

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

MARCH 21, 2016

AGENDA

INFORMATION SESSION

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

Prayer Led by Commissioner Williams

Reports from Staff:

Deputy Administrator
County Attorney
County Engineer

Comments from Scheduled Attendees:

Director of General Services Steve Jones with the City of Montgomery and Montgomery
City-County Library Director Juanita Owes
District Director of Athletics William Dean with Montgomery Public Schools
Executive Director Lynn Beshear with Envision 2020 and Consultant Linnea Conely and
Senior Fellow Jeff Blancett with SummaSource at Auburn Montgomery
Mr. Ken Ward with Montgomery Clean City Commission
Vice President Stephen Z. Smith with River Region Chaplain Service
Dr. Betty Ann Palmer with Southern League Dixie Youth Baseball

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Guest of Commissioner Hall

Pledge of Allegiance Led By Guest of Commissioner Hall

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of March 7, 2016

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Authorization of Board Member Appointments to the Rolling Hills/Lakes Volunteer Fire Department, County Commission
2. Consider Authorization of Contract with Fresh Start Community Development Corp., in the amount of \$200,000, for the Youth City Center Leased Property Improvements including Architectural Services and Building Materials, County Commission
3. Consider Authorization of Contract with Fresh Start Community Development Corp., in the amount of \$900,000 for the Youth City Center Leased Property Improvements including Architectural Services and Building Materials, County Commission
4. Consider Authorization of Award of Contract to The Bridge, Inc., Concerning Operation of the Davis Treatment Program, Youth Facility
5. Consider Authorization of Construction of Additional ADA Compliant Parking and a Vehicle Inspection Space at the Lawrence Street Entrance to Annex III, County Commission
6. Consider Authorization of New Montgomery County Commission Logo Designed by STAMP, County Commission
7. Consider Authorization of Hixson Consultants Proposal to Inspect Annex II, Pardons and Parole, and CareHere Buildings for Numerous Water Infiltration Issues, County Commission
8. Consider Authorization of Security Upgrades for Pre-Trial Diversion Office in Annex II and Related Budget Change Request Number 32, County Commission
9. Consider Authorization of a Budget Not to Exceed \$140,000 for Security, Communications and Furnishings for Probate-Revenue South, County Commission
10. Consider Authorization of County Levies for Alcohol Licensing for 2016-2017, County Commission
11. Consider Authorization of Payment of 2016 Membership Dues to International City/County Management Association (ICMA) for County Administrator Donald L. Mims, County Commission
12. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
13. Consider Bid Award to Trinity Services Group, Inc., regarding Inmate Food Service, Bid Number 52200-16B-013, Detention Facility
14. Consider Budget Change Request Number 37 for \$5,000 to HandsOn River Region for the Volunteer Management Program, County Commission Appropriations

15. Consider Budget Change Request Number 38 for \$1,000 to Whom it Concerns, Inc., for the Program, County Commission Appropriations
16. Consider Budget Change Request Number 39 for \$5,000 to Central Alabama Regional Planning and Development Commission for HVAC Repairs at the Dublin Senior Center, County Commission Appropriations
17. Consider Budget Change Request Number 40 for \$2,000 to Robert E. Lee High School for Student Support Activities Related to the Death of a Student, County Commission Appropriations
18. Consider Budget Change Requests (5)
 1. Board of Registrars – Request Number 1
 2. Emergency Mgmt. Communications District Board – Request Number 1
 3. Engineering Department – Request Number 4
 4. Judge of Probate (Elections) – Request Number 4
 5. Public Affairs – Request Number 1
19. Consider Hiring Administrative Support Specialist at Pay Grade A04, Step 5 (\$32,826), County Commission
20. Consider Position Fill Requests – Engineering Department (2)
 1. County Road Equipment Operator I, Position Number 620551017
 2. Traffic Control Technician II, Position Number to Be Determined
21. Consider Position Fill Request for Administrative Support Associate, Position Number 230, Detention Facility
22. Consider Position Fill Requests – Sheriff's Office (2)
 1. Deputy Sheriff Corporal, Position Number 97
 2. Deputy Sheriff Trainee/Deputy Sheriff, Position Number to Be Determined
23. Consider Position Fill Request for Buyer I, Position Fill Request Number 260782001, Support Services
24. Consider Travel/Training Requests (12)

Reports from Staff:

Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Reports from Staff:

Deputy Administrator
County Attorney
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

MARCH 21, 2016

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 4, 2016

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 18, 2016

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 2, 2016

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 16, 2016

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 30, 2016

County Holiday (Memorial Day)

PERSONNEL ACTIONS

Fill action continues for 2 Appraiser II's – Appraisal Department
Fill action continues for 1 IT Technician – Information Systems
Fill action continues for 1 Custodial Maintenance Manager – Support Services Department
Fill action continues for 1 General Services Director – Support Services Department
Fill action continues for 1 Mail Room and Stores Clerk – Support Services Department
Fill action continues for 1 Maintenance Mechanic – Support Services Department
Fill action continues for 1 Administrative Support Specialist – County Commission
Fill action continues for 3 Administrative Support Associate – Detention Facility
Fill action continues for 26 Correction Officer Trainees – Detention Facility
Fill action continues for 1 Detention Facility Accounts Manager – Detention Facility
Fill action continues for 3 Maintenance Mechanics – Detention Facility
Fill action continues for 1 Corrections Officer, Captain – Detention Facility
Fill action continues for 2 Corrections Officer, Corporal – Detention Facility
Fill action continues for 2 Corrections Officer, Lieutenant – Detention Facility
Fill action continues for 2 Corrections Officer, Sergeant – Detention Facility
Fill action continues for 1 Stores Clerk – Detention Facility
Fill action continues for 2 Legal Support Assistant – District Attorney's Office
Fill action continues for 2 Investigator I's – District Attorney's Office
Fill action continues for 1 Secretary – District Attorney's Office
Fill action continues for 2 WCU Case Manager I's – District Attorney's Office
Fill action continues for 1 Director – District Attorney Pre-Trial
Fill action continues for 3 CREO I's – Engineering Department
Fill action continues for 1 CREO II – Engineering Department
Fill action continues for 1 Payroll & Benefits Assistant – Finance Department
Fill action continues for 1 Administrative Support Specialist – Personnel Department
Fill action continues for 1 Customer Service Clerk – Probate Judge's Office
Fill action continues for 1 Administrative Support Specialist – Probate Judge's Office
Fill action continues for 1 Assistant Tag & License Supervisor – Probate Judge's Office
Fill action continues for 1 Director of Elections – Probate Judge's Office (Election Center)
Fill action continues for 1 Revenue Branch Supervisor – Revenue Commissioner's Office
Fill action continues for 1 Administrative Support Specialist – Sheriff's Office
Fill action continues for 2 Court Security Officer's – Sheriff's Office
Fill action continues for 2 Administrative Support Associate – Sheriff's Office
Fill action continues for 2 Deputy Sheriff's (Part-Time) – Sheriff's Office
Fill action continues for 1 Records & Identification Clerk – Sheriff's Office
Fill action continues for 1 Deputy Sheriff Trainee / Deputy Sheriff – Sheriff's Office
Fill action continues for 1 Deputy Sheriff, Corporal – Sheriff's Office
Fill action continues for 1 Revenue Auditor – Tax and Audit Department
Fill action continues for 1 Administrative Support Associate – Youth Facility
Fill action continues for 1 Court Operations Clerk I – Youth Facility
Fill action continues for 1 Juvenile Detention Director – Youth Facility
Fill action continues for 1 Juvenile Probation Officer I – Youth Facility
Fill action continues for 4 Juvenile Detention Officers – Youth Facility
Fill action continues for 1 Juvenile Detention Officer (Part-Time) – Youth Facility

March 21, 2016

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 3-11-16

Check Number	To	Check Number
258943		259589
Total Checks Paid		\$900,993.28

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

AGENDA

MAR 21 2016

3-21-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 3-11-16

Check Number	To	Check Number
259591		259686
Total Checks Paid		\$215,351.35

CHECK #259590 REPLACES CHECK #258266 \$624.00

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

AGENDA

MAR 21 2016

3-21-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 3-18-16

Check Number	To	Check Number
259687		259760
Total Checks Paid		\$439,588.44

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

AGENDA

MAR 21 2016

3-21-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 3-18-16

Check Number	To	Check Number
259761		259822
Total Checks Paid		\$259,363.52

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

3/21/16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

AGENDA

MAR 21 2016

CHECKS ARE DATED
3/18/16

Payroll Check Number	125053	To	Payroll Check Number	125123	\$ 50,769.31
Direct Deposits					\$ 865,319.23
Payroll Check Number	125124	To	Payroll Check Number	125148	\$ 254,375.91
Direct Deposits					\$ 390,799.13
Federal Deposits					\$ 339,202.03
Total Payroll Paid					\$ 1,900,465.61

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

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

MAR 21 2016

March 11, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen
Deputy Administrator 

SUBJECT: Board Member Appointments to Rolling Hills/Lakes Volunteer Fire Department

The Montgomery County Commission, at its meeting on March 7, 2016, agreed to place the appointment of board members to the Rolling Hills/Lakes Volunteer Fire Department on the next agenda, as requested by President Philip B. Burwell.

I am requesting approval of these appointments.

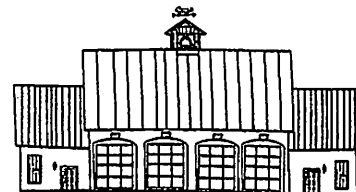
/tn

Attachments

ROLLING • HILLS • LAKES

VOLUNTEER FIRE DEPARTMENT

ESTABLISHED 1990



6120 TROTMAN ROAD
MONTGOMERY, ALABAMA 36116-6061
(334) 288-7344
TAX ID# 63-1025872

February 22, 2016

Mr. Donald Mims
Montgomery County Commision

Dear Mr. Mims,

Rolling Hills-Lakes V. F. D., held our annual meeting this past Saturday. Enclosed is a list of the officers and board members elected to serve the terms stated.

If you have any questions, please call me at 334-303-6703.

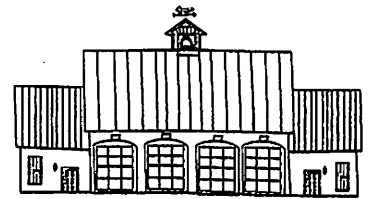
Philip B. Burwell

Philip B. Burwell

ROLLING • HILLS • LAKES

VOLUNTEER FIRE DEPARTMENT

ESTABLISHED 1990



6120 TROTMAN ROAD
MONTGOMERY, ALABAMA 36116-6061
(334) 288-7344
TAX ID# 63-1025872

Rolling Hills/Lakes V.F.D.

Effective 2-20-2016

Officers terms are for one year

President:

Timothy Martin	304 Crimson Dr. Pike Rd. 36064	C201-3210 2-18-17
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Vice President:

Don Schofield	5836 Trotman Rd. 36116	C300-9068 2-18-17
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Treasurer:

Autry Talley	250 Cindy Ln. 36116	C210-282-6781 2-18-17
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Secretary:

Tori Hollway	223 Landon 36116	H284-5909 2-18-17
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Members:

* Greg Holmes	3354 Holmes Ln. 36116	C799-4234 2-17-18
Lomack Bean	548 Mizell Dr. 36116	C211-6671 2-17-18
Tom Shanks	6972 Woodley Rd. 36116	C312-1526 2-18-17
Alfonso Patterson	4651 Vanderbilt Dr. 36116	C281-2134 2-17-18
Dr. Jan Wercinski	354 Mizell Rd. 36116	H284-2322 2-17-18
* Gerre Walley	7054 Knoll Loop 36116	C782-0244 2-17-18
James Labadie	7466 Fairway Dr. 36116	H284-3463 2-18-17
Dr.Kirk Skinner	1156 Rolling Lakes Dr. 36116	H288-0093 2-18-17

Philip Burwell

1545 Mt. Zion Rd.
Ramer, Ala. 36069

C303-2622
2-17-18

Rolling Hills/Lakes VFD

Members:**Term Expires:****President:**

Philip B. Burwell
(Send Reappt Requests)

1545 Mt. Zion Rd
Ramer, 36069

H 286-1888
C 303-2622

2/28/2016

Vice President:

Don Schofield

5836 Trotman Rd
36116

H 281-6864
C 303-9068
E dvschofield@charter.net

2/18/2017

Treasurer:

Autry Talley

250 Cindy Lane
36116

C 210-282-6781

2/28/2017

Secretary:

Tori Holloway

223 Landon Road
36116

H 284-5909

2/28/2017

Board Members:

Selma Patterson

358 Gibson Hills
36116

C 324-2982

2/28/2016

Lomack Bean

548 Mizell Dr.
36116

C 221-6671

2/28/2016

Tom Shanks

6972 Woodley Road
36116

H 288-3493

2/28/2017

Alfonso Patterson

4651 Vanderbilt Dr.
36116

H 281-2134

2/28/2016

Tim Martin

304 Crimson Drive
Pike Road, 36064

C 201-3210

2/28/2017

Dr. Jan Wercinski

354 Mizell Rd
36116

H 284-2322
E jwercinski@aol.com

2/28/2016

Steve Diermayer

935 Meriwether Road
Pike Rd. 36064

C 414-3246

2/28/2016

James Labadie

7466 Fairway Drive
36116

H 284-3463
C 538-6911

2/28/2017

Dr. Kirk Skinner

156 Rolling Lakes Rd.
36116

H 288-0093

2/28/2017

TERMS: 2 YEARS

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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

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AGENDA

MAR 21 2016

March 17, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen 
Deputy Administrator

SUBJECT: Contract Agreement with Fresh Start Community Development Corp., in the amount of \$200,000

The Montgomery County Commission, at its meeting on March 7, 2016, agreed to place on the next agenda a Contract Agreement with Fresh Start Community Development Corp in the amount of \$200,000, for the Youth City Center leased property improvements including architectural services and building materials.

