

MINUTES OF REGULAR MEETING
MONTGOMERY COUNTY COMMISSION
MARCH 16, 2015

INFORMATION SESSION

Vice Chairman Harris called the meeting to order at 8:10 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. Vice Chairman Harris, Commissioner Hall, Commissioner Williams and Commissioner Walker were present.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission on scheduled attendees.

Chairman Dean joined the meeting at 8:12 a.m.

Administrator Mims briefed the Commission on items on the agenda.

Administrator Mims presented Budget Change Request Numbers 21 and 22 from County Commission Appropriations, Budget Change Request Number 2 from the Personnel Department and Budget Change Request Number 1 from the Revenue Commissioner's Office. After discussion, the Commission agreed to waive rules and add these items to the agenda.

Administrator Mims presented two agreements with North Montgomery Volunteer Fire Department, Inc., concerning the lease purchase of a new KME Engine Pumper and the refinancing of a previous lease purchase of other fire department equipment/vehicles, pursuant to Section 147(f) of the Internal Revenue Service Code of 1986. He explained that there was no obligation from the County, just an acknowledgement that the fire department provides services to Montgomery County. After discussion, the Commission agreed to waive rules and add these agreements to the agenda.

PRESENTATION BY EXECUTIVE DIRECTOR PAUL BROWN WITH MONTGOMERY COUNTY COMMUNITY CORRECTIONS

Montgomery County Community Corrections Executive Director Paul Brown requested to hire a Community Corrections Officer at Pay Grade A06, Step 3 (\$38,112). After discussion, the Commission agreed to waive rules and add this item to the agenda.

DISCUSSION BY THE COMMISSION AND PERSONNEL DIRECTOR CARMEN DOUGLAS

Chairman Dean asked Personnel Director Carmen Douglas if there was a way to change the expiration date of employment registers. Mrs. Douglas explained that the registers expire after two years unless the hiring department requests that it expire sooner at the time that the Position Fill Request is submitted. Chairman Dean suggested that the registers expire after one year for all county positions. Representatives from the Revenue Commissioner's Office, Information Systems and the District Attorney's Office who were present during the meeting all agreed. The Commission asked Administrator Mims to work with the Personnel Department regarding this matter and to report back to them at the next meeting.

PRESENTATION BY PATRICK ADDISON WITH PH&J ARCHITECTS, INC. AND CHIEF INVESTIGATOR MIKE THOMAS WITH THE DISTRICT ATTORNEY'S OFFICE

Patrick Addison with PH&J Architects, Inc. and the District Attorney's Chief Investigator Mike Thomas briefed the Commission regarding a Change Order Request to Norment Security Group, Inc., concerning County Courthouse Annex I, Third Floor Renovations and Alterations for the District Attorney and Child Support Offices. After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY PROBATE JUDGE STEVEN L. REED AND CHIEF PROBATE CLERK WILLIAM FLOWERS

Probate Judge Steven L. Reed briefed the Commission regarding a proposed legislative agenda item relating to Montgomery County to authorize a mail order fee to pay the costs of mailing or overhead relating to the mailing of motor vehicle and boat registration renewals, business license renewals, and other Probate Court documents; and to provide for the disposition of the fee. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Judge Reed and Chief Probate Clerk William Flowers briefed the Commission regarding a proposed legislative agenda item relating to Montgomery County to authorize the Judge of Probate to charge a total issuance fee of fifteen dollars for a business license; and to authorize the assessment of a late fee of one hundred fifty dollars after a business license has been past due for more than 10 days. Mr. Flowers explained that business owners receive a 30 day notice before the licenses are due. After discussion, the Commission agreed to place this proposed legislation on the next Thursday Memo to discuss further.

Judge Reed briefed the Commission regarding a proposed legislative agenda item relating to Montgomery County to amend Act 2012-82 of the 2012 Regular Session (Acts 2012, p. 143), providing for an improved system of recording documents in the Office of the Judge of Probate and for the collection of a special recording fee; to further provide for the use of the fees. After discussion, the Commission agreed to waive rules and add this item to the agenda.

PRESENTATION BY COUNTY ENGINEER GEORGE C. SPEAKE

County Engineer George C. Speake advised the Commission that shoulder work was underway on Goodwyn and Gibson Roads, and resurfacing work had been completed on Butler Mill and Felder Roads. Also, ALDOT has moved the Mt. Zion Road resurfacing project from March 2015 to June 2015.

Additionally, Mr. Speake mentioned that grass seeding and mulching was placed on newly graded slopes at the Montgomery Industrial Park pond.

DISCUSSION BY THE COMMISSION

Commissioner Williams asked Sheriff Cunningham when the next fishing rodeos would be held at the county pond on Highway 231. Sheriff Cunningham responded that the Youth Rodeo would be held in June 2015, and the Senior Fishing Rodeo would be held in September 2015.

COMMENTS FROM ADMINISTRATOR MIMS AND DEPUTY ADMINISTRATOR CAUTHEN

Administrator Mims presented a Resolution to authorize a Budget Amendment, Reduction of Beneficiaries and De-Obligation of Funds for CDBG Project No. CY-CM-RR-12-005 (Eastwood Villa Housing Rehabilitation Project). After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims presented Amendment Number 1 to Contract with Alabama Precision Transmission regarding transmission services (Contract # 52110-13B-003) for the Sheriff's Office. After discussion, the Commission agreed to waive rules and add this Amendment to the agenda.

Administrator Mims presented Amendment Number 1 to Contract with A'viands Food & Service Management regarding Inmate Food Service (Contract # 52200-14B-003) for the Detention Facility. After discussion, the Commission agreed to waive rules and add this Amendment to the agenda.

Deputy Administrator Cauthen presented a Position Fill Request for Clerk Typist II, Position Number 810012009 from the Tax and Audit Department. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims briefed the Commission regarding establishment of the classification Grant Manager (0175), Pay Grade A09 and related Position Fill Request from the Sheriff's Office. After discussion, the Commission agreed to waive rules and add these items to the agenda.

PRESENTATION BY PERSONNEL DIRECTOR CARMEN DOUGLAS

Personnel Director Carmen Douglas briefed the Commission regarding a Position Fill Request for Clerk Typist II, Position Number 700012013 with the Personnel Department. After discussion, the Commission agreed to waive rules and add this item to the agenda.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission regarding a travel request from Commissioner Walker to attend the 908th Airlift Wing Civic Leader Tour at MacDill Air Force Base, Florida. After discussion, the Commission agreed to add this item to the travel requests that were on the agenda.

DISCUSSION BY THE COMMISSION

Vice Chairman Harris reminded his fellow commissioners of a funding request from Executive Director Aieda Harris, Empowering Communities Helping Ourselves (ECHO), regarding the Mega Sports Camp and Job Readiness Conference events. After discussion, the Commission agreed to waive rules and add a Budget Change Request in the amount of \$2,500 to the agenda for these events.

PRESENTATION BY CHIEF OF STAFF ANITA L. ARCHIE WITH THE CITY OF MONTGOMERY

City of Montgomery Chief of Staff Anita L. Archie briefed the Commission regarding events that will be held in Montgomery honoring the final leg of the Selma to Montgomery Voting Rights March.

PRESENTATION BY CHIEF INFORMATION AND TECHNOLOGY OFFICER LOU IALACCI

Chief Information and Technology Officer Lou Ialacci informed the Commission that citizens of Montgomery County have the ability, using the County website, to renew tags and pay property taxes online and that the County does not charge a convenience fee. He stated that later in the meeting he would be discussing the Purchase Agreement for Products and Services with Emergency CallWorks, Inc., for a Next Generation Emergency 9-1-1 telephone system and a Memorandum of Understanding between the City of Montgomery and Montgomery County for the mutual benefit of providing this telephone system at both the City and County.

COMMENTS FROM DEPUTY ADMINISTRATOR CAUTHEN

Deputy Administrator Cauthen proposed that the existing policy regarding replacement fees for electronic fuel keys and security cards be amended to eliminate a fee to replace a damaged security card. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims briefed the Commission regarding authorization of PrimeSouth Bank as a bank depository for the remainder of the 2015 Calendar Year. Administrator Mims stated that he had read in the newspaper that First Tuskegee Bank has been acquired by New Orleans-based Liberty Bank and Trust and will be known as Liberty Bank. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims briefed the Commission regarding payment of 2014-2015 Membership Dues to the Alabama City/County Management Association (ACCMA) for Deputy Administrator Florence M. Cauthen. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented an email from Family Sunshine Center Executive Director Karen B. Sellers requesting to meet with the commission on April 6, 2015, regarding the FY2014 Financial and Programmatic Updates. The Commission agreed for Ms. Sellers to meet with them.

Administrator Mims presented an Advanced Disposal Contract, an email from Allyson Holland and a memo from Carl and Linda Streit. He requested authorization to negotiate an Amendment to the existing contract, which will provide for an automatic annual renewal each June 30 instead of the current three year automatic renewal. Administrator Mims stated that this would allow the company time to correct customer service complaints and for the Commission to evaluate their performance annually. After discussion, the Commission agreed to discuss this request further.

RECESS TO EXECUTIVE SESSION

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

RECESS TO FORMAL

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

FORMAL SESSION

Chairman Dean welcomed everyone to the Formal Session.

The meeting was opened with prayer led by 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 Tyrone C. Means and County Engineer George C. Speake.

Commissioner Williams made a motion to approve the Minutes of the Regular Meeting of March 2, 2015. The motion was seconded by Commissioner Hall and unanimously approved by the Commission.

CONSENT AGENDA

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

Commissioner Williams made a motion to approve the Accounts Payable and Payroll Checks, as presented by Administrator Mims. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copies of Accounts Payable Checks and Payroll Checks Authorization, Consent Agenda Pages 1 through 5, are attached to these Minutes.)

PUBLIC HEARING

PUBLIC HEARING REGARDING CLOSE OUT OF CDBG PROJECT NO. CY-CM-RR-12-005 AND FY 2015 CDBG APPLICATION CONSIDERATION

PUBLIC HEARING NOTICE

NOTICE OF PUBLIC HEARING REGARDING CLOSE OUT OF CDBG PROJECT NO. CY-CM-RR-12-005 AND FY 2015 CDBG APPLICATION CONSIDERATION

The Montgomery County Commission will hold a public hearing on Monday, March 16, 2015 at 9:30 AM in the Commissioner's Court of Annex III located at 101 South Lawrence Street, Montgomery, Alabama 36104. The purpose of this hearing is to allow public comment on the County's current and future Community Development Block Grant (CDBG) program. The following items will be discussed and information made available at the hearing:

- 1) Proposed close out of CDBG Project No. CY-CM-RR-12-005 and discussion of construction completion and project benefits; and
- 2) Consideration of submission of an FY 2015 CDBG application and discussion of activities viewed as the County's most pressing community development needs.

CDBG funds may be used to primarily benefit low and moderate income persons. Information to be presented regarding the upcoming FY 2015 grant cycle will include the anticipated amount of grant funds available, the range of eligible activities that may be undertaken, and discussion of possible projects for which the Montgomery County Commission should consider for submission an application to the State of Alabama requesting CDBG funds.

All citizens are invited and urged to attend and express their views regarding items outlined above.

Any person with a disability or communication impairment should contact the Montgomery County Commission at (334) 832-1210, if special accommodations are needed. The County will attempt to accommodate all reasonable requests.

End of Public Hearing Notice

Chairman Dean opened the public hearing and asked if anyone in the audience wanted to speak regarding close out of CDBG Project No. CY-CM-RR-12-005, and FY 2015 CDBG application consideration. Community Development Specialist Leslie York, Central Alabama Regional Planning and Development Commission, stated that the project for the Eastwood Villa Community went exceptionally well. She stated that they will amend the original grant with the state to reduce the set number of beneficiaries from 54 to 38. She added that Montgomery County Commission will de-obligate \$755.96 back to the State of Alabama, as those funds were not expended toward housing rehabilitation activities. Commissioner Hall thanked Ms. York for all her hard work and diligence with this project. Ms. York noted that Montgomery County is also eligible for 2015 funding. She explained that the purpose of the public hearing for the grant application consideration is to get input from the community, to inform them of what ahead, and to let the state know that we are informing the community. She asked if there were any comments from the community on what is important and no one responded. She said that the next grant maximum will be \$350,000, with a 10% match from the County and added that Montgomery County Commission will choose what they would like the next project to be. Ms. York closed by thanking the Commission and stated that there is a flyer and an attendance roster in the back of the room. Chairman Dean thanked Ms. York and then declared the Public Hearing closed.

NEW BUSINESS

COUNTY COMMISSION – ADOPTED RESOLUTION CALLING FOR A LOCAL REFERENDUM TO BE HELD DURING THE GENERAL ELECTION ON NOVEMBER 8, 2016, ON THE QUESTION OF WHETHER THE HEALTH AND SAFETY POWERS AUTHORIZED IN ACT NO. 2005-200 SHALL BE EFFECTIVE IN MONTGOMERY COUNTY

Administrator Mims presented the following memorandum and resolution:

March 12, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Resolution regarding Limited Self-Governance

The Montgomery County Commission, at its meeting on March 2, 2015, agreed to place on the next agenda a Resolution by the Commission calling for a local referendum to be held during the next General Election on the question of whether the health and safety powers authorized in Act Number 2005-200 shall be effective in Montgomery County.

I am requesting that the Commission adopt this resolution.

Attachment

End of Memorandum

RESOLUTION

WHEREAS, “The Alabama Limited Self-Governance Act” (Ala. Code § 11-3A-1 et seq.) authorizes the county commission to exercise certain health and safety powers in the unincorporated areas of the county upon passage of a local referendum in which the qualified voters in the unincorporated areas of the county approved the exercise of these powers by the county commission; and

WHEREAS, health and safety powers that can be abated with The Alabama Limited Self-Governance Act are limited to the following identified nuisances in unincorporated areas: unsanitary sewage, noise, litter and rubbish, pollution, overgrown weeds, junkyards and animals; and

WHEREAS, a local referendum calling for Montgomery County Self-Governance, which will allow the commission to address these health and safety issues, may be called by the county commission upon resolution adopted by a majority of its members, with such referendum to be held in conjunction with the general, or special election held for another purpose; and

WHEREAS, if the Montgomery County Limited Self-Governance Act is approved by a majority of the qualified electors in the unincorporated areas of the county at a local referendum on the question, the county commission will be authorized to adopt ordinances on health and safety issues related to the abatement of weeds, the control of animals, the control of litter, the control of junkyards, and the abatement of noise nuisances, unsanitary sewage, or pollution set out above; and

WHEREAS, voters in 21 Alabama counties have passed the Limited Self-Governance Act in their own counties, with those being: Autauga, Baldwin, Barbour, Bullock, Cherokee, Colbert,

Coosa, Dallas, DeKalb, Elmore, Escambia, Geneva, Jackson, Lee, Macon, Madison, Mobile, Monroe, Russell, Tuscaloosa and Winston; and

WHEREAS, the Montgomery County Commission believes that it is in the best interests of the county that the county commission be authorized to address some or all of the important health and safety issues set out in the Act; and

WHEREAS, the Montgomery County Commission desires to grant its citizens in the unincorporated areas of the county an opportunity to vote on whether to grant the county commission the authority to address these health and safety concerns within the unincorporated areas of the county; and

WHEREAS, based upon the foregoing, the Montgomery County Commission has adopted this resolution calling for a local referendum on this issue by a majority of the county commission.

WHEREFORE BE IT RESOLVED BY THE MONTGOMERY COUNTY COMMISSION, that it does hereby call for a local referendum to be held on the question of whether the health and safety powers authorized in Ala. Code § 11-3A-1 et seq. shall be effective in Montgomery County, with such referendum to be held during the general election on Tuesday, November 8, 2016.

BE IT FURTHER RESOLVED that copies of this resolution be immediately forwarded to the judge of probate and sheriff's office with instructions to include this local referendum on the ballot for the general election to be held on November 8, 2016.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 16th day of March, 2015.

End of Resolution

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

ROLLING HILLS/LAKES VOLUNTEER FIRE DEPARTMENT – APPROVED BOARD
MEMBER APPOINTMENTS

Administrator Mims presented the following memorandum:

March 12, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Board Member Appointments to Rolling Hills/Lakes Volunteer Fire Department

The Montgomery County Commission, at its meeting on March 2, 2015, agreed to place the appointment of board members to the Rolling Hills/Lakes Volunteer Fire Department on the next agenda, as requested by President Philip B. Burwell.

I am requesting approval of these appointments.

Attachments

End of Memorandum

Commissioner Hall made a motion to approve the reappointments of Don Schofield, Autry Talley, Tori Holloway, Tom Shanks, Tim Martin, James Labadie, and Dr. Kirk Skinner with terms expiring February 28, 2017. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Letter, List of Board Members, and Members' Appointment Page, Agenda Pages 2-2 through 2-5, are attached to these Minutes.)

SELLERS STATION WATER AND FIRE PROTECTION AUTHORITY – APPROVED
BOARD MEMBER APPOINTMENTS

Administrator Mims presented the following memorandum:

March 3, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Sellers Station Water and Fire Protection Authority Board Member
Reappointment

On March 1, 2015, the term of Mr. Dan Singleton expired as a board member of the Sellers Station Water and Fire Protection Authority. Mr. Singleton has expressed his desire to be reappointed to the Board, for a term ending March 1, 2021.

Board Member Robert Guy, whose term expires March 1, 2019, has resigned from the board. Mr. Singleton has requested that William "Bill" Findley be appointed to fill the remainder of Mr. Guy's term.

Board Member Moses M. Sellers, whose term expires March 1, 2017, has passed away. Mr. Singleton has requested that Byron Lawhon be appointed to fill the remainder of Mr. Sellers' term.

The Montgomery County Commission, at its meeting on March 2, 2015, agreed to place these appointments on the next agenda.

I am requesting that the Commission consider approval of these appointments.

End of Memorandum

Vice Chairman Harris made a motion to reappoint Dan Singleton with a term expiring March 1, 2021 and to appoint William "Bill" Findley to serve the remainder of Robert Guy's term expiring March 1, 2019 and to appoint Byron Lawhon to serve the remainder of Moses M. Sellers' term expiring March 1, 2017. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Board Members' Appointment Page, Agenda Page 3-2, is attached to these Minutes.)

COMMUNITY CORRECTIONS – APPROVED GRANT APPLICATION TO THE BUREAU OF JUSTICE ASSISTANCE FOR SMART SUPERVISION PROGRAM

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

MEMORANDUM

March 5, 2015

TO: Chairman Elton Dean - Montgomery County Commission

CC: Donnie Mims – County Administrator
Montgomery County, Alabama

RE: Community Corrections' Application for a Grant Titled – "Smart Supervision"

Dear Chairman Dean:

On Monday, March 2, 2015 I briefed the Commission regarding a competitive grant opportunity which has the potential to fund technical assistance training for Community Corrections Staff as well as several community-based non-profit service providers in Montgomery County. The Grant Announcement (BJA-2015-4075) advises that funds are available to provide technical assistance training on evidence based practices for corrections practitioners as well as community-based service providers who accept referrals from Community Corrections. To date, Community Corrections has secured the written support of Presiding Judge, Eugene Reese, and 10 community-based not-for-profit providers who have indicated a willingness to participate in

the opportunity to gain knowledge of proven evidence-based practices and then apply these practices to the offender population we refer to these providers.

The services rendered by the providers expressing interest in collaborating with Community Corrections represent: Drug Treatment, Recovery Services, Transitional and Emergency Housing, Mental Health, Job Readiness/Preparation Programs, Family Counseling and Job/Trade Skills Training. The AUM – University Outreach Department has agreed to partner with Community Corrections to perform the research, evaluation, follow-up monitoring and reporting components of the project. The Grant solicitation notice indicates that there is no requirement for matching funds for the 3 year project and available funding to the successful grant recipient could total as much as \$750,000 for the 3 year term of the proposed project.

The Grant Solicitation advises that a letter of support from the Commission (lead agency) for the Grant Application is to be submitted along with the Grant Application expressing support for the project and the proposed research partnership. The deadline for grant submission is March 24, 2015. I would appreciate the Commission's consideration to approve and support this grant application with a letter of support to accompany the grant application.

Respectfully submitted,

/s/ Paul H. Brown – Executive Director
Montgomery County Community Corrections Department

End of Memorandum

Vice Chairman Harris made a motion to approve the grant application. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Letter, Agenda Pages 4-2 and 4-3, is attached to these Minutes)

COUNTY COMMISSION – APPROVED COUNTY LEVIES FOR ALCOHOL LICENSING FOR 2015-2016

Administrator Mims presented the following memorandum:

March 3, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: County Levies for Alcohol Licensing for 2015-2016

The Montgomery County Commission, at its meeting on March 2, 2015, agreed to place the County Levies for Alcohol Licensing for 2015-2016 on the next agenda.

I am requesting approval of these items.

Attachment

End of Memorandum

Commissioner Hall made a motion to approve the request. The motion was seconded by Vice Chairman Harris. Chairman Dean, Vice Chairman Harris, Commissioner Hall and Commissioner Walker voted in favor of the motion. Commissioner Williams abstained from the vote and the motion carried. (Copies of Memorandum and Fee Sheet, Agenda Pages 5-2 and 5-3, are attached to these Minutes)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS
REPROGRAMMING REQUEST

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

March 16, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims, County Administrator

SUBJECT: Miscellaneous Appropriations Reprogramming Request

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

C-2015-62: Alabama – Korea Educational Exchange Program, Inc., (A-KEEP, Inc.),
for Elite Global Leadership Program - \$5,000; (Harris)

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

DETENTION FACILITY – APPROVED POSITION FILL REQUESTS (3)

Administrator Mims presented the following memorandum:

March 3, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Position Fill Requests for Detention Facility

The Montgomery County Commission, at its meeting on March 2, 2015, agreed to place the following Position Fill Requests from the Detention Facility on the next agenda:

1. Corrections Officer Trainee/Corrections Officer, Position Number 141
2. Corrections Officer Trainee/Corrections Officer, Position Number 185
3. Clerk II, Position Number 238

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 Walker and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 7-2 through 7-4, are attached to these Minutes.)

