

MINUTES OF REGULAR MEETING
MONTGOMERY COUNTY COMMISSION
JUNE 17, 2013

INFORMATION SESSION

Chairman Dean called the Meeting to Order at 8:08 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. Chairman Dean, Vice Chairman Harris, Commissioners Ingram and Williams were present.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS BY ADMINISTRATOR MIMS

Administrator Mims informed the Commission that Commissioner Polizos was detained but would arrive shortly before the Formal Session. He then briefed the Commission on scheduled attendees and items on the agenda.

DISCUSSION BY THE COMMISSION

Commissioner Ingram requested a \$250 miscellaneous appropriation from his account to the City of Montgomery to be used by BONDS to support the Dillard Estates Homeowners' Association with funding to promote the Community Enhancement and Beautification Programs/Projects.

Chairman Dean requested a \$600 miscellaneous appropriation from his account to the City of Montgomery Parks and Recreation Department for the McIntyre Community Center for Youth Programs and a \$600 miscellaneous appropriation from his account to the City of Montgomery Parks and Recreation Department for the Hayneville Road Community Center for Youth Programs.

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

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented Budget Change Request Number 4 from Information Systems, Budget Change Request Number 3 from Probate Judge's Office, Travel/Training Request Number 10 from Probate Judge's Office, Budget Change Request Number 1 from County Commission and Travel/Training Request Numbers 26, 27, and 28 from County Commission. After discussion, the Commission agreed to waive rules and add these items to the agenda.

PRESENTATION BY COUNTY EXTENSION COORDINATOR JIMMY SMITHERMAN

County Extension Coordinator Jimmy Smitherman briefed the Commission regarding the moving of the Montgomery County Extension Office from Two East Office Center to 5340 Atlanta Highway. He requested approval from the Commission to hire a moving company. After discussion, the Commission agreed for Purchasing Manager Pat Silas to send out an Invitation to Bid for this move.

Mr. Smitherman presented the Commission with a quote for additional electrical outlets at the new location. After discussion, the Commission agreed to place a Budget Change Request on the next agenda in the amount of \$662.00 for the additional electrical outlets.

Mr. Smitherman asked the Commission if they would be willing to place the Montgomery County Seal in the new location. The Commission agreed.

PRESENTATION BY SALES TEAM LEADER TODD SMITH WITH SCHNEIDER ELECTRIC

Sales Team Leader Todd Smith with Schneider Electric briefed the Commission via telephone regarding Energy Services Contract Amendment Number 2, which updates the schedule of wage rates in compliance with the Davis-Bacon Act. After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY CHIEF INFORMATION AND TECHNOLOGY OFFICER LOU IALACCI

Chief Information and Technology Officer Lou Ialacci briefed the Commission regarding the joint management of information technology, telecommunications and radio functions of the City and County. The following is the quarterly progress report and plans as presented by Mr. Ialacci:

- City and County worked together to repair and update emergency sirens and saved the County approximately \$7,000
- Joint Telecommunications contracts were signed and the transition to new vendor is 70% complete. Estimate completion by the end of July with long distance.
- We have begun to gather equipment for the disaster recovery site.
- We have a temporary plan in place for the County to handle the new “One Spot” sales tax collection system being implemented by the State DOR.
- RFP for sales tax and business license software is being reviewed and consolidated into one document. The goal is to try to put the RFP out in July if we can get agreement on the approach.
- The County IT department is setting up a meeting with the grant writer to finalize the information for the video arraignment grant application.
- Working on City and County budgets for the new fiscal year.

PRESENTATION BY RISK MANAGER SCOTT KRAMER

Risk Manager Scott Kramer briefed the Commission regarding changes to the Montgomery Healthcare Plan. He explained that an increase in the employee contribution is due to two additional taxes that are a result of the Affordable Healthcare Plan. After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY COMMUNITY CORRECTIONS EXECUTIVE DIRECTOR PAUL BROWN

Community Corrections Executive Director Paul H. Brown briefed the Commission regarding the 2013-2014 Annual Community Corrections Plan. He stated that the plan was approved by the Montgomery County Community Punishment and Corrections Authority on June 11, 2013. After discussion, the Commission agreed to place this item on the next agenda.

Chairman Dean stated that he would like more from Community Corrections and inquired about the program census and numbers of offenders diverted from incarceration. Chairman Dean indicated that the Commission has not seen any numbers reporting repeat offenders or how many offenders were being considered for Community Corrections. Mr. Brown indicated that the census was about the same last year. Mr. Brown explained to the Commission that the sentencing judge has the final word on whether the offender is to be released into the Community Corrections' prison release diversion program.

Chairman Dean asked Mr. Brown to check with the other larger Community Corrections programs in Alabama to get information regarding their census numbers and report back to the Commission on these findings. The Commission discussed requesting a meeting with the Presiding Judge of the Circuit Court to see what could be done to increase the prison diversion numbers.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission regarding a Travel/Training Request and related Budget Change Request from County Commission concerning Leadership Montgomery Class Tuition for Vice Chairman Daniel Harris. After discussion, the Commission agreed to waive rules and add these items to the agenda.

Administrator Mims presented a Bid Award for the renovation of an office in Annex III for Representative Terri Sewell, Bid No. 51100-13B-017. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented a Bid Award for grass cutting at the Montgomery County Parks, Bid No. 51901-13B-019. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented Budget Change Request Number 24 from County Commission Appropriations regarding the purchase of an air conditioner for the Sheriff's Dispatch Office. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims briefed the Commission regarding a Resolution concerning reimbursement of capital expenditures related to the Energy Conservation Project at the Montgomery County Youth Facility. Vice Chairman Harris noted two typos in the Resolution. After discussion, the Commission agreed to place this item on the next agenda after the noted changes have been made and reviewed by Vice Chairman Harris.

Commissioner Polizos joined the meeting.

PRESENTATION BY COUNTY ENGINEER GEORGE C. SPEAKE

County Engineer George C. Speake reviewed status of the Hickory Grove Road, Hayneville Ridge Road, Carter Hill Road, and Vaughn Road resurfacing projects.

Also, he answered additional inquiries from the Commission concerning replacement of the closed bridge on Norman Bridge Road. According to a previous written agreement, should the State and County agree to replace this bridge utilizing federal funds, the State would pay half of the matching funds, and the County would pay the remaining half of the matching funds. Current estimated cost to replace this bridge is \$10 million of which could be funded by \$8 million federal funds, \$1 million State matching funds, and \$1 million County matching funds. Presently there is no funding available for this project.

COMMENTS FROM ADMINISTRATOR MIMS AND DEPUTY ADMINISTRATOR MITCHELL

Administrator Mims presented a letter from Presiding Circuit Judge Charles Price requesting funding for lighting in the three courtrooms on the second floor of the main Courthouse. He also presented a memorandum from Purchasing Manager Pat Silas regarding a Quote for the lighting. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims stated that during the May 20, 2013, County Commission meeting, the Commission approved a new classification for Juvenile Court Clerk Supervisor and related Position Fill Request. After discussion, the Commission agreed to waive rules to rescind the classification and Position Fill Request for Juvenile Court Clerk Supervisor.

Administrator Mims presented a schedule of upcoming Bids/Contract Renewals.

Administrator Mims presented the Revenue Reports for May 2013 from Tax and Audit Department.

Administrator Mims presented the Population Report for May 2013 for the Mac Sim Butler Detention Facility.

Administrator Mims presented the Census and Fiscal Report for May 2013 for Community Corrections.

Deputy Administrator Mitchell informed the Commission that Courthouse Café Manager Wanda Hughes has requested permission to close the Courthouse Café from July 1st through July 5th. The Commission agreed to grant the request.

COMMENTS FROM MANAGER OF PUBLIC AFFAIRS DIDI HENRY

Manager of Public Affairs DiDi Henry presented the final rendition of the County Commission's Challenge Coin and discussed the number of coins that should be ordered. The Commission approved the project and suggested ordering 500 of the coins. Chairman Dean thanked Ms. Henry for the good job in designing the coin and executing the project.

Furthermore, Ms. Henry noted upcoming county commission events and stated that the monthly city/county elected officials breakfast had been canceled for June.

PRESENTATION BY PROBATE JUDGE STEVEN REED

Probate Judge Steve Reed introduced the new Chief Probate Clerk William D. Flowers, III to the Commission. Judge Reed requested an irregular pay increase for Mr. Flowers from Pay Grade A14, Step 1 to Pay Grade A14, Step 3, effective June 17, 2013. After discussion, the Commission agreed to waive rules and add this item to the agenda.

DISCUSSION BY THE COMMISSION

Chairman Dean, Vice Chairman Harris and Commissioners Ingram and Polizos requested a \$500 miscellaneous appropriation from each of their accounts to the Montgomery County Sheriff's Fund for the Annual Show and Tell Summer Camp for Youth.

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 Parks and Recreation Superintendent James Williams, at the request of Chairman Dean.

The Pledge of Allegiance was led by 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 Tyrone C. Means, and County Engineer George C. Speake.

Mr. Ingram made a motion to approve the Minutes of the Regular Meeting of June 3, 2013. The motion was seconded by Mr. Williams and unanimously approved by the Commission.

CONSENT AGENDA

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

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

PUBLIC HEARING

SHERIFF'S OFFICE – PUBLIC HEARING REGARDING APPLICATION TO THE
DEPARTMENT OF JUSTICE, FOR THE EDWARD BYRNE MEMORIAL JUSTICE
ASSISTANCE GRANT FOR FISCAL YEAR 2013

PUBLIC HEARING NOTICE

The Montgomery Police Department and Montgomery County Sheriff's Office will be holding public hearing to discuss application to the Department of Justice, Justice Assistance Grant for the FY2013. The City Council will meet in Room 142 of City Hall, 103 North Perry Street at 5:00 P.M. on Tuesday, June 18, 2013. The Montgomery County Commission will meet on the first floor of the Montgomery County Administration Building, Courthouse Annex III, 101 S. Lawrence Street. The meeting will begin at 9:30 A.M. in the Commissioner's Court on Monday, June 17, 2013. Anyone wishing to comment may do so at these times.

End of Public Notice

Chairman Dean opened the Public Hearing and asked if anyone in the audience wanted to speak regarding the application to the Department of Justice, for the Edward Byrne Memorial Justice Assistance Grant for Fiscal Year 2013. No one addressed the Commission and Chairman Dean closed the Public Hearing.

NEW BUSINESS

SHERIFF'S OFFICE – APPROVED GRANT APPLICATION AND RELATED INTERLOCAL COOPERATION AGREEMENT WITH THE CITY OF MONTGOMERY FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT FOR FISCAL YEAR 2013

The Administrator presented the following memorandum from Sheriff D.T. Marshall:

MEMORANDUM

TO: Mr. Donnie Mims
County Administrator

FROM: Sheriff D.T. Marshall
Montgomery County Sheriff's Office

SUBJECT: 2013 Edward Byrne Memorial
Justice Assistance Grant

This is to advise you that the Sheriff's Office will be applying for the Edward Byrne Memorial Justice Assistance Grant (JAG Local) for fiscal year 2013. As required, we are notifying our local unit of government of our intention of applying for this grant along with the City of Montgomery. Please place this on the agenda for the 17 June, 2013 County Commission meeting for public comment on use of the grant monies and final approval by the County Commission. The total amount of this grant is \$74,941.00 and will be split with the City of Montgomery receiving 60% (\$44,964.60) of the grant and the County of Montgomery receiving 40% (\$29,976.40) of the grant. This grant requires no matching funds.

If you are in need of any additional information, please do not hesitate to call on me.

End of Memorandum

Vice Chairman Harris made a motion to approve the grant application and related Interlocal Cooperation Agreement. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copy of Interlocal Agreement, Agenda Pages 1-2 through 1-8, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED AGREEMENT WITH THE STATE OF ALABAMA DEPARTMENT OF EXAMINERS OF PUBLIC ACCOUNTS REGARDING REIMBURSEMENT OF COSTS ASSOCIATED WITH THE ANNUAL AUDIT OF FEDERAL FINANCIAL ASSISTANCE RECEIVED BY MONTGOMERY COUNTY

The Administrator presented the following letter from Director County Audit Division of State of Alabama Department of Examiners of Public Accounts Teresa Durrett:

May 15, 2013

Hon. Elton Dean, Sr., Chairman
Montgomery County Commission
P.O. Box 1667
Montgomery, AL 36102-1667

Dear Mr. Dean:

Enclosed is the agreement between the Department of Examiners of Public Accounts and the Montgomery County Commission for an audit of the federal assistance received by your office.

Please sign and date the two (2) copies of the agreement and return one (1) copy to the County Audit Division of our Department.

Sincerely,

/s/ Teresa Durrett, CPA
Director County Audit Division

Enclosure

End of Letter

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

YOUTH FACILITY – APPROVED AGREEMENT WITH LIGHTHOUSE COUNSELING CENTER, INC., “STANDING TOGETHER AGAINST RAPE” PROGRAM REGARDING SEXUAL ASSAULT EXAMS

The Administrator presented the following memorandum:

June 13, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Agreement with Lighthouse Counseling Center, Inc., “Standing Together Against Rape” Program

During the June 3, 2013, County Commission meeting, the Commission agreed to place an Agreement with Lighthouse Counseling Center, Inc., "Standing Together Against Rape" Program regarding Sexual Assault Exams on the next agenda for the Youth Facility.

I am requesting approval of this item.

Attachments

End of Memorandum

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Agreement and Attorney Gallion's Opinion, Agenda Pages 3-2 through 3-6, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED LOUNGE RETAIL LIQUOR-CLASS II
(PACKAGE) LICENSE TO APPLICANT TWINKLE 24 LLC FOR SHOPPER STOP I
PACKAGE, LOCATED AT 23193B TROY HIGHWAY, PINE LEVEL, ALABAMA 36065

The Administrator presented the following letter from Sheriff D.T. Marshall:

May 8, 2013

Mr. Donnie Mims, Administrator
101 South Lawrence Street
Montgomery, Alabama 36104

RE: Shopper Stop I Package – ABC #20130415142703815
23193B Troy Highway
Pine Level, AL 36065

Dear Mr. Mims,

Since the business owners already have an off premises Beer and Table Wine license, the Sheriff's Office has no position either way on the issuance of a license for the above referenced application. It will be up to the Montgomery County Commission to approve or deny the license. Should you have any questions please feel free to contact me.

Sincerely,

/s/ D.T. Marshall, Sheriff

Enclosure

End of Letter

Mr. Ingram made a motion to approve the Lounge Retail Liquor-Class II (package) License Application. The motion was seconded by Mr. Polizos. Chairman Dean, Vice Chairman Harris, Mr. Ingram and Mr. Polizos voted in favor of the motion. Mr. Williams abstained from the vote and the motion carried. (Copies of Application, Receipt Confirmation Page, Legal Insertion for Alcoholic Beverage Permit Approval Notice, and Notice, Agenda Pages 4-2 through 4-8, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS
REPROGRAMMING REQUESTS

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

June 17, 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-2013-111: Montgomery Ballet, for Ballet Program at E.D. Nixon Elementary School - \$1,500; (Dean-\$500, Harris-\$500, and Ingram-\$500)

**C-2013-64: Rescind Appropriation to Montgomery Baptist Hospital Foundation, for Baptist Hospice Program - \$1,000; (Ingram)

NOTE: Rescinded to change organization to the proper name.

