

**MINUTES OF REGULAR MEETING**  
**MONTGOMERY COUNTY COMMISSION**  
**SEPTEMBER 21, 2015**

**INFORMATION SESSION**

Chairman Dean called the meeting to order at 8:11 a.m. The meeting was held at the Montgomery County Administration Building and Courthouse Annex III.

The meeting was opened with prayer led by Commissioner Williams. All five Commissioners were present.

**COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS**

**COMMENTS FROM ADMINISTRATOR MIMS**

Administrator Mims briefed the Commission on scheduled attendees and items on the agenda.

Administrator Mims noted that Chief Information and Technology Officer Lou Ialacci was on annual leave and would not be attending the Commission meeting.

Administrator Mims informed the Commission that Examiners of Public Accounts Audit Manager Teresa Dekle and Examiners Brittany Little and Brooke Phillips will conduct the annual Audit Exit Conference immediately following the adjournment of the Commission meeting.

Administrator Mims reminded the Commission that, at the conclusion of the Formal Session, they would need to convene a Special Call Meeting of the Montgomery County Emergency Management Communications District Board. He distributed the Annual Certification to the Alabama 9-1-1 Board for Fiscal Year ending September 30, 2016, which would need to be approved at the meeting along with the 2015-2016 Budget.

**PRESENTATION BY FINANCE DIRECTOR SHERRILL THOMAS**

Finance Director Sherrill Thomas briefed the Commission regarding Budget Change Request Numbers 2 and 3 from the Appraisal Department, Budget Change Request Number 1 from County Commission, Budget Change Request Numbers 45, 46, 47 and 48 from County Commission Appropriations, Budget Change Request Number 16 from the Engineering Department,, Budget Change Request Number 1 from the Finance Department, Budget Change Request Number 5 from the Personnel Department, Budget Change Request Number 10 from the Probate Judge's Office (Elections), and Budget Change Request Number 4 from the Revenue Commissioner's Office, Budget Change Request Number 1 from Risk Management, Budget Change Request Number 2 from the Tax & Audit Department and Budget Change Request

Number 3 from the Youth Facility. After discussion, the Commission agreed to waive rules and add these items to the agenda.

The Commission discussed funding for the Cleveland YMCA. After discussion, the Commission agreed to waive rules and add a Budget Change Request in the amount of \$25,000 to the agenda, which was to be funded from donation revenue.

#### DISCUSSION BY THE COMMISSION

Commissioner Walker requested an additional \$500 miscellaneous appropriation from her account to the Montgomery Lions Club for community service programs.

Commissioner Walker requested a \$1,000 miscellaneous appropriation from her account to Girls on the Run Serving the River Region for program services.

Commissioner Hall requested a \$1,000 miscellaneous appropriation from his account to Montgomery YMCA, for the Bell Road YMCA Branch, for program services.

Commissioner Hall requested a \$1,325 miscellaneous appropriation from his account to Montgomery YMCA, for the James W. Wilson, Jr., YMCA Branch, for program services.

Commissioner Hall requested a \$1,000 miscellaneous appropriation from his account to each of the following: BOE, Wynton M Blount Elementary School for Principal's Discretionary Fund, BOE, Dunbar-Ramer School for Principal's Discretionary Fund, BOE, Fitzpatrick Elementary School for Principal's Discretionary Fund, BOE, Park Crossing High School, for Principal's Discretionary Fund, BOE, James Wilson Elementary School for Principal's Discretionary Fund, and Pike Road Board of Education, Pike Road School, for Principal's Discretionary Fund.

Commissioner Hall requested a \$1,000 miscellaneous appropriation from his account the City of Montgomery, to be used by BONDS to support Ranchette Estates, with funding to promote the community enhancement and beautification programs/projects.

The Commission agreed to add these items to the miscellaneous appropriations.

#### PRESENTATION BY PRESIDING CIRCUIT COURT JUDGE EUGENE REESE AND ARCHITECTS GRIFFIN HARRIS AND PATRICK ADDISON WITH PH&J ARCHITECTS, INC.

Presiding Circuit Court Judge Eugene Reese stated that he had met with Architects Griffin Harris and Patrick Addison with PH&J Architects, Inc., regarding the air conditioning, lighting and black dust coming from the vents in the courthouse. Judge Reese stated that the hallways were crowded and that defendants and victims have to share that same space. He requested that the Commission consider renovating the courthouse and providing conference rooms.

Architects Griffin Harris and Patrick Addison discussed the Master Plan and Space Utilization at the Montgomery County Building Complex for the Montgomery County Commission. He stated

that with the different renovations of Annex I and Annex III for the Sheriff's Office, Family Courts and most recently for the Probate Judge's Office and District Attorney's Office, the Master Plan for the County's needs to be revised and updated. Architect Harris noted that updating the Master Plan will allow for the planning and sequencing of needed renovations at the Main Courthouse building for the Court System, completing renovations at Annex 1 for the Sheriff, County Engineer, Board of Registrars and County IT. Additionally, they would address repair and maintenance work requiring attention at both Annex II and Carnegie Buildings. Architect Addison noted that as part of the Master Planning, they would be updating the County's Space Utilization Study and produce updated documents to be used for facility management and space allocations.

Commissioner Williams stated that the crowded hallways need to be addressed in the future for protection of individuals.

Sheriff Cunningham requested that the Sheriff's Office on the 1<sup>st</sup> floor of Annex I be included in future renovation plans as well.

Administrator Mims stated that he and Deputy Administrator Cauthen support the Master Plan update and Space Utilization Study and requested that PH&J Architects, Inc., move forward and report back to the Commission regarding a budget for the renovations. The Commission agreed for PH&J Architects, Inc., to proceed with updating the Master Plan and Space Utilization Study.

#### DISCUSSION BY THE COMMISSION

Chairman Dean inquired as to the status of the position for Director of Support Services. Administrator Mims responded that he and Deputy Administrator Cauthen have been working with the Personnel Department regarding this position.

#### PRESENTATION BY GIS & CADASTRAL MAPPING MANAGER TODD GRANT

GIS & Cadastral Mapping Manager Todd Grant briefed the Commission regarding an Agreement with Pictometry International Corporation regarding the usage of a web based application. After discussion, the Commission agreed to place this item on the next agenda.

#### PRESENTATION BY SENIOR PROBATION OFFICER BEVERLY RIDDLE WISE WITH THE YOUTH FACILITY AND COMPLIANCE OFFICER JIM HERRING WITH THE BRIDGE, INC.

Senior Probation Officer Beverly Riddle Wise with the Youth Facility and Compliance Officer Jim Herring with The Bridge, Inc., briefed the Commission regarding Amendment Number 2 to Contract with The Bridge, Inc., which extends the operation of Camp Davis from July 31, 2015 to December 31, 2015. After discussion, the Commission agreed to waive rules and add this item to the agenda.

PRESENTATION BY CHIEF ADMINISTRATOR RHONDA B. CAPE WITH THE DISTRICT ATTORNEY'S OFFICE

Chief Administrator Rhonda B. Cape with the District Attorney's Office informed the Commission that the documents for the continuation of a previous grant with ADECA, for the Violence Against Women Prosecution Unit Project was on the agenda.

Ms. Cape requested authorization for Chairman Dean to sign an Agreement with the Alabama Department of Human Resources, if it is necessary by September 30, 2015, for the Child Support Unit. After discussion, the Commission agreed to waive rules and add this authorization to the agenda.

PRESENTATION BY COUNTY ENGINEER GEORGE SPEAKE AND ASSISTANT COUNTY ENGINEER JAMES KELLEY

County Engineer George Speake recommended approval of position fill requests for Traffic Control Technician I, County Road Equipment Operator II, and County Road Equipment Operator III, which were on the agenda.

Mr. Speake briefed the Commission regarding Budget Change Request Number 16 from the Engineering Department. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Also, he briefed the Commission regarding two position fill requests for County Road Equipment Operator II, Position Numbers 610552013 and 610552015. After discussion, the Commission agreed to place these items on the next agenda.

Mr. Speake informed the Commission that the Alabama Department of Transportation held a Public Involvement Meeting regarding access management on Chantilly Parkway from west of Technacenter Drive to east of Eastchase Parkway.

Commissioner Walker inquired as to the process of determining where traffic lights are located in the county. Assistant County Engineer James Kelley responded that a warrant study would have to be conducted to determine the need for a traffic light. Commissioner Walker thanked him for the information.

DISCUSSION BY DEPUTY ADMINISTRATOR CAUTHEN

Deputy Administrator Cauthen presented a Position Fill Request for Clerk Typist II, Position Number 810012007 from the Tax & Audit Department. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Deputy Administrator Cauthen briefed the Commission regarding a bid for janitorial services. She stated that the bid reserves the right for the Commission to award the contract to a local responsible vendor if the bid is within 10% of a foreign entity's bid per Alabama Act 2015-293. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Deputy Administrator Cauthen presented a Final Pay Application to Bear Brothers, Inc., regarding renovations to the Montgomery County Youth Facility. After discussion, the Commission agreed to waive rules and add this item to the agenda.

#### COMMENTS FROM PUBLIC AFFAIRS DIRECTOR DIDI HENRY

Public Affairs Director DiDi Henry briefed the Commission regarding a Resolution proclaiming Friday, October 2, 2015, as “National Manufacturing Day” in Montgomery County. After discussion, the Commission agreed to waive rules and add this item to the agenda.

#### DISCUSSION BY THE COMMISSION

Commissioner Walker discussed appropriations to the YMCAs in Montgomery. After discussion, the Commission agreed to invite President/CEO Gary Cobbs with Montgomery YMCA to discuss these issues at the October 5, 2015 meeting.

#### COMMENTS FROM ADMINISTRATOR MIMS AND PUBLIC AFFAIRS DIRECTOR DIDI HENRY

Administrator Mims briefed the Commission regarding a claim filed by Deborah Jean Brown. After discussion, the Commission agreed to consider recognizing and denying this claim on the next agenda.

Public Affairs Director DiDi Henry briefed the Commission regarding a Sponsorship Agreement for AUM’s Business Breakfast Series 2015-2016 in the amount of \$1,000. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented an invoice for payment of the 2016 Membership Dues to the Association of County Administrators of Alabama (ACAA) for Administrator Donald L. Mims and Deputy Administrator Florence M. Cauthen. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented a Position Fill Request for Clerk II, Position Number 229 from the Detention Facility. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented a Position Fill Request for Customer Service Clerk, Position Number 750016020 from the Probate Judge’s Office. After discussion, the Commission agreed to place this item on the next agenda.

#### COMMENTS FROM SHERIFF CUNNINGHAM

Sheriff Derrick Cunningham briefed the Commission regarding the 2015 Trick or Treat Halloween Spooktacular event and requested support from the Commission.

## COMMENTS FROM ADMINISTRATOR MIMS AND DEPUTY ADMINISTRATOR CAUTHEN

Deputy Administrator Cauthen briefed the Commission regarding Minority Business Enterprise Participation programs throughout Alabama. (Copy of Memorandum, Agenda Pages 22-1 and 22-2, is attached to these Minutes.)

Deputy Administrator Cauthen informed the Commission that she is still negotiating the Board of Pardons and Paroles Lease and would present it to them as soon as it was finalized.

Administrator Mims presented a schedule of upcoming bids/contract renewals.

## DISCUSSION BY THE COMMISSION

Chairman Dean inquired as to whether Administrator Mims has looked at what can be done to eliminate some of the paper that is presented to the Commission during their meetings. Administrator Mims responded that he was working with Chief Information and Technology Officer Lou Ialacci regarding a paperless agenda system.

## PRESENTATION BY EXECUTIVE DIRECTOR GREG CLARK WITH CENTRAL ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION

Executive Director Greg Clark with Central Alabama Regional Planning and Development Commission briefed the Commission regarding services to Montgomery County Commission by Central Alabama Regional Planning and Development Commission. Mr. Clark updated the Commission regarding grants. Due to time constraints, Mr. Clark was unable to finish his presentation and the Commission agreed for him to meet with them again at their October 5, 2015, meeting.

## **RECESS TO FORMAL SESSION**

Chairman Dean recessed the Information Session to the Formal Session.

## **FORMAL SESSION**

Chairman Dean welcomed everyone to the Formal Session.

The meeting was opened with prayer led by County Extension Coordinator Jimmy D. Smitherman at the request of Vice Chairman Harris.

The Pledge of Allegiance was led by Commissioner Walker.

County Administrator Mims called Roll to establish a quorum, and the following Commissioners were present: Chairman Dean, Vice Chairman Harris and Members Hall, Walker, and Williams. Also present were County Attorney Tyrone C. Means and County Engineer George C. Speake.

Vice Chairman Harris made a motion to approve the Minutes of the Regular Meeting of September 8, 2015. The motion was seconded by Commissioner Hall and unanimously approved by the Commission.

## **CONSENT AGENDA**

Administrator Mims presented the Accounts Payable and Payroll Checks Authorization for approval.

Commissioner Walker made a motion to approve the Accounts Payable and Payroll Checks, as presented by Administrator Mims. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Accounts Payable Checks and Payroll Checks Authorization, Consent Agenda Pages 1 through 5, are attached to these Minutes.)

## **NEW BUSINESS**

### **COUNTY COMMISSION – PUBLIC COMMENT REGARDING PROPOSED 2015-2016 OPERATING BUDGET AND CONSTRUCTION PROGRAMS BUDGET**

Chairman Dean opened the floor for public comment and asked if anyone in the audience wanted to speak regarding the proposed 2015-2016 Operating Budget and Construction Programs Budget. No one addressed the Commission and Chairman Dean closed the floor for Public Comment.

### **COUNTY COMMISSION – APPROVED PROPOSED 2015-2016 OPERATING BUDGET AND CONSTRUCTION PROGRAMS BUDGET**

The Administrator requested approval of the proposed 2015-2016 Operating Budget and Construction Programs Budget.

Vice Chairman Harris made a motion to approve the proposed 2015-2016 Operating Budget and Construction Programs Budget. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copies of Operating Budget and Construction Programs Budget, Agenda Pages 2-1 through 2-18, are attached to these Minutes.)

### **COUNTY COMMISSION – ADOPTED RESOLUTION REGARDING GASB 54 FUND BALANCE COMMITMENTS**

Administrator Mims presented the following memorandum from Finance Director Sherrill Thomas:

## **MEMORANDUM**

To: Donnie L. Mims, Administrator

From: Sherrill R. Thomas, Finance Director

Date: August 31, 2015

Re: GASB 54 Resolution

The Governmental Accounting Standards Board (GASB) adopted a new standard (GASB 54) for governmental fund balance reporting that was effective in 2011. This standard requires that the County Commission annually approve a resolution committing applicable fund balances.

Attached is a resolution for County Commission approval to comply with the GASB 54 requirements for fiscal year 2015.

End of Memorandum

Vice Chairman Harris made a motion to adopt the resolution. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copy of Resolution, Agenda Page 3-2, is attached to these Minutes.)

ENGINEERING DEPARTMENT – APPROVED AMENDMENT NUMBER 2 TO  
CONTRACT WITH CONTECH ENGINEERED SOLUTIONS REGARDING METAL PIPE,  
CONTRACT NUMBER 53000-13B-029

Administrator Mims presented the following memorandum from Purchasing Manager Myrtle Singleton:

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager

DATE: August 21, 2015

RE: Contract No. 53000-13B-029  
Metal Pipe

I request that the attached Amendment No. 2 to Contech Engineered Solutions contract for metal pipe be considered for approval on a future agenda.

Amendment No. 2 will allow the contract to be extended for one (1) year, beginning October 1, 2015 and ending on September 30, 2016.

Contech Engineered Solutions would like to increase pricing by 5% in accordance with the terms of the contract. All other provisions of the contract shall remain the same.

This contact extension has been coordinated with George Speake, County Engineer.

Attachment

End of Memorandum

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copies of Amendment, Letter, and 2015-2016 Pricing Sheet, Agenda Pages 4-2 through 4-4, are attached to these Minutes.)

DISTRICT ATTORNEY'S OFFICE – APPROVED CONTINUATION OF PREVIOUS GRANT WITH ADECA AND RELATED RESOLUTION OF APPLICANT FOR MATCHING FUNDS, FOR THE VIOLENCE AGAINST WOMEN PROSECUTION UNIT PROJECT

Administrator Mims presented the following memorandum from Chief Administrator of the District Attorney's Office Rhonda B. Cape:

MEMORANDUM

TO: Donald L. Mims  
County Administrator

FROM: Rhonda B. Cape  
Chief Administrator

DATE: September 17, 2015

RE: Violence Against Women Prosecution Grant

The Montgomery County District Attorney's Office is applying to ADECA for a continuation of the Violence Against Women Prosecution Grant. The County Commission serves as the sub grantee. The grant start date will be January 1, 2016. The District Attorney's Office provides the matching funds so there is no cost to the County General Fund.

Please place this grant application request on the Montgomery County Commission agenda for Monday, September 21.

Thank you for your continued support for the VAW Prosecution Unit.

Attachment

End of Memorandum

Commissioner Hall made a motion to approve the grant application and to adopt the resolution of applicant for matching funds. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Grant Application and Resolution, Agenda Pages 5-2 through 5-14, are attached to these Minutes.)

## **OMNIBUS VOTE**

Administrator Mims requested that the Commission omnibus the following four items, and the Commission concurred. Commissioner Williams made a motion to approve the four agenda items. The motion was seconded by Commissioner Hall and unanimously approved by the Commission.

### RISK MANAGEMENT – APPROVED EXCESS WORKERS’ COMPENSATION INSURANCE RENEWAL WITH NEW YORK MARINE & GENERAL INSURANCE, SECURED THROUGH PALOMAR INSURANCE

Administrator Mims presented the following memorandum from Director of Risk Management Scott Kramer:

September 9, 2015

#### MEMORANDUM

TO: Donald L. Mims  
County Administrator

FROM: Scott Kramer  
Director of Risk Management

SUBJECT: Excess Workers Comp Insurance Renewal

On September 8, 2014, I met with the County Commission to discuss the rates for excess workers comp insurance. The excess workers comp insurance coverage was secured through Perry Hooper, Jr. of Palomar Insurance with New York Marine & General Insurance. The estimated annual excess workers comp premium for the coming year from October 1, 2015 through September 30, 2016 is \$67,690. This premium amount represents the same rate as last year based on .18167 per \$100 of payroll. The deductible will remain the same at \$600,000 (and \$750,000 for sworn officers).

I am requesting the County Commission’s approval of this item outlined above.

End of Memorandum

As approved in the Omnibus Vote, Commissioner Williams made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission.

RISK MANAGEMENT – APPROVED LIFE INSURANCE AND ACCIDENTAL DEATH  
AND DISMEMBERMENT POLICY RENEWAL FOR COUNTY EMPLOYEES WITH  
HARTFORD, SECURED THROUGH HARMON DENNIS BRADSHAW, INC.

Administrator Mims presented the following memorandum from Director of Risk Management Scott Kramer:

September 9, 2015

MEMORANDUM

TO: Donald L. Mims  
County Administrator

FROM: Scott Kramer  
Director of Risk Management

SUBJECT: Life Insurance Renewal

On September 8, 2015, I met with the County Commission to discuss the status of our extension to our life insurance contract through June 30, 2016. John Dorrough, with Harmon Dennis Bradshaw, Inc., the current broker of our Group Life policy, was able to secure Life Insurance and AD&D at a combined rate of \$.17 per \$1,000 of coverage. This rate, secured with Hartford is the same as our current coverage. The projected annual cost for the 10/1/15 – 10/1/16 will be \$65,740.

I am requesting the County Commission's approval of this item outlined above.

End of Memorandum

As approved in the Omnibus Vote, Commissioner Williams made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Email, Agenda Page 7-2, is attached to these Minutes.)

RISK MANAGEMENT – APPROVED PROPERTY INSURANCE RENEWAL WITH  
AFFILIATED FM INSURANCE COMPANY, SECURED THROUGH COLONIAL  
INSURANCE

Administrator Mims presented the following memorandum from Director of Risk Management Scott Kramer:

September 16, 2015

MEMORANDUM

TO: Donald L. Mims  
County Administrator

FROM: Scott Kramer  
Director of Risk Management

SUBJECT: Property Insurance Renewal

On September 8, 2015, I met with the County Commission to discuss the Property Insurance renewal effective 10/1/15. The property insurance premium for the coming year from October 1, 2015 through September 30, 2016 is projected to be \$104,799. This amount represents the same rate as last year's rates of \$.492 per \$1,000 of value. The rates were secured through Junie Pierce of Colonial Insurance with Affiliated FM Insurance.

I am requesting the County Commission's approval of this item outlined above.

End of Memorandum

As approved in the Omnibus Vote, Commissioner Williams made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Invoice, Agenda Page 8-2, is attached to these Minutes.)

RISK MANAGEMENT – APPROVED EXCESS LIABILITY INSURANCE RENEWAL  
WITH STATES SELF-INSURERS RISK RETENTION GROUP, SECURED THROUGH  
COLONIAL INSURANCE

Administrator Mims presented the following memorandum from Director of Risk Management Scott Kramer:

September 16, 2015

MEMORANDUM

TO: Donald L. Mims  
County Administrator

FROM: Scott Kramer  
Director of Risk Management

SUBJECT: Excess Liability Insurance Renewal

On September 8, 2015, I met with the County Commission to discuss the excess liability insurance premium for the coming year. The coverage is for fiscal year October 1, 2015 through September 30, 2016 in the amount of \$187,380 which represents the same rates as the current year rates. The coverage amount is \$5 Million with a deductible of \$750,000. This coverage was secured through Junie Pierce of Colonial Insurance with States Self-Insurers Risk Retention Group. There are no changes to the policy.

I am requesting the County Commission's approval of this item outlined above.

End of Memorandum

As approved in the Omnibus Vote, Commissioner Williams made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Invoice, Agenda Page 9-2, is attached to these Minutes.)

End of Omnibus Vote

TAX AND AUDIT DEPARTMENT – APPROVED RENEWAL OF CONTRACT WITH MONTGOMERY ARMORED CAR SERVICE, INC.

Administrator Mims presented the following memorandum from Revenue Manager Terri A. Henderson:

MEMORANDUM

DATE: September 11, 2015

TO: Florence M. Cauthen, Deputy Administrator

FROM: Terri A. Henderson, Revenue Manager

RE: Proposed Renewal of Montgomery Armored Car Service, Inc. Contract

Please note our current contract with Montgomery Armored Car Service, Inc. ("MACS") will expire on September 30, 2015. A proposal for the renewal of this contract is attached covering the period October 1, 2015 through September 30, 2016. The proposed contract reflects an approximate 3% total monthly rate increase changing from \$370.94 per month to \$382.07 per month. The total monthly rate increase is comprised of 3% due to the proposed new base monthly rate of \$363.88 plus a 5% monthly line item insurance surcharge. Based on the proposed new monthly rate structure there will be no fuel surcharge unless fuel reaches \$4.00 per gallon. With the exception of the new monthly rate, all other contract language including the fuel surcharge structure will remain the same as in the current contract. Please note the current contract rate of \$370.94 per month has been in effect since October 1, 2014.

This proposed renewal contract was discussed in the Information Session on September 8, 2015 and was advised to place this item on the agenda for the Montgomery County Commission meeting on September 21, 2015. Thank you in advance for your assistance with this matter.

attachment

#### End of Memorandum

Commissioner Walker made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Contract and Attachment A: Fuel Surcharge Program Sheet, Agenda Pages 10-2 through 10-6, are attached to these Minutes.)

#### COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS REPROGRAMMING REQUESTS

Administrator Mims requested approval of the following miscellaneous appropriations reprogramming requests:

September 21, 2015

#### MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims, County Administrator

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

I am requesting authority to reprogram the following from fund code 001-59320-498 (Agency, Miscellaneous Appropriations) and to sign the contracts:

C-2015-92: Montgomery Lions Club, for Community Service Programs - \$500;  
(Walker)

NC-2015-123: Troy University, for Davis Theater Programs for the Montgomery Public School's Field Trips/Free Performances - \$5,000; (Walker)

NC-2015-124: City of Montgomery, to be used by BONDS for Dalraida Neighborhood Watch - \$500; (Walker)

NC-2015-125: City of Montgomery, to be used by BONDS to Support the Arrowhead Neighborhood, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$500; (Walker)

- NC-2015-126: City of Montgomery, to be used by BONDS to Support the Copperfield Neighborhood, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$500; (Walker)
- NC-2015-127: City of Montgomery, to be used by BONDS to Support the Halcyon Summit Neighborhood, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$500; (Walker)
- NC-2015-128: BOE, Vaughn Road Elementary School, for Principal's Discretionary Fund - \$500; (Harris)
- NC-2015-129: BOE, Peter Crump Elementary School, for Principal's Discretionary Fund - \$500; (Harris)
- NC-2015-130: BOE, Jefferson Davis High School, Principal's Discretionary Fund - \$715; (Harris)

#### End of Memorandum

During the County Commission Meeting this date, Chairman Dean requested that the following miscellaneous appropriations reprogramming requests be added and his fellow Commissioners concurred:

- C-2015-92: Amended Miscellaneous Appropriation, Montgomery Lions Club, for Community Service Programs - \$500; (Walker)
- NOTE: Commissioner Walker requested to add an additional \$500 of her discretionary money, for a total of \$1,000 appropriated to Montgomery Lions Club, for Community Service Programs.
- C-2015-93: Girls on the Run Serving the River Region, for Program Services - \$1,000; (Walker)
- C-2015-94: Montgomery YMCA, for the Bell Road YMCA Branch, for Program Services - \$1,000; (Hall)
- C-2015-95: Montgomery YMCA, for the James W. Wilson, Jr., YMCA Branch, for Program Services - \$1,325; (Hall)
- NC-2015-131: BOE, Wynton M Blount Elementary School, for Principal's Discretionary Fund - \$1,000; (Hall)
- NC-2015-132: BOE, Dunbar-Ramer School, for Principal's Discretionary Fund - \$1,000; (Hall)

- NC-2015-133: BOE, Fitzpatrick Elementary School, for Principal's Discretionary Fund - \$1,000; (Hall)
- NC-2015-134: BOE, Park Crossing High School, for Principal's Discretionary Fund - \$1,000; (Hall)
- NC-2015-135: BOE, James Wilson Elementary School, for Principal's Discretionary Fund - \$1,000; (Hall)
- NC-2015-136: Pike Road Board of Education, Pike Road School, for Principal's Discretionary Fund - \$1,000; (Hall)
- NC-2015-137: City of Montgomery, to be used by BONDS to Support Ranchette Estates, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Hall)

Commissioner Williams made a motion to approve the requests. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission.

#### ENGINEERING DEPARTMENT – APPROVED POSITION FILL REQUESTS (3)

Administrator Mims presented the following memorandum:

September 10, 2015

#### MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims  
County Administrator

SUBJECT: Position Fill Requests for Engineering Department

The Montgomery County Commission, at its meeting on September 8, 2015, agreed to place the following Position Fill Requests from the Engineering Department on the next agenda:

- (1) Traffic Control Technician I, Position Number 640572015
- (2) County Road Equipment Operator II, Position Number 630552013
- (3) County Road Equipment Operator III, Position Number 660553009

I am requesting approval of these items.

Attachments

End of Memorandum

Commissioner Hall made a motion to approve the requests. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 12-2 through 12-4, are attached to these Minutes.)

PROBATE JUDGE'S OFFICE – APPROVED POSITION FILL REQUEST FOR CUSTOMER SERVICE CLERK, POSITION NUMBER 750016066

Administrator Mims presented the following memorandum from the Montgomery County Probate Office:

MEMORANDUM

To: Montgomery County Commission

Cc: Donnie Mims

From: Montgomery County Probate Office

Date: 8/26/15

Re: Request to fill a vacant Customer Service Clerk position

The Montgomery County Probate Court is requesting to fill a vacant Customer Service Clerk position. The position is recently vacated and is currently in our budget.

End of Memorandum

Commissioner Williams made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 13-2, is attached to these Minutes.)

VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (16)

Administrator Mims recommended the following Travel/Training Requests for approval by the Commission:

DEPARTMENT

TRAVEL/TRAINING REQUESTS

- |                           |                               |
|---------------------------|-------------------------------|
| 1. Probate Judge's Office | Request Numbers 10 and 11     |
| 2. Detention Facility     | Request Number 15             |
| 3. Youth Facility         | Request Number 13             |
| 4. Appraisal Department   | Request Number 26             |
| 5. Personnel Department   | Request Number 21             |
| 6. Community Corrections  | Request Numbers 16 through 25 |

Commissioner Williams made a motion to approve the requests. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copies of Travel/Training Requests, Agenda Pages 14-1 through 14-16, are attached to these Minutes.)

## **WAIVE RULES**

Chairman Dean requested to waive rules and add the following items to the agenda, and his fellow Commissioners concurred:

### VARIOUS DEPARTMENTS – APPROVED BUDGET CHANGE REQUESTS (16)

Administrator Mims recommended the following Budget Change Requests for approval by the Commission:

| <u>DEPARTMENT</u>                     | <u>BUDGET CHANGE REQUESTS</u>         |
|---------------------------------------|---------------------------------------|
| 1. Appraisal Department               | Request Numbers 2 and 3               |
| 2. County Commission                  | Request Number 1                      |
| 3. County Commission Appropriations   | Request Numbers 45, 46, 47, 48 and 49 |
| 4. Engineering Department             | Request Number 16                     |
| 5. Finance Department                 | Request Number 1                      |
| 6. Personnel Department               | Request Number 5                      |
| 7. Probate Judge's Office (Elections) | Request Number 10                     |
| 8. Revenue Commissioner's Office      | Request Number 4                      |
| 9. Risk Management                    | Request Number 1                      |
| 10. Tax & Audit Department            | Request Number 2                      |
| 11. Youth Facility                    | Request Number 3                      |

Commissioner Williams made a motion to approve the requests. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Budget Change Requests, Agenda Pages 15-1 through 15-17, are attached to these Minutes.)

