

MINUTES OF REGULAR MEETING

MONTGOMERY COUNTY COMMISSION

JANUARY 4, 2016

INFORMATION SESSION

Chairman Dean called the meeting to order at 8:11 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 Williams. All five Commissioners were present.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims noted that County offices will be closed on Monday, January 18, 2016 in observance of Martin Luther King, Jr.'s, Birthday and that the second Commission meeting in January will be held on Tuesday, January 19, 2016.

Administrator Mims informed the Commission that at the conclusion of the Formal Session on Tuesday, January 19, 2016, 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 a Master Service Agreement and Authorization of an Additional Statement of Work to the Master Service Agreement with Nitorco, Inc., for Software Systems and Maintenance Services.

Administrator Mims stated that, prior to the next County Commission meeting, he would be submitting to each Commissioner a copy of his Performance Evaluation packet, which should be completed by the Commissioners and submitted to Personnel Director Carmen Douglas. He informed them that City/County Personnel will compile and provide the composite evaluation to the Commission.

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

PRESENTATION BY PRESIDING JUDGE FAMILY COURT ANITA L. KELLY

Presiding Judge Family Court Anita L. Kelly briefed the Commission regarding the implementation of requirements pursuant to the amended Protection from Abuse Law/Domestic Violence Law. She stated that this amended law recommends that the court provide a waiting area for the victim separate from the defendant, if an area is available. Judge Kelly informed the Commission that the Family Court does not have adequate space available for separate waiting areas and requested that additional benches be added to the existing waiting area outside the

grand jury offices, signage to direct litigants, witnesses and family of litigants to appropriate areas and additional personnel from the Montgomery County Sheriff's Office assigned to manage litigants, witnesses and family members. After discussion, the Commission agreed to help with signage and benches and to place Position Fill Requests for two part-time Deputy Sheriffs on the next agenda.

PRESENTATION BY DIRECTOR OF RISK MANAGEMENT SCOTT KRAMER

Director of Risk Management Scott Kramer briefed the Commission regarding 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. After discussion, the Commission agreed to place this item on the next agenda.

Mr. Kramer requested payment of his 2016 Membership Dues to the Public Risk Management Association (PRIMA). After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY EXECUTIVE DIRECTOR MEESOON HAN WITH THE ALABAMA-KOREA EDUCATION & ECONOMIC PARTNERSHIP (A-KEEP)

Executive Director Meesoon Han with the Alabama-Korea Education & Economic Partnership (A-KEEP) briefed the Commission regarding the "Working in Multicultural Environments: Korean", which is a new accredited high school course under the Alabama State Department of Education. Ms. Han requested funding in the amount of \$10,000 for A-KEEP to teach the course. After discussion, The Commission requested that Ms. Han provide a budget to Administrator Mims and for discussion at their next meeting.

RECESS TO EXECUTIVE SESSION

Administrator Mims presented a letter from Chamber of Commerce Senior Vice President of Corporate Development Ellen G. McNair, requesting the convening of an Executive Session to discuss a commerce or trade matter. Commissioner Williams made a motion to go into the Executive Session. The motion was seconded by Vice Chairman Harris and unanimously approved by each Commissioner, openly giving their individual vote. Administrator Mims noted that all five County Commissioners were present. Chairman Dean recessed the Information Session to the Executive Session. (Letter from Ellen McNair and a Checklist for Conducting Lawful Executive Sessions, Pages 13-1 and 13-2, are attached to these minutes)

RECESS TO INFORMATION SESSION

Commissioner Williams made a motion to recess the Executive Session. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. Chairman Dean recessed the Executive Session to the Information Session.

INFORMATION SESSION

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

PRESENTATION BY CHIEF INFORMATION AND TECHNOLOGY OFFICER LOU IALACCI

Chief Information and Technology Officer Lou Ialacci briefed the Commission regarding the Master Service Agreement and authorization of an additional Statement of Work to the Master Service Agreement with Nitorco, Inc., for software systems and maintenance services. He stated that a portion of these costs would be paid from E911 funds. After discussion, the Commission agreed to place this item on the next agenda of the Montgomery County Commission and the Special Call Meeting of the Montgomery County Emergency Management Communications District Board.

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

County Engineer George Speake requested that the Commission approve Position Fill Requests for County Road Equipment Operator I, Position Number 630551020, County Road Equipment Operator III, Position Number 620553007, County Road Equipment Operator II, Position Number 610552010 and Service Maintenance Worker II, Position Number 630702030. He stated that three were for backfilling vacancies due to recent promotions and one backfilling a vacancy due to an unexpected resignation. After discussion, the Commission agreed to place these items on the next agenda.

Also, Mr. Speake and Assistant County Engineer James Kelley updated the Commission regarding recent flood damages to Dozier, Brooks, Liberty Church, Athey, Plantation, and Smiley Ferry Roads. Mr. Kelley stated that he is in the process of filing for federal reimbursement of these road repair costs through the Alabama Department of Transportation.

PRESENTATION BY GRANT MANAGER REGINA WALKER AND PARKS AND RECREATION SUPERINTENDENT JAMES WILLIAMS

Grant Manager Regina Walker and Parks and Recreation Superintendent James Williams briefed the Commission regarding the withdrawal of the Land and Water Conservation Fund (LWCF) Grant application for the development of the County ponds on Highway 231, which was on the agenda. After discussion, the Commission agreed to consider tabling this item during the Formal Session.

COMMENTS FROM DEPUTY ADMINISTRATOR CAUTHEN

Deputy Administrator Cauthen presented 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

Deputy Administrator Cauthen recommended that the Commission adopt the Minority and Women Business Enterprise Initiative policy and hire a minority business liaison to work with the County's Purchasing Department to develop and execute a plan to implement the policy. Chairman Dean suggested that each Commissioner discuss this item with Deputy Administrator Cauthen before the next meeting.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission regarding a Cooperative Agreement for the State Homeland Security Grant Program, Grant Number 4ATL (FY2014 - \$50,000) for the Sheriff's Office. After discussion, the Commission agreed to place this item on the next agenda.

