THE LAW AND COURTS COMMITTEE WILL MEET ON THURSDAY, APRIL 30, 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 April 16, 2015 Minutes
Additions to the Agenda
Limited Public Comment

1. Law & Courts Committee – Jury Board Interviews

2. 9-1-1 Central Dispatch
   a. Resolution to Approve the Purchase of a Reporting Server and Monitors for use
      with the 9-1-1 Computer Aided Dispatch Systems
   b. Director’s Report (Materials to be Distributed at the Meeting)

3. Animal Control – Discussion: Animal Control Fee Schedules – Potential Revisions

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.
Members Present: Tsernoglou, Crenshaw, Celentino (departed at 6:37 p.m.), Koenig (arrived at 6:40 p.m.), Nolan, Schafer and Hope

Members Absent: None

Others Present: John Neilsen, Maureen Winslow, Rhonda Swayze, Andrew Seltz, Anne Burns, Ryan Buck, Robin Stites, 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 April 2, 2015 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE MINUTES OF THE APRIL 2, 2015 LAW & COURTS COMMITTEE MEETING.

The minutes were amended as follows:

Chairperson Tsernoglou Commissioner Hope asked whether deleting this clause would increase the cost and change the scope of work.

The amendment was considered friendly.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Additions to the Agenda

None.

Pull from Agenda -

1. Law & Courts Committee - Jury Board Interviews

Limited Public Comment

None.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. HOPE, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:
2. **Animal Control** - Resolution to Authorize an Animal Control Emergency Overcrowding Declaration Policy and to Provide for a Reduced Fee Schedule to Reduce Animal Adoption Fees as Required by the Population within the Animal Shelter

3. **Community Mental Health Authority of Clinton, Eaton and Ingham Counties** - Resolution Authorizing Ingham County to Enter into the Ingham County Jail Diversion Interagency Agreement

4. **Circuit Court / Family Division**
   a. Resolution Honoring Nancy Guill
   b. Resolution to Authorize Funds for a Replacement Vehicle for the Ingham County Family Center

5. **Prosecuting Attorney’s Office** - Resolution to Authorize Three Year Contracts for Westlaw Electronic Law Library and Clear Access for Various Ingham County Departments, Offices and Courts

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Please note that later in the meeting, the Committee suspended the rules to allow Commissioner Koenig to vote on the previous motion. Commissioner Koenig voted in favor of the motion.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Please note that later in the meeting, the Committee suspended the rules to allow Commissioner Koenig to vote on the previous motion. Commissioner Koenig voted in favor of the motion.

6. **Controller’s Office** - Discussion: Resolution Updating Various Fees for County Services

   John Neilsen, Chief Deputy Controller, provided background on this discussion item. He stated that if this resolution were adopted, the County could expect an increase in fee revenue.

   Commissioner Schafer stated that some fees related to Animal Control were extreme such as unsterilized canines (three year) licenses among others. He asked Andrew Seltz, Animal Control Director, to address the Committee.

   Mr. Seltz stated that the origin of this type of licensure was designed to address the issue of rabies. He further stated that he had interactions with individuals who would rather not purchase a license and take a chance on being issued a fine. Mr. Seltz stated that there should be a difference between the fees for sterilized and unsterilized animals, however the fees should not be increased. He further stated that the Commissioners should look at the intent of licensure fees to help decide what the fees should be.

   Commissioner Hope stated that according to the Memorandum from Tim Dolehanty, Controller/Administrator, Animal Control had felt that the high fees would continue to deter
animal owners from complying with licensure requirements. She asked whether there were studies that indicated that unsterilized animals were predisposed to run away as opposed to sterilized animals.

Mr. Seltz stated that there were studies that went both ways on the issue.

Discussion.

Commissioner Schafer stated that it was his intent that the licensure requirement continue, but that the fees be lowered.

There was a discussion about fee changes.

Commissioner Hope asked that information be provided on how fee increases and decreases would impact the budget.

