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RANDY MAIVILLE

LAW AND COURTS COMMITTEE
VICTOR CELENTINO, CHAIR
PENELOPE TSERNOGLOU
DIANNE HOLMAN
REBECCA BAHAR-COOK
KARA HOPE
BRYAN CRENSHAW
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, SEPTEMBER 26, 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 [September 12, 2013](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - MMRMA 2013 Award Winning Video - Ingham County Sheriff's Office Safe Schools Project (*No Materials*)
2. Sheriff's Office/Homeland Security - Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant ([EMPG](#)) for FY 2013
3. Community Corrections Advisory Board - Resolution Authorizing Entering into a Contract with the City of Lansing for an [Allocation of Funds](#) to Ingham County/City of Lansing Community Corrections for the City 2013-2014 Fiscal Year
4. Law & Courts Committee - Resolution Authorizing 2014 Agreements for Juvenile Justice [Community Agencies](#)
5. Animal Control - Resolution to Authorize the Architectural/Engineering Firm of Hobbs and Black to Conduct a Building Assessment of the Ingham County [Annex Facility](#) in Mason
6. Controller's Office/911 Center - Update on the Ingham County 911 Center (*No Materials*)

Announcements

Public Comment

Adjournment

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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
September 12, 2013
Minutes

Members Present: Dianne Holman, Rebecca Bahar-Cook, Kara Hope, Bryan Crenshaw and Randy Schafer

Members Absent: Victor Celentino and Penelope Tsernoglou

Others Present: John Neilsen, Rhonda Swayze, Maureen Winslow, Lance Langdon, Sara Deprez, Shauna Dunnings, Scott Leroy, Bill Davidson, Valerie Anderson, Nordia Campbell and others

The meeting was called to order by Chairperson Holman 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 August 15, 2013 and August 26, 2013 Law & Courts Minutes

The August 15, 2013 and August 26, 2013 Law & Courts Minutes were approved as submitted.

Comm. Schafer referenced the August 15, 2013 Minutes, Page 4, 7th paragraph. He stated it was his opinion that Mr. Leroy was belittling vocational training by saying 'that not all of the Academy's students will go to college so it makes sense to include vocational training'.

Additions to the Agenda

4. Late - Presentation - Professor Bill Davidson, MSU on Ingham County Juvenile Justice System Data (*No Materials*)
5. Controller's Office/911 Center - Update on the Ingham County 911 Center (*No Materials*) (This was changed from #4)

Limited Public Comment

None.

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

1. Circuit Court
 - a. Resolution to Accept FY 2014 Swift and Sure Sanctions Probation Program (SSSPP) Grant Funds; Continue the Grant Funded Special Part-Time Position of a SSSPP Assistant Prosecuting Attorney; and Create a Grant Funded Three-Quarter Time SSSPP Case Management Coordinator Position for FY 2013-2014
2. Law & Courts Committee
 - b. Resolution to Adopt an Ordinance Amending the Ingham County Animal Control Ordinance to Transfer the Supervisory Authority Over the Animal Control Director to the County Controller/Administrator

3. Sheriff's Office - Resolution to Honor Deputy Mark Davis of the Ingham County Sheriff's Office

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Celentino and Comm. Tsernoglou

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

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Celentino and Comm. Tsernoglou

1. Circuit Court
 - b. Family Court - Resolution Requesting an Amendment to the Family Division 2012/13 Child Care Fund for Additional Funds Necessary for Payments to the State Institution Budget

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION REQUESTING AN AMENDMENT TO THE FAMILY DIVISION 2012/13 CHILD CARE FUND FOR ADDITIONAL FUNDS NECESSARY FOR PAYMENTS TO THE STATE INSTITUTION BUDGET.

Comm. Schafer asked for clarification and questioned if this is a tax increase. Mr. Neilsen stated that the Child Care Fund fiscal year is October through September. He further stated the decision was made to wait until now for the most accurate projection of the budget shortage. He reminded the Committee that during Ms. Winslow's last presentation she projected a budget shortage.