COMMENTS FROM PUBLIC AFFAIRS DIRECTOR DIDI HENRY

Public Affairs Director DiDi Henry requested that the Commission sign a letter of support for the Judge of Probate and District Attorney bills which will be presented in the 2016 legislative session. The letter, addressed to the Montgomery Legislative Delegation, states that the Commission unanimously approved the two bills at its regular meeting on December 21, 2015. The Commission agreed to her request. She then updated them on the calendar of events.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented Position Fill Requests for Corrections Officer Trainee/Corrections Officer, Position Number 215 and Clerk II, Position Number 235 from the Detention Facility. After discussion, the Commission agreed to place these items on the next agenda.

Administrator Mims presented an email from the Office of Refugee Resettlement (ORR) at the Department of Health and Human Services (HHS) regarding a possible assessment of a facility to house unaccompanied children from the U.S. Southern Border at Gunter Annex.

Administrator Mims presented Demographic Information and Page 1 of IRS Form 990 for the last four years from The Samaritan Counseling Center. He noted that he emailed each Commissioner the detailed Form 990 for the years 2011, 2012, 2013 and 2014 because each document is over 30 pages.

Administrator Mims presented Budget Revenues and Expenditures for 2016 and IRS Form 990EZ for 2015 from Life Time Resolutions.

Administrator Mims presented a letter from Debra Warren with Montgomery Working Women Network requesting Funding in the amount of \$1,295 for instruction and curriculum material for the Pre-K through 12th grade students. He stated that on December 17, 2012, the Commission appropriated \$1,000 for this program.

Administrator Mims presented a summary of important information concerning the operations of the Montgomery County Commission and noted that the information was also emailed to the Commission on November 17, 2015.

Administrator Mims presented a Schedule of Upcoming Bids/Contract Renewals for February through May 2016.

DISCUSSION BY THE COMMISSION

Chairman Dean stated that the Commission has always required non-profit organizations to provide a copy of their 501(c) (3) information but had never required their IRS Form 990. He expressed that he did not want the Commission to start requiring organizations to provide this document. Commissioner Walker stated that in the past she has asked for the Form 990.

RECESS TO FORMAL SESSION

Chairman Dean recessed the Information Session to the Formal Session.

FORMAL SESSION

Chairman Dean welcomed everyone to the Formal Session.

The meeting was opened with prayer led by Pastor D'Linell Finley of Southlawn Baptist Church at the request of Vice Chairman Harris.

The Pledge of Allegiance was led by Commissioner Walker.

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

Commissioner Williams made a motion to approve the Minutes of the Regular Meeting of December 21, 2015. The motion was seconded by Commissioner Hall and unanimously approved by the Commission.

CONSENT AGENDA

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

Commissioner Walker made a motion to approve the Accounts Payable and Payroll Checks, as presented by Administrator Mims. The motion was seconded by Commissioner Williams 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 – TABLED ACTION ON CONSIDERATION OF AUTHORIZATION OF A GRANT APPLICATION TO THE ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS FOR A LAND AND WATER CONSERVATION FUND (LWCF) GRANT FOR THE DEVELOPMENT OF THE COUNTY PONDS ON HIGHWAY 231

Administrator Mims presented the following memorandum:

December 31, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Land and Water Conservation Fund (LWCF) Grant

The Montgomery County Commission, at its meeting on December 21, 2015, agreed to place on the next agenda consideration of authorizing a grant application to the Alabama Department of Economic and Community Affairs for a Land and Water Conservation Fund (LWCF) Grant for the development of the County ponds on Highway 231.

Attached is a memorandum from Grant Manager Regina Walker requesting the withdrawal of this LWCF grant application from the agenda due to additional research concerning this grant. Ms. Walker's memorandum outlines the reasons for the recommended withdrawal of the grant.

After talking with Sheriff Derrick Cunningham, I am requesting that the Commission table this item since it has been placed on the agenda as per the authorization of the County Commission.

Attachment

End of Memorandum

Administrator Mims requested that this item be tabled. Vice Chairman Harris made a motion to table action on consideration of authorization of a grant application to the Alabama Department of Economic and Community Affairs for a Land and Water Conservation Fund (LWCF) Grant for the development of the county ponds on Highway 231. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Memorandum, Agenda Page 1-2, is attached to these Minutes.)

COMMUNITY CORRECTIONS – APPROVED AMENDMENT NUMBER 1 TO
CONTRACTUAL AGREEMENT WITH SENTINEL OFFENDER SERVICES, LLC,
(FORMERLY G4S JUSTICE SERVICES, INC.), REGARDING GPS ELECTRONIC
MONITORING OF OFFENDERS

Administrator Mims presented the following memorandum from Executive Director of Community Corrections Paul H. Brown:

MEMORANDUM

DATE: December 22, 2015

TO: Elton Dean - Chairman

FROM: Paul H. Brown – Executive Director
Montgomery County Community Corrections

SUBJECT: Request for Commission to Consider/Approve Amendment to GPS Electronic Monitoring Agreement - Community Corrections

Dear Chairman Dean:

Community Corrections is seeking (by amendment) an extension to an agreement with G4S – (Now referred to as Sentinel Offender Services, Inc.) for Geo-Positioning System electronic monitoring of offenders. It is considered likely that the State of Alabama may have a procurement contract for similar services as early as mid-year, 2016. The amendment extends the period of services and is sufficient for Community Corrections to continue to provide this service through April of 2016; until it is known whether Community Corrections will be in a position to participate in a program under a State contract.

The MCCPCA Board met on December 8, 2015 at its regular scheduled meeting and approved for me to proceed to the County Commission with this request to approve the amended agreement which will expire April 30, 2016. Please place this item on the Agenda for the next regularly scheduled Commission meeting.

