

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

APRIL 4, 2016

AGENDA
INFORMATION SESSION

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

Prayer Led by Commissioner Williams

Reports from Staff:

Administrator
Deputy Administrator
County Attorney
County Engineer

Comments from Scheduled Attendees:

Executive Director Greg Clark and Weatherization Program Manager Donny Barber
with Central Alabama Regional Planning and Development Commission
CEO Jackie Bushman and President Lewis Figh with Buckmasters
President and CEO Matt Holdbrooks with Kid One Transport

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Pastor Randy Jones of Messiah Lutheran Church at the request of Vice Chairman Harris

Pledge of Allegiance Led by the Jefferson Davis High School Girls' Basketball Team at the request of Vice Chairman Harris

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of March 21, 2016

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

RESOLUTION:

Consider Resolution Recognizing and Congratulating the Jefferson Davis High School Girls' Basketball Team, County Commission

NEW BUSINESS:

1. Consider Authorization of an Agreement with the Montgomery Biscuits for the use of a Suite in Riverwalk Stadium for the 2016, 2017 and 2018 Seasons, County Commission
2. Consider Authorization of Maintenance and Support Agreement with DataWorks Plus regarding Fingerprint Equipment and Software Application for the Sheriff's Office – ID Division and the Jail, Information Systems
3. Consider Authorization of Amendment Number 2 to Contract with Climate Service, Inc., regarding Preventative Maintenance Services and HVAC Systems at the Montgomery County Detention Facility Jail II (Contract Number 51901-14B-004), Support Services
4. Consider Authorization of Amendment Number 2 to Contract with Signs Now regarding Graphics and Lettering of Sheriff Vehicles, (Contract Number 52110-14B-007), Sheriff's Office
5. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
6. Consider Bid Award to Chappy's Deli regarding Employee Luncheon, Bid Number 51988-16B-015, County Commission
7. Consider Bid Award to Ad-Wear Specialty of Texas, Inc., regarding Polo Shirts for the Sheriff's Office, Bid Number 52110-16B-007, Sheriff's Office
8. Consider Bid Award to KCI, Inc., regarding Computer Hardware Maintenance, Bid Number 51965-16B-011, Information Systems
9. Consider Budget Change Request Number 41 for \$2,700 to City of Montgomery, BONDS for the Clean City Adopt A Mile Montgomery Program, County Commission Appropriations
10. Consider Budget Change Request Number 42 for \$2,000 to River Region Chaplain Service for Program Expenses, County Commission Appropriations
11. Consider Budget Change Requests (6)
 1. Board of Registrars – Request Number 4
 2. Engineering Department – Request Number 5
 3. Judge of Probate – Request Number 5
 4. Personnel Department – Request Number 2
 5. Support Services – Request Number 1
 6. Youth Facility – Request Number 4

12. Consider Position Fill Requests – Judge of Probate (7)
 1. Assistant Tag and License Supervisor, Position Number 750053053
 2. Customer Service Clerk, Position Number To Be Determined
 3. Customer Service Clerk, Position Number 750016019
 4. Customer Service Clerk, Position Number 750016020
 5. Administrative Support Associate, Position Number 750013013
 6. Administrative Support Associate, Position Number 750013040
 7. Administrative Support Specialist, Position Number 750015001
13. Consider Position Fill Request for Custodial Maintenance Supervisor, Position Number 260725030, Support Services
14. Consider Travel/Training Requests (21)

Reports from Staff:

Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Reports from Staff:

Administrator
Deputy Administrator
County Attorney
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

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 Buyer I – Support Services Department
Fill action continues for 4 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 4 CREO I's – Engineering Department
Fill action continues for 1 CREO II – Engineering Department
Fill action continues for 1 Traffic Control Technician 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 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 Associates – 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 2 Deputy Sheriff Trainees / Deputy Sheriffs – Sheriff's Office
Fill action continues for 2 Deputy Sheriff, Corporals – Sheriff's Office
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

April 4, 2016

AGENDA

APR -4 2016

4-4-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 3-25-16

Check Number	To	Check Number
259823		259867
Total Checks Paid		\$45,961.90

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

AGENDA

APR - 4 2016
4-4-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 3-25-16

Check Number	To	Check Number
259868		259933
Total Checks Paid		\$643,088.10

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

AGENDA

APR - 4 2016

4-4-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 4-1-16

Check Number	To	Check Number
259934		259988
Total Checks Paid		\$394,296.82

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

AGENDA

APR -4 2016

4-4-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 4-1-16

Check Number	To	Check Number
259989		260095
Total Checks Paid		\$418,322.17

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

MONTGOMERY COUNTY COMMISSION

4/4/16 Meeting

AGENDA

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

APR - 4 2016

CHECKS ARE DATED
4/1/16

Payroll Check Number	125149	To	Payroll Check Number	125219	\$ 52,465.95
Direct Deposits					\$ 839,969.33
Payroll Check Number	125220	To	Payroll Check Number	125244	\$ 255,788.33
Direct Deposits					\$ 389,523.62
Federal Deposits					\$ 320,088.19
Total Payroll Paid					\$ 1,857,835.42

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

Montgomery County Commission
A County Older Than The State

AGENDA

APR - 4 2016



Established 1816
Montgomery, Alabama

RESOLUTION

PRESENTED TO: Coach LaKenya Knight, Coach Jessica Holt, Coach Cory Wooten, and team members Qualissa Hall, Aysha Jackson, Kayla Jackson, Tia Manora, Marleeyah Norman, Nakira Perry, May Potts, Jaquanna Spear, Tamireia Thomas, Ahyiona Vason, Jasmine Walker and Tyesha Wheeler

WHEREAS, Jefferson Davis High School opened in the late 1960's; and

WHEREAS, since its inception during the 1976-1977 school year, the girls' basketball team has won four state championship titles: 1978 as 4A, 2001 as 6A, and 2006 as 6A, along with two back-to-back 7A division championships in 2015 and 2016; and

WHEREAS, the Lady Volunteers basketball team has competed in 15 of the 16 regional playoffs, winning numerous regional titles, including the 2015 and 2016 7A division regional titles; and

WHEREAS, the Lady Vols have had 17 consecutive winning seasons; and

WHEREAS; the Jefferson Davis High School Vols girls' basketball team, under the leadership of Coach LaKenya Knight, completed the 2016 season with an impressive 25-6 schedule; and

WHEREAS, on Saturday, March 5th, the Lady Vols team secured the school's fifth state championship title by defeating the McGill-Toolen Yellow Jackets in an exciting 52-38 victory,

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Commission recognizes and thanks Coach LaKenya Knight, Coach Jessica Holt, Coach Cory Wooten, and the Jefferson Davis High School girls' basketball team for the sacrifices made on and off the court that are required to perform at the state championship level. Furthermore, the Commission wishes to congratulate the Jefferson Davis Lady Vols' basketball team on winning the 2016 AHSAA 7A Division Title and does hereby declare Monday, April 4, 2016, as Jefferson Davis Lady Vols Day in Montgomery County, Alabama.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 4th day of April 2016.

AGENDA

APR -4 2016

Documents will be handed out at the meeting.

1. Consider Authorization of an Agreement with the Montgomery Biscuits for the use of a Suite in Riverwalk Stadium for the 2016, 2017 and 2018 Seasons, County Commission

Memo

AGENDA

APR - 4 2016

To: Florence Cauthen

From: Lou Ialacci 

CC: Sheriff D. Cunningham

Date: March 28, 2016

Re: DataWorks Maintenance and Support Agreement

Thank you for presenting the DataWorks Maintenance and Support Agreement at the Commission work session on March 21, 2016. It is my understanding the Commission approved placing the document on the next public meeting agenda on April 4, 2016.

The agreement is for the "Livescans" fingerprint equipment and software application for the Sheriff's Office – ID division and the jail.

I am requesting the Commission's approval of annual Maintenance and Support Agreement from DataWorks Plus.

Thank you for your assistance.

MAINTENANCE AND SUPPORT AGREEMENT

AGENCY: **Montgomery CSO**
115 S. Perry St.
Montgomery, AL 36104

Term Effective **Start: 1/1/16** **End: 12/31/16**

STANDARD SOFTWARE AND HARDWARE SUPPORT: (AMOUNT: \$9,420.00)

- 9 a.m. – 5 p.m. On-site (M-F, Excluding Holidays)
- 24x7 Telephone Support: 2 Hour Response
- Free Remote SOFTWARE Updates for DataWorks Plus Applications During Normal Business Hours – does not include Operating System
- Remote Dial-in Analysis
- Overnight Shipping for Defective HARDWARE with Remote Installation Assistance

Hardware purchased from DWP Job Number 10-137: FINAL YEAR OF COVERAGE

- One (1) LSCAN 500P w/ Kiosk, Cabinet for Desktop Modular
 - Serial Number: 001001545.H2010
- One (1) Xerox 4510DT Printer
 - Serial Number: ART049723
- One (1) 17" Monitor (Serial Number: CN-0N445N-74261-06L-0J)

Software purchased from DWP Job Number 10-137:

LiveScan Plus and Digital PhotoManager™ Client Edition Software
MS SQL Software

Hardware purchased from DWP Job Number 10-186: FINAL YEAR OF COVERAGE

- Two (2) LSCAN 500P w/ Kiosk, Cabinet for Desktop Modular
 - Serial Numbers: 001001577.H2010, 001001475.F2010
- Two (2) Xerox 4510DT Printers
 - Serial Numbers: ART378214, unknown
- Two (2) 17" Monitors (Serial Numbers: CN-0U072N-64180-09G-18JC, CN-0U072N-64180-099-0ZCU)

Software purchased from DWP Job Number 10-186:

LiveScan Plus and Digital PhotoManager™ Client Edition Software
MS SQL Software

Interfaces purchased from DWP Job Number 11-046:

SQL RMS/JMS Data Interface
NIST Record Interface

Hardware purchased from DWP Job Number 13-00448:

- One (1) Crossmatch 500P
 - Serial Number: 001003292.D2013
- One (1) Dell – Precision M4700 2.6GHz Laptop
 - Machine Name: DWALMON804, Service Tag: 748KYW1
 - Firewire
 - 4GB RAM
- One (1) Canon Rebel T3 camera

- Serial Number: 272074040482
- One (1) Xerox 4510DT Printer
- Serial Number: ART396337

Software purchased from DWP Job Number 13-00448:

LiveScan Plus and Digital PhotoManager™ Client Edition Software
MS SQL Software

Services purchased from DWP Job Number 13-00449:

One (1) NIST record export – allows the LiveScan Plus system to export fingerprint records using standard NIST format(s) to the existing external AFIS system. Montgomery County provides access to the two (2) systems.