YOUTH FACILITY – APPROVED ESTABLISHMENT OF THE CLASSIFICATION
JUVENILE DETENTION COMPLIANCE OFFICER (0303), PAY GRADE PC4

Administrator Mims presented the following memorandum:

March 3, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Establishment of Juvenile Detention Compliance Officer Classification

The Montgomery County Commission, during their meeting on March 2, 2015, agreed to place on the next agenda the establishment of a Juvenile Detention Compliance Officer classification (CO0303), Pay Grade PC4 with the Montgomery County Youth Facility.

I am requesting approval of this item.

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. (Copies of Memoranda and Job Description, Agenda Pages 8-2 through 8-12, are attached to these Minutes.)

VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (15)

Administrator Mims recommended the following Travel/Training Requests and added Travel Request Number 17 for the County Commission for approval by the Commission:

<u>DEPARTMENT</u>	<u>TRAVEL/TRAINING REQUESTS</u>
1. County Commission	Request Numbers 16 and 18
2. Revenue Commissioner's Office	Request Numbers 4 and 5
3. Sheriff's Office	Request Number 21
4. Detention Facility	Request Numbers 5, 6, 7, 8, and 9
5. Personnel Department	Request Numbers 8 and 9
6. Community Corrections	Request Number 10
7. Emergency Mgmt. Comm. District Board	Request Numbers 5 and 6

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 9-1 through 9-15, 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:

VARIOUS DEPARTMENTS – APPROVED BUDGET CHANGE REQUESTS (4)

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

DEPARTMENT

BUDGET CHANGE REQUESTS

- | | | |
|----|----------------------------------|---------------------------|
| 1. | County Commission Appropriations | Request Numbers 21 and 22 |
| 2. | Personnel Department | Request Number 2 |
| 3. | Revenue Commissioner | Request Number 1 |

Commissioner Williams made a motion to approve the requests. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Budget Change Requests, Agenda Pages 10-1 through 10-4, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED AGREEMENT WITH NORTH MONTGOMERY VOLUNTEER FIRE DEPARTMENT, INC., CONCERNING THE LEASE PURCHASE OF A NEW KME ENGINE PUMPER AND THE REFINANCING OF PREVIOUS LEASE PURCHASE OF OTHER FIRE DEPARTMENT EQUIPMENT/VEHICLES (TWO AGREEMENTS), PURSUANT TO SECTION 147(F) OF THE INTERNAL REVENUE SERVICE CODE OF 1986

Administrator Mims presented the following letter from President of Board of Directors of North Montgomery Volunteer Fire Department, Inc., Thomas F. Barker:

February 13, 2015

Commissioner Elton N. Dean, Sr.
Montgomery County Commission
Post Office Box 1667
Montgomery, AL 36102

Dear Commissioner Dean:

We are requesting the Commission's approval for entering into an Agreement by and between North Montgomery Volunteer Fire Department, Inc. (Lessee) and Community First National Bank (Lessor) in the aggregate principal amount not to exceed \$507,576.00 to finance One (1) new KME Engine Pumper which will be located at Station #1 fire house of the North Montgomery Volunteer Fire Department, Inc., 3670 Coosada Ferry Road, Montgomery, AL 36110.

The acquisition of this new fire truck will replace our aging Engine #1 – a 1996 Ford F800. The new Engine will allow us to provide better coverage and faster response to our community, as well as, help to achieve our ISO rating goal.

In addition, we are requesting the Commission's approval for entering into a Re-Finance Agreement by and between North Montgomery Volunteer Fire Department, Inc., (Lessee) and Community First National Bank (Lessor) in the amount not to exceed \$205,000.00. This agreement will consolidate all four (4) of our current financial obligations (see attached). This re-financing will, not only allow us to shorten the term of obligation, but save the tax payers approximately +/- \$46,000.00.

We respectfully ask and thank you for your favorable consideration regarding this matter.

Sincerely,

/s/ Thomas F. Barker, President
Board of Directors
North Montgomery Volunteer Fire Department, Inc.

End of Letter

Commissioner Williams made a motion to approve the requests. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copies of Agreements, Two Exhibit B Payment Schedules, Current List of Obligations Sheet, and Attorney Gallion's Opinion, Agenda Pages 11-2 through 11-7, are attached to these Minutes.)

COMMUNITY CORRECTIONS – APPROVED HIRING COMMUNITY CORRECTIONS
OFFICER AT PAY GRADE A06, STEP 3 (\$38,112)

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

MEMORANDUM

March 9, 2015

TO: Elton Dean – Commission Chairman
Montgomery County Commission

CC: Donnie Mims – County Administrator

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

RE: Request for Commission Agenda Item - Request to Waive Rules and Approve
Step 3 Salary for Prospective Community Corrections Officer

Please place on the agenda for the next scheduled County Commission meeting my request for the Commission to consider a prospective Community Corrections officer hire at Step 3 in Pay Grade A06. Due to the immediate need to secure an Officer and upcoming training opportunities for a new officer (April, 2015) that will not be available again until the Fall of 2015, I am respectfully requesting that the Commission consider waiving the rules and approving the proposed hire at Step 3 in pay grade A06.

I have interviewed all prospective candidates on the current roster for Community Corrections Officer. The individual who is considered the best suited candidate for the position is Archie Maggard. This candidate has a B.S. Degree in Public Safety Criminal Justice, as well as a

Master's Degree in Leadership and Management. Mr. Maggard holds a current certification as an APOST Peace Officer. Mr. Maggard has nearly ten (10) years of experience as a Montgomery County Deputy Sheriff and has spent some of this time serving the Montgomery County Circuit Courts as a Court Officer, in both the Family Court and Main Courthouse. This individual has some human resources experience and has experience in working with criminal justice involved offenders in job placement. This candidate reports that his salary with his present position with the Montgomery County Sheriff's Office to be slightly more than \$43,000 per year.

This candidate is seeking to work with an agency that coordinates with community organizations and supervises adult offenders and has expressed a desire to help these individuals avoid incarceration. Based on this candidate's education, APOST certification, local Montgomery County criminal justice and Circuit Court experience as well as experience in human resources, this individual merits a salary step above the entry Step 1 on the present A06 salary scale. The Step 1 salary for the A06 Pay Grade is \$35,600. This candidate has indicated he is willing to accept a lower salary than he presently is earning to enter the field of Community Corrections.

I recommend to the Commission and the City-County Personnel Board that this individual be hired as a Community Corrections Officer and based on the qualifications previously mentioned, I recommend that he be hired at Step 3 on the A06 pay scale (\$38,112). The proposed salary offer is similar to salary offers made to the other newly-hired Officers in the past, for the same position, with a Master's Degree, APOST certification, and with familiarity with the Circuit Courts of Montgomery County. The proposed salary is within the current Community Corrections 2014-15 fiscal year personnel line item budget.

To allow for the hiring of this individual in time to refer him to training in April, I respectfully request that the Commission waive rules and approve this request at the March 16, 2015 Commission Meeting.

Respectfully submitted,

/s/ Paul H. Brown - Executive Director

End of Memorandum

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

PROBATE JUDGE'S OFFICE – APPROVED PROPOSED LEGISLATIVE AGENDA ITEM RELATING TO MONTGOMERY COUNTY TO AUTHORIZE A MAIL ORDER FEE TO PAY THE COSTS OF MAILING OR OVERHEAD RELATING TO THE MAILING OF MOTOR VEHICLE AND BOAT REGISTRATION RENEWALS, BUSINESS LICENSE RENEWALS, AND OTHER PROBATE COURT DOCUMENTS; AND TO PROVIDE FOR THE DISPOSITION OF THE FEE

Administrator Mims presented the following memorandum:

March 12, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: 2015 Legislative Agenda – Probate Court Mail Order Fee

Probate Judge Steven L. Reed has proposed a bill relating to Montgomery County to authorize a mail order fee to pay the costs of mailing or overhead relating to the mailing of motor vehicle and boat registration renewals, business license renewals, and other probate court documents; and to provide for the disposition of the fee.

Attached is the proposed bill for your consideration.

I am requesting approval of this item.

Attachment

End of Memorandum

Commissioner Walker made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copies of Letter, A Bill to be Entitled an Act, Notice Sheet, and Proof of Publication Sheet, Agenda Pages 13-2 through 13-6, are attached to these Minutes.)

PROBATE JUDGE’S OFFICE – APPROVED PROPOSED LEGISLATIVE AGENDA ITEM RELATING TO MONTGOMERY COUNTY TO AMEND ACT 2012-82 OF THE 2012 REGULAR SESSION (ACTS 2012, P. 143), PROVIDING FOR AN IMPROVED SYSTEM OF RECORDING DOCUMENTS IN THE OFFICE OF THE JUDGE OF PROBATE AND FOR THE COLLECTION OF A SPECIAL RECORDING FEE; TO FURTHER PROVIDE FOR THE USE OF THE FEES

Administrator Mims presented the following memorandum:

March 12, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: 2015 Legislative Agenda – To Amend Act 2012-82 Providing for an Improved System of Recording Documents in the Office of the Judge of Probate

Probate Judge Steven L. Reed has proposed a bill relating to Montgomery County to amend Act 2012-82 (copy attached) of the 2012 Regular Session (Acts 2012, p. 143), providing for an improved system of recording documents in the office of the judge of probate and for the collection of a special recording fee; to further provide for the use of the fees.

Attached is the proposed bill for your consideration.

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 Hall and unanimously approved by the Commission. (Copies of Letter, A Bill to be Entitled an Act, Act No. 2012-82, and Further House Action Sheets, Agenda Pages 14-2 through 14-16, are attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED ESTABLISHMENT OF THE CLASSIFICATION
GRANT MANAGER (0175), PAY GRADE A09 AND RELATED POSITION FILL REQUEST

Administrator Mims presented the following memorandum from Sheriff Derrick Cunningham:

MEMORANDUM

TO: Mr. Donnie Mims
County Administrator

FROM: Sheriff Derrick Cunningham
Montgomery County Sheriff's Office

DATE: February 26, 2015

SUBJECT: New Job Classification – Grant Manager

This memo is to advise that the new job description for the Grant Manager position has been completed by Personnel and is attached.

I am requesting the County Commission establish the new classification of Grant Manager.

Your consideration to this request is greatly appreciated.

End of Memorandum

Commissioner Williams made a motion to approve the establishment of the classification Grant Manager (0175), Pay Grade A09 and related position fill request. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copies of Memorandum and Job Description, Agenda Pages 15-2 through 15-6, are attached to these Minutes.)

COUNTY COMMISSION – ADOPTED RESOLUTION TO AUTHORIZE BUDGET AMENDMENT, REDUCTION OF BENEFICIARIES, AND DE-OBLIGATION OF FUNDS FOR CDBG PROJECT NO. CY-CM-RR-12-005 (EASTWOOD VILLA HOUSING REHABILITATION PROJECT)

Administrator Mims requested adoption of resolution to authorize budget amendment, reduction of beneficiaries, and de-obligation of funds for CDBG Project No. CY-CM-RR-12-005 (Eastwood Villa Housing Rehabilitation Project).

Vice Chairman Harris made a motion to adopt the resolution. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copies of Memorandum and Budget/Report Number 2, Agenda Pages 16-1 through 16-3, are attached to these Minutes.)

SHERIFF’S OFFICE – APPROVED AMENDMENT NUMBER 1 TO CONTRACT WITH ALABAMA PRECISION TRANSMISSION REGARDING TRANSMISSION SERVICES (CONTRACT # 52110-13B-003)

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

MEMORANDUM

To: Donald L. Mims, County Administrator
From: Myrtle Singleton, Purchasing Manager
Date: March 9, 2015
Re: Contract 52110-13B-003
Transmission Service

Request the attached Amendment to be considered for approval on a future agenda.

This will allow for the contract with Alabama Precision Transmission to be extended for one (1) year, beginning April 01, 2015 and ending on March 31, 2016.

All pricing will increase by 5% in accordance with the terms of the contract.

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 Amendment No. 1, and Letter, Agenda Pages 17-2 and 17-3, are attached to these Minutes.)

DETENTION FACILITY – APPROVED AMENDMENT NUMBER 1 TO CONTRACT WITH A’VIANDS FOOD & SERVICE MANAGEMENT REGARDING INMATE FOOD SERVICE (CONTRACT # 52200-14B-003)

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

MEMORANDUM

To: Donald L. Mims, County Administrator
From: Myrtle Singleton, Purchasing Manager
Date: March 9, 2015
Re: Contract 52200-14B-003
Inmate Food Service

Request the attached Amendment to be considered for approval on a future agenda.

This will allow for the contract with A’viands Food Service & Management to be extended for one (1) year, beginning April 01, 2015 and ending on March 31, 2016.

All pricing will increase according to proposed pricing schedule for the second year in accordance with the terms of the contract.

Attachment

End of Memorandum

Commissioner Walker made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Amendment No. 1, Letter, and Pricing Sheet, Agenda Pages 18-2 through 18-4, are attached to these Minutes.)

TAX AND AUDIT DEPARTMENT – APPROVED POSITION FILL REQUEST FOR CLERK TYPIST II, POSITION NUMBER 810012009

Administrator Mims presented the following memorandum from Revenue Manager Terri A. Henderson:

MEMORANDUM

DATE: March 12, 2015

TO: Florence M. Cauthen, Deputy Administrator

FROM: Terri A. Henderson, Revenue Manager

RE: Resignation Notice Received From Adena Kramer – Clerk Typist II

Please see copy of the resignation notice attached received from Adena Kramer dated March 11, 2015 indicating her last work day will be on March 27, 2015. As this Clerk Typist II position is one of only two cashier clerical positions in our Tax & Audit Department, this employee's resignation will create a critical vacancy in our Department. Due to the time constraints placed upon this office for prompt processing and reporting of taxpayer returns and payments, I would like to request consideration and approval to immediately move forward with a Position Fill Request form to seek replacement for this impending vacancy.

As such, I would greatly appreciate your assistance in getting this matter added to the agenda for discussion at the next Montgomery County Commission meeting, or as soon as possible thereafter. I have attached a Position Fill Request form for further action pending approval by the Montgomery County Commission. If possible, I would also respectfully request that consideration be given to waive rules for this request given the critical impact this clerical position vacancy will have upon our day to day operations. Please let me know if you have any questions or need anything further on this at this time. Thank you in advance for your prompt consideration, action and response to this request.

Attachments

End of Memorandum

Commissioner Hall made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Letter and Position Fill Request, Agenda Pages 19-2 and 19-3, are attached to these Minutes.)

PERSONNEL DEPARTMENT – APPROVED POSITION FILL REQUEST FOR CLERK TYPIST II, POSITION NUMBER 700012013

Administrator Mims requested approval of position fill request for Clerk Typist II, Position Number 700012013 in the Personnel Department.

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

COUNTY COMMISSION APPROPRIATIONS – APPROVED BUDGET CHANGE
REQUEST NUMBER 23 FOR \$2,500 TO ECHO FOR MEGA SPORTS CAMP AND JOB
READINESS CONFERENCE

Administrator Mims requested approval of Budget Change Request Number 23, County Commission Appropriations.

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 21-1, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED PURCHASE AND SALE AGREEMENT
REGARDING FORMER PIER 1 IMPORTS BUILDING LOCATED AT 3425 MCGEHEE
ROAD, MONTGOMERY, ALABAMA

Administrator Mims requested approval of Purchase and Sale Agreement regarding former Pier 1 Imports building located at 3425 McGehee Road, Montgomery, Alabama.

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 Purchase and Sale Agreement and Exhibit A, Agenda Pages 22-1 through 22-11, are attached to these Minutes.)

COMMENTS BY COMMISSIONERS AND ATTENDEES

County Extension Coordinator Jimmy Smitherman thanked the Commission for their support of the 4H Livestock Show, noting that Commissioner Hall attended the show and that it was a successful event.

Commissioner Hall said that it was a great afternoon at the livestock show and that there were a lot of nice young ladies and men who participated in the event. He also thanked Dr. Bartlett for allowing them to use his land for the event.

Commissioner Williams said good morning to the audience and that it was good to see everyone.

Vice Chairman Harris told the audience that yesterday the YMCA celebrated the seven teams in the city and county of Montgomery who participated in state tournaments this year. He stated that it says a lot about the athletic programs. He noted that there will be a lot of events taking place in Montgomery, March 23-26, 2015, and urged everyone to participate in the commemorative march on March 25th. The event begins at 10:00 a.m. at the City of St. Jude and proceeds to the state capitol and added that 50 years ago he took that walk. He said that there will be plenty of events for young people and that Probate Judge Steven Reed will be speaking on the importance of voting and citizenship at the program after the march.

Commissioner Walker told the audience that unfortunately, she was bedridden last weekend but still enjoyed the televised events from Selma. She thanked Congresswomen Terri Sewell and Martha Roby, who represent the Montgomery area, for their hard work getting people from

Montgomery to Selma for the Faith and Politics Institute event. She also thanked Melinda Williams, constituent service manager for Ms. Sewell, for her hard work. She added that Selma, Montgomery and the State of Alabama were well represented. She stated that she looks forward to the upcoming events in which Montgomery will be well represented and will have great participation.

Chairman Dean stated that he marched 50 years ago and that students were a big part of the march. He told the audience that his high school principal at that time asked everyone not to march because he might lose his job. He stated that the students left the school and joined the marchers, noting that at that time they did not have a right to vote. He urged all the young people to register to vote when they turn 18, saying that a lot of people died to give them the opportunity to vote. He stated that eyes were on Selma last week and eyes will be on Montgomery next week. He urged everyone to participate in the march from St. Jude to the Capitol.

OMNIBUS VOTE

Administrator Mims requested that the Commission omnibus the following two items, and the Commission concurred. Commissioner Williams made a motion to approve the two agenda items. The motion was seconded by Commissioner Hall and unanimously approved by the Commission.

RESOLUTIONS

COUNTY COMMISSION – ADOPTED RESOLUTION CONGRATULATING GEORGE WASHINGTON CARVER HIGH SCHOOL BOYS’ BASKETBALL TEAM ON WINNING THE 2015 AHSAA 6A DIVISION TITLE AND PROCLAIMING MARCH 16, 2015 AS “CARVER HIGH SCHOOL WOLVERINE DAY”

Administrator Mims requested adoption of the following resolution:

RESOLUTION

WHEREAS, George Washington Carver High School began in September of 1948; and

WHEREAS, since its inception, the boys’ basketball team has won three state championship titles, with back-to-back wins in 1983 and 1984, and then again in 2012; and

WHEREAS, the G.W. Carver High School Wolverines boys’ basketball team, under the leadership of Coach J.J. Jackson, completed the 2015 season with an impressive 29-4 schedule; and

WHEREAS, on Saturday, February 28th, in Birmingham, Alabama, the Wolverines team defeated the Lee-Huntsville Generals in a dramatic 57-55 victory to win the Division 6A State Championship, thus securing the school’s fourth state championship title,

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Commission wishes to acknowledge Coach James “J.J.” Jackson, his coaching staff and the G.W. Carver High School boys’ basketball team for the sacrifices made on and off the court that are required to perform at the state championship level; furthermore, the Commission congratulates the G.W. Carver Wolverines’ boys’ basketball team on winning the 2015 AHSAA 6A Division Title and does hereby declare Monday, March 16, 2015, as “Carver High School Wolverine Day” in Montgomery County, Alabama.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 16th day of March, 2015.

End of Resolution

As approved in the Omnibus Vote, Commissioner Williams made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission.

COUNTY COMMISSION – ADOPTED RESOLUTION CONGRATULATING JEFFERSON DAVIS HIGH SCHOOL GIRLS’ BASKETBALL TEAM ON WINNING THE 2015 AHSAA 7A DIVISION TITLE AND PROCLAIMING MARCH 16, 2015 AS “JEFFERSON DAVIS LADY VOLS DAY”

Administrator Mims requested adoption of the following resolution:

RESOLUTION

WHEREAS, Jefferson Davis High School began in the late 1960’s; and

WHEREAS, since its inception during the 1976-1976 school year, the girls’ basketball team, has won four state championship titles: 1978 as 4A, 2001 as 6A, 2006 as 6A, and 2015 as new division champions of the 7A; and

WHEREAS, the Lady Volunteers basketball team has competed in 14 of the 15 regional playoffs, winning five regional titles, including the 2015 first 7A division regional title; and

WHEREAS, the Lady Vols have had 16 consecutive winning seasons; and

WHEREAS, the Jefferson Davis High School Vols girls’ basketball team, under the leadership of Coach LaKenya Knight, completed the 2015 season with an impressive 30-4 schedule; and

WHEREAS, on Saturday, February 28th, in Birmingham, Alabama, the Lady Vols team defeated the McGill-Toolen Yellow Jackets in a dramatic 55-54 victory to win the Division 7A State Championship, thus securing the school’s fourth state championship title,

NOW THEREFORE, BE IT RESOLVED that the Montgomery County Commission does hereby thank Coach LaKenya Knight, her coaching staff and the Jefferson Davis High School girls' basketball team for the sacrifices made on and off the court that are required to perform at the state championship level and does hereby congratulate the Jefferson Davis Lady Vols' basketball team on winning the 2015 AHSAA 7A Division Title and does hereby declare Monday, March 16, 2015, as Jefferson Davis Lady Vols Day in Montgomery County, Alabama.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 16th day of March, 2015.

End of Resolution

As approved in the Omnibus Vote, Commissioner Williams made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission.

