

MINUTES OF REGULAR MEETING
MONTGOMERY COUNTY COMMISSION
JANUARY 5, 2015

INFORMATION SESSION

Chairman Dean called the meeting to order at 8:06 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 and items on the agenda.

DISCUSSION BY THE COMMISSION

Vice Chairman Harris discussed the Change Order Request, which is on the agenda, to an agreement with Stallings & Sons, Inc., regarding alterations to the Probate Judge's Office, Montgomery County Courthouse Annex III third floor. He inquired as to whether the contractor could absorb the cost of the Change Order at the request of the County Administrator. After discussion, the Commission agreed for Administrator Mims and Deputy Administrator Cauthen to request guidance from the Examiners of Public Accounts as to whether this could be asked of contractors in the future.

Chairman Dean requested a \$500 miscellaneous appropriation from his account to the City of Montgomery Parks and Recreation Department for the Old Selma Road Community Center for senior citizens activities.

Chairman Dean requested a \$500 miscellaneous appropriation from his account to the City of Montgomery Parks and Recreation Department for the Goodwyn Community Center for youth activities.

The Commission agreed to waive rules and add these miscellaneous appropriations to the agenda.

Chairman Dean noted that Montgomery City/County Emergency Management Agency Director Calvin Brown contacted him regarding the relocation of a siren within the Pike Road Volunteer Fire Department's service area. He stated that the Pike Road Volunteer Fire Department Board

denied Mr. Brown's request to install the siren at the requested location. Chairman Dean asked Administrator Mims to find out who is the Chairman of that board.

PRESENTATION BY MANAGING DIRECTOR MIKE DUNN WITH STIFEL, NICOLAUS & COMPANY, INC. AND PRESIDENT & CEO NEILL WRIGHT WITH FIRST TUSKEGEE BANK

Managing Director Mike Dunn with Stifel, Nicolaus & Company, Inc. updated the Commission regarding the Revenue Refunding Warrants Series. He noted that since the Public Building Authority did not issue and sell its Revenue Refunding Warrants Series 2014-A before the end of 2014, the Revenue Refunding Warrants should be referred to as Series 2015.

Mr. Dunn briefed the Commission regarding an updated resolution concerning the Montgomery County Public Building Authority Revenue Refunding Warrants (Montgomery County Facilities Project) Series 2015. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Mr. Dunn also briefed the Commission regarding an updated resolution approving the firm of Haskell Slaughter & Spratling, LLC, Certified Red Book Bond Attorneys, as qualified to serve as Bond Counsel on the Revenue Refunding Warrants Series 2015. After discussion, the Commission agreed to waive rules and add this item to the agenda.

PRESENTATION BY GIS & CADASTRAL MAPPING MANAGER TODD GRANT

GIS & Cadastral Mapping Manager Todd Grant briefed the Commission regarding the award of a Request for Proposal (RFP) for 2015 Aerial Photography Project to Pictometry International Corporation. After discussion, the Commission agreed to waive rules and add this item to the agenda.

PRESENTATION BY SHERIFF D.T. MARSHALL AND CHIEF DEPUTY DERRICK CUNNINGHAM

Chief Deputy Derrick Cunningham requested that the Commission authorize the starting salary of Chief Deputy Kevin Murphy at Pay Grade PS7, Step 6 (\$88,181). After discussion, the Commission agreed to waive rules and add this item to the agenda.

Chief Deputy Cunningham requested that the Commission authorize an additional three-step increase with the promotional pay increase for Crystal R. Vazquez from Clerk IV, Pay Grade A05, Step 4 (\$35,065) to Confidential Secretary, Pay Grade A06, Step 5 (\$40,625). After discussion, the Commission agreed to waive rules and add this item to the agenda.

Chief Deputy Cunningham briefed the Commission regarding a cooperative agreement for the State Homeland Security Grant Program, Grant Number 3ATL (FY2013 - \$30,000). After discussion, the Commission agreed to waive rules and add this item to the agenda.

Chief Deputy Cunningham briefed the Commission regarding a Position Fill Request for Court Security Officer, Position Number 174, for the Sheriff's Office. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented a letter from Sheriff D.T. Marshall in which he elects to take the status of Supernumerary Sheriff of Montgomery County, effective January 20, 2015. Administrator Mims explained that the Governor makes the appointment and is in the process of doing so now. He noted that it does not take commission approval but that the County will have to fund the position.

Sheriff Marshall said that there have been a lot of good county commissioners since he has been Sheriff of Montgomery County; all of them have been pro-law enforcement, have taken care of the citizens of the County and have helped the Sheriff's Office. He then expressed his appreciation for all that the Commissioners have done.

PRESENTATION BY MONTGOMERY CITY/COUNTY EMERGENCY
MANAGEMENT AGENCY DIRECTOR CALVIN BROWN AND EMERGENCY
MANAGEMENT COORDINATOR CINDY FOX

Montgomery City/County Emergency Management Agency Director Calvin Brown informed the Commission that a weather siren in Pike Road needs to be relocated. He has determined that the best location in that area is on a hill at the Pike Road Volunteer Fire Department, but the Pike Road Volunteer Fire Department Board denied his request to place the siren on the property. He stated that the school would let them put the siren on their property, but it is in a valley and is not an ideal location. Emergency Management Agency Coordinator Cindy Fox was also present. The Commission agreed to work the issue further.

COMMENTS FROM COUNTY ATTORNEY

County Attorney Thomas T. Gallion, III, updated the Commission regarding County Attorney Tyrone C. Means' health.

COMMENTS FROM JUVENILE COURT ADMINISTRATOR BRUCE R. HOWELL

Juvenile Court Administrator Bruce R. Howell briefed the Commission regarding a Bid Award for moving various offices, Bid No. 52602-15B-012 for the Youth Facility. After discussion, the Commission agreed to waive rules and add this item to the agenda.

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

County Engineer George C. Speake briefed the Commission regarding a Position Fill Request for Administrative Assistant to the County Engineer, Position Number 600615003 from the Engineering Department. After discussion, the Commission agreed to waive rules and add this item to the agenda.

PRESENTATION BY FINANCE DIRECTOR SHERRILL THOMAS AND DIRECTOR OF RISK MANAGEMENT SCOTT KRAMER

Finance Director Sherrill Thomas briefed the Commission regarding the Independent Auditor's Report for October 1, 2012 to September 30, 2013, issued by the Department of Examiners of Public Accounts. She noted that the Revenue over Expenditures in the General Fund was over \$2 million. County Attorney Gallion stated that he has been with the County Attorney since 1985, and that he cannot remember Montgomery County ever getting a bad audit.

Director of Risk Management Scott Kramer briefed the Commission regarding a Professional Services Agreement with Cavanaugh MacDonald Consulting, LLC, for an actuarial study for Other Post-Employment Benefits (Retired Employee Health and Life Insurance). After discussion, the Commission agreed to place this item on the next agenda.

Mr. Kramer briefed the Commission concerning a Standard Agreement for Professional Services with CH2M Hill regarding Task Order Addendum 6 – Coordination of the Agency Agreements, Continued Technical Support, and Meeting Coordination for the Montgomery Downtown Environmental Assessment Project (DEAP). After discussion, the Commission agreed to place this item on the next agenda.

Mr. Kramer discussed Note 7 – Other Post-Employment Benefits (OPEB) in the Independent Auditor's Report for October 1, 2012 to September 30, 2013, issued by the Department of Public Accounts and stated that the County has an unfunded liability of over \$83 million. (Copy of Independent Auditor's Report for October 1, 2012 to September 30, 2013 issued by the Department of Examiners of Public Accounts and Note 7-Other Postemployment Benefits (OPEB), Agenda Pages 22-1 through 22-8, are attached to these Minutes.)

After discussion, Chairman Dean charged the Administration to advise the Commission and to bring them suggestions on raising revenue to pay for the unfunded liability.

Administrator Mims stated that he would report back to the Commission.

PRESENTATION BY COMMUNITY CORRECTIONS EXECUTIVE DIRECTOR PAUL BROWN

Community Corrections Executive Director Paul Brown briefed the Commission regarding a Position Fill Request for a Community Corrections Officer, Position Number 300359003, from Community Corrections. After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY BOARD OF REGISTRARS CHAIRMAN GEORGE NOBLIN

Board of Registrars Chairman George Noblin briefed the Commission regarding a Position Fill Request for Clerk II, Position Number 290002006 from the Board of Registrars. After discussion, the Commission agreed to place this item on the next agenda.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission regarding Budget Change Request Number 2 from the District Attorney's Office and Budget Change Request Number 1 from the Personnel Department. After discussion, the Commission agreed to waive rules and add these items to the agenda.

COMMENTS FROM DEPUTY ADMINISTRATOR CAUTHEN

Deputy Administrator Cauthen, at the request of the Commission during its December 15, 2014 meeting, presented information to the Commission regarding a Grant Specialist position. She informed the Commission that a Grant Specialist position exists with the County, but it has not been filled since 2008. She noted that the grant specialist reports to the Public Affairs Manager and earns a starting wage of \$39,897. The total cost would be \$55,160, which includes payroll taxes and benefits. Deputy Administrator Cauthen informed the Commission that in FY2013 Montgomery County received approximately \$1.3 million from various grants submitted by the Sheriff's Office and District Attorney's Office. She stated that the Information Systems Department has also benefitted from grants awarded to the Sheriff's Office. She noted that Sheriff-elect Cunningham suggested that the Rural Addressing Coordinator be moved to his office and that grant writing responsibilities be added to her duties. Rural Addressing Coordinator Jane Brown stated that she has checked with other counties that have tried to combine the E911 duties and grant writing duties, and it did not work because of the workload on one person. The Commission discussed the Grant Specialist position.

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 Montgomery County Parks and Recreation Superintendent James Williams at the request of Chairman Dean.

The Pledge of Allegiance was led by Commissioner Hall.

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

Commissioner Williams made a motion to approve the Minutes of the Regular Meeting of December 15, 2014 and the Minutes of the Special Call Meeting of December 29, 2014. The motion was seconded by Commissioner Hall and unanimously approved by the Commission.

CONSENT AGENDA

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

Commissioner 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 7, are attached to these Minutes.)

NEW BUSINESS

CENTRAL ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION – APPROVED BOARD MEMBER APPOINTMENT

Administrator Mims presented the following memorandum:

December 18, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
 County Administrator

SUBJECT: Central Alabama Regional Planning and Development Commission Board
 Member Appointment

The Montgomery County Commission, during its meeting on December 15, 2014, agreed to place on the next agenda the appointment of Deputy Administrator Florence M. Cauthen to the Central Alabama Regional Planning and Development Commission for a term expiring November 13, 2016.

I am requesting approval of this board member appointment.

Attachment

End of Memorandum

Vice Chairman Harris made a motion to approve board member appointment of Florence M. Cauthen for a term expiring November 13, 2016. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Board Members' Appointment Page, Agenda Page 1-2, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED CHANGE ORDER NUMBER 1 TO THE AGREEMENT WITH RUSSELL CONSTRUCTION OF ALABAMA, INC., REGARDING COUNTY COURTHOUSE ANNEX I THIRD FLOOR RENOVATIONS AND ALTERATIONS FOR THE DISTRICT ATTORNEY AND CHILD SUPPORT OFFICES

Administrator Mims presented the following memorandum:

December 18, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Change Order Request Number 1 regarding County Courthouse Annex I Third Floor Renovations and Alterations for the District Attorney and Child Support Offices

The Montgomery County Commission, during its meeting on December 15, 2014, agreed to place on the next agenda Change Order Request Number 1 to the Agreement with Russell Construction of Alabama regarding County Courthouse Annex I Third Floor renovations and alterations for the District Attorney and Child Support Offices.

I am requesting approval of this Change Order.

Attachment

End of Memorandum

Commissioner Williams made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Change Order Number 1, Agenda Pages 2-2 and 2-3, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED CHANGE ORDER REQUEST TO THE AGREEMENT WITH STALLINGS & SONS, INC., REGARDING ALTERATIONS TO THIRD FLOOR MONTGOMERY COUNTY COURTHOUSE ANNEX III FOR THE PROBATE JUDGE’S OFFICE

Administrator Mims presented the following memorandum:

December 18, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Change Order Request regarding Alterations to Third Floor Montgomery County Courthouse Annex III for the Probate Judge's Office

The Montgomery County Commission, during its meeting on December 15, 2014, agreed to place on the next agenda a Change Order Request to the Agreement with Stallings & Sons, Inc., regarding Alterations to Third Floor Montgomery County Courthouse Annex III for the Probate Judge's Office. The Change Order Request is for items reviewed and negotiated with the General Contractor in the amount of \$5,501.60 and an item requested by Probate Judge Steven L. Reed in the amount of \$3,770.42 for a total of \$9,272.02.

I am requesting approval of this Change Order Request.

