

MINUTES OF REGULAR MEETING
MONTGOMERY COUNTY COMMISSION
AUGUST 17, 2015

INFORMATION SESSION

Chairman Dean 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. All five Commissioners were present.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission on scheduled attendees and items on the agenda.

Administrator Mims informed the Commission that Finance Director Sherrill Thomas will provide an update regarding the 2015-2016 Budget after the meeting.

Administrator Mims reminded the Commission that the Montgomery County Extension Office Luncheon and Annual Report to the County Commission will be held on 12:15 p.m.

Administrator Mims noted that the next County Commission meeting will be held on Tuesday, September 8, 2015, due to County offices being closed on Monday, September 7, 2015 in observance of Labor Day.

PRESENTATION BY DIRECTOR OF RETENTION JESSICA G. HORSLEY WITH THE MONTGOMERY AREA CHAMBER OF COMMERCE

Director of Retention Jessica G. Horsley with the Montgomery Area Chamber of Commerce briefed the Commission regarding changes to Second Amendment to Project Agreement By and Among the State of Alabama, the City of Montgomery, Montgomery County Commission, Steris Corporation and American Sterilizer Company. After discussion, the Commission agreed to waive rules and add this item to the agenda.

PRESENTATION BY DIRECTOR OF RISK MANAGEMENT SCOTT KRAMER

Director of Risk Management Scott Kramer briefed the Commission regarding adding speech and occupational therapy for stroke patients to the County's Healthcare Plan, effective August 1, 2015. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Mr. Kramer briefed the Commission regarding Blue Cross Blue Shield Health Plan Administrative Fees, COBRA, Dental and Workers Comp Insurance Renewal. After discussion, the Commission agreed to waive rules and add these items to the agenda.

Mr. Kramer recommended that the Commission consider excess health insurance coverage with a \$250,000 deductible at a premium rate of \$160,395, effective October 1, 2015. After discussion, the Commission agreed to waive rules and add this item to the agenda.

PRESENTATION BY FIRE CHIEF MATT MISSILDINE WITH PIKE ROAD VOLUNTEER FIRE PROTECTION AUTHORITY

Fire Chief Matt Missildine with Pike Road Volunteer Fire Protection Authority briefed the Commission regarding a Letter of Support to the Federal Communications Commission concerning a request from Pike Road Volunteer Fire Protection Authority (Pike Road Volunteer Fire Department) for authorization to acquire licensing for 800MHz frequencies. After discussion, the Commission agreed to waive rules and add this item to the agenda.

PRESENTATION BY ARCHITECT JOHN CHAMBLESS AND PROJECT MANAGER KENYA CHILLOUS WITH CHAMBLESS KING ARCHITECTS

Architect John Chambless and Project Manager Kenya Chillous with Chambless King Architects updated the Commission regarding the Probate and Revenue Commissioner Office South project. He stated that contract documents will be reviewed by the Probate Judge, the Revenue Commissioner and the City of Montgomery Building Department for final approval. Deputy Administrator Cauthen recommended that the final contract documents and budget be presented to the Commission as a waived rules item at their September 8, 2015 meeting. There was no objection by the Commission.

PRESENTATION BY COUNTY ENGINEER GEORGE SPEAKE

County Engineer George Speake recommended approval of three County Road Equipment Operator III Position Fill Requests, which were on the agenda.

Mr. Speake briefed the Commission regarding Engineering Department Budget Change Request Number 14. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Also, he briefed the Commission regarding a position fill request for another County Road Equipment Operator III, Position Number 660553009. He stated that this position will be filled by promoting from within (no new hires). The Commission agreed to place this on the next agenda.

Additionally, Mr. Speake reviewed a cost proposal from Alabama Power Company representatives for extending the street lights at the north end of Industrial Park Boulevard past front of the DAS plant. Costs for this street lighting would be \$52,500.59 upfront and the

monthly bill would be \$136.86 per month. After discussion, the Commission agreed to place a Budget Change Request in the amount of \$52,500.59 on the next agenda.

PRESENTATION BY CHIEF INFORMATION AND TECHNOLOGY OFFICER LOU IALACCI

Chief Information and Technology Officer Lou Ialacci distributed his performance evaluation form along with a memorandum regarding his annual accomplishments and goals to the Commission and asked that they submit it to Personnel.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented Budget Change Request Number 4 from the Detention Facility, Budget Change Request Number 3 from the District Attorney's Office and Budget Change Request Number 1 from the Parks and Recreation Department. After discussion, the Commission agreed to waive rules and add these items to the agenda.

Administrator Mims presented a Cooperative Agreement for the State Homeland Security Grant Program, Grant Number 4ATL (FY2014 - \$50,000) from the Sheriff's Office. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims presented a Position Fill Request for Investigator I, Position Number 400002020 from the District Attorney's Office. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims briefed the Commission regarding a Grant Agreement with The Alabama Power Foundation, Inc., regarding a 2015 Good Roots Grant for the Parks and Recreation Department. After discussion, the Commission agreed to waive rules and add this item to the agenda.

COMMENTS FROM DEPUTY ADMINISTRATOR CAUTHEN

Deputy Administrator Cauthen presented a Bid Award and Lease Agreement with ASE Cakes and Catering, LLC regarding the cafeteria area on the second floor of the Montgomery County Administration Building and Courthouse Annex I. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen presented Amendment Number 2 to Contract with J. Wright's Automotive Service regarding oil and tire rotation service, Contract Number 52110-13B-027. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen presented Amendment Number 2 to Contract with Hanson Pipe & Precast regarding concrete pipe, Contract Number 53000-13B-030. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen presented Change Order Number 2 to the Agreement with Stallings & Sons, Inc., regarding renovations to the Circuit Clerk teller lines at the Montgomery County Courthouse. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen presented Change Order Number 3 the Agreement with Stallings & Sons, Inc., regarding alterations to third floor Montgomery County Administration Building and Courthouse Annex III for the Probate Judge's Office. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Deputy Administrator Cauthen presented a Bid Award for dishwasher replacement at the Montgomery County Detention (Jail) Facility, PH&J Number 1208-GVM. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen presented a Bid Award for Courthouse and Jail weatherization, PH&J Number 1208-GVH. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen presented a Proposal for Applied Technical Consulting Services with Hixson Consultants, Inc., regarding Courthouse and Jail weatherization. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Cauthen presented Final Payment to Bear Brothers, Inc., regarding West Probate/Revenue Office restroom addition. After discussion, the Commission agreed to place this item on the next agenda.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission regarding a recognize and deny claim filed by Alexis Huth. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented Position Fill Requests from the Detention Facility for Corrections Officer Corporal, Position Number 6, Corrections Officer Corporal, Position Number to be determined, Corrections Officer Lieutenant, Position Number 156, Corrections Officer Sergeant, Position Number to be determined, Corrections Officer Trainee/Corrections Officer, Position Number to be determined, and Corrections Officer Trainee/Corrections Officer, Position Number to be determined. After discussion, the Commission agreed to place these items on the next agenda.

Administrator Mims presented a schedule of door count, circulation and wireless use statistics for the Montgomery City-County Library.

Administrator Mims presented an email from Pastor Kyle Searcy regarding an update on Youth City and a copy of the Program Budget. (Copies of Email and Program Budget, Agenda Pages 23-1 through 23-3, are attached to these Minutes.)

Administrator Mims presented an email from Neighbors In Christ requesting for Executive Director Barbara F. Hopkins to meet with the Commission regarding the program. Commissioner Hall requested a \$1,000 miscellaneous appropriation from his account for this program. After discussion, the Commission agreed to place this item on the next agenda and agreed for Ms. Hopkins to meet with the Commission at their next meeting.

Administrator Mims presented a schedule of upcoming bids/contract renewals.

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

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

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

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

COMMENTS FROM PUBLIC AFFAIRS DIRECTOR DIDI HENRY

Public Affairs Director DiDi Henry briefed the Commission regarding a Contract with Stamp Advertising Agency for the Montgomery County Bicentennial Celebration in the Amount of \$40,250. Commissioner Walker noted that this amount is for the creative and marketing strategies to be produced by Stamp and that the Commission will need to fund the Bicentennial television and radio campaign at a later date. Commissioner Hall recognized Mrs. Henry's leadership on the campaign and said that she is doing a great job. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Ms. Henry reviewed upcoming events with the Commission.

DISCUSSION BY THE COMMISSION

Commissioner Williams informed his fellow Commissioners that he would not be able to attend the September 8, 2015, County Commission meeting.

Chairman Dean requested a \$1,000 miscellaneous appropriation from his account to the Montgomery Center for Independent Living, for operational expenses.

Vice Chairman Harris requested a \$1,000 miscellaneous appropriation from his account and Chairman Dean requested a \$500 miscellaneous appropriation from his account to the Alabama Cooperative Extension System, for the Expanded Food and Nutritional Educational Program.

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

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims informed the Commission that he is working with Goodwyn, Mills and Cawood concerning the location of the gas line in the Montgomery Industrial Park, as requested by Nim Frazier who is building a new speculative building in the park.

RECESS TO FORMAL SESSION

Chairman Dean recessed the Information Session to the Formal Session.

FORMAL SESSION

Chairman Dean welcomed everyone to the Formal Session.

The meeting was opened with prayer led by Montgomery County Parks and Recreation Superintendent James Williams at the request of Chairman Dean.

The Pledge of Allegiance was led by Commissioner Hall.

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

Vice Chairman Harris made a motion to approve the Minutes of the Regular Meeting of August 3, 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 Vice Chairman Harris 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.)

NEW BUSINESS

MONTGOMERY COUNTY BOARD OF HUMAN RESOURCES – APPROVED BOARD MEMBER APPOINTMENTS

Administrator Mims presented the following letter from Director of Montgomery County Department of Human Resources Karen H. Smith:

July 23, 2015

Mr. Donald L. Mims, County Administrator
PO Box 1667
Montgomery, AL 36102

Dear Mr. Mims:

It was with great excitement that I write to inform you that Dr. Paulette Thompson and Frank Jenkins would like to be reappointed to the Montgomery County Department of Human Resources Board.

Thank you for your assistance and if you should need further information, please contact me at 334-293-3450.

Sincerely,

/s/ Karen H. Smith, Director
Montgomery County Department of Human Resources

Cc: Dr. Paulette Thompson, Chairman

End of Letter

Commissioner Williams made a motion to approve the reappointments of Dr. Paulette Thompson and Frank Jenkins with terms expiring September 5, 2021. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Members' Appointment Page, Agenda Page 1-2, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED CHANGE ORDER NUMBER 1 TO THE AGREEMENT WITH STALLINGS & SONS, INC., REGARDING RENOVATIONS TO THE CIRCUIT CLERK TELLER LINES AT THE MONTGOMERY COUNTY COURTHOUSE

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

July 30, 2015

MEMORANDUM

TO: Montgomery County Commission
FROM: Florence M. Cauthen, Deputy Administrator
SUBJECT: Circuit Clerk Teller Line-Change Order #1

At the June 1, 2015, meeting of the County Commission, I briefed you on progress of renovations to the Circuit Clerk teller lines and advised you that an additional estimated \$1,200 was needed to complete the security installation and to cover the cost of depleted attic stock for flooring.

Please find attached Change Order #1 in the amount of \$1,369.60 for costs described above. I request that Change Order #1 be placed on a future agenda for approval by the Commission.

End of Memorandum

Commissioner Hall made a motion to approve the request. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copies of Letter and Change Order, Agenda Pages 2-2 through 2-5, are attached to these Minutes.)

SUPPORT SERVICES – APPROVED AMENDMENT NUMBER 1 TO CONTRACT WITH CLIMATE SERVICE, INC., FOR PREVENTIVE MAINTENANCE SERVICES ON HEATING/AC SYSTEM FOR VARIOUS COUNTY BUILDINGS (CONTRACT #51901-14B-022)

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

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager

DATE: July 28, 2015

RE: Contract No. 51901-14B-022
Preventive Maintenance Services
Heating/AC System for Various County Buildings

Request the attached Amendment No. 1 to be considered for approval on a future agenda. This will allow for the contract with Climate Service Inc. to be extended for one (1) year, beginning September 15, 2015 and ending on September 14, 2016. The following buildings under this service contract are Phelps and Price Judicial Center, Courthouse Annex I, Courthouse Annex II, Courthouse Annex III, and the Old Detention Facility.

Climate Services would like to increase pricing by 2.5% in accordance with the terms of the contract. The total cost for the twelve month period of September 15, 2015 to September 14, 2016 will be \$130,920.00.

This contact extension has been coordinated with Pat Litchfield, Plant Maintenance Engineer.

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 and Letter, Agenda Pages 3-2 and 3-3, are attached to these Minutes.)

SUPPORT SERVICES – APPROVED AMENDMENT NUMBER 2 TO CONTRACT WITH CHANO & SONS, FOR JANITORIAL SERVICES (CONTRACT #51901-14B-012)

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

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager

DATE: July 28, 2015

RE: Contract No. 51901-14B-12
Janitorial Services

I request that the attached Amendment No. 2 to Chano & Sons contract for janitorial services be considered for approval on a future agenda.