C-2013-112: Baptist Health Care Foundation of Montgomery, for Baptist Hospice Program - \$1,000; (Ingram)

C-2013-113: One Place Family Justice Center, for Domestic Violence Program - \$1,500; (Polizos)

C-2013-114: Child Protect, Inc., for Support of their Mission of Service to Children of Abuse - \$500; (Polizos)

**Rescind

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:

- NC-2013-107: City of Montgomery Parks and Recreation Department, for Hayneville Road Community Center, for Youth Program - \$600; (Dean)
- NC-2013-108: City of Montgomery Parks and Recreation Department, for McIntyre Community Center, for Youth Program - \$600; (Dean)
- NC-2013-109: City of Montgomery, to be used by BONDS to Support the Dillard Estates Homeowner's Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$250; (Ingram)
- NC-2013-110: Montgomery County Sheriff's Fund, for Annual Show and Tell Summer Camp, for Youth - \$2,000; (Dean-\$500, Harris-\$500, Ingram-\$500, and Polizos-\$500)

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

COUNTY COMMISSION – APPROVED BID AWARD FOR UNIFORM RENTAL, BID NUMBER 51901-13B-014

The Administrator presented the following memorandum from Purchasing Manager Pat Silas:

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Purchasing Manager

DATE: May 29, 2013

SUBJECT: Invitation to Bid No. 51901-13B-014, Uniform Rental

Request approval of award on the above referenced Invitation to Bid, to the low bid of G & K Services, based on unit pricing of fifty-two weeks, be placed on a future agenda for the County Commission meeting.

This will be a three (3) year contract providing funds are made available at the beginning of each fiscal year.

Attachment

End of Memorandum

Mr. Polizos made a motion to approve the request. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copy of Spreadsheet, Agenda Pages 6-2 and 6-3, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED FINAL PAYMENT TO PH&J ARCHITECTS, INC.,
IN THE AMOUNT OF \$3,585.87 REGARDING THE MONTGOMERY COUNTY
COURTHOUSE ANNEX I – FAMILY COURTS PROJECT

The Administrator presented the following memorandum from Deputy Administrator John A. Mitchell, Sr.:

June 4, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr.
Deputy Administrator

SUBJECT: Final Payment- Job #1208-GVA

PH&J has submitted a request for final payment in the amount of \$3,585.87 regarding the project for Third Floor Annex-Family Courts Montgomery County Courthouse-Annex I. PH&J has fulfilled the request of their contract.

This item was discussed during the Working Session on June 3, 2013 and I was advised to place on the agenda for approval at the next Montgomery County Commission Meeting on June 17, 2013.

If I can be of further assistance, please contact me.

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. (Copy of Architect's Statement, Agenda Page 7-2, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED FINAL PAYMENT TO ALFA BUILDERS, INC., IN
THE AMOUNT OF \$53,653.20 REGARDING THE MONTGOMERY COUNTY
COURTHOUSE ANNEX I – FAMILY COURTS PROJECT

The Administrator presented the following memorandum from Deputy Administrator John A. Mitchell, Sr.:

June 4, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr.
 Deputy Administrator

SUBJECT: Final Payment

PH&J has submitted a request for final payment for Alfa Builders, Inc. in the amount of \$53,653.20 regarding the Third Floor Annex-Family Courts Montgomery County Courthouse-Annex I. PH&J has also provided a final payment checklist indicating that Alfa Builders, Inc. has completed all work required by the contract. In addition, all change orders included with this contract have been processed. This project has been completed and has met all the requirements of the bid.

This item was discussed during the Working Session on June 3, 2013 and I was advised to place on the agenda for approval at the Montgomery County Commission Meeting on June 17, 2013.

If I can be of further assistance, please contact me.

End of Memorandum

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Contractor's Summary, Application and Certificate for Payment, Final Payment Checklist, Proof of Publication, Contractor's Affidavit of Payment of Debts and Claims, Consent of Surety to Final Payment, and Power of Attorney, Agenda Pages 8-2 through 8-10, are attached to these Minutes.)

COUNTY COMMISSION APPROPRIATIONS – APPROVED BUDGET CHANGE
REQUEST NUMBER 25 REGARDING INSTALLATION OF SECURITY GATES BEHIND
THE COURTHOUSE AND OLD DETENTION FACILITY

The Administrator requested approval of budget change request number 25, County Commission Appropriations.

Mr. Ingram made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Budget Change Request, Memoranda, Proposal, and Emails, Agenda Pages 9-1 through 9-8, are attached to these Minutes.)

DETENTION FACILITY – APPROVED POSITION FILL REQUEST FOR A
CORRECTIONS OFFICER TRAINEE/CORRECTIONS OFFICER, POSITION NUMBER 202

The Administrator presented the following memorandum:

June 13, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Position Fill Request for Detention Facility

During the June 3, 2013, County Commission meeting, the Commission agreed to place a Position Fill Request for Corrections Officer Trainee/Corrections Officer, Position Number 202 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 Mr. Polizos and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 10-2, is attached to these Minutes.)

YOUTH FACILITY – APPROVED POSITION FILL REQUESTS FOR 5 JUVENILE
DETENTION OFFICERS (PART-TIME/RELIEF), POSITION NUMBERS 910300001,
910300002, 910300003, 910300005, AND 910300007

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: May 22, 2013

Re: Relief Juvenile Detention Officers

I am requesting that these fill requests for relief detention officers be placed on the June 3rd County Commission working agenda. I would like to fill these vacancies with three (3) females and two (2) males. This has become necessary to minimize the need for overtime on the part of our full-time detention workers.

Thank you for your consideration!

End of Memorandum

Mr. Ingram made a motion to approve the requests. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 11-2 through 11-6, are attached to these Minutes.)

VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (12)

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

<u>DEPARTMENT</u>	<u>TRAVEL/TRAINING REQUESTS</u>
1. Probate Judge's Office	Request Number 9
2. Information Systems	Request Numbers 7 and 8
3. Sheriff's Office	Request Number 24
4. Appraisal Department	Request Numbers 15, 16, and 17
5. Personnel Department	Request Number 9
6. District Attorney's Office	Request Numbers 46, 48, and 49
7. Revenue Commissioner's Office	Request Number 6

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 12-1 through 12-12, are attached to these Minutes.)

WAIVED RULES

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

INFORMATION SYSTEMS – APPROVED BUDGET CHANGE REQUEST NUMBER 4

The Administrator requested approval of budget change request number 4, Information Systems.

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 13-1, is attached to these Minutes.)

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

OMNIBUS VOTE

Mr. Ingram requested that the Commission omnibus the following two items, and the Commission concurred. Mr. Williams made a motion to approve the two agenda items. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission.

PROBATE JUDGE'S OFFICE – APPROVED BUDGET CHANGE REQUEST NUMBER 3

The Administrator requested approval of budget change request number 3, Probate Judge's Office.

As approved in the Omnibus Vote, Mr. Williams made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Budget Change Request and Email, Agenda Pages 14-1 and 14-2, are attached to these Minutes.)

PROBATE JUDGE'S OFFICE – APPROVED TRAVEL/TRAINING REQUEST NUMBER 10

The Administrator requested approval of travel/training request number 10, Probate Judge's Office.

As approved in the Omnibus Vote, Mr. Williams made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Travel/Training Request, Agenda Page 15-1, is attached to these Minutes.)

End of Omnibus Vote

Chairman Dean requested to waive rules and add the following two items to the agenda. Mr. Polizos objected to waiving rules.

COUNTY COMMISSION – BUDGET CHANGE REQUEST 1, FOR TRAVEL FOR NACO CONFERENCE

(Copy of Budget Change Request, Agenda Page 16-1, is attached to these Minutes.)

COUNTY COMMISSION – TRAVEL/TRAINING REQUEST NUMBERS 26, 27, AND 28

(Copies of Travel/Training Requests, Agenda Pages 17-1 through 17-3, are attached to these Minutes.)

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

COUNTY COMMISSION – APPROVED TRAVEL/TRAINING REQUEST NUMBER 29 AND RELATED BUDGET CHANGE REQUEST NUMBER 2 REGARDING LEADERSHIP MONTGOMERY CLASS TUITION FOR VICE CHAIRMAN DANIEL HARRIS

The Administrator requested approval of travel/training request number 29 and related budget change request number 2 regarding Leadership Montgomery Class tuition for Vice Chairman Daniel Harris.

Mr. Williams made a motion to approve the travel/training request number 29 and related budget change request number 2, regarding Leadership Montgomery Class Tuition for Vice Chairman Daniel Harris. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copies of Travel/Training Request Number and Related Budget Change Request, Agenda Pages 18-1 and 18-2, are attached to these Minutes.)

COUNTY COMMISSION APPROPRIATIONS – APPROVED BUDGET CHANGE REQUEST NUMBER 24 REGARDING THE PURCHASE OF AN AIR CONDITIONER FOR THE SHERIFF’S DISPATCH OFFICE

The Administrator requested approval of budget change request number 24, County Commission Appropriations.

Mr. Ingram made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 19-1, is attached to these Minutes.)

YOUTH FACILITY – APPROVED RESCINDING THE CLASSIFICATION OF JUVENILE COURT CLERK SUPERVISOR, PAY GRADE A07 AND RELATED POSITION FILL REQUEST

The Administrator presented the following memorandum:

June 12, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
 County Administrator

SUBJECT: Juvenile Court Clerk Supervisor

During the June 3, 2013 County Commission meeting, the Commission requested to place a hold on the Position Fill Request for Juvenile Court Clerk Supervisor, which was approved at the May 20, 2013 Commission meeting.

We will be discussing this issue during Monday's County Commission meeting.

Attachments

End of Memorandum

After a discussion in the Information Session, the Commission agreed to rescind the Classification of Juvenile Court Clerk Supervisor, Pay Grade A07 and related position fill request. Mr. Polizos made a motion to approve rescinding the Classification of Juvenile Court Clerk Supervisor, Pay Grade A07 and related position fill request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Email, Letter, Memorandum and Position Fill Request, Agenda Pages 20-2 through 20-5, are attached to these Minutes.)

PROBATE JUDGE'S OFFICE – APPROVED IRREGULAR STEP INCREASE FOR CHIEF CLERK WILLIAM D. FLOWERS, III, FROM PAY GRADE A14, STEP 1 TO PAY GRADE A14, STEP 3, EFFECTIVE JUNE 17, 2013

The Administrator presented the following memorandum from Probate Judge Steven L. Reed:

MEMORANDUM

TO: County Commissioner Chairman Elton Dean

FROM: Steven L. Reed, Probate Judge

SUBJECT: Pay Grade Change

DATE: June 17, 2013

CC: County Administrator Donald L. Mims

I write today requesting that Mr. William D. Flowers, III, my Chief Clerk, be placed into the salary position (A14, step3) commensurate with his educational credentials and professional experience.

Mr. Flowers holds a Bachelor of Arts degree in English from Auburn University. His skill set includes extensive work in management, planning, and logistics.

In closing, as you review Mr. Flowers' background you will see that he is qualified and deserving of this pay grade. If you need any further information, please contact me.

End of Memorandum

Mr. Ingram made a motion to approve Irregular Step Increase for Chief Clerk William D. Flowers, III, from Pay Grade A14, Step 1 to Pay Grade A14, Step 3, effective June 17, 2013. The motion was seconded by Mr. Polizos and unanimously approved by the Commission.

COMMENTS BY COMMISSIONERS AND ATTENDEES

Chairman Dean asked Probate Judge Steven Reed to introduce the new Chief Probate Clerk. He thanked the Commission for working with the Probate Office over the last six months. Judge Reed then introduced the new Chief Probate Clerk William D. Flowers, III, and stated that Mr. Flowers will add a new perspective to Probate Court with his diverse background which includes administrative and managerial experience. He added that Mr. Flowers is an Auburn University graduate, has worked in agriculture, small business and the restaurant business, and will work well with the other staff. Furthermore, he stated that diversity in leadership is important in government, as well as in the private sector. He stated that with the Commission and Probate working together through the changing times, we will use all our talents which will help make us be a better County, a better State and a better Country. He thanked the Commission and then introduced Mr. Flowers.

Mr. Flowers said that he is honored and pleased to be here and to be working with Judge Reed. He stated that he will be of service the best way he can to Probate and the Commission. He added that it is going to be quite an adjustment but he is jumping in the deep end. He closed by saying that he appreciates all the support and thanked the Commission.

Commissioner Ingram told the audience that it is good to see everyone today. He congratulated Mr. Flowers on his new position and informed everyone that Mr. Flowers comes from a great background and that he knows his family. He added that he hopes everyone has a good week.

Commissioner Williams wished everyone a good morning. He welcomed Mr. Flowers and thanked Judge Reed for his selection. Commissioner Williams asked Commissioner Polizos if he would reconsider waiving rules to approve the budget change and travel requests for the NACo trip. He explained that if they are not approved at today's meeting, it would be too late, as the conference is in July. Commissioner Polizos did not agree to waive rules. Deputy Administrator Mitchell stated that waiting would cause the registration, airline and hotel to go up in price. Chairman Dean discussed the issue, and asked if reservations can be made now. Deputy Mitchell's assistant, Tonya Mitchell, stated that reservations can be made but there might be penalties for cancellation if not done in the allotted time frame. Chairman Dean asked to place the travel/training request for the NACo trip and related budget change request on the next agenda; if it's put on the next agenda it should pass.

Commissioner Ingram told Twinkle Patel that her liquor license for Shopper Stop I Package has already been passed.

Commissioner Williams told the audience to have a good week.

Commissioner Polizos told the audience good morning and that it was good to see everyone. He wished a belated Happy Father's Day to the dads in the audience. He said that there is a nice crowd today and told the audience to enjoy this good weather.

Chairman Dean told the audience good morning and thanked the Probate Judge for getting the County a Chief Probate Clerk. He told Mr. Flowers that he doesn't know his family but is sure that he will do a great job. He wished the dads in the audience a belated Happy Father's Day. He informed the audience that the Sheriff had around 500 people present at the Kids' Fishing Rodeo at the pond last weekend. He thanked the Sheriff and Chief Deputy Cunningham for what they did and that it means a lot to the kids. He also thanked everyone for attending the meeting and told them to have a good week.

Vice Chairman Harris wished the audience good morning and welcomed them to the meeting. He noted that it was not as crowded today as he would like to see it. He told Mr. Flowers that his son is also a third (III) and that is a strong line in the family; he added that he looks forward to working with him and the Probate Judge. Vice Chairman Harris stated that he went out to the lake and spent some time with the kids during the Sheriff's Kids' Fishing Rodeo. He told Sheriff Marshall and Deputy Cunningham that they did a wonderful job with the kids. He added that the Commission is here to support them and that anything the Commission can do to help with their efforts, to let the Commission know. He recognized the Director of the Customer Service Center of the Alabama Power Company, Noah Rocker. He also recognized Ms. Veronica McKenzie of Successful Living Center, who runs a daycare for the elderly, and stated that it is a valued asset to the community. He noted that this is something we don't have enough of and told Ms. McKenzie that he will do what he can to help her succeed. He wished everyone a belated Happy Father's Day and said that he hoped it was as wonderful as his Father's Day. He said that while he didn't receive a card from his daughter, he did receive a text message that brought him to tears.

ADJOURNMENT

Commissioner Polizos made a motion to adjourn the meeting of the Montgomery County Commission on June 17, 2013, at 9:48 a.m. The motion was seconded by Commissioner Williams and unanimously approved by the Commission.

