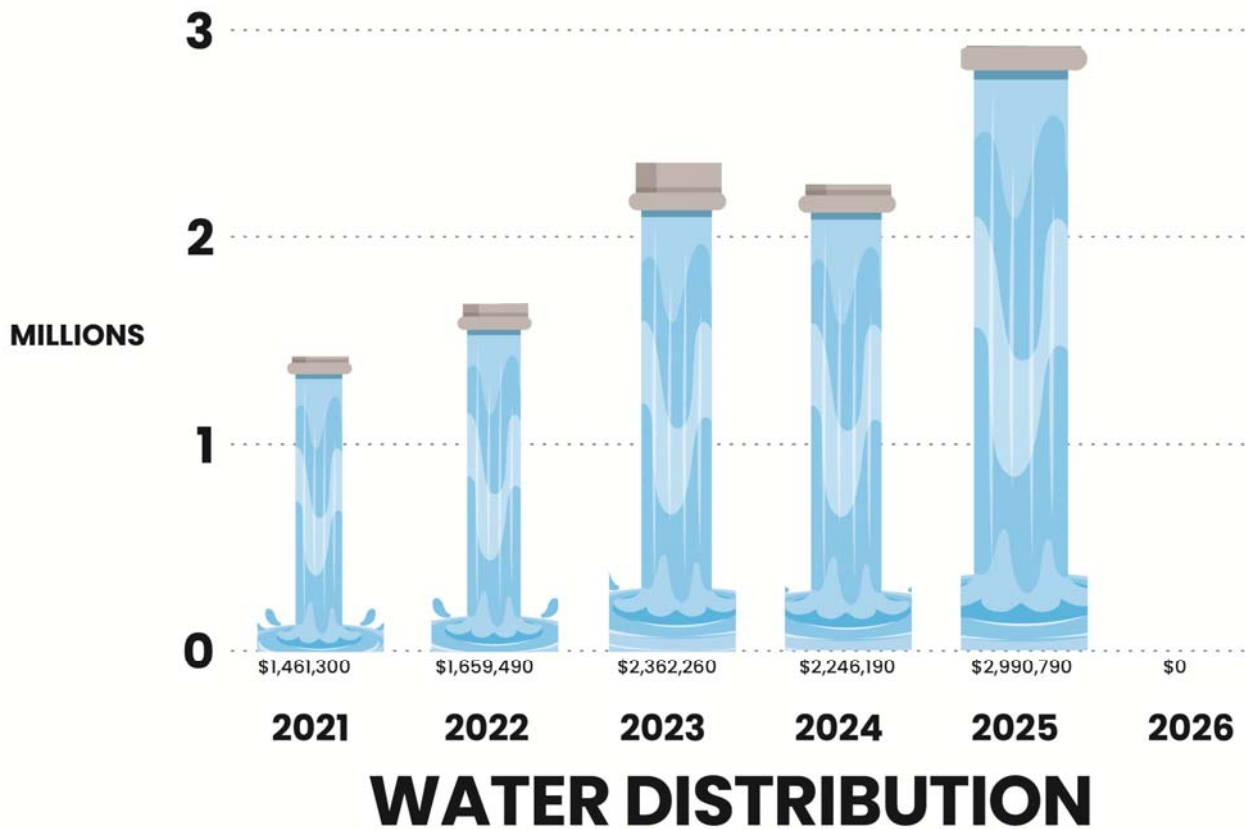


CAPITAL IMPROVEMENT PROGRAM AND DEBT

Water Distribution

The City of Novi purchases treated water from Great Lakes Water Authority (GLWA). GLWA operates the largest water system in the State of Michigan and supplies water to roughly four million people. Water production is costly. Aging water and wastewater treatment systems must be maintained and replaced to ensure reliable service. Rate increases are primarily due to new and rehabilitative projects that are completed under the GLWA Capital Improvement Programs. GLWA rates reflect energy costs to maintain water pumps, water mains, and storage tanks necessary to transport water to our community.

Projects included in this category are funded by the City's Water and Sewer Fund which is financed through user rates and connection fees.



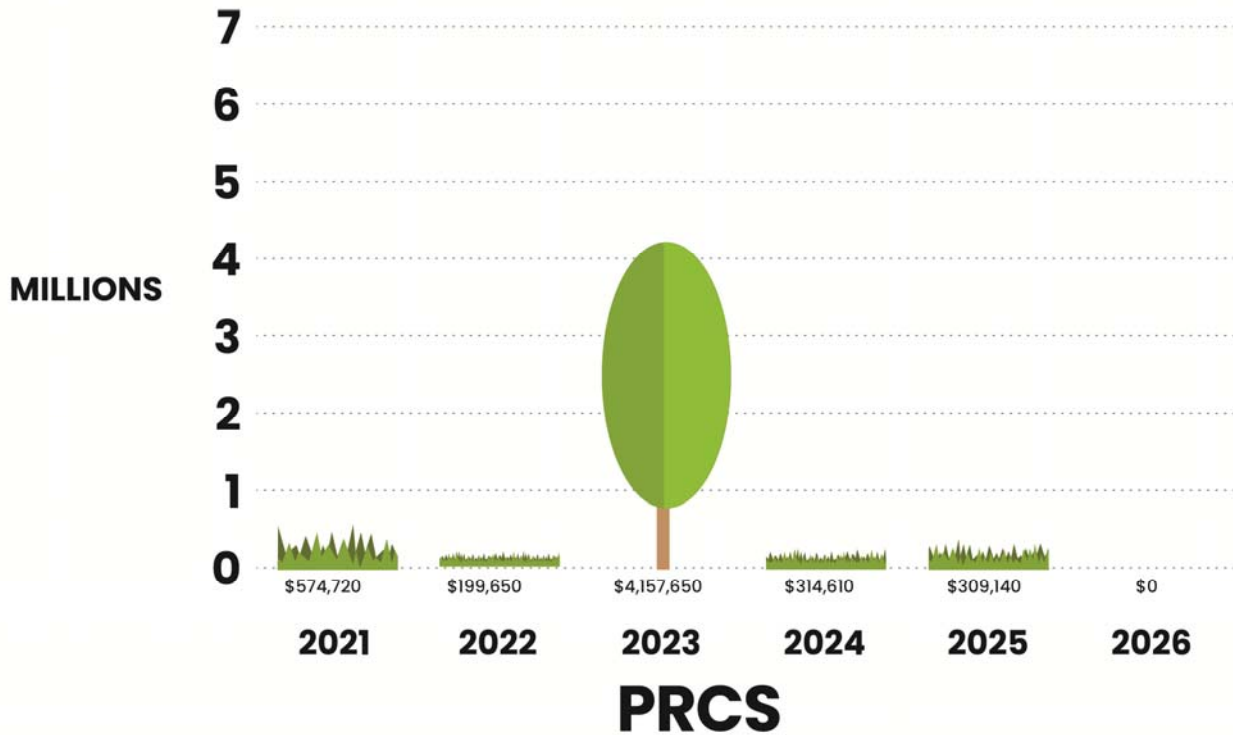


CAPITAL IMPROVEMENT PROGRAM AND DEBT

Parks, Recreation and Cultural Services

Quality of life initiatives, such as those represented by parks; open space, and trails projects, are an important component of the Capital Improvement Program. The City of Novi Department of Parks, Recreation and Cultural Services offers lighted ball fields, extensive picnic grounds, shaded playgrounds, beaches, an urban lake, and much, much more. Neighborhood parks provide recreational amenities close to home, while the city's ever-growing network of trails accommodates walkers, joggers, strollers, bicyclists, roller bladders, and equestrians.

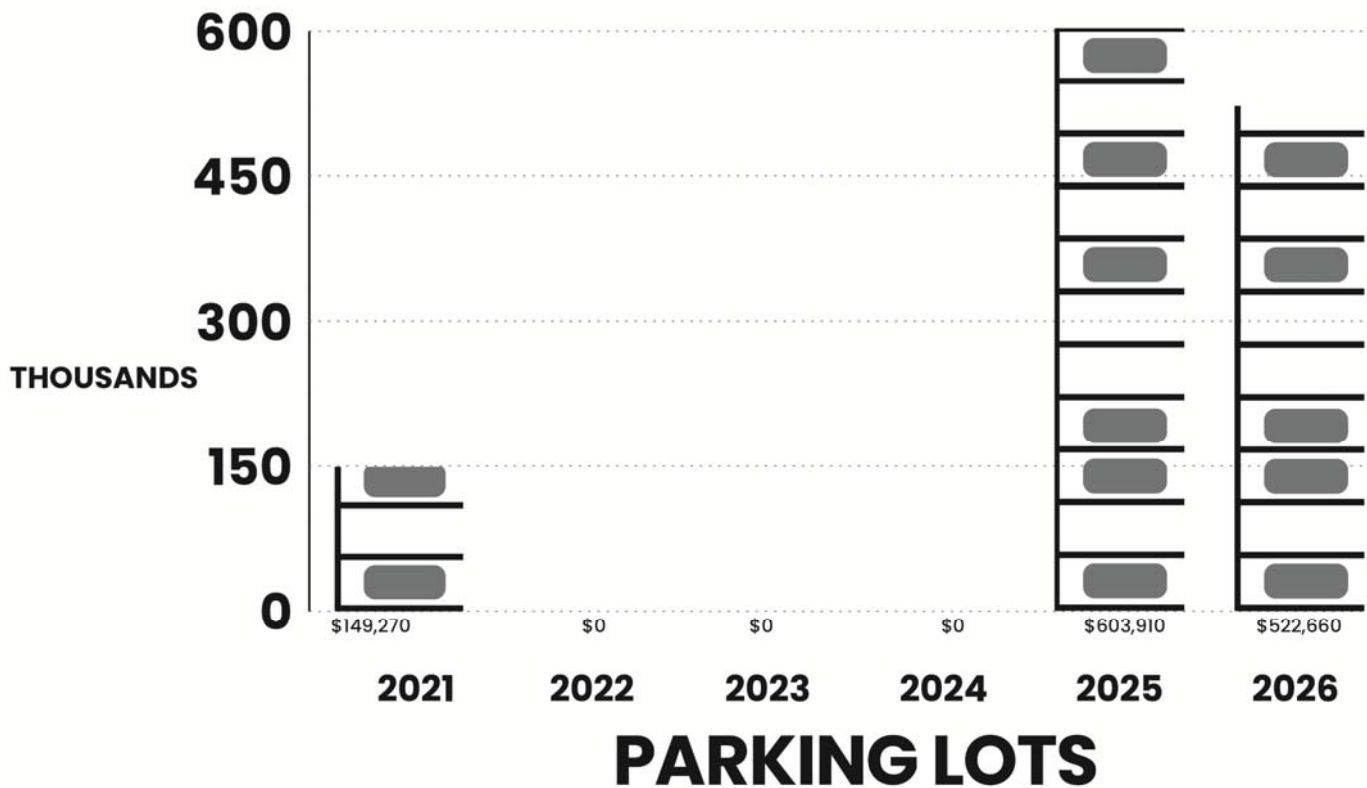
Funding for parks, open space, and cultural events is primarily from the Parks and Recreation dedicated millage that was established for maintaining parks and recreation purposes. The dedicated millage and impact fees make up the main funding source for Parks, Recreation and Cultural Services.





Parking Lots

In addition to the “bricks and mortar” at the various operating facilities within the City of Novi, there are a substantial number of parking lots. The City maintains the lots through annual budget appropriations but replacement and/or improvement of the lots fall under the capital improvement program. The parking lots include all those at public services facilities, police and fire stations, senior housing, ice arena and the civic center (parking lots for parks are included in the Parks, Recreation, and Cultural Services category.)





CAPITAL IMPROVEMENT PROGRAM AND DEBT

Buildings and Property

Operational facilities are the “bricks and mortar” from which the City of Novi provides services to its residents and businesses. Increasingly, operational facilities also include the systems that facilitate service delivery in the information age. Projects include the construction of new facilities, as well as the maintenance, rehabilitation, renovation, and expansion of existing facilities.

Operational facilities projects are funded from a variety of different sources, depending on the use of the facility. Sources mainly are tied to the General Fund and leveraged funds.

2

MILLIONS



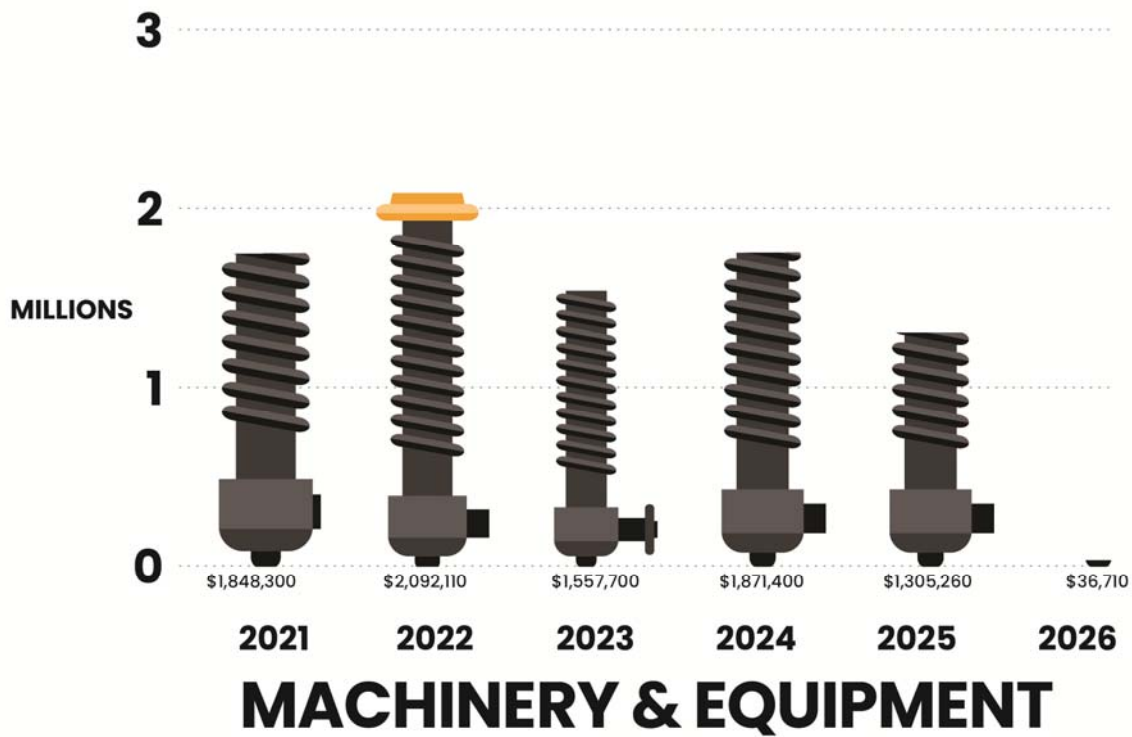
BUILDINGS & PROPERTY



CAPITAL IMPROVEMENT PROGRAM AND DEBT

Machinery and Equipment

Novi employees depend on dependable equipment to allow and assist them to do their jobs day in and day out. The equipment comes in many forms, plow trucks, generators, fire apparatus, etc., the equipment that literally keeps the City of Novi moving. Novi City Council has established the precedent over the years in providing Novi employees with the tools necessary to do their job and provide the best level of service to the community. A number of varied funding sources can be used to finance the equipment necessary to efficiently deliver service: General, Drain, Forfeiture, Gun Range, PEG Cable, Capital Improvement Program (CIP), Ice Arena, Senior Housing, and Water and Sewer funds.

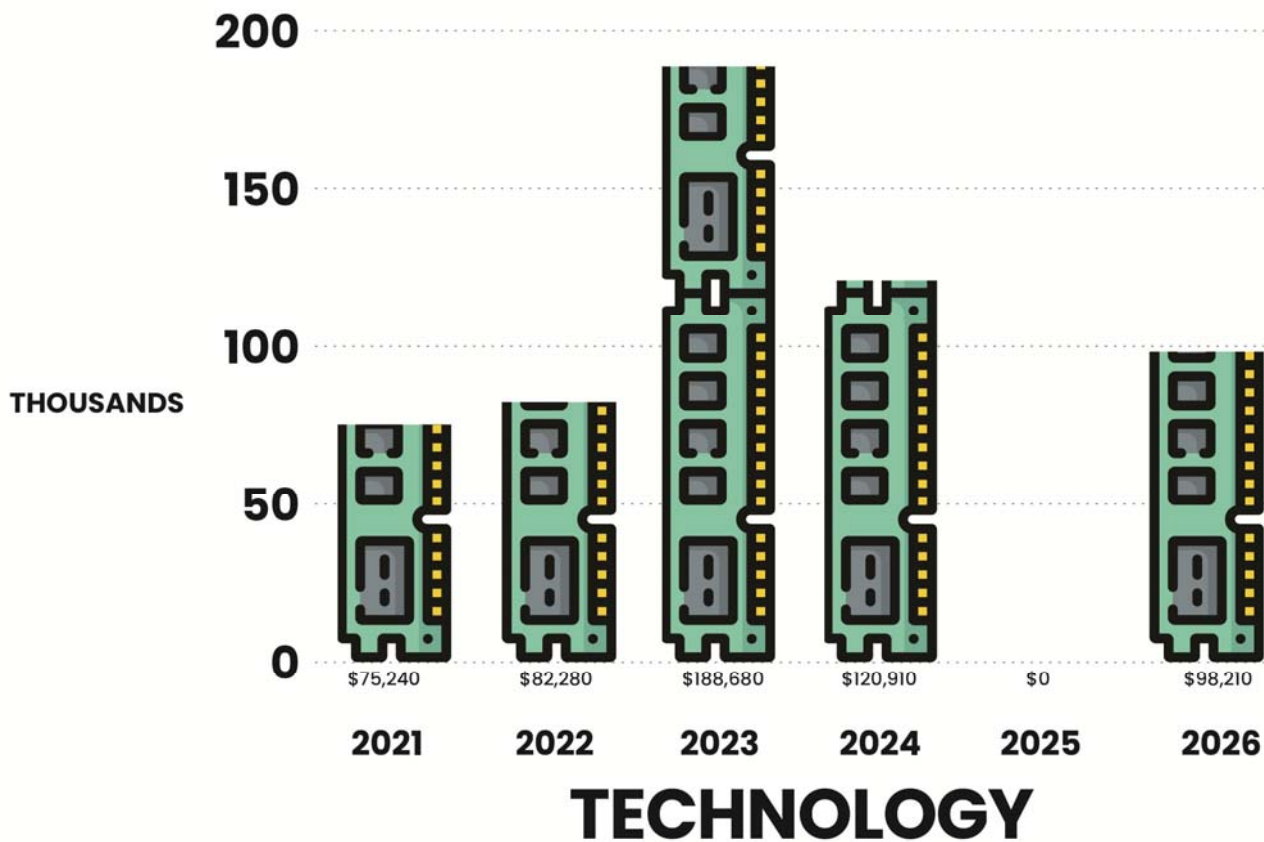




CAPITAL IMPROVEMENT PROGRAM AND DEBT

Technology

The City of Novi continues to provide its customers and employees with the latest technology to support outstanding customer services. Technology includes items such as servers, storage and scanners for employees as well as items like security cameras, water and sewer flow monitors and alarms to ensure our customers are safe and have uninterrupted services.



CIP Summary

On the following pages is the summary of the CIP program which lists each project by CIP category. It provides a CIP project number, a brief description of each project, the funding source, estimated City cost, and the year each project is scheduled to be funded.



City of Novi
Capital Improvement Program
FY 2020-21 Budget

<https://bit.ly/2PozVLD>

CIP ID#	PROJECT NAME	CIP CATEGORY	FUNDING SOURCE	GL#	BUDGET	PROJECTED			FORECAST			TOTAL CIP
					FY 2020-21 YR 1	FY 2021-22 YR 2	FY 2022-23 YR 3	FY 2023-24 YR 4	FY 2024-25 YR 5	FY 2025-26 YR 6		
1	102-01	Neighborhood Roads Rehabilitation, Repaving, and Reconstruction Program	Roads	LOCAL STREET FUND 203	203-203.00-864.XXX	\$ 2,800,000	\$ 2,600,000	\$ 3,300,000	\$ 3,200,000	\$ 2,500,000	\$ 2,500,000	\$ 16,900,000
2	ENG002	Concrete Panel Repair Program	Roads	LOCAL STREET FUND 203	203-203.00-985.XXX	\$ 1,000,000	\$ 500,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 2,100,000
3	ENG056	Cranbrooke Drive Reconstruction (10 Mile Road to Village Wood Road)	Roads	LOCAL STREET FUND 203	203-203.00-865.219	\$ 2,912,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,912,850
4	FLD042	Streetlights LED Conversion (62 Streetlights) - YEAR 2	Roads	MUNICIPAL STREET FUND 204	204-204.00-924.050	\$ 134,510	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,510
5	ENG066	Cranbrooke Drive Reconstruction (9 Mile Road to Village Wood Road)	Roads	LOCAL STREET FUND 203	203-203.00-865.186	\$ -	\$ 2,900,070	\$ -	\$ -	\$ -	\$ -	\$ 2,900,070
				DRAIN FUND 210	210-211.00-865.186	\$ -	\$ 417,020	\$ -	\$ -	\$ -	\$ -	\$ -
6	ENG060	10 Mile Road Rehabilitation and Operational Enhancements (Meadowbrook Road to Haggerty Road) RCOC - reimbursement October 2023; City utilizing interfund borrowing to advance fund project	Roads	MUNICIPAL STREET FUND 204	204-204.00-865.187 / 204-204.00-865.188	\$ -	\$ 772,500	\$ -	\$ -	\$ -	\$ -	\$ 772,500
7	ENG057	Novi Road Rehabilitation (9 Mile Road to 10 Mile Road) RCOC; city share costs only	Roads	MUNICIPAL STREET FUND 204	204-204.00-865.221	\$ -	\$ 212,430	\$ -	\$ -	\$ -	\$ -	\$ 212,430
8	ENG058	Wixom Road Rehabilitation & Left Turn Lane Addition (10 Mile Road to City Limits) secured outside funding (FAC \$1.3M); net of city share costs	Roads	MAJOR STREET FUND 202	202-202.00-865.214	\$ -	\$ 84,390	\$ 680,610	\$ -	\$ -	\$ -	\$ 765,000
9	ENG015	13 Mile Road Rehabilitation (Meadowbrook Road to M-5) GLWA Route (cost share est at 50%)	Roads	MAJOR STREET FUND 202	202-202.00-865.215	\$ -	\$ -	\$ 1,298,520	\$ -	\$ -	\$ -	\$ 1,298,520
10	ENG017	Seeley Road Rehabilitation (Grand River Avenue to 11 Mile Road)	Roads	MAJOR STREET FUND 202	202-202.00-865.216	\$ -	\$ -	\$ 905,520	\$ -	\$ -	\$ -	\$ 905,520
11	ENG020	11 Mile Road Rehabilitation (Meadowbrook Road to Seeley Road)	Roads	MAJOR STREET FUND 202	202-202.00-865.217	\$ -	\$ -	\$ 776,200	\$ -	\$ -	\$ -	\$ 776,200
12	ENG039	I-96 and I-696 Rehabilitation (Novi Road to City Limits) MDOT; City share 12.5%	Roads	MUNICIPAL STREET FUND 204	204-204.00-865.222	\$ -	\$ -	\$ 450,200	\$ -	\$ -	\$ -	\$ 450,200
13	ENG059	Taft Road Rehabilitation (City Limits to 10 Mile Road) pursuing federal aid funding (\$1M)	Roads	MAJOR STREET FUND 202	202-202.00-865.218	\$ -	\$ -	\$ 237,290	\$ 2,876,030	\$ -	\$ -	\$ 3,113,320
14	082-30	11 Mile Road Rehabilitation (Beck Road to Taft Road) net of design	Roads	MAJOR STREET FUND 202	202-202.00-865.182	\$ -	\$ -	\$ -	\$ 2,156,040	\$ -	\$ -	\$ 2,156,040



City of Novi
Capital Improvement Program
FY 2020-21 Budget

<https://bit.ly/2PozVLD>

CIP ID#	PROJECT NAME	CIP CATEGORY	FUNDING SOURCE	GL#	BUDGET	PROJECTED			FORECAST			TOTAL CIP
					FY 2020-21 YR 1	FY 2021-22 YR 2	FY 2022-23 YR 3	FY 2023-24 YR 4	FY 2024-25 YR 5	FY 2025-26 YR 6		
15	ENG013	Meadowbrook Road Reconstruction (Grand River Avenue to 11 Mile Road)	Roads	MAJOR STREET FUND 202	202-202.00-865.213	\$ -	\$ -	\$ -	\$ 936,830	\$ -	\$ -	\$ 936,830
16	ENG010	Meadowbrook Road Rehabilitation (Cherry Hill Road to Grand River Avenue)	Roads	MAJOR STREET FUND 202	202-202.00-865.677	\$ -	\$ -	\$ -	\$ 623,500	\$ -	\$ -	\$ 623,500
17	ENG018	Meadowbrook Road Rehabilitation (11 Mile Road to I-96)	Roads	MAJOR STREET FUND 202	202-202.00-865.678	\$ -	\$ -	\$ -	\$ 485,020	\$ -	\$ -	\$ 485,020
18	ENG011	Novi Road Rehabilitation (13 Mile Road to 14 Mile Road)	Roads	MAJOR STREET FUND 202	n/a	\$ -	\$ -	\$ -	\$ -	\$ 2,679,880	\$ -	\$ 2,679,880
19	132-28	West Park Drive Rehabilitation (West Road to Pontiac Trail)	Roads	MAJOR STREET FUND 202	n/a	\$ -	\$ -	\$ -	\$ -	\$ 2,508,140	\$ -	\$ 2,508,140
20	162-06	Beck Road Widening (10 Mile Road to 11 Mile Road); includes signal modernizations City Share 100%-pursue FAC/CMAQ funding	Roads	MAJOR STREET FUND 202	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,149,150	\$ 10,149,150
21	162-03	Beck Road Widening (9 Mile Road to 10 Mile Road); includes signal modernizations City Share 100%-pursue FAC/CMAQ funding	Roads	MAJOR STREET FUND 202	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,751,610	\$ 9,751,610
22	132-25	Beck Road Widening (8 Mile Road to 9 Mile Road); includes signal modernizations City Share 100%-pursue FAC/CMAQ funding	Roads	MAJOR STREET FUND 202	202-202.00-865.091	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,520,470	\$ 9,520,470
23	162-07	Beck Road Widening (11 Mile Road to Providence Drive/Central Park Boulevard) City Share 100%-pursue FAC/CMAQ funding	Roads	MAJOR STREET FUND 202	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,763,080	\$ 5,763,080
24	ENG036	Lee BeGole Drive Extension (Terminus to Crescent Boulevard)	Roads	MAJOR STREET FUND 202	202-202.00-865.184	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,882,170	\$ 1,882,170
25	132-26	11 Mile Road Rehabilitation (Wixom Road to Beck Road) net of design	Roads	MAJOR STREET FUND 202	202-202.00-865.181	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,558,110	\$ 1,558,110
26	ENG016	13 Mile Road Rehabilitation (M-5 to Haggerty)	Roads	MAJOR STREET FUND 202	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,423,510	\$ 1,423,510
27	132-27	11 Mile Road Rehabilitation (Taft Road to Clark Street) net of design	Roads	MAJOR STREET FUND 202	202-202.00-865.177	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,365,580	\$ 1,365,580
28	152-10	12 Mile Road Reconstruction (Medina Boulevard to City Limits)	Roads	LOCAL STREET FUND 203	203-203.00-865.220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,085,410	\$ 1,085,410
29	ENG038	Flint/Bond Street Realignment & Reconstruction-Phase 2 (Terminus to Grand River Avenue) aka Southwest Ring Road	Roads	LOCAL STREET FUND 203	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 944,340	\$ 944,340
30	102-04	Old Novi Road Rehabilitation (Novi Road to 13 Mile Road)	Roads	MAJOR STREET FUND 202	202-202.00-865.180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 830,690	\$ 830,690



City of Novi
Capital Improvement Program
FY 2020-21 Budget

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CIP ID#	PROJECT NAME	CIP CATEGORY	FUNDING SOURCE	GL#	BUDGET	PROJECTED			FORECAST			TOTAL CIP
					FY 2020-21 YR 1	FY 2021-22 YR 2	FY 2022-23 YR 3	FY 2023-24 YR 4	FY 2024-25 YR 5	FY 2025-26 YR 6		
31	ENG037	13 Mile Road Rehabilitation (Old Novi Road to Novi Road)	Roads	MAJOR STREET FUND 202	202-202.00-865.679	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 788,620	\$ 788,620
32	ENG022	Traffic Signal Backplate Installations RCOC; City Share 100%	Intersections & Signals	MUNICIPAL STREET FUND 204	204-204.00-863.515	\$ 30,330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,330
33	132-05	Meadowbrook Road Right-Turn Lane Addition (Southbound at 11 Mile Road) GLWA REDUNANCY ROUTE	Intersections & Signals	MAJOR STREET FUND 202	202-202.00-865.172	\$ -	\$ -	\$ -	\$ 134,650	\$ -	\$ -	\$ 134,650
34	ENG042	Roundabout (Taft Road and 9 Mile Road) pursuing HSIP Grant (\$600K)	Intersections & Signals	MAJOR STREET FUND 202	202-202.00-863.514	\$ -	\$ -	\$ -	\$ -	\$ 1,271,670	\$ -	\$ 1,271,670
35	ENG047	ENG047 City of Novi / Novi Community School District Non-motorized Improvements (Deerfield, Novi Meadows, Novi Woods, Orchard Hills, Parkview Elementary School, & Novi Middle School Campuses) MDOT; City Share only - pursuing Safe Routes to Schools Grant	Sidewalks & Pathways	MUNICIPAL STREET FUND 204	204-204.00-974.480	\$ 342,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 342,550
36	135-51	Segment 51 -- 10 Mile Road (North side; Dinser Drive to Woodham) - 6' Sidewalk	Sidewalks & Pathways	MUNICIPAL STREET FUND 204	204-204.00-974.482	\$ 309,970	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 309,970
37	085-81	Segment 81A & 81B -- 10 Mile Road (South Side; Meadowbrook Road to Haggerty Road) - 8' Pathway	Sidewalks & Pathways	MUNICIPAL STREET FUND 204	204-204.00-974.475	\$ -	\$ 1,624,160	\$ -	\$ -	\$ -	\$ -	\$ 1,624,160
38	ENG061	Segment 49 -- 10 Mile Road (North side, West of Wixom Road)- 10' Boardwalk and 6' Sidewalk	Sidewalks & Pathways	MUNICIPAL STREET FUND 204	204-204.00-974.483	\$ -	\$ -	\$ -	\$ 178,480	\$ -	\$ -	\$ 178,480
39	ENG062	Segment 45 -- 12 Mile Road (South side, Northwest Neighborhood Park) -6' Sidewalk	Sidewalks & Pathways	MUNICIPAL STREET FUND 204	204-204.00-974.484	\$ -	\$ -	\$ -	\$ 88,370	\$ -	\$ -	\$ 88,370
40	105-90	Segment 90 -- 10 Mile Road (South side; Novi Road to Chipmunk Trail) - 8' Pathway	Sidewalks & Pathways	MUNICIPAL STREET FUND 204	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100,270	\$ 1,100,270
41	095-99	Segment 99 -- 10 Mile Road (South Side; Wixom Road to Beck Road) - 8' Pathway	Sidewalks & Pathways	MUNICIPAL STREET FUND 204	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,096,060	\$ 1,096,060
42	ENG063	Segment 178 -- 12 Mile Road (South side; East of Albert Street) - 6' Sidewalk	Sidewalks & Pathways	MUNICIPAL STREET FUND 204	204-204.00-974.485	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,860	\$ 125,860
43	153-01	Sedimentation Dredging - Bishop Creek (north of 11 Mile Road; west of Meadowbrook Road)	Storm Sewer & Drainage	DRAIN FUND 210	210-211.00-865.148	\$ 810,930	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 810,930
44	093-10	Streambank Stabilization - Middle Rouge River (along Rotary Park)	Storm Sewer & Drainage	DRAIN FUND 210	210-211.00-865.140	\$ -	\$ 565,130	\$ -	\$ -	\$ -	\$ -	\$ 565,130
45	ENG034	Basin Repairs - Orchard Hill Place	Storm Sewer & Drainage	DRAIN FUND 210	210-211.00-865.137	\$ -	\$ 260,880	\$ -	\$ -	\$ -	\$ -	\$ 260,880
46	133-08	Streambank Stabilization - Middle Rouge River (near Meadowbrook Lake)	Storm Sewer & Drainage	DRAIN FUND 210	210-211.00-865.146	\$ -	\$ -	\$ 1,053,770	\$ -	\$ -	\$ -	\$ 1,053,770



City of Novi
Capital Improvement Program
FY 2020-21 Budget

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CIP ID#	PROJECT NAME	CIP CATEGORY	FUNDING SOURCE	GL#	BUDGET	PROJECTED			FORECAST			TOTAL CIP
					FY 2020-21 YR 1	FY 2021-22 YR 2	FY 2022-23 YR 3	FY 2023-24 YR 4	FY 2024-25 YR 5	FY 2025-26 YR 6		
47	153-02 Storm Drainage Improvement Pilot Project (Section 25)	Storm Sewer & Drainage	DRAIN FUND 210	210-211.00-865.144	\$ -	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ 750,000	\$ 2,250,000	
48	WTS029 Walled Lake District Sanitary Sewer Repairs - Year 2 (WRC)	Sanitary Sewer	WATER AND SEWER FUND 592	592-592.00-976.075	\$ 547,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 547,220	
49	WTS035 I-96 Sanitary Sewer Crossing Project and West Oak Pump Station Abandonment	Sanitary Sewer	WATER AND SEWER FUND 592	592-592.00-976.071	\$ 485,790	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 485,790	
50	WTS013 Sanitary Sewer Capacity Upgrades - Lanny's Influent	Sanitary Sewer	WATER AND SEWER FUND 592	592-592.00-976.073	\$ -	\$ 569,060	\$ -	\$ -	\$ -	\$ -	\$ 569,060	
51	WTS012 Sanitary Sewer Capacity Upgrades - Drakes Bay Effluent	Sanitary Sewer	WATER AND SEWER FUND 592	592-592.00-976.035	\$ -	\$ 554,100	\$ -	\$ -	\$ -	\$ -	\$ 554,100	
52	WTS026 Sanitary Sewer Force Main Replacement - Hilton Station	Sanitary Sewer	WATER AND SEWER FUND 592	592-592.00-976.072	\$ -	\$ 404,830	\$ -	\$ -	\$ -	\$ -	\$ 404,830	
53	WTS027 Sanitary Sewer Rehabilitation - Meadowbrook Glens Subdivision	Sanitary Sewer	WATER AND SEWER FUND 592	n/a	\$ -	\$ -	\$ -	\$ 704,450	\$ -	\$ -	\$ 704,450	
54	WTS022 Rouge Valley Sanitary Disposal System Improvements (Long-Term Corrective Action Plan (LTCAP)) Wayne County	Sanitary Sewer	WATER AND SEWER FUND 592	592-592.00-976.052	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,350,000	\$ 8,350,000	
55	091-06 PRV Redistricting (PRV at 12 Mile and Meadowbrook decommission; PRV at Novi Road and 13 Mile Road installation)	Water Distribution	WATER AND SEWER FUND 592	592-592.00-976.013	\$ 995,720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 995,720	
56	WTS008 Island Lake Pressure District Expansion - Phase 1	Water Distribution	WATER AND SEWER FUND 592	592-592.00-976.016	\$ 267,580	\$ -	\$ 2,362,260	\$ -	\$ -	\$ -	\$ 2,629,840	
57	WTS036 Asbestos-Cement (AC) Water Main Replacement	Water Distribution	WATER AND SEWER FUND 592	592-592.00-976.082	\$ 198,000	\$ -	\$ -	\$ -	\$ 2,990,790	\$ -	\$ 3,188,790	
58	WTS030 Water Main Replacement - Westminister Subdivision	Water Distribution	WATER AND SEWER FUND 592	592-592.00-976.076	\$ -	\$ 933,380	\$ -	\$ -	\$ -	\$ -	\$ 933,380	
59	091-18 Water Main Connection - 11 Mile Road (Seeley Road to Bridge Street)	Water Distribution	WATER AND SEWER FUND 592	592-592.00-976.018	\$ -	\$ 726,110	\$ -	\$ -	\$ -	\$ -	\$ 726,110	
60	091-11 New Master Meter and Water Main (Future NV-06 Connection)	Water Distribution	WATER AND SEWER FUND 592	n/a	\$ -	\$ -	\$ -	\$ 2,246,190	\$ -	\$ -	\$ 2,246,190	
61	PRC044 Water Tower Restoration	Parks, Recreation, & Cultural Services	CAPITAL IMPROVEMENT PROGRAM (CIP) FUND 400	400-691.00-977.035	\$ 463,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 463,500	
62	100-003 ITC Community Sports Park Play Structure Replacement	Parks, Recreation, & Cultural Services	PARKS, RECREATION & CULTURAL SERVICES FUND 208	208-691.00-977.003	\$ 111,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,220	



