MINUTES OF REGULAR MEETING

MONTGOMERY COUNTY COMMISSION

JANUARY 19, 2016

INFORMATION SESSION

Chairman Dean called the meeting to order at 8:15 a.m. The meeting was held at the Montgomery County Administration Building and Courthouse Annex III.

The meeting was opened with prayer led by Commissioner Walker. Chairman Dean, Vice Chairman Harris, Commissioner Hall and Commissioner Walker were present. Chairman Dean stated that Commissioner Williams would not be attending the meeting.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission on scheduled attendees.

Administrator Mims stated that the Education Summit: 2016 Annual Report on the Montgomery Public Schools presented by Superintendent Margaret Allen and her Staff will be held from 10:30 a.m. to 12:00 Noon, in the Commission Court, followed by a Question and Answer Session from 12:00 Noon to 12:30 p.m.

Administrator Mims noted that at the conclusion of the Formal Session, the Commission will need to convene a Special Call Meeting of the Montgomery County Emergency Management Communications District Board to consider a request from Sheriff Derrick Cunningham regarding ratification of a Master Services Agreement and Statements of Work with Nitorco, Inc., for the implementation and enhancement of law enforcement software for the Sheriff's Office.

Administrator Mims briefed the Commission regarding items on the agenda.

Administrator Mims noted that a copy of the Unappropriated Balances for the Commissioners' In-House Miscellaneous Appropriations was in their packets.

PRESENTATION BY SENIOR ACCOUNT EXECUTIVE SUSAN BRYAN AND CREATIVE DIRECTOR CAMELLIA LEONARD WITH STAMP IDEA GROUP ADVERTISING

Senior Account Executive Susan Bryan and Creative Director Camellia Leonard with Stamp Idea Group Advertising presented a proposed new County seal design for the Montgomery County Commission. Commissioner Walker stated that she liked it, but recommended some sizing adjustments be made to the seal.

PRESENTATION BY DEPUTY DISTRICT ATTORNEY SETH GOWAN AND CHIEF ADMINISTRATOR RHONDA CAPE

Deputy District Attorney Seth Gowan and Chief Administrator Rhonda Cape briefed the Commission regarding a grant application to the Department of Justice for the OVW Enhanced Training and Services to End Abuse in Later Life program. After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY JUVENILE COURT ADMINISTRATOR BRUCE HOWELL

Juvenile Court Administrator Bruce Howell briefed the Commission regarding Position Fill Requests for Juvenile Detention Director, Position Number 900327042 and Juvenile Detention Officer, Position Number 900300070. After discussion, the Commission agreed to place these items on the next agenda.

PRESENTATION BY FOUNDER AND DIRECTOR MICHELLE BROWDER OF *I AM MORE THAN*

Founder and Director Michelle Browder of *I Am More Than* briefed the Commission regarding the 2016 Put Yourself In Their Shoes Exhibit and Tour. Ms. Browder requested $20,000 for the organization. Chairman Dean stated that the Commission would take her request into consideration.

PRESENTATION BY CHIEF INFORMATION AND TECHNOLOGY OFFICER LOU IALACCI

Chief Information and Technology Officer Lou Ialacci requested that the Commission authorize an Additional Statement of Work to the Master Services Agreement with Nitorco, Inc., for the implementation and enhancement of law enforcement software for the Sheriff's Office, which was on the agenda. Mr. Ialacci also requested that the Montgomery County Emergency Management Communications District Board consider ratification of a Master Services Agreement and Statements of Work with Nitorco, Inc., for the implementation and enhancement of law enforcement software, which was on the Special Call Meeting agenda.

Mr. Ialacci also reminded the Commission about the County/City cyber project announcement press conference to be held at the RSA Data Center at 445 Dexter Avenue at 11:00 AM on January 20, 2016.

PRESENTATION BY BONDS PROGRAM DIRECTOR REGINA BERRY MEADOWS

BONDS Program Director Regina Berry Meadows updated the Commission regarding the BONDS Program and presented them with the 2016 Calendar of Events. She invited the Commission to the Annual Banquet on February 18, 2016, and requested funding to help with the cost of the guest speaker. The Commission did not take any action.

The Commission discussed ways to expedite funding that is appropriated to the Neighborhood Associations through the BONDS Program.

PRESENTATION BY COUNTY ENGINEER GEORGE SPEAKE AND ASSISTANT COUNTY ENGINEER JAMES KELLEY

County Engineer George Speake asked the Commission to change the title of the "Administrative Assistant to the County Engineer" position to an "Administrative Officer" position as recommended in a November 19, 2015, Clerical Classification Study conducted by the Personnel Department. He stated that this revision would involve no change in pay or pay grade and would help streamline over 10 job titles currently used by the city/county clerical/support staff positions. After discussion, the Commission agreed to place this item on the next agenda.

Mr. Speake recommended approval of the position fills requests which were on the agenda.

Additionally, Mr. Speake mentioned there would be about 20 Engineering Department employees present at the Formal Session to recognize for their work during the floods over the 2015 Christmas/New year's holidays as Chairman Dean recommended during the previous Information Session.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented Budget Change Request Number 1 from the Personnel Department. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims presented Budget Change Request Number 25 in the amount of $5,500 to Alabama State University's College of Business Administration for the Founders Day Observance Honoring Dr. Percy J. Vaughn, Jr., funded by the Donation Revenue account. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims presented a Resolution Honoring Dr. Percy J. Vaughn, Jr. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims briefed the Commission regarding a board member appointment to the Montgomery County Department of Human Resources Board. The Commission requested additional information concerning this board.

Administrator Mims presented a Cooperative Agreement for the State Homeland Security Grant Program, Grant Number 4ATL (FY2014 - $17,000) for the Sheriff's Office. After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY PURCHASING MANAGER MYRTLE SINGLETON

Purchasing Manager Myrtle Singleton briefed the Commission regarding Amendment Number 2 to Contract with Climate Services, Inc., for preventative maintenance services on heating and AC systems for Montgomery County Youth Facility (Contract Number 51901-14B-022). After discussion, the Commission agreed to place this item on the next agenda.

Ms. Singleton presented Amendment Number 1 to Contract with The Office Pal for toner cartridges (Contract Number 51901-15B-014). After discussion, the Commission agreed to place this item on the next agenda.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission regarding the establishment and allocation of a General Services Director and related position fill request, subject to approval by the City-County Personnel Board. After discussion, the Commission agreed to waive rules and add this item to the agenda.

RECESS TO FORMAL SESSION

Chairman Dean recessed the Information Session to the Formal Session.

FORMAL SESSION

Chairman Dean welcomed everyone to the Formal Session.

Vice Chairman Harris informed the audience that Montgomery is 200 years old and will be celebrating throughout the year. He stated that Montgomery is older than the State of Alabama and before Alabama became Alabama it was a part of the Mississippi territory. He stated that Montgomery County was established by the division of Monroe County. He asked Pastor Eric Lee from New Life Church of God in Christ to offer the invocation. Vice Chairman Harris informed the audience that the Pledge of Allegiance will be led by 3rd, 4th, and 5th graders of the Student Council of Vaughn Road Elementary School.

The meeting was opened with prayer led by Pastor Eric Lee from New Life Church of God in Christ at the request of Vice Chairman Harris.

The Pledge of Allegiance was led by Vaughn Road Elementary School Student Council at the request of Vice Chairman Harris.

Vice Chairman Harris asked the students to stay for the rest of the meeting. He expressed his appreciation for their participation and told them that he has certificates for each of the students.

County Administrator Mims called Roll to establish a quorum, and the following Commissioners were present: Chairman Dean, Vice Chairman Harris and Members Hall and Walker. Also present were County Attorney Tyrone C. Means and County Engineer George C. Speake.

Commissioner Williams was absent.

Vice Chairman Harris made a motion to approve the Minutes of the Regular Meeting of January 4, 2016. The motion was seconded by Commissioner Walker and unanimously approved by the Commission.

CONSENT AGENDA

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

Vice Chairman Harris made a motion to approve the Accounts Payable and Payroll Checks, as presented by Administrator Mims. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copies of Accounts Payable Checks and Payroll Checks Authorization, Consent Agenda Pages 1 through 4, are attached to these Minutes.)

NEW BUSINESS

SHERIFF'S OFFICE – APPROVED COOPERATIVE AGREEMENT FOR THE STATE HOMELAND SECURITY GRANT PROGRAM, GRANT NUMBER 4ATL (FY2014 - $50,000)

Administrator Mims presented the following memorandum from Sheriff Derrick Cunningham:

January 6, 2016

MEMORANDUM

TO: Mr. Elton N. Dean, Sr.
County Commission Chairman

FROM: Sheriff Derrick Cunningham
Montgomery County Sheriff's Office

SUBJECT: 4ATL Cooperative Agreement
($50,000)

Please approve the attached Cooperative Agreement approved and signed by Mr. Dean at the next County Commission Meeting on January 19th.

If you have any questions, please do not hesitate to contact me.

End of Memorandum

Commissioner Walker made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Cooperative Agreement, Agenda Pages 1-2 through 1-12, is attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED AUTHORIZATION OF AN ADDITIONAL STATEMENT OF WORK TO THE MASTER SERVICES AGREEMENT WITH NITORCO, INC., FOR THE IMPLEMENTATION AND ENHANCEMENT OF LAW ENFORCEMENT SOFTWARE

Administrator Mims presented the following memorandum from Sheriff Derrick Cunningham:

MEMORANDUM

TO: Mr. Donnie Mims
Montgomery County Administrator

FROM: Sheriff Derrick Cunningham
Montgomery County Sheriff's Office

DATE: December 29, 2015

SUBJECT: Nitorco, Inc., Master Service Agreement (MSA) and SOW

Mr. Mims, after having a brief discussion with our IT Department in reference to our Nitorco Master Service Agreement I am in agreement with Director Ialacci in reference to the statement of work to be performed by Nitorco. The total cost of this project is $479,000.00 which will be broken down into three years of where we will just be paying for the phases of work being done during that year. I have really been impressed with the work from Nitorco. We started out with NEC which forfeited on their bid agreement which the County had signed a contract for over a million dollars. As you can see, the price of the Nitorco system is much cheaper and is customized to our agency. Also, it's easy for us to get them to make changes and corrections without being billed or charged an outrageous price.

I am asking that this be placed on the next briefing agenda and to be followed up being place on the next County Commission meeting to be approved.

Thank you for your consideration.

End of Memorandum

Commissioner Hall made a motion to approve authorization of an additional Statement of Work to the Master Services Agreement with Nitorco, Inc., for the implementation and enhancement of Law Enforcement Software. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copies of Memoranda and Statement of Work, Agenda Pages 2-2 through 2-10, are attached to these Minutes.)

DETENTION FACILITY – APPROVED AMENDMENT NUMBER 2 TO CONTRACT WITH PERFECT TOUCH JANITORIAL SERVICES, LLC, FOR CLEANING SERVICES AT THE MONTGOMERY COUNTY DETENTION FACILITY JAILS 1 AND 2

Administrator Mims presented the following memorandum from Director of Risk Management Scott Kramer:

January 6, 2016

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer
Director of Risk Management

SUBJECT: Amendment Number 2 to Contract with Perfect Touch Janitorial Services, LLC, for Cleaning Services at the Montgomery County Detention Facility Jails 1 and 2

The Montgomery County Commission, at its meeting on January 4, 2016, agreed to place on the next agenda Amendment Number 2 to the Contract with Perfect Touch Janitorial Services, LLC, for cleaning services at the Montgomery County Detention Facility Jails 1 and 2.

I am requesting approval of this item.

Attachment

End of Memorandum

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Amendment Number 2, Agenda Page 3-2, is attached to these Minutes.)

RISK MANAGEMENT – APPROVED PAYMENT OF 2016 MEMBERSHIP DUES TO THE PUBLIC RISK MANAGEMENT ASSOCIATION (PRIMA) FOR DIRECTOR OF RISK MANAGEMENT SCOTT KRAMER

Administrator Mims presented the following memorandum from Director of Risk Management Scott Kramer:

January 6, 2016

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer
Director of Risk Management

SUBJECT: Payment of 2016 Membership Dues to the Public Risk Management Association (PRIMA)

The Montgomery County Commission, at its meeting on January 4, 2016, agreed to place on the next agenda Payment of 2016 Membership Dues to the Public Risk Management Association (PRIMA) for the Director of Risk Management.

I am requesting approval of this item.

Attachment

End of Memorandum

Commissioner Walker made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Invoice, Agenda Page 4-2, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS REPROGRAMMING REQUESTS

Administrator Mims requested approval of the following miscellaneous appropriations reprogramming requests:

January 19, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims, County Administrator

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

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

C-2016-31:	Homeview Holistic Community Family Health Center, for Educational Programs - $1,000; (Harris)
C-2016-32:	Montgomery County Recreation Department, Cleveland Avenue YMCA, for Youth Program - $2,000; (Harris)
NC-2016-77:	BOE, Garrett Elementary School, for Principal's Discretionary Fund - $2,000; (Walker)
NC-2016-78:	BOE, Children's Center School, for Principal's Discretionary Fund - $1,000; (Walker)

End of Memorandum

During the County Commission Meeting this date, Chairman Dean requested that the following miscellaneous appropriation reprogramming requests be added and his fellow Commissioners concurred:

NC-2016-79:	Alabama Cooperative Extension System, for the 4H Livestock Show - $750; (Hall)

Vice Chairman Harris made a motion to approve the requests. The motion was seconded by Commissioner Hall and unanimously approved by the Commission.

COUNTY COMMISSION – APPROVED FINAL PAY APPLICATION NUMBER 14 TO RUSSELL CONSTRUCTION OF ALABAMA, INC., REGARDING COUNTY COURTHOUSE ANNEX I, THIRD FLOOR RENOVATIONS AND ALTERATIONS FOR THE DISTRICT ATTORNEY AND CHILD SUPPORT OFFICES

Administrator Mims presented the following memorandum from Deputy Administrator Florence M. Cauthen:

December 29, 2015

MEMORANDUM

TO:	Montgomery County Commission
FROM:	Florence M. Cauthen, Deputy Administrator
SUBJECT:	Russell Construction Final Pay Application for Annex I DA and Child Support Renovations

Please find attached an application for final payment of $74,793.00 to Russell Construction of Alabama, Inc., under its contract for DA and Child Support Renovations in Annex I.

I request that approval of final payment be placed on the agenda of the next meeting of the Commission.

End of Memorandum

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copies of Contractor's Summary and Application and Certification for Payment Documents, Agenda Pages 6-2 through 6-15, are attached to these Minutes.)

DETENTION FACILITY – APPROVED POSITION FILL REQUESTS (2)

Administrator Mims presented the following memorandum:

January 7, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Position Fill Requests for Detention Facility

The Montgomery County Commission, at its meeting January 4, 2016, agreed to place the following Position Fill Requests from the Detention Facility on the next agenda:

(1) Corrections Officer Trainee/Corrections Officer, Position Number 215
(2) Clerk II, Position Number 235

I am requesting approval of these items.

Attachments

End of Memorandum

Commissioner Hall made a motion to approve the requests. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 7-2 and 7-3, are attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED POSITION FILL REQUESTS (2)

Administrator Mims presented the following memorandum from Sheriff Derrick Cunningham:

January 7, 2016

MEMORANDUM

TO: Mr. Donnie Mims
County Administrator

FROM: Sheriff Derrick Cunningham
Montgomery County Sheriff's Office

SUBJECT: ~2 Position Fill Requests ~ Part-Time Deputy Sheriff

I am requesting that the County Commission approve the immediate positions for two (2) part-time Deputy Sheriffs at the next County Commission meeting on January 18, 2016. I have attached the position fill requests (#11 and #12) for the said positions.

If you have any questions, please do not hesitate to contract me.

End of Memorandum

Commissioner Walker made a motion to approve the requests. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 8-2 and 8-3, are attached to these Minutes.)

