THE LAW AND COURTS COMMITTEE WILL MEET ON THURSDAY, MARCH 30, 2017
AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES
BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the March 16, 2017 Minutes
Additions to the Agenda
Limited Public Comment

1. Interviews – Animal Control Shelter Advisory

2. Prosecutor’s Office – Update on Evidence Room

3. Sheriff’s Office
   a. Resolution to Approve the Purchase of Two Trailers from Becks Propane and Marine, Approve Thermofisher Scientific as a Sole Source Vendor for the Purchase of Chemical Identifiers and Associated Equipment/Training, and Purchase Tasers and Equipment from Taser International
   b. Resolution to Allow Sheriff’s Office Employees Access to Life Insurance Designed Specifically for First Responders through the Armed Forces Benefit Association

4. Community Corrections Advisory Board – Resolution Authorizing Additional County Funds in the Amount of $12,000 to Reimburse Sentinel Electronic Monitoring Services for Eligible Indigent Users

5. Facilities – Resolution Authorizing a Contract with Macmillan Associates, Inc. to Provide Preliminary Professional Design and Construction Services for the Ingham County Family Center Kitchen Upgrade

6. Animal Control
   a. Resolution to Accept the Two Seven Oh Inc. Grant for Animal Blood Testing
   b. Resolution to Allow ACO Lebombard to Use County Owned Photographs
   c. Resolution to Accept a Bissell Pet Foundation Super Saturday Free Adoption Grant

7. 9-1-1 Center – Resolution of Appreciation to the Ingham County 9-1-1 Central Dispatch Center Telecommunicators During National Telecommunicators Week April 9-15, 2017
8. Controller’s Office – Resolution Authorizing Adjustments to the 2017 Ingham County Budget

9. Law & Courts Committee – Jail Construction: Funding Options (Discussion)

Announcements
Public Comment
Adjournment

PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES OR SET TO MUTE OR VIBRATE TO AVOID DISRUPTION DURING THE MEETING

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
Members Present: Hope, Banas, Celentino, Crenshaw, Schafer, and Maiville

Members Absent: Koenig

Others Present: Sheriff Scott Wriggelsworth, Teri Morton, Andrew Bouck, Sam Davis, Rick Terrill, John Dinon, Sally Auer, Lawrence Goldberg, Terry Blanchard, Ian Clutten, Ryan Buck, Liz Kane and others

The meeting was called to order by Chairperson Hope at 6:00 p.m. in Personnel Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the March 2, 2017 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. BANAS, TO APPROVE THE MINUTES OF THE MARCH 2, 2017 LAW AND COURTS COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Additions to the Agenda

1. Presentation – Report from Goldberg Group Architects, PC - Evaluation of Renovation of Jail and Sheriff’s Department

Teri Morton, Deputy Controller, stated that more material would be provided for this presentation.

Substitute –

5. Human Resources – Resolution to Approve the Letter of Understanding with Capitol City Labor Program Corrections Unit

Approving the Letter of Understanding with Capitol City Labor Program, Inc. – Corrections Unit Regarding Vacation Maximum Accumulation

Limited Public Comment

Sally Auer, UAW Chairperson, stated that there was an issue with the power outage that occurred last week. She stated that some employees were sent home due to the power outage. Ms. Auer stated the County policy was that unless the Controller declared the County closed, employees who went home must use their time accruals in order to be compensated. She further stated that this issue had been resolved with the exception of the Animal Control Department. Ms. Auer stated that she intended to contact the Controller/Administrator regarding this issue,
but she wanted to give the Committee a heads up. She further stated that she had spoken with John Dinon, Animal Control Department Director, regarding this issue.

Commissioner Celentino stated that this Committee oversees the Animal Control Department, but the policy would have come out of the County Services Committee.

Commissioner Banas stated that she would like the Controller’s Office to report back to the Committee on this issue.

Chairperson Hope stated that there was an email that came out regarding this issue from another bargaining unit.

Mr. Dinon stated that they did send employees home from work as they deemed the work site unsafe due to the power outage.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ITEMS:

2. Prosecutor’s Office
   a. Resolution Honoring Mary Lou Dobias
   b. Resolution Honoring Pam Henry

3. Circuit Court/Family Division – Resolution Honoring Dee Bernardi

4. Animal Control – Resolution to Change the Hours of Operation of the Ingham County Animal Control Shelter

5. Human Resources – Resolution to Approve the Letter of Understanding with Capitol City Labor Program Corrections Unit

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

1. Presentation – Report from Goldberg Group Architects, PC - Evaluation of Renovation of Jail and Sheriff’s Department

Chairperson Hope introduced this agenda item.

Lawrence Goldberg and Terry Blanchard, both of Goldberg Group Architects, PC, introduced themselves to the Committee. They presented their evaluation of the renovation of the Jail and Sheriff’s Office.

Commissioner Crenshaw stated that previous designs included having a new District Court building. He asked where the District Court would be in their plan.
Mr. Goldberg stated that their plan included the District Court being in the same building as the Sheriff’s Office and Jail.

Commissioner Crenshaw asked where the Emergency Operations Unit would be with this plan.

Mr. Goldberg stated that it was included in the plan, but not delineated in the PowerPoint.

Commissioner Banas asked how long a renovation would take.

Mr. Goldberg stated that they estimated it would take 5 years.

Commissioner Banas asked how long a new construction would take.

Mr. Goldberg stated that they estimated it would take 2 years.

Commissioner Banas asked why it would cost almost as much to renovate instead of constructing new.

Mr. Goldberg stated that the cost involved more costly logistics.

Commissioner Banas asked if there were more administrative costs that this data was not considering.

Mr. Blanchard answered yes.

Discussion.

Commissioner Schafer asked whether the inmates could see the officers.

Mr. Goldberg provided background on viewing ranges for inmates and officers.

Commissioner Schafer asked for information regarding inmate programming.

Mr. Goldberg stated that each housing floor would have programming. He provided more background on the programming options and opportunities.

 Commissioner Celentino asked what site development costs were.

Mr. Blanchard stated it was parking lot, lighting, signage, among other items.

Ian Clutten, Granger Construction, provided background on site development.

Mr. Goldberg provided contrasted the linear cell design from the pod design.

Mr. Goldberg stated that historically, there were four inmate classifications. He further stated that today, there were far more classifications.
Ms. Morton asked what the renovation would result in.

Mr. Blanchard provided a brief overview of what would occur with a renovation.

Commissioner Crenshaw asked whether adding additional medical units would mean increased medical-related staffing.

Major Sam Davis, Sheriff’s Office, stated that he estimated there would be a need for a few additional staff members.

Sheriff Scott Wriggelsworth, Sheriff’s Office, stated that having multiple medical units would allow us to move staff instead of moving inmates, which was preferable.

Discussion.

Mr. Goldberg stated that if you renovated, there would be antiquated walls and plumbing that would need to be considered.

Commissioner Schafer stated that a new facility was necessary.

Sheriff Wriggelsworth stated that they needed a 458-bed Jail, and he would be willing to give everything else up to get a new Jail. He further stated that the Sheriff’s Office roof was leaking, which was damaging the facility. Sheriff Wriggelsworth stated that the recent power outage had consequences on Jail operations. He further stated that there parts of the Jail that have been in continuous operation for 55 years.

Mr. Blanchard stated that the Jail alone would cost approximately $32 million.

Sheriff Wriggelsworth stated that if renovation option were to be considered, there was a prison sexual assault law that would need to be considered in the analysis as well. He further stated that there was no grandfathering permitted.

Mr. Goldberg stated that a new construction option would be compliant with the prison sexual assault law. He further stated that the renovation option would not put the Jail into compliance.

Discussion.

Mr. Goldberg presented on the hybrid plan, Option C.

Commissioner Banas asked whether the presenters knew of other funding opportunities.

Mr. Goldberg answered in general, no. He stated that there were a few opportunities, but they were small ones. Mr. Goldberg stated that they were focused on the savings that would be realized by a new construction and its reduced legacy costs.

Discussion.
Commissioner Maiville asked if there would be staffing savings.

Ms. Morton stated the County eliminated two posts previously, so the savings were already realized.

Sheriff Wriggelsworth stated that former Chief Deputy Greg Harless estimated savings of 5-6 less corrections officers.

Commissioner Schafer stated that it was important to do this right. He further stated he supported doing the full project.

Commissioner Maiville stated that there was compliance and safety issues, which supported a new construction.

Commissioner Banas stated that she was supportive a new jail. She further stated that she was worried about the safety of employees. Commissioner Banas requested for more information be provided to break everything down.

Discussion.

Commissioner Celentino asked how we would be moving forward on this.

Chairperson Hope stated that she believed we needed more information regarding Option C. She further stated she would to see this as a regular agenda item. Chairperson Hope asked how they arrived at their bed number.

Discussion.

Sheriff Wriggelsworth stated that the County should build a facility that did not need to rely on contracts with other entities.

Chairperson Hope stated that if we were going to do it, we should do it right. She further stated that she would be interested in expanding programming options, so only those who needed to be incarcerated were incarcerated.

Commissioner Banas requested a more detailed description of the hybrid plan in comparison to the new build plan.

Commissioner Maiville reviewed the bond payments schedule.

Discussion.

Sheriff Wriggelsworth stated that the $32 million option would just be a new Jail without any other work.
Chairperson Hope identified that the Committee was not interested in further information about the renovation-only option.

Commissioner Schafer asked that we move quickly and asked that staff come to the Committee with funding options.

Mr. Blanchard stated that construction costs and interest rates were rising.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:20 p.m.
RESOLUTION ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions:

3a. **Sheriff’s Office – Resolution to Approve the Purchase of two Trailers from Becks Propane and Marine, Approve Thermo Fisher Scientific as a Sole Source Vendor for the Purchase of Chemical Identifiers and Associated Equipment/Training, and Purchase Tasers and Equipment from Taser International**

Resolution 17-058 approved the 2017 Medical Marihuana Operation and Oversight Grant. The attached resolution will authorize the purchase of items funded by the grant, including two cargo trailers ($24,150.00), the purchase of one new and update one existing hand held chemical identifier with associated equipment and training ($35,692.25), and 23 Tasers and associated equipment ($26,661.39). This resolution will also approve Thermo Fisher Scientific as a sole source vendor for the chemical identifiers purchase, which is explained in the attached memo.

