

CHAIRPERSON  
BRIAN McGRAIN

VICE-CHAIRPERSON  
KARA HOPE

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

LAW AND COURTS COMMITTEE  
PENELOPE TSEBNOGLOU, CHAIR  
BRYAN CRENSHAW  
CAROL KOENIG  
VICTOR CELENTINO  
DEB NOLAN  
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, APRIL 2, 2015  
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 [March 12, 2015 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Animal Control
  - a. Presentation by [Hobbs+Black/NickScarpone](#) on the Building Assessment of the Ingham County Annex Facility
  - b. [Director's Report](#)
  - c. Overview of Temperament Tests on Animals
  - d. Overview of Upper Respiratory Illness by the Animal Control Veterinarian
  - e. Resolution of Appreciation to the Ingham County [Animal Control Officers](#) During National Animal Control Officer Appreciation Week April 12-18, 2015
2. District Court - Resolution Approving the Appointment of [Susan Adams](#) Attorney Magistrate of the 55<sup>th</sup> District Court
3. Law & Courts Committee - Resolution to Honor Sheriff Gene Wriggelsworth and the Ingham County Sheriff's Organization as Recipients of the 2015 Advancing Change [Award](#)
4. Sheriff's Office - Resolution to Name Sheriff's Office Training Room B the Deputy [Grant Whitaker Training Room](#)
5. 9-1-1 Center - Resolution of Appreciation to the Ingham County 9-1-1 Central Dispatch Center [Telecommunicators](#) during National Telecommunicators Week April 12-18, 2015
6. Controller's Office
  - a. Resolution Authorizing [Adjustments](#) to the 2015 Ingham County Budget
  - b. Resolution Authorizing a Contract for 9-1-1 Public Safety Radio Communications Consulting Services with [Brent Williams](#) - *Referred back to Law & Courts from the March 24, 2015 Board of Commissioners Meeting*

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](http://www.ingham.org).

LAW & COURTS COMMITTEE  
March 12, 2015  
Draft Minutes

Members Present: Tsernoglou, Koenig, Celentino, Nolan, and Hope

Members Absent: Crenshaw and Schafer

Others Present: John Neilsen, Shauna Dunnings, Mike Ashton, Maureen Winslow, Richard Gentry, Harry Moxley, Bob Hotchkiss, Scott LeRoy, Ryan Buck, and others

The meeting was called to order by Chairperson Tsernoglou at 6:00 p.m. in Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the February 26, 2015 Minutes

MOVED BY COMM. HOPE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE FEBRUARY 26, 2015 LAW & COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Schafer.

Additions to the Agenda

6. Human Resources Department – Resolution Approving the Letter of Understanding with the Fraternal Order of Police, Capital City Lodge No. 141 – Corrections Unit regarding Vacation Maximum Accumulation

Limited Public Comment

None.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. Circuit Court/Family Division
  - a. Resolution Authorizing a Contract with Therapy Dogs International and Amending the Ingham County Pet in the Workplace Policy
2. Circuit Court/Friend of the Court
  - b. Resolution to Authorize a Lease Extension Agreement for the Friend of the Court Safe Haven Grant Program
3. Sheriff's Office
  - a. Resolution to Extend the Canteen Services, Inc. Inmate Commissary Contract for

Two Years

- b. Resolution to Extend the Contract with Canteen Services, Inc. to Manage the Kitchen and Laundry Services at the Ingham County Correctional Facility
4. Innovation & Technology Department - Resolution Authorizing the Purchase of 6 Inch Ortho Photography from the 2015 Tri-County Regional Planning Commission Contract of Digital Aerial Imagery of Ingham County
6. Human Resources Department – Resolution Approving the Letter of Understanding with the Fraternal Order of Police, Capital City Lodge No. 141 – Corrections Unit regarding Vacation Maximum Accumulation

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Schafer.

THE MOTION APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Schafer.

2. Circuit Court/Friend of the Court
  - a. Resolution to Authorize a Contingency Fund Appropriation for the Oasis Supervised Visitation and Safe Exchange Center

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION TO AUTHORIZE A CONTINGENCY FUND APPROPRIATION FOR THE OASIS SUPERVISED VISITATION AND SAFE EXCHANGE CENTER.

Commissioner Hope stated that she attended a tour at the Oasis Supervised Visitation And Safe Exchange Center. She further stated that she would be supporting the resolution.

Commissioner Koenig asked what would occur if grant funding did not come through.

Harry Moxley, Deputy Court Administrator/Friend of the Court, stated that they were looking at other funding options, including working with Department of Human Services (DHS), City of Lansing, and they would also look to secure funding through the 2016 County budget process.

Mr. Moxley stated that that DHS had expressed interest in using the center to secure services as well. He further stated that they had a great resource available to them, however they were not sure where the funding would come from because the federal grant funding was not a foregone conclusion yet.

Mr. Moxley provided an overview of the program and layout of the center.

Mr. Moxley stated that it took nearly four years to develop this program and it would be unfortunate to temporarily shut it down whilst funding was secured.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Crenshaw and Schafer.

1. Circuit Court/Family Division
  - b. Fourth Quarter Report from 2014

Maureen Winslow, Circuit Court Deputy Administrator—Juvenile Division, stated that the Division had two data specialists. She further stated that they could not get accurate numbers for zip codes for this quarter. She further stated that they would continue to look into the matter in order to resolve it.

Ms. Winslow provided an overview of the 2014 Fourth Quarter Report.

Ms. Winslow stated that they worked with Michigan State University on recidivism.

Commissioner Nolan asked whether there was any unusual data this quarter.

Ms. Winslow answered no. She stated that the staff deserved a lot of credit for the work that they do. Ms. Winslow stated that they were working hard to keep residential placements down.

Commissioner Koenig asked how many individuals were in residential placement.

Ms. Winslow stated that placements change each day. She further stated that placements were for individuals who needed serious mental health treatment and/or came from difficult backgrounds. Ms. Winslow stated that the total number of placements was about 18-20 individuals at present.

5. Controller's Office - Resolution Authorizing a Contract for 9-1-1 Public Safety Radio Communications Consulting Services with Brent Williams

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT FOR 9-1-1 PUBLIC SAFETY RADIO COMMUNICATIONS CONSULTING SERVICES WITH BRENT WILLIAMS.

There was a discussion about the history preceding this resolution.

John Neilsen, Chief Deputy Controller, stated that in the future, parts for current radios would become more difficult to secure. He further stated that this was common. Mr. Neilsen stated that many of the problems about the radio system had been resolved. He further stated that eventually, the Board would have to decide whether to upgrade the current system or replace it with a 700 or 800 megahertz system.

Mr. Neilsen stated that they had sought feedback from the 9-1-1 Advisory Committee. He further stated that the Advisory Committee had recommended hiring Brent Williams as a consultant in this project.

Commissioner Nolan stated that the County was one of four counties that were not on the same system as the rest of the counties in the state. She further stated that Motorola would give us the option to go with the state system. Commissioner Nolan stated that she would prefer that the

County purchase from Motorola because then the County would have the option to go with the state later on.

Commissioner Celentino stated that there were other issues in play about why the Sheriff and other municipal fire and police chiefs wanted certain systems.

There was a discussion about the past development of the County's public safety radio communications.

Mr. Neilsen stated that there were a number of municipalities that were not on the Motorola system. He further stated that the state system would work well, but that the Committee should be aware that there would be a cost involved. Mr. Neilsen stated that there may be municipal police and fire departments that would want the County to purchase new radios for them if the County went to the state system.

Chairperson Tsernoglou stated that when this was discussed in the past, much of the conversation circled around retaining a professional consultant to provide facts and recommendations back to the Board.

Commissioner Koenig asked that a pros and cons list of each option be prepared and presented to the Board.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw and Schafer.

#### Announcements

Commissioner Hope stated that she would like Mr. Neilsen and possibly Tim Dolehanty, Controller/Administrator, present at the next City of Lansing/Board of Commissioners meeting because the issue of the jail would be on the agenda. She further stated the meeting was a public meeting.

Discussion.

