

MINUTES OF REGULAR MEETING
MONTGOMERY COUNTY COMMISSION
DECEMBER 16, 2013

INFORMATION SESSION

Chairman Dean called the Meeting to Order at 8:06 a.m. The meeting was held at the Montgomery County Administration Building and Courthouse Annex III.

The meeting was opened with prayer led by Commissioner Williams. Chairman Dean, Vice Chairman Harris, Commissioner Ingram and Commissioner Williams were present.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS FROM ADMINISTRATOR MIMS

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

DISCUSSION BY THE COMMISSION

Vice Chairman Harris requested a \$1,000 miscellaneous appropriation from his account to the City of Montgomery, to be used by BONDS to support Vaughn Meadows, with funding to promote the Community Enhancement and Beautification Programs/Projects.

Commissioner Ingram requested a \$500 miscellaneous appropriation from his account to Whom It Concerns, Inc., for a Christmas event for low income children.

Commissioner Williams requested a \$500 miscellaneous appropriation from his account to the BOE, Progressive Academy of Creative Education and a \$500 miscellaneous appropriation from his account to the BOE, Jefferson Davis High School, for Future Business Leaders of America.

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

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims informed the Commission that the final drafts of the three E-Ring contracts discussed during the last meeting have not been received from the vendor and will be placed on the next agenda.

Administrator Mims stated that the legal description of the property at the Montgomery Industrial Park has not been finalized, which is needed for the annexation petition to the City of Montgomery and that he plans to place the annexation petition on the next agenda.

Administrator Mims informed the Commission that Courthouse Café Manger Wanda Hughes has requested to close the café during the week of Christmas, December 23-27, 2013, which has been done in previous years. The Commission agreed to this request.

Administrator Mims reminded the Commission that County Offices will be closed Tuesday and Wednesday, December 24-25, 2013, in observance of Christmas and January 1, 2014, in observance of New Year's Day.

PRESENTATION BY MAYOR TODD STRANGE AND CHIEF INFORMATION AND TECHNOLOGY OFFICER LOU IALACCI

Mayor Todd Strange and Chief Information and Technology Officer Lou Ialacci updated the Commission regarding City and County goals/projects for the joint management of information technology, telecommunications and radio functions. Mr. Ialacci presented memoranda dated August 28, 2013 and December 11, 2013, listing accomplishments and goals. (Copies of Memoranda, Pages 15-1 through 15-5 are attached to these Minutes)

Following are excerpts from a handout presented to the Commission during the meeting:

- Projects/goals (major) in progress this year:

- Review and update job descriptions for the technology departments for both the City and the County that will improve their ability to attract and retain people with skills in current technology software and hardware. (established) 70%
- Develop an RFP to acquire a business license system integrated with a sales and use tax system. The RFP is being updated to include the City's specifications for unique tax categories. (established) 50%
- Make progress in establishing a mutual disaster recovery location for the City and the County in the Emergency Communications Center (ECC). Consolidate existing equipment and install additional servers and (SAN) equipment as funding allows. (established) 15%
- Work with City departments to evaluate and implement a new City website that will provide services and information to the public. (established) 50%
- Work with City Public Safety and the County Sheriff's Office to convert to the new P25 radio system and new audio storage devices. (established) 80%
- Work with City and County departments and their vendors to upgrade equipment and applications to improve services & add enhancements.(established) ongoing
- Convert City to a new payroll system January 1, 2014. (missed) 90%
- Implement Public Safety systems and upgrades at the City (missed) 60%
- Implement new Computer Assisted Dispatch system for MCSO (added) 20%
- Implement Emergency notification system for MCSO (added) 50%
- Assist Probate implement new equipment & systems at tag offices. (added) 10%
- Complete the move to VOIP. (missed) 65%

These projects and the day to day requirements of the technology group are currently being handled by eleven less employees. The County has two openings and the City two, leaving a net

7 less people if all positions are filled - City from 42 to 36 (2 added from PD) and County 14 to 13.

Dollar savings first year combined City and County \$805,000 and this second year estimate \$495,000. Savings realized partially by Technology Group being under budget at end of year, but some of the savings are used to cover increases in maintenance costs and paying for minor equipment needs (switches, phones, ...). Telecom savings are shared by departments when costs are allocated.

End of Excerpts from Handout

Mr. Ialacci informed the Commission that the City has started a Request for Proposal draft for an E911 Next Generation system. He stated that the City and County would have two separate systems.

Mayor Strange briefed the Commission regarding a Compromise, Release and Settlement Agreement with Hausted Patient Handling Systems, LLC, settling all claims arising out of or relating to the 2010 Memorandum of Agreement. He stated that the City has already received payment from Hausted, of which the County will receive \$35,000. After discussion, the Commission agreed to waive rules and add this Agreement to the agenda.

Administrator Mims inquired as to whether the City has taken any action regarding a Resolution approving the 2014 Severe Weather Preparedness Tax Holiday, which will be held February 21-23, 2014. Mayor Strange responded that the City has not discussed the Resolution.

PRESENTATION BY CHIEF APPRAISER CLAY HENLEY

Chief Appraiser Clay Henley briefed the Commission regarding Position Fill Requests for Appraiser I, Position Number 850195001, Appraiser I, Position Number 850195002, Appraisal Technician, Position Number 850198001 and Mapper, Position Number 850200001. He stated that these positions are in the Appraisal Department's budget. After discussion, the Commission agreed to place these items on the next agenda.

PRESENTATION BY COUNTY EXTENSION COORDINATOR JIMMY SMITHERMAN

County Extension Coordinator Jimmy Smitherman briefed the Commission regarding funding for kitchen equipment for the Food Safety and Preservation Program. After discussion, the Commission asked Mr. Smitherman to request that Auburn University pay half the cost and Mr. Smitherman agreed.

PRESENTATION BY PROBATE JUDGE STEVEN L. REED, CHIEF PROBATE CLERK WILLIAM FLOWERS AND DIRECTOR OF ELECTIONS DANIEL BAXTER

Chief Probate Clerk William Flowers briefed the Commission regarding a Position Fill Request for Customer Service Clerk, Position Number 750016001. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Mr. Flowers briefed the Commission regarding Budget Change Request Numbers 3 and 4 for the Probate Judge's Office. After discussion, the Commission agreed to waive rules and add these items to the agenda.

Director of Elections Daniel Baxter requested that the Commission approve the establishment of a Voter Education and Outreach Specialist (CO0084) classification, Pay Grade A05 and related Position Fill Request. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Mr. Baxter briefed the Commission regarding a Position Fill Request for Assistant Director of Elections, Position Number 780081002. Finance Director Sherrill Thomas informed the Commission that the position is not in the current budget and has not been funded for approximately two years. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Chairman Dean inquired as to the cost of overtime for the Elections Department. Ms. Thomas indicated that she was working on his request.

PRESENTATION BY EXECUTIVE DIRECTOR GREG CLARK AND PLANNING
DIRECTOR KATHERINE E. ENNIS WITH CENTRAL ALABAMA REGIONAL
PLANNING AND DEVELOPMENT COMMISSION

Executive Director Greg Clark and Planning Director Katherine E. Ennis with Central Alabama Regional Planning and Development Commission briefed the Commission regarding the development of a Rural Planning Organization of Central Alabama (RPOCA). Ms. Ennis requested that the Commission appoint one Commissioner to serve as a voting member on the RPO Policy Committee. After discussion, Chairman Dean nominated Commissioner Ingram and the Commission agreed to waive rules and add this appointment to the agenda.

Administrator Mims updated the Commission regarding a request to the Alabama Department of Transportation concerning deeding two pieces of state-owned property, located near each other on the east and west sides of U.S. highway 231 in the Pine Level community in South Montgomery County. The County informed the state that there were several usages that they would like to investigate for these areas including a new public library, a senior citizens center, a volunteer fire department station, a Montgomery County Sheriff's Office Substation and a storm shelter. Administrator Mims informed the Commission that the state would like for the County to be more specific regarding the use of the properties. Mr. Clark discussed grant opportunities should the County decide to build any of these structures: a CDBG grant would allow up to \$250,000 for the library and senior center, with a required 10% match from the County, and a fire station, a Sheriff's substation and storm shelter can be funded through a USDA grant up to \$40,000. He also noted that the County could receive money for a storm shelter through FEMA, but there has to be a disaster decree from the federal level.

Commissioner Ingram stated that he would only be interested in the property on the southbound side of U.S. Highway 231.

After discussion, the Commission agreed for Commissioner Ingram to draft a letter to the state regarding specific uses of the property.

PRESENTATION BY COUNTY ENGINEER GEORGE C. SPEAKE

County Engineer George C. Speake advised the Commission that the Preliminary Engineering Agreement for the ATRIP project to resurface Vaughn Road from Taylor Road to Chantilly Boulevard had not yet been received from ALDOT, and as soon as he received it from them he would request placement on the agenda for approval by the Commission as previously discussed. Commissioner Ingram asked if this project included a traffic signal at the Ryan and Vaughn Road intersection. Mr. Speake replied that a signal warrant study was included as part of the Preliminary Engineering Agreement, and if the signal was warranted it could possibly be included in the project.

Also, Mr. Speake mentioned that the resurfacing work was presently underway on Carter Hill Road.

Mr. Speake briefed the Commission regarding Budget Change Request Number 3 for the Engineering Department. After discussion, the Commission agreed to waive rules and add this item to the agenda.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented a Request for Proposal Number 1 from Alexander Sealcoating and Striping, Inc., regarding a handicapped ramp and curb cut concerning repaving for the Montgomery County Department of Human Resources building project. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims briefed the Commission regarding the Ratification of Contract Change Order Number 001 with Startley General Contractors, Inc., for the gravity sewer extension and water main extension for the DAS Project. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims briefed the Commission regarding Amendment Number 3 to Contract with Pro Movers & Storage concerning a two-month extension for delivery, placement and precinct assembly of election system equipment. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims presented a Resolution Electing Director to The Waters Improvement District. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims asked for guidance regarding the Resolution approving the 2014 Severe Weather Preparedness Tax Holiday, February 21-23, 2014, Authorized by Act No. 2012-256. After discussion, the Commission agreed to place this Resolution on the next Thursday Memo as a waived rules item.

Administrator Mims briefed the Commission regarding a Renewal Agreement with Don H. Payne concerning External Collection Services for the Tax and Audit Department. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims briefed the Commission regarding Final Payment to C.W. Smith Decorating Co., LLC, regarding the renovation of an office in Annex III for Representative Terri Sewell. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims informed the Commission that Jane Brannan with the Montgomery Ballet has requested to meet with the Commission during the January 6, 2013, meeting and the Commission agreed to this request.

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

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

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

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

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

COMMENTS FROM MANAGER OF PUBLIC AFFAIRS DIDI HENRY

Manager of Public Affairs DiDi Henry reviewed the calendar of events and wished the Commissioners a Merry Christmas.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims informed the Commission that he would be on vacation December 20, 2013 through December 27, 2013.

Administrator Mims noted that this is the last meeting that Purchasing Manager Pat Silas will attend due to her retirement at the end of December.

PRESENTATION BY CREWS REAVES WITH MIDTOWN MONTGOMERY NEIGHBORHOOD ALLIANCE

Administrator Mims informed the Commission that Mr. Crews Reaves with Midtown Montgomery Neighborhood Alliance suggested that the County Commission allow public comment on each agenda item prior to voting. Mr. Reaves stated that citizens do not get the

opportunity to comment on issues until after the Commission votes. There was no action taken 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.