ENGINEERING DEPARTMENT – APPROVED POSITION FILL REQUESTS (4)

Administrator Mims presented the following memoranda from County Engineer George C. Speake:

December 28, 2015

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: George C. Speake
County Engineer

SUBJECT: Position Fill Request for County Road Equipment Operator I

It is respectfully requested that we be permitted to fill a currently vacant County Road Equipment Operator I (CREO I) position at our District III maintenance facility located in Ramer. The employee that was in this position was recently promoted to a CREO II.

Forwarded herewith is the position fill request form pertaining to this vacancy. This position is funded in our current FY 2016 budget. Let me know if you have any questions or if any additional information is needed. Thank you for your assistance with this matter.

Attachments

End of Memorandum

December 28, 2015

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: George C. Speake
County Engineer

SUBJECT: Position Fill Request for County Road Equipment Operator III

It is respectfully requested that we be permitted to fill a currently vacant County Road Equipment Operator III (CREO III) position at our District II maintenance facility located in Pike Road. The employee that was in this position turned in a notice of resignation effective December 31, 2015.

Forwarded herewith is the position fill request form pertaining to this vacancy. This position is funded in our current FY 2016 budget. Let me know if you have any questions or if any additional information is needed. Thank you for your assistance with this matter.

Attachments

End of Memorandum

January 7, 2016

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: George C. Speake
County Engineer

SUBJECT: Position Fill Request for County Road Equipment Operator II

It is respectfully requested that we be permitted to fill a currently vacant County Road Equipment Operator II (CREO II) position at our District I maintenance facility located on Terminal Road in Montgomery. The employee that was in this position was recently promoted to a Traffic Control Technician I.

Forwarded herewith is the position fill request form pertaining to this vacancy. This position is funded in our current FY 2016 budget. Let me know if you have any questions or if any additional information is needed. Thank you for your assistance with this matter.

Attachments

End of Memorandum

January 7, 2016

<u>MEMORANDUM</u>

TO: Donald L. Mims
County Administrator

FROM: George C. Speake
County Engineer

SUBJECT: Position Fill Request for Service Maintenance Worker II

It is respectfully requested that we be permitted to fill a currently vacant Service Maintenance Worker II (SMW II) position at our District III maintenance facility located in Ramer. The employee that was in this position was recently promoted to a CREO I.

Forwarded herewith is the position fill request form pertaining to this vacancy. This position is funded in our current FY 2016 budget. Let me know if you have any questions or if any additional information is needed. Thank you for your assistance with this matter.

Attachments

End of Memorandum

Commissioner Hall made a motion to approve the requests. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 9-2, 9-4, 9-6, and 9-8, are attached to these Minutes.)

VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (9)

Administrator Mims recommended the following Travel/Training Requests for approval by the Commission:

DEPARTMENT		TRAVEL/TRAINING REQUESTS
1.	County Commission	Request Number 14
2.	Information Systems	Request Number 2
3.	Sheriff's Office	Request Numbers 14, 15, and 16
4.	Risk Management	Request Numbers 6 and 7
5.	Personnel Department	Request Number 4
6.	Community Corrections	Request Number 2

Vice Chairman Harris made a motion to approve the requests. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copies of Travel/Training Requests, Agenda Pages 10-1 through 10-9, are attached to these Minutes.)

WAIVE RULES

Chairman Dean requested to waive rules and add the following items to the agenda, and his fellow Commissioners concurred:

PERSONNEL DEPARTMENT – APPROVED BUDGET CHANGE REQUEST NUMBER 1

Administrator Mims requested approval of Budget Change Request Number 1, Personnel Department.

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 11-1, is attached to these Minutes.)

COUNTY COMMISSION APPROPRIATIONS – APPROVED BUDGET CHANGE REQUEST NUMBER 25 FOR $5,500 TO ALABAMA STATE UNIVERSITY COLLEGE OF BUSINESS ADMINISTRATION FOR THE FOUNDERS DAY OBSERVANCE HONORING DR. PERCY J. VAUGHN, JR.

Administrator Mims requested approval of Budget Change Request Number 25, County Commission Appropriations.

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 12-1, is attached to these Minutes.)

COUNTY COMMISSION – ADOPTED RESOLUTION HONORING DR. PERCY J. VAUGHN, JR.

Administrator Mims presented the following memorandum and resolution from Public Affairs Director DiDi Henry:

January 13, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: DiDi Henry
Public Affairs Director

SUBJECT: Waive Rules – Resolution honoring Dr. Percy J. Vaughn, Jr.

Chairman Dean has asked that the Commission approve a resolution honoring Dr. Percy J. Vaughn, Jr., founding dean of the College of Business at Alabama State University. He is retiring after 35 years of service and will be honored at a black tie dinner soon. I am requesting Waive Rules for this resolution, so that it will be ready to present at the dinner.

Thank you for your consideration.

End of Memorandum

RESOLUTION

WHEREAS, Dr. Percy J. Vaughn Jr., is the founding dean of the College of Business Administration at Alabama State University; and

WHEREAS, more than 5,000 students have graduated from the ASU College of Business Administration during his 35 years of service to Alabama State University; and

WHEREAS, under his effective and dedicated leadership, students were taught and trained to take their place in the global workplace as successful business leaders and entrepreneurs; and

WHEREAS, Dr. Vaughn was instrumental in the establishment of the Small Business Development Center at Alabama State University, which has been a training and counseling center for Montgomery Area business professionals. Through the Small Business Development Center, Dr. Vaughn has helped to create more than 200 businesses and to procure approximately $19 million in capital loans and equity; and

WHEREAS, he is also to be commended for his dedication to the community, as he has lent his expertise to numerous civic boards including serving as founding members of Leadership Montgomery and One Montgomery; and

WHEREAS, Dr. Vaughn is highly regarded as an academic visionary whose innovation and dedication have helped Alabama State University establish global connections that have benefitted students, graduates, the community and the State of Alabama for nearly half a century,

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby recognize and honor Dr. Percy J. Vaughn Jr., and commend him for his many significant contributions during his 35 years of leadership and service to Alabama State University and Montgomery County, Alabama, and wish him well in his retirement.

We hereby certify that the above Resolution was presented by the Montgomery County Commission on this, the 19th day of January, 2016.

End of Resolution

Commissioner Walker made a motion to adopt the resolution. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission.

<u>COUNTY COMMISSION – APPROVED ESTABLISHMENT AND ALLOCATION OF A NEW CLASSIFICATION, GENERAL SERVICES DIRECTOR, AND RELATED POSITION FILL REQUEST</u>

Administrator Mims requested approval of establishment and allocation of a new classification, General Services Director, and related position fill request.

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copies of Email, Memorandum, and Job Description, Agenda Pages 14-1 through 14-6, are attached to these Minutes.)

COMMENTS BY COMMISSIONERS AND ATTENDEES

County Engineer George Speake asked the employees of engineering to come down to the podium area to be recognized. He stated that he wanted to recognize them for their sacrifice of time away from their families during the Christmas holiday. He told the audience that these employees volunteered to work on the roads and man the barricades during the flooding over the holidays. He listed each employee by name and thanked them for the work they did and their quick responses. Chairman Dean informed the audience that this is the first time they are being recognized for a job they do every day. He asked that a letter and a certificate of appreciation be given to each of the employees. He stated that the Commissioners cannot do what they do and that he can't imagine being out there. He told them that he loves and appreciates each of them. Each Commissioner proceeded to shake the hand of each employee.

Commissioner Hall wished the audience a Happy New Year again. He stated that the engineering employees that volunteered are a dedicated crew who went above and beyond the call of duty, putting themselves in danger. He said most of the damage was in his and Chairman Dean's districts. He thanked County Engineer Speake for arranging for the employees to come in and be recognized.

Chairman Dean told the audience good morning. He expressed his appreciation for the students' participation and everyone smiling in unity.

Vice Chairman Harris expressed his appreciation for the students coming in and helping kick off the 200th Year Anniversary. He stated that the Commission will be doing this all year. He presented the certificates to each of the students and thanked them.

Chairman Dean requested to waive rules and add to the agenda the miscellaneous appropriation to Alpha Upsilon Lambda Chapter Educational Foundation, Alpha Phi Alpha Fraternity, Inc., for 20th Annual MLK Breakfast in the amount of $125 and an appropriation to BOE, Sidney Lanier High School, for Honors' Day Program in the amount of $200, and his fellow Commissioners concurred. Vice Chairman Harris made a motion to approve the requests. The motion was seconded by Commissioner Hall and unanimously approved by the Commission.

ADJOURNMENT

Commissioner Hall made a motion to adjourn the meeting of the Montgomery County Commission on January 19, 2016, at 10:10 a.m. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission.

AGENDA

JAN 19 2016

1-11-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 12-31-15

Check Number	To	Check Number
257677		257747
Total Checks Paid		$493,808.26

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

AGENDA

JAN 19 2016

1-11-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 1-8-16

Check Number	To	Check Number
257748		257793
Total Checks Paid		$255,727.23

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

1-11-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 1-8-16

Check Number	To	Check Number
257794		257879
Total Checks Paid		$629,612.99

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

1/11/16 Meeting

AGENDA

JAN 19 2016

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED
1/8/16

Payroll Check Number	124586	To	Payroll Check Number	124654	$ 55,218.53
Direct Deposits					$ 922,080.81
Payroll Check Number	124655	To	Payroll Check Number	124679	$ 265,489.81
Direct Deposits					$ 392,903.39
Federal Deposits					$ 371,064.06
Total Payroll Paid					$ 2,006,756.60

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

CFDA TITLE: Homeland Security Grant Program
CFDA#: 97.067

COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM

ASSISTANCE ALLOCATION – LETTER OF AGREEMENT

1. Administrator Name & Address:		2. Issuing Office & Address:	
MONTGOMERY COUNTY SHERIFF'S DEPARTMENT 115 S. PERRY ST MONTGOMERY, AL 36104-4243		Alabama Law Enforcement Agency P.O. Box 304115 Montgomery, AL 36130-4115	
3. FY	4. Amount of:	5. Effective Dates	6. Award Number:
2014	Federal: $50,000.00 Total: $50,000.00	Begin:12/01/2015 End: 06/01/2016	4ATL

MONTGOMERY COUNTY SHERIFF'S DEPARTMENT is herein referred to as the Administrator, the Alabama Law Enforcement Agency is herein referred to as ALEA, and FY 2014 is herein referred to as the Agreement Fiscal Year.

1. Applicable Federal Regulations and Guidance: The Administrator and the Equipment Recipient must comply with the Code of Federal Regulations (CFR), as applicable: 2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, and 230. The Administrator and Equipment Recipient must comply with the provisions of 44 CFR: Emergency Management and Assistance, applicable to grants and cooperative agreements, including Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. The Administrator and Equipment Recipient must comply with Federal Acquisition Regulation Sub-part 31.2, Contracts with Commercial Organizations. The Administrator and Equipment Recipient must comply with all applicable guidelines and requirements in the Funding Opportunity Announcement for these funds.

2. Allowable Costs: The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable Code of Federal Regulation referenced above.

3. Audit Requirements: The Administrator and Equipment Recipient agree to comply with the requirements of OMB Circular A-133. Further, records with respect to all matters covered by this award shall be made available for audit and inspection by ALEA and/or any of its duly authorized representatives. If required, the audit report must specifically cite that the report was done in accordance with OMB Circular A-133. If a compliance audit is not required, a written certification must be provided at the end of each audit period stating that the Administrator has not expended the amount of federal funds that would require a compliance audit. The Administrator agrees to accept these requirements.

4. Non-Supplanting Agreement: The Administrator and the Equipment Recipient shall not use Federal Homeland Security Grant Program funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the sub-grantee must stop charging the grant for the new position. Upon filling the vacancy, the Administrator may resume charging for the grant position.

5. Project Implementation: The Administrator and the Equipment Recipient agrees to implement all projects within 90 days following the award effective date or be subject to automatic cancellation of the award. Evidence of project implementation must be detailed in the first Biannual Strategy Implementation Report (BSIR) following the award.

6. Written Approval of Changes: Any mutually agreed upon changes to this award must be approved in writing by ALEA, prior to implementation or obligation and shall be incorporated in written amendments to this award. This procedure for changes to the approved award is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.

7. Individual Consultants: Billings for individual consultants/contractors must include at a minimum: a description of services; dates of services; number of hours for services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates.

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8. Bidding Requirements: The Administrator and Equipment Recipient must comply with proper competitive bidding procedures as required by 28 CFR Part 66 (formerly OMB Circular A-102) or OMB Circular A-110, as applicable, and pertinent provisions of the Code of Alabama, including, but not limited to, Section 11-47-6. Failure to follow the Federal, State and local required bidding procedures will result in purchases not being eligible for reimbursement with federal funds.

9. Personnel and Travel Costs: The US DHS Financial Guide is the source document for all Homeland Security Grant Program related financial matters, including personnel and travel costs. The Administrator must comply with the provisions in this guide. This guide has been distributed by ALEA annually during the past several years and is available online and upon request. Personnel and travel costs must comply with local, State and Federal policies and procedures, and policies must be applied uniformly to travel costs. Travel costs must not exceed the rate set by State regulation; *however, at no time can the travel and lodging rates exceed the federal rates established by the U.S. General Services Administration (GSA).* Also note that the US DHS Financial Guide provides a listing of unauthorized expenses. Be advised that tips while on travel are not allowable and food/beverage expenses are restricted.

10. Terms of Grant Period: Funds may not be obligated prior to the effective date of the grant. The final request for payment must be submitted no later than thirty (30) calendar days after the end of the grant period. Also, any obligation of funds dated after the expiration of the grant period will not be eligible for reimbursement.

11. Utilization and Payment of Funds: Funds awarded are to be expended only for purposes and activities included in the approved project plan and budget. Items submitted for reimbursement must be documented in the budget detail worksheet in order to be eligible for reimbursement. Failing to meet this requirement without prior written approval will result in a payment adjustment to correct previous overpayments, disallowances or under payments resulting from audit.

12. Recording and Documentation of Receipts and Expenditures: The Administrator's accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the award are for allowable purposes. Equipment purchases may only include items included in the Authorized Equipment List (AEL). Additionally, effective control and accountability must be maintained for all award cash, real property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payroll documentation, time and attendance records, contract documents, award documents, etc.

13. Financial Responsibility: The financial responsibility of the Administrator must be such that the Administrator can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems shall meet the following minimum criteria:

a. Accounting records should provide information needed to adequately identify the receipt of funds under each award and the expenditure of funds for each award;

b. Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located;

c. The accounting system should provide accurate and current financial reporting information;

d. The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

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14. Property Management Requirements:

a. Effective control and accountability must be maintained for all award-purchased property. The Administrator and the Equipment Recipient must adequately safeguard all such property and must assure that it is used solely for authorized purposes. The Administrator and the Equipment Recipient will ensure proper use, maintenance, protection and preservation of such property. All equipment acquired under a Federal award will be stored on public property. Title to non-expendable property acquired in whole or in part with award funds shall be vested with the Administrator or the Equipment Recipient.

b. The federal procedures for managing equipment will be the responsibility of the Administrator. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, at a minimum, meet the following requirements:

(1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
(2) A physical inventory of the property must be taken and the results reconciled with property records at least once every two years.
(3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
(4) Adequate maintenance procedures must be developed to keep the property in good condition.
(5) If the non-Federal entity is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

c. Disposition: Equipment shall be used in the program or project for which it was acquired as long as needed, whether or not the program or project continues to be supported by Federal funds. Property may be retained by the Administrator agency and signed out to other NIMS compliant agencies on an as-needed basis, or property may be signed over to another NIMS complaint agency permanently. Property will only be transferred for disposal if it is certified as no longer serviceable and coordinated in advance with ALEA. Theft, destruction, or loss of property shall be reported to ALEA immediately.

d. Vehicles: The AEL, section 12 (Vehicles) indicates that special-purpose vehicles may be purchased and used only for the transport of CBRNE terrorism response equipment and personnel to the incident site. *These vehicles may not be used for routine administration or daily operations*. The mileage for all vehicles purchased with Homeland Security Grant Program (HSGP) funds will be checked during periodic monitoring visits. Licensing, registration, insurance and other fees are the responsibility of the jurisdiction and are not allowable under this grant. In addition, general purpose vehicles (patrol cars, executive transportation, etc.), fire apparatus and non-CBRNE tactical/armored assault vehicles are not allowable.

e. Equipment Marking: The Administrator and the Equipment Recipient agree that, when practicable, any equipment purchased with HSGP funds shall be prominently marked as follows: Purchased with funds provided by the U.S. Department of Homeland Security. Decals displaying the ALEA logo and the above phrasing may be obtained by contacting ALEA.

