

MINUTES OF REGULAR MEETING
MONTGOMERY COUNTY COMMISSION
JANUARY 22, 2013

INFORMATION SESSION

Chairman Dean called the Meeting to Order at 8:04 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.

**PRESENTATION BY BLUE GRAY NATIONAL COLLEGIATE TENNIS CLASSIC
CHAIRMAN PAUL WINN AND DIRECTOR OF CORPORATE RELATIONS LEWIS FIGH**

Blue Gray National Collegiate Tennis Classic Chairman Paul Winn briefed the Commission regarding the 2013 Blue Gray National Tennis Tournament. Director of Corporate Relations Lewis Figh spoke in support of the tournament.

**COMMENTS FROM ADMINISTRATOR MIMS AND DEPUTY ADMINISTRATOR
MITCHELL**

Administrator Mims briefed the Commission regarding items on the agenda.

Administrator Mims informed the Commission that the bill to provide for a new service of process fee in Montgomery County and the bill to provide that the Montgomery Airport Authority have two additional members appointed by the County Commission, are being advertised. He also informed the Commission that Crosby Drinkard Group, LLC is working with Legislative Reference Service to draft a proposed bill which authorizes Montgomery County Commissioners' participation in the Retirement Systems of Alabama (RSA). He stated that when the proposed bill is drafted, they will present it to the Commission.

Administrator Mims noted that Todd Smith with Schneider Electric requested to delay their presentation of the Investment Grade Audit Report regarding the Youth Facility to the Commission until they are able to complete some additional engineering and data collection.

Administrator Mims presented Budget Change Request Number 5 from the Engineering Department and Budget Change Request Number 1 from the Tax and Audit Department. After discussion, the Commission agreed to waive rules and add these items to the agenda.

Administrator Mims presented a Resolution recognizing Paul “Beau” Cooper for his years of service as a Board Member and Chairman of the Montgomery County Community Punishment and Corrections Authority. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented a Cooperative Agreement for the FY 2010 State Homeland Security Grant Program, Grant Number 0CBS for the Sheriff’s Office. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented an Agreement with the Alabama Department of Economic and Community Affairs regarding the Community Development Block Grant (CDBG) Project Number CY-CM-RR-12-005, Eastwood Villa Housing Rehabilitation. He stated that Deputy Administrator Mitchell and he would meet with Central Alabama Regional Planning and Development Commission Grant Writer Leslie York regarding the Agreement. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented an invoice for the payment of Membership Dues to the Montgomery Area Committee of 100 for Chairman Elton N. Dean, Sr. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented a Bid Award for toner cartridges, Bid Number 51901-12B-032. The Commission noted how expensive the toner cartridges were and asked that the staff look at other alternatives. After discussion, the Commission agreed to place this item on the next Thursday Memo as a Waived Rules item.

Deputy Administrator Mitchell briefed the Commission regarding a Position Fill Request for Revenue Auditor, Position Number 810118005 for the Tax and Audit Department. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims presented a Position Fill Request for Customer Service Clerk, Position Number 750-016-058 for the Probate Judge’s Office. After discussion, the Commission agreed to place this item on the next Thursday Memo as a Personnel Action item and asked that Administrator Mims invite Probate Judge Reed to visit with the Commission at the next meeting.

Administrator Mims presented a Position Fill Request for a Corrections Officer Trainee/Corrections Officer, Position Number 153 for the Detention Facility. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims briefed the Commission regarding Position Fill Requests for Deputy Sheriff Captain, Position Number 127, Deputy Sheriff Lieutenant, Position Number to be determined, Deputy Sheriff Sergeant, Position Number to be determined, Deputy Sheriff Corporal, Position Number to be determined and Deputy Sheriff Trainee/Deputy Sheriff, Position Number to be

determined. After discussion, the Commission agreed to waive rules and add these items to the agenda.

PRESENTATION BY CIRCUIT CLERK TIFFANY MCCORD

Circuit Clerk Tiffany McCord briefed the Commission regarding the need for an access control system for the Courthouse back hallway entrances at the Criminal and Civil Division Offices. Administrator Mims presented a proposal from Imperial Systems, Inc., concerning the equipment and installation of the additional access system in the amount of \$4,505. After discussion, the Commission agreed to waive rules and add a \$4,505 Budget Change Request to the agenda.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented a memorandum regarding the proposed modifications to voting precincts in County Commission District 1. He also presented a memorandum from Vice Chairman Dan Harris explaining the proposed plan to establish Precinct 106, south of the Southern Boulevard, in Montgomery County Commission District I. Administrator Mims informed the Commission that Vice Chairman Harris met with Assistant Superintendent of Operations Donald Dotson with Montgomery Public Schools regarding utilization of Peter Crump Elementary School, and he was supportive of placing a voting location at the school. Administrator Mims stated that he anticipates receiving a letter from Superintendent Barbara Thompson approving the utilization of the school. Administrator Mims recommended having a Public Hearing during the February 19, 2013, County Commission meeting. He noted that the advertising of the Public Hearing, which would inform the public that they could look at the proposed plan in the lobby of the County Commission office, would be placed in the Montgomery Advertiser on the four Sundays prior to the Public Hearing. Vice Chairman Harris reviewed the map of the modified precinct locations with his fellow Commissioners. After discussion, the Commission agreed with the plan subject to receiving a letter from Superintendent Thompson approving the new location at Peter Crump Elementary School.

Administrator Mims presented a letter from Alabama Department of Youth Services to Alabama Department of Finance requesting the creation of the DYS Montgomery County Juvenile Detention Center Renovations Project to utilize \$3,000,000 of the PSCA Funds. Vice Chairman Harris commended Administrator Mims for his efforts regarding the project. (Copies of Letter and Attachments, Page Numbers 19-1 through 19-3, are attached to these minutes.)

Administrator Mims presented a memorandum from Sheriff D.T. Marshall regarding a reimbursement check from the Town of Hackleburg. He also presented a letter from Town of Hackleburg Mayor Waymon Cochran expressing gratitude for the assistance provided by the Montgomery County Sheriff's Office in the tornado relief effort in 2011 and requested that the Commission consider donating the local match back to the Town. Administrator Mims noted that the Town lost 30 of their 31 business and many of their residents. After discussion, the Commission agreed to donate the entire local match in the amount of \$2,117.35 back to the Town of Hackleburg and to place a Budget Change Request on the next agenda.

Administrator Mims reminded the Commission of the proposal from Chief Deputy Derrick Cunningham regarding a change in the County's Annual Leave policy, which was discussed at the last Commission meeting. Administrator Mims presented an Annual Leave Lost Report for county employees as of January 6, 2013, which shows a total loss of Annual Leave to be 648.65 hours. He noted that the Sheriff's Office lost 226.70 hours and the Engineering Department lost 287.75. (Copy of Annual Leave Lost Report for county employees as of January 6, 2013, Page Number 20-1, is attached to these minutes.)

Administrator Mims presented a letter from Southeastern Livestock Exposition Executive Director William E. Powell requesting funding in the amount of \$10,000 for the Alabama Junior Beef Expo. After discussion, Chairman Dean, Vice Chairman Harris and Commissioners Polizos, Williams and Ingram requested a \$500 miscellaneous appropriation from each of their accounts and requested a \$7,500 Budget Change Request to the Cattlemen's Association for this event be placed on the next agenda.

PRESENTATION BY SERGEANT GLENN VEASY WITH THE TEAM ACHIEVERS DISCIPLINARY ACADEMY

Commissioner Williams introduced Sergeant Glenn Veasy with the Team Achievers Disciplinary Academy. Sergeant Veasy briefed the Commission regarding the program and requested funding in the amount of \$1,500. After discussion, Chairman Dean, Vice Chairman Harris and Commissioners Polizos, Williams and Ingram requested a \$500 miscellaneous appropriation from each of their accounts for this program and agreed to waive rules and add these items to the agenda.

PRESENTATION BY MONTGOMERY AREA CHAMBER OF COMMERCE SENIOR VICE PRESIDENT OF CORPORATE DEVELOPMENT ELLEN MCNAIR

Montgomery Area Chamber of Commerce Senior Vice President of Corporate Development Ellen McNair updated the Commission regarding economic development projects, including Mobis Alabama, LLC, Hyundai Power Transformers USA, Inc. (Hyundai Heavy), American Sterilizer Company a Subsidiary of STERIS Corp and DAS North America, Inc.

PRESENTATION BY COUNTY ENGINEER GEORGE C. SPEAKE

County Engineer George C. Speake discussed with the Commission a request to fill a County Road Equipment Operator position vacancy at the District II Maintenance Facility on Meriwether Road. After discussion, the Commission agreed to place this item on the next agenda. Mr. Speake indicated that he will not have enough employees during the mowing season and that he would be presenting Position Fill Requests at a later date for equipment operators.

Commissioner Williams inquired about the possibility of placing crushed stone on Charles Street; however, this street is located within the City of Montgomery corporate limits and, therefore, is not the responsibility of the County.

COMMENTS FROM DEPUTY ADMINISTRATOR MITCHELL

Deputy Administrator Mitchell presented an estimated cost proposal from JMR Architecture, P.C., for personnel associated with the renovations of office space in Annex III for Representative Terri Sewell. He noted that these personnel costs are not to exceed \$3,835. The Commission agreed to proceed with the project. (Copy of Estimated Cost Proposal, Page Number 21-1, is attached to these minutes.)

COMMENTS FROM MANAGER OF PUBLIC AFFAIRS DIDI HENRY

Manager of Public Affairs DiDi Henry briefed the Commission on upcoming events including the Eggs and Issues Breakfast with Senator Richard Shelby, which would be held on Monday, Feb. 4th and noted that the Commission meeting would be moved back to 9:00 a.m., so that the Commission could attend the breakfast. She also presented the proposed 2013 County Clean Up Days schedule, and the Commission agreed with the proposed dates.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims reminded the Commission that Mayor Todd Strange has requested that the County submit, without commitment, an estimated amount of square feet that they may utilize at the Montgomery Mall. After discussion, the Commission requested for Probate Judge Steven Reed to meet with them on February 4, 2013, to discuss the possible relocation of the Capitol Plaza Probate Office to the Mall.

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 Chief Deputy Sheriff Derrick Cunningham at the request of Chairman Dean.

The Pledge of Allegiance was led by Vice Chairman Harris.

County Administrator Mims called Roll to Establish Quorum and the following Commissioners were present: Chairman Dean, Vice Chairman Harris and Members Ingram, Polizos, and Williams. Also present were County Attorney Tyrone C. Means, and County Engineer George C. Speake.

Mr. Williams made a motion to approve the Minutes of the Regular Meeting of January 7, 2012. The motion was seconded by Mr. Polizos and unanimously approved by the Commission.

CONSENT AGENDA

The Administrator presented the Accounts Payable and Payroll Checks Authorization for Approval.

Mr. Williams made a motion to approve the Accounts Payable and Payroll Checks, as presented by the Administrator. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Accounts Payable Checks and Payroll Checks Authorization, Consent Agenda Pages 1 through 7, are attached to these Minutes.)

NEW BUSINESS

COUNTY COMMISSION – ADOPTED RESOLUTION AUTHORIZING THE CHANGING OF THE MEETING TIME OF THE FEBRUARY 4, 2013 COUNTY COMMISSION MEETING, FROM 8:00 A.M. TO 9:00 A.M. AND CHANGING THE MEETING DATE OF THE MARCH 4, 2013 COUNTY COMMISSION MEETING TO MARCH 11, 2013

The Administrator presented the following Resolution:

RESOLUTION

WHEREAS, Alabama Code § 11-3-8 provides that the County Commission of any county in the State of Alabama may by resolution alter the regular meeting days as necessary; and,

WHEREAS, the County Commission may reschedule a regular meeting that falls on a legal holiday, and may alter the regular meeting days as necessary; and

WHEREAS, the County Commission wishes to change the time of the February 4, 2013, meeting from 8:00 a.m. to 9:00 a.m., to accommodate those County Commissioners who will be attending the Montgomery Area Chamber of Commerce Eggs and Issues Breakfast with Senator Richard Shelby on that date and time; and

WHEREAS, the County Commission wishes to change the County Commission meeting date of March 4, 2013, to March 11, 2013, to accommodate those County Commissions who will be attending the NACo Legislative Conference in Washington D.C., from March 2-6, 2013,

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby agree to change the time of the February 4, 2013 meeting from 8:00 a.m. to 9:00 a.m. and also move the Commission Meeting date of March 4, 2013, to March 11, 2013.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 22nd day of January 2013.

End of Resolution

Mr. Ingram made a motion to adopt the Resolution. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission.

COUNTY COMMISSION – ADOPTED FRANCHISE RESOLUTION AND APPROVED
AGREEMENT AUTHORIZING CABLE OR OTHER VIDEO SERVICES WITH MON-CRE
TELEPHONE COOPERATIVE, INC.

The Administrator presented the following letter from Mark D. Wilkerson of Wilkerson & Bryan, P.C.:

January 10, 2013

VIA HAND DELIVERY AND ELECTRONIC MAIL – donaldmims@mc-ala.org

Donald L. Mims, Administrator
Montgomery County Commission
Courthouse Annex III
101 S. Lawrence Street
Montgomery, AL 36104

Re: Mon-Cre Telephone Cooperative

Dear Mr. Mims:

Enclosed is another copy of the formal franchise request submitted by Mon-Cre Telephone Cooperative, Inc. on December 5, 2012, following a preliminary presentation to the Commission staff.

