

MINUTES OF REGULAR MEETING
MONTGOMERY COUNTY COMMISSION
OCTOBER 7, 2013

INFORMATION SESSION

Chairman Dean called the Meeting to Order at 8:11 a.m. The meeting was held at the Montgomery County Administration Building and Courthouse Annex III.

The meeting was opened with prayer led by Commissioner Williams. All five Commissioners were present.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS FROM ADMINISTRATOR MIMS

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

Administrator Mims noted that he is still working on a Resolution and Budget Change regarding Compensation to Elected County Officials.

DISCUSSION BY THE COMMISSION

Commissioner Polizos stated that he is researching the replacement of a refrigerated counter for the Courthouse Café.

Vice Chairman Harris requested to withdraw his miscellaneous appropriation to the City of Montgomery, to be used by BONDS to support McGehee Place Homeowners with funding to promote the Community Enhancement and Beautification Programs/Projects in the amount of \$1,500, which was on the agenda. Vice Chairman Harris requested a \$250 miscellaneous appropriation from his account to the Montgomery County Sheriff's Fund for the Halloween event. After discussion, the Commission agreed to add this item to the miscellaneous appropriations and withdraw the appropriation to BONDS for McGehee Place Homeowners.

Commissioner Williams requested a \$500 miscellaneous appropriation from his account to BOE, Forest Avenue Academic Magnet School, for Principal's Discretionary Fund.

Commissioner Polizos requested a \$1,000 miscellaneous appropriation from his account to BOE, Loveless Academic Magnet Program High School (LAMP), to replace, refurbish and upgrade technology at LAMP.

After discussion, the Commission agreed to add these items to the miscellaneous appropriations.

Commissioner Williams informed the Commission that Councilor David Burkette has requested a \$500 appropriation from each Commissioner to the Montgomery Achievers Hall of Fame for his basketball camp. Administrator Mims distributed an email regarding this request.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims informed the Commission that there was a typo on the cover letter regarding an auto allowance for the Chief Information and Technology Officer, which was on the agenda, and distributed a replacement memo for this item.

Administrator Mims presented Budget Change Request Number 1 from the Engineering Department and Budget Change Request Number 1 from the Sheriff's Office. After discussion, the Commission agreed to waive rules and add these items to the agenda.

PRESENTATION BY COUNTY ENGINEER GEORGE C. SPEAKE

County Engineer George C. Speake briefed the Commission concerning Danise Nettles, Supervisor of the Engineering Department's Sign Shop, being selected by the National Roadside Vegetation Management Association to receive their 2013 Award of Excellence for her professional performance in managing Montgomery County's roadside vegetation herbicide spray program. The Commission agreed with a formal recognition of this honor during the Formal Session.

Mr. Speake asked Chairman Dean to sign two standard ALDOT documents pertaining to the Hayneville Ridge Road resurfacing project, a form stating an NPDES permit was not needed and a standard letter certifying that all right-of-way encroachments within clear zones would be removed prior to authorization of this project.

Mr. Speake also briefed the Commission regarding an Agreement for Alabama Transportation Rehabilitation and Improvement Program (ATRIP) Project with the State of Alabama Department of Transportation for resurfacing Old Carter Hill - Pike Road from US-82 to Wallahatchie Road. After discussion, the Commission agreed to waive rules and add this item to the agenda.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented a Resolution regarding the one-cent sales tax for public education, which was also presented during the September 16, 2013 meeting. After discussion, the Commission agreed to place this item on the next Thursday Memo as a waived rules item.

Administrator Mims noted that the Performance Evaluation of Chief Information and Technology Officer Lou Ialacci and Annual Merit increase from Pay Grade A16, Step 3 to Pay Grade A16, Step 4, effective September 26, 2013, were in the Commissioners' packets. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims presented a Position Fill Request for Deputy Administrator, Position Number 200164010. Administrator Mims noted that the County Administrator conducts the interviews and selects the candidates from the top five received from the Personnel Department. He noted that the Commission adopted a policy stating that they have no involvement in personnel issues. After discussion, the Commission agreed to place this item on the next Thursday Memo as a waived rules item.

Administrator Mims presented a Bid Award for Sheriff Utility Vehicles, Bid No. 52110-13B-034. After discussion, the Commission agreed to waive rules and add this item to the agenda.

PRESENTATION BY CHIEF INFORMATION AND TECHNOLOGY OFFICER LOU IALACCI

Chief Information and Technology Officer Lou Ialacci informed the Commission that the new Voice Over IP telephones were being installed in Annex III and that this new system will save the County money.

PRESENTATION BY REVENUE COMMISSIONER JANET BUSKEY

Revenue Commissioner Janet Buskey briefed the Commission regarding a Position Fill Request for Revenue Branch Supervisor, Position Number 800120022 for the Revenue Commissioner's Office. She stated that she was changing the request from a Promotional register to an Open Competitive register. After discussion, the Commission agreed to waive rules and add this item 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 this year's projects and upcoming events.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented a draft letter to Mayor Todd Strange regarding an Invoice for the DAS North America, Inc., Project. There was no objection from the Commission to send the letter to Mayor Strange.

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

Probate Judge Steven L. Reed briefed the Commission regarding a Position Fill Request for Probate Court Clerk, Position Number 750062025, for his office. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Chief Probate Clerk William Flowers briefed the Commission regarding the concept of hiring part-time retired RSA employees rather than full-time Customer Service Clerks for each Probate

Office. After discussion, the Commission agreed to place eight Position Fill Requests for Customer Service Clerk (Part-time Retired Employee), Position Numbers 750078001, 750078002, 750078003, 750078004, 750078005, 750078006, 750078007 and 750078008 on the next agenda. Commissioner Ingram requested to discuss the implementation of a \$2.00 postage fee for vehicle tags at the next meeting. There was no objection from his fellow Commissioners.

Probate Judge Reed expressed that he wants to work with the Commission and that he is open to moving his offices from Annex I to the third floor of Annex III. He stated that he wants his offices to look like a 21st century probate office. Administrator Mims clarified that he is to continue the design process with the current Annex III Architect and obtain a cost estimate. The Commission agreed.

PRESENTATION BY DISTRICT ATTORNEY ELLEN BROOKS

District Attorney Ellen Brooks briefed the Commission regarding the continuation of a previous Grant with ADECA, for the Violence Against Women Prosecution Unit Project. After discussion, the Commission agreed to place this item on the next agenda.

Ms. Brooks asked the Commission to consider renovating office space in Annex I for the District Attorney's Office, which had been requested for many years. Chairman Dean reassured Ms. Brooks that her office is a number one priority. Administrator Mims presented a plan to temporarily house the Helping Montgomery Families Initiative Office and Child Support Unit during the renovation of the Youth Facility and a plan for the permanent location of the Child Support Unit. Administrator Mims informed Ms. Brooks that she would need to sign off on plans and that PH&J Architects, Inc., has been instructed to provide the cost estimates. He stated that he would present these figures at the next meeting.

Ms. Brooks asked that the Commission adopt a Resolution regarding the allocation of office space. There was no instruction by the Commission.

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 Commissioner Ingram.

The Pledge of Allegiance was led by Commissioner Polizos.

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 Thomas T. Gallion, III, and County Engineer George C. Speake.

Mr. Ingram made a motion to approve the Minutes of the Regular Meeting of September 16, 2013. The motion was seconded by Mr. Williams and unanimously approved by the Commission.

CONSENT AGENDA

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

Mr. Ingram 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 8, are attached to these Minutes.)

RESOLUTION

COUNTY COMMISSION – ADOPTED RESOLUTION PROCLAIMING OCTOBER 20-26, 2013, AS “PRO BONO WEEK”

The Administrator requested adoption of the following resolution:

RESOLUTION

WHEREAS, last year one-in-every-four of the 821,268 Alabamians living in poverty experienced legal problems; and

WHEREAS, the majority of these civil problems are consumer issues (creditor harassment, utility non-payment, bankruptcy issues), health issues (Medicaid, government insurance, nursing home), family law issues (divorce, child support/custody, abuse), employment issues (unemployment benefits, pension, lost job), and housing issues (unsatisfactory repairs, foreclosure, eviction, poor living conditions); and

WHEREAS, 19.7% of the citizens in Montgomery County live in poverty; and

WHEREAS, each year the low-income citizens of Montgomery County lack access to legal assistance for their legal problems that are often critical to their safety and independence, forcing them to resolve complex legal problems on their own; and

WHEREAS, the need for legal aid in Alabama is dire, since unlike in the criminal defense system, funding for low-income Alabamians who need civil legal assistance has not yet been met, with the consequences being a lack of access to justice which is devastating for the poor and which weakens our democratic society as a whole; and

WHEREAS, there are fewer than 60 paid legal aid lawyers to serve the more than 422,119 low-income households in the State of Alabama; and

WHEREAS, although 37% of the members of the Montgomery County legal community donated their time and talents in free legal services each year, a huge unmet need for legal assistance remains for the disadvantaged in our area; and

WHEREAS, sponsored by the Alabama State Bar and its Pro Bono Celebration Task Force, with support from bar associations statewide, Pro Bono Week 2013, will educate the public about the extensive work Alabama lawyers are doing donating their time to improve the lives of vulnerable members of our community; and

WHEREAS, Pro Bono Week 2013 will feature legal aid clinics throughout the State, assisting Alabamians, who greatly need legal assistance but cannot afford to pay for that help; and

WHEREAS, it will also feature service projects throughout the State of Alabama helping lawyers and law students make volunteer connections with legal aid organizations serving Alabamians:

NOW, THEREFORE, Montgomery County, does hereby proclaim October 20-26, 2013, to be **PRO BONO WEEK**, and urge all Montgomery County residents to recognize the contributions of our legal community helping those most in need.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 7th day of October, 2013.

End of Resolution

Mr. Williams made a motion to adopt the resolution. The motion was seconded by Mr. Polizos and unanimously approved by the Commission.

Vice Chairman Harris explained that Pro Bono means getting legal representation for free for those who cannot afford it. He then presented the Resolution to the Montgomery County Bar Association Vice President Ben Schoettker and Bar Commissioner of the 15th Judicial Circuit, Place Number 3 Flynn Mozingo. Mr. Schoettker thanked the Commission and expressed his appreciation for their support.

NEW BUSINESS

JOINT PUBLIC CHARITY HOSPITAL BOARD – APPROVED BOARD MEMBER REAPPOINTMENTS

The Administrator presented the following memorandum:

September 18, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Joint Public Charity Hospital Board Reappointments

On October 5, 2013, the terms of Richard Wilhoite and Henry A. Frazer will expire as board members of the Joint Public Charity Hospital Board.

The Commission discussed these reappointments at the last meeting and agreed to place them on the October 7, 2013 agenda.

Attachments

End of Memorandum

Mr. Polizos made a motion to approve the board member reappointments of Richard Wilhoite and Henry A. Frazer with terms expiring October 5, 2016. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copy of Board Members' Appointment Page and Email, Agenda Pages 1-2 and 1-3, are attached to these Minutes.)

MONTGOMERY COUNTY BOARD OF HUMAN RESOURCES – APPROVED BOARD MEMBER APPOINTMENTS

The Administrator presented the following memorandum:

October 3, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Montgomery County Board of Human Resources Board Member Appointment

On September 5, 2013, the terms of Edwina Jackson, George Goodwyn and Wallace Bush expired as board members of the Montgomery County Board of Human Resources. Director Terry Benton has recommended the reappointments of Mr. Goodwyn and Mr. Bush. Ms. Jackson prefers not to be reappointed.

The Commission discussed these reappointments at the last meeting and agreed to place George Goodwyn and Wallace Bush on the October 7, 2013 agenda.

Chairman Dean has recommended Henry L. Jackson, Jr., to be appointed to this board.

I am requesting that these individuals be approved by the County Commission.

Attachments

End of Memorandum

Vice Chairman Harris made a motion to approve the board member reappointments of George Goodwyn and Wallace Bush with terms expiring September 5, 2019 and appoint Henry L. Jackson, Jr. with a term expiring September 5, 2019. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copy of Email, Letter, and Board Members' Appointment Page, Agenda Pages 2-2 through 2-4, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED RENEWAL OF LEASE AGREEMENT WITH WANDA HUGHES REGARDING COURTHOUSE CAFE IN ANNEX I

The Administrator presented the following memorandum:

September 19, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Renewal of Lease Agreement

The lease for the Courthouse Café is scheduled for renewal September 30, 2013. Wanda Hughes, Tenant, provides a vital service to the employees of Montgomery County. After discussion in the Working Session on September 16, 2013, I was advised to place this Lease Agreement with Courthouse Café on the October 7, 2013 agenda for approval. I am in full support of this request.

If I can be of further assistance, please contact me.

Attachment

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. (Copy of Lease Agreement, Agenda Pages 3-2 through 3-10, is attached to these Minutes.)

OMNIBUS VOTE

Chairman Dean requested that the Commission omnibus the following two items, and the Commission concurred. Mr. Williams made a motion to approve the two agenda items. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission.

YOUTH FACILITY – APPROVED MEMORANDUM OF UNDERSTANDING WITH THE ADMINISTRATIVE OFFICE OF COURTS FOR REIMBURSEMENT OF SALARY AND FRINGE BENEFITS PAID TO A COURT REFEREE FOR THE 15TH JUDICIAL CIRCUIT FOR THE PERIOD BEGINNING OCTOBER 1, 2012 AND ENDING SEPTEMBER 30, 2013

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

MEMORANDUM

To: Mr. Donnie Mims
From: Bruce R. Howell, Juvenile Court Administrator
Date: September 4, 2013
Re: MOU – Referee Vicky Toles

It has been brought to my attention that the Memorandum of Understanding for the period beginning October 1, 2012 and ending September 30, 2013 was never executed. I am asking that the County Commission allow me to discuss this request for Referee Vicky Toles for the Montgomery County Youth Facility at the working session on September 16, 2013. The funding for Referee Toles will be paid entirely through state funding.

Thank you for your consideration in this matter.

End of Memorandum

As approved in the Omnibus Vote, 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 Memorandum of Understanding and Appendix A, Agenda Pages 4-2 and 4-3, are attached to these Minutes.)

YOUTH FACILITY – APPROVED MEMORANDUM OF UNDERSTANDING WITH THE ADMINISTRATIVE OFFICE OF COURTS FOR REIMBURSEMENT OF SALARY AND FRINGE BENEFITS PAID TO A COURT REFEREE FOR THE 15TH JUDICIAL CIRCUIT FOR THE PERIOD BEGINNING OCTOBER 1, 2013 AND ENDING SEPTEMBER 30, 2014

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

MEMORANDUM

To: Mr. Donnie Mims

From: Bruce R. Howell, Juvenile Court Administrator

Date: September 4, 2013

Re: MOU – Referee Vicky Toles

Please place the attached Memorandum of Understanding for the period October 1, 2013 through September 30, 2014 on the September 16th County Commission meeting working session agenda. Funding for Referee Toles' work will be paid entirely from state funding.

Thank you for your consideration in this matter.

End of Memorandum

As approved in the Omnibus Vote, 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 Memorandum of Understanding and Appendix A, Agenda Pages 5-2 and 5-3, are attached to these Minutes.)

End of Omnibus Vote

COUNTY COMMISSION – APPROVED PAYMENT OF 2014 MEMBERSHIP DUES TO THE ASSOCIATION OF COUNTY ADMINISTRATORS OF ALABAMA (ACAA) FOR ADMINISTRATOR DONALD L. MIMS

The Administrator presented the following memorandum:

September 18, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Payment of 2014 Membership Dues to the Association of County Administrators of Alabama (ACAA) for Administrator Donald L. Mims

The Montgomery County Commission meeting, at its meeting on September 16, 2013, agreed to place the payment of 2014 Membership Dues to the Association of County Administrators of Alabama (ACAA) for Administrator Donald L. Mims on the next agenda.

I am requesting approval of this item.

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. (Copy of Membership Application and Renewal Form, Agenda Page 6-2, is attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED TRANSFER OF OWNERSHIP AND LIABILITY AGREEMENT FOR RETIRED K-9 "VADAR"

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

September 5, 2013

MEMORANDUM

TO: Mr. Donnie Mims, County Administrator

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

SUBJECT: Retirement and Transfer of Ownership of K9 Vadar

Please find attached documentation from Dr. Will T. Carter recommending that K9 Vadar be retired due to advanced arthritis and reduced kidney function.

Deputy Tim Heath has requested that he be allowed to adopt Vadar and will assume all responsibility for the dog. I am attaching an agreement signed by Deputy Heath accepting all liability in this matter.