15. Performance: Funds may be terminated or fund payments discontinued by ALEA where it finds a substantial failure to comply with the provisions of the legislation governing these funds or regulations promulgated, including those award conditions or other obligations established by ALEA. In the event the Administrator or the Equipment Recipient fails to perform the services described herein and has previously received an award from ALEA, the full amount of the payments made shall be reimbursed to ALEA. However, if the services described herein are partially performed, and the sub-grantee has previously received financial assistance, then a proportional reimbursement shall be made to ALEA for payments made.

16. Deobligation of Funds: All expenditures of award funds must be completed and the award closed out within thirty (30) calendar days of the end of the award period. Failure to close out the award in a timely manner will result in an automatic deobligation of the remaining award funds by ALEA.

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17. Americans with Disabilities Act of 1990 (ADA): The Administrator and the Equipment Recipient must comply with all requirements of the Americans with Disabilities Act of 1990 (ADA), as applicable.

18. Compliance with Section 504 of the Rehabilitation Act of 1973 (Handicapped): All recipients of Federal funds must comply with Section 504 of the Rehabilitation Act of 1973. Therefore, the Federal funds recipient pursuant to the requirements of the Rehabilitation Act of 1973 hereby gives assurance that no otherwise qualified handicapped person shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of or be subject to discrimination, including discrimination in employment, in any program or activity that receives or benefits from Federal financial assistance. The recipient agrees it will ensure that requirements of the Rehabilitation Act of 1973 shall be included in the agreements with and be binding on all of its sub-grantee, contractors, subcontractors, assignees or successors.

19. Utilization of Minority Businesses: Administrators and Equipment Recipients are encouraged to utilize qualified minority firms where cost and performance of major contract work will not conflict with funding or time schedules.

20. Political Activity: None of the funds, materials, property or services provided directly or indirectly under this agreement shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office, or otherwise in violation of the provisions of the "Hatch Act."

21. Debarment Certification: With the signing of the cooperative agreement, the Administrator and the Equipment Recipient agrees to comply with Federal Debarment and Suspension regulations as outlined in the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions" form.

22. Drug-Free Workplace Certification: This Certification is required by the Federal Drug-Free Workplace Act of 1988. The federal regulations, published in the January 31, 1989, Federal Register, require certification by state agency recipients that they will maintain a drug-free workplace. The certification is a material representation of fact upon which reliance will be placed when ALEA determines to award the funds. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of the award, or government-wide suspension or debarment.

23. Publications: The Adminsitrator agrees that all publications created with funding under this award shall prominently contain the following statement: "This Document was prepared under a grant from the Office of Grants & Training (G&T), FEMA. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of G&T or the U.S. Department of Homeland Security". The Administrator also agrees that one copy of any such publication will be submitted to ALEA to be placed on file and distributed as appropriate to other potential interested parties. ALEA may waive the requirement for submission of any specific publication upon submission of a request providing justification from the Administrator.

24. Closed-Captioning of Public Service Announcements: Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of the federal government shall include closed captioning of the verbal content of such announcement.

25. Fiscal Regulations: The fiscal administration of awards shall be subject to such further rules, regulations and policies concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as may be prescribed by ALEA guidelines or "Special Conditions" placed on the award.

26. Compliance Agreement: The Administrator and the Equipment Recipient agree to abide by all Terms and Conditions including "Special Conditions" placed upon the award by ALEA. Failure to comply could result in a "Stop Payment" being placed on the award.

27. Leasing of Space: Requests to lease space for any purpose must be coordinated in advance with ALEA and documented in budget detail worksheets. Specific provisions are provided below.

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a. Equipment Storage: Rental or leasing of space for a newly acquired, allowable equipment items is allowable. Funds may be used to cover only the portion of the rental/lease period that occurs during the award project period. Supplanting of previously planned or budgeted activities is strictly prohibited.

b. Exercises: Rental or leasing of space for design, development, conduct and evaluation of exercises is allowable. This includes the costs related to the rental of space/locations for both exercise planning and conduct.

c. Office Space: Leasing of office space is generally not authorized. In certain cases, it may be approved based on the requirements for hiring new personnel. The request to lease space for new personnel must be coordinated in advance with ALEA. If approved, the total cost of space may not exceed the rental cost of comparable space and facilities in a privately-owned building in the same locality. Information to demonstrate that a comparison was conducted by the sub-grantee regarding current market costs for space in the same locale should be made available upon request by the State Administrating Agency (SAA, ALEA) or its representative for audit purposes. The cost of space procured for program usage may not be charged to the program for periods of non-occupancy. Rent cannot be paid if the building is owned by the sub-grantee or if the sub-grantee has a substantial financial interest in the property. The total square footage covered by the lease, total square footage being charged to the award (based on the amount needed for program implementation) and the cost per square foot agreement must be provided to the SAA (ALEA). A copy of the signed lease agreement must be submitted to the SAA before reimbursement is made for the space. Please note that the award can only be charged for the portion of rental costs in accordance with the above requirements. The award cannot be used for mortgage payments, as this is unallowable.

28. <u>Suspension or Termination of Funding</u>: ALEA may suspend, in whole or in part, and/or terminate funding for or impose other sanctions on a Administrator or Equipment Recipient for any of the following reasons:

a. Failure to comply substantially with the requirements or statutory objectives of the 2003 Omnibus Appropriations Act issued there under, or other provisions of Federal Law.

b. Failure to adhere to the requirements, standard conditions or special conditions of this award, including property accountability and vehicle usage.

c. Proposing or implementing substantial program changes to the extent that, if originally submitted, the agreement would not have been issued.

d. Failure to submit reports on a semi-annual basis and as otherwise required.

e. Filing a false certification, other report or document.

f. Other good cause shown.

29. <u>National Incident Management System (NIMS)</u>: The SAA met the NIMS compliance requirements in order to receive FY14 Homeland Security Grant Program funding. The jurisdictions and agencies that have complied with NIMS requirements by the annual deadline are also eligible to receive FY14 Homeland Security Grant Program funding.

a. The Administrator of FY14 Homeland Security Grant Program funding (i.e., those that met the NIMS compliance requirements) may only allocate Homeland Security Grant Program funding for those cities, towns, and agencies that also met the annual NIMS requirements. The listing of NIMS compliant jurisdictions and agencies will be documented, maintained, and distributed by the NIMS point of contact at AEMA.

b. If any Administrator allocates Homeland Security Grant Program funding for a city, town or agency that is <u>not</u> NIMS compliant, the reimbursement claim will not be processed by ALEA and the claim will be returned without action.

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30. Alabama Mutual Aid System Agreement (AMAS): When funding is provided for Alabama Mutual Aid System (AMAS) related activities, the Equipment Recipient agrees to remain a party to the AMAS program.

31. Budget Detail Worksheet (BDW):

a. The Administrator will submit a BDW to the Alabama Law Enforcement Agency (ALEA). The Administrator must receive approval of the BDW in writing from ALEA prior to obligating funds, making commitments, or purchasing any of the requested items. The BDW submitted by the Administrator will provide a complete and detailed description of the items to be purchased (equipment, training, and exercises), and will also provide a valid estimate of the actual quantities and costs for the items. The items listed on the BDW must be allowable in accordance with the US DHS Homeland Security Grant Program guidance. Any equipment requested must also be listed on the current version of the Authorized Equipment List (AEL). Additionally, a revised BDW must be submitted for addition or deletion of any items from the original worksheet. If additions, deletions, or changes in cost total $5,000.00 or more, a new signature sheet by stakeholders is required to be submitted with the BDW revision. Electronic copies of BDW must be submitted within 60 days of receipt of this award. The electronic BDW is a requirement in addition to the paper copy that is submitted.

b. In regard to Law Enforcement, the Administrator agrees to spend the appropriate percentage of this award in compliance with US DHS Homeland Security Grant Program guidance and ALEA special instructions. Additionally, the dollar amount and overall percentage for Law Enforcement expenditures will be documented in a letter and submitted with the BDW.

32. Metropolitan Medical Response System (MMRS):

a. The MMRS leadership shall ensure that local strategic goals, objectives, operational capabilities, and resource requirements align with State's Homeland Security strategies. The responsibilities of MMRS Administrators are to:

- Establish and support designated MMRS leadership, such as a Steering Committee, to act as the designated POCs for program implementation. Committees must be established and meet on an appropriate periodic basis in accordance with the committee charter. In addition to appropriate local officials and stakeholders, the committee membership must also include a representative from the State Department of Public Health.
- Promote integration of local emergency management, health, and medical systems with their Federal and State counterparts through a locally established multi-agency, collaborative planning framework.
- Promote sub-State regional coordination of mutual aid with neighboring localities.
- Enhance, using MMRS funds, sub-State regional planning and training to expand and improve an integrated, inclusive health and medical response to mass casualty events.
- Validate the Administrator's local emergency response capability to a mass casualty incident by means of a regular schedule of exercises that are Homeland Security Exercise and Evaluation Program (HSEEP)-compatible.
- Coordinate all MMRS expenditures with the local health department and, where appropriate, local representatives who manage PHEP grants, managed by CDC, and HPP, managed by HHS-ASPR, and Strategic National Stockpile.
- Have applicable and up to date plans for responding to mass casualty incidents caused by any hazard.
- Applicable procedures and operational guides to implement the response actions within the local plan including patient tracking that addresses identifying and tracking children, access and functional needs population, and the elderly and keeping families intact where possible.
- Identify resources for medical supplies necessary to support children during an emergency, including pharmaceuticals and pediatric-sized equipment on which first responders and medical providers are trained.
- Have subject matter experts, durable medical equipment, consumable medical supplies and other resources required to assist children and adults with disabilities to maintain health, safety and usual levels of independence in general population environments.

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b. Budget detail worksheets will document program expenses as prescribed in other sections of the Homeland Security Grant Program guidance. Budget detail worksheets will be prepared and provided to ALEA for approval in advance of spending in order to document the annual plan and to ensure that MMRS funds are used in accordance with MMRS program guidelines.

33. Exercises: All exercises conducted with Homeland Security Grant Program funding must be executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP), must be aligned with NIMS, the State THIRA, and the priorities and capabilities identified in the Multi-year Training and Exercise Plan. The Alabama Emergency Management Agency (AEMA) serves as the single point of contact (POC) for Homeland Security and Emergency Management related exercises within the state. All exercises must be coordinated in advance with the designated AEMA exercise point of contact in advance of the exercise planning cycle. The AEMA POC must be kept informed during each step of the exercise process. In accordance with HSGP guidance, award recipients must ensure that an After Action Report and Improvement Plan are prepared for each exercise conducted with US DHS/FEMA support (grant funds and direct support). The two reports must be coordinated with the AEMA exercise POC and submitted with reimbursement requests.

34. Overtime and Backfill: Administrators must read and comply with the funding restrictions provided in FY14 Homeland Security Grant Program guidance. A summary of the funding restrictions pertaining to overtime is provided below. Overtime will not typically be authorized and all requests for overtime must be coordinated in advance and approved by ALEA.

a. Organizational Overtime: Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and *specifically requested by a Federal agency*. Allowable costs are limited to overtime associated with federally requested participation in eligible fusion activities including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), US DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams.

b. Operational Overtime: In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism, operational overtime costs are allowable for increased security measures at critical infrastructure sites during US DHS-declared periods of increased security. Subject to these elevated threat level conditions, HSGP funds requested for organizational costs may be used to support select operational expenses associated with increased security measures at critical infrastructure sites. In order to expend HSGP funds on operational overtime costs, prior approval in writing must be provided by the FEMA Administrator. Consumable costs, such as fuel expenses, are *not allowed* except as part of the standard National Guard deployment package.

35. Construction and Renovation: The use of HSGP funds for construction and renovation is generally prohibited unless it is a necessary component of a security system at a designated critical infrastructure facility or unless it involves erection of communications towers included in the interoperable communications plan. Construction and renovation projects must be coordinated in advance with ALEA and documented/approved in budget detail worksheets. Additionally, the Administrator must provide to the SAA (ALEA) appropriate documentation required by HSGP guidance (for forwarding to FEMA) prior to any draw down of funds. Administrators must also refer to and comply with FEMA information bulletin #329, Environmental Planning and Historic Preservation Requirements for Grants. Projects which are initiated or completed before an EHP review has been approved, where HSGP funds are to be used, will not be eligible for funding. MMRS funds may not be used for any type of construction.

36. Special Instructions: This grant is for costs related to the virtual/simulated Active Shooter Program.

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CERTIFICATION BY THE ADMINISTRATOR

I certify that I understand and agree to comply with the general and fiscal provisions of this cooperative agreement including the terms and conditions; to comply with provisions of the regulations governing these funds and all other federal, state and local laws that apply; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to perform the tasks of Administrator as they relate to the requirements of this cooperative agreement; that costs incurred prior to award approval may result in the expenditures being absorbed by the Administrator; and that the receipt of these funds will not supplant state or local funds.

Name: Derrick Cunningham

Title: Sheriff

Agency Address: 115 S. Perry St., Montgomery, AL 36104

Phone Number: 334832.1646

Fax Number: 334.832.7113

Mobile Number: 334.850.1329

E-Mail Address: DerrickCunningham@mc-ala.org

Signature: Date: 12.28.2015

CERTIFICATION BY COUNTY OFFICIAL AUTHORIZED TO SIGN

I certify that I understand and agree to comply with the general and fiscal provisions of this cooperative agreement including the terms and conditions; to comply with provisions of the regulations governing these funds and all other federal, state and local laws that apply; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to perform the tasks of the Official Authorized to Sign as they relate to the requirements of this cooperative agreement; that costs incurred prior to award approval may result in the expenditures being absorbed by the Administrator; and, that the receipt of these funds will not supplant state or local funds.

Name: Elton N. Dean, Sr.

Title: Chairman

Agency Address: 100 S. Lawrence St. Montgomery, AL 36104

Phone Number:

Signature: Date:

NOTE: THE HS POC AND THE COUNTY OFFICIAL AUTHORIZED TO SIGN CANNOT BE THE SAME PERSON. ANY STAFF FUNDED UNDER THIS AWARD MAY NOT BE ANY OF THE ABOVE OFFICIALS WITHOUT ALEA APPROVAL.

CERTIFICATION BY RECIPIENT OF FEDERAL GRANT FUNDED ITEMS

I certify that I understand and agree to comply with the general and fiscal provisions of this cooperative agreement including the terms and conditions; to comply with provisions of the regulations governing these funds and all other federal, state and local laws that apply; that all information presented is correct.

Name:

Title, Agency, Agency Address, Phone Number:

Signature: Date:

CERTIFICATION BY STATE HOMELAND SECURITY ADVISOR

Name: Spencer Collier

Title: Secretary, Alabama Law Enforcement Agency

Signature: Date: 12/14/2015

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CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Sub-grantees should refer to the regulations cited below to determine the certification to which they are required to attest. Sub-grantees should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under the applicable CFR covering New Restrictions on Lobbying, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certifications shall be treated as a material representation of fact upon which reliance will be placed when the State Funding Agency (SCEMD) determines to award the covered transaction, grant or cooperative agreement.