We understand that this resolution will be placed on the agenda for formal consideration at the next Commission meeting on January 22, 2012. This is a time sensitive project for the Cooperative. Officials with the Cooperative will be in attendance at the meeting in case there are any questions. Please let us know if there is any change to the agenda or if anything else needs to be done on our part.

Very Truly Yours,

WILKERSON & BRYAN, P.C.
/s/ Mark D. Wilkerson

Cc: David Hubbard
Thomas T. Gallion, III
Hon. Reed Ingram

Enclosure

End of Letter

Mr. Ingram made a motion to adopt the Franchise Resolution and approve the Agreement. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Letter, Application Information Sheet, Exhibit A, Resolution, Franchise Agreement, and Attorney Gallion's Opinions, Agenda Pages 2-2 through 2-14, are attached to these Minutes.)

MONTGOMERY COUNTY PARKS AND RECREATION BOARD – APPROVED BOARD
MEMBER REAPPOINTMENT

The Administrator presented the following letter from Chairman of the Montgomery County Parks and Recreation Board James B. Phillips:

December 12, 2012

Mr. Donald L. Mims
County Administrator
Montgomery County Commission
P.O. Box 1667
Montgomery, Alabama 36102-1667

Dear Mr. Mims:

On December 4, 2012, the term of Lynn Gowan expired as a board member of the Montgomery County Parks and Recreation Board. Please reappoint Mr. Gowan to the Board, for a term expiring December 4, 2017.

Sincerely,

/s/ James B. Phillips
Chairman

End of Letter

Mr. Polizos made a motion to reappoint Lynn Gowan with a term expiring December 4, 2017. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copy of Board Members' Appointment Page, Agenda Page 3-2, is attached to these Minutes.)

THE WATERS IMPROVEMENT DISTRICT – ADOPTED RESOLUTION ELECTING
DIRECTOR

The Administrator presented the following letter from Robert E.L. Gilpin from Gilpin Givhan, PC:

December 20, 2012

Mr. Donald L. Mims, Administrator
Montgomery County Commission
Post Office Box 1667
Montgomery, Alabama 36102-1667

Re: The Waters Improvement District –
Resolution Electing Director (Jennifer M. Atkins)
Our File No. 7493.1001

Dear Donnie:

The Waters Improvement District (the “District”) was established by The Montgomery Commission by a Resolution adopted June 28, 2004.

The term of one of the Directors, Jennifer M. Atkins, will expire on December 31, 2012. On behalf of the District, we hereby request that Ms. Atkins be reappointed to a full three-year term with a stated expiration date of December 31, 2015. Please forward a copy of the Resolution effecting the reappointment of Ms. Atkins to me upon its adoption.

Thank you for your assistance on this matter. If you have any questions about this request, please do not hesitate to contact me.

Sincerely,

Gilpin Givan, PC
/s/ Robert E.L. Gilpin

Enclosure

pc: Ms. Jennifer M. Atkins (w/enclosure)

End of Letter

Mr. Ingram made a motion to adopt the resolution reappointing Jennifer M. Atkins with a term expiring December 31, 2015. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Resolution and Board Members’ Appointment Page, Agenda Pages 4-2 and 4-3, are attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED COOPERATIVE AGREEMENT FOR THE FY 2010
STATE HOMELAND SECURITY GRANT PROGRAM, GRANT NUMBER 0RLS

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

December 21, 2012

MEMORANDUM

TO: Mr. Donnie Mims
County Administrator

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

SUBJECT: Homeland Security Grants

Please place Grant #0RLS on the County Agenda for their approval. Upon approval by the Commission, please have Mr. Dean sign these grants.

If you would have your personnel call my office, I will send someone to pick up the signed grants.

End of Memorandum

Mr. Polizos made a motion to approve the Cooperative Agreement. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copies of Memorandum and Cooperative Agreement, Agenda Pages 5-2 through 5-13, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED SERVICE CONTRACT WITH ALABAMA STATE
UNIVERSITY FOR TECHNICAL AND PROFESSIONAL ADVICE AND ASSISTANCE IN
THE AREA OF COMPUTER GENERATED DEMOGRAPHIC DATA AND SUPPORTING
MAPS

The Administrator presented the following memorandum:

January 17, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Service Contract with Alabama State University

During the January 7, 2013 County Commission meeting, the Commission agreed to place a Service Contract with Alabama State University for Technical and Professional Advice and Assistance in the Area of Computer Generated Demographic Data and Supporting Maps on the next agenda.

Attached is a copy of the Service Contract and I am requesting approval of this document.

Attachment

End of Memorandum

Mr. Ingram made a motion to approve the request. The motion was seconded by Vice Chairman Harris. Vice Chairman Harris, Mr. Ingram, Mr. Polizos and Mr. Williams voted in favor of the motion. Chairman Dean abstained from the vote and the motion carried. (Copy of Service Contract, Agenda Page 6-2, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED SEVENTH AMENDMENT TO LEASE WITH CAPITOL PLAZA ASSOCIATES, LLC FOR THE PROBATE JUDGE’S OFFICE AT CAPITOL PLAZA SHOPPING CENTER

The Administrator presented the following memorandum:

January 17, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Lease with Capitol Plaza Associates

During the January 7, 2013 County Commission meeting, the Commission agreed to place the Seventh Amendment to Lease with Capitol Plaza Associates, LLC for the Probate Judge’s Office at Capitol Plaza on the next agenda.

Attached is a copy of the Lease and I am requesting approval of this document.

Attachment

End of Memorandum

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copies of Seventh Amendment to Lease and Email, Agenda Pages 7-2 through 7-4, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED THE REISSUANCE OF THE RESOURCE
CONSERVATION MANAGEMENT POLICY PREVIOUSLY ADOPTED AUGUST 12, 2008

The Administrator presented the following memorandum from Deputy Administrator John A. Mitchell, Sr.:

January 17, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr.
Deputy Administrator

SUBJECT: Resource Conservation Management Policy

In 2008 the Montgomery County Commission approved a Resource Conservation Management Policy authorizing the policy to reduce energy consumption in all buildings operated, owned, or leased by The Montgomery County Commission.

Due to the installation of energy efficient equipment by Schneider Electric Buildings Americas, Inc. and changes in Elected Officials, it was discussed to reissue the policy stating the requirements of the Resource Conservation Management.

The policy was discussed with the Commission and they were in agreement that it be reissued. I was further advised to place this policy information on the agenda for January 22, 2013. There are no changes to the original policy issued by the Commission.

If you have any questions, please contact me.

End of Memorandum

Mr. Polizos made a motion to approve the request. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copies of Signature Page of Elected & Appointed Officials and Resource Conservation Management Policy, Agenda Pages 8-2 through 8-5, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED RECOGNITION AND DENIAL OF CLAIM FILED
BY LAKESHA TELLIS ON BEHALF OF K.T., A MINOR

The Administrator presented the following memorandum from County Attorney Thomas T. Gallion, III:

MEMORANDUM

November 28, 2012

TO: Donnie Mims
FROM: Tommy Gallion
RE: Notice of Claim
Lakesha Tellis on behalf of K.T. a minor

I have reviewed your November 16, 2012 memorandum, Notice of Claim, the form Alabama Risk Management for Schools Automobile Liability Fund Claim for Property Damage or Personal Injury, Alabama Uniform Traffic Crash Report related to the injuries and property damage.

It is my legal opinion that this Notice of Claim be recognized and denied at the next Commission meeting.

End of Memorandum

Mr. Polizos made a motion to approve the request. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copies of Memorandum and Notice of Claim, Agenda Pages 9-2 through 9-4, are attached to these Minutes.)

PUBLIC AFFAIRS – APPROVED PAYMENT OF MEMBERSHIP DUES TO THE PUBLIC
RELATIONS COUNCIL OF ALABAMA (PRCA) FOR MANAGER OF PUBLIC AFFAIRS
DIDI HENRY

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

MEMORANDUM

December 19, 2012

To: Montgomery County Commission
From: DiDi Henry

Re: Public Relations Council of Alabama – Montgomery Chapter Dues

I am requesting that the Commission approve the payment of my annual dues to PRCA-Montgomery for 2013. The membership includes online webinars, newsletters, conferences and information for public relations professionals that can only be obtained through membership to the organization. I also hold a State PRCA office.

The dues are \$285.00 a year. I have attached an invoice.

Thank you for your consideration.

End of Memorandum

Mr. Ingram made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copy of Invoice, Agenda Page 10-2, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS
REPROGRAMMING REQUESTS

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

January 22, 2013

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) to:

- | | |
|-------------|--|
| C-2013-53: | Kappa Alpha Psi Guide Right Foundation of Montgomery, Inc., for Guide Right Programs for Elementary, Middle, and Senior High School Students - \$3,000; (Harris) |
| C-2013-54: | Alabama Baseball Coaches Association, Inc., for the 2013 Community College Fall Sophomore Workouts and Fall Classic - \$1,000; (Polizos) |
| NC-2013-67: | BOE, Carver Senior High School, for Girls Basketball Program - \$500; (Williams) |

NC-2013-68: City of Montgomery, to be used by BONDS to Support Taylor Lakes/Sagestone Homeowners Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$400; (Ingram)

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-2013-55: Team Achievers Discipline Academy, for Comprehensive Program of Behavior Modification and Academic Tutoring for At-Risk Youth - \$2,500; (\$500-Dean, \$500-Harris, \$500-Ingram, \$500-Polizos and \$500-Williams)

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

DETENTION FACILITY – APPROVED POSITION FILL REQUESTS (4)

The Administrator presented the following memorandum:

January 17, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Position Fill Requests for Detention Facility

During the January 7, 2013 County Commission meeting, the Commission agreed to place the following Position Fill Requests on the next agenda for the Detention Facility:

- (1) Corrections Officer Lieutenant, Position Number 062
- (2) Corrections Officer Sergeant, Position Number To Be Determined
- (3) Corrections Officer Corporal, Position Number To Be Determined
- (4) Corrections Officer/Corrections Officer Trainee, Position Number To Be Determined

I am requesting approval of these items.

Attachment

End of Memorandum

Mr. Williams made a motion to approve the requests. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copies of Memorandum and Position Fill Requests, Agenda Pages 12-2 through 12-6, are attached to these Minutes.)

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

The Administrator presented the following memorandum:

January 17, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Position Fill Requests for Sheriff's Office

During the January 7, 2013 County Commission meeting, the Commission agreed to place the following Position Fill Requests on the next agenda for the Sheriff's Office:

- (1) Deputy Sheriff Sergeant, Position Number 034
- (2) Deputy Sheriff, Corporal – Position Number To Be Determined
- (3) Deputy Sheriff Trainee/Deputy Sheriff – Position Number To Be Determined

I am requesting approval of these items.

End of Memorandum

Mr. Polizos made a motion to approve the requests. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Memorandum and Position Fill Requests, Agenda Pages 13-2 through 13-5, are attached to these Minutes.)

VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (18)

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

<u>DEPARTMENT</u>	<u>TRAVEL/TRAINING REQUESTS</u>
1. County Commission	Request Numbers 9, 10, 11, 12, 13, 14, and 15
2. Revenue Commissioner's Office	Request Number 1
3. Tax & Audit Department	Request Number 5
4. Detention Facility	Request Number 2
5. Engineering Department	Request Numbers 1 and 2
6. Risk Management	Request Numbers 4 and 5
7. Personnel Department	Request Numbers 1 and 2
8. Community Corrections	Request Number 2
9. District Attorney's Office	Request Number 16

Mr. Williams made a motion to approve the travel/training requests. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Travel/Training Requests, Agenda Pages 14-1 and 14-18, are attached to these Minutes.)

WAIVED RULES

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

VARIOUS DEPARTMENTS – APPROVED BUDGET CHANGE REQUESTS (2)

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

<u>DEPARTMENT</u>	<u>BUDGET CHANGE REQUESTS</u>
1. Engineering Department	Request Number 5
2. Tax and Audit Department	Request Number 1

Mr. Williams made a motion to approve the budget change requests. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Budget Change Requests, Agenda Pages 15-1 and 15-2, are attached to these Minutes.)

TAX & AUDIT DEPARTMENT – APPROVED POSITION FILL REQUEST FOR REVENUE AUDITOR, POSITION NUMBER 810118005

The Administrator presented the following memorandum from Deputy Administrator John A. Mitchell, Sr.:

January 14, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr.
Deputy Administrator

SUBJECT: Position Fill Request due to Resignation

Please see attached memo from Terri A. Henderson, Tax & Audit Manager, concerning the resignation of Phillippe J. Streeter, Revenue Auditor, in her office. On Friday, January 11, 2013, Terri Henderson was informed that this resignation is effective as of January 25, 2013. This audit position is crucial to the operation of this department. The Sales, Tax & Audit Department is responsible for 42% of the County Revenue in General Funds.

The initiatives started in this department would be hindered and efforts lost if failure to fill this position immediately is not granted. I am requesting that the Commission waive rules to this Position Fill Request at the Montgomery County Commission Meeting scheduled January 22, 2013. Also, waiving rules at this meeting will still result in a 2-3 month delay in filling this position.

If you have any question, please contact me.

End of Memorandum

Mr. Ingram made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Memorandum, Letter, and Position Fill Request, Agenda Pages 16-2 through 16-4, are attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED POSITION FILL REQUESTS (5)

The Administrator requested approval of the following five position fill requests for the Sheriff's Office:

1. Deputy Sheriff Captain, Position Number 127
2. Deputy Sheriff Lieutenant, Position Number To Be Determined
3. Deputy Sheriff Sergeant, Position Number To Be Determined
4. Deputy Sheriff Corporal, Position Number To Be Determined
5. Deputy Sheriff Trainee/Deputy Sheriff, Position Number To Be Determined

Mr. Polizos made a motion to approve the position fill requests. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 17-1 through 17-5, are attached to these Minutes.)