3b. **Sheriff’s Office – Resolution to Allow Sheriff’s Office Employees Access to Life Insurance Designed Specifically for First Responders through the Armed Forces Benefit Association**

This resolution will allow employees of the Sheriff’s Office to meet with the Armed Forces Benefit Association (AFBA) to provide life insurance opportunities that are unique to first responder professionals. Ingham County will not provide payroll deduction services or participate in facilitating business associated with this access. Any participation by a Sheriff’s Office employee with AFBA insurance products is voluntary and at the employee’s expense.

4. **Community Corrections Advisory Board – Resolution Authorizing Additional County Funds in the Amount of $12,000 to Reimburse Sentinel Electronic Monitoring Services for Eligible Indigent Users**

This resolution will approve allocating an appropriation of $12,000 for additional electronic monitoring services provided by Sentinel Offender Services for eligible indigent offenders. Volume increases in the first four months of this fiscal year reduced funds available for the remainder of the year. $12,000 will increase the amount of funding available and increase access to services for eligible indigent offenders through September 30, 2017. See attached memo for details.

5. **Facilities – Resolution Authorizing a Contract with Macmillan Associates, Inc. to Provide Preliminary Professional Design and Construction Services for the Ingham County Family Center Kitchen Upgrade**

This resolution will authorize the County to enter into an agreement with MacMillan Associates, Inc., who submitted the lowest responsive and responsible bid, to provide preliminary professional design and construction services for the Ingham County Family Center kitchen upgrade. The cost of the services is $15,500.00, and is available within the Juvenile Justice Millage fund balance. The kitchen upgrade project will include electrical and plumbing modifications to accommodate air conditioning and a garbage disposal. The equipment will be funded by a previously approved grant (Resolution 16-413) totaling $17,649 from the United States Department of Agriculture and Michigan Department of Education. See attached memo for details.
6a. Animal Control – Resolution to Accept the Two Seven Oh Inc. Grant for Animal Blood Testing

This resolution will authorize the acceptance of a grant from Two Seven Oh, Inc. to reimburse Ingham County Animal Control up to $10,000 for animal blood tests performed during the period of March 1, 2017 through March 1, 2018. Bloodwork will include pre-anesthetic evaluation of animals that may be at risk during anesthesia due to age, disease, or injury. Other animals will have bloodwork done to diagnose disease and help guide treatment, to assess their physical condition for adoptability, or as evidence in cruelty or neglect cases.

6b. Animal Control – Resolution to Allow ACO Lebombard to Use County Owned Photographs

A current animal control officer at Ingham County Animal Control (ICAC) is planning to publish a book about interesting animal control and animal cruelty cases. The identity of people associated with cases in the book will be protected. Corporation counsel has advised that the County has copyright interest in the photos and they should not be used without permission from the Board of Commissioners. Counsel further recommends that the photos be obtained at the employee’s expense via the Freedom of Information Act. This resolution will give permission for the employee to use photos from ICAC cases, obtained through the Freedom of Information Act, in her book.

6c. Animal Control – Resolution to Accept a Bissell Pet Foundation Super Saturday Free Adoption Grant

This resolution will authorize acceptance of a grant of up to $5,000 from the BISSEL Pet Foundations Super Saturday Free Adoption Grant. The grant will reimburse the Ingham County Animal Control Department (ICAC) for no fee adoptions finalized on April 29, 2017. ICAC will make animals available to qualifying adopters for free and the BISSELL Foundation will reimburse ICAC at the following rates:

- $48/senior dog (6 years and older)
- $103/dog (6 months to 6 years)
- $139/puppy (under 6 months)
- $45/senior cat (6 years and older)
- $84/cat or kitten (under 6 years)

See attached memo for details.

7. 9-1-1 Center – Resolution of Appreciation to the Ingham County 9-1-1 Central Dispatch Center Telecommunicators during National Telecommunicators Week April 9-15, 2017

This resolution will recognize April 9th -15th, 2017 as Telecommunicator Week for Ingham County in order to show appreciation for the devoted members of the Ingham County 9-1-1 Central Dispatch Center and the extraordinary job they do every day.

8. Controller’s Office – Resolution Authorizing Adjustments to the 2017 Ingham County Budget

This resolution will authorize adjustments to the 2017 Ingham County Budget as detailed in the attached schedule. The total increase to the General Fund is $31,600.
The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

Also included is an update of contingency fund spending so far this year. The current contingency amount is $330,219.

Please see attached memo for additional detail.

**OTHER AGENDA ITEMS:**

1. Interviews – Animal Control Shelter Advisory
2. Prosecutor’s Office – Update on Evidence Room
9. Law & Courts Committee – Jail Construction: Funding Options (Discussion)
Final Report Regarding Missing Evidence at the Ingham County Sheriff’s Office

Executive Summary

In the fall of 2016, the Ingham County Prosecutor received notification that some pieces of evidence stored at the Ingham County Sheriff’s Office (ICSO) quartermaster may be compromised. In response to that notification two separate investigations began. One investigation is being performed by the Michigan State Police (MSP) to determine whether criminal activity was involved in the evidence handling at the Ingham County Sheriff’s Office (ICSO). The second investigation was performed by the Ingham County Prosecutor’s office, via special assistant prosecutor, Catherine Emerson, to determine whether any of the evidence issues at the ICSO affected criminal cases. This is the report by the Ingham County Prosecutor regarding evidence issues discovered and cases dismissed as a result of those issues.

We examined cases issued by the Ingham County Prosecutor’s Office between the dates of January 1, 2010 to December 31, 2016. In total seventy-seven (77) open cases were dismissed because the evidence necessary for conviction was no longer available. The vast majority of those cases involved controlled substances. In some of those cases the quartermaster purposefully, but erroneously, destroyed the illegal substances. Some of the open cases were more than ten years old and may have been dismissed due to age even if the evidence had been available.

We await the results of the Michigan State Police investigation.

All of the issues listed in this report have been, or are being, addressed by the newly elected Ingham County Sheriff. We have seen, and continue to expect, improvements in evidence handling.

GENERAL FINDINGS

The goals for the missing evidence project are as follows:

- To check as many cases as possible to verify there is probable cause to proceed
- To dismiss cases if missing evidence results in a lack of probable cause to proceed, and
- To seek solutions to the problems discovered

At the time of this report, seventy-seven (77) open cases have been dismissed because the lack of evidence resulted in lack of probable cause to proceed. Most of the cases involved controlled substances. The majority of the cases like operating while impaired, domestic violence, and financial cases were not affected. None of the evidence issues affect intoxicated driving cases because storage for the Breathalyzer and blood samples is not part of the quartermaster system. Domestic violence cases tend to involve eye witness testimony. Most financial cases, like uttering and publishing, and use of a financial transaction device involve copies of records from a financial institution.

We discovered only two cases that were open and active when the ICSO told us the evidence was missing. In both of those cases defense was told about the missing evidence at the time. The cases were dealt with accordingly. We are not aware of any other specific cases that were active in court at the time the former sheriff discovered missing evidence. The current sheriff states that he has found nothing to the contrary. The Michigan State Police are investigating this matter.
Most of the cases we have examined involved the discovery of missing evidence many months or years after the case is closed. The final disposition for many pieces of evidence for cases occurring between 2010 to mid-2013 is simply unknown. Controlled substances make up the vast majority of missing evidence.

The property room issue was discovered after a new quartermaster took over the evidence room in mid to late 2013. To explain, the quartermaster most frequently looks for evidence when s/he receives a property disposal form to destroy evidence after a case has been resolved. It was during those searches that the quartermaster, Gasper Mendez, became aware of the problems in the evidence room. Once aware of the problem, Mendez and his immediate supervisor, Jeffrey Weiss, alerted command. The Michigan State Police are currently investigating this matter.

Between the dates of January 1, 2010 to mid-2013, the property room at the ICSO department was in disarray. Evidence was not properly documented in the Record Management System (RMS). Handling of evidence was haphazard, undocumented, and without regular audits. Some of this mishandling resulted in the failure to locate evidentiary items for destruction, failure to record drug evidence going to or from the Michigan State Police Crime Lab, failure to record the return of property to the owner of the property, and failure to record the normal destruction of evidence at the conclusion of court proceedings. The Michigan State Police are investigating this matter.

From January 1, 2010 to December 31, 2016, forfeiture funds were not recorded or kept in a uniform fashion. Some of these issues were discovered during a 2015 - 2016 investigation. The Michigan State Police are currently investigating the matter.

From January 1, 2010 to October 5, 2016, procedures and training regarding evidence handling were not conducted uniformly. Tagging of evidence was not consistently supervised and standards were not enforced. This resulted in further mismanagement of evidence, including: failure to tag evidence at the inception, failure to adequately describe evidence tagged, and failure to tag items separately.

On October 5, 2016, the Ingham County Sheriff began taking steps to correct some of the problems outlined in this report. One of those corrections involved training.

Many of the evidence issues improved when Deputy Gaspar Mendez became the Quartermaster in mid-2013. Documentation of the movement of evidence to and from the Michigan State Police Crime Lab improved immediately.

The process used by the ICSO to identify and destroy evidence did not adequately identify closed cases. Individual officers were making inaccurate choices to destroy evidence. The procedure at the ICSO between those dates required the quartermaster to blindly follow any officer’s command to keep or destroy evidence.