1. LOBBYING
As required by Section 1352, Title 31 of the U.S. Code, and implemented by the applicable CFR, for persons entering into a grant or cooperative agreement over $100,000, as defined by the applicable CFR, the applicant certifies that:

A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -- LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

C. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (SUB-RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented under the applicable CFR, for prospective participants in primary covered transactions, as defined in the applicable CFR --

A. The applicant certifies that it and its principals:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A(2) of this certification; and

(4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

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CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

3. A. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS) -- APPLICABLE TO SUB-GRANTEES **RECEIVING $50,000 OR MORE, AND ALL STATE AGENCIES REGARDLESS OF AWARD AMOUNT.**

As required by the Federal Drug-Free Workplace Act of 1988 and implemented under the applicable CFR for grantees --

The applicant certifies that it will or will continue to provide a drug-free workplace by:

(1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(2) Establishing an on-going drug-free awareness program to inform employees about --
- (a) The dangers of drug abuse in the workplace;
- (b) The grantee's policy of maintaining a drug-free workplace;
- (c) Any available drug counseling, rehabilitation and employee assistance programs, and
- (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(3) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1);

(4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will --

- (a) Abide by the terms of the statement; and
- (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(5) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (4)(b), from an employee or otherwise receiving actual notice of such conviction. Employers or convicted employees must provide notice, including position title, to the State Funding Agency. Notice shall include the identification number(s) of each affected grant;

(6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted --

- (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5) and (6).

B. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS) -- **APPLICABLE TO SUB-GRANTEES RECEIVING $50,000 OR MORE.**

As required by the Federal Drug-Free Workplace of 1988, and implemented under the applicable CFR for sub-grantees --

A. As a condition of the grant I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to the State Funding Agency.

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CFDA TITLE: Homeland Security Grant Program
CFDA#: 97.067

ACCEPTANCE OF AUDIT REQUIREMENTS

We agree to have an audit conducted in compliance with OMB Circular A-133, if required. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit ($500,000). If required, we will forward for review and clearance a copy of the completed audit(s) to the following:

Alabama Law Enforcement Agency
Accounting Office
Post Office Box 304115
Montgomery, Alabama 36130-4115

The following is information on the next organization-wide audit which will include this agency:

1. *Audit Period:	Beginning		Ending	
2. Audit will be submitted to ALEA Accounting Office by:				
		(Date)		

NOTE: The audit or written certification must be submitted to ALEA, ***no later than the ninth month after the end of the audit period.***

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire award period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular A-133.

Any information regarding the OMB Circular audit requirements will be furnished by ALEA, upon request.

***NOTE: The Audit Period is the organization's fiscal or calendar year to be audited.**

Failure to complete this form will result in your award being delayed and/or cancelled.

Form Completed By
Name: Elton N. Dean, Sr. Title: Chairman

Signature:

Initial Here DC
1-12

Interoffice Memo

Date: December 28, 2015

To: Donnie Mims

Cc: Sheriff Derrick Cunningham, Major Jon Briggs, Florence Cauthen

From: Lou Ialacci

Re: Nitorco, Inc. Master Service Agreement (MSA) and SOW

The County Commission in its November 22, 2010 meeting approved a Master Service Agreement (MSA) with Nitorco, Inc. The MSA term remains in effect on a month to month basis. Nitorco is a law enforcement software development company that has been providing software systems and maintenance services to MCSO for the past five years. Their systems are being used currently in most area of the Sheriff's Office, like dispatch, records management, incident/offense reporting, pistol permits, warrants, jail booking, jail reporting and many other public safety functions. The current base systems are almost five years old and need to be updated to newer technology and features to meet the current requirements in public safety.

I am recommending the E911 Board /Montgomery County Commission approve the attached Statement of Work (SOW) documents from Nitorco, Inc. The documents outline the work to be performed and the associated costs. The total cost of these next phases is $479,000 and is projected to take approximately three years. The pricing is a not to exceed amount based on the specifications provided by the MCSO and the Information Systems department. We request that a project account be established and funded annually with E 911 money for these enhancements. Any significant changes that would require additional funds would be presented to the E911 Board/County Commission for their approval.

Standard yearly maintenance and support for the current applications is an additional expense that is currently in the IS department's budget. The updated systems and new features will require an increase in annual maintenance and support. The rate is expected to go up each of the next three years to cover the more sophisticated systems.

2-2

The initial project with Nitorco to replace an old problematic system by NEC cost the County approximately $383,000, which included additional funds for minor additions and enhancements. The total costs for this project over eight years will be less than $900,000. This approach provides all the features and functions provided by major companies, like Motorola, Spillman, and New World Systems, but at a significantly lower cost.

Thank you for your support.

Memo

To: Lou Ialacci, Chief Information Technology Officer

From: Rodney Smith, IT Manager Systems

CC: Derrick Cunningham, Sheriff

Date: 12/28/2015

Re: Sheriff's Office Next Generation Computer Aided Dispatch (CAD) System

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The current Computer Aided Dispatch system requires certain system upgrades to prepare for the next generation of 9-1-1 systems. These necessary software upgrades will also provide a more modern updated technical architecture that will continue to allow future enhancements and additions. Listed below is a summary of the requested new features:

1. New CAD Graphical User Interface Design
   - CAD system will be upgraded to the latest Microsoft based system architecture to allow for future enhancements for 9-1-1 NG implementation
   - Implement use of simple mouse drag and drop functions
   - Command Line integration that will allow dispatchers to primarily use a keyboard during 9-1-1 high call volumes to dispatch emergency personnel and enter call detail information quickly without use of a mouse
   - Easier dispatching of Law Enforcement Units to 9-1-1 calls via centralized map centric based view of patrol cars and caller location
   - 9-1-1 call information sharing between dispatchers and law enforcement personnel
   - NCIC integration for faster suspect and warrant searches outside MCSO records management system
   - Mobile messaging interface to allow Dispatch to send AMBER or BOLO alerts in addition to other mission critical information to County Law Enforcement Mobile devices to reduce radio traffic
   - Ability to utilize additional Display Monitors per Dispatcher's work station to better organize important information
   - External System Integrations with EMS, Sheriff's Radio, & Tracking 911 Alarm Calls by Code

2. Integrate County's GIS Mapping System for both AVL and 9-1-1 caller information
   - Upgrade current AVL system capabilities to display enhanced real-time location information of the 9-1-1 caller and law enforcement personnel including Estimated Time of Arrival (ETA) information
   - Utilize and further enhance County's GIS ESRI based mapping system for most current 9-1-1 addressing information for City and County Street Numbers and Names.

3. New Law Enforcement Mobile applications
   - Ability to view active AMBER and BOLO Alerts as issued from Dispatch
   - Ability to receive real time CAD call detail information from Dispatch including ability to accept calls and notify dispatch of arriving on the scene
   - Develop Incident Offense Reporting system that electronically stores and send information as required by ACJIC for specific purpose of reporting Incidents, Offenses, and Arrests as recorded in Dispatch CAD system.
   - Map centric based interface design using County ESRI based mapping system that allows Law Enforcement to view AVL and 9-1-1 caller location information respectively

NITRCO
Software Systems

STATEMENT OF WORK (SOW)

FOR

MONTGOMERY COUNTY SHERIFF'S OFFICE

PUBLIC SAFETY SOFTWARE SYSTEMS UPGRADE AND IMPLEMENTATION OF NEW FEATURES AND FUNCTIONS

December 21, 2015

Revision 1.0

2-5

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Pricing 6

Project Overview

Montgomery County Sheriff's Office is in need of software upgrades for their existing Computer Aided Dispatch (CAD), Automated Vehicle Locator (AVL), Incident Offense Reporting, and ESRI GIS Mapping services. These necessary software upgrades will consist of the required technology updates as needed for the system interface with Montgomery County's E911 system. This project will consist of the following phases and statements of work as required by the Montgomery County Sheriff's Office:

Phase 1 – CAD Software Upgrades

- Application Design
- Call List
- Unit List and Maintenance
  - Ambulance
  - Patrol
  - Wrecker w/ Rotations
  - External Units
- Radio Log
  - Unit Log
  - Call Log
  - System Log
- Call Searching
- Quick Call adding

Phase 2 – AVL, ESRI GIS Mapping, E911 Integration

- ESRI GIS Maps for E911 and AVL
  - Show county map on screen
    - Basic Map navigation functionality – Pan,zoom, etc...
    - Show multiple layers – street, ortho, etc...
- Automated 911 Caller Location
  - Dynamically show call location on map
  - Show basic call information about call on map
    - Address
    - Status
    - Units en-route
- Automatic Vehicle Location
  - Show continually updating location of each tracked vehicle on the map.
  - Show basic unit information on the map
    - Unit Information
    - Status
    - Calls
  - Manage Unit Radio Information
  - Manage Person/Car relationships
- E911 and CAD Integration
  - Read call and ANI\ALI information

  - Create call based off of ANI\ALI
- Notifications based on external sources - Amber, Bolo, etc...

Phase 3 – Mobile In-Vehicle Software

- Dispatch
  - Silent Dispatch
  - Call information refresh
  - Status updating
  - Map of location
  - Turn by Turn directions to call
  - Add additional comments to call
  - Request additional support
- Notifications based on external sources - Amber, Bolo, etc...
- Simplified application similar to Desktop Application with additions below:
  - See other vehicles dispatched to same call
  - Display call location
  - Display current location
  - When not on a call, display surrounding calls & vehicles within a defined radius.
  - Displayed turn by turn driving directions on screen with highlighted route.
  - Offline Mode – if no internet is detected, features will be disabled as required.
- Send Message to Units

Phase 4 – Incident Offense Reporting

- CAD Integration for purpose of creation of all Incident, Offense, and Arrest Reports
- Database updates as required to meet State of Alabama UCR requirements
- Electronic creation and uploading required fields from Incident, Offense, and Arrest reports per ACJIC requirements
- Secure Juvenile information and report requirements as required by Alabama State Law
- Field Interviews

Phase 5 – System Integration

- NCIC Integration
  - Search for vehicle
  - Search for person
  - Auto alert search
  - Add items to NCIC

- ESRI GIS Mapping Enhancements for E911 and AVL
  - Geo-Fencing – Editing site to enter polygons, set alerts for entry and exit.
  - Geocoding and Reverse Geocoding
  - Integration with Additional data layers as they are built such as:
    - Fire Zone
    - Intersections
    - Fire Stations

        - EMS Zones
        - Beats
        - Bridges
        - PJ
        - Etc...
- Bread Crumb Trail - Trace prior vehicle routes.
- Closest Car – Set number of vehicles closest to incident by "As the crow flies", then give top 3 closest with drive times and distance.
- Excess Idle Time - Lists vehicles with excessive idle time.
- Not Reporting In
- Speeding Vehicles - Lists vehicles that exceeded a certain speed.
- Show ETA to call
- Show Directions to call
- Unit recommendation
    - By Agency
    - Unit Type
    - Unit Station
    - Zone
    - Proximity
    - Last Status Change
    - Location Properties (haz-mat, etc...)

Phase 6 – External System Integration

- Other Integrations
    - Car Cameras
    - Radio
    - EMS System
    - Fire System
    - VOIP
- Hazardous Materials Information
    - Chemical Names
    - Regulatory Names
    - Material Data
    - Health Hazard Potential
    - Flammability
    - Levels of Reaction
    - Scientific Formulation
    - DOT labeling
    - Physical State
- Security Alarms
    - Dispatch by alarm
    - Track calls to a given alarm code
    - Bill based on the number of calls to a given alarm code

Pricing

Phase	Pricing
Phase 1 – In Testing	$30,000
Phase 2 – AVL, Mapping	$47,500
Phase 3 – In Car Dispatch	$100,000
Phase 4 – Incident Offense	$119,500
Phase 5 – System Integration	$112,000
Phase 6 – External Systems	$70,000
Project Total	$479,000

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

Amendment
To
Contract for Cleaning of Inmate Jail Pods
In Montgomery County Detention Facility, Jail 2 and cleaning of Jail 1 (including cell blocks)

Amendment No. 2

Contract with Perfect Touch Janitorial Services, LLC for cleaning services at the Montgomery County Detention Facility Jail 2, is hereby modified to also include the cleaning of all control booths, as well as the cleaning of Jail 1 including cell blocks.

The price will increase from $2,235 to $8,035 for the initial cleaning and then $6,635 for subsequent semi-annual cleanings.

All other provisions of the contract remain the same.

WITNESS: PERFECT TOUCH JANITORIAL SERVICES

________________________ BY: ____________________ Date________

TITLE: ________________________________

WITNESS: MONTGOMERY COUNTY COMMISSION

________________________ BY: ____________________ Date________

TITLE: ________________________________

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Membership Dues Invoice

Date: December 1, 2015

Bill to:

Scott Kramer, MBA, ARM
City/County Director of Risk Managemnet
Montgomery County Commission, AL & City of Montgomery
PO Box 1667
Montgomery, AL 36102

Public Risk Management Association
700 So. Washington Street, Suite 218
Alexandria, VA 22314
Telephone: 703-528-7701
Fax: 703-739-0200

Your membership renewal is due soon

Thank you for your payment and support!

Invoice#: Due30Dec-Org79
Membership #: 10009399
Expires on: 12/31/2015
Member Type: Government Member

Details

Item #	Qty.	Description	Dues Amount	Total
	1	Government Member	$385	$385
		Just a reminder to keep us in mind and consider a PRIMA membership once again! PRIMA is "your association" and it continues to support its members to promote and advance the practice of public sector risk management profession.		$385

Don't miss your PRIMA benefits! You can renew online by going to http://www.primacentral.org. Renew now!

If paying by check, please make it payable to PRIMA and mail to
700 So. Washington Street Suite 218 Alexandria, VA 22314 or if by credit card:

Payment: Master Card ____ Visa ____ American Express ____

Card Number ______________________ Expiration Date ________ CVV # ________

Authorized Signature ______________________ Email ______________________
(required for receipt)

Billing address ____

City ______________________ State ________ Zip ______________

If you have any questions, contact Membership at bdones@primacentral.org

IMPORTANT: **Please disregard if you have already renewed. THANKS!**

4.2

PH&J architects inc.

CONTRACTOR'S SUMMARY

FORMERLY PEARSON, HUMPHRIES, JONES AND ASSOCIATES, INC. ARCHITECTS
P.O. BOX 215 MONTGOMERY, ALABAMA 36101 TELEPHONE (334) 265-8781

SUMMARY OF OWNER-CONTRACTOR ACCOUNT

PH&J Project: Renovations & Alterations to the Montgomery Co. Courthouse-Annex I-DA/Child Support Suites

To: Mr. Donnie Mims, Administrator
Montgomery Co. Commission
P.O. Box 1667
Montgomery, AL 36102-1667

Project: 1208-GVC

Contractor: Russell Construction of Alabama, Inc.

We have reviewed the Contractor's Application for Payment (Copy Attached) and have summarized below for your convenience this and previous applications, and the status of this account.

Record of Contract Adjustments

Date	Document	Subject	Add/Deduct Amount	Current Adjusted Contract Sum
07/21/14	Original Contract			2,850,274.00
12/10/14	Change Order #1	Add data wiring, plumbing issues, etc.	155,122.00	3,005,396.00
02/10/15	Change Order #2	Replace HVAC roof supports, DA mods, etc	224,133.00	3,229,529.00
05/27/15	Change Order #3	Reconcile security & data allowance	(250,000.00)	2,979,529.00
09/02/15	Change Order #4	Add'l work on 2nd floor, 3rd fl exhaust duct	12,190.00	2,991,719.00

Tabulation of Certified Payments

Pay Contractor > Russell Construction of Alabama, Inc. 74,793.00

Date	Certificate Number	Current Contract Sum	Amount of Attached Certificate	Previously Certified	Total Certified to Date	Balance not yet Certified
09/23/14	1	2,850,274.00	61,836.00	-	61,836.00	2,788,438.00
10/01/14	2	2,850,274.00	65,618.00	61,836.00	127,454.00	2,722,820.00
10/29/14	3	2,850,274.00	259,449.00	127,454.00	386,903.00	2,463,371.00
12/01/14	4	2,850,274.00	280,445.00	386,903.00	667,348.00	2,182,926.00
01/05/15	5	3,005,396.00	366,978.00	667,348.00	1,034,326.00	1,971,070.00
02/12/15	6	3,005,396.00	470,765.00	1,034,326.00	1,505,091.00	1,500,305.00
03/02/15	7	3,005,396.00	514,802.00	1,505,091.00	2,019,893.00	985,503.00
04/01/15	8	3,229,529.00	315,825.00	2,019,893.00	2,335,718.00	893,811.00
06/09/15	9	2,979,529.00	71,847.00	2,335,718.00	2,407,565.00	571,964.00
07/06/15	10	2,979,529.00	127,582.00	2,407,565.00	2,535,147.00	444,382.00
08/04/15	11	2,979,529.00	200,770.00	2,535,147.00	2,735,917.00	243,612.00
09/03/15	12	2,979,529.00	134,631.00	2,735,917.00	2,870,548.00	108,981.00
10/05/15	13	2,991,719.00	46,378.00	2,870,548.00	2,916,926.00	74,793.00
12/22/15	14-Final	2,991,719.00	74,793.00	2,916,926.00	2,991,719.00	-

PH&J architects, inc.