Commissioner Ingram recognized Former Commissioner Dimitri Polizos who was recently elected to State Representative District 74.

The meeting was opened with prayer by Commissioner Ingram.

The Pledge of Allegiance was led by Commissioner Williams.

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

Mr. Ingram made a motion to approve the Minutes of the Regular Meeting of December 2, 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. Williams made a motion to approve the Accounts Payable and Payroll Checks, as presented by the Administrator. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copies of Accounts Payable Checks and Payroll Checks Authorization, Consent Agenda Pages 1 through 3, are attached to these Minutes.)

NEW BUSINESS

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS REPROGRAMMING REQUESTS

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

December 16, 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) and to sign the contracts:

****NC-2014-44:** Rescind Appropriation to BOE, Southlawn Elementary School, for 6th Grade Expenses - \$500; (Williams)

NOTE: This should be appropriated to Southlawn Middle School.

NC-2014-65: BOE, Southlawn Middle School, for 6th Grade Expenses - \$500; (Williams)

NC-2014-66: BOE, Dunbar-Ramer School, for Principal's Discretionary Fund - \$500; (Ingram)

End of Memorandum

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

NC-2014-67: City of Montgomery, to be used by BONDS to Support Vaughn Meadows, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Harris)

NC-2014-68: BOE, Progressive Academy of Creative Education - \$500; (Williams)

NC-2014-69: BOE, Jefferson Davis High School, for Future Business Leaders of America - \$500; (Williams)

C-2014-40: Whom it Concerns, Inc., for Christmas Event for Low Income Children - \$500; (Ingram)

****Rescind**

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

DISTRICT ATTORNEY'S OFFICE – APPROVED POSITION FILL REQUEST FOR
INVESTIGATOR I, POSITION NUMBER 430002010

The Administrator presented the following letter from Administrative Assistant to the District Attorney Rhonda B. Cape:

November 26, 2013

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

RE: Position Fill Request

Dear Chairman Dean:

Attached is a position fill request for an Investigator I.

Responsibilities of the position include conducting investigations; evaluating and preparing collected evidence for presentation; conducting interviews of suspects, victims and witnesses; and locating witnesses.

This position is paid by the Worthless Check Unit and is no cost to the County.

We ask the Commission to approve this request. I will be available to discuss this with the Commission.

Thank you for your help in this matter.

Sincerely,

/s/ Rhonda B. Cape
Administrative Assistant

cc: Donnie Mims, County Administrator

End of Letter

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

DETENTION FACILITY – APPROVED POSITION FILL REQUESTS FOR TWO
CORRECTIONS OFFICER TRAINEE/CORRECTIONS OFFICERS, POSITION NUMBERS
51 AND 201

The Administrator presented the following memorandum:

December 9, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Position Fill Requests for Detention Facility

The Montgomery County Commission, at its meeting on December 2, 2013, agreed to place the following Position Fill Requests on the next agenda for the Detention Facility:

- (1) Corrections Officer Trainee/Corrections Officer, Position Number 51
- (2) Corrections Officer Trainee/Corrections Officer, Position Number 201

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. Williams and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 3-2 and 3-3, are attached to these Minutes.)

SHERIFF’S OFFICE – APPROVED POSITION FILL REQUESTS FOR A DEPUTY SHERIFF
TRAINEE/DEPUTY SHERIFF, POSITION NUMBER 75 AND A CLERK TYPIST II,
POSITION NUMBER 105

The Administrator presented the following memorandum:

December 9, 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 December 2, 2013, agreed to place the following Position Fill Requests on the next agenda for the Sheriff's Office:

- (1) Deputy Sheriff Trainee/Deputy Sheriff – Position Number 75
- (2) Clerk Typist II – Position Number 105

I am requesting approval of these items.

Attachments

End of Memorandum

Vice Chairman Harris made a motion to approve the requests. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copies of Position Fill Requests, Agenda Pages 4-2 and 4-3, are attached to these Minutes.)

VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (6)

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

<u>DEPARTMENT</u>	<u>TRAVEL/TRAINING REQUESTS</u>
1. Tax & Audit Department	Request Number 6
2. Community Corrections	Request Number 5
3. District Attorney's Office	Request Numbers 12, 13, 14, and 15

Mr. Williams made a motion to approve the requests. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Travel/Training Requests, Agenda Pages 5-1 through 5-6, 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 (3)

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

DEPARTMENT

1. Engineering Department
2. Probate Judge's Office

BUDGET CHANGE REQUESTS

- Request Number 3
Request Numbers 3 and 4

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 6-1 through 6-3, are attached to these Minutes.)

PROBATE JUDGE'S OFFICE (ELECTIONS) – APPROVED ESTABLISHMENT OF VOTER EDUCATION AND OUTREACH SPECIALIST (CO0084) CLASSIFICATION, PAY GRADE A05 AND RELATED POSITION FILL REQUEST

The Administrator presented the following memorandum from Director of Elections Daniel Baxter:

MEMORANDUM

December 10, 2013

To: Montgomery County Commission

From: Daniel A. Baxter
Director of Elections

Re: Creation of One (1) Full Time Position (Election Center)

The Montgomery County Election Center is requesting the Commission to establish and approve the related position fill request for the classification of Voter Education and Outreach Specialist. The primary reason for the position is to service the increasing volume requests that are received to perform outreach and other related assignments.

The position will provide support in the areas of voter education, community outreach, media relations and other administrative and clerical duties associated with the administration of elections in Montgomery County.

Your attention to this matter is greatly appreciated. If you have any questions please do not hesitate to contact me.

End of Memorandum

Mr. Williams made a motion to approve the establishment of Voter Education and Outreach Specialist (CO0084) classification, pay grade A05 and related position fill request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Position Fill Request and Job Description, Agenda Pages 7-2 through 7-7, are attached to these Minutes.)

RURAL PLANNING ORGANIZATION OF CENTRAL ALABAMA (RPOCA) – APPROVED
BOARD MEMBER APPOINTMENT

The Administrator presented the following letter from Planning Director Katherine E. Ennis, AICP with Central Alabama Regional Planning and Development Commission:

December 9, 2013

Honorable Elton Dean, Sr., Chairman
Montgomery County Commission
P.O. Box 1667
Montgomery, Alabama 36102-1667

RE: Rural Planning Organization of Central Alabama

Commissioner Dean:

As you may be aware, Central Alabama Regional Planning and Development Commission (CARPDC) and the Alabama Department of Transportation (ALDOT) have developed the Rural Planning Organization of Central Alabama (RPOCA). The RPO is a transportation planning process serving the rural areas of Alabama and providing a formal link between ALDOT and local governments.

The counties to be served through CARPDC-RPO are Autauga, Elmore, and Montgomery. The RPO will give government officials and citizens in these counties an opportunity to provide input on ALDOT projects.

We are requesting that the Montgomery County Commission appoint one (1) person to serve as a voting member on the RPO Policy Committee. Please provide us with the Commission's decision regarding service on the RPO Policy Committee no later than January 3, 2014. We will be scheduling the Committee's first meeting in 2014 at the end of January.

If you need additional information, or to respond to this request, please contact me at (334) 262-4300 or kennis@carpdc.com.

Regards,

/s/ Katherine E. Ennis, AICP
Planning Director

cc: Donald L. Mims, County Administrator

End of Letter

Mr. Williams made a motion to approve Board Member Appointment of Reed Ingram. The motion was seconded by Mr. Ingram and unanimously approved by the Commission.

Commissioner Ingram will serve on the Policy Committee which will develop bylaws and establish the terms of office for board members.

COUNTY COMMISSION – APPROVED REQUEST FOR PROPOSAL NUMBER 1 FROM
ALEXANDER SEALCOATING AND STRIPING, INC., REGARDING HANDICAPPED
RAMP AND CURB CUT CONCERNING REPAVING MONTGOMERY COUNTY
DEPARTMENT OF HUMAN RESOURCES BUILDING PROJECT

The Administrator presented the following letter from Patrick T. Addison with PH&J Architects, Inc.:

Tuesday, December 10, 2013

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

Re: Letter of Recommendation
PH&J No: 1305-GVA

Mr. Mims,

I have reviewed Alexander Sealcoating and Striping, Inc. proposal, responding to my Request for Proposal #1, dated December 3, 2013. This proposal adds the following: installing a new section of sidewalk/ramp at the rear entrance to the building and a curb cut at an existing concrete curb and gutter to relieve standing water at the main intersection of the drive and the public parking lot.

We find their proposal in the amount of \$1,450.00 to be inline with market conditions and would state to you that the pricing is fair and reasonable for the work requested. This work was discussed and requested by the user at the pre-construction conference on November 26, 2013.

I would therefore recommend to the Montgomery County Commission, this proposal be approved.

Sincerely,

/s/ Patrick T. Addison

Cc: Harry Williams, Jeff Parker (Alex. Sealcoat), File

End of Letter

Mr. Ingram made a motion to approve the recommendation. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copies of Quotation, Letter, Maps, and Picture, Agenda Pages 9-2 through 9-6, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED RATIFICATION OF CONTRACT CHANGE ORDER NUMBER 001 WITH STARTLEY GENERAL CONTRACTORS, INC., FOR THE GRAVITY SEWER EXTENSION AND WATER MAIN EXTENSION FOR THE DAS PROJECT

The Administrator presented the following memorandum:

December 12, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Ratification of Change Order Number 1 with Startley General Contractors, Inc.

Attached is Contract Change Order Number 001 with Startley General Contractors, Inc., for the Gravity Sewer Extension and Water Main Extension for the DAS Project.

I am requesting that the Commission ratify this Change Order, which provides for the relocation of a 10” water main to allow for the sewer main placement. This Change Order was critical in order to meet the project completion deadline.

Attachment

End of Memorandum

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 Contract Change Order and Map, Agenda Pages 10-2 and 10-3, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED COMPROMISE, RELEASE AND SETTLEMENT AGREEMENT WITH HAUSTED PATIENT HANDLING SYSTEMS, LLC, SETTLING ALL CLAIMS ARISING OUT OF OR RELATING TO THE 2010 MEMORANDUM OF AGREEMENT

The Administrator presented the following memorandum:

December 12, 2013

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Compromise, Release and Settlement Agreement with Hausted Patient Handling Systems, LLC

Attached is a proposed Compromise, Release and Settlement Agreement with Hausted Patient Handling Systems, LLC, settling all claims arising out of or relating to the 2010 Memorandum of Agreement, which was provided to me by Montgomery Area Chamber of Commerce Senior Vice President of Corporate Development Ellen McNair.

The Agreement provides a settlement of the claw back provision in the 2010 Memorandum of Agreement. The Agreement provides \$87,500 of which the County receives \$35,000 and the City received \$52,500.

We will discuss this Agreement and consider waiving rules at the meeting on Monday.

Attachment

End of Memorandum

Mr. Williams made a motion to approve the Compromise, Release and Settlement Agreement with Hausted Patient Handling Systems, LLC. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copies of Compromise, Release and Settlement Agreement and Email, Agenda Pages 11-2 through 11-9, are attached to these Minutes.)

Commissioner Ingram thanked Vice Chairman Harris and Mayor Todd Strange and expressed his appreciation for their hard work regarding the Hausted Patient Handling Systems, LLC., Settlement Agreement.

PROBATE JUDGE'S OFFICE (ELECTIONS) – APPROVED AMENDMENT NUMBER 3 TO CONTRACT WITH PRO MOVERS & STORAGE REGARDING DELIVERY, PLACEMENT AND PRECINCT ASSEMBLY OF ELECTION SYSTEM EQUIPMENT

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

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Purchasing Manager

DATE: December 10, 2013

SUBJECT: Contract No. 51910-10C-007, Delivery, Placement,
Precinct Assembly of Election System Equipment

Request that rules be waived and approval of the attached Amendment No. 3 to the above referenced contract, with Pro Movers & Storage, be placed on the agenda for the County Commission meeting on December 16, 2013.

