REGULAR MEETING

MONTGOMERY COUNTY COMMISSION

APRIL 11, 2011

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:

Revenue Commissioner Janet Buskey
Presiding Circuit Court Judge Charles Price
Gary Russom, Veteran's Service Officer for Montgomery County

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 of the Minutes of the Special Call Meeting of March 23, 2011 and of the Regular Meeting of March 28, 2011

CONSENT AGENDA:

Consider Approval of Accounts Payable Checks and Payroll Checks

RESOLUTIONS:

Consider Resolution Honoring the Alabama Extension System's Home Economics Program for their 100th Year of Service

Consider Resolution Proclaiming May 2011 as Youth Arts Month in Montgomery County, Alabama

PRESENTATION:

Presentation by Presiding Circuit Court Judge Charles Price Regarding Request for Temporary Funding of Court Employees

NEW BUSINESS:

1. Consider Cooperative Agreement for State Homeland Security Grant Program with Alabama Department of Homeland Security, Sheriff's Office

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

3. Consider Miscellaneous Appropriations Reprogramming Requests, County Commission

4. Consider Bid Award for Employee Luncheon, Bid Number 51100-11B-005, County Commission

5. Consider Bid Award for Reinforced Concrete Retaining Wall along Vaughn Road Right-of-Way, Bid Number 53600-11B-002, Engineering Department

6. Consider Bid Award for 2011 Pick-Up Truck, Bid Number 52110-11B-008, Sheriff's Office

7. Consider Position Fill Requests for Two Deputy Sheriff Trainee/Deputy Sheriff, Position Numbers 036 and 095, Sheriff's Office

8. Consider Position Fill Request for Deputy Sheriff Corporal, Position Number 163, Sheriff's Office

9. Consider Travel/Training Requests (3)

OLD BUSINESS:

10. Consider Board Member Appointment to Montgomery County Community Punishment and Corrections Authority, County Commission

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:

Assistant Chief Clerk Pat Murphy and Director of Elections Justin Aday
Parks & Recreation Superintendent James Williams and Grant Writer Sara Byard with Central Alabama Regional Planning and Development Commission
City/County Emergency Management Agency Director Steve Jones and Deputy Director Michael Stoudenmier
Risk Manager Scott Kramer

Reports from Staff:

County Administrator
Deputy Administrator
Manager of Public Affairs

Adjourn

CALENDAR OF EVENTS

APRIL 11, 2011	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.
APRIL 25, 2011	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.
MAY 9, 2011	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.
MAY 23, 2011	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.
MAY 30, 2011	County Holiday (National Memorial Day)
JUNE 13, 2011	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.
JUNE 27, 2011	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 Applications Development Manager – Information System 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 Assistant Revenue Manager – Tax & Audit 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
Fill action continues for 1 Cook/Mess Steward – Youth Facility

April 11, 2011

Agenda

APR 11 2011

04-11-11 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 04-01-11

Check Number	To	Check Number
215985		216068
Total Checks Paid		$267,729.43

CHECK #	PAYEE	AMOUNT	DATE
215983	Ben Atkinson Motors, Inc.	$ 23,174.00	03/29/11
215984	Alabama Gas Corp.	$ 3,876.79	03/31/11

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

Agenda

APR 11 2011

04-11-11 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING ACCOUNTS PAYABLE WERE AUDITED AND ORDERED PAID

CHECKS ARE DATED 04-01-11

Check Number	To	Check Number
216069		216184
Total Checks Paid		$806,211.31

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

Agenda

APR 11 2011

04/11/11 Meeting

MONTGOMERY COUNTY COMMISSION

THE FOLLOWING TRANSACTIONS WERE AUDITED AND
ORDERED PAID

CHECKS ARE DATED
04/08/11

Payroll Check Number	107834	To	Payroll Check Number	107976	$ 108,345.92
Direct Deposits					$ 778,568.38
Payroll Check Number	107977	To	Payroll Check Number	108007	$ 273,803.26
Direct Deposits					$ 323,882.60
Federal Deposits					$ 295,271.55
Total Payroll Paid					$ 1,779,871.71

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

Agenda

APR 11 2011

RESOLUTION

WHEREAS, Alabama Extension System demonstration work had its origins in Walker and Pike Counties in 1911, with only two home agents. In 1914, it became a part of the land grant college system, giving instructions and demonstrations to those not enrolled in colleges or universities; and

WHEREAS, through the years, many of Alabama's extension home economics programs have been innovative and successful, with many being adopted nationwide including: Master Money Manager, expanded food and nutrition education, PEP and Project HELP; and

WHEREAS, during World Wars I and II, the programs were designed to meet the challenges of the times, including homemaker education in substituting rationed food items, and selling war bonds; and

WHEREAS, today's more modern home economics programs are constantly updated and formulated to meet each new challenge and serve expanding audiences. However, these programs continue to respond to local problems and opportunities with sensitivity in the same enthusiastic manner as the Alabama Cooperative Home Economics Extension programs did one hundred years ago,

NOW, THEREFORE, BE IT RESOLVED, that the Montgomery County Commission doth hereby recognize the many contributions, dedication and visionary goals of Alabama Extension Home Economics and join with all members and participants of the program in celebrating its 100th Year of Service on April 19, 2011.

