

CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON
REBECCA BAHAR-COOK

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

LAW AND COURTS COMMITTEE
VICTOR CELENTINO, CHAIR
PENELOPE TSERNOGLOU
DIANNE HOLMAN
DEBBIE DE LEON
REBECCA BAHAR-COOK
KARA HOPE
RANDY SCHAFFER

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE LAW AND COURTS COMMITTEE WILL MEET ON THURSDAY, MAY 2, 2013
AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES
BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [April 18, 2013 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Community Corrections Advisory Board (CCAB)
 - a. Mary Sabaj Director, Update on CCAB State Budget Cuts (*No Materials*)
 - b. Resolution Requesting the State of Michigan to Restore Michigan Department of Corrections - Office of Community Alternatives Plans and Services [Funding](#) for FY 2013 – 2014

2. Sheriff's Office
 - a. Resolution Authorizing Ingham County Sheriff's Office to Participate in the [Military Surplus](#) 1033 Program
 - b. Resolution Authorizing Amending the Ingham County Sheriff's Office Secondary [Road Patrol Grant](#)

3. Facilities
 - a. Resolution Authorizing Entering into a Contract with Laux Construction, LLC to Provide [Tuck-Pointing Services](#) for Exterior Repairs at the Human Services Building Maintenance Garage and Ingham County Family Center
 - b. Resolution Authorizing Entering into a Contract with Laux Construction, LLC for the Removal of the [Gymnasium Stage](#) at the Ingham County Family Center
 - c. Resolution Authorizing Entering into a Contract with [C2AE](#) for Architectural and Engineering (A&E) Design Services for the Replacement of One Roof at the Sheriff's Office and the Roof of Pavilion #2 at Potter Park Zoo

4. Circuit Court, Family Division - First Quarter Report

5. Controller's Office
 - a. Resolution Updating [Various Fees](#) for County Services
 - b. 911 Director - [Update](#) on the Ingham County 911 Center

Announcements
Public Comment
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES
OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.

LAW & COURTS COMMITTEE
April 18, 2013
Minutes

Members Present: Victor Celentino, Penelope Tsernoglou, Debbie De Leon, Rebecca Bahar-Cook, Kara Hope and Randy Schafer

Members Absent: Dianne Holman

Others Present: John Neilsen, Lance Langdon, Jamie McAloon-Lampman, Judge Allen, Judge Boyd, Da'Neese Wells, Jesse Besonen, Mike Dillon, Dennis Stepanovich, Lorna Elliot Egan and others

The meeting was called to order by Chairperson Celentino at 6:01 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the March 28, 2013 Law & Courts Minutes

The March 28, 2013 Law & Courts Minutes were approved as submitted.

Additions to the Agenda

1. Additional Information – Presentation Regarding the Sobriety Court Program – Accomplishments of the 55th District Court Sobriety Court; and Bond Conditions
- 5b. Additional Information – Resolution Establishing Priorities to Guide the Development of the 2014 Budget and Activities of County Staff – 2014 Strategic Planning Background Information Potter Park Zoo

Limited Public Comment

None.

(Comm. Bahar-Cook arrived at 6:02 pm)

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. DE LEON, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

3. Community Corrections Advisory Board - Resolution Authorizing the Expansion of the Voting Membership of the Electronic Monitoring Oversight Committee to Consist of Department Representatives Including the Prosecuting Attorney's Office and Friend of the Court
4. Sheriff's Office/Office of Homeland Security & Emergency Management – Resolution to Enter into a Contract with the City of Lansing and to Accept the FY2011 & FY2012 Homeland Security Grant Program Funds for the Regional Planner Grant

5. Controller's Office
 - a. Resolution Updating Various Fees for County Services
 - c. First Quarter 2013 Budget Adjustments and Contingency Fund Update
 - d. Resolution Authorizing Adjustments to the 2013 Ingham County Budget
 - e. 911 Director - Resolution Authorizing 911 Funds to Participate in a Microwave Project for the 911 Center

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Holman

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. DE LEON, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Holman

1. 55th District Court - Presentation Regarding the Sobriety Court Program (Material will be distributed at the meeting)

Additional Information: Accomplishments of the 55th District Court Sobriety Court; and Bond Conditions.

Judge Boyd introduced Da'Neese Wells, Chief Probation Officer and Coordinator for the Sobriety Court Program; Jesse Besonen, Probation Officer and Pre-Trial Services Officer; and Mike Dillon, Court Administrator.

Judge Boyd overviewed staffing cuts, reorganization and expressed his concerns as mentioned in the budget letter. He informed the Committee if there are further layoffs there will be ramifications to the Sobriety Court program stating the coordinator position will need to be eliminated and the work will not be done. He shared his empathy with the Board of Commissioners understanding the limitations of the budget process.

Judge Boyd pointed out the spread sheet in the handout is actual case data and the six and twelve month reports coincide with the state's fiscal year.

Judge Allen informed the Committee that April is alcohol awareness month stating the National Center for DWI Courts is trying to make sure people understand how significant the problem is. He explained there are two million individuals who have multiple drunken driving offenses that are responsible for approximately 70% of crashes and with that background the need for Sobriety Courts is understandable. He further explained there are two groups of offenders, one is a misdemeanor group and the other is a felon group. He described the different groups.

Judge Allen provided a brief history of the Sobriety Court then reviewed the handout drawing attention to the graduation rate along with the reduction of re-arrest and new convictions of those who graduated from the program. He stated that this could not be done without the support of the Board of Commissioners further stating this has also been a savings to taxpayers by reducing the time offenders are in jail.

Judge Allen stated the program is successful because of the intensive supervision of this particular population. He informed the Committee of the number of participants and the caseload of the 1.5 FTE probation officers. He described charges, stages of change and motivation, imposed bond conditions and number of drug tests administered.

Ms. Wells summarized her experience as a probation officer and passion for Sobriety Court. She explained that there is urgency when an individual is first arrested because it is fresh in their mind and scary; furthermore, by waiting for sentencing to occur there is less motivation to change. Ms. Wells reviewed the bond conditions designed to protect public safety and guarantee court appearance while motivating the individual not to drink and/or use drugs.

Ms. Besonen explained pre-trial services, reviewing bond conditions with the individual, eligibility and treatment along with communicating information to the prosecutor. She noted that she meets with the individual's attorney, as well as, prosecutors from other jurisdictions who would like their client in this program. She described monitoring until sentencing, compliance, bond violations and the response to the violations. Ms. Besonen provided examples of charges and supervision.

Comm. Schafer asked if individuals are allowed to go to family celebrations such as a wedding. Ms. Besonen stated that they are not allowed to attend unless special arrangements are made with testing to follow. Comm. Schafer pointed out alcohol is in some cough syrup. Judge Allen stated there can be no alcohol in the body, period. Comm. Schafer questioned where urine testing takes place. Ms. Besonen explained there are many locations and there has been an increase in testing facilities upon the advent of sobriety courts. She further explained she helps the individual navigate their way to the testing locations. Judge Boyd explained how often individuals are tested.

Chairperson Celentino asked how many times an individual is seen by the pre-trial officer. Ms. Besonen stated it varies but typically at every court date, if they are doing well, which is every two to three weeks. Judge Boyd explained there are different probation officers after the individual is sentenced. He described how 1 FTE's time is split as a probation officer and pre-trial services officer with Sobriety Court. Ms. Wells stated 107 people went through Sobriety Court last year. She described the violations.

Comm. Tsernoglou asked what the retention rate is. Judge Allen estimated 75%. Judge Boyd pointed out the recidivism rate in the handout. Comm. Tsernoglou questioned what happens to those who do not graduate. Ms. Wells explained the incentives for being in the program including a charge reduction.

Comm. Bahar-Cook encouraged the Commissioners to attend a Sobriety Court graduation. Ms. Wells noted the next graduation is May 1, 2013 and she will send an invitation.

2. Animal Control - Resolution to Authorize the County to Seek Architectural/Engineering Proposals to Conduct a Building Assessment of the Ingham County Annex Facility in Mason

MOVED BY COMM. HOPE, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO AUTHORIZE THE COUNTY TO SEEK ARCHITECTURAL/ENGINEERING PROPOSALS TO CONDUCT A BUILDING ASSESSMENT OF THE INGHAM COUNTY ANNEX FACILITY IN MASON.