Hardware purchased from DWP Job Number 14-00082:

Three (3) Dell Precision T3610 2.8GHz Workstations

- Machine Names/Service Tags: DWALMON801/FBMDH02, DWALMON802/FBPDH02, DWALMON803/FBP8H02)
- 1 x 4GB Ram
- 2 x 500GB Hard Drive
- 1 x 635W Power Supply
- 2 x NIC
- 1 x Firewire
- 1 x PERC H310 RAID Controller

1. REPORTING A PROBLEM TO DATAWORKS PLUS:

- 1.1 The **Montgomery County Sheriff's Office** can contact Technical Support using either of the following options:
 - Toll-free telephone support (866-632-2780, dial "3" for Customer Support)
 - Email: ***support@dataworksplus.com***
 - Customers can also generate web-based support tickets by visiting:
www.dataworksplus.com/support
- 1.2 The **Montgomery County Sheriff's Office** should use our toll-free number to report problems that require immediate attention. To expedite the problem, the **Montgomery County Sheriff's Office** needs to have readily available, the machine name or IP address of HARDWARE or SOFTWARE with the problem, the type of SOFTWARE with the issue and a sample record number.

2. DATAWORKS PLUS RESOLUTION PROCESS: (SEE ADDENDUM/EXCLUSIONS)

- 2.1 DATAWORKS PLUS Technical Support Team will open a ticket in our tracking system as acknowledgment of an issue reported to us. The **Montgomery County Sheriff's Office** can request the ticket number for their tracking purposes.
- 2.2 DATAWORKS PLUS Technical Support will connect to the system remotely to determine the problem and resolution.
 - DATAWORKS PLUS will contact the **Montgomery County Sheriff's Office** upon closure of the ticket.
 - DATAWORKS PLUS will, at no additional expense to the **Montgomery County Sheriff's Office**, correct any failures of the covered SOFTWARE to meet its specifications.
- 2.3 If the remote site support does not satisfactorily resolve the problem, DATAWORKS PLUS may choose to send a qualified technician to your site to correct the problem. The decision to send a technician onsite will be at the sole discretion of DATAWORKS PLUS and will be done at no additional expense to the **Montgomery County Sheriff's Office**.

3. DATAWORKS PLUS RESPONSIBILITIES TO SOFTWARE:

- 3.1 DATAWORKS PLUS will, at no additional expense to the **Montgomery County Sheriff's Office**, provide all enhancements, additions and updates to the SOFTWARE. The **Montgomery County Sheriff's Office** can contact our Technical Support team to schedule SOFTWARE updates for any SOFTWARE purchased from DATAWORKS PLUS. All SOFTWARE updates should be scheduled during normal business hours. Fees for non-business hours updates can be provided as needed.
 - ✓ DATAWORKS PLUS warrants that its products are free from viruses. Any virus introduced to the **Montgomery County Sheriff's Office's** system by DATAWORKS PLUS will be remedied at the sole expense of DATAWORKS PLUS.

4. MONTGOMERY COUNTY SHERIFF'S OFFICE'S RESPONSIBILITIES:

- 4.1 Maintenance does not cover virus protection or system failure due to virus infection. The on-site system administrator is responsible for Operating System updates and Anti-virus SOFTWARE updates.

The **Montgomery County Sheriff's Office** will be responsible for any damage or failure caused by a computer virus. In the event that a system becomes infected and the **Montgomery County Sheriff's Office** requires assistance, DATAWORKS PLUS will assist the **Montgomery County Sheriff's Office** on a time and materials basis. Systems that have been infected can contact DATAWORKS PLUS to assist with rebuilds after they have completed a complete virus scan and malware scan of the system.

- 4.2 However, the **Montgomery County Sheriff's Office** can, at no additional expense, contact our technical support team for assistance in setting the proper exclusions for anti-virus solutions provided by the **Montgomery County Sheriff's Office**.
- 4.3 The **Montgomery County Sheriff's Office** is responsible for providing a backup solution and ensuring that backups are being conducted. The **Montgomery County Sheriff's Office** can, at no additional expense, contact DATAWORKS PLUS support to configure SQL backups to disk or USB drive. DATAWORKS PLUS encourages customers to provide a 3rd party backup solution.

5. DATAWORKS PLUS HARDWARE RESPONSIBILITIES: (The section below relates to HARDWARE listed on this contract that is covered by DATAWORKS PLUS)

- 5.1 DATAWORKS PLUS will, at no additional expense to the **Montgomery County Sheriff's Office**, repair or replace any piece of covered HARDWARE that malfunctions due to normal wear and tear based on manufacturer specifications at the time of purchase. This does not cover HARDWARE malfunctions due to acts of God, abusive damage or accidents, or HARDWARE/HARDWARE components replaced at the discretion of the **Montgomery County Sheriff's Office**.
- 5.2 This contract does not include consumable items such as (but not limited to) printer paper, printer ribbons, toner, photographic paper, print heads, magnetic tapes, or transfer ribbons for printers. This applies only to customers who have purchased printers from DATAWORKS PLUS and those printers are under a current support agreement.
- 5.3 DATAWORKS PLUS reserves the right to replace any piece of covered HARDWARE with the same or comparable model if the existing model is no longer available. The decision to replace HARDWARE is at the sole discretion of DATAWORKS PLUS.
- 5.4 DATAWORKS PLUS reserves the right to discontinue coverage for printers that become "general use" printers, instead of printers used exclusively for DATAWORKS PLUS applications. In this event, DATAWORKS PLUS will honor the terms in this agreement but may discontinue coverage upon contract renewal.
- 5.5 DATAWORKS PLUS will, at no additional expense to the **Montgomery County Sheriff's Office**, provide next-day delivery (except Sundays and Holidays, in which case, delivery will be scheduled for the next business day) of a replacement unit for any piece of covered HARDWARE that malfunctions due to normal wear and tear. DATAWORKS PLUS will provide next-day delivery by UPS Red Label, FedEx Priority Overnight, or a similar service. Replacement units will be loaned to the **Montgomery County Sheriff's Office** until DATAWORKS PLUS has repaired the failed unit or until DATAWORKS PLUS makes the decision to provide a permanent replacement.
- 5.6 DATAWORKS will provide telephone assistance for connectivity for defective HARDWARE listed below: Camera equipment, panner sets, keyboards, external disk drives, monitors, mice.

- 5.7 DATAWORKS PLUS will, at no additional expense to the **Montgomery County Sheriff's Office**, provide all computer-related and firmware updates as deemed necessary, for all computer equipment purchased from DATAWORKS PLUS and all DATAWORKS PLUS SOFTWARE applications. Additional charges may apply for firmware upgrade for mobile devices.

6. CONNECTIVITY:

- 6.1 DATAWORKS PLUS will provide upon request, at no additional expense to the **Montgomery County Sheriff's Office**, one USB modem, modem SOFTWARE, and remote connectivity SOFTWARE (such as VNC or Remote Desktop) necessary to provide remote site support. The **Montgomery County Sheriff's Office** is responsible for providing a VPN or direct-inward-dial telephone line. DATAWORKS PLUS is not responsible for any annual or monthly SOFTWARE fees for connectivity purposes.

7. ADDITIONAL TRAINING:

- 7.1 Upon request, DATAWORKS PLUS will provide a 30% discount on refresher training to the **Montgomery County Sheriff's Office**. Quotes for training can be obtained by contacting Deanna Allen, Director of Technical Support, at 866 632 2780 x 6731.

8. ASSISTANCE BEYOND THE SCOPE OF THIS CONTRACT:

- 8.1 Additional engineering and support efforts by DATAWORKS PLUS, beyond the scope of this agreement, may be charged as follows. This may include any related travel and administrative expenses.

BILLABLE RATES

(Outside the scope of a current Maintenance and Support Agreement)

8 a.m. – 5 p.m. (M-F, local time)	\$180 per hour, 2 hours minimum charge
After 5 p.m., Saturday, Sunday and Holidays	\$260 per hour, 2 hours minimum charge

9. CONTRACT CANCELLATION:

- 9.1 The **Montgomery County Sheriff's Office** through written notification to DATAWORKS PLUS may cancel this maintenance/support agreement. Any unused portion of the maintenance/support costs listed on this contract will be refunded to the **Montgomery County Sheriff's Office** at a pro-rated amount.

DataWorks Plus, LLC
728 N. Pleasantburg Drive
Greenville, SC 29607



866-632-2780 (Toll-Free)
864.672.2780 (P)
864.672.2787 (F)

****See Addendums A and B for information on moving SOFTWARE licenses to new HARDWARE and Non-Maintenance Time and Materials Rates.**

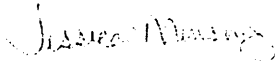
DATAWORKS PLUS

Montgomery County Sheriff's Office

Federal ID: 57-1104887

Name: Jessica Mensing

Name: _____

Signature: 

Signature: _____

Signature: _____

Title: _____

Date: October 20, 2015

Date: _____

Invoice: TBD

PO#: _____

ADDENDUM A

Occasionally, customers have a need to move our SOFTWARE licenses to new HARDWARE, either due to HARDWARE failure or simply as a HARDWARE upgrade. DATAWORKS PLUS considers application upgrades as a part of our standard maintenance plan. However, system moves are not covered under the plan. Customer should contact DATAWORKS PLUS for pricing for system moves. Customers who need to move SOFTWARE/databases to new HARDWARE will need to do the following:

1. Contact DATAWORKS PLUS at **866.632.2780 x6731** for pricing and scheduling;
 2. Provide DATAWORKS PLUS with an equivalent HARDWARE solution as the original HARDWARE, with any SOFTWARE installed that was originally installed by the Agency;
 3. Provide VPN access to the new system and the old system simultaneously until the move is complete;
 4. Provide access to system backups and logs.
 5. DATAWORKS PLUS understands that some Agencies prefer to handle application license moves to customer owned HARDWARE without DATAWORKS PLUS assistance. In this instance, it is the Agencies responsibility to notify DATAWORKS PLUS so that maintenance coverage will continue for the license(s). The following information should be given to DATAWORKS PLUS to update license information on the maintenance record:
 - Previous machine name and IP
 - New machine name and IP
- DATAWORKS PLUS is not responsible for providing on-site assistance in the event of customer provided hardware failure.
- DATAWORKS PLUS is not responsible for engineering/development work to reconstruct corrupt databases due to customer-provided hardware failure, or failure due to viruses/malware.
- Customers who wish to schedule license moves and/or hardware upgrades may contact DATAWORKS PLUS for fees and scheduling.
- Customers may contact us for pricing for a maintenance uplift plan that includes software license moves.
- Our standard rates of \$180 per hour, 2 hour minimum, will apply for any installation or deployment related support issues after the initial training and installation for Kiosk.