COUNTY COMMISSION APPROPRIATIONS – APPROVED BUDGET CHANGE
REQUEST NUMBER 11, REGARDING PROPOSAL FROM IMPERIAL SYSTEMS, INC.,
FOR ACCESS CONTROL SYSTEM FOR COURTHOUSE CLERKS EMPLOYEE
ENTRANCES AT THE CRIMINAL AND CIVIL DIVISION OFFICES

The Administrator requested to approve Budget Change Request Number 11, County Commission Appropriations.

Mr. Williams made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Budget Change Request and Proposal, Agenda Pages 18-1 and 18-2, are attached to these Minutes.)

COMMENTS BY COMMISSIONERS AND ATTENDEES

Commissioner Ingram told the audience good morning and that it was good to see everyone. He welcomed Attorney Tyrone Means back after his illness and added that it was good to see Commissioner Williams back in good health.

Commissioner Williams told the audience good morning and stated that he hoped that they all would have a beautiful week. He informed the audience that he had had pneumonia and was admitted into the hospital last week. He advised everyone to take care of themselves and watch when feeling ill because it's real.

Commissioner Polizos told the audience good morning and that it was good to see everyone. He told the audience to wash their hands and stay healthy.

Chairman Dean told the audience good morning and that it was good to see everyone. He recognized Attorney Means' wife and welcomed her to the meeting.

Vice Chairman Harris wished the audience good morning and welcomed them to the meeting. He told Attorney Means and Commissioner Williams that it was good to see them at the meeting. He recognized and welcomed Chris Thomas who worked on his campaign. He invited everyone to continue to come to the Commission meetings, which are held twice a month.

ADJOURNMENT

Commissioner Williams made a motion to adjourn the meeting of the Montgomery County Commission on January 22, 2013, at 9:42 a.m. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission.

JAN 22 2013

01-22-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 01-04-13

Check Number	To	Check Number
232226		232268
Total Checks Paid		\$170,250.29

CHECK #	PAYEE	AMOUNT	DATE
232225	Davis, Ronald E.	\$ 7,700.00	12/28/12

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

01-22-13 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 01-04-13

Check Number	To	Check Number
232269		232366
Total Checks Paid		\$494,765.56

**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 01-11-13

Check Number	To	Check Number
232368		232416
Total Checks Paid		\$448,166.94

CHECK #	PAYEE	AMOUNT	DATE
232367	Xerox Corp.	\$ 533.44	01/04/13

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

01-22-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 01-11-13

Check Number	To	Check Number
232417		232516
Total Checks Paid		\$865,342.12

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 01-18-13

Check Number	To	Check Number
232518		232579
Total Checks Paid		\$269,496.24

CHECK #	PAYEE	AMOUNT	DATE
232517	Means Gillis Law	\$ 28,385.00	01/16/13

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

01-22-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 01-18-13

Check Number	To	Check Number
232580		232659
Total Checks Paid		\$518,874.79

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

JAN 22 2013

01/22/13 Meeting

MONTGOMERY COUNTY COMMISSION

**THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID**

**CHECKS ARE DATED
01/11/13**

Payroll Check Number	114966	To	Payroll Check Number	115078	\$ 92,014.28
Direct Deposits					\$ 835,891.00
Payroll Check Number	115079	To	Payroll Check Number	115101	\$ 283,516.25
Direct Deposits					\$ 325,149.49
Federal Deposits					\$ 360,920.29
Total Payroll Paid					\$ 1,897,491.31

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

WILKERSON ♦ BRYAN

WILKERSON & BRYAN, P.C.
ATTORNEYS & COUNSELORS

405 SOUTH HULL STREET
MONTGOMERY, ALABAMA 36104
TEL. 334.265.1500

MAILING ADDRESS
POST OFFICE BOX 830
36101-0830
FAX 334.265.0319

MARK D. WILKERSON

mark@wilkersonbryan.com

December 5, 2012

VIA U.S. MAIL AND ELECTRONIC MAIL - donaldmims@mc-ala.org

Donald L. Mims, Administrator
Montgomery County Commission
101 S. Lawrence Street
Montgomery, AL 36104

Re: Mon-Cre Telephone Cooperative

Dear Mr. Mims:

Mon-Cre Telephone Cooperative, Inc. (the "Coop") is a member owned, incumbent local exchange telephone company providing service to its owners/members in rural south Montgomery County, along with parts of Crenshaw County. The Coop is upgrading its network in phases to provide "fiber to the home" for its members, which will allow the enhancement of broadband service and, for the first time, the use of its facilities to carry video service, sometimes called Internet Protocol Television Programming ("IPTV") services.

ALA. CODE § 23-1-85 (1975 as amended) provides local telephone companies holding authority from the Alabama Public Service Commission ("APSC"), such as the Coop and AT&T, to use the right-of-way of public roadways, and the Coop has worked well with the County since its inception. However, under federal law, a "cable operator" must obtain a franchise from local government authority to provide cable service. While there is disagreement as to whether certain types of IPTV service provided over telephone or dual use facilities is subject to the Cable Act franchising requirements, the Coop wishes to proactively seek a cable franchise from the County, and to pay the County the same fee paid by the other cable operators holding county franchises.

The Coop's service territory does not overlap the service area of any existing cable system in Montgomery County, thus any franchise fees that are paid pursuant to this franchise will be "new" revenue to the County.

Attached is a proposed franchise resolution that is consistent in form and substance with the terms applied by the County to other providers of cable/video services. We have also

Donald L. Mims, Administrator
December 5, 2012
Page 2

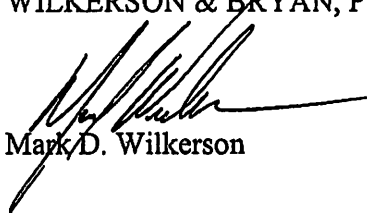
included a summary sheet with relevant information regarding the Coop and its franchise request.

This project will be of great benefit to residents of south Montgomery County. To meet our construction deadlines, we respectfully request approval of this franchise at the earliest possible date.

A copy of a proposed resolution has also been provided to Commission counsel.

Very Truly Yours,

WILKERSON & BRYAN, P.C.



Mark D. Wilkerson

cc: David Hubbard
Thomas T. Gallion, III
Hon. Reed Ingram

Enclosure
MDW/kdp

Applicant Information:

1. Applicant Name: Mon-Cre Telephone Cooperative, Inc., its affiliates and subsidiaries
2. Business Address:
3. List of Officers and Directors (Trustees)

Officers

Brett Sikes, President
Charles Parker, Vice-President
Walt Sellers, Secretary
Mike Moseley, Treasurer

Directors

Chris Parris
Ron McGough
Mark Weeks
Kathy Horne
James May

Contact Person:

David Hubbard, General Manager
MonCre Telephone Cooperative, Inc.
P.O. Box 125
Ramer, AL 36069
Phone Number: (334) 562-3242
Fax Number: (334) 562-9494

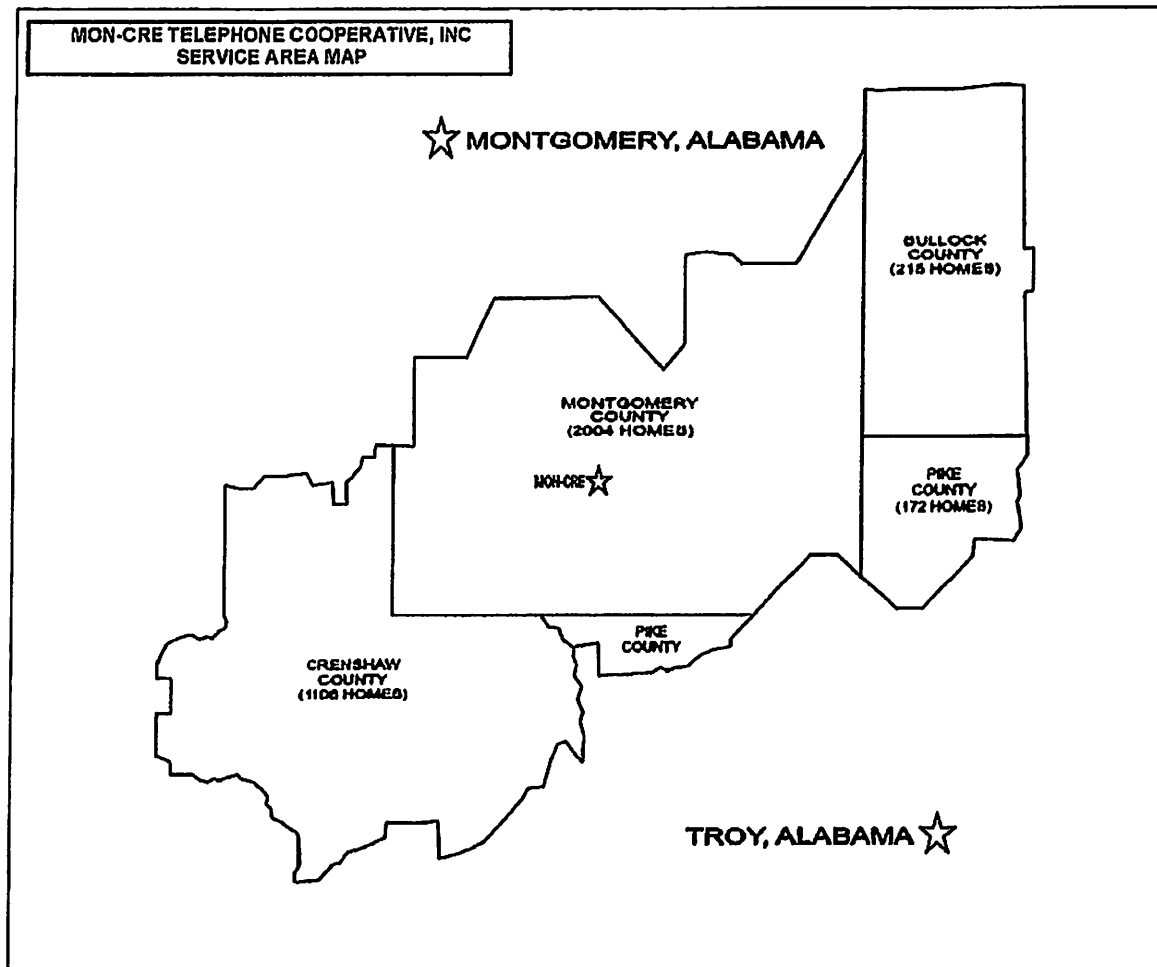
4. Geographic Area to be Served:

Service will be extended in stages in conjunction with system upgrades. Current plans are for the initial upgrades to occur in and near the Coop's central office in Ramer, Alabama. The Coop's long range plan is to extend the upgrades throughout its service area, which is shown in Exhibit "A".

5. The Coop current intends to set aside at least one channel for provide public, educational or government uses, subject to reasonable economic and technical feasibility considerations.
6. Consistent with the franchises granted other providers, the Coop requests no term limitation on its franchise.
7. As stated in the attached letter, the Coop has existing authority as an incumbent local telephone company to utilize the public rights-of-way.

8. Applicant proposes to pay the same franchise fee, and be subject to the same terms, as imposed by the County on the two largest cable providers.
9. The Coop will abide by all applicable state or local laws in the provision of service to area residents.

EXHIBIT A



RESOLUTION

BE IT RESOLVED by the Montgomery County Commission ("MCC"), Montgomery County, Alabama that Mon-Cre Telephone Cooperative, Inc. ("Mon-Cre"), its subsidiaries, successors and assigns be and hereby are authorized to lay, construct, lease and/or operate a system for the provision of cable or other video service, together with the right to make, install, maintain, repair and replace such facilities as may be reasonably necessary or desirable within the boundary of Montgomery County roads and rights-of-ways and, subject to any necessary private agreements, for attaching to said poles, transmission wires and lines of other utilities, provided that said Mon-Cre shall not make any opening in any county roadway unless it has first received a permit to do so from the public agency in Montgomery County having jurisdiction over said public roads; and further, that the consent hereby granted shall be on a non-exclusive basis. Mon-Cre shall pay MCC a fee equal to three percent (3%) of gross revenue received by it for basic cable television service (exclusive of connection charges and Premium Channel service), provided to Montgomery County subscribers which are outside of an incorporated municipality. Said payments shall be paid semi-annually for receipts received during each prior six month period for periods ending on January 1 and July 1 of each year and shall be paid within thirty days immediately following said dates. MCC shall have the right to examine the books of Mon-Cre to certify the gross revenue.

STATE OF ALABAMA

COUNTY OF MONTGOMERY

FRANCHISE AGREEMENT

WITNESS THIS AGREEMENT by and between the **Montgomery County Commission**, a body corporate and political, hereinafter referred to as "County", and **Mon-Cre Telephone Cooperative, Inc.**, hereinafter referred to as "Company", its subsidiaries, successors and assigns, for and in consideration of the mutual covenants herein contained the receipt and sufficiency whereof being hereby acknowledged as follows:

1. Scope. The Company is an existing, member owned cooperative providing local telephone and related services in south Montgomery County pursuant to authority granted by the Alabama Public Service Commission. The Company desires to upgrade its system to allow such facilities to be utilized for the provision of cable or other video service, to make, install, maintain, repair and replace such facilities as may be reasonably necessary or desirable within the boundary of Montgomery County roads and rights-of-way, and subject to any necessary private agreements, for attaching to said poles, transmission wires and lines of other utilities, provided that the Company shall not make any opening in any county roadway unless it has first received a permit to do so from the public agency in Montgomery County having jurisdiction over said public road.