Attachment

End of Memorandum

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

COUNTY COMMISSION – APPROVED GENERAL CONTINGENCY ALLOWANCE
AUTHORIZATION NUMBERS 3 AND 4 WITH BEAR BROTHERS, INC., REGARDING
MONTGOMERY COUNTY YOUTH FACILITY RENOVATION PROJECT

Administrator Mims presented the following memorandum:

December 18, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: General Contingency Allowance Authorization Numbers 3 and 4 with Bear Brothers, Inc., regarding Youth Facility Renovation Project

The Montgomery County Commission, during its meeting on December 15, 2014, agreed to place on the next agenda General Contingency Allowance Authorization Numbers 3 and 4 with Bear Brothers, Inc., regarding Montgomery County Youth Facility Renovation Project in the amount of \$30,907.00.

I am requesting approval of this Authorization.

Attachment

End of Memorandum

Commissioner Williams made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Letter, General Contingency Allowance Authorization Numbers 3 and 4, and Spreadsheets, Agenda Pages 4-2 through 4-8, are attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED TRANSFER OF OWNERSHIP AND LIABILITY
AGREEMENT FOR RETIRED K-9 “MONDO”

Administrator Mims presented the following memorandum from Sheriff D.T. Marshall:

December 8, 2014

MEMORANDUM

TO: Mr. Donnie Mims
County Administrator

FROM: Sheriff D.T. Marshall
Montgomery County Sheriff's Office

SUBJECT: Retirement and Transfer of Ownership of K9 Mondo

Please find attached documentation from Dr. Will T. Carter recommending that K9 Mondo be retired due to moderate arthritis in both hips and stifles and upper airway disease related to laryngeal function.

Corporal David Talley has requested that he be allowed to adopt Mondo and will assume all responsibility for the dog. I am attaching an agreement signed by Corporal Talley accepting all liability in this matter.

Please place this on the next agenda for the approval of the County Commission.

End of Memorandum

Commissioner Walker made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of K-9 Transfer of Ownership and Liability Agreement, Memorandum, and Letter, Agenda Pages 5-2 through 5-4, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED BID AWARD FOR RENOVATIONS TO CIRCUIT CLERK’S TELLER LINES AT THE MONTGOMERY COUNTY COURTHOUSE

Administrator Mims presented the following memorandum:

December 18, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Bid Award for Renovations to Circuit Clerk’s Teller Lines at the Montgomery County Courthouse

The Montgomery County Commission, during its meeting on December 15, 2014, agreed to place on the next agenda a Bid Award for Renovations to Circuit Clerk’s Teller Lines at the Montgomery County Courthouse.

I am requesting approval of this Bid Award.

Attachment

End of Memorandum

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copies of Letter, Tabulation of Bids Sheet, and Bid Discrepancies Sheet, Agenda Pages 6-2 through 6-4, are attached to these Minutes.)

DETENTION FACILITY – APPROVED POSITION FILL REQUESTS (6)

Administrator Mims presented the following memorandum:

December 18, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Position Fill Requests for Detention Facility

The Montgomery County Commission, at its meeting on December 15, 2014, agreed to place the following Position Fill Requests from the Detention Facility on the next agenda:

- (1) Corrections Officer Trainee/Corrections Officer, Position Number 77
- (2) Corrections Officer Trainee/Corrections Officer, Position Number 78
- (3) Corrections Officer Trainee/Corrections Officer, Position Number 115
- (4) Corrections Officer Trainee/Corrections Officer, Position Number 199
- (5) Clerk II, Position Number 234
- (6) Clerk III, Position Number 98

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 Hall and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 7-2 through 7-7, are attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED POSITION FILL REQUEST FOR RECORDS & IDENTIFICATION CLERK, POSITION NUMBER 136

Administrator Mims presented the following memorandum:

December 18, 2014

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Position Fill Request for Records and identification Clerk from the Sheriff's Office

The Montgomery County Commission, at its meeting on December 15, 2014, agreed to place a Position Fill Request for Records and Identification Clerk, Position Number 136 from the Sheriff's Office on the next agenda.

I am requesting approval of this item.

Attachment

End of Memorandum

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

YOUTH FACILITY – APPROVED POSITION FILL REQUEST FOR A COURT OPERATIONS CLERK I, POSITION NUMBER 900377001

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

MEMORANDUM

To: Mr. Donnie Mims
From: Bruce R. Howell, Juvenile Court Administrator
Date: December 17, 2014
Re: Court Operations Clerk I Fill Request

We currently have a Court Operations Clerk vacancy in our Clerk's Office. This vacancy was created by a Court Operations Clerk II, but will be filled with a Court Operations Clerk I. I am requesting that this fill request be considered at the formal session of the January 5, 2015, Commission Meeting.

Thank you for your consideration!

End of Memorandum

Commissioner Hall made a motion to approve the request. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 9-2, is attached to these Minutes.)

YOUTH FACILITY – APPROVED POSITION FILL REQUEST FOR A JUVENILE DETENTION OFFICER, RELIEF, POSITION NUMBER 910300010

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

MEMORANDUM

To: Mr. Donnie Mims

From: Bruce R. Howell, Juvenile Court Administrator

Date: December 29, 2014

Re: Relief Juvenile Detention Officer Fill Request

We recently had a relief worker resign. In order to maintain staffing at the Youth Detention Center I am requesting approval to backfill this position at the January 5th County Commission formal session.

Thank you for your consideration!

End of Memorandum

Commissioner Walker made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 10-2, is attached to these Minutes.)

VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (16)

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

<u>DEPARTMENT</u>	<u>TRAVEL/TRAINING REQUESTS</u>
1. County Commission	Request Number 12
2. Public Affairs Department	Request Numbers 6, 7, 8, 9, 10, 11, and 12
3. District Attorney's Office	Request Numbers 12 and 13
4. Sheriff's Office	Request Numbers 10 and 11
5. Risk Management	Request Number 5
6. Personnel Department	Request Number 3
7. Community Corrections	Request Number 6
8. Emergency Mgmt. Comm. District Board	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 11-1 through 11-16, are attached to these Minutes.)

WAIVED RULES

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

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS
REPROGRAMMING REQUESTS

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

- NC-2015-75: City of Montgomery Parks and Recreation Department, for Old Selma Road Community Center for Senior Citizens Activities - \$500; (Dean)
- NC-2015-76: City of Montgomery Parks and Recreation Department, for Goodwyn Community Center, for Youth Activities - \$500; (Dean)

End of Memorandum

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

VARIOUS DEPARTMENTS – APPROVED BUDGET CHANGE REQUESTS (2)

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

<u>DEPARTMENT</u>	<u>BUDGET CHANGE REQUESTS</u>
1. District Attorney's Office	Request Number 2
2. Personnel Department	Request Number 1

Commissioner Williams made a motion to approve the requests. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copies of Budget Change Requests, Agenda Pages 13-1 and 13-2, are attached to these Minutes.)

COUNTY COMMISSION – ADOPTED RESOLUTION REGARDING THE MONTGOMERY
COUNTY PUBLIC BUILDING AUTHORITY REVENUE REFUNDING WARRANTS
(MONTGOMERY COUNTY FACILITIES PROJECT) SERIES 2015

Administrator Mims requested adoption of resolution regarding the Montgomery County Public Building Authority Revenue Refunding Warrants (Montgomery County Facilities Project) Series 2015.

Vice Chairman Harris made a motion to adopt the resolution. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copy of Resolution, Agenda Pages 14-1 through 14-4, is attached to these Minutes.)

COUNTY COMMISSION – ADOPTED RESOLUTION APPROVING THE FIRM OF
HASKELL SLAUGHTER & SPRATLING, LLC, CERTIFIED RED BOOK BOND
ATTORNEYS, AS QUALIFIED TO SERVE AS BOND COUNSEL ON THE REVENUE
REFUNDING WARRANTS SERIES 2015

Administrator Mims presented the following resolution:

RESOLUTION

BE IT RESOLVED, ORDERED AND DECREED by the Montgomery County Commission (herein called the “Commission”) as follows:

Section 1. The Commission has ascertained and found and does hereby declare as follows:

The Commission hereby approves the firm of Haskell Slaughter & Spratling, LLC, certified Red Book bond attorneys, as qualified to serve as bond counsel on the Revenue Refunding Warrants Series 2015.

Approved this _____ day of _____, 2015.

Elton N. Dean, Sr.
Chairman
Montgomery County Commission

End of Resolution

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

APPRAISAL DEPARTMENT – APPROVED AWARD OF REQUEST FOR PROPOSAL
(RFP) FOR 2015 AERIAL PHOTOGRAPHY PROJECT

Administrator Mims presented the following memorandum from Buyer II Tammy Turner:

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Tammy Turner, Buyer II

DATE: December 30, 2014

SUBJECT: Request For Proposal – 2015 Aerial Photography Project

Request rules be waived and approval of award, on the above referenced Request for Proposal in the amount of \$488,107.00, to Pictometry Intelligent Images, be placed on the agenda for the County Commission meeting on January 5, 2015. (copy of spread sheet attached)

Coordination of award made with Ms. Janet Buskey, Revenue Commissioner

Your approval is most appreciated.

Attachment

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 Memoranda, Spreadsheet, and RFP Responses, Agenda Pages 16-2 through 16-10, are attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED AUTHORIZING THE STARTING SALARY OF CHIEF DEPUTY KEVIN MURPHY AT PAY GRADE PS7, STEP 6 (\$88,181)

Administrator Mims presented the following memorandum from Sheriff Elect Derrick Cunningham:

December 24, 2014

MEMORANDUM

TO: Mr. Donnie Mims
County Administrator

FROM: Sheriff Elect Derrick Cunningham
Montgomery County Sheriff's Office

SUBJECT: Request for Irregular Pay Grade for
Appointed Chief Deputy Kevin Murphy
Grade PS7, Step 6, \$88,181

I am requesting that upon taking office on Tuesday, January 20, 2015, Appointed Chief Deputy Kevin Murphy's starting salary to commence at Grade PS7, Step 6. Chief Murphy will be supervising people that are already at this pay grade; furthermore, he has extensive training and expertise in law enforcement to start this adjusted salary. As Sheriff Elect of Montgomery County, I have full and complete confidence in Chief Murphy and feel he will be an asset to our agency.

Attached is a copy of a Form 10 forwarded to Shirley Bazzell in Finance. Please have this request placed on the next agenda for the approval of the County Commission. If you have any questions, please do not hesitate to call on me.

End of Memorandum

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

SHERIFF'S OFFICE – APPROVED ADDITIONAL THREE-STEP INCREASE WITH PROMOTIONAL PAY INCREASE FOR CRYSTAL R. VAZQUEZ FROM CLERK IV, PAY GRADE A05, STEP 4 (\$35,065) TO CONFIDENTIAL SECRETARY, PAY GRADE A06, STEP 5 (\$40,625)

Administrator Mims presented the following memorandum from Sheriff D.T. Marshall:

December 24, 2014

MEMORANDUM

TO: Mr. Donnie Mims, County Administrator

FROM: Sheriff D.T. Marshall
Montgomery County Sheriff's Office

SUBJECT: Promotion to Confidential Secretary
Crystal R. Vázquez
Grade A05, Step 4, \$35,065 to
Grade A06, Step 5, \$40,625

I am requesting that Crystal Vázquez be promoted to replace Tinette Barr, my Confidential Secretary, effective January 5, 2015. I have been informed by Sheriff Elect Derrick Cunningham that Ms. Vázquez will also be transitioning as his Confidential Secretary.

I am recommending that Ms. Vázquez start at Step 5. She has worked closely with my secretary and is fully trained for this position. In the three (3) years that she has been training for this position, she has additionally worked side-by-side with Chief Cunningham on Homeland Security grants that Chief administers, translated the inmate Handbook from English to Spanish and various other projects that justify the adjusted salary. I feel that she will be an asset to me and the Sheriff's Office.

Attached is a copy of a Form 10 forwarded to Shirley Bazzell in Finance. Please have this request placed on the agenda for the approval of the County Commission. If you have any questions, please do not hesitate to call on me.

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.

SHERIFF'S OFFICE – APPROVED COOPERATIVE AGREEMENT FOR THE STATE
HOMELAND SECURITY GRANT PROGRAM, GRANT NUMBER 3ATL (FY2013 -
\$30,000)

Administrator Mims presented the following memorandum from Chief Deputy Derrick Cunningham:

December 22, 2014

MEMORANDUM

TO: Donnie Mims, County Administrator
Montgomery County Commission

FROM: Chief Deputy Derrick Cunningham
Montgomery County Sheriff's Office

SUBJECT: 3ATL Grant~\$30,000, Cooperative Agreement

Please find attached two original Cooperative Agreements for the 3ATL Grant in the amount of \$30,000 to be place on the next agenda. If it's approved, please have Mr. Dean sign his part on both original agreements and email or call Christie (ext. 1339) and she'll pick up the agreements.

Thank you.

End of Memorandum

Vice Chairman Harris made a motion to approve the Cooperative Agreement. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copy of Cooperative Agreement, Agenda Pages 19-2 through 19-12, is attached to these Minutes.)