On a regular basis the quartermaster must dispose of evidence once a case is closed. Illegal evidence, like controlled substances, is destroyed. Other evidence, like personal property, is returned to the owner of the property. Every evidence room has a system for identifying and eliminating evidence that is no longer needed. The Ingham County Sheriff’s Office used a system that required every deputy taking evidence to determine whether that item should be kept or destroyed. Without any further investigation the quartermaster would pull and destroy the evidence.
Following the faulty evidence destruction procedure, the new quartermaster (June 2016) and the supervisor erroneously destroyed evidence during a regularly scheduled evidence burn date on November 2, 2016. This resulted in the dismissal of approximately eleven (11) of the seventy-seven (77) cases the prosecutor dismissed. The Ingham County Prosecutor dismissed these cases because the evidence was destroyed and we were not able to proceed on the case. None of these cases involved criminal investigation that took place in 2016.

The evidence section of the Record Management System at the Ingham County Sheriff’s Office is not fully updated. Progress toward those updates is currently underway.

**SPECIFIC EVIDENCE ISSUES DISCOVERED**

1. Failure to adequately describe tagged evidence
2. Failure to tag individual items separately
3. Failure to tag evidence at inception (limited instances)
4. Failure to transport drugs to the MSP crime lab for analysis
5. Failure to note the movement of evidence to and from the MSP crime lab
6. Failure to document property being returned to the owner
7. Failure to properly tag and log money
8. Failure to report forfeiture funds to the Prosecutor
9. Inadequate storage for DVD recordings
10. Failure to correctly identify and hold evidence on open cases
11. Partial destruction of evidence on open cases
12. Failure to remedy evidence procedures when informed of the problem
13. Inadequate system of determining when evidence may be destroyed
14. No evidence retention policy
15. No policy for hazardous material, awkward items, or perishable goods
16. Failure to update evidence in the Record Management System (RMS)
17. Archaic evidence recording (lack of the ability to scan evidence)
18. Recent destruction of evidence in open cases

**SUGGESTED SOLUTIONS**

1. Implement an evidence retention policy
2. Update policies for tagging, tracking, and preserving evidence
3. Audit the evidence procedure from beginning to end
4. Conduct frequent evidence audits until the process is complete
5. Train personnel to use the new evidence procedures
6. Describe evidence in sufficient detail
7. Tag individual items separately
8. Implement an adequate method of determining evidence to be destroyed
9. Implement an evidence scanning system (already planned and underway)
10. Implement a better method of DVD storage
11. Cease evidence destruction until a new system to identify items for disposal is implemented and a new policy for evidence retention is in place (Implemented January 2017)
12. Implement a policy regarding drug paraphernalia and partial evidence destruction
13. Provide supplemental reports to the prosecutor regarding any release or destruction of evidence on any open case
14. Implement a policy regarding plant stalks, edibles, perishables, flammable/explosive items, and other unusual evidentiary items

**ACTION TAKEN**

- Reviewed several thousand cases in the prosecutor’s warrant system
- Reviewed cases with open warrants held in 55th district court
- Dismissed 56 misdemeanors
- Dismissed 21 felonies
- Met with the current and past quartermaster for the ICSO
- Reviewed the current evidence handling procedures
- Shared our findings with the new Ingham County Sheriff, Scott Wriggelsworth
- Agreed upon changes necessary for proper evidence handling and storage

**SOLUTIONS**

The Ingham County Prosecutor, Carol Siemon; Chief Assistant, Lisa McCormick; and Special Assistant Prosecutor, Catherine Emerson, met with the Ingham County Sheriff, Scott Wriggelsworth, and Undersheriff, Andy Bouck, on January 30, 2017. Sheriff Scott Wriggelsworth is aware of many of the problems we presented. The sheriff has begun a program to audit evidence from the moment it is taken until its destruction. He was able to assure us that he has already conducted an audit of each case since January 1, 2017, to assure that his deputies are properly handling and recording evidence.

After discussing the issues in detail, Sheriff Scott Wriggelsworth assured us that he would implement a plan to address all of the Ingham County Prosecutor’s concerns.

As a part of the project we sought assurances that evidence is properly handled and processed under the new administration at the ICSO. After checking the evidence currently held by the ICSO, comparing that evidence to the police reports, and physically inspecting the property room, we feel confident that evidence issues are being corrected to ensure the problems outlined here are not repeated.

**CONCLUSION**

We await a report from the Michigan State Police.

We have diligently reviewed cases. It is not possible to find every case that may be affected given the volume of cases. If older cases arise for prosecution we will compare them to the evidence held at the ICSO.
During the course of the project we have identified a total of seventy-seven (77) cases at the Ingham County Sheriff’s Office that lacked probable cause to proceed because of missing evidence and/or the age of the case. We have dismissed those cases.

We believe the newly elected Sheriff has, or is currently, correcting the issues identified in this report. The Ingham County Prosecutor will continue to monitor evidence while Sheriff Scott Wriggelsworth implements the procedures listed above. Vast improvements are expected during the entirety of 2017.
Agenda Item 3a

TO: Law & Courts Committee
Finance Committee

FROM: Captain Elliott, Field & Staff Services

DATE: March 20, 2017

RE: RESOLUTION TO APPROVE THE PURCHASE OF TWO TRAILERS FROM BECKS PROPANE AND MARINE, APPROVE THERMOFISHER SCIENTIFIC AS A SOLE SOURCE VENDOR FOR THE PURCHASE OF CHEMICAL IDENTIFIERS AND ASSOCIATED EQUIPMENT/TRAINING, AND PURCHASE TASERS AND EQUIPMENT FROM TASER INTERNATIONAL.

This resolution is for the approval to purchase two enclosed cargo trailers from Becks Marine and Propane, approve Thermofisher Scientific as a sole source vendor for Ingham County, purchase equipment from Thermofisher Scientific, and to purchase tasers and equipment from Taser International.

The Sheriff’s Office is the fiduciary manager of the grant. Ingham County Sheriff’s Office obtained three quotes for the purchase of the enclosed trailers. Becks Marina and Propane is not the lowest obtained quote. Please see the attached memorandum explaining the reasoning for the purchase. Ingham County Sheriff’s Office obtained a sole source letter from Thermofisher Scientific in regards to purchasing hand held chemical identifiers. Ingham County has obtained a quote from Taser International to purchase 23 tasers and associated equipment.
TO: Resolution Group

FROM: Sgt. James Every #5404

DATE: March 17, 2017

RE: Marijuana Trailer Quotes

I have attached three separate quotes for the Marijuana processing trailers. The three different companies that were quoted include Becks Propane and Marine, R&R Trailers Sales, and SLM. All three companies manufacture custom aluminum trailers. The quotes are for a one trailer build list. We will purchase two trailers.

I feel the company that should be used is Becks Propane and Marine. I have personally seen the three different trailers and the craftsmanship, durability, customer service and warranty of the Legend trailer built by Becks Propane and Marine is the number one choice. Becks is the closest manufacture located 30 minutes from the Sheriff’s Office which will make any customer service needs more time efficient. Ingham County has purchased trailers from Becks Propane and Marine in the past and has been satisfied with the quality, craftsmanship, customer service of the manufacture.

The trailer from Becks Propane & Marine $12,075 per trailer total for (2) $24,150.00
The trailer from R&R Trailer Sales $10,984 per trailer total for (2) $21,968.00
The trailer from SLM Trailer Sales $21,962 per trailer total for (2) $43,924.00

Respectfully,

Sgt. James Every #5404
February 6, 2017

RE: Request for Sole Service / Sole Brand Justification

To whom it may concern,

The purpose of this letter is to provide additional justification for why Thermo Scientific Portable Analytical Instruments Inc. ("Manufacturer") is the sole source service provider for its Thermo Scientific™ handheld chemical analyzers ("Safety and Security Products"). Such Safety and Security Products deliver rapid, field-based identification of unknown chemicals, explosives, and chemical weapons, as well as narcotics directly from within the hazard zone and provide specific, actionable data—enabling first responders, national security, and military organizations to act quickly and decisively.

Thermo Scientific Portable Analytical Instruments Inc. is the sole manufacturer of the FirstDefender RMX, RM, TruDefender FTX, FTXi, FT, FTi, Gemini and TruNarc from its sole manufacturing location at 2 Radcliff Rd Tewksbury, Massachusetts USA. These devices utilize the proprietary chemometrics and DecisionEngine 2.0 MX analysis software also produced solely by Manufacturer. No other device of this kind on the market can make use of this software as it would be a violation of intellectual property protections held by Manufacturer. Additionally, Manufacturer has developed a rugged handheld chemical identification system for solids and liquids that uses both FTIR and Raman technologies known as Gemini. Gemini is the first and only handheld that offers both Raman & FTIR technologies as well as scan delay for both Raman & FTIR.

Due to their mission critical applications Manufacturer utilizes the expertise of its trained technicians and engineering staff to perform all necessary repairs. Additionally, the technicians must utilize proprietary software, intellectual property (technical documentation), calibration files and algorithms, as well as specialty tooling designed by Manufacturer in order to properly repair the Safety and Security Products in accordance with published specifications. For those reasons, coupled with complexity and overall safety, Manufacturer, is the sole service provider for our Safety and Security Products possessing unique qualifications and/or specialized capabilities or expertise that is not available in the marketplace.