By: Chevette Culver

Chevette Culver

Distribution: 3 copies to owner

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702 (Instructions on reverse side) PAGE ONE OF ONE PAGES

TO OWNER:	Montgomery Ccounty Commission PO Box 1667 Montgomery AL 36102	PROJECT:	MCC Annex 1 DA & Child Support Suites 100 S Lawrence Street Montgomery AL	APPLICATION NO.: PERIOD TO: PROJECT NOS.:	14 31-Oct-15 D22	Distribution to: OWNER (x2) ARCHITECT CONTRACTOR
FROM CONTRACTOR:	Russell Construction of Alabama, Inc. 1616 Mount Meigs Road Montgomery, AL 36107 RCA Project No.: C10	VIA ARCHITECT:	PH&J Architects 807 S. McDonough Street Montgomery, AL 36104 Project No. 1208-GVC	CONTRACT DATE: NTP: CONTRACT DAYS: COMPL DATE:	21-Jul-14 18-Aug-14 434 26-Oct-15	

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. **ORIGINAL CONTRACT SUM** $ 2,850,274
2. **Net change by Change Orders** $ 141,445
3. **CONTRACT SUM TO DATE** (line 1 ± 2) $ 2,991,719
4. **TOTAL COMPLETED & STORED TO DATE** (Column G on G703) $ 2,991,719
5. **RETAINAGE:**
   a. 5.0% of Work Completed $ - (5% of 50%) (Columns D + E on G703)
   b. 5.0% of Stored Material (Columns F on G703)
   Total Retainage Line 5a + 5b or Total in Column 1 of G703 $ -
6. **TOTAL EARNED LESS RETAINAGE (LINE 4 - LINE 5)** $ 2,991,719
7. **LESS PREVIOUS PAYMENTS** $ 2,916,926
8. **CURRENT PAYMENT DUE** $ 74,793
9. **BALANCE TO FINISH, INCLUDING RETAINAGE** (line 3 less Line 6) $ -

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Previously approved changes	# 01 - # 03	$ 129,255	
Total approved this month	C/O # 04	$ 12,190	
TOTALS		$ 141,445	$ -
NET CHANGES by Change Order		$ 141,445	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Russell Construction of Alabama, Inc.

By: David R. Herring Date: 14-Dec-15

David R. Herring

State of: Alabama
County of: Montgomery
Subscribed and sworn to before me this 14th day of Dec-15

Notary Public: Jessica Anne West Shevell
My Commission expires: 9/27/17

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED 74,793

(Attach explanation if amount differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: PH&J Architects, Inc.
By: Date: 12-22-2015

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the owner under this Contract.

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APPLICATION FOR PAYMENT - SCHEDULE OF VALUES

A	B	C	D	E	F	G		H	I
ITEM NO	DESCRIPTION OF WORK	SCHEDULE OF VALUES	WORK COMPLETED			TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
	MCC Annex 1		14	THIS APPLICATION					
	DA & Child Support Suites		PREVIOUS APPLICATIONS	WORK	STORED MAT. ON SITE (NOT IN D OR E)				2.5%
1	Mobilization	2,500	2,500			2,500	100.0%	-	63
2	P & P bond	30,000	30,000			30,000	100.0%	-	750
3	Insurance	6,309	6,309			6,309	100.0%	-	158
4	Permiting	12,220	12,220			12,220	100.0%	-	306
5	Supervision	82,502	82,502			82,502	100.0%	-	2,063
6	Dumpsters/Trash removal	9,100	9,100			9,100	100.0%	-	228
7	General Conditions	32,089	32,089			32,089	100.0%	-	802
8	Contractor Fee	111,158	111,158			111,158	100.0%	-	2,779
9	Final Clean-Up	4,571	4,571			4,571	100.0%	-	114
	Demolition								
10	Phase 1	19,693	19,693			19,693	100.0%	-	492
11	Phase 2	8,000	8,000			8,000	100.0%	-	200
12	Concrete	1,020	1,020			1,020	100.0%	-	26
13	Concrete labor	1,573	1,573			1,573	100.0%	-	39
14	Masonry material & accessories	831	831			831	100.0%	-	21
15	Masonry labor	1,238	1,238			1,238	100.0%	-	31
16	Miscellaneous steel	15,898	15,898			15,898	100.0%	-	397
17	Ships ladders	4,130	4,130			4,130	100.0%	-	103
18	Installation of steel materials	3,202	3,202			3,202	100.0%	-	80
19	Studs / Lumber	1,110	1,110			1,110	100.0%	-	28
20	Blocking / Rough carpentry	3,086	3,086			3,086	100.0%	-	77
	Cabinetry, Counters & Millwork								
21	Millwork materials	66,459	66,459			66,459	100.0%	-	1,661
22	Installation of Millwork	41,000	41,000			41,000	100.0%	-	1,025
23	Casework	38,850	38,850			38,850	100.0%	-	971
24	Casework Installation	3,850	3,850			3,850	100.0%	-	96
	Roofing								
25	HVAC curb flashing - labor	13,069	13,069			13,069	100.0%	-	327
26	HVAC curb flashing material	2,200	2,200			2,200	100.0%	-	55
27	Penetration pockets - Labor	9,000	9,000			9,000	100.0%	-	225
28	Penetration pockets - material	1,462	1,462			1,462	100.0%	-	37
29	Roof Drain flashing	2,800	2,800			2,800	100.0%	-	70
30	Stucco	15,000	15,000			15,000	100.0%	-	375
	Stucco - Window patches								
	Plaster repair (interior)								
31	Sealants	1,000	1,000			1,000	100.0%	-	25
32	HM Frames	17,401	17,401			17,401	100.0%	-	435
33	Install HM Frames	2,095	2,095			2,095	100.0%	-	52
34	HM Doors or Wood Doors	25,615	25,615			25,615	100.0%	-	640
35	Finish Hardware	35,400	35,400			35,400	100.0%	-	885
36	Install Doors & Hardware	4,235	4,235			4,235	100.0%	-	106

6-4

APPLICATION FOR PAYMENT - SCHEDULE OF VALUES

A	B		D	E	F	G		H	I
ITEM	DESCRIPTION		WORK COMPLETED			TOTAL	%	BALANCE	RETAINAGE
NO	OF WORK					COMPLETED	(G/C)	TO FINISH	
	MCC Annex 1		14	THIS APPLICATION		AND STORED		(C-G)	
	DA & Child Support Suites	SCHEDULE				TO DATE			2.5%
		OF	PREVIOUS	WORK	STORED MAT.	(D+E+F)			
		VALUES	APPLICATIONS		ON SITE				
					(NOT IN D OR E)				
37	Aluminum Windows	13,130	13,130			13,130	100.0%	-	328
38	Install AL Windows	2,000	2,000			2,000	100.0%	-	50
39	Storefront & Entrances	10,355	10,355			10,355	100.0%	-	259
	Drywall - Insulation & ACT								
40	Project Management / Supervision	20,000	20,000			20,000	100.0%	-	500
41	Miscellaneous / H&C	12,000	12,000			12,000	100.0%	-	300
42	Metal Studs Materials	27,542	27,542			27,542	100.0%	-	689
43	Sheetrock Materials	33,100	33,100			33,100	100.0%	-	828
44	Insulation Materials	17,335	17,335			17,335	100.0%	-	433
45	ACT Materials	31,645	31,645			31,645	100.0%	-	791
46	Metal Stud Labor	84,000	84,000			84,000	100.0%	-	2,100
47	Sheetrock Labor	68,800	68,800			68,800	100.0%	-	1,720
48	Insulation Labor	7,938	7,938			7,938	100.0%	-	198
49	ACT Labor	25,000	25,000			25,000	100.0%	-	625
49	AWP	20,640	20,640			20,640	100.0%	-	516
	Floorcovering								
50	Carpet materials	70,250	70,250			70,250	100.0%	-	1,756
51	Carpet labor	8,650	8,650			8,650	100.0%	-	216
52	Vinyl Plank materials	10,540	10,540			10,540	100.0%	-	264
53	Vinyl Plank labor	5,665	5,665			5,665	100.0%	-	142
54	Hart Tile materials	17,220	17,220			17,220	100.0%	-	431
55	Hard Tile labor	10,695	10,695			10,695	100.0%	-	267
56	VCT & Rubber base	11,630	11,630			11,630	100.0%	-	291
	Painting & Coatings								
57	Primer on walls	11,500	11,500			11,500	100.0%	-	288
58	1st coat on walls	11,500	11,500			11,500	100.0%	-	288
59	2nd coat on walls	11,500	11,500			11,500	100.0%	-	288
60	Doors, casings and misc metals	11,500	11,500			11,500	100.0%	-	288
61	Paint materials	10,000	10,000			10,000	100.0%	-	250
62	Toilet Accessories	2,970	2,970			2,970	100.0%	-	74
63	Toilet Partitions	6,670	6,670			6,670	100.0%	-	167
64	Lockers	5,155	5,155			5,155	100.0%	-	129
65	Fire Extinguishers	2,110	2,110			2,110	100.0%	-	53
66	Install All Specialties	2,393	2,393			2,393	100.0%	-	60
67	Signs	24,284	24,284			24,284	100.0%	-	607
	HVAC								
68	Mobilization	1,500	1,500			1,500	100.0%	-	38
	Bond	4,403	4,403			4,403	100.0%	-	110
69	Mechanical Related Demoliton (Mezzanine)	5,585	5,585			5,585	100.0%	-	140
70	Mechanical Related Demolition (Penthouse)	2,999	2,999			2,999	100.0%	-	75
71	Mechanical Related Demolition (Open Floor Area)	13,107	13,107			13,107	100.0%	-	328

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APPLICATION FOR PAYMENT - SCHEDULE OF VALUES

A	B		D	E	F	G		H	I
ITEM NO	DESCRIPTION OF WORK		WORK COMPLETED			TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
	MCC Annex 1		14	THIS APPLICATION					
	DA & Child Support Suites	SCHEDULE OF VALUES	PREVIOUS APPLICATIONS	WORK	STORED MAT. ON SITE (NOT IN D OR E)				2.5%
72	New AC Equipment (AHU-21 and AHU-22)	75,281	75,281			75,281	100.0%	-	1,882
73	Installation of AHU-21 and AHU-22 (Labor)	4,000	4,000			4,000	100.0%	-	100
74	New AC Equipment (VFR System)	61,640	61,640			61,640	100.0%	-	1,541
75	Installation of VFR Equipment (Labor)	13,500	13,500			13,500	100.0%	-	338
76	New Outside Air Unit (OAU-1)	17,160	17,160			17,160	100.0%	-	429
77	Installation of new Outside Air Unut (OAU-1)	1,500	1,500			1,500	100.0%	-	38
78	New Split System Heat Pumps (HP-1)	3,330	3,330			3,330	100.0%	-	83
79	Installation of new Split System Heat Pump (HP-1) Labor	2,500	2,500			2,500	100.0%	-	63
80	New VAV Boxes (29 VAV Boxes)	15,380	15,380			15,380	100.0%	-	385
81	New VAV Boxes Phase II (6 VAV Boxes)	3,182	3,182			3,182	100.0%	-	80
82	Installation of new VAV Boxes (29 VAV Boxes)	13,620	13,620			13,620	100.0%	-	341
83	Installation of new VAV Boxes (6 VAV Boxes)	3,252	3,252			3,252	100.0%	-	81
84	New Spiral Ductwork Phase 1 (Materials)	22,050	22,050			22,050	100.0%	-	551
85	New Spiral Ductwork Phase 2 (Materials)	7,025	7,025			7,025	100.0%	-	176
86	Installation of new Spiral Ductwork Phase 1 (Labor)	13,550	13,550			13,550	100.0%	-	339
87	Installation of new Spiral Ductwork Phase 2 (Labor)	1,946	1,946			1,946	100.0%	-	49
88	Fabrication of new rectangular ductwork Phase 1 (Materials)	13,347	13,347			13,347	100.0%	-	334
89	Fabrication of new rectangular ductwork Phase 2 (Materials)	2,545	2,545			2,545	100.0%	-	64
90	Installation of new rectangular ductwork Phase 1 (Labor)	14,965	14,965			14,965	100.0%	-	374
91	Installation of new rectangular ductwork Phase 2 (Labor)	2,881	2,881			2,881	100.0%	-	72
92	Air Distribution Phase 1 (Grilles, Flexible duct, Dampers)	13,000	13,000			13,000	100.0%	-	325
93	Air Distribution Phase 2 (Grilles, Flexible duct, Dampers)	2,000	2,000			2,000	100.0%	-	50
94	Installation of air distribution Phase 1 (Labor)	11,566	11,566			11,566	100.0%	-	289
95	Installation of air distribution Phase 2 (Labor)	1,555	1,555			1,555	100.0%	-	39
96	Refrigerant piping for VRF System (Labor and Materials)	13,456	13,456			13,456	100.0%	-	336
97	Chilled water piping for AHUs - Phase 1 - (Labor & Materials)	13,258	13,258			13,258	100.0%	-	331
98	Chilled water piping for AHUs - Phase 2 - (Labor & Materials)	6,642	6,642			6,642	100.0%	-	166
99	Insulation Subcontractor - Phase 1 (Materials)	11,624	11,624			11,624	100.0%	-	291
100	Insulation Subcontractor - Phase 1 (Labor)	14,900	14,900			14,900	100.0%	-	373
101	Insulation Subcontractor - Phase 2 (Materials)	1,581	1,581			1,581	100.0%	-	40
102	Insulation Subcontractor - Phase 2 (Labor)	3,100	3,100			3,100	100.0%	-	78
103	DDC Temperature Controls Contractor - Phase 1 - (Materials)	20,442	20,442			20,442	100.0%	-	511
104	DDC Temperature Controls Contractor - Phase 1 - (Labor)	30,663	30,663			30,663	100.0%	-	767
105	DDC Temperature Controls Contractor - Phase 2 - (Materials)	3,615	3,615			3,615	100.0%	-	90
106	DDC Temperature Controls Contractor - Phase 2 - (Labor)	5,422	5,422			5,422	100.0%	-	136
107	Test and Balance Contractor	3,400	3,400			3,400	100.0%	-	85
108	Equipment Rental (Sissor Lifts and Crane)	2,500	2,500			2,500	100.0%	-	63
	Plumbing								
109	Mobilization	1,000	1,000			1,000	100.0%	-	25
110	Phase 1 Demo Material	1,000	1,000			1,000	100.0%	-	25
111	Phase 1 Demo Labor	5,000	5,000			5,000	100.0%	-	125