Agenda

JUN 17 2013

06-17-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 06-07-13

Check Number	To	Check Number
235619		235716
Total Checks Paid		\$219,576.94

CHECK #	PAYEE	AMOUNT	DATE
235617	Postmaster Bulk Mailing	\$6,813.07	06/03/13
235618	CMH Space Flooring Products, Inc.	\$4,431.45	06/06/13

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

Agenda

JUN 17 2013

06-17-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 06-07-13

Check Number	To	Check Number
235717		235784
Total Checks Paid		\$101,493.51

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 06-14-13

Check Number	To	Check Number
235786		235859
Total Checks Paid		\$479,416.31

CHECK #	PAYEE	AMOUNT	DATE
235785	H & R Towing	\$ 278.00	06/10/13

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

JUN 17 2013

06-17-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 06-14-13

Check Number	To	Check Number
235860		235937
Total Checks Paid		\$328,379.02

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

06/17/13 Meeting
Agenda

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

JUN 17 2013

CHECKS ARE DATED
06/14/13

Payroll Check Number	116425	To	Payroll Check Number	116556	\$ 86,049.83
Direct Deposits					\$ 777,707.66
Payroll Check Number	116557	To	Payroll Check Number	116583	\$ 244,822.87
Direct Deposits					\$ 317,315.95
Federal Deposits					\$ 313,219.29
Total Payroll Paid					\$ 1,739,115.60

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

The State of Alabama

County of Montgomery

INTERLOCAL COOPERATAION AGREEMENT

by and between

THE CITY OF MONTGOMERY, ALABAMA

and

MONTGOMERY COUNTY, ALABAMA

RELATING TO

FY2013 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

This Interlocal Cooperation Agreement is made and entered into this the ____ day of June 2013, by and between Montgomery County, Alabama, a body corporate and politic of the State of Alabama (hereinafter referred to as "the County") and the City of Montgomery, Alabama, an Alabama municipal body corporate and politic (hereinafter referred to as "the City"), both of whom witnesseth as follows:

WHEREAS, this Agreement is made under the applicable laws of the State of Alabama to enter into agreements setting forth the powers, authorities and responsibilities to be exercised by each of them pursuant to the terms of this Agreement. Each of the City and the County are duly organized, under the laws of the State of Alabama, and each has full power and authority to execute, deliver and perform this Agreement; and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party; and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interest of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this Agreement; and

WHEREAS, the City agrees to pay the County approximately \$29,976.40 which represents 40 percent of the Award.

WHEREAS, the City and the County believe it to be in their best interests to reallocate the JAG funds.

NOW THEREFORE, the parties hereto, intending to be bound by the terms and conditions set forth herein, do hereby agree hereto as follows:

A. Purpose and Findings

This Agreement is made and entered into by the parties hereto in order to define the responsibilities of the City and the County in connection with the 2013 Edward Byrne Memorial Justice Assistance Grant (JAG).

B. Payment of Funds

The City agrees to pay the County approximately \$29,976.40 of the JAG funds awarded. Both parties agree that public notification cost might be deducted from the total amount of the JAG Award. The Award will be issued to the City. The City may then reduce the total award by the cost of public notification. The County will purchase and pay for all items approved in the grant budget. The invoice, purchase order and proof of payment must then be sent to the Montgomery Police Department's Finance Officer for review. If all items are part of the approved grant budget, or have been approved in writing by BJA, paperwork will be forwarded to the City Grants Accountant for reimbursement from the County's grant funds. Reimbursement will only be made up to the County's award amount, if the items are approved and all paperwork has been received.

C. Period of Agreement

This Agreement shall remain in effect for one year beginning with the 2013 Byrne Memorial Justice Assistance Grant distribution.

D. Responsibilities

The City is responsible for the use of their portion of the JAG Award. The City is responsible for the administration of their portion of the JAG Award including the disbursement of the funds, monitoring their portion of the award, submitting reports including performance measure and program assessment data. The County has no responsibility or liability as to the City's portion of the JAG Award.

The County is responsible for their use of their portion of the JAG Award. The City is responsible for the administration of their portion of the JAG Award including the disbursement of the funds, assessment data, performance measures and program assessment data. The City shall have no responsibility or liability as to the County's portion of the JAG Award. The County is responsible for sending copies of all receipts and invoices for JAG purchases to the City for auditing purposes. These receipts should be sent as soon as received.

Each party to this Agreement will be responsible for its own actions in providing services under this Agreement and shall not be liable for any civil liability that may arise from the furnishings of the services by the other party.

E. Administrrating Funds

The City agrees not to use any of the JAG Award for costs associated with administering the JAG Award. The City further agrees not to charge the County any fee for administering the JAG Award. The only cost to be deducted from the entire JAG Award is that of public notification.

F. Disparate Certification

The parties both agree that the County is entitled to a disparate allocation.

G. Accounting

Each party shall be responsible for all required accounting of their portion of the JAG Award. The City shall submit all quarterly reports as required by the US Department of Justice, Office of Management and Budget for both City and County Agencies for the entire grant period as well as performance reports.

H. Public Notification

The City is responsible for proper advertising of the receipt of the JAG Announcement consistent with all applicable rules, statutes and regulations.

I. Imposition of Liability

Nothing in the performance of this Agreement shall impose any liability for claims against the County.

Nothing in the performance of this Agreement shall impose any liability for claims against the City.

J. Third Parties

Nothing herein shall be construed to provide any rights to any third party. The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

K. Entire Agreement

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

L. Miscellaneous

If any paragraph or part of a paragraph of this Agreement shall be declared null and void or unenforceable against any of the parties hereto by any court of competent jurisdiction, such declaration shall not affect the validity or enforceability of any other paragraph or portion of this Agreement.

This Agreement shall ensure to the benefit of the City and the County and shall be binding upon the City and the County and their respective successors and assigns.

This Agreement shall be governed as to its validity, construction and performance by the laws of the State of Alabama.

This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original; but such counterparts shall, when taken together, constitute but one and the same agreement.

The descriptive headings of the several paragraphs of this Agreement are inserted for convenience of reference only and do not constitute a part of this Agreement;

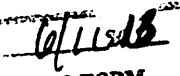
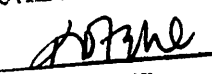
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the day and year first above written.

ATTEST:

CITY OF MONTGOMERY, ALABAMA

City Clerk

ATTEST:


APPROVED AS TO FORM

City Attorney

By: _____

Mayor

MONTGOMERY COUNTY, ALABAMA

Administrator, Montgomery
County Commission

By: _____

Chairman, Montgomery County
Commission

ACKNOWLEDGMENT BY THE CITY

STATE OF ALABAMA

MONTGOMERY COUNTY

I, the undersigned, a Notary Public in and for said State and County, hereby certify that Todd Strange and Brenda Blalock whose names, as Mayor and City Clerk, respectively, of the City of Montgomery, are signed to the foregoing Agreement, and who are known to me, as such Mayor and City Clerk, respectively, and with full authority, executed the same voluntarily for and the act of City of Montgomery.

Given under my hand and seal on this the _____ day of June, 2013.

Notary Public

My commission expires: _____

ACKNOWLEDGMENT BY THE COUNTY

STATE OF ALABAMA

MONTGOMERY COUNTY

I, the undersigned, a Notary Public in and for said State and County, hereby certify that _____ and _____ whose names, as Chairman and County Administrator, respectively, of the County Commission of Montgomery County, Alabama, are signed to the foregoing Agreement, and who are known to me, acknowledged before me, that being informed of the contents of said Agreement, they, as such Chairman and County Administrator, respectively, and with full authority, executed the same voluntarily for and the act of County Commission of Montgomery County, Alabama.

Given under my hand and seal on this the _____ day of June, 2013.

Notary Public

My commission expires: _____

STATE OF ALABAMA
MONTGOMERY COUNTY

AGREEMENT

This agreement by and between the Department of Examiners of Public Accounts (EPA) and the Montgomery County Commission (MCC) becomes effective upon full execution.

It is agreed that the EPA will audit the MCC for the one (1) year period October 1, 2011 through September 30, 2012. The audit will encompass a financial audit in accordance with Government Auditing Standards issued by the Comptroller General of the United States, an audit of compliance with applicable laws and regulations of the State of Alabama, and an audit of compliance with applicable laws and regulations of the Federal Government in accordance with OMB Circular A-133 and the Single Audit Act Amendments of 1996.

MCC agrees to reimburse EPA for its necessary and reasonable costs to conduct the audit, which include personnel costs and travel expenses incurred at amounts authorized by the State Travel Law. The maximum cost of this agreement to MCC shall not exceed eleven thousand eight hundred sixty-eight dollars (\$11,868.00). MCC agrees to pay 75% of the cost of this agreement upon full execution and 25% after completion of fieldwork as evidenced by invoices from the Department of Examiners of Public Accounts.

EPA agrees to furnish all required copies of audit reports to federal grantor agencies in addition to copies provided to MCC.

EPA agrees that all working papers shall be made available upon request for review by the federal grantor agencies consistent with State Law. EPA agrees to retain all working papers and reports for a minimum of five (5) years from the date of the audit report unless EPA is notified in writing to extend the retention period.

EPA agrees that it will fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer

and Citizen Protection Act, which makes it unlawful for an employer in Alabama to knowingly hire or continue to employ an alien who is or has become unauthorized with respect to such employment or to fail to comply with the I-9 requirements or fails to use E-Verify to verify the eligibility to legally work in the United States for all of its new hires who are employed to work in the State of Alabama. Without limiting the foregoing, EPA shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien, and shall have an officer or other managerial employee who is personally familiar with EPA's hiring practices to execute an affidavit to this effect on the form supplied by the MCC and return the same to the MCC. EPA shall also enroll in the E-Verify Program prior to performing any work, or continuing to perform any ongoing work, and shall remain enrolled throughout the entire course of its performance hereunder, and shall attach to its affidavit the E-Verify Program for Employment Verification and Memorandum of Understanding and such other documentation as the MCC may require to confirm EPA's enrollment in the E-Verify Program. EPA agrees not to knowingly allow any of its subcontractors, or any other party with whom it has a contract, to employ in the State of Alabama any illegal or undocumented aliens to perform any work in connection with the Project, and shall include in all of its contracts a provision substantially similar to this paragraph. If EPA receives actual knowledge of the unauthorized status of one of its employees in the State of Alabama, it will remove that employee from the project, jobsite or premises of the MCC and shall comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. EPA shall require each of its subcontractors, or other parties with whom it has a contract, to act in a similar fashion. If EPA violates any term of this provision, this Agreement will be subject to immediate termination by the MCC. To the furthest extent permitted by law, EPA shall defend, indemnify and hold harmless the MCC from any and all losses, consequential damages, expenses (including, but not limited to, attorneys' fees), claims, suits, liabilities, fines, penalties, and any other costs arising out of or in

any way related to EPA's failure to fulfill its obligations contained in this paragraph.

MCC agrees to make available to EPA all financial and operating data determined necessary by EPA to conduct the audits. MCC agrees to provide a working area for personnel of EPA, which facilitates efficient fieldwork.

This agreement and all promises by MCC are made subject to availability of sufficient funds.

The parties shown below have executed this agreement to become effective on the date specified previously and under all conditions described herein.

IN WITNESS THEREOF, the parties have affixed their hands and seals this _____ day of _____, 20__.

STATE OF ALABAMA
Department of Examiners
of Public Accounts



Ronald L. Jones
Chief Examiner

Montgomery County Commission

Elton Dean, Sr.
Chairman

**AGREEMENT BETWEEN
Lighthouse Counseling Center, Inc.
“STANDING TOGETHER AGAINST RAPE” Program
AND
MONTGOMERY COUNTY COMMISSION (MCC)**

This Agreement is made and entered into as of the 23 day of May 2013 (the “Effective Date”) by and between **The Lighthouse Counseling Center Inc. (LCC)** “Standing Together Against Rape” (STAR) Program and **Montgomery County Commission (MCC)** hereafter, referred to as “the parties”. Be it understood that MCC/Dr. Ogumbi is the medical provider for the MCC and has the capacity to make contractual payments for medical services that are provided to inmates; and STAR as an entity of LCC, has the capacity to provide sexual assault exams for alleged victims in the six counties that STAR serve.

Therefore, STAR agrees to provide upon request by **MCC through MCYF medical personnel**, a sexual assault exam for any MYCF detainee whose assault occurred within three (3) days or 72 hours of the request time and the resulting exam can be initiated within that 72 hour time frame. MCC agrees to pay LLC Eight Hundred Dollars (\$800.00) for each exam performed by STAR. The parties understand that exams vary and may take anywhere from 1.5 to 4 hours. However no additional charges will be incurred for extended exams or for any medications and/or procedures. In the event that a dispute arises concerning the resolution of an invoice, STAR may appeal by submitting the dispute to MCC in writing, with supporting documentation, within thirty (30) calendar days following MCC’ response or denial of the invoice. MCC shall provide a reply and STAR shall initiate appropriate action, if any, within thirty (30) days following receipt of MCC’ response. If STAR fails to dispute in writing MCC’ handling of an invoice within thirty (30) calendar days following receipt of MCC’ response, then such claim may be considered waived and MCC shall not be obligated to make any payment or adjustment thereafter.

Therefore, according to this agreement STAR will:

- Respond immediately and directly to MCC with any potential requests for an exam;
- Schedule a rape exam within 45 minutes after an official request has been made;
- Perform a rape kit examination;
- Provide Chain of Custody for the kit to the respective investigating agency;
- Provide a copy of STAR’s forensic medical record to the MCC representative;
- With proper notice (subpoena), be available for any litigation processes as needed; Bill MCC directly for each exam at a flat rate of (\$800.00) (sample billing attached);
- Ensure the credentials and professional liability insurance of any nurses conducting the sexual assault exam are current;
- Ensure that all personnel, including nursing personnel, possess current, unrestricted licenses to provide services in the state of Alabama;
- Comply with all security requirements of the MCC, as necessary;
- Protect the identity and confidentiality of all sexual assault victims referred to STAR from the MCC;
- If necessary, provide the camera equipment required for collecting any digital images;
- Seek the participation of MCC representatives in Sexual Assault

Response Team (SART) meetings, annual "Take Back the Night Rally/Vigils" and other support needs of the agency.

MCC will:

- Request an exam by dialing the 24 hour Sexual Assault Nurse Examiner (SANE) pager number (334-571-0999); or as a last resort the 24hr hotline number (334-213-1227).
- Call within one hour of the anticipated transport time (SANE will set appointment time)
- Coordinate transportation of detainee with the MCC directly to STAR (unless inmate has other injuries that require medical attention by the ER);
- Accept Rape Kit at completion of exam or make arrangements for pick up;
- Make payments as described at least monthly for billed services; and
- Attend/Support whenever possible, any related meetings or events to maintain open communication lines between the STAR and other related agencies.

Insurance Requirements

At all times during the term of this Agreement and any renewals hereof, STAR shall maintain or cause to be maintained adequate professional liability insurance with limits of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in annual aggregate, and such insurance shall be occurrence-based coverage, or if claims-made coverage, STAR agrees that upon the expiration or termination of this Agreement for any reason, STAR will maintain insurance coverage for any liability directly or indirectly resulting from STAR's provision of services in connection with this Agreement, or any other acts or omissions of STAR occurring in whole or in part during the term of this Agreement (hereinafter "Continuing Coverage"). STAR may procure Continuing Coverage by obtaining subsequent policies which have a retroactive date of coverage equal to the Effective Date of this Agreement, by obtaining an extended reporting endorsement ("tail") applicable to the insurance coverage maintained by STAR during the term of this Agreement, or by such other methods as are mutually agreed upon by STAR and Company. The insurance obtained pursuant to this Section, including any Continuing Coverage, will cover all employees, independent contractors, and agents of STAR who provide services to detainee of the MCC, against any and all claims, actions, judgments, liabilities, losses, damages, costs, and obligations (including attorneys' fees) which are attributable to or which arise, directly or indirectly, out of any act or omission by STAR and/or his or her employees, independent contractors, or agents. Without limiting the obligations of STAR under this Section, the insurance maintained or caused to be maintained pursuant to this Section will provide coverage against civil actions based on medical treatment brought under 42 U.S.C. § 1983, and as that statute may be amended, modified, recodified, or succeeded in the future.