YOUTH FACILITY – APPROVED BID AWARD FOR MOVING VARIOUS OFFICES, BID
NO. 52602-15B-012

Administrator Mims presented the following memorandum from Buyer II Tammy Turner:

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Tammy Turner, Buyer II

DATE: December 30, 2014

SUBJECT: Bid No. 52602-15B-012, Moving Various Offices – Youth Facility

Request rules be waived and approval of award, on the above referenced bid for the amount of \$18,887.05, to the low bid of Covan Worldwide Moving, be placed on the agenda for the County Commission meeting on January 5, 2015. (copy of spread sheet attached)

Coordination of award made with Bruce Howell, Juvenile Court Administrator.

Your approval is most appreciated.

Attachment

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. (Copy of Spreadsheet, Agenda Page 20-2, is attached to these Minutes.)

ENGINEERING DEPARTMENT – APPROVED POSITION FILL REQUEST FOR
ADMINISTRATIVE ASSISTANT TO THE COUNTY ENGINEER, POSITION NUMBER
600615003

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

December 23, 2014

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: George C. Speake
County Engineer

SUBJECT: Position Fill for Administrative Assistant to the County Engineer

It is requested that we be permitted to fill the position of Administrative Assistant to the County Engineer which will be vacated February 1, 2015, due to retirement of the employee presently in this slot. This is a key supervisory position for the Engineering Department office, and it will create management problems if it remains vacant for two months while the current employee's maximum annual leave balance is exhausted as specified in the Montgomery County Management Procedures Manual.

Forwarded herewith is applicable position fill request form. This position is currently funded in our budget.

Attachment

End of Memorandum

Commissioner Hall made a motion to approve the request. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 21-2, is attached to these Minutes.)

COMMENTS BY COMMISSIONERS AND ATTENDEES

Judge of Probate Steven Reed told the audience good morning and happy New Year. He stated that he wanted to recognize two professional, long standing and loyal employees. He added that they really are on the front lines and that he's sorry to see them go. Judge Reed said that the first employee, Mildred Potts, has been with the County for 21 years and that it has been a pleasure to work with her as the Assistant Tag Supervisor. Ms. Potts thanked Judge Reed for the plaque stating that she will miss the Probate Office; she will carry everyone in her heart and spirit, and asked for prayers for her and her family. Chairman Dean told the audience that he appreciates all that she has done.

Judge Reed then recognized Judith Balcom who is retiring from the Probate Marriage and Business License office after 13 years. He thanked her for her outstanding service to the citizens of Montgomery County.

Chairman Dean told the Probate Judge that he has set the pace and standard with showing the employees who are retiring that they are appreciated for what they have done. He stated that the employees are on the front lines and that the Commission can show them love and appreciation for their hard work and dedication throughout their career with the County.

Michelle Browder, founder and director of *I Am More Than*, told the audience happy New Year and briefed the Commission regarding her organization's part in the 50th Anniversary of the Selma to Montgomery Voting Rights March. She stated that the program's youth ambassadors will be hosting a *CONVERSE-sation on Truth and Reconciliation Summit and Concert* at the Davis Theatre on March 6, 2015, and that she would like to invite the Commissioners to participate and to show their support. She informed the commission that *I Am More Than* has designed a 50th anniversary limited edition, commemorative Converse athletic shoe honoring living civil rights legend John Lewis, which will be launched in Atlanta, Georgia on February 21, 2015. She thanked the Commissioners for their time and requested their support.

Chairman Dean recognized Mr. John White and asked him to come to the podium. Mr. White greeted the commission and audience, adding that it is good to be home. He said that he left Alabama at 19 years of age and traveled the world. He noted that he was elected to the Georgia State House of Representatives in 1974 and served 22 years. He said while he was a state representative, he wrote Georgia's education lottery bill in 1977 and that it took 14 years to pass.

He stated that the lottery has helped two and a half million students by providing materials and computers for schools. The lottery also provides Georgia students with financial assistance to attend colleges and universities in the state. He said that he also wrote the bill to make “Georgia on My Mind” the official song for the state of Georgia, which is commemorated by a large statue at the Georgia state capitol of Ray Charles seated at a grand piano. Mr. White added that he is glad to be back and hopes to do something for the community. Chairman Dean told Mr. White that he is glad to have him back.

Commissioner Hall told the audience happy New Year and that the County is fortunate to have such dedicated employees like Ms. Potts and Ms. Balcom.

Commissioner Williams told the audience that he hopes it will be a good year. He told Mr. White that he is happy to have him back in Montgomery and said God Bless to everyone in the audience.

Chairman Dean told the audience good morning and happy New Year. He told everyone to keep doing what they have been doing, working as a team and a family and that Montgomery is the number one county in Alabama. He said, “Hats off to the administration with great audits.”

Vice Chairman Harris said good morning and told Mr. White welcome home. He said that he has excellent memories from White’s Lake. He informed the audience that the County will have a new sheriff by the next county commission meeting and added that Sheriff D.T. Marshall has been an excellent Sheriff. He recognized Chief Deputy Derrick Cunningham as the Sheriff-Elect and stated that he has no doubt that Mr. Cunningham will be a great sheriff.

County Attorney Tommy Gallion said that he has been representing the County since 1985, and that D.T. Marshall is 100% pure law enforcement. He stated that he is impeccable, honest and dedicated, adding that the county has never had this caliber of a sheriff. He said that he couldn’t think of a finer person to step into Sheriff D.T. Marshall’s shoes than Sheriff-Elect Derrick Cunningham. He added that Mr. Cunningham does not let politics get in the way of doing his job. Attorney Gallion stated the Montgomery County is very fortunate to have Sheriff D.T. Marshall and Derrick Cunningham.

RECESS TO INFORMATION SESSION

Chairman Dean recessed the Formal Session to the Information Session.

INFORMATION SESSION

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS FROM CHIEF DEPUTY DERRICK CUNNINGHAM

Chief Deputy Derrick Cunningham requested a resolution honoring Sheriff D.T. Marshall upon his retirement. After discussion, the Commission agreed for Chief Deputy Cunningham to work with Public Affairs Director DiDi Henry to compose the resolution.

PRESENTATION BY CONSTITUENT SERVICES MANAGER MELINDA C. WILLIAMS
WITH U.S. REPRESENTATIVE TERRI A. SEWELL'S OFFICE

Constituent Services Manager Melinda C. Williams briefed the Commission regarding a District Office Lease for the Office of U.S. Representative Terri Sewell. After discussion, the Commission agreed to place this Lease on the next agenda.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented a letter from Chief Justice Roy S. Moore regarding a Declaration of Intention to Retire executed by Circuit Judge Charles Price, effective January 19, 2015. The Commission agreed to have Public Affairs Director DiDi Henry compose a resolution honoring Judge Price.

Administrator Mims presented the Schedule of Upcoming Bids/Contract Renewals for January, February and March 2015.

Administrator Mims noted employees who have submitted a Notice of Application for Retirement Allowance.

COMMENTS FROM PUBLIC AFFAIRS DIRECTOR DIDI HENRY

Public Affairs Director DiDi Henry reviewed the Commission calendar or events. She also stated that she is working with Cassandra Crosby, the Commission's lobbyist, to set a date for the annual Montgomery Delegation Legislative Breakfast. She noted that they were considering hosting the breakfast in the meeting room at Chappy's Deli and that the restaurant would allow them the use the side door for a more private entry to the meeting room. Chairman Dean stated that he would like to return the meeting to the Small Business Resource Center and use a different caterer.

RECESS TO EXECUTIVE SESSION

Vice Chairman Harris made a motion to go into the Executive Session, based upon a letter from Attorney H. Lewis Gillis with Means Gillis Law, LLC, to discuss the possible lease, sale and/or purchase of property. The motion was seconded by Commissioner Williams and unanimously approved by each Commissioner openly giving their individual vote. Administrator Mims noted that all five County Commissioners were present and stated that the Commission would recess to the Information Session immediately following the Executive Session. Chairman Dean recessed the Information Session to the Executive Session. (Copies of letter from Attorney H. Lewis Gillis and a Checklist for Conducting Lawful Executive Sessions, Pages 23-1 and 23-2, are attached to these Minutes.)

RECESS TO INFORMATION SESSION

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

INFORMATION SESSION

ADJOURNMENT

Vice Chairman Harris made a motion to adjourn the meeting of the Montgomery County Commission on January 5, 2015, at 11:09 a.m. The motion was seconded by Commissioner Williams and unanimously approved by the Commission.

01-05-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-12-14

Check Number	To	Check Number
249760		249818
Total Checks Paid		\$230,929.84

CHECK #	PAYEE	AMOUNT	DATE
249758	Bridgitte Valencia Rollins	\$ 100.00	12-04-14
249759	Charlie Mae J Henderson	\$ 100.00	12-04-14

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

01-05-15 Meeting

MONTGOMERY COUNTY COMMISSION

**THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID**

CHECKS ARE DATED 12-12-14

Check Number	To	Check Number
249819		249903
Total Checks Paid		\$461,362.66

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

01-05-15 Meeting

MONTGOMERY COUNTY COMMISSION

**THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID**

CHECKS ARE DATED 12-19-14

Check Number	To	Check Number
249904		249978
Total Checks Paid		\$843,877.10

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

01-05-15 Meeting

MONTGOMERY COUNTY COMMISSION

**THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID**

CHECKS ARE DATED 12-19-14

Check Number	To	Check Number
249979		250077
Total Checks Paid		\$827,805.25

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

01-05-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-26-14

Check Number	To	Check Number
250078		250118
Total Checks Paid		\$546,234.42

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

01-05-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-26-14

Check Number	To	Check Number
250119		250168
Total Checks Paid		\$215,613.74

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

MONTGOMERY COUNTY COMMISSION

01/05/15 Meeting

Agenda

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

JAN - 5 2015

CHECKS ARE DATED
12/24/14

Payroll Check Number	121712	To	Payroll Check Number	121799	\$ 60,726.60
Direct Deposits					\$ 814,278.51
Payroll Check Number	121800	To	Payroll Check Number	121828	\$ 250,470.22
Direct Deposits					\$ 358,055.86
Federal Deposits					\$ 318,806.24
Total Payroll Paid					\$ 1,802,337.43

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

Central Alabama Regional Planning
And Development Commission Board

Members:

Term Expires:

Jiles Williams, Jr.
944 Alma Drive
Montgomery, AL 36108

11/13/2016

Donald L. Mims
County Administrator

11/13/2016

John A. Mitchell, Sr.
Deputy County Administrator

11/13/2016

James Williams
Montgomery County Parks and Recreation Department

11/13/2016

George C. Speake
Montgomery County Engineering Department

11/13/2016

James Kelly
Montgomery County Engineering Department

11/13/2016

THE TERM OF OFFICE OF THE CARPDC BOARD MEMBERS RUNS
CONCURRENTLY WITH THE OFFICE OF THE COUNTY COMMISSION

Term: 4 years

AIA Document G701™ – 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 001	OWNER: ☒
Renovations & Alterations to the Montgomery County Courthouse – Annex 1, District Attorney & Child Support Suites for the Montgomery County Commission	DATE: December 10, 2014	ARCHITECT: ☒
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER: 1208-GVC	CONTRACTOR: ☒
Russell Construction of Alabama, Inc. 1616 Mt. Meigs Road Montgomery, AL 36107	CONTRACT DATE: July 21, 2014	FIELD: ☐
	CONTRACT FOR: General Construction	OTHER: ☐

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

ADD 3 Days due to encumbered start on Phase I	(3 days)	\$0.00
ADD Data wiring, equipment and installation	(21 days)	\$139,186.00
ADD Modify furring at structural clay tile exterior wall from furring channels to 1.5" metal stud wall		\$1,679.00
ADD Provide and install new louvered hollow metal door at telephone closet 136		\$1,796.00
DEDUCT Alter protective measures at Sherriff's dispatch windows		\$(575.00)
ADD Miscellaneous unforeseen plumbing items and associated work (Field Order #1)		\$8,233.00
ADD Replace existing restrooms deteriorated floor/slab setting beds (Field Order #2)		\$3,727.00
ADD Miscellaneous unforeseen block work at rated fire wall (Field Order #2)		\$1,076.00

TOTAL **\$155,122.00**

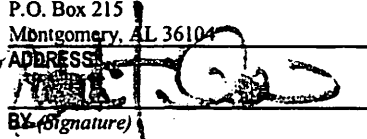
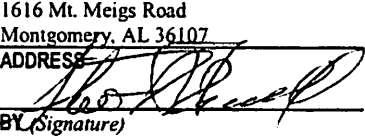
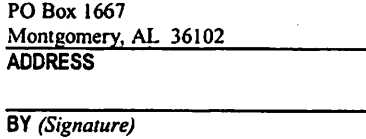
The original Contract Sum was	\$ 2,850,274.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 2,850,274.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 155,122.00
The new Contract Sum including this Change Order will be	\$ 3,005,396.00

The Contract Time will be increased by Twenty Four (24) days.

