REGULAR MEETING

MONTGOMERY COUNTY COMMISSION

NOVEMBER 10, 2010

AGENDA

INFORMATION SESSION

Call to Order, Welcome at 8:00 a.m.

Prayer Led by Commissioner Williams

Reports from Staff:

County Administrator
Deputy Administrator
County Attorney
County Engineer

Comments from Scheduled Attendees:

Dr. H. Winston Pirtle, Sr.
Montgomery Area Chamber of Commerce Senior Vice President of Corporate Development Ellen McNair
Sheriff D.T. Marshall

Recess to Formal Session

FORMAL SESSION

Welcome at 9:30 a.m.

Invocation by Commissioner Polizos

Pledge of Allegiance Led By Commissioner Williams

Call of Roll to Establish Quorum

PRESENTATION:

Presentation of November 2, 2010 General Election Results for County Commission District I

SWEARING IN CEREMONY:

Swearing In Ceremony of Commissioner E. Hamilton Wilson, Jr.

Invocation by David Saliba, Executive Minister, First United Methodist Church

Oath of Office Administered by the Honorable Judge Charles Price, Presiding Circuit Judge of 15^{th} Judicial Circuit

Election of Chairman

Presentation of the Minutes of the Regular Meeting of October 25, 2010

CONSENT AGENDA:

Consider Approval of Accounts Payable Checks and Payroll Checks

NEW BUSINESS:

1. Consider Resolution Authorizing the County's Thanksgiving Holiday Observance on Friday, November 26, 2010, County Commission

2. Consider Resolution Changing the Membership of the Emergency Management Communications District Board, County Commission

3. Consider Resolution Authorizing the Removal of Roads from Alabama Department of Transportation's Annual Maintenance Inspections, Engineering Department

4. Consider Depositories for the Remainder of 2010 and the 2011 Calendar Year, County Commission

5. Consider FY 2011 Community Traffic Safety Program Agreement for Overtime Funds with the City of Montgomery Highway Safety Office, Sheriff's Office

6. Consider Approval of Five Cooperative Agreements for State Homeland Security Grant Program with State of Alabama Department of Homeland Security, Sheriff's Office

7. Consider Agreement with JM Wood Auction Company, Inc. Regarding Public Auction Services, County Commission

8. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission

9. Consider Payment of Prior Year Invoice from Imperial Systems, Inc., County Commission

10. Consider Payment of Prior Year Invoices from American Mobile Imaging, County Commission

11. Consider Proposed Policy for a Bid Protest Procedure, County Commission

12. Consider Bid Award for Pest Control Services, Bid Number 51100-10C-033, County Commission

13. Consider Position Fill Requests for Two Appraisers, Appraisal Department

14. Consider Travel/Training Requests (13)

Reports from Staff:

County Administrator
Deputy Administrator
County Engineer
County Attorney

Comments from Citizens

Discussion Items by Commissioners

Recess to Information Session

INFORMATION SESSION

Comments from Scheduled Attendees:

License Inspector Linda Dickey
Co-Chairman, River Region Parade, Carolyn Eaves
Revenue Manager Larry Curvin

Reports from Staff:

County Administrator
Deputy Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

NOVEMBER 10, 2010

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an Information Session will be conducted until 12:00 Noon.

NOVEMBER 11, 2010

County Holiday (Veterans Day)

NOVEMBER 22, 2010

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an Information Session will be conducted until 12:00 Noon.

NOVEMBER 25, 2010

County Holiday (Thanksgiving Day)

DECEMBER 6, 2010

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an Information Session will be conducted until 12:00 Noon.

DECEMBER 20, 2010

Regular County Commission Meeting
8:00 a.m. - Information Session
9:30 a.m. - Formal Session
After Conclusion of the Formal Session, an Information Session will be conducted until 12:00 Noon.

PERSONNEL ACTIONS

Fill action continues for 1 Clerk Typist II – County Commission Office
Fill action continues for 1 Computer Operation Manager – Information Systems Department
Fill action continues for 1 Grant Specialist – Public Affairs Department
Fill action continues for 1 Clerk Typist II – Support Services Department
Fill action continues for 1 Clerk II – District Attorney's Worthless Check Unit
Fill action continues for 1 Clerk IV – District Attorney's Worthless Check Unit
Fill action continues for 1 Worthless Check Director – District Attorney's Worthless Check Unit
Fill action continues for 1 Case Manager I – District Attorney's Child Support Unit
Fill action continues for 6 Correction Officer Trainee's – Detention Facility
Fill action continues for 1 Correction Officer Sergeant – Detention Facility
Fill action continues for 1 County Road Equipment Operator I – Engineering Department
Fill action continues for 1 Civil Engineer Tech I – Engineering Department
Fill action continues for 1 Clerk III – Probate Judge's Office
Fill action continues for 2 Customer Service Clerk's – Probate Judge's Office
Fill action continues for 1 Probate Court Clerk – Probate Judge's Office
Fill action continues for 1 Clerk III – Revenue Commissioner's Office
Fill action continues for 1 Relief Juvenile Detention Officer – Youth Facility
Fill action continues for 1 Juvenile Detention Supervisor – Youth Facility

November 10, 2010

Agenda

NOV 1 0 2010

11-10-10 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 10-15-10

Check Number	To	Check Number
212156		212160
Total Checks Paid		$117,877.71

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

Agenda
NOV 1 0 2010

11-10-10 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 10-29-10

Check Number	To	Check Number
212161		212302
Total Checks Paid		$762,144.39

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

Agenda

NOV 1 0 2010

11-10-10 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 10-29-10

Check Number	To	Check Number
212303		212453
Total Checks Paid		$311,712.83

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

Agenda

NOV 1 0 2010

11-10-10 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 11-05-10

Check Number	To	Check Number
212456		213109
Total Checks Paid		$140,297.87

CHECK #	PAYEE	AMOUNT	DATE
212454	Rebecca Johnson	$ 288.35	10/28/10
212455	B.A.T.S. Security	$2,650.57	10/28/10

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

Agenda

NOV 1 0 2010

11-10-10 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 11-05-10

Check Number	To	Check Number
213110		213120
Total Checks Paid		$24,871.28

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

Agenda

NOV 1 0 2010

11-10-10 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 11-05-10

Check Number	To	Check Number
213121		213163
Total Checks Paid		$278,704.83

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

Agenda

NOV 1 0 2010

11/10/10 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 11/05/2010

Payroll Check Number	105835	To	Payroll Check Number	105996	$ 118,592.65
Direct Deposits					$ 777,601.40
Payroll Check Number	105997	To	Payroll Check Number	106030	$ 276,668.22
Direct Deposits					$ 328,776.82
Federal Deposits					$ 310,733.33
Total Payroll Paid					$ 1,812,372.42

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

Agenda

NOV 1 0 2010

RESOLUTION

WHEREAS, Alabama Code § 11-1-8 provides that the County Commission of any county in the State of Alabama may by resolution authorize the offices of the officials of the county located in the county courthouse or other county building to be closed all day one weekday or any portion thereof of each week in addition to legal holidays; and,

WHEREAS, the Montgomery County Commission wishes to close the county courthouse on Friday, November 26, 2010, to allow county employees to spend time with their families;

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission does hereby authorize the closing of the Montgomery County Courthouse and all county offices on Friday, November 26, 2010, contingent on the Governor authorizing the closing of state offices.

I hereby certify that the above resolution was adopted by the Montgomery County Commission, on this, the 10th day of November, 2010.

____

Elton N. Dean, Sr., Chairman

Agenda
NOV 1 0 2010

RESOLUTION

WHEREAS, Section 11-98-4 through 11-98-5 of the Code of Alabama, 1975 authorized the Enhanced 9-1-1 Emergency Service; and

WHEREAS, said Code authorized the County Governing Body to Create a Countywide Emergency Management Communications District; and

WHEREAS, the implementation of the Enhanced 9-1-1 Emergency Service has been recognized nationwide as a means of making assistance, in times of emergencies and disasters, more readily available to citizens; and

WHEREAS, the established Montgomery County Emergency Management Communications District, is composed of the territory lying within the entire territorial boundaries of Montgomery County; and

WHEREAS, on December 21, 1998, the Montgomery County Commission adopted a Resolution establishing the seven member board composed of Montgomery County Commissioners Districts 1-5, the Sheriff of Montgomery County, and the Director of GIS of Montgomery County; and

WHEREAS, the Montgomery County Commission desires to replace the existing board with other appointees, except for the Chairman of the County Commission;

NOW, THEREFORE, BE IT RESOLVED THAT the Montgomery County Commission approves a change in the membership of the Emergency Management Communications District Board which shall be composed of six members as of December 1, 2010: Montgomery County Commission Chairman, the Sheriff of Montgomery County, the Chief Deputy Sheriff of Montgomery County, the Montgomery County Administrator, Montgomery County Deputy Administrator and the Montgomery County Director of Information Systems.

We hereby certify that the above
resolution was adopted by the
Montgomery County Commission,
on this, the 10th day of November, 2010.

Chairman

Vice Chairman

Commissioner

Commissioner

Commissioner

2-1

MONTGOMERY COUNTY COMMISSION
ENGINEERING DEPARTMENT
P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

GEORGE C. SPEAKE, PE, PLS
County Engineer
JAMES M. KELLEY, PE
Assistant County Engineer
(334) 832-1310
Fax (334) 832-7190

Agenda
NOV 10 2010

MEMORANDUM

TO: Donald L. Mims, County Administrator

FROM: George C. Speake, County Engineer 11/2/10

DATE: November 2, 2010

RE: **APPROVAL OF RESOLUTION FOR THE REMOVAL OF ROADS FROM ALDOT's ANNUAL MAINTENANCE INSPECTIONS**

Please place on the agenda of the next regular meeting of the Montgomery County Commission the approval of the resolution for removal of roads from ALDOT's Annual Maintenance Inspections. The Commission was briefed on this item at the last meeting on October 25, 2010.

If approved, please have two copies with original signatures executed and returned to this office for further processing.

GCS/jmk

Attachments

cc: File

RESOLUTION

COUNTY OF MONTGOMERY
STATE OF ALABAMA

WHEREAS, the Alabama Department of Transportation (ALDOT) and Montgomery County signed an agreement for the construction and maintenance of projects utilizing Federal, State and/or County funds; and

WHEREAS, as part of the agreement, ALDOT along with a representative from the County inspects said projects on an annual basis with ALDOT submitting an Annual Maintenance Inspection Report for each project; and

WHEREAS, ALDOT has established Guidelines for Removing Projects from the ALDOT Annual Maintenance Inspections, and

WHEREAS, the City of Montgomery, through an agreement with the County, accepts responsibility for the upkeep, repair and maintenance of any and all other roads, streets, bridges, gutters and other appurtenances thereto located within the corporate limits of the City of Montgomery.

NOW THEREFORE BE IT RESOLVED by the Montgomery County Commission that the attached roads and portions of roads be considered by ALDOT for removal from the Annual Maintenance Inspections.

Done at the regular session of the County Commission of Montgomery County, this ____ day of ____________________, 2010.

Montgomery County Commission
Governing Body

____________________	____________________
Elton N. Dean, Sr., Chairman	Ham Wilson, Jr., Member
____________________	____________________
Reed Ingram, Vice Chairman	Dimitri Polizos, Member
____________________	
Jiles Williams, Jr., Member	

Page No.	SACP No.	Project Description	Length
1	7306-A	Ashley Road & Hunter Loop Road from US 31 to Western Bypass	4.38
2	719-B&E	Old Selma Road from Western Bypass to the City Limits	2.75
7	7226-A	Lamar Road from US 80 to the City Limits	1.87
20	710-B	Woodley Road from McInnis Road to the City Limits	1.13
44		Wares Ferry Road from Eastern Bypass to the City Limits	3.48
45		Upper Wetumpka Road from US 231 to the City Limits	0.6
47	7228-A	Lower Wetumpka Road from Ala. River Parkway to the City Limits	0.28

Total = 14.49 mi.

ELTON N. DEAN, SR., CHAIRMAN
REED INGRAM, VICE CHAIRMAN
DIMITRI POLIZOS
JILES WILLIAMS, JR.
HAM WILSON, JR.