Amendment No. 3 will extend the contract for two (2) months, beginning January 1, 2014 and ending February 28, 2014, with no increase in price and no changes to the original specifications.

Your help with this is appreciated.

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 Amendment Number 3, Agenda Page 12-2, is attached to these Minutes.)

PROBATE JUDGE'S OFFICE (ELECTIONS) – APPROVED POSITION FILL REQUEST
FOR AN ASSISTANT DIRECTOR OF ELECTIONS, POSITION NUMBER 780081002

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

MEMORANDUM

To: Montgomery County Commission

Cc: Donnie Mims

From: Montgomery County Probate Office

Date: 12/10/13

Re: Request to fill position number 780081002 (Assistant Director of Elections)

The Montgomery County Probate Office is requesting to fill the vacant Assistant Director of Elections position. The position has been vacant for several years and is currently not in our budget. The additional cost of adding this position is \$52,343.00 including benefits.

End of Memorandum

Mr. Williams made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. (Copy of Position Fill Request, Agenda Page 13-2, is attached to these Minutes.)

PROBATE JUDGE'S OFFICE – APPROVED POSITION FILL REQUEST FOR A
CUSTOMER SERVICE CLERK, POSITION NUMBER 750016001

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

MEMORANDUM

To: Montgomery County Commission

Cc: Donnie Mims

From: Montgomery County Probate Office

Date: 12/10/13

Re: Request to fill position number 750016001 (Customer Service Clerk)

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

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 Position Fill Request, Agenda Page 14-2, is attached to these Minutes.)

COMMENTS BY COMMISSIONERS AND ATTENDEES

County Engineer George C. Speake wished everyone a Merry Christmas and a Happy New Year.

Former Commissioner Dimitri Polizos wished everyone a Merry Christmas.

Commissioner Ingram informed the audience that the County will be losing three good people: Personnel Director Barbara Montoya and Purchasing Manager Pat Silas who are both retiring and former Commissioner Dimitri Polizos, who was recently elected as Alabama State Representative for District 74. He wished everyone a Merry Christmas and a Happy New Year.

Commissioner Williams recognized State Representative Polizos and offered him advice based upon his days as an employee of the Alabama Senate. Commissioner Williams wished him well and told him that he will do a good job. He wished everyone a safe and Merry Christmas. He urged those in attendance at the meeting to remember the real reason for the season: that Jesus came to redeem us of our sins. He then thanked the audience for their help over the years.

Chairman Dean stated that the recent Employee Appreciation Luncheon was one of the largest since he has been in office. He said that the Commission has never forgotten the retirees and that it warmed his heart to see so many of them at the luncheon. He noted that the Commission cares about them and the current employees. He said that Montgomery County has the best employees in the state, in the south, and the United States; the employees are the best. He then wished everyone a Merry Christmas. He told Pat Silas that the Commission has depended on her to keep them in compliance with the bid laws. Ms. Silas told the Commission that she always wanted to take care of them and keep them out of trouble. Chairman Dean thanked County Administrator Mims for keeping the County from bankruptcy. He wished everyone a Merry Christmas and Happy New Year.

Vice Chairman Harris congratulated State Representative Polizos and added that it will be nice to have a friend to the Commission in the Alabama Legislature. He told Mr. Polizos not to be a stranger. He then told Pat Silas that she will be really hard to replace and that the door is always open. He expressed his appreciation to the county employees and stated that the Commission will do all they can to reward them for their hard work. He wished everyone a Merry Christmas and a most joyous New Year.

ADJOURNMENT

Commissioner Williams made a motion to adjourn the meeting of the Montgomery County Commission on December 16, 2013, at 9:47 a.m. The motion was seconded by Commissioner Ingram and unanimously approved by the Commission.

12-16-13 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 12-06-13

Check Number	To	Check Number
240034		240084
Total Checks Paid		\$619,860.29

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

12-16-13 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-06-13

Check Number	To	Check Number
240085		240187
Total Checks Paid		\$442,522.55

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

MONTGOMERY COUNTY COMMISSION

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

**CHECKS ARE DATED
12/13/13**

Payroll Check Number	118292	To	Payroll Check Number	118395	\$ 89,569.87
Direct Deposits					\$ 831,615.85
Payroll Check Number	118396	To	Payroll Check Number	118424	\$ 278,216.36
Direct Deposits					\$ 336,971.45
Federal Deposits					\$ 356,860.81
Total Payroll Paid					\$ 1,893,234.34

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

ORIGINAL

DISTRICT ATTORNEY
POSITION FILL REQUEST

DEPARTMENT HEAD: Ellen Brooks

SUPERVISOR: Jerry Bloodsworth

POSITION TITLE: Investigator I

POSITION NO:

430002010

PROPOSED EFFECTIVE DATE: 12/19/13

TYPE OF APPOINTMENT: (X) PERMANENT () TEMPORARY

RECRUITING:

(X) OPEN

() TRANSFER

() PROMOTION

(X) PROMOTION/TRANSFER

PAY GRADE: PS-05

SALARY RANGE: \$52,448 - \$74,661

Pay step to be based upon the following rules:

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

*Merit dates do not change.

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

1 ADMINISTRATIVE REVIEW

() APPROVED

() DISAPPROVED

2

Funding

3

SELECTEE: _____

Date: _____

Appointing Authority Signature – District Attorney Office

4

() Manpower data entered by: _____

Date: _____

() Payroll entered by: _____

Date: _____

POSITION FILL REQUEST

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

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number 51

Proposed Effective Date November 25, 2013

Type of Appointment ☒ Permanent () Temporary

Recruiting

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

Pay Grade Corrections Officer Trainee - \$28,392 Grade PCT
Corrections Officer - \$29,569 - \$42,093 PC1

D T Marshall Date November 15, 2013
 Department Head

2. Administrative Review

() Approved
 () Disapproved

 Funding Authority

3. Certification

Promotional _____ Candidates
 Open-Competitive _____ Candidates
 Transfer _____ Candidates

 Personnel Director Date _____

4. Selectee:

 Appointing Authority Date _____

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

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: W. Robinson, Colonel

COMPLETED ACTION DATES

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

1. Position Title Corrections Officer Trainee / Corrections Officer

Position Number 201

Proposed Effective Date November 25, 2013

Type of Appointment ☒ Permanent () Temporary

Recruiting

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

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

D. T. Marshall meu
Corrections Officer - \$29,569 - \$42,093 PC1

Date November 15, 2013

Department Head

2. Administrative Review

- () Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Date _____

Personnel Director

4. Selectee:

Date _____

Appointing Authority

5. () Manpower data entered by _____

() Payroll entered by _____

Date _____
Date _____

01-11-13

POSITION FILL REQUEST

COMPLETED ACTION DATES

DEPARTMENT: M. C. 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

Position Number 75

Proposed Effective Date December 9, 2013

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Deputy Sheriff Trainee - \$30,590 Grade PST

Deputy Sheriff - \$31,709 - \$45,139 Grade PS1 S\

D T Marshall
Department Head

Date November 26, 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 _____

() Payroll entered by _____

Date _____

Date _____

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: M. C. Sheriff's Office
DEPARTMENT HEAD: D. T. Marshall, Sheriff
SUPERVISOR: D. Cunningham, Chief Deputy

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

1. Position Title Clerk Typist II

Position Number 105

Proposed Effective Date November 11, 2103

Type of Appointment (☒) Permanent () Temporary

Recruiting

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

Pay Grade Pay Grade A03 - \$24,414 - \$34,753 S - 1

D T Marshall

Date November 1, 2013

Department Head mjc

2. Administrative Review

() Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Date _____

Personnel Director

4. Selectee:

Date _____

Appointing Authority

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

Date _____
Date _____

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

Agenda

DEC 16 2013

Date: December 10, 2013
To: Donald L. Mims, Administrator
From: Terri Henderson, Revenue Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Pelham, Alabama
Departure Date: February 5, 2014 Return Date: February 7, 2014

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: Attend CROAA "Course 1: Overview Of County Revenue" Class sponsored by Jacksonville State Univ. at Shelby County Community Service Bldg., Pelham, AL. Attendee to earn 20 CPE Hours to satisfy 2014 CRO certification requirement.

Traveler (s) Name: 1. Courtney Oates 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$560.00 Advance Registration Required: \$195.00

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

Additional Comments: Registration Fee of \$195.00 to be direct billed to Montgomery County Commission Tax & Audit Department by Jacksonville State University. Other Estimated Costs: Lodging \$190. Mileage \$85. Meals \$90.

To: Terri Henderson, Revenue Manager

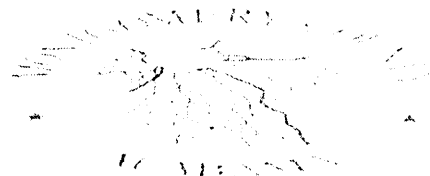
From: Donald L. Mims, Administrator

The above request is app. 12/16/13 reimbursement of actual and necessary expenses in the approximate amount of \$560.00 and advance registration of \$195.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51800.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$8,000.00</u>	
Approved Requests:	<u>\$3,703.00</u>	
Budget Available:	<u>\$4,297.00</u>	
Current Requests:	<u>\$560.00</u>	
Budget Balance:	<u>\$3,737.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/10/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

Agenda

DEC 16 2013

Date: December 10, 2013
To: Donald L. Mims, Administrator
From: Paul Brown, Executive Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Auburn Univ. @ Montg. 7400 East Dr. Montgomery, AL
Departure Date: January 10, 2014 Return Date: January 10, 2014
Conference Leave (Days / Hours): 1 day
Purpose of Travel: to attend Investigating and Prosecuting Human Trafficking Crime Training(14CP100)

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

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

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

Department Name: _____ Fund Name: _____

Additional Comments: _____

To: Paul Brown, Executive Director

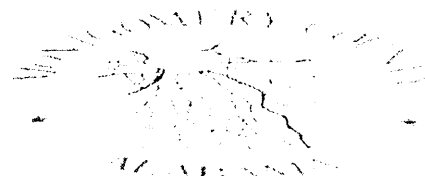
From: Donald L. Mims, Administrator

The above request is app. 12/16/13 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>124-52960.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$12,500.00</u>	
Approved Requests:	<u>\$5,823.00</u>	
Budget Available:	<u>\$6,677.00</u>	
Current Requests:	<u>\$0.00</u>	
Budget Balance:	<u>\$6,677.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/10/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

Agenda

DEC 16 2013

Date: December 3, 2013
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Mobile, AL
Departure Date: January 9, 2014 Return Date: January 11, 2014
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: Attend: Leadership Alabama Retreat

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: \$550.00 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

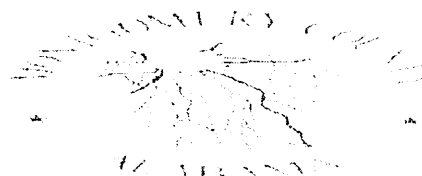
From: Donald L. Mims, Administrator

The above request is app. 12/16/13 reimbursement of actual and necessary expenses in the
approximate amount of \$550.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code: 760-51260.265 (ex: 000-00000-000)
Description: Registration & Training
Current Budget: \$48,000.00
Approved Requests: \$1,495.00
Budget Available: \$46,505.00
Current Requests: \$550.00
Budget Balance: \$45,955.00