2. Rules, Regulations and Rates. The Company shall be subject to all applicable federal and Alabama state law and the rules, regulations, including any applicable schedules or regulations of the Alabama Public Service Commission, which are incorporated herein by

reference. Any such laws, rules, regulations and schedules are subject to change during the term of this Contract as provided by law.

3. Term. The term of this Contract applicable to each premises governed hereunder shall be fifteen years, renewable at the option of both parties and negotiable at each renewal as to the percentage of gross revenue to be received by the County. Either party may terminate this Contract upon written notice to the other of such termination.

4. Service to Premises. County will not be responsible for any service to premises.

5. Payment. During the term of this Contract, Company will pay to the County a fee equal to three percent (3%) of gross revenue received by it for basic cable television service (exclusive of connection charges and Premium Channel service) provided to Montgomery County subscribers which are outside of an incorporated municipality. Said payments shall be paid semi-annually for receipts received during each six-month period for periods ending on January 1 and July 1 of each year and shall be paid within thirty days immediately following said dates. The County shall have the right to examine the books of the Company to verify the gross revenue.

6. Equipment. The Company, at its own expense, shall furnish its own equipment and material to lay, construct, lease, and/or operate a system for the provision of cable or other video service, together with the right to make, install, maintain, repair and replace such facilities as may be reasonably necessary or desirable within the boundary of Montgomery County roads and rights-of-way, and subject to any necessary private agreements, for attaching to said poles, transmission wires and lines of other utilities, provided that the Company shall not make any opening in any county roadway unless it has first received a permit to do so from the public

agency in Montgomery County having jurisdiction over said public road. Any damage to existing lines caused by the Company or its equipment will be the responsibility of the Company.

7. Dispute Resolution. If a dispute arises of or relates to this Agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions or negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution, then any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama and governed by the laws of the State of Alabama and any applicable federal laws relating to this agreement between Montgomery County and the Company.

8. Assignment of Contract. The Company shall not assign this Contract without written consent of the County.

9. Remedies. In the event of default by the Company, the County may pursue any and all judicial and administrative remedies and relief available.

10. Hold Harmless Agreement.

(a) By acceptance of this franchise and right, the Company agrees that it shall indemnify, protect and hold harmless the County and its officers, agents and employees from any and all claims whatsoever, from liabilities, losses, costs, judgments, penalties, damages and expenses, arising out of its failure to perform any of the obligations of this franchise, including but not limited to, claims for injury or death to any person or persons, or damages to any

property, as may be incurred by or asserted against the County, its officers, agents or employees, directly or indirectly, by reason of the installation, operation or maintenance by the Company of the Company's cable or video system.

(b) The Company shall maintain, and by its acceptance of this franchise, specifically agrees that it will provide throughout the term of this franchise, workmen's compensation insurance and liability insurance, by self-insurance or by a commercial policy, with regard to all damages mentioned in subsection (a) and (b) above in the minimum amounts of:

1. General Liability Insurance - public liability including premises, products and complete operations.
 - a. Bodily injury liability:
\$500,000 each person
\$1,000,000 each occurrence
 - b. Property damage liability:
\$1,000,000 each occurrence, or
 - c. In lieu of (a) and (b) above, bodily injury and property damage combined --\$1,000,000 single limit.
2. Comprehensive—Automobile Liability Insurance including owned, non-owned and hired vehicles.
 - a. Bodily injury liability:
\$500,000 each person
\$1,000,000 each occurrence
 - b. Property damage liability:
\$1,000,000 each occurrence, or
 - c. In lieu of (a) and (b) above, bodily injury and property damage combined --\$1,000,000 single limit.

11. Miscellaneous. This document and any document incorporated by reference and any attachments constitute the entire agreement between the parties. No modification of this Agreement, except as provided in paragraph 2 and 8 above, shall be binding unless it is in

writing and accepted by the County and the Company. This contract shall be governed by the laws of the State of Alabama.

IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be executed by its duly authorized representative, as of the effective date of January ____, 2013.

MONTGOMERY COUNTY COMMISSION

By: _____

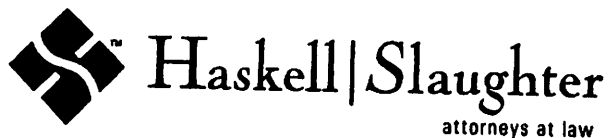
Title: _____

MON-CRE TELEPHONE COOPERATIVE, INC.

By: _____

Title: _____

50051-317
#4,715,665



TTB

MONTGOMERY OFFICE
305 South Lawrence Street • Montgomery, Alabama 36104
Post Office Box 4660 • Montgomery, Alabama 36103-4660
f. 334.264.7945 • t. 334.265.8573
www.hsy.com

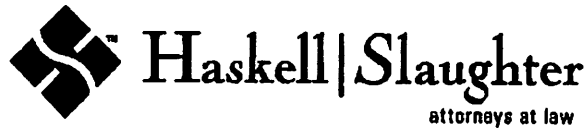
MEMORANDUM
December 7, 2012

TO: Donnie Mims
FROM: Tommy Gallion
RE: Mon-Cre Telephone Cooperative, Inc

I have reviewed your December 6, 2012 memorandum, copy of the December 5, 2012 letter from Attorney Mark Wilkerson, the map and the proposed franchise resolution.

It is my legal opinion that the proposed franchise resolution is acceptable. Of course, if the resolution is adopted by the Commissioners, a formal agreement needs to be prepared.

50051-317
4696748_1



TTB

MONTGOMERY OFFICE
305 South Lawrence Street • Montgomery, Alabama 36104
Post Office Box 4660 • Montgomery, Alabama 36103-4660
f. 334.264.7945 • t. 334.265.8573
www.hsy.com

MEMORANDUM
January 14, 2013

TO: Donnie Mims
FROM: Tommy Gallion
RE: Mon-Cre Telephone Cooperative, Inc
Franchise Resolution

I am in receipt of your January 11, 2013 memorandum and I have reviewed the attachments.

First I want to point out that my office did not prepare the Resolution, but I am having my secretary retype it so that I can make the requested corrections and any new additions to the Resolution. (See Resolution attached hereto.) Vice Chairman Harris wanted to know what "shall be on a non-exclusive basis" means within the context of the resolution. It means that the MCC cannot grant an exclusive franchise that could result in creating a monopoly and/or be in violation of the various laws pertaining to "unfair restraint of trade".

Also attached is the Agreement that needs to be entered into by the parties.

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

Attachments

50051-317
#4,713,704

Montgomery County Parks and Recreation Board

Members:

Term Expires:

Andrew Hall
12370 Chantilly Parkway
Pike Road, AL 36064
Home: 260-0503
Cell: 221-0087

12/4/2016

Mark Salter
3909 Oak Street
Montgomery, AL 36104
Home: 262-4173
Work: 262-7727

12/4/2014

James B. Phillips
2139 Yarbrough Street
Montgomery, AL 36110
Home: 263-9438
Cell: 850-4667

12/4/2013

Isaiah Sankey
135 Mildred Street
Montgomery, AL 36104
Work: 265-9000
Cell: 207-5529

12/4/2015



Lynn Gowan
P.O. Box 241604
Montgomery, AL 36124
Cell: 391-4661

12/4/2012

Term: 5 years

**RESOLUTION ELECTING DIRECTOR
TO THE WATERS IMPROVEMENT DISTRICT**

WHEREAS, Jennifer M. Atkins has been a member of the Board of Directors of The Waters Improvement District since her appointment by Resolution dated November 21, 2011;

WHEREAS, Jennifer M. Atkins' term as a member of the Board of Directors of the District will expire on December 31, 2012;

WHEREAS, it has been requested that Jennifer M. Atkins continue to serve on said board; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF MONTGOMERY COUNTY, ALABAMA, that Jennifer M. Atkins be and is hereby appointed to serve on The Waters Improvement District for a three-year term, with term ending December 31, 2015.

STATE OF ALABAMA)
 :
MONTGOMERY COUNTY)

I, Donald L. Mims, Administrator of the County Commission of Montgomery County, Alabama, HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution which was duly adopted by the County Commission of Montgomery County, Alabama, at a regular meeting held the ____ day of _____, 20__.

This is the ____ day of _____, 20__.

Donald L. Mims, Administrator

APPROVED: _____, 20__

The Waters Improvement District

Board of Directors

Members:

Term Expires:

Thomas H. Brigham
Secretary/Treasurer

12/31/2013



Jennifer Atkins

12/31/2012

J. Garrett McNeil
Chairman

12/31/2014



Robert Bentley
Governor

Department of Homeland Security

State of Alabama



Spencer Collier
Director

Memorandum

To: Derrick Cunningham
Montgomery County Sheriff's Office

From: Terisa Rigby
Grant Program Manager – AL DHS

Date: December 19, 2012

RE: ORLS Grant Agreement

Attached is a grant agreement for ORLS. Please initial the bottom of every page and obtain appropriate signatures on the signature page and audit page. You will find two copies of the grant agreement enclosed. Both copies require the initials on the bottom of every page and the appropriate signatures mention-above. You will retain one copy for your files and you will submit the other copy back to AL DHS.

If you have any questions, please do not hesitate to contact me at (334) 353-3051.

Thank you,

Terisa Rigby
Grant Program Manager
AL Department of Homeland Security

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

1. Grantee Name & Address: Montgomery County Sheriff's Office 115 S. Perry St. Montgomery, AL 36104-4243		2. Issuing Office & Address: Alabama Department of Homeland Security PO Box 304115 Montgomery, AL 36130-4115	
3. FY 2010	4. Amount of: Federal: \$15,000.00 Total: \$15,000.00	5. Effective Dates Begin: 11/1/2012 End: 12/31/2012	6. Grant Number: ORLS

MONTGOMERY COUNTY SHERIFF'S DEPARTMENT is herein referred to as the Sub-grantee, the Alabama Department of Homeland Security is herein referred to as AL DHS, and FY 2010 is herein referred to as the Agreement Fiscal Year.

1. **Applicable Federal Regulations:** The sub-grantee must comply with the Code of Federal Regulations (CFR), as applicable: 2 CFR Part 220, Cost Principles for Educational Institutions; 2 CFR Part 225, Cost Principles for State and Local Governments; 2 CFR Part 230, Cost Principles for Non-Profit Organizations; and 2 CFR Part 215, Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. Also, the sub-grantee 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. In addition, the sub-grantee must comply with Federal Acquisition Regulation Sub-part 31.2, Contracts with Commercial Organizations.

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 sub-grantee agrees to comply with the requirements of OMB Circular A-133. Further, records with respect to all matters covered by this grant shall be made available for audit and inspection by AL DHS 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 sub-grantee has not expended the amount of federal funds that would require a compliance audit. The sub-grantee agrees to accept these requirements.

4. **Non-Supplanting Agreement:** The sub-grantee shall not use grantor 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 sub-grantee may resume charging for the grant position.

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

5. **Project Implementation:** The sub-grantee agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the first Biannual Strategy Implementation Report (BSIR).
6. **Written Approval of Changes:** Any mutually agreed upon changes to this sub-grant must be approved, in writing, by AL DHS prior to implementation or obligation and shall be incorporated in written amendments to this grant. This procedure for changes to the approved sub-grant 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.
8. **Bidding Requirements:** The sub-grantee 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.
9. **Personnel and Travel Costs:** The US DHS Financial Guide is the source document for all homeland security related financial matters, including personnel and travel costs. Subgrantees must comply with the provisions in this guide. This guide has been distributed by AL DHS annually during the past several years and is available upon request. Personnel and travel costs must also be consistent with the jurisdiction's policies and procedures, and must be applied uniformly to both federally financed and locally financed activities of the agency. In the absence of jurisdictional requirements, travel costs must not exceed the rate set by state regulation, a copy of which is available upon request. *However, at no time can the agency's travel and lodging expenses 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 normally not allowable and food/beverage expenses are restricted.
10. **Terms of Grant Period:** Grant 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 grant funds dated after the expiration of the grant period will not be eligible for reimbursement.
11. **Utilization and Payment of Grant Funds:** Funds awarded are to be expended only for purposes and activities covered by the subgrantees approved project plan and budget. Items must be in the sub-grantee's approved grant budget and documented in the budget detail worksheet in order to be eligible for reimbursement. Payments will be adjusted to correct previous overpayments and disallowances or under payments resulting from audit. Grants failing to meet this requirement, without prior written approval, are subject to cancellation.
12. **Recording and Documentation of Receipts and Expenditures:** Sub-grantee'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 grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the sub-grant activities are for allowable purposes. Equipment purchases may only include items approved in the AEL (Authorized Equipment List). Additionally, effective control and accountability must be maintained for all grant cash, real and personal property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.
13. **Financial Responsibility:** The financial responsibility of sub-grantees must be such that the sub-grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems shall meet the following minimum criteria:

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5-4

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

- a. Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant;
- 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; and,
- 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.

