



BOARD OF COMMISSIONERS

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JUSTICE AND PUBLIC SAFETY COMMITTEE

TUESDAY, JULY 24, 2012

FINAL AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Approval of Minutes dated June 5, 2012 (previously distributed)
5. Public Participation (five minutes maximum per speaker, or longer at the discretion of the Chairperson related only to issues contained on the agenda)
6. Authorize County Clerk / Register of Deeds to Renew Its Contract with ACS Enterprise Solutions, LLC for Land Records Management for the Register of Deeds Office (mailed) (page 1)
7. Receive and File Macomb County Clerk's Plan for Juror Check-In at Area Restaurants and Juror E-Payment (mailed) (page 3)
8. Approve 2012 Budget Transfer Requests for Fund 350 Emergency Management Grants (mailed) (page 10)
9. New Business
10. Public Participation (five minutes maximum per speaker or longer at the discretion of the Chairperson)
11. Adjournment

MEMBERS: DiMaria-Chair, Sabatini-Vice-Chair, Brown, Carabelli, Frascchetti, Gralewski, Miller, Sauger, Smith and Vosburg (ex-officio)

MACOMB COUNTY BOARD OF COMMISSIONERS

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Kathy Tocco- District 11

Joe Sabatini- District 13

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO:

AUTHORIZE THE COUNTY CLERK/REGISTER OF DEEDS TO RENEW ITS CONTRACT WITH ACS ENTERPRISE SOLUTIONS, LLC FOR LAND RECORDS MANAGEMENT FOR THE REGISTER OF DEEDS OFFICE AT THE ONGOING COST OF \$1.72 PER DOCUMENT. FUNDS ARE AVAILABLE IN THE REGISTER OF DEEDS AUTOMATION FUND 27023601.

INTRODUCED BY: COMMISSIONER PHILLIP A. DIMARIA, COMMITTEE CHAIR

Background is attached.

COMMITTEE/MEETING DATE:

JPS JULY 24, 2012

BACKGROUND:

The Register of Deeds issued RFP 13-12 for a land records management system that included the following services: cashiering, indexing, imaging, public search, UCC, Web searching, entry book/reception book portal, work flow, electronic recordation, property fraud alert, redaction and archival film.

The public bid opening was scheduled for June 29, 2012 at 10:00 a.m. in the office of the Purchasing Department. The only vendor that responded was ACS Enterprise Solutions, LLC (ACS).

ACS has worked with Macomb County for over 20 years, managing over a quarter of a million electronic transactions. ACS has imaged and indexed 100 percent of Macomb County's land records, making Macomb County one of the few counties with its entire history of records electronically accessible. ACS also provided Macomb County with the first entry book portal in the state, which has also been called "the single most important step undertaken in the last several decades by any register in this state to stem the tide of real estate fraud," by the general counsel of a major title company.

ACS is offering to continue providing the services of cashiering, land indexing, imaging, entry book indexing/ imaging, index prints, work flow and fraud alert for \$1.72 per instrument. Internet access for searches has been reduced to \$7,250 per month with the cost of electronic recording included. Archival annual film storage remains at \$1.45 per roll. These prices are the same or a reduction of the costs that the Register of Deeds office has been paying to ACS for these services for several years. Funds are available in the Register of Deeds Automation Fund 27023601.

The proposal is available for viewing in the County Purchasing Department.

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO:

RECEIVE AND FILE THE PLAN BY THE COUNTY CLERK TO IMPROVE THE JUROR PAYMENT SYSTEM BY OFFERING JURORS:

1) THE OPTION TO CHECK-IN FOR MORNING JURY DUTY AT AREA RESTAURANTS AND BUSINESSES,

2) THE OPTION TO CHECK-IN AT DOWNTOWN ESTABLISHMENTS FOR JURY DUTY AFTER LUNCH,

3) THE OPTION TO BE PAID ELECTRONICALLY THE SAME DAY THEY COMPLETE THEIR JURY SERVICE,

4) THE OPTION TO PAY FOR RESTAURANT MEALS AND OTHER DOWNTOWN SERVICES ELECTRONICALLY USING THEIR JUROR E-PAY THE SAME DAY JURORS SERVE, AND