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/9/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 13

Agenda

DEC 16 2013

Date: December 3, 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: January 17, 2014 Return Date: January 17, 2014
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: 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: 001-51261-265

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. 12/16/13 reimbursement of actual and necessary expenses in the
approximate amount of \$125.00 and advance registration of \$0.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51261.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,000.00</u>	
Approved Requests:	<u>\$70.00</u>	
Budget Available:	<u>\$1,930.00</u>	
Current Requests:	<u>\$125.00</u>	
Budget Balance:	<u>\$1,805.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/9/2013

cc: Finance Director / Buyer

5-4

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 14

Agenda

DEC 16 2013

Date: December 3, 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: January 22, 2014 Return Date: January 24, 2014
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: ADAA Winter Conference

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: 001-51261-265

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

To: Ellen Brooks

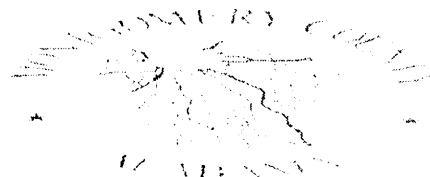
From: Donald L. Mims, Administrator

The above request is app. 12/16/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,050.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51261.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$2,000.00</u>	
Approved Requests:	<u>\$70.00</u>	
Budget Available:	<u>\$1,930.00</u>	
Current Requests:	<u>\$1,175.00</u>	
Budget Balance:	<u>\$755.00</u>	

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/9/2013

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 15

Agenda

DEC 16 2013

Date: December 9, 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: January 22, 2014 Return Date: January 24, 2014
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: ADAA Winter Conference

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

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

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

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

Additional Comments: _____

To: Ellen Brooks

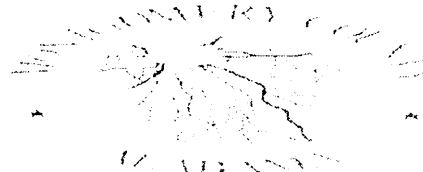
From: Donald L. Mims, Administrator

The above request is app. 12/16/13 reimbursement of actual and necessary expenses in the
approximate amount of \$1,050.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code: 760-51260.265 (ex: 000-00000-000)
Description: Registration & Training
Current Budget: \$48,000.00
Approved Requests: \$1,495.00
Budget Available: \$46,505.00
Current Requests: \$1,600.00
Budget Balance: \$44,905.00

Donald L. Mims, Administrator



Reviewed by: S. Thomas

Date: 12/9/2013

cc: Finance Director / Buyer

DEC 16 2013

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 3

DEPARTMENT:	Engineering	REVIEWED:	S. Thomas	12/9/13
			Finance Director	Date
REQUESTED BY:	George C. Speake	APPROVED:		
	Elected Official/Dept. Head		Administrator	Date
		12/5/2013		

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Construction Equipment	111-53100-561	337,821	(337,821)	0
Road Building Materials	111-53199-213	174,400	(7,568)	166,832
Construction Equipment	111-53300-561	59,233	246,801	306,034
Construction Equipment	111-53400-561	0	24,647	24,647
Construction Equipment	111-53199-561	0	73,941	73,941
TOTAL		571,454	0	571,454

JUSTIFICATION:

Transfer from the Construction Equipment Code & Construction (213) Code to cover the purchase of 2 - Tandem Cab & Chassis & 2 - Dump Bodies for District II, 3 - 1/2 Ton Crew Cab Pickups for Construction, & 1 - 1/2 Ton Crew Cab Pickup for District III, utilizing the ACCA Joint Bid Project & State Contract.

BUDGET CHANGE REQUEST

REQUEST NUMBER 3

REQUESTED BY: STEVEN L. REED Finance Director Date: 12/26/18
APPROVED: _____

Elected Official/Dept. Head	Date	Administrator	Date
-----------------------------	------	---------------	------

JUSTIFICATION:

35

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 4

DEPARTMENT: JUDGE OF PROBATE REVIEWED: S. Thomas 12/10/2013

REQUESTED BY: JUDGE STEVEN L. REED Finance Director Date

Elected Official/Dept. Head	Date	Administrator	Date
-----------------------------	------	---------------	------

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
General Fund				
SALARIES	001-51300-110	2,062,760	-7,500	2,055,260
OVERTIME	001-51300-113	4,000	7,500	11,500
MV Reg & Titling Tech Fund				
Small Equipment purchases	786-51375-400	10,000	429	10,429
FUND BALANCE	786-35900		-429	
TOTAL		2,076,760.00	0.00	2,076,760.00

JUSTIFICATION:

To provide for additional overtime as the result of current vacant positions.

To increase the MV Reg & Titling Tech fund for additional equipment purchases.

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: Daniel Baxter

1. POSITION TITLE: Voter Education and Outreach Specialist

POSITION NUMBER: _____

PROPOSED EFFECTIVE DATE: _____

TYPE OF APPOINTMENT: ☒ PERMANENT ☐ TEMPORARY

RECRUITING:

☐ Promotional Transfer

☐ Transfer

☒ Open Competitive Register

☐ Reemployment

PAY GRADE: A05 \$30,785.00 - \$43,832


APPOINTING AUTHORITY

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

VOTER EDUCATION AND OUTREACH SPECIALIST

FLSA: Non-exempt
Pay Grade: A05

CO0084
11.01.13

NATURE OF WORK: The fundamental reason that this classification exists is to increase public awareness in regards to elections held in Montgomery County. The major work responsibilities for the position include planning education and outreach strategies, creating/designing information for public release, disseminating information, coordinating special voter education and outreach events and programs, and performing related administrative duties. The classification is directly supervised by the Director of Elections.

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

***ESSENTIAL FUNCTION:** Plans education and outreach strategies for election programs and projects based on internal and external communication needs in order to determine intended audience and the most appropriate means of reaching that target audience.

Uses voting statistics and trends to determine which citizens or groups of citizens should be targeted.

Researches the best methods such as displays, brochures, newsprint, social media, and public appearances for reaching targeted groups of citizens.

Develops a strategic plan designed to reach targeted groups.

Implements public information strategies.

Evaluates the results of the strategies in order to determine what strategies to continue, which to discontinue, and which to adjust.

***ESSENTIAL FUNCTION:** Creates/Designs information for public release such as fact sheets, displays, brochures, news releases, election calendar, information packets for candidates, and other educational and outreach materials related to voter outreach, candidates, and election projects using graphics, publication, and social media software in order to inform the public and encourage citizen participation in the election process.

Solicits information from a wide variety of sources in order to gather the information needed to write news releases, fact sheets, displays, brochures, etc.

Interviews a variety of individuals in order to gather material.

Writes draft copy in order to create publicly released information that will be used to inform the public and the media.

Edits copy in order to create professional and aesthetically pleasing information that will be used to inform the public and the media.

Proof reads information submitted by organization employees before it is released to the public to ensure accuracy and professionalism.

Prints and assembles materials using computers, printers, and copiers in order to develop a final product for distribution.

Utilizes social media software and websites to create professional and aesthetically pleasing websites, social media sites, tweets, etc.

Partners with vendors to create and design information for public release.

***ESSENTIAL FUNCTION:** Disseminates information using television, radio, newspapers, social media, etc. in order to ensure that interested parties and intended audiences are well informed.

Solicits coverage for elections, special events, etc.

Meets with the press corp to present press releases and answer questions.

Visits businesses, schools, civic and community groups, etc. in order to raise interest in elections, candidates, special events, etc.

Researches responses to questions posed to the organization and provides a timely written or verbal response.

Answers questions from reporters, public officials, fellow employees, other agencies and the public.

Composes and prepares correspondence to answer questions, gather information for copy, solicit support, and/or express appreciation.

Ensures that mailing lists of media representatives, organization officials, community groups, etc. are maintained so that mailings can be distributed promptly.

Prepares mass mailings to include stuffing envelopes, determining correct postage, and affixing postage.

Makes informative speeches on election activities, program expansions, services, etc. to citizens and media in order to provide information and/or solicit support.

Arranges the production of written and graphic materials with printers and other consultants.

***ESSENTIAL FUNCTION:** Coordinates special voter education and outreach events and programs such as candidate forums, workshops, swearing-in ceremonies, and meetings in order to ensure that programs are well organized and effective.

Develops a plan for the event or program in order to ensure that all aspects of the event or program receive attention and to determine the resources needed.

Determines the resources (i.e., physical, financial, manpower) needed to execute the event or program.

Conducts research to locate speakers, performers, entertainment, etc. to appear during the event or program.

Contacts and secures speakers, performers, entertainment, etc. for events and programs.

Coordinates the publicity efforts for the event/program.

Assigns tasks to employees/volunteers in order to execute the event or program.

Coordinates efforts of staff/volunteers to prepare for and execute events and programs.

Reviews strengths and weaknesses of events and programs in order to improve future events and programs.

***ESSENTIAL FUNCTION:** Performs administrative duties such as networking, monitoring expenses, maintaining an archive, leading others, and assisting with elections in order to support the activities of the Elections Center.

Maintains clip file of promotional materials featuring election events, projects, etc.

Networks with media representatives, community leaders, civic groups, local businesses, public relations/marketing professionals, etc. in order to build mutually beneficial relationships and share ideas and concepts.

Leads clerical and/or intern staff to including making assignments, evaluating work, and training.

Assists in the implementation and administration of elections.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of elections practices and principles as needed to educate citizens and assist in the implementation and administration of elections.

Knowledge of State elections laws including The Code of Alabama, Title 17 as needed to educate citizens and assist in the implementation and administration of elections.

Knowledge of Federal elections laws such as Help America Vote Act (HAVA) and the Fair Campaign Practices Act as needed to educate citizens and assist in the implementation and administration of elections.

Knowledge of laws affecting voters such as the Americans with Disabilities Act (ADA) and the Civil Rights Act as needed to educate citizens and assist in the implementation and administration of elections.

Knowledge of City of Montgomery Act 618 as needed to educate citizens and assist in the implementation and administration of municipal elections.

Knowledge of the organization and functions of local government as needed to educate citizens and coordinate special assignments and projects.

Knowledge of various computer applications including word processing and spreadsheets as needed to prepare documents and develop statistical information.

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

Knowledge of community outreach to include the objectives of an outreach program, research methods, internal and external relationships, and press and community relations as needed to provide a comprehensive public outreach program.

Knowledge of various communications media such as television, radio, newspapers, and social media as needed to determine the most appropriate outlet for education and outreach.

Knowledge of publication production including design, print specifications and bidding procedures as needed to create thorough and aesthetically pleasing publications.

Ability to devise public outreach strategies that will communicate the desired message and reach the desired audience.

Ability to communicate in speaking to include organizing thoughts, conciseness, and appropriate tone, rate, and volume as needed to ensure that the listener understands the message.

Ability to communicate in writing to include grammar, punctuation, spelling, logical order, and meeting the needs of the reader as needed to ensure reader understanding and to edit the written work of others.

Ability to collect data and information from multiple sources as needed to obtain all of the information available about a problem, event, program, etc.

Ability to analyze and evaluate situations and information and determine the most appropriate course of action to include determining where to research the problem, conducting the research to determine the reason for the problem, and using the facts to determine the action needed to resolve the problem or prevent conflicts.

Ability to plan, organize, implement, and direct educational and outreach activities, as well as, special events.

Ability to use time efficiently as needed to ensure that tasks are completed in a timely manner and that deadlines are met.

Ability to establish goals and priorities as needed to manage and ensure the productivity of assigned area and plan events/programs.

Ability to utilize word processing software as needed to design and create various documents.

