MINUTES OF REGULAR MEETING

MONTGOMERY COUNTY COMMISSION

MAY 7, 2018

INFORMATION SESSION

Chairman Dean called the meeting to order at 5:12 p.m. The meeting was held at Weeping Willow Baptist Church, which is located at 2925 Forbes Drive, Montgomery, Alabama.

The meeting was opened with prayer led by Commissioner Singleton. All five Commissioners were present.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS FROM DEPUTY ADMINISTRATOR CAUTHEN

Deputy Administrator Cauthen briefed the Commission on scheduled attendees and items on the agenda.

DISCUSSION BY THE COMMISSION

Commissioner Harris requested a $1,000 miscellaneous appropriation from his agencies account to the City of Montgomery, to be used by BONDS to support Brentwood Neighborhood Association, with funding to promote community enhancement and beautification programs/projects.

Commissioner Singleton requested a $500 miscellaneous appropriation from his education account to Brewbaker Intermediate School for the Principal's Discretionary Fund.

Chairman Dean requested a $1,000 miscellaneous appropriation from his agencies account to the City of Montgomery, to be used by BONDS to support Belle Meade Neighborhood Association, with funding to promote community enhancement and beautification programs/projects.

Chairman Dean requested a $1,000 miscellaneous appropriation from his agencies account to the City of Montgomery, to be used by BONDS to support Spring Park Neighborhood Association, with funding to promote community enhancement and beautification programs/projects.

Vice Chairman Walker requested a $3,000 miscellaneous appropriation from her agencies account to Faith Crusades Ministries, Inc., for at-risk youth programs.

Vice Chairman Walker requested a $300 miscellaneous appropriation from her agencies account to the City of Montgomery, to be used by BONDS to support Mountainview Neighborhood Watch Association, with funding to promote community enhancement and beautification programs/projects.

Vice Chairman Walker requested a $500 miscellaneous appropriation from her agencies account to the City of Montgomery, to be used by BONDS to support Eastbrook-Morningview Neighborhood Association, with funding to promote community enhancement and beautification programs/projects.

Vice Chairman Walker requested a $750 miscellaneous appropriation from her agencies account to the City of Montgomery, to be used by BONDS to support Bellehurst Homeowners Association, with funding to promote community enhancement and beautification programs/projects.

Vice Chairman Walker requested a $750 miscellaneous appropriation from her agencies account to the City of Montgomery, to be used by BONDS to support County Downs Homeowners Association, with funding to promote community enhancement and beautification programs/projects.

Vice Chairman Walker requested a $500 miscellaneous appropriation from her agencies account to the City of Montgomery, to be used by BONDS to support Fox Hollow Neighborhood Association, with funding to promote community enhancement and beautification programs/projects.

Vice Chairman Walker requested a $500 miscellaneous appropriation from her agencies account to the City of Montgomery, to be used by BONDS to support Arrowhead Homeowners Association, with funding to promote community enhancement and beautification programs/projects.

Vice Chairman Walker requested a $500 miscellaneous appropriation from her agencies account to the City of Montgomery, to be used by BONDS to support Forest Hills Neighborhood Association, with funding to promote community enhancement and beautification programs/projects.

Vice Chairman Walker requested a $500 miscellaneous appropriation from her agencies account to the City of Montgomery, to be used by BONDS to support Dalraida Community Association, with funding to promote community enhancement and beautification programs/projects.

Vice Chairman Walker requested a $500 miscellaneous appropriation from her agencies account to the City of Montgomery, to be used by BONDS to support Deerfield Neighborhood Association, with funding to promote community enhancement and beautification programs/projects.

Vice Chairman Walker requested a $10,000 miscellaneous appropriation from her designated revenue account to Lagoon Park Trails, Inc., to maintain the Lagoon Park trails.

The Commission agreed to add these items to the miscellaneous appropriations accounts that were on the agenda.

PRESENTATION BY REVENUE COMMISSIONER JANET BUSKEY

Revenue Commissioner Janet Buskey briefed the Commission regarding a Contract for Professional Services with Dominion Resources, LLC, concerning the 2017 Tax Year Tax Sale. After discussion, the Commission agreed to place this item on the next agenda.

Revenue Commissioner Buskey briefed the Commission regarding Travel Request Number 6, which was on the agenda. There were no objections by the Commission.

PRESENTATION BY EXECUTIVE DIRECTOR ASHLEY DUBOSE LEDBETTER WITH THE MONTGOMERY AREA BUSINESS COMMITTEE FOR THE ARTS, INC.

Executive Director Ashley Dubose Ledbetter with the Montgomery Area Business Committee for the Arts, Inc., updated the Commission regarding the Dr. Martin Luther King, Jr., statue.

Ms. Ledbetter updated the Commission regarding the art collection at the Montgomery County Commission. She requested that the Commission consider renewing their membership in the amount of $1,210 for 2018. After discussion, the Commission agreed to place this item on the next agenda.

Ms. Ledbetter briefed the Commission regarding the Public Art Commission's County/City Library Book Bench Project. Vice Chairman Walker requested a $2,650 miscellaneous appropriation from her agencies account for this project.

PRESENTATION BY PRESIDENT DARRYL MAYES WITH YOUTH-N-ACTION, INC.

President Darryl Mayes with Youth-N-Action, Inc., briefed the Commission regarding the Drum and Orchestra Academy and Computer Literacy Academy Programs. Commissioner Harris requested a $3,000 miscellaneous appropriation from his designated revenue account for these programs.

PRESENTATION BY EXECUTIVE DIRECTOR TERRENCE BALDWIN, SR., WITH MEOW CARES, INC.

Executive Director Terrence Baldwin, Sr., with MEOW Cares, Inc., briefed the Commission regarding the organization. Deputy Administrator Cauthen noted that at the April 16, 2018 meeting, the Commission appropriated $10,000 from the joint designated revenue account and Vice Chairman Walker appropriated $2,000 from her agency account for program expenses.

PRESENTATION BY CHIEF INFORMATION AND TECHNOLOGY OFFICER LOU IALACCI

Chief Information and Technology Officer Lou Ialacci requested that the Commission approve the Formation of the Nonprofit Corporation MGMix (Montgomery Internet Exchange) and the Bid Award to SHI International Corporation for Computer Hardware Maintenance, Bid Number 51965-18B-011, which were on the agenda. He noted that, after further review, Commissioner

Harris was in agreement with the documents as presented at the last meeting without any amendment.

PRESENTATION BY COUNTY ENGINEER GEORGE SPEAKE

County Engineer George Speake briefed the Commission regarding a Resolution for resurfacing Hyundai Boulevard (2.759 Miles), Project No. MCP 51-01-18. After discussion, the Commission agreed to place this item on the next agenda.

Mr. Speake presented a Resolution for resurfacing Alabama River Parkway (1.754 Miles), Project No. MCP 51-02-18. After discussion, the Commission agreed to place this item on the next agenda.

Mr. Speake briefed the Commission regarding an Agreement for Construction Engineering and Inspection (CEI) Services for resurfacing Vaughn Road from SR-271 (Taylor Road) to SR-110 (Chantilly Parkway). After discussion, the Commission agreed to place this item on the next agenda.

Mr. Speake presented an Agreement for Intersection Improvement Study on a Federal Aid Project with the Alabama Department of Transportation regarding Wares Ferry Road at Dozier Road and Pike Road at Meriwether/Wallhatchie Road, Project # STPAA-5117, MCP 51-85-178, CPMS Ref #100067617 and related Resolution. After discussion, the Commission agreed to place this item on the next agenda.

Mr. Speake presented a Renewal of Lease Agreement with Williamson Properties, Ltd., regarding the purchase of clay gravel. After discussion, the Commission agreed to place this item on the next agenda.

Mr. Speake presented a Bid Award to Wiregrass Construction Company, Inc., regarding Bituminous Plant Mix, Bid Number 53000-18B-016. After discussion, the Commission agreed to place this item on the next agenda.

In closing, Mr. Speake mentioned that it will be necessary to temporarily close Old Selma Road near Keelie Hall Road on May 15-16, 2018, for replacement of a deteriorated cross-drain pipe. He stated that Manager of Public Affairs Hannah Hawk will be issuing a press release to advise the public prior to this temporary road closure.

PRESENTATION BY DIRECTOR OF RISK MANAGEMENT SCOTT KRAMER

Director of Risk Management Scott Kramer briefed the Commission regarding County Healthcare Contribution Changes. He noted that, as of March 31, 2018, the healthcare revenue is tracking at 49% of the budget and the expenses are tracking at 45% of the budget. Mr. Kramer recommended an increase to the County's contribution from $733 to $750 per employee per month. After discussion, the Commission agreed to place this item on the next agenda.

COMMENTS FROM DEPUTY ADMINISTRATOR CAUTHEN

Deputy Administrator Cauthen briefed the Commission regarding construction and related funding for the foot bridge at Ramer Park. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen presented a Proposal from Consulting Electrical Engineers Borden, Morris, Garner regarding surge suppression for the Youth Facility. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen presented Amendment Number 3 to Contract with Advanced Disposal Services Alabama, LLC for Residential Solid Waste and Disposal Services regarding a Twenty-Nine (29) Day Extension, beginning July 1, 2018 and ending July 29, 2018, Contract Number 51100-03B-017. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen briefed the Commission regarding Bid Award for Residential Solid Waste Collection and Disposal, Bid Number 51100-18B-020. She explained that the bid opening would be Monday, May 14, 2018. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen briefed the Commission regarding Amendment Number 2 to Contract with Sharp Cut Lawn Service, regarding a one (1) year extension, beginning August 1, 2018 and ending July 31, 2019 and a 5% pricing increase for grounds maintenance at Montgomery County Parks, Contract Number 51901-16B-024. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen briefed the Commission regarding Bid Award to Mid-South Electric regarding LED canopy lights, Bid Number 51901-18B-015. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen briefed the Commission regarding Bid Award to Liberty Disposal, Inc., regarding Dumpster Rental and Trash Collection Items 1–10, 13–16 and 17A, Bid Number 51901-18B-014. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen briefed the Commission regarding Bid Award to Haynes Ambulance regarding Emergency Medical Treatment & Transportation, Bid Number 52110-18B-002. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen presented an email from Community Liaison and Staff Therapist Christy Holding with The Samaritan Counseling Center requesting funding in the amount of $20,000 for programs and requesting to meet with the Commission. After discussion, the Commission agreed for Ms. Holding to meet with them at their May 21, 2018 meeting.

Deputy Administrator Cauthen presented a Schedule of Upcoming Bids/Contract Renewals for December 2017 – April 2018.

DISCUSSION BY THE COMMISSION

Chairman Dean requested a $25,000 miscellaneous appropriation from the joint designated revenue account to the Kershaw YMCA for the Summer Program. The Commission agreed to add this item to the miscellaneous appropriations account that was on the agenda.

PRESENTATION BY PARKS AND RECREATION DIRECTOR JAMES WILLIAMS

At the request of Chairman Dean, Parks and Recreation Director James Williams briefed the Commission regarding a meeting he had with the Communities Improvement Association, Inc., concerning the Mount Meigs Community Center. Mr. Williams stated that the Communities Improvement Association, Inc., is requesting that the Commission partner with them to re-establish and implement various programs that will benefit the citizens of Mount Meigs and surrounding communities. Chairman Dean and Commissioner Harris stated that they would support Commissioner Singleton concerning this project.

PRESENTATION BY MANAGER OF PUBLIC AFFAIRS HANNAH HAWK

Manager of Public Affairs Hannah discussed upcoming events with the Commission.

RECESS TO FORMAL SESSION

Chairman Dean recessed the Information Session to the Formal Session.

FORMAL SESSION

Chairman Dean welcomed everyone to the Formal Session.

The meeting was opened with prayer led by Judge Calvin Williams.

The Pledge of Allegiance was led by Ms. Laura Maryland and Ms. Commie Carter.

Deputy Administrator Cauthen called Roll to establish a quorum, and the following Commissioners were present: Chairman Dean, Vice Chairman Walker and Members Harris, Sankey and Singleton. Also present were County Attorney Thomas T. Gallion and County Engineer George C. Speake.

Commissioner Harris made a motion to approve the Minutes of the Regular Meeting of April 16, 2018. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission.

CONSENT AGENDA

Deputy Administrator Cauthen presented the Accounts Payable Checks and Payroll Checks Authorization for approval.

Commissioner Harris made a motion to approve the Accounts Payable and Payroll Checks, as presented by Deputy Administrator Cauthen. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copies of Accounts Payable Checks and Payroll Checks Authorization, Consent Agenda Pages 1 through 7, are attached to these Minutes.)

COMMENTS BY ATTENDEES

Community Activist Ms. K. T. Brown said good afternoon and thanked the Commission for the signs that have been placed along Fairview Avenue promoting the Farmer's Market and for all they do for Montgomery County. Ms. Brown suggested that the "On the Road" meetings be held at different locations throughout the City and County in order to reach difference audiences. She asked how individuals are selected to serve on County appointed boards. Ms. Brown also asked the Commission to consider revitalizing the neighborhood boys and girl clubs.

Mr. Dan Turner, Ms. Debra Caldwell, Ms. Angela Magnum and Ms. R. C. Strayhand of Dutchess, Divas and Gents, Inc., said good afternoon and introduced themselves. They briefed the Commission on the organization's activities. Mr. Turner said they would like to start a youth organization called Dutchess, Divas and Gents Youth Club. Ms. Magnum said she is a former educator and is in full support of the youth club. Commissioner Harris asked the members questions about the organization's location and 501(c) (3) status.

Mr. Tim Killough, Assistant Scout Executive of Boy Scouts of America, Camp Tukabatchee Area, said good afternoon and thanked the Commission for their support of the camp.

The American Association for Children Director Williams Levi Gailliard and his guest, Alabama State University Student Shawn Threatt, greeted the Commission. Mr. Gailliard said Mr. Threatt is one of the success stories of his organization and asked him to share his story. Mr. Threatt said he moved from Detroit to Montgomery, joined the Think Big transitional program and, as a result, will be graduating from Alabama State University this month. Mr. Threatt said the program is great because it helped him change his whole outlook on life.

NEW BUSINESS

<u>COUNTY COMMISSION – ADOPTED RESOLUTION TO CHANGE THE DATE, TIME AND LOCATION OF THE JULY 16, 2018 COUNTY COMMISSION MEETING TO JULY 23, 2018. THE MEETING WILL BE HELD AT TRENHOLM STATE COMMUNITY COLLEGE, AUDITORIUM (BLDG. D), PATTERSON CAMPUS, WHICH IS LOCATED AT 3920 TROY HIGHWAY, MONTGOMERY, ALABAMA. THE INFORMATION SESSION WILL BEGIN AT 5:00 P.M. WITH THE FORMAL SESSION AT 6:30 P.M.</u>

Commissioner Singleton made a motion to adopt the Resolution to Change the Date, Time and Location of the July 16, 2018 County Commission Meeting to July 23, 2018, at Trenholm State Community College, Auditorium (Bldg. D), Patterson Campus, 3920 Troy Highway, Montgomery, Alabama. The information session will begin at 5:00 p.m. with the formal session at 6:30 p.m. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copy of Resolution, Agenda Page 1-1, is attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED GRANTS POLICY AND PROCEDURES MANUAL

Commissioner Singleton made a motion to approve the Grants Policy and Procedures Manual, Sheriff's Office. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copies of Memorandum and Grants Policy and Procedures Manual, Agenda Pages 2-1 through 2-24, are attached to these Minutes.)

MONTGOMERY COUNTY PUBLIC BUILDING AUTHORITY – APPROVED BOARD MEMBER APPOINTMENTS

Commissioner Sankey made a motion to approve the reappointment of Board Member James Harrell and the appointment of Rick A. Williams to the Montgomery County Public Building Authority with terms expiring June 5, 2024. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Memorandum, Board Members' Appointment Page and Rick A. Williams' Resume, Agenda Pages 3-1 through 3-3, are attached to these Minutes.)

MONTGOMERY COUNTY PARKS AND RECREATION BOARD –APPROVED BOARD MEMBER APPOINTMENT

Commissioner Singleton made a motion to approve the Board Member Appointment of Kevin Bradley to replace Lynn Gowan as board member of the Montgomery County Parks and Recreation Board with a term ending December 4, 2022. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copies of Memorandum, Board Members' Appointment Page and Kevin Bradley's contact information, Agenda Pages 4-1 through 4-3, are attached to these Minutes.)

INFORMATION SYSTEMS – APPROVED THE FORMATION OF THE NONPROFIT CORPORATION MGMIX (MONTGOMERY INTERNET EXCHANGE)

Vice Chairman Walker made a motion to approve the Formation of the Nonprofit Corporation MGMix (Montgomery Internet Exchange). The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Memoranda, Certification of MGMix, Bylaws, Disclosure Statement and Board of Director's Actions, Agenda Pages 5-1 through 5-32, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED AMENDMENT NUMBER 1 TO CHAPPY'S DELI, REGARDING A ONE (1) YEAR EXTENSION, BEGINNING APRIL 17, 2018 AND ENDING ON APRIL 16, 2019 FOR EMPLOYEE LUNCHEON, CONTRACT NUMBER 51988-17B-011

Commissioner Singleton made a motion to approve Amendment Number 1 to Chappy's Deli, regarding a One (1) Year Extension, beginning April 17, 2018 and ending on April 16, 2019 for Employee Luncheon, Contract Number 51988-17B-011. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copies of Memorandum, and Contract, Agenda Pages 6-1 and 6-2, are attached to these Minutes.)

PUBLIC AFFAIRS – APPROVED PROPOSAL FROM VISION TO DESIGN, DEVELOP AND HOST THE COUNTY WEBSITE

Commissioner Harris made a motion to approve the Proposal from Vision to Design, Develop and Host the County Website. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Memorandum and Vision's Proposal, Agenda Pages 7-1 through 7-8, are attached to these Minutes.)

PUBLIC AFFAIRS – APPROVED PROPOSAL FROM COPPERWING TO DEVELOP A MONTGOMERY COUNTY BRAND

Commissioner Harris made a motion to approve the Proposal from Copperwing to Develop a Montgomery County Brand. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copies of Memorandum and Copperwing Proposal, Agenda Pages 8-1 through 8-7, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS TO AGENCIES

Deputy Administrator Cauthen requested approval of the miscellaneous appropriations to Agencies included in the May 7, 2018 Agenda. During the County Commission Meeting this date, Chairman Dean requested the addition of miscellaneous appropriation reprogramming requests and his fellow Commissioners concurred.

Commissioner Harris made a motion to approve the Miscellaneous Appropriations Reprogramming Requests. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copy of Spreadsheet, Agenda Page 9-1, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS TO EDUCATION

Deputy Administrator Cauthen requested approval of the miscellaneous appropriations to Education included in the May 7, 2018 Agenda. During the County Commission Meeting this date, Chairman Dean requested the addition of miscellaneous appropriation reprogramming requests and his fellow Commissioners concurred.

Commissioner Harris made a motion to approve the Miscellaneous Appropriations Reprogramming Requests. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copy of Spreadsheet, Agenda Page 10-1, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS FROM DESIGNATED REVENUE

Deputy Administrator Cauthen requested approval of the miscellaneous appropriations from Designated Revenue included in the May 7, 2018 Agenda. During the County Commission Meeting this date, Chairman Dean requested the addition of miscellaneous appropriation reprogramming requests and his fellow Commissioners concurred.

Commissioner Singleton made a motion to approve the Miscellaneous Appropriations From Designated Revenue. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copy of Spreadsheet, Agenda Page 11-1, is attached to these Minutes.)

INFORMATION SYSTEMS – APPROVED BID AWARD TO SHI INTERNATIONAL CORPORATION FOR COMPUTER HARDWARE MAINTENANCE, BID NUMBER 51965-18B-011

Commissioner Harris made the motion to approve the Bid Award to SHI International Corporation for Computer Hardware Maintenance, Bid Number 51965-18B-011. The motion was seconded by Commissioner Sankey and unanimously approved by the Commission. (Copies Memoranda, Bid Tabulation and Opinion from County Attorney Gallion, Agenda Pages 12-1 through 12-5, are attached to these Minutes.)

YOUTH FACILITY –APPROVED BID AWARD TO CINTAS CORPORATION FOR CORRECTIONS STAFF UNIFORMS, BID NUMBER 52603-18B-012

Commissioner Singleton made a motion to approve Bid Award to Cintas Corporation for Corrections Staff Uniforms, Bid Number 52603-18B-012. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copies of Memorandum and Bid Tabulation, Agenda Pages 13- 1 through 13-3, are attached to these Minutes.)

COUNTY COMMISSION APPROPRIATIONS – APPROVED BUDGET CHANGE REQUEST NUMBER 17 TO THE MONTGOMERY AREA CHAMBER OF COMMERCE FOR THE 2018 BUCKMASTERS EXPO IN THE AMOUNT OF $42,500

Chairman Dean passed the gavel to Vice Chairman Walker and made a motion to approve Budget Change Request Number 17 to the Montgomery Area Chamber of Commerce for the 2018 Buckmasters Expo in the Amount of $42,500. The motion was seconded by Commissioner Harris. Commissioner Singleton abstained from the vote and the motion carried. (Copy of Budget Change Request, Agenda Page 14-1, is attached to these Minutes.)

ENGINEERING DEPARTMENT – APPROVED BUDGET CHANGE REQUEST NUMBER 4

Commissioner Singleton made a motion to approve Budget Change Request Number 4, Engineering Department. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 15-1, is attached to these Minutes.)

