

# **AGENDA**

**REGULAR MEETING(CONDUCTED AS A COMMITTEE-OF-THE-WHOLE MEETING)  
TO BE HELD IN THE COUNCIL CONFERENCE ROOM, 26000 EVERGREEN ROAD,  
SOUTHFIELD, MICHIGAN, ON MONDAY, JULY 21, 2008, AT 5:00 P.M., EASTERN  
DAYLIGHT SAVINGS TIME, PURSUANT TO SECTION 4.3 OF THE CITY CHARTER.**

**THE FOLLOWING ITEMS WILL BE DISCUSSED:**

1. Local Lockup Management Agreement

and other items Council deems necessary.

Nancy L. M. Banks, City Clerk



July 21, 2008

Honorable Mayor and Council  
Municipal Building  
Southfield, Michigan

**Re: Local Lockup Management Agreement**

Dear Sirs and Mesdames:

**Background:** The City of Southfield and the County of Oakland have been engaged in an agreement for the operation of the Southfield Detention Facility for more than 20-years. Over this extended period, the contract has been periodically adjusted within reasonable ranges. Accordingly, the City's initial 2008-09 recommended budget for this line item was increased by 3% to basically reflect the area rate of inflation, from the 2007-08 approved total of \$493,587 to the 2008-09 anticipated amount of \$508,395.

After the initial preparation of the budget for this anticipated agreement, which we had hoped to renew at or near the 3% range, effective July 1, 2008 (the current agreement technically expired on June 30, 2008, and the services relationship with Oakland County is continuing on an interim day-to-day basis), we received two letters (copies enclosed) from the Oakland County Sheriff's Office indicating that the agreement would only be extended if the City would accept an increase of \$739,049, or 150%, over the 2007-08 contract amount of \$493,587, bringing the proposed 2008-09 total to \$1,232,636. The first letter was received on March 6, 2008, and the second letter was received on April 17, 2008. Both letters indicated that this increase was firm, with the second letter offering assistance toward a "smooth and seamless transition." Contacts by both the Chief of Police and the City Administrator confirmed that this increase demand was firm on the part of the County.

Accordingly, a team comprised of Chief Joseph Thomas, Lt. Eric Hawkins and Purchasing Agent Rae Townsel, with key support from other Police Department command personnel, conducted a thorough review of the various options open to the City in this matter. The team presented their recommendation to the Council Finance Committee on May 28, 2008 and the proposal received the Committee's unanimous endorsement. Three competitive responses were received. The Wackenhut Corporation proposal was determined to be the most qualified and competitive response.

Wackenhut has provided detention officers to the City of Detroit 36<sup>th</sup> District Court Lockup for the past 17-years. These responsibilities include the care and control of all arrested persons in the City of Detroit as they are processed for arraignment and trial at the Court. The recommended vendor has also provided security services for the 46<sup>th</sup> District Court for a number of years, such services having been rendered by competent personnel with little turnover in staffing. Nationally, the Wackenhut Corporation has provided detention services since the late 1960's and is currently responsible for 23000 weekly service hours to a varied customer base. Among agencies served are the: Azusa

California Jail, City of Irvine Jail, Rialto California Detention Center, City of Los Angeles 911 Center, US Capitol Police, Colorado Department of Corrections, Orange County California Corrections, and Broward County Juvenile Assessment Center. Internationally, Wackenhut has provided security services to embassies in Japan, Germany, Italy, and Canada.

At the Committee-of-the-Whole meeting of June 2, 2008, the Mayor and City Council reviewed the recommendation and gave consensus approval to move the matter forward for consideration of formal adoption on July 7, 2008. During consideration of the item by the Mayor and City Council on July 7, it was determined that further Committee-of-the-whole discussion on July 21, 2008 would be beneficial, with the vendor present, to assist in final decision making on this matter. Staff's recommendation continues to be to enter into a three-year agreement with Wackenhut Corporation of Livonia, Michigan to operate a Local Lockup in the Southfield Detention Facility.

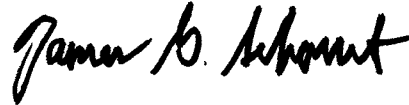
**Fiscal Impact:** This is the most cost effective and flexible proposal for the near future. At an initial first-year cost of \$734,000 plus a 4% contingency of \$29,360 for a not-to-exceed total of \$763,360, this agreement would result in a first-year savings of \$469,276 compared to the County proposed total of \$1,232,636. Further, it would provide a flexible plan for the City to meet the legally mandated Local Lockup requirements by a highly experienced service provider. The Police Department team would continue to pursue regional opportunities for future use of vacant detention units within our Detention Facility.