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

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 K9 Transfer of Ownership and Liability Form, Letter, and Memoranda, Agenda Pages 7-2 through 7-5, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS REPROGRAMMING REQUESTS

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

October 7, 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 and to sign the contracts:

- C-2014-1: Iron Men Outdoor Ministries, Inc., for Various Outdoor Activities Assisting Children in Need, Handicap Citizens and the Homeless - \$2,500; (Ingram-\$1,500 and Polizos-\$1,000)
- C-2014-2: Montgomery County Recreation Department, for Boys & Girls Clubs of South Central Alabama, for Youth Programs - \$5,000; (Dean-\$2,500, Harris-\$1,000, and Williams-\$1,500)
- C-2014-3: Montgomery Bible Institute and Theological Center, for Educational Programs for Low Income Citizens Regarding Computer Training - \$2,500; (Williams)
- C-2014-4: Montgomery Symphony Orchestra, for Music Education and Musical Enrichment Programs for All Ages - \$4,000; (Harris)
- C-2014-5: Capri Community Film Society, Inc., for Southern Circuit Tour of Independent Filmmakers - \$1,000; (Harris)
- C-2014-6: Montgomery County Recreation Department, for Boys & Girls Clubs of Montgomery, Youth Programs - \$1,000; (Harris)
- C-2014-7: Alabama Shakespeare Festival, for Educational Programs - \$1,500; (Harris)
- C-2014-8: Montgomery Humane Society, for General Operations - \$1,000; (Harris)
- C-2014-9: Montgomery Area Council on Aging (MACOA), for Madison Park Senior Citizens' Feeding Program - \$3,700; (Williams)
- C-2014-10: Central Alabama Aging Consortium, for Shiloh Baptist Church Senior Citizens' Feeding Program - \$2,500; (Williams)

C-2014-11: Freewill Community Development Corporation of Montgomery, for Freewill Baptist Church Senior Citizens' Feeding Program - \$1,000; (Williams)

C-2014-12: Montgomery Area Council on Aging (MACOA), for Mt. Zion AME Church's Senior Citizens Day Care and Feeding Program - \$2,500; (Williams)

C-2014-13: All Collaborating to Serve Community Development Corporation (ACTS CDC), for Community Development - \$5,000; (Williams)

C-2014-14: Montgomery County Recreation Department, Cleveland Avenue YMCA, for Youth Program - \$2,000; (Dean-\$1,000 and Williams-\$1,000)

C-2014-15: Montgomery County Recreation Department, Kershaw YMCA, for Youth Program - \$1,000; (Dean)

C-2014-16: Empowering Communities Helping Ourselves (ECHO), for Program Services - \$500; (Williams)

C-2014-17: Madison Park Community Re-union Organization, for Educational and Recreational Activities that will Enhance the Quality of Life for the Madison Park Community - \$5,000; (Williams)

NC-2014-1: BOE, Carver Elementary School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2014-2: BOE, Floyd Middle Magnet School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2014-3: BOE, Floyd Elementary School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2014-4: BOE, Davis Elementary School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2014-5: BOE, Catoma Elementary School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2014-6: BOE, Martin L. King Elementary School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2014-7: BOE, Southlawn Elementary School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2014-8: BOE, Southlawn Middle School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2014-9: BOE, Sidney Lanier High School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2014-10: BOE, Pintlala Elementary School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2014-11: BOE, Carver Senior High School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2014-12: BOE, Bellingrath Middle School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2014-13: BOE, MacMillan International Academy for Humanities, Communications and Technology, for Principal's Discretionary Fund - \$500; (Dean)

NC-2014-14: BOE, McKee Middle School, for Principal's Discretionary Fund - \$500; (Dean)

NC-2014-15: Alabama State University, Department of Athletics, for Baseball Camp, Attn: Coach Mervyl Melendez - \$500; (Dean)

NC-2014-16: Alabama State University, Department of Athletics, for Tennis Camp, Attn: Coach Anuk Christiansz - \$500; (Dean)

NC-2014-17: Alabama State University, Department of Athletics, for Men's Basketball Camp, Attn: Lewis Jackson - \$500; (Dean)

NC-2014-18: Alabama State University, Department of Athletics, for Ladies' Basketball Camp, Attn: Coach Freda Freeman-Jackson - \$500; (Dean)

NC-2014-19: Alabama State University, for Alabama State University Marching Band Camp, Attn: James Oliver - \$500; (Dean)

NC-2014-20: Alabama State University, Department of Athletics, for Football Camp, Attn: Coach Reggie Barlow - \$500; (Dean)

NC-2014-21: Alabama State University, Department of Athletics, for Track Camp, Attn: Coach Ritchie Beene - \$500; (Dean)

NC-2014-22: Alabama State University, Department of Athletics, for Golf Camp, Attn: Coach Gary Grandison - \$500; (Dean)

- NC-2014-23: City of Montgomery, to be used by BONDS to Support Greater McGehee Estates, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Harris)
- NC-2014-24: City of Montgomery, to be used by BONDS to Support Old Cloverdale Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Harris)
- NC-2014-25: City of Montgomery, to be used by BONDS to Support Brentwood Homeowner's Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Harris)
- NC-2014-26: City of Montgomery, to be used by BONDS to Support the Brighton Area Homeowner's Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Harris)
- NC-2014-27: City of Montgomery, to be used by BONDS to Support McGehee Place Homeowners, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,500; (Harris)
- NC-2014-28: City of Montgomery, to be used by BONDS to Support the Sheridan Heights Neighborhood Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Williams)
- NC-2014-29: City of Montgomery, to be used by BONDS to Support the Western Hills Neighborhood Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Williams)
- NC-2014-30: Montgomery County Sheriff's Fund, for Halloween Event -\$1,000; (Dean-\$250, Ingram-\$250, Polizos-\$250, and Williams-\$250)

End of Memorandum

During the County Commission Meeting this date, Chairman Dean requested that the Following Miscellaneous Appropriation Reprogramming be Deleted and the following Miscellaneous Appropriations Reprogramming Requests be added and his fellow Commissioners concurred:

- NOTE: Vice Chairman Harris requested to delete the appropriation of NC-2014-27 City of Montgomery, to be used by BONDS to Support McGehee Place Homeowners, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,500
- NC-2014-30: Amended Miscellaneous Appropriation, Montgomery County Sheriff's Fund, for Halloween Event -\$1,000; (Dean-\$250, Ingram-\$250, Polizos-\$250, and Williams-\$250)

NOTE: Vice Chairman Harris requested to add \$250 of his discretionary money, for a total of \$1,250 appropriated to Montgomery County Sheriff's Fund, for Halloween Event

NC-2014-31: BOE, Forest Avenue Academic Magnet School, for Principal's Discretionary Fund - \$500; (Williams)

NC-2014-32: BOE, Loveless Academic Magnet Program High School (LAMP), to Replace, Refurbish and Upgrade Technology at LAMP - \$1,000; (Polizos)

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

ENGINEERING DEPARTMENT – APPROVED BID AWARD FOR METAL PIPE, BID NO. 53000-13B-029

The Administrator presented the following memorandum from Buyer Tammy Turner:

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Tammy Turner, Buyer

DATE: September 11, 2013

SUBJECT: Invitation to Bid No. 53000-13B-029, Metal Pipe

Request approval of award on the above referenced Invitation to Bid, to the only bidder Contech Construction Products to be placed on a future agenda for the County Commission meeting. (copy of spread sheet attached.)
Coordination of award made with Mr. George Speake, County Engineer.

Attachment

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 Spreadsheet, Agenda Page 9-2, is attached to these Minutes.)

ENGINEERING DEPARTMENT – APPROVED BID AWARD FOR CONCRETE PIPE, BID NO. 53000-13B-030

The Administrator presented the following memorandum from Buyer Tammy Turner:

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Tammy Turner, Buyer

DATE: September 10, 2013

SUBJECT: Invitation to Bid No. 53000-13B-030
Concrete Pipe

Request approval of award on the above referenced Invitation to Bid, to the only bidder Hanson Pipe & Precast to be placed on a future agenda for the County Commission meeting. (copy of spread sheet attached.)

Coordination of award made with Mr. George Speake, County Engineer.

Attachment

End of Memorandum

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

COUNTY COMMISSION – APPROVED PAYMENT OF INVOICE FROM COLLIERS INTERNATIONAL FOR REALTOR FEES IN THE AMOUNT OF \$10,000 REGARDING DAS NORTH AMERICA, INC., LAND TRANSACTION

The Administrator presented the following memorandum:

September 18, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Payment of Invoice from SCRE, Inc., dba Colliers International for Realtor Fees regarding DAS North America, Inc., Land Transaction

The Montgomery County Commission meeting, at its meeting on September 16, 2013, agreed to place an invoice from SCRE, Inc., dba Colliers International for realtor fees in the amount of \$10,000 regarding DAS North America, Inc., Land Transaction on the next agenda.

I am requesting approval of this item.

Attachment

End of Memorandum

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Invoice, Emails, Attorney Gallion's Opinions, Agenda Pages 11-2 through 11-7, are attached to these Minutes.)

INFORMATION SYSTEMS – APPROVED INCREASE IN THE AUTO ALLOWANCE FOR CHIEF INFORMATION AND TECHNOLOGY OFFICER LOU IALACCI, PER REQUEST OF MAYOR STRANGE

The Administrator presented the following memorandum:

September 18, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims, County Administrator

SUBJECT: Increase in Auto Allowance for Chief Information and Technology Officer

The Montgomery County Commission, at its meeting on September 16, 2013, agreed to place an increase in auto allowance for Chief Information and Technology Officer Lou Ialacci in the amount of \$300 for a total of \$400 per month on the next agenda.

This item is requested by City of Montgomery Mayor Todd Strange and is agreed that the City will pay 70% of the total allowance.

Attachment

End of Memorandum

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Emails, Agenda Pages 12-2 and 12-3, are attached to these Minutes.)

COUNTY COMMISSION APPROPRIATIONS – APPROVED BUDGET CHANGE
REQUEST NUMBER 1 REGARDING FUNDING FOR THE HELPING MONTGOMERY
FAMILIES INITIATIVE (HMF) FOR 2013-2014 IN THE AMOUNT OF \$100,000

The Administrator requested approval of budget change request number 1, County Commission Appropriations.

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copies of Letter, Memorandum, and Helping Montgomery Families Initiative 2012-2013 Highlights Sheet, Agenda Pages 13-1 through 13-4, are attached to these Minutes.)

COUNTY COMMISSION APPROPRIATIONS – APPROVED BUDGET CHANGE
REQUEST NUMBER 2 REGARDING INCREASE IN THE AUTO ALLOWANCE FOR
CHIEF INFORMATION AND TECHNOLOGY OFFICER LOU IALACCI

The Administrator requested approval of budget change request number 2, County Commission Appropriations.

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 14-1, is attached to these Minutes.)

DETENTION FACILITY – APPROVED POSITION FILL REQUEST FOR A
CORRECTIONS OFFICER TRAINEE/CORRECTIONS OFFICER, POSITION NUMBER 143

The Administrator presented the following memorandum:

September 18, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Position Fill Request for Detention Facility

The Montgomery County Commission, at its meeting on September 16, 2013, agreed to place a Position Fill Request for Corrections Officer Trainee/Corrections Officer, Position Number 143 on the next agenda for the Detention Facility.

I am requesting approval of this item.

Attachment

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. (Copy of Position Fill Request, Agenda Page 15-2, is attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED POSITION FILL REQUESTS FOR A DEPUTY SHERIFF CORPORAL, POSITION NUMBER 108 AND A DEPUTY SHERIFF TRAINEE/DEPUTY SHERIFF, POSITION NUMBER TO BE DETERMINED AFTER PROMOTION

The Administrator presented the following memorandum:

September 18, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Position Fill Requests for Sheriff's Office

The Montgomery County Commission, at its meeting on September 16, 2013, agreed to place the following Position Fill Requests on the next agenda for the Sheriff's Office:

- (1) Deputy Sheriff Corporal – Position Number 108
- (2) Deputy Sheriff Trainee/Deputy Sheriff – Position Number to be Determined after Promotion

I am requesting approval of these items.

Attachments

End of Memorandum

Mr. Ingram made a motion to approve the requests. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 16-2 and 16-3, are attached to these Minutes.)

VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (19)

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 Number 1
2. Public Affairs Department	Request Numbers 1, 2, and 3
3. Tax & Audit Department	Request Numbers 1 and 2
4. Information Systems	Request Numbers 1 and 2
5. Sheriff's Office	Request Numbers 2 and 3
6. Detention Facility	Request Number 1
7. Appraisal Department	Request Number 1
8. Community Corrections	Request Numbers 1 and 3
9. District Attorney's Office	Request Numbers 2, 3, 4, 5, and 6

Mr. Williams made a motion to approve the requests. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Travel/Training Requests, Agenda Pages 17-1 through 17-19, 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 1
2. Sheriff's Office	Request Number 1

Mr. Ingram made a motion to approve the budget change requests. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copies of Budget Change Requests, Agenda Pages 18-1 and 18-2, are attached to these Minutes.)

ENGINEERING DEPARTMENT – APPROVED AGREEMENT FOR ALABAMA
TRANSPORTATION REHABILITATION AND IMPROVEMENT PROGRAM (ATRIP)
PROJECT WITH THE STATE OF ALABAMA DEPARTMENT OF TRANSPORTATION
FOR RESURFACING OLD CARTER HILL - PIKE ROAD FROM US-82 TO
WALLAHATCHIE ROAD

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

September 17, 2013

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: George C. Speake, County Engineer

SUBJECT: Approval of Agreement for Resurfacing
CR-85 (Old Carter Hill – Pike Road) from US-82 to CR-83 (Wallahatchie Road)
Project No. ACAA58359-ATRP (001); MCP# 51-72-12, ATRIP# 51-03-02

Please place on the agenda of the next regular meeting of the Montgomery County Commission approval of attached agreement between the Alabama Department of Transportation (ALDOT) and Montgomery County concerning funding for Project No. ACAA58359-ATRP (001); MCP# 51-72-12, ATRIP# 51-03-02, resurfacing Old Carter Hill -- Pike Road from US-82 to Wallahatchie Road.

If approved please have the attached agreement and resolution executed and return to this office for further processing.

Attachment

End of Memorandum

Mr. Ingram made a motion to approve the request. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copies of Letter and Agreement, Agenda Pages 19-2 through 19-10, are attached to these Minutes.)

DISTRICT ATTORNEY'S OFFICE – APPROVED MEMORANDUM OF AGREEMENT
WITH THE DISTRICT ATTORNEY'S OFFICE, THE CITY OF MONTGOMERY AND THE
MONTGOMERY COUNTY PUBLIC SCHOOLS REGARDING FUNDING FOR THE
HELPING MONTGOMERY FAMILIES INITIATIVE (HMF)

The Administrator presented the following letter from District Attorney Eleanor I. Brooks:

September 25, 2013

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

RE: Memorandum of Agreement for HMFI

Dear Chairman Dean:

Attached is the memorandum of agreement for the Helping Montgomery Families Initiative (HMFI) between the District Attorney's Office, the Montgomery County Commission, the City of Montgomery and the Montgomery County Board of Education.

The County Commission is scheduled to approve their funding for HMFI at the October 7, 2013 Commission meeting.

I respectfully request that you also approve the MOA at this meeting. All other approvals and signatures have been obtained.

Thank you for your continued support of HMFI.

Sincerely,

/s/ Eleanor I. Brooks
District Attorney

cc: Donnie Mims, County Administrator

End of Letter

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copy of Memorandum of Agreement, Agenda Pages 20-2 through 20-6, is attached to these Minutes.)

INFORMATION SYSTEMS – APPROVED PERFORMANCE EVALUATION OF CHIEF
INFORMATION AND TECHNOLOGY OFFICER AND ANNUAL MERIT INCREASE
FROM PAY GRADE A16, STEP 3 TO PAY GRADE A16, STEP 4, EFFECTIVE
SEPTEMBER 26, 2012

The Administrator presented the following memorandum:

October 2, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims, County Administrator

SUBJECT: Performance Evaluation of Chief Information and Technology Officer

The County Commission has received the Performance Evaluation (Consolidated Report) of Chief Information and Technology Office Lou Ialacci.

Based upon his evaluation, Mr. Ialacci should receive his annual merit increase from Pay Grade A16, Step 3 to Pay Grade A16, Step 4, effective September 26, 2013.

I am requesting that the Commission waive rules and approve the Performance Evaluation and the merit increase.

Should you have any questions, please contact me.

Attachments

End of Memorandum

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission.

SHERIFF'S OFFICE – APPROVED BID AWARD FOR SHERIFF UTILITY VEHICLES, BID NO. 52110-13B-034

The Administrator presented the following memorandum from Purchasing Manager Pat Silas:

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Purchasing Manager

DATE: October 2, 2013

SUBJECT: Invitation to Bid No. 52110-13B-034, Sheriff Utility Vehicles

Request that rules be waived and approval of the above referenced Invitation to Bid, to the only bid received, Stivers Ford Lincoln, in the amount of \$355,107.00, be placed on the agenda for the County Commission meeting on October 7, 2013. (copy of spreadsheet attached)

This will be an open bid that will allow the Sheriff's Office to purchase the type vehicles listed on the Invitation to Bid at the price bid until September 30, 2014.

Coordination of award made with Sheriff D.T. Marshall, Sheriff's Office.

Attachment

End of Memorandum

Mr. Ingram made a motion to approve the request. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copy of Spreadsheet, Agenda Page 22-2, is attached to these Minutes.)

REVENUE COMMISSIONER'S OFFICE – APPROVED POSITION FILL REQUEST FOR REVENUE BRANCH SUPERVISOR, POSITION NUMBER 800120022

The Administrator presented the following memorandum from Revenue Commissioner Janet Y. Buskey:

September 18, 2013

MEMORANDUM

TO: Elton Dean, Sr., Chairman

Cc: Montgomery County Commissioners
Donnie Mims, County Administrator

FROM: Janet Y. Buskey, Revenue Commissioner

SUBJECT: Clarification of Revenue Branch Supervisor – Fill Request

The Candidates we received from the Revenue Branch Supervisor did not meet the supervisory qualifications; therefore, we requested an Open Competitive Register. Personnel required us to do another form selecting that option. It is, however, the same position number as the previous position fill request for this position that was approved by the Commission several months ago. We worked with Personnel to help develop a new questionnaire to better clarify supervisory knowledge, skills, and abilities.

If you have further questions, please do not hesitate to call me at 832.1218.

End of Memorandum

Vice Chairman Harris made a motion to approve the request. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 23-2, is attached to these Minutes.)

PROBATE JUDGE'S OFFICE – APPROVED POSITION FILL REQUEST FOR PROBATE COURT CLERK, POSITION NUMBER 750062025

The Administrator presented the following memorandum from Probate Judge Steven L. Reed:

MEMORANDUM

TO: County Commission

FROM: Steven L. Reed, Probate Judge

SUBJECT: Reallocation request

DATE: October 1, 2013

This is a request to approve a position fill request to promote an employee to a Probate Court Clerk.

In 2008, a Probate Court Clerk position became vacant as a result of a retirement and has remained vacant since that time. In February of 2010, an employee from the Probate Records Room was transferred to the Probate Court to assist with the backlog that resulted from the vacancy. This employee has been employed as a Clerk Typist II since October of 2006. Although the employee is a Clerk Typist II, sometime in 2011 her duties expanded to those duties generally expected of a Probate Court Clerk. Again, this was necessary to compensate for the lack of a trained Probate Court Clerk. At the time of her transfer, it was anticipated that, after adequate training, she would be given the opportunity to get promoted when the hiring freeze was lifted. This employee is currently at A03 Step 5. The Probate Court Clerk position would start at A05 Step 1. (A03 Step 5 - \$27,860, A05 Step 1 - \$30,785)

This employee has never been denied a Merit Raise and after being moved to the Probate Court has excelled although she had no prior Court experience. She performs her work in a professional manner and perfected the duties of both a Clerk Typist II as well as the duties of a Probate Court Clerk. She is a great asset to our office and her title should reflect her output and current responsibilities.

