



CITY OF GROSSE POINTE WOODS
20025 Mack Plaza Drive
Grosse Pointe Woods, Michigan 48236-2397

(313) 343-2440
Fax (313) 343-2785

**NOTICE OF MEETING
AND
AGENDA**

COMMITTEE-OF-THE-WHOLE

Mayor Robert E. Novitke has called a meeting of the City Council, meeting as a Committee-of-the-Whole, for **Monday, February 10, 2014, at 7:30 p.m.** The meeting will be held in the Conference Room of the Municipal Building, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 and is accessible through the Municipal Court doors. In accordance with Public Act 267, the meeting is open to the public and the agenda items are as follows:

1. Call to Order
2. Roll Call
3. Acceptance of Agenda
4. Grosse Pointes/Clinton Refuse Disposal Authority
 - A. Verbal Report - John Gillooly, General Counsel
5. Video Arraignment Grant
 - A. Memo 01/27/14, w/attachments – Court Clerk
 - B. Memo 02/05/14 – City Administrator
 - C. Letter 02/05/14 – HCC Public Risk
6. New Business/Public Comment
7. Adjournment

Alfred Fincham
City Administrator

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)
POSTED AND COPIES GIVEN TO NEWSPAPERS

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440, Telecommunications Device for the Deaf (TDD) 313 343-9249, or e-mail the City Clerk at cityclk@gpwmi.us.

cc:
Council – 7
Berschback
Fincham
Hathaway

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CITY OF GROSSE POINTE WOODS


MUNICIPAL COURT

MEMORANDUM

RECEIVED
FEB 05 2014
CITY OF GROSSE POINTE WOODS

DATE: January 27, 2014

TO: Al Fincham, City Administrator

FROM: Julie Moore, Court Clerk 

SUBJECT: Video Arraignment Grant from State of Michigan

The Grosse Pointe Woods Municipal Court has been selected to receive Video arraignment equipment through a grant given to the State of Michigan. This equipment will allow the court to hold hearings that it may not otherwise be able to hold due to the availability of witnesses and/or the manpower to pick up prisoners and transport them to and from such hearings.

We have shared this information with Director Pazuchowski as well as Gary Capps and Don Lundy from the IT Department and all parties are extremely excited about this project. The project provides the court with updated video equipment, a 70" monitor for the court room and also provides for the installation of the equipment and training for all personnel.

Currently, prisoners are brought to the courtroom via the city offices or across the outside porch. On numerous occasions, the safety and security of such a process has come into question. With the equipment provided by the State of Michigan along with equipment that Director Pazuchowski plans to purchase with his forfeiture funds, the movement of prisoners will no longer be a security issue. The prisoners will be able to remain in the jail lock-up area and all court proceedings will take place within that secured area through video. This is just one example of the many ways the City of Grosse Pointe Woods can benefit from receiving such equipment.

Representatives from the State of Michigan will be contacting the Court within the next few weeks to provide us with a proposal for equipment placement within the courtroom. Once these plans are received, I would like to meet with you and Director Pazuchowski as well as Gary and Don to approve such plans.

Video and Audio Technology in Criminal Proceedings

Pursuant to MCR 6.006, district and circuit courts may use two-way interactive video technology to conduct the following proceedings between a courtroom and a prison, jail, or other location:

- *initial arraignments on the warrant or complaint,
- *arraignments on the information,
- *pretrials conferences,
- *pleas,
- *sentencings for misdemeanor offenses,
- *show cause hearings,
- *waivers and adjournments of extradition,
- *referrals for forensic determination of competency,
- *waivers and adjournments of preliminary examinations
- *testimony from an expert witness
- *upon a showing of good cause, any person at another location in a preliminary examination.
- *testimony from a person at another location in the following proceedings:
 - **evidentiary hearings,
 - **competency hearings,
 - **sentencings,
 - **probation revocation proceedings,
 - **proceedings to revoke a sentence that does not entail an
 - **adjudication of guilt, such as youthful trainee status;
 - with the consent of the parties, trials.

Source: <http://courts.michigan.gov/scao/services/tcs/tech.htm>

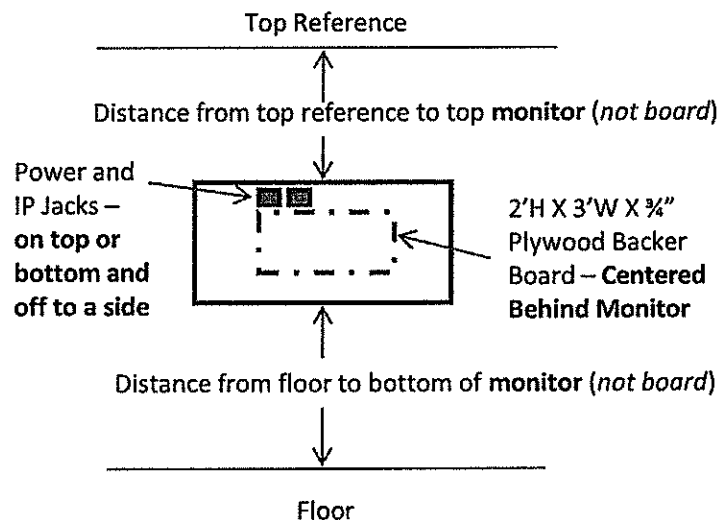
OUT OF STATE CIVIL TRIALS

State of Michigan - Supreme Court Video Project
Install Considerations
October 28, 2013

Background: As part of the video project the local court is responsible for wall reinforcement, provisioning of power, and provisioning of working IP connectivity. This write-up provides information that is helpful for the completion of these tasks.