Ability to utilize desktop publishing software as needed to design and create various publications.

Ability to utilize presentation software as needed to design and create presentations.

Ability to utilize the Internet as needed to research various topics for document creation.

Ability to utilize social media to include Facebook, LinkedIn, YouTube, Twitter, etc. as needed to create social media platforms to be used for education and outreach.

Ability to understand and apply applicable rules, regulations, policies and procedures as needed to ensure that educational and outreach activities are conducted within appropriate guidelines.

Ability to read and interpret policies, procedures, regulations, and laws as needed to determine the correct action to take based on a given set of facts or circumstances, answer questions from staff and the public, and accurately communicate organization policies and programs to the public.

SPECIAL REQUIREMENTS: Ability to work overtime at night, holidays and weekends as needed to education and reach citizens regarding elections. Valid Alabama driver's license as needed to travel.

MINIMUM QUALIFICATIONS: Associate's degree in public relations, communications, or a similar course of study and three years of experience in the field of adult education, community outreach, or media relations; or an equivalent combination of education and experience.

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

QUOTATION
TRAFFIC CONTROL MARKINGS AND SEALCOATING

Alexander

Sealcoating and Striping, Inc.

P.O. BOX 211032

MONTGOMERY, AL 36121

(334) 264-4003 Fax (334) 264-4116

Date 12/10/2013

Terms Net 10

Project _____

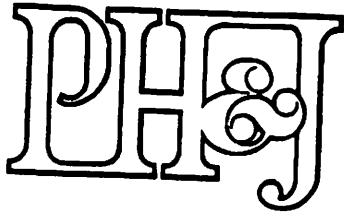
TO: PH&J Architects
Patrick Addison

Fax 334-265-9208

RE: Montgomery County DHR - New Ramp and Curb Cut

DESCRIPTION	TOTAL
<i>Item # 1: New 2' curb cut in island</i>	\$450.00
<i>Item # 2: New ramp to access sidewalk at side of building</i>	\$1,000.00

By _____



COPY
architects inc.

Founded 1957 • Pearson, Humphries & Jones Architects

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

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

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

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

Tuesday, December 03, 2013

Mr. D. J Alexander
Alexander Sealcoat and Stripping, Inc.
755 Anderson Road
Montgomery, Alabama 36121

RE: Repaving at Montgomery County DHR for the Montgomery County Commission,
Montgomery, Alabama
PH&J #1305-GVA

Request for Proposal #1

Mr. Alexander,

On behalf of the User (Montgomery County DHR), please provide a proposal adding the following miscellaneous concrete and associated site work to the project.

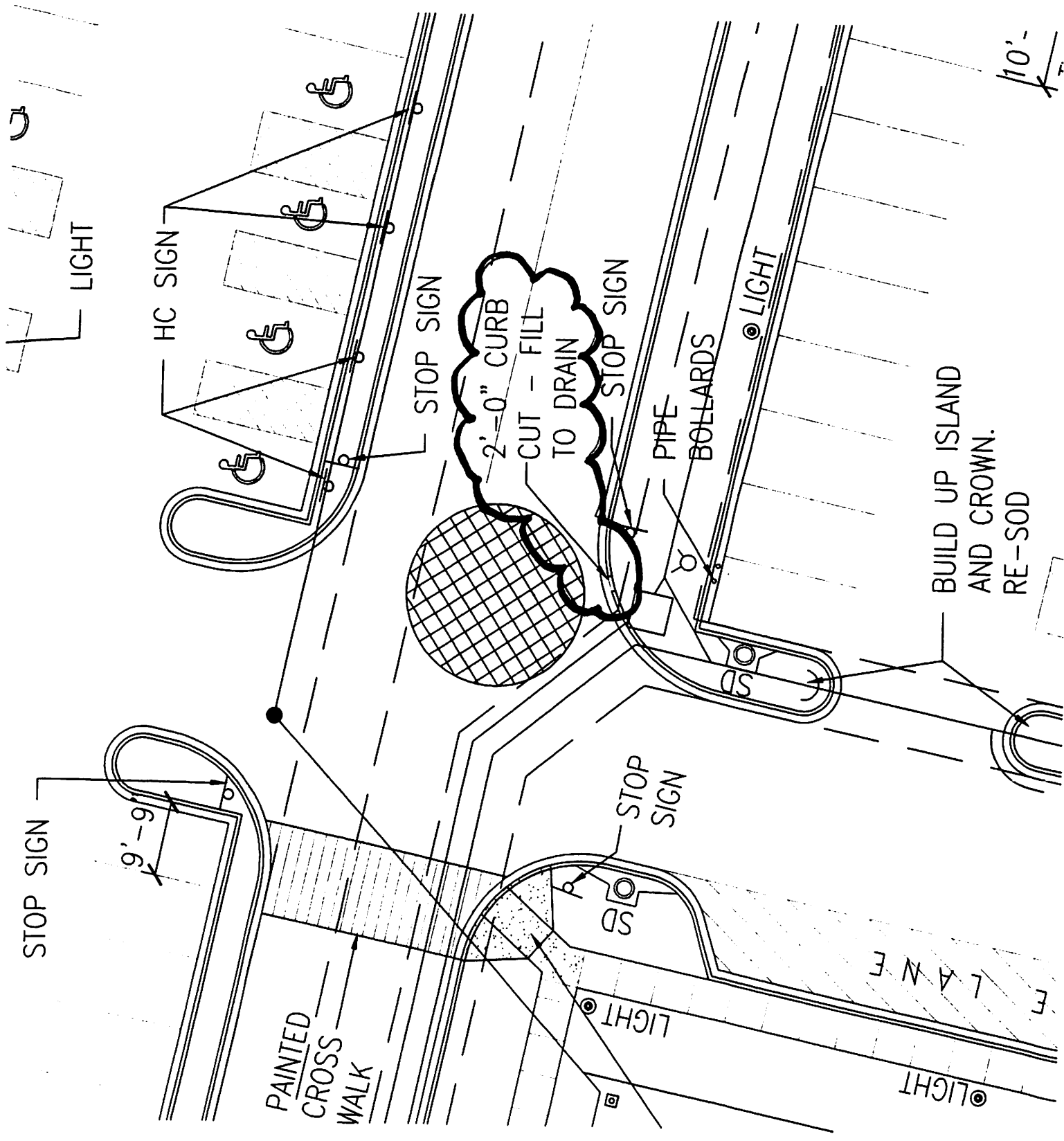
Please send your proposal to my office for processing and approval. If you have any questions, please call.