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APPLICATION FOR PAYMENT - SCHEDULE OF VALUES

A	B		D	E	F	G		H	I
ITEM NO	DESCRIPTION OF WORK		WORK COMPLETED			TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
	MCC Annex 1		14	THIS APPLICATION					
	DA & Child Support Suites	SCHEDULE OF VALUES	PREVIOUS APPLICATIONS	WORK	STORED MAT. ON SITE (NOT IN D OR E)				2.5%
112	Phase 1 Layout	11,000	11,000			11,000	100.0%	-	275
113	Phase 1 Sanitary Material	28,000	28,000			28,000	100.0%	-	700
114	Phase 1 Sanitary Labor	17,000	17,000			17,000	100.0%	-	425
115	Phase 1 Storm Material	2,000	2,000			2,000	100.0%	-	50
116	Phase 1 Storm Labor	2,000	2,000			2,000	100.0%	-	50
117	Phase 1 Water Material	19,000	19,000			19,000	100.0%	-	475
118	Phase 1 Water Labor	15,000	15,000			15,000	100.0%	-	375
119	Phase 1 Water Heater Material	7,500	7,500			7,500	100.0%	-	188
120	Phase 1 Water Heater Labor	2,000	2,000			2,000	100.0%	-	50
121	Phase 1 Insulation	12,500	12,500			12,500	100.0%	-	313
122	Phase 1 Fixtures Material	10,500	10,500			10,500	100.0%	-	263
123	Phase 1 Fixtures Labor	2,500	2,500			2,500	100.0%	-	63
124	Phase 2 Demo Material	500	500			500	100.0%	-	13
125	Phase 2 Demo Labor	1,500	1,500			1,500	100.0%	-	38
126	Phase 2 Sanitary Material	2,500	2,500			2,500	100.0%	-	63
127	Phase 2 Sanitary Labor	2,500	2,500			2,500	100.0%	-	63
128	Phase 2 Water Material	2,500	2,500			2,500	100.0%	-	63
129	Phase 2 Water Labor	1,500	1,500			1,500	100.0%	-	38
130	Phase 2 Insulation	1,000	1,000			1,000	100.0%	-	25
131	Phase 2 Fixtures Material	1,000	1,000			1,000	100.0%	-	25
132	Phase 2 Fixtures Labor	1,000	1,000			1,000	100.0%	-	25
133	Sprinkler System	6,600	6,600			6,600	100.0%	-	165
	Electrical								
134	Temporary / Mobilization	11,540	11,540			11,540	100.0%	-	289
135	Bond	6,940	6,940			6,940	100.0%	-	174
136	Demolition	21,150	21,150			21,150	100.0%	-	529
137	B/C Overhead - Material	50,200	50,200			50,200	100.0%	-	1,255
138	B/C Overhead - Labor	90,700	90,700			90,700	100.0%	-	2,268
139	Feeders Overhead - Material	25,950	25,950			25,950	100.0%	-	649
140	Feeders Overhead - Labor	19,900	19,900			19,900	100.0%	-	498
141	B/C Wire - Material	20,900	20,900			20,900	100.0%	-	523
142	B/C Wire - Labor	16,500	16,500			16,500	100.0%	-	413
143	Feeder Wire - Material	37,400	37,400			37,400	100.0%	-	935
144	Feeder Wire - Labor	6,050	6,050			6,050	100.0%	-	151
145	Light Fixtures - Material	139,700	139,700			139,700	100.0%	-	3,493
146	Light Fixtures - Labor	12,100	12,100			12,100	100.0%	-	303
147	Power Equipment - Material	22,000	22,000			22,000	100.0%	-	550
148	Power Equipment - Labor	6,600	6,600			6,600	100.0%	-	165
149	Cable Tray - Material	5,500	5,500			5,500	100.0%	-	138
150	Cable Tray - Labor	4,950	4,950			4,950	100.0%	-	124
151	Floor Boxes - Material	14,190	14,190			14,190	100.0%	-	355

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APPLICATION FOR PAYMENT - SCHEDULE OF VALUES

A	B		D	E	F	G		H	I
ITEM NO	DESCRIPTION OF WORK		WORK COMPLETED			TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
	MCC Annex 1		14	THIS APPLICATION					
	DA & Child Support Suites	SCHEDULE OF VALUES	PREVIOUS APPLICATIONS	WORK	STORED MAT. ON SITE (NOT IN D OR E)				2.5%
152	Floor Boxes - Labor	2,200	2,200			2,200	100.0%	-	55
153	Equipment Connections - Material	1,650	1,650			1,650	100.0%	-	41
154	Equipment Connections - Labor	1,650	1,650			1,650	100.0%	-	41
155	Devices/Trim out - material	4,950	4,950			4,950	100.0%	-	124
156	Devices/trimout - labor	2,750	2,750			2,750	100.0%	-	69
157	Fire Alarm - Materail	8,250	8,250			8,250	100.0%	-	206
158	Fire Alarm - Labor	2,200	2,200			2,200	100.0%	-	55
	A/V Sytems								
159	A/V Materials	146,749	146,749			146,749	100.0%	-	3,669
	Grand Jury Room								
160	Wiring System	12,000	12,000			12,000	100.0%	-	300
161	Build Out System	10,000	10,000			10,000	100.0%	-	250
162	Commission	5,000	5,000			5,000	100.0%	-	125
	Conf Rms 374, 386A, 390A & 398A								
163	Wiring System	4,500	4,500			4,500	100.0%	-	113
164	Build Out System	4,000	4,000			4,000	100.0%	-	100
165	Commission	1,500	1,500			1,500	100.0%	-	38
	Portable Videoconference System Cart								
166	Wiring System	150	150			150	100.0%	-	4
167	Build Out System	500	500			500	100.0%	-	13
168	Commission	500	500			500	100.0%	-	13
	Offices 364, 367, & 368								
169	Wiring System	3,000	3,000			3,000	100.0%	-	75
170	Build Out System	2,000	2,000			2,000	100.0%	-	50
171	Commission	1,500	1,500			1,500	100.0%	-	38
172	Data wiring & Equipment Allowance	150,000	150,000			150,000	100.0%	-	3,750
173	Security Allowance	100,000	100,000			100,000	100.0%	-	2,500

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APPLICATION FOR PAYMENT - SCHEDULE OF VALUES

A	B		D	E	F	G		H	I
ITEM NO	DESCRIPTION OF WORK		WORK COMPLETED			TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
	MCC Annex 1		14	THIS APPLICATION					
	DA & Child Support Suites	SCHEDULE OF VALUES	PREVIOUS APPLICATIONS	WORK	STORED MAT. ON SITE (NOT IN D OR E)				2.5%
	Change Orders								
174	Change Order # 01								
174A	Delay start	-	-			-		-	-
174B	Data & Equipment wiring	139,186	139,186			139,186	100.0%	-	3,480
174C	Furr clay tile walls w/ 1.5" material	1,679	1,679			1,679	100.0%	-	42
174D	F & I new door at closet 136	1,796	1,796			1,796	100.0%	-	45
174E	modify blast panel to exterior surface mt.	(575)	(575)			(575)	100.0%	-	(14)
174F	Unforseen plumbing & associated furring (FO # 01)	8,233	8,233			8,233	100.0%	-	206
174G	Mud beds at main baths (FO # 02)	3,727	3,727			3,727	100.0%	-	93
174H	Unforseen blockwork at rm 382 - (FO # 02)	1,076	1,076			1,076	100.0%	-	27
175	Change Order # 02								
175A	DA Requested Modifications	190,713	190,713			190,713	100.0%	-	4,768
175B	Re-Locate HWH and hub drain @ Mezzanine	2,083	2,083			2,083	100.0%	-	52
175C	Demo existing ceiling bath 348	456	456			456	100.0%	-	11
175D	Repair 2 HR wall at Secure Corridor 300A	5,769	5,769			5,769	100.0%	-	144
175E	Alter HM Frames & Doors at Adams Entrance and Atrium	5,803	5,803			5,803	100.0%	-	145
175F	R & R existing HM Door at IT	3,778	3,778			3,778	100.0%	-	94
175G	Galvanized roof supports	15,531	15,531			15,531	100.0%	-	388
			-			-		-	-
176	Change Order # 03		-			-		-	-
176A	Add for security	7,178	7,178			7,178	100.0%	-	179
176B	deduct security allowance	(107,178)	(107,178)			(107,178)	100.0%	-	(2,679)
176C	Deduct A/V allowance	(150,000)	(150,000)			(150,000)	100.0%	-	(3,750)
			-			-		-	-
177	Change Order # 04		-			-		-	-
177A	Exhaust Fan repair	4,409	4,409			4,409	100.0%	-	110
177B	2nd Floor IT - Part 1	4,810	4,810			4,810	100.0%	-	120
177C	2nd Floor IT - Part 2	2,971	2,971			2,971	100.0%	-	74
	TOTAL	$ 2,991,719	$ 2,991,719	$ -	$ -	$ 2,991,719	100.0%	$ -	$ 74,793

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FINAL PAYMENT CHECKLIST

To be completed by the Architect/Engineer and submitted with Contractor's Application for Final Payment

PROJECT: DA/Child Support Suites Renovations Montgomery Co. Courthouse- Annex I Montgomery Co. Commission	**B. C. No.** N/A **PSCA No.** N/A (If applicable)

YES	N/A	**Check (✓) "YES" or "N/A" as applicable**
X		CERTIFICATE OF SUBSTANTIAL COMPLETION: Has been fully executed.
X		ADVERTISEMENT FOR COMPLETION: One copy with affidavit of publication ATTACHED
X		RELEASE OF CLAIMS: One copy ATTACHED
X		CONTRACTOR'S ONE-YEAR WARRANTY: Original delivered to Owner.
	X	GENERAL CONTRACTOR'S ROOFING GUARANTEE: and OTHER SPECIFIED ROOFING GUARANTEES Attached to Certificate of Substantial Completion.
X		OTHER WARRANTIES: All other specified warranties delivered to Owner
X		RECORD DOCUMENTS: Specified "As-built" plans and specifications delivered to Owner
X		O & M MANUALS: Specified instructions and O & M Manuals delivered to Owner
	X	TIME EXTENSION: Over-run of Contract Time has been reconciled by: ☐ Change Order ☐ Liquidated Damages ☐ Attached explanation
X		APPLICATION FOR FINAL PAYMENT: 6 copies approved and ATTACHED
		ADDITIONAL DOCUMENTS OR EXPLANATIONS WHICH ARE ATTACHED:

SUBMITTED BY: PH&J Architects, Inc.
ARCHITECT / ENGINEER

Charlotte Culver
SIGNATURE

12/22/15
DATE

6-10

ABC Form C-13
August 2001

CERTIFICATE OF SUBSTANTIAL COMPLETION

ROUTING PROCEDURES *ON REVERSE SIDE*

BC#

OWNER(S):	ARCHITECT:
Montgomery County Commission 101 S. Lawrence Street, Montgomery, Al 36102	PH&J Architects, Inc. PO Box 215 Montgomery, AL 36101
CONTRACTOR: Russell Construction of Alabama, Inc. 1616 Mt. Meigs Road Montgomery, Alabama 36107	BONDING COMPANY: The Hartford One Hartford Plaza, T-4 Hartford, CT 06155
PROJECT Renovation to the Montgomery County Courthouse - Annex 1 - Montgomery County District Attorney and Child Support for the Montgomery County Commission, Montgomery, Alabama	

Substantial Completion has been achieved for ☒ the entire Work ☐ the following portion of the Work.

The **Date of Substantial Completion** of the Work covered by this certificate is established to be.

"Substantial Completion" means the designated Work is sufficiently complete, in accordance with the Contract Documents, such that the Owner may occupy or utilize the Work for its intended use without disruption or interference by the Contractor in completing or correcting any remaining unfinished Work. The Date of Substantial Completion is the date upon which all warranties for the designated Work commence, unless otherwise agreed and recorded herein.

Punch List: A page list of items to be completed or corrected prior to the Owner's approval of Final Payment is attached hereto, but does not alter the Contractor's responsibility to complete or correct all Work in full compliance with the Contract Documents. The Contractor shall complete or correct all items on the attached list, ready for re-inspection for Final Acceptance, within 30 days after the above Date of Substantial Completion, unless another date is stated here:.
If completed or corrected within this period, warranties of these items commence on the Date of Substantial Completion, otherwise such warranties commence on the date of Final Acceptance of each item.

Only one (1) originally executed substantial completion form should be routed for signature. B.C. office will forward the original to the Owner and provide copies to all other parties.

RECOMMENDED BY:	
ARCHITECT: PH&J Architects, Inc.	DATE: 9-10-15
CONTRACTING PARTIES:	
CONTRACTOR	DATE: 9-10-15
OWNER	DATE: 9-14-15
	DATE:
APPROVALS:	
BUILDING COMM.INSPECTOR: N/A	DATE:
BUILDING COMM. CHIEF INSPECTOR:	DATE:
BUILDING COMM. DIRECTOR:	DATE:

6-11

choose to know

Montgomery Advertiser

montgomeryadvertiser.com

TO:

RUSSELL CONSTRUCTION
1616 MT. MEIGS ROAD
MONTGOMERY, AL 36107

Daily-Montgomery, Montgomery County, AL

E-Verify#: DHS72179

PROOF OF PUBLICATION

State of Alabama

County of Montgomery:

Before the undersigned authority personally appeared Shalawn Williams who on oath, says that she is a personal representative of the *Montgomery Advertiser*, a daily newspaper published in Montgomery, Alabama; that the attached copy of advertisement, being a Legal in the matter of:

Ad Number: 1086018 **FORMOFADVERTISEMENTO**

Was published in said newspaper in the issue(s) of:

9/10/2015

9/17/2015

9/24/2015

10/1/2015

Affiant further says that the said *Montgomery Advertiser* is a newspaper published in said Montgomery County, Alabama, and that the said newspaper has heretofore been published in said Montgomery County, Alabama, and has been entered as second class matter at the Post Office in said Montgomery County, Alabama, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Now due on said account is $ **240.00**

Sworn to and subscribed before me this 2nd day of October, 2015

by Shalawn Williams who is personally known to me.

Shalawn Williams Affiant

Renee Dunlap Notary Public

MY COMMISSION EXPIRES 07/01/2019

FORM OF ADVERTISEMENT OF COMPLETION LEGAL NOTICE

Notice is hereby given that Russell Construction of Alabama, Inc., 1616 Mt Meigs Road, Montgomery, Alabama 36107 has completed all work on the Renovations & Alterations to the Montgomery County Courthouse Annex I, District Attorney & Child Support Suites for the Montgomery County Commission, Montgomery, Alabama in conjunction with PH&J Architects, Inc project number 1208-GVC. All persons having any claim for labor, materials, or otherwise in conjunction with this project should immediately notify the above named contractor and PH&J Architects, PO Box 215, Montgomery, Alabama 36101.

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FINAL WAIVER AND RELEASE OF LIEN
UPON FINAL PAYMENT

THE UNDERSIGNED, IN CONSIDERATION OF THE SUM OF $ 74,793.00 HEREBY WAIVES AND RELEASES ITS LIEN AND RIGHT TO CLAIM LIEN FOR LABOR, SERVICES, OR MATERIALS FURNISHED THROUGH (**DATE**) 10/31/15 TO (**CUSTOMER**) Russell Construction of Alabama, Inc TO THE FOLLOWING DESCRIBED PROPERTY:

Montgomery County Commission
Renovations and Alterations to Montgomery County Courthouse, Annex I
District Attorney & Child Support
PO Box 1667
Montgomery, AL 36102

THIS WAIVER AND RELEASE DOES NOT COVER ANY RETENTION OR LABOR, SERVICES OR MATERIAL FURNISHED AFTER THE DATE SPECIFIED AND IS CONDITIONED UPON PAYMENT OF ANY CHECK TENDERED IN EXCHANGE FOR THIS DOCUMENT.

STATE OF ALABAMA
Montgomery County

Russell Construction of Alabama, Inc.

Subscribed and sworn before me this 14 Day of December 2015.

BY: David R Herring
David Herring

NOTARY PUBLIC: Erica M Arant

TITLE: Project Manager

My Commission Expires: **My Commission Expires January 23, 2019**

DATE: 12/14/15

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AIA® Document G706™ – 1994

Contractor's Affidavit of Payment of Debts and Claims

PROJECT: *(Name and address)*
Renovations & Alterations to the Montgomery County Courthouse-Annex I, District Attorney & Child Support Suites for the Montgomery County Commission

TO OWNER: *(Name and address)*
Montgomery County Commission
PO Box 1667
Montgomery, AL 36102

ARCHITECT'S PROJECT NUMBER: 1208-GVC

CONTRACT FOR: General Construction
CONTRACT DATED: July 21, 2014

OWNER: ☒
ARCHITECT: ☒
CONTRACTOR: ☒
SURETY: ☒
OTHER: ☐

STATE OF: Alabama
COUNTY OF: Montgomery

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose

Indicate Attachment ☒ Yes ☒ No

The following supporting documents should be attached hereto if required by the Owner:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
3. Contractor's Affidavit of Release of Liens (AIA Document G706A).