Funds are provided for this purpose in the 2008-09 Police Department budget in the amount of \$734,000. Additional costs involved in the interim period with the County until the contract begins, as well as a provision for the 4% contingency, will be provided from the Insurance Risk Retention Fund from accumulated liability insurance program savings due to the excellent claims experience of the Police Department in recent years. A year-end budget transfer will handle this net differential as it might affect the bottom line of the actual-to-budget results of the Police Department at June 30, 2009. The Police Department budget will be in balance at year-end. The proposed three-year contract with Wackenhut would begin on September 1, 2008, with an adjustment in the second year for any increase in the living wage plus a 4% contingency, and a similar increase formula in year three. The agreement will contain a strong out-clause in favor of the City should the results of this arrangement not meet initial expectations or otherwise prove to be unsatisfactory.

**Goals Impacted:** This proposal positively affects all strategic goals and objectives of the City because it provides a financially sound and sustainable approach to a core function involving the safety and security of the community.

**Recommendation:** That the City enter into a three-year agreement with Wackenhut Corporation of Livonia, Michigan to operate a Local Lockup within the Southfield Detention Facility with said agreement, as outlined in the Fiscal Impact section above, to be effective September 1, 2008.

Respectfully submitted,



James G. Scharret  
City Administrator

**RECOMMENDED RESOLUTION:**

**WHEREAS**, City staff has determined, based on a competitive process, that the most cost effective and flexible approach to providing for the operation of a Local Lockup within the City of Southfield's Detention Facility is through adoption of a recommended proposal of the Wackenhut Corporation of Livonia, Michigan;

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and City Clerk be authorized to enter into a three-year agreement with Wackenhut Corporation of Livonia, Michigan, as set forth in the proposed contract enclosed herein, to operate a Local Lockup on behalf of the City of Southfield, said agreement to be effective September 1, 2008 with the following not-to-exceed schedule of fees and charges: Year I: \$734,000 plus a 4% contingency in the amount of \$29,360 for a total not-to-exceed first year cost of \$763,360. Year II: \$734,000 adjusted by any increase in the living wage, plus a 4% contingency. Year III: the same formula as Year II; and

**BE IT FURTHER RESOLVED**, that funds are provided for this purpose in the 2008-09 Police Department budget (account #101-650-6501-38180) in the amount of \$734,000 and will be provided in subsequent budgets as Council may approve. Necessary 2008-09 funding to handle the costs involved in the interim period with the County until the Wackenhut contract begins, as well as the provision for a 4% contingency, will be provided by a transfer at fiscal year-end June 30, 2009 from the Insurance Risk Retention Fund (#667 account series) sufficient to ensure that the Police Department budget at year-end will be in balance, actual expenditures-to-budget.

# SOUTHFIELD LOCAL LOCKUP

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## SOUTHFIELD LOCAL LOCKUP

### Key Questions Answered

- What are the differences between a "jail" and a "lockup"?
- What type of facility is on the 3<sup>rd</sup> floor of the PD?
- What happens when an arrest is made?
- Who staffs the facility?
- What are their responsibilities?
- What was the contractual arrangement with Oakland County?
- What are the proposed standards for the company and the employees who would operate the Local Lockup facility?

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## SOUTHFIELD LOCAL LOCKUP

### DEFINITIONS

- **"Jail"**- A facility that is operated by a local unit of government for the detention of persons charged with, or convicted of, criminal offenses or ordinance violations...for not more than 1 year  
(Oakland County Sheriff's Main Jail in Pontiac)
- **"Lockup"**- A facility that is operated by a local unit of government for the detention of persons awaiting processing, booking, court appearances, or transportation to a jail, not to exceed 72 hours  
(Current situation in Southfield)

Source: Michigan Compiled Laws 791.262 (1) (C) (E)

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## SOUTHFIELD LOCAL LOCKUP

### Current Facility

- Lobby
- Booking room
- Control room
- Male and female holding tanks
- 2 Behavior Modification Units
- 2 offices
- Locker room
- Storage room
- Kitchen
- Pre-trial office
- Attorney booths
- 5 cell blocks
- 34 two-person-cells
- 68-Beds
- Day room
- Library

