

MINUTES OF REGULAR MEETING
MONTGOMERY COUNTY COMMISSION
APRIL 1, 2013

INFORMATION SESSION

Chairman Dean called the Meeting to Order at 8:07 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 BY ADMINISTRATOR MIMS

Administrator Mims briefed the Commission on scheduled attendees.

PRESENTATION BY FRANK LITCHFIELD AND PLATT BOYD WITH SEAY, SEAY & LITCHFIELD, P.C.

Frank Litchfield and Platt Boyd with Seay, Seay & Litchfield, P.C., updated the Commission regarding the Youth Facility renovation project. Mr. Litchfield requested that the Commission approve the preliminary floor plan, the budget and authorization to proceed with the final plans for the project. After discussion, the Commission agreed to place these items on the next agenda.

PRESENTATION BY SALES TEAM LEADERS TODD SMITH AND VINCE ZUBICEK WITH SCHNEIDER ELECTRIC AND JUVILE COURT ADMINISTRATOR BRUCE R. HOWELL

Schneider Electric Sales Team Leaders Todd Smith and Vince Zubicek presented an Energy Services Contract Amendment with Schneider Electric Buildings Americas, Inc., for the Youth Facility Project. Administrator Mims noted that Attorney Gallion had reviewed the Contract Amendment and did not recommend any changes. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Juvenile Court Administrator Bruce R. Howell informed the Commission that the County received approval of a \$3 million allocation from the Department of Youth Services for the Youth Facility project.

Mr. Howell asked the Commission for their consideration of a Position Fill Request for Groundskeeper, which was on the agenda.

COMMENTS BY ADMINISTRATOR MIMS

Administrator Mims briefed the Commission regarding items on the agenda.

Administrator Mims presented a letter from Mayor Todd Strange and an executed Addendum to the Memorandum of Understanding regarding Joint Management Agreement for Information Technology, Telecommunications and Radio Functions, which contained one amendment.

Vice Chairman Harris noted that there was an Addendum to the Memorandum of Understanding regarding Joint Management Agreement for Information Technology, Telecommunications and Radio Functions on the agenda, which contained four amendments. Chairman Dean stated that Chief Information and Technology Officer Lou Ialacci reports to the Commission, not the Administration, and requested that the item be tabled until the next meeting and the Commission agreed.

DISCUSSION BY THE COMMISSION

Commissioner Ingram requested a \$1,000 miscellaneous appropriation from his account to the Montgomery Heat Athletic Association, Inc., for youth programs.

Commissioner Ingram requested a \$10,000 miscellaneous appropriation from his account to the City of Montgomery, to be used by BONDS to support the Lochshire Homeowner's Association, for funding of the entrance way gates.

Chairman Dean and Commissioner Ingram requested a \$1,000 miscellaneous appropriation from each of their accounts to the Montgomery County Recreation Department, for Boys & Girls Clubs of South Central Alabama, for youth programs.

Chairman Dean requested a \$500 miscellaneous appropriation from his account to the Beta Nu Omega Chapter of Alpha Kappa Alpha Sorority, Inc., for breast cancer awareness educational program.

Chairman Dean requested a \$5,000 miscellaneous appropriation from his account to the Montgomery Community Action Agency, for community services programs.

After discussion, the Commission agreed to waive rules and add these items to the agenda.

COMMENTS BY ADMINISTRATOR MIMS AND MANAGER OF PUBLIC AFFAIRS DIDI HENRY

Administrator Mims presented a Resolution proclaiming April 1, 2013 as "Girl Scouts of Southern Alabama Day" in Montgomery County. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims presented a Resolution to allow the Montgomery County Bar Association to raise necessary funds to place a suitable portrait of Judge Joseph Phelps in the Courthouse. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims presented an Agreement for Housing Juveniles at the Montgomery County Youth Facility for Chilton County. After discussion, the Commission agreed to waive rules and add this item to the agenda, subject to review by the County Attorney.

Administrator Mims presented an email from the Alabama Department of Agriculture and Industries regarding an Invoice in the amount of \$5,000 for the County's share of the reimbursement for an Economic Development Impact Study for the Garrett Coliseum. After discussion, the Commission agreed to waive rules and approve a Budget Change Request in the amount of \$5,000 through the Chamber of Commerce for this reimbursement.

Manager of Public Affairs DiDi Henry presented a Resolution proclaiming April 1-7, 2013, as Volunteer Firefighters Appreciation Week in Montgomery County. After discussion, the Commission agreed to waive rules and add this item to the agenda.

PRESENTATION BY COUNTY ENGINEER GEORGE C. SPEAKE

County Engineer George C. Speake advised the Commission that bids were opened at the March 29, 2013, Alabama Department of Transportation letting for the Hickory Grove Road resurfacing project. The low bidder was APAC Mid-South, Inc., in the amount of \$330,815.97.

Furthermore, Mr. Speake requested that the Commission approve revising three (3) of the County Road Equipment Operator I (CREO I) position fill requests that were approved at the March 18, 2013, Commission meeting. Mr. Speake explained that these position fill requests would be changed from Promotional Register to Open Competitive Register because the Engineering Department's present CREO I promotional register had been exhausted. The Commission agreed to waive rules to add these requests to the agenda.

In closing, Mr. Speake provided the Commissioners with forms and information for their use in completing his annual Performance Evaluation.

Chairman Dean inquired where the County was ranked in the State of Alabama and Mr. Speake responded that Montgomery was in the top 5.

PRESENTATION BY MONTGOMERY AREA CHAMBER OF COMMERCE SENIOR VICE PRESIDENT OF CORPORATE DEVELOPMENT ELLEN MCNAIR AND GOODWYN, MILLS & CAWOOD, INC. REGIONAL VICE PRESIDENT DERRIL STRICKLAND AND DIRECTOR OF TRANSPORTATION ED NIEL

Montgomery Area Chamber of Commerce Senior Vice President of Corporate Development Ellen McNair distributed a draft Project Agreement with DAS North America. Administrator Mims inquired as to how much the City of Montgomery would pay the County per acre. Ms. McNair responded that the City would pay \$30,000 per acre and noted that the County will

receive over \$700,000 in grants for infrastructures. Administrator Mims explained that the County paid \$37,000 per acre for the land and the improvements.

Director of Transportation Ed Niel with Goodwyn, Mills & Cawood, Inc., briefed the Commission regarding a Professional Services Contract, concerning the Industrial Park Boulevard Extension to serve the DAS project site at the Montgomery Industrial Park subject to assurance of reimbursement from DAS should the Project Agreement not be executed. After discussion, the Commission agreed to place this item on the next agenda.

Regional Vice President Derril Strickland with Goodwyn, Mills & Cawood, Inc., briefed the Commission regarding an Agreement for Engineering Services concerning Preparation of Plans and Specifications for Construction of Water and Sewer Extensions at the Montgomery Industrial Park, subject to assurance of reimbursement from DAS should Project Agreement not be executed. After discussion, the Commission agreed to place this item on the next agenda.

DISCUSSION BY THE COMMISSION

Commissioner Williams inquired as to how many acres of land were available for sale in the Montgomery Industrial Park. Administrator Mims responded that 90 undeveloped acres are available of the approximately 270 acres originally purchased. This land is in the large area north of the cul-de-sac on Industrial Park Boulevard.

COMMENTS FROM SHERIFF D.T. MARSHALL

Sheriff D.T. Marshall briefed the Commission regarding Position Fill Requests for Corrections Officer/Corrections Officer Trainee, Position Number 187 and Stores Clerk I, Position Number 035. After discussion, the Commission agreed to place these items on the next agenda.

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 Commissioner Williams at the request of Chairman Dean.

The Pledge of Allegiance was led by Courtney Henderson – Troop 9107, Katie Bolen – Troop 9215, and Shaniece McGhee – Troop 9151 of the Girl Scouts of Southern Alabama at the request of Vice Chairman Harris.

County Administrator Mims called Roll to Establish Quorum and the following Commissioners were present: Chairman Dean, Vice Chairman Harris and Members Ingram, Polizos, and Williams. Also present were County Attorney Thomas T. Gallion, III, and County Engineer George C. Speake.

OMNIBUS VOTE

The Administrator requested that the Commission omnibus the following 2 items, and the Commission concurred. Mr. Williams made a motion to approve the two agenda items. The motion was seconded by Mr. Polizos and unanimously approved by the Commission.

As approved in the Omnibus Vote, Mr. Williams made the motion to approve the Minutes of the Regular Meeting of March 11, 2013. The motion was seconded by Mr. Polizos and unanimously approved by the Commission.

As approved in the Omnibus Vote, Mr. Williams made the motion to approve the Minutes of the Regular Meeting of March 18, 2013. The motion was seconded by Mr. Polizos and unanimously approved by the Commission.

End of Omnibus Vote

CONSENT AGENDA

The Administrator presented the Accounts Payable and Payroll Checks Authorization for Approval.

Mr. Ingram made a motion to approve the Accounts Payable and Payroll Checks, as presented by the Administrator. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copies of Accounts Payable Checks and Payroll Checks Authorization, Consent Agenda Pages 1 through 3, are attached to these Minutes.)

PRESENTATION OF RESOLUTION

COUNTY COMMISSION – ADOPTED RESOLUTION PROCLAIMING THE MONTH OF APRIL AS “NATIONAL COUNTY GOVERNMENT MONTH”

The Administrator presented the following Resolution:

RESOLUTION

WHEREAS, the nation’s 3,068 counties provide a variety of essential public services to communities serving more than 300 million Americans; and

WHEREAS, Montgomery County and all counties take seriously their responsibility to protect and enhance the health, welfare and safety of its residents in sensible and cost-effective ways; and

WHEREAS, county governments are often the entity providing both direct and indirect services to enhance the lives of residents and are responsible for maintaining public safety and the efficient use of local tax dollars; and

WHEREAS, currently more than 13 million individuals are booked into county jails each year and more than 700,000 individuals are booked into state and federal prisons; and

WHEREAS, National Association of Counties President Chris Rogers is encouraging counties to promote effective community corrections programs across the country through his 2012-2013 “Smart Justice” presidential initiative; and

WHEREAS, since 1991 the National Association of Counties has encouraged counties across the country to actively promote their own county government programs and services to raise public awareness; and

WHEREAS; the National Association of Counties and the Montgomery County Commission are working together to continue the partnership among all levels of government to better serve American communities;

NOW, THEREFORE, BE IT RESOLVED that the Montgomery County Commission does hereby proclaim April 2013 as

National County Government Month

and encourage all Montgomery County officials, employees, schools and residents to participate in county government celebration activities.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 1st day of April, 2013.

End of Resolution

Mr. Polizos made a motion to adopt the Resolution. The motion was seconded by Mr. Williams and unanimously approved by the Commission.

WAIVED RULES

The Administrator requested to waive rules and add the following items to the agenda, and all five Commissioners concurred:

COUNTY COMMISSION – ADOPTED RESOLUTION PROCLAIMING APRIL 1, 2013, AS
GIRL SCOUTS OF SOUTHERN ALABAMA DAY IN MONTGOMERY COUNTY,
ALABAMA

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

MEMORANDUM

March 21, 2013

TO: Donald L. Mims
County Administrator

FROM: DiDi Henry
Public Affairs Director

SUBJECT: Waive Rules Item for the April 1, 2013 Meeting

Per the request of Vice Chairman Harris, I have prepared a Resolution honoring the Girl Scouts of Southern Alabama, which he would like to present to the Girl Scouts and Troop Leaders during our April 1, 2013, meeting. Therefore, I am requesting that we waive rules on this item for that meeting. We have been in touch with the organization's leaders and are requesting that they attend the meeting and lead the Pledge of Allegiance, at the request of Mr. Harris. This will tie in beautifully with our County Government Month activities.

Thank you!

End of Memorandum

RESOLUTION

WHEREAS, on March 12, 1912, Juliette "Daisy" Gordon Low gathered 18 local girls together in Savannah, Georgia, for a Girl Scouts Meeting to provide them the opportunity to develop physically, mentally, and spiritually; and

WHEREAS, on June 10, 1915, the organization was incorporated as Girl Scouts, Inc., under the laws of the District of Columbia, and on March 16, 1950, Girls Scouts of America was chartered by the United States Congress; and

WHEREAS, for over 100 years, the Girl Scouts have helped millions of girls and women develop courage, confidence, and character, equipping them with the skills to make the world a better place; and

WHEREAS, presently, there are more than 50 million Girls Scouts alumnae and 3.2 million active members in the United States, with additional troops and groups in more than 145 countries worldwide; and

WHEREAS, on a local level, Girl Scouts of Southern Alabama is comprised of 30 counties: Autauga, Baldwin, Barbour, Bullock, Butler, Chambers, Choctaw, Clarke, Coffee, Conecuh,

Coosa, Covington, Crenshaw, Dale, Dallas, Elmore, Escambia, Geneva, Henry, Houston, Lee, Lowndes, Macon, Mobile, Monroe, Montgomery, Pike, Tallapoosa, Washington and Wilcox; and

WHEREAS, each year Girl Scouts of Southern Alabama serves over 9,500 girls and more than 3,500 adult volunteers through programs and events designed to accomplish their mission; and

WHEREAS, core programs that focus on science, technology, engineering and math (STEM), environmental stewardship, healthy living, financial literacy, and global citizenship have been implemented to help these young ladies develop a solid foundation in leadership, thus preparing them for future leadership positions in our community and our nation,

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby extend its appreciation to the Girl Scouts, Leadership Staff and Volunteers of the Southern Alabama District, for the positive influences they have spread to young ladies in our community and the State of Alabama, and for the services they have provided throughout Montgomery County, Alabama. Furthermore, the Montgomery County Commission does hereby proclaim Monday, April 1, 2013 as:

Girl Scouts of Southern Alabama Day
in Montgomery County, Alabama.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 1st day of April, 2013.

End of Resolution

Mr. Williams made a motion to adopt the resolution. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission.

Vice Chairman Harris presented the resolution to the Girl Scouts of Southern Alabama to honor them for their service to Montgomery County. He stated that he is truly honored to have representatives from three Montgomery area troops with us as we kick off National County Government Month and expressed his appreciation to the scouts, their troop leaders and families that were present. The Girl Scouts and the leaders then introduced themselves to the Commission and the troop leaders thanked the Commission for inviting them to attend today's meeting.

COUNTY COMMISSION – ADOPTED RESOLUTION PROCLAIMING APRIL 1-7, 2013,
AS VOLUNTEER FIREFIGHTERS APPRECIATION WEEK IN MONTGOMERY COUNTY,
ALABAMA

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

MEMORANDUM

February 1, 2013

TO: Montgomery County Commission

FROM: DiDi Henry
Public Affairs Director

SUBJECT: Annual Volunteer Firefighter Appreciation Day

The second annual Montgomery County Volunteer Firefighter Appreciation Day is scheduled for Saturday, April 6, 2013, at Garrett Coliseum. The fire departments are very excited about the event and are working to make it bigger and more successful in 2013.

This year's Appreciation Day will be open to the public and used as a recruiting tool for the volunteer fire departments. They will feature their equipment, trucks and vendor booths of their various suppliers. The fire departments are already practicing so they can be ready for the Firefighter Challenge Games, which were very exciting to watch last year. They also hope to have some type of live radio remote broadcast from the event.

Last year, the County contributed \$2, 618.22 to host the event, which included catering, trophies, fun jumpers and related party supplies. This year, I am requesting \$3,000.00 to help fund this event. Commissioner Ingram has already spoken with Randy Stephenson from Garrett Coliseum and has agreed to a fee of \$1,800 to rent the coliseum. We will need additional funds to rent the fun jumpers, purchase trophies, and help pay for the radio remote and other related items. The catering is being paid for by Haynes Ambulance Services this year.

This will be a wonderful event by which the County Commission can show its appreciation for our volunteer firefighters and highlight the good that these men and women do in our community. I hope that you will fund the Firefighter Appreciation Day as requested and make plans to join us for the fun on Saturday, April 6th.

Thank you.

End of Memorandum

RESOLUTION

WHEREAS, over one million firefighters working with approximately 30,000 fire departments across the nation risk their lives to protect its citizens every year, and approximately seventy-five percent of those firefighters are Volunteers; and

WHEREAS, Montgomery County, Alabama, is home to eight Volunteer Fire Departments: Catoma, North Montgomery County, Pike Road, Pintlala, Rolling Hills Lakes, Snowdown, South Montgomery County and Waugh/Mt. Meigs; and

WHEREAS, approximately 246 men and women from these eight fire departments provide this service to our community 24 hours a day, 365 days a year; and

WHEREAS, in 2012, Montgomery County volunteer firefighters responded to a combined total of 2,103 calls for assistance; and

WHEREAS, when these volunteers are not working as firefighters, they are active in other professions within the community including: business ownership, professional services, laborers, homemakers and students; and

WHEREAS, the Montgomery County Commission encourages all citizens to recognize and commend the tremendous services performed by the County's Volunteer Firefighters by honoring those who save lives and property every day for all residents of Montgomery County,

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby proclaim April 1-7, 2013, as ***Volunteer Firefighters Appreciation Week*** in Montgomery County, Alabama, and thank these men and women for their bravery and for selflessly volunteering their time and skills to protect its citizens.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 1st day of April, 2013.

End of Resolution

Mr. Ingram made a motion to adopt the Resolution. The motion was seconded by Mr. Williams and unanimously approved by the Commission.

Commissioner Ingram presented the resolution, on behalf of all the Commissioners, to North Montgomery Volunteer Fire Chief of Joe Brunson. He informed the audience that the Volunteer Firefighters Appreciation Day will be held on Saturday, April 6, 2013, from 8 a.m. to noon at Garrett Coliseum. He said that these volunteer firefighters risk their own lives, use their own cars and do not get paid. He added that they do this because they have heart, and they give back to the community. He expressed his appreciation to Chief Brunson for everything he does and told him that the Commission is proud of each and every volunteer firefighter; they are honored to support them in all that they do.

Chief Brunson accepted the resolution on behalf of all eight Montgomery County Volunteer Fire Departments and thanked the Commission for their continued support. He informed everyone that the departments collectively answered 3,000 calls last year. He stated that the firefighters see a need and they handle the need, and added that they are there to serve and protect the community. Chief Brunson told the audience that the 2nd Annual Volunteer Firefighters Appreciation Day is open to the public this year and invited them to come for fellowship, to meet the firefighters and get to know them and their departments. Chief Brunson thanked the Commission.

NEW BUSINESS

COUNTY COMMISSION – TABLED ACTION ON CONSIDERATION OF ADDENDUM TO MARCH 12, 2012 MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF MONTGOMERY, AND MONTGOMERY COUNTY COMMISSION, REGARDING A JOINT MANAGEMENT AGREEMENT FOR INFORMATION TECHNOLOGY, TELECOMMUNICATIONS AND RADIO FUNCTIONS

The Administrator presented the following memorandum:

March 28, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Addendum to Memorandum of Understanding regarding Joint Management Agreement for Information Technology, Telecommunications and Radio Functions

During the March 18, 2013 County Commission meeting, I presented an addendum to the Memorandum of Understanding regarding Joint Management Agreement for Information Technology, Telecommunications and Radio Functions.

Attached is the document presented to you of which you agreed to be placed on the April 1, 2013 agenda.

Attachment

End of Memorandum

Mr. Williams made a motion to table action on consideration of Addendum to March 12, 2012 Memorandum of Understanding between the City of Montgomery, and Montgomery County Commission, regarding a Joint Management Agreement for Information Technology, Telecommunications and Radio Functions. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Addendum and Memorandum of Understanding, Agenda Pages 1-2 through 1-4, are attached to these Minutes.)

EMERGENCY MANAGEMENT COMMUNICATIONS DISTRICT BOARD – APPROVED PAYMENT OF 2012-2013 MEMBERSHIP DUES TO ALABAMA ASSOCIATION OF 9-1-1 DISTRICTS FOR RURAL ADDRESSING COORDINATOR JANE BROWN REED

The Administrator requested approval of payment of 2012-2013 Membership Dues to the Alabama Association of 9-1-1 Districts for Rural Addressing Coordinator Jane Brown Reed. The total amount of the Membership Dues is \$100.00.

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copy of Membership Application, Agenda Page 2-1, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS
REPROGRAMMING REQUESTS

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

April 1, 2013

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) to:

- C-2013-78: Hospice of Montgomery, Inc., for Indigent Patient Care - \$1,000; (Polizos)
- C-2013-79: Montgomery Heat Athletic Association, Inc., for Youth Programs - \$1,500; (Polizos)
- C-2013-80: Optimist International, for Central Montgomery Optimist Club, for Community Services Programs - \$200; (Harris)
- C-2013-81: Montgomery County Recreation Department, Cleveland Avenue YMCA, for Youth Program - \$2,500; (Harris)
- NC-2013-87: City of Montgomery, to be used by BONDS to Support Vaughn Meadows, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$500; (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-2013-79: Amended Miscellaneous Appropriation, Montgomery Heat Athletic Association, Inc., for Youth Programs - \$1,500; (Polizos)

NOTE: Commissioner Ingram requested to add \$1,000 of his discretionary money, for a total of \$2,500 appropriated to Montgomery Heat Athletic Association, Inc., for Youth Programs

C-2013-82: Montgomery County Recreation Department, for Boys & Girls Clubs of South Central Alabama, for Youth Programs - \$2,000; (Dean-\$1,000 and Ingram-\$1,000)

C-2013-83: Montgomery Community Action Agency, for Community Services Programs - \$5,000; (Dean)

C-2013-84: Ivy Foundation of Montgomery, Alabama, Inc., for Breast Cancer Awareness Educational Program - \$500; (Dean)

NC-2013-88: City of Montgomery, to be used by BONDS to Support the Lochshire Homeowner's Association, for Funding of the Entrance Way Gates - \$10,000; (Ingram)

Mr. Williams made a motion to approve the requests. The motion was seconded by Mr. Ingram and unanimously approved by the Commission.

FINANCE DEPARTMENT – APPROVED CHANGING CLASSIFICATION TITLE AND CODE FOR EMPLOYEE BENEFITS ASSISTANT, CO0112, TO PAYROLL AND BENEFITS ASSISTANT, CO0005, AND REMAIN AT THE CURRENT PAY GRADE OF A04

The Administrator presented the following memorandum from Assistant Personnel Director Karen Cason:

MEMORANDUM

TO: Donald Mims, County Administrator

FROM: Karen Cason, Assistant Personnel Director

SUBJECT: Classification Title & Code Change Recommendation – Employee Benefits Assistant

DATE: March 12, 2013

The Personnel Department has completed its review of the current Employee Benefits Assistant classification within the Montgomery County Finance Division. This review was prompted by the position fill request we received from that department.

As a result of the changes made to the job description during this review, it is our recommendation that the classification title and code be changed from the current Employee Benefits Assistant, CO0112, to Payroll and Benefits Assistant, CO0005. We recommend that the classification remain at the current pay grade of A04.

If you are in agreement with our evaluation, please present these changes to the County Commission for approval.

If you have any questions concerning this recommendation, you may call Kaila Matney, Personnel Analyst, or me. Thank you for allowing us to assist you with your personnel needs.

Cc: Sherrill Thomas
Shirley Bazzell

End of Memorandum

Mr. Ingram made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Job Description, Agenda Pages 4-2 through 4-9, is attached to these Minutes.)

DETENTION FACILITY – APPROVED POSITION FILL REQUEST FOR CORRECTIONS
OFFICER SERGEANT, POSITION NUMBER TO BE DETERMINED

The Administrator presented the following memorandum:
March 19, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Position Fill Request for Detention Facility

During the March 18, 2013 County Commission meeting, the Commission agreed to place a Position Fill Request for Corrections Officer Sergeant, Position Number to be determined on the next agenda for the Detention Facility.

I am requesting approval of this item.

Attachment

End of Memorandum

Mr. Ingram made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 5-2, is attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED POSITION FILL REQUESTS FOR A DEPUTY SHERIFF TRAINEE/DEPUTY SHERIFF, POSITION NUMBER 123, AND FOR A CLERK TYPIST II, POSITION NUMBER 092

The Administrator presented the following memorandum:

March 19, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Position Fill Requests for Sheriff's Office

During the March 18, 2013 County Commission meeting, the Commission agreed to place the following Position Fill Requests on the next agenda for the Sheriff's Office:

- (1) Deputy Sheriff Trainee/Deputy Sheriff – Position Number 123
- (2) Clerk Typist II – Position Number 092

I am requesting approval of these items.

End of Memorandum

Mr. Ingram made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 6-2 and 6-3, are attached to these Minutes.)

YOUTH FACILITY – APPROVED POSITION FILL REQUEST FOR GROUNDSKEEPER,
POSITION NUMBER 900735066, YOUTH FACILITY

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

MEMORANDUM

To: Mr. Donnie Mims
From: Bruce R. Howell, Court Administrator
Date: March 25, 2013
Re: Groundskeeper Vacancy

I am requesting that the Fill Request for the Youth Facility position of Groundskeeper be placed on the formal agenda of the next Commission meeting scheduled for April 1, 2013.

Thank you for your consideration.

End of Memorandum

Mr. Ingram made a motion to approve the request. The motion was seconded by Vice Chairman Harris. Chairman Dean, Vice Chairman Harris, Mr. Ingram and Mr. Williams voted in favor of the motion. Mr. Polizos voted in opposition and the motion carried. (Copy of Position Fill Request, Agenda Page 7-2, is attached to these Minutes.)

VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (7)

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

<u>DEPARTMENT</u>	<u>TRAVEL/TRAINING REQUESTS</u>
1. Personnel Department	Request Number 6
2. County Commission	Request Number 22
3. Sheriff's Department	Request Numbers 14, 15, and 16
4. Detention Facility	Request Number 5
5. District Attorney's Office	Request Number 27

Mr. Williams made a motion to approve the travel/training requests. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Travel/Training Requests, Agenda Pages 8-1 and 8-7, are attached to these Minutes.)

OLD BUSINESS

PIKE ROAD VOLUNTEER FIRE PROTECTION AUTHORITY – APPROVED BOARD MEMBER REAPPOINTMENT

The Administrator presented the following memorandum:

March 28, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
 County Administrator

SUBJECT: Pike Road Volunteer Fire Protection Authority Board Member Reappointment

On March 1, 2013, the term of Mr. Ty Glassford will expire as a board member of the Pike Road Volunteer Fire Protection Authority. Mr. Glassford has expressed his desire to be reappointed to this Authority.

I am requesting that the Commission consider approval of this reappointment.

End of Memorandum

Mr. Ingram made a motion to reappoint Ty Glassford with a term expiring March 1, 2019. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copy of Board Members' Appointment Page, Agenda Page 9-2, is attached to these Minutes.)