STAR shall, within ten (10) days after execution of this Agreement and on an annual basis thereafter, provide to MCC certificates issued by an insurance carrier or its agent evidencing that the insurance policies required under this Agreement are in effect.

STAR shall indemnify and hold harmless MCC from and against any and all claims, suits, liabilities, damages, and expenses (including attorneys' fees) against MCC which are based upon

the acts and/or omissions of STAR and/or any of STAR's employees, agents, officers, or contractors in connection with the performance of this Agreement.

Term of Agreement

The term of this Agreement will commence on the Effective Date and will continue in effect for one (1) year ("Initial Term") and shall automatically renew for recurring one (1) year terms thereafter, subject to termination of the Agreement as provided herein.

Termination of Agreement

Either party may notify the other party of its intent to terminate this Agreement, by providing thirty (30) days written notice of termination to the other party.

MCC may terminate this Agreement with STAR for cause, including but not limited to the occurrence of any of the following events, which has not been cured within thirty (30) days after written notice from MCC: STAR has breached any of the material terms and conditions of this Agreement; or Any activities or actions of STAR that, in the reasonable judgment of MCC, are deemed to be detrimental to MCC.

MCC may immediately terminate this Agreement upon the occurrence of any of the following events: The failure of STAR (or any employee, agent or independent contractor utilized by STAR) to meet or maintain any of the qualification requirements specified in this Agreement or any misrepresentation by STAR of STAR's qualifications; or STAR's failure to maintain required insurance as provided in this Agreement; or STAR's inability to meet his or her obligations pursuant to this Agreement due to financial insolvency, bankruptcy, or lack of capacity to provide services.

This Agreement shall terminate upon expiration or termination of the MCC contract.

MCC and STAR recognize that during STAR's association with MCC, STAR has been and will continue to be brought into contact with the confidential methods of operation and trade secrets of MCC, including, without limitation, know-how, data and other information about its operations and business of a confidential nature; that such information gives to the relationship a special and unique value. Therefore, STAR agrees that during the term of this contractual relationship with MCC and thereafter, STAR will not in any manner, directly or indirectly, disclose or divulge to any person, entity, firm or MCC or use for STAR's own benefit or the benefit of any other person, entity, firm or MCC, directly or indirectly in competition with MCC any knowledge, information, business methods, techniques or data of MCC including the terms of this Agreement unless specifically provided for herein. This Section shall survive termination of this Agreement.

Governing Law

This Agreement shall be governed by the laws of the State of Alabama, without giving effect to its conflicts of law provisions.

Dispute Resolution

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

Signed _____
LCC, STAR Official/Title

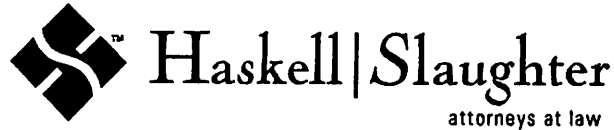
Date _____

MONTGOMERY COUNTY YOUTH FACILITY

Signed _____
Montgomery County Commission

Date _____

50051-463
442885_1



MONTGOMERY OFFICE
305 South Lawrence Street • Montgomery, Alabama 36104
Post Office Box 4660 • Montgomery, Alabama 36103-4660
f. 334.264.7945 • t. 334.265.8573
www.hsy.com

MEMORANDUM
June 12, 2013

T T G

TO: Donnie Mims
FROM: Tommy Gallion
RE: Lighthouse Counseling Center Agreement

I have reviewed your June 4, 2013 memorandum, the May 23, 2013 memorandum from Bruce Howell to you. I also reviewed the Agreement Between Lighthouse Counseling Center, Inc for its "Standing Together Against Rape" Program and Montgomery County Youth Facility.

I had a meeting with Bruce Howell on another matter and I showed him the agreement and a draft of my opinion that showed what needed to be corrected. Bruce Howell took the matter into hand and had the Agreement rewritten. The final agreement is attached hereto, which I have reviewed and find that it is now in order.

I am of the opinion that the services provided for in this agreement are in the best interest of the public health, safety, education, morals, security, prosperity, contentment and the general welfare of the citizens of Montgomery County. I therefore see no reason why this agreement should not be executed if it is the desire of the Commissioners.

Attachment

50051-317
50051-463
442887_1



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION
Confirmation Number: 20130415142703815



Type License: 011 - LOUNGE RETAIL LIQUOR - CLASS II (PACKAGE) **State:** \$300.00 **County:** \$300.00

Type License: **State:** **County:**

Trade Name: SHOPPER STOP I PACKAGE **Filing Fee:** \$50.00

Applicant: TWINKLE 24 LLC **Transfer Fee:**

Location Address: 23193 B TROY HIGHWAY PINE LEVEL, AL 36065

Mailing Address: 811 LEGENDS DRIVE MONTGOMERY, AL 36116

County: MONTGOMERY **Tobacco sales:** YES **Tobacco Vending Machines:** 0

Sale of Products Containing Ephedrine: NO **Type Ownership:** LLC

Book, Page, or Document info: BOOK 294 PAGE 180 **Do you sell Draft Beer:** N

Date Incorporated: 09/01/2010 **State incorporated:** AL **County Incorporated:** MONTGOMERY

Date of Authority: 09/01/2010 **Alabama State Sales Tax ID:** R007260528

Name: **Title:** **Date and Place of Birth:** **Residence Address:**

TWINKLE J PATEL 8564491 - AL	PRESIDENT	09/24/1984 BHARUCH INDIA	811 LEGENDS DRIVE MONTGOMERY, AL 36116

Has applicant complied with financial responsibility ABC RR 20-X-5-.14? YES

Does ABC have any actions pending against the current licensee? NO

Has anyone, including manager or applicant, had a Federal/State permit or license suspended or revoked? NO

Has a liquor, wine, malt or brewed license for these premises ever been denied, suspended, or revoked? NO

Are the applicant(s) named above, the only person(s), in any manner interested in the business sought to be licensed? YES

Are any of the applicants, whether individual, member of a partnership or association, or officers and directors of cooperation itself, in any manner monetarily interested, either directly or indirectly, in the profits of any other class of business regulated under authority of this act? NO

Does applicant own or control, directly or indirectly, hold lien against any real or personal property which is rented, leased or used in the conduct of business by the holder of any vinous, malt or brewed beverage, or distilled liquors permit or license issued under authority of this act? NO

Is applicant receiving, either directly or indirectly, any loan, credit, money, or the equivalent thereof from or through a subsidiary or affiliate or other licensee, or from any firm, association or corporation operating under or regulated by the authority of this act? NO

Contact Person: TWINKLE J PATEL

Business Phone: 334-584-7645

Fax:

Home Phone: 334-356-5101

Cell Phone: 920-257-3746

E-mail: pateltwinkle249@yahoo.com

PREVIOUS LICENSE INFORMATION:

Trade Name: SHOPPER STOP I

Applicant: TWINKLE 24 LLC

Previous License Number(s)

License 1: 001985751

License 2:



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION
Confirmation Number: 20130415142703815



If applicant is leasing the property, is a copy of the lease agreement attached? YES
Name of Property owner/lessor and phone number: RUDRA LLC 334-612-7972
What is lessors primary business? PROPERTY MANAGEMENT
Is lessor involved in any way with the alcoholic beverage business? NO
Is there any further interest, or connection with, the licensee's business by the lessor? NO

Does the premise have a fully equipped kitchen? NO
Is the business used to habitually and principally provide food to the public? NO
Does the establishment have restroom facilities? YES
Is the premise equipped with services and facilities for on premises consumption of alcoholic beverages? NO

Will the business be operated primarily as a package store? NO
Building Dimensions Square Footage: 600 Display Square Footage:
Building seating capacity: 0 Does Licensed premises include a patio area? NO
License Structure: ONE STORY License covers: OTHER
Number of licenses in the vicinity: 2 Nearest: .01
Nearest school: 7 miles Nearest church: 2 miles Nearest residence: 3 miles
Location is within: COUNTY Police protection: COUNTY

Has any person(s) with any interest, including manager, whether as sole applicant, officer, member, or partner been charged (whether convicted or not) of any law violation(s)?

Name:	Violation & Date:	Arresting Agency:	Disposition:
TWINKLE J. PATEL	THEFT OF PROPERTY FEBRUARY 13, 2007	COOK COUNTY, IL SHERIFF	GUILTY PLEA \$1350.00 RESTITUTION \$400.00 FINE AND COURT COSTS



STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD
ALCOHOL LICENSE APPLICATION
Confirmation Number: 20130415142703815



Initial each

Signature page

☒ JLP

In reference to law violations, I attest to the truthfulness of the responses given within the application.

☒ JLP

In reference to the Lease/property ownership, I attest to the truthfulness of the responses given within the application.

☒ JLP

In reference to ACT No. 80-529, I understand that if my application is denied or discontinued, I will not be refunded the filing fee required by this application.

☒ XXX

In reference to Special Retail or Special Events retail license, I agree to comply with all applicable laws and regulations concerning this class of license, and to observe the special terms and conditions as indicated within the application.

☒ XXX

In reference to the Club Application information, I attest to the truthfulness of the responses given within the application.

☒ XXX

In reference to the transfer of license/location, I attest to the truthfulness of the information listed on the attached transfer agreement.

☒ JLP

In accordance with Alabama Rules & Regulations 20-X-5-.01(4), any social security number disclosed under this regulation shall be used for the purpose of investigation or verification by the ABC Board and shall not be a matter of public record.

☒ JLP

The undersigned agree, if a license is issued as herein applied for, to comply at all times with and to fully observe all the provisions of the Alabama Alcoholic Beverage Control Act, as appears in Code of Alabama, Title 28, and all laws of the State of Alabama relative to the handling of alcoholic beverages. The undersigned, if issued a license as herein requested, further agrees to obey all rules and regulations promulgated by the board relative to all alcoholic beverages received in this State. The undersigned, if issued a license as herein requested, also agrees to allow and hereby invites duly authorized agents of the Alabama Alcoholic Beverage Control Board and any duly commissioned law enforcement officer of the State, County or Municipality in which the license premises are located to enter and search without a warrant the licensed premises or any building owned or occupied by him or her in connection with said licensed premises. The undersigned hereby understands that he or she violate any provisions of the aforementioned laws his or her license shall be subject to revocation and no license can be again issued to said licensee for a period of one year. The undersigned further understands and agrees that no changes in the manner of operation and no deletion or discontinuance of any services or facilities as described in this application will be allowed without written approval of the proper governing body and the Alabama Alcoholic Beverage Control Board.

☒ JLP

I hereby swear and affirm that I have read the application and all statements therein and facts set forth are true and correct, and that the applicant is the only person interested in the business for which the license is required.

Applicant Name (print): Twinkle Pcltel

Signature of Applicant: TJ Pcltel

Notary Name (print): JEREMY K PETERSON

Notary Signature: Jeremy K Peterson

Commission expires: 11/01/2014

Application Taken: 4/15/13 App. Inv. Completed:

Submitted to Local Government: 4/15/13

Received in District Office:

Reviewed by Supervisor:

Forwarded to District Office:

Received from Local Government:

Forwarded to Central Office:

#768



**STATE OF ALABAMA
ALCOHOLIC BEVERAGE CONTROL BOARD**

ALCOHOL LICENSE APPLICATION

Confirmation Number: 20130415142703815



Private Clubs / Special Retail / or Special Events licenses ONLY

Private Club

Does the club charge and collect dues from elected members?

Number of paid up members:

Are meetings regularly held?

How often?

Is business conducted through officers regularly elected?

Are members admitted by written application, investigation, and ballot?

Has Agent verified membership applications for each member listed?

Has at least 10% of members listed been confirmed and highlighted?

Agent's Initials:

For what purpose is the club organized?

Does the property used, as well as the advantages, belong to all the members?

Do the operations of the club benefit any individual member(s), officer(s), director(s), agent(s), or employee(s) of the club rather than to benefit of the entire membership?

Special Retail

Is it for 30 days or less?

More than 30 days?

Franchisee or Concessionaire of above?

Other valid responsible organization:

Explanation:

Special Events / Special Retail (7 days or less)

Starting Date: Ending Date:

Special terms and conditions for special event/special retail:

Other Explanations

License Covers: SUITE B

Receipt Confirmation Page

Receipt Confirmation Number: **20130415142703815**
Application Payment Confirmation Number: **5436624**

Payment Summary	
Payment Item	Fee
Application Fee for License 011	\$50.00
Total Amount to be Charged	\$50.00

License Payment Confirmation Number:

Payment Summary			
Payment Item	County Fee	State Fee	Total Fee
011 - LOUNGE RETAIL LIQUOR - CLASS II (PACKAGE)	\$300.00	\$300.00	\$600.00
			\$0.00
Total Amount to be Charged	\$300.00	\$300.00	\$600.00

Application Type

Application Type: APPLICATION

Applicant Information

License Type 1: 011 - LOUNGE RETAIL LIQUOR - CLASS II (PACKAGE)
License Type 2:
License County: MONTGOMERY
Business Type: LLC
Trade Name: **SHOPPER STOP I PACKAGE**
Applicant Name: **TWINKLE 24 LLC**
Location Address: 23193 B TROY HIGHWAY
PINE LEVEL, AL 36065
Mailing Address: 811 LEGENDS DRIVE
MONTGOMERY, AL 36116
Contact Person: TWINKLE J PATEL
Contact Home Phone: 334-356-5101
Contact Business Phone: 334-584-7645
Contact Fax:
Contact Cell Phone: 920-257-3746
Contact Email Address:
Contact Web Address:

LEGAL INSERTION FOR ALCOHOLIC BEVERAGE PERMIT APPROVAL

NOTICE

Notice is hereby given that application has been made to the Montgomery County Commission, Montgomery, Alabama, for approval of a permit for the sale of liquor at this location, namely:

NAME SHOPPER STOP I PACKAGE
23193B TROY HIGHWAY
ADDRESS PINE LEVEL, AL 36065

AND THAT PUBLIC HEARING ON SAID APPLICATION HAS BEEN SET
BEFORE THE COUNTY COMMISSION AT:

9:30 A.M. JUNE 17, 20 13
(Month) (Day)

at the Commission's Hearing Room, in the Administration
Building, 100 So. Lawrence Street, Montgomery, Alabama.

Anyone desiring to be heard either for or against said
application may appear in person at said time or may
indicate his or her wishes in writing by communication
addressed to the Montgomery County Commission.

Donald L. Mims, County Administrator
Montgomery County Commission

PUBLICATION MEDIA MONTGOMERY ADVERTISER

DATE OF PUBLICATION JUNE 10, 2013

PAYMENT FOR ABOVE INSERTION IS THE RESPONSIBILITY
OF THE APPLICANT. RUN ONE TIME.