(Comm. De Leon left at 6:41 pm)

Comm. Schafer asked for more information on the location of this request. Ms. McAloon Lampman informed the Committee it is the intent to obtain the annex building in Mason because it is not reasonable to rehabilitate the current shelter. The letter also provides background information regarding the Lansing Outreach Center as well as recognizes successful partnerships.

Ms. McAloon-Lampman explained about eight years ago an assessment was prepared where it was identified that the current shelter is not a good option for rehabilitation but the annex building is a good site for a new or rehabilitated shelter. She noted that the annex building is now being used to store equipment. Ms. McAloon-Lampman further explained this is back for consideration because of a new 501 C 3 dedicated to a new shelter. She introduced two of the 501 C 3 board members; Dr. Dennis Stepanovich and Lorna Elliott Egan who are heading the fund drive to raise capital funds for the facility.

Comm. Schafer asked if the existing shelter would be closed and what will happen to that space. Ms. McAloon-Lampman stated it would be closed and ultimately it is the County's decision as to what will be done with the building; however, there are discussions of using it as an annex building.

Comm. Schafer questioned if the County's General Funds would be required for renovations. Ms. McAloon-Lampman stated that is what the fundraising is for. Comm. Bahar-Cook questioned if this resolution is to issue a RFP to determine the cost of the renovation and asking the County to pay for the study. Ms. McAloon-Lampman stated that is correct. Comm. Bahar-Cook asked if there will be a request for General Funds once the cost is established. Mr. Nielsen explained that before you can ask groups to fundraise you need to know how much money is needed plus there needs to be conversations with the Board of Commissioners. He stated there are questions that need to be answered for example how realistic is it for this organization to raise the funds, will the partnership be 50/50 or something else, will there need to be demolition and renovation or is this new construction. Therefore, before having the conversation it is suggested there is a RFP to hire an architectural engineering firm to establish costs. Once the costs are established the Controller's Office would determine if there is enough information to go forward and identify funding sources at that time.

Comm. Bahar-Cook mentioned this seems similar to the Ingham Academy and questioned those improvement costs in order to see what this may look like. Mr. Nielsen stated he did not have those numbers but can find that out. She noted that it was determined construction costs were too great to approve the improvements at the Ingham Academy and hoped that fundraising efforts are successful to follow through with this project.

Mr. Neilsen stated this is a 24,000± SF storage facility on 1.23± acres of land and for fundraising purposes it would be helpful to have completed concept designs and 3-D renderings.

Comm. Tsernoglou questioned if other locations were considered. Ms. McAloon-Lampman explained other locations were considered; however, there is already a building that can be used. Additionally, Mason has been a good location and the new location has the benefit of the green space around it plus there are no issues with neighbors.

Comm. Bahar-Cook asked that consideration is given to additional expenses in the Animal Control Budget because of the Phase II piece. Ms. McAloon Lampman stated there have been discussions regarding additional expense and they are conducting a feasibility study.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Holman and Comm. De Leon

5. Controller's Office

b. Resolution Establishing Priorities to Guide the Development of the 2014 Budget and Activities of County Staff

Mr. Neilsen stated the resolution is basically the 2013 resolution updated. The changes from 2013 are either struck or in bold. He pointed out Item 5d, second to last line, the word "enhancement" explaining that because a jail post was not closed as anticipated the need to "enhance" pre-trial services may not be appropriate.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TSERNOGLOU, TO AMEND THE RESOLUTION, ITEM D, 2ND TO LAST SENTENCE, STRIKE "ENHANCEMENT OF" AS FOLLOWS:

d. Providing Appropriate Sanctions for Adult Offenders

Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior, reduce criminal recidivism, and effectively manage corrections resources, including the jail population. These resources will be effectively managed by supporting strategies recommended by the Jail Utilization Coordinating Committee, Community Corrections Advisory Board, and other community partners. In addition the County will increase the use of GPS/tethering equipment, maintain and use a data tracking system that focuses on system volume and trends. Support appropriate use of probation residential services, facilitate screening and treatment of substance abuse, and/or mental disorders, and continue ~~enhancement of~~ Pre-Trial Services. This enhancement is designed to facilitate the identification of appropriate populations for bond recommendations, risk/needs assessments, recommended conditions of release, supervision of felony defendants released on conditional bonds, and initiation of court action for violation of bond conditions.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Comm. Holman and Comm. De Leon

The Committee discussed potential state legislation on indigent offense.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TSERNOGLOU, TO AMEND THE RESOLUTION BY ADDING “BE IT FURTHER RESOLVED, THAT INGHAM COUNTY WILL EVALUATE THE BUDGETARY AND OVERALL IMPACT OF THE INDIGENT DEFENSE SYSTEM PENDING POTENTIAL STATE LEGISLATION.

MOTION CARRIED with Comm. Schafer Voting “no”. Absent: Comm. Holman and Comm. De Leon

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. HOPE, TO AMEND THE RESOLUTION, ITEM E, BY ADDING “AND JUVENILES AT RISK OF ADJUDICATION” AFTER THE WORD OFFENDERS AND AS FOLLOWS:

e. Provide Appropriate Treatment and Sanctions for at Risk Juveniles

Continue to maximize use of Juvenile Justice Millage funds to implement the Chinn Study so as to provide the most appropriate community based programming for juvenile offenders **and juveniles at risk of adjudication**, including exploring the cost benefits of providing a male group home.

MOTION CARRIED with Comm. Schafer Voting “no”. Absent: Comm. Holman and Comm. De Leon

f. 911 Director - Update on the Ingham County 911 Center

Mr. Langdon informed the Committee he expects to be fully staffed after the next testing session, say six to eight weeks. He expressed his gratitude for the ability to hire background investigators stating that has streamlined the hiring process. He noted the dispatchers are pleased to see the positions being filled.

Mr. Langdon described a recent phone issue then explained how the calls were handled along with the solution to the problem. Mr. Langdon informed the Committee that the phone system technicians are expected to be onsite this week.

Mr. Langdon stated that he recently attended a State 911 Committee Technology meeting then explained how texting is not what is expected at this time; nonetheless, it will be practical in the future.

Mr. Langdon informed the Committee that this is Telecommunicator Week and described the events the employees have participated in. He further stated the Lansing Fire Fighters wrote a nice letter and East Lansing Police Department also acknowledged the dispatchers. Lastly, he informed the Committee he attended an award ceremony at MSU today where McLaren awarded a former dispatcher as the Tri-County Hero. The employee was recognized for helping save a baby.

The Committee discussed having a resolution at the Regular Board Meeting honoring the 911 Telecommunicators during the Telecommunicator week.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE A RESOLUTION HONORING THE INGHAM COUNTY 911 CENTRAL DISPATCH CENTER TELECOMMUNICATORS DURING TELECOMMUNICATOR WEEK.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Holman and De Leon

Announcements

None.

Public Comment

None.

The meeting adjourned at approximately 7:15 p.m.

Respectfully submitted,

Julie Buckmaster

MAY 2, 2013 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions:

- 1b. Community Corrections Advisory Board (CCAB) - *Resolution Requesting the State of Michigan to Restore Michigan Department of Corrections - Office of Community Alternatives Plans and Services Funding for FY 2013 - 2014*

This resolution states the Ingham County Board of Commissioners position and requests that the FY 2014 Community Corrections Plans and Services budget be restored to \$1.8 million the same amount as the FY 2013 appropriation of \$13,958,000 as approved by the State Legislature.

This mid-year budget cut for Ingham County – City of Lansing Community Corrections Plans and Services amounts to a reduction from \$285,437 to \$212,295 (\$73,143) after over 6 months of expenditures based on the originally approved budget; resulting in the loss of an Employment program and a Day Reporting program for felony offenders and significantly diminishing available community resources for our local offender population. (See attached memo for details.)

- 2a. Sheriff's Office - *Resolution Authorizing Ingham County Sheriff's Office to Participate in the Military Surplus 1033 Program*

This resolution authorizes the Ingham County Sheriff's Office to participate in the Military Surplus 1033 program in order to identify, utilize or obtain at no charge a variety of military surplus equipment that is suitable for local law enforcement use. In this instance the Ingham County Sheriff's Office is authorized to temporarily take possession of two Humvee style vehicles for use by the Special Regional Tactical (SRT) Team and expand the Sheriff's Office vehicle fleet by two. All Ingham County procurement and property disposition policies will apply for any equipment that the County takes permanent possession of. (See attached memo for details.)