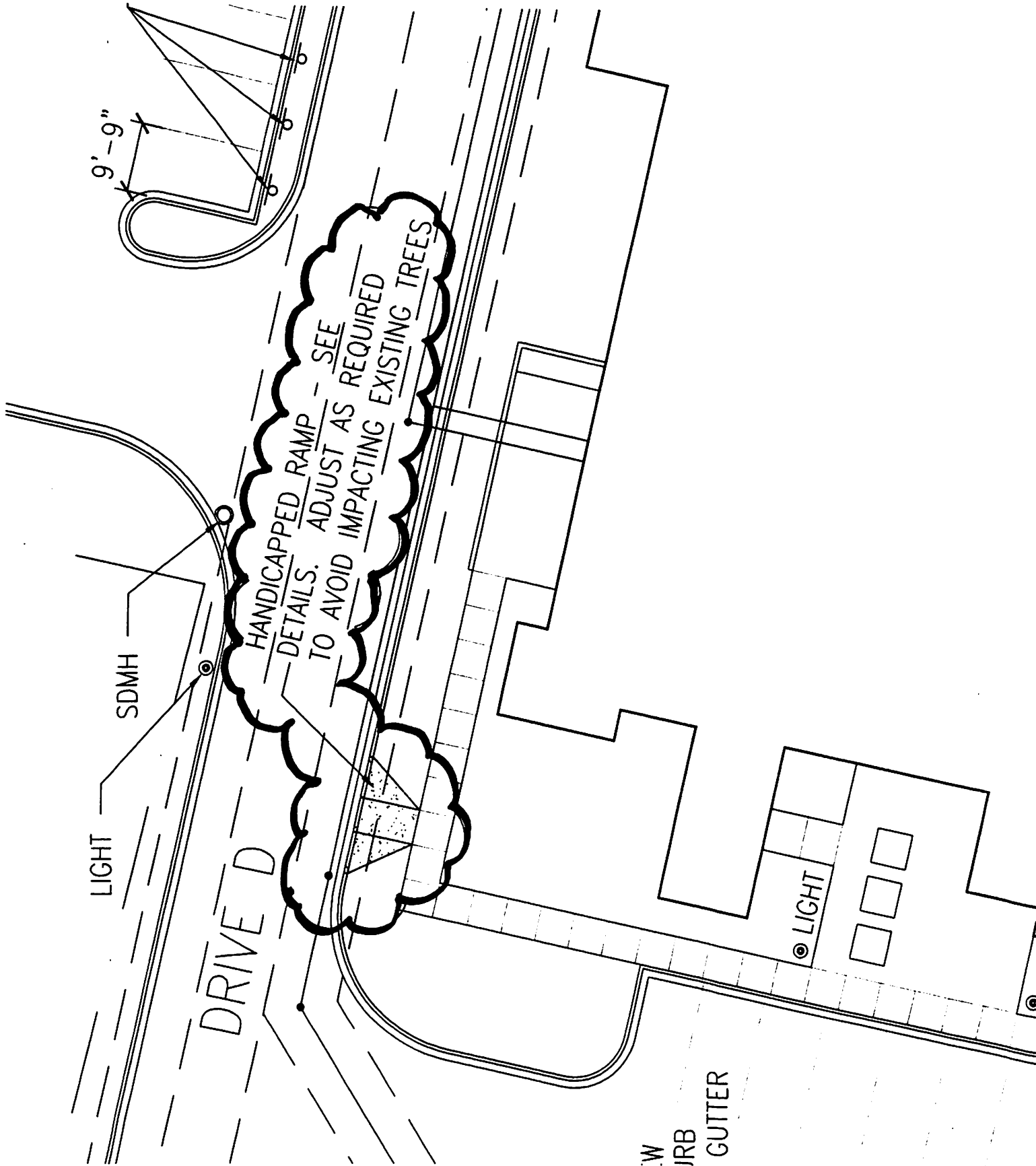
Sincerely,

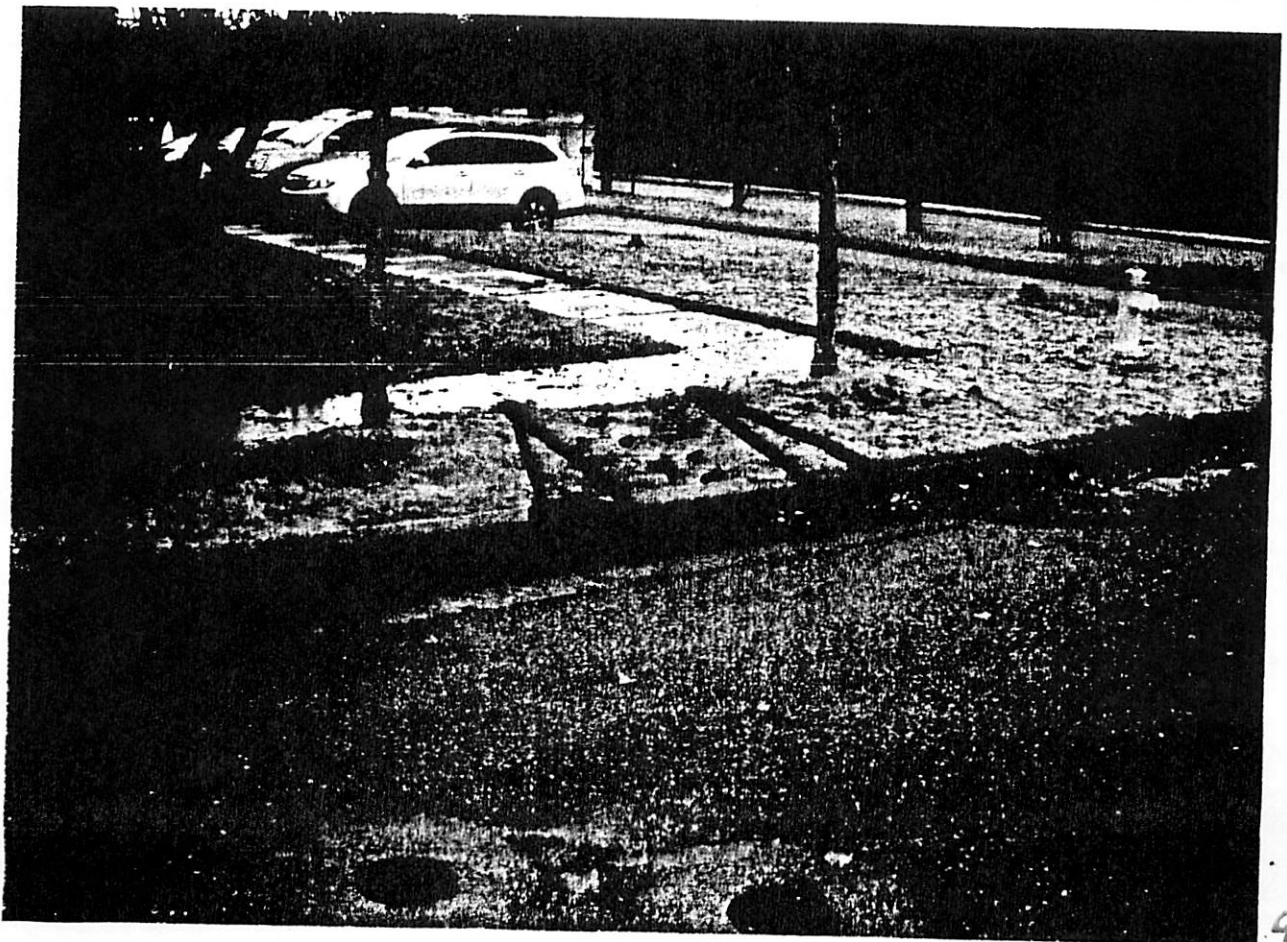
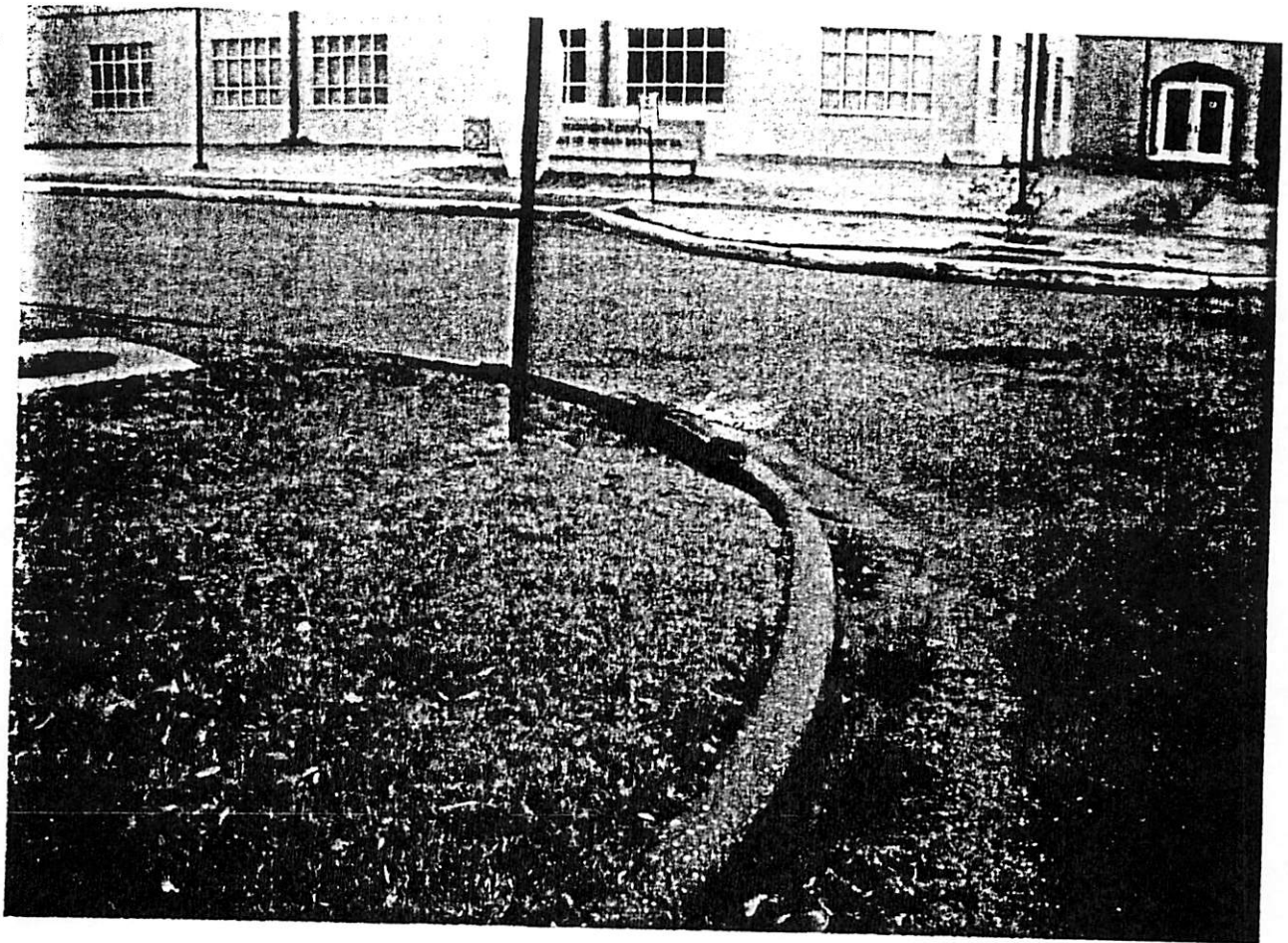
Patrick T. Addison, AIA

Attachments: three 8.5x11 (RPF-1 thru RFP-3)

Cc: Donnie Mims, John Brown, Harry Williams, File

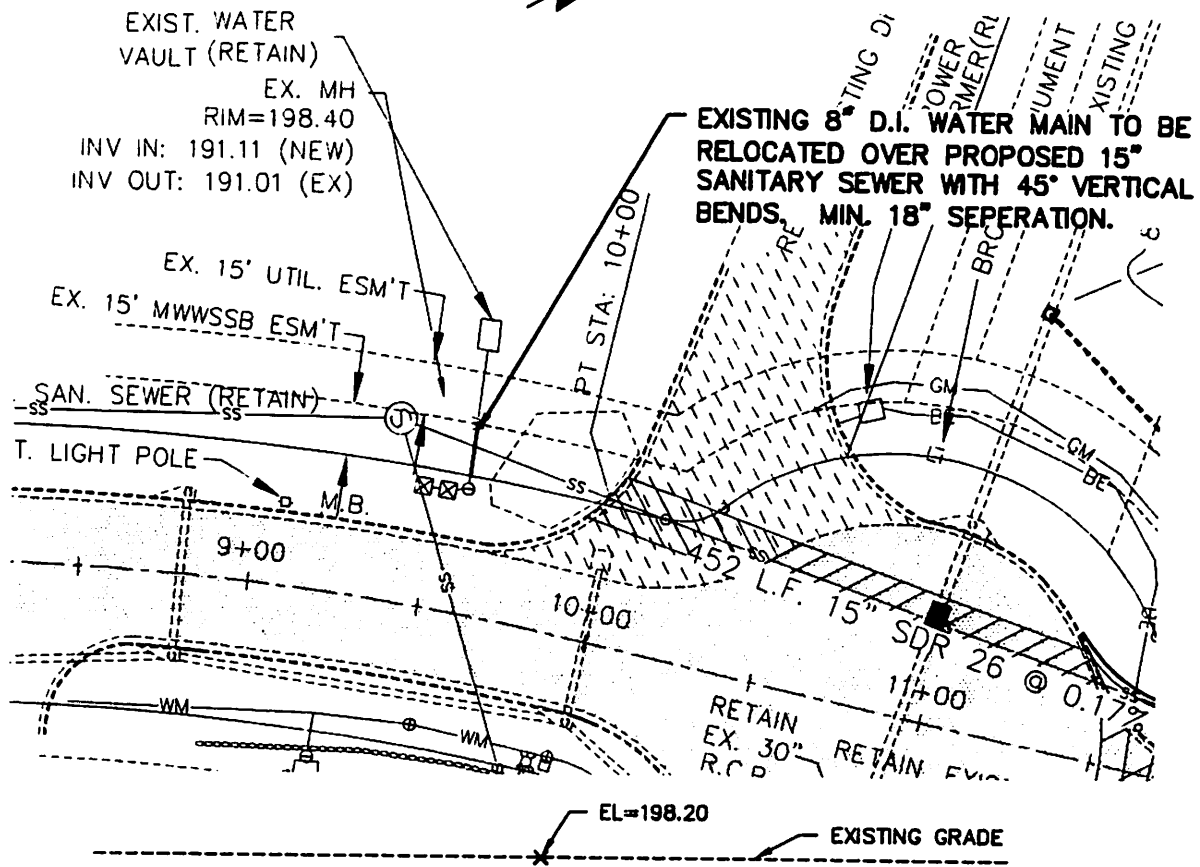
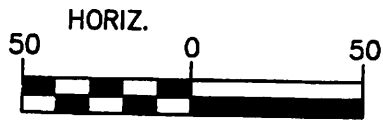






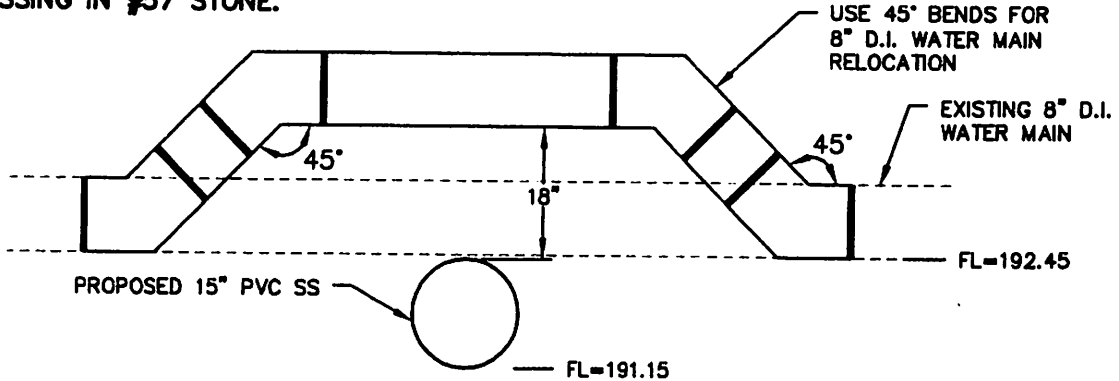
9-6

CONTRACT CHANGE ORDER		Date December 5, 2013	
		Project No. CMGM130066	
		Project Name: Gravity Sewer Extension And Water Main Extension Montgomery Industrial Park	
		Change Order No. 001	
You are hereby requested to comply with the following changes from the contract plans and specifications:			
Item No.	Description of changes - quantities, units, unit prices, change in completion schedule, etc.	Decrease in Contract Price	Increase in Contract Price
1	2	3	4
	Relocation of 10" Water Main to allow for the Sewer Main Placement Install including labor and materials. Lump Sum		\$10,000.00
Change in Contract price due to this Change Order:			
3	Total Decrease		
4	Total Increase		\$10,000.00
5	Difference between Columns (3) and (4)		
6	Net increase in contract price		\$10,000.00
Original Contract Price = \$		169,585.00	
The sum of \$ is hereby added to the total contract price, and the adjusted contract price to date thereby is \$179,585.00			
This document shall become an amendment to the contract and all provisions of the contract will apply hereto.			
Recommended by _____ Engineer: Goodwyn, Mills and Cawood, Inc.		12/5/13 Date	
Accepted by <u>Renne Hartley</u> Contractor: Startley General Contractors, Inc.		12/5/13 Date	
Approved by <u>Elton M. Dean, Sr.</u> Owner: Montgomery County Commission		12/9/13 Date	
T: Montgomery CMGM Proj Montgomery County Commission 13-0066 DAS CDBG Utility Project 12 Change Orders - Directives [change order no. 001.xls]CHGORI			



NOTE:

1. D.I. PIPE SHALL BE CLASS 350.
2. RESTRAIN ALL PIPE AND FITTINGS.
3. BED NEW WATER LINE AND SEWER AT CROSSING IN #57 STONE.