This position is not currently in our budget; however, the approval of this position should not materially affect our overall budget. I highly recommend this reallocation from Clerk-Typist II to Probate Court Clerk immediately. If you have any questions, please feel free to contact William Flowers, III at extension 1247.

Thank you for your positive consideration of this request.

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. (Copy of Position Fill Request, Agenda Page 24-2, is attached to these Minutes.)

COMMENTS BY COMMISSIONERS AND ATTENDEES

County Engineer George C. Speake recognized Ms. Danise Nettles, supervisor of the Engineering Department's Sign Shop as the recipient of the National Roadside Vegetation Management Association's Turney Hernandez Award of Excellence for 2013. He stated that NRVMA presents this award, their highest honor, in recognition of outstanding roadside vegetation management programs throughout the country. He informed everyone that Ms. Nettles is the Sign Shop Supervisor and runs the "Bermuda Release" herbicide spray program which earned her this prestigious award. Mr. Speake said that this herbicide spray program has saved the county thousands of dollars over recent years. He also informed the audience that William (Scott) Missildine works for Ms. Nettles and operates the herbicide spray truck. County Engineer Speake expressed his appreciation for the tremendous job they are doing with this program. Ms. Nettles then thanked County Engineer Speake and told the audience that this was very important to her to accept this award. She said that it would be an injustice not to include Scott Missildine and Assistant County Engineer James Kelly. Ms. Nettles added that you cannot beat having George C. Speake as the County Engineer and she thanked the Commission. Chairman Dean congratulated Ms. Nettles on her award and wished her a belated happy birthday.

Crews Reaves with the Midtown Montgomery Neighborhood Alliance stated that he attends most of the Montgomery County Commission Information meetings that are held in the Commissioner's Conference Room which are open to the general public. He told the Commissioners that it is a disgrace that there are not enough chairs to accommodate everyone who attends the meetings. He requested more chairs and suggested moving the Information Session into the Commissioner's Court.

Mr. Lee Underwood, Ms. Marion Giles, Ms. Valerie Marshall and Mr. Bernard Johnson, residents of the Lagos Del Sol community which is located in Southwest Montgomery County, Hope Hull, addressed the Commission about issues in their community. Ms. Giles informed the Commission that the ditch by her house needs to be cleaned out because the water has nowhere to go. County Engineer George Speake stated that an easement on that section would have to be done before the county can do anything. She informed him that she realizes it is private property. She stated that they are having sink holes. Mr. Speake told her that several meetings have taken place and they would go out to the area. Ms. Giles thanked Mr. Speake.

Ms. Marshall explained that for over a year, she has had a sink hole on her property that has spread and is now 12 feet deep; her house has sunk, and the sidewalk has come up. She expressed her fear for her children, grandchildren and herself. She informed the Commission the reason the sink hole is there is because the County pipes have come loose. She stated that there have been 25 years of flooding problems and that there are snakes and mosquitoes because there is nowhere for the water to go. Chairman Dean explained that the County did not put the pipes in, that it was done by private builders, and when they were installed they were too small. He added that the houses are in the City of Montgomery Police Jurisdiction. Chairman Dean said

that it is unfair and the County will continue to try to help but there are legal issues. He noted that the Commission is collaborating with the City but first the ditch needs to get cleaned.

Attorney Gallion addressed the homeowners, saying that he has looked at ways to help but because it is private property, legally the Commission cannot help. He told them that the two builders were frauds: one builder died and the other is in jail, and this is tragic. He explained that this is a health hazard, that mosquitoes carry diseases, and the children are at risk. He suggested they go to the Health Department and get a letter stating that this is a health and safety problem. He explained that once they have the letter, then the County can work around it.

Commissioner Ingram stated that he has been to the community and that the pipes have collapsed. He said that digging out the ditch might cause more problems and suggested dragging it which will clear out the leaves and over grown vegetation.

Mr. Underwood said that they did go to the Health Department and they were told to speak to the County Commission. He suggested looking at the county maps because the overflow of water is coming from Highway 31.

Vice Chairman Harris said that this is a million dollar problem, and we are looking for grants to help. He added that it is not up to the County to pay.

Chairman Dean said that he met with the city officials including Councilman Burkette. He stated they are trying to get grant money. He noted that the Commission is taking action and that they are in Police Jurisdiction and it should be annexed into the City of Montgomery.

Attorney Gallion stated that Central Alabama Regional Planning and Development Commission has been working to get grant money but with the government shut down, the odds of getting a grant are slim to none.

Ms. Giles informed the Commission that they have talked to Representative Thad McClammy, Representative CC Calhoun and Councilman David Burkette.

Councilman Burkette said that this situation is not new. He stated that the city sets inside the county. He stated that he would introduce the proposed annexation of the Lagos Del Sol community into the city at the next City Council Meeting on October 15, 2013. He welcomed anyone who wants to come to the meeting.

County Engineer George Speake stated that annexing the community into the city should solve the situation because the Water and Sewer Board, which is an independent agency, could dig up the pipes.

Chairman Dean said let's go with this plan and Mr. Underwood replied that they will go down to the city council meeting.

Councilman David Burkette addressed the Commission and stated that he learns a lot coming to the County Commission meetings; noting that they are very efficient. He stated that he not only

handles his basketball camp, of which the Commission has been very supportive, but he also handles a graduation ceremony for students K-1, 5-6, 8-9, high school, college, and law school. He added that he also handles a Ms. Valentine event for 60 years of age and older. He asked for funding of \$500 from each of the Commissioners. Chairman Dean stated that they will put it on the next agenda.

Commissioner Ingram told the audience good morning and that it was nice to see everyone. He stated that it was strange not seeing retired Deputy Administrator John A. Mitchell, Sr. He added that he congratulates him on his retirement and that he misses him. He congratulated Danise Nettles on her award and thanked her for a job well done. He told the audience that Danise is an excellent employee and that she runs a great department out in the county. He noted that the EMA Director and staff were up, ready and mobilized to handle the recent storm. He stated that it was good to see Anna Buckalew and Ellen McNair from the Montgomery Chamber of Commerce, and told them they do a great job for Montgomery. He said it was good to see Councilman David Burkette. Commissioner Ingram thanked the department heads and employees for all their hard work.

Commissioner Williams said good morning and to have a good week. He told the residents of Lagos Del Sol Community that he will work with Chairman Dean, the other Commissioners and Councilman Burkette. He added that he has been out to the community several times and he prays to God that these problems be resolved and all come to an end. He told Danise that he is proud of what she is doing. He stated that they invite him out to a steak dinner every year and that the shop is clean, inviting, and that all the employees work together. He thanked County Engineer George Speake and Assistant County Engineer James Kelly for putting signs up at Flatwood Park.

Commissioner Polizos congratulated Ms. Nettles and the sign shop for doing such a good job. He also congratulated County Engineer George Speake. He thanked the audience for coming out to the meeting today. He stated that maybe the Commission can help the folks in Lagos Del Sol. He apologized for the meeting taking so long.

Commissioner Ingram urged everyone to exercise their right to vote in the upcoming election.

Chairman Dean informed the audience that this is the first meeting of the new budget year. He told everyone that he knows that the county will get passed the hard economic times, like we have before. He said that the County has a heck of a Probate Judge, Revenue Commissioner, Sheriff, District Attorney and department heads, and that everyone works together. He added that they all did a great job on the budget. He urged everyone to continue working together because it is the tax payers' dollars that the County manages. Chairman Dean stated that he considers Montgomery County the number one county in the state and in the country because of what the county does. He stated that people are visionaries and he is proud to be a part of the Montgomery County family. He also expressed his appreciation for what the Chamber does for the County. Chairman Dean asked the homeowners of Lagos Del Sol who they pay their water bill to and they responded that they pay the city. He stated that that gives them something else to work with to help resolve the problems.

Vice Chairman Harris told the audience good morning and welcomed them to the meeting. He stated that this meeting took longer than usual but this is what these meetings are for. He added that the Commission can arrange to have more seats and that the Commission needs a lot of input from the citizens. He told the audience that Ms. Nettles was the first supervisor to congratulate him after his election and invited him out to the sign shop. He said that he is proud of her and that this award is well deserved recognition. He informed the audience that this is one example of the dedication of the county employees. He welcomed Anna Buckalew and told her it was good to see her and told Councilman David Burkette that it is always good to see him, as well. He then told everyone to have a great week.

RECESS TO INFORMATION SESSION

Chairman Dean recessed the Formal Session to the Information Session.

INFORMATION SESSION

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

PRESENTATION BY RESEARCH COORDINATOR JOE ADAMS WITH PUBLIC AFFAIRS RESEARCH COUNCIL OF ALABAMA

Research Coordinator Joe Adams with Public Affairs Research Council of Alabama presented a SMART Budgeting Interim Analysis and Report, in which he identified potential revenue sources and expenditure trends and concerns. He also presented recommendations for consideration.

PRESENTATION BY PRESIDENT & CEO MEESOON HAN WITH A-KEEP, INC.

A-KEEP, Inc. President & CEO Meesoon Han updated the Commission regarding the program and requested funding.

PRESENTATION BY CHAIRMAN ALBERT HOLLOWAY AND BOARD MEMBERS LYNN BESHEAR AND VIVIAN HAMLET WITH THE JOINT PUBLIC CHARITY HOSPITAL BOARD

Chairman Albert Holloway with the Joint Public Charity Hospital Board briefed the Commission regarding the mission of the organization and the programs that they help fund. Board Members Lynn Beshear and Vivian Hamlett were also present.

PRESENTATION BY CHAIRMAN ROBERT M. HORTON, JR., WITH RIVER REGION VETERANS DAY COMMITTEE

Public Affairs Director Robert M. Horton, Jr., with the Alabama Department of Veterans Affairs and chairman of the River Region Veterans Day Committee briefed the Commission regarding the 2013 Veterans Day Parade and Concert and requested funding for advertising. After discussion, the Commission agreed to place a Budget Change Request in the amount of \$5,507 on the next agenda.

PRESENTATION BY RISK MANAGER SCOTT KRAMER

Risk Manager Scott Kramer briefed the Commission regarding an Agreement with PriMed Physicians, Inc., dba ALL MED PhysiciansTM, Inc., for Workers Compensation and Occupational Services.

Mr. Kramer briefed the Commission regarding Amendment Number 2 to Agreement – Sharing of On-Site Primary Care Clinics with the City of Montgomery, Alabama and Montgomery Water Works and Sanitary Sewer Board regarding participation and location of Workers Compensation and Occupational Health Services.

Mr. Kramer briefed the Commission regarding Amendment Number 2 to Agreement with CareHere, LLC, regarding Workers Compensation and Occupational Health Services.

After discussion, the Commission agreed to place these items on the next agenda.

Mr. Kramer discussed the Revisions to Montgomery County Management Procedures Manual, Chapters 1 through 6. After discussion, the Commission agreed to place this item on the next Thursday Memo as a waived rules item.

Mr. Kramer informed the Commission that he had researched the policy regarding the removal of dead animals from private property and found that the County can continue providing this service as long as they charge a fee.

COMMENTS FROM ADMINISTRATOR MIMS

Commissioner Ingram asked Administrator Mims if he was delegating any of the Deputy Administrator's duties to any of the department heads. Administrator Mims responded that he had met with the department heads and he is coordinating all of the duties.

Administrator Mims presented a Retail Lease Agreement with the Town of Pike Road for use as a library. 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 Program for the extension of water and sewer lines for the DAS North America Project Number CY-ED-PF-13-004. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented a Bid Award to Construction Contractor regarding utility improvements for DAS North America, Inc. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented a Bid Award for repaving at Montgomery County Department of Human Resources Building, Project No. PH&J #1305GVA. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims briefed the Commission regarding Final Payment to CannDauSon Construction, Inc., in the amount of \$26,548.71 regarding the East Probate and Revenue Office Project. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims briefed the Commission regarding Payment of 2013-2014 Membership Dues to the Association of County Commissions of Alabama (ACCA), noting that the dues are the same as the current year. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims briefed the Commission regarding Payment of 2013-2014 Membership Dues to the Alabama City/County Management Association (ACCMA) for Administrator Donald L. Mims and Risk Manager Scott Kramer. He noted that the dues are the same as the current year. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented a memorandum from Deputy Administrator Mitchell regarding Classification Title and Code Change from Employee Benefits Manager (CO#0115), Pay Grade A05 to Payroll and Benefits Manager (CO #0113), Pay Grade A06. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented two Position Fill Requests for Corrections Officer Trainee/ Corrections Officers, Position Numbers 045 and 180 for the Detention Facility. After discussion, the Commission agreed to place these items on the next agenda.

Administrator Mims presented a Purchase and Sale Agreement regarding 1.5 acres of land located at 8440 U.S. Highway 331 near Snowdown Park, which was approved by the Commission on December 17, 2012, subject to review by the County Attorney regarding liability and insurance modifications. He noted that the County did not proceed with this Agreement due to liability concerns regarding a former employee of Dr. Pirtle who was living in the house on the property. Administrator Mims informed the Commission that recently the occupant passed away and the liability issue is no longer a concern. He stated that paragraph 18 B, Page 7, regarding this occupant is no longer applicable. After discussion, the Commission agreed to revise the Agreement and place it on the next agenda.

Administrator Mims presented a letter from Chairman Horace H. Horn, Jr., on behalf of the Chamber Executive Committee and Board requesting 10% of the 75-cent County lodgings tax increase to be reinvested in tourism development. The Commission agreed to consider capping the lodging tax appropriation at \$420,000 for the new fiscal year. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented the County Commission Audit for Year Ending September 30, 2012, and stated that it was consistent with what the auditors said to the Commission during their recent exit conference.

Administrator Mims presented a letter from Executive Director Phil B. Perry with the Montgomery Airport Authority updating the Commission on the Small Community Air Service Development Grant.

Administrator Mims presented a letter from Probate Judge Steven L. Reed regarding the appointment of Reverend Charles B. Croskery as Warrant Magistrate for Montgomery County.

Administrator Mims presented a letter from Montgomery Area Mental Health Authority Executive Director Henry E. Parker regarding Board Member Appointments to the Board. He noted that at this time, Probate Judge Steven Reed has not made a recommendation regarding this board appointment. Vice Chairman Harris recommended the appointment of Arica Smith to this board. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented the 2012 Financial Report and 2013 Budget from Aid to Inmate Mothers, which was requested during the last Commission meeting.

Administrator Mims presented a letter from Loveless Academic Magnet Program High School requesting funding to replace, refurbish and upgrade technology at LAMP. Vice Chairman Harris requested a \$1,000 miscellaneous appropriation from his account for this project. The Commission agreed to place this item on the next agenda.

Administrator Mims presented a letter from The Lacey-Boyd New Year's Day Parade Co-Founder William Boyd requesting an \$8,000 sponsorship for the Parade. Chairman Dean and Commissioners Polizos, Williams and Ingram requested a \$500 miscellaneous appropriation from each of their accounts for this event. Vice Chairman Harris requested a \$250 miscellaneous appropriation from his account for this event. The Commission agreed to place these items on the next agenda.

Administrator Mims presented an email from Executive Director Veronica McKenzie with Successful Living Center regarding funding for the program. He noted that Ms. McKenzie has requested to meet with the Commission during the October 21, 2013, meeting and the Commission agreed to this request.

Administrator Mims presented an email from Director of Development Brenda Dennis with the Alabama Dance Theatre requesting funding for the program. He noted that Ms. McKenzie has requested to meet with the Commission during the October 21, 2013, meeting and the Commission agreed to this request.

DISCUSSION BY THE COMMISSION

Vice Chairman Harris informed the Commission that Mr. Julian McPhillips and The Scott and Zelda Fitzgerald Museum has requested funding for the 12th International F. Scott Fitzgerald Society Conference, which will be held in Montgomery next month. Chairman Dean and Commissioners Polizos, Williams and Ingram requested a \$500 miscellaneous appropriation from each of their accounts for this event. Vice Chairman Harris requested a \$1,000 miscellaneous appropriation from his account for this event. The Commission agreed to place these items on the next agenda.

Commissioner Williams asked his fellow Commissioners to help fund the Have A Heart 4 Children, Inc., annual Christmas party for special needs children this year. The Commission agreed to place this item in the next Thursday Memo for further discussion.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented a Schedule of Upcoming Bids/Contract Renewals.

Administrator Mims presented the Revenue Reports for September 2013 from the Tax and Audit Department.

Administrator Mims presented the Population Report for September 2013 for the Mac Sim Butler Detention Facility.

Administrator Mims presented the Community Corrections Census and Fiscal Report for September 2013.

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

Administrator Mims informed the Commission that there were two members of the Montgomery County Parks and Recreation Board who were not attending the meetings. The Commission agreed to place this item on the next Thursday Memo for further discussion.

Administrator Mims noted that Chairman Dean distributed the Revenue Commissioner's Audit Report on ad valorem tax assessments for the period October 1, 2008 through September 30, 2010; ad valorem tax collections for the period August 19, 2009 through July 10, 2011; and motor vehicle ad valorem tax assessments and collections, manufactured home registrations and other collections for the period June 1, 2009 through May 31, 2011 to his fellow Commissioners.

Administrator Mims distributed his annual performance evaluation for the period September 15, 2012 – September 14, 2013, which should be completed and given to Personnel Director Barbara Montoya. He stated that Personnel would compile the results for the Commission.

ADJOURNMENT

Commissioner Ingram made a motion to adjourn the meeting of the Montgomery County Commission on October 7, 2013, at 12:25 p.m. The motion was seconded by Commissioner Williams and unanimously approved by the Commission.