The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

PH&J Architects, Inc.	Russell Construction of Alabama, Inc.	Montgomery County Commission
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
P.O. Box 215	1616 Mt. Meigs Road	PO Box 1667
Montgomery, AL 36104	Montgomery, AL 36107	Montgomery, AL 36102
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Patrick T. Addison, Vice President	Steve Russell, President	Elton Dean, Sr. Chairman
(Typed name)	(Typed name)	(Typed name)
DEC. 15, 2014	12-17-14	
DATE	DATE	DATE

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User Notes:

(1398295674)

1

2-2

CHANGE ORDER NUMBER ONE SUMMARY SHEET

Renovations and Alterations to the Montgomery County Courthouse Annex 1 Building
District Attorney & Child Support Suites

PH&J #1208-GVC

<u>ITEM</u>	<u>RFP #</u>	<u>DESCRIPTION</u>	<u>COST</u>	<u>DAYS</u>
A	-	Time Extension Due to Encumbered Start on Phase I	\$0.00	3
B	1	Add Data Wiring, Equipment and Installation (This amount is for the work contracted to the GC, that was deducted from the IT Allowance of \$150,000.00, which will need to be added back to cover the work designated for County IT)	\$139,186.00	21
C	-	Modify Furring at Structural Clay Tile Exterior Wall from Furring Channels to 1.5" Metal Stud Wall	\$1,679.00	0
D	4	Provide and Install new louvered Hollow Metal Door at Telephone Closet 136	\$1,796.00	0
E	-	Alter Protective Measures at Sheriff's Dispatch Windows	(\$575.00)	0
F	-	Miscellaneous Unforeseen Plumbing Items and Associated Work (Field Order #1)	\$8,233.00	0
G	-	Replace Existing Restrooms Deteriorated Floor/Slab Setting Beds (Field Order #1)	\$3,727.00	0
H	-	Miscellaneous Unforeseen Block Work at Rated Fire Wall (Field Order #2)	\$1,076.00	0
TOTALS			\$155,122.00	24

RFP = Request for Proposal Number

JMR+H

Architecture.PC

24 November 2014

Mr. Donnie Mims
Montgomery County Commission
101 South Lawrence Street
Montgomery, AL 36110
Phone: 334.270.4255

**RE: Alterations to Third Floor Montgomery County Courthouse Annex No. 3
JMR+H Architects, PC - PROJECT No. 13-210
Change Order Request**

Mr. Mims,

As discussed at our Owner-Contractor-Architect meeting on November 20th 2014, I have listed below Change Order Requests in two (2) columns. Column one (1) are C.O.R. that have been thoroughly reviewed and negotiated with the General Contractor and approved and will be part of Change Order One (1). Column two (2) are C.O.R. that are requests from Judge Reed that have been through the same review process but are pending your final decision.

Column 1

• Additional Steel Lintels (for existing masonry opening)	\$3,480.40
• Demolition and reroute of HVAC duct work (unforeseen)	\$535.70
• Additional Steel for roof top unit (to support the weight of the unit)	\$1,545.50
• Relocate roof vent at raised roof (unforeseen)	\$440.00
• Credit for Piping Insulation (Approved by Plumbing Engineer)	<u><\$500.00></u>
Total	\$5,501.60

Column 2

• Judges Office Ceiling Modifications (per Judge Reed)	\$3,770.42
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Tammy Nix

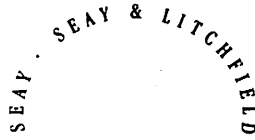
From: Dave Sawicki <dsawicki@jmrha.com>
Sent: Monday, November 24, 2014 2:30 PM
To: Florence Cauthen
Cc: Donald Mims; Tim Holmes; Mike Rutland; Jeff Cahill
Subject: Emailing: Letter to Donnie Mims concerning COR.pdf
Attachments: Letter to Donnie Mims concerning COR.pdf

<<Letter to Donnie Mims concerning COR.pdf>> Ms. Florence, Please see attached letter for your review and record as we discussed in your office today with Mr. Donnie Mims. In addition, This email serve as confirmation that JMR+H will be at the Montgomery County Commission meeting a 8:45am. The attendees will be Mr. Tim Holmes, Mr. Mike Rutland and Mr. Jeff Cahill.

Your message is ready to be sent with the following file or link attachments:

Letter to Donnie Mims concerning COR.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



January 5, 2015

Mr. Elton Dean
Montgomery County Commission
101 S Lawrence St
Montgomery, AL 36104

RE: Montgomery County Youth Facility – January 5th, 2015 Commission Meeting

Dear Mr. Dean,

We request Commission approval and authorization to proceed with the changes in work by the General Contingency Allowance. The current remaining amount available in the General Contingency Allowance fund is \$22,491.00 and \$8,416 will transfer into General Contingency Allowance from the unused portion of roofing unit prices (\$19,075.00). The total estimated amount of unused credits & unit prices will be \$46,165.00 after transfer. We request approval of \$30,907.00 from the General Contingency Allowance to proceed with the changes in work per the attached spread sheet items. This will deplete the remaining General Contingency Allowance. The above work does not include overhead and profit from Bear Brothers, Inc., since the original amount of the General Contingency Allowance already includes their overhead and profit.

The consideration of the Authorization is very much appreciated.

Sincerely,


Frank E. Litchfield, III

Cc: Donald L. Mims

Authorized By:

Elton N. Dean, Sr.
Chairman, Montgomery County Commission

SECTION 01 2101 - GENERAL CONTINGENCY ALLOWANCE AUTHORIZATION

MONTGOMERY COUNTY YOUTH FACILITY, MONTGOMERY, AL

SS&L Project No. 12030 BC Project No. 2013072

GENERAL CONTINGENCY ALLOWANCE AUTHORIZATION

AUTHORIZATION No. 3 Date: January 5, 2015

In accordance with Specification Section 01 2100 - ALLOWANCES, the Contractor, Bear Brothers, Inc., is hereby authorized to proceed with the changes in Work as are described below and is to be paid for the performance of these changes as provided in Specification Section 01 2100. This Authorization shall become effective when it is signed by the Contractor and the Owner's representative and it is understood and agreed that the amount(s) stipulated below constitute full compensation for these changes in Work.

TOTAL AMOUNT OF THIS AUTHORIZATION

CREDIT FROM UNUSED PORTION OF ROOFING UNIT PRICE (\$8,416.00)

ORIGINAL AMOUNT OF THE GENERAL
CONTINGENCY ALLOWANCE

\$150,000.00

NET TOTAL OF PREVIOUS AUTHORIZATIONS

\$127,509.00

PREVIOUS REMAINING GENERAL
CONTINGENCY ALLOWANCE

\$22,491.00

TOTAL AMOUNT OF THIS AUTHORIZATION

CREDIT FROM UNUSED PORTION OF ROOFING UNIT PRICE (\$8,416.00)

GENERAL CONTINGENCY ALLOWANCE
REMAINING AFTER THIS AUTHORIZATION

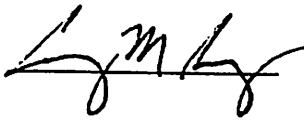
\$30,907.00

GENERAL CONTINGENCY ALLOWANCE AUTHORIZATION

01 2101 - 1

4-3

Recommended By:



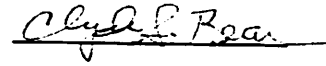
**Casey M. Ivy
Seay Seay & Litchfield**

Authorized By:



**Elton N. Dean, Sr.
Montgomery County Commission**

Accepted By:



**Clyde Bear
Bear Brothers, Inc.**

GENERAL CONTINGENCY ALLOWANCE AUTHORIZATION

01 2101 - 2

4-4

SECTION 01 2101 - GENERAL CONTINGENCY ALLOWANCE AUTHORIZATION

MONTGOMERY COUNTY YOUTH FACILITY, MONTGOMERY, AL

SS&L Project No. 12030 BC Project No. 2013072

GENERAL CONTINGENCY ALLOWANCE AUTHORIZATION

AUTHORIZATION No. 4 Date: January 5, 2015

In accordance with Specification Section 01 2100 - ALLOWANCES, the Contractor, Bear Brothers, Inc., is hereby authorized to proceed with the changes in Work as are described below and is to be paid for the performance of these changes as provided in Specification Section 01 2100. This Authorization shall become effective when it is signed by the Contractor and the Owner's representative and it is understood and agreed that the amount(s) stipulated below constitute full compensation for these changes in Work.

TOTAL AMOUNT OF THIS AUTHORIZATION	\$30,907.00
ORIGINAL AMOUNT OF THE GENERAL CONTINGENCY ALLOWANCE	\$150,000.00
NET TOTAL OF PREVIOUS AUTHORIZATIONS	\$119,093.00
PREVIOUS REMAINING GENERAL CONTINGENCY ALLOWANCE	\$30.907.00
TOTAL AMOUNT OF THIS AUTHORIZATION	\$30,907.00
GENERAL CONTINGENCY ALLOWANCE REMAINING AFTER THIS AUTHORIZATION	\$0.00

GENERAL CONTINGENCY ALLOWANCE AUTHORIZATION

01 2101 - 1

4-5

Montgomery County Youth Facility
Montgomery, AL

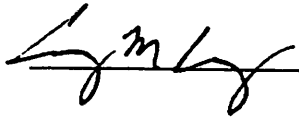
12030

December 2013

Recommended By:

Authorized By:

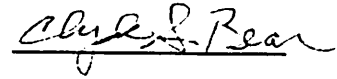
Accepted By:



Casey M. Ivy
Seay Seay & Litchfield



Elton N. Dean, Sr.
Montgomery County Commission



Clyde Bear
Bear Brothers, Inc.

GENERAL CONTINGENCY ALLOWANCE AUTHORIZATION

01 2101 - 2

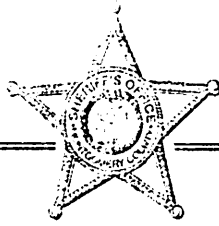
4-6

December 15, 2014

4-7

15-Dec-14

DATE	ITEM	CREDIT	SS&L	15-Dec-14
29-Apr-14	Loading Dock Storefront	\$1,650		
24-Jun-14	Delete aluminum ladder at C wing	\$1,400		
24-Jun-14	Delete new gates 277 & 278	\$3,200		
24-Jun-14	Delete removal of ex. Tile in Baths 202 & 222	\$940		
24-Jun-14	Delete "Smart Board" in Training RM 105	\$1,000		
25-Jul-14	Credit on not painting gym ceiling	\$4,989		
9-Sep-14	Credit from roofing unit prices	\$19,075		
2-Sep-14	Delete storefront 7 and S.F. door 292@ Intake	\$3,437		
3-Oct-14	Stained poplar chair rail lieu of stained walnut	\$1,500		
3-Dec-14	Delete security fence between B8C courtyard	\$5,000		
3-Dec-14	Partial credit from concrete ramp @ east entrance	\$440		
Possible credit	From left over sprinkler unit price	\$11,550 (estimated)		
Possible credit	Delete power to the projector in Conference 076	\$400 (estimated)		
TOTAL CREDIT FROM BEAR BROTHERS		\$54,581		
Additional Credit from County				
4-Dec-14	Credit from selling copper from the ex. Roof	\$4,375		
CREDIT TOTAL		\$58,906		

**MONTGOMERY COUNTY SHERIFF'S OFFICE
K-9 Transfer of Ownership and Liability**

I, David Talley, agree to take immediate ownership of the retiring K-9, Mondo (hereinafter referred to as "dog"). In exchange for the transfer of ownership, I agree to hold the Montgomery County Commission, the Montgomery County Sheriff's Office, and all representatives or employees thereof, harmless from any and all claims, liabilities, suits, actions or orders of any nature in connection with loss of life, bodily or personal injury or property damage or any other claim or damage which may arise from or is related to dog or ownership of the dog, after the transfer of ownership of the dog.

I fully understand that this dog has served the Montgomery County Sheriff's Office for several years, and I will be accepting all responsibility for this dog's care and any future liability for its actions after the effective retirement date mentioned below.

Effective Retirement Date immediately 12-8-14

Signature of New Owner

A handwritten signature in dark ink, appearing to read "D. Talley", written over a horizontal line.

Signature of Sheriff

A handwritten signature in dark ink, appearing to read "D.T. Marshall", written over a horizontal line.

Memo

To: Sheriff D.T. Marshall
From: Captain Jon G. Briggs
Date: December 3, 2014
Re: Retirement Request for K-9

I am requesting approval for the retirement of MCSO K-9 "Mondo" due to health issues at the recommendation of Dr. Carter. Mondo is a 9 year old Belgian Malinois that has moderate arthritis and upper airway disease. Both conditions are permanent and are impacting the workability of the dog in daily patrol operations. Corporal David Talley has volunteered to adopt Mondo and has agreed to accept any and all liability associated with this K-9. I have attached letters from Dr. Carter and Corporal Talley documenting Mondo's current condition. Upon approval, please place on the next available County Commission agenda for their consideration.

JGB



SNOWDOWN VETERINARY HOSPITAL, LLC
8632 U.S. HIGHWAY 331
MONTGOMERY, AL 36105

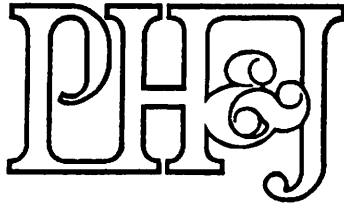
PHONE: 334-281-7388 FAX: 334-284-3883

To Whom It May Concern:

This letter is in regards to "Mondo", a 9 year old male Belgian Malinois. He was examined on 10/09/14 by Will T. Carter D.V.M. He is exhibiting moderate arthritis in both hips and stifles. He also develops labored breathing when exerted. This is due to upper airway disease related to laryngeal function. These conditions lead me to recommendation of retirement for this dog within 6 months. Both conditions are progressive and will lead to the inability to be an effective tool for the sheriff's department in the near future.