NOTICE

Notice is hereby given that application has been made to the County Commission of the County of Montgomery, Alabama, for approval of a permit for the sale of liquor by this operation:

APPLICANT: TWINKLE PATEL

PLACE NAME: SHOPPER STOP I

**LOCATION: 23193B TROY HIGHWAY
PINE LEVEL, AL 36065**

And that public hearing on said application has been set before the County Commission at 9:30 A.M. JUNE 17TH, 2013, at the Commission Hearing Room, in the Courthouse, Montgomery, Alabama. Anyone desiring to be heard either for or against said application may appear in person at said time or may indicate his or her wishes in writing by communication addressed to the County Commission.

**DONALD L. MIMS, ADMINISTRATOR
MONTGOMERY COUNTY COMMISSION
MONTGOMERY, ALABAMA**

Purchasing Department Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
BID NO. 51901-13B-014				CINTAS CORPORATION - ATTN: ERIC B. MCCALPINE - PHONE #271-1313 - FAX#271-6069		G & K SERVICES - ATTN: DOUGLES GIVENS - PHONE #391-6620 - FAX#260-2891		NO BIDS RECEIVED: AMERICAN KLASSIC DESIGNS				PRICES PAID FOR THE LAST (3) YEARS FROM G & K SERVICES	
ISSUED APRIL 5, 2013													
BID OPENING DATE: APRIL 24, 2013													
ENGINEERING AND SUPPORT SERVICES													
TERMS OF PAYMENT / DISCOUNT:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
	UNIFORM RENTAL												
1	SHIRT:EXEC. L.S.	WK	52	\$0.25	\$13.00	\$0.22	\$11.44					\$0.25	\$13.00
2	SHIRT: EXEC. S.S.	WK	52	\$0.25	\$13.00	\$0.22	\$11.44					\$0.25	\$13.00
3	PANTS:EXEC WEAR	WK	52	\$0.25	\$13.00	\$0.22	\$11.44					\$0.25	\$13.00
4	SHIRT:IND.WEAR; LS	WK	52	\$0.17	\$8.84	\$0.18	\$9.36					\$0.20	\$10.40
5	PANTS INDU. WEAR	WK	52	\$0.18	\$9.36	\$0.18	\$9.36					\$0.20	\$10.40
6	COVERALLS	WK	52	\$0.30	\$15.60	\$0.25	\$13.00					\$0.95	\$49.40
7	PAINTER WHITES	WK	52	\$0.35	\$18.20	\$0.22	\$11.44					\$0.52	\$27.04
8	JACKETS SLASH POC	WK	52	\$0.25	\$13.00	NO	CHARGE					\$0.25	\$13.00
9	JACKETS: BOMBER	WK	52	\$0.25	\$13.00	NO	CHARGE					\$0.25	\$13.00
10	JACKET VEST/LINER	WK	52	\$0.25	\$13.00	NO	CHARGE					\$0.25	\$13.00
11	DICKIE TYPE JEANS	WK	52	\$0.30	\$15.60	\$0.27	\$14.04					\$0.25	\$13.00
12	DENIM JEANS	WK	52	\$0.30	\$15.60	\$0.27	\$14.04					\$0.25	\$13.00
13	IND.SS SHIRT	WK	52	\$0.17	\$8.84	\$0.18	\$9.36					\$0.20	\$10.40
3	IND SS SHIRT; COT	WK	52	\$0.25	\$13.00	\$0.22	\$11.44					\$0.20	\$10.40
15	IND LS SHIRT	WK	52	\$0.25	\$13.00	\$0.22	\$11.44					\$0.25	\$13.00
16	SETUP NEW EMPL	EA	22	\$2.00	\$44.00	\$2.00	\$44.00	11Pants	11 Shirts			\$1.00	\$22.00
17	SERV CHG- PER 100	EA	1	\$1.75	\$1.75	\$5.00	\$5.00					\$4.00	\$4.00
TOTAL BID AMOUNTS													

Notes:

As Of: May 15, 2013
To: John Mitchell, Deputy Director
 Montgomery County Commission
 P.O. Box 1667
 Montgomery, Alabama 36102-1667

Project: Third Floor Annex-Family Courts
 Montg. Co. Courthouse-Annex I
Job No.: 1208-GVA
Terms: Per A/E Contract dated 4/17/12

PROFESSIONAL SERVICES & EXPENSES:

DATE	ITEM / COMPUTATION OF FEE	AE Services Basic	AE Services Additional	Expenses/ Reimbursable	Total Due To Date
07/24/12	Invoice #1 Services A,B,C,D-80%: Thru Bidding Phase Base Bid + Alternate #1 996,500.00 x .80 x .073=	58,195.60			58,195.60
09/13/12	Invoice #2 Services E-20%: Thru Construction Phase Pay Req. #1- 60,730.17 x .20 x .073=	886.66			59,082.26
10/04/12	Invoice #3 Services E-20%: Thru Construction Phase Pay Req. #2- 93,697.14 x .20 x .073=	1,367.98			60,450.24
11/12/12	Invoice #4 Services E-20%: Thru Construction Phase Pay Req. #3- 169,188.62 x .20 x .073=	2,470.15			62,920.39
12/18/12	Invoice #5 Services E-20%: Thru Construction Phase Pay Req. #4- 210,001.57 x .20 x .073=	3,066.02			65,986.41
01/30/13	Invoice #6 Services E-20%: Thru Construction Phase Pay Req. #5- 353,801.11 x .20 x .073=	5,165.50			71,151.91
05/15/13	Final Billing- Invoice #7 Services E-20%: Thru Construction Phase Bal. Of Contract including Change Order #2 add items 128,480.58 x .20 x .073=	1,875.82			73,027.73
05/15/13	Invoice #7 Services A,B,C,D-80%: Change Order #1 & #2 29,281.62 x .80 x .073=	1,710.05			74,737.78
	Total Charges To Date	74,737.78			74,737.78

PAYMENTS:

DATE	ITEM / DESCRIPTION	AMOUNT
08/13/12	Check #227757-Montgomery Co.-Invoice #1	58,195.60
10/01/12	Check #229326-Montgomery Co.-Invoice #2	886.66
10/22/12	Check #229902-Montgomery Co.-Invoice #3	1,367.98
11/26/12	Check #231431-Montgomery Co.-Invoice #4	2,470.15
01/03/13	Check #232206-Montgomery Co.-Invoice #5	3,066.02
02/19/13	Check #233149-Montgomery Co.-Invoice #6	5,165.50
	Total Paid To Date	71,151.91

Less: Total Paid To Date > 71,151.91

BALANCE DUE:

Please Pay PH&J architects, inc. 3,585.87

The usual statement is a recapitulation of the total amount of all fees earned up to date of billing, from which is subtracted the total of all payments then made. Adjustments in the fee as required by changes from estimated costs to actual costs, by change orders, etc. is thus accounted for. Cost estimates used for preliminary phase statements are normally set low to avoid over billing, and do not necessarily represent costs to be expected.

DISTRIBUTION: Copy to _____ Copy to _____ Copy to _____ Copy to _____	APPROVED: _____ _____ _____ Page 1	AFFIDAVIT: We certify this account is correct, due and unpaid. PH&J architects, inc. _____ Sworn & subscribed before me N P
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SUMMARY OF OWNER-CONTRACTOR ACCOUNT

PH&J Project: Third Floor Annex-Family Courts
 Montgomery Co. Courthouse-Annex I
Project: 1208-GVA

To: Montgomery County Commission
 P.O. Box 1667
 Montgomery, Alabama 36102-1667
John Mitchell, Deputy Director

Contractor: Alfa Builders, Inc.

We have reviewed the Contractor's Application for Payment (Copy Attached) and have summarized below for your convenience this and previous applications, and the status of this account.

Record of Contract Adjustments

Date	Document	Subject	Add/Deduct Amount	Current Adjusted Contract Sum
07/23/12	Original Contract			996,500.00
10/16/12	Change Order #1	Fire dampers, misc. electrical work, etc.	19,399.19	1,015,899.19
03/27/13	Change Order #2	Misc. adds & material/sales tax credits	(364,842.19)	651,057.00

Tabulation of Certified Payments

Pay Contractor > Alfa Builders, Inc. 53,663.20

Date	Certificate Number	Current Contract Sum	Amount of Attached Certificate	Previously Certified	Total Certified to Date	Balance not yet Certified
09/13/12	1	996,500.00	60,730.17	-	60,730.17	
		Materials	-	-	-	
		Sales Tax	-	-	-	935,769.83
10/04/12	2	996,500.00	24,364.72	60,730.17	127,342.53	
		Materials	24,364.72	-	24,364.72	
		Sales Tax	2,436.47	-	2,436.47	842,356.28
11/12/12	3	996,500.00	27,141.19	127,342.53	266,959.43	
		Materials	27,141.19	24,364.72	51,505.91	
		Sales Tax	2,714.12	2,436.47	5,150.59	672,884.07
12/18/12	4	1,015,899.19	87,464.23	266,959.43	377,722.18	
		Materials	87,464.23	51,505.91	138,970.14	
		Sales Tax	8,746.42	5,150.59	13,897.01	485,309.86
01/30/13	5	1,015,899.19	185,310.31	377,722.18	597,403.80	
		Materials	185,310.31	138,970.14	324,280.45	
		Sales Tax	32,428.04	13,897.01	46,325.05	47,889.89
05/15/13	6-Final	651,057.00	13,653.20	597,403.80	651,057.00	-

PH&J architects, inc.

Distribution: 3 copies to owner

By:

Chevette Culver

APPLICATION and CERTIFICATE for PAYMENT

Attach Schedule of Values

ESTIMATE No. 5

DATE: April 23, 2013

TO OWNER: Montgomery County Commission 100 South Lawrence Street Montgomery, AL 36104	PROJECT: Renovation & Alterations to the Montgomery County Courthouse Annex 1 Third Floor - Family Courts Montgomery, AL
FROM CONTRACTOR: Alfa Builders, Inc. 8191 Seaton Place Montgomery, AL 36116	TO: ARCHITECT PH&J Architects, Inc. 807 South Lawrence Street Montgomery, AL 36104
FEIN <u>63-0734294</u>	

TOTAL ORIGINAL CONTRACT
CHANGE ORDER(S)
TO CONTRACT TO DATE

Numbers 1 through 2

\$ 986,500.00
\$ (345,443.00)
\$ 651,057.00

1.	Brought Forward: TOTAL CONTRACT TO DATE.....	\$ <u>651,057.00</u>	\$ <u>651,057.00</u>
	AMOUNT COMPLETE	100 %	\$ <u>651,057.00</u>
2.	Stored Materials per the attached inventory of Stored Materials		\$ <u>0.00</u>
3.	Total Completed Work and Stored Materials		\$ <u>651,057.00</u>
4.	Less Retainage		\$ <u>0.00</u>
5.	Total Completed Work and Stored Materials, less Retainage.....		\$ <u>651,057.00</u>
6.	Less credits to Owner for the "Totals To Date" amounts in the referenced Columns of attached MATERIALS INVOICE SUMMARY NO. :		\$ <u>0.00</u>
	a. Owner's portion of Cash Discounts: Column No. 4 (\$) X 50%.....		\$ <u>0.00</u>
	b. Owner's Payments for Materials: Column No. 5.....		\$ <u>0.00</u>
	c. Sales & Use Tax Savings: Column No., 6		\$ <u>0.00</u>
7.	Total Due.....		\$ <u>651,057.00</u>
8.	Less Total Previous Payments to Contractor		\$ <u>597,403.80</u>
9.	Balance Due This Estimate.....		\$ <u>53,653.20</u>

CONTRACTOR'S CERTIFICATION

The undersigned Contractor certifies that to the best of his knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by him for Work for which previous Certificates for Payments were issued and payments received from the Owner and that current payment shown herein has not yet been received.

By Kevin L. Ketzler Date April 23, 2013
(Title)
Kevin L. Ketzler, President

Sworn and subscribed before me this 23rd day of April 2013
Alexandra K. McLaugh L.S.
Notary Public Comm. exp. 1-11-2014

ARCHITECT'S CERTIFICATION

In accordance with the Contract Documents, the Architect certifies to the Owner that, to the best of the Architect's knowledge and belief, the Work has progressed to the point indicated herein, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the amount approved.

PH&J Architects, Inc.
By B. W. Addison (Architect)
Date 5-15-13

REVIEW AND APPROVALS

Approved by _____
(Owner)

Signature

Date _____

The Owner certifies that funds are available in the amount required for this invoice.

CONTINUATION SHEET

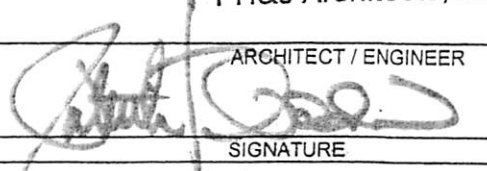
A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE		D WORK COMPLETED THIS PERIOD		F STORED MATERIALS	G TOTAL COMPLETED	H BALANCE TO FINISH	I RETAINAGE
		PRIOR PERIODS	THIS PERIOD						
1	MOBILIZATION	\$7,832.42	\$7,832.42				\$7,832.42		100.0%
2	INSURANCE	\$5,074.97	\$5,074.97				\$5,074.97		100.0%
3	BONDS	\$8,898.60	\$8,898.60				\$8,898.60		100.0%
4	LAYOUT	\$548.72	\$548.72				\$548.72		100.0%
5	TEMP. FACILITIES	\$400.14	\$400.14				\$400.14		100.0%
6	CLEAN UP AND TRASH REMOVAL	\$8,384.99	\$8,384.99				\$8,384.99		100.0%
7	LAB FEES	\$1,081.45	\$1,081.45				\$1,081.45		100.0%
8	PUNCH LIST WORK	\$2,777.63	\$2,777.63				\$2,777.63		100.0%
9	REMAINING GENERAL CONDITIONS	\$25,418.14	\$25,418.14				\$25,418.14		100.0%
10	FIELD SUPERVISION & LABOR	\$37,042.12	\$37,042.12				\$37,042.12		100.0%
11	DEMOLITION	\$18,168.26	\$18,168.26				\$18,168.26		100.0%
12	METAL EQUIPMENT FRAME ON ROOF	\$1,784.39	\$1,784.39				\$1,784.39		100.0%
13	ROUGH CARPENTRY	\$6,704.97	\$6,704.97				\$6,704.97		100.0%
14	BLOCKING	\$358.38	\$358.38				\$358.38		100.0%
15	RUNNING TRIM	\$4,758.38	\$4,758.38				\$4,758.38		100.0%
16	MILLWORK	\$40,888.48	\$40,888.48				\$40,888.48		100.0%
17	FIRE STOPPING / IN-FILL AT WALLS	\$2,703.62	\$2,703.62				\$2,703.62		100.0%
18	ROOF REPAIR	\$3,893.21	\$3,893.21				\$3,893.21		100.0%
19	CAULKING & SEALANTS	\$40.72	\$40.72				\$40.72		100.0%
20	HOLLOW METAL DOORS AND FRAME	\$3,709.21	\$3,709.21				\$3,709.21		100.0%
21	WOOD DOORS	\$5,664.83	\$5,664.83				\$5,664.83		100.0%
22	DOOR HARDWARE	\$37,711.97	\$37,711.97				\$37,711.97		100.0%
23	STOREFRONT FRAMING & GLASS	\$10,148.29	\$10,148.29				\$10,148.29		100.0%
24	EXTERIOR WALL & CEILINGS	\$96,248.70	\$96,248.70				\$96,248.70		100.0%
25	HARD TILE FLOORING	\$18,751.80	\$18,751.80				\$18,751.80		100.0%
26	MARBLE WINDOW SILLS	\$11,546.60	\$11,546.60				\$11,546.60		100.0%
27	MODULAR CARPET, VINYL, BASE	\$38,594.85	\$38,594.85				\$38,594.85		100.0%
28	PAINTING	\$18,221.69	\$18,221.69				\$18,221.69		100.0%
29	LETTERING	\$540.72	\$540.72				\$540.72		100.0%
30	TOILET PARTITIONS	\$5,644.07	\$5,644.07				\$5,644.07		100.0%
31	FIRE EXTINGUISHERS	\$2,158.35	\$2,158.35				\$2,158.35		100.0%
	TOTAL	\$424,747.33	\$424,747.33				\$424,747.33		

