

MINUTES OF REGULAR MEETING

MONTGOMERY COUNTY COMMISSION

JANUARY 3, 2017

INFORMATION SESSION

Chairman Dean called the meeting to order at 8:05 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 Sankey. All five Commissioners were present.

COMMENTS FROM SCHEDULED ATTENDEES, STAFF AND COMMISSIONERS

COMMENTS FROM ADMINISTRATOR MIMS

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

DISCUSSION BY THE COMMISSION

Chairman Dean requested a \$4,500 miscellaneous appropriation from his account to Montgomery Community Action Agency for community service programs.

Commissioner Harris requested a \$3,000 miscellaneous appropriation from his account to the Montgomery YMCA, Bell Road YMCA Branch, for the Montgomery Fire AAU Basketball program.

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

COMMENTS FROM ADMINISTRATOR MIMS

Administrator Mims briefed the Commission regarding a letter from ADECA informing them that we were not awarded the housing rehabilitation grant for the Eastwood Villa Community. Chairman Dean inquired as to what agencies received the grants. Administrator Mims stated that he would research the matter.

Administrator Mims presented Budget Change Request Number 19, County Commission Appropriations, in the amount of \$125,000 to provide an additional Commissioner miscellaneous appropriation budget, \$25,000 per district, for Montgomery County public education purposes. After discussion, the Commission agreed to waive rules and add this item to the agenda.

PRESENTATION BY ADA COMPLIANCE COORDINATOR MAZE MARSHALL,
DIRECTOR OF GENERAL SERVICES STEVE JONES WITH THE CITY OF
MONTGOMERY AND DIRECTOR OF RISK MANAGEMENT SCOTT KRAMER

ADA Compliance Coordinator Maze Marshall, Director of General Services Steve Jones with the City of Montgomery, and Director of Risk Management Scott Kramer briefed the Commission regarding a proposed Professional Services Agreement with Mr. Marshall to perform ADA services for Montgomery County. The Commission agreed to discuss this issue further.

PRESENTATION BY DIRECTOR OF PUBLIC INFORMATION & EXTERNAL AFFAIRS
MICHAEL BRIDDELL AND DIRECTOR OF GENERAL SERVICES STEVE JONES WITH
THE CITY OF MONTGOMERY

Director of Public Information & External Affairs Michael Briddell and Director of General Services Steve Jones with the City of Montgomery briefed the Commission regarding the downtown library renovations. Vice Chairman Walker inquired as to the cost sharing for the Montgomery City/County Library system. Administrator Mims noted that there is a 50% City and 50% County sharing on operations, but for capital improvements it is on a case by case basis. Vice Chairman Walker noted that the County paid approximately \$8 million for the Youth Facility renovation and there was no cost to the City even though it is a cost sharing facility. No actions was taken by the Commission. (Copy of Juliette Hampton Morgan Renovation Project Projected Budget 2016-2017, Agenda Pages 15-1 and 15-2, is attached to these Minutes.)

PRESENTATION BY ACTING JUVENILE COURT ADMINISTRATOR BEVERLY WISE
AND JUVENILE DETENTION DIRECTOR BRANDI K. ALEXANDER WITH THE YOUTH
FACILITY

Acting Juvenile Court Administrator Beverly Wise and Juvenile Detention Director Brandi K. Alexander with the Youth Facility briefed the Commission regarding an Alabama Department of Youth Services Grant/Subsidy Agreement for Part I and Part II Funds. After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY PROBATE JUDGE STEVEN L. REED

Probate Judge Steven L. Reed requested authorization to hire a Confidential Secretary at Pay Grade A06, Step 7 (\$43,967). After discussion, the Commission agreed to waive rules and add this item to the agenda.

PRESENTATION BY CHIEF INFORMATION AND TECHNOLOGY OFFICER LOU
IALACCI

Chief Information and Technology Officer Lou Ialacci requested to borrow the Commissioners county-issued cell phones so that his department could perform an update.

PRESENTATION BY COUNTY ENGINEER GEORGE SPEAKE

County Engineer George Speake briefed the Commission regarding Amendment Number 1 to Contract with Dunn Construction Co., Inc., for crushed stone (Contract Number 53000-16B-006). After discussion, the Commission agreed to place this item on the next agenda.

PRESENTATION BY DIRECTOR OF GENERAL SERVICES LAMAR ALLEN AND DEPUTY ADMINISTRATOR CAUTHEN

Director of General Services Lamar Allen briefed the Commission regarding a Preliminary Cost Study Analysis from Robinson and Associates Architecture, Inc., for the Sheriff's Office Vehicle Maintenance Shop. He recommended that Architect Robinson move forward to prepare construction documents for bidding this project with a 13,203 g.s.f. building. After discussion, the Commission agreed to the recommendation. (Copy of Preliminary Cost Study Analysis for the Sheriff's Office Maintenance Shop, Agenda Pages 16-1 through 16-6, is attached to these Minutes.)

Administrator Mims stated that City officials expressed an interest in renting parking spaces in the 100 South Perry Street parking deck and that Director of Business & Commercial Development Mac McLeod is researching the issue to determine how many spaces they are considering.

Deputy Administrator Cauthen informed the Commission that there are several building projects that the County will be working on, which includes shower replacement in the new detention facility, repainting the old detention facility and weatherization of several buildings. She stated that they would have the estimated cost for these projects soon.

Commissioner Harris inquired as to the status of interview process of the consultants who responded to the Request for Proposals for Implementation of Montgomery County's Minority and Women-Owned Business Initiative. Administrator Mims explained the Open Meetings law regarding this subject and stated that he would provide Commissioner Harris with a copy of the law.

COMMENTS FROM ADMINISTRATOR MIMS AND DEPUTY ADMINISTRATOR CAUTHEN

Deputy Administrator Cauthen presented a District Office Lease Amendment regarding the Office of U.S. Representative Terri Sewell. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Deputy Administrator Cauthen briefed the Commission regarding a Bid Award to Diversified Companies, LLC for off-site printing of notices, Bid Number 51500-17B-006 for the Revenue Commissioner's Office. After discussion, the Commission agreed to waive rules and add this item to the agenda.

Administrator Mims briefed the Commission regarding Payment of 2016-2017 Membership Dues in the amount of \$175 to Leadership Alabama for Commissioner Harris. After discussion, the Commission agreed to place this item on the next agenda.

Administrator Mims stated that Alabama Code §36-25-4.2 State Ethics Commission – State Ethics Law training programs, requires county commissioners to obtain ethics training within 120 days of being sworn into office. He provided website pages, which show how to access the ethics training video. He noted that newly-elected Commissioners Sankey and Singleton are scheduled to attend an ethics course conducted by Auburn University and will not have to view the online training course.

Administrator Mims stated that representatives from Alabama-Korea Education & Economic Partnership (A-KEEP) Program are requesting to make a presentation at the next meeting. The Commission agreed to meet with them.

DISCUSSION BY THE COMMISSION

Commissioner Harris requested that a representative from the Montgomery S.T.E.P. Foundation be invited to meet with the Commission at a future meeting. There was no objection.

PRESENTATION BY PUBLIC AFFAIRS DIRECTOR DIDI HENRY

Public Affairs Director DiDi Henry briefed the Commission on upcoming events.

RECESS TO EXECUTIVE SESSION

Administrator Mims presented a letter from Senior Vice President of Corporate Development Ellen G. McNair, Montgomery Area Chamber of Commerce regarding the Calling of an Executive Session to Discuss a Commerce or Trade Matter. Vice Chairman Walker made a motion to go into the Executive Session. The motion was seconded by Commissioner Sankey and unanimously approved by each Commissioner, openly giving their individual vote. Administrator Mims noted that all five Commissioners were present and that the Commission would reconvene to the Formal Session in approximately 20 minutes. Chairman Dean recessed the Information Session to the Executive Session. (Letter from Ellen McNair and a Checklist for Conducting Lawful Executive Sessions, Pages 17-1 and 17-2, are attached to these minutes)

RECESS TO FORMAL SESSION

Commissioner Sankey made a motion to recess the Executive Session. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. Chairman Dean recessed the Executive Session to the Formal Session.

FORMAL SESSION

Chairman Dean welcomed everyone to the Formal Session.

The meeting was opened with prayer led by D’Linell Finley, Pastor of Southlawn Baptist Church, at the request of Chairman Dean.

The Pledge of Allegiance was led by Vice Chairman Walker.

Administrator Mims called Roll to establish a quorum, and the following Commissioners were present: Chairman Dean, Vice Chairman Walker and Members Harris, Sankey and Singleton. Also present were County Attorney Thomas T. Gallion, III and County Engineer George C. Speake.

Commissioner Harris made a motion to approve the Minutes of the Regular Meeting of December 19, 2016. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission.

CONSENT AGENDA

Administrator Mims presented the Accounts Payable Checks and Payroll Checks Authorization for approval.

Commissioner Sankey made a motion to approve the Accounts Payable and Payroll Checks, as presented by Administrator Mims. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Accounts Payable Checks and Payroll Checks Authorization, Consent Agenda Pages 1 through 4, are attached to these Minutes.)

NEW BUSINESS

CENTRAL ALABAMA AGING CONSORTIUM – APPROVED BOARD MEMBER APPOINTMENT

Commissioner Harris made a motion to appoint Doug Singleton to the Central Alabama Aging Consortium and to serve at the pleasure of the County Commission. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copy of Memorandum, Agenda Page 1-1, is attached to these Minutes.)

RISK MANAGEMENT – APPROVED AMENDMENT NUMBER 3 TO AGREEMENT – SHARING OF ON-SITE PRIMARY CARE CLINICS WITH THE CITY OF MONTGOMERY, ALABAMA AND MONTGOMERY WATER WORKS AND SANITARY SEWER BOARD REGARDING PARTICIPATION AND LOCATION OF WORKERS COMPENSATION AND OCCUPATIONAL HEALTH SERVICES

Commissioner Harris made a motion to approve Amendment Number 3 to Agreement – Sharing of On-Site Primary Care Clinics with the City of Montgomery, Alabama and Montgomery Water Works and Sanitary Sewer Board regarding Participation and Location of Workers Compensation and Occupational Health Services. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Memorandum and Amendment, Agenda Pages 2-1 through 2-3, are attached to these Minutes.)