NOT TO SCALE

ALL WORK FOR RELOCATION OF PRIVATE FIRE LINE SHALL BE COORDINATED WITH OLD DOMINION.

REF. SHEET: 4-PLAN PROFILE
DESCRIPTION:

**Water and Sewer Main Extension
Montgomery Industrial Park**

4-A1

SUPPLEMENTAL DRAWING
GMC # CMGM-130066
DATE: 12/05/2013
DRAWN BY: JTS



GOODWYN | MILLS | CAWOOD

2640 East Chase Lane, Suite 200 | Montgomery, AL 36117
Tel 334-271-3200 | GMCNETWORK.COM

COMPROMISE, RELEASE AND SETTLEMENT AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, Hausted Patient Handling Systems, LLC ("Hausted"), the Montgomery County Commission, Montgomery, Alabama (the "County"), the City of Montgomery (the "City") executed the *2010 Memorandum of Agreement* ("Agreement") attached as Exhibit A for economic and business development incentives in support of Hausted opening corporate offices and creating 45 fulltime jobs in Montgomery, Alabama;

WHEREAS, the City and County agreed to pay a total of \$150,000 in economic and business development incentives to Hausted. The incentives were paid in installments and based on fulfillment of certain commitments by Hausted. The City agreed to pay 60% of the incentives and the County agreed to pay 40% of the incentives. The Agreement also required Hausted to maintain the employment of at least 45 fulltime jobs in Montgomery after full payment of the incentives for a period of twenty-four (24) months.

WHEREAS, all incentive amounts were paid by the City and County to Hausted, however, Hausted did not maintain the jobs of 45 fulltime employees for a period of twenty-four (24) months.

WHEREAS, the City, County and Hausted wish to settle any and all claims arising out of or relating to the *2010 Memorandum of Agreement* among the parties.

FOR AND IN CONSIDERATION of the payment by Hausted to the City and County in the aggregate amount of Eighty-Seven Thousand Five Hundred Dollars and No Cents (\$87,500.00), the City and County hereby release Hausted from any and all obligations under the *2010 Memorandum of Agreement* and each of the parties acknowledges and agrees that this Compromise, Release and Settlement settles any and all claims or matters arising out of or relating to the *2010 Memorandum of Agreement*.

IN WITNESS WHEREOF, I have hereunto set my hand this 10 day of December, 2013.

Hausted Patient Handling Systems, LLC

DATE: 12/10/13

By: [Signature]

Its Manager
(title of officer)

Montgomery County Commission

DATE: _____

By: _____

Its _____
(title of officer)

City of Montgomery

DATE: _____

By: _____
MAYOR TODD STRANGE

)

)

Exhibit A

This **2010 MEMORANDUM OF AGREEMENT** is hereby made and entered into on this the ____ day of _____, 2010 by and among **MONTGOMERY COUNTY COMMISSION, MONTGOMERY, ALABAMA** (the "County"), the **CITY OF MONTGOMERY** (the "City") and **HAUSTED PATIENT HANDLING SYSTEMS, LLC** ("HAUSTED"), a Delaware corporation.

WHEREAS, the County and the City enthusiastically support and encourage business and industrial development; and,

WHEREAS, **HAUSTED** has determined to open corporate offices in Montgomery, Alabama; and,

WHEREAS, this 2010 Memorandum of Agreement is expected to result in the creations of 45 full time jobs; and,

WHEREAS, the County and the City have made specific proposals to **HAUSTED**; and,

WHEREAS, the parties hereto are desirous of having such proposals set forth in this valid, binding and enforceable agreement to set forth the framework for establishing a working partnership among the County, the City and **HAUSTED**; and,

WHEREAS, the County and the City have determined that it is in the best public interest of each to enter into this Agreement with **HAUSTED**; and,

WHEREAS, on the Effective Date the commitments contained in this Agreement shall become legally binding obligations of the County and the City, which commitments are made in consideration for **HAUSTED** creating 45 full time jobs in Montgomery, Alabama.

NOW, THEREFORE, upon and in consideration for the mutual promises and covenants contained herein and for other valuable consideration, the receipt, adequacy and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. SCHEDULE AND TERM FOR PAYMENT OF INCENTIVE INSTALLMENTS

1.1 Payment of Incentive Installments. The County and the City agree to jointly contribute an incentive payments for a total amount of \$150,000 to **HAUSTED**. The County will be responsible for 40% of the incentive payment and the City will be responsible for 60% of the incentive payment at the following times:

(a) The County and the City each hereby agree to pay an initial incentive in the total amount of \$50,000 to be funded at project announcement as determined by **HAUSTED**; and

(b) **HAUSTED** shall certify by letter to the County and the City at the time that **HAUSTED** reaches employment of 45 full time jobs in Montgomery. At that time, the County and the City each hereby agree to pay a second incentive in the total amount of \$100,000.

1.2 Term of Full Time Employment. **HAUSTED** must maintain the employment of at least 45 full time jobs in Montgomery for a period of twenty-four (24) months.

2. REPAYMENT OF INCENTIVE INSTALLMENTS

For purposes of the 2010 Memorandum of Agreement, failure of **HAUSTED** to comply with the terms set out above in paragraph 1.2, shall result in the cancellation of the 2010 Memorandum of Agreement and **HAUSTED** shall be required to repay all incentive monies to the County and the City within one hundred eighty (180) days. By mutual agreement, the County and City may extend the term and requirements of this agreement to **HAUSTED** for a period of twelve months.

3. MISCELLANEOUS

3.1 Governing Law. The governing law of this Agreement shall be the law of the State of Alabama.

3.2 Severability. In case any one or more of the provisions contained in this Agreement should be invalid, illegal or unenforceable in any respect and for any reason whatsoever, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. In the event any such provision is held to be invalid, illegal or unenforceable, the parties hereto shall make their best efforts to agree on a provision in substitution for such invalid, illegal or unenforceable provision that is as near in economic benefit as possible to the provision found to be invalid, illegal or unenforceable.

3.3 Notices. All communications and/or notices expressly provided herein shall be sent, by registered first class mail, postage prepaid or by a nationally recognized overnight courier for delivery on the following business day or by facsimile (to be confirmed promptly in writing sent by mail or overnight courier as aforesaid), as follows:

HAUSTED PATIENT HANDLING:

Jerry G. Silvertooth
President & CEO
Hausted Patient Handling Systems, LLC
2511 Midpark Road
Montgomery, AL 36109

MONTGOMERY COUNTY COMMISSION:

Honorable Elton N. Dean
Donald Mims, Administrator
Montgomery County Commission
Post Office Box 1667
Montgomery, Alabama 36102
Fax: (334) 832-2533

CITY OF MONTGOMERY: Mayor Todd Strange
City of Montgomery
Post Office Box 1111
Montgomery, Alabama 36101

With copies to: Ellen McNair
Senior Vice President, Corporate Development
Montgomery Area Chamber of Commerce
P.O. Box 79
Montgomery, Alabama 36101
Fax: (334) 265-4745

City Attorney
City of Montgomery
Post Office Box 1111
Montgomery, Alabama 36101

3.4 No Consequential Damages. Neither the County nor the City shall be liable to **HAUSTED** in any event for any indirect, incidental, punitive, special or consequential damages, including loss of revenue or profit, cost of capital, regardless of how such damages arise.

3.5 Entire Agreement. This 2010 Memorandum of Agreement, and any addendums to this Agreement shall constitute the entire agreement and understanding among the parties and no other offers, agreements, understandings, warranties, or representations exist between the County and the City and **HAUSTED**.

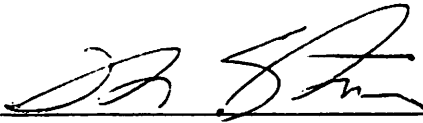
3.6 Term of Agreement. The term of the 2010 Memorandum of Agreement shall commence on _____ and continue in effect through _____ unless otherwise extended as agreed upon by the parties as provided above in paragraph 2.

WHEREFORE, the parties hereto have executed this Agreement as of the date first written above.

(Signature and notary pages following)

CITY OF MONTGOMERY, ALABAMA

DATE: 5/12/10

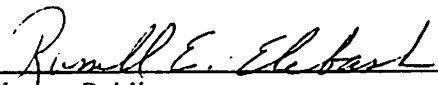
By 
Todd Strange
Mayor

STATE OF ALABAMA)

COUNTY OF MONTGOMERY)

Before me, the undersigned, a Notary Public, in and for said county, in said state, personally appeared Todd Strange, as Mayor of the City of Montgomery, Alabama whose name is signed to the foregoing 2010 Memorandum of Agreement, and who is known to me, being first duly sworn, acknowledged before me on this day that, being informed of the contents of said Agreement, makes oath that he, as such official and with full authority, has read the foregoing Agreement and knows the contents thereof, executed the same voluntarily for and as the act of said City of Montgomery, Alabama on this date.

Subscribed and sworn to before me on this the 12th day of May, 2010.


Notary Public

My Commission Expires: RUSSELL E. ELEBASH
Notary Public, State of Alabama At Large
My Commission Expires December 15, 2010

MONTGOMERY COUNTY COMMISSION

DATE: 5/24/10

By: Elton N. Dean
Honorable Elton N. Dean
Chairman

STATE OF ALABAMA)

COUNTY OF MONTGOMERY)

Before me, the undersigned, a Notary Public, in and for said county, in said state, personally appeared Honorable Elton N. Dean of the Montgomery County Commission, whose name is signed to the foregoing 2010 Memorandum of Agreement, and who is known to me, being first duly sworn, acknowledged before me on this day that, being informed of the contents of said Agreement, makes oath that he, as such official and with full authority, has read the foregoing Agreement and knows the contents thereof, executed the same voluntarily for and as the act of said Montgomery County Commission on this date.

Subscribed and sworn to before me on this the 24 day of May, 2010.