WAIVED RULES

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

COUNTY COMMISSION – ADOPTED RESOLUTION TO ALLOW THE MONTGOMERY COUNTY BAR ASSOCIATION TO RAISE NECESSARY FUNDS TO PLACE A SUITABLE PORTRAIT OF JUDGE JOSEPH PHELPS IN THE COURTHOUSE

The Administrator presented the following letter from President of Montgomery County Bar Association David Martin and corresponding resolution:

March 22, 2013

Mr. Donald L. Mims
Administrator
Montgomery County Commission
101 South Lawrence Street
Montgomery, AL 36104

Dear Mr. Mims,

On behalf of the Montgomery County Bar Association and our membership of approximately 800 local lawyers, I am enclosing a proposed resolution for the commission's consideration. Our Officers and Board of Directors unanimously support this project. We respectfully request that the Montgomery County Commission enable us to voluntarily raise the necessary funds to place a suitable portrait of Judge Joseph Phelps in the Courthouse which bears his name.

Those who knew Judge Phelps best have enormous admiration, affection, and respect for the numerous contributions that he made to our legal system and to our community at large. In his capacity as judge, he distinguished himself for nearly twenty years. His efforts advanced the course of justice for all, and helped make Montgomery County a better place for all of our citizens.

If you have any question, or need any further information, please do not hesitate to call me at 420-2958, or E-mail me at martin@copelandfranco.com.

Sincerely,

/s/ David Martin
President
Montgomery County Bar Association

End of Letter

RESOLUTION

WHEREAS, Judge Joseph Phelps served the citizens of Montgomery County with distinction as a Montgomery County Circuit Judge for eighteen years; and

WHEREAS, Judge Joseph Phelps was instrumental in securing passage and implementation of the judicial article which reformed Alabama's justice system; and

WHEREAS, Judge Joseph Phelps' dedication to furthering the cause of justice was recognized by the Alabama State Bar in 1990 when it bestowed upon him its highest award, the Judicial Award of Merit; and

WHEREAS, Judge Joseph Phelps was an active volunteer and leader in many community activities including Success by Six, Strategies to Elevate People, Leadership Montgomery, the Youth Legislature, the YMCA and the Capital City Boy's Club; and

WHEREAS, Judge Joseph Phelps was instrumental in the physical design and construction of the Montgomery County Courthouse and played a critical role in ensuring that the citizens of Montgomery County receive justice when they enter the Courthouse; and

WHEREAS, due to his immense contribution to the legal profession and the Montgomery community, Judge Joseph Phelps was appropriately honored by the Montgomery County Commission in 2009, when it named the Montgomery County Courthouse the Phelps-Price Justice Center; and

WHEREAS, in recognition of the Courthouse bearing his name, family and friends of Judge Joseph Phelps have expressed interest in donating to Montgomery County a portrait of Judge Joseph Phelps to be hung in the Phelps-Price Justice Center; and

WHEREAS, the Montgomery County Bar Association has passed a resolution recommending that in the event such a portrait is donated to the County Commission, that the Commission require it to be permanently displayed in an appropriate place in the Phelps-Price Justice center; and

Now Therefore, Be It Resolved By the Montgomery County Commission that in the event a portrait of Judge Joseph Phelps is donated to the Montgomery County Commission, any such portrait shall be permanently displayed in an appropriate place in the Phelps-Price Justice Center to commemorate the accomplishments and dedication of one of the men for whom the Courthouse is named.

Adopted this the 1st day of April, 2013.

Chairman
Montgomery County Commission

Attest:_____

End of Resolution

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

COUNTY COMMISSION APPROPRIATIONS – APPROVED BUDGET CHANGE
REQUEST NUMBER 15

The Administrator requested to approve Budget Change Request Number 15, County Commission Appropriations.

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 11-1, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED ENERGY SERVICES CONTRACT AMENDMENT WITH SCHNEIDER ELECTRIC BUILDINGS AMERICAS, INC., FOR THE YOUTH FACILITY PROJECT

The Administrator requested approval of Energy Services Contract Amendment with Schneider Electric Buildings Americas, Inc., for the Youth Facility Project.

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Contract Amendment and Email, Agenda Pages 12-1 through 12-62, are attached to these Minutes.)

YOUTH FACILITY – APPROVED AGREEMENT WITH CHILTON COUNTY REGARDING HOUSING JUVENILES AT THE MONTGOMERY COUNTY YOUTH FACILITY, SUBJECT TO REVIEW BY COUNTY ATTORNEY

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

MEMORANDUM

To: Mr. Donnie Mims

From: Bruce R. Howell, Juvenile Court Administrator

Date: March 26, 2013

Re: Chilton County Detention Bed Contract

Please place the attached contract on the April 1st County Commission Agenda for approval and signatures. This contract is for Chilton County to house juveniles from that county in our facility. I am asking that this to be placed on the April 1, 2013, working session agenda and formal agenda in an effort to expedite the contract.

Thank you for your consideration in this matter.

End of Memorandum

Mr. Ingram made a motion to approve the request, subject to review by County Attorney. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Letter and Agreement, Agenda Pages 13-2 through 13-4, are attached to these Minutes.)

ENGINEERING DEPARTMENT – APPROVED REVISED POSITION FILL REQUESTS
FOR 3 COUNTY ROAD EQUIPMENT OPERATOR I, POSITION NUMBERS 610551018,
610551022, AND 620551021

The Administrator requested approval of revised position fill requests for 3 County Road Equipment Operator I, Position Numbers 610551018, 610551022, and 620551021.

Mr. Ingram made a motion to approve the request. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copies of Memorandum and Position Fill Requests, Agenda Pages 14-1 through 14-4, are attached to these Minutes.)

COMMENTS BY COMMISSIONERS AND ATTENDEES

AT&T Alabama Regional Director of External & Legislative Affairs Tyler Fondren expressed his appreciation for a continued partnership. Commissioner Ingram expressed his appreciation for the service they provide the County.

Sheriff D.T. Marshall stated that people don't understand what the Volunteer Firefighters do for the citizens. They are on call 24 hours a day without pay.

Commissioner Ingram wished everyone a happy belated Easter and stated that he hoped they had a good day. He thanked everyone for what they do. He told Parks and Recreation Superintendant James Williams that he is doing a great job. He thanked North Montgomery Volunteer Fire Department Chief Joe Brunson for all that he does.

Commissioner Williams thanked the Volunteer Fire Departments for what they do. He also thanked Vice Chairman Harris for inviting the Girl Scouts to the meeting to lead the Pledge of Allegiance. He added that he wants more organizations to get involved by attending County Commission Meetings, leading the Pledge of Allegiance or the invocation.

Commissioner Polizos told the audience good morning and added that he hoped they enjoyed their Easter. He told the Girl Scouts that he hoped the cookie sales were good this year. He stated that it was nice to see the department heads at the meeting.

Chairman Dean thanked the Girl Scouts for attending today's meeting and for leading the Pledge of Allegiance. He informed the audience that the Volunteer Fire Departments were underfunded when he first started with the Commission; he said that while they are funded pretty well now, they still need more. He noted that when the tornadoes hit Pintlala, the VFDs were the first responders and that they treat it as a regular job. He then urged the audience to find some way to give back. He thanked the EMA Director Brenda Mitchell for attending today's meeting. He informed the audience that he spoke to the Rotary Club about Montgomery County being number one in a lot of positive categories, including that Montgomery County had the best state audit. He noted that it couldn't have happened without County Administrator Mims, Deputy Administrator Mitchell and the attorneys. He stated that all the department heads should be proud. He closed by saying that it is not about the Commissioners but about what they do.

Vice Chairman Harris wished the audience a good morning and thanked Ms. Cochran and Ms. Stallworth for bringing the Girl Scouts to the commission meeting. He stated that when he was in school all ninth grade students took a class in Civics. However, that is not the case today and it is important to expose our youth to the workings of County government, because it gives them a better understanding of what it means to be a citizen. He thanked everyone for all that they do to help make County government work so well.

RECESS TO INFORMATION SESSION

Chairman Dean recessed the Formal Session to the Information Session.

INFORMATION SESSION

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

PRESENTATION BY REGIONAL DIRECTOR TYLER FONDREN WITH AT&T ALABAMA

Regional Director Tyler Fondren with AT&T Alabama briefed the Commission regarding a Public Benefit Agreement concerning the use of the County's public rights of way. AT&T Alabama is in the process of modifying its existing telecommunications network to provide an integrated Internet Protocol ("IP") enabled broadband platform of voice, data and video services ("IP Network"), the video component of which AT&T Alabama asserts is a switched, two-way, point-to-point and interactive service ("IP-enabled Video Service"). The IP Network upgrade will involve the use of the County's ROW. The Agreement states: "WHEREAS, as a telephone corporation, AT&T Alabama asserts that it has a statewide franchise under Alabama Code Section 23-1-85 (1975) and its predecessors and by operation of law to construct, operate and maintain its telecommunications facilities in the public rights of way ("ROW") throughout the state of Alabama without having to obtain a local franchise or pay franchise fees. This assertion by AT&T Alabama is supported by the opinion of the Alabama Attorney General Opinion 2008-021 issued to Representative Greg Canfield; and"

After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY MANAGING DIRECTOR PHILIP C. DOTTS WITH PUBLIC FINANCIAL MANAGEMENT, INC.

Managing Director Philip C. Dotts with Public Financial Management, Inc., briefed the Commission regarding a Proposal for Independent Financial Advisory and Investment Services. After discussion, the Commission agreed to place on the next agenda an authorization of issuance of a Request for Proposal for Independent Financial Advisory and Investment Services, which will allow the PFM Group and other firms to submit proposals to the County Commission for consideration.

PRESENTATION BY EXECUTIVE DIRECTOR JIM WILLIAMS AND RESEARCH COORDINATOR JOE ADAMS WITH PUBLIC AFFAIRS RESEARCH COUNCIL OF ALABAMA

Executive Director Jim Williams and Research Coordinator Joe Adams with Public Affairs Research Council of Alabama (PARCA) briefed the Commission regarding a Proposal for the SMART Budgeting Project for Montgomery County. After discussion, the Commission agreed to place an Agreement with the PARCA regarding this matter on the next agenda.

COMMENTS FROM ADMINISTRATOR MIMS AND DEPUTY ADMINISTRATOR MITCHELL

Administrator Mims presented a Resolution recognizing April 2013, as “Child Abuse Prevention Month” in Montgomery County. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Mitchell briefed the Commission regarding a Change Order to PH&J Architects, Inc., in the amount of \$700 concerning the renovations and alterations to the Montgomery County Courthouse Annex I – Family Courts for the Montgomery County Commission – PH&J #1209-GVA. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Mitchell briefed the Commission regarding a Proposal for Applied Technical Consulting Services from Hixson Consultants, Inc., concerning Exterior Weatherization at the Montgomery County Courthouse – Annex 1 –PH&J #0818-GVG. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Mitchell briefed the Commission regarding Deduct Change Order Number 1 to CannDauSon Construction, Inc., in the amount of \$29,498.97, concerning the Probate and Revenue Office East. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims briefed the Commission regarding a Bid Award for the Montgomery County Employee Luncheon, Bid Number 51988-13B-010. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims briefed the Commission regarding a Bid Award for Admission/Indigent Kits, Bid Number 52200-13B-008. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims briefed the Commission regarding a Retail Beer (Off Premises Only) and Retail Table Wine (Off Premises Only) License to Applicant Deborah E. Beck for Double B Country Store, LLC, located at 18354 U.S. Highway 31 South, Hope Hull, Alabama 36043. He noted that this request for an alcohol license will be advertised for presentation to the Commission on Monday, April 15, 2013. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented a memorandum from Sheriff Marshall and a Proposal from Imperial Systems, Inc., to install three cameras in the Legal Service Division. After discussion, the Commission agreed to place a Budget Change Request in the amount of \$2,578 on the next agenda.

Administrator Mims presented a memorandum from Juvenile Court Administrator Bruce R. Howell requesting the establishment of the classification of County Juvenile Court Clerk. After discussion, the Commission agreed to place this item on the next Thursday Memo as a Personnel Action item.

Administrator Mims noted that the following information regarding Lagos del Sol Subdivision was in the Commissioners' briefing packet:

- Copy of Proposal from Central Alabama Regional Planning and Development Commission regarding the Revitalization of Lagos del Sol Subdivision
-
- Copy of letter from Governor Robert Bentley's Office concerning a letter he received from Ms. Edna Hood of the Lagos del Sol Subdivision
- Copy of email from George Speake regarding work by the Engineering Department at Lagos del Sol Subdivision since the neighborhood visit on September 5, 2012
- Copy of Cost Estimate to Replace Storm Draining System in the Lagos del Sol Subdivision and other documents
- Copy of Certified Minutes from the October 15, 1973, Regular Adjourned Meeting of the Montgomery County Commission regarding approval of County Maintenance of the Street in the Lagos del Sol subdivision. Please note that the authorization states "Mr. Sellers made the motion that the County accept for maintenance the streets as shown in Lagos Del Sol when such streets have been approved by the County Engineer in accordance with the resolution adopted by the County Commission on July 17, 1972, but with the positive understanding that the County accept no responsibility for flood drainage along said streets or any off-street damage resulting from water or flood drainage along said streets"

The Commission agreed to discuss these items further at their next meeting.

Administrator Mims presented information pertaining to A-KEEP, Inc. (Alabama-Korea Educational Exchange Program). He noted that during the March 18, 2013, Commission meeting, President Meesoon Han updated the Commission regarding A-KEEP and requested funding in the amount of \$10,000. Administrator Mims informed the Commission that last year Commissioners Wilson and Polizos appropriated \$500 from each of their accounts and the Commission approved a Budget Change in the amount of \$2,500 for a total of \$3,500.

Administrator Mims presented a letter from the Alabama Historical Commission regarding the addition of Old Elam Baptist Church Cemetery, 2526 Congressman Dickinson Drive, Montgomery, Alabama, to the Alabama Historic Cemetery Register.

Administrator Mims presented the Audited Financial Statements from the Montgomery City/County Public Library as of September 30, 2012.

Administrator Mims noted that the following information was in the Commissioners' packets for them to review:

- A letter from Alabama Retired State Employees' Association (ARSEA) regarding an ARSEA meeting for Montgomery County to be held April 12, 2013.
- A Schedule of Upcoming Bids/Contract Renewals.

Previous Requests for Funding (No Attachments)

- Request from Montgomery Public Schools Career Tech Department requesting Funding for and inviting the Commission to the Tenth Annual Career Tech Extravaganza
- Request from MacMillan International Academy Principal Angela K. James requesting Appropriation for the Principal's Discretionary Fund.
- Request from Principal Michael Gibbs with Sidney Lanier High School requesting Funding for the Football Program (They have a goal of \$9,000 but no particular amount was requested from the Commission)
- Request from Principal Natasha Starr with Brewbaker Intermediate School requesting Attendance and Funding in the amount of \$500 to Purchase of Food and Other items for the Fourth Annual 100 Men for Education Day to be held April 11, 2013
- Request from Montgomery Southern League Assistant Commissioner Calvin Nelson requesting Funding in the amount of \$2,500 for the Montgomery Southern League Dixie Youth Baseball and Softball Programs
- Request from Project Chairman Ed Grimes with Helicity of Montgomery, Inc requesting Funding for the Lagoon Park Trail Project (During the February 4, 2013 County Commission meeting, Founder Johnny Veres with Helicity Montgomery briefed the Commission regarding a proposed walking trail at Lagoon Park and requested funding for this project. Commissioner Polizos has appropriated \$5,000 from his account for this project)
- Request from Mr. Keith Johnson with the Council on Substance Abuse regarding funding for the Community Recovery Support Track (CREST) program. Commissioner Polizos has appropriated \$500 from his account for this program. (Presented during the February 4, 2013 County Commission meeting)

- Request from National Multiple Sclerosis (MS) Society Alabama-Mississippi Chapter Vice President Andrew Bell regarding funding for the MS Society in the amount of \$5,000 for two programs. (Presented during the February 4, 2013, County Commission meeting)

COMMENTS FROM MANAGER OF PUBLIC AFFAIRS DIDI HENRY

Manager of Public Affairs DiDi Henry reviewed the calendar of events, noting the Eggs and Issues Breakfast with Senator Sessions on Thursday, April 4th and the County Employee Appreciation Luncheon on Thursday, April 18th.

ADJOURNMENT

Commissioner Polizos made a motion to adjourn the meeting of the Montgomery County Commission on April 1, 2013, at 11:06 a.m. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission.

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-22-13

Check Number	To	Check Number
233902		233978
Total Checks Paid		\$219,717.66

CHECK #	PAYEE	AMOUNT	DATE
233901	Montgomery County BOE	\$ 500.00	03/14/13

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 03-22-13

Check Number	To	Check Number
233979		234092
Total Checks Paid		\$1,216,634.58

**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

04/01/13 Meeting

Agenda

APR - 1 2013

CHECKS ARE DATED
03/22/13

Payroll Check Number	115642	To	Payroll Check Number	115750	\$ 81,509.47
Direct Deposits					\$ 759,675.61
Payroll Check Number	115751	To	Payroll Check Number	115775	\$ 245,924.88
Direct Deposits					\$ 319,918.02
Federal Deposits					\$ 311,119.71
Total Payroll Paid					\$ 1,718,147.69

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

**Addendum to March 12, 2012 Memorandum of Understanding (MOU) between the City of
Montgomery, Alabama and Montgomery County Commission, Alabama**

Joint Management Agreement for Information Technology, Telecommunications and Radio Functions

The Memorandum of Understanding requires an affirmative approval by both parties to extend or modify the original MOU.

The following paragraphs are amendments to the original MOU:

- (1) The **CITO shall coordinate his/her activities** through the Chief of Staff/Deputy Mayor with the City of Montgomery and the County Administrator with the Montgomery County Commission.
- (2) Every six (6) months, there will be a **joint meeting** with the Mayor, County Commission, Deputy Mayor, County Administrator and Deputy Administrator to **review the prioritization** of the City and County goals/projects.
- (3) As goals/projects are implemented, the Mayor and the County Commission **shall approve an implementation plan** regarding the sharing of City and County equipment, software and services of City and County employees.
- (4) This addendum hereby **extends the term of the agreement for an additional three years** terminating on March 12, 2016.

The addendum expressed above is hereby approved through witnessed signatures provided below.

Todd Strange, Mayor
City of Montgomery

Elton N. Dean, Sr., Chairman
Montgomery County Commission

Witness

Witness

Date

Date

Memorandum of Understanding (MOU)

Between

City of Montgomery, Alabama

And

Montgomery County Commission, Alabama

Purpose: In an effort to achieve greater operational and capital efficiencies and effectiveness, the City of Montgomery (City) and Montgomery County Commission (County) shall enter into this agreement to establish a joint management structure for the City of Montgomery and Montgomery County's information technology, telecommunications, and radio functions.

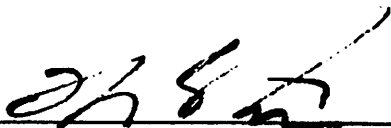
Term: The term of this MOU shall be one year beginning at the date of MOU execution by authorized representatives from both entities. Prior to the one year expiration of the MOU, the Commission and the City shall consider extending the contract for three (3) additional years with the provision that the contract can be terminated by either party with a six (6) month cancellation provision. Further authorization of this MOU beyond those terms shall require affirmative action by both entities in the form of an addendum to this agreement. The Commission and the City will start the evaluation process of the joint management structure nine (9) months after execution of the MOU.

Joint Management Services: The Montgomery County Commission shall create a position titled Chief Information and Technology Officer (CITO) in collaboration and with the approval of the City/County Personnel Department. The job description of the position shall be presented for approval by the City/County Personnel Board no later than 15 days after execution of this MOU. The County shall recruit and select in concurrence with the City said position no later than sixty (60) days after the job description has been approved by the City/County Personnel Board. Upon employment of the Chief Information and Technology Officer by the County, the City of Montgomery shall utilize said employee to manage its IT, Telecommunications, and Radio functions throughout the term of this agreement. The City of Montgomery shall pay to the County 70% of the salary and benefits of the Chief Information and Technology Officer (CITO) prorated to a daily rate based on 365 days divided into the annual salary and benefits of the CITO for use of these management services through the term of this agreement. The City shall pay the County once every three (3) months within thirty (30) days after receipt of an invoice from the County. The payment to the County shall increase as the salary and benefits increase for the CITO. The CITO shall be supervised by the Montgomery County Commission. The CITO shall be responsible to manage and supervise both City and County staff that operate within the aforementioned functions. The CITO shall also coordinate his/her activities through the Chief of Staff/Deputy Mayor with the City of Montgomery.

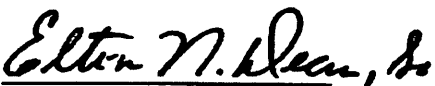
Joint Capital Purchases: The CITO shall endeavor to identify opportunities to share capital resources in the operation of the City and County's information and technology functions. As these

opportunities are defined and implemented, the CITO shall seek mutual agreement of the City and County to share these resources and the cost thereof. The City and County jointly shall determine the best vehicle to implement the mutually agreed capital joint ventures. This may include use of the Montgomery Metro Communication Cooperative District.

The above agreement and terms are hereby approved through the witnessed signatures below.



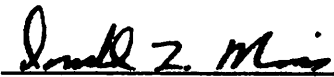
Todd Strange, Mayor
City of Montgomery, Alabama



Elton N. Dean, Sr., Chairman
Montgomery County Commission



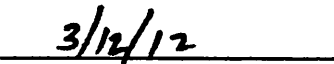
Witness



Witness



Date



Date

ALABAMA ASSOCIATION OF 9-1-1 DISTRICTS

Agenda

APR - 1 2013

**Membership Application
& Renewal Form for 2012-2013**

(Please Print)

9-1-1 District: Montgomery County

Mailing Address: 100 S Lawrence St
Montgomery, AL
36104

Telephone: 334 832 7711

Fax: 334 832 7125

E-Mail: janebrown@mc-ala.org

District Director/Administrator: Member

Voting Member: (If different from Director/Administrator)

**Membership fee: \$100 per district/organization
(Membership year is October – September)**

Mail completed form and payment (made payable to AAND) to:

AAND
P.O. Box 5040
Montgomery, AL 36103

PAYROLL & BENEFITS ASSISTANT

CI0525

CO0005

2/15/13

FLSA status: Non-exempt

Pay Grade: A04

NATURE OF WORK: The fundamental reason that this position exists is to provide clerical and technical payroll and employee benefit support. The essential functions of this classification include: processing payroll for benefit recipients, performing technical employee benefit work, providing benefit information, and performing general clerical duties. Individuals in this classification typically work with payroll as well as one or more types of employee benefits such as retirement benefits, workers' compensation benefits, health benefits, employee health options, flexible spending account benefits, life insurance, and other voluntary benefits and have access to highly confidential information. Payroll and Benefits Assistants are supervised by various classifications, dependant upon the incumbents' assigned locations.

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time. The ADA was intended to be applied on a case-by-case basis with the understanding that one position may differ from another similar position. The performance of non-essential functions is not optional for employees not covered under the ADA.

ESSENTIAL FUNCTION: Processes payroll for benefit recipients using computer, calculator, and recipient records following departmental policy and procedure and relevant state and federal laws in order to ensure that recipients receive their benefits.

Collects and organizes information, forms and paperwork related to payroll and checks information for completeness and accuracy.

Places qualified recipients on the payroll and removes recipients from payroll as appropriate.

Reviews I-9 received from departments to ensure accuracy and completeness.

Assists in entering employees' I-9 information into the E-verify system for employment verification purposes.

Assists in maintaining files containing all employees' original I-9s and E-verify case numbers.

Reviews and processes paperwork to include Form 10s for merit or cost of living increases, checks information for accuracy and completeness using manpower allocations, position authorization dates, etc. and enters changes to records and files.

Calculates and enters time records into the computer.

Initiates and enters changes to member/employee information involving withholding, addresses, beneficiaries, etc. using the computer.

Reviews payroll data for accuracy and completeness.

Reviews deductions such as taxes and other withholdings from employee pay for compliance with regulations.

Identifies discrepancies such as math errors and missing or inaccurate information.
Discusses discrepancies in paychecks with department heads or employees, determines if adjustments are needed and arranges for adjustments as appropriate.
Takes appropriate action to resolve problems or rectify errors.
Makes adjustments to months' balance, insurance and other deductions, etc. to ensure that payroll accounts balance.
Prepares computer tapes for banks or providers to ensure proper posting of automatic deposits or deferrals.
Processes pay checks for distribution.
Controls the disposition of replacement checks because of lost or forged checks and verifies their replacement.
Electronically files federal taxes based on contributions.
Balances all changes made to payrolls, including cost of living adjustments, health insurance deductions, Federal tax deductions, as well as, adding new recipients.
Computes estimates for salaries and benefits for proposed positions as requested by department heads and advises on matters related to hiring dates.
Determines payout amount for leave for employees terminating employment.

ESSENTIAL FUNCTION: Performs technical employee benefit work using computers, benefit forms, calculators, and telephone following departmental policy and procedure and relevant federal and state benefit laws in order to ensure that recipients receive benefits in a timely manner and to comply with relevant federal and state benefit laws.

Classifies, codes, and posts information to benefit forms, log books, etc.
Checks, examines, and corrects benefit forms in order to ensure rules were followed before documents submission and processing.
Enters benefit information into computer databases and/or spreadsheets.
Processes applications and /or requests for benefits.
Calculates, checks, and/or records numerical information such as taxes, leave, time worked, contributions and benefit amount using basic arithmetic and/or a calculator.
Analyzes and resolves any discrepancies that might occur in the computation and verification of benefits.
Determines eligibility for benefits.
Researches technical questions and issues by reviewing files, statistical data, etc. by talking to experts and reading various materials.
Prepares reports regarding benefit information.
Analyzes and reconciles benefit reports.
Maintains records and document files on employee benefits.
Maintains logs, spreadsheets, etc. in order to track employee benefits.
Reads procedures, rules, regulations, and policies in order to maintain and increase knowledge of benefits.
Monitors coverage for insurance programs regarding eligibility or options to include dependents or employees on leave without pay, notifies employees of options for continuing coverage and makes adjustments to records and files as needed.

Updates computer records and files related to changes in employee benefit programs or payroll to include address or marital status changes, changes to dependents, etc. and makes recommendations for changes to forms or record keeping methods or procedures.

Prepares correspondence regarding employee benefits in order to maintain accurate files or to relay information.

Discusses recipient status with individuals such as insurance providers, physicians and medical facilities, pharmacy, etc. in order to verify and authorize recipient participation and gather and provide information.

Reviews invoices or billings from vendors, calculates fees for the month and prepares special payment authorization for payments and field purchase orders.

Pays bills to individuals such as doctors, pharmacies, ambulance services, supply stores and vendors.

Performs drug testing duties to include processing samples and results.

ESSENTIAL FUNCTION: Provides information regarding benefits to employees, recipients, department heads, etc. using the computer, calculator, telephone, fax, and copier in order to ensure that appropriate individuals and groups receive accurate and needed information.