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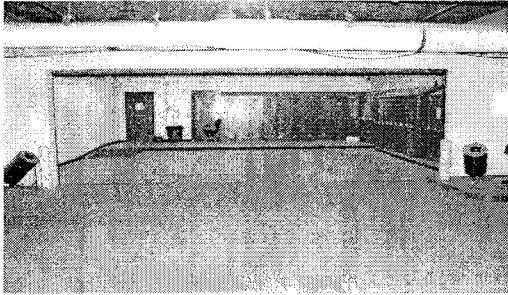
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## SOUTHFIELD LOCAL LOCKUP

### UNDERGROUND GARAGE



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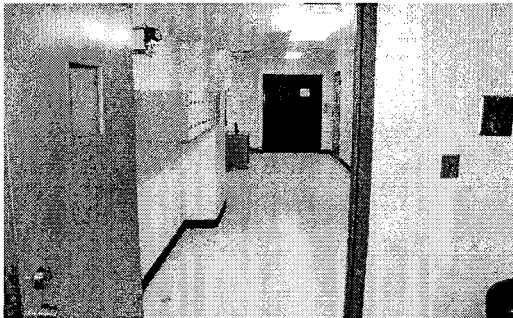
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## SOUTHFIELD LOCAL LOCKUP

### HALLWAY TO LOCKUP ELEVATOR



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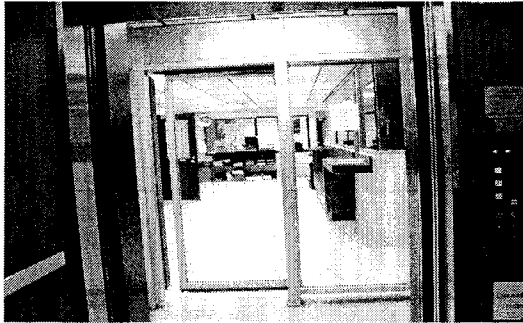
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**SOUTHFIELD LOCAL LOCKUP**

ENTRANCE TO LOCKUP FROM ELEVATOR



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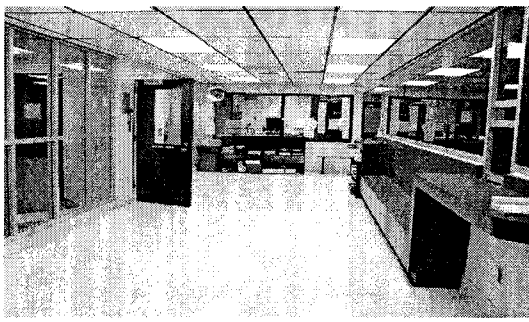
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**SOUTHFIELD LOCAL LOCKUP**

LOBBY



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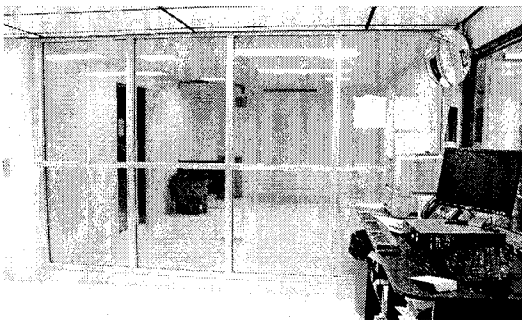
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**SOUTHFIELD LOCAL LOCKUP**

HOLDING TANK



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**SOUTHFIELD LOCAL LOCKUP**

LOOKING BACK AT ELEVATOR



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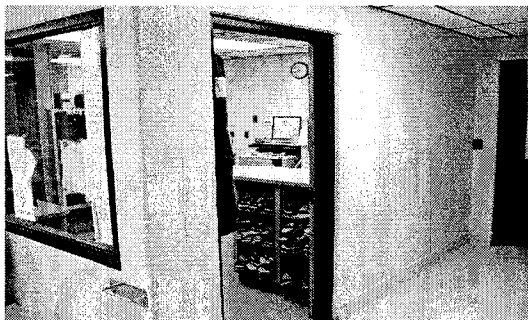
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**SOUTHFIELD LOCAL LOCKUP**