Matthew Quinn
Thermo Scientific Portable Analytical Instruments Inc.
Government Contracts Manager
Thermo Fisher Scientific
R & R TRAILERS, INC,  
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55431 FRANKLIN  
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roa@mrtrailers.com  
rachel@mrtrailers.com  
randy@mrtrailers.com  

ORDER DATE            2017  
INVOICE NUMBER        
DATE DELIVERED        
MODEL YEAR            
INVOICE DATE          
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SERIAL #

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<td>$ 60.00</td>
</tr>
<tr>
<td>ast</td>
<td>ALUMINUM SPARE TIRE</td>
<td>$ 175.00</td>
<td>1</td>
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<tr>
<td>stc</td>
<td>SPARE TIRE CARRIER</td>
<td>$ 30.00</td>
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<tr>
<td>pbf</td>
<td>Polybead Floor and Ramp</td>
<td>$ 700.00</td>
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<tr>
<td>rv</td>
<td>ROOF VENT</td>
<td>$ 45.00</td>
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<tr>
<td>0</td>
<td>2 Total Roof Vents</td>
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<tr>
<td>sv</td>
<td>SALEM VENTS</td>
<td>$ 90.00</td>
<td>1</td>
<td>$ 90.00</td>
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<tr>
<td>30a</td>
<td>30AMP BOX WITH POWER CORD AND</td>
<td>$ 225.00</td>
<td>1</td>
<td>$ 225.00</td>
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<tr>
<td>spc</td>
<td>48&quot; 110V LED Light</td>
<td>$ 150.00</td>
<td>1</td>
<td>$ 150.00</td>
</tr>
<tr>
<td>spc</td>
<td>24&quot; Stoneguard Front and Sides</td>
<td>$ 350.00</td>
<td>1</td>
<td>$ 350.00</td>
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<tr>
<td>ins</td>
<td>INSULATION</td>
<td>$ 500.00</td>
<td>1</td>
<td>$ 500.00</td>
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<tr>
<td>sj</td>
<td>STABILIZER JACKS - PR</td>
<td>$ 60.00</td>
<td>1</td>
<td>$ 60.00</td>
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<tr>
<td>spc</td>
<td>Partition Wall W/ RV Side Door</td>
<td>$ 500.00</td>
<td>1</td>
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<tr>
<td>spc</td>
<td>2 Door Cabinet</td>
<td>$ 200.00</td>
<td>1</td>
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<tr>
<td>spc</td>
<td>3 Door Closet Cabinet</td>
<td>$ 600.00</td>
<td>1</td>
<td>$ 600.00</td>
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<tr>
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<td></td>
<td>CASH</td>
<td></td>
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<td>$ 10,984.00</td>
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<td>CHECK #</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CREDIT CARD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL | SHIPMENT | SALES TAX | SUBTOTAL |
$ 659.04 | 0.00  | $ 10,984.00 |

CUSTOMER  
NAME: Ingham County Sheriff  
STREET:  
CITY/ST/Z:  
PHONE:  
CELL:  
OTHER:  

TOTAL INVOICE MUST BE PAID 30 DAYS AFTER COMPLETION OF TRAILER. IF NOT PAID R& R HAS THE RIGHT TO SELL TRAILER & CUSTOMER WILL LOOSE DEPOSIT. DEPOSIT IS NON REFUNDABLE ALL PRICES ARE CASH OR CHECK PRICES. CARD. PRICES. THERE IS A 3% NON-WAIVABLE FEE IF YOU PAY VIA CREDIT  
NOTES:  

Sales & Service
6480 Whitmore Lake Rd.
Whitmore Lake, MI 48189
Tel (734) 302-1177
Fax (734) 827-1177
www.slmtrailers.com
Bonded and Insured Dealer

ORDER DATE: 3/16/17
MODEL #: 1611-7018
MAKE: Featherlite
SERIAL #: 14'743

PHONE #: 734-386-3897
FAX #: 734-386-3897

OPTIONS

<table>
<thead>
<tr>
<th>Option Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove std axles</td>
<td>$2271</td>
</tr>
<tr>
<td>3500# axles with aluminum wheels</td>
<td>$2807</td>
</tr>
<tr>
<td>Spare tire</td>
<td>$225</td>
</tr>
<tr>
<td>34” stained exterior</td>
<td>$1620</td>
</tr>
<tr>
<td>White vinyl ceiling</td>
<td>$567</td>
</tr>
<tr>
<td>White vinyl walls</td>
<td>$1058</td>
</tr>
<tr>
<td>Rubber floor</td>
<td>$738</td>
</tr>
<tr>
<td>18” ramp extension</td>
<td>$451</td>
</tr>
<tr>
<td>[3] extra led lights</td>
<td>$150</td>
</tr>
<tr>
<td>[2] aluminum cabinets</td>
<td>$3000</td>
</tr>
<tr>
<td>Aluminum step</td>
<td>$460</td>
</tr>
<tr>
<td>24” gravel guard</td>
<td>$340</td>
</tr>
<tr>
<td>[1] solid parallon wall</td>
<td>$975</td>
</tr>
</tbody>
</table>

MSRP: $35,367.00
SUBTOTAL: $19,950
TITLE: 15
LIC. PLATE: 200
SALES TAX: 1197
FREIGHT: 600
TOTAL: $21,962.00

Deposit on special order trailers is NON-REFUNDABLE.
# LEGEND DELUXE V-NOSE

## DEALER PRICE LIST

![Legend Deluxe V-Nose Trailer]

<table>
<thead>
<tr>
<th>QTY</th>
<th>MODEL</th>
<th>MSRP</th>
<th>QTY</th>
<th>MODEL</th>
<th>MSRP</th>
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</thead>
<tbody>
<tr>
<td>613DVNSA35</td>
<td>$4,933.00</td>
<td>615DVNSA35</td>
<td>$5,309.00</td>
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<td></td>
</tr>
<tr>
<td>715DVNSA35</td>
<td>$5,548.00</td>
<td>717DVNTA35</td>
<td>$7,466.00</td>
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<td></td>
</tr>
<tr>
<td>1</td>
<td>719DVNTA35</td>
<td>$8,061.00</td>
<td>1</td>
<td>721DVNTA35</td>
<td>$8,936.00</td>
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## OPTIONS

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<th>OPTION</th>
<th>MSRP</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>1</td>
<td>REAR RAMP DOOR</td>
<td>N/C</td>
<td>$</td>
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<tr>
<td>1</td>
<td>ADD SIDE ENTRY DOOR (NO WINDOW)</td>
<td>$385.00</td>
<td>385.00</td>
</tr>
<tr>
<td>1</td>
<td>LEGEND BUILT SIDE DOOR STEP</td>
<td>$184.00</td>
<td>184.00</td>
</tr>
<tr>
<td>4</td>
<td>ALUMINUM WHEEL UPGRADE ILO STEEL MOD WHEEL (EACH)</td>
<td>$108.00</td>
<td>432.00</td>
</tr>
<tr>
<td>1</td>
<td>STAINLESS STEEL CAM BARS ILO ZINK: REAR RAMP ONLY</td>
<td>$165.00</td>
<td>165.00</td>
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<tr>
<td>1</td>
<td>RADIAL SPARE TIRE ON 15&quot; STEEL MOD WHEEL ST205/75R15</td>
<td>$185.00</td>
<td>185.00</td>
</tr>
<tr>
<td>1</td>
<td>SPARE TIRE MOUNT INTERIOR OR EXTERIOR (ALUMINUM)</td>
<td>$187.00</td>
<td>187.00</td>
</tr>
<tr>
<td>1</td>
<td>ADD super stratum flap</td>
<td>$98.00</td>
<td>98.00</td>
</tr>
<tr>
<td>2</td>
<td>UPGRADE 12V DOME TO LED DOME (EACH)</td>
<td>$20.00</td>
<td>40.00</td>
</tr>
<tr>
<td>21</td>
<td>3/8&quot; WOOD W/ WHITE VINYL WALLS SCREWED ILO 3/8&quot; WOOD (PER FOOT FL)</td>
<td>$29.00</td>
<td>609.00</td>
</tr>
<tr>
<td>1</td>
<td>24&quot; ATP STONE GUARD ILO 15&quot; W ANGLE TO PREVOST SIDING</td>
<td>$107.00</td>
<td>107.00</td>
</tr>
<tr>
<td>21</td>
<td>WHITE VINYL CEILING: SCREWED (PER FOOT)</td>
<td>$20.00</td>
<td>420.00</td>
</tr>
<tr>
<td>21</td>
<td>6&quot; ADDITIONAL HEIGHT (PER FOOT OF FLOOR)</td>
<td>$24.00</td>
<td>504.00</td>
</tr>
<tr>
<td>28</td>
<td>super stratum floor</td>
<td>$20.00</td>
<td>560.00</td>
</tr>
<tr>
<td>7</td>
<td>Interior Wall: 3/8&quot; wood w/white board,(per foot of width)</td>
<td>$116.00</td>
<td>812.00</td>
</tr>
<tr>
<td>4</td>
<td>additional led dome light</td>
<td>$44.00</td>
<td>176.00</td>
</tr>
<tr>
<td>1</td>
<td>doc fee</td>
<td>$91.00</td>
<td>91.00</td>
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<tr>
<td></td>
<td><strong>BASE MSRP:</strong> $8,061.00</td>
<td><strong>TOTAL MSRP:</strong> $13,016.00</td>
<td>deal</td>
</tr>
</tbody>
</table>

**TOTAL OPTIONS:** $4,966.00

**COLOR:**

**V.I.N. #:**

**DEALERSHIP NAME:** Becks Propane and Marine

**DEALER SIGNATURE:**

Effective Date - 3-11-15
INTOGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF TWO TRAILERS FROM BECKS PROPANE AND MARINE, APPROVE THERMOFISHER SCIENTIFIC AS A SOLE SOURCE VENDOR FOR THE PURCHASE OF CHEMICAL IDENTIFIERS AND ASSOCIATED EQUIPMENT/TRAINING, AND PURCHASE TASERS AND EQUIPMENT FROM TASER INTERNATIONAL

WHEREAS, Resolution 17-058 the Ingham County Board of Commissioners approved the acceptance of the 2017 Medical Marihuana Operation and Oversight Grant from Department of Licensing and Regulatory Affairs Bureau of Professional Licensing; and

WHEREAS, the purchase of equipment and associated training equipment funded by this grant must also be approved.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the following purchases:

$26,661.39 to purchase twenty three (23) Tasers and associated equipment from Taser International

$24,150.00 to purchase two (2) enclosed cargo trailers from Becks Marine and Propane to be utilized as Medical Marihuana processing trailers

$35,692.25 to purchase one TRUNARC handheld chemical identifier and update one existing First Defender chemical identifier, associated equipment, and training from Thermofisher Scientific.