Mr. Neilsen stated that they received five proposals for consultant services for the Needs Assessment Feasibility Study of the Sheriff's Office, Lansing Police Department, 55th Judicial District Court, and 54A Judicial District Court. He further stated that the proposals ranged between \$74,500 and \$197,620 with most proposal clustered around \$150,000. Mr. Neilsen stated that there were two proposals from local vendors. He further stated that the Evaluation Committee would be convened and they would develop recommendations for which parties to interview. Mr. Neilsen stated that the City of Lansing would develop recommendations as well and hopefully the County's recommendations and Lansing's recommendations would coincide.

Commissioner Nolan asked whether we would negotiate with Lansing so that they would pay for their share of the study.

Mr. Neilsen answered yes.

Commissioner Nolan stated that there was a training session at the Sheriff's Office Emergency Operations Center. She further stated that four commissioners attended. Commissioner Nolan stated that it was an excellent opportunity to learn how they operate and how decisions were made in a crisis.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:46 p.m.

**APRIL 2, 2015 LAW & COURTS AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

**The Chief Deputy Controller is recommending approval of the following resolutions:**

1. *Animal Control*
  - a. *Presentation by Hobbs & Black / Nick Scarpone on the building assessment of the Ingham County Annex Facility*
  - b. *Directors Report*
  - c. *Overview of Temperament Tests on Animals*
  - d. *Overview of Upper Respiratory Illness by Animal Control Veterinarian*

The above is a variety of presentations and reports regarding Animal Control activities and initiatives.

- e. *Resolution of Appreciation to the Ingham County Animal Control Officers during National Animal Control Officer Appreciation Week April 12-18, 2015*

This resolution by the Ingham County Board of Commissioners recognizes the week of April 12-18, 2015 to be National Animal Control Officer Appreciation week in Ingham County in honor of the Ingham County Animal Control Officers for their crucial role in the protection of the lives and safety of the animals and the citizens of Ingham County. (see attached for details)

2. *District Court - Resolution Approving the Appointment of Susan Adams Attorney Magistrate of the 55<sup>th</sup> District Court*

This resolution will approve the appointment of Susan Adams as a per diem magistrate for the 55<sup>th</sup> District Court. Michigan Compiled Law 600.8501 authorizes the Judges of District Court to appoint a magistrate to carry out duties as set forth by statute and requires that the appointment of a magistrate to the District Court be approved by the County Board of Commissioners prior to the magistrate taking office. Ms. Krista Krause now serves as a per diem magistrate to fill in when the full time magistrate is on leave or not available. Ms. Adams will serve as a back up to Ms. Krause if she is not available. Both will be paid a per diem rate of \$30/hour from existing funds within the Court budget. (see attached memo for details)

3. *Law & Courts Committee - Resolution to Honor Sheriff Gene Wriggelsworth and the Ingham County Sheriff's Organization as Recipients of the 2015 Advancing Change Award*

This resolution by the Ingham County Board of Commissioners will recognize and honor Sheriff Gene L. Wriggelsworth and the Ingham County Sheriff's Office as recipients of the Michigan Human Trafficking Task Force "2015 Advancing Change Award" in recognition of the achievements of their important work within our collective community to "break the silence." (see attached award for details)



4. *Sheriff's Office* - Resolution to Name Sheriff's Office Training Room B the Deputy Grant Whitaker Training Room.

This resolution will approve renaming Training Room B, the Deputy Grant Whitaker Training room. This is to honor Deputy Grant Whitaker and to keep his memory alive after tragically losing his life in the line of duty last December. There is precedent for this, the Sgt. Paul Cole room was also named in his honor after the same circumstances. (see attached for details)

5. *9-1-1 Center* - Resolution Recognizing the Ingham County 9-1-1 Telecommunicators and Supervisors during National Telecommunicator Week 2015

This resolution by the Ingham County Board of Commissioners recognizes the week of April 12-18, 2015 to be National Telecommunicators Week in Ingham County in honor of the Ingham County 9-1-1 Telecommunicators for their crucial role in the protection of life and property for the Public Safety Agencies and the citizens of Ingham County (see attached for details)

6. *Controller's Office*
  - a. *Resolution Authorizing Adjustments to the 2015 Ingham County Budget*

This resolution will approve the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2015. The total increase to the General Fund is \$113,662. (see attached memo for details)

- b. *Resolution Authorizing a Contract for 9-1-1 Public Safety Radio Communications Consulting Services with Brent Williams - Referred back to Law & Courts from the March 24, 2015 BOC Meeting*

Brent Williams will be in attendance at this meeting to present his plan for how he will go about his engagement and to address any questions as this item was referred back to Law & Courts from the March 24, 2015 Board of Commissioners meeting after being approved unanimously previously at both Law & Courts and Finance Committee's by those that were in attendance.

This resolution will authorize a contract/purchase order for radio communications consulting services with Brent Williams to evaluate options for the future direction of the 911 Public Safety Radio Communication System, at a cost not to exceed \$ 3,200 from the 9-1-1 Emergency Telephone Dispatch Services - 911 Fund balance to be completed within sixty days of the signing of the contract/purchase order. The 9-1-1 Advisory Board is recommending that the Ingham County Board of Commissioners hire this consultant to assist the County in making an informed decision.

These proposed consulting services for Ingham County are to conduct an evaluation as to the pros and cons of various County options for the future of the 9-1-1 Public Safety Radio Communication System as it approaches the end of life for replacement parts. (see attached communication for details)

## Agenda Item 1a

To: Law and Courts Committee  
From: John Neilsen, Chief Deputy Controller  
Date: March 25, 2015  
Re: Presentation by Hobbs & Black/Nick Scarpone on the Building Assessment of the Ingham County Annex Facility

Commissioners:

In 2013 the Law & Courts Committee began a process to explore a public/private partnership to raise capital funds and identify the costs to renovate the Ingham County Annex Facility in Mason to house a new Animal Control Department/Shelter Facility.

The Ingham County Animal Control Department 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.

Resolution #13-403 was approved and authorized the architectural/engineering firm of Hobbs+Black to conduct a building assessment of the Ingham County Annex Facility in Mason.

The resolution authorized:

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 are contingent upon additional approval by the Ingham County Board of Commissioners and a plan to finance the project

In cooperation with the Animal Control Department, Facilities Department, Controllers Office, and members of the Ingham County Animal Shelter Fund, Hobbs+Black has completed Phase I of a building assessment of the Ingham County Annex Facility in Mason.

Unfortunately, it has been determined that the Ingham County Annex Facility is not a suitable site and facility to renovate for this purpose. Therefore, we wanted to present the results of the building assessment to you and then have a discussion on where to go from here.

To aid in this discussion, there is a copy of the Executive Summary of the Building Assessment, an Estimate of Total Project Probable Cost, and an Estimate of Area Development for Site Acquisition Square footage.



Ingham County Annex  
Assessment  
As Use For  
**INGHAM COUNTY ANIMAL SHELTER**

Issue Date:  
January 15, 2015

Prepared for



Prepared By

**HOBBS + BLACK** ARCHITECTS  
ARCHITECTURE | ENGINEERING | INTERIOR DESIGN

117 East Allegan Street  
Lansing, MI 48933  
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## Executive Summary

**Background** – This summary highlights our findings for Phase I Services of Ingham County Request for Proposal 59-13. The work includes a review of the Ingham County Annex site and building and analyzes the impact of using the property for Ingham County Animal Shelter functions. Hobbs+Black examined several floor layouts to effectively study animal shelter functions at this location. Three layouts were presented, but required shelter capacities could not be attained.

**Site** – Existing zoning regulations severely reduce the useable site area (by about 50%), so the requested quantity of canine cells will not fit on the site. We are advised use of the western rear site adjacent to the road commission property is not possible, so needed canine cell capacity cannot be met.

**Building Shell & Footprint** – The existing building shell, especially exterior masonry veneer walls, are in very poor shape. Existing masonry will not provide a fifty year design life. Cantilevered decorative window masonry and exterior wall masonry must be restructured. Existing building footprint encroaches the required 50 foot zoning setback. Removing the front building section (A); still does not clear the required 50-foot setback line.

**Mechanical and Plumbing** – Most of these existing elements have reached or surpassed their service life and should be replaced with the renovation, but locations do not serve the new shelter function well.

**Architectural & Structural Configuration** – Existing mezzanine and roof truss structure does not provide adequate, code-required headroom, so internal demolition is needed. Fire separation code requirements would prevent an “open space concept”, unless a complete automatic sprinkler system is added to the building.