### COUNTY COMMISSION – ADOPTED RESOLUTION PROCLAIMING FRIDAY, OCTOBER 2, 2015, AS “NATIONAL MANUFACTURING DAY” IN MONTGOMERY COUNTY

Administrator Mims presented the following memorandum and resolution from Public Affairs Director DiDi Henry:

#### MEMORANDUM

September 14, 2015

To: Montgomery County Commission

From: DiDi Henry, Public Affairs Director

RE: National Manufacturing Day Resolution – Waive Rule Request

The Montgomery Area Chamber of Commerce has asked that the Commission pass a resolution proclaiming Friday, October 2, 2015 as “National Manufacturing Day” in Montgomery County. Because this celebration date would take place before our next commission meeting on October 5<sup>th</sup>, I am asking that the Commission waive rules and place this item on the agenda for the September 21<sup>st</sup> meeting.

Thank you for your consideration.

End of Memorandum

### RESOLUTION

WHEREAS; National Manufacturing Day is an annual event celebrated on the first Friday in October, with this year being October 2, 2015; and

WHEREAS, National Manufacturing Day is an opportunity for manufacturers to highlight their work and their workers and to energize a future pipeline of skilled workers; and

WHEREAS, National Manufacturing Day is designed to amplify the voice of individual manufacturers and coordinate a collective chorus of manufacturers with common concerns and challenges; and

WHEREAS, this celebration empowers manufacturers to come together to address their collective challenges so they can help their communities and future generations thrive; and

WHEREAS, Montgomery County, Alabama, is currently home to 525 manufacturing businesses which employ 18,101 individuals, with salaries totaling \$965.1 million annually,

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby proclaim Friday, October 2, 2015, as National Manufacturing Day in Montgomery County, Alabama, and salute the many manufacturing companies and their employees who contribute so much to the economy, the business work force and the quality of life of Montgomery County, Alabama.

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 21st day of September, 2015

End of Resolution

Commissioner Walker made a motion to adopt the resolution. The motion was seconded by Commissioner Williams and unanimously approved by the Commission.

Commissioner Walker presented the resolution to Vice President of Community Strategies, Montgomery Area Chamber of Commerce Sheron J. Rose.

YOUTH FACILITY – APPROVED AMENDMENT NUMBER 2 TO CONTRACT WITH THE BRIDGE, INC., REGARDING THE OPERATION OF CAMP DAVIS, CONTRACT NUMBER 52601-12P-017

Administrator Mims presented the following memorandum from Juvenile Court Administrator Bruce R. Howell:

MEMORANDUM

To: Mr. Donnie Mims  
From: Bruce R. Howell  
Date: September 17, 2015  
Re: Contract extension

Please place the attached Contract Extension between the Montgomery County Commission and The Bridge, Inc., on the working agenda for the Commission on 9/21/2015. We are asking that rules be waived and this extension be approved in the formal session as well.

Due to the delay in the State Budget, we need to extend our present contract until we are notified as to how much money was put in the DYS budget and how much proration may or may not be put on the “CAMPS” grants. This will give us time to put out a new RFP based on the program changes we want to make and available funds.

Thank you for your assistance in this matter.

End of Memorandum

Commissioner Williams made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Amendment, Agenda Page 17-2, is attached to these Minutes.)

TAX & AUDIT DEPARTMENT – APPROVED POSITION FILL REQUEST FOR CLERK TYPIST II, POSITION NUMBER 810012007

Administrator Mims presented the following memorandum from Deputy Administrator Florence M. Cauthen:

September 15, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator

SUBJECT: Waive Rules Request for Reallocation of Tax & Audit Position Fill Request

Revenue Manager Terri Henderson submitted the attached request to approve a position fill request for a Clerk Typist II vacancy. The position was vacated on September 4, 2015, and is one of only two clerical cashier positions in the Tax and Audit Department.

I request that the Commission waive rules and approve Mrs. Henderson's position fill request to expedite filling the vacancy in her office.

End of Memorandum

Commissioner Williams made a motion to approve the request. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copies of Memorandum and Position Fill Request, Agenda Pages 18-2 and 18-3, are attached to these Minutes.)

SUPPORT SERVICES – APPROVED BID FOR JANITORIAL SERVICES (THE BID RESERVES THE RIGHT FOR THE COMMISSION TO AWARD THE CONTRACT TO A LOCAL RESPONSIBLE VENDOR IF THE BID IS WITHIN 10% OF A FOREIGN ENTITY'S BID PER ALABAMA ACT 2015-293)

Administrator Mims presented the following memorandum from Deputy Administrator Florence M. Cauthen:

September 15, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator

SUBJECT: Janitorial Services Bid

Attached is the Janitorial Services Bid for your approval. The bid includes all the buildings currently under contract and adds two alternates, Annex I and the Phelps-Price Justice Center.

The bid reserves the right for the Commission to award the contract to a local responsible vendor if the bid is within 10% of a foreign entity's bid, per Alabama Act 2015-293. A foreign entity is

a business that does not have a place of business within the State of Alabama. The 5% local preference is also included for local vendors over vendors located outside Montgomery County and within the State of Alabama.

I request that the Commission waive rules and approve the bid for janitorial services to be issued on September 21, 2015.

End of Memorandum

Commissioner Williams made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Invitation to Bid, Agenda Pages 19-2 through 19-15, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED FINAL PAY APPLICATION TO BEAR BROTHERS, INC., REGARDING RENOVATIONS TO THE MONTGOMERY COUNTY YOUTH FACILITY

Administrator Mims presented the following memorandum from Deputy Administrator Florence M. Cauthen:

September 15, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator

SUBJECT: Bear Brothers Final Pay Application for Youth Facility

Please find attached an application for final payment of \$87,700.82 to Bear Brothers, Inc., under its contract for renovations to the Montgomery County Youth Facility.

I request that the Commission waive rules and approve final payment to Bear Brothers, Inc.

End of Memorandum

Commissioner Walker made a motion to approve the request. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copy of Application and Certificate for Payment, Agenda Page 20-2, is attached to these Minutes.)

DISTRICT ATTORNEY'S OFFICE – APPROVED AUTHORIZATION FOR CHAIRMAN DEAN TO SIGN AN AGREEMENT WITH THE ALABAMA DEPARTMENT OF HUMAN RESOURCES, IF NECESSARY, FOR THE CHILD SUPPORT UNIT, AGREEMENT NUMBER DA-15-51-23

Administrator Mims requested approval of authorization for Chairman Dean to sign an agreement with the Alabama Department of Human Resources, if necessary, for the Child Support Unit, Agreement Number DA-15-51-23.

Commissioner Williams made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission.

**COMMENTS BY COMMISSIONERS AND ATTENDEES**

Probate Judge Steven Reed highlighted the many accomplishments of civil rights attorney Solomon Seay, Jr., who died September 11, 2015, at the age of 81. Mr. Seay's legal career impacted the entire United States. Judge Reed said that Mr. Seay was the backbone of the law firm Gray, Seay and Langford, and that he co-founded Leadership Montgomery. According to Judge Reed, "Mr. Seay's life has expired, but his legacy lives on."

Chairman Dean stated that Attorney Solomon Seay, Jr., was a highly respected man, and noted that a lot of changes took place because of his hard labor. He said that a resolution needs to be presented from the Commission to the family and whatever else would be appropriate.

Commissioner Hall welcomed the audience to the meeting and thanked them for their services through the last fiscal year. He challenged everyone to ask the question, "How would I spend the county's money if it were my own personal money", because it is the tax payers money every day. He requested prayers for his Aunt Peggy who is having heart issues.

Commissioner Williams said good morning and that he was glad to be back. He stated that he was away at a church conference and then offered his condolences to Chairman Dean for the passing of his mother. He added that the 2015-2016 Budget is a very good one and that the County is in better shape today than for a long time. He thanked the conservative Commissioners for their work in passing the budget. He noted that he loves being a part of the budget process.

Commissioner Walker stated that she is glad that the Commission passed a solid budget. She said that she appreciates everyone bragging about a conservative budget. Commissioner Walker requested prayers for her friend's ten year old son, Elijah, who has an aggressive form of cancer and only has weeks to live.

Chairman Dean said that he likes to refer to the Commission as Christians doing the right thing for the citizens of Montgomery County. He stated that he appreciates the constitutional officers for working with the Commissioners during the hiring freeze. He noted that the County saved money during the hiring freeze and did not suffer. He applauded the department heads and

employees. He encouraged the constitutional officers and department heads to convey their appreciation for their employees. He added that the County is in great shape.

Vice Chairman Harris said that the County is living within its means. He stated that Finance Director Sherrill Thomas taught him the process of the budget and has done a great job every year. He expressed his appreciation for her work and the work Administrator Mims has done. He said that the most important thing the Commission does is to adopt and pass the budget, and to provide facilities and make sure the constitutional officers have what they need to deliver the services to Montgomery County citizens. He informed everyone that during this past fiscal year, the Commission has remodeled the old courthouse, moved the probate office to the entire 3<sup>rd</sup> floor of Annex III, renovated the juvenile detention facility on Airbase Blvd., and approved plans to remodel the Mac Sim Butler Detention Facility kitchen. He explained that the Commission has done quite a bit and has done it well. He expressed his appreciation for the efforts of the Montgomery County employees.

## **ADJOURNMENT**

Commissioner Williams made a motion to adjourn the meeting of the Montgomery County Commission on September 21, 2015, at 10:03 a.m. The motion was seconded by Commissioner Hall and unanimously approved by the Commission.

## MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND  
ORDERED PAID

CHECKS ARE DATED 9-4-15

| Check Number      | To | Check Number |
|-------------------|----|--------------|
| 255236            |    | 255273       |
|                   |    |              |
| Total Checks Paid |    | \$614,917.05 |

INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS  
PAID ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE ACCOUNTS  
PAYABLE CHECK REGISTER

## MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND  
ORDERED PAID

CHECKS ARE DATED 9-4-15

| Check Number      | To | Check Number |
|-------------------|----|--------------|
| 255274            |    | 255358       |
|                   |    |              |
| Total Checks Paid |    | \$343,542.55 |

INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS  
PAID ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE ACCOUNTS  
PAYABLE CHECK REGISTER

9-21-15 Meeting

## MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND  
ORDERED PAID

CHECKS ARE DATED 9-11-15

| Check Number      | To | Check Number   |
|-------------------|----|----------------|
| 255359            |    | 255452         |
|                   |    |                |
| Total Checks Paid |    | \$1,487,787.67 |

INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS  
PAID ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE ACCOUNTS  
PAYABLE CHECK REGISTER

9-21-15 Meeting

### MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND  
ORDERED PAID

CHECKS ARE DATED 9-11-15

| Check Number      | To | Check Number |
|-------------------|----|--------------|
| 255453            |    | 255547       |
|                   |    |              |
| Total Checks Paid |    | \$206,410.37 |

INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS  
PAID ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE ACCOUNTS  
PAYABLE CHECK REGISTER

### MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND  
ORDERED PAID

CHECKS ARE DATED  
9/18/15

|                      |        |    |                      |        |                 |
|----------------------|--------|----|----------------------|--------|-----------------|
| Payroll Check Number | 123838 | To | Payroll Check Number | 123906 | \$ 48,748.67    |
|                      |        |    |                      |        |                 |
| Direct Deposits      |        |    |                      |        | \$ 835,125.72   |
|                      |        |    |                      |        |                 |
| Payroll Check Number | 123907 | To | Payroll Check Number | 123933 | \$ 243,393.58   |
|                      |        |    |                      |        |                 |
| Direct Deposits      |        |    |                      |        | \$ 355,283.44   |
|                      |        |    |                      |        |                 |
| Federal Deposits     |        |    |                      |        | \$ 321,410.05   |
|                      |        |    |                      |        |                 |
| Total Payroll Paid   |        |    |                      |        | \$ 1,803,961.46 |

INFORMATION PERTAINING TO PAYEES OF THE CHECKS AND AMOUNTS PAID  
ARE MAINTAINED IN THE FINANCE DEPARTMENT IN THE PAYROLL CHECK REGISTER

# AGENDA

SEP 21 2015

Public Comment Regarding Proposed 2015-2016 Operating Budget and Construction Programs  
Budget, County Commission

No documents will be presented for this item

# AGENDA

SEP 21 2015

**Proposed Annual Budget  
Montgomery County Commission  
Montgomery, Alabama  
Fiscal Year  
October 1, 2015 to September 30, 2016**

**Presented September 8, 2015**

**Elton N. Dean, Sr., Chairman  
Daniel Harris, Jr., Vice Chairman  
Andrew D. Hall, Member  
Ronda M. Walker, Member  
Jiles Williams, Jr., Member**

**Compiled by  
Donald L. Mims, CPA, MPA, Administrator  
Sherrill R. Thomas, CPA, Finance Director**

2-1

## **ANNUAL BUDGET 2015-2016**

**Pursuant to the provision of the code of Alabama 1975, Code Section 11-8-3, the Montgomery County Commission shall, no later than October 1, prepare and adopt a budget for the fiscal year beginning on October 1 of the current calendar year which shall include all of the following: (1) An estimate of the anticipated revenue of the county for all public funds under its supervision and control including all unexpended balances as provided in Section 11-8-6. (2) An estimate of expenditures for county operations and, (3) Appropriations for the respective amounts that are to be used for each of such purposes.**

**Donald L. Mims, CPA, MPA  
Administrator  
Montgomery County Commission  
Montgomery, Alabama**

**MONTGOMERY COUNTY COMMISSION  
2015 - 2016 BUDGET**

|                                     | <b>ESTIMATED</b>      |                       |
|-------------------------------------|-----------------------|-----------------------|
|                                     | <b>REVENUES</b>       | <b>APPROPRIATIONS</b> |
| General Fund                        | \$ 73,195,478         | \$ 73,195,478         |
| Emergency Fund                      | 20,000                | 20,000                |
| Workers' Compensation Fund          | 346,800               | 346,800               |
| Health Trust Fund                   | 11,630,000            | 11,630,000            |
| R.E. Life Ins. Fund                 | 80,000                | 80,000                |
| Liability Fund                      | 596,000               | 596,000               |
| Gasoline Tax Fund                   | 9,626,004             | 9,626,004             |
| Public Buildings/Roads/Bridges Fund | 6,270,000             | 8,453,394             |
| Public Highways & Traffic Fund      | 469,000               | 500,000               |
| Capital Improvement                 | 805,000               | 3,000,000             |
| RRR Gasoline Tax Fund               | 1,877,500             | 3,620,000             |
| Severed Material Tax Fund           | 141,000               | 141,000               |
| Appraisal Fund                      | 3,148,555             | 3,148,555             |
| Merit System Fund                   | 1,173,164             | 1,246,164             |
| Community Corrections               | 881,288               | 881,288               |
| Grant Fund                          | 999,647               | 999,647               |
| G.O. Warrants - 2007 Fund           | 3,599,162             | 3,599,162             |
| G.O. Warrants - 2010 Fund           | 1,248,400             | 1,248,400             |
| Less: Fund transfer elimination     | <u>(14,376,816)</u>   | <u>(14,376,816)</u>   |
| <b>TOTAL</b>                        | <b>\$ 101,730,182</b> | <b>\$ 107,955,076</b> |
| <b>ADD: BUDGETARY FUND BALANCE</b>  |                       |                       |
| Public Buildings/Roads/Bridges Fund | 2,183,394             |                       |
| Public Highway and Traffic Fund     | 31,000                |                       |
| Capital Improvement Fund            | 2,195,000             |                       |
| RRR Gasoline Tax Fund               | 1,742,500             |                       |
| Merit System Fund                   | 73,000                |                       |
| <b>TOTAL BUDGETARY FUND BALANCE</b> | <b>6,224,894</b>      |                       |
| <b>TOTAL PROPOSED BUDGET</b>        | <b>\$ 107,955,076</b> | <b>\$ 107,955,076</b> |

Funds included in budget:  
 General Fund  
 Special Revenue Funds  
 Debt Service Funds

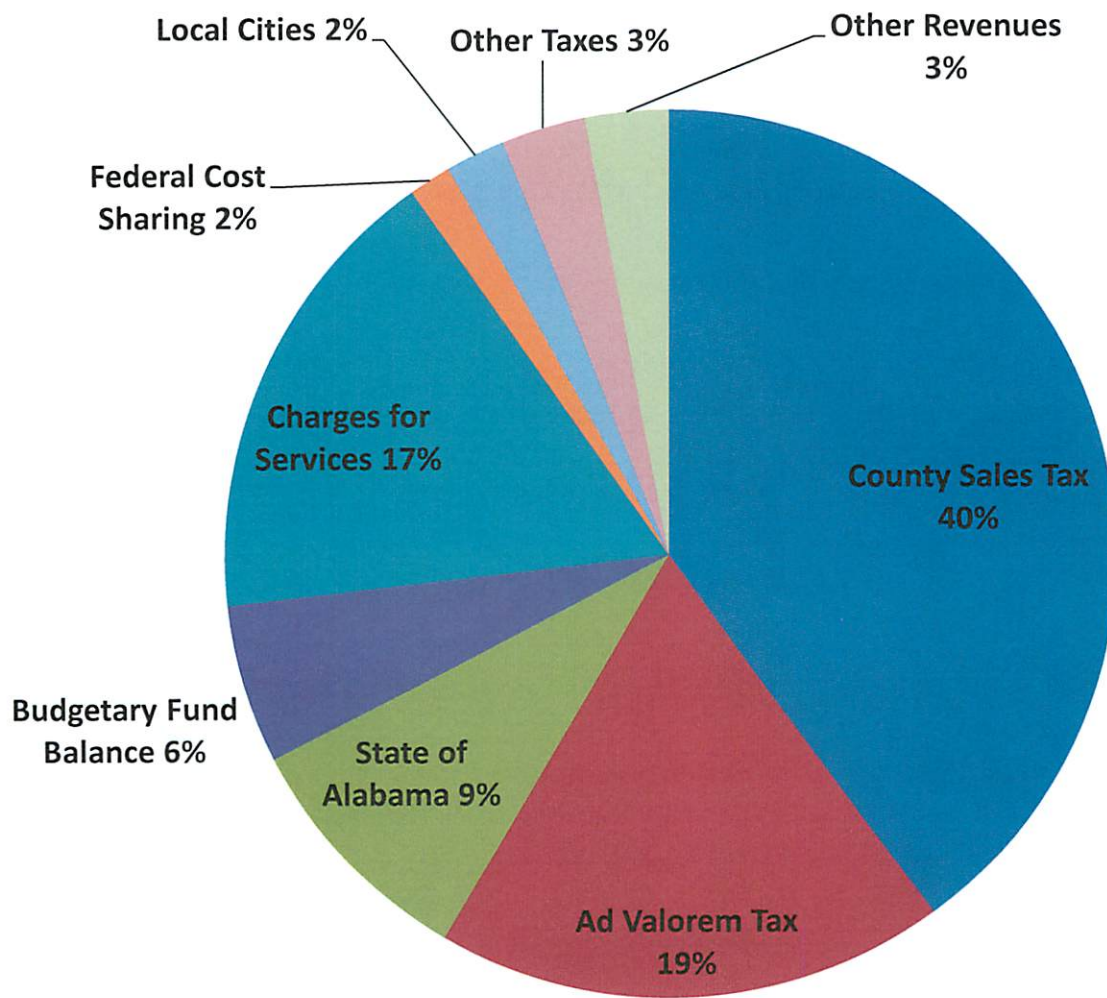
**MONTGOMERY COUNTY COMMISSION  
2015 - 2016 BUDGET**

**FUNDS NOT INCLUDED IN OPERATING BUDGET**

Construction Program Fund  
Fiduciary Fund  
Law Library Fund  
Sheriff's Fund  
Revenue Commissioner Special Fund  
Solicitor's Fund  
Worthless Check Fund  
Child Support Fund  
Recreation Board Fund  
Manufactured Home Trust Fund  
Motor Vehicle Special Training  
Emergency Management Communication District Board  
MV Registration and Titling Technology Fund

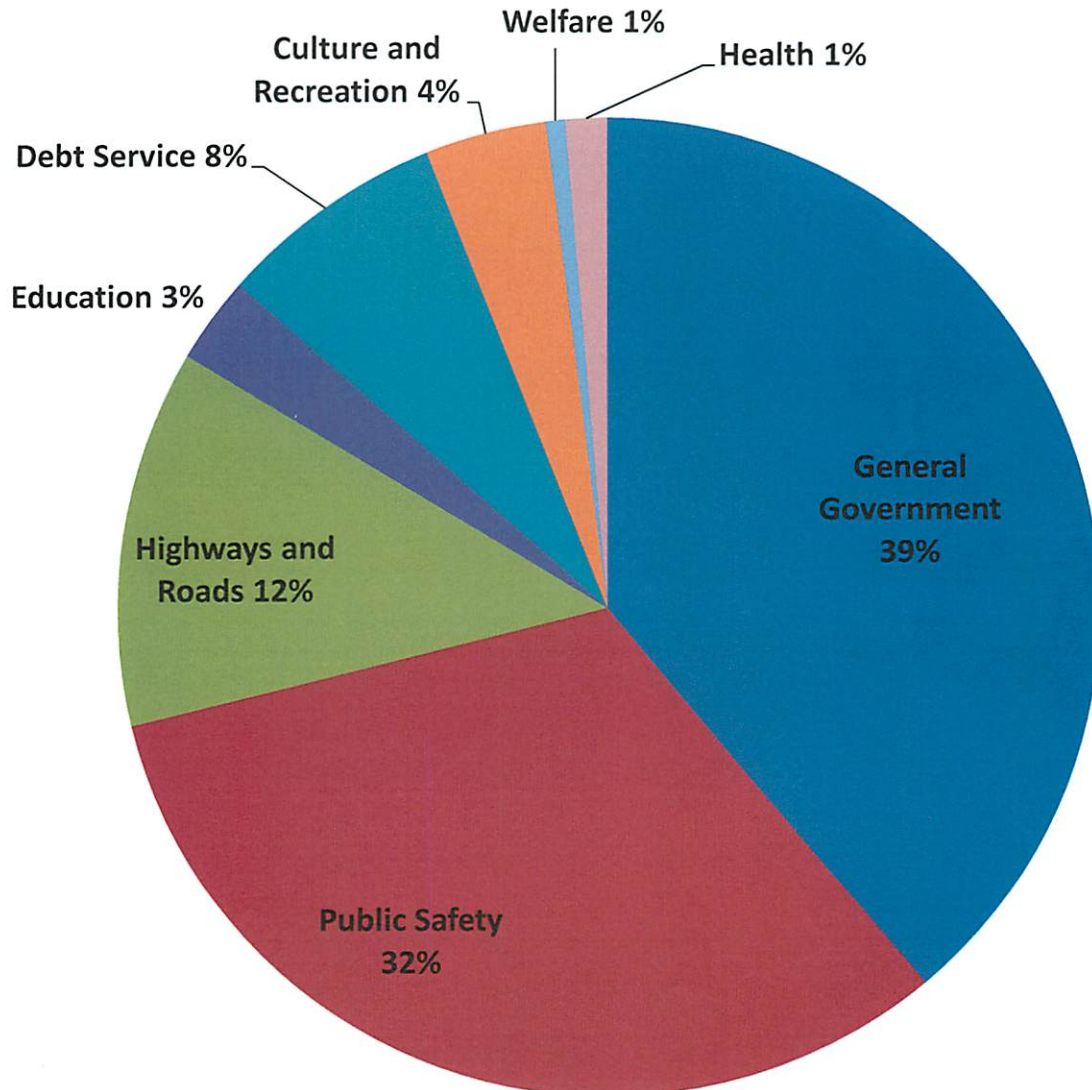
**Montgomery County Commission**  
**Estimated Revenues and Budgetary Fund Balance**  
**2015-2016**

| Type                   | Percentage | Total          |
|------------------------|------------|----------------|
| County Sales Tax       | 40%        | \$ 43,100,000  |
| Ad Valorem Tax         | 19%        | 20,018,929     |
| State of Alabama       | 9%         | 9,698,550      |
| Budgetary Fund Balance | 6%         | 6,224,894      |
| Charges for Services   | 17%        | 18,268,600     |
| Federal Cost Sharing   | 2%         | 1,674,102      |
| Local Cities           | 2%         | 2,339,823      |
| Other Taxes            | 3%         | 3,315,000      |
| Other Revenues         | 3%         | 3,315,178      |
| Miscellaneous          |            | 1,912,849      |
| Interest               |            | 77,500         |
| Licenses and Permits   |            | 579,200        |
| Board of Education     |            | 710,629        |
| Fines and Forfeitures  |            | 35,000         |
|                        | 100%       | \$ 107,955,076 |



**Montgomery County Commission  
Appropriations  
2015-2016**

| Type                   | Percentage | Total          |
|------------------------|------------|----------------|
| General Government     | 39%        | \$ 41,948,593  |
| Public Safety          | 32%        | 34,917,919     |
| Highways and Roads     | 12%        | 13,387,004     |
| Education              | 3%         | 3,066,495      |
| Debt Service           | 8%         | 8,131,086      |
| Culture and Recreation | 4%         | 4,322,295      |
| Welfare                | 1%         | 690,050        |
| Health                 | 1%         | 1,491,634      |
|                        | <hr/>      | <hr/>          |
|                        | 100%       | \$ 107,955,076 |



**MONTGOMERY COUNTY COMMISSION  
2015 - 2016 BUDGET**

**Summaries of  
DEPARTMENTAL  
and  
FUND BUDGETS**

**MONTGOMERY COUNTY COMMISSION  
2015 - 2016 BUDGET  
GENERAL FUND**

**ESTIMATED REVENUES**

**TAXES**

|                                   |    |                   |
|-----------------------------------|----|-------------------|
| Ad Valorem Tax                    | \$ | 12,775,000        |
| County Sales Tax                  |    | 43,100,000        |
| Salaries for Revenue Commissioner |    | 260,000           |
| County Beer Tax                   |    | 150,000           |
| County Wine Tax                   |    | 5,000             |
| Lodging Tax                       |    | 2,500,000         |
| Other Tax                         |    | 660,000           |
| <b>TOTAL TAXES</b>                |    | <u>59,450,000</u> |

**LICENSE & PERMITS**

495,200

**INTERGOVERNMENTAL**

|                                |                  |
|--------------------------------|------------------|
| State Shared Revenue           | 1,722,890        |
| State Cost Sharing Revenue     | 1,750,937        |
| Federal Cost Sharing           | 1,154,102        |
| Local Government Cost Sharing  | 272,000          |
| <b>TOTAL INTERGOVERNMENTAL</b> | <u>4,899,929</u> |

**CHARGES FOR SERVICES**

|                                       |                  |
|---------------------------------------|------------------|
| Court Fees                            | 1,453,000        |
| Fees & Commissions - Public Officials | 3,868,200        |
| Other Fees & Charges                  | 80,800           |
| <b>TOTAL CHARGES FOR SERVICES</b>     | <u>5,402,000</u> |

**FINES AND FORFEITURES**

35,000

**MISCELLANEOUS**

|                            |                  |
|----------------------------|------------------|
| Interest                   | 6,500            |
| Sales & Rentals            | 585,849          |
| Other                      | 632,000          |
| <b>TOTAL MISCELLANEOUS</b> | <u>1,224,349</u> |

**TRANSFERS IN FROM OTHER FUNDS**

1,689,000

**TOTAL ESTIMATED REVENUES**

\$ 73,195,478

**MONTGOMERY COUNTY COMMISSION****2015 - 2016 BUDGET****GENERAL FUND****APPROPRIATIONS****GENERAL GOVERNMENT**

|                                                              |    |                   |
|--------------------------------------------------------------|----|-------------------|
| County Commission                                            | \$ | 866,572           |
| Risk Management                                              |    | 230,333           |
| Public Affairs                                               |    | 105,767           |
| Finance Department                                           |    | 511,277           |
| Judges                                                       |    | 499,849           |
| Domestic Relations Court                                     |    | 900               |
| Circuit Clerk                                                |    | 26,638            |
| District Clerk                                               |    | 1,400             |
| District Attorney                                            |    | 2,988,854         |
| Pre-Trial/District Attorney                                  |    | 716,499           |
| Court Reporters                                              |    | 173,430           |
| Court Administrators                                         |    | 650               |
| Probate Judge's Office                                       |    | 3,871,412         |
| Revenue Commissioner                                         |    | 1,306,892         |
| Tax and Audit Division                                       |    | 884,452           |
| Support Services                                             |    | 3,247,144         |
| Building Permits                                             |    | 41,280            |
| Election Operating                                           |    | 299,528           |
| Election Administration                                      |    | 385,000           |
| Board of Registrars                                          |    | 277,804           |
| Tax Equalization Board                                       |    | 5,995             |
| Veterans Service Office                                      |    | 700               |
| Forestry Commission                                          |    | 12,150            |
| Central Alabama Opportunities Industrialization Center, Inc. |    | 8,750             |
| Industrial Park Utilities/Maintenance                        |    | 43,000            |
| Industrial Development                                       |    | 34,000            |
| Information Systems                                          |    | 2,053,079         |
| Contingent                                                   |    | 25,000            |
| Unemployment Compensation                                    |    | 15,000            |
| <b>TOTAL GENERAL GOVERNMENT</b>                              | \$ | <u>18,633,355</u> |

**PUBLIC SAFETY**

|                                                             |    |                   |
|-------------------------------------------------------------|----|-------------------|
| Sheriff's Office                                            | \$ | 13,673,689        |
| Montgomery County Detention Facility                        |    | 16,170,513        |
| Montgomery City-County Emergency Management Agency          |    | 109,829           |
| Coroner's Office                                            |    | 117,280           |
| Youth Facility Net of City Funding                          |    | 2,895,167         |
| Youth Facility - DYS Subsidy                                |    | 311,923           |
| Youth Facility - DYS Boot Camp                              |    | 485,500           |
| Crimestoppers                                               |    | 5,000             |
| Montgomery County Association of Volunteer Fire Departments |    | 190,000           |
| <b>TOTAL PUBLIC SAFETY</b>                                  | \$ | <u>33,958,901</u> |

