



## CITY of NOVI CITY COUNCIL

**Agenda Item I**  
**November 14, 2011**

**SUBJECT:** Approval to award a change order in the amount of \$15,963 to Camtronics, Inc., the City's video technology vendor, for the addition of three video cameras at the Field Services Complex.

**SUBMITTING DEPARTMENT:** Department of Public Services – Fleet Division *br*

**CITY MANAGER APPROVAL:** *[Signature]*

<b>EXPENDITURE REQUIRED</b>	<b>\$15,963</b>
<b>AMOUNT BUDGETED</b>	<b>\$9,500</b>
<b>APPROPRIATION REQUIRED</b>	<b>\$6,463</b>
<b>LINE ITEM NUMBER</b>	<b>101-442.00-986.000</b>

### BACKGROUND INFORMATION:

In August 2009, the Police Department installed a video camera system at the Field Services Complex (FSC) as part of a digital technology upgrade to the Police Department's camera system and to provide surveillance of the gun range. As part of the contract, two cameras were installed at that time. To provide full coverage of the entire FSC, three additional cameras are needed:

- Main Gate Camera – One camera to be installed on the northwest corner of the main DPS building's garage to view the main gate.
- Gas Pump Cameras – Two cameras to be installed near the southeast corner of the main DPS building to view the north side of the fuel island, and on the northeast corner of the storage building to view the south side of the fuel island.

Having video surveillance of these areas is critical, not only because of the millions of dollars worth of equipment stored at the FSC, but also because of the need to safeguard the City's fuel supply, which costs the City nearly \$34,000 per month on average.

The need for video surveillance is further justified by the fact that the City will be increasing the level of shared services with other communities, meaning that more non-City employees will be on-site.

For the FY 2011-12 Budget, City Council approved \$9,500 for the purchase of the three video cameras to be located at the FSC. The projected cost of this service improvement was based on a 2009 quote, which failed to take into account specific camera locations and their associated cost requirements. The City is leveraging existing underground conduit but, is upgrading the connectivity through the use of fiber optic cabling to provide higher access speeds and reduce future connectivity issues. The proposed volume of data collected by the three new cameras will require the addition of two hard

drives in the existing master recorder. The current price from the City's vendor, Camtronics, is \$15,963, including labor for installation.

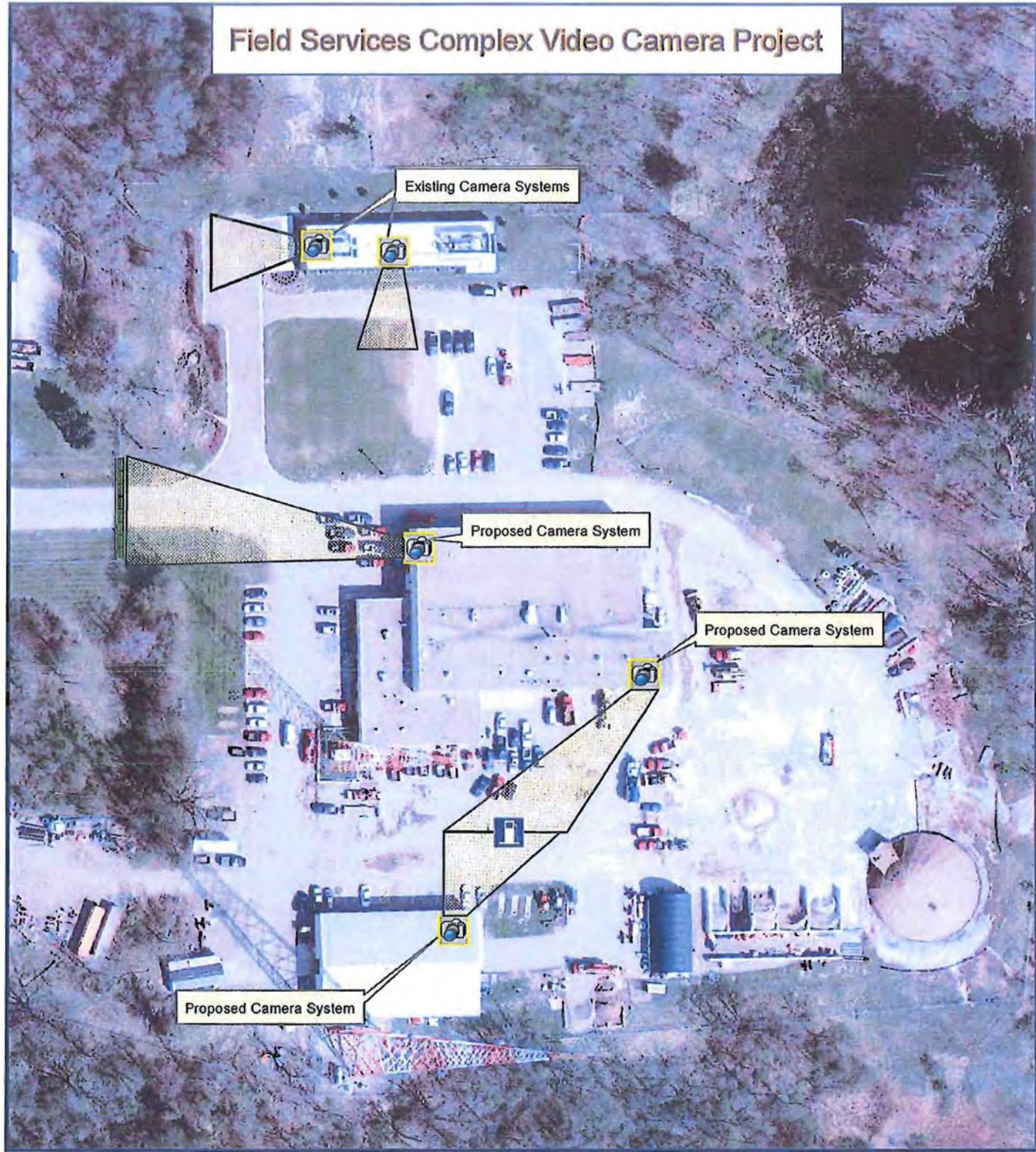
**RECOMMENDED ACTION:** Approval to award a change order in the amount of \$15,963 to Camtronics, Inc., the City's video technology vendor, for the addition of three video cameras at the Field Services Complex.