ENGINEERING DEPARTMENT – APPROVED AMENDMENT NUMBER 1 TO CONTRACT WITH OSBURN ASSOCIATION, INC., FOR TRAFFIC SIGNAGE & SUPPLIES, CONTRACT NUMBER 53104-16B-005

Vice Chairman Walker made a motion to approve Amendment Number 1 to Contract with Osburn Association, Inc., for Traffic Signage & Supplies, Contract Number 53104-16B-005. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copies of Memorandum and Amendment, Agenda Pages 3-1 and 3-2, are attached to these Minutes.)

COUNTY COMMISSION – APPROVED WRITTEN NOTICE OF RENEWAL OF THE LEASE AGREEMENT WITH EAST MONTGOMERY INVESTMENT COMPANY FOR THE PROBATE-REVENUE EAST OFFICE

Commissioner Harris made a motion to approve Written Notice of Renewal of the Lease Agreement with East Montgomery Investment Company for the Probate-Revenue East Office. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copy of Memorandum, Agenda Page 4-1, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED MISCELLANEOUS APPROPRIATIONS REPROGRAMMING REQUESTS

Administrator Mims requested approval of the miscellaneous appropriations included in his memorandum dated January 3, 2017. During the County Commission Meeting, Chairman Dean requested that the following miscellaneous appropriation reprogramming requests be added and his fellow Commissioners concurred:

C-2017-29: Montgomery Community Action Agency, for Community Service Programs - \$4,500; (Dean)

C-2017-30: Montgomery YMCA, for the Bell Road YMCA Branch, for Montgomery Fire AAU Basketball Program - \$3,000; (Harris)

Commissioner Singleton made a motion to approve Miscellaneous Appropriations Reprogramming Requests. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copy of Memorandum, Agenda Pages 5-1 and 5-2, is attached to these Minutes.)

FINANCE DEPARTMENT – APPROVED PUBLIC ADMINISTRATION INTERN POSITION AND RELATED POSITION FILL REQUEST

Vice Chairman Walker made a motion to approve Public Administration Intern Position and Related Position Fill Request. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Memorandum and Position Fill Request, Agenda Pages 6-1 and 6-2, are attached to these Minutes.)

DETENTION FACILITY – APPROVED POSITION FILL REQUEST FOR ADMINISTRATIVE SUPPORT ASSOCIATE (CO0013), POSITION NUMBER 500013232

Commissioner Sankey made a motion to approve Position Fill Request for Administrative Support Associate (CO0013), Position Number 500013232. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of

Memorandum and Position Fill Request, Agenda Pages 7-1 and 7-2, are attached to these Minutes.)

SHERIFF'S OFFICE – APPROVED POSITION FILL REQUEST FOR DEPUTY SHERIFF CORPORAL (CO0429), POSITION NUMBER 550429131

Vice Chairman Walker made a motion to approve Position Fill Request for Deputy Sheriff Corporal (CO0429), Position Number 550429131. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Memorandum and Position Fill Request, Agenda Pages 8-1 and 8-2, are attached to these Minutes.)

BOARD OF REGISTRARS – APPROVED BUDGET CHANGE REQUEST NUMBER 3

Commissioner Singleton made a motion to approve Budget Change Request Number 3, Board of Registrars. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission. (Copy of Memorandum, Agenda Page 9-1, is attached to these Minutes.)

VARIOUS DEPARTMENTS – APPROVED TRAVEL/TRAINING REQUESTS (14)

DEPARTMENTS

TRAVEL/TRAINING REQUESTS

- | | |
|---------------------------|--------------------------------|
| 1. County Commission | Request Numbers 11 and 12 |
| 2. Probate Judge's Office | Request Number 4 |
| 3. Information Systems | Request Number 3 |
| 4. Sheriff's Office | Request Numbers 14, 15 and 16 |
| 5. Youth Facility | Request Numbers 9 and 10 |
| 6. Risk Management | Request Number 5 |
| 7. Personnel Department | Request Numbers 7, 8, 9 and 10 |

Vice Chairman Walker made a motion to approve Travel/Training Requests (14). The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Travel Training Requests, Agenda Pages 10-1 through 10-14, are attached to these Minutes.)

WAIVE RULES

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

PROBATE JUDGE'S OFFICE – APPROVED HIRING OF CONFIDENTIAL SECRETARY AT PAY GRADE A06, STEP 7 (\$43,967)

Commissioner Harris made a motion to approve Hiring of a Confidential Secretary at Pay Grade A06, Step 7 (\$43,967). The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copy of Memorandum, Agenda Page 11-1, is attached to these Minutes.)

COUNTY COMMISSION – APPROVED DISTRICT OFFICE LEASE AMENDMENT
REGARDING THE OFFICE OF U.S. REPRESENTATIVE TERRI SEWELL

Vice Chairman Walker made a motion to approve District Office Lease Amendment regarding the Office of U.S. Representative Terri Sewell. The motion was seconded by Commissioner Harris and unanimously approved by the Commission. (Copies of Memorandum and Lease Amendment, Agenda Pages 12-1 through 12-8, are attached to these Minutes.)

REVENUE COMMISSIONER’S OFFICE – APPROVED BID AWARD TO DIVERSIFIED
COMPANIES, LLC FOR OFF-SITE PRINTING OF NOTICES, BID NUMBER 51500-17B-
006

Commissioner Harris made a motion to approve Bid Award to Diversified Companies, LLC for Off-Site Printing of Notices, Bid Number 51500-17B-006. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies of Memorandum and Bid Tabulation, Agenda Pages 13-1 and 13-2, are attached to these Minutes.)

COUNTY COMMISSION APPROPRIATIONS – APPROVED BUDGET CHANGE
REQUEST NUMBER 19 TO COMMISSIONER EDUCATION MISCELLANEOUS
APPROPRIATIONS IN THE AMOUNT OF \$125,000

Commissioner Harris made a motion to approve Budget Change Request Number 19 to Commissioner Education Miscellaneous Appropriations in the amount of \$125,000. The motion was seconded by Commissioner Singleton and unanimously approved by the Commission. (Copies Memorandum and Budget Change Request, Agenda Pages 14-1 and 14-2, are attached to these Minutes.)

COMMENTS BY COMMISSIONERS AND ATTENDEES

Commissioner Singleton said good morning to everyone and Happy New Year. He also said that he wanted to thank all the ones who attended the meeting and taking the time to show the Commission their support.

Commissioner Sankey said good morning and Happy New Year.

Vice Chairman Walker greeted everyone and asked County Engineer George Speake if his department had to do any repair work due to the storms over the weekend. Mr. Speake answered that they did not. Vice Chairman Walker stated that the Commission appreciates all the work the Engineering Department does and wished everyone Happy New Year.

Chairman Dean said good morning and welcomed everyone back. He said that he expects 2017 to be an outstanding year and thanked everyone for all they did during 2016.

Commissioner Harris said good morning and wished everyone a Happy New Year.

ADJOURNMENT

Commissioner Harris made a motion to adjourn the meeting of the Montgomery County Commission on January 3, 2017, at 9:44 a.m. The motion was seconded by Vice Chairman Walker and unanimously approved by the Commission.

1-2-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-16-16

Check Number	To	Check Number
266048		266099
Total Checks Paid		\$819,767.92

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

AGENDA

JAN - 3 2016

1-2-17 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-16-16

Check Number	To	Check Number
266100		266178
Total Checks Paid		\$435,390.86

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

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED 12-23-16

Check Number	To	Check Number
266179		266276
Total Checks Paid		\$917,276.44

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

1/2/17 Meeting

AGENDA

JAN - 3 2016

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
12/23/16

Payroll Check Number	126947	To	Payroll Check Number	127018	\$ 49,327.64
Direct Deposits					\$ 857,310.24
Payroll Check Number	127019	To	Payroll Check Number	127042	\$ 257,240.73
Direct Deposits					\$ 407,841.84
Federal Deposits					\$ 328,020.33
Total Payroll Paid					\$ 1,899,740.78

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

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
334.832.1210
FAX: 334.832.2533
TDD: 334.265.3568
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AGENDA

JAN - 3 2016

December 29, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Board Member Appointment to Central Alabama Aging Consortium

The Montgomery County Commission, at its meeting on December 19, 2016, agreed to place on the next agenda the appointment of Commissioner Doug Singleton as a board member of the Central Alabama Aging Consortium. This appointee will serve at the pleasure of the County Commission.

I am requesting approval of this appointment.

DLM/tn

- A COUNTY OLDER THAN THE STATE -

P.O. BOX 1667 MONTGOMERY, ALABAMA 36102-1667 PHONE: 334.832.1210

1-1

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



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AGENDA

JAN - 3 2016

December 20, 2016

MEMORANDUM

TO: Donald L. Mims
County Administrator

FROM: Scott Kramer *SK*
Director of Risk Management

SUBJECT: Sharing of CareHere Clinic for Workers Compensation Medical Services

As you are aware, the County Commission, the Montgomery Water Works, and the City of Montgomery have partnered to share three CareHere primary care clinics since 2010. As I discussed with the County Commission on December 19, 2016, over the last three years, the City and County have also shared the CareHere clinic for workers compensation medical services as well.

At this time, the Montgomery Water Works has decided to join the City and the County Commission in sharing the CareHere Clinic for workers compensation medical services. The costs of the labs, supplies, staffing costs, drug test costs and management fees will be based on an allocation of 80% assumed by the City, 10% assumed by the County and 10% assumed by the Water Works. The management fees will be based on 30% of the staffing costs. The Amendment to the Agreement with the three government entities is attached. This agreement has been reviewed by the County Attorney. I am requesting the County Commission's approval of this item outlined above and in the attachment.

cc: Florence Cauthen

- A COUNTY OLDER THAN THE STATE -

P.O. Box 1667 MONTGOMERY, ALABAMA 36102-1667 PHONE: 334.832.1210

2-1

AMENDMENT TO AGREEMENT - SHARING OF ON-SITE PRIMARY CARE CLINICS

between

THE MONTGOMERY COUNTY COMMISSION

and

THE CITY OF MONTGOMERY, ALABAMA

and

MONTGOMERY WATER WORKS AND SANITARY SEWER BOARD

AMENDMENT NO. 3

DATE: December 5, 2016

The above contract is hereby amended as follows (of original MOA dated August 2, 2010):

I. Participation and Location of Workers Compensation and Occupational Health Services

The location of the Primary Care Clinic to be used for Workers Compensation and Occupational Health services to be used by the participants of the City, the County and the Montgomery Water Works is 310 South Hull Street, Montgomery, Alabama.