**Recommendations** – If the animal shelter had reduced cell quantities, it might be possible to fit into the existing Annex, however limited exterior wall lengths, will not permit the desired canine interior cell-exterior cell configuration.

*Estimate of Total Project Probable Cost*

***Ingham County Animal Shelter***

**Area**

Site	101,703 SF
Building	23,100 SF

Land Costs	Area	Unit Cost	Total Cost
New Site <sup>3</sup>	124,803	\$1.30 /SF	\$162,244
<b>Sub Total</b>			<b>\$162,244</b>

Construction Costs	Area	Unit Cost	Total Cost
Site Work	101,703	\$3.20 /SF	\$325,450
New Building	23,100	\$180.00 /SF	\$4,158,000
<b>Sub Total</b>			<b>\$4,483,450</b>

Contingency	Area	Unit Cost	Total Cost
Contingency	10%		\$448,345
<b>Sub Total</b>			<b>\$4,931,795</b>

Other Project Costs	Area	Unit Cost	Total Cost
Construction Testing	23,100	\$0.80 /SF	\$18,480
Print & Document Distribution	124,803	\$0.08 /SF	\$9,984
Geotechnical Investigation	101,703	\$0.10 /SF	\$10,170
Plan Review/Permit Fees	23,100	\$0.95 /SF	\$21,945
Site Survey	101,703	\$0.12 /SF	\$12,204
Water/Sewer Tap Fees	23,100	\$0.05 /SF	\$1,155
<b>Sub Total</b>			<b>\$73,939</b>

Consultant Fees	Area	Unit Cost	Total Cost
A/E Fee	7.5%		\$369,885
CM/GC Costs	10.0%		\$493,179
<b>Sub Total</b>			<b>\$863,064</b>

*Estimate of Total Project Probable Cost*

***Ingham County Animal Shelter***

Soft Costs	Area	Unit Cost	Total Cost
Voice/Video/Data	23,100	\$0.70 /SF	\$16,170
Furniture	23,100	\$2.50 /SF	\$57,750
Computers/Printers	23,100	\$1.25 /SF	\$28,875
Security System	23,100	\$0.60 /SF	\$13,860
<b>Sub Total</b>			<b>\$116,655</b>

Equipment Costs <sup>1</sup>	Area	Unit Cost	Total Cost
Commercial Washers	2	\$11,300 EA	\$22,600
Commercial Dryers	2	\$3,825 EA	\$7,650
Commercial Dish Washer	1	\$6,325 EA	\$6,325
Freezer	1	\$1,600 EA	\$1,600
Refrigerator	2	\$2,800 EA	\$5,600
Metal Shelving	80	\$100.00 EA	\$8,000
Cat Cages	25	\$550.00 EA	\$13,750
Dog cages	10	\$600.00 EA	\$6,000
<b>Sub Total</b>			<b>\$71,525</b>

**GRAND TOTAL** \$6,219,221

**NOTES:**

- 1 Operatory and medical equipment excluded. Owner will use existing.
- 2 Special foundations and other geotechnical foundation issues are excluded.
- 3 Site costs are based upon average available Realestate.com farm land prices in lansing area at time of investigation
- 4 Interior Finishes are included in new building construction cost



Area Development for Site Acquisition

*Ingham County Animal Shelter*

AREA DEVELOPMENT                  Acres 3.0                  130,893

Vehicles	SF	QTY	Area (SF)
Cars	800	60	48,000
Short Truck/Van	1,200	2	2,400
Bus/Long Truck	1,750	6	10,500
<b>Sub-Total</b>			60,900

**Site Improvements**

Animal Run/Play	10%	6,090
Additional Drive Area	10%	6,090
Entourage	12%	7,308
Sidwalk/Building Access	15%	9,135
Zoning Efficiency Losses	20%	12,180
<b>Sub-Total</b>		34,713

**Building**

Building Area	23,100	1	23,100
<b>Sub-Total</b>			23,100

**Contingency**

Contingency Area	10%	6,090
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**Grand Total**                                  **118,713**

**Notes:**

- 1 Lot Size is dependent upon zoning factors as well as site access approach and length of access property line.
- 2 The number of required parking spaces is determined by zoning factors and where the site is located, which is not available at this time.

**Law & Courts Committee**  
**April 2nd, 2015**  
**Animal Control Director's Report**

**I. Announcements & Updates**

- a. The Department has hired Sami Beckley for the Vet Tech position. Sami was an internal candidate and she brings a vast knowledge base and experience with her to this position. The Department is advertising to fill her vacated position as soon as possible.
- b. Kyle Hanney, Animal Control Officer, transferred to the Sheriff's Department and the Department is in the process of filling the open position. Mr. Hanney cited better wages, earning potential and opportunity for advancement as the reasons for his transfer. Animal Control will miss Mr. Hanney and his high level of professionalism and we wish him the best of luck at his new position.
- c. The Department has launched a new blog. The blog was created in conjunction with MSU's student run public relations agency, Hubbell Connections. Hubbell Connections continues to work with the Department in the realm of re-branding, public service announcements and overall brand recognition. The blog can be viewed at: <http://icacblogging.wix.com/icacblog>
- d. Animal Shelter staff recently received a dog with a microchip. Although this would regularly be a normal occurrence, this particular microchip traced back to the country of Hungary. Redemption Clerk, Monica Carr was able to contact an individual in Hungary and use her skills in Hungarian in an attempt to locate the owner in the United States. Unfortunately, the owner in the United States never registered the microchip and we could not locate the dog's owner. We are proud of Monica for going to the extent she did in attempting to locate an owner.
- e. Animal Control Officer Jodi LeBombard responded to a residence in Holt early this March. The residence contained an excess amount of cats in which ACO LeBombard seized 38 cats and 1 dog. Through her diligent work and experience, Jodi was able to achieve compliance with the home owner resulting in a diversion plan consisting of home inspections, limited quantity of animals and paid restitution back to the shelter for expended resources. ACO LeBombard conducted herself in a professional manner and continues to be a peer leader.
- f. The Department received 38 cats in a span of 3 days due to a large scale impound which is a small scale disaster relevant to our resources. The Department was able to reach out to local and regional organizations for assistance resulting in the Michigan Humane Society receiving 15 of our adoptable cats and the Capital Area Humane Society taking on 5 adoptable cats. Shelter transfers greatly reduced the extra load received and also allowed for space once the received cats cleared health and temperament tests and entered the adoption process.
- g. The National Animal Control Association will be conducting their on site portion of their shelter program evaluation during the week of April 20th thru 24th. NACA will be providing a comprehensive report pertaining to shelter activities. The Department is well on its way with acquiring pre-evaluation information and distributing survey information to staff.

- h. The Animal Shelter Advisory Committee was presented the idea of granting the Animal Control Director the authority to reduce adoption fees as needed based upon shelter population. The Committee endorsed the idea which can be brought to this committee via resolution.
- i. The Department is partnering with the Michigan Humane Society to provide additional resources beyond the means of the Department during cruelty and high volume cases. MHS will assist with additional cruelty investigation assistance and expertise, forensics, assistance in sheltering during cruelty/hoarding cases, animal placement assistance, animal behavior/temperament assessment expertise, veterinary assistance and community awareness assistance (PR, social media, fundraising, etc). The Department will retain jurisdictional authority over all matters within the County. Recent collaborative efforts involved MHS and ICAC providing for a joint contribution award for any information leading to the arrest and conviction of those involved with 2 dogs abandoned in the Hewes Lake Reserve.

## **II. Statistics – February - 2014**

- a. Animals Intakes/Outcomes (Spreadsheet)
- b. Animals currently in the shelter & foster as of 3-17-2015
  - 1. Dogs – 50
  - 2. Cats – 67
  - 3. Goat - 1
  - 4. Petco/Pet Supplies Plus – 6
  - 5. Foster – 78
  - 6. Total – 202
- c. Adoptions for February 2015 – 79
- d. Licenses Sold for February 2015 - 684

## **III. Items for Discussion with the Animal Control Advisory Committee**

- a. Dog Walking Club Procedures.
- b. Kennel Cleaning Procedures.