ADDENDUM B- REFERENCE ONLY

**DATAWORKS PLUS
Non-Customer Time and Materials Information Sheet**

DATAWORKS PLUS regrets that your Agency will no longer continue with a standard maintenance contract and hope to work with you as a regular maintenance customer in the future. To assist you during this time, please review the following "Time and Materials" procedures listed below:

- If technical assistance is needed, please contact DATAWORKS PLUS at 866.632.2780 x 3. The rate for T&M customers is as follows:

**BILLABLE RATES
(Without a Maintenance and Support Agreement)**

8 a.m. – 5 p.m. (M-F, local time)	\$225 per hour, 2 hours minimum charge
After 5 p.m., Saturday, Sunday and Holidays	\$450 per hour, 2 hours minimum charge

- DATAWORKS PLUS will open a ticket for your Agency but will need a purchase order before proceeding. Typically, this purchase order will be for the two-hour minimum listed above.
- Upon receipt of the purchase order, our technicians will connect to your site to determine the cause of the problem and an estimate of time for resolution.
- If the problem can be resolved during the two-hour minimum time-frame listed in the purchase order, we will proceed with the repair. DATAWORKS PLUS support technicians will contact your Agency before going above the time limit issued by your Agency.
- If the problem requires HARDWARE to resolve, DATAWORKS PLUS will issue your Agency a quote for the HARDWARE separately, provided the HARDWARE is not listed as obsolete by DATAWORKS PLUS. T&M agencies are responsible for shipping costs for the replacement HARDWARE.
- Upon closure of the ticket, DATAWORKS PLUS will issue an invoice with the purchase order given at the time of the initial call. Please note that agencies with current maintenance contracts will get priority in our support tracking system. However, we are happy to give agencies a time-frame for resolution.
- DATAWORKS PLUS does not provide on-site support for non-maintenance customers.
- DATAWORKS PLUS does not provide SOFTWARE upgrades for non-maintenance customers.

It is our desire to assist agencies in a timely fashion and to the satisfaction of those agencies. Please sign and return this letter along with your PO as acknowledgement to this agreement.

Agency Name: _____

Name: _____

Signature: _____

Title: _____

Date: _____

PO#: _____

AGENDA

APR - 4 2016

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *ms*

DATE: March 14, 2016

RE: Invitation to Bid No. 51901-14B-004
Preventative Maintenance Services
HVAC System for Montgomery County Detention Facility Jail II

Request the attached Amendment No. 2 to be considered for approval on a future agenda. This will allow for the contract with Climate Service Inc. to be extended beginning June 1, 2016 and ending on September 14, 2016. We will issue a new bid to include all Montgomery County buildings under one contract to commence in September.

Climate Services chooses not to increase prices during this contract period. All other provisions of the contract shall remain the same.

This contract extension has been coordinated with Derrick Cunningham, Sheriff and Pat Litchfield, Plant Maintenance Engineer.

Attachment

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

**Amendment
To
Contract # 51901-14B-004**

Amendment No. 2

Contract with Climate Service Inc. for Preventative Maintenance Services and HVAC Systems at Montgomery County Detention Facility Jail II, is hereby extended beginning June 1, 2016 and ending on September 14, 2016.

There will be no price increase during this contract period.

All other provisions of the contract remain the same.

WITNESS:

CLIMATE SERVICE INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

AGENDA

APR -4 2016

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *mk*

DATE: March 14, 2016

RE: Invitation to Bid No. 52110-14B-007
Graphics & Lettering for Sheriff Vehicles

Request the attached Amendment No. 2 to be considered for approval on a future agenda.

This will allow for the contract with Signs Now to be extended for one (1) year, beginning May 19, 2016 and ending on May 18, 2017.

Signs Now would like to increase prices by 5% in accordance with the terms of the contract. All other provisions of the contract shall remain the same.

This contract extension has been coordinated with Derrick Cunningham, Sheriff.

Attachment

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

Amendment
To
Contract # 52110-14B-007

Amendment No. 2

Contract with Signs Now for Graphics and Lettering of Sheriff Vehicles, is hereby extended for one (1) year beginning May 19, 2016 and ending May 18, 2017.

Prices will increase by 5%, in accordance with the contract.

All other provisions of the contract remain the same.

WITNESS:

SIGNS NOW

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

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

Amendment
To
Contract # 52110-14B-007

Amendment No. 2

Contract with Signs Now for Graphics and Lettering of Sheriff Vehicles, is hereby extended for one (1) year beginning May 19, 2016 and ending May 18, 2017.

Prices will increase by 5%, in accordance with the contract.

All other provisions of the contract remain the same.

WITNESS:

SIGNS NOW

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

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

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA

ADMINISTRATOR

FLORENCE M. CAUTHEN

DEPUTY ADMINISTRATOR

(334) 832-1210

FAX (334) 832-2533

TDD (334) 265-3568

www.mc-ala.org

AGENDA

APR -4 2016

April 4, 2016

MEMORANDUM

TO: Montgomery County Commission

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

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

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

- **C-2015-60: Rescind Appropriation to 100 Black Men of Greater Montgomery, Inc., for the Sock it to Me Program - \$500; (Harris)
- **C-2016-56: Rescind Appropriation to Fraternal Order of Police, for Annual Alabama State Fraternal Order of Police Conference - \$500; (Hall)
- C-2016-58: Montgomery Symphony Orchestra, for Montgomery Music Project, for Musical Instruments - \$500; (Harris)
- C-2016-59: Cloverdale Playhouse, Inc., for Courtyard Project - \$1,000; (Harris)

**Rescind

DLM/tll

AGENDA

APR -4 2016

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *mls*

DATE: March 14, 2016

RE: Invitation to Bid No. 51988-16B-015
Employee Luncheon

I request approval of award on the above referenced Invitation to Bid to the lowest eligible bidder, Chappy's Deli, for a unit price of \$7.89 each and a total amount of \$4,734.00, be placed on a future agenda for the County Commission meeting. (Copy of spreadsheet attached.)

Coordination of award made with DiDi Henry, Manager of Public Affairs.

Attachment

Montgomery County Commission

[illegible]

6-2

AGENDA

APR - 4 2016

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *ms*

DATE: March 15, 2016

RE: Invitation to Bid No. 52110-16B-007
Polo Shirts MCSO

I request approval of award on the above referenced Invitation to Bid, to the low bidder, Ad-Wear Specialty of Texas Inc., in the amount of \$5,212.80, based on unit pricing for Polo Shirts, be placed on a future agenda for the County Commission meeting. (Copy of spreadsheet attached.)

The contract will be for one (1) year, with the option to renew for an additional two (2) years in one year periods. At the end of the one year contract period, a price escalation may be allowed, but shall not exceed 5% per year.

Coordination of award made with Derrick Cunningham, Sheriff.

Attachment

**Purchasing Department
Montgomery County Commission**

ABSTRACT FOR BIDS: 34 BIDS MAILED				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO: 52110-168-007				PLH Enterprises, LLC dba PLH Merchandising		SP Designs Mfg. Inc.		Eastbay, Inc.		Varcity Apparel, LLC		Logo Branders, Inc.	
DATE ISSUED: 01/04/2016				410-A North Eastern By-Pass		1215 SE 10th St		111 South 1st Ave		2012 Corporate Ln Ste. 128		1161 Lagoon Business Loop	
DATE OPENED: 01/25/2016				Montgomery, AL 36117		Cape Coral, FL 33990		Wausau, WI 54401		Naperville, IL 60563		Montgomery, AL 36117	
REQUESTING DEPARTMENT: Montgomery County Sheriff's Office				Princess L. Harper		Jabari Davis		Steven M. Bieg		Carl Mucha		Rachel Hightower	
TERMS OF PAYMENT / DISCOUNT:													
DELIVERY DATE:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	Short sleeve men's polo shirt (polyester) various colors; Sizes: S,M, L, XL, 2X	EA	40	\$14.00	\$ 560.00	\$18.21	\$728.40	\$15.86	\$634.40	\$19.55	\$782.00	\$21.50	\$860.00
2	Short sleeve men's polo shirt (polyester) various colors; Sizes: 3X,4X	EA	40	\$14.50	\$ 580.00	\$19.00	\$760.00	\$21.07	\$842.80	\$19.55	\$782.00	\$21.50	\$860.00
3	Short sleeve women's polo shirt (polyester) various colors; Sizes: S,M, L, XL, 2X	EA	40	\$14.00	\$ 560.00	\$18.21	\$728.40	\$15.86	\$634.40	\$19.55	\$782.00	\$21.50	\$860.00
4	Short sleeve women's polo shirt (polyester) various colors; Sizes: 3X,4X	EA	40	\$14.50	\$ 580.00	\$19.00	\$760.00	\$21.07	\$842.80	\$19.55	\$782.00	\$21.50	\$860.00
5	Long sleeve men's polo shirt (polyester) various colors; Sizes: S,M, L, XL, 2X	EA	40	\$24.00	\$ 960.00	\$22.95	\$918.00	\$19.86	\$794.40	\$24.15	\$966.00	\$25.72	\$ 1,028.80
6	Long sleeve men's polo shirt (polyester) various colors; Sizes: 3X,4X	EA	40	\$25.00	\$ 1,000.00	\$23.50	\$940.00	\$24.43	\$977.20	\$24.15	\$966.00	\$25.72	\$ 1,028.80

Notes:

Bid #1 PLH Enterprises, LLC did not comply with shirt weight.