- 2b. Sheriff's Office - *Resolution Authorizing Amending the Ingham County Sheriff's Office Secondary Road Patrol Grant*

This resolution authorizes amending the Michigan State Police Office of Highway Safety Planning P.A. 416 Secondary Road Patrol grant contract by increasing the contract by \$13,860 to increase the grant budget to \$321,071 for the 2012/13 fiscal year. (See attached memo for details.)

- 3a. Facilities - *Resolution Authorizing Entering into a Contract with Laux Construction, LLC to Provide Tuck-Pointing Services for Exterior Repairs at the Human Services Building Maintenance Garage and Ingham County Family Center*

This resolution authorizes entering into a contract with Laux Construction, LLC, to provide Tuck-pointing services at two County facilities: 1) exterior repairs at the HSB Maintenance Garage for a not to exceed cost of \$6,800.00 plus a \$2,500.00 contingency, and 2) exterior repairs at the ICFC for a not to exceed cost of \$57,139.00 plus an \$8,500.00 contingency for a complete total cost of \$74,939.00. Funds are available within the Capital Improvement Plan Budget. (See attached memo for details.)

3b. Facilities - *Resolution Authorizing Entering into a Contract with Laux Construction, LLC for the Removal of the Gymnasium Stage at the Ingham County Family Center*

This resolution authorizes entering into a contract with Laux Construction, LLC for the removal of the gymnasium stage at the Ingham County Family Center for a not exceed cost of \$17,595.00. This stage is being removed for safety reasons and Funds are available within the Capital Improvement Plan Budget. (See attached memo for details.)

3c. Facilities - *Resolution Authorizing Entering into a Contract with C2AE for Architectural and Engineering (A&E) Design Services for the Replacement of One Roof at the Sheriff's Office and the Roof of Pavilion #2 at Potter Park Zoo*

This resolution authorizes entering into a contract with C2AE to provide A&E design services for the replacement of the roof at the Sheriff's Office for a cost not to exceed \$6,800.00 and the Pavilion #2 roof at Potter Park Zoo for a cost not to exceed \$7,500.00. Funds are available within the Capital Improvement Plan Budget. (See attached memo for details.)

5a. Controller's Office - *Resolution Updating Various Fees for County Services County Fees Update*

The Controller's Office annually prepares for the BOC review details about adjustment of the fees for the upcoming budget process. This review has been completed and some adjustments are being presented to the Board of Commissioners for their consideration. This information was discussed at the last round of committee meetings as a discussion item for input from the BOC. A resolution recommending certain fee increases is now being presented at this round of meetings for adoption. (See attached memo for details.)

This portion of the agenda is for informational purposes:

- 1a. Community Corrections Advisory Board (CCAB) - *Mary Sabaj Director, Update on CCAB State Budget Cuts*
4. Circuit Court, Family Division - *First Quarter Report*
- 5b. Controller's Office - *911 Director – Update on the Ingham County 911 Center*

Agenda Item 1b

TO: Law and Courts Committee

FROM: Mary Sabaj
Community Corrections Manager

DATE: April 25, 2013

RE: **RESOLUTION REQUESTING THE STATE OF MICHIGAN TO
RESTORE MICHIGAN DEPARTMENT OF CORRECTIONS –
OFFICE OF COMMUNITY ALTERNATIVES PLANS AND
SERVICES FUNDING FOR FY 2013 - 2014**

This Resolution responds to Michigan Department of Corrections mid-year FY2013 budget cuts to local Community Corrections Plans and Services budgets by requesting that funding be restored in FY2014. The CCAB requests that this Resolution be distributed to Governor Snyder, MDOC Director Heynes and our local State legislators.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION REQUESTING THE STATE OF MICHIGAN TO RESTORE
MICHIGAN DEPARTMENT OF CORRECTIONS – OFFICE OF COMMUNITY
ALTERNATIVES PLANS AND SERVICES FUNDING FOR FY 2013 - 2014**

WHEREAS, the Michigan Department of Corrections has reduced, mid-year, the current FY 2013 Office of Community Alternatives Plans and Services budget of \$13,958,000 by 1.8 million; and

WHEREAS, these severe mid-year reductions have been implemented in direct contradiction to the MDOC Field Operations Administration Report on Community Alternatives, dated September of 2012 which states, “Research indicates that community sanctions and treatment programs provide alternatives to prison and jail sentences while increasing public safety by decreasing the recidivism rates”; and

WHEREAS, from calendar year 1989 to FY 2011 prison dispositions were reduced by 7,450 saving the State \$253 million, providing Michigan’s taxpayers with an excellent return on their investment; and

WHEREAS, the impact of these cuts to Community Corrections programs across the State halfway through the State fiscal year significantly increases the impact of the reductions on local programming, with local community corrections programs having had very little time to prepare for them; and

WHEREAS, since its inception in 1990, Ingham County Community Corrections programming has aided in the reduction of the Ingham County prison commitment rate to consistently being one of the lower in the State and has aided in the reduction of jail overcrowding and more efficient management of local jail bed resources; and

WHEREAS, the impact of this mid-year budget cut for Ingham County – City of Lansing Community Corrections Plans and Services amounts to a reduction from \$285,437 to \$212,295 (\$73,143) after over 6 months of expenditures based on the originally approved budget; resulting in the loss of an Employment program and a Day Reporting program for felony offenders and significantly diminishing available community resources for our local offender population.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners requests that the FY 2014 Community Corrections Plans and Services budget be restored by \$1.8 million to the FY 2013 appropriation of \$13,958,000 as approved by the State Legislature.

BE IT FURTHER RESOLVED, that the County Clerk shall distribute copies of this resolution to Governor Snyder, Michigan Department of Corrections Director Heynes and the Ingham County State legislative delegation.

Agenda Item 2a

TO: Law & Courts and Finance Committee

FROM: Allan Spyke, Under Sheriff

DATE: April 25, 2013

RE: Military Surplus 1033 Program

The Ingham County Sheriff's Office wishes to continue its participation in the United States Military Surplus 1033 Program.

As you are aware, the Sheriff's Office has previously acquired Military Surplus Rifles for Law Enforcement use. Recently, the military has offered surplus military vehicles for Law Enforcement use. Our current need for these vehicles would be with the Ingham County Special Regional Tactical Team, which is comprised of police officers from Ingham County Sheriff's Office, Michigan State University Police Department, East Lansing Police Department, and the Meridian Township Police Department. The vehicles available for our use are two Humvee style vehicles, which could be used for the transport and deployment of police officers and equipment in these tactical situations. This is an excellent opportunity for the Sheriff's Office and County to obtain equipment at no cost. To be utilized by us until it is no longer needed or replaced, at which time it is returned to the Military.

Additionally the Military Surplus 1033 Program is offering assorted other excess military equipment which could be a valuable asset to the Sheriff's Office, including cold weather gear, duty bags, thermal underwear, etc. The Sheriff's Office will continue to explore military surplus items that become available and would be a benefit to our operations.

The Sheriff's Office will provide a list to the Ingham County Purchasing Office of all items received through the Military Surplus 1033 Program. That list will identify which items will become County Property and which items must be returned to the Military. As an example, guns and vehicles need to be returned to the Military after we no longer have any use for them. Whereas the previously mentioned softer items can become County property.

Presently Deputy James Every is our liaison with the United States Military regarding our access to the 1033 Program. If you have any questions, please do not hesitate to contact either myself or Deputy James Every.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING INGHAM COUNTY SHERIFF'S OFFICE TO PARTICIPATE
IN THE MILITARY SURPLUS 1033 PROGRAM**

WHEREAS, the Ingham County Sheriff's Office has the ability to participate in the Military Surplus 1033 program which allows law enforcement agencies to utilize military surplus to their benefit; and

WHEREAS, the Military Surplus 1033 program that offers Military surplus from several different branches of the Military; and

WHEREAS, the Purchasing Director concurs that the Military Surplus 1033 program meets the standards of the Ingham County Procurement policy; and

WHEREAS, the Sheriff's Office participates in the regional Special Regional Tactical (SRT) Team and the SRT Team has been looking for Humvee style vehicles to enhance the transport and deployment of Police in special tactical situations; and

WHEREAS, the Sheriff's Office has identified and been awarded two Humvee style former Military police vehicles available at a Military base in Columbus Ohio for pickup; and

WHEREAS, these vehicles would remain titled to and property of the US Government and would have to be returned to the Military once the Sheriff's office and SRT Team want to dispose of them; and

WHEREAS, the only cost to Ingham County would be for the normal vehicle maintenance and diesel fuel costs to operate the two Humvees which will be housed at the Ingham County Sheriff's Office; and

WHEREAS, the Ingham County Sheriff's Office wishes to participate in this Military Surplus 1033 program in order to identify and obtain a variety of military surplus equipment that is suitable for local law enforcement use.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to participate in this Military Surplus 1033 program in order to identify, utilize or obtain at no charge a variety of military surplus equipment that is suitable for local law enforcement use.