Jammy L. Nix
Notary Public

My Commission Expires: 3/3/12

HAUSTED PATIENT HANDLING SYSTEMS, LLC

DATE: 5/12/2010

By: _____

Jerry G. Silvertooth
President & CEO

STATE OF ALABAMA)

COUNTY OF MONTGOMERY)

Before me, the undersigned, a Notary Public, in and for said county, in said state, personally appeared Debra M. E., as President of **HAUSTED PATIENT HANDLING SYSTEMS, LLC** whose name is signed to the foregoing 2010 Memorandum of Agreement, and who is known to me, being first duly sworn, acknowledged before me on this day that, being informed of the contents of said Agreement, makes oath that he, as such official and with full authority, has read the foregoing Agreement and knows the contents thereof, executed the same voluntarily for and as the act of said limited liability company on this date.

Subscribed and sworn to before me on this the 12 day of May, 2010.

Paul G. Redheal
Notary Public

My Commission Expires: August 2011

Donald Mims

From: Ellen McNair [Emcnair@montgomerychamber.com]
Sent: Monday, December 09, 2013 10:54 AM
To: Donald Mims
Cc: danharr420@gmail.com; danharr420@gmail.com
Subject: FW: Hausted - Compromise, Release & Settlement
Attachments: HAUSTED-FINAL Revision.12.6.13.docx

* [Donnie, as we discussed. This is the lastest information I have received from Kim. Thank you, Ellen

-----Original Message-----

From: Fehl, Kim [mailto:kfehl@montgomeryal.gov]
Sent: Friday, December 06, 2013 1:30 PM
To: Ellen McNair
Subject: FW: Hausted - Compromise, Release & Settlement

fyi - today's correspondence in thread below.

KIM FEHL
CITY ATTORNEY
CITY OF MONTGOMERY
103 N. PERRY STREET
MONTGOMERY, AL 36104
TEL: 334-625-2050
FAX: 334-625-2310

Our vision: To sustain a safe, vibrant and growing Montgomery, in its entirety, that we all are proud to call "home".

CONFIDENTIALITY NOTICE

UNLESS OTHERWISE INDICATED OR OBVIOUS FROM THE NATURE OF THE TRANSMITTAL, THE INFORMATION CONTAINED IN THIS INTERNET MESSAGE IS ATTORNEY-CLIENT PRIVILEGED AND CONFIDENTIAL INFORMATION INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY NAMED ABOVE. IF THE READER OF THIS MESSAGE IS NOT THE INTENDED RECIPIENT OR THE EMPLOYEE OR AGENT RESPONSIBLE TO DELIVER IT TO THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION OR COPYING OF THIS COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, OR ARE NOT SURE WHETHER IT IS PRIVILEGED, PLEASE IMMEDIATELY RETURN IT TO THE SENDER. UNINTENDED TRANSMISSION SHALL NOT CONSTITUTE WAIVER OF THE ATTORNEY-CLIENT OR ANY OTHER PRIVILEGE.

-----Original Message-----

From: Lisa Valente [mailto:valente@3RiversCap.com] On Behalf Of Bob McGuire
Sent: Friday, December 06, 2013 12:54 PM
To: Fehl, Kim; Bob McGuire
Cc: Strange, Todd Contact Card
Subject: RE: Hausted - Compromise, Release & Settlement

Thank you Kim. I'll get this to Bob for review.
Lisa

MONTGOMERY COUNTY COMMISSION
PURCHASING OFFICE
P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

AMENDMENT
TO
CONTRACT NO. 51910-10C-007

Amendment No. 3

DATE: January 1, 2014

Contract No. 51910-10C-007, Delivery, Placement, Precinct Assembly of Election System Equipment, for Montgomery County Elections System, is hereby amended as follows:

-Contract is hereby extended for two (2) months, beginning January 1, 2014 and ending February 28, 2014, with no increase in price and no changes to the original specifications.

WITNESS:

PRO MOVERS & STORAGE

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: PROBATE

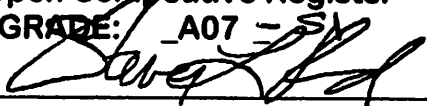
APPOINTING AUTH.: Steven L. Reed

SUPERVISOR: Daniel Baxter

COMPLETE ACTION DATES

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

1. POSITION TITLE: Assistant Director of Elections
POSITION NUMBER: 780081002
PROPOSED EFFECTIVE DATE: 1st January 2014
TYPE OF APPOINTMENT: X PERMANENT TEMPORARY
RECRUITING:
 Promotional Transfer Transfer
X Open Competitive Register Reemployment
PAY GRADE: A07 - SA


APPOINTING AUTHORITY

12/10/13
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

POSITION FILL REQUEST

Interoffice Memo

To: County Commission
Mayor Todd Strange

From: Lou Ialacci

Cc: Donnie Mims

Date: December 11, 2013

RE: City and County Technology Meeting

The amendment to the City/County Memo of Understanding for IT functions requires a meeting of City and County Officials to review the goals and projects for this function every six months.

Attached is my memo dated August 28, 2013 listing the accomplishments for the prior year and goals for the current year. In addition to the projects completed and the savings identified in the memo we continue to find synergies both financially and technically.

Additional accomplishments since September include:

- Moved the City to the same email filtering system as the County, which resulted in a savings of approximately \$10,000 total and better results.
- Now using the same anti-virus software for servers and clients with a small dollar savings, broader knowledge base, and better results.
- Used the combined buying power with Dell off the City's contract to get better pricing on the backup software for the County. Once again this allows both entities to share knowledge and provide support for each other.
- Sharing the County's experience with Microsoft's Enterprise Agreement will save the City approximately \$80,000 over the next three years. Savings like this for each entity is what helps me cover increases in other software maintenance agreements that occur every year.
- The City completed its "go live" on E-ring and has a small punch list to clean up.
- The County has the Verizon EMAG system and email groups set up for emergency notifications via email and text messaging to special groups or individuals.

- Assisted the DA with the moving and setting up of phones and computers for Child Support and Helping Families to new locations in Annex III and the Court House.

Projects/goals that were established for the new fiscal year that are in progress are:

- Work on acquiring and implementing a business license system integrated with a sales and use tax system. The RFP is being updated to include the City's specifications for business licenses and unique tax categories. This project is very large and I have not been able to spend the time I need to on it.
- Make progress in establishing a mutual disaster recovery location for the City and the County in the Emergency Communications Center (ECC) by consolidating some of the existing equipment and installing additional servers and Storage Area Network (SAN) equipment as funding allows.
- Work with City departments to evaluate and implement a new City website software product that will provide services and information to the public.
- Review and update job descriptions for the technology departments for both the City and the County that will improve their ability to attract and retain people with skills in current technology software and hardware.
- Work with City Public Safety and the County Sheriff's Office to convert to the new P25 radio system and ensure critical voice traffic is saved to storage devices for retrieval when necessary.
- Work with City and County departments and their vendors to install upgrades for their application systems to improve services and add enhanced features.
- Convert to a new payroll system at the City for 2014.
- Implement the new Public Safety systems for the City
- Implement a new Computer Assisted Dispatch system for the County
- Assist Probate to implement new equipment and systems for the tag offices.
- Complete the move to VOIP

I want to make sure the Commission and the Mayor are aware that these projects and the day to day requirements of the technology group are being handled by eight less employees. The County has two openings and the City one.

Thank you

MEMORANDUM

To: Chairman Elton N. Dean
Mayor Todd Strange

From: Lou Ialacci

Date: August 28, 2013

Subject: 2013 Performance Evaluation

The following information is for my performance evaluation for the past twelve months as the CITO for the City of Montgomery and Montgomery County Commission. Overall I feel the progress has been very good. Most all of the objectives for the past year have been met plus additional projects that have required my attention.

Accomplishments of significance for the past twelve months include:

- The goal to provide the products and services to the City and County to support a decision by them to extend the MOU for three years was accomplished in June. The annual savings for the County is approximately \$95,000 and for the City approximately \$140,000
- A joint RFP for telecommunication services was put out for both the City and the County. Vendors were evaluated, a recommendation was made, and separate contracts for the City and the County were successfully negotiated with Century Link.
- All of the eligible circuits, which are approximately 90% of the total, have been successfully migrated from AT&T to Century Link. All the billing will be cleaned up no later than September 30, 2013, which will result in an annual savings to each entity of almost \$90,000 per year for the next three years.
- The Microsoft Enterprise Agreements (EA) for the City and County were reviewed and a proposal was made to Microsoft recommending better pricing for the entities much like the telecommunications project. Microsoft said they would not change or improve their pricing.
- City and County departments have worked well together to install additional fiber connectivity between the two entities and established a faster connection that is already been beneficial and will improve services, like backups and storage in the future.
- The County has implemented new software applications for the Sheriff's Office, like an inventory system, an ID card system, and enhanced the warrants system with a feature to expunge records when required by the law.
- Managed the cabling and implementation of voice and data for the Family Court's move back into the third floor of Annex I.

- The City and the County worked together to share ideas on ways to improve filtering equipment and speed up internet access. This resulted in a significant change that improved the way that network traffic is handled at the County.
- During the past year both the City and the County worked on updating their disaster recovery plans. In addition work has begun on the computer room at the Emergency Communications Center (ECC) – additional power has been installed and some required equipment for the site has been ordered to begin setting up the site.
- The video arraignment project for the District Court and the Sheriff's Office is in the final testing phase and will be in use before September 20, 2013.
- Progress has been made on converting the current digital phone system to the new VOIP system. The system hardware and software has been updated this past year. The new Probate and Revenue East offices were opened using the new VOIP system. This avoided the cost of a new small telephone system for that location.
- We are behind schedule getting all the VOIP phones installed in the county complex, but continue to make progress. The goal now is to convert to the new phones as quickly as we can without spending significant or unnecessary funds. The goal is still to be in a position to not have to pay another year's maintenance on the digital system.
- The County is working on installing a new "firewall" on the county voice and data networks.
- The City technology group organization has been updated with the addition of a Technical Support Manager and the move of the Telecommunications division to the sixth floor at 25 Washington. The change has resulted in much better working relationship and interaction within the IT and Telecommunications divisions. We have also been able to eliminate 2 positions – a clerk and a network engineer.
- The major portion of the City fiber ring has been completed and the data network is being implemented. This will eliminate the need for the antiquated Alvarian system.
- The City has implemented the initial version of the new public safety system and the general ledger/purchasing portion of the financial system.

My objective for the next twelve months is a combination of unique goals for each entity and some that would be of mutual benefit for both the City and the County.

- Continue work on acquiring and implementing a business license system integrated with a sales and use tax system. The RFP is almost completed and only requires final adjustments to ensure all taxes and fees are identified. There has been an improvement in the buy-in for a combined system by the City. This should improve our chances of accomplishing our goal.
- Continue to make progress in establishing a mutual disaster recovery location for the City and the County in the Emergency Communications Center (ECC) by consolidating some of the existing equipment and installing additional servers and Storage Area Network (SAN) equipment as funding allows.

- Make sure equipment is evaluated and either updated or replaced to support the growth and needs of both the City and County departments.
- Work with City departments to evaluate and implement a new City website software product that will provide services and information to the public.
- Review and update job descriptions for the technology departments for both the City and the County that will improve their ability to attract and retain people with skills in current technology software and hardware.
- Work with City Public Safety and the County Sheriff's Office to convert to the new P25 radio system and ensure critical voice traffic is saved to storage devices for retrieval when necessary.
- Work with City and County departments and their vendors to install upgrades for their application systems to improve services and add enhanced features.

ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting stood adjourned until Monday, January 6, 2014, at 8:00 in the morning.

Inda Z. Minn

Administrator

Elton N. Dean, Jr.

Chairman