

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

APRIL 6, 2015

AGENDA
INFORMATION SESSION

Call to Order Welcome at 8:00 a.m.

Prayer Led by Commissioner Williams

Reports from Staff:

County Administrator
Deputy Administrator
County Attorney
County Engineer
Chief Information and Technology Officer

Comments from Scheduled Attendees:

Chief Administrator Rhonda Cape with the District Attorney's Office
Probate Judge Steven L. Reed and Tim Holmes with JMR+H Architecture, P.C.
Director Aylia McKee with the Public Defender's Office, Griffin Harris and Patrick
Addison with PH&J Architects, Inc.
Juvenile Court Administrator Bruce Howell
Sheriff Derrick Cunningham

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Hall

Pledge of Allegiance Led By Vice Chairman Harris

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of March 16, 2015

CONSENT AGENDA:

Consider Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Renewal of Service Agreement with Cornerstone/Norment Security Group, Inc., for Security Systems – Door Locks and Camera Equipment including Software Support, Sheriff's Office
2. Consider Amendment of Policy Regarding Replacement Fee for Electronic Fuel Keys and Security Cards, County Commission
3. Consider Change Order Item from Norment Security Group, Inc., Regarding County Courthouse Annex I, Third Floor Renovations and Alterations for the District Attorney and Child Support Offices, County Commission
4. Consider Revising College Incentive Program, Sheriff's Office
5. Consider Authorization of the Proposed Wording for a Civil Rights Historical Marker and Placement on Washington Street, as Requested by the Montgomery Improvement Association, County Commission
6. Consider Authorization of PrimeSouth Bank and Liberty Bank (successor to First Tuskegee Bank) as Bank Depositories for the Remainder of the 2015 Calendar Year, County Commission
7. Consider Payment of 2014-2015 Membership Dues to the Alabama City/County Management Association (ACCMA) for Deputy Administrator Florence M. Cauthen, County Commission
8. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
9. Consider Reimbursement to the Circuit Clerk's Office for Scanning of Juvenile Files, County Commission
10. Consider Budget Change Request Number 24 for \$1,000 to Britton YMCA, for Youth and County Program, County Commission Appropriations
11. Consider Irregular Pay Increase for Chief Investigator to Pay Grade PS7, Step 13, District Attorney's Office
12. Consider Position Fill Request for Clerk Typist II, Position Number 92, Sheriff's Office
13. Consider Travel/Training Requests (13)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

**Recess to Special Call Meeting of the Montgomery County Emergency
Management Communications District Board**

Recess to Information Session

INFORMATION SESSION

Comments from Scheduled Attendees:

CEO Jackie Bushman and President Lewis Figh with Buckmasters
Executive Director Karen Sellers with Family Sunshine Center
Executive Director Paul Brown with Community Corrections
Chairman Laurie Weil with the Alabama Shakespeare Festival
Ellen G. McNair, Senior Vice President of Corporate Development, Montgomery Area
Chamber of Commerce

Reports from Staff:

Deputy Administrator
County Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

APRIL 6, 2015

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an
Information Session will be conducted until 12:00 Noon.

APRIL 20, 2015

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an
Information Session will be conducted until 12:00 Noon.

MAY 4, 2015

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an
Information Session will be conducted until 12:00 Noon.

MAY 18, 2015

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an
Information Session will be conducted until 12:00 Noon.

MAY 25, 2015

County Holiday (Memorial Day)

JUNE 1, 2015

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an
Information Session will be conducted until 12:00 Noon.

JUNE 15, 2015

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an
Information Session will be conducted until 12:00 Noon.

PERSONNEL ACTIONS

Fill action continues for 2 Appraiser II – Appraisal Department
Fill action continues for 1 Custodial Maintenance Manager – Support Services Department
Fill action continues for 1 Community Corrections Officer – Community Corrections
Fill action continues for 1 Legal Support Assistant – District Attorney’s Office
Fill action continues for 1 Secretary – District Attorney’s Office
Fill action continues for 2 Investigator I’s – District Attorney’s Office
Fill action continues for 1 Investigator II – District Attorney’s Office
Fill action continues for 1 Investigator III – District Attorney’s Office
Fill action continues for 1 Director – District Attorney Pre-Trial
Fill action continues for 35 Correction Officer Trainees – Detention Facility
Fill action continues for 1 Detention Facility Accounts Manager – Detention Facility
Fill action continues for 4 Clerk II – Detention Facility
Fill action continues for 1 Corrections Officer Corporal – Detention Facility
Fill action continues for 1 CREO 1 – Engineering Department
Fill action continues for 1 Civil Engineer Tech I – Engineering
Fill action continues for 1 Clerk Typist II – Personnel Department
Fill action continues for 1 Clerk III – Personnel Department
Fill action continues for 1 Clerk III – Probate Judge’s Office
Fill action continues for 1 Assistant Tag & License Supervisors – Probate Judge’s Office
Fill action continues for 1 Customer Service Clerk (Part-Time) – Probate Judge’s Office
Fill action continues for 1 Tag and License Supervisor – Probate Judge’s Office
Fill action continues for 1 County Archivist – Probate Judge’s Office
Fill action continues for 1 Clerk III – Sheriff’s Office
Fill action continues for 1 Records & ID Clerk – Sheriff’s Office
Fill action continues for 2 Court Security Officer – Sheriff’s Office
Fill action continues for 1 Emergency Communication Operator 1/II – Sheriff’s Office
Fill action continues for 8 Deputy Sheriff’s (Part-Time) – Sheriff’s Office
Fill action continues for 1 Deputy Sheriff / Deputy Sheriff Trainee – Sheriff’s Office
Fill action continues for 1 Clerk Typist II – Tax & Audit Department
Fill action continues for 1 Court Operations Clerk I – Youth Facility
Fill action continues for 2 Juvenile Probation Officer I – Youth Facility
Fill action continues for 4 Juvenile Detention Officer – Youth Facility
Fill action continues for 4 Juvenile Detention Officer’s (Part-Time) – Youth Facility

April 6, 2015

AGENDA

APR - 6 2015

04-06-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-06-15

Check Number	To	Check Number
251554		251620
Total Checks Paid		\$394,188.46

CHECK #	PAYEE	AMOUNT	DATE
251552	CrossFit Saints Forge	\$ 700.00	03-05-15
251553	Donohoo Chevrolet, LLC	\$40,427.20	03-05 -15

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

AGENDA

APR - 6 2015

04-06-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-13-15

Check Number	To	Check Number
251621		251713
Total Checks Paid		\$426,833.08

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

04-06-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-16-15

Check Number	To	Check Number
251714		251721
Total Checks Paid		\$4,700.00

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

AGENDA

APR - 6 2015

04-06-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-20-15

Check Number	To	Check Number
251722		251815
Total Checks Paid		\$1,002,882.55

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

04-06-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-20-15

Check Number	To	Check Number
251816		251902
Total Checks Paid		\$456,224.03

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

AGENDA

APR - 6 2015

04-06-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-27-15

Check Number	To	Check Number
251903		251969
Total Checks Paid		\$1,022,420.72

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

AGENDA

APR - 6 2015

04-06-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-27-15

Check Number	To	Check Number
251970		252045
Total Checks Paid		\$635,649.01

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
03/20/15

Payroll Check Number	122363	To	Payroll Check Number	122435	\$ 50,299.68
Direct Deposits					\$ 821,739.57
Payroll Check Number	122436	To	Payroll Check Number	122465	\$ 251,165.58
Direct Deposits					\$ 358,225.28
Federal Deposits					\$ 313,952.94
Total Payroll Paid					\$ 1,795,383.05

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
04/03/15

Payroll Check Number	122466	To	Payroll Check Number	122540	\$ 51,356.24
Direct Deposits					\$ 823,762.24
Payroll Check Number	122541	To	Payroll Check Number	122571	\$ 249,726.12
Direct Deposits					\$ 357,850.56
Federal Deposits					\$ 314,693.36
Total Payroll Paid					\$ 1,797,388.52

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



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

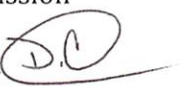
AGENDA

APR - 6 2015

March 12, 2015

MEMORANDUM

TO : Donnie Mims, County Administrator
Montgomery County Commission

FROM : Sheriff Derrick Cunningham 
Montgomery County Sheriff's Office

SUBJECT : Court Security Maintenance Agreement Renewal

After speaking with Lou Ialacci, I am hereby requesting that we renew the Court Security Maintenance Agreement at this time. We were able to negotiate a lower annual rate of \$233,457.00 as opposed to the \$261,282.48 annual rate we were paying previously. Furthermore, I am requesting that we pay the renewal rate annually in order to take advantage of an additional 2.5% discount.