Mr. Neilsen stated in the past the Juvenile Justice or Contingency Funds were used; however, after review of those revenues and expenses that is not the recommendation for the next two years. He informed the Committee that the property tax projections are more than what was budgeted because of higher property values. The decision was made to use the General Fund as a result of the increased property tax revenues.

Comm. Holman questioned how it was determined that the increase in revenue would be used for the Child Care Fund rather than other funds. Mr. Neilsen pointed out that funds are owed to the State of Michigan and in the past the Commissioners have seen this as a quarterly adjustment. The decision was made not to wait until the end of this year.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Celentino and Comm. Tsernoglou

2. Law & Courts Committee
 - a. Resolution Amending Resolution #08-85 Regarding the Commissioner Appointment to the Ingham County Family Center Advisory Board

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION AMENDING RESOLUTION #08-85 REGARDING THE COMMISSIONER APPOINTMENT TO THE INGHAM COUNTY FAMILY CENTER ADVISORY BOARD.

Comm. Schafer questioned when the appointment to the local emergency planning would be made.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Celentino and Comm. Tsernoglou

4. Presentation - Professor Bill Davidson, MSU on Ingham County Juvenile Justice System Data (*No Materials*)

Dr. William Davidson, MSU introduced: Valerie Anderson, M.A. and Nordia Campbell. He noted Ashlee Barnes was unable to attend and others had contributed to the presentation. Dr. Davidson stated he will send the Committee a copy of the presentation.

Dr. Davidson provided a brief history of the Juvenile Court demographics, descriptive results by court division and program effectiveness. He highlighted the need for resources in 2000, the passage of the JJM (three times), the hiring of external consultants in 2003 and the community-wide programs including the study of delinquency, truancy and neglect. The key recommendations were to gather information about youth and programs, move toward best practice, track effectiveness of what the Court is doing and collaborate with best practice/risk assessment experts. The accomplishments include: a collaborative team, selection of the risk assessment tool YLS/CMI (youth level of service/care management inventory), trained staff on YLS/CMI, ongoing training, validated and refined the YLS/CMI specifically for Ingham County, in addition to, creating cluster types for intervention purposes. He noted that the cluster analysis is the basis the Court uses when making their decisions.

Dr. Davidson described the YLS as 41 items with 8 domains: prior history, substance abuse, peer relationships, leisure and recreation, family circumstances, school/work, attitude and orientation, personality and behavior and is designed to predict criminogenic risk.

Dr. Davidson explained the importance of not comparing Ingham County with other communities because it is proven that crime statistics are localized. He provided examples of general assumptions and geographical comparisons along with the variables such as differences in policing, reporting and record keeping.

Dr. Davidson explained how Ingham County programs were compared, which programs were examined and the overall Court effectiveness since the millage. He overviewed delinquency, truancy, YLS scores, and risk levels including demographic data by percentages and patterns of recidivism in the various Ingham County programs. He pointed out there is not much change after the second year an individual is in a program. He included national and State of Michigan statistics to help the Committee understand that crime statistics are localized.

The Committee discussed how data is collected, analyzed and reported, in addition to, demographics, location and mapping, police presence, number of arrests, severity of crimes, residential placement, and lastly, YLS training.

Dr. Davidson stated the continuation is to match programs in order to do a comparison using more complex statistical methods, examine sex offender program when numbers get large enough while continuing to monitor recidivism rates and program effectiveness.

Comm. Bahar-Cook asked for a copy of the YLS questions, in addition to, being notified when the next YLS training will take place.

The following Court Staff introduced themselves along with the areas they serve: Sara Deprez, Director Juvenile Services; Maureen Winslow, Deputy Court Administrator; Scott Leroy, Juvenile Programs Director for the Circuit Court; Dave Mateer, Supervisor of the Ingham County Family Center; Tomas Fruechtenicht, Chief Attorney Referee and Shauna Dunning, Circuit Court Administrator/ Friend of the Court.