RISK MANAGEMENT – APPROVED BUDGET CHANGE REQUEST NUMBER 1

Commissioner Harris made a motion to approve Budget Change Request Number 1, Risk Management. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 16-1, is attached to these Minutes.)

TAX AND AUDIT DEPARTMENT – APPROVED BUDGET CHANGE REQUEST NUMBER 3

Commissioner Singleton made a motion to approve Budget Change Request Number 3, Tax and Audit Department. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 17-1, is attached to these Minutes.)

APPRAISAL DEPARTMENT – APPROVED POSITION FILL REQUEST (1)

1. Appraiser I, Position Number 850195002

Commissioner Harris made a motion to approve the Position Fill Request. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 18-1, is attached to these Minutes.)

DISTRICT ATTORNEY'S OFFICE – APPROVED POSITION FILL REQUEST (1)

1. Support Assistant, Position Number 408020023

Commissioner Singleton made a motion to approve the Position Fill Request. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 19-1, is attached to these Minutes.)

ENGINEERING DEPARTMENT – APPROVED POSITION FILL REQUEST (1)

1. College Intern, Position Number To Be Determined

Commissioner Sankey made a motion to approve the Position Fill Request. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 20-1, is attached to these Minutes.)

FINANCE DEPARTMENT – APPROVED POSITION FILL REQUEST (1)

1. Administrative Support Specialist, Position Number 210015008

Commissioner Singleton made a motion to approve the Position Fill Request. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 21-1, is attached to these Minutes.)

PROBATE JUDGE'S OFFICE – APPROVED POSITION FILL REQUESTS (2)

1. Administrative Support Associate, Position Number 750013055
2. Customer Service Clerk, Position Number 750016051

Commissioner Harris made a motion to approve the Position Fill Requests. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 22-1 and 22-2, are attached to these Minutes.)

APPROVED ALLOCATION OF TEN (10) DEPUTY SHERIFF – PART TIME POSITIONS AND AUTHORIZATION OF RELATED POSITION FILL REQUESTS, SHERIFF'S OFFICE

Commissioner Harris made a motion to approve the Allocation of Ten (10) Deputy Sheriff – Part Time Positions and Authorization of Related Position Fill Requests. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Position Fill Request and Memorandum, Agenda Pages 23-1 and 23-2, are attached to these Minutes.)

SHERIFF'S OFFICE –APPROVED POSITION FILL REQUESTS (3)

1. Deputy Sheriff Lieutenant, Position Number 550434082
2. Deputy Sheriff Corporal, Position Number 550429100
3. Deputy Sheriff Corporal, Position Number 550429163

Vice Chairman Walker made a motion to approve the Position Fill Requests. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 24-1 through 24-3, are attached to these Minutes.)

TAX AND AUDIT DEPARTMENT – APPROVED OF POSITION FILL REQUESTS (3)

1. Revenue Auditor, Position Number 810118002
2. Revenue Auditor, Position Number 810118007
3. Customer Service Clerk, Position Number 810016007

Commissioner Singleton made a motion to approve the Position Fill Requests. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 25-1 through 25-3, are attached to these Minutes.)

<u>YOUTH FACILITY – APPROVED POSITION FILL REQUEST (1)</u>

1. Juvenile Probation Officer I, Position Number 900304095

Commissioner Harris made a motion to approve the Position Fill Request. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 26-1, is attached to these Minutes.)

<u>VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (13)</u>

DEPARTMENTS	TRAVEL/TRAINING REQUESTS
1. County Commission	Request Numbers 12 and 13
2. Detention Facility	Request Number 13
3. Risk Management	Request Number 13
4. Engineering Department	Request Numbers 13 and 14
5. Appraisal Department	Request Number 9
6. Community Corrections	Request Number 10
7. Sheriff's Office	Request Numbers 31, 32 and 33
8. Revenue Commissioner's Office	Request Numbers 6 and 7

Commissioner Singleton made a motion to approve the Travel/Training Requests. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copies of Travel/Training Requests, Agenda Pages 27-1 through 27-13, are attached to these Minutes.)

COMMENTS BY COMMISSIONERS

Commissioner Singleton said good afternoon and thanked Weeping Willow Church, their pastor and the community for again hosting the County Commission Meeting in District 4. He said he grew up across the street from the church. Commissioner Singleton addressed Ms. Brown's concerns regarding the selection of members to County appointed boards and assured her that the Commissioners take that part of their job very seriously.

Commissioner Sankey said good evening to everyone and also thanked Pastor Leon Ross for hosting the Commission Meeting at his church. He also thanked Ms. Laura Maryland and Ms. Commie Carter for their help in preparing for the meeting. Commissioner Sankey assured Ms. K. T. Brown that the meetings will rotate to different locations throughout the District. He also reminded his fellow Commissioners that it is important to be transparent to our citizens and assure them the Commission is doing what is right.

Vice Chairman Walker said good evening and thanked everyone for attending the meeting. She also thanked Commissioner Sankey for his efforts in organizing the meeting.

Chairman Dean said good evening and also thanked everyone for attending. He explained why the Commission held meetings "On The Road" and thanked all County employees for their hard work.

Commissioner Harris said good evening and thanked Pastor Ross for being such a great host. He addressed some of the concerns that had been shared by the attendees in reference to the William Franklin Boys & Girls Club. Commissioner Harris assured them that their concerns have not gone unnoticed. He said he is a huge advocate for after school programs and that the Commission will be looking for affordable locations for these types of centers.

Chairman Dean called on Montgomery County Sheriff Derrick Cunningham to give the Commission an update on the current condition of the William Franklin Boys & Girls Club. Sheriff Cunningham said that extensive renovations have been made, including replacement of the roof and windows.

ADJOURNMENT

Commissioner Harris made a motion to adjourn the meeting of the Montgomery County Commission on May 7, 2018, at 7:03 p.m. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission.

AGENDA

MAY - 7 2018

5-7-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 4-13-18

Check Number	To	Check Number
277125		277171
Total Checks Paid		$321,053.91

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

5-7-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 4-13-18

Check Number	To	Check Number
277172		277262
Total Checks Paid		$221,393.05

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

AGENDA

MAY - 7 2018

5-7-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 4-20-18

Check Number	To	Check Number
277263		277332
Total Checks Paid		$1,028,639.71

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

AGENDA

MAY - 7 2018

5-7-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 4-20-18

Check Number	To	Check Number
277333		277411
Total Checks Paid		$682,848.35

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

AGENDA

MAY - 7 2018

5-7-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 4-27-18

Check Number	To	Check Number
277412		277451
Total Checks Paid		$457,968.68

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

AGENDA

MAY - 7 2018

5-7-18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 4-27-18

Check Number	To	Check Number
277452		277516
Total Checks Paid		$144,345.59

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

AGENDA

MAY - 7 2018

5/7/18 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
4/27/18

Payroll Check Number	129955	To	Payroll Check Number	130011	$ 46,002.48
Direct Deposits					$ 886,034.42
Payroll Check Number	130012	To	Payroll Check Number	130032	$ 275,162.62
Direct Deposits					$ 403,580.30
Federal Deposits					$ 313,153.17
Total Payroll Paid					$ 1,923,932.99

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

AGENDA

MAY - 7 2018

RESOLUTION

WHEREAS, the County Commission wishes to host a regular meeting in each commission district in 2018; and

WHEREAS, the Montgomery County Commission wishes to change the date, time and location of the July 16, 2018 meeting to July 23, 2018. The meeting will be held at Trenholm State Community College, Auditorium (Bldg. D), Patterson Campus, which is located at 3920 Troy Highway, Montgomery, Alabama. The information session will begin at 5:00 p.m. with the formal session at 6:30 p.m.

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby agree to change the meeting date, location and time as stated above for the July 16, 2018 meeting.

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 7th day of May, 2018.

BY:________________________
Chairman

ATTEST: ________________________
County Administrator

1-1

DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

AGENDA

MAY - 7 2018

Kevin J. Murphy
CHIEF DEPUTY

Colonel WanDa J. robinson
DIRECTOR OF DETENTION

MEMORANDUM

To: Elton Dean, Chair, Montgomery County Commission

From: Derrick Cunningham, Sheriff, Montgomery County Sheriff's Office DC

Subject: Adoption of Grants Policy and Procedures

Date: April 10, 2018

The Montgomery County Sheriff's Office is preparing for a site visit from the U. S. Department of Justice Program Manager for the Justice and Mental Health Grant we were awarded in 2016. One of the required documents is for the grantee to have a Grants Policies and Procedures Manual.

I am requesting that this item is placed on the agenda of your next meeting for approval and signature of the Chair of the County Commission.

Should you have any questions or require additional information, please call Regina Walker, Grant Manager, 832-1660 or 313-7216.

Thank you for your attention to this matter.

DC/rw

encls.

cc: Regina Walker: Grant Manger

SHERIFF'S OFFICE
POST OFFICE BOX 4219
MONTGOMERY, ALABAMA 36103-4219
OFFICE 334.832.4980
FAX 334.832.7113

DETENTION FACILITY
225 SOUTH MCDONOUGH STREET
MONTGOMERY, ALABAMA 36104
OFFICE 334.832.1386
FAX 334.265.0990

www.MontgoMerySheriff.CoM

Montgomery County Commission/
Sheriff's Office

Grant Policies & Procedures Manual

SCOPE & PURPOSE

This Grant Policy and Procedure Manual is applicable to federal, state, and local grants administered by and/or passed through the Montgomery County Sheriff's Office. All grants will be managed in compliance with applicable Code of Federal Regulations (CFT) and applicable Office of Management and Budget (OMB) Circulars.

This Policy will address grants from acceptance to the close-out process in the following operational categories:

- Application
- Award
- Reimbursement Requests
- Cash Management
- Compliance
- Program Level Review & Reporting
- Financial Accounting Review & Reporting
- Purchasing
- Capital Assets
- Audits & Review
- Grant Close-Out
- Records Retention

The purpose of this Policy is to provide guidelines and procedures for the application and administration of federal, state, and local grants, as well as direct federal or state appropriations/allocations, municipal agreements with state agencies, and private sector grants.

To ensure the Department has the resources and ability to adhere to grant restrictions, covenants, reporting requirements and matching requirements; and

To clearly assign responsibilities within the Department for all aspects of grant application and management.

APPLICATION

To apply for grants from a governmental or private agency, the following guidelines must be met:

The requesting division must complete the agency's Grant Funding Questionnaire (Appendix A) and obtain signature approval from appropriate chain of command, including Sheriff PRIOR to the grant being submitted by the grant writer.

Any grants which will be used to create, and fill personnel positions must receive approval from the County Commission.

The requesting division will coordinate as needed other division personnel to gather information for the application and as requested by the Sheriff's Office Grants Manager. At a minimum, discussion should take place regarding the following items:

- Recurring grant funding
- Continuance of program after grant funding ends
- Reporting requirements (documents requested)
- Staff workload
- Budgetary constraints
- Adherence to required certifications
- Adherence to administrative requirements
- Purchasing requirements
- Asset restrictions (for assets purchased with grant funding)
- Plans for pass-through funding to sub-recipients
- Davis-Bacon
- Equal Employment Opportunity Commission (EEOC)
- Affirmative Action issues, as well as any other personnel issues
- Analysis should also include any major performance requirements that may exist, such as having written policies and long-term official plans for the program requesting funds.

AWARD

Following the awarding of the grant and approval to accept grant award by the County's governing body, the Department will notify the Finance Office of the award on a timely basis.

Appropriate Department personnel will work with the County Administrator and Finance Office regarding budget appropriation and required County Commission action (if applicable).

Unless otherwise agreed upon, all grants to the Sheriff's Office will be recorded and accounted for in a special Grants fund.

Matching funds must be clearly indicated. The Department must coordinate with the Finance Office to determine the source and availability of matching funds.

Unless otherwise specified in the grant files, the point of contact for administering the grant—including programmatic requirements, will be the Department's Grants Manager. For Federal grants, the financial point of contact will be the Finance Director. For most state and private grants, the financial point of contact will be the Finance Director and the Department's Grants Manager.

REIMBURSEMENT REQUESTS

Reimbursement requests for Federal grants will be completed by the Grant Manager or the Finance Director in . All non-financial periodic reports for federal grants will be completed by the Department's Grants Manager.

The Grants Manager will be responsible for completing all reports related to funding requests and other required periodic reports for state and private grants.

The following steps should be taken to request funds:

- Requests should be made for reimbursement according to the grant award requirements.
- Quarterly requests should be based upon the standard calendar year quarters and will be due by the last day of the month following the quarter (special timing may be required at fiscal year-end and will be communicated to Department as needed).
- Grant Manager will maintain file of required documentation of expense, invoice copies, etc.
- Grants Manager will prepare the funds request and verify expenditures and/or other financial information PRIOR to submission
- Grant Manager will submit checks immediately upon receipt to the Finance Office and maintain a copy in grant files.
- Electronic payment methods and authorizing forms therefore must be completed and approved in advance by Accounting.

CASH MANAGEMENT

Funds awarded will be deposited in the County Grant Fund bank account. Most awards are funded on a reimbursement basis. Care is taken to request reimbursements after expenditures have taken place. From time to time a grant may be awarded in advance; in such cases, interest will be calculated and applied if required by the granting agency.

COMPLIANCE

The Grants Manager stays abreast of all applicable requirements and special conditions for grants. The Grants Manager is also responsible for ensuring that all grant policies and procedures are followed. The requesting division supervisor must ensure that all grant-related activities are completed according to the approved grant project timeline. The Grants Manager will review all grant expenditures related to the project as properly eligible, recorded, and documented.

The following guidance should be followed as appropriate based on the grant award date to ensure compliance:

- OMB Circular A-133
- OMB Circular A-87

- Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements of State and Local Governments
- 40 CFR
- Specific Grant Program Guidance based on the Grant Award or Grant Program Financial and Compliance Guide
- Applicable Compliance Supplements
- OMB Uniform Guidance: Cost Principles, Audit, and Administrate Requirements for Federal Awards (2 CFR 200)
- Any applicable Sub-recipient MOU and/or Award Document

Grant programs shall comply with all County ordinances, policies and administrative regulations to the extent that they are not in conflict with Alabama Statutes and regulations and/or grant regulations and requirements.

Sheriff's Office is prohibited from using federal funds to replace the state, local, or County funds. Existing funds for a project and its activities may not be displaced by federal funds and reallocated for other organizational expenses.

Valuation of the In-kind match must be fully documented and approved by Finance Director and County Administrator. Timesheets must properly reflect hours worked on grant activities and must be retained by the Grants Manager.

PROGRAM LEVEL REVIEW & REPORTING

The Grants Manager will track grant awards and consult with the Finance Director on a regular basis to ensure accuracy regarding revenue and expenditure postings in the financial system as well as in relation to reimbursement - requests and the project timeline. All information for periodic journal entry reclassification or allocation must be delivered to the Finance Director timely to meet quarterly reporting deadlines.

The Finance Director will track the grant budget in the county financial system and notify the Grant Manager of any needed adjustments.

All program reporting and report submission (including FFATA reporting) is the responsibility of the Grants Manager. The Grant Manager must prepare all project reporting and ensure that all project reporting requirements and deadlines are met. The Grant Manager must track expiration dates of grants and take appropriate steps well in advance to request extensions, complete final work, and payment of final invoices, etc. and communicate this to Finance Director.

FINANCIAL ACCOUNTING REVIEW & REPORTING

All financial reports and financial report submission is the responsibility of Finance Director or the Grant Manager dependent upon awarding agency.

The Finance Department is responsible for reviewing the General Ledger budget for grants periodically and preparing and/or assisting departmental staff with necessary budget adjustments, including annual carryovers due to fiscal year-end budget lapse.

The financial system allows for funds to be maintained in General Ledger under separate program codes in a way which facilitates reporting, providing for separate reports for each grant award which can provide budget and actual for both revenues and expenditures.

The County has written and Commission-adopted high-level fiscal policies which provide a framework for financial and budgeting decisions. The accounting procedures as relates to internal control guidelines of the Finance Department are documented by the external auditors yearly.

The County has a revenue spending protocol for programs and activities with multiple revenue sources. The County will use resources in the following hierarchy: program income (where applicable), federal funds, state funds, debt proceeds, local funds, and County funds. The Chief Financial Officer has the authority to deviate from this protocol where it is in the best interest of the County.

PURCHASING

Refer to the County Purchasing Policy. In addition, all grant specific procurement requirements will be followed (i.e., WMBE, DBE, Buy America, Debarred Vendors, Anti-Lobbying, etc.). The Department will be responsible to ensure that proper grant language is included in the project bid solicitation and contract and work with the Purchasing Manager as required.

CAPITAL ASSETS

The County's financial system tracks capital asset purchases defined as items costing $5,000 or greater. Grant-funded assets are noted as such by a program code.

Safeguarding of the physical asset is maintained by the Department. The Department will track assets below $5,000 internally as required.

The County Finance Department has internal control procedures/guidelines in place for approval and review of financial transactions, including the purchase of assets.

When an asset that is grant-funded is disposed of, the applicable County and granting agency rules are followed for disposal. The granting agency is contacted for clarification as needed.

Support Services conducts periodic inventory (an asset listing is shared with each department for comparison to their own records) to ensure that items are recorded appropriately.

AUDITS AND REVIEWS

Granting agencies may require compliance and/or financial reviews which ensure the proper use of funds received. Upon receipt of such notification of review, the Department must immediately notify the Finance Department. The Sheriff's Office, in conjunction with the County's Finance Department, will work together as needed to ensure that needs are sufficiently met.

GRANT CLOSE-OUT

The Grant Manager will be responsible to execute the grant close-out procedures as instructed by the awarding agency and will communicate appropriately with the Finance Department. If there is a final financial report, or financial information is requested as part of the close-out package the Department will contact the Finance Director for assistance.

All grants will be closed out in accordance with the grant award agreement. Any unexpended funds for non-continuing grants received in advance should be communicated to and remitted back to the grantor. Any budget adjustments needed as a result of the closeout must be communicated to the Finance Director.

RECORDS RETENTION

The Grant Writer shall maintain all records in compliance with the Records Retention and Disposition Schedule as well as each specific grant agency's requirements in regard to the timeframe for retention after close out.

Approved ______________________________ ____________________

Donald Mims, County Administrator Date

APPENDIX A – DEPARTMENT FUNDING QUESTIONNAIRE

Montgomery County Sheriff's Office
Grant Funding Questionnaire

The purpose of this questionnaire is to determine specifics regarding your divisions un-funded programs. Programs or needs which qualify are those exceeding a cost of $5,000. Equipment needs are preferred to be incorporated into a program. Grantors rarely award money for equipment and supplies without the applicant also creating or revising an existing program.

Most grants have a minimum 45-day window between the announcement date and the closing date for acceptance of applications. It is **imperative that division personnel plan and works in advance on creating both programs and budgets.** Such planning includes a discussion with the MCSO Grant Manager and the Sheriff regarding the department needs, requirements of the grant, statistical and budgetary data, and ensuring that external-collaborators (if applicable) of the project are on board. The more thought. and planning that is put into a grant proposal, the greater the chances are for funding!

REQUESTOR NAME: ________________________

BUREAU/DIVISION: ________________________

PHONE NUMBER: ________________________

Describe <u>in detail</u> the program for which funding is needed.

What <u>specific</u>, reportable outcomes will be used to determine the success of this program? (For example, will the outcome be to reduce the number of alcohol-related deaths by 50% within five years? Note that an applicant can list several measurable outcomes.)

1.
2.
3.
4.
5.

What is the timeline for your program?

TASK/DESCRIPTION	DATE COMPLETED

Who in your department will be responsible for measuring the success of the program?

____

Will other agencies be involved? ______________

If yes, what agencies will be participating? ______________________

____

____

Have you communicated with them about your planned program? ________

____

What is the amount of funding needed? ______________________

Please list below (or attach separately) a <u>detailed</u> budget.

ITEM	QTY	UNIT PRICE	TOTAL
		Total	$ -

Will there be costs to sustain the program once the grant period ends?
(e.g. will the county be responsible for personnel costs, annual maintenance fees, etc.)

If yes, please include these numbers in the proposed detailed budget.

Funding Approval

This funding questionnaire and detailed budget have been thoroughly reviewed by all appropriate division and department personnel and approved.

____________________	_______________
Division Captain	Date
____________________	_______________
Assistant Chief Deputy	Date
____________________	_______________
Sheriff	Date

APPENDIX B

MONTGOMERY COUNTY SHERIFF'S OFFICE GRANTS POLICY SUB-RECIPIENT MONITORING POLICY AND PROCEDURES

Purpose

The purpose of the monitoring program is to provide reasonable assurance that the sub-recipient has administered the funding in compliance with the laws, regulations, and the provisions of the award, and that the required performance goals are being achieved.