It is of my opinion that we move forward on this matter as soon as possible. I look forward to hearing from you regarding this matter.

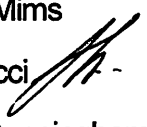
Thank you.

DC/crv

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Interoffice Memo

To: Donnie Mims

From: Lou Ialacci 

Cc: Sheriff Cunningham, Chief Murphy, Florence Cauthen

Date: February 24, 2015

RE: County Security Maintenance Agreement Renewal

Please place this memo and the attached Maintenance Agreement on the Thursday memo for discussion at the March 3, 2015 Commission work session. The basic contract terms are the same as the previous agreement that was approved by the County Attorney.

Norment is providing this maintenance agreement renewal for the County's security systems - door locks and camera equipment including software support. The County has requested a three (3) year contract rather than five (5) years. We have been able to negotiate a lower annual rate of \$233,457 compared to our current rate of \$261,282.48. In addition I recommend we pay annually for the maintenance to take advantage of a 2.5% discount.

The IS department is not staffed or experienced enough at this time to take on the mechanical or software support of the two areas - door locks and cameras. The IS department will obtain training and work with the vendor to install new software for the surveillance system and eventually take over the maintenance of the software and become the first line of support. This should help lower the maintenance costs from Norment for the cameras. We will also work more closely in the other areas of security to see what other services we may be able to move in house. The plan over the next three years is for the IS department to work towards taking over more of the maintenance currently being provided by Norment.

Norment has done a very good job of maintaining the security equipment over the years. The Sheriff's Office and the IS department think we should look closely at this area as more and more of the equipment becomes much more reliable and easier to replace.

Thank you



CORNERSTONE
SERVICE & SUPPLY

Norment *HLR/ITEQ* *trentech* *ECS* ENGINEERED CONTROL SYSTEMS  ISO Integrated Systems, Inc.

TO: **Montgomery County Commission**
(Customer) **PO Box 1667**
Montgomery, AL 36102

From: **Norment Security Group**
(Contractor) **Cornerstone Service & Supply**
621 Poole Drive
Garner, NC 27529

Facility Location: **Montgomery County Sheriff's**
Department
250 S. McDonough St.
Montgomery, AL 36104

Proposal No.: **02112015MGM**

Proposal Date: **2/11/2015**

Cornerstone Service Agreement Terms and Conditions

SCOPE AND DEFINITION OF SERVICES: The services provided shall be those indicated on the face hereof or as set forth in Attachment "A". Cornerstone / Norment herein is referred to as "Contractor".

Cornerstone / Norment (The Contractor) will furnish its services as an independent contractor and not as an employee of Customer. It is agreed that the Contractor will take reasonable care and precautions in the performance of its work, and that Customer will maintain all necessary and required insurance coverage to protect itself against damage or injury to persons or property. **EXECUTION OF THIS CONTRACT SUPERCEEDS ALL PREVIOUS EXTENSIONS.**

COVERAGE:

1. Base Contract as described in Attachment "A"
 - 24/7/365 support of all covered systems.
 - Response time as determined by Customer for critical outages.
 - Telephone technical support with direct access to our after-hours on-call technician via Cornerstone's 24-hour emergency service phone number.
 - Priority service over noncontract Customers.
 - Repair parts for the covered systems. If the repair parts for the systems covered under this agreement become unavailable, or the systems become obsolete or unserviceable, Norment will provide the customer with a replacement proposal.
 - Reduced labor rates.
2. Preventive Maintenance Inspections as per Attachment "B" of this agreement

CORNERSTONE / NORMENT SERVICE & SUPPLY SERVICE AGREEMENT

NC State Electrical License # 17367-SP-LVNC, NC Alarm Systems Business NC License # 738-CSA, VA DCJS #11-3536



CORNERSTONE
SERVICE & SUPPLY

Norment *ALERT* *trentech* *ECS* ENGINEERED CONTROL SYSTEMS EO Integrated Systems, Inc.

EXCLUSIONS:

1. Replacement for obsolete parts are not included as part of this service agreement. If parts are required, they will be charged at a discount from the Manufacturer's list price (if discounts are available to the Contractor).
2. The Contractor will not warrant materials provided by others under this agreement.

TERM: The commencement date of this Agreement shall be on the first day of the month following acceptance of this agreement and shall be for an initial terms of 3 Years. The Agreement shall be automatically renewed for the initial terms of the Agreement at the end of the initial terms unless terminated by either party by giving notice to the other at least ninety (90) days prior to the end of the current term.

PAYMENT: The Institution shall pay to the Contractor the total base price as illustrated in the payment table below. As part of this Agreement, for labor and material required outside of the scope of services in Attachment "A", Customer will be billed at an hourly straight time rate of \$100 per hour plus material and related travel costs. In any case, all extra work, material or labor required or requested beyond base price scope shall require specific authorization. Customer agrees to make payment of invoices for the base price services as well as for any invoices representing work outside the base scope outline in Attachment "A" within thirty (30) days of the date of the Invoice. The Contractor reserves its right to suspend services until delinquent payments have been made.

Service Rates: In the event that services outside the scope of this agreement require additional labor, the additional labor hours will be billed at a rate of \$100.00 per hour for Contract Customers. Weekends, holidays, and after hour service call rates for services outside the scope of this agreement shall be calculated at 1.5 times the billed rate.

Term	Annual Cost	Monthly Payment	Annual Payment (with 2.5% Prepayment Discount)	Savings with Discount
Year 1	\$ 233,457.50	\$ 19,454.79	\$ 227,621.06	\$ 5,836.44
Year 2	\$ 246,297.66	\$ 20,524.81	\$ 240,140.22	\$ 6,157.44
Year 3	\$ 259,844.03	\$ 21,653.67	\$ 253,347.93	\$ 6,496.10

BASE CONTRACT SERVICE RATES

2.5% discount for annual payment ____ (initial here). Payment must be made within 30 days of the execution of this agreement in order for this discount to be applied.

CORNERSTONE / NORMENT SERVICE & SUPPLY SERVICE AGREEMENT

NC State Electrical License # 17367-SP-LVNC, NC Alarm Systems Business NC License # 738-CSA, VA DCJS #11-3536



CORNERSTONE
SERVICE & SUPPLY

Norment *ALERT* *trentech* *ECS* ENGINEERED CONTROL SYSTEMS  EO Integrated Systems, Inc.

Failure to pay any amount due within sixty (60) days shall constitute a suspension of services and further obligations under this Agreement until payment is remedied.

TAXES: Customer shall bear the cost of any sales, use, excise or other tax applicable to the services provided hereunder.

ACCESS: Customer agrees to provide free access to the systems and equipment to be maintained, and to provide the necessary equipment to reach inaccessible equipment and peripheral devices (e.g. scaffolding, man lifts etc.). The Contractor shall be provided a safe work place for its personnel.

FORCE MAJEURE: The Contractor shall not be responsible for failure to render service due to causes beyond its control including but not limited to lack of payment, work stoppages, fires, civil disobedience, riots, rebellions, acts of God and other similar occurrences where the safety of personnel cannot be maintained.

DEFAULT: If the Customer fails to perform any of the terms of this Agreement and the failure continues for more than thirty (30) days after written notice; or if Customer's occupational business license shall terminate for any reason ; the Customer shall become insolvent or file bankruptcy; or make any assignment of this Agreement without the Contractor's consent, then the Contractor shall have the right to terminate the Agreement for default which shall be effective thirty (30) days after written notice of such termination.