10-07-13 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 09-20-13

Check Number	To	Check Number
238046		238167
Total Checks Paid		\$494,975.58

CHECK #	PAYEE	AMOUNT	DATE
238045	Capital Refrigeration, Co.	\$2,524.20	09/12/13

**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 09-20-13

Check Number	To	Check Number
238168		238251
Total Checks Paid		\$420,499.18

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

10-07-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 09-27-13

Check Number	To	Check Number
238252		238328
Total Checks Paid		\$328,152.26

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

10-07-13 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 09-27-13

Check Number	To	Check Number
238329		238406
Total Checks Paid		\$156,027.15

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

10-07-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 09-30-13

Check Number	To	Check Number
238407		238430
Total Checks Paid		\$56,624.06

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

10-07-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 09-30-13

Check Number	To	Check Number
238431		238468
Total Checks Paid		\$69,850.61

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

OCT - 7, 2013

10/07/13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
09/20/13

Payroll Check Number	117495	To	Payroll Check Number	117591	\$ 72,097.41
Direct Deposits					\$ 778,671.13
Payroll Check Number	117592	To	Payroll Check Number	117619	\$ 243,682.28
Direct Deposits					\$ 317,076.27
Federal Deposits					\$ 313,488.27
Total Payroll Paid					\$ 1,725,015.36

<u>CHECK #</u>	<u>PAYEE</u>	<u>AMOUNT</u>	<u>DATE</u>
117620	Allyson G. Nelson	\$92.27	09/20/13
117621	Justin C. Henley	\$457.25	09/20/13
117622	William D. Flowers	\$184.70	09/20/13
117623	Joseph P. Litchfield	\$92.35	09/20/13
117624	Donald Lee Mims	\$184.70	09/20/13
117625	Patricia E. Silas	\$90.81	09/20/13
117626	Sherrill R. Thomas	\$92.35	09/20/13
117627	John A. Mitchell, Sr.	\$184.70	09/20/13
117628	Scott J. Kramer	\$184.70	09/20/13
117629	Louis Ialacci, Jr.	\$90.81	09/20/13
117630	Judy L. Singley	\$92.35	09/20/13
117631	Debra Jean Henry	\$90.81	09/20/13

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
10/04/13

Payroll Check Number	117635	To	Payroll Check Number	117737	\$ 70,741.20
Direct Deposits					\$ 770,625.41
Payroll Check Number	117738	To	Payroll Check Number	117765	\$ 246,670.36
Direct Deposits					\$ 335,536.07
Federal Deposits					\$ 307,418.90
Total Payroll Paid					\$ 1,730,991.94

<u>CHECK #</u>	<u>PAYEE</u>	<u>AMOUNT</u>	<u>DATE</u>
117632	Tony Hawthorne	\$92.35	09/20/13
117633	Rick D. Johnson	\$92.35	09/20/13
117634	Joseph White	\$90.76	09/20/13

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

Joint Public Charity Hospital Board

Members:**Term Expires:**

*

Richard Wilhoite
7195 Fanning Mill Road
Grady, AL 36036

10/5/2013

*

Henry A. Frazer
500 Cherry Hill Place
Montgomery, AL 36117
Cell: 296-1441
Work: 265-2700
Home: 271-1678

10/5/2013

Dr. Albert Holloway, Chairman
2611 Woodley Park Drive
Montgomery, AL 36117
Phone: 288-0009

10/5/2014

Lynn Beshear
Envision2020
600 S Court Street
Montgomery, Alabama 36106
Work: 269-0224
Cell: 462-0220

10/5/2014

Mary B. Weidler
1722 Hill Hedge Drive
Montgomery, AL 36106

10/5/2015

Vivian Hamlett, M.D.
1765 Milly Branch
Pike Road, AL 36064
Home: 334.271.5910
Cell: 334.462.5566

10/5/2015

James R. Martin (293-6400)
Administrator
Montgomery County Health Department
3060 Mobile Hwy
Montgomery, AL 36108

Permanent

Term: 3 years

Tammy Nix

From: Shwanda.Surles@adph.state.al.us
Sent: Wednesday, September 11, 2013 4:10 PM
To: Tammy Nix
Cc: aholloway687@charter.net; James.Martin@adph.state.al.us
Subject: board members

Good afternoon Tammy,

Richard Wilhoite and Henry Frazer has agreed to serve another term on the Joint Public Charity Hospital Board.

If you need any further information regarding their reappointment, please see the below contact information.

Shawanda Surles, Office Manager
Montgomery County Health Department
3060 Mobile Highway
Montgomery, Alabama 36108
Office: (334) 293-6501
Fax: (334) 293-6410
Cellphone:(334) 850-1652 PPT: 1*635*2400
Shawanda.Surles@adph.state.al.us

Confidentiality Notice - This e-Mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential or privileged information. If this message concerns a lawsuit, it may be considered a privileged communication. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

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Tammy Nix

From: Benton, Terry <Terry.Benton@dhr.alabama.gov>
Sent: Monday, September 09, 2013 9:03 AM
To: Donald Mims
Cc: 'gtgoodwyn@aol.com'
Subject: MCDHR Board

Edwina Jackson called & because of scheduling conflicts she asked to be replaced on the board. She has also spoken with Chairman Dean concerning this appointment. Please let me know if the Commission wants the board to identify possible replacement.

Thanks

Terry Benton
334-293-3450



Tarilton E. Benton
Director

Montgomery County Department of Human Resources

3030 Mobile Highway
Post Office Box 250380
Montgomery, Alabama 36125-0380
Telephone: (334) 293-3100



August 28, 2013

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

Re: Board Appointments

Dear Mr. Mims:

This letter is in response to your recent letter notifying of the expiration of terms on the local DHR Board. The Board is requesting the reappointment of three members whose terms expires in September.

A member of the County Human Resources Board has contacted each of those individuals and determined their eligibility and willingness to continue to serve if reappointed. The members of the Board have all reviewed these nominations and recommend them for the Montgomery County Commissioners' consideration.

Nominated for six year terms beginning on 9-5-13 and ending 9-5-19 are:

Edwina Jackson
808 Lynwood Drive
Montgomery, AL 36111

George Goodwyn
3608 Oak Grove Circle
Montgomery, AL 36116

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

The Commission's favorable consideration of these individuals will be very much appreciated. These appointments will continue the tradition of appointing energetic and hard-working members to the Board. We greatly appreciate the support and interest given to the department from our local elected officials over the years. Please call me if I can provide any needed information.

Sincerely,

Terry Benton
Director

Cc: Dr. Paulette Thompson
MCDHR Board Chairperson

"An Affirmative Action/Equal Opportunity Employer"

Montgomery County Board of Human Resources
Appointments Made Jointly with City

Members:

Term Expires:

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

9/5/2017

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

9/5/2015

* Edwina Jackson
808 Lynwood Drive
Montgomery, AL 36111
Home: 281-3446 Work: 956-2955

9/5/2013

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

9/5/2013

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

9/5/2017

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

9/5/2015

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

9/5/2013

Mr. Tarilton E. Benton, Director
County Department of Human Resources
P.O. Box 250380, Montgomery, AL 36125-0380

Brenda Blalock, City Clerk, City Hall

Term: 6 years

**STATE OF ALABAMA)
MONTGOMERY COUNTY)**

LEASE AGREEMENT

WITNESS THIS LEASE entered into as of the 1st day of October, 2013, between Montgomery County Commission (hereinafter called "Landlord"), and Wanda Hughes (hereinafter called "Tenant").

WITNESSETH

Landlord hereby leases to Tenant and Tenant takes and leases from Landlord those certain premises described as the Cafeteria Area, Second Floor, Montgomery County Administrative Building Annex II (all hereinafter referred to as "the premises"); and in consideration therefore Landlord and Tenant agree as follows:

1. **PERIOD OF CONTRACT:** Contract period will be for three (3) years, beginning on the 1st day of October, 2013 and ending on the 30th day of September, 2016.
2. **RENT:** During the entire term of the lease, no monthly rent will be paid by the Tenant to the Landlord. The cleaning deposit of \$1,200.00 paid by Tenant on July 29, 1998, will be held by Montgomery County Commission until the expiration of the contract and cleaning of the cafeteria is completed by Tenant and approved by the County Administrator. If during the life of the contract, tenant terminates contract for any reason, without giving Landlord sixty (60) day written notice, then the Tenant shall forfeit this deposit.
3. **UTILITIES:** Landlord shall furnish all sewer, water, electric power, and other utilities used or consumed in or at the premises excluding telephone service.
4. **FIRE AND EXTENDED COVERAGE INSURANCE:** Each party shall carry such fire extended coverage insurance on their own properties as they deem adequate. The Tenant will not permit or do anything which would increase the rate of fire and casualty insurance upon the Montgomery County Administrative Building and if such is permitted by Landlord,

Tenant will pay to Landlord the amount of the insurance increase in the said insurance premium.

5. FIRE AND CASUALTY DAMAGE: In the event the premises are damaged by fire or other casualty due to causes not the fault of the Tenant, Landlord may elect to rebuild or restore the same to as good a condition or a better condition than that existing immediately prior to such casualty, and, provided the same is completed within 120 days of such fire or other casualty, this lease shall not terminate. In the event Landlord does not elect to rebuild or restore the premises as aforesaid, this lease shall terminate as of the date of such casualty.

6. HOLD HARMLESS: Tenant shall indemnify and save Landlord harmless from all claims, causes of actions and judgments for personal injury, loss of life or property damage suffered in, upon and about the premises. Tenant shall provide and keep in force during the term of this lease and any extension of said term for the benefit of Landlord, a comprehensive liability insurance policy, issued by insurers satisfactory to Landlord, insuring Landlord against loss resulting from any of the foregoing for which Tenant is responsible, said policy to provide Umbrella Liability with limits of \$1,000,000 each excess occurrence and \$1,000,000 each excess aggregate, Comprehensive or Commercial General Liability including Premises Operation, Independent Contractors Protective and Broad Form Property Damage or it's equal and Product Damage Liability with limits of \$1,000,000 per occurrence and \$2,000,000 per aggregate. Workman's Compensation Insurance in statutory amount and Employers Liability of \$100,000 per accident. The Landlord shall be named as an additional insured under the policies. Tenant shall deliver to Landlord a certificate of the aforesaid policies together with evidence of payment therefore and such policy shall provide that it shall not be canceled for any reason until the Landlord has given sixty (60) days written notice of the cancellation, delivered by certified mail, return receipt requested. If Tenant defaults in keeping or performing its obligations hereunder, Landlord shall have the right to keep or perform the same in Tenant's behalf and the cost of the same be added to the next payment as the same becomes due.

7. REPAIRS: Tenant, shall maintain and keep in good repair the premises, and Tenant shall repair any breakage and damage to premises due to Tenant abuse. Upon the termination of this lease, Tenant shall surrender the premises to Landlord in as good condition as existed at

the time of its initial occupancy, ordinary wear and tear accepted. Landlord shall, at its costs, maintain and keep in good repairs the roof, exterior supporting walls of the building including interior and exterior finish, decorating, painting, windows, doors or glass.

8. TRADE FIXTURES AND FURNISHINGS: All furnishings, trade fixture and equipment used on the premises and supplied and installed by or at the sole expense of Tenant shall at all times be and remain the exclusive property of Tenant. So long as Tenant is not in default, Tenant shall have, during the term hereof, the right to freely remove, adds to, and replaces the same, provided that any physical damages to the premises or improvements caused by such additions, removal or replacement shall be repaired by and at the expense of Tenant. The Landlord has furnished the equipment enumerated on Exhibit A; and, the Landlord will repair or replace said equipment at his sole option. Tenant shall repair or replace said furnishings and equipment that are damaged due to Tenant's abuse or negligence. The Landlord shall have the right to designate the maximum number of tables and chairs used in the premises.

9. DAMAGE OR LOSS ON PROPERTY: Landlord shall not be liable to Tenant for any loss or damages suffered by Tenant.

10. ENTRY BY LANDLORD: Landlord may, at all reasonable times, enter the premises to inspect, repair, alter or add to the same, exhibit the same to prospective tenants, purchasers or other persons, and in event Tenant has vacated the premises, to repair the same for re-occupancy by another Tenant. Tenant shall permit during the three months next preceding the expiration of this lease, or any extension period, signs or other notices indicating that the premises are for rent or for sale to be posted and remain on the premises. Such entry by Landlord shall not constitute an eviction of Tenant or deprivation of any right of Tenant and shall not alter the obligations of Tenant hereunder or create any right in Tenant adverse to Landlord.

11. USE OF PREMISES: The premises shall be used by Tenant for the operation of a snack bar and no other and its hours of operation shall be open no later than 7:00 A.M. and to close no earlier than 2:00 P.M. excluding holidays recognized by the Landlord unless prior written permission is first obtained from Landlord. Tenant shall, at its own expense, comply

with all requirements of law and with all ordinance or regulations of the City, State, County or other public authority affecting the demised premises and with all the requirements of any fire or liability insurance company insuring the Landlord against damage by fire or accident connected with the premises. No part of the demised premises shall be used by any person for any purpose or in any manner as shall increase the insurance risk or prevent the obtaining of insurance, nor so that in order to comply with any law or public authority, the Landlord shall be obligated to make any addition or alteration to or in the premises. Montgomery County employees, if so desired, shall have the right, even though Tenant's services will not be utilized, to bring outside purchased or personal meals into cafeteria and use seating as needed. The tenant must maintain a minimum health rating of 90 with a penalty for failure to comply in ninety (90) days that would result in a default of the contract.

12. IMPROVEMENTS AND SIGNS: Tenant may make alterations to the improvements upon the premises with the consent of Landlord first, which consent shall not be unreasonably withheld, and shall have the right to erect, install, maintain and operate on the premises such equipment, fixtures and signs as Tenant deems desirable, with the written approval of Landlord.

13. ASSIGNMENT OR SUBLETTING: Tenant shall not assign or in any manner transfer this lease or any estate, interest or benefit therein, or sublet said premises or any part or parts thereof, or permit the use of the same or any part thereof by anyone other than Tenant without the prior written consent of Landlord which consent may be withheld in the Landlord's absolute discretion. If Landlord transfers or assigns this lease with assumption of its obligations by the assignee, then Assignor-Landlord shall thereupon and thereby be relieved from all liability under this lease.

14. DEFAULT: The happening of any one or more of the following listed events (hereinafter referred to singly as "Event of Default" and plurals as "Events of Default") shall constitute a breach of this lease agreement on the part of Tenant, namely:

- (a) The filing by or on behalf of Tenant of any petition or pleading to declare Tenant a bankrupt, or for a reorganization, if Tenant is a corporation, or the adjudication of a bankruptcy of Tenant under any bankruptcy law or act.

- (b) The failure of Tenant to fully and promptly perform any act required of it in the performance of this lease or to otherwise comply with any terms of provisions thereof.
- (c) The appointment by any court or under any law of a receiver, trustee, or other custodian of the property, assets or business of Tenant.
- (d) The assignment by Tenant of all or any part of its property or assets for the benefit of creditors.
- (e) The levy of execution, attachment, or other taking of property, assets or the leasehold interest of Tenant by process of law or otherwise in satisfaction of judgment, debt or claim.

Upon any termination of the term hereof, whether by lapse of time or otherwise, or upon any terminating the term hereof, Tenant shall promptly surrender possession and vacate the premises and deliver possession thereof to Landlord and Tenant hereby grants to Landlord full and free license to enter into and upon the premises in such event without process of law and to expel or remove Tenant and any others who may be occupying the premises and to remove there from any and all property, using for such purpose such force as may be necessary without being guilty of or liable for trespass, eviction or forcible entry or detainer and without relinquishing Landlord's right to rent or any other or any other right given to Landlord hereunder or by operation of law.

If Landlord shall elect to terminate Tenant's right to possession only, without terminating the term of this lease, Landlord, at its option, may enter into the premises, remove Tenant's property and other evidences of tenancy and take and hold possession thereof without such entry and possession terminating the term of this lease or otherwise releasing Tenant in whole or in part from its obligation for the full term of this lease.

Tenant agrees to pay a reasonable attorney's fee and all cost if it becomes necessary for Landlord to employ an attorney to obtain possession of the leased premises or otherwise to exercise any option or enforce any right given to Landlord upon default by Tenant on any term, conditions, stipulation or obligation of the lease; and Tenant expressly waives all exemptions secured to Tenant under the laws of the State of Alabama or of any state in the United States as against the collection of any debt herein or hereby incurred or secured.

15. **HOLDING OVER:** In the event Tenant remains in possession of the premises after the expiration of the term hereof, without executing a new lease, Tenant shall be that of month-to-month, subject to all the condition to this lease insofar as consistent with such a tenancy, and may be terminated or canceled by Landlord on sixty (60) day's written notice to Tenant.

16. **GAMBLING AND ALCOHOL NOT PERMITTED:** No punch boards or gambling may be operated on the premises; no nuisance shall be committed on the premises; and no alcoholic beverages shall be sold on the premises.

17. **GOVERNMENT REGULATIONS:** Tenant agrees to comply with all City, County, State and Federal Health Regulation laws that may govern the operation of the business.

18. **HEALTH EXAMINATIONS:** It is understood and agreed by the parties that all personnel working in or used in the business will be subject to periodic health examinations and at times designated by the Landlord, by a physician designated by the Landlord.

19. **TAXES AND LICENSES:** All taxes and licenses due or caused by the operation of the business shall be paid by the Tenant including workman compensation and social security.

20. **COMPETITION:** No competitive business will be allowed in the Montgomery County Administrative Building during the period of Tenant's tenancy.

21. **SUCCESSOR INTERESTS:** The provisions of this lease shall bind and inure to the benefit of the parties hereto, their legal representatives, heirs, successors and assigns. Feminine or neuter pronouns shall be substituted for those of the masculine form, and the plural shall be substituted for the singular number in any place or places herein in which the context may require.

22. **TIME OF ESSENCE:** Time is of the essence of this agreement.

23. **WAIVER:** The failure of the Landlord to insist upon strict performance of any of the covenants or conditions of this lease or to exercise any option herein conferred in any one or

more instances shall not be construed as a waiver or relinquishment of any such covenants, conditions or options, but the same shall be and remain in full force and effect.

24. MODIFICATIONS OF LEASE: This lease contains all the agreements and conditions made between the parties and may not be modified or added to except by an agreement in writing signed by the parties or their respective successors in interest, and append hereto.

25. CANCELLATION: Either party hereto may terminate this lease by giving sixty (60) days written notice to the other. In such event, this lease shall thereupon terminate as though that were the date herein definitely fixed for the expiration of the term, and the Tenant shall surrender the premises, and the Landlord shall be entitled to the possession of the premises on that date.