The requirements for sub-recipient monitoring can be found in:

- Title 28 CFR Part 66 and Title 28 CFR Part 70 31 U.S.C. Section 7502
- OMB Circular A-133
- OMB Circular A-102 Title 2 CFR Part 215 (formerly OMB Circular A-110)

Overview

Financial monitoring will include, but not be limited to, comparison of recipient/sub-recipient financial reports with general ledgers to determine that claimed expenses have been charged to the proper accounts and that proper documentation exists to support claims for personnel, travel, etc., and that equipment, if purchased, has been inventoried and is being used for the stated purpose. Additionally, the agency's overall financial internal controls and policies and procedures may be reviewed, and recommendations made if appropriate or necessary. A sample listing of information that may be reviewed financially:

- Purchase order/requisition
- Invoices/receipts from the vendor
- Bid/quote records
- Sole source letters, where applicable
- Cash management
- Financial reporting

Program monitoring will include, but not be limited to, discussion concerning the program operation, any problems or concerns associated with the program, and verification of information reported on the program monthly/quarterly reports/closeout reports. Programs providing direct client services are subject to client file review and should maintain appropriate releases of information to allow. A sample listing of information that may be reviewed programmatically:

- Inventory control listing for equipment
- Tags/labels on equipment
- Local procurement/purchasing policy
- Internal controls
- Program reporting
- Travel policy

- Personnel policy

For reference, the County conducts sub-recipient fiscal, compliance and programmatic monitoring based upon the following as may be applicable:

- OMB Circular A-87
- LOMB Circular A-21
- OMB Circular A-110
- OMB Circular A-122
- LOMB Circular A-133 Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements of State and Local Governments
- Certifications and Assurances
- Grant Program Guidance
- Applicable Code of Federal Regulations
- Grantor / Grant Program Financial Guide
- Sub-recipient MOU
- Sub-recipient Obligating Award Document / Agreement
- OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (2 CFR 200)

Checklists and form procedures are detailed in Exhibit B-1

Remote Monitoring

The Department will maintain regular communication with sub-recipients and make appropriate inquiries concerning program activities.

The Department will review financial and performance reports, along with required supporting documentation, submitted by the sub-recipient on a monthly, or at a minimum, quarterly basis. This information must be submitted by sub-recipients to the Department by the 15th of the following month. The performance report should include milestones achieved or to be achieved, any significant problems, issues or concerns, timely accomplishments and delays, and actual cost incurred compared to budget line items with variances explained. Additional backup documentation may be requested to support program and financial reports.

On-Site Monitoring

The Department will complete periodic on-site monitoring of sub-recipients in accordance with grantor requirements and related regulations to examine financial and programmatic records and observe operations. Sub-recipients will be monitored as required by the grantor at least annually, or more frequently if circumstances or program guidance warrants. These visits will be scheduled in advance; a list of testing items will be provided.

A written report will be completed for all formal site visits. Non-compliance and/or recommendations will be documented, and the sub-recipient must resolve and correct findings timely.

Audit Reports

A copy of the on-site visit report will be shared with the sub-recipient within 30 days. Sub-recipients must obtain and submit a copy of the required audit within 30 days of issuance and approval of the report, or as provided in the grant agreement. The sub-recipient must directly notify the Department of any audit findings related to the sub-award.

The County may use the information in the Federal Audit Clearinghouse Database as evidence to verify that the required audit was performed and that the sub-recipient had no audit findings. In cases of continued inability or unwillingness of a sub-recipient to have the required audits conducted, the County shall take appropriate action by using sanctions as prescribed in OMB Circular A-133.

All grant expenditures must be reported in the sub-recipients Comprehensive Annual Financial Report's (CAFR) Schedule of Expenditures of Federal and State Awards or sub-recipients year-end financial report if a CAFR is not required for the agency.

Exhibit B-1
GRANT SUB-RECIPIENT MONITORING REPORT & CHECKLISTS

The following checklists should be used by departmental grant liaisons when completing grant required sub-recipient monitoring. These checklists should be used in addition to any other specific grant monitoring requirements established by the grant award / awarding agency. The following checklists are included in this exhibit.

SITE VISIT SUMMARY REPORT

REPORT #: ____________ **Date of Review:** ____________

Sub-Recipient/Division: ________ **Title:** ____________

Contact Name: ____________

Summary of Observation

Corrective Action Recommended:

Corrective Action Taken:

Report completed by:

MCSO Grant Manager ____________ Date ____________

GENERAL GRANT ADMINISTRATION

Description	Yes	No	N/A
Does the grantee ensure program progress reports are accurate and submitted timely?			
Does the grantee ensure that the Special Conditions associated with the grant have been met?			
Does the grantee ensure that proper signatures are in documentation as approved by the grant/governing board (i.e., approved financial and program representative is the person signing)?			
Are the grantee's cash handling processes efficient? (i.e. Timely deposit of disbursed funds; no late fees or penalties on financial transactions, taking advantage of any discounts for early payment)			
For non-profit organizations: Have funds been secured with a current fidelity bond?			
Does the grantee ensure financial reporting is accurate, current, and ensures complete disclosure of financial results?			
Do accounting records:			
Identify the source and application of funds, and			
Include support documentation, such as canceled checks, paid bills, payrolls, and time/attendance records, contract and grant award documents, etc.?			
Does the grantee maintain effective internal control and accountability for all grant cash, property, and other assets, ensuring it is used solely for authorized purposes?			
Do actual expenditures or outlays reconcile with budgeted amounts for each grant?			
Does the grantee adhere to applicable Office of Management and Budget (OMB) cost principles to determine the reasonableness, allowability, and allocability of costs?			
Has the Single Audit Report been received timely, and			
Has a corrective action plan be prepared for current audit findings?			
With regards to Single Audit findings, does the grantee have a summary schedule of prior single audit findings including:			
Failures to correct, and			
Partial corrections, and			
Corrective actions that differ from those in the corrective action plan, and			
Validation of reasons for deeming findings do not warrant further action?			
Note any additional comments below.			

TRAVEL

Description	Yes	No	N/A
Does the grantee have and use a procurement policy?			
Does the grantee maintain and update a complete equipment inventory list of items purchased with grant funds?			
Is the equipment properly budgeted according to grant guidelines?			
Does the grantee have a policy regarding the disposition of equipment?			
Does the grantee maintain records to detail the history of each procurement purchased with grant funds?			
Does the grantee practice open and competitive procurement?			
If sole source procurement was made, did the grantee follow the "sole source procurement" guidelines?			
Is the grantee improperly obligating grant funds (services rendered, P.O. issued) before the beginning, or after the end of the grant period?			
Note any additional comments below:			

PERSONNEL

Description	Yes	No	N/A
Do timesheets for grant-funded personnel and volunteers used as match,			
Denote a brief description of the daily activities performed and all hours worked?			
Indicate they were prepared at least monthly and coincide with one or more pay periods?			
Contain the signatures of the employee/volunteer and the supervisor of the employee?			
Do timesheets for positions partially funded by the grant clearly and accurately differentiate between time spent on grant activities and time spent on other activities?			
Does the grantee maintain personnel records for both current and past grant personnel, employed during the grant period?			
Does the grantee ensure compensatory time and compensated absences for grant-funded personnel are not carried forward from one grant period to another?			
Is the grantee not using grant positions to supplant existing positions?			
Note any additional comments below:			

CONTRACTUAL SERVICES

Description	Yes	No	N/A
For each contract reviewed:			
Is the debarment list checked to prevent a contract with a debarred vendor?			
Have a beginning and ending effective dates, and deliverables?			
Indicate contract deliverables, price and quantities?			
Does the grantee maintain current, signed copies of all contracts?			
Does the grantee have an established procurement procedure?			
Does the grantee verify, through audits or other means, that contract deliverables are being provided as stated in the contract?			
Does the grantee ensure contract payments are not made unless receipt of goods or services is verified?			
If sole source procurement was made, did the grantee follow sole source procurement guidelines?			
Does the grantee maintain records to detail the history of the procurement, such as the rationale for procurement method, selection of contract type, contractor selection, and the basis for contract price?			
Does the contract <u>not</u> obligate grant funds before or after the grant period?			
Is there documentation supporting a contractor's time, services and rate of compensation?			
Note any additional comments below:			

EQUIPMENT

Description	Yes	No	N/A
Does the grantee have and use a procurement policy?			
Does the grantee maintain and update a complete equipment inventory list of items purchased with grant funds?			
Is the equipment properly budgeted according to grant guidelines?			
Does the grantee have a policy regarding the disposition of equipment?			
Does the grantee maintain records to detail the history of each procurement purchased with grant funds?			
Does the grantee practice open and competitive procurement?			
If sole source procurement was made, did the grantee follow the "sole source procurement" guidelines?			
Is the grantee improperly obligating grant funds (services rendered, P.O. issued) before the beginning, or after the end of the grant period?			
Note any additional comments below:			

CONSTRUCTION

Description	Yes	No	N/A
Does the grantee have documentation supporting prior approval for construction?			
Does the grantee ensure approval documentation for construction is maintained?			
Note any additional comments below:			

MATCHING FUNDS/PROGRAM INCOME

Description	Yes	No	N/A
Does the grantee ensure that the match requirement for the funding source is, or will be, appropriately met? Review source and type of match.			
Does the grantee ensure that volunteer time used for in-kind matching purposes is documented in the same manner as the time for grant-funded employees?			
Does the grantee maintain specific documentation for all in-kind Contributions?			
Is Program income (i.e. interest, etc) properly reported, budgeted, and used for grant allowable purposes? Was program income used first if required by the grant?			

Sub-Awardee Quarterly Reporting Form

<u>Instructions:</u> Complete all fields highlighted in gray and return to the attention of Regina Walker. This form will be due on the following quarterly dates: January 15; April 15; July 15; October 15.

Today's Date:		**Total Grant Obligations/Encumbrances*:**	
Reporting Period:			
Sub-Recipient:		**Total Grant Expenditures**:**	

**Please attach backup documentation (contract or purchase order)*

***Please attach backup documentation (invoices, proof of payment)*

Provide a description of accomplishments during the reporting period:

Provide a description of accomplishments planned for next reporting period:

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
334.832.1210
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WWW.MC-ALA.ORG

AGENDA
MAY - 7 2018

April 19, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims DLM
County Administrator

SUBJECT: Board Member Appointments to the Montgomery County Public Building Authority

The Montgomery County Commission, at its meeting on April 16, 2018, agreed to place on the next agenda the reappointment of James Harrell and the appointment of Rick A. Williams to the Montgomery County Public Building Authority, for terms expiring June 5, 2024. Commissioner Sankey recommended the appointment of Rick A. Williams.

I am requesting approval of these appointments.

DLM/tn

Attachment

Updated 9/2016

Montgomery County Public Building Authority

Members:	**Term Expires:**
Ed Grimes 4200 Sherman Way Montgomery, Alabama 36109 egrimes@mymax.com Phone: (W) 398-1874 (H) 244-0132	6/5/2020
Pernell L. Jenkins 1043 South McDonough Street Montgomery, AL 36104 Phone: (334) 549-0201	6/5/2020
Ken Ward Montgomery, AL 36106 kenw978@gmail.com Phone: (C) 391-8146	6/5/2022
Andrew Hardwick 1161 Mizell Road Montgomery, AL 36116 Jaads7522@charter.net Phone: (H) 281-0254 (C) 322-0602	6/5/2022
* William E. Blake 1941 South Hull Street Montgomery, AL 36104 alicedavisblake@gmail.com billyblake1450@gmail.com Phone: (H) 240-2455 (C) 300-0303	6/5/2018
* James Harrell 3407 Wintermead Montgomery, AL 36111 jl.harrell7@gmail.com Phone: (H) 284-2059 (C) 320-9941	6/5/2018

Term: 6 years

3-2

RICK A. WILLIAMS

PO Box 242386, Montgomery, AL 36124 ~ (334) 557-6003 ~ rick@rwcwealth.com

SUMMARY OF QUALIFICATIONS

- **Chapter-Chair Emeritus of the Montgomery Service Corps of Resource Executives (SCORE)**
- **Former member of the Montgomery Chamber of Commerce Small Business Advisory Council**
- **Former member of the Montgomery Chamber of Commerce Minority Business Development Council**
- **Former member of the Small Business Development Center (SBDC) board of Advisors**
- **Former President of Business Network International Montgomery Chapter**
- Consistently lead multiple organizations to record setting performance after assuming leadership positions
- Consistent, proven track record of exceeding job performance goals and building client relationships.
- With Fortune 100 Companies ranked as a top tier producing financial advisor and investment specialist.
- Demonstrated ability to successfully build, train and lead teams to surpass customer expectations.
- Demonstrated ability to prioritize and successfully manage a heavy work-load without direct supervision.
- Outstanding time management, organizational, problem solving and attention to detail abilities.

PROFESSIONAL EXPERIENCE

RWC Wealth Management, Registered Investment Advisor Firm – Montgomery, AL Jun 2012 – Present
FINANCIAL PLANNER / INVESTMENT ADVISOR

- Became multimillion dollar asset manager within first year of operation
- Offer financial planning and managed investment accounts
- Separately from RWC Wealth Management, assists clients with insurance and annuity products

Prudential – Montgomery, AL Feb. 2011- Jul. 2012
FINANCIAL ADVISOR

- Product mix includes Annuities, Wrap & Brokerage accounts, Life, LTC, & Disability policies.
- Ranked in the top 25% of all financial advisors in Alabama, Georgia & Tennessee.

MetLife Financial Services – Montgomery, AL Aug. 1998-Feb. 2011
PRODUCING FUNCTIONAL MANAGER / INVESTMENT SPECIALIST (2006-FEB. 2011)

- Promoted to this position for consistently exceeding job performance expectations, ranking as the top representative recruiter from active sources.
- Sold an assortment of Life, Health, Property and Casualty insurance policies to consumers, consistently ranking in the top 10 for asset transfers in the State of Alabama.
- Managed a large territory of clientele across central and south Alabama, from Dothan to Auburn, Montgomery, Greenville and Troy.
- Conducted in-person training sessions before colleagues to help each increase their leads and confidence.
- Successfully motivated employees to increase their volume of applications by rewarding those who netted the highest number of applications.
- Built team morale during contests by frequently mixing teams up, selecting captains and using two sets of criteria for winning: one based on total dollar volume with a minimum number of applications and the other based on total applications.

EDUCATION, LICENSES AND AFFILIATIONS

Business Administration, Auburn University, Montgomery, AL

- Chapter-Chair Emeritus of the Montgomery Service Corps of Resource Executives (SCORE),
- Former President of Business Network International Montgomery Alabama Chapter
- Former member of the Montgomery Chamber of Commerce Small Business Advisory Council
- Former member of the Montgomery Chamber of Commerce Minority Business Development Council
- Former member of the Small Business Development Center (SBDC) board of Advisors

RICK A. WILLIAMS

PO Box 242386, Montgomery, AL 36124 ~ (334) 557-6003 ~ rick@rwcwealth.com

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ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON

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 - 7 2018

April 19, 2018

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims DLM
County Administrator

SUBJECT: Board Member Appointment to the Parks and Recreation Board

The Montgomery County Commission, at its meeting on April 16, 2018, agreed to place on the next agenda the appointment of Kevin Bradley to replace Lynn Gowan as a board member of the Montgomery County Parks and Recreation Board for a term ending December 4, 2022. Commissioner Singleton recommended the appointment of Kevin Bradley.

I am requesting approval of this appointment.

DLM/tn

Attachment

- A COUNTY OLDER THAN THE STATE -
P.O. BOX 1667 MONTGOMERY, ALABAMA 36102-1667 PHONE: 334.832.1210

4-1

Updated 12/2017

Montgomery County Parks and Recreation Board

Members:	**Term Expires:**
Andre' Howard 143 Wilkinson Street Montgomery, AL 36104 Cell: (334) 462-2696 Work: (334) 265-1504 howardsphd@att.net	12/4/2021
Mark Salter 3909 Oak Street Montgomery, AL 36104 Home: 262-4173 Work: 262-7727 Cell: 601-291-9131	12/4/2019
James B. Phillips 2139 Yarbrough Street Montgomery, AL 36110 Home: 263-9438 Cell: 850-4667	12/4/2018
Charles Powe 19 Stone Park Trail Pike Road, AL 36064 Cell: 334220-6579 Home: 260-9232 Email: cbigjr8590@charter.net	12/4/2020
* Lynn Gowan 440 Town Lake Place Montgomery, AL 36117 Cell: 391-4661	12/4/2022

Term: 5 years

4-2

MEDICAL NECESSITIES

Medical Equipment and Supplies for Homecare

CPAP's - Nebulizers - Oxygen
Knee Braces - Wrist Splints - Diabetic Shoes
Wheel Chairs - Hospital Beds - TENS Units

Kevin Bradley
Cell: (334) 201-1116
Fax: (334) 265-5388

(334) 265-5337
1305 Mulberry St.
Montgomery, AL 36106
www.medicalnecessities.net

AGENDA

MAY -7 2018

Interoffice Memo

To: County Commission

From: Lou Ialacci

Cc: Donnie Mims, Florence Cauthen

Date: April 10, 2018

Re: Montgomery Internet Exchange Non-Profit (MGMix)

In December 2015 the County Commission and the City of Montgomery were the key supporters of the formation of an Internet Exchange in Montgomery. It is the first and only one in the State of Alabama and is one of approximately six in the entire Southeast. The MGMix is currently funded by the County and the City of Montgomery and has made a significant impact on the economic development in the area.

To ensure the continued success of the MGMix and broaden funding opportunities, I am requesting the Commission approve the formation of the MGMix as a non-profit company that will provide technical services for the County, the City of Montgomery and the River Region.

Motives for operating as a non-profit include:

- Successful Exchanges are set up as non-profits – over 70%
- Currently there are over twenty members of the Exchange and growing
- Close to the size where economies of scale begin
- Directly benefits members so many will contribute services and/or money
- The best approach for accountability and effectiveness is with a non-profit
- Board of directors is composed of members of the Exchange
- The non-profit entity ensures consistent management and oversight
- Personnel and operating expenses are kept to a minimum by the members.

Thank for your support.

S-1

Haskell | Slaughter
attorneys at law

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

TTG

MEMORANDUM

April 11, 2018

To: Donnie Mims

From: Thomas T. Gallion, III

Re: Formation of MGMix (Internet Exchange)

I have reviewed your memorandum of April 11, 2018, regarding the following documents prepared by Attorney Riley W. Roby with Balch and Bingham, regarding formation of the MGMix (Internet Exchange).

I have reviewed the following:

(1) Certificate of Formation of MGMix
(2) Bylaws of MGMix
(3) Action of the Board of Directors of MGMix by Unanimous Written Consent
(4) Designation of Representative on Board of Directors for MGMix

It is my opinion that the documents are acceptable as is and will be binding on all parties upon execution.

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

50051-317

STATE OF ALABAMA)

MONTGOMERY COUNTY)

Certificate of Formation

of

MGMix

This is to certify that, for the purpose of forming a nonprofit corporation pursuant to the provisions of Chapter 3, Title 10A of the Code of Alabama (1975) as amended and the provisions of Chapter 1, Title 10A of the Code of Alabama (1975) as amended to the extent applicable to nonprofit corporations (the "Alabama Nonprofit Corporation Law"), the undersigned does hereby make, adopt, and file the following Certificate of Formation:

ARTICLE I
Name

The name of the corporation being formed (hereinafter referred to as the "Corporation") is:

MGMix

ARTICLE II
Type of Entity

The type of entity being formed is a nonprofit corporation.

ARTICLE III
Purpose

Section 3.01 The Corporation is organized exclusively for charitable, religious, educational, literary, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any subsequent federal tax law), and the regulations currently or hereafter promulgated thereunder (the "Code"). In furtherance of such purposes, the Corporation is organized to own and operate an internet exchange in Montgomery, Alabama for the purpose of increasing internet speeds to stimulate competitive operating costs for the benefit of all internet users in the Montgomery area including businesses, state and local government agencies, the Maxwell Gunter Air Force Base, and research universities.

Section 3.02 No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein. No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate or intervene in (including the publication or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office. Notwithstanding any other provisions of this Certificate of Formation, the Corporation shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Code, or (b) by an organization contributions to which are deductible under Section 170(c)(2) of the Code.

ARTICLE IV
Operation

The following provisions shall apply to the Corporation at any moment that the Corporation is a "private foundation," as such term is defined by Section 509 of the Code:

Section 4.01 The Corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Code.

Section 4.02 The Corporation shall not engage in any act of self-dealing as defined in Section 4941(d) of the Code.

Section 4.03 The Corporation shall not retain any excess business holdings as defined in Section 4943(c) of the Code.

Section 4.04 The Corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the Code.

Section 4.05 The Corporation shall not make any taxable expenditures as defined in Section 4945(d) of the Code.

ARTICLE V
Initial Registered Office and Agent

The street address of the initial registered office of the Corporation shall be 100 Tallapoosa Street, Suite 200, Montgomery, AL 36104-2549. The initial registered agent of the Corporation shall be Riley W. Roby, who shall be located at the street address of the initial registered office of the Corporation.

ARTICLE VI
Incorporator

The incorporator of the Corporation is Riley W. Roby, whose address is 100 Tallapoosa Street, Suite 200, Montgomery, AL 36104-2549.

ARTICLE VII
Members

The Corporation shall have no members.

ARTICLE VIII
Board of Directors

Section 8.01 All corporate powers of the Corporation shall be exercised by or under the authority of, and the business and affairs of the Corporation shall be managed under the direction of, a Board of Directors. All of the powers and duties conferred or imposed on a board of directors by the Alabama Nonprofit Corporation Law shall be exercised or performed by the Board of Directors. The number of directors, the qualifications for directors, the terms each shall serve, and the means of their election and removal shall be provided in the Bylaws of the Corporation. The initial Board of Directors shall consist of seven (7) directors to serve until their successors are duly elected and qualified.

