

**SUBJECT:** Approval of resolution to authorize Budget Amendment #2008-04

**SUBMITTING DEPARTMENT:** Finance

**CITY MANAGER APPROVAL:** 

Attached is the Budget Amendment for various items requiring amendment including: transfer to the judgment trust fund, winter maintenance for roads (including additional overtime for staff), K-9 program (see Attachment A), renovations the reconfiguration of offices and the new reception area (see Attachment B), *Novi University* and Wellness Program (see Attachment C). Most of the items included in the amendment have been considered in the preparation of the 2008-9 Proposed Budget.

**RECOMMENDED ACTION:** Approval of resolution to authorize Budget Amendment #2008-04

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Crawford				
Council Member Gatt				

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

## RESOLUTION TO AUTHORIZE BUDGET AMENDMENT #2008-4

NOW, THEREFORE BE IT RESOLVED that the following Budget Amendment #2008-4 is authorized:

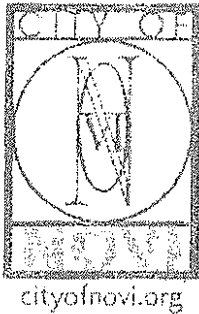
	<u>INCREASE (DECREASE)</u>
<b>GENERAL FUND</b>	
REVENUE - State forfeiture funds (K-9 Program)	<u>\$ 10,100</u>
<b>APPROPRIATIONS</b>	
CITY CLERK	
Supplies (Election supplies)	\$ 6,000
BUILDING & GROUNDS	
Capital Outlay (Building Improvements - Office Reconfigurations \$30,000 Global Office Quote, \$10,000 Electrical and \$5,200 LAN and Wiring; Chairs for Mayor's Conference Room \$14,900)	60,100
GENERAL ADMINISTRATION	
Other Services and Charges (Data Processing - new reception area & office reconfiguration \$4,260; Wellness Program \$2,800; Novi University \$2,200); Mayor's Exchange-accomodations and transportation \$2,000	11,050
POLICE	
Other Services and Charges (K-9 Program)	10,100
FIRE	
Personal Services (POC/Auxilliary wages and training; Retro to terminated POC/Auxilliary as of July 1, 2005; OT and Holiday-24 shift)	58,900
COMMUNITY DEVELOPMENT	
Supplies (Plan copies)	7,900
PUBLIC WORKS	
Personal Services (Overtime and related benefits-winter road maintenance; spring clean-up)	43,900
ENGINEERING	
Other Services and Charges (Tuition reimbursement)	2,000
PLANNING	
Personal Services (Temporary salaries)	6,700
TRANSFERS - Judgment Trust Fund	50,000
CONTINGENCY (Balance after appropriation \$27,960)	<u>(246,550)</u>
	<u>\$ 10,100</u>
<b>MAJOR STREET FUND</b>	
REVENUE - Appropriation of Fund Balance	<u>\$ 175,000</u>
APPROPRIATIONS - Winter Maintenance	<u>\$ 175,000</u>
<b>LOCAL STREET FUND</b>	
REVENUE - Appropriation of Fund Balance	<u>\$ 165,000</u>
APPROPRIATIONS - Winter Maintenance	<u>\$ 165,000</u>
<b>JUDGMENT TRUST FUND</b>	
REVENUE - Transfer from General Fund	<u>\$ 50,000</u>
APPROPRIATIONS - Other Services & Charges (Uninsured Expenditures)	<u>\$ 50,000</u>

### CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi at a regular meeting held on April 21, 2008.

\_\_\_\_\_  
Maryanne Cornelius  
City Clerk

## MEMORANDUM



TO: KATHY SMITH-ROY, FINANCE DIRECTOR  
 FROM: DAVID E. MOLLOY, CHIEF OF POLICE *DEM*  
 SUBJECT: K-9 REPLACEMENT – BUDGET AMMENDMENT REQUEST  
 DATE: APRIL 9, 2008

Due to recent deteriorating health issues with one of our police K-9's, it has become necessary for Officer Jeffrey Brown to retire his partner Yukon. Yukon has served our department and community with distinction for over seven years and we will miss his services greatly.

Given these circumstances, we recommend filling this void in our K-9 unit by reserving a space in the Police Patrol Dog Academy being held at the Oakland Police Academy in May 2008. If approved, a Novi police officer will be sent to this five week academy where he/she will become a fully trained Police Dog handler after over 200 hours of hands-on training. A unique part of this program is that the cost includes the purchase of an already partially trained German shepherd which will be imported from Holland. The cost of the dog and all training equipment is included in the overall price of the academy.