I am requesting that the Commission approve this Contract Agreement.

/tn

Attachment

STATE OF ALABAMA)

COUNTY OF MONTGOMERY)

CONTRACT AGREEMENT

WITNESS THIS AGREEMENT by and between the Montgomery County Commission, a body corporate and political, hereinafter referred to as the County and Fresh Start Community Development Corp., hereinafter referred to as Fresh Start, for and in consideration of the mutual covenants herein contained the receipt and sufficiency whereof being hereby acknowledged as follows:

Subject to the City of Montgomery entering into a Lease Agreement with Fresh Start for premises located on the second floor (approximately 80,000 square feet) of the old Gayfers store in the old Montgomery Mall for the purpose of locating the Youth City Center, the County agrees to appropriate to Fresh Start, the sum of two-hundred-thousand dollars (\$200,000.00) payable after Fresh Start has provided documentation substantiating the purchase and installation of \$300,000 in leased property improvements including materials, and architectural services. The documents substantiating the purchase of leased property improvement materials and architectural services include, but are not limited to, invoices for architectural services and invoices and material lists of all construction materials.

Fresh Start will utilize the appropriation to fund the Youth City Center leased property improvements including architectural services and building materials. The Youth City program operating in the leased property will be dedicated to serving the unique needs of all youth including low-income at risk youth, ages 5 to 18, creating measurable tools to evaluate the overall success and impact of the program. The Youth City Center will include an entertainment space, educational space, and health and wellness space. The Entertainment Space: Youth City participants will converge in a safe environment that will employ structured, disciplined activities including Arcade/Gaming, Movie Showings, Spoken Word, and Talent/Drama Shows. The Education Space: Youth City participants will engage with educational professionals in obtaining Tutoring/Homework Assistance, Mentoring/Career Mentoring, Behavior Reinforcement, Technology Enrichment, GED Preparation, Leadership and Development, Economic Development Strategies, and Civic Engagement. The Health and Wellness Space: Youth City participants will be exposed to appropriate physical activity and nutrition education activities including Physical Activity Classes – Structured Play, Nutrition Classes – Cooking Demos, and Health Disparities Workshops.

Upon execution of the Lease Agreement with the City of Montgomery, Fresh Start will commence construction of Phase 1 of the project within 120 days and will complete construction of Phase I within 210 days after the initial 120 day period. Fresh Start may utilize the County Commission's entire appropriation for leased property improvements of Phase 1 and other phases, including building materials, and architectural services. The Architectural Services

Contract between Fresh Start and their selected architectural firm will utilize AIA Document A201TM – 2007 General Conditions of the Contract for Construction. Based upon the Lease Agreement, the City of Montgomery will provide plumbing, electrical, sheetrock and other construction work as in-kind services for an estimated fair market value of \$845,000 for Phase 1 of the leased property improvements. Fresh Start will construct the leased property improvements for Phase 1 containing approximately 15,900 square feet at an estimated fair market value of \$1,826,000, through donations, loans, and in-kind services from contractors. Fresh Start will provide the County with monthly progress reports after construction commences which will include percentage of work completed and description of facilities that have been improved to that point. Attached to this Contract Agreement are copies of the preliminary drawings of the Youth City Center facilities (Exhibit A), Project Timeline Schedule (Exhibit B), Youth City Budgets for Phase 1 & Phase 2 (Exhibit C), which includes fair market cost for these two phases and the Lease between the City of Montgomery and Fresh Start (Exhibit D).

Each of the parties recognizes and assesses the need in Montgomery County for the promotion of programs that will provide educational and development opportunities, which will promote and enable a better quality of life for youth within the County. These services are essential to the health, education and welfare of citizens in Montgomery County.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be duly executed on this the ____ day of _____, 2016.

Fresh Start Community Development Corp.

Montgomery County Commission

By: _____
Kyle Searcy, President
150 E. Fleming Road
Montgomery, AL 36116

By: _____
Elton N. Dean, Sr., Chairman
P.O. Box 1667
Montgomery, AL 36102-1667

This Contract Agreement has been reviewed and approved as per County Attorney Thomas T. Gallion, III's Opinion Dated _____.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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

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AGENDA

MAR 21 2016

March 17, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen
Deputy Administrator 

SUBJECT: Contract Agreement with Fresh Start Community Development Corp., in the amount of \$900,000

The Montgomery County Commission, at its meeting on March 7, 2016, agreed to place on the next agenda a Contract Agreement with Fresh Start Community Development Corp., in the amount of \$900,000 for the Youth City Center leased property improvements including architectural services and building materials.

I am requesting that the Commission approve this Contract Agreement.

/tn

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Fresh Start will utilize the appropriation to fund the Youth City Center leased property improvements including architectural services and building materials. The Youth City program operating in the leased property will be dedicated to serving the unique needs of all youth including low-income at risk youth, ages 5 to 18, creating measurable tools to evaluate the overall success and impact of the program. The Youth City Center will include an entertainment space, educational space, and health and wellness space. The Entertainment Space: Youth City participants will converge in a safe environment that will employ structured, disciplined activities including Arcade/Gaming, Movie Showings, Spoken Word, and Talent/Drama Shows. The Education Space: Youth City participants will engage with educational professionals in obtaining Tutoring/Homework Assistance, Mentoring/Career Mentoring, Behavior Reinforcement, Technology Enrichment, GED Preparation, Leadership and Development, Economic Development Strategies, and Civic Engagement. The Health and Wellness Space: Youth City participants will be exposed to appropriate physical activity and nutrition education activities including Physical Activity Classes – Structured Play, Nutrition Classes – Cooking Demos, and Health Disparities Workshops.

Upon execution of the Lease Agreement with the City of Montgomery, Fresh Start will commence construction of Phase 1 of the project within 120 days and will complete construction of Phase I within 210 days after the initial 120 day period. Fresh Start may utilize the County Commission's entire appropriation for leased property improvements of Phase 1 and other phases, including building materials, and architectural services. The Architectural Services Contract between Fresh Start and their selected architectural firm will utilize AIA Document A201TM – 2007 General Conditions of the Contract for Construction. Based upon the Lease Agreement, the City of Montgomery will provide plumbing, electrical, sheetrock and other construction work as in-kind services for an estimated fair market value of \$845,000 for Phase 1 of the leased property improvements. Fresh Start will construct the leased property improvements for Phase 1 containing approximately 15,900 square feet at an estimated fair market value of \$1,826,000, through donations, loans, and in-kind services from contractors. Fresh Start will provide the County with monthly progress reports after construction commences which will include percentage of work completed and description of facilities that have been improved to that point. Attached to this Contract Agreement are copies of the preliminary drawings of the Youth City Center facilities (Exhibit A), Project Timeline Schedule (Exhibit B), Youth City Budgets for Phase 1 & Phase 2 (Exhibit C), which includes fair market cost for these two phases and the Lease between the City of Montgomery and Fresh Start (Exhibit D).

Each of the parties recognizes and assesses the need in Montgomery County for the promotion of programs that will provide educational and development opportunities, which will promote and enable a better quality of life for youth within the County. These services are essential to the health, education and welfare of citizens in Montgomery County.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be duly executed on this the ____ day of _____, 2016.

Fresh Start Community Development Corp.

Montgomery County Commission

By: _____

Kyle Searcy, President
150 E. Fleming Road
Montgomery, AL 36116

By: _____

Elton N. Dean, Sr., Chairman
P.O. Box 1667
Montgomery, AL 36102-1667

This Contract Agreement has been reviewed and approved as per County Attorney Thomas T. Gallion, III's Opinion Dated _____.

Montgomery County Youth Facility

Memo

To: Mr. Donnie Mims, Montgomery County Administrator
From: Bruce R. Howell, Juvenile Court Administrator 
Date: March 11, 2016
Re: Awarding of Davis Treatment Contract

Please place the awarding of the contract to operate the Davis Treatment Program to the Bridge, Inc. on the March 21st formal agenda. The contract with the Bridge is attached for approval and the chairman's signature.

Thank you for your consideration in this matter.

STATE OF ALABAMA
AGREEMENT
Between
Montgomery County Commission
And
The Bridge, Inc.

FOR THE
Davis Program

This Contract (the "Agreement") is entered into by and between the Montgomery County Commission (hereinafter sometimes referred to as "Contracting Authority") and The Bridge, Inc. (hereinafter sometimes referred to as "Company" and/or "The Bridge").

WHEREAS, the Contracting Authority is the designated authority seeking the implementation of the Davis Program (hereinafter referred to as "the program") in Montgomery County, Alabama.

WHEREAS, the Contracting Authority desires to have the program operated and managed by an organization with experience in adolescent programs; and

WHEREAS, the Contracting Authority desires that The Bridge, Inc. undertake the operation and management of said Davis Program under the following conditions.

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained in this Agreement, the parties agree as follows:

Section 1: Purpose. The Company hereby agrees to undertake the development, operation and management responsibilities of the Davis Treatment Center to include a community day reporting/treatment program, Parent Project program, and Transitions program. The Company agrees to operate the program under the terms of this Agreement at such time agreed to by the Company and the Contracting Authority and established as set out herein. The operation of the program will be in accordance with the required terms and conditions provided within the Request For Proposal # 52601-16P-001.

Section 2: Duty to Cooperate. The parties acknowledge that their cooperation is critical to the ability of the Company to perform its duties successfully and efficiently. Accordingly, each party agrees to cooperate with the other fully in formulating and implementing the Company's recommendations. Both parties agree to cooperate with all audits, reviews, or inspections.

Section 3. Standard for the Davis Program Operation. While the Davis Program is under the management and control of the Company the program will, subject to limitations beyond the

control of the Company, conform to applicable federal, state, and local statutes and ordinances and the applicable laws of the State of Alabama.

Section 4. Inventory. Representatives of the Contracting Authority and the Company will complete an inventory of equipment and furnishings provided by the Contracting Authority for the operations of the Davis Program. The Contracting Authority will be responsible for all major repair and replacement of equipment and furnishings provided to the Company for the operation of the Davis Program.

Section 5. Insurance. The Company at its sole cost and expense, shall provide for the comprehensive liability coverage and workmen's compensation for all of the Company's agents, servants, employees, personnel, and other persons connected in any way to the operation and the management of the program. The Company shall provide property coverage for any personal property used in the operation of the Davis Program. The Contracting Authority will be responsible for the property and facilities furnished to the Company in operating the Davis Program.

Section 6. Characteristics The program shall comply with applicable constitutional and DYS standards as well as any local, state, or federal standards, statutes, rules and regulations.

Section 7. Juvenile Records The Company will have written policies and procedures to govern a juvenile record system. Information contained in the juvenile records shall be consistent with that required by Alabama Department of Youth Services for non-committed youth, and has been established in all programs of The Bridge, Inc. All information shall be considered confidential and is subject to release or disclosure only to authorized representatives of the agency having jurisdiction over the juvenile. Release of juvenile records to physicians or other health care providers for use in treatment is hereby expressly authorized by the Confining Jurisdiction.

Section 8 Program Records The Company will maintain program records of all significant activities related to the operation of the program. These records will be available for review by the Contracting Authority.

Section 9 Compliance The Company agrees to comply with the standards of the Alabama Department of Youth Services and the Medicaid Administrative Code, the Medicaid Provider manual, Rehabilitative Services, Chapter 105.

Section 10 Physical Examination The Contracting Authority will pay for a complete physical exam to include the Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) for youth entering the program.

Section 11. Term The Term of this Agreement shall commence on March 1, 2016 and shall run through September 30, 2016 with the option of both the Contracting Authority and the Company to renew this agreement under the same terms. If State funding is available, the contract may be increased up to 5% for each one-year renewal period. The company understands that the term of this Agreement and any subsequent renewal periods is dependent on necessary funds being paid to the Contracting Authority for the compensation outlined in Section 12 herein.

Section 12. Termination for Convenience Either party may terminate this Agreement without cause for any reason. Either party shall give written notice to the other party at least thirty (30) days before the effective termination date.

Section 13. Compensation for Services The Contracting Authority hereby agrees to pay the Company, as compensation for their services related to this Agreement for the period commencing on March 1, 2016 and ending September 30, 2016 the sum of \$271,250.00 Dollars, payable in monthly installments of \$38,750.00.

The parties agree that the compensation to the Company for any renewal periods will be negotiated by the parties beginning not later than sixty (60) days prior to each such remaining annual period. In the event the parties are not able to agree on the compensation for said remaining annual periods, the Company shall continue operation of the Facility for the then existing compensation for a period through and including thirty (30) days from delivery of written notice of termination of this Agreement.

Section 14. Billing for Services The Company will submit an invoice to the Contracting Authority monthly for services provided during the month in accordance with the Request for Proposal #52601-16P-001. Payment for the services invoiced is due within 10 days of receipt of the invoice by the Contracting Authority.