Section 8.02 The names and addresses of the initial Board of Directors are as follows:

Name	Address
Todd Strange	Montgomery City Hall Room 206 103 North Perry Street Montgomery, AL 36104
Elton N. Dean, Sr.	Montgomery County Commission P.O. Box 1667 Montgomery, AL 36102
Louis Ialacci	Montgomery City Annex 25 Washington Avenue Suite 600 Montgomery, AL 36104
David G. Bronner	Retirement Systems of Alabama 201 South Union Street Montgomery, AL 36104

Reid Fishler	Hurricane Electric 70 Hillside Avenue Williston Park, New York 11596
James Ashton	891 Ellison Pound Road Woodland, Georgia 31836
Martin Hannigan	55 Station Landing Suite 624W Medford, Massachusetts 02155

ARTICLE IX
Bylaws

The Board of Directors shall adopt Bylaws governing the conduct of the business and affairs of the Corporation. Thereafter, the power to alter, amend, or repeal the Bylaws of the Corporation shall be vested in the Board of Directors.

ARTICLE X
Dissolution

Upon dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, distribute any remaining assets of the Corporation to the Industrial Development Board of the City of Montgomery, as provided in a plan of distribution adopted in accordance with the Alabama Nonprofit Corporation Law.

ARTICLE XI
Amendment, Fundamental Corporate Change

This Certificate of Formation may not be amended, nor may the Corporation adopt a plan of merger, consolidation, or dissolution, without the affirmative votes of a majority of the members of the Board of Directors in office. Further, the Corporation may not sell, lease, exchange, mortgage, pledge, or otherwise dispose of all or substantially all of its property without the affirmative votes of a majority of the members of the Board of Directors in office.

[*Signature Page Follows*]

IN WITNESS WHEREOF, the Incorporator has hereunto set his hand on this the ____ day of March, 2018.

____
Riley W. Roby
Incorporator

This Instrument Was Prepared By:

Riley W. Roby
BALCH & BINGHAM LLP
105 Tallapoosa Street, Suite 200
Montgomery, AL 36104-2549
(334) 269-3120

Bylaws
of
MGMix

Adopted ______________ _____, 2018

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Bylaws
of
MGMix

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Bylaws
of
MGMix

ARTICLE I
Board of Directors

Section 1. Creation of Board. All corporate powers of MGMix (the "Corporation") shall be exercised by or under the authority of, and the business and affairs of the Corporation shall be managed under the direction of, a Board of Directors (the "Board"). All of the powers and duties conferred or imposed upon a board of directors by the provisions of Chapter 3, Title 10A of the Code of Alabama (1975) as amended and the provisions of Chapter 1, Title 10A of the Code of Alabama (1975) as amended, to the extent applicable to nonprofit corporations (the "Alabama Nonprofit Corporation Law"), shall be exercised and performed by the Board. The Board of Directors shall consist of seven directors. The number may be changed by amendment to these Bylaws, but such number shall never be less than three.

Section 2. Designated Members of Board. The Board shall include the following four persons, each of which shall continue to serve as long as he or she holds the applicable office or remains the designee, as the case may be:

1. Mayor of the City of Montgomery, Alabama or his or her designee;

2. Chairman of the Montgomery County Commission or his or her designee;

3. Chief Information Technology Officer of the City of Montgomery and Montgomery County Commission; and

4. Chief Executive Officer of the Retirement Systems of Alabama or his or her designee.

Section 3. Elected Members of Board. The Board shall elect three additional directors each of whom shall serve in her or his individual capacity. Except as provided in this Article I, each elected director shall hold office for a term ending on the date of the annual meeting following such director's election; provided, however, that the director shall continue to serve in such office after such annual meeting until the director is re-elected, or a successor is elected,

Section 4. Resignation of a Director. Any director may resign at any time upon written notice to the Corporation addressed to it at its principal office or to its President or Secretary. Any resignation shall become effective at the time or upon the happening of the condition, if any, specified therein, or, if no such condition or time is specified, upon its receipt. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5. Removal, Disqualification, or Incapacity of a Director. A director may be removed or may be declared disqualified to serve or incapable of serving by a majority vote of the remaining directors, even if the notice of meeting cannot be given to the director who is the subject of such Board action, and even if the remaining directors shall constitute less than a quorum of the Board.

Section 6. Vacancy Among Directors. Upon the removal of a director, the resignation or death of a director, or a declaration that a director is disqualified from service or incapable of serving, such office shall be vacant, and the number of directors shall be deemed to be decreased accordingly. A person may, at any time, be elected to fill a vacancy in the Board in the same manner in which a person may initially be elected to the Board, and such successor shall fill the term remaining.

Section 7. Annual Meeting of the Board. The annual meeting of the Board shall be held at such time and place as the Board may determine.

Section 8. Regular Meetings of the Board. Regular meetings of the Board shall be held at such times and places as the Board may determine.

Section 9. Special Meetings of the Board. Special meetings of the Board may be called by either (a) the Chairman of the Board, (b) the Secretary, (c) a majority of the directors then in office, or (d) any employee of the Corporation, at the direction of one of the foregoing. Each special meeting shall be held at such time and place as may be specified in the notice of the special meeting.

Section 10. Notice of Meetings. Notice of the time, day, and place of all meetings of the Board shall be given to all directors in person or by telephone, mail, e-mail, or facsimile. If the notice is sent by mail, it must be deposited in the United States first class mail or with a private mail carrier for overnight delivery, postage prepaid and addressed to the director at his or her address as it appears on the records of the Corporation, at least five days before the day of the meeting. If the notice is sent by any other method or is delivered in person, the notice must be sent or delivered before the meeting. A waiver of notice in writing signed by the person or persons entitled to notice, whether before or after the time stated therein, shall be equivalent to the giving of notice.

Section 11. Quorum. Greater than one-half of the directors then in office shall constitute a quorum at any meeting of the Board for the transaction of business. The act of a majority of the directors present at any meeting at which there is a quorum shall be an act of the Board, except as may be otherwise specifically provided by the Alabama Nonprofit Corporation Law, by the Certificate of Formation, or by these Bylaws. Directors may participate in any meeting of the Board by means of a conference telephone or similar communications equipment so long as all persons participating at the meeting can hear each other at the same time, and participation by such means shall constitute presence in person at a meeting.

Section 12. Written Consent Actions. Any action required to be taken or permitted to be taken by the Board may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the directors entitled to vote with respect to the subject matter thereof. The written consent action shall have the same force and effect as a unanimous vote of the Board and shall be filed with the minutes of the proceedings of the Board.

Section 13. Compensation of Directors. Directors shall not receive compensation for their services in such office; provided, however, that the Board may provide for the reimbursement of reasonable expenses.

ARTICLE II
Officers

Section 1. In General. The officers of the Corporation shall consist of a Chairman of the Board, a President and a Secretary/Treasurer. Such officers shall be elected by the Board at its annual meeting and shall serve upon such conditions as the Board deems appropriate.

The Board may appoint such other officers, assistant officers, and agents as it deems necessary to carry out the business of the Corporation. Such other officers, assistant officers, and agents shall hold their offices upon such conditions and shall exercise such powers and perform such duties as shall be determined from time to time by the Board. Two or more offices may be held by the same person, except that the President may not also serve as Secretary. No officer, other than the Chairman of the Board, need be a director. No provision in these Bylaws shall be deemed to change the at-will employment status of any officer of the Corporation.

The enumeration herein of particular powers shall not restrict in any way the general powers and authority of the officers.

Section 2. Terms. Except as provided in Section 3 of this Article II, each officer shall hold office for a term ending on the date of the annual meeting following such officer's election; provided, however, that the officer shall continue to serve in such office after such annual meeting until the officer is re-elected, or a successor is elected, to such office. No one term of an officer shall exceed three years.

Section 3. Vacancies. Any officer may resign at any time upon written notice to the Corporation addressed to it at its principal office or to its President or Secretary. An officer may be removed or may be declared disqualified to serve or incapable of serving by the Board. Upon the removal of an officer, the resignation or death of an officer, or a declaration that an officer is disqualified from service or incapable of serving, such office shall be vacant. A person may, at any time, be elected or named to fill such a vacancy in the same manner in which a person may initially be elected or named to such office. The removal of an officer shall be undertaken only upon a finding that the best interests of the Corporation will be served thereby and shall be without prejudice to the contractual rights, if any, of the officer so removed.

Section 4. Duties of the Chairman of the Board. The Chairman of the Board shall, when present, preside at all meetings of the Board. In general, such person shall perform all the duties incident to the office of chairman of the board. The Chairman of the Board shall perform such other duties as may be prescribed by these Bylaws or assigned to such person by the Board.

Section 5. Duties of the President. The President shall be the chief executive officer of the Corporation and shall be subject to the general direction of the Board. The President shall exercise day-to-day leadership and management of operations and functions of the Corporation and shall be responsible for the overall administration and management of the Corporation, including communications, operations, and fundraising. The President shall exercise general supervision over the property, business, and affairs of the Corporation, shall perform such other duties as may be prescribed by these Bylaws or assigned to such person by the Board, and shall coordinate the work of the other officers of the Corporation.

Section 6. Duties of the Secretary/Treasurer. The Secretary/Treasurer shall record the minutes of the meetings of the Board and shall have charge and custody of the funds, securities, and other like property of the Corporation and shall be responsible for the receipt, investment, safeguarding, and disbursement of the funds of the Corporation. The Secretary/Treasurer shall perform such other duties and exercise such other powers as may be prescribed by these Bylaws or assigned to such person by the Board or the President.

Section 7. Compensation of Officers and Employees. The officers and employees of the Corporation may receive such reasonable compensation for services rendered as the Board may deem appropriate. The Board will approve all compensation arrangements in advance of paying compensation and will document such arrangements in writing. Such documentation will include the names of those persons who decided or voted on the compensation arrangements, information about compensation paid by similarly-situated taxable or tax-exempt organizations for similar services (including any compensation surveys compiled by independent firms or actual written offers from similarly-situated organizations), and any other information on which the Board relied in making its decision. The Board shall review its compensation arrangements periodically.

Section 8. Loans to Directors and Officers. The Corporation shall make no loans to its directors or officers.

ARTICLE III
Committees

Section 1. In General. The Board may, by a resolution passed by a majority of the directors then in office, create such committees as it may deem necessary or useful to promote the purposes and carry on the work of the Corporation. Each such committee shall consist of at least two directors who are elected to membership in such committee by the Board. To the extent authorized to do so in an enabling resolution, committees may exercise the power of the Board, except that no committee shall have the power to do any of the following:

(a) Amend or restate the Certificate of Formation;

(b) Amend, alter, or repeal the Bylaws;

(c) Adopt a plan for the distribution in liquidation of the assets of the Corporation;

(d) Effect a dissolution of the Corporation;

(e) Authorize the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the Corporation;

(f) Adopt a plan of merger or consolidation;

(g) Authorize the conversion of the Corporation into another form of entity;

(h) Elect, appoint, or remove any member of any such committee or any director or officer of the Corporation; or

(i) Amend, alter, or repeal any action or resolution of the Board unless by its terms such resolution provides that it may be amended, altered, or repealed by such committee.

The Board may by resolution create other committees not having or exercising the authority of the Board. Persons serving on such committees need not be directors.

Section 2. __Terms__. Except as provided in Section 4 of this Article III and unless the committee shall sooner be terminated by the Board, each member of a committee shall hold office for a term ending on the date of the annual meeting following such member's election; provided, however, that the member shall continue to serve in such office after such annual meeting until the member is re-elected, or a successor is elected, to such office.

Section 3. __Chairmen of Committees__. Except as provided in this Article III, the Board shall appoint one member of each committee as chairman.

Section 4. __Vacancies__. Any member of a committee may resign at any time upon written notice to the Corporation addressed to it at its principal office or to its President or Secretary. A member of a committee may be removed or may be declared disqualified to serve or incapable of serving by the person or persons who, or body which, made the initial election or selection. Upon the removal of a member of a committee, the resignation or death of a member of a committee, or a declaration that a member of a committee is disqualified from service or incapable of serving, such office shall be vacant, and the number of members of the committee shall be deemed to be decreased accordingly. A person may, at any time, be elected or selected to fill a vacancy in such committee in the same manner in which a person may initially be elected or selected for such committee.

Section 5. **Meetings**. Regular meetings of a committee shall be held at such times and places as the committee may determine. Special meetings of a committee may be called by (a) the chairman of the committee, (b) any officer of the Corporation, (c) a majority of the members of the committee, or (d) any employee of the Corporation, at the direction of one of the foregoing. Special meetings shall be held at such time and place as may be specified in the notice of the special meeting.

Section 6. **Notice of Meetings**. Notice of the time, day, and place of all meetings of committees shall be given to all members of such committee in person or by telephone, mail, e-mail, or facsimile. If the notice is sent by mail, it must be deposited in the United States first class mail or with a private mail carrier for overnight delivery, postage prepaid and addressed to the member at his or her address as it appears on the records of the Corporation, at least five days before the day of the meeting. If the notice is sent by any other method or is delivered in person, the notice must be sent or delivered before the meeting. A waiver of notice in writing signed by the person or persons entitled to notice, whether before or after the time stated therein, shall be equivalent to the giving of notice.

Section 7. **Quorum**. Unless otherwise provided by resolution of the Board, a majority of the whole committee shall constitute a quorum.

Section 8. **Written Consent Actions**. Any action required to be taken or permitted to be taken by a committee of the Board may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members of the committee entitled to vote with respect to the subject matter thereof. The written consent action shall have the same force and effect as a unanimous vote of such committee and shall be filed with the minutes of the proceedings of such committee.

Section 9. **Ratification of Committee Actions**. It shall not be necessary for the Board to ratify any action of any committee, so long as the committee is acting within the powers granted herein.

Section 10. **Rules of Governance**. Each committee may adopt rules for its own governance not inconsistent with the Certificate of Formation, these Bylaws, or rules adopted by the Board. If a committee does not adopt such rules, the rules applicable to the Board shall apply to the committee.

ARTICLE IV
Execution of Documents

Section 1. **Powers Generally**. The Chairman of the Board, the President, and any Vice President are authorized, in their discretion and to the extent permitted herein and by the Alabama Nonprofit Corporation Law, to do and perform any and all corporate and official acts in carrying on the Corporation's business, including but not limited to the authority to make, execute, acknowledge, and deliver all written instruments that may be necessary in the purchase, sale, lease, assignment, transfer, management, or handling in any way of property of any description held or controlled by the Corporation in any capacity. The Board may authorize any other officer or officers or agent or agents to enter into such instruments, and such authority may be delegated by the person so authorized. The Secretary, Treasurer, or any Assistant Secretary or Assistant Treasurer is authorized to attest the signature of another officer on such instruments; provided, however, that no person holding two offices shall attest his or her own signature.

Section 2. Expenditure Authorization. The Board may authorize any expenditures by the adoption of a budget. Other expenditures may be authorized by one officer, if less than $500, or by any two officers if at least $500 but less than $3000. In applying this Section 2 to a contract with multiple payments, the aggregate of the payments under the contract shall be the "expenditure."

Section 3. Checks. All checks written on an account of the Corporation shall be signed by any two officers. The Treasurer may give receipts and endorse checks, drafts, and other instruments for the payment of money for deposit or collection by the Corporation.

ARTICLE V
Document Retention Policy

Section 1. Purpose. This Article V provides for the systematic review, retention and destruction of documents received or created by the Corporation in connection with the transaction of the Corporation's business. This Article V covers all records and documents, regardless of physical form and contains guidelines for how long certain documents should be kept and how records should be destroyed. This Article V is intended to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate the Corporation's operations by promoting efficiency and freeing up valuable storage space.

Section 2. Document Retention. The Corporation shall abide by the document retention time periods provided below. Documents that are not listed but are substantially similar to a document which is listed shall be retained for the length of time provided for the listed document.

Corporate Records	
Certificate of Formation	Permanent
Bylaws	Permanent
Board and Committee Minutes	Permanent
Annual Reports to Secretary of State/Attorney General	Permanent
IRS Form 1023 (Application for Tax-Exempt Status)	Permanent
IRS Determination Letter	Permanent
State Tax Correspondence	Permanent

Accounting and Corporate Tax Records	
Annual Audits and Financial Statements	Permanent
General Ledgers	Permanent
IRS Form 990 (Tax Returns)	Permanent
Business Expense Records	7 years
IRS Form 1099s	7 years
Journal Entries	7 years
Invoices	7 years
Donor Records and Acknowledgement Letters	7 years
Grant Agreements and Applications	5 years after completion
Sales Records	5 years

Bank Records	
Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years

Other	
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Copyright Registrations	Permanent
Contracts	7 years after completion
Leases	6 years after expiration
Correspondence	3 years

Section 3. **Electronic Documents and Records**. Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, will be maintained for the appropriate amount of time if they are listed in Section 2 of this Article V. Email messages which are required to be maintained shall be printed in hard copy and placed in the appropriate file or stored in an archive computer file folder. Backup and recovery methods will be tested on a regular basis.

Section 4. **Emergency Planning**. The Corporation's records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to the Corporation's operations during emergencies will be duplicated or backed up at least every week and maintained off site.

Section 5. **Document Destruction**. The Corporation's officers shall be responsible for implementing this Article V. Any documents which are due for destruction but which contain confidential or proprietary information shall be shredded. Absent legal advice to the contrary as well as the consent of the Chairman of the Board, no documents shall be destroyed during the course of any investigation or lawsuit which involves the Corporation or its employees, officers, directors, or agents.

Section 6. Compliance. Failure on the part of officers and employees to follow this Article V can result in disciplinary action. The Chairman of the Board will periodically review this Article V with legal counsel or the Corporation's certified public accountant.

ARTICLE VI
Conflicts of Interest

Section 1. Purpose. It is the policy of the Corporation that all persons who exercise substantial influence over the affairs of the Corporation should be free from the influence of conflicting interests when they act on behalf of the Corporation, and that they should act solely in the best interests of the Corporation, without regard to personal considerations. All transactions with persons who exercise substantial influence over the affairs of the Corporation shall satisfy the requirements to meet the rebuttable presumption of reasonableness under Section 4958 of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any subsequent federal tax law), and the regulations currently or hereafter promulgated thereunder (the "Code").

This Article VI provides procedures to be observed when the Corporation is contemplating entering into a Transaction that might benefit the private interest of a person who exercises substantial influence over the affairs of the Corporation, to require the reporting of such private benefits, to address the making of compensation determinations and the receipt of gifts, and to require annual statements of compliance with this Article VI. This Article VI is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to the Corporation, including Section 4958 of the Code.

Section 2. Definitions. For purposes of this Article VI:

(a) A "Conflict of Interest" exists where any of the following are present:

(1) The Corporation is contemplating entering into a Transaction or Compensation Arrangement with an Interested Person or a Related Person; or

(2) The Corporation is contemplating entering into a Transaction in which an Interested Person's personal interests (or those of a Related Person), or interests which the Interested Person (or a Related Person) owes to others, arise simultaneously or appear to clash with those interests of the Corporation.

A Conflict of Interest does not exist when the Transaction will result in benefits to an Interested Person (or a Related Person) which are also available to a large group, or when the benefits are of inconsequential value. Further, a Conflict of Interest does not exist when an Interested Person votes on the election of the Interested Person or others to unpaid positions.

(b) "Compensation Arrangement" includes direct and indirect remuneration as well as gifts or favors.

(c) "Governing Board" means the Corporation's Board of Directors or other body which is considering a Transaction.

(d) "Influential Persons" means the employees and officers of the Corporation and any other persons who, based on all facts and circumstances, are in a position to exercise substantial influence over the affairs of the Corporation. Such term does not include Interested Persons.

(e) "Interested Person" means the persons who are members of the Governing Board.

(f) "Related Person" means (1) an Interested Person's spouse, siblings, ancestors, descendants, and the spouses of descendants and (2) a corporation, partnership, trust, or estate in which the Interested Person or any person described in (1) owns or will potentially own an investment or beneficial interest.

(g) "Transaction" means a transaction, arrangement, or decision to be entered into by the Corporation.

Section 3. Disclosure of an Interested Person's Conflict of Interest. An Interested Person shall disclose any Conflict of Interest of the Interested Person to the Governing Board. Disclosure of the Conflict of Interest, including all material facts, shall be accomplished by written or oral notice delivered to the Governing Board at a meeting of the Governing Board. Thereafter, the Interested Person shall leave the meeting if requested to do so.

Section 4. Actions for Addressing an Interested Person's Conflict of Interest. With respect to any Conflict of Interest of an Interested Person disclosed to or identified by the Governing Board pursuant to this Article VI, the Governing Board shall take the following action:

(a) The chairman of the Governing Board shall, if appropriate, appoint a disinterested person or committee to investigate a reasonable alternative to the Transaction;

(b) After exercising due diligence, the Governing Board shall determine whether the Corporation can secure, with reasonable efforts, a more advantageous Transaction such that no Conflict of Interest is present; and

(c) If a more advantageous Transaction cannot be secured without creating a Conflict of Interest, the Governing Board shall determine whether the Transaction is fair and reasonable to the Corporation, in its best interest, and for its own benefit. The Corporation shall thereafter make its decision as to whether to enter into the Transaction.

No Transaction between the Corporation and an Interested Person or a Related Person shall be either void or voidable solely because of a Conflict of Interest, if the Conflict of Interest is disclosed to the Governing Board, and the underlying Transaction is found to be fair and reasonable to the Corporation and in the best interest of the Corporation, in accordance with this Article VI.

All decisions of the Governing Board shall be taken by a majority vote of the disinterested members of the Governing Board. With respect to proceedings required by this Section 4, the minutes of meetings of the Governing Board shall contain:

(aa) The names of the Interested Persons who disclosed or otherwise were found to have a Conflict of Interest;

(bb) The nature of the Conflict of Interest;

(cc) Any action taken to determine whether the Transaction was or would be fair and reasonable to the Corporation and in its best interest;

(dd) The determination of the Governing Board as to whether the Transaction in fact was or would be in the best interest of the Corporation; and

(ee) The names of the persons who were present for discussions and votes relating to the Transaction, the content of the discussion, including any alternatives to the Transaction, and a record of any votes taken in connection with the proceedings.