5) THE OPTION TO DONATE SOME OR ALL OF THEIR JUROR COMPENSATION TO THE COUNTY,

AT A ONE-TIME COST OF \$2,500 AND NO NET ANNUAL COST TO THE COUNTY. FUNDS ARE AVAILABLE FROM THE CLERK'S SPECIAL PROJECTS ACCOUNT (#10121501 - 96600) FOR THE ONE-TIME COST, AND FROM SAVINGS ACHIEVED BY THE CLERK THROUGH EFFICIENT ADMINISTRATION OF THE JURY ROOM, SAVINGS FROM NOT ISSUING AND MAILING PAPER CHECKS, AND REVENUE FROM JUROR VOLUNTARY CONTRIBUTIONS. IF AT ANY TIME THE ANTICIPATED SAVINGS AND REVENUE DO NOT COVER THE COST OF THE JUROR E-PAY SYSTEM, THEN IT WOULD BE DISCONTINUED UNTIL AN ALTERNATIVE FUNDING PLAN IS FOUND.

FORWARD TO FINANCE COMMITTEE TO RECEIVE AND FILE.

INTRODUCED BY: COMMISSIONER PHIL DI MARIA, COMMITTEE CHAIR

Background is attached.

COMMITTEE/MEETING DATE:
JPS JULY 24, 2012

Received and Filed and forward to the August 15th Finance Committee to receive and file

BACKGROUND:

This jury innovation may be another first-in-the-nation for the Macomb County Clerk / Register of Deeds and Circuit Court. Under the clerk's plan, jurors will have the option to check-in for morning jury duty at participating downtown restaurants and businesses. (Jurors would still be required to briefly appear for a morning orientation.) Jurors will also have the option to check-in for jury duty after lunch at downtown establishments. Depending on the caseload, jurors will be summoned as needed via text, E-mail and/or phone call from the clerk's innovative jury management system to report to the Court Building jury room to be sent to a courtroom.

Jurors will also have the option to be paid electronically the same day they complete their jury service. Under Sabaugh's plan, a juror's pay would be electronically available to the juror before the juror arrived home from jury duty. Under Sabaugh's plan, jurors could use their electronic juror pay the same day they serve to pay for lunch at participating restaurants in downtown Mount Clemens, or for other goods and services while downtown. The clerk has come up with a way to accomplish this while reducing paperwork and reducing processing time, while offering added convenience to our county's jurors at no net increased cost to taxpayers.

This plan would involve the County Clerk, Circuit Court, County Treasurer and Finance Department because all of these departments currently play a role in the juror payment process.

The clerk/register of deeds serves as clerk of the Macomb County Jury Commission and has been designated by the Macomb County Circuit Court to oversee the jury room. Over 18,000 jurors report to jury duty and are paid for their service each year.

Jurors are paid \$25 for the first day, \$40 for subsequent days, and half those amounts for half days. Jurors also receive a mileage reimbursement of \$0.10 per mile. See statute attached.

Jurors are currently paid via paper check. It can take up to two weeks, including mail time, after jurors complete jury service for them to receive their jury duty pay. The jury system, provided by Courthouse Technologies, Inc., was chosen through a public competitive bid process, tracks juror service and pay. Data is exported from this system to the county's financial system, "IFAS." The Finance Department prints checks weekly from IFAS.

The clerk and Courthouse Technologies, Inc., the jury system and jury kiosk vendor, developed an e-pay option that would be integrated with the current jury management system, and accessible through the self-service kiosks or online.

It is likely the costs stated in this resolution are higher than actual costs would be because this resolution assumes 100% of jurors would opt for E-pay, which is unlikely. However, the clerk prefers to risk overstating the cost.

The costs of the current juror paper check payment system include:

Postage:	\$0.45
Bank fees:	\$0.14
Check:	\$0.01
Envelope:	\$0.01
Ink:	\$0.01
Electricity:	\$0.01
<u>Labor:</u>	<u>unknown</u>

TOTAL SAVINGS

PER JUROR: \$0.63 plus labor

As outlined above, the county will save over 63 cents, plus labor costs, per juror that utilizes e-pay. The system proposed by Sabaugh with Courthouse Technologies will cost, at most \$2.50 per juror with the average being \$2.02 based on current year records. The following fees are based on figures from 2011, which calculates the average payment to be \$25.94 (\$531,623 divided by 20,494 payments).