MONTGOMERY COUNTY COMMISSION

BY: _____
ELTON N. DEAN, SR., CHAIRMAN

WANDA HUGHES/ DBA/COURTHOUSE CAFE

BY: _____
WANDA HUGHES, TENANT

STATE OF ALABAMA)
MONTGOMERY COUNTY)

I, the undersigned, a Notary Public in and for said State at large, hereby certify that Elton N. Dean, Sr., whose name as Chairman of the Montgomery County Commission, is signed to the foregoing instrument and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he, as such officer and with full authority, executed the same voluntarily for and as the act of said Montgomery County Commission GIVEN under my hand and office seal this the 1st day of October, 2013.

Notary Public

STATE OF ALABAMA)
MONTGOMERY COUNTY)

I, the undersigned, a Notary Public, in and for said County in said County in said State, hereby certify that Wanda Hughes whose name is signed to the foregoing instrument and who are known to me, acknowledged before me on this day that, being informed of the contents of the instrument, she executed the same voluntarily on this day.

GIVEN under my hand and office seal this the 1st day of October, 2013.

Notary Public

EXHIBIT "A"

1. Delfield Model No. V18454-32 Refrigerated Sandwich Unit (1)
2. Delfield Model No. V22233-32 Roll Warmer Housing (1)
3. Garland Model Combination Top Range (1)
4. SteamChef Model Steamer (1)
5. Garland Model Convection Oven (1)
6. Glenco Refrigerator – Turbo Air M3
7. Metro Mobile Pot and Pan Shelving Units Model No. PR48ES (2)
8. Precision Model No. UT-179 Vendor's Utility Counter (1)
9. Precision Model No. SST-2005-U Hot Serving Unit (1)
10. Frymaster Fryer (2)
11. Wells Model No. H-70 Hot Plate (1)
12. Wells Model No. RW-2 Roll Warmer (1)

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE ADMINISTRATIVE OFFICE OF COURTS AND THE
MONTGOMERY COUNTY COMMISSION**

- I. This Memorandum of Understanding ("MOU") is hereby entered into by and between the State of Alabama acting through the Administrative Office of Courts (hereafter referred to as "AOC") and the Montgomery County Commission (hereafter referred to as the "Commission") for the public purpose of providing \$53,953.32 for the reimbursement of the salary and fringe benefits of court referee Vicky Toles for the 15th Judicial Circuit. Referee Toles will work a minimum of 25 hours per week and administer detention hearings. This MOU is effective for the period beginning October 1, 2012 and ending September 30, 2013 (See attached Appendix A).
- II. The AOC and the Commission agree that this transfer of funds in no way obligates the Commission to provide permanent or additional funding for judicial employees in future months or years beyond the period stated. Should AOC receive additional State funding for this referee position, the AOC shall refund the Commission any unused portion of the funding provided by the County.
- III. The AOC will invoice the Commission in the month following the end of the each quarter in FY 2013 for the salary and fringe benefits paid. Any inquiries made to the AOC may be directed to Bob Bradford, Director of Finance. Checks shall be written to the order of the Administrative Office of Courts addressed to the attention of Bob Bradford, Administrative Office of Courts, 300 Dexter Avenue, Montgomery, AL 36104-3741.

Approved:

Rich Hobson
Administrative Director of Courts

Date: _____

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

Date: _____

APPENDIX A

Montgomery County Computation of Salary and Fringe Benefits FY 2013

Employee	Salary	Pay Periods	Insurance Payments	Total Salary	FICA 7.65%	Retirement 10.12%	Insurance \$765 Per Month	Total
Vicky Toles	2,088.30	24	12	50,119.20	3,834.12			53,953.32

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE ADMINISTRATIVE OFFICE OF COURTS AND THE MONTGOMERY
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- II. The AOC and the Commission agree that this transfer of funds in no way obligates the Commission to provide permanent or additional funding for judicial employees in future months or years beyond the period stated. Should AOC receive additional State funding for this referee position, the AOC shall refund the Commission any unused portion of the funding provided by the County.
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Approved:

Rich Hobson
Administrative Director of Courts

Date: _____

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

Date: _____

APPENDIX A

Montgomery County Computation of Salary and Fringe Benefits FY2014

Employee	Salary	Pay Periods	Insurance Payments	Total Salary	FICA 7.65%	Retirement 10.12%	Insurance \$765 Per Month	Total
Vicky Toles	2,088.30	24	12	50,119.20	3,834.12			53,953.32

ACAA MEMBERSHIP APPLICATION & RENEWAL FORM

For 2014 Membership Year
(January 1 - December 31, 2014)

County: Montgomery County Website: mc-ala.org

Address/City/Zip: 101 South Lawrence St., Montgomery, AL 36104

Telephone: (334) 832-1210 Fax: (334) 832-2533

In order to continue to receive all Association of County Administrators of Alabama (ACAA) mailings, persons must be current ACAA members. Please add the names below of all eligible members from your county, along with their titles and email addresses, who wish to join ACAA. Eligible members include county commission Administrators; Assistant Administrators; and any other persons, by whatever title designated, who performs the duties of Administrators or Assistant Administrators to the various governing bodies of the State of Alabama. Renewal of membership in ACAA for 2014 is due by November 30, 2013. Direct any questions regarding ACAA renewal to Paulette Williams at 334-263-7594.

Name: Donald L. Mims Title: County Administrator Email: donaldmims@mc-ala.org

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____

Name: _____ Title: _____ Email: _____
(use additional paper, if needed)

Total Amount Enclosed: \$ 50.00 (\$50 Administrator + \$25 each Asst. Admin. and Others)

Payment Due Upon Receipt

Please make check **payable to ACAA** and mail to:

ACAA - P.O. Box 5040 - MONTGOMERY, AL 36103

D.T. MARSHALL, SHERIFF



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

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

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

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

Effective Retirement Date immediately (9-5-13)

Signature of New Owner Timothy Heath

Signature of Sheriff D.T. Marshall

SNOWDOWN VETERINARY HOSPITAL, L.L.C.

WILL T. CARTER, DVM
MONNIE CAROL CARTER, DVM, MS

8632 U.S. HIGHWAY 331
MONTGOMERY, AL 36105

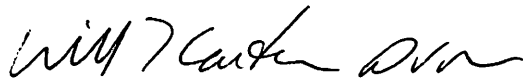
24 HR PHONE: 334-281-7388
FAX: 334-284-3883

August 21, 2013

To Whom It May Concern,

This letter is in regards to a 9 year old male Dutch Shepherd named "Vadar". His arthritis has advanced to a stage which is preventing him from being an optimally functional police dog. He also has reduced kidney function, a condition which is likely to progress. I recommend retirement to allow a good quality of life for a significant period of time. If you have any questions, please do not hesitate to call.

Sincerely,

A handwritten signature in cursive script that reads "Will T. Carter DVM".

Will T. Carter, DVM

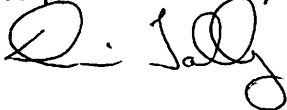
MEMORANDUM

Date: August 24, 2013
To: Captain J. Briggs
From: Corporal D. Talley
Subject: Canine Retirement Recommendation, Vader

Over the last 12 months or so I have seen a decline in the workability of K9 Vader. He has shown signs of age and deterioration both in the kennel as well as during training. Vader was born November of 2003 and has been working with MCSO since November of 2006. Recently Vader has been having an issue with pain in his rear legs. Dr. Carter saw Vader for his annual vaccinations on June 10, 2013 and noted that his arthritis was getting progressively worse in his hips. Approximately 3 months ago, Vader was taken to Dr. Carter for his kennel cough vaccination and annual check-up at which time his blood work showed a reduced kidney function, that with all probability, will progress. After this recent finding, I spoke with Dr. Carter concerning the future workability of Vader. Dr. Carter advised that in his professional opinion that the arthritis and decreased kidney functions will continue to cause deterioration in Vader and he further recommended we give consideration to retiring Vader. Attached is a written recommendation from Dr. Carter concerning his findings.

Thank you for your consideration in this matter.

Corporal David Talley



MEMORANDUM

Date: August 24, 2013
To: Sheriff D. T. Marshall
From: Deputy Tim Heath
Subject: Vader

I understand that MCSO K9 Vader will be retiring soon. I would like to take Vader as a personal pet upon his retirement. I understand that taking possession of Vader means that I take full responsibility for healthcare, maintenance, and liability.

Thank you for your consideration in this matter.

A handwritten signature in cursive script, appearing to read "Deputy T. Heath".

Deputy Tim Heath

BID NO. 53000-09C-022
METAL PIPE

CONTECH CONSTRUCTION PRODUCTS

SIZE	GAUGE	ARCH EQUIVALENT TO ROUND	CORRUGATIONS	BIT.COATED PER FOOT	COATED BAND PER EACH	PLAIN PER FOOT	PLAIN BAND PER EACH	3:1 BEVEL CUT PER PAIR
12"	16		2 2/3" X 1/2"	7.00	7.00	6.00	6.00	44.00
15"	16		2 2/3" X 1/2"	8.40	8.40	7.20	7.20	55.00
18"	16		2 2/3" X 1/2"	10.50	10.50	9.00	9.00	66.00
24"	16		2 2/3" X 1/2"	13.30	13.30	11.40	11.40	88.00
30"	14		2 2/3" X 1/2"	21.00	21.00	18.00	18.00	110.00
36"	14		2 2/3" X 1/2"	25.20	25.20	21.60	21.60	136.40
42"	14		3" X 1"	29.40	29.40	25.20	25.20	165.00
48"	14		3" X 1"	33.60	33.60	28.80	28.80	198.00
54"	14		3" X 1"	42.70	42.70	36.60	36.60	220.00
60"	10		3" X 1"	82.60	82.60	70.80	70.80	253.00
66"	10		3" X 1"	90.30	90.30	77.40	77.40	280.50
72"	10		3" X 1"	98.00	98.00	84.00	84.00	308.00
78"	10		3" X 1"	106.40	106.40	91.20	91.20	369.60
84"	10		3" X 1"	114.80	114.80	98.40	98.40	443.52
17"SX13"R	16	15"	2 2/3" X 1/2"	8.84	8.84	7.58	7.58	56.70
21"SX15"R	16	18"	2 2/3" X 1/2"	11.05	11.05	9.47	9.47	68.04
28"SX 20"R	16	24"	2 2/3" X 1/2"	14.00	14.00	12.00	12.00	90.72
35"SX24R	14	30"	2 2/3" X 1/2"	22.11	22.11	18.95	18.95	113.40
42"SX29"R	14	36"	2 2/3"X1/2"	26.53	26.53	22.74	22.74	140.62
49"SX33"R	14	42"	2 2/3"X1/2"	30.95	30.95	26.53	26.53	170.10
57"SX38"R	12	48"	2 2/3" X 1/2"	35.37	35.37	30.32	30.32	204.12
64"SX43"R	12"	54"	2 2/3" X 1/2"	44.95	44.95	38.53	38.53	226.80
71"SX47"R	10"	60"	2 2/3"X1/2"	86.95	86.95	74.53	74.53	260.82
77"SX52"R	8	66"	2 2/3"X1/2"	95.05	95.05	81.47	81.47	289.18
83"Sx57"R	8	72"	2 2/3" X 1/2"	103.16	103.16	88.42	88.42	317.53

THERE WERE A TOTAL OF 8 BIDS MAILED OUT.

CONCRETE PIPE - ROUND AND ARCH

SIZE	ARCH	CLASS III	CLASS IV	3:1 BEVEL CUT		
	EQUIVALENT TO	PER FOOT	PER FOOT	PER PAIR		PER
	ROUND					
12"		\$ 11.55	\$ 12.55	\$ 165.00	3:1	Pair
15"		\$ 13.30	\$ 14.60	\$ 205.00	3:1	Pair
18"		\$ 15.00	\$ 16.60	\$ 230.00	3:1	Pair
24"		\$ 23.70	\$ 26.25	\$ 350.00	3:1	Pair
30"		\$ 32.55	\$ 36.05	\$ 495.00	3:1	Pair
36"		\$ 42.35	\$ 46.90	\$ 580.00	2:1	Pair
42"		\$ 52.80	\$ 58.50	\$ 660.00	2:1	Pair
48"		\$ 66.75	\$ 73.90	N/A		
54"		\$ 97.00	\$ 107.40	N/A		
60"		\$ 116.25	\$ 128.75	N/A		
66"		\$ 133.60	\$ 147.90	N/A		
72"		\$ 159.80	\$ 176.90	N/A		
84"		\$ 264.00	\$ 289.00	N/A		
96"		\$ 364.00	\$ 397.00	N/A		
18" X 11"	(15")	\$ 19.50	\$ 22.85	\$ 290.00		Each
22" X 13"-1/2"	(18")	\$ 23.50	\$ 28.10	\$ 320.00		Each
28-1/2" X 18"	(24")	\$ 30.10	\$ 42.00	\$ 370.00		Each
36-1/4" X 22-1/2"	(30")	\$ 42.35	\$ 59.20	\$ 460.00		Each
43-3/4" X 26-5/8"	(36")	\$ 56.00	\$ 81.95	\$ 560.00		Each
51-1/8" X 31-5/16"	(42")	\$ 69.60	\$ 103.30	N/A		
58-1/2" X 36"	(48")	\$ 82.80	*Special Design	N/A		
65" X 40"	(54")	\$ 102.55	*Special Design	N/A		
73" X 45"	(60")	\$ 124.20	*Special Design	N/A		
88" X 54"	(72")	\$ 173.10	*Special Design	N/A		
102" X 62"	(84")	\$ 254.00	*Special Design	N/A		

*Note: This size & class pipe are available as a special design based on the particular installation. Please call for pricing and availability for any special design.

There were 7 total bids mailed out.



INVOICE

Post Office Box 531124
Birmingham, Alabama 35253
Phone (205) 445-0955 Fax (205) 445-0855

DATE: September 18, 2013
INVOICE #: 1918
DUE DATE: October 18, 2013

Bill To:

Montgomery County Commission
Montgomery, Alabama

Transaction Information

Property Address: Montgomery Industrial Park

Seller/Lessor: Montgomery County Commission

Broker: Alexander/Higgins - Colliers

Buyer/Lessee: DAS North America, Inc.
Land Sale

Broker:

Consideration: N/A

Commission Breakdown

<u>Transaction Value</u>	<u>RSF</u>	<u>Commission Rate</u>	<u>Commission Earned</u>
N/A	N/A	N/A	\$10,000.00
Total Colliers Commission Earned:			\$10,000.00
Current Amount Due:			\$10,000.00

Make all checks payable to **SCRE, Inc. dba Colliers International**

If you have any questions concerning this invoice, contact: Alison Landers
(205) 949-5985
alison.landiers@colliers.com

THANK YOU FOR YOUR BUSINESS!

Tammy Nix

From: Justice Smyth <jsmyth@montgomerychamber.com>
Sent: Thursday, September 19, 2013 8:48 AM
To: Donald Mims; Ellen McNair
Cc: 'Sara'
Subject: RE: DAS North America - Realtor's Fee and
Attachments: Realtor Commission - County.pdf

Donnie,

Since the Commission decided to pay only the County portion (rather than having the City reimburse them), I have asked Eric Higgins to send a revised invoice. It is attached here.

Now that the land has transferred, let's please work this through as quickly as possible. Eric has been very patient throughout this process.

Thank you,



Justice Smyth
Project Manager
Montgomery Area Chamber of Commerce
41 Commerce Street, P.O. Box 79
Montgomery, Alabama 36101
www.montgomerychamber.com
Office: 334-240-9420
Cell: 334-462-9196
Fax: 334-265-4745

BUILDING BUSINESS. BUILDING MONTGOMERY AND THE *River* REGION.

A special thank you to the Chamber's *Imagine a Greater Montgomery II* Investors

Legacy: City of Montgomery | Montgomery County Commission | Hyundai Motor Manufacturing Alabama, LLC
Alfa Insurance Companies | Alabama Power Company | Regions Bank | The Colonial Company | SABIC
Alabama Gas Corporation | Aronov Realty Management, Inc | Baptist Health | Larry Puckett Chevrolet

Sustaining: Goodwyn, Mills & Cawood, Inc | BBVA Compass | Advertiser Media Group
Beasley, Allen, Crow, Methvin, Portis & Miles, PC | Blue Cross Blue Shield of Alabama | BSR Trust, LLC
Hodges Warehouse + Logistics | Montgomery Industrial Development Board | Jackson Hospital & Clinic, Inc
Merchant Capital Corporation | Rheem Water Heaters | Stivers Ford Lincoln Mazda

From: Donald Mims [<mailto:DonaldMims@mc-ala.org>]
Sent: Tuesday, September 17, 2013 4:28 PM
To: Ellen McNair
Cc: Justice Smyth; 'Sara'
Subject: FW: DAS North America - Realtor's Fee and

Ellen,

At yesterday's meeting, the Commission discussed paying the \$25,000 Realtor fee. After discussing the issue, they instructed me to place on the October 7, 2013 County Commission agenda, payment of 40% of the \$25,000 invoice from SCRE, Inc., dba Colliers International. I will be placing this \$10,000 payment on the next agenda.

Also in discussing the DAS project, the Commission instructed me to determine how much the City of Montgomery owes the County at this point. Attached is a copy of your February 8, 2013 handout regarding the DAS North America project. Please update the schedule to reflect current transactions in order that we may bill the City of Montgomery. I am to present this information at the October 7, 2013 County Commission meeting.

Should you have any questions, please contact me at 850-9131.

Thanks,
Donnie

Tammy Nix

From: Donald Mims
Sent: Tuesday, September 10, 2013 9:46 AM
To: Tammy Nix
Subject: FW: DAS Realtor commission
Attachments: 1918_DAS North America_Montgomery County Commission.pdf

Thur memo

From: Justice Smyth [<mailto:jsmyth@montgomerychamber.com>]
Sent: Thursday, September 05, 2013 3:55 PM
To: Donald Mims
Subject: DAS Realtor commission

Donnie,

The attached file is the invoice from Eric Higgins – the realtor that brought us the DAS project. In the DAS Project Agreement, we determined that the locals would pay the \$25,000 commission to Mr. Higgins (normal 60/40 split between the city and county).

Our recommendation is this: the County will pay the full \$25,000 (since it is their land) and then they can invoice the city when they invoice for the rest of the money owed in the other parts of the project agreement. If you have any questions, please let me know.