BE IT FURTHER RESOLVED, that Ingham County recognizes Thermofisher Scientific as a sole source vendor for hand held chemical identifiers, associated equipment, and training.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary grant contracts and subcontracts or purchase order documents consistent with this resolution.
TO: Law & Courts Committee  
Finance Committee

FROM: Chief Deputy Jason Ferguson, Ingham County Sheriff’s Office

DATE: March 21st 2017

RE: RESOLUTION TO ALLOW SHERIFF’S OFFICE EMPLOYEES ACCESS TO LIFE INSURANCE DESIGNED SPECIFICALLY FOR FIRST RESPONDERS THROUGH THE ARMED FORCES BENEFIT ASSOCIATION.

This resolution is for the approval to allow employees of the Sheriff’s Office to meet with the Armed Forces Benefit Association (AFBA) in an effort to provide life insurance opportunities that are unique to first responder professionals.

The AFBA is an AM Best rated insurance carrier with an A- rating. AFBA is a military directed non-profit corporation. The policies are conventional in many ways but perform in an unconventional manner due to the hazardous duty expectations of military and first responder professionals.

The access to AFBA by Sheriff’s Office employees will not require any services by Ingham County. The information and consultation with an AFBA representative is provided at no cost and is conducted on a voluntary basis. Any participation by a Sheriff’s Office employee with AFBA insurance products is voluntary and at the employee’s expense.

The Ingham County Sheriff believes the exposure to AFBA insurance products is an opportunity for Sheriff’s Office personnel to access insurance coverages designed around their career and profession at Ingham County.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ALLOW SHERIFF’S OFFICE EMPLOYEES ACCESS TO LIFE INSURANCE DESIGNED SPECIFICALLY FOR FIRST RESPONDERS THROUGH THE ARMED FORCES BENEFIT ASSOCIATION

WHEREAS, the Ingham County Sheriff has identified a life insurance provider, the Armed Forces Benefit Association, who offers first responder specific life insurance coverage for Military, Police, Corrections, and Fire Department professionals; and

WHEREAS, the Ingham County Sheriff is requesting approval to provide access to such services to employees of the Sheriff’s Office based on the unconventional life insurance coverages offered by the Armed Forces Benefit Association.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners will allow the Armed Forces Benefit Association to offer life insurance policies to the employees of the Ingham County Sheriff’s Office based on the insurance products they provide which are specific to the job functions of first responders.

BE IT FURTHER RESOLVED, that Ingham County Sheriff’s Office employees are not required to purchase any policies from the Armed Forces Benefit Association and any participation with the Armed Forces Benefit Association by a member of the Ingham County Sheriff’s Office will be voluntary and at the employee’s expense.

BE IT FURTHER RESOLVED, that Ingham County will not provide payroll deduction services or participate in facilitating business for the Armed Forces Benefit Association beyond supporting access by members of the Ingham County Sheriff’s Office to a representative of the Armed Forces Benefit Association for the voluntary purchase of life insurance.
TO: Board of Commissioners Law & Courts & Finance Committees
FROM: Mary Sabaj, Community Corrections Manager
DATE: March 20, 2017
SUBJECT: County Funding for Indigent Offender Electronic Monitoring
For the meeting agenda of March 30, 2017

BACKGROUND
This Resolution approves allocating an additional $12,000 for electronic monitoring services provided by Sentinel Offender Services for eligible indigent offenders. Volume increases in the first four months of this fiscal year reduced funds available for the remainder of the year. $12,000 will increase the amount of funding available and increase access to services for eligible indigent offenders through September 30, 2017.

Sentinel Offender Services accepts referrals from the Circuit and 55th District Court, Pretrial Services, Ingham County Sheriff’s Office. Services are provided locally on-site at the Ingham County Jail. A full range of reliable, user-friendly, tamper-proof equipment is provided along with secure and reliable monitoring services to ensure continuous electronic monitoring 24 hours a day/7 days a week/365 days a year. Indigent and offender pay users receive the same services.

ALTERNATIVES
These resources are used for offenders who are not able to afford client pay services. Without additional funding, the number of eligible indigent offenders able to access monitoring services through the end of this fiscal year will be reduced. The daily caseload will decrease by about half, from between 17 and 22 to 8 and 11. The decrease in the overall number of users will be greater but hard to project due to varying lengths of time monitored.

FINANCIAL IMPACT
Approval of this Resolution will increase the budgeted FY 2016-2017 County Indigent Electronic Monitoring allocation of $50,000 to $62,000.

OTHER CONSIDERATIONS
Electronic monitoring saves jail beds and creates a safer community. Without these additional funds, more eligible indigent users will remain in jail and/or not be monitored while in the community. The daily monitoring rates for indigent clients range from $6.25 to $8.25 per day are highly cost efficient when compared to the current $78.68 per day cost of a jail bed.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to increase access to electronic monitoring services.
Agenda Item 4

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADDITIONAL COUNTY FUNDS IN THE AMOUNT OF $12,000 TO REIMBURSE SENTINEL ELECTRONIC MONITORING SERVICES FOR ELIGIBLE INDIGENT USERS

WHEREAS, Sentinel Offender Services provides electronic monitoring program services through a contract approved in Resolution #13-424 adopted October 22, 2013 for a three year performance period ending November 30, 2016 with 2 additional one year automatic renewal periods not to exceed November 30, 2018; and

WHEREAS, Sentinel Offender Services provides services on an offender pay basis and also receives County reimbursement through Community Corrections for eligible indigent offender users with a General Fund allocation of $50,000 for FY2016-2017; and

WHEREAS, the amount available for County reimbursement for indigent offenders has been an annual General Fund allocation of $50,000 since 2012 without any increases; and

WHEREAS, high utilization of electronic monitoring services for eligible indigent offenders in the first four months of this fiscal year reduced the amount available for the remaining seven months of FY 2016-2017 by 38%; and

WHEREAS, daily rates for indigent clients range from $6.25 to $8.25 per day are highly cost efficient when compared to the current $78.68 per day cost of a jail bed; and

WHEREAS, the additional $12,000 will increase the amount of indigent funding available through September 30, 2017 and increase access to electronic monitoring services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby authorize an additional $12,000 for Sentinel Offender Services electronic monitoring services to be used for eligible indigent offenders for the remainder of FY 2016-2017 with the total annual allocation not to exceed $62,000.

BE IT FURTHER RESOLVED, that the additional $12,000 will be allocated from the 2017 contingency account.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contracts and/or subcontracts consistent with this resolution subject to approval as to form by the County Attorney.
TO: Board of Commissioners, Law and Courts and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 16, 2017

SUBJECT: A contract with MacMillan Associates, Inc. to provide preliminary professional design and construction services for the Ingham County Family Center kitchen upgrade

For the meeting agendas of: March 30 & April 5

BACKGROUND
The Ingham County Family Center kitchen is extremely outdated and in need of an upgrade. When the Family Center was re-modeled, summer programs were not offered therefore it was decided that air conditioning was not necessary. Summer programs are now offered with the building being utilized all but one week during the summer. For safety reasons, this increase in use has provided the need for air conditioning. Electrical modifications are required to accommodate a new make-up air unit. Along with this necessity, plumbing modifications are needed to accommodate a garbage disposal as currently there is not one in place.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
It is the recommendation of both the Purchasing and Facilities Departments to enter into an agreement with MacMillan Associates, Inc. who submitted the lowest responsive and responsible bid of $15,500.00.

Funds for this project are available in the Juvenile Justice Millage Fund balance.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with MacMillan Associates, Inc. to provide preliminary professional design and construction services for the Ingham County Family Center kitchen upgrade.
TO: Scott LeRoy, Circuit Court Juvenile Division  
Rick Terrill, Ingham County Facilities

FROM: James Hudgins, Director of Purchasing, jhudgins@ingham.org

DATE: January 25, 2017

RE: Memo of performance for RFP No. 9-16: Engineering Services for the Ingham County Family Center Kitchen Upgrade Project.

Per your request, the Purchasing Department sought proposals from experienced and qualified professional engineering firms or individuals for the purpose of providing professional mechanical and electrical engineering services for the Ingham County Family Center Kitchen Upgrade project.

The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
<td>95</td>
<td>22</td>
</tr>
<tr>
<td>Vendor attending pre-bid/proposal meeting</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

The following grid is a summary of the vendors’ costs:

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<thead>
<tr>
<th>NAME</th>
<th>PREF</th>
<th>Preliminary Design Service Costs NOT TO EXCEED PHASE 1</th>
<th>Construction Service Costs NOT TO EXCEED PHASE 2</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MacMillan Associates Inc.</td>
<td>No, Bay City</td>
<td>$6,700.00</td>
<td>$8,800.00</td>
<td>$15,500.00</td>
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<tr>
<td>Integrated Architecture</td>
<td>No, Grand Rapids</td>
<td>$9,912.00</td>
<td>$9,954.00</td>
<td>$19,866.00</td>
</tr>
</tbody>
</table>

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit evaluation to the Purchasing Department with your recommendation; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the “Resolutions group” as acknowledgement of the Purchasing Department’s participation in the proposal purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
INTRODUCED BY THE LAW AND COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH MACMILLAN ASSOCIATES, INC. TO PROVIDE PRELIMINARY PROFESSIONAL DESIGN AND CONSTRUCTION SERVICES FOR THE INGHAM COUNTY FAMILY CENTER KITCHEN UPGRADE

WHEREAS, the entire kitchen is extremely outdated and in need of an upgrade; and

WHEREAS, when the Ingham County Family Center was remodeled, summer programs were not offered therefore it was decided that air conditioning was not necessary; and

WHEREAS, summer programs are now offered with the building being utilized all but one week during the summer; and

WHEREAS, for safety reasons, this increase in use has provided the need for air conditioning; and

WHEREAS, electrical modifications are required to accommodate a new make-up air unit; and

WHEREAS, plumbing modifications are needed to accommodate a garbage disposal as currently there is not one in place; and

WHEREAS, although not a local vendor, after careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to MacMillan Associates, Inc. the most qualified vendor who submitted the lowest responsive and responsible bid of $15,500.00; and

WHEREAS, funds for this project are available in the Juvenile Justice Millage Fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with MacMillan Associates, Inc., 714 East Midland Street, Bay City, Michigan, 48706, to provide preliminary professional design and construction services for the Ingham County Family Center kitchen upgrade project.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller to make any necessary budget adjustments, consistent with this resolution.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, Law & Courts and Finance Committees

FROM: John Dinon, Animal Control Director

DATE: 15 March 2017

SUBJECT: Request to Accept the Two Seven Oh Inc. reimbursement grant for blood testing.
For the meeting agendas of March 30, April 5, and April 11, 2017

BACKGROUND
The Ingham County Animal Control Department (ICAC) has applied for and been awarded a grant to reimburse ICAC up to $10,000 for animal blood tests performed during the period of 1 March 2017 through 1 March 2018. Bloodwork will be done for pre anesthetic evaluation of animals we believe may be at risk during anesthesia due to age, disease or injury. Other animals will have bloodwork done to diagnose disease and help guide treatment, to assess their physical condition for adoptability, or as evidence in cruelty or neglect cases.