Section 15. Unusual Occurrences and Incidents The Company will immediately notify the Contracting Authority in the event of an unusual occurrence or incidents and thereafter as requested and as soon as practical, furnish written notification of such occurrence or incident. In the event of a disturbance caused by a client, or if any security threat or peril should occur with or outside the program, the Contracting Authority shall be notified immediately. The Company will cooperate with the Contracting Authority and local law enforcement agencies in taking command and restoring order.

Section 16. Breach, Notice, and Cure In the event of a breach of any obligation or covenant under this Agreement, the non-breaching party may give the breaching party written notice of the specifics of the breach, and the breaching party shall have ten (10) days in which to cure the breach. Only if the breach is not cured within such period shall the non-breaching party be entitled to pursue any remedies it may have due to the breach.

In the event any provision contained in the Agreement shall be breached by either party and thereafter waived by either party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other breach.

Section 17. Prohibition of Assignment The Contracting Authority acknowledges that the nature of the services to be rendered under this agreement are unique and based on the Company's expertise and that as a consequence of such, the Contracting authority is prohibited from assigning duties or obligations due under the terms of this Agreement without the consent of the Company.

Section 18. Hold Harmless The Company will hold harmless the Contracting Authority as to any charge back, penalties, state or federal repayments and any interest incurred by reason of any Title XIX noncompliance arising out of or connected with any action or failure to act by the Company in regard to the Company's responsibilities in regard to the Rehabilitative services or eligibility therefore as contemplated by this agreement. The term "Title XIX noncompliance" shall be construed to mean any failure or inability of the Company to meet the Medicaid requirements of Title XIX of the Social Security Act, and any regulations promulgated by the Federal government in connection therein.

The Company will hold harmless the Contracting Authority as to any penalties, state, or federal charge backs and/or replacements and any interest incurred by any reason as a result of the findings of any Medicaid, Attorney General or DYS Audit. The Company will hold harmless the Contracting Authority as to any and all actions of the Company.

Section 19. Notice If notice or demand of any kind is to be given by any party to any other party, it shall be in writing, signed by the party giving it, directed to the intended recipient with sufficient postage prepaid certified mail, addressed as follows:

To the Contracting Authority:
Bruce R. Howell, Administrator
Montgomery County Family Court
P.O. Box 9219-1111 Airbase Blvd
Montgomery, AL 36108-9219

To the Company:
Tim Naugher, Executive Director
The Bridge, Inc.
3232 Lay Springs Road
Gadsden, AL 35904

Section 20. Formal Review and Evaluation The Company and the Montgomery County youth facility staff will provide a quarterly review and evaluation of the services provided under this Agreement and the corresponding RFP. A written report summarizing the review and evaluation will be provided to the presiding Family Court Judge of Montgomery, Alabama.

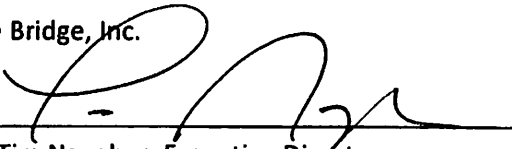
Section 21. Resolution of Disputes If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions and negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama between Montgomery County Commission and The Bridge, Inc.

Section 22. Complete Agreement; Amendments and Waivers This Agreement and all exhibits hereto and incorporated by references as set out fully herein comprise the entire understanding of the parties with respect to the transactions contemplated hereby.

This Agreement may be amended, each party may take any action herein prohibited or omit to take action herein required to be performed by it, and any breach of any covenant, agreement, warranty or representation may be waived, only if each party has obtained the written consent or waiver of the other party as to that specified breach only.

ATTEST:

The Bridge, Inc.

By:  _____

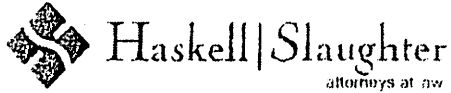
Tim Naugher, Executive Director

Date: 2.19.16

ATTEST:

The Montgomery County Commission

By: _____ Date: _____



Haskell Slaughter & Gallion, LLC

8 Commerce Street

Suite 1200

Montgomery, Alabama 36104

T 334 265 8573 | F 334 264 7945

YLG

MEMORANDUM

March 7, 2016

To: Donnie Mims

From: Thomas T. Gallion, III

Re: Agreement with The Bridge, Inc. for the Davis Program

I have reviewed your Memorandum dated March 4, 2016, regarding the Agreement with The Bridge, Inc. I have also reviewed the agreement.

It is my opinion that everything in the agreement appears to be in order and 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 cannot 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

MAR 21 2016

February 22, 2016

MEMORANDUM

TO: Montgomery County Commission

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

SUBJECT: Modification of Existing Lawrence Street Parking and Access

At the December 21, 2015 meeting of the Montgomery County Commission, the Commission approved a proposal by Annex III building architects JMR+H for architectural/engineering services to design the addition of handicap parking places at the Lawrence Street entrance.

JMR+H has completed its design and is ready for the project to be bid. The attached construction cost estimate is \$41,556.07, including a 10% contingency. The earlier estimate of \$29,725.72 did not include the vehicle inspection space and a handrail along the northern side of the northern handicap space. The project has been coordinated through and approved by the City of Montgomery.

I request that approval of construction of additional ADA compliant parking and a vehicle inspection space at the Lawrence Street entrance be placed on a future agenda.

CONSTRUCTION COST ESTIMATE PROJECT: N/A B.C. NO. N/A		Lawrence Street Handicap Parking JHR+H ARCHITECTURE, PC		DATE OF REPORT: Rev.2--2-15-2016 PROCEED DATE: N/A PROJECT COMPLETION DATE: N/A	
WORK DIVISION		ARCHITECT:	%	AMOUNT	
1. GENERAL REQUIREMENTS				\$3,521.69	12 % of Divisions 2-16
2. SELECTIVE DEMOLITION				\$13,992.75	Lanscaping-pavers-asphalt-Relocate visible utilities (includes fencing)
3. CONCRETE				\$10,936.20	Curb and Gutter-Cheek Wall-Pavers-6" Base and concrete paving
4. MASONRY				\$0.00	
5. METALS				\$3,900.00	Added Handrail with additional concrete as shown
6. WOOD AND PLASTICS				\$0.00	
7. THERMAL AND MOISTURE PROTECTION				\$1,090.20	Expansion joint sealant
8. DOORS AND WINDOWS				\$0.00	
9. FINISHES				\$0.00	
10. SPECIALTIES				\$3,028.32	Handicap signage- stiping-parking blocks
11. EQUIPMENT				\$0.00	
12. FURNISHINGS				\$0.00	
13. FIRE SUPPRESSION				\$0.00	
14. PLUMBING				\$0.00	
15. MECHANICAL				\$0.00	
16. ELECTRICAL				\$1,800.00	Move light pole base (city to install pole)
SUB-TOTAL				\$38,269.16	
CONTINGENCY (10%)				\$3,286.91	
TOTAL				\$41,556.07	
GRAND TOTAL				\$41,556.07	* Additional Parking Space cost is \$5,846.44



Office of Public Affairs
Montgomery County Commission
P.O. Box 1667
Montgomery, Alabama 36102
334.832-1270

AGENDA
MAR 21 2016

MEMORANDUM

March 16, 2016

To: Montgomery County Commission

From: DiDi Henry, public affairs director

DH

At the last Commission meeting, you asked the representatives from Stamp Idea Group to make a few changes to their proposed logo. You requested that for any logo two inches and over that the words, "*a county older than the state*" be added to the logo. For logos under two inches, the outer circle with the words would not be used, as the type would be too small to read.

Stamp Idea Group has submitted these changes and I have attached the final samples to this memo. I am asking that the Commission approve the logo designs at Monday's commission meeting. Thank you for your consideration.

Revised County Logo Designs

2" —————



Logo to be used for 2" and over



Logo to be used for under 2"

Designs are NOT drawn to scale.

Images have been magnified for better viewing.

ELTON N. DEAN, SR.
CHAIRMAN

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AGENDA

MAR 21 2016

February 1, 2016

MEMORANDUM

TO: Montgomery County Commission

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

SUBJECT: Hixson Consultants Proposal

The recent inspection of Annex II and the Pardons and Parole building revealed numerous water infiltration issues in both buildings. In addition, Pat Litchfield has reported similar issues at the CareHere building. All three buildings need immediate attention to avoid further damage.

On Friday I received a proposal from Hixson Consultants to inspect the buildings, report on the buildings' conditions, and recommend a plan of repair at a cost of \$5,200. Hixson has been an excellent resource when providing similar services for other County buildings.

I request that the attached proposal be placed on a future agenda for approval.



HIXSON
Consultants, Inc.

Building Envelope Solutions Team

947 1st Avenue West, Alabaster, AL 35007

Phone: 205-663-2220

Fax: 205-664-5115

January 27, 2016

Applied Technical Consulting Services Proposal

Annex #2, Pardons & Paroles, and Care Here **Montgomery, Alabama**

Mr. Patrick Addison
P.H.&J Architects
807 South McDonough Street
Montgomery, AL 36104
paddison@phjarch.com

Patrick,

In keeping with your request Hixson Consultants, Inc., HCI, is pleased to provide the following applied technical Consulting Services Proposal for the above facility.

BASIC SERVICES

I. BUILDING ENVELOPE ASSESSMENT

A. Visual Roof, Wall and Glazing Condition Assessment and Report Addressing:

1. Roof, Wall and Glazing Systems including Flashings, Sealants, Gaskets and Architectural Metal Accessories.
2. Executive Summary Report.
3. Captioned Condition Photo Report to Document Conditions Observed and Offer Recommended Repair/Replacement Action Items.
4. Phone Conference to Discuss Condition Observations and Recommendations with Client.

II. ADDITIONAL SERVICES – To Be Determined By the Client

- A. Additional Services are hereby defined as services not specifically identified and included as Basic Services to the Discovery in Section I of this Proposal. Additional Services may include but are not limited to:

Value • Integrity • Experience

Roofing • Waterproofing • Architectural Sheet Metal • Glazing • Wall Systems

© 2016 Hixson Consultants, Inc.

7-2

1. Services in connection with creating Cost of Construction Estimates for the Client's Selected course of action.
2. Assisting with Scope of work(s), specifications and flashing detailing for the Client's selected course of action. Attendance at meetings that may be requested, beyond the scope of work as indicated above.
3. Assist with mandatory Preconstruction Conference(s). Perform quality assurance field observation activities as directed.
4. Providing Onsite Quality Assurance Monitoring Site Visits to observe work in progress for Roof Installation, Wall Construction and Window Installation. Assist to review RFI's, New Conditions, Supplemental Details and Change Orders. Assist to resolve conflicts relative to the scope of work. Preparing summary reports and captioned condition photo documentation of Site Visits.
5. Revisions to originally approved programs because of inclement weather and discovery of concealed conditions.
6. Services in connection with infrared thermography, water hose testing, chamber water pressure or air barrier testing, or with submersion via flood testing or lab testing.
7. Other services that may be authorized by the Client.

Qualifications and Limitations of Services

1. If the Discovery Phase visual observations indicate the need for destructive concealed discovery, HCI will make recommendations. HCI does not perform destructive work or repair conditions. HCI can observe, document and make recommendations based upon destructive discovery work done by others.
2. As Building Scientists delivering applied technical consulting services to avoid or solve moisture intrusion issues we do not practice Engineering. If the services of a Structural Engineer are required those services would be incurred at an additional cost to our Client.
3. Printed Architectural and Specification documents will be provided by the Client or the Client will reimburse HCI for printing costs for print copies of Architectural Documents.
4. HCI will provide scanned electronic copies of architectural drawings with our comments. All comments made of documents reviewed and of work installed are presented for information and recommendation only, and are based on our past considerable experience and our desire to facilitate long-term expected performance with minimal expected maintenance burden to the Building Owner. Our limit of liability for recommendations made by Hixson Consultants, Inc. is the cost of services executed and paid.
5. Quality Assurance Site Visits will be followed with a Brief Summary Report and Captioned Condition Photo Report including action items deemed necessary. Report will be delivered only to Client, unless otherwise instructed.

6. Hixson Consultants, Inc. carries General Liability, Workman's Compensation and E&O insurance.
7. Our Standard Terms and Conditions included apply to this work and all service delivery.

COST OF BASIC SERVICES (Either I or II)

I. Discovery Site Visit for Three Buildings One Day	\$ 5,200
A. Executive Summary Report	\$ Included
B. Captioned Condition Photo Report	\$ Included
C. Telephone Conference	\$ Included
II. Discovery Site Visit for Each Building Separate Days	\$ 2,670.00 EA
A. Executive Summary Report	\$ Included
B. Captioned Condition Photo Report	\$ Included
C. Telephone Conference	\$ Included
III. Phone, Fax and E-mail Correspondence	\$ Included
IV. Fee compensation to Hixson Consultants, Inc. for Additional Services that may be requested will be invoiced in accordance with the following hourly rate schedule:	
• Principal	\$175
• Sr. Consultant	\$150
• Infrared Survey	\$135
• Consultant/CAD	\$125
• Building Envelope Technician	\$100
• Administrator	\$ 90
• Tech Assistant	\$ 75
• Clerical	\$ 65

Reimbursable expenses for Additional Services will be invoiced at cost plus 10%. Examples of reimbursable expenses include color photo printing or photo CDs. The budget above includes the expected costs on this project for the listed Basic Services.

Additional Services may be required or requested because of discovery of concealed conditions, the non-performance of others or conditions of the work not previously considered, additional site visits and additional meetings, or lengthy conference calls. The budget may be increased accordingly; however, we will not proceed with work beyond the budgeted amount without prior authorization from our Client.