Structural Reinforcement: It is the local courts responsibility to ensure a structurally secure mount for the video solution. Key things to consider include:

- **Backer Board**
 - A backer board is commonly suggested for tilt mounts on drywall or plaster walls
 - The recommended backer board is 3'W X 2'H X 3/4" thick.
 - The board should be secured to at least two studs with no less than 8 screws of suitable size and able to hold at least 150 lbs of weight.
 - *Placement of the board is centered behind the planned location of the monitor (not board).* (see diagram)
 - Recommended placement in the SOW considers conversation at the time of walk-through. However, location is ultimately the responsibility of the court and cannot be changed after the install is complete.
 - If the court changes the recommended location then adequate space for the codec, speakers, and camera must be considered so mutual discussion with the Project Manager should occur prior to placing the backer board.



- **Articulating Mounts** – Articulating Mounts require direct anchoring into at least 8 inches of solid concrete, 8" x 8" x 16" block, direct into 2 x 4 wood studs (16" centers) , or in structurally reinforced walls.

Power:

- A grounded, duplex, 120 volt outlet is suitable for powering the video solution devices.
- The recommended outlet location is the upper left or upper right behind the monitor.
- The recommended location allows for mounting of the monitor and makes for a clean looking install
- Power sources that are not behind the monitor can be used.
- The local court will need to provide an extension cord if more than six feet is needed.

IP Networking:

- A working IP jack is needed at the codec location. Note: Verify with IT that the static IP to be assigned to the codec can communicate with the Video Border Proxy
- For a typical install the recommended location is the upper left or upper right behind the monitor.
- This makes for a clean install without network cables running down the wall.
- IP jacks that are not behind the monitor can be used.
- The county will need to provide a long cable if more than six feet is needed.

MICHIGAN SUPREME COURT

State Court Administrative Office



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MICHIGAN SUPREME COURT

State Court Administrative Office



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VIDEO: 7541109236



CITY OF GROSSE POINTE WOODS MEMORANDUM

RECEIVED
FEB 05 2014
CITY OF GROSSE POINTE WOODS

Date: February 5, 2014
To: Mayor and Council
From: Al Fincham, City Administrator AF
Subject: Grant Award, Video Arraignments

The City through the Court Administrators efforts has been successful in being chosen for a Grant through the State of Michigan for video arraignment equipment. This equipment's estimated value is \$12,000-\$15,000 and is 100% funded. Courts across the State are realizing that video conferencing can help to speed the legal process by enabling deposition and arraignment testimony to take place outside of the courtroom via video.

This new technology for our Court will accelerate our judicial process by allowing our Judge to hold court proceedings, either arraignments or "Assignment of Counsel", remotely which eliminates the need to transport prisoners to and from the court. Our Public Safety staff will benefit from the implementation of this equipment through efficiencies in time spent handling the prisoners by the fact that officers will not be required to pick and transport prisoners incurring delays, overtime and prisoner transport security issues. During arraignment proceedings, our judge will be able to see and hear the prisoners pleas in real-time from our lock up and/or interrogation room while a court recorder takes record of the arraignment session.

The installation will be provided by The Michigan State Court Administrative Office Judicial Information Systems Contractors in conjunction with our staff.

The equipment will include a 70" flat screen TV, a monitor/speakers and codex system. The TV will be mounted on the east wall of the courtroom below the current pull down screen. The screen will need to be removed. There is an annual fee for the maintenance and warranty of the equipment and any updates of \$900 however; the grant is also paying the first year of maintenance/warranty for the system.

The Director will be able to purchase the monitor and associated equipment for the jail/interrogation room through forfeiture dollars. The new system is reported to be easy to use, requires little or no training and minimal system maintenance.

I have had the opportunity to meet with Director Pazuchowski, IT Manager Gary Capps, Court Administrator Julie Moore and Judge Metry and all are in favor of this new technology.

I recommend Council approve this grant and allow the installation to move forward.



HCC Public Risk
1700 Opdyke Court, Auburn Hills, Michigan 48326
main 800 878 9878 facsimile 248 371 3091

February 5, 2014

Mr. Alfred Fincham, City Administrator
City of Grosse Pointe Woods
20025 Mack Plaza Drive
Grosse Pointe Woods, Michigan 48236-2397

Dear Mr. Fincham,

Your question regarding the use of videoconferencing the arraignment process was sent to my attention for a response. Overcrowded jails and clogged court dockets have pushed many of our insureds to explore the use of videoconferencing systems in order to accelerate cases and reduce prisoner transport.