BE IT FURTHER RESOLVED, that all Ingham County procurement and property disposition policies will apply for any equipment that the County takes permanent possession of.

BE IT FURTHER RESOLVED, that the Ingham County Sheriff's Office is authorized to temporarily take possession of two Humvee style vehicles for use by the Special Regional Tactical (SRT) Team and expand the Sheriff's Office vehicle fleet by two.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners, the County Clerk, and the Sheriff are authorized to sign any necessary contract/lease documents consistent with this resolution and approved as to form by the County Attorney.

Agenda Item 2b

TO: Law & Courts and Finance Committee

FROM: Major Joel Maatman

DATE: April 25, 2013

RE: OHSP Secondary Road Patrol Grant

The Ingham County Sheriff's Office has received an additional \$13,860 in PA 416 Secondary Road Patrol Grant funding for the fiscal 2012 year. The Sheriff's Office is requesting permission to accept this additional funding to be used to pay salaries of P.A. 416 Deputies.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AMENDING THE INGHAM COUNTY SHERIFF'S OFFICE
SECONDARY ROAD PATROL GRANT**

WHEREAS, the Ingham County Sheriff's Office yearly, receives from the Office of Highway Safety Program, P.A. 416 grants to pay for Secondary Road Patrol Deputies; and

WHEREAS, the Ingham County Sheriff's Office was notified that there is a surplus of funding for the 2012 P.A. 416 grant; and

WHEREAS, the Ingham County Sheriff's Office was been awarded an additional \$13,860 in 2012 P.A. 416 Grant funding for the 2012/13 fiscal year; and

WHEREAS, the Ingham County Sheriff's Office wishes to accept this additional funding of \$13,860 to be used to pay salaries of the Secondary Road Patrol Deputies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the Michigan State Police Office of Highway Safety Planning P.A. 416 Secondary Road Patrol grant contract by increasing the contract by \$13,860 to increase the grant budget to \$321,071 for the 2012/13 fiscal year.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Ingham County Sheriff's Office Secondary Road Patrol Contract 2013 budget in accordance with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners, Sheriff and the County Clerk are authorized to sign any necessary grant contract documents that are consistent with this resolution and approved as to form by the County Attorney.

MEMORANDUM

TO: Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 24, 2013

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH LAUX CONSTRUCTION, LLC TO PROVIDE TUCK-POINTING SERVICES FOR EXTERIOR REPAIRS AT THE HUMAN SERVICES BUILDING MAINTENANCE GARAGE AND INGHAM COUNTY FAMILY CENTER

The resolution before you authorizes entering into an agreement with Laux Construction, LLC to provide Tuck-pointing services for exterior repairs at both the Human Services Building (HSB) Maintenance Garage and the Ingham County Family Center (ICFC).

The HSB Maintenance Garage brick veneer has sustained a substantial amount of deterioration from salts and moisture and the ICFC building exterior has experienced a considerable amount of deterioration caused by an attempt to remove graffiti, through sandblasting.

The purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments that a contract be awarded to Laux Construction, LLC who submitted the lowest responsive and responsible bid in the amount of \$74,939.00 to provide Tuck-pointing services for exterior repairs at the HSB Maintenance Garage and the ICFC.

Due to the type of project the Facilities Department is asking for a \$2,500.00 contingency for the HSB Maintenance Garage and an \$8,500.00 contingency for the ICFC.

The HSB Maintenance Garage project will be completed for a base bid cost of \$3,870.00 plus alternate #2 being \$2,930.00 as well as a \$2,500.00 contingency for a total cost not to exceed \$9,300.00. Funds totaling \$16,274.00 are available from CIP line item 631-23304-931000-2FC15 which was approved for HSB Maintenance Garage Tuck-pointing.

The ICFC project will be completed for a base bid cost of \$53,909.00 plus alternate #3 being \$3,230.00 as well as an \$8,500.00 contingency for a total cost not to exceed \$65,639.00. Funds totaling \$77,216.00 are available from CIP line item 264-66400-931000-2FC01 which was approved for ICFC Tuck-pointing.

Both projects will be competed for a total cost of \$74,939.00.

I recommend approval of this resolution.

MEMORANDUM

TO: Law & Courts, County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: April 23, 2013

SUBJECT: Proposal Summary for the Ingham County Family & Human Services Garage Exterior Repairs

Project Description:

Proposals were sought from experienced and qualified firms for the purpose of entering into a contract to make exterior repairs to the Ingham County Family Center and the Human Services Building. Scope of work includes brick staining, tuck pointing, and joint sealant application.

Proposal Summary:

Vendors contacted: 23 Local: 5
 Vendors responding: 6 Local: 2

Company	Base Bid	Alt #2 ¹	Alt #3 ²	Total	Bid Bond	Local
Laux Construction, LLC	\$57,779	\$2,930	\$3,230	\$63,939	Yes	Yes - Holt
Cusack's Masonry Restoration	\$59,870	\$6,130	\$7,500	\$73,500	Yes	No - Hubbardston
National Restoration Inc	\$68,800	\$8,000	\$4,500	\$81,300	Yes	No - Milford
M One Limited DBA: Mark 1 Restoration Services	\$64,240	\$16,850	\$14,325	\$95,415	Yes	No - Detroit
Moore Trosper	\$99,900	\$4,800	\$10,000	\$114,700	Yes	Yes - Holt
Grunwell-Cashero Co	\$126,965	\$6,187	\$47,312	\$180,464	Yes	No - Detroit

¹ Alternate #2 – Replacement of Doors

² Alternate #3 – Repair Soffits

A total of 12 vendors attended the mandatory Pre-proposal meeting.

Recommendation:

The Evaluation Committee recommends awarding a contract to Laux Construction, LLC. The cost of the project is \$63,939 which is reflective of the payment of prevailing wages plus an \$11,000 contingency for any unseen circumstances that may arise for a total not to exceed cost of \$74,939.

In addition to submitting the lowest responsive and responsible proposal, Laux Construction, LLC is a registered local vendor, bonded, insured, and highly referenced.

Advertising:

The Request for Proposals was advertised in the City Pulse, The New Citizens Press, various construction plan houses, and posted on the Purchasing Department Web Page.

Introduced by Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH
LAUX CONSTRUCTION, LLC TO PROVIDE TUCK-POINTING SERVICES FOR
EXTERIOR REPAIRS AT THE HUMAN SERVICES BUILDING MAINTENANCE GARAGE
AND INGHAM COUNTY FAMILY CENTER**

WHEREAS, the Human Services Building (HSB) Maintenance Garage and the exterior of the Ingham County Family Center (ICFC) are need of repair due to deterioration over time; and

WHEREAS, the HSB Maintenance Garage brick veneer has sustained a substantial amount of deterioration from salts and moisture; and

WHEREAS, the ICFC building exterior has experienced a considerable amount of deterioration caused by an attempt to remove graffiti, through sandblasting; and

WHEREAS, after careful review of bids the Purchasing and Facilities Departments both agree that a contract be awarded to Laux Construction, LLC who submitted the lowest responsive and responsible bid in the amount of \$74,939.00 to provide Tuck-pointing services for exterior repairs at the HSB Maintenance Garage and the ICFC; and

WHEREAS, due to the type of project the Facilities Department is asking for a \$2,500.00 contingency for the HSB Maintenance Garage and an \$8,500.00 contingency for the ICFC; and

WHEREAS, the HSB Maintenance Garage base bid is \$3,870.00 plus alternate #2 being \$2,930.00 for a total of \$6,800.00; and

WHEREAS, the ICFC base bid is \$53,909.00 plus alternate #3 being \$3,230.00 for a total of \$57,139.00; and

WHEREAS, the funds for the HSB Maintenance Garage are available within CIP Line Item 631-23304-931000-2FC15 which has a balance of \$16,274.00 for HSB Garage Tuck-pointing; and

WHEREAS, the funds for the ICFC are available within CIP Line Item 264-66400-931000-2FC01 which has a balance of \$77,216.00 for ICFC Tuck-pointing.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Laux Construction, LLC, 4218 Charlar Drive, Holt, Michigan 48842 to provide Tuck-pointing services for exterior repairs at the HSB Maintenance Garage for a not to exceed cost of \$6,800.00 plus a \$2,500.00 contingency and for exterior repairs at the ICFC for a not to exceed cost of \$57,139.00 plus an \$8,500.00 contingency for a complete total cost of \$74,939.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

MEMORANDUM

TO: Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 18, 2013

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH LAUX CONSTRUCTION, LLC FOR THE REMOVAL OF THE GYMNASIUM STAGE AT THE INGHAM COUNTY FAMILY CENTER**

The resolution before you authorizes awarding a contract to Laux Construction, LLC, for the removal of the gymnasium stage at the Ingham County Family Center.