III. Costs / Fees Associated with Workers Compensation and Occupational Health Services

The allocation of pass-through costs and management fees will be based on 80% assumed by the City, 10% assumed by the County and 10% assumed by the Montgomery Water Works. The pass-through costs, include, but are not limited to, items such as labs, supplies, staffing costs and drug testing costs. Management fees will be based on 30% of staffing costs.

{Execution on Following Page}

THE CITY OF MONTGOMERY

Page 1 of 2

By: _____
Todd Strange
Mayor

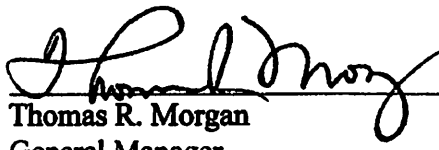
Date: _____

MONTGOMERY COUNTY COMMISSION

By: _____
Elton N. Dean, Sr.
Chairman

Date: _____

**MONTGOMERY WATER WORKS AND
SANITARY SEWER BOARD**

By: _____

Thomas R. Morgan
General Manager

Date: 12/5/16

AGENDA

JAN - 3 2016

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Myrtle Singleton, Purchasing Manager *mls*

DATE: December 9, 2016

RE: Contract No. 53104-16B-005
Traffic Signage & Supplies

I request that the attached Amendment No. 1 to Osburn Associates, Inc. contract for traffic signage and supplies be considered for approval on a future agenda.

Amendment No. 1 will allow the contract to be extended for one (1) year, beginning January 4, 2017 and ending on January 3, 2018.

Osburn Associates, Inc. chooses not to increase prices during this contract period. All other provisions of the contract shall remain the same.

This contract extension has been coordinated with George Speake, County Engineer.

Attachment

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

Amendment
To
Contract # 53104-16B-005

Amendment No. 1

Contract with Osburn Associates, Inc. for Traffic Signage and Supplies is hereby extended for one (1) year, beginning January 4, 2017 and ending January 3, 2018.

There will be no price increase during this contract period

All other provisions of the contract remain the same.

WITNESS:

OSBURN ASSOCIATES, INC.

BY: _____

TITLE: _____

WITNESS:

MONTGOMERY COUNTY COMMISSION

BY: _____

TITLE: _____

December 13, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen 
Deputy Administrator

SUBJECT: Probate-Revenue East Office

Under the terms of the Lease Agreement between the Montgomery County Commission and East Montgomery Investment Company for the Probate-Revenue East Office, the Commission has an option to extend the lease for an additional five years at the same rate of rent, \$53,280, in years one and two. Rent will increase to \$54,800 in years three and four and \$56,480 in year five. The annual operating costs fee will remain \$18,400 in years one and two. It will increase to \$19,040 in years three and four and \$19,600 in year five.

Written notice to renew must be delivered to the landlord 180 days prior to expiration of the term on October 31, 2017. I request that the Commission authorize written notice of renewal of the lease agreement as provided in Section 19.29 of the Lease Agreement dated February 21, 2012, and the Commencement of Term Agreement dated May 4, 2015.

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
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AGENDA

JAN - 3 2016

January 3, 2017

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims, County Administrator ^{DLM}

SUBJECT: Miscellaneous Appropriations Reprogramming Requests

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

- NC-2017-59: City of Montgomery, to be used by BONDS to Support Knollwood Homeowner's Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,000; (Singleton)
- NC-2017-60: City of Montgomery, to be used by BONDS to Support Homeview/Bearmash Neighborhood Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$1,500 (Harris-\$750, Sankey-\$750)
- NC-2017-61: City of Montgomery, to be used by BONDS to Support Capitol Heights Civic Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$250; (Sankey)
- NC-2017-62: City of Montgomery, to be used by BONDS to Support Brookview Estates Neighborhood Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$500; (Sankey)
- NC-2017-63: City of Montgomery, to be used by BONDS to Support Sheridan Heights Neighborhood Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - \$500; (Sankey)

- A COUNTY OLDER THAN THE STATE -

P.O. BOX 1667 MONTGOMERY, ALABAMA 36102-1667 PHONE: 334.832.1210

NC-2017-64: BOE, Wares Ferry Road Elementary School, for Principal's Discretionary Fund - \$500; (Sankey)

NC-2017-65: BOE, ED Nixon Elementary School, for Principal's Discretionary Fund - \$500; (Sankey)

DLM/tn

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN



DONALD L. MIMS
ADMINISTRATOR
SHERRILL R. THOMAS, CPA
FINANCE DIRECTOR

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON

MONTGOMERY COUNTY COMMISSION
FINANCE DEPARTMENT

334.832.1230
TDD 334.265.3568
FAX 334.832.2533

AGENDA

JAN - 3 2016

Memo

To: Donald L. Mims, Administrator
From: Sherrill R. Thomas, Finance Director *ST*
Date: 12/13/2016
Re: Position Request Finance Department- Public Administration Intern

In 2016 the Personnel department implemented a College Intern Program whereby college students can earn credit while getting experience in their career field. The internship can be paid or unpaid.

The Finance Department has selected an Accounting student to intern for the 2017 spring semester. The student will work a minimum of 9 hours per week for 15 weeks.

I would like to pay the intern and have available funds in my budget to cover the estimated \$2,100 cost of the temporary Public Administration Intern position.

Approval of the attached position fill request is requested.

POSITION FILL REQUEST

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

DEPARTMENT: Montgomery County Commission - Finance

DEPARTMENT HEAD: Sherrill Thomas

SUPERVISOR: Sherrill Thomas

1. Position Title Public Administration Intern

Position Number TBD

Proposed Effective Date January 9, 2017

Type of Appointment () Permanent (x) Temporary

Recruiting

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

Pay Grade A04 - \$13.8295 per hour

Sherrill Thomas
Department Head

Date December 13, 2016

2. Administrative Review

() Approved
() Disapproved

Funding Authority

3. Certification

Promotional _____ Candidates
Open-Competitive _____ Candidates
Transfer _____ Candidates

Personnel Director Date _____

4. Selectee: _____

Appointing Authority Date _____

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

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
334.832.1210
FAX: 334.832.2533
TDD: 334.265.3568
WWW.MC-ALA.ORG

AGENDA

JAN - 3 2016

December 29, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims **DLM**
County Administrator

SUBJECT: Position Fill Request for Detention Facility

The Montgomery County Commission, at its meeting on December 19, 2016, agreed to place on the next agenda a Position Fill Request for Administrative Support Associate (CO0013), Position Number 500013232, from the Detention Facility.

I am requesting approval of this item.

/tn

Attachment

- A COUNTY OLDER THAN THE STATE -

P.O. Box 1667 MONTGOMERY, ALABAMA 36102-1667 PHONE: 334.832.1210

Requisition for Montgomery City County Personnel
For Recruitment, Referral of Eligible Lists, and Special Appointments

Status: Routed to County Commission
Requisition ID: 1288

Date Requisition Created: 11/30/2016 7:45:07 AM

Requisition Properties

Start Date	11/30/2016		PositionNumber	500013232
Desired Hire Date	12/19/2016		Recruitment Number	
Position Type	Prefer Position(s) to be Filled By			
Open Competitive	☒	Open Competitive	☒	

Department and Class Information

		Administrative Support Associate	
Department Name		SelBudget	Job Class Code and Title
Detention Facility	☒	50 - DETENTION FACILITY	CO0013 - Administrative St ☒
Override Dept Name		Certify Register from Alternate Job Class	
Select Department	☒	Select Job Class and Job Title	☒

List Requirements

You must provide a number from 1 to 99 for the number of vacancies.

# Vac	Jurisdictions		Emp. Status	
1 ☒	Montgomery County	☒	Full-Time	☒
Notes				

[View Details](#)



Requisition Supporting Information

Proposed			County
Effective	12/19/2016		Payroll
Date of Hire		Pay Grade A03-1	Number
		(\$25,630 - \$38,294)	

Notes

Replacement of Tynida Sayles - Position #232



COUNTY
USE ONLY
Manpower
Data Entered
By

COUNTY
USE ONLY
Manpower
Data Entered
On



ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
FLORENCE M. CAUTHEN
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334.832.1210
FAX: 334.832.2533
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WWW.MC-ALA.ORG

AGENDA

JAN - 3 2016

December 29, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims ^{DLM}
County Administrator

SUBJECT: Position Fill Request from the Sheriff's Office

The Montgomery County Commission, at its meeting on December 19, 2016, agreed to place on the next agenda a Position Fill Request for Deputy Sheriff Corporal (CO0429), Position Number 550429131 from the Sheriff's Office.

I am requesting approval of this item.

DLM/tn

Attachment

- A COUNTY OLDER THAN THE STATE -

P.O. BOX 1667 MONTGOMERY, ALABAMA 36102-1667 PHONE: 334.832.1210

Requisition for Montgomery City County Personnel
For Recruitment, Referral of Eligible Lists, and Special Appointments

Status: Routed to County Commission
Requisition ID: 1299

Date Requisition Created: 12/12/2016 11:43:02 AM

Requisition Properties

Start Date	12/12/2016		Position Number	550429131
Desired Hire Date	1/3/2017		Recruitment Number	
Position Type	Promotional	☒	Prefer Position(s) to be Filled By	☐
			Select One	

Department and Class Information

Department Name	Sheriff	☒	SelBudget	55 - SHERIFF	☒	Job Class Code and Title	CO0429 - Deputy Sheriff Corporal	☒
Override Dept Name	Select Department	☒	Certify Register from Alternate Job Class	Select Job Class and Job Title	☒			

List Requirements

You must provide a number from 1 to 99 for the number of vacancies.