## **IV. Upcoming Events**

- a. "Big Mutt Madness" will start on March 1<sup>st</sup>, 2015. The first 40 large dog adoption fees will be \$30.00 per dog. This event was made possible by anonymous donor in our community. This event will continue until all 40 subsidized adoptions are completed.
- b. Vaccination and License clinics will be held at the Outreach Center, 826 W. Saginaw from Noon until 4pm on April 10<sup>th</sup> and May 1<sup>st</sup>.
- c. The "Woofers Walk and 5k Run" will be on May 16th at Michigan State University.
- d. *The Department will be participating in the Michigan Humane Society's "Meet Your Best Friend at the Zoo" adoption event at the Detroit Zoo on May 15th and 16th, 2015.*

## February 1, 2015- February 28, 2015

### DOGS 2014

<b>INTAKES</b>	<b>72</b>
Adoption Return	4
Agency Assist	0
Seized	14
Stray	26
DOA	7
Bite Impound	1
Owner Surrender	19
Born In Custody	1

### DOGS 2015

<b>INTAKES</b>	<b>58</b>
Adoption Return	4
Agency Assist	0
Seized	6
Stray	36
DOA	1
Bite Impound	1
Owner Surrender	10
Born In Custody	0

<b>EUTHANASIA</b>	<b>23</b>
Illness	2
Injured	0
Space	0
Temperment	17
Owner Request Euthanasia	4
Feral	0

<b>EUTHANASIA</b>	<b>23</b>
Illness	4
Injured	1
Space	0
Temperment	16
Owner Request Euthanasia	2
Feral	0

<b>Positive Outcomes</b>	<b>43</b>
Return to Owner	17
Shelter to Shelter	1
Adopted	25

<b>Positive Outcomes</b>	<b>42</b>
Return to Owner	22
Shelter to Shelter	2
Adopted	18

### CATS 2014

<b>INTAKES</b>	<b>72</b>
ADOPTION RETURN	4
AGENCY ASSIST	0
SEIZED	14
STRAY	26
DOA	7
BITE IMPOUND	1
Owner Surrender	19
Born In CUSTODY	1

### CATS 2015

<b>INTAKES</b>	<b>23</b>
ADOPTION RETURN	1
AGENCY ASSIST	0
SEIZED	0
STRAY	16
DOA	1
BITE IMPOUND	0
Owner Surrender	5
Born In Custody	0

EUTHANASIA	17
Illness	8
Injured	0
Space	0
Temp	6
Owner Request Euthanasia	0
Feral	3

EUTHANASIA	8
Illness	5
Injured	1
Space	0
Temp	2
Owner Request Euthanasia	0
Feral	0

Positive Outcomes	52
RTO	3
Shelter to Shelter	1
Adopted	48

Positive Outcomes	61
RTO	2
Shelter to Shelter	1
Adopted	58

	<b>Ingham County (282,234)</b>	<b>Kalamazoo County (256,725)</b>	<b>Livingston County (184,443)</b>	<b>Eaton County (108,348)</b>	<b>Kent County (621,700)</b>	<b>Capital Area Humane Society</b>	<b>Humane Society of West Michigan</b>
<b>Redemption</b>							
			Dogs/Cats				
1st	\$39.00	\$25.00	\$25.00/\$10.00	\$20.00	\$25.00	N/A	N/A
2nd	\$49.00	\$40.00	\$50.00/\$25.00	\$30.00	\$25.00	N/A	N/A
3rd	\$100.00	\$70.00	\$100.00/\$75.00	\$50.00	\$25.00	N/A	N/A
Sterilization Deposit	\$78.00	None	None	None	None	N/A	N/A
Boarding, Day	\$33.00	\$12.00	\$20.00/\$10.00	\$5.00 1st/\$4.00 on	\$17.00	N/A	N/A
Boarding, Aggressive	\$75.00	None	None	None	*150.00 Q-Impound Fee	N/A	N/A
<b>Licensing, 1 year</b>							
Sterilized	\$14.00	\$10.00	\$10.00	\$10.00	\$12.00	N/A	N/A
Sterilized - Delinquent	\$46.00	\$25.00	\$20.00	\$30.00	\$12.00	N/A	N/A
					Senior \$6.00		
Unsterilized	\$70.00	\$40.00	\$25.00	\$15.00	\$26.00	N/A	N/A
Unsterilized - Delinquent	\$140.00	\$55.00	\$20.00	\$30.00	\$26.00	N/A	N/A
					Senior \$13.00		
<b>Licensing, 3 year</b>							
Sterilized	\$34.00	None	\$25.00	None	\$30.00	N/A	N/A
Sterilized - Delinquent	\$68.00	None	\$20.00	None	\$30.00	N/A	N/A
					Senior \$15.00		
Unsterilized	\$155.00	None	\$60.00	None	\$72.00	N/A	N/A
Unsterilized - Delinquent	\$240.00	None	\$20.00	None	\$72.00	N/A	N/A
					Senior \$33.00		
<b>Adoption Fees</b>							
					\$25-\$61 Sterl. Fees not Include.		
Dogs, Over 6 yrs.	\$57.00	\$155.00	\$140.00/ +4 mths.	\$150.00	\$70.00	\$125.00/ +7 yrs.	Reduced/ +7 yrs.
Dogs, Under 6 yrs.	\$101.00	\$155.00	None	\$150.00	\$70.00	\$175.00/ +5 mths.	\$150.00/ +5 mths.

Puppies, Under 5 months	\$135.00	\$155.00	\$175.00/ -4 mths.	\$150.00	\$70.00	\$275.00	\$300.00/ Class
Cats, Over 6 yrs.	\$45.00	\$105.00	\$80.00/ +4 mths.	\$150.00	\$5.00/ +4 mths.	\$25.00/ +7 yrs.	Reduced/ +7 yrs.
Cats, Under 6 yrs.	\$82.00	\$105.00	\$90.00/ -4 mths.	\$150.00	\$40.00/ -4 mths.	\$50.00/ +5 mths.	\$25.00/ +5 mths.
2nd Adoption	\$10.00	None	\$1.00	None	None	Free	Free
						* \$125/ -5 mths.	* \$95.00/ -5 mths.
Senior Fees, 65+							
Dogs, Over 6	\$38.00	None	None	None	None	None	None
Dogs, Under 6	\$60.00	None	None	None	None	None	None
Puppies	\$77.00	None	None	None	None	None	None
Cats, Over 6	\$27.00	None	None	None	None	None	None
Cats, Under 6	\$45.00	None	None	None	None	None	None

## INGHAM COUNTY ANIMAL CONTROL MEMORANDUM

**TO:** Law & Courts Committee

**FROM:** Andy Seltz, Director

**DATE:** March 26, 2015

**CC:** John Neilsen, Chief Deputy Controller

**RE:** Resolution of Appreciation to the Ingham County Animal Control Officers during the National Animal Control Officer Appreciation Week (April 12-18<sup>th</sup>, 2015).

The Ingham County Animal Control Department (ICAC) would like to recognize our Animal Control Officers (ACO's) during the National Animal Control Officer Appreciation Week which is April 12th-18th, 2015.

We would like to give recognition to the hard-working men and women of Animal Control who risk their lives and devote huge amounts of time and resources, while they serve the public similar to other public safety and law enforcement agencies empowered with the same duties.

ACO's protect the welfare of helpless animals and pets that are rescued from injury, disease, abuse and starvation. ACO's provide the essential community functions of enforcing Animal Control laws and protect the community from diseases such as rabies.

ACO's are compassionate, understanding and perform their daily duties with the utmost professionalism. This is why we would like the Ingham County Board of Commissioners to recognize the week of April 12-18, 2015 as National Animal Control Officer Appreciation week.

Thank you for your consideration.



Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION OF APPRECIATION TO THE  
INGHAM COUNTY ANIMAL CONTROL OFFICERS DURING  
NATIONAL ANIMAL CONTROL OFFICER APPRECIATION WEEK APRIL 12-18, 2015**

WHEREAS, the Ingham County Board of Commissioners has established an Animal Control Department that employs six full time Animal Control Officers; and

WHEREAS, the Animal Control Officers are responsible for enforcing State Laws and Ingham County Ordinances related to animals; and

WHEREAS, the Animal Control Officers are professionals that provide the essential community functions of enforcing Animal Control laws and protecting the community from diseases such as rabies and ensuring the safety of citizens; and

WHEREAS, Animal Control Officers devote huge amounts of time and resources while serving the public to protect the welfare of helpless animals and pets that are rescued from injury, disease, abuse and starvation; and

WHEREAS, Animal Control Officers respond to numerous complaints and have contributed to the conviction of animal abusers; and

WHEREAS, the Animal Control Officers show compassion, understanding and professionalism while performing their daily duties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners declares the week of April 12-18, 2015 to be National Animal Control Officer Appreciation week in Ingham County in honor of the Ingham County Animal Control Officers for their crucial role in the protection of the lives and safety of the animals and the citizens of Ingham County.

