

MINUTES OF REGULAR MEETING
MONTGOMERY COUNTY COMMISSION
DECEMBER 3, 2012

INFORMATION SESSION

Chairman Dean called the Meeting to Order at 8:08 a.m. The meeting was held at the Montgomery County Administration Building and Courthouse Annex III.

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

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS FROM ADMINISTRATOR MIMS

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

Administrator Mims informed the Commission that he would be out of the office on Wednesday and Thursday, December 5 & 6, 2012, attending a Governmental Accounting Conference in Birmingham.

PRESENTATION BY RISK MANAGER SCOTT KRAMER

Risk Manager Scott Kramer briefed the Commission regarding a Project Authorization with Environmental Materials Consultants, Inc., regarding the cleaning of Family Court records. After discussion, the Commission agreed to waive rules and add this item to the agenda.

PRESENTATION BY BOARD OF REGISTRARS CHAIRMAN JIM WILSON

Board of Registrars Chairman Jim Wilson congratulated the Commissioners on behalf of the Board of Registrars for their election and reelections.

Mr. Wilson informed the Commission that the Board of Registrars employees worked overtime to get all registered voters into the system and that Alabama State University students volunteered their time to enter data into the system.

Mr. Wilson briefed the Commission regarding an Agency Agreement authorizing the Secretary of State to act as the County's agent for the purposes of paying postage necessary for the mailing of certain notices to voters and collecting reimbursements from the State Elections Fund as required by Act 95-769 and a related Resolution. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Mr. Wilson informed the Commission that Montgomery County Board of Registrars Board Member Guice Slawson, Jr., resigned from the board and his replacement may attend the Formal Session to be sworn in by the Commission. The administrative staff indicated that they had not been informed of the swearing in.

COMMENTS FROM ADMINISTRATOR MIMS AND DEPUTY ADMINISTRATOR MITCHELL

Administrator Mims distributed the Performance Evaluation of Chief Information and Technology Officer Lou Ialacci and Annual Merit increase from Pay Grade A16, Step 2 to Pay Grade A16, Step 3, effective September 26, 2012. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented a Resolution approving the issuance by The Montgomery County Public Building Authority of a series of its revenue warrants for the purpose of refunding a portion of the Authority's Series 2006 Warrants. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Mitchell briefed the Commission regarding the Final Payment to Summit Waterproofing, Inc., in the amount of \$1,618 for Exterior Weatherization of Annex I. After discussion, the Commission agreed to place this item on the next agenda.

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

Montgomery Area Chamber of Commerce Senior Vice President of Corporate Development Ellen McNair briefed the Commission regarding reimbursement of expenses to the City of Montgomery for Project Delta. After discussion, the Commission agreed to place this item on the next agenda.

Ms. McNair reminded the Commission of the "Success Starts Here" Bus Tour scheduled for December 7, 2012, from 9 a.m – 11 a.m.

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims presented Position Fill Requests for Corrections Officer/Corrections Officer Trainee, Position Numbers 007, 118, and 184 with the Detention Facility. After discussion, the Commission agreed to place these items on the next agenda.

Administrator Mims presented a Position Fill Request for Deputy Sheriff Trainee/Deputy Sheriff, Position Number 078 with the Sheriff's Department. After discussion, the Commission agreed to place this item on the next agenda.

Deputy Administrator Mitchell presented a Position Fill Request for a Mail Room and Stores Clerk with Support Services. After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY JUVENILE COURT ADMINISTRATOR BRUCE HOWELL

Juvenile Court Administrator Bruce Howell briefed the Commission regarding Position Fill Requests for Juvenile Detention Officer, Position Number 900300063 and Juvenile Probation Supervisor, Position Number 900308075 with the Youth Facility. After discussion, the Commission agreed to place these items on the next agenda.

PRESENTATION BY MAYOR TODD STRANGE AND DEPUTY MAYOR JEFF DOWNES WITH THE CITY OF MONTGOMERY

Mayor Todd Strange briefed the Commission regarding the old Montgomery Mall. He stated that the City has been offered to lease 40,000 sq feet and asked if the County would like to utilize 20,000 of the 40,000 sq feet. Deputy Mayor Jeff Downes reviewed the parking access for the Mall. Mayor Strange requested that the County issue a letter of interest regarding utilizing space in the Mall. After discussion, the Commission agreed for Chairman Dean, Vice Chairman Harris, Commissioner Polizos, Administrator Mims and Deputy Administrator Mitchell to look at the options.

PRESENTATION BY COUNTY ENGINEER GEORGE C. SPEAKE

County Engineer George C. Speake briefed the Commission regarding a Position Fill Request for a Road Maintenance Supervisor at the District III Maintenance Facility in Ramer. The Commission agreed to place this item on the next agenda.

Commissioner Williams inquired as to the status of the removal of the traffic signal at the intersection of Air Base Boulevard and Terminal Road which was previously discussed at the last meeting. After discussion, the Commission agreed to waive rules and add a \$25,000 budget change request from the Engineering Department to the agenda to fund the county's portion of the cost of the traffic signal.

PRESENTATION BY DISTRICT ATTORNEY ELLEN BROOKS

District Attorney Ellen Brooks briefed the Commission regarding a letter she wrote them on November 14, 2012, which stated, "The Commission had said they would begin work on the renovation of the 3rd floor of Annex I for my office once the election had passed. I respectfully request your support to begin this work immediately. I would appreciate the opportunity to discuss the renovation with the Commission and look forward to its completion." After discussion, the Commissioners indicated that they would consider her request.

COMMENTS BY DEPUTY ADMINISTRATOR MITCHELL

Deputy Administrator Mitchell informed the Commission that the low bidder in which a Bid Award for window blinds for Annex I, 3rd Floor Renovation was awarded, withdrew his bid and asked the Commission to consider the second lowest bidder. After discussion, the Commission agreed to waive rules and add this item to the agenda.

RECESS TO FORMAL SESSION

Chairman Dean recessed the Information Session to the Formal Session.

FORMAL SESSION

Chairman Dean welcomed everyone to the Formal Session.

The meeting was opened with prayer led by Commissioner Ingram.

The Pledge of Allegiance was led by Commissioner Polizos.

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

Mr. Williams made a motion to approve the Minutes of the Organizational Meeting of November 14, 2012 and the Minutes of the Regular Meeting of November 19, 2012. The motion was seconded by Mr. Polizos and unanimously approved by the Commission.

CONSENT AGENDA

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

Mr. Polizos 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 5, are attached to these Minutes.)

NEW BUSINESS

COUNTY COMMISSION – ADOPTED RESOLUTION TO ADOPT THE COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING REHABILITATION PROGRAM HOUSING REVISED POLICY STATEMENT AND PROCEDURES

The Administrator presented the following letter from Leslie York of Central Alabama Regional Planning and Development Commission:

November 27, 2012

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

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

Dear Donnie:

In reference to the above project, please place the attached revised Policy Statement and Procedures on the agenda for approval at the December 3, 2012 County Commission meeting. Also attached is the Resolution for adoption. As you know, I briefed the Commission on the necessary changes, as requested by ADECA, at the meeting on November 19, 2012. Once approved, please send me a copy of the executed resolution so that I may forward the revised document to ADECA.

Should you have questions, please feel free to call me anytime at (334) 262-4300. Thank you for your attention to this matter.

Sincerely,

/s/ Leslie York

Attachments

End of Letter

Mr. Ingram made a motion to approve the requests. The motion was seconded by Mr. Polizos and unanimously approved by the Commission. (Copies of Resolution, Revised Policy Statement and Procedures and Email, Agenda Pages 1-2 through 1-22, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS
REPROGRAMMING REQUESTS

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

December 3, 2012

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims, County Administrator

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

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

- C-2013-44: Buffalo Soldiers & Troopers M C of Alabama Montgomery Chapter, Inc., for an Endowment for ASU Scholarship Fund and Overhead Expenses for a Montgomery Luncheon/Dinner Event – \$1,500; (Ingram-\$500, Polizos-\$500, and Williams-\$500)
- NC-2013-51: Senior Citizens Christmas Luncheon at King Hill Community Center - \$997.00; (Williams)
- NC-2013-52: Senior Citizens Christmas Luncheon for Richardson Terrace - \$997.00; (Williams)
- NC-2013-53: Senior Citizens Christmas Dinner at Gibbs Village Community Center - \$599.00; (Williams)
- NC-2013-54: Senior Citizens Christmas Luncheon at Flatwood Community Center, for Flatwood Seniors - \$997.00; (Williams)
- NC-2013-55: Senior Citizens Christmas Dinner at Flatwood Community Center, for Montgomery Community Action Agency - \$997.00; (Williams)

End of Memorandum

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

During the Comments by Commissioners and Attendees at the end of the Formal Session Commissioner Ingram requested to waive rules and add the following miscellaneous appropriation and his fellow Commissioner concurred:

- C-2013-45: CATCH, Coalition Against The Cycle of High School Drop Outs, Inc., for Educational Programs - \$1,000; (Ingram-\$500 and Polizos-\$500)

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

COUNTY COMMISSION – APPROVED PAYMENT OF INVOICE FROM IRA BETTS REGARDING THE APPRAISAL OF 1.5 ACRES OF LAND LOCATED AT 8440 U.S. HIGHWAY 331 NEAR SNOWDOWN PARK

The Administrator presented the following memorandum:

November 29, 2012

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Payment of Invoice regarding Appraisal of 1.5 Acres of Land

During the November 19, 2012 County Commission meeting, the Commission discussed an appraisal performed by Ira Betts regarding 1.5 acres of land located at 8440 U.S. Highway 331 near Snowdown Park owned by Dr. Pirtle. The Commission agreed to place the invoice from Mr. Betts on the next agenda for consideration of payment.

