



**CITY OF NOVI CITY COUNCIL  
DECEMBER 21, 2020**

**SUBJECT:** Consideration of a resolution to authorize a budget amendment in the amount of \$176,740 for COVID-19 shutdown pull-ahead projects.

**SUBMITTING DEPARTMENT:** Finance

**BACKGROUND INFORMATION:**

At the request of City Council, City Administration reviewed future fiscal years' budgeted capital projects for the possibility of moving any items forward into the current fiscal year to take advantage of the decreased foot traffic within City facilities due to the COVID-19 shutdown. The facilities team issued a memo dated November 24, 2020, outlining potential projects. During the December 7, 2020 council meeting, a resolution was passed directing staff to formally bring a budget amendment to Council to fund all the pull-ahead projects outlined in the memo. The pull-ahead projects to be funded in the current fiscal year (and where they were previously budgeted) include the following:

<b>Project Name</b>	<b>Fiscal Year 21/22</b>	<b>Fiscal Year 22/23</b>	<b>TOTAL</b>
Automatic Door Replacement Civic Center North and South Entrances	81,900		81,900
Restroom Upgrade (Two restrooms Community Center side of the building.)	48,740		48,740
Novi Youth Assistance Suite Renovation	19,100		19,100
Carpet Replacement (PRCS and Treasury)		10,000	10,000
Power Park Concession Stand and Restrooms Epoxy Floor Upgrades		17,000	17,000
<b>TOTALS</b>	<b>149,740</b>	<b>27,000</b>	<b>176,740</b>

The proposed amendment will be a use of the General Fund fund balance. As a result of this proposed budget amendment, future expenditure budgets for the 2021/22 and 2022/23 fiscal years will be reduced by similar amounts, which will increase the General Fund fund balance for a net-zero impact over the three years.

**RECOMMENDED ACTION:** Authorize a Budget Amendment in the amount of \$176,740 for COVID-19 shutdown pull-ahead projects

# MEMORANDUM



**TO:** PETER AUGER, CITY MANAGER  
**FROM:** ROB PETTY, CIO  
**SUBJECT:** POTENTIAL PULL AHEAD PROJECTS  
**DATE:** NOVEMBER 24, 2020

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As a result of COVID-19, we have seen a significant drop in foot traffic in our City facilities. When you combined the fact that some employees are working from home, we see an opportunity to perform facility-related work with minimal disruption to the public or employees. We are currently working on a renovation of the PRCS kitchen within the Civic Center. Additionally, we received City Council's approval on November 23 to award the Police Department Dispatch Center remodel. The suggestion was made to review future fiscal year Capital Improvement Projects (CIP), Capital Outlay (CO), and Service Improvement (SI) projects. This review was made to determine if there are opportunities to leverage the COVID-19 environment we are in by pulling the project forward into the current fiscal year. Below are six identified projects for consideration. These projects appear in priority order and budgeted in the General Fund.

1. Automatic Door Replacement Civic Center North and South Entrances
  - a. Cost: \$81,900
  - b. Planned CIP Year: 2021-2022 (CIP ID #: FAC018)
2. Restroom Upgrade (Two restrooms Community Center side of the building.)
  - a. Cost: \$48,740
  - b. Planned CIP Year: 2021-2022 (CIP ID #: FAC019)
3. Power Park Concession Stand and Restrooms Epoxy Floor Upgrades
  - a. Cost: \$17,000
  - b. Planned SIP Year: 2022-2023
4. PRCS Office Carpet Replacement
  - a. Cost: \$5,000
  - b. Planned SIP Year: 2021-2022
5. Treasury Office Carpet Replacement
  - a. Cost: \$5,000
  - b. Planned SIP Year: 2023-2024
6. Novi Youth Assistance Suite Renovation
  - a. Cost: \$19,100
  - b. Planned CO Year: 2021-2022

If all six project were pulled forward the cost savings to future fiscal years would be:

**FY 2021-2022: \$ 154,740      FY 2022-2023: \$ 17,000      FY 2023-2024: \$ 5000**

<b>Project Name</b>	<b>Fiscal Year 21/22</b>	<b>Fiscal Year 22/23</b>	<b>Fiscal Year 23/24</b>
Automatic Door Replacement Civic Center North and South Entrances	81,900		
Restroom Upgrade (Two restrooms Community Center side of the building.)	48,740		
PRCS Office Carpet Replacement	5,000		
Novi Youth Assistance Suite Renovation	19,100		
Power Park Concession Stand and Restrooms Epoxy Floor Upgrades		17,000	
Treasury Office Carpet Replacement			5,000
	<b>Totals</b>	<b>154,740</b>	<b>17,000</b>
			<b>5,000</b>

**RESOLUTION**

NOW, THEREFORE BE IT RESOLVED that the following Budget Amendment in the amount of \$176,740 to pull ahead several capital projects from future years into FY 2020-21 during the COVID-19 shutdown is authorized:

	<b>INCREASE (DECREASE)</b>
<b>General Fund</b>	
<b>APPROPRIATIONS</b>	
Capital Outlay	176,740
<b>TOTAL APPROPRIATIONS</b>	<u>\$ 176,740</u>
<b>Net Increase (Decrease) to Fund Balance</b>	<u><u>\$ (176,740)</u></u>

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi at a regular meeting held on December 21, 2020

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Cortney Hanson  
City Clerk