CONTINUATION SHEET

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED PRIOR PERIODS	E WORK COMPLETED THIS PERIOD	F STORIED MATERIALS	G TOTAL COMPLETED	H BALANCE TO FINISH	I RETAINAGE
32	BALANCE CARRIED FORWARD	\$424,747.33	\$424,747.33			\$424,747.33	100.0%	
33	TOILET ACCESSORIES	\$1,591.35	\$1,591.35			\$1,591.35	100.0%	
34	GENERAL CASEWORK	\$16,087.32	\$16,087.32			\$16,087.32	100.0%	
35	PLUMBING SYSTEM	\$14,110.71	\$14,110.71			\$14,110.71	100.0%	
36	HVAC SYSTEM	\$37,850.61	\$37,850.61			\$37,850.61	100.0%	
37	ELECTRICAL SYSTEM & FIRE ALARM	\$110,745.48	\$110,745.48			\$110,745.48	100.0%	
38	VOICE AND DATA ALLOWANCE	\$227,103.68	\$227,103.68			\$227,103.68	100.0%	
39	Security	\$104,359.55		\$104,359.55		\$104,359.55		
		\$59,894.00	\$59,142.00	\$1,752.00		\$59,894.00		
40	CHANGE ORDER #1:							
	FIRE DAMPER IN CORRIDOR 303	\$577.00	\$577.00			\$577.00	100.0%	
	FIRE DAMPER IN RETURN AIR	\$802.00	\$802.00			\$802.00	100.0%	
	EXTRA ELECT. FOR SECURITY	\$16,482.57	\$16,482.57			\$16,482.57	100.0%	
	NEW STUD WALLS AND DRYWALL	\$1,727.82	\$1,727.82			\$1,727.82	100.0%	
	CHANGE ORDER #2							
	ADD - Expend shaft wall Room 242	\$808.00		\$808.00		\$808.00	100.0%	
	ADD - Chase in DA's Office	\$1,271.67		\$1,271.67		\$1,271.67	100.0%	
	ADD - Lost time by contractor	\$931.61		\$931.61		\$931.61	100.0%	
	ADD - Replace doors Suite 330	\$614.46		\$614.46		\$614.46	100.0%	
	ADD - Witness box Room 314	\$4,266.68		\$4,266.68		\$4,266.68	100.0%	
	ADD - Screen Wall and gate RM 314	\$1,990.01		\$1,990.01		\$1,990.01	100.0%	
	DEDUCT-Unused voice & data allow	(\$7,884.22)		(\$7,884.22)		(\$7,884.22)	100.0%	
	DEDUCT-Unused security credit	(\$570.00)		(\$570.00)		(\$570.00)	100.0%	
	DEDUCT-Janitor sink RM 317	(\$1,181.20)		(\$1,181.20)		(\$1,181.20)	100.0%	
	DEDUCT - Project sign	(\$400.00)		(\$400.00)		(\$400.00)	100.0%	
	DEDUCT - Attic stock	(\$7,480.71)		(\$7,480.71)		(\$7,480.71)	100.0%	
	DEDUCT - Reversal of Sales Tax	(\$32,428.04)		(\$32,428.04)		(\$32,428.04)	100.0%	
	DEDUCT - Reversal of materials	(\$324,280.45)		(\$324,280.45)		(\$324,280.45)	100.0%	
	TOTAL	\$651,057.00	\$608,787.64	(\$258,730.64)		\$651,057.00	100.0%	

FINAL PAYMENT CHECKLIST

To be completed by the Architect/Engineer and submitted with
Contractor's Application for Final Payment

PROJECT: RENOVATIONS & ALT TO MONTG. CO. COURTHOUSE 3RD FLOOR - FAMILY COURTS 1208-GVA		B. C. No. PSCA No. (If applicable)
YES	N/A	Check (✓) "YES" or "N/A" as applicable
X	[]	CERTIFICATE OF SUBSTANTIAL COMPLETION: Has been fully executed.
X	[]	ADVERTISEMENT FOR COMPLETION: One copy with affidavit of publication ATTACHED
X	[]	RELEASE OF CLAIMS: One copy ATTACHED
X	[]	CONTRACTOR'S ONE-YEAR WARRANTY: Original delivered to Owner.
[]	X	GENERAL CONTRACTOR'S ROOFING GUARANTEE: and OTHER SPECIFIED ROOFING GUARANTEES Attached to Certificate of Substantial Completion.
X	[]	OTHER WARRANTIES: All other specified warranties delivered to Owner
X	[]	RECORD DOCUMENTS: Specified "As-built" plans and specifications delivered to Owner
X	[]	O & M MANUALS: Specified instructions and O & M Manuals delivered to Owner
[]	X	TIME EXTENSION: Over-run of Contract Time has been reconciled by: ☐ Change Order ☐ Liquidated Damages ☐ Attached explanation
X	[]	APPLICATION FOR FINAL PAYMENT: 6 copies approved and ATTACHED
[]	[]	ADDITIONAL DOCUMENTS OR EXPLANATIONS WHICH ARE ATTACHED:
SUBMITTED BY: _____  ARCHITECT / ENGINEER SIGNATURE PH&J Architects, Inc. 5-15-13 DATE		

8-6

TO: ALFA BUILDERS
8191 SEATON PLACE
MONTGOMERY, AL 36116

Daily-Montgomery, Montgomery County, AL

E-Verify#: DHS72179

PROOF OF PUBLICATION

State of Alabama

County of Montgomery:

Before the undersigned authority personally appeared Linda Scott who on oath, says that she is a personal representative of the *Montgomery Advertiser*, a daily newspaper published in Montgomery, Alabama; that the attached copy of advertisement, being a Legal in the matter of:

Ad Number: 969975 FORM OF ADVERTISEMENT

Was published in said newspaper in the issue(s) of:

12/29/2012

1/5/2013

1/12/2013

1/19/2013

Affiant further says that the said *Montgomery Advertiser* is a newspaper published in said Montgomery County, Alabama, and that the said newspaper has heretofore been published in said Montgomery County, Alabama, and has been entered as second class matter at the Post Office in said Montgomery County, Alabama, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Now due on said account is \$ 234.00

Sworn to and subscribed before me this 21 day of January, 2013
by Linda Scott who is personally known to me.

Linda O Scott Affiant

K Wright Notary Public

FORM OF ADVERTISE-
MENT FOR COMPLETION
LEGAL NOTICE

In accordance with Chapter 1, Title 39, Code of Alabama, 1976, as amended, notice is hereby given that Alfa Builders, Inc. has completed all work on the Renovations & Alterations to the Montgomery County Courthouse Annex 1 Third Floor - Family Courts at 100 South Lawrence Street - Montgomery, AL. All persons having any claim for labor, materials, or otherwise in connection with this project should immediately notify PHA Architects Inc. at Box 215, Montgomery, AL 36101.

Alfa Builders, Inc.
8191 Seaton Place
Montgomery, AL 36116
Mont. Adv. 12/29, 1/5,
1/12, 1/19/13
969975

KAYE WRIGHT
Notary Public, Alabama State At Large
My Commission Expires July 3, 2016

**CONTRACTOR'S AFFIDAVIT OF
PAYMENT OF DEBTS AND CLAIMS**
AIA DOCUMENT G706 - ELECTRONIC FORMAT

OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
SURETY ☐
OTHER ☐

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES; CONSULTATION WITH AN ATTORNEY IS ENCOURAGED WITH RESPECT TO ITS COMPLETION OR MODIFICATION. AUTHENTICATION OF THIS ELECTRONICALLY DRAFTED AIA DOCUMENT MAY BE MADE BY USING AIA DOCUMENT D401.

TO OWNER:
(Name and address) Montgomery County Commission
100 South Lawrence Street
Montgomery, Alabama 36104

ARCHITECT'S PROJECT NO.: PH&J No: 1208-GVA

PROJECT:
(Name and address) Renovation & Alterations to the Montgomery
County Courthouse Annex 1 - Third Floor
Family Courts
Montgomery, Alabama

CONTRACT FOR: General Construction

CONTRACT DATED: July 23, 2012

STATE OF:
COUNTY OF:

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose.

Indicate attachment: ☒ yes ☐ no

The following supporting documents should be attached hereto if required by the Owner:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
3. Contractor's Affidavit of Release of Liens (AIA Document G706A).

CONTRACTOR: Alfa Builders, Inc
(Name and address) 8191 Seaton Place
Montgomery, Alabama 36116

BY:

Kevin L. Ketzler
(Signature of authorized representative)

Kevin L. Ketzler, President
(Printed name and title)

Subscribed and sworn to before me on this date:

4/19/2013

Notary Public:

Jessica K. McLaughlin

© 1994 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006-6292. AIA DOCUMENT G706 - CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS - 1994 EDITION - AIA® - WARNING: Unauthorized photocopying violates U.S. copyright laws and will subject the violator to legal prosecution. This document was electronically produced with permission of the AIA and can be reproduced in accordance with your license without violation until the date of expiration as noted below. This document is not an original AIA® Contract Document, but a reproduction produced by AIA® Contract Documents software for administrative purposes only and is not for other use or resale.

Electronic Format G706-1994

1

AIA Document G707™ - 1994

Bond # 58676731

Consent Of Surety to Final Payment

PROJECT: (Name and address) Montgomery County Commission 3rd Floor Annex - Family Courts \$996,500	ARCHITECT'S PROJECT NUMBER: CONTRACT FOR: General Construction	OWNER: ☒ ARCHITECT: ☒ CONTRACTOR: ☒ SURETY: ☒ OTHER: ☒
TO OWNER: (Name and address) Montgomery County Commission Montgomery, AL	CONTRACT DATED: 07/23/2012	

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Western Surety Company
101 South Phillips Ave.
Sioux Falls SD 57104-6703

, SURETY,

on bond of
(Insert name and address of Contractor)

ALFA Builders, Inc.
8191 Seaton Place
Montgomery, AL 36116

, CONTRACTOR

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the
Surety of any of its obligations to
(Insert name and address of Owner)

Montgomery County Commission
Montgomery, AL

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: January 23, 2012
(Insert in writing the month followed by the numeric date and year.)

WESTERN SURETY COMPANY

(Surety)

Judy W. Payne
(Signature of authorized representative)

Judy W. Payne
(Printed name and title)

Attest:
(Seal):

Angela J. Dean

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Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Judy Wilson Payne, Walter C Dowdy, Joseph K Drumwright, Individually

of Montgomery, AL, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 11th day of October, 2012.



WESTERN SURETY COMPANY

Paul T. Bruflat, Vice President

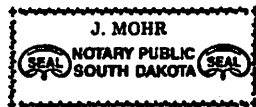
State of South Dakota
County of Minnehaha

} ss

On this 11th day of October, 2012, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

June 23, 2015



J. Mohr, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 23rd day of January, 2013.



WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

JUN 17 2013

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 25

DEPARTMENT: County Comm Appropriatio REVIEWED: S. Thomas 6/6/2013
 DATE: 6/6/2013 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
Courthouse Security Equipment	206-51104.591	22,265	43,600	65,865
Fund Balance	206.35900		-43,600	
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		22,265	0	65,865

JUSTIFICATION:

Budget for the cost of security gates in the parking lot behind the Courthouse and the Old Detention Facility.

Memo To: Donnie Mims

From : Sheriff D.T. Marshall 

Date : 5-28-2013

Subject : Proposal for Security Gates behind the Courthouse

Attached is a proposal from Imperial Systems to install security gates behind the Courthouse and jail 1. The proposal is for two gates in the parking lot which would limit access from Scott Street and Lawrence Street. The total proposal to install the gates is \$43,600 and is itemized on the proposal. We have worked with Imperial to limit any hindrance with the jail deliveries and to stop unauthorized parking behind the courthouse.

I have included statements from a few of the Judges requesting these gates. I request that this proposal be allocated time for Judge Price and myself to present to the commission on the next meeting.

2013 MAY 28 AM 9:41
SHERIFF'S OFFICE
CLERK



PROPOSAL

3224 Mobile Highway
Montgomery, Alabama 36108-4454
334-281-8440
FAX: 334-286-4377

Montgomery County Sheriff's Dept.
115 S Perry St
Montgomery, AL 36104
Attn: D.T. Marshall

05/23/13

Proposal Number:
MTGYCO05.23.13

Barrier Gates Courthouse/Jail 1 Parking Access

Furnish and install (2) Barrier Gates to limit vehicle access to the parking area from Lawrence Street and Scott Street. Each Gate will have a pedestal for a card reader and intercom station. Each gate will have a vehicle loop detector to prevent closure until vehicles are clear. Each gate will also have a separate vehicle loop detector to allow the gate to automatically open for exiting vehicles. The gates will utilize Photo Eye Sensors to help prevent accidental closure on vehicles and pedestrians. There will be two intercom call buttons on each pedestal. One will be labeled "Courthouse Business" and the other "Jail Business". The Courthouse button will call the Court Security area in the Courthouse and the Jail button will call the Central Control Room in Jail 1. Both control areas, Court Security and Jail 1 Central Control, will be able to raise the gates. Each pedestal will have an access card reader to allow authorized access cards raise the gates. Management of the access cards will be integrated in with the current card access system. Each gate will include a manual release feature to allow the arms to be cranked open if there is a power or equipment failure.

The largest portion of this quote is for concrete cutting, conduit installation in the concrete and conduit installation from the outside of the buildings to the power and control panels within the buildings. The project will require nearly 300' of cutting and epoxy sealing of the concrete.

- ❖ (2) Doorking 1602 Barrier Gate Operators
- ❖ (2) 20' Wooden Barrier Arms
- ❖ (4) Vehicle Loop Detectors
- ❖ (2) Photo Eye Protection Sensor
- ❖ (2) Fire Department Lock Boxes (Knox Box)
- ❖ (2) Vehicle Access Pedestals
- ❖ (2) HID Card Readers
- ❖ (2) Access Specialties Card Reader Interfaces
- ❖ (2) Intercom Systems
- ❖ Installation Material
- ❖ Installation and Programming Labor
- ❖ Concrete Cutting and Patching
- ❖ Conduit and Wire/Cable Installation
- ❖ 1 Year Parts and Labor Warranty

PRICE - Good for 90 Days:

Forty Three Thousand Six Hundred and 00/100 Dollars (\$43,600.00)

Jimmy B. Pool
District Judge Montgomery County
Post Office Box 1709
Montgomery, Alabama 36102
Email: jimmybpool@aol.com
Telephone 334.832-2559

TO: PRESIDING JUDGE CHARLES PRICE
FROM: DISTRICT JUDGE JIMMY POOL
RE: UPGRADING COURTHOUSE SECURITY, PHASE I
DATE: MAY 24, 2013

Perimeter security can be vital for defending vehicle-borne weapons by using barriers or bollards to protect the building and its occupants. Security also prevents intrusion by unauthorized and unwanted vehicles and their occupants. Currently, the yellow curb paint attracts more unwelcome parkers/intruders than it deters. The yellow paint shows the unauthorized parker/intruder that his or her vehicle will not be parked in an area that is currently being correctly used by an occupant. There is not any security whatsoever to prevent unwanted vehicles from coming to the rear of the building.