INDEMNIFICATION: Customer shall indemnify and hold the Contractor harmless from any and all claims resulting from the services provided under this Agreement except where such claims result from the sole negligence of the Contractor.

LIMITATION OF LIABILITY: In no event shall the Contractor be liable for any special, indirect, incidental or consequential damages whatsoever.

TERMINATION: Either party shall have the right to terminate their obligations under this Agreement at the end of the term or at the end of any subsequent 3 year period provided that the party terminating the Agreement shall provide ninety (90) days written notice prior to the end of the then current term. The Contractor shall be paid in full for all work performed and costs incurred prior to the date of termination.

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



CORNERSTONE
SERVICE & SUPPLY

Norment *ALIRITEQ* *trentech* *ECS* EO Integrated Systems, Inc.

COUNTY, ALABAMA AND GOVERNED BY THE LAWS OF THE STATE OF ALABAMA BETWEEN THE MONTGOMERY COUNTY COMMISSION AND THE CONTRACTOR.

CONTRACT CHANGES: NEW PROJECTS THAT ADD EQUIPMENT TO THE COUNTY INVENTORY THAT REQUIRE MAINTENANCE, WILL BE ADDED TO THE MAINTENANCE CONTRACT UPON A NEGOTIATED CHANGE ORDER VALUE.

GOVERNING LAW: This Agreement shall be construed and enforced in accordance with the laws of the State of Alabama.

ENTIRETY OF AGREEMENT: This Agreement is the entire and exclusive agreement for the services to be provided herein. This Agreement supersedes and otherwise renders null and void any prior written or oral agreements entered into with respect to the services provided herein. This Agreement shall only be modified in a writing signed by both parties.

Montgomery County Commission
Approved by Authorized Representative

Cornerstone / Norment Service & Supply
Approved by Authorized Representative

Date: _____

Date: _____

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Proposal No.: 02112015MGM

Date: 2/11/2015

CORNERSTONE / NORMENT SERVICE & SUPPLY SERVICE AGREEMENT

NC State Electrical License # 17367-SP-LVNC, NC Alarm Systems Business NC License # 738-CSA, VA DCJS #11-3536

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CORNERSTONE
SERVICE & SUPPLY

Norment ***AIR/ITEQ*** ***trantech*** ***ECS*** ENGINEERED CONTROL SYSTEMS  EO Integrated Systems, Inc.

Proposal No.: 02112015MGM

Date: 2/11/2015

ATTACHMENT "A"

Maintenance Agreement Options

Base Contract

(INCLUDED)

- 24/7/365 support of all covered systems.
- Response time as determined by Customer for critical outages.
- Telephone technical support with direct access to our after-hours on-call technician via Cornerstone's 24-hour emergency service phone number.
- Priority service over noncontact Customers.
- Discounted pricing for all material purchases
- Reduced labor rates.

Repair Parts Coverage - Electronics

(INCLUDED)

Repair parts for the covered electronic systems. If the repair parts for the systems covered under this agreement become unavailable, or the systems become obsolete or unserviceable, Norment will provide the customer with a replacement proposal.

Repair Parts Coverage – Security Hardware

(INCLUDED)

Repair parts for the covered security locking hardware (no commercial hardware, roll-up doors, or exterior gates included). If the repair parts for hardware covered under this agreement become unavailable, or become obsolete or unserviceable, Norment will provide the customer with a replacement proposal.

Electronic Preventive Maintenance (one visit per year):

(INCLUDED)

Perform thorough cleaning, testing, and servicing of all door control equipment, to include PLC, touch screens, computers, and equipment cabinets located throughout the facility.

Hard-line Preventive Maintenance (one visit per year):

(INCLUDED)

Norment will perform preventive maintenance on 100% of Slider and Swing Door devices throughout the facility once per contract period. We will clean and lubricate, perform visual inspections, align and replace minor parts as needed to ensure proper operation of devices.

Buildings Covered Under This Agreement:

New Jail, Old Jail, Courthouse, Parking Deck, Lawrence Street Parking, Revenue Department, Annex I, Annex II, Annex III, Community Corrections, Carnegie Building, Youth Facility, Training Facility, Warehouse, Pike Road Substation/Kiosk, Pine Level Kiosk, K-9 Facility/Kiosk, Remer Substation Kiosk, Probate / Revenue Offices.



CORNERSTONE
SERVICE & SUPPLY

Norment ***ALR/TER*** ***trentech*** ***ECS*** ENGINEERED CONTROL SYSTEMS  EO Integrated Systems, Inc.

Proposal No.: 02112015MGM

Date: 2/11/2015

ATTACHMENT "B"

This Attachment is a part of and in addition to the System Maintenance Agreement between Cornerstone / Norment Service & Supply and Montgomery County Commission, dated 2/3/2015.

A. Systems covered under this Maintenance Agreement are:

- | | |
|-----------------|---|
| 1) PLC | 5) Hard-line swing doors and slider devices with hardware |
| 2) Touch Screen | 6) Card Access System |
| 3) Intercom | 7) UPS Replacement Batteries |
| 4) CCTV | |

Note: As it relates to an upgrade of the County Video System, this Maintenance Contract reflects the first year of warranty coverage for the video encoder equipment. No servers, workstations, or network switches are included as the County has elected to provide those materials and maintain them. Video System Software Update Program (SUP) is not included in this contract. It is part of the Video System upgrade and invoiced separately.

B. The services provided under this agreement are:

- 1) **Preventive Maintenance Inspection (PMI)** – Contractor will perform thorough cleaning, testing, servicing, and adjustments of all door control equipment, to include PLC, Touch Screen computers, and electronic security equipment cabinets located throughout the facility. Contractor will identify any major equipment malfunctions or irregularities to the Customer immediately upon discovery. All discrepancies will be documented by Contractor in a detailed PMI report within ten (10) business days of the conclusion of the PMI.

a) Electronics (one visit per year)

- Programmable Logic Control System

- Input voltage check at each system
- All cards are securely seated.
- Removal of dust and contamination accumulation

- Touch Screen System

- Removal of all exterior and interior dust/contamination accumulation (requires down time)
- Check CPU power supply and cooling fans for proper operation



CORNERSTONE
SERVICE & SUPPLY

Norment ***ALERT*** ***trentech*** ***ECS*** ENGINEERED CONTACT SYSTEMS  EO Integrated Systems, Inc.

- Ensure all cards are securely seated
- Calibrate Touch Screen monitor

- **Intercom System**

- Input voltage check at each system
- Equipment ambient temperature
- General sound level and quality in each area
- Dust and contamination accumulation

- **Closed Circuit Television (CCTV) System**

- Check all power supplies for proper output voltages
- Verify that all cameras are properly focused/aligned; adjust as necessary
- Surface clean all viewing monitors of dust and contamination accumulation
- Test keyboards for proper functions to include PTZ functionality
- Clean exterior camera domes
- Clean interior camera domes as necessary
- Clean or replace air filters in DVR units

b) Detention (one visit per year)

- **Swing Door Devices**

- Visual inspection of doors and locks for wear and tear
- Test functionality of locking device
- Test/adjust lock and door position switches
- Clean and lubricate as necessary
- Test/adjust all door closures as necessary

- **Sliding Door Devices**

- Check and lubricate locking mechanism
- Check bottom guide wear pads
- Clean roller track
- Adjust lock bars, door drive brackets, & rollers as necessary
- Check and adjust limit switches as necessary
- Check and adjust drive pressure and speed as necessary
- Adjust all closures and Door Position Switches as necessary.



CORNERSTONE
SERVICE & SUPPLY

Norment *ALIRITE* *trentech* *ECS* ENGINEERED CONTROL SYSTEMS  EO Integrated Systems, Inc.

Contractor will provide the Customer with a telephone directory containing the names and numbers of the Operations Manager, Service Manager, and On-Call Service Technicians. Contractor will also provide the phone number to a dedicated cellular phone that is assigned to an on-call technician. Access to the on-call emergency number is available 24 hours per day, 7 days per week.