I am requesting approval of payment of the invoice in the amount of \$250.00.

Attachment

End of Memorandum

Mr. Polizos made a motion to approve the request. The motion was seconded by Mr. Williams and unanimously approved by the Commission. (Copy of Invoice, Agenda Page 3-2, is attached at to these Minutes.)

COUNTY COMMISSION – APPROVED BID AWARD FOR SECURITY GUARD
SERVICES AT THE OFFICES OF THE PROBATE JUDGE AND REVENUE
COMMISSIONER, BID NUMBER 51100-12B-02

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

MEMORANDUM

To: Donald L. Mims, Administrator
From: Pat Silas, Purchasing Manager
Date: November 15, 2012
Subject: Invitation to Bid No. 51100-12B-029,
Security Guard Services at the Probate
Offices

Request approval of award on the above referenced Invitation to Bid, to the second low bidder of MSF, Inc., for an estimated yearly price of \$77,185.68, be placed on a future agenda for the County Commission meeting. (copy of spread sheet attached)

Low bid of David Tyner Detective Agency, could not furnish the required worker's compensation insurance which was statutory limit or either \$1 M nor could they furnish the E-verify papers required in the Invitation to Bid.

Attachment

End of Memorandum

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copy of Spreadsheet, Agenda Pages 4-2 and 4-3, is attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED BID AWARD FOR TRANSMISSION SERVICE, BID NUMBER 52110-12B-030

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

MEMORANDUM

To: Donald L. Mims, Administrator
From: Pat Silas, Purchasing Manager
Date: November 6, 2012
Subject: Invitation to Bid No. 52110-12B-030,
Transmission Service

Request approval of award on the above referenced Invitation to Bid, to the only bid received, Harlow's Transmission, for the unit price of \$45.00 per transmission service for non-GM vehicles and \$45.00 per transmission service for GM vehicles, be placed on a future agenda for the County Commission meeting. (copy of spread sheet attached)

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

Attachment

End of Memorandum

Mr. Polizos made a motion to approve the request. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copy of Spreadsheet, Agenda Page 5-2, is attached to these Minutes.)

COUNTY COMMISSION APPROPRIATIONS – APPROVED BUDGET CHANGE
REQUEST NUMBER 8

The Administrator requested to approve Budget Change Request Number 8, County Commission Appropriations.

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copy of Budget Change Request, Agenda Page 6-1, is attached to these Minutes.)

PROBATE JUDGE’S OFFICE – TABLED ACTION ON CONSIDERATION OF POSITION
FILL REQUEST FOR ELECTION DIRECTOR, POSITION NUMBER 780081002

The Administrator presented the following memorandum:

November 29, 2012

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims
County Administrator

SUBJECT: Position Fill Request for Probate Judge’s Office

During the November 19, 2012 County Commission meeting, the Commission agreed to place a Position Fill Request for Election Director, Position Number 780081002 on the next agenda for the Probate Judge’s Office.

I am requesting approval of this item.

Attachment

End of Memorandum

Mr. Williams made a motion to table action on consideration of position fill request for election director. The motion was seconded by Vice Chairman Harris. Chairman Dean, Vice Chairman Harris, Mr. Ingram and Mr. Williams voted in favor of the motion. Mr. Polizos voted in opposition and the motion carried. (Copy of Position Fill Request, Agenda Page 7-2, is attached to these Minutes.)

VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (5)

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

DEPARTMENT

1. County Commission
2. Sheriff's Office
3. District Attorney's Office

TRAVEL/TRAINING REQUESTS

- Request Numbers 5 and 6
Request Number 4
Request Numbers 11 and 12

Mr. Williams made a motion to approve the travel/training requests. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copies of Travel/Training Requests, Agenda Pages 8-1 and 8-5, 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:

COUNTY COMMISSION – APPROVED PROJECT AUTHORIZATION WITH ENVIRONMENTAL MATERIALS CONSULTANTS, INC., REGARDING CLEANING OF FAMILY COURT RECORDS

The Administrator requested approval of Project Authorization with Environmental Materials Consultants, Inc., regarding Cleaning of Family Court Records.

Mr. Williams made a motion to approve the request. The motion was seconded by Mr. Ingram and unanimously approved by the Commission. (Copy of Project Authorization Form, Agenda Page 9-1, is attached to these Minutes.)

BOARD OF REGISTRARS – APPROVED AGENCY AGREEMENT AUTHORIZING THE SECRETARY OF STATE TO ACT AS THE COUNTY'S AGENT FOR THE PURPOSES OF PAYING POSTAGE NECESSARY FOR THE MAILING OF CERTAIN NOTICES TO VOTERS AND COLLECTING REIMBURSEMENTS FROM THE STATE ELECTIONS FUND AS REQUIRED BY ACT 95-769 AND ADOPTED RELATED RESOLUTION, SUBJECT TO REVIEW BY THE COUNTY ATTORNEY

The Administrator presented the following memorandum from Board of Registrars Chairman Jim Wilson:

November 19, 2012

MEMORANDUM

TO: Donnie Mims, County Administrator

FROM: Jim Wilson, Chairman, Board of Registrars

RE: Mailing of Voter Cards Jan 2013 (Resolution/Contract with Sec of State)

As you know we are required by law to send out voter update cards and follow-up cards in January of the odd years. This is part of the purge process and allows us to reach each voter on the list of active and inactive voters. Those voters responding with changes are updated and cards returned undeliverable result in the second “up-date” mailing. Voters still not responding with up-dates, go on the list of voters to be purged in two years.

The Secretary of State’s Office will handle the mailing out of the cards (both initial and second-wave) and cover the costs, if the County Commission will adopt and approve the attached Resolution and the Chairman will sign the attached original Contract making the Secretary of State the agent for Montgomery County to affect the outgoing mailings. The 25% rebate on those costs (which would go to the County if it handled the mailings) will go to the Secretary of State.

Costs to Montgomery County which will come from the budget of the Board of Registrars include the cost of a “return” mail permit (approximately \$605) and a per card cost of the returned cards. Of those costs to the County, Montgomery County will receive reimbursement of the cost of the permit and 25% of the per card mailing cost.

I respectfully request that the proposed Resolution and Contract be placed on the next County Commission Agenda and that a signed copy of the Resolution and the original Signed Contract be returned to me for transmittal to the Secretary of State. If you have any questions, please call me on my cell at 221-4959.

Thank you!

End of Memorandum

Mr. Williams made a motion to approve the Agency Agreement authorizing the Secretary of State to act as the County’s Agent for the purposes of paying postage necessary for the mailing of certain notices to voters and collecting reimbursements from the State Elections Fund as required by Act 95-769 and to adopt the related Resolution, subject to review by the County Attorney. The motion was seconded by Mr. Polizos. Mr. Ingram asked for clarification on whether this resolution is the same as all other counties in Alabama. County Administrator Mims responded that the resolution is the same as all other counties in Alabama. Chairman Dean called for a vote on the motion and it was unanimously approved by the Commission. (Copies of Agency Agreement, Resolution and Email, Agenda Pages 10-2 through 10-5, are attached to these Minutes.)

ENGINEERING DEPARTMENT – APPROVED BUDGET CHANGE REQUEST NUMBER 4, FOR A TRAFFIC SIGNAL AT THE INTERSECTION OF TERMINAL ROAD AND AIR BASE BOULEVARD

The Administrator requested to approve Budget Change Request Number 4, Engineering Department.

Mr. Williams made a motion to approve the request. The motion was seconded by Vice Chairman Harris and unanimously approved by the Commission. Mr. Ingram wanted to note that the County will not be responsible for the maintenance, liability or utilities regarding this traffic signal. (Copy of Budget Change Request, Agenda Page 11-1, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED BID AWARD FOR WINDOW BLINDS IN ANNEX I, 3RD FLOOR RENOVATION, BID NUMBER 51101-12B-027

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

MEMORANDUM

To: Donald L. Mims, Administrator

From: Pat Silas, Purchasing Manager

Date: December 3, 2012

Subject: Invitation to Bid 51101-12B-027,
Window Blinds for 3rd Floor Renovation
Annex I

The award of the above referenced bid to Window Moods in the amount of \$4,614.00 was approved by the County Commission on November 19, 2012.

I have just received the attached email from Mr. Burt Martin of Window Moods requesting that he be released from the requirements of the purchase order issued to him due to illness.

Request that approval of award to the next low bid, John McKinney Drapery, LLC, in the amount of \$6,034.00 be placed on the agenda for the County Commission meeting today.

Attachment

End of Memorandum

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

COMMENTS BY COMMISSIONERS AND ATTENDEES

Commissioner Ingram said good morning and that it was good to see everyone. He wished everyone a good week.

Commissioner Williams said good morning to the audience. He informed them that several weeks ago Ms. Richards spoke about her program. He stated that since we have not helped her, that he would like for her to stand up and say good morning. Dr. Sharon Richards, executive director of **CATCH** (Coalition Against the Cycle of High School Dropouts), explained that her program helps students get their GEDs. She stated that the program is accredited and has helped approximately 30-40 students to date. She said that they are located at 1601 Mt. Meigs Road and funds go to help pay for technical support of the computers they use for the program, the utilities, and rent. Mr. Ingram requested to waive rules and add to the agenda a miscellaneous appropriation to CATCH (Coalition Against the Cycle of High School Dropouts), for Educational Programs and his fellow Commissioners concurred. Mr. Ingram and Mr. Polizos requested a \$500 miscellaneous appropriation from each of their discretionary monies for this organization. Mr. Ingram made a motion to approve the request. The motion was seconded by Mr. Williams and unanimously approved by the Commission. Dr. Richards thanked the Commission for their time and support of her program. Commissioner Ingram told her to have a good day. Commissioner Williams told Deborah Warren of Montgomery Working Women Network (MWWN), that the Commission will speak to her shortly.