A COUNTY OLDER THAN THE STATE

MONTGOMERY COUNTY COMMISSION
FINANCE DEPARTMENT
101 S. LAWRENCE STREET • P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

ESTABLISHED 1816

DONALD L. MIMS, ADMINISTRATOR
SHERRILL R. THOMAS, CPA, FINANCE DIRECTOR
(334) 832-1230
TDD (334) 265-3568
FAX (334) 832-2533

Agenda

NOV 1 0 2010

TO: DONALD L. MIMS, ADMINISTRATOR

FROM: SHERRILL R. THOMAS, FINANCE DIRECTOR SD

DATE: OCTOBER 21, 2010

RE: LIST OF BANK DEPOSITORIES

Following is a list of banks currently doing business in Montgomery County and should be designated depositories for the remainder of Calendar Year 2010 and Calendar Year 2011.

Aliant Bank

Amerifirst Bank

BankTrust

BB&T

BBVA Compass

Community Bank & Trust

First Tuskegee Bank

IberiaBank

RBC Bank

Regions Bank

River Bank & Trust

Servisfirst Bank

Sterling Bank

Wells Fargo/Wachovia Bank

Whitney National Bank

D. T. MARSHALL, SHERIFF

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

Agenda
NOV 1 0 2010

2010 OCT 28 AM 8:24
MONTGOMERY COUNTY COMMISSION

October 27, 2010

MEMORANDUM

TO	:	Mr. Donnie Mims County Administrator
FROM	:	Chief Deputy Derrick Cunningham D.C Montgomery County Sheriff's Office
SUBJECT	:	FY2011 Community Traffic Safety Program (CTSP) Agreement for Overtime Funds

The attached grant requires Mr. Dean's signature and Ms. Sherrill Thomas, Finance Director, signature as indicated. Your assistance in this matter will be appreciated.

DC/tb

5-1

POST OFFICE BOX 4219 ☆ MONTGOMERY, ALABAMA 36103-4219 ☆ MONTGOMERY COUNTY ALABAMA

City of Montgomery Highway Safety Office
P.O. Box 1111 Montgomery, AL 36101
Phone: (334) 241-2289 Fax: (334) 241-2961

FY 2011 Community Traffic Safety Program (CTSP) Agreement for Overtime Funds

1. The City of Montgomery Highway Safety Office, hereinafter referred to as the Central Alabama Highway Safety Office (CAHSO) or CITY; and **Montgomery County**, hereinafter referred to as AGENCY, hereby enter an agreement for 100% reimbursed funded salary plus allowable fringe for overtime enforcement service performed by its AGENT, hereinafter referred to as **Montgomery County Sheriff's Office**, which may be used synonymously with AGENCY since AGENT works for the AGENCY, to be expended from October 1, 2010 through September 30, 2011. AGENCY is solely responsible for the acts and omissions of its employees and agents. This agreement does not establish a relationship between AGENCY and CAHSO/CITY. To the extent permitted by law, the AGENCY hereby agrees to protect, defend, indemnify and hold CITY free and harmless from any and all losses, claims, liens, debts, personal injuries, and death, (including those by employees of CITY), damages to property (including property of CITY) without limitation by enumeration and all other claims or demands of every character occurring, or in any way incident to, in connection with, or arising from this agreement.

2. This funding is made available to the AGENCY under approved grant(s) between the CITY and the State of Alabama Department of Economic and Community Affairs- Law Enforcement and Traffic Safety Division (ADECA/LETS). Allocated funding under these grants for sustained overtime traffic enforcement shall only be used during fiscal year 2011 as directed by ADECA. The AGENCY has been awarded the following dollar amounts under this agreement.

GRANT NAME	ADECA NUMBER	ENFORCEMENT FOCUS AREA	HOTSPOT SPENDING	HS AREA FLEX SPENDING	AWARD AMOUNT
SECT-402 STEP	11-SP-PT-006	Belt/Speed/DUI	$1,311.00	$589.00	$1,900.00
SECT-410 HFR	11-HS-FR-005	DUI	$5,200.00		$5,200.00
			TOTAL AMOUNT		**$7,100.00**

3. The AGENCY must use allotted funds under these grants for overtime traffic enforcement as designated by ADECA or CAHSO. Enforcement will focus on ADECA directed "Hot Spots" which are segments of roadways that have experienced alcohol related fatal/injury crashes within AGENCY's jurisdiction. The Alcohol Hot Spots are synonymous with the STEP Hot Spots and are as follows:

SECT-402 STEP & 410 HFR

Top 10 Segment Locations in Central Region with 3 or More Total Alcohol Related Crashes

County	City	Link	Node 1	Node 2	Location	Map
Montgomery	Rural Montgomery	2046	8074	9311	b/n Wares Ferry Rd. at Dozier Rd. and County Line at Dozier Rd.	17
Montgomery	Rural Montgomery	1254	10523	5560	b/n Vanderbilt Rd. at Woodley Rd and Woodley Rd. at Montgomery City Limits	23

4. AGENCY agrees to comply with the Statement of Work as outlined in Attachment A, Operational & Reimbursement Documentation Procedures as outlined in Attachment B, and In-kind Match Documentation Procedures as outlined in Attachment C.

5. CAHSO may terminate this agreement without notice at any time due to lack of funding, non-compliance with this agreement (and attachments), failure or refusal of AGENCY to comply with the Central Alabama Law Enforcement Committee (CALEC) Policy & Procedure Manual, or for cause.

6. CAHSO agrees to reimburse the AGENCY for actual enforcement/administrative overtime worked under this agreement, provided the overtime is consistent with Attachment A, documented in accordance with Attachment B and approved by CAHSO. Adjustments in the funding level, time period, or scope of this agreement may only be accomplished through written amendment upon recommendation of the CAHSO Director.

David T. Marshall	Sheriff, Montgomery County *Title*	*Date*
Elton N. Dean	Chairman, Montgomery County Commission *Title*	*Date*
Carlos L. Kimbrough	Highway Safety Director *Title*	10/19/10 *Date*
Todd Strange or Jeff Downes (Deputy Mayor, City of Montgomery)	Mayor, City of Montgomery *Title*	10/22/10 *Date*

D. T. MARSHALL, SHERIFF

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

Agenda

NOV 1 0 2010

2010 OCT 28 AM 8:24

MONTGOMERY COUNTY COMMISSION

October 27, 2010

MEMORANDUM

TO : Mr. Donnie Mims
County Administrator

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

SUBJECT : FY 2010 Homeland Security Grant Programs

I am attaching FY 2010 Homeland Security Grants. Please have the County Commission Chairman, or his designee, sign in the appropriate marked spaces. In addition, the two attachments must be completed and signed as indicated.

Your assistance in this matter will be greatly appreciated.

DC/tb

6-1

Department of Homeland Security
State of Alabama

Bob Riley
Governor

Jim Walker
Director

October 22, 2010

To: County and State Agency HS POCs

Subject: Grant Agreements

Please sign and return the grant agreements at your earliest possible convenience. One copy should be retained for your records. Remember to initial each page of the grant agreement. Also, please ensure that Attachment I Page 8 is completed and signed, as well as Attachment III Page 1.

Once your grant manager has your budget detail worksheet and signed grant agreement, they will then be able to send you an e-mail that authorizes you to begin spending.

Worksheets must now be submitted electronically to allow us to comply with federal government transparency initiatives. You may also submit paper backup copies of the worksheets and stakeholder signature sheets. As a reminder, you must also attach a memorandum providing what portion (percentage and dollar amount) of your funding will be spent on law enforcement initiatives.

6-2

COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM

ASSISTANCE ALLOCATION - LETTER OF AGREEMENT

1. **Grantee Name & Address:**			2. **Issuing Office & Address:**
Montgomery County Sheriff's Department 115 S. Perry St Montgomery , AL 36104			Alabama Department of Homeland Security PO Box 304115 Montgomery, AL 36130-4115
3. **FY**	4. **Amount of**	5. **Effective Dates**	6. **Agreement Number** ALDHS-11-1221 **Grant Numbers (Reporting Categories):**
2010	Federal $ 317,419.00 Total: $ 317,419.00	Begin: September 13, 2010 End July 31, 2012	0MMR $ 317,419.00

Montgomery County Sheriff's Department is herein referred to as the Sub-grantee, the Alabama Department of Homeland Security is herein referred to as AL DHS, and FY2010 is herein referred to as the Agreement Fiscal Year.

1. Applicable Federal Regulations: The sub-grantee must comply with the Code of Federal Regulations (CFR), as applicable: 2 CFR Part 220, Cost Principles for Educational Institutions; 2 CFR Part 225, Cost Principles for State and Local Governments; 2 CFR Part 230, Cost Principles for Non-Profit Organizations; and 2 CFR Part 215, Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. Also, the sub-grantee must comply with the provisions of 44 CFR: Emergency Management and Assistance, applicable to grants and cooperative agreements including Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. In addition, the sub-grantee must comply with Federal Acquisition Regulation Sub-part 31.2, Contracts with Commercial Organizations.

2. Allowable Costs: The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable Code of Federal Regulation referenced above.

3. Audit Requirements: The sub-grantee agrees to comply with the requirements of OMB Circular A-133. Further, records with respect to all matters covered by this grant shall be made available for audit and inspection by AL DHS and/or any of its duly authorized representatives. If required, the audit report must specifically cite that the report was done in accordance with OMB Circular A-133. If a compliance audit is not required, a written certification must be provided at the end of each audit period stating that the sub-grantee has not expended the amount of federal funds that would require a compliance audit. The sub-grantee agrees to accept these requirements.

4. Non-Supplanting Agreement: The sub-grantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the sub-grantee must stop charging the grant for the new position. Upon filling the vacancy, the sub-grantee may resume charging for the grant position.

6-3

Initial Here: DC

COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS

5. Project Implementation: The sub-grantee agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the first Biannual Strategy Implementation Report (BSIR).

6. Written Approval of Changes: Any mutually agreed upon changes to this sub-grant must be approved, in writing, by AL DHS prior to implementation or obligation and shall be incorporated in written amendments to this grant. This procedure for changes to the approved sub-grant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.

7. Individual Consultants: Billings for individual consultants/contractors must include at a minimum: a description of services; dates of services; number of hours for services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates.

8. Bidding Requirements: The sub-grantee must comply with proper competitive bidding procedures as required by 28 CFR Part 66 (formerly OMB Circular A-102) or OMB Circular A-110, as applicable, and pertinent provisions of the Code of Alabama, including, but not limited to, Section 11-47-6.

9. Personnel and Travel Costs: The US DHS Financial Guide is the source document for all homeland security related financial matters, including personnel and travel costs. Subgrantees must comply with the provisions in this guide. This guide has been distributed by AL DHS annually during the past several years and is available upon request. Personnel and travel costs must also be consistent with the jurisdiction's policies and procedures, and must be applied uniformly to both federally financed and locally financed activities of the agency. In the absence of jurisdictional requirements, travel costs must not exceed the rate set by state regulation, a copy of which is available upon request. *However, at no time can the agency's travel and lodging expenses rates exceed the federal rates established by the U.S. General Services Administration (GSA).* Also note that the US DHS Financial Guide provides a listing of unauthorized expenses. Be advised that tips while on travel are normally not allowable and food/beverage expenses are restricted.

10. Terms of Grant Period: Grant funds may not be obligated prior to the effective date of the grant. The final request for payment must be submitted no later than thirty (30) calendar days after the end of the grant period. Also, any obligation of grant funds dated after the expiration of the grant period will not be eligible for reimbursement.

11. Utilization and Payment of Grant Funds: Funds awarded are to be expended only for purposes and activities covered by the subgrantees approved project plan and budget. Items must be in the sub-grantee's approved grant budget and documented in the budget detail worksheet in order to be eligible for reimbursement. Payments will be adjusted to correct previous overpayments and disallowances or under payments resulting from audit. Grants failing to meet this requirement, without prior written approval, are subject to cancellation.

12. Recording and Documentation of Receipts and Expenditures: Sub-grantee's accounting procedures must provide for accurate and timely recording of receipt of funds by source of expenditures made from such funds and unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the sub-grant activities are for allowable purposes. Equipment purchases may only include items approved in the AEL (Authorized Equipment List). Additionally, effective control and accountability must be maintained for all grant cash, real and personal property and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.

