

REGULAR MEETING
MONTGOMERY COUNTY COMMISSION

MAY 16, 2016

AGENDA
INFORMATION SESSION

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

Prayer Led by Commissioner Williams

Reports from Staff:

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

Comments from Scheduled Attendees:

Presiding Circuit Judge Eugene Reese and Community Corrections Executive Director
Paul Brown
Director Calvin Brown with the Montgomery City/County Emergency Management
Agency
President Jerry Sailors with Coosa-Alabama River Improvement Association, Inc.
Director of Risk Management Scott Kramer
Chairman Laurie Weil and Development Director Eve Loeb with the Alabama
Shakespeare Festival
Founder and Director Michelle Browder with Faith Crusades Ministries, Inc.

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Members of the Flatwood Community Center Seniors' Exercise Class at the
request of Commissioner Williams

Pledge of Allegiance Led by Members of the Flatwood Community Center Seniors' Exercise
Class at the request of Commissioner Williams

Call of Roll to Establish Quorum

Presentation of the Minutes of the Regular Meeting of May 2, 2016

CONSENT AGENDA:

Consider Authorization of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Continuation of Previous Grant with ADECA, for the Violence Against Women Prosecution Unit Project, District Attorney's Office
2. Consider Authorization of Education Grant Cooperative Agreement with Mid-South Resource Conservation & Development Council, Inc., regarding Project Educate and Conserve, Sheriff's Office
3. Consider Authorization for PH&J Architects, Inc., to Develop Final Drawings and Bid Documents for Renovation of the Entire First Floor of Annex I and Replacement of the Generator and Uninterrupted Power Supply (UPS), County Commission
4. Consider Authorization of Agreement for Engineering Services with Goodwyn, Mills and Cawood, Inc., regarding Boundary and Topographic Surveys of Terminal Road at Day Street Road, County Commission
5. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission
6. Consider Bid Award to Coast to Coast, Inc., regarding SAN Backup Storage Appliance Expansion, Bid Number 51965-16B-020, Information Systems
7. Consider Bid Award to Graybar Electric Company, Inc., regarding Security Cameras, Bid Number 51965-16B-019, Information Systems
8. Consider Authorization of Budget Change Requests (4)
 - (1) Appraisal Department – Request Number 3
 - (2) Judge of Probate (Elections) – Request Number 7
 - (3) Personnel Department – Request Number 3
 - (4) Risk Management – Request Number 1
9. Consider Authorization of Position Fill Requests – Detention Facility
 - (1) Corrections Officer Trainee/ Corrections Officer, CO0419, Position Number 174
 - (2) Detention Facility Accounts Manager, CO0447, Position Number 4

10. Consider Authorization of Reallocation of Customer Service Clerk, CO0016, Position Number To Be Determined, to Administrative Support Specialist, CO0015, Position Number To Be Determined, Revenue Commissioner's Office
11. Consider Authorization of Position Fill Request for Administrative Support Specialist, CO0015, Position Number 800003014, Revenue Commissioner's Office
12. Consider Travel/Training Requests (13)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Comments from Scheduled Attendees:

Dr. A.Z. Holloway, Chairman of the Joint Public Charity Hospital Board
Head Softball Coach Edward Dykes and Coach Allen Bowen with Brewbaker
Technology Magnet School
Executive Director Anderson T. Graves, II with Substance Abuse Youth Networking
Organization (SAYNO)

Reports from Staff:

County Administrator
Deputy Administrator
County Attorney
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

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)

JUNE 6, 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.

JUNE 20, 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.

JULY 4, 2016

County Holiday (Independence Day)

JULY 5, 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.

JULY 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.

PERSONNEL ACTIONS

Fill action continues for 1 Appraiser I – Appraisal Department
Fill action continues for 2 Appraiser II's – Appraisal Department
Fill action continues for 1 Appraiser III'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 Custodial Maintenance Supervisor – 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 24 Correction Officer Trainees – Detention Facility
Fill action continues for 1 Detention Facility Accounts Manager – Detention Facility
Fill action continues for 2 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 2 Stores Clerk's – 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 1 Director – District Attorney Pre-Trial
Fill action continues for 1 CREO I – 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 Fleet Maintenance Superintendent – Engineering Department
Fill action continues for 1 Service Manager – 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 2 Administrative Support Associates – Probate Judge's Office
Fill action continues for 2 Administrative Support Specialists – Probate Judge's Office
Fill action continues for 3 Customer Service Clerks – 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 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 1 Public Safety Comm. Operator – 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 5 Juvenile Detention Officers – Youth Facility
Fill action continues for 1 Juvenile Detention Officer (Part-Time) – Youth Facility

May 16, 2016

MAY 16 2016

5-16-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 4-29-16

Check Number	To	Check Number
260631		260681
Total Checks Paid		\$211,849.00

CHECK #	PAYEE	AMOUNT	DATE
260629	BOE, Carver Senior High School	\$ 4,000.00	4-22-16
260630	Stivers Ford Lincoln Inc.	\$52,306.00	4-22-16

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

AGENDA

MAY 16 2016

5-16-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 4-29-16

Check Number	To	Check Number
260682		260752
Total Checks Paid		\$462,444.27

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

AGENDA

MAY 16 2016

5-16-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 5-6-16

Check Number	To	Check Number
260754		260817
Total Checks Paid		\$408,882.81

CHECK #	PAYEE	AMOUNT	DATE
260753	Stivers Ford Lincoln Inc.	\$52,306.00	5-2-16

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

AGENDA

MAY 16 2016

5-16-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 5-6-16

Check Number	To	Check Number
260818		260902
Total Checks Paid		\$472,711.15

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

AGENDA

MAY 16 2016

5-16-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 5-13-16

Check Number	To	Check Number
260903		260960
Total Checks Paid		\$273,581.93

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

AGENDA

5-16-16 Meeting MAY 16 2016

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 5-13-16

Check Number	To	Check Number
260961		261044
Total Checks Paid		\$873,378.56

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

5/16/16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

AGENDA

MAY 16 2016

CHECKS ARE DATED
5/13/16

Payroll Check Number	125416	To	Payroll Check Number	125486	\$ 55,908.83
Direct Deposits					\$ 854,569.78
Payroll Check Number	125487	To	Payroll Check Number	125510	\$ 256,381.10
Direct Deposits					\$ 391,222.02
Federal Deposits					\$ 330,377.26
Total Payroll Paid					\$ 1,888,458.99

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



www.mc-ala.org/da

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



(334)832-2550

AGENDA

MAY 16 2016

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Rhonda B. Cape *RBC*
Chief Administrator

DATE: April 27, 2016

RE: Violence Against Women Prosecution Grant

The Montgomery County District Attorney's Office is applying to ADECA for a continuation of our Violence Against Women Prosecution Grant. The County Commission serves as the subgrantee. The grant start date is January 1, 2017. The District Attorney's Office provides the matching funds so there is no cost to the County General Fund.

We are currently working on the application. The application must be approved at the Monday, May 16 Commission meeting in order for us to submit it to ADECA by the due date.

Thank you for your continued support for our VAW Prosecution Unit.

ADECA Law Enforcement and Traffic Safety (LETS) Division 401 Adams Avenue Post Office Box 5690 Montgomery, Alabama 36103-5690	Grant Application - Cover Page Date Received by LETS: Grant Number Assigned (Leave Blank):									
Application is hereby made for a grant under the program described in item 7 below in the amount and for the purpose set forth in this application.										
1. Applicant: Name: Montgomery County Commission Address: 101 South Lawrence Street Montgomery, AL 36104 Phone #: (334) 832-1259 Fax #: (334) 832-2533 E-Mail:	3. Authorizing Official: Name: Elton N. Dean, Sr., Chairman Title: Montgomery County Commission Address: 101 South Lawrence Street Montgomery, AL 36104 Phone #: (334) 832-1259 Fax #: (334) 832-2533 E-Mail: eltondean@mc-ala.org Signature: _____ Date: _____									
2. Implementing Agency: Name: Montgomery County District Attorney Phone #: (334) 832-2550	5. Financial Officer: Name: Sherrill Thomas Address: 101 South Lawrence Street Montgomery, AL 36104 Phone #: (334) 832-1268 Fax #: (334) 832-2533 E-Mail: sherrillthomas@mc-ala.org Signature: <i>Sherrill Thomas</i> Date: <i>5/9/16</i>									
4. Project Director: Name: Rhonda B. Cape Address: 251 South Lawrence Street Montgomery, AL 36104 Phone #: (334) 832-2550 Fax #: (334) 832-1615 E-Mail: rhondacape@mc-ala.org Signature: <i>Rhonda B. Cape</i> Date: <i>5/9/16</i>	7. Program Under Which Application is Made: Violence Against Women Act Program									
6. Type of Application: ☐ Original ☒ Continuation of Previous Grant Number: 15-WF-PR-005	8. Active membership in any Statewide associations or coalitions? If yes, please list all membership(s). AL District Attorneys Assoc, AL State Bar Assoc, District Attorney Investigator Assoc, VOCAL, AL Coalition Against Domestic Violence, AL Coalition Against Sexual Violence, One Place Family Justice Center, Office of Prosecution Services									
9. Does this application require a prior cost approval? ☐ Yes ☒ No	10. Name of the Project: (Brief Descriptive Title) Montgomery County Violence Against Women Prosecution Unit									
11. Federal Grant Funds Requested: \$85,000.00	12. Will other Federal Support be available for any part of this project? ☐ Yes ☒ No If yes, identify and explain on Budget Page 3									
13. DUNS Number: 99839086	14. Sam.gov Registration Expiration Date: February 21, 2017									
15. Federal Employer Identification No.:	16. Congressional District: 2nd Congressional District									
17. Organization Type (Check one which applies) <table style="width: 100%; border: none;"> <tr> <td>☐ State Agency</td> <td>☐ Public College or University</td> <td>☐ Private Not-for-Profit Agency</td> </tr> <tr> <td>☒ Local Government</td> <td>☐ Private College or University</td> <td>☐ Private For-Profit Company</td> </tr> <tr> <td>☐ Other Instrumentality of Gov't</td> <td>☐ Public Not-for-Profit Agency</td> <td>☐ Private Individual</td> </tr> </table>		☐ State Agency	☐ Public College or University	☐ Private Not-for-Profit Agency	☒ Local Government	☐ Private College or University	☐ Private For-Profit Company	☐ Other Instrumentality of Gov't	☐ Public Not-for-Profit Agency	☐ Private Individual
☐ State Agency	☐ Public College or University	☐ Private Not-for-Profit Agency								
☒ Local Government	☐ Private College or University	☐ Private For-Profit Company								
☐ Other Instrumentality of Gov't	☐ Public Not-for-Profit Agency	☐ Private Individual								
18. Project Summary: (Suitable for a news release pertaining to this project) The Violence Against Women Unit (VAW Unit) of the Montgomery District Attorney's Office provides vertical prosecution and victim services advocacy of cases involving violence against women: domestic violence, sexual assault, stalking and human trafficking.										