Bid #3 Eastbay, Inc. did not comply with shirt weight.

Bid# 5 Logo Branders, Inc. noted White is not available in size 4XL and largest ladies size is 3XL

7-2

**Purchasing Department
Montgomery County Commission**

ABSTRACT FOR BIDS: 34 BIDS MAILED													
INVITATION TO BID NO: 52110-16B-017													
DATE ISSUED: 01/04/2016													
DATE OPENED: 01/25/2016													
REQUESTING DEPARTMENT: Montgomery County Sheriff's Office													
TERMS OF PAYMENT / DISCOUNT:													
DELIVERY DATE:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
				UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
7	Long sleeve women's polo shirt (polyester) various colors; Sizes: S,M, L, XL, 2X	EA	40	\$24.00	\$ 960.00	\$22.95	\$918.00	\$19.86	\$794.40	\$24.15	\$966.00	\$25.72	\$ 1,028.80
8	Short sleeve women's polo shirt (polyester) various colors; Sizes: 3X,4X	EA	40	\$25.00	\$ 1,000.00	\$23.50	\$940.00	\$24.43	\$977.20	\$24.15	\$966.00	\$25.72	\$ 1,028.80
9	Optional embroidery of name on right chest	EA	40	\$1.00	\$ 40.00	\$1.75	\$70.00	\$4.25	\$170.00	\$5.00	\$200.00	\$1.85	\$ 74.00
Total Cost of Items 1 - 8					\$6,200.00		\$6,692.80		\$6,497.60		\$6,992.00		\$7,555.20
Total Cost of Items 1 - 9					\$6,240.00		\$6,762.80		\$6,667.60		\$7,192.00		\$7,629.20

Notes:

**Purchasing Department
Montgomery County Commission**

ABSTRACT FOR BIDS: 34 BIDS MAILED														
INVITATION TO BID NO: 52110-16B-017														
DATE ISSUED: 01/04/2016														
DATE OPENED: 01/25/2016														
REQUESTING DEPARTMENT: Montgomery County Sheriff's Office														
TERMS OF PAYMENT / DISCOUNT:														
DELIVERY DATE:														
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	BID # 6		BID # 7		BID # 8		BID # 9		BID # 10		
				UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	
1	Short sleeve men's polo shirt (polyester) various colors; Sizes: S,M, L, XL, 2X	EA	40	\$22.90	\$ 916.00	\$19.75	\$790.00	\$21.00	\$840.00	\$21.85	\$874.00	\$23.50	\$ 940.00	
2	Short sleeve men's polo shirt (polyester) various colors; Sizes: 3X,4X	EA	40	\$22.90	\$ 916.00	\$19.75	\$790.00	\$21.00	\$840.00	\$21.85	\$874.00	\$23.50	\$ 940.00	
3	Short sleeve women's polo shirt (polyester) various colors; Sizes: S,M, L, XL, 2X	EA	40	\$22.90	\$ 916.00	\$19.75	\$790.00	\$21.00	\$840.00	\$21.85	\$874.00	\$23.50	\$ 940.00	
4	Short sleeve women's polo shirt (polyester) various colors; Sizes: 3X,4X	EA	40	\$22.90	\$ 916.00	\$19.75	\$790.00	\$21.00	\$840.00	\$21.85	\$874.00	\$23.50	\$ 940.00	
5	Long sleeve men's polo shirt (polyester) various colors; Sizes: S,M, L, XL, 2X	EA	40	\$29.90	\$ 1,196.00	\$24.85	\$994.00	\$24.50	\$980.00	\$25.85	\$1,034.00	\$27.50	\$ 1,100.00	
6	Long sleeve men's polo shirt (polyester) various colors; Sizes: 3X,4X	EA	40	\$29.90	\$ 1,196.00	\$24.85	\$994.00	\$24.50	\$980.00	\$25.85	\$1,034.00	\$27.50	\$ 1,100.00	

Notes:

Bid# 8 Logoland Marketing noted additional personalized embroidery will be subject to upcharge. All embroidery for personalized items is \$5.00 each on the original orders or orders at one time

7-4

**Purchasing Department
Montgomery County Commission**

ABSTRACT FOR BIDS: 34 BIDS MAILED					BID # 6		BID # 7		BID # 8		BID # 9		BID # 10	
INVITATION TO BID NO: 52110-16B-017					Koppel Advertising 702 Broadway Ave. Bedford, OH 44146 Ken Koppel		SBS Promo 10 W. 37th St., 3rd FL New York, NY 10018 Jamison Hanningan		LogoLand Marketing 1035 Turkey Creek Rd. Mathews, AL 36052 Linda Gleason		AKD- American Klassic Designs 241 Mendel Pkwy, E Montgomery, AL 36117 Greg Shaler		N. O. Vative Printing 4413 Chasant St. Metairie, LA 70006 Ryan Olson	
DATE ISSUED: 01/04/2016														
DATE OPENED: 01/25/2016														
REQUESTING DEPARTMENT: Montgomery County Sheriff's Office														
TERMS OF PAYMENT / DISCOUNT:														
DELIVERY DATE:														
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY		UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
7	Long sleeve women's polo shirt (polyester) various colors; Sizes: S,M, L, XL, 2X	EA	40		\$29.90	\$ 1,196.00	\$24.85	\$994.00	\$24.50	\$980.00	\$25.85	\$1,034.00	\$27.50	\$ 1,100.00
8	Long sleeve women's polo shirt (polyester) various colors; Sizes: 3X,4X	EA	40		\$29.90	\$ 1,196.00	\$24.85	\$994.00	\$24.50	\$980.00	\$25.85	\$1,034.00	\$27.50	\$ 1,100.00
9	Optional embroidery of name on right chest	EA	40		\$3.00	\$ 120.00	\$4.00	\$160.00	\$5.00	\$200.00	\$4.00	\$160.00	\$3.50	\$ 140.00
								</						

Notes:

7-5

**Purchasing Department
Montgomery County Commission**

ABSTRACT FOR BIDS: 34 BIDS MAILED													
INVITATION TO BID NO: 52110-16B-007													
DATE ISSUED: 01/04/2016													
DATE OPENED: 01/25/2016													
REQUESTING DEPARTMENT: Montgomery County Sheriff's Office													
TERMS OF PAYMENT / DISCOUNT:													
DELIVERY DATE:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	BID # 11		BID # 12		BID # 13		BID # 14		BID # 15	
				UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	Short sleeve men's polo shirt (polyester) various colors; Sizes: S,M, L, XL, 2X	EA	40	\$14.91	\$ 596.40	\$29.75	\$1,190.00	\$28.30	\$1,132.00	\$12.09	\$483.60	NO BID	
										\$13.24	\$529.60		
2	Short sleeve men's polo shirt (polyester) various colors; Sizes: 3X,4X	EA	40	\$14.91	\$ 596.40	\$34.25	\$1,370.00	\$34.00	\$1,360.00	\$14.38	\$575.20	NO BID	
										\$15.52	\$620.80		
3	Short sleeve women's polo shirt (polyester) various colors; Sizes: S,M, L, XL, 2X	EA	40	\$14.91	\$ 596.40	\$29.75	\$1,190.00	\$28.30	\$1,132.00	\$12.09	\$483.60	NO BID	
										\$13.24	\$529.60		
4	Short sleeve women's polo shirt (polyester) various colors; Sizes: 3X,4X	EA	40	\$14.91	\$ 596.40	\$34.25	\$1,370.00	\$34.00	\$1,360.00	\$14.38	\$575.20	NO BID	
				\$									
5	Long sleeve men's polo shirt (polyester) various colors; Sizes: S,M, L, XL, 2X	EA	40	\$17.67	\$ 706.80	\$33.00	\$1,320.00	\$26.85	\$1,074.00	\$13.81	\$552.40	NO BID	
										\$14.95	\$598.00		
6	Long sleeve men's polo shirt (polyester) various colors; Sizes: 3X,4X	EA	40	\$17.67	\$ 706.80	\$37.50	\$1,500.00	\$32.55	\$1,302.00	\$16.10	\$844.00	NO BID	
										\$17.24	\$689.60		

Notes:

Bid# 11 Ad-Wear & Specialty of Texas, Inc. submitted a quantity of 40 shirts per each size

Bid#12 Nafeco, Inc. did not comply with shirt weight. Noted that prices included embroidery. Awarded prices are good for one (1) year. Quoted prices are good for 60 days after bid opens.

Bid# 13 Galls did not comply with shirt weight.

7-6

Purchasing Department

ABSTRACT FOR BIDS: 34 BIDS MAILED				BID # 11		BID # 12		BID # 13		BID # 14		BID # 15	
INVITATION TO BID NO: 52110-16B-017				Ad-Wear & Specialty of Texas, Inc. 8120 Westglen Dr. Houston, TX 77063 David Tanenbaum		NAFECO, Inc. 1515 W. Moulton St. Decatur, AL 35601 Kassey Patterson		Galls, Inc. 1340 Russell Cave Rd. Lexington, KY 40505 Natasha Wallis		Express Press 1860 E. St. Louis St. Springfield, MO 65802 Austin Owens		Lawmen's Shooters' Supply, Inc. 7750 9th St. SW Vero Beach, FL 32988 Gail Walker-Keen	
DATE ISSUED: 01/04/2016													
DATE OPENED: 01/25/2016													
REQUESTING DEPARTMENT: Montgomery County Sheriff's Office													
TERMS OF PAYMENT / DISCOUNT:													
DELIVERY DATE:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
7	Long sleeve women's polo shirt (polyester) various colors; Sizes: S,M, L, XL, 2X	EA	40	\$17.67	\$ 706.80								
8	Short sleeve women's polo shirt (polyester) various colors; Sizes: 3X,4X	EA	40	\$17.67	\$ 706.80								
9	Optional embroidery of name on right chest	EA	40	\$3.50	\$ 140.00								
Total Cost of Items 1 - 8					\$5,072.80		\$10,760.00		\$9,736.00		\$8,076.00		
Total Cost of Items 1 - 9					\$5,212.80		\$10,760.00		\$9,876.00		\$8,156.00		

Notes:

Bid# 14 Express Press did not comply with shirt weight. Noted both Men and Women Short Sleeve 2XL at \$13.24 each. Men Short Sleeve 4XL at \$ 15.52 each. Both Men and Women Long Sleeve 2X are \$14.95. Men Long Sleeve 4XL at \$17.24 each. 4XL Short and Long Sleeve Women Not Applicable.