We pledge to you our very best efforts and expertise. Should you find this Proposal acceptable, please sign where appropriate and e-mail or fax the Proposal to us whereby we will schedule this work accordingly. Please advise us of questions, comments or required changes.

Thank you for consulting with Hixson Consultants, Inc. and may we have your valued business?

Sincerely,

Hixson Consultants, Inc.

Greg L. Cunningham

Greg L. Cunningham, Senior Consultant

cc: Ben Hixson, Principal / CCCA, CCS, CIT / RCI Professional Member
Tony Wright Senior Consultant

HCI will not commence work on this project without a signed agreement.

I have read and agree to the terms and conditions attached.

Agreed to by:

Printed Name

E-mail Address

Signature

Telephone Number

Title

Fax Number

Date

Name of Additional Insured for Insurance Certificate _____

Invoice sent to the attention of:

☐ Same as above

☐ Check here if HCI Invoice may be distributed via e-mail and specify if different from the address above.

Printed Name of Person Authorized for Payment

E-mail Address

Billing Address:

Street or PO Box

Direct Telephone Number

City, State, Zip Code

Fax Number

HIXSON CONSULTANTS, INC.

CONSULTING SERVICES TERMS AND CONDITIONS

I. COMPENSATION

A. Fee compensation to Hixson Consultants, Inc. hereafter also HCl, for Basic Services shall be invoiced monthly based on actual hours expended by HCl at our prevailing rates.

B. The budget amount represents the estimated cost to our Client limited to the Basic Services (excluding any / all reimbursable expenses) as outlined in Section I.A. of the Agreement and is conditional upon all of the terms and conditions stated herein. HCl shall endeavor to provide the Basic Services within the estimated budget and shall also endeavor to notify Client prior to exceeding this budget; however, in all circumstances Client agrees and accepts to compensate HCl for all hours expended in the interest of the project.

C. Reimbursable Expenses are in addition to fee compensation for services and include actual expenditures made / incurred by HCl and / or its agents in the interest of the project and resulting directly from the performance of services under the Agreement. Unless prepaid, reimbursable expenses are invoiced at cost plus 10% and include, but are not limited to:

1. Travel and subsistence.
2. Long distance telephone, cellular telephone use, telex, telecopy.
3. Expense of courier service, shipping, postage and delivery service.
4. Expense of any / all reproduction of drawings, specifications, photographs, calculations, reports, correspondence, expense backup, etc.
5. Fees and expenses of a Registered Professional Consulting Engineer or Registered Architect.
6. Cost of staging, scaffolding, ladders or other equipment.

D. Compensation to HCl for the performance of authorized Additional Services where the scope is defined may be a lump sum amount if mutually agreed upon in advance; and shall be in addition to the Basic Services fee amount or shall be otherwise billed at our prevailing hourly rates.

E. Overtime requested by Client of HCl in an effort to recover and / or to maintain the overall schedule due to slippage by others shall be compensated at 1 ½ times the above rates for time on weekdays and Saturdays and at 2 times the standard hourly rates for Sundays and holidays.

F. Out-of-town travel time is chargeable from scheduled departure time to scheduled return arrival time. Time zone differences will be adjusted to actual hours. Non-travel and after hours time out of town on overnight and / or extended trips are not chargeable.

II. PAYMENT

A. Payment on account of authorized services and / or expenses shall be made monthly in the amount of HCl's monthly invoice for services performed and / or expenses incurred. Payment of HCl's invoices is not contingent upon Client's receipt of funds.

B. Client shall notify HCl in writing within twenty (20) days from the invoice of any incorrect or disputed item on the invoice or such invoice shall be deemed complete and correct and fully due and owing.

C. If this assignment is suspended for more than one (1) month or abandoned in whole or in part, by Client or Third Party, HCl shall promptly be paid its compensation for services performed and expenses incurred prior to receipt of written notice of such suspension or abandonment.

D. Payments are due and payable upon receipt of invoice. Client agrees to pay invoices in a timely manner. On the thirty-fifth (35th) day following invoice date and on each successive thirtieth (30th) day thereafter, a late charge in the amount of one and one-half percent (1.50 %) may be added to and become due on all unpaid principal amounts due. Finance charges accrue from the original date of the invoice. Payment received will first be applied to any accrued late fees and then to the balance of the original invoice(s).

E. In the event that payment is not made, the Client agrees to pay all collection costs and expenses incurred by HCl to collect the amount due including a reasonable attorney's fee whether or not suit is instituted.

III. GENERAL PROVISIONS

A. Record of expenses and hourly rate based services performed will be kept on the basis of General Accepted Accounting Principles (GAAP) and will be available to Client in HCl's office during normal business hours.

B. Reports, photos, specifications, drawings, calculations and related documents prepared by HCl are for the exclusive use by Client for this project. Client's and HCl's responsibility and liability with respect to these drawings and documents are limited solely to this project.

C. This agreement may be terminated by either party upon seven (7) days written notice should the other party substantially fail to perform in accordance with its provisions through no substantial fault of the other. In the event of termination, HCl shall promptly be paid its compensation for services performed to termination date, including reimbursable expenses, in full. Upon receipt by HCl of said payment in full, HCl shall deliver to Client one reproducible copy of documents prepared by HCl to termination date. HCl shall have no responsibility whatsoever for subsequent changes or additions and / or for use of these documents by Client and / or by others.

D. Client agrees that HCl is entitled to rely on it exclusively for the accuracy and timeliness of information it provides HCl with respect to the project, unless HCl knows or has reason to believe such information is in error. Client shall provide HCl with drawings, specifications, reports, field measurements, surveys, warranty coverage, leak history and any other requested data that may be obtainable in order for HCl to perform its services.

E. HCl is providing only technical consulting services in an advisory capacity under this Agreement and is not providing (nor profiting from) any products, materials, shop fabrication and / or field installation. It is understood and agreed that the final responsibility for checking and verifying the accuracy of and for use of all documents / recommendations provided by HCl under this Agreement is and shall remain solely with Client.

F. The total extent of responsibility and liability for any and all errors and / or omissions by HCl in work provided under this Agreement shall be limited to correcting any such document errors and / or omissions in our part of the work. Client agrees and accepts that it is prohibited as a condition of this

Agreement from making deductions or "back charging" HCI's compensation for any reason whatsoever. HCI assumes no responsibility for material costs and / or labor costs by others due to services provided by HCI under this Agreement.

G. HIXSON CONSULTANTS, INC. ASSUMES NO CONSEQUENTIAL DAMAGES AND LIMITS ANY DAMAGES WHATSOEVER TO THE COST OF SERVICES PROVIDED. HIXSON CONSULTANTS, INC. DISCLAIMS ANY WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE AND ANY AND ALL OTHER CONSEQUENTIAL DAMAGES. HCI OFFERS SERVICES TO STOP MOISTURE INTRUSION AND CONDENSATION FORMATION. HCI DOES NOT OFFER CONSULTING SERVICES RELATED TO ADDRESSING MOLD AND ASBESTOS AND THE CLIENT WILL NEED TO HIRE SPECIALISTS TO ADDRESS REMEDIAL WORK.

H. It is understood and agreed that the Agreement is conditional, based upon a comprehensive schedule mutually agreed upon prior to HCI beginning work, for services to be provided by HCI. Any deviation from this schedule resulting from any action or inaction by other than HCI may result in Additional Service costs and / or HCI being unable to recover to maintain said overall schedule. Such inability to recover shall not constitute just-cause for termination of the Agreement by Client.

I. HCI shall endeavor to maintain said schedule; however, it is understood and agreed that the only liability assumed by HCI for its nonperformance, resulting in failure to maintain schedule, shall be absolutely limited to providing / increasing overtime and / or staff at no additional cost to Client, regardless of circumstances and / or Client's exposure.

J. HCI reports are for the exclusive use of our Client and are not intended for any other purpose. Reports are based on the information available to us at the time of the report. Should additional information become available at a later date, we reserve the right to determine the impact, if any, the new information may have on our discovery and recommendations and to revise our opinions and conclusions if necessary and warranted.

K. HCI maintains statutory Employee's Insurance, including Worker's Compensation, Employer's Liability, and Comprehensive General Liability and will provide current Certificate of Insurance to our client upon request.

L. We carry \$1 Million Errors and Omissions (E&O) insurance for our work and more coverage than this is specifically excluded from the terms of our Agreement unless cited as a line item additional cost.

M. HCI is an independent contractor in the performance of its duties under the Agreement. The detailed methods and manner of conducting the services shall be under the complete control and direction of HCI.

N. All persons performing any part of the services will be employees or agents of HCI and not employees or agents of the Client. HCI will be fully responsible for all applicable federal, state and local taxes arising out of HCI's activities under this Agreement, including by way of illustration but not by way of limitation, federal income tax, social security tax, unemployment compensation contribution and all other taxes, contributions, or business license fees as required (excluding any international fees, duties or taxes).

O. HCI will not have control over, or charge of, and will not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work; these are solely a Client / Contractor responsibility. HCI will not be responsible for Client / Contractor failure to carry out the work in accordance with the project Contract Documents.

P. HCI will not have control over, or charge of, and will not be responsible for acts or omissions of Client or Contractor, Subcontractors or their agents or employees, or of any persons performing services or portions of the work.

Q. HCI will comply with all applicable federal and state laws and regulations with respect to non-discrimination and equal opportunity in employment.

R. Client assumes entire responsibility and liability for any and all damage or injury of any kind or nature whatsoever to all persons and to all property caused by, resulting from, arising out of, or occurring in connection with the work and / or HCI's services performed under the Agreement even if the damage or injury results from any wrongful actions by HCI; and if any persons shall make a claim for any damage or injury as hereinabove described, the Client agrees to indemnify and hold HCI harmless from and against any and all loss, expense, damage or injury that may result of any such claim even if the claim results from the wrongful actions of HCI.

S. Client agrees to resolve by mediation any and all disputes, claims or controversies arising from or related to any work performed for Client by HCI including disputes related to the breadth or scope of this provision. Mediation shall be conducted in Birmingham, AL. This provision however does not require the mediation of disputes where the fees paid to HCI are less than \$10,000 or the amount sought does not exceed \$10,000.

T. The prevailing party in any mediation, or any other final, binding dispute proceeding upon which the parties may agree, may be awarded reasonable attorneys' fees and expenses incurred by such party upon a finding that the other party initiated or continued to assert a clearly frivolous, unreasonable, or groundless claim or defense.

U. The Agreement constitutes the entire Agreement by and between Client and Hixson Consultants, Inc. pertaining to Technical Consulting Services for the referenced assignment. The terms and conditions herein shall supersede and take precedence over any / all terms and conditions which may be embodied in Client's purchase order or similar documents. The Agreement may be amended only by mutual agreement in writing signed by both parties and attached hereto. The laws of the State of Alabama will govern the Agreement.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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

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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

MAR 21 2016

March 3, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator 

SUBJECT: Pre-Trial Diversion Security Upgrades

At the February 1, 2016, Commission meeting, Chief Investigator Mike Thomas requested security upgrades for the DA's Pre-Trial Diversion Office in Annex II. Subsequent to that meeting, Sheriff Cunningham and I met with Mr. Thomas to discuss campus-wide security and a security plan for Pre-Trial.

Attached is a proposal from Norment Security Group, Inc., to upgrade security at Pre-Trial at a cost of \$6,383.00. Both Sheriff Cunningham and Mr. Thomas have reviewed the proposal and recommend installation.

I request that approval of funding for security upgrades at the Pre-Trial Diversion office in Annex II be placed on the next agenda. A budget change for the funding is also attached.

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 32

DEPARTMENT:	County Comm Appropriati	REVIEWED:	S. Thomas	3/1/2016
DATE:	3/1/2016		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
Pre-Trial Security Equipment	206-51102.239	0	6,383	6,383
Construction Projects	206-51107.524	1,100,000	(6,383)	1,093,617
TOTAL		1,100,000	0	1,100,000

JUSTIFICATION:

Budget for the cost of security equipment for the Pre-Trial division in Annex II.



Southeast Regional Office
2511 Midpark Rd., Montgomery, AL 36109
Phone 334-281-8440, Fax 334-285-5055
www.normentsecurity.com

Contact Information Sheet

Date: February 26, 2016

To: Florence Cauthen

Phone: (334) 832-1203

E-Mail: florencecauthen@mc-ala.org

From: Bryan Clark

Reference: Annex 2 Security Equipment Additions

Cornerstone / Norment Security Group, Inc. – East Coast
Service and Supply

NC-ASLB - License No. 00213P2
VA-DCJS - License No. 11-3536

02262016 Montgomery County Annex 2 Access, Duress and IP IC Upgrade

DATE: January 31, 2016
TO: Montgomery County Commission
PROJECT: Annex 2 Door Release, Duress, and Audio/Video Intercom Systems
LOCATION: Montgomery, Alabama
ARCHITECT: N/A

We Propose the Following:

Scope of Work

Provide, Install, and Program:

- (1) Un-Latch Electric Strike
- (1) Power Supply
- (1) Aiphone JKS Video Intercom System with One Door Station
- (1) Sonatrol Under-Counter Duress Switches
- (1) IPIO-8 Remote Contact Over IP Device Set - TX/RX
- (1) Installation Material
- (1) Installation and Programming Labor

Part 1 - Proposed System Information:

- 1.1 - Door Access Equipment: One office area entrance door will have an electric strike installed to allow for limited access and remote lock release.