CONTRACTOR: *(Name and address)*
Russell Construction of Alabama, Inc.
1616 Mt Meigs Road
Montgomery, AL 36107

BY: Steve A. Russell
(Signature of authorized representative)

Steve A. Russell, President
(Printed name and title)

Subscribed and sworn to before me on this date:

Notary Public:
My Commission Expires:

6-14

CONTRACTOR WARRANTY FORM

PROJECT: **Montgomery County Commission**
Renovations & Alterations to Montgomery County Courthouse, Annex I
District Attorney & Child Support
PO Box 1667
Montgomery, AL 36102

LOCATION: **Montgomery, Alabama**

OWNER: **Montgomery County Commission**

We, Russell Construction of Alabama, Inc. , Subcontractor for the above referenced project, do hereby warrant that all labor and materials furnished and work performed are in accord with the contract Documents and authorized modifications thereto, and will be free from defects due to defective materials or workmanship for a period of one year from Date of Substantial Completion.

This warranty commences on September 18, 2015
(date of Substantial Completion affixed by Architect)

and expires on September 18, 2016
(one year from Substantial Completion / Certificate of Occupancy)

Should a defect develop during the warranty period due to improper materials, workmanship, or arrangement, the same, shall be made good by the undersigned at no expense to the owner.

Nothing in the above shall be deemed to apply to work that has been abused or neglected by the owner.

FOR: Russell Construction of Alabama, Inc.

BY: [signature]

TITLE: President

DATE: 12-14-15

6-15

ORIGINAL

POSITION FILL REQUEST

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

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

1. Position Title Correction Officer/ Correction Officer Trainee

   Position Number 215

   Proposed Effective Date January 4, 2016

   Type of Appointment x Permanent ( ) Temporary

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

   Pay Grade Corrections Officer Trainee - $30,096 PCT
   Corrections Officer $31,344 - 46,832 PC1

Derrick Cunningham PBW
Department Head Date December 18, 2015

----

2. Administrative Review
   ( ) Approved
   ( ) Disapproved

____
Funding Authority

3. Certification
   Promotional ________ Candidates
   Open-Competitive ________ Candidates
   Transfer ________ Candidates

______________________________ Date __________
Personnel Director

4. Selectee: ______________________________

______________________________ Date __________
Appointing Authority

5. ( ) Manpower data entered by ______________________ Date __________
   ( ) Payroll entered by ______________________ Date __________

7-2

ORIGINAL

POSITION FILL REQUEST

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

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

1. Position Title Clerk II

   Position Number 235

   Proposed Effective Date January 4, 2016

   Type of Appointment (X) Permanent ( ) Temporary

   Recruiting
   ( ) Promotional Register ( ) Transfer
   (X) Open Competitive Register ( ) Reëmployment

   Pay Grade A02 - $22,918 - $34,242

Derrick Cunningham

Department Head mwa

Date December 23, 2015

---

2. Administrative Review
   ( ) Approved
   ( ) Disapproved

____
Funding Authority

3. Certification
   Promotional ________ Candidates
   Open-Competitive ________ Candidates
   Transfer ________ Candidates

____________________ Date ________
Personnel Director

4. Selectee: ____________________

____________________ Date ________
Appointing Authority

5. ( ) Manpower data entered by ____________________ Date ________
   ( ) Payroll entered by ____________________ Date ________

7-3

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

1. Position Title Deputy Sheriff

   Position Number 11

   Proposed Effective Date January 19, 2016

   Type of Appointment ( ) Permanent (✓) Part-Time

   Recruiting
   ( ) Promotional Register ( ) Transfer
   (X) Open Competitive Register ( ) Reemployment

   Pay Grade Deputy Sheriff - $18.9694 / Hour (PS1)

Derrick Cunningham Date January 7, 2016
Department Head

---

2. Administrative Review
   ( ) Approved
   ( ) Disapproved

____
Funding Authority

3. Certification
   Promotional ________ Candidates
   Open-Competitive ________ Candidates
   Transfer ________ Candidates

____ Date ____________
Personnel Director

4. Selectee: ____

____ Date ____________
Appointing Authority

5. ( ) Manpower data entered by ____________________ Date ____________
   ( ) Payroll entered by ____________________ Date ____________

8.2

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

1. Position Title Deputy Sheriff

   Position Number 12

   Proposed Effective Date January 19, 2016

   Type of Appointment ( ) Permanent (✓) Part-Time

   Recruiting
   ( ) Promotional Register ( ) Transfer
   (X) Open Competitive Register ( ) Reemployment

   Pay Grade Deputy Sheriff - $18.9694 / Hour (PS1)

   Derrick Cunningham
   Department Head Jmoore   Date January 7, 2016

---

2. Administrative Review
   ( ) Approved
   ( ) Disapproved

   ____
   Funding Authority

3. Certification
   Promotional ________ Candidates
   Open-Competitive ________ Candidates
   Transfer ________ Candidates

   ______________________________ Date ____________
   Personnel Director

4. Selectee: ______________________________

   ______________________________ Date ____________
   Appointing Authority

5. ( ) Manpower data entered by ______________________ Date ________
   ( ) Payroll entered by ______________________ Date ________

8.3

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT: Montgomery County Engineering District 3

DEPARTMENT HEAD: George Speake

SUPERVISOR: Rob Chancey

1. Position Title CREO 1

   Position Number 630551020 Replacing William Mills

   Proposed Effective Date January 4, 2016

   Type of Appointment (x) Permanent ( ) Temporary

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

   Pay Grade SO4 -1 26096. Pay Step to be based upon City / County of Montgomery Personnel Board Rules and Regulations, Rule 6 Section 10 b Transfers

George C. Speake
Department Head JMK Date 12/23/15

2. Administrative Review
   ( ) Approved
   ( ) Disapproved

____
Funding Authority

3. Certification
   Promotional ________ Candidates
   Open-Competitive ________ Candidates
   Transfer ________ Candidates

______________________________ Date ________
Personnel Director

4. Selectee: ______________________________

______________________________ Date ________
Appointing Authority

5. ( ) Manpower data entered by ______________________ Date ________
   ( ) Payroll entered by ______________________ Date ________

9.2

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT: Montgomery County Engineering District 2

DEPARTMENT HEAD: George Speake

SUPERVISOR: Ron Betts

1. Position Title CREO 111

   Position Number 620553007 - Replacing Kenny Hughes

   Proposed Effective Date January 4, 2016

   Type of Appointment (x) Permanent ( ) Temporary

   Recruiting

   (x) Promotional Register ( ) Transfer

   (x) Open Competitive Register ( ) Reemployment

   Pay Grade S08 - 1 $31,257

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

George C. Speake JMK
Department Head

Date 12/23/15

---

2. Administrative Review

   ( ) Approved

   ( ) Disapproved

____
Funding Authority

3. Certification

   Promotional ________ Candidates

   Open-Competitive ________ Candidates

   Transfer ________ Candidates

_______________________________ Date ________
Personnel Director

4. Selectee: _______________________________

_______________________________ Date ________
Appointing Authority

5. ( ) Manpower data entered by ____________________ Date ________

   ( ) Payroll entered by ____________________ Date ________

9-4

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT: Montgomery County Engineering District 1

DEPARTMENT HEAD: George Speake

SUPERVISOR: Andrew McCall

1. Position Title CREO II - Replacing James C Petty

   Position Number 610552010

   Proposed Effective Date January 4, 2016

   Type of Appointment (x) Permanent ( ) Temporary

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

   Pay Grade S06 - 1 $27,921 Pay Step to be based upon City / County of Montgomery Personnel Board Rules and Regulations, Rule 6 Section 10 a Promotions

George C. Speake JMK
Department Head Date 12/23/15

2. Administrative Review
   ( ) Approved
   ( ) Disapproved

____
Funding Authority

3. Certification
   Promotional ________ Candidates
   Open-Competitive ________ Candidates
   Transfer ________ Candidates

______________________ Date ________
Personnel Director

4. Selectee: ______________________

______________________ Date ________
Appointing Authority

5. ( ) Manpower data entered by ______________________ Date ________
   ( ) Payroll entered by ______________________ Date ________

9-6

ORIGINAL

IN HOUSE PROMOTION
DO NOT PROCESS WITH PERSONNEL DEPARTMENT

POSITION FILL REQUEST

DEPARTMENT: Montgomery County Engineering District 3

DEPARTMENT HEAD: George Speake

SUPERVISOR: Rob Chancey

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

1. Position Title SMW II

   Position Number 630702030 - Replacing Winston Petty

   Proposed Effective Date January 4, 2016

   Type of Appointment (x) Permanent ( ) Temporary

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

   Pay Grade S02- 1 $24,273

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

George C. Speake JMK
Department Head Date ____________

---

2. Administrative Review
   ( ) Approved
   ( ) Disapproved

____
Funding Authority

3. Certification
   Promotional _______ Candidates
   Open-Competitive _______ Candidates
   Transfer _______ Candidates

________________________________ Date ____________
Personnel Director

4. Selectee: ________________________________

________________________________ Date ____________
Appointing Authority

5. ( ) Manpower data entered by ________________ Date ________
   ( ) Payroll entered by ________________ Date ________

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Appendix C

Montgomery County Commission
Travel / Training Request Approval

AGENDA
JAN 19 2016

Request # 14

Date: January 11, 2016

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL

Departure Date: February 5, 2016 Return Date: February 5, 2016

Conference Leave (Days / Hours): 4 Hours

Purpose of Travel: to attend 2016 PARCA Annual Meeting

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

Check Mode of Transportation: County Vehicle [ ] Commercial Air [ ]
Private Vehicle [X] Other (Specify) [ ] ______

Total (est.) Cost: $75.00 Advance Registration Required: $75.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - $75.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 1/19/16 reimbursement of actual and necessary expenses in the approximate amount of $75.00 and advance registration of $75.00 is authorized.

______
Donald L. Mims, Administrator

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:	$12,248.00
Budget Available:	$10,252.00
Current Requests:	$75.00
Budget Balance:	$10,177.00

Reviewed by: S. Thomas

Date: 1/12/2016

cc: Finance Director / Buyer

Revised October 12, 2005

10-1

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA
JAN 19 2016

Request # 2

Date: January 12, 2016
To: Donald L. Mims, Administrator
From: Lou Ialacci
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Atlanta, GA
Departure Date: September 25, 2016 Return Date: October 1, 2016
Conference Leave (Days / Hours): 5 days
Purpose of Travel: Microsoft Ignite Training Session

Traveler (s) Name: 1. Chadwick Nunn 4.
2. 5.
3. 6.

Check Mode of Transportation:

County Vehicle		Commercial Air	
Private Vehicle	X	Other (Specify)	

Total (est.) Cost: $3,800.00 Advance Registration Required: $1,920.00
Department Name: Information Systems Fund Name: General
Additional Comments: Conference Registration $1,920 Lodging $1,200 Meals $450 Parking/fees $57
Mileage $173

To: Lou Ialacci
From: Donald L. Mims, Administrator
The above request is 1/19/2016 reimbursement of actual and necessary expenses in the approximate amount of $3,800.00 and advance registration of $1,920.00 is authorized.

Donald L. Mims, Administrator

To be completed by the Finance Department	
Fund Code:	001-51965.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$22,000.00
Approved Requests:	$5,980.00
Budget Available:	$16,020.00
Current Requests:	$3,800.00
Budget Balance:	$12,220.00

Reviewed by: S. Thomas
Date: 1/13/2016
cc: Finance Director / Buyer

10-2

Revised October 12, 2005

Appendix C

Montgomery County Commission
Travel / Training Request Approval

AGENDA
JAN 19 2016

Request # 14

Date: December 31, 2015
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Dothan, AL
Departure Date: Mon., Feb. 1, 2016   Return Date: Fri., Feb. 5, 2016
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: Instructing Annual Canine Seminar

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

Check Mode of Transportation: County Vehicle [X] Private Vehicle [ ] Commercial Air [ ] Other (Specify) [ ]

Total (est.) Cost: $200.00   Advance Registration Required: $0.00
Department Name: Sheriff's Office   Fund Name: 001-52110.265
Additional Comments: only cost should be for fuel expense

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

The above request is app. 1/11/16 reimbursement of actual and necessary expenses in the approximate amount of $200.00 and advance registration of $0.00 is authorized.

To be completed by the Finance Department

Fund Code:	001-52110.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$25,000.00
Approved Requests:	$8,987.00
Budget Available:	$16,013.00
Current Requests:	$200.00
Budget Balance:	$15,813.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 1/4/2016
cc: Finance Director / Buyer

10-3

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 15

AGENDA

JAN 19 2016

Date: December 31, 2015

To: Donald L. Mims, Administrator

From: Sheriff Derrick Cunningham

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Glynco, GA

Departure Date: Mon., Feb. 1, 2016 Return Date: Fri., Feb. 5, 2016

Conference Leave (Days / Hours): 5 Days

Purpose of Travel: attend Active Shooter Threat Instructor Training Program

Traveler (s) Name:
1. Jessie Oliver
2. Anthony Boykin
3. Robbie Whitmore
4.
5.
6.

Check Mode of Transportation: County Vehicle [X] Private Vehicle [ ] Commercial Air [ ] Other (Specify) [ ]

Total (est.) Cost: $300.00 Advance Registration Required: $0.00

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

Additional Comments: only cost should be for fuel expense

To: Sheriff Derrick Cunningham

From: Donald L. Mims, Administrator

The above request is app. 1/11/16 reimbursement of actual and necessary expenses in the approximate amount of $300.00 and advance registration of $0.00 is authorized.

To be completed by the Finance Department	
Fund Code:	001-52110.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$25,000.00
Approved Requests:	$8,987.00
Budget Available:	$16,013.00
Current Requests:	$500.00
Budget Balance:	$15,513.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/4/2016

cc: Finance Director / Buyer

10-4

Appendix C

Montgomery County Commission
Travel / Training Request Approval

Request # 16

AGENDA
JAN 19 2016

Date: January 4, 2016
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Alabaster, Alabama
Departure Date: Tuesday, January 19, 2016 Return Date: Tuesday, January 19, 2016
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: attend final Explorer Competition Meeting

Traveler (s) Name: 1. Cedric Leonard 4.
2. 5.
3. 6.

Check Mode of Transportation: County Vehicle [X] Commercial Air [ ]
Private Vehicle [ ] Other (Specify) [ ]

Total (est.) Cost: $100.00 Advance Registration Required: $0.00
Department Name: Sheriff's Office Fund Name: 001-52110.265
Additional Comments: only cost should be for fuel expense

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

The above request is app. 1/11/16 reimbursement of actual and necessary expenses in the approximate amount of $100.00 and advance registration of $0.00 is authorized.

To be completed by the Finance Department	
Fund Code:	001-52110.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$25,000.00
Approved Requests:	$8,987.00
Budget Available:	$16,013.00
Current Requests:	$600.00
Budget Balance:	$15,413.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 1/5/2016
cc: Finance Director / Buyer

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Appendix C

Montgomery County Commission
Travel / Training Request Approval

Request # 6

AGENDA
JAN 19 2016

Date: January 14, 2016

To: Donald L. Mims, Administrator

From: Scott Kramer, Risk Manager

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Huntsville, AL

Departure Date: July 20, 2016 Return Date: July 21, 2016

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend 2016 Workers' Compensation Seminar
The Westin Huntsville

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

Check Mode of Transportation: County Vehicle [ ] Commercial Air [ ]
Private Vehicle [XX] Other (Specify) [ ] ____

Total (est.) Cost: $550.20 Advance Registration Required: $120.00

Department Name: Risk Management Fund Name: Liability

Additional Comments: Registration - $120.00; Hotel - $150.00; Meals - $75; Mileage - $205.20

To: Scott Kramer, Risk Manager

From: Donald L. Mims, Administrator

The above request is app. 1/19/16 reimbursement of actual and necessary expenses in the approximate amount of $550.20 and advance registration of $120.00 is authorized.