Commissioner Polizos wished the audience a good morning. He said that Christmas is upon us and encouraged everyone to spend time with their families because there is nothing like family.

Chairman Dean said good morning. He said the most important day in Montgomery County is coming on Thursday - the Employee Luncheon where all department heads should show appreciation of their employees. He added that the Commissioners appreciate all their hard work.

Commissioner Williams informed the audience that the Association of County Commissions of Alabama Legislative Conference is coming up and will be held at the Renaissance Hotel in downtown Montgomery. He added that this will bring tourists to Montgomery.

Vice Chairman Harris told the audience good morning and thanked everyone for attending the meeting. He said that he would like to see more people attending the County Commission meetings in the future. He stated that this is a season of giving and encouraged everyone to open their hearts to give this year, as it is better to give than to receive.

Commissioner Ingram recognized Ms. Charlotte Meadows, past president of the Montgomery County School Board. He wished her a Merry Christmas and told her that it was good to see her.

RECESS TO INFORMATION SESSION

Chairman Dean recessed the Formal Session to the Information Session.

INFORMATION SESSION

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

PRESENTATION BY PARKS AND RECREATION SUPERINTENDENT JAMES WILLIAMS

Commissioner Ingram and Parks and Recreation Superintendent James Williams briefed the Commission regarding funding for a walking trail to join two neighborhoods which share a community pool. Commissioners Ingram and Polizos requested a \$5,000 miscellaneous appropriation from each of their accounts to BONDS for Taylor Lakes and a Budget Change Request in the amount of \$5,000. After discussion, the Commission agreed to place these items on the next agenda.

PRESENTATION BY BARBARA MAYES

Ms. Barbara Mayes briefed the Commission regarding the Royal Ambassadors Med, Inc. program. She informed the Commission that the organization would like to purchase a building located on South Court Street and requested \$30,000 from the Commission for this purchase. After discussion, the Commission asked Ms. Mayes to present an overall plan to them.

COMMENTS FROM ADMINISTRATOR MIMS AND DEPUTY ADMINISTRATOR MITCHELL

Administrator Mims presented Code of Alabama, Title 11: Counties and Municipal Corporations, Section 11-3-2 regarding the eligibility of Commissioners to serve on public boards which states, "Except where otherwise specifically authorized or required by general state or federal law, only one member from a particular county commission may serve on any particular public board, commission, or authority."

Administrator Mims presented a list of Montgomery County Community Punishment and Corrections Authority Board Member reappointments. He noted that Vice Chairman Harris and Commissioner Polizos both serve on the board and that Commissioner's Polizos term expired on December 1, 2012. After discussion, the Commission agreed to work the issue more.

Administrator Mims briefed the Commission regarding Board Member appointments to the Central Alabama Regional Planning and Development Commission. After discussion the Commission agreed to place this item on the next agenda and reappoint the same board members.

Administrator Mims briefed the Commission regarding Board Member appointments to the Montgomery Community Action Agency. Vice Chairman Harris presented a letter from Chief Executive Officer Tom Gardner requesting the reappointment of Willie Parker and Melanie Wilson-Bicatel, the appointment of Roberta Collins to replace Addres Bryant, who is not able to serve, and the appointment of Jannah Bailey to replace Glen Crumpton, who is also not able to serve. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims briefed the Commission regarding Board Members serving on the TIF Project Review Committee and that these members serve by virtue of their offices on the Montgomery County Commission.

Deputy Administrator Mitchell briefed the Commission regarding a Proposal for Change Order from Alfa Builders concerning Annex I, 3rd Floor renovations.

Administrator Mims presented an appraisal regarding 1.5 acres of land located at 8440 U.S. Highway 331 near Snowdoun Park which is owned by Dr. Winston Pirtle. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented a letter from Advertiser Media Group (Montgomery Advertiser) announcing digital access to the newspaper subscriptions.

Administrator Mims presented a letter from the Alabama Historical Commission regarding the addition of Grady School, 147 Old School House Road, Grady, Alabama, to the Alabama Register of Landmarks and Heritage

Administrator Mims presented an Invoice from Garrett Coliseum Redevelopment Corporation in the amount of \$50,000 for FY2013 appropriation. He noted that the FY2012 appropriation in the amount of \$50,000 was contracted through the Montgomery Area Chamber of Commerce. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims presented an email from Managing Director Mike Dunn with Merchant Capital regarding 2012/2013 bond financing update for Montgomery County and the Series 2012 financing timetable. He noted that the Commission would need to approve final pricing at the meeting on December 17, 2012, and that the closing documents would need to be signed on December 19, 2012.

Administrator Mims presented Rule X. Committees from the Montgomery County Commission Rules of Procedure, which states, "The Chair, with the consent of the Commission, may appoint committees as may be needed to assist in the business of the Commission. The meetings of the Committees shall be governed by the Rules of Procedures. All such committees shall be provided a formal charge and shall report to the Commission its findings and recommendations, unless otherwise directed. The Chair shall designate the Chair for each committee appointed. Agendas for committee meetings shall be furnished to all members of the Commission." Administrator Mims mentioned that minutes were to be maintained for each committee meeting.

Administrator Mims presented information regarding County Commission Committees.

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

Administrator Mims noted an employee who had submitted a Notice of Application for Retirement Allowance.

Deputy Administrator Mitchell presented a bid award regarding the build-out of the new East Revenue Commissioner and Probate Judge's Offices. After discussion the Commission agreed to place the bid award on the next agenda.

Deputy Administrator Mitchell briefed the Commission regarding the Revenue Reports for November 2012 from the Tax and Audit Department.

DISCUSSION BY THE COMMISSION

Commissioner Ingram asked that Revenue Manager Terri Henderson and Finance Director Sherrill Thomas give updates at the next meeting. The Commission agreed.

Chairman Dean stated that the Commission needs to look at finding the District Attorney's office space that they need.

Vice Chairman Dan Harris proposed adding a polling place in his district. He stated that he would be presenting a proposal to the Commission.

COMMENTS FROM MANAGER OF PUBLIC AFFAIRS DIDI HENRY

Manager of Public Affairs DiDi Henry reviewed the calendar of events, noting that the annual employee Christmas luncheon would be held on Thursday, December 6th at the First Baptist Church Fellowship Hall.

ADJOURNMENT

Commissioner Williams made a motion to adjourn the meeting of the Montgomery County Commission on December 3, 2012, at 11:06 a.m. The motion was seconded by Commissioner Polizos and unanimously approved by the Commission.

12-03-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-21-12

Check Number	To	Check Number
231392		231447
Total Checks Paid		\$1,352,662.55

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

Agenda

DEC - 3 2012

12-03-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-21-12

Check Number	To	Check Number
231448		231496
Total Checks Paid		\$864,759.76

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

12-03-12 Meeting

MONTGOMERY COUNTY COMMISSION

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

CHECKS ARE DATED 11-30-12

Check Number	To	Check Number
231498		231548
Total Checks Paid		\$83,208.90

CHECK #	PAYEE	AMOUNT	DATE
231497	Renita Davis	\$ 100.00	11/26/12

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

12-03-12 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 11-30-12

Check Number	To	Check Number
231549		231652
Total Checks Paid		\$592,343.35

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

Agenda

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

DEC - 3 2012

CHECKS ARE DATED
11/30/12

Payroll Check Number	114539	To	Payroll Check Number	114659	\$ 115,923.75
Direct Deposits					\$ 897,973.94
Payroll Check Number	114660	To	Payroll Check Number	114669	\$ 200,372.53
Direct Deposits					\$ 64,566.42
Federal Deposits					\$ 337,480.17
Total Payroll Paid					\$ 1,616,316.81

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

RESOLUTION NO. _____

WHEREAS, the Montgomery County Commission has been awarded PY 2012 Community Development Block Grant (CDBG) funds from the Alabama Department of Economic and Community Affairs (ADECA) in order to make housing rehabilitation improvements to eligible and approved houses in the Eastwood Villa community of Montgomery County; and

WHEREAS, implementation of said CDBG project required the Montgomery County Commission to establish a policy that sets forth priorities, procedures, and guidelines under which the rehabilitation program will be conducted; and

WHEREAS, the Montgomery County Commission adopted the required policy at their meeting on November 5, 2012, however, need to revise said policy based on follow-up ADECA review; and

WHEREAS, the attached amended "Policy Statement and Procedures" specifically for CDBG Project No. CY-CM-RR-12-005 has been revised and will be used for implementation of this project alone.

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

SECTION 1. That the attached "Policy Statement and Procedures" that sets forth priorities, procedures, and guidelines under which the rehabilitation program will be conducted is hereby revised and amended and will be used with CDBG Project No. CY-CM-RR-12-005, as implemented by the County.

SECTION 2. That said policy is hereby amended, adopted, and approved by the Montgomery County Commission and will remain in effect for the purpose of the stated project or until said policy is otherwise subsequently amended.

PASSED, ADOPTED AND APPROVED this 3rd day of December, 2012.