Resolution of Applicant for Matching Funds

Whereas, the State of Alabama, through the Alabama Department of Economic and Community Affairs, Law Enforcement/Traffic Safety Division, under the Omnibus Crime Control and Safe Streets Act of 1968, (PL 90-351 as amended and other appropriate federal authorizations, is offering financial aid to combat rising crime, improve the criminal justice system, assist victims of crime, and assist in the problems of juvenile justice; and

Whereas, the **Montgomery County Commission** hereinafter referred to as Applicant, is of the opinion that it would be beneficial to make application for such assistance and

Whereas, said applicant agrees to be accountable for providing the cash match toward the total cost of said project,

NOW, THEREFORE, BE IT RESOLVED by the Applicant

that, Elton N. Dean, Sr., in his/her official capacity
as Chairman, be authorized to make
application to the Alabama Department of Economic and Community Affairs, Law Enforcement/Traffic Safety Division, for said financial Assistance.

Adopted this the 16th day of May 2016

I, Donald L. Mims, County Administrator
(Name) (Title)

In and for the **Montgomery County Commission**

Do hereby certify that the above is a true and correct copy of a resolution adopted at their regular meeting of May 16, 2016, and the same appears in the minutes of said meeting.

Witness by hand and official seal of the **Montgomery County Commission**

This the 16th day of May, 2016

(Name)

County Administrator

(Title)

Revised 8/15/13

Alabama Department of Economic & Community Affairs
Law Enforcement and Traffic Safety Division
401 Adams Avenue
P.O. Box 5690
Montgomery, AL 36103-5690

Budget - Page 1

A. Personnel:

List each individual with salary

Name of Employee	Position / Title	Salary or Hourly Rate	Rate of Pay	% of Time Devoted to Project	Annual Income / Unit Cost	Category Total
Shelley Corley	Deputy District Attorney	\$ 2,480.38	24	100%	\$ 59,529.12	\$ 59,529.12
Taylor Edwards	Victim Service Officer	\$ 1,067.92	24	100%	\$ 25,630.08	\$ 25,630.08
		\$ -			\$ -	\$ -
		\$ -			\$ -	\$ -
		\$ -			\$ -	\$ -
		\$ -			\$ -	\$ -
		\$ -			\$ -	\$ -
		\$ -			\$ -	\$ -
If additional space is needed see Attachment 1 (Personnel)					\$ -	\$ -
					Salaries Sub-Total	\$ 85,159.20

Fringe Benefit Computation

FICA	\$ 85,159.20	7.650%	\$ 6,514.68
SUI*	\$ -	0.000%	\$ -
W/C	\$ -	0.000%	\$ -
Health Insurance (DDA Only)	\$ 10,200.00	100.000%	\$ 10,200.00
Life Insurance	\$ -	0.000%	\$ -
Retirement	\$ 85,159.20	13.250%	\$ 11,283.59
Other	\$ -	0.000%	\$ -
Other	\$ -	0.000%	\$ -

*Based on the first \$8,000 in salaries paid to each employee in a calendar year

If additional space is needed see Attachment 1 (Personnel)	\$ -
Fringe Sub-Total	\$ 27,998.27

Total Personnel Expenditures \$ 113,157.47

B. Professional Services:

Must be itemized

List by individual or type of individual, with fee basis limited to a reasonable rate not to exceed \$450 per day/\$56.25 per hour.

Individual Consultants and/or Contracting of Service Organizations

	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Total Contractual Services \$ -

C. Travel:

Transportation & associated costs of project personnel (Consultant Travel is to be included in Category B above)

Mileage:	\$ -
Per Diem:	\$ -
Conference Cost:	\$ -
Other:	\$ -

Total Travel \$ 14

Alabama Department of Economic & Community Affairs
Law Enforcement and Traffic Safety Division
401 Adams Avenue
P.O. Box 5690
Montgomery, AL 36103-5690

Budget - Page 2

D. Operating Expenses:

Must be itemized

Office supplies (copy paper, pens, post-its, toner, and other supplies per SAM manual)	\$ 175.86
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
If additional space is needed see Attachment 2 (Operating Expense)	\$ -

Total Operating Expense \$ 175.86

E. Equipment Purchase:

Must be itemized

Item	Qty	Unit Price	Total Item Cost
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
If additional space is needed see Attachment 3 (Equipment)			\$ -

Equipment Purchase Total \$ -

Lease or Rental Equipment	Qty	Unit Price	Total Item Cost
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
If additional space is needed see Attachment 3 (Equipment)			\$ -

Lease or Rental Total \$ -

Total Equipment Expense \$ -

Total Project Cost \$ 113,333.33

\$ 113,333.33

Matching Ratio:	ADECA / LETS %	75%	ADECA / LETS Support	\$ 85,000.00
	Match %	25%	Matching Contribution	\$ 28,333.33

Alabama Department of Economic & Community Affairs
Law Enforcement and Traffic Safety Division
401 Adams Avenue
P.O. Box 5690
Montgomery, AL 36103-5690

Budget - Page 3

A. Source of Matching Contribution:

(Indicate Sources Per Instructions)

	\$ -
District Attorney Fund	\$ 28,333.33
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Total Matching Contribution: \$ 28,333.33
Match Differential: \$ (0.00)

Match from Budget Page 2 \$ 28,333.33

B. Budget Summary and Projection:

(Total budget of applicant or implementing agency)

APPLICATION IS INCOMPLETE WITHOUT THIS

Budget Categories	Prior Phase	Present Phase	Successive Phase
A Personnel and Fringe	\$ 114,000.00	\$ 112,680.22	\$ 113,157.47
B Contractual Services	\$ -	\$ -	\$ -
C Travel	\$ -	\$ -	\$ -
D Operating Expenses	\$ -	\$ 179.78	\$ 175.86
E Equipment	\$ -	\$ -	\$ -
Total Budget of Applicant	\$ 114,000.00	\$ 112,860.00	\$ 113,333.33
Duration of Project Phase	12	12	12

C. Federal Support:

Will other Federal support be available for any part of this project?

Yes ☐

No ☒

If "Yes", Explain:

D. Federal Submissions:

Have other Federal agencies been contacted for assistance on this or similar projects?

Yes ☐

No ☒

If "Yes", Explain:

Alabama Department of Economic and Community Affairs
Law Enforcement and Traffic Safety Division
Grant Application – Budget Narrative Section

Funding is requested for personnel and operating expenses.

- A. **PERSONNEL:** (a) Salaries are calculated for reimbursement purposes for staff employees who will compose the Violence Against Women Domestic Violence Prosecution Unit: a Deputy District Attorney and a Victim Services Officer. Salaries are paid semi-monthly with the total amounts for reimbursement calculated on anticipated percentage (100%) of time to be spent by each employee on the project.

FICA is calculated at 7.65% of gross salaries. Retirement is calculated at 13.25%. Health Insurance is calculated at \$850 per person per month. Funding for twelve months of health insurance is requested for the Deputy District Attorney.

1. Deputy District Attorney - \$59,529.12 salary

Maintain a Deputy District Attorney to serve as the vertical prosecutor for felony violence against women cases and for misdemeanor cases set on the dedicated domestic violence docket; to represent the Unit in public functions and to conduct unit meetings to maintain focus and identify areas of significant concern.

2. Victim Services Officer - \$25,630.08 salary

Maintain a Victim Services Officer to contact victims, facilitate and schedule regular victims' meetings, assist law enforcement agencies in early contact with victims, and to provide appropriate materials and information to victims. The Victim Services Officer will also provide clerical support, research assistance in trial preparation, maintain records for evaluation procedures, and provide support for community liaison efforts for the Unit as a whole.

- D. **OPERATING EXPENSES:** A minimal amount of funding is requested for office supplies such as copy paper, pens, post-its, toner, and other office supplies per SAM manual.