We hereby certify that the above Resolution was adopted by the Montgomery County Commission on this, the 11th day of April, 2011.

Agenda

APR 11 2011

RESOLUTION

WHEREAS, the arts, in its many forms, play a vital role in our community and contribute to the social and emotional development of our youth; and

WHEREAS, the training and visual insight gained through the arts give students a deeper understanding of multicultural values and beliefs, and help them develop creative thinking and problem solving skills; and

WHEREAS, the arts have a positive effect on our community by attracting tourists to the area and providing recreation for residents in the forms of theatre, dance, music and visual arts; and

WHEREAS, the County Commission has a sincere interest in cultivating the artistic talent and ability of its young people,

NOW, THEREFORE, LET IT BE RESOLVED that the Montgomery County Commission doth hereby proclaim the month of May as Youth Arts Month in Montgomery County and encourage all businesses, industries and citizens to support Montgomery County youth art programs.

We hereby certify that the above
Resolution was adopted by the
Montgomery County Commission
on this, the 11th day of April, 2011.

D.T. MARSHALL, SHERIFF

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

Agenda
APR 11 2011

March 25, 2011

MEMORANDUM

TO	:	Mr. Donnie Mims County Administrator
FROM	:	Chief Deputy Derrick Cunningham D.C. Montgomery County Sheriff's Office
SUBJECT	:	Homeland Security Grant Applications

Please have the attached grant applications signed by the appropriate authority as noted.

Your assistance in this matter will be appreciated.

DC/tb

1-1

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-11-1204**	
2010	Federal $ 30,000.00	Begin: September 13, 2010	Grant Numbers (Reporting Categories):	
	Total: $ 30,000.00	End July 31, 2012	0LEL $ 30,000.00	

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.

1-2

Initial Here: D.C.

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:

1-3

Initial Here D.C.

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.

1-4

Initial Here D.C.

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.

1-5

Initial Here D.C.

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. <u>Suspension or Termination of Funding</u>: 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. <u>National Incident Management System (NIMS)</u>: 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.

1-6

Initial Here D.C.

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

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.

Initial Here D.C. 1-8

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 Street 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: [signature] Date: 3/25/2011

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: Spencer Collier

Title: Director, Alabama Department of Homeland Security

Signature: [signature] Date: 3.22.2011

1-9

Initial Here D.C.

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under the applicable CFR covering New Restrictions on Lobbying, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certifications shall be treated as a material representation of fact upon which reliance will be placed when the State Funding Agency (SCEMD) determines to award the covered transaction, grant or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented by the applicable CFR, for persons entering into a grant or cooperative agreement over $100,000, as defined by the applicable CFR, the applicant certifies that:

A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -- LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (SUB-RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented under the applicable CFR, for prospective participants in primary covered transactions, as defined in the applicable CFR --

A. The applicant certifies that it and its principals:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A(2) of this certification; and

(4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

3. A. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS) -- APPLICABLE TO GRANTEES **RECEIVING $50,000 OR MORE AND ALL STATE AGENCIES REGARDLESS OF GRANT AMOUNT.**

As required by the Federal Drug-Free Workplace Act of 1988 and implemented under the applicable CFR for grantees --

The applicant certifies that it will or will continue to provide a drug-free workplace by:

(1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(2) Establishing an on-going drug-free awareness program to inform employees about --
(a) The dangers of drug abuse in the workplace;
(b) The grantee's policy of maintaining a drug-free workplace;
(c) Any available drug counseling, rehabilitation and employee assistance programs, and
(d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(3) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1);

(4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will --

(a) Abide by the terms of the statement; and
(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(5) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (4)(b), from an employee or otherwise receiving actual notice of such conviction. Employers or convicted employees must provide notice, including position title, to the State Funding Agency. Notice shall include the identification number(s) of each affected grant;

(6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted --

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
(b) Requiring such employee to participate satisfactorily in a drug abuse assistance rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5) and (6).

B. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS) -- **APPLICABLE TO GRANTEES RECEIVING $50,000 OR MORE.**
As required by the Federal Drug-Free Workplace of 1988, and implemented under the applicable CFR for grantees --

A. As a condition of the grant I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to the State Funding Agency.

ACCEPTANCE OF AUDIT REQUIREMENTS

We agree to have an audit conducted in compliance with OMB Circular A-133, if required. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit ($500,000). If required, we will forward for review and clearance a copy of the completed audit(s) to the following:

Alabama Department of Homeland Security
Accounting Office
Post Office Box 304115
Montgomery, Alabama 36130-4115

The following is information on the next organization-wide audit which will include this agency:

1. *Audit Period:	Beginning		Ending	

2. Audit will be submitted to AL DHS Accounting Office by:	
	(Date)

NOTE: The audit or written certification must be submitted to AL DHS, ***no later than the ninth month after the end of the audit period.***

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular A-133.