**SANITATION- Transfer Station & Storm Water Permit**

\$ 147,627

**MONTGOMERY COUNTY COMMISSION  
2015 - 2016 BUDGET**

**GENERAL FUND**

**HEALTH**

|                                         |                     |
|-----------------------------------------|---------------------|
| Health Department                       | \$ 468,822          |
| Montgomery Area Mental Health Authority | 170,000             |
| Family Sunshine Center                  | 31,700              |
| VOCAL                                   | 5,000               |
| Animal Shelter                          | 500,000             |
| Chemical Addictions Program, Inc.       | 37,500              |
| Lighthouse Counseling Center, Inc.      | 19,200              |
| Council on Substance Abuse - NCADD      | 11,700              |
| Mosquito Control                        | 55,367              |
| Sickle Cell Foundation                  | 15,750              |
| Community Care Network                  | 17,500              |
| Red Cross                               | 15,000              |
| <b>TOTAL HEALTH</b>                     | <b>\$ 1,347,539</b> |

**WELFARE**

|                                              |                   |
|----------------------------------------------|-------------------|
| Transfer of Insane                           | \$ 7,101          |
| Restor                                       | 5,000             |
| Child Protect                                | 3,750             |
| Brantwood Children's Home                    | 12,500            |
| Montgomery Community Action Agency           | 32,500            |
| Central Alabama Aging Consortium             | 15,000            |
| Montgomery Area Council on Aging             | 32,500            |
| Montgomery Area Food Bank                    | 3,750             |
| Pauper Burial                                | 5,000             |
| Joint Public Charity Hospital Board          | 85,000            |
| Indigent Hospitalization Program             | 160,563           |
| School to Work/ Summer Apprentice Program    | 146,773           |
| Central Alabama Community Foundation (BONDS) | 7,750             |
| Department of Human Resources                | 20,000            |
| <b>TOTAL WELFARE</b>                         | <b>\$ 537,187</b> |

**CULTURE & RECREATION**

|                                                    |                     |
|----------------------------------------------------|---------------------|
| City - County Library                              | \$ 2,100,341        |
| Pike Road Library net of Town of Pike Road funding | 91,539              |
| Montgomery Museum of Fine Arts                     | 1,523,706           |
| Montgomery County Recreation Board                 | 442,022             |
| Boys & Girls Clubs                                 | 12,500              |
| Boys & Girls Club - South Central Alabama          | 12,500              |
| The United Community Improvement                   | 4,687               |
| Unified YMCA                                       | 30,000              |
| ECHO                                               | 5,000               |
| Alabama Shakespeare Festival                       | 100,000             |
| <b>TOTAL CULTURE &amp; RECREATION</b>              | <b>\$ 4,322,295</b> |

**MONTGOMERY COUNTY COMMISSION****2015 - 2016 BUDGET****GENERAL FUND****APPROPRIATIONS****EDUCATION**

|                                                      |           |                |
|------------------------------------------------------|-----------|----------------|
| City/County School Bonds                             | \$        | 405,443        |
| Montgomery Education Foundation                      |           | 45,000         |
| Auburn Extension Service                             |           | 115,020        |
| Montgomery Internal Medicine Residency Program (UAB) |           | 22,500         |
| Thelma Morris After School Program                   |           | 25,000         |
| Latchkey                                             |           | 28,040         |
| YMCA Childcare Program                               |           | 30,000         |
| Character @ Heart                                    |           | 15,000         |
| <b>TOTAL EDUCATION</b>                               | <b>\$</b> | <b>686,003</b> |

**CLASSIFIED BY CHARACTER ONLY**

|                                                                       |    |                  |
|-----------------------------------------------------------------------|----|------------------|
| In-House Appropriations- General Government Category                  | \$ | 1,269,378        |
| In-House Appropriations-Retiree Health & Life Insurance               |    | 2,035,100        |
| Reclassification Reserve                                              |    | (1,720,413)      |
| Montgomery Co Building Authority 2006-2015 Capital Lease Obligation   |    | 4,860,585        |
| Montgomery Co Public Education Cooperative District Series 2015 Bonds |    | 1,058,257        |
| Education Debt Service Funding                                        |    | (1,058,257)      |
| Montgomery Energy Conservation Project 2012 G.O. Warrants             |    | 398,587          |
| Montgomery Energy Conservation Project 2014 G.O. Warrants             |    | 404,844          |
| Agency Appropriations-General Government Category                     |    | 891,068          |
| <b>TOTAL CLASSIFIED BY CHARACTER ONLY</b>                             |    | <b>8,139,149</b> |

**TOTAL APPROPRIATIONS** \$ 67,772,056

**TRANSFERS**

|                                                  |           |                  |
|--------------------------------------------------|-----------|------------------|
| To Community Corrections Fund                    |           | 363,488          |
| To Merit Fund                                    |           | 212,372          |
| To General Obligation Warrant Debt Service Funds |           | 4,847,562        |
| <b>TOTAL TRANSFERS</b>                           | <b>\$</b> | <b>5,423,422</b> |

**TOTAL APPROPRIATIONS & TRANSFERS** \$ 73,195,478

**EMERGENCY FUND****ESTIMATED REVENUES****MISCELLANEOUS**

|                                 |           |               |
|---------------------------------|-----------|---------------|
| Interest                        | \$        | 20,000        |
| <b>TOTAL ESTIMATED REVENUES</b> | <b>\$</b> | <b>20,000</b> |

**APPROPRIATIONS**

|                                                      |           |               |
|------------------------------------------------------|-----------|---------------|
| <b>GENERAL GOVERNMENT-Miscellaneous Expenditures</b> | <b>\$</b> | <b>20,000</b> |
| <b>TOTAL APPROPRIATIONS</b>                          | <b>\$</b> | <b>20,000</b> |

**MONTGOMERY COUNTY COMMISSION  
2015 - 2016 BUDGET**

**WORKERS' COMPENSATION FUND**

**ESTIMATED REVENUES**

|                                    |                          |
|------------------------------------|--------------------------|
| Workers Compensation Contributions | \$ 340,000               |
| Other reimbursements               | 4,800                    |
| Interest                           | 2,000                    |
| <b>TOTAL ESTIMATED REVENUES</b>    | <b>\$ <u>346,800</u></b> |

**APPROPRIATIONS**

|                                    |                          |
|------------------------------------|--------------------------|
| Workers' Compensation Expenditures | \$ 346,800               |
| <b>TOTAL APPROPRIATIONS</b>        | <b>\$ <u>346,800</u></b> |

**HEALTH INSURANCE FUND**

**ESTIMATED REVENUES**

|                                 |                             |
|---------------------------------|-----------------------------|
| Premiums                        | \$ 11,627,000               |
| Interest                        | 3,000                       |
| <b>TOTAL ESTIMATED REVENUES</b> | <b>\$ <u>11,630,000</u></b> |

**APPROPRIATIONS**

|                             |                             |
|-----------------------------|-----------------------------|
| Health Care Costs           | \$ 11,630,000               |
| <b>TOTAL APPROPRIATIONS</b> | <b>\$ <u>11,630,000</u></b> |

**RETIRED EMPLOYEE LIFE INSURANCE FUND**

**ESTIMATED REVENUES**

|                                 |                         |
|---------------------------------|-------------------------|
| Premiums                        | \$ 80,000               |
| <b>TOTAL ESTIMATED REVENUES</b> | <b>\$ <u>80,000</u></b> |

**APPROPRIATIONS**

|                             |                         |
|-----------------------------|-------------------------|
| Death Benefit Payments      | \$ 80,000               |
| <b>TOTAL APPROPRIATIONS</b> | <b>\$ <u>80,000</u></b> |

**LIABILITY FUND**

**ESTIMATED REVENUES**

|                                 |                          |
|---------------------------------|--------------------------|
| Premiums                        | \$ 587,000               |
| Interest                        | 9,000                    |
| <b>TOTAL ESTIMATED REVENUES</b> | <b>\$ <u>596,000</u></b> |

**APPROPRIATIONS**

|                             |                          |
|-----------------------------|--------------------------|
| Liability Ins. Costs        | \$ 596,000               |
| <b>TOTAL APPROPRIATIONS</b> | <b>\$ <u>596,000</u></b> |

**MONTGOMERY COUNTY COMMISSION  
2015 - 2016 BUDGET**

**GASOLINE TAX FUND**

**ESTIMATED REVENUES**

**STATE SHARED REVENUE**

|                    |              |
|--------------------|--------------|
| State Gasoline Tax | \$ 1,560,000 |
|--------------------|--------------|

**STATE COST SHARING REVENUE**

|                                                        |         |
|--------------------------------------------------------|---------|
| Engineer's & Assistant Engineer's Salary reimbursement | 106,610 |
|--------------------------------------------------------|---------|

**MISCELLANEOUS**

|       |               |
|-------|---------------|
| Other | <u>95,000</u> |
|-------|---------------|

**TOTAL ESTIMATED REVENUES**

|                     |
|---------------------|
| \$ <u>1,761,610</u> |
|---------------------|

**TRANSFERS**

|                                    |         |
|------------------------------------|---------|
| From Public Highway & Traffic Fund | 500,000 |
|------------------------------------|---------|

|                                    |                  |
|------------------------------------|------------------|
| From Public Building/Roads/Bridges | <u>7,364,394</u> |
|------------------------------------|------------------|

**TOTAL TRANSFERS**

|                  |
|------------------|
| <u>7,864,394</u> |
|------------------|

**TOTAL ESTIMATED REVENUES AND TRANSFERS**

|                            |
|----------------------------|
| \$ <u><u>9,626,004</u></u> |
|----------------------------|

**APPROPRIATIONS**

**HIGHWAYS & ROADS**

|              |              |
|--------------|--------------|
| Construction | \$ 1,604,160 |
|--------------|--------------|

|            |           |
|------------|-----------|
| District I | 1,653,498 |
|------------|-----------|

|             |           |
|-------------|-----------|
| District II | 1,868,391 |
|-------------|-----------|

|              |           |
|--------------|-----------|
| District III | 2,024,587 |
|--------------|-----------|

|                          |           |
|--------------------------|-----------|
| County Engineer's Office | 1,252,220 |
|--------------------------|-----------|

|             |         |
|-------------|---------|
| County Shop | 744,631 |
|-------------|---------|

|                    |         |
|--------------------|---------|
| Bridge Maintenance | 473,517 |
|--------------------|---------|

|                       |              |
|-----------------------|--------------|
| Environmental Cleanup | <u>5,000</u> |
|-----------------------|--------------|

**TOTAL APPROPRIATIONS**

|                     |
|---------------------|
| \$ <u>9,626,004</u> |
|---------------------|

**TOTAL APPROPRIATIONS & TRANSFERS**

|                            |
|----------------------------|
| \$ <u><u>9,626,004</u></u> |
|----------------------------|

**MONTGOMERY COUNTY COMMISSION  
2015 - 2016 BUDGET**

**PUBLIC BUILDING/ROADS/BRIDGES FUND**

**ESTIMATED REVENUES**

**TAXES**

|                |              |
|----------------|--------------|
| Ad Valorem Tax | \$ 6,250,000 |
|----------------|--------------|

**MISCELLANEOUS**

|          |        |
|----------|--------|
| Interest | 20,000 |
|----------|--------|

|                                 |                     |
|---------------------------------|---------------------|
| <b>TOTAL ESTIMATED REVENUES</b> | <b>\$ 6,270,000</b> |
|---------------------------------|---------------------|

|                               |                  |
|-------------------------------|------------------|
| <b>Budgetary Fund Balance</b> | <b>2,183,394</b> |
|-------------------------------|------------------|

|                                                            |                     |
|------------------------------------------------------------|---------------------|
| <b>TOTAL ESTIMATED REVENUES AND BUDGETARY FUND BALANCE</b> | <b>\$ 8,453,394</b> |
|------------------------------------------------------------|---------------------|

**APPROPRIATIONS**

**TRANSFERS**

|                      |              |
|----------------------|--------------|
| To Gasoline Tax Fund | \$ 7,364,394 |
|----------------------|--------------|

|                 |           |
|-----------------|-----------|
| To General Fund | 1,089,000 |
|-----------------|-----------|

|                        |                     |
|------------------------|---------------------|
| <b>TOTAL TRANSFERS</b> | <b>\$ 8,453,394</b> |
|------------------------|---------------------|

|                                             |                     |
|---------------------------------------------|---------------------|
| <b>TOTAL APPROPRIATIONS &amp; TRANSFERS</b> | <b>\$ 8,453,394</b> |
|---------------------------------------------|---------------------|

**PUBLIC HIGHWAY & TRAFFIC FUND**

**ESTIMATED REVENUES**

|                   |           |
|-------------------|-----------|
| License & Permits | \$ 84,000 |
|-------------------|-----------|

|                      |         |
|----------------------|---------|
| State Shared Revenue | 315,000 |
|----------------------|---------|

|                      |        |
|----------------------|--------|
| Charges for Services | 70,000 |
|----------------------|--------|

|                                 |                   |
|---------------------------------|-------------------|
| <b>TOTAL ESTIMATED REVENUES</b> | <b>\$ 469,000</b> |
|---------------------------------|-------------------|

|                               |               |
|-------------------------------|---------------|
| <b>Budgetary Fund Balance</b> | <b>31,000</b> |
|-------------------------------|---------------|

|                                                            |                   |
|------------------------------------------------------------|-------------------|
| <b>TOTAL ESTIMATED REVENUES AND BUDGETARY FUND BALANCE</b> | <b>\$ 500,000</b> |
|------------------------------------------------------------|-------------------|

**TRANSFERS**

|                               |            |
|-------------------------------|------------|
| Transfer to Gasoline Tax Fund | \$ 500,000 |
|-------------------------------|------------|

|                        |                   |
|------------------------|-------------------|
| <b>TOTAL TRANSFERS</b> | <b>\$ 500,000</b> |
|------------------------|-------------------|

**CAPITAL IMPROVEMENT FUND**

**ESTIMATED REVENUES**

|                      |            |
|----------------------|------------|
| State Shared Revenue | \$ 800,000 |
|----------------------|------------|

|          |       |
|----------|-------|
| Interest | 5,000 |
|----------|-------|

|                                 |                   |
|---------------------------------|-------------------|
| <b>TOTAL ESTIMATED REVENUES</b> | <b>\$ 805,000</b> |
|---------------------------------|-------------------|

|                               |                  |
|-------------------------------|------------------|
| <b>Budgetary Fund Balance</b> | <b>2,195,000</b> |
|-------------------------------|------------------|

|                                                            |                     |
|------------------------------------------------------------|---------------------|
| <b>TOTAL ESTIMATED REVENUES AND BUDGETARY FUND BALANCE</b> | <b>\$ 3,000,000</b> |
|------------------------------------------------------------|---------------------|

**APPROPRIATIONS**

|                                   |              |
|-----------------------------------|--------------|
| Buildings Repair and Improvements | \$ 3,000,000 |
|-----------------------------------|--------------|

|                             |                     |
|-----------------------------|---------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$ 3,000,000</b> |
|-----------------------------|---------------------|

**MONTGOMERY COUNTY COMMISSION  
2015 - 2016 BUDGET**

**RRR GASOLINE TAX FUND**

**ESTIMATED REVENUES**

**STATE SHARED REVENUES**

|                                       |                     |
|---------------------------------------|---------------------|
| Motor Vehicle License - Act 84-186    | \$ 420,000          |
| Petroleum Inspection Fee - Act 84-185 | 117,000             |
| 4 cent Gasoline Tax                   | 877,500             |
| 5 cent Gasoline Tax                   | 420,000             |
| Additional excise tax                 | 31,000              |
| <b>TOTAL STATE SHARED REVENUES</b>    | <b>\$ 1,865,500</b> |

**MISCELLANEOUS**

|          |           |
|----------|-----------|
| Interest | \$ 12,000 |
|----------|-----------|

**TOTAL ESTIMATED REVENUES**

\$ 1,877,500

**Budgetary Fund Balance**

1,742,500

**TOTAL ESTIMATED REVENUES & BUDGETARY FUND BALANCE**

**\$ 3,620,000**

**APPROPRIATIONS**

|                             |                     |
|-----------------------------|---------------------|
| Restriping & Resigning      | 115,000             |
| Resurfacing                 | 3,505,000           |
| <b>TOTAL APPROPRIATIONS</b> | <b>\$ 3,620,000</b> |

**SEVERED MATERIAL TAX FUND**

**ESTIMATED REVENUES**

|                             |                   |
|-----------------------------|-------------------|
| <b>STATE SHARED REVENUE</b> | <b>\$ 141,000</b> |
|-----------------------------|-------------------|

**TOTAL ESTIMATED REVENUES**

**\$ 141,000**

**APPROPRIATIONS**

|                                  |                   |
|----------------------------------|-------------------|
| Road Bldg Materials and Supplies | \$ 141,000        |
| <b>TOTAL APPROPRIATIONS</b>      | <b>\$ 141,000</b> |

**APPRAISAL FUND**

**ESTIMATED REVENUES**

**COST SHARING**

|                                 |                     |
|---------------------------------|---------------------|
| State of Alabama                | \$ 596,966          |
| Montgomery County               | 733,929             |
| Board of Education              | 710,629             |
| Local Cities                    | 1,107,031           |
| <b>TOTAL ESTIMATED REVENUES</b> | <b>\$ 3,148,555</b> |

**APPROPRIATIONS**

|                             |                     |
|-----------------------------|---------------------|
| General Government          | \$ 3,148,555        |
| <b>TOTAL APPROPRIATIONS</b> | <b>\$ 3,148,555</b> |

**MONTGOMERY COUNTY COMMISSION  
2015 - 2016 BUDGET**

**MERIT SYSTEM FUND**

**ESTIMATED REVENUES**

|                    |            |
|--------------------|------------|
| City of Montgomery | \$ 960,792 |
|--------------------|------------|

**TRANSFERS**

|                               |               |
|-------------------------------|---------------|
| Transfer from General Fund    | 212,372       |
| <b>Budgetary Fund Balance</b> | <u>73,000</u> |

|                                                              |                            |
|--------------------------------------------------------------|----------------------------|
| <b>TOTAL ESTIMATED REVENUES &amp; BUDGETARY FUND BALANCE</b> | <b>\$ <u>1,246,164</u></b> |
|--------------------------------------------------------------|----------------------------|

**APPROPRIATIONS**

|                    |              |
|--------------------|--------------|
| General Government | \$ 1,246,164 |
|--------------------|--------------|

|                             |                            |
|-----------------------------|----------------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$ <u>1,246,164</u></b> |
|-----------------------------|----------------------------|

**COMMUNITY CORRECTIONS FUND**

**ESTIMATED REVENUES**

|                                   |            |
|-----------------------------------|------------|
| Alabama Department of Corrections | \$ 360,000 |
| Client Fees                       | 157,800    |

|                                 |                          |
|---------------------------------|--------------------------|
| <b>TOTAL ESTIMATED REVENUES</b> | <b>\$ <u>517,800</u></b> |
|---------------------------------|--------------------------|

**TRANSFERS**

|                            |         |
|----------------------------|---------|
| Transfer From General Fund | 363,488 |
|----------------------------|---------|

|                                 |                          |
|---------------------------------|--------------------------|
| <b>TOTAL ESTIMATED REVENUES</b> | <b>\$ <u>881,288</u></b> |
|---------------------------------|--------------------------|

**APPROPRIATIONS**

|               |            |
|---------------|------------|
| Public Safety | \$ 881,288 |
|---------------|------------|

|                             |                          |
|-----------------------------|--------------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$ <u>881,288</u></b> |
|-----------------------------|--------------------------|

**GRANT FUND**

**ESTIMATED REVENUES**

|                          |                   |
|--------------------------|-------------------|
| Federal and State Grants | \$ <u>999,647</u> |
|--------------------------|-------------------|

|                                 |                          |
|---------------------------------|--------------------------|
| <b>TOTAL ESTIMATED REVENUES</b> | <b>\$ <u>999,647</u></b> |
|---------------------------------|--------------------------|

**APPROPRIATIONS**

|                      |            |
|----------------------|------------|
| Grant Appropriations | \$ 999,647 |
|----------------------|------------|

|                             |                          |
|-----------------------------|--------------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$ <u>999,647</u></b> |
|-----------------------------|--------------------------|

**MONTGOMERY COUNTY COMMISSION  
2015 - 2016 BUDGET**

**GENERAL OBLIGATION WARRANTS 2007/2015 DEBT SERVICE FUND**

**TRANSFERS**

|                            |                     |
|----------------------------|---------------------|
| Transfer from General Fund | \$ <u>3,599,162</u> |
|----------------------------|---------------------|

|                        |                                   |
|------------------------|-----------------------------------|
| <b>TOTAL TRANSFERS</b> | <b>\$ <u><u>3,599,162</u></u></b> |
|------------------------|-----------------------------------|

**APPROPRIATIONS**

|           |              |
|-----------|--------------|
| Principal | \$ 2,150,000 |
|-----------|--------------|

|          |                  |
|----------|------------------|
| Interest | <u>1,449,162</u> |
|----------|------------------|

|                             |                                   |
|-----------------------------|-----------------------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$ <u><u>3,599,162</u></u></b> |
|-----------------------------|-----------------------------------|

**GENERAL OBLIGATION WARRANTS 2010-A DEBT SERVICE FUND**

**REVENUE AND TRANSFERS**

|                            |                     |
|----------------------------|---------------------|
| Transfer from General Fund | \$ <u>1,248,400</u> |
|----------------------------|---------------------|

|                                    |                                   |
|------------------------------------|-----------------------------------|
| <b>TOTAL REVENUE AND TRANSFERS</b> | <b>\$ <u><u>1,248,400</u></u></b> |
|------------------------------------|-----------------------------------|

**APPROPRIATIONS**

|           |            |
|-----------|------------|
| Principal | \$ 790,000 |
|-----------|------------|

|          |                |
|----------|----------------|
| Interest | <u>458,400</u> |
|----------|----------------|

|                             |                                   |
|-----------------------------|-----------------------------------|
| <b>TOTAL APPROPRIATIONS</b> | <b>\$ <u><u>1,248,400</u></u></b> |
|-----------------------------|-----------------------------------|

# Montgomery County Commission Construction Programs Fund

2016 Proposed  
Budget

## Revenues

Revenue 0

**Budgetary Fund Balance** 1,100,000

**Total Revenues and Budgetary Fund Balance** 1,100,000

## Expenditures

**Department:** 51107 - Other Construction Projects

CO - Capital Outlay

524 Additions/Renovations to Bldgs 1,100,000

**Department Total: 51107 - Other Construction Projects** 1,100,000

**Expenditures Total** 1,100,000

**Fund Revenue & Budgetary Fund Balance** 1,100,000

**Fund Expenditures** 1,100,000

**Fund Net** 0

# **GASB 54**

## **Fund Balance Commitments**

### **Resolution**

**WHEREAS**, the Montgomery County Commission is the elected representative of the citizens of Montgomery County, responsible for maintaining the financial records of the County in accordance with Governmental Accounting Standards; and

**WHEREAS**, the Governmental Accounting Standards Board ("GASB") has adopted Statement 54 ("GASB 54"), a new standard for governmental fund balance reporting and governmental fund type definitions that became effective in governmental fiscal years beginning after June 15, 2010, and

**WHEREAS**, the Montgomery County Commission desires to commit certain fund balance reserves in compliance with GASB 54 requirements, and to apply such requirements to its financial statements ending September 30, 2015; and

**NOW BE IT RESOLVED** that Montgomery County Commission commits the following portions of its September 30, 2015, Fund Balances, as follows:

#### **GENERAL FUND:**

- \$ 50,000 is committed for Catoma Community park improvements.
- DHR Rent is committed for DHR Building expenses.
- Workers Compensation Self Insured Account is committed to Workers Compensation Expense and Claims
- Employee Health Insurance Trust Account is committed for Employee/Retiree Health Insurance Plan Costs
- Retiree Life Insurance Account is committed for Retiree Death benefits
- Liability Account is committed for Liability Insurance, claims and related legal expense

#### **CONSTRUCTION PROGRAMS FUND:**

- The fund balance is assigned to County construction, equipment and improvement projects

**DONE THIS THE** \_\_\_\_\_ **day of** \_\_\_\_\_ **2015.**

**Montgomery County Commission  
Purchasing Department  
P. O. Box 1667  
Montgomery, AL 36102**

**Amendment  
To  
Contract # 53000-13B-029**

**Amendment No. 2**

Contract with Contech Engineered Solutions for metal pipe is hereby extended for one (1) year, beginning October 1, 2015 and ending September 30, 2016.

Contech Engineered Solutions would like to increase pricing by 5% in accordance with the terms of the contract.

All other provisions of the contract remain the same.

**WITNESS:**

\_\_\_\_\_

**CONTECH ENGINEERED SOLUTIONS**

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**WITNESS:**

\_\_\_\_\_

**MONTGOMERY COUNTY COMMISSION**

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

---

August 3, 2015

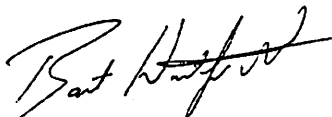
Myrtle Singleton, Purchasing Manager  
Montgomery County  
101 S. Lawrence Street  
Montgomery, AL 36104

**Subject: Annual Metal Pipe Contract Extension – No. 5300-13B-029**

Dear Myrtle:

Contech Engineered Solutions LLC is pleased to extend our contract with Montgomery County for corrugated metal pipe for the upcoming 2015 – 2016 fiscal year. This reflects a 12 month extension through September 30, 2016. A price increase of 5% has been added.

We certainly appreciate the opportunity to furnish Contech corrugated metal pipe for your upcoming projects.