Please sign and return one copy for our files.

This proposal is subject to acceptance with in 30 days from the date hereon, and to all standard terms and conditions noted on the attached page.

We hope this proposal will merit your placing with us your business, which will have our best attention in pursuing the work to completion.

By: Bryan Clark

Accepted: _____ Firm: _____

8-4

02262016 Montgomery County Annex 2 Access, Duress and IP IC Upgrade

- 1.2 - IP Based Video Intercom System: The office area entrance door will have a Door Station Unit (Call Button, Video Camera, and a 2-way Intercom Speaker). The system will include a desktop Video Master Station that will allow the main receptionist to be notified if a call button is pressed, observe the calling party, and release the door. The call notifications, live video, 2-way conversations, and door release can also be accomplished by a software application installed on up to 10 networked computers in the office.
- 1.3 - Duress System: One location will have an under-counter Panic/Duress switch that will generate a remote alarm notification on the current dispatch duress system in Annex 1.

Part 2 - We specifically exclude the following:

- 2.1 - Labor to receive, unload, distribute, layout, and installation of materials supplied by us but designated for installation by others.
- 2.2 - All required additional electrical conduit, raceways, standard back boxes, handholds, innerduct, pull strings, etc.
- 2.3 - Required additional door - material or installation.

Proposal Total - \$6,383.00

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

Part 3 - General Notes:

Please sign and return one copy for our files.

This proposal is subject to acceptance with in 30 days from the date hereon, and to all standard terms and conditions noted on the attached page.

We hope this proposal will merit your placing with us your business, which will have our best attention in pursuing the work to completion.

By: Bryan Clark

Accepted: _____ Firm: _____

8-5

02262016 Montgomery County Annex 2 Access, Duress and IP IC Upgrade

- 3.1 - Norment will provide its standard General Liability Insurance. (Certificate furnished upon request)
- 3.2 - We are not responsible for broken or damaged materials (except that caused by our own employees) nor for the protection of same.
- 3.3 - We will perform periodic clean-up of waste generated by our work and deposit debris into containers or dumpsters provided by others.
- 3.4 - Suitable secured dry storage space is to be provided by the Customer for our materials and protection of same.
- 3.5 - If Payment & Performance Bonds are required, please add 2%.
- 3.6 - Sales tax not included. Customer to provide a current copy of their tax exempt certificate if applicable.

NEGOTIATIONS. IF THE DISPUTE CANNOT BE SETTLED THROUGH DIRECT DISCUSSIONS OR NEGOTIATIONS, THE PARTIES SHALL ENDEAVOR TO SETTLE THE DISPUTE BY NON-BINDING MEDIATION. THE LOCATION OF THE MEDIATION SHALL BE MONTGOMERY, ALABAMA. EITHER PARTY MAY TERMINATE THE MEDIATION AT ANY TIME AFTER THE SESSION, BUT THE DECISION TO TERMINATE MUST BE DELIVERED IN PERSON TO THE OTHER PARTY AND THE MEDIATOR. ENGAGING IN MEDIATION IS A CONDITION PRECEDENT TO ANY OTHER FORM OF BINDING DISPUTE RESOLUTION. IF THE PARTIES CANNOT AGREE ON A MUTUAL RESOLUTION THEN ANY DISPUTES NOT RESOLVED BY MEDIATION SHALL BE DECIDED IN THE CIRCUIT COURT OF MONTGOMERY COUNTY, ALABAMA AND GOVERNED BY THE LAWS OF THE STATE OF ALABAMA BETWEEN THE MONTGOMERY COUNTY COMMISSION AND THE CONTRACTOR.

Options

The following options are tendered, and should the Customer elect, can be included in Norment's scope contingent upon Norment being awarded the Base Proposal scope as identified above.

None.

Please sign and return one copy for our files.

This proposal is subject to acceptance with in 30 days from the date hereon, and to all standard terms and conditions noted on the attached page.

We hope this proposal will merit your placing with us your business, which will have our best attention in pursuing the work to completion.

By: **Bryan Clark**

Accepted: _____ Firm: _____

STANDARD TERMS AND CONDITIONS

APPLYING TO MATERIALS INSTALLED BY US:

1. **CLEANING.** NORMENT does not include final cleaning of glass, metal, or other materials installed by our personnel. We are however responsible for the policing and cleaning up of our work areas on a daily basis with regard to trash, cut-offs, and broken glass.
2. **DAMAGE AND PROTECTIONS.** (a) We are not responsible for broken or damaged glass, metal or other materials (except that caused by our own employees), nor for the protection of same. Our responsibility for damage and loss in transit ceases upon delivery in good condition to a public carrier. (b) All burns, weld spatters, exposed field rivets, bolts, nuts, welds, and any marring of the shop coat of painting on security equipment shall be thoroughly cleaned and retouched by the finish painting contractor. (c) Purchaser shall protect all items installed by us from damage by paint, etc., being installed by other trades. Any material so damaged shall be repaired or replaced by purchaser at no cost to us.
3. **OVERTIME.** All work is to be performed during regular week day working hours. Extra charges will be made for overtime work or for work performed on Saturdays, Sundays, or holidays. All overtime must be approved by owner.
4. **STORAGE.** Purchaser shall provide suitable and ventilated storage space for our materials at job site, without charge to us. We do not accept any responsibility for damage of material not stored properly.
5. **PREPARATION.** Any building preparations needed will be as they pertain to the referenced Scope-of-Work of this Proposal. (a) Purchaser shall be entirely responsible for accuracy of building construction such as locations of beams, columns, and masonry walls, and for accuracy in concrete work. Concrete ceilings must be level and true. Any chipping of concrete or pointing up between the jail steel and the concrete work that may be necessary due to unevenness of concrete shall be done by others at no cost to us. Purchaser is responsible for setting all hollow metal frames true and plumb. We exclude concrete, masonry work, plumbing work, carpentry work, and field painting. (b) Purchaser shall complete all floor finish, cement, curbs, water proofing, and other cement work, where shown or specified in connection with the materials furnished by us, and all plastering and painting on or near such materials. (c) Purchaser, without expense or unnecessary delay to us, shall provide necessary opening through the outside wall of building no less than 6'0" x 8'0" for ingress materials purchased pursuant to this proposal.
6. **CHANGE OR CANCELLATION.** Materials or work in process is not subject to change or cancellation.
7. **CONTINGENCIES.** Delivery and performance by us is contingent upon causes within our control. We shall not be liable for any losses, damages or delays due to or caused by insurrection, riot, war, civil or military authority, transportation difficulties, fire shortage of labor or material, strike or labor disputes, flood, storm, or any other cause or circumstance whether like or unlike the foregoing, beyond our reasonable control or for any delays due to any failure of you or others to furnish and/or approve technical data, drawings, etc. Acceptance of materials on delivery shall constitute a waiver of any claims for losses or damages due to delay, whether or not excused by the foregoing, and shall constitute a waiver of the right to revoke such acceptance for any reason. Further, under no circumstances shall we be liable for any liquidated, special, incidental or consequential damages or for any penalties, whether direct or indirect.
8. **TERMS.** Unless otherwise stated in writing, terms of payment shall be: Net thirty (30) days after submittal of monthly pay request on date required by the contract; Net thirty (30) days after completion of installation during the previous month; Subject to our approval of credit. Time of payment is of the essence. No shipment will be made to or labor performed for jobs with a past due account.
9. **BACK-CHARGES.** No back-charges against us or deductions from our contract price shall be valid unless made with our prior written consent.
10. **VERBAL STATEMENT.** This proposal covers completely our entire understanding and is not to be modified in any way by verbal statements.
11. **TRADE PRACTICES.** All customary trade conditions and practices, not in conflict with anything herein stated, will apply to this proposal and any contract based thereupon.
12. **ACCEPTANCE.** All accepted proposals are subject to our approval, any contract based upon this proposal will incorporate this proposal in its entirety, including all terms and conditions hereof. Acceptance is limited to the terms of this proposal. Notification of objection is hereby given to any different or additional terms. All prices are subject to acceptance and unless a conditional commitment in writing is received by us within ten (10) days after bid date, prices are subject to change without notice.
13. **CONTRACT.** In the event of any conflict between the terms and conditions stated herein and the terms and conditions of any acceptance or agreement to which these terms may be made a part thereof or in the plans or specifications now or hereafter existing, the terms of this proposal and the terms and conditions herein stated shall govern.
14. **HOISTING.** Purchaser shall provide us free use of purchaser's hoist on regular time.
15. **EMBEDS.** We exclude the distribution, setting and building in of all embeds.
16. **DISTRIBUTION.** We exclude receiving, unloading, and distribution of any materials we furnish or install except glass, hardware, and control consoles.
17. **WARRANTY.** We warrant that the materials to be furnished and/or installed by us shall be free from defects in material and workmanship under normal use and service, and when properly installed, for a period of twelve months from the date of installation, if installed by us, or from the date of delivery, if not installed by us. We agree to repair or replace F.O.B. point of shipment, such materials, or any part thereof, found by us after inspection as defective, provided said materials and/or equipment has been properly installed and provided said equipment has been properly operated and maintained in accordance with our recommendations and the recommendations and specifications of the manufacturer. Our obligation hereunder shall be limited to the replacement or repair and in no event shall we be liable for consequential, incidental or special damages. **THIS WARRANTY IS MADE IN LIEU OF ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, AND EXCLUDES ANY WARRANTIES OF MERCHANTABILITY OR FITNESS.**
18. **PLANS AND SPECS.** If materials are being furnished by us in accordance with plans and specs, the materials comply with the plans and specs to the best of our knowledge. However, all of the materials and equipment are subject to final acceptance by the architects and/or owners and we do not warrant their acceptance. With respect to any error of deficiency in any provisions of the specifications, plans or drawings furnished to us or in the event of any charges thereto, purchaser shall reimburse us for any additional expense resulting from such error, deficiency or change.
19. **TIME FOR ACCEPTANCE.** This proposal is subject to acceptance within the time limitations stated on the reverse side hereof and, further, within said time, prices are subject to change without notice unless a conditional commitment, in writing, is received by us within ten days after bid date.
20. **DEFAULT.** Should purchaser fail to pay for all labor, materials or supplies furnished by us, when payment is due, or should purchaser otherwise default in any of the provisions of this agreement, and should we employ an attorney to enforce any provision hereof or collect damages for breach of this agreement or recover on any applicable payment bond, then purchaser and its surety agree to pay us such reasonable attorney's fees and other costs as we may expend therein.
21. **RETENTION.** In no event shall purchaser hold retainage from us at a percentage greater than the percentage retained by the owner from purchaser.
22. **TAXES.** We include all applicable taxes, unless stated otherwise on the face of the proposal.

APPLYING TO MATERIAL(S) WE DO NOT INSTALL:

For materials furnished, but not installed, by us, the above provisions apply; but delete paragraphs 2, 3, 8, 14, 22 and 23 above, and add the following provisions:

1. **TERMS.** (Unless otherwise stated in writing) F.O.B. Shipping Point. Net 30 days. Subject to approval of credit. Time of payment is of the essence. No shipment will be made to or labor performed for jobs with a past due account.
2. **TAXES.** Any sales or excise taxes (present or future) to be in addition to price(s) named herein, unless stated otherwise on the face of this proposal.

RETENTION: In no event shall purchaser hold retention on a supply only order

8.7

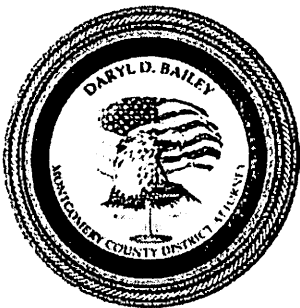
Florence Cauthen

From: Mike Thomas
Sent: Tuesday, March 01, 2016 12:15 PM
To: Florence Cauthen
Subject: RE: Annex 2 Security Upgrade Proposal

Satisfactory to me.

Thanks

Michael J. Thomas
Chief Investigator
Montgomery County District Attorney's Office
15th Judicial Circuit
251 S. Lawrence Street
Montgomery, Alabama 36102
Phone: (334) 832-2550
Fax: (334) 832-1615
mikethomas@mc-ala.org



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From: Florence Cauthen
Sent: Monday, February 29, 2016 4:36 PM
To: Mike Thomas
Subject: FW: Annex 2 Security Upgrade Proposal

Attached is revised proposal from Bryan Clark. Please let me know if this is satisfactory.
Thanks.
Florence

From: Bryan Clark [<mailto:bclark@cornerstonedetention.com>]
Sent: Monday, February 29, 2016 9:32 AM

To: Florence Cauthen <FLORENCECAUTHEN@mc-ala.org>

Subject: Annex 2 Security Upgrade Proposal

Florence,

Please see the attached proposal for Annex 2. If you have any questions, please call or email.

Thanks,

Bryan Clark
Norment Security Group
2511 Midpark Rd.
Montgomery, Alabama 36109
334-281-8440 Office Main
334-286-4312 Office Direct
334-285-5055 Fax



Norment *AIR/TEQ* *trentech* *ECS* EO Integrated Systems, Inc.

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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



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www.mc-ala.org

AGENDA

MAR 21 2016

March 7, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator

SUBJECT: Probate-Revenue South Budget for Security, Communications and Furnishings

The Commission approved a construction and design budget of \$1,004,341 in September 2015 for renovation of the former Pier One building for a south satellite office for Probate and Revenue. We have since developed a security, communications and furnishings budget not to exceed \$140,000. Costs are estimated as follows: security \$52,878, communications \$10,000, and furnishings \$75,000. We are working with a local vendor to purchase furnishings from the State of Alabama bid list.