Provides training or orientation information to new employees.

Responds to inquiries in person, via the telephone and in writing concerning all aspects of benefits in accurate and understandable terms.

Calculates estimates of benefits based on information provided by the recipient so that recipients can make decisions.

Counsels recipients on available benefits and benefit options.

Provides clarification concerning employment health options to include prescription drug coverage and coordination of multiple benefits plans.

Discusses the ramifications of decisions on recipients' benefits with employees and/or retirees.

Treats all recipients as "customers" deserving the best service and consideration.

Issues health insurance cards and claim forms or arranges for replacements

ESSENTIAL FUNCTION: Performs general clerical duties using computer, calculator, copier, telephone, various forms, documents, and reference sources following departmental policies and procedures in order to provide support functions to assigned departments.

Accurately classifies, sorts and files documents in proper section of files.

Maintains personnel file copy of commercial driver's license for employees required to have CDL to perform job duties.

Prepares documents such as correspondence, reports, and agendas.

Processes incoming and outgoing mail and packages.

Copies documents using a photocopier.

Faxes documents using a fax machine.

Prepares and responds to e-mails.

Answers and routes calls and takes messages.

Follows written and oral instructions in order to accomplish assignments.

Assists with training clerical staff by explaining or demonstrating office procedures or record-keeping methods and procedures to include the use of computer or manual files and records and methods for administering or processing benefits or payroll.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the principles, methods and techniques of administering employee benefits and programs to include automated procedures and methods as needed to ensure compliance with benefit laws and procedures.

Knowledge of employee benefits to include retirement, health, and worker's compensation benefit plans or programs and processing as needed to advise employees concerning their benefits, resolve problems, complete reports and forms or assist others in completing forms, and to relay information to supervisors, employees, and vendors.

Knowledge of local, state or federal laws, codes, regulations or legislative acts pertaining to employee benefit or payroll programs and application of laws to all county employees to include appointed and elected officials and retirees.

Knowledge of monthly, quarterly and annual reporting requirements for employee benefit programs to include quarterly reports for unemployment and annual reports for social security or Equal Employment Opportunity Commission.

Knowledge of I-9s and the E-verify system as needed to properly enter information, determine employment eligibility, and maintain accurate and legally defensible records.

Knowledge of basic payroll accounting to include payroll calculating and reporting including various federal and state withholding taxes, employer payroll taxes, typical insurance and other arrangements affecting the preparation of payroll registers, and employees' earnings records as needed to ensure that recipients receive accurate benefits.

Knowledge of bookkeeping practices including financial statement preparation, debits and credits, and liabilities as needed to maintain benefit balances and/or pay bills.

Knowledge of confidentiality requirements regarding benefit information as needed to comply with confidentiality laws and maintain the confidentiality of recipients' information.

Knowledge of computers to include keyboard layout, how to access and bring up computers, how to clear and move between screens, and how to use function keys as needed to enter, maintain, and access recipient information.

Knowledge of spreadsheet software as needed to develop worksheets to track financial and accounting information.

Knowledge of computer terminal applications as applied to personnel/payroll, finance and benefits administration as needed to administer and coordinate benefit information.

Ability to explain or counsel employees regarding benefit options or payroll issues.

Ability to prepare employee benefit reports or communications.

Ability to interpret and apply local, state or federal laws, regulations and policies and procedures consistently and accurately to various situations regarding employee benefits.

Ability to recall information related to laws, regulations or exceptions to employee benefit programs or payroll.

Ability to administer employee benefit plans for employees of various departments and occupational classes.

Ability to trace and identify transactions in financial records as needed to find errors or discrepancies.

Ability to analyze and solve problems and reach sound conclusions as needed to find

inconsistencies in financial data.

Ability to determine how to make corrections when administering employee benefits or preparing payroll.

Ability to enforce rules, regulations, policies or procedures related to employee benefits or payroll by ensuring proper procedures are followed or carried out by departments or staff

Ability to complete tasks and maintain attention and work pace despite frequent interruptions from walk-ins or phone calls or reading a computer screen for information as needed to respond to inquiries.

Ability to take initiative in assigned tasks to include making independent judgment as needed to complete tasks in a timely manner.

Ability to maintain records as needed to quickly locate information and to ensure proper documentation.

Ability to read and comprehend reports, regulations, computer printouts and manuals related to employee benefit programs as needed to relay information to employees, department heads, vendors or to interpret, utilize or analyze data or monitor programs.

Ability to communicate one-on-one to include relating to people of different backgrounds and listening as needed to counsel employees regarding benefits and explain benefit laws and policies.

Ability to communicate ideas in writing to include organizing thoughts in a logical manner, clarity, conciseness, adapting style to the writer, and using proper spelling, punctuation, and grammar as needed to compose narrative summaries, reports, and correspondence.

Ability to perform basic mathematical computation such as addition, subtraction, multiplication and division using a calculator as needed to analyze data, check data for accuracy and compute payments for vendors or providers and to compute and verify benefit payments, adjustments, etc.

Ability to type using a personal computer or computer terminal as needed to prepare correspondence, memos and forms, and to process or maintain records regarding benefits.

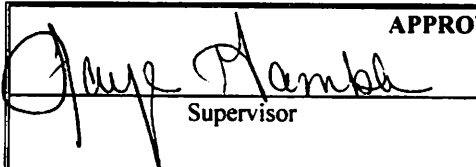
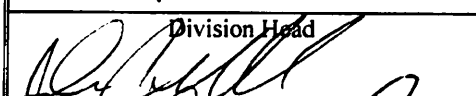
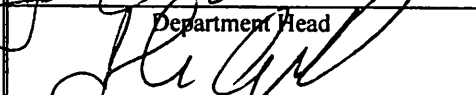
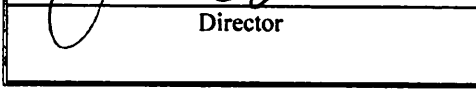
Ability to operate a variety of office equipment such as computer terminal, telephone, fax machine, calculator, computer printer, and photocopier.

Ability to establish and maintain effective working relationships with individuals such as co-workers, supervisors, City employees, department heads, and the general public as needed to accomplish assignments and tasks.

Ability to demonstrate appropriate patience and tact when dealing with confused and/or defensive individuals as needed to provide information or directions to individuals.

MINIMUM QUALIFICATIONS: High School Diploma or G.E.D. and two years of payroll and/or clerical benefits experience working with retirements, health insurance, workers' compensation, or similar benefits; or an equivalent combination of education and experience.

(Risk Management Department)

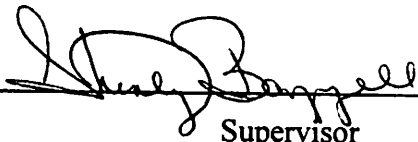
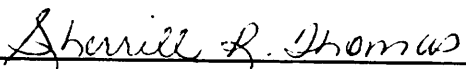
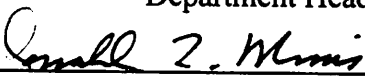
APPROVALS:	
 Supervisor	<u>2/21/13</u> Date
 Division Head	<u>2/21/13</u> Date
 Department Head	<u>2/21/13</u> Date
 Director	<u>2/21/13</u> Date

(Retirement Systems Department)

APPROVALS:	
Supervisor	Date
Division Head	Date
Department Head	Date
Director	Date

Handwritten signatures and date:
The "Division Head" and "Department Head" lines are crossed out with a large diagonal line. The "Supervisor" line has a signature. The "Date" column for the "Supervisor" row has the date 3/6/13 written in it.

(County Finance Department)

APPROVALS:	
 Supervisor	<u>3/5/2013</u> Date
Division Head	Date
 Sherrill R. Thomas	<u>3/5/13</u>
Department Head	Date
 Gerald Z. Morris	<u>3/12/13</u>
Appointing Authority	Date

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES	
1. _____	dept request
2. _____	admin review
3. _____	pers dept
4. _____	cert to admin
5. _____	dept selection
6. _____	final review

DEPARTMENT: M. C. Sheriff's Office - Detention Facility

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

1. Position Title Corrections Officer Sergeant

Position Number _____

Proposed Effective Date January 7, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade PC3 - \$37,035 - \$52,721

Pay step to be based upon City and County of Montgomery Personnel

Board Rules and Regulations, Rule VI, Section 10 (A-promotion)

D T Marshall

Date January 2, 2013

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 _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES	
1. _____	dept request
2. _____	admin review
3. _____	pers dept
4. _____	cert to admin
5. _____	dept selection
6. _____	final review

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number 123

Proposed Effective Date March 18, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

() Promotional Register () Transfer

(☒) Open Competitive Register () Reemployment

Pay Grade Deputy Sheriff Trainee - \$35,066 PS1-04

Deputy Sheriff - Pay Grade PS1

D T Marshall Date March 12, 2013

Department Head DT

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 _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES	
1. _____	dept request
2. _____	admin review
3. _____	pers dept
4. _____	cert to admin
5. _____	dept selection
6. _____	final review

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

1. Position Title Clerk Typist II

Position Number 092

Proposed Effective Date March 18, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade A03 - \$24,414 - \$34,753

D T Marshall Date March 12, 2013
Department Head RA

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 _____

POSITION FILL REQUEST

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Building Maintenance Supt.

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: Groundskeeper (to replace Randy Willis)

POSITION NUMBER: 900735066

PROPOSED EFFECTIVE DATE: 4/1/2013

TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

- () PROMOTIONAL REGISTER (X) TRANSFER
Pay step to be based upon City and County of Montgomery
Personnel Rules and Regulations, Rule VI, Section 10(C) Transfers
(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: PC1 (\$23,493/\$903.59/\$11.2949)



Department Head

3/13/2013
Date

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

ORIGINAL

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

Agenda

APR - 1 2013

Date: March 28, 2013
To: Donald L. Mims, Administrator
From: Barbara M. Montoya, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Columbus, OH
Departure Date: July 21, 2013 Return Date: July 24, 2013

Conference Leave (Days / Hours): 4 Days

Purpose of Travel: to attend the 2013 International Personnel Assessment Council
Annual Conference

Traveler (s) Name: 1. Mark Willis 4. Kaila Matney
2. Robbie Estes 5.
3. Cami Hacker 6.

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

Total (est.) Cost: \$6,330.00 Advance Registration Required: \$1,250.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration- 1250.00; Airfare- 2020.00; Food- 1200.00; Hotel- 1680.00;
Taxi- 60.00; Airport Parking- 40.00; Tips- 80.00

To: Barbara M. Montoya, Director
From: Donald L. Mims, Administrator

The above request is app. 04/01/13 reimbursement of actual and necessary expenses in the
approximate amount of \$6,330.00 and advance registration of \$1,250.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$3,501.45</u>	
Budget Available:	<u>\$11,498.55</u>	
Current Requests:	<u>\$6,330.00</u>	
Budget Balance:	<u>\$5,168.55</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/28/2013

cc: Finance Director / Buyer

8-1

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 22

Agenda

APR - 1 2013

Date: March 25, 2013
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL

Departure Date: April 24, 2013 Return Date: April 24, 2013

Conference Leave (Days / Hours): 3 hours

Purpose of Travel: to attend Leadership Montgomery Inaugural Unity Award Breakfast
at the Embassy Suites Hotel & Conference Center

Traveler (s) Name: 1. Donald L. Mims 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$25.00 Advance Registration Required: \$25.00

Department Name: Administration Fund Name: General

Additional Comments: Registration - \$25.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 04/01/13 reimbursement of actual and necessary expenses in the
approximate amount of \$25.00 and advance registration of \$25.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$14,534.07</u>	
Budget Available:	<u>\$7,965.93</u>	
Current Requests:	<u>\$25.00</u>	
Budget Balance:	<u>\$7,940.93</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/25/2013

cc: Finance Director / Buyer

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Revised October 12, 2006

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 14

Agenda

APR - 1 2013

Date: March 18, 2013
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL

Departure Date: July 14, 2013 Return Date: July 17, 2013

Conference Leave (Days / Hours): 3 days

Purpose of Travel: Sheriff's Summer Conference

Traveler (s) Name: 1. Sheriff D. T. Marshall 4. _____
2. Chief Deputy D. Cunningham 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,000.00 Advance Registration Required: \$600.00

Department Name: Sheriff's Office Fund Name: 001-52110-265

Additional Comments: _____

To: Sheriff D. T. Marshall

From: Donald L. Mims, Administrator

The above request is app. 04/01/13 reimbursement of actual and necessary expenses in the
approximate amount of \$2,000.00 and advance registration of \$600.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52110.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$25,000.00</u>
Approved Requests:	<u>\$8,382.31</u>
Budget Available:	<u>\$16,617.69</u>
Current Requests:	<u>\$2,000.00</u>
Budget Balance:	<u>\$14,617.69</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/18/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 15

Agenda

APR - 1 2013

Date: March 20, 2013
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Meridian, MS
Departure Date: June 16, 2013 Return Date: June 21, 2013
Conference Leave (Days / Hours): 6 days
Purpose of Travel: Basic Undercover School - RCTA

Traveler (s) Name: 1. Corporal Kenny Gordon 4. _____
2. Deputy Sheena Tarver 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$915.00 Advance Registration Required: \$0.00

Department Name: Sheriff's Office Fund Name: 001-52110-265

Additional Comments: _____

To: Sheriff D. T. Marshall
From: Donald L. Mims, Administrator

The above request is app. 04/01/13 reimbursement of actual and necessary expenses in the
approximate amount of \$915.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$8,218.09</u>	
Budget Available:	<u>\$16,781.91</u>	
Current Requests:	<u>\$2,915.00</u>	
Budget Balance:	<u>\$13,866.91</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/21/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 16

Agenda

APR - 1 2013

Date: March 21, 2013
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL
Departure Date: April 2, 2013 Return Date: April 3, 2013
Conference Leave (Days / Hours): 2 days
Purpose of Travel: Mid-Level Management

Traveler (s) Name: 1. Sergeant Jeff Hall 4. _____
2. Sergeant Rick Thompson 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: Sheriff's Office Fund Name: 001-52110-265

Additional Comments: No expenses involved in this trip.

To: Sheriff D. T. Marshall
From: Donald L. Mims, Administrator

The above request is app. 04/01/13 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>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$8,218.09</u>	
Budget Available:	<u>\$16,781.91</u>	
Current Requests:	<u>\$2,915.00</u>	
Budget Balance:	<u>\$13,866.91</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/21/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

Agenda

APR - 1 2013

Date: March 20, 2013
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Stapleton, AL
Departure Date: June 3, 2013 Return Date: June 7, 2013
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: National Institute of Corrections - Jail Administration Training

Traveler (s) Name: 1. Wanda Robinson 4. _____
2. Barbara Palmer 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,100.00 Advance Registration Required: _____

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____
There is no charge for registration - costs are for lodging, meals and travel.

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

The above request is app. 04/01/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,100.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$2,084.69</u>	
Budget Available:	<u>\$12,915.31</u>	
Current Requests:	<u>\$1,100.00</u>	
Budget Balance:	<u>\$11,815.31</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/21/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 27

Agenda

APR - 1 2013

Date: March 25, 2013
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: April 12, 2013 Return Date: April 12, 2013
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Speaker for Collections Training Seminar

Traveler (s) Name: 1. Frank Vickery 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$20.00 Advance Registration Required: \$0.00

Department Name: District Attorney Fund Name: 760-51260-265

Additional Comments: _____

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 04/01/13 reimbursement of actual and necessary expenses in the
approximate amount of \$20.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>760-51260.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$45,000.00</u>	
Approved Requests:	<u>\$8,766.50</u>	
Budget Available:	<u>\$36,233.50</u>	
Current Requests:	<u>\$20.00</u>	
Budget Balance:	<u>\$36,213.50</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/25/2013

cc: Finance Director / Buyer

8-7

Pike Road Volunteer
Fire Protection Authority

Members:

Term Expires:

Jack Jackson
53 Avenue of the Waters
P.O. Box 640307
Pike Road, AL 36064
Home: 239-7716 Cell: 300-1690
Fax: 239-7718
Ljack9@knology.net

3/1/2017



Ty L. Glassford
1012 Merrywood Drive
Pike Road, AL 36064
Home: 277-6334 Work: 271-4000

3/1/2013

Jane James
1864 Flowers Road
Mathews, AL 36052-3003
Home: 272-1734

3/1/2015

Cc: Attorney Philip H. Butler (261-4211)
Bradley Arant Firm
Montgomery, AL

Attorney Ted Jackson (206-3100)
Rushton, Stakely Firm
Montgomery, AL

Pike Road Volunteer Fire Protection Authority
P.O. Box 640099
Pike Road, AL 36064

Term: 6 years

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 15

DEPARTMENT: County Comm Appropriati REVIEWED: S. Thomas 4/10/2013
DATE: 4/10/2013 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
Montgomery Area Chamber of Commerce	001-59320.483	373,500	5,000	378,500
Fund Balance	001.35900		-5,000	0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		373,500	0	378,500

JUSTIFICATION:

To provide funding to the Chamber of Commerce for Economic Development.

ENERGY SERVICES CONTRACT AMENDMENT

This is an Amendment to the Energy Services Contract by and between Schneider Electric Buildings Americas, Inc. ("ESCO") and Montgomery County Commission ("Customer") for upgrades to the Montgomery County Youth Facility, whereby ESCO agrees to provide and perform the energy conservation measures set forth in the attached schedules which are listed below and incorporated herein as if fully copied and set forth at length, subject to the terms and conditions set forth in the original contract document by and between ESCO and Customer, dated December 19, 2011:

Schedule A, Scope of Work

In addition, the attached schedules which are listed below and incorporated herein shall supersede the corresponding schedules in the original contract document by and between ESCO and Customer in order to provide Customer with one cumulative performance assurance support services agreement, performance guarantee, and methodology and baseline for the entire Energy Services Contract:

Schedule B, Performance Assurance Support Services Agreement

Schedule C, Performance Guarantee

Schedule D, Methodology and Baseline

The following schedules which are listed below shall remain in place from the original Energy Services Contract by and between ESCO and Customer:

Schedule E, Payment Schedule

Schedule F, Project Specific Customer Responsibilities

Schedule G, ARRA Requirements

ESCO projects it will achieve Substantial Completion of the entire Work under this Amendment within 578 days from date of commencement or in concert with the Substantial Completion of the other renovations being completed at the Youth Facility outside of this Contract, whichever is later, subject to adjustments of this Contract Time as provided in the Contract Documents.

The total of all Implementation Contract payments for this amendment shall be **\$4,089,753**. These payments shall be made as scheduled in Schedule E: Payment Schedule. Payment shall be made within thirty (30) days after receipt of invoice. It is agreed that Customer will not pay any late fees or penalties. ESCO reserves the right to terminate this Contract due to non-payment upon thirty (30) days prior written notice.

Customer shall pay additional annual payments for the PASS Agreement of the amounts listed below:

Year One through Three	Included in contract price
Year Four	\$6,594
Year Five	Year Five price modified by the change in CPI since the beginning of the year four agreement
Year Six and beyond	Prior year modified by the last twelve (12) months change in CPI

**Montgomery County
Commission**

**Schneider Electric Buildings
Americas, Inc.**

By _____
(Signature)

Print Name _____

Title _____

Date _____

By _____
(Signature)

Print Name _____

Title _____

Date _____

SCHEDULE A: SCOPE OF WORK

1. BUILDING AUTOMATION SYSTEM

The Building Automation System (BAS) is to be installed at the facilities listed below. The BAS will be controllable from a central workstation located on the customer's WAN/LAN (See Schedule F of Contract) and will provide continuous access to the system with a user-friendly graphical Windows interface. A web enabled interface will also be included to provide web access to the system for up to 5 simultaneous users. Control zones will be programmed for temperature setup and temperature setback (as stated in Section II-H of contract). Permanent scheduling, holiday scheduling, and temporary scheduling capabilities for each control zone will be provided.

ESCO will provide site-specific on-site training for BAS operation. This includes, but is not limited to, system architecture, controller and override panel operation, control drawings, device replacement, product overview and demonstration, logging on and off, system passwords, screen layout, software toolbars and menus, graphic page navigation and use, scheduling (regular, temporary, and special), and basic troubleshooting.

The facilities included are:

• Youth Facility • Portables A-E • Durrough Annex • Wait Trailer	
--	--

YOUTH FACILITY

A new Building Automation System will be installed to provide for control and monitoring of new equipment being installed as part of the mechanical scope of work. Communication to the central workstation will be provided through Customer's wide area network. Control parameters are as follows:

Chiller Water Plant

<i>Control Points</i>	<i>Monitoring Points</i>
▪ Chiller Enable ▪ Chiller Setpoint ▪ Chilled Water Pump Command ▪ Chilled Water Pump Speed ▪ Chilled Water Bypass Valve Position	▪ Chilled Water Supply Temperature ▪ Chilled Water Return Temperature ▪ Chiller Load ▪ Chiller Run Status ▪ Chiller Alarm ▪ Chiller Evaporator Pressure Differential ▪ Chilled Water System Diff Pressure 1 ▪ Chilled Water System Diff Pressure 2 ▪ Chilled Water Pump VFD Speed Feedback ▪ Chilled Water Pump VFD Fault

Condenser Water Plant

<i>Control Points</i>	<i>Monitoring Points</i>
▪ Condenser Water Pump Command ▪ Tower Fan Command ▪ Tower Fan Speed ▪ Tower Bypass Valve Position	▪ Condenser Water Pump Status ▪ Condenser Water Supply Temperature ▪ Condenser Water Return Temperature ▪ Tower Fan VFD Speed Feedback ▪ Tower Fan VFD Fault

Hot Water Plant

<i>Control Points</i>	<i>Monitoring Points</i>
▪ Boiler System Enable ▪ Boiler HW Bypass Valve Position ▪ Hot Water Supply Temperature Setpoint ▪ Hot Water Pump Command ▪ Hot Water Pump Speed	▪ Boiler 1 Supply Temperature ▪ Boiler 1 Return Temperature ▪ Boiler 2 Supply Temperature ▪ Boiler 2 Return Temperature ▪ Common HW Supply Temperature ▪ Common HW Return Temperature ▪ HW System Differential Pressure ▪ HW Pump VFD Fault ▪ HW Pump VFD Speed Feedback

AHU-1

<i>Control Points</i>	<i>Monitoring Points</i>
▪ Supply Fan Command ▪ Supply Fan Speed ▪ Return Fan Command ▪ Return Fan Speed ▪ Hot Water Valve Position ▪ Chilled Water Valve Position ▪ OSA / Return Damper Position	▪ Supply Temperature ▪ Return Temperature ▪ Mixed Air Temperature ▪ Return Humidity ▪ Space Humidity ▪ Supply Air Static Pressure ▪ Supply Fan VFD Feedback ▪ Supply Fan VFD Fault ▪ Return Fan VFD Feedback ▪ Return Fan VFD Fault

AHU-1 VAV's (Typical of 14 dampers controlled as 9 zones)

<i>Control Points</i>	<i>Monitoring Points</i>
▪ Damper Position	▪ Space Temperature ▪ Space Temperature Setpoint Adj. ▪ Space Override

AHU-2, 3, 4, 5 (Typical of each)

<i>Control Points</i>	<i>Monitoring Points</i>
▪ Supply Fan Command ▪ Gas Heating Command ▪ Chilled Water Valve Position ▪ OSA / Return Damper Position	▪ Supply Temperature ▪ Return Temperature ▪ Mixed Air Temperature ▪ Return Humidity ▪ Space Humidity ▪ Supply Fan Status ▪ Space Temperature ▪ Space Temperature Setpoint Adj. ▪ Space Override

AHU-6, 7, 8 (Typical of each)

<i>Control Points</i>	<i>Monitoring Points</i>
▪ Supply Fan Command ▪ Hot Water Valve Position ▪ Chilled Water Valve Position ▪ OSA / Return Damper Position	▪ Supply Temperature ▪ Return Temperature ▪ Mixed Air Temperature ▪ Return Humidity ▪ Space Humidity ▪ Supply Fan Status ▪ Space Temperature ▪ Space Temperature Setpoint Adj. ▪ Space Override

AHU-10, 12 (Typical of each)

<i>Control Points</i>	<i>Monitoring Points</i>
- Supply Fan Command - Hot Water Valve Position - Chilled Water Valve Position - OSA / Return Damper Position - Bypass Damper Position	- Supply Temperature - Return Temperature - Mixed Air Temperature - Supply Air Static Pressure - Return Humidity - Space Humidity - Supply Fan Status

AHU-10 VAV's (Typical of 4 dampers controlled as 4 zones)

<i>Control Points</i>	<i>Monitoring Points</i>
Damper Position	- Space Temperature - Space Temperature Setpoint Adj. - Space Override

AHU-12 VAV's (Typical of 4 dampers controlled as 3 zones)

<i>Control Points</i>	<i>Monitoring Points</i>
Damper Position	- Space Temperature - Space Temperature Setpoint Adj. - Space Override

AHU-9, 13 (Typical of each)

<i>Control Points</i>	<i>Monitoring Points</i>
- Supply Fan Command - Supply Fan Speed - Chilled Water Valve Position - OSA / Return Damper Position *	- Supply Temperature - Return Temperature - Mixed Air Temperature - Return Humidity - Space Humidity - Supply Air Static Pressure - Supply Fan VFD Feedback - Supply Fan VFD Fault

* - AHU-13 uses two (2) return air dampers.