Amendment No. 2 will allow the contract to be extended for sixty (60) days, beginning September 1, 2015 and ending on October 30, 2015. This will allow us time to issue a new bid.

All other provisions of the contract shall remain the same.

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

Attachment

End of Memorandum

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

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS
REPROGRAMMING REQUESTS

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

August 17, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

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

C-2015-80: Cancer Wellness Foundation of Central Alabama, for Social Services Program to Provide Transportation - \$2,500; (Walker)

C-2015-81: Empowering Communities Helping Ourselves (ECHO), for Program Services - \$1,000; (Harris)

NC-2015-117: BOE, Brewbaker Technology Magnet High School, for Principal's Discretionary Fund, for Mascot Costume - \$1,035; (Harris)

NC-2015-118: Montgomery County Recreation Department, for Pine Level Park's Summer Activities - \$1,300; (Hall)

End of Memorandum

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

C-2015-82: Montgomery Center for Independent Living, for Operational Expenses - \$1,000; (Dean)

NC-2015-119: Alabama Cooperative Extension System, for the Expanded Food and Nutritional Educational Program - \$1,500; (Dean-\$500, Harris-\$1,000)

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

COUNTY COMMISSION APPROPRIATIONS – APPROVED BUDGET CHANGE
REQUEST NUMBER 38

Administrator Mims presented the following letter from District Attorney Daryl D. Bailey:

July 21, 2015

Chairman Elton N. Dean, Sr.
Montgomery County Commission
Montgomery County Annex III
101 S. Lawrence St.
Montgomery, AL 36104

RE: HMFI Funding for FY2015-2016

Dear Chairman Dean:

The Montgomery County Commission has supported the Helping Montgomery Families Initiative (HMFI) for over eight years in our efforts to provide intervention/prevention services to suspended and/or truant MPS students and their families.

Last year, the goal was to reduce the number of suspensions and unexcused absences by 5% from the previous school term. We are pleased to report that in partnership with MPS the goals were exceeded and suspensions were reduced by 20% and unexcused absences were reduced by 15.5%.

We are committed to continue our partnership with Montgomery Public Schools to keep children in school and need your continued support. I respectfully request the Commission to approve funding for HMFI in the amount of \$100,000 for the upcoming fiscal year 2015-2016.

Thank you joining with our office, the Montgomery Public Schools, and the City of Montgomery to provide a proven, unique, and true crime prevention program for the children and families of Montgomery County.

Sincerely,

/s/ Daryl D. Bailey
District Attorney

cc: Donnie Mims, County Administrator

End of Letter

Vice Chairman Harris made a motion to approve budget change request. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 6-2, is attached to these Minutes.)

ENGINEERING DEPARTMENT – APPROVED POSITION FILL REQUESTS (3)

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

July 23, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: George C. Speake
County Engineer

SUBJECT: Position Fill Requests for County Road Equipment Operator III Positions

As discussed during the July 22, 2015, budget review, it is requested we be allowed to fill three County Road Equipment Operator III (CREO III) vacancies in the Engineering Department. These positions would be filled by promoting existing employees from within. The total additional annual costs for these promotions would be \$7,691. There are sufficient funds remaining in the Engineering Department's FY 2015 budget to cover these costs for the remainder of the FY 2015 budget year; however, these additional costs would need to be included in our proposed FY 2016 budget. An itemized annual cost summary is as follows:

Position	Position Grade	Current Step	Current Salary	Current Benefits	Current Total	New Grade	New Step	New Salary	New Benefits	New Total	Total Increase
CREO II	S06	6	28,469	13,664	42,133	S08	4	29,958	13,961	43,919	1,786
CREO I	S04	2	23,415	12,655	36,070	S08	1	27,090	13,388	40,478	4,409
CREO II	S06	13	34,447	14,857	49,304	S08	10	35,694	15,106	50,800	1,496
Total			86,331	41,175	127,506			92,742	42,455	135,197	7,691

End of Memorandum

Commissioner Williams made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 7-2 through 7-4, are attached to these Minutes.)

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

Administrator Mims presented the following memorandum:

August 11, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Position Fill Requests for Sheriff's Office

The Montgomery County Commission, at its meeting on August 3, 2015, agreed to place the following Position Fill Requests on the next agenda for the Sheriff's Office:

- (1) Public Safety Communications Dispatcher, Position Number 10
- (2) Records and Identification Clerk, Position Number 187

I am requesting approval of these items.

Attachments

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 Position Fill Requests, Agenda Pages 8-2 and 8-3, are attached to these Minutes.)

YOUTH FACILITY – APPROVED POSITION FILL REQUEST FOR JUVENILE
DETENTION SUPERVISOR, POSITION NUMBER 900302058

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

MEMORANDUM

To: Mr. Donnie Mims, Montgomery County Administrator
From: Bruce R. Howell, Juvenile Court Administrator
Date: August 12, 2015
Re: Juvenile Detention Supervisor Fill Request

We have a Juvenile Detention Supervisor vacancy which needs to be filled. I am requesting this fill request be placed on the August 17th County Commission formal agenda.

Thank you for your consideration!

End of Memorandum

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

PROBATE JUDGE'S OFFICE – APPROVED POSITION FILL REQUEST FOR CUSTOMER SERVICE CLERK, POSITION NUMBER 750016023

Administrator Mims presented the following memorandum from the Montgomery County Probate Office:

MEMORANDUM

To: Montgomery County Commission

Cc: Donnie Mims

From: Montgomery County Probate Office

Date: 7/28/15

Re: Request to fill a vacant Customer Service Clerk position

The Montgomery County Probate Court is requesting to fill a vacant Customer Service Clerk position. The position is recently vacated and is currently in our budget.

End of Memorandum

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

VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (12)

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

<u>DEPARTMENT</u>	<u>TRAVEL/TRAINING REQUESTS</u>
1. Finance Department	Request Number 12
2. Information Systems	Request Number 7
3. Youth Facility	Request Numbers 11 and 12
4. Risk Management	Request Number 14
5. Parks & Recreation Department	Request Number 2
6. Engineering Department	Request Numbers 10, 11, and 12
7. Appraisal Department	Request Number 25
8. Personnel Department	Request Number 18

Commissioner Walker made a motion to approve the requests. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copies of Travel/Training Requests, Agenda Pages 11-1 through 11-12, are attached to these Minutes.)

WAIVE RULES

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

VARIOUS DEPARTMENTS – APPROVED BUDGET CHANGE REQUESTS (4)

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

<u>DEPARTMENT</u>	<u>BUDGET CHANGE REQUESTS</u>
1. Detention Facility	Request Number 4
2. District Attorney's Office	Request Number 3
3. Engineering Department	Request Number 14
4. Parks and Recreation Department	Request Number 1

Commissioner Williams made a motion to approve the requests. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copies of Budget Change Requests, Agenda Pages 12-1 through 12-4, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED CHANGES TO SECOND AMENDMENT TO PROJECT AGREEMENT BY AND AMONG THE STATE OF ALABAMA, THE CITY OF MONTGOMERY, MONTGOMERY COUNTY COMMISSION, STERIS CORPORATION AND AMERICAN STERILIZER COMPANY

Administrator Mims requested approval of changes to Second Amendment to Project Agreement by and among the State of Alabama, the City of Montgomery, Montgomery County Commission, Steris Corporation and American Sterilizer Company.

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copies of Email and Second Amendment, Agenda Pages 13-1 through 13-8, are attached to these Minutes.)

RISK MANAGEMENT – APPROVED ADDING SPEECH AND OCCUPATIONAL THERAPY FOR STROKE PATIENTS TO THE COUNTY'S HEALTHCARE PLAN, EFFECTIVE AUGUST 1, 2015

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

August 12, 2015

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer
Director of Risk Management

SUBJECT: Speech Therapy – Healthcare Plan

During the August 3, 2014 County Commission meeting, Commissioner Harris requested for me to explore the cost of adding speech therapy for stroke patients in the healthcare plan. Most all Blue Cross groups cover this benefit in their respective healthcare plans. According to the underwriting department of Blue Cross, the expense is projected to be less than half of 1% of our plan costs. With a projected annual claims expense of \$9.95M, the projected speech therapy would be approximately \$49,000.

In addition to speech therapy, most all Blue Cross groups also cover occupational therapy for stroke patients. The underwriting department of Blue Cross also projects this expense to be less than half of 1% of our plan costs. For those patients that experience a stroke, these are very important benefits in recovery. As such I would recommend adding speech and occupational therapy for stroke patients to our healthcare plan effective August 1, 2015.

I am requesting the County Commission's approval of this recommendation outlined above.

End of Memorandum

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

RISK MANAGEMENT – APPROVED BLUE CROSS BLUE SHIELD HEALTH PLAN
ADMINISTRATIVE FEES, COBRA, DENTAL AND WORKERS COMP INSURANCE
RENEWAL

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

August 12, 2015

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer
Director of Risk Management

SUBJECT: Blue Cross Blue Shield Health Plan Administrative Fees, COBRA, Dental and
Workers Comp Insurance Renewal

On August 3, 2014, I met with the County Commission to discuss Blue Cross Blue Shield administering the Health Reimbursement and Flexible Spending Accounts effective January 1, 2016. Currently, TASC is the company administering our Flexible Spending Account at a rate of \$5.41 / employee / month. Blue Cross has agreed to administer both the Health Reimbursement Account and the Flexible Spending Account at a rate of \$4.00 / participating employee / month.

In addition the Blue Cross administrative fees to process the health claims will be \$40.25 / contract / month for Health and \$1.90 / contract / month for Dental. Worker's Compensation fees will remain at 8.4% of paid claims. The recommended COBRA rates effective October 1, 2015 are outlined as follows:

The COBRA rates for Health only will be:

1. Single - \$602.03
2. Family - \$1041.69

The COBRA rates for Health and Dental will be:

1. Single - \$616.58
2. Family - \$1093.11

I am requesting the County Commission's approval of the recommendations outlined above.

End of Memorandum

Commissioner Walker made a motion to approve the request. The motion was seconded by Commissioner Williams and unanimously approved by the Commission. (Copy of Renewal Document, Agenda Page 15-2, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED LETTER OF SUPPORT TO THE FEDERAL COMMUNICATIONS COMMISSION REGARDING A REQUEST FROM PIKE ROAD VOLUNTEER FIRE PROTECTION AUTHORITY (PIKE ROAD VOLUNTEER FIRE DEPARTMENT) FOR AUTHORIZATION TO ACQUIRE LICENSING FOR 800MHZ FREQUENCIES

Administrator Mims presented the following memorandum:

August 13, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Pike Road Volunteer Fire Protection Authority – Letter of Support

Recently, Fire Chief Matt Missildine with the Pike Road Volunteer Fire Protection Authority (Pike Road Volunteer Fire Department) requested for Montgomery County Commission to issue a letter of support to the Federal Communications Commission concerning their request for authorization to acquire licensing for 800 MHz frequencies.

If authorized, these frequencies will be used for tactical fire ground channels and will allow them to more fully utilize their existing 800MHz radio system. This volunteer fire department does not currently have such channels which prevents them from utilizing 800MHz radios in a tactical environment.

After receiving the request, we contacted the Federal Communications Commission regarding instructions in drafting the Letter of Support. Attached is the proposed Letter of Support which Fire Chief Missildine will further explain at Monday's County Commission meeting.

Should you have any questions, please contact me.

Attachment

End of Memorandum

Commissioner Williams made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Letter, Agenda Page 16-2, is attached to these Minutes.)

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

Administrator Mims presented the following memorandum from Sheriff Derrick Cunningham:

August 10, 2015

MEMORANDUM

TO: Mr. Donnie Mims
County Administrator

FROM: Sheriff Derrick Cunningham
Montgomery County Sheriff's Office

SUBJECT: Homeland Security Grant
4ATL Grant - \$50,000

I am requesting that the County Commission approve the above-mentioned grant at the next Commission meeting. After the grant is approved, please have Mr. Dean sign the agreements. Please let my Administrative Assistant, Christie, know once these agreements have been signed and she will pick them up.

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

encls.

End of Memorandum

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Hall and unanimously approved by the Commission. (Copy of Cooperative Agreement, Agenda Pages 17-2 through 17-12, is attached to these Minutes.)

DISTRICT ATTORNEY'S OFFICE – APPROVED POSITION FILL REQUEST FOR
INVESTIGATOR I, POSITION NUMBER 400002020

Administrator Mims presented the following memorandum from District Attorney Daryl D. Bailey:

MEMORANDUM

TO: Donnie Mims
County Administrator

FROM: Daryl D. Bailey
District Attorney

DATE: August 11, 2015

SUBJECT: Investigator I Position Fill Request

I am requesting approval to fill an Investigator I position in the District Attorney's Office that was vacated by a long-term employee. Due to the current workload, it is important to hire a replacement as soon as possible. The position is in the budget.

I am available to discuss this with the Commission.

End of Memorandum

Commissioner Hall made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 18-2, is attached to these Minutes.)