Section 5. **<u>Conflicts of Interest for Influential Persons</u>**. The preceding sections of this Article VI apply to Conflicts of Interest involving Interested Persons. Influential Persons shall also be subject to this Article VI as follows:

(a) The definitions of "Conflict of Interest" and "Related Person" shall be applied by substituting "Influential Person" for "Interested Person."

(b) In the event that an Influential Person has a role in the contemplation of a Transaction which is a Conflict of Interest, the Influential Person shall disclose the Conflict of Interest to a supervisor who is disinterested. The Influential Person shall thereafter not be involved in the Transaction. Rules similar to those in Section 4 of this Article VI shall be applicable to the deliberations of the disinterested supervisor.

Section 6. <u>Failure to Disclose a Conflict of Interest</u>. If the Board has reasonable cause to believe any Interested Person or Influential Person has failed to make the disclosure required by this Article VI, the Board shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose. After hearing the response, if any, of the person, and after making further investigation as warranted by the circumstances, the Board shall take appropriate disciplinary and corrective action.

Section 7. <u>Annual Statements</u>. Each year at the Board's annual meeting, the Board shall identify the Interested Persons and the Influential Persons. Thereafter, each Interested Person and each Influential Person shall complete and affirm a statement, in the form of **<u>Exhibit A</u>** attached hereto, that such person (a) has received a copy of this Article VI; (b) has read and understands this Article VI; (c) has agreed to comply with this Article VI; and (d) understands the Corporation is a nonprofit organization and that, in order to maintain its tax-exempt status, the Corporation must engage primarily in activities which accomplish one or more of its exempt purposes.

Section 8. <u>Periodic Reviews</u>. To ensure the Corporation operates in a manner consistent with its purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted by the Board. Any such review shall be conducted at or in conjunction with an annual meeting of the Board and shall address the following subjects:

(a) whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining; and

(b) whether partnerships, joint ventures, and arrangements with management organizations in which the Corporation participates, conform to the Corporation's written policies, are properly recorded, reflect reasonable investments or payments for goods and services, further the purposes of the Corporation, and do not result in any inurement, impermissible private benefit or in any excess benefit transaction.

When conducting the periodic reviews provided for in this Section 8, the Corporation may, but need not, use outside advisors. Use of outside experts shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE VII
Whistleblower Policy

The Corporation will adhere to all laws and regulations that apply to it. The support of all employees, officers, and directors is necessary to achieving compliance with various laws and regulations. The Corporation will not retaliate against an employee, officer, or director who, in good faith, has made a protest as to, complained about, disclosed, or threatened to disclose some practice of the Corporation to a supervisor, public body, or law enforcement officer on the basis of a reasonable belief that the practice is in violation of a law, rule, or regulation or is in violation of a clear mandate of public policy.

Employees, officers, and directors are encouraged to make such protests, complaints, and disclosures within the Corporation prior to seeking redress outside the Corporation. Any employee may make such complaints in writing to such employee's supervisor, any officer, or any director. Any officer may make such complaints in writing to any superior officer or any director. Any director may make such complaints in writing to the Chairman of the Board.

Any person receiving such a complaint shall immediately report it to the Chairman of the Board (or to some other director of the Corporation who is not implicated by the complaint), and the receiver of the report shall appoint a committee of three directors to investigate the complaint. The results of such investigation shall be distributed to the Board within thirty days of appointment of such committee. If, given the nature of the complaint, a committee of the Board cannot be appointed, legal counsel shall be consulted and appropriate actions taken.

An employee, officer, or director who files a complaint must be acting in good faith and must have reasonable grounds for believing the information disclosed indicates a violation of a law, rule, or regulation or is in violation of a clear mandate of public policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or with knowledge of their falsity will be subject to disciplinary action.

ARTICLE VIII
Investments

The Corporation shall have the right to retain all or any part of any securities or property acquired by it in any manner whatsoever and to invest and reinvest any funds held by it according to the judgment of the Board; provided, however, that no action shall be taken by or on behalf of the Corporation if such action is a prohibited transaction or if it would result in the denial or loss of status as a tax-exempt organization under the provisions of Section 501(c)(3) of the Code. This Article VIII shall not be applicable to any funds which are subject to the Alabama Uniform Prudent Management of Institutional Funds Act, Sections 19-3C-1, et seq., Code of Alabama (1975) as amended.

ARTICLE IX
Principal Place of Business

The principal place of business of the Corporation shall be in Montgomery County, Alabama, or at such other place or places as may be designated from time to time by the Board.

ARTICLE X
Fiscal Year

The fiscal year of the Corporation shall begin on January 1 and shall end on December 31, but may be changed by the Board.

ARTICLE XI
Amendments

These Bylaws may be amended, repealed, or altered in whole or in part by the Board at any meeting which is duly convened after notice of such purpose.

ARTICLE XII
Immunity

Section 1. Statutory Immunity for Officers. Pursuant to Sections 10A-20-16.01, *et seq.*, Code of Alabama (1975) as amended, each noncompensated officer and member of a governing body of the Corporation shall be immune from suit and not subject to civil liability arising from the conduct of the affairs of the Corporation except as follows: (a) his or her act or omission gives rise to a cause of action and amounts to willful or wanton misconduct or fraud, or gross negligence, (b) the civil action is brought by the Corporation, (c) the cause of action relates to a personal injury to, or death of, another person or property damage arising from an accident inflicted by the officer or director acting within the line and scope of his or her duties, or (d) an action is brought by the Department of Examiners of Public Accounts.

Section 2. Statutory Immunity for Volunteers. Pursuant to Section 6-5-336, Code of Alabama (1975) as amended, all volunteers shall be immune from civil liability on the basis of any act or omission of such volunteer resulting in damage or injury if both (a) the volunteer was acting in good faith and within the scope of such volunteer's official functions and duties for the Corporation, and (b) the damage or injury was not caused by willful or wanton misconduct by such volunteer. For purposes of this Section 2, the term "volunteer" shall include all persons performing services for the Corporation without compensation (other than reimbursement for actual expenses incurred), and such term shall include any such person serving as a director, officer, trustee, or direct service volunteer.

Section 3. Other Statutes. If the Alabama Nonprofit Corporation Law, any successor statute thereto, or any other statute should authorize the further elimination or limitation of the liability of an officer of the Corporation, then the liability of an officer or director of the Corporation shall be so eliminated or limited without any further action of this Corporation.

ARTICLE XIII
Indemnification

Section 1. Definition. For purposes of this Article XIII, the term "officer" shall include current and former officers, directors, trustees, and the members of any other governing body of an entity, as well as the respective heirs, executors, and administrators of any of the foregoing.

Section 2. In General. The Corporation intends to provide the broadest indemnification that is authorized and permitted by law to its officers. All persons covered by the immunity provisions referred to in Article XII shall receive the full benefit of those provisions.

Section 3. Scope of Indemnification. The Corporation shall indemnify any officer of the Corporation and any officer of the Corporation who is or was serving at the request of the Corporation as an officer of another profit or nonprofit enterprise, against all liabilities and expenses incurred in any threatened, pending, or completed proceeding in which the person is made a party by reason of being or having been an officer, except such liabilities and expenses as are incurred because of the person's gross negligence or gross misconduct in the performance of his or her duties. The Board is hereby empowered to cause the Corporation to indemnify or contract in advance to indemnify any person not otherwise specified in this Section 3.

Section 4. Payment of Expenses in Advance. Unless a determination has been made that indemnification is not permissible, the Corporation shall make advances and reimbursements for expenses incurred in a proceeding by the persons who are indemnified in this Article XIII upon receipt of an undertaking from the person to repay the same if it is ultimately determined that the person is not entitled to indemnification. Such undertaking shall be an unlimited, unsecured general obligation of such person and shall be accepted without reference to the person's ability to make repayment.

Section 5. Indemnification Insurance. The Corporation may purchase and maintain insurance to indemnify it against the whole or any portion of the liability assumed by it in accordance with this Article XIII and may also procure insurance, in such amounts as the Board may determine, on behalf of any person who is an officer of another profit or nonprofit enterprise, against any liability asserted against or incurred by such person in any such capacity or arising from such person's status as such, whether or not the Corporation would have power to indemnify such person against such liability under the provisions of this Article XIII.

Section 6. Legal Determinations. Unless ordered by a court, indemnification pursuant to this Article XIII shall be made only after a determination that indemnification meets the standards set forth herein. Such determination shall be made by the Board, if a quorum can be assembled of persons who were not parties to, or who have been wholly successful with respect to, such proceeding. If a quorum cannot be assembled, or if the Board shall so direct, then the determination shall be made in a written legal opinion issued by legal counsel agreed upon by the Board and the proposed indemnitee. If the Board and the proposed indemnitee are unable to agree upon such special legal counsel, the Board and the proposed indemnitee each shall select a nominee, and the nominees shall select such special legal counsel.

Section 7. Amendments to Article XIII. The provisions of this Article XIII shall be applicable to all actions, claims, suits, or proceedings commenced after the adoption hereof, whether arising from any action taken or failure to act before or after such adoption. No amendment, modification, or repeal of this Article XIII shall diminish the rights provided hereby or diminish the right to indemnification with respect to any claim, issue, or matter in any then-pending or subsequent proceeding that is based in any material respect on any alleged action or failure to act prior to such amendment, modification, or repeal.

EXHIBIT A

ANNUAL DISCLOSURE STATEMENT
FOR
MGMIX

I, ______________________________________, hereby certify the following:

1. I have received a copy of the Conflicts of Interest Policy included in Article VI of the Bylaws of MGMix (the "Policy");
2. I have read the Policy;
3. I understand the Policy;
4. I agree to comply with the Policy; and
5. I have previously disclosed any conflicts of interest in accordance with the Policy.

Dated ________________ ____, _____.

By: ________________________________
Name: ______________________________
Title: _______________________________

Action of the Board of Directors

of

MGMix

by Unanimous Written Consent

Acting by unanimous written consent, the undersigned, constituting all of the directors of MGMix, an Alabama nonprofit corporation (the "Corporation"), hereby adopt the following resolutions:

RESOLVED, that the Corporation's Certificate of Formation and all actions of the Incorporator named therein are hereby ratified and approved in all respects, and that the Secretary of the Corporation is hereby directed to place a said Certificate of Formation, in the minute book of the Corporation;

RESOLVED, that the Bylaws, including without limitation the Conflict of Interest Policy contained therein, attached hereto as Exhibit A, are adopted and declared to be the Bylaws of the Corporation, and that the Secretary of the Corporation is hereby authorized and directed to place a copy of such Bylaws in the minute book of the Corporation;

RESOLVED, that the following named persons are hereby nominated, elected, and confirmed as officers of the Corporation to serve in the offices shown opposite their respective names until the first annual meeting of the Board of Directors and until their successors have been duly elected and qualified:

Name	Office
Louis Ialacci	Chairman of the Board
Louis Ialacci	President
Marcus Holt	Secretary/Treasurer

RESOLVED, that the appropriate officers of the Corporation are hereby authorized and directed to do all acts, and to make, file, and record all documents required to open such bank accounts in the name of and in behalf of the Corporation as they may deem necessary; that the form or forms of authorization to open such bank accounts required by any such bank is hereby adopted; that any other resolution or corporate action required in order to open such bank accounts is hereby adopted; that the appropriate officers of the Corporation are hereby authorized and directed to certify the adoption of any such authorization and resolution as if the language thereof were set forth in full in this resolution so long as the substance thereof is consistent with the objective of this resolution; that copies of all authorizations and resolutions so certified be placed with this resolution in the records of the Corporation; and that the Board of Directors does hereby approve, ratify, and confirm in advance all acts that the officers of the Corporation may perform pursuant to the foregoing resolution; and

RESOLVED, that the President be and hereby is authorized and directed to do all acts, and to review, approve, and authorize the filing and recordation of all forms and documents necessary to receive a determination letter from the Internal Revenue Service recognizing the Corporation's status as a tax-exempt entity under Internal Revenue Code Section 501(c)(6) as the President may deem necessary; that the form or forms of authorization required by the Internal Revenue Service to receive such determination letter is hereby adopted; that any other resolution or action of the Corporation which is required in order to receive such determination letter is hereby adopted; that the appropriate officers of the Corporation are hereby authorized and directed to certify the adoption of any such authorization and resolution as if the language thereof were set forth in full in this resolution so long as the substance thereof is consistent with the objective of this resolution; that copies of all authorizations and certifications be placed with this resolution in the minute book of the Corporation; and that the Corporation does hereby approve, ratify, and confirm in advance all acts that the officers of the Corporation may perform pursuant to the foregoing resolution; and

RESOLVED, that the appropriate officers of the Corporation are hereby authorized and directed to do all acts, and to make, file, and record all documents required to purchase officers and directors liability insurance in the name of and on behalf of the officers and directors of the Corporation as they may deem necessary; that the form or forms of authorization required to purchase such liability insurance required by any such insurer is hereby adopted; that any other resolution or action of the Corporation which is required in order to purchase such liability insurance is hereby adopted; that the appropriate officers of the Corporation be and hereby are authorized and directed to certify the adoption of any such authorization and resolution as if the language thereof were set forth in full in this resolution so long as the substance thereof is consistent with the objective of this resolution; that copies of all authorizations and certifications be placed with this resolution in the minute book of the Corporation; and that the Board of Directors does hereby approve, ratify and confirm in advance all acts that the officers of the Corporation may perform pursuant to the foregoing resolution.

RESOLVED, that the undersigned further consent to the execution of this document in counterpart originals. Each such counterpart shall constitute an original and, altogether, such counterparts shall constitute an act of the Board of Directors of the Corporation.

IN WITNESS WHEREOF, the undersigned have executed this document and direct that it be filed with the proceedings of the Board of Directors of the Corporation as of ________________________, 2018.

DIRECTORS:

____
Todd Strange

____
Elton N. Dean, Sr.

____
Louis Ialacci

____
David G. Bronner

____
Reid Fishler

____
James Ashton

____
Martin Hannigan

DESIGNATION OF REPRESENTATIVE
ON
BOARD OF DIRECTORS
FOR
MGMix

Pursuant to Section 2 of the Bylaws of MGMix, an Alabama nonprofit corporation ("MGMix"), the undersigned member of the Board of Directors of MGMix hereby designates the following individual to serve in my stead until such time as this designation is revoked or MGMix action otherwise precludes service by such designee:

{Insert Name of Board Designee.}

Dated this _________ day of __________________, 2018.

____

Name: _______________________________

Title:________________________________

S-32

AGENDA

MAY - 7 2018

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Tammy Turner, Buyer II TT

DATE: April 11, 2018

RE: Contract No. 51988-17B-011
Employee Luncheon

I request that the attached Amendment No. 1 to Chappy's Deli contract for employee luncheon be considered for approval on a future agenda.

Amendment No. 1 will allow the contract to be extended for one (1) year, beginning April 17, 2018 and ending on April 16, 2019.

Chappy's Deli would like to increase pricing by 5% in accordance with the terms of the contract. All other provisions of the contract shall remain the same.

This contact extension has been coordinated with Florence Cauthen, Deputy Administrator

Attachment

6-1

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

Amendment
To
Contract # 51988-17B-011

Amendment No. 1

Contract for Chappy's Deli, is hereby extended for one (1) year beginning April 17, 2018 and ending April 16, 2019.

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

All other provisions of the contract will remain the same.

WITNESS: CHAPPY'S DELI

________________________ BY: ________________________

TITLE: ________________________

WITNESS: MONTGOMERY COUNTY COMMISSION

________________________ BY: ________________________

TITLE: ________________________

6-2

AGENDA

MAY - 7 2018

Office of Public Affairs
P.O. Box 1667
Montgomery, AL 36102
(334) 832-1270

Thursday, April 12, 2018

MEMORANDUM

TO: Donald Mims
County Administrator

FROM: Hannah Hawk
Manager of Public Affairs

SUBJECT: Recommendation of company to design new Montgomery County website and company to develop a Montgomery County brand

One of the top priorities as Manager of Public Affairs was to create a new county website in order to continue growing as a county and provide the best service for our residents. Over the past six months, I have researched website companies which would best suit the needs of Montgomery County and I recommend Montgomery County hire **Vision** to design, develop and host the county website, www.mc-ala.org.

Vision is the national leader in government website design. With the focus on government entities, Vision knows what our website needs and how to best serve our residents. The content management system is designed for local government. It is created for government employees who do not have IT background, meaning it's easy and simple to use. It's the most user friendly website company. Vision is ever-evolving, therefore, our website will be updated and kept current on a continuous basis. Vision also provides a customized mobile homepage with an app-like interface featuring tasks most visited by our mobile users allowing residents with only smartphone access to still visit the website. Our website will be more secure because Vision provides the latest technology plus the county's risk will be minimized since Vision will host it. Posting to social media accounts and the website will be seamless through this company enhancing our social media presence.

In order to adequately tell the Montgomery County Commission's story, I believe we also need to develop a Montgomery County brand. I recommend Copperwing, a local company which brings the exact experience, creativity and knowledge we need to fully express who we are and what we do to enhance the quality of life for every Montgomery County resident.

The cost for both the website and branding would total $50,280.00. Estimated timeframe for the website is six months and branding campaign is two months.

7-1

VISION™

Montgomery County

Website Design, Development and Hosting Proposal

Tricia Lease
Regional Sales Manager
678.634.6374 / 310.656.3103 fax
tricia@visioninternet.com

Vision
222 N Sepulveda Blvd, Suite 1500
El Segundo, CA 90245
www.visioninternet.com
Date: April 6, 2018

7-2

VISION™

Executive Summary

Better Serve Your Customer

Your residents approach their digital interactions with government in the same manner they do elsewhere on the web – as customers. As technology has advanced, so have your customer's expectations. They expect to find clear and understandable answers to their questions, quickly, in plain language they understand, at any time of day and via the device of their choice. Increasingly, that device is a mobile one, which requires additional thought to ensure this emerging group of site visitors can easily navigate your site.

The Vision Experience

Vision has partnered with more than 800 leading local government agencies. Through these partnerships we continuously evolve our processes and technology to put our government clients at the forefront of innovation in digital government. Everything we do contributes to our mission to help YOU create **a superior digital customer experience (CX)** including:

"I've never worked with a vendor that has been more invested in our success."

Robert Rasmussen
Assistant IT Director
Amarillo, TX

A customer-focused project approach that starts with research into how your website visitors want to engage with you and what services and information is most important to them. We'll also interview internal stakeholder to understand your goals. This research informs the design, content structure and development of your website – ultimately helping you deliver a superior digital CX.

Ongoing support and continuous improvement that helps ensure your website evolves with customer expectations. The Vision team conducts an annual analysis of your website using proprietary data and makes recommendations to improve your customer experience. We also offer the option to leverage the value of your free website redesign to fund ongoing site improvements.

A CMS that powers a superior digital CX. After we hand over your new website, our CMS solution, visionLive™, is there to help you carry on the superior digital CX mission. The casual user can easily update the website with fresh content and visuals, while the power user can monitor, manage and optimize the website over time.

7-3

A Customer-Focused Project Approach

In order to effectively serve your customers', you have to understand their unique needs: What are they looking for? How do they prefer to find information? What devices do they use? Vision's project approach takes these factors into account by putting your customer at the center, with specific emphasis on:

Research – Local government websites provide a wide range of services and information to a diverse audience. A Vision project leverages data to drive alignment, optimal outcomes and superior CX.

Design – We know your site is an important component of your brand. Our collaborative process and custom design ensure your site is visually stunning, promotes your brand and enhances usability.

Content Strategy – We offer expert-led training to guide your staff to write customer-centric content while ensuring ADA standards are met with accessible design and accessible content.

Mobile Optimization – On average 45% of traffic to a local government site is from a mobile device. Vision provides a tailored mobile experience via customizable responsive design.

Project Approach

7-4

Ongoing Support & Continuous Improvement

To ensure your project will be successful throughout our partnership, we provide an annual CX consultation to drive site improvement over time and put powerful tools at your fingertips. You'll also have access to 24X7 support and ongoing training and educational resources so you and your staff are always current on the latest web development trends in local government.

Annual CX Consultation & Site Improvement Credits - Launching a new website is a great feeling. The organization is proud, traffic is high and feedback is positive. However, overtime, your website becomes less effective. Often, this is a direct result of staff turnover, extensive content additions, compliance changes, new technology and rapidly evolving customer expectations.

To combat this issue, Vision provides an annual consultation with a customer experience expert, who evaluates a range of proprietary analytics and makes recommendations on potential enhancements to improve your digital customer experience. Vision also offers a flexible budget, with the option to leverage the value of your free redesign to fund site improvement efforts each year.

Ongoing Support & Education - To maintain or hopefully elevate, the customer experience on your site over time we offer ongoing support and education. Our 24/7 support is augmented by our client success team that works with you to meet any challenges or opportunities that emerge.

Ongoing training is available to help bring new staff members up to speed and to reinforce best practices. On-demand training videos are available in the CMS and Vision regularly provides free live training and educational webinars. These sessions focus on CMS functionality, client best-practices and general industry trends, such as transparency, accessibility and content strategy. Anyone from your organization that is interested may attend at no cost.

The Latest Solutions to Develop for the Modern Web - With rapid changes occurring in every aspect of the digital experience – including user expectations, evolving technology, and new distribution channels – it is critical to keep up to date or risk being left behind.