13. Financial Responsibility: The financial responsibility of sub-grantees must be such that the sub-grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems shall meet the following minimum criteria:

6-4

Initial Here DC

COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS

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

b. Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located;

c. The accounting system should provide accurate and current financial reporting information; and,

d. The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

14. Property Control:

a. Effective control and accountability must be maintained for all property. Sub-grantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Sub-grantees should ensure proper use, maintenance, protection and preservation of such property.

b. Subject to the obligations and conditions set forth in 28 CFR Part 66 (formerly OMB Circular A-102), title to non-expendable property acquired in whole or in part with grant funds shall be vested in the sub-grantee. Non-expendable property is defined as any item having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.

c. Use and Disposition: Equipment shall be used by the sub-grantee in the program or project for which it was acquired as long as needed, whether or not the program or project continues to be supported by federal funds. Theft, destruction, or loss of property shall be reported to AL DHS immediately. Property will only be transferred for property disposal if it is certified as no longer serviceable and coordinated in advance with AL DHS.

d. Vehicles: The AEL, section 12 (CBRNE Response Vehicles/Prime Movers) indicates that special-purpose vehicles may be purchased and used only for the transport of CBRNE terrorism response equipment and personnel to the incident site. *These vehicles may not be used for routine administration or daily operations*. The mileage for all vehicles purchased with homeland security grant funds will be checked annually during periodic monitoring visits. Licensing, registration, insurance and other fees are the responsibility of the jurisdiction and are not allowable under this grant. In addition, general purpose vehicles (patrol cars, executive transportation, etc.), fire apparatus and non-CBRNE tactical/armored assault vehicles are not allowable.

e. Equipment: The sub-grantee agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: Purchased with funds provided by the U.S. Department of Homeland Security. Stickers displaying the AL DHS logo and the correct verbiage may be obtained by contacting the Alabama Department of Homeland Security.

15. Performance: This grant may be terminated or fund payments discontinued by AL DHS where it finds a substantial failure to comply with the provisions of the legislation governing these funds or regulations promulgated, including those grant conditions or other obligations established by AL DHS. In the event the sub-grantee fails to perform the services described herein and has previously received financial assistance from AL DHS, the sub-grantee shall reimburse AL DHS the full amount of the payments made. However, if the services described herein are partially performed, and the sub-grantee has previously received financial assistance, the sub-grantee shall proportionally reimburse AL DHS for payments made.

16. Deobligation of Grant Funds: All expenditures of grant funds must be completed and the grant closed out within thirty (30) calendar days of the end of the grant period. Failure to close out the grant in a timely manner will result in an automatic deobligation of the remaining grant funds by AL DHS.

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COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS

17. Americans with Disabilities Act of 1990 (ADA): The sub-grantee must comply with all requirements of the Americans with Disabilities Act of 1990 (ADA), as applicable.

18. Compliance with Section 504 of the Rehabilitation Act of 1973 (Handicapped): All recipients of federal funds must comply with Section 504 of the Rehabilitation Act of 1973. Therefore, the federal funds recipient pursuant to the requirements of the Rehabilitation Act of 1973 hereby gives assurance that no otherwise qualified handicapped person shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of or be subject to discrimination, including discrimination in employment, in any program or activity that receives or benefits from federal financial assistance. The recipient agrees it will ensure that requirements of the Rehabilitation Act of 1973 shall be included in the agreements with and be binding on all of its sub-grantee, contractors, subcontractors, assignees or successors.

19. Utilization of Minority Businesses: Sub-grantees are encouraged to utilize qualified minority firms where cost and performance of major contract work will not conflict with funding or time schedules.

20. Political Activity: None of the funds, materials, property or services provided directly or indirectly under this contract shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office, or otherwise in violation of the provisions of the "Hatch Act."

21. Debarment Certification: With the signing of the grant application, the sub-grantee agrees to comply with Federal Debarment and Suspension regulations as outlined in the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions" form.

22. Drug-Free Workplace Certification: This Certification is required by the Federal Drug-Free Workplace Act of 1988. The federal regulations, published in the January 31, 1989, Federal Register, require certification by state agency sub-grantees that they will maintain a drug-free workplace. The certification is a material representation of fact upon which reliance will be placed when AL DHS determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of the grant, or government-wide suspension or debarment.

23. Publications: The sub-grantee agrees that all publications created with funding under this grant shall prominently contain the following statement: "This Document was prepared under a grant from the Office of Grants & Training (G&T), FEMA. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of G&T or the U.S. Department of Homeland Security". The sub-grantee also agrees that one copy of any such publication will be submitted to AL DHS to be placed on file and distributed as appropriate to other potential sub-grantees or interested parties. AL DHS may waive the requirement for submission of any specific publication upon submission of a request providing justification from the sub-grantee.

24. Closed-Captioning of Public Service Announcements: Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of the federal government shall include closed captioning of the verbal content of such announcement.

25. Fiscal Regulations: The fiscal administration of grants shall be subject to such further rules, regulations and policies concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as may be prescribed by AL DHS Guidelines or "Special Conditions" placed on the grant award.

26. Compliance Agreement: The sub-grantee agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by AL DHS. Failure to comply could result in a "Stop Payment" being placed on the grant.

27. Leasing of Space: Requests to lease space for any purpose must be coordinated in advance with AL DHS at annual program briefings and documented/approved in budget detail worksheets. Specific provisions are provided below.

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COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS

a. Equipment Storage: Rental or leasing of space for a newly acquired allowable equipment items is allowable. Grant funds may be used to cover only the portion of the rental/lease period that occurs during the grant project period. Supplanting of previously planned or budgeted activities is strictly prohibited.

b. Exercises: Rental or leasing of space for design, development, conduct and evaluation of exercises is allowable. This includes the costs related to the rental of space/locations for both exercise planning and conduct.

c. Office Space: Leasing of office space is generally not authorized. In certain cases, it may be approved based on the requirements for hiring new personnel. The request to lease space for new personnel must be coordinated in advance with AL DHS. If approved, the total cost of space may not exceed the rental cost of comparable space and facilities in a privately-owned building in the same locality. Information to demonstrate that a comparison was conducted by the sub-grantee regarding current market costs for space in the same locale should be made available upon request by the State Administrating Agency (AL DHS) or its representative for audit purposes. The cost of space procured for program usage may not be charged to the program for periods of non-occupancy. Rent cannot be paid if the building is owned by the sub-grantee or if the sub-grantee has a substantial financial interest in the property. The total square footage covered by the lease, total square footage being charged to the grant (based on the amount needed for program implementation) and the cost per square foot agreement must be provided to the SAA (AL DHS). A copy of the signed lease agreement must be submitted to the SAA before reimbursement is made for space. Please note that the grant can only be charged for the grant's portion of rental costs. The grant cannot be used for mortgage payments as this is unallowable.

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

a. Failure to comply substantially with the requirements or statutory objectives of the 2003 Omnibus Appropriations Act issued there under, or other provisions of Federal Law.

b. Failure to adhere to the requirements, standard conditions or special conditions of this grant, including property accountability and vehicle usage.

c. Proposing or implementing substantial program changes to the extent that, if originally submitted, the agreement would not have been approved for funding.

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

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

f. Other good cause shown.

29. National Incident Management System (NIMS): The State met the NIMS compliance requirements in order to receive FY10 homeland security grant funding. The jurisdictions and agencies that established NIMSCAST accounts and submitted their annual rollups no later than September 2, 2009, are also eligible to receive FY10 homeland security grant funding.

a. County subgrantees of FY10 homeland security grants (i.e., those that met the NIMS compliance requirements) may only allocate or use HS funding for those cities, towns, and agencies that also met the September 2, 2009 NIMS deadline. The listing of NIMS compliant jurisdictions and agencies will be documented, maintained, and distributed by the NIMS point of contact at AEMA.

b. If a County allocates or uses FY10 HS funding for a city, town or agency that is not NIMS compliant, then AL DHS will not be able to process the reimbursement request and it will be returned without action.

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COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS

30. Alabama Mutual Aid System Agreement (AMAS): When funding is provided for Alabama Mutual Aid System (AMAS) related activities, the sub-grantee agrees to remain a party to the AMAS program.

31. Budget Detail Worksheet:

a. The sub-grantee agrees to submit a Budget Detail Worksheet to the Alabama Department of Homeland Security (AL DHS) and must await formal approval of the worksheet in writing from AL DHS prior to obligating funds, making commitments, or purchasing any of the items requested. The worksheet submitted by the sub-grantee will provide a complete and detailed description of the items (equipment, training, and exercises) to be purchased and will also provide a valid estimate of the actual quantities and costs involved. Care should be taken to ensure the items requested on the worksheet are allowable in accordance with the US DHS grant guidance, and if equipment, listed on the current version of the Authorized Equipment List (AEL). Copies of the fiscal year grant guidance and the current version of the AEL are available on the AL DHS web site at www.homelandsecurity.alabama.gov. Additionally, a revised worksheet must be submitted for addition or deletion of all items from the original worksheet. If additions, deletions, or changes in cost total $5000.00 or more, a new sign-off sheet by stakeholders is also required.

b. Electronic copies of budget detail worksheet must be submitted within 60 days of receipt of this grant. The electronic budget detail worksheet is a requirement in addition to the paper copies that may have been submitted previously.

c. Special Instructions: The sub-grantee agrees to spend the appropriate percentages of this grant in compliance with US DHS grant guidance and AL DHS special instructions with regard to law enforcement. Additionally, the amount to be spent and the percentage for the expenditures will be documented in a letter and attached to the budget detail worksheet for law enforcement.

32. Metropolitan Medical Response System (MMRS):

a. For MMRS grants, councils must be established and meet on an appropriate periodic basis in accordance with the council charter. In addition to appropriate local officials and stakeholders, the council membership must also include a representative from the State Department of Public Health.

b. Detailed budget worksheets will document program expenses as prescribed in other sections of the grant guidance. Detailed budget worksheets will be prepared and provided to AL DHS for approval in advance of spending in order to document the annual plan and to ensure that MMRS funds are used in accordance with MMRS program guidelines.

c. The MMRS leadership shall ensure that local strategic goals, objectives, operational capabilities, and resource requirements align with State's Homeland Security Strategies. Critical factors in planning are to ensure that MMRS jurisdictions have:

- Applicable and up to date plans for responding to a mass casualty incidents caused by any hazards
- Applicable procedures and operational guides to implement the response actions are within the local plan including patient tracking that addresses identifying and tracking children and keeping families intact where possible
- Identified resources for medical supplies necessary to support children during an emergency, including pharmaceuticals and pediatric-sized equipment on which first responders and medical providers are trained

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COOPERATIVE GRANT AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM
TERMS AND CONDITIONS

33. Homeland Security Exercises: All exercises conducted with HSGP funding must be NIMS compliant and must be executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). The Alabama Emergency Management Agency serves as the single point of contact for homeland security and emergency management related exercises within the state. All exercises must be coordinated in advance with Sam Guerrera or the designated AEMA exercise point of contact in advance of the exercise planning cycle. The AEMA POC must be kept informed during each step of the exercise process. In accordance with HSGP grant guidance, grant recipients must ensure that an After Action Report and an Improvement Plan are prepared for each exercise conducted with US DHS and FEMA support (grant funds and direct support). The two reports must be coordinated with the AEMA exercise point of contact and submitted to the FEMA secure portal within 60 days following each exercise.

34. Overtime and Backfill: Sub-grantees must read and comply with the funding restrictions provided in FY09 HSGP grant guidance (e.g., Part IV, E, pages 34-41; Part VIII, pages 63-65; and pages 76-80). A summary of the funding restrictions pertaining to overtime is provided below. Overtime will not normally be authorized and all requests for overtime must be coordinated in advance and approved by AL DHS.

a. Organizational Overtime: Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and *specifically requested by a Federal agency*. Allowable costs are limited to overtime associated with Federally requested participation in eligible fusion activities including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams.

b. Operational Overtime: In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism, operational overtime costs are allowable for increased security measures at critical infrastructure sites during DHS-declared periods of increased security. Subject to these elevated threat level conditions, HSGP funds for organizational costs may be used to support select operational expenses associated with increased security measures at critical infrastructure sites. Consumable costs, such as fuel expenses are *not allowed* except as part of the standard National Guard deployment package.