PARKS AND RECREATION – APPROVED GRANT AGREEMENT WITH THE ALABAMA POWER FOUNDATION, INC., REGARDING 2015 GOOD ROOTS GRANT

Administrator Mims presented the following memorandum from CARPDC Administrative Assistant Veronica Gray:

August 11, 2015

MEMORANDUM

TO: Donald Mims, Montgomery County Administrator

FROM: Veronica Gray, CARPDC Administrative Assistant

RE: 2015 Alabama Power Good Roots Grant Agreement Signature Request

An application for tree planting assistance was submitted to the Alabama Power Foundation earlier this year on the behalf of James Williams, Parks and Recreation Superintendent. The grant was recently awarded and an executed copy of the agreement needs to be forwarded to the Alabama Power Foundation. Please find enclosed (2) copies of the Good Roots grant agreements for your signature. Please sign and return the agreement to CARPDC at your earliest convenience.

Thank you so much for your time and if there are any questions please contact me at 334-262-4300.

End of Memorandum

Commissioner Walker made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Grant Agreement, Agenda Pages 19-2 and 19-3, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED CHANGE ORDER NUMBER 3 TO THE AGREEMENT WITH STALLINGS & SONS, INC., REGARDING ALTERATIONS TO THIRD FLOOR MONTGOMERY COUNTY ADMINISTRATION BUILDING AND COURTHOUSE ANNEX III FOR THE PROBATE JUDGE’S OFFICE

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

August 12, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator

SUBJECT: Annex III Probate Change Order #3

Please find attached final deductive Change Order #3 to the contract for Alterations to Third Floor Annex III, which decreases the contract sum by \$13,423.92

I request that approval of deductive Change Order #3 be placed on a future agenda.

End of Memorandum

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Commissioner Walker and unanimously approved by the Commission. (Copies of Cover Document and Change Order, Agenda Pages 20-2 through 20-4, are attached to these Minutes.)

RISK MANAGEMENT – APPROVED EXCESS HEALTH INSURANCE COVERAGE WITH A \$250,000 DEDUCTIBLE AT A PREMIUM RATE OF \$160,395, EFFECTIVE OCTOBER 1, 2015

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

August 14, 2015

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer
Director of Risk Management

SUBJECT: Projected Increase in Healthcare Costs & Excess Health Proposal

The last couple of meetings with the County Commission, I have communicated the sharp rise in healthcare claim costs this year. As such the Commission recently approved significant changes to the employee healthcare plan in an effort to share in these rising costs. It was projected a few months ago that the impact to the General Fund to cover this increase in claim costs would be approximately \$1M. However, costs have continued to rise including last month's experience of \$1.27M. In comparison, last year's average monthly claim cost was approximately \$700,000.

The experience in July represents in excess of an 80% increase from last year's monthly average. The first invoice in August also exceeded \$300,000. As such, I would now project the increase to be approximately \$2.1M, of which the General Fund portion to cover this shortfall would be closer to \$1.7M. I am recommending that a budget change be approved at this time to cover these amounts.

At the last Commission meeting, I discussed some options of lower deductibles with our excess health insurance coverage. But the proposal from our insurance carrier, HCC was contingent on their medical underwriting review thru July 31 claim experience. After reviewing the July report of excess claims, they increased their proposal at the \$200,000 deductible level by 3%, as well as the number of cases (6) with higher deductibles (see attached). As such, I would recommend, that we secure the coverage with the \$250,000 deductible.

Cc: Florence Cauthen, Deputy Administrator

End of Memorandum

Commissioner Williams made a motion to approve the Excess Health Insurance coverage with a \$250,000 deductible at a premium rate of \$160,395, effective October 1, 2015. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Proposal, Agenda Page 21-2, is attached to these Minutes.)

PUBLIC AFFAIRS DEPARTMENT – APPROVED CONTRACT WITH STAMP
ADVERTISING AGENCY FOR THE MONTGOMERY COUNTY BICENTENNIAL
CELEBRATION IN THE AMOUNT OF \$40,250

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

August 13, 2015

MEMORANDUM

TO: Montgomery County Commission

FROM: DiDi Henry, public affairs director

RE: Montgomery County Bicentennial Celebration

During the July 20, 2015 meeting, the Commission gave approval for me to begin implementing plans for the Montgomery County Bicentennial Celebration. This is a unique event, with a once-in-our-lifetime impact on our community. In order to have this impact, we must have the creative plan and marketing strategy to implement this monumental event.

Accordingly, I am now requesting that the Commission approve an agreement with Stamp Advertising Agency in the amount of \$40,250.00 to produce the year-long marketing campaign.

The funds will cover the 16 months of planning and implementation of the creative concepts and the marking plans.

Deputy Administrator Florence Cauthen and I had a very productive meeting with the Stamp Advertising Agency and are excited about moving forward with this project. The Montgomery County Bicentennial Celebration will host a year of exciting events for the citizens of Montgomery County, Alabama. Stamp will provide the strategic marketing campaign, bicentennial logo design, new county logo design and communications package, television and radio production, videography, PSA development, and banners.

I am asking that the Commission waive rules to approve its usage for this project, as it will be three weeks until our next meeting. Thank you.

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.

COMMENTS BY COMMISSIONERS AND ATTENDEES

Commissioner Williams told the audience good morning and that it is good to be back after being absent from the last meeting.

Commissioner Walker said good morning and informed everyone that she has finished chemo, radiation and surgery for her breast cancer. She stated that she is still in a remarkable amount of pain but incredibly pleased with all the doctors. She added that only 38% of patients with this type of cancer do as well as she did. Commissioner Walker then thanked everyone for their encouragement and encouraged everyone to get to the doctor early and go often. She added that last Thursday summer came to an end, school schedules were back and her two youngest were excited to take the bus this year. She complimented the Montgomery Public School System and the teachers for a job well done.

Chairman Dean told Commissioner Walker that he is glad she is doing well. He informed the audience that the Commission is in the process of doing the budget and thanked Administrator Mims, Deputy Administrator Cauthen and Finance Director Sherrill Thomas for all their hard work. He also expressed his appreciation to the constitutional officers and department heads. He explained that although Montgomery County is still under a hiring freeze, the Commission tries to approve the hiring of people as needed. He complimented Terri Henderson and the Tax and Audit Department employees for the great job they are doing and for the wonderful customer services they provide.

Vice Chairman Harris wished everyone a good morning. He announced that at the recommendation of Director of Risk Management Scott Kramer, the Commission waived rules and approved the addition of speech and occupational therapy for stroke patients to the county's healthcare plan, effective August 1, 2015. He noted that the healthcare plan covered the stroke

itself but not the therapy. He said that he is happy to do this for the people and that this helps keep Montgomery County number one.

ADJOURNMENT

Commissioner Walker made a motion to adjourn the meeting of the Montgomery County Commission on August 17, 2015, at 9:49 a.m. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission.

AGENDA

AUG 17 2015

08-17-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 07-31-15

Check Number	To	Check Number
254545		254595
Total Checks Paid		\$333,633.63

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

AGENDA

AUG 17 2015

08-17-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 07-31-15

Check Number	To	Check Number
254596		254692
Total Checks Paid		\$295,508.23

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

AGENDA

AUG 17 2015

08-17-15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 08-07-15

Check Number	To	Check Number
254693		254750
Total Checks Paid		\$78,510.29

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 08-07-15

Check Number	To	Check Number
254751		254835
Total Checks Paid		\$613,985.82

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

AUG 17 2015

08/17/15 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
08/07/15

Payroll Check Number	123506	To	Payroll Check Number	123609	\$ 61,328.98
Direct Deposits					\$ 821,677.65
Payroll Check Number	123610	To	Payroll Check Number	123635	\$ 242,654.99
Direct Deposits					\$ 353,062.30
Federal Deposits					\$ 318,804.67
Total Payroll Paid					\$ 1,797,528.59

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

Montgomery County Board of Human Resources
Appointments Made Jointly with City

Members:

Term Expires:

Sam Munnerlyn
1225 Air Base Blvd.
Montgomery, AL 36108
Work: 420-4216

9/5/2017

* Dr. Paulette Thompson
1916 S. Hull Street
Montgomery, AL 36104-5625
Phone: 264-6164

9/5/2015

Henry L. Jackson, Jr.
808 Lynwood Drive
Montgomery, AL 36111
Cell: 678-571-5449
henry.jackson11@gmail.com

9/5/2019

George Goodwyn (Chairman)
3608 Oak Grove Circle
Montgomery, AL 36116

9/5/2019

Stacia Robinson
P.O. Box 210894
Montgomery, AL 36121-0894
Phone: 279-1824

9/5/2017

* Frank Jenkins
19 N. Anton Drive
Montgomery, AL 36105
Phone: 834-7903

9/5/2015

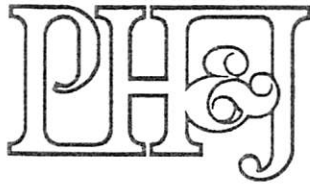
Wallace Bush
10521 U.S. Highway 31
Hope Hull, AL 36043

9/5/2019

Ms. Karen Smith, Director
County Department of Human Resources
P.O. Box 250380, Montgomery, AL 36125-0380

Brenda Blalock, City Clerk, City Hall

Term: 6 years



architects inc.

Founded 1957 • Pearson, Humphries & Jones Architects

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

Renis O. Jones, Jr., FAIA
Harrell G. Gandy, AIA

J. Roland Pond, AIA
Renis O. Jones, III, AIA

E. Griffin Harris, AIA
Patrick T. Addison, AIA

July 9, 2015

Mr. Donnie Mims, Administrator
Montgomery County Commission
Post Office Box 1667
Montgomery, AL 36102-1667

RE: RE: Renovations to the Circuit Clerk Teller Lines at the Montgomery County Courthouse for the Montgomery County Commission, Montgomery, Alabama Project: PH&J #1208-GVF

Dear Mr. Mims:

Enclosed please find four (4) copies of **Change Order #1** on the above referenced project for your review and Chairman Dean's signature.

Once the documents have been signed, please return to our office to my attention for further processing.

Sincerely,


Jennifer Segrest

Enclosures
Cc - file

AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address): Renovations to the Circuit Clerk Teller Lines at the Montgomery County Courthouse for the Montgomery County Commission	CHANGE ORDER NUMBER: 001 DATE: June 30, 2015	OWNER: ☒ ARCHITECT: ☒ CONTRACTOR: ☒ FIELD: ☐ OTHER: ☐
TO CONTRACTOR (Name and address): Stallings & Son, Inc. 1140 Newell Parkway Montgomery, AL 36110	ARCHITECT'S PROJECT NUMBER: PH&J 1208GVF CONTRACT DATE: December 3, 2014 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

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

ADD additional allowance to furnish additional floor prep and tile patching and finish and install two electric strikes....\$1,369.60

TOTAL.....\$1,369.60

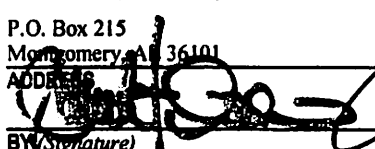
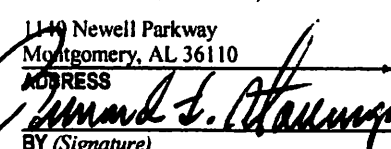
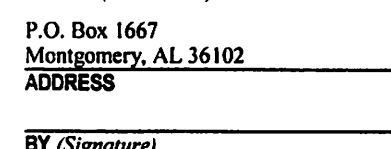
The original Contract Sum was	\$	61,370.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	61,370.00
The Contract Sum will be increased by this Change Order in the amount of	\$	1,369.60
The new Contract Sum including this Change Order will be	\$	62,739.60

The Contract Time will be increased by Zero (0) days.

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

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

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

PH&J Architects, Inc. ARCHITECT (Firm name) P.O. Box 215 Montgomery, AL 36101 ADDRESS  BY (Signature) Patrick Addison, Vice President (Typed name) 6-30-2015 DATE	Stallings & Son, Inc. CONTRACTOR (Firm name) 1140 Newell Parkway Montgomery, AL 36110 ADDRESS  BY (Signature) Richard Stallings, President (Typed name) 7/6/15 DATE	Montgomery County Commission OWNER (Firm name) P.O. Box 1667 Montgomery, AL 36102 ADDRESS  BY (Signature) Elton Dean Sr., Chairman (Typed name) DATE
--	--	--

Travelers Casualty and Surety Company of America


Billie Jo Sanders
Attorney in Fact

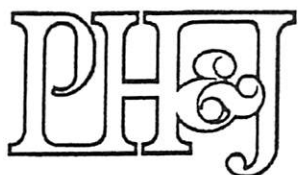
AIA Document G701™ – 2001. Copyright © 1979, 1987, 2000 and 2001 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 10:24:38 on 08/30/2015 under Order No.7463954815_1 which expires on 05/18/2016, and is not for resale.

User Notes:

(1685075784)

1

2-3



architects inc.