Respectfully submitted,

Paul H. Brown – Executive Director

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. (Copy of Amendment Number 1, Agenda Page 2-2, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS
REPROGRAMMING REQUESTS

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

January 4, 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:

NC-2016-75: BOE, Robert E. Lee High School, for Band Program, - \$2,000; (Walker)

End of Memorandum

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

NC-2016-76: Alabama State University, for College of Liberal Arts and Social Sciences for Student Travel - \$3,000; (Dean-\$1,000, Harris-\$1,000, and Williams-\$1,000)

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

ENGINEERING DEPARTMENT – APPROVED BID AWARD TO DUNN CONSTRUCTION
CO., INC., FOR CRUSHED STONE, BID NO. 53000-16B-006

Administrator Mims presented the following memorandum from Purchasing Manager Myrtle Singleton:

MEMORANDUM

TO: Donald L. Mims, County Administrator
FROM: Myrtle Singleton, Purchasing Manager

DATE: December 16, 2015

RE: Invitation to Bid No. 53000-16B-006
Crushed Stone

I request approval of award on the above referenced Invitation to Bid, to the low bidder, Dunn Construction Co., Inc., in the amount of \$224.50, based on unit pricing for crushed stone, be placed on a future agenda for the County Commission meeting. (Copy of spreadsheet attached.)

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

Coordination of award made with George Speake, County Engineer.

Attachment

End of Memorandum

Commissioner Hall made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Spreadsheet and Contractual Agreement, Agenda Pages 4-2 through 4-4, are attached to these Minutes.)

ENGINEERING DEPARTMENT – APPROVED BID AWARD TO OSBURN ASSOCIATES, INC., FOR TRAFFIC SIGNAGE & SUPPLIES, BID NO. 53104-16B-005

Administrator Mims presented the following memorandum from Purchasing Manager Myrtle Singleton:

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager

DATE: December 17, 2015

RE: Invitation to Bid No. 53104-16B-005
Traffic Signage & Supplies

I request approval of award on the above referenced Invitation to Bid to the lowest eligible bidder, Osburn Associates, Inc., in the amount of \$9,761.75, based on unit pricing, be placed on a future agenda for the County Commission meeting. (Copy of spreadsheet attached.) The lowest bidder, Traffic Signs, Inc. did not bid the materials listed per the specifications and was not approved by the Engineering Department, as provided for in the Invitation to bid.

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

Coordination of award made with George Speake, County Engineer and Danise Nettles, Traffic Control Supervisor.

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. (Copies of Memorandum, Spreadsheet and Contractual Agreement, Agenda Pages 5-2 through 5-5, are attached to these Minutes.)

COUNTY COMMISSION APPROPRIATIONS – APPROVED BUDGET CHANGE REQUEST NUMBER 23 FOR \$15,000 TO ALABAMA DANCE THEATRE

Administrator Mims requested approval of Budget Change Request Number 23, 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 6-1, is attached to these Minutes.)

COUNTY COMMISSION APPROPRIATIONS – APPROVED BUDGET CHANGE REQUEST NUMBER 24 FOR \$7,500 TO THE SAMARITAN COUNSELING CENTER

Administrator Mims requested approval of Budget Change Request Number 24, County Commission Appropriations.

Commissioner Walker made a motion to approve the request. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 7-1, is attached to these Minutes.)

COMMUNITY CORRECTIONS – APPROVED POSITION FILL REQUEST FOR COMMUNITY CORRECTIONS OFFICER, POSITION NUMBER 300359009

Administrator Mims presented the following memorandum from Executive Director of Community Corrections Paul H. Brown:

MEMORANDUM

DATE: December 14, 2015

TO: Elton Dean - Chairman

FROM: Paul H. Brown – Executive Director
Montgomery County Community Corrections

SUBJECT: Request for Commission to Consider a Position Fill Request – Community Corrections Officer

Dear Chairman Dean:

Please find attached a Position Fill Request Form for the position of Community Corrections Officer. This Position Fill Request is intended to fill the position vacated by the retirement of Community Corrections Officer, J.R. Hornsby, which became effective the close of business, October 31, 2015.

This position is necessary to support the District Courts and to help maintain operational efficiency in the Jail and Prison Diversion Caseloads. This position will help us to meet ADOC minimum standards and to safeguard public safety. The current Community Corrections budget covers this position.

The MCCPCA Board met on December 8, 2015 at its regular scheduled meeting and approved for me to proceed to the County Commission to make this request of the Commission and approved that the position be filled by an APOST Certified Officer.

Respectfully submitted,

Paul H. Brown – Executive Director

End of Memorandum

Commissioner Hall made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 8-2, is attached to these Minutes.)

DETENTION FACILITY – APPROVED POSITION FILL REQUESTS (4)

Administrator Mims presented the following memorandum:

December 31, 2015

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 on December 21, 2015, agreed to place the following Position Fill Requests from the Detention Facility on the next agenda:

- (1) Corrections Officer Corporal, Position Number To Be Determined
- (2) Corrections Officer Sergeant, Position Number To Be Determined
- (3) Corrections Officer Lieutenant, Position Number To Be Determined
- (4) Corrections Officer Trainee/Corrections Officer, Position Number To Be Determined

I am requesting approval of these items.

Attachments

End of Memorandum

Vice Chairman Harris made a motion to approve the requests. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 9-2 through 9-5, are attached to these Minutes.)

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

Administrator Mims presented the following memorandum:

December 31, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Position Fill Requests for Sheriff's Office

The Montgomery County Commission, at its meeting on December 21, 2015, agreed to place the following Position Fill Requests on the next agenda for the Sheriff's Office:

- (1) Deputy Sheriff Corporal, Position Number To Be Determined
- (2) Deputy Sheriff Trainee/Deputy Sheriff, Position Number 059
- (3) Deputy Sheriff Trainee/Deputy Sheriff, Position Number To Be Determined

I am requesting approval of these items.