The stage is no longer used and is dangerous to children that are playing in the gym; they are running into it as well as using it as a hiding place.

Laux Construction, LLC who submitted the lowest responsive and responsible bid of \$17,595.00, were chosen after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments.

Funding for the project is available within the Juvenile Justice Millage Fund #264-66400-976000-3FC03.

I recommend approval of this resolution.

MEMORANDUM

TO: Law & Courts, County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 23, 2013
SUBJECT: Proposal Summary for the Ingham County Family Center Gymnasium Stage Removal

Project Description:

Proposals were sought from experienced and qualified firms for the purpose of entering into a contract to remove the gymnasium stage at the Ingham County Family Center. The scope of work includes, but is not limited to, removal of the wood framed stage, divider wall and hardwood flooring; subsequent installation of new VCT flooring and resilient base and painting of CMU walls; relocation of existing exit lights, receptacles, power panel, lighting control panel, and network lighting switches; disconnecting the existing inoperable ventilation system; and touching up adjacent surfaces and associated ancillary work.

Proposal Summary:

Vendors contacted: 42 Local: 15
Vendors responding: 4 Local: 4

Table with 4 columns: Company Name, Base Bid, Bid Bond, Local. Rows include Laux Construction, LLC (\$17,595), L.J. Trumble Builders (\$21,989), Century Construction Inc (\$28,255), and Moore Trosper Construction Co (\$32,842).

A total of 7 vendors attended the mandatory Pre-proposal meeting.

Local vendor not responding:

Nielsen Commercial Construction Company, Holt – Bid returned to vendor because it did not include a bid bond.

Recommendation:

The Evaluation Committee recommends awarding a contract to Laux Construction, LLC in an amount not to exceed \$17,595 which is reflective of the payment of prevailing wages. In addition to submitting the lowest responsive and responsible proposal, Laux Construction, LLC is a registered local vendor, bonded, insured, and highly referenced.

Advertising:

The Request for Proposals was advertised in the City Pulse, The New Citizens Press, various construction plan houses, and posted on the Purchasing Department Web Page.

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH LAUX
CONSTRUCTION, LLC FOR THE REMOVAL OF THE GYMNASIUM STAGE AT THE
INGHAM COUNTY FAMILY CENTER**

WHEREAS, the stage is no longer being used, it is dangerous and in the way of the children playing in the gym;
and

WHEREAS, removing the stage will allow for a safer environment for which the children can play; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Laux Construction, LLC, who submitted the lowest responsive and responsible bid for the removal of the gymnasium stage at the Ingham County Family Center, for a not to exceed cost of \$17,595.00; and

WHEREAS, the funds for this project are available within the Juvenile Justice Millage #264-66400-976000-3FC03 which has a balance of \$20,000.00 for stage removal.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorize entering into a contract with Laux Construction, LLC., 4218 Charlar Drive, Holt, Michigan 48842 for the removal of the gymnasium stage at the Ingham County Family Center for a not exceed cost of \$17,595.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

MEMORANDUM

TO: Law & Courts County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 24, 2013

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH C2AE FOR ARCHITECTURAL AND ENGINEERING (A&E) DESIGN SERVICES FOR THE REPLACEMENT OF ONE ROOF AT THE SHERIFF'S OFFICE AND THE ROOF OF PAVILION #2 AT POTTER PARK ZOO

The resolution before you authorizes entering into an agreement with C2AE for A&E design services for the replacement of one roof at the Sheriff's Office and the roof of Pavilion #2 at Potter Park Zoo.

Both of the roofs are old, deteriorating and in need of replacement.

The Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to C2AE who submitted the lowest responsive and responsible bid to provide A&E design services for the replacement of one roof at the Sheriff's Office for a not to exceed cost of \$6,800.00 and the roof of pavilion #2 at Potter Park Zoo for a not to exceed cost of \$7,500.00.

Funds for the Sheriff's Office roof are available in the Building Improvement Fund #245-30199-976000-2FC11 which has a balance of \$36,290.00 for Sheriff's Office roof replacement.

Funds for the Pavilion #2 roof replacement are available in the Leasehold Improvement Fund #258-69900-977000-1208Z which has a balance of \$100,000.00 for the Pavilion #2 roof.

I recommend approval of this resolution.

MEMORANDUM

TO: Law & Courts, County Services and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: April 23, 2013
SUBJECT: Architectural & Engineering Services for Replacement of Two Roofs

Project Description:

Proposals were sought from qualified and experienced architectural and engineering firms for the purpose of entering into a contract to provide evaluation, design, and construction administration services for the replacement of two roofs one at the Sheriff’s Office and the other at the Tiger Den Pavilion at Potter Park Zoo.

The contractor will be responsible for working directly with the Facilities Department to evaluate the current conditions of and make recommendations for the two buildings. Work will meet all state, local and federal guidelines and standards. The Contractor will furnish all expertise, labor and resources for complete design and engineering services for the project in accordance with the requirements of RFP #33-13 Architectural & Engineering Services for Replacement of Two Roofs and subsequent contract.

Proposal Summary:

Vendors contacted: 70 Local: 20
Vendors responding: 8 Local: 5

Company Name	Sheriff’s Office Roof	Potter Park Zoo Pavilion Roof	Alt 1: brick chimney	Total	Local
Capital Consultants, Inc DBA: C2AE	\$6,800	\$6,700	\$800	\$14,300	Yes - Lansing
Roger L. Donaldson, AIA P.L.C.	\$6,050	\$8,000	\$760	\$14,810	Yes - Holt
GAV Associates Inc.	\$5,850	\$8,350	\$1,000	\$15,200	No - Flint
Straub Pettitt Yaste Architects	\$6,100	\$9,600	\$300	\$16,000	No - Clawson
DLZ Michigan, Inc.	\$8,800	\$7,600	\$500	\$16,900	Yes - Lansing
Professional Service Industries, Inc. (PSI)	\$11,150	\$10,850	\$1,000	\$23,000	Yes - Lansing
Hobbs+Black Associates, Inc.	\$7,932	\$19,166	\$2,510	\$29,608	Yes - Lansing
Building Technology Associates, Inc. (BTA)	\$13,686	\$20,284	\$4,000	\$37,970	No - Oak Park

A total of 11 vendors attended the mandatory pre-proposal meeting.

Local vendors not responding:

Keystone Design Group, Lansing – No bid submitted, no reason provided.

K L Design Group, LLC., East Lansing – No bid submitted due to scheduling conflicts.

Other vendors not responding:

TowerPinkster, Kalamazoo; Integrated Architecture, Grand Rapids; Wigen Tincknell Meyer & Associates Architects & Planners, Saginaw; and Diekema Hamann Architture & Engineering, Kalamazoo – No bid submitted due to their work load.

Schley Architects, Kalamazoo – No bid submitted due to scale of project and magnitude of local preference incentive makes it difficult to be competitive.

Recommendation:

The Evaluation Committee recommends awarding a contract to Capital Consultants, Inc DBA: C2AE in an amount not to exceed \$14,300. In addition to submitting a responsive bid, Capital Consultants, Inc DBA: C2AE is a local vendor, licensed, insured, has other relevant experience working on projects of similar size and scope, and has previous experience working with the County.

Advertisement:

The RFP was advertised in the City Pulse, The New Citizens Press, numerous construction plan houses, and posted on the Purchasing Department Web Page.