Founded 1957 • Pearson, Humphries & Jones Architects

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

Renis O. Jones, Jr., FAIA
Harrell G. Gandy, AIA

J. Roland Pond, AIA
Renis O. Jones, III, AIA

E. Griffin Harris, AIA
Patrick T. Addison, AIA

Wednesday, May 27, 2015

Florence Cauthen, Deputy Administrator
Montgomery County Commission
Post Office Box 1667
Montgomery, Alabama 36102-1667

Re: Tenant Improvements of the Montgomery County Courthouse for the Montgomery County Circuit Clerk - Teller Lines
PH&J Project # 1208-GVF

Florence,

As we discussed this morning, we have two items with the above mentioned project that require additional funding to complete the project.

The first is the Door Access Allowance: We estimated that we needed approximately \$10,000.00 to complete the security upgrades at the Circuit Clerk's area due to the renovations. The actual cost has exceeded the \$10,000.00 allowance set aside for these modifications. We need to increase the allowance by \$627.10 to have the contractor complete the work. Note, that we still have \$507.00 in the \$10,000.00 allowance after we deduct Norment Securities work totaling \$9,493.00. Therefore the electric door strikes we need purchased totals \$1,134.10, so the difference needed is the \$627.10.

The second item has to do with the flooring at the modified walls and teller lines. We had planned to use the existing attic stock flooring to make the miscellaneous repairs to the floors. Unfortunately, when the contractor asked for the attic stock, what was found was not sufficient to complete the floor repairs. We are going to substitute standard VCT, creating a border condition at the new door and along the front of the teller line(s), similar to the existing condition at the door off the building's first floor corridor. I met with the Circuit Clerk and discussed with her the condition and how we plan to repair and finish the floor. Mrs. McCord was accommodating and said she could live with and accept our recommendation to repair and fix the floor. The additional cost for the VCT flooring is \$742.50. The labor to install it was already priced in the project.

Please see attached the proposal from Stalling & Sons to complete the work described above. Please note the contractor did not account for the \$507.00 that remains in our allowance that will be applied, so the amount we are asking the Commission to approve is \$1,369.60.

If you have any questions, please call.

Sincerely,

Patrick T. Addison, AIA

Cc: Donald Mims, Griff Harris, File

24

PH&J Architects

From: "Jeff Stallings" <jeff@stallingsgc.com>
Date: Friday, May 29, 2015 1:12 PM
To: "Patrick Addison (Patrick Addison)" <phjarch@bellsouth.net>
Subject: Circuit Clerk Teller Line

Patrick,

Stallings & Sons, Inc. proposes to furnish the additional floor prep and tile patching for the amount of \$742.50 and furnish and install two (2) each 1006 –KM HES Electric strikes for the amount of \$ 1,134.10. Listed below is a breakdown of cost for your use.

1.)		
VCT Patching	225 s.f. @ 2.00 per s.f.	450.00
Floor Prep.	225 s.f. @ 1.00 per s.f.	<u>225.00</u>
Subtotal		675.00
10% OH & Profit		<u>67.50</u>
TOTAL		742.50

2.)		
Electric Strikes 2 each @ 390.50		781.00
Prep Frames & Installation 2 each @ 125.00 each		<u>250.00</u>
Subtotal		1,031.00
10% OH & Profit		<u>103.10</u>
TOTAL		1,134.10

Total change Order Request for Items 1 & 2 \$ 1,876.60

Should you need any additional information or have any questions, please feel free to call.

Thanks,

Jeff

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

Amendment
To
Contract # 51901-14B-022

Amendment No. 1

Contract with Climate Service Inc. for Preventative Maintenance Services on Heating/AC System for Various County Buildings, is hereby extended for one (1) year beginning September 15, 2015 and ending September 14, 2016. The following buildings under this service contract are Phelps and Price Judicial Center, Courthouse Annex I, Courthouse Annex II, Courthouse Annex III, and the Old Detention Facility.

Prices will increase by 2.5%, in accordance with the contract

All other provisions of the contract remain the same.

WITNESS:

CLIMATE SERVICE INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

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



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

July 28, 2015

Ms. Myrtle Singleton
Montgomery County Commission
Purchasing Manager
100 South Lawrence Street
Montgomery, Alabama 36104

RE: Contract No. 51901-14B-022
Preventive Maintenance Services
Heating/AC System for various county buildings

Dear Ms. Singleton,

Following a detailed cost analysis of our previous year of service, we would like to renew the contract and exercise an allowable 2.5% price increase for the upcoming year. The total contract price for the twelve-month period of September 15, 2015 to September 14, 2016 is \$130,920.00.

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

Sincerely,
CLIMATE SERVICE INC.

A handwritten signature in black ink, appearing to read "Dan Downes, Jr.", written over a horizontal line.

Dan Downes, Jr.

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

**Amendment
To
Contract # 51901-14B-012**

Amendment No. 2

Contract with Chano & Sons for janitorial services, to be provided at Annex II, Annex III, Community Corrections, Care Here Clinic, Probate/Revenue East and Probate/Revenue West, is hereby extended for sixty (60) days beginning September 1, 2015 and ending October 30, 2015.

All other provisions of the contract will remain the same.

WITNESS:

CHANO & SONS

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 38

DEPARTMENT:	County Comm Appropriati	REVIEWED:	S. Thomas	7/22/2015
DATE:	7/22/2015	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
Helping Mtgy Families Initiative	001-58100.455	0	100,000	100,000
Fund Balance	001.35900		(100,000)	
TOTAL		0	0	100,000

JUSTIFICATION:

Provide funding to the Helping Montgomery Families Initiative for program expenses for the period September 1, 2015 through August 31, 2016.

POSITION FILL REQUEST

DEPARTMENT: Montgomery County Engineering District 1

DEPARTMENT HEAD: George Speake

SUPERVISOR: Andrew McCall

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 CREO III

Position Number 610553005

Proposed Effective Date August 3, 2015

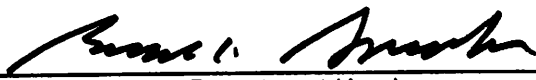
Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade S08 - 1 (\$27,090)

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


 Department Head

Date 7/27/15

2. Administrative Review

- () Approved
 () Disapproved

 Funding Authority

3. Certification

Promotional _____ Candidates
 Open-Competitive _____ Candidates
 Transfer _____ Candidates

 Personnel Director Date _____

4. Selectee: _____

 Appointing Authority Date _____

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

POSITION FILL REQUEST

DEPARTMENT: Montgomery County Engineering District 1

DEPARTMENT HEAD: George Speake

SUPERVISOR: Andrew McCall

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 CREO III

Position Number 610553006

Proposed Effective Date August 3, 2015

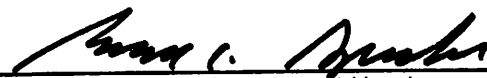
Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade S08 - 1 (\$27,090)

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


 Department Head

Date 7/22/15

2. Administrative Review

- () Approved
 () Disapproved

 Funding Authority

3. Certification

Promotional _____ Candidates
 Open-Competitive _____ Candidates
 Transfer _____ Candidates

Date _____

 Personnel Director

4. Selectee:

 Appointing Authority

Date _____

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

POSITION FILL REQUEST

DEPARTMENT: Montgomery County Engineering District 1

DEPARTMENT HEAD: George Speake

SUPERVISOR: Andrew McCall

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 CREO III

Position Number 610553008

Proposed Effective Date August 3, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade S08 - 1 (\$27,090)

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


 Department Head

Date 7/27/15

2. Administrative Review

- () Approved
 () Disapproved

 Funding Authority

3. Certification

Promotional _____ Candidates
 Open-Competitive _____ Candidates
 Transfer _____ Candidates

 Personnel Director Date _____

4. Selectee: _____

 Appointing Authority Date _____

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

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: Montgomery County Sheriff's Office
DEPARTMENT HEAD: Derrick Cunningham, Sheriff
SUPERVISOR: Kevin Murphy, Chief Deputy

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 Public Safety Comm Dispatcher
Position Number 10 Replace of Crystal Jackson
Proposed Effective Date August 3, 2015
Type of Appointment ☒ Permanent () Temporary
Recruiting
() Promotional Register () Transfer
☒ Open Competitive Register () Reemployment

Pay Grade AO5 \$31.708 - \$45.138

Derrick Cunningham plw Date July 30, 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 _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: Derrick Cunningham, Sheriff

SUPERVISOR: Kevin Murphy, Chief Deputy

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

1. Position Title Records & Identification Clerk

Position Number 187

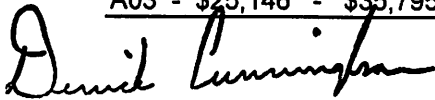
Proposed Effective Date August 3, 2015

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

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



Date July 24, 2015

Department Head Derrick Cunningham

2. Administrative Review

- () Approved
() Disapproved

Funding Authority _____

3. Certification

Promotional	_____	Candidates
Open-Competitive	_____	Candidates
Transfer	_____	Candidates

Date _____

Personnel Director _____

4. Selectee: _____

Date _____

Appointing Authority _____

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

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT Montgomery County Youth Facility

DEPARTMENT HEAD: Bruce R. Howell, Court Administrator

SUPERVISOR: Brandi Alexander, Detention Director

COMPLETED ACTION DATES

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

1. POSITION TITLE: Juvenile Detention Supervisor - to replace Patricia Boyd

POSITION NUMBER: 900302058

PROPOSED EFFECTIVE DATE: 8/17/2015

TYPE OF APPOINTMENT: (X) Permanent () Temporary

RECRUITING:

(X) PROMOTIONAL REGISTER () TRANSFER

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

() OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE: PC4 (\$42,831/\$1,647.34/\$20.5918)

Bruce R. Howell

Department Head

7/29/2015
Date

2. ADMINISTRATIVE REVIEW

- () APPROVED
() DISAPPROVED

Funding Authority

3. CERTIFICATION

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director

Date

4. SELECTEE:

Appointing Authority

Date

5. () Manpower data entered by

Date

() Payroll entered by

Date

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: PROBATE

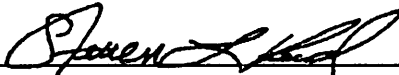
APPOINTING AUTH.: Judge Steven L. Reed

SUPERVISOR: William D Flowers III

COMPLETE ACTION DATES

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

1. POSITION TITLE: Customer Service Clerk
POSITION NUMBER: 750016023
PROPOSED EFFECTIVE DATE: 8/17/15
TYPE OF APPOINTMENT: X PERMANENT TEMPORARY
RECRUITING:
 Promotional Transfer Transfer
X Open Competitive Register Reemployment
PAY GRADE: A03-S1 (A03= \$25,146 - \$35,795)


APPOINTING AUTHORITY

7/28/15
Date

2. ADMINISTRATIVE REVIEW
 APPROVED
 DISAPPROVED

FUNDING AUTHORITY

Date

3. CERTIFICATION
Promotional Candidates
Open-Competitive x Candidates
Transfer Candidates

PERSONNEL DIRECTOR

Date

4. SELECTEE:

APPOINTING AUTHORITY

Date

5. Manpower data entered by
 Payroll entered by

Date

Date

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

AGENDA

AUG 17 2015

Date: August 12, 2015
To: Donald L. Mims, Administrator
From: Sherrill R. Thomas, Finance Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, Al
Departure Date: September 29, 2015 Return Date: September 29, 2015
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Attend Governmental and Not-for-Profit Annual Update course

Qualifies toward 40 hours of CPE required for CPA license.