**Bart Hartsfield**  
Regional Sales Engineer  
205-515-5982

METAL PIPE - ROUND AND ARCH

| CONTECH ENGINEERED SOLUTIONS                      |       |                     |               |                           |                    |                        |                        |                        |
|---------------------------------------------------|-------|---------------------|---------------|---------------------------|--------------------|------------------------|------------------------|------------------------|
| Montgomery County Alabama - Pricing for 2015-2016 |       |                     |               |                           |                    |                        |                        |                        |
| SIZE                                              | GUAGE | ARCH EQUIV TO ROUND | CORRUGATIONS  | BIT. COATED PIPE PER FOOT | COATED BAND PER EA | PLAIN GALV PIPE PER LF | PLAIN GALV BAND PER EA | 3:1 BEVEL CUT PER PAIR |
| 12"                                               | 16    |                     | 2-2/3" x 1/2" | \$8.15                    | \$8.15             | \$6.98                 | \$6.98                 | \$51.20                |
| 15"                                               | 16    |                     | 2-2/3" x 1/2" | \$9.78                    | \$9.78             | \$8.38                 | \$8.38                 | \$63.99                |
| 18"                                               | 16    |                     | 2-2/3" x 1/2" | \$12.21                   | \$12.21            | \$10.47                | \$10.47                | \$76.79                |
| 24"                                               | 16    |                     | 2-2/3" x 1/2" | \$15.48                   | \$15.48            | \$13.26                | \$13.26                | \$102.39               |
| 30"                                               | 14    |                     | 2-2/3" x 1/2" | \$24.43                   | \$24.43            | \$20.95                | \$20.95                | \$127.97               |
| 36"                                               | 14    |                     | 2-2/3" x 1/2" | \$29.33                   | \$29.33            | \$25.14                | \$25.14                | \$158.70               |
| 42"                                               | 14    |                     | 3" x 1"       | \$34.21                   | \$34.21            | \$29.43                | \$29.43                | \$191.96               |
| 48"                                               | 14    |                     | 3" x 1"       | \$39.09                   | \$39.09            | \$33.52                | \$33.52                | \$230.36               |
| 54"                                               | 14    |                     | 3" x 1"       | \$49.69                   | \$49.69            | \$42.59                | \$42.59                | \$255.96               |
| 60"                                               | 10    |                     | 3" x 1"       | \$96.11                   | \$96.11            | \$82.37                | \$82.37                | \$294.36               |
| 66"                                               | 10    |                     | 3" x 1"       | \$105.05                  | \$105.05           | \$90.05                | \$90.05                | \$326.34               |
| 72"                                               | 10    |                     | 3" x 1"       | \$114.02                  | \$114.02           | \$97.72                | \$97.72                | \$354.85               |
| 78"                                               | 10    |                     | 3" x 1"       | \$123.78                  | \$123.78           | \$106.10               | \$106.10               | \$430.01               |
| 80"                                               | 10    |                     | 3" x 1"       | \$133.56                  | \$133.56           | \$114.48               | \$114.48               | \$516.00               |
| 17"5X13"R                                         | 16    | 15"                 | 2-2/3" x 1/2" | \$10.29                   | \$10.29            | \$8.82                 | \$8.82                 | \$65.96                |
| 21"5X15"R                                         | 16    | 18"                 | 2-2/3" x 1/2" | \$12.85                   | \$12.85            | \$11.01                | \$11.01                | \$79.16                |
| 28"5X20"R                                         | 16    | 24"                 | 2-2/3" x 1/2" | \$16.30                   | \$16.30            | \$13.95                | \$13.95                | \$105.55               |
| 35"5X24"R                                         | 14    | 30"                 | 2-2/3" x 1/2" | \$25.71                   | \$25.71            | \$22.05                | \$22.05                | \$132.01               |
| 42"5X29"R                                         | 14    | 36"                 | 2-2/3" x 1/2" | \$30.87                   | \$30.87            | \$26.46                | \$26.46                | \$163.60               |
| 49"5X33"R                                         | 14    | 42"                 | 2-2/3" x 1/2" | \$36.00                   | \$36.00            | \$30.87                | \$30.87                | \$197.89               |
| 57"5X38"R                                         | 14    | 48"                 | 2-2/3" x 1/2" | \$41.15                   | \$41.15            | \$35.28                | \$35.28                | \$237.48               |
| 64"5X43"R                                         | 14    | 54"                 | 2-2/3" x 1/2" | \$52.30                   | \$52.30            | \$44.82                | \$44.82                | \$263.88               |
| 66"5X51"R                                         | 10    | 60"                 | 3" x 1"       | \$101.17                  | \$101.17           | \$86.71                | \$86.71                | \$303.45               |
| 73"5X55"R                                         | 10    | 66"                 | 3" x 1"       | \$110.59                  | \$110.59           | \$94.78                | \$94.78                | \$336.44               |
| 81"5X59"R                                         | 10    | 72"                 | 3" x 1"       | \$120.03                  | \$120.03           | \$102.87               | \$102.87               | \$369.42               |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ADECA</b><br><b>Law Enforcement and Traffic Safety (LETS) Division</b><br><b>401 Adams Avenue</b><br><b>Post Office Box 5690</b><br><b>Montgomery, Alabama 36103-5690</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Grant Application - Cover Page</b><br><b>Date Received by LETS:</b><br><br><b>Grant Number Assigned (Leave Blank):</b>                                                                                                                                                                       |
| <b>Application is hereby made for a grant under the program described in item 7 below in the amount and for the purpose set forth in this application.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                 |
| <b>1. Applicant:</b><br>Name: Montgomery County Commission<br>Address: 101 South Lawrence Street<br>Montgomery, AL 36104<br>Phone #: (334) 832-1259<br>Fax #: (334) 832-2533<br>E-Mail:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>3. Authorizing Official:</b><br>Name: Elton N. Dean, Sr., Chairman<br>Title: Montgomery County Commission<br>Address: 101 South Lawrence Street<br>Montgomery, AL 36104<br><br>Phone #: (334) 832-1259<br>Fax #: (334) 832-2533<br>E-Mail:                                                   |
| <b>2. Implementing Agency:</b><br><br>Name: Montgomery County District Attorney<br>Phone #: (334) 832-2550                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Signature: _____ Date: _____                                                                                                                                                                                                                                                                    |
| <b>4. Project Director:</b><br>Name: Rhonda B. Cape<br>Address: 251 South Lawrence Street<br>Montgomery, AL 36104<br>Phone #: (334) 832-2550<br>Fax #: (334) 832-1615<br>E-Mail: <a href="mailto:rhondacape@mc-ala.org">rhondacape@mc-ala.org</a><br><br>Signature: <i>Rhonda B. Cape</i> Date: <i>9/17/15</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>5. Financial Officer:</b><br>Name: Sherrill Thomas<br>Address: 101 South Lawrence Street<br>Montgomery, AL 36104<br>Phone #: (334) 832-1268<br>Fax #: (334) 832-2533<br>E-Mail: <a href="mailto:sherrillthomas@mc-ala.org">sherrillthomas@mc-ala.org</a><br><br>Signature: _____ Date: _____ |
| <b>6. Type of Application:</b><br><input type="checkbox"/> Original<br><input checked="" type="checkbox"/> Continuation of Previous Grant<br>Number: 14-WF-PR-003                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>7. Program Under Which Application is Made:</b><br>Violence Against Women Act Program                                                                                                                                                                                                        |
| <b>8. Active membership in any Statewide associations or coalitions? If yes, please list all membership(s).</b><br>District Attorneys Assoc, Alabama State Bar Assoc, District Attorney Investigators Assoc, VOCAL, Alabama Coalitions Against Domestic Violence, Alabama Coalition Against Sexual Violence, Office of Prosecution Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                 |
| <b>9. Does this application require a prior cost approval?</b> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                 |
| <b>10. Name of the Project:</b> (Brief Descriptive Title)<br>Montgomery County Violence Against Women Prosecution Unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>11. Federal Grant Funds Requested:</b><br><br><div style="text-align: center; border-top: 1px solid black; width: 100px; margin: 0 auto;">\$85,500.00</div>                                                                                                                                  |
| <b>12. Will other Federal Support be available for any part of this project?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, identify and explain on Budget Page 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>13. DUNS Number:</b><br>99839086                                                                                                                                                                                                                                                             |
| <b>15. Federal Employer Identification No.:</b><br>63-6001653                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>14. Sam.gov Registration Expiration Date:</b><br><br><b>16. Congressional District:</b><br>2nd Congressional District                                                                                                                                                                        |
| <b>17. Organization Type (Check one which applies)</b><br><div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> State Agency</div> <div style="width: 33%;"><input type="checkbox"/> Public College or University</div> <div style="width: 33%;"><input type="checkbox"/> Private Not-for-Profit Agency</div> <div style="width: 33%;"><input checked="" type="checkbox"/> Local Government</div> <div style="width: 33%;"><input type="checkbox"/> Private College or University</div> <div style="width: 33%;"><input type="checkbox"/> Private For-Profit Company</div> <div style="width: 33%;"><input type="checkbox"/> Other Instrumentality of Gov't</div> <div style="width: 33%;"><input type="checkbox"/> Public Not-for-Profit Agency</div> <div style="width: 33%;"><input type="checkbox"/> Private Individual</div> </div> |                                                                                                                                                                                                                                                                                                 |
| <b>18. Project Summary: (Suitable for a news release pertaining to this project)</b> The Violence Against Women Unit (VAW Unit) of the Montgomery District Attorney's Office provides vertical prosecution and victim services advocacy of cases involving violence against women: domestic violence, sexual assault, stalking and human trafficking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                 |

## Resolution of Applicant for Matching Funds

**Whereas**, the State of Alabama, through the Alabama Department of Economic and Community Affairs, Law Enforcement and Traffic Safety Division, under the Omnibus Crime Control and Safe Streets Act of 1968, (PL 90-351 as amended) and other appropriate federal authorizations, is offering financial aid to combat rising crime, improve the criminal justice system, assist victims of crime, or assist in the problems of juvenile justice; and

**Whereas**, the Montgomery County Commission hereinafter referred to as Applicant, is of the opinion that it would be beneficial to make application for such assistance and

**Whereas**, said applicant agrees to be accountable for providing the cash match toward the total cost of said project,

**NOW, THEREFORE, BE IT RESOLVED** by the Applicant

that, Elton N. Dean, Sr., in his/her official capacity

as Chairman, be authorized to make

application to the Alabama Department of Economic and Community Affairs, Law Enforcement and Traffic Safety Division, for said financial assistance.

Adopted this the \_\_\_\_\_ day of September 2015

I, Donald L. Mims, County Administrator  
(Name) (Title)

In and for the Montgomery County Commission

Do hereby certify that the above is a true and correct copy of a resolution adopted at their regular meeting of \_\_\_\_\_, 2015, and the same appears in the minutes of said meeting.

Witness by hand and official seal of the Montgomery County Commission

This the \_\_\_\_\_ day of September, 2015

\_\_\_\_\_  
(Name)

County Administrator

\_\_\_\_\_  
(Title)

**Alabama Department of Economic and Community Affairs**  
**Law Enforcement and Traffic Safety Division**  
**Grant Application – Statement of the Problem**

1. The target service area is Montgomery County, a mix of urban and rural areas with a current active military population of 9,866 (including families). The City of Montgomery is home to eight colleges and universities. Women make up 52.5% percent of Montgomery County's population, and 20.4% of people in the County live under the poverty level. In 2013, the Montgomery Police Department made contact with 1,131 victims of domestic violence and fielded 8,882 calls regarding a domestic violence incident. The Montgomery County Sheriff's Office fielded an average of 450 domestic violence calls for each of the last two years. These numbers show the continuing need for the DA VAW Unit.
2. The problem to be addressed is to provide specialized prosecution services to victims of violence against women to ensure they receive all the services they need for their safety, wellbeing, and to follow through with prosecution, and to ensure law enforcement coordination to hold accountable offenders of violence against women. Domestic violence, stalking, sexual assault, elder abuse, and human trafficking continue to be problems requiring a multi-faceted approach in Montgomery. Victims need access to the best services available, including comprehensive victim advocacy and victim service cross-referrals.
3. The number of victims served and services provided within the past federal fiscal year:
  - a. The VAW Unit prosecuted 944 court hearings in misdemeanor violence against women cases in the past federal fiscal year and 538 court hearings in felony violence against cases.
  - b. STOP funds have allowed the VAW Unit to successfully prosecute 325 defendants of misdemeanor domestic violence and 280 felony cases involving domestic violence, sexual assault, stalking, elder abuse and human trafficking since 2009.
  - c. Services provided through STOP grant funding include dedicated prosecution in six Circuit Courts by a specially trained Deputy DA of violence against women felonies that occur in Montgomery County. STOP funding also allows this DDA to prosecute misdemeanor crimes of violence against women occurring within Montgomery County in District Court and to prosecute misdemeanor crimes of violence against women occurring within the municipality of the City of Montgomery, which are transferred to District Court through a special program called TARGET. A Victim Services Officer (VSO) makes contact with all victims and provides direct court advocacy and referrals to other appropriate victim services agencies.
4. Gaps in services include:
  - a. Victims of violence against women sometimes do not follow through with prosecution because they return to their offender. Sometimes they return to their offender because of lack of options to them – they do not have alternate housing, financial independence, or they lack understanding of the need to leave their dangerous situation because they need counseling but are not aware of its availability.

Grant Application:  
Statement of the Problem

Page 1 of 2  
(Add Additional Pages as Necessary)

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**Alabama Department of Economic and Community Affairs  
Law Enforcement and Traffic Safety Division  
Grant Application – Statement of the Problem**

- b. The public holds onto biases about violence against women cases. This creates a hurdle in asking a trial jury to convict an offender and also wrongly creates expectations of how a victim should act.
  - c. The public is often unaware of the services available to victims of violence against women.
- 5. Grant funding will address the problems of victims not following through in prosecution and address the biases of the public and lack of knowledge of violence against women issues and services. All of these issues can be addressed with the continued STOP funding of the VAW Unit, and the citizens of Montgomery County can become more informed of the issues of domestic violence, sexual assault, stalking, human trafficking, and elder abuse, and can learn what services are available to victims and how to access them.
  - a. Deputy DA Shaw is the co-chair of the Montgomery County Task Force on Domestic Violence as well as the Middle District of Alabama Human Trafficking Task Force (formerly known as the Central Alabama Human Trafficking Task Force). She is able to reach the public on domestic violence, sexual assault, and human trafficking awareness through media and special events sponsored by these task forces.
- 6. The DA VAW Unit collaborates within the community with other service providers, law enforcement and others within the criminal justice system to provide victim services.
  - a. The DA VAW Unit helps to provide wraparound services to victims of violence against women, which increases their likelihood that they will follow through with prosecution and receive the best services available. The Unit's colocation at One Place Family Justice Center (FJC) ensures daily collaboration with other victim services agencies to provide holistic services to victims. The FJC has multiple on-site partners (including the Family Sunshine Center, Standing Together Against Rape program of Lighthouse Counseling Center, the Domestic Violence Bureau of the Montgomery Police Department, Legal Services of Alabama, the Family Violence Clinic of the Faulkner University Jones School of Law) and twenty-one off-site partners. FJC has served almost 3,500 clients, 85% of which of which are female, since it opened in 2010.

**Alabama Department of Economic and Community Affairs**  
**Law Enforcement and Traffic Safety Division**  
**Grant Application – Goals & Objectives Section**

1. The proposed project's goals and objectives are:
  - a. To improve the criminal justice system as it concerns violence against women prosecution
    - i. By providing specialized vertical prosecution and victim services of all domestic violence, stalking, sexual assault, elder abuse and human trafficking cases.
  - b. To change public attitudes concerning violence against women
    - i. By providing public speaking, training, public services announcements or other forms of outreach and communication to change the public's biases concerning violence against women and to educate them on resources available to victims.
  - c. To establish a community-based response concerning violence against women
    - i. By actively participating in task forces, community groups, and promoting law reform.
2. The specific tasks and activities necessary in accomplishing each goal and objective:
  - a. Providing Vertical prosecution of violence against women crimes and associated victim services by
    - i. Representing victims at grand jury proceedings, status and sentencing hearings, as well as at trial
    - ii. Meeting with victims in advance of court hearings
    - iii. Making contact with victims within a week upon receiving a case from law enforcement in 95% of cases
    - iv. Maintaining consistence communication and an open door policy with victims, conducting specific victim preparation meetings
  - b. Public outreach
    - i. Speaking to students, schools, churches, neighborhood associations, to the media, and other at other public avenues regarding violence against women crimes, how to recognize the crimes, who to report to, what the law is, and what victim services are
  - c. Community based response
    - i. training local law enforcement agencies on the laws, prosecution of, and advocacy in domestic violence, stalking, sexual assault, strangulation, and human trafficking cases
    - ii. facilitating coordination between law enforcement agencies and victim services agencies
3. Progress has been made to the goals and objectives from the past federal fiscal year.
  - a. Establish a domestic violence homicide review team
    - i. DDA Shaw has met with a consultant for creating the team, has examined and chosen the cases which to review, has consulted with others on who should be involved in the process, has identified who should be on the team, and is organizing the initial meeting of all participating agencies.

**Alabama Department of Economic and Community Affairs  
Law Enforcement and Traffic Safety Division  
Grant Application – Goals & Objectives Section**

- b. Utilize an evidenced based prosecution style
  - i. The DA VAW Unit routinely requests from law enforcement and uses evidence to make enhance prosecution in violence against women cases, such as 911 calls, pictures, jail phone calls, text messages and phone call logs, and other such forms of evidence.
- c. Prosecute and advocate for domestic violence elder abuse cases.
  - i. The DA VAW Unit has prosecuted several cases involving violence against elderly females, in collaboration with another Deputy DA who specializes in prosecuting elder violence. The DA VAW Unit also participates in the Montgomery County Elder Justice Task Force.
- 4. The proposed project expects the outcomes of greater consistency and continuity in prosecuting and advocating in violence against women cases and also a greater victim trust in the criminal justice system. This ultimately reduces victim recidivism and increases victim participation in prosecution while helping to reduce the number of violent crimes against women.
- 5. The Montgomery County District Attorney plans to ensure the long-term sustainability of the DA VAW Unit by committing the resources of a victim services office and a legal assistant to the Unit to help it accomplish its mission of holistic prosecution and victim advocacy.

**Alabama Department of Economic and Community Affairs  
Law Enforcement and Traffic Safety Division  
Grant Application – Methods & Procedures Section**

1. The plan to meet each of the measurable objectives:
  - a. The DA VAW Unit will contact violence against women victims, as soon as the warrants are received from the law enforcement agency, through phone calls and letters. Regular contact will be maintained with victims to keep them apprised of proceedings in the criminal justice system.
  - b. The Deputy District Attorney (DDA) will meet with victims at the preliminary hearing, prepare them for grand jury, take their testimony at grand jury, advise them of pretrial and other court hearing, prepare them for trial, and represent them at trial, sentencing, and post-sentencing hearings.
  - c. The Unit's DDA and Victims Service Officer (VSO) will also consult with victims and other victim service providers to make sure victims are receiving the full gamut of services available.
  - d. The DDA will ensure that excessive bonds are requested on violence against women offenders and will file motions to revoke bond and probation when a violation has occurred.
  - e. The DDA will train law enforcement officers and advocates on violence against women law, legal advocacy, and the criminal justice system.
  - f. The DDA will be on call for law enforcement to consult regarding the appropriate charge for cases and to be a liaison to other law enforcement agencies.
2. The responsibilities and qualifications of key personnel:
  - a. The DDA for the DA VAW Unit is an active member in good standing with the Alabama State Bar. She has received specialized training in responding to victims of domestic violence, stalking, sexual assault, human trafficking, and elder abuse. She has also received extensive training in the family justice center concept of colocation and collaboration of victim services and works each day with other agencies housed at One Place Family Justice Center.
  - b. The Victim Services Officer for the Unit will make contact with victims and provide direct court advocacy and referrals to other appropriate victim services agencies. The VSO will help maintain records needed for the quarterly reports.
  - c. The Project Director is the Chief Administrator for the Montgomery County District Attorney's Office. Her role will be to submit quarterly reports and budgets, supervise the project staff, and maintain records related to the grant. The Deputy District Attorney, currently DDA Shaw, will provide vertical prosecution on domestic violence misdemeanors in the Montgomery County District Court dedicated domestic violence docket as well as prosecution of all violence against women felonies occurring in Montgomery County in six Circuit Courts.
3. The following partnerships have been developed as part of the emphasis of STOP funding
  - a. STOP funding has allowed DDA Shaw to co-chair the Montgomery County Domestic Violence Task Force and the Middle District for Alabama Human Trafficking Task Force.

**Alabama Department of Economic and Community Affairs  
Law Enforcement and Traffic Safety Division  
Grant Application – Methods & Procedures Section**

She also participates in the Sexual Assault Response Team for the River Region and in weekly HALT team meetings at One Place, which review high lethality violence against women cases to ensure victim safety and offender accountability.

4. Timeline or specific time period for completion of each task
  - a. The tasks will be ongoing. Success will be measured by forward movement toward the goals, evidenced in monthly and quarterly reports.

**Alabama Department of Economic and Community Affairs  
Law Enforcement and Traffic Safety Division  
Grant Application – Evaluation Section**

1. Describe how the proposed projects success will be measured:
  - a. The number of collaborative meetings attended and number of court hearings and victim meetings attended will be tallied monthly and quarterly.
  - b. The DDA and VSO will use a number of recording tools including, but not limited to, Microsoft Excel and Word, monthly reporting and quarterly reporting templates.
2. Who will collect and maintain statistical data:
  - a. The Victim Services Officer will collect and maintain the statistical data.
3. How and when statistical data will be collected:
  - a. The statistical data will be collected each month in preparation for a quarterly grant report. The data will be collected by tabulating the number of court hearings, victim preparation meetings in advance of trial, grand jury, or other court proceedings, and the number of task force meetings DDA Shaw attends, as well as the number of public speaking engagements, and any other task that meets the objectives of this project.

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**Alabama Department of Economic & Community Affairs**  
**Law Enforcement and Traffic Safety Division**  
401 Adams Avenue  
P.O. Box 5690  
Montgomery, AL 36103-5690

**Budget - Page 1**

**A. Personnel:**

List each individual with salary

| Name of Employee                                           | Position / Title         | Salary or Hourly Rate | Rate of Pay | % of Time Devoted to Project | Annual Income / Unit Cost | Category Total |
|------------------------------------------------------------|--------------------------|-----------------------|-------------|------------------------------|---------------------------|----------------|
| Carrie Shaw                                                | Deputy District Attorney | \$ 2,888.84           | 24          | 100%                         | \$ 69,332.16              | \$ 69,332.16   |
| Crystal Taylor                                             | Victims Service Officer  | \$ 1,588.00           | 8           | 100%                         | \$ 12,704.00              | \$ 12,704.00   |
|                                                            |                          | \$ -                  |             |                              | \$ -                      | \$ -           |
|                                                            |                          | \$ -                  |             |                              | \$ -                      | \$ -           |
|                                                            |                          | \$ -                  |             |                              | \$ -                      | \$ -           |
|                                                            |                          | \$ -                  |             |                              | \$ -                      | \$ -           |
|                                                            |                          | \$ -                  |             |                              | \$ -                      | \$ -           |
|                                                            |                          | \$ -                  |             |                              | \$ -                      | \$ -           |
| If additional space is needed see Attachment 1 (Personnel) |                          |                       |             |                              | \$ -                      | \$ -           |

**Salaries Sub-Total \$ 82,036.16**

**Fringe Benefit Computation**

|                  |              |          |
|------------------|--------------|----------|
| FICA             | \$ 82,036.16 | 7.650%   |
| FICA             |              | 0.000%   |
| W/C              | \$ -         | 0.000%   |
| Health Insurance | \$ 13,600.00 | 100.000% |
| Life Insurance   | \$ -         | 0.000%   |
| Retirement       | \$ 82,036.16 | 14.570%  |
| Other            | \$ -         | 0.000%   |
| Other            | \$ -         | 0.000%   |

|              |
|--------------|
| \$ 6,275.77  |
| \$ -         |
| \$ -         |
| \$ 13,600.00 |
| \$ -         |
| \$ 11,952.67 |
| \$ -         |
| \$ -         |

\*Based on the first \$8,000 in salaries paid to each employee in a calendar year

If additional space is needed see Attachment 1 (Personnel)

**Fringe Sub-Total \$ 31,828.43**

**Total Personnel Expenditures \$ 113,864.59**

**B. Professional Services:**

Must be itemized

List by individual or type of individual, with fee basis limited to a reasonable rate not to exceed \$450 per day/\$56.25 per hour.

Individual Consultants and/or Contracting of Service Organizations

|  |      |
|--|------|
|  | \$ - |
|  | \$ - |
|  | \$ - |
|  | \$ - |
|  | \$ - |
|  | \$ - |
|  | \$ - |

**Total Contractual Services \$ -**

**C. Travel:**

Transportation & associated costs of project personnel (Consultant Travel is to be included in Category B above)

|                  |      |
|------------------|------|
| Mileage:         | \$ - |
| Per Diem:        | \$ - |
| Conference Cost: | \$ - |
| Other:           | \$ - |

**Total Travel \$**

511

**Alabama Department of Economic & Community Affairs**  
**Law Enforcement and Traffic Safety Division**  
 401 Adams Avenue  
 P.O. Box 5690  
 Montgomery, AL 36103-5690

**Budget - Page 2**

**D. Operating Expenses:**

Must be itemized

|                                                                    |           |
|--------------------------------------------------------------------|-----------|
|                                                                    | \$ -      |
| Office Supplies (copy paper, pens, post-its, toner, etc)           | \$ 135.41 |
|                                                                    | \$ -      |
|                                                                    | \$ -      |
|                                                                    | \$ -      |
|                                                                    | \$ -      |
|                                                                    | \$ -      |
|                                                                    | \$ -      |
|                                                                    | \$ -      |
|                                                                    | \$ -      |
| If additional space is needed see Attachment 2 (Operating Expense) | \$ -      |

**Total Operating Expense**                      \$                      135.41

**E. Equipment Purchase:**

Must be itemized

| Item                                                       | Qty | Unit Price | Total Item Cost |
|------------------------------------------------------------|-----|------------|-----------------|
|                                                            |     | \$ -       | \$ -            |
|                                                            |     | \$ -       | \$ -            |
|                                                            |     | \$ -       | \$ -            |
|                                                            |     | \$ -       | \$ -            |
|                                                            |     | \$ -       | \$ -            |
|                                                            |     | \$ -       | \$ -            |
|                                                            |     | \$ -       | \$ -            |
|                                                            |     | \$ -       | \$ -            |
|                                                            |     | \$ -       | \$ -            |
|                                                            |     | \$ -       | \$ -            |
| If additional space is needed see Attachment 3 (Equipment) |     |            | \$ -            |

**Equipment Purchase Total**                      \$                      -

| Lease or Rental Equipment                                  | Qty | Unit Price | Total Item Cost |
|------------------------------------------------------------|-----|------------|-----------------|
|                                                            |     | \$ -       | \$ -            |
|                                                            |     | \$ -       | \$ -            |
|                                                            |     | \$ -       | \$ -            |
|                                                            |     | \$ -       | \$ -            |
| If additional space is needed see Attachment 3 (Equipment) |     |            | \$ -            |

**Lease or Rental Total**                      \$                      -

**Total Equipment Expense**                      \$                      -

**Total Project Cost**                      \$                      114,000.00

\$                      114,000.00

|                        |                |     |                      |                       |              |
|------------------------|----------------|-----|----------------------|-----------------------|--------------|
| <b>Matching Ratio:</b> | ADECA / LETS % | 75% | ADECA / LETS Support | \$                    | 85,500.00    |
|                        | Match %        | 25% |                      | Matching Contribution | \$ 28,500.00 |

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**Alabama Department of Economic & Community Affairs**  
**Law Enforcement and Traffic Safety Division**  
 401 Adams Avenue  
 P.O. Box 5690  
 Montgomery, AL 36103-5690

**Budget - Page 3**

**A. Source of Matching Contribution:**

(Indicate Sources Per Instructions)

|                        |              |
|------------------------|--------------|
|                        | \$ -         |
| District Attorney Fund | \$ 28,500.00 |
|                        | \$ -         |
|                        | \$ -         |
|                        | \$ -         |
|                        | \$ -         |
|                        | \$ -         |
|                        | \$ -         |

Total Matching Contribution: \$ 28,500.00  
 Match Differential: \$ (0.00)

Match from Budget Page 2 \$ 28,500.00

**B. Budget Summary and Projection:**

(Total budget of applicant or implementing agency)

**APPLICATION IS INCOMPLETE WITHOUT THIS**

| Budget Categories         | Prior Phase   | Present Phase | Successive Phase |
|---------------------------|---------------|---------------|------------------|
| A Personnel and Fringe    | \$ 114,000.00 | \$ 113,864.59 | \$ 114,000.00    |
| B Contractual Services    | \$ -          | \$ -          | \$ -             |
| C Travel                  | \$ -          | \$ -          | \$ -             |
| D Operating Expenses      | \$ -          | \$ 135.41     | \$ -             |
| E Equipment               | \$ -          | \$ -          | \$ -             |
|                           |               |               |                  |
| Total Budget of Applicant | \$ 114,000.00 | \$ 114,000.00 | \$ 114,000.00    |
| Duration of Project Phase | 12            | 12            | 12               |

**C. Federal Support:**

Will other Federal support be available for any part of this project?

Yes ☐

No ☒

If "Yes", Explain:

**D. Federal Submissions:**

Have other Federal agencies been contacted for assistance on this or similar projects?

Yes ☐

No ☒

If "Yes", Explain:

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**Alabama Department of Economic and Community Affairs**  
**Law Enforcement and Traffic Safety Division**  
**Grant Application – Budget Narrative Section**

Funding is requested for personnel expenses only.

- A. **PERSONNEL:** (a) Salaries are calculated for reimbursement purposes for staff employees who will compose the Domestic Violence Prosecution Unit: a Deputy District Attorney and a Victim Services Officer. Salaries are paid semi-monthly with the total amounts for reimbursement calculated on anticipated percentage (100%) of time to be spent by each employee on the project.

FICA is calculated at 7.65% of gross salaries. Retirement is calculated at 14.57%. Health Insurance is calculated at \$850 per person per month. Funding for twelve months is requested for the Deputy District Attorney; funding for four months is requested for the Victim Services Officer.

1. Deputy District Attorney - \$69,332.16 annual salary

Maintain a Deputy District Attorney to serve as the vertical prosecutor for felony violence against women cases and for misdemeanor cases set on the dedicated domestic violence docket; to represent the Unit in public functions and to conduct weekly unit meetings to maintain focus and identify areas of significant concern.

2. Victim Services Officer - \$38,112.00 annual salary

Maintain a Victim Services Officer to contact victims, facilitate and schedule regular victims' meetings, assist law enforcement agencies in early contact with victims, and to provide appropriate materials and information to victims. The Victim Services Officer will also provide clerical support, research assistance in trial preparation, maintain records for evaluation procedures, and provide support for community liaison efforts for the Unit as a whole.

- B. **OPERATING EXPENSES:** A minimal amount of funding is requested for office supplies such as copy paper, pens, post-its, toner, etc.

Budget Prepared By:  
Name: Rhonda Cape  
Address: 251 S. Lawrence Street  
Montgomery, AL 36104  
Phone #: (334) 832-2550

If the budget is prepared by an individual other than the Financial Officer, the Financial Officer must sign here as approving the budget as submitted.

Rhonda B Cape 9/17/15  
Signature Date

Signature

Date

Grant Application:  
Budget Narrative Section

Page 1 of 1  
(Add Additional Pages as Necessary)

5-14

## Scott Kramer

---

Συβφεχτ: FW: Montgomery County Commission - Hartford group life and AD&D renewal  
Ιμφορτανχε: High

---

**From:** John Dorough [<mailto:jdorough@hdbinsurance.com>]  
**Sent:** Friday, August 28, 2015 1:48 PM  
**To:** Scott Kramer  
**Cc:** Laura Freeman; Danny Cox; Melody Singleton  
**Subject:** Montgomery County Commission - Hartford group life and AD&D renewal  
**Importance:** High

Scott,

Please allow this email to serve as confirmation that the group life and AD&D rate with Hartford, for the period 07-1-2015 to 07-1-2016, will remain unchanged at \$0.17 per \$1,000 of coverage.

Please feel free to call me with any questions and thank you again for the opportunity to provide this benefit for the employees of Montgomery County.