35. Construction and Renovation: The use of HSGP funds for construction and renovation is generally prohibited unless it is a necessary component of a security system at a designated critical infrastructure facility or unless it involves erection of communications towers included in the interoperable communications plan. Construction and renovation projects must be coordinated in advance with AL DHS at annual program briefings and documented/approved in budget detail worksheets. Additionally, subgrantees must provide to the SAA (AL DHS) appropriate documentation required by HSGP grant guidance for forwarding to FEMA prior to draw down of funds. Subgrantees must also refer to and comply with FEMA information bulletin #329, Environmental Planning and Historic Preservation Requirements for Grants.

36. Special Instructions: N/A.

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CERTIFICATION BY COUNTY HOMELAND SECURITY POINT OF CONTACT (POC)

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

Name: Derrick Cunningham

Title: Chief Deputy

Agency Address: 115 South Perry St. Montgomery, AL 36104

Phone Number: (334) 832-1646

Fax Number: (334) 832-7113

Mobile Number: (334) 850-1329

E-Mail Address: DerrickCunningham@mc-ala.org

Signature: Derrick Cunningham Date: 10/27/2010

CERTIFICATION BY COUNTY OFFICIAL AUTHORIZED TO SIGN

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

Name:

Title:

Agency Address:

Phone Number:

Signature: Date:

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

CERTIFICATION BY STATE HOMELAND SECURITY ADVISOR

Name: James M. Walker, Jr.

Title: Director, Alabama Department of Homeland Security

Signature: Date:

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COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM

ASSISTANCE ALLOCATION - LETTER OF AGREEMENT

1. Grantee Name & Address:	2. Issuing Office & Address:
Montgomery County Sheriff's Department 115 S. Perry St Montgomery , AL 36104	Alabama Department of Homeland Security PO Box 304115 Montgomery, AL 36130-4115

3. FY	4. Amount of		5. Effective Dates	6. Agreement Number ALDHS-11-1258
2010	Federal $	39,982.10	Begin: September 13, 2010	Grant Numbers (Reporting Categories):
	Total: $	39,982.10	End July 31, 2012	0SHL $ 39,982.10

Montgomery County Sheriff's Department is herein referred to as the Sub-grantee, the Alabama Department of Homeland Security is herein referred to as AL DHS, and FY2010 is herein referred to as the Agreement Fiscal Year.

1. Applicable Federal Regulations: The sub-grantee must comply with the Code of Federal Regulations (CFR), as applicable: 2 CFR Part 220, Cost Principles for Educational Institutions; 2 CFR Part 225, Cost Principles for State and Local Governments; 2 CFR Part 230, Cost Principles for Non-Profit Organizations; and 2 CFR Part 215, Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. Also, the sub-grantee must comply with the provisions of 44 CFR: Emergency Management and Assistance, applicable to grants and cooperative agreements including Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. In addition, the sub-grantee must comply with Federal Acquisition Regulation Sub-part 31.2, Contracts with Commercial Organizations.

2. Allowable Costs: The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable Code of Federal Regulation referenced above.

3. Audit Requirements: The sub-grantee agrees to comply with the requirements of OMB Circular A-133. Further, records with respect to all matters covered by this grant shall be made available for audit and inspection by AL DHS and/or any of its duly authorized representatives. If required, the audit report must specifically cite that the report was done in accordance with OMB Circular A-133. If a compliance audit is not required, a written certification must be provided at the end of each audit period stating that the sub-grantee has not expended the amount of federal funds that would require a compliance audit. The sub-grantee agrees to accept these requirements.

4. Non-Supplanting Agreement: The sub-grantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the sub-grantee must stop charging the grant for the new position. Upon filling the vacancy, the sub-grantee may resume charging for the grant position.

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COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM

ASSISTANCE ALLOCATION - LETTER OF AGREEMENT

1. Grantee Name & Address:			2. Issuing Office & Address:
Montgomery County Sheriff's Department 115 S. Perry St Montgomery , AL 36104			Alabama Department of Homeland Security PO Box 304115 Montgomery, AL 36130-4115
3. FY	**4. Amount of**	**5. Effective Dates**	**6. Agreement Number** ALDHS-11-1274
2010	Federal $ 26,353.51 Total: $ 26,353.51	Begin: September 13, 2010 End July 31, 2012	**Grant Numbers (Reporting Categories):** 0MAL $ 26,353.51

Montgomery County Sheriff's Department is herein referred to as the Sub-grantee, the Alabama Department of Homeland Security is herein referred to as AL DHS, and FY2010 is herein referred to as the Agreement Fiscal Year.

1. Applicable Federal Regulations: The sub-grantee must comply with the Code of Federal Regulations (CFR), as applicable: 2 CFR Part 220, Cost Principles for Educational Institutions; 2 CFR Part 225, Cost Principles for State and Local Governments; 2 CFR Part 230, Cost Principles for Non-Profit Organizations; and 2 CFR Part 215, Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. Also, the sub-grantee must comply with the provisions of 44 CFR: Emergency Management and Assistance, applicable to grants and cooperative agreements including Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. In addition, the sub-grantee must comply with Federal Acquisition Regulation Sub-part 31.2, Contracts with Commercial Organizations.

2. Allowable Costs: The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable Code of Federal Regulation referenced above.

3. Audit Requirements: The sub-grantee agrees to comply with the requirements of OMB Circular A-133. Further, records with respect to all matters covered by this grant shall be made available for audit and inspection by AL DHS and/or any of its duly authorized representatives. If required, the audit report must specifically cite that the report was done in accordance with OMB Circular A-133. If a compliance audit is not required, a written certification must be provided at the end of each audit period stating that the sub-grantee has not expended the amount of federal funds that would require a compliance audit. The sub-grantee agrees to accept these requirements.

4. Non-Supplanting Agreement: The sub-grantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the sub-grantee must stop charging the grant for the new position. Upon filling the vacancy, the sub-grantee may resume charging for the grant position.

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COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM

ASSISTANCE ALLOCATION - LETTER OF AGREEMENT

1. **Grantee Name & Address:**		2. **Issuing Office & Address:**	
Montgomery County Sheriff's Department 115 S. Perry St Montgomery , AL 36104		Alabama Department of Homeland Security PO Box 304115 Montgomery, AL 36130-4115	
3. **FY**	4. **Amount of**	5. **Effective Dates**	6. **Agreement Number** ALDHS-11-1267
2010	Federal $ 23,000.00 Total: $ 23,000.00	Begin: September 13, 2010 End July 31, 2012	**Grant Numbers (Reporting Categories):** 0CCL $ 23,000.00

Montgomery County Sheriff's Department is herein referred to as the Sub-grantee, the Alabama Department of Homeland Security is herein referred to as AL DHS, and FY2010 is herein referred to as the Agreement Fiscal Year.

1. Applicable Federal Regulations: The sub-grantee must comply with the Code of Federal Regulations (CFR), as applicable: 2 CFR Part 220, Cost Principles for Educational Institutions; 2 CFR Part 225, Cost Principles for State and Local Governments; 2 CFR Part 230, Cost Principles for Non-Profit Organizations; and 2 CFR Part 215, Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. Also, the sub-grantee must comply with the provisions of 44 CFR: Emergency Management and Assistance, applicable to grants and cooperative agreements including Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. In addition, the sub-grantee must comply with Federal Acquisition Regulation Sub-part 31.2, Contracts with Commercial Organizations.

2. Allowable Costs: The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable Code of Federal Regulation referenced above.

3. Audit Requirements: The sub-grantee agrees to comply with the requirements of OMB Circular A-133. Further, records with respect to all matters covered by this grant shall be made available for audit and inspection by AL DHS and/or any of its duly authorized representatives. If required, the audit report must specifically cite that the report was done in accordance with OMB Circular A-133. If a compliance audit is not required, a written certification must be provided at the end of each audit period stating that the sub-grantee has not expended the amount of federal funds that would require a compliance audit. The sub-grantee agrees to accept these requirements.

4. Non-Supplanting Agreement: The sub-grantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the sub-grantee must stop charging the grant for the new position. Upon filling the vacancy, the sub-grantee may resume charging for the grant position.

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COOPERATIVE AGREEMENT
STATE HOMELAND SECURITY GRANT PROGRAM

ASSISTANCE ALLOCATION - LETTER OF AGREEMENT

1. Grantee Name & Address:			2. Issuing Office & Address:
Montgomery County Sheriff's Department 115 S. Perry St Montgomery , AL 36104			Alabama Department of Homeland Security PO Box 304115 Montgomery, AL 36130-4115
3. FY	4. Amount of	5. Effective Dates	6. Agreement Number ALDHS-11-1271
2010	Federal $ 327.00 Total: $ 327.00	Begin: September 13, 2010 End July 31, 2012	Grant Numbers (Reporting Categories): 0ICL $ 327.00

Montgomery County Sheriff's Department is herein referred to as the Sub-grantee, the Alabama Department of Homeland Security is herein referred to as AL DHS, and FY2010 is herein referred to as the Agreement Fiscal Year.

1. Applicable Federal Regulations: The sub-grantee must comply with the Code of Federal Regulations (CFR), as applicable: 2 CFR Part 220, Cost Principles for Educational Institutions; 2 CFR Part 225, Cost Principles for State and Local Governments; 2 CFR Part 230, Cost Principles for Non-Profit Organizations; and 2 CFR Part 215, Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations. Also, the sub-grantee must comply with the provisions of 44 CFR: Emergency Management and Assistance, applicable to grants and cooperative agreements including Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. In addition, the sub-grantee must comply with Federal Acquisition Regulation Sub-part 31.2, Contracts with Commercial Organizations.

2. Allowable Costs: The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable Code of Federal Regulation referenced above.

3. Audit Requirements: The sub-grantee agrees to comply with the requirements of OMB Circular A-133. Further, records with respect to all matters covered by this grant shall be made available for audit and inspection by AL DHS and/or any of its duly authorized representatives. If required, the audit report must specifically cite that the report was done in accordance with OMB Circular A-133. If a compliance audit is not required, a written certification must be provided at the end of each audit period stating that the sub-grantee has not expended the amount of federal funds that would require a compliance audit. The sub-grantee agrees to accept these requirements.

4. Non-Supplanting Agreement: The sub-grantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the sub-grantee must stop charging the grant for the new position. Upon filling the vacancy, the sub-grantee may resume charging for the grant position.

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Agenda

NOV 1 0 2010

JM WOOD
AUCTION COMPANY, INC.
"THE EQUIPMENT AUCTIONEERS"

Corporate Office: 3475 Ashley Road, Montgomery, AL 36108
Columbia, S.C. Office: 115 Belvedere Circle, West Columbia, SC 29172
PHONE: 334.264.3265, WATTS: 800.447.7085, FAX: 334.269.6990

2010 OCT 15 AM 8:47

13 October 2010

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

Mr. Mims,

I would like to express my appreciation to you and the Montgomery County Commission for allowing JM Wood Auction Company, Inc an opportunity to work with you to dispose of your excess assets.

Enclosed please find two separate "Auction Contract". One is for an annual contract which would allow you to sell with us at a 7% commission rate. The other is for a "Perpetual Contract" which would allow you to sell with us at a 6% commission rate for a minimum of three years. In either case you have the option to cancel these contracts with a 30 day written notice.

I would appreciate you executing and returning one of these contracts at your convenience.

If you have any questions please feel free to contact me at anytime.

Thanks,

Jay D. Gray

John D. Gray
Vice President
JM Wood Auction Co., Inc.
W.334-264-3265
C.334-313-1263
F.334-269-6990
enc.

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JM WOOD AUCTION COMPANY, INC.

"THE EQUIPMENT AUCTIONEERS"

CODE

3475 ASHLEY ROAD, MONTGOMERY, ALABAMA 36108
PERPETUAL AUCTION SALES AGREEMENT

This agreement is entered into by J.M. WOOD AUCTION CO., INC. Montgomery, Alabama. Hereinafter referred to as Auctioneer, and

Seller	Montgomery County Commission	Address	P.O. Box 1667

City	Montgomery	State	Alabama	Zip	36102-1667	County	Montgomery

Phone:	Contact: Mr. Donald L. Mims – Administrator: Phone 334-832-1210

Hereinafter referred to as seller. Seller accepts the following terms and conditions:

- Seller hereby employs Auctioneer to sell items listed below at public auction to the highest or last bidder on: This is a perpetual contract beginning fiscal year 2010 - 2011. This contract will automatically renew for an additional two years (in one year increments) unless cancelled by either party with a 30 day written notice prior to contract renewal.