5. Controller's Office/911 Center - Update on the Ingham County 911 Center (*No Materials*)

Mr. Neilsen highlighted the technical difficulties of the 911 Center over the past year along with the long range plans made with Clinton, Eaton and Livingston counties. He informed the Committee that Clinton and Eaton counties have been waiting to come online and have not yet installed the phone system that was purchased in conjunction with Ingham and Livingston counties. He further informed the Committee that Eaton County is currently having technical problems with their older phone system and need to install the new phones. However, their intent at this time is to run as a standalone given the issues with the current infrastructure. He noted that Clinton County is also considering the standalone system. Mr. Neilsen described current vendor relationships, fiber connections and the standalone system.

Comm. Bahar-Cook asked what the recommendation for Ingham County is. Mr. Neilsen stated moving into a standalone system, evaluate along the way then move forward. He further stated there will be resolutions coming forward to make the change to a standalone system and vendors.

Mr. Neilsen informed the Committee that Eaton, Clinton and Livingston staff are talking to their boards and it is agreed that there is still value in cooperation between the counties. Mr. Langdon explained the use of the standalone system in emergency situations and the ability of each jurisdiction to use the others equipment. Comm. Bahar-Cook asked if moving to a standalone system will affect current grants or loss of any funding. Mr. Neilsen stated it could hinder qualifying for some grants.

Mr. Neilsen informed the Committee of the need to replace a switch at the 911 Center that is under warranty and that MIS continues to work with the 911 Center.

The Committee discussed connection issues, reliable connectivity, fiber location, vendors and the standalone system.

Mr. Langdon presented the new 911 logo then updated the Committee on current staffing levels and training.

Announcements

Comm. Hope informed the Committee of the Retirement Open House for Rick Royston, Chief of Delhi Fire Department on Thursday, September 19, 2013 from 4:00 p.m. to 7:00 p.m. at Delhi Township. She will also be writing a resolution honoring Mr. Royston.

Public Comment

Scott Leroy clarified that in his presentation he was pointing out that vocational programs reduce recidivism and he was by no means belittling vocational training.

The meeting adjourned at approximately 7:44 p.m.

Respectfully submitted,

Julie Buckmaster

SEPTEMBER 26, 2013 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions/actions:

2. *Sheriff's Office/Homeland Security - Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant (EMPG) for FY 2013*

This resolution will authorize acceptance of the annual funds for the EMPG grant for the FY2013. This reimburses Ingham County for a portion of salary and fringes for the Emergency Management Program Manager (Sergeant Robert Ott). This is a performance based grant and requires meeting goals set by the State of Michigan. This is a federal pass-through grant to the Michigan State Police. This year's amount is \$45,939.00. (See attached memo.)

3. *Community Corrections Advisory Board - Resolution Authorizing Entering into a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2013-2014 Fiscal Year*

This resolution authorizes a contract renewal with the City of Lansing for \$12,500 for the time period of July 1, 2013 through June 30, 2014 to accomplish specific activities. Funds are anticipated in the 2013/14 budget. (See attached communication for details.)

4. *Law & Courts Committee - Resolution to Authorizing 2014 Agreements for Juvenile Justice Community Agencies*

This resolution will authorize contracts for the 2014 Juvenile Justice Community Agency Process. The Board of Commissioners previously reserved \$96,000 of the Juvenile Justice Millage (JJM) funds to contract with qualified vendors, to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage.

The Committee will hear presentations on the proposed programs and review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners.

Copies of the JJM Community Agencies Applications, Resolution #13-329, "Resolution to Adopt the 2014 Juvenile Justice Community Agency Process Calendar", and other background material were distributed to the Board of Commissioners at their September 24, 2013 meeting per the adopted Calendar.

There was a total of three applications received for funding requests for this fiscal year:

For 2014 the individual agency requests for funds are:

Child and Family Services Capital Area -	\$ 46,500
Resolution Services Center of Central Michigan -	25,000
Lansing Teen Court -	<u>30,000</u>
	\$ 101,500

Therefore, the County has \$101,500 in requests for funding with an allocation of \$96,000 available.

Therefore, the requests exceed available funds by \$5,500. (See attached memo.)