	1	2	Y	N
<b>Mayor Gatt</b>				
<b>Council Member Casey</b>				
<b>Council Member Fischer</b>				
<b>Council Member Margolis</b>				

	1	2	Y	N
<b>Council Member Mutch</b>				
<b>Council Member Staudt</b>				
<b>Council Member Wrobel</b>				







# Field Services Complex Video Camera Project



Map Author: Christopher Blough, GIS Manager  
 Updated Date: November 3, 2011  
 Project: Field Services Security Improvements  
 Version: 1.2

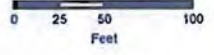
**MAP INTERPRETATION NOTICE**  
 Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

### Map Legend

-  Video Camera Mount Location
-  Video Camera Primary Coverage Area
-  City Fuel Pump Station
-  Field Services Complex Entrance Gate



**City of Novi**  
 Geographic Information Services  
 Information Technology Department  
 45175 W Ten Mile Rd  
 Novi, MI 48375  
 cityofnovi.org



1 inch = 100 feet





Oct-30-2011

Rob Petty  
Chief Information Officer  
City of Novi

Quote Number: MBLWQ4029

Dear Rob,

As requested, here is the quote to add three cameras to the Novi DPW yard. This project includes the installation of low voltage and fiber optic cabling which will connect the new security cameras to the existing video system.

**Project Scope:**

Provide and install three new security cameras to be connected to the existing system. Fiber optic cabling will be installed between the main building and the south storage building through existing underground conduit. Fiber optic transceivers will be installed for video transmission. Low voltage cabling will be installed for two out of the three cameras which will complete the camera wiring. Two new hard drives will be installed in the existing master recorder along with three cameras licenses. Work includes configuration of the new cameras.

Warranty: one year parts and labor.

**New camera positions:**

- 1) On main building to watch the main gate
- 2) On main building to watch north side of gas pumps
- 3) On storage building to watch south side of gas pumps

A.C. Power provided by others. Underground conduit is assumed good and without obstructions.

Total Equipment:	\$9,588.08
Total Labor:	\$6,375.00
Total Tax:	\$0.00
<b>Grand Total:</b>	<b>\$15,963.08</b>

Sincerely,

Mark Wellman

Camtronics



**CITY OF NOVI  
2011-12 BUDGET WORKSHEET  
SERVICE IMPROVEMENT REQUEST FORM**

<b>Department:</b>	DPS: Field Operations	<b>Priority:</b>	1
<b>Fund Name:</b>	General Fund		
<b>New Service Requested:</b>	Field Services Complex Video Camera Project		
<b>Additional Employees Required:</b>	N/A		
<b>Description and function of new service:</b>	Install an additional three security cameras at the Field Services Complex: one camera to observe the main gate, a camera to survey the fuel pumps and the third camera to watch the parking lot. The function of these cameras is to maintain security at the complex. These cameras were recommended and quoted by Camtronics when they did the study for the Gun Range, and the server and other control equipment as well as two cameras were previously installed by the Police Department (these cameras are mounted on the roof of the Gun Range).		
<b>How would this request align with Master Plans, City Council Goals and Departmental Key Results Targeted?</b>	Aligns with maintaining infrastructure. The security cameras provide a visual record of the traffic at the complex. Security cameras will aid in providing necessary coverage and lessen the chance of loss due to theft and vandalism.		
<b>How do you anticipate providing this service? What will be the consequences if this item is NOT approved?</b>	For the reasons stated above, the cameras and installation would be provided by Camtronics on a sole source basis. Should this request be denied the Field Services Complex would remain vulnerable to theft and vandalism.		
<b>Describe the operating budget impact? Itemize the costs by account number below:</b>	Cost stated below.		

	Account Number	Dollar Amount FY 2011-12	Projected Future Operating and Maintenance Costs	
			FY 2012-13	FY 2013-14
Revenue		\$ -	\$ -	\$ -
Personal Services		-	-	-
Supplies		-	-	-
Other Services & Charges	101-442.20-802.000	\$ 9,500	-	-
<b>TOTAL</b>		<b>\$ 9,500</b>	<b>\$ -</b>	<b>\$ -</b>