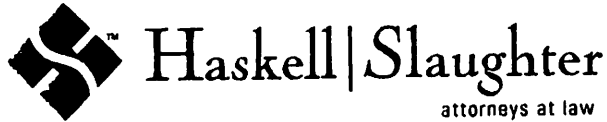
Here is the contact information for Eric Higgins.

J. Eric Higgins CCIM
Senior Associate | Alabama
Direct +1 205 949 5993 | Mobile +1 205 641 9421
Main +1 205 445 0955 | Fax +1 205 445 0855
eric.higgins@colliers.com

Colliers International
420 North 20th Street | Suite 2750
Birmingham, AL 35203 | United States
www.colliers.com



Justice Smyth
Project Manager
Montgomery Area Chamber of Commerce
41 Commerce Street, P.O. Box 79
Montgomery, Alabama 36101
www.montgomerychamber.com
Office: 334-240-9420
Cell: 334-462-9196
Fax: 334-265-4745



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
September 16, 2013

TO: Donnie Mims
FROM: Tommy Gallion
RE: Montgomery Industrial Park
DAS Project – Realtor Commission

TT6

I have reviewed your September 13, 2013 memorandum, the September 5, 2013 e-mail from Justice Smyth with the Chamber, the invoice from Colliers International, the estimated incentives sheet dated February 8, 2013 and the pertinent parts of the Project Agreement that relate to this matter.

It is my understanding that the Chamber has suggested that the County pay the total \$25,000 commission to Mr. Higgins and invoice the City for their share of this expense.

It is my legal opinion that Montgomery County should only pay \$10,000 on the invoice that was attached to the e-mail from Justice Smyth and let the Chamber collect from the others. However, if the Commissioners desire to pay \$25,000 and invoice the City for their share \$15,000, it would be legal just would require more bookkeeping.

50051-387
#447,627



Haskell|Slaughter

attorneys at law

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

M E M O R A N D U M

September 16, 2013

TO: Donnie Mims
FROM: Tommy Gallion
RE: Montgomery Industrial Park
DAS Project – Realtor Commission

T76

I have reviewed your September 13, 2013 memorandum, the September 5, 2013 e-mail from Justice Smyth with the Chamber, the invoice from Colliers International, the estimated incentives sheet dated February 8, 2013 and the pertinent parts of the Project Agreement that relate to this matter.

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50051-387
#447,627

Tammy Nix

From: Donald Mims
Sent: Thursday, September 05, 2013 10:14 AM
To: Tammy Nix
Subject: FW:

Thur Memo

From: tstrange2@aol.com [<mailto:tstrange2@aol.com>]
Sent: Wednesday, September 04, 2013 5:28 PM
To: Donald Mims
Cc: Elton N. Dean, Sr.; lfaulkner@montgomeryal.gov
Subject:

Donnie, As we discussed, I have completed my review of Lou Ialacci and forwarded to Babara Montoya for inclusion in the County's evaluation. For City purposes Lou is a Cabinet member and as such is entitled to a vehicle or vehicle allowance. He presently receives \$100.00 as such with the City paying 70%. I would like to propose an increase of \$300.00 to \$400.00 per month and the City will pay 70% of the total car allowance. Please put this before the Commission for concurrence. Thanks Todd Strange.

Tammy Nix

From: Donald Mims
Sent: Thursday, September 05, 2013 10:15 AM
To: Tammy Nix
Subject: FW: Auto Allowance Lou Ialacci

Thur Memo

From: Sherrill Thomas
Sent: Thursday, September 05, 2013 10:03 AM
To: Donald Mims; tstrange2@aol.com
Cc: John Mitchell
Subject: FW: Auto Allowance Lou Ialacci

Below is the auto allowance recomputed at \$400 per month.

Lou currently receives a monthly auto allowance of \$100 or \$1,200 annually.

Increase to \$400 per month cost:

Annual auto allowance	\$ 4,800.00
Social Security tax	<u>367.20</u>
Total Cost	\$5,167.20

Current cost with tax	<u>1,291.80</u>
-----------------------	-----------------

Increase in cost	<u>\$3,875.40</u>
------------------	-------------------

City share of increase 70%	\$ 2,712.78
County share of increase 30%	\$ 1,162.62

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 1

DEPARTMENT:	County Comm Appropriat	REVIEWED:	S. Thomas	10/1/2013
DATE:	10/1/2013		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
Helping Mtgy Families Initiative	001-58100.455	0	100,000	100,000
Fund Balance	001.35900		-100,000	
TOTAL		0	0	100,000

JUSTIFICATION:
Provide funding to the Helping Montgomery Families Initiative for program expenses for the period September 1, 2013 through August 31, 2014.



Offices of
Ellen Brooks

District Attorney

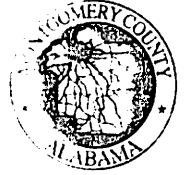
Fifteenth Judicial Circuit of Alabama

DARYL D. BAILEY
CHIEF DEPUTY DISTRICT ATTORNEY

RHONDA B. CAPE
ADMINISTRATIVE ASSISTANT

JERRY N. BLOODSWORTH
CHIEF INVESTIGATOR

MONTGOMERY COUNTY COURTHOUSE
251 SOUTH LAWRENCE STREET
P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667



(334) 832-2550
FAX (334) 832-1615
www.mc-ala.org/da

August 23, 2013

Elton N. Dean, Sr., Chairman
Dan Harris, Vice-Chairman
Montgomery County Commission
Montgomery County Annex III
Montgomery, AL 36104

RE: Funding for HMF I

Dear Commissioners:

I am writing to confirm the commitment of Montgomery County to provide funding for the Helping Montgomery Families Initiative (HMF I) for the 2013-2014 fiscal year in the amount of \$100,000.

From the beginning, Montgomery County has been an invaluable partner with HMF I. The County's investment has saved thousands of taxpayers' dollars. There is a substantial correlation among poor school attendance, student misconduct and delinquent behavior. Intervention at the first sign of misbehavior is the key to prevent a child from entering the juvenile justice system. Because of your support, we are combating crime and improving our economic future by reducing school suspensions and trancies.

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

Sincerely,

Ellen Brooks
District Attorney

cc: Donnie Mims, County Administrator



Offices of
Ellen Brooks

District Attorney

Fifteenth Judicial Circuit of Alabama

DARYL D. BAILEY
CHIEF DEPUTY DISTRICT ATTORNEY

RHONDA B. CAPE
ADMINISTRATIVE ASSISTANT

JERRY N. BLOODSWORTH
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MONTGOMERY COUNTY COURTHOUSE
251 SOUTH LAWRENCE STREET
P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667



(334) 832-2550
FAX (334) 832-1615
www.mc-ala.org/da

MEMORANDUM

TO: Donnie Mims
County Administrator

FROM: Rhonda B. Cape
Administrative Assistant

DATE: September 11, 2013

SUBJECT: HMFI

Attached is the HMFI 2012-2013 Highlights which was presented to the public at the press conference on August 14, 2013 for including in the Thursday memo to the Commissioners in preparation for their meeting on Monday.

Thank you.

HELPING MONTGOMERY FAMILIES INITIATIVE (HMFI)

2012-2013 HIGHLIGHTS

Since 2008 the Helping Montgomery Families Initiative (HMFI) in cooperation with Montgomery Public Schools (MPS) has worked with suspended students and their families through a strong collaborative and comprehensive community approach. In 2012 the two-year old Truancy Intervention Program (TIP) was expanded to all 53 schools.

SUSPENSIONS OUTCOMES

- 80% of the 30,579 MPS students had no suspensions.
- The other 20% had 13,222 suspensions.
- The highest number 2,620 (9%) was at the high school level.
- Suspensions for "C" (most serious) infractions decreased 37% from prior school year.
- HMFI leveraged a diverse array of community resources on a weekly basis, providing families with immediate access to many services & reducing barriers, through a multi-disciplinary team comprised of representatives from DA-HMFI, DHR, Center for Adolescent & Child Development, Chemical Addictions, Child Protect, Family Sunshine Center, Gift of Life, Montgomery Area Mental Health Authority, MPS, Montgomery Police Department & Montgomery Public Health Department
- HMFI maintained partnerships with 50 community organizations which are referral resources for families, such as Boys & Girls Club, Family Guidance, Family Justice Center, Y.M.C.A., churches.
- 2,802 letters of concern/warning were sent to parents/guardians of students suspended for serious disciplinary infractions
- 129 Family Assessments were completed serving 353 children.

TIP OUTCOMES

- TIP expanded from 11 to all 53 schools.
- 5% of the student population (1473) was 18 or older & accounted for 15,338 unexcused absences but is not covered by Alabama attendance laws.
- 12,705 DA Attendance Alert Letters were sent to parents/guardians of students with 2 unexcused absences; there were no more unexcused absences in 82% of those families.
- There were 69 Attendance Programs.
- 507 Community referrals/linkages
- MPS District Resource Officers (DROs) served 1,062 compulsory letters to guardians/parents of truant students.
- DROs filed 203 truancy affidavits & contributing warrants in Juvenile Court, an increase from 150 the prior year (11 schools) & from 58 two years before (3 schools).

2013-2014

HMFI will continue to work to reduce suspensions for "B" & "C" infractions for children that participate in the program with emphasis on the more serious violations not handled by court.

HMFI with the start of the new school year will monitor attendance of the 1,000 students at risk for truancy, based on data from last year, in an effort to reduce the number of students classified as truant (5 or more unexcused absences).

OCT - 7-2013

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

REQUEST NUMBER 2

DEPARTMENT:	County Comm Appropriati	REVIEWED:	S. Thomas	10/1/2013
DATE:	10/1/2013	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
Information Systems:				
Salaries	001-51965.110	794,425	(1,162)	793,263
Fixed Auto Allowance	001-51965.112	1,200	3,600	4,800
Social Security tax	001-51965.124	60,879	275	61,154
Cost Sharing-City of Montgomery	001-40000.44915	(93,468)	(2,713)	(96,181)
TOTAL		763,036	0	763,036

JUSTIFICATION:

To budget for an increase in the Auto Allowance for the Chief Information and Technology Officer.

POSITION FILL REQUEST

ORIGINAL

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/ Corrections Officer Trainee

Position Number 143

Proposed Effective Date September 16, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$28,393 Grade PCT
Corrections Officer - \$29,569 - \$42,093 Grade PC1

D T Marshall
 Department Head

Date September 3, 2013

2. Administrative Review

() Approved
 () Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
 Open-Competitive _____ Candidates
 Transfer _____ Candidates

Date _____

Personnel Director

4. Selectee:

Appointing Authority

Date _____

5. () Manpower data entered by _____

Date _____

() Payroll entered by _____

Date _____

POSITION FILL REQUEST

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, Corporal

Position Number 108

Proposed Effective Date September 16, 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-promotions)

D. T. Marshall
 Department Head

Date September 3, 2013

ORIGINAL

2. Administrative Review

- (☐) Approved
 (☐) Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
 Open-Competitive _____ Candidates
 Transfer _____ Candidates

Date _____

Personnel Director

4. Selectee:

Date _____

Appointing Authority

5. (☐) Manpower data entered by _____

Date _____

(☐) Payroll entered by _____

Date _____

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 Trainee / Deputy Sheriff

Position Number _____

Proposed Effective Date September 16, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

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

D T Marshall Date September 3, 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 _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

Agenda

OCT - 7 2013

Date: October 1, 2013
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Korea
Departure Date: October 12, 2013 Return Date: October 18, 2013
Conference Leave (Days / Hours): 6 Days
Purpose of Travel: attend Community Leaders Korea Culture Trip with
Hyundai Motor Manufacturing Alabama, LLC (HMMA)

Traveler (s) Name: 1. Dan Harris 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: County Commission Fund Name: General

Additional Comments: ***ALL EXPENSES PAID BY HMMA***

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

The above request is app. 10/07/13 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>001-51100.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$22,500.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$22,500.00</u>
Current Requests:	<u>\$0.00</u>
Budget Balance:	<u>\$22,500.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/1/2013

cc: Finance Director / Buyer

17-1

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT - 7-2013

Request # 1

Date: September 24, 2013
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL
Departure Date: October 16, 2013 Return Date: October 16, 2013
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Blackbelt Meeting

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

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

Total (est.) Cost: \$56.50 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General Fund

Additional Comments: Mileage - \$56.50

To: Didi Henry

From: Donald L. Mims, Administrator

The above request is app. 10/07/13 reimbursement of actual and necessary expenses in the
approximate amount of \$56.50 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51130.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$3,500.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$3,500.00</u>
Current Requests:	<u>\$56.50</u>
Budget Balance:	<u>\$3,443.50</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/24/2013

cc: Finance Director / Buyer

17-2

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

Agenda

OCT - 7 2013

Date: September 24, 2013
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Livingston, AL
Departure Date: November 6, 2013 Return Date: November 6, 2013
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Blackbelt Meeting
Blackbelt Historical Workshop

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

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

Total (est.) Cost: \$144.64 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General Fund

Additional Comments: Mileage - \$144.64

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

The above request is app. 10/07/13 reimbursement of actual and necessary expenses in the
approximate amount of \$144.64 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51130.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$3,500.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$3,500.00</u>
Current Requests:	<u>\$201.14</u>
Budget Balance:	<u>\$3,298.86</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/24/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Agenda

OCT - 7 2013

Date: September 24, 2013
To: Donald L. Mims, Administrator
From: Didi Henry
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Selma, AL
Departure Date: December 11, 2013 Return Date: December 11, 2013
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Blackbelt Meeting

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

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

Total (est.) Cost: \$56.50 Advance Registration Required: _____

Department Name: Public Affairs Dept Fund Name: General Fund

Additional Comments: Mileage - \$56.50

To: Didi Henry

From: Donald L. Mims, Administrator

The above request is app. 10/07/13 reimbursement of actual and necessary expenses in the
approximate amount of \$56.50 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department		
Fund Code:	<u>001-51130.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$3,500.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$3,500.00</u>	
Current Requests:	<u>\$257.64</u>	
Budget Balance:	<u>\$3,242.36</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/24/2013

cc: Finance Director / Buyer

17-4

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT - 7 2013

Request # 1

Date: October 2, 2013
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn, Alabama
Departure Date: December 5, 2013 Return Date: December 6, 2013

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: Attend 2013 AMROA Winter Conference in Auburn, AL. Attendees will each earn 12 CPE Hours toward their 2013 CRE and/or CRO continuing education requirements.

Traveler (s) Name: 1. Te'Rea Smith 4. _____
2. RoShonda Moultrie 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$543.00 Advance Registration Required: \$390.00

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

Additional Comments: Registration Fees of \$195.00 each totaling \$390.00 will need to be paid in advance to Auburn University Center for Governmental Services. Other Estimated Expenses: Meals \$26. Lodging \$0. Mileage \$127.

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

The above request is app. 10/07/13 reimbursement of actual and necessary expenses in the approximate amount of \$543.00 and advance registration of \$390.00 is authorized.

<i>To be completed by the Finance Department</i>	
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>\$0.00</u>
Budget Available:	<u>\$8,000.00</u>
Current Requests:	<u>\$543.00</u>
Budget Balance:	<u>\$7,457.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/3/2013

cc: Finance Director / Buyer

17.5

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

Agenda

OCT - 7-2013

Date: October 2, 2013
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hoover, Alabama
Departure Date: November 13, 2013 Return Date: November 14, 2013

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: Attend ALTIST Course I: Sales & Use Tax - The Legal Environment
earn 16 CPE Hours toward their 2013 CRE and/or CRO continuing education
requirements.

Traveler (s) Name: 1. Te'Rea Smith 4. _____
2. RoShonda Moultrie 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$915.00 Advance Registration Required: \$450.00

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

Additional Comments: Registration Fees of \$225.00 each totaling \$450.00 will need to be paid in advance
to Auburn University Center for Governmental Services. Other Estimated
Expenses: Meals \$75. Lodging \$200. Mileage \$190.

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

The above request is app. 10/07/13 reimbursement of actual and necessary expenses in the
approximate amount of \$915.00 and advance registration of \$450.00 is authorized.