5. *Animal Control - Resolution to Authorize the Architectural/Engineering Firm of Hobbs and Black to Conduct a Building Assessment of the Ingham County Annex Facility in Mason*

This resolution will authorize a contract with Hobbs and Black Architectural/Engineering firm to conduct Phase I of a building assessment of the Ingham County Annex Facility in Mason for a cost of \$42,243 pursuant to their Proposal dated July 2, 2013 in response to RFP #59-13, Architectural and Engineering Services for a Building Assessment of the Annex Building.

- 1) Phase I: Preliminary Conceptual Design and Projected Construction/Renovation Costs, which would include a 3-D rendering of the proposed site and Animal Control Department/Shelter Facility.
- 2) Phase II: Construction/Renovation Final Design Bid Documents is contingent upon additional approval by the Ingham County Board of Commissioners and a plan to finance the project.

The \$42,243 to pay for Phase I will come from the 2013 Ingham County Contingency Fund.

Last April, the Committee began this process to explore a public/private partnership to raise capital funds and identify the costs to renovate a County Facility to house a new Animal Control Department/Shelter Facility. The Ingham County Animal Control Department, Ingham County Animal Control Advisory Committee, and Ingham County Animal Shelter Fund, a 501 (c) (3) non-profit have been exploring options to build a new adequate shelter for some time to replace our current Ingham County Animal Control Department/Shelter. These organizations have identified private individuals that are interested in fund raising and donating funds to build a new Animal Control Department/Shelter Facility. This previous resolution authorized the County to conduct a Request for Proposal process to identify a Architectural/Engineering firm to conduct a building assessment of the Ingham County Annex Facility in Mason. That RFP process has identified the Hobbs and Black Architectural/Engineering firm as the most qualified firm for this project. This is a necessary step in order to identify the actual estimated costs to renovate the facility. Then a third Resolution will be presented to conduct Phase II: Construction/Renovation Final Design Bid Documents along with a plan to finance the project. The key here is what portion of those costs will be financed from County funds and what portion will be financed from donated funds. (See attached memo for details.)

This portion of the agenda is for informational purposes:

1. *Sheriff's Office - MMRMA 2013 Award Winning Video – Ingham County Sheriff's Office Safe Schools Project*
6. *Controller's Office /911 Center – Update on the Ingham County 911 Center*

Agenda Item 2

TO: Law & Courts and Finance Committees

FROM: Sergeant Robert Ott, Office of Homeland Security & Emergency Management

DATE: September 13, 2013

RE: EMPG grant for the FY2013

This resolution is to accept the funds for the EMPG grant for the FY2013. This reimburses Ingham County for a portion of salary and fringes for the Emergency Management Program Manager (SGT Robert Ott). This is based on performance and meeting goals set forth by the State of Michigan. This is a pass-through grant from FEMA to the MI State Police. This year's amount is \$45,939.00 which is 38.0896% of the Program Manager's reported Salary & Benefits.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT GRANT FUNDS FROM THE STATE OF MICHIGAN EMERGENCY
MANAGEMENT PERFORMANCE GRANT (EMPG) FOR FY 2013**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has fulfilled its requirements under Public Act 390 regarding an Emergency Management Program; and

WHEREAS, the Emergency Management Performance Grant (EMPG) for FY 2013, required Ingham County to develop and maintain an Emergency Management Program capable of protecting life, property, and vital infrastructure in times of disaster or emergency; and

WHEREAS, the award reimburses Ingham County for a portion of the Office of Homeland Security and Emergency Management Program Manager wages and fringe benefits.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the acceptance of the FY 2013 the Emergency Management Performance Grant from the State of Michigan for \$45,939.00, for the time period of October 1, 2012 through September 30, 2013.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make any necessary budget adjustments in the Ingham County Office of Homeland Security & Emergency Management 2013 Budget.

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

Agenda Item 3

TO: Law and Courts and Finance Committees
FROM: Mary Sabaj
Community Corrections Manager
DATE: September 17, 2013
RE: Contract with the City of Lansing for FY 2013-2014

This Resolution approves entering a contract with the City of Lansing for \$12,500 to be used to support CCAB administrative costs and collaborative efforts with the 54-A District Court and Probation Office.