14. **Property Control:**

- a. Effective control and accountability must be maintained for all property. Sub-grantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Sub-grantees should ensure proper use, maintenance, protection and preservation of such property.
- b. Subject to the obligations and conditions set forth in 28 CFR Part 66 (formerly OMB Circular A-102), title to non-expendable property acquired in whole or in part with grant funds shall be vested in the sub-grantee. Non-expendable property is defined as any item having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
- c. Use and Disposition: Equipment shall be used by the sub-grantee 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. Theft, destruction, or loss of property shall be reported to AL DHS immediately. Property will only be transferred for property disposal if it is certified as no longer serviceable and coordinated in advance with AL DHS.
- 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 funds will be checked annually 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: The sub-grantee agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: Purchased with funds provided by the U.S. Department of Homeland Security. Decals displaying the AL DHS logo and the above phrasing may be obtained by contacting the Alabama Department of Homeland Security.

- 15. **Performance:** This grant may be terminated or fund payments discontinued by AL DHS where it finds a substantial failure to comply with the provisions of the legislation governing these funds or regulations promulgated, including those grant conditions or other obligations established by AL DHS. In the event the sub-grantee fails to perform the services described herein and has previously received financial assistance from AL DHS, the sub-grantee shall reimburse AL DHS the full amount of the payments made. However, if the services described herein are partially performed, and the sub-grantee has previously received financial assistance, the sub-grantee shall proportionally reimburse AL DHS for payments made.
- 16. **Deobligation of Grant Funds:** All expenditures of grant funds must be completed and the grant closed out within thirty (30) calendar days of the end of the grant period. Failure to close out the grant in a timely manner will result in an automatic deobligation of the remaining grant funds by AL DHS.

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

17. Americans with Disabilities Act of 1990 (ADA): The sub-grantee 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: Sub-grantees 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 contract 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 grant application, the sub-grantee 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 sub-grantees that they will maintain a drug-free workplace. The certification is a material representation of fact upon which reliance will be placed when AL DHS determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of the grant, or government-wide suspension or debarment.
23. Publications: The sub-grantee agrees that all publications created with funding under this grant 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 sub-grantee also agrees that one copy of any such publication will be submitted to AL DHS to be placed on file and distributed as appropriate to other potential sub-grantees or interested parties. AL DHS may waive the requirement for submission of any specific publication upon submission of a request providing justification from the sub-grantee.
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 grants 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 AL DHS Guidelines or "Special Conditions" placed on the grant award.
26. Compliance Agreement: The sub-grantee agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by AL DHS. Failure to comply could result in a "Stop Payment" being placed on the grant.
27. Leasing of Space: Requests to lease space for any purpose must be coordinated in advance with AL DHS at annual program briefings and documented/approved in budget detail worksheets. Specific provisions are provided below.

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**COOPERATIVE GRANT 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. Grant funds may be used to cover only the portion of the rental/lease period that occurs during the grant 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 AL DHS. 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 (AL DHS) 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 grant (based on the amount needed for program implementation) and the cost per square foot agreement must be provided to the SAA (AL DHS). A copy of the signed lease agreement must be submitted to the SAA before reimbursement is made for space. Please note that the grant can only be charged for the grant's portion of rental costs. The grant cannot be used for mortgage payments as this is unallowable.

28. Suspension or Termination of Funding: AL DHS may suspend, in whole or in part, and/or terminate funding for or impose another sanction on a sub-grantee 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 grant, 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 approved for funding.

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

e. Filing a false certification in this application or other report or document.

f. Other good cause shown.

29. National Incident Management System (NIMS): The State met the NIMS compliance requirements in order to receive FY12 homeland security grant funding. The jurisdictions and agencies that established NIMSCAST accounts and submitted their annual rollups by the annual deadline are also eligible to receive FY12 homeland security grant funding.

a. County subgrantees of FY12 homeland security grants (i.e., those that met the NIMS compliance requirements) may only allocate or use HS funding for those cities, towns, and agencies that also met the annual NIMS deadline. The listing of NIMS compliant jurisdictions and agencies will be documented, maintained, and distributed by the NIMS point of contact at AEMA.

b. If a County allocates or uses FY12 HS funding for a city, town or agency that is not NIMS compliant, then AL DHS will not be able to process the reimbursement request and it will be returned without action.

**COOPERATIVE GRANT 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 sub-grantee agrees to remain a party to the AMAS program.
31. Budget Detail Worksheet (BDW):
- a. The sub-grantee agrees to submit a Budget Detail Worksheet to the Alabama Department of Homeland Security (AL DHS) and must await formal approval of the worksheet in writing from AL DHS prior to obligating funds, making commitments, or purchasing any of the items requested. The worksheet submitted by the sub-grantee will provide a complete and detailed description of the items (equipment, training, and exercises) to be purchased and will also provide a valid estimate of the actual quantities and costs involved. Care should be taken to ensure the items requested on the worksheet are allowable in accordance with the US DHS grant guidance, and if equipment, listed on the current version of the Authorized Equipment List (AEL). Copies of the fiscal year grant guidance and the current version of the AEL are available on the AL DHS web site at www.homelandsecurity.alabama.gov. Additionally, a revised worksheet must be submitted for addition or deletion of all items from the original worksheet. If additions, deletions, or changes in cost total \$5000.00 or more, a new sign-off sheet by stakeholders is also required. Electronic copies of budget detail worksheet must be submitted within 60 days of receipt of this grant. The electronic budget detail worksheet is a requirement in addition to the paper copies that may have been submitted previously.
- b. Special Instructions: In regard to law enforcement, the sub-grantee agrees to spend the appropriate percentage of this grant in compliance with US DHS grant guidance and AL DHS special instructions. Additionally, the amount to be spent and the percentage for the expenditures for law enforcement will be documented in a letter and attached to the budget detail worksheet.
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 sub-grantees 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 sub-grantee's local emergency response capability to a mass casualty incident by means of a regular schedule of exercises that are Homeland Security Exercise and Evaluation Program (HSEEP)-compatible.
 - Coordinate all MMRS expenditures with the local health department and, where appropriate, local representatives who manage PHEP grants, managed by CDC, and HPP, managed by HHS-ASPR, and Strategic National Stockpile.
 - Have applicable and up to date plans for responding to mass casualty incidents caused by any hazard
 - Applicable procedures and operational guides to implement the response actions within the local plan including patient tracking that addresses identifying and tracking children, access and functional needs population, and the elderly and keeping families intact where possible
 - Identify resources for medical supplies necessary to support children during an emergency, including pharmaceuticals and pediatric-sized equipment on which first responders and medical providers are trained
 - Have subject matter experts, durable medical equipment, consumable medical supplies and other resources required to assist children and adults with disabilities to maintain health, safety and usual levels of independence in general population environments

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

- b. Detailed budget worksheets will document program expenses as prescribed in other sections of the grant guidance. Detailed budget worksheets will be prepared and provided to AL DHS 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. Homeland Security Exercises: All exercises conducted with HSGP funding must be NIMS compliant and must be executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). The Alabama Emergency Management Agency serves as the single point of contact for homeland security and emergency management related exercises within the state. All exercises must be coordinated in advance with Sam Guerra or 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 grant guidance, grant recipients must ensure that an After Action Report and an Improvement Plan are prepared for each exercise conducted with US DHS and FEMA support (grant funds and direct support). The two reports must be coordinated with the AEMA exercise point of contact and submitted to the FEMA secure portal within 60 days following each exercise.
34. Overtime and Backfill: Sub-grantees must read and comply with the funding restrictions provided in FY12 HSGP grant guidance. A summary of the funding restrictions pertaining to overtime is provided below. Overtime will not normally be authorized and all requests for overtime must be coordinated in advance and approved by AL DHS.
- 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), 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 DHS-declared periods of increased security. Subject to these elevated threat level conditions, HSGP funds for organizational costs may be used to support select operational expenses associated with increased security measures at critical infrastructure sites. In order to spend FY12 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 AL DHS and documented/approved in budget detail worksheets. Additionally, subgrantees must provide to the SAA (AL DHS) appropriate documentation required by HSGP grant guidance (for forwarding to FEMA) prior to draw down of funds. Subgrantees must also refer to and comply with FEMA information bulletin #329, Environmental Planning and Historic Preservation Requirements for Grants. Projects that were initiated or completed before an EHP review was concluded and used HSGP funds will be de-obligated. MMRS funds may not be used for any type of construction.
36. Special Instructions: N/A.

CERTIFICATION BY COUNTY HOMELAND SECURITY POINT OF CONTACT (POC)

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

Name:

DERRICK CUNNINGHAM

Title:

CHIEF DEPUTY

Agency Address:

MONTGOMERY COUNTY SHERIFF'S OFFICE, 115 S. PERRY STREET, MONTGOMERY, AL 36104

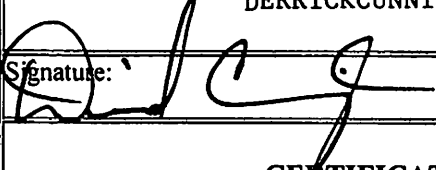
Phone Number: 334.832.1646

Fax Number: 334.832.7113

Mobile Number: 334.850.1329

E-Mail Address:

DERRICKCUNNINGHAM@MC-ALA.ORG

Signature: 

Date:

12/21/2012

CERTIFICATION BY COUNTY OFFICIAL AUTHORIZED TO SIGN

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

Name:

Title:

Agency Address:

Phone Number:

Signature:

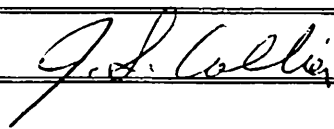
Date:

**NOTE: THE POC AND THE COUNTY OFFICIAL AUTHORIZED TO SIGN CANNOT BE THE SAME PERSON.
STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS
WITHOUT AL DHS APPROVAL.**

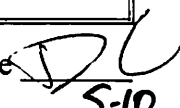
CERTIFICATION BY STATE HOMELAND SECURITY ADVISOR

Name: Spencer Collier

Title: Director, Alabama Department of Homeland Security

Signature: 

Date:

Initial Here 

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

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants 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 (SCMD) 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 subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients 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 GRANTEES
RECEIVING \$50,000 OR MORE AND ALL STATE AGENCIES REGARDLESS OF GRANT 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 GRANTEES
RECEIVING \$50,000 OR MORE.**

As required by the Federal Drug-Free Workplace of 1988, and implemented under the applicable CFR for 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 Department of Homeland Security
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 AL DHS Accounting Office by:					
				(Date)	

NOTE: The audit or written certification must be submitted to AL DHS, *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 grant 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 AL DHS, 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 grant award being delayed and/or cancelled.

Form Completed By

Name:

Title:

Signature:

Initial Here

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**SERVICE CONTRACT
BETWEEN
ALABAMA STATE UNIVERSITY
AND
Montgomery County Commission**

THIS AGREEMENT, entered into on this **22nd** day of January, 2013, between the Montgomery County Commission and Alabama State University Center for Leadership and Public Policy (ASU CLPP), hereinafter referred to as the "Service Provider," with the following stipulations:

General Functions to be Accomplished: Technical and professional advice and assistance in the area of computer generated demographic data and supporting maps for redistricting purposes.

Service Provider will:

1. Provide the most current substantiated research data at the census block level for all of Montgomery County for the following areas; total population and voting age population.
2. Provide subsequent maps resulting from these changes at a size and number required by the client
3. Provide demographic data and final maps for submission to the required regulatory agencies and offices.
4. Provide additional maps as requested by the Montgomery County Commission

Payment:

Upon acceptance of this contract, the Montgomery County Commission will be billed at a rate of \$50/hr and map cost by size and number requested, not to exceed a total of \$1,500.00. All costs will be billed upon completion of services.

Terms:

This contract shall begin January 22nd, 2013, and may be terminated by either party within 30 days written notice with no additional payment required beyond the final month the Service Provider performs services on behalf of the Montgomery County Commission.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Montgomery County Commission

ASU Center for Leadership and
Public Policy, Service Provider

SEVENTH AMENDMENT TO LEASE

This Agreement made and entered into as of the 3rd day of January 2013, by and between Capitol Plaza Associates, LLC, ("Landlord"), and Montgomery County Commission ("Tenant").

WITNESSETH:

WHEREAS, Landlord's predecessor-in-interest and Tenant's predecessor-in-interest entered into that certain Lease agreement dated December 13, 1995; (the "Lease"), said Lease was amended by First Amendment to Lease dated February 8, 1996; by Second Amendment to Lease dated April 22, 1999; by Third Amendment to Lease dated October 22, 2001; by Fourth Amendment to Lease dated December 30, 2002 and further amended by Fifth Amendment to Lease dated March 6, 2007; and by Sixth Amendment to Lease dated October 25, 2010; Landlord did lease and demise unto Tenant certain premises containing approximately 2,793 square feet commonly referred to as space 4 and 5 ("Premises") located in the Capitol Plaza Shopping Center ("Shopping Center"), in Montgomery, Alabama. The original Landlord assigned its rights title and interest in the Lease to Landlord.

WHEREAS, Landlord and Tenant desire to modify certain terms and conditions of the Lease,

NOW THEREFORE, in consideration of the foregoing, and the mutual covenants and agreements hereinafter set forth, and other good and valuable considerations the receipt and sufficiency of which is hereby acknowledged and confessed, Landlord and Tenant agree as follows:

1. The above recitals are hereby confirmed as true and correct and are reaffirmed herein.
2. Landlord has agreed to extend the Lease term for a two year period commencing on March 2, 2013 and terminating on February 28, 2015.
3. Tenant may terminate this Lease with three (3) month written notice to Landlord anytime during this Lease period.
4. Minimum Guaranteed Base Rental for the extension period is due and payable as follows:

Base PSF	Annual	Monthly
\$8.03	\$22,434.84	\$1,869.57

5. Tenant acknowledges responsibility for its prorata share of the Common Area Charges as additional rent.
6. Tenant hereby acknowledges that the Lease as modified is in full force and effect and that there are no violations or defaults under any provision of the Lease on the part of Tenant.
7. In the event of a conflict between the terms and conditions of this Seventh Amendment to Lease Agreement and the Lease, this Seventh Amendment to Lease Agreement shall control.