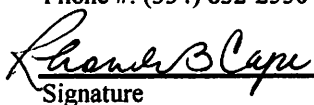
Alabama Department of Economic and Community Affairs
Law Enforcement and Traffic Safety Division
Grant Application – Budget Narrative Section

The pay periods and associated pay dates are as follows:

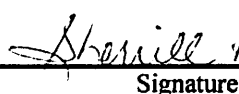
<u>Pay Period</u>	<u>Pay Date</u>
January 1 – 15, 2017	February 1, 2017
January 16 – 31, 2017	February 16, 2017
February 1 – 15, 2017	March 1, 2017
February 16 – 28, 2017	March 16, 2017
March 1 – 15, 2017	March 31, 2017
March 16 – 31, 2017	April 16, 2017
April 1 – 15, 2017	May 1, 2017
April 16 – 30, 2017	May 16, 2017
May 1 – 15, 2017	June 1, 2017
May 16 – 31, 2017	June 16, 2017
June 1 – 15, 2017	June 30, 2017
June 16 – 30, 2017	July 16, 2017
July 1 – 15, 2017	August 1, 2017
July 16 – 31, 2017	August 16, 2017
August 1 – 15, 2017	September 1, 2017
August 16 – 31, 2017	September 15, 2017
September 1 – 15, 2017	September 29, 2017
September 16 – 30, 2017	October 16, 2017
October 1 – 15, 2017	November 1, 2017
October 16 – 31, 2017	November 16, 2017
November 1 – 15, 2017	December 1, 2017
November 16 – 30, 2017	December 15, 2017
December 1 – 15, 2017	December 31, 2017
December 16 – 31, 2017	January 16, 2018

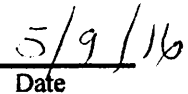
Budget Prepared By:
Name: Rhonda B. Cape
Address: 100 S Lawrence St
Montgomery, AL 36104
Phone #: (334) 832-2550

If the budget is prepared by an individual other than the
Financial Officer, the Financial Officer must sign here
as approving the budget as submitted.


Signature


Date


Signature


Date



State of Alabama Disclosure Statement

(Required by Act 2001 - 955)

Entity Completing Form

Montgomery County Commission

Address

101 S Lawrence St

City, State, Zip

Montgomery, AL 36104

Telephone Number

334 832-1210

State Agency / Department that will receive goods, services or is responsible for the grant award

Alabama Department of Economic and Community Affairs

Address

PO Box 5690

City, State, Zip

Montgomery, AL 36103

Telephone Number

334 242-5803

This form is provided with:

☐ Contract ☐ Proposal ☐ Request for Proposal ☐ Invitation to Bid ☒ Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency / Department in the current or last fiscal year?

☐ Yes ☒ No

If yes, identify below the State Agency / Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

State Agency / Department	Type of Good or Service	Amount Received

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency / Department in the current or last fiscal year?

☒ Yes ☐ No

If yes, identify the State Agency / Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

State Agency / Department	Date Grant Awarded	Amount Received
ADECA VAWA	15-WF-PR-005, 02/01/2016	\$ 84,645.00
ADECA VAWA	14-WF-PR-003, 02/17/2015	\$ 85,500.00
ADECA VAWA	13-WF-PR-004, 12/09/2013	\$ 85,500.00

1. List below the name(s) and address(es) of all public officials / public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

Name of Public Official/Employee	Address	State Department/Agency
N/A		

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your

immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

Name of Family Member	Address	Name of Public Official / Public Employee	State Department/ Agency Where Employed
-----------------------	---------	---	---

N/A

If you identified individuals in items one and /or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

Name of Paid Consultant/Lobbyist	Address
----------------------------------	---------

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000, is applied for knowingly providing incorrect or misleading information.

Signature	Date
-----------	------

Notary's Signature	Date	Date Notary Expires
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Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.

State of Alabama Disclosure Statement
Continuation Page 3

State Agency/Department		Date Grant Awarded	Amount Received
Dept of Justice, OVAW	2011-WE-AX-0028	9/26/2011	1,301,319.00
ADECA Juvenile Accountability Block	10-JB-04-001	11/12/2013	6,375.32
ADECA Juvenile Accountability Block	13-JB-04-001	11/12/2013	72,608.57
ADECA Byrne JAG	13-DJ-LC-014	2/23/2015	6,847.00
ADECA Byrne JAG	14-DJ-LC-002	2/23/2015	6,878.00

State of Alabama
Department of Economic and Community Affairs
Law Enforcement / Traffic Safety Division

Equal Employment Opportunity Program Certification

I, Elton N. Dean. Sr. (Authorized Official), certified that the Applicant/Subgrantee

Montgomery County Commission

has formulated an Equal Employment Opportunity Program in accordance with 28 CFR 42.301, et seq., subpart E, and that it is on file in the office of:

Name: Donald L. Mims

Title: County Administrator

for review or audit by officials of ADECA or the Grant Agency as required by relevant laws and regulations

(Signature of Authorized Official)

(Date)

NOTE: If your organization is required to develop an EEOP plan, the above certification must be completed. If a plan is not required, then the below dcertification must be completed. The signed certification must be returned to ADECA Law Enforcemetn and Traffic Safety Division.

I, _____ (Authorized Official), certify that the Applicant/Subgrantee

_____ is not required to formulate an Equal Employment Opportunity Program in accordance with relevant laws and regulations

(Signature of Authorized Official)

(Date)

INTERAGENCY CONSULTATION AGREEMENT

This agreement between the agencies below is entered into on this 16th day of May, 2016, as required by the Office on Violence Against Women and the Alabama Department of Economic and Community Affairs.

WHEREAS, Montgomery County Commission (Subgrantee) is applying to ADECA for a subgrant under the STOP Violence Against Women Act (VAWA) Formula Grant Program; and

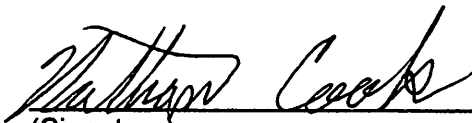
WHEREAS, the subgrantee applicant has consulted with the appropriate victim service organizations during the course of the development of our subgrant application in order to ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence;

IN WITNESS WHEREOF, the parties acknowledge this Agreement as evidenced by their signatures below.

BY: _____
(Signature)

Elton N. Dean, Sr., Chairman
(Print Name & Title)

Montgomery County Commission
(Subgrantee Agency Name)

BY: 
(Signature)

Nathan Cook, Executive Director
(Print Name & Title)

One Place Family Justice Center
(Victim Service Agency Name)

Please attach documentation to show dates and content of planning meetings.

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

MAY 16 2016

April 28, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator 

SUBJECT: Mid-South Grant Agreement

Grant writer Regina Walker of the Montgomery County Sheriff's Office has secured a grant for \$6,500 from the Mid-South Resource Conservation and Development Council, Inc., for "Project Educate and Conserve." The grant requires no match.

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



Education Grant Cooperative Agreement

This Agreement is made and entered into on April 22, 2016 by and between the Mid-South Resource Conservation & Development Council, Inc. (hereinafter called the "Council"), and **Montgomery County Commission here** in after called the "Grantee").

The Purpose of this agreement is to implement the project as described in the attached application or proposal entitled **Project Educate and Conserve**.

The Council and the Grantee deem it mutually advantageous to cooperate in this project, and hereby agree as follows.

1. The Council Agrees:

- I. To provide \$ 6,500 after the execution of this agreement and when the funds become available. No funds will be available until after October 1, 2015 for the above-mentioned project, contingent on funding. Funds are subject to availability based on quarterly appropriations, and are subject to proration if ordered by the State Finance Director.
- II. To provide other assistance in planning and implementation as requested, needed, available, and agreed to by the Council.
- III. Payment of grant funds will be made on a reimbursement basis after all items listed from A-G are completed and reported.

2. The Grantee Agrees:

To use the funds only on a project that will have public benefits.

- I. Document the total value of the project in the final report.
- II. Operate and maintain the project with local resources.
- III. Allow pre-arranged public tours of the project.
- IV. Comply with all provisions of the Federal Civil Rights laws and regulations including the displaying of all posters required by Federal Law.
- V. To spend grant funds only on items included and approved in the project proposal.
- VI. Sign & document:

- a. To return this signed COOPERATIVE AGREEMENT WITHIN 45 DAYS. IF WE DO NOT RECEIVE THIS SIGNED AGREEMENT BACK WITHIN THIS TIME PERIOD WE WILL CONSIDER IT VOID AND REALLOCATE THE FUNDS.
- b. Submit a one page final completion report, including copies of all invoices and evidence of payment (paid receipts & cleared checks).
- c. Explain the total "value of the project" in monetary terms in the final report.
- d. Provide electronic pictures and documentation.
- e. Notify the RC&D office when the project is ready for pictures 2 weeks prior if possible with elected officials & participants.
- f. Give credit to the Mid-South RC&D Council on press releases & publications.
- g. Call or contact the Executive Director Becky Wood @ 334-356-1855 or email to midsouthexecutivedirector@gmail.com with questions relative to spending funds.

VII. All funding will be distributed on a reimbursement basis. Please note Mid-South RC&D will not reimburse for rent, food, apparel, travel/mileage, drinks or salaries.

VIII. Complete the project and have the appropriate documentation in our office on or before July 15, 2016. If your project is fully completed according to the identified budget / deliverables and funds are remaining (due to getting items completed under budget) these funds may be moved to another budget item with PRIOR APPROVAL from RC&D and a budget revision....otherwise all unused funds must be returned to the Mid-South RC&D Council.

IX. Project funds will be LOST OR RE-ALLOCATED IF THE PROJECT BUDGET ITEMS/DELIVERABLES IDENTIFIED IN THE ORIGINAL APPROVED PROJECT ARE NOT FULLY COMPLETED BY JULY 15, 2016. If you will be unable to complete your project by July 15, 2016, please notify Becky Wood @ 334-356-1855 as soon as possible. This should be a rare occurrence! Grantees who have not started or made significant progress on their grant project by July 1, 2016 are SUBJECT TO REVOCATION OF ALL FUNDS.

Grantees who are not able to utilize the grant funds by July 15, 2016 AND DID NOT NOTIFY Mid-South RC&D Council BY JULY 1, 2016 will not only lose the funds but, may also forfeit their right to participate in future grant programs. THIS IS NEW AND OUT OF OUR CONTROL...REPEAT.....IF YOUR PROJECT IS NOT FULLY COMPLETED ACCORDING TO THE BUDGET/DELIVERABLES IN THE PROPOSAL, YOU WILL LOSE THE ENTIRE GRANT AMOUNT. WE WILL NOT BE ABLE TO PARTIALLY PAY FOR WHAT YOU MAY HAVE ALREADY SPENT IF THE DELIVERABLES ARE NOT FULLY COMPLETED!!!!!!!!!!