AHU-9 VAV's (Typical of 8)

<i>Control Points</i>	<i>Monitoring Points</i>
- Damper Position - Heating Valve Position	- Space Temperature - Space Temperature Setpoint Adj. - Space Override - Supply Air Temperature - Airflow CFM

AHU-13 VAV's (Typical of 10)

<i>Control Points</i>	<i>Monitoring Points</i>
- Damper Position - Heating Valve Position	- Space Temperature - Space Temperature Setpoint Adj. - Space Override - Supply Air Temperature - Airflow CFM

AHU-13 Fan Powered VAV's (Typical of 10)

<i>Control Points</i>	<i>Monitoring Points</i>
▪ Damper Position ▪ Heating Valve Position ▪ Fan Command	▪ Space Temperature ▪ Space Temperature Setpoint Adj. ▪ Space Override ▪ Airflow CFM ▪ Supply Air Temperature ▪ Fan Status

AHU-11

<i>Control Points</i>	<i>Monitoring Points</i>
▪ Supply Fan Command ▪ Chilled Water Valve Position ▪ OSA / Return Damper Position	▪ Supply Temperature ▪ Return Temperature ▪ Mixed Air Temperature ▪ Return Humidity ▪ Space Humidity ▪ Supply Fan Status

AHU-11 Electric Reheat Zone (Typical of 4)

<i>Control Points</i>	<i>Monitoring Points</i>
▪ Damper Position ▪ Electric Heating Command	▪ Space Temperature ▪ Space Temperature Setpoint Adj. ▪ Space Override ▪ Supply Air Temperature

FCU-A (Typical of 4)

<i>Control Points</i>	<i>Monitoring Points</i>
▪ Supply Fan Command ▪ 2-Pipe Valve Position ▪ Changeover Valve Command ▪ Minimum OSA Damper Command	▪ Supply Temperature ▪ Supply Fan Status ▪ Space Temperature ▪ Space Temperature Setpoint Adj. ▪ Space Override

FCU-B, C, D, E, F, G (Typical of 31)

<i>Control Points</i>	<i>Monitoring Points</i>
▪ Supply Fan Command ▪ 2-Pipe Valve Position ▪ Changeover Valve Command ▪ Minimum OSA Damper Command	▪ Supply Temperature ▪ Supply Fan Status ▪ Space Temperature ▪ Space Temperature Setpoint Adj. ▪ Space Override

FCU- New Per Architect SOW (Typical of 1)

<i>Control Points</i>	<i>Monitoring Points</i>
▪ Supply Fan Command ▪ 2-Pipe Valve Position ▪ Changeover Valve Command ▪ Minimum OSA Damper Command	▪ Supply Temperature ▪ Supply Fan Status ▪ Space Temperature ▪ Space Temperature Setpoint Adj. ▪ Space Override

FCU-N (Typical of 2)

<i>Control Points</i>	<i>Monitoring Points</i>
▪ Supply Fan Command ▪ 2-Pipe Valve Position ▪ Changeover Valve Command ▪ Outside Air Damper Command	▪ Supply Temperature ▪ Supply Fan Status

Miscellaneous

<i>Control Points</i>	<i>Monitoring Points</i>
▪ Exhaust Fan Enable/Disable*	▪ Outside Air Temperature ▪ Outside Air Humidity

* - Exhaust fans will be grouped together and controlled according to the air handler zone they are associated with.

PORTABLE BUILDINGS A, B, C, D, E

New communicating network thermostats will be installed for the existing split system heat pump air handling units. Control parameters are as follows:

Split System Air Handlers (Typical of 10)

<i>Control Points</i>	<i>Monitoring Points</i>
▪ Compressor Command ▪ Reversing Valve Command ▪ Supply Fan Command	▪ Space Temperature ▪ Space Temperature Setpoint Adj. ▪ Space Override

DURROUGH ANNEX

This facility will not have a BAS installed that will communicate with the central workstation. Control of this facility will be by a stand-alone programmable thermostat (2).

WAIT TRAILER

This facility will not have a BAS installed that will communicate with the central workstation. Control of this facility will be by a stand-alone programmable thermostat.

EXCLUSIONS

The following items are excluded from ESCO's scope of work:

1. Asbestos abatement of any kind.
2. Customer will provide escorts and access in secure areas. Restriction of access will require project cost disruption cost review.
3. Air flow testing and balancing on HVAC equipment will not be included as part of the controls work.
4. Repair of existing HVAC and control equipment beyond the Scope of Work is excluded. ESCO will reuse existing equipment for the execution of this contract, and assumes the equipment or devices are in good working order. Should the equipment or devices need repair or replacement, this will be the responsibility of the customer. ESCO will create an EDR (equipment deficiency report) to give customer written notification if such equipment or devices are found.
5. ESCO will not add or control any window units via the building automation system.
6. ESCO will not control any self-contained units (units with integral control, not for remote control) via the building automation system.
7. Exhaust fans controlled by occupancy sensors or local switches and exhaust fans that do not exhaust to the exterior of the building will not be integrated with the building automation system.
8. ESCO is not responsible for existing safeties on equipment or any life safety equipment. If ESCO is to replace a starter with a VFD, ESCO will tie-in existing safety circuit into the VFD safety circuit. ESCO will not be responsible for the functionality of the existing safety devices. Pre and post testing of these smoke, fire, and life safety systems will be the responsibility of the customer and the sequence will be provided to ESCO.
9. Where life safety equipment utilizes compressed air (pneumatics), the source of the air, logic, and actuators will not be removed or modified within the execution of the project.
10. ESCO will only control equipment and/or devices shown in the Scope of Work, unless devices are not suitable for automated control. Equipment and devices not in the Scope of Work are excluded.
11. If equipment/devices controlled by the existing BAS are not in the Scope of Work, ESCO is not responsible for their functionality.

12. Conduit will only be used from controller panels to the lower of a finished ceiling or 8' for all low voltage wiring, and shall be in compliance with local codes and authorities having jurisdiction.
13. ESCO will make the final decision for controller selection, point configurations, and end devices selection based on current standards and engineering practices of ESCO.
14. ESCO will not be responsible for any modification or extension of the existing WAN/LAN for execution of this project.
15. ESCO will not be responsible for controlling the HVAC equipment located in buildings without WAN/LAN network communication. These buildings are excluded from the scope of work.
16. Costs of providing access, access control, or security escorts not specified in the Scope of Work are excluded.
17. Matching of paint color or ceiling tile color and pattern shall be limited by current commercial availability. Variations in replacement paint color and ceiling tile color due to age, wear, and dirt shall be minimized where possible. Similar or complementary tiles shall be provided where exact matches are not available. Custom paint colors and custom tiles are excluded.
18. Any repair patching of existing walls, sheetrock, plaster, brick, wood, etc due to the removal of existing thermostats (for retrofit with DDC Sensor or new thermostat) will be performed by the owner.
19. Unless specified in the controls scope or in the mechanical scope, the repair or replacement of non-functional actuators, dampers, and valves are the responsibility of the owner.
20. Demolition of the existing BAS will be performed as needed to implement the new DDC system (reuse of enclosures, wire, and end devices will be determined by ESCO). The total demolition will be the responsibility of the owner, unless otherwise stated.
21. The controlled HVAC equipment is based on the current mechanical design specified in this Scope of Work. Changes to the mechanical scope of work modified by the Architect scope changes and modifications are not included in this scope of work. Changes will be the responsibility of the CUSTOMER.

2. LIGHTING AND CONTROLS RETROFITS

ESCO will be performing lighting retrofits and occupancy sensor installation at the following Customer facilities.

• Youth Facility • Portables A-E • Durrough Annex • Wait Trailer	
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Lighting will be upgraded as detailed below, improving overall color rendering and lighting efficacy. Light levels will be brought into compliance with Illuminating Engineering Society (IES) standards wherever possible. Occupancy sensors will be installed in areas receiving new fixtures (not retrofits) as designated by Building Energy Code. Sensor location and type is determined by the space operation and savings opportunity.

YOUTH FACILITY

- Retrofit existing T-12 fluorescent fixtures with high color rendering T-8 lamps and electronic ballasts
- Occupancy sensors installed in select areas of intermittent use (break rooms, restrooms, workrooms) and select offices, hallways and courtroom.
- Retrofit existing T-8 fluorescent fixtures with more efficient, high color rendering T-8 lamps and electronic ballasts
- Replace up to 25 new lens and fixtures for architect changes that move walls and fixtures
- Retrofit existing security fixtures with new lamps and ballasts, all fixtures will remain. The fixture is excluded from scope.
- Replace incandescent lamps with compact fluorescent lamps
- Replace Chapel incandescent lamps with LED lamps
- Replace gymnasium HID fixture with high bay fluorescent fixtures and occupancy sensor control
- Install vending miser controls on snack and drink vending machines
- New receptacle in copy room to remove from lighting control
- Replace incandescent exit signs with LED exit signs
- Replace exterior HID with LED fixtures
- Replace exterior HID with Pulse Start HID Fixtures
- Replace parking lot lamps with new Pulse Start HID lamps
- Replace parking lot lamps with new LED fixtures

PORTABLES A-E

- Retrofit existing T-8 fluorescent fixtures with more efficient, high color rendering T-8 lamps and electronic ballasts
- Current fixtures have already been de-lamped. New configuration will include the de-lamped fixture as currently installed.
- Replace incandescent lamps with compact fluorescent lamps
- Replace incandescent exit signs with LED exit signs
- Occupancy sensors installed in select areas of intermittent use and select offices.

DURROUGH ANNEX & WAIT TRAILER

- Retrofit existing T-12 fluorescent fixtures with high color rendering T-8 lamps and electronic ballasts
- Retrofit existing T-8 fluorescent fixtures with more efficient, high color rendering T-8 lamps and electronic ballasts
- Current fixtures have already been de-lamped. New configuration will include the de-lamped fixture as currently installed.
- Replace incandescent lamps with compact fluorescent lamps

- Replace incandescent exit signs with LED exit signs
- Occupancy sensors installed in select areas of intermittent use and select offices.
- Replace exterior HID with LED fixtures

EXCLUSIONS

The following items are excluded from ESCO'S scope of work:

1. Night/holiday work unless otherwise specified in the Scope of Work.
2. Additional labor cost due to restriction of allowable work hours.
3. Customer will provide escorts and access in secure areas. Restriction of access will require project cost disruption cost review.
4. Costs incurred due to lack of access to required areas or due to access to storage areas to which materials are to be delivered.
5. Costs of providing access, access control, or security escorts not specified in the Scope of Work.
6. Hazardous materials testing and abatement not specified in the Scope of Work.
7. Excludes all field, sports, court, playground and performance lighting.
8. Lighting system retrofits on the following lamps, ballasts, or fixtures, unless specified in scope of work:
 - a. Incandescent fixtures as follows:
 - b. On dimmers
 - c. Where heat, fixture size, or photometrics prevent compact fluorescent application
 - d. With low burn hours
 - e. In decorative applications
9. Fluorescent fixtures with existing T5 or T8 lamps and/or electronic ballasts, unless noted
10. Circline fluorescents.
11. Existing compact fluorescent fixtures
12. 1', 2', 3', and 6' fluorescents.
13. HO and VHO fluorescents.
14. F48T12 (Instant Start Slimline) fluorescents.
15. 3" spread U-tube fluorescents.
16. High intensity discharge fixtures.
17. Exit signs as follows:
18. Fluorescent exits
19. Edge-lit signs
20. Incandescent which will not accommodate LED retrofit unit
21. Existing LED exit signs
22. Abandoned fixtures.
23. Task lighting on modular furniture.
24. Black light and aquarium lighting.
25. Exterior lights on/near buildings or in parking lots
26. Dimming systems and associated fixtures unless specified in the Scope of Work.
27. Two stage switching (A/B circuit) multi-light output fluorescent fixtures will be converted to row-by-row switching.
28. Support mechanisms and housings of fixtures.
29. Sockets.
30. Lenses not specified in the Scope of Work.
31. Fluorescent lamp protective sleeves not specified in the Scope of Work.
32. Fixture protective covers.
33. Fluorescent fixture tombstones not specified in the Scope of Work.
34. Switches, twist timers, and breakers will not be replaced.
35. Switch plates will not be replaced.
36. Electrical wiring except that required for ballast replacement in the fixture.
37. Time clocks associated with existing lighting fixtures not specified in the Scope of Work.
38. Lighting fixtures will not be replaced unless specified in the Scope of Work.
39. Lighting fixtures will not be relocated unless specified in the Scope of Work.

40. The lighting scope of work is based on the current floor layout and space occupancy use as currently designated. Changes to the lighting scope of work modified by the Architect scope changes and modifications are not included in this scope of work. Changes will be the responsibility of the CUSTOMER.

3. WATER RETROFITS

ESCO will be performing water retrofits at the following Customer facilities.

• Youth Facility • Portables A-E • Durrough Annex • Wait Trailer	
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YOUTH FACILITY

- Existing high flow water closets will be replaced with 1.28 gpf china and the existing flush valves will also be replaced (15)
- Retrofit Prison Combo flush valves (58)
- Replace existing urinal flush valves and china with a low flow flush valve and urinal china (3).
- Replace existing single metering faucets (1)
- New 4" and 8" faucets (8)
- New kitchen rinse sprayer (1)
- Provide new urinal for architect scope of work for renovation project (1)
- Provide new toilets for architect scope of work for renovation project (3)

PORTABLES A-E

- Existing high flow water closets will be replaced with 1.0 gpf tank top toilets (9)
- Install new aerators on faucets (14). Fixture will not be replaced.

DURROUGH ANNEX AND WAIT TRAILER

- Existing high flow water closets will be replaced with low flow tank top toilets (4)
- Replace existing urinal flush with a low flow flush valve (2). China will not be replaced.
- Install new aerators on faucets (5). Fixture will not be replaced.

EXCLUSIONS

The following items are excluded from ESCO'S scope of work:

1. Existing low flow fixture that cannot be retrofitted for improved performance are excluded from scope of work.
2. Night/holiday work unless otherwise specified in the Scope of Work.
3. Additional labor cost due to restriction of allowable work hours.
4. Customer will provide escorts and access in secure areas. Restriction of access will require project cost disruption cost review.
5. Costs incurred due to lack of access to required areas or due to access to storage areas to which materials are to be delivered.
6. Costs of providing access, access control, or security escorts not specified in the Scope of Work.
7. Hazardous materials testing and abatement not specified in the Scope of Work.
8. Floor tile and other floor covering repairs.
9. Repair of pre-existing water damaged floors and/or surfaces.
10. Wall tile and other wall covering repairs.
11. Architectural and/or access modifications for Americans with Disabilities Act (ADA) compliance.
12. Non-water consuming bathroom fixtures such as toilet paper or soap dispensers.
13. ADA fixture heights for toilet room(s) for single occupant(s) accessed through a private office and not for common use or public use.

14. Supply piping beyond individual fixture isolation valve or stop.
15. Clogs in newly installed equipment due to deteriorated piping or debris from the water supply.
16. Drainage and/or sewer piping.
17. Repair and replacement of supply water riser/isolation valves.
18. Operation of supply water riser/isolation valves that are required to turn water off to areas where retrofits are scheduled.
19. Faucet and/or faucet stem leaks not identified in the Scope of Work.
20. Leaking and/or faulty angle stops.
21. Hose bib leaks not identified in the Scope of Work.
22. Repair of existing basins or leaking parts in shower handles, diverter, or tempering valves for showers.
23. Any fixture or fixture part not specified in the Scope of Work.
24. Water closet flanges unless specified in the Scope of Work.
25. Wall mounted carriers for water closets, sinks, and urinals.
26. No drawings applicable to water conservation will be included unless otherwise specified in the Scope of Work.
27. Damage to installed equipment if found to be due to fluctuations in system pressure or due to turning off the water supply.
28. Scope of work does not include modifications or changes associated with ADA changes. The ADA scope of work is included in the Architect Scope of Work. Fixture replacement in the Youth Facility bathrooms (main building) will require ADA compliance bathroom modifications as included in the Architect scope of work. If the Architect scope is not implemented, the bathroom scope will have to be modified in compliance with local codes.
29. The water scope of work is based on the current floor layout and space occupancy use as currently designated, unless noted. Changes to the water scope of work modified by the Architect scope changes and modifications are not included in this scope of work. Changes will be the responsibility of the CUSTOMER.
30. Fixtures for architect scope of work are based on preliminary information provided by architect. This is for the main bathrooms located near the general assembly area, preliminary modifications to restrooms located across from training room and restroom in central control room only. CUSTOMER will be responsible for additional fixtures if architect's final design includes more required fixtures.

4. MECHANICAL AND ELECTRICAL

ESCO will be installing mechanical and electrical projects at the following Customer facilities:

- Youth Facility

MECHANICAL Renovation - Youth Facility

The existing HVAC system will be replaced and modified to an upgraded hydronic system with new equipment. The plant will receive a new chiller, cooling tower and new boilers. The plant pumping system will be replaced to a variable primary system with new pumps. The existing control valves for the chilled water and heating hot water will be replaced with new valves for electronic controls. Variable flow operation will be implemented on the chilled water and heating hot water on the pumping configuration. The two pipe system will be converted to a four pipe operation.

The air handlers and fan coil units will be replaced, along with a VAV box expansion of the front office expansion for individual room control. The majority of the VAV boxes will remain in operation. The courtroom AHU will become a hydronic system and the existing duct heaters will remain in place. The secure area VAV air handlers will be replaced and existing VAV boxes will be re-used.

The kitchen AHU will be moved to the secure area storage room on the back side of the existing mechanical room. The existing mechanical room will be renovated as part of the architect work for dry storage expansion.

The AHU serving the classrooms and chapel areas in the secure area will be installed on the roof to make room for the laundry room expansion.

The existing piping and ductwork will be replaced with new piping and ductwork. The only piping to remain is the copper piping located in the walls for the fan coil units.

The existing domestic hot water system will remain in place.

A new 300 kW diesel generator will be installed to provide emergency backup of lighting, AHU operation, chillers and security systems only.

In coordination with the controls upgrades at the Youth Facility, ESCO is installing variable frequency drives on the variable air volume air handlers. The VFD will control the fan speed based on system static pressure.

The final architect scope has not been detailed at the time of this project. Scope related to mechanical and electrical include the gas piping and electrical expansion for the laundry room, the plumbing piping expansion for bathroom renovation and the expansion of electrical and ductwork for kitchen unit moving for dry storage expansion. Reasonable assumptions have been made for this scope of work; however architect did not have final scope detailed during this project development.

A floor plan was provided on March 11th and changes were made in the mechanical scope to include these architect driven changes. No details were provided on floor plan modifications. Mechanical HVAC changes were made to the scope to incorporate the floor plan layout. Additional changes to the electrical systems is not included in this scope of work.

The construction of this project includes the shutdown of areas for multiple weeks. The schedule and shut down coordination will be with Customer and ESCO. This includes the hallways of the secure area, which will require ceiling panel removal for multiple days. The construction of this project will make considerable noise and coordination will be important. Customer is responsible for moving occupants to different areas of the building during construction. The Youth Facility has requested that Customer provide additional resources for moving and to not be Youth Facility staff. This is the decision of Customer.

Customer will provide security and escorts to ESCO during installation in secure areas. Reasonable access is required to perform work.

Demo:

Plant

- The chiller, boiler and cooling tower will be removed for replacements
- The existing chilled water and hot water pumps will be removed for replacement
- The associated piping will be removed as needed for plant piping reconfiguration
- Existing chilled and heating water valves will be removed.

AHUs

- Existing air handlers will be removed for new installation
- Existing fan coil units will be removed for new installation.
- Existing direct expansion unit located on roof

Install:

Plant

- A new chiller will be installed to replace removed chiller
- Two new boilers will be installed to replace removed boiler
- A new cooling tower will be installed to replace removed cooling tower
- A new chilled water pump, hot water pump and redundant pump will be installed to replace removed chilled water and hot water pumps
- Related piping connection for new pumps and valve replacements.
- Flushing of new sections of piping and re-connection of water treatment system. Restoration of water chemicals to pre-construction levels by Owner's preferred Water Treatment Provider.
- All existing chilled and heating water valves will be replaced with new valves and electronic controls.
- Disconnect existing electrical feeders serving demolished equipment and reconnect feeders to serve the new equipment.

AHUs

- Installation of new AHU-1 on roof serving secure classrooms and associated areas
 - Includes roofing work for new roof curbs and hydronic pipe penetrations only
 - Includes structural for this unit only
 - Install new damper assemblies in existing ductwork for airflow control
 - Ductwork will be replaced
- Installation of new AHU-2, AHU-3, AHU-4, AHU-5 serving Cell A & Cell B
 - Gas piping will be installed on roof for forced air furnace heating
 - Ductwork will be replaced
- Install new AHU-6 serving kitchen in secure area storage room (Rm 126)
 - Ductwork will be replaced and will be extended to new AHU in Storage Room New exterior mechanical room doors will be provided
- Install new AHU-7 and AHU-8 serving Cell C to remain 4-pipe system
 - Ductwork will be replaced
- Install new AHU-9 serving secure area offices
 - Existing VAV boxes
 - Ductwork will be replaced
- Install new AHU-10 serving Judge's chambers and offices
 - Install new damper assemblies in new ductwork for airflow control
- Install new AHU-11 serving courtrooms
 - Ductwork will be replaced
 - Extend Chilled Water piping to new cooling only AHU
 - Existing duct heaters to remain in place

- Install new AHU-12 serving Lounge and offices
 - Install new damper assemblies in new ductwork for airflow control
 - Ductwork will be replaced
- Install new AHU-13 serving office areas in front of building
 - Re-use existing VAV boxes
 - Install new VAV boxes for individual room control
- Install new fan coil units serving the Dayrooms of Cell A and B.
- Install new fan coil unit/unit ventilators to replace office fan coil units
- Install new fan coil units to provide outside air for interior spaces that currently is not provided with outside air
- Post-construction test of affected AHU air flows
- Disconnect existing electrical feeders serving demolished equipment and reconnect feeders to serve the new equipment.

Piping/Valves

- New chilled water and hot water piping to be replaced. Hydronic piping located in the walls will remain in place.
- New hot water piping and chilled water piping will be installed for 4-pipe application for fan coil units and AHUs, where piping does not exist.
- New hot water piping will be installed for new VAV boxes
- New control valves will be installed for AHUs for electronic controls
- New valves and clearflow connections will be installed to replace failing dielectric unions
- Disconnect existing electrical feeders serving demolished equipment and reconnect feeders to serve the new equipment.

Ductwork

- Ductwork will be replaced throughout the facility

Generator

- New diesel generator will be installed with large diesel tank for multiple day usage
- Disconnect existing electrical feeders serving demolished equipment and reconnect feeders to serve the new equipment.
- System is designed for 300 kW to provide for the majority of the building. Lighting, AHUs, chiller, cooling tower and security will be included on generator.

Plumbing

- Plumbing system expansion for restrooms in front of building, addition of the control room restroom and restrooms across from training room only
- Scope based on preliminary architect scope. Customer will be responsible for additional changes if architect's final design includes more work than communicated.

Exclusions

The following items are excluded from ESCO'S scope of work:

1. Night/holiday work unless otherwise specified in the Scope of Work.
2. Customer is responsible for providing storage and containers for salvage materials to be disposed of by Customer.
3. Additional labor cost due to restriction of allowable work hours.
4. Customer will provide escorts and access in secure areas. Restriction of access will require project cost disruption cost review.
5. Costs incurred due to lack of access to required areas or due to access to storage areas to which materials are to be delivered.
6. Costs of providing access, access control, or security escorts not specified in the Scope of Work.

7. Customer will provide relocation of occupants during construction of specified areas.
8. Hazardous materials testing and abatement not specified in the Scope of Work.
9. Materials and labor associated with modifications to existing systems and equipment not identified in these documents as included in the Scope of Work.
10. Testing, adjusting, and balancing of existing systems not identified in these documents as included in the Scope of Work.
11. Commissioning of existing systems not identified in these documents as included in the Scope of Work.
12. Repair or replacement of ceiling beyond that required to accomplish the Scope of Work.
13. Painting of floors, walls or ceilings beyond that required to match existing surfaces in the immediate work area.
14. Waste disposal other than that required to accomplish the Scope of Work.
15. Demolition of equipment, piping and accessories indicated herein to be abandoned in-place unless indicated herein to be included.
16. The cost for utilities including natural or propane gas, fuel oil, electricity, potable or non-potable water during the construction period.
17. The cost for equipment and/or utilities to provide temporary heating or cooling of facilities during the construction period.
18. Cost escalation of materials as a result of a delay in the construction schedule caused by Customer action, architect action or inaction.
19. Inspection and permitting fees for agencies (state and/or federal) other than the local authority having jurisdiction.
20. Fees for third party engineers acting as Customer's agent.
21. As-built drawings will be provided. If provided, hardcopy drawings will be provided in full/half size format (1 copy) as well as digital (pdf) format on disk (1 copy).
22. Water treatment equipment not specified in the Scope of Work.
23. Structural modifications not specified in the Scope of Work.
24. Building envelope modifications not specified in the Scope of Work.
25. Replacement of ductwork and diffusers not specified in the Scope of Work.
26. Replacement of piping not specified in the Scope of Work.
27. Ductwork and piping insulation not specified in the Scope of Work.
28. Electrical systems not specified in the Scope of Work.
29. Equipment replacement and their components not specified in the Scope of Work.
30. Scope does not include details of architect scope of work. Customer is responsible for changes and expansions of architect scope of work. No provisions have been made for room expansions, wall renovations or space changes.
31. Scope does not include fire sprinkler system upgrades.
32. Scope does not include electrical upgrades for space use.
33. Scope does not include network or security system upgrades.
34. The mechanical and electrical scope of work is based on the current floor layout and space occupancy use as currently designated, unless noted. Changes to the mechanical and electrical scope of work modified by the Architect scope changes and modifications are not included in this scope of work. Changes will be the responsibility of the Customer.

SCHEDULE B: PERFORMANCE ASSURANCE SUPPORT SERVICES AGREEMENT

PERFORMANCE ASSURANCE SUPPORT SERVICES (PASS)

ESCO'S Performance Assurance Support Services (PASS) group will assist Customer and its facility personnel in achieving efficient operation of Customer's facilities. This effort has two primary objectives: achieving the guaranteed savings and assisting Customer in maintaining functionality of the buildings and their systems. Achieving these objectives will require a partnership and communication as described below between Customer's staff and their designated representative of the PASS group. These objectives will be achieved via several means:

A Designated PASS Consultant

To provide support and achieve the best possible savings results, ESCO will assign an individual PASS consultant to Customer. The PASS consultant provides Customer with a point of contact for support and guarantee management that is involved in their project before construction is completed. The designated PASS consultant will be familiar with the project scope and M&V plans along with any unique performance goals or benchmarking efforts included in the project. A partnership between the PASS consultant and Customer's staff is vital to helping the project be successful over the long term.

Year 1 - System Optimization and Focus on Training:

- **Optimization**

ESCO will remotely access your energy management system 4 times each year to perform this service. During each session, the system will be inspected and variables will be compared to a pre-approved list to determine if the system is operating correctly. Any findings that contradict the pre-approved list will be corrected. Additionally, ESCO will inspect the system for other areas of malfunction or energy waste and report those findings for Customer review. All findings, corrected or not corrected, will be reported and that report delivered to customer. ESCO will notify Customer if remote access is not available. Customer is responsible for restoring remote access and notifying ESCO. ESCO is not responsible for providing the planned service session if remote access is unavailable.

- **Training**

ESCO will provide 24 hours of On Site training. Customer will schedule training sessions at least 14 days in advance. ESCO and Customer will work to schedule a mutually acceptable date for each visit. Customer will be responsible for providing access to the training location and paying for any fees associated with that location. The training location must include internet and Customer EMS access. ESCO does not impose any restrictions on the number of Customer employees attending training sessions so long as the location will accommodate that number.

- **Remote System Monitoring & Reporting**

ESCO will remotely access your energy management system on a monthly basis. During each session, the system will be inspected and variables will be compared to the contractual agreement. Additionally, ESCO will inspect the system for other areas of malfunction or energy waste and report those findings for Customer review. All findings will be reported and that report delivered to customer electronically. ESCO will notify Customer if remote access is not available. Customer is responsible for restoring remote access and notifying ESCO. ESCO is not responsible for providing the planned service session if remote access is unavailable.