2% transaction fee \$0.52 (max of \$1)

CHT fee \$1.50 (flat fee per payment)

Total average charge per juror \$2.02 x 20,494 payments / year =

TOTAL COST FOR E-PAY: \$41,398 per year

E-pay will be optional for jurors. Calculations above show that if every juror took advantage of the option, and were paid the average amount, it would cost approximately \$41,398 per year. The savings (\$0.63 x 18,000 jurors) would reduce this cost by \$5,670, making the total cost \$35,728.

When the county converted to the new jury system in 2011 it was estimated that the jury room would produce 87,000 questionnaires per year. The clerk's jury staff has been able to increase efficiency and has used fewer summonses than anticipated. This was done through improved judge calendar coordination and by better communication among court clerks and jury staff. As a result, at least \$16,000 is credited from Courthouse Technologies to the county for the 2011-2012 contract and this amount will be available in account 10116601 - 80185 in future years. The clerk is requesting that this amount be applied to the remaining cost, leaving a net increased cost of \$19,728.

The balance of \$19,728 will be paid for by accepting voluntary contributions from jurors. The court budgeted to pay jurors \$582,000 in 2012. This means approximately 3% of jurors pay would need to be voluntarily donated. Jurors will be given the opportunity online and through the questionnaire process to donate all or part of their juror pay to the county, such as their mileage reimbursement. In jurisdictions in other states where this has been tried, between 6 and 12% of jurors donate their jury pay voluntarily. The

clerk believes enough revenue will be generated to pay for the cost of the e-pay service, but if it is not, then the e-pay service would be discontinued when the \$16,000 expense is reached until a funding source was found.

The \$2,500 start-up license cost is available in the Clerk’s Special Projects Account 10121501 - 96600.

Breakdown of costs / funding availability:

Maximum cost per year if 100% of jurors opt for E-pay	\$41,398
Savings by eliminating paper checks if 100% of jurors opt for E-pay	-\$5,670
Amount actually available in jury room budget due to increased efficiency and reduction in processing costs	-\$16,000
Voluntary contributions required from jurors declining payments if 100% of jurors opt for E-pay	-\$19,728

The juror e-payment proposal is not the first time Macomb County Clerk/Register of Deeds Carmella Sabaugh has improved service for Macomb County’s jurors. Other jury service improvements include:

- New jury management system through Courthouse Technologies reduced summons and questionnaire mailings by 45 percent, eliminated a huge portion of data entry for the clerk’s staff which has been reduced by 20 percent since 2008 and allowed for the implementation of self-service kiosks, offering greater convenience to the jurors.
- One-day, one-trial system reduced jury duty from one week to one day for most jurors and reduced costs by \$70,000 annually for the county,
- Partnering with SMART provides free bus rides for jurors without transportation,
- Free wireless Internet services in the jury room, now expanded throughout the Court Building, improves access to justice.
- Free library book delivery from any library in the county to jurors in the jury room provides a wide selection of reading material.
- Paging system allows jurors to roam downtown Mount Clemens, boosting sales for local businesses and giving jurors freedom while waiting to be sent to a courtroom.



**Exhibit C "Statement of Work"
For Implementation of Courthouse ePay
Browser-based Juror Payment System
In Macomb County, MI
June 13, 2012**

Courthouse Technologies will implement Courthouse ePay; our electronic juror-payment service peripheral under the following terms.

Project Terms

CHT will...

- provide a license to Courthouse ePay;
- provide a consulting resource to conduct a Business Requirements Review with the Customer's jury management staff to gather configuration and reporting information and to ensure that all required functionality is included in Courthouse JMS;
- provide project management services to coordinate all aspects of ePay;
- use a formalized change request process to provide flexibility during development iterations and to manage the scope of the project.
- provide an installation resource to work with Customer staff on installation of Courthouse ePay in a training and a production environment;
- provide training to the Customer's staff;
- provide 24X7 customer support by telephone, email, and WWW through our Annual Support program, which services will commence immediately upon completion of training;
- Provide support for use of Courthouse ePay service; and,
- provide warranty service wherein we will remedy (at our expense) any deficiencies with the software identified for its lifetime.