End of Omnibus Vote

Chairman Dean stated that today is a very special day for Montgomery County, the City of Montgomery and Montgomery County Commission to recognize these two state championship teams. He stated that going into the tournament, Montgomery had four representatives and these two teams were very successful. Chairman Dean informed everyone that Montgomery County Commission puts a lot of money into education. He added that one cent off every dollar goes to the board of education and said that last year it generated around twenty six million dollars. He told the team members of Jefferson Davis and G.W. Carver High Schools that they make it worthwhile to invest in their futures, adding that they are our future. He had people in the audience stand up if they had graduated from either of these two schools.

Vice Chairman Harris, commissioner for the Jefferson Davis High School area, told the team members that though his alma mater is Carver, he is extremely proud of them and that they are near and dear to his heart. He stated that he donates some of his discretionary money for the school's athletic programs and to the principal's discretionary fund to help with special programs. He then read the resolution and presented it to the Lady Vols basketball team and coaches.

Commissioner Walker told the team players of Jeff Davis High School that they did a fantastic job.

Chairman Dean presented a goody bag to the athletes, coaches and principals, noting that each bag contained a 50th Anniversary Selma to Montgomery March Commemorative Pin, a Montgomery County Commission lapel pin, Challenge Coin, and other items. He stated that he is proud of the Jeff Davis team and equally proud of the Carver team.

Commissioner Williams, commissioner for the Carver High School area, stated that it is an honor and privilege to present the resolution. He informed the audience that Carver is his alma mater and that 50 years ago he graduated from Carver. He applauded Coach Jackson and the team for their success, adding that Coach Jackson has led Carver to three championships. Commissioner Williams said that it says a lot about his coaching talent, as well as his leadership and guidance of these young men. He thanked Coach Jackson for what he does for the community and for the school and stated that he wants to continue to support Carver and all the schools in Montgomery. Commissioner Williams thanked the Jeff Davis High School team for bringing the championship back to Montgomery and then presented the resolution to the Carver High School boys' basketball team and coaches.

Commissioner Walker asked some of the Carver team members what they plan on doing after they graduate.

Chairman Dean announced to both teams and their school staff members that they will enjoy a steak dinner, compliments of the Montgomery County Commission, after the city council meeting tomorrow night. He said that earlier this morning, the Commission appropriated \$800 to each school's principal discretionary fund towards the steak dinner. He finished the presentation by declaring that March 16, 2015, is Jefferson Davis Lady Vols Day and Carver High School Wolverine Day in Montgomery County.

Montgomery County School Board member Robert Porterfield stated that he appreciates the Commission's commitment and dedication to public education and the students for all their successes.

RECESS TO INFORMATION SESSION

Chairman Dean recessed the Formal Session to the Information Session.

INFORMATION SESSION

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

PRESENTATION BY HONORABLE CHARLES PRICE, ROBERT E. JAMES AND JOSEPH CAVER WITH THE MONTGOMERY IMPROVEMENT ASSOCIATION

Honorable Charles Price reminded the Commission that on November 3, 2014, they approved authorization for a civil rights historical plaque to be designed and paid for by the Montgomery Improvement Association and placed on the exterior of the Montgomery County Administration Building and Courthouse Annex I, with the provision that the County Commission approve the final design and wording of the plaque. He informed the Commission that he has researched the matter and is now requesting that a Historical Marker be erected at the site and he presented the proposed wording for the marker. After discussion, the Commission agreed to place on the next agenda the proposed wording of the historical marker and its location at Annex I.

PRESENTATION BY DISTRICT ATTORNEY DARYL BAILEY

District Attorney Daryl Bailey requested an irregular pay increase for Chief Investigator Mike Thomas to Pay Grade PS7, Step 13. After discussion, the Commission agreed to place this item on the next agenda.

COMMENTS FROM DEPUTY ADMINISTRATOR CAUTHEN

Deputy Administrator Cauthen informed the Commission that JMR+H Architecture has been asked to provide a price for the addition of an entrance gate and card reader at the Annex III, Level 3 parking deck. She stated that a sign will be posted to prepare the public for the upcoming change. The Commission agreed with securing this parking deck.

PRESENTATION BY PROBATE JUDGE STEVEN L. REED AND DIRECTOR SAM ADAMS WITH BRITTON YMCA

Probate Judge Steven L. Reed and Director Sam Adams with the Britton YMCA briefed the Commission regarding YMCA Youth and County Programs and requested funding in the amount of \$1,000. After discussion, the Commission agreed to place a Budget Change Request in the amount of \$1,000 on the next agenda.

PRESENTATION BY SHERIFF DERRICK CUNNINGHAM

Sheriff Derrick Cunningham briefed the Commission regarding a Montgomery County video surveillance upgrade proposal by Cornerstone/Norment Security Group, Inc., and related Budget Change Request Number 20 from the Sheriff's Office. Commissioner Williams asked Administrator Mims to have Central Alabama Regional Planning and Development Commission check on available grants for this upgrade. After discussion, the Commission agreed to place this item on the next Thursday Memo.

Sheriff Cunningham briefed the Commission regarding a renewal of Service Agreement with Cornerstone/Norment Security Group, Inc., for security systems which include door locks, camera equipment and software support for the Sheriff's Office. After discussion, the Commission agreed to place this item on the next agenda.

Sheriff Cunningham briefed the Commission regarding a Purchase Agreement for Products and Services with Emergency CallWorks, Inc., for a Next Generation Emergency 9-1-1 telephone system. After discussion, the Commission agreed to place this item on the next Emergency Management Communications District Board agenda.

Chairman Dean left the meeting to attend a funeral.

Sheriff Cunningham briefed the Commission regarding a Memorandum of Understanding between the City of Montgomery and Montgomery County for the mutual benefit of providing a Next Generation Emergency 9-1-1 Telephone System at both the City and County. After

discussion, the Commission agreed to place this item on the next Emergency Management Communications District Board agenda.

Sheriff Cunningham requested authorization charging the Sheriff of Montgomery County with the oversight and management of the Montgomery County Emergency Management Communications District. Rural Addressing Coordinator Jane Brown expressed her desire to be named the 911 Director for Montgomery County. She stated that in most counties her position is considered as the 911 Director. Personnel Director Carmen Douglas stated that a personnel analyst is in the process of analyzing the job title. The Commission discussed the Sheriff's request and Administrator Mims expressed support. He noted that the Emergency Management Communications District budget is spent primarily reimbursing 911 related cost in the Sheriff's Office. Commissioner Walker asked Ms. Brown to include more information about how other counties are setup and to provide her own proposal to the Commission at its next meeting. The Commission agreed to place this item on the next Thursday Memo to discuss further.

Sheriff Cunningham briefed the Commission regarding a Position Fill Request for Clerk Typist II, Position Number 92 from the Sheriff's Office. After discussion, the Commission agreed to place this item on the next agenda.

Sheriff Cunningham briefed the Commission regarding the need for a vehicle maintenance shop. He stated that he has looked at two properties and requested that the County Commission look at acquiring those two lots so that the Sheriff's Office can have a maintenance shop and expand operations to include in-house oil changes, brake service, tire service and simple vehicle maintenance. He stated that this expansion would save the county a lot of money. The Commission agreed to place this item on the next Thursday Memo to discuss further.

Sheriff Cunningham briefed the Commission regarding authorization to revise the College Incentive Program. After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY CIRCUIT COURT CLERK TIFFANY MCCORD

Circuit Court Clerk Tiffany McCord briefed the Commission regarding reimbursement for the scanning of juvenile court files. After discussion, the Commission agreed to place this item on the next agenda.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims noted that the Montgomery County video surveillance upgrade proposal by Cornerstone/Norment Security Group, Inc., could be funded from the oil and gas funds. The Commission requested a report regarding the availability of funds at its next meeting.

Commissioner Walker left the meeting to attend a doctor's appointment.

PRESENTATION BY RURAL ADDRESSING COORDINATOR JANE BROWN

Rural Addressing Coordinator Jane Brown presented an Agreement and Assignment of Distribution of Excess Cost Recovery Funds. After discussion, the Commission agreed to place this item on the next Emergency Management Communications District Board agenda.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission regarding authorization of payment of an Invoice for the Smart911 System. After discussion, the Commission agreed to place this item on the next Emergency Management Communications District Board agenda.

Administrator Mims briefed the Commission regarding Budget Change Request Numbers 1, 2, and 3 from the Emergency Management Communications District Board. After discussion, the Commission agreed to place this item on the next Emergency Management Communications District Board agenda.

PRESENTATION BY COMMUNITY LIAISON CHRISTY HOLDING WITH THE SAMARITAN COUNSELING CENTER

Samaritan Counseling Center Community Liaison Christy Holding briefed the Commission regarding the program and requested funding in the amount of \$5,000. The Commission agreed to place this item on the next Thursday Memo to discuss further.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented a letter from Montgomery Area Chamber of Commerce Research Manager Charlie Bass regarding an update on the Advantage Site for the Montgomery Industrial Park. After discussion, the Commission agreed for Administrator Mims to invite Mr. Bass and a representative from CTL, Inc., to the next meeting to discuss this matter.

Administrator Mims presented a letter from the Alabama Ethics Commission regarding the filing of the 2014 Statement of Economic Interests forms, which are due April 30, 2015.

Administrator Mims presented information regarding Self-Governance to the Commission. He stated that this is related to the resolution calling for a local referendum, which would authorize limited self-governance per Act No. 2005-200.

Administrator Mims presented the Schedule of Upcoming Bids/Contract Renewals for March through August 2015.

Administrator Mims presented the Revenue Reports for February 2015 from Tax and Audit Department.

Administrator Mims presented the Population Report for February 2015 for the Mac Sim Butler Detention Facility.

Administrator Mims presented the Census and Fiscal Report for February 2015 for Community Corrections.

COMMENTS FROM PUBLIC AFFAIRS DIRECTOR DIDI HENRY

Public Affairs Director DiDi Henry reviewed upcoming events with the Commission, noting the events taking place next week for the final leg of the 50th Anniversary of the Selma to Montgomery Commemorative March.

ADJOURNMENT

Commissioner Williams made a motion to adjourn the meeting of the Montgomery County Commission on March 16, 2015 at 11:34 a.m. The motion was seconded by Commissioner Hall and unanimously approved by the Commission.

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 02-27-15

Check Number	To	Check Number
251191		251288
Total Checks Paid		\$1,162,461.63

CHECK #	PAYEE	AMOUNT	DATE
251189	Montgomery BOE	\$ 412.50	02-13-15
251190	TASC	\$3,830.68	02-13-15

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 02-27-15

Check Number	To	Check Number
251289		251411
Total Checks Paid		\$447,258.09

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

AGENDA

MAR 16 2015

03-16-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-06-15

Check Number	To	Check Number
251412		251476
Total Checks Paid		\$385,604.25

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 03-06-15

Check Number	To	Check Number
251477		251551
Total Checks Paid		\$356,950.82

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
03/06/15

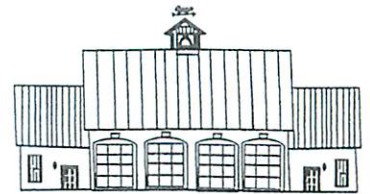
Payroll Check Number	122257	To	Payroll Check Number	122332	\$ 53,414.46
Direct Deposits					\$ 826,659.99
Payroll Check Number	122333	To	Payroll Check Number	122362	\$ 248,101.26
Direct Deposits					\$ 358,852.32
Federal Deposits					\$ 314,038.63
Total Payroll Paid					\$ 1,801,066.66

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

ROLLING • HILLS • LAKES

VOLUNTEER FIRE DEPARTMENT

ESTABLISHED 1990



6120 TROTMAN ROAD
MONTGOMERY, ALABAMA 36116-6061
(334) 288-7344
TAX ID# 63-1025872

February 23, 2015

Mr. Donald Mims

Dear Mr. Mims,

Enclosed is a list of our board members and officers for the coming year.

Call me, if you have questions at 334-303-2622.

A copy of this list has been mailed to Mr. Mims.

Sincerely,

Philip B. Burwell

Philip B. Burwell

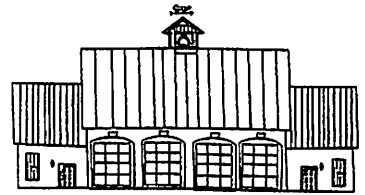
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MONTGOMERY COUNTY COMMISSION

ROLLING • HILLS • LAKES

VOLUNTEER FIRE DEPARTMENT

ESTABLISHED 1990



6120 TROTMAN ROAD
MONTGOMERY, ALABAMA 36116-6061
(334) 288-7344
TAX ID# 63-1025872

Rolling Hills/Lakes V.F.D.

Board Officers:

Term

President:

Philip Burwell	1545 Mt.Zion Rd.	H 286-1888	2-22-16
	Ramer, 36069	C 303-2622	

Vice President:

Don Schofield	5836 Trotman Rd.	H 281-6864	2-18-17
	36116		

Treasurer:

Autry Talley	250 Cindy Lane	C 210-282-6781	2-28-17
	36116		

Secretary:

Tori Holloway	223 Landon	H 334-284-5909	2-28-17
	36116		

Board Members:

Selma Patterson	358 Gibson Hills	C 324-2982	2-22-16
	36116		

Lomack Bean 548 Mizell Dr. C 211-6671 2-22-16
36116

Tom Shanks 6972 Woodley Rd. H 288-3493 2-28-17
36116

Alfonso Patterson 4651 Vanderbilt Dr. H 281-2134 2-22-16
36116

Tim Martin 304 Crimson Dr. C 201-3210 2-28-17
Pike Rd. 36064

Dr. Jan Wercinski 354 Mizell Rd. H 284-2322 2-22-16
36116

Steve Diermayer 935 Meriwether Rd. C 414-3246 2-22-16
Pike Rd. 36064

James Labadie 7466 Fairway Dr. H 284-3463 2-28-17
36116

Dr. Kirk Skinner 156 Rolling Lakes Dr. H 288-0093 2-28-17
36116

Rolling Hills/Lakes VFD

Members:**Term Expires:****President:**

Philip B. Burwell
(Send Reappt Requests)

Ramer, 36069

H 286-1888
C 303-2622

2/28/2016

* **Vice President:**

Don Schofield

Montgomery 36116

H 281-6864
C 303-9068
E dvschofield@charter.net

2/18/2015

* **Treasurer:**

Autry Talley

Montgomery 36116

C 210-282-6781

2/28/2015

* **Secretary:**

Gerri Walley

Montgomery 36116

H 288-2078
C 312-1526

2/28/2015

Board Members:

Selma Patterson

Montgomery 36116

C 324-2982

2/28/2016

Lomack Bean

Montgomery 36116

C 221-6671

2/28/2016

* Tom Shanks

Montgomery 36116

H 288-3493

2/28/2015

Alfonso Patterson

Montgomery 36116

H 281-2134

2/28/2016

* Tim Martin

Pike Road, 36064

C 201-3210

2/28/2015

Dr. Jan Wercinski

Montgomery 36116

H 284-2322
E jwercincki@aol.com

2/28/2016

Steve Diermayer

Pike Rd. 36064

C 414-3246

2/28/2016

* James Labadie

Montgomery 36116

H 284-3463
C 538-6911

2/28/2015

* Dr. Kirk Skinner

Montgomery 36116

H 288-0093

2/28/2015

TERMS: 2 YEARS

Sellers Station Water and Fire Protection Authority

Members:

Term Expires:

* Robert Guy
Letohatchee, AL 36047

3/1/2019

* Moses M. Sellers
Lapine, AL 36046

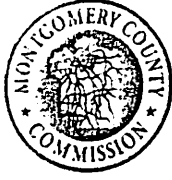
3/1/2017

* Dan Singleton
Lapine, AL 36046

3/1/2015

CC: Dan Singleton

Term: 6 years



ESTABLISHED 1816

MONTGOMERY COUNTY COMMISSION

ELTON N. DEAN, SR., CHAIRMAN

DANIEL HARRIS, JR., VICE CHAIRMAN

ANDREW D. HALL

RONDA M. WALKER

JILES WILLIAMS, JR.

March 16, 2015

Grant Review Committee
Bureau of Justice Assistance
U.S. Department of Justice
810 Seventh Street, NW
Washington, DC 20531

RE: County Commission Support for Community Corrections' Application for a Grant
Titled – "Smart Supervision..."

Dear Grant Review Committee:

On Monday, March 16, 2015 The Montgomery County Commission reviewed and passed a resolution in support of an application to the Department of Justice – Bureau of Justice Assistance on behalf of the Montgomery County Community Punishment and Corrections Authority, the County appointed Authority over the County Community Corrections Department. The grant Solicitation, titled: Smart Supervision: Reducing Prison Populations, Saving Money, and Creating Safer Communities, has the potential to fund technical assistance training for Montgomery County Community Corrections Staff as well as several community-based non-profit offender service providers in Montgomery County. The Grant Announcement (BJA-2015-4075) advises that funds are available to provide technical assistance training on evidence based practices for corrections practitioners as well as community-based service providers who accept referrals from Community Corrections. To date, Community Corrections has secured the written support of Presiding Judge, Eugene Reese, and 10 community-based not-for-profit providers who have indicated a willingness to participate in the opportunity to gain knowledge of proven evidence-based practices and then apply these practices to the offender population Community Corrections refers to these providers.

The services rendered by the providers expressing interest in collaborating with Community Corrections represent: Drug Treatment, Recovery Services, Transitional and Emergency Housing, Mental Health, Job Readiness/Preparation Programs, Family Counseling and Job/Trade Skills Training. The Auburn University – at Montgomery, University Outreach Department has agreed to partner with Community Corrections in this grant application to perform the research, evaluation, follow-up monitoring for fidelity to utilizing evidence-based practices and reporting components of the project.

Grant Review Committee

March 16, 2015

Page 2

The Grant Solicitation advises that a letter of support from the Commission (lead agency) for the Grant Application is to be submitted along with the Grant Application expressing support for the project and the proposed research partnership. Please accept this letter as evidence of the Montgomery County Commission's support for the grant application to advance evidence-based practices in local Community Corrections which we expect will lead to reducing prison populations, saving money, and creating a safer community for the Citizens of Montgomery County, Alabama.

Sincerely,

Elton N. Dean, Sr.
Chairman

cc: Paul Brown, Executive Director
Montgomery County Community Corrections



Alabama Alcoholic Beverage Control Board
Licensing and Compliance Division

2715 Gunter Park Drive West
Montgomery, AL 36109
Phone: 334-213-6300
Fax: 334-213-6322

February 11, 2015

MEMORANDUM

To: All Wet County Commissions

From: Summer Childers
Licensing and Compliance Division Director

Subject: County Levies for Alcohol Licensing

Sec. 28-3A-4, Code of Alabama, requires the Alcoholic Beverage Control Board to collect all county license fees for all new license applications and renewed licenses. In order for this program to be set up for fiscal year 2015-2016, the **attached form must be completed** listing all amounts set by your county in column three (3). **If your county does not wish to make changes to the fees for a particular license type, please indicate that by writing "no change".**

Limitations of the maximum amount of county fees for the following ten (10) types of licenses have been set.

<u>Type</u>	<u>Maximum County Fee</u>
Retail Beer (On or Off Premises)	\$75.00
Retail Beer (Off Premises Only)	\$75.00
Retail Table Wine (On or Off Premises)	\$75.00
Retail Table Wine (Off Premises Only)	\$75.00
Wholesale Beer Only	\$275.00
Wholesale Table Wine Only	\$275.00
Wholesale Table Wine and Beer	\$375.00
Additional Warehouse Wine or Beer or Both	\$100.00
Importer	\$250.00
Brewpub	\$500.00

Please supply us with this information no later than **April 17, 2015**. This form must be signed by an authorized county official. Please return your completed document to McKenzie.Reed@abc.alabama.gov or mail to the address above. If there are any changes in your contact information, it is your responsibility to notify the ABC Board as soon as possible.

Received by: _____

County: _____

5-2

COUNTY (51) **MONTGOMERY 2015 - 2016**

TYPE LICENSE & CODE	*FILING FEE	STATE LICENSE FEE	COUNTY LICENSE FEE	RENEWAL TOTAL	NEW LICENSE TOTAL
010 - LOUNGE RETAIL LIQUOR - CLASS I	\$ 50.00	\$300.00	300.00	600.00	650.00
011 - LOUNGE RETAIL LIQUOR - CLASS II - (PACKAGE)	\$ 50.00	\$300.00	300.00	600.00	650.00
020 - RESTAURANT RETAIL LIQUOR	\$ 50.00	\$300.00	300.00	600.00	650.00
031 - CLUB LIQUOR - CLASS I	\$ 50.00	\$300.00	500.00	800.00	850.00
032 - CLUB LIQUOR - CLASS II	\$ 50.00	\$750.00	750.00	1,500.00	1,550.00
**					
040 - RETAIL BEER - (ON OR OFF PREMISES)	\$ 50.00	\$150.00	75.00	225.00	275.00
**					
050 - RETAIL BEER (OFF PREMISES ONLY)	\$ 50.00	\$150.00	75.00	225.00	275.00
**					
060 - RETAIL TABLE WINE (ON OR OFF PREMISES)	\$ 50.00	\$150.00	75.00	225.00	275.00
**					
070 - RETAIL TABLE WINE (OFF PREMISES ONLY)	\$ 50.00	\$150.00	75.00	225.00	275.00
080 - LIQUOR WHOLESALE	\$ 50.00	\$500.00	500.00	1,000.00	1,050.00
**					
090 - WHOLESALE BEER ONLY	\$ 50.00	\$550.00	275.00	825.00	875.00
**					
100 - WHOLESALE TABLE WINE ONLY - 16.5% OR LESS	\$ 50.00	\$550.00	275.00	825.00	875.00
**					
110 - WHOLESALE TABLE WINE & BEER COMBINED	\$ 50.00	\$750.00	375.00	1,125.00	1,175.00
120 - WAREHOUSE LICENSE	\$ 50.00	\$200.00	200.00	400.00	450.00
**					
130 - ADDITIONAL WAREHOUSE-WINE, BEER OR BOTH	\$ 50.00	\$200.00	100.00	300.00	350.00
140 - SPECIAL EVENTS RETAIL	\$ 50.00	\$150.00	150.00	N/A	350.00
150 - SPECIAL RETAIL LICENSE - 30 DAYS OR LESS	\$ 50.00	\$100.00	100.00	N/A	250.00
160 - SPECIAL RETAIL - MORE THAN 30 DAYS	\$ 50.00	\$250.00	250.00	500.00	550.00
170 - RETAIL COMMON CARRIER	\$ 50.00	\$150.00	150.00	300.00	350.00
200 - MANUFACTURER	\$ 50.00	\$500.00	500.00	1,000.00	1,050.00
**					
210 - IMPORTER	\$ 50.00	\$500.00	250.00	750.00	800.00
**					
220 - BREWPUB	\$ 50.00	\$1,000.00	500.00	1,500.00	1,550.00
230 - INTERNATIONAL MOTOR SPEEDWAY	\$ 50.00	\$300.00	300.00	600.00	650.00
240 - NON-PROFIT - TAX EXEMPT		\$0.00	N/A	N/A	N/A

* A \$50.00 non-refundable filing fee is charged to all new licenses.

