MINUTES OF REGULAR MEETING

MONTGOMERY COUNTY COMMISSION

FEBRUARY 1, 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 Williams. All five Commissioners were present.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission on scheduled attendees.

Administrator Mims briefed the Commission regarding items on the agenda.

Chairman Dean requested a $500 miscellaneous appropriation from his account to Open Door Christian Faith Worship Center, for 2016 Empowerment Workshop for Youths Program.

Vice Chairman Harris requested a $1,500 miscellaneous appropriation from his account to Successful Living Center, for the Adult Day Care Program for the low to moderate income elderly individuals that have Dementia.

Commissioner Williams requested a $500 miscellaneous appropriation from his account to Make a Difference Foundation, for Youth Programs.

Commissioner Williams requested a $1,000 miscellaneous appropriation from his account to Connecting The Body of Christ Fellowship, Inc., for Youth Programs.

The Commission agreed to add these items to the miscellaneous appropriations.

PRESENTATION BY PRESIDENT KYLE SEARCY WITH FRESH START COMMUNITY DEVELOPMENT CORP.

President Kyle Searcy with Fresh Start Community Development Corp., briefed the Commission regarding Amendment Number 1 to Contract Agreement for services provided from November 1, 2015 through September 30, 2016. Mr. Searcy also briefed the Commission regarding a Contract Agreement for services provided from October 1, 2016 through September 30, 2019. After discussion, the Commission agreed that more information needed to be included in the Contract Agreements before they could be placed on the agenda.

PRESENTATION BY CEO BILL WALLACE WITH GOODWYN, MILLS AND CAWOOD

CEO Bill Wallace with Goodwyn, Mills and Cawood briefed the Commission regarding proposed Master Plans for Old Selma Road and Highway 231 Recreational Parks. Chairman Dean stated that he and Commissioner Hall spoke with Mayor Gordon Stone concerning the Master Plan for the park located on Highway 231. Mayor Stone had expressed interest in a joint County and Town of Pike Road effort in developing this County-owned property in conjunction with property (80 acres) that has been donated by the Trotman family for educational and recreational purposes. Mayor Stone has proposed a joint agricultural and recreational facility including an elevated walking trail that would connect the County property to the Town of Pike Road property. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented a Contract with Frank Thomas and Associates, LLC, regarding the Acquisition of the Hall Family Property located on Old Selma Road and an Agreement for Professional Valuation Services with Capital Real Estate Services, LLC regarding Appraisal Services. After discussion, the Commission agreed that it was too soon to consider these items.

Mr. Wallace stated that the County Commission submitted an Alabama Industrial Access Road and Bridge Corporation Application for Funding regarding extension of the Montgomery Industrial Park Boulevard from DAS North America site to Wares Ferry Road to the IA Board. He noted that should the IA Board approve the funding, the Alabama Department of Transportation would draw up an agreement between the State and the Montgomery County Commission which would need to be approved by the Commission.

PRESENTATION BY JUVENILE COURT ADMINISTRATOR BRUCE HOWELL

Juvenile Court Administrator Bruce Howell briefed the Commission regarding Agreements for housing juveniles at the Montgomery County Youth Facility for Autauga, Butler, Chilton, Elmore and Monroe Counties. After discussion, the Commission agreed to place these items on the next agenda.

Mr. Howell briefed the Commission regarding a Personal Services Contract with Adedoyin Dosunmu-Ogunbi, M.D., to provide medical services for youth detained at the Youth Facility**.** After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY CHIEF INFORMATION AND TECHNOLOGY OFFICER LOU IALACCI

Chief Information and Technology Officer Lou Ialacci thanked the Commission for attending the Cyber Announcement, which was held on January 20, 2016.

DISCUSSION BY THE COMMISSION

Commissioner Williams stated that Chairman Dean is always concerned about his fellow Commissioners and he wanted the Commission to recognize that Chairman Dean spent the night at the hospital with his wife and still attended the Commission meeting this morning. Commissioner Walker stated that she appreciated Chairman Dean’s dedication.

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

County Engineer George Speake briefed the Commission regarding Budget Change Request Number 3 from the Engineering Department. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Mr. Speake briefed the Commission regarding a Bid Award to Overbilt Trailer Co., for a 35-ton lowboy equipment trailer, Bid Number 51300-16B-010. After discussion, the Commission agreed to place this item on the next agenda.

Also, Mr. Speake asked the Commission to waive rules regarding Position Fill Requests for County Road Equipment Operator II, Position Number 620552010 and Traffic Control Technician III, Position Number 640576015. After discussion, the Commission agreed to waive rules and add these items to the agenda.

PRESENTATION BY CHIEF PROBATE CLERK WILLIAM FLOWERS

Chief Probate Clerk William Flowers requested authorization to engage JMR+H Architecture in consulting on the redesign of the downtown tag office to facilitate the installation of the Q-matic Smart Queuing System. After discussion, the Commission agreed to place this item on the next agenda.

Commissioner Walker briefed the Commission on a recent personal positive experience that she had at the Probate East Office.

COMMENTS BY COUNTY ATTORNEY THOMAS T. GALLION, III

County Attorney Thomas T. Gallion, III, briefed the Commission regarding a Complaint for Condemnation of property on Terminal Road. He stated that he had exhausted all means to negotiate with the landowners and requested authorization to file the Complaint and commence condemnation proceedings. After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY SHERIFF DERRICK CUNNINGHAM AND ARCHITECT BARRY ROBINSON WITH ROBINSON AND ASSOCIATES ARCHITECTURE, INC.

Sheriff Derrick Cunningham and Architect Barry Robinson with Robinson and Associates Architecture, Inc., briefed the Commission regarding an Architectural Fee Proposal from Robinson and Associates Architecture, Inc., for the construction of the Montgomery County Sheriff maintenance shop building and Master Plan for the property, contingent upon acquisition of the property. After discussion, the Commission agreed to place this item on the next agenda.

Sheriff Cunningham briefed the Commission regarding Position Fill Requests for Corrections Officer Lieutenant, Position Number 086; Corrections Officer Sergeant, Position Number to be determined; Corrections Officer Corporal, Position Number to be determined; and Corrections

Officer Trainee/Corrections Officer, Position Number to be determined. After discussion, the Commission agreed to place these items on the next agenda.

Sheriff Cunningham informed the Commission that Lieutenant Janice Hardy, Captain Etta Matthews, Sergeant Carlos Parks, Sergeant Martinez Tolbert and Sergeant Robert Washington had completed the National Institute of Jail Operations (NIJO) course and requested that they be presented their Certificates of Completion at the next meeting. After discussion, the Commission agreed to place this presentation on the next agenda.

PRESENTATION BY PARENT LIAISON SHENITA MANOR AND COUNSELOR JUANITA MINCEY

Parent Liaison Shenita Manor and Counselor Juanita Mincey with Goodwyn Middle School briefed the Commission regarding the Parenting Center and provided a list of items necessary for the staff and students to utilize. No action was taken by the Commission.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission regarding Request Number 2 from the Appraisal Department, Request Number 26 from County Commission Appropriations, Request Number 1 from the Judge of Probate (Elections) and Request Number 2 from the Judge of Probate (Office). After discussion, the Commission agreed to waive rules and add these items to the agenda.

Commissioner Walker requested that all future Budget Change Requests not be placed under waive rules unless they are emergency items.