In the event of an emergency during normal business hours (Mon-Fri, 7am-4pm), the Customer will call Contractor's main office number and report a service request. For after-hours support, the Customer will contact Contractor's on-call service technician via the dedicated cellular telephone.

CORNERSTONE / NORMENT SERVICE & SUPPLY SERVICE AGREEMENT

NC State Electrical License # 17367-SP-LVNC, NC Alarm Systems Business NC License # 738-CSA, VA DCJS #11-3536



CORNERSTONE
SERVICE & SUPPLY

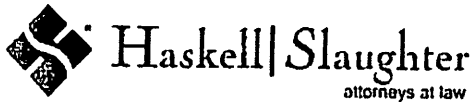
Norment *ALIRTEQ* *trentech* *ECS* ENGINEERED CONTROL SYSTEMS *GO* Integrated Systems, Inc.

Service Level	Qualifying Condition	Response
Emergency Repair	- Any condition that renders a large group of doors inoperable (5 or more opening) - Life Safety issues such as emergency release system inoperable. - Public Safety issues such as exterior security door not locking. - Critical Doors as determined by the Customer.	Contractor will have a qualified technician respond, via telephone, to the facility within 4 hours of notification. Service response time is defined as the period between the placing of a service request and established communications between Contractor and Customer personnel. Contractor personnel will be on site within 8 hours of notification if deemed necessary. Contractor will affect repairs with Customer provided spare parts. If parts are not available, Contractor's technician will arrange for delivery of the required parts by the fastest method possible and be on site when the parts arrive.
Critical Repair	- Multiple intercom failure. - Multiple CCTV camera failure. - Booking Area CCTV failure. - Staff Duress receiver failure. - Corridor door failure. - Vehicle gate failure. - UPS failure.	Contractor will have a qualified technician respond, via telephone, to the facility within 4 hours of notification. Service response time is defined as the period between the placing of a service request and established communications between Contractor and Customer personnel. Contractor personnel will be on site within 24 hours of notification, or by noon of the next business day. Contractor will affect repairs with Customer provided spare parts. If parts are not available, Contractor's technician will arrange for delivery of the required parts by the fastest method possible and be on site when the parts arrive.
Minor Repair	- Individual Cell door failure. - Individual CCTV camera failure. - Individual intercom failure. - Any failures of non-critical systems.	Contractor will have a qualified technician on site within five (5) business days. Contractor's technician will affect repairs using Customer supplied spare parts. If parts are not available, Contractor's technician will arrange delivery of the required parts. Once the parts are received, Contractor will schedule a technician to complete the repair within five (5) business days.

Table D1 – Response Matrix

CORNERSTONE / NORMENT SERVICE & SUPPLY SERVICE AGREEMENT

NC State Electrical License # 17367-SP-LVNC, NC Alarm Systems Business NC License # 738-CSA, VA DCJS #11-3536



Haskell Slaughter & Gallion, LLC
8 Commerce Street
Suite 1200
Montgomery, Alabama 36104
t. 334.265.8573 | f. 334.264.7945

MEMORANDUM

March 16, 2015

TTB

To: Donnie Mims
From: Thomas T. Gallion, III
Re: County Security Maintenance Agreement Renewal

I have reviewed your memorandum of March 13, 2015, and the agreement Cornerstone Security Group, Inc., for security systems-door locks, and camera equipment including software support. The annual rate will be \$233,457.00 as opposed to \$261,282.48 annual rate previously paid.

It is my opinion that everything in the agreement appears to be in order. The agreement will be binding on all parties if executed.

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

50051-317

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

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

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR

FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
(334) 832-1210

FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

AGENDA

APR - 6 2015

March 19, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator *FMC*

SUBJECT: Amendment of Policy Regarding Replacement Fee for Electronic Fuel Keys and Security Cards

The Montgomery County Commission agreed at its meeting on March 16, 2015, to place on the next agenda an amendment of the policy regarding fees charged to Montgomery County employees to replace lost or damaged electronic fuel keys and security cards.

The existing policy requires an employee to pay \$10 to replace a lost or damaged security card. The amendment eliminates the \$10.00 fee to replace a damaged security card.

I hereby request approval of the amendment.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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www.mc-ala.org

March 10, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator *fmc*

SUBJECT: Amendment of Policy Regarding Replacement Fee for Electronic Fuel Keys and Security Cards

The Commission approved in 2008 a \$10.00 fee to be paid by County employees to replace lost or damaged electronic fuel keys and security cards. I have discussed the existing policy with Sheriff Cunningham, and we agree that an employee should not be charged to replace a damaged card.

With Sheriff Cunningham's recommendation, I propose that the existing policy be amended to eliminate a fee to replace a damaged security card and that the amendment be placed on the agenda for approval at the next County Commission meeting.

MINUTES OF REGULAR MEETING

MONTGOMERY COUNTY COMMISSION

February 26, 2008

INFORMATION SESSION

Chairman Strange called the Meeting to Order at 8:00 a.m. The Meeting was held at the Montgomery County Administration Building, Courthouse Annex I.

The Meeting was opened with prayer led by Commissioner Williams.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF, AND COMMISSIONERS

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission on today's scheduled attendees and reviewed today's agenda items.

DISCUSSION ITEMS BY COMMISSIONERS

Chairman Strange presented a proposed letter to be sent to Governor Riley detailing a partnership between the City, County, State and Federal Government to fund the Outer Loop and explaining that a toll road option be kept open.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented to the Commission memoranda from Community Corrections Executive Director Don Parker requesting board member reappointments to the Montgomery County Community Punishment and Corrections Authority. The Commission agreed to discuss this item at the next meeting.

COMMENTS FROM DEPUTY ADMINISTRATOR MITCHELL

Deputy Administrator Mitchell asked the Commission to approve a contract for an armored car service to pick up and transport tax and audit funds to the bank.

DISCUSSION ITEMS BY COMMISSIONERS

The Commission discussed the use of Montgomery area banks to hold county funds. Chairman Strange asked Deputy Administrator Mitchell to issue a Request for Proposal to area banks for

Mr. Ingram made a motion to Table the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Letter, Map, and Information Sheet, Agenda Pages 11-2 through 11-4, are attached to these Minutes.)

Mr. Max Pugh, Builder/Developer, discussed The Homestead on Old Pike, Plat No. 1. He stated that he owned 14 acres on Old Pike Road and was subdividing the acreage. Each lot would consist of +/-2 acres. He was working on covenants and restrictions and asked for input from adjoining neighbors.

Commissioner Reed informed the Commission that he had received a phone call regarding this Plat and related drainage and road issues. Mr. Ingram also stated that the deeds should reflect that the roads will not be maintained by the County.

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

Mr. Lehman Sloan, a neighbor of Mr. Max Pugh, spoke to the Commission regarding concerns with the development. He noted that the lots may be too small. He stated that the back of the property was against his driveway, which already had drainage problems. Mr. Reed and Mr. Speake informed Mr. Sloan that the drainage problems were an issue for the State Health Department. Mr. Speake also stated that the minimum lot size was one acre.

Chairman Strange asked Mr. Ingram to meet with Mr. Pugh and work out the problems.

COUNTY COMMISSION - APPROVED REPLACEMENT FEE FOR ELECTRONIC FUEL KEYS AND SECURITY CARDS

The Administrator presented a memorandum from Deputy Administrator John A. Mitchell, Sr., requesting approval of replacement fee for electronic fuel keys and security cards:

February 20, 2008

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr.
Deputy County Administrator

SUBJECT: Fees for Replacement Electronic Fuel
Keys and Security Cards

Electronic fuel keys and security cards are provided free to employees. During the previous year, the County spent \$600.00 to replace electronic fuel keys and security cards lost or damaged by County employees.

We recommend that a replacement fee of \$10.00 be charged to the employee for each key or card that is lost or damaged.

I am requesting approval of this replacement fee at the next Commission meeting. Your careful review and consideration is appreciated.

Attachment

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. (Copy of Memorandum from Director of Support Services Paul St. John, Agenda Page 12-2, is attached to these Minutes.)