Attachments

End of Memorandum

Commissioner Williams 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 10-2 through 10-4, are attached to these Minutes.)

YOUTH FACILITY – APPROVED POSITION FILL REQUEST FOR JUVENILE PROBATION OFFICER I, POSITION NUMBER 900304053

Administrator Mims presented the following memorandum from Juvenile Court Administrator Bruce R. Howell:

MEMORANDUM

To: Mr. Donnie Mims, Montgomery County Administrator

From: Bruce R. Howell, Juvenile Court Administrator

Date: December 22, 2015

Re: Juvenile Probation Officer I Fill Request

We have a vacancy for a Juvenile Probation Officer I which needs to be filled. We just finished interviewing for a previous vacancy and now we have a second one due to retirement. These two vacancies have created an extreme overload of cases and burden for our probation officers. I am requesting that the Commission place this fill request on the January 4th formal agenda.

Thank you for your consideration.

End of Memorandum

Commissioner Walker made a motion to approve the request. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Pages 11-2, is attached to these Minutes.)

VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (6)

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

<u>DEPARTMENT</u>	<u>TRAVEL/TRAINING REQUESTS</u>
1. District Attorney's Office	Request Number 2
2. Revenue Commissioner's Office	Request Number 2
3. Tax & Audit Department	Request Number 2
4. Sheriff's Office	Request Number 12
5. Detention Facility	Request Number 6
6. Youth Facility	Request Number 2

Commissioner Williams made a motion to approve the requests. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copies of Travel/Training Requests, Agenda Pages 12-1 through 12-6, are attached to these Minutes.)

COMMENTS BY COMMISSIONERS AND ATTENDEES

County Engineer George C. Speake thanked Assistant County Engineer James Kelley for the outstanding job he did during the flooding that caused several roads to be closed. He mentioned that Dozier Road should be reopened later this afternoon. He thanked Public Affairs Director DiDi Henry for handling the press releases informing the Montgomery citizens about the road closings. He also expressed his appreciation for the Road Maintenance Supervisors and volunteers who manned the road barricades to keep citizens safe.

Director Calvin Brown of the Montgomery City/County Emergency Management Agency informed the Commission that there will be a meeting on Wednesday, January 6, 2016, to review and capture costs associated with the flooding. He requested County Engineer Speake and Director of Risk Management Scott Kramer to be in attendance. He stated that there will be a Public Assistance Declaration in order to help the citizens of approximately 55-60 homes that were damaged during the flooding.

Commissioner Hall commended the County Engineering department for all the hard work they put in during the flooding over Christmas Eve and Christmas day. He expressed his appreciation for the work done by Assistant County Engineer James Kelley. He wished everyone a Happy New Year.

Commissioner Williams told the audience good morning and Happy New Year. He said that he looks forward to the future, working together and maintaining good government.

Commissioner Walker wished everyone a Happy New Year and gave a special welcome to her two children, Margaret and Elli, who were in the audience and being very well behaved. She said that she is not sure if it is because of the holidays or because the departments heeded her warning but she is glad to see that there were no waived rules items presented to the

Commission. She expressed her appreciation and stated that it is important to do business in a thoughtful and routine process and not in a hurried way. She said that she looks forward to the continuation of having no waived rules items.

Chairman Dean expressed his appreciation for the labor workers who manned the road barricades day and night during the flood. He stated that Montgomery is fortunate that there were no tragedies. He commended the Engineering department and all employees for their dedication and hard work. He said that Liberty Road in his district was also closed and there were many pot holes. He stated that Assistant County Engineer Kelley kept the Commissioners informed the entire time and that he appreciates all his hard work. He recommended that Administrator Mims attend the EMA meeting. He told Calvin Brown that he thinks Administrator Mims would be a good influence because the numbers will need to gel together in order to get any type of funding. He added that he believes there might have been more damage than Mr. Brown thinks.

Vice Chairman Harris wished everyone a Happy New Year. He informed the audience that he is in his fourth year on the Commission and every year the Commission has done a better job for the citizens of Montgomery County. He added that they've done a better job with increasing revenue. He stated that he is looking forward to 2016 beating it all and getting back to the way we were prior to the great recession.

ADJOURNMENT

Commissioner Williams made a motion to adjourn the meeting of the Montgomery County Commission on January 4, 2016, at 9:53 a.m. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission.

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-18-15

Check Number	To	Check Number
257425		257492
Total Checks Paid		\$247,552.93

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-18-15

Check Number	To	Check Number
257493		257559
Total Checks Paid		\$767,690.16

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-23-15

Check Number	To	Check Number
257560		257676
Total Checks Paid		\$875,544.88

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

AGENDA**JAN - 4 2016**

CHECKS ARE DATED
12/23/15

Payroll Check Number	124487	To	Payroll Check Number	124559	\$ 55,599.41
Direct Deposits					\$ 852,612.93
Payroll Check Number	124560	To	Payroll Check Number	124585	\$ 250,381.80
Direct Deposits					\$ 378,846.97
Federal Deposits					\$ 330,212.96
Total Payroll Paid					\$ 1,867,654.07

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

December 30, 2015

MEMORANDUM

TO: Elton Dean, Chair, Montgomery County Commission

FROM: Regina Walker, Grant Manager
Montgomery County Sheriff's Office

Subject: Land and Water Conservation Fund (LWCF) Grant

After the December 21, 2015 County Commission meeting, James Williams and I did some additional research into the LWCF grant. Several requirements listed in the grant are of concern to us. Among them are, the mandatory designation as a public park, staffing the park, hours of operation, and project sustainability. Requirements of this nature doesn't seem feasible at this time. Also, the grant requires the property be designated as a public (LWCF) assisted site in perpetuity. Considering these restrictions, we would like to withdraw the LWCF grant for development of the county ponds item from the January 4th agenda.

We believe the county ponds are still a "value added" resource for the county. They can be utilized to host district fishing days, county employee fishing day, youth fishing workshops and parks and recreation summer programs, etc. When used for youth events, we will follow the standard adult/child ratio guidelines, 1:6.