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 Alan Bowen of Pleasant Grove Baptist Church at the request of Chairman Dean.

The Pledge of Allegiance was led by Sheriff Derrick Cunningham at the request of Chairman Dean.

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 January 19, 2016. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission.

CONSENT AGENDA

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

Commissioner Williams made a motion to approve the Accounts Payable and Payroll Checks, as presented by Administrator Mims. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copies of Accounts Payable Checks and Payroll Checks Authorization, Consent Agenda Pages 1 through 6, are attached to these Minutes.)

NEW BUSINESS

SHERIFF'S OFFICE – APPROVED COOPERATIVE AGREEMENT FOR THE STATE HOMELAND SECURITY GRANT PROGRAM, GRANT NUMBER 4ATL (FY2014 - $17,000)

Administrator Mims presented the following memorandum from Sheriff Derrick Cunningham:

January 12, 2016

MEMORANDUM

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

FROM: Sheriff Derrick Cunningham
Montgomery County Sheriff's Office

SUBJECT: ALEA Homeland Security Grant
#4ATL Grant ~ $17,000

I am requesting that the County Commission place the attached Cooperative Agreement for an additional grant for $17,000.00 relating to the ALEA Homeland Security Grant for travel and training on the next County Commission agenda.

Please let me know if you have any questions.

encls.

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 Cooperative Agreement, Agenda Pages 1-2 through 1-11, is attached to these Minutes.)

SUPPORT SERVICES – APPROVED AMENDMENT NUMBER 1 TO CONTRACT WITH THE OFFICE PAL FOR TONER CARTRIDGES (CONTRACT NUMBER 51901-15B-014)

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

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager

DATE: January 11, 2016

RE: Contract No. 51901-15B-014
Toner Cartridges

I request that the attached Amendment No.1 to The Office Pal contract for toner cartridges be considered for approval on a future agenda.

Amendment No. 1 will allow the contract to be extended for one (1) year, beginning March 1, 2016 and ending on February 28, 2017.

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

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

Attachment

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. (Copies of Invitation to Bid No. 51901-15B-014 and Email, Agenda Pages 2-2 through 2-6, are attached to these Minutes.)

SUPPORT SERVICES – APPROVED AMENDMENT NUMBER 1 TO CONTRACT WITH CLIMATE SERVICES, INC., FOR PREVENTATIVE MAINTENANCE SERVICES ON HEATING AND AC SYSTEMS FOR MONTGOMERY COUNTY YOUTH FACILITY (CONTRACT NUMBER 52602-14B-023)

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

January 28, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator

SUBJECT: Contract No. 52602-14B-023
Preventive Maintenance Services
Heating/AC Services for Montgomery County Youth Facility

At its meeting on January 19, 2016, the Montgomery County Commission agreed to place on the next agenda an amendment to Contract 51901-14B-022 with Climate Service, Inc., for Preventive Maintenance Heating/AC Services for Montgomery County Youth Facility. Upon further review, the appropriate contract to be amended is Contract No. 52602-14B-023 with Climate Service, Inc. The amendment allows Contract No. 52602-14B-023 with Climate Service, Inc., to be extended effective February 1, 2016, with an expiration date of September 14, 2016, to provide preventive maintenance service at the Montgomery County Youth Facility on a monthly basis of $1,507.00 per month. (The term and monthly rate are the same as provided in the amendment presented on January 19, 2016.)

Upon expiration of the contract, Purchasing recommends that preventive maintenance services for heating/AC services for all Montgomery County buildings be combined in one bid and one contract be awarded to cover all Montgomery County buildings.

I request approval of Amendment No. 1 to Contract No. 52602-14B-023 for Preventive Maintenance Services for Heating/AC at the Montgomery County Youth Facility.

End of Memorandum

Commissioner Williams made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copies of Amendment Number 1 and Letter, Agenda Pages 3-2 and 3-3, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS REPROGRAMMING REQUESTS

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

February 1, 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-2016-81: City of Montgomery, to be used by BONDS to Support Bellwood East Neighborhood Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - $1,500; (Harris)

NC-2016-82: BOE, Robert E. Lee High School, for Football Program for Purchase of Helmets, Attn: Coach Tyrone Rogers - $1,425; (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:

C-2016-34: Open Door Christian Faith Worship Center, for 2016 Empowerment Workshop for Youths Program - $500; (Dean)

C-2016-35: Successful Living Center, for the Adult Day Care Program for the Low to Moderate Income Elderly Individuals that have Dementia - $1,500; (Harris)

C-2016-36: Make a Difference Foundation, for Youth Programs - $500; (Williams)

C-2016-37: Connecting The Body of Christ Fellowship, Inc., for Youth Programs - $1,000; (Williams)

NC-2016-83: BOE, Jefferson Davis High School, Athletic Program - $1,000; (Williams)

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

ENGINEERING DEPARTMENT – APPROVED ESTABLISHMENT OF ADMINISTRATIVE OFFICER, RECLASSIFICATION OF ADMINISTRATIVE ASSISTANT TO THE COUNTY ENGINEER TO ADMINISTRATIVE OFFICER AND ABOLISHMENT OF ADMINISTRATIVE ASSISTANT TO THE COUNTY ENGINEER, SUBJECT TO APPROVAL BY CITY/COUNTY PERSONNEL BOARD

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

November 24, 2015

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: George C. Speake
County Engineer

SUBJECT: Clerical Classification Study

As described in attached November 19, 2015, memorandum, the Personnel Department has conducted a review of the general clerical series job positions, and they are recommending that our Administrative Assistant to the County Engineer position (Job Code 0615, Pay Grade A08) be moved to an Administrative Officer position (Pay Grade A08). The former Code 0615 job title would then be abolished. The end results would be that the job title would change, and the pay grade would remain as present. No additional costs would be associated with this revision.

We concur with the Personnel Department's recommendation and ask that this item be placed on a future County Commission agenda for their approval. Thank you for your assistance with this matter.

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 Memorandum, Agenda Page 5-2, is attached to these Minutes.)

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

Administrator Mims presented the following memorandum:

January 25, 2016

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 January 19, 2016, agreed to place the following Position Fill Requests on the next agenda for the Sheriff's Office:

(1) Deputy Sheriff Corporal, Position Number 055
(2) Deputy Sheriff Trainee/Deputy Sheriff, Position Number to be Determined
(3) Deputy Sheriff Trainee/Deputy Sheriff, Position Number 060

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 6-2 through 6-4, are attached to these Minutes.)

YOUTH FACILITY – APPROVED POSITION FILL REQUESTS (2)

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

MEMORANDUM

To: Mr. Donnie Mims, Montgomery County Administrator

From: Bruce R. Howell, Juvenile Court Administrator

Date: January 11, 2016

Re: Juvenile Detention Officer Fill Request

We have a juvenile detention officer who recently retired creating a vacancy. I am requesting that this fill request be placed on the January 19th working session agenda.

Thank you for your consideration!

End of Memorandum

MEMORANDUM

To: Mr. Donnie Mims, Montgomery County Administrator

From: Bruce R. Howell, Juvenile Court Administrator

Date: January 13, 2016

Re: Juvenile Detention Director Fill Request

Due to the resignation of Brandi Alexander, Juvenile Detention Director, effective January 31, 2016, I am requesting that this fill request be placed on the January 19th working session agenda.