Introduced by Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH C2AE FOR ARCHITECTURAL AND ENGINEERING (A&E) DESIGN SERVICES FOR THE REPLACEMENT OF ONE ROOF AT THE SHERIFF'S OFFICE AND THE ROOF OF PAVILION #2 AT POTTER PARK ZOO

WHEREAS, the Sheriff's Office and Pavilion #2 roofs are old and deteriorating and are in need of replacement; and

WHEREAS, after careful review of bids the Purchasing and Facilities Departments both agree that a contract be awarded to C2AE, who submitted the lowest responsive and responsible bid to provide Architectural and Engineering (A&E) design services for the replacement of one roof at the Sheriff's Office for \$6,800.00 and the roof of Pavilion #2 at Potter Park Zoo for \$7,500.00; and

WHEREAS, funds for the Sheriff's Office roof replacement are available in the Building Improvement Fund #245-30199-976000-2FC11 which has a balance of \$36,290.00 for Sheriff's Office roof replacement; and

WHEREAS, funds for the Pavilion #2 roof replacement are available in the Leasehold Improvement Fund #258-69900-977000-1208Z which has a balance of \$100,000.00 for the Pavilion #2 roof.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with C2AE 725 Prudden Street, Lansing, Michigan 48906 to provide A&E design services for the replacement of the roof at the Sheriff's Office for a cost not to exceed \$6,800.00 and the Pavilion #2 roof at Potter Park Zoo for a cost not to exceed \$7,500.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

October 1, 2006 - December 31, 2006	July 1, 2012 - September 30, 2012	October 1, 2012 - December 31, 2012	January 1, 2013 - March 31, 2013
INTAKE DIVISION	INTAKE DIVISION	INTAKE DIVISION	INTAKE DIVISION
PETITIONS RECEIVED DURING THIS PERIOD: 307	PETITIONS RECEIVED DURING THIS PERIOD: 302	PETITIONS RECEIVED DURING THIS PERIOD: 260	PETITIONS RECEIVED DURING THIS PERIOD: 401
PETITIONS DEPOSED DURING THIS PERIOD: 219	PETITIONS DEPOSED DURING THIS PERIOD: 207	PETITIONS DEPOSED DURING THIS PERIOD: 175	PETITIONS DEPOSED DURING THIS PERIOD: 258
PROGRAM ACTIVITY DURING THIS PERIOD: 194	PROGRAM ACTIVITY DURING THIS PERIOD: 179	PROGRAM ACTIVITY DURING THIS PERIOD: 168	PROGRAM ACTIVITY DURING THIS PERIOD: 215
DELIQUENCY DIVISION	DELIQUENCY DIVISION	DELIQUENCY DIVISION	DELIQUENCY DIVISION
COURT ORDERED PROGRAMS	COURT ORDERED PROGRAMS	COURT ORDERED PROGRAMS	COURT ORDERED PROGRAMS
RESIDENTIAL PLACEMENT	RESIDENTIAL PLACEMENT	RESIDENTIAL PLACEMENT	RESIDENTIAL PLACEMENT
DEMOGRAPHICS	DEMOGRAPHICS	DEMOGRAPHICS	DEMOGRAPHICS
ADMISSIONS	ADMISSIONS	ADMISSIONS	ADMISSIONS
RELEASES	RELEASES	RELEASES	RELEASES
PROGRAM ACTIVITY DURING THIS PERIOD	PROGRAM ACTIVITY DURING THIS PERIOD	PROGRAM ACTIVITY DURING THIS PERIOD	PROGRAM ACTIVITY DURING THIS PERIOD
ACT 150/220	ACT 150/220	ACT 150/220	ACT 150/220
INDIAN COUNTY FAMILY CENTER	INDIAN COUNTY FAMILY CENTER	INDIAN COUNTY FAMILY CENTER	INDIAN COUNTY FAMILY CENTER

MEMORANDUM

TO: Finance and Liaison Committees
FROM: Mary Lannoye, Controller
DATE: April 26, 2013
SUBJECT: Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2013, for the Park and Zoo winter seasonal fees on November 1, 2013, and for all other departments on January 1, 2014. These adjustments are based on an update of the "Cost of Services Analysis" completed by Maximus in 2002. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at the previous round of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$160,000. Any additional revenue will be recognized in the 2014 Controller Recommended Budget.

As directed by the Board of Commissioners, the Controller's Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

Please contact me if you have any questions regarding this information.

Attachments

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners set various fees for county services in Resolution 02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the consumer price index, a rate of 2.4%, was used for the cost increase factor due to the continuous decline in budgets; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in Attachments A and B at the rates established effective January 1, 2014 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2013 and the Park and Zoo winter seasonal fees which will be effective starting November 1, 2013.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions 05-166 and 05-242.

ATTACHMENT A: FEES WHICH ARE ADJUSTED

County Services Committee

Loc of Svc	Fee Description	2013 Fee	2014 Fee	Target %
BOC	FOIA Request Copies	\$0.16	\$0.17	100%
Drain Comm.	Photography	\$265.00	\$275.00	100%
Drain Comm.	Topography	\$535.00	\$550.00	100%
Drain Comm.	Floodplain/wetland	\$105.00	\$110.00	100%
Drain Comm.	Preliminary Comm. Site Plan Review	\$655.00	\$670.00	75%
Drain Comm.	Preliminary Plat Review	\$655.00	\$670.00	75%
Drain Comm.	Plat and Commercial Drainage Review			
Drain Comm.	Plat and Commercial Drainage Review - First acre	\$655.00	\$670.00	100%
Drain Comm.	Re-submission Admin fee	\$210.00	\$220.00	100%
Drain Comm.	Plat Drain Administration Fee	\$2,200.00	\$2,300.00	75%
Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$470.00	\$480.00	100%
Drain Comm.	Tap in Permit - Residential	\$95.00	\$100.00	75%
Drain Comm.	Tap-in Permit - Commercial	\$385.00	\$390.00	75%
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	\$570.00	\$580.00	100%
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre	\$57.00	\$58.00	100%
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less	\$500	\$510.00	100%
Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre	\$50.00	\$51.00	100%
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less	\$430.00	\$440.00	100%
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre	\$43.00	\$44.00	100%
Drain Comm.	Escrow account-1/2 acre or less	\$535.00	\$550.00	100%
Drain Comm.	Escrow account - 1/2 to 1 acre	\$1,600.00	\$1,650.00	100%
Drain Comm.	Escrow account - 1 to 5 acres	\$3,200.00	\$3,300.00	100%
Drain Comm.	Escrow account - 5 to 10 acres	\$5,300.00	\$5,500.00	100%
Drain Comm.	Escrow account - each add'l 10 acres	\$2,600.00	\$2,700.00	100%
Drain Comm.	Soil Erosion Permit-Residential-12 mo.	\$240.00	\$250.00	100%
Drain Comm.	Soil Erosion Permit - 9 month duration	\$235.00	\$240.00	75%
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$295.00	\$300.00	75%
Drain Comm.	Violation and Cease&Desist Order	\$280.00	\$285.00	100%
Equalization	Digitally Produced Paper Maps- Parcel Layer			
Equalization	34" x 44"	\$36.00	\$37.00	100%
Equalization	Digitally Produced Paper Maps - Parcel layer w/2005 Digital Photo Layer			
Equalization	17" x 22"	\$36.00	\$37.00	100%
Equalization	22" x 34"	\$48.00	\$49.00	100%
Equalization	28" x 40"	\$60.00	\$61.00	100%
Equalization	34" x 44"	\$72.00	\$74.00	100%
Equalization	Custom Maps	\$67.00	\$69.00	100%
Parks	Administrative/Office Fees			
Parks	Cancellation Fee (for all park reservations)	\$15.00	\$20.00	100%
Parks	Shelters - 60 Person Capacity			
Parks	Burchfield Deer Run	\$60.00	\$75.00	100%
Parks	Burchfield Pine Knoll	\$60.00	\$75.00	100%

ATTACHMENT A: FEES WHICH ARE ADJUSTED

County Services Committee (cont'd)