Commissioner Schafer stated that much of the discussion hinged on the concept of supply and demand. He further stated that if fees were too high, adoptions would not occur and licenses would not be purchased.

Discussion.

Chairperson Tsernoglou asked for an analysis of the felony case costs and bench warrant fees.

Mr. Neilsen stated that he would have to contact the Circuit Court to provide information on felony case costs. He further stated that bench warrants would be new.

Commissioner Hope stated that the Memorandum stated that the Judges had discretion to set felony case costs in an amount up to $1,470.

Commissioner Schafer asked for an update on the day rate for the Jail.

Mr. Neilsen stated that the day rate was calculated and billed, however it was the past direction of the Board of Commissioners to not to send unpaid bills to collection. He further stated that some revenue was generated.

Discussion.

Commissioner Schafer stated that he opposed the environmental health fees based on the manner in which they were calculated. He further stated that they were higher than in other Counties.

Commissioner Nolan asked Mr. Neilsen to respond to Commissioner Schafer’s comments.

Mr. Neilsen stated that Maximus had performed time studies to determine the fees in 2002 and the Board of Commissioners had approved subsequent increases that were calculated in consideration of the Consumer Price Index.
Commissioner Hope asked whether this resolution would come to the Committee in the next round as an item to be voted on.

Mr. Neilsen answered yes unless he received direction to postpone the resolution for the meeting after next.

Commissioner Hope stated that since more information would be coming for the Committee in the next round, the Committee could delay taking a vote until the round after that.

Discussion.

Announcements

Mr. Neilsen stated he had previously distributed information on the five firms that submitted proposals for the Jail Request for Proposals (RFP). He updated the Committee on the status of the four firms and upcoming steps in the project.

Commissioner Nolan asked how the City of Lansing was incorporated into the ranking process.

Mr. Neilsen stated that Lansing used the same ranking sheet as the County and would have equal representation on the interview panel.

Mr. Neilsen stated that the 9-1-1 Advisory Committee held a meeting earlier today. He provided an update on what transpired at that meeting.

Commissioner Celentino left the meeting at 6:37 p.m.

Mr. Neilsen stated Becky Bennett, Board Coordinator, sent a “Stakeholder’s Survey” from the National Animal Care & Control Association (NACCA) to all the commissioners. He requested that the survey be completed so as to guide NACCA during its review of the Animal Control Department.

There was a discussion about the RFP development process for the emergency communications project.

Commissioner Koenig arrived at 6:40 p.m.

Commissioner Hope asked whether the Allegan County RFP was for an upgrade or replacement.

Mr. Neilsen stated that Allegan County RFP was to retain a consultant who would help Allegan County decide whether to pursue an upgrade or replacement, and then guide them through the project from start to finish.

Chairperson Tsernoglou stated that a Law & Courts Committee meeting would occur in the future in which stakeholders for the emergency communications project would be invited. She
further stated police and fire officials, the 9-1-1 Advisory Committee, and vendors could all be invited to attend.

Discussion.

Mr. Neilsen stated that there was presently $2.8 million in fund balance for 911.

Commissioner Schafer stated he depended on police and fire officials for their expert knowledge. He asked that the 9-1-1 Advisory Committee be respected.

There was a discussion about the format of a meeting to discuss the emergency communications project.

Commissioner Crenshaw stated that he would be absent from the next Law & Courts Committee meeting.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. HOPE, TO SUSPEND THE RULES AND ALLOW COMMISSIONER KOENIG TO VOTE ON THE CONSSENT AGENDA.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Celentino.

Commissioner Koenig voted “aye” on both the consent agenda and the action items on the consent agenda.

Commissioner Hope stated that she would be absent from the next Law & Courts Committee meeting.

Commissioner Nolan announced that tomorrow, Friday, April 17 from 11:00 a.m. to 1:00 p.m. the Mobile Dental Unit would be featured in front of the Human Services Building. She further announced that there would be a ribbon cutting ceremony at 12:30 p.m. Commissioner Nolan invited all to attend the event.