Cost of a partially trained K-9	\$6,000
Cost of tuition for handler training	\$3,500
K-9 Officer uniforms	\$600
<b>Total Costs</b>	<b>\$10,100</b>

By taking advantage of the Police Patrol Dog Academy, we will be able to deploy the handler and dog at the successful completion of the five week training and certification process. In previous years the training to get a fully certified handler and K-9 ready for Uniform Patrol duty has taken upwards of twelve months. Several Police Departments and Sheriff's Offices within the Detroit Metropolitan area have used this program to support their K-9 units and have found it to be successful and very economical. Police dog purchases and handler training is an allowable use of State Forfeiture Funds. If you have any questions, please let me know.

C: Clay J. Pearson, City Manager

Attachment B-1

**Wiktorowski, Matt**

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**From:** Petty, Robert  
**Sent:** Tuesday, April 08, 2008 2:38 PM  
**To:** Wiktorowski, Matt  
**Cc:** Auler, Randy  
**Subject:** Project Costing  
**Follow Up Flag:** Follow up  
**Flag Status:** Red

Below are the numbers for the I.T. items related to the move within City Hall you are leading.

LAN and Phone Wiring - \$5169      101-265,000-976  
(This includes a phone for the atrium desk.)

Cisco Switch - \$3910      101-299.00-802

<sup>PC</sup>  
~~Laptop~~, Monitor, Docking station, Keyboard, mouse, and MS-Office Software - ~~\$2500~~      NOT PURCHASING

Fax Machine & Fax Line - \$350      101-299-857

Open issue:  
Installation Time Frame  
Lockdown of Phone, PC, and Monitor at atrium desk.  
Card Access Reader (New HR Suite)

Thanks,

*Rob Petty*  
Chief Information Officer  
City of Novi  
45175 W. 10 Mile Rd.  
Novi, MI 48375  
Phone: 248.735.5605  
Fax: 248.735.5681  
Website: [www.cityofnovi.org](http://www.cityofnovi.org)

4/14/2008

QUOTE

OFFICE RECONFIGURATIONS AND NEW RECEPTION AREA

DEPARTMENT: YOUTH ASSISTANCE

DOLLAR AMOUNT: \$ 11,067.96

INCLUDES THE FOLLOWING:

Floor to ceiling walls for two offices with two doors and full glass sidelights. Includes tear up of existing carpet and installation of new carpet. All youth assistance existing furniture will be moved into new offices. Two desk units moved into storage. Includes two new desk, return, and hutches for the two private offices

Does not include electrical work, data work, or reconnecting electronic equipment

DEPARTMENT: HUMAN RESOURCES

TOTAL DOLLAR AMOUNT: \$ 2918.60

INCLUDES THE FOLLOWING:

New testing table and two chairs. Includes moving all furniture in the existing HR offices.

DEPARTMENT: ATRIUM RECEPTION STATION

TOTAL DOLLAR AMOUNT: \$16,039.38

INCLUDES THE FOLLOWING:

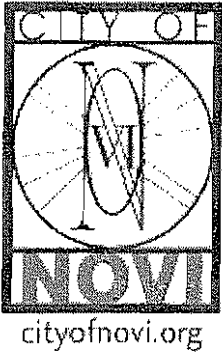
Includes new 10 x 10 custom reception station, bound carpet installed underneath the station, delivery and installation.

TOTAL DOLLAR AMOUNT: \$30,025.94

101-265-976

Work is quoted as normal business hours Monday-Friday 8:00AM-5:00PM.

## MEMORANDUM



**TO:** Clay J. Pearson, City Manager  
**FROM:** Tia Gronlund-Fox, Director of Human Resources  
**SUBJECT:** Explanation of Expenses  
**DATE:** April 15, 2008

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In response to your inquiry, the costs associated with putting together the Novi University program to date are approximately \$2,600. This includes approximately \$400 in supplies including binders and tabs. The remaining \$2,200 is for Novi University tee shirts which each attendee will receive and coffee mugs which will be give-a-ways during the various sessions. The goal is to gradually purchase additional give-a-ways as we get further into the year so that attendees will have a chance to leave the sessions with various Novi University memorabilia.

The City's Walk for Better Health Team Challenge which will begin on May 5<sup>th</sup> has a program cost of approximately \$2,800. This may be slightly higher or lower depending upon the number of participants who get involved. This cost includes \$35.00 gift cards to be given to each participant who finishes the program and who meets their individual goals as set forth at the beginning of the program.

Also, as discussed, the winning team, the team that has the greatest percentage of body fat lost, wins \$200.00, which is taxable, per team member. The teams will consist of 4 participants.

If you would like to discuss this matter further or need additional information please let me know.

Thank you.

C: Kathy Smith-Roy