Sincerely,

Will T. Carter D.V.M.



PH&J Job Number: 1208-GVF

architects inc.

Founded 1957 • Pearson, Humphries & Jones Architects

807 SOUTH MCDONOUGH STREET • MONTGOMERY, AL 36104-5080 POST OFFICE BOX 215-36101
Tel 334/265-8781 / Fax 334/265-9208 • Email: phjarch@bellsouth.net • Website: www.phjarchitects.com

Renis O. Jones, Jr., FAIA

Harrell G. Gandy, AIA

J. Roland Pond, AIA

Renis O. Jones, III, AIA

E. Griffin Harris, AIA

Patrick T. Addison, AIA

Wednesday, November 26, 2014

Mr. Donnie Mims, Administrator
Montgomery County Commission
Post office Box 1667
Montgomery, Alabama 36102-1667

Re: Renovations to the Circuit Clerks Teller Lines at The Montgomery County
Courthouse for the Montgomery County Courthouse
PH&J Number: 1208-GVF

Mr. Mims:

Bids were received for the above mentioned project on Tuesday, November 25,
2014 at 2:00 pm (Central Time) with five bidders submitting sealed proposals:

The amounts listed are for Base Bid price:

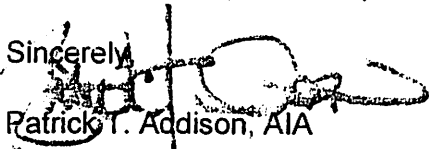
1. Stallings & Sons, inc.	\$61,370.00
2. Norris Building Company	\$78,814.00
3. Hutcheson Construction Company, Inc.	\$85,660.00
4. Holly Henley Builders, Inc.	\$99,458.00
5. Pemberton, Inc.	\$95,528.00

Included with the certified bid tab sheet is a bid discrepancy sheet listing any
irregularities with the bidder's proposals.

It is our recommendation, that the project be awarded to Stallings & Sons, Inc.
and enter into a construction contract for the amount of \$61,370.00, the amount
of their bid.

If you have any questions, please call.

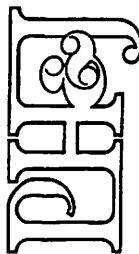
Sincerely,


Patrick T. Addison, AIA

Attachments: Project's Certified Bid Tabulation Sheet, Original Contractor Bid Proposals
Cc: Griff Harris, Chevette Culver, File

MEMBERS OF THE AMERICAN INSTITUTE OF ARCHITECTS

6-2



architects inc.

Founded 1957 Pearson, Humphries, & Jones Architects
P.O. Box 215 Montgomery, Alabama 36101
807 S. McDonough Street Montgomery, Alabama 36104
Telephone (334) 265-8781 Fax (334) 265-9208

PH&J # 1208GVF

Project: Renovations to Circuit Clerk's Teller Lines

Montgomery County Commission Montgomery, AL

TABULATION OF BIDS

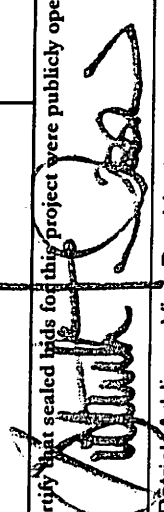
Time & Date: 2:00 PM (local prevailing time), Tuesday November 25, 2014

Place: Conference Room

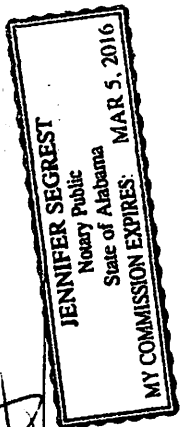
Montgomery County Courthouse - Annex 3, Montgomery, Alabama

CONTRACTOR	BASE BID		TOTAL
Stallings & Son, Inc.	\$62,526.00 -\$1,156.00		\$61,370.00
Russell Construction	No Bid		
Norris Building Company, Inc.	\$78,814.00		\$78,814.00
Amity Construction Co., Inc.	No Bid		
Hutcheson Construction Co., Inc.	\$85,660.00		\$85,660.00
Holley Henley Builders, Inc.	\$99,458.00		\$99,458.00
Pemberton, Inc.	\$96,528.00 -\$1,000.00		\$95,528.00

We certify that sealed bids for this project were publicly opened and read aloud at the time and place indicated, and that this is a true and correct tabulation of bids received.

By: 
Patrick Addison, Vice President

Notary: 
Jennifer Segrest



Renovations to Circuit Clerk's Teller Lines
Montgomery County Courthouse Montgomery, AL
2:00 PM (local prevailing time), Tuesday November 25, 2014
Montgomery County Courthouse - Annex 3, Montgomery, Alabama
PH&J#1208GVF

Bid Discrepancies

Stallings & Son	None
Norris Building Company	None
Hutcheson Construction	Base Bid not written in words on Proposal Form 0030
Holley Henley Builders	None
Pemberton, Inc.	☐ "Data On Bidder" box on Proposal Form 0030 not filled out ☐ No seal on Proposal Form 0030 ☐ No seal on Accounting of Sales Tax Form C-3A

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number 77

Proposed Effective Date December 22, 2014

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$29,244 (PCT)
Corrections Officer - \$30,456 - \$43,356 (PC1)

D T Marshall

Date December 8, 2014

Department Head *mm*

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4. Selectee:

Appointing Authority

Date _____

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number 78

Proposed Effective Date December 8, 2014

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$29,244 (PCT)

Corrections Officer - \$30,456 - \$43,356 (PC1)

D T Marshall

Date November 26, 2014

Department Head mmr

2. Administrative Review

- () Approved
() Disapproved

Funding Authority _____

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Date _____

Personnel Director _____

4. Selectee: _____

Date _____

Appointing Authority _____

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: M. C. Sheriff's Office - Detention Facility
DEPARTMENT HEAD: D. T. Marshall, Sheriff
SUPERVISOR: W. Robinson, Colonel

COMPLETED ACTION DATES

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

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number 115

Proposed Effective Date December 8, 2014

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$29,244 (PCT)
Corrections Officer - \$30,456 - \$43,356 (PC1)

D T Marshall
Department Head *mtc*

Date November 26, 2014

2. Administrative Review

() Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date _____

4. Selectee:

Appointing Authority

Date _____

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number 199

Proposed Effective Date December 8, 2014

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$29,244 (PCT)
Corrections Officer - \$30,456 - \$43,356 (PC1)

D T Marshall Date November 26, 2014
Department Head

2. Administrative Review

() Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

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

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Clerk II

Position Number 234

Proposed Effective Date December 8, 2014

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade \$22,485 - \$32,008 (A02)

D T Marshall
Department Head *imda*

Date November 26, 2014

2. Administrative Review

() Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Date _____

Personnel Director

4. Selectee:

Date _____

Appointing Authority

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

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: M. C. Sheriff's Office - Detention Facility
DEPARTMENT HEAD: D. T. Marshall, Sheriff
SUPERVISOR: W. Robinson, Colonel

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

1. Position Title CLERK III

Position Number 98

Proposed Effective Date December 22, 2014

Type of Appointment ☒ Permanent () Temporary

Recruiting

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

Pay Grade Clerk III - \$28.223 - \$40.175 Grade A04

D. T. Marshall Date December 5, 2014
Department Head plw

2. Administrative Review

() Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

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

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

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

1. Position Title Records & Identification Clerk

Position Number 136

Proposed Effective Date December 22, 2014

Type of Appointment () Permanent () Temporary

Recruiting

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

Pay Grade \$25,146 - \$35,795 (A03)

D T Marshall

Date December 8, 2014

Department Head *mmc*

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 _____
() Payroll entered by _____

Date _____
Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Angela Starr, Deputy Clerk

1. POSITION TITLE: Court Operations Clerk I (replacing Teresa Wheeler -
Position 900378001 - Court Operations Clerk II)
POSITION NUMBER: 900377001

PROPOSED EFFECTIVE DATE: 1/5/2014

TYPE OF APPOINTMENT (X) Permanent () Temporary

RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: A03 (\$25,146/\$967.16/\$12.0895)

Bruce R. Howell

Department Head

12/8/2014
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 _____
() Payroll entered by _____

Date _____
Date _____

ORIGINAL POSITION FILL REQUEST

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Brandi Alexander, Detention Director

COMPLETED ACTION DATES

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

1. POSITION TITLE: Juvenile Detention Officer - Relief - to replace James White

POSITION NUMBER: 910300010

PROPOSED EFFECTIVE DATE: 1/19/2015

TYPE OF APPOINTMENT ☐ Permanent ☒ Temporary

RECRUITING

☐ PROMOTIONAL REGISTER ☐ TRANSFER

☒ OPEN COMPETITIVE REGISTER ☐ REEMPLOYMENT

PAY GRADE: PC1 (\$30,456/\$1,171.40/\$14.6425)

Bruce R. Howell

Department Head

12/5/2014
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 _____
☐ Payroll entered by _____

Date _____
Date _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

Request # 12

JAN - 5 2015

Date: December 29, 2014
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 11, 2015 Return Date: February 13, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend ACCMA Winter Conference
Renaissance, Montgomery

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

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

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

Department Name: County Commission Fund Name: General

Additional Comments: Registration -\$390.00

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

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$390.00 and advance registration of \$390.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$8,595.80</u>	
Budget Available:	<u>\$13,904.20</u>	
Current Requests:	<u>\$390.00</u>	
Budget Balance:	<u>\$13,514.20</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda

JAN - 5 2015

Request # 6

Date: December 29, 2014
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, 2015 Return Date: February 18, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Blackbelt Meeting

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

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

Total (est.) Cost: \$57.50 Advance Registration Required: _____
Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$57.50

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

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$57.50 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$830.80</u>	
Budget Available:	<u>\$2,669.20</u>	
Current Requests:	<u>\$57.50</u>	
Budget Balance:	<u>\$2,611.70</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 5 2015

Request # 7

Date: December 29, 2014
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: March 11, 2015 Return Date: March 11, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Blackbelt Meeting

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

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

Total (est.) Cost: \$57.50 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$57.50

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

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$57.50 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$3,500.00</u>
Approved Requests:	<u>\$830.80</u>
Budget Available:	<u>\$2,669.20</u>
Current Requests:	<u>\$115.00</u>
Budget Balance:	<u>\$2,554.20</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 5 2015

Request # 8

Date: December 29, 2014
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: April 16, 2015 Return Date: April 16, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Blackbelt Meeting

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

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

Total (est.) Cost: \$57.50 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$57.50

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

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$57.50 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$3,500.00</u>
Approved Requests:	<u>\$830.80</u>
Budget Available:	<u>\$2,669.20</u>
Current Requests:	<u>\$172.50</u>
Budget Balance:	<u>\$2,496.70</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 5 2015

Request # 9

Date: December 29, 2014

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 5, 2015

Return Date: February 5, 2015

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 ☒ Other (Specify) ☐

Total (est.) Cost: \$105.80 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$105.80

To: Didi Henry

From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$105.80 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$830.80</u>	
Budget Available:	<u>\$2,669.20</u>	
Current Requests:	<u>\$278.30</u>	
Budget Balance:	<u>\$2,390.90</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 5 2015

Request # 10

Date: December 29, 2014
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: May 7, 2015 Return Date: May 7, 2015
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 ☒ Other (Specify) ☐

Total (est.) Cost: \$105.80 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$105.80

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

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$105.80 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$830.80</u>	
Budget Available:	<u>\$2,669.20</u>	
Current Requests:	<u>\$384.10</u>	
Budget Balance:	<u>\$2,285.10</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

Request # 11

JAN - 5 2015

Date: December 29, 2014

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: August 6, 2015

Return Date: August 6, 2015

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

☐
☒

Private Vehicle

Commercial Air

☐
☐

Other (Specify)

Total (est.) Cost: \$105.80

Advance Registration Required: _____

Department Name: Public Affairs Dept

Fund Name: General

Additional Comments: Mileage - \$105.80

To: Didi Henry

From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$105.80 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: \$830.80

Budget Available: \$2,669.20

Current Requests: \$489.90

Budget Balance: \$2,179.30

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

11-7

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

Agenda

JAN - 5 2015

Date: December 29, 2014
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: January 21, 2015 Return Date: January 21, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Blackbelt Meeting

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

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

Total (est.) Cost: \$57.50 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General

Additional Comments: Mileage - \$57.50

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

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$57.50 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51130.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$3,500.00</u>
Approved Requests:	<u>\$830.50</u>
Budget Available:	<u>\$2,669.50</u>
Current Requests:	<u>\$547.40</u>
Budget Balance:	<u>\$2,122.10</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

Agenda

JAN - 5 2015

Date: December 16, 2014
To: Donald L. Mims, Administrator
From: Daryl D. Bailey
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, AL
Departure Date: January 21, 2015 Return Date: January 23, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend & Speak: ADAA 2015 Winter Conference