Traveler (s) Name: 1. Sherrill Thomas 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$385.80 Advance Registration Required: \$260.00
Department Name: Finance Department Fund Name: General Fund
Additional Comments: Registration \$260.00 Mileage \$105.80 Meals \$20.00

To: Sherrill R. Thomas, Finance Director
From: Donald L. Mims, Administrator

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$385.80 and advance registration of \$260.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,000.00</u>	
Approved Requests:	<u>\$1,717.80</u>	
Budget Available:	<u>\$1,282.20</u>	
Current Requests:	<u>\$385.80</u>	
Budget Balance:	<u>\$896.40</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 8/12/2015
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 7

AGENDA

AUG 17 2015

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

Request approval to be granted for the following:

Destination: Auburn University Montgomery
Departure Date: August 31, 2015 Return Date: September 4, 2015
Conference Leave (Days / Hours): 5 days
Purpose of Travel: Certified Wireless Network Administrator

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

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

Total (est.) Cost: \$2,189.00 Advance Registration Required: \$0.00
Department Name: Information Systems Fund Name: General
Additional Comments: _____

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

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$2,189.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51965.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$11,848.90</u>	
Budget Available:	<u>\$8,151.10</u>	
Current Requests:	<u>\$2,189.00</u>	
Budget Balance:	<u>\$5,962.10</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 8/6/2015
cc: Finance Director / Buyer

11-2

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

AGENDA

AUG 17 2015

Date: August 3, 2014
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, Al.
Departure Date: Sept.23, 2014 Return Date: Sept.25, 2014
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Attend Juvenile Probation Officers Annual Conference
Sponsored by Administrative Office of Courts

Traveler (s) Name: 1. Bruce Howell, Preston Frazier 4. Ray Williams, Wade Morgan
2. Tyrone Anderson, Ann Sikes 5. Jamie Burnett, Jimmy Rogers
3. Shannon Silva, Ashlee London 6. Jeannie Tapley, Rachel Wert

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

Total (est.) Cost: \$5,300.00 Advance Registration Required: \$900.00
Department Name: Youth Facility Fund Name: 001-52603-265
Additional Comments: Please Make advance registration check payable to:
AJCEF
Alabama Judicial College Education Fund c/o AOC

To: Bruce R. Howell
From: Donald L. Mims, Administrator

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$5,300.00 and advance registration of \$900.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52603.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$3,395.57</u>	
Budget Available:	<u>\$11,604.43</u>	
Current Requests:	<u>\$5,300.00</u>	
Budget Balance:	<u>\$6,304.43</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 8/7/2015
cc: Finance Director / Buyer

11-3

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

AGENDA

AUG 17 2015

Date: August 7, 2015
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Alabama 4H Center Shelby County
Departure Date: August 31, 2015 Return Date: September 3, 2015
Conference Leave (Days / Hours): 4 days
Purpose of Travel: Attend new Probation Officer Orientation

Traveler (s) Name: 1. Leigh Smith 4. _____
2. Ontkeno Boman 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$300.00 Advance Registration Required: _____
Department Name: Youth Facility Fund Name: 001-52603-265
Additional Comments: _____

To: Bruce R. Howell
From: Donald L. Mims, Administrator

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$300.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52603.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$15,000.00</u>
Approved Requests:	<u>\$3,395.57</u>
Budget Available:	<u>\$11,604.43</u>
Current Requests:	<u>\$5,600.00</u>
Budget Balance:	<u>\$6,004.43</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 8/7/2015
cc: Finance Director / Buyer

11-4

Revised October 12 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 14

AGENDA

AUG 17 2015

Date: August 12, 2015
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Ross Bridge, Birmingham AL
Departure Date: October 13, 2015 Return Date: October 14, 2015
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend Blue Cross Advisory Council Meeting

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

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

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

Department Name: Risk Management Fund Name: Liability

Additional Comments: ****All expenses will be paid by Blue Cross Blue Shield****

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

The above request is app. 08/17/15 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>007-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$3,108.32</u>	
Budget Available:	<u>\$11,891.68</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$11,891.68</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 8/12/2015

cc: Finance Director / Buyer

115

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

AGENDA

AUG 17 2015

Date: August 3, 2015
To: Donald L. Mims, Administrator
From: James Williams
Re: Travel / Training Request

James

Request approval to be granted for the following:

Destination: Orange Beach, Alabama
Departure Date: September 8, 2015 Return Date: September 10, 2015
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Alabama Recreation & Parks Association State Conference

Traveler (s) Name: 1. James Williams 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$589.18 Advance Registration Required: \$100.00
Department Name: Parks and Recreation Fund Name: Parks & Recreation
Additional Comments: Registration \$100
Lodging \$264.18
Meals \$225

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

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$589.18 and advance registration of \$100.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>008-57200.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,850.00</u>	
Approved Requests:	<u>\$2,260.22</u>	
Budget Available:	<u>\$589.78</u>	
Current Requests:	<u>\$589.18</u>	
Budget Balance:	<u>\$0.60</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 8/3/2015

cc: Finance Director / Buyer

11-6

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

AGENDA

AUG 17 2015

Date: August 7, 2015

To: Donald L. Mims, Administrator

From: George C. Speake

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Renaissance Hotel and Spa, Montgomery, Alabama

Departure Date: September 2, 2015 Return Date: September 2, 2015

Conference Leave (Days / Hours): 1 day, 8 hours

Purpose of Travel: Attend seminar on Roadside Design.

Traveler (s) Name: 1. George C. Speake 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$150.00 Advance Registration Required: \$150.00

Department Name: Engineering Dept. Fund Name: Gasoline Tax 111-53600.265

Additional Comments: _____

To: George C. Speake

From: Donald L. Mims, Administrator

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$150.00 and advance registration of \$150.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>111-53600.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$10,300.00</u>	
Approved Requests:	<u>\$9,865.78</u>	
Budget Available:	<u>\$434.22</u>	
Current Requests:	<u>\$150.00</u>	
Budget Balance:	<u>\$284.22</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 8/7/2015

cc: Finance Director / Buyer

11-7

Revised October 17, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

AGENDA

AUG 17 2015

Date: August 7, 2015
To: Donald L. Mims, Administrator
From: George C. Speake
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Renaissance Hotel and Spa, Montgomery, Alabama

Departure Date: October 1, 2015 Return Date: October 1, 2015

Conference Leave (Days / Hours): 1 day, 8 hours

Purpose of Travel: Attend seminar on Introduction to Roundabouts and the ALDOT Roundabout Manual.

Traveler (s) Name: 1. George C. Speake 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$150.00 Advance Registration Required: \$150.00

Department Name: Engineering Dept. Fund Name: Gasoline Tax 111-53600.265

Additional Comments: ALL EXPENSE WILL BE INCURRED IN THE 2016 BUDGET

To: George C. Speake
From: Donald L. Mims, Administrator

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$150.00 and advance registration of \$150.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>111-53600.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$10,300.00</u>
Approved Requests:	<u>\$9,865.78</u>
Budget Available:	<u>\$434.22</u>
Current Requests:	<u>\$150.00</u>
Budget Balance:	<u>\$284.22</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 8/7/2015

cc: Finance Director / Buyer

11-8

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

AGENDA

AUG 17 2015

Date: August 10, 1025
To: Donald L. Mims, Administrator
From: George C. Speake
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Embassy Suite Hotel, Montgomery, Alabama
Departure Date: October 14, 2015 Return Date: October 16, 2015
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Attend AL Society of Professional Land surveyors 52nd Annual
convention & TECH EXPO

Traveler (s) Name: 1. George C. Speake 4. _____
2. Michael M. Harmon 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$690.00 Advance Registration Required: \$690.00
Department Name: Engineering Dept. Fund Name: Gasoline Tax 111-53600.265

Additional Comments: _____
ALL EXPENSE WILL BE INCURRED IN THE 2016 BUDGET

To: George C. Speake
From: Donald L. Mims, Administrator

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$690.00 and advance registration of \$690.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>111-53600.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$10,300.00</u>
Approved Requests:	<u>\$9,865.78</u>
Budget Available:	<u>\$434.22</u>
Current Requests:	<u>\$150.00</u>
Budget Balance:	<u>\$284.22</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 8/11/2015
cc: Finance Director / Buyer

119

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 25

AGENDA

AUG 17 2015

Date: August 6, 2015

To: Donald L. Mims, Administrator

From: Clay Henley, Chief Appraiser

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL

Departure Date: September 21, 2015 Return Date: September 25, 2015

Conference Leave (Days / Hours): 5 Days

Purpose of Travel: IAAO 101: Fundamentals of Real Property Appraisal (30 hours)

Traveler (s) Name: 1. Antreece Stringer 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$550.00 Advance Registration Required: \$550.00

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: Registration/Training: \$550.00

To: Clay Henley, Chief Appraiser

From: Donald L. Mims, Administrator

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$550.00 and advance registration of \$550.00 is authorized.

To be completed by the Finance Department	
Fund Code:	<u>120-51985.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$30,000.00</u>
Approved Requests:	<u>\$27,179.91</u>
Budget Available:	<u>\$2,820.09</u>
Current Requests:	<u>\$550.00</u>
Budget Balance:	<u>\$2,270.09</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 8/7/2015

cc: Finance Director / Buyer

11-10

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 18

AGENDA

AUG 17 2015

Date: July 31, 2015
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Guntersville, AL
Departure Date: October 20, 2015 Return Date: October 23, 2015
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend the AAPPA Conference & Preconference Program

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

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

Total (est.) Cost: \$2,033.95 Advance Registration Required: \$825.00
Department Name: Personnel Fund Name: Merit System
Additional Comments: Pre-conference registration -\$150.00/each; Conference registration: Carmen - \$250.00;
Cami - \$275.00; Mileage - \$180.55; Hotel - \$289.20/each; Meals - \$225.00/each
ALL EXPENSE WILL BE INCURRED IN FY 2016

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

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$2,033.95 and advance registration of \$825.00 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>\$15,486.38</u>	
Budget Available:	<u>\$4,513.62</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$4,513.62</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 8/4/2015
cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 41

AGENDA

AUG 17 2015

Date: August 7, 2015
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Aurora, Colorado
Departure Date: Sunday, August 30, 2015 Return Date: Friday, September 4, 2015
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: Attend National Institute of Corrections (NIC) Training Program

Traveler (s) Name: 1. Sheriff Cunningham 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$500.00 Advance Registration Required: \$0.00
Department Name: Sheriff's Office Fund Name: Sheriff's Fund
Additional Comments: Most expenses paid by National Sheriff's Institute including airfare and hotel

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

The above request is app. 08/17/15 reimbursement of actual and necessary expenses in the
approximate amount of \$500.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>749-52110.499</u>	(ex: 000-00000-000)
Description:	<u>Administration Expense</u>	
Current Budget:	<u>\$417,000.00</u>	
Approved Requests:	<u>\$391,970.89</u>	
Budget Available:	<u>\$25,029.11</u>	
Current Requests:	<u>\$500.00</u>	
Budget Balance:	<u>\$24,529.11</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 8/10/2015
cc: Finance Director / Buyer

11-12

Revised October 12, 2005

AUG 17 2015
BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 4

DEPARTMENT:	Detention Facility	REVIEWED: S. Thomas	8/4/2015
		Finance Director	Date
REQUESTED BY:	Colonel W. Robinson	APPROVED:	
Elected Official/Dept. Head	Date	Administrator	Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Office Equipment	001-52200.211	30,200	1,500	31,700
Repair & Maintenance-Bldg	001-52200.231	125,000	5,500	130,500
Groceries	001-52200.328	521,800	(7,000)	514,800
TOTAL		677,000	0	677,000

JUSTIFICATION:

Realign the budget to cover office supplies and building repairs.

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 3

DEPARTMENT:	District Attorney	REVIEWED:	S. Thomas	8/11/2015
DATE:	8/11/2015		Finance Director	Date
REQUESTED BY:	Daryl D. Bailey	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Fuels and Lubricants	001-51261-212	20,000	(4,500)	15,500
Copy Machine Rental	001-51261-223	12,500	1,815	14,315
Postage	001-51261.252	5,000	1,500	6,500
Cellular Service	001-51261.255	20,000	(1,500)	18,500
Travel - Registration & Training	001-51261.265	2,000	(975)	1,025
Investigations	001-51261.308	1,000	(400)	600
Office Supplies/Minor Equip	001-51261.211	5,925	4,060	9,985
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		66,425	0	66,425

JUSTIFICATION:

To realign budget for expenditures

AUG 17 2015

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 14

DEPARTMENT:	Engineering	REVIEWED:	S. Thomas	8/7/15
			Finance Director	Date
REQUESTED BY:	George C. Speake	APPROVED:		
Elected Official/Dept. Head	7/29/2015	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Road Constr. & Main. Supplies	111-53199.213	164,625	(300)	164,325
Travel-Registration&Training	111-53600.265	10,000	300	10,300
TOTAL		174,625	0	174,625

JUSTIFICATION:

Internal transfer to cover travel and registration cost.

AUG 17 2015

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 1

DEPARTMENT:	Parks & Rec.	REVIEWED:	S. Thomas	8/3/2015
			Finance Director	Date
REQUESTED BY:	James Williams	APPROVED:		
Elected Official/Dept. Head	Date	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Travel and Registration	008-57200.265	2,500	350	2,850
Office Supplies	008-57200-211	1,200	500	1,700
Fuel	008-57200-212	6,600	(850)	5,750
Contract Services	008-57200.304	20,200	600	20,800
Professional Services	008-57200.307	17,000	(600)	16,400
TOTAL		47,500	0	47,500

JUSTIFICATION:

To realign the budget to cover travel, contract services and office supply expenses.

Tammy Nix

From: Jessica G. Horsley <jhorsley@montgomerychamber.com>
Sent: Monday, August 10, 2015 4:57 PM
To: tstrange2@aol.com; Archie, Anita; Elton N. Dean, Sr.; Donald Mims; Mac McBride (mac_mcbride@steris.com); DiDi Henry
Cc: McCrary, Bill
Subject: Steris Amendment
Attachments: REDLINE Second Amendment to Steris PA 081015 redline.doc; REDLINE Second Amendment to Steris PA 081015 clean.doc

AGENDA

AUG 17 2015

Good Afternoon All –

Due to the time lapse of approving the STERIS agreement, please see the verb tense changes in the attached agreement. The Governor's office has asked that we initial Page One of the agreement by all parties. If the city, county and STERIS can print a "clean" agreement (2nd attachment) and have the Mayor, Chairman, and STERIS to initial the first page, that will suffice. Let me know if you have any questions.

I can pick up an originally initialed clean version at your earliest convenience.