COUNTY COMMISSION - APPROVED MISCELLANEOUS APPROPRIATIONS
REPROGRAMMING REQUESTS

The Administrator presented the following Miscellaneous Appropriations Reprogramming Requests:

February 26, 2008

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 001-59320-499 (Agency, Miscellaneous Appropriations) to:

- C-2008-60: Central Alabama Community Foundation, to be used by BONDS to Support the Freeport Estates Homeowners Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$500
- C-2008-61: Central Alabama Community Foundation, to be used by BONDS to Support the Gibson Hills Homeowners Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000
- NC-2008-65: Rolling Hills-Lakes Volunteer Fire Department, for General Operations - \$5,000

MEMORANDUM

TO: John A. Mitchell, Sr.
Deputy Administrator

FROM: Paul St. John, Director *PS*
Support Services

DATE: February 5, 2008

SUBJECT: Fees for Electronic Fuel Keys and
Security Cards

When the fuel keys and security cards are issued to employees for the first time there is no charge to the employee.

The electronic fuel keys cost the County \$5.40 each and the security cards \$4.56 each.

I would like to request that after the first time "free" issuance to employees, that any additional keys/cards will cost the employee \$6.00.

If this is presented to the County Commission and approved, request that information regarding these fees be added to the County procedure manual.

If further information is needed, please let me know.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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AGENDA

APR - 6 2015

April 1, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

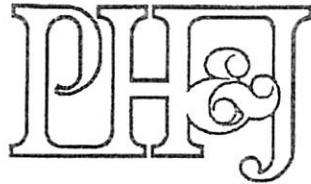
SUBJECT: Change Order Item from Norment Security Group, Inc., regarding County Courthouse Annex I, Third Floor Renovations and Alterations for the District Attorney and Child Support Offices

The Montgomery County Commission, during its meeting on March 16, 2015, agreed to place on the next agenda a change order item from Norment Security Group, Inc., regarding County Courthouse Annex I, Third Floor Renovations and Alterations for the District Attorney and Child Support Offices.

I am requesting approval of this change order item.

DLM/tn

Attachment



architects inc.

Founded 1957 • Pearson, Humphries & Jones Architects

807 SOUTH MCDONOUGH STREET • MONTGOMERY, AL 36104-5080 POST OFFICE BOX 215-36101
Tel 334/265-8781 / Fax 334/265-9208 • Email: phjarch@bellsouth.net • Website: www.phjarchitects.com

Renis O. Jones, Jr., FAIA
Harrell G. Gandy, AIA

J. Roland Pond, AIA
Renis O. Jones, III, AIA

E. Griffin Harris, AIA
Patrick T. Addison, AIA

Saturday, March 7, 2015

Mr. Donnie Mims, Administrator
Montgomery County Commission
Post office Box 1667
Montgomery, Alabama 36102-1667

Re: Montgomery County Courthouse - Annex 1
Renovations for the District Attorney and Child Support

PH&J Project # 1208-GVC

Dear Mr. Mims,

I would like to request a few minutes with the Commission at their next scheduled Commission Meeting to discuss an increase in our security allowance for the above-mentioned project. This increase is to cover the required security devices associated with the "DA Requested Modification" to the project that the Commission approved at their February 17, 2015 Commission meeting.

Attached is the change request from Norment Security Group in the amount of \$7,178.00, which adjusts and adds to the existing security structure for Annex 1. All the electrical infrastructure for Norment's work was included in the architect's package for the DA's Modification. But, due to the nature and importance of Courthouse security, we could not include or direct the security modifications until the Commission approved the change in project scope as requested by District Attorney Daryl Bailey. This adjustment will come out of the remaining contingency allowance for the project and does not require addition funding for the project.

If you and Florence Cauthen have any questions, please call.

Sincerely,



Patrick T. Addison, AIA

Attachments:

Cc: Florence Cauthen, Sheriff Derrick Cunningham, Griff Harris, File

Norment

SECURITY GROUP

PROPOSAL

2511 Midpark Rd.
Montgomery, Alabama 36109
334-281-8440
FAX: 334-285-5055

Montgomery County Commission
100 S. Lawrence St.
Montgomery, AL 36104
Attn: Donnie Mimms

02/25/15

Proposal Number:
MCC02.25.15

Furnish and install the listed equipment for the Annex 1, 3rd Floor renovation phase 2. The project includes cable and interface equipment to extend the security video workstation display to a customer supplied large screen monitor. Provide and install access control hardware for one door. Provide and install one IP Based Video/Intercom system with PC software for multiple monitor and control points.

Furnish and install:

- ❖ (1) RI-120 Reader Interface Unit w/Enclosure
- ❖ (1) Proxpro Card Reader
- ❖ (1) Aiphone IP Based Video/Intercom System
- ❖ (1) Sewell HDMI Extender Transceivers
- ❖ Installation Material and Labor
- ❖ Programming Labor

PRICE - Good for 90 Days:

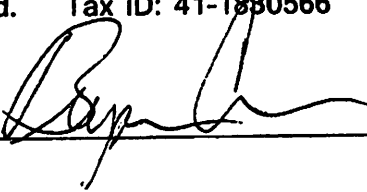
Total: \$9,553.00

Credit for changes to the Phase-1 system: -\$2,375.00

Net Total: \$7,178.00

A one-year parts and labor warranty is provided. Tax ID: 41-1880566

Sign and return one copy for our files.

By: 

Accepted: _____ Firm: _____ Date: _____

Renovations to Annex 1 - Third Floor for the District Attorney & Child Support for the Montgomery County Commission

Description:	Contingency Allowance:
10% Contingency per October 18, 2013 project budget	\$382,500.00
Change Order #1	-\$155,122.00
- Add County IT work to expand County services to new areas	
Note: IT work is \$139,186.00 of the \$155,122.00	
- Furring at existing structural clay tile walls.	
- New louvered hollow metal door for 1st Floor Phone Closet	
- Miscellaneous Plumbing	
- Replace deteriorated restroom floor setting beds	
- Repair to existing fire wall at existing Janitor's Closet	
Change Order #2	-\$224,133.00
- Relocate hot water heater and hub drain	
- Demo existing ceiling in Toilet 348	
- DA requested modifications	
- Repair and complete 2-Hr fire wall at Corridor 300A	
- Replace Existing HVAC supports	
- Alter HM frames and repair and complete 1-HR fire walls at Lobby 375	
- Remove and replace two HM frames at Public Lobby 300	
Justification - DA is contributing \$50,000.00 towards the DA Requested Modifications	\$50,000.00
Normant Security Allowance Increase	-\$7,178.00
Sub-Total: (Current to date)	\$46,067.00



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

AGENDA

APR - 6 2015

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

March 4, 2015

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

FROM : Sheriff Derrick Cunningham *D.C.*
Montgomery County Sheriff's Office

SUBJECT : Revising College Incentive Program

In order to update our college incentive program, I conducted a review on the cost per credit hour of the universities the Montgomery County Sheriff's Office utilizes in its college incentive program. The fees have increased since our last inquiry. The following is a break-down of our findings:

University	Undergraduate (per credit hour)	Graduate (Per Credit Hour)
Alabama State University	\$289	\$343
Auburn Montgomery	\$281	\$348
Faulkner University	\$575	\$480
Troy Montgomery	\$274	\$365

The lowest undergraduate rate, Troy Montgomery, is \$274.00 per credit hour. The lowest graduate rate, Alabama State University, is \$343.00 per credit hour. Utilizing a reimbursement percentage system for our members, I propose the following compensation (based on the grades earned for each credit hour) for all of the approved universities:

MAILING ADDRESS
POST OFFICE BOX 4219
MONTGOMERY, ALABAMA 36103-4219

WWW.MONTGOMERYSHERIFF.COM

SHERIFF'S OFFICE 334.832.4980
FAX 334.832.7113

DETENTION FACILITY 334.832.1386
FAX 334.265.0990

4-1

Undergraduate Courses

- Final grade of A: 90% tuition reimbursement or a maximum of \$250.00 per credit hour
- Final grade of B: 80% tuition reimbursement or a maximum of \$220.00 per credit hour
- Final grade of C: 60% tuition reimbursement or a maximum of \$165.00 per credit hour

Graduate Courses

- Final grade of A: 90% tuition reimbursement or a maximum of \$310.00 per credit hour
- Final grade of B: 80% tuition reimbursement or a maximum of \$275.00 per credit hour
- Final grade of C: No reimbursement

The Montgomery County Sheriff's Office will only reimburse members for the aforementioned grades. Final grades of a D or F, courses listed as withdrawn, administrative, incomplete, audited, and non-traditional course work are not reimbursable under the MCSO college incentive program. At this time, I'm requesting that this matter be put on the agenda for the next County Commission Meeting for consideration.