** May not charge more than one-half of the state fee for this type of license.

SIGNED: _____
Authorized County Official

Title

Date

POSITION FILL REQUEST

DEPARTMENT M. C. Sheriff's Office - Detention Facility
 DEPARTMENT HEAD: Derrick Cunningham, 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 141
 Proposed Effective Date March 2, 2015

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)

Derrick Cunningham Date February 19, 2015
 Department Head

2. Administrative Review
 () Approved
 () Disapproved

 Funding Authority

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

 Personnel Director Date _____

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: Derrick Cunningham, 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 185

Proposed Effective Date March 2, 2015

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)

Derrick Cunningham

Date February 24, 2015

Department Head *moa*

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Date _____

Personnel Director

4. Selectee: _____

Date _____

Appointing Authority

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

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

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

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: W. Robinson, Colonel

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

1. Position Title Clerk II

Position Number 238

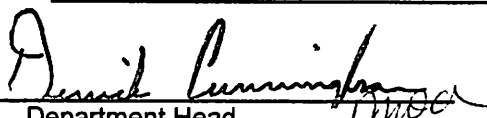
Proposed Effective Date March 2, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

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

 Date February 18, 2015
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 _____

Memo

To: Mr. Donnie Mims, Montgomery County Administrator
From: Bruce R. Howell, Juvenile Court Administrator 
Date: March 6, 2015
Re: Juvenile Detention Compliance Officer Position

The requirements of mandated standards for our ACA Accreditation have become ever increasing. Therefore, I asked that a job description for Juvenile Detention Compliance Officer be established by our Personnel Department. I am asking that the Commission review and approve the newly created job description for this position at the March 16th formal session.

Thank you for your consideration!

MEMORANDUM

DATE: 2/17/15
TO: Bruce Howell, Chief Probation Officer
FROM: Robbie Estes, Montgomery City/County Personnel
RE: Juvenile Detention Compliance Officer Position

Per your request on April 21 2014, we have developed a job description for a new Juvenile Detention Compliance Officer position (job code 0303). Attached is the job description. We also conducted the City/County of Montgomery's pay evaluation procedure for the position and recommend a pay grade of PC4.

If you agree with our recommendations, please sign the job description and obtain County Commission's approval. Upon County Commission approval, we will place this item on the agenda for following Personnel Board meeting.

If you have any questions, feel free to contact me at 625-2278.

JUVENILE DETENTION COMPLIANCE OFFICER

0303

FLSA: Exempt
Pay Grade: PC4

8/20/14

NATURE OF WORK: The fundamental reasons that this job exists is to provide monitoring and compliance review for all Montgomery County Youth Detention Facility (MCYF) procedures and regulations. The essential functions of this position include developing and monitoring facility policies and procedures, investigating and resolving complaints, liaison work between the facility and the court and legal systems, and helping ensure the safety of staff and youth offenders. The incumbent is responsible for ensuring all accreditation requirements are met and for developing methods designed to ensure the youth facility complies with standards. This position has the authority to require detention staff to comply with all accreditation standards. This position reports to the MC Youth Detention Facility Director.

ESSENTIAL FUNCTION: Develops and monitors facility policies and procedures for compliance using memos, MCYF policies and procedures, State of AL Dept. of Youth Services standards, federal, state and American Corrections Association (ACA) guidelines in order to ensure compliance with regulatory standards, ensure the facility operations comply with state and federal guidelines, and ensure compliance procedures are performed uniformly and consistently.

Compares suggested changes to policies and procedures to current policies and procedures to determine if changes are needed for compliance.

Monitors officers and youth to determine if compliance policies and procedures are being followed or implemented.

Compares existing MCYF policies and procedures to changes in federal, state, ACA to ensure policies are in compliance with these standards.

Drafts new policies and procedures to meet current accreditation standards.

Exchanges information with shift commander and officers regarding the interpretation, intent and implementation of compliance policies and procedures.

Identifies all mandatory standards in areas such as life safety, health, fire escape, medical, educational, psychological, and nutrition and non-mandatory standards such as facility control to assist in developing methods to ensure compliance.

Develops in-house programs designed to meet accreditation standards at a 98% minimum.

Inspects the work activities and the work products to ensure work responsibilities are accomplished and completed according to facility policies and procedures and to identify and correct problems.

Inspects work areas for compliance.

Exchanges information with supervisors to identify operational or administrative problems and solutions to problems affecting the MCYF's ability to meet accreditation requirements.

Schedules and monitors repairs to facility equipment.

Visually inspects new equipment that has been received by the facility against the equipment listed on the inventory lists.

Monitors population control of facility for compliance.

JUVENILE DETENTION COMPLIANCE OFFICER

Page 2

Supervises internal volunteer resources such as church volunteers, art/craft volunteers, zoo volunteers, and/or therapy dogs in order to educate the youths in detention.

Works with ACA and/or state DYS auditors during audits to inform them of MCYF's compliance with accreditation requirements.

Researches new and/or modified ACA standards in order to implement new or modified training programs for compliance.

Reviews the operational implementation of accreditation policies and procedures with supervisors and officers to identify problems and to verify that the new policy or procedure actually works as required.

ESSENTIAL FUNCTION: Monitors compliance issues with accreditation standards and training following MCYF policies and procedures, State of AL Dept. of Youth Services standards, federal, state and ACA guidelines using personal computers, training checklists, performance statistics and program documentation in order to discuss and analyze emergency communications procedures and methods for improvement, resolve issues effecting emergency response and identify new methods to increase effectiveness.

Exchanges information in a manner that seeks feedback regarding potential solutions to compliance problems.

Interprets and implements new or modified Federal, State and department standards, policies and procedures.

Establishes and maintains working relationships with MCYF employees, community resource agencies and the court system.

Reviews the outcomes of client complaints to ensure compliance and consistency.

Reviews productivity of personnel to ensure that established standards are being met or exceeded.

Updates and discusses the compliance issues Director and/or Court Administrator and asks for direction when needed.

Assists in conducting needs assessments to identify deficiencies in meeting accreditation standards.

Coordinates with the Director and appropriate community agencies in developing immediate and future goals related to training, standardizing procedures and MCYF productivity.

Reviews all standards and training documentation and information in order to determine the progress on an annual basis.

Advises the MCYF Director of progress or shortfalls in compliance issues.

Recommends changes to the MCYF Director for departmental training of personnel.

Completes compliance reports in order to provide information on the status of compliance issues.

Participates in the planning and coordination of facility disaster preparedness.

ESSENTIAL FUNCTION: Develops and monitors MCYF training programs and activities using computers, system manuals, policies and procedures, training manuals, emergency phone and dispatch system equipment manuals in order to ensure all training programs are conducted in a standardized and consistent manner that meet or exceed Federal, State and local laws; assist employees in learning their duties and responsibilities; and coordinate and facilitate training in compliance with accreditation, state, federal and MCYF training standards.

Assists in developing, implementing, and maintaining records to meet training compliance requirements to include documentation of proof of attendance.

Creates new and recommends changes to existing policies and procedures relating to training consistent with existing Federal, State and local rules, regulations, procedures and law.

Schedules all training and compliance activities within the facility.

Develops training materials such as PowerPoint presentations, training aids, topic speakers, handouts, etc.

Checks credential of any scheduled topic speaker to ensure they will meet requirements for compliance.

Discusses training compliance issues with supervisor to resolve issues.

ESSENTIAL FUNCTION: Monitors all safety and security inspections and responses to volatile situations using inspection forms and reports, physical exertion to restrain youth offenders, and defensive techniques to protect self and others following Montgomery County Detention Facility policy and procedure in order to ensure compliance with procedures.

Monitors, controls, and reports the behavior and activities of offenders in accordance with applicable facility and departmental policies and procedures.

Monitors inspections, reports findings, and addresses or responds to findings in accordance with applicable policies, procedures, and guidelines for compliance.

Conducts thorough fire safety, general safety, security, and/or sanitation inspections, as applicable, to identify, document, and correct deficiencies for compliance.

Responds to emergency situations such as fights, riots, escapes, fires, disturbances, escapes, and natural disasters, in accordance with established policies, procedures, guidelines, rules, and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of American Corrections Associations accreditation standards and procedures to ensure compliance.

Knowledge of State of Alabama DYS licensing standards to ensure compliance.

Knowledge of PREA standards and procedures required for compliance and federal funding.

Knowledge of the accreditation process and needed to ensure MYDF attains and maintains compliance with all requirements.

Knowledge of emergency response plans for facility emergencies to ensure the safety of youths and facility staff.

Knowledge of cell search procedures to include procedural steps and the capabilities and limitations as needed to locate and seize contraband or identify rule infractions in the youth offender population.

Knowledge of disciplinary procedures to include proper adjudication of hearings, potential infractions, forms, penalties, and when to implement as needed to encourage compliance with facility policy and correct inappropriate behavior.

Knowledge of facility forms such as incident reports, payroll sheets, first injury forms, disciplinary forms, youth offender property inventory sheets, daily observation logs, and security check sheets to include completing procedures, routing, and proper authorization as needed to document work activities and facility operations, exchange information with others in the facility, and document disciplinary incidents.

Knowledge of facility layout to include north, south, east and west directions and location of emergency exits, control booths, sally ports, medical facilities, authorized youth offender areas, stairways, booking, property room, indoor/outdoor recreation areas, and kitchen as needed to respond to codes, escort youth offenders to specified locations, report to work stations, and implement emergency evacuation procedures.

Knowledge of federal and state laws and guidelines governing correctional facilities to include accepted interpretation, youth offender rights, inspection guidelines, and how to locate and reference the source of information as needed to minimize the potential for lawsuits and establish policies and procedures that comply with federal and state laws.

Knowledge of filing systems such as alphabetical, numerical or color-coded to include the sequence of the system as needed to locate, retrieve, and reference records and information.

Knowledge of human behavior to include signs of hostility, depression, anxiety, psychotic behavior, deception, and distinguishing normal from abnormal behavior as needed to train staff in recognizing behavior that may escalate into a dangerous situation, identifying youth offenders who may need to be watched to prevent suicide, and effectively interacting with youth offenders.

Knowledge of youth offender rules and regulations as found in the Youth offender Handbook to include how to locate and reference information in the handbook, prohibited acts, disciplinary actions, youth offender privileges, and youth offender rights as needed to encourage youth offender compliance with facility policies and ensure youth offenders' rights are not violated.

Knowledge of legal documents such as subpoenas and arrest warrants as needed to initiate appropriate actions.

Knowledge of pat search procedures to include procedural steps and the capabilities and limitations as needed to locate and seize contraband or identify rule infractions in the youth offender population.

Knowledge of shakedown search procedures to include procedural steps and the capabilities and limitations as needed to locate and seize contraband or identify rule infractions in the youth offender population.

Knowledge of standard MCYF operating procedures such as intake procedures, control booth procedures, rover procedures, transportation procedures, and medical officer procedures to include accepted interpretation, how to locate and reference, and when to implement as needed to ensure work activities are performed uniformly and in a manner that maximizes facility security.

Knowledge of suicide prevention techniques to include property removal and 15 minute checks as needed to minimize potential for youth offender suicides or suicide attempts.

Knowledge of the code of ethics to include fraternization policies, sexual harassment policies, accepted interpretation of professionalism, dress codes, and gratuity prohibitions as needed to resist the potential for corruption both on and off duty and to ensure workers do not abuse the privileges of their positions.

Knowledge of the use of minimum force to include when its appropriate to use necessary force as needed to isolate, control, or restrain physically violent youth offender or de-escalate potentially dangerous situations.

Knowledge of unclothed search procedures to include procedural steps and the capabilities and limitations as needed to locate and seize contraband or identify rule infractions in the youth offender population.

Knowledge of effective techniques for training and performance evaluation program to include the analysis of performance statistics.

Knowledge of training methodologies and the ability to effectively apply those methods to a diverse workforce.

Ability to accept constructive criticism as needed to effectively evaluate feedback from superiors, co-workers, or youth offenders and correct deficient behavior or job performance.

Ability to add, subtract, multiply, and divide to include percentages as needed to calculate the number of youth offenders, and complete department forms and surveys.

Ability to administer basic first-aid procedures such as treatment for shock, pressure dressings, CPR, and calming techniques as needed to administer initial first-aid to stabilize others until medical personnel arrive.

Ability to develop schedule and assign required tasks such as training classes to ensure facility meets compliance requirements.

Ability to communicate orally to include the ability to communicate information accurately as needed to exchange information with youth offenders, coworkers, superiors, other law enforcement agencies, court officials, and the general public.

Ability to communicate in writing to include the ability to write legibly, clearly, and concisely as needed to exchange information in writing with coworkers, youth offenders, or the general public and to document facilities work activities.

Ability to function under stress to include maintaining one's composure and controlling one's emotions or temper as needed to respond constructively when youth offenders are verbally abusive, make effective decisions when youth offenders are being disruptive, and communicate and interact effectively with co-workers, superiors, and youth offenders.

Ability to handle multiple tasks simultaneously as needed to increase the efficiency of work tasks.

Ability to instruct and give orders to include the ability to use tact and give instructions clearly and concisely as needed to motivate others to learn or comply with facility policies and procedures.

Ability to interact with individuals from varying socio-economic and cultural backgrounds to include the ability to recognize commonly used slang terms among the youth offender population as needed to explain court and law enforcement technical terms to youth offenders or the general public and encourage or enforce youth offender compliance procedures.

Ability to operate a computer to include how to access programs and passwords, keyboard commands, entering data, printing, and correcting information as needed to ensure accurate youth offender or facility information and add youth offender information into the system.

Ability to operate fire emergency equipment such as fire extinguishers to include the ability to locate and operate and the capabilities and limitation of each as needed to extinguish small fires and prevent smoke inhalation.

Ability to pay attention to details as needed to detect unusual behavior or activity, monitor youth offender activities, identify work areas that require attention, and remember circumstances surrounding incidents.

Ability to read and comprehend materials such as accreditation documentation, facility forms, SOPs, memos, correspondence, written orders, to include the ability to recognize facility specific terminology as needed to ensure work activities are accomplished according to policies and procedures, read materials to youth offenders, and exchange or acquire information regarding facility operation or youth offenders.

Ability to solve problems to include identifying possible solutions and making concrete recommendations and suggestions as needed to resolve conflict, complaints and work issues, improve productivity and work procedures, and handle multiple complex issues within a short time frame.

Ability to think logically as needed to prioritize, organize, and perform work tasks; follow instructions or orders; and identify strategies to accomplish tasks.

Ability to use specialized equipment such as control panels, metal detectors, computers, and copiers to include operating procedures, preventive maintenance, and the capabilities and limitations of each as needed to make copies, open and close doors, locate contraband, exchange written information, and restrain physically violent youth offenders.

Ability to use correct grammar, punctuation, and spelling as needed to exchange information in writing with coworkers, youth offenders or the general public and to document facility work activities.

Ability to use standard correctional officer equipment such as door locks, handcuffs, flashlights, keys, radios, leg irons, telephones, intercoms, and restraints to include operating procedures, preventive maintenance, when to use, and the capabilities and limitations of each as needed to search cells, unlock doors, control contraband, restrain physically violent youth offenders, control youth offender movement behavior, and control and communicate with officers and youth offenders.

Ability to walk distances to and from facility wings as needed to assist in emergency response, respond to youth offender incidents such as fighting.

Ability to exert muscle force repeatedly or continuously for a short period as needed to restrain violent youth offenders.

Ability to bend, stretch, twist, or reach out both quickly and repeatedly with the body, arms, and/or legs as needed to restrain violent youth offenders.

Ability to operate a variety of office equipment such as computer, copier, typewriter, telephone, calculator, FAX machine, radios, and other equipment necessary to perform duties.

Ability to work effectively with youth, staff, parents, etc. who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors.

Ability to motivate staff to work together in cooperation as needed to ensure department meets accreditation requirements.

Ability to write and implement department programs to include planning independently and in collaboration with other staff units and outside agencies as needed to ensure accreditation requirements are met.

Ability to develop cooperative working relationships with staff, other government agencies, the public, and other county department personnel.

Ability to maintain confidentiality with information regarding operations and staff personnel and the public.

Ability to implement MCYF accreditation goals to include delegation of assignments, monitoring the progress and providing management directions to staff members.

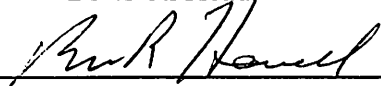
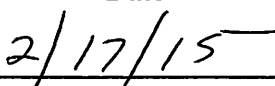
Ability to perform work in adverse environmental conditions as needed to respond to natural disaster situations that require emergency communications support.

JUVENILE DETENTION COMPLIANCE OFFICER

Page 8

SPECIAL REQUIREMENT: Must be willing to work nights, weekends and holidays and willing to be on-call to respond to emergency incidents as needed. Must possess or be able to attain a valid Alabama Driver's license within 60 days and have an acceptable driving record.

MINIMUM QUALIFICATIONS: Must have a Bachelor's Degree in Criminal Justice, Public Administration or a closely related field and five (5) years of general juvenile corrections experience and three (3) years of juvenile corrections supervisory experience.

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

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 16

AGENDA

MAR 16 2015

Date: March 6, 2015
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, Al
Departure Date: May 13, 2015 Return Date: May 14, 2015
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend ACAA Annual Conference
Peridido Beach Resort

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: \$1,334.32 Advance Registration Required: \$370.00
Department Name: County Commission Fund Name: General

Additional Comments: Registration -\$370.00 (\$185 ea registrant); Mileage - \$455.40 @ \$227.70 (ea);
Lodging -\$358.92 @ 179.46 (ea); Meals -\$150.00 @ \$75(ea)

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

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$1,334.32 and advance registration of \$370.00 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>\$10,522.56</u>
Budget Available:	<u>\$11,977.44</u>
Current Requests:	<u>\$1,334.32</u>
Budget Balance:	<u>\$10,643.12</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/11/2015
cc: Finance Director / Buyer

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

AGENDA

MAR 16 2015

Date: March 4, 2015

To: Donald L. Mims, Administrator

From: Janet Buskey, Revenue Comm.

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL

Departure Date: April 22, 2015

Return Date: April 24, 2015

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: Real & Personal Property Calculations

Traveler (s) Name: 1. Jacinta Herbert-Lard 4. _____
2. Shuntal Williams 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$500.00 Advance Registration Required: \$500.00

Department Name: Revenue Commission Fund Name: General Fund

Additional Comments: _____

To: Janet Buskey, Revenue Comm.