The contract allocates the funds as follows:

CCAB Manager Personnel Costs	\$ 5,740
CCAB Operating Expenses:	\$ 6,760
Staff Consultant Contract	\$5,740
Public Education & Training	\$1,020
Total	\$12,500

Collaborative Efforts with the 54-A District Court and Probation Office include the following:

Work with 54-A Probation, CEI-CMH Coordinating Agency, treatment providers, and jail personnel, to facilitate and coordinate substance abuse assessments and the transfer of 54-A District Court sentenced inmates from the jail to residential treatment programs.

Include 54-A District Court and Probation personnel in 100% of all Jail Utilization Coordinating Committee (JUCC) meetings and/or other related committee meetings and activities.

Obtain FY 2013-2014 State of Michigan Department of Corrections – Office of Community Corrections funding for community-based sanctions and services.

Provide jail resource utilization information to increase awareness regarding utilization by responding to specific data requests from 54-A District Court Judges and Probation in cases where the data is available and by distributing the following data reports on an ongoing basis to 54-A District Court and Probation personnel.

Co-sponsor “Women Achieving Success” education and training workshops for women probationers and parolees in collaboration with the Circuit Court, 54-A and 55th District Courts for the purpose of providing information and resources for taking control of their lives and maintaining successful and productive lives in the community.

Provide an in-jail education opportunity for inmates to begin the process of change by gaining an understanding of basic cognitive change skills.

Introduced by Law and Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH THE CITY OF LANSING
FOR AN ALLOCATION OF FUNDS TO INGHAM COUNTY/CITY OF LANSING
COMMUNITY CORRECTIONS FOR THE CITY 2013-2014 FISCAL YEAR**

WHEREAS, the Community Corrections Advisory Board requests authorization for a contract to be entered between the County and the City of Lansing for an allocation of funds to Community Corrections for the City 2013-2014 fiscal year; and

WHEREAS, the Michigan Community Corrections Act of 1988 (PA511) authorizes the establishment of a Community Corrections Advisory Board (CCAB) and Community Corrections programming; and

WHEREAS, Ingham County and the City of Lansing formed a joint CCAB in 1990; and

WHEREAS, a Comprehensive Community Corrections Plan was approved by the Ingham County Board of Commissioners and the Lansing City Council; and

WHEREAS, the City of Lansing approved an allocation of \$12,500 to be used to assist with CCAB administration and to support collaborative efforts with the City of Lansing, 54-A District Court and 54-A District Court Probation Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with the City of Lansing for \$12,500 for the time period of July 1, 2013 through June 30, 2014.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contracts and/or subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

Agenda Item 4

To: Ingham County Finance and Law & Courts Committees
From: John Neilsen, Deputy Controller
Date: September 20, 2013
Re: Resolution to Authorizing 2014 Agreements for Juvenile Justice Community Agencies

This resolution would authorize contracts for the 2014 Juvenile Justice Community Agency Process. The Board of Commissioners previously reserved \$96,000 of the Juvenile Justice Millage (JJM) funds to contract with qualified vendors, to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage.

The Law & Courts Committee will hear presentations on the proposed programs and review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners.

Copies of the JJM Community Agencies Applications, Resolution #13-329, "Resolution to Adopt the 2014 Juvenile Justice Community Agency Process Calendar", and other background material were distributed to the Board of Commissioners at their September 24, 2013 meeting per the adopted Calendar.

The current 2013 allocation is as follows:

- Child and Family Services Capital Area	\$ 46,500
- Resolution Services Center of Central Michigan	23,500
- Lansing Teen Court	<u>30,000</u>
	\$ 100,000

For 2014, \$96,000 is available for this purpose, the requests exceed available funds by \$5,500.

For 2014 the individual agency requests for funds are:

- Child and Family Services Capital Area	\$ 46,500
- Resolution Services Center of Central Michigan	25,000
- Lansing Teen Court	<u>30,000</u>
	\$101,500

This will be the seventh Juvenile Justice Community Agency Process. The second round was for eighteen months for the time period July 1, 2007 through December 31, 2008, as a one-time transitional process. For the third round and hereafter the Juvenile Justice Community Agency Process is an annual process for the duration of the millage period to coincide with the County calendar fiscal year.