Thank you in advance for your assistance in this matter.

DC/crv

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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

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MONTGOMERY COUNTY COMMISSION

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

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www.mc-ala.org

AGENDA

APR - 6 2015

April 2, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Historical Marker Location and Wording

On March 16, 2015, the Honorable Charles Price, Robert E. James and Joseph Caver with the Montgomery Improvement Association met with the Commission concerning the placement of a civil rights historical marker at Annex I. After discussion, the Commission agreed to place on the next agenda the proposed wording of the historical marker and its location at Annex I.

The following is the proposed wording submitted by the Montgomery Improvement Association:

“Montgomery County Circuit Court Site of Major Civil Rights Cases 1955-1965

In 1956, 89 persons were indicted for violating an old anti-boycott law; the appeal of Rosa Parks' conviction was filed; the operation of the Montgomery Improvement Association car pool was enjoined; and Attorney Fred D. Gray was accused of legal misrepresentation (actions in all 4 cases ended with the successful end of the boycott). In 1957, the NAACP was banned from Alabama (later overturned). In 1960, black Alabama State College and white MacMurray College (Illinois) students were jailed for eating together at the Regal Cafe, and in a related case a white and a black student were arrested for attempted desegregation of the Jefferson Davis Hotel; all convictions in these cases were reversed. Also in 1960, local black ministers were convicted of libel in the case that resulted in the landmark 1964 Times v. Sullivan ruling by the U.S. Supreme Court. AfricanAmerican lawyers arguing cases in the courts here included attorneys Fred D. Gray Sr., Charles Langford, Solomon Seay Jr., Charles Conley, Orzell Billingsley, Peter Hall, Arthur Shores, and Robert Carter.

Sit-Ins and Marches at the Montgomery County Courthouse

On February 25, 1960, Alabama State College students demanded service at the "Whites Only" Courthouse Grille located on this site. When refused, the students occupied all the tables. The Grille was then closed, the lights turned off, and the students asked to leave. Subsequently, 9 ASC students were expelled, a dozen professors were pressured to resign, and the president was compelled to step down. Fred D. Gray filed St. John Dixon v. Alabama as a result of these actions and ultimately the students were ordered reinstated. On March 17, 1965, after a week of voting rights demonstrations in Montgomery marred by police violence against the protesters, some 4,000 students from Montgomery and Tuskegee marched on the Montgomery County Courthouse where leaders met with city, county, state, and federal officials. During the 7-hour meeting, students sang and chanted in the rain outside. When Dr. Martin Luther King Jr. emerged from the meeting, he announced that officials had apologized for the recent violence. Erected by the Montgomery Improvement Association 2015"

I am requesting approval of the proposed wording for the historical marker and authorization to place this historical marker on Washington Street between the two sidewalks near the northeast corner of Annex I.

DLM/tn

Attachment

ELTON N. DEAN, SR., CHAIRMAN
DANIEL HARRIS, JR., VICE CHAIRMAN
ANDREW HALL
RONDA M. WALKER
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION
FINANCE DEPARTMENT
101 S. LAWRENCE STREET • P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

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DONALD L. MIMS, ADMINISTRATOR
SHERRILL R. THOMAS, CPA, FINANCE DIRECTOR
(334) 832-1230
TDD (334) 265-3568
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AGENDA

APR - 6 2015

TO: DONALD L. MIMS, ADMINISTRATOR

FROM: SHERRILL R. THOMAS, FINANCE DIRECTOR 

DATE: March 19, 2015

RE: AUTHORIZED BANK DEPOSITORIES

In October 2014 the Commission approved a list of banks currently doing business in Montgomery County that were authorized as depositories for Calendar Year 2015. Below are two additional banks that are qualified and should be approved as depositories for County funds.

Liberty Bank (Successor to First Tuskegee Bank)

PrimeSouth Bank

ELTON N. DEAN, SR.
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AGENDA

APR - 6 2015

March 18, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Payment of 2014-2015 Membership Dues to the Alabama City/County
Management Association (ACCMA)

The Montgomery County Commission, at its meeting on March 16, 2015, agreed to place Payment of 2014-2015 Membership Dues to the Alabama City/County Management Association (ACCMA) for Deputy Administrator Florence M. Cauthen on the next agenda.

I am requesting approval of this item.

DLM/tn

Attachment

7-1



ALABAMA CITY/COUNTY MANAGEMENT ASSOCIATION

P.O. Box 5040, Montgomery, Alabama 36103-5040
Phone: 334-263-7594 Fax: 334-263-7678

March 3, 2015

Invoice

TO: Mr. Donnie Mims, Administrator
Montgomery County
P.O. Box 1667
Montgomery, AL 36102-1667

ACCMA 2014-2015 Membership Dues for Florence Cauthen (Membership Dues not paid at time of Winter Conference Registration)	\$50.00
--	---------

TOTAL AMOUNT DUE:	\$50.00
--------------------------	----------------

**Make checks payable to: Alabama City/County Management Association
and return a copy of the invoice with remittance
ASAP to:**

ALABAMA CITY/COUNTY MANAGEMENT ASSOCIATION
P.O. BOX 5040
MONTGOMERY, AL 36103-5040

.....
FUTURE CONFERENCES:

ACCMA 2015 Summer Conference

**June 10-12
Hampton Inn & Suites, Orange Beach, Ala.**

WATCH FOR FUTURE CONFERENCE REGISTRATION MAILINGS!

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
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AGENDA

APR - 6 2015

April 6, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims, County Administrator *DLM*

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

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

**** C-2015-49:** Rescind Appropriation to Montgomery Concerned Citizens, for Community Activities - \$500; (Williams)

NOTE: Organization could not provide the necessary documents.

****NC-2015-85:** Rescind Appropriation to BOE, Robert E. Lee High School, for Basketball Semi Finals in Birmingham, Alabama - \$900; (Walker)

NOTE: The Basketball Semi Finals in Birmingham, Alabama did not take place.

NC-2015-86: City of Montgomery, to be used by BONDS to Support Old Cloverdale Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Harris)

NC-2015-87: 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 - \$500; (Hall)

****Rescind**

DLM/tll

ELTON N. DEAN, SR.
CHAIRMAN

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April 1, 2015

AGENDA

APR - 6 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Juvenile Court Files

As part of the renovation of the Youth Facility, installation of a mobile compactible file system was proposed to maximize storage space in the file room of the Juvenile Court clerk's office. The cost of that system is \$20,391.

Circuit Clerk Tiffany McCord has proposed that approximately 148 boxes of juvenile files dating back to 1986 be scanned to the court's electronic files and then destroyed. Scanning allows the files to be more easily accessible by the Juvenile Court clerks and reduces the space needed to store the files. The compactible file system will not be necessary.

Circuit Clerk McCord submitted a proposed budget of \$7,400 (attached) for scanning the juvenile files.

The Montgomery County Commission, at its meeting on March 16, 2015, agreed to place on the next agenda consideration to reimburse the Circuit Clerk up to \$7,400.00, upon proof of payment, for the cost of scanning the juvenile files.

I am requesting approval of this reimbursement.