Thanks!!
Jessica

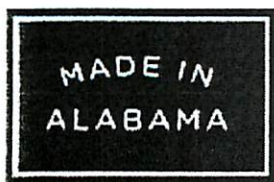
From: McCrary, Bill [mailto:Bill.McCrary@finance.alabama.gov]
Sent: Monday, August 10, 2015 4:35 PM
To: Jessica G. Horsley
Subject: Steris

Jessica,

Please call me. This is a minor matter but I need to speak with you.

Bill

William A. McCrary
State of Alabama
General Counsel, Department of Commerce
Center for Commerce, Suite 749
401 Adams Avenue
Montgomery, AL 36104
Phone: 334-242-7133
bill.mccrary@finance.alabama.gov



SECOND AMENDMENT TO PROJECT AGREEMENT

THIS SECOND AMENDMENT TO PROJECT AGREEMENT (the "Amendment") is hereby made and entered into as of the _____ day of _____, 2015 by and among the **State of Alabama** (the "State"); the **City of Montgomery**, (the "City"); **Montgomery County, Alabama**, (the "County") (the City, and County are herein referred to as the "Local Parties"); as well as **Steris Corporation** and **American Sterilizer Company** (collectively the "Company") (each of the foregoing parties being referred to herein as a "Party" to this Agreement and being collectively referred to herein as the "Parties") to amend that certain Project Agreement entered into by and among the Parties on July 12, 2012, and that Amendment to the Project Agreement entered into by and Among the Parties as of May 9, 2014 (collectively the "Project Agreement").

WITNESSETH:

WHEREAS, the Parties hereto entered into that certain Project Agreement described above relating to the expansion of its facilities (the "Expanded Facility"), as defined in the Project Agreement, in the City of Montgomery, Alabama; and

WHEREAS, the Company met its Initial Jobs Target of forty (40) new Full Time Employees by the Initial Jobs Target Date of June 30, 2013, but ~~is not on pace~~ failed to meet its Final Jobs Target of eighty (80) new Full-Time Employees by the Final Jobs Target Date of June 30, 2015; and

WHEREAS, the State and Local Parties are satisfied that the Company has made and will continue to make commercially reasonable efforts to reach its Final Jobs Target; and

WHEREAS, the Company has exceeded its investment target of \$11,000,000 by over \$500,000 and has achieved seventy (70) new Full-Time Employees, which is only ten (10) jobs short of its Final Jobs Target; and

WHEREAS, the Company has represented to the State and Local Parties that the Company expects to be able to meet the ~~f~~Final Jobs Target by December 31, 2015, and in return for agreement by the State to the other amendments contained herein, the Company has offered to extend the Jobs Maintenance Period from four (4) years to five (5) years; and

WHEREAS, the State and Local Parties have determined that it is in the best interests of the citizens of the City, County and State and, in the long term, will encourage further economic development within the City, County and State to enter into this Amendment.

NOW THEREFORE, for and in consideration of the foregoing premises, and in order to promote economic development in Alabama, the Parties hereby amend the Project Agreement as follows:

1. Section 2(d) of the Project Agreement is hereby deleted and, in lieu thereof, the following is inserted as a new Section 2(d) to read as follows:

(d) Not later than December 31, 2015 (the "Final Jobs Target Date"), the Company shall employ, in addition to two hundred sixty (260) Existing Employees earning at least \$21.86 exclusive of benefits, at least eighty (80) new Full-Time Employees at the Expanded Facility (the "Final Jobs Target"), with an average wage at least equal to the Required Employee Pay Scale.

2. Section 4(a)(ii) of the Project Agreement is hereby deleted and, in lieu thereof, the following is inserted as a new Section 4(a)(ii) to read as follows:

(ii) If the Company has achieved the Initial Jobs Target and received the first and second installments from the State as required under Section 3, the Company shall pay to the State ten thousand and no hundredths (\$10,000.00) for each Full-Time Employee (or fraction thereof based on the Monthly Average as defined herein), for any year of the period beginning when the Company achieves the Initial Jobs Target and ending five (5) years thereafter (the "Jobs Maintenance Period"), that the Total Number of Full-Time Employees is less than the Initial Jobs Target. If the Company has received some, but less than all, of the first and second installments the amount per job in the formula above shall be replaced by an amount equal to .025 times the amount received.

Except as amended or modified hereby, the terms and conditions and provisions of the Project Agreement, including but not limited to the indemnity and hold harmless provisions therein, are hereby confirmed as in full force and effect. Capitalized terms used, but not defined herein, shall have the meaning set forth in the Project Agreement.

IN WITNESS WHEREOF, each of the parties has hereunto caused this Amendment to be executed on its behalf by a duly authorized officer.

STERIS Corporation

By: _____

Its _____

Signature Page
for

Second Amendment to Steris Corporation/ American Sterilizer Company Project Agreement

American Sterilizer Company

By: _____

Its: _____

Signature Page
for
Second Amendment to Steris Corporation/ American Sterilizer Company Project Agreement

CITY OF MONTGOMERY ("City")

By: _____
Mayor

Attest: _____
City Clerk

Signature Page
for
Second Amendment to Steris Corporation/ American Sterilizer Company Project Agreement

MONTGOMERY COUNTY, ALABAMA
("County")

By: Montgomery County Commission

By: _____
Chairman

Attest: _____

County Administrator

Signature Page
for

Second Amendment to Steris Corporation/ American Sterilizer Company Project Agreement

STATE OF ALABAMA ("State")

By: _____
Governor

Signature Page
for

Second Amendment to Steris Corporation/ American Sterilizer Company Project Agreement



**BlueCross BlueShield
of Alabama**

August 7, 2015

Montgomery County Commission
Attention: Scott Kramer
101 South Lawrence Street
Montgomery, Alabama 36104

Dear Scott,

The Blue Cross and Blue Shield of Alabama Administrative Fee will change to: \$40.25 per contract per month for Health and \$1.90 per contract per month for Dental. There will be an additional administrative fee of \$1.00 per contract per month for the data interfacing with the current behavioral health carrier's and HRA administrative fee will be \$4.00 per contract per month. For participants with multiple accounts, the fee is charged for only one account. Worker's Compensations administrative fee will remain 8.40% of paid claims.

The above is effective October 1, 2015-September 30, 2016.

COBRA rates will change to the following:
Single: Health - \$602.03 Dental-\$14.55
Combined single health and dental - \$616.58
Family: Health - \$1,041.69 Dental-\$51.42
Combined family health and dental - \$1,093.11

Please sign below indication your acceptance of these fees and acknowledge Montgomery County Commission will be renewing with Blue Cross and Blue Shield of Alabama.

Signature _____

Please let me know if you have any questions.

Sincerely,

Nora Boyd
Account Manager

1465 Park Boulevard Montgomery, Alabama 36116-1626

An Independent Licensee of the Blue Cross and Blue Shield Association

15-2



ESTABLISHED 1810

MONTGOMERY COUNTY COMMISSION

ELTON N. DEAN, SR., CHAIRMAN

DANIEL HARRIS, JR., VICE CHAIRMAN

ANDREW D. HALL

RONDA M. WALKER

JILES WILLIAMS, JR.

August 17, 2015

Federal Communications Commission
Public Safety Frequency Licensing
445 12th Street SW
Washington, DC 20554

To Public Safety Frequency Licensing:

The Pike Road Volunteer Fire Protection Authority of Montgomery County, Alabama, also known as the Pike Road Volunteer Fire Department, is requesting authorization to utilize public safety frequencies. If authorized, these frequencies will be used for tactical fire ground channels since they will be simplex and analog and will allow them to more fully utilize their existing 800MHz radio system. This volunteer fire department does not currently have such channels which prevents them from utilizing 800MHz radios in a tactical environment.

The Pike Road Volunteer Fire Protection Authority provides fire and emergency medical service for the citizens of Montgomery County, Alabama, and the Montgomery County Commission believes that the licensing of the 800MHz frequencies will provide more efficient fire and medical services to the community. According to FCC rule: **90.20, Section 2 (i)**, the Pike Road Volunteer Fire Protection Authority should be eligible for these public safety frequencies, as this organization *provides specific fire protection activities* to Montgomery County.

Also in compliance with FCC rule **90.20, Section 2**, please allow this correspondence to serve as written notification that the Montgomery County Commission, as a governmental entity, supports the Pike Road Volunteer Fire Protection Authority's efforts to pursue these public safety frequencies.

If you have any further questions, please contact Montgomery County Administrator Donald L. Mims at (334) 850-9131.

Sincerely,

Elton N. Dean, Sr.
Chairman

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

1. Administrator Name & Address: MONTGOMERY COUNTY SHERIFF'S DEPARTMENT 115 S. PERRY ST MONTGOMERY, AL 36104-4243		2. Issuing Office & Address: Alabama Law Enforcement Agency P.O. Box 304115 Montgomery, AL 36130-4115	
3. FY 2014	4. Amount of: Federal: \$50,000.00 Total: \$50,000.00	5. Effective Dates Begin: 7/15/2015 End: 10/31/2015	6. Award Number: 4ATL

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

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

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

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

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

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

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

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

Initial Here DC
172

**COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

8. **Bidding Requirements:** The Administrator and Equipment Recipient must comply with proper competitive bidding procedures as required by 28 CFR Part 66 (formerly OMB Circular A-102) or OMB Circular A-110, as applicable, and pertinent provisions of the Code of Alabama, including, but not limited to, Section 11-47-6. Failure to follow the Federal, State and local required bidding procedures will result in purchases not being eligible for reimbursement with federal funds.
9. **Personnel and Travel Costs:** The US DHS Financial Guide is the source document for all Homeland Security Grant Program related financial matters, including personnel and travel costs. The Administrator must comply with the provisions in this guide. This guide has been distributed by ALEA annually during the past several years and is available online and upon request. Personnel and travel costs must comply with local, State and Federal policies and procedures, and policies must be applied uniformly to travel costs. Travel costs must not exceed the rate set by State regulation; however, at no time can the travel and lodging rates exceed the federal rates established by the U.S. General Services Administration (GSA). Also note that the US DHS Financial Guide provides a listing of unauthorized expenses. Be advised that tips while on travel are not allowable and food/beverage expenses are restricted.
10. **Terms of Grant Period:** Funds may not be obligated prior to the effective date of the grant. The final request for payment must be submitted no later than thirty (30) calendar days after the end of the grant period. Also, any obligation of funds dated after the expiration of the grant period will not be eligible for reimbursement.
11. **Utilization and Payment of Funds:** Funds awarded are to be expended only for purposes and activities included in the approved project plan and budget. Items submitted for reimbursement must be documented in the budget detail worksheet in order to be eligible for reimbursement. Failing to meet this requirement without prior written approval will result in a payment adjustment to correct previous overpayments, disallowances or under payments resulting from audit.
12. **Recording and Documentation of Receipts and Expenditures:** The Administrator's accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the award are for allowable purposes. Equipment purchases may only include items included in the Authorized Equipment List (AEL). Additionally, effective control and accountability must be maintained for all award cash, real property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payroll documentation, time and attendance records, contract documents, award documents, etc.
13. **Financial Responsibility:** The financial responsibility of the Administrator must be such that the Administrator can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems shall meet the following minimum criteria:
 - a. Accounting records should provide information needed to adequately identify the receipt of funds under each award and the expenditure of funds for each award;
 - b. Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located;
 - c. The accounting system should provide accurate and current financial reporting information;
 - d. The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

Initial Here DC
173

**COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

14. Property Management Requirements:

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

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

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

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

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

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

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

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

Initial Here DC
174

**COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

17. Americans with Disabilities Act of 1990 (ADA): The Administrator and the Equipment Recipient must comply with all requirements of the Americans with Disabilities Act of 1990 (ADA), as applicable.
18. Compliance with Section 504 of the Rehabilitation Act of 1973 (Handicapped): All recipients of Federal funds must comply with Section 504 of the Rehabilitation Act of 1973. Therefore, the Federal funds recipient pursuant to the requirements of the Rehabilitation Act of 1973 hereby gives assurance that no otherwise qualified handicapped person shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of or be subject to discrimination, including discrimination in employment, in any program or activity that receives or benefits from Federal financial assistance. The recipient agrees it will ensure that requirements of the Rehabilitation Act of 1973 shall be included in the agreements with and be binding on all of its sub-grantee, contractors, subcontractors, assignees or successors.
19. Utilization of Minority Businesses: Administrators and Equipment Recipients are encouraged to utilize qualified minority firms where cost and performance of major contract work will not conflict with funding or time schedules.
20. Political Activity: None of the funds, materials, property or services provided directly or indirectly under this agreement shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office, or otherwise in violation of the provisions of the "Hatch Act."
21. Debarment Certification: With the signing of the cooperative agreement, the Administrator and the Equipment Recipient agrees to comply with Federal Debarment and Suspension regulations as outlined in the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions" form.
22. Drug-Free Workplace Certification: This Certification is required by the Federal Drug-Free Workplace Act of 1988. The federal regulations, published in the January 31, 1989, Federal Register, require certification by state agency recipients that they will maintain a drug-free workplace. The certification is a material representation of fact upon which reliance will be placed when ALEA determines to award the funds. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of the award, or government-wide suspension or debarment.
23. Publications: The Administrator agrees that all publications created with funding under this award shall prominently contain the following statement: "This Document was prepared under a grant from the Office of Grants & Training (G&T), FEMA. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of G&T or the U.S. Department of Homeland Security". The Administrator also agrees that one copy of any such publication will be submitted to ALEA to be placed on file and distributed as appropriate to other potential interested parties. ALEA may waive the requirement for submission of any specific publication upon submission of a request providing justification from the Administrator.
24. Closed-Captioning of Public Service Announcements: Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of the federal government shall include closed captioning of the verbal content of such announcement.
25. Fiscal Regulations: The fiscal administration of awards shall be subject to such further rules, regulations and policies concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as may be prescribed by ALEA guidelines or "Special Conditions" placed on the award.
26. Compliance Agreement: The Administrator and the Equipment Recipient agree to abide by all Terms and Conditions including "Special Conditions" placed upon the award by ALEA. Failure to comply could result in a "Stop Payment" being placed on the award.
27. Leasing of Space: Requests to lease space for any purpose must be coordinated in advance with ALEA and documented in budget detail worksheets. Specific provisions are provided below.