Loc of Svc	Fee Description	2013 Fee	2014 Fee	Target %
Parks	Cabanas - Mini semi permanent shelters/30 p cap. - NEW			
Parks	Hawk Island	NEW	\$75.00	100%
Parks	Lake Lansing South	NEW	\$75.00	100%
Parks	Burchfield	NEW	\$75.00	100%
Parks	Wedding Gazebo - NEW			
Parks	Lake Lansing Wedding Gazebo	NEW	\$250.00	100%
Parks	Boating Fees			
Parks	Boat Launch - Daily NEW	NEW	\$5.00	100%
Parks	Boat Launch - Annual NEW	NEW	\$50.00	100%
Parks	Snow Tube Rental -Burchfield			
Parks	Burchfield - Tube Rental (2 hours)	\$1.00	\$2.00	100%
Parks	Utility Vehicle/Golf Cart Rental - NEW FEE			
Parks	1/2 day = up to 4 hours	NEW	\$50.00	100%
Parks	full day = up to 8 hours	NEW	\$100.00	100%
Law & Courts Committee				
Loc of Svc	Fee Description	2013 Fee	2014 Fee	Target %
Animal Control	Enforcement/Dog License Fees			
Animal Control	Sterilized - Delinquent	\$40.00	\$45.00	25%
Animal Control	Un-Sterilized	\$60.00	\$65.00	75%
Animal Control	Un-Sterilized - Delinquent	\$130.00	\$135.00	75%
Animal Control	Un-Sterilized - 3 year License	\$145.00	\$150.00	75%
Animal Control	Boarding Fee-Dangerous Animals	\$67.00	\$70.00	100%
Animal Control	Adoption Fee			
Animal Control	Puppies(age-four months or less)	\$106.00	\$110.00	75%
Animal Control	Kittens(age-four months or less)	\$49.00	\$59.00	75%
Animal Control	Animal Redemption			
Animal Control	Animal Redemption - 3rd offense	\$94.00	\$100.00	100%
Animal Control	Animal Redemption - after 3rd offense	\$147.00	\$150.00	100%
Animal Control	Euthanasia Fee	\$125.00	\$100.00	100%
Animal Control	Owner Pick-up Fee	\$40.00	\$44.00	100%
Animal Control	Rabies Decap	\$40.00	\$50.00	100%
Animal Control	Tranqu. at-large fee	\$40.00	\$45.00	100%
Animal Control	Spay/neuter deposit-Owners redeeming pet	\$75.00	\$78.00	100%
Pros Atty	Diversion - Felony Offender	\$770.00	\$780.00	50%
Pros Atty	Costs-eligible convictions - Guilty Plea	\$105.00	\$106.00	75%
Pros Atty	Costs for eligible convictions - Trial	\$210.00	\$220.00	10%
Jail	Day Rate	\$52.44	\$52.81	100%
Sheriff	Costs for Command (2) per hour	\$62.35	\$62.79	100%

ATTACHMENT A: FEES WHICH ARE ADJUSTED

Human Services Committee

Loc of Svc	Fee Description	2013 Fee	2014 Fee	Target %
Comm. Health	INS Vaccination Verif Form I-693	\$36.00	\$37.00	100%
Comm. Health	Immigration Physical Exams	\$180.00	\$190.00	100%
Imm. Clinic	Internat'l Travel Consult	\$59.00	\$60.00	100%
OYC	Consultation Request (per hr.)	\$69.00	\$71.00	100%
OYC	Agency Training Request- Base, 1.5 hr.	\$205.00	\$210.00	100%
OYC	Agency Training Request- Base, 2.5 hr.	\$340.00	\$350.00	100%
OYC	Agency Training Request- Base, 3.0 hr.	\$420.00	\$430.00	100%
OYC	Agency Training Request- Base, 5.0 hr.	\$675.00	\$685.00	100%
OYC	Agency Train. Request- Base, 2.5 hr, each add.	\$20.00	\$21.00	100%
OYC	OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)	\$25.00	\$28.00	100%
OYC	OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending)	\$30.00	\$33.00	100%
OYC	OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).	\$65.00	\$68.00	100%
OYC	OYC - Advanced Training - 10 hrs./per person	\$105.00	\$108.00	100%
OYC	OYC - Administrator Training - 16 hrs./per person	\$133.00	\$136.00	100%
Env. Health	FIXED FOOD SERVICE ESTAB-PROFIT			
Env. Health	FSE Initial License incl.2 hrs Plan Rev	\$1,300.00	\$1,320.00	50%
Env. Health	FSE Restricted License Renewal (w/o PR)	\$650.00	\$660.00	50%
Env. Health	FSE Initial License (Mobile)	\$460.00	\$470.00	50%
Env. Health	MOBILE UNIT RENEWAL LICENSE (4 hours)	\$230.00	\$235.00	50%
Env. Health	FSE Renewal Lic -At least \$750,000	\$1,050.00	\$1,100.00	50%
Env. Health	FSE Renewal Lic-At least \$500,000,less than \$750,000	\$880.00	\$900.00	50%
Env. Health	FSE Renewal Lic-At least \$250,000,less than \$500,000	\$685.00	\$700.00	50%
Env. Health	FSE Renewal Lic-Less than \$250,000	\$480.00	\$500.00	50%
Env. Health	FSE Non-profit License Renewal	\$240.00	\$250.00	25%
Env. Health	Fixed Food Svc Estab Nonprofit - INITIAL License incl. 2 hr plan rev	\$650.00	\$675.00	25%
Env. Health	Reinstatement of Susp FSE	\$580.00	\$600.00	100%
Env. Health	Surcharge-Fail submit plans/chg own	\$575.00	\$600.00	100%
Env. Health	Critical Follow-up Inspection fee	\$135.00	\$140.00	100%
Env. Health	Special food svc estab surchrge 2nd step of formal hearing	\$500.00	\$510.00	100%
Env. Health	Special food svc estab surchrge 3rd step of formal hearing	\$1,000.00	\$1,020.00	100%
Env. Health	Seasonal Renewal License, FSE			
Env. Health	FSE Seasonal Renewal -Gross sales exc. \$750,000	\$650.00	\$660.00	50%
Env. Health	FSE Seasonal renewal- at least \$500,000,less \$750,000	\$530.00	\$540.00	50%
Env. Health	FSE Seasonal Renewal -at least \$250,000,less \$500,000	\$410.00	\$420.00	50%
Env. Health	FSE Seasonal renewal -less than \$250,000	\$290.00	\$300.00	50%
Env. Health	FSE - DOE Schools Program - Production Kitchen	\$520.00	\$530.00	50%
Env. Health	FSE - DOE Schools Program - Satellite Kitchen	\$330.00	\$340.00	50%
Env. Health	Change of Ownership of FSE	\$385.00	\$395.00	50%
Env. Health	Initl Lic Fee Exmpt(plan reww only) Govt	\$220.00	\$230.00	50%
Env. Health	late renewal - additional	\$130.00	\$135.00	100%

ATTACHMENT A: FEES WHICH ARE ADJUSTED

Human Services Committee (cont'd)

Loc of Svc	Fee Description	2013 Fee	2014 Fee	Target %
Env. Health	STFU (Special Transitory Food Unit)			
Env. Health	Initial STFU license Incl. Plan Review *	\$321.00	\$350.00	50%
Env. Health	STFU late inspection request	\$150.00	\$160.00	100%
Env. Health	TEMPORARY LICENSE			
Env. Health	Temp FSE - Non-Profit	\$110.00	\$115.00	25%
Env. Health	Temp Nonprf FSE-Ops Beg Bef Licg (double)	\$220.00	\$230.00	25%
Env. Health	Temp FSE- Preparation Type - For Profit	\$225.00	\$230.00	50%
Env. Health	Temp FSE-Ops Began Before Licg (double)	\$450.00	\$460.00	50%
Env. Health	Temp FSE-each add'l lic.after 2 at 1 loc	\$73.00	\$75.00	50%
Env. Health	Temp Event Inspection Request - Late Fee	\$430.00	\$460.00	100%
Env. Health	VENDING			
Env. Health	Vending:1-3 Licensable Mach. in Same Loc.	\$80.00	\$85.00	50%
Env. Health	Vending: 4-6 Licensable Mach. in Same Loc.	\$105.00	\$110.00	50%
Env. Health	Vending: 7-10 Licensable Mach. in Same Loc.	\$140.00	\$150.00	50%
Env. Health	Surcharge-Failure to apply for vending license- Fee	\$190.00	\$195.00	100%
Env. Health	POOL			
Env. Health	Public Pool Inspection	\$230.00	\$235.00	100%
Env. Health	DHS LICENSING			
Env. Health	DHS Licensing Inspection - municipal	\$215.00	\$220.00	100%
Env. Health	DHS Licensing Inspection - well & septic	\$355.00	\$360.00	100%
Env. Health	DHS Licensing - well & septic only	\$135.00	\$140.00	100%
Env. Health	DHS Initial Licensing Plan Review	\$405.00	\$410.00	100%
Env. Health	BODY ART (TATTOO)			
Env. Health	Body Art Business Initial License	\$575.00	\$600.00	50%
Env. Health	Body Art License Renewal	\$200.00	\$225.00	50%
Env. Health	Body Art Lic-late renewal-additional	\$135.00	\$140.00	50%
Env. Health	Body Art w/o initial license/reinstatement of revoked	\$575.00	\$590.00	50%
Env. Health	Reinstmt of Susp Body Art License (fine)	\$215.00	\$220.00	100%
Env. Health	Body Art Initial License after July 1	\$295.00	\$300.00	100%
Env. Health	Body Art Temp License (1-14 days)	\$105.00	\$110.00	100%
Env. Health	DEMAND PROGRAM (per hour)			
Env. Health	Sewage Inspection (Only)	\$800.00	\$825.00	100%
Env. Health	Well (Only) Inspection -private	\$590.00	\$600.00	100%
Env. Health	Combined Well & Septic Inspection	\$1,130.00	\$1,150.00	100%
Env. Health	Vacant Land Evaluation	\$570.00	\$580.00	100%
Env. Health	On-Site Sewage repair/replace	\$800.00	\$825.00	100%
Env. Health	Well Repair	\$300.00	\$325.00	100%
Env. Health	Altern On-site Sewage Syst Plan Revw	\$430.00	\$440.00	100%
Env. Health	Subdivision Evaluation of Preliminary Plat	\$360.00	\$370.00	100%
Env. Health	Septic or Well ownershp trsfr,not installed at time of transfer	\$190.00	\$195.00	100%
Env. Health	Combined Well & Septic Repair	\$915.00	\$950.00	100%
Env. Health	BATHING BEACHES			
Env. Health	Bathing Area Operational Permit	\$230.00	\$235.00	100%
Env. Health	Sanitary Surv for Prop. Bathg Beach	\$460.00	\$470.00	100%

