CA086478

SHELBY COUNTY BOARD OF COMMISSIONERS
AGENDA ROUTE SHEET

Referred to Commission Committee 4 – Law Enforcement, Fire, Corrections & Courts

For Commission Action on _____

RESOLUTION AMENDING THE FY2007/2008 OPERATING BUDGET FOR A GRANT AGREEMENT WITH THE SUPREME COURT OF TENNESSEE ADMINISTRATIVE OFFICE OF THE COURTS TO FUND COURTROOM SECURITY ENHANCEMENTS IN THE AMOUNT OF $66,600.00 FOR THE PURPOSE OF PROVIDING A SAFE AND SECURE COURTROOM ENVIRONMENT. THIS ITEM REQUIRES THE EXPENDITURE OF GRANT FUNDS. SPONSORED BY COMMISSIONER SIDNEY CHISM.

CHECK ALL THAT APPLY BELOW:

_____ This Action does NOT require expenditure of funds.

___X___ This Item requires/approves expenditure of funds as follows (complete all that apply):

County General Funds: $_____ ; County CIP Funds- $_____

State Grant Funds: $66,600.00; State Gas Tax Funds: $_____

Federal Grant Funds: $_____

Other funds (Specify source and amount): $_____

Other pass-thru funds (Specify source and amount): $ _____

Originating Department: Shelby County Sheriff's Office

APPROVAL:

	(Print your name & phone #.)	(Initials)	(Date)
Dept. Head:	Alberta Fields 545-5795	AF	4/23/2008
Elected Official:	for Sheriff Mark H. Luttrell Jr. 545-5503	HK	4-23-08
Division Director:	Harvey Kennedy 545-5505	HK	4-23-08
CIP – A&F Director:			
Finance Dept.	Mike Swift 545-4269	MS	4/29/08
County Attorney:	Pamela Shelton James F. Huntzicker 545-4514		4-25-08
CAO/Mayor:			4/30/08

ITEM NO: _____ PREPARED BY: Melanie Mosley___

APPROVED BY: _____

RESOLUTION AMENDING THE FY2007/2008 OPERATING BUDGET FOR A GRANT AGREEMENT WITH THE SUPREME COURT OF TENNESSEE ADMINISTRATIVE OFFICE OF THE COURTS TO FUND COURTROOM SECURITY ENHANCEMENTS IN THE AMOUNT OF $66,600.00 FOR THE PURPOSE OF PROVIDING A SAFE AND SECURE COURTROOM ENVIRONMENT. THIS ITEM REQUIRES THE EXPENDITURE OF GRANT FUNDS. SPONSORED BY COMMISSIONER SIDNEY CHISM.

WHEREAS, The Shelby County Sheriff's Office has been awarded a grant in the amount of $66,600.00 from the Supreme Court of Tennessee Administrative Office of the Courts for security enhancements in the courtroom; and

WHEREAS, The grant agreement requires matching local funds in the amount of $7,400.00, which will be provided by the Shelby County Sheriff's Office Narcotics Fund.

WHEREAS, The grant funds awarded by the Supreme Court of Tennessee Administrative Office of the Courts allowed the Shelby County Sheriff's Office to purchase courtroom security equipment to enhance the safety for the Judges and the public in the courtrooms.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, That the Shelby County Sheriff's Office is hereby authorized to expend the Supreme Court of Tennessee Administrative Office of the Courts Grant funds in the amount of $66,600.00.

BE IT FURTHER RESOLVED, That the County Mayor be and is hereby authorized to execute any and all documents necessary to comply with the terms and conditions for the awarding and acceptance of the expenditure of the aforementioned grant funds.

BE IT FURTHER RESOLVED, That the FY2007/2008 Shelby County Operating Budget be amended and funds appropriated per Exhibit A, which is attached hereto and incorporated hereinto as if fully set forth herein.

BE IT FURTHER RESOLVED, That the County Mayor and the Director of Administration and Finance be and are hereby authorized to issue their warrant or warrants to the extent of appropriations made in this resolution, pursuant to the terms and conditions of said contract and to take proper credit in the accounting therefore.