## MEMORANDUM

TO: Law & Courts Committee  
Finance Committee

RE: Appointment of Per Diem Magistrate – Susan Adams

DATE: 3/9/2015

Michigan law authorizes the appointment of a magistrate in the district court. A magistrate serves as quasi-judicial officer and the magistrate's authority is specifically set forth by statute. A magistrate assists the court by performing day-to-day judicial functions, such as conducting arraignments, setting bail, issuing arrest warrants, and presiding over civil infraction matters. The delegation of these duties from a judge, allows the judge to spend more time presiding over cases of a more serious nature.

When the Court's full-time magistrate is utilizing leave or attending a training program, the day-to-day duties of the magistrate must still be performed. The absence of the magistrate creates a hardship for the court and the people we serve.

The 55<sup>th</sup> District Court respectfully requests that the Ingham County Board of Commissioners adopt the resolution appointing Susan Adams as a per diem magistrate for the district court. Ms. Adams will be paid a per diem rate of \$30/hour. The court is not requesting any additional funding to pay the per diem rate.

Respectfully,

Michael J. Dillon  
55<sup>th</sup> District Court Administrator

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING THE APPOINTMENT OF SUSAN ADAMS  
ATTORNEY MAGISTRATE OF THE 55<sup>TH</sup> DISTRICT COURT**

WHEREAS, Michigan Compiled Law 600.8501 authorizes the judges of district court to appoint a magistrate to carry out duties as set forth by statute; and

WHEREAS, Michigan Compiled Law 600.8501 also requires that the appointment of a magistrate to the district court be approved by the county board of commissioners prior to the magistrate taking office; and

WHEREAS, the 55th District Court has funds within its existing budget to pay for a per diem Magistrates when the full time Magistrate is absent because of leave or training; and

WHEREAS, the 55th District Court wants to insure that there is no interruption of service to the community when the full-time Magistrate is absent; and

WHEREAS, the 55<sup>th</sup> District Court intends to appoint Susan Adams as a per diem Magistrate and the appointment is contingent upon the approval the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the appointment of Susan Adams as a per diem magistrate for the 55<sup>th</sup> District Court.

**Agenda Item 3**

To: Law & Courts Committee  
From: John Neilsen, Chief Deputy Controller  
Date: March 25, 2015  
RE: Resolution to Honor Sheriff Gene Wriggelsworth and the Ingham County Sheriff's Organization as Recipients of the 2015 Advancing Change Award

Commissioners:

Attached is a resolution to honor Sheriff Gene Wriggelsworth and the Ingham County Sheriff's Organization as recipients of the 2015 Advancing Change Award.

This proposed resolution by the Ingham County Board of Commissioners will recognize and honor Sheriff Gene L. Wriggelsworth and the Ingham County Sheriff's Office as recipients of the Michigan Human Trafficking Task Force "2015 Advancing Change Award" in recognition of the achievements of their important work within our collective community to "break the silence." I have attached a copy of the award to this communication.

I recommend approval of the resolution.

# 2015

## ADVANCING CHANGE AWARD

PRESENTED TO

**Sheriff Gene L. Wriggelsworth  
and the Ingham County Sheriff's Organization**

In recognition of an outstanding commitment  
to breaking the silence surrounding human trafficking.

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**The Advancing Change Award** acknowledges organizations that have made, through steady and consistent efforts, significant advancements to further the mission of Michigan Human Trafficking Task Force. The Task Force recognizes the achievements of their important work within our collective community. These organizations are leaders for their ability to remain focused on the task and to facilitate the changes needed to break the silence.

**MICHIGAN  
HUMAN TRAFFICKING  
TASK FORCE**

THE TASK FORCE MISSION

To facilitate a collaborative effort to prevent trafficking of persons, to pursue prosecution of perpetrators, and to support victims becoming survivors.

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO HONOR SHERIFF GENE WRIGGELSWORTH AND THE INGHAM COUNTY SHERIFF'S ORGANIZATION AS RECIPIENTS OF THE 2015 ADVANCING CHANGE AWARD**

WHEREAS, Sheriff Gene Wriggelsworth and the Ingham County Sheriff's Office have participated for several years with the Michigan Human Trafficking Task Force; and

WHEREAS, as this initiative grew and members were added the Task Force outgrew its initial meeting space and the Ingham County Sheriff's Office offered their facilities for use by the Task Force and its subcommittees; and

WHEREAS, the Ingham County Sheriff's Office has developed training for police officers to identify human trafficking; and

WHEREAS, the Ingham County Sheriff's Office has investigated and contributed to the conviction of several criminals involved in human trafficking; and

WHEREAS, the "Advancing Change Award" acknowledges organizations that have lead through steady and consistent efforts significant advancements to further the mission of the Michigan Human Trafficking Task Force.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes and honors Sheriff Gene L. Wriggelsworth and the Ingham County Sheriff's Office as recipients of the Michigan Human Trafficking Task Force "2015 Advancing Change Award" in recognition of the achievements of their important work within our collective community to "break the silence."

**M E M O R A N D U M**

**TO:** Law and Courts Committee  
County Services

**FROM:** Major Joel Maatman

**DATE:** March 10, 2015

**RE:** Naming a Sheriff's Office Training Room in Honor of Deputy Grant Whitaker

This resolution will authorize the Sheriff's Office to name our current Training Room B, as the Deputy Grant Whitaker Training room, in honor of Deputy Whitaker's tragic line of duty death.

Summary of Proposed Action: This resolution will authorize the Sheriff's Office to change the name of our Training Room B to the Deputy Grant Whitaker Training Room.

Financial Implications: There are no financial implications for this resolution

Introduced by the Law and Courts and County Services Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO NAME SHERIFF'S OFFICE TRAINING ROOM B THE  
DEPUTY GRANT WHITAKER TRAINING ROOM**

WHEREAS, the Ingham County Sheriff's Office has two (2) Regional Training Rooms, one that honors Sgt. Paul Cole who died in the line of duty and the other Training Room B; and

WHEREAS, on December 7, 2014, Deputy Grant Whitaker, while in the pursuit of another vehicle, bravely and valiantly, lost his life in the line of duty; and

WHEREAS, to honor Deputy Grant Whitaker and to keep his memory alive, the Sheriff's Office wishes to name Training Room B, as the Deputy Grant Whitaker Training room as was done for the late, Sgt. Paul Cole.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the renaming of Training Room B at the Sheriff's Office to the Deputy Grant Whitaker Training Room.



## Agenda Item 5

To: Ingham County Board of Commissioners, Law and Courts Committee  
From: Lance Langdon  
Date: March 25, 2015  
Reference: Request Approval for a Resolution Recognizing the Ingham County 9-1-1 Telecommunicators and Supervisors during National Telecommunicator Week 2015

The members of the Ingham County 9-1-1 Central Dispatch Center are a very devoted group of people that do an extraordinary job for the citizens and visitors to the county every day. They answer thousands of calls for help, determine what is needed and then send the Police, Fire or EMS providers needed for the caller's situation.

The calls they take can be for an illegally parked car, an assault taking place, a traffic accident, a robbery, a person having a heart attack or a woman delivering a baby. They are there ready to assist however they can and to watch out for the safety of the Police Officers, Fire Fighters and Paramedics from around the county.

Attached is the first proclamation establishing National Telecommunicator Week by President Bush. This was followed by a similar proclamation by President Clinton after which the holiday was made a permanent National Holiday.

I would request approval of this resolution and establish April 12<sup>th</sup> -18<sup>th</sup> 2015 as Telecommunicator Week for Ingham County.

**National Public Safety Telecommunicators Week  
1992**

by the President of the United States  
A Proclamation

Each day, thousands of Americans dial 9- 1 -1 for help in emergencies ranging from house fires and automobile accidents to heart attacks and child poisonings, The men and women who answer these calls for help, gathering essential information and dispatching the appropriate assistance, can often make the difference between life and death for persons in need. Our Nation's 9-1-1 dispatchers, however, are among the more than than 500,000 telecommunications specialists who work daily to protect and to promote the public safety. This week, we salute all of them--both professional and volunteer--for their dedicated efforts in our behalf.