- **Remote Energy Management, Training & Technical Support**

ESCO will provide 60 hours of remote energy management support. This time can be used for any of the following activities including scheduling, system adjustment, on-demand remote energy management system training or technical support. All Remote Support is client initiated and it is the expectation of

ESCO that if a client does not remain on the phone for the duration of the time required to accomplish the task, the customer will accept the time, up to the limit of the hours already purchased and not used, that the ESCO representative documents as used for that task. No credit will be given towards future years if all of the 60 hours are not used by the end of the project year. If all of the hours are exhausted at any time before the end of the year, additional hours can be purchased in 10 hour blocks which will remain available for use until the end of the next project year.

- **On-Site Visit**

ESCO will provide On-Site Energy Consulting consisting of 4 site visits per year, each averaging 9 hours per visit. This service will include a site assessment to determine current conditions and identify areas of improvement. Each site visit will be documented in a report indicating the findings and outlining a plan for further improvement. Each site visit will average 9 hours, but will vary depending upon the needs of that particular visit. Customer is responsible for providing access to all mechanical and electrical equipment and any supervision required by Customer. Site visits must be requested 14 days or more prior to the requested date. ESCO and Customer will work to schedule a mutually acceptable date for each visit.

- **Measurement & Verification with Savings Reporting**

ESCO will perform the measurement & verification as outlined in the M&V plan and will update the Energy Savings and Performance report on a quarterly basis. This can only be completed if utility bills and other necessary information is made available per the contract. Notification of report updates will be sent via email with a link back to the ESCO eSavings website to the contacts specified by the Customer. Changes to that contact list can be made at any time. Customer will need to contact ESCO with the new contact list and changes will be made before sending the next email update. If bills and other necessary information are not provided, per the Contract, ESCO is not responsible for providing the Energy Savings and Performance report for that time period.

Year 2 - Training Reinforcement and Self Sufficiency:

- **Optimization**

ESCO will remotely access your energy management system 4 times each year to perform this service. During each session, the system will be inspected and variables will be compared to a pre-approved list to determine if the system is operating correctly. Any findings that contradict the pre-approved list will be corrected. Additionally, ESCO will inspect the system for other areas of malfunction or energy waste and report those findings for Customer review. All findings, corrected or not corrected, will be reported and that report delivered to customer. ESCO will notify Customer if remote access is not available Customer is responsible for restoring remote access and notifying ESCO. ESCO is not responsible for providing the planned service session if remote access is unavailable.

- **Training**

ESCO will provide 16 hours of On Site training. Customer will schedule training sessions at least 14 days in advance. ESCO and Customer will work to schedule a mutually acceptable date for each visit. Customer will be responsible for providing access to the training location and paying for any fees associated with that location. The training location must include internet and Customer EMS access. ESCO does not impose any restrictions on the number of Customer employees attending training sessions so long as the location will accommodate that number.

- **Remote System Monitoring & Reporting**

ESCO will remotely access your energy management system on a monthly basis. During each session, the system will be inspected and variables will be compared to the contractual agreement. Additionally, ESCO will inspect the system for other areas of malfunction or energy waste and report those findings for Customer review. All findings will be reported and that report delivered to customer electronically. ESCO will notify Customer if remote access is not available. Customer is responsible for restoring remote access and notifying ESCO. ESCO is not responsible for providing the planned service session if remote access is unavailable.

- **On-Site Visit**

ESCO will provide On-Site Energy Consulting consisting of 2 site visits per year, each averaging 9 hours per visit. This service will include a site assessment to determine current conditions and identify areas of improvement. Each site visit will be documented in a report indicating the findings and outlining a plan for further improvement. Each site visit will average 9 hours, but will vary depending upon the needs of that particular visit. Customer is responsible for providing access to all mechanical and electrical equipment and any supervision required by Customer. Site visits must be requested 14 days or more prior to the requested date. ESCO and Customer will work to schedule a mutually acceptable date for each visit.

- **Remote Energy Management, Training & Technical Support**

ESCO will provide 60 hours of remote energy management support. This time can be used for any of the following activities including scheduling, system adjustment, on-demand remote energy management system training or technical support. All Remote Support is client initiated and it is the expectation of ESCO that if a client does not remain on the phone for the duration of the time required to accomplish the task, the customer will accept the time, up to the limit of the hours already purchased and not used, that the ESCO representative documents as used for that task. No credit will be given towards future years if all of the 60 hours are not used by the end of the project year. If all of the hours are exhausted at any time before the end of the year, additional hours can be purchased in 10 hour blocks which will remain available for use until the end of the next project year.

- **Measurement & Verification with Savings Reporting**

ESCO will perform the measurement & verification as outlined in the M&V plan and will update the Energy Savings and Performance report on a quarterly basis. This can only be completed if utility bills and other necessary information is made available per the contract. Notification of report updates will be sent via email with a link back to the ESCO eSavings website to the contacts specified by the Customer. Changes to that contact list can be made at any time. Customer will need to contact ESCO with the new contact list and changes will be made before sending the next email update. If bills and other necessary information are not provided, per the Contract, ESCO is not responsible for providing the Energy Savings and Performance report for that time period.

Year 3 - 20:

- **Measurement & Verification with Savings Reporting**

ESCO will perform the measurement & verification as outlined in the M&V plan and will update the Energy Savings and Performance report on a quarterly basis. This can only be completed if utility bills and other necessary information is made available per the contract. Notification of report updates will be sent via email with a link back to the ESCO eSavings website to the contacts specified by the Customer. Changes to that contact list can be made at any time. Customer will need to contact ESCO with the new contact list and changes will be made before sending the next email update. If bills and other necessary information are not provided, per the Contract, ESCO is not responsible for providing the Energy Savings and Performance report for that time period.

- **Training**

ESCO will provide 8 hours of On Site training. Customer will schedule training sessions at least 14 days in advance. ESCO and Customer will work to schedule a mutually acceptable date for each visit. Customer will be responsible for providing access to the training location and paying for any fees associated with that location. The training location must include internet and Customer EMS access. ESCO does not impose any restrictions on the number of Customer employees attending training sessions so long as the location will accommodate that number.

- **Remote Energy Management, Training & Technical Support**

ESCO will provide 30 hours of remote energy management support. This time can be used for any of the following activities including scheduling, system adjustment, on-demand remote energy management

system training or technical support. All Remote Support is client initiated and it is the expectation of ESCO that if a client does not remain on the phone for the duration of the time required to accomplish the task, the customer will accept the time, up to the limit of the hours already purchased and not used, that the ESCO representative documents as used for that task. No credit will be given towards future years if all of the 30 hours are not used by the end of the project year. If all of the hours are exhausted at any time before the end of the year, additional hours can be purchased in 10 hour blocks which will remain available for use until the end of the next project year.

- **Remote System Monitoring & Reporting**

ESCO will remotely access your energy management system on a monthly basis. During each session, the system will be inspected and variables will be compared to the contractual agreement. Additionally, ESCO will inspect the system for other areas of malfunction or energy waste and report those findings for Customer review. All findings will be reported and that report delivered to customer electronically. ESCO will notify Customer if remote access is not available. Customer is responsible for restoring remote access and notifying ESCO. ESCO is not responsible for providing the planned service session if remote access is unavailable.

- **On-Site Visit**

ESCO will provide On-Site Energy Consulting consisting of 2 site visits per year, each averaging 9 hours per visit. This service will include a site assessment to determine current conditions and identify areas of improvement. Each site visit will be documented in a report indicating the findings and outlining a plan for further improvement. Each site visit will average 9 hours, but will vary depending upon the needs of that particular visit. Customer is responsible for providing access to all mechanical and electrical equipment and any supervision required by Customer. Site visits must be requested 14 days or more prior to the requested date. ESCO and Customer will work to schedule a mutually acceptable date for each visit.

SCHEDULE C: PERFORMANCE GUARANTEE

ESCO guarantees that Customer will save a total of \$9,651,959 over the 20 year term of the contract. This equates to a Year 1 annual savings amount of \$344,498 in Total Dollar Savings, which consists of tracked savings of \$317,324 and \$27,174 in stipulated savings, calculated as shown herein. Each year after Year 1, the guarantee from the year before will be escalated by 3% as shown in the table below. In the event the annual savings are less than the amount stated above, ESCO will pay Customer the difference between the guaranteed amount and the cumulative achieved amount. ESCO will make payments for any savings shortfall to Customer within thirty (30) days of that year's Savings Reconciliation.

Year	Measured Savings	Non-Measured Savings	Annual Guaranteed Savings	Cumulative Guaranteed Savings
Install	\$375,457	\$19,712	\$395,169	\$395,169
1	\$317,324	\$27,174	\$344,498	\$739,667
2	\$326,844	\$27,989	\$354,833	\$1,094,500
3	\$336,649	\$28,829	\$365,478	\$1,459,978
4	\$346,749	\$29,964	\$376,442	\$1,836,420
5	\$357,151	\$30,585	\$387,736	\$2,224,156
6	\$367,866	\$31,502	\$399,368	\$2,623,523
7	\$378,902	\$32,447	\$411,349	\$3,034,872
8	\$390,269	\$33,421	\$423,689	\$3,458,561
9	\$401,977	\$34,423	\$436,400	\$3,894,961
10	\$414,036	\$35,456	\$449,492	\$4,344,452
11	\$426,457	\$36,520	\$462,977	\$4,807,429
12	\$439,251	\$37,615	\$476,866	\$5,284,295
13	\$452,428	\$38,744	\$491,172	\$5,775,467
14	\$466,001	\$39,906	\$505,907	\$6,281,374
15	\$479,981	\$41,103	\$521,084	\$6,802,458
16	\$494,381	\$42,336	\$536,717	\$7,339,174
17	\$509,212	\$43,606	\$552,818	\$7,891,992
18	\$524,488	\$44,914	\$569,403	\$8,461,395
19	\$540,223	\$46,262	\$586,485	\$9,047,880
20	\$556,430	\$47,650	\$604,079	\$9,651,959
Total	\$8,902,072	\$749,888	\$9,651,959	\$9,651,959

The procedure used to calculate savings is described in Schedule D Section I - Performance Tracking Methodology.

GUARANTEED SAVINGS RECONCILIATION

The guarantee term (and first year PASS Agreement) will commence on the first day of the first utility billing period following the month in which ESCO delivers to Customer the Project Warranty Letter. This date is referred to as the **Savings Guarantee Commencement Date**.

Within sixty (60) days of receiving pertinent utility bills after the Savings Guarantee Commencement Date and each anniversary of the Savings Guarantee Commencement Date, and within sixty (60) days of receiving pertinent utility bills after the end of the guarantee term, ESCO will determine the Total Dollar Savings for the immediately preceding period.

The savings generated during the period from the "Date of Commencement" to the Savings Guarantee Commencement Date will be called "Implementation Period Savings". Implementation Period Savings will

be added to the Savings Calculation made on the first anniversary of the Savings Guarantee Commencement Date for reconciliation purposes.

In the event that additional savings above guarantee are achieved in any year during the guarantee period, these savings can be used to offset shortfalls in savings in other years. If ESCO has written a savings shortfall check to Customer, and later Total Dollar Savings exceed the annual guarantee amount, Customer will reimburse ESCO up to the amount of ESCO'S shortfall check, to the extent that the shortfall is made up by savings in excess of the guarantee.

SCHEDULE D: METHODOLOGY AND BASELINE

PROJECTED ANNUAL SAVINGS

The Performance Guarantee as established in Schedule C shall consist of savings from multiple scopes of work. The projected savings from each scope of work is presented in the table below.

Facility	Annual Projected Savings		
	Consumption	Demand	Units
Annex I	1,786,362	380	kWh / kVA
Annex I	20,661	-	CCF
Annex I	554	-	kGal
Annex II	92,025	60	kWh / kW
Annex II	789	-	CCF
Annex II	-	-	kGal
Annex III	8,908	12	kWh / kW
Annex III	-	-	kGal
Care Here Clinic	7,330	14	kWh / kW
Care Here Clinic	380	-	CCF
Care Here Clinic	-	-	kGal
Carnegie	34,488	51	kWh / kW
Carnegie	447	-	CCF
Carnegie	-	-	kGal
Community Corrections	35,017	65	kWh / kW
Community Corrections	117	-	CCF
Community Corrections	-	-	kGal
Probate-Revenue West	26,991	26	kWh / kW
Probate-Revenue West	-	-	kGal
Courthouse / Jail	840,758	575	kWh / kW
Courthouse / Jail	36,494	-	CCF
Courthouse / Jail	4,665	-	kGal
Parking Garage	64,205	71	kWh / kW
Parking Garage	-	-	kGal
Youth Facility Main	660,667	862	kWh / kW
Youth Facility Main	10,068	-	CCF
YF Portables A – E	9,291	16	kWh / kW
YF Durrough Annex	6,934	15	kWh / kW
YF Wait Trailer	1,989	7	kWh / kW

The projected savings in the table above are provided for reference only and are not intended to construe a savings guarantee by meter, facility, or energy unit. The savings guarantee is fully defined in Schedule C.

ENERGY, WATER, AND OPERATIONS & MAINTENANCE (O&M) RATE DATA

The cost of energy in any period will be determined by applying the rates as defined below ("Baseline Energy Rates"), or the actual energy rates during the period, at the discretion of ESCO, to the energy used in a given period for each fuel type. The rates in the tables below will escalate 3% each year.

Utility Company:	Alabama Power		
Rate Schedule:	LPLE		
Component	Charge	Unit	Description
Customer Charge	\$50.00	per month	Fixed base charge
Demand Charge: Summer	\$5.43	per BkVA	per Summer Billed kVA (Jun-Sep)
Demand Charge: Winter	\$5.00	per BkVA	per Winter Billed kVA (Oct-May)
Consumption Charge: Summer 1 st Tier	\$0.037247	per kWh	First 250 kWh per Summer Billed kVA (Jun-Sep)
Consumption Charge: Summer 2 nd Tier	\$0.024747	per kWh	Over 250 kWh per Summer Billed kVA (Jun-Sep)
Consumption Charge: Winter 1 st Tier	\$0.037247	per kWh	First 250 kWh per Winter Billed kVA (Oct-May)
Consumption Charge: Winter 2 nd Tier	\$0.022235	per kWh	Over 250 kWh per Winter Billed kVA (Oct-May)
Other Charges:	\$0.026000	per kWh	Fuel Charge (12 month average)
Determination of Billed kVA:	Max of the Contract Demand or current month's actual demand or 90% of the max demand occurring in the previous year's summer months (June - September)		
Other Rate Details:	This rate applies only to Annex I. Their contract demand (1,200 kVA) is much higher than their typical actual demand (600-700 kVA).		

Utility Company:	Alabama Power		
Rate Schedule:	LPTS		
Component	Charge	Unit	Description
Customer Charge:	\$65.00	per month	Fixed base charge
Consumption Charge:	\$0.183731	per kWh	On-Peak Consumption (May-Oct)
Consumption Charge:	\$0.096231	per kWh	Summer Int-Peak Consumption (Jun-Sep)
Consumption Charge:	\$0.046231	per kWh	Summer Off-Peak Consumption (Jun-Sep)
Consumption Charge:	\$0.096231	per kWh	Winter Int-Peak Consumption (Oct-May)
Consumption Charge:	\$0.046231	per kWh	Winter Off-Peak Consumption (Oct-May)
Other Charges:	\$0.0260	per kWh	Fuel Charge (12 month average)

Utility Company:	Alabama Power		
Rate Schedule:	LPTL		
Component	Charge	Unit	Description
Customer Charge:	\$1,000.00	per month	Fixed base charge
Consumption Charge:	\$0.129966	per kWh	On-Peak Consumption (May-Nov)
Consumption Charge:	\$0.052166	per kWh	Summer Int-Peak Consumption (Jun-Sep)
Consumption Charge:	\$0.025566	per kWh	Summer Off-Peak Consumption (Jun-Sep)
Consumption Charge:	\$0.052166	per kWh	Winter Int-Peak Consumption (Oct-May)
Consumption Charge:	\$0.025566	per kWh	Winter Off-Peak Consumption (Oct-May)

Other Charges:	\$0.0260	per kWh	Fuel Charge (12 month average)
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Utility Company:	Alabama Power		
Rate Schedule:	LPM		
Component	Charge	Unit	Description
Customer Charge:	\$50.00	per month	Fixed base charge
Demand Charge:	\$4.74	per BkW	per Billed kW
Consumption Charge:	\$0.075186	per kWh	First 250 kWh per Billed kW
Consumption Charge:	\$0.055523	per kWh	Over 250 kWh per Billed kW
Discount	10.0%	per \$	Applies to the 4 charges listed above
Other Charges:	\$0.029689	per kWh	Fuel Charge (12 month average)
Taxes	(1.12%)	N/A	Applies to the sum of the charges above
Determination of Billing Demand:	Max of the current month's actual demand or 90% of the max demand occurring in the previous year's summer months (June - September)		

Utility Company:	Alagasco		
Rate Schedule:	SCSI (A)		
Component	Charge	Unit	Description
Customer Charge:	\$15.03	per month	Fixed customer charge
Consumption Charge:	\$1.3535	per CCF	First 150 CCF
Consumption Charge:	\$1.2305	per CCF	Next 600 CCF
Consumption Charge:	\$1.1745	per CCF	Over 750 CCF
Other Charges:	4.0%	per \$	Utility Tax
Other Rate Details:	Utility tax applies to all charges		

Utility Company:	Alagasco		
Rate Schedule:	SCSI (B)		
Component	Charge	Unit	Description
Customer Charge:	\$15.03	per month	Fixed customer charge
Consumption Charge:	\$1.4532	per CCF	First 150 CCF
Consumption Charge:	\$1.3117	per CCF	Next 600 CCF
Consumption Charge:	\$1.2473	per CCF	Over 750 CCF
Other Charges:	4.0%	per \$	Utility Tax
Other Rate Details:	Utility tax applies to all charges		

Utility Company:	Alagasco		
Rate Schedule:	LCF2		
Component	Charge	Unit	Description
Customer Charge:	\$20.01	per month	Fixed Customer Charge
Transportation Charge	\$0.4417	per CCF	AGC Transport Charge
Well Head Charge	\$0.4429	per CCF	Well Head Cost Charge

Pipeline Charge	\$0.0308	per CCF	Pipeline Charge
Other Charges	0.50%	per \$	City Franchise Fee Transport: Applies to the 4 charges listed above
Other Charges	0.016%	per \$	City Franchise Fee Other: Applies to the 5 charges listed above
Other Charges	1.95%	per \$	State Utility Tax: Applies to the 6 charges listed above

COMMON ECM ASSUMPTIONS

Weather Data Source

Data for weather compensation adjustments will be actual climate data obtained from the National Weather Service Station at AL, Montgomery-Dannelly Field (MGM). In the event the specified weather station is de-activated, weather data will be collected from the nearest weather station with suitable observations. If the data source becomes unavailable or a superior source is identified, ESCO may select an alternative data source with Customer's approval.

Annual Calendar of Events

Provided below is a table summarizing the annual calendar of events that will be used as a basis in calculations, unless otherwise specified. In the event that there are any changes or deviations to this annual calendar, an appropriate adjustment will be made in accordance with the "Adjustment Schedule" set forth in Schedule D.

<u>Date(s)</u>	<u>Event</u>
1/1	New Years Day
1/17	Martin Luther King Jr. Day
2/21	President's Day
5/30	Memorial Day
7/4	Independence Day

<u>Date(s)</u>	<u>Event</u>
9/5	Labor Day
10/10	Columbus Day
11/11	Veterans Day
11/24	Thanksgiving Day
12/25	Christmas Day

Building Occupancy Schedules

Provided below is a table summarizing the building occupancy schedules used within the calculations, unless otherwise specified. In the event that there are any changes or deviations to this occupancy schedule, an appropriate adjustment will be made in accordance with the Adjustment Schedule set forth in Schedule D.

Facility	Day Type	Daily Schedule
All Facilities – Unless noted in the exceptions table below	Weekdays	8:00 AM – 5:00 PM
All Facilities – Unless noted in the exceptions table below	Weekends	Unoccupied
All Facilities – Unless noted in the exceptions table below	Events Listed Above	Unoccupied

Provided below is a table summarizing the exceptions for the building occupancy schedules in the table above.

Facility Exceptions	Day Type	Daily Schedule
Old Jail	All Days	24 Hr Operation

Annex I: Data Center and Sheriff's Office Area	All Days	24 Hr Operation
Care Here Health Clinic	Weekdays	7:30 AM – 6:00 PM
Care Here Health Clinic: Medicine Storage	All Days	Tighter Temperature Control
Community Corrections	Weekdays	6:30 AM – 5:30 PM
Community Corrections	Tuesday	6:30 AM – 9 PM
Community Corrections	Saturday	8:00 AM – 12 PM
Community Corrections: Drug Testing	All Days	Tighter Temperature Control: 60 to 90 deg F, no more than 80% RH at 90 deg F
Youth Facility Main Cell and Security Areas	All Days	24 Hr Operation
Youth Facility Main Day Rooms	Weekdays	8:00 AM – 5:00 PM
Youth Facility Main Day Rooms	Weekends	12:00 PM – 2:00 PM
Youth Facility Main Gym	All Days	11:00 AM – 1:00 PM and 5:00 PM – 6:00 PM
Youth Facility Main Kitchen	All Days	7:00 AM – 6:00 PM

Start Times	1 hour prior to scheduled event for area in question
Stop Times	After scheduled event for area in question
Special Requirements	As demanded for given area in question, adjustment required, unless demanded in base year.

Standards of Service and Comfort

Provided below is a table summarizing the temperature setpoints used within the calculations, unless otherwise specified. Customer agrees to operate the conditioned spaces in the facilities within the temperature ranges scheduled in the table below. In the event that there are any changes or deviations to these standards of service and comfort, an appropriate adjustment will be made in accordance with the Adjustment Schedule set forth in Schedule D.

	Heating Set-point Range	Cooling Set-point Range
Occupied	68°F - 71°F	72°F - 75°F
Unoccupied	55°F	95°F

MEASUREMENT & VERIFICATION DETAILS

OPTION A – LIGHTING EFFICIENCY AND CONTROLS

- A. Overview of M&V Plan, and Savings Calculation**
- B. Energy Savings Calculations**
- C. Key Parameter Measurement Strategy**
- D. Parameter Estimates**
- E. Cost Savings Calculations**

A. Overview of M&V Plan, and Savings Calculation

Savings in this section are determined by using an “Option A: Retrofit Isolation – Key Parameter Measurement” approach as described in the International Performance Measurement & Verification Protocol (IPMVP Volume I, EVO 10000-1:2010). The remainder of this section describes the energy savings calculations, key parameter measurements that will be conducted, parameters that will be estimated and those values, and how cost savings will be calculated. The energy and cost savings that are determined using this approach will be the annual savings values used for each year of the Performance Period.

B. Energy Savings Calculations

Provided within this section is an explanation of the calculations that will be used to perform energy savings calculations for this verification method.

Equations and Analysis of Energy Savings

Savings are calculated as the difference in energy usage from the baseline conditions, and the Performance Period conditions.

For energy demand, the demand savings will be determined for each fixture and summed for all fixtures that will be retrofitted using the following formula:

Equation 1 – Energy Demand Savings

$$D_{save} = \sum_{i=1}^n [(E_{Pre} \times F_{Pre} - E_{Post} \times F_{Post}) \times M]$$

Where,

D_{save} = Demand savings

n = Number of fixtures

E_{Pre} = Power usage of the baseline lighting conditions

E_{Post} = Power usage of the Performance Period lighting conditions

F_{Pre} = Demand diversity factor of the baseline lighting conditions

F_{Post} = Demand diversity factor of the Performance Period lighting conditions

M = Equivalent months of annual demand savings

For energy consumption, the energy savings will be determined for each fixture and summed for all fixtures that will be retrofitted using the following formula:

Equation 2 – Energy Consumption Savings

$$E_{save} = \sum_{i=1}^n [E_{Pre} \times H_{Pre} - E_{Post} \times H_{Post}]$$

Where,

E_{save} = Energy savings

H_{Pre} = Baseline burn hours

H_{Post} = Performance Period burn hours

The energy usage of both the baseline and Performance Period lighting conditions are calculated utilizing the same equations. The measured parameters collected during the pre-implementation period will be used to compute the baseline fixture power use. The measured parameters collected during the post-implementation period will be used to compute the Performance Period fixture power use. The equations for a single fixture for both the baseline and Performance Period are shown below using the baseline calculations as an example.

Equation 3 – Total Fixture Power Use

$$E_{Pre} = E_{Fixt,Pre}$$

Where,

$E_{Fixt,Pre}$ = Pre-implementation direct power usage of light fixture

Equation 4 – Fixture Lighting Power Use

$$E_{Fixt,Pre} = P_{Pre} \times Q$$

Where,

P = Pre-implementation power draw of light fixture

Q = Quantity of associated light fixture

Note: Equations 5 – 7 will only be applied to the Youth Facility Portable A-E, Durrough, and Wait Trailer area retrofit line items and will be substituted for Equation 3 above.

Equation 5 – Total Fixture Power Use for the Youth Facility Portable A-E, Durrough, and Wait Trailer areas.

$$E_{Pre} = E_{Fixt,Pre} + E_{Cool} + E_{Heat}$$

Where,

$E_{Fixt,Pre}$ = Pre-implementation direct power usage of light fixture

E_{Cool} = Indirect cooling power usage associated with the light fixture

E_{Heat} = Indirect heating power usage associated with the light fixture

Equation 6 – Cooling System Power Use

$$E_{Cool} = E_{Fixt,Pre} \times CF$$

Where,

CF = Cooling Efficiency Conversion Factor

Equation 7 – Heating System Power Use (penalty)

$$E_{Heat} = E_{Fixt, Pre} \times HF$$

Where,

HF = Heating Efficiency Conversion Factor (negative)

Note: The Durrough Annex does not have a HF. Therefore, a heating penalty will not be applied to the Durrough Annex retrofit line items.

C. Key Parameter Measurement Strategy

This section outlines the measurements that will be conducted to determine the measured values in the equations provided above in Paragraph B. For this lighting project, the key parameter that will be measured is the power consumption of each fixture type. Measurement and documentation strategies for each project phase are outlined below.

Pre-Implementation Measurements and Documentation

Power measurements will be taken on a sample set of each baseline fixture type to determine the average power use for each fixture type. At least eight (8) measurements will be taken for each fixture type (unless fewer exist). Measurements will continue to be taken for a given fixture type until the 95% confidence interval for the true population mean spans no more than 10% above and below the mean of the sample (or until all fixtures have been measured). The mean of this sample set will be treated as the power consumption for that fixture type for all savings calculations. As stated above, more measurements may be needed if the sampled fixtures have too much variance.

Lighting loggers and occupancy sensors were utilized to determine the baseline and Performance Period burn hours. The lighting loggers were used to calculate the baseline burn hours. The occupancy sensors determine the necessary operation of the lighting fixtures to meet the lighting needs. Those annual hours are the Performance Period burn hours. The values in the table below were extrapolated from a sample of each occupancy type. The table below contains the annual baseline and Performance Period burn hours and demand diversity factors.