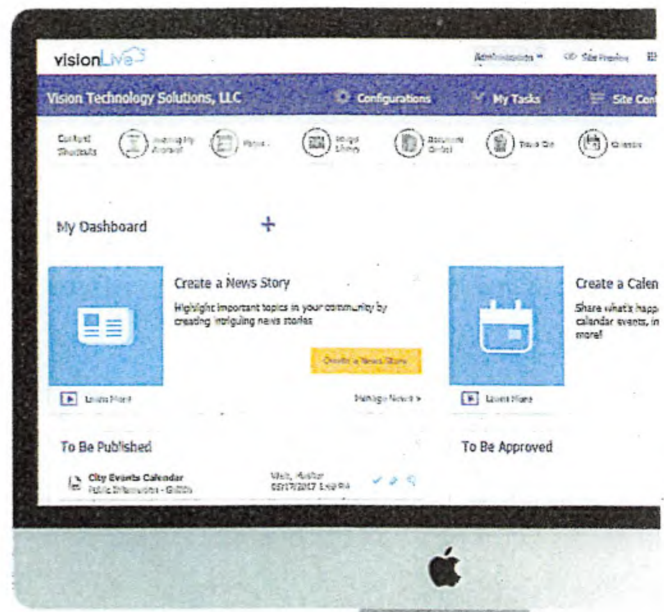
Vision's technology is always evolving so you can rest easy knowing that you have the latest tools to develop for the modern web. Our product team at Vision stays current on specific trends and requirements for local government and produces monthly releases and updates of our Content Management System (CMS) at no additional charge.

7-5

A CMS that Powers Superior Digital Customer Experience

Our content management system, visionLive™, is designed to help you and your team deliver superior digital customer experiences long after the Vision project team hands over your newly designed website. Ease, control and flexibility combine to empower you to maintain, and hopefully elevate, your customers' experience over time.

VisionLive™, is also the only solution in the government market designed by government users, for government users. Through our analysis of more than 20,000 users, along with active guidance from our client counsel, visionLabs, we have engineered the technology to effectively and efficiently support government users of various abilities with a focus on:



The visionLive personalized dashboard hones in on the tasks most important to your users.

Ease – We understand that many of your content editors spend limited time updating content on your website and don't have the time or desire to learn a complex CMS. We provide a personalized dashboard, simple content editing, step-by-step task guidance and live support to help these users easily update content.

Control – We take the complexity out of managing the many content editors contributing to your website with centralized control. Power users can manage user permissions, workflow rules and ensure a consistent experience with page layout templates and mobile display views.

Flexibility – Your website will be built on the most flexible CMS available, so you can evolve your web presence as expectations change. We help you meet all your customers' needs with robust search, powerful navigation tools, a customizable mobile experience, a universal API for endless integrations, and much more.

7-6

VISION™

Project Estimate

	Features Included	
1. Project Visioning	Advanced UX Analysis & Consultation Content Strategy Training: • Web-Based Session Approved Information Architecture Approved Wireframe/Homepage Layout	Professional Services
2. Graphic Design	Approved Homepage Design Approved Interior Page Design	
3. Development & Training	Migration of 200 Pages of Content CMS User Training: • 1 Day of Web-Based Training Sessions	
4. Go-live & Maintenance	Final Quality Assurance Check Go-Live Site Launch	
Project Fee	**$34,530**	
Software	visionLive Plus Edition • View Full Included Feature List on Page 40 Monthly Software Updates	Software
Support	Unlimited Technical Support (6 am – 6 pm PT, Monday – Friday) Training Webinars and On-Demand Video Library Best Practice Webinars and Resources Site Improvement Credits Account Reviews	
Hosting	Robust Hosting DDoS Mitigation Disaster Recovery Data Security	
Annual Fee	**$14,000**	

7-7

VISION™

3 Year Total Cost of Ownership Summary

Year 1	
Included Professional Services 1st Year of visionLive™ FREE	$34,530
Year 2	
2nd Year of visionLive (Assumes Plus Edition)	$14,000
Year 3	
3rd Year of visionLive (Assumes Plus Edition + 3% Increase)	$14,420

3 Year Total	**$62,950**

Note: Vision recognizes that Montgomery County has a budget to work within and thus we are open to exploring different payment options, including distributing costs differently over multiple budget years.

7-8

AGENDA

MAY - 7 2018

Office of Public Affairs
P.O. Box 1667
Montgomery, AL 36102
(334) 832-1270

Thursday, April 12, 2018

MEMORANDUM

TO: Donald Mims
County Administrator

FROM: Hannah Hawk
Manager of Public Affairs

SUBJECT: Recommendation of company to design new Montgomery County website and company to develop a Montgomery County brand

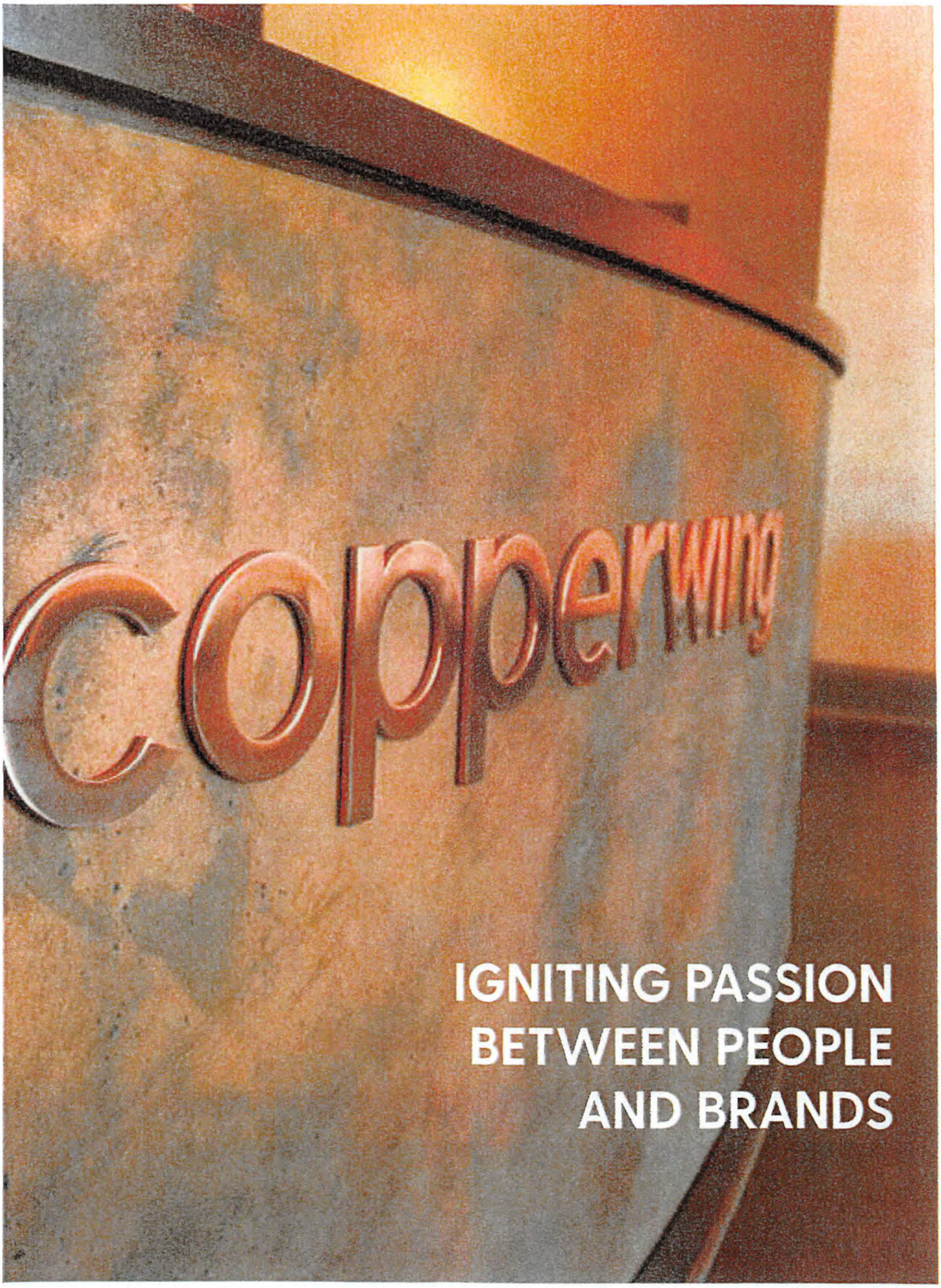
One of the top priorities as Manager of Public Affairs was to create a new county website in order to continue growing as a county and provide the best service for our residents. Over the past six months, I have researched website companies which would best suit the needs of Montgomery County and I recommend Montgomery County hire **Vision** to design, develop and host the county website, www.mc-ala.org.

Vision is the national leader in government website design. With the focus on government entities, Vision knows what our website needs and how to best serve our residents. The content management system is designed for local government. It is created for government employees who do not have IT background, meaning it's easy and simple to use. It's the most user friendly website company. Vision is ever-evolving, therefore, our website will be updated and kept current on a continuous basis. Vision also provides a customized mobile homepage with an app-like interface featuring tasks most visited by our mobile users allowing residents with only smartphone access to still visit the website. Our website will be more secure because Vision provides the latest technology plus the county's risk will be minimized since Vision will host it. Posting to social media accounts and the website will be seamless through this company enhancing our social media presence.

In order to adequately tell the Montgomery County Commission's story, I believe we also need to develop a Montgomery County brand. I recommend Copperwing, a local company which brings the exact experience, creativity and knowledge we need to fully express who we are and what we do to enhance the quality of life for every Montgomery County resident.

The cost for both the website and branding would total $50,280.00. Estimated timeframe for the website is six months and branding campaign is two months.

8-1



8.2

OUR STORY OF IGNITING PASSION

Copperwing is a creative consultancy with a focus on brand identity and management. We start with story. We look for the core truths that make your brand unique. We help share your story and draw others to you, your products and/or services.

We are managed by two partners, balancing one another's skills perfectly—one from the creative strategy side and one from the marketing strategy side. Copperwing was founded by Angela Stiff, a designer from Auburn University, who is our creative director and manages operations. In 2008, partner Brian Key joined the firm, bringing his experience in communications to the role of Account Director. Since our beginnings, Copperwing has understood that growing brands is really about building relationships between people. Together, Brian and Angela have cultivated a team of talented professionals who are highly skilled, experienced and people of strong character. The Copperwing team cares about what happens in their clients' daily lives and in their clients' customers' lives. They believe in creating not only a promotion for a product, but an overall positive brand experience.

copperwing

8.3

OUR VALUES

Do the right thing We communicate only truths. We tell clients what they need to hear, not what they want to hear. And we put the spotlight on you, not on us. We look for alignment in culture and causes when deciding whom we work with and for. We look for those who share our values regarding business ethics.

Design with passion. We are passionate about design. It is the product of imagination and the foundation of everything to come. That is why we are deliberate in our planning, research and strategy that lead to design. We believe design in its purest form is both smart and purposeful.

Inspire others. Copperwing's very name means inspiration. Copper (energy) and wing (flight) combined represent ideas set into motion. We want to be the light that illuminates possibility. Great ideas can evoke emotion, inspire, educate and inform. We believe in nurturing the creative spirit whether it is in our client's brand, ourselves or future creative professionals.

SERVICES

Our services include only the most useful and relevant tools in deconstructing and reconstructing brands. However, we never limit ourselves to a service listing. If we believe it's necessary for the brand, we make sure it happens.

> Identity Management

> Marketing Strategy

> Data Analysis

> Social and Public Relations Strategies

> Multimedia Campaigns

> Environmental Design and Exhibits

> Digital Experiences

> Website Development

copperwing

8-4

OUR PROCESS

Discover

Phase one is a collaborative discovery conversation, as well as an analysis of marketing and competition. We'll dig deep into any obstacles you're experiencing. We will discuss your objectives and long-term goals. This meeting is the beginning of uncovering your brand's untapped potential.

Strategize

In this phase, Copperwing will develop core initiatives that will guide you step-by-step in achieving your defined goals.

Design and Develop

This is where things really get exciting, when you can see brand objectives come to life visually. Detailed plans and schedules are made for each project's specific needs, then we create carefully thought-out designs that will speak with clarity.

Implement

The implementation phase is where everything comes together for brand rollout. Final testing is completed and quality control steps are taken. We launch the brand in each medium and to each audience group.

copperwing

8.5

PROPOSAL

The following proposal was developed by Copperwing for the Montgomery County Commission (MCC) to assist with developing new brand messaging, including a new positioning, marketing campaign and a new website. All of these elements will help to raise the visibility of Montgomery County among current residents and businesses while reaching potential residents and businesses.

DESCRIPTION OF PROPOSAL

> **Brandstorming Workshop** – Copperwing would conduct a Brandstorming workshop with members of the MCC leadership team. Participants should be those who would add valuable information or insights to the process. In facilitating this session, we would identify communities/audiences that engage with the MCC, looking for any gaps. We would analyze what motivates the community groups to connect with you; discuss why your brand's purpose matters to each group; identify stories that best support that purpose; and look at the core beliefs, vision and goals to drive awareness of the MCC.

The Brandstorming process is generally a four-hour workshop which can take place at your location or at our office, if more convenient. Prior to the Brandstorming session, we ask you to provide all marketing materials used during the past several years.

Results of the Brandstorming session would be presented in a findings report.

>> **$4,500**

> **Positioning** – Copperwing recommends developing a new strong and compelling positioning statement for the MCC to clearly communicate the vision and goals identified in the Brandstorming workshop.

>> **$1,250**

8.6

> **Campaign Concept** – Copperwing would develop and design a new marketing campaign concept for the MCC based on the goals identified during the Brandstorming workshop. The campaign would consist of a new image and look for the MCC to communicate to current residents and businesses, as well as potential residents and businesses to come to Montgomery County. The development of the concept will come from input and feedback from the Brandstorming workshop and additional information gained by Copperwing from meetings with the MCC. The initial campaign concept would include a single concept visualized through print, outdoor, radio and online digital elements. Once approved by the MCC, the development of specific campaign elements would be estimated and presented to the MCC for review.

>> **$10,000**

* Does not include any photography or videography for the site. Images to be provided by MCC. Should additional photography or videography be needed, Copperwing will provide a quote for those services.

Payment Terms: A deposit of 50% of the first project is required before production begins. An invoice for the deposit will be sent upon estimate approval. Payment terms are net thirty (30) from date of invoice. Completed projects are invoiced in full within 30 days. Projects in process longer than 30 days will be billed monthly for work in progress until the job is complete. Interest at prevailing rates may be charged on accounts thirty (30) days past due. Some projects may require production deposits which will be billed prior to work being conducted on those projects.

The proposal does not include stock images, stock video, music, fonts, shipping or additional costs. We will charge you for those purchases in addition to other costs/fees outlined in this proposal

8-7

MISCELLANEOUS APPROPRIATIONS TO AGENCIES - Meeting Date: 5/7/18 - CODE: 001-59320.498

Contract Number	Organization	Description of Program	Harris	Dean	Walker	Sankey	Singleton	TOTAL
Starting Balance			**17,400**	**19,800**	**20,500**	**18,750**	**28,300**	**104,750**
**C-2018-39	** Bad Boys Boxing Gymnasium, Inc.	**Rescind Appropriation to Bad Boys Boxing Gymnasium, Inc., for Operational Expenses				-500		-500
C-2018-75	Tukabatchee Area Council, Boy Scouts of America	Troop 224's Summer Camp	500			500		1,000
C-2018-76	Shepherd's Ministries, Inc.	Veteran's Program					500	500
C-2018-77	Montgomery Community Action Agency	Community Service Programs	1,000					1,000
C-2018-78	Montgomery YMCA	Cleveland Avenue YMCA's Operational Expenses				1,000		1,000
C-2018-79	Maggie Street Community Development Corp.	Youth Leadership Academy Program				3,500		3,500
C-2018-80	Faith Crusades Ministries, Inc.	At-Risk Youth Programs			3,000			3,000
NC-2018-83	City of Montgomery, BONDS	Westend Neighborhood Association				500		500
NC-2018-84	City of Montgomery, BONDS	Mountainview Neighborhood Watch Association			300			300
NC-2018-85	City of Montgomery, BONDS	Eastbrook-Morningview Neighborhood Association			500			500
NC-2018-86	City of Montgomery, BONDS	Bellehurst Homeowners Association			750			750
NC-2018-87	City of Montgomery, BONDS	County Downs Homeowners Association			750			750
NC-2018-88	City of Montgomery, BONDS	Fox Hollow Neighborhood Association			500			500
NC-2018-89	City of Montgomery, BONDS	Arrowhead Homeowners Association, Inc.			500			500
NC-2018-90	City of Montgomery, BONDS	Forest Hills Neighborhood Association, Inc.			500			500
NC-2018-91	City of Montgomery, BONDS	Dalraida Community Association			500			500
NC-2018-92	City of Montgomery, BONDS	Deerfield Neighborhood Association			500			500
NC-2018-93	City of Montgomery, BONDS	Brentwood Neighborhood Association	1,000					1,000
NC-2018-94	City of Montgomery, BONDS	Belle Meade Neighborhood Association		1,000				1,000
NC-2018-95	City of Montgomery, BONDS	Spring Park Neighborhood Association		1,000				1,000
NC-2018-96	City of Montgomery	The Book Bench Project			2,650			2,650
	Total Appropriations 5/7/18		2,500	2,000	10,450	5,000	500	20,450
	APPROPRIATED BUDGET BALANCE		**14,900**	**17,800**	**10,050**	**13,750**	**27,800**	**84,300**

Doreen McCarther 5/9/2018
Deputy Administrator Date

AGENDA
MAY - 7 2018

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AGENDA
MAY - 7 2018

MISCELLANEOUS APPROPRIATIONS TO EDUCATION - Meeting Date: 5/7/18 - CODE: 001-59320.494								
Contract Number	**Organization**	**Description of Program**	**Harris**	**Dean**	**Walker**	**Sankey**	**Singleton**	**TOTAL**
Starting Balance			**43,980**	**48,350**	**64,450**	**64,350**	**50,500**	**271,630**
BOE-2018-62	McKee Middle School	Principal's Discretionary Fund for Band Program	3,000					3,000
BOE-2018-63	Jefferson Davis High School	"Our Champions" Teacher Appreciation Event	1,500	1,500				3,000
BOE-2018-64	Brewbaker Intermediate School	Principal's Discretionary Fund					500	500
	Total Appropriations 5/7/18		4,500	1,500	0	0	500	6,500
	APPROPRIATED BUDGET BALANCE		**39,480**	**46,850**	**64,450**	**64,350**	**50,000**	**265,130**
	Norman M Carr 5/9/2018							
	Deputy Administrator Date							

10-1

MISCELLANEOUS APPROPRIATIONS FROM DESIGNATED REVENUE - Meeting Date: 5/7/18 - CODE: 001-59320.450

Contract Number	Organization	Description of Program	Joint	Infrastructure	Harris	Dean	Walker	Sankey	Singleton	TOTAL
Starting Balance			**272,761**	**150,000**	**134,000**	**106,000**	**75,000**	**150,000**	**148,500**	**1,036,261**
DR-C-2018-38	Gift of Life Foundation, Inc.	Safe Babies Initiative	8,245							8,245
DR-C-2018-39	Montgomery YMCA	Y Achievers Program	2,500							2,500
DR-C-2018-40	Tuckabatchee Area Council, Boy Scouts of America	Adventure Leadership Camp	5,000							5,000
DR-C-2018-41	RESTOR, Inc.	Program Operations	5,000							5,000
DR-C-2018-42	Montgomery YMCA	Cleveland Avenue YMCA's Operational Expenses			2,500					2,500
DR-C-2018-43	Montgomery YMCA	Kershaw YMCA's Operational Expenses	25,000							25,000
DR-C-2018-44	Youth-In-Action, Inc.	Spring Enlightment Camp			3,000					3,000
DR-C-2018-45	Lagoon Park Trails, Inc.	To Maintain the Lagoon Park Trails					10,000			10,000
DR-NC-2018-9	Public Affairs Department	New Website and Branding		50,280						50,280
	Total Appropriations 5/7/18		45,745	50,280	5,500	0	10,000	0	0	111,525
	APPROPRIATED BUDGET BALANCE		**227,016**	**99,720**	**128,500**	**106,000**	**65,000**	**150,000**	**148,500**	**924,736**

Norman Cw [signature] 5/9/2018
Deputy Administrator Date

AGENDA
MAY - 7 2018

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AGENDA

MAY - 7 2018

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager MAS

DATE: April 11, 2018

RE: Invitation to Bid No. 51965-18B-011
Computer Hardware Maintenance

I request approval of award on the above referenced Invitation to Bid, to the lowest responsible bidder, SHI International Corporation, in the amount of $29,239.27, based on unit pricing for computer hardware maintenance, be placed on a future agenda for the County Commission meeting. (Copy of spreadsheet attached.)

Based on a customer reference that was provided by the lowest bidder, The Jasper Group International, Inc., the Information Systems Director and Information Systems Manager wishes to move forward with approval of award to SHI International Corporation, the second lowest bidder.

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

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

Attachment

Interoffice Memo

To: Myrtle Singleton

From: Lou Ialacci

Cc: Larry Kennedy, Donnie Mims, Florence Cauthen

Date: April 10, 2018

Re: ITB 51965-18B-011 Recommendation

Below is Larry Kennedy's recommendation regarding this bid. Larry and I have discussed the bids at great length and I am comfortable and support his recommendation.