# Vac	Jurisdictions	☒	Emp. Status	☒
1	Montgomery County	☒	Full-Time	☒
Notes				View Details

Requisition Supporting Information

Proposed	Effective	1/3/2017		Pay Grade	PS2-01	County	Payroll
Date of Hire						Number	

Notes

Deputy Sheriff Corporal - Replacement of Robert Whitmore,
Position #131

COUNTY
USE ONLY
Manpower
Data Entered
By

COUNTY
USE ONLY
Manpower
Data Entered
On

JAN - 3 2016

Request Number: 3

DEPARTMENT: Board of Registrars REQUESTED BY: George Noblin 12/20/2016
Elected Official/Dept. Head Date

FINANCE REVIEW:	REVIEWED BY:	<u>S. Thomas</u>	<u>12/28/2016</u>
		Finance Director	Date

COMMISSION APPROVAL PROCESSING: Briefing Memo
Agenda XX

COUNTY COMMISSION APPROVAL: _____

Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Advertising	001-51920.253	1,000	2,500	3,500
Postage	001-51920.252	18,401	(2,500)	15,901
TOTAL		19,401	0	19,401

JUSTIFICATION:

To cover the cost of publishing the Voter Removal Lists as required by the National Voter Registration Act of 1993 and the Alabama Statewide Voter File Maintenance process.

Revised 12/14/2016

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Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 11

AGENDA

JAN - 3 2016

Date: December 27, 2016
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, Alabama
Departure Date: January 19, 2017 Return Date: January 19, 2017
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend the ACCA District Meeting

Traveler (s) Name: 1. Elton Dean 4. Ronda Walker
2. Dan Harris 5. Doug Singleton
3. Isaiah Sankey 6. Donald Mims

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

Total (est.) Cost: \$120.00 Advance Registration Required: \$120.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - \$120.00

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

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$120.00 and advance registration of \$120.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$4,644.27</u>	
Budget Available:	<u>\$17,855.73</u>	
Current Requests:	<u>\$120.00</u>	
Budget Balance:	<u>\$17,735.73</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/29/2016

cc: Finance Director / Buyer

10-1

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 12

AGENDA
JAN - 3 2016

Date: December 29, 2016
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Prattville, Alabama
Departure Date: January 19, 2017 Return Date: January 20, 2017
Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend the Auburn University Government & Economic Development
Institute-University Outreach Public Budgeting and Financial Management Course
/ Administrator Mims is an Instructor at the course

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

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

Total (est.) Cost: \$25.00 Advance Registration Required: \$0.00

Department Name: County Commission Fund Name: General

Additional Comments: No Registration Cost (Instructor) - Meals \$25.00

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

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$25.00 and advance registration of \$25.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,500.00</u>	
Approved Requests:	<u>\$4,644.27</u>	
Budget Available:	<u>\$17,855.73</u>	
Current Requests:	<u>\$145.00</u>	
Budget Balance:	<u>\$17,710.73</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/29/2016

cc: Finance Director / Buyer

10-2

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 4

AGENDA

JAN - 3 2016

Date: December 22, 2016
To: Donald L. Mims, Administrator
From: Probate Judge Steven L. Reed
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Point Clear, Alabama
Departure Date: January 8, 2017 Return Date: January 11, 2017
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Alabama Probate Judges 2017 Winter Conference

Traveler (s) Name: 1. Judge Steven L. Reed 4. _____
2. William Flowers 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$3,500.00 Advance Registration Required: \$1,000.00

Department Name: Probate Fund Name: 001-51300.265

Additional Comments: registration check will be hand delivered the day of the conference

To: Probate Judge Steven L. Reed
From: Donald L. Mims, Administrator

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$3,500.00 and advance registration of \$1,000.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51300.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$17,000.00</u>	
Approved Requests:	<u>\$5,104.00</u>	
Budget Available:	<u>\$11,896.00</u>	
Current Requests:	<u>\$3,500.00</u>	
Budget Balance:	<u>\$8,396.00</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/28/2016

cc: Finance Director / Buyer

10-3

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 3

AGENDA

JAN - 3 2016

Date: December 22, 2016
To: Donald L. Mims, Administrator
From: Lou Ialacci
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL
Departure Date: January 24, 2017 Return Date: January 27, 2017
Conference Leave (Days / Hours): 4 days
Purpose of Travel: 3x Logic (Infinias) Certification & Training

Traveler (s) Name: 1. Mike Adams 4. _____
2. Mark Minniefield 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,798.44 Advance Registration Required: \$1,300.00

Department Name: Information Systems Fund Name: General

Additional Comments: Training Registration (2) \$1,300 Lodging (2) \$800 Meals (2) \$600
Mileage \$98.44

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

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$2,798.44 and advance registration of \$1,300.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-51965.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$22,000.00</u>	
Approved Requests:	<u>\$0.00</u>	
Budget Available:	<u>\$22,000.00</u>	
Current Requests:	<u>\$2,798.44</u>	
Budget Balance:	<u>\$19,201.56</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/28/2016

cc: Finance Director / Buyer

10-4

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 14

AGENDA

JAN - 3 2016

Date: December 20, 2016
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: San Antonio, Texas
Departure Date: January 28, 2017 Return Date: January 31, 2017
Conference Leave (Days / Hours): 2 Days
Purpose of Travel: attend Mental Health Conference

Traveler (s) Name: 1. Gayle Atchison 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$2,400.00 Advance Registration Required: \$800.00

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

Additional Comments: _____

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

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$2,400.00 and advance registration of \$800.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52110.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$10,373.24</u>	
Budget Available:	<u>\$14,626.76</u>	
Current Requests:	<u>\$2,400.00</u>	
Budget Balance:	<u>\$12,226.76</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/21/2016

cc: Finance Director / Buyer

10-5

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 15

AGENDA

JAN - 3 2016

Date: December 22, 2016
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Glynco (Brunswick), GA
Departure Date: February 13, 2017 Return Date: February 17, 2017
Conference Leave (Days / Hours): 5 Days
Purpose of Travel: attend Court Security Seminar

Traveler (s) Name: 1. Alton Knight 4. _____
2. Earl Frazier 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$200.00 Advance Registration Required: \$0.00

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

Additional Comments: only expected expense will be for fuel

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

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$200.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52110.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$25,000.00</u>
Approved Requests:	<u>\$10,373.24</u>
Budget Available:	<u>\$14,626.76</u>
Current Requests:	<u>\$2,600.00</u>
Budget Balance:	<u>\$12,026.76</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/28/2016

cc: Finance Director / Buyer

10-6

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 16

AGENDA

JAN - 3 2016

Date: December 28, 2016
To: Donald L. Mims, Administrator
From: Sheriff Derrick Cunningham
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, Alabama
Departure Date: January 13, 2017 Return Date: January 13, 2017
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: attend Opioid Overdose & Reversal Training

Traveler (s) Name: 1. Wesley Richerson 4. Sheena Tarver
2. Marcus Houser 5. _____
3. Joshua Douglass 6. _____

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

Total (est.) Cost: \$100.00 Advance Registration Required: \$0.00

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

Additional Comments: _____

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

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$100.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>	
Fund Code:	<u>001-52110.265</u> (ex: 000-00000-000)
Description:	<u>Registration & Training</u>
Current Budget:	<u>\$25,000.00</u>
Approved Requests:	<u>\$10,373.24</u>
Budget Available:	<u>\$14,626.76</u>
Current Requests:	<u>\$2,700.00</u>
Budget Balance:	<u>\$11,926.76</u>

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/28/2016

cc: Finance Director / Buyer

10-7

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

AGENDA

JAN - 3 2016

Date: December 5, 2016
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Gulf Shores, Al.
Departure Date: February 22, 2017 Return Date: February 24, 2017
Conference Leave (Days / Hours): 3 days
Purpose of Travel: Attend The Alabama Conference of Social Work

Traveler (s) Name: 1. Patricia Strickland 4. _____
2. _____ 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$500.00 Advance Registration Required: _____

Department Name: Youth Facility Fund Name: 001-52603-265

Additional Comments: _____

To: Acting Juvenile Court Administrator
From: Donald L. Mims, Administrator

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$500.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52603.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$13,000.00</u>	
Approved Requests:	<u>\$2,839.99</u>	
Budget Available:	<u>\$10,160.01</u>	
Current Requests:	<u>\$500.00</u>	
Budget Balance:	<u>\$9,660.01</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/7/2016

cc: Finance Director / Buyer

10-8

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

AGENDA

JAN - 3 2016

Date: December 22, 2016
To: Donald L. Mims, Administrator
From: Bruce R. Howell
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery - Renaissance
Departure Date: March 3, 2017 Return Date: March 3, 2017
Conference Leave (Days / Hours): 1 day
Purpose of Travel: Attend one day training on Psychopharmacology
6 1/4 CEUs

Traveler (s) Name: 1. Warren Brantley 4. _____
2. Linda Parsley-Engle 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$400.00 Advance Registration Required: _____

Department Name: Youth Facility Fund Name: 001-52603-265

Additional Comments: _____

To: Acting Juvenile Court Administrator

From: Donald L. Mims, Administrator

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$400.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>001-52603.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$13,000.00</u>	
Approved Requests:	<u>\$3,339.99</u>	
Budget Available:	<u>\$9,660.01</u>	
Current Requests:	<u>\$400.00</u>	
Budget Balance:	<u>\$9,260.01</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/28/2016

cc: Finance Director / Buyer

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Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 5

AGENDA

JAN - 3 2016

Date: December 14, 2016
To: Donald L. Mims, Administrator
From: Scott Kramer, Risk Manager
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: San Antonio, Texas
Departure Date: February 22, 2017 Return Date: February 25, 2017
Conference Leave (Days / Hours): (3) Days
Purpose of Travel: to attend 2017 PRIMA Board Meeting

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

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

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

Department Name: Risk Management Fund Name: Liability

Additional Comments: ***All expenses will be handled by PRIMA***

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

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$0.00 and advance registration of \$0.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>007-51100.265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$15,000.00</u>	
Approved Requests:	<u>\$939.80</u>	
Budget Available:	<u>\$14,060.20</u>	
Current Requests:	<u>\$792.74</u>	
Budget Balance:	<u>\$13,267.46</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/16/2016

cc: Finance Director / Buyer

10-10

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 7

AGENDA

JAN - 3 2016

Date: December 16, 2016
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: February 7, 2017 Return Date: February 7, 2017
Conference Leave (Days / Hours): 5 hours
Purpose of Travel: to attend the Career Fair at Faulkner University

Traveler (s) Name: 1. Margaret Broekhoven 4. _____
2. Brittany Lopez 5. _____
3. _____ 6. _____

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration Fee - \$50.00

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

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$50.00 and advance registration of \$50.00 is authorized.