- Our advertising agency will prepare a descriptive brochure with color pictures and a detailed listing of your equipment. A personalized mailing list will be selected from our 75,000 national and international buyers. Plus, seller will benefit from our chain-advertising program.

- Attractive newspaper ads will be placed in over three hundred (300) newspapers reaching over three million (3,000,000) readers. Plus, we will advertise in strategic national trade publications as, Rock & Dirt, Machinery Trader, Contractors Hotline, The Equipment Trader and Southern Loggin' Times. These publications will run attractive full- page advertisements announcing the auction. This national and international advertising campaign is essential in insuring the maximum dollar potential of your equipment.

- **J.M. WOOD AUCTION COMPANY, INC.** will have representatives marketing your equipment and answering questions from prospective buyers prior to and during the auction.

- **J.M.WOOD AUCTION COMPANY, INC.** will furnish all personnel to set-up, conduct the auction, collect all proceeds and assist in load-out for five (5) days following the auction.

- Approximately two (2) weeks prior to auction date, our sales and set-up staff will be on site, organizing, tagging, and cataloging the items for auction. We will furnish a detailed sale day catalog for each buyer on inspection day and the day of the auction.

- **J.M. WOOD AUCTION COMPANY, INC.** will pay any/all expenses in conducting the auction and furnish a computerized statement of each item sold. Auctioneer acts as Sellers agent. Seller guarantees that he is the sole owner of items being sold and states that items are free of all mortgages liens and encumbrances. Seller agrees to disclose all liens mortgages, taxes, encumbrances or claims of any sort and states he is not connected to claim by Bankrupt Court or IRS. In the event such claim should exist Seller agrees to pay all legal expense incurred by Auctioneer to protect and defend clear title. Seller hereby authorizes J.M. Wood Auction Co., Inc (hereby known as Auctioneer) at the absolute discretion of Auctioneer to carry out title searches in respect of the Equipment at the expense of Seller, but in no case shall Auctioneer have a duty to conduct, nor be responsible for the results of any such title search.

- **J.M. WOOD AUCTION COMPANY, INC.** gives seller a guaranteed commission rate of **6% Absolute** that will be charged to gross sales. JM Wood Auction Co., Inc. will provide a financial guarantee on items requested by seller.

- **J.M. WOOD AUCTION COMPANY, INC.** will provide, as a service to seller, a detailed report on any repairs deemed necessary to make the equipment bring the maximum dollar. J.M Wood Auction Co., Inc. will furnish an on-site detailed clean-up service. This clean-up service will be deducted from seller's net proceeds.

- **J.M. WOOD AUCTION COMPANY, INC.** will issue seller a check for full settlement within eight (8) banking days after auction closes.

- Auctioneer has no interest or ownership in this equipment and acts only as Sellers agent. Seller guarantees that he is the sole owner of items being sold and states that items are free of all mortgages, liens and encumbrances. Seller agrees to disclose all liens mortgages, taxes, encumbrances or claims of any sort and states he is not connected to claim by Bankrupt Court or IRS. In the event such claim should exist Seller agrees to pay all legal expense incurred by Auctioneer to protect and defend clear title. Seller hereby authorizes J.M. Wood Auction Co., Inc (hereby known as Auctioneer) at the absolute discretion of Auctioneer to carry out title searches in respect of the Equipment at the expense of Seller, but in no case shall Auctioneer have a duty to conduct, nor be responsible for the results of any such title search.

- Force Majeure: Seller agrees that Auctioneer shall not be liable for delays or failure in performance resulting from acts beyond Auctioneer's control, including for example acts of God, work stoppage, riots, acts of war, disruption of means of communication, computer virus, power failure or natural disasters.

- Seller agrees to deliver bill of sales, tag receipts and current transferable titles or necessary documents to Auctioneer. Seller understands Auctioneer will not make payment until such document have been delivered to Auctioneer.

- In event of encumbrances, payment will be made jointly to Seller and Lien holder. In the event that proceeds do not exceed encumbrance, Seller is responsible for balance remaining to lien holder to ensure clear title.

- Seller understands it remains his responsibility to protect his own interest in said items against loss of fire or theft while on sale site and agrees to hold Auctioneer harmless from said loss by fire, theft or damage.

Brenda S. Wood has power of attorney to sign for, receive, transfer or negotiate titles and bill of sales on auction items.

All items must be delivered to sale site at least 7 days prior to sale date. Seller agrees to pay auctioneer.

Montgomery County Commission

Date: 12 October 2010 Print Sellers Legal Signature: __________

Auction Rep.: Jay D. Gray, V.P. Sellers Legal Signature: __________

Elton N. Dean, Sr.
Chairman

Reed Ingram
Vice Chairman

Dimitri Polizos
Jiles Williams, Jr.
Ham Wilson, Jr.

A COUNTY OLDER THAN THE STATE

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

ESTABLISHED 1816

Donald L. Mims, CPA, MPA
Administrator
John A. Mitchell, Sr.
Deputy Administrator
(334) 832-1210
FAX (334) 832-2533
TDD (334) 265-3568
www.mc-ala.org

Agenda
NOV 10 2010

November 10, 2010

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) to:

C-2011-10: Hospice of Montgomery, Inc., for Indigent Patient Care - $750; (Wilson)

NC-2011-5: City of Montgomery, to be used by BONDS to Support Knollwood Neighborhood Association, with Funding to Promote the Community Enhancement and Beautification Programs/Projects - $500; (Ingram)

DLM/tll

8-1

Agenda

NOV 1 0 2010

Montgomery County Commission

Finance Department
P.O. Box 1667
Montgomery, Alabama 36102
Phone 334-832-1268
Fax 334-832-2533

Memo

To: Donald L. Mims, Administrator

From: Sherrill R. Thomas, Finance Director

Date: October 18, 2010

Re: Imperial Systems Inc. Prior Year Invoice

Attached is documentation concerning an Imperial Systems Inc. invoice dated 7/30/09. This invoice was recently forwarded to the Finance Department by the Sheriff's Department for payment. The vendor states that when they were purchased by another company the unpaid amount was discovered.

Purchasing and the finance department have verified that the invoice was never paid

The total amount due is $6,416.66 and I recommend that the invoice be processed for payment.

IMPERIAL SYSTEMS INC.
DETENTION FACILITY EQUIPMENT SALES AND SERVICE
3040 MAIN STREET
MILLBROOK, ALABAMA 36054
TEL: 334-285-4222
FAX: 334-285-5055

INVOICE
3551

Montgomery Co. Commission
Purchasing Dept.
P.O. Box 1667
Montgomery, AL. 36102
Attn: Pat Silas

Ship To:
Montgomery Co. / New Courthouse
251 S. Lawrence Street
Montgomery, Alalbama 36104
Attn: Pat Silas

Date: 07/30/2009
Payment Terms: Net 30 Days
Reference:

Number: 3551

Account Number: 9

Quantity	Item Description	Unit Price	T	Extended Price
1	Preventive Maintenance Service for Access Controls & CCTV. Service Fee	6,416.66	T	6,416.66

July 2009

INVOICED

Paid Amount: $ 0.00

Total:	$ 6,416.66
Sales Tax:	$ 0.00
Grand Total:	$ 6,416.66
Balance Due:	$ 6,416.66

Invoice past due if payment is not received within 30 days of invoice date.
A finance charge of 1.5 % per month will be applied to your unpaid balance.
Minimum charge $.75.
*** * * www.imperialsystems.com * * ***

Total Account Balance: 24,011.16
Current: 7,094.50 31-60: 16,916.66 61-90: 0.00 Over 90: 0.00

9-2

Sept. 22, 2010

Christy,

Tom with Imperial Systems advised that the attached invoice has not been paid. I looked in the computer and can't find where it was paid.

Thanks,

Pat Silas

9-3

Agenda

NOV 1 0 2010

Montgomery County Commission

Finance Department
P.O. Box 1667
Montgomery, Alabama 36102
Phone 334-832-1268
Fax 334-832-2533

Memo

To: Donald L. Mims, Administrator

From: Sherrill R. Thomas, Finance Director

Date: October 18, 2010

Re: American Mobile Imaging Prior Year Invoices

Attached is documentation concerning American Mobile Imaging invoices dated 2008-2009. These invoices were never presented for payment and have been verified for payment by the Youth Facility department and the finance department.

The total amount due is $1,170.00 and I recommend that the invoices be processed for payment.

Montgomery County Youth Facility

2010 AUG 13 PM 1:22
MONTGOMERY COUNTY COMMISSION

Memo

Date: August 9, 2010

To: Mr. Donnie Mims

From: Bruce R. Howell, Juvenile Court Administrator BRH

Subject: American Mobile Imaging Invoices

The attached invoices dated July 13, 2010, were recently received in my office. The dates of service range from 8/12/2008 to 12/16/2009 and total $1,170. The billing supervisor could not give a reason these invoices were not received in a timely fashion and made her apologies. She did state that possibly the American Mobile collections personnel never followed up because they get paid commission based on the amount collected and these amounts were so small they probably put them at the bottom of the stack.

I am submitting this bill before the County Commission asking for permission/denial of payment based on dates.

Attachment:

C: Sherrill Thomas, Finance Director

10-2

American Mobile Imaging
5766 Carmichael Parkway
Montgomery, Alabama 36117
Telephone: 334.269.3322; Fax: 334-269-3326

August 2, 2010

Lynn Peavey
Montgomery County Youth Facility

The statement you received in July of 2010 shows a number past due patient charges (15) totally $1170.00. These charges range in date of service from 1/12/08 thru 5/18/10. Our billing practice is to mail a bill to you by the third business day of the month with all of the charges for the prior month.

It appears there was a breakdown in our correspondence with you regarding these past due charges. I am assuming these charges were sent as outlined and possibly misdirected in some way and therefore not received for processing. Please accept my apology for not contacting you in a timely manner regarding these charges.

In the future all statements will be both e-mailed and mailed to Lynn Peavey to ensure that all charges are received for processing. I will also make sure our collection department keeps a close eye on your account for any charges that appear to be past due and to contact Lynn immediately.

Sincerely,

Diane Vinti
Billing Supervisor
334-387-9627
DVinti@amixray.com

Pay to:
American Mobile Imaging
5766 Carmichael Parkway
Montgomery, AL 36117-2351
(334) 269-3322

Patient Receipt

Tuesday, July 13, 2010

Amount Due	Amount Paid
$1,170.00	**$0.00**

Facility Montgomery Co Youth
1111 Air Base Blvd
Montgomery, AL 36108

PAST DUE

Employer ID 631051655
Provider ID

Date	Description	Check #	Fee	Units	Insurance	Patient
	Facility Montgomery Co Youth(58158)/Cameron MacGuire/350274					
	Referring Physician: ADEDOYIN OGUMBI MD					
	Pain in joint, ankle and foot (719.47)					
02/26/2009	Radiologic examination, foot; complete, minimum of three views (73630 LT)		$65.00	1.0	$0.00	$65.00
02/26/2009	[redacted]		$0.00	1.0	$0.00	$0.00
	Balance:				**$0.00**	**$65.00**
	Facility Montgomery Co Youth(58158)/Cameron MacGuire/353738					
	Referring Physician: ADEDOYIN OGUMBI MD					
	Pain in soft tissues of limb (729.5)					
	Pain in joint, lower leg (719.46)					
	Pain in soft tissues of limb (729.5)					
03/06/2009	Radiologic examination, femur, two views (73550 RT)		$65.00	1.0	$0.00	$65.00
03/06/2009	Radiologic examination, knee; one or two views (73560 RT)		$65.00	1.0	$0.00	$65.00
03/06/2009	Radiologic examination; tibia and fibula, two views (73590 RT)		$65.00	1.0	$0.00	$65.00
03/06/2009	[redacted]		$0.00	1.0	$0.00	$0.00
	Balance:				**$0.00**	**$195.00**
	Facility Montgomery Co Youth(58158)/Cameron MacGuire/370420					
	Referring Physician: ADEDOYIN OGUMBI MD					
	Pain in joint, ankle and foot (719.47)					
05/07/2009	Radiologic examination, ankle; complete, minimum of three views (73610 LT)		$65.00	1.0	$0.00	$65.00
05/07/2009	[redacted]		$0.00	1.0	$0.00	$0.00
	Balance:				**$0.00**	**$65.00**
	Facility Montgomery Co Youth(58158)/Cameron MacGuire/382734					
	Referring Physician: ADEDOYIN OGUMBI MD					
	Pain in joint, ankle and foot (719.47)					
	Pain in joint, ankle and foot (719.47)					
06/23/2009	Radiologic examination, ankle; complete, minimum of three views (73610 RT)		$65.00	1.0	$0.00	$65.00
06/23/2009	Radiologic examination, foot; complete, minimum of three views (73630 RT)		$65.00	1.0	$0.00	$65.00
06/23/2009	[redacted]		$0.00	1.0	$0.00	$0.00
	Balance:				**$0.00**	**$130.00**
	Facility Montgomery Co Youth(58158)/Cameron MacGuire/412972					
	Referring Physician: ADEDOYIN OGUMBI MD					
	Pain in joint, lower leg (719.46)					
10/14/2009	Radiologic examination, knee; one or two views (73560 LT)		$65.00	1.0	$0.00	$65.00
10/14/2009	[redacted]		$0.00	1.0	$0.00	$0.00
	Balance:				**$0.00**	**$65.00**
	Facility Montgomery Co Youth(58158)/Cameron MacGuire/414551					
	Referring Physician: ADEDOYIN OGUMBI MD					