This resolution is consistent with a Board of Commissioners' 2014 Budget priority objective as adopted by Resolution #13-187.

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. Implement an independent assessment of the success of the Ingham County Juvenile Justice Programs every 3 years beginning in 2014. Explore the cost benefits of providing a male group home.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING 2014 AGREEMENTS FOR JUVENILE JUSTICE
COMMUNITY AGENCIES**

WHEREAS, a Juvenile Millage was approved by the voters of Ingham County in November of 2002, then renewed in 2006 and 2012 for the purpose of funding an increase to Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners established a Juvenile Justice Community Agency Process, through Resolution #13-329 reserving a pool of Juvenile Justice Millage funds, to seek and fund proposals from qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage proposal approved by the voters; and

WHEREAS, the County has received applications for the 2014 Juvenile Justice Community Agency Process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2014 through December 31, 2014, for each Community Agency listed below in accordance with the dollar amounts allocated in the 2014 Budget as stated below, and for the services to Ingham County residents previously approved by the Judiciary Committee:

Child and Family Services Capital Area	\$
Resolution Services Center of Central Michigan	\$
Lansing Teen Court	\$

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the necessary contracts documents consistent with this resolution and approved as to form by the County Attorney.

Agenda Item 5

Dear Commissioners:

Our community can take great pride in having an animal Shelter filled with caring, skilled and dedicated staff and volunteers. Through a unique and successful partnership utilizing public and private dollars, Ingham County Animal Control with the support of the Ingham County Animal Shelter Fund operates a cruelty investigation program, lost and found registry, neighborhood licensing and vaccination program, low cost or free spay/neuter program, pet food assistance food bank and free dog house and straw program, and a foster home program. A newly established community outreach center in Lansing provides resources to pet owners and citizens who otherwise would not be able to access services in Mason due to logistics and lack of transportation. The proactive center also includes a humane education component for the at-risk youth in the area and is staffed entirely through volunteers.

Through ICAC, thousands of children and adults have had the chance to adopt a lifelong friend and companion; making possible a lifetime of love to countless animals.

Originally built in 1971, added onto and renovated several times, the Shelter is deteriorating due to age and the constant wear and tear of the thousands of animals and people that come through its doors annually. Lack of space makes renovations and additions impossible. It is time to re-build.

ICAC is taking steps to lay the foundation for a new Shelter; one that will withstand decades more of nonstop activity and provide respite to the animals that come to us. We have completed a needs assessment and a general building study and identified an underutilized county facility which potentially could undergo extensive rehabilitation to house the proposed Shelter.

The Ingham County Facilities Director, the Purchasing Director and several members of the Ingham County Shelter Fund Board along with the animal control director mutually agree that the Hobbs and Black Architectural/Engineering firm is best suited to conduct Phase I of the building assessment. Based on their experience in the construction of animal shelters we feel confident they were the best choice.

We are now working to assess the potential for community support for a new facility. We have enlisted the assistance of Castle & Associates, Inc. to interview a cross-section of community members to gather information to help us decide our Shelter's future.

Should you have any questions please do not hesitate to contact Jamie McAloon-Lampman, Director, at 517-676-8376 or ac_mcaloon@ingham.org.

I recommend your adoption of the attached Resolution.

Thank you so very much.

Jamie McAloon Lampman

MEMORANDUM

TO: Law & Courts, County Services, and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: September 13, 2013

SUBJECT: Proposal Summary for a Building Assessment of the Annex Building as a Possible Future Facility for the Animal Control Shelter

Project Description:

Ingham County sought proposals from qualified and experienced architectural and engineering firms for the purpose of entering into a contract to provide for a building assessment of the Annex Building located in Mason, Michigan. The purpose of the building assessment is to evaluate the Annex Building as a possible future facility to house the Ingham County Animal Control Shelter.