Sincerely,

John W. Dorough, III, GBDS  
*Manager, Individual and Employee Benefits Department*  
**Harmon Dennis Bradshaw, Inc.**  
7115 Halcyon Summit Drive  
Montgomery, AL 36117  
(334) 273.7277 (phone)  
(334) 324.0325 (cell)  
(334) 273.1009 (fax)

**NOTE: My direct dial is (334) 517-1831 and new Ext 1831**

# COLONIAL INSURANCE AGENCY

5251 Hampstead High Street, Unit 200

Montgomery, AL 36116

(334)270-6824

## INVOICE

|                |                        |
|----------------|------------------------|
| <b>Account</b> | CL                     |
| <b>Policy</b>  | Property & Excess Liab |
| <b>Invoice</b> | 2015/16 Renewals       |
| <b>Date</b>    | 9/16/2015              |
| <b>Page</b>    | 1                      |

Montgomery County Commission

P. O. Box 1667

Montgomery, AL 36102

|                          |
|--------------------------|
| <b>Account Executive</b> |
| Junie J Pierce           |

|                               |
|-------------------------------|
| <b>Account Representative</b> |
| Ivy Crumpton                  |

Please detach and return with payment

|                              |                             |                      |
|------------------------------|-----------------------------|----------------------|
| <b>Insured's Name</b>        | <b>Policy Number</b>        | <b>Policy Period</b> |
| Montgomery County Commission | 2015 Property & Excess Liab | 2015 - 2016          |

| Transaction Type | Effective | Company        | Description                                              | Amount                |
|------------------|-----------|----------------|----------------------------------------------------------|-----------------------|
| Endorsement      | 7/13/15   | Affiliated FM  | Property End (-) 3032 Woodley Rd/ (+)<br>3425 McGehee Rd | \$105                 |
| Renewal          | 10/1/15   | Affiliated FM  | Property Renewal<br>Engineering Fee                      | \$100,694<br>\$4000   |
| Renewal          | 10/1/15   | States         | Excess Liability Renewal<br>Agency Fee (8%)              | \$173,500<br>\$13,880 |
| Renewal          | 9/1/15    | Liberty Mutual | Crime 01-FI-020931-70                                    | \$552                 |
| Renewal          | 10/1/15   | Liberty Mutual | Crime 01-CH612990-90                                     | \$157                 |
|                  |           |                |                                                          | <b>Invoice Total</b>  |
|                  |           |                |                                                          | \$292,880             |

Thank You!

|                                             |                       |             |
|---------------------------------------------|-----------------------|-------------|
| Colonial Insurance Agency<br>(334) 270-6824 | <b>Invoice Number</b> | <b>Date</b> |
|                                             | 2015/16 Renewals      | 9/16/2015   |

# COLONIAL INSURANCE AGENCY

5251 Hampstead High Street, Unit 200

Montgomery, AL 36116

(334)270-6824

## INVOICE

|                |                        |
|----------------|------------------------|
| <b>Account</b> | CL                     |
| <b>Policy</b>  | Property & Excess Liab |
| <b>Invoice</b> | 2015/16 Renewals       |
| <b>Date</b>    | 9/16/2015              |
| <b>Page</b>    | 1                      |

Montgomery County Commission

P. O. Box 1667

Montgomery, AL 36102

|                          |
|--------------------------|
| <b>Account Executive</b> |
| Junie J Pierce           |

|                               |
|-------------------------------|
| <b>Account Representative</b> |
| Ivy Crumpton                  |

Please detach and return with payment

|                              |                             |                      |
|------------------------------|-----------------------------|----------------------|
| <b>Insured's Name</b>        | <b>Policy Number</b>        | <b>Policy Period</b> |
| Montgomery County Commission | 2015 Property & Excess Liab | 2015 - 2016          |

| Transaction Type | Effective | Company        | Description                                              | Amount                |
|------------------|-----------|----------------|----------------------------------------------------------|-----------------------|
| Endorsement      | 7/13/15   | Affiliated FM  | Property End (-) 3032 Woodley Rd/ (+)<br>3425 McGehee Rd | \$105                 |
| Renewal          | 10/1/15   | Affiliated FM  | Property Renewal<br>Engineering Fee                      | \$100,694<br>\$4000   |
| * Renewal        | 10/1/15   | States         | Excess Liability Renewal<br>Agency Fee (8%)              | \$173,500<br>\$13,880 |
| Renewal          | 9/1/15    | Liberty Mutual | Crime 01-FI-020931-70                                    | \$552                 |
| Renewal          | 10/1/15   | Liberty Mutual | Crime 01-CH612990-90                                     | \$157                 |
|                  |           |                |                                                          | <b>Invoice Total</b>  |
|                  |           |                |                                                          | <b>\$292,880</b>      |

Thank You!

|                                             |                       |             |
|---------------------------------------------|-----------------------|-------------|
| Colonial Insurance Agency<br>(334) 270-6824 | <b>Invoice Number</b> | <b>Date</b> |
|                                             | 2015/16Renewals       | 9/16/2015   |

**MONTGOMERY ARMORED CAR SERVICE, INC.**  
1701 RIDGEWAY WEST  
MONTGOMERY, ALABAMA 36110

**CONTRACT**

WHEREAS, Montgomery Armored Car Service, Inc., a corporation, hereinafter referred to as the "Corporation", organized under the laws of the State of Alabama, is engaged in the business of receiving, transporting and delivery of goods, money, currency, coins, securities, products, bonds, negotiable instruments, checks, drafts, notes, debentures, or any other valuable personal properties which are the properties of others, for a fee or monetary compensation; and

WHEREAS, the undersigned, hereinafter referred to as the "Customer", does have need for the services performed or offered by the Corporation and desires to enter into a contract with said Corporation:

NOW THEREFORE, the Corporation agrees as follows:

1. To receive coins, money, checks, negotiable instruments, and/or securities in armored vehicles for and on behalf of the Customer and to acknowledge receipt for each individual container or shipment.
2. To transport said container or shipment to the consignee of the Customer's designation or choosing and to deliver said shipment or container into the custody of the consignee's agents or employees. The Corporation further agrees to obtain evidence of delivery to the agents or employees of the consignee and to furnish the Customer evidence of said delivery within a reasonable time upon receipt of a written request delivered to the Corporation by the Customer.
3. To receive shipments or containers from the Customer, during normal business hours at a time when the Corporation's vehicle is in a regular route within the immediate area of the customer and consignee's business establishment(s). Change orders to be delivered at the time deposits are picked up.
4. To receive, transport and deliver to the consignee only shipments or containers which are sealed or locked, by agents or employees of the Customer prior to receipt by the Corporation.
5. To be responsible and assume the liability for any loss of any shipment or the contents whereof after receipt of said container or shipment, up and until delivery of said shipment or container is accomplished with the Customer or the Customer's consignee, subject to the exceptions hereinafter referred to. The "said to contain" amount of shipment will be indicated on the messenger's route sheet, any bills of lading and signature book retained by the customer. The limit of the Corporation's liability shall not be an amount any larger than the maximum amount hereinafter stated, to be contained in the total shipment.
6. To receive each sealed or locked container at Customer's business location as designated in writing to Corporation on the specified days of each week and deliver such to the Customer's designated consignee.

The Customer agrees as follows:

1. To furnish all containers in which any shipment is packaged for transportation by the Corporation. The containers shall be equipped with a locking device or system which shall be securely fastened, locked or closed prior to receipt by the Corporation. The customer agrees to inscribe on each container his design, name, trade-mark, or other individual insignia which shall easily identify his container from other containers which may be in the possession of the Corporation.
2. To maintain a safe or vault on his business premises which is under a dual control locking system in which two or more keys are needed to operate the doors to the safe or vault, the Corporation will provide the additional services of retaining possession of one key used in the

10-2

operation of said safe or vault and shall participate in the dual opening of the safe or vault in conjunction with any agent or employee designated by the Customer. The Customer and the Corporation both agree that the Corporation assumes no liability for the loss of any items while they are contained in the Customer's safe or vault. The contents shall be removed by the Customer's agent or employee and shall then be used in preparing a deposit or shipment and possession then delivered to the Corporation for transportation to the Customer's consignee. Both the Corporation and Customer understand that this provision or service is optional and the Customer must specifically request this service by acknowledgement where indicated in this contract. This paragraph is applicable only as Customer maintains dual control locking system.

3. The Customer understands that it is their responsibility to determine the monetary value of the contents of each container or shipment which is to be received by the Corporation and the Customer is to make this determination and to seal, secure or lock said shipment or container prior to the receipt by the Corporation's employees. It is also understood that the Corporation shall not have the possession of any key which unlocks or unfastens any container which is to be transported by the Corporation. If an employee, agent, or officer of the Corporation, upon receipt of any container has reason to believe that the lock or fastening device which is made a part of any container has been tampered with for whatever reason, which this is evidenced by marks, scratches, or by other means, the employee or agent of the customer shall, when requested by the Corporation's agent, servant or employee, open the container, verify the contents as correct or incorrect, and reseal or relock the container, prior to receipt by the Corporation.

4. That the Corporation shall not be obligated to receive, transport or deliver any money, currency, coins, securities, checks, stocks, bonds and/or other negotiable instruments, which are not contained in securely sealed bags, or other sealed containers. However, if any individual shipment is inadvertently received by the Corporation in any unsealed, unlocked or unsecured container, the Customer agrees that the Corporation shall not be responsible to determine the contents thereof and shall not be held liable for any alleged or shortage in the contents of any unlocked, unsealed or unsecured container.

5. To certify in writing the total value of the contents of any container as well as the total value of each shipment. Shipments shall not exceed the amount collectively or the value of the Corporation's total insurance coverage at any one time.

6. To notify the Corporation in writing the name of the Customer's designated consignee and acknowledges that the Corporation is not obligated to work with any person not so designated.

7. The Corporation shall not be liable for any non-performance or delays which arise from any event involving act of terrorism or mechanical difficulties with the transporting vehicles. The Customer further agrees that the Corporation shall not be liable for any loss or damage to the contents of any container which may result from the following:

- a. War-like or hostile actions taken by any force, organized or unorganized, against the United States government or the State of Alabama; any department or agency thereof or other governmental body which is considered a part of the United States or the State of Alabama.
- b. Any actions taken by the United States, the State of Alabama or any department, agency or military force thereof, including Coast Guard, law enforcement agencies and National Guard, in defending against any attack or threatened attack by any government, organized or unorganized; any guerilla forces, radical groups, terrorist organization whether or not they are recognized as such by any organized governmental entity located anywhere.
- c. Any conventional, unconventional atomic or nuclear fission device.
- d. Radioactive contamination caused by any accident involving any facility operated by any government authority, agency or department thereof, or operated by any private business entity organization or individual.

8. To give the Corporation immediate written notice of the nature of any loss or damage in the event all or any portion of any shipment or contents of any container is destroyed, damaged, or lost and to furnish an accurate itemized statement or list of such items damaged, destroyed or lost certified and made under oath by any agent, officer, or employee authorized by the Customer. The Customer acknowledges that the Corporation does not have knowledge of the contents of any shipment or container and agrees to cooperate immediately with the Corporation or others in recovery of the contents of any loss, damage, stolen container or shipment and to furnish any books, records, bank statements, duplicate deposit slips, or other items to be used in the verification of any loss claimed by the Customer.

9. In the event of loss, it will completely cooperate to which it is capable in reconstructing checks constituting a part of said loss and as to said check, Corporation's liability except as hereinafter limited shall be the payment to the Customer of:

- (a) Reasonable costs necessary to reconstruct the checks plus where the checks are reconstructed, any necessary costs because of stop-payment procedures.
- (b) The face value of checks which cannot be reconstructed.

It is understood and agreed by the parties to this agreement that the words "reconstruct", "reconstructed", and "reconstruction" shall mean to identify the checks only to the extent of determining the face amount of the said checks and the identity of the maker or the endorser of each. Complete cooperation shall include request by Customer to the makers of the missing checks to issue duplicates and in the event the maker refuses to do so, then to assert all its legal and equitable rights against said maker or to subrogate such rights to the Corporation and its assigns. It is further understood and agreed that the word "Shipment" wherever used in this agreement, shall mean a single consignment of one or more items of property from one shipper at one time at one address to one consignee at one designation address.

10. To pay the Corporation for its services as follows. Additional charges, if any, are listed below.

| SERVICE              | FREQUENCY                                                   | MONTHLY RATE |
|----------------------|-------------------------------------------------------------|--------------|
| Bank Deposit Pick-up | Monday through Friday<br>Excluding State / Federal Holidays | \$363.88     |

Insurance Surcharge: 5.0% surcharge will be added to the monthly base rate for insurance costs.

11. The total maximum liability is to be \$ 175,000.00 per any one shipment.

The initial term of this agreement shall commence on October 1, 2015 and continue until September 30, 2016. Thereafter, this agreement shall automatically renew for successive terms equal to thirty (30) days each unless terminated or altered by either party by written notice to the other not less than 30 days before the effective date of such termination.

If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution, then any disputes not resolved by mediation shall be decided in the circuit court of Montgomery County, Alabama and governed by the laws of the state of Alabama between the Montgomery County Commission and Montgomery Armored Car Service, Inc.

This contract is the entire agreement of the parties and the invalidity of any portion of this contract shall not affect the other provisions hereof and this contract shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

\_\_\_\_\_ This Customer desires the dual control service offered under the terms of this contract.

XX This Customer does not desire the dual control service offered under the terms of this contract.

IN WITNESS WHEREOF, the parties have executed this Agreement on this the \_\_\_\_ Day of \_\_\_\_\_.

|                                                                                                                                                      |                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>CUSTOMER:</b><br>Montgomery County Commission<br>Tax and Audit Department<br>Montgomery County Courthouse<br>Annex Building # 3<br>Montgomery, AL | <b>CORPORATION:</b><br>MONTGOMERY ARMORED CAR SERVICE, INC.<br>1701 Ridgeway West<br>Montgomery, AL 36110 |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|

|                             |                                        |
|-----------------------------|----------------------------------------|
| BY: _____<br>_____<br>Title | BY: _____<br>Earl R. Childs, President |
|-----------------------------|----------------------------------------|

Special Instructions, if any:

Fuel Surcharge: Attachment A: Derived from information published by the Department of Energy’s Gulf States Market Index each Monday, Fuel Surcharges start at 0.5% per \$0.05 increase in fuel above \$4.00 per gallon of diesel fuel.

Depositing Financial Institution: Regions Bank  
Vault Services  
Birmingham, AL

Consigned to: Regions Bank contracted armored carrier

|                                  |                  |
|----------------------------------|------------------|
| <b><u>Holidays Observed:</u></b> |                  |
| Labor Day                        | Memorial Day     |
| Thanksgiving Day                 | Independence Day |
| Christmas Day                    | New Year’s Day   |

## ATTACHMENT A: FUEL SURCHARGE PROGRAM

### **FUEL SURCHARGE MATRIX – CONTRACT SPECIFIC**

**REVISED 8/18/14**

Please follow the matrix below to base fuel surcharge applications. Please note that fuel surcharges will be updated each Tuesday and adjustments will be made, based upon the previous week's price per gallon for fuel in the Gulf States Regions. Fuel Surcharges are derived from information gathered from <http://tonto.eia.doe.gov> on a weekly basis

| FUEL PRICE / GAL |        | PERCENTAGE (%)          |
|------------------|--------|-------------------------|
| FROM             | TO     | RATE                    |
| \$0.00           | \$3.99 | 0.00%                   |
| \$4.00           | \$4.04 | 0.50%                   |
| \$4.05           | \$4.09 | 1.00%                   |
| \$4.10           | \$4.14 | 1.50%                   |
| \$4.15           | \$4.19 | 2.00%                   |
| \$4.20           | \$4.24 | 2.50%                   |
| \$4.25           | \$4.29 | 3.00%                   |
| \$4.30           | \$4.34 | 3.50%                   |
| \$4.35           | \$4.39 | 4.00%                   |
| \$4.40           | \$4.44 | 4.50%                   |
| \$4.45           | \$4.49 | 5.00%                   |
| \$4.50           | UP     | 5.00% plus 0.5%         |
|                  |        | increase per            |
|                  |        | \$0.05 increase in fuel |

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Engineering Construction  
DEPARTMENT HEAD: George Speake  
SUPERVISOR: Danise Nettles

- |          |                |
|----------|----------------|
| 1. _____ | dept request   |
| 2. _____ | admin review   |
| 3. _____ | pers dept      |
| 4. _____ | cert to admin  |
| 5. _____ | dept selection |
| 6. _____ | final review   |

1. Position Title Traffic Control Technician I

Position Number 640-572-015 - Replacing Zachary B. Sealy

Proposed Effective Date September 14, 2015

Type of Appointment ( ☒ ) Permanent ( ) Temporary

Recruiting

- ( ) Promotional Register ( ) Transfer  
( ☒ ) Open Competitive Register ( ) Reemployment

Pay Grade S04-1 \$ 22,617



Department Head

Date 8/24/15

2. Administrative Review

- ( ) Approved  
( ) Disapproved

Funding Authority

3. Certification

Promotional \_\_\_\_\_ Candidates  
Open-Competitive \_\_\_\_\_ Candidates  
Transfer \_\_\_\_\_ Candidates

Date \_\_\_\_\_

Personnel Director

4. Selectee:

Date \_\_\_\_\_

Appointing Authority

5. ( ) Manpower data entered by \_\_\_\_\_

Date \_\_\_\_\_

( ) Payroll entered by \_\_\_\_\_

Date \_\_\_\_\_

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Engineering District 3  
DEPARTMENT HEAD: George Speake  
SUPERVISOR: Rob Chancey

1. \_\_\_\_\_ dept request  
2. \_\_\_\_\_ admin review  
3. \_\_\_\_\_ pers dept  
4. \_\_\_\_\_ cert to admin  
5. \_\_\_\_\_ dept selection  
6. \_\_\_\_\_ final review

1. Position Title CREO II

Position Number 630552013

Proposed Effective Date September 14, 2015

Type of Appointment ( ☒ ) Permanent ( ) Temporary

Recruiting

( ☒ ) Promotional Register ( ) Transfer  
( ) Open Competitive Register ( ) Reemployment

Pay Grade S06 -1 \$24,198.

Pay Step to be based upon City /  
County of Montgomery Personnel  
Board Rules and Regulations, Rule  
6 Section 10 b Transfers



Department Head

Date 9/1/15

2. Administrative Review

( ) Approved  
( ) Disapproved

Funding Authority

3. Certification

Promotional \_\_\_\_\_ Candidates  
Open-Competitive \_\_\_\_\_ Candidates  
Transfer \_\_\_\_\_ Candidates

Date \_\_\_\_\_

Personnel Director

4. Selectee:

Date \_\_\_\_\_

Appointing Authority

5. ( ) Manpower data entered by \_\_\_\_\_  
( ) Payroll entered by \_\_\_\_\_

Date \_\_\_\_\_  
Date \_\_\_\_\_

## POSITION FILL REQUEST

**DEPARTMENT:** Montgomery County Engineering Bridge Mainta

**DEPARTMENT HEAD:** George Speake

**SUPERVISOR:** Timothy Dicks

### COMPLETED ACTION DATES

1. \_\_\_\_\_ dept request
2. \_\_\_\_\_ admin review
3. \_\_\_\_\_ pers dept
4. \_\_\_\_\_ cert to admin
5. \_\_\_\_\_ dept selection
6. \_\_\_\_\_ final review

1. **Position Title** **CREO III**

**Position Number** 660553009 - Replacing James K Tucker

**Proposed Effective Date**      **October 12, 2015**

**Type of Appointment**                      ( x ) Permanent                      (     ) Temporary

## Recruiting

- ( x ) Promotional Register                      (    ) Transfer  
       (    ) Open Competitive Register          (    ) Reemployment

|                  |                          |
|------------------|--------------------------|
| <b>Pay Grade</b> | <b>S08 - 1 \$ 27,090</b> |
|------------------|--------------------------|

**Pay Step to be based upon City /  
County of Montgomery Personnel  
Board Rules and Regulations, Rule  
6 Section 10 a Promotions**

James P. Swisher  
Department Head

Date 8/7/15

## 2 Administrative Review

- ( ) Approved  
( ) Disapproved

**Funding Authority**

### 3. Certification

|                  |       |            |
|------------------|-------|------------|
| Promotional      | _____ | Candidates |
| Open-Competitive | _____ | Candidates |
| Transfer         | _____ | Candidates |

Date \_\_\_\_\_

**Personnel Director**

**4. Selectee:**

Date \_\_\_\_\_

**Appointing Authority**

5. ( ) Manpower data entered by \_\_\_\_\_  
( ) Payroll entered by \_\_\_\_\_

Date \_\_\_\_\_  
Date \_\_\_\_\_

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: PROBATE

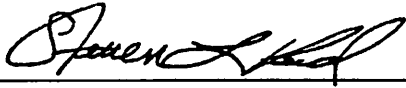
APPOINTING AUTH.: Judge Steven L. Reed

SUPERVISOR: William D Flowers III

COMPLETE ACTION DATES

1. ☐ dept request
2. ☐ admin review
3. ☐ pers dept
4. ☐ cert to admin
5. ☐ dept selection
6. ☐ final review

1. POSITION TITLE: Customer Service Clerk  
POSITION NUMBER: 750016066  
PROPOSED EFFECTIVE DATE: 9/14/15  
TYPE OF APPOINTMENT: ☒ PERMANENT ☐ TEMPORARY  
RECRUITING:  
☐ Promotional Transfer ☐ Transfer  
☒ Open Competitive Register ☐ Reemployment  
PAY GRADE: A03-S1 (A03= \$25,146 - \$35,795)

  
\_\_\_\_\_  
APPOINTING AUTHORITY

8/26/15  
Date

2. ADMINISTRATIVE REVIEW  
☐ APPROVED  
☐ DISAPPROVED

\_\_\_\_\_  
FUNDING AUTHORITY

\_\_\_\_\_  
Date

3. CERTIFICATION  
Promotional            Candidates  
Open-Competitive       x       Candidates  
Transfer            Candidates

\_\_\_\_\_  
PERSONNEL DIRECTOR

\_\_\_\_\_  
Date

4. SELECTEE: \_\_\_\_\_

\_\_\_\_\_  
APPOINTING AUTHORITY

\_\_\_\_\_  
Date

5.        Manpower data entered by

\_\_\_\_\_  
Date

       Payroll entered by       

\_\_\_\_\_  
Date

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

Request # 10

**AGENDA**

SEP 21 2015

Date: September 16, 2015  
To: Donald L. Mims, Administrator  
From: Judge Steven L. Reed  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Alexandria, Virginia  
Departure Date: November 11, 2015 Return Date: November 14, 2015  
Conference Leave (Days / Hours): 3 Days  
Purpose of Travel: to attend the National College of Probate Judges 2015 Fall Conference

Traveler (s) Name: 1. Judge Steven L. Reed 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☒  
Private Vehicle ☒ Other (Specify) ☐

Total (est.) Cost: \$1,650.00 Advance Registration Required: \$400.00  
Department Name: Probate Fund Name: 001-51300-265

Additional Comments: ALL EXPENSES WILL BE INCURRED IN FISCAL YEAR 2016

To: Judge Steven L. Reed  
From: Donald L. Mims, Administrator  
The above request is app. 9/21/15 reimbursement of actual and necessary expenses in the  
approximate amount of \$1,650.00 and advance registration of \$400.00 is authorized.

| <i>To be completed by the Finance Department</i> |                                          |
|--------------------------------------------------|------------------------------------------|
| Fund Code:                                       | <u>001-51300-265</u> (ex: 000-00000-000) |
| Description:                                     | <u>Registration &amp; Training</u>       |
| Current Budget:                                  | <u>\$13,300.00</u>                       |
| Approved Requests:                               | <u>\$13,154.51</u>                       |
| Budget Available:                                | <u>\$145.49</u>                          |
| Current Requests:                                | <u>\$0.00</u>                            |
| Budget Balance:                                  | <u>\$145.49</u>                          |

Donald L. Mims, Administrator

Reviewed by: S Thomas  
Date: 9/16/2015  
cc: Finance Director / Buyer

14-1

Revised October 13, 2005

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

**AGENDA**

Request # 11

SEP 21 2015

Date: September 16, 2015  
To: Donald L. Mims, Administrator  
From: Steven L. Reed  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, Alabama  
Departure Date: October 28, 2015 Return Date: October 29, 2015  
Conference Leave (Days / Hours): 2 Days  
Purpose of Travel: \_\_\_\_\_  
\_\_\_\_\_

Traveler (s) Name: 1. Judge Steven L. Reed 4. \_\_\_\_\_  
2. Christopher Turner 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☐  
Private Vehicle ☒ Other (Specify) ☐

Total (est.) Cost: \$1,350.00 Advance Registration Required: \$450.00  
Department Name: Probate Fund Name: 001-51300-265

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
**ALL EXPENSES WILL BE INCURRED IN FISCAL YEAR 2016**

To: Steven L. Reed  
From: Donald L. Mims, Administrator  
The above request is app. 9/21/15 reimbursement of actual and necessary expenses in the  
approximate amount of \$1,350.00 and advance registration of \$450.00 is authorized.

| <b>To be completed by the Finance Department</b> |                                          |
|--------------------------------------------------|------------------------------------------|
| Fund Code:                                       | <u>001-51300-265</u> (ex: 000-00000-000) |
| Description:                                     | <u>Registration &amp; Training</u>       |
| Current Budget:                                  | <u>\$13,300.00</u>                       |
| Approved Requests:                               | <u>\$13,154.51</u>                       |
| Budget Available:                                | <u>\$145.49</u>                          |
| Current Requests:                                | _____                                    |
| Budget Balance:                                  | <u>\$145.49</u>                          |

Donald L. Mims, Administrator  
  
Reviewed by: S Thomas  
Date: 9/16/2015  
cc: Finance Director / Buyer

14-2

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

# AGENDA

Request # 15

SEP 21 2015

Date: September 14, 2015  
To: Donald L. Mims, Administrator  
From: Wanda J. Robinson, Director  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Clanton, AL  
Departure Date: September 25, 2015 Return Date: September 25, 2015  
Conference Leave (Days / Hours): 1 Day  
Purpose of Travel: Understanding the Needs of Sexual Assault Victims: A Seminar for Those  
Working in Correctional Settings

Traveler (s) Name: 1. Sergeant Rodney Brooks 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐  
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$50.00 Advance Registration Required: \_\_\_\_\_  
Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: Wanda J. Robinson, Director  
From: Donald L. Mims, Administrator

The above request is app. 9/21/15 reimbursement of actual and necessary expenses in the  
approximate amount of \$50.00 and advance registration of \$0.00 is authorized.

| <i>To be completed by the Finance Department</i> |                                          |
|--------------------------------------------------|------------------------------------------|
| Fund Code:                                       | <u>001-52200-265</u> (ex: 000-00000-000) |
| Description:                                     | <u>Registration &amp; Training</u>       |
| Current Budget:                                  | <u>\$15,000.00</u>                       |
| Approved Requests:                               | <u>\$14,385.56</u>                       |
| Budget Available:                                | <u>\$614.44</u>                          |
| Current Requests:                                | <u>\$50.00</u>                           |
| Budget Balance:                                  | <u>\$564.44</u>                          |

Donald L. Mims, Administrator

Reviewed by: S. Thomas  
Date: 9/14/2015  
cc: Finance Director / Buyer

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Montgomery County Commission  
Travel / Training Request Approval

Appendix C

# AGENDA

Request # 13

SEP 21 2015

Date: September 15, 2015  
To: Donald L. Mims, Administrator  
From: Bruce R. Howell  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Phoenix, Arizona  
Departure Date: September 28, 2015 Return Date: October 1, 2015  
Conference Leave (Days / Hours): 4 days  
Purpose of Travel: Attend the 2015 JDAI Juvenile Detention Alternative Initiative Inter-site Conference

Traveler (s) Name: 1. Beverly Riddle Wise 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☒  
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$0.00 Advance Registration Required: \$0.00  
Department Name: Youth Facility Fund Name: 001-52603-265

Additional Comments: Entire cost of registration, travel and conference paid for by Annie E. Casey Foundation

To: Bruce R. Howell  
From: Donald L. Mims, Administrator

The above request is app. 9/21/15 reimbursement of actual and necessary expenses in the  
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

| <b>To be completed by the Finance Department</b> |                                          |
|--------------------------------------------------|------------------------------------------|
| Fund Code:                                       | <u>001-52603.265</u> (ex: 000-00000-000) |
| Description:                                     | <u>Registration &amp; Training</u>       |
| Current Budget:                                  | <u>\$15,000.00</u>                       |
| Approved Requests:                               | <u>\$8,995.57</u>                        |
| Budget Available:                                | <u>\$6,004.43</u>                        |
| Current Requests:                                | <u>\$0.00</u>                            |
| Budget Balance:                                  | <u>\$6,004.43</u>                        |

Donald L. Mims, Administrator

Reviewed by: S. Thomas  
Date: 9/15/2015  
cc: Finance Director / Buyer

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Revised October 12, 2006

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

# AGENDA

Request # 26

SEP 21 2015

Date: September 10, 2015  
To: Donald L. Mims, Administrator  
From: Clay Henley, Chief Appraiser  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Foley, AL  
Departure Date: November 3, 2015 Return Date: November 6, 2015  
Conference Leave (Days / Hours): 4 Days  
Purpose of Travel: AL XIV: Subdivisions and Right of Ways (20 HRS)

Traveler (s) Name: 1. Faith (DeDe) Wilson 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☐  
Private Vehicle ☒ Other (Specify) ☐

Total (est.) Cost: \$976.78 Advance Registration Required: \$275.00  
Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: **\*\*\*\*THIS WILL BE COMING OUT OF OUR 2016 BUDGET.\*\*\*\***  
Meals: \$75/day=\$300.00 Hotel: \$100/day=\$300 Mileage: \$101.78  
Registration=\$ 275.00 TOTAL EST. COST: \$ 976.78

To: Clay Henley, Chief Appraiser  
From: Donald L. Mims, Administrator  
The above request is app. 9/21/15 reimbursement of actual and necessary expenses in the  
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

**To be completed by the Finance Department**

Fund Code: 120-51985.265 (ex: 000-00000-000)  
Description: Registration & Training  
Current Budget: \$30,000.00  
Approved Requests: \$27,729.91  
Budget Available: \$2,270.09  
Current Requests: \$0.00  
Budget Balance: \$2,270.09

Donald L. Mims, Administrator

Reviewed by: S. Thomas  
Date: 9/14/2015  
cc: Finance Director / Buyer

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Montgomery County Commission  
Travel / Training Request Approval

Appendix C

# AGENDA

Request # 21

SEP 21 2015

Date: September 4, 2015  
To: Donald L. Mims, Administrator  
From: Carmen Douglas, Director  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL  
Departure Date: November 20, 2015 Return Date: November 20, 2015  
Conference Leave (Days / Hours): 1 Day  
Purpose of Travel: to attend Fred Pryor Seminar: Developing Emotional Intelligence

Traveler (s) Name: 1. Jessalyn Peck 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

Check Mode of Transportation: County Vehicle ☐ Commercial Air ☐  
Private Vehicle ☒ Other (Specify) ☐

Total (est.) Cost: \$99.00 Advance Registration Required: \$99.00  
Department Name: Personnel Fund Name: Merit System

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: Carmen Douglas, Director  
From: Donald L. Mims, Administrator

The above request is app. 9/21/15 reimbursement of actual and necessary expenses in the  
approximate amount of \$99.00 and advance registration of \$99.00 is authorized.