- X. Notify the Council before starting the project. Send Project updates on the scheduled days below:
Update- June 30, 2016
Final Report and everything on the Project Completion Checklist Due by July 15, 2016
- XI. Give the Local RC&D Council, State of Alabama Public Examiners or its authorized representatives, access to and right to examine all records, books, papers or documents related to this agreement for up to three years after the last grant funds are expended.
- XII. Provide the Mid-South RC&D Council with a Federal Tax ID number **63-6001653**.
3. It is mutually agreed:
- I. This agreement shall become effective on the date appearing in the first paragraph
 - II. The amount granted is **\$ 6,500.00.**
 - III. This agreement may be revised upon mutual consent of both parties.
 - IV. The Council may take appropriate action to ensure compliance with the terms of this agreement, which may include termination, suspension, or other remedies deemed necessary.
 - V. By signing this agreement you are authorizing Mid-South RC&D Council to use your photos on social media sites and other printed publications. If children are in the photos it is your responsibility to hold and maintain a media release.

Signatures

Mid-South RC&D Council

Date

Responsible party

Date

By signing this agreement the recipient assures the Mid-South RC&D Council, Inc. that the program or activities provided for under this agreement will be conducted in compliance with all allocable Federal Civil Rights laws, rules, regulations, and policies. "All programs and assistance of the RC&D Council are available without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. RC&D is an equal opportunity provider and employer."



DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

AGENDA

MAY 16 2016

May 11, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Derrick Cunningham 
Sheriff's Office

SUBJECT: Renovations of Sheriff's Offices on the First Floor of Annex I

During the County Commission meeting on May 2, 2016, I requested authorization by the County Commission to work with PH&J in developing final drawings and bid documents for the renovation of the entire first floor of Annex I and replacement of the generator and uninterrupted power supply (UPS).

I explained that on November 16, 2015, the County Commission agreed for me to work with PH&J Architects in developing final drawings and bid documents for the renovation of the dispatch center on the first floor of Annex I. After working with PH&J, it has been determined that it would be more cost efficient to renovate all of the Sheriff's offices on the first floor instead of just the dispatch area and we must replace the generator and uninterrupted power supply (UPS) that is shared jointly with Information Systems.

After briefing the Commission regarding my request, you agreed to place this item on the May 16, 2016, Commission agenda.

I appreciate the Commission's support and ask for your approve of my request.

DC/crv

Attachment

Montgomery County Courthouse M/P Analysis

1208gvp

4/28/16

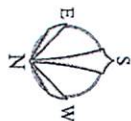
Annex 1 First Floor (Sheriff)

1st Floor Dispatch & Sheriff Operations	2,170,754
Generator for Dispatch & IT	210,000
UPS for Dispatch, IT & Comm	110,000
IT Allowance for Switches, Racks, etc.	50,000
Security Allowance	25,000
Furnishings & Equipment 18ws	75,000
Contingency/Allowance	52,815
Sub Total for Annex 1	2,693,569

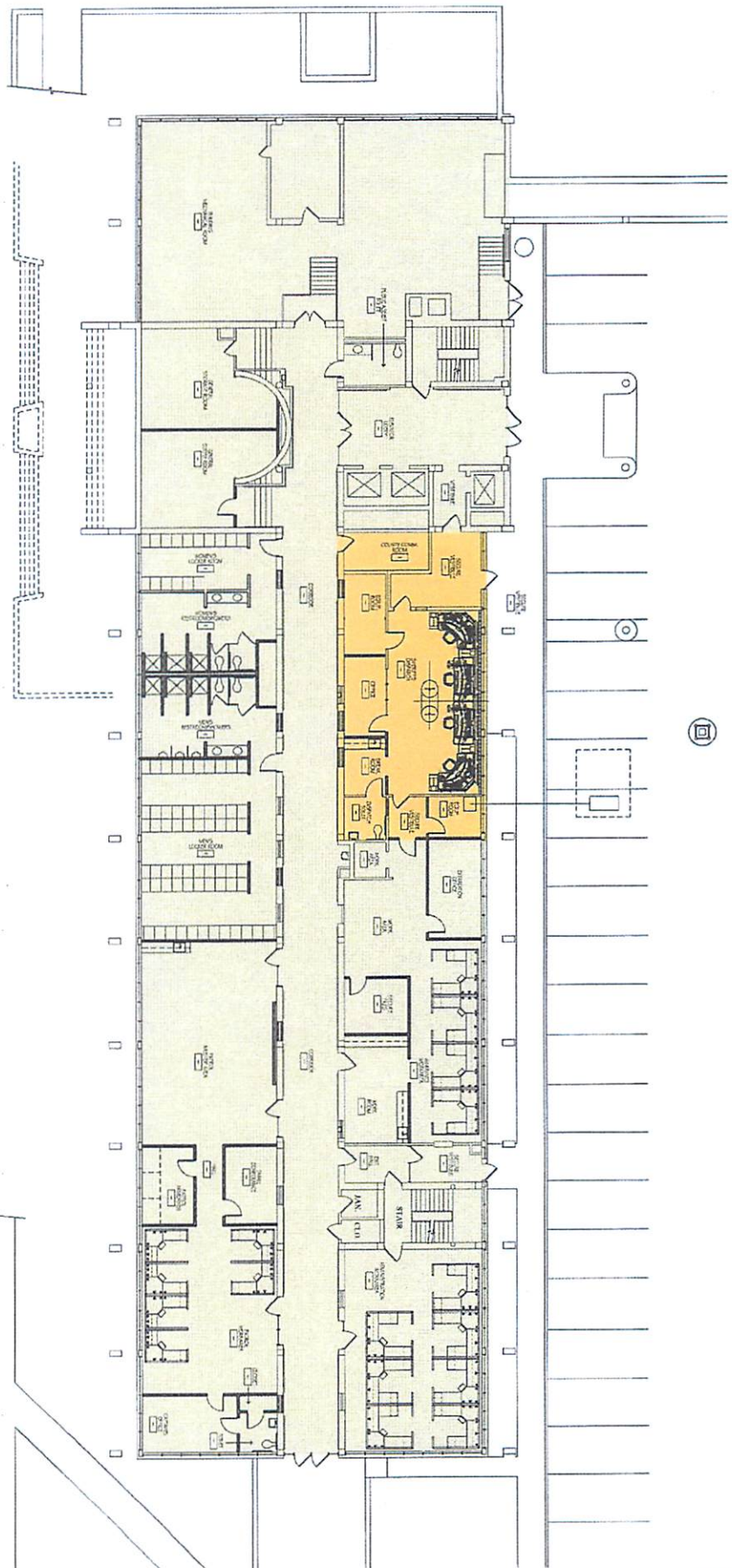
Annex 1 Second Floor (IT & Engineering)

2nd floor IT & Engineering	2,627,098
Mechanical Infrastructure	300,000
Elevator Renovation	602,000
IT Allowance for Switches, Racks, etc.	50,000
Security Allowance	45,000
Furnishings & Equipment	0
Contingency/Allowance	72,482
Sub Total for Annex 1	3,696,580

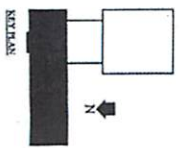
Project Total	6,390,149
---------------	-----------



SHERIFF'S FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"



3-3



ANNEX 1

THE MONTGOMERY COUNTY
SHERIFF DISPATCH ANNEX 1
FOR THE
MONTGOMERY COUNTY COMMISSION
MONTGOMERY, ALABAMA



architects inc.
Montgomery, Alabama

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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AGENDA

MAY 16 2016

May 11, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Agreement for Engineering Services regarding Terminal Road and Day Street Road

The Montgomery County Commission, at its meeting on May 2, 2016, agreed to place on the next agenda an Agreement for Engineering Services with Goodwyn, Mills & Cawood, Inc., regarding boundary and topographic surveys of property at the northwest corner of Terminal Road and Day Street Road.

I am requesting that the Commission approve this Agreement at the May 16, 2016, meeting.

/tn

**AGREEMENT FOR ENGINEERING SERVICES
GMC PROJECT NO.**

THIS AGREEMENT, made and entered into this ____ day of May, 2016, by and between Montgomery County Commission, Montgomery, AL, hereinafter referred to as the OWNER, and **GOODWYN, MILLS & CAWOOD, INC.**, hereinafter referred to as the ENGINEER.

WHEREAS, the OWNER desires to have professional engineering services performed consisting of boundary and topographic surveys of property at the northwest corner of Terminal Road and Day Street Road, Montgomery Alabama hereinafter referred to as the Project.

WHEREAS, not having engaged any other engineers for the Project, OWNER desires to retain the ENGINEER as its sole and exclusive engineering and consulting firm for the Project;

NOW THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the OWNER and ENGINEER do agree, each with the other, as follows:

ARTICLE 1. Basic Services.

Boundary Survey

- 1.1 Provide labor and materials to perform an 'Alabama Standards of Practice' boundary survey of the 7.75 acre (more or less) parcel as noted in blue on Exhibit 1, attached here to.
- 1.2 Scope of Work, deliverables, exclusions, schedule, fee/billing and general terms and conditions shall be in accordance with Exhibit 2, attached hereto.

Topographic Survey

- 1.3 Provide Labor and Maerials to perform an 'Alabama Standards of Practice' topographic survey of the 7.75 acre (more or less) parcel as noted in blue on Exhibit 1 and the 1.27 acre (more or less) parcel as noted in red on Exhibit 1, attached here to.
- 1.4 It is assumed the north line of said 1.27 acre parcel, noted in red in Exhibit 1 is the approximate centerline of the east/west portion of Highland Village Road as noted on said Exhibit 1.
- 1.5 Scope of Work, deliverables, exclusions, schedule, fee/billing and general terms and conditions shall be in accordance with Exhibit 2, attached hereto.

ARTICLE 2. Additional Services

The following scope of services shall be considered additional work from the Basic Services outlined in Article 1.