ATTEST:

Elton N. Dean, Sr.
Chairman

Donald Mims
County Administrator

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MONTGOMERY COUNTY COMMISSION

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

**Housing Rehabilitation Program for
Eastwood Villa Community
CDBG Project No. CY-CM-RR-12-005**

**Administered By:
MONTGOMERY COUNTY COMMISSION**

*Adopted November 5, 2012
Amended November 19, 2012*

POLICY STATEMENT AND PROCEDURES

**Financial Assistance Provided Through:

THE ALABAMA DEPARTMENT OF ECONOMIC
AND COMMUNITY AFFAIRS**

Overview

The Montgomery County Commission is undertaking efforts to provide financial assistance to qualified homeowners and owners of rental property, where income and tenure qualify the unit for partial financing, to partially or fully rehabilitate the housing units to meet housing priorities established by the County. The defined project area is in the Eastwood Villa community and can be generally defined as those housing units from Plaza Drive west. It is expected that a minimum of eighteen (18) dwelling units will be partially to fully rehabilitated through the program.

The overall objective of the program is the partial to full rehabilitation of those qualified housing units located in the project area that are suitable for rehabilitation, and the implementation of improvements required to bring first and foremost the most critical health and safety concerns in the individual units up to compliance with established housing rehabilitation priorities. This policy sets forth the priorities, procedures and guidelines under which the rehabilitation program will be conducted, and is within the eligibility guidelines set out by the U.S. Department of Housing and Urban Development, the Alabama Department of Economic and Community Affairs and the Housing and Community Development Act of 1974, as amended.

Rehabilitation – Definition & Eligibility

The term "rehabilitation" as used herein is defined as:

"Necessary repairs and improvements required to enable a housing unit to meet the established housing rehabilitation priorities as stated under Part A (K.) herein, and Lead Based Paint Regulations at 24 CFR Part 35 in order to be considered a decent, safe and sanitary dwelling in which to reside."

Only those units considered to be suitable for rehabilitation¹ will be considered for the program and only then after a complete inspection by the Rehabilitation/Code Enforcement Officer and the completion of a rehabilitation cost estimate. As used herein the term "suitable for rehabilitation" is defined as:

A housing unit that is economically feasible² to structurally rehabilitate to bring it into general compliance with adopted standards. Said housing unit must not exceed a \$25,000 cap for the hard costs of rehabilitation as defined at 24 CFR 35.915(b). Further, in compliance with ADECA policy letter 13 (revision dated

¹ A unit that is considered not to meet this criteria may be rehabilitated under the program provided the owner provides all financing required above the amounts provided for herein, and does not cause a financial hardship on the owner occupant or tenant, as the case may be, in so doing.

² Feasibility must be considered in light of ADECA Policy Letter 13 (rev 1) and expenses related to lead based paint regulations. Accordingly, as per the April 19, 2001 joint memo from EPA and HUD abatement requirements (which can be cost prohibitive) are triggered at \$25,000 per unit. Abatement as defined by the Alabama Department of Public Health (Per Sect. 420-3-27-.03(1)(d)) does not include renovation or other activities not designed to permanently eliminate lead based paint hazards.

February 27, 2003) the housing unit's present fair market value must be \$5,000 or more and bringing the unit into compliance shall not exceed 75% of the estimated³ 'after rehabilitation value' of the unit.

Eligibility is determined in accordance with ADECA Policy Letter 23 dated December 1, 1997. An individual housing unit may only be rehabilitated through the State CDBG Program if the unit has either not been brought to code using CDBG funds or has not been rehabilitated with CDBG funds in the previous ten years. Exceptions may be made for water or sewer hook ups and handicap accessibility. Other corrections not previously required or allowed by the adopted housing code, may be allowed with prior written approval from the State. Damage to units as the result of natural disasters is an exception to this policy.

Program Administration

The Montgomery County Rehabilitation Program, as mentioned, will be conducted with funds made available through a Community Development Block Grant. By law, the Montgomery County Commission must administer the program, and through direct assignment, has placed the responsibility on specific personnel as supervised by, or directly by, personnel of the Central Alabama Regional Planning and Development Commission (CARPDC) (a.k.a. Program Administrator, CDBG Program Staff and/or CDBG Staff).

Policy Procedures

This program is designed to provide assistance to approximately eighteen (18) owner occupants or owners of tenant properties who qualify by unit and household income that otherwise qualify under the terms of the policy. To facilitate program implementation this policy is set up in two parts that outline the requirements and terms for owner occupied and tenant properties.

Emphasis will be placed on providing partial rehabilitation in conformance with priorities established at Part A (K.) herein. With eighteen (18) units identified, but not yet determined to be economically feasible to be rehabilitated, the Montgomery County Commission will attempt to address as many established priorities per unit as possible. If it is determined that sufficient funds remain to do additional work on some units to bring them to a higher standard, then priority will be given to households with children or members with physical, mobility-limiting, disabilities. This will likely be done through the use of change orders after work on initial priorities has been completed.

³ Estimate can be done by the Rehabilitation/Code Enforcement Officer and/or someone with a reasonable knowledge of housing values such as an appraiser or banker.

PART A – HOMEOWNER REHABILITATION PROGRAM

Policy Procedures

Outlined below are the eligibility and procedural guidelines that will be used in the Montgomery County Homeowner Rehabilitation Program.

A. Eligibility Requirements – In order to participate in the rehabilitation program an applicant must meet all of the following eligibility requirements:

1. Homeowner – The application must be the owner occupant at the subject dwelling, and be able to provide documentation to prove unquestionable ownership and/or life estate interest.
2. Location – The applicant must reside within the project area as delineated by the approved CDBG application mapping.
3. Rehabilitation Feasibility – The housing unit of the applicant must meet the definition of "suitable for rehabilitation" as contained in this policy.
4. Local Compliances – The housing unit must be in compliance with all local codes and ordinances, as deemed necessary and appropriate.
5. Income – An applicant must have total household income from all persons residing in the household that fall, by household size, within the categories that follow:

<u>Persons in Household</u>	<u>Maximum Annual Household Income</u>
1	\$33,700.00
2	38,500.00
3	43,300.00
4	48,100.00
5	51,950.00
6	55,800.00
7	59,650.00
8 or more	63,500.00

The above income limits are qualified Section 8 Housing Assistance limits set by the U.S. Department of Housing and Urban Development as of the time of preparation. Any subsequent income limits issued by DHUD shall automatically supersede the limits set out above upon the published effective date.

B. Rehabilitation Financing – It is the intent of this homeowner program that each participant be required to contribute a minimum amount of 10% to the cost of rehabilitation construction, or in those cases where the grant maximum must be exceeded, the participant will provide all dollars above the maximum grant allowed. Below is a summary of financing procedures to be used.

1. CDBG Financing – Each rehabilitation contract will be financed with direct CDBG funding through a direct grant not to exceed \$18,000.00, but in every case subject to the definition of "suitable for rehabilitation". There is no guaranteed amount of assistance. The direct grant will be based on work identified as necessary to bring the house up to the aforementioned housing rehabilitation priorities with respect to, first and foremost, health and safety concerns.
2. Private Financing – In order to inform the potential recipient of the 10% match requirement, or in the event that estimated rehabilitation costs will exceed the maximum grant allowance set out herein, the affected applicant will be notified in writing and be instructed to provide proof of ability to provide the amount of matching funds stipulated before the dwelling unit can be contracted.

Private financing on the non-CDBG portion of each case may be arranged as follows:

- (a) Cash Funds – Cash funds may be used to pay the non-CDBG portion of the rehabilitation contract.
 - (b) Individually Arranged Private Financing – The homeowner may arrange individual private financing for the non-CDBG portion of the rehabilitation contract. Such arrangements are subject to approval of the CDBG staff, and must otherwise meet all other requirements of this policy.
3. Other Financing Policies
 - (a) The Montgomery County Commission retains the right to waive limits contained in subsections 1 and 2 above, if strong evidence of undue hardships is presented to the CDBG Program Staff, but in no event can the contract amount trigger lead based paint abatement. Such waivers will be granted only upon the recommendation of the CDBG staff and approval of the County Commission. Examples of undue hardship include the death of a household income earner during the past year, a fire and lack of adequate insurance, or medical expenses documented as extreme.
 - (b) No ceiling will be placed on the amount of private financing participation, and program participants may spend as much over their minimum participation as may be desired.

- C. Applications – During program implementation the CDBG Program Staff will announce specific dates for homeowners to submit application. Advertisements, public service announcements and/or other media will be utilized in making the dates and places of application acceptance known. The dates for application submission will be determined by overall program progress and workload. CDBG Program Staff personnel will be available to assist in application preparation, as well as, to answer any question an applicant might have concerning the program. Application forms will be available and each applicant must sign the form acknowledging that the information given is true to the best of his/her knowledge.

All applications will be kept in strictest confidence and used only by the CDBG Program Staff and appropriate financial institutions with the consent of the applicant.