**To be completed by the Finance Department**

|                    |                                    |                     |
|--------------------|------------------------------------|---------------------|
| Fund Code:         | <u>123-51961-265</u>               | (ex: 000-00000-000) |
| Description:       | <u>Registration &amp; Training</u> |                     |
| Current Budget:    | <u>\$20,000.00</u>                 |                     |
| Approved Requests: | <u>\$13,795.71</u>                 |                     |
| Budget Available:  | <u>\$6,204.29</u>                  |                     |
| Current Requests:  | <u>\$99.00</u>                     |                     |
| Budget Balance:    | <u>\$6,105.29</u>                  |                     |

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/9/2015

cc: Finance Director / Buyer

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Montgomery County Commission  
Travel / Training Request Approval

Appendix C

AGENDA

SEP 21 2015

Request # 16

Date: September 10, 2015  
To: Donald L. Mims, Administrator  
From: Paul Brown, Executive Director  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 27200 Perdido Beach Blvd, Orange Beach, AL 36561  
Departure Date: October 20, 2015 Return Date: October 23, 2015  
Conference Leave (Days / Hours): 4 days  
Purpose of Travel: To attend the Joint Annual Conference - CCP, CRO and Drug Courts

Traveler (s) Name: 1. Paul Brown 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐  
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$870.00 Advance Registration Required: \$200.00  
Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: Check for Registration in the Amount of \$200.00 needed in advance payable to  
Alabama Judicial College Education  
ALL EXPENSE WILL BE INCURRED IN FISCAL YEAR 2016

To: Paul Brown, Executive Director  
From: Donald L. Mims, Administrator

The above request is app. 9/21/15 reimbursement of actual and necessary expenses in the  
approximate amount of \$870.00 and advance registration of \$200.00 is authorized.

**To be completed by the Finance Department**

|                    |                                    |                     |
|--------------------|------------------------------------|---------------------|
| Fund Code:         | <u>124-52960.265</u>               | (ex: 000-00000-000) |
| Description:       | <u>Registration &amp; Training</u> |                     |
| Current Budget:    | <u>\$12,300.00</u>                 |                     |
| Approved Requests: | <u>\$12,030.65</u>                 |                     |
| Budget Available:  | <u>\$269.35</u>                    |                     |
| Current Requests:  | <u>\$0.00</u>                      |                     |
| Budget Balance:    | <u>\$269.35</u>                    |                     |

Donald L. Mims, Administrator

Reviewed by: S. Thomas  
Date: 9/14/2015  
cc: Finance Director / Buyer

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Revised October 12, 2005

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

# AGENDA

Request # 17

SEP 21 2015

Date: September 11, 2015  
To: Donald L. Mims, Administrator  
From: Paul H. Brown - Executive Director  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 4671 Warf Parkway, Orange Beach, AL 36561 - Island house Hotel  
Departure Date: October 6, 2015 Return Date: October 9, 2015  
Conference Leave (Days / Hours): 4 days  
Purpose of Travel: To attend the Annual Conference - AL Council on Crime and Delinquency

Traveler (s) Name: 1. ReBecca Johnson 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐  
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$695.00 Advance Registration Required: \$100.00  
Department Name: Community Corrections Fund Name: Community Corrections  
Additional Comments: Check for Registration in the Amount of \$100.00 needed in advance payable to  
ACCD Conference Registration - Due by 9/30/15.  
ALL EXPENSE WILL BE INCURRED IN FISCAL YEAR 2016

To: Paul H. Brown - Executive Director  
From: Donald L. Mims, Administrator

The above request is app. 9/21/15 reimbursement of actual and necessary expenses in the  
approximate amount of \$695.00 and advance registration of \$100.00 is authorized.

| <b>To be completed by the Finance Department</b> |                                          |
|--------------------------------------------------|------------------------------------------|
| Fund Code:                                       | <u>124-52960.265</u> (ex: 000-00000-000) |
| Description:                                     | <u>Registration &amp; Training</u>       |
| Current Budget:                                  | <u>\$12,300.00</u>                       |
| Approved Requests:                               | <u>\$12,030.65</u>                       |
| Budget Available:                                | <u>\$269.35</u>                          |
| Current Requests:                                | <u>\$0.00</u>                            |
| Budget Balance:                                  | <u>\$269.35</u>                          |

Donald L. Mims, Administrator

Reviewed by: S. Thomas  
Date: 9/14/2015  
cc: Finance Director / Buyer

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Revised October 13, 2008

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

# AGENDA

SEP 21 2015

Request # 18

Date: September 14, 2015  
To: Donald L. Mims, Administrator  
From: Paul H. Brown - Executive Director  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn University Campus, Montgomery  
Departure Date: September 29, 2015 Return Date: September 29, 2015  
Conference Leave (Days / Hours): 9:00 am - 4:00 pm  
Purpose of Travel: To attend "Active Listening Skills to Enhance Basic Interviewing Techniques"

Traveler (s) Name: 1. Kimberley Long 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐  
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$0.00 Advance Registration Required: \$0.00  
Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: Paul Brown, Executive Director  
From: Donald L. Mims, Administrator

The above request is app. 9/21/15 reimbursement of actual and necessary expenses in the  
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

**To be completed by the Finance Department**

|                    |                                    |                     |
|--------------------|------------------------------------|---------------------|
| Fund Code:         | <u>124-52960.265</u>               | (ex: 000-00000-000) |
| Description:       | <u>Registration &amp; Training</u> |                     |
| Current Budget:    | <u>\$12,300.00</u>                 |                     |
| Approved Requests: | <u>\$12,030.65</u>                 |                     |
| Budget Available:  | <u>\$269.35</u>                    |                     |
| Current Requests:  | <u>\$0.00</u>                      |                     |
| Budget Balance:    | <u>\$269.35</u>                    |                     |

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/15/2015

cc: Finance Director / Buyer

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Montgomery County Commission  
Travel / Training Request Approval

Appendix C

**AGENDA**

SEP 21 2015

Request # 19

Date: September 14, 2015  
To: Donald L. Mims, Administrator  
From: Paul H. Brown - Executive Director  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn University Campus, Montgomery  
Departure Date: October 1, 2015 Return Date: October 1, 2015  
Conference Leave (Days / Hours): 9:00 am - 4:00 pm  
Purpose of Travel: To attend "Ethical Decision Making for Law Enforcement Officers"

Traveler (s) Name: 1. Kimberley Long 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐  
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$0.00 Advance Registration Required: \$0.00  
Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: Paul Brown, Executive Director  
From: Donald L. Mims, Administrator

The above request is app. 9/21/15 reimbursement of actual and necessary expenses in the  
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

| <b>To be completed by the Finance Department</b> |                                          |
|--------------------------------------------------|------------------------------------------|
| Fund Code:                                       | <u>124-52960.265</u> (ex: 000-00000-000) |
| Description:                                     | <u>Registration &amp; Training</u>       |
| Current Budget:                                  | <u>\$12,300.00</u>                       |
| Approved Requests:                               | <u>\$12,030.65</u>                       |
| Budget Available:                                | <u>\$269.35</u>                          |
| Current Requests:                                | <u>\$0.00</u>                            |
| Budget Balance:                                  | <u>\$269.35</u>                          |

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/15/2015

cc: Finance Director / Buyer

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Revised October 12, 2006

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

# AGENDA

Request # 20

SEP 21 2015

Date: September 14, 2015  
To: Donald L. Mims, Administrator  
From: Paul H. Brown - Executive Director  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Frazer United Methodist Church, Atlanta, Hwy., Montgomery

Departure Date: September 29, 2015 Return Date: September 29, 2015

Conference Leave (Days / Hours): 8:00 am - 3:30 pm

Purpose of Travel: To attend the Annual Law Enforcement Summit - AL Attorney General

Traveler (s) Name: 1. Paul Brown 4. \_\_\_\_\_  
2. Jonathan Benton 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐  
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$0.00 Advance Registration Required: \$0.00

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 9/21/15 reimbursement of actual and necessary expenses in the  
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

| To be completed by the Finance Department |                                    |                     |
|-------------------------------------------|------------------------------------|---------------------|
| Fund Code:                                | <u>124-52960.265</u>               | (ex: 000-00000-000) |
| Description:                              | <u>Registration &amp; Training</u> |                     |
| Current Budget:                           | <u>\$12,300.00</u>                 |                     |
| Approved Requests:                        | <u>\$12,030.65</u>                 |                     |
| Budget Available:                         | <u>\$269.35</u>                    |                     |
| Current Requests:                         | <u>\$0.00</u>                      |                     |
| Budget Balance:                           | <u>\$269.35</u>                    |                     |

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/15/2015

cc: Finance Director / Buyer

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Montgomery County Commission  
Travel / Training Request Approval

Appendix C

# AGENDA

SEP 21 2015

Request # 21

Date: September 16, 2015  
To: Donald L. Mims, Administrator  
From: Paul H. Brown - Executive Director  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn University Campus, Montgomery  
Departure Date: October 1, 2015 Return Date: October 1, 2015  
Conference Leave (Days / Hours): 9:00 am - 4:00 pm  
Purpose of Travel: To attend "Ethical Decision Making for Law Enforcement Officers"

Traveler (s) Name: 1. Robert Pritchett 4. \_\_\_\_\_  
2. Tony Ferguson 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐  
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$0.00 Advance Registration Required: NONE  
Department Name: Community Corrections Fund Name: Community Corrections  
Additional Comments: 9:00 am - 4:00 pm

To: Paul H. Brown - Executive Director  
From: Donald L. Mims, Administrator

The above request is app. 9/21/15 reimbursement of actual and necessary expenses in the  
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

**To be completed by the Finance Department**

|                    |                                    |                     |
|--------------------|------------------------------------|---------------------|
| Fund Code:         | <u>124-52960.265</u>               | (ex: 000-00000-000) |
| Description:       | <u>Registration &amp; Training</u> |                     |
| Current Budget:    | <u>\$12,300.00</u>                 |                     |
| Approved Requests: | <u>\$12,030.65</u>                 |                     |
| Budget Available:  | <u>\$269.35</u>                    |                     |
| Current Requests:  | <u>\$0.00</u>                      |                     |
| Budget Balance:    | <u>\$269.35</u>                    |                     |

Donald L. Mims, Administrator

Reviewed by: S. Thomas  
Date: 9/16/2015  
cc: Finance Director / Buyer

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Revised October 13, 2005

Montgomery County Commission  
Travel / Training Request Approval

Appendix C

# AGENDA

SEP 21 2015

Request # 22

Date: September 16, 2015  
To: Donald L. Mims, Administrator  
From: Paul H. Brown - Executive Director  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn University Campus, Montgomery  
Departure Date: September 29, 2015 Return Date: September 29, 2015  
Conference Leave (Days / Hours): 9:00 am - 4:00 pm  
Purpose of Travel: To attend "Active Listening Skills to Enhance Basic Interviewing Techniques"

Traveler (s) Name: 1. Tony Ferguson 4. \_\_\_\_\_  
2. Robert Pritchett 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐  
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$0.00 Advance Registration Required: NONE  
Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: 9:00 am - 4:00 pm  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: Paul Brown, Executive Director  
From: Donald L. Mims, Administrator

The above request is app. 9/21/15 reimbursement of actual and necessary expenses in the  
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

| To be completed by the Finance Department |                                    |                     |
|-------------------------------------------|------------------------------------|---------------------|
| Fund Code:                                | <u>124-52960.265</u>               | (ex: 000-00000-000) |
| Description:                              | <u>Registration &amp; Training</u> |                     |
| Current Budget:                           | <u>\$12,300.00</u>                 |                     |
| Approved Requests:                        | <u>\$12,030.65</u>                 |                     |
| Budget Available:                         | <u>\$269.35</u>                    |                     |
| Current Requests:                         | <u>\$0.00</u>                      |                     |
| Budget Balance:                           | <u>\$269.35</u>                    |                     |

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/16/2015

cc: Finance Director / Buyer

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Montgomery County Commission  
Travel / Training Request Approval

Appendix C

Request # 23

**AGENDA**

SEP 21 2015

Date: September 16, 2015  
To: Donald L. Mims, Administrator  
From: Paul H. Brown - Executive Director  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn University Campus, Montgomery  
Departure Date: October 29, 2015 Return Date: October 29, 2015  
Conference Leave (Days / Hours): 9:00 am - 4:00 pm  
Purpose of Travel: To attend "The Crooks are Getting Smarter"

Traveler (s) Name: 1. Tony Ferguson 4. \_\_\_\_\_  
2. Robert Pritchett 5. \_\_\_\_\_  
3. Kimberley Long 6. \_\_\_\_\_

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐  
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$0.00 Advance Registration Required: NONE  
Department Name: Community Corrections Fund Name: Community Corrections  
Additional Comments: 9:00 am - 4:00 pm

To: Paul Brown, Executive Director  
From: Donald L. Mims, Administrator

The above request is app. 9/21/15 reimbursement of actual and necessary expenses in the  
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

| <i>To be completed by the Finance Department</i> |                                    |                     |
|--------------------------------------------------|------------------------------------|---------------------|
| Fund Code:                                       | <u>124-52960.265</u>               | (ex: 000-00000-000) |
| Description:                                     | <u>Registration &amp; Training</u> |                     |
| Current Budget:                                  | <u>\$12,300.00</u>                 |                     |
| Approved Requests:                               | <u>\$12,030.65</u>                 |                     |
| Budget Available:                                | <u>\$269.35</u>                    |                     |
| Current Requests:                                | <u>\$0.00</u>                      |                     |
| Budget Balance:                                  | <u>\$269.35</u>                    |                     |

Donald L. Mims, Administrator

Reviewed by: S. Thomas  
Date: 9/16/2015  
cc: Finance Director / Buyer

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Montgomery County Commission  
Travel / Training Request Approval

Appendix C

**AGENDA**

SEP 21 2015

Request # 24

Date: September 16, 2015  
To: Donald L. Mims, Administrator  
From: Paul Brown, Executive Director  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 27200 Perdido Beach Blvd, Orange Beach, AL 36561  
Departure Date: October 20, 2015 Return Date: October 23, 2015  
Conference Leave (Days / Hours): 4 days  
Purpose of Travel: To attend the Joint Annual Conference - CCP, CRO and Drug Courts

Traveler (s) Name: 1. Shonda Williams 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐  
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$825.00 Advance Registration Required: \$200.00  
Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: Check for Registration in the Amount of \$200.00 needed in advance payable to  
Alabama Judicial College Education  
**ALL EXPENSES WILL BE INCURRED IN FISCAL YEAR 2016**

To: Paul Brown, Executive Director  
From: Donald L. Mims, Administrator

The above request is 9/21/2015 reimbursement of actual and necessary expenses in the  
approximate amount of \$825.00 and advance registration of \$200.00 is authorized.

| <i>To be completed by the Finance Department</i> |                                          |
|--------------------------------------------------|------------------------------------------|
| Fund Code:                                       | <u>124-52960.265</u> (ex: 000-00000-000) |
| Description:                                     | <u>Registration &amp; Training</u>       |
| Current Budget:                                  | <u>\$12,300.00</u>                       |
| Approved Requests:                               | <u>\$12,030.65</u>                       |
| Budget Available:                                | <u>\$269.35</u>                          |
| Current Requests:                                | <u>\$200.00</u>                          |
| Budget Balance:                                  | <u>\$69.35</u>                           |

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/16/2015

cc: Finance Director / Buyer

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Montgomery County Commission  
Travel / Training Request Approval

Appendix C

# AGENDA

Request # 25

SEP 21 2015

Date: September 16, 2015  
To: Donald L. Mims, Administrator  
From: Paul H. Brown - Executive Director  
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Frazer United Methodist Church, Atlanta, Hwy., Montgomery

Departure Date: September 29, 2015 Return Date: September 29, 2015

Conference Leave (Days / Hours): 8:00 am - 3:30 pm

Purpose of Travel: To attend the Annual Law Enforcement Summit - AL Attorney General

Traveler (s) Name: 1. ReBecca Johnson 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

Check Mode of Transportation: County Vehicle ☒ Commercial Air ☐  
Private Vehicle ☐ Other (Specify) ☐

Total (est.) Cost: \$0.00 Advance Registration Required: NONE

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: 8:00 am to 3:30 pm

To: Paul H. Brown - Executive Director

From: Donald L. Mims, Administrator

The above request is app. 9/21/15 reimbursement of actual and necessary expenses in the  
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

**To be completed by the Finance Department**

|                    |                                    |                     |
|--------------------|------------------------------------|---------------------|
| Fund Code:         | <u>124-52960.265</u>               | (ex: 000-00000-000) |
| Description:       | <u>Registration &amp; Training</u> |                     |
| Current Budget:    | <u>\$12,300.00</u>                 |                     |
| Approved Requests: | <u>\$12,030.65</u>                 |                     |
| Budget Available:  | <u>\$269.35</u>                    |                     |
| Current Requests:  | <u>\$200.00</u>                    |                     |
| Budget Balance:    | <u>\$69.35</u>                     |                     |

Donald L. Mims, Administrator

Reviewed by: S Thomas

Date: 9/17/2015

cc: Finance Director / Buyer

14-16

SEP 21 2015

BUDGET FORM 5

## MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 2

|                             |                      |               |                  |          |
|-----------------------------|----------------------|---------------|------------------|----------|
| DEPARTMENT:                 | Appraisal Department | REVIEWED:     | S. Thomas        | 9/3/2015 |
| DATE:                       | 9/3/2015             |               | Finance Director | Date     |
| REQUESTED BY:               | Clay Henley          | APPROVED:     |                  |          |
| Elected Official/Dept. Head |                      | Administrator |                  | Date     |

| ACCOUNT<br>NAME                    | ACCOUNT<br>NUMBER | CURRENT<br>BUDGET | INCREASE<br>(DECREASE) | REVISED<br>BUDGET |
|------------------------------------|-------------------|-------------------|------------------------|-------------------|
| Health Insurance                   | 120-51985.122     | 167,504           | 45,000                 | 212,504           |
| Salaries                           | 120-51985.110     | 1,271,631         | (10,000)               | 1,261,631         |
| Retirement                         | 120-51985.121     | 137,921           | (2,000)                | 135,921           |
| Social Security                    | 120-51985.124     | 97,761            | (4,000)                | 93,761            |
| Accounting & Auditing              | 120-51985.164     | 103,000           | (29,000)               | 74,000            |
|                                    |                   |                   |                        |                   |
| <b>TOTAL BUDGET CHANGE</b>         |                   | <b>1,777,817</b>  | <b>0</b>               | <b>1,777,817</b>  |
|                                    |                   |                   |                        |                   |
|                                    |                   |                   |                        |                   |
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|                                    |                   |                   |                        |                   |
|                                    |                   |                   |                        |                   |
| <b>TOTAL 2015 APPRAISAL BUDGET</b> |                   | <b>2,924,475</b>  | <b>0</b>               | <b>2,924,475</b>  |

JUSTIFICATION:

To budget for additional employer Health Insurance contributions needed to cover the health care cost for FY 2015.

# MONTGOMERY COUNTY COMMISSION

## BUDGET CHANGE REQUEST

REQUEST NUMBER 3

|                             |                      |                  |           |           |
|-----------------------------|----------------------|------------------|-----------|-----------|
| DEPARTMENT:                 | Appraisal Department | REVIEWED:        | S. Thomas | 9/15/2015 |
| DATE:                       | 9/15/2015            | Finance Director |           | Date      |
| REQUESTED BY:               | Clay Henley          | APPROVED:        |           |           |
| Elected Official/Dept. Head |                      | Administrator    |           | Date      |

| ACCOUNT<br>NAME                    | ACCOUNT<br>NUMBER | CURRENT<br>BUDGET | INCREASE<br>(DECREASE) | REVISED<br>BUDGET |
|------------------------------------|-------------------|-------------------|------------------------|-------------------|
| Travel-Mileage                     | 120-51985-260     | 30,000            | 3,000                  | 33,000            |
| Office Supplies/Minor Equip        | 120-51985-211     | 60,000            | (3,000)                | 57,000            |
| <b>TOTAL BUDGET CHANGE</b>         |                   | <b>90,000</b>     | <b>0</b>               | <b>90,000</b>     |
|                                    |                   |                   |                        |                   |
|                                    |                   |                   |                        |                   |
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|                                    |                   |                   |                        |                   |
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|                                    |                   |                   |                        |                   |
|                                    |                   |                   |                        |                   |
|                                    |                   |                   |                        |                   |
| <b>TOTAL 2015 APPRAISAL BUDGET</b> |                   | <b>2,924,475</b>  | <b>0</b>               | <b>2,924,475</b>  |

JUSTIFICATION:

To cover the cost of mileage reimbursement

# MONTGOMERY COUNTY COMMISSION

## BUDGET CHANGE REQUEST

REQUEST NUMBER 1

|                             |                   |                  |           |           |
|-----------------------------|-------------------|------------------|-----------|-----------|
| DEPARTMENT:                 | County Commission | REVIEWED:        | S. Thomas | 9/10/2015 |
| DATE:                       | 9/10/2015         | Finance Director |           | Date      |
| REQUESTED BY:               | Donald L. Mims    | APPROVED:        |           |           |
| Elected Official/Dept. Head |                   | Administrator    |           | Date      |

| ACCOUNT<br>NAME                    | ACCOUNT<br>NUMBER | CURRENT<br>BUDGET | INCREASE<br>(DECREASE) | REVISED<br>BUDGET |
|------------------------------------|-------------------|-------------------|------------------------|-------------------|
| <b>County Commission</b>           |                   |                   |                        |                   |
| Telephone                          | 001-51100.251     | 3,900             | (1,050)                | 2,850             |
| Postage                            | 001-51100.252     | 1,100             | 600                    | 1,700             |
| Advertising                        | 001-51100.253     | 1,800             | 1,874                  | 3,674             |
| Cellular Service                   | 001-51100.255     | 4,681             | 1,600                  | 6,281             |
| Digital Cable Service              | 001-51100.259     | 144               | 564                    | 708               |
| Surety Bonds                       | 001-51100.273     | 250               | (250)                  | 0                 |
| Insurance Public Officials         | 001-51100.275     | 2,827             | 7                      | 2,834             |
| Dues                               | 001-51100.303     | 19,300            | 317                    | 19,617            |
| Contract Services                  | 001-51100.304     | 0                 | 175                    | 175               |
| Subscriptions                      | 001-51100.409     | 600               | (341)                  | 259               |
| In House Contract Services         | 001-59310.304     | 97,500            | (3,496)                | 94,004            |
| <b>Contingent</b>                  |                   |                   |                        |                   |
| Food Service                       | 001-51988.218     | 22,000            | 3,543                  | 25,543            |
| Other Miscellaneous Supplies       | 001-51988.219     | 1,000             | (221)                  | 779               |
| Travel & Registration              | 001-51988.265     | 1,000             | (1,000)                | 0                 |
| Fund Balance-Contingency Carryover | 001.35900         |                   | (2,322)                |                   |
|                                    |                   |                   |                        |                   |
|                                    |                   |                   |                        |                   |
|                                    |                   |                   |                        |                   |
| <b>TOTAL</b>                       |                   | 156,102           | 0                      | 158,424           |

## JUSTIFICATION:

To realign County Commission budgets to cover expenditures.

# MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER **45**

|                             |                          |                     |          |
|-----------------------------|--------------------------|---------------------|----------|
| DEPARTMENT:                 | County Comm Appropriatio | REVIEWED: S. Thomas | 9/9/2015 |
| DATE:                       | 9/9/2015                 | Finance Director    | Date     |
| REQUESTED BY:               | Donald L. Mims           | APPROVED:           |          |
| Elected Official/Dept. Head |                          | Administrator       | Date     |

| ACCOUNT<br>NAME                                                                                   | ACCOUNT<br>NUMBER | CURRENT<br>BUDGET | INCREASE<br>(DECREASE) | REVISED<br>BUDGET |
|---------------------------------------------------------------------------------------------------|-------------------|-------------------|------------------------|-------------------|
| Debt Proceeds-2015 Education Coop District                                                        | 001-61300.61330   | 0                 | (15,980,000)           | (15,980,000)      |
| Bond Premium                                                                                      | 001-61300.61331   | 0                 | (1,384,467)            | (1,384,467)       |
| Bond Issuance Costs                                                                               | 001-59103.691     | 0                 | 222,167                | 222,167           |
| Education Funding                                                                                 | 001-58100.290     | 0                 | 17,142,300             | 17,142,300        |
| <b>Budget the 2015 Montgomery County Public Education Coop. District Limited Obligation Bonds</b> |                   |                   |                        |                   |
|                                                                                                   |                   |                   |                        |                   |
|                                                                                                   |                   |                   |                        |                   |
| Debt Proceeds-2015 PBA Refunding                                                                  | 001-61300.61330   | (15,980,000)      | (14,145,000)           | (30,125,000)      |
| Bond Premium                                                                                      | 001-61300.61331   | (1,384,467)       | (1,410,126)            | (2,794,593)       |
| Bond Issuance Costs                                                                               | 001-59103.691     | 222,167           | 208,588                | 430,755           |
| Payment to Escrow Agent                                                                           | 001-62200.62210   | 0                 | 14,118,053             | 14,118,053        |
| Capital Outlay under Capital Lease                                                                | 001-59310.500     | 0                 | 1,228,486              | 1,228,486         |
| <b>Budget the 2015 Montgomery Public Building Authority Refunding Issue</b>                       |                   |                   |                        |                   |
|                                                                                                   |                   |                   |                        |                   |
|                                                                                                   |                   |                   |                        |                   |
|                                                                                                   |                   |                   |                        |                   |
|                                                                                                   |                   |                   |                        |                   |
|                                                                                                   |                   |                   |                        |                   |
|                                                                                                   |                   |                   |                        |                   |
| <b>TOTAL</b>                                                                                      |                   | (17,142,300)      | 0                      | (17,142,300)      |

## JUSTIFICATION:

Budget for Debt issues and refundings in fiscal year 2015.