- 2.1 Upgrade the boundary survey to an ALTA/NSPS standards survey.
- 2.2 Include additional area/parcels not noted in items 1.1 and 1.3 above.
- 2.3 Any other services not previously noted.



ARTICLE 3. Responsibilities of the OWNER

OWNER agrees to provide ENGINEER with complete information concerning the requirements of the project and to perform the following services:

- 3.1 The OWNER shall provide all criteria and complete information as to the OWNER's requirements for the Project and shall furnish all standards which the OWNER will require to be utilized to complete the project.
- 3.2 The OWNER will assist the ENGINEER by placing at the ENGINEER's disposal all available information pertinent to the Project.
- 3.3 Hold promptly all required meetings, serve all required notices, fulfill all requirements necessary in the development of the project, and pay all costs incidental thereto.
- 3.4 The OWNER shall arrange for access to and make all provisions for the ENGINEER to enter upon public and private property to perform surveying and other data collection as required for ENGINEER to perform services under this Agreement. OWNER shall appoint and designate in writing a person to act as OWNER's site access representative for such purpose, and shall include contact information for the individual so designated. OWNER agrees to hold the ENGINEER harmless from any and all claims, actions, damages and costs, including but not limited to attorneys fees, arising from OWNER's arrangements and provisions for access to property.
- 3.5 Furnish ENGINEER with copies of all deeds, plats, property maps and other information as may be necessary for the completion of the project.
- 3.6 Designate, in writing, a single person to act as OWNER's Representative with respect to the work to be performed under this agreement. The person designated as Representative shall have complete authority to transmit instructions and to receive information with respect to the work covered by this agreement.
- 3.7 The OWNER shall provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project. The OWNER shall also provide such legal services as the OWNER may require or the ENGINEER may reasonably request with regard to legal issues pertaining to the Project that must be resolved in order for the ENGINEER to carry out its obligations under this Agreement. It is expressly understood and agreed that the ENGINEER itself shall not furnish or render any legal opinions or legal interpretations as to matters of law or application of law.
- 3.8 The OWNER agrees to pay ENGINEER the Additional Services as may be required for the Project, as outlined in this agreement.

ARTICLE 4. Compensation

- 4.1 The OWNER agrees to pay to the ENGINEER a total fee of \$10,500.00 for the boundary and topographic surveys. That fee is comprised of \$4,000.00 for the boundary portion and \$6,500.00 for the topographic work.
- 4.2 Said fee shall be paid in monthly installments as the work progresses. .
- 4.3 Compensation for services performed by ENGINEER's employees as witnesses giving testimony in any litigation, arbitration or administrative proceeding shall be paid by OWNER at a rate of two times the ENGINEER's standard hourly rates. Whenever ENGINEER's bill to OWNER includes charges for ENGINEER's consultants for such services, those charges shall be the amounts billed by ENGINEER's consultant to ENGINEER times a factor of two.



- 4.4 Invoices are due and payable within 30 days of receipt. If OWNER fails to make any payment due ENGINEER for services and expenses within 30 days after receipt of ENGINEER's invoice therefore, the amounts due ENGINEER will be increased at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, ENGINEER may, after giving seven days written notice to OWNER, suspend services under this Agreement until ENGINEER has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

ARTICLE 5. Relationship of the Parties

- 5.1 The parties intend that this Agreement create an independent contractor relationship between them. The ENGINEER is a professional corporation and is not an agent or employee of OWNER for any purpose. The ENGINEER cannot and will not represent that he has the authority to bind OWNER in any contractual manner. Nevertheless, with regard to the bidding and construction phases, it is understood that ENGINEER may serve as the OWNER's representative with full authority to participate therein as designated in Article 1, above. Moreover, OWNER agrees to defend and hold ENGINEER, its employees, directors, officers and agents, harmless from any and all claims, suits, damages and expenses, including but not limited to attorneys fees, resulting from or based upon ENGINEER's actions as OWNER's representative.
- 5.2 Neither party is to represent to others that the relationship between them is other than as stated above.
- 5.3 Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the OWNER and the ENGINEER, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the OWNER and the ENGINEER and not for the benefit of any other party.
- 5.4 The OWNER and the ENGINEER each is hereby bound and the partners, successors, executors, administrators, legal representatives and assigns (to the extent permitted by Paragraph 6.5 below) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, legal representatives and said assigns of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- 5.5 Neither the OWNER nor the ENGINEER shall assign, sublet or transfer any rights under or interest in this Agreement without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent the ENGINEER from employing such independent professional associates, consultants, subcontractors, and vendors as the ENGINEER may deem appropriate to assist in the performance of services hereunder.
- 5.6 ENGINEER may employ such independent professional associates, consultants, subcontractors, and vendors as the ENGINEER may deem appropriate to assist in the performance or furnishing of services under this Agreement. ENGINEER shall not be required to employ any consultant unacceptable to ENGINEER.

ARTICLE 6. Ownership and Use of Project Documents

- 6.1 All documents are instruments of service in respect to the Services, and ENGINEER shall retain an Ownership and proprietary property interest therein (including the right of reuse at the discretion of the ENGINEER) whether or not the Services are completed.



- 6.2 Copies of documents that may be relied on by OWNER are limited to the printed copies (also known as hard copies) that are signed or sealed by the ENGINEER. Files in electronic media format of text, data, graphics, or of other types that are furnished by ENGINEER to OWNER are only for convenience of OWNER. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
- 6.3 OWNER may make and retain copies of documents for information and reference in connection with the services by OWNER. Such documents are not intended or represented to be suitable for reuse by OWNER or others on extensions of the services or on any other project. Any such reuse or modification without written verification or adaptation by ENGINEER, as appropriate for the specific purpose intended, will be at OWNER's sole risk and without liability or legal exposure to ENGINEER or to ENGINEER's consultants. OWNER shall indemnify and hold harmless ENGINEER and ENGINEER's consultants from all claims, damages, and expenses including attorneys' fees arising out of or resulting therefrom.
- 6.4 In the event of a discrepancy between the electronic files and the hard copies, the hard copies govern.
- 6.5 Any verification or adaptation of the documents for extensions of the services or for any other services will entitle ENGINEER to further compensation at rates to be agreed upon by OWNER and ENGINEER.

ARTICLE 7. Liability and Indemnity

- 7.1 The ENGINEER will not be responsible for delays, disruptions or obstacles attributable to acts of God, acts of third parties, weather, intervention of public authorities, work stoppages, changes in the applicable laws or regulations after the date of commencement of performance hereunder and any other acts or omissions or events which are beyond the control of the ENGINEER.
- 7.2 Notwithstanding any other provision of this Agreement, the ENGINEER's total liability to the OWNER for any loss or damages from claims arising out of or in connection with this Agreement from any cause including the ENGINEER's strict liability, breach of contract, or professional negligence, errors and omissions (whether claimed in tort, contract, strict liability, nuisance, by statute or otherwise) shall not exceed the lesser of the total contract price of this Agreement or the proceeds paid under ENGINEER's liability insurance in effect at the time such claims are made. The OWNER hereby releases the ENGINEER from any liability exceeding such amount. In no event shall either party to this Agreement be liable to the other for special, indirect, incidental or consequential damages, whether or not such damages were foreseeable at the time of the commencement of the work under this Agreement.
- 7.3 Any and all liability resulting from conditions not created or caused to be created by the ENGINEER shall be the liability of the OWNER.

ARTICLE 8. Termination

- 8.1 This Agreement shall be subject to termination by either party hereto, with or without cause, upon twenty (20) days advance notice in writing. Payment due ENGINEER at such time shall be computed upon applicable terms of Article 5, the amount of work completed or in progress as of the termination date and ENGINEER's reasonable cost of winding down its services after termination.

ARTICLE 9. Dispute Resolution

- 9.1 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 Goodwyn, Mills and Cawood.

ARTICLE 10. Miscellaneous

- 10.1 This Agreement represents the entire and integrated Agreement between the OWNER and ENGINEER and supersedes all prior negotiations, representations or agreements, whether written or oral. This Agreement may only be amended, supplemented or modified by written instrument executed by both the OWNER and the ENGINEER.
- 10.2 It is understood and agreed by the parties hereto, that if any part, term or provision of this Agreement is held by any court of competent jurisdiction to be illegal or in conflict with any applicable law, the validity of the remaining portion or portions of this Agreement shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid.
- 10.3 It is expressly understood and agreed that the indemnity and insurance obligations of this Agreement, as well as the ENGINEER's proprietary interest in its work product, shall survive the termination of this Agreement under Article 8 above as well as the completion of services under this Agreement.
- 10.4 This Agreement is to be governed by the laws of the State of Alabama.

WHEREFORE, the undersigned, by their signatures, certify that they have carefully read this Agreement, understand the terms and conditions contained herein, have proper authority to execute this Agreement, and do so as their own free act:

OWNER:

ENGINEER:

MONTGOMERY COUNTY COMMISSION

GOODWYN, MILLS & CAWOOD, INC.

By: _____
Elton N Dean Sr.