Deposit	0-30	31-60	61-90	91-120	Over 120
$0.00	$0.00	$65.00	$325.00	$0.00	$780.00

Transaction	Balance
Total Patient Account Balance:	
Patient Balance In Arrears:	
Total Current Balance:	**$1,170.00**

cus_Receipt With Codes_2 Ver 1

American Mobile Imaging * 1111 Air Base Blvd * Montgomery, AL 36108 * (334) 261-4100

10-4

	Pain in joint, ankle and foot (719.47)				
10/21/2009	Radiologic examination, ankle; complete, minimum of three views (73610 RT)	$65.00	1.0	$0.00	$65.00
10/21/2009	MATTHEW JOHNSON 10/30/1993	$0.00	1.0	$0.00	$0.00
	Balance:			**$0.00**	**$65.00**
	Facility Montgomery Co Youth(58158)/Cameron MacGuire/415558				
	Referring Physician: ADEDOYIN OGUMBI MD				
	Pain in joint, lower leg (719.46)				
10/23/2009	Radiologic examination, knee; one or two views (73560 RT)	$65.00	1.0	$0.00	$65.00
10/23/2009	[redacted]	$0.00	1.0	$0.00	$0.00
	Balance:			**$0.00**	**$65.00**
	Facility Montgomery Co Youth(58158)/Cameron MacGuire/417385				
	Referring Physician: ADEDOYIN OGUMBI MD				
	Pain in soft tissues of limb (729.5)				
10/29/2009	Radiologic examination; tibia and fibula, two views (73590 LT)	$65.00	1.0	$0.00	$65.00
10/29/2009	[redacted]	$0.00	1.0	$0.00	$0.00
	Balance:			**$0.00**	**$65.00**
	Facility Montgomery Co Youth(58158)/Cameron MacGuire/431521				
	Referring Physician: ADEDOYIN OGUMBI MD				
	Headache (784.0)				
12/26/2009	Radiologic examination, facial bones; less than three views (70140)	$65.00	1.0	$0.00	$65.00
12/26/2009	[redacted]	$0.00	1.0	$0.00	$0.00
	Balance:			**$0.00**	**$65.00**
	Facility Montgomery Co Youth(58158)/Cameron MacGuire/474699				
	Referring Physician: ADEDOYIN OGUMBI MD				
	Pain in soft tissues of limb (729.5)				
08/12/2008	Radiologic examination, hand; minimum of three views (73130)	$65.00	1.0	$0.00	$65.00
08/12/2008	[redacted]	$0.00	1.0	$0.00	$0.00
	Balance:			**$0.00**	**$65.00**
	Facility Montgomery Co Youth(58158)/Cameron MacGuire/474702				
	Referring Physician: ADEDOYIN OGUMBI MD				
	Pain in soft tissues of limb (729.5)				
01/07/2009	Radiologic examination, hand; minimum of three views (73130 RT)	$65.00	1.0	$0.00	$65.00
01/07/2009	[redacted]	$0.00	1.0	$0.00	$0.00
	Balance:			**$0.00**	**$65.00**
	Facility Montgomery Co Youth(58158)/Cameron MacGuire/474715				
	Pain in soft tissues of limb (729.5)				
01/30/2009	Radiologic examination, hand; minimum of three views (73130)	$65.00	1.0	$0.00	$65.00
01/30/2009	[redacted]	$0.00	1.0	$0.00	$0.00
	Balance:			**$0.00**	**$65.00**
	Facility Montgomery Co Youth(58158)/Cameron MacGuire/474724				
	Pain in joint, lower leg (719.46)				
03/21/2009	Radiologic examination, knee; one or two views (73560)	$65.00	1.0	$0.00	$65.00
03/21/2009	[redacted]	$0.00	1.0	$0.00	$0.00
	Balance:			**$0.00**	**$65.00**
	Facility Montgomery Co Youth(58158)/Cameron MacGuire/474730				
	Pain in soft tissues of limb (729.5)				
12/16/2009	Radiologic examination, hand; minimum of three views (73130)	$65.00	1.0	$0.00	$65.00
12/16/2009	[redacted]	$0.00	1.0	$0.00	$0.00
	Balance:			**$0.00**	**$65.00**
	Facility Montgomery Co Youth(58158)/Cameron MacGuire/477030				
	Pain in joint, shoulder region (719.41)				

Deposit	0-30	31-60	61-90	91-120	Over 120
$0.00	$0.00	$65.00	$325.00	$0.00	$780.00

Transaction	Balance
Total Patient Account Balance:	
Patient Balance In Arrears:	
Total Current Balance:	**$1,170.00**

cus_Receipt With Codes_2 Ver 1

Elton N. Dean, Sr.
Chairman

Reed Ingram
Vice Chairman

Dimitri Polizos
Jiles Williams, Jr.
Ham Wilson, Jr.

A COUNTY OLDER THAN THE STATE

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

ESTABLISHED 1816

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www.mc-ala.org

Agenda

NOV 10 2010

November 4, 2010

MEMORANDUM

TO: Montgomery County Commission

FROM: John A. Mitchell, Sr.
Deputy Administrator

SUBJECT: Bid Protest Procedure

I am requesting the Commission approve a recommendation from the Assistant Director of Support Services, Pat Silas, to adopt a new Bid Protest Procedure. The County currently does not have a procedure in place although vendors have made objections to bids in the past.

This item was discussed during the information session of the October 25, 2010 Commission meeting. Your favorable response is appreciated during the November 10, 2010 meeting.

JAM/rw

Attachments

11-1

MEMORANDUM

TO: John A. Mitchell, Sr., Deputy Administrator

FROM: Pat Silas, Assistant Director Support Services

DATE: October 7, 2010

SUBJECT: Bid Protest Procedure

From time to time I have had other cities and counties request a copy of the County's bid protest procedure to maybe give them an idea for setting up a procedure in their area.

I have always felt that instructions for protesting a bid should be noted on the Invitation to Bid when advertised.

Attached is a rough draft of a simple and to the point protest procedure to be exercised when bidding.

Your help with this is appreciated.

Attachment

DRAFT

BID PROTEST PROCEDURE
MONTGOMERY COUNTY COMMISSION

1. A formal written protest shall be submitted to the Administrator/Purchasing Agent within five (5) working days before the bid opening or proposal due date or within five (5) working days after award. The formal written protest may be hand delivered to the Administrator or Administrator's office of the Montgomery County Commission and/or mailed to the Administrator/Purchasing Agent by registered certified mail. The bidder and/or his authorized agent or legal representative must sign the formal written protest or it will not be accepted.

2. Failure to file the notice of protest within the time limit prescribed herein shall constitute a waiver of any protest to the bid and/or request for proposal process.

3. The formal written protest shall state with particularity the facts and law upon which the protest is based. Within 30 calendar days of receipt of the timely filed, formal written protest, the Administrator/Purchasing Agent shall issue a written decision with respect to the protest. Should the decision by the Administrator/Purchasing Agent be adverse to the bidder, the bidder may seek relief in accordance with 41-16-31 of the Code of Alabama.

Section 41-16-31

Institution of actions to enjoin execution of contracts entered into in violation of article.

Any taxpayer of the area within the jurisdiction of the awarding authority and any bona fide unsuccessful bidder on a particular contract shall be empowered to bring a civil action in the appropriate court to enjoin execution of any contract entered into in violation of the provisions of this article.

(Acts 1957, No. 343, p. 452, §10.)

11-4

Haskell | Slaughter
attorneys at law

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

MEMORANDUM
November 5, 2010

T. T. G.

TO: Donnie Mims
FROM: Tommy Gallion

RE: Policy for Bid Protest Procedure

I have reviewed your November 4, 2010 memorandum, the November 4, 2010 memorandum from John Mitchell to you, the October 7, 2010 memorandum from Pat Silas to John Mitchell and the proposed draft of Bid Protest Procedure for Montgomery County Commission.

I suggest the following changes:

Paragraph 1 replace the last two sentences with: The formal written protest may be hand delivered to the Administrator or Administrator's office of the Montgomery County Commission and/or mailed to the Administrator/Purchasing Agent by registered certified mail. The bidder and/or his authorized agent or legal representative must sign the formal written protest or it will not be accepted.

Paragraph 2 – Change "award of contract" to the bid and/or request for proposal process.

In closing, we cannot in any way violate the spirit and content of the Alabama bid law. My changes reflect as to the bid process invitation only. The protest of the award of the contract shall be in accordance with 41-16-31 of the Code of Alabama. Do not cite the contents of the code in that the bidder should contact his attorney for interpretation of said code section, to do otherwise would encourage frivolous protests to award and/or lawsuits

It is my opinion that the above suggestions are in compliance with Alabama law.

#4,015,636

11-5

Agenda

NOV 1 0 2010

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director
Support Services ps

DATE: November 2, 2010

SUBJECT: Bid No. 51100-10C-033, Pest Control Services

Request approval of award to the low bid of Childrey Contract Services, Inc. for a yearly price of $6,720.00, be placed on the agenda for the County Commission meeting on November 10, 2010. (copy of spread sheet attached)

This will be a one (1) year contract, with the option to renew for two (2) years, in one (1) year periods. Prices for the first year shall remain the same but after the first year a price increase may be allowed but shall not exceed 5% per year.

Your help with this matter is appreciated.