From: Donald L. Mims, Administrator

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$500.00 and advance registration of \$500.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51500.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$4,400.00</u>	
Approved Requests:	<u>\$3,532.80</u>	
Budget Available:	<u>\$867.20</u>	
Current Requests:	<u>\$500.00</u>	
Budget Balance:	<u>\$367.20</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/4/2015

cc: Finance Director / Buyer

Revised October 12, 2005

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

AGENDA

MAR 16 2015

Date: March 4, 2015
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm.
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, AL
Departure Date: April 13, 2015 Return Date: April 17, 2015
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: Property Tax Administration & Law

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

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

Total (est.) Cost: \$958.56 Advance Registration Required: \$275.00
Department Name: Revenue Commission Fund Name: 755-51500-265

Additional Comments: _____

To: Janet Buskey, Revenue Comm.
From: Donald L. Mims, Administrator

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$958.56 and advance registration of \$275.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>755-51500.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$7,000.00</u>	
Approved Requests:	<u>\$2,111.60</u>	
Budget Available:	<u>\$4,888.40</u>	
Current Requests:	<u>\$958.56</u>	
Budget Balance:	<u>\$3,929.84</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/4/2015
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR 16 2015

Request # 21

Date: March 4, 2015
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, Alabama
Departure Date: Sunday, June 7, 2015 Return Date: Wednesday, June 10, 2015
Conference Leave (Days / Hours): 3 days
Purpose of Travel: FBINA 2015 Summer Re-Trainer

Traveler (s) Name: 1. Lt. Leigh Persky 4. _____
2. Lt. Robert Irsik 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,100.00 Advance Registration Required: \$450.00
Department Name: Sheriff's Office Fund Name: 001-52110.265
Additional Comments: advanced registration fee is \$225.00 for each FBI member

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

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$2,100.00 and advance registration of \$450.00 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>\$16,339.86</u>	
Budget Available:	<u>\$8,660.14</u>	
Current Requests:	<u>\$2,100.00</u>	
Budget Balance:	<u>\$6,560.14</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/6/2015

cc: Finance Director / Buyer

Revised October 12, 2005

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

AGENDA

MAR 16 2015

Date: February 27, 2015
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, Alabama
Departure Date: April 15, 2015 Return Date: April 16, 2015
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Inmate Management

Traveler (s) Name: 1. Captain Etta Matthews 4. Sergeant Carlos Parks
2. Lieutenant Janice Hardy 5. Sergeant Robert Washington
3. Sergeant Martinez Tolbert 6. _____

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

Total (est.) Cost: \$375.00 Advance Registration Required: \$375.00
Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director
From: Donald L. Mims, Administrator

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$375.00 and advance registration of \$375.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$9,170.00</u>	
Budget Available:	<u>\$5,830.00</u>	
Current Requests:	<u>\$375.00</u>	
Budget Balance:	<u>\$5,455.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/3/2015

cc: Finance Director / Buyer

Revised October 12, 2005

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

AGENDA

MAR 16 2015

Date: February 27, 2015

To: Donald L. Mims, Administrator

From: Wanda J. Robinson, Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, Alabama

Departure Date: July 15, 2015 Return Date: July 16, 2015

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: Searches and Use of Force

Traveler (s) Name: 1. Captain Etta Matthews 4. Sergeant Carlos Parks
2. Lieutenant Janice Hardy 5. Sergeant Robert Washington
3. Sergeant Martinez Tolbert 6. _____

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

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

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$375.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-52200-265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$15,000.00

Approved Requests: \$9,170.00

Budget Available: \$5,830.00

Current Requests: \$750.00

Budget Balance: \$5,080.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/3/2015

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

Request # 7

MAR 16 2015

Date: February 27, 2015

To: Donald L. Mims, Administrator

From: Wanda J. Robinson, Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, Alabama

Departure Date: September 16, 2015

Return Date: September 17, 2015

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: Corrections Law

Traveler (s) Name: 1. Captain Etta Matthews 4. Sergeant Carlos Parks
2. Lieutenant Janice Hardy 5. Sergeant Robert Washington
3. Sergeant Martinez Tolbert 6. _____

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

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

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$375.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-52200-265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$15,000.00

Approved Requests: \$9,170.00

Budget Available: \$5,830.00

Current Requests: \$1,125.00

Budget Balance: \$4,705.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/3/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

AGENDA

MAR 16 2015

Date: February 27, 2015

To: Donald L. Mims, Administrator

From: Wanda J. Robinson, Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, Alabama

Departure Date: November 18, 2015

Return Date: November 19, 2015

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: Officer Responsibilities and Offender Supervision

Traveler (s) Name: 1. Captain Etta Matthews 4. Sergeant Carlos Parks
2. Lieutenant Janice Hardy 5. Sergeant Robert Washington
3. Sergeant Martinez Tolbert 6. _____

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

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

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____
THIS TRAVEL WILL BE PAID FROM THE 2016 BUDGET

To: Wanda J. Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$375.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52200-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$9,170.00</u>	
Budget Available:	<u>\$5,830.00</u>	
Current Requests:	<u>\$1,125.00</u>	
Budget Balance:	<u>\$4,705.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/3/2015

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

AGENDA

MAR 16 2015

Date: March 5, 2015
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Murfreesboro, TN
Departure Date: July 26, 2015 Return Date: August 1, 2015
Conference Leave (Days / Hours): 6 Days
Purpose of Travel: Vanguard Level Two 40-Hour Instructor Certification

Traveler (s) Name: 1. Sergeant Martinez Tolbert 4. _____
2. Sergeant Marcus Townsend 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$3,600.00 Advance Registration Required: \$1,000.00
Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director
From: Donald L. Mims, Administrator

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$3,600.00 and advance registration of \$1,000.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52200-265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$15,000.00</u>
Approved Requests:	<u>\$9,170.00</u>
Budget Available:	<u>\$5,830.00</u>
Current Requests:	<u>\$4,725.00</u>
Budget Balance:	<u>\$1,105.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/6/2015

cc: Finance Director / Buyer

Revised October 12, 2005

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

AGENDA

MAR 16 2015

Date: March 11, 2015
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, AL
Departure Date: May 18, 2015 Return Date: May 18, 2015

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: to attend AAPPA Workshop: Establishing a Personnel System, at the Alabama
League of Municipalities Annual Convention

Traveler (s) Name: 1. Margaret Broekhoven 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$400.00 Advance Registration Required: \$250.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration Fee - \$250.00; Mileage - \$128.80; Food - \$21.20

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

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$400.00 and advance registration of \$250.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$1,020.00</u>	
Budget Available:	<u>\$18,980.00</u>	
Current Requests:	<u>\$400.00</u>	
Budget Balance:	<u>\$18,580.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/11/2015
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

AGENDA

MAR 16 2015

Date: March 11, 2015
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: April 14, 2015 Return Date: April 15, 2015
Conference Leave (Days / Hours): 1 Day *
Purpose of Travel: to attend Trenholm State Technical College 2015 Career Expo

Traveler (s) Name: 1. Margaret Broekhoven 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$50.00 Advance Registration Required: \$50.00
Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration Fee - \$50.00
*NOTE: This registration fee is a one day booth rental for 4/14/15 or 4/15/15

To: Carmen Douglas, Director
From: Donald L. Mims, Administrator
The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$50.00 and advance registration of \$50.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>123-51961-265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$20,000.00</u>
Approved Requests:	<u>\$1,020.00</u>
Budget Available:	<u>\$18,980.00</u>
Current Requests:	<u>\$450.00</u>
Budget Balance:	<u>\$18,530.00</u>

Donald L. Mims, Administrator

Reviewed by: _____

Date: _____

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

AGENDA

MAR 16 2015

Date: March 10, 2015
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 75 TechnaCenter Drive, Montgomery, AL 36117
Departure Date: May 26, 2015 Return Date: May 26, 2015
Conference Leave (Days / Hours): one day
Purpose of Travel: To attend Street Mediations Class

Traveler (s) Name: 1. Kimberley Long 4. Demetric Shipman
2. Robert Pritchett 5. _____
3. Tony Ferguson 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 Correction Fund Name: Community Corrections

Additional Comments: _____

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

The above request is app. 03/16/15 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:	<u>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$12,300.00</u>	
Approved Requests:	<u>\$3,783.00</u>	
Budget Available:	<u>\$8,517.00</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$8,517.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/10/2015
cc: Finance Director / Buyer

Revised October 12, 2005

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

AGENDA

MAR 16 2015

Date: March 2, 2015
To: Donald L. Mims, Administrator
From: Jane Riggs Brown
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville , Alabama
Departure Date: April 1, 2015 Return Date: April 2, 2015
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend Finance and Revenue Class
for AAND(Alabama Association of 9-1-1 Districts Certification)

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: \$202.60 Advance Registration Required: \$175.00
Department Name: Emergency Management Board Fund Name: EMCDB
Additional Comments: Registration - \$175.00; Mileage - \$27.60

To: Jane Riggs Brown
From: Donald L. Mims, Administrator
The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$202.60 and advance registration of \$175.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>784-51986.260</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$5,000.00</u>
Approved Requests:	<u>\$1,791.85</u>
Budget Available:	<u>\$3,208.15</u>
Current Requests:	<u>\$202.60</u>
Budget Balance:	<u>\$3,005.55</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/2/2015
cc: Finance Director / Buyer

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Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

AGENDA

MAR 16 2015

Date: March 11, 2015
To: Donald L. Mims, Administrator
From: Jane Riggs Brown
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Gulf Shores, AL
Departure Date: April 21, 2015 Return Date: April 23, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend Second Annual GIS of Alabama Conference

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: \$570.80 Advance Registration Required: \$125.00
Department Name: Emergency Management Board Fund Name: EMCDB
Additional Comments: Registration - \$125.00; Mileage - \$220.80; Meals - \$225.00

To: Jane Riggs Brown
From: Donald L. Mims, Administrator
The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$570.80 and advance registration of \$125.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>784-51986.260</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$5,000.00</u>
Approved Requests:	<u>\$1,791.85</u>
Budget Available:	<u>\$3,208.15</u>
Current Requests:	<u>\$773.40</u>
Budget Balance:	<u>\$2,434.75</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 3/11/2015
cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

AGENDA

MAR 16 2015

Request # 18

Date: March 17, 2015
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tampa Bay, FL
Departure Date: April 23, 2015 Return Date: April 24, 2015

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend 908th Airlift Wing Civic Leader Tour
with Maxwell AFB, Al

Traveler (s) Name: 1. Ronda Walker 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$380.00 Advance Registration Required: \$230.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - \$230; Meals \$150.00
Lodging, and commercial tour cost are covered in (\$230)

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 03/16/15 reimbursement of actual and necessary expenses in the
approximate amount of \$380.00 and advance registration of \$230.00 is authorized.

To be completed by the Finance Department

Fund Code: 001-51100.265 (ex: 000-00000-000)

Description: Registration & Training

Current Budget: \$22,500.00

Approved Requests: \$11,856.88

Budget Available: \$10,643.12

Current Requests: \$744.12

Budget Balance: \$9,899.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/18/2015

cc: Finance Director / Buyer

Revised October 12, 2005

9-15

MAR 16 2015

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 21

DEPARTMENT:	County Comm Appropriati	REVIEWED: S. Thomas	3/12/2015
DATE:	3/12/2015	Finance Director	Date
REQUESTED BY:	Donald L. Mims	APPROVED:	
Elected Official/Dept. Head		Administrator	Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Montgomery Co Bd of Education- Carver High School	001-58100.498	0	800	800
Montgomery Co Bd of Education- Jefferson Davis High School	001-58100.498	0	800	800
Donation Revenue	001-40000.47701	(40,900)	(1,600)	(42,500)
TOTAL		(40,900)	0	(40,900)

JUSTIFICATION:

To budget funding to the Montgomery County Board of Education for the Carver High School Principal Discretionary Fund and Jefferson Davis High School Principal Discretionary Fund.

MAR 16 2015

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 22

DEPARTMENT: County Comm Appropriati REVIEWED: S. Thomas 3/12/2015
DATE: 3/12/2015 Finance Director Date
REQUESTED BY: Donald L. Mims APPROVED: Elected Official/Dept. Head Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Homeland ETL Grant contract services	125-52609.304	60,000	(30,000)	30,000
Homeland ATL Grant contract services	125-52611.304	30,000	30,000	60,000
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
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				0
				0
				0
				0
TOTAL		90,000	0	90,000

JUSTIFICATION:

To realign the grant budget for a Homeland ATL grant.

MAR 16 2015

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST REQUEST NUMBER 2

DEPARTMENT:	PERSONNEL	REVIEWED:	S. Thomas	3/11/2015
DATE:	3/10/2015	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 Expense	123-51961.499	8,500	(3,500)	5,000
Extra Help	123-51961.115	3,500	3,500	7,000
Postage	123-51961.252	9,000	(1,350)	7,650
Other Rental	123-51961.229	1,500	1,350	2,850
TOTAL		22,500	0	22,500

JUSTIFICATION:
To realign the budget to cover the postage machine rental and to cover the cost of temporary help due to the retirement of Shenita Mitchell.

REQUEST NUMBER 1

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
General Fund				
Office Supplies/Minor Equip	001-51500-211	20,059	(6,000)	14,059
Postage	001-51500-252	77,650	6,000	83,650
				0
				0
TOTAL		97,709	0	97,709

To cover shortage in postage to pay for probate notice mailings.

Section 147(f) Approval and Written Agreement

The undersigned Chief Elected Official of the Montgomery County Commission (hereinafter referred to as the "County") pursuant to section 147(f) of the Internal Revenue Code of 1986, as amended (the "code"), hereby approves the entering into an Agreement by North Montgomery Volunteer Fire Department, Inc in an aggregate principal amount not to exceed \$205,000.00 to refinance equipment consisting of One (1) 2008 Kenworth Tanker, One (1) Used KME Pumper/Tanker, & One (1) Used Ford F-150 Truck which will be located at the fire house of the North Montgomery Volunteer Fire Department, Inc.

This approval is given following a public hearing held at the North Montgomery Volunteer Fire Department, 3670 Coosada Ferry Road, Montgomery, Alabama on February 19, 2015, at 5:00 p.m., and is solely for the purpose of satisfying the requirements of Section 147(f) of the code. **This approval does not in any way constitute any financial involvement or obligation of the County.**

Furthermore, this document acknowledges that for consideration, the receipt and sufficiency of which are hereby acknowledged, the North Montgomery Volunteer Fire Department, Inc., has provided firefighting and other services for the County for many years and North Montgomery Volunteer Fire Department, Inc., hereby agrees to meet the requirement to continue to provide fire fighting and other services for the County.

Dated as of _____

North Montgomery Volunteer Fire Department, Inc.

Montgomery County Commission

Joe Brunson, Fire Chief

Elton N. Dean, Sr., Chairman

Section 147(f) Approval and Written Agreement

The undersigned Chief Elected Official of the Montgomery County Commission (hereinafter referred to as the "County") pursuant to section 147(f) of the Internal Revenue Code of 1986, as amended (the "code"), hereby approves the entering into an Agreement by North Montgomery Volunteer Fire Department, Inc., in an aggregate principal amount not to exceed \$507,576.00 to finance equipment consisting of One (1) KME Pumper Engine which will be located at the fire house of the North Montgomery Volunteer Fire Department, Inc.

This approval is given following a public hearing held at the North Montgomery Volunteer Fire Department, 3670 Coosada Ferry Road, Montgomery, Alabama on February 19, 2015, at 5:00 p.m., and is solely for the purpose of satisfying the requirements of Section 147(f) of the code. **This approval does not in any way constitute any financial involvement or obligation of the County.**

Furthermore, this document acknowledges that for consideration, the receipt and sufficiency of which are hereby acknowledged, the North Montgomery Volunteer Fire Department, Inc., has provided firefighting and other services for the County for many years and North Montgomery Volunteer Fire Department, Inc., hereby agrees to meet the requirement to continue to provide fire fighting and other services for the County.

Dated as of _____

North Montgomery Volunteer Fire Department, Inc.

Montgomery County Commission

Joe Brunson, Fire Chief

Elton N. Dean, Sr., Chairman

EXHIBIT B*New Engine***PAYMENT SCHEDULE**

RE: Volunteer Fire Department Lease & Option Agreement between Community First National Bank as Lessor and North Montgomery Volunteer Fire Department, Inc. as Lessee dated 2/2/2016.

Lease Number: NORAL2016-01E

Amount Financed: \$440,000.00

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

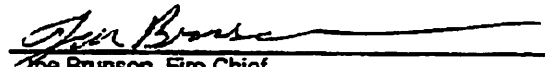
Payment Number	Payment Date	Payment Amount	Interest Portion	Principal Portion	Purchase Option Price
1	4/1/2016	\$39,584.53	\$20,104.79	\$19,479.74	Not Available
2	4/1/2017	\$39,584.53	\$16,459.17	\$23,125.36	Not Available
3	4/1/2018	\$39,584.53	\$15,554.04	\$24,030.49	\$382,518.55
4	4/1/2019	\$39,584.53	\$14,613.49	\$24,971.04	\$356,322.17
5	4/1/2020	\$39,584.53	\$13,636.12	\$25,948.41	\$329,208.92
6	4/1/2021	\$39,584.53	\$12,620.50	\$26,964.03	\$301,146.70
7	4/1/2022	\$39,584.53	\$11,565.13	\$28,019.40	\$272,102.30
8	4/1/2023	\$39,584.53	\$10,468.45	\$29,116.08	\$242,041.35
9	4/1/2024	\$39,584.53	\$9,328.84	\$30,255.69	\$210,928.27
10	4/1/2025	\$39,584.53	\$8,144.63	\$31,439.90	\$178,726.23
11	4/1/2026	\$39,584.53	\$6,914.08	\$32,670.45	\$145,397.12
12	4/1/2027	\$39,584.53	\$5,635.36	\$33,949.17	\$110,901.49
13	4/1/2028	\$39,584.53	\$4,306.58	\$35,277.95	\$75,198.51
14	4/1/2029	\$39,584.53	\$2,925.81	\$36,658.72	\$38,245.93
15	4/1/2030	\$39,584.53	\$1,490.96	\$38,093.57	\$0.00
Grand Totals		\$593,767.95	\$153,767.95	\$440,000.00	

* 10 year fixed rate. At the sole discretion of the Lessor, payments 11 through 15 can be adjusted based on the 5 year Swap rates, as reported the same week as the due date of the 10th rental payment. The adjustment rate formula is as follows: current 5 year Swap rate + 300 basis points = 'adjusted' rate. The indexed rate can be found at <http://www.federalreserve.gov/releases/h15/update/> under Interest Rate Swaps.

The new payment would be calculated using the 'adjusted' interest rate and the current outstanding principal balance following the receipt of 10th payment. All payments would maintain the same due dates as stated on the original payment schedule and the revised payment schedule would replace any previous versions. If Lessor chooses not to make any adjustments to the payment schedule, the most recently signed payment schedule will remain in full force and effect until the next adjustment period or maturity of the lease.

LESSEE:

North Montgomery Volunteer Fire Department, Inc.


Joe Brunson, Fire Chief

11-4

EXHIBIT B*Consolidation
Re-finance***PAYMENT SCHEDULE**

RE: Volunteer Fire Department Lease & Option Agreement between Community First National Bank as Lessor and North Montgomery Volunteer Fire Department, Inc. as Lessee dated 2/2/2015.

Lease Number: NORAL2015-02ER

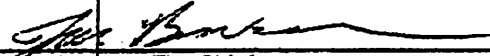
Amount Financed: \$205,000.00

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

Payment Number	Payment Date	Payment Amount	Interest Portion	Principal Portion	Purchase Option Price
1	8/1/2015	\$55,065.88	\$3,782.25	\$51,283.63	Not Available
2	8/1/2016	\$55,065.88	\$5,672.14	\$49,393.74	\$106,461.03
3	8/1/2017	\$55,065.88	\$3,849.51	\$51,216.37	\$53,833.11
4	8/1/2018	\$55,065.88	\$1,959.62	\$53,106.26	\$0.00
Grand Totals		\$220,263.52	\$15,263.52	\$205,000.00	

LESSEE:

North Montgomery Volunteer Fire Department, Inc.


Joe Brunson, Fire Chief

North Montgomery County VFD

Current List of Obligations		1-20-2015						
Equipment Description	Purch/lease Date	Pay term	Payment \$	Orignal Cost	Down Pay	Financed	Matures	
Rescue #2- 2013' Ford F150	'Aug 2013	Monthly	\$561.00	\$26,166.00	\$2,000.00	\$24,166.00	August 2017	
2008' Kenworth Tanker Truck	'Feb 2008	Annual	\$11,507.04	\$133,500.00	\$10,000.00	\$123,500.00	February 2022	
Cascade - Pegasus breathing air compressor system	'Feb 2014	Annual	\$7,240.83	\$33,718.00	\$10,000.00	\$23,718.00	February 2018	
2003' Fire Engine #2	April 2003	Annual	\$21,092.92	\$219,000.00	\$10,000.00	\$209,000.00	04-01-2018	

11-6

MEMORANDUM

February 25, 2015

11-7

To: Donnie Mims

From: Thomas T. Gallion, III

Re: Contract Agreement – Lease Purchase and Refinancing of Vehicles for the North Montgomery Volunteer Fire Department

I have reviewed your memorandum of February 20, 2015, and the Section 147(f) Approval and Written Agreement concerning the lease purchase of a new KME Engine Pumper and the refinancing of previous lease purchase of other fire department equipment/vehicles.

It is my opinion that this Volunteer Fire Department provides a needed service to the citizens of Montgomery County located in that area of the County. To not assist them in any matter that is permissible by law would be a dis-service to those citizens.

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

50051-317

11-7



STEVEN L. REED
PROBATE JUDGE
MONTGOMERY COUNTY

12 March 2015

To: Donald L. Mims, County Administrator
Montgomery County Commission
PO Box 1667
Montgomery, AL 36102-1667

RE: Request for Consideration and Approval of Proposed Legislation

Dear Donnie:

1. The Probate Office requests approval to introduce legislation to amend current fees associated with the Probate Office.
2. Specifically, this Office is seeking to introduce several pieces of legislation to the Alabama Legislature in an effort to bring the fees collected by the Probate Office in line with other counties as well as to ensure that the costs of government goods and services reflect the current value of said goods and services.
3. This Office requests that this matter be placed on the docket for the next County Commission meeting. Please feel free to contact me if you require any further assistance.

Best regards,

Steven L. Reed
Probate Judge
Montgomery County Probate Court

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9 A BILL
10 TO BE ENTITLED
11 AN ACT
12

13 Relating to Montgomery County; to authorize a mail
14 order fee to pay the costs of mailing or overhead relating to
15 the mailing of motor vehicle and boat registration renewals,
16 business license renewals, and other probate court documents;
17 and to provide for the disposition of the fee.

18 BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

19 Section 1. (a) This act shall apply only in
20 Montgomery County.

21 (b) The Montgomery County Judge of Probate may
22 establish an additional fee to be entitled a "Mail Order Fee"
23 to pay the costs of mailing or overhead relating to the
24 mailing of motor vehicle and boat registrations, business
25 licenses, and other probate court documents.

26 (c) The fee assessed by the judge of probate shall
27 be three dollars (\$3) per mailing and shall be collected by

1 the judge of probate at the time of the issuance or renewal of
2 a license by mail or the mailing of probate court documents.
3 All fees collected pursuant to this act shall be deposited in
4 the county general fund.

5 (d) Each person doing business with the office of
6 the judge of probate shall continue to have the right to
7 receive his or her documents in person from the office without
8 the payment of the fee provided for by this act.

9 Section 2. This act shall become effective on the
10 first day of the third month following its passage and
11 approval by the Governor, or its otherwise becoming law.