I request that approval of a budget not to exceed \$140,000 for security, communications and furnishings for Probate-Revenue South be placed on the next agenda of the Commission.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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

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AGENDA

MAR 21 2016

March 11, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen
Deputy Administrator 

SUBJECT: County Levies for Alcohol Licensing for 2016-2017

The Montgomery County Commission, at its meeting on March 7, 2016, agreed to place the County Levies for Alcohol Licensing for 2016-2017 on the next agenda.

I am requesting approval of these items.

/tn

Attachment



**Alabama Alcoholic Beverage Control Board
Licensing and Compliance Division**

2715 Gunter Park Drive West
Montgomery, AL 36109
Phone: 334-213-6300
Fax: 334-213-6322

February 23, 2016

MEMORANDUM

To: All Wet County Commissions

From: Summer Childers
Licensing and Compliance Division Director

Subject: County Levies for Alcohol Licensing

Sec. 28-3A-4, Code of Alabama, requires the Alcoholic Beverage Control Board to collect all county license fees for all new license applications and renewed licenses. In order for this program to be set up for fiscal year 2016-2017, the **attached form must be completed** listing all amounts set by your county in column three (3). **If your county does not wish to make changes to the fees for a particular license type, please indicate that by writing "no change".**

Limitations of the maximum amount of county fees for the following ten (10) types of licenses have been set.

<u>Type</u>	<u>Maximum County Fee</u>
Retail Beer (On or Off Premises)	\$75.00
Retail Beer (Off Premises Only)	\$75.00
Retail Table Wine (On or Off Premises)	\$75.00
Retail Table Wine (Off Premises Only)	\$75.00
Wholesale Beer Only	\$275.00
Wholesale Table Wine Only	\$275.00
Wholesale Table Wine and Beer	\$375.00
Additional Warehouse Wine or Beer or Both	\$100.00
Importer	\$250.00
Brewpub	\$500.00

Please supply us with this information no later than **April 22, 2016**. This form must be signed by an authorized county official. Please return your completed document to McKenzie.Reed@abc.alabama.gov or mail to the address above. If there are any changes in your contact information, it is your responsibility to notify the ABC Board as soon as possible.

Received by: _____

County: _____

10-2

COUNTY (51) MONTGOMERY 2016 - 2017

TYPE LICENSE & CODE	*FILING FEE	STATE LICENSE FEE	COUNTY LICENSE FEE	RENEWAL TOTAL	NEW LICENSE TOTAL
010 - LOUNGE RETAIL LIQUOR - CLASS I	\$ 50.00	\$300.00	300.00	600.00	650.00
011 - LOUNGE RETAIL LIQUOR - CLASS II - (PACKAGE)	\$ 50.00	\$300.00	300.00	600.00	650.00
020 - RESTAURANT RETAIL LIQUOR	\$ 50.00	\$300.00	300.00	600.00	650.00
031 - CLUB LIQUOR - CLASS I	\$ 50.00	\$300.00	500.00	800.00	850.00
032 - CLUB LIQUOR - CLASS II	\$ 50.00	\$750.00	750.00	1,500.00	1,550.00
**					
040 - RETAIL BEER - (ON OR OFF PREMISES)	\$ 50.00	\$150.00	75.00	225.00	275.00
**					
050 - RETAIL BEER (OFF PREMISES ONLY)	\$ 50.00	\$150.00	75.00	225.00	275.00
**					
060 - RETAIL TABLE WINE (ON OR OFF PREMISES)	\$ 50.00	\$150.00	75.00	225.00	275.00
**					
070 - RETAIL TABLE WINE (OFF PREMISES ONLY)	\$ 50.00	\$150.00	75.00	225.00	275.00
080 - LIQUOR WHOLESALE	\$ 50.00	\$500.00	500.00	1,000.00	1,050.00
**					
090 - WHOLESALE BEER ONLY	\$ 50.00	\$550.00	275.00	825.00	875.00
**					
100 - WHOLESALE TABLE WINE ONLY - 16.5% OR LESS	\$ 50.00	\$550.00	275.00	825.00	875.00
**					
110 - WHOLESALE TABLE WINE & BEER COMBINED	\$ 50.00	\$750.00	375.00	1,125.00	1,175.00
120 - WAREHOUSE LICENSE	\$ 50.00	\$200.00	200.00	400.00	450.00
**					
130 - ADDITIONAL WAREHOUSE-WINE, BEER OR BOTH	\$ 50.00	\$200.00	100.00	300.00	350.00
140 - SPECIAL EVENTS RETAIL	\$ 50.00	\$150.00	150.00	N/A	350.00
150 - SPECIAL RETAIL LICENSE - 30 DAYS OR LESS	\$ 50.00	\$100.00	100.00	N/A	250.00
160 - SPECIAL RETAIL - MORE THAN 30 DAYS	\$ 50.00	\$250.00	250.00	500.00	550.00
170 - RETAIL COMMON CARRIER	\$ 50.00	\$150.00	150.00	300.00	350.00
200 - MANUFACTURER	\$ 50.00	\$500.00	500.00	1,000.00	1,050.00
**					
210 - IMPORTER	\$ 50.00	\$500.00	250.00	750.00	800.00
**					
220 - BREWPUB	\$ 50.00	\$1,000.00	500.00	1,500.00	1,550.00
230 - INTERNATIONAL MOTOR SPEEDWAY	\$ 50.00	\$300.00	300.00	600.00	650.00
240 - NON-PROFIT - TAX EXEMPT	N/A	N/A	N/A	N/A	N/A

* A \$50.00 non-refundable filing fee is charged to all new licenses.

** May not charge more than one-half of the state fee for this type of license.

SIGNED: _____
Authorized County Official

Title

Date

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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AGENDA

MAR 21 2016

March 11, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen *fmc*
Deputy Administrator

SUBJECT: Payment of Dues to International City/County Management Association for
County Administrator

The Montgomery County Commission, at its meeting on March 7, 2016, agreed to place the payment of Membership Dues to the International City/County Management Association (ICMA) in the amount of \$1,200 for County Administrator on the next agenda.

I am requesting approval of this item.

/tn

Attachment

11-1

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
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March 7, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Payment of Dues to International City/County Management Association

As incoming President of the Alabama City/County Management Association (ACCMA), I attend Regional Board Meetings of the International City/County Management Association (ICMA). In order to vote on issues such as voting on Nominating Committee for National Officers, I am required to be a member of not only ACCMA, but also ICMA.

I am requesting for the County Commission to approve my dues during the March 21, 2016, Commission meeting to the ICMA for approximately \$1,200 in order for me to represent the Alabama Association.

Thank you for your consideration of this request.

/tn

Attachment

11-2

ICMA / Membership / Benefits

The Benefits of Membership in ICMA

HOW ICMA HELPS YOU AS A PROFESSIONAL - HELPS YOUR COMMUNITY - HELPS YOUR PROFESSION

ICMA supports local government professionals worldwide, the communities they serve, and the profession they value. As an ICMA member, you are part of a worldwide community of over 9,000 who share a commitment to local government excellence and dedication to the highest standards of honesty and integrity, and who help make good communities great, giving us a place we're proud to call home.

How ICMA Helps You as a Professional

- A framework for professional conduct through the ICMA Code of Ethics
- Networking and knowledge sharing with peers across service, state, and national boundaries both online and in person at an unparalleled annual professional conference
- Personal support through the Members in Transition program and member partners' program
- Career support through job postings and resources available on ICMA's Career Network
- Outside counsel on professional challenges through access to the Senior Advisor program, in partnership with select state associations
- Access to local government-focused professional development resources on leadership/management and in a wide variety of technical areas through ICMA University webinars, workshops, and leadership development programs
- Connection with thought leadership through the **[Member Exclusive]** Leading Ideas Series, capturing the insights of prominent authors and innovative thinkers on leadership and management topics and how their creative ideas apply to local government managers
- Support for your continuing education and pursuit of lifelong learning through **[Member Exclusive]** fellowships/scholarships
- Distinction for your qualifications, standards, and commitment to lifelong learning through ICMA's **[Member Exclusive]** Voluntary Credentialing Program (ICMA-CM)*
- Recognition of your achievements with awards programs that highlight extraordinary accomplishment as well as dedicated service to the profession.

How ICMA Helps Your Community

- Access to a wide array of information and knowledge resources, including *Public Management (PM)* magazine, the *Leadership Matters (member edition)* e-newsletter, and premium access to the Knowledge Network
- A manager and staff who are required to perform in adherence to the ICMA Code of Ethics, which enables a community to demonstrate its commitment to high standards of professional local government management
- Leading ICMA survey data and research
- A platform for problem-solving and information sharing between and among local government communities worldwide.

How ICMA Helps Your Profession

- Ethics advocacy and the enforcement of a professional Code of Ethics
- Support of professionals in local government management across the country and around the globe
- The Life, Well Run campaign, which promotes understanding of the value of professional local government management
- Development of the next generation of local government management professionals.

* Applicants must be ICMA Full members and meet credentialing eligibility requirements.

ICMA

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ICMA / Membership / State Associations

State Association Relationships

ICMA works closely with all state associations through its ICMA Liaison program. Learn more about linkages between your state association and ICMA.

ICMA maintains close ties to state-based associations of local government professionals through its dedicated state liaison program. During 2009, ICMA launched an initiative to more closely align its work and measure progress over time. Formal affiliation agreements (ICMA & State Association Affiliation Agreement Template) between state associations and ICMA will offer a tool for documenting where and how we work together, and how we can build on key strategic initiatives of mutual benefit. To date, 42 of the 43 state associations of local government professionals have finalized these affiliation agreements, setting specific goals in collaboration with ICMA. (ICMA-State Affiliation Agreements as of April 2013).

ICMA-State Affiliation Agreements: Frequently Asked Questions.

Challenging economic times compel us to work efficiently, complement one another's efforts, and share resources. The affiliation agreement initiative is framed around priorities in the 2008 ICMA Strategic Plan. These include:

- Leadership
- Professional Development
- Knowledge Sharing
- Membership Engagement and Support.

Leadership

ICMA and state associations will collaborate on promoting and celebrating the highest ethical standards of professional behavior, and promotion and defense of the council/manager form of government. Joint professional development activities will underscore a commitment to lifelong learning. Through advances in technology, ICMA and state associations can more effectively gather and share information, so that together we become the preeminent source of information about leadership and management of local government. ICMA is committed to highlighting to all local government professionals the value of belonging to their respective state association and to ICMA.

Connections

A key link between ICMA and our state affiliates, is our collaboration on the **Life, Well Run** campaign which seeks to raise awareness of the role professional local government managers play in building communities we're proud to call home. ICMA recognizes these generous donors for their cumulative giving to the Fund for Professional Management, which includes the Life, Well Run Campaign.

Professional Development

ICMA also works closely with state association staff to assist with state conference program planning, ensure ICMA leadership representation at state meetings, and support the network of state staff in association management practices.

If you have information about programs supported by your state association that may be of interest to others, please send them to your ICMA liaison. (Click "Leadership / Liaison Directory" at right to find the name of the liaison for your state.)



ICMA / Membership / Benefits / Career Stage Guide / Executives

Executives

Building vibrant communities that improve people's lives is both a privilege and a challenge, and ICMA is honored to support the local government senior administrators who rise to this occasion each and every day.



Having access to the information, trends, data, and other resources that cross state lines and national borders to help you solve community challenges more effectively is vital to your success and that of your community.

Some of our local government professionals' favorite ICMA benefits include:

- Networking with other members who have faced similar challenges and whose perspectives and experiences can help you reach a workable solution in less time and with greater success.
- A reliable and consistent approach to ethics, including the framework that is the ICMA Code of Ethics, ethics enforcement, and personalized ICMA ethics guidance and training as new challenges emerge in your community and among your staff.
- Member support through programs such as Members in Transition (which supports professionals during their search for new employment) and professional recognition like the Voluntary Credentialing Program.
- Professional and leadership development programs like the ICMA SEI, Gettysburg, and Williamsburg Leadership Institutes and ICMA University webinars. These professional development programs also help you meet annual professional development requirements as outlined in the guidelines for Tenet 8 of the ICMA Code of Ethics.
- Access to data and resources, like the Model Employment Agreement, the Manager Evaluations Handbook, and the ICMA Smart Brief.
- Opportunities to actively contribute to your profession through volunteerism and mentorship of the next generation and resources to help you give back, such as the guidebook for creating a management internship program and the opportunity to host the Local Government Management Internship Program.
- The Knowledge Network, which provides information on pressing local government issues, opportunities for you to share and receive knowledge, and online networking with your peers in other local governments.
- Support for managers who seek to build skills for the future, including meeting new challenges that arise mid-career and planning for the phase of life that will follow a management career.

If you're not already plugged into the ICMA network join now!