It is our plan to continue working with Dixie electric and county engineering to explore our options for adding electricity, as well as, working with Goodwyn, Mills and Cawood to acquire a comfort station.

RW

AMENDMENT NO. 1 TO CONTRACTUAL AGREEMENT

CONTRACTUAL AGREEMENT NO. .51100-09P-004 (Agreement) was entered into on the 27th day of April, 2009 between G4S Justice Services, Inc. and Montgomery County Commission, Montgomery, Alabama (the parties). The parties mutually agree to the following amended terms as Amendment #1 to the Agreement:

1) Effective May 1, 2012, Sentinel Offender Services, LLC acquired G4S Justice Services, LLC thus, effective that date, all Contractor obligations and rights of the Agreement shall refer to:

Sentinel Offender Services, LLC
201 Technology Drive Irvine, CA 92618
Phone: 1-800-589-6003
Fax: 1-800-327-1178

2) The term of the Agreement is extended from May 1, 2014 through April 30, 2016.

All other terms and conditions of the original Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, we have hereunto set forth set our hands on the day and year indicated below and the signing of this Amendment signifies the acceptance of terms and conditions as specified above.

SENTINEL OFFENDER SERVICES, LLC

WITNESS:

BY: _____

BY: _____

DATE: _____

MONTGOMERY COUNTY COMMISSION

WITNESS:

BY: _____

BY: _____

TITLE: _____

DATE: _____

Purchasing Department

[illegible]

Notes:

4-2

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT made and entered into as the 4th day of January, 2016, between Dunn Construction Co., Inc. of Birmingham, Alabama and Montgomery County Commission, Montgomery, Alabama.

W I T N E S S E T H

WHEREAS, Dunn Construction Co., Inc. agrees to furnish Crushed Stone for the Montgomery County Commission, Engineering Department in accordance with all provisions of Invitation to Bid No. 53000-16B-006, as issued by the Montgomery County Commission on November 20, 2015, (hereinafter referred to as the "Invitation to Bid"), a copy of which is attached hereto:

WHEREAS, In Consideration thereof, Dunn Construction Co., Inc. and Montgomery County Commission agree as follows:

1. That Dunn Construction Co., Inc. will furnish Crushed Stone in accordance with all specifications and provisions of the above referenced Invitation to Bid.
2. That the Contract will begin on January 4, 2016 and will end on January 3, 2016, with the option to renew for two (2) years, in one (1) year periods
3. That prices shall remain firm for a one (1) year period. At the end of each one (1) year period, a price increase may be allowed but shall not exceed 5% per year.
4. That Montgomery County Commission and Dunn Construction Co., Inc. shall have the right to terminate this agreement at any time during the contract period with a sixty (60) day written notice by either party.
5. Dunn Construction Co., Inc. shall hold Montgomery County Commission harmless from and indemnify it against all liability, including attorney's fees, which may arise from and accrue directly from the performance of the work of any obligation of Dunn Construction Co., Inc. or failure of Dunn Construction Co., Inc. to perform any work or obligation provided for in this agreement.
6. If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be

delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama between the Montgomery County Commission and Dunn Construction Co., Inc.

7. By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an authorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

IN WITNESS WHEREOF, the undersigned have executed this Contract as of the 4th day of January, 2016.

WITNESS:

DUNN CONSTRUCTION CO., INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY
COMMISSION

BY: _____

TITLE: _____

MONTGOMERY COUNTY COMMISSION
ENGINEERING DEPARTMENT



Traffic Control Division
1800 Terminal Rd. Montgomery, AL 36108
Danise Nettles
County Traffic Control Supervisor
(334) 264-9688

December 16, 2015

MEMORANDUM

TO: Myrtle Singleton, Purchasing Manager

FROM: Danise Nettles, Traffic Control Supervisor

DN 12/14/15

SUBJECT: Bid # 53104-16B-005
Traffic Signage & Supplies

We have reviewed subject bid proposals, and we recommend this contract be awarded to the second lowest bidder, Osburn Associates, Inc.

The low bidder, Traffic Signs Inc., had substituted materials of an inferior quality in their bid which did not meet the specifications included in the bid documents.

Thank you for your consideration concerning this matter.

I am in concurrence with Ms. Nettles' recommendation stated above.

George C. Speake

George C. Speake
County Engineer

12/16/15

Date

Purchasing Department Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO: 53104-16B-005				OSBURN ASSOC., INC. JENNIFER TREADWAY P.O. BOX 912 LOGAN, OH 43138 (800)523-8917		NEWMAN SIGNS, INC. NAN ELSTON P.O. BOX 1728 JAMESTOWN, ND 58402 (800)437-9770		TRAFFIC SIGNS, INC. JAMES WATSON 850 WHITES GAP RD SE JACKSONVILLE, AL 36265 (256)435-5014					
DATE ISSUED: NOVEMBER 18, 2015													
DATE OPENED: DECEMBER 10, 2015													
TRAFFIC CONTROL SIGNS													
TERMS OF PAYMENT / DISCOUNT:													
DELIVERY DATE:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	TRANSFER TAPE	RL	20	\$67.50	\$1,350.00	\$69.26	\$1,385.20						
	100 YDS												
	TRANSFER TAPE	ROL	20					\$24.00	\$480.00				
	50 YDS												
2	R1-1 30" OCT	EA	75	\$19.88	\$1,491.00	\$23.50	\$1,762.50	\$15.80	\$1,185.00				
3	M1-64 24" CRM	EA	25	\$12.72	\$318.00	\$35.67	\$891.75	\$10.59	\$264.75				
4	R2-1 18 X 24	EA	25	\$9.54	\$238.50	\$12.69	\$317.25	\$7.58	\$189.50				
5	R2-1-B 18 X 24	EA	50	\$9.54	\$477.00	\$12.69	\$634.50	\$7.58	\$379.00				
6	W1-B 30" DIA	EA	100	\$19.88	\$1,988.00	\$23.50	\$2,350.00	\$15.80	\$1,580.00				
7	R9-B 24 X 30 DIA	EA	50	\$15.88	\$794.00	\$19.32	\$966.00	\$12.64	\$632.00				
8	W20-B 30" B/O	EA	50	\$19.88	\$994.00	\$30.34	\$1,517.00	\$15.80	\$790.00				
9	4091 DGE	RL	1	\$367.50	\$367.50	\$396.39	\$396.39	\$281.25	\$281.25				
10	1178C BLACK	RL	3	\$348.75	\$1,046.25	\$360.00	\$1,080.00	\$363.69	\$1,091.07				
11	1175C BLUE	RL	1	\$348.75	\$348.75	\$360.00	\$360.00	\$363.69	\$363.69				
12	1172C RED	RL	1	\$348.75	\$348.75	\$360.00	\$360.00	\$363.69	\$363.69				
TOTAL BID AMOUNTS					\$9,761.75		\$12,020.59		\$7,599.95				