# MONTGOMERY COUNTY COMMISSION

## BUDGET CHANGE REQUEST

**REQUEST NUMBER      46**

|                             |                         |                     |           |
|-----------------------------|-------------------------|---------------------|-----------|
| DEPARTMENT:                 | County Comm Appropriati | REVIEWED: S. Thomas | 9/15/2015 |
| DATE:                       | 9/15/2015               | Finance Director    | Date      |
| REQUESTED BY:               | Donald L. Mims          | APPROVED:           |           |
| Elected Official/Dept. Head |                         | Administrator       | Date      |

| ACCOUNT<br>NAME                  | ACCOUNT<br>NUMBER | CURRENT<br>BUDGET | INCREASE<br>(DECREASE) | REVISED<br>BUDGET |
|----------------------------------|-------------------|-------------------|------------------------|-------------------|
| Legal Service- County Commission | 001-51100.305     | 0                 | 26,300                 | 26,300            |
| Legal Service- Probate Judge     | 001-51300.305     | 358               | 431                    | 789               |
| Legal Service- Rev Comm          | 001-51500.305     | 6,000             | 21,656                 | 27,656            |
| Legal Services- DA               | 001-51261.305     | 0                 | 1,208                  | 1,208             |
| Legal Services- Tax & Audit      | 001-51800.305     | 0                 | 18,714                 | 18,714            |
| Property Tax-land purchase       | 001-51100.499     | 0                 | 148                    | 148               |
| Building purchase-down payment   | 001-51100.521     | 0                 | 5,000                  | 5,000             |
| Risk Management Salaries         | 001-51120.110     | 145,933           | 14,400                 | 160,333           |
| Risk Management Auto Allowance   | 001-51120.112     | 3,600             | 2,400                  | 6,000             |
| Risk Management Retirement       | 001-51120.121     | 16,215            | 1,600                  | 17,815            |
| Risk Management Soc. Security    | 001-51120.124     | 11,441            | 950                    | 12,391            |
| Risk Management Work. Comp.      | 001-51120.125     | 1,460             | 144                    | 1,604             |
| Cost Sharing City of Montgomery  | 001-40000.44915   | (99,343)          | (86,170)               | (185,513)         |
| Courthouse Cable Charges         | 001-51210.259     | 288               | 87                     | 375               |
| Elected Official Salaries        | 001-51210.111     | 29,703            | (8,566)                | 21,137            |
| Supernumerary Salaries           | 001-51210.119     | 435,553           | 10,700                 | 446,253           |
| Direct Support-Court employees   | 001-51210.290     | 0                 | 53,954                 | 53,954            |
| Circuit Clerk Social Security    | 001-51220.124     | 1,199             | 401                    | 1,600             |
| Courthouse Cable Charges         | 001-51220.259     | 144               | 687                    | 831               |
| Circuit Clerk Office Furniture   | 001-51220.400     | 0                 | 2,705                  | 2,705             |
| Court Administration Expense     | 001-51220.499     | 440               | (440)                  | 0                 |
| Court Reporter Life Insurance    | 001-51280.123     | 297               | 22                     | 319               |
| Court Reporter Social Security   | 001-51280.124     | 10,755            | 20                     | 10,775            |

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# MONTGOMERY COUNTY COMMISSION

## BUDGET CHANGE REQUEST

**REQUEST NUMBER      46**

|                             |                         |                     |           |
|-----------------------------|-------------------------|---------------------|-----------|
| DEPARTMENT:                 | County Comm Appropriati | REVIEWED: S. Thomas | 9/15/2015 |
| DATE:                       | 9/15/2015               | Finance Director    | Date      |
| REQUESTED BY:               | Donald L. Mims          | APPROVED:           |           |
| Elected Official/Dept. Head |                         | Administrator       | Date      |

| ACCOUNT<br>NAME                   | ACCOUNT<br>NUMBER | CURRENT<br>BUDGET | INCREASE<br>(DECREASE) | REVISED<br>BUDGET |
|-----------------------------------|-------------------|-------------------|------------------------|-------------------|
| Court Administrator Telephone     | 001-51292.251     | 800               | (42)                   | 758               |
| Revenue Comm Bldg Rent            | 001-51500.221     | 11,544            | 84                     | 11,628            |
| Support Services Janitorial       | 001-51901.152     | 18,000            | (7,450)                | 10,550            |
| Support Services Groundskeeping   | 001-51901.208     | 30,880            | 5,886                  | 36,766            |
| Support Services Office Equip     | 001-51901.211     | 11,800            | 2,400                  | 14,200            |
| Support Services Supplies         | 001-51901.216     | 24,500            | 140                    | 24,640            |
| Support Services Electricity      | 001-51901.244     | 515,000           | 12,000                 | 527,000           |
| Support Services Natural Gas      | 001-51901.245     | 40,000            | (5,000)                | 35,000            |
| Support Services Water            | 001-51901.246     | 180,000           | 125,000                | 305,000           |
| Support Services Bldg Insurance   | 001-51901.271     | 97,758            | 5,740                  | 103,498           |
| Support Services Contract Serv.   | 001-51901.304     | 226,380           | 20,000                 | 246,380           |
| Support Services Office Equip     | 001-51901.540     | 12,325            | 360                    | 12,685            |
| Election Digital Cable            | 001-51910.259     | 144               | 276                    | 420               |
| Election Telephone                | 001-51910.251     | 2,256             | (276)                  | 1,980             |
| Election Absentee-Extra help      | 001-51912.115     | 7,084             | 1,733                  | 8,817             |
| Election Absentee-Misc.Supplies   | 001-51912.219     | 3,876             | (1,733)                | 2,143             |
| Hyundai Blvd Street Lighting      | 001-51955.442     | 21,500            | 867                    | 22,367            |
| Industrial Incentives Other       | 001-51955.446     | 0                 | 42,669                 | 42,669            |
| Industrial Park Electricity       | 001-51956.244     | 13,000            | 2,164                  | 15,164            |
| Industrial Park Groundkeeping     | 001-51956.208     | 30,000            | (10,000)               | 20,000            |
| Industrial Park Contract Services | 001-5156.304      | 2,500             | (2,500)                | 0                 |
| Sheriff's office Salaries         | 001-52110.110     | 7,766,523         | (12,300)               | 7,754,223         |
| Sheriff's Office Fixed Allowance  | 001-52110.112     | 0                 | 4,300                  | 4,300             |

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**MONTGOMERY COUNTY COMMISSION****BUDGET CHANGE REQUEST**REQUEST NUMBER **46**

|                             |                         |                  |           |           |
|-----------------------------|-------------------------|------------------|-----------|-----------|
| DEPARTMENT:                 | County Comm Appropriati | REVIEWED:        | S. Thomas | 9/15/2015 |
| DATE:                       | 9/15/2015               | Finance Director |           | Date      |
| REQUESTED BY:               | Donald L. Mims          | APPROVED:        |           |           |
| Elected Official/Dept. Head |                         | Administrator    |           | Date      |

| ACCOUNT NAME                   | ACCOUNT NUMBER | CURRENT BUDGET    | INCREASE (DECREASE) | REVISED BUDGET    |
|--------------------------------|----------------|-------------------|---------------------|-------------------|
| Sheriff's office Overtime      | 001-52110.113  | 140,000           | 8,000               | 148,000           |
| Sheriff's Office Electricity   | 001-52110.244  | 27,429            | 5,900               | 33,329            |
| Sheriff's Office Natural Gas   | 001-52110.245  | 3,000             | 569                 | 3,569             |
| Detention Salaries             | 001-52200.110  | 8,260,390         | (47,600)            | 8,212,790         |
| Detention Fixed Allowance      | 001-52200.112  | 0                 | 1,600               | 1,600             |
| Detention Overtime             | 001-52110.113  | 131,630           | 46,000              | 177,630           |
| Detention Water                | 001-52110.246  | 34,100            | 8,015               | 42,115            |
| Pauper Burial                  | 001-56300.424  | 3,600             | 2,200               | 5,800             |
| Alabama Extension Natural Gas  | 001-58200.245  | 0                 | 2,110               | 2,110             |
| Alabama Extension Water        | 001-58200.246  | 0                 | 813                 | 813               |
| Software Maintenance           | 001-59310.240  | 105,000           | 3,501               | 108,501           |
| Rent Reimbursement             | 001-59310.103  | 0                 | (11,266)            | (11,266)          |
| Misc. In house appropriations  | 001-59310.498  | 5,010             | (5,010)             | 0                 |
| In House Security Services     | 001-59310.186  | 77,000            | (10,000)            | 67,000            |
| Courthouse Janitorial Contract | 001-59315.152  | 82,958            | 5,000               | 87,958            |
| Debt Service Interest          | 001-59103.630  | 3,009,256         | (261,221)           | 2,748,035         |
| DHR Building Repairs           | 001-56600.231  | 0                 | 64,914              | 64,914            |
| Restricted Fund Balance        | 001.34911      |                   | (64,194)            |                   |
|                                |                |                   |                     | 0                 |
| <b>TOTAL</b>                   |                | <b>21,459,286</b> | <b>0</b>            | <b>21,523,480</b> |

**JUSTIFICATION:**

Year End budget realignment to cover overages and additional expenditures.

# MONTGOMERY COUNTY COMMISSION

## BUDGET CHANGE REQUEST

REQUEST NUMBER 47

DEPARTMENT: County Comm Appropriati REVIEWED: S. Thomas 9/15/2015

DATE: 9/15/2015 Finance Director Date

REQUESTED BY: Donald L. Mims APPROVED:

Elected Official/Dept. Head Administrator Date

| ACCOUNT NAME                         | ACCOUNT NUMBER  | CURRENT BUDGET | INCREASE (DECREASE) | REVISED BUDGET |
|--------------------------------------|-----------------|----------------|---------------------|----------------|
| <b>Capital Improvement Fund</b>      |                 |                |                     |                |
| Oil and Gas Revenue                  | 116-40000.44197 | (600,000)      | (232,749)           | (832,749)      |
| Greil Building-Architect Fees        | 116-51108.523   | 0              | 29,877              | 29,877         |
| Greil Building-Building Renovations  | 116-51108.524   | 0              | 457,587             | 457,587        |
| Greil Building-Other Improvements    | 116-51108.531   | 0              | 13,283              | 13,283         |
| Probate South- Building Purchase     | 116-51325.521   | 0              | 355,200             | 355,200        |
| Probate South- Architect Fees        | 116-51325.523   | 0              | 67,042              | 67,042         |
| Fund Balance                         | 116.35900       |                | (690,240)           |                |
| <b>Construction Fund</b>             |                 |                |                     | 0              |
| Annex III Bldg Renovations           | 206-51103.524   | 0              | 7,080               | 7,080          |
| Annex III Other Equipment            | 206-51103.591   | 0              | 14,750              | 14,750         |
| Courthouse projects-Bldg Impr.       | 206-51104.231   | 0              | 15,702              | 15,702         |
| Courthouse projects-Architect        | 206-51104.523   | 0              | 35,063              | 35,063         |
| Courthouse projects-Bldg renovations | 206-51104.524   | 0              | 1,197               | 1,197          |
| Other projects-Architects            | 206-51107.523   | 0              | 1,458               | 1,458          |
| Other Building projects              | 206-51107.524   | 0              | 67,795              | 67,795         |
| Other Building improvements          | 206-51107.531   | 0              | 4,497               | 4,497          |
| Schneider Electric Project           | 206-51109.531   | 0              | 753,012             | 753,012        |
| Courthouse HVAC & Fire Alarm         | 206-51125.523   | 0              | 59,569              | 59,569         |
| Annex III Probate Judge furniture    | 206-51300.540   | 0              | 77,359              | 77,359         |
| Probate West - Architect             | 206-51400.523   | 0              | 1,723               | 1,723          |
| Probate West - Building Additions    | 206-51400.524   | 0              | 108,554             | 108,554        |
| Sheriff's Office - Pump Repair       | 206-52110.231   | 0              | 7,849               | 7,849          |
| Detention Facility- Architect Fees   | 206-52200.523   | 0              | 29,039              | 29,039         |
| Detention Facility-Bldg Renovations  | 206-52200.3524  | 0              | 25,760              | 25,760         |
| Detention Facility kitchen equipment | 206-52200.549   | 0              | 1,134               | 1,134          |
| Reimbursements from PBA Escrow       | 206-52602.103   | 0              | (592,488)           | (592,488)      |
| Youth Facility-Architect Fees        | 206-52602.523   | 0              | 40,481              | 40,481         |
| Fund Balance                         | 206.35900       |                | (659,534)           |                |
| <b>TOTAL</b>                         |                 | (600,000)      | 0                   | 749,774        |

JUSTIFICATION:

Budget Change to cover project budgets.

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# MONTGOMERY COUNTY COMMISSION

## BUDGET CHANGE REQUEST

REQUEST NUMBER **48**

DEPARTMENT: County Comm Appropriati REVIEWED: S. Thomas 9/15/2015

DATE: 9/15/2015 Finance Director Date

REQUESTED BY: Donald L. Mims APPROVED:

Elected Official/Dept. Head Administrator Date

| ACCOUNT<br>NAME                                    | ACCOUNT<br>NUMBER | CURRENT<br>BUDGET | INCREASE<br>(DECREASE) | REVISED<br>BUDGET |
|----------------------------------------------------|-------------------|-------------------|------------------------|-------------------|
| Weatherization DOE 028-13                          | 125-56707.238     | 0                 | 93,000                 | 93,000            |
| State Weatherization Grant                         | 125-40000.44785   | 0                 | (93,000)               | (93,000)          |
| Eastwood Villa Rehab- Program Exp                  | 125-56713.238     | 0                 | 55,184                 | 55,184            |
| Eastwood Villa Rehab- Adm                          | 125-56713.499     | 0                 | 5,000                  | 5,000             |
| State of AL CDBG Grant                             | 125-40000.44784   | 0                 | (60,184)               | (60,184)          |
| Appraisal Geological Grant                         | 125-54205.180     | 0                 | 10,000                 | 10,000            |
| Achieve Grant                                      | 125-57207.304     | 0                 | 3,286                  | 3,286             |
| Community Services Grant-MIA Foundation            | 125-56704.304     | 0                 | 52,862                 | 52,862            |
| Fund Balance (Grant funds received in prior years) | 125.35900         |                   | (66,148)               |                   |
|                                                    |                   |                   |                        |                   |
|                                                    |                   |                   |                        |                   |
|                                                    |                   |                   |                        |                   |
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|                                                    |                   |                   |                        |                   |
|                                                    |                   |                   |                        |                   |
| <b>TOTAL</b>                                       |                   | 0                 | 0                      | 66,148            |

JUSTIFICATION:

Budget Change to cover Grant budgets.

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# MONTGOMERY COUNTY COMMISSION

## BUDGET CHANGE REQUEST

**REQUEST NUMBER** 16

|                             |                  |                  |                  |         |
|-----------------------------|------------------|------------------|------------------|---------|
| <b>DEPARTMENT:</b>          | Engineering      | <b>REVIEWED:</b> | S. Thomas        | 9/16/15 |
|                             |                  |                  | Finance Director | Date    |
| <b>REQUESTED BY:</b>        | George C. Speake | <b>APPROVED:</b> |                  |         |
| Elected Official/Dept. Head | 9/16/2015        | Administrator    |                  | Date    |

| ACCOUNT<br>NAME            | ACCOUNT<br>NUMBER | CURRENT<br>BUDGET | INCREASE<br>(DECREASE) | REVISED<br>BUDGET |
|----------------------------|-------------------|-------------------|------------------------|-------------------|
| Salaries                   | 111-53300-110     | 877,779           | 5,291                  | 883,070           |
| Health Insurance           | 111-53300-122     | 204,288           | 4,864                  | 209,152           |
| Retirement                 | 111-53400-121     | 107,231           | 694                    | 107,925           |
| Salaries                   | 111-53600-110     | 366,826           | 8,739                  | 375,565           |
| Salaries                   | 111-53800-110     | 220,578           | 1,501                  | 222,079           |
| Workers Comp               | 111-53800-125     | 2,209             | 12                     | 2,221             |
| Rd. Constr & Main Supplies | 111-53300-213     | 107,510           | (21,101)               | 86,409            |
|                            |                   |                   |                        |                   |
|                            |                   |                   |                        |                   |
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|                            |                   |                   |                        |                   |
| <b>TOTAL</b>               |                   | 1,886,421         | 0                      | 1,886,421         |

JUSTIFICATION:

Cover the cost of salaries and benefits budget overages.

# MONTGOMERY COUNTY COMMISSION

## BUDGET CHANGE REQUEST

REQUEST NUMBER                      1

|                             |                           |                     |           |
|-----------------------------|---------------------------|---------------------|-----------|
| DEPARTMENT:                 | Finance                   | REVIEWED: S. Thomas | 9/10/2015 |
|                             |                           | Finance Director    | Date      |
| REQUESTED BY:               | Sherrill Thomas, Director | APPROVED:           |           |
| Elected Official/Dept. Head | 9/10/2015                 | Administrator       | Date      |

| ACCOUNT<br>NAME | ACCOUNT<br>NUMBER | CURRENT<br>BUDGET | INCREASE<br>(DECREASE) | REVISED<br>BUDGET |
|-----------------|-------------------|-------------------|------------------------|-------------------|
| Dues            | 001-51110.303     | 930               | 25                     | 955               |
| Office Supplies | 001-51110.211     | 7,000             | (25)                   | 6,975             |
|                 |                   |                   |                        |                   |
|                 |                   |                   |                        |                   |
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|                 |                   |                   |                        | 0                 |
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|                 |                   |                   |                        | 0                 |
|                 |                   |                   |                        | 0                 |
|                 |                   |                   |                        | 0                 |
|                 |                   |                   |                        | 0                 |
| <b>TOTAL</b>    |                   | 7,930             | 0                      | 7,930             |

## JUSTIFICATION:

To realign the budget to cover increased professional dues.

# MONTGOMERY COUNTY COMMISSION

## BUDGET CHANGE REQUEST

REQUEST NUMBER #5

|                             |                    |                  |           |           |
|-----------------------------|--------------------|------------------|-----------|-----------|
| DEPARTMENT:                 | PERSONNEL          | REVIEWED:        | S. Thomas | 9/15/2015 |
| DATE:                       | 9/14/2015          | Finance Director |           | Date      |
| REQUESTED BY:               | Carmen Douglas     | APPROVED:        |           |           |
| Elected Official/Dept. Head | Personnel Director | Administrator    |           | Date      |

| ACCOUNT<br>NAME         | ACCOUNT<br>NUMBER | CURRENT<br>BUDGET | INCREASE<br>(DECREASE) | REVISED<br>BUDGET |
|-------------------------|-------------------|-------------------|------------------------|-------------------|
| Legal Services          | 123-51961.305     | 20,000            | (10,000)               | 10,000            |
| Professional Services   | 123-51961.307     | 15,000            | (7,000)                | 8,000             |
| Equipment and Furniture | 123-51961.400     | 12,000            | 19,900                 | 31,900            |
| Administration Expense  | 123-51961.499     | 2,900             | (2,900)                | 0                 |
|                         |                   |                   |                        | 0                 |
|                         |                   |                   |                        | 0                 |
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|                         |                   |                   |                        | 0                 |
|                         |                   |                   |                        | 0                 |
|                         |                   |                   |                        | 0                 |
| <b>TOTAL</b>            |                   | <b>49,900</b>     | <b>0</b>               | <b>49,900</b>     |

To realign budget for purchase of updated desktops and laptops for testing purposes.

# MONTGOMERY COUNTY COMMISSION

## BUDGET CHANGE REQUEST

REQUEST NUMBER                      10

|                             |                   |                     |           |
|-----------------------------|-------------------|---------------------|-----------|
| DEPARTMENT:                 | JUDGE OF PROBATE  | REVIEWED: S. Thomas | 9/15/2015 |
|                             | ELECTIONS         | Finance Director    | Date      |
| REQUESTED BY:               | Judge Steven Reed | APPROVED:           |           |
| Elected Official/Dept. Head | Date              | Administrator       | Date      |

| ACCOUNT<br>NAME             | ACCOUNT<br>NUMBER | CURRENT<br>BUDGET | INCREASE<br>(DECREASE) | REVISED<br>BUDGET |
|-----------------------------|-------------------|-------------------|------------------------|-------------------|
| Voting Equipment            | 001-51911.543     | 16,670            | 6,037                  | 22,707            |
| State of Alabama HAVA Funds | 001-40000.44231   | (16,670)          | (6,037)                | (22,707)          |
|                             |                   |                   |                        |                   |
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|                             |                   |                   |                        |                   |
| <b>TOTAL</b>                |                   | 0                 | 0                      | 0                 |

**JUSTIFICATION:**

To budget for the purchase of M100 Tabulator batteries to be funded by State of Alabama HAVA funds. Agreement approved by County Commission July 20, 2015.

# MONTGOMERY COUNTY COMMISSION

## BUDGET CHANGE REQUEST

**REQUEST NUMBER      4**

|                             |                      |               |                  |           |
|-----------------------------|----------------------|---------------|------------------|-----------|
| DEPARTMENT:                 | Revenue Commissioner | REVIEWED:     | S. Thomas        | 9/16/2015 |
| DATE:                       | 9/15/2015            |               | Finance Director | Date      |
| REQUESTED BY:               | Janet Buskey         | APPROVED:     |                  |           |
| Elected Official/Dept. Head |                      | Administrator |                  | Date      |

| ACCOUNT<br>NAME       | ACCOUNT<br>NUMBER | CURRENT<br>BUDGET | INCREASE<br>(DECREASE) | REVISED<br>BUDGET |
|-----------------------|-------------------|-------------------|------------------------|-------------------|
| Advertising           | 001-51500-253     | 7,000             | (1,753)                | 5,247             |
| Telephone             | 001-51500-251     | 10,000            | 752                    | 10,752            |
| Digital Cable Service | 001-51500-259     | 144               | 170                    | 314               |
| Postage               | 001-51500-252     | 83,650            | 817                    | 84,467            |
| Cellular Service      | 001-51500-255     | 4,000             | 14                     | 4,014             |
|                       |                   |                   |                        |                   |
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|                       |                   |                   |                        |                   |
| <b>TOTAL</b>          |                   | 104,794           | (0)                    | 104,794           |

**JUSTIFICATION:**

To cover overages and additional expenses through 9/30/2015.

**MONTGOMERY COUNTY COMMISSION**  
**BUDGET CHANGE REQUEST**  
**REQUEST NUMBER 1**

|                             |                 |                     |          |
|-----------------------------|-----------------|---------------------|----------|
| DEPARTMENT:                 | Risk Management | REVIEWED: S. Thomas | 9/9/2015 |
|                             |                 | Finance Director    | Date     |
| REQUESTED BY:               | Scott Kramer    | APPROVED:           |          |
| Elected Official/Dept. Head | Date            | Administrator       | Date     |

| ACCOUNT NAME                                | ACCOUNT NUMBER  | CURRENT BUDGET | INCREASE (DECREASE) | REVISED BUDGET |
|---------------------------------------------|-----------------|----------------|---------------------|----------------|
| <b>Health Insurance Fund</b>                |                 |                |                     |                |
| County Portion of Health Insurance Premiums | 005-40000.47850 | (5,650,000)    | (2,149,000)         | (7,799,000)    |
| Medical and Dental Services                 | 005-51997.158   | 8,445,000      | 2,149,000           | 10,594,000     |
| Transfers from General Fund                 | 005-61100.61101 | 0              | (1,314,226)         | (1,314,226)    |
| <b>General Fund</b>                         |                 |                |                     | 0              |
| Transfers Out to Health Insurance Fund      | 001-62100.62005 | 0              | 1,314,226           | 1,314,226      |
| Health Insurance                            | 001-59310.122   | 0              | 1,131,217           | 1,131,217      |
| Fund Balance                                | 001.35900       |                | (1,131,217)         | (1,131,217)    |
| <b>Recreation Board</b>                     |                 |                |                     | 0              |
| Health Insurance                            | 008-57200.122   | 7,296          | 2,051               | 9,347          |
| Extra Help                                  | 008-57200.115   | 86,120         | (2,051)             | 84,069         |
| <b>Personnel Fund</b>                       |                 |                |                     |                |
| Health Insurance                            | 123-51961.122   | 87,552         | 17,722              | 105,274        |
| Retirement                                  | 123-51961.121   | 73,498         | (11,000)            | 62,498         |
| Social Security                             | 123-51961.124   | 55,653         | (6,722)             | 48,931         |
| <b>Community Corrections</b>                |                 |                |                     |                |
| Health Insurance                            | 124-52960.122   | 80,256         | 10,000              | 90,256         |
| Retirement                                  | 124-52960.121   | 60,043         | (6,000)             | 54,043         |
| Social Security                             | 124-52960.124   | 41,352         | (4,000)             | 37,352         |
|                                             |                 |                |                     |                |
| <b>TOTAL</b>                                |                 | 3,286,770      | 0                   | 3,286,770      |

**JUSTIFICATION:**

To budget for additional County health insurance contributions needed to cover the actual cost for FY year 2015 and to budget for transfers from the General Fund for prior year amounts.

**MONTGOMERY COUNTY COMMISSION**  
**BUDGET CHANGE REQUEST**  
REQUEST NUMBER      2

*for*

|                             |                    |                  |           |           |
|-----------------------------|--------------------|------------------|-----------|-----------|
| DEPARTMENT:                 | Tax & Audit        | REVIEWED:        | S. Thomas | 9/15/2015 |
| DATE:                       | 9/15/2015          | Finance Director |           | Date      |
| REQUESTED BY:               | Terri A. Henderson | APPROVED:        |           |           |
| Elected Official/Dept. Head |                    | Administrator    |           | Date      |

| ACCOUNT<br>NAME           | ACCOUNT<br>NUMBER | CURRENT<br>BUDGET | INCREASE<br>(DECREASE) | REVISED<br>BUDGET |
|---------------------------|-------------------|-------------------|------------------------|-------------------|
| Retirement                | 001-51800-121     | 32,742            | 900                    | 33,642            |
| Health Insurance          | 001-51800-122     | 51,072            | 3,050                  | 54,122            |
| Life Insurance            | 001-51800-123     | 598               | 85                     | 683               |
| Social Security           | 001-51800-124     | 25,613            | (1,985)                | 23,628            |
| Contract Services         | 001-51800-304     | 222,200           | (22,715)               | 199,485           |
| Data Storage/Memory Units | 001-51800-582     | 11,250            | (1,910)                | 9,340             |
| Software                  | 001-51800-586     | 1,615             | 22,575                 | 24,190            |
|                           |                   |                   |                        | 0                 |
|                           |                   |                   |                        | 0                 |
|                           |                   |                   |                        | 0                 |
|                           |                   |                   |                        | 0                 |
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|                           |                   |                   |                        | 0                 |
|                           |                   |                   |                        | 0                 |
|                           |                   |                   |                        | 0                 |
|                           |                   |                   |                        | 0                 |
| <b>TOTAL</b>              |                   | <b>345,090</b>    | <b>0</b>               | <b>345,090</b>    |

**JUSTIFICATION:**

Transfer needed to realign Tax & Audit Department FY 2015 budgeted funds for retirement, health insurance and social security accounts. Transfer also needed to realign FY 2015 budgeted funds from contract services account to cover equipment costs incurred in FY 2015 on the new sales tax software project.

**MONTGOMERY COUNTY COMMISSION**  
**BUDGET CHANGE REQUEST**  
**REQUEST NUMBER 3**

|                             |                 |                  |           |           |
|-----------------------------|-----------------|------------------|-----------|-----------|
| DEPARTMENT:                 | Youth Facility  | REVIEWED:        | S. Thomas | 9/14/2015 |
| DATE:                       | 9/10/2014       | Finance Director |           | Date      |
| REQUESTED BY:               | Bruce R. Howell | APPROVED:        |           |           |
| Elected Official/Dept. Head |                 | Administrator    |           | Date      |

| ACCOUNT<br>NAME               | ACCOUNT<br>NUMBER | CURRENT<br>BUDGET | INCREASE<br>(DECREASE) | REVISED<br>BUDGET |
|-------------------------------|-------------------|-------------------|------------------------|-------------------|
| Overtime                      | 001-52602-113     | 10,000            | 45,000                 | 55,000            |
| Repair and maintain buildings | 001-52602-231     | 20,000            | 5,000                  | 25,000            |
| Electricity                   | 001-52602.244     | 143,000           | 8,000                  | 151,000           |
| Natural gas                   | 001-52602-245     | 19,000            | 1,800                  | 20,800            |
| Water & Sewer                 | 001-52602-246     | 10,000            | 3,000                  | 13,000            |
| Legal Services                | 001-52602-305     | 5,000             | 2,500                  | 7,500             |
| Salaries                      | 001-52602-110     | 3,295,341         | (12,460)               | 3,282,881         |
| Extra Help                    | 001-52602-115     | 40,000            | (8,000)                | 32,000            |
| Hazardous Duty                | 001-52602-116     | 2,400             | (2,000)                | 400               |
| Uniforms                      | 001-52602-203     | 4,000             | (2,900)                | 1,100             |
| Housing of Juveniles          | 001-52602-403     | 80,000            | (9,940)                | 70,060            |
| Communication Equipment       | 001-52602.542     | 156,340           | (30,000)               | 126,340           |
| Retiree Health Insurance      | 001-52602.127     | 328,320           | 7,904                  | 336,224           |
| Health Insurance              | 001-52602.122     | 525,312           | (7,904)                | 517,408           |
|                               |                   |                   |                        |                   |
|                               |                   |                   |                        |                   |
|                               |                   |                   |                        |                   |
|                               |                   |                   |                        |                   |
| <b>TOTAL</b>                  |                   | 4,638,713         | 0                      | 4,638,713         |

**JUSTIFICATION:**

To cover overtime caused by staff shortage and daily travel with extra staff for court to downtown location. Realign other categories to cover expenses through 9/30/15.

STATE OF ALABAMA

AGREEMENT  
BETWEEN  
MONTGOMERY COUNTY COMMISSION  
AND  
THE BRIDGE, INC.

Amendment No.

Contract No. 52601-12P-017

Contract No. 52601-12P-017, Operation of Camp Davis, is hereby extended from July 31, 2015 to December 31, 2015, or until a new RFP is issued and accepted.

If funding for the program is prorated The Bridge agrees to operate the program with an adequate level of staffing.

All specifications and provisions of the contract shall remain the same.

The Bridge, Inc.

By:   
Tim Naugher, Executive Director

Date: 9-17-15

Montgomery County Commission

BY \_\_\_\_\_  
Elton N. Dean, Sr., Chairman

Date: \_\_\_\_\_

ELTON N. DEAN, SR.  
CHAIRMAN

DANIEL HARRIS, JR.  
VICE CHAIRMAN

ANDREW D. HALL  
RONDA M. WALKER  
JILES WILLIAMS, JR

A COUNTY OLDER THAN THE STATE

**MONTGOMERY COUNTY COMMISSION**

Tax & Audit Department  
P.O. Box 4779  
Montgomery, Alabama 36103-4779

ESTABLISHED 1816

Terri A. Henderson, CRE  
Revenue Manager

Administrative and Auditing for:  
Montgomery County Alabama  
Sales & Use Taxes; Lodging Tax;  
Gasoline Tax; and Fuel Tax

Telephone (334) 832-1697  
FAX (334) 832-1223  
Website [www.mc-ala.org](http://www.mc-ala.org)

**MEMORANDUM**

**DATE:** September 10, 2015

**TO:** Florence M. Cauthen, Deputy Administrator

**FROM:** Terri A. Henderson, Revenue Manager *Terri A. Henderson*  
*09/10/2015*

**RE:** Clerk Typist II Position – Replacement For Position Number 810012007

This memorandum is submitted to respectfully request approval to immediately move forward with a Position Fill Request form for the Clerk Typist II position to replace Christy Walker. Please note that Ms. Walker's last day with the Montgomery County Tax & Audit Department was Friday, September 4, 2015. Due to the time constraints placed upon this office for prompt processing and reporting of taxpayer returns and payments, this position is especially critical to our daily operations as this position is one of only two clerical cashier positions in our Tax & Audit Department. As such, I am also requesting consideration and approval for the Montgomery County Commission to waive rules and approve the Position Fill Request form at the next Montgomery County Commission meeting on Monday, September 21, 2015 so that we can move forward to fill this critical vacancy as soon as possible.

A Position Fill Request form has been completed and is attached for further action pending approval by the Montgomery County Commission. This position is funded in our current FY 2015 budget as well as our submitted FY 2016 budget. Please let me know if you have any questions or need anything further on this at this time. Thank you in advance for your prompt consideration, action and response to this request.

tah/attachment

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: Tax & Audit Department

DEPARTMENT HEAD: Terri A. Henderson

SUPERVISOR: Terri A. Henderson

COMPLETED ACTION DATES

1. \_\_\_\_\_ dept request
2. \_\_\_\_\_ admin review
3. \_\_\_\_\_ pers dept
4. \_\_\_\_\_ cert to admin
5. \_\_\_\_\_ dept selection
6. \_\_\_\_\_ final review

1. Position Title Clerk Typist II

Position Number 810012007

Proposed Effective Date 09-21-2015

Type of Appointment ( ☒ ) Permanent ( ) Temporary

Recruiting

- ( ) Promotional Register ( ) Transfer  
( ☒ ) Open Competitive Register ( ) Reemployment

Pay Grade A03 Step 1 \$25,146.00 Annual

Terri A. Henderson 09/10/2015  
Terri A. Henderson, Revenue Manager Date 09-10-2015  
Department Head

2. Administrative Review

- ( ) Approved  
( ) Disapproved

Funding Authority

3. Certification

Promotional \_\_\_\_\_ Candidates  
Open-Competitive \_\_\_\_\_ Candidates  
Transfer \_\_\_\_\_ Candidates

\_\_\_\_\_  
Personnel Director Date \_\_\_\_\_

4. Selectee:

\_\_\_\_\_  
Appointing Authority Date \_\_\_\_\_

5. ( ) Manpower data entered by \_\_\_\_\_ Date \_\_\_\_\_  
( ) Payroll entered by \_\_\_\_\_ Date \_\_\_\_\_

MYRTLE SINGLETON

Purchasing Manager  
myrtlesingleton@mc-ala.org  
(334) 832-1269

Dorothy Anderson, Buyer I  
dorothyanderson@mc-ala.org  
(334) 832-2526

Khristie Davis, Buyer I  
khristiedavis@mc-ala.org  
(334) 832-1267

Tammy Turner, Buyer II  
tammyturner@mc-ala.org  
(334) 832-1603

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION  
PURCHASING DEPARTMENT

P.O. BOX 1667  
MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1816

PHYSICAL LOCATION

Montgomery County  
Administrative Building, Annex III  
101 S. Lawrence Street  
Montgomery, AL 36104

INVITATION TO BID  
Janitorial Services  
Mandatory Pre-Bid Meeting  
September 29, 2015 at 10:00 A.M. CST

| Bid Date:          | Bid Number:   | Return Quotation By:               |
|--------------------|---------------|------------------------------------|
| September 21, 2015 | 51901-15B-028 | October 12, 2015<br>10:00 a.m. CST |

Please submit a sealed price quotation on the items listed herein. **(Faxed bids will not be accepted.)** The submissions will be received at the Purchasing Department Office, 101 S. Lawrence Street until the date and time shown above, and publicly opened as soon thereafter as practicable. If unable to quote, write "NO BID" and return.