From a Risk Control perspective, the transporting of prisoners and courthouse security are the two greatest areas of liability exposure during the arraignment process. Once a video arraignment system is in place, inmates don't leave the jail for courthouse arraignment appearances. They appear on video for appearance in courts located in a different physical location.

It is recommended that reducing the risks associated with transporting inmates from one location to another should be the primary goal among jurisdictions considering video arraignment. There are other benefits for installing videoconferencing systems. These include reducing the need for courthouse holding facilities, reduced transportation expenses and personnel cost savings.

It is important to note that some state jurisdictions have legal limitations related to court proceedings and when videoconferencing is or is not allowed. We further recommend that City officials consult with their local legal counsel before implementing any video system.

Thank you for the opportunity to respond to your inquiry. Should you have any questions, I am available to answer them.

Yours sincerely and respectfully,

A handwritten signature in black ink, appearing to read "John S. Graveley", is written over a faint, larger version of the same signature.

John S. Graveley, CPCU, ARe, AAI
Manager of Risk Control
HCC Public Risk
jgraveley@hcc.com

cc: Bob Bucko, Stephenson Group
Sue King, V.P. HCC Public Risk, Risk Control

Municipal Court

- **Room Characteristics**

- Approximate Size: 40' x 40'
- Ceiling Type: 12' at wall – Arched higher in the middle – Fixed 1x1 tiles
- Wall Type: Plaster direct on Cinder Block per local court
- Floor: NA

- **Bill of Material**

Part Number	Brand	Description	Qty
7200-23130-001	Polycom	HDX 7000-720 HD codec bundle	1
4870-00408-106	Polycom	Premier, One Year, HDX 7000 Series	1
LC-70LE650U	SHARP	Sharp - 70" LED HDTV, 1080p, 120HZ	1
XTMU	CHIEF	Monitor Tilt Mount - Typical for 70" - 80"	1
PAC101B	CHIEF	Wall Mount Shelf - Codec	1
2215-24143-001	Polycom	Wall Mount or top of TV - Camera Shelf	1
PRO7	APC	Power Surge - 7 outlet	1
P504-025	CDW	Tripp Lite 25ft SVGA VGA Monitor + Audio Cable	1
DVIVGAMFBK	CDW	StarTech.com DVI to VGA Cable Adapter	1
INST001	LLC	Installation	1

- **Implementation Highlights**

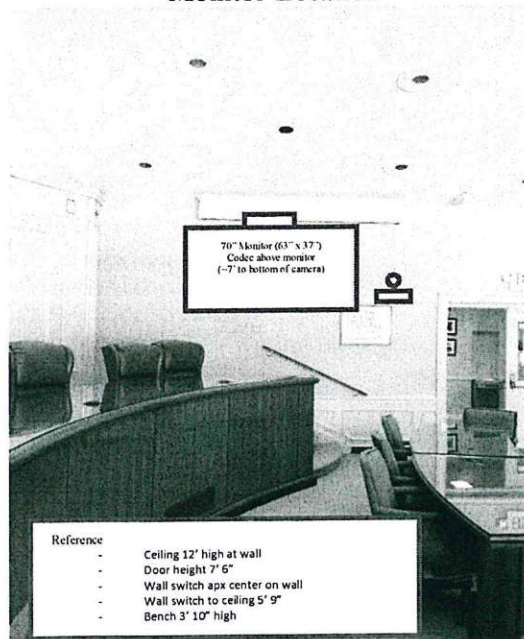
- Equipment will be shipped to site. Local court will secure equipment and then place in room before installer arrives
- Mic will be Polycom Array – Speakers are monitor
- Installation does not include integration with existing mics, speakers, recording, or control systems
- Local court will install and test power and wired IP jack prior to installer's arrival. See Installation Considerations write-up for location recommendations.
- Apx 6.5 feet from main floor to bottom of monitor.
- Local court will remove projector screen and valence
- Center monitor on wall between front wall and door frame

- **Layout**

General View



Monitor Location



Customer – General Responsibilities

- Power, structural reinforcement, and IP network and configuration.
- Network to be properly configured, tested, and operational per the questionnaire prior to installer arrival.
- Network troubleshooting and resolution if required. Additional charges may apply for network related delays.
- Room will be available at the time scheduled. Additional charges may apply due to delays.
- Equipment delivered to the room where installation will occur prior to the installers arrival
- Disposal of old equipment and packing materials

Notes of Clarification

- Seating below a monitor is not recommended
- The monitor and its mount normally extend 6 to 8 inches from the wall.
- The codec on its shelf extends approximately 15 inches from the wall.
- The camera on its shelf extends approximately 8 inches from the wall.

Primary Customer Contacts

- Julie Moore – Court Admin – 313) 343-2456– jamoore@gpwmi.us
- Gary Capps – IT Manager - (313) 343-2525 - gcapps@gpwmi.us