"I evaluated the bid responses for ITB 51965-18B-011 starting with the lowest bidder, The Jasper Group International, who bid $11,980.00. The bid response package looked OK although the amount was much, much lower than the other bids. However, when I contacted the customer references for The Jasper Group International I received a "Not Recommend for Mission-Critical Equipment" report from one of their customer references. I have decided to move on to the next lowest bidder, SHI International, at $29,239.27. I have contacted all of the customer references for SHI International and all gave high marks for their service. During the customer contacts it became apparent to me that SHI International probably resells services from Park Place Technologies which appears to be a legitimate third-party computer room maintenance provider. This arrangement seems to be permitted by our ITB document and from what I can tell Park Place Technologies appears to be a first -class maintenance provider. Also, SHI International's quote included in the ITB response includes maintenance on all of the SAN disk drives which was not a requirement of the ITB and makes the quoted price more of a bargain. There may be some issues in the SHI International bid response with the legal terminology in the ITB but I am assuming that this can be worked out. Based on that assumption I am recommending that we award the bid to SHI International."

Please submit this to the Commission for their approval. Thank you

12.2

Purchasing Department
Montgomery County Commission

ABSTRACT FOR BIDS: 97 Bids Emailed				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO: 51965-18B-011 DATE ISSUED: March 8, 2018 DATE OPENED: MARCH 27, 2018 DEPARTMENT REQUESTING: Information Systems TERMS OF PAYMENT / DISCOUNT:				Electric Risk Consultants 456 Route 22 West Whitehouse Station, NJ 08889 Attn: Stathis Zambis (908) 823-0960 Minority Business Owned Yes X No		CDW Government LLC 230 N. Milwaukee Ave. Vernon Hills, IL 60061 Attn: Matt Flood (877) 592-2203 Minority Business Owned Yes X No		Alternative Maintenance Solutions of GA, Inc. 251 Tiger Wy, Peachtree City, GA 30269 Attn: Ronald Ealy (770) 480-2253 Minority Business Owned Yes X No		Courtland Technology Industry 1623 Central Ave. Ste 145 Cheyenne, WY 82001 Attn: Geoff Prosser (800) 393-2099 Veteran Owned		Jasper Group 131 NE 7th Ave. Delray Beach, FL 33483 Attn: Phillip Culmone (561) 278-1959 Miniority Business Owned Yes X No	
DELIVERY DATE:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
	Computer Hardware Maintenance		1	$50,640.00	$50,640.00	$30,140.21	$30,140.21	$39,660.00	$39,660.00	$58,945.75	$58,945.75	$11,980.00	$11,980.00
TOTAL BID AMOUNTS					$50,640.00		$30,140.21		$39,660.00		$58,945.75		$11,980.00

Notes:

CDW Government- See quick quote summary

Purchasing Department
Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 6		BID # 7		BID # 8		BID # 9		BID # 10	
INVITATION TO BID NO: 51965-18B-011				SHI International Corp.									
DATE ISSUED: March 8, 2018				290 Davidson Ave. Somerset, New Jersey 08873									
DATE OPENED: MARCH 27, 2018				Attn: Natalie Castagno (205) 552-6749									
DEPARTMENT REQUESTING: Information Systems				Minority Business Owned									
TERMS OF PAYMENT / DISCOUNT:				X Yes No									
DELIVERY DATE:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
	Computer Hardware Maintenance		1	$29,239.27	$29,239.27								
TOTAL BID AMOUNTS					**$29,239.27**								

Notes:

SHI: see terms and conditons

12-4

Haskell | Slaughter
attorneys at law

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

MEMORANDUM

TTG

April 18, 2018

To: Donnie Mims

From: Thomas T. Gallion, III

Re: Bid Award to SHI International Corporation for Computer Hardware Maintenance

---

I have reviewed your memorandum of April 17, 2018. I also have reviewed your memorandum to Myrtle Singleton and Lou Ialacci's memorandum to Myrtle Singleton.

It is apparent from the documentation that the lowest responsible bidder is SHI International at $29,239.27. This is a service contract for maintenance on the computer hardware equipment. Therefore, the Alabama Bid Law allows the MCC to pick the most responsible bidder.

I, therefore, opine that the service contract should be awarded to the next lowest bidder, SHI International Corporation.

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

50051-317

12-5

AGENDA

MAY - 7 2018

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager MLS

DATE: April 10, 2018

RE: Invitation to Bid No. 52603-18B-012
Corrections Staff Uniforms

Request approval of award on the above referenced Invitation to Bid to the low bid Cintas Corporation, in the amount $8,269.96 based on unit pricing, be placed on a future agenda.(Copy of spreadsheet attached.)

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

Coordination of award made with Beverly Wise, Juvenile Court Administrator and Brandi Alexander, Juvenile Detention Director.

Attachment

Purchasing Department
Montgomery County Commission

ABSTRACT FOR QUOTES:	BID # 1	BID # 2	BID # 3	BID # 4	BID # 5
INVITATION TO BID NO: 52603-18B-012 DATE ISSUED: March 9, 2018 DATE OPENED: March 29, 2018 DEPARTMENT REQUESTING: Youth Facility TERMS OF PAYMENT / DISCOUNT:	Bob Barker 134 N. Main Street Fuquay Varina, NC27526 Attn: Betsy Copeland (919) 753-1654 Minority Business Owned Yes X No	North America Fire Equipment Co. 1515 W. Moulton St. Decatur, AL 35601 Attn: Brian Oaks (877) 592-2203 Minority Business Owned Yes X No	Galls, LLC 1340 Russell Cave Road, Lexington, KY 40505 Attn: R. Michael Andrews (800 876-4242 Minority Business Owned Yes X No	Municipal & Commerical Uniforms 2208 3rd Ave. North Birmingham, AL 35203 Attn: Brian Stignani (205) 324-6011 Minority Business Owned Yes X No	Cintas 2765 Gunter Park Dr West Montgomery, AL 36109 Attn: Jeremy Mills (334) 260-4565 Miniority Business Owned Yes X No

ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	BID # 1 UNIT PRICE	BID # 1 EXTENDED AMOUNT	BID # 2 UNIT PRICE	BID # 2 EXTENDED AMOUNT	BID # 3 UNIT PRICE	BID # 3 EXTENDED AMOUNT	BID # 4 UNIT PRICE	BID # 4 EXTENDED AMOUNT	BID # 5 UNIT PRICE	BID # 5 EXTENDED AMOUNT
	DELIVERY DATE:						TBD		30 DAYS		30 ARO		2 wks ARO
6	Poly Uniform Blazer												
	Model JA809												
	Size 2-18		4	$55.00	$220.00	$53.00	$212.00	$49.50	$198.00	$58.00	$232.00	$57.99	$231.9
	Size 20-28		4	$65.00	$260.00	$61.00	$244.00	$59.35	$237.40	$73.00	$292.00		
7	Optional Embrodiery of Badge		40	No Bid		$7.50	$300.00	$7.00	$280.00	$5.00	$200.00	$7.50	$300.0
8	Optional Embrodiery of Name		40	No Bid		$3.00	$120.00	$3.50	$140.00	$2.50	$100.00	$6.50	$260.0
	Total Cost Items 1-6				$9,150.00		$16,056.00		$8,886.20		$16,804.00		$7,709.9
	Total Cost of Items 1-8				$9,150.00		$16,476.00		$9,306.20		$17,104.00		$8,269.9
	additonal cost for size 3XL - 4XL								$350.80				
	24 BIDS MAILED												

Notes:

Bob Barker- has a minimum $200 order requirement

Galls- See Bid Proposal charge extra for 3x, 4x on items 1,2,3,4.

Cintas- Items 1- 4 no additional charges for 2XL-4XL. Item 5 not available in 4XL

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Purchasing Department
Montgomery County Commission

ABSTRACT FOR QUOTES:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO: 52603-18B-012 DATE ISSUED: March 9, 2018 DATE OPENED: MARCH 29, 2018 DEPARTMENT REQUESTING: Youth Facility TERMS OF PAYMENT / DISCOUNT:				Bob Barker 134 N. Main Street Fuquay Varina, NC27526 Attn: Betsy Copeland (919) 753-1654 Minority Business Owned Yes X No		North America Fire Equipment Co. 1515 W. Moulton St. Decatur, AL 35601 Attn: Brian Oaks (800) 628-6233 Minority Business Owned Yes X No		Galls, LLC 1340 Russell Cave Road, Lexington, KY 40505 Attn: R. Michael Andrews (800 876-4242 Minority Business Owned Yes X No		Municipal & Commerical Uniforms 2208 3rd Ave. North Birmingham, AL 35203 Attn: Brian Stignani (205) 324-6011 Minority Business Owned Yes X No		Cintas 2765 Gunter Park Dr West Montgomery, AL 36109 Attn: Jeremy Mills (334) 260-4565 Miniority Business Owned Yes X No	
DELIVERY DATE:							TBD		30 Days		30 ARO		2 wks ARO
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	Vertical Soft Shell Jacket												
	Model J319 or approved equal												
	Size XS- XL		40	$43.00	$1,720.00	$55.00	$2,200.00	$53.85	$2,154.00	$58.25	$2,330.00	$54.99	$2,199.6
	Size 2XL- 4XL		40	$46.00	$1,840.00	$58.00	$2,320.00	$55.40	$55.40	$62.50	$2,500.00		
2	Hybrid Soft Shell Jacket												
	Size XS- XL		40	$36.50	$1,460.00	$48.00	$1,920.00	$46.15	$1,846.00	$50.00	$2,000.00	$47.99	$1,919.6
	Size 2XL- 4XL		40	$39.50	$1,580.00	$50.00	$2,000.00	$47.70	$47.70	$54.00	$2,160.00		
3	Long Sleeve Polo												
	Model K455LS or approved equal												
	Size XS- XL		40	No Bid		$26.00	$1,040.00	$23.10	$924.00	$24.75	$990.00	$25.99	$1,039.6
	Size 2XL- 4XL		40	No Bid		$29.00	$1,160.00	$24.60	$24.60	$29.00	$1,160.00		
4	Pro Fleece Full Zip Vest												
	Model F228 or approved equal												
	Size XS- XL		40	$24.25	$970.00	$33.00	$1,320.00	$30.75	$1,230.00	$33.25	$1,330.00	$32.99	$1,319.6
	Size 2XL- 4XL		40	$27.50	$1,100.00	$36.00	$1,440.00	$32.30	$32.30	$37.50	$1,500.00		
5	5.11 Utility Short Sleeve Polo												
	or approved equal												
	Size XS- XL		40	No Bid		$26.00	$1,040.00	$20.25	$810.00	$27.50	$1,100.00	$24.99	$999.6
	Size 2XL- 4XL		40	No Bid		$29.00	$1,160.00	$24.40	$976.00	$30.25	$1,210.00		

Notes:

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AGENDA

MAY - 7 2018

MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST

Request Number: 17

DEPARTMENT: County Commission Appropriations

REQUESTED BY: Donald L. Mims — 4/16/18
Elected Official/Dept. Head — Date

FINANCE REVIEW:

REVIEWED BY: Sherrill Thomas — 4/16/18
Finance Director — Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo ☐
Agenda ☑

COUNTY COMMISSION APPROVAL:

Administrator — Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Montgomery Area Chamber of Commerce	001-59320.483	300,000	42,500	342,500
Fund Balance	001.35900		(42,500)	(42,500)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
	TOTAL	$ 300,000	$ 0	$ 300,000

JUSTIFICATION: To budget for an appropriation to the Montgomery Area Chamber of Commerce for funding the 2018 Buckmasters Expo.

AGENDA

MAY -7 2018

MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST

Request Number: 4

DEPARTMENT: Engineering

REQUESTED BY: George Speake 4/18/18
Elected Official/Dept. Head Date

FINANCE REVIEW:

REVIEWED BY: Sherrill Thomas 4/18/18
Finance Director Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo ☐
Agenda ☑

COUNTY COMMISSION APPROVAL:

Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Fuels & Lubricants	111-53200.212	109,140	(12,831)	96,309
Small Tools & Minor Equipment	111-53200.214	5,000	12,831	17,831
Fuels & Lubricants	111-53300.212	159,500	(20,986)	138,514
Small Tools & Minor Equipment	111-53300.214	2,500	20,986	23,486
Fuels & Lubricants	111-53400.212	183,770	(21,486)	162,284
Small Tools & Minor Equipment	111-53400.214	5,300	21,486	26,786
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		$ 465,210	$ 0	$ 465,210

JUSTIFICATION: To realign budget for gas pump improvements in District 1, 2, and 3.

AGENDA

MAY - 7 2018

MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST

Request Number: 1

DEPARTMENT: Risk Management

REQUESTED BY: Scott Kramer 4/23/18
Elected Official/Dept. Head Date

FINANCE REVIEW:

REVIEWED BY: Sherrill Thomas 4/30/18
Finance Director Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo ☐
Agenda ☑

COUNTY COMMISSION APPROVAL:

Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Work Comp - Medical	004-51996-158	180,000	20,000	200,000
Work Comp - Excess Ins.	004-51996-277	100,000	(20,000)	80,000
Work Comp - Legal	004-51996-305	20,000	(7,500)	12,500
Work Comp - Admin Exp.	004-51996-499	7,000	7,500	14,500
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
	TOTAL	$ 307,000	$ 0	$ 307,000

JUSTIFICATION: To realign the Workers Compensation budget categories to cover expense.

16-1

AGENDA

MAY - 7 2018

MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST

Request Number: 3

DEPARTMENT: Tax & Audit

REQUESTED BY: Terri Henderson 04/30/18
Elected Official/Dept. Head Date

FINANCE REVIEW:

REVIEWED BY: Sherrill Thomas 5/1/18
Finance Director Date

COMMISSION APPROVAL PROCESSING:

Briefing Memo ☐
Agenda ☑

COUNTY COMMISSION APPROVAL:

Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Refund Prior Year Revenue	001-51800-335	42,439	15,448	57,887
Contract Services	001-51800-304	157,561	(15,448)	142,113
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		$ 200,000	$ 0	$ 200,000

JUSTIFICATION: Transfer of $15,448 from Contract Services to fund Prior Year Refunds of general fund portion of sales and use taxes due back to taxpayers.

121

AGENDA

MAY - 7 2018

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Appraisal

DEPARTMENT HEAD: Clay Henley

SUPERVISOR: Clay Henley

POSITION INFORMATION:

Position Title: Appraiser I

Position Number: 850195002

Pay Grade: A06 Pay Range: 36,284 - 54,214

Proposed Effective Date: 7/2/2018

Type of Hire: (✓) New ( ) Promotional

Type of Appointment: (✓) Permanent ( ) Temporary

DEPARTMENT APPROVAL:

Clay Henley Date 4/24/2018

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 04/24/2018

Employee Benefit Manager

Sherrill Thomas Date 4/25/2018

Finance Director

ADMINISTRATIVE APPROVAL:

____________________ Date __________

County Administrator

18-1

POSITION FILL REQUEST- BUDGETED VACANCY

AGENDA

MAY - 7 2018

DEPARTMENT: District Attorney

DEPARTMENT HEAD: Daryl D. Bailey

SUPERVISOR: Lloria James

POSITION INFORMATION:

Position Title: Legal Support Assistant

Position Number: 408020023

Pay Grade: A05 Pay Range: $32,318 - $48,286

Proposed Effective Date: May 14, 2018

Type of Hire: (✓) New ( ) Promotional

Type of Appointment: (✓) Permanent ( ) Temporary

DEPARTMENT APPROVAL:

Daryl D. Bailey Date 04/24/2018

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 04/24/2018

Employee Benefit Manager

Sherrill Thomas Date 4/25/2018

Finance Director

ADMINISTRATIVE APPROVAL:

Date ______________

County Administrator

19-1

POSITION FILL REQUEST- UNBUDGETED

AGENDA

MAY -7 2018

DEPARTMENT: Engineering

DEPARTMENT HEAD: George Speake

SUPERVISOR: Kevin Boone

POSITION INFORMATION:

Position Title: College Intern

Position Number: To be determined

Pay Grade: N/A   Pay Range: 7.6509/Hr

Proposed Effective Date: June 4, 2018

Type of Hire: (✓) New   (   ) Promotional

Type of Appointment: (   ) Permanent   (✓) Temporary

JUSTIFICATION:

The Engineering Department would like to use a college student as an intern for the Summer semester. The student will work approximately 40 hours per week for 12 weeks.

George Speake
Department Head   Date April 3, 2018

FINANCIAL IMPACT:

The estimated cost of the intern position is $4,000. The current Engineering budget has funds to cover the cost.

Sherrill Thomas
Finance Director   Date 4/9/2018

ADMINISTRATIVE REVIEW/COMMENTS:

County Administrator   Date

20-1

POSITION FILL REQUEST- BUDGETED VACANCY **AGENDA**

MAY - 7 2018

DEPARTMENT: FINANCE

DEPARTMENT HEAD: SHERRILL THOMAS

SUPERVISOR: SHERRILL THOMAS

POSITION INFORMATION:

Position Title: Administrative Support Specialist

Position Number: 210015008 (replace L. Weeks)

Pay Grade: A04 Pay Range: $28,765-$42,978

Proposed Effective Date: June 25, 2018

Type of Hire: (☑) New (☐) Promotional

Type of Appointment: (☑) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Sherrill Thomas — Date 4/27/2018

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring — Date 4/27/2018

Employee Benefit Manager

Sherrill Thomas — Date 4/27/2018

Finance Director

ADMINISTRATIVE APPROVAL:

________________ Date ________

County Administrator

21-1

POSITION FILL REQUEST- BUDGETED VACANCY

AGENDA
MAY -7 2018

DEPARTMENT: Probate

DEPARTMENT HEAD: Malcolm Richard

SUPERVISOR: Malcolm Richard

POSITION INFORMATION:

Position Title: Administrative Support Associate

Position Number: 750013055

Pay Grade: A03 Pay Range $25,630 - $38,294

Proposed Effective Date: May 14, 2018

Type of Hire: (✓) New ( ) Promotional

Type of Appointment: (✓) Permanent ( ) Temporary

DEPARTMENT APPROVAL:

______________________ Date 4/25/2018

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 4/25/2018

Employee Benefit Manager

Sherrill Thomas Date 4/25/2018

Finance Director

ADMINISTRATIVE APPROVAL:

______________________ Date ____________

County Administrator

22-1

AGENDA

MAY - 7 2018

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Probate

DEPARTMENT HEAD: Malcolm Richard

SUPERVISOR: Malcolm Richard

POSITION INFORMATION:

Position Title: Customer Service Clerk

Position Number: 750016051

Pay Grade: A04 Pay Range: 28,765 - 42,978

Proposed Effective Date: 30 April 2018

Type of Hire: (☐) New (☐) Promotional

Type of Appointment: (☐) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

____________________ Date 4/25/2018

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 4/25/2018

Employee Benefit Manager

Sherrill Thomas Date 4/25/2018

Finance Director

ADMINISTRATIVE APPROVAL:

____________________ Date __________

County Administrator

22-2

AGENDA

MAY - 7 2018

POSITION FILL REQUEST- UNBUDGETED

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

POSITION INFORMATION:

Position Title: Deputy Sheriff - Part Time

Position Number: 10 positions to be determined

Pay Grade: PS1-5 Pay Range: $18.9694/Hour

Proposed Effective Date: May 7, 2018

Type of Hire: (✓) New ( ) Promotional

Type of Appointment: ( ) Permanent (✓) Temporary

JUSTIFICATION:

To provide a more secure presence at the County Probate satellite offices, I recommend that we use part-time Deputy Sheriff's that will be supervised by the Sheriff Office. This will replace the current contracted services. A total of ten positions are needed to provide this service.

Derrick Cunningham
Department Head

Date April 11, 2018

FINANCIAL IMPACT:

The estimated cost of each part time Deputy Sheriff is $20,700 including benefits. The estimated annual financial impact is $127,000. (The cost of ten positions,$207,000, less the current contracted services of $80,000)

Sherrill Thomas
Finance Director

Date 4/11/2018

ADMINISTRATIVE REVIEW/COMMENTS:

County Administrator

Date

23-1

DERRICK CUNNINGHAM
SHERIFF OF MONTGOMERY COUNTY

KEVIN J. MURPHY
CHIEF DEPUTY

COLONEL WANDA J. ROBINSON
DIRECTOR OF DETENTION

April 11, 2018

MEMORANDUM

TO	:	Ms. Florence Cauthen, Deputy County Administrator Montgomery County Commission
FROM	:	Sheriff Derrick Cunningham D.C Montgomery County Sheriff's Office
SUBJECT	:	Request for Additional Part-Time Deputies

I have been approached by several County Department Heads regarding a need to secure our Probate and Revenue Annex buildings. I have met with my staff and we have come up with how many deputies would be needed to allow them their allotted off time. Please note that part-time Deputies work approximately 20 hours per week and to sufficiently secure these areas, an additional ten (10) Deputies would need to be hired.

I am requesting approval, if you all would like the Sheriff's Office to take over security of these designated locations. Please note that this matter would take approximately 1-2 months to hire these personnel as we would have to open the personnel register in order for those to apply. In all, the process would take 2½ - 4 months to have everyone hired and in place which would hopefully be around the first part of July.

If you all would like to proceed with this matter, I am available to discuss this matter further.