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

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

Total (est.) Cost: \$100.00 Advance Registration Required: \$0.00
Department Name: District Attorney Fund Name: 001-51261-265

Additional Comments: Registration Paid by Other Agency

To: Daryl D. Bailey
From: Donald L. Mims, Administrator
The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$100.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51261.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$2,000.00</u>
Approved Requests:	<u>\$1,038.91</u>
Budget Available:	<u>\$961.09</u>
Current Requests:	<u>\$100.00</u>
Budget Balance:	<u>\$861.09</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/19/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 13

Agenda

JAN - 5 2015

Date: December 16, 2014
To: Donald L. Mims, Administrator
From: Daryl D. Bailey
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, AL
Departure Date: January 22, 2015 Return Date: January 23, 2015
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Attend & Speak: ADAA 2015 Winter Conference

Traveler (s) Name: 1. Seth Gowan 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$140.00 Advance Registration Required: \$0.00

Department Name: District Attorney Fund Name: 760-51260-265

Additional Comments: Registration Paid by Another Agency

To: Daryl D. Bailey

From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$140.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department	
Fund Code:	<u>760-51260.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$65,000.00</u>
Approved Requests:	<u>\$7,770.00</u>
Budget Available:	<u>\$57,230.00</u>
Current Requests:	<u>\$140.00</u>
Budget Balance:	<u>\$57,090.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/19/2014

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

Agenda

JAN - 5 2015

Date: December 16, 2014

To: Donald L. Mims, Administrator

From: Sheriff D. T. Marshall

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Opelika, AL

Departure Date: February 17, 2015

Return Date: February 17, 2015

Conference Leave (Days / Hours): 1 day

Purpose of Travel: Advanced Gang Class at Lee County Sheriff's Office

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

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

Total (est.) Cost: \$235.00 Advance Registration Required: _____

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

Additional Comments: _____

To: Sheriff D. T. Marshall

From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$235.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$4,471.31</u>	
Budget Available:	<u>\$20,528.69</u>	
Current Requests:	<u>\$235.00</u>	
Budget Balance:	<u>\$20,293.69</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/22/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

Agenda

JAN - 5 2015

Date: December 16, 2014
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: 2/18, 3/5, 4/2 & 4/30 Return Date: 2/18, 3/5, 4/2 & 4/30
Conference Leave (Days / Hours): 4 days
Purpose of Travel: EVOC Training (Vehicle Dynamics Course)
Four different days-\$50/person for course

Traveler (s) Name: 1. Shepherd, Fontaine, Guthrey 4. Lyle, McGlown, Spivey
2. Morrow, T. Mathews, Hunter 5. Kilpatrick, Painter, Alford
3. Latimer, J. Davis, Pouncey 6. Norman

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

Total (est.) Cost: \$800.00 Advance Registration Required: _____
Department Name: Sheriff's Office Fund Name: 001-52110.265

Additional Comments: _____

To: Sheriff D. T. Marshall
From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$800.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52110.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$25,000.00</u>
Approved Requests:	<u>\$4,471.31</u>
Budget Available:	<u>\$20,528.69</u>
Current Requests:	<u>\$1,035.00</u>
Budget Balance:	<u>\$19,493.69</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/22/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN - 5 2015

Request # 5

Date: December 29, 2014
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, Al
Departure Date: February 11, 2015 Return Date: February 13, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend ACCMA Winter Conference
Renaissance, Montgomery

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

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

Total (est.) Cost: \$195.00 Advance Registration Required: \$195.00

Department Name: Risk Management Fund Name: Liability

Additional Comments: Registration- \$195.00

To: Scott Kramer, Risk Manager
From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$195.00 and advance registration of \$195.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>007-51100.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$15,000.00</u>
Approved Requests:	<u>\$1,661.64</u>
Budget Available:	<u>\$13,338.36</u>
Current Requests:	<u>\$195.00</u>
Budget Balance:	<u>\$13,143.36</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

11-13

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Agenda

JAN - 5 2015

Date: December 16, 2014

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: January 28, 2015

Return Date: January 28, 2015

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: to attend CareerTrack Course: Human Resources for Anyone with Newly Assigned HR Responsibilities

Traveler (s) Name: 1. Renee Wood 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$149.00 Advance Registration Required: \$149.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration Fee- \$149.00

To: Carmen Douglas, Director

From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$149.00 and advance registration of \$149.00 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: \$300.00

Budget Available: \$19,700.00

Current Requests: \$149.00

Budget Balance: \$19,551.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/19/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

Request # 6

JAN - 5 2015

Date: December 22, 2014

To: Donald L. Mims, Administrator

From: Paul Brown, Executive Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 7400 University Dr Montgomery, AL

Departure Date: December 15, 2014

Return Date: December 15, 2014

Conference Leave (Days / Hours): One day

Purpose of Travel: To attend Preventing Violence Against Law Enforcement and Ensuring Office
Survivability

Traveler (s) Name: 1. J.R. Hornsby 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Community Corrections Fund Name: Registration/Training

Additional Comments: _____

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 01/05/15 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: 124-52960.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$12,300.00

Approved Requests: \$3,333.00

Budget Available: \$8,967.00

Current Requests: \$0.00

Budget Balance: \$8,967.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/23/2014

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Agenda

JAN - 5 2015

Date: December 29, 2014

To: Donald L. Mims, Administrator

From: Jane Riggs Brown

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa , Alabama

Departure Date: January 21, 2015 Return Date: January 22, 2015

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend Alabama NENA Chapter Meeting
at Phelps Activity Center

Traveler (s) Name: 1. Jane Riggs Brown 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$438.80 Advance Registration Required: \$0.00

Department Name: Emergency Mgmt Comm Board Fund Name: EMCDB

Additional Comments: Mileage - \$128.80; Meals - \$150.00; Lodging - \$160.00

To: Jane Riggs Brown

From: Donald L. Mims, Administrator

The above request is app. 01/05/15 reimbursement of actual and necessary expenses in the
approximate amount of \$438.80 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 784-51986.260 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$5,000.00

Approved Requests: \$1,322.61

Budget Available: \$3,677.39

Current Requests: \$435.44

Budget Balance: \$3,241.95

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/29/2014

cc: Finance Director / Buyer

11-16

JAN - 5 2015

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 2

DEPARTMENT:	District Attorney	REVIEWED:	S. Thomas	12/29/2014
DATE:	12/24/2014	Finance Director		Date
REQUESTED BY:	Daryl D. Bailey	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Misc Reimb State of AL	760-40000.44298	0	(224,192)	(224,192)
Equip/Furn under capital asset threshold	760-51260.400	275,000	178,151	453,151
Office Furniture & Equip	760-51260.540		46,041	46,041
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		275,000	0	275,000

JUSTIFICATION:

To budget for the expenditure of funds provided by the State of Alabama for furniture purchases.

JAN - 5 2015

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER #1

DEPARTMENT:	PERSONNEL	REVIEWED:	S. Thomas	12/29/2014
DATE:	12/23/2014	Finance Director		Date
REQUESTED BY:	Carmen Douglas	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Administration Expenses	123-51961.499	12,000	(3,500)	8,500
Extra Help	123-51961.115	0	3,500	3,500
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		12,000	0	12,000

JUSTIFICATION:

Budget for the cost of temporary help due to the recent retirement of Shenita Mitchell.

RESOLUTION

BE IT RESOLVED AND ORDERED by the Montgomery County Commission (the "Commission"), which is the governing body of Montgomery County in the State of Alabama (the "County") as follows:

Section 1. The Commission has ascertained and does hereby find and declare as follows:

(a) the County has previously transferred and conveyed certain land, certain buildings and improvements and various items of furniture, furnishings, equipment and other personal property (all of the foregoing being herein together called the "Project") to The Montgomery County Public Building Authority, an Alabama public corporation (herein called the "Authority");

(b) the County has heretofore leased the Project from the Authority pursuant to a Lease Agreement dated as of August 1, 2006 (herein called the "Original Lease"), between the Authority and the County as amended and supplemented by a First Supplemental Lease Agreement dated as of December 1, 2012 (herein called the "First Supplemental Lease") and by a Second Supplemental Lease Agreement dated as of May 1, 2014 (herein called the "Second Supplemental Lease");

(c) in order to finance the costs of acquiring, constructing and equipping the Project, the Authority has heretofore issued and sold its Revenue Warrants (Montgomery County Facilities Project), 2006, dated August 1, 2006 (herein called the "Series 2006 Warrants"), originally issued in the aggregate principal amount of \$73,280,000 and now outstanding in the aggregate principal amount of \$18,690,000;

(d) the Series 2006 Warrants are payable solely from the rentals paid to the Authority by the County under the Original Lease as amended and Supplemented by the First Supplemental Lease and the Second Supplemental Lease;

(e) the County can realize a reduction in its annual rental payments with respect to the Project by refunding and retiring a portion of the Series 2006 Warrants, and the County has therefore requested the Authority to refund and retire a portion of the Series 2006 Warrants;

(f) the County has also requested the Authority to acquire the parcel of land in the County (herein called the "Annex I and Carnegie Library Site") on which the Montgomery County Administration Building and Courthouse Annex I and the Carnegie Library building of the County (which are herein together called the "Annex I and Carnegie Library Buildings") are situated, to make certain

renovations and improvements to the Annex I and Carnegie Library Buildings, and to acquire and install in or around the Project or the Annex I and Carnegie Library Buildings various items of furniture, furnishings and equipment (herein called the "New Project Equipment"), all for use and occupancy by the County and its agencies;

(g) the Authority is willing to acquire the Annex I and Carnegie Library Site and the Annex I and Carnegie Library Buildings, to make such renovations and improvements to the Annex I and Carnegie Library Buildings, and to acquire and install the New Project Equipment in or around the Project or the Annex I and Carnegie Library Buildings, all for lease to the County, and also to refund a portion of the Series 2006 Warrants as requested by the County, but only if the County will lease the Annex I and Carnegie Library Site and the Annex I and Carnegie Library Buildings and the New Project Equipment (which are herein together called the "Project Improvements") from the Authority pursuant to the Original Lease, as supplemented and amended by the First Supplemental Lease, the Second Supplemental Lease and the Third Supplemental Lease Agreement hereinafter described;

(h) the County is willing to lease the Project Improvements from the Authority pursuant to the Original Lease, as supplemented and amended by the First Supplemental Lease Agreement, the Second Supplemental Lease and the aforesaid Third Supplemental Lease Agreement; and

(i) it is therefore appropriate and desirable for the County to approve the issuance of the Series 2015 Warrants hereinafter described and also lease the Project Improvements from the Authority in accordance with the provisions of the Original Lease, as supplemented by the First Supplemental Lease, the Second Supplemental Lease and the Third Supplemental Lease Agreement authorized in Section 3 of this resolution, and to enter into such other agreements and to take such other actions as may be authorized herein.

Section 2. The County is hereby authorized (i) to convey to the Authority, by one or more statutory warranty deeds, title to the Annex I and Carnegie Library Site and the improvements situated thereon, and (ii) if and to the extent deemed appropriate, to transfer to the Authority, by appropriate bill of sale and assignment, all of the County's right, title and interest in and to items of personal property used in or around the Annex I and Carnegie Library Buildings, all in consideration of the issuance of the Series 2015 Warrants hereinafter described and the related undertakings by the Authority. The Chairman or Vice Chairman of the Commission is hereby authorized and directed to execute and deliver, for and in the name and behalf of the County, the said statutory warranty deeds and the said bill of sale and assignment, in such form as he, acting with the advice of counsel to the Commission, shall determine to be appropriate. The Clerk of the Commission is hereby authorized and directed to affix the official seal of the County to each of said instruments and to attest the same. The said instruments shall be delivered to the Authority simultaneously with the issuance of said Series 2015 Warrants by the Authority.

Section 3. The County is hereby authorized to lease the Project Improvements from the Authority pursuant to the Original Lease, as supplemented and amended by the First Supplemental Lease, the Second Supplemental Lease and the aforesaid Third Supplemental Lease Agreement (which is herein called the "Third Supplemental Lease"). The Third Supplemental Lease shall be in such form as the Chairman of the Commission, acting with the advice of counsel to the Commission, shall deem to be necessary or desirable in order to consummate the transactions authorized by this resolution, the determination by such officer of the form of the Third Supplemental Lease to be conclusively established by his execution thereof. The Chairman of the Commission is hereby authorized and directed to execute and deliver the Third Supplemental Lease for and in the name and behalf of the County, and the Clerk of the Commission is hereby authorized and directed to affix the official seal of the County to the Third Supplemental Lease and to attest the same.