ALTERNATIVES
If ICAC does not accept the grant funding, we will limit bloodwork to animals for whom we believe it is an absolute necessity and/or use other funding (general fund or other donated monies) to pay for the testing.

FINANCIAL IMPACT
Accepting this grant will have a positive impact on the ICAC budget by allowing us to avoid using general fund monies for blood testing.

OTHER CONSIDERATIONS
There are no statutory requirements related to this resolution. Accepting this grant will improve animal care at ICAC and provide financial relief to the department’s budget.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to accept this Two Seven Oh Inc. grant.
WHEREAS, Ingham County Animal Control has applied for and has been approved to receive a grant from Two Seven Oh Inc.; and

WHEREAS, the purpose of this grant is to reimburse Ingham County Animal Control for blood testing performed on animals between 1 March 2017 and 1 March 2018; and

WHEREAS, the award amount of this grant is dependent on the number of blood tests performed, but is not to exceed $10,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the grant from Two Seven Oh Inc. for an amount to be determined by the number of blood tests performed during the grant period March 1, 2017 – March 1, 2018, but not to exceed $10,000 with no match requirement.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the Ingham County Animal Control budget.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents which are consistent with this resolution and approved as to form by the County Attorney.
# Reimbursement Grant Agreement

**Tuesday, March 7, 2017**

<table>
<thead>
<tr>
<th><strong>GRANTEE:</strong></th>
<th>Ingham County Animal Control</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GRANT AMOUNT:</strong></td>
<td>$10,000.00</td>
</tr>
<tr>
<td><strong>GRANT PERIOD:</strong></td>
<td>March 1, 2017 - March 1, 2018</td>
</tr>
<tr>
<td><strong>FINAL REPORT DUE:</strong></td>
<td>March 29, 2018</td>
</tr>
<tr>
<td><strong>GRANT DESCRIPTION:</strong></td>
<td>To fund blood work for adoptable animals at Ingham County Animal Control. Blood will be drawn by ICAC staff and sent to Antech Diagnostics for analysis. Costs will be covered up to $26.00 per Pre op animal, $66.00 per Diagnostic animal, $90.00 per special case, and $15.00 per transportation fee.</td>
</tr>
<tr>
<td><strong>GRANT ADMINISTRATOR:</strong></td>
<td>Madison Moran</td>
</tr>
</tbody>
</table>

Two Seven Oh Inc. (The Foundation) and The Grantee are entering into this agreement to establish the terms of The Foundation’s grant to The Grantee.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Foundation will only cover expenses specified in the Grant Description.</td>
</tr>
<tr>
<td>2</td>
<td>Services must occur within the Grant Period.</td>
</tr>
<tr>
<td>3</td>
<td>The Foundation and The Grantee may agree in writing to modify the objectives, methods or timeline of the Grant Description. Any modifications must take place before the end of the Grant Period. Any modification request after the end of the Grant Period will not be allowed.</td>
</tr>
</tbody>
</table>
| 4 | The Grantee agrees to submit a Final Report no later than 28 days after the end of the Grant Period. This report must include:  
  - a brief summary of the outcome of your Grant  
  - a full financial accounting of the expenditures of the grant with invoice(s)/receipt(s) for all payments used to fulfill the Grant Description you wish to have covered by this grant.  
Invoices/receipts must have:  
  a. The description and quantity of products and/or services, line by line, and the cost of each item;  
  b. The date at which the products were purchased or when services occurred;  
  c. The vendor’s name with contact information;  
  d. The Grantee’s name somewhere on the invoice  
*(If The Grantee is unable to provide an invoice/receipt without one or more of these items, the invoice/receipt will be invalid and will be removed from final award amount.)* |
| 5 | The Foundation agrees to reimburse The Grantee up to, but not exceeding, the Grant Amount to solely implement the Grant Description, for expenses The Grantee incurred during the Grant Period following the submission of a Final Report. |
| 6 | The Grantee agrees to cover any expenses exceeding the Grant Amount. |
| 7 | The Grantee agrees to immediately notify The Foundation if any of the following occurs in the Grant Period:  
  - any changes in key personnel  
  - any changes in address or phone number  
  - any development that significantly affects the operation of the Grant Description  
  - any additional funding for the Grant Description |
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>The Grantee agrees to credit the participation of The Foundation as “Anonymous” in any advertisement, publicity or public comment related to the Grant Description.</td>
</tr>
<tr>
<td>9</td>
<td>The Grantee will keep adequate records to document the expenditure of funds and activities supported by the grant. The Grantee agrees to make available to The Foundation the financial records related to the activities supported by the grant at any given time during the Grant Period.</td>
</tr>
<tr>
<td>10</td>
<td>In the event The Foundation finds that The Grantee has failed to comply with any terms of this agreement, The Foundation may cancel its participation in the Grant Description resulting in no funds being reimbursed.</td>
</tr>
<tr>
<td></td>
<td>On behalf of The Grantee as a <strong>Board Member</strong>, I understand and agree to the foregoing terms and conditions of accepting Two Seven Oh Inc.’s grant, and authorize this agreement on The Grantee’s behalf.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of <strong>Board Member</strong>:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Printed Name of <strong>Board Member</strong>:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

I authorize this grant agreement and terms listed above as a representative of The Foundation.

<table>
<thead>
<tr>
<th>Signature of Director of Grants:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kati Wagner</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Printed Name of Director of Grants:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kati Wagner</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 7, 2017</td>
</tr>
</tbody>
</table>

**This signed agreement must be postmarked, faxed or emailed by:**

| Tuesday, April 11, 2017 |

*Please note that if each section is not initialed and the agreement is not signed by a **Member of the Board** (or **Board of Commissioners**) the agreement will not be valid. If you have any questions please contact the Grant Administrator listed on your agreement.*
TO: Board of Commissioners, Law & Courts Committee

FROM: John Dinon, Animal Control Director

DATE: 21 March 2017

SUBJECT: Request for authorization for a County employee to use County owned photos.
For the meeting agendas of March 30 and April 11, 2017

BACKGROUND
Jodi LeBombard, lead Animal Control Officer at Ingham County Animal Control, wishes to publish a book of stories about interesting animal control and animal cruelty cases. She intends to use mainly heartwarming, happy ending type stories and will not identify any people involved in the cases. She wishes to include a photograph with each story. Corporation counsel has advised that she has a First Amendment right to write the book, but that the County has copyright interest in the photos and they should not be used without permission from the Board of Commissioners. Counsel further recommends that LeBombard obtain the photos at her cost via the Freedom of Information Act. Officer LeBombard requests BOC approval to use County owned photos acquired through a FOIA request in her book.

ALTERNATIVES
If the BOC does not approve this request, Officer LeBombard may choose not to pursue this project or pursue it without photos. The publisher she has been working with may be less interested in publishing the book without photos.

FINANCIAL IMPACT
Granting this request will have no or a slight positive impact on County finances. Officer LeBombard will pay expenses associated with the FOIA request to acquire the photos. If the book is published and makes a profit, she has indicated she will donate some of the proceeds to ICAC.

OTHER CONSIDERATIONS
There are no statutory requirements related to this resolution.

RECOMMENDATION
Based on the information presented, I respectfully request approval of the attached resolution to allow Jodi LeBombard use of County owned photos.
WHEREAS, Ingham County Animal Control Officer Jodi LeBombard has authored a book about animal control work and animal cruelty cases; and

WHEREAS, LeBombard’s book will help educate the public about animal control and animal cruelty; and

WHEREAS, the identity of people associated with cases in LeBombard’s book will be protected; and

WHEREAS, LeBombard wishes to include photos for which Ingham County has copyright interest.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners gives permission to Officer Jodi LeBombard to use photos from ICAC cases, obtained through the Freedom of Information Act, in a book about animal control and animal cruelty.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents which are consistent with this resolution and approved as to form by the County Attorney.
TO:    Board of Commissioners Finance and Law & Courts Committee
FROM:  John Dinon, Director – Ingham County Animal Control
DATE:  21 March 2017
SUBJECT: Resolution to accept Bissell Pet Foundation Grant
For the meeting agendas of March 30, April 5 and April 11, 2017

BACKGROUND
The Ingham County Animal Control Department (ICAC) has applied for and been awarded a grant to reimburse ICAC for no fee adoptions finalized on April 29, 2017 as part of the BISSELL Pet Foundations Super Saturday Free Adoption event. ICAC will make animals available to qualifying adopters for free and The Foundation will reimburse ICAC at the following rates:
$48/senior dog (6 years and older)
$103/dog (6 months to 6 years)
$139/puppy (under 6 months)
$45/senior cat (6 years and older)
$84/cat or kitten (under 6 years)

ICAC will use our regular adoption application, screening process and adoption agreement for adoptions done as part of this event. The grant will facilitate an increase in adoptions and marketing of the event will help raise the profile of ICAC’s adoption program in the community.