_____
A C Wharton, Jr., County Mayor

Date: _____

ATTEST:

_____
Clerk of County Commission

ADOPTED: _____

SUMMARY SHEET

I. **Description of Item**

THE GRANT WILL PROVIDE FUNDS FOR THE SHELBY COUNTY SHERIFF'S OFFICE TO PURCHASE AND INSTALL AUDIO AND VISUAL COURTROOM SECURITY EQUIPMENT. THIS GRANT WILL ASSIST IN PROVIDING A SAFE AND SECURE COURTROOM ENVIRONMENT.

II. **Source and Amount of Funding**

Grant Proceeds:	**$66,600.00**
Matching Contributions:	**$7,400.00**

III. **Contract Items**

A. **Type of Contract: Grant Agreement**

B. **Term: 11/1/07 to 3/31/08**

IV. **Additional Information Relevant to Approval of this Item**

The Shelby County Sheriff's Office recommends approval of this resolution.

SHELBY COUNTY GOVERNMENT
OPERATING BUDGET AMENDMENT
FY2007/2008

COURTROOM SECURITY
808-610501

Line Item	Description	Current Budget	Budget Amendment	Amended Budget
4330	State Grants	$0.00	$ (66,600.00)	$ (66,600.00)
6771	Communications	$0.00	$ 24,500.00	$ 24,500.00
7009	Misc. Assets	$0.00	$ 49,500.00	$ 49,500.00
9697	Transfer from Federal Narcotics	$0.00	$ (7,400.00)	$ (7,400.00)
	Net Operations		**0.00**	**0.00**

Sheriff Narcotics Fund FED
090-620403

Line Item	Description	Current Budget	Budget Amendment	Amended Budget
7007	Utility Vehicles	121,209.00	$ (7,400.00)	$ 113,809.00
9836	Transfer to Grant Fund	25,000.00	$ 7,400.00	$ 32,400.00
		146,209.00	**$ -**	**$ 146,209.00**

SHELBY COUNTY GOVERNMENT
OPERATING BUDGET AMENDMENT
FY2007/2008

COURTROOM SECURITY

Item NO.	Description	Qty		Total Cost
1	Portable Radios & Software to operate	3		$12,650.55
2	X Ray Machines & Software	2		$49,088.00
3	Courtroom Alarms	3		$11,724.00
				$73,462.55

NOV 05 2007

Supreme Court of Tennessee

Administrative Office of the Courts
Nashville City Center, Suite 600
511 Union Street
Nashville, Tennessee 37219
615 / 741-2687 or 800 / 448-7970
FAX 615 / 741-6285

ELIZABETH A. SYKES
Director

TIM D. TOWNSEND
Deputy Director

October 30, 2007

AC Warton, Jr.
County Mayor
160 N. Main Street
Suite 850
Memphis, TN 38103

Dear Mayor Warton:

The Administrative Office of the Courts has reviewed your request and is pleased to notify you that Shelby County has been approved to receive up to $74,000.00 for the security enhancements listed in your proposal. Those items include:

X-Ray Machines
Surveillance System

The funds awarded under this program must constitute no more than 90% of the total expenditures. The remaining 10% of program expenditures must be derived from matching local funds.

Your county may decide to spend less than the awarded amount. If so, the AOC will reimburse up to 90% of the actual amount spent. The county is not required to expend the entire awarded amount. However, if the entire grant amount is expended, a local match of $8,222.22 is required.

You may now proceed with the procurement and installation of your security enhancements. Attached you will find an expense form to be completed and submitted along with your paid invoice. Please utilize your local procurement process to purchase these goods and remit this information to:

Sarah Bradley
Administrative Office of the Courts
511 Union Street, Suite 600
Nashville, TN 37219

The AOC will reimburse your agency up to the amount mentioned above, within 45 days of receipt of the requested documentation. The purchases must be completed and the form received by the AOC no later than February 13, 2008. Please order and install your items as soon as possible in order to meet this deadline. **No reimbursements will be made on any request received after February 13, 2008.** After all purchases are complete, please combine all invoices for your county as only one form per county will be accepted for reimbursement.