7-7

**Purchasing Department
Montgomery County Commission**

ABSTRACT FOR BIDS: 34 BIDS MAILED										BID # 16		BID # 17		BID # 18		BID # 19		BID # 20			
INVITATION TO BID NO: 52110-16B-017										Municipal and Commercial Uniforms 2208 3rd Ave. N. Birmingham, AL 35203 Brian Stynant		G & C Supply, Co., Inc. P.O. Drawer 459 Atwood, TN 38220 Donnie Crider		Craig's Firearm Supply, LLC 8761 Chapman Hwy Knoxville, TN 37920 Bill Kranz		Goaltex Corp. 146 Split Rock Rd. Syosset, NY 11791 Robert Grubman					
DATE ISSUED: 01/04/2016																					
DATE OPENED: 01/25/2016																					
REQUESTING DEPARTMENT: Montgomery County Sheriff's Office																					
TERMS OF PAYMENT / DISCOUNT:																					
DELIVERY DATE:																					
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT		
1	Short sleeve men's polo shirt (polyester) various colors; Sizes: S,M, L, XL, 2X	EA	40	NO BID	\$ -	NO BID		NO BID		NO BID		NO BID		NO BID		NO BID					
2	Short sleeve men's polo shirt (polyester) various colors; Sizes: 3X,4X	EA	40	NO BID	\$ -	NO BID		NO BID		NO BID		NO BID		NO BID		NO BID					
3	Short sleeve women's polo shirt (polyester) various colors; Sizes: S,M, L, XL, 2X	EA	40	NO BID	\$ -	NO BID		NO BID		NO BID		NO BID		NO BID		NO BID					
4	Short sleeve women's polo shirt (polyester) various colors; Sizes: 3X,4X	EA	40	NO BID	\$ -	NO BID		NO BID		NO BID		NO BID		NO BID		NO BID					
5	Long sleeve men's polo shirt (polyester) various colors; Sizes: S,M, L, XL, 2X	EA	40	NO BID	\$ -	NO BID		NO BID		NO BID		NO BID		NO BID		NO BID					
6	Long sleeve men's polo shirt (polyester) various colors; Sizes: 3X,4X	EA	40	NO BID	\$ -	NO BID		NO BID		NO BID		NO BID		NO BID		NO BID					

Notes:

7-8

**Purchasing Department
Montgomery County Commission**

ABSTRACT FOR BIDS: 34 BIDS MAILED				BID # 16		BID # 17		BID # 18		BID # 19		BID # 20	
INVITATION TO BID NO: 52110-16B-017				Municipal and Commercial Uniforms 2208 3rd Ave. N. Birmingham, AL 35203 Brian Slynani		G & C Supply, Co., Inc. P.O. Drawer 459 Atwood, TN 38220 Donnie Crider		Craig's Firearm Supply, LLC 8761 Chapman Hwy Knoxville, TN 37920 Bill Kranz		Goaltex Corp. 146 Split Rock Rd. Syosset, NY 11791 Robert Grubman			
DATE ISSUED: 01/04/2016													
DATE OPENED: 01/25/2016													
REQUESTING DEPARTMENT: Montgomery County Sheriff's Office													
TERMS OF PAYMENT / DISCOUNT:													
DELIVERY DATE:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
7	Long sleeve women's polo shirt (polyester) various colors; Sizes: S,M, L, XL, 2X	EA	40	NO BID		NO BID		NO BID		NO BID		NO BID	
8	Long sleeve women's polo shirt (polyester) various colors; Sizes: 3X,4X	EA	40	NO BID		NO BID		NO BID		NO BID		NO BID	
9	Optional embroidery of name on right chest	EA	40	NO BID		NO BID		NO BID		NO BID		NO BID	
Total Cost of Items 1 - 8													
Total Cost of Items 1 - 9					\$								\$

Notes:

7-9

STATE OF ALABAMA
MONTGOMERY COUNTY

CONTRACTUAL AGREEMENT

CONTRACT NO. 52110-16B-007

THIS CONTRACTUAL AGREEMENT made and entered into on the 4th day of April, 2016, by and between Ad-Wear & Specialty of Texas, Inc. of Houston, Texas and Montgomery County Commission, Montgomery, Alabama.

W I T N E S S E T H

WHEREAS, Ad-Wear & Specialty of Texas, Inc. agrees to furnish Polo Shirts for the Montgomery County Commission, Sheriff Department, in accordance with all the provisions of Invitation to Bid No.52110-16B-007, as issued by the Montgomery County Commission on January 25, 2016, (hereinafter referred to as the "Invitation to Bid"), a copy of which is attached hereto.

WHEREAS, In Consideration thereof, Ad-Wear & Specialty of Texas, Inc. and Montgomery County Commission agrees 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 4, 2016 and will end on April 3, 2019, with the option to renew for two (2) years, in one year periods.
3. That prices shall remain firm for 1 one (1) year period; a price increase may be allowed but shall not exceed 5% per year.
4. That Montgomery County Commission and Ad-Wear & Specialty of Texas, Inc. may terminate this agreement at anytime during the contract period by giving a thirty (30) day written notice by either party.
5. That Ad-Wear & Specialty of Texas, Inc. will furnish Polo Shirts for the Sheriff's Office at prices stipulated in Invitation to Bid No. 52110-16B-007.
6. That Ad-Wear & Specialty of Texas, Inc. shall at all times be in compliance with all specifications and special provisions of the Invitation to Bid.
7. Ad-Wear & Specialty of Texas, Inc. shall hold Montgomery County Commission harmless from and indemnify it against all liability, including attorney's fees, which may arise from and accrue directly from the performance of the work of any obligation of Ad-Wear &

Specialty of Texas, Inc. or failure of Ad-Wear & Specialty of Texas, Inc. to perform any work or obligation provided for in this agreement.

8. 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 Ad-Wear & Specialty of Texas, Inc.
9. 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 authorized 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 4th day of April, 2016.

WITNESS:

AD-WEAR & SPECIALTY OF TEXAS, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

AGENDA

APR - 4 2016

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *mls*

DATE: March 14, 2016

RE: Invitation to Bid No. 51965-16B-011
Computer Hardware Maintenance

I request approval of award on the above referenced Invitation to Bid, to the low bidder, KCI, Inc., in the amount of \$59,600.00, based on unit pricing for computer hardware maintenance, be placed on a future agenda for the County Commission meeting. (Copy of spreadsheet attached.)

The contract will be for one (1) year, with the option to renew for an additional two (2) years in one year periods. At the end of the one year contract period, a price escalation may be allowed, but shall not exceed 5% per year.

Coordination of award made with Lou Ialacci, Director of Information Systems and Larry Kennedy, Information Systems Manager.

Attachment

Purchasing Department Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO: 51965-16B-011				KCI, INC. 19 INDUSTRIAL AVENUE MOHAWK, NJ 07430 ATTN: WAYNE DUGLIN		ALTERNATIVE MAINTENANCE SOLUTIONS 251 TIGER WAY PEACHTREE CITY, GA 30269 ATTN: RONALD EALY		COAST TO COAST COMPUTER PRODUCTS 4277 VALEY FAIR ST SIMI VALLEY, CA 93063 ATTN: MELISSA SERVATDJOO					
DATE ISSUED: FEBRUARY 9, 2016													
DATE OPENED: MARCH 1, 2016													
DEPARTMENT REQUESTING: INFORMATION SYSTEMS													
TERMS OF PAYMENT / DISCOUNT:													
DELIVERY DATE:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	ANNUAL COST OF	EA	1	\$59,600.00	\$59,600.00	\$64,352.00	\$64,352.00	\$75,699.90	\$75,699.90				
	COMPUTER												
	HAREDWARE												
	MAINTENANCE												
TOTAL BID AMOUNTS					\$59,600.00		\$64,352.00		\$75,699.90				

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION **AGENDA**

BUDGET CHANGE REQUEST

REQUEST NUMBER 41

APR - 4 2016

DEPARTMENT:	County Comm Appropriati	REVIEWED: S. Thomas	3/21/2016
DATE:	3/21/2016	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
City of Montgomery BONDS	001-56701.464	7,750	2,700	10,450
Donation Revenue	001-59310.498	(326,800)	(2,700)	(329,500)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(319,050)	0	(319,050)

JUSTIFICATION:

Budget for an appropriation to the City of Montgomery BONDS program for the Clean City Adopt A Mile Montgomery Program.

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 42

BUDGET FORM 5

AGENDA

APR - 4 2016

DEPARTMENT: County Comm Appropriati REVIEWED: S. Thomas 3/21/2016
 DATE: 3/21/2016 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
River Region Chaplain Service	001-57201.441	0	2,000	2,000
In House Misc. Appropriations	001-59310.498	59,500	(2,000)	57,500
TOTAL		59,500	0	59,500

JUSTIFICATION:
 Appropriate funds to River Region Chaplain Service for program expenses.

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

BUDGET FORM 5

AGENDA

REQUEST NUMBER 4

APR - 4 2016

DEPARTMENT:	Board of Registrars	REVIEWED:	S. Thomas	3/15/2016
			Finance Director	Date
REQUESTED BY:	George Noblin	APPROVED:		
Elected Official/Dept. Head	Date	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Extra Help	001-51920-115	4,000	2,000	6,000
Overtime	001-51920-113	5,314	(2,000)	3,314
TOTAL		9,314	0	9,314

JUSTIFICATION:

Funds Needed IMMEDIATELY to hire extra help (retired clerks from this office) to handle extraordinary increase in registrations and updates, both regular and electronic, generated by the March 1 Primary, added to the normal weekly inflow of applications from DHR, MEDICAID, DMV, PROBATE, and other sources. Work on provisional ballots(390) and registraion cutoff which prevents immediate attention to applications missing the deadline and transfers from other counties, prevented immediate processing . The short deadline of the MARCH 28th RUN-OFF ELECTIONS is approaching.