Commissioner Nolan announced that the 39th Annual Awards Recognition Ceremony was scheduled for Wednesday, April 29 from 2:30 p.m. to 5:00 p.m. at the Fair Grounds Community Hall. She stated that the Ceremony was to recognize County employees’ hard work and outstanding service to the County and its residents. Commissioner Nolan invited all commissioners to attend the event.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:56 p.m.
RESOLUTION ACTION ITEMS:

The Chief Deputy Controller is recommending approval of the following resolutions and other actions of the Committee:

1. **Law & Courts Committee – Jury Board Interviews**

This is a joint appointment by the Board of Commissioners and the Circuit Court.

2a. **9-1-1 Central Dispatch - Resolution to Approve the Purchase of a Reporting Server and Monitors for Use with the 9-1-1 Computer Aided Dispatch Systems**

This resolution authorizes a contract/purchase order to purchase a Reporting Server and Software from TriTech and thirty six monitors from Dell at a cost not to exceed $36,000 from the 9-1-1 Emergency Telephone Dispatch Services – 911 Fund balance. On April 14, the new Computer Aided Dispatch System went live. One of the needs identified outside of the budget is a Report Server for $27,554 and thirty six 27 inch monitors to reduce the number of screens from four to three at the telecommunicator’s workstations. ($228.18 * 36 = $8,214.48) See attached communication for details.

Discussion Items:

2b. **9-1-1 Central Dispatch - Directors Report (Materials to be distributed at the Meeting)**

3. **Controller’s Office - Discussion Item: Animal Control Fee Schedules – Potential Revisions**
With the roll out of our new CAD (Computer Aided Dispatch) system, the original pricing had included a replacement of all the systems we currently had in place. The system went live the morning of April 14, 2015 and calls are now being processed using the new system. The installation of the system included new workstation PC’s and thirteen 27 inch monitors, among many other servers and programs.

One thing that was not included that is being found as a great need; is a reporting server. There are programs that agencies want to connect to CAD to pull data for various items, to include alarm billing, run informational and status applications as well as other reporting systems. To do this currently with only the production server, these outside programs can and have a negative effect on the system. With a reporting server, the data from CAD is pushed to this server and the reporting and connections can then access the data on that server rather than having an impact on the production side of CAD. A quote for this system to be put in place has been received in the amount of $27,554.00.

We have added 27 inch monitors to several of our work stations. One position was set up with three large 27 inch monitors instead of the 4 smaller monitors to accommodate an employee’s needs. The size of the text on the many windows of CAD information has been an issue reported by staff as we went live, reporting that the text is hard to read on our current smaller monitors. As we set up a position with 3 monitors, we have had many comments from staff that it makes things much easier to see. Additionally, as staff moves from one position to another as they do often, a mix of monitor set ups cause them to lose windows at times. As a result we would like to change the monitors where CAD is used to the 27 inch models. We would need 34 more monitors to do this and would also like to add 2 spares for replacement as problems or service work is needed. The cost for these monitors is $228.18 each for a total cost of $8,214.48.

The total cost for these two projects that would improve and enhance the operations and allow for staff to work more comfortably with the system, is respectfully being requested with a cost not to exceed $36,000.00, from the 9-1-1 Fund as this was not a budgeted purchase.
WHEREAS, the Ingham County Board of Commissioners has established a Consolidated 9-1-1 Emergency Dispatch Center that opened June 27, 2012; and

WHEREAS, the Ingham County Board of Commissioners has approved the purchase of a new TriTech computer aided dispatch system (Resolution #14-081) which was installed and implemented on April 14, 2015; and

WHEREAS, the 9-1-1 Director, IT staff and staff members working with the system have found the need for additional equipment, a reporting server to allow for increased efficiency of the system and larger monitors to increase the ease of use by staff members; and