Any information regarding the OMB Circular audit requirements will be furnished by AL DHS, upon request.

***NOTE: The Audit Period is the organization's fiscal or calendar year to be audited.**

Failure to complete this form will result in your grant award being delayed and/or cancelled.

Form Completed By
Name: Title:

Signature:

Initial Here: 1-12

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 during grant specified enforcement period (see paragraph 2 below) 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. 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 AGENCY under approved grants 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 is for overtime traffic enforcement and shall only be used during the designated enforcement period listed below as directed by ADECA. The AGENCY has been awarded the following dollar amounts under this agreement.

GRANT NAME	ADECA GRANT #	AWARD	ENFORCEMENT PERIOD
406 PTS	11-HS-K4-007	$4,474.00	May 23 – June 5, 2011 "Click It Or Ticket"
410 HVE	-HS-K8-	$4,228.00 *	August 19 – September 5, 2011 "Drunk Driving. Over The Limit. Under Arrest."

* The 410 HVE (–HS-K8-) grant for FY11 has not yet been enacted. ADECA will issue the award notification and a Grant Adjustment Notice during the 3rd Quarter, which will generate an addendum that will enact this grant.

3. AGENCY must use allotted funds under each listed Grant for overtime traffic enforcement during specified enforcement periods as designated by ADECA or CAHSO.

4. AGENCY agrees to comply with the Statement of Work as outlined in Attachment A and Operational & Reimbursement Documentation Procedures as outlined in Attachment B.

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.

2-1

David T. Marshall	Sheriff, Montgomery County Title	4-6-11 Date
Elton N. Dean, Sr.	Chairman, Montgomery County Commission Title	Date
Carlos L. Kimbrough	Highway Safety Director Title	4/4/11 Date
Todd Strange or Jeff Downes (Deputy Mayor, City of Montgomery)	Mayor, City of Montgomery Title	4/4/11 Date

2-2

ATTACHMENT A

STATEMENT OF WORK

AGENCY shall perform enforcement duties during directed time period (May 23 – June 5, 2011 & August 19 – September 5, 2011). Enforcement duties entail check points, saturation patrols, and line patrols as outlined in this document. The purpose of enforcement is to change driver behavior through presence, issuance of tickets, warnings, and educational awareness. Overtime traffic enforcement must be conducted within AGENCY's jurisdiction as designated by CAHSO or AGENCY. Authorized administrative work includes documentation as outlined in ATTACHMENT B of Mobilization/Blitz events, number of citations or warnings issued, and number of arrests.

1. Statement of Work:

   a. AGENCY shall schedule and conduct overtime operations during the Click It or Ticket Mobilization (May 23 – June 5, 2011) and Drunk Driving. Over The Limit. Under Arrest. Mobilization (August 19 – September 5, 2011) as designated by CAHSO or AGENCY.

   b. **{SECT 410 funds only}** AGENCY agrees that conducting overtime check point details include, but are not limited to, attending pre-briefing and training, stopping all drivers, checking driver license, registration, insurance and seat belt use. Participating Law Enforcement Officers (LEOs) may provide handouts or brochures, incentive items, written citations, or warnings. LEOs are required to conduct arrests when necessary, clean up the area of cones, brochures, etc, and submit forms as required by ATTACHMENT B (after details and monthly). At a minimum, LEOs should follow their internal check point policy.

   c. **{SECT 406 & 410 funds}** AGENCY agrees to schedule and conduct saturation patrols and/or line patrols, defined as repeatedly patrolling a predetermined area with more than one enforcer, giving the impression of increased presence. Participating Law Enforcement Officers (LEOs) may provide handouts or brochures along with written citations or warnings. LEOs are required to conduct arrests when necessary and submit forms as required by ATTACHMENT B (after details and monthly).

   d. AGENCY agrees to comply with all rules, policies and procedures as set by the Central Alabama Law Enforcement Committee (CALEC) as outlined in the CALEC Policy & Procedure Manual.

2. CALEC Participation and Representation:

   a. The Chief Law Enforcement Official (Chief of Police or Sheriff), or his/her designee, is the AGENCY's official voting representative on the CALEC. This person will be responsible for (1) attending meetings, news conferences, and briefings; (2) submitting required operational and activity report information; (3) preparing reimbursement documentation consistent with overtime policy (O/T) and general accounting invoicing rules, and (4) coordinating the overtime fund program from within the AGENCY.

   b. If the official voting representative is someone other than the Chief Law Enforcement Official, this person must be identified and approved by the Chief Law Enforcement Official in a Designation Letter attached to this agreement.