Lighting Burn Hour Code	Area Description	Total Pre-Retrofit Annual Hours of Operation	Pre-Retrofit Diversity Factor for kW (D.F.)	Total Post-Retrofit Annual Hours of Operation	Post-Retrofit Diversity Factor for kW (D.F.)
CF-OS	Conf. Room, add new sensor	3,546	95%	2,837	90%
CF-OS (Portables)	Conf. Room, add new sensor	2,088	95%	1,670	90%
H	Halls & common areas	4,170	95%	4,170	95%
H-OS	Hallways, add new sensor	4,170	95%	2,794	85%
JC-OS (Portables)	Janitor Closet	522	20%	418	20%
M	Maintenance Areas	3,863	95%	3,863	95%
O	Offices	2,965	95%	2,965	95%
O (Portables)	Offices	3,132	95%	3,132	95%
OO	Open Office	3,004	95%	3,004	95%
OO (Portables)	Open Office	3,863	95%	3,863	95%
OO-OS	Open Offices, add new sensor	3,004	95%	2,253	90%
O-OS	Offices, add new sensor	2,965	95%	2,372	90%
O-OS (Portables)	Offices, add new sensor	3,132	95%	2,506	90%
O-OS/S	Offices, add new sensor-Storage	2,965	95%	612	90%
PKG	Parking Garage-Annex 1	8,756	95%	8,756	95%
RR	Restrooms	3,863	95%	3,863	95%
RR-OS	Restrooms, add new sensor	6,699	95%	2,010	75%
RR-OS (Portables)	Restrooms, add new sensor	3,863	95%	1,159	75%
RR-P	Restrooms, private	522	20%	522	20%
S	Storage Areas	2,041	20%	2,041	20%
S (Portables)	Storage Areas	522	20%	522	20%
S-OS	Storage Areas, add new sensor	2,041	20%	612	15%
S-OS (Portables)	Storage Areas, add new sensor	522	20%	418	20%
VEND	Vending Machine, add new sensor	8,760	100%	4,818	100%
X	Outside Areas	4,380	10%	4,380	10%
Z	24 Hour Areas	8,760	100%	8,760	100%
Z-OS/C	24 Hour Areas, add new sensor	8,760	100%	1,670	90%

Post-Implementation Measurements and Documentation

Power measurements will be taken on a sample set of each Performance Period fixture type to determine the average power use for each fixture type. At least eight (8) measurements will be taken for each fixture type (unless fewer exist). Measurements will continue to be taken for a given fixture type until the 95% confidence interval for the true population mean spans no more than 10% above and below the mean of the sample (or until all fixtures have been measured). The mean of this sample set will be treated as the power consumption for that fixture type for all savings calculations. The preferred locations for

measurements for the new retrofit types will be locations where some previous measurement was taken. The number of post-retrofit samples measured is independent from the number of pre-retrofit samples taken. These measurements are taken to determine the average power use of each fixture type, not the reduction of power use in any specific locations. All measurements will be taken using the same equipment and will be calibrated.

Performance Period Measurements and Documentation

No additional measurements will be taken during the Performance Period of this M&V strategy.

D. Parameter Estimates

Of the parameters identified under the equations for energy savings in Section B, several of the parameters are estimates, and will not be measured during any period of the project. Of the variables identified, the parameters that will be estimated for this particular ECM and M&V strategy include: burn hours (for fixtures without occupancy sensors), and demand diversity factors.

The tables below contain the estimated parameters and all pieces of information needed to define each fixture. Identified in the first table is the fixture description and estimated power consumption for each type of fixture. The second table identifies the retrofit codes for each retrofit type. The third table lists each grouping of fixtures, the retrofit to be performed, the area type for that group, the pre-retrofit and post-retrofit fixture quantities, and if an occupancy sensor is to be installed. The methods used to calculate savings in Paragraph E include the measurements defined in Paragraph C and the fixture details found in the tables below.

Portables A-E and Wait Trailer Heating Efficiency Conversion Factor	(0.1233) (kWh/kWh) & (kW/kW)
Portables A-E, Wait Trailer, and Durrough Annex Cooling Efficiency Conversion Factor	0.10479 (kWh/kWh) & (kW/kW)

Description	Expected W	Description	Expected W
(1) LAMP 100 WATT HIGH PRESSURE SODIUM	124	125 WATT PULSE START METAL HALIDE LAMP	160
(1) LAMP 100 WATT INCANDESCENT	95	2' T8 LAMP (1) LAMP	31
(1) LAMP 100 WATT MERCURY VAPOR	105	2' T8 LAMPS	27
(1) LAMP 100 WATT METAL HALIDE	123	3' T8 LAMPS EXISTING (1) LAMP	21
(1) LAMP 150 WATT HIGH PRESSURE SODIUM LUMINAIRE	188	4' T8 LAMPS (1) LAMP	22
(1) LAMP 175 WATT METAL HALIDE	200	4' T8 LAMPS (2) LAMP	42.2125
(1) LAMP 23 WATT COMPACT FLUORESCENT	22	4' T8 LAMPS (3) LAMP	63
(1) LAMP 32 WATT COMPACT FLOURESCENT	30	4' T8 LAMPS (4) LAMP	82
(1) LAMP 42 WATT PLUG IN COMPACT FLOURESCENT	42	4' T8 LAMPS (8) LAMP	164
(1) LAMP 60 WATT INCANDESCENT	59	70 WATT METAL HALIDE PULSE START LAMPS.	91
(1) LAMP 65 WATT INCANDESCENT	62	COMPACT FLUORESCENT LAMP 13 W	13
(1) LAMP 75 WATT INCANDESCENT	71	COMPACT FLUORESCENT LAMP 15 W	15
(1) LAMP F30T12 LUMINAIRE	36	COMPACT FLUORESCENT LAMP 18 W	18
(2) LAMP 15 WATT INCANDESCENT EXIT SIGN	29	COMPACT FLUORESCENT LAMP 26 W	26
(2) LAMP 150 WATT HIGH PRESSURE SODIUM	357	COMPACT FLUORESCENT LAMP 39 W	39
(2) LAMP 60 WATT INCANDESCENT	116	INDUCTION LUMINAIRE 222 W	222

(2) LAMP F20T12 LUMINAIRE	41	INDUCTION LUMINAIRE 44 W	44
(2) LAMP F40T12 LUMINAIRE	68	INDUCTION LUMINAIRE 78 W	78
(2) LAMP FB32T8 U-BEND LUMINAIRE	55	LED EXIT SIGN	4
(3) LAMP 40 WATT INCANDESCENT	114	LED LUMINAIRE	32
(3) LAMP 60 WATT INCANDESCENT	176	REFLECTOR KIT: 2' T8 LAMP 41 W	41
(3) LAMP F32T8 LUMINAIRE	84	REFLECTOR KIT: T8 LAMP EXISTING (3) LAMP	47
(4) LAMP 23 WATT COMPACT FLUORESCENT	87	REFLECTOR KIT: T8 LAMP EXISTING (4) LAMP	64
(4) LAMP F32T8 LUMINAIRE	105	SCREW IN LED LAMP	16.3
(4) LAMP F40T12 LUMINAIRE	138	T8 LUMINAIRE (1) LAMP	69
(8) LAMP F40T12 LUMINAIRE	274		
EXISTING (1) LAMP F32T8 LUMINAIRE, DELAMPED	32		
EXISTING (2) LAMP F32T8 LUMINAIRE	56		
EXISTING COMPACT FLUORESCENT EXIT SIGN	12		
SODA VENDING MACHINE	437		

Retrofit Code	Pre-Retrofit	Post-Retrofit	Total Retrofits
A	(1) LAMP 100 WATT HIGH PRESSURE SODIUM	INDUCTION LUMINAIRE 78 W	9
B	(1) LAMP 100 WATT HIGH PRESSURE SODIUM	70 WATT METAL HALIDE PULSE START LAMPS	13
C	(1) LAMP 100 WATT INCANDESCENT	COMPACT FLUORESCENT LAMP 18 W	4
D	(1) LAMP 100 WATT MERCURY VAPOR	T8 LUMINAIRE (1) LAMP	168
E	(1) LAMP 100 WATT METAL HALIDE	INDUCTION LUMINAIRE 44 W	2
F	(1) LAMP 100 WATT METAL HALIDE	T8 LUMINAIRE (1) LAMP	21
G	(1) LAMP 150 WATT HIGH PRESSURE SODIUM LUMINAIRE	LED LUMINAIRE	3
H	(1) LAMP 175 WATT METAL HALIDE	125 WATT PULSE START METAL HALIDE LAMP	2
I	(1) LAMP 23 WATT COMPACT FLUORESCENT	COMPACT FLUORESCENT LAMP 23 W	29
J	(1) LAMP 32 WATT COMPACT FLOURESCENT	COMPACT FLUORESCENT LAMP 32 W	5
K	(1) LAMP 42 WATT PLUG IN COMPACT FLOURESCENT	COMPACT FLUORESCENT LAMP 42 W	6
L	(1) LAMP 60 WATT INCANDESCENT	COMPACT FLUORESCENT LAMP 13 W	27
M	(1) LAMP 60 WATT INCANDESCENT	COMPACT FLUORESCENT LAMP 15 W	2
N	(1) LAMP 60 WATT INCANDESCENT	2' T8 LAMP (1) LAMP	2
O	(1) LAMP 60 WATT INCANDESCENT	4' T8 LAMPS (2) LAMP	1

P	(1) LAMP 65 WATT INCANDESCENT	SCREW IN LED LAMP	5
Q	(1) LAMP 75 WATT INCANDESCENT	COMPACT FLUORESCENT LAMP 18 W	1
R	(1) LAMP F30T12 LUMINAIRE	3' T8 LAMPS EXISTING (1) LAMP	2
S	EXISTING (1) LAMP F32T8 LUMINAIRE, DELAMPED	4' T8 LAMPS (1) LAMP	118
T	(2) LAMP 15 WATT INCANDESCENT EXIT SIGN	LED EXIT SIGN	12
U	(2) LAMP 150 WATT HIGH PRESSURE SODIUM	INDUCTION LUMINAIRE 222 W	8
V	(2) LAMP 60 WATT INCANDESCENT	COMPACT FLUORESCENT LAMP 26 W	2
W	(2) LAMP 60 WATT INCANDESCENT	4' T8 LAMPS (2) LAMP	1
X	(2) LAMP F20T12 LUMINAIRE	2' T8 LAMPS	2
Y	EXISTING (2) LAMP F32T8 LUMINAIRE	4' T8 LAMPS (2) LAMP	87
Z	(2) LAMP F40T12 LUMINAIRE	4' T8 LAMPS (2) LAMP	126
AA	(2) LAMP FB32T8 U-BEND LUMINAIRE	REFLECTOR KIT: 2' T8 LAMP 41 W	4
BB	(3) LAMP 40 WATT INCANDESCENT	COMPACT FLUORESCENT LAMP 39 W	2
CC	(3) LAMP 60 WATT INCANDESCENT	COMPACT FLUORESCENT LAMP 39 W	3
DD	(3) LAMP F32T8 LUMINAIRE	REFLECTOR KIT: T8 LAMP EXISTING (3) LAMP	24
EE	(3) LAMP F32T8 LUMINAIRE	4' T8 LAMPS (3) LAMP	33
FF	(4) LAMP 23 WATT COMPACT FLUORESCENT	COMPACT FLUORESCENT LAMP 39 W	1
GG	(4) LAMP F32T8 LUMINAIRE	REFLECTOR KIT: T8 LAMP EXISTING (4) LAMP	1
HH	(4) LAMP F32T8 LUMINAIRE	4' T8 LAMPS (4) LAMP	36
II	(4) LAMP F40T12 LUMINAIRE	REFLECTOR KIT: T8 LAMP EXISTING (4) LAMP	39
JJ	(4) LAMP F40T12 LUMINAIRE	4' T8 LAMPS (2) LAMP	10
KK	(4) LAMP F40T12 LUMINAIRE	4' T8 LAMPS (4) LAMP	34
LL	(8) LAMP F40T12 LUMINAIRE	4' T8 LAMPS (8) LAMP	22
MM	EXISTING COMPACT FLUORESCENT EXIT SIGN	LED EXIT SIGN	1
NN	SODA VENDING MACHINE	NEW: OCCUPANCY SENSOR	1

The table below lists the fixture definitions for facilities that would be verified using this Option A approach. This table may include line items for fixture replacements that did not make the final scope of work for the project. Any fixtures included in the table below that are not in the official scope of work defined in Schedule A will not be included in the savings determination.

Retrofit No:	Facility	Floor	Area	Retrofit Code	Lighting Burn Hour Code	Existing Fixture Quantity	Retrofit Fixture Quantity
1	PARKING GARAGE	GROUND	PIPE CHASE	Z	S	1	1
2	PARKING GARAGE	GROUND	ELEVATOR ROOM	Z	Z	2	2
3	PARKING GARAGE	GROUND	STAIRWELL	T	Z	1	1
4	PARKING GARAGE	GROUND	STAIRWELL	Z	Z	11	11
6	PARKING GARAGE	GROUND	STAIRWELL	B	Z	4	4
7	PARKING GARAGE	GROUND	STAIRWELL	T	Z	6	6
8	PARKING GARAGE	GROUND	STAIRWELL	Z	Z	11	11
10	PARKING GARAGE	GROUND	GARAGE	B	Z	9	9
11	PARKING GARAGE	GROUND	GARAGE	T	Z	2	2

13	PARKING GARAGE	GROUND	GARAGE	Z	Z	3	3
14	PARKING GARAGE	GROUND	ELEVATOR	L	Z	1	1
15	PARKING GARAGE	GROUND	SUPPLY ROOM	Z	S	2	2
16	PARKING GARAGE	GROUND	OFFICE SECURITY	F	S	2	2
17	PARKING GARAGE	GROUND	OFFICE SECURITY	Z	S	3	3
18	PARKING GARAGE	GROUND	RESTROOM	Q	RR-P	1	1
19	PARKING GARAGE	GROUND	STORAGE	Z	S	2	2
999	HEALTH CLINIC	1ST FLOOR	LOBBY	Z	OO	4	4
1000	HEALTH CLINIC	1ST FLOOR	CONFERENCE ROOM	Z	CF-OS	4	4
1002	HEALTH CLINIC	1ST FLOOR	EXAM	Z	O-OS	4	4
1004	HEALTH CLINIC	1ST FLOOR	EXAM	Z	O-OS	4	4
1006	HEALTH CLINIC	1ST FLOOR	WOMENS RESTROOM	V	RR-P	1	1
1007	HEALTH CLINIC	1ST FLOOR	MENS RESTROOM	V	RR-P	1	1
1008	HEALTH CLINIC	1ST FLOOR	JANITOR CLOSET	C	S	1	1
1009	HEALTH CLINIC	1ST FLOOR	COPY ROOM	Z	O-OS	4	4
1011	HEALTH CLINIC	1ST FLOOR	EXAM	Z	O-OS	4	4
1013	HEALTH CLINIC	1ST FLOOR	EXAM	Z	O-OS	2	2
1015	HEALTH CLINIC	1ST FLOOR	STORAGE	Z	O-OS/S	2	2
1018	HEALTH CLINIC	1ST FLOOR	LOBBY	Z	O-OS	4	4
1020	HEALTH CLINIC	1ST FLOOR	KITCHEN	Z	O-OS	3	3
1023	HEALTH CLINIC	1ST FLOOR	RECEPTION	Z	O-OS	1	1
1024	HEALTH CLINIC	1ST FLOOR	HALL	Z	OO-OS	4	4
1026	COMMUNITY CORRECTIONS	1ST FLOOR	RECEPTION	II	OO-OS	4	4
1028	COMMUNITY CORRECTIONS	1ST FLOOR	COPY ROOM	II	O-OS	2	2
1030	COMMUNITY CORRECTIONS	1ST FLOOR	FILE STORAGE	KK	O-OS	6	6
1031	COMMUNITY CORRECTIONS	1ST FLOOR	FILE STORAGE	KK	O-OS	3	3
1034	COMMUNITY CORRECTIONS	1ST FLOOR	OFFICE	II	O-OS	4	4
1036	COMMUNITY CORRECTIONS	1ST FLOOR	OFFICE	II	O-OS	3	3
1038	COMMUNITY CORRECTIONS	1ST FLOOR	OFFICE	KK	O-OS	2	2
1040	COMMUNITY CORRECTIONS	1ST FLOOR	OFFICE	KK	O-OS	2	2
1041	COMMUNITY CORRECTIONS	1ST FLOOR	MECHANICAL ROOM	L	M	1	1
1047	COMMUNITY CORRECTIONS	1ST FLOOR	OFFICE	II	O-OS	2	2
1049	COMMUNITY CORRECTIONS	1ST FLOOR	STORAGE	JJ	S	2	2
1053	COMMUNITY CORRECTIONS	1ST FLOOR	OFFICE	KK	O-OS	2	2
1054	COMMUNITY CORRECTIONS	1ST FLOOR	OFFICE	I	O-OS	8	8
1058	COMMUNITY CORRECTIONS	BASEMENT	CLASSROOM	II	Z-OS/C	4	4
1060	COMMUNITY CORRECTIONS	BASEMENT	OFFICE	II	O-OS	2	2
1062	COMMUNITY CORRECTIONS	BASEMENT	OFFICE	II	O-OS	2	2
1064	COMMUNITY CORRECTIONS	BASEMENT	OFFICE	II	O-OS	2	2
1066	COMMUNITY CORRECTIONS	BASEMENT	OFFICE	II	O-OS	6	6
1068	COMMUNITY CORRECTIONS	BASEMENT	OFFICE	II	O-OS	2	2
1070	COMMUNITY CORRECTIONS	BASEMENT	OFFICE	II	O-OS	2	2
1073	COMMUNITY	BASEMENT	RESTROOM	BB	RR-P	1	1

	CORRECTIONS						
1074	COMMUNITY CORRECTIONS	BASEMENT	MENS RESTROOM	X	RR-P	1	1
1076	COMMUNITY CORRECTIONS	BASEMENT	MENS RESTROOM	X	RR-OS	1	1
1077	COMMUNITY CORRECTIONS	BASEMENT	MENS RESTROOM	L	RR-OS	1	1
1078	COMMUNITY CORRECTIONS	BASEMENT	SUPPLIES	II	O-OS	2	2
1080	COMMUNITY CORRECTIONS	BASEMENT	MECHANICAL ROOM	L	M	1	1
1082	COMMUNITY CORRECTIONS	BASEMENT	WOMENS RESTROOM	FF	RR-OS	1	1
1083	COMMUNITY CORRECTIONS	BASEMENT	SUPPLIES	Z	S	1	1
1084	COMMUNITY CORRECTIONS	BASEMENT	SERVER	Z	S	1	1
1085	COMMUNITY CORRECTIONS	BASEMENT	LAB	BB	O-OS	1	1
1086	COMMUNITY CORRECTIONS	BASEMENT	LAB	Z	O-OS	1	1
1087	COMMUNITY CORRECTIONS	BASEMENT	LAB	AA	O-OS	4	4
1089	COMMUNITY CORRECTIONS	BASEMENT	HALLWAY	P	H	2	2
1090	COMMUNITY CORRECTIONS	BASEMENT	HALLWAY	P	H	3	3
1094	COMMUNITY CORRECTIONS-BLD 2	1ST FLOOR	LOBBY	DD	OO	2	2
1095	COMMUNITY CORRECTIONS-BLD 2	1ST FLOOR	LOBBY	Z	OO	1	1
1096	COMMUNITY CORRECTIONS-BLD 2	1ST FLOOR	STORAGE	JJ	S-OS	5	5
1098	COMMUNITY CORRECTIONS-BLD 2	1ST FLOOR	WOMENS RESTROOM	L	RR-P	1	1
1099	COMMUNITY CORRECTIONS-BLD 2	1ST FLOOR	MENS RESTROOM	L	RR-P	1	1
1100	COMMUNITY CORRECTIONS-BLD 2	1ST FLOOR	OFFICE	KK	O-OS	4	4
1102	COMMUNITY CORRECTIONS-BLD 2	1ST FLOOR	OFFICE	T	Z	1	1
1103	COMMUNITY CORRECTIONS-BLD 2	1ST FLOOR	OFFICE	KK	O-OS	3	3
1105	COMMUNITY CORRECTIONS-BLD 2	1ST FLOOR	OFFICE	KK	O-OS	3	3
1107	COMMUNITY CORRECTIONS-BLD 2	1ST FLOOR	OFFICE	KK	O-OS	3	3
1109	COMMUNITY CORRECTIONS-BLD 2	1ST FLOOR	HALLWAY	JJ	H-OS	3	3
1111	COMMUNITY CORRECTIONS-BLD 2	1ST FLOOR	HALLWAY	T	Z	1	1
1112	CARNEGIE BUILDING	3RD FLOOR	RECEPTION	C	OO	2	2
1113	CARNEGIE BUILDING	3RD FLOOR	OPEN OFFICE	I	OO-OS	8	8
1114	CARNEGIE BUILDING	3RD FLOOR	OPEN OFFICE	LL	OO-OS	3	3
1115	CARNEGIE BUILDING	3RD FLOOR	OPEN OFFICE	LL	OO-OS	1	1
1119	CARNEGIE BUILDING	3RD FLOOR	OFFICE	I	OO-OS	8	8

1120	CARNEGIE BUILDING	3RD FLOOR	OFFICE	LL	OO-OS	4	4
1125	CARNEGIE BUILDING	2ND FLOOR	RECEPTION	KK	H	2	2
1126	CARNEGIE BUILDING	2ND FLOOR	RECEPTION	CC	H	1	1
1127	CARNEGIE BUILDING	2ND FLOOR	SUPPLIES	C	S	1	1
1128	CARNEGIE BUILDING	2ND FLOOR	STAIRWELL	Z	H	1	1
1129	CARNEGIE BUILDING	2ND FLOOR	OPEN OFFICE	LL	OO-OS	8	8
1131	CARNEGIE BUILDING	2ND FLOOR	OPEN OFFICE	LL	OO-OS	2	2
1132	CARNEGIE BUILDING	2ND FLOOR	OPEN OFFICE	I	OO-OS	5	5
1134	CARNEGIE BUILDING	2ND FLOOR	OFFICE	LL	OO-OS	2	2
1135	CARNEGIE BUILDING	2ND FLOOR	OFFICE	LL	OO-OS	2	2
1137	CARNEGIE BUILDING	1ST FLOOR	ELEVATOR LOBBY	Z	H	1	1
1138	CARNEGIE BUILDING	1ST FLOOR	MECHANICAL ROOM	Z	M	2	2
1140	CARNEGIE BUILDING	1ST FLOOR	FILE ROOM	Z	O-OS	8	8
1142	CARNEGIE BUILDING	1ST FLOOR	OFFICE	Z	O-OS	5	5
1143	CARNEGIE BUILDING	1ST FLOOR	OFFICE	T	Z	1	1
1145	CARNEGIE BUILDING	1ST FLOOR	OFFICE	Z	O-OS	6	6
1147	CARNEGIE BUILDING	1ST FLOOR	LOBBY	II	H	2	2
1148	CARNEGIE BUILDING	1ST FLOOR	LOBBY	Y	H	1	1
1150	CARNEGIE BUILDING	1ST FLOOR	BREAK ROOM	J	OO-OS	5	5
1152	CARNEGIE BUILDING	1ST FLOOR	BREAK ROOM	Z	OO-OS	4	4
1153	CARNEGIE BUILDING	1ST FLOOR	BREAK ROOM	MM	VEND	1	1
1154	CARNEGIE BUILDING	1ST FLOOR	MENS RESTROOM	Z	RR-OS	2	2
1155	CARNEGIE BUILDING	1ST FLOOR	MENS RESTROOM	Z	RR-OS	2	2
1157	CARNEGIE BUILDING	1ST FLOOR	WOMENS RESTROOM	Z	RR-OS	2	2
1158	CARNEGIE BUILDING	1ST FLOOR	WOMENS RESTROOM	Z	RR-OS	2	2
1160	CARNEGIE BUILDING	1ST FLOOR	MECHANICAL ROOM	Z	M	6	6
1161	CARNEGIE BUILDING	1ST FLOOR	STORAGE	Z	S	2	2
1162	CARNEGIE BUILDING	1ST FLOOR	STORAGE	Z	S	2	2
1163	CARNEGIE BUILDING	1ST FLOOR	ELEVATOR	R	Z	2	2
1337	PORTABLE - 1113B	MAIN	LOBBY	Y	O-OS (Portables)	4	4
1341	PORTABLE - 1113B	MAIN	COURT ROOM	DD	CF-OS (Portables)	9	9
1343	PORTABLE - 1113B	MAIN	KITCHEN	Y	O-OS (Portables)	4	4
1345	PORTABLE - 1113B	MAIN	JANITOR CLOSET	Y	JC-OS (Portables)	1	1
1348	PORTABLE - 1113B	MAIN	STORAGE	Y	S-OS (Portables)	1	1
1350	PORTABLE - 1113B	MAIN	OFFICE	DD	O-OS (Portables)	7	7
1352	PORTABLE - 1113B	MAIN	RESTROOM	Y	RR-OS (Portables)	2	2
1354	PORTABLE - 1113B	MAIN	RESTROOM	Y	RR-OS (Portables)	2	2
1356	PORTABLE - 1113B	MAIN	RECEPTION	Y	OO (Portables)	3	3
1359	PORTABLE - 1113B	MAIN	OFFICE	Y	O-OS (Portables)	1	1
1362	PORTABLE - 1113B	MAIN	OFFICE	DD	O-OS (Portables)	2	2

					es)		
1364	PORTABLE - 1113B	MAIN	OFFICE	DD	O-OS (Portabl es)	2	2
1365	PORTABLE - 1113B	MAIN	HALLWAY	DD	O (Portabl es)	2	2
1366	PORTABLE - 1113B	EXTERIOR	EXTERIOR	G	X	3	3
1367	PORTABLE - E	MAIN	LOBBY	Y	O (Portabl es)	7	7
1369	PORTABLE - E	MAIN	RESTROOM	L	RR-P	1	1
1371	PORTABLE - E	MAIN	TIME CLOCK	Y	O-OS (Portabl es)	1	1
1373	PORTABLE - E	MAIN	OFFICE	Y	O-OS (Portabl es)	2	2
1375	PORTABLE - E	MAIN	OFFICE	Y	O-OS (Portabl es)	2	2
1377	PORTABLE - E	MAIN	OFFICE	Y	O-OS (Portabl es)	2	2
1379	PORTABLE - E	MAIN	OFFICE	Y	O-OS (Portabl es)	4	4
1381	PORTABLE - E	MAIN	OFFICE	Y	O-OS (Portabl es)	2	2
1383	PORTABLE - E	MAIN	OFFICE	Y	O-OS (Portabl es)	2	2
1385	PORTABLE - E	EXTERIOR	EXTERIOR	M	O (Portabl es)	1	1
1386	PORTABLE - 1113A	EXTERIOR	EXTERIOR	L	O (Portabl es)	1	1
1388	PORTABLE - 1113A	MAIN	RECEPTION	KK	O (Portabl es)	2	2
1391	PORTABLE - 1113A	MAIN	OFFICE	O	O-OS (Portabl es)	1	1
1393	PORTABLE - 1113A	MAIN	RESTROOM	N	RR-P	2	2
1394	PORTABLE - 1113A	MAIN	RESTROOM	CC	RR-P	2	2
1396	PORTABLE - 1113A	MAIN	STORAGE	L	S (Portabl es)	1	1
1398	PORTABLE - 1113A	MAIN	OFFICE	KK	O-OS (Portabl es)	1	1
1400	PORTABLE - 1113A	MAIN	STORAGE	L	S (Portabl es)	1	1
1404	PORTABLE - 1113A	MAIN	OFFICE	W	O-OS (Portabl es)	1	1
1406	PORTABLE - 1113A	MAIN	STORAGE	L	S (Portabl es)	1	1
1408	PORTABLE - 1113A	MAIN	KITCHEN	KK	O-OS (Portabl es)	1	1
1409	PORTABLE - 1113A	MAIN	KITCHEN	L	O-OS (Portabl es)	1	1