WHEREAS, quotes have been received to add a reporting server and new larger monitors to the system totaling $35,768.48 from TriTech and Dell.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract/purchase order to purchase a Reporting Server and Software from TriTech and thirty six monitors from Dell at a cost not to exceed $36,000 from the 9-1-1 Emergency Telephone Dispatch Services - 911 Fund balance.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contract/purchase order documents on behalf of the County after approval as to form by the County Attorney.
To: Law and Courts and Finance Committee’s
From: John Neilsen, Chief Deputy Controller
Date: April 22, 2015
Re: Animal Control Fee Schedules – Potential Revisions

Commissioners:

At the Law & Courts Committee meeting on April 16, 2015 a discussion was held on the proposed fee increases for 2016.

It was agreed that some additional information would be sent out to the Committee including:

1) Under separate cover, Ms. Bennett sent out a copy of the fees being charged by Ingham County in comparison to several other Counties and Humane Societies.

2) Under separate cover, I sent out a summary of the Maximus Study which verified that it was a fully loaded cost method to determine the true costs of providing services and the appropriate associated fees.

We have now evaluated Director Seltz’s “what if reduction in fees scenario” and have calculated an estimated annual reduction in revenue of $266,640 if they were to be enacted. (see attached proposed fee reduction schedule)

As you can see the proposal is to reduce ten different fees and to create four new fees.

In the area of Enforcement/Dog License Fees, there are five proposed fee reductions and the establishment of four new Senior Citizen fee’s at a reduced level if you are 65 or older.

In the area of Boarding Fees there are two proposed fee reductions.

In the area of Animal Redemption are the remaining three proposed fee reductions.

The 2015 Animal Control adopted budget has a total of $704,992 in revenue. Based on the calculated revenue loss using the estimated units of service provided by the Animal Control Department, this could result in a reduction from $704,992 to $438,352 or a reduction of thirty eight percent (38%).

Whereas Ingham County does have in general higher fees in providing Animal Control Services, it should be pointed out that Ingham County has historically spent much more on animal control services than virtually any County in the state. (see attached excerpt from the Kent County cost study for Animal Control Services)
For these reasons, the Controller’s Office does not recommend such dramatic fee/revenue reductions going into the 2016 budget.

We can continue to discuss at the staff level fee reductions on a more limited strategic basis between now and adoption of the 2016 Animal Control budget if that is the direction the Committee would like to explore.

cc: Andy Seltz
    Tim Dolehanty
    Teri Morton
MEMORANDUM FOR RECORD

SUBJECT: 2016 Update of County Fees

On March 6, 2015, the Department of Animal Control submitted a Memorandum for Record recommending that specific Animal Control fees not be increased for Fiscal Year 2016. Included in those fees are as follows:

1. Dog License Fees
2. Animal Boarding Fees
3. Animal Redemption Fees

During the Law and Courts Committee meeting of April 16, 2015, conversation ensued in reference to fee recommendations for the aforementioned categories.

The Department of Animal Control recommends that the following fees be reduced to the following for Fiscal Year 2016:

**Redemption Fees:**

1st - $25.00  
2nd - $40.00  
3rd - $70.00

Boarding, Day - $20.00  
Boarding, Aggressive - $0.00

**Licensing, 1 year:**

Sterilized - $14.00 (No change)  
Sterilized Delinquent - $24.00  
Senior 65+ - $7.00 (New Category)

Unsterilized - $40.00  
Unsterilized Delinquent - $80.00  
Senior 65+ - $20.00 (New Category)

**Licensing, 3 year:**

Sterilized - $34.00 (No change)  
Sterilized Delinquent - $68.00 (No change)  
Senior 65+ - $17.00 (New Category)

Unsterilized - $100.00  
Unsterilized Delinquent - $200.00  
Senior 65+ - $50.00 (New Category)
Fees were determined based upon a comparison study which indicated Ingham County had the highest fees across all categories with comparable counties. Fee reductions still realize the county as having the highest fees across most categories while still bringing fees in line with comparable counties.