Complete specifications on items not fully described can be obtained on request. Brand names and catalog numbers are used to indicate levels of quality. If you are unable to furnish an item as specified and desire to furnish a substitute, give full description of the item. Final determination as to equal quality of substitution will be made by the Purchasing Agent.

**The Montgomery County Commission reserves the right to award this bid on an all or none basis or an item by item basis; to refuse all bids; and to waive technicalities.**

**A Bid Bond in the amount of five-percent (5%) over the amount of \$50,000 must accompany your bid, unless otherwise indicated. A certified check or money order is required.**

Questions regarding this bid should be directed to Myrtle Singleton, Purchasing Manager, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama, phone number (334) 832-1269.

---

**Donald L. Mims**  
County Administrator and Purchasing Agent

## GENERAL CONDITIONS AND INSTRUCTIONS

1. Bid Number 51901-15B-028 must appear on the outside of the bid envelope.
2. No oral, telephonic, facsimile, modifications or alternate bids will be considered. Bids from firms, individuals, or the same owners of separate companies submitting more than one bid will not be considered.
3. Three (3) no responses to invitation to bid will be reason for deletion of bidder's name from the bid list. Once deleted from bid list, bidder's name may be returned to bid list with a written request from the bidder.
4. Bidders must submit an original and one (1) copy of its bid. The attached bid form must be completed in its entirety, signed by an authorized agent of the company, and submitted with the bid response. **Bid forms that are not signed will be disqualified.**
5. All pricing shall be F.O.B., Montgomery, Alabama. Delivery will be to the office of the ordering department listed on the purchase order with all freight charges paid by the vendor. Freight cost will be included in the bid price.
6. A bid bond, if required, must be attached to the bid form when submitted to the Purchasing Office. **Bids in excess of \$50,000 received without a bond will be disqualified.**
7. Vendors having a place of business within the legal boundaries of Montgomery County shall be given a 5% preference over vendors located outside of the legal boundaries of Montgomery County. In addition, the Montgomery County Commission reserves the right to award the contract to a local responsible bidder if the bid is within 10% of a foreign entity's bid, per Alabama Act 2015-293. A foreign entity is a business that does not have a place of business within the State of Alabama.
8. The successful bidder awarded the contract/purchase order must provide documentation of its enrollment in the e-verify program. A memorandum of understanding must be provided before a contract/purchase order is issued.
9. Period of contract: The contract period will be for one (1) year, beginning from the date of award and ending one (1) year thereafter with an option to renew for an additional two (2) years, in one year periods.
10. Price escalation: At the end of the (1) year contract period, a price increase may be allowed, but shall not be more than five-percent (5%) per year.
11. **Montgomery County Commission may add other locations, as needed, during the period of the contract.**

## **DISPUTE RESOLUTION**

If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution, any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama, governed by the laws of the state of Alabama.

## **BID PROTEST PROCEDURE**

A formal written protest shall be submitted to the Administrator/Purchasing Agent within five (5) working days before the bid opening or proposal due date or within five (5) working days after award. The formal written protest may be hand delivered to the Administrator or Administrator's Office of the Montgomery County Commission and/or mailed to the Administrator/Purchasing Agent by registered certified mail. The bidder and/or his authorized agent or legal representative must sign the formal written protest or it will not be accepted.

Failure to file the notice of protest within the time limit prescribed herein shall constitute a waiver of any protest to the bid and/or request for proposal process.

The formal written protest shall state with particularity the facts and law upon which the protest is based. Within 30 calendar days of receipt of the timely filed, formal written protest, the Administrator/Purchasing Agent shall issue a written decision with respect to the protest. Should the decision by the Administrator/Purchasing Agent be adverse to the bidder, the bidder may seek relief in accordance with the *Code of Alabama 41-16-31*.

### **Scope of work:**

Montgomery County Commission is accepting bids for janitorial services at various county buildings. The vendor shall provide all personnel, supervision, tools, materials, equipment, and other items and services necessary to perform the services described in the specification sheets. Services will be performed during the hours and days listed per specifications. The required objective is to maintain the building(s) in such a manner to provide a clean, healthy and safe work environment which includes, but not limited to all of the following:

- Waste receptacles
- Restrooms
- Showers
- Entrance/Lobby
- Elevators
- Stairwells
- Hallways
- Drinking fountains
- Conference/ Meeting rooms
- Staff Offices/work stations
- Floors
- Interior windows (including window treatments such as blinds, etc.
- Furniture (including desks, tables, cabinets, work-surface, upholstery, etc.)

### **Work Schedule Provisions**

#### **A. Daily**

1. Wastebaskets and trash containers are to be emptied, exterior surface wiped cleaned as needed, and returned to original location. Plastic liners will be installed as needed. Interior of wastebaskets will be cleaned as required and disinfected. Waste containers in break rooms and conference rooms must be inspected daily and changed if needed. Place all collected waste materials in designated receptacles.
2. Desks will be thoroughly cleaned and dusted on all horizontal surfaces. Wood desk tops are to be dusted with soft dust cloths. Vinyl, formica and glass tops may be dusted with a treated or damp cloth. Horizontal surfaces include, but are not limited to, countertops, tables, file cabinets, etc.
3. General Dusting: Hand dusting of the following should be done with a treated cloth or in some cases, where a damp cloth is called for: miscellaneous cabinets, window sills, window blinds, ledges, and shelves under six feet, and other desk top equipment. Corners, crevices, molding and ledges shall be free of all dust and cobwebs. There shall be no oil, spots, or smudges on desk or dusted surfaces.
4. Carpets are to be vacuumed in traffic lanes and around desk paying particular attention to knee well areas. Spot cleaning is to be performed as needed to remove spillage or stains.
5. Walls are to be spot-cleaned as needed around light switches, handrails, door knobs and other heavy traffic areas.

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6. Tile Floors: All tile floors are to be dust mopped with chemically- treated mops or wet-mopped as specified. Spills and stains are to be spot- mopped on a daily basis.
7. Glass partitions: Inter-office glass panels are to be spot-cleaned to remove fingerprints and smudges. Dust any interior glass ledges or other surfaces prone to dust accumulation.
8. Computer rooms and work rooms will be cleaned as directed by County.
9. Counter tops in work areas, conference rooms and breakrooms are to be cleaned daily if they are reasonably clear of equipment, documents, etc.

**B. Daily- Corridors, Entranceways, Lobbies**

1. Wastebaskets and trash containers are to be emptied, wiped clean and returned to original location. Plastic liners will be replaced as needed. All waste will be collected and removed to a central waste disposal area.
2. Ledges: Dust all ledges and other surfaces prone to dust accumulation.
3. Walls: Walls are to be spot-cleaned as needed around light switches, handrails, door knobs and other heavy traffic areas.
4. Water fountains: To insure clean, healthy conditions at the water fountain, the dispensing area and bowls are to be washed with a disinfectant solution and dry shined. The sides of the metal housing will be damp wiped to remove streaks and runs.
5. Entrance Areas: All glass doors and metal trim are to be cleaned as needed.
6. Floors: Carpeted floors are to be thoroughly vacuumed and spot-cleaned as required. Tile granite, porcelain, marble and wood floors will be dusted with a specially treated mopping tool and with cleaning agents recommended by manufacturer. Granite/marble, porcelain, stone or other hard floors will be swept, damp-mopped and spray-buffed as frequently as needed. Walk-off mats will utilized as directed by the County. Exterior concrete at entry ways to building must be swept daily.
7. Janitorial closets will be cleaned daily and shelves will be stocked with a minimum supply of towels, tissue and liners as requested by the County.
8. Marble, tile, wood and porcelain floors will be swept and mopped daily. High traffic areas will be spray-buffed or recoated as required to maintain proper appearance. The contractor shall use its best efforts to use the necessary practices to preserve the finish on the marble, wood, tile, granite and porcelain flooring.

### **C. Daily –Restrooms**

**All restrooms are to be cleaned and serviced daily. Special attention will be given to prevention of mold, fungi and bacterial growth.**

1. **Dispensers:** Dispensers of all types must be checked daily and filled when necessary (soap, toilet tissue, paper towels, etc.).
2. **Waste Containers:** Clean and disinfect waste receptacles inside and out. Use proper chemicals for surfaces to be cleaned at proper dilution. After item has been cleaned completely, wipe item with approved disinfectant solution and allow to air dry.
3. **Wash Basins:** Thoroughly clean and dry inside and out, including bottom, faucets, and spigots, with approved crème cleaner. Rinse thoroughly as all crème cleanser residues must be removed. Then wipe each item with approved disinfectant solution and allow to air dry.
4. **Glass and Mirrors:** Thoroughly clean all glass and mirrors using approved alcohol based glass cleaner. Use a soft, clean cloth. Dry completely. Surface should be streak, smear, and smudge free. Attached frames, edges and shelves must also be cleaned and dried as well. Squeegee may be used if needed.
5. **Toilets and Urinals:** Thoroughly clean toilets, toilet seats, and urinals with approved acid free bowl cleaner, rinse thoroughly. Wipe each toilet, toilet seat, urinal completely with approved disinfectant. Bright metal parts are to be dry- shined.
6. **Walls, Doors, Partitions and Handrails:** Thoroughly clean all walls including switch and plug covers), doors (including entrance doors inside and outside), partitions and hand rails with proper approved chemicals and proper dilution. Rinse thoroughly as needed, then wipe all areas with approved disinfectant solution and allow to air dry.
7. **Damp Mop Floors:** Thoroughly damp mop all non-carpet areas. Move and damp mop under all easily movable objects (chairs, waste receptacles, etc.) Be sure to replace all items after floor has dried completely. Use a clean cotton mop head that is in good condition. Use clean water at all times (change water often). Mop head must be only damp. No excess water can be left behind. Finished floor must be clean and streak free. Thoroughly damp mop floor with approved disinfectant solution. Allow to air dry.
8. **Showers, Shower Walls and Stalls (Restroom/Locker Room) where applicable:** Thoroughly clean all showers, including bottom, faucets, and spigots, with approved cleanser. Thoroughly clean all walls, floors, including plug covers, doors (including entrance doors inside and outside), partitions and handrails with proper approved chemicals and proper dilution. Rinse thoroughly as needed, then wipe all areas with

approved disinfectant solution and allow to air dry. Special attention will be given to prevention of mold, fungi and bacterial growth.

9. Paper Products: Toilet tissue, paper towels and hand soap, will be installed by Contractor. These items will be furnished by the County. Contractor will assist the County in keeping a close inventory of these items.

**D. Daily – Stairwell**

1. Police and/ or spot sweep steps, landings and handrails.

**E. Daily- Elevators**

1. Thoroughly vacuum and clean all interior cab floors. Damp mop as needed to remove spillage and stains. Elevator door tracks are to be cleaned and shined daily.
2. Walls: Wipe clean all walls, handrails and doors with approved cleansers.
3. Elevators: Interior walls and doors should be cleaned in accordance with the manufacturer's recommendations.

**F. Weekly- All Areas**

1. Vertical furniture surfaces: Sides of desk credenzas and other furniture are to be dusted with a treated cloth.
2. Stairwells: Thoroughly vacuum or sweep all steps and landings. Spot clean landings and steps to remove stains, shoe polish scuff, etc.
3. Baseboards and low vents: Dusted weekly.
4. Carpets: All carpet throughout the buildings are to be thoroughly vacuumed in all areas inclusive of corners, edges and behind doors. Operator will exercise care to insure that vacuum does not bump or mar furniture.
5. Wet mop and spot finish floors
6. Dust all vertical surfaces. Venetian blinds, open shelves, and top of partitions in all work areas.
7. Clean sink, stove, microwave and outside of refrigerator in break areas
8. Clean baseboards in restrooms and around bottom of fixtures

**G. Monthly**

1. Upholstered Furniture: To be vacuumed using proper attachments designed for that purpose.
2. Blinds: The horizontal blinds are to be dusted, including dusting ledges and window mullions. Blinds should be returned to original position as found. As required, blinds will be cleaned to prevent any accumulation of build-up or dirt.
3. Carefully wipe off switch, outlets and telephone covers with a soft, dry dust cloth.
4. High Dusting: Ceiling vents, air duct vents, door closures, door frames and ledges above six feet to be thoroughly dusted. Clean ceiling around vents. Either treated cloths, soft dust cloths or vacuums may be used for this operation.

**Note: Some of the furniture in Annex III is white leather. This furniture is to be cleaned with professional leather cleaner only.**

**H. Quarterly**

1. Draperies (if any): To be dusted using specially treated dusting tools.
2. Dust stair well walls. Wipe hand rails.

**I. Every Six Months- All Areas**

1. Shower clean and wax floors.
2. Clean air condition vents thoroughly.

**J. Annually- All Areas**

1. Strip all finish from floors and apply a light coat of finish.
2. Shampoo or steam clean carpet. (Must notify purchasing a week in advance)

**K. Customer Responsibility**

1. Customer will provide a secured storage space on one or more levels for the vendor's supplies and equipment.
2. Customer will provide water and electricity as are necessary to perform the services.
3. Customer will provide soap, toilet paper and paper towels for all dispensers.
4. Montgomery County Commission will allow vendor to work weekends when necessary.

**L. Vendor Responsibility**

Vendor shall furnish all equipment and supplies, other than supplies specified herein to be provided by the County.

1. Prior to commencement of contract, a list of all materials and equipment to be used in providing cleaning services shall be furnished to the customer. Customer may approve or disapprove any product or equipment on the list. Material Safety Data Sheets pertaining to the cleaning supplies shall be filed and kept on customer premises at all times. Containers shall be labeled accordingly.
2. Vendor shall provide a work schedule for the entire year within seven (7) days after award of the contract, to include cleaning frequencies. Any deviations from work schedule must be approved by the Montgomery County Administrator or Deputy Administrator.
3. Submit a one page narrative illustrating qualifications, experience, years in business, company, philosophy and any unique benefits your company will provide Montgomery County.
4. Provide a one page narrative describing how you plan to manage this project. Describe your management and supervision plan to maintain the facilities as outlined in the specifications.
5. Vendor shall furnish all power equipment such as floor machines, vacuum systems, carpet cleaning systems, etc. and all other equipment. Equipment shall be new or in good condition when placed on the jobsite. Equipment will be kept in a presentable condition at all times. Replacement and repair of equipment will be made as necessary at the expense of the vendor.
6. Vendor will maintain a chart or schedule of periodical cleaning assignments. This chart will include, but will not be limited to weekly, monthly, quarterly, bi-annual and annual assignments. These charts will be visible to the County.
7. Vendor must supply all cleaners, finishes, etc. for the treatment of various type flooring, carpet, and furniture. Use only such materials as are recommended and approved by Montgomery County or the flooring and furniture manufacturer.
8. Vendor shall be held responsible for any breakage, damage or loss incurred through carelessness of any of its employees.
9. Vendor will insure that any articles of any personal or monetary value found by employees will be turned in to the Plant Maintenance Manager.

10. Vendor will post, within the building, the rules and regulations governing the vendor's employees while in the building, as well as a copy of the cleaning schedule.
11. HVAC Systems will not be adjusted by the janitorial service employees. Water faucets or valves shall be turned off after the required usage has been accomplished.
12. Vendor will be responsible for turning off all lights and locking all doors in serviced areas where applicable.
13. The Vendor shall furnish ample safety devices (caution-wet floor signs, ribbons, etc.) positioned appropriately when mopping or refinishing floors.
14. Vendor shall provide and /or ensure the following:
  - a. A record of keys signed in/out by each employee. The vendor may be required to replace, re-key or to reimburse the County for the replacement of locks or re-keying as a result of keys lost by vendor. It is the vendor's responsibility to prohibit the use of keys by persons other than the vendor's employees.
  - b. Trained and capable staff. The cleaning staff will be trained at the expense of the vendor. The County will not be charged for site trainees and supervision thereof.
  - c. A list of contacts for emergency situations.
  - d. A supervisor/ project manager on site at all times.
  - e. All employees must wear County issued identification badges that are visible to Montgomery County Staff. Upon termination by vendor, employee badge will be turned in immediately to Purchasing Manager.
  - f. Employees may not consume food or beverages in public view while on duty. Employees may eat in designated break areas.
  - g. Employee shall be identified with company uniforms.
  - h. Employees shall not bring or meet personal visitors (children, relatives, etc.) at the location-site.
  - i. Employees shall not receive or initiate personal telephone calls from county owned or operated telephones or other communication equipment.
  - j. Employees must limit personal cell phone use while on duty.
15. Project Manager/Supervisor will maintain a current inventory of the County's janitorial supplies.

16. Vendor must already have under a contract a building totaling at least 10,000 square feet under one roof. Vendor must provide include in its bid references from a minimum of five (5) of its customers that are currently in business. These references must include company name, address, telephone number, contact person, the size of the building with an estimated square footage and period service was performed.
17. Employees must pass a background check.
18. Vendor must have Montgomery County/ City Business License.

**M. Insurance Protection**

1. Vendor will keep in effect at all times, and must furnish the Montgomery County Commission, with certificates for the following insurance coverage placed with at least a "Best A Rated Insurer."
  1. Workers Compensation Coverage with Employers' Liability B Limits of at least \$500,000.
  2. Commercial General Liability Coverage, including completed operations Liability coverage:
    - a. Bodily Injury and Property Damage \$500,000
    - b. Aggregate \$500,000
  3. Evidence of Honesty Bond with \$50,000 limit, allowing payment of Loss Property of others.
  4. Vendor must provide performance bond in the amount of contract. **Such bond will be required before the start of work by the successful vendor.**

**N. Hold Harmless**

Successful vendor agrees to indemnify and hold harmless the Montgomery County Commission, their agents, servants and employees from any and all claims, actions, lawsuits, damages, judgements or liabilities of any kind whatsoever arising out of the operation and maintenance of the aforesaid program conducted by the successful vendor. Montgomery County shall promptly notify the successful vendor of any incident, claim, or lawsuit of which Montgomery County becomes aware and shall fully cooperate in the defense of such claim. Vendor will keep in effect at all times, and must furnish the Montgomery County Commission, with certificates for the following insurance coverage.

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Square footage is an estimate only.

| Item | Location/ Approximate<br>Square Footage of area to be<br>cleaned                              | Days/Hours                            | Monthly  | Annual   |
|------|-----------------------------------------------------------------------------------------------|---------------------------------------|----------|----------|
| 1    | Annex III<br>101 S. Lawrence St.<br><br>73,972 sq. ft.                                        | Monday- Friday<br>6:00 am to 10:00 am | \$ _____ | \$ _____ |
| 2A   | Community Corrections<br>301 Adams Ave.<br>Building 1<br><br>5,152 sq. ft. all carpet         | Monday- Friday<br>1:00 pm to 3:00 pm  | \$ _____ | \$ _____ |
| 2B   | Community Corrections<br>301 Adams Ave.<br>Building 2<br><br>1,482 sq. ft./ all tile floors   | Monday- Friday<br>1:00 pm to 3:00 pm  | \$ _____ | \$ _____ |
| 3    | Montgomery County<br>CareHere Clinic<br>300 S. Hull St.<br><br>2,552 sq. ft./ all tile floors | Monday- Friday<br>6:00 pm to 8:00 pm  | \$ _____ | \$ _____ |
| 4    | Probate Office<br>5449 Atlanta Hwy<br><br>6,800 sq. ft.                                       | Monday-Friday<br>after 5:00 pm        | \$ _____ | \$ _____ |
| 5    | Revenue Office<br>5449 Atlanta Hwy<br><br>1,400 sq. ft.                                       | Monday-Friday<br>after 5:00 pm        | \$ _____ | \$ _____ |
| 6    | Probate/ Revenue Office<br>3075 Mobile Hwy<br><br>9,076 sq. ft.                               | Monday-Friday<br>after 5:00 pm        | \$ _____ | \$ _____ |

|   |                                                          |                                       |          |          |
|---|----------------------------------------------------------|---------------------------------------|----------|----------|
| 7 | Annex II<br>125 Washington Ave.<br><br>25,300 sq. ft.    | Monday-Friday<br>10:00 am -11:30 am   | \$ _____ | \$ _____ |
| 8 | Annex I<br>100 South Lawrence St.<br><br>89,246 sq. ft.  | Monday-Friday<br>6:00 am – 10:00 am   | \$ _____ | \$ _____ |
| 9 | Court House<br>251 S. Lawrence St.<br><br>74,000 sq. ft. | Monday – Friday<br>6:00 am - 10:00 am | \$ _____ | \$ _____ |

Total annual cost for Items 1-7      \$ \_\_\_\_\_

Total annual cost for Item 8      \$ \_\_\_\_\_

Total annual cost for item 9      \$ \_\_\_\_\_

**Total Bid**      \$ \_\_\_\_\_

Facilities may be added at a cost of \$ \_\_\_\_\_ per square foot.

**A mandatory pre-bid meeting will be held at 101 S. Lawrence Street, Montgomery, Alabama on September 29, 2015, at 10:00 a.m. CST. At this time vendors will be able to tour the buildings and ask questions.**

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Company Name \_\_\_\_\_

Federal I.D. # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Quote F.O.B. \_\_\_\_\_

Terms of Payment \_\_\_\_\_

Delivery Date \_\_\_\_\_

\_\_\_\_\_  
Official Signature

\_\_\_\_\_  
Printed Name and Title

**APPLICATION and  
CERTIFICATE for PAYMENT**

Attach Schedule of Values

ESTIMATE No. 16 - FINAL  
DATE: 31-Jul-15  
B.C. No. 2013072

|                                                                                                                                                                                                |                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>TO OWNER:</b><br>The Montgomery County Commission /<br>Alabama Department of Youth Services /<br>Alabama Public School and College Authority<br>100 Lawrence Street<br>Montgomery, AL 36104 | <b>PROJECT:</b><br>Renovations to The Montgomery County<br>Youth Facility<br>PSCA Project No. 7B45 |
| <b>FROM CONTRACTOR:</b><br>Bear Brothers, Inc.<br>P.O. Box 2071 (36102)<br>30 E. Jefferson Street<br>Montgomery, Alabama 36104<br>FEIN: <u>63-0253894</u>                                      | <b>ARCHITECT:</b><br>Seay, Seay & Litchfield PC<br>1115 South Court Street<br>Montgomery, AL 36104 |

|                                                                                    |                      |
|------------------------------------------------------------------------------------|----------------------|
| TOTAL ORIGINAL CONTRACT                                                            | \$ 3,478,900.00      |
| CHANGE ORDER(S) Numbers <u>2</u> through <u>2</u>                                  | \$ -18,716.93        |
| TOTAL CONTRACT TO DATE                                                             | \$ 3,460,183.07      |
| 1. Work Completed to Date per the attached Schedule of Values ( 99.46% )           | \$ 3,460,183.07      |
| 2. Stored Materials: (Attach list or Form ABC C-SM, Inventory of Stored Materials) | \$ 0.00              |
| 3. Total Completed Work and Stored Materials ( 100.00% )                           | \$ 3,460,183.07      |
| 4. Less Retainage                                                                  | (\$ 0.00 )           |
| 5. Total Due                                                                       | \$ 3,460,183.07      |
| 6. Less Total Previous Payments                                                    | (\$ 3,372,482.25 ) ✓ |
| 7. Balance Due This Estimate                                                       | \$ 87,700.82         |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CONTRACTOR'S CERTIFICATION</b><br>The undersigned Contractor certifies that to the best of his knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by him for Work for which previous Certificates of Payments were issued and payments received from the Owner and that current payment shown herein has not yet been received.<br><br>By: <u>Charles Bear</u> Date: <u>8-4-15</u><br>President<br>Sworn and subscribed before me this <u>4</u> (Title) day of <u>Aug</u> , 2015<br><u>[Signature]</u> L.S.<br><b>MY COMMISSION EXPIRES 5/13/2019</b> | <b>ARCHITECT'S CERTIFICATION</b><br>In accordance with the Contract Documents, the Architect certifies to the Owner that, to the best of the Architect's knowledge and belief, the Work has progressed to the point indicated herein, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the amount approved.<br><br><u>Seay, Seay &amp; Litchfield, PC</u><br>(Architect)<br>By: <u>[Signature]</u><br>Date: <u>9/2/2015</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**APPROVALS**

|                                                                     |                 |             |
|---------------------------------------------------------------------|-----------------|-------------|
| Approved by: <u>Montg County Commission</u><br>(Owner)              | Signature _____ | Date: _____ |
| Approved by: <u>Ala Dept of Youth Services</u><br>(Owner)           | Signature _____ | Date: _____ |
| Approved by: <u>Ala Public School &amp; College Auth</u><br>(Owner) | Signature _____ | Date: _____ |

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ELTON N. DEAN, SR.  
CHAIRMAN

DANIEL HARRIS, JR.  
VICE CHAIRMAN

ANDREW D. HALL  
RONDA M. WALKER  
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

**MONTGOMERY COUNTY COMMISSION**

P.O. BOX 1667  
MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA  
ADMINISTRATOR

FLORENCE M. CAUTHEN  
DEPUTY ADMINISTRATOR  
(334) 832-1210  
FAX (334) 832-2533  
TDD (334) 265-3568  
www.mc-ala.org

# AGENDA

SEP 21 2015

September 17, 2015

## MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator 

SUBJECT: Minority Business Enterprise Participation

Several organizations throughout the State of Alabama engage in efforts to encourage certified minority and women business enterprises' participation in government purchasing and contracting. The City of Tuscaloosa manages **Tuscaloosa Builds**, a program that offers support and resources to minority-owned, woman-owned, and disadvantaged businesses in Tuscaloosa. The Mobile Area Chamber of Commerce operates the **Minority Business Development Agency (MBDA) Business Center**, which is a part of a national network of centers funded by the U.S. Department of Commerce. The Center works with minority business enterprises to generate increased financing and contract opportunities and to create and retain jobs. A satellite office operates in the Birmingham area.

The **Alabama State University Small Business Development Center** serves Montgomery, Lowndes, Bullock, Autauga, Elmore, Tallapoosa, Chambers and Coosa counties and assists Alabama small businesses in obtaining contracts with state and local entities and participating contractors. The City of Montgomery recently launched a **Small and Minority Business Initiative** to increase access to government bidding opportunities for small and minority-owned businesses. The **Minority Business Development Office** of the Montgomery Chamber of Commerce also offers assistance to minority businesses through seminars and training.

Commissioner Harris informed me that Harold L. Boone, Sr., former Vice President, Minority Business Development and Leadership Programs, Montgomery Area Chamber of Commerce, is currently researching best practices of municipal, county and other governmental agencies to increase minority participation.

At the state level, ADECA's **Office of Minority Business Enterprise** administers a certification program to identify small, minority-owned and women-owned businesses capable of providing goods and/or services to both government and private sectors. The office works closely with the **Alabama Department of Commerce's Office of Small Business Advocacy**. Certified business enterprises receive notification of state business opportunities, receive access to training opportunities, receive notice of networking opportunities, and appear in a listing of certified businesses for possible contracting and sub-contracting opportunities.

Many government entities encourage and support minority participation, and some have adopted a policy and plan of implementation. As an example, RSA's Policy Statement on Minority and Women Business Enterprise is:

"The Retirement Systems of Alabama (RSA) desires to provide equal access to qualified Minority and Women-Owned Business Enterprises (M/WBE) for all RSA's construction projects. The RSA requires its contractors and subcontractors not to discriminate on the basis of race, color, religion, national origin, or sex in the award and performance of contracts. In support of this policy, the RSA has adopted the following Minority and Women Business Enterprise Good Faith Effort Plan (GFEP) for all of RSA's construction projects."

RSA's plan of implementation includes the following:

- Procedures to ensure equal opportunity to compete;
- Minority and Women Business Enterprise directory;
- Recognition of M/WBEs desiring to participate in RSA projects;
- Eligibility standards;
- M/WBE program records and monitoring;
- Procedure for prime contractors to make good faith effort to provide equal opportunity to M/WBEs, including the following language regarding competitive bids:

"Nothing in the GFEP is to be construed to require the RSA to award a bid contract to other than the lowest responsible bidder or to require contractors to award subcontracts to or make significant material purchases from M/WBEs who do not submit the lowest responsible sub-bid."
- M/WBE Set-Asides and Mandatory Subcontractor Quotas, which reads as follows:

"Nothing in the Good Faith Effort Plan shall be construed to establish set-asides or mandatory quotas. The Retirement Systems of Alabama has been advised that existing law prohibits the RSA from including MBE/WBE set-asides or mandatory subcontractor quotas in its program."

I hope this information is helpful as you consider minority participation in purchasing and contracting in Montgomery County. Please do not hesitate to contact me if you would like additional information or if I can assist you in any way.

## ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting stood adjourned until Monday, October 5, 2015, at 8:00 in the morning.



Administrator



Chairman