Initial Here DC
17-5

**COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

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

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

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

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

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

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

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

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

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

f. Other good cause shown.

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

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

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

**COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

30. Alabama Mutual Aid System Agreement (AMAS): When funding is provided for Alabama Mutual Aid System (AMAS) related activities, the Equipment Recipient agrees to remain a party to the AMAS program.
31. Budget Detail Worksheet (BDW):
- a. The Administrator will submit a BDW to the Alabama Law Enforcement Agency (ALEA). The Administrator must receive approval of the BDW in writing from ALEA prior to obligating funds, making commitments, or purchasing any of the requested items. The BDW submitted by the Administrator will provide a complete and detailed description of the items to be purchased (equipment, training, and exercises), and will also provide a valid estimate of the actual quantities and costs for the items. The items listed on the BDW must be allowable in accordance with the US DHS Homeland Security Grant Program guidance. Any equipment requested must also be listed on the current version of the Authorized Equipment List (AEL). Additionally, a revised BDW must be submitted for addition or deletion of any items from the original worksheet. If additions, deletions, or changes in cost total \$5,000.00 or more, a new signature sheet by stakeholders is required to be submitted with the BDW revision. Electronic copies of BDW must be submitted within 60 days of receipt of this award. The electronic BDW is a requirement in addition to the paper copy that is submitted.
- b. In regard to Law Enforcement, the Administrator agrees to spend the appropriate percentage of this award in compliance with US DHS Homeland Security Grant Program guidance and ALEA special instructions. Additionally, the dollar amount and overall percentage for Law Enforcement expenditures will be documented in a letter and submitted with the BDW.
32. Metropolitan Medical Response System (MMRS):
- a. The MMRS leadership shall ensure that local strategic goals, objectives, operational capabilities, and resource requirements align with State's Homeland Security strategies. The responsibilities of MMRS Administrators are to:
- Establish and support designated MMRS leadership, such as a Steering Committee, to act as the designated POCs for program implementation. Committees must be established and meet on an appropriate periodic basis in accordance with the committee charter. In addition to appropriate local officials and stakeholders, the committee membership must also include a representative from the State Department of Public Health.
 - Promote integration of local emergency management, health, and medical systems with their Federal and State counterparts through a locally established multi-agency, collaborative planning framework.
 - Promote sub-State regional coordination of mutual aid with neighboring localities.
 - Enhance, using MMRS funds, sub-State regional planning and training to expand and improve an integrated, inclusive health and medical response to mass casualty events.
 - Validate the Administrator's local emergency response capability to a mass casualty incident by means of a regular schedule of exercises that are Homeland Security Exercise and Evaluation Program (HSEEP)-compatible.
 - Coordinate all MMRS expenditures with the local health department and, where appropriate, local representatives who manage PHEP grants, managed by CDC, and HPP, managed by HHS-ASPR, and Strategic National Stockpile.
 - Have applicable and up to date plans for responding to mass casualty incidents caused by any hazard.
 - Applicable procedures and operational guides to implement the response actions within the local plan including patient tracking that addresses identifying and tracking children, access and functional needs population, and the elderly and keeping families intact where possible.
 - Identify resources for medical supplies necessary to support children during an emergency, including pharmaceuticals and pediatric-sized equipment on which first responders and medical providers are trained.
 - Have subject matter experts, durable medical equipment, consumable medical supplies and other resources required to assist children and adults with disabilities to maintain health, safety and usual levels of independence in general population environments.

Initial Here DC
17-7

**COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS**

- b. Budget detail worksheets will document program expenses as prescribed in other sections of the Homeland Security Grant Program guidance. Budget detail worksheets will be prepared and provided to ALEA for approval in advance of spending in order to document the annual plan and to ensure that MMRS funds are used in accordance with MMRS program guidelines.
33. Exercises: All exercises conducted with Homeland Security Grant Program funding must be executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP), must be aligned with NIMS, the State THIRA, and the priorities and capabilities identified in the Multi-year Training and Exercise Plan. The Alabama Emergency Management Agency (AEMA) serves as the single point of contact (POC) for Homeland Security and Emergency Management related exercises within the state. All exercises must be coordinated in advance with the designated AEMA exercise point of contact in advance of the exercise planning cycle. The AEMA POC must be kept informed during each step of the exercise process. In accordance with HSGP guidance, award recipients must ensure that an After Action Report and Improvement Plan are prepared for each exercise conducted with US DHS/FEMA support (grant funds and direct support). The two reports must be coordinated with the AEMA exercise POC and submitted with reimbursement requests.
34. Overtime and Backfill: Administrators must read and comply with the funding restrictions provided in FY14 Homeland Security Grant Program guidance. A summary of the funding restrictions pertaining to overtime is provided below. Overtime will not typically be authorized and all requests for overtime must be coordinated in advance and approved by ALEA.
- a. Organizational Overtime: Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and specifically requested by a Federal agency. Allowable costs are limited to overtime associated with federally requested participation in eligible fusion activities including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), US DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams.
- b. Operational Overtime: In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism, operational overtime costs are allowable for increased security measures at critical infrastructure sites during US DHS-declared periods of increased security. Subject to these elevated threat level conditions, HSGP funds requested for organizational costs may be used to support select operational expenses associated with increased security measures at critical infrastructure sites. In order to expend HSGP funds on operational overtime costs, prior approval in writing must be provided by the FEMA Administrator. Consumable costs, such as fuel expenses, are *not allowed* except as part of the standard National Guard deployment package.
35. Construction and Renovation: The use of HSGP funds for construction and renovation is generally prohibited unless it is a necessary component of a security system at a designated critical infrastructure facility or unless it involves erection of communications towers included in the interoperable communications plan. Construction and renovation projects must be coordinated in advance with ALEA and documented/approved in budget detail worksheets. Additionally, the Administrator must provide to the SAA (ALEA) appropriate documentation required by HSGP guidance (for forwarding to FEMA) prior to any draw down of funds. Administrators must also refer to and comply with FEMA information bulletin #329, Environmental Planning and Historic Preservation Requirements for Grants. Projects which are initiated or completed before an EHP review has been approved, where HSGP funds are to be used, will not be eligible for funding. MMRS funds may not be used for any type of construction.
36. Special Instructions: This grant is for cost related to sustainment of the virtual/simulated active shooter program.

CERTIFICATION BY THE ADMINISTRATOR

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

Name: Derrick Cunningham
Title: Sheriff
Agency Address: 115 South Perry Street, Montgomery, AL 36104
Phone Number: 334.832.1164
Fax Number: 334.832.7113
Mobile Number: 334.850.1329
E-Mail Address: DerrickCunningham@mc-ala.org
Signature: [Signature] Date: 8.5.15

CERTIFICATION BY COUNTY OFFICIAL AUTHORIZED TO SIGN

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

Name: Elton N. Dean, Sr.
Title: Chairman
Agency Address: 100 S. Lawrence St. Montgomery, AL 36104
Phone Number: 334.832.1204
Signature: _____ Date: _____

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

CERTIFICATION BY RECIPIENT OF FEDERAL GRANT FUNDED ITEMS

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

Name: _____
Title, Agency, Agency Address, Phone Number: _____
Signature: _____ Date: _____

CERTIFICATION BY STATE HOMELAND SECURITY ADVISOR

Name: Spencer Collier
Title: Secretary, Alabama Law Enforcement Agency
Signature: [Signature] Date: 7/27/2015

Initial Here DC

179

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

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

1. LOBBYING

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

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -- LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- C. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

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

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

A. The applicant certifies that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A(2) of this certification; and
- (4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

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

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

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

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

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

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

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

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

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

ACCEPTANCE OF AUDIT REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

Signature:

ORIGINAL

DISTRICT ATTORNEY
POSITION FILL REQUEST

DEPARTMENT HEAD: Daryl D. Bailey

SUPERVISOR: Daryl D. Bailey

POSITION TITLE: Investigator I

POSITION NO: 400002020

PROPOSED EFFECTIVE DATE: August 31, 2015

TYPE OF APPOINTMENT: (X) PERMANENT () TEMPORARY

RECRUITING:

(X) OPEN () TRANSFER

() PROMOTION (X) PROMOTION/TRANSFER

PAY GRADE: PS5-01 – PS5-13 SALARY RANGE: \$54,021 - \$76,901

Pay step to be based upon the following rules:

(x) Promotions – If the rate in the previous position was less than the minimum rate established for the class of the new position, the rate of the pay shall be advanced to the minimum of the class of the new position. If the difference in pay ranges does not automatically result in an increase in the equivalent of a one-step increase in the rate of pay for an employee promoted, a one-step immediate increase within the pay range of the new classification may be given by the appointing authority.

*Merit dates do not change.

(x) Transfers – If the rate of pay in the previous position falls within the pay range established for the class of the new position and does not correspond to a step in the salary plan, it shall be adjusted to the next higher step, but otherwise this rate of pay may remain unchanged on the recommendation of the administrative officer in accordance with this rule.

1 ADMINISTRATIVE REVIEW

() APPROVED

() DISAPPROVED

2

Funding

3

SELECTEE: _____

Date: _____

Appointing Authority Signature – District Attorney Office

4

() Manpower data entered by: _____ Date: _____

() Payroll entered by: _____ Date: _____

ALABAMA POWER FOUNDATION, INC.

MN-0011

P.O. Box 2641

Birmingham, Alabama 35291-0010

(205) 257-2508

GRANT AGREEMENT

The Alabama Power Foundation, Inc. is pleased to inform you that a grant to your organization has been approved. This grant is made for the purpose described in your proposal subject to any modifications described in the Grant Purpose or Special Conditions sections set forth below.

If the terms and conditions of this Agreement are acceptable to you, we ask that you please countersign and return the copy of this Grant Agreement to the Alabama Power Foundation at the above address.

This grant will become operative upon our receipt of the executed Agreement. Funds authorized under the grant will then be disbursed to you according to the Payment Schedule. If we do not receive the countersigned copy from you within fourteen days of mailing, this grant may be deemed revoked.

Grantee:	Montgomery County Commission
Grant Number:	2015-53552
Grant Purpose:	2015 Good Roots Recipient
Amount of Grant:	\$1,000.00
Date Authorized:	4/21/2015
Grant Period Begins:	4/21/2015
Grant Period Ends:	4/21/2016

Payment Schedule:

Payment Date Payment Amount Payment Status

Scheduled Date	Amount	Status
4/21/2015	\$1,000.00	Paid

Special Conditions:

- I. Trees planted as a result of this grant **may not** be planted under or near utility lines.
- II. Within **one year** of receiving this Good Roots grant, please send an email that includes photos of the tree planting and a narrative about the planting itself. If there is an event around the tree planting, please send any media information you have about it. Newspaper items or any media information is much appreciated.

Please email your follow-up report to Peggy Burnett at peburnet@southernco.com. For more information, call 205-257-2357.

I. Grantee's Certification of Tax Status:

By execution of this Agreement, grantee certifies: (i) that grantee has been classified by the Internal Revenue Service as an organization which is described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and which is not a private foundation because it is an organization described in Section 509(a) of such Code; (ii) that such classifications have not been modified or revoked; and (iii) that the grantee has not received notice of any proposal by the Internal Revenue Service to modify or revoke such classifications. Grantee further certifies that, if its status as an organization which is not a private foundation depends upon percentage of support calculations, the funds paid to it under this Agreement will not cause the loss of such status. Grantee agrees that it shall promptly notify the Foundation in writing of any revocation or modification of, or any proposal by the Internal Revenue Service to revoke or modify, the classifications referred to above.

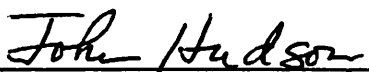
II. Expenditure of Grant Funds:

- (a) The grantee is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices. All such records shall be maintained for at least five years after the end of the grant period and, upon request by the Foundation, shall be open to inspection at reasonable times by the Foundation, its auditors or other agents.
- (b) No part of the funds provided by the Foundation may be used to carry on propaganda, or otherwise to attempt to influence legislation or to influence the outcome of any public election, or for any purpose other than that stated in the grant request.