By: _____
Derril L. Strickland, PE

Title: Chairman

Title: Senior Vice President

Attest:

Attest:

(name and Title)

(name and Title)



Smith St./Terminal Rd./Day Street Rd. Property
Survey Points to be Considered
Issue Date: April 27, 2016

SMITH ST

HIGHLAND VILLAGE RD

DAY STREET RD

TERMINAL RD

15 14
22 23

4-7

4-7



April 29, 2016

MONTGOMERY COUNTY COMMISSION
ATTN: DONALD MIMS
COUNTY ADMINISTRATOR
MONTGOMERY COUNTY, ALABAMA

ALABAMA STANDARD OF PRACTICE BOUNDARY AND TOPOGRAPHIC SURVEY FOR AN APPROXIMATELY 7.75 ACRES PARCEL OF LAND CONSISTING OF TAX PARCEL NUMBERS 11-06-14-3-011-004.000, # 11-06-14-3-011-002.000, # 11-06-14-3-011-003.000, # 11-06-14-3-011-002.001, AND LYING IN SECTION 14, T-16-N, R-17-E, AS RECORDED IN (DB 529, PG 1117) - MONTGOMERY COUNTY, (RLPY 2427, PG 111) - CALDWELL, (RLPY 174, PG 82) - COUNTY OF MONTGOMERY, (RLPY 3222, PG 387 - CHARLES), IN THE OFFICE OF THE JUDGE OF PROBATE, MONTGOMERY COUNTY, AL. AND A TOPOGRAPHIC SURVEY FOR APPROXIMATELY 1.27 ACRES OF LAND, BEING A PART OF TAX PARCEL NUMBER 11 06 143 0 1100 001.000, LYING IN SECTION 14, T-16-N, R-17-E, AS RECORDED IN (RLPY 3596, PG 35) - HALIM, IN THE OFFICE OF THE JUDGE OF PROBATE, MONTGOMERY COUNTY, AL.

Goodwyn, Mills and Cawood, Inc. (GMC) is pleased to take this opportunity to offer this proposal for our surveying services for the above-referenced project. Based upon recent discussions and available information, GMC is prepared to provide you Professional Land Surveying in accordance with the following:

Scope of Work: Alabama Standards of Practice Boundary and Topographic Survey

- Provide an Alabama Standards of Practice Certified Boundary and Topographic Survey on the Parcels described above. The property is located in Section 14, T-16-N, R-17-E, Montgomery County, Alabama.
- Survey will be in accordance with the minimum standard detail requirements for an Alabama Standards of Practice Certified Boundary and Topographic Survey.
- Survey will be referenced to the Alabama State Plane Coordinate System (East Zone), NAD 83(2011), EPOCH-2010, NAVD 88, GEOID 12B, US Survey Feet and show contours at 1' intervals.
- Survey will be tied to NGS Control Monuments.
- All visible structures, site improvements, and visible utilities within the survey limits will be shown.
- Any encroachments, fences and gates on or across the subject property will be shown.
- Finish Floor Elevations for all buildings, typically identified at a point immediately inside the threshold of the main entrance will be shown.
- A minimum of 3 control points will be set on site for future use. The control points will be 1/2" Rebar with a Red GMC Control Cap.
- All work will be performed by in-house GMC personnel.

Deliverables

- GMC will provide an electronic PDF for review and comments.
- GMC can provide an Auto-Cad version of the survey.
- GMC will provide signed and sealed hard copies of the drawing as needed.

Exclusions/Request

- GMC will need permission to access the property.
- GMC will need to be provided access to any gates on the property.
- GMC will show underground utilities if marked by Alabama One Call prior to starting the field work.
- No manual excavation of underground utilities are included in this survey.
- GMC can upgrade the survey to a ALTA/NSPS Survey for an additional Fee, if required.

GOODWYN, MILLS AND CAWOOD, INC.

2660 East Chase Lane, Suite 200

Montgomery, AL 36117

Tel 334.271.3200 Fax 334.272.1566

GMCNETWORK.COM

**Schedule**

- Field work to commence within 1 week after receiving the notice to proceed.
- The preliminary survey for review and comments will be completed within 5 weeks, sooner if possible, after starting the field work for the survey.
- Delivery date of the final surveys will depend on when all the comments are received for the surveys. A period of up to 5 days may be needed after receipt of the comments to allow for revisions to the surveys.
- Delivery date is also pending weather, site conditions and any unforeseen complications that may occur during the survey in which the client will be notified.
- Any additional surveying that may be required may add additional time to the schedule.

Fee / Billing

• Fee for the Boundary Survey	\$4,000.00
• Fee for the Topographic Survey	\$6,500.00
• Total Fee	\$10,500.00

Payments are due 30 days upon receipt unless otherwise agreed upon between CLIENT and GMC. If payment is not received within thirty (30) days from date of the receipt, a finance charge computed at 1 ½ % per month, calculated from said thirtieth (30th) day will apply. Should GMC incur attorney's fees for collection of payment, the amount owed to GMC shall include any and all said fees. Failure to make payment within ninety (90) days shall constitute a waiver of the right to dispute the accuracy and appropriateness of the invoice. In addition, GMC reserves the right to suspend services under this Agreement until such time as payment is made in full for all amounts due for services rendered and expenses incurred has been received.

General Terms and Conditions

- **Documents Provided By CLIENT:** CLIENT agrees to provide GMC with any and all documents necessary to perform services identified in this Agreement. In acceptance of this Agreement, GMC shall not be found liable for any damages that occur from said performed services as a result of omissions or errors in such documents.
- **Additional Services:** CLIENT agrees that if services not specified in this Agreement are provided at CLIENT's or authorized representative's request, CLIENT shall pay for all such services as extra work at the appropriate hourly rates.
- **Attorney's Fees:** If GMC is a prevailing party in any legal proceeding arising from or related to this Agreement, GMC shall be entitled to recover from the non-prevailing party all costs of such proceeding and reasonable attorney's fees.
- **Limitation of Liability:** GMC's total liability to CLIENT under this Agreement shall be limited to the total amount of compensation received for said surveying services by GMC.
- **Entire Agreement of Parties:** This Agreement contains the entire agreement of the parties and cannot be changed except by written agreement signed by both parties.

If this proposal is acceptable please sign below and return along with enclosed Billing Information Form. Thank you for this opportunity and I look forward to hearing from you soon.

Submitted by:

GOODWYN/MILLS/CAWOOD, INC.

Approved by:

MONTGOMERY COUNTY COMMISSION
Donnie Mims - County Administrator

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

MAY 16 2016

May 16, 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-2016-65: The Montgomery Education Foundation, for the Summer Program "Brain Forest Summer Learning Academy" - \$1,000; (Harris)

DLM/tll

AGENDA

MAY 16 2016

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *m.s.*

DATE: April 27, 2016

RE: Invitation to Bid No. 51965-16B-020
SAN Backup Storage Appliance Expansion

Request approval of award on the above referenced Invitation to Bid to the lowest responsible bidder, Coast to Coast, Inc., in the amount \$16,800.00 based on unit pricing, be placed on a future agenda. (Copy of spreadsheet attached.)

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

Attachment

AGENDA

MAY 16 2016

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *MLS*

DATE: April 28, 2016

RE: Invitation to Bid No. 51965-16B-019
Security Cameras

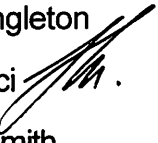
Request approval of award on the above referenced Invitation to Bid to the lowest bidder, Graybar, in the amount \$227,669.40 based on unit pricing, be placed on a future agenda. The bid amount is for a total of 45 cameras; however, the county may buy fewer or more cameras. Cameras will be purchased as needed. (Copy of spreadsheet attached.)

Coordination of award made with Lou Ialacci, Director of Information Systems

Attachment

Interoffice Memo

To: Myrtle Singleton

From: Lou Ialacci 

Cc: Rodney Smith

Date: April 28, 2016

RE: Bid No. 51965 – 16B-019 Security Cameras

Rodney Smith and I have reviewed the bid responses for bid number 51965-16B-019 for Security Cameras for Montgomery County Commission. We recommend you award the bid for the cameras to Graybar. They meet our specifications and their pricing over the life of the proposal is the lowest. They also provided extended warranty on the equipment.

We understand that the attached Proposal included in the bid document will need to be reviewed by the County Attorney and approved by the Commission.

If you have any questions please let me know. Thank you

7.3

Notes:

**Purchasing Department
Montgomery County Commission**

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
BID NO. 51965-16B-019				Central Communications P. O. Box 1047 Cullman, AL 35056 NO BID		AngelTrax 9540 US Highway 84 West, Bldg. #2 Newton, AL 36352 NO BID							
ISSUED: February 25, 2016													
BID OPENING: March 17, 2016													
Information Systems													
TERMS OF PAYMENT / DISCOUNT:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	B95A 2MP Mini PTZ	EA	45										
2	B45 2MP Zoom Bullet	EA	45										
3	Q110 5MP Convert	EA	45										
4	E12A 3MP Cube Indoor	EA	45										
5	E69 2MP Dome Indoor	EA	45										
6	E84A 2MP Dome Outdoor	EA	45										
7	I71 5 Mp Hemispheric Dome	EA	45										
8	AV1276DN-28 4X3MP CMOS	EA	45										
9	Extended Warranty		45										
TOTAL BID AMOUNTS													

Notes:

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MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

BUDGET FORM 5
AGENDA

MAY 16 2016

REQUEST NUMBER 3

DEPARTMENT:	Appraisal Department	REVIEWED:	S. Thomas	4/19/2016
DATE:	4/19/2016		Finance Director	Date
REQUESTED BY:	Clay Henley	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Insurance-Motor Vehicle	120-51985-272	4,800	(2,000)	2,800
Travel-Mileage	120-51985-260	9,000	2,000	11,000
TOTAL BUDGET CHANGE		13,800	0	13,800
TOTAL 2016 APPRAISAL BUDGET		3,148,555	0	3,148,555

Add \$2,000 to mileage reimbursement to cover cost due to late delivery of vehicles for field use.

MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST

BUDGET FORM 5
AGENDA

MAY 16 2016

Request Number 7

DEPARTMENT:	JUDGE OF PROBATE	REVIEWED: S. Thomas	4/25/2016
	ELECTIONS	Finance Director	Date
REQUESTED BY:	JUDGE STEVEN L. REED	APPROVED:	
Elected Official/Dept. Head	Date	Administrator	Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Election Workers' Fees	001-51911-175	124,000	(30,000)	94,000
Other Misc. Supplies	001-51911-219	97,000	15,000	112,000
Extra Help	001-51911-115	18,980	5,000	23,980
Office Supplies/Minor Equipment	001-51911-211	6,000	5,000	11,000
Advertising	001-51911-253	58,200	5,000	63,200
TOTAL		304,180	0	304,180

JUSTIFICATION:

To accommodate for ballot, staffing and equipment expense for 2016 PP Primary/Run-Off and for the publication expense of legally required notices.