Thank you for your consideration!

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 7-2 and 7-4, 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 17
2. Public Affairs Department	Request Numbers 2, 3, and 4
3. Appraisal Department	Request Number 4
4. Personnel Department	Request Number 6
5. Community Corrections	Request Numbers 3 and 5
6. Revenue Commissioner's Office	Request Number 3

Commissioner Williams 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 8-1 through 8-9, 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:

VARIOUS DEPARTMENTS – APPROVED BUDGET CHANGE REQUESTS (5)

Administrator Mims recommended the following Budget Change Requests for approval by the Commission:

	DEPARTMENT	BUDGET CHANGE REQUESTS
1.	Appraisal Department	Request Number 2
2.	County Commission Appropriations	Request Number 26
3.	Engineering Department	Request Number 3
4.	Judge of Probate (Elections)	Request Number 1
5.	Judge of Probate (Office)	Request Number 2

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 Budget Change Requests, Agenda Pages 9-1 through 9-5, are attached to these Minutes.)

ENGINEERING DEPARTMENT – APPROVED POSITION FILL REQUESTS (2)

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

January 26, 2016

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: George C. Speake
County Engineer

SUBJECT: Position Fill Request for County Road Equipment Operator II Position

It is respectfully requested that we be permitted to fill a County Road Equipment Operator II (CREO II) vacancy that was created by a recent promotion. This position is at our District II maintenance facility located at Pike Road.

Forwarded herewith is the position fill request form pertaining to this vacancy. This position will be filled by promoting from within (no new hires) and is funded in our current FY 2016 budget. Please let me know if you have any questions or if any additional information is needed. Thank you for your assistance with this matter.

Attachment

End of Memorandum

January 26, 2016

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: George C. Speake
County Engineer

SUBJECT: Position Fill Request for Traffic Control Technician III

It is respectfully requested that we be authorized to fill an additional Traffic Control Technician III (TCT III) position at our Sign Shop on Terminal Road. This position is needed to meet current workload requirements associated with traffic signage and roadway striping.

Forwarded herewith is the position fill request form pertaining to this position. This position will be filled by promoting from within (no new hires) and can be funded in our current FY 2016 budget. Please let me know if you have any questions or if any additional information is needed. Thank you for your assistance with this matter.

Attachment

End of Memorandum

Commissioner Williams made a motion to approve the requests. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 10-2 and 10-4, are attached to these Minutes.)

COMMENTS BY COMMISSIONERS AND ATTENDEES

Principal of Jefferson Davis High School, Bobby Abrams, stated that the high school is a Title One school and that they receive a lot of funding for academics but not enough for athletics and extracurricular activities. He distributed, to the Commission, a detailed listing of the financial needs compiled by the students and teachers. He added that this is an ongoing issue at all the public schools. Principal Abrams requested funding from the Commissioners for athletics and extracurricular activities. Commissioner Walker asked if Jeff Davis has a band program because it wasn't on the list. Principal Abrams stated the band does not need funding at this time. Chairman Dean stated that the list was unusual but very good in showing the detail. He told the audience that Principal Abrams is a former NFL football player and is a good principal. Commissioner Williams requested to appropriate $1,000 for the Athletic Program and his fellow Commissioners concurred.

Sheriff Cunningham told the Commission that 30 county employees and numerous family members volunteered to clean up the local Habitat for Humanity ReStore. He said that he wanted to acknowledge them and express his appreciation. Vice Chairman Harris thanked the employees for volunteering. Chairman Dean asked for the names of the volunteers and requested that an appreciation certificate be presented to them at the next Commission meeting.

Ms. K.T. Brown expressed that she would like to see more radio and T.V. advertising for the March election. She asked the Probate Judge to consider placing prepaid postage on the absentee ballots for the senior citizens who are homebound and cannot get out to vote.

Mr. William “Levi” Gailliard with American Association for Children briefed the Commission regarding the Think Big Program and the Super Bowl Event that will be held at the Brunswick Bowling Lanes. He said he is excited about this Super Bowl because there will be boys 4^{th} – 12^{th} grades who will bowl with their dads. Boys who don’t have a dad at home will be paired with a man. He stated that this event will be without drugs, alcohol and sex. Mr. Gailliard said that he will be requesting funding for this event at the next Commission meeting.

Commissioner Hall thanked everyone who came to the Outer Loop ribbon cutting. He said it was a great day for Montgomery County. He stated that Governor Bentley acknowledged the importance of the Outer Loop and that it will open up thousands of acres for economic development. He wished everyone a Happy Valentine’s Day.

Commissioner Williams wished everyone a Happy Valentine’s Day. He stated that he is glad to be back as he missed the last Commission meeting. He clarified that he was not sick but had to have surgery on his arm.

Chairman Dean said that he is glad to see everyone at today’s meeting. He informed the audience that he would keep it short because there are still a lot of attendees left to speak during the working session.

Vice Chairman Harris said that he too is looking forward to the Super Bowl.

RECESS TO INFORMATION SESSION

Chairman Dean recessed the Formal Session to the Information Session.

<u>INFORMATION SESSION</u>

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

PRESENTATION BY FOUNDER & EXECUTIVE DIRECTOR STEPHANIE PAUL WITH PAUL OUTREACH SERVICES, INC., AND PRESIDENT KONIQUEKA R. THOMPSON WITH TRANSITIONS TECHNICAL COLLEGE, INC.

Founder & Executive Director Stephanie Paul with Paul Outreach Services, Inc., briefed the Commission regarding the organization including the "Hope Center" project. Ms. Paul introduced President Koniqueka Ross-Thompson with Transitions Technical College, Inc., and stated that they are partnering together and have created a new community service program call "Make the Transition" initiative. Ms. Paul requested funding for the programs. No action was taken by the Commission.

PRESENTATION BY BLUE GRAY NATIONAL COLLEGIATE TENNIS CLASSIC CHAIRMAN CLAY TORBERT AND PAST TOURNAMENT CHAIRMAN PAUL WINN

Blue Gray National Collegiate Tennis Classic Chairman Clay Torbert briefed the Commission regarding the 2016 Blue Gray National Tennis Tournament. Past Tournament Chairman Paul Winn was also present. After discussion, the Commission agreed to place a Budget Change Request in the amount of $8,000 for this event on the next agenda.

PRESENTATION BY EXECUTIVE DIRECTOR JANNAH BAILEY WITH CHILD PROTECT

Executive Director Jannah Bailey with Child Protect informed the Commission that Child Protect had recently purchased property adjacent to their office. She stated that the existing building on the property has been vacant since 2007 and is beyond repair. Ms. Bailey requested funding in the amount of $5,300 for the demolition of the vacant building. After discussion, the Commission agreed to place a Budget Change Request in the amount of $5,300 for the demolition on the next agenda.

COMMENTS FROM ADMINISTRATOR MIMS AND DEPUTY ADMINISTRATOR CAUTHEN

Administrator Mims presented the Final Incentive Payment regarding Project ROUNDUP (STERIS Corporation). After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen presented Final Pay Application Number 3 to Holley-Henley Builders, Inc., regarding Montgomery County Jail Kitchen repairs. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen briefed the Commission regarding a Request for Proposal regarding elevator consulting services and recommendation to award the Contract to Dieter Consulting Services. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen informed the Commission that the renovation of the former Pier I building on McGehee Road for the Probate South Office is progressing on schedule. She stated that the architects recommend replacing the existing water heater at a cost of $3,525 and that this cost is covered by the $20,000 structural allowance included in the contract cost. She explained that a final change order will include the deduction from the allowance.