BOOKING ROOM



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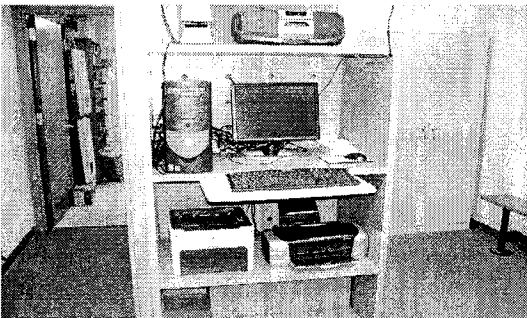
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**SOUTHFIELD LOCAL LOCKUP**

PICTURE LINK / MUGSHOT



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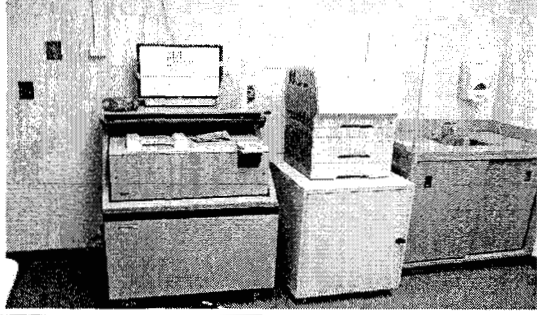
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**SOUTHFIELD LOCAL LOCKUP**  
LIVESCAN / FINGERPRINT SYSTEM



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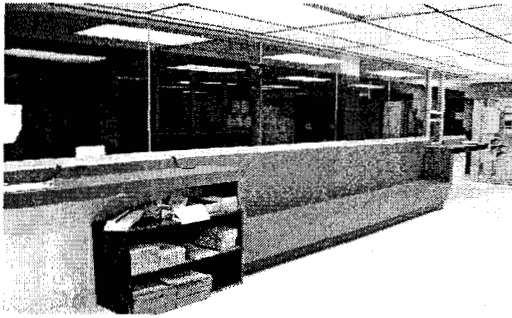
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**SOUTHFIELD LOCAL LOCKUP**  
LOOKING INTO CONTROL ROOM FROM LOBBY



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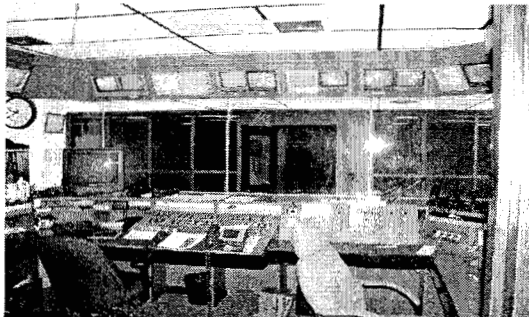
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**SOUTHFIELD LOCAL LOCKUP**  
CONTROL ROOM VIEW OF HOLDING TANKS



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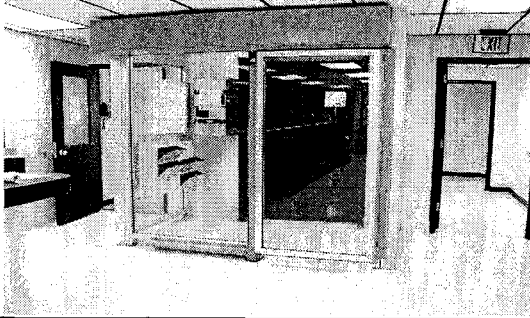
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**SOUTHFIELD LOCAL LOCKUP**

ELEVATOR



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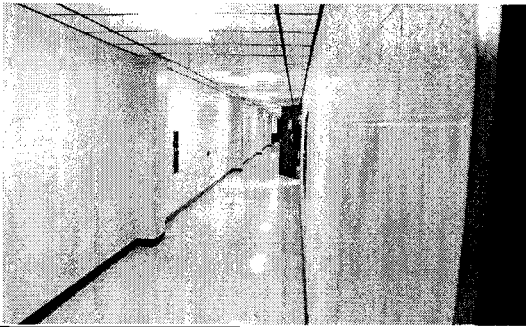
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**SOUTHFIELD LOCAL LOCKUP**