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INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION

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MONTGOMERY COUNTY COMMISSION

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ESTABLISHED 1816

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March 7, 2016

AGENDA

MAR 21 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator 

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

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

- **NC-2016-51: Rescind Appropriation to BOE, Robert E. Lee High School, for Principal's Discretionary Fund, - \$400; (Walker)
- C-2016-50: Montgomery Clean City Commission, for Robert E. Lee High School Campus Improvement Project to Purchase Four New Outdoor Garbage Receptacles - \$500; (Harris)
- C-2016-51: Montgomery County Recreation Department, Tukabatchee Area Council, Boy Scouts of America, for Troop 224 - \$250; (Harris)
- C-2016-52: Empowering Communities Helping Ourselves (ECHO), for Program Services - \$500; (Harris)
- C-2016-53: Whom it Concerns, Inc., for Program Services - \$1,000; (Harris-\$500 and Hall-\$500)
- NC-2016-101: BOE, Robert E. Lee High School, for Softball Program, Attn: Athletic Director Tyrone Rogers - \$500; (Harris)
- NC-2016-102: BOE, Robert E. Lee High School, for Girls Basketball Program, Attn: Athletic Director Tyrone Rogers - \$1,000; (Harris)

**Rescind

DLM/tll

AGENDA

MAR 21 2016

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *MLS*

DATE: March 3, 2016

RE: Invitation to Bid No. 52200-16B-013
Inmate Food Services

I request approval of award on the above referenced Invitation to Bid to the next lowest bidder, Trinity Services Group, Inc., in the amount of \$15.28, based on total price per meal for the first and second year, be placed on a future agenda for the County Commission meeting. (Copy of spreadsheet attached.) Colonel Robinson, Director of the Detention Facility was dissatisfied with the lowest bidder, CBM Management Services on a previous contract.

The contract will be for one (1) year, with the option to renew for an additional one (1) year.

Coordination of award made with Derrick Cunningham, Sheriff.

Attachment

MEMORANDUM

TO : Mr. Donnie Mims
Montgomery County Administrator

FROM : Derrick Cunningham
Montgomery County Sheriff's Office

DATE : March 3, 2016

SUBJECT: Bids for MCDF Kitchen Services

We want to approve this bid but we are going to Trinity Food Service which was not the lowest bidder. The lowest bid came back to CBM but we are not going with them because they were removed from our facility previously on a previous contract. However, we would like to go to Trinity which was the next lowest bidder. If you have any questions please let me know.

See the attached letter in reference to CBM.

BID RESULTS FOR INVITATION TO BID NO. 52110-16B-013, INMATE FOOD SERVICE
Montgomery County Detention Facility

Population	Trinity Services Group		CBM Managed Services		A 'viands Food Serv.		Five Star Corr. Service	
	1 st Year	2 nd Year	1 st Year	2 nd Year	1 st Year	2 nd Year	1 st Year	2 nd Year
500-549	0.830	0.847	0.830	0.851	0.886	0.913	0.867	0.867
550-599	0.804	0.820	0.810	0.830	0.860	0.886	0.848	0.848
600-649	0.787	0.803	0.795	0.815	0.839	0.864	0.836	0.836
650-699	0.772	0.787	0.772	0.791	0.801	0.809	0.825	0.825
700-749	0.759	0.774	0.745	0.764	0.775	0.775	0.809	0.809
750-799	0.748	0.759	0.725	0.743	0.740	0.740	0.795	0.795
800-849	0.736	0.747	0.705	0.723	0.720	0.720	0.764	0.764
850-899	0.724	0.731	0.695	0.712	0.680	0.680	0.754	0.754
900-949	0.714	0.721	0.690	0.707	0.660	0.660	0.744	0.744
950-999	0.705	0.712	0.685	0.702	0.650	0.650	0.735	0.735
Total:	7.579	7.701	7.452	7.638	7.611	7.697	7.977	7.977
Total Cost: 1ST & 2ND Year	15.28		15.09		15.308		15.954	
Prices paid last 2 Years								
Total			\$7.475	\$7.593		13 Bids Mailed		
			\$15.068					

STATE OF ALABAMA
MONTGOMERY COUNTY

CONTRACTURAL AGREEMENT

CONTRACT NO. 52200-16B-013

THIS CONTRACTUAL AGREEMENT made and entered into on the 1st day of April, 2016, by and between Trinity Services Group, Inc. of Oldsmar, Florida and Montgomery County Commission, Montgomery, Alabama.

WITNESSETH

WHEREAS, Trinity Services Group, Inc. agrees to furnish Inmate Food Services for the Montgomery County Detention Facility in accordance with all the provisions of Invitation to Bid No.52200-16B-013 as issued by the Montgomery County Commission on February 8, 2016, (hereinafter referred to as the Invitation to Bid), a copy of which is attached hereto.

WHEREAS, In Consideration thereof, Trinity Services Group, Inc. and Montgomery County Commission agree as follows:

1. All terms and conditions of the Invitation to Bid are incorporated herein by this reference.
2. That the Contract will begin on April 1, 2016 and will end on March 31, 2016 with an option to renew one (1) year.
3. That prices shall remain firm during this contract period.
4. That Montgomery County Commission and Trinity Services Group, Inc. may terminate this agreement with a sixty (60) day written notice by either party.
5. That Trinity Services Group, Inc. shall furnish all management, labor, food, materials and supplies, as well as kitchenware, utensils, etc., necessary to provide for the Montgomery County Detention Facility inmates, including special diets, seven days a week.
6. That Trinity Services Group, Inc. shall provide three full nutritionally balanced meals (hot breakfast, hot or cold lunch and a hot dinner) each day at regularly scheduled times.
7. The Sheriff, or his designee, shall act as the agent of the Montgomery County Detention Facility for the purpose of serving as the Detention Facility's contact person for Trinity Services Group, Inc., overseeing performance and completion of the contract pursuant to

its terms. The Sheriff, or his designee, shall receive, review and process billing from Trinity Services Group, Inc. and conduct periodic inspections of the food service area and review menus.

8. That Trinity Services Group, Inc. shall at all times be in compliance with all specifications and special provisions of the Invitation to Bid.
9. Trinity Services Group, Inc. shall agree to indemnify and hold harmless Montgomery County, its agents, servants and employees for any and all claims, actions, lawsuits, damages, judgment or liabilities of any kind whatsoever arising out of the operation and maintenance of the aforesaid program of food services provided by Trinity Services Group, Inc., it being the express understanding of the parties hereto that Trinity Services Group, Inc. shall provide the actual food service program. Montgomery County shall promptly notify Trinity Services Group, Inc. of any incident, claim or lawsuit of which Montgomery County becomes aware and shall fully cooperate in the defense of such claim, but Trinity Services Group, Inc. shall retain sole control of the defense while their action is pending, to the extent allowed by law.
10. 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 between the Montgomery County Commission and Trinity Food Services, Inc.
11. By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

IN WITNESS WHEREOF, the undersigned have executed this Contract as of the 1ST day of April, 2016.

WITNESS:

TRINITY FOOD SERVICES, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

MAR 21 2016
BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 37

DEPARTMENT:	County Comm Appropriati	REVIEWED: S. Thomas	3/9/2016
DATE:	3/7/2016	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
HandsOn River Region	001-56300.427	0	5,000	5,000
Donation Revenue	001-59310.498	(313,800)	(5,000)	(318,800)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(313,800)	0	(313,800)

JUSTIFICATION:

To budget for an appropriation to HandsOn River Region for the Volunteer Management Program.

MAR 21 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 38

DEPARTMENT:	County Comm Appropriati	REVIEWED:	S. Thomas	3/15/2016
DATE:	3/7/2016		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
Whom It Concerns	001-57600.450	0	1,000	1,000
Donation Revenue	001-59310.498	(318,800)	(1,000)	(319,800)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(318,800)	0	(318,800)

JUSTIFICATION:

To budget for an appropriation to Whom it Concerns, Inc. for program activities.

MAR 21 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 39

DEPARTMENT:	County Comm Appropriati	REVIEWED:	S. Thomas	3/15/2016
DATE:	3/7/2016		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
Central Alabama Regional Planning & Development Comm.	001-56200.450	0	5,000	5,000
Donation Revenue	001-59310.498	(319,800)	(5,000)	(324,800)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(319,800)	0	(319,800)

JUSTIFICATION:

To budget for an appropriation to Central Alabama Regional & Development Commission for HVAC repairs at the Dublin Senior Center.

MAR 21 2016
BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 40

DEPARTMENT:	County Comm Appropriati	REVIEWED:	S. Thomas	3/16/2016
DATE:	3/16/2016		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
BOE Robert E. Lee High School	001-58100.498	0	2,000	2,000
Donation Revenue	001-59310.498	(324,800)	(2,000)	(326,800)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(324,800)	0	(324,800)

JUSTIFICATION:

Budget for an appropriation to Robert E. Lee High School Principal's Discretionary Fund for student support activities related to the death of a student.

MAR 21 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 1

DEPARTMENT:	Board of Registrars	REVIEWED:	S. Thomas	2/2/2016
			Finance Director	Date
REQUESTED BY:	George M. Noblin	APPROVED:		
Elected Official/Dept. Head	Date	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Extra Help	001-51920-115	0	3,000	3,000
Overtime	001-51920-113	8,314	(2,000)	6,314
Advertising	001-51920-253	1,000	(1,000)	0
TOTAL		9,314	0	9,314

JUSTIFICATION:

Additional help to process increase in applications, including electronic, for the March 1, 2016 Primary Election and election day requirements

MAR 21 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 4

DEPARTMENT:	Engineering	REVIEWED:	S. Thomas	3/1/16
			Finance Director	Date
REQUESTED BY:	George C. Speake	APPROVED:		
Elected Official/Dept. Head	2/29/2016	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
County Shop Const. Equip	111-53700.561	240,898	64,898	305,796
County Wide Const. Equip	111-53100.561	124,261	(64,898)	59,363
TOTAL		365,159	0	365,159

JUSTIFICATION:
To realign the equipment budgets for County Shop and Construction equipment.

MAR 21 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 4

DEPARTMENT:	JUDGE OF PROBATE	REVIEWED: S. Thomas	2/22/2016
	ELECTIONS	Finance Director	Date
REQUESTED BY:	JUDGE STEVEN L. REED	APPROVED:	
Elected Official/Dept. Head	Date	Administrator	Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Fuels and Lubricants	001-51910-212	1,000	(500)	500
Mileage	001-51910-260	0	500	500
TOTAL			0	0

JUSTIFICATION:

To realign the budget to cover mileage reimbursements to Election Center employees for the inspection of the delivery of election equipment to polling locations.

MAR 21 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 1

DEPARTMENT:	Public Affairs	REVIEWED:	S. Thomas	2/26/2016
DATE:	2/25/2016		Finance Director	Date
REQUESTED BY:	DiDi Henry	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Contract Services	001-51130 -304		40,250	40,250
Fund Balance	001.35900		(40,250)	
TOTAL		0	0	40,250

JUSTIFICATION:

To budget for Stamp Advertising expenses approved by the Commission.

18.5

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AGENDA

MAR 21 2016

March 11, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen
Deputy Administrator 

SUBJECT: Administrative Support Specialist

The Montgomery County Commission, at its meeting on March 7, 2016, agreed to place on the next agenda an authorization to hire Loretta Burns as an Administrative Support Specialist for the County Commission Office at Pay Grade A04, Step 5 (\$32,826 per year), subject to approval by City/County Personnel Board.

I am requesting approval of this item.

/tn

ELTON N. DEAN, SR.
CHAIRMAN

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AGENDA

MAR 21 2016

March 11, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen *fmc*
Deputy Administrator

SUBJECT: Position Fill Requests for Engineering Department

The Montgomery County Commission, at its meeting on March 7, 2016, agreed to place the following Position Fill Requests on the next agenda for the Engineering Department:

- (1) County Road Equipment Operator I, Position Number 620551017
- (2) Traffic Control Technician II, Position Number To Be Determined

I am requesting approval of these items.

/tn

Attachments

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Engineering District 2
DEPARTMENT HEAD: George Speake
SUPERVISOR: Ron Betts

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

1. Position Title CREO I

Position Number 620551017 - REPLACING JEREMY ORUM

Proposed Effective Date February 29, 2016

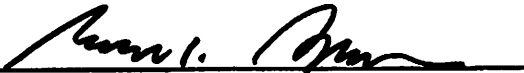
Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade S04- 1 \$26,096.

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


Department Head

Date 2/12/16

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

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Engineering Construction

DEPARTMENT HEAD: George Speake

SUPERVISOR: Danise Nettles

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

1. Position Title Traffic Control Technician II

Position Number TBD

Proposed Effective Date March 14, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade S07- 1 28,833

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



Department Head

Date 2/23/2016

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Date _____

Personnel Director

4. Selectee:

Date _____

Appointing Authority

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

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AGENDA
MAR 21 2016

March 11, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen 
Deputy Administrator

SUBJECT: Position Fill Request for Detention Facility

The Montgomery County Commission, at its meeting on March 7, 2016, agreed to place a Position Fill Request for Administrative Support Associate, Position Number 230, from the Detention Facility on the next agenda.

I am requesting approval of this item.

/tn

Attachment

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Administrative Support Associate

Position Number 230

Proposed Effective Date March 14, 2016

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade \$25,630 - \$38,294 (A03)

Derrick Cunningham Date February 26, 2016
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 _____

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

MAR 21 2016

March 11, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen 
Deputy Administrator

SUBJECT: Position Fill Requests for Sheriff's Office

The Montgomery County Commission, at its meeting on March 7, 2016, agreed to place the following Position Fill Requests on the next agenda for the Sheriff's Office:

- (1) Deputy Sheriff Corporal, Position Number 97
- (2) Deputy Sheriff Trainee/Deputy Sheriff, Position Number To Be Determined

I am requesting approval of these items.