<i>To be completed by the Finance Department</i>	
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>\$0.00</u>
Budget Available:	<u>\$8,000.00</u>
Current Requests:	<u>\$1,458.00</u>
Budget Balance:	<u>\$6,542.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/3/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT - 7-2013

Request # 1

Date: October 1, 2013
To: Donald L. Mims, Administrator
From: Lou Ialacci
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Cisco Office in Brimingham, AL
Departure Date: October 14, 2013 Return Date: October 18, 2013
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: Cisco Call Manager v9.0 Administrator Class
(vendor is Skyline Advanced Technology Services)

Traveler (s) Name: 1. Larry Kennedy 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$3,494.80 Advance Registration Required: \$2,850.00

Department Name: Information Systems Fund Name: General

Additional Comments: 920 miles total at .565/mile is \$519.80
\$25/day for food for a total of \$125.00

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

The above request is app. 10/07/13 reimbursement of actual and necessary expenses in the
approximate amount of \$3,494.80 and advance registration of \$2,850.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-51965-265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$20,000.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$20,000.00</u>
Current Requests:	<u>\$3,494.80</u>
Budget Balance:	<u>\$16,505.20</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/1/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda
OCT - 7-2013

Request # 2

Date: October 1, 2013
To: Donald L. Mims, Administrator
From: Lou Ialacci
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: AUM Technacenter Montgomery, AL

Departure Date: October 21, 2013

Return Date: October, 25 2013

Conference Leave (Days / Hours): 5 Days

Purpose of Travel: Attend training classes for ADO.NET Database Programming

Traveler (s) Name: 1. Patrick Richards 4. _____
2. _____ 5. _____
3. _____ 6. _____

Check Mode of Transportation:

County Vehicle

XXX

Commercial Air

Private Vehicle

Other (Specify)

Total (est.) Cost: \$2,189.00

Advance Registration Required: \$0.00

Department Name: Information Systems Dept

Fund Name: General

Additional Comments: _____

To: Lou Ialacci

From: Donald L. Mims, Administrator

The above request is app. 10/07/13 reimbursement of actual and necessary expenses in the
approximate amount of \$2,189.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51965.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$20,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$20,000.00</u>	
Current Requests:	<u>\$5,683.80</u>	
Budget Balance:	<u>\$14,316.20</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/1/2013

cc: Finance Director / Buyer

17-8

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

Agenda

OCT - 7, 2013

Date: September 30, 2013
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Tuscaloosa, AL
Departure Date: October 23, 2013 Return Date: October 24, 2013
Conference Leave (Days / Hours): 2 days
Purpose of Travel: 2013 Election Conference

Traveler (s) Name: 1. Chief Deputy D. Cunningham 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$625.00 Advance Registration Required: \$250.00
Department Name: Sheriff's Office Fund Name: 001-52110.265

Additional Comments: _____

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

The above request is app. 10/07/13 reimbursement of actual and necessary expenses in the
approximate amount of \$625.00 and advance registration of \$250.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52110.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$25,000.00</u>
Approved Requests:	<u>\$5,075.00</u>
Budget Available:	<u>\$19,925.00</u>
Current Requests:	<u>\$625.00</u>
Budget Balance:	<u>\$19,300.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 9/30/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

OCT - 7-2013

Request # 3

Date: September 30, 2013
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Savannah, GA
Departure Date: November 10, 2013 Return Date: November 15, 2013
Conference Leave (Days / Hours): 6 days
Purpose of Travel: IAI Training Conference

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

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

Total (est.) Cost: \$1,730.00 Advance Registration Required: \$240.00

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

Additional Comments: _____

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

The above request is app. 10/07/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,730.00 and advance registration of \$240.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52110.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$25,000.00</u>
Approved Requests:	<u>\$5,075.00</u>
Budget Available:	<u>\$19,925.00</u>
Current Requests:	<u>\$2,355.00</u>
Budget Balance:	<u>\$17,570.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/30/2013

cc: Finance Director / Buyer

17-10

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

Agenda

OCT - 7-2013

Date: September 19, 2013
To: Donald L. Mims, Administrator
From: Wanda J. Robinson, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Foley, AL
Departure Date: October 23, 2013 Return Date: October 25, 2013
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Taser Recertification

Traveler (s) Name: 1. Willie Rodgers 4. _____
2. Jeffery Sanderson 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$850.00 Advance Registration Required: \$350.00

Department Name: Sheriff (MCDF) Fund Name: General

Additional Comments: _____

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

The above request is app. 10/07/13 reimbursement of actual and necessary expenses in the
approximate amount of \$850.00 and advance registration of \$350.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52200-265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$15,000.00</u>
Approved Requests:	<u>\$5,890.00</u>
Budget Available:	<u>\$9,110.00</u>
Current Requests:	<u>\$850.00</u>
Budget Balance:	<u>\$8,260.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/19/2013

cc: Finance Director / Buyer

17-11

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

Agenda

OCT - 7-2013

Date: September 17, 2013
To: Donald L. Mims, Administrator
From: Clay Henley, Chief Appraiser
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Atlanta, GA
Departure Date: October 29, 2013 Return Date: October 29, 2013
Conference Leave (Days / Hours): 1 day
Purpose of Travel: Sharpen Your GIS Skills Seminar

Traveler (s) Name: 1. Todd Grant 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$275.00 Advance Registration Required: _____

Department Name: Appraisal Fund Name: Reappraisal

Additional Comments: _____

To: Clay Henley, Chief Appraiser

From: Donald L. Mims, Administrator

The above request is app. 10/07/13 reimbursement of actual and necessary expenses in the
approximate amount of \$275.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>120-51985.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$30,000.00</u>
Approved Requests:	<u>\$995.00</u>
Budget Available:	<u>\$29,005.00</u>
Current Requests:	<u>\$275.00</u>
Budget Balance:	<u>\$28,730.00</u>

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 9/17/2013

cc: Finance Director / Buyer

17-12

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 1

Agenda

OCT - 7-2013

Date: September 17, 2013
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL
Departure Date: October 22, 2013 Return Date: October 25, 2013
Conference Leave (Days / Hours): 4 days
Purpose of Travel: Attend Annual Conference

Traveler (s) Name: 1. Paul Brown 4. Shonda Grissett
2. ReBecca Johnson 5. _____
3. Derrin McNear 6. _____

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

Total (est.) Cost: \$4,060.00 Advance Registration Required: \$800.00

Department Name: _____ Fund Name: _____

Additional Comments: 4 days and 3 nights of stay

To: Paul Brown, Executive Director

From: Donald L. Mims, Administrator

The above request is app. 10/07/13 reimbursement of actual and necessary expenses in the
approximate amount of \$4,060.00 and advance registration of \$800.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>124-52960.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$12,500.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$12,500.00</u>
Current Requests:	<u>\$4,060.00</u>
Budget Balance:	<u>\$8,440.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/18/2013

cc: Finance Director / Buyer

17-13

Revised October 13, 2007

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Agenda

OCT - 7 2013

Date: September 24, 2014
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: October 16, 2013 Return Date: October 18, 2013
Conference Leave (Days / Hours): 3 days
Purpose of Travel: To attend the ACCD Fall Conference

Traveler (s) Name: 1. Paul Brown 4. Tony Ferguson
2. Kimberly Long 5. Shonda Grissett
3. Caryn White 6. ReBecca Johnson

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

Total (est.) Cost: \$450.00 Advance Registration Required: \$450.00

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. 10/07/13 reimbursement of actual and necessary expenses in the
approximate amount of \$450.00 and advance registration of \$450.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>124-52960.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$12,500.00</u>
Approved Requests:	<u>\$0.00</u>
Budget Available:	<u>\$12,500.00</u>
Current Requests:	<u>\$4,535.00</u>
Budget Balance:	<u>\$7,965.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 9/24/2013

cc: Finance Director / Buyer

17-14

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 2

Agenda

OCT - 7-2013

Date: October 1, 2013
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: October 10, 2013 Return Date: October 10, 2013

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: Prosecutors Day at Cumberland School of Law

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

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

Total (est.) Cost: \$50.00 Advance Registration Required: \$0.00

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

Additional Comments: _____

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

The above request is app. 10/07/13 reimbursement of actual and necessary expenses in the
approximate amount of \$50.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>760-51260.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$48,000.00</u>
Approved Requests:	<u>\$50.00</u>
Budget Available:	<u>\$47,950.00</u>
Current Requests:	<u>\$50.00</u>
Budget Balance:	<u>\$47,900.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 10/1/2013

cc: Finance Director / Buyer

17-15

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

Agenda
OCT - 7-2013

Date: October 1, 2013
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hoover, AL
Departure Date: November 1, 2013 Return Date: November 1, 2013
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Attend Criminal Code Committee Meeting

Traveler (s) Name: 1. Ellen Brooks 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: \$0.00

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

Additional Comments: Ms Brooks would like the option of using either vehicle

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 10/07/13 reimbursement of actual and necessary expenses in the
approximate amount of \$125.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>760-51260.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$48,000.00</u>
Approved Requests:	<u>\$50.00</u>
Budget Available:	<u>\$47,950.00</u>
Current Requests:	<u>\$175.00</u>
Budget Balance:	<u>\$47,775.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/1/2013

cc: Finance Director / Buyer

17-16

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

Agenda
OCT - 7 2013

Date: October 1, 2013
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: November 15, 2013 Return Date: November 15, 2013
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Attend APJI Committee Meeting

Traveler (s) Name: 1. Ellen Brooks 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: \$0.00

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

Additional Comments: Ms Brooks would like the option of using either vehicle

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

The above request is app. 10/07/13 reimbursement of actual and necessary expenses in the
approximate amount of \$125.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>760-51260.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$48,000.00</u>
Approved Requests:	<u>\$50.00</u>
Budget Available:	<u>\$47,950.00</u>
Current Requests:	<u>\$300.00</u>
Budget Balance:	<u>\$47,650.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/1/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

Agenda

OCT - 7 2013

Date: October 1, 2013
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Point Clear, AL
Departure Date: November 24, 2013 Return Date: November 26, 2013

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: Attend: ADAA 2013 Fall Extended Business Session

Traveler (s) Name: 1. Ellen Brooks 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$1,050.00 Advance Registration Required: \$375.00

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

Additional Comments: Ms Brooks would like the option of using either vehicle

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

The above request is app. 10/07/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,050.00 and advance registration of \$375.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>760-51260.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$48,000.00</u>
Approved Requests:	<u>\$50.00</u>
Budget Available:	<u>\$47,950.00</u>
Current Requests:	<u>\$1,350.00</u>
Budget Balance:	<u>\$46,600.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/1/2013

cc: Finance Director / Buyer

17-18

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

Agenda

OCT - 7-2013

Date: October 2, 2013
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, AL
Departure Date: October 24, 2013 Return Date: October 24, 2013
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: Attend: Secretary's Training Session

Traveler (s) Name: 1. Anna Turner 4. Peggy Thompson
2. Dawn Rambo 5. Lynn McLeod
3. Debbie Rayborn 6. Marilee Stephens

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: _____

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

The above request is app. 10/07/13 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>760-51260.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$48,000.00</u>
Approved Requests:	<u>\$50.00</u>
Budget Available:	<u>\$47,950.00</u>
Current Requests:	<u>\$1,350.00</u>
Budget Balance:	<u>\$46,600.00</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/3/2013

cc: Finance Director / Buyer

17-19

MONTGOMERY COUNTY COMMISSION

BUDGET CHANGE REQUEST

BUDGET FORM 5
Agenda
OCT - 7 2013

REQUEST NUMBER 1

DEPARTMENT:	Engineering	REVIEWED:	S. Thomas	10/3/13
			Finance Director	Date
REQUESTED BY:	George C. Speake	APPROVED:		
Elected Official/Dept. Head	10/2/2013	Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Construction Equipment	111-53100-561	760,000	(315,043)	444,957
Construction Equipment	111-53200-561	0	315,043	315,043
TOTAL		760,000	0	760,000

JUSTIFICATION:

Transfer from the Construction Equipment Code to cover the purchase of 1 - Front End Loader
for District I utilizing ACCA Joint Bid Project

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

REQUEST NUMBER 1

BUDGET FORM 5

Agenda

OCT - 7 2013

DEPARTMENT:	Sheriff	REVIEWED:	S. Thomas	10/3/2013
DATE:	10/3/2013	Finance Director		Date
REQUESTED BY:	D.T. Marshall	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Motor Vehicles	001-52110.551	550,000	96,000	646,000
Town of Pike Road Contribution	001-40000.44916	0	(45,000)	(45,000)
Fund Balance	001.35900		(51,000)	
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		550,000	0	601,000

JUSTIFICATION:

To increase the Sheriff Motor Vehicle Budget for a \$45,000 contribution from the Town of Pike Road for the purchase of a vehicle and to carryover the \$51,000 budgeted for two cars that were ordered but not received by 9/30/13. (2013 Budget Change #2 provided for this purchase.)



Robert Bentley
Governor

ALABAMA DEPARTMENT OF TRANSPORTATION

Bureau of Innovative Programs
1409 Coliseum Boulevard
Administrative Building, Room 110
Montgomery, Alabama 36110
Telephone: 334-353-6234 / Fax: 334-353-6550
www.dot.state.al.us



John R. Cooper
Transportation Director

September 16, 2013

Chair of County Commission
Montgomery County Commission
PO Box 1667
Montgomery, Alabama 36102

RE: ACAA58359-ATRP (001)
MCP 51-72-12
ATRIP 51-03-02
Montgomery County

Dear Chair of County Commission:

Attached is the Agreement between the Alabama Department of Transportation and Montgomery County covering the listed project's financing costs for construction.

Please complete and return this agreement as soon as possible with all **signatures** and **seals** to minimize delay of further approval and distribution. Upon approval of all parties, a properly executed copy of this Agreement will be sent to you for your information and file.

- **PLEASE DO NOT EXECUTE THE FAXED COPY OF THE AGREEMENT!**

Sincerely,

Edward N. Austin, P.E.
Innovative Programs Engineer

ENA:mk

Attachment(s)

cc: Mr. Steve Graben, P.E. (6th Division Engineer)
Mr. Clay McBrien, P.E. (Ms. Melva Bradford)
Mr. George Speake, P.E. (Montgomery County Engineer)
File

**AGREEMENT
FOR
ALABAMA TRANSPORTATION REHABILITATION AND IMPROVEMENT PROGRAM
(ATRIP) PROJECT**

**BETWEEN THE STATE OF ALABAMA
AND
MONTGOMERY COUNTY, ALABAMA**

This agreement is made and entered into by and between the State of Alabama, (acting by and through the Alabama Department of Transportation), hereinafter referred to as the STATE; and Montgomery County (FEIN 63-6001653), hereinafter referred to as the COUNTY; in cooperation with the United States Department of Transportation, the Federal Highway Administration, hereinafter referred to as the FHWA:

WITNESSETH

WHEREAS, the STATE and the COUNTY desire to cooperate in the resurfacing on CR-85 (Old Carter Hill – Pike Road) from US-82 to CR-83 (Wallahatchie Road). Length – 7.09 miles
Project# ACAA58359-ATRP (001); MCP# 51-72-12; ATRIP# 51-03-02

NOW THEREFORE, the parties hereto, for, and in consideration of the premises stated herein do hereby mutually promise, stipulate, and agree as follows:

- (1) The COUNTY will acquire any additional right-of-way, if needed, for the PROJECT at no cost to the STATE or this PROJECT.
- (2) The COUNTY or its representative, if applicable to the PROJECT, agree to adjust and/or relocate all utilities on the PROJECT without cost to the STATE or this PROJECT.
- (3) The COUNTY or its representative, will provide the required surveys, complete the plans and perform all other preliminary engineering duties for the PROJECT at no cost to the STATE or this PROJECT. The COUNTY will be responsible for submitting all required environmental documents to the STATE and obtaining approval prior to right-of-way acquisition or submittal of final plan assembly to the STATE. The plans will be subject to the approval of the STATE and the PROJECT will be constructed in accordance with the plans approved by the STATE and the terms of this agreement.
- (4) If necessary, the COUNTY will file an Alabama Department of Environmental Management (ADEM) National Pollutant Discharge Elimination System (NPDES) Notice of Registration (NOR)(Code Chapter 335-6-12) for the PROJECT. The COUNTY and the contractor will be responsible for compliance with the permit and the STATE will have no obligation regarding the permit. The COUNTY will furnish the STATE (Division) a copy of the permit prior to any work being performed by the contractor.

- (5) The COUNTY will furnish all construction engineering for the PROJECT with COUNTY forces or with a consultant selected and approved by the STATE as part of the PROJECT cost. The cost of construction engineering and inspection shall be included as part of the construction cost for the PROJECT and will be paid from funds provided herein.
- (6) The STATE will furnish the necessary inspection and testing of materials with STATE forces when needed as part of the PROJECT cost. The cost of inspection and testing of materials shall be included as part of the construction cost for the PROJECT and will be paid from funds provided herein.
- (7) The COUNTY will comply with the Alabama Department of Transportation Standard Specifications for Highway Construction (latest edition) on the PROJECT and will ensure that alignment and grades on this PROJECT meet the standards of the Alabama Department of Transportation and that the PROJECT will be constructed in accordance with the approved plans.
- (8) The PROJECT will be administered by the STATE and all cost will be financed, when eligible for Federal participation, on the basis of eighty (80) percent Federal ATRIP funds and twenty (20) percent COUNTY funds. Any Federal aid non-participating costs shall be borne by the COUNTY at one hundred (100) percent.
- (9) Funding for this agreement is subject to the availability of Federal ATRIP funds at the time of authorization. The STATE will not be liable for Federal ATRIP funds in any amount. It is understood that the amounts stated below are estimates only. Any shortfall in funding or overrun in construction costs shall be borne by the COUNTY from Federal ATRIP funds, if available, from COUNTY Federal funds, if available, and from COUNTY funds. In the event of an under-run in construction costs, the amount of Federal ATRIP funds will be the amount stated below, or eighty (80) percent of eligible costs, whichever is less.
- (10) The estimated cost of construction of this PROJECT will be provided from the funds outlined as follows:

Federal ATRIP Funds	\$ 1,421,176.00
County Funds	\$ <u>355,294.00</u>
Total (Including E & I)	\$ 1,776,470.00

- (11) The STATE will be responsible for advertisement and receipt of bids, and the award of the contract. Following the receipt of bids and prior to the award of the contract, the STATE will invoice the COUNTY for its prorata share of the estimated cost (if applicable) as reflected by the bid of the successful bidder plus E & I, and the COUNTY will pay this amount to the STATE no later than 30 days after the date bids are opened. Payment must be received prior to award of the contract.
- (12) A final audit will be made of all PROJECT records after completion of the PROJECT and a copy will be furnished to the Alabama Department of Examiners of Public Accounts, in accordance with Act 1994, No. 94-414. A final financial settlement will be made between the parties as reflected by the final audit and this agreement.

- (13) The COUNTY will submit reimbursement invoices for the work performed under the terms of this agreement to the STATE within six (6) months after the completion and acceptance of the PROJECT. Any invoices submitted after this six (6) month period will not be eligible for payment.
- (14) Upon completion and acceptance of the work by the STATE, the COUNTY will assume full responsibility for maintenance of that part of the improvements which are not a part of the Alabama Highway Maintenance System. Upon completion and acceptance of the work by the STATE, the COUNTY will maintain the PROJECT in satisfactory condition in accordance with the requirements of the Alabama Department of Transportation.
- (15) It is agreed that the terms and commitments contained in this agreement shall not be constituted as a debt of the State of Alabama in violation of Article 11, Section 213 of the Constitution of Alabama, 1901, as amended by Amendment Number 26. It is further agreed that if any provision of this agreement shall contravene any statute or Constitutional provision or amendment, either now in effect or which may, during the course of this agreement, be enacted, then the conflicting provision in this agreement shall be deemed null and void.
- (16) The COUNTY will be responsible at all times for all of the work performed under this agreement and, the COUNTY will protect, defend, indemnify, and hold harmless the State of Alabama, the Alabama Department of Transportation, the officials, officers, and employees, in both their official and individual capacities, and their agents and/or assigns, from and against any and all action, damages, claims, loss, liabilities, attorney's fees or expense whatsoever or any amount paid in compromise thereof arising out of or connected with the work performed under this agreement.
- (17) By entering into this agreement, the COUNTY is not an agent of the STATE, its officers, employees, agents, or assigns. The COUNTY is an independent entity from the STATE and nothing in this agreement creates an agency relationship between the parties.
- (18) Each party will provide, without cost to the other, information available from its records that will facilitate the performance of the work.
- (19) Nothing will be construed under the terms of this agreement by the STATE or the COUNTY that will cause any conflict with Section 23-1-63, Code of Alabama (7/24th law).
- (20) The COUNTY will be obligated for the payment of damages occasioned to private property, public utilities or the general public, caused by the legal liability (in accordance with Alabama and/or Federal law) of the COUNTY, its agents, servants, employees or facilities.
- (21) Exhibits M and N are attached and hereby made a part of this agreement.
- (22) This agreement is made and expressly executed in the names of the parties hereto by their respective officers, officials or other persons who are authorized to execute it, and it is deemed by the parties to be an agreement or contract under seal.