City of Novi
Capital Improvement Program
FY 2020-21 Budget

<https://bit.ly/2PozVLD>

CIP ID#	PROJECT NAME	CIP CATEGORY	FUNDING SOURCE	GL#	BUDGET	PROJECTED			FORECAST			TOTAL CIP
					FY 2020-21 YR 1	FY 2021-22 YR 2	FY 2022-23 YR 3	FY 2023-24 YR 4	FY 2024-25 YR 5	FY 2025-26 YR 6		
63	PRC045 Theatre Upgrade (Lighting & Stage Curtain)	Parks, Recreation, & Cultural Services	PARKS, RECREATION & CULTURAL SERVICES FUND 208	208-691.00-977.032	\$ -	\$ 106,270	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,270
64	PRC039 Ella Mae Power Park South Playground Replacement	Parks, Recreation, & Cultural Services	PARKS, RECREATION & CULTURAL SERVICES FUND 208	208-691.00-977.108	\$ -	\$ 93,380	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,380
65	LOT014 ITC Improvements - (1) Parking Lot Improvements - ITC Community Sports Park	Parks, Recreation, & Cultural Services	CAPITAL IMPROVEMENT PROGRAM (CIP) FUND 400	400-691.00-981.013	\$ -	\$ -	\$ 1,850,060	\$ -	\$ -	\$ -	\$ -	\$ 1,850,060
	PRC019 ITC Improvements - (2) ITC CSP Update (Soccer Fields)			400-691.00-977.005	\$ -	\$ -	\$ 1,663,420	\$ -	\$ -	\$ -	\$ -	\$ 1,663,420
	PRC024 ITC Improvements - (3) ITC CSP Field Improvements - dugout covers, shade structures, and tables (Baseball Diamonds)			400-691.00-977.023	\$ -	\$ -	\$ 469,390	\$ -	\$ -	\$ -	\$ -	\$ 469,390
	PRC046 ITC Improvements - (4) ITC CSP Baseball Access Road			400-691.00-977.034	\$ -	\$ -	\$ 38,100	\$ -	\$ -	\$ -	\$ -	\$ 38,100
66	PRC028b Novi Northwest Park Construction (playground)	Parks, Recreation, & Cultural Services	PARKS, RECREATION & CULTURAL SERVICES FUND 208	208-691.00-977.033	\$ -	\$ -	\$ 136,590	\$ -	\$ -	\$ -	\$ -	\$ 136,590
67	PRC028a Novi Northwest Park Construction (6' aggregate trails)	Parks, Recreation, & Cultural Services	PARKS, RECREATION & CULTURAL SERVICES FUND 208	208-691.00-977.030	\$ -	\$ -	\$ -	\$ 173,000	\$ -	\$ -	\$ -	\$ 173,000
68	ENG052 Cemetery Enhancement Project - pathway (5' stone pathway around the southern loop of the cemetery)	Parks, Recreation, & Cultural Services	PARKS, RECREATION & CULTURAL SERVICES FUND 208	208-691.00-977.090	\$ -	\$ -	\$ -	\$ 72,250	\$ -	\$ -	\$ -	\$ 72,250
69	LOT015 Parking Lot and Sidewalk Improvements - Rotary Park (parking lot maintenance to the existing facility and new concrete sidewalk connecting the existing parking lot to the pavilion located north of the tennis courts)	Parks, Recreation, & Cultural Services	PARKS, RECREATION & CULTURAL SERVICES FUND 208	208-691.00-981.012	\$ -	\$ -	\$ -	\$ 69,360	\$ -	\$ -	\$ -	\$ 69,360
70	ENG003 ITC Trail / Wildlife Woods Park Connector (6' sidewalk & 10' pathway; also connects Deerfield Elementary School & Novi Middle School) applying for 50% TAP Grant FY 2021-22.	Parks, Recreation, & Cultural Services	PARKS, RECREATION & CULTURAL SERVICES FUND 208	208-691.00-977.004	\$ -	\$ -	\$ -	\$ -	\$ 309,140	\$ -	\$ -	\$ 309,140



City of Novi
Capital Improvement Program
FY 2020-21 Budget

<https://bit.ly/2PozVLD>

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					FY 2020-21 YR 1	FY 2021-22 YR 2	FY 2022-23 YR 3	FY 2023-24 YR 4	FY 2024-25 YR 5	FY 2025-26 YR 6		
71	LOT018	Parking Lot Improvements - Fire Station #2	Parking Lots	GENERAL FUND 101	101-442-10-981.009	\$ 149,270	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,270
72	ICE016	Parking Lot Improvements - Ice Arena	Parking Lots	ICE ARENA FUND 590	590-000.00-981.011	\$ -	\$ -	\$ -	\$ -	\$ 603,910	\$ -	\$ 603,910
73	ENG064	Parking Lot Improvements - Police Headquarters (East Lot)	Parking Lots	GENERAL FUND 101	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 522,660	\$ 522,660
74	SNR014	Front Entry Re-Design - Meadowbrook Commons	Buildings & Property	SENIOR HOUSING FUND 594	594-000.00-969.034	\$ 299,230	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 299,230
75	FAC021	Police Dispatch Center Renovation	Buildings & Property	GENERAL FUND 101	101-265.00-976.068	\$ 232,890	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 232,890
76	FIR030	Vehicle Exhaust Removal System Upgrades (15)	Buildings & Property	GENERAL FUND 101	101-337.00-976.070	\$ 67,460	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,460
77	ICE020	Shower/Restroom Fixture Replacements (10 locker rooms) - Ice Arena	Buildings & Property	ICE ARENA FUND 590	590-000.00-969.026	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
78	ICE007	Public address system replacement (2; one for each rink) - Ice Arena	Buildings & Property	ICE ARENA FUND 590	590-000.00-969.015	\$ 25,330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,330
79	SNR009	Roof Replacement (Main Building & Senior Center) - Meadowbrook Commons	Buildings & Property	SENIOR HOUSING FUND 594	594-000.00-969.031	\$ -	\$ 278,430	\$ -	\$ -	\$ -	\$ -	\$ 278,430
80	FAC015	Roof Replacement - Fire Station #2	Buildings & Property	GENERAL FUND 101	101-265.00-976.061	\$ -	\$ 82,400	\$ -	\$ -	\$ -	\$ -	\$ 82,400
81	FAC018	Automatic Door Replacement (North and South Entrances) & Other Upgrades - Civic Center	Buildings & Property	GENERAL FUND 101	101-265.00-976.106	\$ -	\$ 81,900	\$ -	\$ -	\$ -	\$ -	\$ 81,900
82	FAC013	Irrigation System Replacement - Civic Center	Buildings & Property	GENERAL FUND 101	101-265.00-976.104	\$ -	\$ 66,960	\$ -	\$ -	\$ -	\$ -	\$ 66,960
83	FAC014	Roof Replacement - Fire Station #3	Buildings & Property	GENERAL FUND 101	101-265.00-976.057	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
84	FAC019	Restroom Upgrade (2 restrooms Community Center side) - Civic Center	Buildings & Property	GENERAL FUND 101	101-265.00-976.107	\$ -	\$ 48,740	\$ -	\$ -	\$ -	\$ -	\$ 48,740
85	SNR011	Roof Replacement (5 of 9 ranch buildings) - Meadowbrook Commons	Buildings & Property	SENIOR HOUSING FUND 594	594-000.00-969.040	\$ -	\$ -	\$ 273,180	\$ -	\$ -	\$ -	\$ 273,180
86	ICE004	Dehumidification Unit Replacement (replace 1998 Munters #AM30) - Ice Arena	Buildings & Property	ICE ARENA FUND 590	590-000.00-969.013	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
87	FAC016	Roof Replacement - Fire Station #4	Buildings & Property	GENERAL FUND 101	101-265.00-976.083	\$ -	\$ -	\$ 175,050	\$ -	\$ -	\$ -	\$ 175,050
88	FAC025	Restroom Upgrade (4 restrooms City Hall side) - Civic Center	Buildings & Property	GENERAL FUND 101	101-265.00-976.084	\$ -	\$ -	\$ 116,820	\$ -	\$ -	\$ -	\$ 116,820



City of Novi
Capital Improvement Program
FY 2020-21 Budget

<https://bit.ly/2PozVLD>

CIP ID#	PROJECT NAME	CIP CATEGORY	FUNDING SOURCE	GL#	BUDGET	PROJECTED			FORECAST			TOTAL CIP
					FY 2020-21 YR 1	FY 2021-22 YR 2	FY 2022-23 YR 3	FY 2023-24 YR 4	FY 2024-25 YR 5	FY 2025-26 YR 6		
89	SNR012	Fire Panel Replacement - Meadowbrook Commons	Buildings & Property	SENIOR HOUSING FUND 594	594-000.00-969.041	\$ -	\$ -	\$ 108,780	\$ -	\$ -	\$ -	\$ 108,780
90	FAC027	LED Lighting Upgrade (approx. 400 fixtures) - Civic Center	Buildings & Property	GENERAL FUND 101	101-265.00-976.086	\$ -	\$ -	\$ 66,000	\$ -	\$ -	\$ -	\$ 66,000
91	FAC026	Carpet Replacement (Parks, Treasury, OAS, & City Clerk) - Civic Center	Buildings & Property	GENERAL FUND 101	101-265.00-976.085	\$ -	\$ -	\$ 62,420	\$ -	\$ -	\$ -	\$ 62,420
92	SNR013	Roof Replacement (4 of 9 ranch buildings) - Meadowbrook Commons	Buildings & Property	SENIOR HOUSING FUND 594	n/a	\$ -	\$ -	\$ -	\$ 236,350	\$ -	\$ -	\$ 236,350
93	FAC020	Boilers Replacement (2) - Police Station	Buildings & Property	GENERAL FUND 101	n/a	\$ -	\$ -	\$ -	\$ 232,650	\$ -	\$ -	\$ 232,650
94	ICE021	Elevator Machine Room Equipment & Controller/Dispatcher Replacements - Ice Arena	Buildings & Property	ICE ARENA FUND 590	n/a	\$ -	\$ -	\$ -	\$ 105,000	\$ -	\$ -	\$ 105,000
95	FAC024	Police Records Renovation	Buildings & Property	GENERAL FUND 101	101-265.00-976.069	\$ -	\$ -	\$ -	\$ 103,360	\$ -	\$ -	\$ 103,360
96	FAC028	LED Lighting Upgrade (approx. 400 fixtures) - Police Station	Buildings & Property	GENERAL FUND 101	n/a	\$ -	\$ -	\$ -	\$ 66,000	\$ -	\$ -	\$ 66,000
97	ICE017	Roof Top Unit Replacements (1 air handler & 3 duct furnaces) - Ice Arena	Buildings & Property	ICE ARENA FUND 590	n/a	\$ -	\$ -	\$ -	\$ 39,500	\$ -	\$ -	\$ 39,500
98	FAC029	Generator & Generator Technology Solution (GenTracker) - Fire Station #5	Buildings & Property	GENERAL FUND 101	n/a	\$ -	\$ -	\$ -	\$ 30,650	\$ -	\$ -	\$ 30,650
99	FAC030	Solar Panel Installation - DPW	Buildings & Property	GENERAL FUND 101	n/a	\$ -	\$ -	\$ -	\$ -	\$ 194,590	\$ -	\$ 194,590
100	ICE015	Shell and Tube Chiller Replacement - Ice Arena	Buildings & Property	ICE ARENA FUND 590	n/a	\$ -	\$ -	\$ -	\$ -	\$ 120,500	\$ -	\$ 120,500
101	FAC031	LED Lighting Upgrade (approx. 350 fixtures) - FS# 2, 3, 4	Buildings & Property	GENERAL FUND 101	n/a	\$ -	\$ -	\$ -	\$ -	\$ 57,750	\$ -	\$ 57,750
102	FAC032	Solar Panel Installation - Civic Center	Buildings & Property	GENERAL FUND 101	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145,660	\$ 145,660
103	WTS031	Generator Replacement - Hudson Pump Station	Buildings & Property	WATER AND SEWER FUND 592	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,530	\$ 58,530
104	WTS018	Fixed Network - Advanced Metering Infrastructure Project (phase 2 - Meter Replacements)	Machinery & Equipment	WATER AND SEWER FUND 592	592-592.00-982.027	\$ 1,050,000	\$ 872,540	\$ -	\$ -	\$ -	\$ -	\$ 1,922,540



City of Novi
Capital Improvement Program
FY 2020-21 Budget

<https://bit.ly/2PozVLD>

CIP ID#	PROJECT NAME	CIP CATEGORY	FUNDING SOURCE	GL#	BUDGET	PROJECTED			FORECAST			TOTAL CIP
					FY 2020-21 YR 1	FY 2021-22 YR 2	FY 2022-23 YR 3	FY 2023-24 YR 4	FY 2024-25 YR 5	FY 2025-26 YR 6		
105	FLT012	Street Sweeper (replace #606; 2011 Tymco)	Machinery & Equipment	DRAIN FUND 210	210-211.00-984.023	\$ 264,910	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 264,910
106	FLT007	Sign Truck (replace #635; 2008 Ford F-550 with aerial lift)	Machinery & Equipment	GENERAL FUND 101	101-442.30-984.034	\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 165,000
107	WTS020	Lateral Launch Camera (additional module system added to the sewer main inspection camera allowing inspection of sewer leads)	Machinery & Equipment	WATER AND SEWER FUND 592	592-592.00-982.024	\$ 90,040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,040
108	FPM002	Wide Area Mower (replace #10; 2006 Toro 580-D)	Machinery & Equipment	GENERAL FUND 101	101-265.10-982.037	\$ 89,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 89,120
109	POL019	911 Uninterruptible Power Supply (UPS) System Replacement	Machinery & Equipment	GENERAL FUND 101	101-301.00-980.003	\$ 68,880	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,880
110	CCK002	Verity Central high speed tabulators for counting absentee ballots (2)	Machinery & Equipment	GENERAL FUND 101	101-215.00-982.054	\$ 66,930	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,930
111	FPM003	Boom Sprayer	Machinery & Equipment	GENERAL FUND 101	101-265.10-982.038	\$ 53,420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,420
112	FIR017	Engine (replace #342; 2005 Seagrave)	Machinery & Equipment	CAPITAL IMPROVEMENT PROGRAM (CIP) FUND 400	400-337.00-979.004	\$ -	\$ 830,400	\$ -	\$ -	\$ -	\$ -	\$ 830,400
113	FLT008	Skid Steer Attachments for Shoulder Maintenance - Roller & Road Widener (new)	Machinery & Equipment	GENERAL FUND 101	101-442.30-984.035	\$ -	\$ 116,070	\$ -	\$ -	\$ -	\$ -	\$ 116,070
114	FLD037	Backhoe (replaces #625; 2007 Case)	Machinery & Equipment	DRAIN FUND 210	210-211.00-984.033	\$ -	\$ 110,080	\$ -	\$ -	\$ -	\$ -	\$ 110,080
115	FLD036	Hi-Lo Lift Truck (replaces #627; 1999 Alta)	Machinery & Equipment	GENERAL FUND 101	101-442.30-984.025	\$ -	\$ 65,950	\$ -	\$ -	\$ -	\$ -	\$ 65,950
116	FLD028	1-Ton Dump Truck w/Front Plow (Replaces #691; 2001 Ford)	Machinery & Equipment	GENERAL FUND 101	101-442.30-984.030	\$ -	\$ 65,080	\$ -	\$ -	\$ -	\$ -	\$ 65,080
117	FPM004	Mini Skid Steer	Machinery & Equipment	GENERAL FUND 101	101-265.10-982.039	\$ -	\$ 31,990	\$ -	\$ -	\$ -	\$ -	\$ 31,990
118	FIR024	Engine (replace #313; 2007 Pierce)	Machinery & Equipment	CAPITAL IMPROVEMENT PROGRAM (CIP) FUND 400	400-337.00-979.005	\$ -	\$ -	\$ 871,920	\$ -	\$ -	\$ -	\$ 871,920



City of Novi
Capital Improvement Program
FY 2020-21 Budget

<https://bit.ly/2PozVLD>

CIP ID#	PROJECT NAME	CIP CATEGORY	FUNDING SOURCE	GL#	BUDGET	PROJECTED			FORECAST			TOTAL CIP
					FY 2020-21 YR 1	FY 2021-22 YR 2	FY 2022-23 YR 3	FY 2023-24 YR 4	FY 2024-25 YR 5	FY 2025-26 YR 6		
119	FLT009	Tandem-axle Swaploader Truck with underbody scraper & wing plow (replace #611; 2008 International)	Machinery & Equipment	GENERAL FUND 101	101-442.30-984.036	\$ -	\$ -	\$ 356,900	\$ -	\$ -	\$ -	\$ 356,900
120	POL010	Gun Range Total Containment Bullet Trap	Machinery & Equipment	GUN RANGE FACILITY FUND 402	402-402.00-982.053	\$ -	\$ -	\$ 328,880	\$ -	\$ -	\$ -	\$ 328,880
121	FIR029	Engine (replace #322; 2008 Pierce)	Machinery & Equipment	CAPITAL IMPROVEMENT PROGRAM (CIP) FUND 400	400-337.00-979.006	\$ -	\$ -	\$ -	\$ 961,290	\$ -	\$ -	\$ 961,290
122	POL018	In-Car Camera Replacement	Machinery & Equipment	GENERAL FUND 101	n/a	\$ -	\$ -	\$ -	\$ 367,150	\$ -	\$ -	\$ 367,150
123	FLT010	Single-axle RDS Body Truck with Underbody Scraper and Wing Plow (replace #619; 2009 International Replacement)	Machinery & Equipment	GENERAL FUND 101	n/a	\$ -	\$ -	\$ -	\$ 266,540	\$ -	\$ -	\$ 266,540
124	POL015	Body Cameras	Machinery & Equipment	GENERAL FUND 101	101-301.00-980.004	\$ -	\$ -	\$ -	\$ 201,770	\$ -	\$ -	\$ 201,770
125	POL020	Portable Driving Simulator	Machinery & Equipment	GENERAL FUND 101	101-301.00-982.055	\$ -	\$ -	\$ -	\$ 44,600	\$ -	\$ -	\$ 44,600
126	POL021	LPR System (every 5 years)	Machinery & Equipment	GENERAL FUND 101	101-301.00-982.056	\$ -	\$ -	\$ -	\$ 30,050	\$ -	\$ -	\$ 30,050
127	POL016	Public Safety Mobile Command Post (\$10,000 OT annually & \$16,000 fuel/maintenance annually)	Machinery & Equipment	GENERAL FUND 101	101-301.00-984.032	\$ -	\$ -	\$ -	\$ -	\$ 818,710	\$ -	\$ 818,710
128	FLT011	Single-axle RDS body truck with underbody scraper and wing plow (replace #601; 2010 International)	Machinery & Equipment	GENERAL FUND 101	n/a	\$ -	\$ -	\$ -	\$ -	\$ 274,540	\$ -	\$ 274,540
129	ICE018	Zamboni Replacement - Ice Arena	Machinery & Equipment	ICE ARENA FUND 590	n/a	\$ -	\$ -	\$ -	\$ -	\$ 114,120	\$ -	\$ 114,120
130	FLD026	1-Ton Dump Truck w/Front Plow (replaces #617; 2008 Ford)	Machinery & Equipment	GENERAL FUND 101	101-442.30-984.024	\$ -	\$ -	\$ -	\$ -	\$ 72,920	\$ -	\$ 72,920
131	WTS032	Sewer Main Inspection Camera Replacement	Machinery & Equipment	WATER AND SEWER FUND 592	n/a	\$ -	\$ -	\$ -	\$ -	\$ 24,970	\$ -	\$ 24,970
132	FIR032	Turn-Out Gear Washer/Extractor & Dryer Replacements and Secondary Stackable Washer/Dryer Replacement - Fire Station #4 (every 5 years)	Machinery & Equipment	GENERAL FUND 101	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,710	\$ 36,710



City of Novi
Capital Improvement Program
FY 2020-21 Budget

<https://bit.ly/2PozVLD>

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					FY 2020-21 YR 1	FY 2021-22 YR 2	FY 2022-23 YR 3	FY 2023-24 YR 4	FY 2024-25 YR 5	FY 2025-26 YR 6		
133	IFT003	Virtual Server Hardware and Storage Replacements - 1 storage device, 3 servers & 2 switches (every 6 years)	Technology	GENERAL FUND 101	101-205.00-986.021	\$ 75,240	\$ 41,620	\$ -	\$ -	\$ -	\$ -	\$ 116,860
134	CDB001	CD Tech Upgrades (Phase 1) - BSA Planning, Zoning, and Engineering (PZE) software module implementation and training (no recurring annual fees)	Technology	GENERAL FUND 101	101-371.00-986.030	\$ -	\$ 40,660	\$ -	\$ -	\$ -	\$ -	\$ 40,660
135	IFT005	Virtual Desktop (VDI) Server Replacements - 1 storage device, 4 servers, and 2 switches (every 6 years)	Technology	GENERAL FUND 101	101-205.00-986.031	\$ -	\$ -	\$ 128,460	\$ -	\$ -	\$ -	\$ 128,460
136	CDB002	CD Tech Upgrades (Phase 2) - Electronic Plan Review and Management Web-Based Solutions Software	Technology	GENERAL FUND 101	101-371.00-850.008	\$ -	\$ -	\$ 60,220	\$ -	\$ -	\$ -	\$ 60,220
137	IFT006	Telephone Server Replacement	Technology	GENERAL FUND 101	n/a	\$ -	\$ -	\$ -	\$ 56,660	\$ -	\$ -	\$ 56,660
138	IFT009	Network Video Recorder Server Replacement - Civic Center (every 6 years)	Technology	GENERAL FUND 101	n/a	\$ -	\$ -	\$ -	\$ 32,910	\$ -	\$ -	\$ 32,910
139	IFT007	Network Firewall Replacement-Civic Center (every 6 years)	Technology	GENERAL FUND 101	n/a	\$ -	\$ -	\$ -	\$ 31,340	\$ -	\$ -	\$ 31,340
140	IFT010	Camera Server Replacement - Police Building (every 6 years)	Technology	GENERAL FUND 101	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98,210	\$ 98,210
					\$ 14,137,890	\$ 16,116,530	\$ 18,120,560	\$ 17,649,990	\$ 15,441,630	\$ 59,996,700	\$ 141,463,300	



City of Novi
Capital Improvement Program
FY 2020-21 Budget

<https://bit.ly/2PozVLD>

CIP ID#	PROJECT NAME	CIP CATEGORY	FUNDING SOURCE	GL#	BUDGET	PROJECTED			FORECAST			TOTAL CIP
					FY 2020-21 YR 1	FY 2021-22 YR 2	FY 2022-23 YR 3	FY 2023-24 YR 4	FY 2024-25 YR 5	FY 2025-26 YR 6		
			GENERAL FUND 101		\$ 968,210	\$ 701,370	\$ 965,870	\$ 1,463,680	\$ 1,418,510	\$ 803,240	\$ 6,320,880	
			MAJOR STREET FUND 202		\$ -	\$ 84,390	\$ 3,898,140	\$ 7,212,070	\$ 6,459,690	\$ 43,032,990	\$ 60,687,280	
			LOCAL STREET FUND 203		\$ 6,712,850	\$ 6,000,070	\$ 3,450,000	\$ 3,350,000	\$ 2,650,000	\$ 4,679,750	\$ 26,842,670	
			MUNICIPAL STREET FUND 204		\$ 817,360	\$ 2,609,090	\$ 450,200	\$ 266,850	\$ -	\$ 2,322,190	\$ 6,465,690	
			PARKS, RECREATION & CULTURAL SERVICES FUND 208		\$ 111,220	\$ 199,650	\$ 136,590	\$ 314,610	\$ 309,140	\$ -	\$ 1,071,210	
			DRAIN FUND 210		\$ 1,075,840	\$ 1,353,110	\$ 1,053,770	\$ 750,000	\$ 750,000	\$ 750,000	\$ 5,732,720	
			CAPITAL IMPROVEMENT PROGRAM (CIP) FUND 400		\$ 463,500	\$ 830,400	\$ 4,892,890	\$ 961,290	\$ -	\$ -	\$ 7,148,080	
			GUN RANGE FACILITY FUND 402		\$ -	\$ -	\$ 328,880	\$ -	\$ -	\$ -	\$ 328,880	
			ICE ARENA FUND 590		\$ 55,330	\$ -	\$ 200,000	\$ 144,500	\$ 838,530	\$ -	\$ 1,238,360	
			WATER AND SEWER FUND 592		\$ 3,634,350	\$ 4,060,020	\$ 2,362,260	\$ 2,950,640	\$ 3,015,760	\$ 8,408,530	\$ 24,431,560	
			SENIOR HOUSING FUND 594		\$ 299,230	\$ 278,430	\$ 381,960	\$ 236,350	\$ -	\$ -	\$ 1,195,970	
					\$ 14,137,890	\$ 16,116,530	\$ 18,120,560	\$ 17,649,990	\$ 15,441,630	\$ 59,996,700	\$ 141,463,300	



City of Novi
Capital Improvement Program
FY 2020-21 Budget

<https://bit.ly/2PozVLD>

CIP ID#	PROJECT NAME	CIP CATEGORY	FUNDING SOURCE	GL#	BUDGET	PROJECTED			FORECAST			TOTAL CIP
					FY 2020-21 YR 1	FY 2021-22 YR 2	FY 2022-23 YR 3	FY 2023-24 YR 4	FY 2024-25 YR 5	FY 2025-26 YR 6		
		Roads			\$ 6,847,360	\$ 7,486,410	\$ 7,798,340	\$ 10,427,420	\$ 7,838,020	\$ 47,712,740	\$ 88,110,290	
		Intersections & Signals			\$ 30,330	\$ -	\$ -	\$ 134,650	\$ 1,271,670	\$ -	\$ 1,436,650	
		Sidewalks & Pathways			\$ 652,520	\$ 1,624,160	\$ -	\$ 266,850	\$ -	\$ 2,322,190	\$ 4,865,720	
		Storm Sewer & Drainage			\$ 810,930	\$ 826,010	\$ 1,053,770	\$ 750,000	\$ 750,000	\$ 750,000	\$ 4,940,710	
		Sanitary Sewer			\$ 1,033,010	\$ 1,527,990	\$ -	\$ 704,450	\$ -	\$ 8,350,000	\$ 11,615,450	
		Water Distribution			\$ 1,461,300	\$ 1,659,490	\$ 2,362,260	\$ 2,246,190	\$ 2,990,790	\$ -	\$ 10,720,030	
		Parks, Recreation, & Cultural Services			\$ 574,720	\$ 199,650	\$ 4,157,560	\$ 314,610	\$ 309,140	\$ -	\$ 5,555,680	
		Parking Lots			\$ 149,270	\$ -	\$ -	\$ -	\$ 603,910	\$ 522,660	\$ 1,275,840	
		Buildings & Property			\$ 654,910	\$ 618,430	\$ 1,002,250	\$ 813,510	\$ 372,840	\$ 204,190	\$ 3,666,130	
		Machinery & Equipment			\$ 1,848,300	\$ 2,092,110	\$ 1,557,700	\$ 1,871,400	\$ 1,305,260	\$ 36,710	\$ 8,711,480	
		Technology			\$ 75,240	\$ 82,280	\$ 188,680	\$ 120,910	\$ -	\$ 98,210	\$ 565,320	
					\$ 14,137,890	\$ 16,116,530	\$ 18,120,560	\$ 17,649,990	\$ 15,441,630	\$ 59,996,700	\$ 141,463,300	



CAPITAL IMPROVEMENT PROGRAM AND DEBT

Debt Service

Debt Service Funds are used to account for the accumulation of resources for, and the payment of, long-term debt principal, interest and related costs.

City Charter and Public Act 279 of 1909 (as amended) provide that the net indebtedness of the City shall not be in excess of 10% of the State Equalized Valuation of all real and personal property in the City, plus assessed value equivalent of Act 198 specific tax levies.

Internal borrowing schedules have been included in this section. However, the schedules of indebtedness associated with special assessments are not included in the following information because the debt is paid with installment collections from benefited property owners.

Bond Rating History Unlimited Tax General Obligation Bonds

	2019	2018	2017	2016	2015	2014	2013	2012	2011	2003
S&P	AAA	AAA	AAA	AAA	AAA	AA+	AA+	AA+	AA+	AA-
Moody's	Aa1	Aa1	Aa1	Aa1	Aa2	Aa2	Aa2	Aa2	Aa2	Aa2

Standard & Poors	Moody's Investor Services	Fitch
***AAA	Aaa	AAA
AA+	***Aa1	AA+
AA-	Aa2	AA-
A+	Aa3	A+
A	A1	A
A-	A2	A-
BBB+	A3	BBB+
BBB-	Baa1	BBB-
BB+	Baa2	BB+
BB	Baa3	BB
BB-	Ba1	BB-
B+	Ba2	B+
B	Ba3	B
B-	B1	B-
CCC+	B2	CCC+
CCC-	B3	CCC-
	Caa1	CC
	Caa2	C
	Caa3	DDD
	Ca	DD
	C	D

*** City of Novi's rating



CAPITAL IMPROVEMENT PROGRAM AND DEBT

Debt Summary

Description of Debt	Funding Source	Debt Outstanding 6/30/2020	Debt Service Payments 2020-21		
			Principal	Interest	Total
VOTED TAX GENERAL OBLIGATION DEBT FUNDS:					
2008 Library Construction Bonds	Debt Service	8,665,000	1,070,000	314,100	1,384,100
Total Direct Debt Service		\$ 8,665,000	\$ 1,070,000	\$ 314,100	\$ 1,384,100
2014 Refunding Bonds-Ice Arena	Ice Arena	\$ 1,995,000	\$ 490,000	\$ 47,880	\$ 537,880
2015 Refunding Bonds-Senior Housing	Sr Housing	5,575,000	855,000	117,878	972,878
Total Debt Service		\$ 16,235,000	\$ 2,415,000	\$ 479,858	\$ 2,894,858

Internal Borrowing Summary

Description of Internal Borrowing	Funding Source	Internal Borrowing Outstanding 6/30/2020	Internal Borrowing Payments 2020-21		
			Principal	Interest	Total
Internal Fund Borrowing:					
Cooridor Improvement	CIA Fund	3,932,705	184,579	117,981	302,560
Capital Improvement	CIP Fund	17,056,362	2,281,465	524,535	2,806,000
Total Internal Borrowing		\$ 20,989,067	\$ 2,466,044	\$ 642,516	\$ 3,108,560



**Debt Service Requirements to Maturity
General Obligation Bonds
Fiscal Year 2021-2027**

Fiscal Year Ending	Principal (less interest earnings & fund balance appropriations)	Interest	Total*	Projected Taxable Value** (in thousands)	Estimated Millage Rate for Debt Service
2021	1,070,000	314,100	1,384,100	4,031,761	0.3433
2022	1,135,000	267,700	1,402,700	4,181,000	0.3355
2023	1,195,000	221,100	1,416,100	4,336,000	0.3266
2024	1,240,000	172,400	1,412,400	4,466,000	0.3163
2025	1,295,000	121,700	1,416,700	4,600,000	0.3080
2026	1,340,000	75,700	1,415,700	4,738,000	0.2988
2027	1,390,000	27,800	1,417,800	4,880,000	0.2905
	<u>\$ 8,665,000</u>	<u>\$ 1,200,500</u>	<u>\$ 9,865,500</u>		
<i>Average Annual Requirement:</i>			\$ 1,409,357		

**Total debt service payments above exclude fees*

***Projected taxable value is net of adjustments for tax tribunal cases, uncollected personal property tax, etc. For years 2022-2023, the estimate includes a 3.7% per year annual growth assumption and does not include any offset for interest earnings. For years 2024-2027, the estimate includes a 3.0% per year annual growth assumption and does not include any offset for interest earnings.*

**Internal Borrowing Requirements to Maturity
Fiscal Year 2021-2027**

Fiscal Year Ending	Principal (less interest earnings & fund balance appropriations)	Interest	Total
2021	2,466,044	642,516	3,108,560
2022	2,800,139	568,535	3,368,674
2023	3,140,476	485,537	3,626,013
2024	3,390,969	396,861	3,787,830
2025	3,599,865	308,638	3,908,503
2026	3,292,663	222,244	3,514,907
2027	2,298,911	81,811	2,380,722
	<u>\$ 20,989,067</u>	<u>\$ 2,706,142</u>	<u>\$ 23,695,209</u>
<i>Average Annual Requirement:</i>			\$ 3,385,030



CAPITAL IMPROVEMENT PROGRAM AND

Computation of Legal Debt Margin

As of July 1, 2013, the Debt Policy approved by the City Council in March 2013 puts forth these additional debt limits:

- The City's net bonded indebtedness incurred for all public purposes should not exceed \$2,500 per capita.
- Debt service payments are limited to 20% of the combined operating and debt-service fund expenditures.
- Municipal securities issued for capital improvement purposes shall not exceed 5% of the state equalized valuation of the property assessed in the City of Novi.