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

REQUEST NUMBER 5

BUDGET FORM 5

AGENDA

APR - 4 2016

DEPARTMENT:	Engineering-Mosquito Control	REVIEWED:	S. Thomas	3/15/16
			Finance Director	Date
REQUESTED BY:	George C. Speake	APPROVED:		
Elected Official/Dept. Head	3/15/2016	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Fuels & Lubricants	001-55600.212	3,969	(300)	3,669
Travel Req & Training	001-55600.265	1,500	300	1,800
TOTAL		5,469	0	5,469

JUSTIFICATION:

To realign budget to cover additional expenses for Travel-Req and Training.

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

BUDGET FORM 5
AGENDA

REQUEST NUMBER 5

APR -4 2016

<u>DEPARTMENT:</u>	JUDGE OF PROBATE	<u>REVIEWED:</u>	S. Thomas	<u>3/10/16</u>
			Finance Director	Date
<u>REQUESTED BY:</u>	JUDGE STEVEN L. REED	<u>APPROVED:</u>		
Elected Official/Dept. Head	Date	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Repair & Maintenance Office Equipment	001-51300-233	2,748	2,700	5,448
Water and Sewer	001-51300-246	3,390	2,600	5,990
Digital Cable Service	001-51300-259	500	500	1,000
Dues	001-51300-303	1,835	2,000	3,835
Office Supplies / Minor Equipment	001-51300-211	79,568	(7,800)	71,768
TOTAL		88,041	0	88,041

JUSTIFICATION:

We have had more repairs than previously anticipated. It appears that water and cable could be short by year end.
Dues increased from prior year.

MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST

BUDGET FORM 5

AGENDA

REQUEST NUMBER #2

APR -4 2016

DEPARTMENT:	PERSONNEL	REVIEWED:	S. Thomas	3/16/2016
DATE:	3/16/2016	Finance Director		Date
REQUESTED BY:	Carmen Douglas	APPROVED:		
Elected Official/Dept. Head	Personnel Director	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Equipment/Furniture under Capital Asset threshold	123.51961-400	18,000	(7,500)	10,500
Repair & Maint-Software License	123.51961.240	42,000	7,500	49,500
TOTAL		60,000	0	60,000

JUSTIFICATION:
 To adjust budget for increased cost of training for and implementing new applicant software.

MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST

BUDGET FORM 5
AGENDA

REQUEST NUMBER 1

APR - 4 2016

DEPARTMENT	Support Services	REVIEWED:	S. Thomas	3/10/2016
DATE:	3/8/2016		Finance Director	Date
REQUESTED BY:	Pat Litchfield	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Repair & maint. Motor Vehic	001-51901.234	5,000	1,500	6,500
Repair & maint. Bldgs/Impr	001-51901.231	175,000	(1,500)	173,500
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		180,000	0	180,000

JUSTIFICATION:

Truck #8035 & #5 have had inforseen repairs

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

BUDGET FORM 5

AGENDA

REQUEST NUMBER 4

APR - 4 2016

DEPARTMENT:	Youth Facility	REVIEWED:	S. Thomas	3/15/2016
DATE:	3/15/2016		Finance Director	Date
REQUESTED BY:	Bruce R. Howell	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Natural Gas	001-52602-245	20,000	(2,000)	18,000
Telephone	001-52602-251	20,000	(2,000)	18,000
Groceries	001-52602-328	75,000	(5,000)	70,000
Other Equipment	001-52602-591	7,500	(1,000)	6,500
Repair & Main. Bldgs.	001-52602-231	15,000	10,000	25,000
Copy Machine Rental	001-52603-223	8,000	(1,000)	7,000
Repair & Main. Vehicles	001-52603-234	15,000	(3,000)	12,000
Drugs & Medical Supplies	001-52603-206	1,000	4,000	5,000
TOTAL			0	

JUSTIFICATION:

Midyear adjustments for shortfalls in Medicine and Building repair



STEVEN L. REED
PROBATE JUDGE
MONTGOMERY COUNTY

AGENDA

APR -4 2016

MEMORANDUM

TO: Montgomery County Commission
THRU: Donnie Mims
FROM: Steven L. Reed, Probate Judge
SUBJECT: Request Approval of Position Fill Request
DATE: March 2, 2016

We request approval of two (2) position fill requests. Specifically, we request approval to fill a Customer Service Clerk position and an Assistant Tag and License Supervisor position. These fill requests are relative: 1) to the resignation of an Assistant Tag and License Supervisor; and, 2) the opening of the new South Probate Tag and License location.

In late 2014, Ms. Mildred Potts resigned after 13 years of service. Her position has gone unfilled with the closure of the Tag and License Office located on Woodley Road. With the new location set to open this year, we wish to ensure minimal disruption to the offices and our team. As such we expect that the new Assistant Tag and License Supervisor will be promoted from our current staff of Customer Service Clerk. This will ultimately leave the one (1) Customer Service Clerk vacancy relative to this request. Both of these positions are currently in our budget.

Thank you for your favorable consideration of this request.

POSITION FILL REQUEST

COMPLETE ACTION DATES

1. __dept request
2. __admin review
3. __pers dept
4. __cert to admin
5. __dept selection
6. __final review

DEPARTMENT: PROBATE

APPOINTING AUTH.: Judge Steven L. Reed

SUPERVISOR: William Flowers

26. POSITION TITLE: Assistant Tag and License Supervisor

POSITION NUMBER: 750053053

PROPOSED EFFECTIVE DATE: 15 March 2016

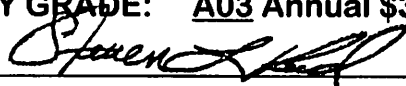
TYPE OF APPOINTMENT: ☒ PERMANENT ☐ TEMPORARY

RECRUITING:

☒ Promotional Transfer ☐ Transfer

☐ Open Competitive Register ☐ Reemployment

PAY GRADE: A03 Annual \$32,318


APPOINTING AUTHORITY

Date

27. ADMINISTRATIVE REVIEW

☐ APPROVED

☐ DISAPPROVED

FUNDING AUTHORITY

Date

28. CERTIFICATION

Promotional ☐ Candidates

Open-Competitive ☐ Candidates

Transfer ☐ Candidates

PERSONNEL DIRECTOR

Date

29. SELECTEE: _____

APPOINTING AUTHORITY

Date

30. _____ Manpower data entered by _____

Date

_____ Payroll entered by _____

Date

POSITION FILL REQUEST

COMPLETE ACTION DATES

1. __dept request
2. __admin review
3. __pers dept
4. __cert to admin
5. __dept selection
6. __final review

DEPARTMENT: PROBATE

APPOINTING AUTH.: Judge Steven L. Reed

SUPERVISOR: William Flowers

31. POSITION TITLE: Customer Service Clerk

POSITION NUMBER: _____

(Number unknown until after Assistant Tag and License Supervisor Fill)

PROPOSED EFFECTIVE DATE: 15 March 2016

TYPE OF APPOINTMENT: x PERMANENT TEMPORARY

RECRUITING:

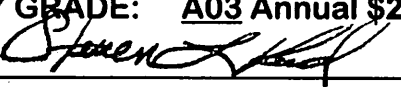
 Promotional Transfer

X Transfer

x Open Competitive Register

X Reemployment

PAY GRADE: A03 Annual \$25,630


APPOINTING AUTHORITY

Date

32. ADMINISTRATIVE REVIEW

 APPROVED

 DISAPPROVED

FUNDING AUTHORITY

Date

33. CERTIFICATION

Promotional _____ Candidates

Open-Competitive _____ Candidates

Transfer _____ Candidates

PERSONNEL DIRECTOR

Date

34. SELECTEE: _____

APPOINTING AUTHORITY

Date

35. _____ Manpower data entered by _____

Date

_____ Payroll entered by _____

Date



STEVEN L. REED
PROBATE JUDGE
MONTGOMERY COUNTY

AGENDA

APR - 4 2016

MEMORANDUM

TO: Montgomery County Commission
THRU: Donnie Mims
FROM: Steven L. Reed, Probate Judge
SUBJECT: Request Approval of Position Fill Request
DATE: March 2, 2016

We request approval of 2 Customer Service Clerk position fill requests relative to the resignation of a Customer Service Clerk, and the promotion of 1 Customer service Clerk to the position of Assistant Tag and License Supervisor.

In late 2015, Ms. Brenda Robbins was promoted to the position of Assistant Tag and License Supervisor. On 1 February 2016, Ms. Tammy Sterling resigned.

These positions are crucial to the operation of the tag and license offices and are necessary in order to staff the new South Probate Tag and License location. Both positions are currently in our budget and are unfilled.

Thank you for your favorable consideration of this request.

POSITION FILL REQUEST

DEPARTMENT: PROBATE

APPOINTING AUTH.: Judge Steven L. Reed

SUPERVISOR: William Flowers

COMPLETE ACTION DATES

1. __dept request
2. __admin review
3. __pers dept
4. __cert to admin
5. __dept selection
6. __final review

1. POSITION TITLE: Customer Service Clerk

POSITION NUMBER: 750016019

PROPOSED EFFECTIVE DATE: 15 March 2016

TYPE OF APPOINTMENT: ☒ PERMANENT ☐ TEMPORARY

RECRUITING:

☐ Promotional Transfer ☒ Transfer

☒ Open Competitive Register ☒ Reemployment

PAY GRADE: A03 Annual \$25,630


APPOINTING AUTHORITY

Date

2. ADMINISTRATIVE REVIEW

☐ APPROVED

☐ DISAPPROVED

FUNDING AUTHORITY

Date

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

COMPLETE ACTION DATES

1. __dept request
2. __admin review
3. __pers dept
4. __cert to admin
5. __dept selection
6. __final review

SUPERVISOR: William Flowers

POSITION NUMBER: 750016020

PROPOSED EFFECTIVE DATE: 15 March 2016

TYPE OF APPOINTMENT: ☒ PERMANENT ☐ TEMPORARY

RECRUITING:

__Promotional Transfer	_X_Transfer
_x Open Competitive Register	_X Reemployment

PAY GRADE: A03 Annual \$25,630

APPOINTING AUTHORITY

Date _____

7. ADMINISTRATIVE REVIEW

 APPROVED
DISAPPROVED

FUNDING AUTHORITY

Date _____

8. CERTIFICATION

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

PERSONNEL DIRECTOR

Date _____

9. SELECTEE:

APPOINTING AUTHORITY

Date _____

10. _____ Manpower data entered by _____

Date _____

Payroll entered by _____

Date



STEVEN L. REED
PROBATE JUDGE
MONTGOMERY COUNTY

AGENDA

APR -4 2016

MEMORANDUM

TO: Montgomery County Commission
THRU: Donnie Mims
FROM: Steven L. Reed, Probate Judge
SUBJECT: Request Approval of Position Fill Request
DATE: March 2, 2016

We request approval of a two (2) position fill requests seeking to fill two vacant Administrative Support Associate (formerly Clerk Typist II) positions.