- D. Statement of Understanding – At the time the application is submitted the applicant will be required to sign a Statement of Understanding, which outlines the various parties' responsibilities under the program.
- E. Application Processing – After an application has been submitted the Program Administrator will take preliminary steps to verify data submitted such as income, household size, and home ownership. Upon completion of this process each applicant will be notified as to whether or not he/she is eligible for consideration.
- F. Applicant Rating – Program participation will generally be provided on a "first come – first served" basis. If more applications are received than can be completed under the program, or within a stated application acceptance period, all completed and eligible applications may then be rated using a point system to determine the priority order in which each case will be processed. If rating is necessary, each applicant will then be notified in writing as to the results of the rating within the application grouping. While "first come – first served" is considered to be the least biased means to determine participation, rating may become necessary. Regardless, the Montgomery County Commission and the Program Administrator reserve the right of flexibility to make decisions which ensure project funding eligibility and cost per beneficiary standards as presented in the application. The rating system to be used on eligible applicants follows:

REHABILITATION APPLICATION RATING SYSTEM

<u>Criteria Category</u>	<u>Maximum Possible Points</u>
Cost of Rehabilitation	
Under \$6,000	5
6,001 – 12,000	4
12,001 – 18,000	3
18,001 – 25,000	2
25,001 & Over	1
	5
Age (By Head of Household)	
Age 62 or Over	1
Age 61 and Under	0
	1
Head of Household	
Female Headed	2
Male Headed	0
	2
Disabled or Handicapped	
Disabled or Handicapped	
Head of Household	2
Disabled or Handicapped	
Member of Household	1
	2
Dependent Minors (Number)	
6 and Over	5
4 to 5	4
1 to 3	3
	<u>5</u>
Maximum Total Points Available	15

- G. Priority Number Assignment – The results of the rating system, if necessary, will place a priority number on each rated application to determine the order in which the application will be processed. Otherwise the applications will be processed in the order they are received and determined eligible.
- H. Application Acceptance Suspension – The Program Administrator may terminate or suspend application acceptance and processing when it appears that more applications have been received than can be assisted with funds available. If acceptance is not terminated in order to gauge demand for the program, applicants will be advised that it is highly unlikely that they will receive help because the County has more applications than they can fund.
- I. Detailed Application Case Processing – The procedure to be followed is below:
1. Ownership – Each applicant must provide a copy of the deed (and/or other pertinent information) to the property and subject dwelling for which rehabilitation is being applied for. Provision of a "life estate interest" from the deed holder may also be submitted as long as it is accompanied with a copy of the deed.
 2. Preliminary Review – The Program Administrator will review each completed application to determine if the applicant is a homeowner, and if so, resides in the subject dwelling. Based on information contained in the application the determination will be made if the applicant is income eligible.
 3. Income and Data Verification – Those applicants who pass the preliminary review may be contacted to provide income verification and any other documentation deemed appropriate to verify the application.
 4. Preliminary Dwelling Inspection – Those applicants who pass the preliminary review and income and data verification, will be contacted to arrange for a preliminary inspection of their dwellings by the CDBG Program Staff and/or the Rehabilitation/Code Enforcement Officer to determine feasibility of rehabilitation. Those applicants whose dwellings are determined not to be suitable for rehabilitation will be interviewed regarding the findings and alternatives. The results of the inspection and conference will be put in writing and forwarded to the applicant.
 5. Preliminary Cost Estimate – Based on the preliminary inspection, the Program Administrator and/or Rehabilitation/Code Enforcement Officer will contact each applicant to inform them of the preliminary cost estimate of the work to be required on the dwelling unit with respect to the five housing rehabilitation priorities established by the Rehabilitation/Code Enforcement Officer (see K. Work Write-Up on page 7), and if necessary, broken down into public and private funds required to rehabilitate the dwelling.

6. Private Financing – Should the estimate exceed the grant maximum contained herein the applicant will then have the responsibility of producing written proof of ability to provide the private match amount contained in the letter addressed in paragraph 5 above. Proof will consist of written letter of credit from a financial institution stating an amount of no less than that required; some evidence of cash or savings availability; or other evidence of ability to match deemed acceptable by the Program Administrator.
7. Final Ranking – Applicants will receive final ranking for construction based on the order in which their eligibility and/or, in the cases where private match is required, the order in which proof of said match is received (with exceptions noted at Section F – Applicant Rating).
8. Failure to Respond – If, during the application review, income verification and proof of match phases of the application processing, any applicant fails to respond to any request for additional information within 30 days of the date of the request, the application will be declared closed and terminated. Reopening closed files will be contingent upon the status of the program and current applications.
- J. Final Application Approval – Based on the results of the steps outlined above, the final approval of an eligible application will be made by the Program Administrator. When concerns or potential conflicts of interest exist, the Program Administrator will let the Chairman and Commission make the decision.
- K. Work Write-Up – Upon final determination and approval of the application the Rehabilitation/Code Enforcement Officer will compile a detailed work write-up, listing items by the following priority categories, for use in obtaining a contractor for the rehabilitation case. Each write-up will be accompanied by an appropriate drawing of the dwelling unit (if useful) outlining areas where work is to be performed and alterations made. All improvements will be in compliance with the 2012 International Residential Code, which are the most recent housing codes adopted by the Montgomery County Commission. In addition, improvements will be in compliance with the Alabama Energy and Residential Codes Manual as adopted by the Energy Division of ADECA on October 1, 2012. As such, said manual is therefore adopted and made a part of these policies and procedures for the County.

ORDER OF HOUSING REHABILITATION PRIORITIES

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. HEALTH and SAFETY <ol style="list-style-type: none"> a. Electrical b. Plumbing c. Steps d. Handrails and Porch Railing 3. FLOOR STRUCTURE | <ol style="list-style-type: none"> 2. WEATHERIZATION <ol style="list-style-type: none"> a. Roofing b. Doors (Exterior and Storm) c. Windows d. Insulation e. Heating and Cooling |
|--|---|

4. EXTERIOR RENOVATIONS

- a. Soffit and Facial Metal
- b. Vinyl Siding
- c. Underpinning
- d. Shutters
- e. Painting

5. INTERIOR RENOVATIONS

- a. Sheetrock
- b. Paneling
- c. Interior Painting
- d. Interior Doors
- e. Kitchen Cabinets
- f. Underlayment
- g. Floorcovering

- L. Contracting – Each contract will be bid or negotiated for the rehabilitation work. Where the opportunity may present itself, lump bidding to obtain economies of scale will be utilized. In all cases the contractor must be on the current approved contractor list maintained by the Montgomery County Commission. No contract may be entered into where the contract amount is above the cost estimate of the Rehabilitation/ Code Enforcement Officer more than 10%. The warranty period for each rehabilitated unit will be one year from the date of the executed completion certification.

No property owner may serve as his or her own contractor for any part of the work to be undertaken.

At the time of contract award the grant funds for the overall contract price will be escrowed for contract payment. Private funds, as required, will be escrowed upon receipt by the Montgomery County Commission, which must occur no later than the date of contract execution.

During construction, the CDBG Program Staff and/or Rehabilitation/Code Enforcement Officer shall conduct periodic inspections to ensure general contract compliance, but does not guarantee the work of the contractor.

During construction, the contractor may request progress payments based on percent of work items completed. These estimates must be approved by the CDBG Program Staff and/or Rehabilitation/Code Enforcement Officer and will be subject to a 10% retainage. All checks are to be made payable to the owner and contractor jointly. Final payment will be made after the final inspection and work acceptance. Prior to this, the contractor must execute a completion certification. If lead clearance testing is required, and if an acceptable test is not received and the dwelling must be retested, the Contractor will be responsible for one hundred percent (100%) of the retesting amount and all work associated with additional cleanup to allow the unit to pass testing.

If, during construction, a need arises for a change order to increase or decrease the amount of work and/or contract amount, a change order will be negotiated. The cost increase negotiated, if any, will be shared by the program and owner in accordance with Section B above provided the change order does not cause the total CDBG share to exceed the grant maximum of \$18,000.00. In this event the amount in excess of the maximum grant will be paid by the owner.

After completion of construction, issuance of final inspection and contractor payment, any private match deposited in escrow and not required for applicable change orders, will be refunded to the property owner.

- M. Period of Affordability – At the time of contract execution, the owner agrees not to sell the rehabilitated property for a period of three years from the date of the final inspection and executed closeout paperwork on the property. In the event the property is sold before the period of affordability expires, the owner agrees to repay the grant portion of the rehabilitation cost on a proportional basis. Grant funds will be repaid at the determined percentage based on remaining months in the period of affordability. For example, in the case of property sold during month 12 of the 36-month period of affordability, where the full \$18,000 grant was received, the grant recipient will repay \$12,000.

PART B – RENTAL REHABILITATION PROGRAM

Policy Procedures

Outlined below are the eligibility and procedural guidelines that will be used in the Montgomery County Rental Rehabilitation Program. It should be noted, however, that owner rehabilitation is preferred over rental rehabilitation and is duly discouraged through the use of a required match.

- A. Eligibility Requirements – In order to participate in the rental rehabilitation program a property must meet all of the following requirements:
1. Owner – The applicant must be the fee simple owner of the unit, and the unit must be for rent or rented on the open market at the time of, or after rehabilitation.
 2. Location – The property must be located within Montgomery County and specifically within the eligible project area as defined in the CDBG application.
 3. Rehabilitation Feasibility – The housing unit, or units, of the applicant must meet the definition of "suitable for rehabilitation" as contained in this policy.
 4. Local Compliances – The unit, or units, must be in compliance with all local codes and ordinances, as deemed necessary and appropriate.
 5. Displacement – No property will be eligible for program participation where the action would require or cause the tenant to be displaced, or the owner displaces a tenant who is not income eligible for reasons of program participation. No household may have been displaced from the unit during the preceding 18 month period for purposes of participating in the rehabilitation program.

6. Occupant(s) – In order to meet statutory requirements of the program the occupant of a dwelling will be required to be within the low-and-moderate income limits that follow:

<u>Persons in Household</u>	<u>Maximum Annual Household Income</u>
1	\$33,700.00
2	38,500.00
3	43,300.00
4	48,100.00
5	51,950.00
6	55,800.00
7	59,650.00
8 or more	63,500.00

The above income limits are qualified Section 8 Housing Assistance limits set by the U.S. Department of Housing and Urban Development as of the time of preparation. Any subsequent income limits issued by DHUD shall automatically supersede the limits set out above upon the published effective date.

- B. Rehabilitation Financing – The Rental Rehabilitation program is designed to provide financial assistance to property owners 50% of the cost of rehabilitation and subject to the following limitations.