Obligations which are not included in the computation of legal debt margin are:

- Special Assessment Bonds;
- Mortgage Bonds;
- Michigan Transportation Bonds;
- Revenue Bonds;
- Bonds issued, or contracts or assessment obligations, incurred, to comply with an order of the Water Services Commission (now the Department of Environmental Quality) or a court of competent jurisdiction;
- Other obligations incurred for water supply, sewage, drainage or refuse disposal projects necessary to protect the public health by abating pollution.



CAPITAL IMPROVEMENT PROGRAM AND DEBT

Total Net Bonded Indebtedness Should Not Exceed \$2,500 Per Capita

Debt Limit

Population		64,962
Debt Limit (\$2,500 per capita)	\$	162,405,000

Debt Applicable to Debt Limit, at July 1, 2020

Total Bonded Debt Outstanding	\$	16,235,000	
Less:			
Special Assessment Bonds		-	
Total Amount of Debt Applicable to Limit			16,235,000

Debt Margin Available \$ 146,170,000

Net Debt subject to limit as percent of Debt Limit 10%

**Debt Service Payment Should Not Exceed 20% of
Combined Operating and Debt-Service Fund Expenditures**

Debt Limit

Combined Operating and Debt-Service Fund Expenditures, estimated 2020-21		\$ 38,815,561
Debt Service Limit (20% of Operating and Debt-Service Expenditures)	\$	7,763,112

Debt Service Applicable to Debt Limit, budget 2020-21

Total Bonded Debt Service	\$	2,894,858	
Less:			
Special Assessment Bond Service		-	
Total Amount of Debt Applicable to Limit			2,894,858

Debt Service Margin Available \$ 4,868,254

Net Debt Service subject to limit as percent of Debt Limit 37%



CAPITAL IMPROVEMENT PROGRAM AND DEBT

Municipal securities shall not exceed 5% of the State Equalized Value

Debt Limit

2020 State Equalized Valuation (SEV)	\$ 4,953,366,010
Assessed value equivalent of Act 198 exemption	48,248,600
	<u>\$ 5,001,614,610</u>
Debt Limit (5% of State Equalized Valuation)	\$ 250,080,731

Debt Applicable to Debt Limit, at July 1, 2020

Total Bonded Debt Outstanding	\$ 16,235,000
Less:	
Special Assessment Bonds	<u>-</u>
Total Amount of Debt Applicable to Limit	<u>16,235,000</u>

Legal Debt Margin Available **\$ 233,845,731**

Net Debt subject to limit as percent of Debt Limit **6.49%**

2008 Library Construction Debt Fund

This general obligation bond issue was approved by the voters in November 2007. Bonds issued in June 2008. The new Library is a two-story state-of-the-art facility with approximately 55,000 square feet.

SCHEDULE OF INDEBTEDNESS
YEAR ISSUED: 2008
AMOUNT OF ISSUE: \$16,000,000

SCHEDULE OF INDEBTEDNESS
YEAR ISSUED: 2015
AMOUNT OF ISSUE: \$8,715,000

PRINCIPAL DUE OCTOBER 1	INTEREST RATE	PRINCIPAL	PRINCIPAL DUE OCTOBER 1	INTEREST RATE	PRINCIPAL
2020	4.0000%	\$ 765,000	2020	3.0000%	\$ 305,000
		<u>\$ 765,000</u>	2021	4.0000%	1,135,000
			2022	4.0000%	1,195,000
			2023	4.0000%	1,240,000
			2024	4.0000%	\$ 1,295,000
			2025	3.0000%	1,340,000
			2026	4.0000%	1,390,000
					<u>\$ 7,900,000</u>

**The 2008 Library Construction Debt Fund Bonds were partially refinanced in Fiscal Year 2015-2016 to take advantage of lower interest rates available.*



CAPITAL IMPROVEMENT PROGRAM AND DEBT

2014 Refunding Debt (Ice Arena Fund)

This issue was used for refunding bonds issued for the balance of the 2004 Ice Arena Recreation Facility Building Authority Refunding Bonds.

SCHEDULE OF INDEBTEDNESS
YEAR ISSUED: 2014
AMOUNT OF ISSUE: \$4,905,000

PRINCIPAL DUE JUNE 1	INTEREST RATE	PRINCIPAL	PRINCIPAL DUE JUNE 1	INTEREST RATE	PRINCIPAL
2021	2.4000%	\$ 490,000	2023	2.4000%	\$ 485,000
2022	2.4000%	500,000	2024	2.4000%	520,000
					\$ 1,995,000

2015 Refunding Debt (Senior Housing Fund)

This issue was used for refunding bonds issued for the balance of the 1999 Building Authority (Senior Complex) Bonds.

SCHEDULE OF INDEBTEDNESS
YEAR ISSUED: 2015
AMOUNT OF ISSUE: \$9,075,000

PRINCIPAL DUE OCTOBER 1	INTEREST RATE	PRINCIPAL	PRINCIPAL DUE OCTOBER 1	INTEREST RATE	PRINCIPAL
2020	2.2900%	\$ 855,000	2023	2.2900%	\$ 980,000
2021	2.2900%	850,000	2024	2.2900%	1,000,000
2022	2.2900%	870,000	2025	2.2900%	1,020,000
					\$ 5,575,000

**The Senior Housing 2005 Refunding Building Authority Bonds were callable October 2015. The City refunded the bonds in Fiscal Year 2015-2016 to take advantage of lower interest rates available.*



CAPITAL IMPROVEMENT PROGRAM AND DEBT



Internal Borrowing—Corridor Improvement Authority (CIA) Fund

The City of Novi created a Corridor Improvement Authority (CIA) in January 2018 as a funding mechanism for corridor improvements on either side of Grand River Avenue from Wixom Road to Haggerty Road. A CIA is authorized under the Corridor Improvement Authority Act (PA 280 of 2005) and is governed by a Board of Directors whose primary purpose is to correct and prevent deterioration and promote economic growth within the corridor. In March 2020, the CIA board and City Council approved interfund borrowing between the CIA and the Special Assessment Capital Improvement Fund. The CIA will repay the internal borrowing with its annual tax captures. While the CIA Fund is not included in the budget document, the Special Assessment Fund's budget is included and displays the interest income from the borrowing.

SCHEDULE OF INDEBTEDNESS
YEAR ISSUED: 2020
AMOUNT OF ISSUE: \$3,966,256

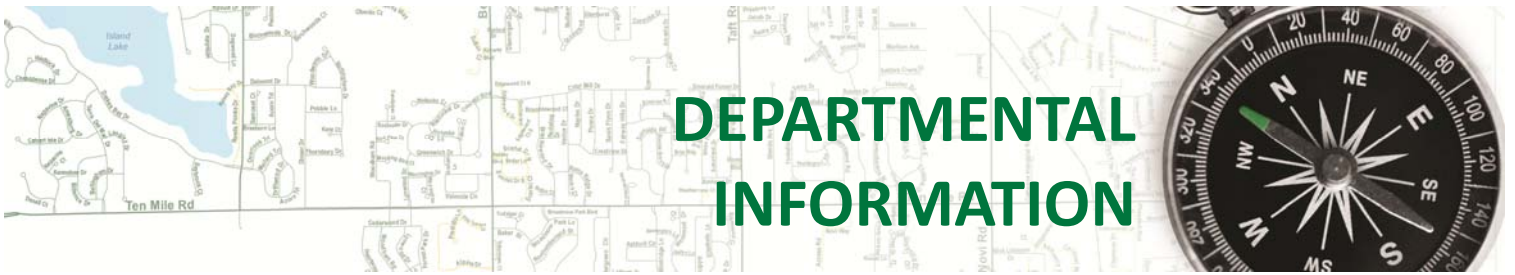
PRINCIPAL DUE JUNE 1	INTEREST RATE	PRINCIPAL	PRINCIPAL DUE JUNE 1	INTEREST RATE	PRINCIPAL
2021	3.0000%	\$ 184,579	2024	3.0000%	\$ 897,951
2022	3.0000%	450,230	2025	3.0000%	1,032,056
2023	3.0000%	720,070	2026	3.0000%	647,819
					<u>\$ 3,932,705</u>

Internal Borrowing—Capital Improvement Program (CIP) Fund

This internal borrowing was approved by City Council on June 19, 2017, for the Capital Improvement Program (CIP) Fund to borrow internally using long-term capital reserves from other City funds in order to advance fund several significant capital improvements. The CIP Fund's purpose is to track activity related to the voter approved CIP millage which was passed on August 2, 2016. The first levy for this millage was July 1, 2017 and is not to exceed the annual rate of 1.0 mills for a period of 10 years. The City has opted to repay the internal borrowings over the life of the ten year levy.

SCHEDULE OF INDEBTEDNESS
YEAR ISSUED: 2019
AMOUNT OF ISSUE: \$21,421,877

PRINCIPAL DUE JUNE 1	INTEREST RATE	PRINCIPAL	PRINCIPAL DUE JUNE 1	INTEREST RATE	PRINCIPAL
2021	3.0000%	\$ 2,281,465	2024	3.0000%	\$ 2,493,018
2022	3.0000%	2,349,909	2025	3.0000%	2,567,809
2023	3.0000%	2,420,406	2026	3.0000%	2,644,844
			2027	3.0000%	2,298,911
					<u>\$ 17,056,362</u>



Personnel (full-time staff)

The City of Novi employs full-time staff in various capacities. The costs for these employees are budgeted within their respective departments. The FY 2020-21 Budget does not include any new additional full-time positions.

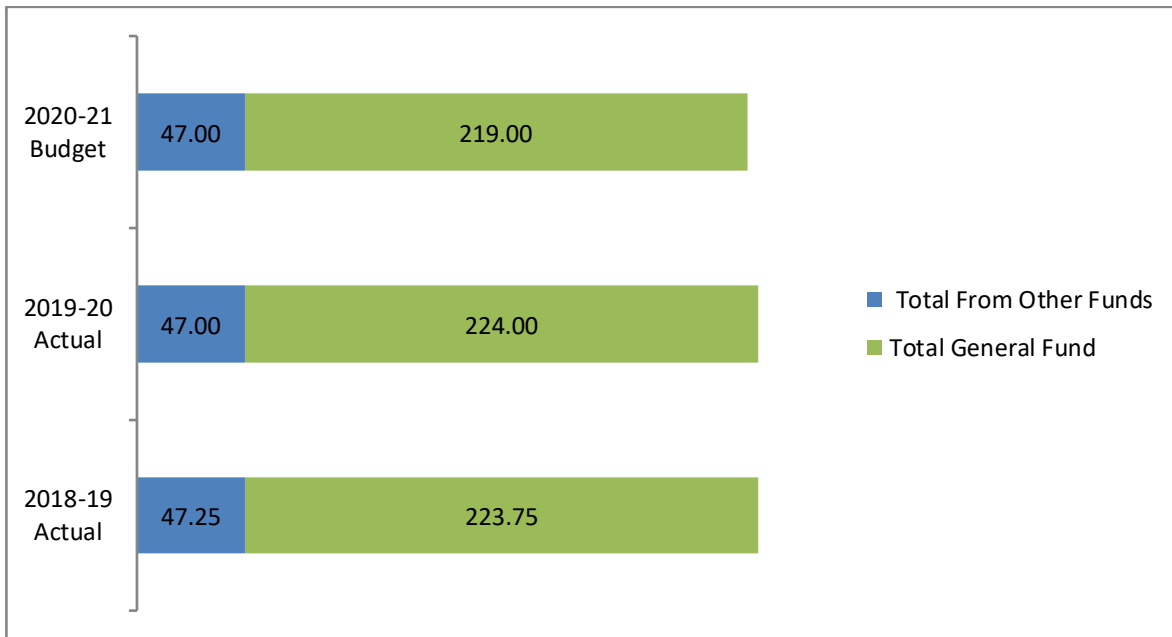


DEPARTMENTAL INFORMATION

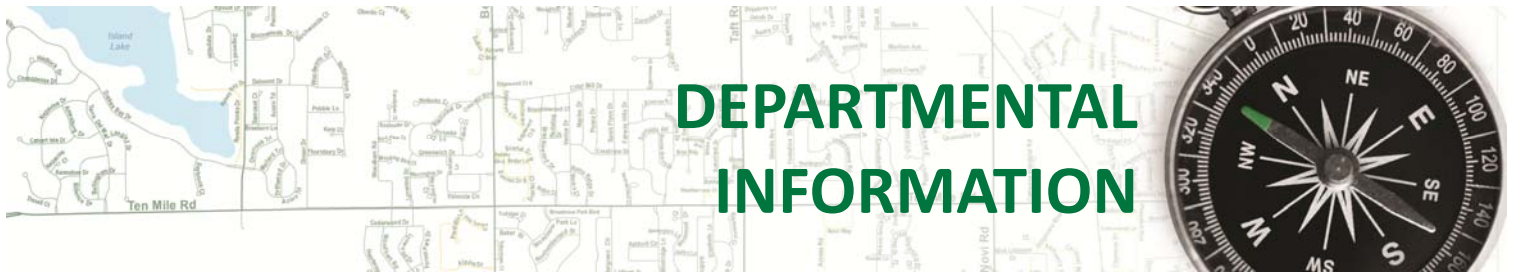
The personnel charts on this page and the following pages reflect all budgeted full-time personnel. Due to the COVID19 pandemic, five positions normally budgeted within the General Fund are not planned to be filled during FY 2020-21 so they have been removed from the FY 2020-21 budget. The City Council also approved a hiring freeze on any full-time vacant positions as of April 2020; the positions that were removed include the following:

- Economic Development Director within the Economic Development Department
- Police Officer within the Public Safety Police Department
- Performance Measurement Analyst within the Public Safety Police Department
- Planner within the Community Development Planning Department
- Light Equipment Operator within the DPW Field Operations Division

City of Novi Full-Time Employee History



	2018-19 Actual	2019-20 Actual	2020-21 Budget
Total From Other Funds	47.25	47.00	47.00
Total General Fund	223.75	224.00	219.00
	<u>271.00</u>	<u>271.00</u>	<u>266.00</u>



Full-Time Personnel Summary

	<u>2018-19 ACTUAL</u>	<u>2019-20 BUDGET</u>	<u>2019-20 ACTUAL</u>	<u>2020-21 BUDGET</u>	<u>INCREASE (DECREASE)</u>
GENERAL FUND					
CITY MANAGER'S OFFICE					
City Manager	1.0	1.0	1.0	1.0	0.0
Assistant City Manager	1.0	1.0	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	1.0	1.0	0.0
	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>0.0</u>
FINANCIAL SERVICES					
FINANCE DEPARTMENT					
Finance Director/Treasurer/CFO	1.0	1.0	1.0	1.0	0.0
Deputy Finance Director	1.0	1.0	1.0	1.0	0.0
Accountant	1.0	1.0	1.0	1.0	0.0
Senior Budget Analyst	1.0	1.0	1.0	1.0	0.0
Senior Customer Service Representative	1.0	1.0	1.0	1.0	0.0
Purchasing Manager	1.0	1.0	1.0	1.0	0.0
TREASURY DEPARTMENT					
Assistant City Treasurer	1.0	1.0	1.0	1.0	0.0
Account Clerk	2.0	2.0	2.0	2.0	0.0
	<u>9.0</u>	<u>9.0</u>	<u>9.0</u>	<u>9.0</u>	<u>0.0</u>
INTEGRATED SOLUTIONS					
INFORMATION TECHNOLOGY DEPARTMENT					
Chief Information Officer	1.0	1.0	1.0	1.0	0.0
Computer Support Specialist	2.0	2.0	2.0	2.0	0.0
GIS Manager	1.0	1.0	1.0	1.0	0.0
Business Analyst	1.0	1.0	1.0	1.0	0.0
GIS/NEAMS Technician	1.0	1.0	1.0	1.0	0.0
IT Manager/Network Operations	1.0	1.0	1.0	1.0	0.0
Management Assistant	1.0	1.0	1.0	1.0	0.0
FACILITY MANAGEMENT					
Facility Manager	1.0	1.0	1.0	1.0	0.0
Facility Management Specialist	1.0	1.0	1.0	1.0	0.0
Facility Maintenance	1.0	1.0	1.0	1.0	0.0
FACILITY MANAGEMENT - PARKS MAINTENANCE					
Parks & Municipal Property Supervisor	1.0	1.0	1.0	1.0	0.0
Work Leader	1.0	1.0	1.0	1.0	0.0
Park Maintenance	5.0	5.0	5.0	5.0	0.0
	<u>18.0</u>	<u>18.0</u>	<u>18.0</u>	<u>18.0</u>	<u>0.0</u>



DEPARTMENTAL INFORMATION

Full-Time Personnel Summary

	<u>2018-19 ACTUAL</u>	<u>2019-20 BUDGET</u>	<u>2019-20 ACTUAL</u>	<u>2020-21 BUDGET</u>	<u>INCREASE (DECREASE)</u>
GENERAL FUND (continued)					
ASSESSING					
Assessor	1.0	1.0	1.0	1.0	0.0
Deputy Assessor	1.0	1.0	1.0	1.0	0.0
Account Clerk	1.0	1.0	1.0	1.0	0.0
Commercial/Industrial Appraiser	1.0	1.0	1.0	1.0	0.0
Residential Appraiser	1.0	1.0	1.0	1.0	0.0
	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>0.0</u>
CITY CLERK					
City Clerk	1.0	1.0	1.0	1.0	0.0
Deputy City Clerk	1.0	1.0	1.0	1.0	0.0
Executive Secretary	1.0	1.0	1.0	1.0	0.0
Account Clerk	2.0	2.0	2.0	2.0	0.0
	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>0.0</u>
HUMAN RESOURCES					
Human Resource Director	1.0	1.0	1.0	1.0	0.0
Deputy Human Resource Director	0.0	0.0	1.0	1.0	0.0
Human Resource Generalist	1.0	1.0	0.0	0.0	0.0
Benefits Coordinator	1.0	1.0	1.0	1.0	0.0
Account Clerk	1.0	1.0	1.0	1.0	0.0
	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>	<u>0.0</u>
COMMUNITY RELATIONS					
Director of Communications	0.5	0.5	0.5	0.5	0.0
Community Relations Specialist	1.0	1.0	1.0	1.0	0.0
Community Outreach & Events Specialist	1.0	1.0	1.0	1.0	0.0
Graphic Design Coordinator	1.0	1.0	1.0	1.0	0.0
	<u>3.5</u>	<u>3.5</u>	<u>3.5</u>	<u>3.5</u>	<u>0.0</u>
ECONOMIC DEVELOPMENT					
Economic Development Director	1.0	1.0	1.0	0.0	(1.0)
	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>0.0</u>	<u>(1.0)</u>



DEPARTMENTAL INFORMATION

2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 BUDGET	INCREASE (DECREASE)
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GENERAL FUND (continued)

PUBLIC SAFETY

POLICE DEPARTMENT

Director of Public Safety/Chief of Police	1.0	1.0	1.0	1.0	0.0
Assistant Chief of Police	2.0	2.0	2.0	2.0	0.0
Lieutenant	2.0	2.0	2.0	2.0	0.0
Sergeant	10.0	10.0	10.0	10.0	0.0
Analyst Planner/Office Manager	1.0	1.0	1.0	1.0	0.0
Communications Shift Leader	4.0	4.0	3.0	3.0	0.0
Communications Manager	1.0	1.0	1.0	1.0	0.0
Dispatcher	10.0	10.0	11.0	11.0	0.0
Administrative Assistant	1.0	1.0	1.0	1.0	0.0
Police Officer	43.0	43.0	43.0	42.0	(1.0)
Detective	13.0	13.0	13.0	13.0	0.0
Police Clerk	6.0	6.0	6.0	6.0	0.0
Public Safety Performance Measurement Analyst	1.0	1.0	1.0	0.0	(1.0)
Lead Mechanic	1.0	1.0	1.0	1.0	0.0

FIRE DEPARTMENT

Director of Emergency Medical Svcs & Fire Operation	1.0	1.0	0.0	0.0	0.0
Assistant Fire Chief	0.0	0.0	1.0	1.0	0.0
Fire Chief	0.0	0.0	1.0	1.0	0.0
Fire Marshal	1.0	1.0	1.0	1.0	0.0
Fire Protection Officer	18.0	18.0	18.0	18.0	0.0
Fire Lieutenant	4.0	4.0	4.0	4.0	0.0
Fire Captain	4.0	4.0	4.0	4.0	0.0
Training Officer	1.0	1.0	1.0	1.0	0.0
	125.0	125.0	126.0	124.0	(2.0)

COMMUNITY DEVELOPMENT

BUILDING DEPARTMENT

Community Development Director	1.0	1.0	1.0	1.0	0.0
Community Development Deputy Director	1.0	1.0	1.0	1.0	0.0
Bond Coordinator	1.0	1.0	1.0	1.0	0.0
Building Inspector	2.0	2.0	2.0	2.0	0.0
Code Compliance Officer	3.0	3.0	3.0	3.0	0.0
Customer Service Representative	1.0	1.0	1.0	1.0	0.0
Account Clerk	2.0	2.0	2.0	2.0	0.0
Electrical Inspector	1.0	1.0	1.0	1.0	0.0
Plumbing Inspector	1.0	1.0	1.0	1.0	0.0
Mechanical Inspector	1.0	1.0	1.0	1.0	0.0
Project Coordinator	1.0	1.0	1.0	1.0	0.0
Plan Examiner	1.0	1.0	1.0	1.0	0.0

PLANNING DEPARTMENT

City Planner	1.0	1.0	1.0	1.0	0.0
Landscape Architect	1.0	1.0	1.0	1.0	0.0
Planning Assistant	1.0	1.0	1.0	1.0	0.0
Planner	2.0	2.0	2.0	1.0	(1.0)
	21.0	21.0	21.0	20.0	(1.0)



DEPARTMENTAL INFORMATION

Full-Time Personnel Summary

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 BUDGET	INCREASE (DECREASE)
GENERAL FUND (continued)					
DEPARTMENT OF PUBLIC WORKS (DPW)					
ADMINISTRATION					
Public Works Director	1.0	1.0	1.0	1.0	0.0
Deputy Public Works Director	0.0	0.0	1.0	1.0	0.0
Budget Analyst	1.0	1.0	0.0	0.0	0.0
Senior Customer Service Representative	0.25	0.25	0.25	0.25	0.0
ENGINEERING DIVISION					
Engineering Senior Manager	1.0	1.0	0.0	0.0	0.0
City Engineer	0.0	0.0	0.25	0.25	0.0
Civil Engineer	0.0	0.0	1.0	1.0	0.0
Plan Review Engineer	1.0	1.0	1.0	1.0	0.0
Construction Engineer Coordinator	1.0	1.0	1.0	1.0	0.0
Construction Engineer	1.0	1.0	0.0	0.0	0.0
Staff Engineer	0.0	0.0	1.0	1.0	0.0
Staff Civil Engineer	1.0	1.0	0.0	0.0	0.0
FIELD OPERATIONS DIVISION					
Field Operations Senior Manager	1.0	1.0	1.0	1.0	0.0
Roadway Asset Manager	1.0	1.0	1.0	1.0	0.0
Heavy Equipment Operator	4.0	4.0	5.0	5.0	0.0
Light Equipment Operator	6.0	6.0	6.0	5.0	(1.0)
Senior Customer Service Representative	2.0	2.0	2.0	2.0	0.0
Sign Technician	1.0	1.0	1.0	1.0	0.0
Work Leader	3.0	3.0	2.0	2.0	0.0
FLEET ASSET DIVISION					
Fleet Asset Manager	1.0	1.0	1.0	1.0	0.0
Mechanic	3.0	3.0	3.0	3.0	0.0
	<u>29.25</u>	<u>29.25</u>	<u>28.50</u>	<u>27.50</u>	<u>(1.0)</u>
TOTAL GENERAL FUND	223.75	223.75	224.00	219.00	(5.00)



Full-Time Personnel Summary

	2018-19 <u>ACTUAL</u>	2019-20 <u>BUDGET</u>	2019-20 <u>ACTUAL</u>	2020-21 <u>BUDGET</u>	<u>INCREASE (DECREASE)</u>
PARKS, RECREATION & CULTURAL SERVICES FUND					
PARKS, RECREATION & CULTURAL SERVICES DEPARTMENT					
ADMINISTRATION					
Director of Parks, Recreation & Cultural Services	1.0	1.0	1.0	1.0	0.0
Deputy Director of Parks, Recreation & Cultural Serv	1.0	1.0	1.0	1.0	0.0
Management Assistant	1.0	1.0	1.0	1.0	0.0
Account Clerk	1.0	1.0	1.0	1.0	0.0
RECREATION DEPARTMENT					
Recreation Supervisor	4.0	4.0	4.0	4.0	0.0
Recreation Programmer	1.0	1.0	1.0	1.0	0.0
OLDER ADULT SERVICES DEPARTMENT					
Account Clerk	1.0	1.0	1.0	1.0	0.0
Older Adult Social Services Coordinator	1.0	1.0	1.0	1.0	0.0
Older Adult Services Manager	1.0	1.0	1.0	1.0	0.0
TOTAL PARKS, RECREATION & CULTURAL SERVICES FUND	<u>12.0</u>	<u>12.0</u>	<u>12.0</u>	<u>12.0</u>	<u>0.0</u>
TREE FUND					
FORESTRY DEPARTMENT					
Forestry Asset Manager	1.0	1.0	1.0	1.0	0.0
TOTAL TREE FUND	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>0.0</u>
PEG CABLE FUND					
PEG CABLE DEPARTMENT					
Director of Communications	0.5	0.5	0.5	0.5	0.0
Multi-Media Production Specialist	2.0	2.0	2.0	2.0	0.0
TOTAL PEG FUND	<u>2.5</u>	<u>2.5</u>	<u>2.5</u>	<u>2.5</u>	<u>0.0</u>
WATER AND SEWER FUND					
WATER AND SEWER DEPARTMENT					
Water & Sewer Financial Specialist	1.0	1.0	1.0	1.0	0.0
City Engineer	0.0	0.0	0.75	0.75	0.0
Water & Sewer Manager	1.0	1.0	1.0	1.0	0.0
Water and Sewer Senior Manager	1.0	1.0	0.0	0.0	0.0
Light Equipment Operator	4.0	4.0	4.0	4.0	0.0
Maintenance	3.0	3.0	3.0	3.0	0.0
Senior Customer Service Representative	1.75	1.75	1.75	1.75	0.0
Water & Sewer Cross Connection Specialist	1.0	1.0	1.0	1.0	0.0
Work Leader	1.0	1.0	1.0	1.0	0.0
TOTAL WATER AND SEWER FUND	<u>13.75</u>	<u>13.75</u>	<u>13.50</u>	<u>13.50</u>	<u>0.0</u>



DEPARTMENTAL INFORMATION

Full-Time Personnel Summary

	<u>2018-19 ACTUAL</u>	<u>2019-20 BUDGET</u>	<u>2019-20 ACTUAL</u>	<u>2020-21 BUDGET</u>	<u>INCREASE (DECREASE)</u>
LIBRARY FUND					
LIBRARY					
Administrative Assistant	1.0	1.0	1.0	1.0	0.0
Collections Specialist	1.0	1.0	1.0	1.0	0.0
Communications Coordinator	1.0	1.0	1.0	1.0	0.0
Early Literacy Specialist	1.0	1.0	1.0	1.0	0.0
Department Head-Information Systems	1.0	1.0	1.0	1.0	0.0
Department Head-Information Technology	1.0	1.0	1.0	1.0	0.0
Department Head-Support Services	1.0	1.0	1.0	1.0	0.0
Facilities Assistant II	1.0	1.0	1.0	1.0	0.0
Librarian-Information Systems	3.0	3.0	3.0	3.0	0.0
Librarian-Electronic Services	1.0	1.0	1.0	1.0	0.0
Librarian-International Services	1.0	1.0	1.0	1.0	0.0
Library Director	1.0	1.0	1.0	1.0	0.0
Supervisor-Support Services	3.0	3.0	3.0	3.0	0.0
Network Support Specialist	0.0	0.0	1.0	1.0	0.0
System Administrator	1.0	1.0	0.0	0.0	0.0
TOTAL LIBRARY FUND	18.0	18.0	18.0	18.0	0.0
TOTAL ALL FUNDS	271.0	271.0	271.0	266.0	(5.0)



DEPARTMENTAL INFORMATION

Department Descriptions, Performance Measures, Goals, & Objectives

The City of Novi has 23 General Fund departments that are accounted for separately within the fund; including the City's contracted legal firm. There are three departments within the Parks, Recreation, and Cultural Services Fund; one department within the Tree Fund; one department within the PEG Cable Fund; one department accounted for within the Library Fund; one department within the Water and Sewer Fund; a contractual management company within the Ice Arena Fund; and a contractual management company within the Senior Housing (Meadowbrook Commons) Fund.

Mayor and City Council (101.00)

Overview

The citizens of Novi elect the Mayor (two-year term) and the six members of Council (staggered four-year terms) as their representatives. The City Council has the power to adopt laws, ordinances and resolutions, to approve contracts and agreements, to adopt the budget, to levy taxes, and to set policy. The City Council appoints a City Manager who is accountable for all administrative functions that are not directed by the City Charter or ordinance upon another official.

Performance Measures, Goals, and Objectives

Objectives

- Continue to conduct City Council Early Budget Input Session to provide management with citywide goals and objectives.

Goals

- The following are the strategic goals:
 - Nurture public services that residents want and value
 - Operate a world-class and sustainable local government
 - Value and build a desirable and vibrant community for residents and businesses alike now and into the future
 - Invest properly in being a Safe Community at all times for all people

Budget Summary

GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2018-19	2019-20	2020-21	2021-22	2022-23
APPROPRIATIONS					
Dept 101.00-CITY COUNCIL					
PERSONNEL SERVICES	\$ 36,117	\$ 37,490	\$ 36,128	\$ 36,129	\$ 36,196
SUPPLIES	436	460	200	200	200
OTHER SERVICES AND CHARGES	10,262	121,085	28,252	20,189	20,188
TOTAL Dept 101.00-CITY COUNCIL	\$ 46,815	\$ 159,035	\$ 64,580	\$ 56,518	\$ 56,584



DEPARTMENTAL INFORMATION

City Manager (172.00)

Overview

The City Manager's Office strives to effectively serve the City Council and public through responsible administration of all City affairs as well as demonstrate and promote the highest standard of ethics, professionalism, and integrity throughout the City organization. The City Manager's Office fosters open and transparent communications, actively solicits and incorporates citizen involvement and participation, and achieves outstanding results through partnerships with other service providers in both the public and private sectors. The City Manager's Office demonstrates through words, actions, and policies a commitment to treat all colleagues and citizens with respect, accountability and dignity.

Performance Measures, Goals, and Objectives

Objectives

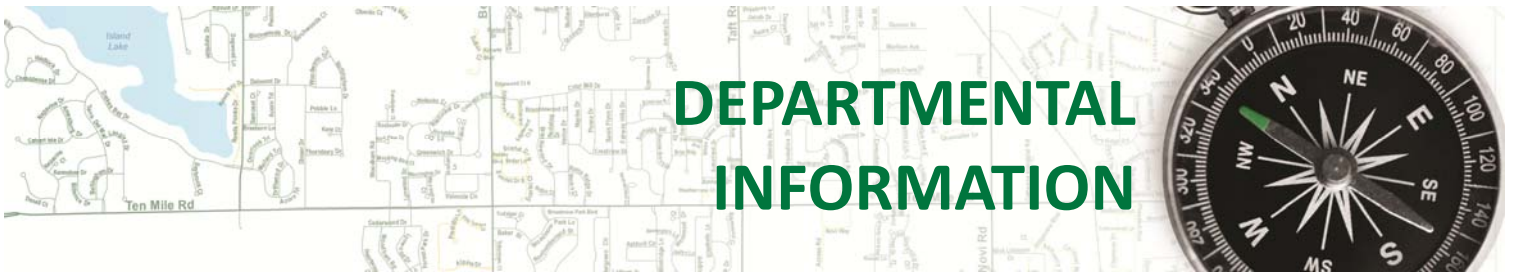
- Continue to implement City Council's strategic goals

FY 2019-20 Performance Measures

- In progress—Establish a public transit system that will reduce traffic and smog; and ensure Novi residents, employees and visitors have stable routes to and from destinations
- Reviewed all City boards and commissions to determine if they are still relevant and what boards and commissions should be added (including having Older Adult Advisory Board and Cultural Arts Board become Council appointed)

FY 2020-21 Goals

- Change the way we assess the City Manager; do one-on-ones, in private, not at a city council meeting. Then, at a later date, in closed session, discussion as to salary only.



DEPARTMENTAL INFORMATION

Budget Summary

GENERAL FUND					
	<u>ACTUAL</u> 2018-19	<u>ESTIMATED</u> 2019-20	<u>BUDGET</u> 2020-21	<u>PROJECTED</u>	
				2021-22	2022-23
APPROPRIATIONS					
Dept 172.00-CITY MANAGER					
PERSONNEL SERVICES	\$ 544,201	\$ 541,768	\$ 584,071	\$ 604,868	\$ 625,615
SUPPLIES	1,452	1,500	1,500	1,500	1,500
OTHER SERVICES AND CHARGES	94,759	163,786	106,649	106,604	106,419
CAPITAL OUTLAY	6,700	-	-	-	-
TOTAL Dept 172.00-CITY MANAGER	\$ 647,112	\$ 707,054	\$ 692,220	\$ 712,972	\$ 733,534

Full-time Personnel Summary

	<u>2018-19</u> <u>ACTUAL</u>	<u>2019-20</u> <u>BUDGET</u>	<u>2019-20</u> <u>ACTUAL</u>	<u>2020-21</u> <u>BUDGET</u>	<u>INCREASE</u> <u>(DECREASE)</u>
GENERAL FUND					
CITY MANAGER'S OFFICE					
City Manager	1.0	1.0	1.0	1.0	0.0
Assistant City Manager	1.0	1.0	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	1.0	1.0	0.0
	3.0	3.0	3.0	3.0	0.0



DEPARTMENTAL INFORMATION

Financial Services: Finance Department (201.00)

Overview

The Finance Department provides high quality operational services including accounting, budgeting, debt administration, arbitrage reporting, grant reporting, accounts receivable, payroll, accounts payable, and purchasing. The budget function provides financial planning, evaluation, forecasting and management analysis services in support of City operations. The Finance Department maintains the City's financial records in accordance with City Charter, State law, and generally accepted accounting principles (GAAP) by providing the highest quality, most efficient and cost effective accounting function. A comprehensive annual financial report is prepared each year in connection with the City's annual audit. The Finance Department also supports all financial aspects of initiatives stemming from the City Manager's Office towards the general promotion of fiscally responsible government.