To be completed by the Finance Department

Fund Code:	<u>123-51961-190</u>	(ex: 000-00000-000)
Description:	<u>Recruiting</u>	
Current Budget:	<u>\$2,000.00</u>	
Approved Requests:	<u>\$1,391.40</u>	
Budget Available:	<u>\$608.60</u>	
Current Requests:	<u>\$50.00</u>	
Budget Balance:	<u>\$558.60</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/21/2016

cc: Finance Director / Buyer

10-11

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 8

AGENDA

JAN - 3 2016

Date: December 16, 2016
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL
Departure Date: March 10, 2017 Return Date: March 10, 2017
Conference Leave (Days / Hours): 4 Hours
Purpose of Travel: to attend the Spring Career Fair 2017 at ASU

Traveler (s) Name: 1. Margaret Broekhoven 4. _____
2. Jessalyn Peck 5. _____
3. _____ 6. _____

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

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

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration Fee - \$300.00

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

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$300.00 and advance registration of \$300.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>123-51961-190</u>	(ex: 000-00000-000)
Description:	<u>Recruiting</u>	
Current Budget:	<u>\$2,000.00</u>	
Approved Requests:	<u>\$1,391.40</u>	
Budget Available:	<u>\$608.60</u>	
Current Requests:	<u>\$350.00</u>	
Budget Balance:	<u>\$258.60</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/21/2016

cc: Finance Director / Buyer

10-12

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 9

AGENDA

JAN - 3 2016

Date: December 23, 2016
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: New Orleans, LA
Departure Date: June 18, 2017 Return Date: June 22, 2017
Conference Leave (Days / Hours): 4 Days
Purpose of Travel: to attend the 2017 Society of Human Resource Management Conference

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

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

Total (est.) Cost: \$2,844.89 Advance Registration Required: \$1,575.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Registration - 1575.00; Meals - 375.00; Mileage - 349.89; Parking - 85.00
Hotel - 460.00 (Room rate \$920/2 - sharing with another professional attending)

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

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$2,844.89 and advance registration of \$1,575.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$263.84</u>	
Budget Available:	<u>\$24,736.16</u>	
Current Requests:	<u>\$2,844.89</u>	
Budget Balance:	<u>\$21,891.27</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/28/2016

cc: Finance Director / Buyer

10-13

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Request # 10

AGENDA

JAN - 3 2016

Date: December 23, 2016
To: Donald L. Mims, Administrator
From: Carmen Douglas, Director
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Troy, AL
Departure Date: April 19, 2017 Return Date: April 19, 2017
Conference Leave (Days / Hours): 1 Day
Purpose of Travel: to attend the Troy University Career Fair

Traveler (s) Name: 1. Margaret Broekhoven 4. _____
2. Brittany Lopez 5. _____
3. _____ 6. _____

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

Total (est.) Cost: \$125.00 Advance Registration Required: \$125.00
Department Name: Personnel Fund Name: Merit System
Additional Comments: Registration Fee - \$125.00

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

The above request is app. 1/3/17 reimbursement of actual and necessary expenses in the
approximate amount of \$125.00 and advance registration of \$125.00 is authorized.

<i>To be completed by the Finance Department</i>		
Fund Code:	<u>123-51961-265</u>	(ex: 000-00000-000)
Description:	<u>Registration & Training</u>	
Current Budget:	<u>\$25,000.00</u>	
Approved Requests:	<u>\$263.84</u>	
Budget Available:	<u>\$24,736.16</u>	
Current Requests:	<u>\$2,969.89</u>	
Budget Balance:	<u>\$21,766.27</u>	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 12/28/2016

cc: Finance Director / Buyer

10-14

Revised October 12, 2005



STEVEN L. REED
PROBATE JUDGE
MONTGOMERY COUNTY

AGENDA
JAN - 3 2017

MEMORANDUM

To: Montgomery County Commission

Cc: Donnie Mims

From: Steven L. Reed, Probate Judge

Date: December 28, 2016

Re: Request to wave rules and approve pay for the appointment of Mrs. Pringle as the Confidential Executive Assistant for The Probate Judge, Steven L. Reed

I have appointed Mrs. Rhonda Pringle to the open position of Confidential Executive Assistant. She come to us with over 20 years of experience and a Master's Degree. Based on Mrs. Pringle's experience, we would like to start her at paygrade A6-Step7 (\$43,967.00 annual). This amount is currently in our budget for this position.

Thank you for your favorable consideration.

AGENDA

JAN - 3 2017

December 29, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Florence M. Cauthen, Deputy Administrator 

SUBJECT: District Office Lease for U.S. Representative Terri Sewell

Attached is a District Office Lease Amendment and Attachment for Congresswoman Terri A. Sewell for space located in the Montgomery County Courthouse Annex III for the 115th Congress. The term of the lease commences on January 3, 2017, and shall end on January 2, 2019, and the monthly rental is zero.

I request that rules be waived and the Lease Amendment and Attachment be placed on the agenda for approval.

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease Amendment

(Page 1 of 2 – 115th Congress)

1. **Prior Lease Term.** The undersigned Landlord (“Lessor”) and Member of the U. S. House of Representatives (“Lessee”) agree that they previously entered into a District Office Lease (“Lease”) (along with the District Office Lease Attachment), which covered the period from 1/3/2015 to _____ for the lease of office space located at 101 South Lawrence Street, Annex 3 in the city, state and ZIP of Montgomery, AL 36104.
2. **Extended Term.** If applicable, the above referenced Lease is extended through and including January 2, 2019. (This District Office Lease Amendment (“Amendment”) may not provide for an extension beyond January 2, 2019, which is the end of the constitutional term of the 115th Congress.)
3. **Rent and Any Other Changes.** The monthly rent for the extended term of the Lease shall now be 0.00. All other provisions of the existing Lease shall remain unchanged and in full effect, except for the following additional terms, which are modified as indicated in the space below [If no additional terms are to be modified, write the word “NONE” below].
NONE.
4. **District Office Lease Attachment for 115th Congress.** This Amendment shall have no force and effect unless and until accompanied by an executed District Office Lease Attachment for the 115th Congress and the District Office Lease Attachment for the 115th Congress attached hereto supersedes and replaces any prior District Office Lease Attachment.
5. **Counterparts.** This Amendment may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
6. **Section Headings.** The section headings of this Amendment are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.

[Signature page follows.]

U.S. House of Representatives
Washington, D.C. 20515
District Office Lease Amendment
(Page 2 of 2 – 115th Congress)

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease Amendment as of the later date written below by the Lessor or the Lessee.

Montgomery County Commission, Elton Dean-Chairman

Congresswoman Terri A. Sewell

Print Name of Lessor/Landlord/Company

Print Name of Lessee

By: _____

Lessee Signature

Lessor Signature

Name:

Title:

Date

Date

***This District Office Lease Amendment must be accompanied with an executed
District Office Lease Attachment.***

123

Washington, D.C. 20515

District Office Lease Attachment

(Page 1 of 5 – 115th Congress)

SECTION A
(Lease Amenities)

Section A designates whether the leased space will be the Member/Member-Elect's flagship (primary) office and sets forth the amenities provided by the Lessor to be included in the Lease. Except as noted below, the amenities listed are not required for all district offices.

To be completed by the Member/Member-elect:

- ☐ The leased space will serve as my flagship (primary) District Office.
- ☒ The leased space will NOT serve as my flagship (primary) District Office.

To be completed by the Lessor:

- ☐ Amenities are separately listed elsewhere in the Lease.
(The below checklist can be left blank if the above box is checked.)

The Lease includes (please check and complete all that apply):

(Items marked with an asterisk and in bold are required for all flagship offices of Freshman Members of the 115th Congress.)

- ☐ * **Broadband and/or Cable Access to the Leased Space (e.g. Comcast, Cox, Verizon, etc.).**
(Verify broadband access by entering the address of the leased space at www.broadbandmap.gov)
- ☐ * **Interior Wiring CAT 5e or Better within Leased Space.**
- ☐ **Lockable Space for Networking Equipment.**
- ☐ **Telephone Service Available.**
- ☒ **Parking.** ☒ _____ Assigned Parking Spaces
 ☐ _____ Unassigned Parking Spaces
 ☒ General Off-Street Parking on an As-Available Basis
- ☒ **Utilities.** Includes: _____
- ☒ **Janitorial Services.** Frequency: As needed.
- ☐ **Trash Removal.** Frequency: _____
- ☐ **Carpet Cleaning.** Frequency: _____
- ☐ **Window Washing.** ☐ **Window Treatments.**
- ☐ **Tenant Alterations Included In Rental Rate.**
- ☐ **After Hours Building Access.**
- ☐ **Office Furnishings.** Includes: _____
- ☐ **Cable TV Accessible.** If checked, Included in Rental Rate: ☐ Yes ☐ No
- ☐ **Building Manager.** ☐ Onsite ☐ On Call Contact Name: _____
Phone Number: _____ Email Address: _____

Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.
Copies may also be faxed to 202-225-6999.