Attachment

12-1

Purchasing Department
Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
BID NO. 51100-10C-033				CHILDREY CONTRACT SERVICES, INC. - ATTN: LUKE CHILDREY, IV - PHONE #265-3074; FAX #265-3074		RAY'S PEST CONTROL - ATTN: MARK WORLEY - PHONE#277-4933		TOPCO PEST CONTROL, INC. - ATTN: R.S. SAINI; PHONE#263-1070; FAX#263-1077		TERMINIX - ATTN: ALLAN PERRY - PHONE#270-9400; FAX#270-9471		PRICES CURRENTLY PAYING FROM TOPCO PEST CONTROL	
ISSUE DATE: OCTOBER 19, 2010													
BID OPENING DATE: NOVEMBER 2, 2010													
ALL DEPARTMENTS													
TERMS OF PAYMENT / DISCOUNT:													
PAGE 1													
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	COURTHOUSE	QTR	4	$40.00	$160.00	$80.00	$320.00	$75.00	$300.00	$80.00	$320.00	$84.00	$336.00
2	ANNEX I	EA	12	$20.00	$240.00	$60.00	$720.00	$60.00	$720.00	$60.00	$720.00	$63.00	$756.00
3	ANNEX II	QTR	4	$40.00	$160.00	$40.00	$160.00	$40.00	$160.00	$40.00	$160.00	$42.00	$168.00
4	ANNEX III	EA	12	$20.00	$240.00	$60.00	$720.00	$60.00	$720.00	$70.00	$840.00	$75.00	$900.00
5	CARNEGIE BLDG.	QTR	4	$40.00	$160.00	$40.00	$160.00	$40.00	$160.00	$40.00	$160.00	$42.00	$168.00
6	GREIL BLDG.	QTR	4	$40.00	$160.00	$40.00	$160.00	$40.00	$160.00	$40.00	$160.00	$42.00	$168.00
7	DETENTION - NEW	EA	12	$40.00	$480.00	$40.00	$480.00	$80.00	$960.00	$110.00	$1,320.00	$105.00	$1,260.00
8	DETENTION - OLD	EA	12	$40.00	$480.00	$13.33	$159.96	$80.00	$960.00	$35.00	$420.00	$110.00	$1,320.00
9	DETENTION-KITCHEN	EA	12	$20.00	$240.00	$25.00	$300.00	$50.00	$600.00	$60.00	$720.00	$63.00	$756.00
10	YOUTH FACILITY	EA	12	$20.00	$240.00	$30.00	$360.00	$50.00	$600.00	$60.00	$720.00	$63.00	$756.00
11	Y.F. - 5 MOBILES	EA	12	$20.00	$240.00	$125.00	$1,500.00	$50.00	$600.00	$150.00	$1,800.00	$157.50	$1,890.00
12	CAFÉ.-CAMP DAVIS	EA	12	$20.00	$240.00	$30.00	$360.00	$30.00	$360.00	$70.00	$840.00	$75.00	$900.00
13	ENG - SIGN SHOP	EA	12	$20.00	$240.00	$30.00	$360.00	$25.00	$300.00	$45.00	$540.00	$50.00	$600.00
14	ENG-DIST. 1	EA	12	$20.00	$240.00	$25.00	$300.00	$25.00	$300.00	$23.00	$276.00	$26.00	$312.00
15	ENG - DIST. 2	EA	12	$20.00	$240.00	$25.00	$300.00	$25.00	$300.00	$23.00	$276.00	$26.00	$312.00
16	ENG - DIST. 3	QTR	4	$30.00	$120.00	$45.00	$180.00	$50.00	$200.00	$40.00	$160.00	$42.00	$168.00
17	ENG-COUNTY SHOP	QTR	4	$40.00	$160.00	$40.00	$160.00	$40.00	$160.00	$40.00	$160.00	$42.00	$168.00
18	PROBATE ATL. HWY.	EA	12	$20.00	$240.00	$25.00	$300.00	$25.00	$300.00	$23.00	$276.00	$26.00	$312.00
TOTAL BID													

Notes:

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SPRTSHTPESTCONTROL2010

Purchasing Department
Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
BID NO. 51100-10C-033				CHILDREY CONTRACT SERVICES, INC.		RAY'S PEST CONTROL		TOPCO PEST CONTROL, INC.		TERMINIX		PRICES CURRENTLY PAYING FROM TOPCO PEST CONTROL	
ISSUE DATE: OCTOBER 19, 2010													
BID OPENING DATE: NOVEMBER 2, 2010													
ALL DEPARTMENTS													
TERMS OF PAYMENT / DISCOUNT:													
PAGE 2													
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
19	PROBATE-WOODLEY	EA	12	$20.00	$240.00	$25.00	$300.00	$25.00	$300.00	$23.00	$276.00	$26.00	$312.00
20	PROB/REV-MOBILE	EA	12	$20.00	$240.00	$25.00	$300.00	$25.00	$300.00	$23.00	$276.00	$26.00	$312.00
21	REVENUE-ATL.HWY	EA	12	$20.00	$240.00	$25.00	$300.00	$25.00	$300.00	$23.00	$276.00	$26.00	$312.00
22	SHERIFF WHSE.	EA	12	$20.00	$240.00	$40.00	$160.00	$30.00	$360.00	$65.00	$780.00	$68.00	$816.00
23	SHERIFF FIRING RG	QTR	4	$40.00	$160.00	$40.00	$160.00	$40.00	$160.00	$40.00	$160.00	$42.00	$168.00
24	SHERIFF-RAMER	QTR	4	$30.00	$120.00	$50.00	$200.00	$40.00	$160.00	$75.00	$300.00	$78.50	$314.00
25	PRESTWOOD BLDG	EA	12	$20.00	$240.00	$30.00	$360.00	$30.00	$360.00	$30.00	$360.00	$31.50	$378.00
26	COMMUNITY CORR	EA	12	$20.00	$240.00	$30.00	$360.00	$30.00	$360.00	$30.00	$360.00	$31.50	$378.00
27	CARE HERE CLINIC	EA	12	$20.00	$240.00	$30.00	$360.00	$30.00	$360.00	$40.00	$480.00	$42.00	$504.00
28	ANNEX IV-FAM.JUST.	EA	12	$20.00	$240.00	$30.00	$360.00	$30.00	$360.00	$65.00	$780.00	NEW	
29	BLDG-HERRON ST	EA	12	$20.00	$240.00	$30.00	$360.00	$30.00	$360.00	$50.00	$600.00	NEW	
	26 BIDS MAILED												
TOTAL BID -PAGE 1 & 2					6,720.00		10219.96		11240.00		14516.00		14744.00

Notes:

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JANET BUSKEY
REVENUE COMMISSIONER

ALLYSON HOLLAND
CHIEF CLERK

MONTGOMERY COUNTY REVENUE COMMISSIONER'S OFFICE

P.O. Box 1667
Montgomery, AL 36102-1667
Phone: (334) 832-1250 Fax: (334) 832-1644 website: www.mc-ala.org

Agenda
NOV 1 0 2010

2010 NOV -5 PM 4:15

November 5, 2010

MEMORANDUM

TO: Montgomery County Commissioners

Cc: Donnie Mims, County Administrator

FROM: Janet Y. Buskey, Revenue Commissioner JYB

SUBJECT: Approval of ADOR Staffing Plan

Based on the analysis of the Appraisal Department and the recommendations presented by the Alabama Department of Revenue, I request approval to fill two vacant Appraiser positions approved in the Appraisal Department budget for 2011 FY.

Thank you for your consideration.

JYB

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: **Revenue Commissioner**

DEPARTMENT HEAD: **Janet Y. Buskey**

SUPERVISOR: **Chief Appraiser**

1 POSITION TITLE **Appraiser**

POSITION NUMBER **850215012**

PROPOSED EFFECTIVE DATE **ASAP**

TYPE OF APPOINTMENT (x) PERMANENT ( ) TEMPORARY

RECRUITING

(x) PROMOTIONAL REGISTER ( ) TRANSFER

( ) OPEN COMPETETIVE REGISTER ( ) REEMPLOYMENT

PAY GRADE **A08 (43,285 - 61,617)**

Janet Y. Buskey a.H.
Department Head

Date **10/29/2010**

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 ________________

13-2

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: **Revenue Commissioner**

DEPARTMENT HEAD: **Janet Y. Buskey**

SUPERVISOR: **Chief Appraiser**

1 POSITION TITLE **Appraiser**

POSITION NUMBER **850215012**

PROPOSED EFFECTIVE DATE **ASAP**

TYPE OF APPOINTMENT (x) PERMANENT ( ) TEMPORARY

RECRUITING

(x) PROMOTIONAL REGISTER ( ) TRANSFER

( ) OPEN COMPETETIVE REGISTER ( ) REEMPLOYMENT

PAY GRADE **A08 (43,285 - 61,617)**

Janet Y. Buskey a.H.
Department Head Date **10/29/2010**

---

2 ADMINISTRATIVE REVIEW

( ) APPROVED
( ) DISAPPROVED

____
Funding Authority

3 CERTIFICATION

Promotional ________ Candidates
Open-competitive ________ Candidates
Transfer ________ Candidates

______________________________ Date ________
Personnel Director

4 SELECTEE: ______________________

______________________________ Date ________
Appointing Authority

5 ( ) Manpower data entered by ____________________ Date ________________
( ) Payroll entered by ____________________ Date ________________

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Appendix C

Montgomery County Commission
Travel / Training Request Approval

Agenda
NOV 1 0 2010

Request # 5

Date: November 4, 2010

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL

Departure Date: December 1, 2010 Return Date: December 2, 2010

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend the ACCA 2010 Annual Legislative Conference

Traveler (s) Name:
1. Elton Dean, Sr.
2. Reed Ingram
3. Ham Wilson Jr.
4. John Mitchell, Sr.
5.
6.

Check Mode of Transportation:

County Vehicle	[ ]	Commercial Air	[ ]
Private Vehicle	[X]	Other (Specify)	[ ]

Total (est.) Cost: $2,148.00 Advance Registration Required: $500.00

Department Name: County Commission Fund Name: General

Additional Comments: Mileage - 368.00; Meals - 600.00; Hotel - 680.00; Registration - 500.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 11/10/10 reimbursement of actual and necessary expenses in the approximate amount of $2,148.00 and advance registration of $500.00 is authorized.

To be completed by the Finance Department

Fund Code:	001-51100.265	(ex: 000-00000-000)
Description:	Registration & Training	
Current Budget:	$22,500.00	
Approved Requests:	$669.00	
Budget Available:	$21,831.00	
Current Requests:	$2,148.00	
Budget Balance:	$19,683.00	

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/8/2010

cc: Finance Director / Buyer

14-1

Revised October 12, 2005

Appendix C

Montgomery County Commission
Travel / Training Request Approval

Agenda
NOV 1 0 2010

Request # 6

Date: November 5, 2010

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL

Departure Date: November 30, 2010 Return Date: December 1, 2010

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend the ALGTI Training Course: County Government & The Commissioner

Traveler (s) Name:
1. Ham Wilson, Jr.
2.
3.
4.
5.
6.

Check Mode of Transportation:

County Vehicle [ ] Commercial Air [ ]
Private Vehicle [X] Other (Specify) [ ]

Total (est.) Cost: $602.00 Advance Registration Required: $190.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - 190.00; Meals - 150.00; Mileage 92.00; Hotel - 170.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 11/10/10 reimbursement of actual and necessary expenses in the approximate amount of $602.00 and advance registration of $190.00 is authorized.

To be completed by the Finance Department	
Fund Code:	001-51100.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$22,500.00
Approved Requests:	$669.00
Budget Available:	$21,831.00
Current Requests:	$2,750.00
Budget Balance:	$19,081.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/8/2010

cc: Finance Director / Buyer

14-2

Revised October 12, 2005

Appendix C

Montgomery County Commission
Travel / Training Request Approval

Agenda
NOV 1 0 2010

Request # 7

Date: November 8, 2010
To: Donald L. Mims, Administrator
From: Donald L. Mims, Administrator
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Austin, TX
Departure Date: Deember 1, 2010 Return Date: December 2, 2010
Conference Leave (Days / Hours): 2 days
Purpose of Travel: To attend the Montgomery Area Chamber of Commerce 2010 Inter City Leadership Visit

Traveler (s) Name:
1. Donald Mims
2. Jiles Williams, Jr.
3. Commissioner to be Determined
4.
5.
6.

Check Mode of Transportation:

County Vehicle	[ ]	Commercial Air	[X]
Private Vehicle	[ ]	Other (Specify)	[ ]

Total (est.) Cost: $5,625.00 Advance Registration Required:
Department Name: County Commission Fund Name: General
Additional Comments: 1875.00 per person (Includes airfare, meals, and hotel)

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

The above request is app. 11/10/10 reimbursement of actual and necessary expenses in the approximate amount of $5,625.00 and advance registration of $0.00 is authorized.

To be completed by the Finance Department

Fund Code:	001-51100.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$22,500.00
Approved Requests:	$669.00
Budget Available:	$21,831.00
Current Requests:	$8,375.00
Budget Balance:	$13,456.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 11/8/2010
cc: Finance Director / Buyer

14-3

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda
NOV 10 2010

Request # 2

Date: October 26, 2010

To: Donald L. Mims, Administrator

From: Sherrill R. Thomas, Finance Director

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Hoover, AL

Departure Date: December 2, 2010 Return Date: December 2, 2010

Conference Leave (Days / Hours): 6 hours

Purpose of Travel: Attend County Revenue Officers Assoc (CROAA) Breakout Session @ 2010 Annual Legislative Conference - Qualifies for 2 hours of CPE

Traveler (s) Name: 1. Mike Knighten 2. 3. 4. 5. 6.

Check Mode of Transportation:

County Vehicle		Commercial Air	
Private Vehicle	X	Other (Specify)	

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

Department Name: Finance Department Fund Name:

Additional Comments:

To: Sherrill R. Thomas, Finance Director

From: Donald L. Mims, Administrator

The above request is app. 11/10/10 reimbursement of actual and necessary expenses in the approximate amount of $0.00 and advance registration of $0.00 is authorized.