PRESENTATION BY PUBLIC AFFAIRS DIRECTOR DIDI HENRY

Public Affairs Director DiDi Henry briefed the Commission regarding a Resolution proclaiming the month of March as Certified Government Financial Manager Month. After discussion, the Commission agreed to place this item on the next agenda.

Ms. Henry briefed the Commission regarding county employee blood drives for 2016. After discussion, the Commission agreed to place this item on the next agenda.

Ms. Henry presented a copy of the January 20, 2016, Newspaper Article from The Montgomery Advertiser entitled 'Montgomery County to celebrate bicentennial with new seal design'.

Ms. Henry introduced the new Montgomery Advertiser Reporter, Kelsey Davis.

PRESENTATION BY CHIEF INVESTIGATOR MIKE THOMAS WITH THE DISTRICT ATTORNEY'S OFFICE

Chief Investigator Mike Thomas with the District Attorney's Office briefed the Commission regarding existing safety concerns and requested for security upgrades to the District Attorney Pre-Trial Diversion Office.

After discussion, the Commission asked Administrator Mims, Deputy Administrator Cauthen, Mr. Thomas and Sheriff Cunningham to look at security for all buildings on the Montgomery County Courthouse campus.

COMMENTS BY COUNTY ATTORNEY THOMAS T. GALLION, III

County Attorney Thomas T. Gallion, III, briefed the Commission regarding Hollingsworth Capital Partners-Al v. Janet Buskey, a class action lawsuit that the County won.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented a Letter from Reverend Alphonso Dixon with The Montgomery-Tuskegee Times regarding the 29th Annual Black History Awards Banquet to be held February 28, 2016. Chairman Dean, Vice Chairman Harris and Commissioner Williams requested a $100 miscellaneous appropriation from each of their accounts for this event. After discussion, the Commission agreed to place these appropriations on the next agenda.

Administrator Mims presented Alabama Code Section 38-2-7 which pertains to the Montgomery County Board of Human Resources. Administrator Mims noted that at the last meeting, he presented a board member appointment for this board and the Commission requested additional information. After discussion, the Commission agreed to place the board member appointment on the next agenda.

Administrator Mims briefed the Commission regarding an invitation to the Missing Persons Day 2016 to be held February 9, 2016.

<u>COMMENTS FROM DEPUTY ADMINISTRATOR CAUTHEN</u>

Deputy Administrator Cauthen updated the Commission regarding the Minority Business Initiative. The Commission agreed to give instructions at the next meeting.

<u>PRESENTATION BY WILLIAM "LEVI" GAILLIARD WITH AMERICAN ASSOCIATION FOR CHILDREN</u>

Mr. William "Levi" Gailliard with American Association for Children briefed the Commission regarding the Think Big Program and the Super Bowl Event that will be held at the Brunswick Bowling Lanes and requested funding for the event. The Commission informed Mr. Gailliard that it was too late for the Commission to appropriate funds for the event.

<u>COMMENTS FROM ADMINISTRATOR MIMS</u>

Administrator Mims presented an Invoice regarding payment of Ex-Officio Membership to the Montgomery Area Committee of 100, Inc., for Chairman Dean. After discussion, the Commission agreed to place this item on the next agenda.

ADJOURNMENT

Commissioner Williams made a motion to adjourn the meeting of the Montgomery County Commission on February 1, 2016, at 11:08 a.m. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission.

AGENDA

FEB - 1 2016

2-1-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 1-15-16

Check Number	To	Check Number
257880		257952
Total Checks Paid		$828,188.91

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

2-1-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 1-15-16

Check Number	To	Check Number
257953		258013
Total Checks Paid		$946,969.08

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

AGENDA

FEB - 1 2016

2-1-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 1-22-16

Check Number	To	Check Number
258014		258056
Total Checks Paid		$165,094.70

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

AGENDA

FEB - 1 2016

2-1-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 1-22-16

Check Number	To	Check Number
258057		258138
Total Checks Paid		$463,543.49

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

AGENDA

FEB - 1 2016

2-1-16 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 1-22-16

Check Number	To	Check Number
258139		258140
Total Checks Paid		$3,205.02

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

2/1/16 Meeting

AGENDA

FEB - 1 2016

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED
1/22/16

Payroll Check Number	124680	To	Payroll Check Number	124747	$	50,231.54
Direct Deposits					$	858,573.27
Payroll Check Number	124748	To	Payroll Check Number	124772	$	252,018.55
Direct Deposits					$	390,149.87
Federal Deposits					$	339,111.92
Total Payroll Paid					$	1,890,085.15

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: $17,000.00 Total: $17,000.00	Begin:01/01/2016 End: 05/01/2016	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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COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS

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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COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS

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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COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS

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 Administrator 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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COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS

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. Suspension or Termination of Funding: ALEA may suspend, in whole or in part, and/or terminate funding for or impose other sanctions on an 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. National Incident Management System (NIMS): 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 not NIMS compliant, the reimbursement claim will not be processed by ALEA and the claim will be returned without action.

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COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS

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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COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS

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 solely for the funding of the approved submitted budget.

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CFDA TITLE: Homeland Security Grant Program
CFDA#: 97.067

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: 334.832.1646

Fax Number: 334.832.7113

Mobile Number: 334.850.1329

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

Signature: Date: 1.12.2016

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: 1/8/2016

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CFDA TITLE: Homeland Security Grant Program
CFDA#: 97.067

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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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 1-11

INVITATION TO BID NO. 51901-15B-014

NEW TONER CARTRIDGES

	EST QTY	PRINTER NO.	CARTRIDGE NO.	UNIT PRICE	EXT AMT
1.	8	Brother Fax	Brother TN-420	$ 28.02	$ 224.20
2.	8	Brother	Brother TN-580	$ 85.39	$ 683.09
3.	8	Brother HL-2140	TN-330 (Black)	$ 34.69	$ 277.54
4.	8	Brother HL-5370DW	TN-620 (Black)	$ 52.42	$ 419.33
5.	8	Brother Intellifax 4100E	TN-460 (Black)	$ 69.73	$ 557.84
6.	8	Brother MFC-7420	TN-350 (Black)	$ 52.08	$ 416.64
7.	8	Brother MFC-7460DN	TN-450 (Black)	$ 47.60	$ 380.77
8.	8	Canon	MP-20N (Black)	$ 10.50	$ 84-
9.	8	Canon	PF1-102MBK	$ 57.75	$ 462
10.	8	Canon	PF1-102Y	$ 57.75	$ 462
11.	8	Canon	PF1-102C	$ 57.75	$ 462
12.	8	Canon	PF1-102BK	$ 57.75	$ 462
13.	8	Canon	PF1-104M	$ 57.75	$ 462
14.	8	Dell 1110	DLLJ9833	$ 42-	$ 336
15.	8	Dell B2360dn	DLLRGCN6	$ 63-	$ 504
16.	8	Dell 300cn	DLLK4971	$ 31.50	$ 252
17.	8	HP Photo Smart 2575	C8766WN	$ 22.05	$ 176.40
18.	8	HP Office Jet Pro 8500A	C936AN (Black)	$ 36.75	$ 294
19.	8	HP Office Jet Pro 8500A	C9393A (Yellow)	$ 21.00	$ 168
20.	8	HP Office Jet Pro 8500A	C9392AN (Magenta)	$ 21.00	$ 168
21.	8	HP Office Jet Pro 8500A	C9391AN (Cyan)	$ 21.00	$ 168
22.	8	HP Color Laser Jet 2025	CC531A (Cyan)	$ 99.75	$ 798
23.	8	HP Color Laser Jet 2025	CC532A (Yellow)	$ 99.75	$ 798
24.	8	HP Color Laser Jet 2025	CC533A (Magenta)	$ 99.75	$ 798
25.	8	HP Color Laser Jet 3500 3550, 3700	Q2670A (Black)	$ 10.50	$ 84
26.	8	HP Color Laser Jet 3500 3550, 3700	Q2671A (Cyan)	$ 10.50	$ 84
27.	8	HP Color Laser Jet 3500 3550, 3700	Q2672A (Yellow)	$ 10.50	$ 84