8-2

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

REQUEST NUMBER 3

BUDGET FORM 5
AGENDA

MAY 16 2016

DEPARTMENT:	PERSONNEL	REVIEWED:	S. Thomas	4/27/2016
DATE:	4/27/2016		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
Insurance - Public Officials	123-51961.275	24,000	(100)	23,900
Dues and Membership Fees	123-51961.171	2,250	100	2,350
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		26,250	0	26,250

JUSTIFICATION:

To adjust budget for increased membership dues.

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

BUDGET FORM 5
AGENDA

MAY 16 2016

REQUEST NUMBER 1

DEPARTMENT:	Risk Management	REVIEWED:	S. Thomas		4/26/2016
			Finance Director		Date
REQUESTED BY:	Scott Kramer	APPROVED:			
Elected Official/Dept. Head		Date	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Health - Employee Benefit	005-51997-141	160,000	(15,000)	145,000
Health - Medical & Dental	005-51997-158	10,103,000	(30,000)	10,073,000
Health - Prof. Services - A/B	005-51997-182	120,000	(5,000)	115,000
Health - Excess Health	005-51997-277	100,000	55,000	155,000
Health - Contract Services	005-51997-304	12,000	(5,000)	7,000
				0
				0
TOTAL		10,495,000	0	10,495,000

JUSTIFICATION:

To realign the budget to cover Excess Insurance premium cost.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

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

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AGENDA

MAY 16 2016

May 11, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Position Fill Requests for Detention Facility

The Montgomery County Commission, at its meeting on May 2, 2016, agreed to place the following Position Fill Requests from the Detention Facility on the next agenda:

- (1) Corrections Officer Trainee/ Corrections Officer, CO0419, Position Number 174
- (2) Detention Facility Accounts Manager, CO0447, Position Number 4

I am requesting approval of these items.

DLM/tn

Attachments

Requisition for Montgomery City County Personnel
For Recruitment, Referral of Eligible Lists, and Special Appointments

Status: Routed to County Commission

Date Requisition Created: 4/15/2016 1:02:29 PM

Requisition ID: 8

Requisition Properties

Start Date	4/15/2016		WorkOrderNumber	
Desired Hire Date	4/25/2016		Recruitment Number	
Position Type			Prefer Position(s) to be Filled By	
Open Competitive	☐		Open Competitive	☐

Department and Class Information

Department Name		SelBudget		Job Class Code and Title	
Detention Facility	☐	Select Budget	☐	CO0419 - Corrections Office	☐
Override Dept Name		Certify Register from Alternate Job Class			
Select Department	☐	Select Job Class and Job Title			☐

List Requirements

You must provide a number from 1 to 99 for the number of vacancies.

# Vac	Jurisdictions	Emp. Status	
1 ☐	Montgomery County ☐	Full-Time	☐

+ Notes

Position #174 - Replacement of Becky Mingo

+ View Details

Requisition Supporting Information

Proposed Effective Date of Hire		Pay Grade	County Payroll Number
Notes			
COUNTY USE ONLY		COUNTY USE ONLY	
Manpower Data Entered By		Manpower Data Entered On	

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Requisition for Montgomery City County Personnel
For Recruitment, Referral of Eligible Lists, and Special Appointments

Status: Routed to County Commission

Date Requisition Created: 4/27/2016 9:18:13 AM

Requisition ID: 1019

Requisition Properties

Start Date	4/27/2016		WorkOrderNumber	
Desired Hire Date	5/9/2016		Recruitment Number	
Position Type			Prefer Position(s) to be Filled By	
Open Competitive	☐		Select One	☐

Department and Class Information

Department Name		SelBudget		Job Class Code and Title	
Detention Facility	☐	50 - DETENTION FACILITY	☐	CO0447 - Detention Facility	☐
Override Dept Name		Certify Register from Alternate Job Class			
Select Department	☐	Select Job Class and Job Title			☐

List Requirements

You must provide a number from 1 to 99 for the number of vacancies.

# Vac	Jurisdictions	Emp. Status	
1 ☐	Montgomery County ☐	Full-Time	☐

+ Notes View Details

Position #4 (Replacement of Myrtle Singleton)

+

Requisition Supporting Information

Proposed Effective Date of Hire		Pay Grade	County Payroll Number
---------------------------------	---	-----------	-----------------------

Notes

COUNTY
USE ONLY
Manpower
Data Entered
By

COUNTY
USE ONLY
Manpower
Data Entered
On



9-3

AGENDA

MAY 16 2016

April 27, 2016

MEMORANDUM

TO: Commissioner Elton Dean, Sr., Chairman
Montgomery County Commissioners

Cc: Donnie Mims, County Administrator

FROM: Janet Y. Buskey, Revenue Commissioner

SUBJECT: Administrative Support Specialist Position - Reallocation

I respectfully request authorization to reallocate a customer service clerk position to an Administrative Support Specialist position for the Revenue Commissioner's Office in Collections and Assessments. This position will be used to fully staff one of the Satellite Offices.

The Administrative Support Specialist position will fulfill the duties and responsibilities in the satellite office when the Branch Supervisor is out of the office or unavailable. This position will be filled by promoting staff currently employed in the Revenue Commissioner's Office.

I am requesting that this position be filled in order to increase efficiency in our department and to fulfill the staffing needs for all Satellite Offices.

If authorization is granted, I respectfully request approval of reallocating to our budget, one Administrative Support Specialist position. Thank you for your consideration in this matter.

JYB

Requisition for Montgomery City County Personnel
For Recruitment, Referral of Eligible Lists, and Special Appointments

Status: Routed to County Commission

Date Requisition Created: 4/28/2016 10:08:24 AM

Requisition ID: 1040

Requisition Properties

Start Date	4/28/2016		WorkOrderNumber	
Desired Hire Date	5/27/2016		Recruitment Number	
Position Type	Promotional	☒	Prefer Position(s) to be Filled By	☒

Department and Class Information

Department Name	Revenue Commission	☒	SelfBudget	80 - REVENUE COMMISSION	☒	Job Class Code and Title	CO0015 - Administrative	☒
Override Dept Name	Select Department	☒	Certify Register from Alternate Job Class	Select Job Class and Job Title				☒

List Requirements

You must provide a number from 1 to 99 for the number of vacancies.

# Vac	Jurisdictions	Emp. Status	
1 ☒	Montgomery County ☒	Full-Time	☒
Notes			View Details
# Vac	Jurisdictions	Emp. Status	
1 ☒	Montgomery County ☒	Full-Time	☒
Notes			View Details
requesting approval to reallocate cust svc clerk to adm supp spec			

Requisition Supporting Information

Proposed		County
Effective	5/27/2016	Payroll
Date of Hire	Pay Grade A04	Number

Notes

COUNTY
USE ONLYCOUNTY
USE ONLY

AGENDA

MAY 16 2016

April 27, 2016

MEMORANDUM

TO: Commissioner Elton Dean, Sr., Chairman
Montgomery County Commissioners

Cc: Donnie Mims, County Administrator

FROM: Janet Y. Buskey, Revenue Commissioner

SUBJECT: Administrative Support Specialist Position- Promotion

I respectfully request authorization to fill an Administrative Support Specialist vacancy by promoting a customer service clerk. This position will be used to staff one of the Satellite Offices.

This position will be filled by promoting staff currently employed in the Revenue Commissioner's Office and included in the 2016 FY budget.

I am requesting that this position be filled in order to increase efficiency in our department and to fulfill the staffing needs for all Satellite Offices. Thank you for your consideration in this matter.

JYB

Requisition for Montgomery City County Personnel
For Recruitment, Referral of Eligible Lists, and Special Appointments

Status: Routed to County Commission
Requisition ID: 1040

Date Requisition Created: 4/28/2016 10:08:24 AM

Requisition Properties

Start Date	4/28/2016		WorkOrderNumber	
Desired Hire Date	5/27/2016		Recruitment Number	
Position Type	Promotional	☒	Prefer Position(s) to be Filled By	☒

Department and Class Information

Department Name	Revenue Commission	☒	SelBudget	80 - REVENUE COMMISSION	☒	Job Class Code and Title	CO0015 - Administrative	☒
Override Dept Name	Select Department	☒	Certify Register from Alternate Job Class	Select Job Class and Job Title				☒

List Requirements

You must provide a number from 1 to 99 for the number of vacancies.

# Vac	Jurisdictions	Emp. Status	
1 ☒	Montgomery County ☒	Full-Time ☒	☒
+ x	Notes		View Details
# Vac	Jurisdictions	Emp. Status	
1 ☒	Montgomery County ☒	Full-Time ☒	☒
+ x	Notes		View Details
requesting approval to reallocate cust svc clerk to adm supp spec			
+ x			

Requisition Supporting Information

Proposed			County
Effective	5/27/2016		Payroll
Date of Hire		Pay Grade A04	Number

Notes

COUNTY
USE ONLY

COUNTY
USE ONLY



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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 30

AGENDA

MAY 16 2016

Date: May 11, 2016
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL
Departure Date: June 8, 2016 Return Date: June 9, 2016
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend the CGEI Ethics for Public Official and Employees Course

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

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

Total (est.) Cost: \$209.56 Advance Registration Required: \$0.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - \$175 / Mileage - \$34.56
Registration transferred from Travel #21

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

The above request is app. 5/16/16 reimbursement of actual and necessary expenses in the
approximate amount of \$209.56 and advance registration of \$0.00 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>\$19,206.78</u>	
Budget Available:	<u>\$3,293.22</u>	
Current Requests:	<u>\$209.56</u>	
Budget Balance:	<u>\$3,083.66</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 5/12/2016
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 31

AGENDA

MAY 16 2016

Date: May 12, 2016

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Long Beach, CA

Departure Date: July 22, 2016 Return Date: July 26, 2016

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: to attend the NACo Annual Conference

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

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

Total (est.) Cost: \$2,937.00 Advance Registration Required: \$505.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - \$505 / Hotel - \$1,057 / Meals - \$375 / Air Fare - \$1,000

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 5/16/16 reimbursement of actual and necessary expenses in the
approximate amount of \$2,937.00 and advance registration of \$505.00 is authorized.