HALLWAY TO BEHAVIOR MODIFICATION UNITS



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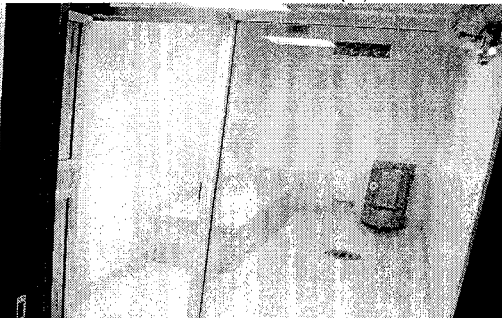
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**SOUTHFIELD LOCAL LOCKUP**

BEHAVIOR MODIFICATION UNIT (X2)



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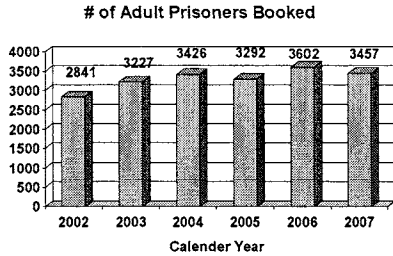
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## SOUTHFIELD LOCAL LOCKUP



Note: Average of 9.06 booked prisoners per day (2002-2007)

Source: Southfield Jail Arrest Detention Sheets

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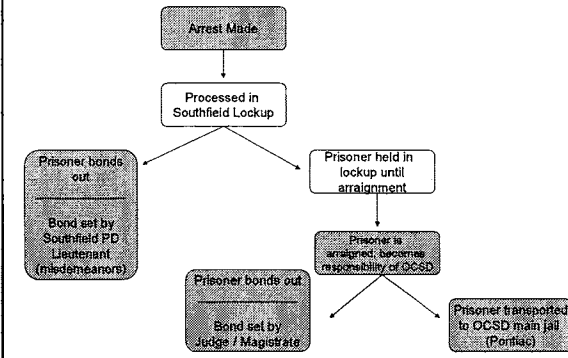
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## SOUTHFIELD LOCAL LOCKUP




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## SOUTHFIELD LOCAL LOCKUP

### ARREST SAMPLE SURVEY

(CONDUCTED 07/01/08 - 07/07/08)

40 Arrests

1	released in less than 1 hour
2	released in less than 2 hours
2	released in less than 3 hours
6	released in less than 8 hours
6	released in less than 12 hours
5	released in less than 20 hours
9	released in less than 24 hours
31	(78%)
3	released in less than 28 hours
3	released in less than 32 hours
1	released in less than 36 hours
1	released in less than 48 hours
1	released in less than 52 hours

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**SOUTHFIELD LOCAL LOCKUP**

- All arrests by Southfield police officers are processed in the facility
- Was staffed by the Oakland County Sheriff's Department for almost 30 years
- Up to 68 County prisoners were housed in the 34 cells (vacated 6/30/08)
- 1 Sheriff's sergeant, 18 deputies, and 1 clerk staffed the facility (ended 6/30/08)
- Temporarily 3 deputies 24/7 on overtime as of 7/01/08

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**SOUTHFIELD LOCAL LOCKUP**

Sheriff Deputies were responsible for:

- Booking of prisoners
- Day-to-day care and security for prisoners
- All costs for food, clothing, bedding, and medical services
- Prepare prisoners for transportation and release
- Oversee their own prisoners who were serving sentences

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**SOUTHFIELD LOCAL LOCKUP**

Contractual Agreement

- City of Southfield paid the OCSD a yearly fee to oversee lockup operations
- OCSD was allowed to use the cell blocks (up to 68 beds) to house its own inmates, some of whom are serving sentences up to 1 year ("Jail")

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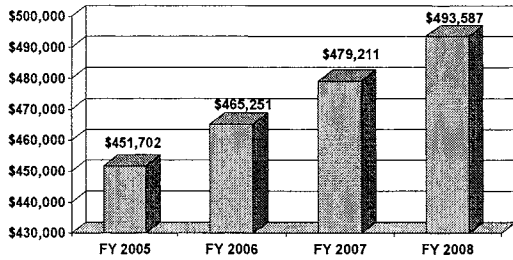
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## SOUTHFIELD LOCAL LOCKUP

City of Southfield's Contractual Obligation  
to Oakland County:




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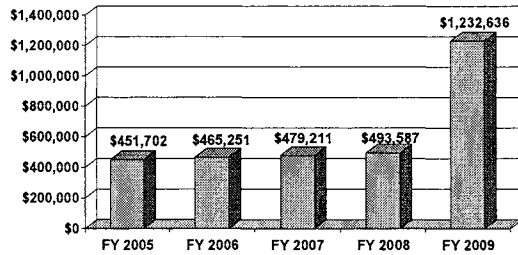
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## SOUTHFIELD LOCAL LOCKUP

Oakland County's Proposal for FY 2008-2009




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## SOUTHFIELD LOCAL LOCKUP

What are the proposed standards for the company and the employees who would operate the Local Lockup facility?