28.	8	HP Color Laser Jet 3500 3550, 3700	Q2673A (Magenta)	$ 10.50	$ 84
29.	8	HP Color Laser Jet 3505 3600, 3800	Q6470A (Black)	$ 120.75	$ 966
30.	8	HP Color Laser Jet 3600	Q6471A (Cyan)	$ 73.50	$ 588
31.	8	HP Color Laser Jet 3600	Q6472A (Yellow)	$ 73.50	$ 588
32.	8	HP Color Laser Jet 3600	Q6473A (Magenta)	$ 73.50	$ 588
33.	8	HP Color Laser Jet 3800	Q7581A (Cyan)	$ 105 -	$ 840
34.	8	HP Color Laser Jet 3800	Q7582A (Yellow)	$ 105	$ 840
35.	8	HP Color Laser Jet 3800	Q7583A (Magenta)	$ 105	$ 840
36.	8	HP Color Laser Jet 4600dn	C9720A (Black)	$ 135.45	$ 1083.6
37.	8	HP Color Laser Jet 4600dn	C9721A (Cyan)	$ 173.25	$ 1386 -
38.	8	HP Color Laser Jet 4600dn	C9722A (Yellow)	$ 173.25	$ 1386
39.	8	HP Color Laser Jet 4600dn	C9723A (Magenta)	$ 173.25	$ 1386
40.	8	HP Color Laser Jet 4700	Q5950A (Black)	$ 157.50	$ 1260
41.	8	HP Color Laser Jet 4700	Q5951A (Cyan)	$ 199.50	$ 1596
42.	8	HP Color Laser Jet 4700	Q5952A (Yellow)	$ 178.50	$ 1428
43.	8	HP Color Laser Jet 4700	Q5953A (Magenta)	$ 178.50	$ 1428
44.	8	HP Color Laser Jet CM1415NW	CE321A (Cyan)	$ 56.70	$ 453.60
45.	8	HP Color Laser Jet CM1415NW	CE322A (Yellow)	$ 56.70	$ 453.60
46.	8	HP Color Laser Jet CM1415NW	CE323A (Magenta)	$ 56.70	$ 453.60
47.	8	HP Color Laser Jet CM1415NW	CE320A (Black)	$ 59.85	$ 478.80
48.	8	HP Color Laser Jet CP3525X	CE252A (Yellow)	$ 210 -	$ 1680
49.	8	HP Color Laser Jet CP3525X	CE253A (Magenta)	$ 210 -	$ 1680
50.	8	HP Color Laser Jet CP3525X	CE251A (Cyan)	$ 210 -	$ 1680
51.	8	HP Color Laser Jet CP3525X	CE250X (Black)	$ 147	$ 1176
52.	8	HP Laser Jet 1022	Q2612A (Black)	$ 63.00	$ 504
53.	8	HP Laser Jet 2025	CC530AD(Black)	$ 147.00	$ 1176
54.	8	HP Laser Jet 2025	CC531A (Cyan)	$ 99.75	$ 798
55.	8	HP Laser Jet 4015n	CC364X	$ 231 -	$ 1848
56.	8	HP Laser Jet 4050	C4127X (Black)	$ 94.50	$ 756
57.	8	HP Laser Jet 4100	C8061X (Black)	$ 94.50	$ 756
58.	8	HP Laser Jet 4200/4300	Q1338A (Black)	$ 126 -	$ 1008
59.	8	HP Laser Jet 4250/4350	Q5942X (Black)	$ 197.40	$ 1579.20
60.	8	HP Laser Jet P2035	CE505A (Black)	$ 103.95	$ 831.60
61.	8	HP Laser Jet P2055DN	CE505X (Black)	$ 126.00	$ 1008 -
62.	8	HP Laser Jet Pro 400	CF280A (Black)	$ 115.50	$ 924
63.	8	HP Laser Jet Pro 400 Color	CE410A (Black)	$ 82.95	$ 663.60

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64.	8	HP Laser Jet Pro 400 Color CE411A (Cyan)		$ 103.95	$ 831.60
65.	8	HP Laser Jet Pro 400 Color CE412A (Yellow)		$ 103.95	$ 831.60
66.	8	HP Laser Jet Pro 400 Color CE413A (Magenta)		$ 103.95	$ 831.60
67.	8	HP Office Jet 600	CD971AN (Black)	$ 17.85	$ 142.80
68.	8	HP Office Jet 600	CH634AN (Cyan)	$ 8.40	$ 67.20
69.	8	HP Office Jet 600	CH635AN (Magenta)	$ 8.40	$ 67.20
70.	8	HP Office Jet 600	CH636AN (Yellow)	$ 8.40	$ 67.20
71.	8	HP Office Jet Pro L7680	C9385AN (Black)	$ 18.90	$ 151.20
72.	8	HP Office Jet Pro L7680	C9386AN (Cyan)	$ 13.65	$ 109.20
73.	8	HP Office Jet Pro L7680	C9387AN (Magenta)	$ 13.65	$ 109.20
74.	8	HP Office Jet Pro L7680	C9388AN (Yellow)	$ 13.65	$ 109.20
75.	8	HP Office Jet Pro 8500	C4902AN (Black)	$ 21.00	$ 168 –
76.	8	HP Office Jet Pro 8500	C4903AN (Cyan)	$ 15.75	$ 126 –
77.	8	HP Office Jet Pro 8500	C4904AN (Magenta)	$ 15.75	$ 126 –
78.	8	HP Office Jet Pro 8500	C4905AN (Yellow)	$ 15.75	$ 126 –
79.	8	HP Laser Jet 1320	Q5949A (Black)	$ 31.50	$ 252
80.	8	HP Laser Jet 2100/2200d	C4096A (Black)	$ 31.50	$ 252
81.	8	HP Laser Jet 2300d	Q2610A (Black)	$ 42.00	$ 336
82.	8	HP Laser Jet 4500/4550	C4191A (Black)	$ 2.10	$ 16.80
83.	8	HP Laser Jet 4500/4550	C4192A (Cyan)	$ 2.10	$ 16.80
84.	8	HP Laser Jet 4500/4550	C4193A (Magenta)	$ 2.10	$ 16.80
85.	8	HP Laser Jet 4500/4550	C4194A (Yellow)	$ 2.10	$ 16.80
86.	8	HP Laser Jet 9040	C8543X	$ 261.45	$ 2091.60
87.	8	HP T1100ps Plot Printer	C9371A (Cyan)	$ 54.60	$ 436.80
88.	8	HP T1100ps Plot Printer	C9372A (Magenta)	$ 54.60	$ 436.80
89.	8	HP T1100ps Plot Printer	C9373A (Yellow)	$ 54.60	$ 436.80
90.	8	HP T1100ps Plot Printer	C9374A (Gray)	$ 54.60	$ 436.80
91.	8	HP T1100ps Plot Printer	C9403A (Matte Black)	$ 54.60	$ 436.80
92.	8	IBM Network Printer 17	63H2401 (Black)	$ 10.50	$ 84
93.	8	Lexmark E312	13T0101 (Black)	$ 10.50	$ 84
94.	8	Lexmark E320	08A0476 (Black)	$ 10.50	$ 84
95.	8	Lexmark E321/E323	12A7400 (Black)	$ 10.50	$ 84
96.	8	Lexmark E330	24035SA (Black)	$ 42.00	$ 336
97.	8	Lexmark E350D	E250A21A (Black)	$ 73.50	$ 588
98.	8	Lexmark 4039	1380850 (Black)	$ 10.50	$ 84
99.	8	Lexmark T-634	12A7462	$ 94.50	$ 756
100.	8	Lexmark T-634	12A7362	$ 94.50	$ 756