3. Additional Terms:

   a. AGENCY shall attend monthly planning meetings as outlined in the CALEC Policy & Procedure manual. AGENCY shall forward quarterly equipment use reports to the CAHSO.

   b. AGENCY shall conduct check points when requested.

c. During enforcement efforts, AGENCY shall maintain an average of two written Contacts Per Hour (CPH), excluding educational or administrative hours and material or verbal contacts, throughout the life of the project. This 2 CPH rule is a measure of productivity—not a quota. Agencies who do not maintain the average are still reimbursed, however low productivity may influence redistribution and return on investment computations. No productivity—e.g. 0 CPH may result in "No" reimbursement to agencies—e.g. $0.00. Contacts may be written citations or warnings. CAHSO/CALEC will review any extenuating circumstances for approval.

d. To promote officer safety, **at least 2 officers** must be assigned to each patrol detail. However, for checkpoints the minimum number may not be less than 2 or in accordance with AGENCY policy. Deviation from this policy shall be at the discretion of the AGENCY Chief and CALEC President.

e. AGENCY may utilize part-time officers provided the officers are APOST certified. AGENCY must verify that officers are presently on payroll. Part-time officers may only work a maximum number of hours under this agreement equal to the budgeted pay period or regular duty hours paid by AGENCY during the month. However, part time employees must work 100% of budgeted time before threshold for overtime at which time they are eligible for their normal hourly rate.

f. AGENCY may use a maximum of 20% of their funds for project administration purposes consistent with ATTACHMENT B.

g. AGENCY shall conduct public information or educational activities during Blitz periods.

ATTACHMENT B

OPERATIONAL & REIMBURSEMENT DOCUMENTATION PROCEDURES

Minimum operational and reimbursement documentation requirements have been established and will be required of each department before operations are approved and reimbursement to the city, county, or state agency involved is made. The following is a list of written standards which each department will be required to adhere to in order to receive reimbursement of enforcement overtime project funds. ADECA approved forms distributed by CAHSO will be utilized to ensure accurate documentation. Other required documentation procedures may be developed and implemented as the projects progress.

1. Pay Information **(FORM 1)**

   a. Use Pay Information form to establish an individual/overtime pay rate for each employee expected to participate in the CAHSO project.

   b. This form requires the signature of the Chief Law Enforcement Official and Chief Financial Representative.

   c. This form should be updated when the officer/deputy pay rate changes.

   d. This form must be maintained by the AGENCY (for three years) and available for review by ADECA and/or CAHSO.

2. Operation Plan **(FORM 2)**

   a. The Operation Plan form is used to plan all selective overtime traffic enforcement details as well as Blitz and Mobilization enforcement initiatives.

   b. Agency name, grant number, grant name, blitz/operation name, enforcement type, location, date, and start/end times must be included to complete the Operation Plan.

   c. Chief Law Enforcement Official (or designee) and Lead Officer must sign this form.

   d. This form must be submitted by Fax and/or Mail to the CAHSO 5 days prior to start of detail. If doing a Blitz or Mobilization, this form must be submitted 30 days prior to start of operation. Agencies may not perform reimbursement details if this form has not been approved and sent to the CAHSO. The AGENCY is responsible for following up on all mailed or faxed plans.

   e. This form must be maintained by the AGENCY (for three years) and available for review by ADECA and/or CAHSO. In addition, AGENCY time records/work schedules for officers/deputies that correspond to Operation Plans must be maintained for three years and available for review by ADECA and/or CAHSO.

3. Individual Contact Report **(FORM 3)**

   a. The Individual Contact Report form is used to document each officer's individual activity while working on a detail.

   b. Each Officer/Deputy working an overtime detail will complete the Individual Contact Report form.

   c. Each report will include at a minimum: date, time, location, number of hours, officer's name, number and type of contacts or if educational, a description of educational material distributed along with topic discussed.

   d. Officer and Lead Officer (Shift Supervisor) **must** sign this form. This form must be collected by the Lead Officer (Shift Supervisor) when the shift or detail terminates.

e. This form will be used to maintain and document public information/education contacts performed by the AGENCY.

f. This form must be maintained by the AGENCY (for three years) and available for review by ADECA and/or CAHSO. Lead Officer or AGENCY designated representative utilizes this form to accumulate data to complete the Activity/Monthly Roll up and Agency Reimbursement Request forms.