District Office Lease Attachment

(Page 2 of 5 – 115th Congress)

SECTION B

(Additional Terms and Conditions)

1. **Incorporated District Office Lease Attachment.** Lessor (Landlord) and Lessee (Member/Member-Elect of the U.S. House of Representatives) agree that this District Office Lease Attachment ("Attachment") is incorporated into and made part of the Lease ("Lease") and, if applicable, District Office Lease Amendment ("Amendment") to which it is attached.
2. **Performance.** Lessor expressly acknowledges that neither the U.S. House of Representatives (the "House") nor its Officers are liable for the performance of the Lease. Lessor further expressly acknowledges that payments made by the Chief Administrative Officer of the House (the "CAO") to Lessor to satisfy Lessee's rent obligations under the Lease – which payments are made solely on behalf of Lessee in support of his/her official and representational duties as a Member of the House – shall create no legal obligation or liability on the part of the CAO or the House whatsoever. Lessee shall be solely responsible for the performance of the Lease and Lessor expressly agrees to look solely to Lessee for such performance.
3. **Modifications.** Any amendment to the Lease must be in writing and signed by the Lessor and Lessee. Lessor and Lessee also understand and acknowledge that the Administrative Counsel for the CAO ("Administrative Counsel") must review and give approval of any amendment to the Lease prior to its execution.
4. **Compliance with House Rules and Regulations.** Lessor and Lessee understand and acknowledge that the Lease shall not be valid, and the CAO will not authorize the disbursement of funds to the Lessor, until the Administrative Counsel has reviewed the Lease to determine that it complies with the Rules of the House and the Regulations of the Committee on House Administration, and approved the Lease by signing the last page of this Attachment.
5. **Payments.** The Lease is a fixed term lease with monthly installments for which payment is due in arrears on or before the end of each calendar month. In the event of a payment dispute, Lessor agrees to contact the Office of Finance of the House at 202-225-7474 to attempt to resolve the dispute before contacting Lessee.
6. **Void Provisions.** Any provision in the Lease purporting to require the payment of a security deposit shall have no force or effect. Furthermore, any provision in the Lease purporting to vary the dollar amount of the rent specified in the Lease by any cost of living clause, operating expense clause, pro rata expense clause, escalation clause, or any other adjustment or measure during the term of the Lease shall have no force or effect.
7. **Certain Charges.** The parties agree that any charge for default, early termination or cancellation of the Lease which results from actions taken by or on behalf of the Lessee shall be the sole responsibility of the Lessee, and shall not be paid by the CAO on behalf of the Lessee.
8. **Death, Resignation or Removal.** In the event Lessee dies, resigns or is removed from office during the term of the Lease, the Clerk of the House may, at his or her sole option, either: (a)

*Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.
Copies may also be faxed to 202-225-6999.*

District Office Lease Attachment

(Page 3 of 5 – 115th Congress)

terminate the Lease by giving thirty (30) days' prior written notice to Lessor; or (b) assume the obligation of the Lease and continue to occupy the premises for a period not to exceed sixty (60) days following the certification of the election of the Lessee's successor. In the event the Clerk elects to terminate the Lease, the commencement date of such thirty (30) day termination notice shall be the date such notice is delivered to the Lessor or, if mailed, the date on which such notice is postmarked.

9. **Term.** The term of the Lease may not exceed the constitutional term of the Congress to which the Lessee has been elected. The Lease may be signed by the Member-Elect before taking office. Should the Member-Elect not take office to serve as a Member of the 115th Congress, the Lease will be considered null and void.
10. **Early Termination.** If either Lessor or Lessee terminates the Lease under the terms of the Lease, the terminating party agrees to promptly file a copy of any termination notice with the Office of Finance, U.S. House of Representatives, O'Neill Federal Building, Suite 3220, Attn: Levi Matthews, Washington, D.C. 20515, and with the Administrative Counsel by e-mail at leases@mail.house.gov.
11. **Assignments.** Lessor shall not have the right to assign (by operation of law or otherwise) any of its rights, interests and obligations under the Lease, in whole or in part, without providing thirty (30) days prior written notice to Lessee, and any such purported assignment without such notice shall be void. Lessor shall promptly file a copy of any such assignment notice with the Administrative Counsel by e-mail at leases@mail.house.gov.
12. **Sale or Transfer of Leased Premises.** Lessor shall provide thirty (30) days prior written notice to Lessee in the event (a) of any sale to a third party of any part of the leased premises, or (b) Lessor transfers or otherwise disposes of any of the leased premises, and provide documentation evidencing such sale or transfer in such notice. Lessor shall promptly file a copy of any such sale or transfer notice with the Administrative Counsel by e-mail at leases@mail.house.gov.
13. **Bankruptcy and Foreclosure.** In the event (a) Lessor is placed in bankruptcy proceedings (whether voluntarily or involuntarily), (b) the leased premises is foreclosed upon, or (c) of any similar occurrence, Lessor agrees to promptly notify Lessee in writing. Lessor shall promptly file a copy of any such notice with the Office of Finance, U.S. House of Representatives, O'Neill Federal Building, Suite 3220, Attn: Levi Matthews, Washington, D.C. 20515, and with the Administrative Counsel by e-mail at leases@mail.house.gov.
14. **Estoppel Certificates.** Lessee agrees to sign an estoppel certificate relating to the leased premises (usually used in instances when the Lessor is selling or refinancing the building) upon the request of the Lessor. Such an estoppel certificate shall require the review of the Administrative Counsel, prior to Lessee signing the estoppel certificate. Lessor shall promptly provide a copy of any such estoppel certificate to the Administrative Counsel by e-mail at leases@mail.house.gov.

*Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.
Copies may also be faxed to 202-225-6999.*

District Office Lease Attachment

(Page 4 of 5 – 115th Congress)

15. **Maintenance of Common Areas.** Lessor agrees to maintain in good order, at its sole expense, all public and common areas of the building including, but not limited to, all sidewalks, parking areas, lobbies, elevators, escalators, entryways, exits, alleys and other like areas.
16. **Maintenance of Structural Components.** Lessor also agrees to maintain in good order, repair or replace as needed, at its sole expense, all structural and other components of the premises including, but not limited to, roofs, ceilings, walls (interior and exterior), floors, windows, doors, foundations, fixtures, and all mechanical, plumbing, electrical and air conditioning/heating systems or equipment (including window air conditioning units provided by the Lessor) serving the premises.
17. **Lessor Liability for Failure to Maintain.** Lessor shall be liable for any damage, either to persons or property, sustained by Lessee or any of his or her employees or guests, caused by Lessor's failure to fulfill its obligations under Sections 15 and 16.
18. **Initial Alterations.** Lessor shall make any initial alterations to the leased premises, as requested by Lessee and subject to Lessor's consent, which shall not be unreasonably withheld. The cost of such initial alterations shall be included in the annual rental rate.
19. **Federal Tort Claims Act.** Lessor agrees that the Federal Tort Claims Act, 28 U.S.C. §§ 2671-80, satisfies any and all obligations on the part of the Lessee to purchase private liability insurance. Lessee shall not be required to provide any certificates of insurance to Lessor.
20. **Limitation of Liability.** Lessor agrees that neither Lessee nor the House nor any of the House's officers or employees will indemnify or hold harmless Lessor against any liability of Lessor to any third party that may arise during or as a result of the Lease or Lessee's tenancy.
21. **Compliance with Laws.** Lessor shall be solely responsible for complying with all applicable permitting and zoning ordinances or requirements, and with all local and state building codes, safety codes and handicap accessibility codes (including the Americans with Disabilities Act), both in the common areas of the building and the leased space of the Lessee.
22. **Electronic Funds Transfer.** Lessor agrees to accept monthly rent payments by Electronic Funds Transfer and agrees to provide the Office of Finance, U.S. House of Representatives, with all banking information necessary to facilitate such payments.
23. **Refunds.** Lessor shall promptly refund to the CAO, without formal demand, any payment made to the Lessor by the CAO for any period for which rent is not owed because the Lease has ended or been terminated.
24. **Conflict.** Should any provision of this Attachment be inconsistent with any provision of the attached Lease or attached Amendment, the provisions of this Attachment shall control, and those inconsistent provisions of the Lease or the Amendment shall have no force and effect to the extent of such inconsistency.

*Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.
Copies may also be faxed to 202-225-6999.*

District Office Lease Attachment

(Page 5 of 5 – 115th Congress)

25. **Construction.** Unless the clear meaning requires otherwise, words of feminine, masculine or neuter gender include all other genders and, wherever appropriate, words in the singular include the plural and vice versa.
26. **Fair Market Value.** The Lease or Amendment is entered into at fair market value as the result of a bona fide, arms-length, marketplace transaction. The Lessor and Lessee certify that the parties are not relatives nor have had, or continue to have, a professional or legal relationship (except as a landlord and tenant).
27. **District Certification.** The Lessee certifies that the office space that is the subject of the Lease is located within the district the Lessee was elected to represent unless otherwise authorized by Regulations of the Committee on House Administration.
28. **Counterparts.** This Attachment may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
29. **Section Headings.** The section headings of this Attachment are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease Attachment as of the later date written below by the Lessor or the Lessee.

Montgomery County Commission, Elton Dean-Chairman

Print Name of Lessor/Landlord

Congresswoman Terri A. Sewell

Print Name of Lessee

By:

Lessor Signature

Lessee Signature

Name:

Title:

Date

Date

From the Member's Office, who is the point of contact for questions?

Name Melinda Williams

Phone (334) 262-1919

E-mail melinda.williams

@mail.house.gov

This District Office Lease Attachment and the attached Lease or Amendment have been reviewed and are approved, pursuant to Regulations of the Committee on House Administration.

Signed _____ Date _____, 20____.
(Administrative Counsel)

Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.
Copies may also be faxed to 202-225-6999.

AGENDA

JAN - 3 2017

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: Tammy Turner, Buyer II *TT*

DATE: December 28, 2016

RE: Invitation to Bid No. 51500-17B-006
Off-Site Printing of Notices

Request that rules be waived and approve of award on the above referenced Invitation to Bid, to Diversified Companies LLC., in the amount of \$31,935 be placed on the agenda January 3, 2017.

This contract will be from January 3, 2017 and ending January 2, 2018, with the option to renew for two (2) years in one year periods. A price escalation may be allowed, but shall not exceed 5% per year.

Coordination of award made with Janet Buskey, Revenue Commissioner.