To be completed by the Finance Department	
Fund Code:	007-51100.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$15,000.00
Approved Requests:	$1,029.40
Budget Available:	$13,970.60
Current Requests:	$550.20
Budget Balance:	$13,420.40

____
Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 1/14/2016
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 7

AGENDA
JAN 19 2016

Date: January 14, 2016
To: Donald L. Mims, Administrator
From: Judy Singley, Risk Control Admin.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: June 8, 2016 Return Date: June 9, 2016
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend 2016 Workers' Compensation Seminar
The Hyatt Regency

Traveler (s) Name: 1. Judy Singley 4.
2. 5.
3. 6.

Check Mode of Transportation:

County Vehicle		Commercial Air	
Private Vehicle	XX	Other (Specify)	

Total (est.) Cost: $444.36 Advance Registration Required: $120.00
Department Name: Risk Management Fund Name: Liability
Additional Comments: Registration - $120.00; Hotel - $150.00; Meals - $75; Mileage - $99.36

To: Judy Singley, Risk Control Admin.
From: Donald L. Mims, Administrator

The above request is app. 1/19/16 reimbursement of actual and necessary expenses in the approximate amount of $444.36 and advance registration of $120.00 is authorized.

To be completed by the Finance Department

Fund Code:	007-51100.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$15,000.00
Approved Requests:	$1,029.40
Budget Available:	$13,970.60
Current Requests:	$994.56
Budget Balance:	$12,976.04

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 1/14/2016
cc: Finance Director / Buyer

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Appendix C

Montgomery County Commission
Travel / Training Request Approval

AGENDA
JAN 19 2016

Request # 4

Date: January 13, 2016

To: Donald L. Mims, Administrator

From: Carmen Douglas, Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Napa Valley, CA

Departure Date: February 9, 2016 Return Date: February 13, 2016

Conference Leave (Days / Hours): 4 Days

Purpose of Travel: to attend the CPS HR Conference: Managing Your Talent for Agency Success

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

Check Mode of Transportation: County Vehicle [ ] Private Vehicle [ ] Commercial Air [X] Other (Specify) [ ]

Total (est.) Cost: $2,500.00 Advance Registration Required: $295.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Hotel - 909.43; Airfare - 500.00; Car rental - 350.00; Registration - 295.00; Food - $375.00; (Misc. - Baggage Fees, Tips, etc.) - 70.57

To: Carmen Douglas, Director

From: Donald L. Mims, Administrator

The above request is app. 1/19/16 reimbursement of actual and necessary expenses in the approximate amount of $2,500.00 and advance registration of $295.00 is authorized.

To be completed by the Finance Department	
Fund Code:	123-51961-265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$20,000.00
Approved Requests:	$2,481.97
Budget Available:	$17,518.03
Current Requests:	$2,500.00
Budget Balance:	$15,018.03

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/13/2016

cc: Finance Director / Buyer

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Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

AGENDA
JAN 19 2016

Date: January 11, 2016
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 2333 East South Blvd Montgomery, AL 36116

Departure Date: January 21, 2016 Return Date: January 21, 2016

Conference Leave (Days / Hours): One day

Purpose of Travel: To attend the Genetics, Gender And Addiction Training

Traveler (s) Name: 1. Jonathan Benton 4.
2. 5.
3. 6.

Check Mode of Transportation: County Vehicle [x] Commercial Air [ ]
Private Vehicle [ ] Other (Specify) [ ]

Total (est.) Cost: $15.00 Advance Registration Required: $15.00

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. 1/19/16 reimbursement of actual and necessary expenses in the approximate amount of $15.00 and advance registration of $15.00 is authorized.

To be completed by the Finance Department	
Fund Code:	124-52960.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$12,425.00
Approved Requests:	$2,187.73
Budget Available:	$10,237.27
Current Requests:	$15.00
Budget Balance:	$10,222.27

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 1/12/2016
cc: Finance Director / Buyer

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AGENDA

JAN 19 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER #1

DEPARTMENT:	PERSONNEL	REVIEWED: S. Thomas	1/6/2016
DATE:	1/5/2016	Finance Director	Date
REQUESTED BY:	Carmen Douglas	APPROVED:	
Elected Official/Dept. Head	Personnel Director	Administrator	Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
RECRUITING	123-51961.190	2,500	(500)	2,000
REPAIR & MAIN. SOFTWARE	123-51961.240	42,000	500	42,500
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
	TOTAL	44,500	0	44,500

To realign the budget to cover the cost of software maintenance agreements.

11-1

AGENDA

JAN 19 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST
REQUEST NUMBER 25

DEPARTMENT:	County Comm Appropriation	REVIEWED:	S. Thomas	1/19/2016
DATE:	1/19/2016	Finance Director		Date
REQUESTED BY:	Donald L. Mims	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Alabama State University	001-58300.458	0	5,500	5,500
Donation Revenue	001-40000.47701	(281,500)	(5,500)	(287,000)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
	TOTAL	(281,500)	0	(281,500)

JUSTIFICATION:

Budget for an appropriation to Alabama State University College of Business Administration for the Founders Day Observance Honoring Dr. Percy J. Vaughn, Jr.

12-1

AGENDA

JAN 19 2016

Theresa LeGrady

From:	Tammy Nix
Sent:	Friday, January 22, 2016 4:04 PM
To:	Theresa LeGrady
Subject:	FW: Information to be discussed at Tuesday's Meeting regarding the position of General Services Director
Attachments:	final recommendation memo.pdf; 0774 General Services Director Jan 16.pdf

---

From: Donald Mims
Sent: Friday, January 15, 2016 4:59 PM
To: Elton Dean; Elton N. Dean, Sr.; Dan Harris; Ronda Walker; Jiles Williams, Jr.; bapti108@bellsouth.net; Andrew Hall
Cc: Florence Cauthen
Subject: Information to be discussed at Tuesday's Meeting regarding the position of General Services Director

Commissioners,

Florence and I have been working on a new job description for the Director of Support Services position which was discontinued several years ago. We have come to the conclusion that this position is needed.

Attached is a new classification entitled "General Services Director", formerly Director of Support Services. I have discussed this position with Chairman Dean and he has agreed for me to present the job description to you for consideration. Personnel rated this job at Pay Grade A13, which starts at $75,153 and ends at $112,286. There are a total of 15 steps in this grade.

Florence and I request that the Commission consider the establishment and allocation of this new classification and related position fill request at Tuesday's meeting and placement of this item on the February 1, 2016, agenda.

I appreciate all of the hard work of Florence and City-County Personnel in developing this new classification.

I am recommending approval of this request.

Donnie

From: Hacker, Cami [mailto:chacker@montgomeryal.gov]
Sent: Friday, January 15, 2016 4:11 PM
To: Florence Cauthen
Cc: Donald Mims; Carmen Douglas
Subject: General Services Director

Please see attached. Hard copies to follow in handmail.

Cami Hacker
Sr. Personnel Analyst
334.625.2344

MCCP

14-1

CITY - COUNTY OF MONTGOMERY
PERSONNEL DEPARTMENT
27 Madison Avenue
Montgomery, Alabama 36104

CARMEN DOUGLAS
PERSONNEL DIRECTOR
TELEPHONE 334-625-2675
FAX 334-625-2219

MEMORANDUM

TO: Donnie Mims, County Administrator
County of Montgomery

FROM: Carmen Douglas, Personnel Director CD

THRU: Cami Hacker, Sr. Personnel Analyst

DATE: January 15, 2016

SUBJECT: General Services Director

Per your request, the Personnel Department has developed a job description for a position entitled General Services Director. This job description reflects the anticipated responsibilities for the new position.

After meeting with Ms. Cauthen, reviewing job descriptions for similar positions, and Ms. Cauthen's completion of the job analysis surveys, we have finalized the job description. Based on the information collected during our study, we evaluated the job description for pay requirements and have concluded that the classification, as described, should be established at pay grade A13.

Please provide the appropriate signatures on the enclosed job description and authorization to present the new classification to the Personnel Board.

Once we have received the Personnel Board's approval, the classification will be added to the county's pay plan and can be opened for application.

Please let me know if you have any questions.

14-2

GENERAL SERVICES DIRECTOR

FLSA: Exempt **CO0774**
Pay Grade: A13 **01.15.16**

NATURE OF WORK: The fundamental reason this position exists is to provide organizational leadership, direction, and supervision to a group of internal and external service functions. Internal and external service functions may include construction, maintenance and repair of new and existing buildings and parking facilities; property and management leasing; janitorial and custodial service; service contracts; property/building inventories; mail and supply operations; energy conservation; commercial and residential solid waste disposal/recycling which includes oversight of the Montgomery County Solid Waste Management Plan; and fuel consumption management. The essential functions of the position include the following: planning, organizing, and directing the County's General Services functions; researching; developing and implementing goals, objectives, policies, procedures, and priorities; evaluating services; developing short and long range plans; managing the issuance of service contracts; preparing and maintaining a budget; managing and supervising employees; developing relationships and serving as liaison; managing special projects; and conferring with management. The position delegates considerable authority for the performance of technical and daily administrative duties to the Plant Maintenance Manager, Custodial Maintenance Manager, and the Groundskeeper. The position reports directly to the Deputy County Administrator who holds the incumbent responsible for the effective and efficient operation of all departmental programs.

***ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation. The list of essential functions is to be used as a starting point to determine essential functions for a specific position at a specific location at a specific time. The ADA was intended to be applied on a case-by-case basis with the understanding that one position may differ from another similar position. The performance of "non-essential functions" is not optional for employees not covered under the ADA.**

*Manages the County's General Services internal and external functions which includes planning, organizing, and directing physical, human, and financial resources in order to ensure continued and efficient general services for Montgomery County.

*Researches equipment, methods, new ideas, etc. in anticipation of developing goals, policies, procedures, plans, contracts, etc.

*Participates in the development and implementation of standards, goals, objectives, policies, procedures, and priorities in order to meet the general services needs of the County and its employees.

*Develops relationships and serves as liaison internally and externally with stakeholders such as department heads, elected officials, County employees, service providers, intergovernmental agencies, and citizens in order to establish open communication, handle complaints and requests, coordinate activities, and establish and maintain effective working relationships.

*Confers with management to keep them informed on key issues and progress toward objectives and to gain their support and approval.

*Evaluates the services provided by General Services and its employees in order to identify opportunities for improving service delivery methods and procedures.

*Supervises through subordinate managers the work of employees to include evaluating work performance, providing guidance and monitoring subordinate performance standards in a fair and impartial manner in order to provide assistance, discipline, motivation, or counsel and to ensure work is being performed correctly and in a timely manner.

*Develops short and long range plans which includes facility maintenance and modification plans, space planning, and capital improvement projects in order to carry out the goals and objectives of General Services, manage projects, meet changing needs, and improve services.

*Manages the issuance of service contracts and delivery of services related to General Services which includes developing specifications, projecting budget needs, and bid development and selection.

*Coordinates the preparation of a consolidated General Services budget and maintains cost controls to ensure compliance with budget constraints.

*Manages special projects as assigned by supervisor to provide effective and efficient services to the citizens of Montgomery County.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of building construction and maintenance methods and materials to include general knowledge of the operation and maintenance of major mechanical systems such as commercial heating, ventilating and air conditioning, and electrical systems; carpentry; plumbing; cabinetry; painting; roofing; and cleaning as needed to plan and monitor projects and to provide guidance to employees involved in the construction and maintenance of County properties.

Knowledge of property management to include general knowledge of herbicide application, grass cutting, insecticide application, fencing, and pruning as needed to plan and monitor the maintenance and up-keep of County properties and provide guidance to employees involved in the up-keep of County properties.

Knowledge of federal, state, city, and county laws, rules, regulations, and guidelines pertaining to maintenance and construction as needed to interpret materials, determine compliance, formulate and implement procedures.

Knowledge of local, state, and federal laws, regulations and procedures pertaining to employment to include hiring, discipline, termination, and employment discrimination to include procedures for reporting workman's compensation, overtime, compensatory time, sick and annual leave, disciplinary procedures, drug policy, Family Medical Leave Act, and ADA as needed to supervise, counsel and inform employees.

Knowledge of fire and security alarm systems as needed to ensure system checkpoints are functioning properly.

Knowledge of materials, supplies, equipment, and practices used in the cleaning of buildings and facilities and of work hazards and precautionary measures.

Knowledge of materials, supplies, equipment, and practices used in the maintenance of grounds and of work hazards and precautionary measures.

Knowledge of public contracting and government purchasing regulations, policies, and procedures.

Knowledge of laws and regulations related to the maintenance of public buildings and grounds, for example, Americans with Disabilities Act and fire and safety codes.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Knowledge of various computer applications including word processing and spreadsheets as needed to prepare documents and develop statistical information.

Knowledge of budgeting methods and techniques as needed to project and estimate costs, prepare justifications or make recommendations regarding budgets.

Ability to maintain cooperative relationships as needed to coordinate negotiations, programs, projects, etc.

Ability to exhibit interpersonal sensitivity to include patience, tact, establishing rapport, and determining and utilizing the proper attitude for the situation as needed to show empathy or sympathy, recognize the implications of actions or statements on others, and interact effectively with the individuals and the public.

Ability to communicate ideas in writing to include organizing thoughts in a logical manner, clarity, conciseness, adapting style to the writer, and using proper spelling, punctuation, and grammar as needed to compose narrative summaries, reports, and correspondence and to review and edit the work of others.

Ability to talk to others one-on-one and in groups to include asking the questions needed to get specific information, understanding and relating to people from different backgrounds, using tact, and listening as needed to convey and obtain information effectively.

Ability to communicate information and ideas in speaking so others will understand to include adjusting communications to the audience, accuracy, clarity and conciseness as needed to assign tasks, train staff, communicate with vendors, and gather and provide information.

Ability to develop and accomplish goals and objectives as needed to accomplish work assignments and lead General Services.

Ability to develop policies and procedures relative to general services.

Ability to solve problems to include identifying possible solutions, analyzing strengths and weaknesses of possible solutions, evaluating the impact of the solutions, and making concrete recommendations and suggestions.

Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one as needed to analyze facts in crises and make decisions.

Ability to plan and organize to include setting priorities, developing a strategy, following a plan, and accomplishing goals as needed to handle several situations, problems and responsibilities, organize people, equipment and supplies, and manage the time of self and others.

Ability to read and understand information and ideas presented in writing as needed to follow written instructions, interpret various documents and laws, acquire knowledge, and extract and summarize information.

Ability to conduct research as needed to gather information for projects, policies, procedures, plans, contracts, etc.

Ability to supervise the work of subordinates to include evaluating work performance, providing guidance and monitoring subordinates performance standards in a fair and impartial manner as needed to provide assistance, discipline, motivate, or counsel and to ensure work is being performed correctly and in a timely manner.

Ability to exercise initiative, discretion, and judgment in making decisions on behalf of the County.

Ability to combine pieces of information to form general rules or conclusions as needed to interpret the value of information and recognize relationships between facts and situations.

Ability to provide leadership to include motivation, development, and the provision of direction to individuals as needed to administer programs.

Ability to manage projects and programs to include developing, monitoring, evaluating, and making adjustments as needed.

Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

MINIMUM QUALIFICATIONS: Bachelor's degree in business or public administration, engineering, architecture, construction management, or a related field and five years of highly responsible management experience in the provision of a broad range of facility services such as construction, building and grounds management, property management, service contract management, and janitorial/custodial services management.

APPROVALS:	
Supervisor	Date
Division Head	Date
Department Head	Date
Appointing Authority	Date

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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, February 1, 2016, at 8:00 in the morning.

Ronald L. Mims
Administrator

Elton N. Dean
Chairman