/tn

Attachments

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Deputy Sheriff Corporal

Position Number 97

Proposed Effective Date March 14, 2016

Type of Appointment ☒ Permanent () Temporary

Recruiting

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

Pay Grade Deputy Sheriff Corporal \$40,575 - \$54,816 (PS2-4)

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

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

Date February 26, 2016

Derrick Cunningham

Department Head

2. Administrative Review

() Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Date _____

Personnel Director

4. Selectee:

Date _____

Appointing Authority

5. () Manpower data entered by _____ Date _____
() Payroll entered by _____ Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number _____

Proposed Effective Date March 14, 2016

Type of Appointment ☒ Permanent () Temporary

Recruiting

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

Pay Grade Deputy Sheriff Trainee \$38,236 (PST)

PSI-4
Deputy Sheriff \$39,466 - 51,661 (PS1-5)

Derrick Cunningham phw

Department Head

Date February 26, 2016

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

4. Selectee: _____

Appointing Authority

Date _____

5. () Manpower data entered by _____ Date _____
() Payroll entered by _____ Date _____

*To Be determined
after
promotion*

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

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

AGENDA

MAR 21 2016

March 3, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator 

SUBJECT: Position Fill Request for Buyer I

Please find attached a position fill request for a Buyer I to replace Dot Anderson, who will retire March 31, 2016. I request that the position fill request be placed on the next agenda.

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Support Services

DEPARTMENT HEAD: Florence Cauthen

SUPERVISOR: Myrtle R. Singleton

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

1. Position Title Buyer I

Position Number 260782001

Proposed Effective Date April 1, 2016

Type of Appointment (☒) Permanent (☐) Temporary

Recruiting

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

Pay Grade A05 \$32,318 Step 01

Florence M. Cauthen
Department Head

Date 2/23/2016

2. Administrative Review

- (☐) Approved
(☐) Disapproved

Funding Authority

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Date _____

Personnel Director

4. Selectee: _____

Date _____

Appointing Authority

5. (☐) Manpower data entered by _____ Date _____
(☐) Payroll entered by _____ Date _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 23

AGENDA

MAR 21 2016

Date: March 10, 2016

To: Donald L. Mims, Administrator

From: Ronda M. Walker

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL

Departure Date: April 21, 2016

Return Date: April 22, 2016

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend a course: Landfills, Hazardous Materials and Solid Waste

Traveler (s) Name: 1. Ronda M. Walker 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$224.56 Advance Registration Required: \$190.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - \$190.00; Mileage - \$34.56

To: Ronda M. Walker

From: Donald L. Mims, Administrator

The above request is app. 3/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$224.56 and advance registration of \$190.00 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>\$19,178.60</u>	
Budget Available:	<u>\$3,321.40</u>	
Current Requests:	<u>\$224.56</u>	
Budget Balance:	<u>\$3,096.84</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/10/2016

cc: Finance Director / Buyer

24-1

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 24

Date: March 16, 2016
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

AGENDA

MAR 21 2016

Request approval to be granted for the following:

Destination: Orange Beach, AL

Departure Date: June 7, 2016 Return Date: June 10, 2016

Conference Leave (Days / Hours): 4 Days

Purpose of Travel: to attend Alabama City County Management Association's
2016 Summer Conference

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

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

Total (est.) Cost: \$1,200.84 Advance Registration Required: \$195.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - \$195.00; Hotel - \$567; Meals - \$225; Mileage - \$213.84

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 3/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$1,200.84 and advance registration of \$195.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51100.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$22,500.00

Approved Requests: \$19,178.60

Budget Available: \$3,321.40

Current Requests: \$1,425.40

Budget Balance: \$1,896.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/16/2016

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

AGENDA

MAR 21 2016

Date: March 10, 2016

To: Donald L. Mims, Administrator

From: Judge Steven L. Reed

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Point Clear, Alabama

Departure Date: May 16, 2016

Return Date: May 19, 2016

Conference Leave (Days / Hours): 4 Days

Purpose of Travel: National College of Probate Judges Conference

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

Check Mode of Transportation:

County Vehicle

☐

Commercial Air

☐

Private Vehicle

☒

Other (Specify)

☐

Total (est.) Cost: \$1,468.32

Advance Registration Required: \$480.00

Department Name: Probate

Fund Name: 001 and 783

Additional Comments: _____

To: Judge Steven L. Reed

From: Donald L. Mims, Administrator

The above request is app. 3/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$1,468.32 and advance registration of \$480.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51300.265 783-51350.265

Description: Reg & Training Reg & Training

Current Budget: \$14,000.00 \$3,000.00

Approved Requests: \$6,474.28 \$2,244.84

Budget Available: \$7,525.72 \$755.16

Current Requests: \$713.16 \$755.16

Budget Balance: \$6,812.56 \$0.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/15/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

AGENDA

MAR 21 2016

Date: March 16, 2016
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL (Marriott Legends Hotel and Conference Center at Capitol Hill)

Departure Date: April 6, 2016 Return Date: April 7, 2016

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: Attend CROAA: Overview of County Revenue Course in Prattville, AL.
This is a required course that will apply toward employee earning his initial
CCRO Certification.

Traveler (s) Name: 1. Kenneth Holmes 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$209.56 Advance Registration Required: \$175.00

Department Name: Tax & Audit Fund Name: 001-51800-265

Additional Comments: Advance Online Registration Fee \$175.00. Lodging \$0. Mileage \$34.56.
Meals \$0 (Lunch Provided). CROAA Course Sponsored By ACCA.

To: Terri Henderson, Revenue Manager

From: Donald L. Mims, Administrator

The above request is app. 3/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$209.56 and advance registration of \$175.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51800.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$10,000.00</u>	
Approved Requests:	<u>\$3,098.33</u>	
Budget Available:	<u>\$6,901.67</u>	
Current Requests:	<u>\$209.56</u>	
Budget Balance:	<u>\$6,692.11</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/16/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

AGENDA

MAR 21 2016

Date: March 16, 2016
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hoover, AL

Departure Date: May 13, 2016 Return Date: May 13, 2016

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Attend ALTIST Certified Revenue Examiner Program Special Topics 1 (A.M.)
Course And Special Topics 2 (P.M.) Course in Hoover, AL. Each Attendee Will
Earn 8 Hours CPE Total Toward Their 40 Hour Annual CRE CPE Requirement.

Traveler (s) Name: 1. Te'Rea Smith 4. _____
2. Twyla Jackson 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$429.64 Advance Registration Required: \$300.00

Department Name: Tax & Audit Fund Name: 001-51800-265

Additional Comments: Registration Fees \$300.00 Total. Mileage \$89.64 Total (Traveling Together).
Meals \$40.00 Total. Lodging \$0 (None). ALTIST CRE Program Courses
Sponsored By Auburn University Center for Governmental Services,

To: Terri Henderson, Revenue Manager

From: Donald L. Mims, Administrator

The above request is app. 3/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$429.64 and advance registration of \$300.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51800.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$10,000.00</u>	
Approved Requests:	<u>\$3,098.33</u>	
Budget Available:	<u>\$6,901.67</u>	
Current Requests:	<u>\$639.20</u>	
Budget Balance:	<u>\$6,262.47</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/16/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 7

AGENDA

MAR 21 2016

Date: March 16, 2016
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hoover, AL

Departure Date: July 15, 2016 Return Date: July 15, 2016

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Attend ALTIST Certified Revenue Examiner Program Special Issues For Sales
And Use Tax Examination Course In Hoover, AL. Each Attendee Will Earn 8
Hours CPE Toward Their 40 Hour Annual CRE CPE Requirement.

Traveler (s) Name: 1. Te'Rea Smith 4. _____
2. Twyla Jackson 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$429.64 Advance Registration Required: \$300.00

Department Name: Tax & Audit Fund Name: 001-51800-265

Additional Comments: Registration Fees \$300.00 Total. Mileage \$89.64 Total (Traveling Together).
Meals \$40.00 Total. Lodging \$0 (None). ALTIST CRE Program Courses
Sponsored By Auburn University Center for Governmental Services,

To: Terri Henderson, Revenue Manager
From: Donald L. Mims, Administrator

The above request is app. 3/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$429.64 and advance registration of \$300.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51800.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$10,000.00</u>
Approved Requests:	<u>\$3,098.33</u>
Budget Available:	<u>\$6,901.67</u>
Current Requests:	<u>\$1,068.84</u>
Budget Balance:	<u>\$5,832.83</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/16/2016

cc: Finance Director / Buyer

24-6

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 23

AGENDA

MAR 21 2016

Date: March 8, 2016
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Washington, DC
Departure Date: April 17, 2016 Return Date: April 19, 2016
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: attend national Stepping Up Summit

Traveler (s) Name: 1. Gayle Atchison 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$100.00 Advance Registration Required: \$0.00

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

Additional Comments: Expenses to be paid by SummaSource

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 3/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$100.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$9,667.00</u>	
Budget Available:	<u>\$15,333.00</u>	
Current Requests:	<u>\$100.00</u>	
Budget Balance:	<u>\$15,233.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/10/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 24

AGENDA

MAR 21 2016

Date: March 11, 2016
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Newnan, GA
Departure Date: April 19, 2016 Return Date: April 21, 2016
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: K9 Deputies to attend Mantracker Seminar

Traveler (s) Name: 1. David Talley 4. _____
2. Tim Heath 5. _____
3. Josh Henry 6. _____

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

Total (est.) Cost: \$1,590.00 Advance Registration Required: \$0.00

Department Name: Sheriff's Office Fund Name: 001-52110.380

Additional Comments: Expenses to be paid from K9 Budget

To: Sheriff Derrick Cunningham
From: Donald L. Mims, Administrator

The above request is app. 3/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$1,590.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52110.380</u>	(ex: 000-00000-000)
Description:	<u>Investigations-K9</u>	
Current Budget:	<u>\$45,300.00</u>	
Approved Requests:	<u>\$17,110.82</u>	
Budget Available:	<u>\$28,189.18</u>	
Current Requests:	<u>\$1,590.00</u>	
Budget Balance:	<u>\$26,599.18</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/14/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 26

AGENDA

MAR 21 2016

Date: March 14, 2016
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, Alabama
Departure Date: May 24, 2016 Return Date: May 25, 2016
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: attend 2016 Middle District of Alabama LECC Conference

Traveler (s) Name: 1. Derrick Cunningham 4. _____
2. Trent Beasley 5. _____
3. Randy Pollard 6. _____

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

Total (est.) Cost: \$200.00 Advance Registration Required: \$180.00

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

Additional Comments: _____

To: Sheriff Derrick Cunningham
From: Donald L. Mims, Administrator

The above request is app. 3/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$200.00 and advance registration of \$180.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$9,767.00</u>	
Budget Available:	<u>\$15,233.00</u>	
Current Requests:	<u>\$300.00</u>	
Budget Balance:	<u>\$14,933.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/14/2016

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

AGENDA

MAR 21 2016

Date: March 15, 2016
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Renaissance Montgomery Convention Center

Departure Date: March 30, 2016 Return Date: March 30, 2016

Conference Leave (Days / Hours): 1 day

Purpose of Travel: Mental Health Conference- Hidden in Plain View The Human and economic cost of Mental Illness

Traveler (s) Name: 1. Beverly Riddle Wise 4. _____
2. Linda Parsly-Engle 5. _____
3. Bruce R. Howell 6. _____

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

Total (est.) Cost: \$387.00 Advance Registration Required: _____

Department Name: Youth Facility Fund Name: 001-52603-265

Additional Comments: _____
Invision 20/20 Conference

To: Bruce R. Howell

From: Donald L. Mims, Administrator

The above request is app. 3/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$387.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52603.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$11,000.00</u>	
Approved Requests:	<u>\$1,992.00</u>	
Budget Available:	<u>\$9,008.00</u>	
Current Requests:	<u>\$577.00</u>	
Budget Balance:	<u>\$8,431.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/15/2016

cc: Finance Director / Buyer

24-10

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

Date: March 8, 2016
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

AGENDA
MAR 21 2016

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: May 19, 2016 Return Date: May 19, 2016
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend The Women's Conference

Traveler (s) Name: 1. Laura Hughley 4. _____
2. Nina Nolan 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$298.00 Advance Registration Required: \$298.00

Department Name: Personnel Fund Name: Merit System

Registration Fee: \$149.00/per person

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

The above request is app. 3/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$298.00 and advance registration of \$298.00 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>\$3,374.97</u>	
Budget Available:	<u>\$16,625.03</u>	
Current Requests:	<u>\$298.00</u>	
Budget Balance:	<u>\$16,327.03</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/10/2016

cc: Finance Director / Buyer

24-11

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

AGENDA

MAR 21 2016

Date: March 8, 2016
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 201 Tallapoosa Street, Montgomery, AL 36104

Departure Date: March 30, 2016

Return Date: March 30, 2016

Conference Leave (Days / Hours): One day

Purpose of Travel: To attend the Mental Health 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: \$130.00

Advance Registration Required: \$0.00

Department Name: Community Corrections

Fund Name: Community Corrections

Additional Comments: _____

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 3/21/16 reimbursement of actual and necessary expenses in the
approximate amount of \$130.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 124-52960.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$12,425.00

Approved Requests: \$2,600.98

Budget Available: \$9,824.02

Current Requests: \$130.00

Budget Balance: \$9,694.02

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/10/2016

cc: Finance Director / Buyer

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