Performance Measures, Goals, and Objectives

Objectives

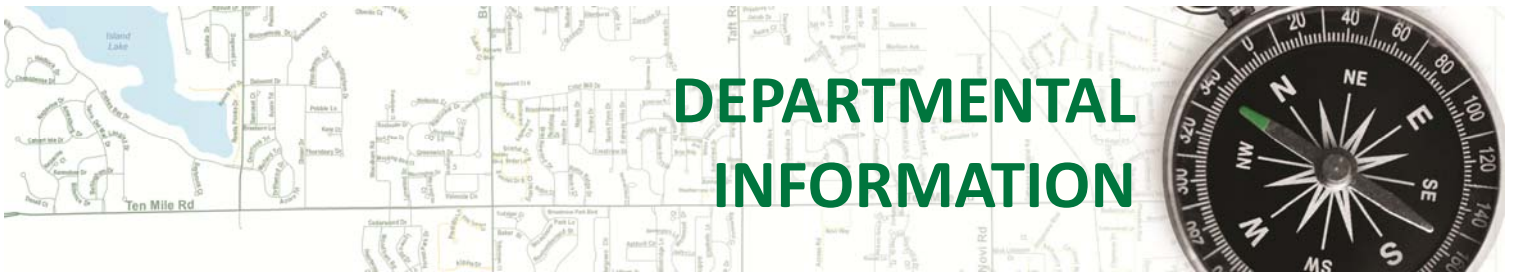
- Earn the annual Government Finance Officers Association Distinguished Budget Award.
- Earn the annual Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting.
- Complete a Comprehensive Annual Financial Report for the City of Novi and achieve an unqualified (clean) opinion.
- Monitor the City's OPEB contributions to ensure the City maintains its fully funded status.

FY 2019-20 Performance Measures

- Purchased and implemented OnBase Production Document Imaging Licenses
- Postponed—Purchase and implement OnBase Advance Capture
- In Progress—Revamped drain millage to expand purpose to include funding preservation natural areas and acquisition of park land

FY 2020-21 Goals

- Create a financially sustainable plan for the Tree Fund—current funding mechanism is not sustainable long term.
- Develop a plan to identify and purchase high quality woodlands using tree fund dollars so they are preserved permanently. Goal for at least 50 acres a year.
- Purchase and implement OnBase Advance Capture



DEPARTMENTAL INFORMATION

Budget Summary

GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2018-19	2019-20	2020-21	2021-22	2022-23
APPROPRIATIONS					
<i>Financial Services</i>					
Dept 201.00-FINANCE DEPARTMENT					
PERSONNEL SERVICES	\$ 872,273	\$ 823,847	\$ 883,994	\$ 929,237	\$ 994,625
SUPPLIES	13,533	9,000	9,200	9,400	9,400
OTHER SERVICES AND CHARGES	74,324	50,077	79,930	62,883	62,282
TOTAL Dept 201.00-FINANCE DEPARTMENT	<u>\$ 960,130</u>	<u>\$ 882,924</u>	<u>\$ 973,124</u>	<u>\$ 1,001,520</u>	<u>\$ 1,066,307</u>

Full-time Personnel Summary

	2018-19	2019-20	2019-20	2020-21	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
FINANCIAL SERVICES					
FINANCE DEPARTMENT					
Finance Director/Treasurer/CFO	1.0	1.0	1.0	1.0	0.0
Deputy Finance Director	1.0	1.0	1.0	1.0	0.0
Accountant	1.0	1.0	1.0	1.0	0.0
Senior Budget Analyst	1.0	1.0	1.0	1.0	0.0
Senior Customer Service Representative	1.0	1.0	1.0	1.0	0.0
Purchasing Manager	1.0	1.0	1.0	1.0	0.0
	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>	<u>0.0</u>



DEPARTMENTAL INFORMATION

Financial Services: Treasury (253.00)

Overview

The mission of the Treasurer's Department is to provide extraordinary service to the community through continued professional development and cross-training of our staff, and through credible, proactive and continued improvements to our procedures and technologies. The Treasurer's Department is responsible for all monetary collections on behalf of the City of Novi. Treasury oversees the billing, collection and distribution of City, County, School and State Education taxes and prepares the delinquent tax rolls. The Department prepares all special billings and rolls, collects City receivables, conducts daily banking, and issues dog licenses on behalf of Oakland County. The financial services for the Water and Sewer Division are provided by the Department including billing and collection of water and sewer usage; calculation, invoicing and collection of capital charges; administration of monitoring agreements; and the distribution and reconciliation of payback agreements. The Department is also responsible for investing public funds in a manner consistent with the City's Investment Policy with the primary focus and order of priority on security, risk and then yield.

Performance Measures, Goals, and Objectives

Objectives

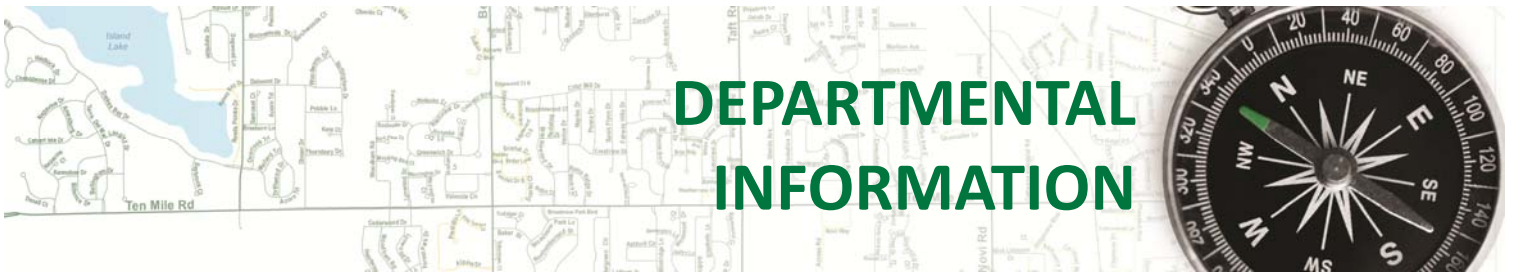
- Ensure the safety of City funds by working with bank financial experts to incorporate programs consistent with our investment policy principles of safety, liquidity and yield.
- Maintain approximately \$150 million (as of March 31, 2020) in cash and investments including post-retirement health care funding by balancing interest rate risk, risk and concentration of risk.

FY 2019-20 Performance Measures

- Expanded credit card services for Public Safety and District Court

FY 2020-21 Goals

- Review of cash processing procedures/methods for possible reduction in use of armored car services
- Review of possible direct payment option for property tax bills



DEPARTMENTAL INFORMATION

Budget Summary

GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2018-19	2019-20	2020-21	2021-22	2022-23
APPROPRIATIONS					
<i>Financial Services</i>					
Dept 253.00-TREASURY					
PERSONNEL SERVICES	\$ 280,166	\$ 279,325	\$ 283,566	\$ 295,004	\$ 305,178
SUPPLIES	22,257	28,233	28,500	29,500	29,500
OTHER SERVICES AND CHARGES	28,636	37,296	43,915	44,105	44,014
TOTAL Dept 253.00-TREASURY	\$ 331,059	\$ 344,854	\$ 355,981	\$ 368,609	\$ 378,692

Full-time Personnel Summary

	2018-19	2019-20	2019-20	2020-21	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
FINANCIAL SERVICES					
TREASURY DEPARTMENT					
Assistant City Treasurer	1.0	1.0	1.0	1.0	0.0
Account Clerk	2.0	2.0	2.0	2.0	0.0
	3.0	3.0	3.0	3.0	0.0



DEPARTMENTAL INFORMATION

Integrated Solutions (IS): Information Technology (205.00)

Overview

The City of Novi Integrated Solutions (IS): Information Technology Department's mission is to form and maintain sustainable relationships with its business partners, leveraging a balance of technology and governance to engineer technology solutions which are citizen-centric, cost-effective, and drive efficient public service delivery throughout the City. The Integrated Solutions (IS) Department maintains a City-wide service delivery focus working in collaboration with all City service areas. The team develops plans and strategies for maximizing business value by making the City's technology resources available to more than 300 full-time/part-time staff, volunteers, and the community at large. IS staff provide project management expertise, application/hardware support, technology procurement guidance, training, enforcement of uniform governance standards, auditing services and cost-benefit analyses for technology alternatives and recommended solutions. The IS Department also maintains the City's location based information services, resources, and products. Locational intelligence is an integral part of emergency service response, utility asset management, community development, capital improvement planning, and recreation programming. The team's expertise enables the design of interactive web mapping resources, manage automatic vehicle locator (AVL) technology, provide reverse E-911 system support for over 60,000 landline subscribers, administer asset management systems, and professionally design over 30 standardized map products used by the community and staff to communicate how City services are delivered and ordinances are uniformly enforced throughout the community.

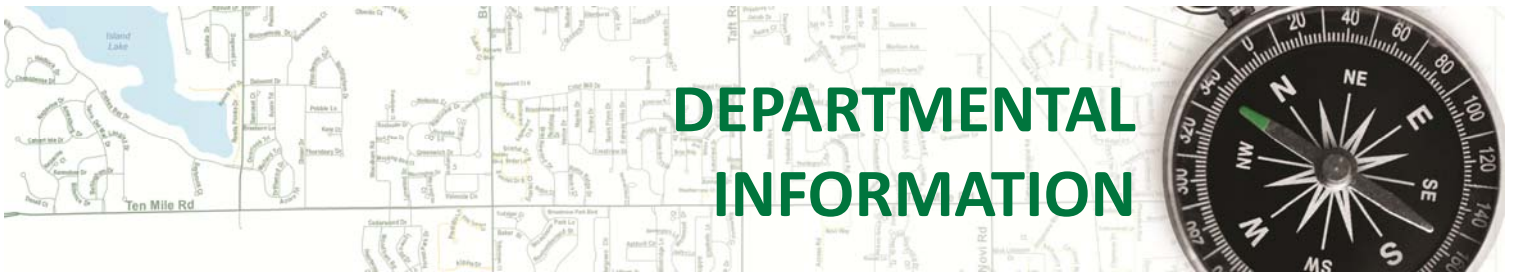
Performance Measures, Goals, and Objectives

Objectives

- The key to success is maintaining effective communication channels with other City departments and intergovernmental partners
- Constantly identify opportunities to equip the community with technology solutions delivering outstanding public service
- Develop flexible, cost-effective Information Technology systems for the City including communications, data management, application enhancement/support, and extensible hardware infrastructure
- Provide reliable and secure data center services and support for citywide information technology systems
- Provide wide and local area network (WAN/LAN) design and support, including network monitoring and security
- Provide support for hosted internet services as well as desktop support services
- Embrace the virtual City Hall concept providing 24x7 citizen accesses

FY 2019-20 Performance Measures

- Completed Personal Computers (PC) Refresh annual program throughout departments
- Purchased Backup Appliance replacement for the Civic Center
- Purchased and implemented E911 Phone Location Database
- Purchased and implemented Microsoft Office 365 Upgrade
- In Progress—Assist with Asset Condition Evaluation (GIS/GPS consultant svcs) for drains and water & sewer



DEPARTMENTAL INFORMATION

FY 2020-21 Goals

- Complete Personal Computers (PC) Refresh annual program throughout departments
- Continue to assist with Asset Condition Evaluation—GIS/GPS consultant services for drains and water & sewer
- Purchase Virtual Server Hardware and Storage replacements (1 storage device, 3 servers, & 2 switches)
- Purchase Antivirus Software replacement

Budget Summary

GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2018-19	2019-20	2020-21	2021-22	2022-23
APPROPRIATIONS					
<i>Integrated Solutions</i>					
Dept 205.00-INFORMATION TECHNOLOGY					
PERSONNEL SERVICES	\$ 803,907	\$ 820,960	\$ 830,780	\$ 857,001	\$ 885,148
SUPPLIES	55,226	73,188	90,380	90,380	90,380
OTHER SERVICES AND CHARGES	262,196	469,300	457,542	456,786	458,726
CAPITAL OUTLAY	47,408	8,400	75,240	41,620	161,640
TOTAL Dept 205.00-INFORMATION TECHNOLOGY	\$ 1,168,737	\$ 1,371,848	\$ 1,453,942	\$ 1,445,787	\$ 1,595,894

Full-time Personnel Summary

	2018-19	2019-20	2019-20	2020-21	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
INTEGRATED SOLUTIONS					
INFORMATION TECHNOLOGY DEPARTMENT					
Chief Information Officer	1.0	1.0	1.0	1.0	0.0
Computer Support Specialist	2.0	2.0	2.0	2.0	0.0
GIS Manager	1.0	1.0	1.0	1.0	0.0
Business Analyst	1.0	1.0	1.0	1.0	0.0
GIS/NEAMS Technician	1.0	1.0	1.0	1.0	0.0
IT Manager/Network Operations	1.0	1.0	1.0	1.0	0.0
Management Assistant	1.0	1.0	1.0	1.0	0.0
	8.0	8.0	8.0	8.0	0.0



DEPARTMENTAL INFORMATION

Integrated Solutions (IS): Facility Management (265.00)

Overview

The Integrated Solutions: Facility Management Division's mission is to provide core operation, maintenance, and strategic planning for the City-owned building infrastructure. The Division will deliver these services in a safe, cost-effective, and energy efficient manner in support of the citizens and employees who use these facilities.

Performance Measures, Goals, and Objectives

Objectives

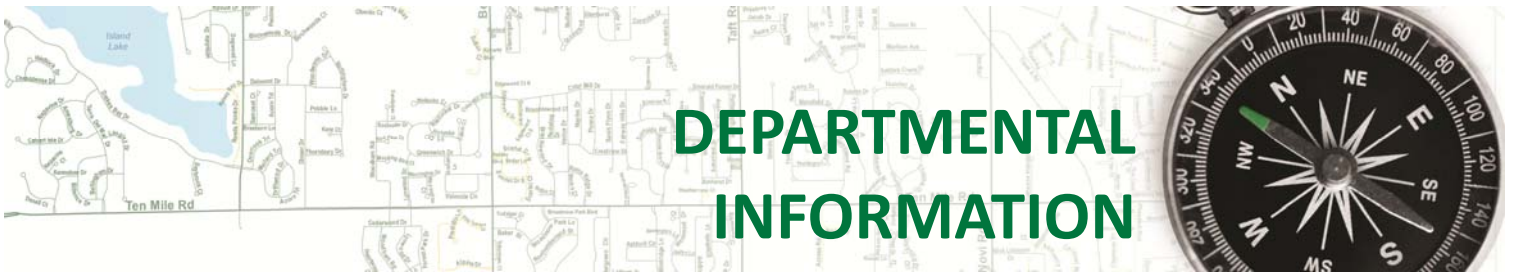
- Facility Management is responsible for the day-to-day operation of City-owned buildings. In this role they are accountable for asset management, preventative maintenance, energy reduction/management, HVAC, repair/renovation, electrical, and contracted services management.

FY 2019-20 Performance Measures

- Completed HVAC Building Automation Project at the Civic Center and Police Station
- Completed Partition Upgrade Project at the Community Center within the Civic Center
- Completed relocation of Novi Special

FY 2020-21 Goals

- Install vehicle maintenance trench drain at police station
- Install card access (3 exterior doors & 2 interior doors) at Fire Station #5
- Install parking lot lights (9) at Fire Station #4
- Complete screen wall waterproofing at Civic Center
- Complete external painting at Fire Stations 1, 2, 3, 4 & 5
- Renovate Police Dispatch Center



DEPARTMENTAL INFORMATION

Budget Summary

GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2018-19	2019-20	2020-21	2021-22	2022-23
APPROPRIATIONS					
<i>Integrated Solutions</i>					
Dept 265.00-FACILITY MANAGEMENT					
PERSONNEL SERVICES	\$ 333,464	\$ 350,415	\$ 356,819	\$ 367,509	\$ 380,059
SUPPLIES	15,696	17,073	18,500	18,500	18,500
OTHER SERVICES AND CHARGES	625,466	632,964	635,212	622,037	635,796
CAPITAL OUTLAY	29,465	263,229	262,500	359,100	445,460
TOTAL Dept 265.00-FACILITY MANAGEMENT	\$ 1,004,091	\$ 1,263,681	\$ 1,273,031	\$ 1,367,146	\$ 1,479,815

Full-time Personnel Summary

	2018-19	2019-20	2019-20	2020-21	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
INTEGRATED SOLUTIONS					
FACILITY MANAGEMENT					
Facility Manager	1.0	1.0	1.0	1.0	0.0
Facility Management Specialist	1.0	1.0	1.0	1.0	0.0
Facility Maintenance	1.0	1.0	1.0	1.0	0.0
	3.0	3.0	3.0	3.0	0.0



DEPARTMENTAL INFORMATION

Integrated Solutions (IS): Facility Management – Parks Maintenance (265.10)

Overview

The Integrated Solutions: Facility Management – Parks Maintenance Division's mission is to provide and maintain an exceptional level of service to the residents, customers, volunteers, and visitors to the Novi parks system. The Parks Maintenance team will ensure that concerns are met in a timely and professional manner by working together with contractors, customers, and other departments to provide quality parks and facilities.

The scope of the parks maintenance division includes service to community facilities and parks covering 925 acres, neighborhood parks with over 22 acres, and municipal properties totaling over 234 acres. These parks include amenities such as athletic fields, restrooms, pavilions, common areas, nature trails, and playgrounds.

Performance Measures, Goals, and Objectives

Objectives

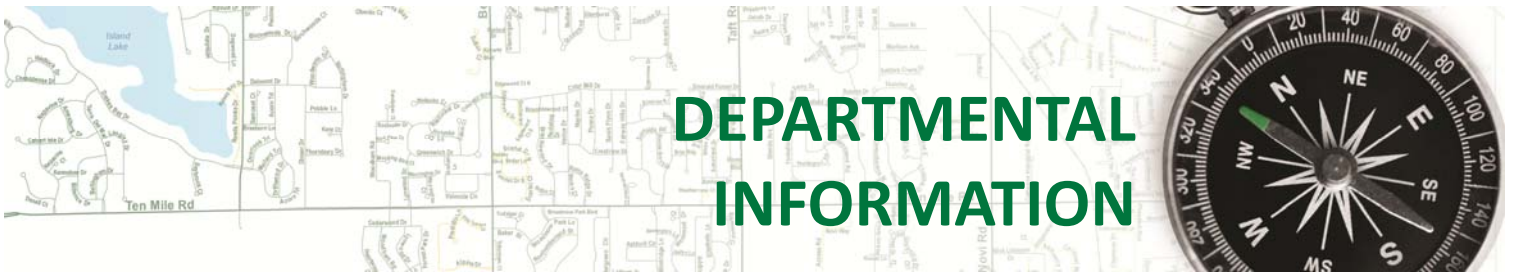
- Increase the quality of athletic fields, playgrounds, and amenities through cost effective maintenance and by replacing/repairing equipment proactively.
- Develop a long term plan for establishing and maintaining healthy turf at the Novi Dog Park.
- Reduce flood areas within all parks by installing proper drainage.
- Develop a more effective fertilizer and pesticide programs to better maintain turf on all athletic fields within the parks as well as surrounding areas.
- Perform preventive maintenance by applying the principles and practices of a planned infrastructure management strategy.
- Perform routine maintenance, by taking actions on a regular or controllable basis to keep assets safe and present a proper appearance.
- Perform reactive maintenance, by responding to uncontrollable events and taking actions to immediately rectify a park maintenance concern.
- Establish an equipment maintenance and replacement program for small engine equipment and parks truck fleet.
- Oversee and aid in proposed capital improvement projects and various other funded projects and improvements.
- Address needed repairs and maintain several buildings located throughout the parks.
- Assist and setup for special events including baseball tournaments, River Day, Arbor Day, Light up the Night, etc.

FY 2019-20 Performance Measures

- Purchased a Utility Tractor w/o Cab replacement

FY 2020-21 Goals

- Purchase replacement equipment: wide area mower (replace #10; 2006 Toro 580-D)
- Purchase new equipment: boom sprayer



Budget Summary

GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2018-19	2019-20	2020-21	2021-22	2022-23
APPROPRIATIONS					
<i>Integrated Solutions</i>					
Dept 265.10-FACILITY MANAGEMENT - PARKS MAINT					
PERSONNEL SERVICES	\$ 493,578	\$ 511,774	\$ 545,415	\$ 558,811	\$ 665,212
SUPPLIES	29,216	23,500	23,500	23,500	23,500
OTHER SERVICES AND CHARGES	359,306	344,518	314,971	318,200	316,780
CAPITAL OUTLAY	507,077	274,580	234,880	94,000	51,420
TOTAL Dept 265.10-FAC MGMNT - PARKS MAINT	<u>\$ 1,389,177</u>	<u>\$ 1,154,372</u>	<u>\$ 1,118,766</u>	<u>\$ 994,511</u>	<u>\$ 1,056,912</u>

Full-time Personnel Summary

	2018-19	2019-20	2019-20	2020-21	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
INTEGRATED SOLUTIONS					
FACILITY MANAGEMENT - PARKS MAINTENANCE					
Parks & Municipal Property Supervisor	1.0	1.0	1.0	1.0	0.0
Work Leader	1.0	1.0	1.0	1.0	0.0
Park Maintenance	5.0	5.0	5.0	5.0	0.0
	<u>7.0</u>	<u>7.0</u>	<u>7.0</u>	<u>7.0</u>	<u>0.0</u>



DEPARTMENTAL INFORMATION

Assessing Department (209.00)

Overview

The mission of the Assessing Department is to uniformly and equitably value all taxable real and personal property within the City of Novi. The annual creation of this tax base provides funding for education, City services and other government functions. The Assessing Department continually works to improve the quality of service to the public and to deliver reliable information in a timely and professional manner.

Performance Measures, Goals, and Objectives

Objectives

- The department continues to provide useful information to the public through the internet. The department continues to digitally sketch buildings and makes those available on-line.

FY 2019-20 Performance Measures

- Purchased vehicle replacement
- Completed sample audit for personal property

FY 2020-21 Goals

- Provide the highest quality assessment services of real and personal property
- Provide highest quality professionalism and communication skills to ensure public trust in assessment practices
- Continuously examine best practices to ensure proper administration of land division, exemption and record retention policies

Budget Summary

GENERAL FUND					
	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22	PROJECTED 2022-23
APPROPRIATIONS					
Dept 209.00-ASSESSING DEPARTMENT					
PERSONNEL SERVICES	\$ 615,354	\$ 650,422	\$ 670,449	\$ 703,999	\$ 730,732
SUPPLIES	15,604	17,000	19,100	18,500	18,500
OTHER SERVICES AND CHARGES	157,297	191,073	188,625	186,380	185,881
CAPITAL OUTLAY	-	-	-	-	27,000
TOTAL Dept 209.00-ASSESSING DEPARTMENT	\$ 788,255	\$ 858,495	\$ 878,174	\$ 908,879	\$ 962,113

Full-time Personnel Summary

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 BUDGET	INCREASE (DECREASE)
GENERAL FUND					
ASSESSING					
Assessor	1.0	1.0	1.0	1.0	0.0
Deputy Assessor	1.0	1.0	1.0	1.0	0.0
Account Clerk	1.0	1.0	1.0	1.0	0.0
Commercial/Industrial Appraiser	1.0	1.0	1.0	1.0	0.0
Residential Appraiser	1.0	1.0	1.0	1.0	0.0
	5.0	5.0	5.0	5.0	0.0



DEPARTMENTAL INFORMATION

City Attorney, Insurance, and Claims (210.00)

Overview

The City Attorney represents the City in civil and criminal proceedings and serves as legal advisor to the City, its agencies, and officials and in some instances its employees.

As legal advisor, the City Attorney prepares documents and instruments, drafts ordinances, renders formal and informal opinions, reviews contracts and performs other services as required by law.

City Attorney services are contracted through the firm of Rosati, Schultz, Joppich & Amtsbuechler, P.C. City Attorney legal support extends to City Council, Planning Commission, Zoning Board of Appeals, City Administration, and as needed, City Boards and Commissions. The City Attorney does not provide legal advice to members of the public.

Performance Measures, Goals, and Objectives

- Continue to provide professional legal advice and services to the City

Budget Summary

GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2018-19	2019-20	2020-21	2021-22	2022-23
APPROPRIATIONS					
Dept 210.00-CITY ATTORNEY, INSURANCE, & CLAIMS					
OTHER SERVICES AND CHARGES	\$ 734,547	\$ 739,371	\$ 813,303	\$ 823,206	\$ 832,537
CAPITAL OUTLAY	13,385	23,527	50,000	50,000	50,000
TOTAL Dept 210.00-CITY ATTRNY, INSUR, & CLAIMS	\$ 747,932	\$ 762,898	\$ 863,303	\$ 873,206	\$ 882,537



DEPARTMENTAL INFORMATION

City Clerk (215.00)

Overview

The City Clerk's Office is responsible for administering all elections in accordance with State and Federal law. The City Clerk and Deputy Clerk are accredited by the Secretary of State under Michigan election law to conduct training for precinct inspectors appointed to serve in the polls at Local, School, County, State, and Federal elections. The City Clerk and Deputy Clerk are also Certified Michigan Municipal Clerks in accordance with the standards set by the Michigan Municipal Clerks Association and re-certified every 2 years. As the City's "Official Record keeper", the Clerk's office is responsible for document storage and retrieval of contracts, agreements, leases, bids, deeds, easements, City Code amendments and minutes of City Council and all Boards and Commissions. We respond to requests for public records in accordance with the Freedom of Information Act (FOIA) daily and maintain and produce documents that enable transparency of local government for the public. The City Clerk attends all City Council Regular, Special, Ad Hoc and Budget meetings. Staff coordinates with all departments in the preparation of electronic Council packets. The Clerk's office posts and publishes notices of meetings, public hearings, zoning map amendments, and adopted ordinances in accordance with the Open Meetings Act. All meeting actions are recorded, transcribed, and maintained in the Clerk's office. The City Clerk's office also produces and tracks agreements approved by City Council. The City Clerk's Office reviews and maintains the City's Property and Liability Insurance. The City Clerk's Office processes liquor license applications, ordinance amendments and resolutions adopted by City Council, issuing permits and licenses for refuse haulers, arcades, auctioneers, massage therapist permits, massage business licenses, pawnbroker, peddlers and non-commercial solicitor permits, precious items dealers, taxicab and outdoor gathering permits. The Clerk's office provides notary services at no charge to residents. We are certified as a National passport acceptance agency and provide passport photo service on a daily basis.

Performance Measures, Goals, and Objectives

Objectives

- Conduct elections in accordance with State of Michigan election law, receive certification from County Board of Canvassers and audits by State of Michigan Bureau of Elections.
- Receive, route and provide response documents for FOIA (Freedom of Information Act) requests.
- Accept and process Passport applications and Passport Photos. Process and issue licenses and permits.

FY 2019-20 Performance Measures

- Purchased Voter Records Rolodex replacement
- Purchased Agenda Software

FY 2020-21 Goals

- Purchase and implement Verity Central high speed tabulators for counting absentee ballots (2)



Budget Summary

GENERAL FUND

APPROPRIATIONS	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2018-19	2019-20	2020-21	2021-22	2022-23
Dept 215.00-CITY CLERK					
PERSONNEL SERVICES	\$ 618,709	\$ 657,688	\$ 693,973	\$ 658,162	\$ 700,134
SUPPLIES	46,871	49,000	69,000	49,000	49,000
OTHER SERVICES AND CHARGES	218,703	192,223	172,046	206,960	207,600
CAPITAL OUTLAY	-	44,217	66,930	-	-
TOTAL Dept 215.00-CITY CLERK	\$ 884,283	\$ 943,128	\$ 1,001,949	\$ 914,122	\$ 956,734

Full-time Personnel Summary

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 BUDGET	INCREASE (DECREASE)
GENERAL FUND					
CITY CLERK					
City Clerk	1.0	1.0	1.0	1.0	0.0
Deputy City Clerk	1.0	1.0	1.0	1.0	0.0
Executive Secretary	1.0	1.0	1.0	1.0	0.0
Account Clerk	2.0	2.0	2.0	2.0	0.0
	5.0	5.0	5.0	5.0	0.0

Function/ program	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Election data										
Registered voters	35,764	36,921	37,366	38,757	39,248	39,341	38,706	39,706	40,661	40,720
Voters at polls	2,887	14,535	3,633	20,484	4,719	14,341	3,423	20,160	4,126	18,472
Absentee ballots	2,212	4,575	2,386	8,765	2,599	5,029	2,588	9,937	4,141	8,921
Percent voting	14%	52%	16%	75%	19%	49%	16%	76%	20%	67%



DEPARTMENTAL INFORMATION

Human Resources (270.00)

Overview

The mission of the Human Resources Department (HR) is to provide vision, leadership and guidance while developing a work culture that supports continuous improvement and superior customer service. The department strives to attract, develop and retain a highly qualified, diverse and dynamic workforce. The goal of the department is to provide timely guidance and direction to management as well as all employees.

HR is responsible for providing support to all City Departments by performing the centralized functions of recruitment, selection, testing, on-boarding, training, and staff development. The Department is also responsible for the maintenance and negotiation of various collective bargaining agreements representing six union groups as well as the employment relationship with all non-union employees. The City of Novi HR Department also is responsible for the coordination and administration of the City's various health plans for active and retired employees. The Employee Wellness program, also managed through the HR Department, was designed to provide employees with opportunities to gain information on how to achieve a healthy work/life balance. Wellness opportunities include Health Risk Assessments, weight management, healthy cooking, smoking cessation, financial wellness and various other wellness-based educational opportunities. Programs are marketed to improve overall health and wellbeing and may include incentive-based workshops and challenges (incentives may include nutrition based books or educational materials, gift cards, etc.).

The traditional HR functions including compliance with all employment law requirements such as Equal Employment Opportunity, Fair Labor Standards Act, Family Medical Leave Act, American with Disability Act and the Patient Protection and Affordable Care Act (ACA) are also managed through Human Resources.

Performance Measures, Goals, and Objectives

Objectives

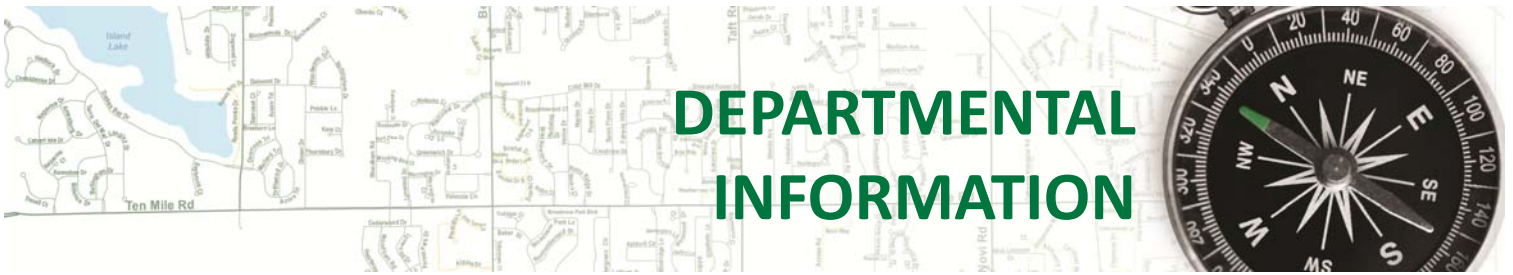
- Continue to provide opportunities for all employees to participate in a variety of wellness workshops and challenges that promote good health and overall wellness, in conjunction with the ACA. Such opportunities may include, but are not be limited to, fitness challenges (altered according to employee ability), fitness memberships or fitness class reimbursements, nutrition classes, health-related campaigns and events, and financial wellness seminars.

FY 2019-20 Performance Measures

- Negotiated POLC, COAM, and MAFF Union Contracts

FY 2020-21 Goals

- Employee retention and planning: (1)develop succession plan for all City department heads and other key leadership roles. (2)review/update our strategy to attract and retain the best employees at all levels of the organization and all departments including competitive levels of pay, benefits, training, developmental and promotional opportunities.
- Develop/increase efforts to strengthen the Aux/POC program and ensure continued quality new hires into the system.
- Complete compensation benchmark survey (admin only)



DEPARTMENTAL INFORMATION

Budget Summary

GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2018-19	2019-20	2020-21	2021-22	2022-23
APPROPRIATIONS					
Dept 270.00-HUMAN RESOURCES					
PERSONNEL SERVICES	\$ 381,902	\$ 404,098	\$ 410,581	\$ 425,875	\$ 440,588
SUPPLIES	333	1,000	1,000	1,000	1,000
OTHER SERVICES AND CHARGES	111,810	104,230	169,757	145,975	145,841
CAPITAL OUTLAY	4,384	-	-	-	-
TOTAL Dept 270.00-HUMAN RESOURCES	\$ 498,429	\$ 509,328	\$ 581,338	\$ 572,850	\$ 587,429

Full-time Personnel Summary

	2018-19	2019-20	2019-20	2020-21	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
HUMAN RESOURCES					
Human Resource Director	1.0	1.0	1.0	1.0	0.0
Deputy Human Resource Director	0.0	0.0	1.0	1.0	0.0
Human Resource Generalist	1.0	1.0	0.0	0.0	0.0
Benefits Coordinator	1.0	1.0	1.0	1.0	0.0
Account Clerk	1.0	1.0	1.0	1.0	0.0
	4.0	4.0	4.0	4.0	0.0



DEPARTMENTAL INFORMATION

Community Relations (295.00)

Overview

The mission of Community Relations is to provide open and thorough communication between the City of Novi and all community members – business and residential. A key element of the efforts is to present a positive image of the City of Novi, internally and externally, through personal, printed, and visual communication, with citizen engagement as an overall goal.

The Community Relations team works with citizens, businesses, and City staff to ensure open lines of communication at all times. Community Relations is also responsible for coordinating employee engagement for the Novi staff team.

The Group also supports and coordinates City events and functions that promote community spirit, volunteer activism, encourage citizen engagement, and enhance the sense of community. Community Relations additionally leads the Employee Wellness and Engagement Series (EWES) to promote City spirit among employees and enhance work culture. Offerings include, but are not limited to Quarterly Employee Recognition Breakfasts, Evening of Appreciation Dinner, years of service recognition awards, annual picnic, National Employee Appreciation Day, Lunch and a Movie, and more.