Public safety telecommunicators are more than a calm and reassuring voice at the other end the phone. They are knowledgeable and highly trained individuals who work closely with other police, fire, and medical personnel. They are Federal and State officials who manage vital government communications in areas such as highway safety, road maintenance, forestry, and conservation, and they are municipal employees who help to ensure the smooth operation of public utilities and other services that affect the health and safety of our citizens. Because emergencies can strike at any time, we rely on the vigilance and the preparedness of these individuals 24 hours a day, 365 days a year.

Our Nation enjoys the highest standards of public health and safety in the world, and we owe a great debt to the men and women who, by applying their expertise in telecommunications, help to make that achievement possible. During this special observance, we acknowledge that debt and extend a heartfelt thanks to each of them.

The Congress, by House Joint Resolution 284, has designated the week of April 12 through April 18, 1992, is "National Public Safety Telecommunicator's Week" and has authorized and requested the President to issue proclamation in observance of this week.

NOW, THEREFORE, I, GEORGE BUSH, President of the United States of America, do hereby proclaim the week of April 12 through April 18, 1992, as National Public Safety Telecommunicators Week. I invite all Americans to observe this week with appropriate programs and activities in honor of all the emergency dispatchers and other communications specialists, both professional and volunteer, who help to protect our health and safety.

IN WITNESS WHEREOF, I have hereunto set my hand this eighteenth day of March, in the year of our Lord nineteen hundred and ninety-two, and of the Independence of the United States of American the two hundred and sixteenth.

George Bush

Introduced by the Law & Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION OF APPRECIATION TO THE INGHAM COUNTY  
9-1-1 CENTRAL DISPATCH CENTER TELECOMMUNICATORS DURING  
NATIONAL TELECOMMUNICATORS WEEK APRIL 12-18, 2015**

WHEREAS, the Ingham County Board of Commissioners has established a Consolidated 9-1-1 Emergency Dispatch Center that opened June 27, 2012; and

WHEREAS, Ingham County 9-1-1 Telecommunicators (9-1-1 Dispatchers & Supervisors) daily serve the citizens of Ingham County by answering their emergency calls for police, fire and emergency medical services and by dispatching the appropriate assistance as quickly as possible; and

WHEREAS, Ingham County 9-1-1 Telecommunicators are the first and most critical contact our citizens have with emergency services; and

WHEREAS, Ingham County 9-1-1 Telecommunicators are the single vital link for our police officers and firefighters by monitoring their activities and providing them information to ensure their safety; and

WHEREAS, Ingham County 9-1-1 Telecommunicators are professionals who work to improve the emergency response capabilities of these communications through their knowledge and experience; and

WHEREAS, Ingham County 9-1-1 Telecommunicators have contributed substantially to the apprehension of criminals, suppression of fires and treatment of the injured; and

WHEREAS, each Telecommunicator has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners declares the week of April 12-18, 2015 to be National Telecommunicators week in Ingham County in honor of the Ingham County 9-1-1 Telecommunicators for their crucial role in the protection of life and property, for the Public Safety Agencies and the Citizens of Ingham County.

MEMORANDUM

March 25, 2015

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: First Quarter 2015 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2015. The total increase to the General Fund is \$113,662.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2014. Some of the larger projects carried over from the 2014 budget include \$507,031 for the moose and bison exhibit at the Zoo, \$110,375 for Mason Courthouse security enhancements, and two major imaging/scanning projects which are still ongoing, \$224,211 for Probate Court and \$228,702 for Circuit Court. Funds are also carried over for three evaluation contracts approved in 2014 - \$74,900 for the space utilization study, \$54,000 for the 911 Center organization assessment and \$13,500 for the Animal Control Department evaluation.

The use of fund balance in the general fund is increased \$109,943 to purchase a Sheriff vehicle and tires budgeted but not purchased in 2014, to outfit an Animal Control vehicle purchased in 2014, and to reappropriate the funds for the 911 Center assessment and Animal Control evaluation.

The largest adjustment is to the Road Department fund, which is increased by \$1.75 million. \$1.17 million is an increased use of unrestricted fund balance. This adjustment is done annually after the prior year's final fund balance has been analyzed. The balance of the increase (\$574,000) is due to expected additional funds from the Michigan Transportation Fund/Motor Vehicle Highway Fund. Various expenses will be increased using this available funding, the largest being \$960,671 for asphalt and tack.

This resolution will also transfer \$50,000 from the Trails & Parks millage to the Parks Department to increase maintenance supplies and to fund a contract with the Sheriff's Office to patrol the parks. This transfer was approved in the 2015 budget contingent on the passage of the new millage.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$228,307. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$317,183.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2015 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2015 Budget on October 28, 2014 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2015 BUDGET 3/15/15</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$80,725,093	\$113,662	\$80,838,755
201	Road Department	32,052,420	1,745,671	33,798,091
208	Parks	2,011,656	50,000	2,061,656
211	Family Counseling	25,000	2,000	27,000
228	Trails & Parks Millage	0	50,000	50,000
245	Public Improvements	504,778	436,689	941,467
258	Potter Park/Zoo	3,520,064	629,856	4,149,920
264	Juvenile Justice Millage	4,606,128	5,000	4,611,128
266	Anti-Drug Abuse Grant	452,520	0	452,520
511	Community Health Centers	21,215,963	15,600	21,231,563
636	MIS	4,400,376	234,765	4,635,141
664	Mach. & Equip. Revolving	781,737	571,097	1,352,834

## GENERAL FUND REVENUES

	2015 Budget – <u>3/15/15</u>	Proposed <u>Changes</u>	2015 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	43,359,737		43,359,737
Property Tax Adjustments	(300,000)		(300,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(10,000)		(10,000)
Industrial Facility Tax	300,000		300,000
Trailer Fee Tax	15,000		15,000
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	6,088,744		6,088,744
Convention/Tourism Tax - Liquor	2,630,338		2,630,338
Court Equity Fund	1,450,000		1,450,000
Use of Fund Balance	2,972,580	109,943	3,082,523
<b>Department Generated Revenue</b>			
Animal Control	704,992		704,992
Circuit Court - Family Division	1,103,831		1,103,831
Circuit Court - Friend of the Court	512,000		512,000
Circuit Crt - General Trial	2,320,737		2,320,737
Community Mental Health	1,182,830		1,182,830
Controller	3,170		3,170
Cooperative Extension	2,500	3,719	6,219
County Clerk	644,210		644,210
District Court	2,674,823		2,674,823
Drain Commissioner/Drain Tax	363,758		363,758
Economic Development	55,188		55,188
Elections	66,550		66,550

Emergency Operations	53,582		53,582
Equalization /Tax Mapping	10,100		10,100
Facilities	194,123		194,123
Financial Services	48,052		48,052
Health Department	150,000		150,000
Human Resources	80,822		80,822
Probate Court	277,178		277,178
Prosecuting Attorney	562,839		562,839
Register of Deeds	2,036,729		2,036,729
Remonumentation Grant	85,000		85,000
Sheriff	6,331,424		6,331,424
Treasurer	4,298,087		4,298,087
Tri-County Regional Planning	62,976		62,976
Veteran Affairs	378,193		378,193
<b>Total General Fund Revenues</b>	<b>80,725,093</b>	<b>113,662</b>	<b>80,838,755</b>

#### **GENERAL FUND EXPENDITURES**

	2015 Budget - <u>3/15/15</u>	Proposed <u>Changes</u>	2015 Proposed <u>Budget</u>
Board of Commissioners	557,349		557,349
Circuit Court - General Trial	8,452,849		8,452,849
District Court	2,937,115		2,937,115
Circuit Court - Friend of the Court	1,448,189		1,448,189
Jury Board	1,106		1,106
Probate Court	1,447,972		1,447,972
Circuit Court - Family Division	5,347,223		5,347,223
Jury Selection	104,598		104,598
Elections	185,681		185,681
Financial Services	707,695		707,695