IN WITNESS WHEREOF, the parties have entered into this Seventh Amendment to Lease as of the day and year first above written.

Signed, sealed and delivered in the presence of:

WITNESS:

LANDLORD: Capitol Plaza Associates, LLC

By: _____

Its: _____

Date: _____

TENANT: Montgomery County Commission

WITNESS:

By: _____

Its: _____

Date: _____

Tammy Nix

From: Donald Mims
Sent: Thursday, January 03, 2013 5:55 PM
To: Tammy Nix
Cc: Donald Mims
Subject: FW: Lease Amendment
Attachments: SEVENTH AMENDMENT TO LEASE.doc

Thur Memo – Future Agenda

From: Hol0513@aol.com [<mailto:Hol0513@aol.com>]
Sent: Thursday, January 03, 2013 4:33 PM
To: Donald Mims
Subject: Lease Amendment

Donald,

Please have the attached Seventh Amendment signed and returned to me so I can have the Landlord sign and I will send you a completely executed original.

If you have any questions, please let me know.

Thanks,

Charles Hollar
334-546-1313

Resource Conservation Management Policy

Signature Page of Elected & Appointed Officials

- With my signature, I support this policy and will encourage my employees to take measures to reduce energy consumption.
- District Attorney Ellen Brooks _____
- Sheriff D. T. Marshall _____
- Probate Judge Steven Reed _____
- Board of Registrars Chairman Jim Wilson _____
- Circuit Judge Charles Price _____
- Circuit Clerk Tiffany McCord _____
- Revenue Commissioner Janet Buskey _____
- County Commission Chairman Elton Dean, Sr. _____
- County Administrator Donald L. Mims _____

RESOURCE CONSERVATION MANAGEMENT POLICY

PURPOSE

It is the intention of The Montgomery County Commission to establish a resource conservation management policy. The purpose of this policy is to support the global necessity of reducing energy consumption, conserve water, promote waste reduction and recycling. The design, construction, renovation, and operation of any buildings owned or leased by The Montgomery County Commission will exploit all feasible energy conservation opportunities. The Commission will continue to seek ways and technologies to reduce energy use that will result in cost savings that may be redirected to fund other programs and special projects.

POLICY

In an effort to reduce energy consumption within all buildings owned or leased by the Montgomery County Commission the actions described in the Resource Conservation Policy are required for all Montgomery County Commission employees unless an exception is granted by the County Administrator. Due to the nature of their operations, the Sheriff's Department and the Detention Facilities will implement policies adaptable to their situations. Each Director will appoint a staff person to ensure energy conservation measures contained in this policy are implemented within his/her department. As appropriate, Directors will ensure these measures are implemented with a minimum of disruption to public services. In those facilities with frequent public use, communicate to the public the County's efforts to conserve energy. When reasonable and feasible the County Commission will promote the use of renewable energy and/or alternative fuels. Energy efficiency ratings will be a primary concern when purchasing equipment and vehicles for county use, or constructing and renovating county-owned buildings. Free or low-cost conservation measures should be applied before investing in costly changes. The Montgomery County Commission will promote and implement local, state, and national energy conservation measures legally enacted.

CONSERVATION MEASURES

Administrators and Directors may consider implementing some of the following or similar guidelines and procedures with energy conservation in mind. These procedures will apply to all areas EXCEPT where such measures may prevent necessary work or endanger staff, clients, or the public. Obviously, a complete comprehensive conservation program cannot be implemented immediately. It may however, with active planning, be accomplished in three phases. The first phase being procedures that could be communicated and put into practice within the very near future with little or no costs involved. Phase two would be planned and implemented after phase one is actively in place and working as these measures might entail certain policy/procedure changes, staff training, and maintenance modifications. Phase three measures will involve long-term consideration and planning. As some of the phase three items will require budgetary planning, cost effectiveness studies, and policy changes/modifications, this phase will be considered and enacted when practical and feasible.

PHASE I

Employee Driven

- Lights should be turned off at night and in unused or unoccupied areas during the day. Turn off lights in private offices when out to lunch or meetings during day. Use compact fluorescent bulbs.
- Turn printers, computers, monitors, copiers, and fax machines off at night. Don't turn them on until ready to use. Shut computers down on long week-ends.
- Minimize number of personal fans, clocks, coffeemakers, etc. at work and eliminate the use of personal heaters at work to avoid this safety hazard.
- Report water leaks and repair promptly. Turn faucets off completely.
- Turn off vehicles when sitting idle at work sites.

Commission Driven

- Arrange to do as much cleaning/housekeeping chores as possible during daylight hours.
- Discourage use of county offices, where feasible, outside of normal working hours. (6 a.m. to 6 p.m. Monday-Friday)
- Do not burn any outside lights during daylight hours.
- Make sure vehicles and gas powered equipment are serviced regularly and kept in good repair. They will be more fuel efficient.
- Turn hot water temperature down to 105 to 110 degrees except in areas like the cafeteria and detention facilities where hotter water may be required.
- When buying or leasing property give preference to energy efficiency.

PHASE II

Employee Driven

- Where possible, get rid of any personal use appliances in offices that burn electricity even when idle such as TV, VCR, DVD, CD, microwaves, etc. Unplug when not using.

Commission Driven

- Procure energy efficient products such as energy efficient light bulbs, equipment, and energy saving devices for equipment when available. Give preference to Energy Star rated products. These products meet strict energy efficiency guidelines set by the U.S. Environmental Protection Agency and the U.S. Department of Energy.
- Install programmable thermostats that will turn heat or air conditioning down at night and on week-ends to conserve energy usage.
- Address in budget: (1) Employee Energy Awareness Programs (2) Building energy conservation measures (3) Procurement of energy efficient goods.

- Develop building specific operations and maintenance plans and procedures. Plan personnel qualifications, training requirements, and work order procedures with energy conservation in mind.
- Recycle – Contract to dispose of solid recycles.
- Replace obsolete or defective plumbing products to conserve water . Educate employees on awareness of the benefits, necessity and importance of conserving water.
- Search for grants, incentives, and/or rebates that may be offered by government agencies or utility companies for implementing energy conservation measures.
- Buy compact fluorescent light bulbs.
- Consider installing sensors in workspaces that will automatically turn lighting off when space is unoccupied.
- Join NaCo Energy Star Courthouse Campaign to commit to reducing energy waste and improving the energy performance of our buildings. Strive to win an Energy Star label for one or more county buildings.

PHASE III

Commission Driven

- Purchase energy efficient vehicles. Consider hybrids and/or alternative fuels.
- Utilize the Alabama Energy Performance Contracting Guidelines for building construction and renovations.
- Require newly constructed buildings and renovations to meet 10CFR 435 (federal regulation establishing voluntary energy conservation performance standards designed to achieve the maximum practical improvements in energy efficiency).
- Strive to make all county buildings LEED certified.
- Explore future use of renewable fuels as feasible.

“JUST ENOUGH IS ENOUGH ENERGY”

LEON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
DIMITRI POLIZOS
JES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

MONTGOMERY 36102-1667

ESTABLISHED 1816

DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
JOHN A. MITCHELL, SR.
DEPUTY ADMINISTRATOR
(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

November 16, 2012

MEMORANDUM

TO: Thomas Gallion, III
County Attorney

FROM: Donald L. Mims *dlm*
County Administrator

RE: Lakesha Tellis on behalf of Keyshun Tellis (Minor) v. Montgomery County Commission

Attached is a of Notice of Claim submitted by Attorney James T. Laura, Jr., of Shunnarah Injury Lawyers, on behalf of their client, Lakesha Tellis on behalf of Keyshun Tellis (Minor). We received this claim in our office the week of November 5, 2012.

Please review this claim and take appropriate action as to its validity against the County.

A recommendation to the County Commission to recognize and deny this claim is appreciated by November 28, 2012.

Thank you for your assistance in this matter.

/tlm

.Attachment

STATE OF ALABAMA)
MONTGOMERY COUNTY)

NOTICE OF CLAIM

**TO: CITY OF MONTGOMERY, ALABAMA;
MONTGOMERY COUNTY BOARD OF EDUCATION;
ALABAMA RISK MANAGEMENT FOR SCHOOLS (ARMS);
MONTGOMERY COUNTY, ALABAMA; and,
LUCY PESTER SELLERS**

Comes now, Lakesha Tellis, parent of Keyshun Tellis, a minor, pursuant to Code of Alabama §§ 6-5-20, 11-12-5, 11-12-6, 11-12-8, 11-47-23, 11-47-24, 11-47-190, 11-47-191, and 11-47-192, and hereby gives notice of and presents a claim against the City of Montgomery, Alabama (hereinafter “the City of Montgomery”), the Montgomery County Board of Education (hereinafter “the Montgomery Board of Education”), Alabama Risk Management for Schools (hereinafter “ARMS”), and Montgomery County, Alabama (hereinafter “Montgomery County”), in the sum of one hundred thousand dollars and no cents (\$100,000.00).

Said claim arises out of an accident that occurred on or about May 16, 2012 at approximately 15:30 (MT) on Strathmore Drive at the intersection of E. South Boulevard. On the day of the accident, Ms. Keyshun Tellis was driving her mother's (*i.e.*, Lakesha Tellis) vehicle. While stopped in traffic on Strathmore Drive, the vehicle Ms. Keyshun Tellis was driving was struck on the rear passenger side by a bus owned by the Montgomery Board of Education and operated by Nathaniel Ed Smith, an employee/agent of the Montgomery Board of Education. The bus operated by Mr. Smith struck Ms. Tellis' vehicle when it negligently attempted to go around Ms. Tellis' vehicle.

Consequently, Ms. Tellis suffered injuries as a result of the collision. Ms. Tellis' injuries include, but are not limited to, severe back and neck pain, as well as an injured leg. Ms. Tellis was forced to use crutches.

Said claim arises out of the City of Montgomery, the Montgomery Board of Education, and Montgomery County's negligence and/or wantonness through the actions of its agent and/or employee in negligently operating the bus and failing to meet the duty to all others to keep the roadways safe; or, the City of Montgomery, the Montgomery Board of Education, and Montgomery County may be liable for the negligent hiring, training, and supervision of said agent and/or employee who operated the bus, depending upon further investigation.

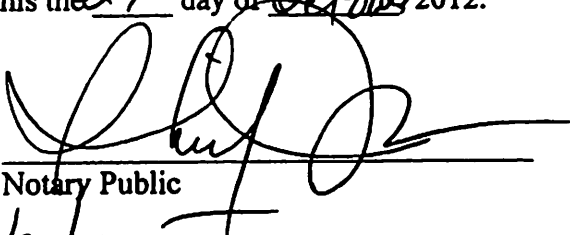
As a result of the negligent operation of the Montgomery Board of Education bus, Ms. Tellis suffered physical injuries resulting in recoverable damages including, but not limited to, medical expenses and pain and suffering caused by the accident.

Ms. Tellis asks that the City of Montgomery, the Montgomery Board of Education, ARMS, and Montgomery County provide her with any information and/or documentation they have pertaining to the accident described herein. If you know of any other person or entity you deem to be responsible in any manner for Ms. Tellis' injuries you should inform the claimant and her counsel of the name and address of such persons or entity immediately.

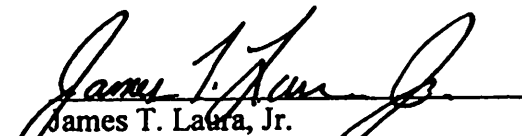
Dated this the 29 day of Oct, 2012.


Lakesha Tellis
On Behalf of Keyshun Tellis (Minor)

Sworn and subscribed before me on this the 29th day of October 2012.


Notary Public

My commission expires: 03/01/2015


James T. Laura, Jr.
Attorney for Claimant

OF COUNSEL:

Shunnarah Injury Lawyers, P.C.
3626 Clairmont Avenue
Birmingham, AL 35222
205.983.8131



Public Relations
Council of Alabama

Invoice

December 17, 2012

DiDi Henry
Public Affairs Director
Montgomery County Commission
PO Box 1667
Montgomery, AL 36102

2013 Membership Renewal, Montgomery PRCA

\$285.00

Terms—Due upon presentation. Membership not effective until check is received.

Please Remit ONLY To:

Public Relations Council of Alabama
P.O. Box 531335
Birmingham, AL 35253-1335

The Public Relations Council of Alabama is a not-for-profit business association and is not subject to tax withholding. TIN: 43-2032904



ORIGINAL

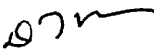
D.T. MARSHALL, SHERIFF

OFFICE: (334) 832-4980
FAX: (334) 832-2500

January 2, 2013

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

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

SUBJECT : Position Fill Request
Montgomery County Sheriff's Office

Sergeant Angie Burgess retired effective January 1, 2013. I am requesting approval to fill this Sergeant position and the Corporal position vacancy that will be created by this promotion.

Lieutenant Deloris Jenkins (Detention Facility) retired effective January 1, 2013. I am requesting approval to fill this Lieutenant position and the vacancies that will be created for a Sergeant and Corporal position.