Perimeter security is designed to protect employees, visitors, and building functions and services from threats such as unauthorized vehicles approaching close to or penetrating high-risk buildings. The key element in protecting buildings from a vehicular bomb is the establishment of appropriate stand-off distance, depending on the size of the threat and the building characteristics. This is accomplished by a protective barrier system placed to provide at least minimum required stand-off. In our case, the jail is a reinforced building at the rear of the courthouse located at 251 South Lawrence Street. In the case of an explosion, the jail, in all likelihood would not be seriously compromised, but the rear of the courthouse, with insufficient reinforcement, would sustain maximum damage, both directly and in a rebound effect from the jail. In addition, every judge's office is exposed on the rear (East) side of the building.

A perimeter security design involves two main elements: the perimeter barrier that prevents unauthorized vehicles and pedestrians from entering the site, and access control points at which vehicles and pedestrians can be screened and, if necessary, inspected before they pass through the barrier. Providing gates for access will assist in providing a front-line defense of the building. This is frankly a bare-bones requirement, which, certainly is needed, is only the first step in providing security for the building and its occupants.

MEMORANDUM

TO: Hon Charles Price, Presiding Judge

15th Judicial Circuit

From:  Johnny Hardwick, Circuit Judge

Date: May 28, 2013

RE: COURTHOUSE SECURITY

I have grave concerns about the present status and level of the absence of the security for those of us who enter the courthouse from our rear parking area.

I urge you to bring this matter to the attention of the Montgomery County Commissioners for appropriate action. For too long now, we have been exposed to those who might wish to do us harm. Under the current climate it would be easy for someone to be standing at our vehicles ready to injure us or worst!

We must learn from the situations in other jurisdictions where security has not been a high priority. I surely hope that an unfortunate event would be needed to correct this issue.

Charles Price

From: Pamela Higgins
Sent: Friday, May 24, 2013 10:40 AM
To: Charles Price
Subject: Security Gates

I am one hundred percent behind the installation of Security Gates. I have been approached by Defendants serving as Trustees on two separate occasions. Inmates should not have unfettered access to any Judge. While I do my best to remain aware of my surroundings, the addition of security gates would be quite helpful.

Pamela R. Higgins
District Judge
251 S. Lawrence Street
Montgomery, AL 36104
(334) 832-1359
Fax (334) 832-7721

Charles Price

From: Troy Massey
Sent: Thursday, May 23, 2013 7:01 PM
To: Charles Price
Subject: Security Gates

These are needed and long overdue.

Sent from my iPad2
W Troy Massey
334 272 0083
wmassey648@aol.com

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

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 Corrections Officer / Corrections Officer Trainee

Position Number 202

Proposed Effective Date May 27, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$28,393 Grade PCT
Corrections Officer - \$29,569 - \$42,093 Grade PC1

D T Marshall
Department Head *DM*

Date May 17, 2013

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: Brandi Alexander, Juv. Det. Director

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: Juvenile Detention Officer (Part-time)

POSITION NUMBER: 910300001 (to replace M. Crittenden)

PROPOSED EFFECTIVE DATE: 5/27/2013

TYPE OF APPOINTMENT ☐ Permanent ☒ Temporary

RECRUITING

☐ PROMOTIONAL REGISTER ☐ TRANSFER

☒ OPEN COMPETITIVE REGISTER ☐ REEMPLOYMENT

PAY GRADE: PC1 (\$29,569/\$1,137.28/\$14.2160)



Department Head

5/22/2013

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

POSITION FILL REQUEST

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Brandi Alexander, Juv. Det. Director

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: Juvenile Detention Officer (Part-time)

POSITION NUMBER: 910300002 (to replace A. Andrews)

PROPOSED EFFECTIVE DATE: 5/27/2013

TYPE OF APPOINTMENT ☐ Permanent ☒ Temporary

RECRUITING

☐ PROMOTIONAL REGISTER ☐ TRANSFER

☒ OPEN COMPETITIVE REGISTER ☐ REEMPLOYMENT

PAY GRADE: PC1 (\$29,569/\$1,137.28/\$14.2160)



Department Head

5/22/2013

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

11-3

POSITION FILL REQUEST

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Brandi Alexander, Juv. Det. Director

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: Juvenile Detention Officer (Part-time)

POSITION NUMBER: 910300003

PROPOSED EFFECTIVE DATE: 5/27/2013

TYPE OF APPOINTMENT ☐ Permanent ☒ Temporary

RECRUITING

☐ PROMOTIONAL REGISTER ☐ TRANSFER

☒ OPEN COMPETITIVE REGISTER ☐ REEMPLOYMENT

PAY GRADE: PC1 (\$29,569/\$1,137.28/\$14.2160)

Bruce R. Howell

Department Head

5/22/2013
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

11-4

POSITION FILL REQUEST

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Brandi Alexander, Juv. Det. Director

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: Juvenile Detention Officer (Part-time)

POSITION NUMBER: 910300005 (to replace Victor Black)

PROPOSED EFFECTIVE DATE: 5/27/2013

TYPE OF APPOINTMENT ☐ Permanent ☒ Temporary

RECRUITING

☐ PROMOTIONAL REGISTER ☐ TRANSFER

☒ OPEN COMPETITIVE REGISTER ☐ REEMPLOYMENT

PAY GRADE: PC1 (\$29,569/\$1,137.28/\$14.2160)

Bruce R. Howell

Department Head

5/22/2013
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 _____
☐ Payroll entered by _____

Date _____
Date _____

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Brandi Alexander, Juv. Det. Director

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: Juvenile Detention Officer (Part-time)

POSITION NUMBER: 910300007

ORIGINAL

PROPOSED EFFECTIVE DATE: 5/27/2013

TYPE OF APPOINTMENT ☐ Permanent ☒ Temporary

RECRUITING

☐ PROMOTIONAL REGISTER ☐ TRANSFER

☒ OPEN COMPETITIVE REGISTER ☐ REEMPLOYMENT

PAY GRADE: PC1 (\$29,569/\$1,137.28/\$14.2160)



Department Head

5/22/2013
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 _____

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 17 2013

Request # 9

Date: June 3, 2013
To: Donald L. Mims, Administrator
From: Steven L. Reed
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL

Departure Date: June 20, 2013 Return Date: June 20, 2013

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: to attend Alabama Historical Records Workshop

Traveler (s) Name: 1. Kevin Hollis 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$15.00 Advance Registration Required: \$15.00

Department Name: Probate Fund Name: General

Additional Comments: _____

To: Steven L. Reed

From: Donald L. Mims, Administrator

The above request is app. 06/17/13 reimbursement of actual and necessary expenses in the
approximate amount of \$15.00 and advance registration of \$15.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51300.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$7,500.00</u>
Approved Requests:	<u>\$7,049.90</u>
Budget Available:	<u>\$450.10</u>
Current Requests:	<u>\$15.00</u>
Budget Balance:	<u>\$435.10</u>

Donald L. Mims, Administrator

[Signature]

Reviewed by: S. Thomas

Date: 6/5/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 17 2013

Request # 7

Date: June 10, 2013

To: Donald L. Mims, Administrator

From: Lou Ialacci

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Alabama

Departure Date: July 15, 2013

Return Date: July 19, 2013

Conference Leave (Days / Hours): 5 days

Purpose of Travel: Interconnecting Cisco Network Devices I

Traveler (s) Name: 1. Robert D Phatuross Jr 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,189.00 Advance Registration Required: \$2,189.00

Department Name: Information Systems Fund Name: General

Additional Comments: _____

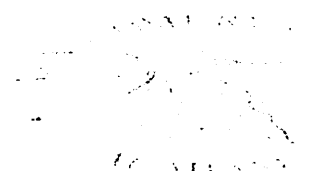
To: Lou Ialacci

From: Donald L. Mims, Administrator

The above request is app. 06/17/13 reimbursement of actual and necessary expenses in the
approximate amount of \$2,189.00 and advance registration of \$2,189.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51965.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$13,530.27</u>	
Budget Available:	<u>\$6,469.73</u>	
Current Requests:	<u>\$2,189.00</u>	
Budget Balance:	<u>\$4,280.73</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/11/2013

cc: Finance Director / Buyer

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Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 17 2013

Request # 8

Date: June 10, 2013
To: Donald L. Mims, Administrator
From: Lou Ialacci
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Alabama

Departure Date: August 12, 2013 Return Date: August 16, 2013

Conference Leave (Days / Hours): 5 days

Purpose of Travel: Interconnecting Cisco Network Devices II

Traveler (s) Name: 1. Robert D Phatuross Jr 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,189.00 Advance Registration Required: \$2,189.00

Department Name: Information System Fund Name: General

Additional Comments: _____

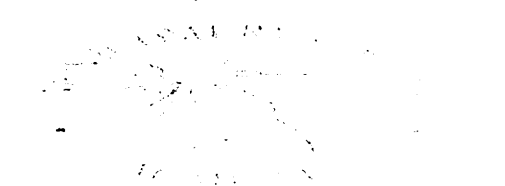
To: Lou Ialacci

From: Donald L. Mims, Administrator

The above request is app. 06/17/13 reimbursement of actual and necessary expenses in the
approximate amount of \$2,189.00 and advance registration of \$2,189.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51965.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$20,000.00</u>
Approved Requests:	<u>\$13,530.27</u>
Budget Available:	<u>\$6,469.73</u>
Current Requests:	<u>\$4,378.00</u>
Budget Balance:	<u>\$2,091.73</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/11/2013

cc: Finance Director / Buyer

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Revised October 12, 2006

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 24

Agenda

JUN 17 2013

Date: June 4, 2013
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, AL
Departure Date: September 15, 2013 Return Date: September 20, 2013
Conference Leave (Days / Hours): 6 days
Purpose of Travel: ALERT Instructor Training

Traveler (s) Name: 1. Lieutenant Rodney Barrett 4. _____
2. Sergeant Jessie Oliver 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$750.00 Advance Registration Required: \$0.00

Department Name: Sheriff's Office Fund Name: 001-52110.265

Additional Comments: Registration and lodging paid for by Department of Homeland Security

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

The above request is app. 06/17/13 reimbursement of actual and necessary expenses in the
approximate amount of \$750.00 and advance registration of \$0.00 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>\$13,905.00</u>
Budget Available:	<u>\$11,095.00</u>
Current Requests:	<u>\$750.00</u>
Budget Balance:	<u>\$10,345.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 6/5/2013

cc: Finance Director / Buyer

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Revised October 13, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 15

Agenda

JUN 17 2013

Date: June 11, 2013
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: August 12, 2013 Return Date: August 16, 2013
Conference Leave (Days / Hours): 5 days
Purpose of Travel: AAAO 2013 Summer Conference Classes

Traveler (s) Name: 1. Clay Henley 4. _____
2. Calvin Johnson 5. _____
3. Donna Raney 6. _____

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

Total (est.) Cost: \$405.00 Advance Registration Required: \$405.00

Department Name: Appraisal Fund Name: Reappraisal

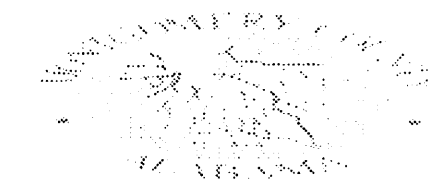
Additional Comments: Registration fee of \$135.00 x 3 = \$405.00

To: Clay Henley, Chief Appraiser
From: Donald L. Mims, Administrator

The above request is app. 06/17/13 reimbursement of actual and necessary expenses in the
approximate amount of \$405.00 and advance registration of \$405.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>120-51985.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$30,000.00</u>
Approved Requests:	<u>\$5,694.26</u>
Budget Available:	<u>\$24,305.74</u>
Current Requests:	<u>\$405.00</u>
Budget Balance:	<u>\$23,900.74</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/11/2013

cc: Finance Director / Buyer

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Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 16

Agenda

JUN 17 2013

Date: June 11, 2013
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: August 7, 2013 Return Date: August 7, 2013
Conference Leave (Days / Hours): 1 day
Purpose of Travel: How to Deliver Exceptional Customer Service

Traveler (s) Name: 1. Tammy Linton 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$199.00 Advance Registration Required: \$199.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Registration fee of \$199.00

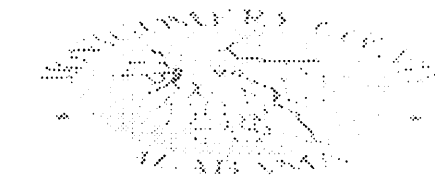
To: Clay Henley, Chief Appraiser

From: Donald L. Mims, Administrator

The above request is app. 06/17/13 reimbursement of actual and necessary expenses in the
approximate amount of \$199.00 and advance registration of \$199.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>120-51985.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$30,000.00</u>
Approved Requests:	<u>\$5,694.26</u>
Budget Available:	<u>\$24,305.74</u>
Current Requests:	<u>\$604.00</u>
Budget Balance:	<u>\$23,701.74</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/11/2013

cc: Finance Director / Buyer

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Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 17

Date: June 13, 2013
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Agenda

JUN 17 2013

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: August 12, 2013 Return Date: August 16, 2013
Conference Leave (Days / Hours): 5 days
Purpose of Travel: AAAO 2013 Summer Conference Classes

Traveler (s) Name: 1. Brenda Ayers 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$135.00 Advance Registration Required: \$135.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Registration fee of \$135.00

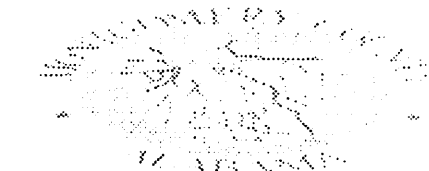
To: Clay Henley, Chief Appraiser

From: Donald L. Mims, Administrator

The above request is app. 06/17/13 reimbursement of actual and necessary expenses in the
approximate amount of \$135.00 and advance registration of \$135.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$5,694.26</u>	
Budget Available:	<u>\$24,305.74</u>	
Current Requests:	<u>\$739.00</u>	
Budget Balance:	<u>\$23,566.74</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/13/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

Date: June 4, 2013
To: Donald L. Mims, Administrator
From: Barbara M. Montoya, Director
Re: Travel / Training Request

Agenda

JUN 17 2013

Request approval to be granted for the following:

Destination: Nashville, TN

Departure Date: August 16, 2013

Return Date: August 18, 2013

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: to attend the IPMA -HR Leadership Conference

Traveler (s) Name: 1. Barbara Montoya 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation:

County Vehicle

☐
☒

Commercial Air

☐
☐

Private Vehicle

Other (Specify)

Total (est.) Cost: \$400.00

Advance Registration Required: \$0.00

Department Name: Personnel

Fund Name: Merit System

Additional Comments: Hotel and Registration Fees paid by IPMA-HR

To: Barbara M. Montoya, Director

From: Donald L. Mims, Administrator

The above request is app. 06/17/13 reimbursement of actual and necessary expenses in the
approximate amount of \$400.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 123-51961-265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$15,000.00

Approved Requests: \$12,180.45

Budget Available: \$2,819.55

Current Requests: \$400.00

Budget Balance: \$2,419.55

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 6/5/2013

cc: Finance Director / Buyer

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Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 46

Agenda

JUN 17 2013

Date: May 31, 2013
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: June 25, 2013 Return Date: June 28, 2013
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: To Attend: ADAA 2013 Summer Conference

Traveler (s) Name: 1. Katie Langer 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,489.00 Advance Registration Required: \$375.00

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

Additional Comments: _____

To: Ellen Brooks
From: Donald L. Mims, Administrator

The above request is app. 06/17/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,489.00 and advance registration of \$375.00 is authorized.

