



CITY OF GROSSE POINTE WOODS DEPARTMENT OF PUBLIC SAFETY

Date: September 03, 2026

RECEIVED

SEP 11 2026

To: Susan Como, City Manager

From: John G. Kosanke, Director

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT

Subject: **Budget Amendment – Rely-On Construction & List of Additional
Renovation Project Expenses**

The Department of Public Safety budgeted \$21,500.00 for kitchen remodeling and \$19,750.00 for painting and flooring for a total of \$41,250.00 in the 2025-2026 FY Budget based on an estimate from Rely-On Construction in Eastpointe.

An amended estimate for an additional \$14,050.00 has since been received from Rely-On Construction. Of this total, \$7,200.00 is for installation of cabinets and a countertop in the room opposite the kitchen. These cabinets are necessary for the storage of radios, TASERS, body cameras, etc., which were previously stored in old metal cabinets and prone to overheating. The new cabinets provide proper storage, organization, and ventilation, and add to the longevity of the equipment.

During the renovation, the old workstations fell apart when moved to install the floor and were not salvageable to be re-used. Therefore, it was determined that a new cabinet and countertop were needed.

The second part of the amended estimate is for a total of \$6,850.00 to install and re-drywall 2x4 walls, install electric in the kitchen and the adjacent room, replace 15 plugs, install a GFIC circuit breaker for the kitchen, and paint the ladies bathroom. Additionally, during construction, it was found that the cinderblock walls were inadequate to support and mount the new cabinets to. The electrical was also not up to code and unable to power all the electronic devices. This project did not have a contingency fund, which is the reason for exceeding the original budget. Additional funding is needed due to the stated reasons.

In addition, attached is an itemized list of purchases made for the Public Safety Kitchen Renovation project. The list includes the general ledger accounts used for the purchases and a budget transfer is not being requested.

The department budgeted \$2,250.00 for kitchen appliances in the 2025-2026 FY Budget, which was not nearly enough for all that was needed. The actual cost for a dishwasher, two refrigerators, electric stove, microwave, connectors, and shipping costs was \$7,757.95, which was \$5,507.95 over budget.

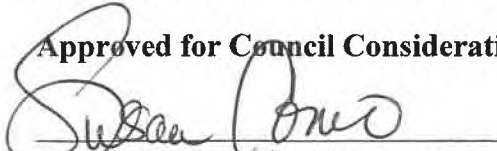
Additionally, \$10,043.94 was spent in the 2025-2026 Fiscal Year Budget on chairs, desks, a file cabinet, and a storage credenza for the supervisor's office. Some of the new chairs were for use in the briefing room and the records department. The original desks in the supervisor's office were over twenty years old, and these also fell apart when they were moved to install the new flooring. The original filing cabinets were over thirty years old, and the original chairs were over ten years old.

In the 2026-2027 FY Budget, additional purchases related to the renovation project included: kitchen table, briefing room table, chairs, printer stand, mail sorter and a trash can. These purchases totaled \$2,917.48.

In summary, \$18,469.37 in purchases were made for items related to the renovation project which were not specifically included as line items in the 2025-2026 and 2026-2027 FY Budgets. The expenses were taken from general ledger accounts which had available funds. Rather than budgeting for the above items, we utilized our current and past fiscal year budget to avoid requesting additional funds for the project.

The amendments to the original quote from Rely-On Construction were not budgeted items. I am recommending a budget amendment in the amount of \$14,050.00 from the General Funds balance account 101-000-692.100 (Transfer from Prior Year Reserves) into expense account 401-902-977.102 (Municipal Improvement Fund – Public Safety).

Approved for Council Consideration:


Susan Como, City Manager

9/11/26
Date

Fund Certification:

Account numbers have been verified as presented.