Performance Measures, Goals, and Objectives

Objectives

- Partner with Accuform Printing to produce the new Engage publication bi-monthly at a reduced cost to the City
- Coordinate the Spring Palooza at the Novi Civic Center
- Coordinate Youth Council initiatives
- Produce cable television programming
- Expand the Employee Wellness and Engagement Series (EWE(s)) to enhance the work culture and overall health and wellness of Novi employees
- Coordinate the annual Evening of Appreciation and State of the City Address
- Manage the City of Novi's presence on Twitter, Facebook, Instagram and NextDoor
- Participate in more than a dozen ribbon cuttings
- Coordinate the Novi Ambassador Academy for education/training of future community leaders and initiated Novi University for City staff
- Produce the Complementary Budget Story
- Publish the bi-annual Community Profile

FY 2019-20 Performance Measures

- Assisted PEG Cable Department with purchase of a Video Switcher replacement for the Council Chambers
- Promoted Novi's 50th birthday year long celebration
- Implemented Novi.org website
- Launched refreshed Engage magazine



DEPARTMENTAL INFORMATION

FY 2020-21 Goals

- Refresh City entryway signs (17 total; refresh approx. 3 per year over 6 years)

Budget Summary

GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2018-19	2019-20	2020-21	2021-22	2022-23
APPROPRIATIONS					
Dept 295.00-COMMUNITY RELATIONS					
PERSONNEL SERVICES	\$ 317,305	\$ 331,738	\$ 275,442	\$ 290,501	\$ 303,515
SUPPLIES	11,632	10,900	10,900	10,900	10,900
OTHER SERVICES AND CHARGES	393,026	341,029	373,097	342,869	354,637
CAPITAL OUTLAY	-	-	60,000	60,000	60,000
TOTAL Dept 295.00-COMMUNITY RELATIONS	\$ 721,963	\$ 683,667	\$ 719,439	\$ 704,270	\$ 729,052

Full-time Personnel Summary

	2018-19	2019-20	2019-20	2020-21	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
COMMUNITY RELATIONS					
Director of Communications	0.5	0.5	0.5	0.5	0.0
Community Relations Specialist	1.0	1.0	1.0	1.0	0.0
Community Outreach & Events Specialist	1.0	1.0	1.0	1.0	0.0
Graphic Design Coordinator	1.0	1.0	1.0	1.0	0.0
	3.5	3.5	3.5	3.5	0.0



DEPARTMENTAL INFORMATION

Economic Development (296.00)

Overview

The mission of Economic Development is to aggressively maintain and improve the City's financial base by emphasizing the importance of economic development, redevelopment, and marketing the City as a distinctive and welcoming place to do business.

Performance Measures, Goals, and Objectives

Objectives

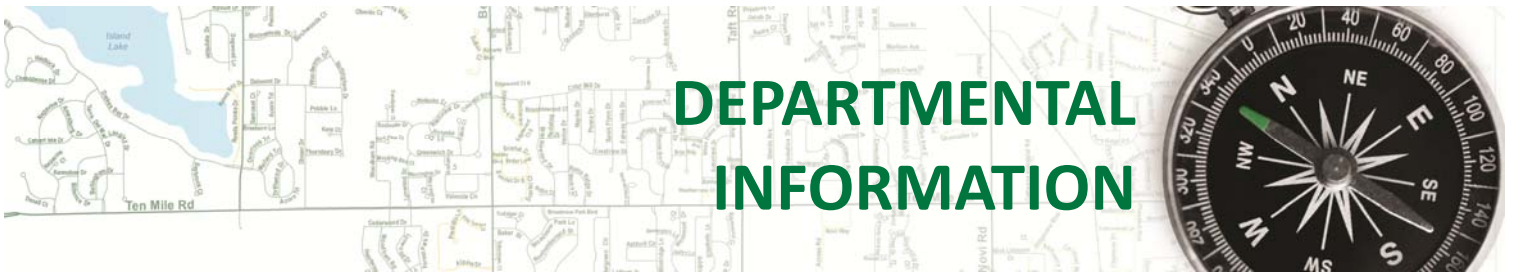
- Refine economic development and marketing policies and work with local partnerships to focus on business retention and attraction efforts which can further diversify and expand the City's tax base and create local jobs
- Facilitate strong identifiable City regional centers and successful vibrant and attractive commercial centers with unique offerings and focal points that serve as destinations for residents and visitors

FY 2019-20 Performance Measures

- In Progress—Create a comprehensive sustainability plan that includes businesses, residents, and the City which incorporates not only renewable energy goals but assurance of clean water, environmentally friendly practices, and other green initiatives

FY 2020-21 Goals

- Perform annual visits of the significant international companies located in Novi to offer assistance as needed. In addition, assist potential new developments, as needed, with economic development issues or challenges.



DEPARTMENTAL INFORMATION

Budget Summary

GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2018-19	2019-20	2020-21	2021-22	2022-23
APPROPRIATIONS					
Dept 296.00 ECONOMIC DEVELOPMENT					
PERSONNEL SERVICES	\$ 74,287	\$ 19,145	\$ 12,312	\$ 11,655	\$ 11,982
SUPPLIES	1,117	2,650	2,500	-	-
OTHER SERVICES AND CHARGES	21,682	36,531	38,316	59,044	39,214
TOTAL Dept 296.00 ECONOMIC DEVELOPMENT	\$ 97,086	\$ 58,326	\$ 53,128	\$ 70,699	\$ 51,196

Full-time Personnel Summary

	2018-19	2019-20	2019-20	2020-21	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
ECONOMIC DEVELOPMENT					
Economic Development Director	1.0	1.0	1.0	0.0	(1.0)
	1.0	1.0	1.0	0.0	(1.0)



DEPARTMENTAL INFORMATION

Public Safety: Police Department (301.00)

Overview

The men and women of the Novi Police Department work toward providing a safe and healthy community for all to enjoy. We embrace and utilize the most innovative programs available; always striving to be on the cutting edge of new technology. Our focus is on problem- and community-oriented policing, which is fully embodied in the Department's mission statement, "Partners with our Community." The Novi Police Department is committed to proactively enhancing the quality of life and reducing the criminal fears of all community members.

The Operations Division responds to all emergencies and other calls for police service with uniform personnel. In addition, this division has primary responsibility for the enforcement of state and local laws and ordinances, traffic enforcement, preliminary case investigations, arresting offenders and prisoner processing.

The Support Services Division consists of the Communications Section, Records Section, and the Investigations Section. The Communications Section receives incoming calls for service, dispatching police, fire and ambulance services for Novi and other regional dispatch consortium members. The City of Novi provides emergency dispatch services for the entire City of Novi as well as for the City of South Lyon. The Records Section is responsible for the storage and retention of all official police and fire documents. The unit is also responsible for all aspects of the police computer system as well as the management and storage of all digital in-car camera media, and the police building and Firearms Training Center closed circuit monitoring system. The Investigations Section is comprised of detectives who conduct detailed follow-up into all criminal matters and present their findings for criminal prosecution. The Investigations Section is responsible for all crime prevention programs, our undercover assets in surveillance and narcotics, and the School Resource Officer partnership we have with the Novi Community School District.

Performance Measures, Goals, and Objectives

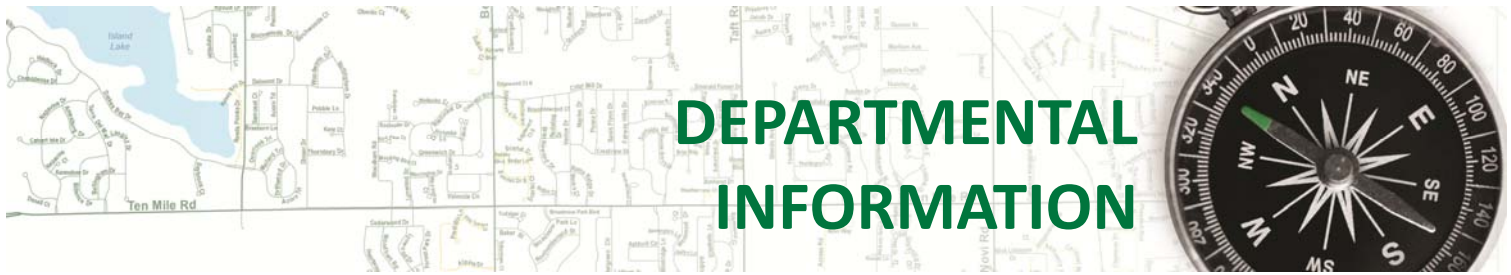
Objectives

- In support of the goals established by City Council, the Novi Police Department continues to pursue State, Federal and local law enforcement agencies to rent the Firearms Training Center.

FY 2019-20 Performance Measures

- Replaced marked vehicles (6 vehicles; in conjunction with Forfeiture Fund)
- Unmarked vehicle replacement purchased for investigations (in conjunction with Forfeiture Fund)
- Replaced 4 speed signs
- Provided additional public safety resources for Schools located in Novi

Function/ program	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Police										
Part A crimes	1,868	1,679	1,841	2,048	1,736	1,654	1,508	1,596	1,454	1,246
Part B crimes	793	814	627	626	673	622	638	577	1,128	1,009
Injury accidents	216	272	288	310	276	295	300	273	339	262
Property damage	1,602	1,761	1,631	1,695	1,153	1,037	1,084	1,174	1,413	1,446
Moving traffic violations	11,635	10,167	9,381	10,058	8,487	8,216	7,916	5,904	5,427	3,376
Parking violations	512	285	288	199	185	75	231	392	755	317
Adult arrests	2,353	2,368	2,082	2,241	2,355	2,574	2,428	1,965	2,101	1,996
Juvenile arrests	201	213	166	137	142	98	98	100	119	64
OUIL arrests	363	415	335	342	268	164	217	145	186	135
False alarms	2,262	2,357	2,090	2,270	2,538	2,164	2,094	2,074	1,885	1,312



DEPARTMENTAL INFORMATION

FY 2020-21 Goals

- Upgrade police security gate
- Replace 911 uninterruptible power supply (UPS) system

The Forfeiture Special Revenue Fund records all receipts and expenditures relating to Federal, State, Local and OWI, forfeited and legally restricted, funds relating to narcotic trafficking, money laundering, State laws and ordinances.

Budget Summary

GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2018-19	2019-20	2020-21	2021-22	2022-23
APPROPRIATIONS					
<i>Public Safety</i>					
Dept 301.00-POLICE DEPARTMENT					
PERSONNEL SERVICES	\$ 11,833,218	\$ 12,011,500	\$ 12,094,466	\$ 12,811,676	\$ 13,381,521
SUPPLIES	314,713	269,910	291,500	263,890	263,890
OTHER SERVICES AND CHARGES	1,105,311	983,250	1,042,945	988,533	994,717
CAPITAL OUTLAY	32,984	40,690	88,950	-	-
TOTAL Dept 301.00-POLICE DEPARTMENT	<u>\$ 13,286,226</u>	<u>\$ 13,305,350</u>	<u>\$ 13,517,861</u>	<u>\$ 14,064,099</u>	<u>\$ 14,640,128</u>

Full-time Personnel Summary

	2018-19	2019-20	2019-20	2020-21	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
PUBLIC SAFETY					
POLICE DEPARTMENT					
Director of Public Safety/Chief of Police	1.0	1.0	1.0	1.0	0.0
Assistant Chief of Police	2.0	2.0	2.0	2.0	0.0
Lieutenant	2.0	2.0	2.0	2.0	0.0
Sergeant	10.0	10.0	10.0	10.0	0.0
Analyst Planner/Office Manager	1.0	1.0	1.0	1.0	0.0
Communications Shift Leader	4.0	4.0	3.0	3.0	0.0
Communications Manager	1.0	1.0	1.0	1.0	0.0
Dispatcher	10.0	10.0	11.0	11.0	0.0
Administrative Assistant	1.0	1.0	1.0	1.0	0.0
Police Officer	43.0	43.0	43.0	42.0	(1.0)
Detective	13.0	13.0	13.0	13.0	0.0
Police Clerk	6.0	6.0	6.0	6.0	0.0
Public Safety Performance Measurement Analyst	1.0	1.0	1.0	0.0	(1.0)
Lead Mechanic	1.0	1.0	1.0	1.0	0.0
	<u>96.0</u>	<u>96.0</u>	<u>96.0</u>	<u>94.0</u>	<u>(2.0)</u>



DEPARTMENTAL INFORMATION

Public Safety: Fire Department (337.00)

Overview

The Novi Fire Department provides fire protection services as well as Basic Life Support, Fire Prevention & Education Services, and Fire Code and Commercial Inspection Services. The department has oversight and operational responsibility for coordinating and administering a private Advanced Life Support contract with Community Emergency Medical Services (CEMS). The men and women of the Novi Fire Department work in concert with other public and private safety and emergency medical service providers to ensure a safe and efficient service delivery model.

The Novi Fire Department is responsible for providing the community of Novi with life and property protection from fire and other threatening situations. The Department takes pride in providing timely response and effective management of fire control situations, rescue, medical and environmental emergencies. The Department is involved in the enforcement of State laws and City ordinances that relate to fire protection. Inspections of commercial/industrial buildings and multiple dwellings are conducted to determine if buildings comply with Fire Protection Code.

The Novi Fire Department is a combination Department, staffed by full-time, part-time, and paid-on-call members.

The Operations Division responds to all fire, medical emergencies, hazardous material, and service incidents in Novi, as well as mutual aid requests from surrounding communities.

The Training Division provides fire, medical, and related instruction to members of the Department. Fire safety, cardiopulmonary resuscitation training and fire protection education programs are provided to the public.

Performance Measures, Goals, and Objectives

Objectives

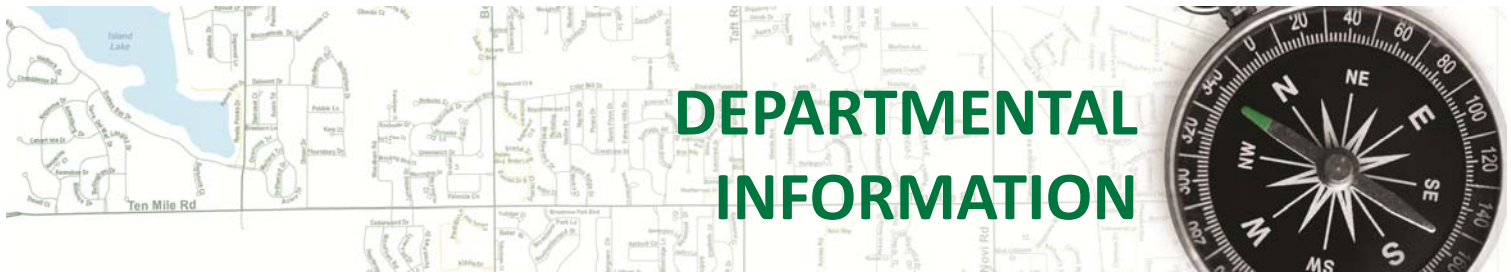
- The Fire Department and Public Safety Administration continue to place considerable emphasis on the recruitment and marketing efforts for paid-on-call firefighter positions.

FY 2019-20 Performance Measures

- Purchased replacements for a Squad & a Fire Rescue Boat
- Purchased weight equipment for Fire Stations (4)
- Purchased Turn-Out Gear Washer/Extractor & Dryer replacements and secondary stackable washer/dryer (Fire Station #4)
- Established a strategic plan for the Novi Fire Department. This would include short and long term goals for the department, analysis of the current staging model, and consideration of basic life support transport by City firefighters

FY 2020-21 Goals

- Purchase combustible gas detectors (6)
- Upgrade vehicle exhaust removal system (15)



DEPARTMENTAL INFORMATION

The operations of the Police and Fire Departments within the General Fund, including payment for personnel-related expenditures and for the purchase of fire trucks, apparatus and equipment is supplemented by the City Charter authorized Public Safety property tax millage.

The Police and Fire Departments support and assist in the coordination of the City events and functions that promote community spirit, volunteer activism, encourage citizen engagement, promote City spirit amongst staff and enhance work culture. Offerings include Annual Police and Fire Awards Ceremony, hosting training for staff as well as citizens and outside agencies, hosting meetings with outside agencies, the 911 Recognition Breakfast, Spring for Novi, retirement ceremonies, new hire oath ceremonies, and Addicted to Movies Not Drugs and Addicted to Games Not Drugs events. Crime prevention items, light refreshments as well as plaques are purchased as necessary.

Fire	Function/ program	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Fire incidents		134	92	120	112	120	113	124	78	95	84
Service incidents		2,006	1,311	1,249	1,360	1,345	457	642	502	543	720
Fire inspections conducted		2,341	2,920	3,557	3,063	2,919	3,108	2,898	2,944	2,322	2,057
Medical emergencies		2,957	3,299	3,169	3,383	3,425	3,811	3,784	4,064	4,175	4,439
Paid-on-call staff		68	66	68	55	54	39	71	63	67	59

Budget Summary

GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2018-19	2019-20	2020-21	2021-22	2022-23
APPROPRIATIONS					
<i>Public Safety</i>					
Dept 337.00-FIRE DEPARTMENT					
PERSONNEL SERVICES	\$ 4,940,973	\$ 5,110,925	\$ 5,141,565	\$ 5,339,954	\$ 5,501,618
SUPPLIES	235,239	196,500	185,110	184,500	176,000
OTHER SERVICES AND CHARGES	708,248	599,810	659,200	583,824	584,566
CAPITAL OUTLAY	338,372	737,066	177,520	22,120	-
TOTAL Dept 337.00-FIRE DEPARTMENT	<u>\$ 6,222,832</u>	<u>\$ 6,644,301</u>	<u>\$ 6,163,395</u>	<u>\$ 6,130,398</u>	<u>\$ 6,262,184</u>

Full-time Personnel Summary

	2018-19	2019-20	2019-20	2020-21	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)

GENERAL FUND

PUBLIC SAFETY

FIRE DEPARTMENT

Director of Emergency Medical Svcs & Fire Operation	1.0	1.0	0.0	0.0	0.0
Assistant Fire Chief	0.0	0.0	1.0	1.0	0.0
Fire Chief	0.0	0.0	1.0	1.0	0.0
Fire Marshal	1.0	1.0	1.0	1.0	0.0
Fire Protection Officer	18.0	18.0	18.0	18.0	0.0
Fire Lieutenant	4.0	4.0	4.0	4.0	0.0
Fire Captain	4.0	4.0	4.0	4.0	0.0
Training Officer	1.0	1.0	1.0	1.0	0.0
	<u>29.0</u>	<u>29.0</u>	<u>30.0</u>	<u>30.0</u>	<u>0.0</u>



DEPARTMENTAL INFORMATION

Community Development — Building Department (371.00)

Overview

The Community Development – Building Department strives daily to apply the vision and goals set by the City Council, Commissions and Boards to the development and transformation of the Novi community. Quality development constructed in accordance with the high standards contributed to Novi's ability to weather the recent economic storm better than many similar communities. As economic conditions continue to improve, so does the opportunity to leverage the desirability and stability of the community to attract new businesses and residents with first class development, investment, and job opportunities.

Ordinance Enforcement continues to be a significant need and this will hold true for the near future. Whether addressing minor yard maintenance, signage and zoning violations, soil erosion and sedimentation control or removing entire buildings, these efforts are effective throughout our neighborhoods and are carried out in cooperation with many other departments.

The Community Development Department continues to work closely with staff provide exemplary customer service to our residents, customers and businesses. This often means expending extraordinary effort to assist, guide and support new businesses and developments in the City.

Performance Measures, Goals, and Objectives

Objectives

- Continue development and growth in use of the capabilities of the BS&A Building.Net software including project closeout and workflow.

FY 2019-20 Performance Measures

- Purchased a vehicle replacement

FY 2020-21 Goals

- Replace wide format copier/scanner/printer OCE



DEPARTMENTAL INFORMATION

Budget Summary

GENERAL FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
APPROPRIATIONS					
<i>Community Development</i>					
Dept 371.00-COMMUNITY DEVELOPMENT-BUILDING					
PERSONNEL SERVICES	\$ 1,743,253	\$ 1,841,481	\$ 1,806,500	\$ 1,778,986	\$ 1,816,184
SUPPLIES	25,488	25,120	26,500	26,500	26,500
OTHER SERVICES AND CHARGES	194,783	223,047	191,855	192,879	264,118
CAPITAL OUTLAY	-	80,950	17,360	69,160	31,000
TOTAL Dept 371.00-COMM DEVELOP-BUILDING	\$ 1,963,524	\$ 2,170,598	\$ 2,042,215	\$ 2,067,525	\$ 2,137,802

Full-time Personnel Summary

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 BUDGET	INCREASE (DECREASE)
GENERAL FUND					
COMMUNITY DEVELOPMENT					
BUILDING DEPARTMENT					
Community Development Director	1.0	1.0	1.0	1.0	0.0
Community Development Deputy Director	1.0	1.0	1.0	1.0	0.0
Bond Coordinator	1.0	1.0	1.0	1.0	0.0
Building Inspector	2.0	2.0	2.0	2.0	0.0
Code Compliance Officer	3.0	3.0	3.0	3.0	0.0
Customer Service Representative	1.0	1.0	1.0	1.0	0.0
Account Clerk	2.0	2.0	2.0	2.0	0.0
Electrical Inspector	1.0	1.0	1.0	1.0	0.0
Plumbing Inspector	1.0	1.0	1.0	1.0	0.0
Mechanical Inspector	1.0	1.0	1.0	1.0	0.0
Project Coordinator	1.0	1.0	1.0	1.0	0.0
Plan Examiner	1.0	1.0	1.0	1.0	0.0
	16.0	16.0	16.0	16.0	0.0



DEPARTMENTAL INFORMATION

Community Development — Planning Department (807.00)

Overview

The Community Development: Planning Department strives daily to apply the vision and goals set by the City Council, Commissions and Boards to the development and transformation of the Novi community. Quality development constructed in accordance with the high standards contributed to Novi's ability to weather the recent economic storm better than many similar communities. As economic conditions continue to improve, so does the opportunity to leverage the desirability and stability of the community to attract new businesses and residents with first class development, investment, and job opportunities.

The continuum of planning through physical construction followed by maintenance and redevelopment of the built environment remains a high priority. Development standards need to reflect uses, materials and processes that did not exist a decade ago. Continued implementation of the Non-Motorized Master Plan focuses on pathways and sidewalks to enhance the quality of life for Novi residents and the character of the community, while prioritizing the allocation of funds and other resources for improvements to the non-motorized network. Continuous improvement and refinement of the Zoning Ordinance through amendments and Master Plan recommendations balance the priorities of the residential, development and business communities.

The Community Development Department continues to work closely with staff provide exemplary customer service to our residents, customers and businesses. This often means expending extraordinary effort to assist, guide and support new businesses and developments in the City.

Performance Measures, Goals, and Objectives

Objectives

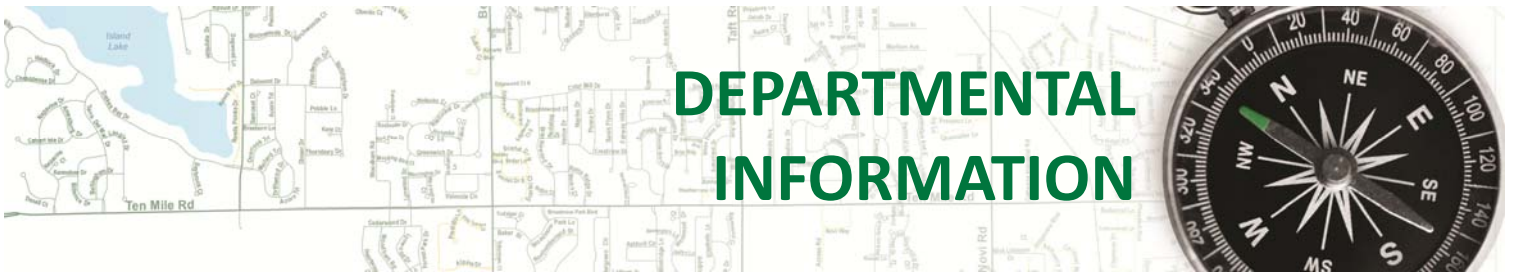
- Continue development and growth in use of the capabilities of the BS&A Building.Net software including project closeout and workflow.

FY 2019-20 Performance Measures

- Continued document imaging/scanning project

FY 2020-21 Goals

- Woodland and Wetlands review and amend: (1)comprehensive review of woodland and wetland ordinance; included benchmark against other communities, (2)amend woodlands and wetlands ordinances to balance protection of natural resources with development.
- Continue document imaging/scanning project; final year



DEPARTMENTAL INFORMATION

Budget Summary

GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2018-19	2019-20	2020-21	2021-22	2022-23
APPROPRIATIONS					
	<i>Community Development</i>				
Dept 807.00-COMMUNITY DEVELOPMENT-PLANNING					
PERSONNEL SERVICES	\$ 472,904	\$ 492,890	\$ 415,357	\$ 435,112	\$ 441,123
SUPPLIES	2,277	5,600	5,600	5,600	5,600
OTHER SERVICES AND CHARGES	115,838	124,366	101,359	197,283	48,423
CAPITAL OUTLAY	-	-	-	-	27,000
TOTAL Dept 807.00-COMM DEVELOP-PLANNING	\$ 591,019	\$ 622,856	\$ 522,316	\$ 637,995	\$ 522,146

Full-time Personnel Summary

	2018-19	2019-20	2019-20	2020-21	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
COMMUNITY DEVELOPMENT					
PLANNING DEPARTMENT					
City Planner	1.0	1.0	1.0	1.0	0.0
Landscape Architect	1.0	1.0	1.0	1.0	0.0
Planning Assistant	1.0	1.0	1.0	1.0	0.0
Planner	2.0	2.0	2.0	1.0	(1.0)
	5.0	5.0	5.0	4.0	(1.0)



DEPARTMENTAL INFORMATION

Department of Public Works — Administration (442.00)

Overview

DPW staff members are committed to responding to and efficiently fulfilling service requests while maintaining the high quality of service that Novi residents expect. DPW's top priority is to provide a safe and healthy environment for the residents and business owners of the community. The department is comprised of dedicated and professional individuals who have a shared goal of ensuring the health, safety and welfare of the community.

Performance Measures, Goals, and Objectives

Objectives

- The Administration Division is primarily responsible for providing direct support to the Department of Public Work's day-to-day activities.

FY 2019-20 Performance Measures

- In Progress—Continue to assist with DPW Building renovation

FY 2020-21 Goals

- Begin process of national accreditation for entire Department of Public Works



DEPARTMENTAL INFORMATION

Budget Summary

GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2018-19	2019-20	2020-21	2021-22	2022-23
APPROPRIATIONS					
<i>Department of Public Works</i>					
Dept 442.00-DPW ADMINISTRATION DIVISION					
PERSONNEL SERVICES	\$ 292,766	\$ 332,080	\$ 332,224	\$ 345,776	\$ 358,116
SUPPLIES	51,445	130,004	10,400	10,400	10,400
OTHER SERVICES AND CHARGES	116,440	121,614	125,838	145,442	128,007
CAPITAL OUTLAY	-	28,876	-	-	-
TOTAL Dept 442.00-DPW ADMINISTRATION	\$ 460,651	\$ 612,574	\$ 468,462	\$ 501,618	\$ 496,523

Full-time Personnel Summary

	2018-19	2019-20	2019-20	2020-21	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
DEPARTMENT OF PUBLIC WORKS (DPW)					
ADMINISTRATION					
Public Works Director	1.0	1.0	1.0	1.0	0.0
Deputy Public Works Director	0.0	0.0	1.0	1.0	0.0
Budget Analyst	1.0	1.0	0.0	0.0	0.0
Senior Customer Service Representative	0.25	0.25	0.25	0.25	0.0
	2.25	2.25	2.25	2.25	0.00



DEPARTMENTAL INFORMATION

Department of Public Works — Engineering (442.10)

Overview

DPW staff members are committed to responding to and efficiently fulfilling service requests while maintaining the high quality of service that Novi residents expect. DPW's top priority is to provide a safe and healthy environment for the residents and business owners of the community. The department is comprised of dedicated and professional individuals who have a shared goal of ensuring the health, safety and welfare of the community.

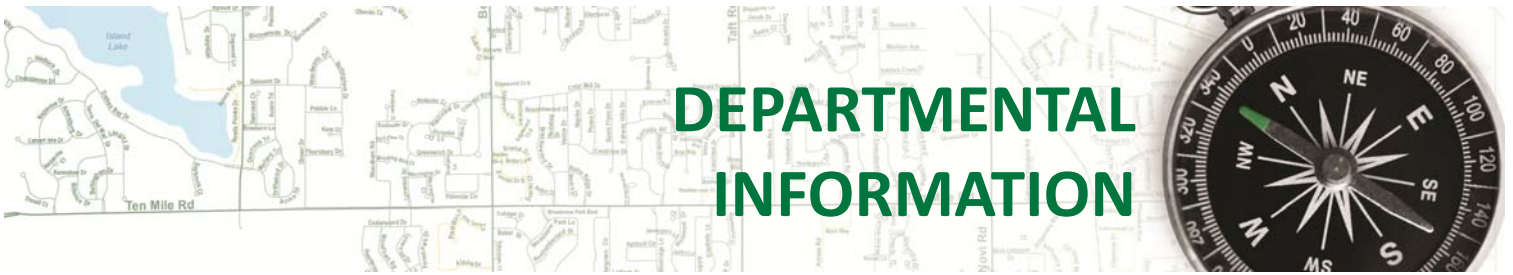
Performance Measures, Goals, and Objectives

Objectives

- The Engineering Division performs civil engineering activities involving:
 - 1) Planning, designing and constructing public capital projects
 - 2) Site plan review & oversight of the design/construction of private development projects
 - 3) Coordinating and controlling engineering inspection of public and private construction projects; Issuing permits for and inspecting construction in the City's rights-of-way.
 - 4) Providing technical assistance to other DPW divisions and other City departments that need professional civil engineering support.

FY 2019-20 Performance Measures

- Completed Annual Neighborhood Rehabilitation, Repaving, and Reconstruction Program
- Completed Annual Concrete Panel Repair Program
- In Progress—Flint Street Realignment/Reconstruction – Phase 1 (Novi Road/Grand River Avenue intersection bypass) - aka Southwest Quadrant Ring Road
- In Progress—Cabot Drive Reconstruction (12 Mile Road to 13 Mile Road) & Lewis Drive Reconstruction (Cabot Drive to Haggerty Road)
- In Progress—Lee BeGole Drive Reconstruction (11 Mile Road to Terminus)
- In Progress—Novi Road Bridge over I96 repairs
- In Progress—Traffic Signal Backplate Installations
- In Progress—Sidewalk Segment 53—Beck Road (West side; 11 Mile Road to Bosco Fields)
- In Progress—Sidewalk & Pathway Improvements (SAFE Route to Schools)
- Completed Sidewalk Segment 51—10 Mile Road (North side; Dinser Drive to Woodham)
- In Progress—Headwall Repair—Lee BeGole Drive (east side)
- Purchased a pool vehicle replacement
- Worked with Road Commission to do short-term fixes to 10 Mile Road and 12 Mile Road-worst roads in the City
- In Progress—Complete direct sidewalk connection to ITC Trail on at least one side of 10 Mile Road (located to avoid conflict with any future road improvements)



DEPARTMENTAL INFORMATION

FY 2020-21 Goals

- Annual Neighborhood Rehabilitation, Repaving, and Reconstruction Program
- Annual Concrete Panel Repair Program
- Annual sidewalk & pathway improvements; including SAFER grant improvements
- Complete Cranbrooke Drive reconstruction (10 Mile Rd to Village Wood Road)
- Continue traffic signal back plate installations; final year
- Complete sedimentation dredging—Bishop Creek (north of 11 Mile Road; west of Meadowbrook Road)
- Complete parking lot improvements at Fire Station #2

Budget Summary

GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2018-19	2019-20	2020-21	2021-22	2022-23
APPROPRIATIONS					
<i>Department of Public Works</i>					
Dept 442.10-DPW ENGINEERING DIVISION					
PERSONNEL SERVICES	\$ 141,786	\$ 117,105	\$ 116,372	\$ 133,290	\$ 148,822
SUPPLIES	1,637	2,000	2,000	2,000	2,000
OTHER SERVICES AND CHARGES	141,913	86,302	158,698	160,802	160,662
CAPITAL OUTLAY	231,141	55,273	149,270	-	-
TOTAL Dept 442.10-DPW ENGINEERING DIVISION	\$ 516,477	\$ 260,680	\$ 426,340	\$ 296,092	\$ 311,484

Full-time Personnel Summary

	2018-19	2019-20	2019-20	2020-21	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
DEPARTMENT OF PUBLIC WORKS (DPW)					
ENGINEERING DIVISION					
Engineering Senior Manager	1.0	1.0	0.0	0.0	0.0
City Engineer	0.0	0.0	0.25	0.25	0.0
Civil Engineer	0.0	0.0	1.0	1.0	0.0
Plan Review Engineer	1.0	1.0	1.0	1.0	0.0
Construction Engineer Coordinator	1.0	1.0	1.0	1.0	0.0
Construction Engineer	1.0	1.0	0.0	0.0	0.0
Staff Engineer	0.0	0.0	1.0	1.0	0.0
Staff Civil Engineer	1.0	1.0	0.0	0.0	0.0
	5.0	5.0	4.25	4.25	0.0



DEPARTMENTAL INFORMATION

Department of Public Works — Field Operations (442.20)

Overview

DPW staff members are committed to responding to and efficiently fulfilling service requests while maintaining the high quality of service that Novi residents expect. DPW's top priority is to provide a safe and healthy environment for the residents and business owners of the community. The department is comprised of dedicated and professional individuals who have a shared goal of ensuring the health, safety and welfare of the community.

Performance Measures, Goals, and Objectives

Objectives

- The Field Operations Division plays a key role in optimizing the useful life of many of Novi's infrastructure assets. Field Operations is responsible for road maintenance and repair, snow and ice removal, bridge maintenance, drain maintenance, forestry operations, street light maintenance, implementation of the City's mosquito control program, recycling center operation and maintenance, roadside debris clean-up, community special event support, and traffic control sign fabrication, installation and repair. These operations not only are budgeted within the General Fund, but are also budgeted throughout several special revenue funds: Major Street, Local Street, Municipal Street, Tree, and Drain.

FY 2019-20 Performance Measures

- Completed DTE-Owned Streetlights LED conversion (365 streetlights)
- Purchased one Tandem-axle dump truck, two single-axle dump trucks, and one 1-ton dump truck
- Purchased Street sign Printer, Software, Laminator, & Plotter (Traffic Jet System)
- In Progress—Complete Asset Condition Evaluation (GIS/GPS consultant svcs) for drains and water & sewer
- Purchased and implemented NEAMS tablet upgrade
- Created a plan for upgrading all of our major commercial corridors with streetlights, landscaping, etc.

FY 2020-21 Goals

- Add benches on Meadowbrook Road from Meadowbrook Commons to 8 Mile Road. Sell naming rights to the benches. Make the benches maintenance free.
- Propose and fund a sidewalk maintenance incentive program with the purpose of encouraging residents to replace uneven panels in neighborhoods which pose a safety risk.
- Convert streetlights to LED (62 street lights)
- Complete Asset Condition Evaluation (GIS/GPS consultant svcs) for drains and water & sewer



DEPARTMENTAL INFORMATION

Budget Summary

GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2018-19	2019-20	2020-21	2021-22	2022-23
APPROPRIATIONS					
<i>Department of Public Works</i>					
Dept 442.20-DPW FIELD OPERATIONS DIVISION					
PERSONNEL SERVICES	\$ 524,389	\$ 407,029	\$ 190,192	\$ 360,362	\$ 482,945
SUPPLIES	87,019	122,208	109,500	109,500	109,500
OTHER SERVICES AND CHARGES	630,311	607,057	623,488	623,839	625,146
CAPITAL OUTLAY	711,343	779,355	11,040	-	-
TOTAL Dept 442.20-DPW FIELD OPERATIONS	\$ 1,953,062	\$ 1,915,649	\$ 934,220	\$ 1,093,701	\$ 1,217,591

Full-time Personnel Summary

	2018-19	2019-20	2019-20	2020-21	INCREASE
	ACTUAL	BUDGET	ACTUAL	BUDGET	(DECREASE)
GENERAL FUND					
FIELD OPERATIONS DIVISION					
Field Operations Senior Manager	1.0	1.0	1.0	1.0	0.0
Roadway Asset Manager	1.0	1.0	1.0	1.0	0.0
Heavy Equipment Operator	4.0	4.0	5.0	5.0	0.0
Light Equipment Operator	6.0	6.0	6.0	5.0	(1.0)
Senior Customer Service Representative	2.0	2.0	2.0	2.0	0.0
Sign Technician	1.0	1.0	1.0	1.0	0.0
Work Leader	3.0	3.0	2.0	2.0	0.0
	18.0	18.0	18.0	17.0	(1.0)



DEPARTMENTAL INFORMATION

Department of Public Works — Fleet Asset (442.30)

Overview

DPW staff members are committed to responding to and efficiently fulfilling service requests while maintaining the high quality of service that Novi residents expect. DPW's top priority is to provide a safe and healthy environment for the residents and business owners of the community. The department is comprised of dedicated and professional individuals who have a shared goal of ensuring the health, safety and welfare of the community.