DLM/tn

PROPOSED BUDGET
FOR SCANNING JUVENILE FILES

The following budget is proposed for 20 clerks to work 16-20 hours after hours and/or on Saturday's for the purpose of scanning juvenile files in the clerk's office at the Montgomery Youth Facility. Said juvenile files date back to 1986 and may include multiple petitions within each file which, in essence, create a separate file/case. The juvenile files to be scanned are boxed in 148 boxes. The proposed budget for scanning said juvenile files is as follows:

Recommended fee for 10 boxes	\$500.00
<u>Total Number of Boxes</u>	<u>148</u>
Proposed Budget	\$7400.00

Tiffany B. McCord, Clerk
Montgomery County Circuit Court
251 South Lawrence Street
Montgomery, AL 36104
(334) 832-4950

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 24

DEPARTMENT:	County Comm Appropriati	REVIEWED: S. Thomas	3/16/2015
DATE:	3/16/2015	Finance Director	Date
REQUESTED BY:	Donald L. Mims	APPROVED:	
Elected Official/Dept. Head		Administrator	Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
YMCA of Montgomery	001-58400.498	0	1,000	1,000
Donation Revenue	001-40000.47701	(45,000)	(1,000)	(46,000)
TOTAL		(45,000)	0	(45,000)

JUSTIFICATION:

To budget funding to the YMCA of Montgomery for Britton YMCA Youth and County Program.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

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

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

AGENDA

APR - 6 2015

April 1, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Irregular Pay Grade Increase for Chief Investigator Mike Thomas

The Montgomery County Commission, at its meeting on March 16, 2015, agreed to place on the next agenda District Attorney Bailey's request for an irregular pay grade for Chief Investigator Mike Thomas Grade PS7, Step 13, \$106,699.

I have discussed the effective date of this request with District Attorney Bailey and it is to be effective the first full pay period following County Commission approval.

I am requesting approval of this item.

DLM/tn



www.mc-ala.org/da

Daryl D. Bailey
District Attorney
Fifteenth Judicial Circuit of Alabama
251 South Lawrence Street
P.O. Box 1667
Montgomery, Alabama 36102-1667



(334)832-2550

MEMORANDUM

TO: Donnie Mims
County Administrator

FROM: Daryl D. Bailey *DB*
District Attorney

DATE: March 4, 2015

SUBJECT: Request for Irregular Pay Grade for Chief Investigator Mike Thomas
Grade PS7, Step 13, \$106,699

I respectfully request that Chief Investigator Mike Thomas' salary be placed at Grade PS7, Step 13. Chief Investigator Thomas has been with the District Attorney's Office for 23 years. Prior to being appointed my Chief Investigator, he had been at the top of the pay scale for an Investigator III since 2007. Chief Investigator Thomas supervises all investigators and three other units in my office. I believe his knowledge and expertise qualifies him for this level of compensation.

The funding for this irregular pay grade request is in the budget so no additional funds would be needed. Please place this request on the next Commission agenda for approval by the Commission.

Contact me if you have any questions.

MONTGOMERY COUNTY
COMMISSION
2015 MAR -5 AM 10:54

**Montgomery County DA
Chief Investigator Salary and Benefits Comparison**

	Before Promotion	Pay Step per Promotional Rules	Additional Pay Step Request
	Grade PS6 Step 13	Grade PS7 Step 8	Grade PS7 Step 13
Salary	89,706	93,473	106,699
Benefits	25,125	25,870	28,485
	\$114,831	\$119,343	\$135,184

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

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

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA

ADMINISTRATOR

FLORENCE M. CAUTHEN

DEPUTY ADMINISTRATOR

(334) 832-1210

FAX (334) 832-2533

TDD (334) 265-3568

www.mc-ala.org

AGENDA

APR - 6 2015

March 18, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Request for Clerk Typist II, Sheriff's Office

The Montgomery County Commission, at its meeting on March 16, 2015, agreed to place a Position Fill Request for Clerk Typist II, Position Number 92 from the Sheriff's Office on the next agenda.

I am requesting approval of this item.

DLM/tn

Attachment

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

1. Position Title CLERK TYPIST II

Position Number 92

Proposed Effective Date MARCH 16, 2015

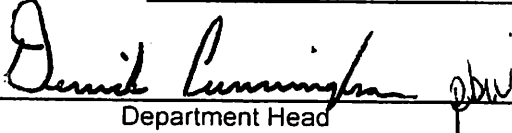
Type of Appointment X Permanent () Temporary

Recruiting

() Promotional Register () Transfer

X Open Competitive Register () Reemployment

Pay Grade Clerk Typist II \$25,146-\$35,795 Grade AO3

 Date 2/24/15

Department Head

2. Administrative Review

() Approved

() Disapproved

Funding Authority

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director

Date _____

4. Selectee: _____

Appointing Authority

Date _____

5. () Manpower data entered by _____ Date _____

() Payroll entered by _____ Date _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

APR - 6 2015

Request # 19

Date: March 17, 2015
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, Al
Departure Date: May 7, 2015 Return Date: May 9, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend Leadership Alabama
Associated with approved travel #17 on 04/7/2014 for Tuition approval

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: \$505.80 Advance Registration Required: \$0.00

Department Name: County Commission Fund Name: General

Additional Comments: Lodging - \$400; Mileage -\$105.80

To: Donald L. Mims, Administrator

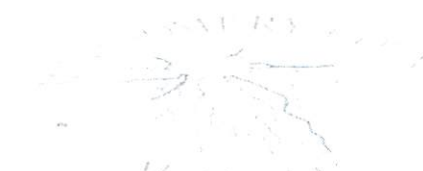
From: Donald L. Mims, Administrator

The above request is app. 04/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$505.80 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$12,601.00</u>	
Budget Available:	<u>\$9,899.00</u>	
Current Requests:	<u>\$505.80</u>	
Budget Balance:	<u>\$9,393.20</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/18/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 20

AGENDA

APR - 6 2015

Date: March 30, 2015
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, Al
Departure Date: June 10, 2015 Return Date: June 12, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend ACCMA 2015 Summer Conference
Perdido Beach Resort

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

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

Total (est.) Cost: \$1,984.56 Advance Registration Required: \$390.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration -\$390.00 (\$195 each); Mileage - \$455.40 (\$227.70 each)
Lodging -\$839.16 (\$ 419.58 each); Meals -\$300.00 (\$150 each)

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

The above request is app. 04/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,984.56 and advance registration of \$390.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$12,601.00</u>	
Budget Available:	<u>\$9,899.00</u>	
Current Requests:	<u>\$2,490.36</u>	
Budget Balance:	<u>\$7,408.64</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 3/30/2015
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

Date: March 27, 2015
To: Donald L. Mims, Administrator
From: Myrtle Singleton, Purchasing Manager
Re: Travel / Training Request


AGENDA
APR - 6 2015

Request approval to be granted for the following:

Destination: Hilton Garden Inn East, 1600 Interstate Park Dr., Montgomery, AL
Departure Date: June 11, 2015 Return Date: June 12, 2015
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend Microsoft Excel 2007/2010 Training

Traveler (s) Name: 1. Tammy Turner 4. _____
2. Dorothy Anderson 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$256.00 Advance Registration Required: \$256.00

Department Name: Support Services Fund Name: General

Additional Comments: Registration - \$256.00 (\$128.00 each registrant)

To: Myrtle Singleton, Purchasing Manager

From: Donald L. Mims, Administrator

The above request is app. 04/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$256.00 and advance registration of \$256.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51901.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$2,000.00</u>	
Current Requests:	<u>\$256.00</u>	
Budget Balance:	<u>\$1,744.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/30/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

APR - 6 2015

Request # 9

Date: March 20, 2015
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Houston, TX
Departure Date: June 8, 2015 Return Date: June 10, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend PRIMA Annual Conference

Traveler (s) Name: 1. Scott Kramer 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: Risk Management Fund Name: Liability

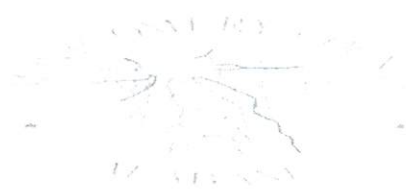
Additional Comments: ****All expenses will be handled by PRIMA****

To: Scott Kramer, Risk Manager
From: Donald L. Mims, Administrator

The above request is app. 04/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>007-51100.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$15,000.00</u>
Approved Requests:	<u>\$2,031.64</u>
Budget Available:	<u>\$12,968.36</u>
Current Requests:	<u>\$0.00</u>
Budget Balance:	<u>\$12,968.36</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/24/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

APR - 6 2015

Request # 5

Date: April 1, 2015
To: Donald L. Mims, Administrator
From: George C. Speake, County Engineer
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: May 11, 2015 Return Date: May 14, 2015
Conference Leave (Days / Hours): 4 days
Purpose of Travel: Attend the 2015 ACEA Annual Conference

Traveler (s) Name: 1. James Kelley 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,200.00 Advance Registration Required: \$185.00

Department Name: Engineering Department Fund Name: Gasoline Tax 111-53600.265

Additional Comments: Mileage, Lodging, & Meals
*Registration is required to be paid online when registering. Mr. Kelley will use
his personal credit card to meet this requirement.