1. Public Financing – The public financing shall be in the form of a direct grant not to exceed \$9,000.00 per unit.
2. Private Financing – Private financing may come from any source and shall consist of no less than 50% of the total cost of rehabilitation.

- C. Processing Procedures – Each rehabilitation case shall be processed in a manner based on tasks or steps that are in sequential order. Failure to complete any step may prevent the case from proceeding. The steps follow:

Step 1 Application – The property owner will prepare an application on a furnished application form.

Step 2 Preliminary Review – The application will be reviewed to determine if the case meets all of the eligibility requirements contained in Section A preceding.

Step 3 Preliminary Inspection – Those cases that are determined otherwise eligible are to receive a preliminary inspection to determine occupancy and feasibility of rehabilitation. The owner will be notified as to these determinations and informed that if the case is to proceed he/she may have to produce a title opinion at his/her own expense. The owner will have thirty calendar days to furnish title opinion (if required), or be subject to disqualification.

Step 4 **Income Verification** – Tenants of occupied units will have to have their incomes verified with the assistance of the property owner.

Step 5 **Priorities** – When steps 1-4 have been completed a preliminary cost estimate will be prepared by the Rehabilitation/Code Enforcement Officer, and the owner will be notified by letter of the amount, in a range, that is requested for proof of the private match amount. At this point, the cases will be placed in priority order as they are received.

Any owner applicant that fails to respond to a request for additional information or proof of match during Steps 1-5 within 45 days from the date of the request will be terminated and considered closed.

Step 6 **Work Write-Up** – Upon receipt of proof of match the Rehabilitation/Code Enforcement Officer will then prepare a detailed work write-up and cost estimate based on the housing rehabilitation priorities established under "Part A – Homeowner Rehabilitation Program, Policy Procedures, K. Work Write-Up".

Step 7 **Final Application Approval** – Based on the results of the steps outlined above, the final approval of an eligible application will be made by the Program Administrator. When concerns or potential conflicts of interest exist, the Program Administrator will let the Chairman and Commission make the decision.

Step 8 **Contracting** – Each contract will be bid or negotiated for the rehabilitation work. In all cases the contractor must be on the current approved contractor list maintained by the Montgomery County Commission. No contract may be entered into where the contract amount is above the cost estimate of the Rehabilitation/Code Enforcement Officer more than 10%. The warranty period for each rehabilitated unit will be one year from the date of the executed completion certification.

No property owner may serve as his or her own contractor for any part of the work to be undertaken.

At the time of contract award the private funds for the overall contract price must be escrowed with the Montgomery County Commission for contract payment. Public funds will also be escrowed by the Montgomery County Commission, upon receipt of the drawdown.

During construction the CDBG Program Staff and/or Rehabilitation/Code Enforcement Officer shall conduct periodic inspections to ensure general contract compliance, but does not guarantee the work of the contractor.

If, during construction, a need arises for a change order to increase or decrease the amount of work and/or contract amount, a change order will

be negotiated. The cost increase negotiated, if any, will be shared by the program and owner in accordance with Section B above provided the change does not cause the total CDBG share to exceed the grant maximum of \$9,000.00. In this event the amount in excess of the maximum will be paid by the owner.

Step 9 Inspections – During construction the CDBG Program Staff and/or Rehabilitation/Code Enforcement Officer shall conduct periodic inspections to ensure contract compliance.

Step 10 Payment Requests – During construction the contractor may request progress payments based on percent of work items completed. These estimates must be approved by the CDBG Program Staff and Rehabilitation/Code Enforcement Officer and will be subject to a 10% retainage. All checks are to be made payable to the owner and contractor jointly. Final payment will be made after the final inspection and work acceptance. Prior to this the contractor must execute a completion certification. If lead clearance testing is required, and if an acceptable test is not received and the dwelling must be retested, the Contractor will be responsible for one hundred percent (100%) of the retesting amount and all work associated with additional cleaning to allow the unit to pass testing. Any private match funds remaining in escrow will be refunded to the owner at this time.

D. Other Program Policies

1. **Rent Controls** – There will be no rent controls imposed by the Montgomery County Commission.
2. **Statement of Understanding** – At the time an owner submits an application he/she will be asked to sign a statement of understanding that contains a summary of program policies, and the conditions under which his/her application might be tabled or delayed, and acknowledgment that no tenant has or will be evicted for the purpose of renting the unit to a household with an income eligible for program participation. No application can be accepted without this acknowledgment.
3. **Period of Affordability** – At the time of contract execution, the owner agrees to house the existing or another low-and-moderate income household, as defined in Section A.6. above, for a period of three years, or repay grant funds on a proportional basis. Grant funds will be repaid at the determined percentage based on remaining months in the period of affordability. For example, in the case of property sold or housing a non-low-and-moderate income household during month 12 of the 36-month period of affordability, where the full \$9,000 grant was received, the grant recipient will repay \$6,000.

In addition, the owner agrees that the required low-and-moderate income household that may reside in the structure will be allowed to remain in the rehabilitated structure for a three year period without any rent increase resulting from construction, provided no other terms of the lease have been violated.

4. Participation and Verification Agreement – Should the owner fail to rent to an income eligible household, to the satisfaction of the Montgomery County Commission as based on interviews or other relevant documentation, the owner agrees to repay the grant portion of the rehabilitation cost based on the period of affordability outlined above. The owner will also agree to non-discrimination (i.e., Fair Housing Act) provisions on leases, and to allow the County access to interview tenants as deemed necessary.

MOBILE HOMES, MODULAR HOUSING AND OTHER MANUFACTURED HOUSING

1. The rehabilitation of mobile homes, modular homes or other forms of manufactured housing will be discouraged.
2. Only such forms of housing outlined above will be considered for participation if they are classified as fee simple real estate. In addition, mobile homes must have all axels and towing assembly removed and affixed in some permanent fashion.
3. Only minimum repairs and minimal funds will be made available to the above classifications of housing to meet code with strict enforcement of the "feasible for rehabilitation" definition found on page one herein being enforced.
4. ADECA discourages any participation in excess of \$5,000.00 on a mobile home, modular housing unit, or other manufactured housing unit.

Grievance Procedures

A. General

Any person who believes he/she has been aggrieved by:

1. Determination by Program Staff – A determination by the CDBG Program Staff as to his eligibility for a rehabilitation grant or the amount of such grant; or
2. Failure to Perform – A failure on the part of the CDBG Program Staff and/or Rehabilitation/Code Enforcement Officer to correctly carry out his/her responsibilities in connection with the inspection and work write-up, or eligibility verification process (excluding contractor performance which is to be

conducted under contract procedures) may file a complaint and have his case reviewed by the Chairman of the Montgomery County Commission.

B. Methods of Presentation by Claimant

1. **Oral:** A person may talk over his case either alone or with the assistance of another person with the Chairman within the time limits set forth below. This oral presentation does not preclude the making of a written presentation. The oral presentation will be allowed within the 15 days of the making of such request.
2. **Written:** If the claimant does not receive satisfaction from an oral presentation, or should he desire to forego the oral presentation, a written statement of his beliefs as to what he desires may be made to the Chairman.

C. Time Limits for Making Complaints

Generally speaking, a complaint may be filed for review no later than three (3) months after the date a person is informed of ineligibility for rehabilitation assistance, a person is informed what work is required on his/her dwelling, or a person declines to accept the terms and conditions offered to him/her in relation to the rehabilitation of his/her dwelling.

Extensions of time limits may be granted for good cause on an individual basis.

D. Review of Complaints

Upon receipt of pertinent information, whether oral or written, relative to the complaint, the Chairman shall consider the information supplied by the complaint in light of:

1. The material upon which the original determination was made, including all applicable criteria set forth in the Rehabilitation Policy; and
2. Any additional information the Chairman may, in his/her discretion, obtain by request, investigation or research to insure a fair and full review of the complaint.

A written determination shall be made by the Chairman and given to the complainant. The written determination shall state:

1. The decision of the Chairman
2. The factual and legal basis for the decision and an explanation thereof
3. The relief, if any, to which the complaint is entitled and how this may be achieved

4. In the event the decision is against the claimant, the statement shall inform the claimant that he/she has a right to appeal to the Montgomery County Commission within thirty (30) days.

The decision of the Montgomery County Commission shall be deemed final.

Other Program Policies

- A. Grievance Procedures Dissemination – Each applicant will be given a copy of the Grievance Procedures at the time he/she submits his/her application.
- B. Policy Amendment – If circumstances arise through program requirement changes or any other factor this policy may be amended in whole or in part by County Commission action.
- C. Waiver Policy – The Montgomery County Commission will not grant any waivers under this housing program and all policies and procedures will be adhered to as written and stated herein.
- D. Maintenance Policy – The Montgomery County Commission is not responsible for future maintenance. Rehabilitation provided under this program is limited to the time specified in the rehabilitation individual contract, and the warranty provisions stipulated therein. Nevertheless, in order to encourage long term maintenance by the homeowners, the Program Administrator and Rehabilitation/Code Enforcement Officer will provide in-home counseling of owners in the proper care & maintenance of their houses at the time of contract completion. Further, the County may also elect to provide group training for homeowners at a location in closer proximity to the Eastwood Villa community.
- E. Use of Other Funds – Pursuant to the Letter of Conditional Commitment from ADECA to the Montgomery County Commission, the County must indicate how the other funds shown in the application will be used with CDBG funds in the implementation of the proposed program. For this project, the County will use local funds to pay for grant administration, lead testing and/or the cost of the Rehabilitation/Code Enforcement Officer.