Performance Measures, Goals, and Objectives

Objectives

- The Fleet Asset Division is responsible for maintaining the City's fleet, which is made up of over 300 vehicles and pieces of heavy equipment. The fleet is maintained at separate maintenance facilities located at the Field Services Complex and Police Department Headquarters.

FY 2019-20 Performance Measures

- Assisted departments with light-duty vehicle, heavy equipment, and other equipment purchases, including:
 - ◇ Squad replacement
 - ◇ Dump truck replacements
 - ◇ Vehicle replacements
 - ◇ Fire Boat replacement
 - ◇ Marked and unmarked police vehicle replacements

FY 2020-21 Goals

- Purchase DPW mechanics' bay two post lift
- Continue to assist departments with light-duty vehicle, heavy equipment, and other equipment purchases, including:
 - ◇ Annual marked vehicle replacements (5 or 6 per fiscal year) and unmarked vehicle replacements (1 per fiscal year) for police department
 - ◇ Replace vehicles w/ plows (5) for Park Maintenance and Water & Sewer Department
 - ◇ Replace vehicles (2) for Parks Department and Water & sewer Department
 - ◇ Purchase new tack tank distributor machine for Field Operations Division
 - ◇ Replace street sweeper (replace #606; 2011 Tymco) for Field Operations Division
 - ◇ Replace sign truck (replace #635; 2008 Ford F-550 with aerial lift) for Field Operations Division
 - ◇ Replace Fire Captain vehicle (replace #339; 2016 Suburban)



DEPARTMENTAL INFORMATION

Budget Summary

GENERAL FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22	PROJECTED 2022-23
APPROPRIATIONS					
<i>Department of Public Works</i>					
Dept 442.30-DPW FLEET ASSET DIVISION					
PERSONNEL SERVICES	\$ 420,139	\$ 409,076	\$ 403,153	\$ 417,219	\$ 433,092
SUPPLIES	45,102	39,000	27,000	28,000	28,000
OTHER SERVICES AND CHARGES	283,690	320,619	334,579	333,215	325,212
CAPITAL OUTLAY	98,518	92,524	189,500	385,440	579,080
TOTAL Dept 442.30-DPW FLEET ASSET DIVISION	\$ 847,449	\$ 861,219	\$ 954,232	\$ 1,163,874	\$ 1,365,384

Full-time Personnel Summary

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 BUDGET	INCREASE (DECREASE)
GENERAL FUND					
DEPARTMENT OF PUBLIC WORKS (DPW)					
FLEET ASSET DIVISION					
Fleet Asset Manager	1.0	1.0	1.0	1.0	0.0
Mechanic	3.0	3.0	3.0	3.0	0.0
	4.00	4.00	4.00	4.00	0.00



DEPARTMENTAL INFORMATION

Department of Public Works — Water & Sewer Department (592.00)

Overview

DPW staff members are committed to responding to and efficiently fulfilling service requests while maintaining the high quality of service that Novi residents expect. DPW's top priority is to provide a safe and healthy environment for the residents and business owners of the community. The department is comprised of dedicated and professional individuals who have a shared goal of ensuring the health, safety and welfare of the community.

Performance Measures, Goals, and Objectives

Objectives

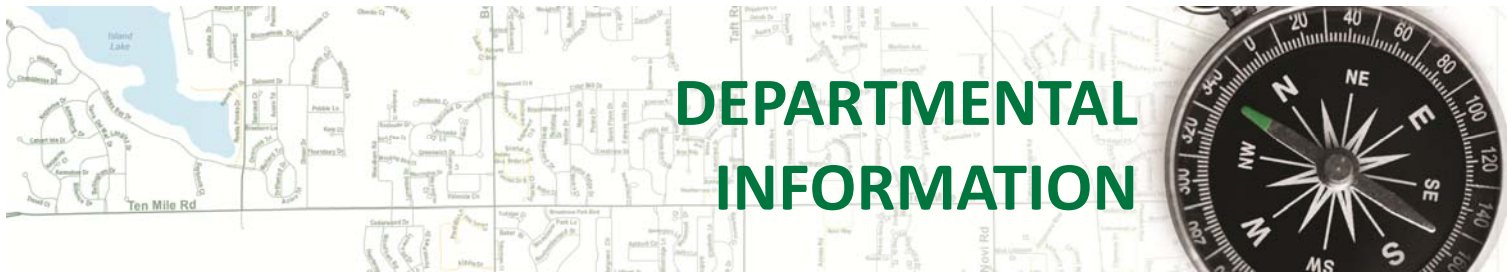
- The Water & Sewer Department is responsible for the management of the City's water distribution and sanitary sewage collection systems. Water & Sewer workers operate, maintain, monitor, and control water and sewer pipeline networks, water system pumping stations, sanitary sewage lift stations and pump stations, and water/sewer meters. Maintenance activities include reactive, routine and preventive maintenance services that preserve the useful life of the City's water and sanitary sewer infrastructure assets. All of these activities are accounted for within its own enterprise fund.

FY 2019-20 Performance Measures

- In Progress—Sanitary Sewer Main Rehab—YEAR 2
- In Progress—Walled Lake District Sanitary Sewer Repairs—YEAR 1
- In Progress—MDEQ Stormwater Management Compliance (MS4) - Phase 1 DPW Vector Dumping Station & Phase 2 DPW Site Improvements
- In Progress—West Park Booster Station Upgrades (4 VFD replacements) & Island Lake Booster Station Upgrades (2 VFD replacements)
- Purchased two vehicles with plows
- In Progress—Complete Condition Assessment of Various PCCP Transmission Mains (PCCP along Novi Road; from 14 Mile Road to 10 Mile Road)
- In Progress—Complete Asset Condition Evaluation (GIS/GPS consultant svcs) for drains and water & sewer
- In Progress—Complete W&S Engineering Study, Training, & Enhanced Electrical Safety Program

FY 2020-21 Goals

- Initiate water main valve maintenance program
- Replace Hudson pump station roof
- Continue Walled Lake District Sanitary Sewer Repairs—YEAR 2; final year
- Complete I96 sanitary sewer crossing project and West Oak pump station abandonment
- Complete PRV redistricting (PRV at 12 Mile and Meadowbrook decommission; PRV at Novi Road and 13 Mile Road installation)
- Start Island Lake pressure district expansion (phase 1) project
- Start asbestos-cement (AC) water main replacement project
- Continue fixed network-advanced metering infrastructure project (phase 2—meter replacements) project
- Purchase lateral launch camera (additional module system added to the sewer main inspection camera allowing inspection of sewer leads)
- Complete Asset Condition Evaluation (GIS/GPS consultant svcs) for drains and water & sewer



DEPARTMENTAL INFORMATION

Budget Summary

WATER AND SEWER FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Operating revenue	\$ 23,725,843	\$ 22,436,000	\$ 24,210,500	\$ 24,335,500	\$ 24,460,500
Capital contributions	4,835,047	1,350,000	1,350,000	1,350,000	1,350,000
Federal Grants	-	-	-	-	-
Donations	-	67,342	-	-	-
Interest income	2,107,763	1,486,468	921,251	809,463	699,207
Other revenue	204,240	218,662	197,500	202,500	207,500
TOTAL ESTIMATED REVENUES	\$ 30,872,893	\$ 25,558,472	\$ 26,679,251	\$ 26,697,463	\$ 26,717,207
APPROPRIATIONS					
Personnel services	\$ 1,424,145	\$ 1,424,584	\$ 1,442,365	\$ 1,477,317	\$ 1,501,061
Supplies	75,105	60,777	70,100	70,100	70,100
Other services and charges	23,730,898	22,049,330	22,412,916	22,303,916	21,353,786
Capital outlay	47,967	23,353,043	3,828,870	4,106,130	2,362,260
Debt service	-	-	-	-	-
Transfers out	2,421,260	681,840	-	-	-
TOTAL APPROPRIATIONS	\$ 27,699,375	\$ 47,569,574	\$ 27,754,251	\$ 27,957,463	\$ 25,287,207

Full-time Personnel Summary

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 BUDGET	INCREASE (DECREASE)
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WATER AND SEWER FUND

WATER AND SEWER DEPARTMENT

Water & Sewer Financial Specialist	1.0	1.0	1.0	1.0	0.0
City Engineer	0.0	0.0	0.75	0.75	0.0
Water & Sewer Manager	1.0	1.0	1.0	1.0	0.0
Water and Sewer Senior Manager	1.0	1.0	0.0	0.0	0.0
Light Equipment Operator	4.0	4.0	4.0	4.0	0.0
Maintenance	3.0	3.0	3.0	3.0	0.0
Senior Customer Service Representative	1.75	1.75	1.75	1.75	0.0
Water & Sewer Cross Connection Specialist	1.0	1.0	1.0	1.0	0.0
Work Leader	1.0	1.0	1.0	1.0	0.0
TOTAL WATER AND SEWER FUND	13.75	13.75	13.50	13.50	0.0

Function/ program	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Water and Sewer										
Customers:										
Residential	12,874	12,940	13,191	13,604	13,760	13,946	14,105	14,220	14,411	13,648
Commercial	1,225	1,239	1,254	1,223	1,204	1,259	1,264	1,239	928	935
Water (in thousand gallons):										
Purchased from Detroit	\$ 2,041,594	\$ 2,166,712	\$ 2,459,402	\$ 2,321,313	\$ 2,216,075	\$ 1,835,567	\$ 2,276,389	\$ 2,349,960	\$ 2,298,596	\$ 2,144,615
Sold to residents	\$ 1,919,763	\$ 2,024,406	\$ 2,109,414	\$ 2,222,787	\$ 2,138,305	\$ 1,811,910	\$ 1,963,221	\$ 2,231,717	\$ 2,159,537	\$ 2,106,440
Rates:										
Fixed rate quarterly water charge	-	35.00	37.00	40.00	57.00	57.00	80.00	56.00	56.00	56.00
Additional usage per 1,000 gallons	4.06	3.31	3.44	3.86	4.00	4.13	3.05	3.2	3.2	3.26
Fixed rate quarterly sewer charge	-	5.00	5.00	6.00	6.00	6.00	30.00	30.00	30.00	30.00
Sewer (per thousand gallons of water usage)	2.67	2.90	4.00	4.25	4.00	4.30	3.40	3.60	3.60	3.89



DEPARTMENTAL INFORMATION

Novi Youth Assistance (665.00)

Overview

Novi Youth Assistance is dedicated to the prevention of juvenile delinquency, child abuse and child neglect in the 26 communities within Oakland County and is administered under the auspices of the Oakland County Circuit Court-Family Division. Novi Youth Assistance operates with the sponsorship of the Oakland County Circuit Court-Family Division, the Novi Community School District, the City of Novi, with principal funding supplied through the Oakland County Board of Commissioners.

Performance Measures, Goals, and Objectives

Objectives

- Continue to provide successful, positive, and effective services and programs to youths

FY 2019-20 Performance Measures

- Hosted 38th Annual NYA Bowl-A-Thon
- Offered summer program to engage youth in fun educational and recreational activities to promote positive social and emotional development

FY 2020-21 Goals

- Host 39th Annual NYA Bowl-A-Thon
- Continue to offer summer program to engage youth in fun educational and recreational activities to promote positive social and emotional development

Budget Summary

GENERAL FUND					
	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22	PROJECTED 2022-23
APPROPRIATIONS					
Dept 665.00-NOVI YOUTH ASSISTANCE					
PERSONNEL SERVICES	\$ 41,246	\$ 41,142	\$ 39,912	\$ 39,963	\$ 40,044
SUPPLIES	7,897	5,800	5,500	5,500	5,500
OTHER SERVICES AND CHARGES	107	700	536	535	535
TOTAL Dept 665.00-NOVI YOUTH ASSISTANCE	\$ 49,250	\$ 47,642	\$ 45,948	\$ 45,998	\$ 46,079



Historical Commission (803.00)

Overview

Since 1986, the Novi Historical Commission has worked in partnership with the City of Novi, Novi Public Library, educators, and others to provide programs and services concerning the history of our community. The Commission’s work includes the development of presentations, exhibits, and events that showcase the over 180 year history of Novi. The Novi Historical Commission is located within the Novi Public Library and offers open office hours in the Local History Room on the first and third Mondays of each month.

Performance Measures, Goals, and Objectives

Objectives

- Continue to collect and preserve the history of Novi through the solicitation of donated documents, photographs, and recorded personal experiences

FY 2019-20 Performance Measures

- Assisted with Novi’ 50th Birthday year long celebration

FY 2020-21 Goals

- Utilize historical artifacts to incorporate into the many new developments currently underway within the City

Budget Summary

GENERAL FUND					
	ACTUAL	ESTIMATED	BUDGET	PROJECTED	
	2018-19	2019-20	2020-21	2021-22	2022-23
APPROPRIATIONS					
Dept 803.00-HISTORICAL COMMISSION					
OTHER SERVICES AND CHARGES	\$ 5,008	\$ 4,000	\$ 13,860	\$ 13,860	\$ 13,860
TOTAL Dept 803.00-HISTORICAL COMMISSION	\$ 5,008	\$ 4,000	\$ 13,860	\$ 13,860	\$ 13,860



DEPARTMENTAL INFORMATION

Parks, Recreation, and Cultural Services: Administration (691.00), Recreation (693.00), & Older Adult Services (695.00)

Overview

The mission of Parks, Recreation and Cultural Services (PRCS) is “Provide exceptional park, recreational and cultural opportunities that are diverse and enhance lives.” The vision of PRCS is “To be seen as an essential service whose benefits are recognized and valued in the Novi Community.” The Department administers all parks, recreation and cultural services operations, including strategic direction, policy development, older adult services and resource identification. The Department serves as the liaison to the Parks, Recreation and Cultural Services Commission, the Novi Parks Foundation, and also coordinates the Cultural Arts Advisory Board and the Older Adult Advisory Board. There are three divisions within Parks, Recreation and Cultural Services: Administration, Recreation, and Older Adult Services. Any revenues and expenditures related to any of these activities are recorded within their own special revenue fund separate from the General Fund, except for contributions from the General Fund for capital purchases.

Performance Measures, Goals, and Objectives

Objectives

The core values for the Novi Parks, Recreation and Cultural Services Department are: “Innovation, Excellence, Integrity, Inclusion and Environment.” These core values are qualities that shape our culture and define the character of the organization. Core values were identified by staff, community and Park Commissioner input and defined as follows:

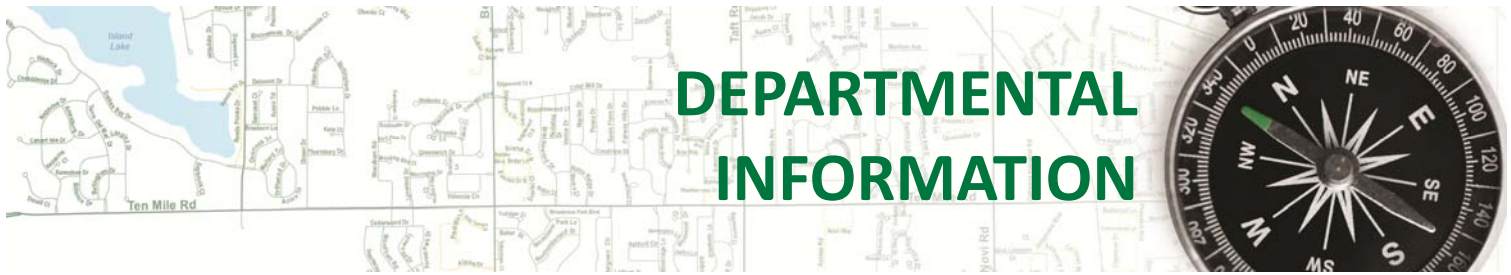
- Innovation – Be at the forefront of forming industry standards
- Excellence – Passion to do our best in each moment
- Integrity – Do the right thing the right way
- Inclusion – Provide programming and services for the entire community
- Environment – Protect the environment and educate the community about its value

FY 2019-20 Performance Measures

- Postponed—Ella Mae Power Park Lighting—Ball Fields 5 & 6
- Replaced Tim Pope Play Structure
- In Progress—Ella Mae Power Park South Playground replacement
- Accelerated funding of neighborhood park improvements at Wildlife Woods, Novi Northwest Park, and Villagewood Lake Park using CIP millage

FY 2020-21 Goals

- Establish “Aging Commission” to address specific housing and “aging in place”; services needed for growing older population to include potential revision of duties or incorporation of Older Adults Advisory Board.
- Restore water tower
- Complete ITC Community Sports Park Play Structure



DEPARTMENTAL INFORMATION

Budget Summary

PARKS, RECREATION & CULTURAL SERVICES FUND

	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22	PROJECTED 2022-23
ESTIMATED REVENUES					
Property tax revenue	\$ 1,358,822	\$ 1,411,336	\$ 1,468,995	\$ 1,475,893	\$ 1,497,215
Donations	38,770	315,575	50,077	19,722	52,172
Interest income	49,417	31,477	16,772	16,656	16,656
Older adult program revenue	181,725	147,696	156,325	188,450	188,450
Other revenue	5,308	11,923	5,000	5,000	5,000
Program revenue	1,327,609	996,615	1,226,700	1,373,900	1,373,900
Transfers in	50,000	83,000	225,000	224,650	161,590
TOTAL ESTIMATED REVENUES	\$ 3,011,651	\$ 2,997,622	\$ 3,148,869	\$ 3,304,271	\$ 3,294,983
APPROPRIATIONS					
Personnel services	\$ 1,201,319	\$ 1,384,121	\$ 1,441,686	\$ 1,480,540	\$ 1,539,652
Supplies	61,314	108,381	94,240	94,240	94,240
Other services and charges	1,544,631	1,285,120	1,289,548	1,473,191	1,425,071
Capital outlay	171,844	595,050	510,481	199,650	175,590
TOTAL APPROPRIATIONS	\$ 2,979,108	\$ 3,372,672	\$ 3,335,955	\$ 3,247,621	\$ 3,234,553

Full-time Personnel Summary

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 BUDGET	INCREASE (DECREASE)
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PARKS, RECREATION & CULTURAL SERVICES FUND

PARKS, RECREATION & CULTURAL SERVICES DEPARTMENT

ADMINISTRATION

Director of Parks, Recreation & Cultural Services	1.0	1.0	1.0	1.0	0.0
Deputy Director of Parks, Recreation & Cultural Serv	1.0	1.0	1.0	1.0	0.0
Management Assistant	1.0	1.0	1.0	1.0	0.0
Account Clerk	1.0	1.0	1.0	1.0	0.0

RECREATION DEPARTMENT

Recreation Supervisor	4.0	4.0	4.0	4.0	0.0
Recreation Programmer	1.0	1.0	1.0	1.0	0.0

OLDER ADULT SERVICES DEPARTMENT

Account Clerk	1.0	1.0	1.0	1.0	0.0
Older Adult Social Services Coordinator	1.0	1.0	1.0	1.0	0.0
Older Adult Services Manager	1.0	1.0	1.0	1.0	0.0

TOTAL PARKS, RECREATION & CULTURAL SERVICES FUND	12.0	12.0	12.0	12.0	0.0
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Function/ program	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Parks and recreation										
Youth classes/clinics	1,154	1,238	1,544	1,620	1,149	1,584	1,475	1,577	1,790	2,172
Adult classes/clinics	439	458	414	340	462	1,244	549	3,268	2,750	2,856
Youth leagues	2,585	2,371	2,431	2,512	2,471	2,199	2,934	3,403	2,724	2,652
Adult leagues	2,750	4,024	4,120	5,220	5,279	5,300	3,868	3,630	4,373	3,549
Summer day camp	742	703	668	N/A	334	498	747	691	864	1,017
Lakeshore Park vehicle entry	11,533	9,846	10,822	13,000	15,462	14,391	1,007	14,320	10,285	N/A
Lakeshore Park attendance	28,833	24,615	27,055	32,500	38,655	35,978	37,488	37,217	25,713	N/A
Lakeshore Park picnic shelter rental	128	98	105	116	125	120	231	150	166	48
Senior citizens served (1)	78,432	68,517	76,462	77,759	75,832	79,172	77,687	66,845	65,395	73,015
Special event attendance	12,071	14,311	14,018	17,021	20,028	16,840	18,153	26,026	27,670	26,645
Civic Center Rentals	1,060	1,516	1,492	1,520	1,560	1,058	1,203	916	1,074	747
Civic Center Attendance	57,519	37,457	35,506	17,021	44,200	33,988	23,023	21,731	22,156	20,135
Novi Theaters - Cast	206	181	198	253	293	86	-	-	110	-
Novi Theaters - Audience	5,041	4,757	4,715	5,454	4,997	1,705	-	-	1,441	-



DEPARTMENTAL INFORMATION

Forestry (209.00)

Overview

The Forestry Division provides high quality operational services and contract management including annually: tree planting, tree removals, and tree pruning. Additional services provided by the Forestry Division include forest health diagnostics, tree hazard assessments, resident relations, invasive species removal, natural resources education, and public outreach.

Performance Measures, Goals, and Objectives

Objectives

- Tree replacement and maintenance

FY 2019-20 Performance Measures

- Annual tree planting program
- Purchase NEAMS Field Tablet Upgrade

FY 2020-21 Goals

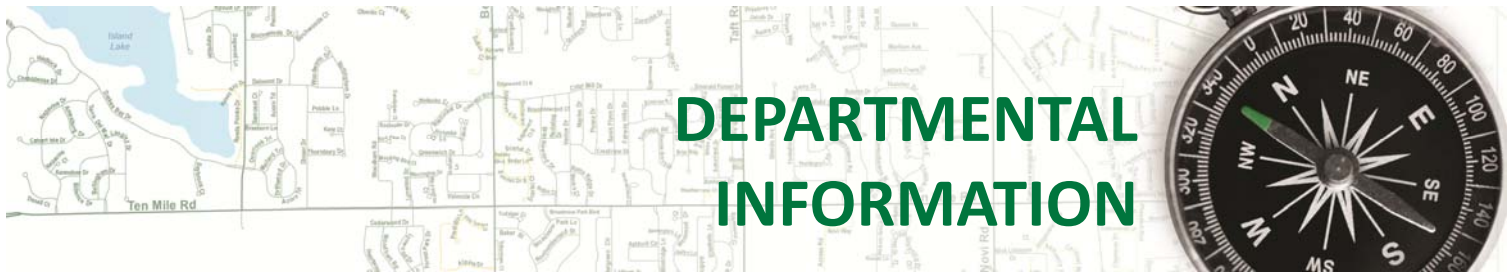
- Annual tree planting program
- Create a financially sustainable plan for the Tree Fund—current funding mechanism is not sustainable long term.
- Develop a plan to identify and purchase high quality woodlands using tree fund dollars so they are preserved permanently. Goal for at least 50 acres a year.

Budget Summary

TREE FUND					
	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22	PROJECTED 2022-23
ESTIMATED REVENUES					
State grants	\$ 363,852	\$ -	\$ -	\$ -	\$ -
Interest income	143,284	78,971	100,416	100,400	100,465
Donations	4,750	-	-	-	-
Other revenue	1,157,150	450,000	415,000	365,000	340,000
TOTAL ESTIMATED REVENUES	\$ 1,669,036	\$ 528,971	\$ 515,416	\$ 465,400	\$ 440,465
APPROPRIATIONS					
Personnel services	\$ 71,418	\$ 74,927	\$ 76,446	\$ 78,430	\$ 80,495
Supplies	971	1,000	1,000	1,000	1,000
Other services and charges	430,436	593,044	580,970	505,970	505,970
Capital outlay	545,748	232,431	-	-	-
TOTAL APPROPRIATIONS	\$ 1,048,573	\$ 901,402	\$ 658,416	\$ 585,400	\$ 587,465

Full-time Personnel Summary

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 BUDGET	INCREASE (DECREASE)
TREE FUND					
FORESTRY DEPARTMENT					
Forestry Asset Manager	1.0	1.0	1.0	1.0	0.0
TOTAL TREE FUND	1.0	1.0	1.0	1.0	0.0



DEPARTMENTAL INFORMATION

PEG Cable (263.00)

Overview

Cable television programming is produced by the Community Relations Group and budgeted within the PEG Cable Special Revenue Fund. The purpose of the PEG Cable Fund is to track the revenues and expenditures related to providing cable services to the City, including cable franchise revenues and cable production fees. The PEG fees help to keep the community engaged in the City's operations.

Performance Measures, Goals, and Objectives

Objectives

- Community engagement

FY 2019-20 Performance Measures

- Purchased a Video Switcher replacement for the Council Chambers

FY 2020-21 Goals

- Utilize Emmy Award winning staff for 3 to 6 annual productions on City-related topics

Budget Summary

PEG CABLE FUND					
	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22 2022-23	
ESTIMATED REVENUES					
Interest income	\$ 23,447	\$ 7,561	\$ 10,045	\$ 4,605	\$ 2,222
Licenses, permits & charges for services	362,344	141,000	-	-	-
Transfers In	-	-	-	-	120,000
TOTAL ESTIMATED REVENUES	\$ 385,791	\$ 148,561	\$ 10,045	\$ 4,605	\$ 122,222
APPROPRIATIONS					
Personnel services	\$ 213,104	\$ 227,024	\$ 223,425	\$ 227,485	\$ 233,102
Supplies	5,650	5,100	5,000	5,000	5,000
Other services and charges	36,934	50,940	46,620	43,120	43,120
Capital outlay	68,364	20,000	-	-	-
TOTAL APPROPRIATIONS	\$ 324,052	\$ 303,064	\$ 275,045	\$ 275,605	\$ 281,222

Full-time Personnel Summary

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 BUDGET	INCREASE (DECREASE)
PEG CABLE FUND					
PEG CABLE DEPARTMENT					
Director of Communications	0.5	0.5	0.5	0.5	0.0
Multi-Media Production Specialist	2.0	2.0	2.0	2.0	0.0
TOTAL PEG FUND	2.5	2.5	2.5	2.5	0.0



DEPARTMENTAL INFORMATION

Library (268.00)

Overview

Novi Public Library provides the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community. The library supports intellectual freedom and access to information resources for all, while maintaining the privacy of its patrons and providing a safe and secure environment.

Performance Measures, Goals, and Objectives

Objectives

- **Library Motto:** Inform. Inspire. Include.

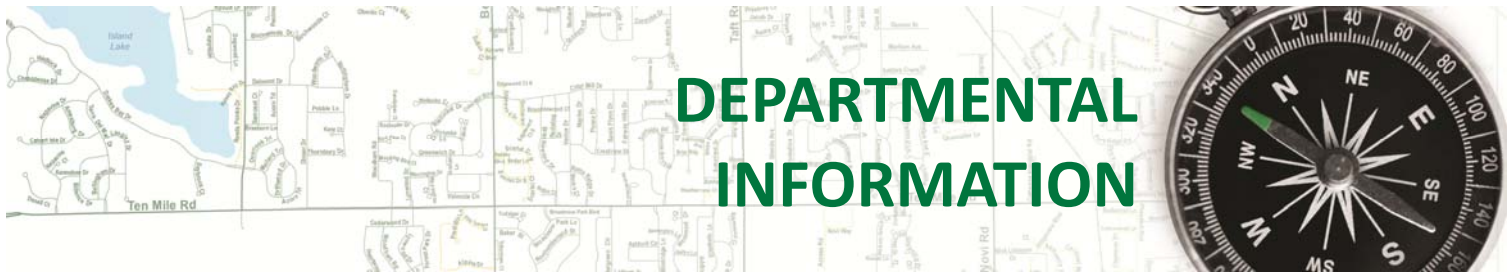
Performance Measures from FY 2019-20

- Achieved EXCELLENT status for QSAC (Quality Services Assessment Checklist) from library of Michigan
- Unveiled Business Resource Center
- Achieved 100% staff proficiency with new CARL system
- Completed LED conversion project for lighting in the library
- Presented "Life of David Barr" by Novi Historical Commission
- Expanded "Experience Culture" programs: Mexico, India, Romania, Nigeria, Poland, and Puerto Rico
- Developed a new customer service training process for library staff

FY 2020-21 Goals

- Renovation project for Teen Area
- Renovation project for Youth Area (serving 0-5 years of age)
- Investigate new marketing digital library signage
- Continue addressing the main entrance cold issue
- Build awareness and usage of the Lakeshore Lending Library

Function/ program	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Library										
Items circulated	556,582	759,021	803,552	800,031	799,475	734,643	793,991	833,558	812,025	857,854
Book collections	137,220	146,187	152,024	151,724	152,236	149,941	140,895	141,129	141,638	139,449
Audio/Video/CD collections	14,295	18,015	20,618	23,507	25,677	27,776	29,077	29,737	30,642	30,100
Periodical subscriptions	185	215	208	210	242	207	207	218	203	190
Requests of Information	171,324	220,427	210,960	N/A	115,392	115,392	113,778	117,325	116,219	114,709
Youth Summer Reading	1,061	1,261	1,338	2,042	2,340	2,584	2,084	2,362	2,465	2,029
Program participants	24,145	34,198	45,572	34,899	40,010	40,901	46,854	56,026	60,246	75,595
Visitors	262,826	371,274	378,571	389,220	401,984	392,047	404,979	424,401	488,778	463,818
Interlibrary loans	67,615	100,342	109,274	109,330	106,250	105,588	112,016	115,222	111,236	102,655



DEPARTMENTAL INFORMATION

Budget Summary

LIBRARY FUND					
	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Property tax revenue	\$ 2,720,300	\$ 2,818,939	\$ 2,917,399	\$ 3,032,954	\$ 3,168,183
Donations	18,106	8,110	6,500	6,500	6,500
Fines and forfeitures	185,688	176,346	179,000	179,000	179,000
Interest income	99,764	33,000	34,201	35,663	35,663
Other revenue	64,469	71,030	68,200	68,200	68,200
State sources	42,429	40,000	40,000	40,000	40,000
TOTAL ESTIMATED REVENUES	\$ 3,130,756	\$ 3,147,425	\$ 3,245,300	\$ 3,362,317	\$ 3,497,546
APPROPRIATIONS					
Personnel services	\$ 1,888,976	\$ 1,936,305	\$ 2,121,060	\$ 2,178,131	\$ 2,235,994
Supplies	488,386	621,300	599,600	606,600	639,700
Other services and charges	521,610	523,714	554,700	639,300	540,000
Capital outlay	35,080	63,500	111,000	78,200	202,300
TOTAL APPROPRIATIONS	\$ 2,934,052	\$ 3,144,819	\$ 3,386,360	\$ 3,502,231	\$ 3,617,994

Full-time Personnel Summary

	2018-19 ACTUAL	2019-20 BUDGET	2019-20 ACTUAL	2020-21 BUDGET	INCREASE (DECREASE)
LIBRARY FUND					
LIBRARY					
Administrative Assistant	1.0	1.0	1.0	1.0	0.0
Collections Specialist	1.0	1.0	1.0	1.0	0.0
Communications Coordinator	1.0	1.0	1.0	1.0	0.0
Early Literacy Specialist	1.0	1.0	1.0	1.0	0.0
Department Head-Information Systems	1.0	1.0	1.0	1.0	0.0
Department Head-Information Technology	1.0	1.0	1.0	1.0	0.0
Department Head-Support Services	1.0	1.0	1.0	1.0	0.0
Facilities Assistant II	1.0	1.0	1.0	1.0	0.0
Librarian-Information Systems	3.0	3.0	3.0	3.0	0.0
Librarian-Electronic Services	1.0	1.0	1.0	1.0	0.0
Librarian-International Services	1.0	1.0	1.0	1.0	0.0
Library Director	1.0	1.0	1.0	1.0	0.0
Supervisor-Support Services	3.0	3.0	3.0	3.0	0.0
Network Support Specialist	0.0	0.0	1.0	1.0	0.0
System Administrator	1.0	1.0	0.0	0.0	0.0
TOTAL LIBRARY FUND	18.0	18.0	18.0	18.0	0.0



DEPARTMENTAL INFORMATION

Ice Arena (590.00)

Overview

The Novi Ice Arena opened in 1998 to provide ice skating services to Novi residents and other local communities. The facility is self-supporting and strives to generate positive cash flow under contract with Suburban Arena Management – Novi LLC, a third party vendor. The primary customer base is comprised of Novi Youth Hockey Association, The Skating Club of Novi, Learn to Skate, Novi Ice Arena Adult Hockey League, Novi & Northville High Schools and Club Teams, and Recreational Skating Activities (Public Skate, Drop-in Hockey, etc.)

This facility does not have any direct impact on the City's General Fund Budget because all activities are accounted for within its own enterprise fund.