Section 4. The County recognizes that the Authority proposes (i) to issue its Revenue Refunding Warrants (Montgomery County Facilities Project) Series 2015, to be dated January 1, 2015 (herein called the "Series 2015 Warrants") in the aggregate principal amount of not exceeding \$16,500,000.00 in order to refund a portion of the Series 2006 Warrants and to pay the costs of the Project Improvements and (ii) to sell the Series 2015 Warrants to Stifel, Nicolaus & Company, Incorporated and First Tuskegee Bank (herein called the "Underwriters") pursuant to a Warrant Purchase Agreement among the Underwriters, the Authority and the County in such form as the Chairman of the Commission, acting with the advice of counsel to the Commission shall deem to be necessary or desirable in order to consummate the transactions authorized by this resolution, the determination by such officer of the form of the said Warrant Purchase Agreement be conclusively established by his execution thereof. The Chairman of the Commission is hereby authorized and directed to execute and deliver said Warrant Purchase Agreement for and in the name and behalf of the County.

Section 5. The Chairman of the Commission is hereby authorized and directed to execute and deliver, for and on behalf of the County, an Official Statement (herein called the "Official Statement"), with respect to the Series 2015 Warrants, said Official Statement to be in substantially the form as the Chairman of the Commission, acting with the advice of counsel to the Commission, shall deem to be necessary in order to consummate the transactions authorized by this resolution, the determination by such officer of the form of the Official Statement to be conclusively established by his execution thereof. The use of the Official Statement by the Authority and the Underwriters in connection with the offering and sale of the Series 2015 Warrants is hereby authorized and approved.

Section 6. The Chairman or the Vice Chairman of the Commission and the Clerk of the Commission are hereby authorized and directed to execute, deliver, seal and attest such other ancillary documents and certificates as may be necessary to carry out fully the leasing, refunding and other transactions hereinabove authorized.

Section 7. This resolution and order is adopted to amend, restate and replace in its entirety that certain resolution and order, adopted at the regular meeting of the Commission held on December 15, 2014, with respect to the proposed issuance by the Authority of its Revenue Refunding Warrants (Montgomery County Facilities Project) Series 2014-A.

Commissioner _____ thereupon moved that said resolution be adopted, which motion was seconded by Commissioner _____, and, upon the said motion being put to vote, the following vote was recorded:

YEAS:

NAYS:

The chairman thereupon declared that said resolution had been duly adopted.

Chairman of the Montgomery County Commission

Clerk of the Montgomery County Commission

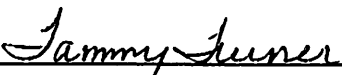
MEMORANDUM FOR RECORD

Date: December 30, 2014

Subject: 2015 Aerial Photography Project

On this date the undersigned talked with Teresa Dekle, State Examiner, regarding the Aerial Photography project.

Mrs. Dekle advised the County was in compliance with bid law by passing up the two lowest bidders, due to the justification written by Ms. Janet Buskey, Revenue Commissioner. Attached is a memo from Bill Bass, Director Property Tax Division referencing *Section 41-16-51 (3,8,11) of the Code of Alabama 1975*. It states that Aerial Photography procurement is exempt from the competitive bid law.



Tammy Turner, Buyer II



State of Alabama Department of Revenue

(www.revenue.alabama.gov)
50 North Ripley Street
Montgomery, Alabama 36132

CYNTHIA UNDERWOOD
Assistant Commissioner
LEWIS A. EASTERLY
Secretary

November 17, 2005

MEMORANDUM

To: County Tax Assessors
County Revenue Commissioners
County Administrators

From: Bill Bass, Director
Property Tax Division

Subject: Contracts and Purchases Exempt from State Bid Law

There appears to be some confusion throughout the state as to what types of contracts and purchases may be exempt from the State Bid Law. The Department of Revenue has previously established the position that aerial photography, GIS/Mapping software, and conversion services are exempt from the State Bid Law. This position is based on the following established criteria:

Section 41-16-51(3) Code of Alabama 1975 exempts the following ... "Contracts for securing services of attorneys, physicians, architects, teachers, superintendents of construction, artists, appraisers, engineers, consultants, certified public accountants, public accountants, or other individuals possessing a high degree of professional skill where the personality of the individual plays a decisive part"... The Department of Revenue's position is the converting of paper maps to a digital format and the acquisition of photography according to the specifications and requirements of ADOR has always been considered a personal service. The companies and individuals that provide these services must possess a high degree of professional skill.

Section 41-16-51(8) Code of Alabama 1975 exempts the following ... "Purchases of manuscripts, books, maps, pamphlets, or periodicals"... Obviously photography and GIS/Mapping systems are maps that are in a digital format rather than paper or mylar. As stated earlier the conversion of paper or mylar maps to a digital format fits the definition of the "purchase of maps" and aerial photography procurement is exempt from the competitive bid law because it becomes an integral part of the preparation, production and making of maps.

Section 41-16-51(11) Code of Alabama 1975 exempts the following ... "Purchases of computer and word processing hardware when the hardware is the only type that is compatible with hardware already owned by the entity taking bids and custom software"... GIS/Mapping software is custom software that cannot be purchased "Off the Shelf" as you would Microsoft Office Suite, Lotus 123, Word Perfect or any number of software packages that one would normally find in a commercial outlet such as Office Depot, Circuit City, or Best Buy. GIS or

Mapping software is specifically written to meet certain specifications such as those contained in the Alabama Department of Revenue Mapping Standards and Specifications. The GIS or Mapping software must be customized to produce the maps the ADOR requires.

For several years the Department of Revenue and The Examiners of Public Accounts have agreed that the purchase of Photography and Geographic Information Systems (GIS) also referred to as mapping systems is exempt from the competitive bid law under one or more of the above referenced code sections.

The Department of Revenue after consulting with the Examiners of Public Accounts and with their approval reaffirms our position that the purchase of aerial photography and the planimetric detail, conversion of mylar maps to a digital format, and the purchase of GIS/Mapping software is not a bid item and can be treated as a professional services contract or the purchase of custom software. If a county chooses to bid for these services they certainly may but are not required to bid. **The purchase of computer hardware in excess of \$7,500 remains subject to the State Bid Law.**

If you have any questions concerning this matter, please feel free to contact this office at 333-242-1525.

PC: Mike Scorggins, Examiners of Public Accounts
Linda Barrontine, Examiners of Public Accounts

January 5, 2015

MEMORANDUM

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

Cc: R. Todd Grant, GIS & Cadastral Mapping Manager
Clay Henley, Chief Appraiser

FROM: Janet Y. Buskey, Revenue Commissioner 

SUBJECT: 2015 Aerial Photography Project

The purpose of this memorandum is to inform the County Commission that Pictometry International Corp. has been selected as the vendor of choice for the 2015 aerial photography acquisition project. The RFP for the project was sent to the vendors whose companies appear on the Alabama Department of Revenue's approved vendor list. The four vendors who responded to our RFP were: Atlantic, Pictometry, Sanborn and Spatial Net. Atlantic was unable to provide all of the services/products that were specified in the RFP. Spatial Net gave an RFP response that had the highest cost for services/products and the highest cost for annual maintenance. Pictometry and Sanborn remained as the sole contenders for the selection process.

Sanborn's pricing was more competitive than Pictometry's - \$442,521.13 and \$488,107.00 respectively. The justification for choosing Pictometry over Sanborn came down to three factors. Firstly, numerous Montgomery County and City of Montgomery employees already use and have received training on Pictometry's products. Secondly, the investment in time and personnel hours associated with training employees on another vendor's software/internet application would be counterproductive. Thirdly, Pictometry's software/internet application is capable of hosting numerous GIS layers, e.g., political boundaries, roads, address points, parcel boundaries, administrative boundaries and hydrologic features whereas Sanborn's currently only has the capability of hosting a single GIS layer.

Due to the fact that this project must occur during "leaf off" conditions, time is of the essence. Therefore, a waiver of procedural rules is respectfully requested.

Thank you for your consideration.

**Montgomery County Commission Rating Scale for LiDAR, Aerial Photography, Planimetric and
Viewing Software/Application Request for Proposal**

Rating shall be based on a scale of 1 to 5 with 5 being the best possible rating per item.		VENDOR NAMES			
ITEMS		ATLANTIC GROUP	PICTOMETRY	SANBORN	SPATIAL NET
1.) RFP Response		2	5	4	3
2.) Ongoing Product Support/Service		1	5	5	5
3.) Product Samples		5	5	5	5
4.) Product Pricing		2	4	5	1
5.) Annual Maintenance Costs		1	5	5	1
6.) Company Strength and Stability		5	5	5	5
7.) References		5	5	5	5
8.) Implementation/Training Plan		3	5	5	2
9.) Product(s) Demonstration		5	5	5	5
10.) Estimated Time of Delivery		4	5	5	2
Cumulative Rating		33	49	49	34

		VENDOR NAMES			
ITEMS		ATLANTIC GROUP	PICTOMETRY	SANBORN	SPATIAL NET
Imagery		96,999.11*	299,932.00	264,850.28	
LiDAR		131,868.40	155,410.00	113,444.98	
Planimetrics		40,588.95	29,765.00	46,825.88	
Online Viewing Platform		N/A		14,500.00	
Annual Maintenance		N/A	3,000.00	2,900	
Total		269,456.47	488,107.00	442,521.13	510,000.00

* Atlantic couldn't provide the oblique imagery or the online viewing/analyzing

Atlantic's RFP Responses:

1. Atlantic's response included eleven answers in the affirmative to the twenty-two items listed in the RFP's requirements key. Atlantic itemized its prices for the products they responded to; however, they didn't include two of the four products that were required by Montgomery County. The two products not included in their response were:
 - An application for measuring, cataloging, viewing, extracting and analyzing oblique and ortho photography as well as the capability to host GIS data.
 - The acquisition of digital color oblique aerial photography.

➤ Item Rating - 2
2. Atlantic's response to the on-going product support and service was not applicable – see below:
 - "The request for on-going maintenance and support services is specific to Pictometry's oblique viewing software; thus, Atlantic will not provide content as it does not apply to our proposed offerings for the Montgomery County Commission." (See Page 48; Section 6.11 of Atlantic's RFP response.)

➤ Item Rating – 1
3. Atlantic's response included excellent samples of their products.

➤ Item Rating – 5
4. Atlantic's pricing was competitive; however, their pricing did not include the two previously mentioned products. Therefore, their price was the lowest but essentially unusable for comparison purposes with the other respondents.

➤ Item Rating – 2
5. Atlantic's response to the annual maintenance costs was not applicable. (See Page 57 of Atlantic's RFP response.)

➤ Item Rating – 1
6. Atlantic's response gave all indications a strong and stable company with numerous clients and was established in 2005.

➤ Item Rating – 5
7. Atlantic's response provided the five required references specified in the RFP.

➤ Item Rating – 5
8. Atlantic's response provided a detailed implementation and program management plan. However, training was not applicable – see below:
 - "The request for training is specific to Pictometry's oblique viewing software; thus, Atlantic will not provide content as it does not apply to our proposed offerings for the Montgomery County Commission." (See Page 48; Section 6.10 of Atlantic's RFP response.)

➤ Item Rating – 3
9. Atlantic's products were adequately demonstrated in their product samples.

➤ Item Rating – 5
10. Atlantic's response to the estimated time of delivery was reasonable and acceptable – August of 2015.

➤ Item Rating – 4

Cumulative Rating – 30 out of 50

Pictometry's RFP Responses:

1. Pictometry's response included itemized prices for each of the products required by Montgomery County and answered in the affirmative to the twenty-two items listed in the RFP's requirements key.
➤ **Item Rating - 5**
2. Pictometry's response provides for on-going maintenance and support services. (See Page 46 of Pictometry's RFP response)
➤ **Item Rating – 5**
3. Pictometry's response included excellent samples of their products.
➤ **Item Rating – 5**
4. Pictometry's pricing was the second highest among the four respondents.
➤ **Item Rating – 4**
5. Pictometry's response to the annual maintenance costs was \$3,000 for their product known as *Connect* which is their online image viewing/analyzing application.
➤ **Item Rating – 5**
6. Pictometry's response gave all indications a strong and stable company with numerous clients and was established in 2000.
➤ **Item Rating – 5**
7. Pictometry's response provided the five required references specified in the RFP.
➤ **Item Rating – 5**
8. Pictometry's response provided an implementation and program management plan. Pictometry also provided detailed training options in their RFP response.
➤ **Item Rating – 3**
9. Pictometry's products were adequately demonstrated in their product samples.
➤ **Item Rating – 5**
10. Pictometry's response to the estimated time of delivery was more than reasonable and acceptable – June of 2015.
➤ **Item Rating – 5**

Cumulative Rating – 49 out of 50

Sanborn's RFP Responses:

1. Sanborn's response included itemized prices for each of the products required by Montgomery County and answered in the affirmative to 21 of the twenty-two items listed in the RFP's requirements key.
➤ **Item Rating – 4**
2. Sanborn's response provides for on-going maintenance and support services. (See Page 80 of Sanborn's RFP response)
➤ **Item Rating – 5**
3. Sanborn's response included excellent samples of their products.
➤ **Item Rating – 5**
4. Sanborn's was the second lowest among the four respondents.
➤ **Item Rating – 5**
5. Sanborn's response to the annual maintenance costs was \$2,900 for their product known as *Oblique Analyst* which is their online image viewing/analyzing application.
➤ **Item Rating – 5**
6. Sanborn's response gave all indications a strong and stable company with numerous clients and was established in 1866.
➤ **Item Rating – 5**
7. Sanborn's response provided the five required references specified in the RFP.
➤ **Item Rating – 5**
8. Sanborn's response provided an implementation and program management plan. Sanborn also provided detailed training options in their RFP response.
➤ **Item Rating – 5**
9. Sanborn's products were adequately demonstrated in their product samples.
➤ **Item Rating – 5**
10. Sanborn's response to the estimated time of delivery was more than reasonable and acceptable – June of 2015.
➤ **Item Rating – 5**