Sincerely,

Elizabeth A. Sykes

Elizabeth A. Sykes
Director

Tim D. Townsend

Tim D. Townsend
Deputy Director

cc: Honorable Chris Craft, 30th Judicial District
Honorable Brian Kelsey, State Representative
Honorable Mike Kernell, State Representative
Honorable Ron Lollar, State Representative
Honorable Jeanne Richardson, State Representative
Honorable Steve McManus, State Representative
Honorable Larry J. Miller, State Representative
Honorable Gary Rowe, State Representative
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Honorable John J. Deberry, Jr., State Representative
Honorable Barbara Cooper, State Representative
Honorable Jim Coley, State Representative
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Honorable Mark Norris, State Senator
Honorable Paul Stanley, State Senator
Honorable Reginald Tate, State Senator
Honorable James F. Kyle, Jr., State Senator
Honorable Ophelia Ford, State Senator

Enclosure

Administrative Office of the Courts

Courtroom Security Equipment Expense Claim

Please attach original receipts

County: ______________ Date: ______________

Signature: ______________________________

Title: ______________________________

Description of Item(s)	Amount
TOTAL	

Please submit this form along with proof of purchase to
Sarah Bradley
Administrative Office of the Courts
511 Union Street, Suite 600
Nashville, TN 37219
by no later than **February 13, 2008**.

ONLY ONE FORM PER COUNTY WILL BE ACCEPTED!

You will receive reimbursement, less the 10% required match, by no later than 45 days from receipt of this information.

ADMINISTRATIVE OFFICE OF THE COURTS
COURTROOM SECURITY SURVEY

County: Shelby Location of Courtroom(s): 201 Poplar Ave. /140 Adams Ave.

Presiding Judge: Christopher Craft County Mayor: A C Wharton Jr.

Contact #: (901) 545-5861 Contact #: (901) 545-4500

Section I – Determine if your courtroom(s) have met the minimum security standards as set forth by the Tennessee Judicial Conference:

Does each courtroom in which you preside maintain or provide (please check all that apply):

Yes	Silent bench panic button connected directly to the sheriff/police department
No	Bullet proof bench
Yes	Availability of an armed, uniformed guard (court officer) in each courtroom during court sessions.
Yes	Court security training sessions for court officers.
Yes	Hand-held detectors (minimum of two) and/or magnetometers in each county.
Yes	Security evaluation performed in each courtroom

Comments: Civil Courts at 140 Adams are not equipped with bullet proof benches, but a project is underway to complete. General Sessions and Criminal Courts are equipped.

Section II – Prioritize the security needs for you courtroom(s) should additional funding become available:

Select items you would purchase for your courtroom(s). Please provide a cost estimate for each item if possible.

_____	Silent bench panic button connected directly to the sheriff/police department Cost: _____
_____	Bullet proof bench Cost: _____
_____	Court security training sessions for court officers Cost: _____
_____	Hand-held metal detectors Cost: _____
_____	Walk-through magnetometers Cost: _____
X	X-Ray machine (2) Cost: $50,000 (priority 3)

Comments: (1) Surveillance camera system for 140 Adams - $65,000

(2) Portable court room security systems -3 each - $28,500

(4) Additional training for court officers -$15,000

Grand total $158,500

Section III – Your opinion of how funds should be allocated: (Example: Should funds be allocated equally across the 95 counties, should the allotment be weighted toward counties that have provided security enhancements using local funding, should the allotment be weighted toward the counties that have the least secure courtrooms, etc.)

Please give your opinion of how funds should be allocated between the counties:

Funds should be allocated on the basis of the number of full time courts supported. Shelby County operates 41 courts and should receive a proportionately larger share of the ~~fin's~~ funds than a smaller populated county with fewer courts.

Section IV – A 10% to 25% local match has been discussed in order to assure local "buy in" of the program. Please provide your comments on this subject.

Shelby County supports a 10% match to ensure a sincere commitment for the county. A 25% match is excessive.

Christopher Craft
Presiding Judge

Presiding Judge
(Signature)

A C Wharton Jr.
County Mayor

County Mayor
(Signature)

Please fax this form to Sarah Bradley at (615) 532-9818 on or before April 23, 2007.