[THIS COPY FOR THE NEWSPAPER: THIS NOTICE MUST BE PRINTED
PRECEDING THE BILL]
STATE OF ALABAMA
COUNTY OF MONTGOMERY

NOTICE is hereby given that a bill substantially as follows will be introduced in
the 2015 Regular Session of the Legislature of Alabama and application for its passage
and enactment will be made:

PROOF OF PUBLICATION

**STATE OF ALABAMA
COUNTY OF MONTGOMERY**

Before me, the undersigned authority in and for said County in said State, this day personally appeared _____, who, being by me first duly sworn, deposes and says that during the times herein mentioned he was _____ of the _____, a newspaper of general circulation published in _____ County, Alabama, and that the attached notice was published in said newspaper once a week for four successive weeks without cost to the State of Alabama, said notice having appeared in the issues of said paper on _____, _____, and _____, all in the year ____.

Sworn to and subscribed before me _____.

Title _____



STEVEN L. REED
PROBATE JUDGE
MONTGOMERY COUNTY

12 March 2015

To: Donald L. Mims, County Administrator
Montgomery County Commission
PO Box 1667
Montgomery, AL 36102-1667

RE: Request for Consideration and Approval of Proposed Legislation

Dear Donnie:

1. The Probate Office requests approval to introduce legislation to amend current fees associated with the Probate Office.
2. Specifically, this Office is seeking to introduce several pieces of legislation to the Alabama Legislature in an effort to bring the fees collected by the Probate Office in line with other counties as well as to ensure that the costs of government goods and services reflect the current value of said goods and services.
3. This Office requests that this matter be placed on the docket for the next County Commission meeting. Please feel free to contact me if you require any further assistance.

Best regards,

Steven L. Reed
Probate Judge
Montgomery County Probate Court

P.O. BOX 223 • MONTGOMERY, AL 36101-0223 • TELEPHONE 334-832-1240 • FAX 334-832-7776 14-2

1 165071-1 : n : 03/06/2015 : FC / th LRS2015-805

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9 A BILL
10 TO BE ENTITLED
11 AN ACT
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13 Relating to Montgomery County; to amend Act 2012-82
14 of the 2012 Regular Session (Acts 2012, p. 143), providing for
15 an improved system of recording documents in the office of the
16 judge of probate and for the collection of a special recording
17 fee; to further provide for the use of the fees.

18 BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

19 Section 1. Section 7 of Act 2012-82 of the 2012
20 Regular Session (Acts 2012, p. 143), is amended to read as
21 follows:

22 "Section 7.

23 "Effective immediately after the date this act
24 becomes applicable to Montgomery County, a special recording
25 and filing fee of five dollars (\$5) shall be paid to and
26 collected by the Judge of Probate of Montgomery County, with
27 respect to each real property instrument, each personal

1 property instrument, and each Uniform Commercial Code document
2 that may be filed for record in the office of the judge of
3 probate and with respect to other instruments and documents in
4 the probate office at the discretion of the judge of probate,
5 and on and after that date, no instrument or document shall be
6 received for record in the office of the judge of probate
7 unless the special recording fee of five dollars (\$5) is paid.
8 The special recording fee shall be in addition to all other
9 fees, taxes, and charges required by law to be paid upon the
10 filing for record of any real property instrument, personal
11 property instrument, or Uniform Commercial Code document, and
12 for the recording of other instruments and documents in the
13 probate office at the discretion of the judge of probate. All
14 special recording fees collected shall be paid to a special
15 fund in the office of the judge of probate to be designated as
16 the Judge of Probate Fund. These funds shall be used at the
17 discretion of the judge of probate for an improved recording,
18 archiving, and retrieving system and other equipment,
19 maintenance, and services necessary for the improvement of the
20 office of the judge of probate, for the general operation of
21 the office of the judge of probate, and for any other lawful
22 public purpose for the improvement of the citizens of the
23 county. The judge of probate shall at the end of each fiscal
24 year report to the Montgomery County Legislative Delegation on
25 the use of the funds. No portion of the fees shall be used for
26 any political purpose."

1 Section 2. This act shall become effective on the
2 first day of the third month following its passage and
3 approval by the Governor, or its otherwise becoming law.

ACT NO. 2012- 82

1 HB125
2 127427-7
3 By Representative Wren (N & P)
4 RFD: Montgomery County Legislation
5 First Read: 07-FEB-12
6 PFD: 02/02/2012

GOVERNOR'S
OFFICE



1
2 ENROLLED, An Act,

3 Relating to Montgomery County; to provide for the
4 installation and maintenance of an improved system of
5 recording, archiving, and retrieving documents affecting the
6 title to property and other documents recorded in the office
7 of the judge of probate; to provide for the collection and
8 disposition of a special recording fee; to provide that the
9 system shall constitute official and permanent records in
10 Montgomery County; and to repeal Act 591 of the 1965 Regular
11 Session (Acts 1965, p. 1104).

12 BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

13 Section 1. This act shall apply only in Montgomery
14 County. The purpose of the act is to facilitate the use of
15 public records in property transactions in Montgomery County
16 by providing for the installation of an improved system of
17 recording, archiving, and retrieving instruments and documents
18 affecting the title to real and personal property that are
19 recorded in the office of the judge of probate, and for the
20 recording, archiving, and retrieving of other instruments,
21 documents, and other uses in the discretion of the judge of
22 probate.

23 Section 2. The following words and phrases when used
24 in this act shall have the following meanings:

(1) GENERAL PROPERTY INSTRUMENT. A real property instrument that affects the title to personal property as well as real property.

(2) IMPROVED RECORDING SYSTEM. A system of recording real property instruments and personal property instruments in the probate office and, in the discretion of the judge of probate, of recording other instruments and documents, which system, when completed, will consist of the equipment necessary and suitable to record, archive, and retrieve records.

(3) PERSONAL PROPERTY INSTRUMENT. Any instrument or document affecting the title to personal property only, as distinguished from real property, that may be now or hereafter required to be filed or titled for record in the probate office, in accordance with the applicable requirements of the laws of this state, including, without limitation, Sections 35-4-50 and 35-4-90, Code of Alabama 1975.

(4) REAL PROPERTY INSTRUMENT. Includes any instrument or document affecting the title to real property that may now or hereafter be filed for record in the probate office pursuant to the applicable requirements of the laws of this state, including, without limitation, Section 12-13-43, Code of Alabama 1975, and all statutes providing for the filing and recording of notices or statements of liens of any

kind, notices of judgments, and plats or maps showing the subdivision of real estate.

Section 3. The judge of probate may provide for the installation or enhancement, or both, and thereafter for the maintenance of an improved recording, archiving, and retrieval system in the Probate Office of Montgomery County. The initial installation of the improved recording, archival, and retrieval system shall include the following:

(1) The acquisition of the equipment for an improved recording, archiving, and retrieving system.

(2) The establishment of procedures for the continued recording, archiving, and retrieving of all instruments and records that constitute a part of the improved recording, archiving, and retrieving system.

(3) The installation of the improved recording, archiving, and retrieving system shall be performed by a person or persons, firm, or corporation engaged in the records management business and experienced in setting up county records and shall be supervised and inspected by a person who is experienced in handling records pertaining to abstracts or titles. Following installation or enhancement, or both, in the county, the improved recording, archiving, and retrieving system shall be thereafter maintained in the county and all real property instruments, general property instruments, personal property instruments, and other documents and records

1 herein provided to constitute a part of the system that may be
2 thereafter filed for record in the probate office of the
3 county shall be in accordance with the improved recording,
4 archiving, and retrieving system. Each real property
5 instrument and each personal property instrument shall be
6 operative as a record from the time of its delivery to the
7 judge of probate of the county, in accordance with existing
8 law, including, without limitation, Section 12-13-43, Code of
9 Alabama 1975.

10 Section 4. Following the installation or enhancement
11 of any system, real property instruments, personal property
12 instruments, and other documents and records to be recorded,
13 archived, and retrieved with computer-generated files or to be
14 stored and filed on either optical disk or on paper, as
15 determined by the judge of probate, shall constitute the
16 official record of instruments for the purpose of Section
17 12-13-43, Code of Alabama 1975.

18 Section 5. All laws of Alabama relating to the
19 recording of real property instruments, personal property
20 instruments, general property instruments, miscellaneous
21 instruments, and other instruments and records that may
22 constitute part of an improved recording, archiving, and
23 retrieving system installed hereunder, including, without
24 limitation, Section 12-13-43, Code of Alabama 1975, and all
25 statutes respecting the filing and recording of notices or

1 statements of liens of any kind, notices of Lis Pendens,
2 declarations of claims or exemptions, certificates of
3 judgment, or plats or maps showing subdivisions of real estate
4 that are not inconsistent with this act shall continue in
5 effect with respect to an improved recording, archiving, and
6 retrieving system installed hereunder, the recording of
7 instruments therein, and the duties of the judge of probate
8 with respect thereto.

9 Section 6. The costs of installation or enhancement
10 of any system shall be paid entirely out of the special
11 recording fees. Nothing contained in this section, however,
12 shall prohibit the county from using any part of its own funds
13 for the purpose of paying the costs of purchasing, operating,
14 or maintaining, after the initial installation, any improved
15 system installed pursuant to this act.

16 Section 7. Effective immediately after the date this
17 act becomes applicable to Montgomery County, a special
18 recording and filing fee of five dollars (\$5) shall be paid to
19 and collected by the Judge of Probate of Montgomery County,
20 with respect to each real property instrument, each personal
21 property instrument, and each Uniform Commercial Code document
22 that may be filed for record in the office of the judge of
23 probate and with respect to other instruments and documents in
24 the probate office at the discretion of the judge of probate,
25 and on and after that date, no instrument or document shall be

1 received for record in the office of the judge of probate
2 unless the special recording fee of five dollars (\$5) is paid.
3 The special recording fee shall be in addition to all other
4 fees, taxes, and charges required by law to be paid upon the
5 filing for record of any real property instrument, personal
6 property instrument, or Uniform Commercial Code document, and
7 for the recording of other instruments and documents in the
8 probate office at the discretion of the judge of probate. All
9 special recording fees collected shall be paid to a special
10 fund in the office of the judge of probate to be designated as
11 the Judge of Probate Fund. These funds shall be used at the
12 discretion of the judge of probate for an improved recording,
13 archiving, and retrieving system and other equipment,
14 maintenance, and services necessary for the improvement of the
15 office of the judge of probate. The judge of probate shall at
16 the end of each fiscal year report to the Montgomery County
17 Legislative Delegation on the use of the funds. No portion of
18 the fees shall be used for any other purposes including any
19 political purpose.

20 Section 8. The fees collected pursuant to this act
21 shall be controlled by the sole discretion of the judge of
22 probate and shall be audited by the Examiners of Public
23 Accounts. Records of the expenditures shall be open to the
24 public on a continuous basis. All costs of the audit shall be
25 paid from the fees collected.

1 Section 9. All funds held on the effective date of
2 this act in a special account in the county treasury for the
3 operation of an improved indexing and recording system in the
4 office of the judge of probate pursuant to Act 591 of the 1965
5 Regular Session (Acts 1965, p. 1104), as amended, shall be
6 transferred to the special fund of the judge of probate
7 established pursuant to this act and expended for the purposes
8 of this act as provided in this act. The indexing and
9 recording system in the office of judge of probate on the
10 effective date of this act shall continue to be operational
11 subject to any changes authorized pursuant to this act.

12 Section 10. All laws or parts of law in conflict
13 with this act are repealed. Act 591 of the 1965 Regular
14 Session (Acts 1965, p. 1104), as amended, is expressly
15 repealed.

16 Section 11. This act shall become effective on the
17 first day of the third month following its passage and
18 approval by the Governor, or its otherwise becoming law.

Speaker of the House of Representatives

President and Presiding Officer of the Senate

House of Representatives

I hereby certify that the within Act originated in
and was passed by the House 16-FEB-12.

Greg Pappas
Clerk

Senate

01-MAR-12

Passed

APPROVED March 7, 2012

TIME 2:15 p.m.

Robert Bentley
GOVERNOR

Alabama Secretary Of State

Act Num....: 2012-82
Bill Num....: H-125

Recv'd 03/08/12 09:41a SLF

UNCL

ONSORS

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- 53

14-15

DATE: 2-7 2013
RD 1 RFD Monty College

REPORT OF STANDING COMMITTEE
This bill having been referred by the House to its standing committee on Montgomery College was Indefinitely Postponed acted upon by such a committee is session, and returned therefrom to the House with the recommendation that it be Passed w/amend(s) w/sub this 14 day of February 2013.
Greg Pappas Chairperson

DATE: 2-14 2013
RF RD 2 CAL

DATE: 20
RE-REFERRED RE-COMMITTED
Committee

I hereby certify that the Resolution as required in Section C of Act No. 81-889 was adopted and is attached to the Bill, HB 185.
YEAS 33 NAYS 0
GREG PAPPAS, Clerk

FURTHER HOUSE ACTION (OVER)

DATE: 2-23 2012
RD 1 RFD LLI

This Bill was referred to the Standing Committee of the Senate on LLI and was acted upon by such Committee in session and is by order of the Committee returned therefrom with a favorable report w/amd(s) w/sub w/eng sub by a vote of yeas 28 nays 22 abstain this 28 day of March 2012.
Patrick Harris Chairperson

DATE: 2-28 2012
RF FAV RD 2 CAL

I hereby certify that the Resolution as required in Section C of Act No. 81-889 was adopted and is attached to the Bill, HB 125.
YEAS 25 NAYS 0
PATRICK HARRIS, Secretary

DATE: 3-1-2012 RD 3 at length
PASSED PASSED AS AMENDED
YEAS 16 NAYS 0 ASJ
And was ordered returned forthwith to the House.
PATRICK HARRIS, Secretary

DATE: 20
INDEFINITELY POSTPONED YEAS NAYS

DATE: 20
RECONSIDERED YEAS NAYS

FURTHER SENATE ACTION (OVER)

ADDITIONAL SIGNATURES OF CO-SPONSORS

54 _____ 80 _____
 55 _____ 81 _____
 56 _____ 82 _____
 57 _____ 83 _____
 58 _____ 84 _____
 59 _____ 85 _____
 60 _____ 86 _____
 61 _____ 87 _____
 62 _____ 88 _____
 63 _____ 89 _____
 64 _____ 90 _____
 65 _____ 91 _____
 66 _____ 92 _____
 67 _____ 93 _____
 68 _____ 94 _____
 69 _____ 95 _____
 70 _____ 96 _____
 71 _____ 97 _____
 72 _____ 98 _____
 73 _____ 99 _____
 74 _____ 100 _____
 75 _____ 101 _____
 76 _____ 102 _____
 77 _____ 103 _____
 78 _____ 104 _____
 79 _____ 105 _____

HOUSE ACTION (Continued)

HOUSE OF REPRESENTATIVES
 R. 3 at length and passed
 Yeas 27 Nays 0 Abs 35
 Date 2-16-13

GREG PAPPAS, Clerk

SENATE ACTION (Continued)

This bill having been referred to the Committee on _____
 Rules pursuant to Senate Rule 23 is reported
 Senate for assignment to the Committee on _____

This _____ day of _____, 20____

Signed (Committee Chairperson) _____

Date: _____

Referred

Committee _____

DATE: _____

RE-REFERRED ☐ RE-COMMITTED

Committee _____

This Bill was referred to the Standing Committee on _____
 the Senate on _____

and was acted upon by such Committee on _____
 session and is by order of the Committee on _____
 returned therefrom with a favorable report
 w/amd(s) _____ w/sub _____ w/eng sub _____
 by a vote of _____
 yeas _____ nays _____ abstain _____
 this _____ day of _____, 20____

**CITY - COUNTY OF MONTGOMERY
PERSONNEL DEPARTMENT**

PERSONNEL BOARD
JOHN L. BAKER, CHAIRMAN
BENITA FROEMMING
RANDALL B. JAMES

27 Madison Avenue
Montgomery, Alabama 36104

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

MEMORANDUM

TO: Derrick Cunningham, Sheriff

FROM: Carmen Douglas, Personnel Director 

DATE: February 24, 2015

SUBJECT: Grant Manager

Cami Hacker, the Sr. Personnel Analyst assigned to work with you on this project, has completed the study of the position.

Ms. Hacker met with you and Chief Murphy, researched similar positions in other jurisdictions, and worked with Chief Murphy to gather job data. After reviewing all of the information and data and conducting a pay evaluation, we are proposing a new classification entitled "Grant Manager" to be compensated at pay grade A09 (\$49,672-\$70,709).

If you are in agreement with this proposal, please obtain the approval of the County Commission for the establishment of the new classification. With their approval and your signature on the final job description, we will present the classification to the Personnel Board to be added to the County's pay plan.

In the meantime, please let us know if you have any questions or need any other information from us.

Enclosure.

An Equal Opportunity Employer
www.montgomerypersonnel.com

15-2

GRANT MANAGER

FLSA: Non-exempt
Pay Grade: A09

CO0175
2.24.15

NATURE OF WORK: The fundamental reason this classification exists is to coordinate the functions associated with writing grant proposals to and administering grants from state and federal agencies and non-profit organizations. Major work responsibilities include developing grant-funded programs and grants, administering and monitoring grant projects/contracts, maintaining a comprehensive grant record keeping system, and performing other administrative duties, as required. Limited supervision is received from a member of a management team.

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

ESSENTIAL FUNCTION: Develops grant proposals and applications using the internet, appropriate contacts, federal statutes, regulations, legislation and executive orders, specialized databases, and foundation directories in order to locate and obtain funding for county programs and services.

- Consults with agency or local government officials to determine needs that could be resolved or new initiatives that could be undertaken with grant funds.

- Researches need and eligibility for grants through accepted professional use of surveys, statistical analysis, accounting and planning methodologies.

- Researches potential grants through review of federal statutes, regulations, legislation and executive orders, specialized databases, foundation directories and other sources.

- Determines which grants to present to management for the pursuit of funds.

- Attends grant workshops and seminars, and professional conferences to stay current on grant programs and requirements.

- Presents grant proposals for final consideration.

- Researches federal or state guidelines to determine requirements and time line.

- Meets with staff to obtain information needed to complete application.

- Obtains from others, or from own research, background information, statistics and program proposals in accordance with established procedures.

- Prepares graphics for grant applications such as tables, calendar of activities, etc.

- Prepares documentation according to required format of grantors.

- Prepares line item budget for grant activity according to grantor's requirements or assists personnel with preparation.

- Reviews final proposal to ensure all documentation is included in required format.

- Ensures that the proposal is persuasive and compelling to win competitions against proposals from other organizations.

- Ensures that the proposal is persuasive and compelling to win competitions against proposals from other organizations.

Generates an appropriate amount of grant funding per employer's requirements and expectations.

ESSENTIAL FUNCTION: Administers and monitors grant projects/contracts following grantor requirements in order to ensure that grant funding received is used according to requirements.

Maintains the budgets for federal and state match budgets to ensure that federal money is spent in accordance with grant work plans.

Reviews financial data to ensure that expenses have been appropriate.

Reviews non-financial files and documents to ensure proper use of funds.

Meets with staff members to ensure proper use of funds.

Evaluates administration status and progress to ensure compliance with grantor requirements.

Determines and initiates any actions necessary to correct deviations from contract/agreement.

Ensures corrective action is in compliance with the grant program monitoring procedures.

Meets with funding agency to discuss grant(s) operational procedure and requirements.

Monitors deadlines imposed by grantors in order to meet grantor requirements.

Coordinates with other agencies as needed to ensure the success of the grant(s).

Works directly with area non-profit organizations to achieve joint grant funding for community programs.

Works directly with area non-profit organizations to achieve joint grant funding for community programs.

Prepares required reporting documentation to be submitted to grantors indicating how grant funds have been spend in compliance with agreements and guidelines.

ESSENTIAL FUNCTION: Maintains comprehensive grant record keeping system to include a library of grant information and files for awarded funds following internal policies and procedures and grantor guidelines in order to ensure compliance with reporting guidelines.

Maintains a library of grant information to include possible leads, grant proposals that were not awarded, etc.

Ensures that files for awarded funds are complete, accurate, and meet grantor guidelines and standards.

Coordinates project expenditures and records and grant ledgers and provides related reports and recommendations for change or improvements.

Reviews all documentation for project files to ensure that county has expended all funds appropriately.

Ensures project data is captured and reported correctly.

Gathers and summarizes data to prepare narrative and statistical reports regarding the project.

Prepares for audits and assists auditors as needed to ensure compliance with grantor guidelines.

ESSENTIAL FUNCTION: Performs administrative tasks following internal policies and procedures in order to support the work of the county.

Networks and/or partners with community groups, non-profits, etc. to develop grant funded projects, provide and gain expertise, share in grant funded projects, etc.

Serves as primary point of contact to funding agencies for grant efforts.

Serves on community-based committees related to grant opportunities or grant recipients.

Makes presentations related to grant projects.

Assists other county offices and departments with grant writing, application, implementation, reporting, etc.

Represents employer in situations related to grant applications, administration, reporting, etc.

Develops and implements procedures for research, application, administration, reporting, etc. of grants.

KNOWLEDGES, SKILLS, AND ABILITIES : Knowledge of grant writing to include the application procedures and guidelines for state, federal and private and corporate foundation grants as well as administrative regulations for funded projects as needed to develop grant proposals.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Knowledge of the various federal, state and local grant assistance programs available and how to access those programs as needed to locate grant opportunities.

Knowledge of budget management and accounting principles and procedures as needed to monitor grant funding and oversee grant budgets.

Knowledge of research techniques to include internet searches, interviewing, and the development and administration of simple surveys as needed to develop grant programs and projects.

Knowledge of grant management practices to include the importance of project, accounting and monitoring compliance as needed to manage awarded grants.