Performance Measures, Goals, and Objectives

Objectives

- Offer two NHL-regulation sized ice sheets with seating capacities of 750 and 250, heated viewing areas, pro shop, two cafes, skate rental, and space for meetings and parties
- Offer eight locker rooms, an official room, a figure skating dressing room, and figure skating coaches dressing room

FY 2019-20 Performance Measures

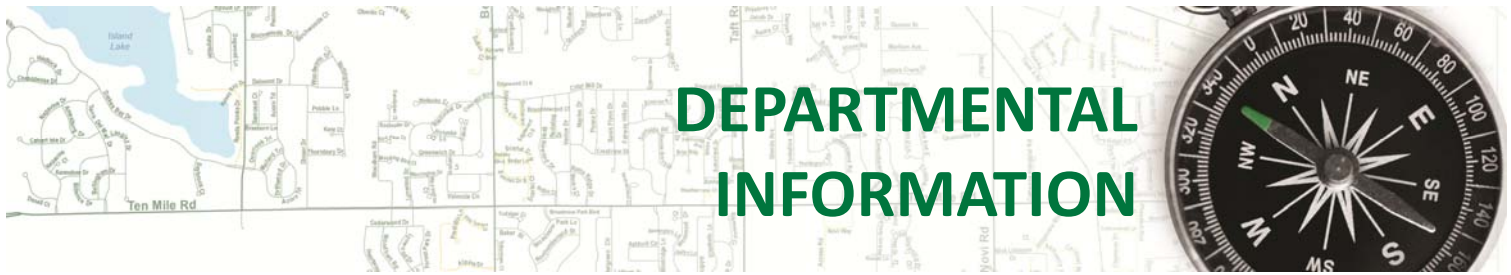
- In Progress—Energy Management System Upgrade (HVAC system & Ice Refrigeration System)
- In Progress—Door Replacements (8 front entry doors and doors for 10 locker rooms)
- In Progress—Hot Water and Heating Boilers replacement (2)
- In Progress—LED Lighting Upgrade (upper/lower hallways, service areas, & locker rooms)

FY 2020-21 Goals

- Complete parking lot maintenance
- Replace smoke/fire detection (pyrotronics zone fire alarm control panel)
- Replace shower/restroom fixtures (10 locker rooms)
- Replace public address system (2; one for each rink)

Budget Summary

ICE ARENA FUND					
	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED 2021-22	PROJECTED 2022-23
ESTIMATED REVENUES					
Program revenue	\$ 1,934,659	\$ 1,882,355	\$ 1,886,571	\$ 1,886,571	\$ 1,886,571
Interest income	79,047	20,447	25,683	22,445	20,477
Other revenue	104,638	109,400	104,400	104,400	104,400
TOTAL ESTIMATED REVENUES	\$ 2,118,344	\$ 2,012,202	\$ 2,016,654	\$ 2,013,416	\$ 2,011,448
APPROPRIATIONS					
Supplies	\$ 19,687	\$ 14,600	\$ 11,600	\$ 11,600	\$ 11,600
Other services and charges	1,592,390	1,305,627	1,298,424	1,297,946	1,289,978
Capital outlay	-	198,595	68,000	-	200,000
Debt service	70,660	560,380	538,630	536,870	509,870
TOTAL APPROPRIATIONS	\$ 1,682,737	\$ 2,079,202	\$ 1,916,654	\$ 1,846,416	\$ 2,011,448



DEPARTMENTAL INFORMATION

Senior Housing —Meadowbrook Commons (594.00)

Overview

Meadowbrook Commons, located on Meadowbrook Road between Grand River Avenue and 10 Mile Road, is a 55+ adult independent living housing community owned by the City of Novi and managed by a contractual management company. The three-story building contains 115 one- and two-bedroom apartments and 60 two-bedroom ranch style condos which surround the outside of the main building. The complex was built to provide market price affordable housing for the older adults in Novi. The complex is also home to the Meadowbrook Activities Center which promotes healthy and active lifestyles that support independence and vitality for adults 55+.

This facility does not have any direct impact on the City's General Fund Budget because all activities are accounted for within its own enterprise fund.

Performance Measures, Goals, and Objectives

Objectives

- Offer a pet-free and smoke-free community; including one and two bedroom apartments in a three story main building and two bedroom ranch-style homes
- Offer amenities; including a hair salon, library, theater, exercise room, comfortable lounge areas, game rooms, and beautifully landscaped inner courtyard

FY 2019-20 Performance Measures

- In Progress—Heating & Cooling Roof Top Unit Replacements (3)

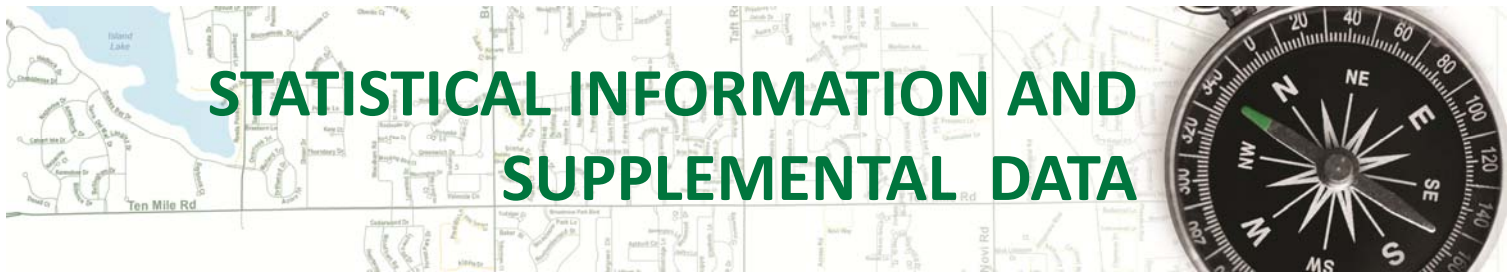
FY 2020-21 Goals

- Replace boiler (1 of 2) located at main building
- Complete front-entry redesign

Budget Summary

SENIOR HOUSING FUND					
	ACTUAL 2018-19	ESTIMATED 2019-20	BUDGET 2020-21	PROJECTED	
				2021-22	2022-23
ESTIMATED REVENUES					
Operating revenue	\$ 2,063,060	\$ 2,067,050	\$ 2,078,000	\$ 2,084,720	\$ 2,091,462
Interest income	33,711	20,762	16,588	14,596	13,606
Other revenue	23,034	20,600	20,400	20,540	20,540
TOTAL ESTIMATED REVENUES	\$ 2,119,805	\$ 2,108,412	\$ 2,114,988	\$ 2,119,856	\$ 2,125,608
APPROPRIATIONS					
Supplies	\$ 8,596	\$ 11,075	\$ 11,075	\$ 11,075	\$ 11,075
Other services and charges	1,205,371	838,093	856,705	855,896	883,402
Capital outlay	-	56,500	313,580	292,780	412,720
Debt service	152,915	1,017,744	973,628	949,105	949,411
TOTAL APPROPRIATIONS	\$ 1,366,882	\$ 1,923,412	\$ 2,154,988	\$ 2,108,856	\$ 2,256,608

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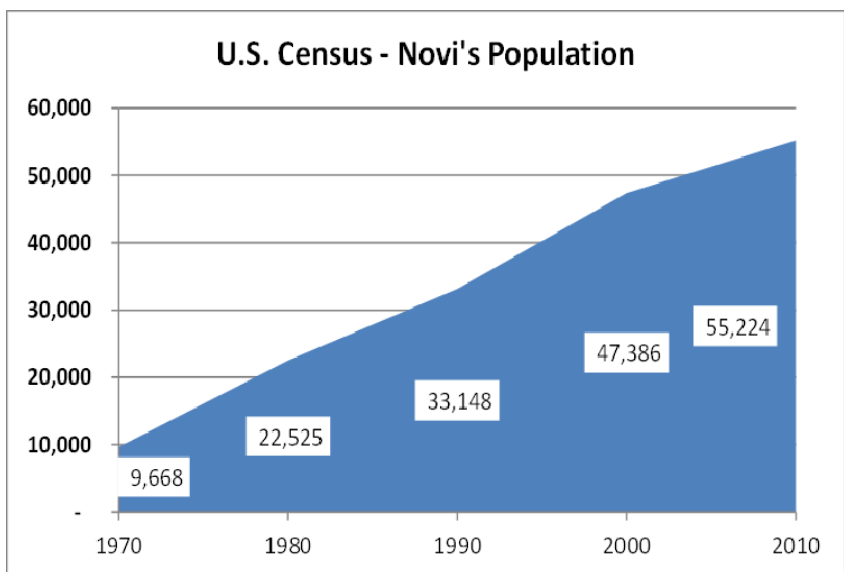


About the City of Novi

The City of Novi encompasses an area of approximately 31.6 square miles or 20,417 acres and is about thirty miles northwest of downtown Detroit, in the southern portion of Oakland County. The City surrounds about two-thirds of Walled Lake, and the gently rolling topography of the area has made the City one of the most attractive places in Michigan to live.

The City of Novi is governed by a seven-member City Council under the Council/Manager form of government. A full range of City services are provided including police, fire, parks, recreation, forestry, library, planning and zoning, building and engineering, and various maintenance services. In addition to the usual City services, Novi offers a senior citizen housing facility, Meadowbrook Commons, and an Ice Arena.

Since its original settlement and incorporation in February, 1969, the City has seen remarkable changes. Once a stand-alone settlement, Novi now finds itself in the heart of the Detroit Metropolitan region. Novi's location at the crossroads of several major transportation routes has thrust the City into a period of unprecedented growth and development. Between the 1990 and 2000 Census, Novi was the fastest growing city in Oakland County. The 2000 Census stated Novi's position as a growing and attractive community with a population of 47,386. This was an increase of 43 percent from 1990. A special mid-decade census in 2006 showed an increase of just over 9% from 2000 with a population of 52,231. Between the 2000 and 2010 Census Novi's population grew by 16.5% to 55,224. Novi is presently home to prestigious schools, quality residential neighborhoods, a thriving retail and high-tech economy, and beautifully preserved natural areas. Novi has indeed changed and the change has been dramatic. The SEMCOG 2035 Forecast includes a population estimate of 57,344.



Source: U.S. Census Bureau.

U.S. Census	
1970	9,668
1980	22,525
1990	33,148
2000	47,386
2010	55,224



STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

Points of Interest

The Erie Canal was opened in 1825 at the same time the City of Novi was settled, drawing settlers from the east coast to Michigan.

Farming was the principal land use activity in Novi in the early days, but by 1830, there were enough families to support small businesses at the intersection of Novi Road and Grand River Avenue, known as Novi Corners.

In the 1850's, Grand River Avenue provided a connection from Lansing to Detroit, passing through the heart of Novi.

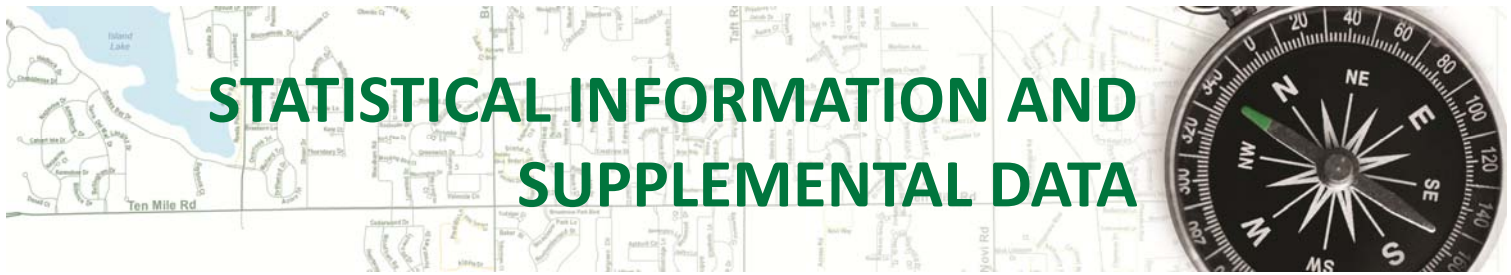
In the 1950's, the Interstate Highway System divided Novi with the construction of I-96. This freeway allowed fast access to Detroit and took "through commuters" off the Grand River Avenue corridor.

As early as 1959, the Village of Novi was considering becoming a city, although Novi did not incorporate as a city until 1969.

Twelve Oaks Mall, located at Interstate Highway 96 and Novi Road, houses nearly 180 retailers, specialty shops, restaurants and stores on over 1,687,781 square feet.

The Novi School District is comprised of 1 high school, 1 middle school (7-8), 1 upper elementary school (5-6), and 5 elementary schools (K-4). An instructional Technology Center links the 5th grade house and the 6th grade house of Novi Meadows. (The majority of students residing within the City of Novi attend Novi Community Schools.)

The City of Novi is served by four school districts: Northville Public School District, Novi Community School District, South Lyon Community School District, and Walled Lake Consolidated School District.

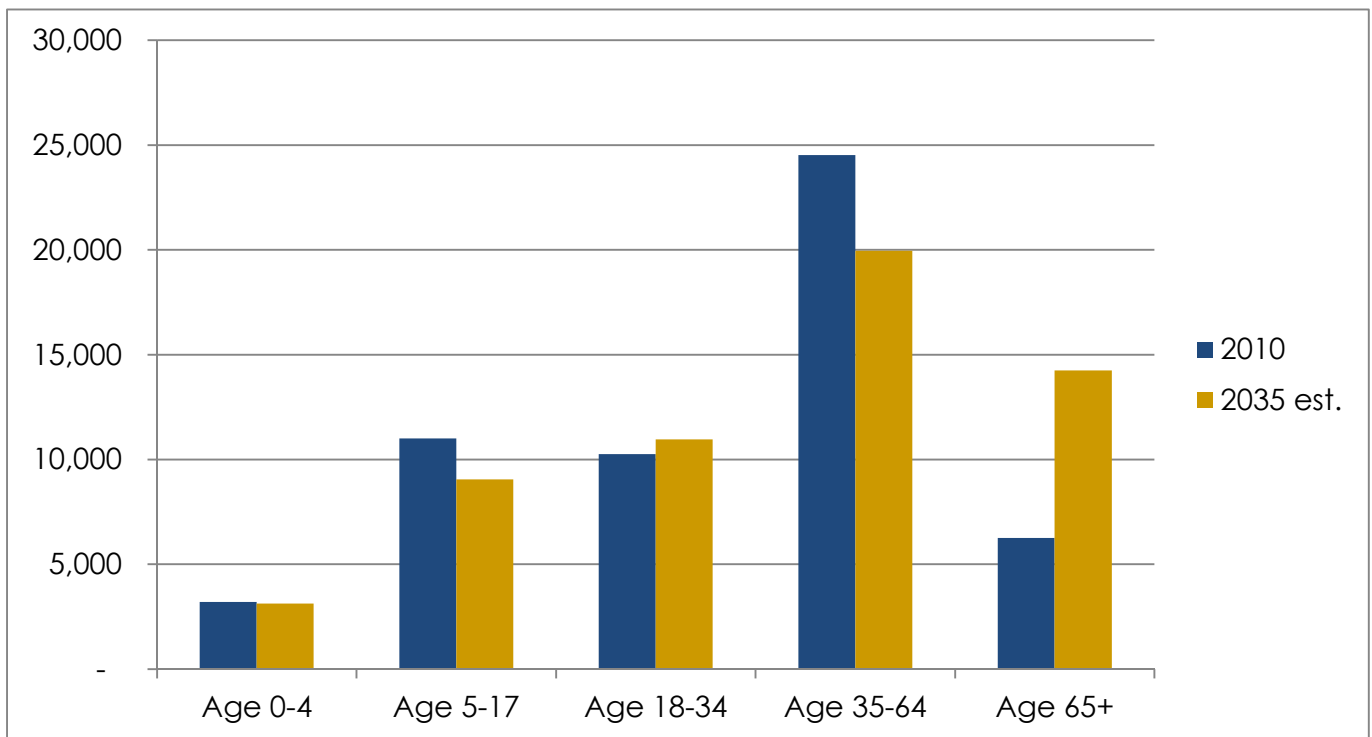


STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

Population

Approximately 44% of Novi's residents are 35 to 64 years old and 11% are senior citizens. The median age for Novi is 39.1 years and for the State is 38.9 years.

Age Groups	1990 Census		2000 Census		2010 Census		2035 est.	
	Est	%	Est	%	Est	%	Est	%
Age 0-4	2,580	8%	3,506	7%	3,204	6%	3,122	6%
Age 5-17	5,857	18%	9,621	20%	11,006	20%	9,047	16%
Age 18-34	9,930	30%	10,428	23%	10,245	19%	10,954	19%
Age 35-64	12,140	36%	20,168	42%	24,521	44%	19,966	35%
Age 65+	2,641	8%	3,856	8%	6,248	11%	14,255	24%
Total Population	33,148	100%	47,579	100%	55,224	100%	57,344	100%



Source: U.S. Census Bureau and SEMCOG 2040 Forecast produced in 2010.



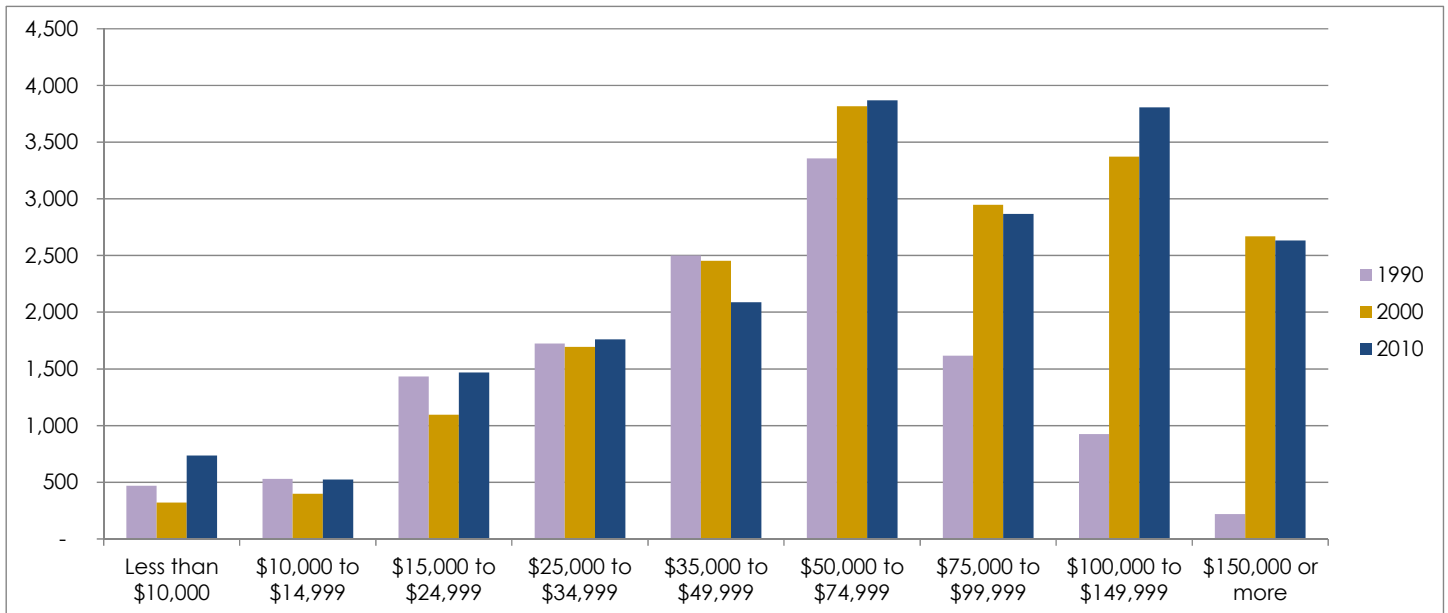
STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

Income Characteristics

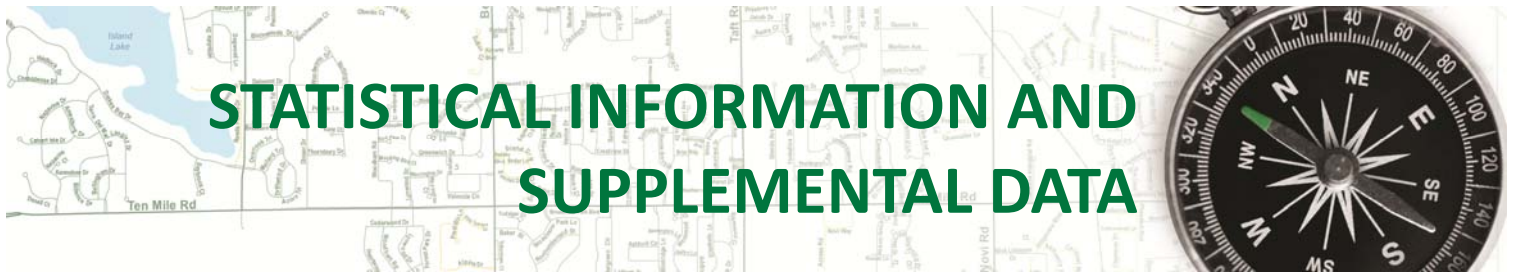
City of Novi's median household income is \$80,151.

Income Categories	1990 Census		2000 Census		2010 Census	
	Est	%	Est	%	Est	%
Less than \$10,000	468	4%	321	2%	735	4%
\$10,000 to \$14,999	530	4%	399	2%	523	3%
\$15,000 to \$24,999	1,434	11%	1,095	6%	1,468	7%
\$25,000 to \$34,999	1,724	13%	1,695	9%	1,761	9%
\$35,000 to \$49,999	2,500	20%	2,454	13%	2,088	10%
\$50,000 to \$74,999	3,357	26%	3,818	20%	3,868	20%
\$75,000 to \$99,999	1,616	13%	2,948	16%	2,868	15%
\$100,000 to \$149,999	926	7%	3,374	18%	3,808	19%
\$150,000 or more	220	2%	2,670	14%	2,633	13%
Total Households	12,775	100%	18,774	100%	19,752	100%

Source: U.S. Census Bureau.

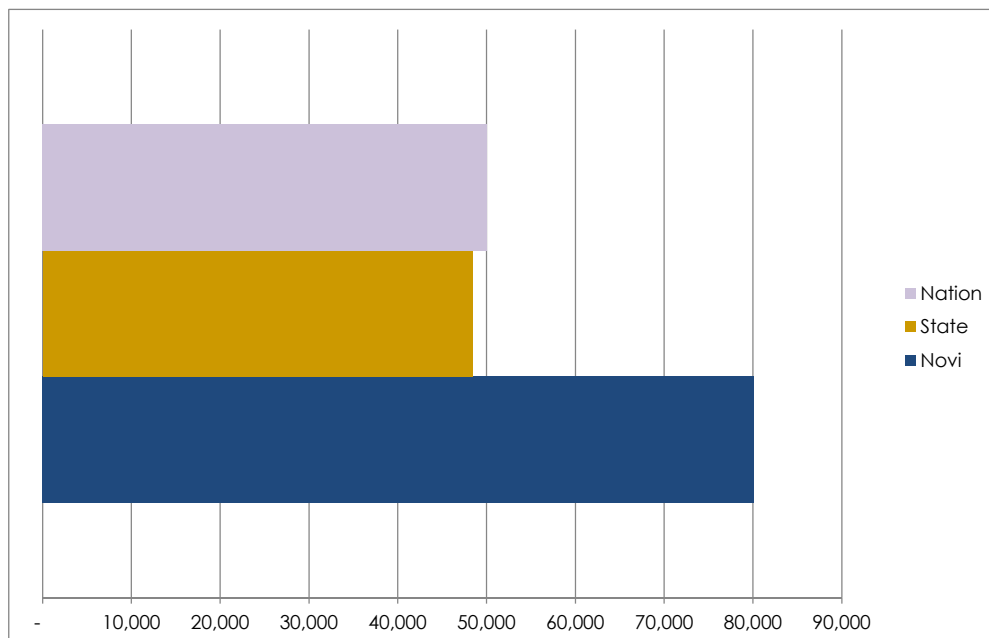


Source: U.S. Census Bureau.



STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

	Novi	State	Nation
INCOME AND BENEFITS (IN 2010 INFLATION-ADJUSTED DOLLARS)	2010 Census	2010 Census	2010 Census
Total households	22,047	3,843,997	114,567,419
Less than \$10,000	735	304,785	5,757,190
\$10,000 to \$14,999	523	219,924	6,668,865
\$15,000 to \$24,999	1,468	442,676	13,165,380
\$25,000 to \$34,999	1,761	430,558	12,323,322
\$35,000 to \$49,999	2,088	577,569	16,312,385
\$50,000 to \$74,999	3,868	728,579	20,940,859
\$75,000 to \$99,999	2,868	466,664	13,526,500
\$100,000 to \$149,999	3,808	433,144	13,544,839
\$150,000 to \$199,999	2,633	134,211	4,809,998
\$200,000 or more	2,295	105,887	4,518,081
Median household income (dollars)	80,151	48,432	50,046



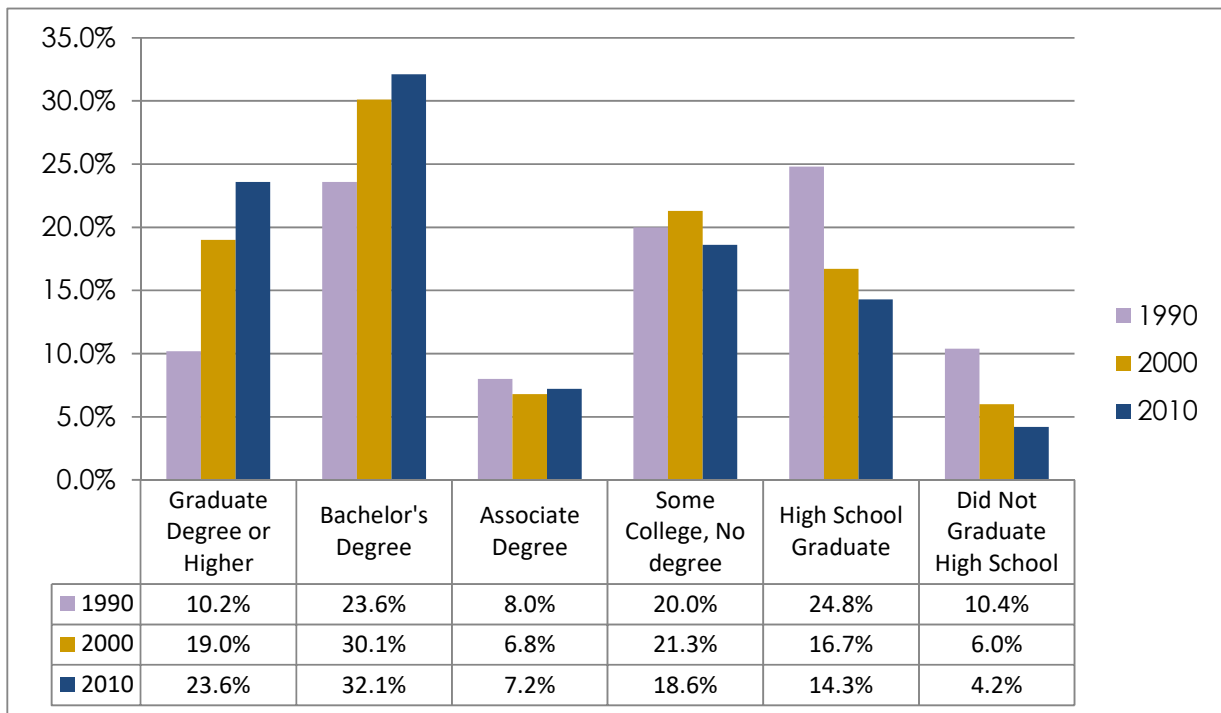
Source: U.S. Census Bureau.



STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

Education Level

Approximately 81.5% of Novi's residents have at least some college education. Only 4.2% are not high school graduates.



Educational Attainment Population Age 25 years or older	City of Novi, MI					State of Michigan					United States				
	2010 (estimated)		2000		1990	2010 (estimated)		2000		1990	2010 (estimated)		2000		1990
	% of Population	Percentage Point Change 2000-2010	% of Population	Percentage Point Change 1990-2000	% of Population	% of Population	Percentage Point Change 2000-2010	% of Population	Percentage Point Change 2000-2010	% of Population	% of Population	Percentage Point Change 2000-2010	% of Population	Percentage Point Change 2000-2010	% of Population
Graduate / professional degree	23.60%	4.60%	19.00%	8.80%	10.20%	9.60%	1.50%	8.10%	1.70%	6.40%	10.40%	1.50%	8.90%	1.70%	7.20%
Bachelor's degree	31.00%	0.90%	30.10%	6.50%	23.60%	15.60%	1.90%	13.70%	2.80%	10.90%	17.70%	2.20%	15.50%	2.40%	13.10%
Associate's degree	7.90%	1.10%	6.80%	-1.40%	8.20%	8.40%	1.40%	7.00%	0.30%	6.70%	7.60%	1.30%	6.30%	0.10%	6.20%
Some College, No Degree	18.20%	-3.10%	21.30%	-1.30%	22.60%	24.20%	0.90%	23.30%	2.90%	20.40%	21.30%	0.30%	21.00%	2.30%	18.70%
High School Graduate	14.80%	-1.90%	16.70%	-8.10%	24.80%	30.90%	-0.40%	31.30%	-1.00%	32.30%	28.50%	-0.10%	28.60%	-1.40%	30.00%
Did Not Graduate High School	4.70%	-1.30%	6.00%	-4.40%	10.40%	11.30%	-5.20%	16.50%	-6.70%	23.20%	14.40%	-5.20%	19.60%	-5.20%	24.80%

Source: SEMCOG Community Profiles, US Census ACS 2008-2010, US Census Bureau

STATISTICAL INFORMATION AND SUPPLEMENTAL DATA



Housing Characteristics

City of Novi has 24,069 total housing units and about half of those are one-family detached units.

Structure Type	1990 Census		2000 Census		2010 Census	
	Estimate	Percentage	Estimate	Percentage	Estimate	Percentage
One-Family Detached	6,238	46%	10,059	51%	12,015	50%
One-Family Attached	1,726	13%	1,938	10%	2,604	11%
Two-Family / Duplex	43	0%	95	0%	40	0%
Multi-Unit Apartments	3,671	27%	5,947	30%	8,172	34%
Moble Homes	1,821	13%	1,684	9%	1,238	5%
Other Units	107	1%	-	0%	-	0%
Total Housing Units	13,606	n/a	19,723	n/a	24,069	n/a

	1990	1995	2000	2010	2035
Households	12,747	16,102	18,792	24,286	25,472
Population	33,148	41,595	47,579	55,224	57,344

Housing Tenure	1990 Census		2000 Census		2010 Census	
	Estimate	Percentage	Estimate	Percentage	Estimate	Percentage
Owner Occupied Units	9,311	68%	13,734	70%	15,035	62%
Renter Occupied Units	3,436	25%	5,418	25%	7,282	30%
Vacant Units	859	7%	925	5%	1,969	8%
Total Housing Units	13,606	100%	19,717	100%	24,286	100%
Median Housing Value (in 2010 Dollars)	\$168,866		\$236,800		\$259,656	
Median Contract Rent (in 2010 Dollars)	\$898		\$746		\$944	

Source: SEMCOG Community Profiles, US Census Bureau



STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

Industrial Characteristics

The City of Novi is seeing growth in the industrial sector. Flexible industrial space has become the hallmark of the City's industrial parks, which are filling with a variety of uses. Flex space commonly has an office component to support light manufacturing, research and development, or warehousing in the remainder of the building.



Commercial – Business Characteristics

Novi has always been known as a source of shopping destinations. With Twelve Oaks Mall, the Novi Town Center, West Oaks I & II, Twelve Mile Crossing at Fountainwalk, Westmarket Square, and the Novi Promenade, shoppers come from throughout the region to shop in Novi.

Commercial – Office Characteristics

The City initiated a rezoning of over 1,200 acres of privately owned property in several strategic locations throughout the community to a high-technology zoning district called the Office Service Technology District. The rezoning is serving as a catalyst to attract quality, high-tech businesses looking to locate within Michigan.

STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

City Millages

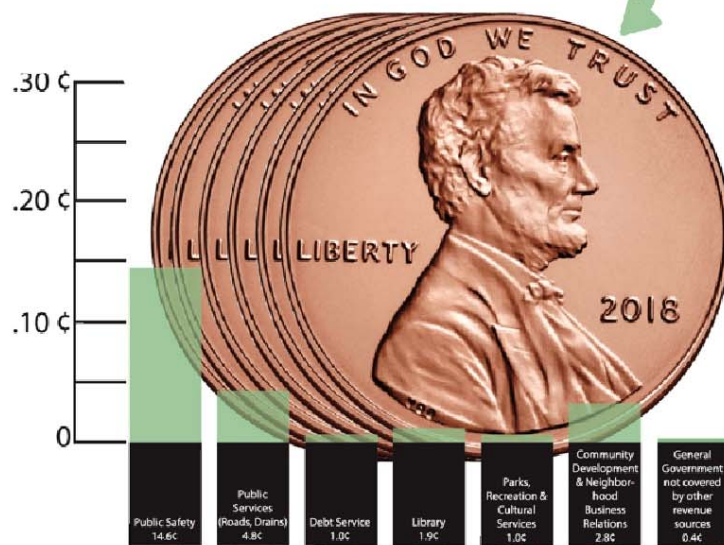
The City is the fiduciary for the collection of taxes for Novi, Northville, South Lyon, and Walled Lake School Districts; the related transfer districts; as well as for the State Education Tax, Oakland County, Schoolcraft College, and Oakland County Community College. The photo shows the allocation of your "Property Tax Dollar" (homestead taxpayer).

The City continues to maintain one of the lowest municipal tax rates in Oakland County at 10.5376 mils. Property taxes are expressed in terms of millage with one mil being equal to \$1.00 per thousand dollars of taxable value.



WHERE DOES YOUR PROPERTY TAX DOLLAR GO?

The image above shows the updated allocation of "Your Property Tax Dollar" (homestead taxpayer.)