Cumulative Rating – 49 out of 50

Spatial Net's RFP Responses:

1. Spatial Net's response did not include itemized prices for each of the products required by Montgomery County and answered in the affirmative to 21 of the twenty-two items listed in the RFP's requirements key.
➤ Item Rating – 3
2. Spatial Net's response provides for on-going maintenance and support services. (See Page 3 of Spatial Net's RFP response)
➤ Item Rating – 5
3. Spatial Net's response included excellent samples of their products.
➤ Item Rating – 5
4. Spatial Net's pricing was the highest among the four respondents.
➤ Item Rating – 1
5. Spatial Net's response to the annual maintenance costs was \$10,000 which greatly exceeded the annual maintenance of other respondents.
➤ Item Rating – 1
6. Spatial Net's response gave all indications a strong and stable company with numerous clients and was established in 2002.
➤ Item Rating – 5
7. Spatial Net's response provided the five required references specified in the RFP.
➤ Item Rating – 5
8. Spatial Net's response did not include an implementation or program management plan. Spatial Net did not provide detailed training options in their RFP response.
➤ Item Rating – 2
9. Spatial Net's products were adequately demonstrated in their product samples.
➤ Item Rating – 5
10. Spatial Net's response to the estimated time of delivery was unreasonable and unacceptable – December of 2015.
➤ Item Rating – 2

Cumulative Rating – 34 out of 50

**COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
ASSISTANCE ALLOCATION – LETTER OF AGREEMENT**

1. Administrator Name & Address: Montgomery County Sheriff's Department 115 S. Perry St. Montgomery, AL 36104-4243		2. Issuing Office & Address: Alabama Law Enforcement Agency P.O. Box 304115 Montgomery, AL 36130-4115	
3. FY: 2013	4. Amount of: Federal: \$30,000.00 Total: \$30,000.00	5. Effective Dates Begin: 1/1/2015 End: 6/30/2015	6. Award Number: 3ATL

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 2013 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 Subpart 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 a Administrator or Equipment Recipient for any of the following reasons:

- a. Failure to comply substantially with the requirements or statutory objectives of the 2003 Omnibus Appropriations Act issued there under, or other provisions of Federal Law.
- b. Failure to adhere to the requirements, standard conditions or special conditions of this award, including property accountability and vehicle usage.
- c. Proposing or implementing substantial program changes to the extent that, if originally submitted, the agreement would not have been issued.
- d. Failure to submit reports on a semi-annual basis and as otherwise required.
- e. Filing a false certification, other report or document.
- f. Other good cause shown.

29. **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.

**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.

**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 for costs associated with ALERRT training conducted.

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: Chief Deputy
Agency Address: 115 S. Lawrence St. Mtgy., AL 36104
Phone Number: 334.832.1640
Fax Number: 334.832.7113
Mobile Number: 334.850.1320
E-Mail Address: DerrickCunningham@mcga-b.org
Signature: [Signature] Date: 12.22.14

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: 115 S. Lawrence St. Mtgy. AL 36104
Phone Number: _____
Signature: _____ Date: 12.22.14

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: [Signature] Date: _____

Initial Here DC

**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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DC
19-10

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

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

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

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

- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (2) Establishing an on-going drug-free awareness program to inform employees about --
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation and employee assistance programs, and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (3) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1);
- (4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will --
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (5) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (4)(b), from an employee or otherwise receiving actual notice of such conviction. Employers or convicted employees must provide notice, including position title, to the State Funding Agency. Notice shall include the identification number(s) of each affected grant;
- (6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted --
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5) and (6).

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

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

- A. As a condition of the grant I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to the State Funding Agency.

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19-11

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: <u>Etchinn Dean, Sr.</u>	Title: <u>Chairman</u>
---	------------------------

Signature:

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19-12

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Engineering

DEPARTMENT HEAD: George C. Speake, County Engineer

SUPERVISOR: George C. Speake, County Engineer

1. 12/23/2014 dept request
2. _____ admin review
3. _____ personnel dept
4. _____ cert to admin
5. _____ dept selection
6. _____ final review

1. POSITION TITLE Administrative Assistant To The County Engineer (0615)

POSITION NUMBER 600615003

PROPOSED EFFECTIVE DATE February 1, 2015

TYPE OF APPOINTMENT (X) PERMANENT () TEMPORARY

RECRUITING

(X) PROMOTION REGISTER

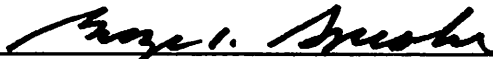
() TRANSFER

(County Employees Only)

() OPEN COMPETITIVE REGISTER

() REEMPLOYMENT

PAY GRADE (A08) (\$44,583 - \$63,466) Pay step to be based upon City & County of Montgomery Personnel Board Rules & Regulations, Rule VI, Section 10(a) promotions


Department Head

DATE December 23, 2014

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 _____

Report on the

Montgomery County Commission

Montgomery County, Alabama

October 1, 2012 through September 30, 2013

Filed: December 12, 2014



Department of Examiners of Public Accounts

50 North Ripley Street, Room 3201

P.O. Box 302251

Montgomery, Alabama 36130-2251

Website: www.examiners.alabama.gov

Ronald L. Jones, Chief Examiner

14-479

22-1



Ronald L. Jones
Chief Examiner

State of Alabama
Department of
Examiners of Public Accounts

P.O. Box 302251, Montgomery, AL 36130-2251
50 North Ripley Street, Room 3201
Montgomery, Alabama 36104-3833
Telephone (334) 242-9200
FAX (334) 242-1775

Honorable Ronald L. Jones
Chief Examiner of Public Accounts
Montgomery, Alabama 36130

Dear Sir:

Under the authority of the *Code of Alabama 1975*, Section 41-5-21, we submit this report on the results of the audit of the Montgomery County Commission, Montgomery County, Alabama, for the period October 1, 2012 through September 30, 2013.

Sworn to and subscribed before me this
the 18th day of November, 20 14.

Genae M. Hill
Notary Public

Sworn to and subscribed before me this
the 18th day of November, 20 14.

Genae M. Hill
Notary Public

Respectfully submitted,

Matthew Robinson
Examiner of Public Accounts

Dixie Broadwater
Examiner of Public Accounts

rb.

14-479

22-2

Independent Auditor's Report

To: Members of the Montgomery County Commission and County Administrator

Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Montgomery County Commission, as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the basic financial statements of the Montgomery County Commission, listed in the table of contents as Exhibits 1 through 8.

Management's Responsibility

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in ***Government Auditing Standards***, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Montgomery County Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Montgomery County Commission's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Montgomery County Commission, as of September 30, 2013, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis (MD&A) and the Schedules of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual (Exhibits 9 and 10); Information About Infrastructure Assets Reported Using the Modified Approach (Exhibit 11); the Schedule of Funding Progress – Define Benefit Pension Plan (Exhibit 12); and the Schedule of Funding Progress – Other Postemployment Benefits (Exhibit 13) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Montgomery County Commission's basic financial statements. The accompanying Schedule of Expenditures of Federal Awards (Exhibit 14) as required by U. S. Office of Management and Budget Circular A-133, ***Audits of States, Local Governments, and Non-Profit Organizations***, is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Schedule of Expenditures of Federal Awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with **Government Auditing Standards**, we have also issued our report dated November 13, 2014, on our consideration of the Montgomery County Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with **Government Auditing Standards** in considering the Montgomery County Commission's internal control over financial reporting and compliance.



Ronald L. Jones
Chief Examiner

Department of Examiners of Public Accounts

Montgomery, Alabama

November 13, 2014

Notes to the Financial Statements

For the Year Ended September 30, 2013

Note 7 – Other Postemployment Benefits (OPEB)

The Commission provides a single-employer defined benefit medical and life insurance plan for eligible retirees and their spouses. The medical insurance plan covers both active and retired members. The *Code of Alabama 1975*, Section 11-91-1 through 11-91-8, gives authority to the Commission to establish and amend benefit provisions. The plan does not issue a stand-alone financial report. The Commission's contributions were on a pay-as-you-go basis as of September 30, 2013.

In accordance with Act Number 630, Acts of Alabama 1975, the Commission contributes \$525 towards the cost of current-year premiums for eligible retirees' medical insurance premiums. For fiscal year 2013, the Commission contributed \$2,178,750 to cover approximately 388 participants. Plan members receiving benefits contribute \$215 for family coverage cost and \$45 for single coverage costs. For fiscal year 2013, total retired member contributions were \$326,142.

In accordance with Act Number 86-199, Acts of Alabama, retired employees may elect to participate in a life insurance plan. The Commission pays \$3 per \$1,000 of salary per year of benefit obligation of retirees. The commission's expenditures for retiree's life insurance for the year ending September 30, 2013, to cover approximately 415 participants, totaled \$75,000.

A. Annual OPEB Cost

For fiscal year 2013, the Commission's annual other postemployment benefit (OPEB) cost (expense) for medical and life insurance was \$5,641,957. The Commission's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for 2013 is as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
09/30/2013	\$5,641,957	39.95%	\$18,656,264
09/30/2012	\$5,641,957	47.01%	\$15,021,275
09/30/2011	\$5,280,281	35.28%	\$12,031,656

Notes to the Financial Statements

For the Year Ended September 30, 2013

B. Funded Status and Funding Process

The funding status of the plan as of September 30, 2012, the most recent actuarial valuation date, was as follows:

Actuarial Accrued Liability (AAL)	\$84,149,332
Actuarial Value of Plan Assets	(900,000)
Unfunded Actuarial Accrued Liability (UAAL)	<u>\$83,249,332</u>
Funded Ratio (Actuarial Value of Plan Assets/AAL)	1.07%
Covered Payroll (Active Plan Members)	\$29,977,734
UAAL as a Percentage of Covered Payroll	277.7%

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trends. Amounts determined regarding the funding status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, will in future years present multiyear trend information that will show whether the actuarial value of the plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

C. Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

The actuarial cost method used was the projected unit credit method. The actuarial assumptions included a 4.25% investment return assumption (or discount rate) and an annual healthcare cost trend rate of 8.5% initially, reduced by decrements to an ultimate rate of 5% after five years. It was assumed that 100% percent of future retirees would elect medical and life insurance coverage and 33% percent of retirees electing coverage who have spouses would elect spousal coverage. The unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll on a closed period. The unfunded actuarial accrued liability (UAAL) is being amortized over 30 years.

***Schedule of Funding Progress
Other Postemployment Benefits
For the Year Ended September 30, 2013***

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll [(b-a)/c]
09/30/2007	\$	\$63,627,698	\$63,627,698	0.0%	\$	N/A
09/30/2010	\$	\$73,182,527	\$73,182,527	0.0%	\$31,001,908	236.06%
09/30/2012**	\$900,000	\$84,149,332	\$83,249,332	1.07%	\$29,977,734	277.70%

** Includes the updated actuarial assumptions based on the most recent experience analysis.

MEANS GILLIS LAW, LLC

ATTORNEYS AND COUNSELLORS AT LAW
ESTABLISHED IN 1981

Post Office Box 5058
60 Commerce Street, Suite 200 · Montgomery, Alabama 36104-3530
TEL: (334) 270-1033 · FAX: (334) 260-9396
WWW.MEANSGILLISLAW.COM

Agenda

JAN - 5 2015

H. LEWIS GILLIS¹
TYRONE C. MEANS^{1,2,3}
KRISTEN J. GILLIS¹

ADMITTED
¹ ALABAMA
² GEORGIA
³ KANSAS

January 5, 2015

Members of the Montgomery Commission
c/o Donald Mims, Administrator
Montgomery County Courthouse Annex
Montgomery, AL 36104

Re: *Executive Session to Discuss Possible Sale and/or Purchase of Property*
Our File Number: 2100-000

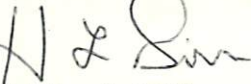
Dear Montgomery County Commission Members:

This is to advise the members of the Montgomery County Commission that I have been consulted on a matter on which the County Commission is considering convening an executive session at its next meeting for discussion with legal counsel regarding the purchase and/or sale of property, and I have determined that, in my legal opinion, this matter is appropriate for executive session under Section 7(a)(6) of Act No. 2005-40.

Pursuant to Section 7(a)(3) of Act No. 2005-004, a copy of this letter should be attached to the minutes of the County Commission meeting wherein the body considers a motion to convene an executive session to discuss this matter.

Sincerely yours,

MEANS GILLIS LAW, LLC.



H. Lewis Gillis
ASB-7361-L56H

ATTACHMENT E:

A Checklist for Conducting Lawful EXECUTIVE SESSIONS

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

ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting stood adjourned until Tuesday, January 20, 2015, at 8:00 in the morning.



Administrator



Chairman