Steven Schmidt, Treasurer/Comptroller

9/11/26
Date

Attachments:

1. Rely-On Construction Original Estimate dated 03/11/2025
2. Rely-On Construction Amended Estimate for Additional Expenses dated 08/24/2026
3. FYE 2025-2026 Budget Worksheet for 401-902-977.102
4. List of Renovation Expenses

RELYON CONSTRUCTION

18030 Nine Mile Road

Eastpointe, MI

(586) 295-5640

TO: Grosse Pointe Woods

RE: Estimate for Work at Police Station

DATE: 3/11/2025

1. Prime & paint block, 3 coats; install new flooring (Plank Vinyl)
2. Supervisor Office – install new vinyl flooring; paint 2 coats
3. Record Room – install vinyl flooring; paint 2 coats
4. Paint hallways to public service; install flooring & hall closet

TOTAL: \$ 19,750.00

5. Kitchen:

- Install a new kitchen complete (same as old)
- Install sink, garbage disposal, & dishwasher
- Install granite top
- Install 4 pantry cabinets on opposite wall
(cabinets to be all wood construction)

TOTAL: \$ 21,500.00

***No estimate for refrigerator cost**

Thank you!

RELYON CONSTRUCTION

18030 Nine Mile Road

Eastpointe, MI

(586) 295-5640

TO: Grosse Pointe Woods

RE: Amended(3) Estimate for Work at Police Station

DATE: 8/24/2026

Amended I:

- Install 9' cabinets opposite room
- Install quartz top

TOTAL: \$ 7,200.00

Amended II:

- Install 2x4 walls
- Re-drywall all 2x4 walls
- Install all electric in kitchen and adjacent room
- Replace 15 plugs throughout
- Paint ladies bathroom
- Install GFIC breaker for kitchen

TOTAL: \$ 6,850.00

GRAND TOTAL: \$14,050.00

Thank you!

Public Safety Kitchen & Office Renovation Project Expenses					
FYE 2025-2026 Purchases	Date	Vendor	Amount	Account Number	Account Description
2 desks & credenza for Supervisor's Office	6/11/2026	Uline	\$5,786.30	101-310-972.000	Minor Equipment
3-drawer file cabinet for Supervisor's Office	6/11/2026	Uline	\$915.00	101-349-728.000	Office Supplies
dishwasher	6/17/2026	Lowe's	\$896.54	401-902-977.102	Improvement - PS
2 refrigerators	6/17/2026	Lowe's	\$4,223.98	401-902-977.102	Improvement - PS
electric stove	6/17/2026	Lowe's	\$1,957.99	401-902-977.102	Improvement - PS
microwave	6/17/2026	Lowe's	\$627.58	401-902-977.102	Improvement - PS
connector & shipping for appliances	6/17/2026	Lowe's	\$51.86	401-902-977.102	Improvement - PS
2 chairs for Supervisor's Office	6/26/2026	Office Furniture EZ, LLC	\$1,026.00	101-310-972.000	Minor Equipment
3 chairs for the Briefing Room	6/29/2026	Uline	\$1,326.67	101-310-972.000	Minor Equipment
3 chairs for the Records Department	6/30/2026	Staples	\$989.97	101-349-728.000	Office Supplies
Total Purchases during FYE 2025-2026			\$17,801.89		
less \$2,250.00 which was approved in the Budget for kitchen appliances			(\$2,250.00)		
			\$15,551.89		
FYE 2026-2027 Purchases	Date	Vendor	Amount	Account Number	Account Description
8 plastic stackable chairs for Briefing Room round table	8/6/2026	Uline	\$780.69	101-305-930.000	Equipment Maintenance
printer stand for copier for Supervisor's Office	8/11/2026	Amazon Capital Services	\$119.99	101-349-728.000	Office Supplies
21-gallon trash can for kitchen	8/11/2026	Amazon Capital Services	\$179.99	101-310-757.000	Operating Supplies
6 Farmhouse kitchen chairs	8/11/2026	Amazon Capital Services	\$316.89	101-305-930.000	Equipment Maintenance
round table for Briefing Room	ordered	Amazon Capital Services	\$608.24	101-310-757.000	Operating Supplies
kitchen table	ordered	Amazon Capital Services	\$703.00	101-310-757.000	Operating Supplies
mail sorter for Supervisor's Office	ordered	Uline	\$208.68	101-349-728.000	Office Supplies
Total Purchases during FYE 2026-2027			\$2,917.48		
Grand Total Purchases as of 08/13/2026			\$18,469.37		