Your assistance in placing this on the next County Commission agenda will be appreciated.

DTM/tb

ORIGINAL

POSITION FILL REQUEST

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

COMPLETED ACTION DATES

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

1. Position Title Corrections Officer Lieutenant

Position Number 062

Proposed Effective Date January 7, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade PC4 - \$41,583 - \$59,195

Pay step to be based upon City and County of Montgomery Personnel

Board Rules and Regulations, Rule VI, Section 10 (A-promotion)

D. T. Marshall
Department Head RM

Date January 2, 2013

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

COMPLETED ACTION DATES

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

1. Position Title Corrections Officer Sergeant

Position Number _____

Proposed Effective Date January 7, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade PC3 - \$37,035 - \$52,721

Pay step to be based upon City and County of Montgomery Personnel

Board Rules and Regulations, Rule VI, Section 10 (A-promotion)

D T Marshall Date January 2, 2013
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 _____

POSITION FILL REQUEST

ORIGINAL

COMPLETED ACTION DATES

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

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

1. Position Title Corrections Officer Corporal

Position Number _____

Proposed Effective Date January 7, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade PC2 - \$31,837 - \$45,321

Pay step to be based upon City and County of Montgomery Personnel

Board Rules and Regulations, Rule VI, Section 10 (A-promotion)

D T Marshall Date January 2, 2013
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 _____

POSITION FILL REQUEST **ORIGINAL**

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

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number _____

Proposed Effective Date January 7, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$28,392 PCT

Corrections Officer - \$29,569 - \$42,093 Grade PC1

D T Marshall
Department Head

Date January 2, 2013

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 _____

D.T. MARSHALL, SHERIFF



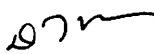
ORIGINAL

OFFICE: (334) 832-4980
FAX: (334) 832-2500

January 2, 2013

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

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

SUBJECT : Position Fill Request
Montgomery County Sheriff's Office

Sergeant Angie Burgess retired effective January 1, 2013. I am requesting approval to fill this Sergeant position and the Corporal position vacancy that will be created by this promotion.

Lieutenant Deloris Jenkins (Detention Facility) retired effective January 1, 2013. I am requesting approval to fill this Lieutenant position and the vacancies that will be created for a Sergeant and Corporal position.

Your assistance in placing this on the next County Commission agenda will be appreciated.

DTM/tb

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

1. Position Title Deputy Sheriff, Sergeant

Position Number 034

Proposed Effective Date January 7, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade PS3 - \$40,962 - \$58,309
Pay step to be based upon City and County of Montgomery Personnel
Board Rules and Regulations, Rule VI, Section 10 (A-promotion)
D T Marshall Date January 2, 2013
Department Head DTM

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 ORIGINAL

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

1. Position Title Deputy Sheriff, Corporal

Position Number _____

Proposed Effective Date January 7, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade PS2 - \$37,211 - \$47,900

Pay step to be based upon City and County of Montgomery Personnel

Board Rules and Regulations, Rule VI, Section 10 (A-promotion)

D. T. Marshall
 Department Head DM

Date January 2, 2013

2. Administrative Review

() Approved
 () Disapproved

 Funding Authority

3. Certification

Promotional _____ Candidates
 Open-Competitive _____ Candidates
 Transfer _____ Candidates

 Personnel Director

Date _____

4. Selectee:

 Appointing Authority

Date _____

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

Date _____
 Date _____

ORIGINAL

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

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

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number _____

Proposed Effective Date January 7, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Deputy Sheriff Trainee - \$35,066 PS104
Deputy Sheriff - \$36,186 - \$45,139 PS1

D T Marshall
Department Head ~~XH~~

Date January 2, 2013

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 _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

Agenda

JAN 22 2013

Date: December 28, 2012
To: Donald L. Mims, Administrator
From: John A. Mitchell, Deputy Administrator
Re: Travel / Training Request



Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: February 21, 2013 Return Date: February 22, 2013

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend Coosa Alabama River Improvement Association Annual Meeting 2013
(CARIA)

Traveler (s) Name: 1. John A. Mitchell, Sr. 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$125.00 Advance Registration Required: \$125.00

Department Name: Administration Fund Name: General

Additional Comments: Registration - \$125.00

To: John A. Mitchell, Deputy Administrator
From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$125.00 and advance registration of \$125.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$7,937.59</u>	
Budget Available:	<u>\$14,562.41</u>	
Current Requests:	<u>\$125.00</u>	
Budget Balance:	<u>\$14,437.41</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/31/2012

cc: Finance Director / Buyer

141

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

Agenda

JAN 22 2013

Date: January 9, 2013

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL

Departure Date: February 27, 2013

Return Date: March 1, 2013

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: Attend 2013 GFOAA Annual Conference in Montgomery, AL at the Renaissance.
Includes 16 CPE hours of continuing education toward annual CPA License
requirement.

Traveler (s) Name: 1. Donald L. Mims 4. _____
2. John A. Mitchell, Sr. 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$662.00 Advance Registration Required: \$590.00

Department Name: Administration Fund Name: General

Additional Comments: Registration - \$295.00; Estimated cost also includes: Hotel Parking estimated at
\$36 (\$12 per day x 3 days) .

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$662.00 and advance registration of \$590.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$7,937.59</u>	
Budget Available:	<u>\$14,562.41</u>	
Current Requests:	<u>\$787.00</u>	
Budget Balance:	<u>\$13,775.41</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/10/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

Agenda

JAN 22 2013

Date: January 9, 2013

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL

Departure Date: January 24, 2013 Return Date: January 25, 2013

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend County Commissioner Training; Elective/Graduate Courses 2013
Open Meetings and Media Relations

Traveler (s) Name: 1. Dimitri Polizos 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$217.12 Advance Registration Required: \$190.00

Department Name: Administration Fund Name: General

Additional Comments: Registration - \$190.00; Mileage - \$27.12

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$217.12 and advance registration of \$190.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$7,937.59</u>	
Budget Available:	<u>\$14,562.41</u>	
Current Requests:	<u>\$1,004.12</u>	
Budget Balance:	<u>\$13,558.29</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/10/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN 22 2013

Request # 12

Date: January 10, 2013

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL

Departure Date: March 13, 2013 Return Date: March 14, 2013

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend CGEI Ethics for Public Officials & Employees Class
located at Marriott Legends-Prattville

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

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

Total (est.) Cost: \$202.12 Advance Registration Required: \$175.00

Department Name: Administration Fund Name: General

Additional Comments: Registration - \$175.00; Mileage - \$27.12

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$202.12 and advance registration of \$175.00 is authorized.

To be completed by the Finance Department

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

Description: Registration & Training

Current Budget: \$22,500.00

Approved Requests: \$7,937.59

Budget Available: \$14,562.41

Current Requests: \$1,206.24

Budget Balance: \$13,356.17

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/14/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 13

Agenda

JAN 22 2013

Date: January 10, 2013

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL

Departure Date: September 20, 2013

Return Date: September 20, 2013

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: to attend 21st Annual Financial Accounting and Auditing Conference

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

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

Total (est.) Cost: \$300.00 Advance Registration Required: \$300.00

Department Name: Administration- County Commission Fund Name: General

Additional Comments: Registration - \$300.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$300.00 and advance registration of \$300.00 is authorized.

To be completed by the Finance Department

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

Description: Registration & Training

Current Budget: \$22,500.00

Approved Requests: \$7,937.59

Budget Available: \$14,562.41

Current Requests: \$1,506.24

Budget Balance: \$13,056.17

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/14/2013

cc: Finance Director / Buyer

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Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 14

Agenda

JAN 22 2013

Date: January 10, 2013
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Washington, D.C.
Departure Date: March 2, 2013 Return Date: March 6, 2013
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend the 2013 Legislative Conference

Traveler (s) Name: 1. Dan Harris, Jr. 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,205.60 Advance Registration Required: \$490.00

Department Name: Administration Fund Name: General

Additional Comments: Registration - \$490.00; Meals - \$300.00; Airfare - \$555.60; Hotel \$730.00
Taxi/Shuttle - \$100.00; Airport Parking - \$30.00

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

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$2,205.60 and advance registration of \$490.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$7,937.59</u>	
Budget Available:	<u>\$14,562.41</u>	
Current Requests:	<u>\$3,711.84</u>	
Budget Balance:	<u>\$10,850.57</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/14/2013

cc: Finance Director / Buyer

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Revised October 12, 2006

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN 22 2013

Request # 15

Date: January 17, 2013
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, AL
Departure Date: January 30, 2013 Return Date: February 1, 2013
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: to attend ACCMA 2013 Winter Conference

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

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

Total (est.) Cost: \$748.96 Advance Registration Required: \$195.00

Department Name: Administration Fund Name: General

Additional Comments: Registration - \$195.00; Mileage - \$126.56; Meals -\$225.00; Lodging - \$202.40

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$748.96 and advance registration of \$195.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$7,937.59</u>	
Budget Available:	<u>\$14,562.41</u>	
Current Requests:	<u>\$4,460.80</u>	
Budget Balance:	<u>\$10,101.61</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/17/2013

cc: Finance Director / Buyer

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Revised October 12, 2006

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

Agenda

JAN 22 2013

Date: January 8, 2013
To: Donald L. Mims, Administrator
From: Janet Buskey, Revenue Comm
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: February 24 2013 Return Date: February 27 2013
Conference Leave (Days / Hours): 3 days
Purpose of Travel: AATA Winter Conference
Renaissance Montgomery Hotel & Spa

Traveler (s) Name: 1. Janet Buskey 4. _____
2. Allyson Holland 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$350.00 Advance Registration Required: \$350.00

Department Name: Revenue Commission Fund Name: General Fund

Additional Comments: Total est. cost includes registration fees.

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

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$350.00 and advance registration of \$350.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51500.365</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$3,400.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$3,400.00</u>
Current Requests:	<u>\$350.00</u>
Budget Balance:	<u>\$3,050.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/10/2013

cc: Finance Director / Buyer

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Revised October 12, 2006

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

Agenda

JAN 22 2013

Date: January 16, 2013
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager *TH*
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, Alabama
Departure Date: January 24, 2013 Return Date: January 24, 2013

Conference Leave (Days / Hours): 2 Hours (Approx.)

Purpose of Travel: Attend 2013 ACCA District Meeting in Prattville, AL at the Marriott Legends at Capitol Hill beginning at 6 p.m. on January 24, 2013. The ACCA is encouraging County Revenue Officers to attend the 2013 ACCA District Meetings.

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

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

Total (est.) Cost: \$34.00 Advance Registration Required: \$20.00

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

Additional Comments: Registration Fee of \$20.00 to be paid in advance to the ACCA by attendee upon online registration. Estimated cost also includes \$14 Mileage.

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

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the approximate amount of \$34.00 and advance registration of \$20.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51800.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$8,000.00</u>	
Approved Requests:	<u>\$2,676.00</u>	
Budget Available:	<u>\$5,324.00</u>	
Current Requests:	<u>\$34.00</u>	
Budget Balance:	<u>\$5,290.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/17/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

Agenda

JAN 22 2013

Date: January 10, 2013

To: Donald L. Mims, Administrator

From: Wanda J. Robinson, Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Huntsville, AL

Departure Date: March 27, 2013

Return Date: March 29, 2013

Conference Leave (Days / Hours): 3 days

Purpose of Travel: Attend Alabama Jail Association Spring Conference

Traveler (s) Name: 1. Col Wanda Robinson 4. _____
2. Major Barbara Palmer 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$300.00 Advance Registration Required: \$30.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

To: Wanda J. Robinson, Director

From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$300.00 and advance registration of \$30.00 is authorized.

To be completed by the Finance Department

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

Description: Registration & Training

Current Budget: \$15,000.00

Approved Requests: \$1,139.69

Budget Available: \$13,860.31

Current Requests: \$300.00

Budget Balance: \$13,560.31

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/14/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

Agenda

JAN 22 2013

Date: January 9, 2013
To: Donald L. Mims, Administrator
From: George C. Speake, County Engineer
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Island House Hotel, Orange Beach, AL
Departure Date: March 6, 2013 Return Date: March 8, 2013
Conference Leave (Days / Hours): 3 days/30 hrs.
Purpose of Travel: Attend Alabama Vector Management Society Annual Meeting

Traveler (s) Name: 1. Danise D. Nettles 4. _____
2. William C. Zeigler 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,055.00 Advance Registration Required: \$190.00

Department Name: Engineering Department Fund Name: General Fund-001-55600-265

Additional Comments: Includes registration, membership dues, lodging, mileage & meals

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

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,055.00 and advance registration of \$190.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-55600.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$1,055.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$1,055.00</u>	
Current Requests:	<u>\$1,055.00</u>	
Budget Balance:	<u>\$0.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/10/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

Agenda

JAN 22 2013

Date: January 11, 2013
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, Alabama
Departure Date: January 18, 2013 Return Date: January 18, 2013
Conference Leave (Days / Hours): 1 day
Purpose of Travel: Auburn/Montgomery American Society of Safety Engineers Section Meeting

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

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

Total (est.) Cost: \$83.28 Advance Registration Required: _____

Department Name: Risk Management Fund Name: Liability

Additional Comments: Mileage - \$63.28; Meals - \$20.00

To: Scott Kramer, Risk Manager

From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$83.28 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>007-51120.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$3,658.00</u>	
Budget Available:	<u>\$11,342.00</u>	
Current Requests:	<u>\$83.28</u>	
Budget Balance:	<u>\$11,258.72</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/14/2013

cc: Finance Director / Buyer

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

Agenda

JAN 22 2013

Date: January 11, 2013
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

SKM

Request approval to be granted for the following:

Destination: Asheville, NC
Departure Date: March 14, 2013 Return Date: March 15, 2013
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Spring 2013 Meeting of States' Joint Boards and Committees

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: _____

Department Name: Risk Management Fund Name: Liability

Additional Comments: ***** All expenses will be paid by States*****

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

The above request is app. 01/22/13 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>007-51120.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$15,000.00</u>
Approved Requests:	<u>\$3,658.00</u>
Budget Available:	<u>\$11,342.00</u>
Current Requests:	<u>\$83.28</u>
Budget Balance:	<u>\$11,258.72</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/14/2013

cc: Finance Director / Buyer

14-13

Revised October 12, 2006

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

Agenda

JAN 22 2013

Date: January 9, 2013
To: Donald L. Mims, Administrator
From: George C. Speake, County Engineer
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Bryant Conference Center, Tuscaloosa, AL

Departure Date: February 25, 2013 Return Date: February 27, 2013

Conference Leave (Days / Hours): 3 days/30 hrs.