To be completed by the Finance Department

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

Description: Registration & Training

Current Budget: \$22,500.00

Approved Requests: \$19,206.78

Budget Available: \$3,293.22

Current Requests: \$3,146.56

Budget Balance: \$146.66

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/12/2016

cc: Finance Director / Buyer

12-2

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 36

AGENDA

MAY 16 2016

Date: May 3, 2016
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Mobile, Alabama
Departure Date: May 23, 2016 Return Date: May 26, 2016
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: attend Digital Imaging & Video Recovery Team (DIVRT)

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

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

Total (est.) Cost: \$700.00 Advance Registration Required: \$0.00
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. 5/16/16 reimbursement of actual and necessary expenses in the
approximate amount of \$700.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$16,842.00</u>	
Budget Available:	<u>\$8,158.00</u>	
Current Requests:	<u>\$700.00</u>	
Budget Balance:	<u>\$7,458.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 5/4/2016
cc: Finance Director / Buyer

12-3

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

AGENDA

MAY 16 2016

Date: May 6, 2016
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Pigeon Forge, TN
Departure Date: July 31, 2016 Return Date: August 5, 2016
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: SSGT Defensive Instructor Recertification

Traveler (s) Name: 1. Lt. Carlos Parks 4. _____
2. Sgt. Martinez Tolbert 5. _____
3. Sgt. Marcus Townsend 6. _____

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

Total (est.) Cost: \$2,200.00 Advance Registration Required: \$975.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

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

The above request is app. 5/16/16 reimbursement of actual and necessary expenses in the
approximate amount of \$2,200.00 and advance registration of \$975.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$8,696.20</u>	
Budget Available:	<u>\$6,303.80</u>	
Current Requests:	<u>\$2,200.00</u>	
Budget Balance:	<u>\$4,103.80</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 5/12/2016
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 15

Date: May 9, 2016
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

AGENDA

MAY 16 2016

Request approval to be granted for the following:

Destination: Montgomery Hilton Inn
Departure Date: May 25, 2016 Return Date: May 25, 2016
Conference Leave (Days / Hours): 1 day
Purpose of Travel: Alabama Legal and Ethical Issues for Mental Health Clinicians

Traveler (s) Name: 1. Dr. Warren Brantley 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$199.99 Advance Registration Required: _____

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

Additional Comments: _____

To: Bruce R. Howell
From: Donald L. Mims, Administrator

The above request is app. 5/16/16 reimbursement of actual and necessary expenses in the
approximate amount of \$199.99 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52603.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$11,000.00</u>	
Approved Requests:	<u>\$3,669.00</u>	
Budget Available:	<u>\$7,331.00</u>	
Current Requests:	<u>\$199.99</u>	
Budget Balance:	<u>\$7,131.01</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/10/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

AGENDA

MAY 16 2016

Date: April 28, 2016
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, AL
Departure Date: May 25, 2016 Return Date: May 26, 2016
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Alabama State Data Center 2016 Data Conference Driving Miss Data

Traveler (s) Name: 1. Todd Grant 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$443.64 Advance Registration Required: \$50.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: REGISTRATION: \$50.00 HOTEL: \$175.00 MEAL: \$75.00
MILEAGE: \$143.64
TOTAL EST. COST: \$443.64

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

The above request is app. 5/16/16 reimbursement of actual and necessary expenses in the
approximate amount of \$443.64 and advance registration of \$50.00 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>\$7,212.03</u>	
Budget Available:	<u>\$22,787.97</u>	
Current Requests:	<u>\$443.64</u>	
Budget Balance:	<u>\$22,344.33</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 4/29/2016
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

Date: May 5, 2016
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

AGENDA

MAY 16 2016

Request approval to be granted for the following:

Destination: Auburn, AL
Departure Date: June 5, 2016 Return Date: June 10, 2016
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: IAAO 552: Personal Property Audits, Basics & IAAO 553: Personal Property Audits, Advanced

Traveler (s) Name: 1. Marsha Keller 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,760.48 Advance Registration Required: \$750.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: REGISTRATION: \$750.00 HOTEL: \$500.00 MEAL: \$450.00
MILEAGE: \$60.48

To: Clay Henley, Chief Appraiser

From: Donald L. Mims, Administrator

The above request is app. 5/16/16 reimbursement of actual and necessary expenses in the
approximate amount of \$1,760.48 and advance registration of \$750.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>120-51985.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$30,000.00</u>	
Approved Requests:	<u>\$7,212.03</u>	
Budget Available:	<u>\$22,787.97</u>	
Current Requests:	<u>\$2,204.12</u>	
Budget Balance:	<u>\$20,583.85</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/5/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 19

AGENDA

MAY 16 2016

Date: May 11, 2016
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Sacramento, CA
Departure Date: July 31, 2016 Return Date: August 4, 2016
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend the 2016 IPAC Conference

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: \$4,156.00 Advance Registration Required: \$650.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Per Person: Registration: \$325.00; Airfare: \$800.00; Baggage Fee: \$40.00;
Food: \$375.00; Hotel: \$448.00 + Tax; Taxi: \$40.00; Tips: \$20.00;
Airport Parking: \$60.00

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

The above request is app. 5/16/16 reimbursement of actual and necessary expenses in the
approximate amount of \$4,156.00 and advance registration of \$650.00 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>\$6,854.63</u>	
Budget Available:	<u>\$13,145.37</u>	
Current Requests:	<u>\$4,156.00</u>	
Budget Balance:	<u>\$8,989.37</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/12/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 37

AGENDA

MAY 16 2016

Date: May 10, 2016
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Atlanta, Georgia
Departure Date: July 18, 2016 Return Date: July 21, 2016
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: attend 2016 29th DARE International Conference

Traveler (s) Name: 1. Kofee Anderson 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,400.00 Advance Registration Required: \$395.00

Department Name: Sheriff's Office Fund Name: 749-52110.499

Additional Comments: _____

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

The above request is app. 5/16/16 reimbursement of actual and necessary expenses in the
approximate amount of \$1,400.00 and advance registration of \$395.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>749-52110.499</u>	(ex: 000-00000-000)
Description:	<u>Administrative Expense</u>	
Current Budget:	<u>\$356,500.00</u>	
Approved Requests:	<u>\$119,738.00</u>	
Budget Available:	<u>\$236,762.00</u>	
Current Requests:	<u>\$1,400.00</u>	
Budget Balance:	<u>\$235,362.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 5/12/2016
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 38

AGENDA

MAY 16 2016

Date: May 10, 2016
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Atlanta, GA
Departure Date: November 8, 2016 Return Date: November 12, 2016
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: attend Grant Professional Association's 18th Annual Conference

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

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

Total (est.) Cost: \$2,000.00 Advance Registration Required: \$495.00

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

Additional Comments: All Expense will be incurred in the 2017 Budget

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 5/16/16 reimbursement of actual and necessary expenses in the
approximate amount of \$2,000.00 and advance registration of \$495.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$16,842.00</u>	
Budget Available:	<u>\$8,158.00</u>	
Current Requests:	<u>\$700.00</u>	
Budget Balance:	<u>\$7,458.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/12/2016

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 39

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

AGENDA

MAY 16 2016

Request approval to be granted for the following:

Destination: Selma, Alabama
Departure Date: June 20, 2016 Return Date: June 30, 2016
Conference Leave (Days / Hours): 8 Days
Purpose of Travel: DRE Training

Traveler (s) Name: 1. Sgt. Rick Thompson 4. _____
2. Cpl. David Alford 5. _____
3. _____ 6. _____

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

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

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

Additional Comments: Other expenses are to be reimbursed through ADECA

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 5/16/16 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>001-52110.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$25,000.00</u>
Approved Requests:	<u>\$16,842.00</u>
Budget Available:	<u>\$8,158.00</u>
Current Requests:	<u>\$800.00</u>
Budget Balance:	<u>\$7,358.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/12/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 40

AGENDA

MAY 16 2016

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

Request approval to be granted for the following:

Destination: Jacksonville, FL
Departure Date: July 6, 2016 Return Date: July 10, 2016
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: DRE Training

Traveler (s) Name: 1. Sgt. Rick Thompson 4. _____
2. Cpl. David Alford 5. _____
3. _____ 6. _____

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

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

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

Additional Comments: Other expenses are to be reimbursed through ADECA

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 5/16/16 reimbursement of actual and necessary expenses in the
approximate amount of \$100.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$16,842.00</u>	
Budget Available:	<u>\$8,158.00</u>	
Current Requests:	<u>\$900.00</u>	
Budget Balance:	<u>\$7,258.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/12/2016

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 41

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

AGENDA

MAY 16 2016

Request approval to be granted for the following:

Destination: Selma, Alabama
Departure Date: July 14, 2016 Return Date: July 14, 2016
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: DRE Training

Traveler (s) Name: 1. Sgt. Rick Thompson 4. _____
2. Cpl. David Alford 5. _____
3. _____ 6. _____

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

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

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

Additional Comments: Other expenses are to be reimbursed through ADECA

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 5/16/16 reimbursement of actual and necessary expenses in the
approximate amount of \$100.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$16,842.00</u>	
Budget Available:	<u>\$8,158.00</u>	
Current Requests:	<u>\$1,000.00</u>	
Budget Balance:	<u>\$7,158.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 5/12/2016

cc: Finance Director / Buyer

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