The amount of the grant will be determined by the number, species and ages of the animals adopted on April 29, but is anticipated not to exceed $5,000. There is no match requirement.

ALTERNATIVES
If the grant is not accepted, ICAC will adopt animals at the regular adoption fees that date.

FINANCIAL IMPACT
Accepting the grant may slightly enhance County revenue due to increased adoptions.

OTHER CONSIDERATIONS
The Bissell Foundation Super Saturday events in 2016 were very successful and increased adoptions from ICAC.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to accept the Bissell Pet Foundation Grant.
WHEREAS, the Ingham County Animal Control has applied for and has been approved to receive a grant from the BISSELL Pet Foundation; and

WHEREAS, the purpose of this grant is to reimburse Ingham County Animal Control for no fee animal adoptions finalized on April 29, 2017; and

WHEREAS, the award amount of this grant is dependent on the number of animals adopted on April 29, but is anticipated to not exceed $5,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the grant from the BISSELL Pet Foundation for an amount to be determined by the number of adoptions finalized on April 29, 2017, but not to exceed $5,000 with no match requirement.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the Ingham County Animal Control budget.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents which are consistent with this resolution and approved as to form by the County Attorney.
To: Ingham County Board of Commissioners, Law and Courts Committee  
From: Lance Langdon  
Date: March 21, 2017  
Subject: Request approval for a resolution recognizing the Ingham County 9-1-1 Telecommunicators and Supervisors during National Telecommunicator Week 2017

The members of the Ingham County 9-1-1 Central Dispatch Center are a very devoted group of people that do an extraordinary job for the citizens and visitors to the county every day. They answer thousands of calls for help, determine what is needed, and then send the Police, Fire, or EMS providers needed for the caller’s situation.

The calls they take can be for an illegally parked car, an assault taking place, a traffic accident, a robbery, a person having a heart attack, or a woman delivering a baby. They are there and ready to assist however they can and to watch out for the safety of the Police Officers, Fire Fighters, and Paramedics from around the county.

Attached is the first proclamation establishing National Telecommunicator Week by President Bush. This was followed by a similar proclamation by President Clinton after which the holiday was made a permanent National Holiday.

I would request approval of this resolution and establish April 9th -15th 2017 as Telecommunicator Week for Ingham County.
INTRODUCED BY THE LAW & COURTS COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION OF APPRECIATION TO THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER TELECOMMUNICATORS DURING NATIONAL TELECOMMUNICATORS WEEK APRIL 9-15, 2017

WHEREAS, the Ingham County Board of Commissioners has established a Consolidated 9-1-1 Emergency Dispatch Center that opened June 27, 2012; and

WHEREAS, Ingham County 9-1-1 Telecommunicators (9-1-1 Dispatchers & Supervisors) daily serve the citizens of Ingham County by answering their emergency calls for police, fire, and emergency medical services and by dispatching the appropriate assistance as quickly as possible; and

WHEREAS, Ingham County 9-1-1 Telecommunicators are the first and most critical contact our citizens have with emergency services; and

WHEREAS, Ingham County 9-1-1 Telecommunicators are the single vital link for our police officers and firefighters by monitoring their activities and providing them information to ensure their safety; and

WHEREAS, Ingham County 9-1-1 Telecommunicators are professionals who work to improve the emergency response capabilities of these communications through their knowledge and experience; and

WHEREAS, Ingham County 9-1-1 Telecommunicators have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of the injured; and

WHEREAS, each Telecommunicator has exhibited compassion, understanding, and professionalism during the performance of their job in the past year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners declares the week of April 9-15, 2017 to be National Telecommunicators week in Ingham County, in honor of the Ingham County 9-1-1 Telecommunicators for their crucial role in the protection of life and property, for the Public Safety Agencies and the Citizens of Ingham County.
National Public Safety Telecommunicators Week
1992
by the President of the United States

A Proclamation

Each day, thousands of Americans dial 9-1-1 for help in emergencies ranging from house fires and automobile accidents to heart attacks and child poisonings. The men and women who answer these calls for help, gathering essential information and dispatching the appropriate assistance, can often make the difference between life and death for persons in need. Our Nation's 9-1-1 dispatchers, however, are among the more than 500,000 telecommunications specialists who work daily to protect and to promote the public safety. This week, we salute all of them--both professional and volunteer--for their dedicated efforts in our behalf. Public safety telecommunicators are more than a calm and reassuring voice at the other end the phone. They are knowledgeable and highly trained individuals who work closely with other police, fire, and medical personnel. They are Federal and State officials who manage vital government communications in areas such as highway safety, road maintenance, forestry, and conservation, and they are municipal employees who help to ensure the smooth operation of public utilities and other services that affect the health and safety of our citizens. Because emergencies can strike at any time, we rely on the vigilance and the preparedness of these individuals 24 hours a day, 365 days a year.

Our Nation enjoys the highest standards of public health and safety in the world, and we owe a great debt to the men and women who, by applying their expertise in telecommunications, help to make that achievement possible. During this special observance, we acknowledge that debt and extend a heartfelt thanks to each of them.

The Congress, by House Joint Resolution 284, has designated the week of April 12 through April 18, 1992, is "National Public Safety Telecommunicator's Week" and has authorized and requested the President to issue proclamation in observance of this week.

NOW, THEREFORE, I, GEORGE BUSH, President of the United States of America, do hereby proclaim the week of April 12 through April 18, 1992, as National Public Safety Telecommunicators Week. I invite all Americans to observe this week with appropriate programs and activities in honor of all the emergency dispatchers and other communications specialists, both professional and volunteer, who help to protect our health and safety.

IN WITNESS WHEREOF, I have hereunto set my hand this eighteenth day of March, in the year of our Lord nineteen hundred and ninety-two, and of the Independence of the United States of American the two hundred and sixteenth.

George Bush
TO: Board of Commissioners Finance and Liaison Committees

FROM: Teri Morton, Deputy Controller

DATE: March 21, 2017

SUBJECT: First Quarter 2017 Budget Adjustments and Contingency Fund Update
For the meeting agendas of 3/30 Law and Courts, 4/3 Human Services, 4/4 County Services, and 4/5 Finance

BACKGROUND
The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

FINANCIAL IMPACT
Detail of the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2017 are attached. The total increase to the General Fund is $31,600.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2016. Some of the larger projects carried over from the 2016 budget include $229,960 for parking lot replacement at the Human Services Building, $159,500 for Hawk Island’s Overlook Shelter roof and restrooms, $151,200 for the McNamara accessible boat launch, $92,121 for Mason Courthouse lighting upgrades and three major imaging/scanning projects which are ongoing, $171,580 for Probate Court, $228,702 for Circuit Court and $175,000 for the Clerk. Also reappropriated are the majority of the Trails and Parks millage projects approved by Resolutions 16-257 and 16-328. The balance of these projects totals $5,451,426. A total of $174,490 in computer replacements budgeted in 2016 is also reappropriated to 2017.

The use of fund balance in the general fund is increased $31,600 for training funds for the new jury management system ($1,600) and supplemental funding for the contract with Volunteers of America authorized by Resolution 16-269, but not spent in the Health Department’s 2016 fiscal year.

The revenue estimate in the Hotel/Motel fund is increased from $2.7 million to $2.9 million, based on 2016 actual collections, which will also increase allocations to the Greater Lansing Convention and Visitors Bureau, the Arts Council, and the Fair’s capital project fund.

After review 2016 actuals, the Fair Director recommended some budget adjustments to the Fair’s operating budget, which will decrease revenues by $99,330, decrease expenses by $57,304 and decrease the projected addition to fund balance by $42,026.

OTHER CONSIDERATIONS
Also included is an update of contingency fund spending so far this year. The current contingency amount is $330,219. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of $350,000.

RECOMMENDATION
It is recommended that the Board adopt the adjustments to the Ingham County budget for the first quarter of fiscal year 2017 as presented in the attached resolution and schedule.
### 2017 CONTINGENCY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Contingency Amount</td>
<td>$350,000</td>
</tr>
<tr>
<td>R17-042: Temporary Special Assistant Prosecutor</td>
<td>(12,656)</td>
</tr>
<tr>
<td>R17-080: Mass Communication Project</td>
<td>(7,125)</td>
</tr>
<tr>
<td>Current Contingency Amount</td>
<td><strong>$330,219</strong></td>
</tr>
</tbody>
</table>
Agenda Item 8

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2017 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2017 Budget on October 25, 2016 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<table>
<thead>
<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>2017 BUDGET</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>General Fund</td>
<td>$82,532,531</td>
<td>$31,600</td>
<td>$82,564,131</td>
</tr>
<tr>
<td>208</td>
<td>Parks</td>
<td>2,279,379</td>
<td>18,239</td>
<td>2,297,618</td>
</tr>
<tr>
<td>215</td>
<td>Friend of the Court</td>
<td>5,717,262</td>
<td>12,100</td>
<td>5,729,362</td>
</tr>
<tr>
<td>228</td>
<td>Trails &amp; Parks Millage</td>
<td>338,456</td>
<td>5,661,986</td>
<td>6,000,442</td>
</tr>
<tr>
<td>230</td>
<td>Hotel/Motel</td>
<td>2,700,000</td>
<td>204,851</td>
<td>2,904,851</td>
</tr>
<tr>
<td>245</td>
<td>Public Improvements</td>
<td>509,500</td>
<td>708,258</td>
<td>1,217,758</td>
</tr>
<tr>
<td>261</td>
<td>911 Emergency Phone</td>
<td>8,244,123</td>
<td>94,816</td>
<td>8,338,939</td>
</tr>
<tr>
<td>267</td>
<td>Community Corrections</td>
<td>406,486</td>
<td>(8,054)</td>
<td>398,432</td>
</tr>
<tr>
<td>292</td>
<td>Family Div. Child Care Fund</td>
<td>14,200,023</td>
<td>9,675</td>
<td>14,209,698</td>
</tr>
<tr>
<td>561</td>
<td>Fair</td>
<td>1,181,674</td>
<td>(52,453)</td>
<td>1,129,221</td>
</tr>
<tr>
<td>631</td>
<td>Building Authority Operating</td>
<td>3,678,611</td>
<td>342,132</td>
<td>4,020,743</td>
</tr>
<tr>
<td>636</td>
<td>Innovation &amp; Technology</td>
<td>5,103,209</td>
<td>434,624</td>
<td>5,537,833</td>
</tr>
<tr>
<td>664</td>
<td>Mach. &amp; Equip. Revolving</td>
<td>1,041,590</td>
<td>746,329</td>
<td>1,787,919</td>
</tr>
</tbody>
</table>
## GENERAL FUND REVENUES