4. Agency Reimbursement Request & Consolidated Activity Report **(FORM 4)**

   a. The Agency Reimbursement Request & Consolidated Activity Report form is AGENCY's invoice to CAHSO for reimbursement and documentation of activities performed. This form is used to claim reimbursement and accumulate activity during each Blitz and overtime enforcement detail. This form shall be completed and maintained for each Blitz, Mobilization, and overtime enforcement detail.

   b. Each form shall include Department name, Blitz or Mobilization, Grant name, officer's name, date worked, rate of overtime pay, number of hours, administrative hours, number of contacts, type of contacts and month claimed. This information comes from FORMS 1, 2 and 3.

   c. For activity reporting purposes, this form is to be completed with consolidated activity and submitted via email or fax to CAHSO no later than 5 days after the completion of a Blitz period or as instructed by ADECA/CAHSO. When filing a reimbursement claim for monthly traffic enforcement activity or blitz activity, this form is to be completed and submitted in a timely manner after AGENCY has disbursed funds to their officers/deputies for overtime services performed during the time period being claimed. Failure to submit this form in a timely manner may result in the AGENCY's claim not being paid.

   d. If overtime enforcement operations occur in more than one quarter, a separate form must be submitted for each (i.e. July 4th Mobilization 6/30 through 7/04 – a form for June and July should be submitted).

   e. The Lead Officer (CALEC Representative, Sheriff, Chief or Shift Supervisor) can claim up to 20% of total grant funds allotted for overtime administrative purposes over the agreement time period. This means the Lead Officer may only claim up to 20% of each monthly claim submitted for overtime administrative purposes. There are two types of administrative time; hard and soft (*reference Alabama Community Traffic Safety Program ADECA Forms Instruction Guide, Section IV, para 7, pg. 14*). Administrative time must be consistent with AGENCY's overtime policy. If CALEC Representative is Lead Officer, administrative time can not be claimed for both a detail and overall grant administration per operation. Time can be claimed for CALEC Representative not working a detail provided work is performed outside of normal duty hours.

   f. AGENCY shall maintain copies of uniform traffic citations and warnings for three years. Form 4 must be maintained by the AGENCY (for three years) and available for review by ADECA and/or CAHSO.

   g. This form requires two certification signatures: (1) Chief (or designated) Financial Representative; (2) Chief Law Enforcement Officer or Chief Elected Official. Signees are certifying all individuals listed on the form did work, pay rates are correct, and persons listed have satisfied AGENCY overtime policy.

5. Blitz Report **(FORM 5)**

   a. This form is only used during blitz campaigns. It should not be used when overtime operations or details are conducted outside a Blitz period (e.g. sustained enforcement or match), unless directed by CAHSO.

ATTACHMENT B
(Continued)

b. This form shall be updated and submitted during the blitz by e-mail, mail or fax to CAHSO the day following each individual operation.

c. A final Blitz Report form shall be updated and submitted by fax, mail or e-mail to CAHSO no later than 3 days after end of the overall blitz period.

d. This form must be maintained by the AGENCY (for three years) and available for review by ADECA and/or CAHSO.

6. Monthly Department Expenditure Sheet **(FORM 7)**

   a. The Monthly Department Expenditure Sheet form is to be maintained by the AGENCY to track grant expenditures.

   b. This form is for AGENCY use only and shall not be submitted to CAHSO.

2-7

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

APR 11 2011

April 11, 2011

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:

NC-2011-53: Rescind Appropriation to, BOE, Sidney Lanier High School, for Choir Program - $1,250; (Williams)

NC-2011-63: BOE, Sidney Lanier High School, for Cheerleading Program - $1,250; (Williams)

NOTE: Since a check has been issued to BOE, Sidney Lanier High School in the proper amount, a replacement check is not to be issued but that it is to be noted in the Finance Department's records that the purpose of the appropriation is to be changed from the Choir Program to the Cheerleading Program.

NC-2011-64: BOE, Seth Johnson Elementary School, for Principal's Discretionary Fund, for End of the Year Student Achievement Awards – $250; (Ingram)

C-2011-60: Julia's Closet, Inc., for Returning Female Citizens Program - $300; (Ingram)

DLM/tll

3-1

Agenda
APR 11 2011

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director

DATE: March 29, 2011

SUBJECT: Invitation to Bid No. 51100-11B-005,
Employee Luncheon

Request that approval of award on the above referenced Invitation to Bid to the lowest responsive bidder, Farmers Market Café, in the amount of $5,700.00, be placed on the agenda for the County Commission meeting on April 11, 2011. (copy of spread sheet attached)

Your help with the matter is appreciated.

Attachment

Purchasing Department
Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
BID NO. 51100-11B-005				KINGS TABLE CATERING, LLC - ATTN: AL STEINEKER - PHONE #270-0200; FAX #270-8882		FARMERS MARKET CAFÉ - JOANN M. NORTON; PHONE #262-9163; FAX#262-1970							
ISSUE DATE: MARCH 4, 2011													
BID OPENED: MARCH 21, 2011													
COUNTY COMMISSION													
TERMS OF PAYMENT / DISCOUNT:													
ITEM NO.	DESCRIPTION OF ITEM	Units	QTY	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
	EMPLOYEE LUNCH	EA	600	$5.99	$3,594.00	$9.50	$5,700.00						
	48 BIDS MAILED												
TOTAL BID AMOUNTS					$3,594.00		$5,700.00						

Notes: 4-2

SPRTSHEETEMPLOYEELUNCH2011

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
March 24, 2011

T.T.G.