Some time ago, one of our remaining Clerk Typist II employees resigned. This position was not filled as the position description and title were being evaluated.

In September 2015, this office terminated the employment of the other Clerk Typist II. This position has yet to be filled for the same reasons.

After consideration by this office, it was determined that one of these positions is crucial to the operations of the Probate Recording section. The remaining position is also crucial to the operation of the Probate Court.

Both positions are currently in our budget.

Thank you for your favorable consideration of this request.

POSITION FILL REQUEST

COMPLETE ACTION DATES

1. __dept request
2. __admin review
3. __pers dept
4. __cert to admin
5. __dept selection
6. __final review

DEPARTMENT: PROBATE

APPOINTING AUTH.: Judge Steven L. Reed

SUPERVISOR: William Flowers

16. POSITION TITLE: Administrative Support Associate

POSITION NUMBER: 750013040

PROPOSED EFFECTIVE DATE: 15 March 2016

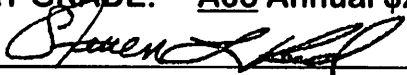
TYPE OF APPOINTMENT: ☒ PERMANENT ☐ TEMPORARY

RECRUITING:

☐ Promotional Transfer ☒ Transfer

☒ Open Competitive Register ☒ Reemployment

PAY GRADE: A03 Annual \$25,630


APPOINTING AUTHORITY

Date

17. ADMINISTRATIVE REVIEW

☐ APPROVED

☐ DISAPPROVED

FUNDING AUTHORITY

Date

18. CERTIFICATION

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

PERSONNEL DIRECTOR

Date

19. SELECTEE: _____

APPOINTING AUTHORITY

Date

20. _____ Manpower data entered by _____

Date

_____ Payroll entered by _____

Date



STEVEN L. REED
PROBATE JUDGE
MONTGOMERY COUNTY

AGENDA

APR - 4 2016

MEMORANDUM

TO: Montgomery County Commission
THRU: Donnie Mims
FROM: Steven L. Reed, Probate Judge
SUBJECT: Request Approval of Position Fill Request
DATE: March 2, 2016

We request approval of a position fill requests seeking to fill a vacant Administrative Support Specialist position

On 18 December 2015, Ms. Melissa Harville resigned from her position as a Clerk Typist III. Her primary tasks involved the operations of the Probate Court accounting office. Since her resignation, we have used another employee to assist in this officer. However, this employee's job description does not cover the scope of duties expected of this position.

After consideration by this office, it was determined that this position is crucial to the operations of the Probate Court accounting section. This position is currently in our budget.

Thank you for your favorable consideration of this request.

POSITION FILL REQUEST

DEPARTMENT: PROBATE

APPOINTING AUTH.: Judge Steven L. Reed

SUPERVISOR: William Flowers

COMPLETE ACTION DATES

1. __dept request
2. __admin review
3. __pers dept
4. __cert to admin
5. __dept selection
6. __final review

21. POSITION TITLE: Administrative Support Specialist

POSITION NUMBER: 750015001

PROPOSED EFFECTIVE DATE: 15 March 2016

TYPE OF APPOINTMENT: ☒ PERMANENT ☐ TEMPORARY

RECRUITING:

☐ Promotional Transfer ☒ Transfer

☒ Open Competitive Register ☒ Reemployment

PAY GRADE: A03 Annual \$28,765

APPOINTING AUTHORITY

Date

22. ADMINISTRATIVE REVIEW

☐ APPROVED

☐ DISAPPROVED

FUNDING AUTHORITY

Date

23. CERTIFICATION

Promotional ☐ Candidates

Open-Competitive ☐ Candidates

Transfer ☐ Candidates

PERSONNEL DIRECTOR

Date

24. SELECTEE: _____

APPOINTING AUTHORITY

Date

25. _____ 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

APR - 4 2016

March 17, 2016

MEMORANDUM

TO: Montgomery County Commission

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

SUBJECT: Position Fill Request for Custodial Maintenance Supervisor

Please find attached a position fill request for a Custodial Maintenance Supervisor to be filled from a promotional register. The position is currently vacant, but funding is included in the budget.

I request that the position fill request be placed on the next agenda.

POSITION FILL REQUEST

DEPARTMENT: Support Services

DEPARTMENT HEAD: Florence Cauthen

SUPERVISOR: Florence Cauthen

COMPLETED ACTION DATES

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

1 POSITION TITLE: Custodial Maintenance Supervisor

POSITION NUMBER: **260725030**

PROPOSED EFFECTIVE DATE: **April 4, 2016**

TYPE OF APPOINTMENT ☒ PERMANENT ☐ TEMPORARY

RECRUITING

☒ PROMOTIONAL REGISTER ☐ TRANSFER

☐ OPEN COMPETITIVE REGISTER ☐ REEMPLOYMENT

PAY GRADE **A05 \$32,318 Step 01**

Florence Cauthen
Department Head

Date **3/17/2016**

2 ADMINISTRATIVE REVIEW

☐ APPROVED
☐ DISAPPROVED

Funding Authority

3 CERTIFICATION

Promotional	_____	Candidates
Open-competitive	_____	Candidates
Transfer	_____	Candidates

Personnel Director

Date _____

4 SELECTEE: _____

Appointing Authority

Date _____

5 ☐ Manpower data entered by _____ Date _____

☐ Payroll entered by _____ Date _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 26

AGENDA

APR - 4 2016

Date: March 29, 2016
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: May 11, 2016 Return Date: May 12, 2016
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend Association of County Administrators of Alabama (ACAA)
Administrators Conference
I will become President of this Association at this Conference

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

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

Total (est.) Cost: \$683.84 Advance Registration Required: \$185.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - \$185.00 / Mileage - \$213.84 / Lodging - \$185.00 / Meals - \$100.00

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

The above request is app. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$683.84 and advance registration of \$185.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$20,733.00</u>	
Budget Available:	<u>\$1,767.00</u>	
Current Requests:	<u>\$683.84</u>	
Budget Balance:	<u>\$1,083.16</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/29/2016
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

Date: March 30, 2016
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

AGENDA

APR - 4 2016

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: May 5, 2016 Return Date: May 5, 2016
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: State Public Relations Council of Alabama Board of Directors

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$99.36 Advance Registration Required: \$0.00

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$99.36

To: Didi Henry

From: Donald L. Mims, Administrator

The above request is app. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$99.36 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$769.32</u>	
Budget Available:	<u>\$2,730.68</u>	
Current Requests:	<u>\$99.36</u>	
Budget Balance:	<u>\$2,631.32</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/30/2016

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

AGENDA

APR - 4 2016

Date: March 30, 2016
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL
Departure Date: April 14, 2016 Return Date: April 14, 2016
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Blackbelt Meeting

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$57.24 Advance Registration Required: \$0.00

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$57.24

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

The above request is app. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$57.24 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$769.32</u>	
Budget Available:	<u>\$2,730.68</u>	
Current Requests:	<u>\$156.60</u>	
Budget Balance:	<u>\$2,574.08</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/30/2016

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 7

AGENDA

APR - 4 2016

Date: March 30, 2016
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: May 12, 2016 Return Date: May 12, 2016
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Blackbelt Meeting

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$99.36 Advance Registration Required: \$0.00

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$99.36

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

The above request is app. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$99.36 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$769.32</u>	
Budget Available:	<u>\$2,730.68</u>	
Current Requests:	<u>\$255.96</u>	
Budget Balance:	<u>\$2,474.72</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/30/2016
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

AGENDA

APR - 4 2016

Date: March 30, 2016
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL
Departure Date: June 9, 2016 Return Date: June 9, 2016
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Blackbelt Meeting - Writers' Conference

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$57.24 Advance Registration Required: \$0.00

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$57.24

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

The above request is app. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$57.24 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$769.32</u>	
Budget Available:	<u>\$2,730.68</u>	
Current Requests:	<u>\$313.20</u>	
Budget Balance:	<u>\$2,417.48</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/30/2016
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

Date: March 30, 2016
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

AGENDA

APR - 4 2016

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: August 4, 2016 Return Date: August 4, 2016
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: State Public Relations Council of Alabama Board of Directors

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$99.36 Advance Registration Required: \$0.00

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$99.36

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

The above request is app. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$99.36 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$769.32</u>	
Budget Available:	<u>\$2,730.68</u>	
Current Requests:	<u>\$412.56</u>	
Budget Balance:	<u>\$2,318.12</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/30/2016
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

Date: March 30, 2016
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

AGENDA

APR -4 2016

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: November 3, 2016 Return Date: November 3, 2016
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: State Public Relations Council of Alabama Board of Directors

Traveler (s) Name: 1. Didi Henry 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$99.36 Advance Registration Required: \$0.00

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$99.36

2017 BUDGET EXPENSE

To: Didi Henry

From: Donald L. Mims, Administrator

The above request is app. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$99.36 and advance registration of \$0.00 is authorized.