2.4

101. 8	Oce 3512	794-3 (Black)	$ 42.00	$ 336
102. 8	Oce W3500	824-6 (Black)	$ 120.75	$ 966
103. 8	Oce 2830	487-2 (Black)	$ 52.50	$ 420
104. 8	Oce 7230/6030	670-5 (Black)	$ 68.25	$ 546
105. 8	Oce IM2520	666-5 (Black)	$ 34.65	$ 277.20
106. 8	Oce Y550	461-3 (Black)	$ 36.75	$ 294
107. 8	Oce w300	485-5 (Black)	$ 89.25	$ 714
108. 8	Oce FX3000	485-5 (Black)	$ 89.25	$ 714
109. 8	Xerox 8560/8560 MFP	108R00669 (Cyan)	$ 52.50	$ 420
110. 8	Xerox 8560/8560 MFP	108R00670 (Magenta)	$ 52.50	$ 420
111. 8	Xerox 8560/8560 MFP	108R00671 (Yellow)	$ 52.50	$ 420
112. 8	Xerox 8560/8560 MFP	108R00668 (Black)	$ 52.50	$ 420
113. 8	Xerox Phaser 4510	113R00711 (Black)	$ 147 –	$ 1176 –

TOTAL BID $ 65,287.40

BIDS WILL BE AWARDED "ALL OR NONE" TO LOWEST RESPONSIBLE BIDDER.

THE ABOVE ESTIMATED QUANTITIES ARE FOR BIDDING PURPOSES ONLY. MONTGOMERY COUNTY COMMISSION RESERVES THE RGHT TO ORDER MORE OR LESS, WHICHEVER IS IN THE BEST INTEREST OF THE COUNTY.

Myrtle Singleton

From: Tober, Latzie <Latzie@theofficepal.com>
Sent: Tuesday, December 29, 2015 9:28 AM
To: Myrtle Singleton
Subject: RE: Toner Cartridges, 51901-15B-014

Good Morning Myrtle,

We are happy to renew the contract with Montgomery County Commission with a 5% increase. Please let me know if there is anything further I need to provide.

Thank you for the opportunity!

Regards,

Latzie Tober

The Office Pal
(p) 877-486-0590 Ext 108
(f) 732-363-6933

The OfficePal
TheOfficePal.com

From: Myrtle Singleton [mailto:MyrtleSingleton@mc-ala.org]
Sent: Tuesday, December 29, 2015 10:14 AM
To: Tober, Latzie
Subject: Toner Cartridges, 51901-15B-014

Mrs. Tober,

Attached is a letter to advise that the above referenced contract will expire on February 28, 2016 .

Thanks for your attention regarding this matter.

Myrtle Singleton,Purchasing Manger
Montgomery County Commission
101 S. Lawrence Street
Montgomery, AL 36104
334-832-1269 Office

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

Amendment
To
Contract # 52602-14B-023

Amendment No. 1

Contract with Climate Services, Inc. is hereby extended effective February 1, 2016 and will expire September 14, 2016.

Preventive Maintenance Services on Heating/AC Systems for the Youth Facility will be provided on a monthly basis of $1,507.00 per month.

All other provisions of the contract will remain the same.

WITNESS: CLIMATE SERVICES, INC.

____________________ BY: ____________________

TITLE: ____________________

WITNESS: MONTGOMERY COUNTY COMMISSION

____________________ BY: ____________________

TITLE: ____________________

SERVICE ON HEATING.
AIR CONDITIONING.
ICE MACHINES, &
REFRIGERATION UNITS.

Climate Service Inc.

596F OLIVER ROAD
MONTGOMERY, ALABAMA 36117
TELEPHONE:
279-6933

December 30, 2015

Ms. Myrtle Singleton
Montgomery County Commission
Support Services
100 South Lawrence Street
Montgomery, Alabama 36104

RE: Preventive Maintenance Services
Heating/AC System Montgomery Co. Youth Facility

Dear Ms. Singleton:

We are pleased to provide the following price for monthly Total Maintenance services on the HVAC equipment for the period of February 1, 2016 through September 30, 2016 for the Montgomery County Youth Facility to include all materials, parts, filters, labor and chemicals.

The agreement pricing does not include defects in non-moving parts such as coils, piping, heat exchangers, etc. Defects caused from acts of God (i.e. floods, lightening) are excluded as well as misuse by others.

Total $12,056.00

The amount of $1507.00 will be billed on a monthly basis on or about the first day of each month.

We want to thank you for the opportunity to serve you. If you have any questions regarding this price increase, or our on the job performance, please do not hesitate to call.

It is our goal to provide you with the very best in HVAC service.

Sincerely,
CLIMATE SERVICE INC.

Dan Downes

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: George Speake, County Engineer

THRU: Carmen Douglas
Personnel Director

FROM: Robbie Estes
Personnel Analyst

RE: Clerical Classification Study

DATE: November 19, 2015

The Personnel Department had conducted a review of the general clerical series and developed the following job classifications:

- **Executive Assistant – A07**
- **Senior Administrative Assistant – A06**
- **Administrative Assistant – A05**
- **Administrative Support Specialist – A04**
- **Administrative Support Associate – A03**

When approved, these position titles will be utilized to streamline over 10 job titles currently used for the city/county clerical/support staff positions. While your department assistant's position of Administrative Assistant to the County Engineer (Job Code 0615, Pay Grade A08) was not included in the study, we are attempting to further streamline the support staff classification structure. Therefore, it is our recommendation to establish an Administrative Officer position for the County at Pay Grade A08 and move your position to this job title. The job duties should be very similar with both handling the administrative department functions including financial responsibilities. If approved, we would abolish the 0615 job title.

Please let us know if you agree with our recommendation. If you have any questions, please feel free to contact me.