Ability to communicate in writing to include clarity, conciseness, the use of proper grammar, capitalization, punctuation, sentence structure, spelling and logical organization of thoughts in written reports as needed to write, edit and organize material from a variety of sources as needed to prepare grant applications and other written documents.

Ability to communicate orally to include speaking clearly and using appropriate grammar as needed to provide and gather information and conduct oral presentations.

Ability to develop and maintain effective working relationships with others as needed to coordinate grant projects, networking, partner, etc.

Ability to extract and summarize information from laws, ordinances, correspondence, etc. as needed to ensure compliance with grantors and develop new programs and projects.

Ability to utilize computer software in the areas of word processing, spreadsheets, and database management as needed to develop grant applications and maintain and analyze grant information.

Ability to analyze complex problems and reports and reach sound conclusions as needed to monitor grant programs and projects.

Ability to maintain records as needed to maintain comprehensive record keeping system of current and future grant-writing activities.

Ability to review, classify, categorize, and/or analyze data as needed to examine and analyze financial records and prepare and interpret a variety of financial statements and reports.

Ability to manage time and resources to include setting priorities for daily work, maintaining a calendar, and projecting needed resources as needed to meet critical deadlines and handle multiple tasks and projects.

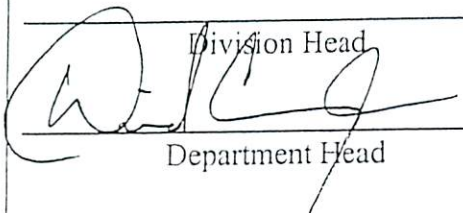
Ability to manage projects to include analyzing and defining the project, establishing objectives, evaluating alternatives, estimating the necessary time and resources, determining the appropriate strategy, and preparing a time line for project completion as needed to manage multiple projects.

Ability to analyze financial and operational data and information in order audit grant documentation and locate and correct non-compliance.

Ability to evaluate alternatives as needed to select the most appropriate grants for application, present sound grant application, and develop administration plans.

Ability to make numerical computations related to bookkeeping and basic statistics as needed to maintain grant documentation and develop grant reports.

MINIMUM QUALIFICATIONS: Bachelor's degree in business or public administration, English, or similar degree and four years of grant experience which includes developing grant proposals and applications, administering and monitoring grant projects, maintaining grant records and documentation, and grant reporting.

APPROVALS:	
_____ Supervisor	_____ Date
_____ Division Head	_____ Date
 _____ Department Head	<u>2/26/15</u> _____ Date
_____ Appointing Authority	_____ Date

MAR 16 2015

RESOLUTION

(To Authorize Budget Amendment, Reduction of Beneficiaries, and De-Obligation of Funds for CDBG Project No. CY-CM-RR-12-005)

WHEREAS, The Montgomery County Commission was awarded an FY 2012 grant through the Community Development Block Grant (CDBG) program administered by the Alabama Department of Economic and Community Affairs (ADECA) for housing rehabilitation improvements for the Eastwood Villa Community of the County; and

WHEREAS, the original total grant funds awarded for the project was \$335,827.87, with housing activities budgeted at \$303,827.87 and administration at \$32,000.00; and

WHEREAS, based on ADECA Policy Letter No. 2, Revision 6, a local amendment of the project is acceptable any time there is a cumulative amount of changes that equals less than 10 percent, and a formal amendment when changes equal more than 10 percent; and

WHEREAS, the Montgomery County Commission therefore desires to amend the project budget to reduce grant funds received by \$755.96, which is less than 10 percent, making the new total grant funds received and expended \$335,071.91; and

WHEREAS, the Montgomery County Commission desires to reduce the number of beneficiaries from 54 proposed in the grant application to 38, the actual number assisted, which is a greater than 10 percent change and subject to formal amendment of the grant; and

WHEREAS, the Montgomery County Commission must de-obligate the amount of \$755.96 back to the State of Alabama, as funds were not expended toward housing rehabilitation activities.

NOW, THEREFORE, BE IT RESOLVED by the Montgomery County Commission as follows:

SECTION 1. That the Montgomery County Commission agrees to amend the final budget of CDBG Project No. CY-CM-RR-12-005 to reduce total grant funds by \$755.96. A copy of said amended and final budget is attached hereto.

SECTION 2. That the Montgomery County Commission agrees to formally amend the project to reduce the number of project beneficiaries from 54 to a minimum of 38.

SECTION 3. That the Montgomery County Commission hereby de-obligates the amount of \$755.96 back to the State of Alabama, which includes undrawn grant funds totaling that same amount.

SECTION 4. That Elton N. Dean, Sr., in his capacity as Chairman, is hereby authorized and directed to amend said grant on behalf of the Montgomery County Commission and take other such actions as may be necessary to accomplish acceptance of the amendment, de-obligation of grant funds, and official ADECA close out of the project.

PASSED, ADOPTED, AND APPROVED this the 16th day of **March, 2015**.

ATTEST:

Elton N. Dean, Sr., Chairman

Donald L. Mims, County Administrator

CARPDC

CENTRAL ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION

AUTAUGA, ELMORE & MONTGOMERY COUNTIES

Jiles Williams, Jr.
Chairman

Greg Clark
Executive Director

MEMO TO: Mr. Donnie Mims, County Administrator

FROM: Leslie York 
Community Development Specialist

DATE: March 5, 2015

RE: CDBG Project No. CY-CM-RR-12-005
Eastwood Villa Housing Rehabilitation

Please be advised that our office is in the process of closing out the Eastwood Villa housing rehabilitation project so that the County can meet ADECA's threshold requirements for 2015 eligibility. As communicated previously, we have \$755.96 of housing grant funds that must be de-obligated back to the State of Alabama, which requires that we amend the budget prior to close out. As part of this process, the Commission must pass a Resolution to amend the budget as well as de-obligate the small amount of grant dollars. I have attached a Resolution and amended budget for your review and submission to the Commission. In addition, the Resolution gives Chairman Dean authorization to take such actions as necessary to accomplish close out. I anticipate that this will allow him to sign follow-up close out forms sometime before ADECA's March 31, 2015 close out submission deadline. If you foresee a problem with this language and its intent please let me know.

Please place our office on the 3/16/2015 agenda to discuss the amendment and de-obligation of funds. As you know, a Public Hearing has also been set for 9:30 AM on 3/16/2015 not only as a requirement of close out of the current project, but also to get the County ready for possible submission of a 2015 CDBG application.

Thank you for your assistance and please let me know if you have questions.

430 SOUTH COURT STREET • MONTGOMERY, ALABAMA 36104
TELEPHONE (334) 262-4300 • FAX (334) 262-6976

16-2

Alabama Department of Economic and Community Affairs
CDBG Budget/Final Financial Report

March 16, 2015 Budget/Report Number 2

Original Budget ☐ Revised Budget ☒ Formal Amendment ☐ Final Expenditure ☒

re: Montgomery County Commission

CY-CM-RR-12-005

1	CDBG			Local/Other Funds		
	2	3	4	5	6	7
Total Activity Cost (3+6)	Last Approved Budget	Original Budget/ Budget Revision/ Final Expenditure	Budget Adjustment or Deobligation (3-2)	Last Approved Budget	Original Budget/ Budget Revision/ Final Expenditure	Budget Adjustment or Deobligation (6-5)
\$357,964.18	\$303,827.87	\$303,071.91	(\$755.96)	\$35,000.00	\$54,892.27	\$19,892.27
\$0.00						
\$0.00						
\$0.00						
\$0.00						
\$0.00						
\$0.00						
\$357,964.18	\$303,827.87	\$303,071.91	(\$755.96)	\$35,000.00	\$54,892.27	\$19,892.27
\$0.00					\$0.00	
\$32,000.00	\$32,000.00	\$32,000.00	\$0.00		\$0.00	
\$389,964.18	\$335,827.87	\$335,071.91	(\$755.96)	\$35,000.00	\$54,892.27	\$19,892.27

ADECA Program
Supervisor Review:

ADECA Program
Manager Approval:

on, amendment,
To deobligate remaining housing funds.

Other Funds:
Total: \$54,892.27 (this total must equal the total in column 6)
Local Amount: \$54,892.27
Non-Local Amount:

Cash: \$54,892.27
Homeowner Match

to Grant Administrator, Copy to IDIS, and Copy to Project Files

16-3

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

Amendment
To
Contract # 52110-13B-003

Amendment No. 1

Contract for Transmission Services, is hereby extended for one (1) year beginning April 1, 2015 and ending March 31, 2016.

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

All other provisions of the contract will remain the same.

WITNESS:

ALABAMA PRECISION TRANSMISSION

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

ANDREW D. HALL
RONDA M. WALKER
JESSE WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

MONTGOMERY 36102-1667

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

February 24, 2015

Mr. Michael McDonald
Alabama Precision Transmission
3111 Wetumpka Hwy
Montgomery, AL 36110

Dear Mr. Michael McDonald:

Re: Invitation to Bid No. 52110-13B-003, Transmission Service

This is to advise that the above referenced contract will expire on March 31, 2015. A price escalation may be allowed but shall not exceed 5% per year.

Please advise if you desire to renew the contract for one (1) year and if there will be a price increase.

Your earliest reply is appreciated.

Sincerely,

Myrtle Singleton

Myrtle Singleton
Purchasing Manager

\$59.99
+5% \$3.00

\$62.99

I agree to the 5% increase and would like
to Renew my contract.

Michael McDonald 17-3
Owner

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

**Amendment
To
Contract # 52200-14B-003**

Amendment No. 1

Contract for Inmate Food Services, is hereby extended for one (1) year beginning April 1, 2015 and ending March 31, 2016.

Prices will increase according to proposed pricing schedule for the second year in accordance with the terms of the contract.

All other provisions of the contract will remain the same.

WITNESS:

A'VIANDS FOOD & SERVICE MANAGEMENT

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

A'viands

February 26, 2015

Myrtle Singleton
Purchasing Manager
Montgomery County Commission

Re: Invitation to Bid No. 5220-14B-003, Inmate Food Service

Dear Ms. Singleton,
Please consider this letter A'viands' response to the February 24, 2015 letter that you sent to Perry Rynders' attention. A'viands would like to continue to partner with Montgomery County to provide Inmate food service. Enclosed with this letter, please find a copy of the proposed pricing schedule for the second year (the 2015-2016 year of service.)

Thank you for relying on A'viands for your food service needs!

Best Regards,



Ron Villani
CEO

18-3

1751 County Road B West | Suite 300 | Roseville, MN 55113 | Office 651.631.0940

PRICING SHEET

<u>POPULATION</u>	<u>PRICE PER MEAL</u> <u>1ST YEAR</u>	<u>PRICE PER MEAL</u> <u>2ND YEAR</u>
600 - 649	\$ <u>0.838</u>	\$ <u>0.863</u>
650 - 699	\$ <u>0.823</u>	\$ <u>0.848</u>
700 - 749	\$ <u>0.796</u>	\$ <u>0.820</u>
750 - 799	\$ <u>0.773</u>	\$ <u>0.796</u>
800 - 849	\$ <u>0.747</u>	\$ <u>0.754</u>
850 - 899	\$ <u>0.724</u>	\$ <u>0.731</u>
900 - 949	\$ <u>0.704</u>	\$ <u>0.711</u>
950 - 999	\$ <u>0.696</u>	\$ <u>0.696</u>
1000 - 1049	\$ <u>0.690</u>	\$ <u>0.690</u>
1050 - 1099	\$ <u>0.684</u>	\$ <u>0.684</u>
TOTAL	\$ <u>7.475</u>	\$ <u>7.593</u>
TOTAL PRICE FOR 1 ST & 2 ND YEAR		\$ <u>15.068</u>

Adena B. Kramer
2354 Midfield Drive
Montgomery, AL 36111
510-725-2264
adenak86@gmail.com

March 11, 2015

Dear Terri Henderson:

I would like to inform you that I am resigning from my position as a Clerk Typist II for the Montgomery County Commission Tax and Audit Department, effective March 27, 2015.

Thank you for the opportunities for professional and personal development that you have provided me during the last year and half. I have enjoyed working for the department and appreciate the support provided me during my tenure with the team.

If I can be of any help during this transition, please let me know.

Sincerely,


Adena B. Kramer

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Tax & Audit Department

DEPARTMENT HEAD: Terri A. Henderson

SUPERVISOR: Terri A. Henderson

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

1. Position Title Clerk Typist II

Position Number 810012009

Proposed Effective Date 03-30-2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade A03 Step 1 \$25,146.00 Annual

Terri A. Henderson 03/12/2015 Date 03-12-2015
Department Head

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Date _____

Personnel Director

4. Selectee:

Date _____

Appointing Authority

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

ORIGINAL

POSITION FILL REQUEST

For Personnel Dept Use Only
Requisition #

Department PERSONNEL

Dept #

AGENDA

Department Head Carmen Douglas

MAR 16 2015

Supervisor Cami Hacker

Job Title Clerk Typist II

700 012013

Class Code 0012

Number of Vacancies 1

Pay Grade A03

Proposed Effective Date April 6, 2015

TYPE OF APPOINTMENT ☒ Permanent ☐ Temporary ☐ Provisional

RECRUITING (Select One)

☐ Promotional Register ☐ Transfer ☐ Upgrade
☒ Open Competitive Register ☐ Re-employment

COMMENTS:

Carmen Douglas
Department Head

3/12/15
Date

Cabinet Member (City Only)

Carmen Douglas
Appointing Authority

3/12/15
Date

ADMINISTRATIVE REVIEW ☒

Approve

Deny

Small 2 mms
Funding Authority/Budget Officer

3/16/15
Date

CERTIFICATION

Promotional ☐ Candidates Open-Competitive ☐ Candidates
Transfer ☐ Candidates Re-employment ☐ Candidates

Personnel Director

Date

FOR COUNTY USE ONLY

Position Number

Manpower data entered by

Date

Payroll entered by

Date

FOR CITY USE ONLY

☐ I certify this appointment is in compliance with the City of Montgomery nepotism policy.

☐ I declare kinship and request the nepotism policy be waived as justified on the attached document.

Signature

Revised 5/17/11

20-1

MAR 16 2015

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 23

DEPARTMENT:	County Comm Appropriati	REVIEWED:	S. Thomas		3/16/2015
DATE:	3/16/2015		Finance Director		Date
REQUESTED BY:	Donald L. Mims	APPROVED:			
Elected Official/Dept. Head		Administrator			Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
ECHO	001-57600.470	0	2,500	2,500
Donation Revenue	001-40000.47701	(42,500)	(2,500)	(45,000)
TOTAL		(42,500)	0	(42,500)

JUSTIFICATION:

To budget funding to ECHO for the Mega Sports Camp and Job Readiness Conference.

STATE OF ALABAMA

COUNTY OF MONTGOMERY

PURCHASE AND SALE AGREEMENT

This PURCHASE AND SALE AGREEMENT ("Agreement") is made and entered into by and between W. THOMAS LOVELESS (hereinafter referred to as "Seller"), and THE MONTGOMERY COUNTY COMMISSION (hereinafter referred to as "Buyer");

WITNESSETH:

1. **PROPERTY.** Seller hereby agrees to sell and convey to Buyer, and Buyer hereby agrees to purchase and take from Seller, under and subject to the terms, conditions and provisions hereof, that certain real property initially described as follows:

Land and Improvements Fixtures and located at 3425 McGehee Road,
Montgomery, Alabama 36111

situated in Montgomery County, Alabama, as more particularly highlighted in blue on Exhibit "A" attached hereto and made a part hereof as though set forth in full herein (hereinafter referred to as the "Property"),

2. **PURCHASE PRICE.** The Purchase Price of the Property (the "Purchase Price") shall be Four Hundred Thousand Dollars (\$400,000.00). The Purchase Price shall be payable as follows:

(a) The sum of Five Thousand No/100 Dollars (\$5,000.00), as Earnest Money (the "Earnest Money"), to be deposited with Seller's broker within three (3) business days after Buyer's receipt of a fully executed copy of this Agreement.

(b) The balance of the Purchase Price, after deductions for credits and prorations as herein provided, shall be paid in full at the Closing herein provided by cashier's check or cash on the day of Closing.

(c) The Buyer and Seller hereby authorize the Seller's broker to hold the Earnest Money in trust pending the fulfillment of this Agreement.

3. **INSPECTION PERIOD.** Buyer shall have a period of thirty (30) days after the Effective Date of this Agreement (the "Inspection Period") to satisfy itself as to any or all matters or conditions pertaining to the Property and the intended use and development thereof. During the Inspection Period, Buyer shall have the right to inspect the Property, to

conduct land use, engineering and environmental studies and reviews with respect to the Property, to conduct a market analysis of the Property and the intended use thereof, to confirm and seek, as necessary, approvals by the Montgomery County Commission, zoning variance(s) and other governmental land use approvals, permits and licenses with respect to the Property and the intended use thereof, and to otherwise conduct a feasibility review and analysis with respect to the Property and the intended use and development thereof. Notwithstanding anything contained herein to the contrary, in the event that Buyer or the Montgomery County Commission determine, in their sole and absolute discretion, that the Property is not satisfactory for any reason, Buyer shall have the right to terminate this Agreement at any time, without explanation for its reason of termination, on or before the expiration of the Inspection Period by delivering to Seller its' notice in writing and, in such event, the Earnest Money shall be refunded to Buyer, less the cost and expense of the Survey, redated Abstracts of Title, and deed preparation, as provided herein, and all rights and obligations hereunder shall cease and terminate. In the event this Agreement is NOT terminated by Buyer within the Inspection Period, it shall be deemed accepted and the parties hereto shall proceed to close this sale as set forth herein. The parties hereto agree and acknowledge that Buyer has been furnished access to the Property for the purpose of assessing its condition and allowing Buyer to make Buyer's own determination as to whether or not Buyer wishes to purchase the Property. In the event of Closing, Buyer shall be conclusively deemed to have accepted the Property and any and all buildings and improvements thereon in its then "AS IS," "WHERE AS" and "WITH ALL FAULTS" condition, both as to property defects seen and unseen and conditions natural or artificial, without any warranties, express or implied (with the exception of any warranty of title provided for under the deed) and Buyer hereby releases and discharges Seller and its agents, servants and employees from any and all liability or claims of liability arising from or as the result of any condition existing on, in or under the Property or any buildings or improvements thereon. Buyer shall indemnify and hold Seller harmless from any and all damages, costs and expenses (including reasonable attorney fees) arising from any damage to the Property, claims of liens for inspection services, and third party claims or demands (whether in contract or tort and whether for injury to persons or property) and related to Buyer's exercise of its right of entry and activities pursuant thereto. Anything to the contrary in this Agreement notwithstanding, this indemnification in the immediately preceding sentence shall survive Closing and any termination of this Agreement. If additional time is needed for inspection the Buyer can request an additional Thirty (30) days within Five (5) days of the expiration of the first Thirty (30) days.

4. GOVERNMENTAL APPROVALS. Buyer is hereby authorized to seek and obtain any and all permits, licenses, site and development plan approvals, permits and authorizations, zoning variance approvals, curb-cut approvals, and any and all other approvals or consents as Buyer may deem necessary in connection with its proposed acquisition, development and use of the Property and Seller agrees to cooperate with Buyer in such endeavor. As part of the consideration for Buyer's payment of the Purchase Price, Seller shall assign, transfer and convey to Buyer at Closing all permits, approvals, licenses, site and development plans affecting the Property issued in Seller's name which Buyer requests Seller to assign to Buyer and shall deliver such originals to Buyer at Closing. IN NO

EVENT SHALL BUYER REZONE THE PROPERTY, OR ANY PORTION THEREOF, PRIOR TO CLOSING THIS SALE WITHOUT THE PRIOR WRITTEN CONSENT OF SELLER.

5. ENTRY UPON PROPERTY. Upon execution of this Agreement, Buyer, its agents, employees, contractors, and all other persons authorized by it, or any of them, are permitted to enter upon the Property and to obtain and perform such tests, studies and maps as Buyer may deem necessary or advisable including, but not limited to, percolation, soils, hazardous waste, appraisals, topographic studies, environmental, and geological tests and studies all at Buyer's cost. In the event Buyer, its agents, or its employees disturbs any portion of the Property, or the surface thereof, as a result of such entry, tests, or inspections, Buyer agrees to restore the Property to its original condition at Buyer's sole cost and expense (the provisions of this paragraph shall expressly survive the expiration or termination of this Agreement or the Closing as the case may be).

6. BUYER'S INDEMNIFICATION. Buyer hereby indemnifies and agrees to hold harmless Seller from any and all damages, claims, costs and expenses (including, but not limited to, reasonable attorney's fees) arising from any injury or death to persons or damage or destruction to property arising from the act or omission of Buyer, its agents, employees or independent contractors, their respective agents or employees, on or near the Property. This provision shall survive the Closing.

7. SURVEY. Seller shall at Seller's expense procure and furnish to Buyer within twenty one (21) days after the Effective Date of this Agreement a current certified boundary survey (the "Survey") of the Property. The Survey shall also certify as to whether or not the Property is located within the 100 year flood plain, and shall include a certification by the Surveyor of the exact number of square feet of land contained in the Property.