Notes:

5-3

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT made and entered into as the 4th day of January, 2016, between Osburn Associates, Inc. of Logan, Ohio and Montgomery County Commission, Montgomery, Alabama.

W I T N E S S E T H

WHEREAS, Osburn Associates, Inc. agrees to furnish Traffic Signage and Supplies to the Montgomery County Commission, Engineering Department in accordance with all provisions of Invitation to Bid No. 53104-16B-005, as issued by the Montgomery County Commission on November 18, 2015, (hereinafter referred to as the "Invitation to Bid"), a copy of which is attached hereto:

WHEREAS, In Consideration thereof, Osburn Associates, Inc. and Montgomery County Commission agree as follows:

1. All terms and conditions of the Invitation to Bid are incorporated herein by this reference.
2. That the Contract will begin on January 4, 2016 and will end on January 3, 2017, with the option to renew for two (2) years, in one (1) year periods
3. That prices shall remain firm for a one (1) year period. At the end of each one (1) year period, a price increase may be allowed but shall not exceed 5% per year.
4. That Montgomery County Commission and Osburn Associates, Inc. shall have the right to terminate this agreement at any time during the contract period with a sixty (60) day written notice by either party.
5. That Osburn Associates, Inc. will furnish traffic signs and supplies to the Engineering Department at prices stipulated in Invitation to bid No. 53104-16B-005.
6. That Osburn Associates, Inc. shall at all times be in compliance with all specifications and special provisions of the Invitation to bid.
7. Osburn Associates, Inc. shall hold Montgomery County Commission harmless from and indemnify it against all liability, including attorney's fees, which may arise from and accrue directly from the performance of the work of any obligation of. Osburn Associates, Inc. or failure of Osburn Associates, Inc. to perform any work or obligation provided for in this agreement.

8. If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama between the Montgomery County Commission and Osburn Associates, Inc.
9. By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an authorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

IN WITNESS WHEREOF, the undersigned have executed this Contract as of the 4th day of January, 2016.

WITNESS:

OSBURN ASSOCIATES, INC

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY
COMMISSION

BY: _____

TITLE: _____

JAN - 4 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 23

DEPARTMENT:	County Comm Appropriation	REVIEWED: S. Thomas	12/29/2015
DATE:	12/29/2015	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 Dance Theatre	001-57600.450	0	15,000	15,000
Donation Revenue	001-40000.47701	(259,000)	(15,000)	(274,000)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(259,000)	0	(259,000)

JUSTIFICATION:

Budget for an appropriation to to the Alabama Dance Theatre.

JAN -4 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 24

DEPARTMENT:	County Comm Appropriation	REVIEWED:	S. Thomas	12/29/2015
DATE:	12/29/2015		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
The Samaritan Counseling Center	001-55200.450	0	7,500	7,500
Donation Revenue	001-40000.47701	(274,000)	(7,500)	(281,500)
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		(274,000)	0	(274,000)

JUSTIFICATION:

Budget for an appropriation to to The Samaritan Counseling Center.

POSITION FILL REQUEST

DEPARTMENT: **Community Corrections**

DEPARTMENT HEAD: Paul H. Brown

SUPERVISOR: ReBecca Johnson

COMPLETED ACTION DATES

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

1 POSITION TITLE: Community Corrections Officer

POSITION NUMBER: **300359009**

PROPOSED EFFECTIVE DATE: 02/05/2015

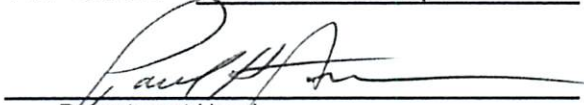
TYPE OF APPOINTMENT ☒ PERMANENT () TEMPORARY

RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

☒ OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE **A06 \$36,284 Step 01**



Department Head

Date

12/14/15

2 ADMINISTRATIVE REVIEW

() APPROVED
() DISAPPROVED

Funding Authority

3 CERTIFICATION

Promotional _____ Candidates
Open-competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date

4 SELECTEE: _____

Appointing Authority

Date

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

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer Corporal

Position Number _____

Proposed Effective Date January 4, 2016

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PC2 - \$33,747 - \$50,423

Pay step to be based upon City and County of Montgomery Personnel Board Rules and Regulations, Rule VI, Section 10 (A-Promotions)

Date December 17, 2015

Derrick Cunningham
Department Head

muc

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Date _____

Personnel Director

4. Selectee:

Date _____

Appointing Authority

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer Sergeant

Position Number _____

Proposed Effective Date January 4, 2016

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PC3 - \$39,257 - \$58,655

Pay step to be based upon City and County of Montgomery Personnel Board Rules and Regulations, Rule VI, Section 10 (A-Promotions)

Date December 17, 2015

Derrick Cunningham
Department Head

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4. Selectee:

Appointing Authority

Date _____

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

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 Corrections Officer Lieutenant

Position Number _____

Proposed Effective Date January 4, 2016

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PC4 - \$44,078 - \$65,858

Pay step to be based upon City and County of Montgomery Personnel
Board Rules and Regulations, Rule VI, Section 10 (A-Promotions)

Date December 17, 2015

Derrick Cunningham

Department Head

ma

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number _____

Proposed Effective Date January 4, 2016

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PCT - Corrections Officer Trainee - \$30,096

PC1 Corrections Officer - \$31,344 - \$46,832

Derrick Cunningham Date December 17, 2015
Department Head *mea*

2. Administrative Review

() Approved
() Disapproved

Funding Authority _____

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

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

9-5

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Deputy Sheriff Corporal

Position Number _____

Proposed Effective Date December 21, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PS2 \$40,575 - \$54,816

Pay step to be based upon City and County of Montgomery Personnel
Board Rules and Regulations, Rule VI, Section 10 (A-Promotions)

Date December 10, 2015

Derrick Cunningham
Department Head

*Pos # to be
determined
after
promotion*

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 _____

10-2

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number 059

Proposed Effective Date January 4, 2016

Type of Appointment (☒) Permanent () Temporary

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

Pay Grade PST - Deputy Sheriff Trainee - \$38,236
PS105 - Deputy Sheriff - \$39,456 - \$51,661

Derrick Cunningham Date December 16, 2015
Department Head mac

2. Administrative Review
() Approved
() Disapproved

Funding Authority

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

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

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

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number _____

Proposed Effective Date December 21, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade PST - Deputy Sheriff Trainee - \$38,236

PS105 - Deputy Sheriff - \$39,456 - \$51,661

A. J. Cunningham
Department Head

Date December 10, 2015

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Date _____

Personnel Director

4. Selectee:

Appointing Authority

Date _____

5. () Manpower data entered by _____

() Payroll entered by _____

Date _____

Date _____

10-4

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Ray Williams, Probation Supervisor

COMPLETED ACTION DATES

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

1. POSITION TITLE: Juvenile Probation Officer I - (to replace Melinda McGarry - retiring 1/1/16)

POSITION NUMBER: 900304053
(JPO II being replaced with JPO I)

PROPOSED EFFECTIVE DATE: 1/4/2016

TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: A06 (\$36,284/\$1,395.54/\$17.4443)

Bruce R. Howell

Department Head

12/7/2015
Date

2. ADMINISTRATIVE REVIEW

() APPROVED
() DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date

4. SELECTEE:

Appointing Authority

Date

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

11-2

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

AGENDA

JAN - 4 2016

Date: December 30, 2015
To: Donald L. Mims, Administrator
From: Daryl D. Bailey
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: January 20, 2016 Return Date: January 22, 2016
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend: ADAA 2016 Winter Conference

Traveler (s) Name: 1. Daryl Bailey 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$813.00 Advance Registration Required: \$375.00

Department Name: District Attorney Fund Name: 001-51261-265

Additional Comments: _____

To: _____
From: Donald L. Mims, Administrator

The above request is _____ reimbursement of actual and necessary expenses in the
approximate amount of _____ and advance registration of _____ is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51261.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$2,000.00</u>	
Current Requests:	<u>\$813.00</u>	
Budget Balance:	<u>\$1,187.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/30/2015

cc: Finance Director / Buyer

12-1

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

AGENDA

JAN - 4 2016

Date: December 18, 2015
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Mobile, AL
Departure Date: January 31, 2016 Return Date: February 3, 2106
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Alabama Tax Administrators, Mid-Winter Conference

Traveler (s) Name: 1. Anita Holley 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,200.00 Advance Registration Required: \$200.00
Department Name: Revenue Commission Fund Name: General Fund
Additional Comments: _____

To: _____
From: Donald L. Mims, Administrator

The above request is _____ reimbursement of actual and necessary expenses in the
approximate amount of _____ and advance registration of _____ is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51500.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$4,400.00</u>
Approved Requests:	<u>\$2,750.00</u>
Budget Available:	<u>\$1,650.00</u>
Current Requests:	<u>\$1,200.00</u>
Budget Balance:	<u>\$450.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 12/22/2015
cc: Finance Director / Buyer

12-2

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

AGENDA

JAN - 4 2016

Date: December 29, 2015
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, Alabama (Embassy Suites Downtown)
Departure Date: February 3, 2016 Return Date: February 5, 2016

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: Attend GFOAA 32nd Annual Conference in Tuscaloosa, AL on 2/3 - 2/5/2016.
Attendee will earn 16 CPE Hours toward CRE certification requirement for 2016.
Registration fee includes the \$50 annual membership for regular members.

Traveler (s) Name: 1. Terri Henderson 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$890.96 Advance Registration Required: \$295.00

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

Additional Comments: Registration Fee of \$295.00 has to be paid in advance before 1/9/2016.
Other Estimated Costs: Lodging \$325.00. Mileage \$120.96. Meals \$150.00

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

The above request is _____ reimbursement of actual and necessary expenses in the
approximate amount of _____ and advance registration of _____ is authorized.