Continued fee increases have an adverse effect on four key departmental performance measure areas to include:

1. Reclamation rates of lost/found animals from the shelter.
2. Return to owner rates of found animals.
3. Dog licensing rates.

Excessively high fees will continue to deter animal owners from complying with licensing requirements and reclaiming lost/found animals which all correlate to higher euthanasia rates and the coinciding increased labor/maintenance costs to maintain additional animals.

Andrew Seltz, Director
Ingham County Animal Control

Enclosure: Price Comparison Spreadsheet
### Redemption

<table>
<thead>
<tr>
<th></th>
<th>Ingham County</th>
<th>Kalamazoo County</th>
<th>Livingston County</th>
<th>Eaton County</th>
<th>Kent County ($21,700)</th>
<th>Capital Area Humane Society</th>
<th>Humane Society of West Michigan</th>
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<tr>
<td>1st</td>
<td>$39.00</td>
<td>$25.00</td>
<td>$25.00/$10.00</td>
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<td>2nd</td>
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<td>$40.00</td>
<td>$50.00/$25.00</td>
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<td>3rd</td>
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<td>Boarding Day</td>
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<td>Boarding, Aggressive</td>
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### Licensing, 1 year

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<th>Sterilized - Delinquent</th>
<th>Unsterilized</th>
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### Licensing, 3 year

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<td>Senior $33.00</td>
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### Adoption Fees

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<th>Dogs, Over 6 yrs.</th>
<th>Dogs, Under 6 yrs.</th>
<th>Puppies, Under 5 months</th>
<th>Cats, Over 6 months</th>
<th>Cats, Under 6 months</th>
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### Senior Fees, 65+

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***Information Compiled via Website, This is Not an Official Report***

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*Note: $25-$61 Sterl. fees not include.*

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*Some fees listed are for specific ages or conditions, please consult the source for more detailed information.*
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<thead>
<tr>
<th>Service Description</th>
<th>2015 Cost</th>
<th>2016 Cost Increase Factor</th>
<th>2016 Cost</th>
<th>Target Percent</th>
<th>2015 Fee</th>
<th>2016 Calc. Fee</th>
<th>2016 Initial Prop. Fee</th>
<th>Units</th>
<th>Department Recommend</th>
<th>Additional Revenue</th>
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<td>Animal Control - Enforcement/Dog License Fees</td>
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<td>Sterilized</td>
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<td>1.60%</td>
<td>$126.08</td>
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<td>$47.00</td>
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<td>($55,000)</td>
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<td>NEW - Sterilized - Senior 65+</td>
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**Total** ($266,640) with proposed adjustments
## Health - Animal Control

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<tr>
<th>County</th>
<th>2004 Population Estimate</th>
<th>Gross Budget</th>
<th>Number of FTEs</th>
<th>Gross Budget per Capita</th>
<th>Ranking Gross Budget per Capita</th>
<th>Employees per 100,000 Residents</th>
<th>Ranking Employees per 100,000 Residents</th>
<th>Notes</th>
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<td>Bay</td>
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### Animal Control Expenditures per Capita

- Barren: $5
- Bay: $4
- Calhoun: $3
- Eaton: $2
- Genesee: $4
- Ingham: $5
- Kalamazoo: $5
- Kent: $4
- Livingston: $4
- Monroe: $3
- Muskegon: $3
- Ottawa: $3
- Saginaw: $3
- St. Clair: $3
- Washtenaw: $2

### Animal Control Employees per 100,000 Residents

- Bay: 7
- Barren: 4
- Calhoun: 2
- Eaton: 4
- Genesee: 5
- Ingham: 6
- Kalamazoo: 4
- Kent: 4
- Livingston: 4
- Monroe: 7
- Muskegon: 11
- Ottawa: 3
- Saginaw: 8
- St. Clair: 6
- Washtenaw: 1