If your homestead's taxable value is \$150,000 and your estimated City taxes are \$1,581 annually, in the data shown above, you will spend:

\$869 **\$287** **\$52** **\$111** **\$56** **\$166** **\$40**

The City of Novi receives 26.5¢ for every property tax dollar paid. The City of Novi's overall taxable values continue to fare relatively well (declining less than most), supported by a diverse tax base of residential and other



STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

2018 Top Ten Property Owners (by Taxable Value)

2018 Rank	Taxpayer	2018 Taxable Value	Percentage of Total
1	Novi Campus LLC – Fox Run	\$ 58,591,250	1.6%
2	Taubman	53,739,870	1.5%
3	Singh Development	43,248,180	1.2%
4	Haggerty Corridor Partners	42,433,530	1.2%
5	International Transmission Co	34,313,220	0.9%
6	Occidental Development Ltd.	28,830,130	0.8%
7	Detroit Edison	28,021,660	0.8%
8	TBON, LLC	27,255,530	0.7%
9	Providence Hospital	24,554,810	0.7%
10	Harmon Becker	15,873,900	0.4%

Source: FY 2018-19 Comprehensive Annual Financial Report; pg 165

STATISTICAL INFORMATION AND SUPPLEMENTAL DATA



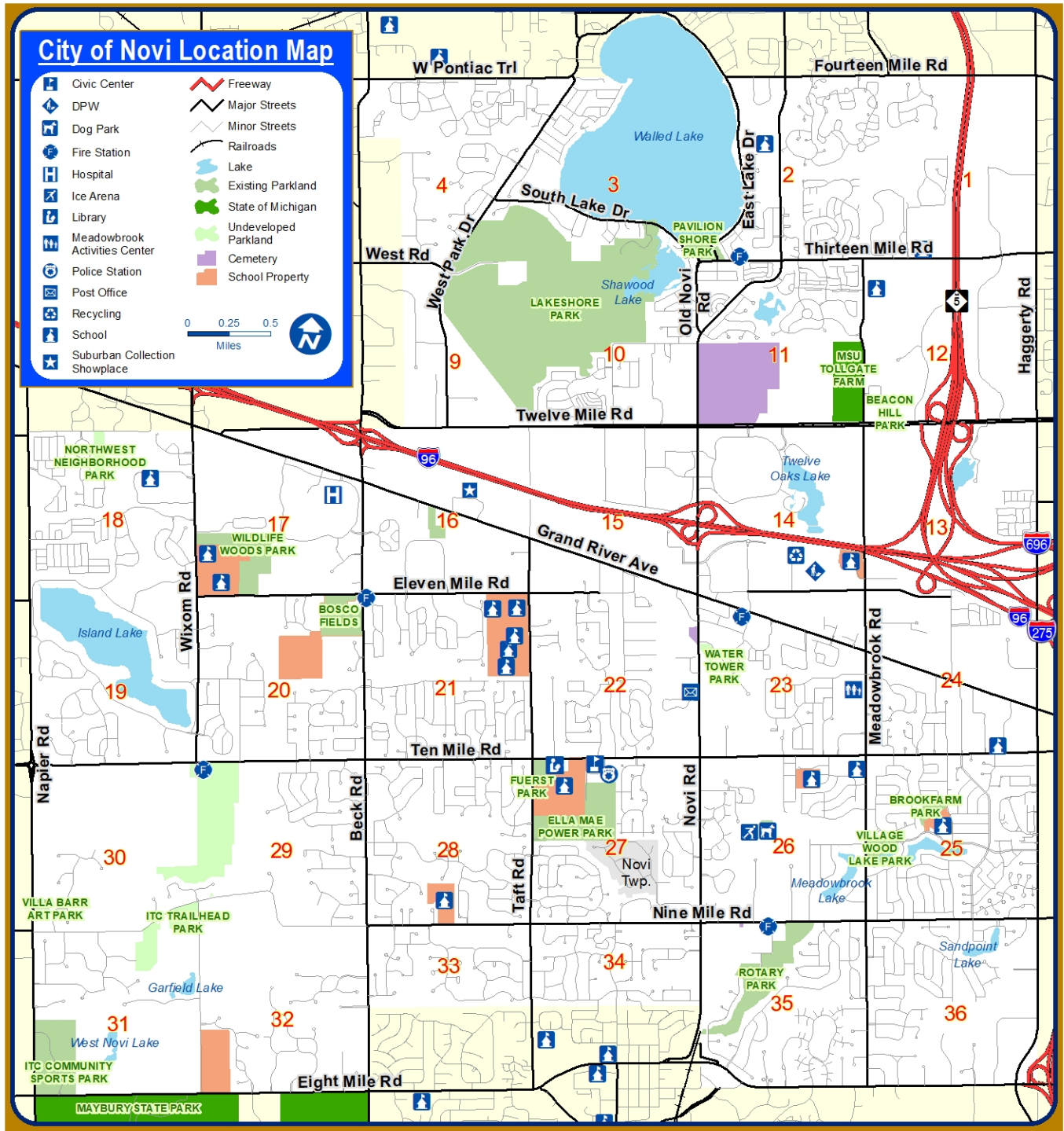
Operating Indicators by Function/Program (Last Ten Fiscal Years)

Function/ program	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Election data										
Registered voters	35,764	36,921	37,366	38,757	39,248	39,341	38,706	39,706	40,661	40,720
Voters at polls	2,887	14,535	3,633	20,484	4,719	14,341	3,423	20,160	4,126	18,472
Absentee ballots	2,212	4,575	2,386	8,765	2,599	5,029	2,588	9,937	4,141	8,921
Percent voting	14%	52%	16%	75%	19%	49%	16%	76%	20%	67%
Police										
Part A crimes	1,868	1,679	1,841	2,048	1,736	1,654	1,508	1,596	1,454	1,246
Part B crimes	793	814	627	626	673	622	638	577	1,128	1,009
Injury accidents	216	272	288	310	276	295	300	273	339	262
Property damage	1,602	1,761	1,631	1,695	1,153	1,037	1,084	1,174	1,413	1,446
Moving traffic violations	11,635	10,167	9,381	10,058	8,487	8,216	7,916	5,904	5,427	3,376
Parking violations	512	285	288	199	185	75	231	392	755	317
Adult arrests	2,353	2,368	2,082	2,241	2,355	2,574	2,428	1,965	2,101	1,996
Juvenile arrests	201	213	166	137	142	98	98	100	119	64
OUIL arrests	363	415	335	342	268	164	217	145	186	135
False alarms	2,262	2,357	2,090	2,270	2,538	2,164	2,094	2,074	1,885	1,312
Fire										
Fire incidents	134	92	120	112	120	113	124	78	95	84
Service incidents	2,006	1,311	1,249	1,360	1,345	457	642	502	543	720
Fire inspections conducted	2,341	2,920	3,557	3,063	2,919	3,108	2,898	2,944	2,322	2,057
Medical emergencies	2,957	3,299	3,169	3,383	3,425	3,811	3,784	4,064	4,175	4,439
Paid-on-call staff	68	66	68	55	54	39	71	63	67	59
Parks and recreation										
Youth classes/clinics	1,154	1,238	1,544	1,620	1,149	1,584	1,475	1,577	1,790	2,172
Adult classes/clinics	439	458	414	340	462	1,244	549	3,268	2,750	2,856
Youth leagues	2,585	2,371	2,431	2,512	2,471	2,199	2,934	3,403	2,724	2,652
Adult leagues	2,750	4,024	4,120	5,220	5,279	5,300	3,868	3,630	4,373	3,549
Summer day camp	742	703	668	N/A	334	498	747	691	864	1,017
Lakeshore Park vehicle entry	11,533	9,846	10,822	13,000	15,462	14,391	1,007	14,320	10,285	N/A
Lakeshore Park attendance	28,833	24,615	27,055	32,500	38,655	35,978	37,488	37,217	25,713	N/A
Lakeshore Park picnic shelter rental	128	98	105	116	125	120	231	150	166	48
Senior citizens served (1)	78,432	68,517	76,462	77,759	75,832	79,172	77,687	66,845	65,395	73,015
Special event attendance	12,071	14,311	14,018	17,021	20,028	16,840	18,153	26,026	27,670	26,645
Civic Center Rentals	1,060	1,516	1,492	1,520	1,560	1,058	1,203	916	1,074	747
Civic Center Attendance	57,519	37,457	35,506	17,021	44,200	33,988	23,023	21,731	22,156	20,135
Novi Theaters - Cast	206	181	198	253	293	86	-	-	110	-
Novi Theaters - Audience	5,041	4,757	4,715	5,454	4,997	1,705	-	-	1,441	-
Library										
Items circulated	556,582	759,021	803,552	800,031	799,475	734,643	793,991	833,558	812,025	857,854
Book collections	137,220	146,187	152,024	151,724	152,236	149,941	140,895	141,129	141,638	139,449
Audio/Video/CD collections	14,295	18,015	20,618	23,507	25,677	27,776	29,077	29,737	30,642	30,100
Periodical subscriptions	185	215	208	210	242	207	207	218	203	190
Requests of Information	171,324	220,427	210,960	N/A	115,392	115,392	113,778	117,325	116,219	114,709
Youth Summer Reading	1,061	1,261	1,338	2,042	2,340	2,584	2,084	2,362	2,465	2,029
Program participants	24,145	34,198	45,572	34,899	40,010	40,901	46,854	56,026	60,246	75,595
Visitors	262,826	371,274	378,571	389,220	401,984	392,047	404,979	424,401	488,778	463,818
Interlibrary loans	67,615	100,342	109,274	109,330	106,250	105,588	112,016	115,222	111,236	102,655
Water and Sewer										
Customers:										
Residential	12,874	12,940	13,191	13,604	13,760	13,946	14,105	14,220	14,411	13,648
Commercial	1,225	1,239	1,254	1,223	1,204	1,259	1,264	1,239	928	935
Water (in thousand gallons):										
Purchased from Detroit	\$ 2,041,594	\$ 2,166,712	\$ 2,459,402	\$ 2,321,313	\$ 2,216,075	\$ 1,835,567	\$ 2,276,389	\$ 2,349,960	\$ 2,298,596	\$ 2,144,615
Sold to residents	\$ 1,919,763	\$ 2,024,406	\$ 2,109,414	\$ 2,222,787	\$ 2,138,305	\$ 1,811,910	\$ 1,963,221	\$ 2,231,717	\$ 2,159,537	\$ 2,106,440
Rates:										
Fixed rate quarterly water charge	-	35.00	37.00	40.00	57.00	57.00	80.00	56.00	56.00	56.00
Additional usage per 1,000 gallons	4.06	3.31	3.44	3.86	4.00	4.13	3.05	3.2	3.2	3.26
Fixed rate quarterly sewer charge	-	5.00	5.00	6.00	6.00	6.00	30.00	30.00	30.00	30.00
Sewer (per thousand gallons of water usage)	2.67	2.90	4.00	4.25	4.00	4.30	3.40	3.60	3.60	3.89



STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

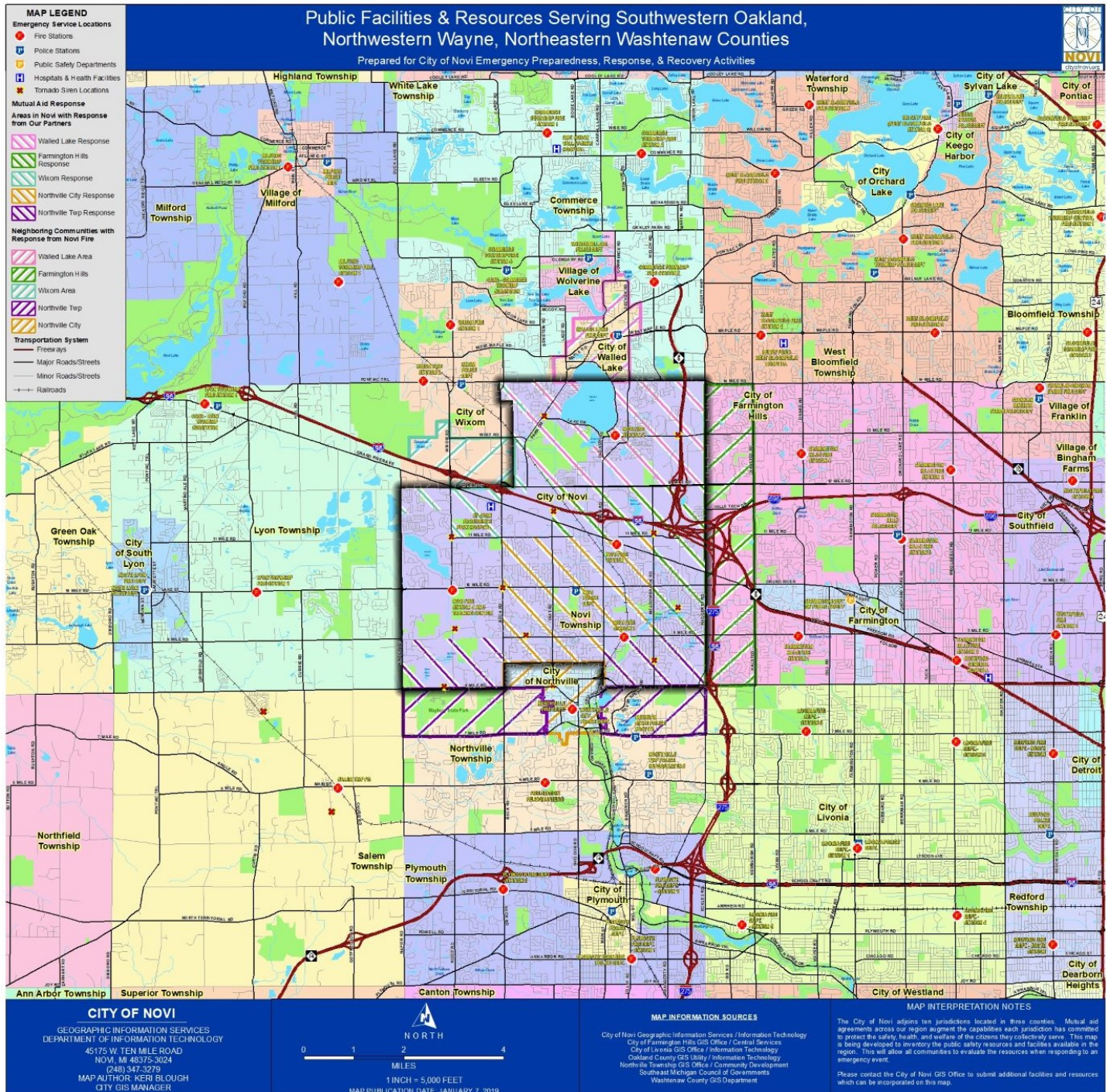
City of Novi Location Map



STATISTICAL INFORMATION AND SUPPLEMENTAL DATA



Public Safety Facilities & Resources Serving Southwestern Oakland, Northwester Wayne, and Northwestern Washtenaw Counties



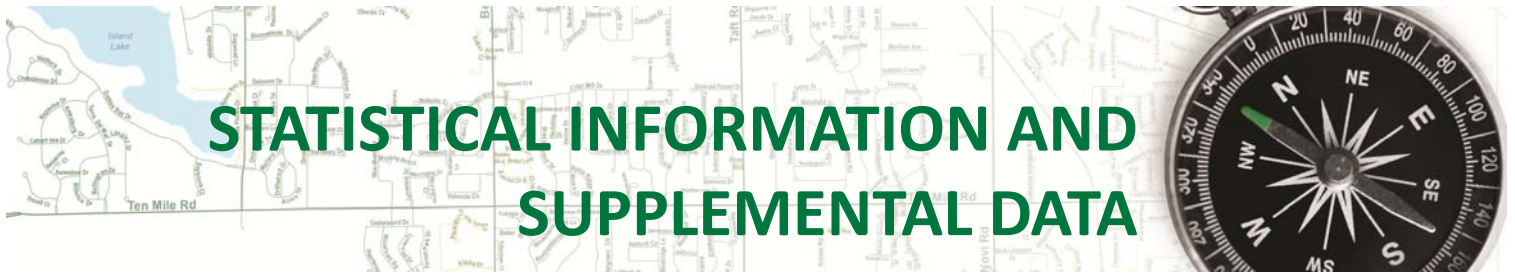


STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

City of Novi and National Comparison: City Demographics for Benchmarking

	Carlsbad, CA	Cary, NC	Greenville, NC	Lewisville, TX	North Richland Hills, TX	Novi, MI	Olathe, KS	Orland Park, IL	Redmond, WA	Rochester Hills, MI	Rock Hill, SC	Roswell, GA
City Size (square miles)	39.12	55.44	26.30	42.47	18.20	31.28	60.42	22.27	17.24	32.91	43.16	42.00
Population density (people per sq. mile)	2,962	3,033	3,541	2,510	3,892	1,906	2,311	2,618	3,926	2,270	1,722	2,254
POPULATION (2014-2018 American Community Survey 5-Year Estimates)												
2018 Estimate	115,877	168,160	93,137	106,586	70,836	59,625	139,605	58,312	67,678	74,696	74,309	94,650
% Change (2010-2018)	10.0%	24.3%	10.2%	11.9%	11.8%	8.0%	10.9%	2.7%	25.0%	5.2%	12.3%	7.1%
2010 Census	105,328	135,234	84,554	95,290	63,343	55,224	125,872	56,767	54,144	70,995	66,154	88,346
% Change (2000-2010)	34.6%	43.1%	39.8%	22.6%	13.9%	16.1%	35.4%	11.1%	19.6%	3.2%	32.9%	11.4%
2000 Census	78,247	94,536	60,476	77,737	55,636	47,579	92,962	51,077	45,256	68,825	49,765	79,334
% Change (1990-2000)	24.0%	115.6%	34.5%	67.1%	21.2%	44.2%	46.7%	43.0%	26.4%	11.4%	19.5%	65.5%
1990 Census	63,126	43,858	44,972	46,521	45,895	32,998	63,352	35,720	35,800	61,766	41,643	47,923
DEMOGRAPHICS (2014-2018 American Community Survey 5-Year Estimates)												
Median Age of Population	44.4	41.2	27.1	32.4	36.8	38.4	35.0	45.9	34.4	41.9	33.6	38.5
School Age Children (5 to 19)	Count	22,192	35,500	21,915	18,465	13,328	11,672	32,896	10,416	11,026	14,598	19,529
	Percentage	19%	21%	24%	17%	19%	20%	24%	16%	20%	20%	21%
Senior Citizens (65 & over)	Count	22,329	22,375	8,620	9,316	11,137	7,983	14,239	12,954	6,628	13,126	9,407
	Percentage	19%	13%	9%	9%	16%	13%	10%	22%	10%	18%	13%
Race - White	Count	99,089	112,144	48,961	70,285	55,776	38,460	115,976	51,563	35,341	59,000	38,553
	Percentage	86%	67%	53%	66%	79%	65%	83%	88%	52%	79%	52%
Race - Black or African American	Count	2,519	13,457	34,869	13,235	4,279	5,056	8,241	2,034	1,199	3,398	28,243
	Percentage	2%	8%	37%	12%	6%	8%	6%	3%	2%	5%	33%
Race - Asian	Count	9,825	29,011	2,346	10,255	3,275	13,846	5,429	3,293	22,347	9,168	1,512
	Percentage	8%	17%	3%	10%	5%	23%	4%	6%	33%	12%	2%
Race - Hispanic or Latino (of any race)	Count	15,751	12,613	4,714	33,368	11,627	2,151	15,365	4,297	4,623	3,509	4,052
	Percentage	14%	8%	5%	31%	16%	4%	11%	7%	7%	5%	5%
HOUSING AND EDUCATION (2014-2018 American Community Survey 5-Year Estimates)												
% Owner Occupied Units	64%	69%	34%	42%	63%	66%	71%	88%	50%	76%	52%	67%
Average Family Size	3.09	3.11	2.97	3.37	3.20	3.22	3.30	3.18	3.01	3.09	3.14	3.27
Median Household Income (2018 dollars)	\$107,172	\$101,079	\$37,471	\$63,056	\$68,146	\$92,410	\$85,318	\$88,585	\$123,449	\$90,961	\$46,792	\$93,006
Median Home Value	\$770,100	\$337,700	\$155,100	\$190,300	\$186,500	\$309,000	\$224,000	\$283,500	\$631,700	\$283,200	\$147,800	\$355,900
Median Gross Rent	\$1,970	\$1,199	\$799	\$1,165	\$1,118	\$1,308	\$990	\$1,203	\$1,855	\$1,251	\$928	\$1,218
Average Commute Length (minutes)	28.2	22.8	18.4	25.4	26.6	27.0	21.3	35.8	23.5	26.9	23.9	30.3
% College Degree	60%	67%	38%	34%	34%	60%	48%	44%	71%	57%	29%	57%
% Homes Built Since 1980	65%	87%	73%	82%	63%	71%	79%	70%	65%	56%	63%	76%
ECONOMIC CHARACTERISTICS (2018 American Community Survey 5-Year Estimates)												
Arts, Entertainment & Recreation, Accommodation & Food Service	# of Employees	5,863	5,819	6,786	6,869	3,335	2,418	6,069	2,205	2,141	2,572	4,052
	Percentage	11%	7%	16%	11%	9%	8%	8%	8%	6%	7%	12%
Educational Services, Health Care & Social Assistance	# of Employees	9,985	17,799	13,813	10,336	7,301	6,205	17,047	7,570	4,361	8,110	7,201
	Percentage	18%	21%	32%	17%	20%	20%	23%	26%	13%	22%	20%
Manufacturing	# of Employees	7,224	8,861	4,491	4,999	2,506	7,446	6,695	2,560	2,968	9,242	5,288
	Percentage	13%	10%	10%	8%	7%	24%	9%	9%	9%	25%	15%
Professional, Scientific & Management, & Administrative, and Waste Management Services	# of Employees	10,470	21,811	2,873	7,859	4,425	4,666	9,842	3,224	13,221	5,225	3,718
	Percentage	19%	25%	7%	13%	12%	15%	14%	11%	39%	14%	11%
Retail Trade	# of Employees	5,022	7,455	4,711	8,052	4,792	2,867	8,202	3,167	3,624	3,112	4,565
	Percentage	9%	9%	11%	13%	13%	9%	11%	11%	11%	9%	13%

	Carlsbad, CA	Cary, NC	Greenville, NC	Lewisville, TX	North Richland Hills, TX	Novi, MI	Olathe, KS	Orland Park, IL	Redmond, WA	Rochester Hills, MI	Rock Hill, SC	Roswell, GA
City Size (square miles)	39.12	55.44	26.30	42.47	18.20	31.28	60.42	22.27	17.24	32.91	43.16	42.00
Population density (people per sq. mile)	2,795	2,685	3,329	2,332	3,617	1,819	2,150	2,608	3,347	2,194	1,580	2,199
City Size (acres)	25,037	35,482	16,832	27,181	11,648	20,019	38,669	14,253	11,034	21,062	27,622	26,880
Population density (people per acre)	0.22	0.21	0.18	0.26	0.16	0.34	0.28	0.24	0.16	0.28	0.37	0.28



Glossary

The Annual Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Annual Budget Document in understanding these terms, this glossary has been included.

Accrual Basis of Accounting: A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

Activity: Cost center within a fund or department to which specific expenses are to be allocated.

Ad Valorem: Tax imposed at a percentage rate of the value as stated.

ADA: Abbreviation for Americans with Disabilities Act.

Appropriation: An authorization made by the City Council, which permits officials to incur obligations against, and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

Assessed Valuation: The estimated value placed upon real and personal property by the City Assessor. Assessed value is required to be at 50% of true cash value.

Assets: Property owned by the City, which has monetary value.

Audit: A systematic examination of resource utilization concluding in a written report. It is a test of management's internal controls and is intended to ascertain whether financial statements fairly present financial positions and results of operations;

- Test whether transactions have been legally performed;
- Identify areas for possible improvements in accounting practices and procedures;
- Ascertain whether transactions have been recorded accurately and consistently;
- Ascertain the stewardship of officials responsible for governmental resources.

BAR: Abbreviation for budget amendment request.

Base Budget: The budget predicted on maintaining the existing level of service.

Bond (Debt Instrument): A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital improvements.



STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

Budget (Operating): A plan of financial operations embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceiling under which the City and its departments operate.

Budget Calendar: The schedule of key dates or milestones that the City follows in the preparation and adoption of the budget.

Budgetary Control: The level at which expenditures cannot legally exceed the appropriated amounts.

Budgeted Funds: Funds that are planned for certain uses. The budget document that is submitted for Council approval is composed of budgeted funds.

Budget Message (City Manager's): Initially, a general discussion of the proposed budget document presented in writing as a supplement to the budget document. The budget message explains principle budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager. Subsequent to adoption this document is updated to reflect changes made during City Council deliberations.

CAFR: Abbreviation for Comprehensive Annual Financial Report.

Capital Outlay: A disbursement of money, which results in the acquisition of or addition to fixed assets. The item must have a purchase price greater than \$5,000 and have a useful life of more than one year.

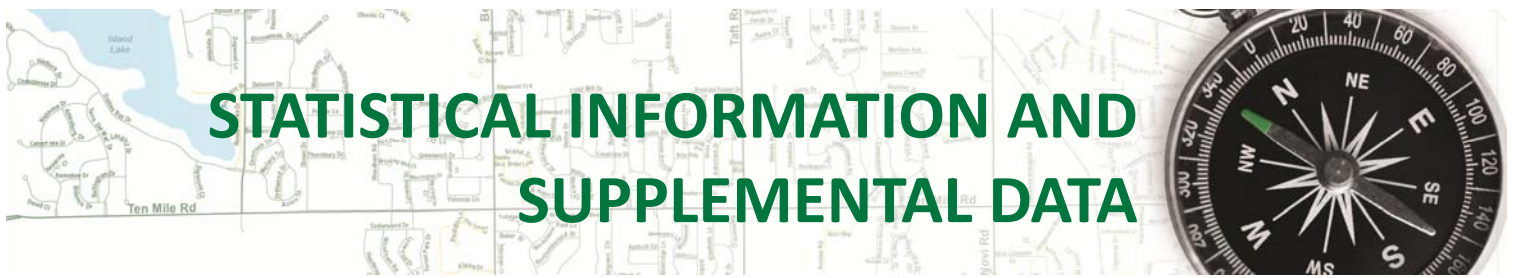
Cash Management: The management of cash necessary to pay government services while investing idle cash in order to earn interest. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds safely in order to achieve the highest interest on temporary cash balances.

CIP: Abbreviation for Capital Improvement Program.

Contingency: An estimated amount of funds needed for deficiency or emergency purposes. An annual appropriation to cover short falls in revenue and/or underestimation of expenditures. Under Michigan law, to be used contingencies must be moved to a more distinctive appropriation by a budget amendment.

Contractual Services: Items of expenditure from services that the City receives from an outside company. Heating and cooling mechanical services, maintenance, custodial services and support for the City owned telephone systems are examples of contractual services.

CPI: Abbreviation for Consumer Price Index. Renamed the Inflation Rate Multiplier (IRM).



CPM: Acronym for the Center for Performance Measurement. The International City/County Manager's Association (ICMA) CPM has been in existence since 1994 to assist local governments in improving the quality, effectiveness, and efficiency of public services through the collection, reporting, analysis, and application of performance information. CPM measures performance across 18 categories and currently has 191 members.

Current Taxes: Taxes that are levied and due within one year.

CVTRS: Abbreviation for City, Village, and Township Revenue Sharing program.

DARE: Abbreviation for Drug Abuse Resistance Education.

Debt Service: The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

Department: A major administrative division of the City, which indicates overall management responsibility for an operation of a group of related operations within a functional area.

Depreciation: That portion of the cost of a capital asset, used during the year to provide service.

DWSD: Abbreviation for Detroit Water and Sewerage Department.

Enterprise Fund: A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to ensure that revenues are adequate to meet all necessary expenditures. Enterprise funds are established for services such as water and sewer.

Estimated Revenue: The amount of projected revenue to be collected during the fiscal year.

Expenditure: The cost of goods delivered and services rendered, whether paid or unpaid.

Expense: The cost of goods delivered and services rendered, whether paid or unpaid in the Enterprise Funds.

Fund: An independent fiscal and accounting entity with a self-balancing set of accounts for the purpose of carrying on specific activities or attaining certain objectives.

Fund Balance: The excess of an entity's assets over liabilities. A negative fund balance is sometimes called a deficit.

GAAP: Abbreviation for Generally Accepted Accounting Principles.

GASB: The Governmental Accounting Standards Board, which provides direction in accounting and reporting requirements for units of government.



STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

General Fund: The largest fund within the City, the General Fund accounts for most of the financial resources of the government that may be used for any lawful purpose. General Fund revenues include property taxes, licenses and permits, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as fire and police protection, finance, public works and general administration.

General Obligation Bonds: When the City pledges its full faith and credit to the repayment of the bonds it issues, those bonds are general obligation (G.O.) bonds. Issuance of these bonds requires a citywide election and is usually repaid by an ad valorem property tax levy.

GFOA: Acronym for Government Finance Officers Association. The purpose of the GFOA is to enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and best practices and promoting their use through education, training, facilitation of member networking, and leadership.

GIS: Abbreviation for Geographic Information System.

Headlee Amendment: The Headlee Amendment places an upper limit on the total amount of property taxes a city can collect in the fiscal year. This constitutional amendment limits the growth in taxable value attributed to market adjustment (excluding new construction) to the growth in the consumer price index (CPI). If this situation occurs, the operating millages, which are applied to the taxable value, must be reduced to compensate for any increase in excess of the CPI.

Headlee Override: A Headlee override is a vote by the electors to return the millage to the amount originally authorized via charter, state statute, or a vote of the people, and is necessary to counteract the effects of the Headlee Rollback.

Headlee Rollback: The term Headlee Rollback became part of municipal finance lexicon in 1978 with the passage of the Headlee Amendment to the Constitution of the State of Michigan of 1963. The Headlee Amendment requires a local unit of government to reduce its millage when annual growth on existing property is greater than the rate of inflation (IRM-CPI). As a consequence, the local unit's millage rate is "rolled back" so that the resulting growth in property tax revenue, community-wide, is not more than the rate of inflation.

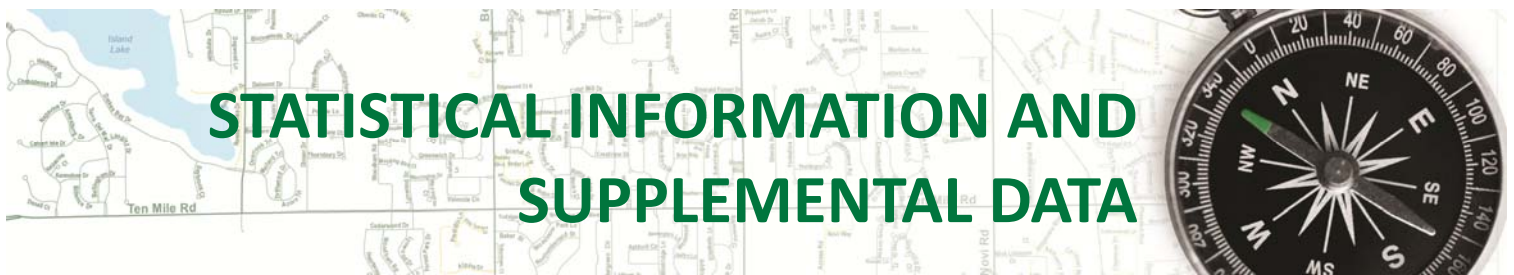
Inflation Rate Multiplier (IRM): State of Michigan term for CPI computation in the Headlee computation.

Investment: Securities purchased and held for the production of income in the form of interest.

ISO: Abbreviation for Insurance Service Office. The ISO rating is a national standard with a 1 to 10 rating scale: 1 is the best and 10 is the lowest possible rating. ISO ratings are a factor in insurance rates charged to homeowners and businesses.

Leveraged Funds: borrowed *funds* to reap a greater gain than is otherwise possible. Take on debt to achieve a goal faster than it is able to with equity capital alone.

Liabilities: Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed or refunded at some future date. The term does not include encumbrances.



Litigation: The process of taking an argument between people or groups to a court of law.

Long Term Debt: Debt with a maturity of more than one year.

Maturities: The date on which the principal or stated values of investments or debt obligation mature and may be reclaimed.

MERS: The Michigan Municipal Employees Retirement System is a multiple- employer statewide public employee retirement plan created to provide retirement and survivor and disability benefits to local government employees.

Millage: A rate (as of taxation) expressed in mills per dollar.

MIOSHA: Abbreviation for Michigan Occupational Safety and Health Administration.

MLGBC: Acronym for the Michigan Local Government Benchmarking Consortium. MLGBC is a program designed to bring together cities, townships, villages and counties from across Michigan and produce meaningful and relevant performance measures for the purpose of benchmarking and multijurisdictional performance comparisons. Performance measures cover 14 service areas and currently have 43 members.

Modified Accrual Basis of Accounting: Basis of accounting according to which (a) revenues are recognized in the accounting period in which they become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar obligations, which should be recognized when due.

OPEB: Abbreviation for Other Post-Employment Benefits.

Other Charges: An expenditure object within an activity, which includes professional services, utilities, rents, and training for example.

PASER: Abbreviation for Pavement Surface Evaluation and Rating System.

Per Capita Basis: Per unit population.

Personnel Services: An expenditure object within an activity, which includes payroll and all fringe benefits.

PRV: Pressure Reducing Valve for maintaining water pressure levels.

Revenue: An addition to the assets of a fund, which does not increase a liability, does not represent the recovery of an expenditure, does not represent the cancellation of a liability without a corresponding increase in any other liability or a decrease in assets, and does not represent a contribution of fund capital in an enterprise.

RCOC: Abbreviation for the Road Commission for Oakland County.

RRASOC: Abbreviation for Regional Recycling Authority of South Oakland County.



STATISTICAL INFORMATION AND SUPPLEMENTAL DATA

SEMCOG: South East Michigan Council of Governments.

SEV: Abbreviation for State Equalized Value.

Special Assessment Fund: Special Assessment Funds are used to account for the construction and financing of public improvements benefiting a limited number of properties. Assessments are repaid over a number of years with interest.

Supplies: An expenditure object within an activity that includes all supplies that have a useful life of less than one year and/or a purchase price of less than \$1,000 dollars.

STPU: Surface Transportation Program – Urban.

SWOCC: Southwester Oakland Cable Commission in which the City is a member of this joint venture with the cities of Farmington and Farmington Hills.

Taxable Value: This is a value used as a base for levying property taxes. It was established by a state constitutional amendment. Taxable value limits increases in value attributed to market adjustment. The increase is limited to the lesser of the actual increase, the rate of inflation as established by the consumer price index, or 5%. When property changes ownership, the value returns to 50% of true cash value.

Transfers In/Out: A legally authorized funding transfer between funds in which one fund is responsible for the initial receipt and the other fund is responsible for the actual disbursement.

Trust and Agency Fund: Trust and Agency Funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, organizations, other governments, or other funds.

Venture Team: Team to start up business, secure financing, and execute a business plan.

Water and Sewer Fund: This enterprise fund is used to account for the provision of water and sewer services to the customer financed primarily by user charges.



RESOLUTIONS

Resolution of Adoption 2020 Millage Rates

WHEREAS, the City Council has agreed to keep the City's total millage rate of 10.5376 mills unchanged from last year (2019) levy, and

WHEREAS, that these levies are being placed on a diversified tax base that has increased slightly as anticipated in the financial plan, and

WHEREAS, a public hearing was also held on May 4, 2020 on 2020 millage rates and the 2020-2021 budget,

NOW, THEREFORE, BE IT RESOLVED, that to finance the level of services established for the 2020-2021 fiscal-year, and to meet specific debt obligations of the City that the following millages are authorized to be spread:

General Operating	4.7563
Public Act 359 - Advertising	0.0123
Municipal Street	1.4215
Public Safety	1.3535
Parks and Recreation	0.3653
Drain	0.5978
Capital Improvement	0.9526
Library	0.7312
2008 Library Construction Debt	<u>0.3471</u>
	<u>10.5376</u>

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 4th day of May 2020.

Cortney Hanson

Cortney Hanson, City Clerk



RESOLUTIONS

Resolution of Adoption Fiscal-Year 2020-2021 Budget and Acknowledging the Multi-Year Budget Including Projections of Future Fiscal-Years 2021-2022 and 2022-2023

WHEREAS, the City Manager's recommended budget is based upon the February 10, 2020 City Council early budget input session where City Council's strategic themes were discussed, along with property tax projections from the City Assessor, and

WHEREAS, this budget has incorporated the CIP plan as approved by the City's Planning Commission at the public hearing held on February 26, 2020, 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

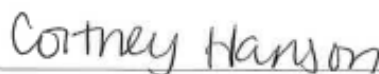
WHEREAS, the City Council passed amendments to the recommended budget during the April 29, 2020 Special Budget Meeting, and

WHEREAS, a public hearing was also held on May 4, 2020 on the proposed budget, and

WHEREAS, this budget takes into consideration the City's Multi-Year Budget and financial planning through fiscal-year 2022-2023, and

NOW, THEREFORE, BE IT RESOLVED, that the fiscal year 2020-21 attached budget is adopted and that the City Council acknowledges the Multi-Year Budget, Including Projections of Future Fiscal-Years 2021-2022 and 2022-2023 as 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 4th day of May 2020.



Courtney Hanson, City Clerk