I have read, understand, and accept the terms and conditions described herein.

Alabama Power Foundation, Inc.

Grantee:


John O. Hudson, III
President

(Signature of Authorized Representative)

(Print Name and Title)

PROJECT: Alterations to 3rd floor Annex #3
Montgomery County Commission
Montgomery, Alabama

DATE: July 20, 2015

JMRH Project No. 13-210
BC No. N/A

TO: Montgomery County Commission
101 South Lawrence Street
Montgomery, AL 36104

ATTN: Florence M. Cauthen
Deputy Administrator
Tel: (334) 832-1203

If enclosures are not as noted, please inform us immediately.

If checked below, please:

- ☐ Acknowledge receipt of enclosures.
- ☐ Return enclosures to us

WE TRANSMIT:

- ☒ herewith ☐ under separate cover via
- ☐ in accordance with your request

FOR YOUR:

- ☐ approval ☐ distribution to parties ☐ information
- ☐ review & comment ☐ record
- ☒ use ☐ response

THE FOLLOWING:

- ☐ Drawings ☐ Shop Drawing Prints ☐ Samples
- ☐ Specifications ☐ Shop Drawing Reproducible ☐ Product Literature
- ☒ Change Order ☒ Pay Request

COPIES	DATE	REV. NO.	DESCRIPTION	ACTION CODE
5	7/15/15		Final Change Order #3	E

ACTION

A. Action indicated on item	D. For signature and forwarding as noted below under REMARKS
B. No action required	E. See REMARKS below
C. For signature and return to this office.	

REMARKS: Please see attached Final Change Order #3 for the above referenced project. Please review with signatures.
After signatures are complete please return one copy the Our office for Record. Should you have any questions, please contact
me.

COPIES TO:

JMR+H Architecture, PC
445 Dexter Avenue (Suite 5050)
Montgomery, Alabama 36104
Tel: (334) 420-5672
Fax: (334) 420-5692
BY: Dave Sawicki / Contract Administrator

20-2

AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 003	OWNER: ☒
Alterations to Third Floor Annex Three Montgomery County Courthouse Montgomery, Alabama 36104	DATE: July 15, 2015	ARCHITECT: ☒
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER: 13-120	CONTRACTOR: ☒
Stallings & Sons, Inc. 1140 Newell Parkway Montgomery, Alabama 36110	CONTRACT DATE: June 17, 2014	FIELD: ☐
	CONTRACT FOR: General Construction	OTHER: ☐

THE CONTRACT IS CHANGED AS FOLLOWS:

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

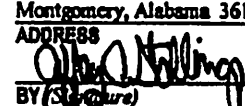
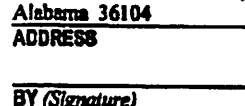
1. COR #08 - Relocate Floor Boxes to Wall	\$2,788.07
2. COR #13 - Revise Steel Channel	\$2,025.10
3. COR #16 - Fire Rate Door	\$1,875.50
4. COR#20 - Blocking for Crown Molding	\$ 401.50
5. COR #24 - Access Doors	\$1,130.91
6. Carpet Border	\$ 720.00
7. Floor Leveling	\$2,635.00

The original Contract Sum was	\$	<u>1,227,232.00</u>
The net change by previously authorized Change Orders	\$	<u>15,532.61</u>
The Contract Sum prior to this Change Order was	\$	<u>1,242,764.61</u>
The Contract Sum will be decreased by this Change Order in the amount of	\$	<u>13,423.92</u>
The new Contract Sum including this Change Order will be	\$	<u>1,229,340.69</u>

The Contract Time will be increased by Thirty (30) days.
The date of Substantial Completion as of the date of this Change Order therefore is

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

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

<u>JMR+H Architecture, PC</u>	<u>Stallings & Sons, Inc.</u>	<u>Montgomery County Commission</u>
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
<u>445 Dexter Avenue, Suite 5050</u>	<u>1140 Newell Parkway</u>	<u>101 South Lawrence Street, Montgomery,</u>
<u>Montgomery, Alabama 36104</u>	<u>Montgomery, Alabama 36110</u>	<u>Alabama 36104</u>
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
<u>Tim R. Holmes</u>	<u>Jeffrey A. Stallings</u>	<u>Elton N. Dean Sr.</u>
(Typed name)	(Typed name)	(Typed name)
<u>7/17/2015</u>	<u>7.15.15</u>	
DATE	DATE	DATE

AIA Document G701™ – 2001. Copyright © 1979, 1987, 2000 and 2001 by The American Institute of Architects. All rights reserved. **WARNING:** This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 08:36:43 on 07/15/2015 under Order No.1893921397_1 which expires on 12/02/2015, and is not for resale.

User Notes:

(1884125238)

20-3

JMR+H
Architecture, PC

July 10, 2015

Summary for Final Change Order No. Three (3)

1. COR #08-Revised floor boxes and moved to wall due to existing structural concrete beam in floor.....	\$2,788.07
2. COR #13-Revised channel steel and grouting after unforeseen window was discovered in wall during Demo.....	\$2,025.10
3. COR #16-Change Door marked 314 to a <i>Fire Rated</i> door per the City of Montgomery.....	\$1,875.50
4. COR #20-Additional blocking was required to support crown molding in courtroom.....	\$401.50
5. COR #24-Additional access doors for existing devices and duct requested by City Inspection Department.....	\$1,130.91
6. Invoice for adjusting carpet border for Judge Reed.....	\$720.00
7. Invoice for Floor leveling.....	<u>\$2,635.00</u>
	Sub Total \$11,576.08
	Flooring allowance <u>\$25,000.00</u>
	Grand Total Credit (\$13,423.92)

Please do not hesitate to contact me with any Questions

P.O. Box 1706, 36102-1706 445 Dexter Avenue, Suite 5050 Montgomery, AL 36104
Phone: 334.420.5672 Fax: 334.420.5692

20-4

HCC Excess Health Proposal – FY16

• <u>Deductible options</u>	• <u>Estimated Premiums</u>
– \$200,000 (with 6 individual deductibles of \$225k, \$250k & \$350k)	– \$199,249
– \$250,000	– \$160,395
– \$300,000	– \$127,298
– \$400,000	– \$85,400

Contingent on approval by 9/6

Tammy Nix

From: Donald Mims
Sent: Tuesday, August 11, 2015 10:42 PM
To: Tammy Nix
Subject: Fwd: Youth City

AGENDA

AUG 17 2015

Thursday Memo
Sent from my iPhone

Begin forwarded message:

From: Kyle Searcy <ksearcy1@gmail.com>
Date: August 10, 2015 at 1:00:27 PM CDT
To: "endeansr@aol.com" <endeansr@aol.com>, <eltondean@mc-ala.org>
Cc: Donald Mims <DonaldMims@mc-ala.org>, Freddie Williams <fwjr903@aol.com>, Freddie & Melinda Williams <melindawilliams@aol.com>
Subject: Youth City

Greetings Chairman Dean,

I hope all is well. Last time I met with the individual Commissioners. I was asked to secure additional funding and get with the city to see what they were going to do while continuing to search for the perfect venue (Brunswick Bowling Alley became too costly).

I met with the Mayor and his team today and they pledged great commitment and support both initially and operationally. They do not want to be in the lead in anyway. They will just support realizing the County Commission is in first place. We are committed to narrowing the search for a building in the next 30 days.

The Mayor indicated he would give you a call.

I have asked Freddie Williams to lead this project as director. He will email Donnie the amended budget shortly. We have been able to modify it.

I will follow up with a phone call shortly

Kyle Searcy

--

www.kylesearcy.com

www.anointedchurch.org

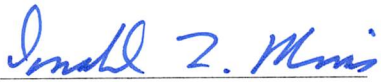
TWITTER// Kyle Searcy **FACEBOOK//** Kyle Searcy

Youth City Annual Operating Budget	Salary	FTE	Grant Funds	Match	Total
PERSONNEL					
CEO- 0.25-FTE position-Responsible for organization fundraising					
Executive Director- 0.5 FTE position-Responsible for overall program coordination	60,000	50%	30,000	0	30,000
Program Coordinator- 1.0 FTE position-Responsible for assisting Director in day-to-day program operations	32,000	100%	32,000	0	32,000
Program Coordinator- 1.0 FTE position-Responsible for assisting Director in day-to-day program operations	32,000	100%	32,000	0	32,000
Administrative Assistant- 1.0 FTE position-Responsible for administrative functions	15,000	100%	0	15,000	15,000
Accountant- 0.5 <u>part-time</u> position-Responsible for accounting and bookkeeping functions	22,500	50%	0	11,250	11,250
SUBTOTAL PERSONNEL	161,700		94,000	26,250	120,250
FRINGE BENEFITS @ 15%			14,100	3,937	18,037
TOTAL PERSONNEL			108,100	30,187	138,287
TRAVEL					
Out of State Travel- Costs associated with travel for CEO/ED to attend meetings and conferences to further sustainability of the organization: 6 trips per year- Airfare \$400 round trip x 6=\$2,400; Hotel \$200/night x 2 nights x 6 trips=\$2,400; Meals- \$150 x 6 trips= \$900; Registration fees for 4 conferences- \$250 ea. X 4=\$1,000			3,350	3,350	6,700
In-State Travel- Travel for Founder/CEO (including lodging and meals)to attend conferences and meetings to further sustainability of the organization			500	500	1,000
TOTAL TRAVEL			3,850	3,850	7,700
EQUIPMENT					
Rental, Lease or Purchase of Office Furniture and Related Equipment estimated at \$8,000			4,000	4,000	8,000
TOTAL EQUIPMENT			5,000	6,000	11,000
SUPPLIES					
Office Supplies- includes materials used to support day-to-day office functions, including but not limited to paper, ink cartridges, pens, paper clips, CD's, notebooks, etc. at \$150/mo x 12=\$1,800; QuickBooks accounting software @ \$150			1,950		1,950
Printing- Printing costs associated with photos and other organizational materials			400	2,500	2,900
Postage- Costs of organization mail-outs			500	0	500
TOTAL SUPPLIES			2,800	2,500	5,350
CONTRACTUAL					
Temp/Part-time Contracts- including funding for graphics/design services; data entry, and other sporadic tasks= \$5,300 Website Development and Maintenance: Consultant @ \$2,500				7,800	7,800
Audit- includes funding for audit by CPA=\$2,000				2,000	2,000
TOTAL CONTRACTUAL			0	9,800	9,800
OTHER					
Utilities- includes electricity, telephone and internet for office: electricity (\$180/mo x 12=\$2,160);Phone & Internet (\$120/mo x 12=\$1,440)			3,600	0	3,600
TOTAL OTHER			3,600	0	3,600

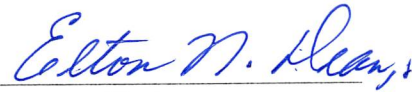
Youth City Program Costs			Grant Funds	Match	Total
TRAVEL					
In-State Travel-Travel for Youth City participants (Field Trips)			2,000	0	2,000
TOTAL TRAVEL			2,000	0	2,000
EQUIPMENT					
Arcade Room Equipment: Video Game w/Monitor (2@\$3,000=\$6,000); Foosball Table (\$1,300); Bumper Pool table + Accessories (\$1,050)-Total Arcade Room Equip: \$8,350			8,000	350	8,350
Computer/Technology Lab Equipment: Desktops computers: (15 @ \$400=\$6,000); Computer Printers: (5 @ \$70=\$350); Tablets (Nextbook 7): (15 @ \$75=\$1,125)-Total Computer Lab Equip: \$7,475			7,475	0	7,475
TOTAL EQUIPMENT			15,475	350	15,825
Educational Materials -includes materials provided to Youth City participants class activities: Name Badges-\$1,050; Binders-\$1,700; Pens- \$60; Notepads- \$112; 3-hole punch machines- \$60; other supplies as necessary @ \$350			1,666	1,666	3,332
Printing - Printing costs associated with Youth City brochures, forms, business cards and other materials			500	400	900
Postage - Costs associated with Youth City mail-outs			0	200	200
TOTAL SUPPLIES			2,166	2,266	4,432
CONTRACTUAL					
Security Personnel (Armed, PT): During school year- 798 hours @ \$20/hr=\$15,960; During the summer- 352 hours @ \$20/hr=\$7,040 Total Security Personnel: \$23,000			23,000	0	23,000
Temp/Part Time Contracts -Costs associated with miscellaneous programmatic consultation			2,000	0	2,000
TOTAL CONTRACTUAL			25,000	0	25,000
OTHERS					
TOTAL OTHER					
TOTAL PROGRAM COSTS			44,641	2,616	47,257
TOTAL DIRECT COSTS			167,991	54,953	222,994
INDIRECT COSTS@8%			13,439	4,396	17,839
TOTAL			181,430	59,349	240,833

ADJOURNMENT

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



Administrator



Chairman