- (23) The terms of this agreement may be modified by supplemental agreement duly executed by the parties hereto.
- (24) This agreement may be terminated by either party upon the delivery of a thirty (30) day notice termination.

IN WITNESS WHEREOF, the parties hereto cause this agreement to be executed by those officers, officials, and persons thereunto duly authorized, and the agreement is deemed to be dated and to be effective on the date stated hereinafter as the date of the approval of the Governor of Alabama.

SEAL

ATTEST:

MONTGOMERY COUNTY, ALABAMA

Clerk (Signature)

BY: _____

Chairman (Signature)
Montgomery County Commission

Print Name of Clerk

Print Name of Chairman

RECOMMENDED:

STATE OF ALABAMA
ACTING BY AND THROUGH THE
ALABAMA DEPARTMENT OF
TRANSPORTATION

Innovative Programs Engineer
Edward N. Austin, P.E.

Chief Engineer
Ronald L. Baldwin, P.E.

APPROVED AS TO FORM:

Chief Counsel
Jim R. Ippolito, Jr.

Transportation Director
John R. Cooper

THE WITHIN AND FOREGOING AGREEMENT IS HEREBY APPROVED ON
THE ____ DAY OF _____, 20 ____.

GOVERNOR OF ALABAMA
ROBERT BENTLEY

CERTIFICATION

This certification is applicable to the instrument to which it is attached whether attached directly or indirectly with other attachments to such instrument.

The prospective participant/recipient, by causing the signing of and the submission of this Federal contract, grant, loan, cooperative agreement, or other instrument as might be applicable under Section 1352, Title 31, U. S. Code, and the person signing same for and on behalf of the prospective participant/recipient each respectively certify that to the best of the knowledge and belief of the prospective participant or recipient and of the person signing for and on behalf of the prospective participant/recipient, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the prospective participant/recipient or the person signing on behalf of the participant/recipient as mentioned above, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) 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 Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, or other instrument as might be applicable under Section 1352, Title 31, U. S. Code, the prospective participant/recipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant/recipient also agrees by submitting this Federal contract, grant, loan, cooperative agreement, or other instrument as might be applicable under Section 1352, Title 31, U. S. Code, that the prospective participant/recipient shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such sub-recipients shall certify and disclose accordingly.

EXHIBIT N

FUNDS SHALL NOT BE CONSTITUTED AS A DEBT

It is agreed that the terms and commitments contained herein shall not be constituted as a debt of the State of Alabama in violation of Article 11, Section 213 of the Constitution of Alabama, 1901, as amended by Amendment Number 26. It is further agreed that if any provision of this agreement shall contravene any statute or Constitutional provision of amendment, either now in effect or which may, during the course of this agreement, be enacted, then the conflicting provision in the agreement shall be deemed null and void.

TERMINATION DUE TO INSUFFICIENT FUNDS

If the agreement term is to exceed more than one fiscal year, then said agreement is subject to termination in the event that funds should not be appropriated for the continued payment of the agreement in subsequent fiscal years.

In the event of proration of the fund from which payment under this agreement is to be made, agreement will be subject to termination.

ADR CLAUSE

For any and all disputes arising under the terms of this contract, the parties hereto agree, in compliance with the recommendations of the Governor and Attorney General, when considering settlement of such disputes, to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation by and through the Attorney General Office of Administrative Hearings or where appropriate, private mediators.

AMENDED ALABAMA IMMIGRATION LAW:

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

RESOLUTION NUMBER _____

BE IT RESOLVED, by the County Commission of Montgomery County, Alabama, that the County enters into an agreement with the State of Alabama; acting by and through the Alabama Department of Transportation for:

The resurfacing on CR-85 (Old Carter Hill – Pike Road) from US-82 to CR-83 (Wallahatchie Road). Length – 7.09 miles
Project# ACAA58359-ATRP (001); MCP# 51-72-12; ATRIP# 51-03-02

which agreement is before this Commission, and that the agreement be executed in the name of the County, by the Chairman of the Commission for and on its behalf and that it be attested by the County Clerk and the seal of the County affixed thereto.

BE IT FURTHER RESOLVED, that upon the completion of the execution of the agreement by all parties, that a copy of such agreement be kept of record by the County Clerk.

Passed, adopted, and approved this _____ day of _____, 20_____.

ATTESTED:

County Clerk

Chairman, Montgomery County Commission

I, the undersigned qualified and acting clerk of Montgomery County, Alabama, do hereby certify that the above and foregoing is a true copy of a resolution lawfully passed and adopted by the County Commission of the County named therein, at a regular meeting of such Commission held on the

_____ day of _____, 20_____, and that such resolution is of record in the Minute Book of the County.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the County on this

_____ day of _____, 20_____.

County Clerk

SEAL

MEMORANDUM OF AGREEMENT

Among

**MONTGOMERY COUNTY PUBLIC SCHOOLS
CITY OF MONTGOMERY
MONTGOMERY COUNTY COMMISSION
and
MONTGOMERY COUNTY DISTRICT ATTORNEY**

PURPOSE

We, the Undersigned, believe that education of young people is of utmost importance in the safety and development of our community and further that the student drop-out rate needs to be decreased to enhance education. We recognize that suspension and truancy have a direct correlation to the drop-out rate. For over four years, Montgomery Public Schools (MPS), City of Montgomery (CITY) and Montgomery County Commission (COUNTY) have partnered with the Montgomery County District Attorney's (DA)- Helping Montgomery Families Initiative (HMFI) to address the issues of student behavior and attendance and have obtained improvements in these areas. Desiring to continue and expand the efforts and pursuant to the laws of the State of Alabama, especially Section 16-28-12 of the Code of Alabama, we hereby desire and determine to enter into this agreement to more efficiently and effectively utilize our resources toward that end.

TERMS

This Agreement shall be for one year commencing October 1, 2013 and ending September 30, 2014. This Agreement may be terminated by any party providing thirty days written notice or at any time by mutual written consent of all parties.

The MPS, CITY and COUNTY will provide support and funding to the DA to continue the existing HMFI suspension and truancy programs. Monies will be utilized solely to pay HMFI expenses such as staff salaries and benefits, travel (reimbursed at the federal reimbursement rate), and materials including office supplies, postage, radio/cell phones and printing.

The DA will employ staff to perform activities and duties as described under roles and responsibilities in this document. The staff will be employees of the DA's HMFI program under the direction and supervision of the Executive Director. The HMFI Director will work in partnership with the MPS Officer of Student Support Services, Student Social Services Director and other school officials as designated by the MPS Superintendent to ensure action steps identified within the body of this Agreement are executed. The DA shall be totally responsible for, and shall have exclusive control over, the management and disbursement of all such monies received under this agreement.

ROLES & RESPONSIBILITIES

MPS

- Support and fund HMFI in an amount of \$175,000
- Allow access to MPS STI-INOW student database
- Participate on HMFI Multi-Disciplinary Team (MDT)

- Require school personnel to enter suspension data on a daily basis into STI-INOW
- Monitor discipline issues and suspension rates
- Assign District Resource Officers (DROs) responsible for attendance to work in coordination with TIP
- Train data entry persons in STI-INOW and attendance policies & procedures
- Require school personnel to enter excuses on a daily basis into STI-INOW
- Ensure all schools adhere to MPS policy regarding the three day window to accept a valid excuse upon a student's return to school
- Ensure excuses meet requirements as outlined in MPS policies (approved, date stamped and maintained in an attendance file available for review)
- Eliminate ability of school level staff to change an unexcused absence to an excused absence after the three day window unless approved by Central Office designee appointed by the Superintendent
- Ensure addresses for students and parent/guardian(s) match, are correct and are selected in STI- INOW to receive mail
- Utilize robo calls to alert parent/guardian(s) of the child's absence from school that day and include language that informs parent/guardian(s) of the three day window to submit an excuse upon a student's return to school
- Require schools to generate through STI-INOW the initial letter to notify parents of the Alabama Compulsory School Attendance Law at the first unexcused absence
- Send to HMFI every Wednesday unexcused absence reports that identify dates the initial compulsory letters were sent to parent/guardian(s) of students
- Pull unexcused absence reports at least weekly for tracking and monitoring purposes (DROs)
- Identify students who meet the criteria for truancy (five unexcused absences within a school year) (DROs)
- Make home visits to parents/guardians of truant students (DROs)
- Serve parent/guardian(s) with the written parental notification of the Alabama Compulsory Attendance Law (DROs)
- Assist with coordination of all attendance related programs (Attendance Intervention Programs (AIP), Early Warning Meetings (EW) and participate- (DRO)
- Host Attendance Intervention Programs (AIP) at schools
- Send out Early Warning (EW) Notices to parent/guardians-Student Support Services
- Link students and families to services within MPS and the community
- Document specific interventions to address truancy for students in STI-INOW - Truancy Tracking Report (DROs)
- Pursue prosecution of parent(s)/guardian(s) who fail to respond to intervention efforts (DROs)
- File affidavits with Juvenile Court as necessary
- Submit necessary documentation for prosecution to District Attorney
- Attend court as necessary
- Submit required attendance reports to TIP Coordinator on a weekly basis (DROs)
- Compile end of the semester reports for MPS Superintendent, Student Support Services Officer, HMFI Director, TIP Coordinator, and DA, to include, but not limited to, barriers, policy compliance issues, the number of letters served to notify parents of compulsory school attendance law and the number of affidavits filed (DROs)

- Compile annual report depicting attendance related activities

CITY

- Support and fund HMFI in an amount of \$150,000

COUNTY

- Support and fund HMFI in an amount of \$100,000
- Provide adequate space, utilities and security for HMFI staff

DA

- Support and fund HMFI in an amount \$75,000
- Provide oversight of all HMFI staff

Suspension

- Work in coordination with MPS Student Support Services and Student Social Services Offices and other school personnel
- Pull suspension reports weekly from STI-INOW to identify students suspended for serious disciplinary infractions that meet the program's criteria, but not charged with an offense
- Make contact with parents/guardians of suspended students
- Send assessment letters for subsequent serious suspensions
- Conduct home visits and complete comprehensive assessments utilizing the North Carolina Family Assessment Scale-G, a nationally recognized evidence based tool to identify specific needs that may prevent a student from behaving appropriately in a learning environment
- Utilize a Multi-Disciplinary approach and team for the purpose of interagency information sharing and development of Individualized Intervention Plans (IIP)
- Link students and families through the IIP to services within the community and MPS
- Maintain community partnerships that serve as referral sources for students and families
- Monitor student's behavior and progress through STI-INOW Student Database, school visits, meeting with school personnel and contact with parent(s)/guardian(s)
- Monitor parents/guardians compliance with the IIP
- Complete the NCFAS-G with families that successfully complete the program
- Assist with monitoring suspension rates for serious disciplinary infractions

Truancy

- Expand TIP to include all schools assist with direct oversight and monitoring of attendance related activities
- Assist with direct oversight and monitoring of attendance related activities
- Provide training as needed regarding TIP procedures/processes for DROs and other MPS staff
- Utilize MPS student database STI-INOW to monitor school attendance for all students in the district at risk for being considered "truant"
- Assist with Identification of students who meet the criteria for truancy (5 unexcused absences within a school year)
- Work closely with the assigned DROs and in coordination with Student Support Services Office

- Mail DA/TIP Alert letter to parent(s)/guardian(s) of students at risk after the 2nd unexcused absence contingent upon the schools having sent the initial written notification of the Alabama Compulsory School Attendance Law Letter
- Assist with coordination and scheduling of all attendance related programs
- Host Early Warning (EW) meetings with Juvenile Court and in coordination with the DROs and Student Support Services
- Participate in attendance related events at schools as requested (i.e. PTSA or attendance programs)
- Monitor students' attendance following Alert Letter, AIP and EW participation
- Complete assessments and present cases to HMFI Multi-Disciplinary Team as needed
- Identify specific barriers/challenges to intervening early in the truancy cycle
- Review documentation required for prosecution
- Work in coordination with the Student Support Services Officer to compile an annual report for the DA, MPS Superintendent, MPS Board, City of Montgomery, Montgomery County Commission

OUTCOMES & EVALUATION

Outcomes

- (1) Improved tracking of absences
- (2) Earlier identification of students at risk for truancy
- (3) Increased awareness of underlying causes of truancy
- (4) Increased use of interventions to address barriers to attendance
- (5) Improved community awareness of importance of school attendance
- (6) Increased filings of truancy affidavits as warranted
- (7) Updated MPS policies governing attendance
- (8) Decreased numbers of suspensions for students completing the program and of unexcused absences

Monitoring

The HMFI Director and Student Support Services Officer will jointly oversee the monitoring and evaluation of program outcomes. The STI-INOW 2012-2013 unexcused absence reports for schools will be utilized to establish a baseline rate for unexcused absences. Unexcused absence reports generated through STI-INOW for the 2013-2014 school year will be compared with the 2012-2013 baseline data. The rate of unexcused absences for each school, factoring in year to year enrollment changes, will be compared. The number of initial letters to notify parents of the Alabama Compulsory School Attendance law sent by each school will be monitored and compared to the number of students with unexcused absences. The STI-INOW Truancy Tracking generated through STI-INOW will serve as the method to monitor specific steps taken to address truancy for each student. A database will be utilized to identify families linked to services within MPS and the community. In addition, the number of affidavits filed by MPS with Juvenile Court will be compared to data from prior years.

Reporting

The HMFI Director and Student Support Services Officer will oversee preparation and distribution of annual reports describing program activities, barriers/resolutions, statistics and outcomes.

GENERAL

Confidentiality

All parties will maintain the confidentiality of student and family information in accordance with the Federal Education Rights Privacy Act, HIPPA and other regulations governing privacy and to share said information only with agreed upon parties.

Compliance with Applicable Laws

The parties will comply with the requirements of applicable laws, rules, and regulations of all government authorities.

Independent Contractor Services

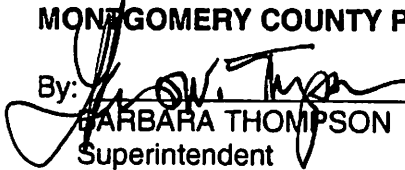
The services of the DA are retained on an independent contractor basis and all agents and employees of the DA who participate in the performance of this Agreement are employed exclusively by the DA and shall not be agents or employees of any other party.

Criminal Background Checks

Each person employed by the DA under this Agreement shall pass a criminal background check. The DA will be responsible for the criminal background clearances for HMFI staff.

In witness thereof, the parties have executed this Memorandum of Agreement on the dates indicated below in the City of Montgomery, County of Montgomery and State of Alabama.

MONTGOMERY COUNTY PUBLIC SCHOOLS

By:  Date: 9-19-13
BARBARA THOMPSON
Superintendent
307 S. Decatur Street, Montgomery, Al 36104

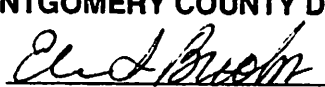
CITY OF MONTGOMERY

By:  Date: 9/20/13
TODD STRANGE
Mayor
103 N. Perry Street, Montgomery, Al 36104

MONTGOMERY COUNTY COMMISSION

By: _____ Date: _____
ELTON N. DEAN, SR.
Chairperson
101 S. Lawrence Street, Montgomery, Al 36104

MONTGOMERY COUNTY DISTRICT ATTORNEY

BY:  Date: 9-19-13
ELLEN BROOKS
District Attorney
251 S. Lawrence Street, Montgomery, Al 36104

**Purchasing Department
Montgomery County Commission**

[illegible]

Notes:

22-2

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: Revenue Commissioner's Office

DEPARTMENT HEAD: Janet Buskey

SUPERVISOR: Allyson Holland

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 Branch Supervisor

POSITION NUMBER 800120022

PROPOSED EFFECTIVE DATE October 1, 2013

TYPE OF APPOINTMENT (x) PERMANENT () TEMPORARY

RECRUITING

() PROMOTIONAL REGISTER () TRANSFER

(X) OPEN COMPETITIVE REGISTER () REEMPLOYMENT

PAY GRADE A07 (38,734 - 55,138)

Janet Buskey
Department Head

Date 9/9/2013

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

COMPLETE ACTION DATES

1. __dept request
2. __admin review
3. __pers dept
4. __cert to admin
5. __dept selection
6. __final review

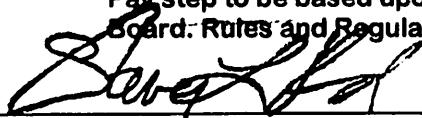
DEPARTMENT: PROBATE

APPOINTING AUTH.: Steven L. Reed

SUPERVISOR: William D. Flowers, III

1. POSITION TITLE: Probate Court Clerk
POSITION NUMBER: 750062025
PROPOSED EFFECTIVE DATE: 10/21/2013
TYPE OF APPOINTMENT: ☒ PERMANENT ☐ TEMPORARY
RECRUITING:
☒ Promotional Transfer ☐ Transfer
☐ Open Competitive Register ☐ Reemployment
PAY GRADE: A05-S1 (A05 - \$30,785- \$43,823) (S1-\$30,785).

Pay step to be based upon City and County of Montgomery Personal Board: Rules and Regulations, Rule VI, Section 10 (A Promotion)


APPOINTING AUTHORITY

9/18/2013
Date

2. ADMINISTRATIVE REVIEW
☐ APPROVED
☐ DISAPPROVED

FUNDING AUTHORITY

Date

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

REMARKS: Probate office only promotional

ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting stood adjourned until Monday, October 21, 2013, at 8:00 in the morning.

Isabel Z. Morris
Administrator

Elton N. Dean, Sr.
Chairman