In consideration of the above, the Customer agrees to:

- The Customer shall appoint a project leader to act as the single point of contact with CHT;
- assist CHT with project planning including creating a project timeline, and an implementation plan;
- from time to time provide the assistance of the Customer's IT personnel
- provide CHT with remote (VPN/remote desktop) access to Customer servers to assist with system installation and configuration;
- provide all computer hardware, communications hardware, cabling, operating system software, database software, and other software for premise connectivity; and,
- promptly pay all One-Time Charges at the commencement of this project. All Transaction Charges will be drawn out of the County's PayPal Account at the time of transaction of juror payment.

Project Charges

CHT Deliverable Description	One-Time Charges	Charges per Transaction
License for Courthouse ePay	\$4,000	
CHT: \$1.50/transaction¹		
PayPal: 2% per transaction to a maximum of \$1.00/transaction		
Total Transaction Costs		\$2.50/transaction (maximum amount)
Discount (37.5% discount – Beta Site User)	(1,500)	
Total	\$2,500	\$2.50/transaction

 Name: Mark A. Hackel
 Title: Macomb County Executive

 Date

¹ First 6 months – CHT fee will be \$1.00/transaction

RESOLUTION NO: _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Approve the 2012 budget transfer requests for Fund 350
Emergency Management Grants in the amount of \$241,000.00 for the 2008 Urban Area
Security Initiative (UASI) Grant Program and \$185,000.00 for the 2009 Urban Area
Security Initiative (UASI) Grant Program. *(see below)

*Further, this budget action addresses budgetary issues only. It does not constitute the Commission's approval of any County contract. If a contract requires Commission approval under the County's Contracting Policy or the County's Procurement Ordinance, such approval must be sought separately. FORWARD TO THE FINANCE COMMITTEE. *(This language was added by Justice & Public Safety Committee Chair DiMaria)

INTRODUCED BY: Commissioner Phillip A. DiMaria, Chair, JPS Committee

See attached memo.

COMMITTEE/MEETING DATE

Justice & Public Safety 07-24-12 Approved and forward to the August 15th Finance Committee



Mark A. Hackel
County Executive

July 3, 2012

EMERGENCY MANAGEMENT & COMMUNICATIONS

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Emergency Management: Phone: (586) 469-5270 • Fax: (586) 469-6439
Technical Services: Phone: (586) 469-5370 • Fax: (586) 783-0957
www.macombcountymi.gov/OEM

Victoria Wolber, PEM
Emergency Management Coordinator

Keith Bradshaw
Technical Services Manager

TO: Mark Deldin, Deputy County Executive
Pam Lavers, Assistant County Executive
Al Lorenzo, Assistant County Executive

FR: Vicki Wolber, EMC

RE: **2012 BUDGET TRANSFER REQUESTS**
FUND 350 HOMELAND SECURITY GRANTS

For the last several years my office has received grant funds from the Department of Homeland Security's Homeland Security Grant Program (HSGP). Budgets are created for each of these grant programs as the grant agreements are approved by the county, based on projections of the projects to be awarded by the Local Planning Team (LPT). Due to these being projections and then subsequent changes within each project itself, I am often required to transfer funds from one line item to another to account for the funding appropriately.

Listed below are a few budget transfers that I am requesting approval for in order to make the appropriate expenditures, payments and/or reimbursements.

2008 UASI – Fund/org: 35038028

Increase Operating Expenses by \$241,000.00 and decrease Personnel Cost by \$6,219.00, Capital Outlay by \$194,759.24 and Contract Services by \$40,021.76 to process reimbursements to local jurisdictions for a communications grant project that they were involved in.

2009 UASI – Fund/org: 35038030

1) Increase Capital Outlay by \$140,000.00 and decrease Personnel Costs by \$30,000.00 and Operating Expenses by \$110,000.00 for equipment and technology purchases by the county for various projects for Emergency Management and the Sheriff's Office.

2) Increase Contract Services by \$45,000.00 and decrease Operating Expenses by \$45,000.00 for planning contracts and services that are held with local consultants and Emergency Management.

Please feel free to contact me at 469-6390 if you require any additional information or have any questions.

/vw