8. ABSTRACT OF TITLE. Seller agrees at its cost to furnish to Buyer within twenty one (21) days after the Effective Date of this Agreement, up-to-date abstracts of title of the entire Property extending back at least sixty (60) years and disclosing good and merchantable fee simple title thereon vested in Seller. Buyer shall have its attorney examine the abstract of title; provided, however, it is Buyer's requirement that the abstract of title disclose Seller as present owner of fee simple title to the Property without exception except for ad valorem taxes not yet due and payable, any existing mortgage(s) (from which the Property shall be released at Closing) and such other easements and exceptions as Buyer may, in its sole and absolute discretion, waive in writing (the "Permitted Exceptions"). If any abstract of title discloses a defect or defects in title to any portion of the Property or discloses easements or other exceptions that Buyer is unwilling to waive, then Buyer agrees to notify Seller in writing of such matters within twenty one (21) days of Buyer's receipt of the Abstracts and Seller, in its sole discretion may proceed to cure such matters at Seller's expense. If said matters are not cured within twenty one (21) days after notice, then Buyer may grant Seller additional time to cure the defects and, further, Buyer may, at any time thereafter, at its option, in writing, waive such defect or unacceptable easements or other exceptions or cancel this Agreement. In which case of the latter event, Seller shall immediately refund to Buyer

the Earnest Money and any Additional Earnest Money paid hereunder. Seller represents that it presently owns fee simple title to the Property, except for any existing mortgage which Seller covenants to have released with respect to the Property at the time of Closing, and Seller covenants that it will not permit any change in the status of the title to the Property until this Agreement has been consummated or otherwise terminated in accordance with the terms hereof. Risk of loss prior to Closing shall be borne by Seller.

9. **CLOSING.** Subject to the satisfaction of all the conditions hereof or the waiver in writing thereof by Buyer, the date of Closing shall be the date that is five (5) days after the end of the Inspection Period unless such date is a Saturday or Sunday or legal holiday, in which event the date shall be extended to the next business day or such earlier date as Seller and Buyer may mutually agree. The sale shall be closed in Montgomery, Alabama, at the office of Buyer's attorney. At Closing, Seller shall deliver to Buyer a General Warranty Deed conveying a good and merchantable, indefeasible fee simple title in and to the Property subject to covenants, restrictions, reservations, easements and rights-of-way, if any, heretofore imposed of record affecting title to said Property and further subject to any municipal zoning ordinances now, or hereafter becoming applicable, matters of survey, and taxes and assessments hereafter becoming due against said Property. The description used in the Deed shall be one and the same and shall coincide with the legal description of the Property. Seller shall pay at Closing, by deduction from the Purchase Price, any and all expenses herein provided to be paid by Seller and the cost of preparing the Deed. Buyer shall pay all costs and expenses for recording the Deed. Ad valorem taxes, rental income, and utilities, if any, shall be prorated as of the date of Closing. Any assessments, whether due or not, levied against the Property shall be paid in full by Seller at Closing. At Closing, Buyer shall pay the balance of the Purchase Price, subject to adjustments and credits as herein provided, and the Earnest Money shall be applied and credited to the Purchase Price. Each party shall bear its own attorney's fees. Seller shall also execute and deliver at Closing such affidavits of title, lien and possession as may be required by Buyer, a FIRPTA Affidavit, and appropriate 1099 forms.

10. **DEFAULT: REMEDIES.** If Seller has complied with all of its obligations herein contained and all of Seller's representations and warranties are true and correct, and all of the conditions herein have been met to Buyer's satisfaction or waived in writing by Buyer, but Buyer fails to proceed with the purchase of said Property, then Seller shall have, as its sole and exclusive remedy, the right to declare the entire Earnest Money forfeited to Seller as liquidated damages, the parties recognizing and agreeing that the actual damages will be unascertainable and speculative. If Seller defaults, violates, or breaches any of its warranties, covenants, obligations and representations and warranties herein provided, then, in such event, Buyer may (a) declare this Agreement canceled and of no further force and effect and promptly receive a return of the entire Earnest Money, or (b) Buyer shall have the right of specific performance.

11. **ASSIGNMENT.** This Agreement cannot be assigned by Buyer.

12. **ENVIRONMENTAL CONCERNS.** Notwithstanding anything contained in this Agreement to the contrary, in the event that, as a result of Buyer's investigation, "hazardous substance(s)", "hazardous waste(s)" or "hazardous material(s)", as defined under applicable federal or state law, or both, are found on the Property, then Buyer shall have the right, within the Inspection Period, to terminate this Agreement and to receive a return of the Earnest Money; it being a condition precedent to Buyer's obligation to purchase the Property that the results of Buyer's environmental studies, reveal that the Property is free from any and all "hazardous substance(s)", "hazardous waste(s)", or "hazardous material(s)", as defined under applicable federal or state law, or both, provided such environmental studies are performed during the Inspection Period. Buyer, its agents and representatives, are hereby authorized to perform any and all studies, tests and inquiries as it may deem appropriate or necessary in furtherance of the foregoing, including entering upon the Property and performing tests and studies thereon. Seller agrees that Buyer may make inquiry of pertinent governmental and administrative bodies and agencies concerning environmental violations or citations regarding the Property. Seller hereby represents, to its actual knowledge, that the Property contains no hazardous substances, wastes, or materials. In the event Seller is notified by EPA, ADEM, or other similar agency with regard to the Property, Seller agrees to immediately notify Buyer regarding such notice.

If Buyer receives notice of any violation of any Environmental Law related to the Property, Buyer will give Seller written notice of the same and all information it receives with respect thereto within ten (10) days after Buyer receives notice of same.

IN NO EVENT SHALL SELLER BE LIABLE OR REQUIRED TO REMEDY ANY ENVIRONMENTAL CONDITION OR COMPLY WITH ANY ENVIRONMENTAL LAW REGARDING THE PROPERTY EITHER BEFORE OR AFTER THE CLOSING OF THIS SALE. BY CLOSING THIS SALE, THE BUYER SHALL BE CONCLUSIVELY DEEMED TO HAVE ACCEPTED THE PROPERTY AND ANY IMPROVEMENTS THEREON IN ITS THEN "AS IS" CONDITION, AND THE BUYER HEREBY RELEASES AND DISCHARGES SELLER AND ALL OF SELLER'S RESPECTIVE HEIRS, PERSONAL REPRESENTATIVES, SUCCESSORS AND ASSIGNS, FROM AND AGAINST ANY AND ALL LIABILITY, CLAIMS OF LIABILITY, SUITS, ACTIONS, JUDGMENTS, DAMAGES, LOSSES, RIGHTS OR CLAIMS OF CONTRIBUTION, AND OTHER RIGHTS, REMEDIES AND CLAIMS OF ANY AND EVERY KIND OR NATURE WHATSOEVER NOW OR HEREAFTER ARISING FROM OR IN ANY WAY CONNECTED WITH OR RELATED TO THE PROPERTY OR ANY EXISTING OR FUTURE ENVIRONMENTAL LAW APPLICABLE TO THE PROPERTY OR ANY HAZARDOUS MATERIAL LOCATED ON, IN, UNDER OR IN THE VICINITY OF OR RELEASED OR DISCHARGED FROM THE PROPERTY. THE PROVISIONS OF THIS PARAGRAPH SHALL SURVIVE THE CLOSING.

Seller and Buyer expressly acknowledge that John Baker Realty, LLC & Industrial Partners has NOT made an independent investigation or determination with respect to the

existence or nonexistence of asbestos, mold, PCB transformers, or other toxic, hazardous or contaminated substances or gases in, on, or about the Property, or for the presence of underground storage tanks. Any such investigation or determination shall be the responsibility of Buyer and John Baker Realty, LLC and Industrial Partners shall not be held responsible therefor. The provisions of this Paragraph shall survive the Closing.

13. **UTILITIES.** Seller and Buyer hereby acknowledge that this sale does NOT require Seller to deliver sanitary sewer, water service, storm drainage facilities, or any other utilities to the Property. It shall be Buyer's responsibility to determine the locations, capabilities and costs required to serve the Property with utilities necessary for the Property's proposed use. Any and all costs related to these matters shall be paid by the Buyer. The provisions of this Paragraph shall survive the Closing.

14. **CONDEMNATION.** Seller covenants and agrees that to its actual knowledge there is no pending or threatened condemnation or similar proceeding affecting the Property or any portion thereof, nor has Seller acknowledged that any such action is presently contemplated. Should any entity, except the Montgomery County Commission, having the power of condemnation decide prior to the time of Closing to acquire any portion of or interest in the Property, Buyer, at Buyer's sole option, may elect to (a) terminate Buyer's obligation to purchase the Property by giving written notice to Seller at any time prior to the time of Closing and receive back all sums paid hereunder, or (b) complete the purchase of the Property with Seller immediately appointing Buyer its attorney in fact to negotiate with said condemning entity and assigning to Buyer all sums to be awarded.

15. **NOTICES.** Any notice permitted or required to be given hereunder shall be made in writing and sent to receiving party at the address set forth below by Certified Mail, return receipt requested, and shall be deemed given by either party to the other when the same is deposited in the United States Mail as Certified, return receipt requested, with postage prepaid sufficient to deliver to its addressed destination whether or not the receiving party receives the same. The addresses of the parties are as follows:

Seller:
W. Thomas Loveless
c/o Industrial Partners
4747 Woodmere Blvd
Montgomery, AL 36106
O: (334) 244-8650

Buyer:
Montgomery County Commission
Donald L. Mims, County Administrator
P.O. Box 1667
Montgomery, AL 36102
O: (334) 832-4950

16. **NO WASTE.** Seller agrees that from the Effective Date of this Agreement until the date of Closing, it will not commit or permit to be committed any waste or change in the condition or appearance of the Property or improvements thereon, or the cutting or severing of any growth or timber on the Property, or convey any mortgage, lien, easement, mining or mineral rights or other rights in or to the Property, nor consent to any zoning, rezoning, or other restrictions of the Property except with the written consent and approval of Buyer. This provision shall not prohibit Seller from performing routine maintenance on the Property.

17. MISCELLANEOUS.

(a) Seller warrants and represents to Buyer as follows, which representations and warranties shall expressly survive the Closing hereunder:

- (i) The Property is now assessed on a "fair market value" classification rather than a "current use" classification and is not subject to any so-called "rollback taxes". In the event this warranty and representation shall prove to be untrue, the Seller shall be solely responsible for, and agree to reimburse Buyer, for any additional ad valorem taxes in the nature of rollback or recapture taxes due under Code of Alabama 1975 Section 40-7-25.3, if such taxes are levied.**
- (ii) That Seller owns fee simple title to the Property and has the power and authority to enter into this Agreement, and the entering into of this Agreement and the performance of Seller's obligations hereunder shall not violate the terms or conditions of any applicable law, rule or regulation pertaining to Seller or the Property.**
- (iii) That unless excepted herein, Seller has not received notification from any lawful authority regarding any assessments, condemnations, environmental notices, pending public improvements, repairs, replacement, or alterations of the Property that have not been satisfactorily made.**
- (iv) Seller can deliver possession of the Property to Buyer free and clear from the claims of leasehold interests or other rights of occupancy.**
- (v) So long as this Contract is in force, Seller shall not, without Buyer's consent, execute any easements or restrictions or otherwise take or permit any action which would, in Buyer's determination, constitute an exception to title.**

Should any representation by Seller herein prove false at any time prior to or at Closing, Buyer shall be entitled to terminate this Agreement and obtain a refund of the Earnest Money, in which event all rights and obligations hereunder shall terminate.

(b) In the event it becomes necessary for either Seller or Buyer to employ the services of an attorney to enforce any term, covenant or provision of this Agreement, then

each party agrees that the non-prevailing party shall pay the reasonable attorney's fees incurred by the prevailing party in enforcing this Agreement.

(c) This Agreement constitutes the entire and complete agreement between the parties hereto and supersedes any prior oral or written agreements between the parties with respect to the Property. It is expressly agreed that there are no verbal understandings, other options to purchase or lease any portion(s) of the Property, or any other agreements which in any way may affect or change the terms, covenants, and conditions herein set forth, and that no modification of this Agreement and no waiver of any of its terms and conditions shall be effective unless made in writing and duly executed by the parties hereto.

(d) Each party hereto has been represented, or had the opportunity to be represented, by separate counsel in connection with the negotiation and drafting of this Agreement. Accordingly, no ambiguity herein shall be resolved against either party based upon principles of draftsmanship.

(e) All personal pronouns used in this Agreement whether used in masculine, feminine, or neuter gender, shall include all other genders, the singular shall include the plural, and vice versa.

(f) Any provision of this Agreement or any paragraph, sentence, clause, phrase or wording appearing herein which shall prove to be invalid, void or illegal for any reason shall in no way affect, impair or invalidate any other provision hereof, and the remaining provisions, paragraphs, sentences, clauses, phrases and words hereof shall nevertheless remain in full force and effect.

(g) This Agreement shall be construed and enforced in accordance with the laws of the State of Alabama.

(h) The submission of this Agreement, executed by Buyer, shall not be deemed a continuing offer to enter into this Agreement and this Agreement shall be effective only upon the execution and delivery thereof by both Seller and Buyer on or before March 15, 2015. As used herein, the "Effective Date of this Agreement" shall be the last date of execution of this Agreement by the parties comprising Seller and Buyer.

18. AGENCY DISCLOSURE AND BROKERS. Pursuant to Ala. Code Section 34-27-8(c), the following Agency Disclosure is given by the Selling Company and the Listing Company.

The Selling Company is John Baker Realty LLC., 4154 Carmichael Road., Montgomery, AL 36106.

The Selling Company is: (Two Blocks May Be Checked)

☐ An Agent of the Seller
☒ An Agent of the Buyer
☐ An Agent of both the Seller and Buyer and is acting
as a Limited Consensual Dual Agent
☐ Assisting the Buyer/Seller as a Transaction Broker

**The Listing Company is Industrial Partners, 4747 Woodmere Blvd,
Montgomery, Al 36106.**

The Listing Company is: (Two Blocks May Be Checked)

☒ An Agent of the Seller
☐ An Agent of the Buyer
☐ An Agent of both the Seller and Buyer and is acting
as a Limited Consensual Dual Agent
☐ Assisting the Buyer/Seller as a Transaction Broker

Seller's Initials: _____ Buyer's Initials: _____

19. COMMISSION FEE. The Commission shall be paid by the Seller as stated in the Seller's Brokerage Agreement.

Except as set forth above, each of the parties agree to indemnify and hold the other harmless from and against any and all claims or demands with respect to any brokerage fees or agents' commissions or other compensation asserted by any person, firm or corporation in connection with this Agreement or the transactions contemplated hereby, insofar as any such claim is based upon any conversation, contact or contract with Seller or Buyer, respectively, relating to the proposed purchase of the Property by Buyer. Each party acknowledges to the other than it has not dealt with any Broker except as set forth above. The provisions hereof shall expressly survive the Closing.

The commission payable to the Broker(s) in this sale is NOT set by the Montgomery Area Board of Realtors, Inc.

20. EXCHANGE. All Parties agree to cooperate with the other in the event either Party elects that it may utilize an exchange to either purchase or sell the Property being conveyed herein, with other real estate in a transaction or transactions that will qualify as a like-kind exchange under Section 1031 of the Internal Revenue Code of 1986, as amended, and to execute any additional documents necessary to effect the exchange, including, without limitation, an exchange agreement, an escrow agreement or a qualified intermediary

agreement. However, the Party not initiating the exchange shall not incur any additional costs, expenses or liabilities in excess of the costs or liabilities that it would have incurred from a direct purchase/sale of the Property, nor shall it be required to accept a deed to such exchange property so that its name shall not appear in the chain of title with respect to such exchange property. Furthermore, neither Party will provide any warranties of the tax treatment of the transaction to the other.

21. **CONDITION OF THE PROPERTY.** Seller agrees to maintain the Property and all related improvements in their current condition from the Effective Date of this Agreement until the date of Closing.

IN WITNESS WHEREOF, Seller and Buyer have hereunto executed this Purchase and Sale Agreement on the dates appearing beneath their respective signature blocks.

WITNESS:

SELLER: W. THOMAS LOVELESS

By: _____

Date Executed: March ____, 2015

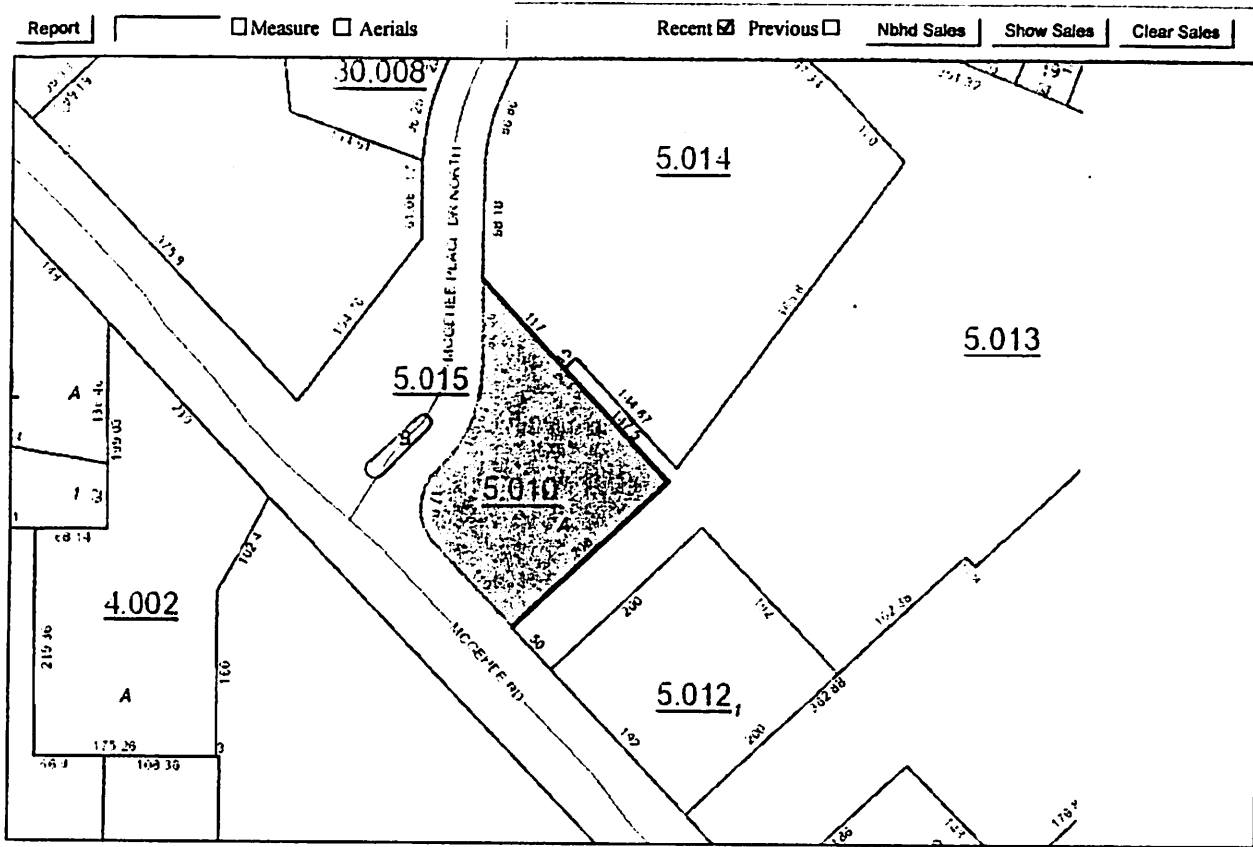
WITNESS:

BUYER: THE MONTGOMERY COUNTY COMMISSION

By: _____

As Its: Chairman

Date Executed: March ____, 2015



MAR 16 2015

MEANS GILLIS LAW, LLC

ATTORNEYS AND COUNSELORS AT LAW
ESTABLISHED IN 1981

POST OFFICE BOX 5058
60 COMMERCE STREET - SUITE 200 - MONTGOMERY, ALABAMA 36103-5058
TEL: (334) 270-1033 - FAX: (334) 260-9396
WWW.MEANSGILLISLAW.COM

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

ADMITTED
¹ ALABAMA
² GEORGIA
³ KANSAS

March 16, 2015

Members of the Montgomery County
Commission c/o Donald L. Mims, Administrator
Montgomery County Courthouse Annex
P.O. Box 1667
Montgomery, AL 36102-1667

*Re: Executive Session to Discuss Possible Lease, 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 scheduled for March 16, 2015 for discussion with legal counsel regarding the lease, purchase and/or sale of property. 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.



ASB-8760-S80T

ATTACHMENT E:

A Checklist for Conducting Lawful EXECUTIVE SESSIONS

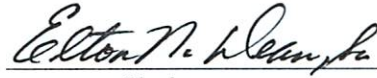
		<i>For Reference, See</i>	
☐ 1. Convene An Open Meeting	Page 21	Section IV (A) 1	
☐ 2. Enter a motion stating the reason for the Executive Session. <i>Executive Sessions may only be called for one of the following reasons:</i> - General Reputation and Character, Job Performance, or Salaries / Compensation - Formal Complaints or Charges Against an Individual or Legal Entity - Discussion with the Government Body's Attorney - Security Plans and Measures - Criminal Investigation and the Identity of an Undercover Agent or Informer - Negotiations to Buy / Sell / Lease Real Property - Preliminary Negotiations in Trade Competition - Negotiations Between The Body and a Group of Public Employees - Discuss and Vote Upon a Public or Contested Case Hearing	Page 21	Section IV (A) 2	
	Page 21	Section IV (B) 1	
	Page 23	Section IV (B) 2	
	Page 23	Section IV (B) 3	
	Page 24	Section IV (B) 4	
	Page 25	Section IV (B) 5	
	Page 25	Section IV (B) 6	
	Page 26	Section IV (B) 7	
	Page 27	Section IV (B) 8	
	Page 27	Section IV (B) 9	
☐ 3. Receive a Written or Oral Declaration (if necessary). - Written Declarations are required for these Executive Sessions: - Discussion with the body's attorney concerning options for, and ramification of, litigation, mediation, or arbitration. - Discussions that would disclose the identity of an undercover informant or that focus on criminal investigations of non-public officials. - Discussions concerning the negotiations between the body and a group of public employees. - 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 - The vote must be open/public; and - 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 Monday, April 6, 2015, at 8:00 in the morning.



Administrator



Chairman