To be completed by the Finance Department

Fund Code:	001-51110.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$2,800.00
Approved Requests:	$133.00
Budget Available:	$2,667.00
Current Requests:	$0.00
Budget Balance:	$2,667.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/26/2010

cc: Finance Director / Buyer

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Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda
NOV 1 0 2010

Request # 1

Date:	November 3, 2010
To:	Donald L. Mims, Administrator
From:	DiDi Henry, Public Affairs Manager
Re:	Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, AL

Departure Date: April 3, 2011 Return Date: April 5, 2011

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: to attend the In A Word PRCA 2011 State Conference

Traveler (s) Name: 1. DiDi Henry 4. ______
2. ______ 5. ______
3. ______ 6. ______

Check Mode of Transportation: County Vehicle [ ] Commercial Air [ ]
Private Vehicle [X] Other (Specify) [ ] ______

Total (est.) Cost: $726.00 Advance Registration Required: $225.00

Department Name: Public Relations Fund Name: General

Additional Comments: Registration - 225.00; Mileage - 276.00; Food -225.00

To:	DiDi Henry, Public Affairs Manager
From:	Donald L. Mims, Administrator

The above request is app. 11/10/10 reimbursement of actual and necessary expenses in the approximate amount of $726.00 and advance registration of $225.00 is authorized.

To be completed by the Finance Department

Fund Code:	001-51130.265 **(ex: 000-00000-000)**
Description:	Registration & Training
Current Budget:	$3,500.00
Approved Requests:	$0.00
Budget Available:	$3,500.00
Current Requests:	$726.00
Budget Balance:	$2,774.00

______
Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 11/3/2010
cc: Finance Director / Buyer

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Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda
NOV 10 2010

Request # 2

Date: November 2, 2010

To: Donald L. Mims, Administrator

From: Janet Buskey, Revenue Comm

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL

Departure Date: January 3, 2011 Return Date: January 4, 2011

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: MS Excel 2007 Introduction

Traveler (s) Name:
1. Paulette Turner
2.
3.
4.
5.
6.

Check Mode of Transportation:

County Vehicle	[ ]	Commercial Air	[ ]
Private Vehicle	[X]	Other (Specify)	[ ]

Total (est.) Cost: $279.00 Advance Registration Required: $279.00

Department Name: Revenue Commission Fund Name: General Fund

Additional Comments:

To: Janet Buskey, Revenue Comm

From: Donald L. Mims, Administrator

The above request is app. 11/10/10 reimbursement of actual and necessary expenses in the approximate amount of $279.00 and advance registration of $279.00 is authorized.

To be completed by the Finance Department

Fund Code:	001-51500.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$3,400.00
Approved Requests:	$821.00
Budget Available:	$2,579.00
Current Requests:	$279.00
Budget Balance:	$2,300.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/2/2010

cc: Finance Director / Buyer

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Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda
NOV 10 2010

Request # 3

Date: November 2, 2010

To: Donald L. Mims, Administrator

From: Janet Buskey, Revenue Comm

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Bessemer, AL

Departure Date: January 19, 2011 Return Date: January 21, 2011

Conference Leave (Days / Hours): 3 Days

Purpose of Travel: Property Tax Training/Certification Class
AL IV: Introduction to Property Tax Administration

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

Check Mode of Transportation:				
	County Vehicle	[ ]	Commercial Air	[ ]
	Private Vehicle	X	Other (Specify)	[ ]

Total (est.) Cost: $1,690.00 Advance Registration Required: $600.00

Department Name: Revenue Commission Fund Name: General Fund

Additional Comments: Total est. cost includes registration (for 3 people), mileage, lodging and food.

To: Janet Buskey, Revenue Comm

From: Donald L. Mims, Administrator

The above request is app. 11/10/10 reimbursement of actual and necessary expenses in the approximate amount of $1,690.00 and advance registration of $600.00 is authorized.

To be completed by the Finance Department

Fund Code:	001-51500.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$3,400.00
Approved Requests:	$821.00
Budget Available:	$2,579.00
Current Requests:	$1,969.00
Budget Balance:	$610.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/2/2010

cc: Finance Director / Buyer

14-7

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix G

Agenda

NOV 1 0 2010

Request # 5

Date: November 1, 2010

To: Donald L. Mims, Administrator

From: Larry R. Curvin

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, Alabama

Departure Date: December 2, 2010 Return Date: December 2, 2010

Conference Leave (Days / Hours): 6 Hours

Purpose of Travel: To attend the CROAA breakout session in the ACCA Legislative Conference. Timely tax/revenue topics will be included and attendance will help to maintain the required level of continuing professional education.

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

Check Mode of Transportation: County Vehicle [ ] Commercial Air [ ]
Private Vehicle [x] Other (Specify) [ ] ______

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

Department Name: Tax & Audit Fund Name: General Fund 00151800265

Additional Comments: No registration fee is required to attend only the CROAA session from 9:30 -. 11:30 AM

CROAA = County Revenue Officers Association of Alabama.

To: Larry R. Curvin

From: Donald L. Mims, Administrator

The above request is app. 11/10/10 reimbursement of actual and necessary expenses in the approximate amount of $125.00 and advance registration of $0.00 is authorized.

To be completed by the Finance Department

Fund Code:	001-51800.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$7,000.00
Approved Requests:	$1,645.00
Budget Available:	$5,355.00
Current Requests:	$125.00
Budget Balance:	$5,230.00

______
Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/2/2010

cc: Finance Director / Buyer

14-8

Montgomery County Commission
Travel / Training Request Approval

Agenda
NOV 10 2010

Request # 4

Date: October 27, 2010

To: Donald L. Mims, Administrator

From: Lou Ialacci

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Atlanta, GA

Departure Date: December 12, 2010 Return Date: December 17, 2010

Conference Leave (Days / Hours): 6 Days

Purpose of Travel: Attend training classes for (Advanced SharePoint 2007 Development) and (Advanced IT Pro course for MS Office SharePoint Sever 2007 and Windows SharePoint Services 3.0)

Traveler (s) Name: 1. Rodney Smith 4.
2. Dana Thrash 5.
3. 6.

Check Mode of Transportation: County Vehicle [ ] Commercial Air [ ]
Private Vehicle [XXX] Other (Specify) [ ]

Total (est.) Cost: $2,500.00 Advance Registration Required: $0.00

Department Name: Information Systems Dept Fund Name: General

Additional Comments: Hotel expense- $1400; Food Allowance - $900; Mileage - $200
Classes paid for with training vouchers from our Microsoft Enterprise Agreement

---

To: Lou Ialacci

From: Donald L. Mims, Administrator

The above request is app. 11/10/10 reimbursement of actual and necessary expenses in the approximate amount of $2,500.00 and advance registration of $0.00 is authorized.

To be completed by the Finance Department

Fund Code:	001-51965.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$25,000.00
Approved Requests:	$1,140.00
Budget Available:	$23,860.00
Current Requests:	$2,500.00
Budget Balance:	$21,360.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/28/2010

cc: Finance Director / Buyer

14-9

Revised October 12, 2005

Appendix C

Agenda

NOV 1 0 2010

Montgomery County Commission
Travel / Training Request Approval

Request # 2

Date: October 28, 2010

To: Donald L. Mims, Administrator

From: Sheriff D. T. Marshall

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Clanton, AL

Departure Date: November 10, 2010 Return Date: November 10, 2010

Conference Leave (Days / Hours): 8 hours

Purpose of Travel: Soverign Citizen Seminar

Traveler (s) Name:
1. Derrick Cunningham
2. Thompson, Pollard, Murray
3.
4. Thrash, Barrett, Ferguson
5. Smithee, Maggard
6.

Check Mode of Transportation: County Vehicle [X] Private Vehicle [ ] Commercial Air [ ] Other (Specify) [ ]

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

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

Additional Comments: There will be no expenses involving this travel.

To: Sheriff D. T. Marshall

From: Donald L. Mims, Administrator

The above request is app. 11/10/10 reimbursement of actual and necessary expenses in the approximate amount of $0.00 and advance registration of $0.00 is authorized.

To be completed by the Finance Department

Fund Code:	001-52110.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$20,000.00
Approved Requests:	$4,925.00
Budget Available:	$15,075.00
Current Requests:	$0.00
Budget Balance:	$15,075.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/28/2010

cc: Finance Director / Buyer

14-10

Revised October 12, 2005

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda
NOV 10 2010

Request # 3

Date: October 28, 2010
To: Donald L. Mims, Administrator
From: Sheriff D. T. Marshall
Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Huntsville, AL
Departure Date: January 30, 2011 Return Date: February 2, 2011
Conference Leave (Days / Hours): 4 days
Purpose of Travel: 2011 Alabama Sheriff's Winter Conference

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

Check Mode of Transportation:
County Vehicle [X] Commercial Air [ ]
Private Vehicle [ ] Other (Specify) [ ]

Total (est.) Cost: $3,100.00 Advance Registration Required: $700.00
Department Name: Sheriff's Office Fund Name: General (001-52110-265)
Additional Comments:

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

The above request is app. 11/10/10 reimbursement of actual and necessary expenses in the approximate amount of $3,100.00 and advance registration of $700.00 is authorized.

To be completed by the Finance Department

Fund Code:	001-52110-265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$20,000.00
Approved Requests:	$4,925.00
Budget Available:	$15,075.00
Current Requests:	$3,100.00
Budget Balance:	$11,975.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas
Date: 10/28/2010
cc: Finance Director / Buyer

14-11

Revised October 12, 2005

Appendix C

Agenda

NOV 10 2010

Montgomery County Commission
Travel / Training Request Approval

Request # 1

Date:	October 22, 2010
To:	Donald L. Mims, Administrator
From:	Barbara M. Montoya, Director
Re:	Travel / Training Request

Request approval to be granted for the following:

Destination: Birmingham, Alabama

Departure Date: December 3, 2010 Return Date: December 3, 2010

Conference Leave (Days / Hours): 8 hours

Purpose of Travel: to attend "17th Annual Employment Law Update" at Cumberland School of Law, Samford University

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

Check Mode of Transportation:

County Vehicle	[ ]	Commercial Air	[ ]
Private Vehicle	[X]	Other (Specify)	[ ]

Total (est.) Cost: $387.00 Advance Registration Required: $295.00

Department Name: Personnel Fund Name: Merit System

Additional Comments: Advanced Registration of $295.00 + $92.00 mileage (184 miles round trip). total of $387.00

To: Barbara M. Montoya, Director

From: Donald L. Mims, Administrator

The above request is app. 11/10/10 reimbursement of actual and necessary expenses in the approximate amount of $387.00 and advance registration of $295.00 is authorized.

To be completed by the Finance Department

Fund Code:	123-51961-265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$15,000.00
Approved Requests:	$3,115.60
Budget Available:	$11,884.40
Current Requests:	$387.00
Budget Balance:	$11,497.40

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 10/25/2010

cc: Finance Director / Buyer

14-12

Montgomery County Commission
Travel / Training Request Approval

Appendix C
Agenda
NOV 10 2010

Request # 5

Date: November 1, 2010

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 8, 2010 Return Date: December 8, 2010

Conference Leave (Days / Hours): 1 Day

Purpose of Travel: To Attend: Adolescent Brain Development

Traveler (s) Name:
1. Sandra Edwards
2. Joe Cameron
3. Natasha Marvin
4. Brenda Owens
5. Paula Royal
6. Eris Beasley

Check Mode of Transportation:

County Vehicle		Commercial Air	
Private Vehicle	X	Other (Specify)	

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

Department Name: HMFI Fund Name: 762-51264-265

Additional Comments: No Cost to Office

To: Ellen Brooks

From: Donald L. Mims, Administrator

The above request is app. 11/10/10 reimbursement of actual and necessary expenses in the approximate amount of $0.00 and advance registration of $0.00 is authorized.

To be completed by the Finance Department

Fund Code:	762-51264.265 (ex: 000-00000-000)
Description:	Registration & Training
Current Budget:	$6,000.00
Approved Requests:	$0.00
Budget Available:	$6,000.00
Current Requests:	$0.00
Budget Balance:	$6,000.00

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 11/2/2010

cc: Finance Director / Buyer

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