ATTACHMENT A: FEES WHICH ARE ADJUSTED

Human Services Committee (cont'd)

Env. Health	CAMPGROUNDS			
Env. Health	Campground Inspection 0-99 Sites	\$155.00	\$160.00	100%
Env. Health	Campground Inspection 100-199 Sites	\$235.00	\$240.00	100%
Env. Health	Campground Inspection 200+ Sites	\$310.00	\$320.00	100%
Env. Health	Campground 0-99 sites -after July 1 fine for late inspection - 150%	\$232.00	\$240.00	100%
Env. Health	Campground 100-199 Sites after July 1 fine for late inspection 150%	\$352.00	\$360.00	100%
Env. Health	Campground 200+ Sites after July 1 fine for late inspection 150%	\$465.00	\$480.00	100%
Env. Health	Campground 0-99 Sites after Sept 1 fine for late inspection 200%	\$310.00	\$320.00	100%
Env. Health	Campground 100-199 Sites after Sept 1 fine for late inspection 200%	\$470.00	\$480.00	100%
Env. Health	Campground 200+ Sites fine for late inspection after Sept 1 - 200%	\$620.00	\$640.00	100%
Env. Health	MISC EH PROGRAMS			
Env. Health	Type II Non Community - Sanitary Survey	\$450.00	\$470.00	100%
Env. Health	POINT OF SALE PROGRAM			
Env. Health	Point of Sale- appl processing fee	\$200.00	\$205.00	100%
Env. Health	Waste Treatment Inspection by ICHD (excludes pumping fees)	\$235.00	\$240.00	100%
Env. Health	Well Inspection by ICHD (includes water samples for bacteria and partial chemicals)	\$165.00	\$170.00	100%
Env. Health	TOBACCO PROGRAM			
Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing	\$275.00	\$285.00	100%
Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing	\$320.00	\$330.00	100%
Env. Health	License- Tobacco Sales- 1yr.- Vend. Mach.	\$320.00	\$330.00	100%
Env. Health	Tobacco -Temporary Sampling Permit Fee	\$125.00	\$130.00	100%
Env. Health	Tobacco -Temporary Sampling Permit Fee - Late Notice Fee (Less than 30 days before event)	\$200.00	\$205.00	150%
Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing - Late Fee	\$420.00	\$450.00	150%
Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing - Late Fee	\$500.00	\$525.00	150%
Env. Health	Tobacco Change of Ownership Fee - Non - East Lansing	\$145.00	\$150.00	100%
Env. Health	Tobacco Chge of Ownership Fee-E.Lansing	\$125.00	\$130.00	100%
Env. Health	Tobacco Failure to change ownership	\$180.00	\$185.00	100%
Env. Health	POLLUTION PREVENTION PROGRAM			
Env. Health	Cat 1: 0-500 Gal report fee	\$62.50	\$70.00	50%
Env. Health	Cat 2: 501-5000 Gal report fee	\$125.00	\$140.00	50%
Env. Health	Cat 3: 5001 Gal report fee	\$187.50	\$210.00	50%
Env. Health	Cat 1: 0-500 Gal Inspection fee	\$125.00	\$140.00	50%
Env. Health	Cat 2: 501-5000 Gal Inspection fee	\$200.00	\$230.00	50%
Env. Health	Cat 3: 5001 plus Gal Inspection fee	\$300.00	\$340.00	50%
Vet. Affairs	County User Fee	\$25.00	\$25.60	100%

ATTACHMENT B: FEES FOR WHICH AN ADJUSTMENT IS RECOMMENDED				
Law & Courts Committee				
Circuit Court	Felony Case Costs	\$625.00	\$635.00	100%
Circuit Court	Show Cause - Probation	\$125.00	\$130.00	100%
Family Division	Delinquency Court Costs	\$225.00	\$230.00	100%
Family Division	Tether	\$25.00	\$30.00	25%
Family Division	Traffic - Fail to Appear	\$24.00	\$25.00	25%
FOC	FOC Bench Warrants	\$250.00	\$260.00	100%

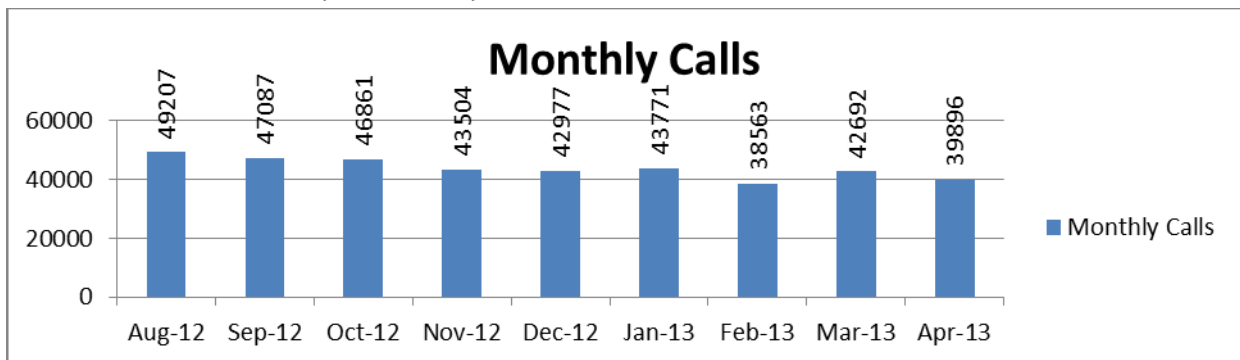
Memorandum

To: I.C.B.O.C. Law and Courts Committee
 Date: April 27, 2013
 From: Lance Langdon
 Reference: 9-1-1 Center Update

Listed are highlights since the last update

- ☎ April 18th after the Law and Courts Meeting Bruce and I did a Tour and Q&A for Holt Lions Club.
- ☎ April 19th Met with Lansing Mercy Administration and gave them a Tour of the Center.
- ☎ April 22nd Interviewed by Meridian Home TV, discussed new center and Telecommunicator week.
- ☎ April 22nd 4 new staff members started and have now completed the first of their two week classroom training.
- ☎ April 23rd went and met with Mason Schools Administrative staff, Discuss new center and what to do when they need emergency services.
- ☎ April 25th Bruce attended a table top exercise with the Capitol City Airport.
- ☎ April 26th we did an update to our training database, went very well and done well under expected time.
- ☎ April 29th we did our video test in the HSB Room A, 42 people had RSVP'd to test.

Phone call Statistics (April stats only 1st – 27th)



Total calls for Service by department June 27th – April 27th