County Attorney	441,158		441,158
County Clerk	866,703		866,703
Controller	834,261	67,500	901,761
Equalization/Tax Services	715,509		715,509
Human Resources	951,842		951,842
Prosecuting Attorney	6,137,474		6,137,474
Purchasing	203,715		203,715
Facilities	2,041,808		2,041,808
Register of Deeds	727,411		727,411
Remonumentation Grant	85,000		85,000
Treasurer	539,771		539,771
Drain Commissioner	915,545		915,545
Economic Development	128,645		128,645
Community Agencies	200,000		200,000
Ingham Conservation District	8,029		8,029
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	111,480		111,480
Jail Maintenance	204,750		204,750
Sheriff	20,163,674	31,543	20,195,217
Tri-County Metro Squad	75,000		75,000
Community Corrections	142,538		142,538
Animal Control	1,565,882	10,900	1,576,782
Homeland Sec./Emergency Ops.	196,901		196,901
Board of Public Works	300		300
Drain Tax at Large	430,000		430,000
Health Department	5,014,379		5,014,379

Community Health Centers	2,917,390		2,917,390
Jail Medical	1,902,084		1,902,084
Medical Examiner	334,575		334,575
Substance Abuse	1,319,484		1,319,484
Community Mental Health	2,996,298		2,996,298
Department of Human Services	2,016,850		2,016,850
Tri-County Aging	76,225		76,225
Veterans Affairs	519,083		519,083
Cooperative Extension	477,800	3,719	481,519
Library Legacy Costs	88,163		88,163
Parks and Recreation	1,618,906		1,618,906
Contingency Reserves	228,307		228,307
Legal Aid	20,000		20,000
2-1-1 Project	45,750		45,750
Community Coalition for Youth	27,000		27,000
Capital Improvements	2,214,126		2,214,126
<b>Total General Fund Expenditures</b>	<b>80,725,093</b>	<b>113,662</b>	<b>80,838,755</b>

### **General Fund Revenues**

Cooperative Extension	Increase 4-H donation revenue \$3,719 to reimburse copier and postage expenses.
Use of Fund Balance	Increase use of fund balance for the following reappropriations; \$54,000 for 911 Center organization assessment approved by Resolution 14-523, \$13,500 for Animal Control Department evaluation approved by Resolution 14-475, \$31,543 balance from 2014 Sheriff vehicle budget and \$10,900 balance from 2014 Animal Control vehicle budget.

### **General Fund Expenditures**

Controller	Reappropriate \$54,000 for 911 Center organization assessment approved by Resolution 14-523 and \$13,500 for Animal Control Department evaluation approved by Resolution 14-475.
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Sheriff	Reappropriate balance of 2014 vehicle budget to purchase one replacement vehicle (\$29,043) and tires (\$2,500).
Animal Control	Reappropriate \$10,900 from 2014 vehicle budget to complete outfitting of truck received in 2014.
Cooperative Extension	Increase copier and postage expenses \$3,719. Expenses reimbursed by 4-H donations.

### **Non-General Fund Adjustments**

Road (F201)	Increase use of unrestricted fund balance \$1,171,671. This is an annual adjustment that is done once the prior year's final fund balance has been analyzed. Increase Michigan Transportation Fund/Motor Vehicle Highway Fund revenue \$574,000 for two expected special state payments. Increase expenses as follows: \$40,000 for temporary salaries, \$53,000 for 2.5% salary increase, \$147,000 for longevity payments, \$960,671 for asphalt & tack, \$80,000 for signals, \$225,000 for pavement marking, and \$240,000 for road equipment (two new tandem axle plow trucks and two new light truck chassis).
Parks (F208)	Transfer \$50,000 from Trails & Parks Millage to fund a contract with the Sheriff's Office to provide patrols using part-time deputies (\$30,000) and to increase maintenance supplies (\$20,000) as approved in the 2015 budget contingent on passage of the new millage. Increase budget to purchase 10 credit card terminals to replace failing ones (\$8,000).
Family Counseling (F211)	Increase use of fund balance \$2,000 and decrease psychological services expense \$3,000. Contractual services will be increased \$5,000 to supplement the Access & Visitation grant for supervised visitations.
Trails & Parks Millage (F228)	Transfer \$50,000 from millage funds to Parks fund for a contract with the Sheriff's Office to provide patrols using part-time deputies (\$30,000) and to increase maintenance supplies (\$20,000) as approved in the 2015 budget contingent on passage of the new millage.
Public Improvements (F245)	Reappropriate funds for the following capital improvement projects: Circuit Court key card reader (\$1,600), District Court bathroom repairs (\$2,456), new maintenance garage (\$45,000), Lake Lansing Park bathhouse/concession renovation (\$60,000), Hawk Island non-motorized trail (\$60,000) and refurbish Animal Control 2 way radios (\$5,500) per 2014 capital budget, space utilization study (\$74,900) per 2014 capital budget and Resolution 14-379, Mason Courthouse security enhancements (\$110,375) per 2014 capital budget and Resolution 14-166, Grady Porter Building window glazing (\$8,541) per Resolution 14-501, and Jail audio system (\$68,317) per Resolution 14-400.

Potter Park/Zoo (F258)	Reappropriate funds for the following capital projects not completed in previous years: security cameras/wireless internet (\$12,698) approved in 2011 capital budget, zoo and park graphics (\$10,000) and pavilion #2 roof repair (\$90,127) approved in 2012 capital budget, raven exhibit (\$10,000) approved in 2013 capital budget, pulverize north drive approved in 2014 capital budget and moose & bison exhibit (\$507,031) per Resolution 14-290.
Juvenile Justice Millage (F264)	Reappropriate funds for roof replacement at the Little Red School House (\$5,000) per the 2014 capital budget.
Anti-Drug Abuse Grant (F266)	Amend Byrne grant to recognize contribution of \$47,887 from Tri-County Metro Squad contingency to cover reduction in grant funding.
Community Health Centers (F511)	Reappropriate funds for Adult Health Center patient kiosk per 2014 capital budget (\$15,600).
MIS (F636)	Reappropriate remaining funds for the following projects: Probate Court scanning project (\$224,211) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project (\$10,554) approved by Resolution 13-199.
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds to purchase replacement copier for Adult Probation (\$7,431) and replacement PC and monitor for Health Department (\$862). Reappropriate funds for the following capital projects: Circuit Court imaging/scanning project (\$228,702), backscanning for Circuit Court (\$50,000) and video surveillance for District Court (\$4,200) per 2012 capital budget, video surveillance for District Court (\$15,400) per 2013 capital budget, Health Department inventory accounting software (\$4,750), Probate Court presence at St. Lawrence Campus (\$8,000), video surveillance for District Court (\$40,689), Circuit Court courtroom technology replacements (\$9,974), Circuit Court e-filing software/integration (\$10,000), Circuit Court polycomm replacements/video conferencing (\$39,969), Circuit Court courtroom control system (\$18,000), Animal Control body armor vests (\$730), Animal Control laptop projector (\$500) and Animal Control smart phones and smart pads (\$8,461) per 2014 capital budget. Reappropriate funds for computer replacements budgeted but not purchased in 2014 for the following departments; Circuit Court (\$28,960), District Court (\$10,221), Equalization (\$4,500), Health Department (\$60,489), Probate Court (\$10,343), Prosecuting Attorney (\$4,714), and Sheriff (\$4,202).

## Agenda Item 6b

TO: Law & Courts and Finance Committees

FROM: John L. Neilsen , Chief Deputy Controller

DATE: March 3, 2015

SUBJECT: Resolution Authorizing a Contract for 9-1-1 Public Safety Radio Communications Consulting Services with Brent Williams

Commissioners:

The 9-1-1 Public Safety Radio Communication System used by all Ingham County public safety agencies will need to be upgraded or replaced as it approaches the end of life for replacement parts.

The Ingham County Board of Commissioners has asked for input from the 9-1-1 Advisory Board and Ingham County public safety agencies on the best way to move forward with the 9-1-1 Public Safety Radio Communication System.

Brent Williams has been identified as an independent consultant with expertise and direct experience working with both the current Harris Inc. EDACS trunked-simulcast radio systems and with a potential alternative, the Michigan Public Safety Communications System/Motorola 800 MHz digital trunked radio system.

The 9-1-1 Advisory Board is recommending that the Ingham County Board of Commissioners hire Brent Williams to assist the County in making a decision on how to proceed. These proposed consulting services for Ingham County are to conduct an evaluation as to the pros and cons of the various County options for the future of the 9-1-1 Public Safety Radio Communication System.