1411	PORTABLE - 1113A	MAIN	KITCHEN	Z	O-OS (Portabl es)	2	2
1413	PORTABLE - 1113A	MAIN	STORAGE	L	S (Portabl es)	1	1
1416	PORTABLE - A	MAIN	HALLWAY	S	O-OS (Portabl es)	7	7
1419	PORTABLE - A	MAIN	RESTROOM	L	RR	1	1
1420	PORTABLE - A	MAIN	CONFERENCE ROOM	S	CF-OS (Portabl es)	2	2
1421	PORTABLE - A	MAIN	OFFICE	S	O-OS (Portabl es)	2	2
1422	PORTABLE - A	MAIN	OFFICE	S	O-OS (Portabl es)	2	2
1423	PORTABLE - A	MAIN	OFFICE	S	O-OS (Portabl es)	4	4
1424	PORTABLE - A	MAIN	OFFICE	S	O-OS (Portabl es)	4	4
1425	PORTABLE - A	MAIN	OFFICE	S	O-OS (Portabl es)	2	2
1429	PORTABLE - A	EXTERIOR	EXTERIOR	L	X	3	3
1430	PORTABLE - B	EXTERIOR	EXTERIOR	L	X	3	3
1431	PORTABLE - B	MAIN	HALLWAY	S	O (Portabl es)	7	7
1433	PORTABLE - B	MAIN	RESTROOM	L	RR	1	1
1434	PORTABLE - B	MAIN	RESTROOM	L	RR	1	1
1435	PORTABLE - B	MAIN	OFFICE	S	O-OS (Portabl es)	2	2
1436	PORTABLE - B	MAIN	OFFICE	S	O-OS (Portabl es)	2	2
1437	PORTABLE - B	MAIN	OFFICE	S	O-OS (Portabl es)	4	4
1438	PORTABLE - B	MAIN	OFFICE	S	O-OS (Portabl es)	4	4
1439	PORTABLE - B	MAIN	OFFICE	S	O-OS (Portabl es)	2	2
1440	PORTABLE - B	MAIN	OFFICE	S	O-OS (Portabl es)	4	4
1441	PORTABLE - B	MAIN	KITCHEN	S	O-OS (Portabl es)	2	2
1442	PORTABLE - B	MAIN	OFFICE	S	O-OS (Portabl es)	4	4
1443	PORTABLE - B	MAIN	OFFICE	S	O-OS (Portabl es)	2	2
1447	PORTABLE - C	MAIN	HALLWAY	S	O (Portabl es)	10	10
1450	PORTABLE - C	MAIN	HALLWAY	MM	Z	1	1
1451	PORTABLE - C	MAIN	OFFICE	S	O-OS (Portabl	2	2

					es)		
1452	PORTABLE - C	MAIN	OFFICE	S	O-OS (Portabl es)	2	2
1453	PORTABLE - C	MAIN	OFFICE	S	O-OS (Portabl es)	2	2
1454	PORTABLE - C	MAIN	OFFICE	S	O-OS (Portabl es)	2	2
1455	PORTABLE - C	MAIN	OFFICE	S	O-OS (Portabl es)	2	2
1456	PORTABLE - C	MAIN	OFFICE	S	O-OS (Portabl es)	2	2
1457	PORTABLE - C	MAIN	OFFICE	S	O-OS (Portabl es)	2	2
1458	PORTABLE - C	MAIN	CONFERENCE ROOM	S	O-OS (Portabl es)	2	2
1461	PORTABLE - C	EXTERIOR	EXTERIOR	L	X	2	2
1462	PORTABLE - C	EXTERIOR	EXTERIOR	M	X	1	1
1463	PORTABLE - C	EXTERIOR	EXTERIOR	Y	X	1	1
1464	PORTABLE - D	EXTERIOR	EXTERIOR	L	X	3	3
1465	PORTABLE - D	MAIN	OFFICE	S	O-OS (Portabl es)	2	2
1466	PORTABLE - D	MAIN	CONFERENCE ROOM	S	CF-OS (Portabl es)	3	3
1467	PORTABLE - D	MAIN	OFFICE	S	O-OS (Portabl es)	2	2
1468	PORTABLE - D	MAIN	OFFICE	S	O-OS (Portabl es)	2	2
1469	PORTABLE - D	MAIN	OFFICE	S	O-OS (Portabl es)	2	2
1470	PORTABLE - D	MAIN	OFFICE	S	O-OS (Portabl es)	2	2
1471	PORTABLE - D	MAIN	OFFICE	S	O-OS (Portabl es)	2	2
1472	PORTABLE - D	MAIN	SUPPLY ROOM	S	O-OS (Portabl es)	2	2
1473	PORTABLE - D	MAIN	RESTROOM	S	RR-OS (Portabl es)	1	1
1474	PORTABLE - D	MAIN	OPEN OFFICE	S	OO (Portabl es)	18	18
1611	PROBATE & REVENUE	1ST FLOOR	LOBBY	EE	OO	21	21
1614	PROBATE & REVENUE	1ST FLOOR	LOBBY	HH	OO	11	11
1615	PROBATE & REVENUE	1ST FLOOR	OFFICE	EE	O-OS	2	2
1616	PROBATE & REVENUE	1ST FLOOR	OFFICE	K	O-OS	3	3
1618	PROBATE & REVENUE	1ST FLOOR	SAFE	Y	O	1	1
1620	PROBATE & REVENUE	1ST FLOOR	OFFICE	HH	O-OS	2	2

1622	PROBATE & REVENUE	1ST FLOOR	BREAK ROOM	Y	O-OS	6	6
1624	PROBATE & REVENUE	1ST FLOOR	KITCHEN	Y	O-OS	2	2
1625	PROBATE & REVENUE	1ST FLOOR	WOMENS RESTROOM	Y	RR-P	1	1
1626	PROBATE & REVENUE	1ST FLOOR	MENS RESTROOM	Y	RR-P	1	1
1628	PROBATE & REVENUE	1ST FLOOR	HALLWAY	Y	H-OS	3	3
1630	PROBATE & REVENUE	1ST FLOOR	HALLWAY	Y	H-OS	1	1
1631	PROBATE & REVENUE	1ST FLOOR	MECHANICAL ROOM	Y	M	2	2
1632	PROBATE & REVENUE	1ST FLOOR	WORKROOM	HH	O-OS	5	5
1633	PROBATE & REVENUE	1ST FLOOR	WORKROOM	GG	O-OS	1	1
1636	PROBATE & REVENUE	1ST FLOOR	STORAGE	Y	O-OS	8	8
1637	PROBATE & REVENUE	1ST FLOOR	ELECTRICAL CLOSET	Y	S	2	2
1638	PROBATE & REVENUE	1ST FLOOR	STORAGE	Y	O	1	1
1640	PROBATE & REVENUE	1ST FLOOR	HALLWAY	Y	O	2	2
1642	PROBATE & REVENUE	1ST FLOOR	LOBBY	EE	OO	10	10
1645	PROBATE & REVENUE	1ST FLOOR	LOBBY	HH	OO	8	8
1646	PROBATE & REVENUE	1ST FLOOR	OFFICE	K	O-OS	3	3
1647	PROBATE & REVENUE	1ST FLOOR	OFFICE	HH	O-OS	2	2
1649	PROBATE & REVENUE	1ST FLOOR	SAFE	Y	O	1	1
1651	PROBATE & REVENUE	1ST FLOOR	OFFICE	HH	O-OS	2	2
1653	PROBATE & REVENUE	1ST FLOOR	MAPPERS	HH	O-OS	6	6
1655	PROBATE & REVENUE	1ST FLOOR	SUPPLIES	Y	O-OS	6	6
1656	PROBATE & REVENUE	1ST FLOOR	MECHANICAL ROOM	Y	M	2	2
1657	PROBATE & REVENUE	1ST FLOOR	MENS RESTROOM	Y	RR-P	1	1
1658	PROBATE & REVENUE	1ST FLOOR	WOMENS RESTROOM	Y	RR-P	1	1
1660	PROBATE & REVENUE	1ST FLOOR	HALLWAY	Y	H	4	4
1661	PARKING GARAGE	EXTERIOR	PARKING GARAGE	A	X	9	9
1686	CARNEGIE BUILDING	EXTERIOR	LANDSCAPE	H	X	2	2
1688	COMMUNITY CORRECTIONS	BLD 1	BUILDING PERIMETER	E	X	2	2
1710	ANNEX 3	GARAGE	GARAGE	F	PKG	19	19
1712	PARKING GARAGE	MAIN	PARKING GARAGE	D	Z	112	112
1713	PARKING GARAGE	MAIN	PARKING GARAGE	D	X	56	56
1714	PARKING GARAGE	MAIN	PARKING GARAGE	U	X	8	8

E. Cost Savings Calculations

Provided below are the methods and equations used to determine the cost savings associated with this particular methodology.

Cost Savings are calculated as the difference between the baseline and Performance Period energy costs. Equation 7 will be used to compute the total cost savings for each Guarantee Year.

Equation 7 – Total Cost Savings

$$\$_{save} = \sum_{i=1}^n (\$_{Baseline} - \$_{Performance})_i$$

Where,

$\$_{save}$ = Guarantee year cost savings

$\$_{Baseline}$ = Billing period k baseline utility cost for account i

$\$_{Performance}$ = Billing period k performance period utility cost for account i

n = Total number of utility types

The marginal utility rates utilized to calculate the dollar amounts are defined in the following tables for each facility. These rates will escalate 3% each year.

ANNEX III	ELECTRIC
DEMAND (kW)	\$11.45 / kW
ENERGY (kWh)	\$0.0694185 / kWh

CARE HERE CLINIC	ELECTRIC
DEMAND (kW)	\$4.74 / kW
ENERGY (kWh)	\$0.1011859 / kWh

CARNEGIE	ELECTRIC
DEMAND (kW)	\$4.74 / kW
ENERGY (kWh)	\$0.1011859 / kWh

COMMUNITY CORRECTIONS	ELECTRIC
DEMAND (kW)	\$3.39 / kW
ENERGY (kWh)	\$0.101168 / kWh

PARKING GARAGE	ELECTRIC
DEMAND (kW)	\$9.03 / kW
ENERGY (kWh)	\$0.0841014 / kWh

PROBATE-REVENUE WEST	ELECTRIC
DEMAND (kW)	\$3.39 / kW
ENERGY (kWh)	\$0.101168 / kWh

PORTABLES (A-D)	ELECTRIC
DEMAND (kW)	\$3.67 / kW
ENERGY (kWh)	\$0.101168 / kWh

PORTABLES (E)	ELECTRIC
ENERGY (kWh)	\$0.101170 / kWh

PORTABLES (1113A)	ELECTRIC
DEMAND (kW)	\$4.30 / kW

ENERGY (kWh)	\$0.100979 / kWh
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PORTABLES (1113B)	ELECTRIC
DEMAND (kW)	\$3.65 / kW
ENERGY (kWh)	\$0.101168 / kWh

Option A – Water

- A. Overview of M&V Plan, and Savings Calculation
- B. Water Savings Calculations
- C. Key Parameter Measurement Strategy
- D. Parameter Estimates
- E. Cost Savings Calculations

A. Overview of M&V Plan, and Savings Calculation

Savings in this section are determined by using an “Option A: Retrofit Isolation – Key Parameter Measurement” approach as described in the International Performance Measurement & Verification Protocol (IPMVP Volume I, EVO 10000-1:2010). The remainder of this section describes the water savings calculations, key parameter measurements that will be conducted, parameters that will be estimated and those values, and how cost savings will be calculated. The water and cost savings that are determined using this approach will be the annual savings values used for each year of the Performance Period.

B. Water Savings Calculations

Provided within this section is an explanation of the calculations that will be used to perform the water savings calculations for this verification method.

Equations and Analysis of Water Savings

Savings are calculated as the difference in water usage from the baseline conditions, and the Performance Period conditions.

For water consumption, the water savings will be determined for each fixture and summed for all fixtures that will be retrofitted using the following formula:

Equation 1 – Water Consumption Savings

$$W_{save} = \sum_{i=1}^n [W_{Pre} \times UPY_{Pre} - W_{Post} \times UPY_{Post}]_i$$

Where,

W_{save} = Water savings

W_{pre} = Measured baseline gallons per use

W_{post} = Measured performance period gallons per use

UPY_{pre} = Baseline Uses (flushes/minutes) per year

UPY_{post} = Performance Period Uses (flushes/minutes) per year

C. Key Parameter Measurement Strategy

This section outlines the measurements that will be conducted to determine the measured values in the equation provided above in Paragraph B. For this water project, the key parameter that will be measured is the water consumption per use of each fixture type. For toilets and urinals, uses are equal to flushes. For sinks and showers, uses are minutes of use. Measurement and documentation strategies for each project phase are outlined below.

Pre-Implementation Measurements and Documentation

Water consumption measurements will be taken on a sample set of each baseline fixture type to determine the average water use for each fixture type. At least eight (8) measurements will be taken for each fixture type (unless fewer exist). Measurements will continue to be taken for a given fixture type until the 95% confidence interval for the true population mean spans no more than 10% above and below the mean of the sample (or until all fixtures have been measured). The mean of this sample set will be treated as the water consumption for that fixture type for all savings calculations. As stated above, more measurements may be needed if the sampled fixtures have too much variance.

Post-Implementation Measurements and Documentation

Water consumption measurements will be taken on a sample set of each Performance Period fixture type to determine the average water use for each fixture type. At least eight (8) measurements will be taken for each fixture type (unless fewer exist). Measurements will continue to be taken for a given fixture type until the 95% confidence interval for the true population mean spans no more than 10% above and below the mean of the sample (or until all fixtures have been measured). The mean of this sample set will be treated as the water consumption for that fixture type for all savings calculations. The preferred locations for measurements for the new retrofit types will be locations where some previous measurement was taken. The number of post-retrofit samples measured is independent from the number of pre-retrofit samples taken. These measurements are taken to determine the average water use of each fixture type, not the reduction of water use in any specific locations. All measurements will be taken using the same equipment and will be calibrated.

Performance Period Measurements and Documentation

No additional measurements will be taken during the Performance Period of this M&V strategy.

D. Parameter Estimates

Of the parameters identified under the equations for water savings in Section B, several of the parameters are estimates, and will not be measured during any period of the project. Of the variables identified, the parameters that will be estimated for this particular ECM and M&V strategy include: Flushes (water closets, urinals, etc.) and minutes (faucets, etc.) per year.

The tables below contain the estimated parameters and all pieces of information needed to define each fixture. Identified in the first table is the fixture description and estimated water consumption for each type of fixture. Note: The second and fourth columns of this table include two use rate types. Gallons per flush (GPF) applies to water closets, urinal, tank tops, etc. Gallons per minute (GPM) applies to lavatory sinks, faucets combo mid flow, etc. The second table identifies the retrofit codes for each retrofit type. The third table lists each grouping of fixtures, the retrofit to be performed, the pre-retrofit and post-retrofit fixture quantities, and the estimated use rate. Note: The last column of this table includes two use rate types. Flushes per year (FPY) applies to water closets, urinal, tank tops, etc. Minutes per year (MPY) applies to lavatory sinks, faucets combo mid flow, etc. The methods used to calculate savings in Paragraph E include the measurements defined in Paragraph C and the fixture details found in the tables below.

DESCRIPTION	EXPECTED GPM/GPF	DESCRIPTION	EXPECTED GPM/GPF
4" and 8" Center Sets	2.24	0.5 GPM Aerator	0.50
Lavatory/Hand Wash Sinks	2.08	1.0 GPF Tank Top	1.00

Prison Combo Mid Flow	4.00	1.0 GPM Flow Restrictor	1.00
Tank Tops (1.6 GPF)	1.60	1.5 GPM Aerator	1.50
Tank Tops (3.5 GPF)	3.50	Urinal Valve (0.5 GPF)	0.50
Urinal Valves (1.0 GPF)	1.00	Urinal Valve (0.75 GPF)	0.75
Urinal Valves (1.5 GPF)	1.50	Urinal Valve (1.5 GPF)	1.50
Urinal Valves (3 GPF)	3.00	Prison Combo Retrofit	2.40
Vintage Water Closets (3.5 GPF)	3.50	Water Closet Retrofit (1.28 GPF)	1.28
Vintage Water Closets (4.0 GPF)	4.00	Water Closet Retrofit (2.4 GPF)	2.40
Water Closets with Flush Valves (1.6 GPF)	1.60		
Water Closets with Flush Valves (4 GPF)	4.00		

Retrofit Code	PRE-RETROFIT	POST-RETROFIT	TOTAL RETROFITS
A	4" and 8" Center Sets	0.5 GPM Aerator	187
B	4" and 8" Center Sets	1.5 GPM Aerator	10
C	Lavatory/Hand Wash Sinks	1.0 GPM Flow Restrictor	39
D	Prison Combo Mid Flow	Prison Combo Retrofit	54
E	Tank Tops (1.6 GPF)	1.0 GPF Tank Top	3
F	Tank Tops (3.5 GPF)	1.0 GPF Tank Top	14
G	Urinal Valves (1.0 GPF)	Urinal Valve (0.5 GPF)	4
H	Urinal Valves (1.5 GPF)	Urinal Valve (0.5 GPF)	12
I	Urinal Valves (1.5 GPF)	Urinal Valve (0.75 GPF)	26
J	Urinal Valves (3 GPF)	Urinal Valve (1.5 GPF)	4
K	Vintage Water Closets (3.5 GPF)	Water Closet Retrofit (1.28 GPF)	1
L	Vintage Water Closets (4.0 GPF)	Water Closet Retrofit (1.28 GPF)	147
M	Water Closets with Flush Valves (1.6 GPF)	Water Closet Retrofit (1.28 GPF)	40
N	Water Closets with Flush Valves (4 GPF)	Water Closet Retrofit (2.4 GPF)	8

The table below lists the fixture definitions for facilities that would be verified using this Option A approach. This table may include line items for fixture replacements that did not make the final scope of work for the project. Any fixtures included in the table below that are not in the official scope of work defined in Schedule A will not be included in the savings determination.

Retrofit No:	Facility	Retrofit Code	Existing Fixture Quantity	Proposed Fixture Quantity	Existing Use Rate (FPY/MPY)	Proposed Use Rate (FPY/MPY)
1	Annex 1	L	32	32	4005	4005
2	Annex 1	E	1	1	4005	4005
3	Annex 1	H	2	2	11017	11017
4	Annex 1	I	1	1	11017	11017
5	Annex 1	J	4	4	11017	11017
6	Annex 1	B	1	1	1269	1269
7	Annex 1	A	46	46	1269	1269
8	Annex 1	C	5	5	1269	1269
9	ANNEX 3	M	22	22	1722	1722
10	ANNEX 3	G	4	4	4800	4800
11	ANNEX 3	A	19	19	453	453
12	ANNEX 3	C	2	2	453	453
13	ANNEX 2	L	16	16	863	863
14	ANNEX 2	H	3	3	1105	1105
15	ANNEX 2	I	3	3	1105	1105
16	ANNEX 2	A	13	13	262	262
17	CARNEGIE BUILDING	L	3	3	2160	2160
18	CARNEGIE BUILDING	I	2	2	1620	1620
19	CARNEGIE BUILDING	A	3	3	540	540
20	COUNTY COURTHOUSE	M	15	15	16620	16620
21	COUNTY COURTHOUSE	L	76	76	16620	16620
22	COUNTY COURTHOUSE	H	1	1	6555	6555
23	COUNTY COURTHOUSE	I	1	1	6555	6555
24	COUNTY COURTHOUSE	I	18	18	6555	6555
25	COUNTY COURTHOUSE	A	57	57	7708	7708

26	COUNTY COURTHOUSE	C	26	26	7708	7708
27	COUNTY COURTHOUSE	A	4	4	7708	7708
28	CENTRAL PARKING GARAGE	L	1	1	2160	2160
29	CENTRAL PARKING GARAGE	A	1	1	270	270
30	CARE HERE HEALTH CLINIC	F	4	4	1305	1305
31	CARE HERE HEALTH CLINIC	H	2	2	2070	2070
32	CARE HERE HEALTH CLINIC	B	2	2	2640	2640
33	CARE HERE HEALTH CLINIC	C	4	4	2640	2640
34	CARE HERE HEALTH CLINIC	A	4	4	2640	2640
35	COMMUNITY CORRECTIONS BLDG	L	5	5	711	711
36	COMMUNITY CORRECTIONS BLDG	E	2	2	711	711
37	COMMUNITY CORRECTIONS BLDG	F	1	1	711	711
38	COMMUNITY CORRECTIONS BLDG	I	1	1	3308	3308
39	COMMUNITY CORRECTIONS BLDG	C	2	2	500	500
40	COMMUNITY CORRECTIONS BLDG	A	1	1	500	500
41	COMMUNITY CORRECTIONS BLDG	A	6	6	500	500
42	PROBATE WEST	M	3	3	2224	2224
43	PROBATE WEST	K	1	1	2224	2224
44	PROBATE WEST	B	1	1	426	426
45	PROBATE WEST	A	4	4	426	426
46	YOUTH DETENTION CENTER	N	8	8	2654	2654
47	YOUTH DETENTION CENTER	L	14	14	2654	2654
48	YOUTH DETENTION CENTER	D	54	54	2654	2654
49	YOUTH DETENTION CENTER	F	9	9	2654	2654

50	YOUTH DETENTION CENTER	H	4	4	4128	4128
51	YOUTH DETENTION CENTER	B	6	6	1133	1133
52	YOUTH DETENTION CENTER	A	18	18	1133	1133
53	YOUTH DETENTION CENTER	A	2	2	1133	1133
54	YOUTH DETENTION CENTER	A	9	9	1133	1133

E. Cost Savings Calculations

Provided below are the methods and equations used to determine the cost savings associated with this particular methodology.

Cost Savings are calculated as the difference between the baseline and Performance Period water costs. Equation 7 will be used to compute the total cost savings for each Guarantee Year.

Equation 7 – Total Cost Savings

$$\$_{\text{save}} = \sum_{i=1}^n (\$_{\text{Baseline}} - \$_{\text{Performance}})_i$$

Where,

$\$_{\text{save}}$ = Guarantee year cost savings

$\$_{\text{Baseline}}$ = Billing period k baseline utility cost for account i

$\$_{\text{Performance}}$ = Billing period k performance period utility cost for account i

n = Total number of utility types

The marginal utility rates utilized to calculate the dollar amounts are defined in the following tables for each facility. These rates will escalate 3% each year.

ANNEX III	WATER
Water (kGal)	\$ 5.408/ kGal

CARE HERE CLINIC	WATER
Water (kGal)	\$6.0216 / kGal

CARNEGIE WATER	WATER
Water (kGal)	\$5.79 / kGal

COMMUNITY CORRECTIONS	WATER
Water (kGal)	\$7.67 / kGal

PARKING GARAGE	WATER
Water (kGal)	\$3.26 / kGal

ANNEX I	WATER
Water (kGal)	\$5.408 / kGal

ANNEX II	WATER
Water (kGal)	\$0.71 / kGal

COUNTY COURTHOUSE / JAIL	WATER
Water (kGal)	\$5.408 / kGal

YOUTH FACILITY	WATER
Water (kGal)	\$4.957 / kGal

Option C – Whole Term

- A. Overview of M&V Plan, and Savings Calculation
- B. Energy Savings Calculations
- C. Key Parameters Measurement Strategy
- D. Parameter Estimates
- E. Cost Savings Calculations
- F. Adjustment Schedule

A. Overview of M&V Plan, and Savings Calculation

The method of determining energy savings described in this section uses “Option C – Whole Facility (Main Meter Measurement)” as described in the International Measurement and Verification Protocol (IPMVP Volume I, EVO 10000-1:2010). The remainder of this section provides the energy savings calculations, the key parameter measurements that will be conducted, the parameters that will be estimated and those values, and how cost savings will be calculated.

Guaranteed Meters

The following meters will be used to measure actual energy consumption for both the base year and guarantee periods.

Meter Name	Account	Utility Type	Utility Company	Rate	Units
Annex I	01072-97012	Electric	Alabama Power	LPLE	kWh, kW
Annex I	200000625721	Natural Gas	Alagasco	Small Commercial & Small Industry (A)	CCF
Annex II	77073-86004	Electric	Alabama Power	LPTS	kWh, kW
Courthouse / Jail	12293-48002	Electric	Alabama Power	LPTL	kWh, kW
Courthouse / Jail	200000625749	Natural Gas	Alagasco	Large Commercial F2	CCF
Youth Facility	34273-52004	Electric	Alabama Power	LPM	kWh, kW
Youth Facility	625767	Natural Gas	Alagasco	Small Commercial & Small Industry (B)	CCF

Building Summary

The following table lists the buildings that were served by guarantee meters during the base year period.

Building Name	Area (ft ²)	Comments
Annex I	132,892	
Annex II	23,400	
Old Courthouse / Jail	195,558	
Youth Facility	54,930	

B. Energy Savings Calculations

Provided within this section is an explanation of the calculations that will be used to perform energy savings calculations for this particular ECM.

Overview of Savings Methodology

Energy savings will be measured by comparing the Performance Period's total energy consumption and demand to the total energy consumption and demand for the same area in the base year period by utilizing energy meter data. Base year energy and demand will be adjusted for differences in weather, facility operation and facility modifications to estimate how much energy would have been used in the guarantee period if the energy conservation measures had not been implemented. The energy saved is the difference between the adjusted base year consumption and the Performance Period consumption. The demand saved is the difference between the adjusted base year demand and the Performance Period demand. This process will be followed for each fuel type involved in the guarantee.