Administrative Office of the Courts

Nashville City Center, Suite 600
511 Union Street
Nashville, Tennessee 37219
615 / 741-2687 or 800 / 448-7970
FAX 615 / 741-6285

ELIZABETH A. SYKES
Director

TIM D. TOWNSEND
Deputy Director

MEMORANDUM

TO: **Presiding Judges and County Mayors**

FROM: **Tim D. Townsend**

DATE: **April 9 2007**

RE: **Courtroom Security Funding**

♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦

The Administrative Office of the Courts (AOC) requested the governor include $2 million in the Court System's budget for Fiscal Year 2007-08 to enhance courtroom security across the state. The governor agreed with our request and the additional funding was included in the recommended budget presented to the legislature. During one of the AOC's budget hearings, some legislators inquired about specifics of the plan such as: which counties will receive the funding; what improvements will the counties make; and, if and should a local match be required to participate in the program.

These are questions that the AOC was going to pose and answer over the next few months as we worked to determine how best to distribute the funding. Now, in light of the comments from the legislators, we are going to accomplish the task of answering these questions and preparing the overall program in the next **four weeks**. This time schedule is necessary in order to properly answer legislators' concerns to ensure that we have the General Assembly's support for final approval for the additional funding. In order for the AOC to meet this deadline, you must provide information on a very tight timeline.

If your county/courtrooms would like to participate in this project and possibly receive a portion of this funding, **the enclosed survey must be returned or faxed to (615) 532-9818 by April 23, 2007.** We do not have the luxury to extend the deadline past this date nor do we have the resources or time to send out reminder notices. If we have not received your information by the 23rd of April we will assume that you do not wish to participate in the program.

Completing this survey should be a joint effort between the presiding judge and the county mayor. The AOC believes that the best resource to use in completing this survey is your local court security committee. As you know, this committee is vested with authority to examine court space and facilities to determine the security needs of county courtrooms to provide safe and secure facilities. The AOC provided minimum security standards (adopted by the TN Judicial Conference, attached) for the committees to review and consider in determining courtroom security needs.

The first section of the attached survey is to determine whether your courtrooms have met the minimum security standards as set forth by the TJC. This will be a starting point, a base to determine your needs and to also ascertain the level of involvement of your county in the enhancement of courtroom security. One form may be completed for multiple courtrooms in a county if the security standards are similar. More than one form may be used for each county to describe courtrooms that have varying levels of security.

The second section of the survey allows you to prioritize the security needs for your courtroom. Describe the items you would purchase (up to $50,000) if funding is available. If possible, provide cost estimates for each item.

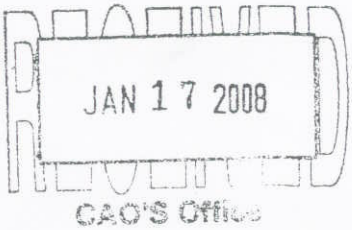
The third section requests your opinion as to how to allocate the $2 million to the counties. Three options are shown on the survey but feel free to provide other alternatives.

The last section addresses a local match. A 10% to 25% local match has been discussed in order to assure local "buy in" of the program. Please provide your comments on this subject.

Again, we apologize for the difficult timetable required for this project. Our ability to maintain this $2 million improvement may very well rest on your prompt response to this request. Thank you in advance for the time and consideration you will spend in this request.

APR 1 1 2007

Dottie



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ELIZABETH A. SYKES
Director

TIM D. TOWNSEND
Deputy Director

MEMORANDUM

TO: **County Mayors and Presiding Judges**

FROM: **Tim D. Townsend, Deputy Director**

DATE: **January 7, 2008**

RE: **Extension of deadline for reimbursement of courtroom security and audio / visual funding**

♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦

Several counties have requested that we extend the **February 13, 2008**, deadline to complete the courtroom security and audio / visual grants. Please consider this memorandum as notice of the extension. The new deadline to submit reimbursements for both grants is March 31, 2008.

Please take the necessary actions to ensure that your equipment has been purchased, installed and invoiced by March 31st.

JAN - 9 2008

NOV 2007

Supreme Court of Tennessee

Administrative Office of the Courts
Nashville City Center, Suite 600
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615 / 741-2687 or 800 / 448-7970
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ELIZABETH A. SYKES
Director

TIM D. TOWNSEND
Deputy Director

October 30, 2007

AC Warton, Jr.
County Mayor
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Suite 850
Memphis, TN 38103

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Sincerely,

Elizabeth A. Sykes

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Director

Tim D. Townsend

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Enclosure