Purpose of Travel: Attend Alabama Vegetation Management Society Annual Meeting

Traveler (s) Name: 1. Danise D. Nettles 4. _____
2. William S. Missildine 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,100.00 Advance Registration Required: \$180.00

Department Name: Engineering Department Fund Name: Gasoline Tax 111-53600-265

Additional Comments: Includes registration, lodging, mileage & meals

To: George C. Speake, County Engineer

From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,100.00 and advance registration of \$180.00 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>\$5,000.00</u>	
Approved Requests:	<u>\$490.00</u>	
Budget Available:	<u>\$4,510.00</u>	
Current Requests:	<u>\$1,100.00</u>	
Budget Balance:	<u>\$3,410.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/10/2013

cc: Finance Director / Buyer

14-14

Revised October 12, 2006

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

JAN 22 2013

Request # 1

Date: January 3, 2013
To: Donald L. Mims, Administrator
From: Barbara M. Montoya, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Las Vegas, NV
Departure Date: March 8, 2013 Return Date: March 10, 2013
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: IPMA-HR Executive Council Meeting

Traveler (s) Name: 1. Barbara Montoya 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: Personnel Fund Name: Merit System

Additional Comments: _____

To: Barbara M. Montoya, Director
From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>123-51961-265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$15,000.00</u>
Approved Requests:	<u>\$786.33</u>
Budget Available:	<u>\$14,213.67</u>
Current Requests:	<u>\$0.00</u>
Budget Balance:	<u>\$14,213.67</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/3/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

Agenda

JAN 22 2013

Date: January 3, 2013

To: Donald L. Mims, Administrator

From: Barbara M. Montoya, Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: New Orleans, LA

Departure Date: June 7, 2013 Return Date: June 12, 2013

Conference Leave (Days / Hours): 4 Days

Purpose of Travel: Southern Regional IPMA-HR Conference

Traveler (s) Name: 1. Barbara Montoya 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,950.12 Advance Registration Required: \$295.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: _____

To: Barbara M. Montoya, Director

From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,950.12 and advance registration of \$295.00 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>\$15,000.00</u>	
Approved Requests:	<u>\$786.33</u>	
Budget Available:	<u>\$14,213.67</u>	
Current Requests:	<u>\$1,950.12</u>	
Budget Balance:	<u>\$12,263.55</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/3/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

Agenda

JAN 22 2013

Date: January 15, 2013

To: Donald L. Mims, Administrator

From: Paul Brown, Executive Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: 96 Folmar Pkwy, Montgomery, AL Holiday Inn Airport So.

Departure Date: March 22, 2013

Return Date: March 22, 2013

Conference Leave (Days / Hours): 1 day

Purpose of Travel: The Montgomery Administrative Assistants Conference

Traveler (s) Name: 1. Linda M. Nesby 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

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

Department Name: Community Corrections Fund Name: Community Corrections

Additional Comments: _____

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 01/22/13 reimbursement of actual and necessary expenses in the
approximate amount of \$149.00 and advance registration of \$149.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$12,650.00</u>	
Approved Requests:	<u>\$10,851.88</u>	
Budget Available:	<u>\$1,798.12</u>	
Current Requests:	<u>\$149.00</u>	
Budget Balance:	<u>\$1,649.12</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/16/2013

cc: Finance Director / Buyer

14-17

Revised October 12, 2006

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 16

Agenda

JAN 22 2013

Date: January 7, 2013
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, AL
Departure Date: January 30, 2013 Return Date: January 31, 2013
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: Instructor at Alabama City/County Management Assoc Winter Conference

Traveler (s) Name: 1. Steve Searcy 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: District Attorney Fund Name: 760-51260-265

Additional Comments: No Cost to our Office

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

The above request is app. 01/22/13 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>760-51260.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$45,000.00</u>	
Approved Requests:	<u>\$2,545.50</u>	
Budget Available:	<u>\$42,454.50</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$42,454.50</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 1/9/2013

cc: Finance Director / Buyer

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JAN 22 2013

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 5

DEPARTMENT: Engineering **REVIEWED:** S. Thomas 1/17/13
REQUESTED BY: George C. Speake **APPROVED:** _____
Elected Official/Dept. Head 1/17/2013 Finance Director Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Travel-Bldg Permits	001-51907-265	725	(725)	0
Software-Bldg Permits	001-51907-211	0	1,500	1,500
Fuel-Mosquito Control	001-55600-212	4,104	(775)	3,329
TOTAL		4,829	0	4,829

JUSTIFICATION:

To realign General Fund Engineering cost centers to purchase software license for Arc View from ESRI for Risk Mapping needed for Building Permit Department

JAN 22 2013

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 1

DEPARTMENT: Tax & Audit REVIEWED: S. Thomas 1/16/2013
DATE: 1/15/2013 Finance Director Date
REQUESTED BY: Terri A. Henderson APPROVED: Administrator Date
Elected Official/Dept. Head

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Refund Prior Year Revenue	001-51800-335	0	32,113	32,113
Contract Services	001-51800-304	225,000	-32,113	192,887
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		225,000	0	225,000

JUSTIFICATION:

Transfer of \$32,112.51 from Contract Services account to cover prior year refund claims.

ELTON N. DEAN, SR.
CHAIRMAN

DANIEL HARRIS, JR.
VICE CHAIRMAN

REED INGRAM
DIMITRI POLIZOS
JILES WILLIAMS, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION

Tax & Audit Department
P.O. Box 4779
Montgomery, Alabama 36103-4779

ESTABLISHED 1816

Terri A. Henderson, CRE
Revenue Manager

Administrative and Auditing for:
Montgomery County Alabama
Sales & Use Taxes; Lodging Tax;
Gasoline Tax; and Fuel Tax

Telephone (334) 832-1697
FAX (334) 832-1223
Website www.mc-ala.org

MEMORANDUM

DATE: January 11, 2013

TO: John A. Mitchell, Sr.
Deputy Administrator

FROM: Terri A. Henderson
Revenue Manager

Terri Henderson
1/11/13

RE: Resignation Notice Received From Phillipe Streeter – Revenue Auditor

Please see copy of the resignation notice attached received today from Phillipe Streeter stating his last work day will be on January 25, 2013. This employee's resignation will create a critical vacancy in our Tax & Audit Department. As a result, I am requesting consideration and approval to have this vacancy be declared as a critical position as it involves the audits, collections, reconciliation and analysis of various audit revenue due to Montgomery County. This request is being made in an effort to immediately move forward in working to fill this position which if left vacant will have a significantly negative impact on the audit compliance and enforcement efforts of the Tax & Audit Department. Please discuss this matter with the Montgomery County Commission at your earliest convenience. I would like to request consideration and approval to immediately move forward with a Position Fill Request form to seek replacement for this impending vacancy.

As such, I would greatly appreciate your assistance in getting this matter added to the agenda for discussion at the next Montgomery County Commission meeting on Tuesday, January 22, 2013, or as soon as possible thereafter. I will prepare a Position Fill Request form at your direction for further action pending approval by the Montgomery County Commission. Thank you in advance for your prompt consideration, action and response to this request.

tah/attachment

Phillipe J. Streeter
3580 McGehee Pl Dr S Apt 106
Montgomery, AL 36111
phillipestreeter@yahoo.com

Terri Henderson
Revenue Manager
Montgomery County Commission
Tax & Audit Department
101 South Lawrence Street
Montgomery, AL 36104

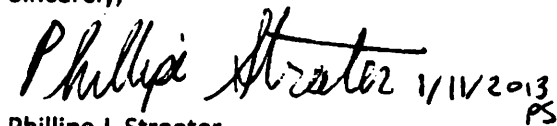
Dear Terri:

Please accept this letter as notice of my resignation from my position as Revenue Auditor. My last day of employment will be January 25, 2013. I have been presented with an employment opportunity that will allow me to return to Mobile which is where my family and many of my lifelong friends reside.

It has been a pleasure working with you and your team. I appreciate the opportunities for professional and personal development that you have provided. While there may have been a few aspects of this job that I found to have been challenging, I have enjoyed working with the agency and appreciate the support provided me during my brief tenure.

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

Sincerely,


Phillipe J. Streeter

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: Tax & Audit Department
DEPARTMENT HEAD: Terri Henderson, Revenue Manager
SUPERVISOR: Terri Henderson

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 Revenue Auditor CO0118
Position Number 810118005
Proposed Effective Date 01-21-2013
Type of Appointment (☒) Permanent () Temporary
Recruiting () Promotional Register () Transfer
(☒) Open Competitive Register () Reemployment
Pay Grade A07 Step 1 \$38,734 Annual

Terri A. Henderson 1/14/13
Date 01-14-2013
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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, 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 Deputy Sheriff, Captain

Position Number 127

Proposed Effective Date January 21, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade PS5 - \$52,448 - \$74,661

Pay step to be based upon City and County of Montgomery Personnel

Board Rules and Regulations, Rule VI, Section 10 (A-promotion)

D T Marshall
Department Head

Date January 10, 2013

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 _____

Agenda

JAN 22 2013

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

Agenda

JAN 22 2013

1. Position Title Deputy Sheriff, Lieutenant

Position Number _____

Proposed Effective Date January 21, 2013

Type of Appointment (☒) Permanent () Temporary

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

Pay Grade Pay Grade PS4 - \$45,145 - \$64,264

Pay step to be based upon City and County of Montgomery Personnel

Board Rules and Regulations, Rule VI, Section 10 (A-promotion)

D T Marshall Date January 10, 2013
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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, 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 Deputy Sheriff, Sergeant

Position Number _____

Proposed Effective Date January 21, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade PS3 - \$40,962 - \$58,309

Pay step to be based upon City and County of Montgomery Personnel

Board Rules and Regulations, Rule VI, Section 10 (A-promotion)

D T Marshall Date January 10, 2013
Department Head *DM*

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 _____

Agenda
JAN 22 2013

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, 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 Deputy Sheriff, Corporal

Position Number _____

Proposed Effective Date January 21, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade PS2 - \$37,211 - \$47,900

Pay step to be based upon City and County of Montgomery Personnel

Board Rules and Regulations, Rule VI, Section 10 (A-promotion)

D T Marshall Date January 10, 2013
Department Head DM

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 _____

Agenda

JAN 22 2013

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number _____

Proposed Effective Date January 21, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Deputy Sheriff Trainee - \$35,066 PS104
Deputy Sheriff - \$36,186 - \$45,139 PS1

D T Marshall Date January 10, 2013
Department Head 211

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 _____

Agenda

JAN 22 2013

JAN 22 2013

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 11

DEPARTMENT: County Comm Appropriatio REVIEWED: S. Thomas 1/25/2013
DATE: 1/25/2013 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
Courthouse Security Equipment	206-51104.591	17,760	4,505	22,265
Fund Balance	206.35900		-4,505	
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		17,760	0	22,265

JUSTIFICATION:

Budget for the cost of an Access Control System for the employee entrances at the Courthouse Criminal and Civil Division offices.



A Division of Norment Security Group
A CompuDyne Company

Montgomery Co. Courthouse
Lawrence Street
Attn: Sheriff David Marshall

RE: Criminal and Civil Division Clerks Office

PROPOSAL

3224 Mobile Highway
Montgomery, Alabama 36108-4454
334-281-8440
FAX: 334-286-4377

December 10, 2012

1210-2012

We are pleased to offer the following proposal.

Access Control System for Courthouse Clerks Employee Entrances at the Criminal Division Office and Civil Division Office.

I. Furnish and install the following:

- a) 2 ea. Electric Strikes.
- b) 2 ea. RI-120 Reader Interface boards.
- c) 2 ea. IK-100 Enclosures.
- d) 2 ea. PK5355 Card Reader with Keypad.
- e) 1 ea. Interface into existing Access System.
- f) 1 ea. All necessary Programming and setup.
- g) 1 ea. All installation wire. (plenum rated required)

Total \$4,505.00

Sign and return one copy for our files.

This proposal is subject to acceptance within _____ days from date hereon, and to all standard terms and conditions noted on the reverse side of this proposal

We hope this proposal will merit your placing with us this business, which will have our best attention in pursuing the work to completion

By: _____

Accepted: _____ Firm: _____ By: _____

18-2

ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting stood adjourned until Monday, February 4, 2013, at 9:00 in the morning.

Donald Z. Minis
Administrator

Elton N. Hearn, Jr.
Chairman