DC/crv

cc: Mr. Donnie Mims, County Administrator

SHERIFF'S OFFICE
POST OFFICE BOX 4219
MONTGOMERY, ALABAMA 36103-4219
OFFICE 334.832.4980
FAX 334.832.7113

DETENTION FACILITY
225 SOUTH MCDONOUGH STREET
MONTGOMERY, ALABAMA 36104
OFFICE 334.832.1386
FAX 334.265.0990

WWW.MONTGOMERYSHERIFF.COM

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AGENDA

MAY - 7 2018

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

POSITION INFORMATION:

Position Title: Deputy Sheriff Lieutenant

Position Number: 550434082(replace R Brown)

Pay Grade: PS4 Pay Range: 49,225-73,546

Proposed Effective Date: May 14, 2018

Type of Hire: ( ) New (✓) Promotional

Type of Appointment: (✓) Permanent ( ) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham Date 04/17/2018

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 04/17/2018

Employee Benefit Manager

Sherrill Thomas Date 4/18/2018

Finance Director

ADMINISTRATIVE APPROVAL:

____________________ Date __________

County Administrator

AGENDA

MAY -7 2018

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

POSITION INFORMATION:

Position Title: Deputy Sheriff Corporal

Position Number: 550429100 (Replace B Harrison)

Pay Grade: PS2 Pay Range: $40,575 - $54,816

Proposed Effective Date: May 14, 2018

Type of Hire: (☐) New (☑) Promotional

Type of Appointment: (☑) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham Date 04/20/2018

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 04/20/2018

Employee Benefit Manager

Sherrill Thomas Date 4/20/2018

Finance Director

ADMINISTRATIVE APPROVAL:

_______________ Date _______________

County Administrator

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AGENDA

MAY - 7 2018

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

POSITION INFORMATION:

Position Title: Deputy Sheriff Corporal

Position Number: 550429163 (Replace J Douglass)

Pay Grade: PS2 Pay Range: $40,575 - $54,816

Proposed Effective Date: May 14, 2018

Type of Hire: (☐) New (☑) Promotional

Type of Appointment: (☑) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Derrick Cunningham Date 04/20/2018

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 04/20/2018

Employee Benefit Manager

Sherrill Thomas Date 4/20/2018

Finance Director

ADMINISTRATIVE APPROVAL:

____________________ Date __________

County Administrator

POSITION FILL REQUEST- BUDGETED VACANCY

AGENDA
MAY - 7 2018

DEPARTMENT: Tax & Audit Department

DEPARTMENT HEAD: Terri Henderson, Revenue Manager

SUPERVISOR: Te'Rea Smith, Senior Revenue Auditor

POSITION INFORMATION:

Position Title: Revenue Auditor CO0018

Position Number: 810118002 (Replace T Jackson)

Pay Grade: A07 Pay Range: $40,664-$60,755

Proposed Effective Date: 05-21-2018

Type of Hire: (☑) New (☐) Promotional

Type of Appointment: (☑) Permanent (☐) Temporary

DEPARTMENT APPROVAL:

Terri Henderson — Date 04/30/2018
Department Head

PAYROLL/FINANCE REVIEW:
Requested position is vacant and budgeted.

Lisa Herring — Date 04/30/2018
Employee Benefit Manager

Sherrill Thomas — Date 5/1/2018
Finance Director

ADMINISTRATIVE APPROVAL:

________________ Date ________
County Administrator

25-1

POSITION FILL REQUEST- BUDGETED VACANCY

AGENDA

MAY - 7 2018

DEPARTMENT: Tax & Audit Department

DEPARTMENT HEAD: Terri Henderson, Revenue Manager

SUPERVISOR: Te'Rea Smith, Senior Revenue Auditor

POSITION INFORMATION:

Position Title: Revenue Auditor CO0018

Position Number: 810118007 (Replace M Taylor)

Pay Grade: A07 Pay Range: $40,664-$60,755

Proposed Effective Date: 05-21-2018

Type of Hire: (✓) New ( ) Promotional

Type of Appointment: (✓) Permanent ( ) Temporary

DEPARTMENT APPROVAL:

Terri Henderson Date 04/30/2018

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 04/30/2018

Employee Benefit Manager

________________ Date ________

Finance Director

ADMINISTRATIVE APPROVAL:

________________ Date ________

County Administrator

25-2

POSITION FILL REQUEST- BUDGETED VACANCY

AGENDA
MAY -7 2018

DEPARTMENT: Tax & Audit Department

DEPARTMENT HEAD: Terri Henderson, Revenue Manager

SUPERVISOR: Courtney Oates, Revenue Compliance Officer

POSITION INFORMATION:

Position Title: Customer Service Clerk CO0016

Position Number: 810016007 (Replace A Robinson)

Pay Grade: A04 Pay Range: $28,765-$42,978

Proposed Effective Date: 05-21-2018

Type of Hire: (✓) New ( ) Promotional

Type of Appointment: (✓) Permanent ( ) Temporary

DEPARTMENT APPROVAL:

Terri Henderson Date 04/30/2018

Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 04/30/2018

Employee Benefit Manager

Sherrill Thomas Date 4/30/2018

Finance Director

ADMINISTRATIVE APPROVAL:

Date

County Administrator

AGENDA
MAY - 7 2018

POSITION FILL REQUEST- BUDGETED VACANCY

DEPARTMENT: Montgomery County Youth Facility

DEPARTMENT HEAD: Beverly Riddle Wise

SUPERVISOR: Patricia Strickland

POSITION INFORMATION:

Position Title: Juvenile Probation Officer I

Position Number: 900304095 Replace London

Pay Grade: A06 Pay Range $36,284 - $54,214

Proposed Effective Date: June 4, 2018

Type of Hire: (✓) New ( ) Promotional

Type of Appointment: (✓) Permanent ( ) Temporary

DEPARTMENT APPROVAL:

Beverly RiddleWise/lp Date 4/25/2018
Department Head

PAYROLL/FINANCE REVIEW:

Requested position is vacant and budgeted.

Lisa Herring Date 04/25/2018
Employee Benefit Manager

Sherrill Thomas Date 4/25/2018
Finance Director

ADMINISTRATIVE APPROVAL:

______________________ Date ________
County Administrator

26-1

Montgomery County Commission
Travel / Training Request Approval
Request # 12

AGENDA
MAY - 7 2018

Date: April 10, 2018
To: Donald L. Mims, Administrator
From: Donald Mims
Re: Approval for the following travel:

Destination: Nashville, TN
Departure Date: July 13, 2018 Return Date: July 17, 2018
Conference Leave (Days / Hours): (3 Days
Purpose of Travel: to attend the NACo's 83rd Annual Conference and Exposition

Traveler (s) Name:
1. Dan Harris
2. Isaiah Sankey
3. Donald Mims
4.
5.
6.

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

Total (est.) Cost: $5,986.42 Advance Registration Required: $1,470.00
Department Name: County Commission Fund Name: General
Additional Comments:
Registration- $1470.00 - Hotel $2919.28 - Meals $675.00 - Mileage $922.14

To: Donald L Mims, Administrator
From: Donald L. Mims, Administrator
The above request is app.4/16/18 reimbursement of actual and necessary expenses in the approximate amount of $5,986.42 and advance registration of $1,470.00 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:	$9,711.50
Budget Available:	$12,788.50
Current Requests:	$7,229.24
Budget Balance:	$5,559.26

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 4//2018
cc: Finance Director / Buyer

27-1

Revised 2/8/17

Montgomery County Commission
Travel / Training Request Approval
Request # 13

AGENDA
MAY -7 2018

Date: April 24, 2018
To: Donald L. Mims, Administrator
From: Donald Mims
Re: Approval for the following travel:

Destination: Orange Beach, Alabama
Departure Date: June 6, 2018 Return Date: June 9, 2018
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend the 2018 ACCMA Summer Conference

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

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

Total (est.) Cost: $1,635.73 Advance Registration Required: $195.00
Department Name: County Commission Fund Name: General
Additional Comments: Registration-$195.00 Lodging-$1,024.91 Meals-$200.00 Mileage-$215.82

To: Donald Mims
From: Donald L. Mims, Administrator
The above request is app. 5/7/18 reimbursement of actual and necessary expenses in the approximate amount of $1,635.73 and advance registration of $195.00 is authorized.

To be completed by the Finance Department

Fund Code:	001-51100.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$22,500.00
Approved Requests:	$16,940.74
Budget Available:	$5,559.26
Current Requests:	$1,635.73
Budget Balance:	$3,923.53

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 4/25/2018
cc: Finance Director / Buyer

22-2

Revised 2/8/17

Montgomery County Commission
Travel / Training Request Approval
Request # 13

AGENDA
MAY -7 2018

Date: April 19, 2018
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Approval for the following travel:

Destination: Montgomery, AL
Departure Date: June 22, 2018 Return Date: June 22, 2018
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Leadership Team-Building and Coaching Skills for Managers and Supervisors

Traveler (s) Name:
1. Glenn Teal
2. Brent Talley
3. Martinez Tolbert
4.
5.
6.

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

Total (est.) Cost: $687.00 Advance Registration Required: $687.00
Department Name: Detention Facility Fund Name: General
Additional Comments:

To: Wanda J. Robinson, Director
From: Donald L. Mims, Administrator
The above request is app. 5/7/18 reimbursement of actual and necessary expenses in the approximate amount of $687.00 and advance registration of $687.00 is authorized.

To be completed by the Finance Department	
Fund Code:	001-52200.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$20,000.00
Approved Requests:	$19,144.00
Budget Available:	$856.00
Current Requests:	$687.00
Budget Balance:	$169.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 4/19/2018
cc: Finance Director / Buyer

22-3

Revised 2/8/17

Montgomery County Commission
Travel / Training Request Approval
Request # 13

AGENDA
MAY -7 2018

Date: April 25, 2018
To: Donald L. Mims, Administrator
From: Scott Kramer
Re: Approval for the following travel:

Destination: Sylacauga, Alabama
Departure Date: October 1, 2018 Return Date: October 3, 2018
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend Blue Cross/Blue Shield of Alabama Customer Advisory Council Meeting

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

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

Total (est.) Cost: $0.00 Advance Registration Required: $0.00
Department Name: Risk Management Fund Name: Liability
Additional Comments: ** All Expense Will Be Paid By Blue Cross/Blue Shield**
FY 2019 Travel

To: Scott Kramer, Risk Manager
From: Donald L. Mims, Administrator
The above request is app. 5/7/18 reimbursement of actual and necessary expenses in the approximate amount of $0.00 and advance registration of $0.00 is authorized.

To be completed by the Finance Department	
Fund Code:	007-51120.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$15,000.00
Approved Requests:	$2,801.91
Budget Available:	$12,198.09
Current Requests:	$0.00
Budget Balance:	$12,198.09

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 4/25/2018
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval
Request # 13

AGENDA
MAY -7 2018

Date: 4/16/2018
To: Donald L. Mims, Administrator
From: George Speake, County Engineer
Re: Approval for the following travel:

Destination: Montgomery, Alabama
Departure Date: May 15, 2018 Return Date: May 15, 2018
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Attend Safety Treatment on High Risk Rural Roads (HRRR) and The ALDOT Application Process

Traveler (s) Name:
1. Kevin Boone
2. Andy Petrey
3.
4.
5.
6.

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

Total (est.) Cost: $70.00 Advance Registration Required: $70.00
Department Name: Engineering Department Fund Name: Gasoline Tax 111-53600.265
Additional Comments:

To: George Speake, County Engineer
From: Donald L. Mims, Administrator
The above request is app. 5/7/18 reimbursement of actual and necessary expenses in the approximate amount of $70.00 and advance registration of $70.00 is authorized.

To be completed by the Finance Department	
Fund Code:	111-53600.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$10,000.00
Approved Requests:	$7,610.00
Budget Available:	$2,390.00
Current Requests:	$70.00
Budget Balance:	$2,320.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 4/18/2018
cc: Finance Director / Buyer

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Revised 2/8/17

Montgomery County Commission
Travel / Training Request Approval
Request # 14

AGENDA
MAY -7 2018

Date: 4/16/2018

To: Donald L. Mims, Administrator

From: George Speake, County Engineer

Re: Approval for the following travel:

Destination: Montgomery, Alabama

Departure Date: May 23, 2018 Return Date: May 23, 2018

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: To attend Sign Placement, Installation and Maintenance seminar.

Traveler (s) Name:
1. Scott Missildine
2. Cory Petty
3. Daniel Owens
4. Nathan Sankey
5.
6.

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

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

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

Additional Comments:

To: George Speake, County Engineer

From: Donald L. Mims, Administrator

The above request is app. 5/7/18 reimbursement of actual and necessary expenses in the approximate amount of $600.00 and advance registration of $600.00 is authorized.

To be completed by the Finance Department	
Fund Code:	111-53600.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$10,000.00
Approved Requests:	$7,610.00
Budget Available:	$2,390.00
Current Requests:	$670.00
Budget Balance:	$1,720.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 4/18/2018

cc: Finance Director / Buyer

27-6

Revised 2/8/17

Montgomery County Commission
Travel / Training Request Approval
Request # 9

AGENDA
MAY -7 2018

Date: April 26, 2018
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Approval for the following travel:

Destination: Auburn, AL
Departure Date: July 18, 2018 Return Date: July 20, 2018
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Management and Supervision Conference

Traveler (s) Name: 1. Jimmy Garnett 4.
2. 5.
3. 6.

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

Total (est.) Cost: $311.04 Advance Registration Required: $250.00
Department Name: Appraisal Fund Name: Reappraisal
Additional Comments: Mileage: $61.04
Registration: $250.00

To: Clay Henley, Chief Appraiser
From: Donald L. Mims, Administrator
The above request is app. 5/7/18 reimbursement of actual and necessary expenses in the approximate amount of $311.04 and advance registration of $250.00 is authorized.

To be completed by the Finance Department	
Fund Code:	120-51985.265 (ex: 000-00000-000)
Description:	Registration and Training
Current Budget:	$30,000.00
Approved Requests:	$2,514.76
Budget Available:	$27,485.24
Current Requests:	$311.04
Budget Balance:	$27,174.20

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 4/30/18
cc: Finance Director / Buyer

27-7

Montgomery County Commission
Travel / Training Request Approval
Request # 10

AGENDA
MAY -7 2018

Date: April 18, 2018
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Approval for the following travel:

Destination: 5880 Old Hayneville Rd, Montgomery, AL 36108
Departure Date: May 10, 2018 Return Date: May 10, 2018
Conference Leave (Days / Hours): 1 day
Purpose of Travel: To attend The 2018 ACCD Spring Training Workshop

Traveler (s) Name:
1. Demetric Shipman
2. Ronald Sellers
3. Kimberley Long
4.
5.
6.

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

Total (est.) Cost: $75.00 Advance Registration Required: $75.00
Department Name: Community Corrections Fund Name: Community Corrections
Additional Comments:

To: Paul Brown, Executive Director
From: Donald L. Mims, Administrator
The above request is app. 5/7/18 reimbursement of actual and necessary expenses in the approximate amount of $75.00 and advance registration of $75.00 is authorized.

To be completed by the Finance Department

Fund Code:	124-52960.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$10,700.00
Approved Requests:	$3,227.00
Budget Available:	$7,473.00
Current Requests:	$75.00
Budget Balance:	$7,398.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 4/18/2018
cc: Finance Director / Buyer

27-8

Revised 2/8/17

Montgomery County Commission
Travel / Training Request Approval
Request # 31

AGENDA
MAY - 7 2018

Date: April 25, 2018

To: Donald L. Mims, Administrator

From: Sheriff Derrick Cunningham

Re: Approval for the following travel:

Destination: Orange Beach, AL

Departure Date: August 5, 2018 Return Date: August 8, 2018

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: attend FBI Re-Trainer Course

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

Check Mode of Transportation:

- County Vehicle ☑
- Private Vehicle ☐
- Commercial Air ☐
- Other (Specify) ☐

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

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

Additional Comments:

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 5/7/18 reimbursement of actual and necessary expenses in the approximate amount of $2,450.00 and advance registration of $450.00 is authorized.

To be completed by the Finance Department	
Fund Code:	749-52110.499 (ex: 000-00000-000)
Description:	Administration
Current Budget:	$365,200.00
Approved Requests:	$157,678.08
Budget Available:	$207,521.92
Current Requests:	$2,450.00
Budget Balance:	$205,071.92

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 4/30/18

cc: Finance Director / Buyer

27-9

Montgomery County Commission
Travel / Training Request Approval
Request # 32

AGENDA
MAY -7 2018

Date: April 26, 2018
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Approval for the following travel:

Destination: Florence, AL
Departure Date: September 24, 2018 Return Date: September 28, 2018
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: attend SLEDS Conference

Traveler (s) Name:
1. Robert Whitmore
2. Stacy Hodrick
3.
4.
5.
6.

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

Total (est.) Cost: $2,500.00 Advance Registration Required: $700.00
Department Name: Montgomery County Sheriff's Office Fund Name: 749-52110.499
Additional Comments:

To: Sheriff Derrick Cunningham
From: Donald L. Mims, Administrator
The above request is app. 5/7/18 reimbursement of actual and necessary expenses in the approximate amount of $2,500.00 and advance registration of $700.00 is authorized.

To be completed by the Finance Department	
Fund Code:	749-52110.499 (ex: 000-00000-000)
Description:	Administrative
Current Budget:	$365,200.00
Approved Requests:	$157,678.08
Budget Available:	$207,521.92
Current Requests:	$4,950.00
Budget Balance:	$202,571.92

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 4/30/18
cc: Finance Director / Buyer

27-10

Montgomery County Commission
Travel / Training Request Approval
Request # 33

AGENDA
MAY -7 2018

Date: May 1, 2018
To: Donald L. Mims, Administrator
From: Derrick Cunningham
Re: Approval for the following travel:

Destination: Orange Beach, AL
Departure Date: August.29, 2018 Return Date: August 31, 2018
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: attend Statewide LECC Conference

Traveler (s) Name:
1. Sheriff Derrick Cunningham
2. Gayle Atchison
3. April Griffin
4. Fred Johnson
5. Juan Jerry
6. Wesley Richerson

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

Total (est.) Cost: $3,800.00 Advance Registration Required: $1,250.00
Department Name: Montgomery County Sheriff's Office Fund Name: 749-52110.499
Additional Comments:

To: Sheriff Derrick Cunningham
From: Donald L. Mims, Administrator
The above request is app. 5/7/18 reimbursement of actual and necessary expenses in the approximate amount of $3,800.00 and advance registration of $1,250.00 is authorized.

To be completed by the Finance Department

Fund Code:	749-52110.499 (ex: 000-00000-000)
Description:	Administrative
Current Budget:	$365,200.00
Approved Requests:	$157,678.08
Budget Available:	$207,521.92
Current Requests:	$8,750.00
Budget Balance:	$198,771.92

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 5/1/2018
cc: Finance Director / Buyer

27-11

Montgomery County Commission
Travel / Training Request Approval
Request # 6

AGENDA
MAY - 7 2018

Date: 04/11/2018
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm.
Re: Approval for the following travel:

Destination: LEADERSHIP MONTGOMERY- 231 MONTGOMERY ST. MONTGOMERY, AL 36104
Departure Date: See below Return Date:
Conference Leave (Days / Hours): MONTHLY (1ST TUESDAY)
Purpose of Travel: ATTEND LEADERSHIP MONTGOMERY CLASS SESSIONS AND RETREATS.

Traveler (s) Name:
1. JaCINTA HERBERT-LARD
2.
3.
4.
5.
6.

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

Total (est.) Cost: $1,675.00
Advance Registration Required:
Department Name: Revenue Commissioner
Fund Name: Tax Collector Special
Additional Comments: THE CLASSES ARE HELD EVERY FIRST TUESDAY OF THE MONTH.

To: Janet Buskey, Revenue Comm.
From: Donald L. Mims, Administrator
The above request is app. 5/7/18 reimbursement of actual and necessary expenses in the approximate amount of $1,675.00 and advance registration of $0.00 is authorized.

To be completed by the Finance Department	
Fund Code:	755-51500-265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$5,000.00
Approved Requests:	$0.00
Budget Available:	$5,000.00
Current Requests:	$1,675.00
Budget Balance:	$3,325.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 4/18/2018
cc: Finance Director / Buyer

2712

Revised 2/8/17

Montgomery County Commission
Travel / Training Request Approval
Request # 7

AGENDA
MAY -7 2018

Date: 04/25/2018
To: Donald L. Mims, Administrator
From: REVENUE COMMISSIONER
Re: Approval for the following travel:

Destination: PERDIDO BEACH RESORT
Departure Date: JUNE 10 Return Date: JUNE 13
Conference Leave (Days / Hours): 3 DAYS
Purpose of Travel: 2018 ANNUAL SUMMER CONFERENCE

Traveler (s) Name:
1. JANET BUSKEY
2. ALLYSON HOLLAND
3.
4.
5.
6.

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

Total (est.) Cost: $3,100.00 Advance Registration Required: $800.00
Department Name: REVENUE Fund Name: 755-51500-265
Additional Comments: HOTEL, MILEAGE, AND REGISTRATION

To: REVENUE COMMISSIONER
From: Donald L. Mims, Administrator
The above request is app. 5/7/18 reimbursement of actual and necessary expenses in the approximate amount of $3,100.00 and advance registration of $800.00 is authorized.

To be completed by the Finance Department		
Fund Code:	755-51500.265	(ex: 000-00000-000)
Description:	Registration & Training	
Current Budget:	$5,000.00	
Approved Requests:	$0.00	
Budget Available:	$5,000.00	
Current Requests:	$4,775.00	
Budget Balance:	$225.00	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 4/30/2018
cc: Finance Director / Buyer

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A D J O U R N M E N T

There being no further business to come before the Commission at this time, the meeting stood adjourned until Monday, May 21, 2018, at 8:00 in the morning.

Donald L. Mims
Administrator

Elton N. Dean Jr.
Chairman