TO: Donnie Mims
FROM: Tommy Gallion

RE: Employee Luncheon
Invitation to Bid No. 51100-11B-005

I have reviewed your March 24, 2011 memorandum and the March 22, 2011 memorandum from Pat Silas to you regarding the referenced invitation to bid. I also reviewed Section 41-16-20.

It is my understanding that Kings Table Catering was previously awarded the bid in December 2009 and that they did not perform in accordance with their agreement and their bid price of $6.24 per person was reduced to $3.12 due to their poor performance.

The County would like to classify Kings Table Catering as a non-responsive bidder based on their past performance and throw out their bid for this year's employee luncheon of $5.99 per person ($3,594 total bid) and award the bid to the only other bidder, Farmers Market Café who bid $9.50 per person ($5,700 total bid).

Therefore under Section 41-16-20 this bid would be exempt from the competitive bidding laws in that the performance of Kings Table Catering was unacceptable, then the County can award the contract to the responsive bidder Farmers Market Café.

50051-317
4161149_1

Agenda
APR 11 2011

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director ps
Support Services

DATE: April 4, 2011

SUBJECT: Invitation to Bid No. 53600-11B-002, Reinforced Concrete Retaining Wall along Vaughn Road Right-of-Way

Request approval of award on the above referenced Invitation to Bid, to low bidder Newell & Bush, Inc., in the amount of $31,910.00, be placed on the agenda for the County Commission meeting on April 11, 2011. (copy of spread sheet attached)

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

Attachment

Purchasing Department
Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
BID NO. 53600-11B-02 ISSUE DATE: MARCH 7, 2011 BID OPENING DATE: MARCH 29, 2011 ENGINEERING TERMS OF PAYMENT / DISCOUNT:				NEWELL & BUSH, INC. - LICENSE #17495		BURNETT CIVIL CONTRACTING, LLC - LICENSE #38702		MCDONALD CONSTRUCTION CO., INC. - LICENSE #23892		MTS CONSTRUCTION, INC. - LICENSE #11815		LIBERTY CONSTRUCTION - LICENSE #16584	
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	RETAINING WALL	EA	1	$25,110.00	$25,110.00	$34,425.00	$34,425.00	$34,830.00	$34,830.00	$35,640.00	$35,640.00	$66,825.00	$66,825.00
2	MOBILIZATION	EA	1	$3,800.00	$3,800.00	$4,000.00	$4,000.00	$8,000.00	$8,000.00	$5,550.00	$5,550.00	$17,785.00	$17,785.00
3	SLOPE PAVING	EA	1	$900.00	$900.00	$1,200.00	$1,200.00	$1,200.00	$1,200.00	$1,710.00	$1,710.00	$2,250.00	$2,250.00
4	TOPSOIL	EA	1	$1,375.00	$1,375.00	$1,250.00	$1,250.00	$1,000.00	$1,000.00	$1,750.00	$1,750.00	$4,375.00	$4,375.00
5	SEEDING	EA	1	$100.00	$100.00	$50.00	$50.00	$300.00	$300.00	$575.00	$575.00	$336.00	$336.00
6	SOLID SODDING	EA	1	$525.00	$525.00	$300.00	$300.00	$600.00	$600.00	$975.00	$975.00	$600.00	$600.00
7	MULCHING	EA	1	$100.00	$100.00	$50.00	$50.00	$300.00	$300.00	$575.00	$575.00	$400.00	$400.00
	14 BIDS MAILED												
	NEWSPAPER AD												
TOTAL BID AMOUNTS					$31,910.00		$41,275.00		$46,230.00		$46,775.00		$92,571.00

Notes:

5-2

Agenda
APR 11 2011

MEMORANDUM

TO: Donald L. Mims, Administrator

FROM: Pat Silas, Assistant Director
Support Services

DATE: April 7, 2011

SUBJECT: Bid No. 52110-11B-008, 2011
Pickup Truck

Request approval of award on the above referenced bid to the low bidder, Hometown Ford, in the amount of $18,973.00, be placed on the agenda for the County Commission meeting on April 11, 2011. (copy of spread sheet attached)

Hometown Ford in Opelika, Al. is the awarded vendor for this item on the State of Alabama vehicle contract.