5-2

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 Corporal

   Position Number: '055

   Proposed Effective Date: January 19, 2016

   Type of Appointment: (X) Permanent ( ) Temporary

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

   Pay Grade: .$40,575 - $54,816 (PS2)
   Pay step to be based upon City and County of Montgomery Personnel Board Rules and Regulations, Rule VI, Section 10 (A-Promotions)

Derrick Cunningham
Department Head MDCC
Date January 11, 2016

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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 ______

6-2

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 Trainee / Deputy Sheriff

   Position Number ____________________

   Proposed Effective Date January 19, 2016

   Type of Appointment (X) Permanent ( ) Temporary

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

   Pay Grade Deputy Sheriff Trainee - $38,236 (PST)
   Deputy Sheriff - $39,456 - $51,661 (PS1)

Derrick Cunningham
Department Head
Date January 11, 2016

Mura

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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 ________

6-3

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 Trainee / Deputy Sheriff

   Position Number 060

   Proposed Effective Date January 19, 2016

   Type of Appointment (X) Permanent ( ) Temporary

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

   Pay Grade Deputy Sheriff Trainee - $38,236 (PST)
   Deputy Sheriff - $39,456 - $51,661 (PS1)

D. Cunningham Murea
Department Head Date January 11, 2016

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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 ________

6-4

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 Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Bruce R. Howell, Court Administrator

1. POSITION TITLE: Juvenile Detention Director - to replace Alelxander

   POSITION NUMBER: 900327042

   PROPOSED EFFECTIVE DATE: 2/1/2016

   TYPE OF APPOINTMENT: (X) Permanent () Temporary

   RECRUITING:

   () PROMOTIONAL REGISTER () TRANSFER

   (X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

   PAY GRADE: PC6 ($60,223/$2,316.25/$28.9531)

   Bruce R. Howell

   Department Head ______ 1/13/2016 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 ______

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 Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Brandi Alexander, Detention Director

1. POSITION TITLE: Juvenile Detention Officer - to replace vincens Ruise

POSITION NUMBER: 900300070

PROPOSED EFFECTIVE DATE: 2/1/2016

TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: PC1 ($31,344/$1,205.52/$15.0690)

Bruce R. Howell
Department Head

1/11/2016
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 ________

7-4

Appendix C

Montgomery County Commission
Travel / Training Request Approval

AGENDA
FEB - 1 2016

Request # 17

Date: January 21, 2016
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: February 17, 2016 Return Date: February 18, 2016
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend ACCA Financial Statements Training

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

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

Total (est.) Cost: $0.00 Advance Registration Required: $0.00
Department Name: County Commission Fund Name: General
Additional Comments:

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

The above request is app. 2/1/16 reimbursement of actual and necessary expenses in the approximate amount of $0.00 and advance registration of $0.00 is authorized.

To be completed by the Finance Department

Fund Code:	001-51100.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$22,500.00
Approved Requests:	$12,496.96
Budget Available:	$10,003.04
Current Requests:	$0.00
Budget Balance:	$10,003.04

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 1/21/2016
cc: Finance Director / Buyer

8-1

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

AGENDA
FEB - 1 2016

Date: January 27, 2016
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

Request approval to be granted for the following:

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

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

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

Total (est.) Cost: $99.36 Advance Registration Required: $0.00
Department Name: Public Affairs Dept Fund Name: General
Additional Comments: Mileage - $99.36

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

The above request is app. 2/1/16 reimbursement of actual and necessary expenses in the approximate amount of $99.36 and advance registration of $0.00 is authorized.

To be completed by the Finance Department	
Fund Code:	001-51130.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$3,500.00
Approved Requests:	$513.36
Budget Available:	$2,986.64
Current Requests:	$99.36
Budget Balance:	$2,887.28

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 1/27/2016
cc: Finance Director / Buyer

8.2

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

FEB - 1 2016

Request # 3

Date: January 27, 2016

To: Donald L. Mims, Administrator

From: Didi Henry

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL

Departure Date: February 18, 2016   Return Date: February 18, 2016

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Blackbelt Meeting

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

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

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

Department Name: Public Affairs Dept   Fund Name: General

Additional Comments: Mileage - $57.24

To: Didi Henry

From: Donald L. Mims, Administrator

The above request is app. 2/1/16 reimbursement of actual and necessary expenses in the approximate amount of $57.24 and advance registration of $0.00 is authorized.

Donald L. Mims, Administrator

To be completed by the Finance Department	
Fund Code:	001-51130.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$3,500.00
Approved Requests:	$513.36
Budget Available:	$2,986.64
Current Requests:	$156.60
Budget Balance:	$2,830.04

Reviewed by: S. Thomas

Date: 1/27/2016

cc: Finance Director / Buyer

8.3

Revised Oct. 12, 2007

Appendix C

Montgomery County Commission
Travel / Training Request Approval

AGENDA
FEB - 1 2016

Request # 4

Date: January 27, 2016

To: Donald L. Mims, Administrator

From: Didi Henry

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL

Departure Date: March 24, 2016 Return Date: March 24, 2016

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Blackbelt Meeting

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

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

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

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - $99.36

To: Didi Henry

From: Donald L. Mims, Administrator

The above request is app. 2/1/16 reimbursement of actual and necessary expenses in the approximate amount of $99.36 and advance registration of $0.00 is authorized.

To be completed by the Finance Department	
Fund Code:	001-51130.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$3,500.00
Approved Requests:	$513.36
Budget Available:	$2,986.64
Current Requests:	$255.96
Budget Balance:	$2,730.68

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/27/2016

cc: Finance Director / Buyer

8-4

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

AGENDA
FEB - 1 2016

Date: January 27, 2016
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, AL
Departure Date: March 18, 2016 Return Date: March 18, 2016
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Alabama Certified Appraiser Exam (Real Property)

Traveler (s) Name: 1. Calvin Johnson 2. 3. 4. 5. 6.

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

Total (est.) Cost: $225.48 Advance Registration Required: $90.00
Department Name: Appraisal Fund Name: Reappraisal
Additional Comments: Registration: $90.00 Mileage: $60.48 Food: $75.00

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

The above request is app. 2/1/16 reimbursement of actual and necessary expenses in the approximate amount of $225.48 and advance registration of $90.00 is authorized.

To be completed by the Finance Department

Fund Code:	120-51985.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$30,000.00
Approved Requests:	$2,909.23
Budget Available:	$27,090.77
Current Requests:	$225.48
Budget Balance:	$26,865.29

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 1/27/2016
cc: Finance Director / Buyer

8-5

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

AGENDA

FEB - 1 2016

Date: January 25, 2016
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL

Departure Date: February 17, 2016 Return Date: February 17, 2016

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: to attend AUM's Human Resource Professionals Conference

Traveler (s) Name: 1. Kaila Matney 4.
2. 5.
3. 6.