Adoption and Amendment

The Montgomery County Commission Rehabilitation Policy Statement and Procedures for CDBG Project No. CY-CM-RR-12-005 was originally and officially adopted by duly recorded motion of the Montgomery County Commission on November 5, 2012. Said Policy Statement and Procedures is hereby amended as of December 3, 2012.

Tammy Nix

From: Leslie York [lyork@carpdc.com]
Sent: Tuesday, November 27, 2012 9:53 AM
To: Tammy Nix
Subject: RE: Letter for Agenda re revised Resolution
Attachments: Letter to Donnie Mims Transmitting Resolution (12-3-2012).doc; 18 Housing Rehab Policy Statement and Procedures - TOC (Revised 12-3-12).doc; 18 Housing Rehab Policy Statement and Procedures (Adopted 11-5-12) Revised 12-3-12.doc; 18 Resolution to Amend Housing Policy Statement and Procedures (12-3-2012).doc

Tammy –

Attached are the requested letter, resolution and final copy of the policies and procedures and table of contents. Please let me know if you or Donnie need anything else. Thanks!!

Leslie York

Grant Writer
Central Alabama Regional Planning
and Development Commission (CARPDC)
430 South Court Street
Montgomery, AL 36104
334-262-4300
334-262-6976 Fax

The first step toward success is taken when you refuse to be a captive of the environment in which you first find yourself. Mark Caine

This electronic communication is intended solely for the use of the individual to whom it is addressed and may contain information that is privileged, confidential, or otherwise exempt from disclosure. If you are not the intended recipient or the employee or agent responsible for delivering the message 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, please immediately notify the Central Alabama Regional Planning and Development Commission by replying to the original message at the listed email address or fax number. Thank you.

From: Tammy Nix [mailto:TammyNix@mc-ala.org]
Sent: Monday, November 26, 2012 3:49 PM
To: Leslie York
Subject: Letter for Agenda re revised Resolution

Donnie needs a letter from you to put with the Resolution regarding Policy Statement and Procedures for the agenda. He will need an original by 5:00 p.m., Wednesday, 11/28/12.

Thanks,

Tammy Nix
Administrative Secretary
Montgomery County Commission
Office: (334) 832-1204
Fax: (334) 832-2533
www.mc-ala.org

BETTS APPRAISAL SERVICE
IRA BETTS

LL2012033
File No. **LL2012033**

******* INVOICE *******

File Number: **LL2012033**

October 25, 2012

DONNIE MIMS
MR DONNIE MIMS COUNTY ADMINISTRATOR
P O BOX 1667
MONTGOMERY, AL 36102-1667

Borrower : **NONE**

Invoice # :
Order Date :
Reference/Case # : **LL2012033**
PO Number :

8440 U S HWY 331
MONTGOMERY, AL, 36105-6007

ONE HALF APPRAISAL FEE	\$	250.00
	\$	-----
Invoice Total	\$	250.00
State Sales Tax @	\$	0.00
Deposit	(\$	)
Deposit	(\$	)

Amount Due	\$	250.00

Terms: **ON RECEIPT**

Please Make Check Payable To:

IRA BETTS
P O BOX 11382
MONTGOMERY, AL 36111

Fed. I.D. #:

Purchasing Department

[illegible]

Notes:

4-2

**Purchasing Department
Montgomery County Commission**

ABSTRACT FOR BIDS:				BID # 6		BID # 7		BID # 8		BID # 9			
INVITATION TO BID NO. 51100-12B-029													
ISSUED: OCTOBER 15, 2012													
DUE DATE: NOVEMBER 8, 2012													
COUNTY COMMISSION													
TERMS OF PAYMENT / DISCOUNT:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
	SECURITY GUARD												
	SERVICE PROBATE/												
	REVENUE EAST,												
	WEST, SOUTH												
	COST PER HOUR	HR	6240	\$10.35	\$64,771.20	\$10.89	\$67,953.60	\$11.20	\$69,888.00	\$12.83	\$80,059.20	\$9.93	\$61,963.20
	COST FOR TIME/HALF	HR	1196	\$15.00	\$17,940.00	\$16.33	\$19,530.68	\$16.32	\$19,518.72	\$16.83	\$20,128.68	\$14.89	\$17,808.44
TOTAL BID AMOUNTS					\$82,711.20		\$87,484.28		\$89,406.72		\$100,187.88		\$79,771.64

[illegible]

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DEC - 3 2012

BUDGET FORM 6

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 8

DEPARTMENT:	County Commission	REVIEWED:	S. Thomas	11/19/2012
DATE:	11/19/2012	Finance Director		Date
REQUESTED BY:	Donald Mims, Administrator	APPROVED:		
Elected Official/Dept. Head		Administrator		Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Montgomery Humane Shelter	001-55400.290	437,500	50,000	487,500
Misc In-House Appropriations	001-59310.498	7,000	(7,000)	0
County Coroner	001-52400.307	137,280	(20,000)	117,280
County Coroner-Travel	001-52400.265	1,500	(1,500)	0
Fund Balance	001.35900		(21,500)	-21,500
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
TOTAL		583,280	0	583,280

JUSTIFICATION:

To provide additional funds for the Montgomery County Humane Shelter operations.

ORIGINAL

POSITION FILL REQUEST

DEPARTMENT: PROBATE

APPOINTING AUTH.: Judge Reese McKinney, Jr.

SUPERVISOR: Wells Robinson

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: Election Director
POSITION NUMBER: 780081002
PROPOSED EFFECTIVE DATE: 26 November 2012
TYPE OF APPOINTMENT: ☒ PERMANENT ☐ TEMPORARY
RECRUITING:
☐ Promotional Transfer ☐ Transfer
☒ Open Competitive Register ☐ Reemployment
PAY GRADE: A11

Reese McKinney, Jr.
APPOINTING AUTHORITY

15 Nov 2012
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

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

Agenda

DEC - 3 2012

Date: November 20, 2012
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL (Renaissance Montgomery Hotel & Conference Center)
Departure Date: December 5, 2012 Return Date: December 6, 2012
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: to attend Legislative Conference 2012

Traveler (s) Name: 1. Elton Dean 4. Dimitri Polizos
2. Dan Harris 5. Jiles Williams
3. Reed Ingram 6. John Mitchell

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

Total (est.) Cost: \$750.00 Advance Registration Required: \$750.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - \$750.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app.12/03/12 reimbursement of actual and necessary expenses in the
approximate amount of \$750.00 and advance registration of \$750.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$1,345.95</u>	
Budget Available:	<u>\$21,154.05</u>	
Current Requests:	<u>\$750.00</u>	
Budget Balance:	<u>\$20,404.05</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/20/2012

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 6

Agenda

DEC - 3 2012

Date: November 29, 2012
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

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

Traveler (s) Name: 1. Jiles Williams 4. _____
2. John Mitchell 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$4,672.00 Advance Registration Required: \$980.00

Department Name: County Commission Fund Name: _____

Additional Comments: Registration - \$490.00; Meals- \$300.00; Airfare- \$500.00; Hotel - \$916.00
Taxi-/Shuttle - \$100.00; Airport Parking - \$30.00 (COSTS ARE PER PERSON)

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 12/03/12 reimbursement of actual and necessary expenses in the
approximate amount of \$4,672.00 and advance registration of \$980.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$2,095.95</u>	
Budget Available:	<u>\$20,404.05</u>	
Current Requests:	<u>\$4,672.00</u>	
Budget Balance:	<u>\$15,732.05</u>	

Donald L. Mims, Administrator

Reviewed by: M. Knighten

Date: 11/29/2012

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

DEC - 3 2012

Request # 4

Date: November 21, 2012
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: February 10, 2013 Return Date: February 13, 2013
Conference Leave (Days / Hours): 4 days
Purpose of Travel: Alabama Sheriff's Winter Conference

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

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

Total (est.) Cost: \$2,200.00 Advance Registration Required: \$500.00

Department Name: Sheriff's Office Fund Name: 001-52110-265

Additional Comments: _____

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

The above request is app. 12/03/12 reimbursement of actual and necessary expenses in the
approximate amount of \$2,200.00 and advance registration of \$500.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$5,753.80</u>	
Budget Available:	<u>\$19,246.20</u>	
Current Requests:	<u>\$2,200.00</u>	
Budget Balance:	<u>\$17,046.20</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/26/2012

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

DEC - 3 2012

Request # 11

Date: November 26, 2012
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 23, 2013 Return Date: January 25, 2013
Conference Leave (Days / Hours): 3 Days
Purpose of Travel: To Attend: ADAA 2013 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: \$918.00 Advance Registration Required: \$375.00

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

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

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 12/03/12 reimbursement of actual and necessary expenses in the
approximate amount of \$918.00 and advance registration of \$375.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>760-51260.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$45,000.00</u>	
Approved Requests:	<u>\$389.50</u>	
Budget Available:	<u>\$44,610.50</u>	
Current Requests:	<u>\$918.00</u>	
Budget Balance:	<u>\$43,692.50</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/26/2012

cc: Finance Director / Buyer

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda

DEC - 3 2012

Request # 12

Date: November 28, 2012
To: Donald L. Mims, Administrator
From: Ellen Brooks
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: December 7, 2012 Return Date: December 7, 2012
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: To Attend: 2012 Criminal Law CLE

Traveler (s) Name: 1. Lakeita Rox-Love 4. Kenney Gibbs
2. Brittney Bucak 5. James Eubank/Sean McTear
3. Katie Langer 6. Azzie Taylor/Scott Green

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

Total (est.) Cost: \$320.00 Advance Registration Required: \$320.00

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

Additional Comments: _____

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 12/03/12 reimbursement of actual and necessary expenses in the
approximate amount of \$320.00 and advance registration of \$320.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>760-51260.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$45,000.00</u>	
Approved Requests:	<u>\$1,307.50</u>	
Budget Available:	<u>\$43,692.50</u>	
Current Requests:	<u>\$320.00</u>	
Budget Balance:	<u>\$43,372.50</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/28/2012

cc: Finance Director / Buyer

DEC - 3 2012



PROJECT AUTHORIZATION FORM

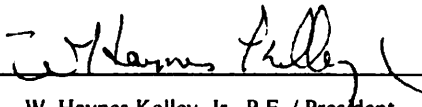
Project Name: Juvenile Court Records Cleaning Date: November 28, 2012

Project Location: Montgomery County Youth Facility, 1111 Air Base Boulevard, Montgomery, AL

Background: Recently mold growth was discovered on the exterior surfaces of leather-bound records that have been stored in a metal shipping container at the Montgomery County Youth Facility. Mold is also likely to be present it settled dust on the outside surfaces of bookshelves, filing cabinets, boxes and other bound records that are in that storage container. Those records are scheduled to be moved into newly a renovated area of Annex I, and before that move the outside surfaces of the records, bookshelves, boxes, and filing cabinets need to be cleaned.