Donald L. Mims, Administrator

To be completed by the Finance Department

Fund Code: 001-51130.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$3,500.00

Approved Requests: \$769.32

Budget Available: \$2,730.68

Current Requests: \$511.92

Budget Balance: \$2,218.76

Reviewed by: S. Thomas

Date: 3/30/2016

cc: Finance Director / Buyer

14.7

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

Date: March 29, 2016
To: Donald L. Mims, Administrator
From: Steven L. Reed
Re: Travel / Training Request

AGENDA

APR - 4 2016

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: June 12, 2016 Return Date: June 15, 2016
Conference Leave (Days / Hours): 4 days
Purpose of Travel: to attend Alabama Probate Judges Association 2016 Summer Conference

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

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

Total (est.) Cost: \$5,500.00 Advance Registration Required: \$1,425.00

Department Name: Probate Fund Name: 001-51300-265

Additional Comments: _____

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

The above request is app. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$5,500.00 and advance registration of \$1,425.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51300.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$14,000.00</u>	
Approved Requests:	<u>\$7,187.44</u>	
Budget Available:	<u>\$6,812.56</u>	
Current Requests:	<u>\$5,500.00</u>	
Budget Balance:	<u>\$1,312.56</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/29/2016

cc: Finance Director / Buyer

14-8

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

Date: March 30, 2016
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

Terri Henderson
3/31/2016

AGENDA

APR -4 2016

Request approval to be granted for the following:

Destination: Auburn, Alabama

Departure Date: September 9, 2016 Return Date: September 9, 2016

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Attend ALTIST 2016 CRE Update Class (Third and Final Offering) in Auburn, AL on 09/09/2016. Mandatory Required Annual CRE Class. Attendees Will Earn 8 CPE Hours Toward Their Annual CRE Certification Requirements.

Traveler (s) Name: 1. Terri Henderson 4. Maxine Taylor
2. Twyla Jackson 5.
3. Te'Rea Smith 6.

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

Total (est.) Cost: \$921.92 Advance Registration Required: \$600.00

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

Additional Comments: Registration Fees of \$600 total (or \$150 each) to be billed to Montgomery County Commission Tax & Audit Department by Auburn University Center for Governmental Services. Meals \$80. Mileage \$241.92. Lodging \$0.

To: Terri Henderson, Revenue Manager

From: Donald L. Mims, Administrator

The above request is app. 4/4/16 reimbursement of actual and necessary expenses in the approximate amount of \$921.92 and advance registration of \$600.00 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>\$4,167.17</u>	
Budget Available:	<u>\$5,832.83</u>	
Current Requests:	<u>\$921.92</u>	
Budget Balance:	<u>\$4,910.91</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/30/2016

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Date: March 28, 2016
To: Donald L. Mims, Administrator
From: Lou Ialacci
Re: Travel / Training Request

AGENDA

APR - 4 2016

Request approval to be granted for the following:

Destination: Birmingham AL
Departure Date: April 20, 2016 Return Date: April 20, 2016
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Cisco Live Seminar on New Cisco Products

Traveler (s) Name: 1. Alfred Jones 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$99.36 Advance Registration Required: \$0.00

Department Name: Information Systems Fund Name: General Fund

Additional Comments: Mileage

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

The above request is app. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$99.36 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51965-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,000.00</u>	
Approved Requests:	<u>\$10,775.00</u>	
Budget Available:	<u>\$11,225.00</u>	
Current Requests:	<u>\$99.36</u>	
Budget Balance:	<u>\$11,125.64</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/28/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 27

Date: March 30, 2016
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

AGENDA

APR - 4 2016

Request approval to be granted for the following:

Destination: Orange Beach, Alabama
Departure Date: June 5, 2016 Return Date: June 8, 2016
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: attend 2016 FBI Summer Re-Trainer Conference

Traveler (s) Name: 1. George Beaudry 4. _____
2. Robert Irsik 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,000.00 Advance Registration Required: \$450.00

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. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$2,000.00 and advance registration of \$450.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$10,492.00</u>	
Budget Available:	<u>\$14,508.00</u>	
Current Requests:	<u>\$2,000.00</u>	
Budget Balance:	<u>\$12,508.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/30/2016

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

AGENDA

APR - 4 2016

Date: March 29, 2016
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Management
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Alabaster City Hall, AL

Departure Date: May 12, 2016 Return Date: May 13, 2016

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend Alabama City County Management Association's
Leadership and Effective Public Management

Traveler (s) Name: 1. Scott Kramer 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$519.52 Advance Registration Required: \$195.00

Department Name: Risk Management Fund Name: Liability

Additional Comments: Registration - \$195.00 / Hotel - \$100.00 / Mileage - \$74.52 / Meals - \$150.00

To: Scott Kramer, Risk Manager

From: Donald L. Mims, Administrator

The above request is app. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$519.52 and advance registration of \$195.00 is authorized.

To be completed by the Finance Department

Fund Code: 007-51100.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$15,000.00

Approved Requests: \$3,923.48

Budget Available: \$11,076.52

Current Requests: \$519.52

Budget Balance: \$10,557.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/30/2016

cc: Finance Director / Buyer

14-12

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 13

AGENDA

APR -4 2016

Date: March 30, 2016
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Management
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Atlanta, GA
Departure Date: June 6, 2016 Return Date: June 9, 2016
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend PRIMA Annual Conference

Traveler (s) Name: 1. Scott Kramer 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Risk Management Fund Name: Liability

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

To: Scott Kramer, Risk Manager

From: Donald L. Mims, Administrator

The above request is app. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>007-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$3,923.48</u>	
Budget Available:	<u>\$11,076.52</u>	
Current Requests:	<u>\$519.52</u>	
Budget Balance:	<u>\$10,557.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/30/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

Date: March 21, 2016
To: Donald L. Mims, Administrator
From: George C. Speake, County Engineer
Re: Travel / Training Request

AGENDA

APR - 4 2016

Request approval to be granted for the following:

Destination: Perdido Beach, Alabama
Departure Date: May 9, 2016 Return Date: May 12, 2016
Conference Leave (Days / Hours): 4 days
Purpose of Travel: Attend the 2016 ACEA Annual Conference

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

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

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

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

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

To: George C. Speake, County Engineer

From: Donald L. Mims, Administrator

The above request is app. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$1,200.00 and advance registration of \$185.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>111-53600.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$7,000.00</u>	
Approved Requests:	<u>\$990.00</u>	
Budget Available:	<u>\$6,010.00</u>	
Current Requests:	<u>\$1,200.00</u>	
Budget Balance:	<u>\$4,810.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/22/2016

cc: Finance Director / Buyer

1414

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

AGENDA

APR -4 2016

Date: March 18, 2016
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: April 27, 2016 Return Date: April 28, 2016
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: 2016 AAAO Summer Conference Planning Meeting

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

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

Total (est.) Cost: \$538.84 Advance Registration Required: \$0.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: REGISTRATION: \$0 HOTEL: \$175.00 MEAL: \$150.00
MILEAGE: \$213.84
TOTAL EST. COST: \$ 538.84

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

The above request is app. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$538.84 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$6,673.19</u>	
Budget Available:	<u>\$23,326.81</u>	
Current Requests:	<u>\$538.84</u>	
Budget Balance:	<u>\$22,787.97</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/18/2016
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

AGENDA

APR - 4 2016

Date: March 30, 2016
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: April 8, 2016 Return Date: April 8, 2016
Conference Leave (Days / Hours): 5 Hours
Purpose of Travel: to attend the ASU 2016 Spring Career Fair

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

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration/Set Up Fee

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

The above request is app. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$325.00 and advance registration of \$325.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$3,672.97</u>	
Budget Available:	<u>\$16,327.03</u>	
Current Requests:	<u>\$325.00</u>	
Budget Balance:	<u>\$16,002.03</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/31/2016
cc: Finance Director / Buyer

14-16

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 13

AGENDA

APR - 4 2016

Date: March 30, 2016
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: April 15, 2016 Return Date: April 15, 2016
Conference Leave (Days / Hours): 5 Hours
Purpose of Travel: to attend the Job Fair at Morgan Library

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

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments: No Cost

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

The above request is app. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$3,672.97</u>	
Budget Available:	<u>\$16,327.03</u>	
Current Requests:	<u>\$325.00</u>	
Budget Balance:	<u>\$16,002.03</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/31/2016
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 14

Date: March 30, 2016
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

AGENDA

APR - 4 2016

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: April 20, 2016 Return Date: April 20, 2016
Conference Leave (Days / Hours): 5 Hours
Purpose of Travel: to attend the Job Fair at South University

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

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments: No Cost

To: Carmen Douglas, Director

From: Donald L. Mims, Administrator

The above request is app. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$3,672.97</u>	
Budget Available:	<u>\$16,327.03</u>	
Current Requests:	<u>\$325.00</u>	
Budget Balance:	<u>\$16,002.03</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/31/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 15

AGENDA

APR - 4 2016

Date: March 30, 2016
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: April 28, 2016 Return Date: April 28, 2016
Conference Leave (Days / Hours): 5 Hours
Purpose of Travel: to attend the Job Fair at Maxwell AFB

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

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments: No Cost

To: Carmen Douglas, Director

From: Donald L. Mims, Administrator

The above request is app. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>123-51961-265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$20,000.00</u>
Approved Requests:	<u>\$3,672.97</u>
Budget Available:	<u>\$16,327.03</u>
Current Requests:	<u>\$325.00</u>
Budget Balance:	<u>\$16,002.03</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/31/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

AGENDA

APR -4 2016

Date: March 19, 2016
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
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): three days
Purpose of Travel: To attend the National Stepping Up Summit

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

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

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

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: Expenses to be paid by SummaSource/Summit Sponsorship

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

The above request is app. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$100.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$12,425.00</u>	
Approved Requests:	<u>\$2,730.98</u>	
Budget Available:	<u>\$9,694.02</u>	
Current Requests:	<u>\$100.00</u>	
Budget Balance:	<u>\$9,594.02</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/18/2016
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

AGENDA

APR - 4 2016

Date: March 29, 2016
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 401 Beacon Pkwy, Birmingham AL
Departure Date: April 7, 2016 Return Date: April 8, 2016
Conference Leave (Days / Hours): Two days
Purpose of Travel: To attend the ORAS/ARAS Intital Training Class

Traveler (s) Name: 1. Jeffery Solomon 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$250.00 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. 4/4/16 reimbursement of actual and necessary expenses in the
approximate amount of \$250.00 and advance registration of \$0.00 is authorized.

Donald L. Mims, Administrator

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>124-52960.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$12,425.00</u>
Approved Requests:	<u>\$2,730.98</u>
Budget Available:	<u>\$9,694.02</u>
Current Requests:	<u>\$350.00</u>
Budget Balance:	<u>\$9,344.02</u>

Reviewed by: S. Thomas
Date: 3/30/2016
cc: Finance Director / Buyer

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