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

Total (est.) Cost: $99.00 Advance Registration Required: $99.00

Department Name: Personnel Fund Name: Merit System

Additional Comments:

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

The above request is app. 2/1/16 reimbursement of actual and necessary expenses in the approximate amount of $99.00 and advance registration of $99.00 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:	$4,981.97
Budget Available:	$15,018.03
Current Requests:	$99.00
Budget Balance:	$14,919.03

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 1/25/2016
cc: Finance Director / Buyer

8-6

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

AGENDA

FEB - 1 2016

Date: January 15, 2016

To: Donald L. Mims, Administrator

From: Paul Brown, Executive Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 201 Tallapoosa St, Montgomery, AL 36104

Departure Date: March 30, 2016 Return Date: March 30, 2016

Conference Leave (Days / Hours): One day

Purpose of Travel: To attend the Mental Health Conference

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

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

Total (est.) Cost: $89.00 Advance Registration Required: $89.00

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. 2/1/16 reimbursement of actual and necessary expenses in the approximate amount of $89.00 and advance registration of $89.00 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:	$2,202.73
Budget Available:	$10,222.27
Current Requests:	$89.00
Budget Balance:	$10,133.27

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/19/2016

cc: Finance Director / Buyer

8-7

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

AGENDA
FEB - 1 2016

Date: January 28, 2016
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 401 McCullars Lane, Oxford, AL 36203
Departure Date: February 9, 2016 Return Date: February 11, 2016
Conference Leave (Days / Hours): Three days
Purpose of Travel: To attend the NCIC Certification class

Traveler (s) Name: 1. Amberly Tutt-Lewis 4.
2. 5.
3. 6.

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

Total (est.) Cost: $160.00 Advance Registration Required: $0.00
Department Name: Community Corrections Fund Name: Community Corrections
Additional Comments:

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

The above request is app. 2/1/16 reimbursement of actual and necessary expenses in the approximate amount of $160.00 and advance registration of $0.00 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:	$2,202.73
Budget Available:	$10,222.27
Current Requests:	$249.00
Budget Balance:	$9,973.27

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 1/28/2016
cc: Finance Director / Buyer

8-8

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

AGENDA
FEB - 1 2016

Date: January 26, 2016
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hunstville, AL
Departure Date: February 28, 2016 Return Date: March 1, 2016
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Working with Difficult People

Traveler (s) Name: 1. Danette Fox 4.
2. 5.
3. 6.

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

Total (est.) Cost: $890.00 Advance Registration Required: $175.00
Department Name: Revenue Commission Fund Name: Mobile Home Trust Fund
Additional Comments:

To: Janet Buskey, Revenue Comm.
From: Donald L. Mims, Administrator
The above request is 2/1/2016 reimbursement of actual and necessary expenses in the approximate amount of $890.00 and advance registration of $175.00 is authorized.

To be completed by the Finance Department

Fund Code:	781-51501.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$7,000.00
Approved Requests:	$0.00
Budget Available:	$7,000.00
Current Requests:	$890.00
Budget Balance:	$6,110.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 1/26/2016
cc: Finance Director / Buyer

8.9

AGENDA

FEB - 1 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST
REQUEST NUMBER 2

DEPARTMENT:	Appraisal Department	REVIEWED:	S. Thomas	1/26/2016
DATE:	1/26/2016	Finance Director		Date
REQUESTED BY:	Clay Henley	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Postage	120-51985-252	30,000	(2,000)	28,000
Travel-Mileage	120-51985-260	7,000	2,000	9,000
TOTAL BUDGET CHANGE		**37,000**	**0**	**37,000**
TOTAL 2016 APPRAISAL BUDGET		**3,148,555**	0	**3,148,555**

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

9-1

AGENDA

FEB - 1 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 26

DEPARTMENT:	County Comm Appropriati	REVIEWED:	S. Thomas	1/21/2016
DATE:	1/21/2016	Finance Director		Date
REQUESTED BY:	Donald L. Mims	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Leadership Montgomery	001-57904.498	0	40,000	40,000
Fund Balance	001.35900		(40,000)	
	TOTAL	0	0	40,000

JUSTIFICATION:

Provide funding to Leadership Montgomery for program expenses.

9.2

AGENDA

FEB - 1 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 3

DEPARTMENT:	Engineering	REVIEWED:	S. Thomas	1/20/16
		Finance Director		Date
REQUESTED BY:	George C. Speake	APPROVED:		
Elected Official/Dept. Head	1/15/2016	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Salaries	111-53600-110	$ 383,256.00	$ 7,000.00	$ 390,256.00
Retirement	111-53600-121	$ 42,581.00	$ 761.00	$ 43,342.00
Social Security	111-53600-124	$ 27,563.00	$ 539.00	$ 28,102.00
Road Const. & Maint Supply	111-53199-213	$ 173,010.00	$ (8,300.00)	$ 164,710.00
County Wide Constr.Equip	111-53100-561	$ 174,254.00	$ (49,993.00)	$ 124,261.00
County Shop Const. Equip	111-53700.561	$ 218,610.00	$ 22,288.00	$ 240,898.00
Construction Equipment	111-53199-561	$ -	$ 27,705.00	$ 27,705.00
	TOTAL	$ 1,019,274.00	$ -	$ 1,019,274.00

JUSTIFICATION:

To cover the cost of a 3 step raise approved for the Assistant County Engineer on 11/30/15 and to realign the equipment budgets for County Shop and Construction equipment.

9.3

AGENDA

FEB - 1 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 1

DEPARTMENT:	JUDGE OF PROBATE	REVIEWED:	S. Thomas	1/21/2016
	ELECTIONS	Finance Director		Date
REQUESTED BY:	JUDGE STEVEN L. REED	APPROVED:		
Elected Official/Dept. Head	Date	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Extra Help	001-51911.115	4,980	14,000	18,980
Election Worker Fees	001-51911.175	138,000	(14,000)	124,000
	TOTAL	142,980	0	142,980

JUSTIFICATION:

To realign the budget to cover the cost of temporary workers for the 2016 election cycle.

9-4

AGENDA

FEB - 1 2016

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST
REQUEST NUMBER 2

DEPARTMENT:	JUDGE OF PROBATE	REVIEWED:	S. Thomas	1/27/2016
			Finance Director	Date
REQUESTED BY:	JUDGE STEVEN L. REED	APPROVED:		
Elected Official/Dept. Head	Date		Administrator	Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
TITLING TECH FUND/MOTOR VEHICLE	786-51375-400	10,000	7,983	17,983
Fund Balance	786-35900		(7,983)	
	TOTAL	10,000	0	10,000

JUSTIFICATION:
To carry forward prior year fund balance to be used for the improvement of the equipment and operations in the office of the licensing official charged with motor vehicle and titling, and shall be in addition to the amount budgeted for office of the official. Per Section 32-7A-12 (f).

9-5

ORIGINAL

L

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 II

   Position Number 620552010 - Replacing Shaun Spivey

   Proposed Effective Date February 15, 2016

   Type of Appointment (x) Permanent ( ) Temporary

   Recruiting

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

   Pay Grade S06 - 1 $27921.

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

   ______________________ Date 1/26/16
   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 ________

10-2

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 Construction

DEPARTMENT HEAD: George Speake

SUPERVISOR: Danise Nettles

1. Position Title Traffic Control Tech III

   Position Number 640576015

   Proposed Effective Date February 15, 2016

   Type of Appointment (x) Permanent ( ) Temporary

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

   Pay Grade S09- 1 $34109. Pay Step to be based upon City / County of Montgomery Personnel Board Rules and Regulations, Rule 6 Section 10 a Promotions

   George C. Speake
   Department Head Date 1/26/16

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 ______

10-4

ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting stood adjourned until Tuesday, February 16, 2016, at 8:00 in the morning.

Donald T. Mims
Administrator

Elton N. Dean
Chairman