- Prospective company must replicate services previously supplied by Oakland County Sheriff's Deputies as stated in RFP (i.e., booking, lodging, feeding, monitoring, preparing for court, etc.)
- Employees must be graduates of formal corrections officer academy
- Employees must pass an extensive Police Department background
- Employees must be paid the City of Southfield Living wage at minimum
- Prospective company must have experience in operating a lockup, including the proposed management staff for facility
- Prospective company must provide references of locations where they are currently providing similar services

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**SOUTHFIELD  
LOCAL  
LOCKUP**

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COUNTY OF OAKLAND  
**OFFICE OF THE SHERIFF**  
MICHAEL J. BOUCHARD



April 17, 2008

VIA FAX & U.S. MAIL

Chief Joe Thomas  
Southfield Police Department  
26000 Evergreen  
Southfield, MI 48037-2055

Dear Chief Thomas:

As you know from our meeting on April 7, 2008, the Oakland County Sheriff's Office will only be able to renew the Southfield Jail contract with an increase of \$739,049 due to budget constraints. After our telephone conversation on the evening of April 16, I now understand the City of Southfield will not be able to afford the proposed increase and that you have chosen to pursue a different avenue for the operation of the Southfield Jail facility.

This being the case, it is important to note that the current contract term expires on June 30, 2008. Please know that we would be more than happy to assist you in transitioning oversight of the Jail from the Oakland County Sheriff's Office to the City of Southfield before that time. We look forward to a smooth and seamless transition.

Thank you for your time. As always, please feel free to contact me if I may be of assistance in any way.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael McCabe".

Michael McCabe  
Undersheriff

C: L. Brooks Patterson, County Executive  
Bill Bullard, Jr., Chairman, Board of Commissioners  
Eric Coleman, County Commissioner, District 23  
Vincent Gregory, County Commissioner, District 21  
Helaine Zack, County Commissioner, District 22  
James G. Scharret, Administrator, Southfield  
Brenda L. Lawrence, Mayor, City of Southfield

COUNTY OF OAKLAND  
**OFFICE OF THE SHERIFF**

MICHAEL J. BOUCHARD

RECEIVED

MAR 06 2008

City Clerk  
City of Southfield



March 3, 2008

Brenda L. Lawrence, Mayor  
City of Southfield  
26000 Evergreen Road  
P.O. Box 2055  
Southfield, MI 48037

RE: Southfield Detention Facility Contract

Dear Mayor Lawrence:

As you are aware, the City of Southfield and the County of Oakland currently have an agreement to operate the Southfield Detention Facility. The current agreement will expire on June 30, 2008. The County Board of Commissioners has given the Sheriff's Office a budget reduction task for this fiscal year and the next two fiscal years. In an effort to comply with the County Board of Commissioners, we will need to increase the contractual cost for our participation in the Southfield Detention Facility Contract.

The current cost for us to operate this facility is \$1,977,236 per year. The City of Southfield reimburses the County in the amount of \$493,587 for the Southfield current fiscal year. Therefore, the cost to the Sheriff's budget is \$1,483,649 for 68 beds. Please note that we have the ability to rent beds out-county at \$30 per day. At 68 beds per day and 365 days in the year, we can rent an equivalent amount of beds for \$744,600.

All of this being said, the net effect upon our budget will have to be neutral in order for us to remain in this contractual situation. This would mean that the cost to Southfield would increase by \$739,049 to a new contractual cost of \$1,232,636. Please also note that our intention is to start the contractual process over the next 30 days. If you have any questions, please feel free to contact me or the Undersheriff, Michael G. McCabe.

Sincerely,

Michael J. Bouchard  
Sheriff

cc: L. Brooks Patterson, County Executive  
Bill Bullard, Jr., Board of Commissioners  
Eric Coleman, County Commissioner, District 23  
Vincent Gregory, County Commissioner, District 21  
Helaine Zack, County Commissioner, District 22  
James G. Scharret, Administrator, Southfield  
Joseph E. Thomas, Chief of Police, Southfield