Attachment

Purchasing Department Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
INVITATION TO BID NO: 51500-17B-006				Diversified Companies, LLC Attn: John Dawson 3721 Powers Court Chattanooga, TN 37416		SDS Marketing Attn: Seth Snellgrove 2835 Zelda Road Montgomery, AL 36106							
DATE ISSUED: DECEMBER 14, 2016													
DATE OPENED: DECEMBER 28, 2016													
REVENUE COMMISSION													
TERMS OF PAYMENT / DISCOUNT:													
DELIVERY DATE:													
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
1	Delinquent Notices	Lot	1	\$1,620.00	\$1,620.00								
	12,000 Each												
2	Delinquent Personal	Lot	1	\$405.00	\$405.00								
	Property Returns												
	3,000 Each												
3	Probate Notices	Lot	1	\$8,800.00	\$8,800.00								
	Certified Mail Required												
	8,000 Each												
4	Board Notices	Lot	1	\$9,900.00	\$9,900.00								
	90,000 Each												
5	Business Personal	Lot	1	\$810.00	\$810.00	\$5,400.00	\$5,400.00						
	Property Returns												
6	Over 65/Disability	Lot	1	\$10,400.00	\$10,400.00								
	Mfg Home Renewals												
	80,000 Each												
TOTAL BID AMOUNTS					\$31,935.00		\$5,400.00						

Notes: 47 BIDS MAILED

Off-Site Printing Notices

Page 1

13-2

ELTON N. DEAN, SR.
CHAIRMAN
RONDA M. WALKER
VICE CHAIRMAN

DANIEL HARRIS, JR.
ISAIAH SANKEY
DOUG SINGLETON



DONALD L. MIMS, CPA, MPA
ADMINISTRATOR
FLORENCE M. CAUTHEN
DEPUTY ADMINISTRATOR
334.832.1210
FAX: 334.832.2533
TDD: 334.265.3568
WWW.MC-ALA.ORG

AGENDA

JAN - 3 2017

December 27, 2016

MEMORANDUM

TO: Montgomery County Commission

FROM: Donald L. Mims *DLM*
County Administrator

SUBJECT: Public Schools Discretionary Account

Recently, Vice Chairman Walker discussed with you the possibility of the County Commission appropriating a portion of the one-cent sales and use tax collected for Public Schools in Montgomery County to a discretionary account for each County Commissioner. The proposal was that each Commissioner would receive \$25,000, which would be used for public school purposes in their County Commission District.

During the Commission meeting Tuesday, we will be discussing this topic.

DLM/tn

- A COUNTY OLDER THAN THE STATE -

P.O. Box 1667 MONTGOMERY, ALABAMA 36102-1667 PHONE: 334 832.1210

**MONTGOMERY COUNTY COMMISSION
BUDGET CHANGE REQUEST**

AGENDA

Request Number: 19

JAN - 3 2017

DEPARTMENT: County Commission REQUESTED BY: Donald L. Mims 12/28/2016
Appropriations Elected Official/Dept. Head Date

FINANCE REVIEW: REVIEWED BY: S. Thomas 12/28/2016
Finance Director Date

COMMISSION APPROVAL PROCESSING: Briefing Memo **XX**
Agenda

COUNTY COMMISSION APPROVAL: Administrator Date

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Commissioner Education Miscellaneous Appropriations	001-59320.494	0	125,000	125,000
Administration Expense	001-59310.499	150,000	(125,000)	25,000
TOTAL		150,000	0	150,000

JUSTIFICATION:
To provide an additional Commissioner miscellaneous appropriation budget, \$25,000 per district (\$125,000), for Montgomery County public education purposes.

Revised 12/14/2016

142

Juliette Hampton Morgan Renovation Project Projected Budget 2016-2017

2016

COST	WORK TO BE PERFORMED	WHO
400,000 (\$250,000) *	ROOF DONE	CONTRACT by Maintenance
200,000 (90,000) *	Elevator HVAC: Being installed; expect completion January 2017	Contract via Maintenance
300,000 (\$550,000) *	HVAC Being installed; expect completion April 2017	Contract and Maintenance
30,000 (\$45,000) *	Tile work DONE	Contract via Maintenance

*\$935,000 (represents emergency work that had to be done immediately)
Does not include \$125,000 from FY 2015 budget spent of carpeting, upgrade to bathrooms and painting

2017

570,000	Selection & ordering of Furniture	Library Staff * (waiting on approval of available funds)
500,000	Computers & peripherals, etc.	Library IT & City IT Staff
10,000	Repair brick on McDonough Street side of building	Maintenance
50,000	Historical Statue/Mural outside of building	Local competition among local artists handled by Staff & Board
40,000	Landscape & redesign library parking lot and grounds	Either via Parks & Recreation or via contract with commercial landscaper
50,000	Message Boards and/or cork boards in strategic locations	Library Staff and Maintenance
50,000	Video recording camera system	Contract to commercial company
100,000	Noise retention walls for Children & Teen area; Opening up to areas outside formal building for Children, Teen and Adult	Maintenance Department Contract work
35,000	Wiring and Outlet upgrades	Maintenance

Briddell, Michael

From: Jones, Steve
Sent: Wednesday, November 16, 2016 4:51 PM
To: Briddell, Michael
Subject: library info

Library update of spent to date and yet to spend:

TO DATE

Carpet.	84,350
Roof.	245,000
Elevator.	94,000
Paint.	15,500
Bathrooms.	30,000
Hvac equip.	194,000
Labor	42,390
To date spent.	705,240

REMAINING TO BE SPENT

Hvac labor and equipment.	80,200
Electrical labor and equip.	153,800
Plumbing labor and equip.	20,200

Total. 254,200
Labor figures not included for remainder

None of this includes the computers and furniture

Steve Jones
City of Montgomery
334.625.3633
sjones@montgomeryal.gov

"To sustain a safe, vibrant, and growing Montgomery in its entirety, that we all can be proud to call home"



Robinson and Associates Architecture, Inc.

AGENDA

JAN - 3 2017

906 South Perry Street
Montgomery, AL 36104
(334) 269-5590
(334) 269-0556 Fax

AIA # 30146597
NCARB # 50419

Licensed In:
Alabama # 4672
Florida # 16588
Georgia # 9606
Mississippi # 3247

Montgomery County Commission Sheriff Maintenance Shop Building Montgomery, AL

December 29, 2016

Preliminary Cost Study Analysis

BASE BID (8,883 G.S.F. Building)

125' x 60' = 7,500 s.f. + 1,383 s.f. mezzanine storage = 8,883 g.s.f. Building
\$85/s.f. x 8,883 g.s.f. = \$755,055.00 (Building)
\$280,000.00 (Site Work)
\$1,035,055.00 (Total Building Budget Estimate)
\$64,173.00 (Architectural fees @ 6.2%)
\$1,099,228.00 (BASE BID Total Project Budget)

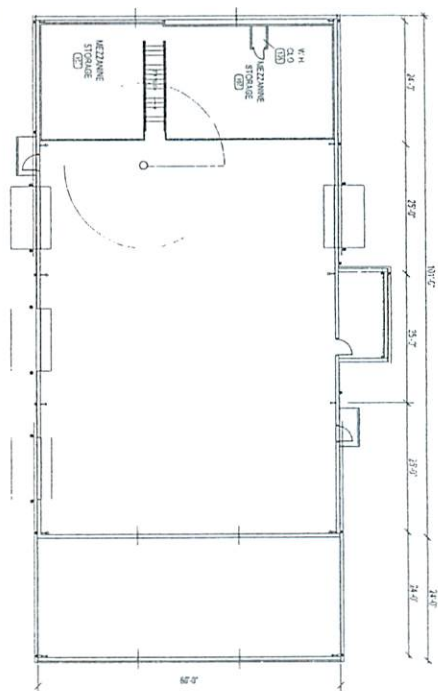
ALTERNATE #1 (10,383 G.S.F. Building)

150' x 60' = 9,000 s.f. + 1,383 s.f. mezzanine storage = 10,383 g.s.f. Building
\$85/s.f. x 10,383 g.s.f. = \$882,555.00 (Building)
\$280,000.00 (Site Work)
\$1,162,555.00 (Total Building Budget Estimate)
\$72,078.00 (Architectural fees @ 6.2%)
\$1,234,633.00 (ALT. #1 Total Project Budget)

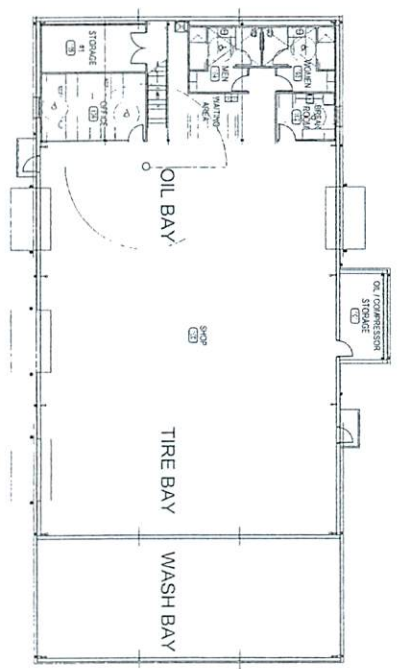
ALTERNATE #2 (13,203 G.S.F. Building)

197' x 60' 11,280 s.f. + 1,383 s.f. mezzanine storage = 13,203 g.s.f. Building
\$85/s.f. x 10,383 g.s.f. = \$1,122,255.00 (Building)
\$280,000.00 (Site Work)
\$1,402,255.00 (Total Building Budget Estimate)
\$85,538.00 (Architectural fees @ 6.1%)
\$1,487,793.00 (ALT. #2 Total Project Budget)