Proposal Summary:

Vendors contacted: 70 Local: 19
 Vendors responding: 8 Local: 2

Company Name	Phase I Preliminary Design Services Cost	Phase II Construction Services (Assuming Starting Phase II within 1 Year from Completing Phase I)	Grand Total	Alternate #1: Phase II Construction (Assuming Starting Phase II within 2 Years from Completing Phase I)	Alt #1 Grand Total	Local
Bud Design & Engineering Services, Inc	\$17,900	\$73,500	\$91,400	\$73,500	\$91,400	No - Grand Blanc
Mayotte Group Architects	\$39,000	\$84,500	\$123,500	\$87,000	\$126,000	No - Lansing (Eaton County)
Hobbs+Black Associates, Inc	\$42,243	\$96,730	\$138,973	\$100,575	\$142,818	Yes - Lansing
Straub Pettitt Yaste	\$32,000	\$168,100	\$200,100	\$173,100	\$205,100	No - Clawson
Wigen Tincknell Meyer & Associates, Inc	\$59,866	\$154,665	\$214,531	\$162,368	\$222,234	No - Saginaw
M.C. Smith Associates and Architectural Group, Inc	\$44,178	\$178,500	\$222,678	\$183,855	\$228,333	No - East Grand Rapids
C2AE	\$42,500	\$205,500	\$248,000	\$205,500.00	\$248,000	Yes - Lansing
CHMP Inc	\$67,100	\$416,738	\$483,838	\$433,300	\$500,400	No - Grand Blanc

Local vendors not responding:

K L Design Group, LLC, East Lansing – No bid submitted due to their work load.

LSG Engineers & Surveyors, Inc., Lansing - No bid submitted due to their work load; however they would like to donate their Topographic and Boundary Surveying services for this project at no cost.

DLZ Michigan, Inc, Lansing – No bid submitted, no reason provided.

Other vendors not responding:

William A. Kibbe Associates, Saginaw – No bid submitted due to their work load.

Recommendation:

The Evaluation Committee recommends awarding a contract to Hobbs+Black Associates, Inc. In addition to submitting a responsive bid, Hobbs+Black Associates, Inc 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, El Central, numerous 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 TO AUTHORIZE THE ARCHITECTURAL/ENGINEERING FIRM OF
HOBBS AND BLACK TO CONDUCT A BUILDING ASSESSMENT OF THE INGHAM COUNTY
ANNEX FACILITY IN MASON**

WHEREAS, the Ingham County Animal Control Department (ICAC) is dedicated to ensuring a safe productive work environment along with clean and healthy facilities for animals, staff, volunteers, trustees and visitors, it requires adequate and necessary space and equipment to meet those needs; and

WHEREAS, each year more the more than 3,500 animals require shelter at ICAC and over 12,000 visitors come to the shelter annually, and over 8,000 citizen complaints are dispatched to animal control officers from this location; and

WHEREAS, as a result of limited space, the shelter lacks adequate storage, work space, customer service areas and cramped and outdated animal quarters, and a new facility will assist in addressing these issues; and

WHEREAS, the Ingham County Animal Control Department, Ingham County Animal Control Advisory Committee, and Ingham County Animal Shelter Fund, a 501 (c) (3) non-profit have been exploring options to build a new adequate shelter for some time; and

WHEREAS, the Ingham County Animal Control Department has identified private individuals that are interested in fund raising and donating funds to build a new Animal Control Department/Shelter Facility; and

WHEREAS, Ingham County has a facility located in Mason commonly known as the Ingham County Annex Facility located on 1.23 acres at 407 North Cedar that may be suitable for a new Animal Control Department/Shelter Facility.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County to hire the firm of Hobbs and Black Architectural/Engineering firm to conduct Phase I of a building assessment of the Ingham County Annex Facility in Mason for a cost of \$42,243 pursuant to their Proposal dated July 2, 2013 in response to RFP #59-13, Architectural and Engineering Services for a Building Assessment of the Annex Building.

- 1) Phase I: Preliminary Conceptual Design and Projected Construction/Renovation Costs, which would include a 3-D rendering of the proposed site and Animal Control Department/Shelter Facility.
- 2) Phase II: Construction/Renovation Final Design Bid Documents is contingent upon additional approval by the Ingham County Board of Commissioners and a plan to finance the project.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$42,243 from the 2013 Ingham County Contingency Fund to the Facilities Budget for this purpose.

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