To: George C. Speake, County Engineer

From: Donald L. Mims, Administrator

The above request is app. 04/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,200.00 and advance registration of \$185.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>111-53600.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$6,500.00</u>	
Approved Requests:	<u>\$4,675.63</u>	
Budget Available:	<u>\$1,824.37</u>	
Current Requests:	<u>\$1,200.00</u>	
Budget Balance:	<u>\$624.37</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 4/1/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 16

AGENDA

APR - 6 2015

Date: March 16, 2015
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: On Line Course Return Date: _____
Conference Leave (Days / Hours): 28-hour online
Purpose of Travel: Alabama 28-hour Commercial Topics Package

Traveler (s) Name: 1. Dona Wright 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$399.95 Advance Registration Required: \$399.95

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: This is a 28-hour online course. No travel expenses involved. Money is only
needed for the package to complete course. PACKAGE PRICE \$399.95
TOTAL: \$399.95

To: Clay Henley, Chief Appraiser

From: Donald L. Mims, Administrator

The above request is app. 04/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$399.95 and advance registration of \$399.95 is authorized.

To be completed by the Finance Department

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>\$16,596.53</u>	
Budget Available:	<u>\$13,403.47</u>	
Current Requests:	<u>\$399.95</u>	
Budget Balance:	<u>\$13,003.52</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/18/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

APR - 6 2015

Request # 17

Date: March 17, 2015
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: April 22, 2015 Return Date: April 24, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Real & Personal Property Calculations

Traveler (s) Name: 1. Clay Henley 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: Appraisal Fund Name: Reappraisal

Additional Comments: This request is for Administrative leave due to Clay being the instructor for this class. There are no other travel expenses involved.

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

The above request is app. 04/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$16,596.53</u>	
Budget Available:	<u>\$13,403.47</u>	
Current Requests:	<u>\$399.95</u>	
Budget Balance:	<u>\$13,003.52</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/18/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

AGENDA

APR - 6 2015

Date: March 25, 2015
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: May 19, 2015 Return Date: May 20, 2015
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend 2015 Alabama SHRM State Conference

Traveler (s) Name: 1. Carmen Douglas 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$105.80 Advance Registration Required: _____

Department Name: Personnel Fund Name: Merit System

Additional Comments: Mileage - 105.80
Other expenses paid by SHRM

To: Carmen Douglas, Director

From: Donald L. Mims, Administrator

The above request is app. 04/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$105.80 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$1,470.00</u>	
Budget Available:	<u>\$18,530.00</u>	
Current Requests:	<u>\$105.80</u>	
Budget Balance:	<u>\$18,424.20</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/25/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

AGENDA

APR - 6 2015

Date: March 25, 2015
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Atlanta, GA
Departure Date: July 19, 2015 Return Date: July 22, 2015
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend the IPAC 2015 Conference and Pre-Conference Workshop

Traveler (s) Name: 1. Margaret Broekhoven 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,269.00 Advance Registration Required: \$325.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration - \$325.00; Food - \$300.00, Hotel - \$400.00; Mileage - \$184.00;
Parking - \$60.00

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

The above request is app. 04/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,269.00 and advance registration of \$325.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$1,470.00</u>	
Budget Available:	<u>\$18,530.00</u>	
Current Requests:	<u>\$1,374.80</u>	
Budget Balance:	<u>\$17,155.20</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/25/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

AGENDA

APR - 6 2015

Date: March 24, 2015
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 201 Waterfront Street, National Harbor, MD 20745
Departure Date: July 25, 2015 Return Date: July 31, 2015
Conference Leave (Days / Hours): 7 Days
Purpose of Travel: To attend the 21st Annual Training Conference and Veteran's Court Conference

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

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

Total (est.) Cost: \$3,668.00 Advance Registration Required: \$700.00

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: _____

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 04/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$3,668.00 and advance registration of \$700.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$12,300.00</u>	
Approved Requests:	<u>\$3,783.00</u>	
Budget Available:	<u>\$8,517.00</u>	
Current Requests:	<u>\$3,668.00</u>	
Budget Balance:	<u>\$4,849.00</u>	

Donald L. Mims, Administrator

[Faint signature of Donald L. Mims]

Reviewed by: S. Thomas

Date: 3/30/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

AGENDA

APR - 6 2015

Date: March 31, 2015
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, Al
Departure Date: April 15, 2015 Return Date: April 17, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Train the Trainer

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

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

Total (est.) Cost: \$935.88 Advance Registration Required: \$0.00

Department Name: Revenue Commission Fund Name: 755-51500.265

Additional Comments: _____

To: Janet Buskey, Revenue Comm.
From: Donald L. Mims, Administrator

The above request is app. 04/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$935.88 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>755-51500.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$7,000.00</u>	
Approved Requests:	<u>\$2,807.02</u>	
Budget Available:	<u>\$4,192.98</u>	
Current Requests:	<u>\$935.88</u>	
Budget Balance:	<u>\$3,257.10</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 4/1/2015

cc: Finance Director / Buyer

13-11

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 24

AGENDA

APR - 6 2015

Date: March 17, 2015
To: Donald L. Mims, Administrator
From: Daryl D. Bailey
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: April 13, 2015 Return Date: April 15, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: ADAA 2015 Spring Extended Business Session

Traveler (s) Name: 1. Daryl Bailey 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: District Attorney Fund Name: 001-51261-265

Additional Comments: _____

To: Daryl D. Bailey

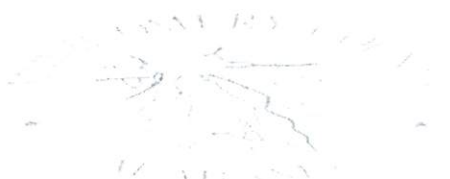
From: Donald L. Mims, Administrator

The above request is app. 04/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$375.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51261.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$65,000.00</u>	
Approved Requests:	<u>\$15,913.00</u>	
Budget Available:	<u>\$49,087.00</u>	
Current Requests:	<u>\$375.00</u>	
Budget Balance:	<u>\$48,712.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 3/18/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 25

AGENDA

APR - 6 2015

Date: April 1, 2015
To: Donald L. Mims, Administrator
From: Daryl D. Bailey
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Washington, D. C.
Departure Date: May 31, 2015 Return Date: June 5, 2015
Conference Leave (Days / Hours): 6 Days
Purpose of Travel: Attend National District Attorneys Assoc.: The Executive Program

Traveler (s) Name: 1. Daryl Bailey 4. _____
2. Azzie Taylor 5. _____
3. Rhonda Cape 6. _____

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

Total (est.) Cost: \$7,604.00 Advance Registration Required: \$1,895.00

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

Additional Comments: _____

To: Daryl D. Bailey
From: Donald L. Mims, Administrator

The above request is app. 04/06/15 reimbursement of actual and necessary expenses in the
approximate amount of \$7,604.00 and advance registration of \$1,895.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>760-51260.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$65,000.00</u>	
Approved Requests:	<u>\$15,913.00</u>	
Budget Available:	<u>\$49,087.00</u>	
Current Requests:	<u>\$7,979.00</u>	
Budget Balance:	<u>\$41,108.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas
Date: 4/1/2015
cc: Finance Director / Buyer

13-13