Proposed Services: EMC will employ and coordinate the services of a mold remediation/cleaning contractor who will clean the exterior surfaces of the bound records, bookshelves, boxes and filing cabinets. Cleaning will be accomplished by HEPA vacuuming the outer surfaces of each item using a soft brush vacuum attachment. If necessary, exterior surfaces of the leather-bound volumes will also be wiped with a clean, slightly damp cloth. The cost of this work will be \$3,584.

Notes: 1) The intent of the proposed scope of cleaning is to remove surface mold from the exterior surfaces of the items. Exterior surfaces of boxes and filing cabinets will be cleaned, but not the individual items within them. We will not attempt to move bookshelves to clean the back side. We will not be able to remove mold that has grown into the paper or the leather binding, and we will not attempt to clean individual pages of the bound volumes.

Prepared By: 
W. Haynes Kelley, Jr., P.E. / President

Special Instructions: _____

The proposed services presented above are authorized and the Terms and Conditions shown on the back of this form are accepted.

Montgomery County Commission
Print or type Client Name (individual, firm or corporation)

101 South Lawrence Street, Montgomery, AL 36104
Client Address

Signature of Authorized Representative _____ Date _____

Print or type Name of Authorized Representative and Title _____

9-1

STATE OF ALABAMA

DATE: December 3, 2012

COUNTY OF MONTGOMERY

AGENCY AGREEMENT

The Montgomery County Commission hereby authorizes the Alabama Secretary of State to act as its agent for the purposes of paying postage necessary for the mailing of certain notices to voters as required by Act 95-769 and collecting reimbursements from the State Elections Fund associated with compliance with Act 95-769. The County Commission understands that the Secretary of State will be paying postage on the voter notifications required by §17-4-30(a), Code of Alabama (1975) for which the Commission will be obligated to reimburse the Secretary of State by this agreement and that such reimbursement shall occur from monies the County is entitled to for such costs from the State Elections Fund pursuant to §17-4-31, Code of Alabama (1975) . The County Commission also agrees that the business reply mail account fee and business reply mail postage charges will remain its responsibility for which it may be reimbursed by the State of Alabama under the normal operation of the Act.

Chairman
Montgomery County Commission

Acceptance by the Secretary of State:

Beth Chapman
Secretary of State

RESOLUTION BY
MONTGOMERY COUNTY, ALABAMA, COMMISSION

WHEREAS Act 95-769 requires the Montgomery County Board of Registrars to implement a voter file maintenance process, and

WHEREAS Act 95-769 also requires the Montgomery County Commission to pay the cost of postage necessary to mail certain notices to voters and to subsequently apply for and receive reimbursement for such costs from the State of Alabama, and

WHEREAS the Alabama Secretary of State has indicated that her office is willing to serve as the agent for the Montgomery County Commission for the purposes of paying postage costs and collecting reimbursements for such costs from the State Elections Fund as provided for in Act 95-769, and

WHEREAS the Alabama Secretary of State served as the agent for the Montgomery County Commission in 1997, 2001, 2005 and 2009, for the purposes of paying postage costs and collecting reimbursements from the State Elections Fund as provided for in Act 95-769, now therefore

BE IT RESOLVED BY the Montgomery County Commission that it hereby agrees to appoint the Secretary of State to serve as its agent for the purposes of paying postage costs necessary for the mailing of certain notices to voters as required by Act 95-769 and collecting reimbursements for such costs from the State Elections Fund as provided in the Act, and now

BE IT FURTHER RESOLVED that the Chairman of the Montgomery County Commission is authorized to execute an agency agreement to be entered into between this county and the Office of the Alabama Secretary of State.

Adopted this 3rd day of December of the year 2012.

Elton N. Dean, Sr., Chairman

Daniel Harris, Jr., Vice Chairman

Jiles Williams, Jr., Commissioner

Dimitri Polizos, Commissioner

Reed Ingram, Commissioner

Tammy Nix

From: Jim Wilson
Sent: Wednesday, November 21, 2012 2:21 PM
To: Donald Mims
Subject: FW: IMPORTANT! Voter File Maintenance Program
Attachments: Voter File Maintenance Program - 2013 Cycle - County Agreements.pdf

Donnie: After our last telecom, the attached pdf. Versions of the Resolution and Contract with the Secretary of State came in. Hope this helps. Have a Happy Thanksgiving!!! Thanks Jim Wilson

From: Packard, Ed [<mailto:Ed.Packard@sos.alabama.gov>]
Sent: Tuesday, November 20, 2012 2:42 PM
To: BOR -- All Counties
Subject: IMPORTANT! Voter File Maintenance Program

Dear Registrars ...

In January of 2013 we will begin the next cycle of the state's Voter File Maintenance program. The cycle will start with a mass mailing to all registered voters in your county and statewide. The purpose of the mailing is to determine whether the address on each voter's record remains valid.

Please find attached a PDF file containing two documents that must be executed by your County Commission and the Chair of your County Commission so that the Secretary of State's office can conduct this mailing on your behalf. The Secretary of State will cover all of the postage costs instead of your county having to pay the postage and then seek reimbursement from the state.

However, if these documents are not executed, your office will be responsible for mailing the required cards. Further, your county will have to pay all associated postage expenses and then seek reimbursement from the state.

Please coordinate with your County Commission so that the resolution and agency agreement are executed and returned to the Secretary of State no later than December 31, 2012.

The Commission should keep the original of the resolution for its records. **Send our office a photocopy of the resolution after it has passed the Commission.**

Return the original agency agreement with the Commission Chair's original signature to our office so that Secretary Chapman can sign it. We will then forward a signed copy of the agreement back to you for your records.

Please mail these documents to me at the following address. Do not FAX or email.

Elections Division
Attn Ed Packard
PO Box 5616
Montgomery, Alabama 36103

If you have any questions about this email or the attached documents, please let me know.

Additional information regarding the printing of the purge list, the January purge, and the Voter File Maintenance program will be sent in the coming days.

Thank you.

--Ed

Ed Packard
Supervisor of Voter Registration
Elections Division
Office of the Secretary of State
State of Alabama

Phone: 334-242-4845
FAX: 334-242-2444

DEC - 3 2012

BUDGET FORM 5

MONTGOMERY COUNTY COMMISSION BUDGET CHANGE REQUEST

REQUEST NUMBER 4

DEPARTMENT: Engineering REVIEWED: S. Thomas 12/05/2012
 Finance Director
 Date
 REQUESTED BY: George C. Speake APPROVED: _____
 Elected Official/Dept. Head 12/5/2012 Administrator _____
 Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Road Construction Supplies	117-53104.213	115,000	(25,000)	90,000
Traffic Signal cost	117-53104.230	0	25,000	25,000
TOTAL		115,000	0	115,000

JUSTIFICATION:

County cost share associated with the City of Montgomery's proposed upgrade of the traffic signal at the intersection of Air Base Blvd. and Terminal Rd. Approved by suspending the rules at the County's 12/3/2012 regular meeting. Cost shares agreed upon were: \$25,000-County, \$5,000-Goodwill Industries and \$20,000 plus signal upgrade work-City. The total project cost estimated to be \$50,000.

Window Moods, Inc.
PO Box 11074
Montgomery, AL 36111

December 2, 2012

Montgomery County Commission
Purchasing Department
Attn: Pat Silas
PO Box 1667
Montgomery, AL 36102-1667

Reference: Purchase Order # 2013-00029121

Subject: Release from Purchase Order due to medical reasons

Dear Pat,

We spoke late last week and I informed you that I might be having some surgery.

I have since learned the nature of the surgery and the doctor's prognosis for my recovery will make it impossible for me to prepare for or perform on the purchase order referenced.

The surgery is scheduled for Monday morning, December 3, 2012, and is described as "low anterior resection" of the colon. Dr. Seirafi, the surgeon performing the operation, informed me to expect to be in the hospital for at least the next week and in recovery and rehabilitation for the next month or longer. During the recovery time, I will be physically limited and further restricted from performing any lifting or carrying of anything weighing over 3-5 pounds.

For this reason, I am respectfully requesting to be released from the requirements of the Purchase Order referenced, without prejudice or penalty, to deal with the surgery and my recovery.

Sincerely,

Burt W. Martin

Purchasing Department

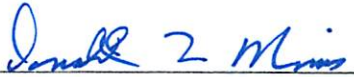
[illegible]

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ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting stood adjourned until Monday, December 17, 2012, at 8:00 in the morning.



Administrator



Chairman