BASE BID



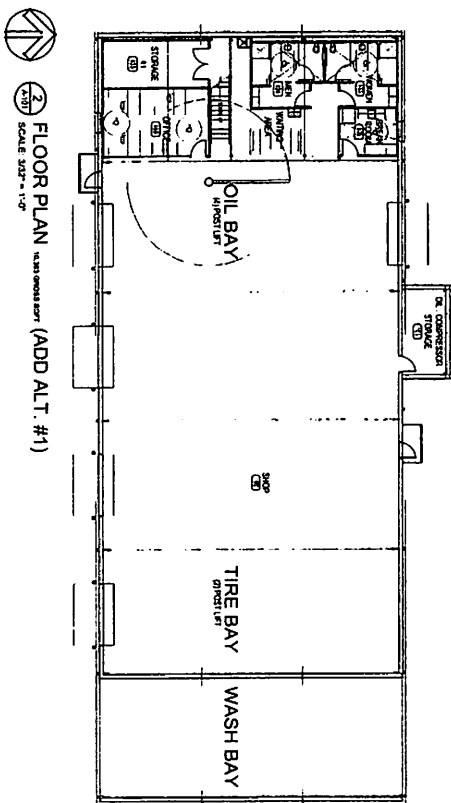
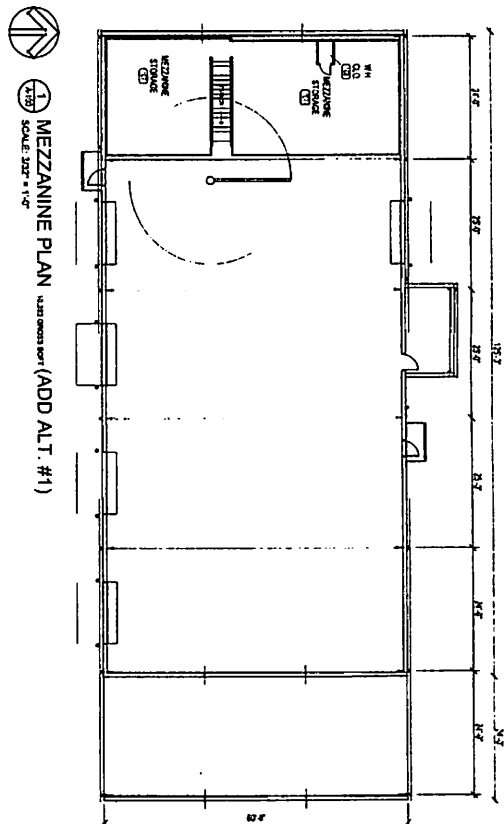
1 MEZZANINE PLAN * 100 DIMENSIONS (BASE BID)
SCALE: 3/32" = 1'-0"



2 FLOOR PLAN * 100 DIMENSIONS (BASE BID)
SCALE: 3/32" = 1'-0"

		ROBINSON AND ASSOCIATES, INC. 808 South Perry Street Montgomery, Alabama 36104 Phone: 334-268-5500 Fax: 334-268-0558
	NEW MAINTENANCE SHOP FOR MONTGOMERY COUNTY SHERIFF DEPT. MONTGOMERY, ALABAMA	
	ISSUE FOR: PRELIMINARY	
	DATE: 12-23-16	
	SCALE: NOTED	
DRAWN: LRP/DB		16-2
JOB: 16-061		
SHEET:		

ADD ALTERNATE #1



	NEW MAINTENANCE SHOP FOR MONTGOMERY COUNTY SHERIFF DEPT. MONTGOMERY, ALABAMA	ISSUE FOR: PRELIMINARY	DATE: 8-23-16	SCALE NOTED	DESIGNER: JON 16-000	SHIT:	CR:
		MONTGOMERY AND ASSOCIATES, INC. 100 South Bay Street Montgomery, AL 36104 Phone: 334-268-0300 Fax: 334-268-0309					

16.3

40' 0"

100' 0"

RECEIVING ROOM

STORAGE

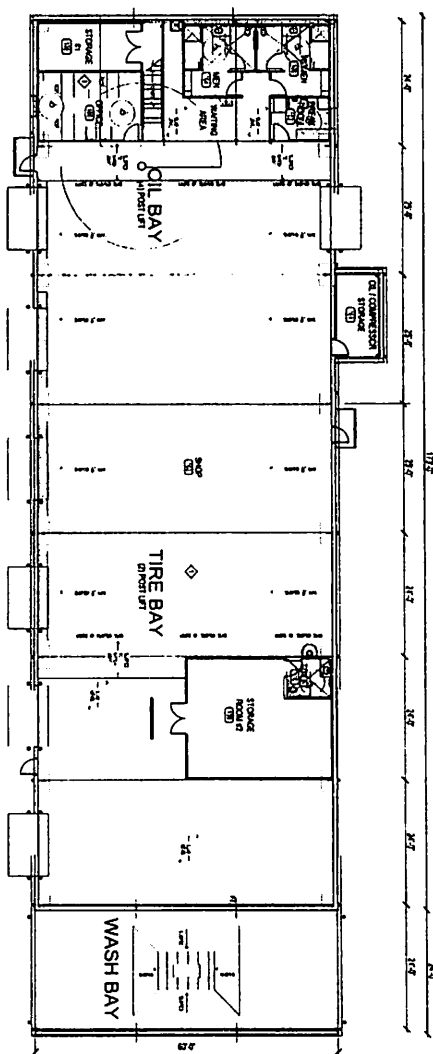
RECEIVING ROOM

STORAGE

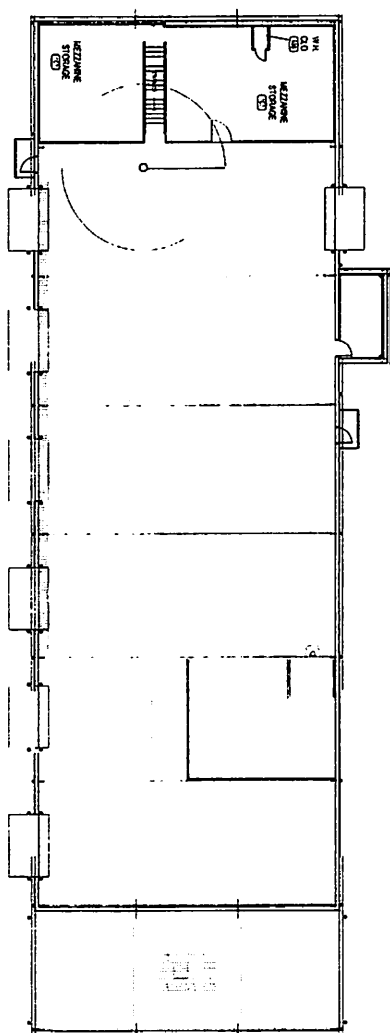
[illegible]

 MONTGOMERY COUNTY SHERIFF'S DEPARTMENT 600 South Perry Street Montgomery, AL 36104 Phone: 205-269-2200 Fax: 205-269-4088			NEW MAINTENANCE SHOP FOR MONTGOMERY COUNTY SHERIFF DEPT. MONTGOMERY, ALABAMA		ISSUE FOR: PIRREL PRIMAARY	DATE: 12-25-16	SCALE: NOTED DRAIN: W/RO/C/D/B	JOB: 16-0061 8411	CR:

ADD ALTERNATE #2



FLOOR PLAN (1/32" OVER SIZE) (ADD ALT. #2)
SCALE: 3/32" = 1'-0"



MEZZANINE PLAN (1/32" OVER SIZE) (ADD ALT. #2)
SCALE: 3/32" = 1'-0"

	NEW MAINTENANCE SHOP FOR MONTGOMERY COUNTY SHERIFF DEPT. MONTGOMERY, ALABAMA	ISSUE FOR: PRELIMINARY	DATE: 0-28-16	SCALE: NOTED	DRAIN WORKS	JCH, 16-061	BMT	OF
	165							
	165							
	165							
	165							

Lamar Allen

From: Lamar Allen <lamarallen1@aol.com>
Sent: Thursday, December 29, 2016 3:25 PM
To: Lamar Allen; Florence Cauthen
Subject: Site



MONTGOMERY
AREA CHAMBER OF COMMERCE

AGENDA

JAN - 3 2017

December 29, 2016

Members of the Montgomery County Commission
101 S. Lawrence Street
Montgomery, AL 36104

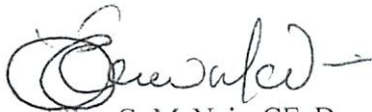
Re: Opinion on Applicability of Executive Session

Dear Montgomery County Commission Members:

We are requesting for Chamber representatives to appear before the Montgomery County Commission on Tuesday January 3, 2017 in executive session. Please be advised that we have reviewed the commerce or trade matter which the Montgomery County Commission proposes to discuss in executive session. It is our opinion that an executive session is authorized for this discussion under Section 7(a)(7) of Act No. 2005-40, and an open meeting will have a detrimental effect upon the competitive position of the Montgomery County Commission.

Pursuant to Section 7(a)(7) of Act No. 2005-40, a copy of this letter should be attached to the minutes of the County Commission meeting wherein the body considers a motion to convene an executive session to discuss this matter.

Sincerely,



Ellen G. McNair, CEcD
Senior Vice President
Corporate Development



17-1

ATTACHMENT E:

A Checklist for Conducting Lawful EXECUTIVE SESSIONS

		For Reference, See	
☐ 1. Convene An Open Meeting	Page 21	Section IV (A) 1	
☐ 2. Enter a motion stating the reason for the Executive Session. <i>Executive Sessions may only be called for one of the following reasons:</i>	Page 21	Section IV (A) 2	
a. General Reputation and Character, Job Performance, or Salaries / Compensation	Page 21	Section IV (B) 1	
b. Formal Complaints or Charges Against an Individual or Legal Entity	Page 23	Section IV (B) 2	
c. Discussion with the Government Body's Attorney	Page 23	Section IV (B) 3	
d. Security Plans and Measures	Page 24	Section IV (B) 4	
e. Criminal Investigation and the Identity of an Undercover Agent or Informer	Page 25	Section IV (B) 5	
f. Negotiations to Buy / Sell / Lease Real Property	Page 25	Section IV (B) 6	
g. Preliminary Negotiations in Trade Competition	Page 26	Section IV (B) 7	
h. Negotiations Between The Body and a Group of Public Employees	Page 27	Section IV (B) 8	
i. Discuss and Vote Upon a Public or Contested Case Hearing	Page 27	Section IV (B) 9	
☐ 3. Receive a Written or Oral Declaration (if necessary).	Page 20	Section IV (A) 4	
a. Written Declarations are required for these Executive Sessions:			
I. Discussion with the body's attorney concerning options for, and ramification of, litigation, mediation, or arbitration.			
II. Discussions that would disclose the identity of an undercover informant or that focus on criminal investigations of non-public officials.			
III. Discussions concerning the negotiations between the body and a group of public employees.			
b. It is required that a designated person certify that the Executive Session is warranted for these specific reasons before the body votes to go into Executive Session.			
☐ 4. Vote to go into Executive Session	Page 20	Section IV (A) 4	
a) The vote must be open/public; and			
b) Each member must openly give his/her individual vote.			
☐ 5. Enter a Statement Concerning Reconvention	Page 21	Section IV (A) 5	

ADJOURNMENT

There being no further business to come before the Commission at this time, the meeting stood adjourned until Tuesday, January 17, 2017, at 8:00 in the morning.

Donald Z. Minner

Administrator

Elton N. Hear, Sr.

Chairman