This resolution authorizes a contract/purchase order for radio communications consulting services with Brent Williams to evaluate options for the future direction of the 9-1-1 Public Safety Radio Communication System, at a cost not to exceed \$3,200 from the 9-1-1 Emergency Telephone Dispatch Services - 911 fund balance to be completed within sixty days of the signing of the contract/purchase order.

I recommend approval of the resolution.

## SCOPE OF WORK

### FOR BRENT WILLIAMS TO SERVE AS A CONSULTANT FOR 911 RADIO SYSTEM

As 9-1-1 Central Dispatch looks at options for dealing with the current radio system reaching end of life, they are looking to have a consultant review the data that collected so far and further evaluate possible options and their impact on operations and costs.

An evaluation as to the Pros and Cons of the options have been identified below:

- Upgrade the current Harris UHF System in place to a P25 system that will operate in both phase 1 and phase 2
- Replace the Current Harris UHF system with a 700-800 MHz MPSCS/Motorola system
- Upgrade to a new Harris 700MHz system with 800MHz capabilities to interoperate with MPSCS

This evaluation would also include:

- Full feature comparison of the system.
- Options to maintain functionality with schools or businesses currently set up to communicate with public safety.
- Options for backup channels with both systems.
- Availability of backup channels with the MPSCS system and if they are Simplex? or Duplex?
- Long term costs-Maintenance and mic fees, with both MPSCS and County maintaining sites.
- Interoperability gateway functionality descriptions.
- Paging options for fire- looking at band? Equipment options?
- MPSCS proposal-what sites do they propose (7)? 1 new site, where?
- How many frequencies would the MPSCS use? # of 800? # of 700?
- Tower maintenance costs for the MPSCS?
- Response time for outages/issues?
- Fail-soft and redundancies?
- End user equipment service-warranty period?
- End user equipment costs after warranty?
- System warranty how long? Costs listed above.
- Tower loading specs-microwaves existing tower issues?
- Harris tower work costs?
- MPSCS tower work costs?
- Pricing from Motorola? \$8-10 million from the presentation, did that include consoles?
- Over the air programing options/costs?
- Encryption options/costs?
- Interference issues with both systems? UHF and 700/800 MHz.
- Bi Directional Amplifiers currently used, needs for each new system?
- Transport Vans for ICSO.
- Interop with MPSCS/surrounding counties?
- Ongoing user equipment programming? Costs? How often can this be done?

The contractor will provide a written report of his findings within 60 days of signing the contract/purchase order. The total to Ingham County will not exceed the cost of \$3,200 and include invoices to reflect only actual time spent on the project which is estimated not to exceed 40 hours. This cost includes all expenses involved, including travel and other miscellaneous costs.

	Current Ingham Co. Radio System	Harris Upgrade	Harris or Other Stand alone system	MPSCS / Motorola State System
Estimated Cost	N/A	\$5-6,000,000.00	\$15-17,000,000.00	\$15-17,000,000.00
Can this system adequately meet the needs of Ingham County Public Safety?	Yes it does currently	Yes	Yes	Yes
Type of System	Analog/Digital	Digital	Digital	Digital
Frequency Used	UHF 450MHz	UHF 450MHz	700MHz	700MHz sub system of the State 800MHz System
Radio Frequencies Available	Currently a 9 channel system, with a control channel and 8 talk paths	Would remain the same as current system	There are supposed to be 15- 700MHz frequencies available to Ingham County that could be used for this system	There are supposed to be 15- 700MHz frequencies available to Ingham County that could be used for this system
Bandwidth used per channel	12.5MHz	12.5MHz	6.25MHz	12.5MHz
Protocol Used	EDACS	P25 Phase 1 and Phase 2 capable	P25 Phase 2	P25 Phase 1
System infrastructure owned by	Ingham County	Ingham County	Ingham County	Ingham & State of Michigan
Tower Sites Used	Current 5 Transmit/Receive-8 Receive sites	Current 5 Transmit/Receive-8 Receive sites	Unknown # sites/locations	Unknown # sites/locations if use current sites \$500,000.00 new site \$1,000,000.00
End User Equipment	Department owned radios 1900	1900 radios need programing \$220.00 per unit \$418,000.00 Most radios are only Phase 1 capable	1900 new radios would be needed about \$3500.00 per unit \$6,650,000.00	1900 new radios would be needed about \$3500.00 per unit \$6,650,000.00
Radio Backbone	Master 3 Switches	Need to change to Master 5 Switches P25	Need new P25 switches	Need new P25 switches
Mic Fees	Maintenance divided by # of radios, Currently \$149.46	Maintenance divided by # of radios	Maintenance divided by # of radios	State has set Mic Fee. \$200.00 *offset by portion of backbone equipment
Interoperability with State System	Currently done with patch radios	Would also use Patch Radios	With proper end user radios, could be seamless with state system programed into 700 MHz-800 MHz capable radios	With proper end user radios, could be seamless with state system programed into 700 MHz-800 MHz capable radios
Interoperability with other Counties	Use Star Gate with Clinton, Eaton has our radios they work conventional, Livingston on State system, they have on of our radios at their center	Similar connections to what we currently have would be used.	Patch radios would be needed to talk with Eaton, talk groups could be added to talk with Livingston on State System, and Clinton if they move forward with 800 P25 system	Similar to 700 system can be direct with 800 or 700 P25 systems, otherwise patch radios would be needed
Interoperability with Schools	Working on UHF Conventional, direct communications from end user radios with a change of systems.	Can work as it does currently	Would need to purchase more expensive multi band radios to have communications with the schools.	Would need to purchase more expensive multi band radios to have communications with the schools.
Vendor that would be supplying end user equipment	Harris Radio	Harris Radios upgraded, may also use any other vendor with a P25 radio	Any vendor's P25 phase 2 compatible radio	Any vendor's P25 phase 1 compatible radio
Back up system	Conventional Back up coverage in place currently, 7 channels	Same back up channels would remain	Some of the 700 MHz channels would be needed for Back up	None provided with State System, they would have to be added from the Counties 700 MHz channels
Concerns with systems	Current system end of life 2017, currently approx. 97% in building coverage with a portable radio. 20db urban, 10 db. rural	Currently equipment is 7-8 years old, some parts that would be reused might need repair. (ie. Microwaves, feed lines) Change to Phase 1 is supposed to maintain current coverage.	New system would require more tower sites to maintain our coverage requirements which was 95% in building portable 20db urban, 10 db. rural	From the MPSCS web site: "MPSCS has a 97 percent all-weather, mobile radio coverage guarantee. Portable radio coverage is not guaranteed." System would need to be designed to meet higher coverage, more tower sites would be needed.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT FOR 9-1-1 PUBLIC SAFETY RADIO COMMUNICATIONS CONSULTING SERVICES WITH BRENT WILLIAMS**

WHEREAS, the Ingham County Board of Commissioners operates a 9-1-1 Public Safety Radio Communication System used by all Ingham County Public Safety Agencies; and

WHEREAS, the system went live in 2006 and will need to be upgraded or replaced as it approaches end of life; and

WHEREAS, the Ingham County Board of Commissioners has asked for input from the 9-1-1 Advisory Board and Ingham County Public Safety Agencies on the best way to move forward with the 9-1-1 Public Safety Radio Communication System; and

WHEREAS, Brent Williams has been identified as an independent consultant with expertise and direct experience working with both the Harris Inc. EDACS trunked-simulcast radio systems and Michigan Public Safety Communications System/ Motorola 800 MHz digital trunked radio system; and

WHEREAS, Brent Williams is willing to provide consulting services to Ingham County to conduct an evaluation as to the pros and cons of the various County options for the future of the 9-1-1 Public Safety Radio Communication System; and

WHEREAS, the 9-1-1 Advisory Board is recommending that the Ingham County Board of Commissioners hire Brent Williams to assist the County in this critical decision point.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract/purchase order for radio communications consulting services with Brent Williams to evaluate options for the future direction of the 9-1-1 Public Safety Radio Communication System, at a cost not to exceed \$3,200 from the 9-1-1 Emergency Telephone Dispatch Services - 911 fund balance to be completed within sixty days of the signing of the contract/purchase order.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract/purchase order documents as prepared by or approved as to form by the County Attorney consistent with this resolution.