



County of Marquette

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MEMORANDUM

TO: County Board of Commissioners

FROM: Scott H. Erbisch, County Administrator

SUBJECT: Strategic Plan Status Update – Major Goal Area One “Infrastructure”

DATE: 12/01/2017

CC: N/A

In September 2015, the County Board of Commissioners, Elected Officials, and Department Heads, met to discuss the opportunities and challenges facing Marquette County. As a result of the meetings a strategic plan was prepared. I will be providing an update on each of the four (4) goal areas over the next several months. This update also includes a copy of the “*Goal Area One, Infrastructure*” page from the Strategic Plan to assist you in following the update.

The following is a summary and status of Major Goal Area One: Infrastructure:

GOAL AREA ONE INFRASTRUCTURE

FACILITIES

Key Objectives For Infrastructure

1. Courthouse Security
Security Cameras have been installed throughout the Annex and Courthouse Complex completed in the Spring of 2016, the County modified its *County Facility Use Policy* (2017), and installed exterior door controls for managing access.
2. Jail Intake Changes
A jail diversion room has been constructed in the Sally Port.
3. Jail Improvement /New Jail
Jail safety and health improvements, as well as an expansion at the Detention Center completed in the first quarter of 2016.
4. Building Energy Use Reduced
This is an ongoing effort. Many energy efficiencies have taken place over the past 12+ years as per recommendations from multiple energy studies.

TECHNOLOGY

Key Objectives for Technology

- **Paperless Document Management / Technology / GIS**

Since the adoption of the strategic plan there has been extensive work completed in the area of document management also known as paperless management. To be able to move in this direction the County has installed copy/scanning machines in most of the offices.

- **Friend of the Court (FOC)** is primarily using a paperless for its ongoing case documents and has all back-filing of records completed.
- **Finance / Accounting** Most paperwork is generated via invoicing. A scanning system has been installed so that all invoices are electronically recorded. Unfortunately, there is still a need to retain hard copies at this time for auditing purposes.
- **Probate Court** is using document management for current records.
- **Prosecuting Attorney's** office is not fully paperless, but has made great strides in this effort.
- **Other Courts** have not moved in this direction yet because of some uncertainty with the State of Michigan. The State is working on a document management system to potentially be incorporated into the Judicial Information System (JIS). However, given that many counties already have existing document management systems, Counties are talking with the State about integrating these systems into JIS rather than creating a new system.
- **Resource Management** is in the early stages of moving towards document management.

Technology Upgrades:

- Virtual Desktop Infrastructure (VDI) – Has been purchased and is planned to be rolled out in December 2017. It will take time to get all departments on the new system, but once fully implemented will extend the time needed to purchase new computers/work stations. The system will also allow I.T. staff to resolve issues quicker system wide.
- The County's Firewall system was upgraded in 2016.
- Content filter and virus scanning upgraded in 2017.
- Outlying County Facilities have had higher speed connectivity installed in preparation for the Virtual Desktop Infrastructure.
- Over the past three years there have been updates to the internal security infrastructure.
- Disaster recovery back-up have been established between the Health Department and the Marquette Complex. This allows for redundancy should one or the other fail.
- Significant back-up storage has been installed for all the new video data that is received from the courts and law enforcement body cameras.
- Security cameras have been installed in the Annex and Court House facilities.

➤ **Geographic Information Systems (GIS):**

- Marquette County continues to maintain a GIS system for internal use.

- **E-Recording:**

- All courts have electronic recording capabilities. With the exception of Probate Court, all courts also have video recording of the proceedings.

ONE-YEAR TASKS (2015-2016)

Jail Improvements:

- **Roof Replacement**
Replacement was scheduled for 2017, but the amount budgeted was less than needed for

the replacement. Additional funding has been added and the replacement is planned for 2018.

- **AC Chiller**
Budgeted for 2018.
- **Update maintenance plan and continued facility investment** will occur in 2018.

Other Miscellaneous Upgrades:

- Annex Chiller replaced in 2017
- Detention Center Boiler replacement 2017
- Courthouse exterior crack sealing occurred in 2015/2016
- Misc. Carpet replacement (Ongoing)
- Courthouse Boiler System Replaced 2015

➤ **COURTHOUSE & JAIL SECURITY**

- **2015** - Replaced old door controls and monitoring system with updated non-proprietary system in the Jail.
- **2015-2016** - Replaced old door systems around the Courthouse Complex (Facilities was experiencing problems with the original doors not latching securely). The new doors can be retrofitted to work with our Paxton Access Control system, currently being installed on a few Courthouse doors.
- **2016**
 - Facilities serialized all duress buttons at the Courthouse Complex and tests them annually.
 - Cameras installed throughout Courthouse Complex.
- **2017** - Access Control installation for door controls.

➤ **JAIL IMPROVEMENTS**

- **2015**
 - Upgraded 3 Maximum Security Blocks.
 - Upgraded Fire System.
 - Humidification Controls added to 3 major air handlers in the Jail.
- **2017** - Replaced Jail Kitchen walk-in freezer.

➤ **JAIL INTAKE CHANGES**

- **2017** - State grant to construct two-room Diversion Intake area.

➤ **BUILDING ENERGY REDUCTION/ENVIRONMENTAL IMPACT REDUCTION**

- **2015**
 - Installed dilution control user free dispensers for Janitorial chemicals.
 - Replaced all steam heat traps.
- **2016** - Installed coreless toilet paper dispensers reducing labor and eliminating the cardboard inner roll.
- **2016-2017** - Energy efficient Janitorial equipment being purchased to provide a quality end product with reduced labor.
- **2017**
 - Installed hands free hand towel dispensers reducing labor and waste.
 - Annex Chiller Replacement

- Tied in Bacnet communication to monitor energy efficiency. Bacnet language can be controlled by any energy management system making this non-proprietary.
- Detention Center Boiler Replacement

➤ **TASKS (2018-2019)**

- **2018**

- Replace Jail Roof
- Upgrade the Annex and Courthouse fire panel
- Boiler Replacement is scheduled at the Negaunee Service Center in 2018
- Reviewing the potential of relamping the Historical Courthouse with all LED's. LED costs has dropped and the payback may be much sooner.
- Update Facilities Asset Management report to be utilized as a Capital Forecast tool

- **2019**

- Add electronic flush controls for inmate lavatories
- Reviewing the potential of relamping the entire Annex with LED's. Capital Request for 2019 will include payback metrics in proposal.

Technology Improvements and Paperless Records:

Evaluate status and prepare plan of action to proceed toward paperless. See above on status. Significant progress has occurred.

Activate Sawyer Information Center:

Activate within six months. This task was completed in the Fall of 2015.

Accessibility – Space Needs – Efficiency – Courthouse and others:

Task staff to provide possible plans to improve accessibility and space needs. Staff continues to review efficiencies within the Courthouse complex, but is not focused on larger detailed space needs review(s).