Equations and Analysis of Energy Savings

Savings are calculated as the difference in energy usage from the baseline conditions after adjusting for all necessary changes, and the Performance Period conditions. This is shown in Equation 1 below:

Equation 1 – Energy Consumption Savings

$$E_{\text{save}} = E_{\text{Baseline}} - E_{\text{Performance}}$$

Where,

E_{save} = Energy savings

E_{Baseline} = Adjusted energy usage of facility equipment pre-implementation

$E_{\text{Performance}}$ = Energy usage of facility equipment post-implementation

The baseline is that set of parameters that describes both the energy consumed in the base year and the conditions that caused that consumption to occur. This set of parameters includes utility consumption, facility use information, weather data and other information as may be necessary to describe the base year conditions. In addition, the baseline includes certain mathematical values, calculated by a model, that are used to correlate the base year energy consumption with the factors that caused that consumption and is defined by Equation 2 below:

Equation 2 – Baseline Energy Use

$$E_{\text{Baseline}} = \sum_{i=1}^n C_D \times T_i + C_H \times HDD_i + C_c \times CDD_i + CO_i + CM_i$$

Where,

n = Number of billing periods in year.

E_{Baseline} = Adjusted baseline period consumption

C_D = A constant representing units of consumption per billing period day

T_i = Number of days in billing period

C_H = A constant representing units of consumption per heating degree day

HDD_i = Heating degree days in the current billing period

C_c = A constant representing units of consumption per cooling degree day

CDD_i = Cooling degree days in the current billing period

CO_i = Offset for the current billing period

CM_i = Other adjustments for the current billing period

Customer agrees to accept modifications to this baseline that are necessary to account for changes in the facilities and their use which may have occurred prior to the execution of this agreement but come to the

attention of ESCO after the execution of this agreement. Typical adjustments are provided in detail in Paragraph F.

Demand savings are computed similarly to the consumption savings, as shown by Equation 3 below:

Equation 3 – Peak Demand Savings

$$D_{save} = D_{Baseline} - D_{Performance}$$

Where,

D_{save} = Demand savings

$D_{Baseline}$ = Adjusted energy demand of facility equipment pre-implementation

$D_{Performance}$ = Energy demand of facility equipment post-implementation

Adjusted base year demand is calculated as demonstrated in Equation 4 below:

Equation 4 – Baseline Peak Demand

$$D_{Baseline} = \sum_{i=1}^n D_D + D_H \times \frac{HDD_i}{T_i} + D_C \times \frac{CDD_i}{T_i} + DO_i + DM_i$$

Where,

D_D = A constant representing units of demand per billing period

D_H = A constant representing units of demand per heating degree day per day

D_C = A constant representing units of demand per cooling degree day per day

DO_i = Offset for the current billing period

DM_i = Other adjustments for the current billing period

C. Key Parameters Measurement Strategy

Measurement and documentation strategies for each project phase are outline below.

Pre-Implementation Measurements and Documentation

Customer will provide ESCO with monthly utility bills and all delivery invoices for the accounts included in Paragraph A for a minimum of twenty-four (24) months worth of historical utility data that is to represent a complete span of two years worth of energy usage. Customer will also provide ESCO with monthly utility bills and all delivery invoices for the accounts included in Paragraph A from the end of that twenty-four (24) month data set through the Savings Guarantee Commencement Date within the timelines specified in Paragraph F.

ESCO will collect daily high and low temperature data from the weather station defined in Schedule D, Common ECM Assumptions.

Post-Implementation Measurements and Documentation

No short term verification is performed using this method. All post-implementation measurements are conducting during the Performance Period.

Performance Period Measurements and Documentation

Throughout the Performance Period, Customer will provide ESCO with the monthly utility bills and all delivery invoices for the accounts included in Paragraph A within the timelines specified in Paragraph F.

ESCO will collect daily high and low temperature data from the weather station defined in Schedule D, Common ECM Assumptions.

D. Parameter Estimates

The parameters defined in the equations outlined in Paragraph B that are estimated are determined through engineering analysis of at least twelve (12) months worth of the pre-implementation measured utility data. This is done to establish the relationship between the weather, billing period length, any other independent factors, and the consumption and demand associated with a particular account. The end result of this analysis is the set of coefficients used in the equations defined in Paragraph B to fully define the baseline for each account. The values will be presented to Customer by ESCO before the Savings Guarantee Commencement Date and will be documented and agreed upon by both parties in the Meter Tuning Summary. Below are definitions of each of the estimated parameters included in Paragraph B;

- The values of CD and DD represent the base load consumption and demand of the utility usage of a particular meter and are equivalent to the weather independent energy usage and demand.
- The values of CH and DH represent the heating consumption and demand of the utility usage of a particular meter and are equivalent to the weather dependent energy usage and demand. They are associated with a consumption and demand heating balance point specific to that account.
- The values of CC and DC represent the cooling consumption and demand of the utility usage of a particular meter and are equivalent to the weather dependent energy usage and demand. They are associated with a consumption and demand cooling balance point specific to that account.
- The billing period values of COi and DOi represent the portion of the energy consumption and demand that cannot be accounted for with the weather independent and weather dependent consumption.

Each of these parameters will be determined based on the relationship of the baseline period energy and demand and the independent factors. During the Performance Period they will be used to estimate the energy use and demand that would have occurred if the project had not been performed. To accomplish this, COi and DOi will be pro-rated to the Performance Period billing periods for each account.

The terms CMi and DMi are included in the equations in Paragraph B to account for changes in the Performance Period energy use and demand from the baseline Period energy use and demand on the accounts in Paragraph A for any causes unrelated to the project as defined in Paragraph F. The procedures for developing these estimates vary with the specific causes for the adjustments. The requirements for determining these values and any measurements necessary to support these estimates are defined in Paragraph F.

E. Cost Savings Calculations

Provided below are the methods and equations used to determine the cost savings associated with this particular methodology.

Cost Savings are calculated as the difference between the baseline and Performance Period energy costs using the utility rates as defined in Schedule D, Energy, Water, and O&M Rate Data (including the 3% annual escalation). The applicable utility rates will be applied to the baseline and Performance Period energy use for the accounts in Paragraph A. Equation 5 will be used to compute the total cost savings for each Guarantee Year.

Equation 5 – Total Cost Savings

$$\$_{ave} = \sum_{i=1}^n \left[\sum_{k=1}^q (\$_{Baseline} - \$_{Performance})_k \right]_i$$

Where,

$\$_{\text{save}}$ = Guarantee year cost savings

$\$_{\text{Baseline}}$ = Billing period k baseline utility cost for account i

$\$_{\text{Performance}}$ = Billing period k performance period utility cost for account i

n = Total number of accounts

q = Total number of billing periods for account i

F. Adjustment Schedule

Below is the procedure for accounting for non-routine adjustments for any of the utility meters included in Schedule D. A non-routine adjustment is required for any change outside of those explicitly defined in Schedule D that will impact the energy use or the verified savings under this Contract. It is Customer's responsibility to notify ESCO of any changes that may necessitate a non-routine baseline adjustment and to perform the required non-routine baseline adjustment steps identified below at Customer's sole expense.

Customer Required Non-Routine Baseline Adjustment Responsibilities

If the required non-routine baseline adjustment steps are not performed, and the change is greater than the threshold limit, savings will be determined with the Assumed Savings Procedure Adjustment, as defined below. Actual Savings will be determined using the Assumed Savings Procedure Adjustment for all billing periods until the required non-routine baseline adjustment steps have been completed, or until the change which necessitated the non-routine baseline adjustment is no longer in place. If Customer fails to notify ESCO of a change necessitating a non-routine baseline adjustment or fails to provide details of the change, savings will be determined with the Assumed Savings Procedure Adjustment.

If the required non-routine baseline adjustment steps are not performed, and the change is less than the threshold limit, savings will be determined with the "Estimated Savings Procedure Adjustment". Actual Savings will be determined using the Estimated Savings Procedure Adjustment for all billing periods until the required non-routine baseline adjustment steps have been completed, or until the change which necessitated the non-routine baseline adjustment is no longer in place.

1. Addition of New Building or New Energy User

- All utility services to the building or energy user which affect the energy use of any meter included in Schedule D must be sub-metered at Customer's expense.
- Threshold limit: the lesser of 10% of the area served by any affected meter, as defined in Schedule D or 20,000 ft².

2. Addition to Existing Building

- All utility services to the addition which affect the energy use of any meter included in Schedule D must be sub-metered at Customer's expense.
- Threshold limit: the lesser of 10% of the area served by any affected meter, as defined in Schedule D or 20,000 ft².

3. Renovation / Modification to Existing Building or Utility Service

- All utility services for the affected portion of the building must be sub-metered before and after the change until the effect on the energy consumption has been determined at Customer's expense.
- Threshold limit: the lesser of 10% of the area served by any affected meter, as defined in Schedule D or 20,000 ft².

4. Demolition / Abandonment of Existing Building or Utility Service

- All utility services for the affected buildings must be sub-metered before and after the change until the effect on the energy consumption has been determined at Customer's expense.
- Threshold limit: the lesser of 10% of the area served by any affected meter, as defined in Schedule D or 20,000 ft².

- 5. Re-commissioning of Out of Service Building**
 - All utility services for the affected buildings must be sub-metered before and after the change until the effect on the energy consumption has been determined at Customer's expense.
 - Threshold limit: the lesser of 10% of the area served by any affected meter, as defined in Schedule D or 20,000 ft².
- 6. Change in Occupancy**
 - Customer must perform, or cause to be performed, at Customer's expense, a calibrated computer simulation to account for the change. If the impact computed by the simulation is greater than 20% of the projected savings on the meter, the "Assumed Savings Procedure" listed below will be followed. In no event will the adjusted savings be reported as less than the savings achieved in the preceding project year.
 - Threshold limit: 5% of the total occupant count in the base year.
- 7. Change in Schedule**
 - Customer must perform, or cause to be performed, at Customer's expense, a calibrated computer simulation to account for the change. If the impact computed by the simulation is greater than 20% of the projected savings on the meter, the Assumed Savings Procedure will be followed. In no event will the adjusted savings be reported as less than the savings achieved in the preceding project year.
 - Threshold limit: 5% of the total scheduled hours for the meter as defined in Schedule D.
- 8. Change in Set-points**
 - Customer must perform, or cause to be performed, at Customer's expense, a calibrated computer simulation to account for the change. If the impact computed by the simulation is greater than 20% of the projected savings on the meter, the Assumed Savings Procedure will be followed. In no event will the adjusted savings be reported as less than the savings achieved in the preceding project year.
 - Threshold limit: An average of 0.5° from the set-points defined in Schedule D.
- 9. Change in Operational Calendar**
 - Customer must perform, or cause to be performed, at Customer's expense, a calibrated computer simulation to account for the change. If the impact computed by the simulation is greater than 20% of the projected savings on the meter, the Assumed Savings Procedure will be followed. In no event will the adjusted savings be reported as less than the savings achieved in the preceding project year.
 - Threshold limit: 5% of the total scheduled hours for the meter as defined in Schedule D.
- 10. Change in Plug Load**
 - Customer must perform, or cause to be performed, at Customer's expense, a simulation of energy impact to account for the change. If the computed impact is greater than 20% of the projected savings on the meter, the Assumed Savings Procedure will be followed. In no event will the adjusted savings be reported as less than the savings achieved in the preceding project year.
 - Threshold limit: 1% of the base year peak 15-minute average kW for the affected meter.
- 11. Customer Initiated ECMs**
 - Customer must develop and execute an M&V plan at Customer's expense, which has been reviewed and approved by ESCO, to evaluate the impact of the change. If the impact determined by the M&V plan is greater than 20% of the projected savings on the meter, the Assumed Savings Procedure will be followed. In no event will the adjusted savings be reported as less than the savings achieved in the preceding project year.
 - Threshold limit: 2% of the projected savings on any affected meter.

12. Missing Bills

- Customer is required to provide ESCO with utility bills for meters defined in Schedule D within ten (10) days of receipt of each bill or provide ESCO direct access to retrieve the utility bills electronically. If utility bills are not received by ESCO within sixty (60) days of the end of the service date, the Assumed Savings Procedure will be used.

13. Failure to Operate ECMs According to Operational and Design Intent

- Customer agrees to operate the ECMs according to the Operational and Design Intent of the ECMs. Failure to do so will necessitate a baseline adjustment using the Assumed Savings Procedure.

14. Failure to Perform Project Specific Customer Responsibilities

- Customer agrees to perform the project specific Customer responsibilities as defined in Schedule E. Failure to do so will necessitate a baseline adjustment using the Assumed Savings Procedure.

15. Other Causes

- Any change that impacts the energy use on the meters defined in Schedule D that does not fit into any of the other categories may still require a non-routine baseline adjustment. Customer will notify ESCO before any change is made so that an agreeable adjustment strategy can be determined. If no agreeable adjustment method can be reached, the Assumed Savings Procedure will be used.

Assumed Savings Procedure Adjustment

- If the Actual Savings for the affected meter(s) in the prior Guarantee Year are greater than or equal to the projected savings for the affected meter(s), the Actual Savings from the prior Guarantee Year will be reported while savings are assumed for the affected meter(s).
- If the Actual Savings for the affected meter(s) in the prior Guarantee Year are less than the projected savings for the affected meter(s) and there have been less than twenty-four (24) months since the commencement of the Performance Period, Actual Savings will be reported at the projected savings level while savings are assumed for the affected meter(s).
- If the Actual Savings for the affected meter(s) in the prior Guarantee Year are less than the projected savings for the affected meter(s) and there have been twenty-four (24) months or more since the commencement of the Performance Period, Actual Savings will be reported as the average of the achieved savings over the two (2) most recent Guarantee Year plus half (1/2) of the difference between the projected savings and the average of the achieved savings over the two (2) most recent Guarantee Years.
 - If pursuant to the Assumed Savings Procedure, ESCO makes improvements to the Project beyond the original scope as defined in Schedule A which results in an increase in the Actual Savings, an M&V plan accounting for those improvements will be executed and the resulting savings will be added to the Actual Savings.

Estimated Savings Procedure Adjustment

- At ESCO'S sole discretion, ESCO will estimate the impact of the change using computerized building simulations, manual calculations, or other generally accepted estimating procedures and may ignore any changes which fall below the threshold limit.

Non-Measured Savings

- A. Overview of M&V Plan, and Savings Calculation
- B. Annual Non-Measured Savings

A. Overview of M&V Plan, and Savings Calculation

The Actual Savings associated with this methodology will be agreed upon as outlined herein and will not be verified by measurements after implementation has occurred. Customer and ESCO agree to accept the annual savings values included in Section B with no additional verification. In the event that verification steps are performed by Customer or ESCO, the annual savings values included in Section B will still be the reported savings and values used for reconciling the guarantee in Schedule C. Section B details the agreed upon savings by measure and by category.

B. Annual Non-Measured Savings

Utility Cost Savings

Once the construction of each of the measures below has reached Substantial Completion, the annual savings in the table below will be prorated monthly for each measure until the Savings Guarantee Commencement Date. The annual savings in the table below for each measure will be claimed for each Guarantee Year after the Savings Guarantee Commencement Date. These savings will escalate 3% each year.

Utility Cost Savings Measure	Cost Savings
Annex II gas savings (Modifications/Expansion of existing Circon BAS)	\$1,017
Carnegie Building electric savings (New controls of split systems)	\$1,086
Carnegie Building gas savings (New controls of split systems)	\$585
Care Here Health electric savings (New controls of split systems)	\$272
Care Here Health gas savings (New controls of split systems)	\$438
Community Corrections electric savings (New controls of split systems)	\$891
Community Corrections gas savings (New controls of split systems)	\$165
Probate - Revenue electric savings (New controls of split systems)	\$1,842
Summit Energy rate savings	\$6,845
Portable A – E Circon DDC	\$2,169
Dorough/Wati Programmable Stat	\$362
Dorough Lighting and Occupancy Gas	(\$24)
Youth Facility Main Water	\$3,016
Auxillary Water	\$48

Any savings accrued prior to the Savings Guarantee Commencement Date will be considered Implementation Period Savings.

Operation and Maintenance Savings

The annual savings in the table below for each measure will be claimed for each Guarantee Year after the Savings Guarantee Commencement Date. These savings will escalate 3% each year.

Operation and Maintenance Savings Measure	Cost Savings
HVAC and Controls O&M savings	\$5,046
Lighting & Occupancy Interior - Main	\$631
Lighting Exterior - Main	\$18
Lighting & Occupancy Interior - Portable A	\$14
Lighting & Occupancy Interior - Portable B	\$16
Lighting & Occupancy Interior - Portable C	\$15
Lighting & Occupancy Interior - Portable D	\$12
Lighting & Occupancy Interior - Portable E	\$6
Lighting & Occupancy Interior - Durrough	\$26

Lighting Exterior - Dorough	\$18
Lighting & Occupancy Interior - Wait Trailer	\$22
Water - Full Replacement - Main	\$2,298
Water - PC Retrofit - Trailer	\$269
Water - PC Retrofit - Auxillary	\$71

Tammy Nix

From: Vincent.Zubicek@schneider-electric.com
Sent: Friday, March 22, 2013 4:51 PM
To: Donald Mims; Tammy Nix
Cc: ToddM.Smith@schneider-electric.com
Subject: Schneider Electric contract for Youth Facility
Attachments: Schneider Electric contract_Youth Facility_3-22-13.docx

Donnie, Tammy

Please see the attached contract for the Youth Facility project to be submitted to your attorney for review and approval. I've left it in Word format so changes can be easily suggested and tracked if necessary.

This document will be combined with the first contract with Schneider to form one contract document for the County. Please let us know if you have any questions, and have a great weekend.

Vince

Vince Zubicek | Schneider Electric | Buildings Business | Energy Solutions | Sales Team Leader
Mobile: +1 214 649 8323 | Email: vincent.zubicek@schneider-electric.com
Site: www.schneider-electric.com/buildings | Address: 12121 Wickchester Lane, Suite 400A, Houston, TX 77079, USA

*** Please consider the environment before printing this email.

COMMISSION MEMBERS

ALLEN CATON
625 CR 8, Jemison, AL 35085

JOE HEADLEY
P O Box 1730, Clanton, AL 35046

TIM MIMS
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BOBBY AGEE
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"HEEDY" LAMAR HAYES
4960 CR 73, Randolph, AL 36792

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26 CR 494, Verbena, AL 36091

SHANNON WELCH
9570 Franklin Street, Thorsby, AL 35171

Chilton County Commission
P O Box 1948
Clanton, Alabama 35046-1948
(205) 755-1551
(205) 280-7204 fax

CONNIE POWELL, Administrator
JOHN HOLLIS JACKSON, JR., Attorney

March 6, 2013

Mr. Donald Mims
Administrator
Montgomery County Commission
P.O. Box 1667
Montgomery, AL 36102-1667

RE: Montgomery County Youth Facility Agreement

Dear Mr. Mims,

Please find enclosed the executed Agreement between the Montgomery County Commission and the Chilton County Commission regarding services furnished by the Montgomery County Youth Facility. I apologize for the delay in getting this to your office. This resolution was passed in October 2012. Should you have any questions or require additional information, please do not hesitate to contact me at 205-755-1551.

Sincerely,



Connie S. Powell
Administrator

Enclosure

STATE OF ALABAMA

COUNTY OF MONTGOMERY

AGREEMENT

WHEREAS, the Montgomery County Commission has constructed and operates in Montgomery County the Montgomery County Youth Facility for the secure detention care of alleged and adjudicated delinquent youth of Montgomery County and

WHEREAS, Chilton County, a corporate political body, desires to afford itself of the services furnished by the Montgomery County Youth Facility;

NOW, THEREFORE, WITNESS THIS AGREEMENT by and between Montgomery County, a corporate and political body, acting through its duly authorized officers, for and in consideration of the mutual covenants herein contained, the sufficiency whereof being hereby acknowledges:

1. The said Montgomery County covenants and agrees to guarantee this bed to **Chilton County**, for housing juveniles alleged to be delinquent, for normal routine care, feeding and living for such juveniles in secure custody, and to expend its best efforts for the care, control and best interest of juveniles detained in the Youth Facility.
2. Montgomery County shall not be responsible for any doctor bills, hospital bills, medical bills, or other bills for the health and welfare of the juveniles housed in the Youth Facility and **Chilton County** covenants and agrees to pay all said expenditures, or to reimburse Montgomery County for any expenditures that it may make in those regards. **Chilton County** is responsible for the arrangement and transportation of their youth for medical care except in emergency situations.
3. **Chilton County** will pay to Montgomery County the sum of **\$85.00 per day** for any juvenile housed above their allotted number.
4. Montgomery County covenants and agrees to contact the duly authorized representative of **Chilton County** in the event that any extraordinary circumstances occur in the housing of the juvenile. The duly authorized representative of **Chilton County** will have authority and privilege to counsel with and visit any juvenile at the Youth Facility, such counseling and visitation is not to interfere with the normal schedules of the Youth Facility. Parents will be allowed and encouraged to visit their children, but in compliance with visitation privileges set out governing all juveniles housed at the Youth Facility.
5. In the event a juvenile housed at the Youth Facility shall become disruptive or "beyond control" while detained or in the custody of the Youth Facility, **Chilton County** will be notified and shall take said juvenile back into its custody as soon as practicable but in no case exceed 24 hours after notification. Seriously emotionally disturbed juveniles requiring special custodial care will not be accepted. Pregnant females beyond the second trimester will not be accepted.

6. Montgomery County does not accept liability for injury to any of the juveniles housed at the Youth Facility; **Chilton County** covenants and agrees to hold harmless and indemnify Montgomery County, its officers, agents, servants and employees, from any liability therefore, except intentional wrongful acts of the agents, servants, officers, or employees of Montgomery County. **Chilton County** agrees that it shall maintain liability insurance for such injuries and cause Montgomery County to be co-insured thereon.
7. All juveniles housed at the Youth Facility and forwarded by **Chilton County** shall be certified to the facility by the Juvenile Court Judge of a Court of proper jurisdiction. **Chilton County** is to contact the Youth Facility prior to presenting a juvenile for detention.
8. The number of days in detention shall be defined to include the day a youth is received but will not include the day a youth is released.
9. **Chilton County** will hold Montgomery County harmless from any and all medical expenses, both physical and mental, of any nature and kind for its juveniles housed at the Youth Facility and shall agree to have any bills pertaining to any physical or mental treatment sent to **Chilton County**, and they shall assume responsibility for payment to the provider of said services.
10. If any dispute arises between **Chilton County** and Montgomery County, then said **Chilton County** agrees to have said dispute heard before a court of competent jurisdiction in Montgomery County, Alabama.
11. This contract shall be for a period of one year except it shall be void upon 10 days written notice from either party of its desire to terminate the agreement.

IN WITNESS WHEREOF, Montgomery County has caused this instrument to be executed on this the ____ day of _____, 2012 by the Chairman of its County Commission and its Administrator and **Chilton County** has caused this instrument to be executed by the Chairman of its Commission on the 22nd day of October, 2012.

ATTEST

MONTGOMERY COUNTY

ADMINISTRATOR

CHAIRMAN

ATTEST

CHILTON COUNTY.

Connie S. Powell
ADMINISTRATOR/CLERK/
TREASURER

Jim W. Smith
CHAIRMAN

ELTON N. DEAN, SR.
CHAIRMAN
DANIEL HARRIS, JR.
VICE CHAIRMAN
REED INGRAM
DIMITRI POLIZOS
JILES WILLIAMS, JR.

MONTGOMERY COUNTY COMMISSION
ENGINEERING DEPARTMENT
* P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

GEORGE C. SPEAKE, PE, PLS
COUNTY ENGINEER
JAMES M. KELLEY, PE
ASSISTANT COUNTY ENGINEER
(334) 832-1310
FAX (334) 832-7190

Agenda

APR - 1 2013

April 1, 2013

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: George C. Speake, County Engineer 
4/1/2013

SUBJECT: County Road Equipment Operator I Position Fills

Forwarded herewith are three (3) County Road Equipment Operator I Position Fill Requests that have been revised from "Promotional Register" to "Open Competitive Register" as was approved by waiving rules during the April 1, 2013, County Commission Meeting.

GCS/gcs

Attachments

cc: File

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Engineering

DEPARTMENT HEAD: George C. Speake, County Engineer

SUPERVISOR: Gary W. Strickland, District I Maint. Supt.

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

1. **POSITION TITLE** County Road Equipment Operator I (0551)

POSITION NUMBER 610551018

PROPOSED EFFECTIVE DATE March 18, 2013

TYPE OF APPOINTMENT (X) PERMANENT () TEMPORARY

RECRUITING

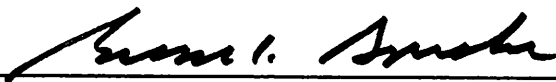
() PROMOTION REGISTER
(Department Only)

() TRANSFER

(X) OPEN COMPETITIVE REGISTER

() REEMPLOYMENT

PAY GRADE (S04) (\$21,958 - \$31,259)



Department Head

DATE April 1, 2013

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

DEPARTMENT HEAD: George C. Speake, County Engineer

SUPERVISOR: Gary W. Strickland, District I Maint. Supt.

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

1. POSITION TITLE County Road Equipment Operator I (0551)

POSITION NUMBER 610551022

PROPOSED EFFECTIVE DATE March 18, 2013

TYPE OF APPOINTMENT (X) PERMANENT () TEMPORARY

RECRUITING

() PROMOTION REGISTER
(Department Only)

() TRANSFER

(X) OPEN COMPETITIVE REGISTER

() REEMPLOYMENT

PAY GRADE (S04) (\$21,958 - \$31,259)



Department Head

DATE April 1, 2013

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

DEPARTMENT HEAD: George C. Speake, County Engineer

SUPERVISOR: William R. Betts, District II Maint. Supt .

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

1. POSITION TITLE County Road Equipment Operator I (0551)

POSITION NUMBER 620551021

PROPOSED EFFECTIVE DATE March 18, 2013

TYPE OF APPOINTMENT (X) PERMANENT () TEMPORARY

RECRUITING

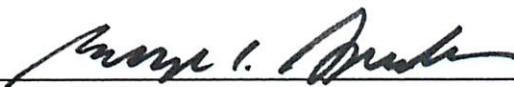
() PROMOTION REGISTER
(Department Only)

() TRANSFER

(X) OPEN COMPETITIVE REGISTER

() REEMPLOYMENT

PAY GRADE (S04) (\$21,958 - \$31,259)


Department Head

DATE April 1, 2013

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 _____

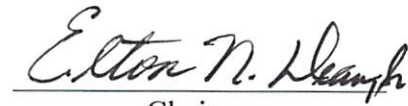
() Payroll entered by _____ Date _____

ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting stood adjourned until Monday, April 15, 2013, at 8:00 in the morning.



Administrator



Chairman