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

Attachment

6-1

Purchasing Department
Montgomery County Commission

ABSTRACT FOR BIDS:				BID # 1		BID # 2		BID # 3		BID # 4		BID # 5	
BID NO. 52110-11B-008 ISSUED: MARCH 31, 2011 OPENED: APRIL 7, 2011 SHERIFF TERMS OF PAYMENT / DISCOUNT:				HOMETOWN FORD - ATTN: W.C. GANTT; PHONE#800-264-8049; FAX#334-364-8049		STIVERS FORD LINCOLN - ATTN: JULIUS THOMAS; PHONE#613-5012; FAX#613-5018		BEN ATKINSON MOTORS, INC. - ATTN: BRUCE BROWN; PHONE #1-800-255-5650; FAX#334-283-2897		GILMORE FORD - BOBBY HENDERSON; PHONE#365-2272; FAX#220-8088			
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
	TRUCK: PICKUP	EA	1	$18,973.00	$18,973.00	$19,156.15	$19,156.15	$19,287.00	$19,287.00	$23,813.15	$23,813.15		
	EXT. CAB; 2011												
	FORD F150 OR												
	APPROVED EQUAL												
	11 BIDS MAILED												
TOTAL BID AMOUNTS					$18,973.00		$19,156.15		$19,287.00		$23,813.15		

Notes:

6-2

D.T. MARSHALL, SHERIFF

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

April 7, 2011

MEMORANDUM

TO	:	Ms. Pat Silas, Assistant Director Support Services
FROM	:	Sheriff D. T. Marshall DTM Montgomery County Sheriff's Office
SUBJECT	:	Bid No. 52110-11B-008 2011 Pickup Truck

I am recommending that the low bid from Hometown Ford in Opelika be accepted.

I am requesting that this be placed on the next County Commission agenda.

DTM/tb

6-3

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

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

Position Number 036

Agenda
APR 11 20

Proposed Effective Date March 21, 2011

Type of Appointment (X) Permanent ( ) Temporary

Recruiting
( ) Promotional Register ( ) Transfer
(X) Open Competitive Register ( ) Reemployment

Pay Grade Deputy Sheriff Trainee - $35,066 (PS104)
Deputy Sheriff - $36,186 - $45,139 (PS1)

D T Marshall
Department Head

Date March 8, 2011

---

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 ________

7-1

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

1. Position Title Deputy Sheriff Trainee / Deputy Sheriff

   Position Number 095

   Proposed Effective Date March 21, 2011

   Type of Appointment (X) Permanent ( ) Temporary

   Recruiting
   ( ) Promotional Register ( ) Transfer
   (X) Open Competitive Register ( ) Reemployment

   Pay Grade Deputy Sheriff Trainee - $35,066 (PS104)
   Deputy Sheriff - $36,186 - $45,139 (PS1)

D T Marshall
Department Head KH   Date March 8, 2011

---

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 ________

7-2

ORIGINAL

POSITION FILL REQUEST

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

DEPARTMENT: Montgomery County Sheriff's Office

DEPARTMENT HEAD: D. T. Marshall, Sheriff

SUPERVISOR: D. Cunningham, Chief Deputy

1. Position Title Deputy Sheriff, Corporal

Position Number 163

Proposed Effective Date March 21, 2011

Type of Appointment (X) Permanent ( ) Temporary

Recruiting
(X) Promotional Register ( ) Transfer
( ) Open Competitive Register ( ) Reemployment

Pay Grade $37,211 - $47,900 (PS2)
Pay step to be based upon City and County of Montgomery Personnel Board Rules and Regulations, Rule VI, Section 10 (A-promotions)

Agenda

APR 11 2011

D T Marshall
Department Head XH

Date March 8, 2011

---

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 ________

8-1

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda
APR 11 2011

Request # 15

Date: March 29, 2011

To: Donald L. Mims, Administrator

From: Sheriff D. T. Marshall

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL

Departure Date: June 5, 2011 Return Date: June 8, 2011

Conference Leave (Days / Hours): 4 days

Purpose of Travel: FBINAA Summer Conference

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

Check Mode of Transportation:

County Vehicle	X	Commercial Air	
Private Vehicle		Other (Specify)	

Total (est.) Cost: $2,200.00 Advance Registration Required: $450.00

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. 04/11/11 reimbursement of actual and necessary expenses in the approximate amount of $2,200.00 and advance registration of $450.00 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:	$12,351.03
Budget Available:	$7,648.97
Current Requests:	$2,200.00
Budget Balance:	$5,448.97

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 3/31/2011

cc: Finance Director / Buyer

9-1

Montgomery County Commission
Travel / Training Request Approval

Appendix C

Agenda
APR 11 2011

Request # 17

Date: March 29, 2011

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Montgomery, AL

Departure Date: April 27, 2011 Return Date: April 28, 2011

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend 2011 County Day @ the Legislature

Traveler (s) Name:
1. Elton Dean/ Reed Ingram
2. Jiles Williams, Jr.
3. Ham Wilson
4. Donald Mims
5. John Mitchell
6. DiDi Henry

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

Total (est.) Cost: $175.00 Advance Registration Required: $175.00

Department Name: County Commission Fund Name: General

Additional Comments: Registration - $25.00/person

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 04/11/11 reimbursement of actual and necessary expenses in the approximate amount of $175.00 and advance registration of $175.00 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:	$18,661.72
Budget Available:	$3,838.28
Current Requests:	$175.00
Budget Balance:	$3,663.28