<table>
<thead>
<tr>
<th>Description</th>
<th>2017 Budget 3/15/17</th>
<th>Proposed Changes</th>
<th>2017 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tax Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Property Tax</td>
<td>45,750,675</td>
<td>0</td>
<td>45,750,675</td>
</tr>
<tr>
<td>Property Tax - Adjustments</td>
<td>(50,000)</td>
<td>0</td>
<td>(50,000)</td>
</tr>
<tr>
<td>Delinquent Real Property Tax</td>
<td>15,000</td>
<td>0</td>
<td>15,000</td>
</tr>
<tr>
<td>Unpaid Personally Property Tax</td>
<td>15,000</td>
<td>0</td>
<td>15,000</td>
</tr>
<tr>
<td>IFT/CFT</td>
<td>275,000</td>
<td>0</td>
<td>275,000</td>
</tr>
<tr>
<td>Trailer Fee Tax</td>
<td>15,000</td>
<td>0</td>
<td>15,000</td>
</tr>
<tr>
<td><strong>Intergovernmental Transfers</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Revenue Sharing</td>
<td>6,149,564</td>
<td>0</td>
<td>6,149,564</td>
</tr>
<tr>
<td>Convention/Tourism Tax - Liquor</td>
<td>1,429,396</td>
<td>0</td>
<td>1,429,396</td>
</tr>
<tr>
<td>Court Equity Funding</td>
<td>1,510,000</td>
<td>0</td>
<td>1,510,000</td>
</tr>
<tr>
<td>Use of Fund Balance - Committed</td>
<td>1,600,000</td>
<td>0</td>
<td>1,600,000</td>
</tr>
<tr>
<td>Use of Fund Balance - Uncommitted</td>
<td>3,100,000</td>
<td>31,600</td>
<td>3,131,600</td>
</tr>
<tr>
<td><strong>Department Generated Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal Control</td>
<td>939,041</td>
<td>0</td>
<td>939,041</td>
</tr>
<tr>
<td>Circuit Court - Family Division</td>
<td>1,203,451</td>
<td>0</td>
<td>1,203,451</td>
</tr>
<tr>
<td>Circuit Court - Friend of the Court</td>
<td>587,000</td>
<td>0</td>
<td>587,000</td>
</tr>
<tr>
<td>Circuit Crt - General Trial</td>
<td>2,388,631</td>
<td>0</td>
<td>2,388,631</td>
</tr>
<tr>
<td>Controller</td>
<td>3,170</td>
<td>0</td>
<td>3,170</td>
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<tr>
<td>Cooperative Extension</td>
<td>2,500</td>
<td>0</td>
<td>2,500</td>
</tr>
<tr>
<td>County Clerk</td>
<td>629,210</td>
<td>0</td>
<td>629,210</td>
</tr>
<tr>
<td>District Court</td>
<td>2,673,298</td>
<td>0</td>
<td>2,673,298</td>
</tr>
<tr>
<td>Drain Commissioner/Drain Tax</td>
<td>415,500</td>
<td>0</td>
<td>415,500</td>
</tr>
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Tri-County Regional Planning 63,921 0 63,921  
Veteran Affairs 388,682 0 388,682  
Total General Fund Revenues 82,532,531 31,600 82,564,131  

GENERAL FUND EXPENDITURES  

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**General Fund Revenues**

- **Use of Fund Balance**: Increase use of fund balance $31,600 for reappropriations.

**General Fund Expenditures**

- **Jury Administration**: Reappropriate $1,600 in training funds for new jury management system. Funds were budgeted in 2016, but training was not completed.

- **Health Department**: Reappropriate $30,000 supplemental funding for contract with Volunteers of America per Resolution 16-269. Funds were not spent in Health Department’s 2016 fiscal year.

**Non-General Fund Adjustments**

- **Parks**: Reappropriate funds for the following capital improvement projects:
Lake Lansing North restroom roof repair ($1,836), Lake Lansing South restroom roof repair ($8,000) and Burchfield gravel/road maintenance ($7,000) per 2015 capital budget. Reappropriate remaining funds authorized in the 2015 budget for the master plan update ($1,403).

Friend of the Court
Set up budget for Access and Visitation Grant per 2017 grant contract ($4,600).
Reappropriate funds for scanner budgeted but not purchased in 2016 ($7,500).

Trails & Parks Millage
Reappropriate remaining funds for Trails & Parks projects approved by Resolutions 16-257 and 16-328 ($5,451,426). Reappropriate remaining funds for magic carpet at Hawk Island ($16,860) per Resolution 16-198. Reappropriate funds for McNamara accessible boat launch ($151,200) and Lake Lansing band shell roof ($8,000) and rental house roof ($14,500) and Lake Lansing and Burchfield road millings ($20,000) per 2016 capital budget.

Hotel/Motel Fund
Increase revenues and expenses $200,000 to reflect current projections.
Reappropriate fair capital funds for repairs budgeted but not completed in 2016. ($4,851)

Public Improvements
Reappropriate funds for the following capital improvement projects: new Facilities maintenance garage ($41,436) per 2014 capital budget, District Court public bath flooring ($17,293), replace Grady Porter Building rooftop insulation ($15,000), floor replacement at Women’s Health ($9,900) and Child Health ($7,000), boiler replacement ($67,623) and vent covers ($12,000) at the Youth Center, countertop replacement at the Hilliard Building ($1,850), Hawk Island parking lot repair ($7,000), Lake Lansing South reforestation ($1,575) and Drain Office vault shelving ($25,000) per 2015 capital budget, concrete repairs at VMC ($8,000), new Probate Court file room ($38,346), indoor firearms range ventilation system for Sheriff ($5,000), Jail heat pumps and piping ($45,000), Jail water softener ($25,000), Jail lock replacement ($9,016), Jail plumbing repairs ($6,286), study for new garage at Forest Community Health Center ($15,000), Mason Courthouse lighting upgrade ($92,121), disc golf store inventory ($3,598) and cross country ski equipment ($4,000) at Burchfield Park, shoreline stabilization at Lake Lansing boat launch ($13,197), security cameras and alarms at all parks ($30,000), Overlook Shelter roof and restrooms ($159,500), Hawk Island beach house roof ($20,000) and Hawk Island maintenance building roof ($20,000) per 2016 capital budget, and Sheriff card access system ($8,517) per Resolution 16-468.

911 Emergency Phone
Increase use of fund balance to purchase two replacement PCs ($1,816).
Reappropriate funds for the following projects; upgrade 911 recorder system ($28,000) per Resolution 16-456, additional work station ($45,000) per Resolution 16-476, and radio system battery replacement ($20,000) per 2016 capital budget.
**Community Corrections**

Reduce budget and contract for Day Reporting Program per award for Comprehensive Plans and Services. ($8,054)

**Fam. Div. Child Care Fund**

Reappropriate unspent funds for First Step Program and Parenting Wisely curriculum authorized by Resolution 14-327. ($9,675)

**Fair**

Amend Fair budget to better align with current projections as follows: Decrease revenues $99,330, decrease personnel services $1,711, decrease controllable expenses $57,593, increase non-controllable expenses $2,000, and decrease addition to fund balance $42,026. Reappropriate capital funds from hotel/motel fund for repairs budgeted but not completed in 2016. ($4,851)

**Bldg. Authority Operating**

Reappropriate funds for the following projects at the Human Services Building: new fire panel ($45,172), new boilers ($45,000) and drop ceiling for Public Health Services ($10,000) per the 2015 capital budget, and replace entrance doors ($15,000) and parking lot replacement ($229,960) per 2016 capital budget.

**Innovation & Technology**

Reappropriate remaining funds for the following projects: Probate Court scanning project ($171,528) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project ($48,096) approved by the 2014 and 2015 capital budgets and Resolution 13-199, and Prosecuting Attorney Juvenile Foldering project per Resolution 16-378 ($7,000). Reappropriate unspent network funds for the following projects budgeted but not completed in 2016; UPS replacement ($75,000), server replacement hosts ($30,000), core switch upgrades ($10,000), multi-factor authentication ($30,000), network access control ($25,000), and web services ($38,000).

**Mach./Equip. Revolving**

Increase CIP upgrade funds to purchase surface pro for Board of Commissioners Office ($1,696), copier for Cooperative Extension ($3,719), and two copiers for the Road Department ($12,450). Reappropriate Circuit Court imaging/scanning project ($228,702), and Circuit Court e-filing software/integration ($10,000) and backscanning ($50,000) per 2014 capital budget. Reappropriate funds for TV monitors for District Court lobby ($3,650) and electric letter opener ($1,000) for Circuit Court per 2015 capital budget. Reappropriate funds for Animal Control toughbooks ($6,995) and body armor ($2,000), Clerk electronic imaging project ($175,000) and website design ($4,800), Prosecuting Attorney scanner ($6,190), Sheriff evidence room barcoding tracking system ($2,129), Sheriff electronic warrant request ($47,625) and Circuit Court courtroom technology replacements ($15,883) per 2016 capital budget. Reappropriate funds for computer replacements budgeted but not purchased in 2016 for the following departments; County Clerk ($1,496), Circuit Court ($3,119), District Court ($7,983), Prosecuting Attorney ($19,007), Drain Commissioner ($4,216), and Health Department ($138,669).