<i>To be completed by the Finance Department</i>	
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>\$41,745.46</u>
Budget Available:	<u>\$3,254.54</u>
Current Requests:	<u>\$1,489.00</u>
Budget Balance:	<u>\$1,765.54</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 6/3/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 48

Agenda

JUN 17 2013

Date: June 10, 2013
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: St Louis, Missouri
Departure Date: June 24, 2013 Return Date: June 28, 2013
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: To Attend: Campus Program Training

Traveler (s) Name: 1. Billy Caulfield 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$0.00 Advance Registration Required: \$0.00
Department Name: District Attorney Fund Name: 760-51260-265
Additional Comments: Expenses Paid Through Another Agency

To: Ellen Brooks
From: Donald L. Mims, Administrator

The above request is app. 06/17/13 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>760-51260.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$45,000.00</u>	
Approved Requests:	<u>\$41,770.46</u>	
Budget Available:	<u>\$3,229.54</u>	
Current Requests:	<u>\$1,489.00</u>	
Budget Balance:	<u>\$1,740.54</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 6/11/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 17 2013

Request # 49

Date: June 12, 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: June 21, 2013 Return Date: June 21, 2013
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: To Attend: Jury Instructional Meeting

Traveler (s) Name: 1. Ellen Brooks 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$125.00 Advance Registration Required: \$0.00

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

Additional Comments: Ms Brooks Would Like the Option of Using Either Vehicle

To: Ellen Brooks
From: Donald L. Mims, Administrator

The above request is app. 06/17/13 reimbursement of actual and necessary expenses in the
approximate amount of \$125.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
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>\$41,770.46</u>
Budget Available:	<u>\$3,229.54</u>
Current Requests:	<u>\$1,614.00</u>
Budget Balance:	<u>\$1,615.54</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 6/12/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 17 2013

Request # 6

Date: June 3, 2013

To: Donald L. Mims, Administrator

From: Janet Buskey, Revenue Comm.

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Alabama

Departure Date: July 10, 2013

Return Date: July 12, 2013

Conference Leave (Days / Hours): 3 days

Purpose of Travel: Management & Supervision

Traveler (s) Name: 1. Janet Buskey 4. _____
2. Allyson Holland 5. _____
3. _____ 6. _____

Check Mode of Transportation:

County Vehicle

XX

Commercial Air

Private Vehicle

Other (Specify)

Total (est.) Cost: \$400.00

Advance Registration Required: \$400.00

Department Name: Revenue Commissioner

Fund Name: Manufactured Home Trust

Additional Comments: _____

To: Janet Buskey, Revenue Comm.

From: Donald L. Mims, Administrator

The above request is app. 06/17/13 reimbursement of actual and necessary expenses in the approximate amount of \$400.00 and advance registration of \$400.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>781-51501.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$6,000.00</u>
Approved Requests:	<u>\$3,136.61</u>
Budget Available:	<u>\$2,863.39</u>
Current Requests:	<u>\$400.00</u>
Budget Balance:	<u>\$2,463.39</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 6/3/2013

cc: Finance Director / Buyer

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Revised October 12, 2005

JUN 17 2013

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 4

DEPARTMENT:	Information Systems	REVIEWED:	S. Thomas	6/12/2013
DATE:	6/10/2013	Finance Director		Date
REQUESTED BY:	Lou Ialacci	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Data Processing Supplies	001-51965.201	45,000	10,000	55,000
Repair and Maint Software	001-51965-240	436,900	-10,000	426,900
TOTAL		481,900	0	481,900

JUSTIFICATION:

To realign budget items to cover additional forms and supplies for balance of the year.

JUN 17 2013

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 3

DEPARTMENT: JUDGE OF PROBATE REVIEWED: S. Thomas 6/13/2013
Finance Director
REQUESTED BY: STEVEN L. REED APPROVED: Date
Elected Official/Dept. Head Date Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Travel-Registration & Training	001-51300-265	7,500.00	2,514.00	10,014.00
Travel - Mileage	001-51300-260	5,000.00	(2,300.00)	2,700.00
Building & Land Rentals	001-51300-221	85,929.00	(214.00)	85,715.00
TOTAL		98,429.00	0.00	98,429.00

JUSTIFICATION:

To cover cost for Judge & Chief Clerk to attend Conference

Tammy Nix

From: Sherrill Thomas
Sent: Thursday, June 13, 2013 7:50 AM
To: Tammy Nix; Theresa LeGrady
Subject: Budget Change Probate #3
Attachments: Probate 2013 #3.xlsx

Normally travel budgets are not approved for increases during the year. In this case, the prior Probate Judge used a good bit of the budget before leaving office leaving a low balance for training for a new Judge of Probate and Chief Clerk.

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

JUN 17 2013

Request # 10

Date: June 12, 2013
To: Donald L. Mims, Administrator
From: Judge Steven L. Reed
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Gulf Shores, AL
Departure Date: August 4, 2013 Return Date: August 7, 2013
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend Probate Judges Association 2013 Summer Conference

Traveler (s) Name: 1. Judge Steven L. Reed 4. _____
2. Chief Clerk 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$3,100.00 Advance Registration Required: \$950.00

Department Name: Probate Fund Name: Probate

Additional Comments: Motor Vehicle Travel Registration (783-51350-265) = \$151.00
Travel - Registration & Training (001-51300-265) = \$2949.00

To: _____
From: Donald L. Mims, Administrator

The above request is _____ reimbursement of actual and necessary expenses in the
approximate amount of _____ and advance registration of _____ is authorized.

<i>To be completed by the Finance Department</i>			Donald L. Mims, Administrator	
Fund Code:	<u>001-51300.265</u>	<u>783-51350.265</u>		
	<u>Registration &</u>	<u>Registration &</u>		
Description:	<u>Training</u>	<u>Training</u>		
Current Budget:	<u>\$7,500.00</u>	<u>\$3,000.00</u>		
Approved Requests:	<u>\$7,064.90</u>	<u>\$2,848.90</u>		
Budget Available:	<u>\$435.10</u>	<u>\$151.10</u>	Reviewed by:	<u>S. Thomas</u>
Current Requests:	<u>\$2,949.00</u>	<u>\$151.00</u>	Date:	<u>6/13/2013</u>
Budget Balance:	<u>(\$2,513.90)</u>	<u>\$0.10</u>	cc: Finance Director / Buyer	

JUN 17 2013

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST REQUEST NUMBER 1

DEPARTMENT:	County Commission	REVIEWED:	S. Thomas	6/13/2013
DATE:	6/13/2013		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
Registration and Travel	001-51100.265	22,500	7,000	29,500
Fund Balance	001.35900	0	-7,000	-7,000
TOTAL		22,500	0	22,500

JUSTIFICATION:

To increase the County Commission travel budget to cover the cost of attending the NACO 78th Annual Conference.

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 17 2013

Request # 26

Date: June 12, 2013
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tarrant County, Texas
Departure Date: July 18, 2013 Return Date: July 23, 2013
Conference Leave (Days / Hours): 6 Days
Purpose of Travel: attend NaCo 78th Annual Conference

Traveler (s) Name: 1. Dan Harris 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation:

County Vehicle

☐
☐

Commercial Air

☒
☐

Private Vehicle

Other (Specify)

Total (est.) Cost: \$2,544.00

Advance Registration Required: \$515.00

Department Name: Administration

Fund Name: General

Additional Comments: Registration- \$515.00; Lodging- \$1150.00 ;Meals -\$375.00; Airfare - \$504.00

To: _____

From: Donald L. Mims, Administrator

The above request is _____ reimbursement of actual and necessary expenses in the
approximate amount of _____ and advance registration of _____ is authorized.

<i>To be completed by the Finance Department</i>	
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>\$23,127.50</u>
Budget Available:	<u>-\$627.50</u>
Current Requests:	<u>\$2,544.00</u>
Budget Balance:	<u>-\$3,171.50</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 6/13/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 17 2013

Request # 27

Date: June 12, 2013
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tarrant County, Texas
Departure Date: July 20, 2013 Return Date: July 22, 2013
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: attend NaCo 78th Annual Conference

Traveler (s) Name: 1. Jiles Williams 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation:

County Vehicle

☐
☐

Commercial Air

☒
☐

Private Vehicle

Other (Specify)

Total (est.) Cost: \$1,704.00 Advance Registration Required: \$515.00

Department Name: Administration Fund Name: General

Additional Comments: Registration- \$515.00; Lodging- \$460.00 ;Meals -\$225.00; Airfare - \$504.00

To: _____
From: Donald L. Mims, Administrator

The above request is _____ reimbursement of actual and necessary expenses in the
approximate amount of _____ and advance registration of _____ is authorized.

<i>To be completed by the Finance Department</i>	
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>\$23,127.50</u>
Budget Available:	<u>-\$627.50</u>
Current Requests:	<u>\$4,248.00</u>
Budget Balance:	<u>-\$4,875.50</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 6/13/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 28

Agenda

JUN 17, 2013

Date: June 12, 2013
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tarrant County, Texas
Departure Date: July 19, 2013 Return Date: July 22, 2013
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: attend NaCo 78th Annual Conference

Traveler (s) Name: 1. John A. Mitchell, Sr 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation:

County Vehicle

☐
☐

Commercial Air

☒
☐

Private Vehicle

Other (Specify)

Total (est.) Cost: \$2,009.00

Advance Registration Required: \$515.00

Department Name: Administration

Fund Name: General

Additional Comments: Registration- \$515.00; Lodging- \$690.00 ;Meals -\$300.00; Airfare - \$504.00

To:

From: Donald L. Mims, Administrator

The above request is _____ reimbursement of actual and necessary expenses in the
approximate amount of _____ and advance registration of _____ 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>\$23,127.50</u>	
Budget Available:	<u>-\$627.50</u>	
Current Requests:	<u>\$6,257.00</u>	
Budget Balance:	<u>-\$6,884.50</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 6/13/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JUN 17 2013

Request # 29

Date: June 20, 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: August 2013 Return Date: May 2014
Conference Leave (Days / Hours): _____
Purpose of Travel: Leadership Montgomery 2013-2014 Class Registration

Traveler (s) Name: 1. Dan Harris 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,625.00 Advance Registration Required: \$1,625.00

Department Name: County Commission Fund Name: General

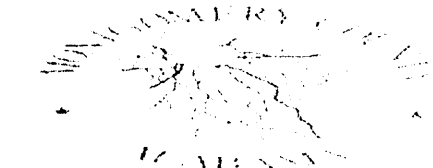
Additional Comments: Tuition - \$1,625.00 covers 2013-14 Leadership Montgomery Classes

To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator

The above request is app. 06/17/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,625.00 and advance registration of \$1,625.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51100.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$24,125.00</u>
Approved Requests:	<u>\$22,827.50</u>
Budget Available:	<u>\$1,297.50</u>
Current Requests:	<u>\$7,882.00</u>
Budget Balance:	<u>-\$6,584.50</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 6/20/2013

cc: Finance Director / Buyer

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 2

DEPARTMENT:	County Commission	REVIEWED:	S. Thomas	6/17/2013
DATE:	6/17/2013	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
Registration and Travel	001-51100.265	29,500	1,625	31,125
Office Supplies	001-51100.265	12,000	-1,625	10,375
TOTAL		41,500	0	41,500

JUSTIFICATION:

To increase the County Commission travel budget to cover the cost of Commissioner Harris attending the 2013 Leadership Montgomery Class.

JUN 17 2013

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 24

DEPARTMENT:	County Comm Appropriat	REVIEWED:	S. Thomas	6/4/2013
DATE:	6/4/2013	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
Other Equipment Purchases	784-51986.591	0	5,292	5,292
Other Equipment Purchases	001-51901.591	0	11,246	11,246
Fund Balance	784.35900		-5,292	
Fund Balance	001.35900		-11,246	
TOTAL		0	0	16,538

JUSTIFICATION:

To budget funds for the purchase of an Air Conditioner for the Sheriff's dispatch area.

Tammy Nix

From: Tiffany McCord <tiffany.mccord@alacourt.gov>
Sent: Thursday, May 30, 2013 3:32 PM
To: Donald Mims
Subject: Supervisor of Juvenile Court

Donnie,

After talking with the Administrative of Courts legal division, it is my understanding that I am legally responsible for all of the records and all of the money that comes through the Juvenile Court Clerk's Office. Additionally, the clerks out there are signing my name to documentation that is processed through that office. AOC legal division has told me that there should be someone from my office overseeing that office. Similarly, the person hired through my office would be covered by the bond for any loss of funds in that office. Consequently, I am going to have to put a supervisor from my office out there to oversee the office. This would alleviate the need for the County to hire someone for that purpose. It is my plan to have someone starting out there by the end of June. If you have any questions, please do not hesitate to call me.

Tiffany B. McCord, Esq
Circuit Clerk of Montgomery County
251 S. Lawrence Street
Montgomery, Alabama 36104
(334)832-1260

**CITY - COUNTY OF MONTGOMERY
PERSONNEL DEPARTMENT**

PERSONNEL BOARD
JOHN L. BAKER, CHAIRMAN
BENJAMIN ROBINSON
RANDALL B. JAMES

27 Madison Avenue
Montgomery, Alabama 36104

BARBARA M. MONTOYA
PERSONNEL DIRECTOR
KAREN B. CASON
ASSISTANT PERSONNEL DIRECTOR
TELEPHONE: 334-625-2675
FAX: 334-625-2219

May 29, 2013

Donald L. Mims, County Administrator
Montgomery County Commission
Montgomery, AL

Dear Mr. Mims:

At its May 28, 2013 meeting, the Personnel Board approved your request to establish the following new classification: Juvenile Court Clerk Supervisor (CO0316) at pay grade A07 (\$38,734 – \$55,138).

If I can be of further assistance, please let me know.

Very truly yours,


Barbara Montoya
Personnel Director

BMM/rw

cc: Donald Mims
Bruce Howell
Shirley Bazzell
Personnel Board

1111 Airbase Blvd. P.O. 9219
Montgomery, Ala. 36108

**Montgomery County
Juvenile Court**

Memo

To: Mr. Donnie Mims

From: Bruce R. Howell

Date: 5/2/2013

Re: Fill request

BRH

Please place my previous fill request for a Clerk Supervisor on the agenda for May 6, 2013. This position was previously filled in the last 19 years by a Supervisor from the Circuit Clerks office. I was told that it was removed because of budget cuts from AOC. I am specifically asking that the Commission approve the position as a County employee reporting to the Juvenile Court Administrator.

2013

POSITION FILL REQUEST

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Bruce R. Howell, Court Administrator

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: Juvenile Court Clerk Supervisor

POSITION NUMBER: 900316001

PROPOSED EFFECTIVE DATE: 6/11/2013

TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: A07 (\$38,734/\$1489.78/\$18.6223)

Bruce R. Howell

Department Head

5/2/2013
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 _____

ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting stood adjourned until Monday, July 1, 2013, at 8:00 in the morning.

Donald Z. Morris
Administrator

Edton N. Dean Jr.
Chairman