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 4/5/2011

cc: Finance Director / Buyer

9-2

Revised October 12, 2005

Appendix C

Agenda

APR 11 2011

Montgomery County Commission
Travel / Training Request Approval

Request # 18

Date: April 5, 2011

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator DLM

Re: Travel / Training Request

Request approval to be granted for the following:

Destination: Orange Beach, AL

Departure Date: May 18, 2011 Return Date: May 19, 2011

Conference Leave (Days / Hours): 2 Days

Purpose of Travel: to attend the 2011 ACAA Annual Conference

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

Check Mode of Transportation:

County Vehicle		Commercial Air	
Private Vehicle	X	Other (Specify)	

Total (est.) Cost: $1,185.96 Advance Registration Required: $370.00

Department Name: County Commission Fund Name: General

Additional Comments: Mileage - 201.96; Meals - 300.00; Hotel 314.00 + Tax; Registration - 370.00

To: Donald L. Mims, Administrator

From: Donald L. Mims, Administrator

The above request is app. 04/11/11 reimbursement of actual and necessary expenses in the approximate amount of $1,185.96 and advance registration of $370.00 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:	$18,661.72
Budget Available:	$3,838.28
Current Requests:	$1,360.96
Budget Balance:	$2,477.32

Donald L. Mims, Administrator

Reviewed by: S. Thomas

Date: 4/5/2011

cc: Finance Director / Buyer

9-3

Revised October 12, 2005

Agenda

APR 11 2011

January 24, 2011

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

Dear Mr. Mims:

This letter is to inform you of a vacancy on The Montgomery County Community Correction and Punishment Authority Board. This vacancy was created with the recent resignation of Dr. Lawson Bryan. Mrs. Roianne Houlton Conners has expressed an interest in filling the remainder of the term. I have referred her request to Commissioner Ham Wilson, Jr.

I am attaching a copy of Dr. Bryan letter of resignation, thanks for your help in this matter.

Sincerely,

Willie R. Jones
Chairman, MCCPCA

cc: Mr. Elton Dean, Sr., Chairman
cc: Rev. Edward Nettles, Sr.

10-1

First United Methodist Church
2416 WEST CLOVERDALE PARK
Montgomery, Alabama 36106

DR. R. LAWSON BRYAN
SENIOR MINISTER

OFFICE: (334) 834-8990
FAX: (334) 834-4333

January 16, 2011

Mr. Willie Jones, Chairman
Montgomery County Community Corrections Authority
P. O. Box 1667
Montgomery, AL 36102-1667

Dear Mr. Jones:

I have benefitted greatly from the opportunity to serve with you and the other devoted members of the Community Corrections Authority. Thank you for your personal leadership in guiding the work of this incredible important agency. The very significance of the work compels me to want to serve faithfully. My schedule, however, no longer permits the kind of regular involvement I expect of myself and that is required by the Authority. In light of this schedule situation, I regret that I must resign; my hope is that in this way I can make room for someone who can give the kind of attention that this important work requires.

I thank you, and Paul Brown, and all others who have extended such gracious hospitality to me. Montgomery County is fortunate to have such people as yourselves overseeing this vital ministry in our region.

God bless you and thank you so very much for your understanding of my situation.

Gratefully,

Lawson

R. Lawson Bryan

10-2

Updated on 12/2010

Montgomery County Community Punishment & Corrections Authority

Members:	**Term Expires:**
Robert E. L. (Bobo) Gilpin Kaufman Gilpin McKenzie Thomas Weiss, PC P.O. Drawer 4540 Montgomery, Alabama 36103-4540 Direct Dial: 334-409-2236 Email: rgilpin@kgmlegal.com	12/1/2012
Rev. Edward J. Nettles, Sr. 3706 Menlo Court Montgomery, AL 36116 Home: 284-5210 Work: 262-2205	12/1/2013
Daniel Harris 3857 Colline Drive Montgomery, AL 36106	12/1/2013
Willie Jones 2607 Westwood Drive Montgomery, AL 36108 Home: 262-1199 Work: 834-2232	12/1/2012
James E. Williams P.O. Drawer 5130 Montgomery, AL 36103 Home: 834-4746 Work: 263-6621	12/1/2012
* Lawson R. Bryan 3000 Bankhead Avenue Montgomery, AL 36106 Home: 356-3111	12/1/2012
Paul R. Cooper 312 Scott Street Montgomery, AL 36104 Work: 262-4887	12/1/2012
District Attorney Ellen Brooks Work: 832-2550	12/1/2016
Sheriff D.T. Marshall Work: 832-2593	12/1/2014

Sheriff	**4 year term**
District Attorney	**6 year term**
All others	**3 year term**

10-3