Donald L. Mims, Administrator

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51800.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$10,000.00</u>
Approved Requests:	<u>\$755.45</u>
Budget Available:	<u>\$9,244.55</u>
Current Requests:	<u>\$890.96</u>
Budget Balance:	<u>\$8,353.59</u>

Reviewed by: S. Thomas

Date: 12/29/2015

cc: Finance Director / Buyer

12-3

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

AGENDA

JAN - 4 2016

Date: December 18, 2015
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: Wednesday, January 20, 2016 Return Date: Wednesday, January 20, 2016
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Attend DUI class

Traveler (s) Name: 1. Roy Foster 4. _____
2. Danny Moore 5. _____
3. Henry Postell 6. _____

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

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

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

Additional Comments: _____

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

The above request is _____ reimbursement of actual and necessary expenses in the
approximate amount of _____ and advance registration of _____ is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$8,487.00</u>	
Budget Available:	<u>\$16,513.00</u>	
Current Requests:	<u>\$100.00</u>	
Budget Balance:	<u>\$16,413.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/22/2015

cc: Finance Director / Buyer

12-4

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

AGENDA

JAN - 4 2016

Date: December 15, 2015
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Guntersville, AL
Departure Date: March 30, 2016 Return Date: April 1, 2016
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Alabama Jail Association Spring Conference

Traveler (s) Name: 1. Lieutenant Angel McCall 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$100.00 Advance Registration Required: \$25.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: _____
From: Donald L. Mims, Administrator

The above request is _____ reimbursement of actual and necessary expenses in the
approximate amount of _____ and advance registration of _____ is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$7,922.00</u>	
Budget Available:	<u>\$7,078.00</u>	
Current Requests:	<u>\$100.00</u>	
Budget Balance:	<u>\$6,978.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/18/2015

cc: Finance Director / Buyer

12-5

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

AGENDA

JAN - 4 2016

Date: December 29, 2015
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, Ala.
Departure Date: February 24, 2016 Return Date: February 26, 2016
Conference Leave (Days / Hours): 3 days
Purpose of Travel: to attend the Alabama Conference of Social Work

Traveler (s) Name: 1. Patricia Strickland 4. _____
2. Dr. Warren Brantley 5. _____
3. Linda Parsley-Engle 6. _____

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

Total (est.) Cost: \$1,400.00 Advance Registration Required: \$390.00

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

Additional Comments: Required CEU's for these three employees

To: _____
From: Donald L. Mims, Administrator

The above request is _____ reimbursement of actual and necessary expenses in the
approximate amount of _____ and advance registration of _____ is authorized.

Donald L. Mims, Administrator

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52603.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$15,000.00</u>
Approved Requests:	<u>\$100.00</u>
Budget Available:	<u>\$14,900.00</u>
Current Requests:	<u>\$1,400.00</u>
Budget Balance:	<u>\$13,500.00</u>

Reviewed by: S. Thomas

Date: 12/29/2015

cc: Finance Director / Buyer

12-6

Revised October 12, 2005

MONTGOMERY
AREA CHAMBER OF COMMERCE **AGENDA**

JAN - 4 2016

December 23, 2015

Members of the Montgomery County Commission
101 S. Lawrence Street
Montgomery, AL 36104

Re: Opinion on Applicability of Executive Session

Dear Montgomery County Commission Members:

We are requesting for Chamber representatives to appear before the Montgomery County Commission on Monday January 4, 2016 in executive session. Please be advised that we have reviewed the commerce or trade matter which the Montgomery County Commission proposes to discuss in executive session. It is our opinion that an executive session is authorized for this discussion under Section 7(a)(7) of Act No. 2005-40, and an open meeting will have a detrimental effect upon the competitive position of the Montgomery County Commission.

Pursuant to Section 7(a)(7) of Act No. 2005-40, a copy of this letter should be attached to the minutes of the County Commission meeting wherein the body considers a motion to convene an executive session to discuss this matter.

Sincerely,



Ellen G. McNair, CEcD
Senior Vice President
Corporate Development



BUILDING BUSINESS. BUILDING MONTGOMERY AND THE RIVER REGION.

POST OFFICE BOX 79 41 COMMERCE STREET MONTGOMERY, AL 36101
TEL: 334.834.5200 FAX: 334.265.4745 MACC@MONTGOMERYCHAMBER.COM WWW.MONTGOMERYCHAMBER.COM

13-1

ATTACHMENT E:

A Checklist for Conducting Lawful EXECUTIVE SESSIONS

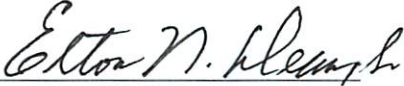
		<i>For Reference, See</i>	
☐ 1. Convene An Open Meeting	Page 21	Section IV (A) 1	
☐ 2. Enter a motion stating the reason for the Executive Session. <i>Executive Sessions may only be called for one of the following reasons:</i>	Page 21	Section IV (A) 2	
a. General Reputation and Character, Job Performance, or Salaries / Compensation	Page 21	Section IV (B) 1	
b. Formal Complaints or Charges Against an Individual or Legal Entity	Page 23	Section IV (B) 2	
c. Discussion with the Government Body's Attorney	Page 23	Section IV (B) 3	
d. Security Plans and Measures	Page 24	Section IV (B) 4	
e. Criminal Investigation and the Identity of an Undercover Agent or Informer	Page 25	Section IV (B) 5	
f. Negotiations to Buy / Sell / Lease Real Property	Page 25	Section IV (B) 6	
g. Preliminary Negotiations in Trade Competition	Page 26	Section IV (B) 7	
h. Negotiations Between The Body and a Group of Public Employees	Page 27	Section IV (B) 8	
i. Discuss and Vote Upon a Public or Contested Case Hearing	Page 27	Section IV (B) 9	
☐ 3. Receive a Written or Oral Declaration (if necessary).	Page 20	Section IV (A) 4	
a. Written Declarations are required for these Executive Sessions:			
I. Discussion with the body's attorney concerning options for, and ramification of, litigation, mediation, or arbitration.			
II. Discussions that would disclose the identity of an undercover informant or that focus on criminal investigations of non-public officials.			
III. Discussions concerning the negotiations between the body and a group of public employees.			
b. It is required that a designated person certify that the Executive Session is warranted for these specific reasons before the body votes to go into Executive Session.			
☐ 4. Vote to go into Executive Session	Page 20	Section IV (A) 4	
a) The vote must be open/public; and			
b) Each member must openly give his/her individual vote.			
☐ 5. Enter a Statement Concerning Reconvention	Page 21	Section IV (A) 5	

ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting stood adjourned until Tuesday, January 19, 2016, at 8:00 in the morning.



Administrator



Chairman